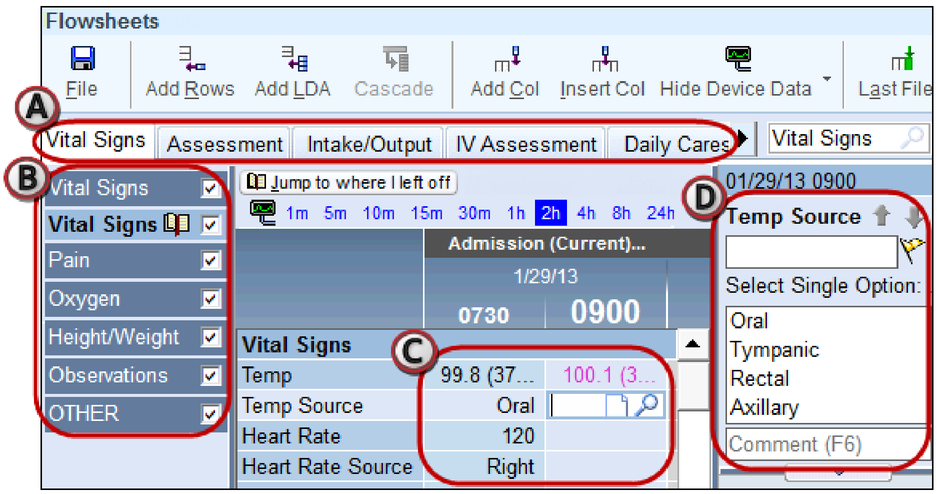
Vitals and Assessments

Introduction to the Flowsheets activity

Use the Flowsheets activity to document a patient's assessments. To open it, select a patient from Patient Lists and click **Flowsheets**, or select the **Flowsheets** activity tab in a patient's chart.

A. **Flowsheet tabs**: Commonly used flowsheets.
B. **Table of contents (TOC)**: Groups of documentation rows in the flowsheet. Click a group name to jump to the related documentation.
C. **Flowsheet cells**: Cells where you document new values and review previous values. Each documentation time has its own column, and each assessment has its own row.
D. **Details report**: Sidebar where you can choose options as you document in each cell. Values you enter here appear in the flowsheet cells.



Click **Resize** in the upper right corner to make the flowsheet appear full-screen.

Flowsheet efficiency tips

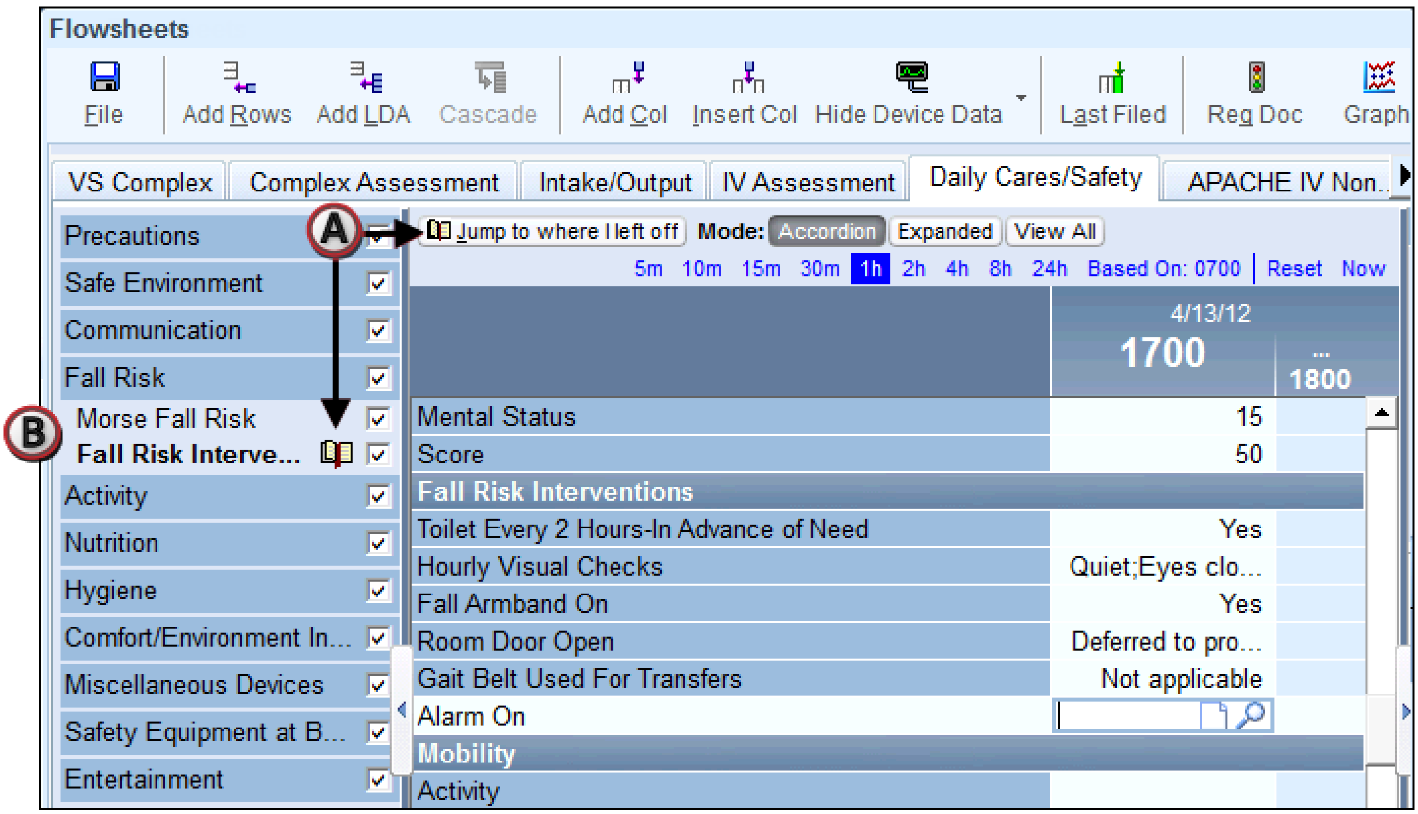
Use buttons and keyboard shortcuts to navigate and document in flowsheets more quickly.

A. Bookmark where you left off

When you leave a flowsheet tab, the system automatically saves your place. When you return, appears, indicating where you left off. You can then click **Jump to where I left off** to continue documenting in the last cell you clicked.

B. Jump to specific groups from the table of contents

To navigate quickly in long flowsheets, click a topic in the table of contents to expand it and jump to a specific group in the topic. For example, expand the Fall Risk topic and click either the Morse Fall Risk or Fall Risk Interventions group to jump to those rows.

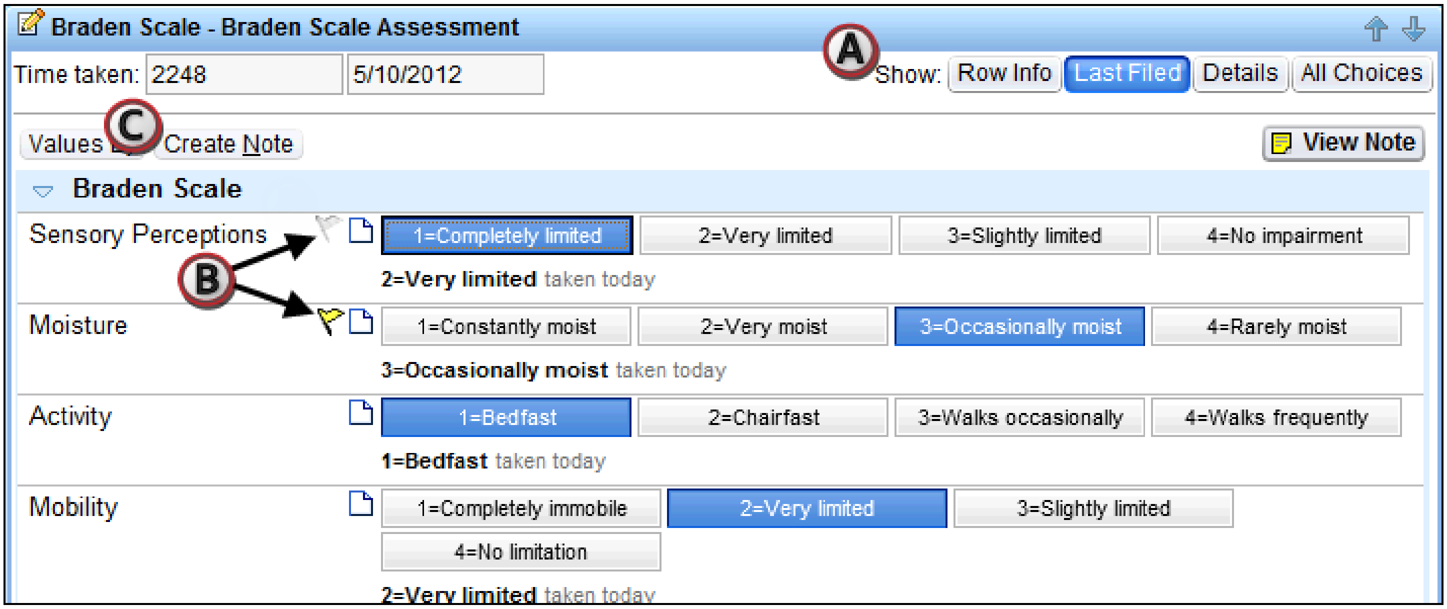


Shortcuts for flowsheet navigator sections

A. Click buttons at the top right of the section to show or hide row information, the last filed data, and the Details window (where you click values to document). To show buttons for all possible values, click **All Choices**. The system remembers your selections the next time you log in.

B. Click the white flag ( ) next to a row to quickly mark the row as significant. The flag turns yellow.

C. Click **Create Note** to write a note about your flowsheet documentation. Click **View Note** to read a note.



Flowsheets keyboard shortcuts

In the Flowsheets activity:

- To move up or down between groups, press **Shift+Up Arrow** or **Shift+Down Arrow**.
- To move up or down one screen at a time, press **Page Up** or **Page Down**.

In flowsheet navigator sections:

- To move up or down between groups, press **Shift+Up Arrow** or **Shift+Down Arrow**.
- To add a comment, press **Alt+F6**.
- To flag a value as significant, press **Alt+F10**.

Document vitals

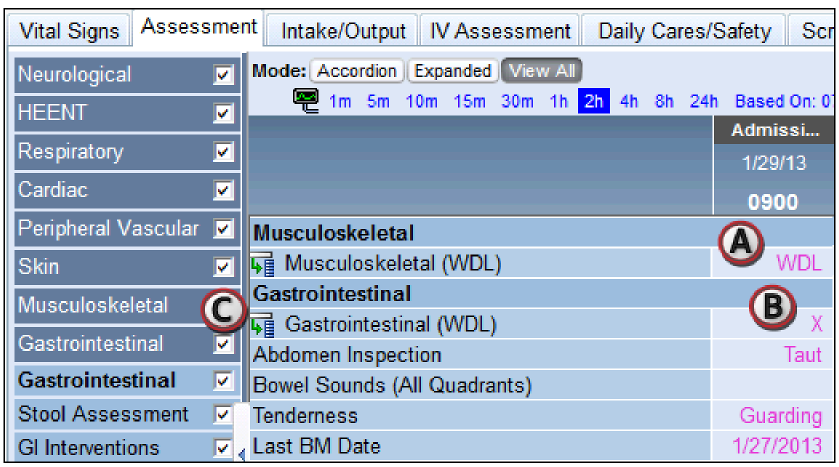
1. Select the Vital Signs tab.
2. Add a column for the time when you performed the assessment.
   - Click **Add Col** to add a column for the current time.
   - Click **Insert Col** to insert a column for a previous time when you recorded vitals, and then specify that time in the Date/Time Entry window.
3. Enter or select values in the Details report. Remember to include units when needed.
4. When you're finished, go on to the next task. The system saves the data automatically.

Try the mnemonic "INsert IN the past" to remember whether to click **Add Col** or **Insert Col**.

Document an assessment

In Flowsheets, select the **Assessment** tab to complete ahead-to-toe assessment. Add or insert a column for the time when you performed the assessment and document your findings for each body system.

A. If the assessment for a body system is normal, enter "WDL" for "Within Defined Limits."
B. If the assessment is abnormal, enter "X" for "Exceptions to WDL." New rows appear for you to enter more details about the abnormalities.
C. You can add additional rows for an assessment by clicking .



If a flowsheet row doesn't apply to a patient or you added it by mistake, you can remove it by right-clicking it and selecting **Remove**. You can only remove flowsheet rows that don't contain data.

Correct data that's already been filed

To correct a mistake in filed flowsheet data, whether it was manually entered or recorded through a device, select the value that you want to change and enter the new value. A record of the change appears in the Show Audit section of the Details report.

Mark a value as significant

To help physicians notice a value while rounding on the patient, right-click the value and select **Significant Data**. The cell turns yellow, and the value is highlighted in physician reports. For example, if the patient's blood pressure has been low but becomes high, you might mark the value significant.

To remove the significant indicator for a value, right-click the cell again and select **No Longer Significant**.

Add a comment about one or more values

Add a comment about one value

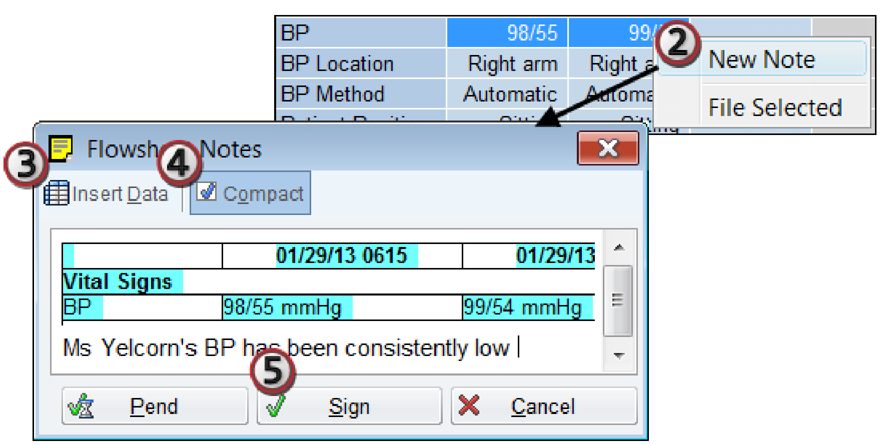
1. Click the cell you want to comment on and click .
2. Enter your comment and click **Accept**. The value now appears with three blue lines to the right: 20.
3. To read the comment, hover over the cell or click it.

	You can record comments anywhere you see in Hyperspace.

Add a comment about multiple values

To leave the same comment for multiple values, write a flowsheet note.

1. Select the cells you want to write a note about.
2. Right-click the selected values and select **New Note**. The Flowsheet Notes window opens.
3. Click **Insert Data** to insert the values you selected.
4. Optionally, clear the **Compact** check box to expand the note window and see more note-writing tools, such as SmartTools.
5. Enter any additional comments and click **Sign**. A icon appears next to the headers of columns related to the note, and the note appears in the Notes activity.

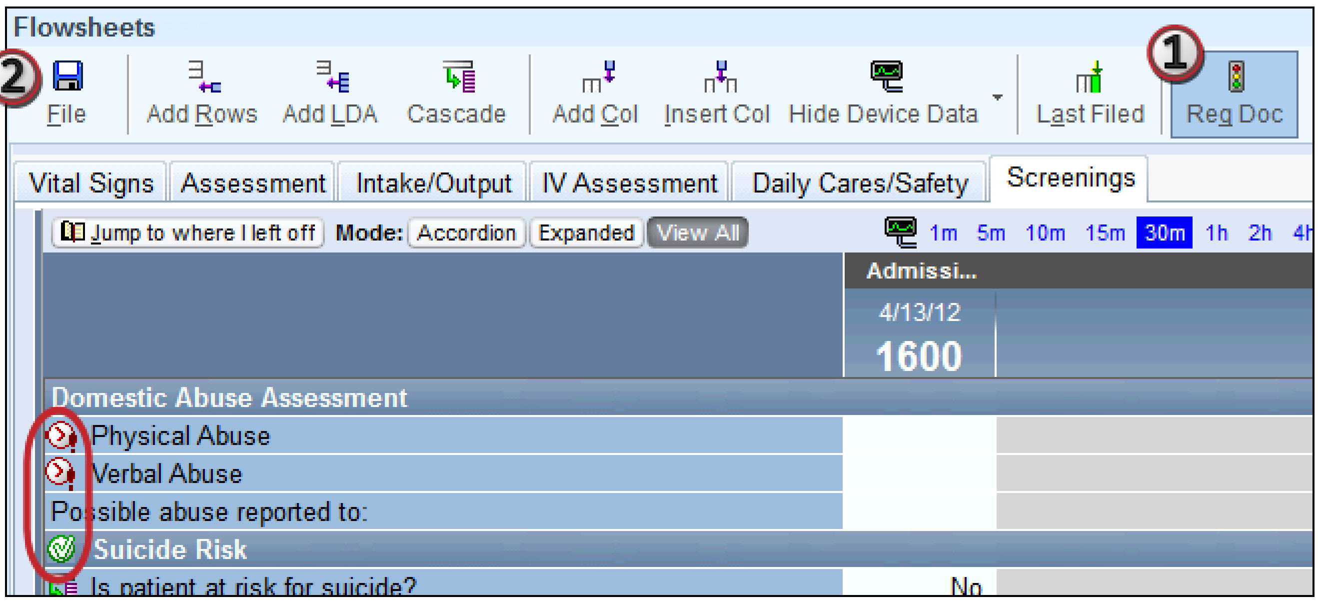


Identify and complete required flowsheet documentation

To help you see at a glance what required documentation you need to complete, check the color-coded icons in your flowsheets or Patient List columns. These icons indicate whether you need to complete documentation to meet compliance or hospital regulations:

- = Complete
- = Incomplete, but not due soon
- = Due soon
- = Overdue

1. In Flowsheets, click **Req Doc**. Review the icons that appear next to required documentation rows and groups.
2. Enter your documentation and click **File** to complete the requirement.



When you see one of these icons in the **Admit Doc**, **Shift Doc**, or **Discharge Doc** Patient Lists column, double-click the icon to jump to the flowsheet that's missing documentation.

Add devices and record data

Instead of entering vitals manually, you can import data from devices like monitors and vents. First, associate the device with your patient. Then, to help avoid errors when you import the data, you must validate it before it's filed to the chart.

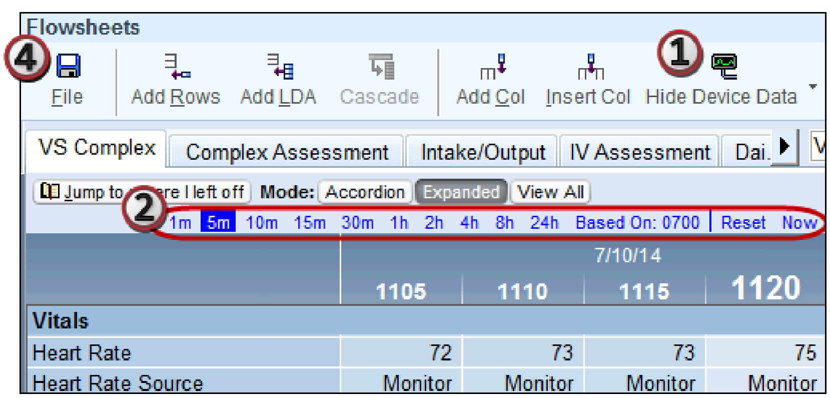
Associate a device

1. To associate a device with your patient, scan your patient's barcode and then scan the barcode on the device. If your patient's chart is already open, scan the device's barcode with one of the following activities or navigator sections open:
   - Flowsheets activity
   - Device navigator section
   - Code Narrator
   - MAR
   - Data Validate activity
2. On the Add Device window, verify the device information is correct and click **Accept**.

ⓘ	Some data, like BP from a manual cuff, is gathered at a specified interval rather than continuously. To import non-continuous data, make sure that a reading was taken at a time close to the time listed in the column. If the times are too far apart, the data can't be imported.

Import and validate data from a device

1. To import device data, open the Flowsheets activity.
2. Click **Show Device Data**. The button changes to **Hide Device Data** after you click it. Device data appears in gray in the appropriate flowsheet rows.
3. Click the time links to choose how often you want to import data from the monitor.
4. Verify that the readings make sense. For example, if the patient's documented heart rate is 300, the monitor is probably malfunctioning. To fix incorrect data, click the value and change it manually.
5. Select the columns you've validated and file them.



In the Details report, there are several times associated with each reading.

Device time	When the device captured data from the patient.
Time taken	When the data was imported from the device into Epic.
Recorded time	When the data was filed in Epic.

!	Data can only be imported for your patient when Epic shows him in the bed the device is attached to. If you can't import a patient's device data, make sure that Epic has been updated to reflect the patient's current location. Confirm his location in Patient Lists and correct it if needed.

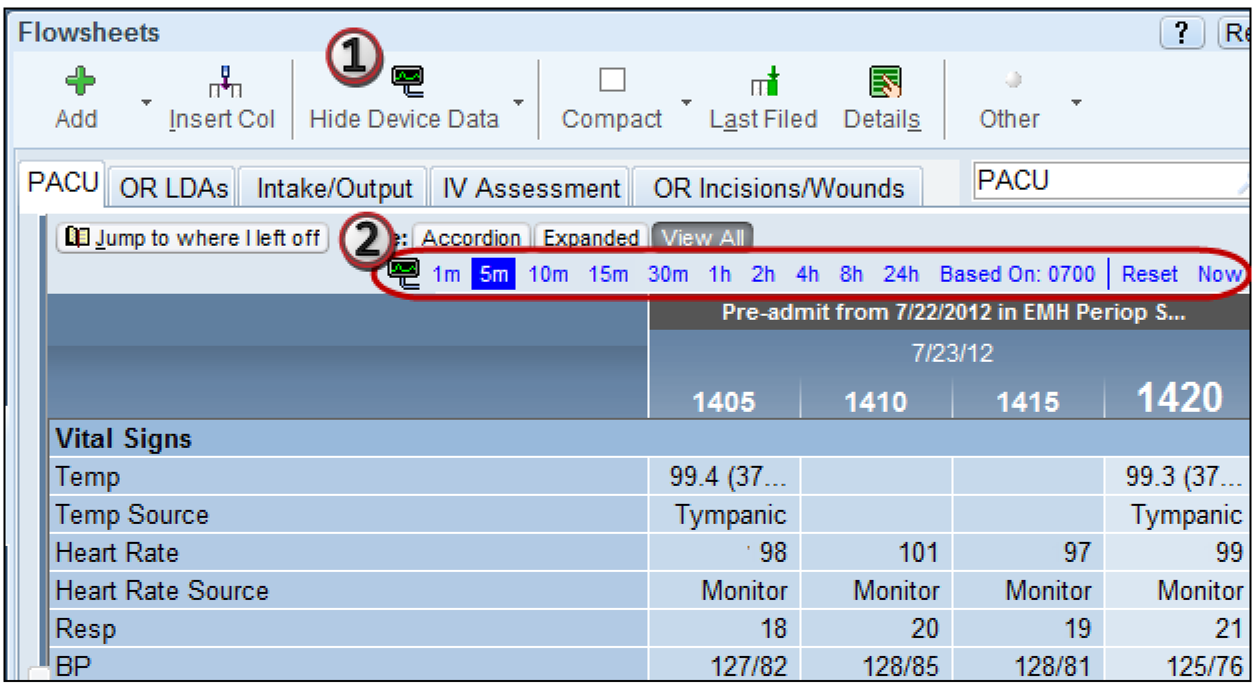
Import and validate data from devices

When you import data from devices like monitors and vents, you must validate it to avoid errors.

1. Click **Show Device Data**. It changes to **Hide Device Data** after you click it. Data from the device appears in gray in the appropriate flowsheet rows.
2. Choose how often you want to import data from the monitor by linking the blue time links. For example, if you want to import data every 15 minutes, click the **15m** link.
3. Check to make sure that the readings make sense. If you need to fix incorrect data, click the value and change it manually.
4. Select the columns of data you've validated and file them.
   - To file one column, hover over the time header and click the arrow that appears. Choose **File Selected**.
   - To select multiple columns, click in the first column and drag your mouse to the last column. Click **File Selected**.

!	If the data isn't gathered continuously, like BP from a manual cuff, a reading must be taken close to the time listed in the column. Otherwise the data can't be imported.

!	Data can only be imported when the system shows the patient in the bed the device is attached to. If you are unable to validate a patient's device data, first confirm his location in Patient Lists.

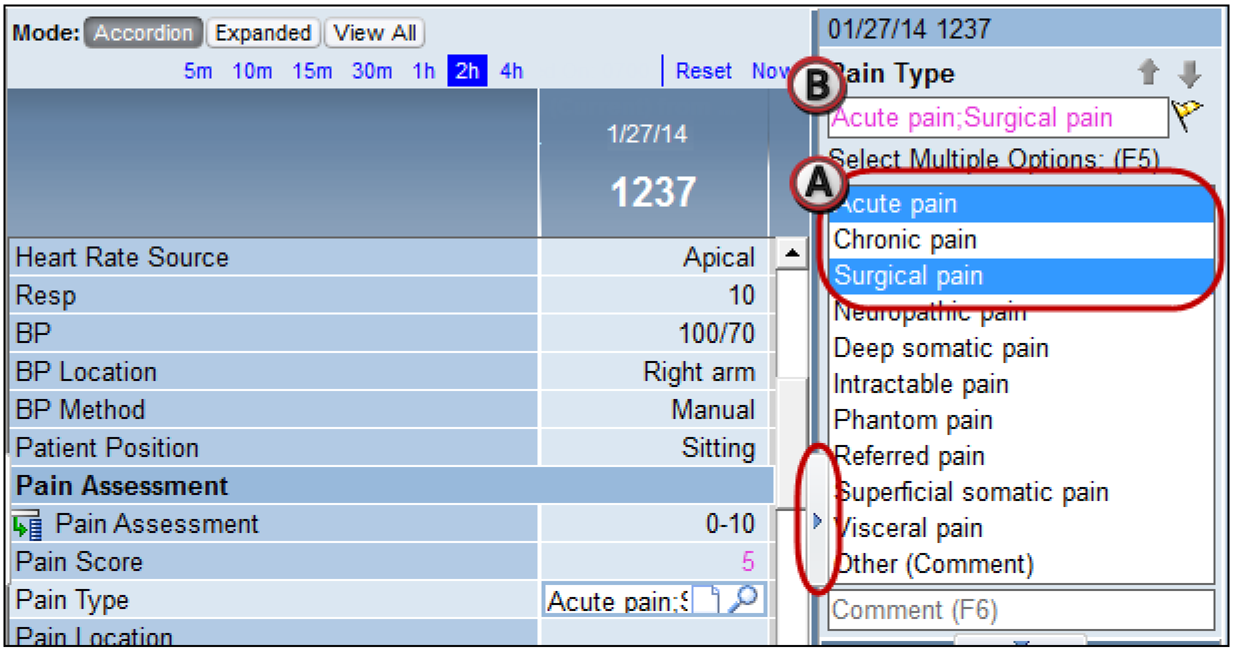


Document more quickly with the Details report

Many flowsheet rows, such as Pain Type, limit the values you can enter to a predetermined set of options. Use the Details report to quickly view these options, select the appropriate values, and advance to the next row. The values you document appear in the corresponding flowsheet cells.

A. Left-click to select multiple options, and then right-click to accept your options and move to the next row. In single-select rows, left-clicking moves you to the next row automatically.
B. For vital signs such as temperature and blood pressure, enter numeric values in the data field.

ⓘ	The Details report is docked on the right side of the Flowsheets activity. It can be hidden, so if you don't see it, click the narrow arrow button to expand it.



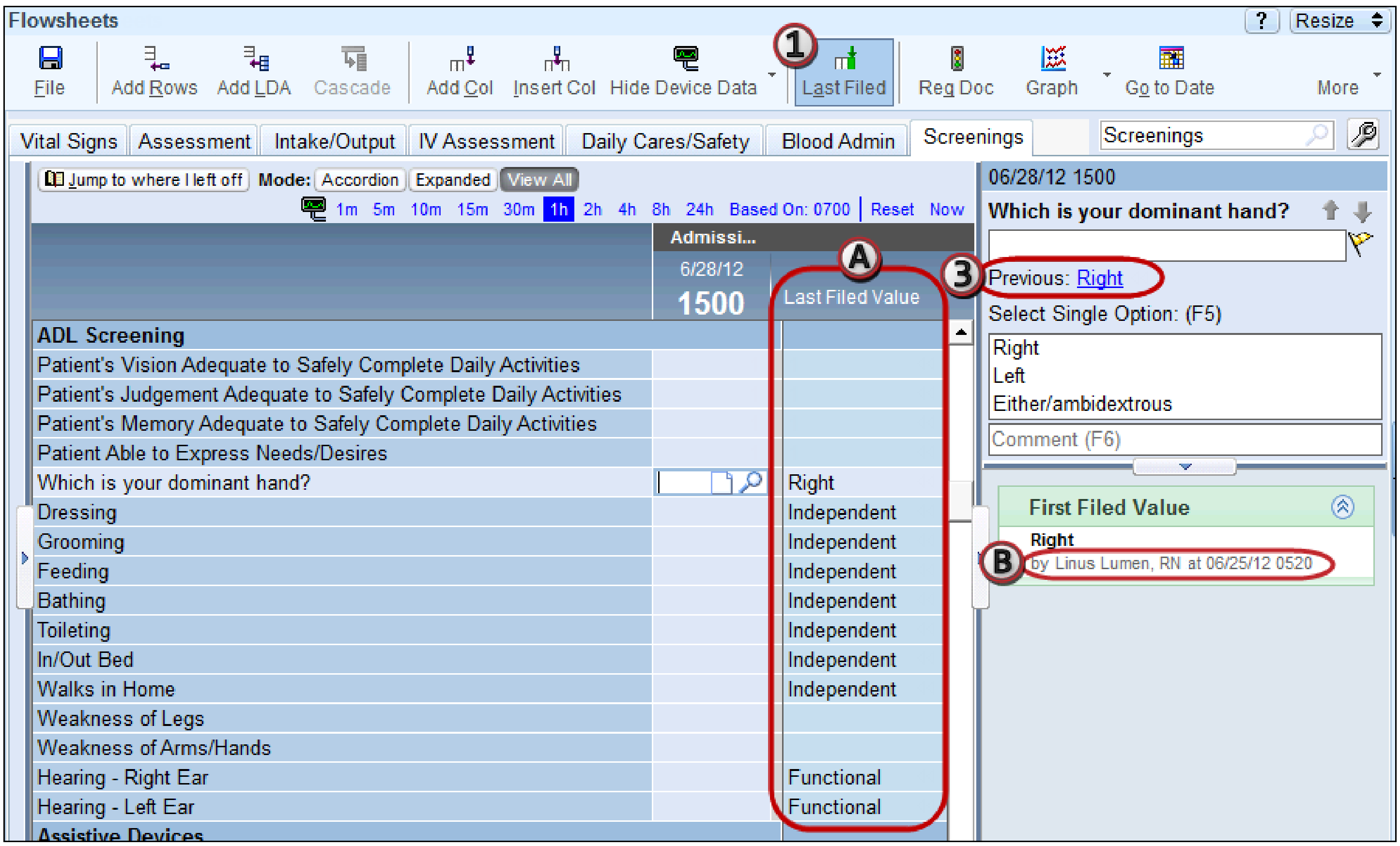
ⓘ	Try the mnemonic "left-click to pick, right-click to stick" to remember which mouse button to use.

ⓘ	You can also use the keyboard to enter data in the Details report field or the flowsheet row. After you enter data, press **Enter** to move the cursor to the next row.

Copy flowsheet values from past visits

Complete admission assessments more quickly by copying flowsheet information that hasn't changed from past visits. Note that you can only copy forward certain information that rarely changes, such as portions of the ADL screening.

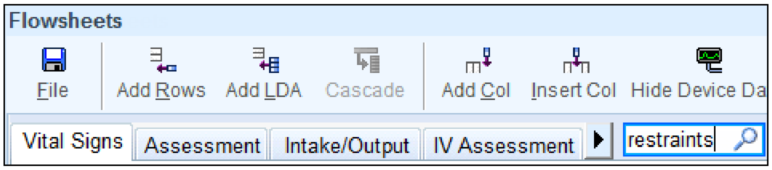
1. Open the Flowsheets activity and click **Last Filed**.
   a. Any values from a past encounter appear in the Last Filed Value column and the Details report.
   b. The date on which the value was filed appears in the Details report.
2. Verify the information with the patient.
3. If the information is still accurate, click the **Previous** link in the Details report. The value is copied to your documentation for the current admission.



Add more flowsheets

If you need to document an assessment but can't find the appropriate flowsheet, you can search for it. For example, you might need to document a patient's restraints, but none of the default flowsheet tabs include rows for restraints.

1. In Flowsheets, enter a keyword, such as "restraints," in the search field. A list of related results appears.
2. Double-click the appropriate flowsheet to add it as a tab.



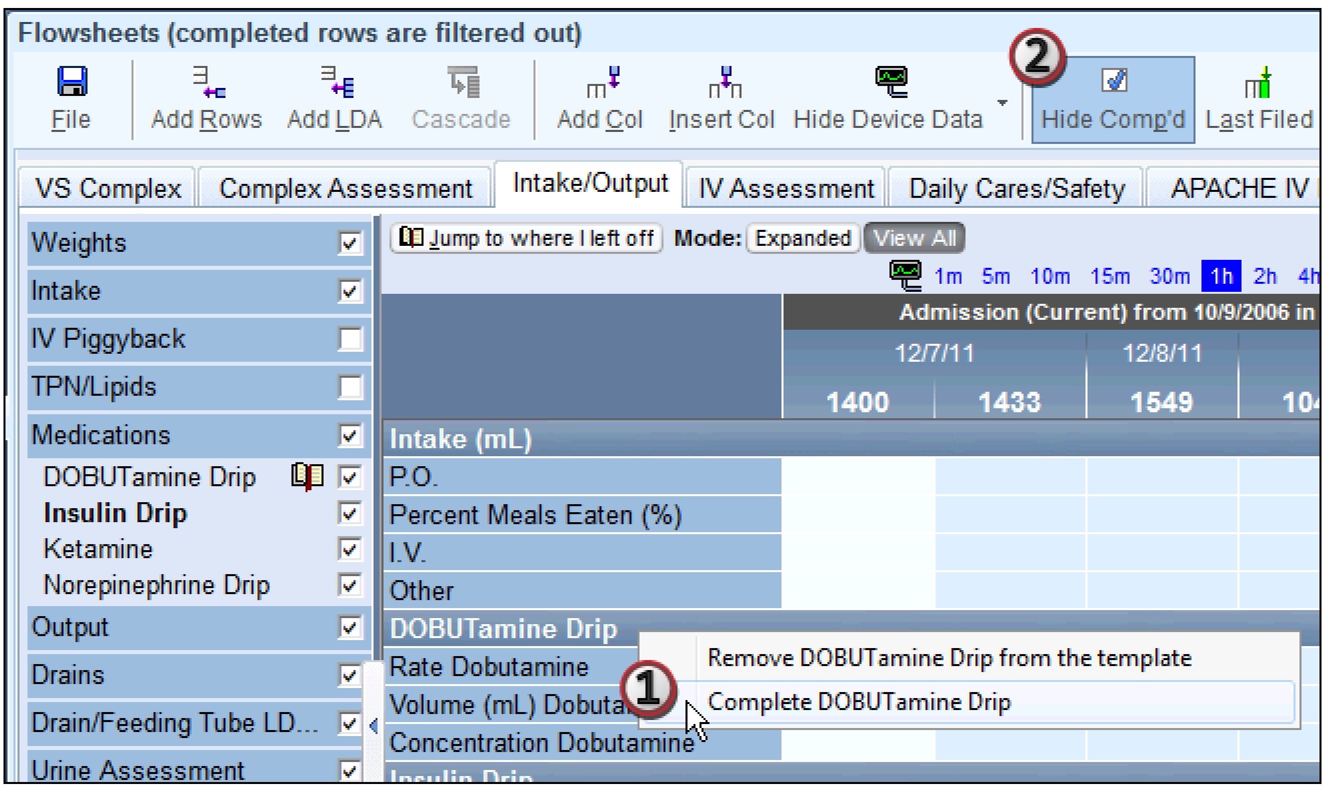
Reduce scrolling in flowsheets

Find the information you need more quickly by hiding flowsheet groups, sections, and data, and jumping to a specific date.

Hide completed flowsheet groups

Flowsheets, especially those for ICU patients, often contain a lot of data. You can hide flowsheet groups that no longer need documentation to reduce vertical scrolling in the flowsheet and make the table of contents shorter.

1. When you've finished all of your documentation in a particular flowsheet group (for example, if you just removed an IV line), right-click the name of the group and choose to complete it. The group turns gray.
   - You can make the group active again by right-clicking the name of the group and choosing to reactivate it.
2. To hide the completed group in the flowsheet, click ☐ **Hide Comp'd**. The group is also hidden in the table of contents. To make the group reappear, click ☑ **Hide Comp'd** again.
   - Note that hiding a completed flowsheet group hides the group for everyone who works with that patient. Clearing the check box next to a group's name in the table of contents, however, only hides the group for you.



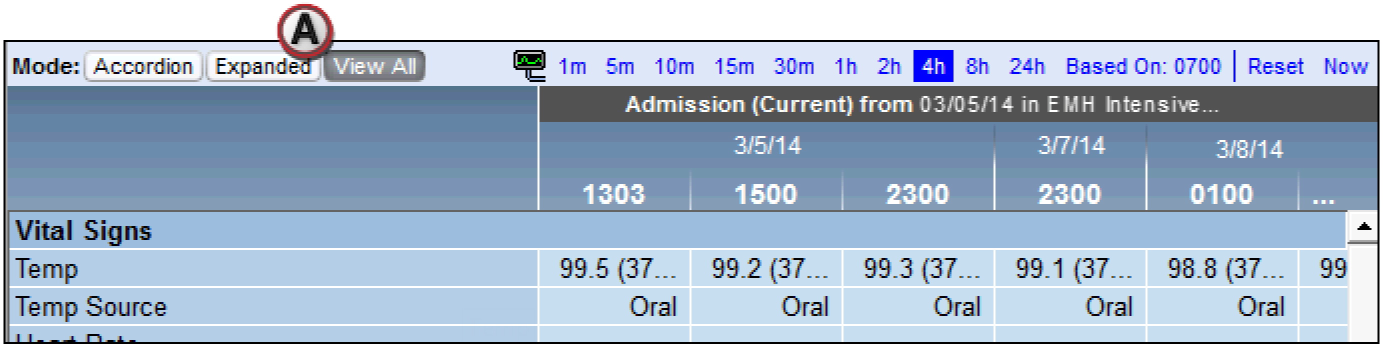
Hide flowsheet sections you don't need

If you need to see only a few sections in a long flowsheet, click **Uncheck All** at the bottom of the table of contents, and then select the check boxes for the sections you want. This shortcut is quicker than clearing the check boxes that you don't want one by one. To view all sections again, click **Check All**.

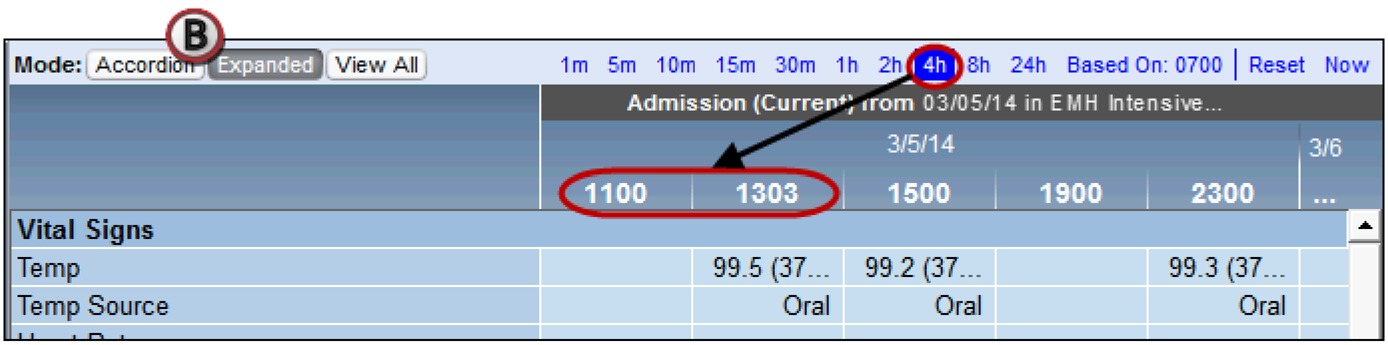
Control how much flowsheet data you see

Select different viewing modes at the top of the Flowsheets activity to adjust the columns in a flowsheet.

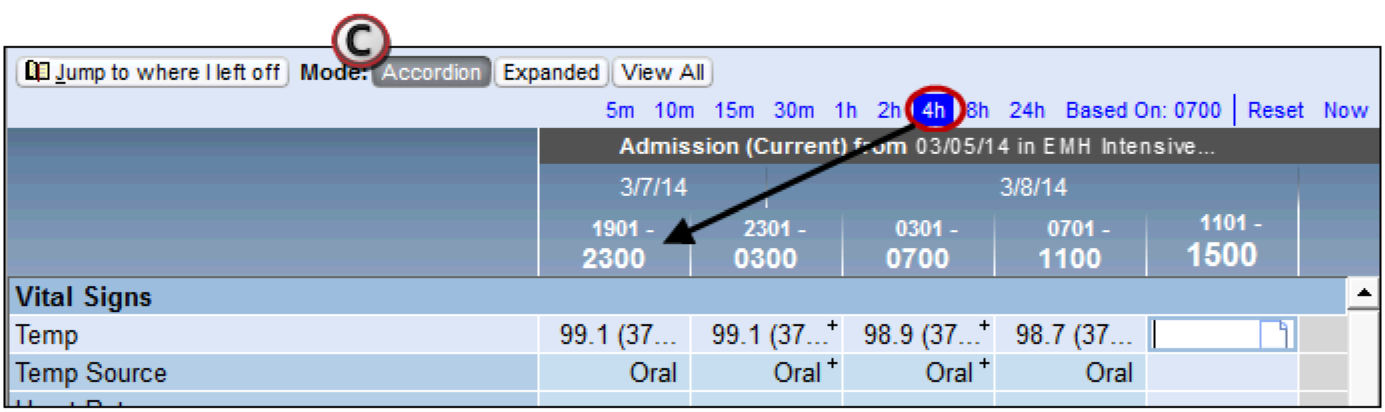
A. View All: View a column for each time data was recorded. This view is selected automatically.



B. Expanded: View columns in regular increments, whether or not there is data for a given time. Click a time link to adjust the increment. For example, click **4h** to show columns for 1100, 1300, and 1500. This view can help you remember to document assessments at certain times.



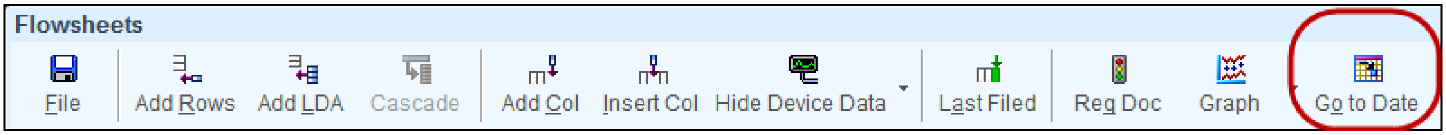
C. Accordion: View multiple columns of data collapsed into one column for a given time interval, or click the column to expand the columns again. The columns show data you documented at any point during each interval. Click a time link to adjust the interval shown in the collapsed columns. For example, click **4h** to show columns for 4-hour periods of time, such as 1901-2300, 2301-0300, and 0301-0700. Use this view for patients with lots of data that you might need to examine more closely.



In accordion mode, a + sign appears next to a value if there is more data for that interval. Click the column header to see more detailed data.

Jump to a specific date

Click **Go to Date** to jump to data on a specific date. Enter the date in the Date/Time Entry window and click **Accept**.



This guide is based on Epic 2014.