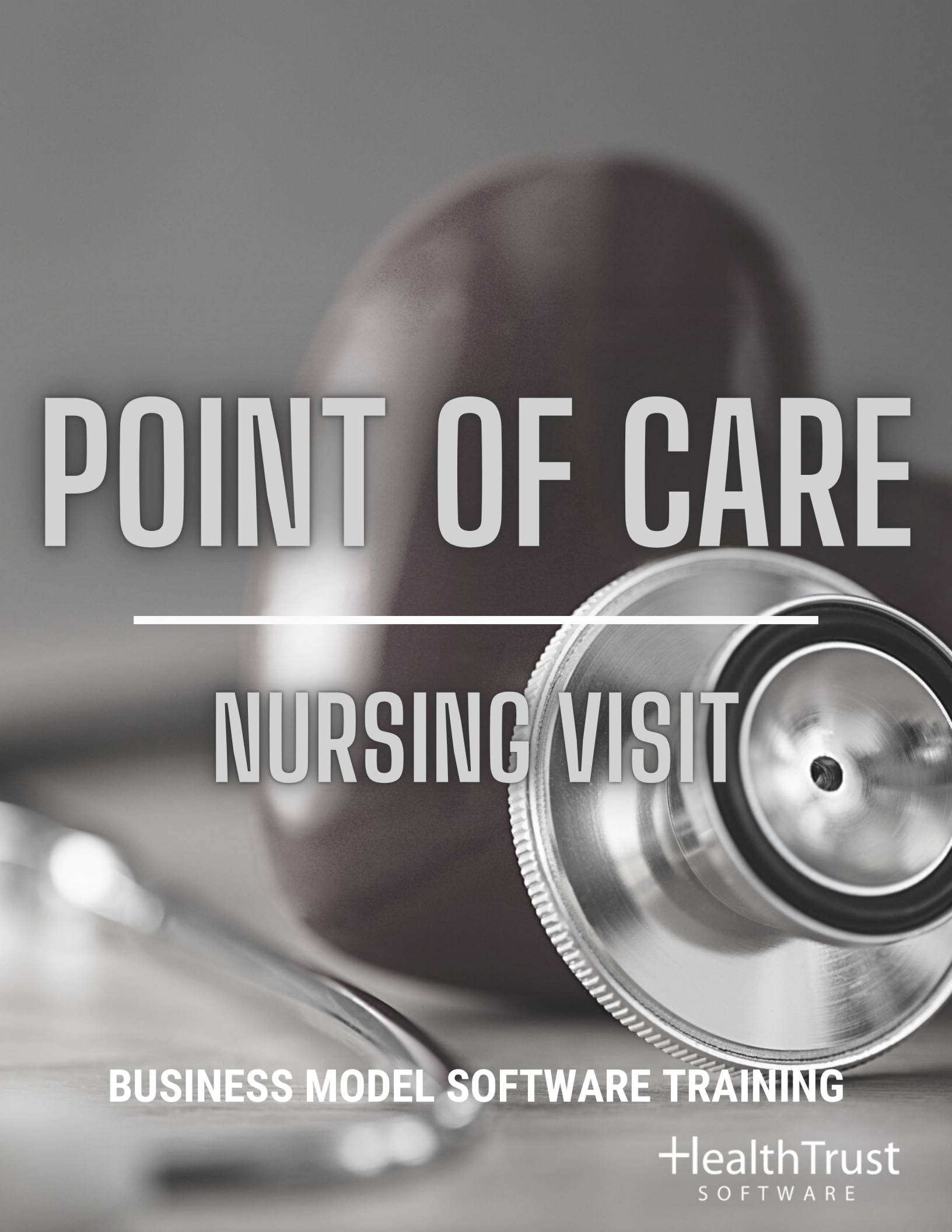


POINT OF CARE

NURSING VISIT

BUSINESS MODEL SOFTWARE TRAINING

HealthTrust SOFTWARE

HealthTrust SOFTWARE

BUSINESS MODEL SOFTWARE

Nursing Visit: Recommended Training Course Agenda

Course Purpose: We recommend using the following training outline to ensure that training participants receive clear instructions on how to perform a nursing visit through the software. The sequence of courses can be changed based on agency training needs and schedule; however the content of each course should remain as stated.

Recommended Course Attendees: Management, Clinical Staff, Administrator, Assistant Administrator

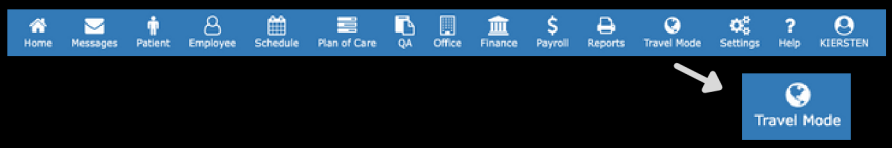
Estimated Duration: 1 hour 30 minutes

TOPIC	DESCRIPTION	
How to Start a Visit	How to enter the Start Date and Time in a visit	<5 Minutes
Additional Documents to Complete	How to select additional documents to be completed during a visit	<5 Minutes
COVID Screening	How to conduct COVID screening for a visit in the system	<5 Minutes
Current Health Status	How to document the patient's current health status	<5 Minutes
Eyes, Ears, Nose, Throat	How to document EENT instructions and procedures completed during a visit.	<5 Minutes
Skin Assessment	How to document skin assessment completed during a visit.	<5 Minutes
Respiratory	Howto document respiratory instructions and procedures completed during a visit.	<5 Minutes
Neurological Assessment	Learn how to document neurological assessment completed during a visit.	<5 Minutes
GI Assessment	How to document GI Assessment completed in the system	<5 Minutes
Infusion	How to document infusion procedures performed during a visit	<5 Minutes
Equipment and Supplies	How to document equipment and supplies used during a visit	<5 Minutes
Flowsheet	How to complete flowsheet documentation during a visit	<5 Minutes
Additional	How to document patient's additional assessments, instructions, procedures, and discharge planning	<5 Minutes
Care Coordination	How to document care coordination during a visit	<5 Minutes
End Visit	How to end a visit	<5 Minutes
Review Sections	How to review and revise any sections re: a patient visit	<5 Minutes

Start a Visit

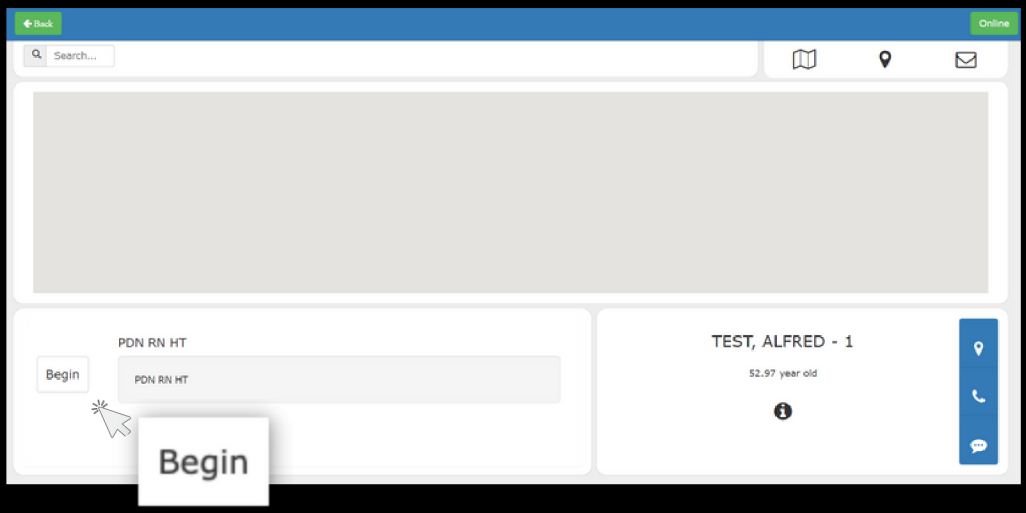
1 **Go to 'Travel Mode' Tab**

- On your home page, click the 'Travel Mode' tab at the top tool bar.



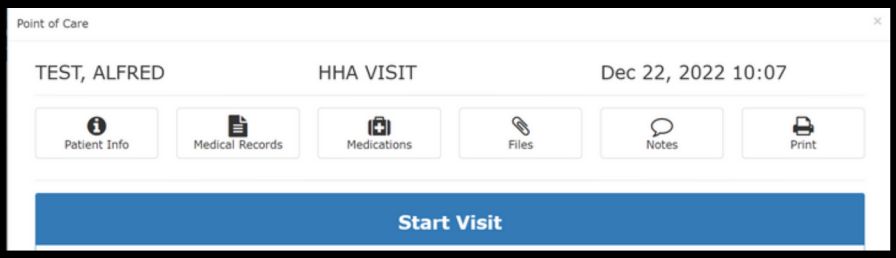
2 **Click on the Scheduled Visit**

- The page will present a list of your visits for that day. Click on the 'Begin' button next to the scheduled visit with the specific patient you are assessing.



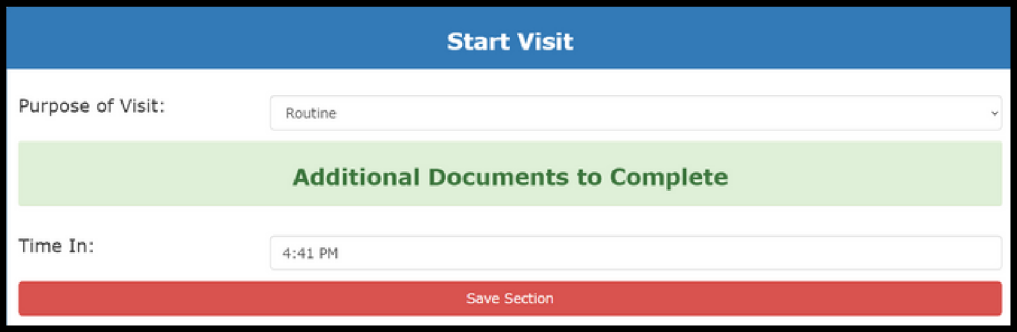
3 **Start Visit**

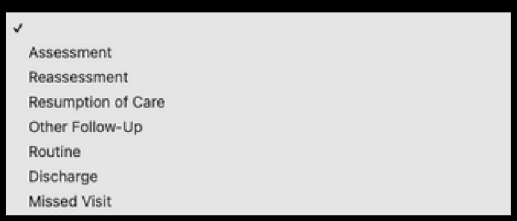
- On the Point of Care page, click the 'Start Visit' button and begin your routine patient visits process.



4 **Complete the Start Visit Section**

- When you click on 'Start Visit,' there will be drop down open.
- For 'Purpose of Visit' choose 'Routine' from the drop down menu.

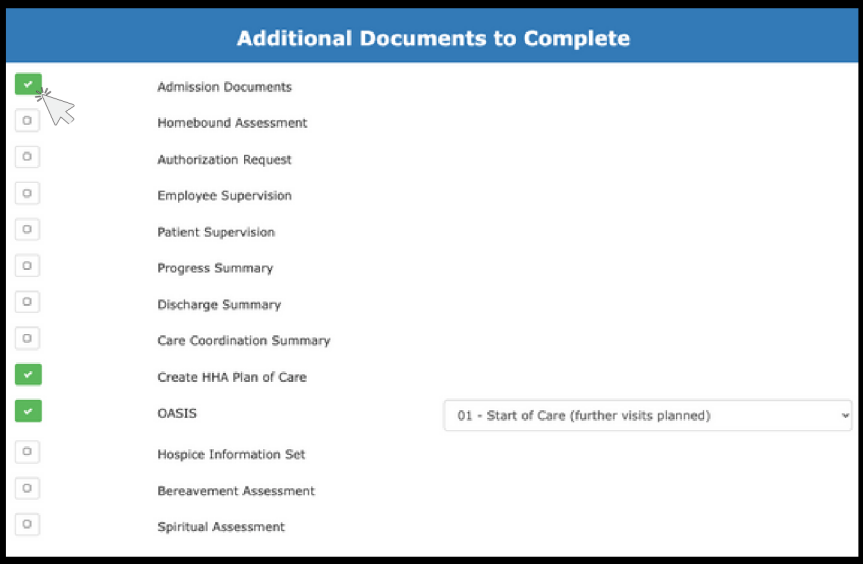




Additional Documents to Complete

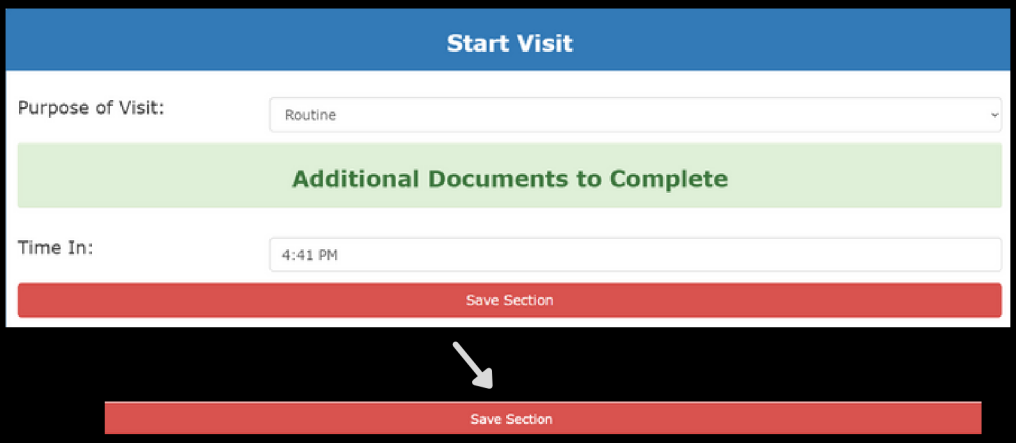
1 **Additional Documents to Complete**

- If you click on the 'Additional Documents to Complete' button, a drop down will open. Use the check boxes for any items relevant to the patient assessment.



2 **Save Section**

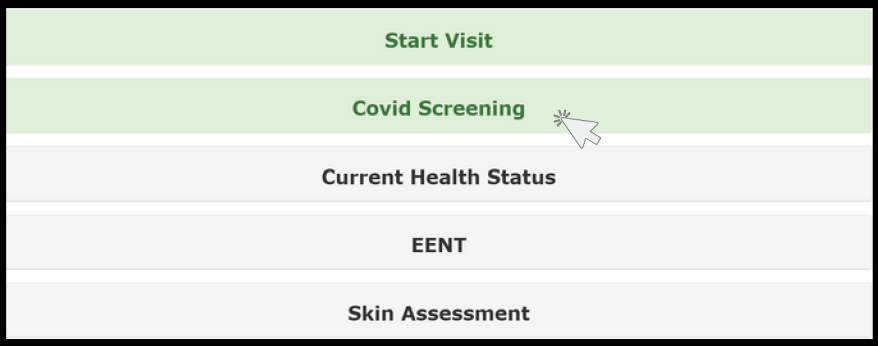
- Record the Time you clocked in and the travel information by dragging the toggle buttons.
- Once you have completed the Start Visit items, click 'Save Section'.



COVID Screening

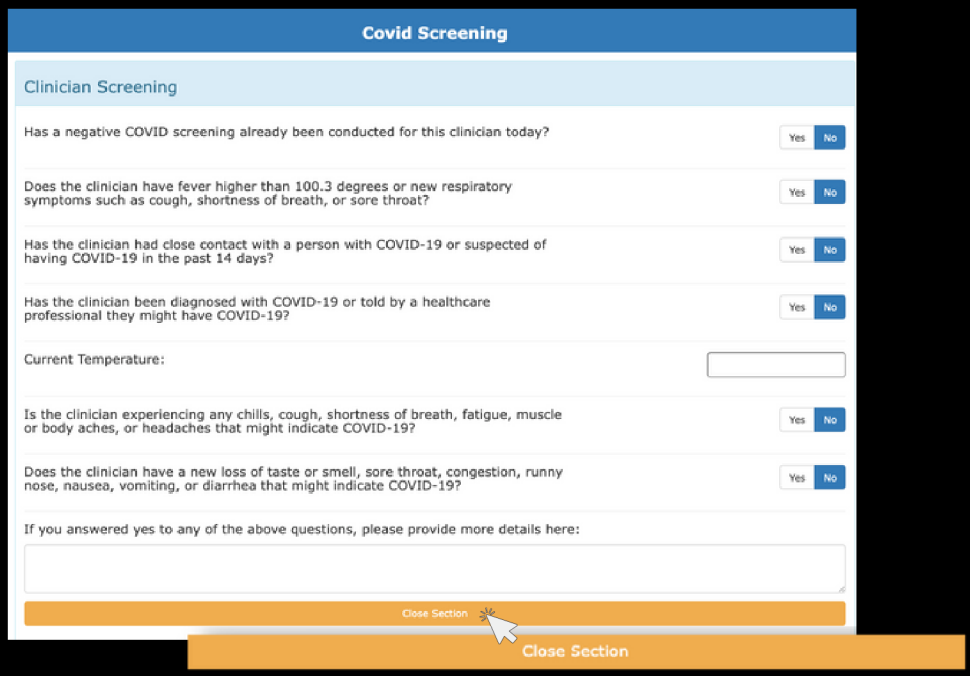
1 COVID Screening

- After you have started the visit, the visit items to go through will be listed. Click on the 'Covid Screening button.



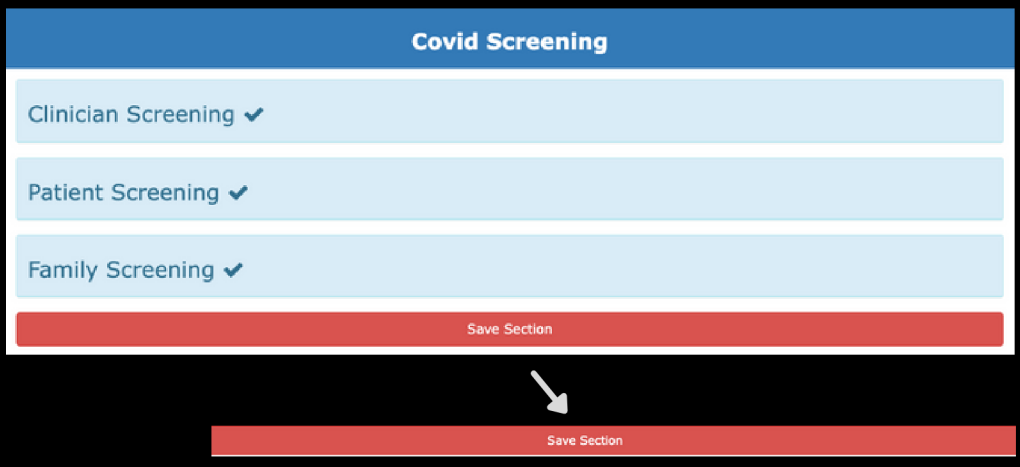
2 Answer the Screening Questions

- When the 'COVID Screening' section opens, the screening questions will be automatically populated to 'No'. If you select 'Yes' for any of the questions, use the open texxt box at the bottom to explain.
- Use the open field to input their temperature.
- Once you have completed the screening click the 'Close Section' button.



3 Save 'Covid Screening' Section

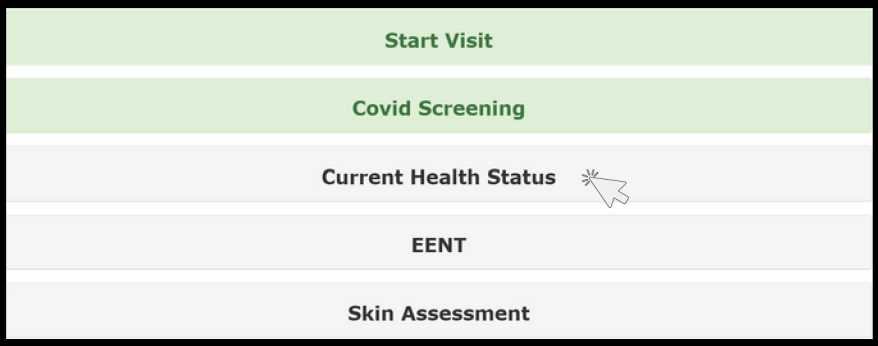
- When you click the 'Close Section' button, it will condense. You will repeat the same process for the 'Patient Screening' and 'Family Screening' sections.
- After they are complete, click the red 'Save Section' button.



Current Health Status

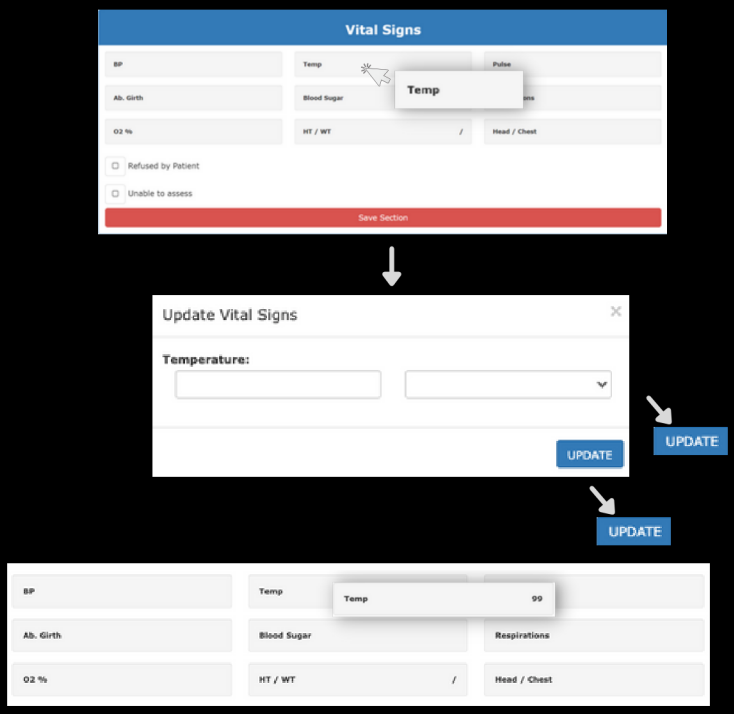
1 **Current Health Status**

- Click on the 'Current Health Status' button on the visit list.



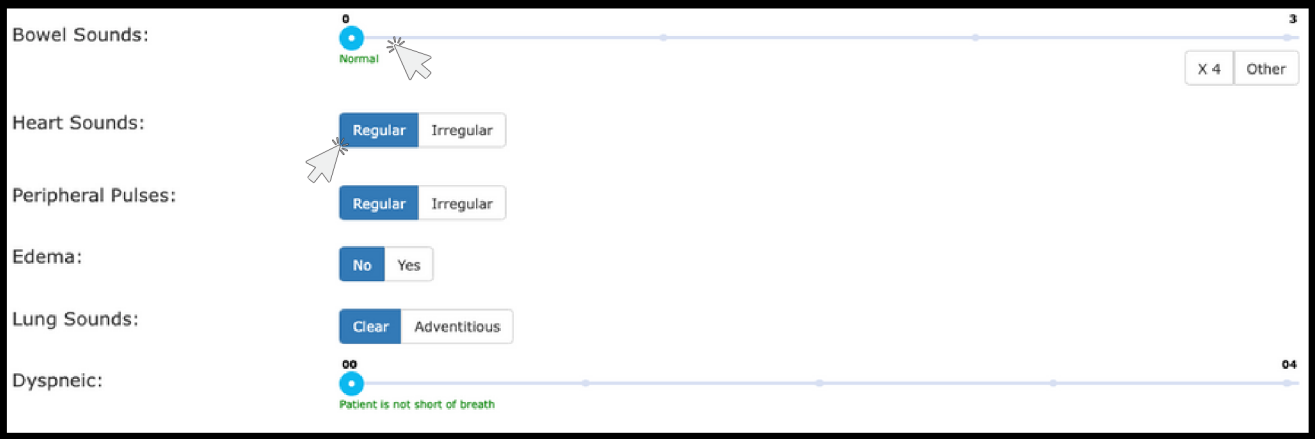
2 **Record the Vitals**

- A drop down will open. Go through the categories below and record the vitals for each item.
- To update the vital, click on the item so a form opens up.
- Complete the form's fields for that vital and then click the 'Update' button on the bottom right. The vital information will be shown next to the item.
- Repeat this process for the remaining vitals.



Bowel Sounds, Heart Sounds, Peripheral Pulses, Edema, Lung Sounds, and Dyspneic

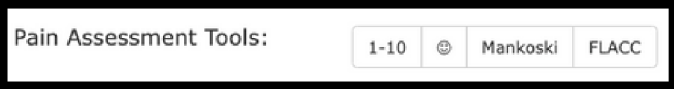
- Use the toggle button to indicate the patient's Bowel Sounds and Level of Dyspnea
- Use the buttons below to choose the option that reflects the patient's status for the additional line items.



Current Health Status Continued

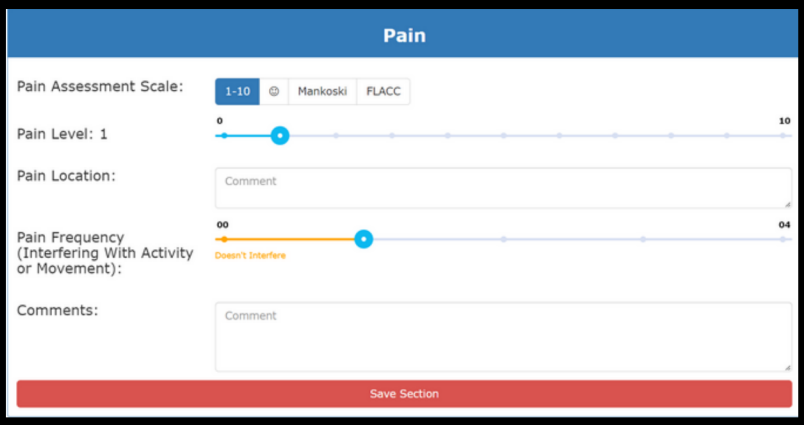
3 **Choose Pain Assessment**

- The Pain Assessment provides you with different options for assessing the patient's pain level. Simply click on the method you would like to use.



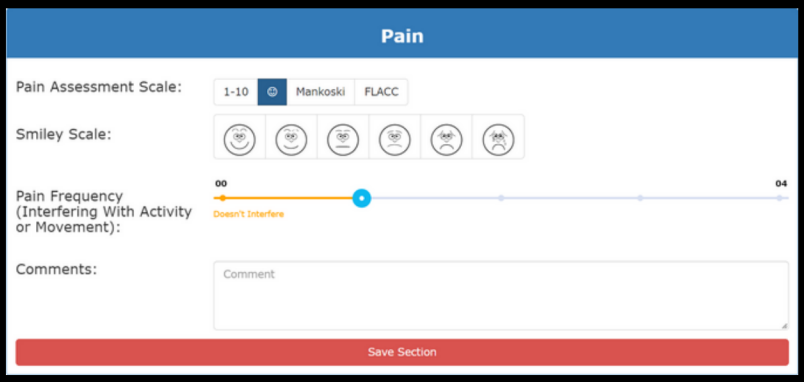
1-10

- For this option, use the toggle button to drag to the number indicating the patient's pain level and Pain Frequency (Interfering With Activity or Movement)
- Use the Comment text boxes to describe the pain location and any comments.



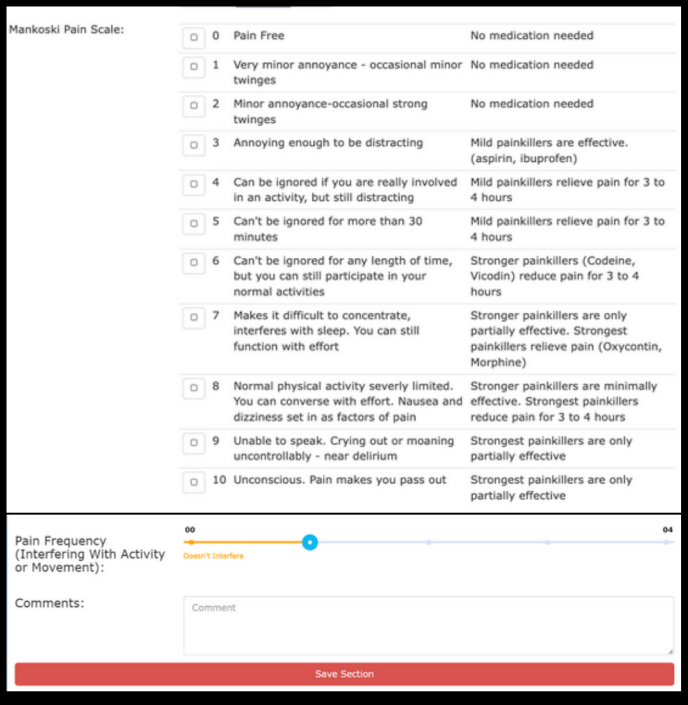
Smiley Scale

- For this option, select the face that best reflects their pain.
- Use the toggle button to drag to the number. indicating the patient's Pain Frequency (Interfering With Activity or Movement).
- Use the Comments text box to add any comments.



Mankoski

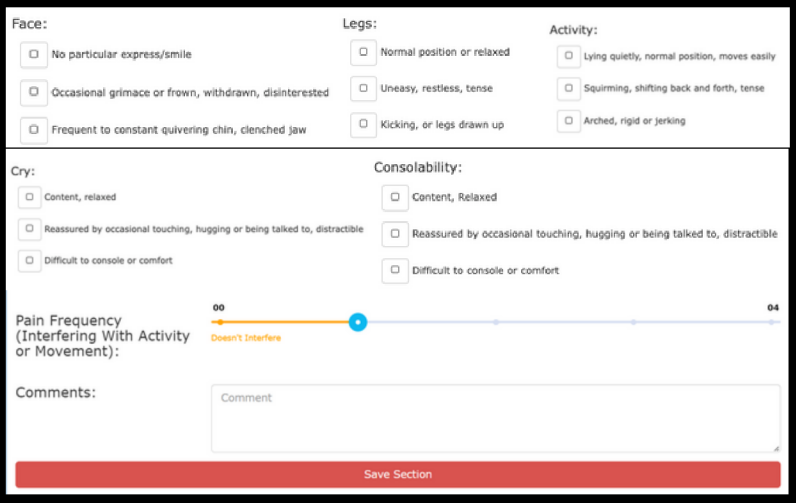
- If you select Mankoski, it will display a pain scale from 0-10 with the pain level description and suggested treatment associated to that pain level.
- Use the toggle button to drag to the number. indicating the patient's Pain Frequency (Interfering With Activity or Movement).
- Use the Comments text box to add any comments.



Current Health Status Continued

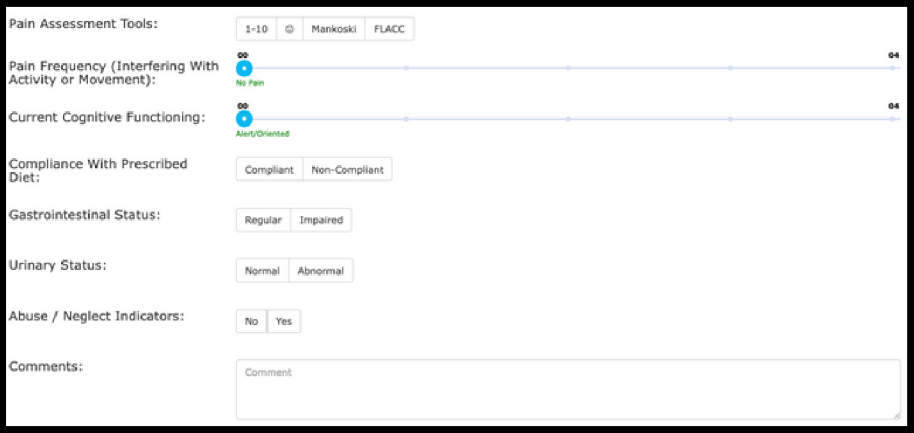
FLACC (Face, Legs, Activity, Cry, Consolability)

- Selecting FLACC will display 5 categories where you will select the patient's actions associated with the category.
- Use the toggle button to drag to the number. indicating the patient's Pain Frequency (Interfering With Activity or Movement).
- Use the Comments text box to add any comments.



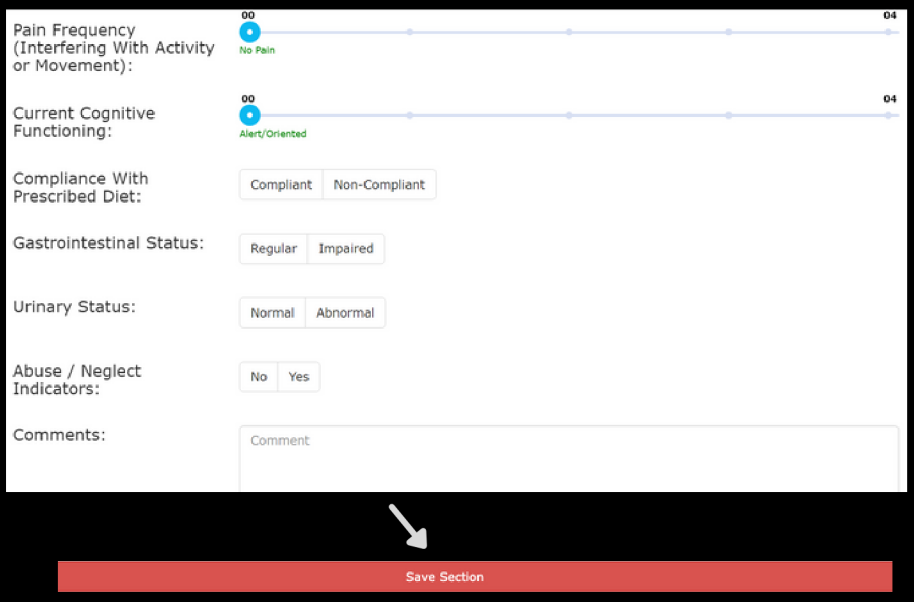
4 Complete Health Status Items

- Once you have completed the Pain Assessment, use the toggle buttons and status buttons to indicate the remaining items in the Health Status Section.



5 Save Health Status Section

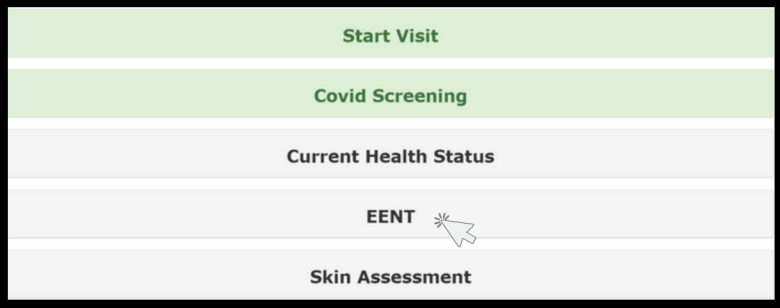
- Once you have completed the 'Health Status' section, click the red 'Save Section' button.



Eyes, Ears, Nose, Throat

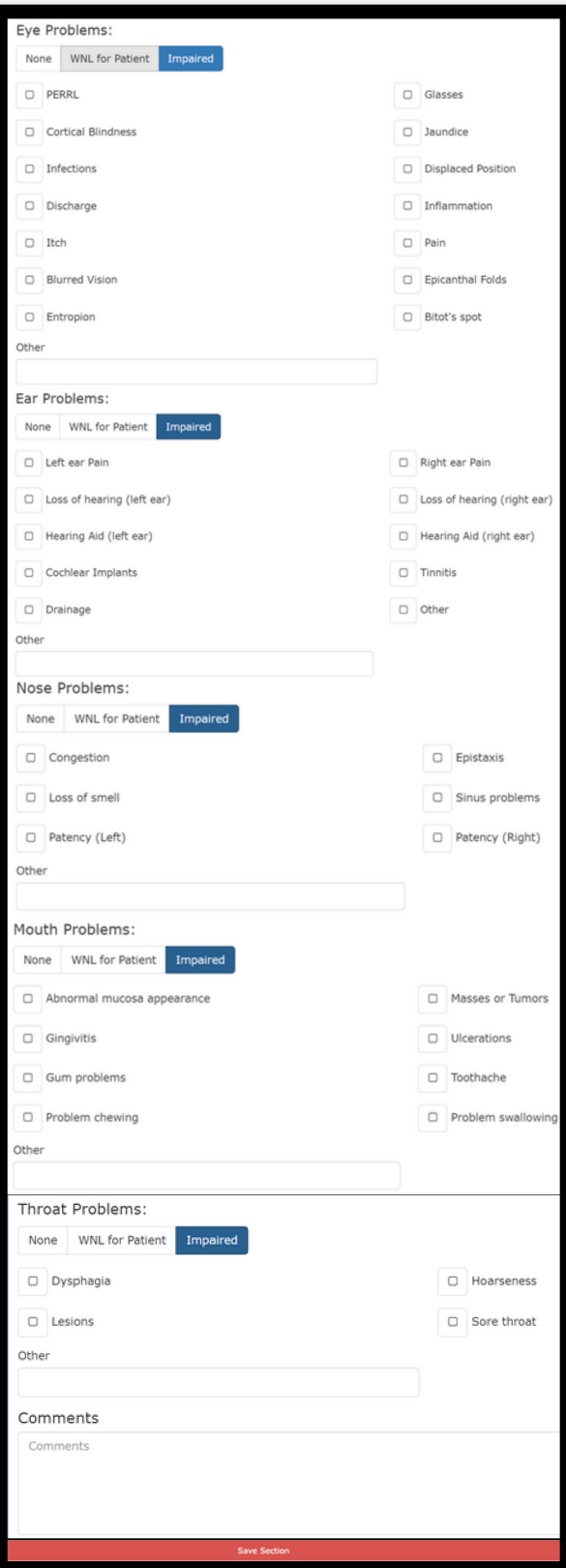
1 **Open 'EENT'**

- Click the 'EENT' button in the Evaluation list.



2 **Input Information**

- Selecting the 'Impaired' button will open a wizard with checkboxes for common problems.
- If you do not see the problem, please use the 'Other' text box.



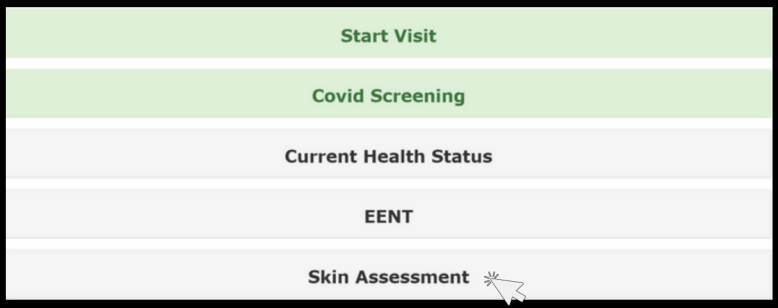
3 **Save EENT Section**

- Once you have completed the EENT evaluation, click the red 'Save Section' button.

Skin Assessment

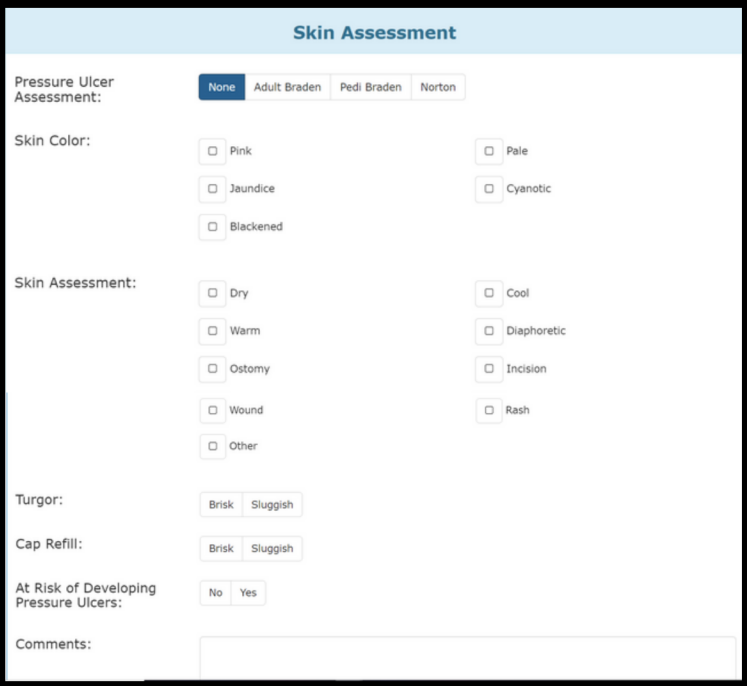
1 **Open Skin Assessment**

- Click the 'Skin Assessment' button in the Visit list.



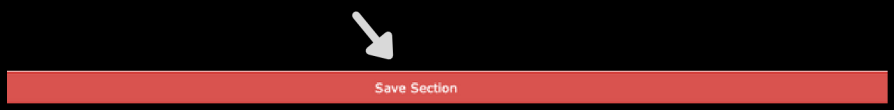
2 **Skin Assessment**

- Select the name of the Pressure Ulcer Assessment performed, if any.
- Click on the button that reflects the patient's skin condition. Include any additional comments you have in the open text box.



3 **Save Skin Assessment Section**

- Once you have completed the 'Skin Assessment' section, click the red 'Save Section' button.



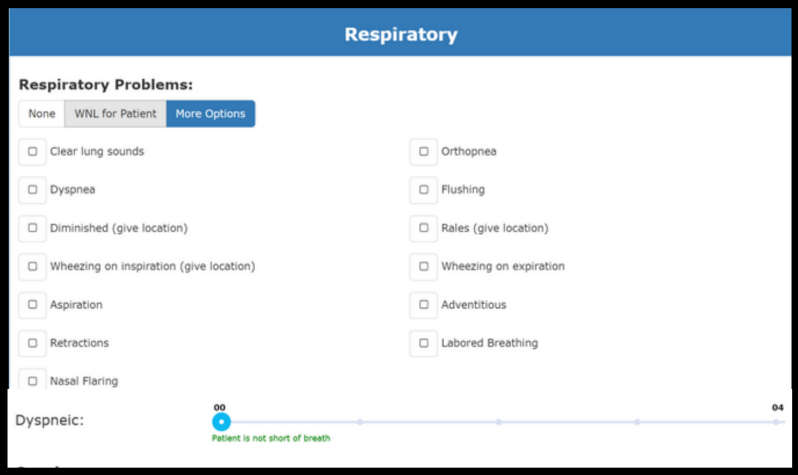
Respiratory

1 Open 'Respiratory'

- Click the 'Respiratory' button in the Evaluation list.

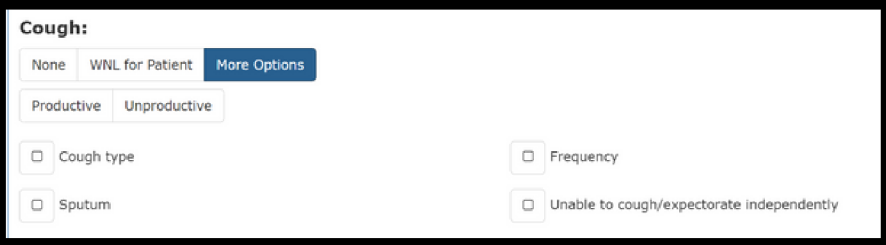
2 Input Respiratory Problems

- Selecting the 'More Options' button will open a wizard with checkboxes for common respiratory problems.
- Use the 'Dyspneic' toggle to input the patient's level of shortness of breath.



3 Input Cough Information

- Selecting the 'More Options' button will open a wizard with checkboxes for common cough information.

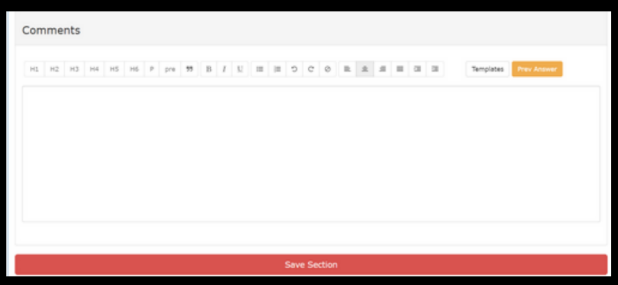


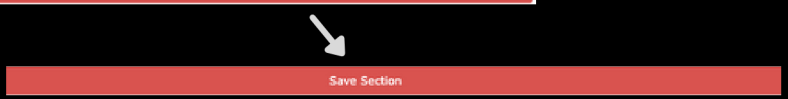
4 Input Respiratory Aid Information

- Selecting the 'More Options' button will open a wizard with checkboxes for respiratory aids.

5 Save Respiratory Section

- Use the 'Comments' text box to add any comments.
- Once you have completed the Respiratory evaluation, click the red 'Save Section' button.

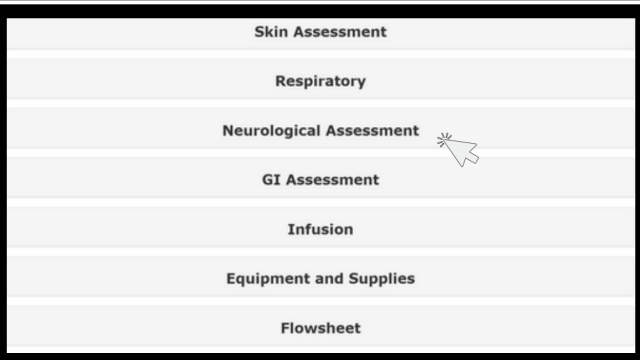




Neurological Assessment

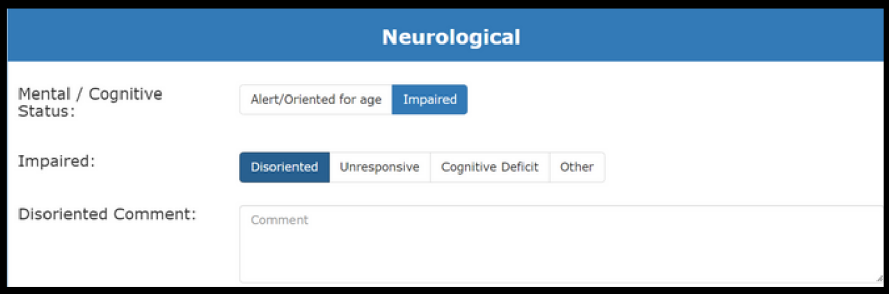
1 Open Neurological Assessment

- Click the 'Neurological Assessment' button in the Evaluation list.



2 Input Mental / Cognitive Status

- Selecting the 'Impaired' button next to Mental / Cognitive Status will open the 'Impaired' menu. Selecting any of the 'Disoriented'; 'Unresponsive'; 'Cognitive Deficit'; or 'Other' options will open a Comment box.

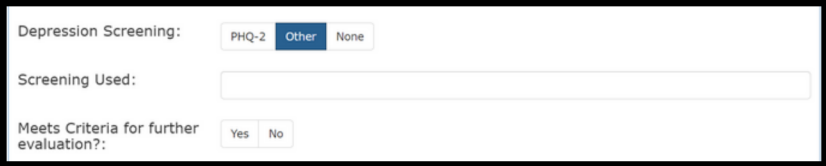


3 Input Current Cognitive Functioning / Confusion / Anxiety Information

- Use the toggle buttons to indicate the patient's level of current cognitive functioning, confusion, and anxiety.

4 Input Depression Screening

- Selecting the 'PHQ-2' button will bring up toggle buttons. Use these toggle buttons to input the patient's frequency of 'Little interest or pleasure in doing things' and 'Feeling down, depressed, or hopeless'.
- Selecting the 'Other' button will bring up the 'Screening Used' text box and 'Yes' and 'No' buttons for 'Meets Criteria for further evaluation?'.



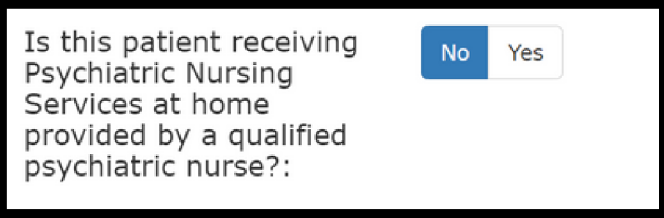
5 Input Seizure Information

- Use the toggle bar to input the frequency of patient's seizures.
- Use the 'Seizures Comment' text box to add any comments.

Neurological Assessment Continued

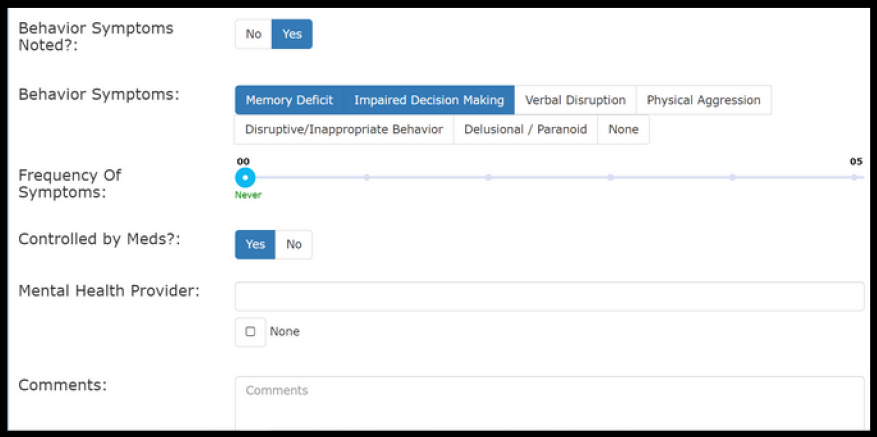
6 **Input Psychiatric Nursing Services Information**

- Select either the 'Yes' or 'No' button to the right of: 'Is this patient receiving psychiatric Nursing Services at home provided by a qualified psychiatric Nurse?'



7 **Input Behavior Symptoms Noted Information**

- Selecting the 'Yes' button will open up more behavior symptoms options.
- Select the button that corresponds to patient's behavior symptoms
- Use the toggle bar to describe the frequency of behavior symptoms.
- Select 'Yes' or 'No' button to the right of: 'Controlled by Meds?'.
- Use the 'Mental Health Provider' text box to input the name of patient's mental health provider. Select the 'None' button if patient does not have a mental health provider.
- Use the 'Comments' text box to add any comments.



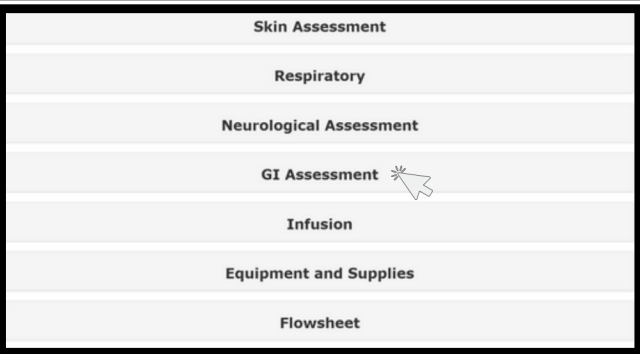
8 **Save Neurological Section**

- Once you have completed the Neurological evaluation, click the red 'Save Section' button.

GI Assessment

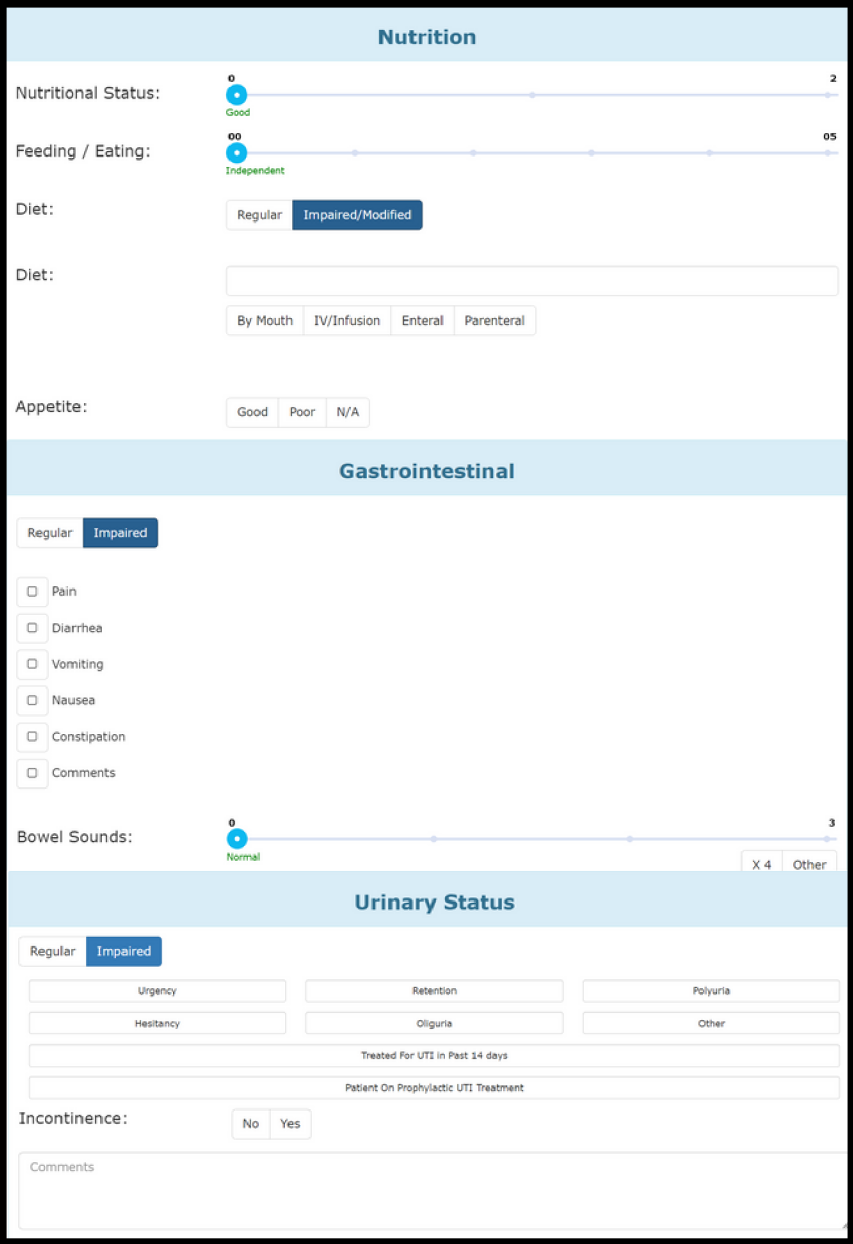
1 **Open GI Assessment**

- Click the 'GI Assessment' button in the Evaluation list.

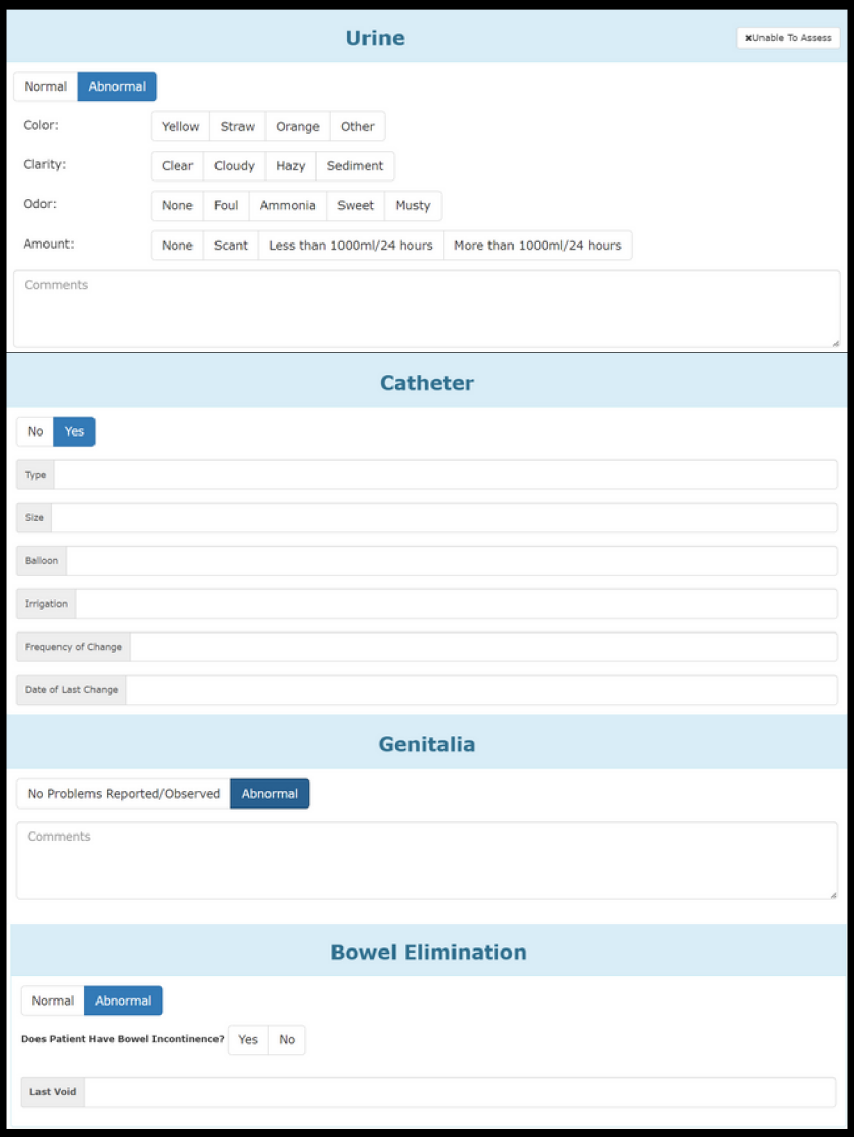


2 **Complete Sections**

- When the drop down opens, you will have a list of categories. In the first section, 'Nutrition' use the toggle buttons to indicate the patients status.
- In the remaining sections, simply click on the buttons that reflect the patient's status. Answer any additional questions that appear once a button has been pressed.
- Input any additional comments you have.



GI Assessment Continued



3 **Save GI Assessment**

- Once you have completed all categories in the GI Assessment section, click the red 'Save Section' button.

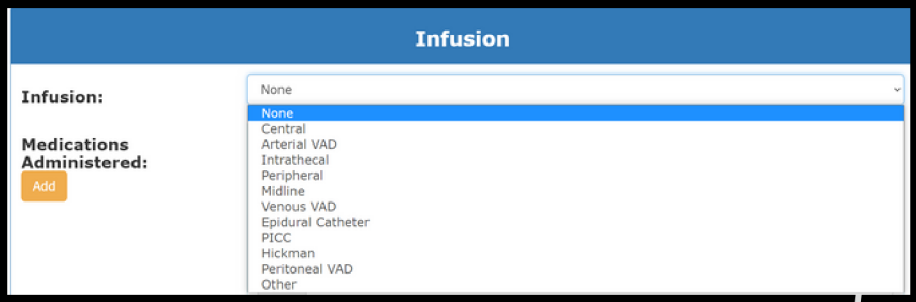
Infusion

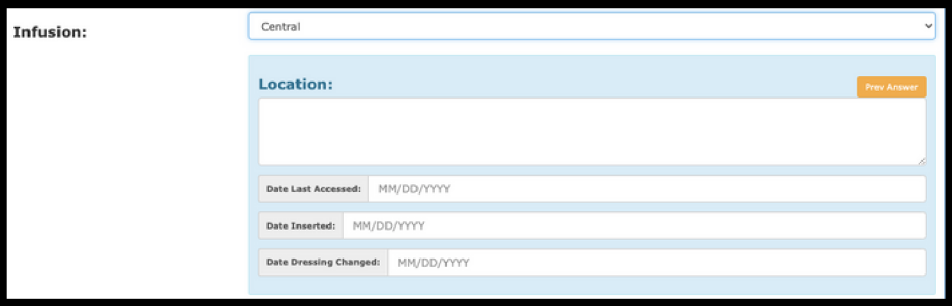
1 Open Infusion

- Click the 'Infusion' button in the Evaluation list.

2 Choose the Infusion

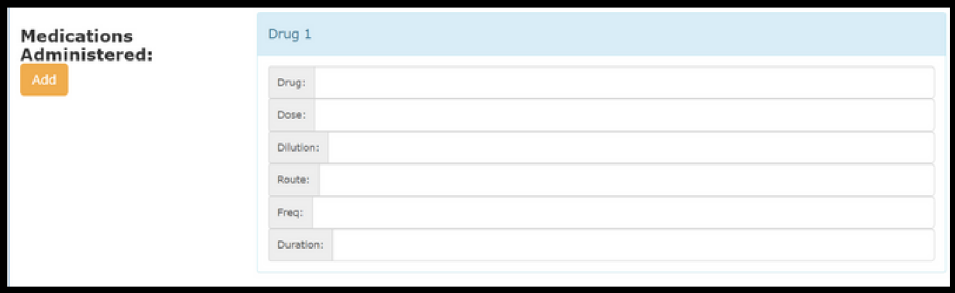
- When the drop down opens, you will see a line item titled 'Infusion' and you will click on the drop down and see a list of options to choose from.
- Click the appropriate option and a form will appear.





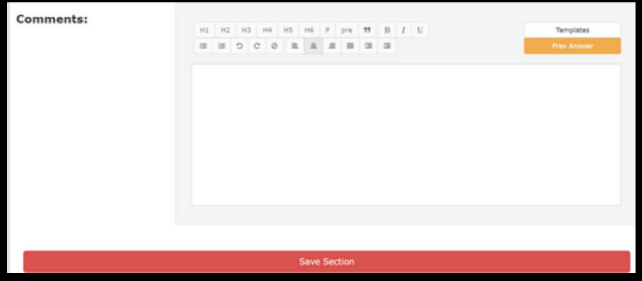
3 Save Medications Administered

- Selecting the 'Add' button under 'Medications Administered' will allow you to input information about medications administered to the patient.



4 Complete Open Fields

- Use the open text boxes to input the information for 'Labs Drawn' and any other comments you want to include.
- Select the 'Save Section' button when finished.



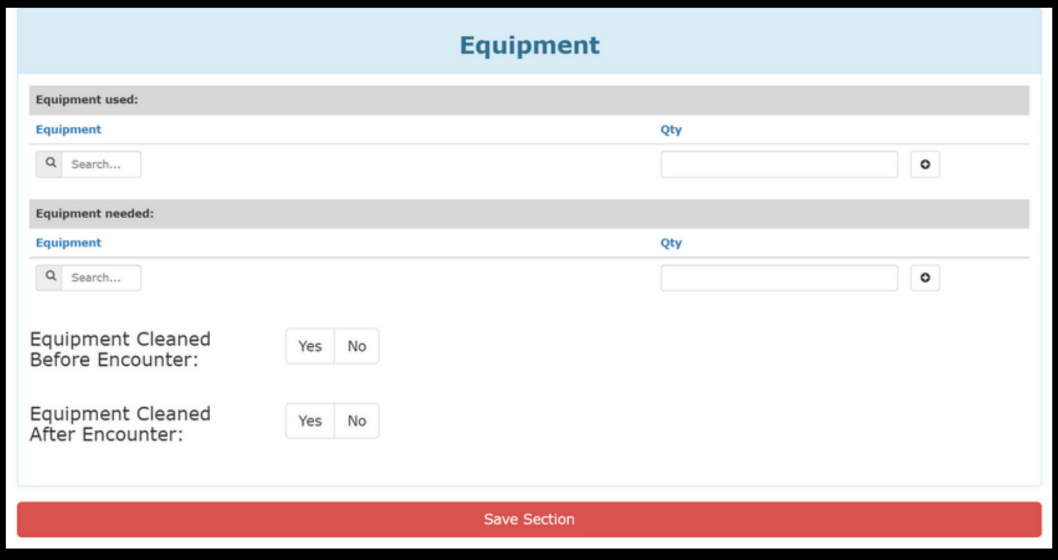
Equipment and Supplies

1 **Open Equipment and Supplies**

- Click the 'Equipment and Supplies' button in the Visit list.

2 **Input Equipment Information**

- When the drop down opens, you will click on the 'Equipment' button and a secondary drop down will appear.
- Use the search bar to input the equipment they used for the visit, the equipment needed, and the quantities.
- Use the 'Yes' or 'No' buttons to indicate if the equipment was cleaned before and after the encounter.



3 **Save Equipment & Supplies Section**

- Once you have input the equipment used and needed, click the red 'Save Section' button.

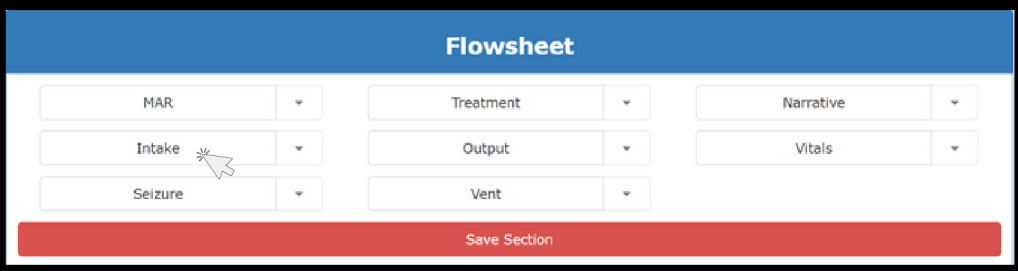
Flowsheet

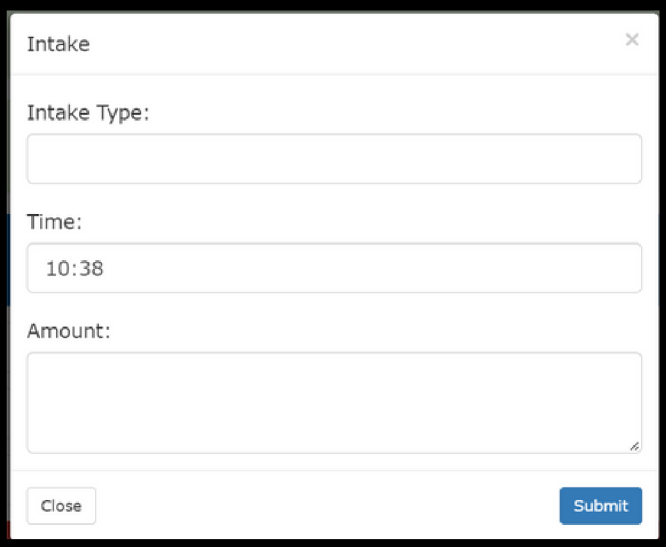
1 **Open Flowsheet**

- Click the 'Flowsheet' button in the Visit list.
- A drop down menu will open.

2 **Add Flowsheet Items**

- In the listed options, you can select the item type you want to add.
- Click the button of the item you want to add. A form will open.
- Complete the required fields in the form and then click the 'Submit' button.





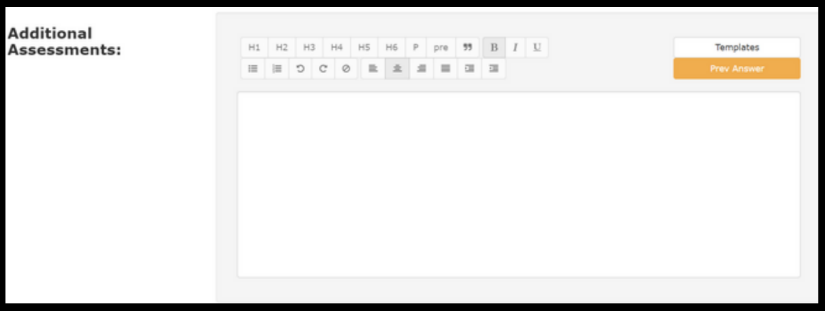
3 **Save Flowsheet Section**

- Once you have recorded the Flowsheet information, click the red 'Save Section' button.

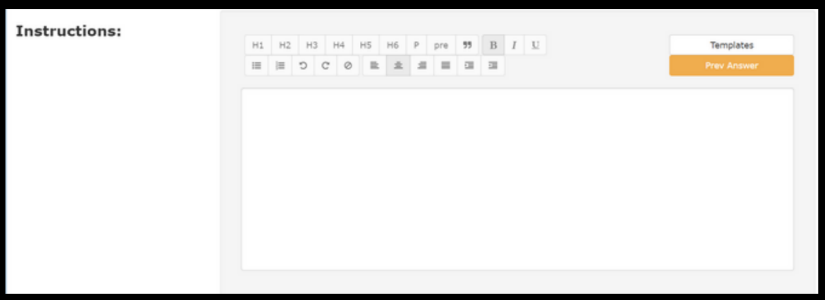
Additional

1 **Open 'Additional'**
- Click the 'Additional' button in the Evaluation list.
- A drop down will open

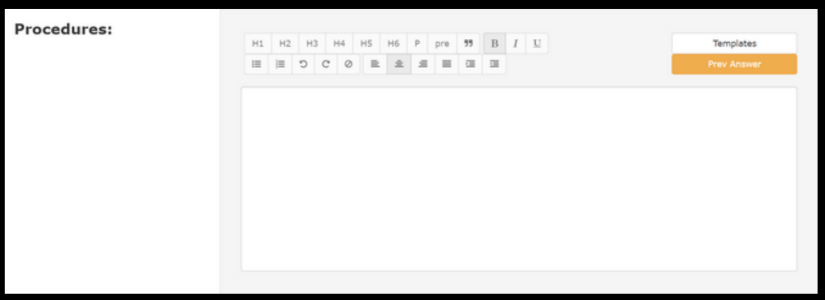
2 **Input Additional Assessments**
- Use the 'Additional Assessment' text box to write out any additional assessments performed on patient.



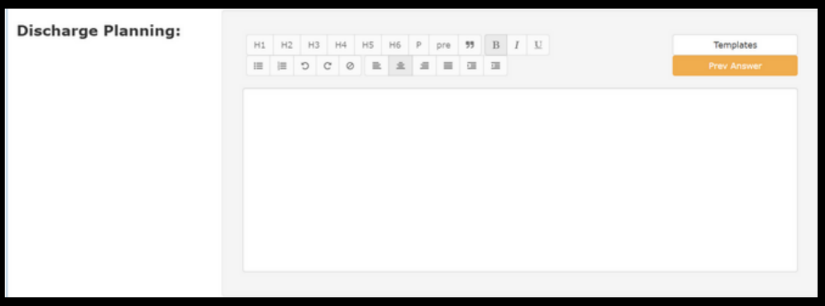
3 **Input Additional Instructions**
- Use the 'Instructions' text box to write out any additional instructions for the patient.



4 **Input Additional Procedures**
- Use the 'Procedures' text box to write out any additional procedures provided to the patient.



5 **Input Additional Discharge Planning**
- Use the 'Discharge Planning' text box to write out any additional discharge planning for the patient.



6 **Save Additional Section**
- Once you have completed inputting the 'Additional' information, click the red 'Save Section' button.

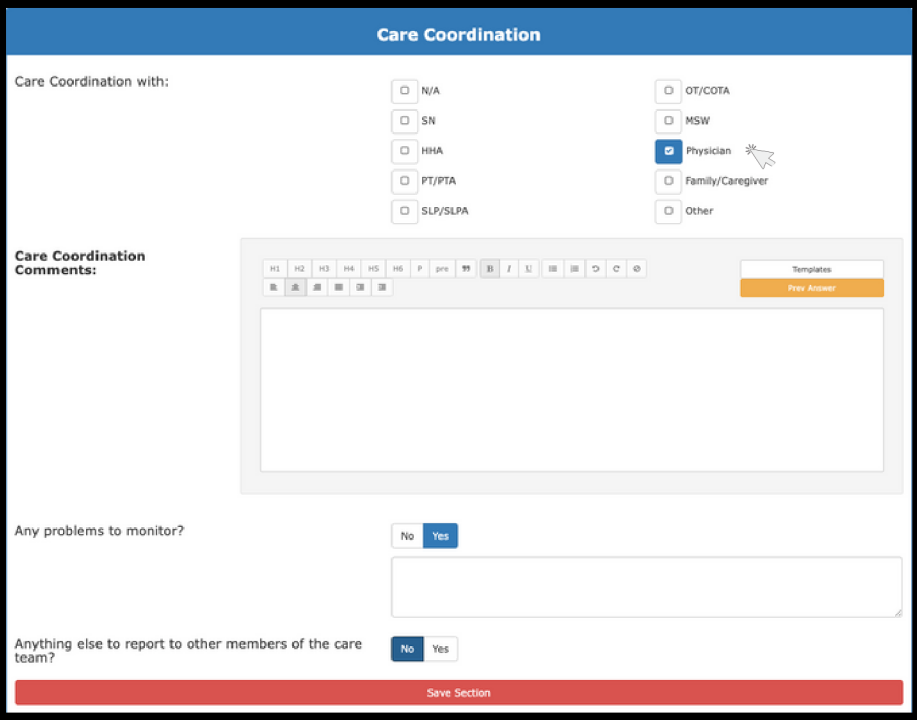
Care Coordination

1 Open Care Coordination

- Click the 'Care Coordination' button in the Visit list.
- A drop down will open.

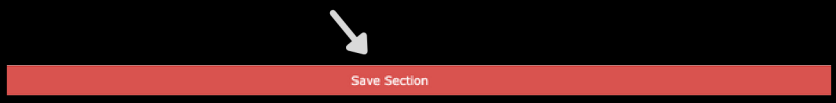
2 Input Care Coordination Info

- In the listed options, you can select who the care coordination is with by clicking on the check box.
- You can input any comments you have in the open comments box below.
- Indicate whether there are any problems to monitor or anything else that needs to be reported to the care team members by using the 'Yes' or 'No' buttons. If you click, 'Yes', a text box will open where you can input the information.



3 Save Care Coordination Section

- Once you have completed the Care Coordination section, click the red 'Save Section' button.



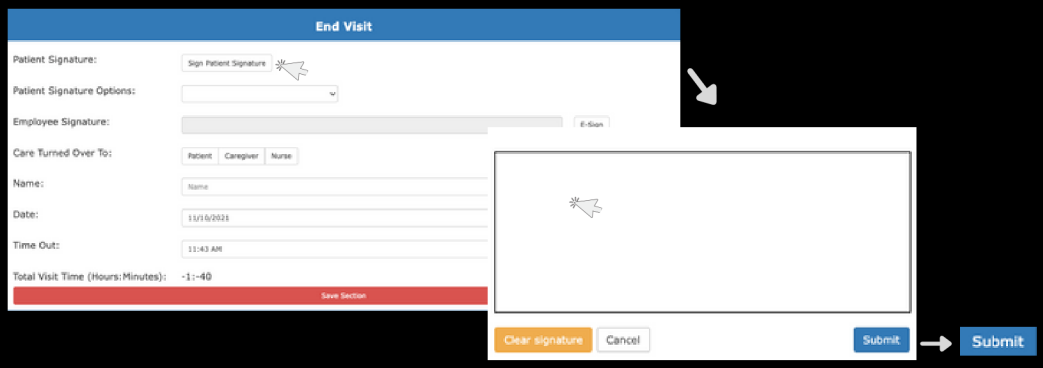
End Visit

1 Open 'End Visit'

- Click the 'End Visit' button in the Evaluation list.
- A drop down will open.

2 Input Signatures

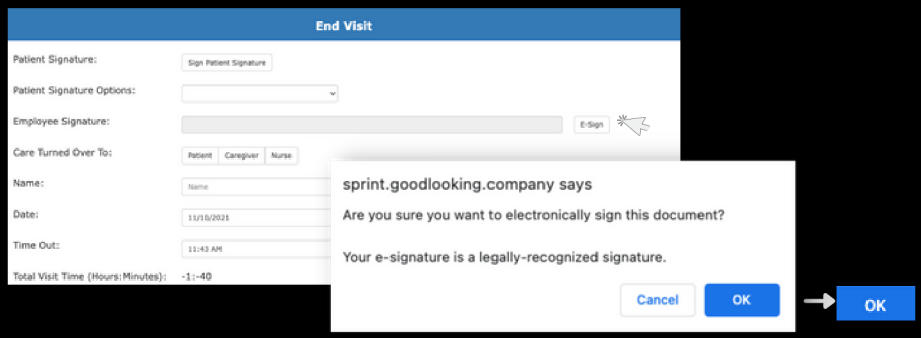
- Next to the 'Patient Signature' item, click the 'Sign Patient Signature' button. A form will open.
- Using the mouse, the patient or caregiver will sign the open box. Click the 'Submit' button in the bottom right.



- Click the 'Patient Signature Options' drop down and select who signed for this visit.

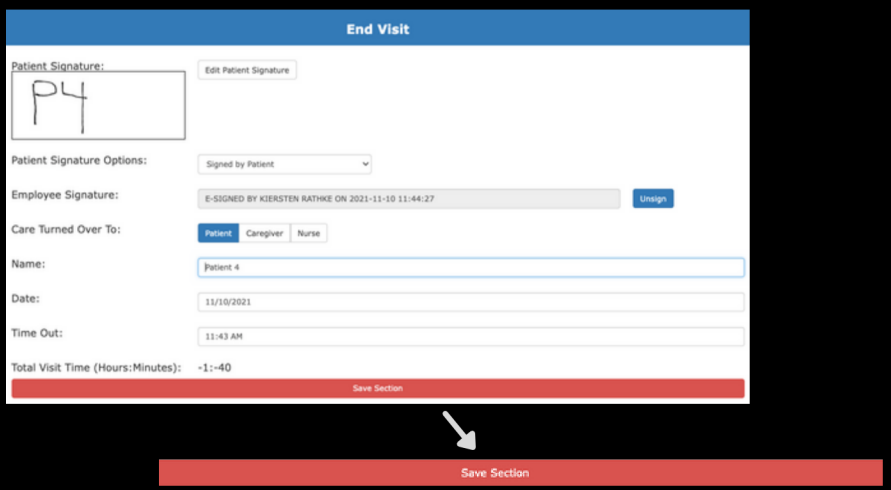
3 Employee Signature

- Next to the 'Employee Signature' item, click the 'E-Sign' button to the left of the open field. A pop-up message will open.
- It will ask if you are sure you want to electronically sign the document. Click the 'Ok' button. You electronic signature will be populated into the Employee Signature Field.



4 Finish the Form & Save the End Visit Section

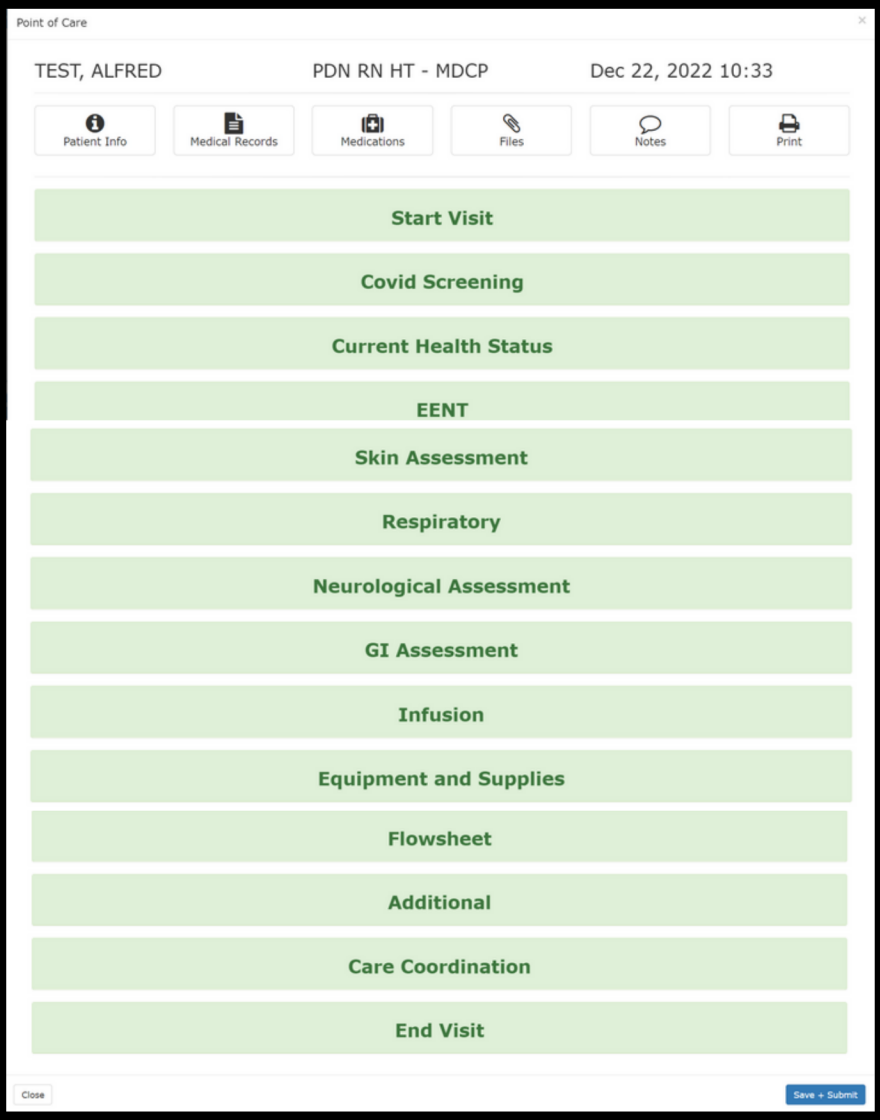
- Input the required information in the form's remaining line items.
- Once every field is complete and all signatures have been included, click the red 'Save Section' button.



Review Sections

1 **Review Sections**

- Once you have gone through every section, they will be highlighted green.
- You are able to review any section simply by clicking on the button and it will drop down.



2 **Save & Submit**

- When you are ready, click the 'Save + Submit' button on the bottom right.