PatientKeeper Personal User Manual

Trademarks

PatientKeeper Personal, PatientKeeper, the PatientKeeper logo, the PatientKeeper Billing Card, GlobalLink and GlobalSync are trademarks of PatientKeeper, Inc.

Palm Computing, Palm Modem, Graffiti, and HotSync are registered trademarks of Palm Computing, Inc,. 3Com Corporation or its subsidiaries.

PalmPilot, PalmOS, Palm, the Palm Computing Platform logo, the Palm III logo, and the HotSync logo are trademarks of Palm Computing, Inc., 3Com Corporation or its subsidiaries.

PalmPrint is a trademark of Stevens Creek Software.

All other trademarks used are the registered trademarks or trademarks of the

applicable third parties.

Disclaimer and Limitation of Liability

PatientKeeper, Inc. assumes no responsibility for any damage or loss resulting from the use of this document.

PatientKeeper, Inc. assumes no responsibility for any loss or claims by third parties which may arise through the use of this software, except as expressly set forth in the applicable license or services agreement.

Table of Contents

GETTING STARTED

INTRODUCTION

Welcome to PatientKeeper Personal. This section contains the basic requirements necessary for running this software, how to install it onto your Palm device, how to navigate your way around the program, and how to register your copy of PatientKeeper Personal.

SYSTEM REQUIREMENTS

DEVICE REQUIREMENTS

PatientKeeper Personal will run on any device that uses the Palm Computing Platform, Palm OS version 3.0 or higher. Examples of these devices include:

- The Palm III, IIIe, IIIx
- The Palm V, Vx
- The Palm VII
- The Visor
- The Visor Deluxe
- The TRG Pro

MEMORY REQUIREMENTS

PatientKeeper Personal requires approximately 350k of free memory to be installed. Approximately 10k of memory are needed for each patient record. Popup lists and your personal medications database require additional memory.

INSTALLATION

If you have never installed software onto your Palm device before, read the excellent primer on how to download and install software, available at PDAMD.com. The installation instructions below will assume you have read this primer and understand the basics of installing software onto Palm devices.

First time users and users of PatientKeeper Personal v.2.20 and higher should follow the instructions below. Users of PatientKeeper Personal 2.12b and earlier should skip to *Installation ¾ 2.12b and Earlier*, below.

Installation ¾ First Time and 2.20 or Higher

To install PatientKeeper Personal for the first time onto your Palm-compatible device:

1. Locate the file you downloaded from the web. It is called pk_vXXXX.yyy or pkXXX.yyy.

   XXXX is the version number and yyy is the type of file (for example: pk_v2214.zip, pk233.zip, or pk_v2214.sit).

2. Decompress the file

3. Activate the Install Tool on your desktop

4. If there are more than one Palm™ device users that use your desktop, you will be asked to choose which Palm™ device to install to. Choose your name, and click OK.

5. Click **Add**. A utility that will help you browse through your computer's files will appear.

6. Find the file, **PK22.prc** or **PK233C.prc**, that was just decompressed.

7. Click it. Then click **Open**.

8. The file you just chose, **PK22.prc** or **PK233C.prc**, will appear in the Install Tool window.

   PatientKeeper Personal has been installed. First time users should install the pre-written popup-lists and medications database which will make it easier to customize the application so that it meets your needs.

First Time Users and 2.21 or Later Users ¾ Installing Pre-written popup Lists and Medications Database

To install PatientKeeper Personal's pre-written popup-lists, click **Add**. Look for the file called **PK-ImpExpLists.pdb**, and click **OK**.

   If you are already using a PatientKeeper Personal version 2.21 or better, this will simply allow you to import lists to your personal popup-list collection. If you are a first time user of PatientKeeper Personal, this list will automatically populate your personal popup-list collection.

To install PatientKeeper Personal's pre-written personal medications database, click Add. Look for the file called **PK22-AllMedsDB.pdb**, and click **OK**.

New users should install this file. ***If you are using a PatientKeeper Personal v. 2.21*** or better, installing this file will replace your previous personal medications database.

Click **Done**. The install tool will confirm that the file(s) will be uploaded to your Palm™ connected organizer the next time you perform a HotSync® operation.

Click **OK**.

Perform a HotSync operation. This will transfer PatientKeeper Personal to your Palm device.

Installation ¾ 2.12b and Earlier

1. ***Do not delete the current version of PatientKeeper Personal from your Palm.***

2. Install PK22.prc using the Palm Install Tool (as above).

3. Install PKConvert.prc using the PalmInstall Tool (also as above).

4. Perform a HotSync operation.

5. Three PatientKeeper Personal-related programs will be on your handheld device: **PtKeepe**r, **PK22**, and **PKConvert**

6. Prior to converting your data, extract ***all*** patient data that you have placed in archives.

   PatientKeeper Personal 2.2x ***cannot*** be used to extract archives created with earlier versions of PatientKeeper Personal. Extract them with the version in which they were created, and then perform this conversion. Once the conversion is complete, you can create new archives for your old patients with PatientKeeper Personal 2.2x.

7. Start **PKConver**t.

8. Tap **Convert PK 2.1x to PK 2.2x**.

   Please note that **Plans** cannot be converted from the old format to the new format.

   A message indicating a successful conversion will appear.

9. Start **PK22** and confirm that all your patients are now visible in the new version.

10. Delete **PKConvert** and **PtKeeper** from your handheld device.

REGISTRATION

PatientKeeper Personal is available for 21-days as a free trial. **_After that time, the program must be registered to continue using it._**

To register, go to the Register section of the PatientKeeper
Personal web site. Click either button at the bottom of the screen, and enter your credit card payment of USD $35.

After payment is confirmed, you will receive a confirmation e-mail.

You will be able to install the commercial version of PatientKeeper on your handheld. This version will not expire, however, you should check the website for updates.

If you have trouble registering, please email us at register@patientkeeper.com.

THE NAVIGATION BAR
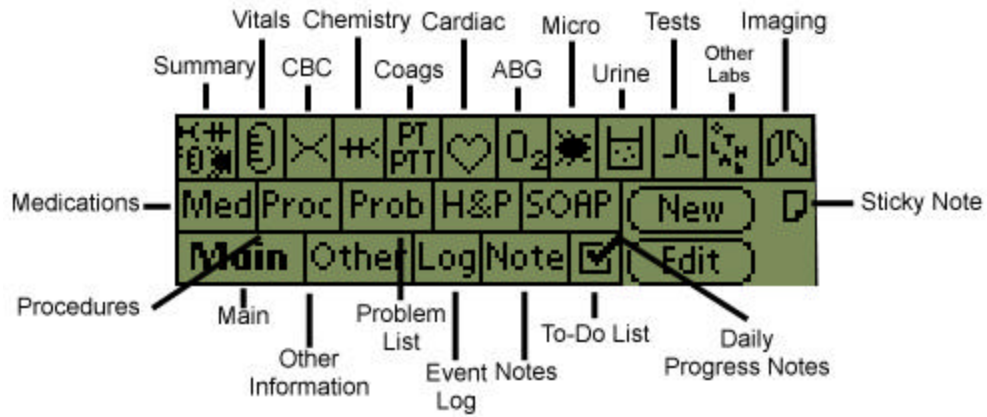
The navigation bar is visible at the bottom of most pages in PatientKeeper Personal. It allows you to jump from one page to another quickly. Each of the pages that can be accessed via the navigation bar are explained in more detail elsewhere in this manual.

Title Bar

Patient List

Navigation Bar

Pull-down menus

PalmV

PatientKeeper ▼ Current Pts.
☐ Jones, M 54y WM Chest Pain 1234
☐ x-Smith, M 33y BM Lung CA 98765
☐ Davis, R 14y AM GI bleed 55555555

Med|Proc|Prob|H&P|SOAP (New)
Main|Other|Log|Note☑ (Edit)

Categories

Sticky Note

New/Edit Record

THE MAIN PAGE

The PatientKeeper Personal Main Page appears the first time you activate PatientKeeper Personal. To return to it, tap the Main button at the lower right of the navigation bar.

THE PATIENT LIST

The most important feature of the Main Page is the Patient List. It contains basic information about each patient you have stored in PatientKeeper Personal. By tapping on the name of the patient in the list, you **select** that patient. After selecting a patient, you can choose to see any piece of information regarding that patient.

Place your stylus on a patient in the Patient List and hold it there. The **Information Window**, containing a more detailed description of the patient, will appear at the bottom of the screen. Lifting the stylus will close the Information Window.

Each patient has a small checkbox before his/her name.

Use this box in any way you choose. For example, you may want to check patients off that you have seen on a given day, or after you have written their notes.

Patients with an **x** before their names have been marked as **Cross** on the Edit Page screen so that you can distinguish between your own patients and those for whom you are cross-covering.

Patients with a line through them have been marked as **DC** (Discharged) on the Edit Patient screen.

Other options found on the Main Preferences Panel may be used to customize the look of this screen so it meets your needs.

NEW/EDIT RECORD

To create a new patient record, tap **New** at the lower right of the screen to open **Edit Patient**, where you initialize your patient's information.

Select a patient.

Tap **Edit** at the bottom right of the screen.

CATEGORIES

Patients can be assigned to categories. Use this button to choose which category of patients is displayed in the Patient List.

TITLE BAR

On the Main page, tapping the Title Bar displays the number of patients in your Patient List.

STICKY NOTE

The sticky note is a graphical note that allows you to jot down quick notes in freehand (no Graffiti required) or jot down pictures.

Access this note from any screen by tapping the small icon just below and to the right of the navigation bar.

PatientKeeper Personal has one sticky note for the entire application; each patient does not have his/her own sticky note.

Pulldown Menus

Each page in PatientKeeper Personal has many more functions than can fit on a page. Functions such as record manipulation, output, and preferences can be found tapping on the Pulldown Menus icon.

The advanced features found in the Main page pulldown menus greatly enhance Patient-Keeper Personal's utility. They can be used to customize the appearance of many pages, customize the default behavior of the program, manipulate large numbers of patient records, and generate many forms of useful output. Each of these features is described below.

The following three menus become visible once you tap the Pulldown menus icon on the Main page.

The File Menu

The following functions are accessible from the File menu.

1. New Patient — identical to tapping the **New** button on the Main page.

2. Delete Patient — when a patient has been selected from the Patient List, this option may be used to delete his/her record and all information associated with him/her.

   The action is not reversible. It will not be possible to access a patient after he/she has been deleted.

3. Purge Category — function deletes ***all*** the patients in your current category.

   The action is not reversible. If the current category is all, all of the patient's records will be deleted from the handheld device permanently.

4. Purge CrossCover Patients — deletes **all** the patients that are marked as Cross. This also **not** reversible.

5. Add to Archive — adds a patient to your patient archive. See *Archiving* for more details.

6. View Archive — see your currently installed archive. See *Archiving* for more details.

7. Beam — opens the Beam Dialog. See *Beaming* for more details.

THE REPORTS MENU

The Reports menu can be used to create reports about the: (1) Checkout List; (2) SOAP (Progress) Note; and (3) History and Physical. In addition, custom Headers and Footers that will be appended to each report can be created and edited. For more detail, see the section titled *Reports*.

THE OPTIONS MENU

The Options menu contains Preferences, About and Register. About and Register are discussed before Preferences.

ABOUT

About tells you what version of PatientKeeper Personal you are running and where to find help.

REGISTER

To register, first go to the Register section of the PatientKeeper Personal web site. Click on either button at the bottom of the screen, and enter your credit card payment of USD $35.

If you are prompted, provide your Palm User Name. This is the same as your HotSync Name. This information must be **exact**, including all punctuation and capitalization.

After payment is confirmed, we will receive a confirmation e-mail. (This may take up to 12 hours). We will then send you your Registration Key. If you are paying by check, be sure to include your Palm User Name and e-mail address so that we may promptly process your order and send you your Registration Key.
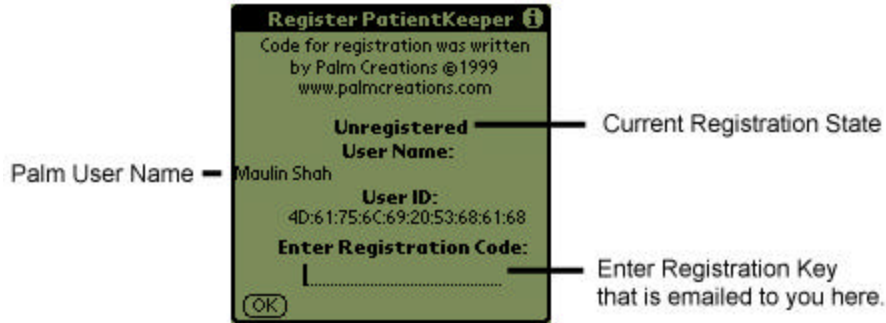
Enter your registration key on the line provided. If the entry is successful, a page will appear indicating so. If not, you will be told that the registration code was not correct.

If you are unsure of whether or not your software is already registered, this information is printed across the middle of the screen in bold letters, as indicated in the diagram above.

The most common reason for an incorrect registration code is an incorrect Palm User Name. Please check to be sure the Palm User Name you provided us (listed in the email confirmation of registration you receive) is *exactly* the same as the one on your Register! screen. Note that the name should be flush with the left side of the screen. If it is not, then you have a *leading space* in your user name and we must know this! (For example, your Palm User Name may look like **John** but really it may be John with a leading space.).

If you have trouble registering, please email us at register@patientkeeper.com.

THE MAIN PREFERENCES PANEL

Throughout PatientKeeper Personal there are many Preferences Panels. Each is titled according to the page from which it was opened. Therefore, the Preferences Panel on the Main Page is the Main Preferences Panel. The options are discussed in detail below.
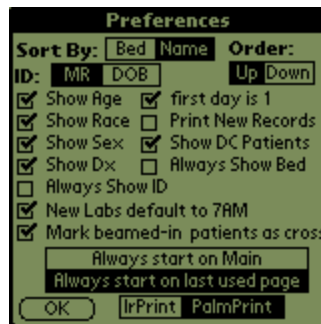
Sort By: The Main Patient List can be sorted alphabetically by bed or by patient name.

ID: The hospital ID is visible in many place in PatientKeeper Personal. It is listed on the Patient List, on the Summary page, and on all reports, including SOAP notes, H&P's, and Checkout Lists.

By default, the text is entered on the Edit Patient page in the **ID** field.

Many hospitals use the date of birth (DOB) as a unique identifier for a patient. To display the DOB in all the places where the ID is displayed, choose **DOB**.

Order: This is the order in which the alphabetical sorting is done. **Up** means A->Z. **Down** means Z->A.

Show Age: Check this box to show the age on the main patient list.

Show Race: Check this box to show race on the main patient list.

Show Sex: Check this t to show sex on the main patient list .

Show Dx: Check this box to show the diagnosis on the main patient list.

Always Show ID: Check this box to *always* show the patient's ID on the patient list.

This makes less room available for the patient description, but it allows you to see the entire patient ID at a quick glance.

By default, if this box is not checked, PatientKeeper Personal will try to show as much of the ID number as possible. However, but screen space is limited, and things like the age, race, and diagnosis usually take up the majority of the room on the screen.

first day is 1: Some physicians consider the date of admission as hospital day number zero. Others, consider the date of admission as day 1. If you would like hospital day calculation to be based upon the admission date being **day 1**, check this option.

Print New Records: Check this option to have the print icon selected by default each time a new record is created. For more details on printing and the use of the printer icon, see the section titled *Reports*.

Show DC Patients: Check this option if you would prefer your discharged patients to be visible in your main Patient List, with a line marked through them.

Always Show Bed: Check this option if you would always like the patient's bed number visible on the main Patient List. Keep in mind that when this box is *not* checked, the bed is still visible if there is room enough on the screen. When this box *is* checked, the bed number will always be visible, but there will be less room for the age, race, sex, and diagnosis.

Sticky Categ.: If a patient's category is changed when entries are being edited and the Sticky Categ. box *is* checked, when **OK** is tapped, your patient will still be visible, and your patient list will have changed to the new category. If this option is *not* checked, when **OK** is tapped, your patient will **not** be visible, and you will still be in your original category.

EXAMPLE

Suppose you have two categories of patients, **Primary** and **Consult**. Suppose you were initially consulted on Mr. X, and he was therefore in your Consult category.

Now, M. X's primary problem becomes the reason you were consulted, and he is transferred to your service. You are now his primary physician and you need to move him to the Primary category.

Mr. X's name appears in the Patient List under **Consult**. To place him in the Primary category, tap the **record**. Then tap **Edit**. The Edit Patient page will be displayed. Change the category to **Primary**.

Tap **OK** to return to the Main page. If the **Sticky Categ**. option was not checked, Consult will appear but Mr. X's name will no longer be on the list since he is now listed under Primary. If the **Sticky Categ**. option was checked, Primary will appear and Mr. X will be listed there.

New rec times default: This feature is used to choose the time at which to a new record will be created.

If 7AM is selected, then each new lab is marked as 7AM of that day. If **Now** is selected, then each new lab is set to the current time.

If **Last** is chosen, each new record is set to the time of the previously set lab. (Thus, if the last record you created was listed as **11/31/99 09:54**, then the next lab you create will be set to the same time).

Mark beamed-in patients as cross: When patients are beamed to you, identify them as your personal patients or cross-covered patients.

If this option *is* checked, all patient records you are beamed will be marked as **Cross** and will appear with an **x** before their names on the Patient List.

If it is *not* checked, then each beamed-in patient will be added to your database *without* the Cross indication.

Always Start on Main/Always Start On Last

Highlight **Always Start On Main** to always start PatientKeeper Personal on the Main Page.

Highlight **Always Start On Last** to start PatientKeeper Personal on the last page you were viewing.

IrPrint/PalmPrint: Older versions of PatientKeeper Personal supported either IrPrint or PalmPrint for the printer driver.

It is recommended that you only use PalmPrint to print PatientKeeper Personal pages so that IrPrint will work optimally. However, use this option to choose the printer driver software that will be used to print reports from PatientKeeper Personal. For more details on printing, go to the section titled *Reports*.
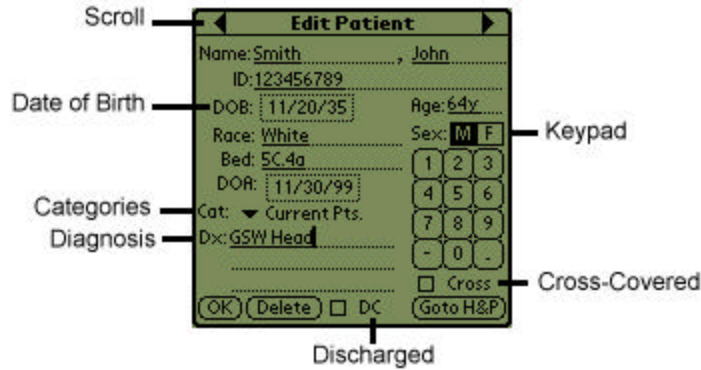
EDIT PATIENT

To open Edit Patient, go to the Main page. Tap **New** or **Edit**. The page should be used to enter a patient's basic demographic information. It contains several features that will minimize the time it takes to enter this information.

NAME

When a patient is first created, his/her last name **must** be entered in the first field visible on this page. All other items are optional.

> ***If you do not enter a last name for the patient, PatientKeeper Personal will assume that you did not want to create a patient, and will delete the patient when OK is tapped.***

ID

The Hospital ID is the second field on this page. Most hospital ID's are numeric. Use the **keypad** provided to enter these numbers.

> If your hospital does not use a hospital ID, or uses the Date of Birth instead, simply leave this field blank.

DATE OF BIRTH

Below the hospital ID there is a button labeled "DOB"(date of birth), and along side it, a selector trigger (a box with a dotted line around it) with the word -**Enter**- in it.

> Tap **Enter** to open the Palm device's calendar and select the patient's date of birth. To select the decade in which a patient was born quickly, tap DOB adjacent to the selector trigger. A popup list that allows you to choose the decade in which your patient was born will be opened.

For example, if your patient's date of birth is February 12, 1941, you would choose 1940's from this list of decades. A calendar centered at 1945 will appear. Scroll down four years and to find the date.

AGE

Once a date of birth has been selected, the age of the patient automatically appears next to the word **Age** just to the right of the DOB selector trigger. If the patient is 0-1 month old, the age is in days. If the patient is 1-6 months, the age is in weeks. If he/she is 7-24 months, it is in months. After 24 months, age always appears in years.

If you do not have the date of birth, or you are not interested in the patient's exact date of birth fill in the patient's age on the line beside **Age**. Age may be entered with Graffiti or with the keypad. We suggest you use the date of birth feature, as this will automatically update the patient's current age.

RACE AND BED

Below the date-of-birth selector is a field for race and a field for bed. Text may be entered directly or by tapping the word **Race** or the word **Bed** to select text from a popup list. A popup list is a list of short terms that you commonly use.

DATE OF ARRIVAL

Below the Bed field is another selector trigger. This selector trigger, labeled DOA, for date-of-admission, which appears below Bed. Tapping it opens the Palm calendar. DOA is used to calculate the hospital day. It is set by default to the present date.

CATEGORIES

Categories appears below the date-of-admission selector trigger. It is a pop-trigger (a small inverted triangle) used to displays and select the Patient Category into which this patient falls. When you return to the Main Page this patient will be listed under the category **All** as well as in the category chosen here.

The categories are completely of your own choosing, and can be things like In-House and Out-Patients, or Primary and Consults, or even Intern 1 and Intern 2. You may have up to thirteen Patient Categories.

DISCHARGE AND CROSS-COVER

Lastly, Edit Patient has two check-boxes. The first, just below the keypad, and labeled **Cross** places an **x** before the patient's name on the Main page. This is intended to be a way for you to mark the patients for whom you are cross covering so that they can be differentiated from your personal patients. To mark the patient as cross, opening the Main page, then going to file and selecting the delete all cross-covered patients option.

The second of these check-boxes is labeled **DC** for discharge. Mark this box when a patient has been discharged. The patient will either disappear from your list, or appear with a line through his/her name. The option to choose between the two is discussed in the *Advanced Features* section.

WHERE TO GO FROM HERE...

A number of options are available.

(1) Tap **OK** to save the information and go back to the Main page. If no name has been filled out, you will be asked to Delete the patient record.

(2) Tap **Delete** to delete the patient. ***All records associated with your patient will be removed from your Palm device and will no longer be accessible; this can not be undone***.

(3) Tap **Go to H&P**, to go directly to this patient's History and Physical. or

(4) Tap the **left** or **right** arrows at the top of the screen to go to the Edit Patient page for the next or the previous patient in your patient list.

POPUP LISTS

A popup list is a list of text items that may be added to any text field to decrease the time it takes to fill out patient data. A simple example is illustrated in the above screen shot where a user is filling out the **Edit Patient** for a patient. To display a list of possible races from which to choose instead of using Graffiti®, tap **Race**.

POPUP LIST TYPES

Popup lists are available for almost every field in PatientKeeper Personal. To make one appear, tap the field label. Three lists have variations: (1) the Categorical Popup List; (2) Quick Text Buttons; and (3) the ROS or Review of Systems.

The Categorical Popup List is visible for the CC, HPI, PMH, PSH, and Problems fields in PatientKeeper Personal. Tapping the field label for these items will produce categories of terms such as Constitutional, Cardiovascular, and Renal. Choose the category of terms you would like to see and a standard popup list will appear.

Quick-Text Button include the buttons in the PMH, PSH, FH, SH, and Physical Exam portions of the program. When these buttons are tapped once a commonly used phrase will be entered into the corresponding field. Items may be edited. See *Creating and Editing Popup Lists* for further information.

The ROS, the Review of Systems is a categorical popup list restricted to 12 items per list. (While it is possible to enter more than 12 items, they will not be visible in the ROS). Each item corresponds to a question on the ROS page. Creating and editing the ROS is discussed in the *History and Physical* section of this manual.

CREATING AND EDITING POPUP LISTS

The items that appear in the Popup Lists are completely customizable. If you have not entered any items into a list, you will be prompted to **Create List** when you tap on the label next to the field.

To create a new list, tap **OK**.

To quit without making a new list, tap **Cancel**.

If a list already exists under for a particular field, it may be changed by tapping **Edit**.
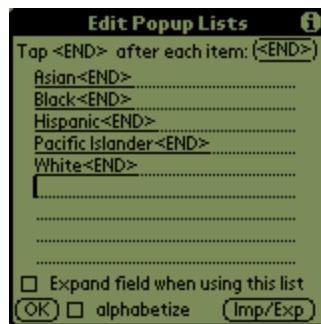
Once you choose to edit or create a popup list, **Edit Popup List** will be displayed.

To enter a new item, use Graffiti® and write in the item text in the field.

When you are done with that item, tap the **<END>** button at the top of the screen, or manually write a < and the text **<END>** will be filled in.

The **<END>** tag tells PatientKeeper Personal that it is at the end of the text for one item on the list. While not all of the text you write will necessarily appear in the popup list (only one line of text will appear), *all* the text you enter up until the **<END>** tag will be placed into the corresponding field if you choose that option.

There are two checkboxes at the bottom of **Edit Popup Lists**.

Choose the **alphabetize** checkbox to automatically alphabetize your list choices when you have finished.

Choose the **Always expand this field** checkbox to create an expanded field when tapping the label of this field. There is more information about expanding a field below.

STREAMLINING MANAGEMENT PLAN ENTRY

Once the popup list has been set up, two taps —one to bring up the popup list, and one to choose the text item desired — will enter an entire management plan. An example, using Chest Pain is described below

Edit Popup Lists may contain a list for the Plan field of the History and Physical that looks like this:

GI Bleed:

1. Scope in AM
2. NPO
3. TxC 2 units PRBCs
4. check CBC

Chest Pain:

1. Give aspirin
2. Give O2
3. Check EKG
4. Rule out MI

After the text has been entered, **alphabetize**. Tap **OK**. Now, when you tap the label for the Plan field, the entries will have been alphabetized as follows:

Chest Pain:
GI Bleed:

Tap Chest Pain. The following entries will be places in the Plan field:

Chest Pain:

1. Give aspirin
2. Give O2
3. Check EKG
4. Rule out MI

IMPORTING AND EXPORTING POPUP LISTS

While entering all the list choices yourself would save you a great deal of time in the long run, PatientKeeper Personal is set up to allow you to share the list items you have entered with others and vice versa. The Import/Export feature of the Edit Popup Lists Page, you be used to import pre-written popup list items that can be downloaded from the PatientKeeper website.

To import a popup list, such as the one for Race, install the file **PK-ImpExpLists.pdb**, file is included in the files you originally downloaded with PatientKeeper Personal. If you no longer have the file it may be obtained from the PatientKeeper website.

When the file has been installed, go to a list you would like to import.

Choose to edit or create this list, as described above, to open Edit Popup List.

Tap the **Imp/Exp** button at the lower right of the screen. A box will appear.

To see the list prior to importing it from the PK-ImpExpLists database, choose **View Importable List**. The list in the ImpExpLists database for this field will appear.

To import the list, choose **Import List**. Then tap **OK**. The imported list items will be added to your existing list items.

To create your own PK-ImpExpLists to distribute to others, go to the list you would like to add to your exported lists.

Open **Edit Popup Lists** by choosing **Edit**.

Select the **Imp/Exp** button on the bottom right of the screen.

Choose Export List for Distribution in the box that appears.

To automatically import **all** the lists from the PK-ImpExpLists database, go to the Edit Popup List page for any list. Choose **Import ALL Lists** from the pulldown menus.

To export all your lists for distribution, choose **Export All Lists** from the pulldown menus.

THE QUICK-TEXT BUTTONS

Quick-text buttons can be used to enter data even more quickly than can be done with popup lists. They are available for the PMH, PSH, FH, SH, and physical exam. Each field has a fixed (unchangeable) number of buttons.

> Quick-text buttons labels may be changed to anything you choose. Though only the first few letters of the label will appear in the button, once it is tapped, the entire text will appear.

> When a Quick-text button is edited, the default label will be deleted.

To edit the quick-text buttons, choose **Edit Quick-Text** from the pull-down menus on the pages that have quick-text buttons.

> Choose the appropriate group of quick-text buttons to edit. **Edit Popup Lists** will appear.

> Enter text just as you would for a popup list, with the **<END>** tag after each item.

> Although you can enter as many items as you wish, only the items for the number of quick-text buttons in the group you are editing will be usable.

EXPANDING FIELDS

Because of the small screen size of handheld devices, it is often difficult to see all the text you have entered in a small field. For example, four lines of text may have been entered in the PMH, but only two will be visible at any given time, and you must scroll to see the rest. In addition, often times it is easier for you to choose multiple items from a popup list before it closes.

To accommodate both of these situations, use Expand Field. When the Expand Field is chosen for a particular field and the label next to it is tapped, a new page appears that is the full-width of the screen and 9-10 lines long but is the field you wish to edit. This allows you to see much more of your text at one time without scrolling. The popup list for Expand Field

is at the bottom of this page. It will remain open so you can choose as many options from the list as you desire without having to re-open it.
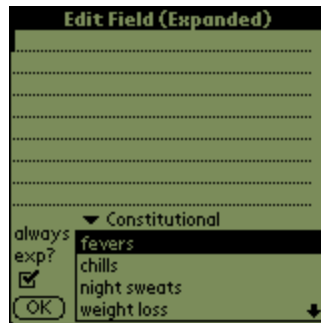
Choose the popup list for a field by tapping the associated label.

If a list does not exist, create one.

Go to the **Edit Popup Lists** page and mark **Always Expand Field**. Then tap **OK**. The next time you choose this popup list, the field will be expanded.

Fields which have a categorical popup list *require* the Expand Field option to be chosen on the first list category.

For example, in the CC, the Common Phrases list *must* have the **Always Expand** checkbox marked.

To return to the popup list, *remove the check* from the Always Expand checkbox.

VITALS

The Vitals Signs for the patient include T_{max}, $T_{current}$, $T_{minimum}$, $P_{current}$, P_{range}, $R_{current}$, R_{range}, $BP_{current}$, BP_{range}, O_2 Sats, I/O, Net, and Weight. To scroll through this information, use the right and left arrow keys which are located on the bottom right of the screen.

Tap **New** in the bottom right corner of the screen to enter a new vital. Tap an existing vital will open **Edit Vitals**.

As on all pages, the patient's name is in the top right corner of the page, and the navigation bar is visible at the bottom of the page.

Switch between patients by tapping on the patient's name at the top right and choosing from the list of patients that appears.

Jump to any other part of PatientKeeper Personal with the navigation bar at the bottom of the screen.

EDIT VITALS

Edit Vitals is used to enter new vitals or modify existing vital signs.

DATE AND TIME FIELDS

Tap the **Date** box to open an area where the date on which the procedure took place can be entered.

Tap the **Time** box to display an area where the time at which the procedure took place can be entered.

VITAL ENTRY FIELDS

The rest of Edit Vitals is devoted to entering information related to vital signs. The item field can be filled in three ways: (1) writing in the vitals directly with Graffiti; (2) using the keypad in the lower right corner; and (3) selecting vitals from pop-up lists. Tap on the desired vital. A list of vitals will appear. Choose one that is appropriate.

Any of the pop-up lists may be changed to reflect your preferences by selecting **Edit…**

ABBREVIATION KEY

Tc	Current Temperature
Tm	Maximum Temperature
Tmin	Minimum Temperature
Pc	Current Pulse
Prange	Range of Pulse
Rc	Current Respiratory Rate
Rrange	Range of Respiratory Rate
BPc	Current Blood Pressure
BPrange	Range of Blood Pressure
Sat	O_2 Saturation
I	Ins
O	Outs
Net	Net Difference
Wt	Weight
BG	Blood Glucose

CBC/HEMATOLOGY

CBC/Hematology contains the complete blood count for the patient including the Hct, Hgb, WBC, Platelets, Seg, Bands, Lymphs, Monos, Basos, Eos, MCV, MCH, MCHC, RBC, RDW, Retic and Smear. Scroll through all this information by using the right and left arrow keys which are located in the bottom right of the screen.

Tap **New** in the bottom right corner of the screen to enter a new CBC/Hematology. Alternatively, tap any of the existing labs to open Edit Hematology.

Tapping **New** and *not* entering any data in Edit Hematology means that a lab is pending. Check labs: hematology will be placed on your To Do List.

As on all pages, the patient's name is in the top right corner of the page, and the navigation bar is visible at the bottom of the page. Switch between patients by tapping on the patient's name at the top right and choosing from the list of patients that appears. Use the navigation bar at the bottom of the screen to jump to any other part of PatientKeeper Personal with the navigation bar at the bottom of the screen.

```
┌─────────────────────────────────────┐
│ ◄     Edit Hematology      ►         │
│ Date: [4/21/00]  Time: [0:00]        │
│                                      │
│              19.00      S: 85.0  B: ......... │
│      11.50 \       / 285.0  L: 10.0  M: 1.00 │
│            \ 41.00 \        B: ......   E: ...... │
│                                      │
│  MCV: .........  MCH: .........  MCHC: ......... │
│  RBC: .........  RDW: .........   ┌───┬───┬───┐ │
│  Retic: .........                 │ 1 │ 2 │ 3 │ │
│  Smear: ............              ├───┼───┼───┤ │
│         ............              │ 4 │ 5 │ 6 │ │
│                                   ├───┼───┼───┤ │
│                                   │ 7 │ 8 │ 9 │ │
│  ┌──────┐ ┌────────┐ ▤ 🖳        ├───┼───┼───┤ │
│  │  OK  │ │ Delete │      ┌──────┤ B │ 0 │ . │ │
│  └──────┘ └────────┘      │ Next └───┴───┴───┘ │
└─────────────────────────────────────┘
```

EDIT HEMATOLOGY

Edit Hematology is used to enter new hematology labs or to modify existing hematology labs.

DATE AND TIME FIELDS

Tap the **Date** box to open an area where the date on which the procedure took place can be entered.

Tap the **Time** box to display an area where the time at which the procedure took place can be entered.

VITAL ENTRY FIELDS

The remaining fields on the Edit Vitals Page are where the vitals information is entered The item field can be filled in three ways: (1) writing in the vitals directly with Graffiti; (2) using the keypad in the lower right corner; and (3) selecting vitals from pop-up lists. Tap on the desired vital. A list of vitals will appear. Choose one that is appropriate.

Any of the pop-up lists may be changed to reflect your preferences by selecting **Edit…**

ABBREVIATION KEY

	CBC Shorthand
	Hgb-Hemoglobin
	Hct-Hematocrit
	WBC-White Blood Cell Count
	Platelet Count
S	Neutrophils, Segmented
B	Neutrophils, Band
L	Lymphocytes, Total
M	Monocytes
B	Basophils
E	Eosinophils
MCV	Mean Corpuscular Volume
MCH	Mean Corpuscular Hemoglobin
MCHC	Mean Corpuscular Hemoglobin Concentration
RBC	Red Blood Cell Count
RDW	Red Cell Distribution Width
Retic	Reticulocyte Count
Smear	Blood Smear

PREFERENCES

PatientKeeper Personal may be configured to meet your needs.

Tap the **Menu** button located to the lower left of the Graffiti box.

Choose **Options**.

Select **Preferences**.

Place the WBC on the right or left side of the CBC shorthand.

Chemistry screen

```
Chemistry        ▼ Brown, S 246-27-53
Date  Na    K     Cl    CO2  BUN
  5/3 PENDING
 4/22 135.0  4.1  101.0 25.0 10.0
 4/21 135.0  4.5   98.0 24.0 10.5
```

Navigation bar icons: Med | Proc | Prob | H&P | SOAP ▶
Main | Other | Log | Note | ☑ | (New)

CHEMISTRY

The chemistry page contains blood chemistry for the patient. This includes the sodium, potassium, chloride, bicarbonate, blood urea nitrogen, creatinine, glucose, serum osmolality, calcium, magnesium, phosphorus, total protein, albumin, total bilirubin, direct bilirubin, aspartate aminotransferase, alanine aminotransferase, alkaline phosphorus, lactate dehydrogenase amylase, lipase, ammonia, and uric acid. Scroll through the information by using the right and left arrow keys which are located in the bottom right of the screen.

Tap **New** in the bottom right corner of the screen to enter a new chemistry. Alternatively, tap any of the existing labs to open **Edit Chemistry**.

Tapping **New** and **not** entering any data in Edit Chemistry means that a lab is pending. Check labs: chemistry will be placed on your To Do List.

As on all pages, the patient's name is in the top right corner of the page, and the navigation bar is visible at the bottom of the page. Switch between patients by tapping on the patient's name at the top right and choosing from the list of patients that appears. Use the navigation bar at the bottom of the screen to jump to any other part of PatientKeeper Personal with the navigation bar at the bottom of the screen.

EDIT CHEMISTRY

The Edit Chemistry Page is used to enter new chemistry labs or to modify existing chemistry labs.

DATE AND TIME FIELDS

Tap the **Date** box to open an area where the date on which the procedure took place can be entered.

Tap the **Time** box to display an area where the time at which the procedure took place can be entered.

THE VITAL ENTRY FIELDS

The remaining fields on the Edit Vitals Page are where the vitals information is entered. The item field can be filled in three ways: (1) writing in the vitals directly with Graffiti; (2) using the keypad in the lower right corner; and (3) selecting vitals from pop-up lists. Tap on the desired vital. A list of vitals will appear. Choose one that is appropriate.

Any of the pop-up lists may be changed to reflect your preferences by selecting **Edit…**
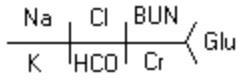
Chem 7 Shorthand
>Na-Sodium
>K-Potassium
>Cl-Chloride
>HCO-Bicarbonate
>BUN-Blood Urea Nitrogen
>Cr-Creatinine
>Glu-Glucose

Osm	Osmolality
Ca	Calcium
Mg	Magnesium
Ph	Phosphorus
TP	Total Protein
Alb	Albumin
Tbili	Total Bilirubin
Dbili	Direct Bilirubin
AST	Aspartate Aminotransferase
ALT	Alanine Aminotransferase
AlkP	Alkaline Phosphorus
LDH	Lactate Dehydrogenase
Amy	Amylase
Lip	Lipase
NH4	Ammonia
UA	Uric Acid

COAGS PAGE

The coags page contains coagulation tests including the prothrombin time, the partial thromboplastin time, INR, fibrinogen, fibrin split products, D-dimer, bleeding time, and thrombin time. Scroll through the information by using the right and left arrow keys located on the bottom right of the screen.

> Tap **New** in the bottom right corner of the screen to enter a new coagulation lab. Alternatively, tap any of the existing labs to open **Edit Coagulation**

> Tapping **New** and *not* entering any data in Edit Coagulation means that a lab is pending. Check labs: coagulation will be placed on your To Do List.

As on all pages, the patient's name is in the top right corner of the page, and the navigation bar is visible at the bottom of the page. Switch between patients by tapping on the patient's name at the top right and choosing from the list of patients that appears. Use the navigation bar at the bottom of the screen to jump to any other part of PatientKeeper Personal with the navigation bar at the bottom of the screen.

EDIT COAGULATION

Edit Coagulation is used to enter new coagulation labs or to modify existing coagulation labs.

DATE AND TIME FIELDS

Tap the **Date** box to open an area where the date on which the procedure took place can be entered.

Tap the **Time** box to display an area where the time at which the procedure took place can be entered.

VITAL ENTRY FIELDS

The remaining fields on the Edit Coagulation Page are where the lab values are entered. The item field can be filled in three ways: (1) writing in the vitals directly with Graffiti; (2) using the keypad in the lower right corner; and (3) selecting vitals from pop-up lists. Tap on the desired vital. A list of vitals will appear. Choose one that is appropriate.

Any of the pop-up lists may be changed to reflect your preferences by selecting **Edit…**

ABBREVIATION KEY

PT   Prothrombin Time
PT   Partial Thromboplastin Time
INR
Fib   Fibrinogen
FSP   Fibrin Split Products
Ddim   D-Dimer

CARDIAC

The cardiac page contains cardiac labs for the patient. Scroll through this information using the right and left arrow keys, located in the bottom right of the screen.

> Tap **New** in the bottom right corner of the screen to enter a new chemistry. Alternatively, tap any of the existing labs to open **Edit Cardiac**.

> Tapping **New** and *not* entering any data in Edit Cardiac means that a lab is pending. Check labs: cardiac will be placed on your To Do List.

As on all pages, the patient's name is in the top right corner of the page, and the navigation bar is visible at the bottom of the page. Switch between patients by tapping on the patient's name at the top right and choosing from the list of patients that appears. Use the navigation bar at the bottom of the screen to jump to any other part of PatientKeeper Personal with the navigation bar at the bottom of the screen.

EDIT CARDIAC

The Edit Cardiac Page is used to enter new cardiac labs or to modify existing cardiac labs. You can also scroll among the various cardiac labs using the right and left arrow keys at the top of the screen.

DATE AND TIME FIELDS

Tap the **Date** box to open an area where the date on which the procedure took place can be entered.

Tap the **Time** box to display an area where the time at which the procedure took place can be entered.

LAB ENTRY FIELDS

The remaining fields on the Edit Cardiac Page are where the lab values are entered. The item field can be filled in three ways: (1) writing entries directly with Graffiti; (2) using the keypad in the lower right corner; and (3) selecting entries from pop-up lists. Tap on the desired lab. A list of values will appear. Choose one that is appropriate.

Any of the pop-up lists may be changed to reflect your preferences by selecting **Edit…**

BLOOD GAS

The blood gas page contains the blood gas values for the patient. Scroll through the information by using the right and left arrow keys located at the bottom right of the screen.

> Tap **New** in the bottom right corner of the screen to enter new blood gas values. Alternatively, tap any of the existing labs to open **Edit Blood Gas**.

> Tapping **New** and *not* entering any data in Edit Cardiac means that a lab is pending. Check labs: blood gas will be placed on your To Do List.

As on all pages, the patient's name is in the top right corner of the page, and the navigation bar is visible at the bottom of the page. Switch between patients by tapping on the patient's name at the top right and choosing from the list of patients that appears. Use the navigation bar at the bottom of the screen to jump to any other part of PatientKeeper Personal with the navigation bar at the bottom of the screen.

EDIT ABG

Edit ABG is used to enter new blood gas values or to modify existing values. You can also scroll among the various blood gases using the right and left arrow keys at the top of the screen.

DATE AND TIME FIELDS

Tap the **Date** box to open an area where the date on which the procedure took place can be entered.

Tap the **Time** box to display an area where the time at which the procedure took place can be entered.

THE TYPE FIELD

Tap on the arrow to choose between arterial or venous.

Lab Entry Fields

The remaining fields on the Edit ABG Page are where the lab values are entered. The item field can be filled in three ways: (1) writing the entries directly with Graffiti; (2) using the keypad in the lower right corner; and (3) selecting entries from pop-up lists. Tap on the desired vital. A list of vitals will appear. Choose the desired one.

Any of the pop-up lists may be changed to reflect your preferences by selecting **Edit…**

Respiratory Support Fields

These fields are used to indicate respiratory support.

Use **On** to show how the oxygen is being delivered.

The **O_2** field is indicates the amount of oxygen being delivered.

The field can be filled in three ways: (1) writing entries directly with Graffiti; (2) using the keypad in the lower right corner; and (3) selecting entries from pop-up lists. Tap the desired entry. A list will appear. Choose one that is appropriate. Any of these lists may be edited to your preferences by selecting **Edit…**

Note Field

This field can be used to write any notes about the ABG. The item field can be filled in two ways: (1) writing the entries directly with Graffiti; and (2) selecting entries from pop-up lists. Tap the desired lab. A list will appear. Choose the desired one.

Any of the pop-up lists may be changed to reflect your preferences by selecting **Edit…**
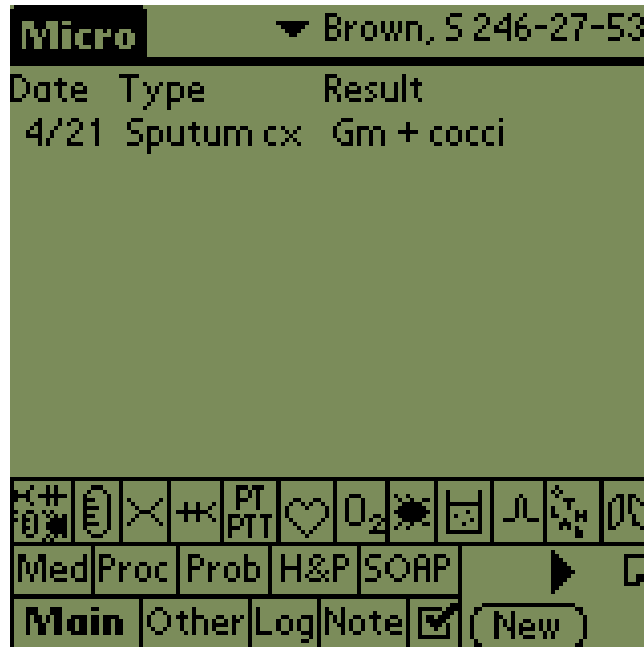
MICRO

The micro page contains information about microbiology for the patient. Scroll through this information by using the right and left arrow keys located in the bottom right of the screen.

Tap **New** in the bottom right corner of the screen to create a new microbiology entry. Alternatively, tap any of the existing labs to open **Edit Microbiology**.

Tapping **New** and *not* entering any data in Edit Cardiac means that a lab is pending. Check labs: blood gas will be placed on your To Do List.

As on all pages, the patient's name is in the top right corner of the page, and the navigation bar is visible at the bottom of the page. Switch between patients by tapping on the patient's name at the top right and choosing from the list of patients that appears. Use the navigation bar at the bottom of the screen to jump to any other part of PatientKeeper Personal with the navigation bar at the bottom of the screen.

Edit Microbiology

Edit Microbiology is used to enter a new microbiology entry or to modify an existing one. Scroll among the various entries by using the right and left arrow keys at the top of the screen.

The Date and Time Fields

Tap the **Date** box to open an area where the date on which the procedure took place can be entered.

Tap the **Time** box to display an area where the time at which the procedure took place can be entered.

The Type Field

The type field on the Edit Microbiology Page is where the type of micro lab is entered. The item field can be filled in two ways: (1) writing the entries directly with Graffiti; and (2) selecting entries from pop-up lists. Tap the desired lab. A list will appear. Choose the desired one.

Any of the pop-up lists may be changed to reflect your preferences by selecting **Edit…**

THE SITE FIELD

The Edit Microbiology site field is where the site of the culture is entered. The item field can be filled in two ways: (1) writing the entries directly with Graffiti; and (2) selecting entries from pop-up lists. Tap the desired lab. A list will appear. Choose the desired one.

Any of the pop-up lists may be changed to reflect your preferences by selecting **Edit…**

THE RESULTS FIELD

The Edit Microbiology Results field is where the culture result is entered. The item field can be filled in two ways: (1) writing the entries directly with Graffiti; and (2) selecting entries from pop-up lists. Tap the desired lab. A list will appear. Make an appropriate choice.

Any of the pop-up lists may be changed to reflect your preferences by selecting **Edit…**

NOTE FIELD

This field can be used to write any notes about the culture. The item field can be filled in two ways: (1) writing the entries directly with Graffiti; and (2) selecting entries from pop-up lists. Tap the desired lab. A list will appear. Make an appropriate choice. Any of these lists may be edited to your preferences by selecting **Edit…**

SENSITIVITIES AND RESISTANCE FIELD

These fields can be used to indicate the sensitivity and resistance of the microorganism. The item field can be filled in two ways: (1) writing the entries directly with Graffiti; and (2) selecting entries from pop-up lists. Tap the desired lab. A list will appear. Make an appropriate choice.

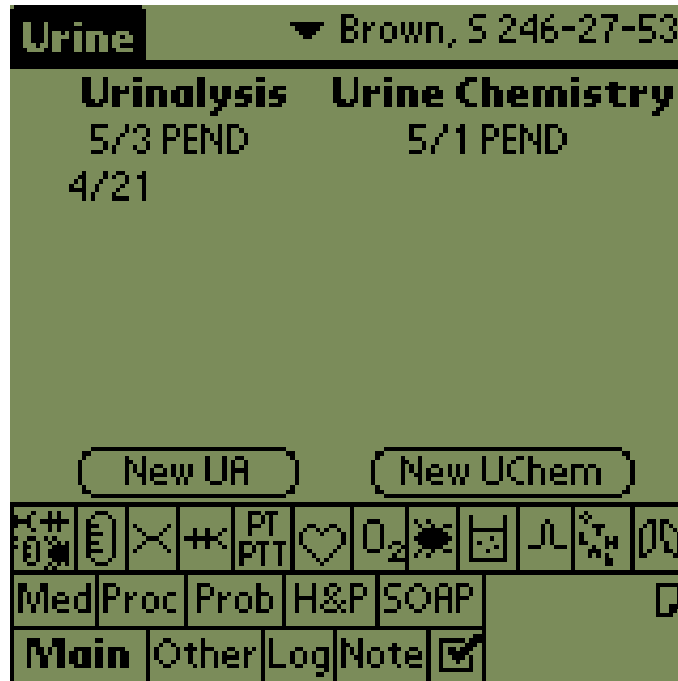Any of the pop-up lists may be changed to reflect your preferences by selecting **Edit…**

URINE

The urine page contains information about urinanalysis and urine chemistries for the patient.

Tap **New UA**, located at the bottom of the screen, to enter a new urinalysis.

Tap or **New UChem**, at the bottom of screen, to a new urine chemistry.

Tap any of the **existing entries** to open the edit page.

As on all pages, the patient's name is in the top right corner of the page, and the navigation bar is visible at the bottom of the page. Switch between patients by tapping on the patient's name at the top right and choosing from the list of patients that appears. Use the navigation bar at the bottom of the screen to jump to any other part of PatientKeeper Personal with the navigation bar at the bottom of the screen.

EDIT UA

Edit UA is used to enter a new UA entry or to modify an existing one. You can also scroll among the various entries using the right and left arrow keys at the top of the screen.

DATE AND TIME FIELDS

Tap the **Date** box to open an area where the date on which the procedure took place can be entered.

Tap the **Time** box to display an area where the time at which the procedure took place can be entered.

LAB ENTRY FIELDS

The remaining fields on the Edit UA Page are where the lab values are entered. The item field can be filled in three ways: (1) writing it in directly with Graffiti; (2) tapping on -, +, ++, +++ if available; and (3) selecting values from pop-up lists. Tap the desired lab. A list will appear. Make an appropriate choice.

Any of the pop-up lists may be changed to reflect your preferences by selecting **Edit…**

EDIT URINE CHEM

Edit Urine Chem is used to enter a new Urine Chem entry or to modify an existing one. Scroll among the various entries by using the right and left arrow keys at the top of the screen.

THE DATE FIELD

Tap the **Date** box to open an area where the date on which the procedure took place can be entered.

THE TYPE FIELD

Tap the **Type picker** to choose whether the urine chemistries are based on a spot urine collection or a 24 hour urine collection.

LAB ENTRY FIELDS

The remaining fields on the Edit Urine Chem Page are where the lab values are entered. . The item field can be filled in two ways: (1) writing the entries directly with Graffiti; and (2)

selecting entries from pop-up lists. Tap the desired lab. A list will appear. Make an appropriate choice.

Any of the pop-up lists may be changed to reflect your preferences by selecting **Edit…**
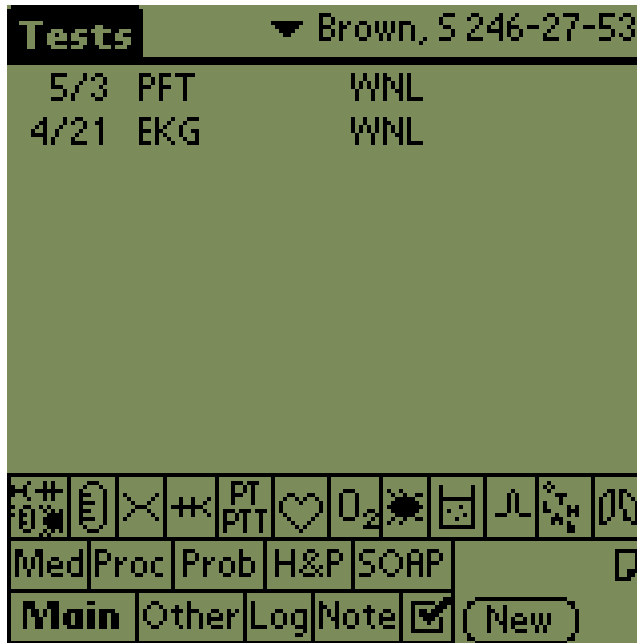
TESTS

The test page contains results for any tests undergone by the patient.

Tap **New** on the bottom right corner of the screen to enter a new test.

Tap any existing test to open **Edit Test**.

As on all pages, the patient's name is in the top right corner of the page, and the navigation bar is visible at the bottom of the page. Switch between patients by tapping on the patient's name at the top right and choosing from the list of patients that appears. Use the navigation bar at the bottom of the screen to jump to any other part of PatientKeeper Personal with the navigation bar at the bottom of the screen.
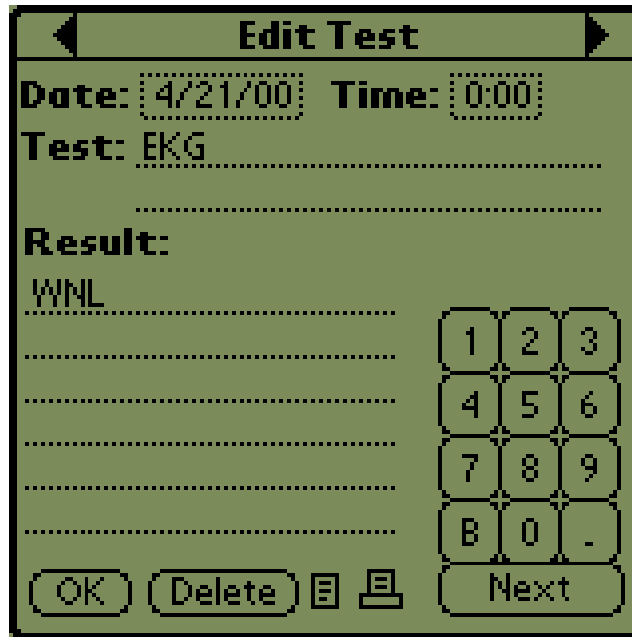
EDIT TEST

Edit Test is used to enter new tests or to modify existing tests. Scroll among the various tests using the right and left arrow keys at the top of the screen.

DATE AND TIME FIELDS

Tap the **Date** box to open an area where the date on which the procedure took place can be entered.

Tap the **Time** box to display an area where the time at which the procedure took place can be entered.

TEST FIELDS

The test field on the Edit Test Page is where the test is indicated. The item field can be filled in two ways: (1) writing the entries directly with Graffiti; and (2) selecting entries from pop-up lists. Tap the desired lab. A list will appear. Make an appropriate choice.

Any of the pop-up lists may be changed to reflect your preferences by selecting **Edit…**

THE RESULTS FIELD

The Edit Test Results field is used to enter test results. The field can be filled in three ways: (1) writing entries directly with Graffiti; (2) using the keypad in the lower right corner; and (3) selecting entries from pop-up lists. Tap the desired entry. A list will appear. Choose one that is appropriate.

Any of these lists may be edited to your preferences by selecting **Edit…**

OTHER LABS

Other Labs contains lab results that are not put anywhere else.

Tap **New** in the bottom right corner of the screen to enter a new Other Labs.

Tap any of the **existing labs** to open Edit Other.

Tapping **New** and *not* entering any data in Edit Other means that a lab is pending.
Check labs: LLD will be placed on your To Do List

As on all pages, the patient's name is in the top right corner of the page, and the navigation
bar is visible at the bottom of the page. Switch between patients by tapping on the patient's
name at the top right and choosing from the list of patients that appears. Use the navigation
bar at the bottom of the screen to jump to any other part of PatientKeeper Personal with the
navigation bar at the bottom of the screen.

EDIT OTHER LABS

Edit Other Labs is used to enter new other labs or to modify existing Other Labs. Use the left and right arrow keys at the top of the screen to see other labs.

DATE AND TIME FIELDS

Tap the **Date** box to open an area where the date on which the procedure took place can be entered.

Tap the **Time** box to display an area where the time at which the procedure took place can be entered.

THE TEST FIELD

he Edit Other Labs test field is where the test is indicated. The test field can be filled in two ways. The item field can be filled in two ways: (1) writing the entries directly with Graffiti; and (2) selecting entries from pop-up lists. Tap **Test**. A list will appear. Make an appropriate choice.

Any of the pop-up lists may be changed to reflect your preferences by selecting **Edit…**

THE RESULTS FIELD

Edit Test Results is where the test results are entered. The field can be filled in three ways: (1) writing entries directly with Graffiti; (2) using the keypad in the lower right corner; and (3) selecting entries from pop-up lists. Tap the desired entry. A list will appear. Choose one that is appropriate.

Any of the pop-up lists may be changed to reflect your preferences by selecting **Edit…**
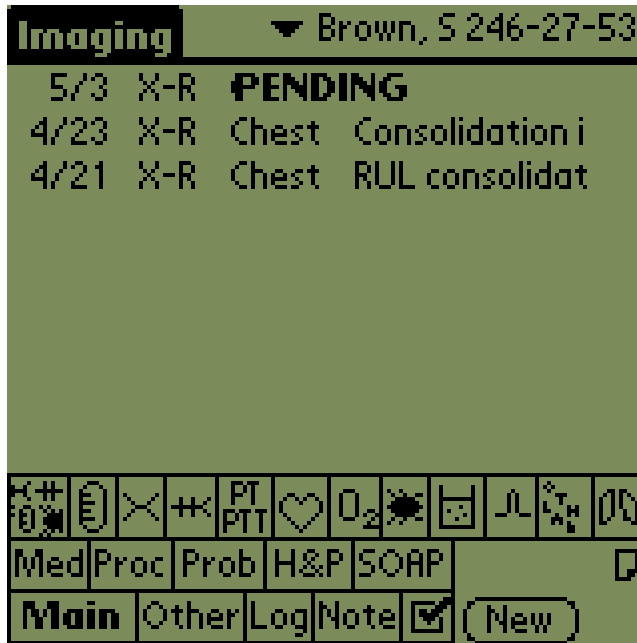
IMAGING

The imaging page contains information about a patient's imaging studies.

> Tap **New** in the bottom right corner of the screen to enter a new imaging study. .

> Tap any of the **existing studies** to open Edit Imaging.

> Tapping **New** and *not* entering any data in Edit Imaging means that a lab is pending.
> Check imaging: X-Ray will be placed on your To Do List

As on all pages, the patient's name is in the top right corner of the page, and the navigation bar is visible at the bottom of the page. You can switch between patients by tapping on the patient's name at the top right and choosing from the list of patients that appears. You can jump to any other part of PatientKeeper Personal with the navigation bar at the bottom of the screen.

EDIT IMAGING

Edit Imaging is used to enter imaging or to modify existing imaging. Scroll among the various imaging studies using the right and left arrow keys at the top of the screen.

DATE AND TIME FIELDS

Tap the **Date** box to open an area where the date on which the procedure took place can be entered.

Tap the **Time** box to display an area where the time at which the procedure took place can be entered.

TYPE

Edit Imaging Type is where the type of imaging is indicated. The item field can be filled in two ways: (1) writing the entries directly with Graffiti; and (2) selecting entries from pop-up lists. Tap Type. A list will appear. Make an appropriate choice.

Any of the pop-up lists may be changed to reflect your preferences by selecting **Edit…**

THE LOCATION FIELD

The Edit Imaging Location field is where the location of imaging is indicated. The item field can be filled in two ways: (1) writing the entries directly with Graffiti; and (2) selecting entries from pop-up lists. Tap Location. A list will appear. Make an appropriate choice.

Any of the pop-up lists may be changed to reflect your preferences by selecting **Edit…**

THE RESULTS FIELD
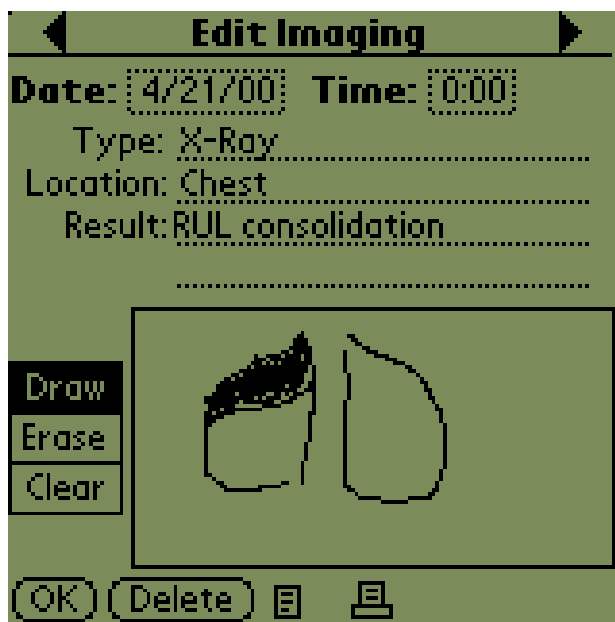
The Edit Imaging Results field is used to enter results. The item field can be filled in two ways: (1) writing the entries directly with Graffiti; and (2) selecting entries from pop-up lists. Tap the Result. A list will appear. Make an appropriate choice.

Any of the pop-up lists may be changed to reflect your preferences by selecting **Edit…**

THE DRAW BOX

The box at the bottom of the screen may be used to make a sketch of the imaging.

Select **Draw**. Use the stylus to make a sketch.

To turn the stylus into an erase, choose the **Erase** box.

Tap **Clear** to remove the entire image.

Medications

A patient's **Meds** (**Medications List)** are displayed on the Medications page. The list contains medications the patient is taking, the number of days each drug has been taken, the dose, route, and schedule of each medication, and whether or not they have held or discontinued.

Tap **New** at the bottom right of the screen to create a new medication entry for the patient.

Tap a medication to select it. Edit Medication (for that particular medication) will be displayed.

As on all pages, the patient's name is in the top right corner of the page, and the navigation bar is visible at the bottom of the page. Switch between patients by tapping on the patient's name at the top right and choosing from the list of patients that appears. Use the navigation bar at the bottom of the screen to jump to any other part of PatientKeeper Personal with the navigation bar at the bottom of the screen.

PULLDOWN MENUS

The following menus are available via the pull-down menus on the medications page.

- File - used to create a new medication record, to delete a medication record, or delete all the medications listed for current patient.

- Reports - used to create a report of the patient's medications. Choose **Print Record** or **Print All Records** to display a standard print dialog from which you can export to a memo, export to email, or print your report.

- Options – the Medication Preferences Panel is listed under the **Preferences** option in this menu.

- About – opens the About PatientKeeper Personal box.

- Register should be used to register with PatientKeeper Personal.

THE MEDICATION PREFERENCES PANEL

Open the Medication Preferences Panel by accessing the pull-down menus on the medications page, and then choosing **Options** and **Preferences**. Medications has the following preferences.

- **Default Units**: Tap **New** to create a new medication record. Choose whether the units should be set to **mg** (milligrams) – the default - or whether they should be left blank and completed later.

- **Default Route:**: Tap **New** to create a new medication record. Select **PO** (*Per Os*) – the default - or whether the route should be left as blank and completed later.

- **Sort By:**: Medications on the Medications Page can be sorted alphabetically or by the Start Date that was entered in Edit Medications.

- **Include Day in Med Printouts**: Check this option to include the number of days the patient has been on a medication in all forms of medications output.

- **Automatically update meds DB**: Choose this option to update your medications database automatically each time you create a new medication. Your medications database is the list of medications that PatientKeeper Personal searches when using the Edit Medications auto-complete and auto-fill features.

    If these features are checked, any medication that is not in the database is added to it if you write it for a patient.

    Changes to existing medications' dose/route/schedule will be saved automatically; thus, the most recent configuration will always be is saved and displayed the next time it is needed.

Scroll

Medication Popup List

Medication Class Popup List

Start/Stop Dates

Fill Button

Schedule Quick-Text

Printer Icon   Add-To-Log Icon
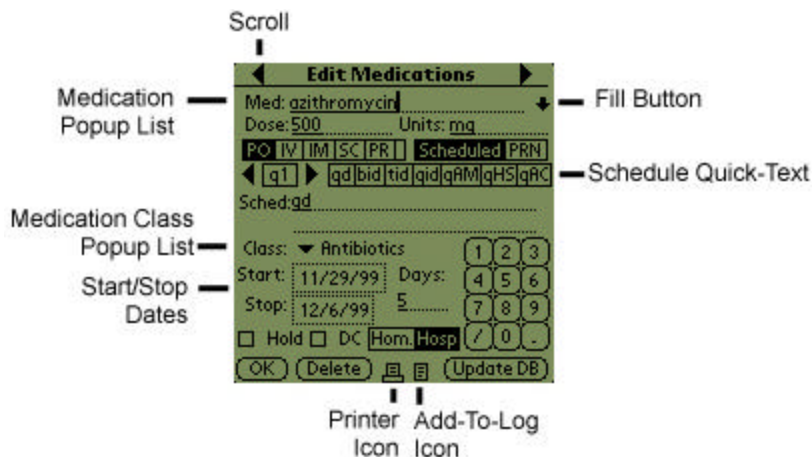
EDIT MEDICATIONS

Edit Medications is used to create and modify an existing patient's medication list, as well as to update your personal medications database.

THE MED FIELD

The Edit Medications Med field is used to enter the name of the medication that will be added to a patient's Medication List.

> The Med field may be completed by using Graffiti or by tapping **abc**, on the left hand side of the Graffiti area to open an alphabetical keyboard.

> Alternatively, go to the Medication field. Tap **Med**. A list of medications will be displayed. Tap one to choose it.

In general using Auto-Complete, described immediately below, is a more efficient way to enter a new medication.

AUTO-COMPLETE

As you begin to use Graffiti or the alphabetical keyboard to enter the first few letters of the medication you wish to add, PatientKeeper Personal will attempt to fill in the rest of the medication name based on your personal Medications Database.

> For example, if you intend to add AZITHROMYCIN, use Graffiti to write **A**; ZITHROMYCIN will be filled in automatically.

> If the medication that is filled in automatically is not the medication for which you are searching, use Graffiti or the keyboard to write more letters. PatientKeeper Personal will

narrow your search. For example, to add ALBUTEROL, write A; ZITHROMYCIN would appear. Write an **L**. Now BUTEROL will appear.

AUTO-FILL

When the medication has been identified, tap the **Auto-Fill arrow** to the right side of the Med field. The dose, route, schedule, and whether the drug is scheduled or PRN will be completed based on the information in your personal Medications Database.

THE PERSONAL MEDICATIONS DATABASE

Your personal medications database is a set of medications and the dose/route/schedule that you use most frequently; it is searched when Auto-Complete and Auto-Fill are used. PatientKeeper Personal is distributed with a basic version of this database that should be used as a place to start. It is important to update and modify the database so that it fits your prescribing practices.

ADDING A MEDICATION

Go to **Edit Medications**. Create a medication, as you would if you were adding a medication to a patient's medication list.

Tap **Update DB** at the bottom right of the page.

MODIFYING A MEDICATION

To modify the dose, route, schedule, and whether the drug is scheduled or PRN, go to the Med field. Select the Med that is to be modified. Change the information. Tap Update DB at the bottom right of the screen to store the new information. .

> ***Only one dose, route, schedule, and Schedule/PRN choice may be stored per medication.***

It is ***not*** possible to change the way a medication is spelled. To change the spelling, create a new medication with the new spelling, and add it to the database. Then delete the old medication from the database as described immediately below.

DELETING A MEDICATION

The more closely your Personal Medications Database reflects the medications you prescribe, the easier it will be use Auto-complete. Any medication that you do not use should

be removed from your Personal Medications Database. Should you decide to use it, it can always be added.

> For example, if you never prescribe AZITHROMYCIN, it should not be on then when you write an **a** you don't want ZITHROMYCIN to be filled in.

To delete medications from your personal medication database, open **Edit Medication**.

> Open the pull-down menus and choose **Modify Medication DB**. The page that appears contains a list of all the medications in your personal database.

> Choose a **Med** to remove.

> Select **Delete Med**. Repeat the process until you have removed all the medications you wish.

> Once you are satisfied with the medications in the database, tap **OK**.

AUTOMATICALLY UPDATING THE MEDICATIONS DATABASE

Updating the Medications Database automatically each time a medication that PatientKeeper Personal does not recognize is entered ensures that the most recently used dose/route/schedule information for any medications will be recorded and that the Medications Database will be updated and customized effortlessly.

> Go to **Medications** (not Edit Medications).

> Choose the **Medication Preferences Panel**

> Check **Automatically update Meds DB** to active it. An **asterisk (*)** will appear next to the Update DB button on the Edit Medications page.

THE DOSE AND UNITS FIELDS

The dose and units fields can be filled in three ways: (1) with the auto-fill feature described above; (2) with Graffiti; or (3) from a standard popup list that appears when **Dose** or **Units** are tapped. To have **mg** automatically placed in the units field, go to the **Medications Preferences Panel** and choose it.

THE MEDICATION ROUTE

Push-buttons are used to provide the most common routes of medication administration. Tap the push-button that contains the route that will be used for a new medication.

> To have PO or blank appear by default for all new medications open the Medications Preferences Panel and make the appropriate selections.

If the route of medication is ***not*** available with these push-buttons, choose the blank push-button located at the far right of the medication route push-buttons.

> Enter the route as the first part of the **Schedule**. When this medication is printed, the route will appear just before the schedule.

SCHEDULED OR PRN

If a medication is scheduled, tap the **Scheduled Medication push-button**. Nothing will appear at the end of the medication listing.

> Use Graffiti to place Scheduled at the end of the listing. (This may be necessary if a medicine that is ordinarily used on a PRN basis is going to be scheduled.)

Tap the **PRN push-button** if it is to be given as needed. PRN will follow the medication listing.

THE SCHEDULE FIELD

There are four ways to enter a Medication Schedule: (1) use Graffiti; (2) choose from the standard popup list that appears Schedule is tapped; (3) use the auto-fill feature described above; and (4) use the Schedule Quick-Text buttons. For further information, see *The Quick Text Buttons*, earlier in this manual.

In addition to the standard Quick-Text buttons, the schedule has a special quick-text button, the Q-hour Selector used to designate a schedule rapidly.

> Use the left or right arrows adjacent to the quick-text button **q1** to choose the exact number of hours that are required between doses.

> Tap the button. The text will appear in the Schedule field.

THE MEDICATION CLASS

Tap the **Class picker** to choose a category in which to place a medication.

PatientKeeper Personal allows up to 13 categories. These may be chosen from the group that comes with the application or they may be created.

THE START AND STOP DATE

Medications may be given Start and Stop Date**s** or they may be Chronic.

Start and Stop Dates

Medications assigned to a patient on the Medications page are given **today** as a start date automatically.

To choose a Stop Date, use the handheld calendar.

Alternatively, tap the **Stop Date Selector picker**. A list of options will be displayed.

Tap one to have PatientKeeper Personal calculate the number of days that a patient has been taking the medication automatically.

Chronic

Medications assigned to a patient from H&P (History and Physical) will be categorized as Chronic automatically.

To make a medication chronic, tap the **Start Date picker**. Tap **Chronic**.

HOLDING OR DISCONTINUING A MEDICATION

Check the **Held checkbox** to mark a medication Held. The medication will have a dashed line through it when Medications is opened.

Check the **DC checkbox** to mark a medication Discontinued. The medication will have a solid line through it when Medications is opened.

Discontinued meds are not included in reports unless the record is marked for printing with the printer icon. See *Standard Edit Functions, The Printer Icon*, below, for further information.

HOME AND/OR HOSPITAL

Medications may be marked as Home, Hospital or both. Reports may be set up to include All for all active meds (home or hospital) for medications taken at home only.

Medications that are created with **H&P** (History & Physical) default to **Home**.

Medications that are created on the **Medications** Page default to **Hospital**.

STANDARD EDIT FUNCTIONS

THE PRINTER ICON

The printer icon is used to include or exclude medications in a printed report. It may be turned on to include a medication that has been discontinued in a report or turned off to exclude a medication.

Go to **Print Options**.

Choose **None**.

Select **Also Include All Tagged Records**. Only records that are tagged because the printer icon has been highlighted will be printed.

ADD TO EVENT LOG

Tap the **Add to Log Icon** to add a mediation to the Event Log automatically.

For example, a significant event in a stroke patient's stay may be when he/she is given a thrombolytic. Tap the icon to add the thrombolytic to the event log as a reminder when you dictate or summarize the significant events of this patient's stay.

THE SCROLL ARROWS

Scroll between medications for a patient using the scroll arrows at the top of the screen.
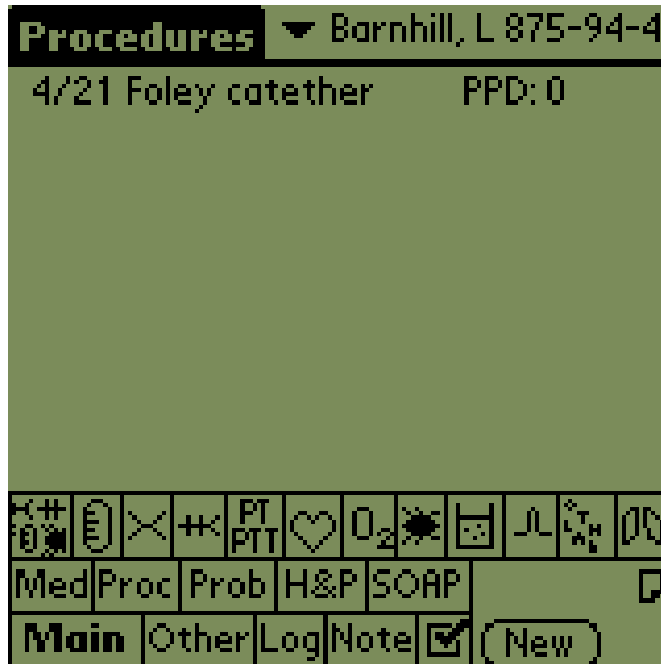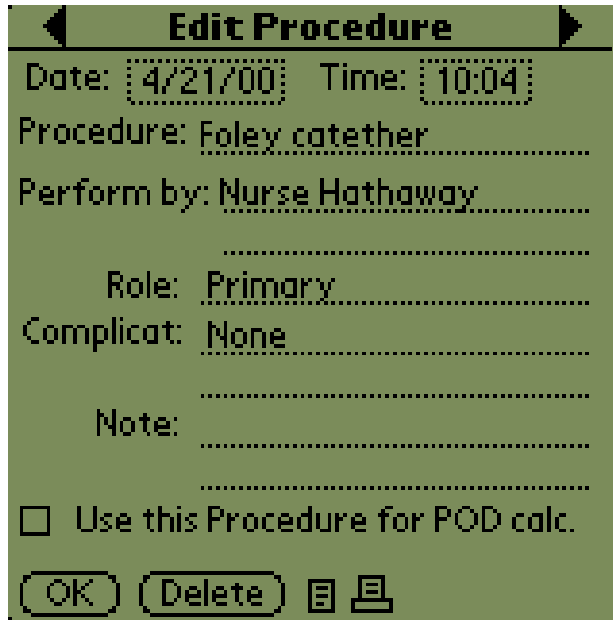
PROCEDURE

The **Procedure List** is used to see the procedures a patient has undergone, the date on which it was performed and the post procedure day number.

Tap **New** at the bottom right of the screen to create a procedure.

Tap a **procedure** to select it. Edit Procedure will be displayed.

As on all pages, the patient's name is in the top right corner of the page, and the navigation bar is visible at the bottom of the page. Switch between patients by tapping on the patient's name at the top right and choosing from the list of patients that appears. Use the navigation bar at the bottom of the screen to jump to any other part of PatientKeeper Personal with the navigation bar at the bottom of the screen.

EDIT PROCEDURE

Edit Procedure is used to create and modify existing patient's procedure list.

DATE AND TIME FIELDS

Tap the **Date** box to open an area where the date on which the procedure took place can be entered.

Tap the **Time** box to display an area where the time at which the procedure took place can be entered.

THE PROCEDURE FIELD

Procedure can be filled out in two ways: (1) writing the procedure with Graffiti; (2) selecting the procedure from pop-up lists.

To select a procedure from a pop-up list, tap **Procedure**. A pop-up window with major medical systems will appear.

Tap an area, such as cardiology, to display a list of procedures appropriate to it. Select the procedure that was performed.

Select **Edit** to modify any of the lists so they meet your needs.

PERFORM BY

Perform By can be filled out in two ways: (1) writing the person's name with Graffiti or the alphabetical keyboard; or (2) selecting the name from pop-up lists.

> To select a procedure from a pop-up list, tap **Perform By**. A pop-up window with names will appear. Select the appropriate name.

Select **Edit** to modify any of the lists so they meets your needs.

ROLE

Role can be filled out in two ways: (1) writing the person's name with Graffiti; (2) selecting the role from pop-up lists.

> To select a procedure from a pop-up list, tap **Role**. A pop-up window with roles will appear. Select the appropriate role.

Select **Edit** to modify any of the lists so they meet your needs.

COMPLICATION

Complication can be filled out in two ways: (1) writing the complication with Graffiti; (2) selecting the complication from pop-up lists.

> To select a procedure from a pop-up list, tap **Complication**. A pop-up window with complications will appear. Select the appropriate complication.

Select **Edit** to modify any of the lists so they meet your needs.

THE NOTE FIELD

Complication can be filled out in two ways: (1) writing the note with Graffiti; (2) selecting phrases for the note from pop-up lists.

> To select a procedure from a pop-up list, tap **Note**. A pop-up window with phrases will appear. Select the appropriate phrase.

Select **Edit** to modify any of the lists so they meet your needs.

PROCEDURE FOR POD CALC

Fill out the **Use This Procedure for POD calc checkbox** so that the procedure will appear in a report as a POD calculation.
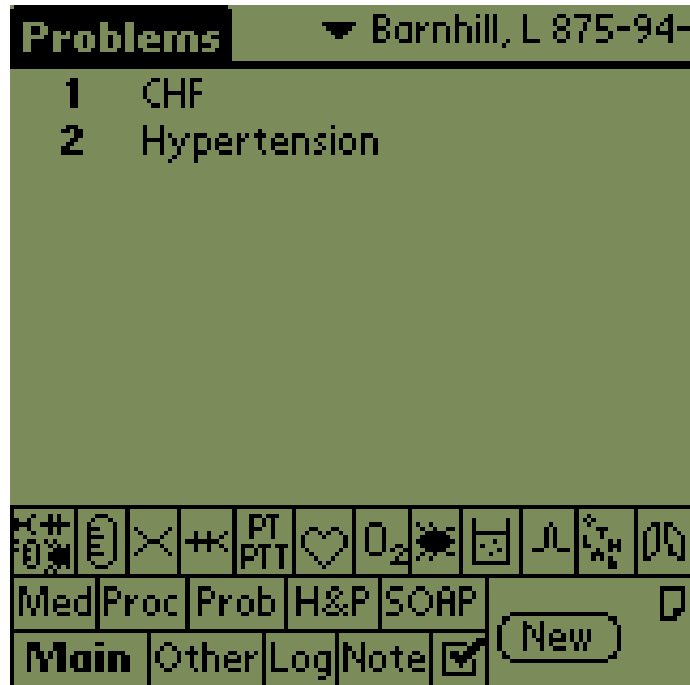
PROBLEMS

Problems consists of a list of all a patient's problems listed from one to five. One is the most serious and five is the least series. Zero, discussed below, means that the item is no longer a problem.

Tap **New** at the bottom right of the screen to enter a new problem.

Tap a **problem** to select it. Edit Problem will be displayed.

To change a priority level, tap on the **number** to the left of a problem. A pop-up list will be displayed. Choose a number between one (the most serious) and five (the least serious).

As on all pages, the patient's name is in the top right corner of the page, and the navigation bar is visible at the bottom of the page. Switch between patients by tapping on the patient's name at the top right and choosing from the list of patients that appears. Use the navigation bar at the bottom of the screen to jump to any other part of PatientKeeper Personal with the navigation bar at the bottom of the screen.

THE PROBLEM PREFERENCES PANEL

Open the pull down menus. Tap **Options**. Then tap **Preferences**.

Creating A Default Priority

One, two and three may be used as default priorities. If a default priority has been designated, it will appear whenever a new problem is added.

> To change a priority level, tap on the **number** to the left of a problem. A pop-up list will be displayed. Choose a number between one (the most serious) and five (the least serious).

Giving A Zero Priority

Using Zero for the priority indicates that the problem no longer exists.

EDIT PROBLEM

Edit Problem is used to create and modify existing patient's problem list.

THE PROBLEM FIELD

Information may be recorded in two ways: (1) using Graffiti to enter the problem; and (2) selecting it for a pop-up list.

Tap **Problem**. A pop-up window containing major medical systems will be displayed.

Tap a **complaint category**, as for example, cardiopulmonary. A list of complaints will appear. Choose the appropriate complaint.

Select **Edit** to modify any of the lists so they meet your needs.

THE PRIORITY FIELD

Tap the Priority picker to choose a priority level. Priority Levels may range from zero to five.

Zero means that the problem no longer exists.

One is the most serious.

Five is the least serious.

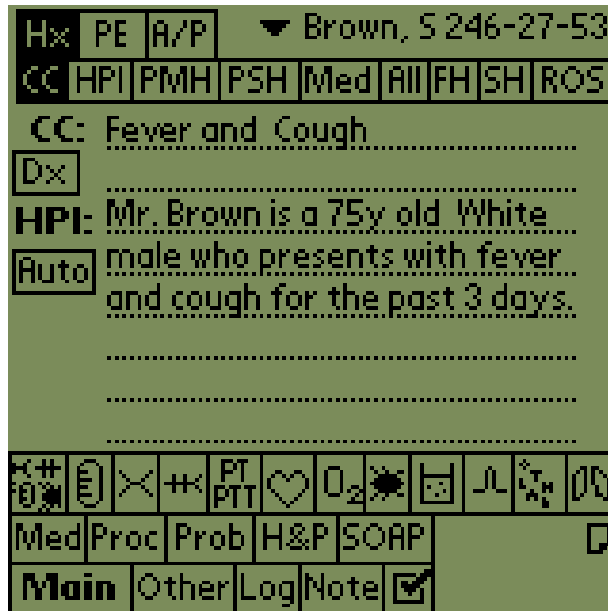### THE TYPE FIELD

Tap the **Type picker**. Select **Chronic** or **Acute**.

To add a new plan for the Problem, tap **New Plan** in the bottom right corner of the screen. Graffiti may be used to write a plan.

Alternatively, tap abc to open an alphabetical keyboard and type the plan.

Tap the **date** to open Edit Plan.

Tap **To Do** to place the plan on your To Do List.

H & P

To open H&P (History & Physical) by going to the Main Page and tap H&P. H&P is used to enter a patient's history and physical. This page is divided into three main parts: **Hx**, **PE** and **A/P**, seen at the top of the page.

Hx

Hx (History) contains the following tabs: CC, HPI, PMH, PSH, Med, All, FH, SH and ROS. All of these are used to add information pertaining to the History.
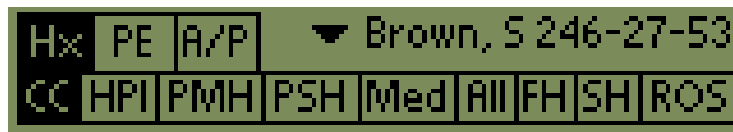
CC

CC is used to record a patient's major complaint. It may be entered in three ways: (1) by tapping Dx to place the diagnosis on the Edit Patient page; (2) using Graffiti or the keyboard to enter the CC directly; and (3) selecting the CC from pop-up lists.

To select a CC from pop-up lists, tap CC. A pop-up containing major medical systems will be displayed.

Tap a **complaint category**, as for example, cardiopulmonary. A list of complaints will appear. Choose the appropriate complaint.

Select **Edit** to modify any of the lists so they meets your needs.

HPI

The HPI is recorded here. To place a default phrase such as "Mr. Doe is a 25 year old white male who presents with…" on the Edit Patient Page, tap Auto. Complete the sentence by: (1) using Graffiti; (2) using the alphabetical keyboard; or (3) choosing common phrases and terms from the HPI pop-up list.

To open the HPI pop-up list, tap **HPI**.

Select **Edit** to modify any of the lists so they meet your needs.

PMH

PMH information may be entered by: (1) tapping plus or minus on the left side and then tapping one of the seven icons for various diseases; (2) writing it directly with Graffiti or the alphabetical keyboard; or (3) selecting it from pop-up lists.

Tap **PMH** to open a pop-up window containing a list of major medical systems.

Tap a **category** such as cardiopulmonary. A list of cardiopulmonary diseases will appear. Choose the appropriate disease.

Select **Edit** to modify any of the lists so they meet your needs.

PSH

PSH information may be inserted by: (1) tapping plus or minus on the left side and then tapping one of the seven icons for various diseases; (2) writing it directly with Graffiti or the alphabetical keyboard; or (3) selecting it from pop-up lists.

Tap **PSH** to open a pop-up window containing a list of major medical systems.

Tap a **category** such as cardiopulmonary. A list of cardiopulmonary diseases will appear. Choose the appropriate disease.

Select **Edit** to modify any of the lists so they meet your needs.

Med

Tap Med to open the Medications page. Consult *Medication*, earlier in this manual for detailed information.

All (Allergies)

All (Allergies) FH (Family History) and SH (Social History) are entered on the same screen.

Enter the allergy by: (1) writing it in with Graffiti or the alphabetical keyboard; or (2) by selecting it from a pop-up list.

> Tap the **All picker** to open a pop-up list. Select an allergy.

> Tap the **NKDA box** if the patient has no known allergies.

> Select **Edit** to modify any of the lists so they meet your needs.

FH

All (Allergies) FH (Family History) and SH (Social History) are entered on the same screen. Enter the patient's family history by: (1) tapping plus or minus on the left side and then tapping one of the five history icons; (2) writing it directly with Graffiti or the alphabetical keyboard; or (3) selecting it from pop-up lists.

> To open a pop-up window, tap **FH**. A pop-up window with a list of common family history will be displayed. Choose the desired history.

> Select **Edit** to modify any of the lists so they meets your needs.

SH

All (Allergies) FH (Family History) and SH (Social History) are entered on the same screen. Enter the patient's social history by: (1) tapping plus or minus on the left side and then tapping one of the five history icons; (2) writing it directly with Graffiti or the alphabetical keyboard; or (3) selecting it from pop-up lists.

> To open a pop-up window, tap **SH**. A pop-up window with a list of common social histories will be displayed. Choose the desired history.

> Select **Edit** to modify any of the lists so they meet your needs.

ROS

Tap Notes to open Notes and enter information. To see a ROS list, tap the down arrow. A pop-up list with various groups will be displayed. Choose ROS. Tap any of the symptoms.

Choose **Y** for Yes, **N** for No or **?** for unknown.

Select **Edit** to modify any of the lists so they meets your needs. ***The ROS list may contain a total of 12 symptoms.***

PE

Tap the second tab on the H&P main page to open the PE (Physical Exam) page. It is

divided into three sub-pages by either using the left or right arrows at the bottom of the screen or by tapping one, two or three. To this: (1) tap one of the three icons for common phrases next to each heading; (2) use Graffiti to write the PE; or (3) tap any of the system heading to select common PE phrases from pop-up lists.

If any PE is more than two lines long, a scroll bar will appear on the right hand side of the screen.

Select **Edit** to modify any of the lists so they meet your needs.

Vitals

To open Vitals, tap the **Vitals Icon**.

Tap **Most Recent** to see the latest entry.

Tap **New** to create a new entry.

A/P

A/P, the third tab on the main H & P page, opens the assessment/plan page.

A (Assessment)

The Patient Assessment may be entered by: (1) writing it directly; or (2) selecting phrases from a pop-up window.

Tap the letter **A**. A pop-up window with a list of common phrases will appear. Choose the desired phrase.

Select **Edit** to modify any of the list so they meet your needs.

P (Plan)

The Patient Plan may be entered by: (1) writing it directly; or (2) selecting phrases from a pop-up window.

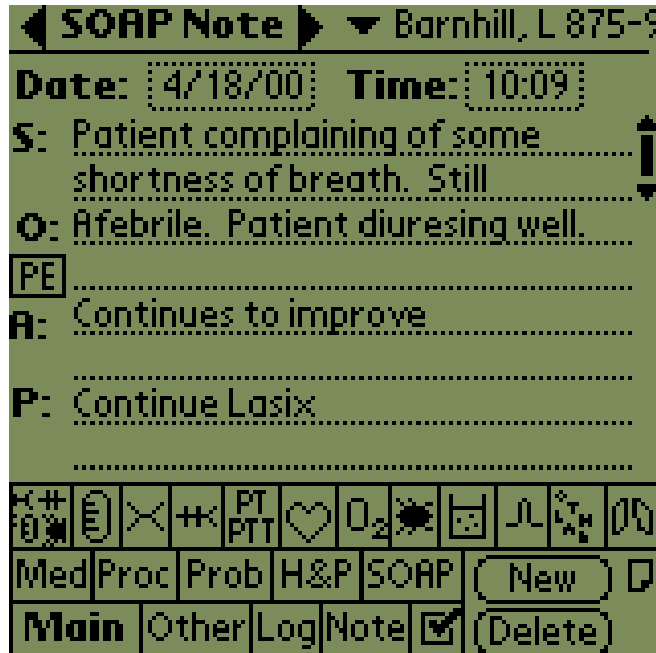Tap the letter **P**. A pop-up window with a list of common phrases will appear. Choose the desired phrase.

Select **Edit** to modify any of the lists so they meet your needs.

SOAP NOTE

To display a list of SOAP Notes tap the SOAP Note header at the top of the screen. Tap a Note to select it.

Tap **New**, at the bottom right of the screen to create a new note.

> If a SOAP Note has been entered already, you will be asked if you wish to use it as a template. Tap **Yes** to select it. Tap **No** to create an note that is not based upon a template.

Tap **Delete**, at the bottom right of the screen to delete the SOAP Note which appears on the screen.

To scroll between lines for each field, use the **scroll bar** at the right hand side of the screen.

As on all pages, the patient's name is in the top right corner of the page, and the navigation bar is visible at the bottom of the page. Switch between patients by tapping on the patient's name at the top right and choosing from the list of patients that appears. Use the navigation bar at the bottom of the screen to jump to any other part of PatientKeeper Personal with the navigation bar at the bottom of the screen.

Date and Time Fields

Tap the **Date** box to open an area where the date on which the procedure took place can be entered.

Tap the **Time** box to display an area where the time at which the procedure took place can be entered.

The S (Subjective) Field

The subjective portion of the SOAP note may be entered by: (1) writing it directly with Graffiti or the alphabetical keyboard; or (2) selecting assessment phrases from pop-up lists.

To open a pop-up list, tap **S**. A pop-up window with a list of common phrases will be displayed. Choose one.

Select **Edit** to modify any of the lists so they meet your needs.

The O (Objective) Field

Enter information for the Objective portion of the SOAP analysis by: (1) writing it directly using Graffiti or the alphabetical keyboard; or (2) selecting from pop-up lists.

To open a pop-up list, tap **O**. A pop-up window with a list of common phrases will be displayed. Choose one.

Select **Edit** to modify any of the lists so they meet your needs.

PE

Tap **PE** to open the physical exam page that is part of H&P (History & Physical).

The A (Assessment) Field

Assessments may be created by: (1) writing them with Graffiti or the alphabetical keyboard; or (2) selecting assessment phrases from pop-up lists.

To open a pop-up list, tap **A**. A pop-up window with a list of common phrases will be displayed. Choose one.

Select **Edit** to modify any of the lists so they meet your needs.

The Plan may be created by: (1) writing it with Graffiti or the alphabetical keyboard; or (2) selecting phrases from pop-up lists.

> To open a pop-up list, tap **P**. A pop-up window with a list of common phrases will be displayed. Choose one.

> Select **Edit** to modify any of the lists so they meet your needs.

OTHER INFO

Other Info contains material that is not covered elsewhere by PatientKeeper Personal. It includes data about the primary physician, the consulting physician, medical team taking care of the patient, cross cover team, the patient's code status, check-boxes for dictations and fever work-up instructions for cross-cover.

As on all pages, the patient's name is in the top right corner of the page, and the navigation bar is visible at the bottom of the page. Switch between patients by tapping on the patient's name at the top right and choosing from the list of patients that appears. Use the navigation bar at the bottom of the screen to jump to any other part of PatientKeeper Personal with the navigation bar at the bottom of the screen.

THE PRIMARY FIELD

Use the Primary field to enter the name of the primary physician. The primary field may be field in by: (1) writing the physician's name with Graffiti or the alphabetical keyboard; or (2) selecting it from pop-up lists.

To open a pop-up list, tap **Primary**. A list of names will appear. Choose the desired name.

Select **Edit** to modify any of the lists so they meet your needs.

THE CONSULT FIELD

Use the consult field to record the consulting physician's name. The field may be completed by: (1) writing in the name with Graffiti or the alphabetical keyboard; or (2) selecting it from pop-up lists.

> To open a pop-up list, tap **Consult**. A list of names will appear. Choose the desired name.

Select **Edit** to modify any of the lists so they meet your needs.

THE TEAM FIELD

Fill in the patient's team by: (1) entering it with Graffiti or the alphabetical keyboard; or (2) selecting it from pop-up lists.

> To open a pop-up list, tap **Team**. A list of names will appear. Choose the desired names.

Select **Edit** to modify any of the lists so they meet your needs.

THE X-COVER FIELD

The X-Cover field can be filled by: (1) entering it with Graffiti or the alphabetical keyboard; or (2) selecting it from pop-up lists.

> To open a pop-up list, tap **X-Cover**. A list of names will appear. Choose the desired names.

Select **Edit** to modify any of the lists so they meet your needs.

THE CODE FIELD

The code field can be filled by: (1) entering it with Graffiti or the alphabetical keyboard; or (2) selecting it from pop-up lists.

> To open a pop-up list, tap **Code**. A code status list will appear. Choose the desired code status.

Select **Edit** to modify any of the lists so they meet your needs.

THE DICTATION FIELD

Use the checkboxes next to H & P and/or D/C dictations to show whether or not they have been completed. A check means completion; an unfilled box indicates lack of completion.

THE BLOOD CULTURE FIELD

The Blood Culture field is used to tell the cross-cover team whether or not a blood culture is warranted if a patients develops a fever.

THE T> FIELD

The T> field is used to identify the temperature at which a fever work-up should be done.

NOTES

Notes can be used for any notations. It is particularly helpful for items such as whether or not to obtain a chest x-ray and urine culture if a patient spikes a fever. It can be filled in by: (1) entering it with Graffiti or the alphabetical keyboard; or (2) selecting it from pop-up lists.

To open a pop-up list, tap **Notes**. A list of phrases will appear. Choose the desired phrase.

Select **Edit** to modify any of the lists so they meet your needs.
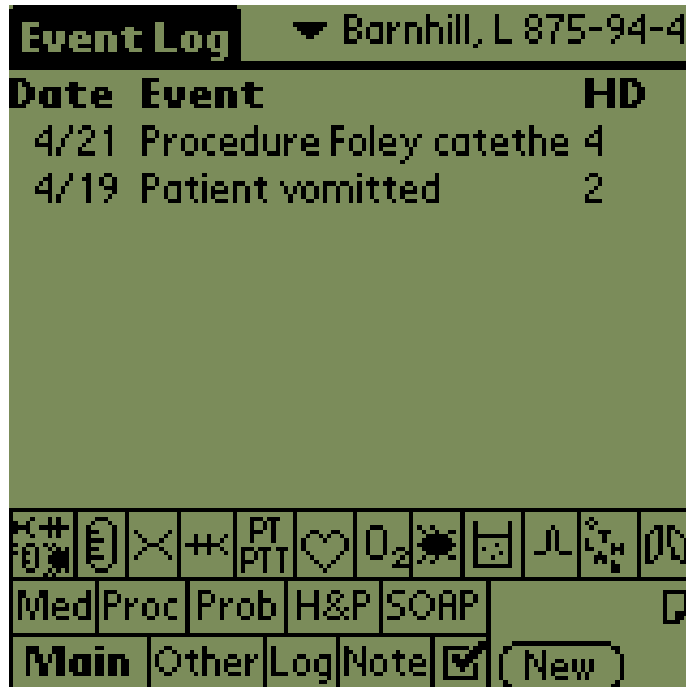
EVENT LOG

The event log page is used to log any events about a patient that you deem necessary. The log also contains information on the date, event and how many days into the hospital stay it occurred.

Tap **New**, on the bottom right corner of the screen to enter a new event.

Tap an **existing event** to open Edit Log.

As on all pages, the patient's name is in the top right corner of the page, and the navigation bar is visible at the bottom of the page. Switch between patients by tapping on the patient's name at the top right and choosing from the list of patients that appears. Use the navigation bar at the bottom of the screen to jump to any other part of PatientKeeper Personal with the navigation bar at the bottom of the screen.
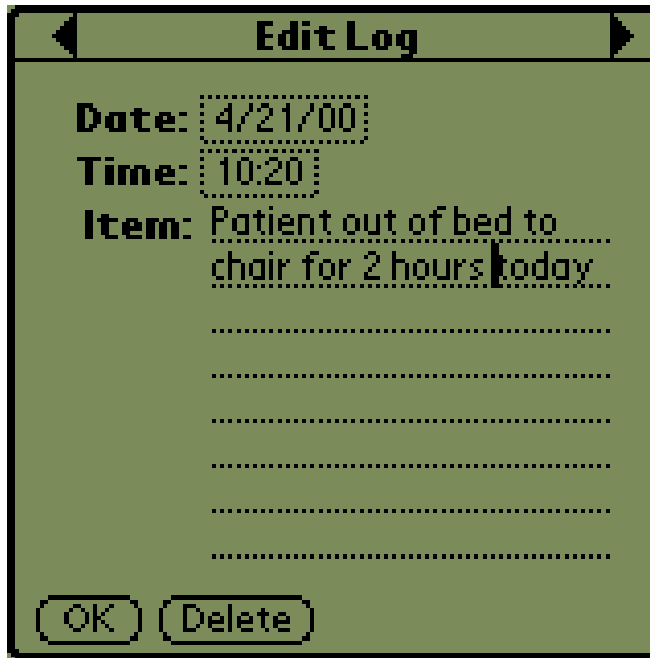
EDIT LOG

Edit Log is used to create a new patient's even log or modify one that already exists.

DATE AND TIME FIELDS

Tap the **Date** box to open an area where the date on which the procedure took place can be entered.

Tap the **Time** box to display an area where the time at which the procedure took place can be entered.

THE ITEM FIELD

The Item field is used to enter the log. It may be done by: (1) entering it with Graffiti or the alphabetical keyboard; or (2) selecting it from pop-up lists.

    To open a pop-up list, tap **Item**. A list of logs will appear. Choose the desired log.

Select **Edit** to modify any of the lists so they meet your needs.
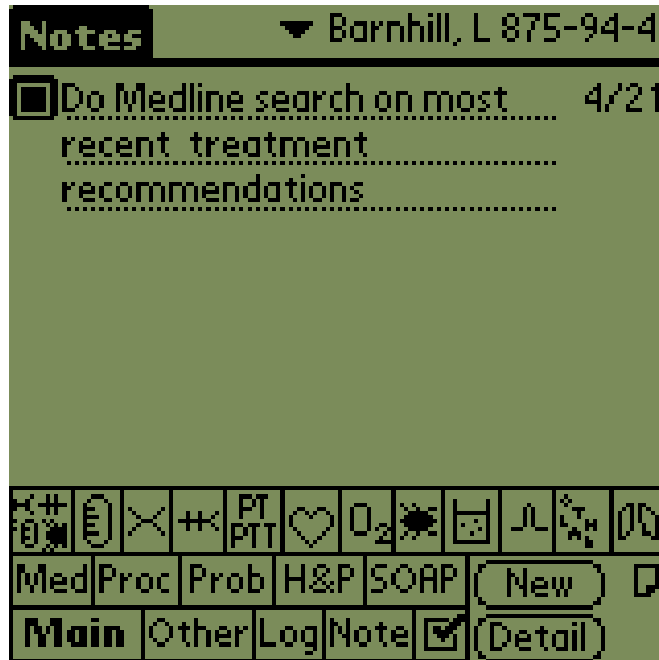
NOTES

The notes page is used to log any note about a patient that you deem necessary. The note contains a check-box, the note and date.

Tap **New**, in the bottom right corner of the screen, to create a Note.

Tap **Detail** immediately below New, to open Edit Log.

As on all pages, the patient's name is in the top right corner of the page, and the navigation bar is visible at the bottom of the page. Switch between patients by tapping on the patient's name at the top right and choosing from the list of patients that appears. Use the navigation bar at the bottom of the screen to jump to any other part of PatientKeeper Personal with the navigation bar at the bottom of the screen.

```
┌─────────────────────────────────┐
│          Edit Notes             │
│      Date:  ┌─────────┐         │
│             │ 4/21/00 │         │
│             └─────────┘         │
│  Note: Do Medline search on most│
│        recent treatment         │
│        recommendations          │
│        ........................ │
│        ........................ │
│        ........................ │
│        ........................ │
│        ........................ │
│        ........................ │
│        ........................ │
│  ┌────┐ ┌────────┐  ▤  ⌸        │
│  │ OK │ │ Delete │               │
│  └────┘ └────────┘               │
└─────────────────────────────────┘
```

EDIT NOTES

The Edit Notes Page is used to modify existing notes.

THE DATE FIELD

Tap the **Date** box to open an area where the date on which the procedure took place can be entered.

THE ITEM FIELD

The Item field is used to enter the log. It may be done by: (1) entering it with Graffiti or the alphabetical keyboard; or (2) selecting it from pop-up lists.

To open a pop-up list, tap **Item**. A list of logs will appear. Choose the desired log.

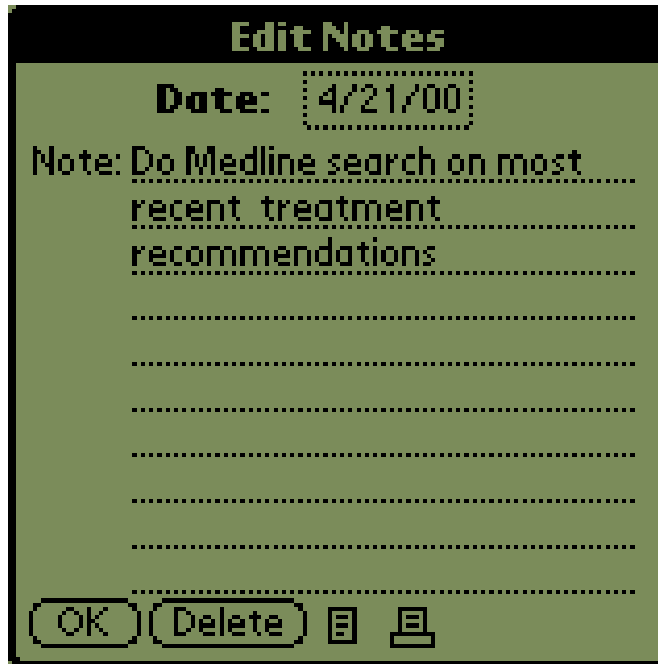Select **Edit** to modify any of the lists so they meet your needs.
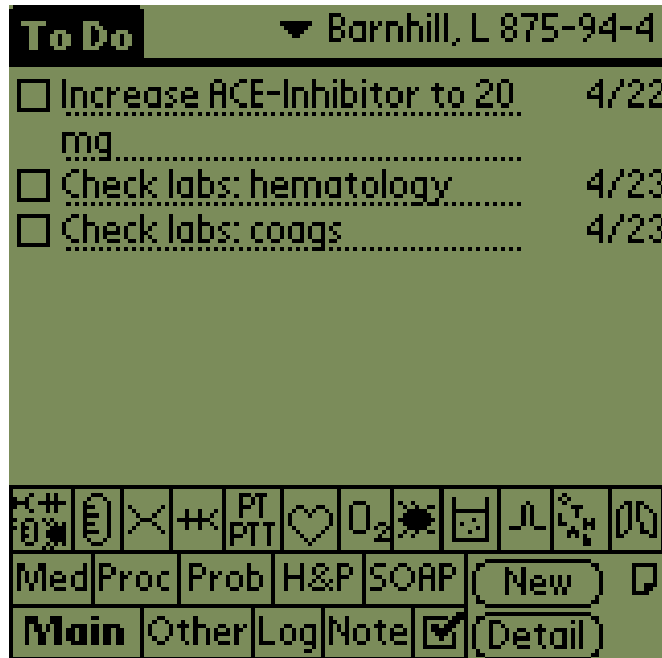
To Do

To Do is a list of things that need to be done for a patient. Each item contains a check box as well as the date. Labs which are pending are placed on the To Do List automatically.

Tap **New**, in the bottom right corner of the screen, to create a Note.

Tap **Detail** immediately below New, to open Edit Log.

As on all pages, the patient's name is in the top right corner of the page, and the navigation bar is visible at the bottom of the page. Switch between patients by tapping on the patient's name at the top right and choosing from the list of patients that appears. Use the navigation bar at the bottom of the screen to jump to any other part of PatientKeeper Personal with the navigation bar at the bottom of the screen.
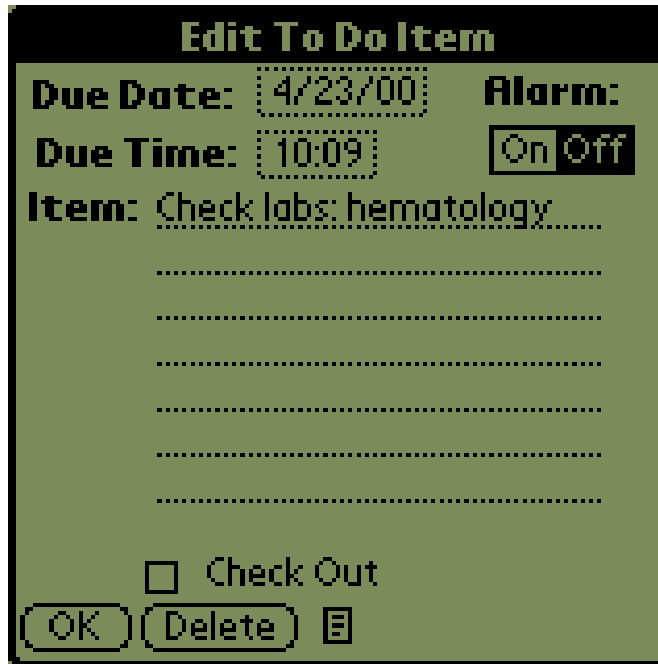
EDIT TO DO ITEM

Edit To Do Item is used to modify existing notes.

THE DUE DATE FIELD

Tap the **Due Date** to open a screen where the date may be entered.

THE DUE TIME FIELD

Tap the **Due Time box** to open a screen where the time that the item is due may be listed.

THE ALARM FIELD

Tap **On** to set an alarm that will remind you to complete the listed task. Tap **Off** to turn it off.

THE ITEM FIELD

The Item Field may be completed by: (1) entering it with Graffiti or the alphabetical keyboard; or (2) selecting it from pop-up lists.

To open a pop-up list, tap **Item**. A list of tasks will appear. Choose the desired task.

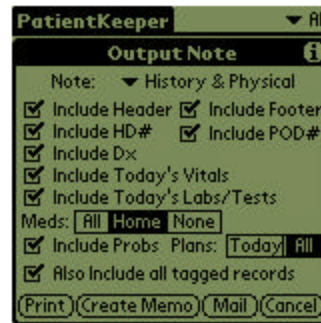Select **Edit** to modify any of the lists so they meet your needs.

THE CHECK OUT BOX

Fill in the **Check Out Box** to place the To Do Item on the check out list when the Output Checkout List function is chosen.

The Reports Menu

The Print Options Page

REPORTS

You can use PatientKeeper Personal to generate chart-ready notes and reports. The reports that can be generated are:

- History and Physical

- Daily Progress Note

- Patient List/Checkout List

- List of records from any page

- Individual record from any page

Reports may be sent to one of three places: (1) directly to a printer if PalmPrint is available; (2) to a new memo in the built-in MemoPad; and (3) to an email in the built-in Mail Application

To print a report from your PC, choose **Create a Memo**.

HotSync to send the material from the handheld device to your PC. **Print**.

Optional Information may be included in both the History and Physical and the Progress Notes. If optional information has been included, a special Print Options Panel will be displayed when you choose to print, so that the information that is to be included in the report may be selected.

GENERATING A HISTORY AND PHYSICAL REPORT

Once H&P information has been completed, go to the **Main Page** or to the **H&P File Menu**.

Select the **Reports Menu**.

Choose **Output H&P**. The Print Options box will appear.

Go to **Note**. Select **History and Physical**.

Generate the report by choosing the appropriate button at the bottom of the screen.

GENERATING A PROGRESS (SOAP) NOTE

A report based upon a SOAP Note may be generated from the Main Page or from the SOAP Page.

Using The Main Page

Go the **Main Page**. Choose the **Reports Menu**.

Select **Output SOAP Note**. The Print Options Box will be displayed; its default is **Most Recent**.

> To choose a **different date**, tap the Note heading.

Choose the appropriate options and then generate the report by choosing the appropriate button at the bottom of the screen.

Using The SOAP Page

Go to the **SOAP Page**. Choose the **Output Menu**.

Select **Output SOAP Note**. The Print Options Box will be displayed; its default is **Most Recent**.

> To print a different note, tap **Note**, located at the top of the panel. A list of SOAP Note dates will be displayed.

> Choose the **date** of the Note that is to be printed. It will be displayed in the Print Options Panel.

Generate the report by choosing the appropriate button at the bottom of the screen.

PRINT OPTIONS

PatientKeeper Personal is very flexible; most information may be included in any generated note. The Print Options dialog box is available for SOAP notes and History and Physicals only.

NOTE

The Print Options Panel appears either because a SOAP Note is being created or because History and Physical is being created.

If the Print Options Panel has been opened because a SOAP Note was created, it will contain its default, **Most Recent**.

To print a different note, tap **Note**, located at the top of the panel. A list of SOAP Note dates will be displayed.

Choose the **date** of the Note that is to be printed. It will be displayed in the Print Options Panel.

If you have reached the Print Options Panel by choosing **Output H&P**, the Print Options Panel will contain **History and Physical**; it cannot be changed.

INCLUDE HEADER AND INCLUDE FOOTER

Choose Include Header and/or Include Footer to create headers and footers.

To edit, go to the **Main Page**.

Select the **Reports Menu**. Choose **Edit Header and Footer**.

INCLUDE HD# AND INCLUDE POD#

Choose these options to have the hospital day number, calculated as the number of days since the admission date, and/or the post-operative day, calculated as the number of days since the procedure, (designated **Use for POD calculation**) appear.

INCLUDE DX

Choose this option to include the Admission Diagnosis, found on the Edit Patient Page, at the top of the note.

INCLUDE TODAY'S VITALS

Choose this option to include the *current* day's vital signs in your note, just prior to the physical exam. Other Vital Signs may only be included by using the Printer Tag option described below.

INCLUDE TODAY'S LABS/TESTS

Select this option to include the *current* day's lab and test results.   Other results may only be included by using the Printer Tag option described below.

MEDICATIONS

This option is used to determine whether: (1) all of the patient's active medications; (2) only the patient's home medications; or (3) none of the patient's (untagged) medications will be included in the note.

> *If a medication has a printer tag that is active and the Also include all tagged records checkbox has been chosen, printing will occur even if None has been selected.*

INCLUDE PROBLEMS AND PLANS

Include Problems and Plans should be used to include material after the Assessment and Plan have been created, or, in lieu of them if they are blank. The material may consist of all plans associated with each problem or today's plans only.

> *If only today's plans are used, those plans that have a printer tag that is active and the Also include all tagged records checkbox chosen, will be printed.*

ALSO INCLUDE ALL TAGGED RECORDS

Choose this option to print any record that has the printer tag activated on it. The choice will override any other options that have been chosen thus providing flexibility to include any, all, or none of the patient's records in the note that is generated.

THE PRINTER TAG

The Printer Tag — a small Printer Icon — may be added when a record is created on the Main Preferences Panel or it may be marked on most Edit Pages. On the latter, it is located at the bottom of the screen next to the OK and Delete buttons.

> ***If the Printer Icon and the Also Include all tagged records checkbox are selected, the record will be printed irrespective of any other choices made.***

EDIT PAGES CONTAINING PRINTER TAGS

Edit Vitals	Edit Cardiac	Edit Urine Chem	Edit Medications
Edit Hematology	Edit ABG	Edit Tests	Edit Procedure
Edit Chemistry	Edit Micro	Edit Other Labs	Edit Problems
Edit Coagulation	Edit UA	Edit Imaging	Edit Plans

GENERATING REPORTS OF RECORDS

Go to any lab, test, medication, problem or procedure page. Choose the **Output menu**.

Select **Print Record** to print the currently active record. Alternatively, choose **Print All Records** to print all the records on that page.

The output may be sent to a memo, e-mail or printer.

PalmPrint is required to send output to a printer to receive a printer .

PRINTING DIRECTLY TO A PRINTER

PalmPrint by Stevens Creek Software at www.stevenscreek.com, is required in order to print directly to a printer with PatientKeeper Personal. Two versions may be used.

The first, a full version, makes it possible to print from the MemoPad, the To-Do List, the clipboard, as well as from PatientKeeper Personal.

The second version, is discounted. It will only print PatientKeeper Personal reports.

Once PalmPrint has been obtained and installed, it will be possible to generate reports that can be printed directly from your Palm device to a printer via infra-red (IR), your Palm Cradle, or via a special adapter wire. Details about the ways to print with PalmPrint are available at the PalmPrint website.

Be sure to adjust the parameters in PalmPrint so that Reports look as professional as possible. For example, it is generally a good idea to use Landscape mode if a checkout list is being printed.