

Appendix B

OP/RCS Online Instructions

STATE PSYCHIATRIC FACILITY COMPUTER MANUAL

The following section consists of step by step instructions for inputting patient information. All of the procedures in this chapter were written according to the Ward Sign-ons. If you are using a different sign-on, select options with the same wording. The numbers may be different. Please be careful to always enter accurate data.

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ADMITTING PATIENTS

The following instructions are for admitting patients. These procedures are written according to the Ward Sign-ons. If you are using a different sign-on, select the options with the same wording. The numbers may be different.

1. From the OSH Master Screen

Type: 02 (ADMIT)
Press: **ENTER**

2. Select the Patient by Name option

Type: 01 (PATIENT BY NAME)
Press: **ENTER**

3. Move the cursor to the Last Name Field

Type: SMITH (Type Last Name)
Type: C (Type First Initial)
Press: **ENTER**

IMPORTANT:

Do not fill in the full name. The patient may have been a prior Mental Health patient under a different first name. (Example: Charles or Charlie)

4. A list of prior Mental Health patients will appear. See example below:

NAME	AGE	DOB	SEX	COUNTY
AA- Smith Al	18	12/04/87	M	LANE
AB- Smith Ann	33	12/10/72	F	MARI
AC- Smith Charles	60	08/31/45	M	LANE
AD- Smith Doris	29	05/02/76	F	POLK
AE- Smith Greg	50	10/16/55	M	LANE

SELECT CLIENT --

81-ENTER 01-NEW PT 73-PAGE FWD 74-PAGE BWD
SELECTION: **01**

If the patient does not appear on the list, select the new patient option. Continue with these procedures.

Type: 01 (on the selection line)
Press: **ENTER**

(OR)

If the patient's name is on the list, Charles Smith, for example:

Type: 81 (on the selection line)
Type: AC (on the select client line)(see above)
Press: **ENTER**

Move to step 6 in these procedures.

5. Type the DOB, first name and last name.

DATE OF BIRTH: 12 :: 17 :: 1940 :
Month Day Year

NAME: LAST: SMITH
FIRST: MARTHA

Press: **ENTER**

6. The Pre-Admission Data screen will appear. Use the first section of this manual to help complete the screen. It is very important to fill out as much information as possible.

Sample Pre-Admission Screen

```

NAME: SMITH MARTHA                DOB: 12 / 17 / 40
ALIAS: SMITH KAREN                SEX: F  AGE: 52   OREGON STATE HOSPITAL
PRE-ADMISSION DATA              REVIEW DATA. THEN SELECT DESIRED ACTION
DATE OF ARRIVAL                  : 02 / 02 / 92           TIME OF ARRIVAL : 1000
PATIENT NUMBER:                  :                   TYPE OF COMM/ADMIY : VOL
COUNTY OF RESIDENCE             : MARI              STATE OF RESIDENCE: OR
SCREENED BY COUNTY                : MARI              PLACE OF BIRTH : OR
COUNTY OF RESPONSIBILITY        : MARI              RESPONSIBLE CMHP :
SS NUMBER: VERIFIED:             : 444 -55 -6666     ETHNIC CATEGORY: WNH
REFERRAL SOURCE                  : 19                READMISSION : N
US CITIZEN                       : Y                 METHOD OF ARRIVAL:
DATE SCREENING COMPLETED        : / /              TIME SCREENING COMPLETED: 1000

SCREENING PHYSICIAN              : GGER              SCREENING SOCIAL WORKER: EMOL
ADMIT IS RETURN FROM RTV        : N :                ADMIT IS RETURN FROM ESCAPE: N :
SCREENING/PROVISIONAL DIAGNOSIS  PRIN DX (X ONE ONLY).
  DSM III      AXIS I  : 295 : 10 : X
  DSM III      AXIS II :      :      :
  ICD-9-CM     AXIS III:      :      :
REASON NOT ADMITTED             :                   COMMUNITY REF AGENCY :

```

Type: Information from Chart
 Press: **ENTER**

7. The Pre-Admission Data screen will appear again. If **** appear in any of the fields, you must enter data there before the admit will be accepted.

Type: missing data
 Type: 01 (ADMIT)
 Press: **ENTER**

8. Additional information must be added in order to complete the admitting process.
See example below:

STARRED FIELDS ARE NECESSARY TO COMPLETE AN ADMISSION
NAME: SMITH MARTHA *SEX: F
DATE OF BIRTH : 12/17/40 SOC SEC NO : 444 - 55 - 6666 :
CASE NUMBER : *WARD : 34D :
*ADMIT DATE : 02 /02 / 92 *TIME : 1000 : READMISSION: N
*COMMITMENT TYPE : **VOL** : *COMMITMENT DATE: 02 / 02 / 92
*COMMITMENT COUNTY : **MARI** : ORS NUMBERS : . :
: . :
*VETERAN : U :
LIVING ARRANGEMENT: ALON ADMIT IS: RETURN FROM RTV : N
RETURN FROM ESCAPE: N
SECLUSION/RESTRAINT: : C/ATP ONLY: REG: : CRISIS: :

Type: Fill in information with * next to the line.
Press: **ENTER**

9. The same screen will appear again. Verify that all data is correct.

Type: **01** (ADMIT)
Press: **ENTER**

The Message "Patient has been admitted" should appear on the bottom of the screen.
There is still critical information that needs to be added to the patient's record. Follow the instructions in Part 2 of this manual.

DISCHARGING PATIENTS

The following instructions are for discharging patients. These procedures are written according to the Ward Sign-ons. If you are using a different sign-on, select the options with the same wording. The numbers may be different.

1. From the OSH Master Screen

Type: 01 (WARD ROSTER)

Press: **ENTER**

2. From the ward Roster Screen, select the patient. See example below:

NAME	AGE	DOB	SEX	COUNTY
AA- Smith Al	18	12/04/87	M	LANE
AB- Smith Ann	33	12/10/72	F	MARI
AC- Smith Charles	60	08/31/45	M	LANE
AD- Smith Doris	29	05/02/76	F	POLK
AE- Smith Greg	50	10/16/55	M	LANE

SELECT CLIENT AG

81-ENTER 73-PAGE FWD 74-PAGE BWD 71-PRINT 98-MASTER
SELECTION: 81

Type: AC (Select patient) (See above)

Type: 81 (on the selection line)

Press: **ENTER**

3. The "Patient Information and Movement Screen" will appear.

Type: 11 (**ENTER** Discharge Information)

Press: **ENTER**

4. The "Discharge Mater Screen" will appear. See below:

DISCHARGE MASTER SCREEN

01-DISCHARGE DIAGNOSIS

02-DISCHARGE PLAN DATA

03-DISCHARGE SUMMARY DATA

Type: 01 (Discharge Diagnosis)

Press: **ENTER**

5. The patient's current diagnosis will be on the screen. Make any necessary additions/changes.

Type: Make changes

Press: **ENTER** (Press **ENTER** even if no changes were made)

6. The discharge diagnosis will still be on the screen.

Type: 82 (Update)

Press: **ENTER**

7. Go back to the Discharge Menu.

Type: 01

Press: **ENTER**

8. From the Discharge Menu, select the Plan Discharge data.

Type: 02

Press: **ENTER**

9. The "Discharge Plan Data" screen will appear. Fill in as much information as possible.

Type: Fill in data

Press: **ENTER**

Note: If the discharge is not planned, leave data and time blank. If discharge is planned, type future date and time.

10. The discharge plan data will still be on the screen.

Type: 82 (Update)

Press: **ENTER**

11. Go back to the Discharge Menu.

Type: 01

Press: **ENTER**

12. From the “Discharge Master Screen”, select the discharge Summary Data.

Type: 03
Press: **ENTER**

13. The “Discharge Summary Data” screen will appear. Fill in as much information as possible.

Type: Fill in data
Press: **ENTER**

14. The discharge summary data will still be on the screen.

Type: 82 (Update)
Press: **ENTER**

A message will appear on the screen “Patient is Discharged”.

15. Go back to the OSH Master Screen

Type: 98
Press: **ENTER**

Acute / Sub-Acute Care Psychiatric Facilities

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OVERVIEW

- 1) **HOSPITAL ROSTER:**
To update information on patients currently in your facility and to **ENTER** discharge information.
*Note: It is important to always **ENTER** discharge information on patients when they are leaving your facility. If a patient is not discharged off the system, they cannot be admitted to another facility.*
- 2) **PRIOR HOSPITAL/COMMUNITY: (Query only)**
Provides information on patient's previous history. History available includes hospitalizations in state facilities and community facilities.
- 3) **MASTER PATIENT INDEX QUERY: (Query only)**
Provides previous admitting information on patients currently or previously in your facility or other facilities.
- 4) **SEND MESSAGE:**
To send messages to AMH for problems on accounts which cannot be corrected at your facility. Contact AMH for further information.
- 5) **POPULATION BULLETIN REPORT: (Rarely used)**
Contact AMH for further information
- 6) **UPDATE NURSING STATION: (Rarely used)**
Contact AMH for further information
- 7) **DEPARTMENT POPULATION REPORT: (Rarely used)**
Contact AMH for further information
- 8) **ADMISSION:**
To **ENTER** patients admitting information onto the system.
NOTE: When searching for a patient use minimal information to help prevent duplicate entries (i.e., last name, and only first initial).
- 9) **POPULATION BULLETIN MAINTENANCE: (Rarely used):**
Contact AMH for further information.
- 10) **HISTORY MAIN TENANCE:**
To correct data problems on files for patients who are no longer in your facility.

SELECT APPROPRIATE ACTION

01-HOSPITAL ROSTER	02-PRIOR HOSPITAL/COMMUNITY
03-MASTER PATIENT INDEX QUERY	04-SEND MESSAGE
05-POPULATION BULLETIN REPORT	06-UPDATE NURSING STATION
07-DEPARTMENT POPULATION REPORT	08-ADMISSION
09-POPULATION BULLETIN MAINTENANCE	10-HISTORY/MAINTENANCE
	99-SIGN OFF

SSMASTER SELECTION:

Hospital Roster selection can be used to update current patient information and to input discharge information.

SALEM HOSPITAL
SPECIFY STARTING NAME FOR ROSTER

KEY UP TO 5 LETTERS OF THE LAST NAME OF THE PATIENT YOU WANT THE ROSTER TO BEGIN WITH. THIS OPTION IS NOT REQUIRED, AND IF LEFT EMPTY, THE ROSTER WILL LIST ALL PATIENTS.

ROSTER STARTING WITH:

PRESS ENTER TO CONTINUE

97-RETURN 99-SIGN OFF

SSNAME SELECTION:

Once you have selected Hospital Roster this screen will be the next screen you see. At this screen you can press enter, which will start you at the beginning of the roster or you can enter a name. When entering a name press **TAB**, your cursor should now be in Line with "Roster Starting With:", at this point enter the first five digits of the patients last name, then press **ENTER**.

ROSTER -DEMOGRAPHIC INFORMATION

PATIENT NAME	CASE NO	WARD	COMMENTS	TYPE	DOB	AGE	AD DATE
AA- PYTHON MONTE	000900	36		P	05/07/49	048	10/12/94
AB- POTTER HAROLD	000003	14		P	09/23/80	014	09/23/94
AC-							
AD-							
AE-							
AF-							
AG-							
AH-							
AI-							
AJ-							
AK-							
AL-							
AM-							
AN-							

SELECT CLIENT: :

81-ENTER 73-PG FWD 74-PG BKWD 71-PRINT 98-MASTER
 QMHRSTAI SELECTION: : 01-CRITICAL 02-COUNTY 03-MEDICAL

At the next screen key in "81" and enter the line code for the correct patient. Example: To enter the discharge information on Monty Python:

Selection: 81
 Select Client: AA

Press **ENTER**.

NAME: PYTHON MONTE SEX: M
PT NUMBER: 000900 DOB: 05/07/49 AGE: 048 MERLE WEST
WARD: 36

ENTER APPROPRIATE ACTION

01-QUERY FACE SHEET
02-ENTER DISCHARGE INFORMATION
03-CURRENT DIAGNOSIS UPDATE
04-DEMOGRAPHIC DATA UPDATE
05-LEGAL MAINTENANCE

06-TRANSFER PATIENT TO ANOTHER WARD
07-CHANGE LAST WARD TRANSFER
08-CHANGE ADMITTING WARD
09-PATIENT MOVEMENT HISTORY

92-RE-SELECT PATIENT 98-MASTER 99-SIGN OFF
SWADMOB SELECTION: :

The next screen allows you to work on several areas of the patient's file.

- 01- Look at information input at admission or updated information
- 02- Enter discharge information *-see next page*
- 03- Self-explanatory
- 04- Changes to face sheet information
- 05- Commitment information from admission or updated information.
Change or add commitment.
- 06 Self explanatory
- 07- Self explanatory
- 08- Self explanatory
- 09- Self explanatory

For the purpose of this manual we will select 02. After doing this press **ENTER**.

NAME : PYTHON MONTE WARD: 36 SEX: M 10/10/97 0832
PT NUMBER: 000900 DOB: 05/07/49 AGE: 048 MERLE WEST

DISCHARGE MASTER SCREEN

SELECT DESIRED SCREEN

01-DISCHARGE DIAGNOSIS

02-DISCHARGE SUMMARY DATA

98-MASTER 97- RETURN 99-SIGN OFF

SMRDSCHA SELECTION: :

At this screen select 01- discharge diagnosis (if your facility tracks diagnosis data). Press **ENTER**.

If your facility doesn't track diagnosis data or after returning to the discharge master screen, select 02- discharge summary data. Press **ENTER**.

NAME : PYTHON MONTE WARD: 36 SEX: M 10/29/97 1058
PT NUMBER: 000900 DOB: 05/07/49 AGE: 048 MERLE WEST

DISCHARGE DIAGNOSIS. DISCHARGE DIAGNOSIS DATE: / / :

PRIN DX COMMENT

AXIS I: ..: : : : :
: : : : : :
: : : : : :
: : : : : :
AXIS II: .: : : : :
: : : : : :
: : : : : :
: : : : : :
AXIS IV: : : : :
: : : : : :
: : : : : :
AXIS V : : : : :
: : : : : :
: : : : : :

01- DISCHARGE MENU 02-ICD-9 84-DELETE 98-MASTER

SMRDSCHD SELECTION:

After selecting 01 this screen will appear. Key in discharge date, diagnosis code and "X" under prin. DX. Press **ENTER**.

NAME : PYTHON MONTE WARD: 36 SEX: M 10/29/97 1104
PT NUMBER: 000900 DOB: 05/07/49 AGE: 048 MERLE WEST
DISCHARGE DIAGNOSIS DISCHARGE DIAGNOSIS DATE: 10/27/97:

 PRIN DX COMMENT
AXIS I:309 81: :X: :POST-TRAMATIC STRESS DISORDER :
 : : : :
 : : : :
 : : : :
 : : : :
AXIS II: .: : : : :
 : : : :
 : : : :
 : : : :
AXIS IV: : : : :
 : : : :
 : : : :
AXIS V : : : : :
 : : : :
 : : : :

REVIEW DATA AND THEN SELECT DESIRED ACTION

01-REENTER DSM DIAGNOSIS 82-UPDATE 91-CANCEL 71-PRINT
SMRDSICHE SELECTION: :

If diagnosis code is valid, the screen will refresh with written definition of diagnosis.
Type 82 in selection to update. Press **ENTER**.

After the data has been updated, type 01 in selection to return to discharge menu.

NAME: PYTHON MONTE WARD: 36 SEX:M 10/10/97 0912
PT NUMBER: 000900 DOB: 05/07/49 AGE: 048

DISCHARGE SUMMARY DATA UPDATE OR ENTER DATA AND THEN PRESS ENTER

ACTUAL DATE OF DISCHARGE: / / : ACTUAL TIME OF DISCHARGE: :

REASON FOR DISCHARGE : :

COUNTY OF DISCHARGE : : COMPETENT TO DRIVE : :
COUNTY OF RESPONSIBILITY: KLAM : CMHP OF RESPONSIBILITY :0018:
COUNTY OF RESIDENCE : KLAM :

REFERRAL SOURCE/DISCHARGE : :
DISCHARGE LIVING ARRANGEMENT: :

97-RETURN 91-CANCEL 99-SIGN OFF
SMRDSCHB SELECl10N::

If you select 02 at the Discharge Master Screen this screen you will see this screen, press **TAB**. This will place your cursor at the date of discharge.

- Enter the actual date of discharge:
- Enter the time of discharge: (military time)
- Enter reason for discharge: See code list
- County of discharge: See Code list
- Competent to drive: Y (yes) or N (no) -(not required)
- County of Responsibility: information already listed
- CMHP of responsibility: information already listed
- County of Residence: information already listed
- Referral Source: See code list
- Discharge Living Arrangements: See code list

Once all information has been keyed, in press **ENTER**. If all information has been entered correctly the following options will be listed at bottom of screen.

- 01-Discharge
- 91-Cancel

Type 01 to discharge and press **ENTER**.

SELECT APPROPRIATE ACTION

01-HOSPITAL ROSTER	02-PRIOR HOSPITAL/COMMUNITY
03-MASTER PATIENT INDEX QUERY	04-SEND MESSAGE
05-POPULATION BULLETIN REPORT	06-UPDATE NURSING STATION
07-DEPARTMENT POPULATION REPORT	08-ADMISSION
09-POPULATION BULLETIN MAINTENANCE	10-HISTORY/MAINTENANCE
	99-SIGN OFF

SSMASTER SELECTION:

This selection is query only. You can access information on patients that are currently or previously in your facility or other facilities.

PRIOR HOSPITAL/COMMUNITY HISTORY

01-BY NAME
02-BY CASE NUMBER

97-RETURN 98-MASTER 99-SIGN OFF
SMHISTX SELECTION: :

This selection will allow you to search for the patient by name or case number, if the case number is known. Make your selection and press **ENTER**.

NAME	AGE	DOB	SEX	RESID	**HOSPITALS	**
AA- PYTHON MICHELLE	018	10/12/79	F	KLAM	MWM	
AB- PYTHON MONTE	048	05/07/49	M	KLAM	MWM	
AC-						
AD-						
AE-						
AF-						
AG-						
AH-						
AI-						
AJ-						
AK-						
SELECT CLIENT: :						
81-ENTER 73-PAGE FWD 74-PAGE BKWD 98-MASTER 01-MORE INFO 02-ALIASES						
SMMSTA	SELECTION:	:	98-MASTER			

This screen has several options to choose from:

- 01- Provides more information on the patient, such as "race, physical characteristics (i.e., eye color & height) and SSN#
- 02- Allows you to check possible alias the patient may have.
- 81- Community history (*see next screen*)

After you have made your selection enter the line code. Example: To check Monte Python's history you would key in:

Selection: **81**
 Select Client: **AB**
 Press: **ENTER.**

PT NAME: PYTHON, MONTE		DOB: 05/07/49	
SEX: MALE	ETHNIC: WHITE	ENTRY: VOLUNTARY	CASE: 054321
ADMITTED:	TERMINATED:	PROVIDER PHONE:	
LAST SERVICE:	MED NON-HOSPITAL CRISIS SERVICE		
PROVIDER:			
DIRECTOR:			
SELECT PAGE FOR WARD TO CONTINUE			
73 -PAGE FWD	98- MASTER	71- PRINT	
SELECTION:			

There would be a listing for each episode. This information could be useful to the current treating physician.

SELECT APPROPRIATE ACTION

01-HOSPITAL ROSTER
03-MASTER PATIENT INDEX QUERY
05-POPULATION BULLETIN REPORT
07-DEPARTMENT POPULATION REPORT
09-POPULATION BULLETIN MAINTENANCE

02-PRIOR HOSPITAL/COMMUNITY
04-SEND MESSAGE
06-UPDATE NURSING STATION
08-ADMISSION
10-HISTORY/MAINTENANCE
99-SIGN OFF

SSMASTER SELECTION:

This screen is very similar to screen 02. You can use this section to query patient records.

RETRIEVE CLIENT BY:

CASE NUMBER: :
IF APPLICABLE, KEY IN
CASE NUMBER SUFFIX:

OR

NAME-LAST: :
FIRST: :
OPTIONAL: KEY IN
SEX: :
OR APPROX. AGE: :
NOW PRESS THE ENTER KEY

98-MASTER

SMCSNAM SELECTION: :

This selection also allows you to search for the patient by name or case number. Again, if you search for the patient by name, key in only enough information to find the name. Key in your information and press **ENTER**.

NAME	AGE	DOB	SEX	RESID	**HOSPITALS	**
AA- PYTHON MICHELLE	018	10/12/79	F	KLAM	MWM	
AB- PYTHON MONTE	048	05/07/49	M	KLAM	MWM	
AC-						
AD-						
AE-						
AF-						
AG-						
AH-						
AI-						
AJ-						
AK-						

SELECT CLIENT: :

81-ENTER 73-PAGE FWD 74-PAGE BKWD 05-ALIASES 71-PRINT
SMNMRST SELECTION: : 97-RETURN 98-MASTER

This screen will show all the patients episodes at all facilities. For further information you can select 81 and the line code for the appropriate patient. Example:

Selection: 81
Select Client: AB
Press **ENTER**.

NAME: PYTHON MONTE	ALIAS:
PT NUMBER: 000900	SS NUMBER: - -
DOB: 05/07/49	PLACE: RELGN:
ETHNIC: WNH	MARITAL: DIV
VET: U	SEX: M
CORRES:	
COMMIT DATE: 10/12/94	TERM DATE: ADDRES:
COMMIT TYPE: VOL	COMMIT COUNTY: KLAM
CITY:	
PSRB CLIENT: JUR	EXP: PHONE: - -
HOSP SCREEN/ADMIT	TYPE
DATE	TIME
COMM	PHYS
WARD	COUNTY
DISCHARGE	DISCH
DISCH	DISCH
DATE	TYPE
DIAGN	

?AA-MWM 10/12/94 1200 VOL 36 KLAM
?AB-
?AC-
?AD-
?AE-
?AF-
?AG-
?AH-
?AI-
SELECT CASE: :

01-LEGAL 02-MOVEMENTS 73-PG FWD 74-PG BKWD 03-COMMUNITY HIST
QMSSTIDX SELECTION: : 71-PRINT 97-RETURN 98-MASTER

This screen allows you to check for details on each of the patient's episodes.

KEY IN

NAME: LAST: :

FIRST: :

OPTIONAL: KEY IN

SEX: :

APPROX AGE : :

NOW PRESS THE ENTER KEY

98-MASTER

SADMTC SELECTION: :

After selecting either 01 or 03 this screen will appear. Tab to enter the patient's name. Key in the patient's last name and only first initial of first name. After you have keyed in the information press **ENTER**.

NAME	AGE	DOB	SEX	RESID	**HOSPITALS	**
AA- PYTHON MICHELLE	018	10/12/79	F	KLAM	MWM	
AB- PYTHON MONTE	048	05/07/49	M	KLAM	MWM	
AC-						
AD-						
AE-						
AF-						
AG-						
AH-						
AI-						
AJ-						
AK-						

SELECT CLIENT: :

81-ENTER 01-NEW PT 73-PAGE FWD 02-MORE INFO
SWADMTE SELECTION: : 03-ALIASES 98-MASTER

Now select your patient and press enter. Example: to select Monte Python:

Selection: 81
Select Client: AB
Press **ENTER**.

NOTE: If you selected 03 the next two screens will contain the patient's previous hospital/community history.

ORS Numbers (see 72-help)

Hit **ENTER**. If the information entered is correct you will now see at the bottom of the screen several options:

01 -Admit 02 -Re-enter 71 -Print 91 -Cancel

Choose 01 (Admit) the patient is now admitted.

Some facilities will have another screen for ward codes. **TAB** and enter the correct ward code.

SALEM HOSPITAL	
WARD NAME	WARD ROSTER
01- ABHO ABHA	16
02- SLM SALEM HOSP WARD SLM	17-
03-	18-
04-	19-
05-	20-
06-	21-
07-	22-
08-	23-
09-	24-
10-	25-
11-	26-
12-	27-
13-	28-
14-	29-
15-	30-

SELECT WARD THEN PRESS ENTER
SELECT WARD: :

73-PAGE FORWARD 98-MASTER 91-CANCEL
SMWROSTI SELECTION: :

If a hospital has multiple wards, after entering all data fields required, Press **ENTER**.
Key in 01, press **ENTER**.

To choose the correct ward, **TAB** to select ward field, key in line number, press **ENTER**. Patient is now admitted.

NAME: DUCK DILBERT SEX: M 01/26/98 1403
PT NUMBER: 000015 DOB:01/01/11 AGE:087 SALEM HOSPITAL
WARD: ABHO

ENTER APPROPRIATE ACTION

01-QUERY FACE SHEET
02-ENTER DISCHARGE INFORMATION
03-CURRENT DIAGNOSIS UPDATE
04-DEMOGRAPFFIC DATA UPDATE
05-LEGAL MAINTENANCE

06-TRANSFER PATIENT TO ANOTHER WARD
07-CHANGE LAST WARD TRANSFER
08-CHANGE ADMITTING WARD
09-PATIENT MOVEMENT HISTORY

92- RE-SELECT PATIENT 98-MASTER 99-SIGN OFF
SSADMOB SELECTION:

To correct ward information go to the Hospital Roster and key in information regarding your patient. At the next screen select client.

You should now see the screen above. Select 08 to change patient ward.

NAME : BEAVER BENNY SEX: M
PT/RES NO:000013 DOB: 05/05/80 AGE: 017 SALEM HOSPITAL

MOVEMENT DATE: 01/13/98
MOVEMENT TIME : 1200
MOVEMENT TYPE: ADM

HOSPITAL: S
WARD :ABHO:

CHANGE WARD, THEN PRESS ENTER

97-RETVRN 72- VALID WARDS HELP 98-MASTER
SMRMOVEC SELECTION: : 99-SIGN OFF

TAB to ward field, key in correct ward name. Press **ENTER**. If you are unsure of the ward name, key in 72 in selection for ward help.

SALEM HOSPITAL

VALID WARD LIST

ABHO

SLM

97- RETURN 98-MASTER 99-SIGN OFF
SELECTION: :

The ward help screen will show all valid wards for this hospital. Key in 97 to return to previous screen. Enter correct ward information.

SELECT APPROPRIATE ACTION

01-HOSPITAL ROSTER	02-PRIOR HOSPITAL/COMMUNITY
03-MASTER PATIENT INDEX QUERY	04-SEND MESSAGE
05-POPULATION BULLETIN REPORT	06-UPDATE NURSING STATION
07-DEPARTMENT POPULATION REPORT	08-ADMISSION
09-POPULATION BULLETIN MAINTENANCE	10-HISTORY/MAINTENANCE
	99-SIGN OFF

SSMASTER SELECTION:

This section is used to correct problems on files of clients who are no longer in the hospital. You cannot change a patient's name or date of birth. For these changes you must contact the AMH Data Team. Phone Numbers are on page 18. If duplicate files are found, please contact us.

RETRIEVE CLIENT BY:

CASE NUMBER: : SUFFIX: :

OR

NAME-LAST: :

FIRST: :

OPTIONAL: KEY IN
 SEX: :

OR APPROX. AGE: :

NOW PRESS THE ENTER KEY

97-RETURN 98-MASTER

SWHSTRA SELECTION: :

You can either select a file by case number or patients name. Remember when selecting by patient's name to only key in a minimal amount of information. After you have made your selection press **ENTER**.

NAME	AGE	DOB	SEX	RESID	**HOSPITALS	**
AA- CLEOPATRA ANTHONY	000	10/12/79	F	KLAM	MWM	
AB- CLEOPATRA TONY	000	05/07/49	M	KLAM	MWM	
AC-						
AD-						
AE-						
AF-						
AG-						
AH-						
AI-						
AJ-						
AK-						

SELECT CLIENT: :

81-ENTER 73-PG FWD 74 PG BKWD 97-RETURN 01-ALIAS 98-MASTER
 SWHSTRB SELECTION: : 71-PRINT 03-HOSP PT

Select your patient and hit **ENTER**. Example: to select Anthony Cleopatra

Selection: 81
 Select Client: AA
 Press **ENTER**.

NAME: CLEOPATRA ANTHONY SEX:M 10/10/97 1547
 DOB : 10/08/97 AGE: 000

ENTER DESIRED ACTION

- 01-HOSPITAL HISTORY
- 02-HOSPITAL CASE CHANGE
- 03-CLOSED CASE MAINTENANCE
- 04-LEGAL MAINTENANCE
- 05-ALIAS MAINTENANCE

92-RE-SELECT PATIENT 98-MASTER 99-SIGN OFF
 SWHSTRC SELECTION: :

After selecting the appropriate patient the screen above will appear on your screen. For closed case maintenance select #3.

NAME: CLEOPATRA ANTHONY SEX: M AGE: 000 10/10/97 1554
DOB : 10/08/97 CLOSED CASE HISTORY ROSTER MERLE WEST
PCS ACCT HOSP CASE MR/DD ADMIT DT TYPE COMM DT DSCH DT REASON
AA-000215214 MWM 000001 10/09/97 VOL 10/09/97 10/10/97 DSCH
AB-
AC-
AD-
AE-
AF-
AG-
AH-
AI-
AJ-
AK-
AL-
SELECT HOSPITALIZATION: :

81-ENTER 73-PAGEFWD 74-PAGEBKWD 97-RETURN 98-MASTER
SWHSTRG SELECTION: : 71-PRINT

At this screen select 81 and enter the line code for the appropriate hospital visit.
Press **ENTER**

NAME: CLEOPATRA ANTHONY SEX: M 10/10/97 1557
DOB : 10/08/97 AGE: 000 MERLE WEST

CLOSED CASE MAINTENANCE

01-DISCHARGE MAINTENANCE

02-QUERY PATIENT MOVEMENT HISTORY

03-DIAGNOSIS MAINTENANCE

04-QUERY DISCHARGE INFORMATION

05-LEGAL MAINTENANCE

06-QUERY FACE SHEET

97-RETURN 98-MASTER 99-SIGN OFF
SWHSTRH SELECTION: :

The next screen that appears will give you the choice of what you would like to update. In this case we will update discharge maintenance (01). Select 01 and press **ENTER**.

NAME: CLEOPATRA ANTHONY SEX: M 10/10/97 1559
DOB : 10/08/97 AGE: 000 MERLE WEST

CHANGE DISCHARGE INFORMATION

HOSPITAL CASE :000001

ADMISSION DATE : 10/09/97: ADMISSION TIME :1145:
DISCHARGE DATE : 10/10/97: DISCHARGE TIME :1500:

DISCHARGE:

REASON FOR DISCH: DSCH : COMMITMENT TYPE :VOL
LIVING ARRANGEMENT : PPH : COMMITMENT DATE :10/09/97
REFERRAL SOURCE: 00 :
COUNTY OF DISCHARGE : KLAM :
COMPETENT TO DRIVE : :

CHANGE DESIRED FIELDS AND PRESS ENTER

97-RETURN 98-MASTER 99-SIGN OFF
SWDSCMA SELECTION: :

Enter **TAB**. You can now change the discharge information. Press **ENTER** when finished.