



# POC Setup User Guide

POC Setup User  
Guide



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*by Evident*

PATIENT CENTERED.  
COMMUNITY FOCUSED.



# POC Setup User Guide

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# Table of Contents

## Chapter 1 Introduction

Attestation Disclaimer .....	1
What's New .....	1
Back Timed Data Report -- WR 1701100942 .....	1
CQM Section List - WR 1703161054 .....	1
Floor Stock Application now Uses Charging Application - WR 1711060905 .....	2
Hospitalist Option Added to Virtual Chart Demographics - WR 1710111507 .....	2
Nursing Problems Reflexed from Thrive -- WR 1412230829 .....	2
Patient Medical Summary Launch Point -- WR 1703061530 .....	2
Online Presentations .....	2

## Chapter 2 Overview

## Chapter 3 Nursing Chart Masters - Chart Master Maintenance

Overview .....	5
Chart Type Descriptions .....	7
Nursing Activity .....	9
Inserting Choices/Activities .....	11
Initial Interview .....	14
Pertinent History - Inserting Questions/Answers .....	16
Discharge Plan - Inserting Questions/Answers .....	20
Physical Assessment .....	24
Inserting Questions/Answers .....	27
Calculations.....	31
Stage Descriptions .....	34
Discharge Summary/Instructions .....	37
Inserting Questions/Answers .....	38
Diet and Medication Questions.....	42
Transfer Form .....	43
Inserting Questions/Answers .....	44
Transfer Consent/Request/Refusal and Facility.....	47
24hr Summary Table .....	49
24 Hour Summary Format A .....	49
24 Hour Summary Format B .....	52
Shift Summary .....	56
Inserting Choices/Activities .....	57
Patient Census Summary Table .....	61
Patient Census Control Table .....	63
Intake Options .....	64
Output Options .....	65
Administrative Data .....	66
Chart Type Control Table .....	67

Graphic I & O Options .....	70
Patient Summary Table .....	70
Patient Summary Format A .....	71
Patient Summary Format B .....	74

## Chapter 4 Nursing Chart Masters - Print Options

Overview .....	77
Nursing Order Master Report .....	78
Standing Orders Report .....	79
Initial Interview Worksheet .....	80
Physical Assessment Worksheet .....	84
Nursing Activity Worksheet .....	85
Pharmacy Dosage Units Report .....	86
Education Worksheets .....	87

## Chapter 5 Nursing Chart Masters - Miscellaneous Maintenance

Overview .....	89
Nursing Orders .....	91
Nursing Order Maintenance .....	92
Questions .....	94
MEDACT Ranks .....	96
PCA Protocols .....	97
Protocols 1 - 6 .....	97
Ineffective Pain Relief Options .....	99
Inserting Choices .....	101
PCA Assessment Options .....	103
Inserting Questions/Answers .....	104
Allergy Reactions .....	107
Diabetic Record Table .....	108
Diabetic Record Control Table - General .....	108
Diabetic Record Control Table - General - Page 2 .....	109
Diabetic Record Control Table - Interventions .....	110
Diabetic Record Control Table - Protocol Maintenance .....	111
Protocols .....	112
Blood Glucose and Carbohydrate Sliding Scales .....	113
Carbohydrate Formula .....	114
IV and Pump Bolus Sliding Scales .....	115
Diabetic Record Control Table - Dept. Specific .....	116
Mail Text .....	117
Inserting Choices .....	119
Standing Order Table .....	120
POC Acuity Table .....	124
Pharmacy Dosage Units .....	124
Patient Progress Notes .....	125
Education .....	129
Inserting Questions/Answers .....	133

Neuro Checks .....	137
Inserting Questions/Answers .....	138
Multidisciplinary Setup .....	141
Flow Rates .....	144
Flowchart Setup .....	144
New Flowchart .....	146
New Category.....	149
New Question.....	151
Reflex Table .....	154
Send Mail .....	157
Create Order - Ancillary/Pharmacy .....	159
Create MEDACT Order - Nursing/Problem .....	161
Create a Charge .....	163
Problem List Setup .....	164
Problem Maintenance .....	165
Questions .....	167
MEDACT Ranks .....	169
Database Codes .....	170

## Chapter 6 Point of Care Control Maintenance

Overview .....	171
Point of Care Control Record - Page 1 .....	171
Point of Care Control Record - Page 2 .....	172
Point of Care Control Record - Page 3 .....	173
Point of Care Control Record - Page 4 .....	174
Point of Care Control Record - Page 5 .....	175
Point of Care Control Record - Page 6 .....	176
Point of Care Control Record - Page 7 .....	177
Point of Care Control Record - Page 8 .....	178
Point of Care Control Record - Page 9 .....	179
Point of Care Control Record - Page 10 .....	180
Point of Care Control Record - Page 11 .....	181

## Chapter 7 Clinical Monitoring Control Options

Overview .....	183
----------------	-----

## Chapter 8 Special Data Review Report

Overview .....	185
Special Data Report .....	186
Amended Data Report .....	187
Back-Time Data Report .....	188
Amended & Back-Time Data Report .....	190
Override Data Report .....	191
Allergy History Report .....	192

	Acetaminophen Max Dose Report .....	193
	Standing Order Audit Log .....	194
<b>Chapter 9</b>	<b>Delete Test Patient Data</b>	
	Overview .....	197
	Delete Test Patient Data .....	197
<b>Chapter 10</b>	<b>Virtual Chart Layout</b>	
	Overview .....	199
	Virtual Chart Setup .....	199
	Demographics .....	200
	Vital Signs .....	201
	Tab Controls .....	202
<b>Chapter 11</b>	<b>Med Assessment Options</b>	
	Overview .....	207
	Med Assessment Options .....	207
<b>Chapter 12</b>	<b>Table Maintenance - Clinical</b>	
	Overview .....	209
<b>Chapter 13</b>	<b>Point of Care Whiteboard Maintenance</b>	
	Overview .....	211
	Departments .....	211
	Department Maintenance Page 2 .....	211
	Department Maintenance Page 5 .....	212
	Exam Rooms (Locations) .....	213
<b>Chapter 14</b>	<b>POC Departments (Print Report Table)</b>	
	Overview .....	215
	Department Control Table for Point of Care .....	215
<b>Chapter 15</b>	<b>Positive ID</b>	
	Overview .....	219
	Positive ID .....	219
	Required Positive ID Menu .....	219
	Required Positive ID Switch .....	221
	Positive ID Maintenance .....	222

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## Chapter 1 Introduction

### 1.1 Attestation Disclaimer

Meaningful Use attestation confirms the use of a certified Electronic Health Record (EHR) to regulatory standards over a specified period of time. Evident and TruBridge Meaningful Use certified products, recommended processes and supporting documentation are based on Evident's interpretation of the Meaningful Use regulations, technical specifications and vendor specifications provided by CMS, ONC and NIST. Each client is solely responsible for its attestation being a complete and accurate reflection of its EHR use during the attestation period and that any records needed to defend the attestation in an audit are maintained. With the exception of vendor documentation that may be required in support of a client's attestation, Evident and TruBridge bear no responsibility for attestation information submitted by the client.

### 1.2 What's New

This section introduces new features and improvements for **POC Setup** for release Version 20. A brief summary of each enhancement is given referencing its particular location if applicable. As new branches of Version 20 are made available, the original enhancements will be moved to the Previous Work Requests section. The enhancements related to the most current branch available will be listed under the main What's New section.

Each enhancement includes the Work Request (WR) Number and the description. If further information is needed, please contact **Client Services** Support.

#### ***Back Timed Data Report -- WR 1701100942***

DESCRIPTION: Thrive has been updated so that the Back Timed Data Report indicates more information with an asterisk (\*) at the end of 75 characters for Nursing Orders.

DOCUMENTATION: See [Back-Time Data Report](#)<sup>[188]</sup>

#### ***CQM Section List - WR 1703161054***

DESCRIPTION: Quality Measures widgets in flowcharts are now obsolete. Instead, CQM Documentation should be used. This launch point can be added to the Virtual Chart tab and will jet the user over to Structured Documentation in Phys Doc.

DOCUMENTATION: See [Inserting Questions/Answers](#)<sup>[27]</sup> and [Tab Controls](#)<sup>[202]</sup>.

***Floor Stock Application now Uses Charging Application - WR 1711060905***

DESCRIPTION: The POC Floor Stock application now launches the Updated Charging application. Page 4 of the POC Control Record related to Floor Stock has been removed. The Floor Stock Report can no longer be purged to Clinical History.

DOCUMENTATION: See [Point of Care Control Record - Page 4](#)<sup>174</sup>

***Hospitalist Option Added to Virtual Chart Demographics - WR 1710111507***

DESCRIPTION: A Hospitalist may now be added to POC Virtual Chart Demographics area. This is setup in Virtual Chart setup area by using the Hospitalist description.

DOCUMENTATION: See [Demographics](#)<sup>200</sup>

***Nursing Problems Reflexed from Thrive -- WR 1412230829***

DESCRIPTION: Thrive has been updated so that Updated Order Entry is not launched when a **Nursing Problem** is reflexed from Flow Charts. In addition, the Enter/Modify Goals screen will display. Thrive will continue to launch Updated Order Entry for reflexed nursing orders, pharmacy orders and ancillary orders.

DOCUMENTATION: See [Create MEDACT Order - Nursing/Problem](#)<sup>161</sup>

***Patient Medical Summary Launch Point -- WR 1703061530***

DESCRIPTION: The existing virtual chart options 'CCD - Patient Summary' and 'CCD - Referral/TOC Summary' now launch the Patient Medical Summaries screen. The new Patient Medical Summary option may be pulled to the Virtual Chart. When certain setup is done it will also open the Patient Medical Summaries screen giving access to CCDA documents.

DOCUMENTATION: See [Tab Controls](#)<sup>202</sup>

## 1.3 Online Presentations

This section lists hyperlinks to online presentations that are applicable for this user guide. They are not intended to replace the detail of the user guide but are to be used in conjunction with the user guides to enhance the process and/or procedures related to this application.

[Click here to view all Online Presentations](#)

[Click here to view all QuickCaps](#)

Creating a Mail Reflex  
Creating an Order Reflex  
Creating Whiteboard Locations  
Diabetic Record

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## Chapter 2 Overview

The Thrive Point-of-Care application allows Nursing Services personnel to enter information into the Thrive at the patient bedside. The application is designed to automate clerical functions and eliminate the duplicate entry of information into nursing documents. The data recorded at the bedside is on a concurrent (rather than retrospective) basis. This means that data as it is entered, is instantly available throughout Thrive and is totally integrated with all other Thrive applications (lab, pharmacy, radiology, respiratory care, etc.). The reduction in time spent on clerical tasks through automation allows more time to effectively be spent by nurses on clinical care.

This User Guide will explain in detail all the setup options for the POC application.

**NOTE:** *Facilities outside of the United States may choose a date format of MMDDYY, DDMMYY or YYMMDD to be used on all date fields in the Point-of-Care Application. Where four-digit dates display, a date format of MMDD, DDMM or MMDD, respectively, will be used. Whichever date format is selected will be reflected in all date fields and column displays throughout the application. An Evident Representative will need to be contacted in order for the date format to be changed.*

**NOTE:** *Facilities outside of the United States may choose to display the patient's height/length in metric units throughout the Point of Care application. An Evident Representative will need to be contacted in order for height/length to display in metric units.*

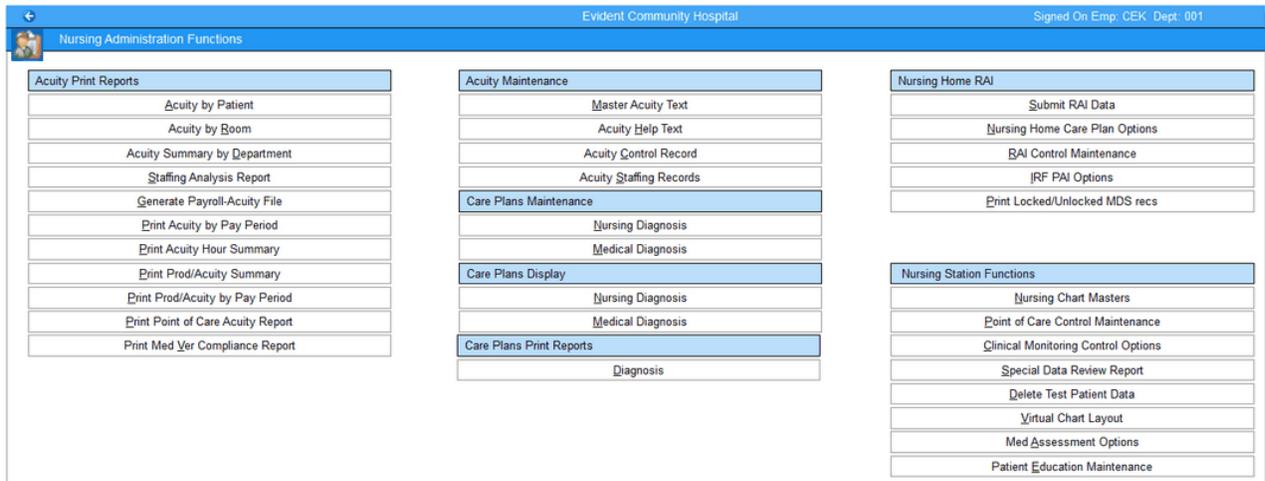


## Chapter 3 Nursing Chart Masters - Chart Master Maintenance

### 3.1 Overview

- This section discusses setup areas available via the Nursing Chart Masters option. To access this option, the user must be logged into the Nursing Administration Department then select **Thrive UX > System Menu > Hospital Base Menu > Print Reports**.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports**



Nursing Administration Functions

- From the Nursing Administration Functions screen, select **Nursing Chart Masters**.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters

Nursing Chart Master Functions																																																																																
<table border="1"> <thead> <tr> <th>Chart Master Maintenance</th> <th>Print Options</th> <th>Miscellaneous Maintenance</th> </tr> </thead> <tbody> <tr> <td>Medical/Surgical</td> <td>Nursing Order Master Report</td> <td>Nursing Orders</td> </tr> <tr> <td>Intensive Care</td> <td>Standing Orders Report</td> <td>PCA Protocols</td> </tr> <tr> <td>Swing Bed</td> <td>Initial Interview Worksheet</td> <td>Allergy Reactions</td> </tr> <tr> <td>Emergency Room</td> <td>Physical Assessment Worksheet</td> <td>Diabetic Record Table</td> </tr> <tr> <td>Behavioral Health</td> <td>Nursing Activities Worksheet</td> <td>Mail Text</td> </tr> <tr> <td>Obstetrics</td> <td>Pharmacy Dosage Units Report</td> <td>Standing Order Table</td> </tr> <tr> <td>Nursery</td> <td>Education Worksheets</td> <td>PQC Acuity Table</td> </tr> <tr> <td>Pediatrics</td> <td></td> <td>Pharmacy Dosage Units</td> </tr> <tr> <td>Same Day Surgery</td> <td></td> <td>Patient Progress Notes</td> </tr> <tr> <td>Operating Room</td> <td></td> <td>Education</td> </tr> <tr> <td>Skilled Nursing</td> <td></td> <td>Neuro Checks</td> </tr> <tr> <td>Long Term Care</td> <td></td> <td>Multidisciplinary Setup</td> </tr> <tr> <td>Inpatient Rehab</td> <td></td> <td></td> </tr> <tr> <td>IRF-PAI</td> <td></td> <td></td> </tr> <tr> <td>Hospice</td> <td></td> <td></td> </tr> <tr> <td>Dialysis</td> <td></td> <td></td> </tr> <tr> <td>Chemotherapy</td> <td></td> <td></td> </tr> <tr> <td>Specialty Clinic</td> <td></td> <td></td> </tr> <tr> <td>Observation</td> <td></td> <td></td> </tr> <tr> <td>Acute Care</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Flow Rates</td> </tr> <tr> <td></td> <td></td> <td>Flowchart Setup</td> </tr> <tr> <td></td> <td></td> <td>Reflex Table</td> </tr> <tr> <td></td> <td></td> <td>Problem List Setup</td> </tr> <tr> <td></td> <td></td> <td>Database Codes</td> </tr> </tbody> </table>			Chart Master Maintenance	Print Options	Miscellaneous Maintenance	Medical/Surgical	Nursing Order Master Report	Nursing Orders	Intensive Care	Standing Orders Report	PCA Protocols	Swing Bed	Initial Interview Worksheet	Allergy Reactions	Emergency Room	Physical Assessment Worksheet	Diabetic Record Table	Behavioral Health	Nursing Activities Worksheet	Mail Text	Obstetrics	Pharmacy Dosage Units Report	Standing Order Table	Nursery	Education Worksheets	PQC Acuity Table	Pediatrics		Pharmacy Dosage Units	Same Day Surgery		Patient Progress Notes	Operating Room		Education	Skilled Nursing		Neuro Checks	Long Term Care		Multidisciplinary Setup	Inpatient Rehab			IRF-PAI			Hospice			Dialysis			Chemotherapy			Specialty Clinic			Observation			Acute Care					Flow Rates			Flowchart Setup			Reflex Table			Problem List Setup			Database Codes
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Enter: _____	Exit	Descriptions																																																																														

**Nursing Chart Master Functions**

- The Point of Care Chart Types are facility-defined. Up to 20 Chart Types may be set up through the Chart Master Maintenance option. The remainder of this section discusses options that may be defined per Chart Type.

### 3.2 Chart Type Descriptions

- To create, modify or delete a Chart Type, select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Descriptions**.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Master > Descriptions**

Nursing Chart Master Functions

Chart Master Maintenance

Medical/Surgical
Intensive Care
Swing Bed
Emergency Room
Behavioral Health
Obstetrics
Nursery
Pediatrics
Same Day Surgery
Operating Room
Skilled Nursing
Long Term Care
Inpatient Rehab
IRF-PAI
Hospice
Dialysis
Chemotherapy
Specialty Clinic
Observation
Acute Care

Enter:

Nursing Chart Master Functions-Chart Master Maintenance

- 20 fields are available for Chart Types. Thrive designates these fields alphabetically **A - T** even though the letters are hidden.
- Select the applicable field to create, modify or delete a Chart Type. If utilized, the following Chart Types should be set up as follows:
  - Field F:** Obstetrics (Provides additional setup areas for Postpartum and Ante partum)
  - Field G:** Nursery (Use for age specific Intake and Output options)
  - Field H:** Pediatrics (Use for age specific Intake and Output options)
  - Field K:** Operating Room (Provides an additional setup area for Pre-Admission Testing)
- Select **Exit** to return to the Hospital Base Menu or **Chart Types** to return to Chart Master Maintenance.
- To perform maintenance on a specific **Chart Type**, select it from the Chart Master Maintenance list.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type

Master Maintenance Chart Type: Medical/Surgical

Maintenance Options

Nursing Activity	Patient Census Control Table
Initial Interview	Medical/Surgical Control Table
Physical Assessment	Graphic I & O Options
Discharge Summary/Instructions	Patient Summary Table
Transfer Form	
24hr Summary Table	
Shift Summary	
Patient Census Summary Table	

Enter: \_

Master Maintenance Chart Type-Maintenance Options

### 3.3 Nursing Activity

- To access Nursing Activity Setup select **Thrive UX < System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Chart Type > Nursing Activity.**

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Nursing Activity**

The screenshot shows a terminal-style interface. At the top, a blue header bar contains the text "Master Maintenance Chart Type: Medical/Surgical". Below this, a light blue box highlights the "Nursing Activity" menu item. Underneath, a list of 16 activity categories is displayed in a table-like structure. At the bottom left, the text "Enter:" is followed by a small rectangular button labeled "Exit".

Nursing Activity
Hygiene
Activity
Safety
IV Care
Special Monitoring
Special Equipment
Pulmonary Treatments
Wound Care
Nutrition
Elimination
Isolation
Sleep/Rest Pattern
Education
Referrals
Emotional Support
Miscellaneous

Enter:

Master Maintenance Chart Type-Nursing Activity

- Select **Exit** to return to the previous screen. To proceed, select one of 16 hard-coded **Nursing Activity Categories.**

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Nursing Activity > Category

Master Maintenance

Chart Type: Medical/Surgical  
 Chart Category: Nursing Activity  
 Category Section: Wound Care

Page: 1

Line#	C/A	Text
1	C	Small amount of drainage noted.
2	C	Moderate amount of drainage noted.
3	C	Large amount of drainage noted.
4	C	Purulent drainage noted.
5	C	Serous drainage noted.
6	C	Serousanguineous drainage noted.
7	C	Greenish drainage noted.
8	C	Slight odor noted.
9	C	Foul odor noted.
10	A	Simple dressing change completed as prescribed.
11	A	Dressing reinforced.
12	A	Complex dressing change with packing wet/dry.
13	A	Wound cleansed with prescribed solution.
14	A	Jackson Pratt intact and patent.

**Select Mode** Choose a line to change or an option below.

Enter: \_\_\_\_\_

Page #:	PgDn	PgUp			
Exit	Delete	Ins	Mov	Copy	Paste

**Master Maintenance**

- For reference, Chart Type, Chart Category, Category Section and Page Number list at the top of the Master Maintenance screen.
- The main display area consists of the following:
  - Line#: Thrive assigns a line number to each text entry in setup.
  - C/A: "C" denotes the text entry is a Choice. "A" denotes the text entry is an Activity.
  - Text: The text area displays the Choice or Activity Description.
  - Key or double-click the applicable **line number** to perform maintenance on an existing entry.
- **Page #:** This options allows access to a specific page in setup. Select **Page # > Key Number > Enter**.
- **PgDn/PgUp:** Select **PgDn** to view the next page of setup. Select **PgUp** to view the previous page of setup.
- **Exit:** Select this option to return to the list of Nursing Activity Categories.
- **Delete:** To delete existing setup, select **Delete > Key Beginning Line Number > Enter > Key Ending Line Number > Enter > Y** to complete the action or **N** to abort the process. One or more consecutive lines may be deleted using this option.
- **Ins:** Select this option to create a Choice entry or an Activity entry. See [Inserting Choices and/or Activities](#)<sup>[11]</sup> for additional information.
- **Mov:** Select this option to reposition an existing Choice or Activity.

- **Key** or **double-click** the line number to be moved.
- **Move AFTER Line#:** The selected line will be moved beneath the line entered here. If the line is being repositioned to a different page of setup, use the **PgDn/PgUp** options to display the applicable page before keying the line number.
- **Up 1/Down 1:** Select these options to move the line up or down one line number at a time.
- Select **Cancel** to enter another line to be moved. Select **Cancel** again to exit Move Mode.
  
- **Copy:** Select this option to copy one or more consecutive lines to a save area.
  - Select **Copy** and enter the **beginning Sequence Number**, then the **ending Sequence Number**. If the ending number is on a different page of setup, use the **PgDn** option to access the correct page before entering the ending number.
  - Select a Save Area (**1 - 9**) for the data. If the selected Save Area has been previously used, Thrive will prompt **Replace Existing Save Area Data?** Select **Yes** to proceed or **Cancel** to select a different Save Area.
  
- **Paste:** Select this option to paste data from a save area to the setup of the currently selected category.
  - Select **Paste** then the applicable Save Area (**1 - 9**).
  - To position the data, select **End of File**, **Beginning of File** or enter a **Sequence Number** for the data to fall under.
  - **Copy/Paste** may only be utilized between the same category types. If the categories do not match when attempting to Paste, Thrive will prompt **SAVE AREA NOT COMPATIBLE**.

### ***Inserting Choices/Activities***

- Up to nine Choices may be entered for each Nursing Activity Category. Choices may be up to 40 characters in length and will always populate Line Numbers 1 - 9. The Choices entered will display for selection as modifiers for the Activities setup in this Category.
  
- Up to 60 Activities may be entered for each Nursing Activity Category. Activities may be up to 70 characters in length with a 40 character abbreviation that displays for selection on flowcharts. Once selected, the entire description displays.
  
- If an attempt is made to enter more than nine Choices or 60 Activities per Category, the following prompt displays: **Max number for this field has already been reached**.
  
- To begin, select the **Nursing Activity Category** then **Insert**. The following options are available to position the Choice or Activity:
  - **Line Number:** If selected, the Choice or Activity will be positioned beneath the Line Number entered here. For Choices, only Line Numbers 1 - 8 should be selected. The Line Number entered for an Activity should be no less than the last Choice Line Number.
  - **End of File:** Select this option to position the new Choice after the last existing Choice or the new Activity after the last existing Activity.
  - **Beginning of File:** Select this option to position the new Choice before the first existing Choice or the new Activity before the first existing Activity.
  
- After the position is determined, select the **Line Type**, Choice or Activity. **Exit** may be selected to return to Master Maintenance .

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Nursing Activity > Category > Insert > Beginning of File > Choice

Master Maintenance

Chart Type: Medical/Surgical  
 Chart Category: Nursing Activity  
 Category Section: Wound Care  
 Line Type: Choice

Text:

Abbreviation:

F/C Acuity:

Current Mode: Insert

 Enter new information.  
 Enter:    

Master Maintenance

Chart Type: Medical/Surgical  
 Chart Category: Nursing Activity  
 Category Section: Wound Care  
 Line Type: Choice

Text:

Abbreviation:

F/C Acuity:

Current Mode: Insert

 Enter new information.  
 Enter:    

**Master Maintenance**

- For reference, Chart Type, Chart Category, Category Section and Line Type list at the top of the Master Maintenance screen. The options available for Choice setup are noted below:
  - **Text:** Enter the Choice Description up to 40 characters.
  - **Abbreviation:** When the description is entered, Thrive automatically generates a 40 character abbreviation comprised of the first 40 characters of the description. This field may be modified.
  - **F/C Acuity:** Enter the number of Acuity Points. See the POC Acuity User Guide for additional information.

- **Update:** Select this option to save changes and exit.
  - **Cancel:** Select this option to exit without saving changes.
  - **Delete:** Select this option to remove the currently selected Line from setup.
- To insert Nursing Activities for the selected category, select **Activity** after selecting the line position.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Nursing Activity > Category > Insert > Beginning of File > Activity**

Master Maintenance

Chart Type: Medical/Surgical  
Chart Category: Nursing Activity  
Category Section: Wound Care  
Line Type: Activity

Text:  
Simple dressing change completed as prescribed.

Abbreviation: Simple dressing change completed as pres  
FlowChart Code: ANAWOUND00017  
F/C Skill Mix

Database Code:   
Multi-App?

Current Mode: Insert

 Enter new information.  
Enter: 1

#### Master Maintenance

- For reference, Chart Type, Chart Category, Category Section and Line Type list at the top of the Master Maintenance screen. The options available for Activity setup are noted below:
  - **Text:** Enter the Activity Description up to 70 characters.
  - **Abbreviation:** When the description is entered, Thrive automatically generates a 40 character abbreviation comprised of the first 40 characters of the description. This field may be modified.
  - **FlowChart Code:** This code is automatically generated by Thrive. The code may be used to locate a question in the Chart Master.
    - The first character represents the Chart Type, Nursing A-T and Multidisciplinary a-t.
    - Characters two and three represent the Chart Category.
    - Characters four through eight denote the Category Section.
    - The last five digits display what number in line this option was created.
  - **F/C Skill Mix:** Enter the applicable Job Code. See the POC Acuity User Guide for additional information.

- **Database Code:** If the **Database Code** is known, it may be keyed in the field. If unknown, enter a "?" to display the Database Code Lookup Table. Once located, key the number in the Code field or double-click the code to select. The **New** option on the lookup table may be selected to create a new code without exiting setup. See the [Database Codes](#) <sup>170</sup> section for full table maintenance information.
- **Multi-App?:** Select this option to add multi-application functionality to the selected Database Code.
- **Update:** Select this option to save changes and exit.
- **Cancel:** Select this option to exit without saving changes.
- **Delete:** Select this option to remove the currently selected Line from setup.

### 3.4 Initial Interview

- To access Initial Interview Setup:

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Initial Interview**

The screenshot shows a terminal-style interface. At the top, a blue header bar contains the text "Master Maintenance Chart Type: Medical/Surgical". Below this, a light blue box contains the text "Initial Assessment". Underneath, there are two white rectangular buttons: "Pertinent History" and "Discharge Plan". At the bottom left, the text "Enter:" is displayed next to a white button labeled "Exit".

Master Maintenance Chart Type

- Select **Exit** to return to the previous screen. To proceed, select the **Pertinent History** or **Discharge Plan Category**.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Initial Interview > Pertinent History

Master Maintenance

Chart Type: Medical/Surgical  
 Chart Category: Initial Assessment  
 Category Section: Pertinent History

Page: 1

Line#	Q/A Text
1	Q Inpatient Arrival Date/Time:
2	Q Chief Complaint/Reason for Admit:
3	A Headache
4	A Abdominal pain
5	A Shortness of breath
6	A Chest pain
7	A Fall/slip
8	A Animal bite
9	A Snake bite
10	A Insect bite
11	A Stroke
12	Q Admission Weight and Height:
13	Q Drug/Food/Environmental Allergies:
14	Q Does Patient Smoke:

**Select Mode** Choose a line to change or an option below.

Enter: \_\_\_\_\_

Page #:	PgDn	PgUp			
Exit	Delete	Ins	Mov	Copy	Paste

**Master Maintenance**

- For reference, Chart Type, Chart Category, Category Section and Page Number list at the top of the Master Maintenance screen.
- The main display area consists of the following:
  - Line#: Thrive assigns a line number to each text entry in setup.
  - Q/A: "Q" denotes the text entry is a Question. "A" denotes the text entry is an Answer.
  - Text: The text area displays the Question or Answer Description.
  - **Key** or **double-click** the applicable **line number** to perform maintenance on an existing entry.
- **Page #:** This options allows access to a specific page in setup. Select **Page # > Key Number > Enter**.
- **PgDn/PgUp:** Select **PgDn** to view the next page of setup. Select **PgUp** to view the previous page of setup.
- **Exit:** Select this option to return to the list of Initial Interview Categories..
- **Delete:** Select this option to delete existing setup.
  - **Key** the **Beginning Line Number** and the **Ending Line Number**.
  - Select **Y** to complete the action or **N** to abort the process.
  - One or more consecutive lines may be deleted using this option.
- **Ins:** Select this option to create a Question entry or an Answer entry. See [Pertinent History - Inserting Questions/Answers](#)<sup>[16]</sup> or [Discharge Plan - Inserting Questions/Answers](#)<sup>[20]</sup> for additional information.

- **Mov**: Select this option to reposition an existing Question or Answer.
  - **Key** or **double-click** the line number to be moved.
  - **Move AFTER Line#**: The selected line will be moved beneath the line entered here. If the line is being repositioned to a different page of setup, use the **PgDn/PgUp** options to display the applicable page before keying the line number.
  - **Up 1/Down 1**: Select these options to move the line up or down one line number at a time.
  - Select **Cancel** to enter another line to be moved. Select **Cancel** again to exit Move Mode.
- **Copy**: Select this option to copy one or more consecutive lines to a save area.
  - Select **Copy** and enter the **beginning Sequence Number**, then the **ending Sequence Number**. If the ending number is on a different page of setup, use the **PgDn** option to access the correct page before entering the ending number.
  - Select a Save Area (**1 - 9**) for the data. If the selected Save Area has been previously used, Thrive will prompt **Replace Existing Save Area Data?**. Select **Yes** to proceed or **Cancel** to select a different Save Area.
- **Paste**: Select this option to paste data from a save area to the setup of the currently selected category.
  - Select **Paste** then the applicable Save Area (**1 - 9**).
  - To position the data, select **End of File**, **Beginning of File** or enter a **Sequence Number** for the data to fall under.
  - **Copy/Paste** may only be utilized between the same category types. If the categories do not match when attempting to Paste, Thrive will prompt **SAVE AREA NOT COMPATIBLE**.

### ***Pertinent History - Inserting Questions/Answers***

- Up to 55 Questions may be entered in the Pertinent History Category. Questions may be up to 70 characters in length with a 40 character abbreviation that displays for selection on flowcharts. Once selected, the entire description displays. Up to 12 Answers may be entered for each Question. Answers may be up to 40 characters in length.
- If an attempt is made to enter more than 55 Questions in the Pertinent History Category, the following prompt displays: **Max number for this field has already been reached**.
- To begin, select **Pertinent History** then **Insert**. The following options are available to position the Question or Answer:
  - **Line Number**: If selected, the Question or Answer will be positioned beneath the Line Number entered.
  - **End of File**: Select this option to position the new Question or Answer after the last existing Question or Answer.
  - **Beginning of File**: Select this option to position the new Question or Answer before the first existing Question or Answer.
- After the position is determined, select the **Line Type**, Question or Answer. **Exit** may be selected to return to Master Maintenance .

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Initial Interview > Pertinent History > Insert > Beginning of File > Question

Master Maintenance

Chart Type: Medical/Surgical  
 Chart Category: Initial Interview  
 Category Section: Pertinent History  
 Line Type: Question

Text:

Abbreviation..:

FlowChart Code: AIAPERTH00134

Special Coding:  Weight & Height     Does Patient Smoke?     Allergies  
 FamHealth History     Food Dislikes     Home Meds  
 Admit Dec Dt/Tm     Health History     Inpt Arrival

Required Question?.....:

F/C Skill Mix.:

Flowsheet answer format:  Text     Date     Time     Proc Start     Proc Stop  
 OR Procedures     Surgeons     Anesthesiologist     Anesthesia Type     Employees  
 Task Date/Time

PrintTo: Edu     PainFS     InitI     DisPlan     DisSum     DisInst

Reflex:    Database Code:

Current Mode: Insert

    Enter new information.    Multi-App? 

Enter:                 Display Text Answer:

#### Master Maintenance

- For reference, **Chart Type**, **Chart Category**, **Category Section** and **Line Type** list at the top of the Master Maintenance screen. The options available for Question setup are noted below:
  - **Text:** Enter the Question Description up to 70 characters.
  - **Abbreviation:** When the description is entered, Thrive automatically generates a 40 character abbreviation comprised of the first 40 characters of the description. This field may be modified.
  - **FlowChart Code:** This code is automatically generated by Thrive. The code may be used to locate a question in the Chart Master.
    - The first character represents the Chart Type, Nursing A-T and Multidisciplinary a-t.
    - Characters two and three represent the Chart Category.
    - Characters four through eight denote the Category Section.
    - The last five digits display what number in line this option was created.
  - **Special Coding:** The following options have additional functionality:
    - **Weight & Height:** Select this option to document Admission Weight and Height. Data documented will populate the Admission Weight and Height fields in Clinical Information. Answers are not required for this question. Thrive uses a customized Question/Answer Box.
    - **Does Patient Smoke?:** Select this option to document the patient's smoking status. Data documented will populate this field via Clinical Information. Answers are not required for this question. Thrive uses a customized Question/Answer Box.
    - **Allergies:** Select this option to document Food, Drug and Environmental Allergies. Data documented will populate the Allergy Section of Clinical Information. Answers are not required for this question. Thrive uses a customized Question/Answer Box.
    - **FamHealth History:**

- **Food Dislikes:** Select this option to document Food Dislikes. Data documented will populate the Food Dislikes field in Clinical Information. Answers are not required for this question. Thrive uses a customized Question/Answer Box.
- **Home Meds:** Select this option to document Home Medications. Data documented will populate the Medication Reconciliation Report. Answers are not required for this question. Thrive uses a customized Question/Answer Box. If utilizing the Electronic Medication Reconciliation Application, this option will launch the application.
- **Admit Dec Dt/Tm:** Select this option to document Admission Decision Date and Time. This data pulls to the Quality Measures Report. Answers are not required for this question. Thrive uses a customized Question/Answer box.
- **Health History:** If selected, data documented will populate the Health History Section of the 24-Hour and Patient Summary Reports. At least one Answer must be available for selection.
- **Inpt Arrival:** Select this option to document the patient's arrival date and time to the inpatient unit. This data pulls to the Quality Measures Report. Answers are not required for this question. Thrive uses a customized Question/Answer box.
- **None:** This option is the Thrive default. Used for questions not requiring special coding.
- **Required Question?:** If selected, this Question must be addressed before exiting the flowchart.
- **F/C Skill Mix:** Enter the applicable Job Code. See the POC Acuity User Guide for additional information.
- **Flowsheet Answer Format:**
  - **Text:** This option is the Thrive default. Used for data that will be documented via facility-defined answers or by free text.
  - **Date:** Select this option if the Question only requires a date be entered. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box.
  - **Time:** Select this option if the Question only requires a time be entered. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box.
  - **Proc Start:** Select this option to document OR Procedures along with Start Date and Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Proc Stop:** Select this option to document OR Procedures along with Stop Date and Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **OR Procedures:** Select this option to document OR Procedures. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Surgeons:** Select this option to document Surgeons. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Anesthesiologist:** Select this option to document Anesthesiologists. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Anesthesia Type:** Select this option to document Anesthesia Type. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Employees:** Select this option to document Employees. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.

- **Task Date/Time:** Select this option to document Task Date/Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management/EWS.
- **Print To:** Data documented via Pertinent History Questions automatically generates on the Initial Interview Report. Select one or more of the options below to include the data on an alternate report, also.
  - **Edu:** Education Report
  - **PainFS:** Pain Flowsheet
  - **InitI:** Initial Interview (Not Applicable)
  - **DisPlan:** Discharge Planner
  - **DisSum:** Discharge Summary
  - **DisInst:** Discharge Instructions
- **Reflex:** Up to three Reflexes may be attach to the selected Question. If the **Reflex Code** is known, it may be keyed in the applicable field. If unknown, enter a "?" in the field to display the Reflex Lookup Table. Once located, key the Number in the Code field or double-click the **Reflex** to select. The **New** option on the lookup table may be selected to access [Reflex Setup](#)<sup>154</sup>.
- **Database Code:** If the **Database Code** is known, it may be keyed in the field. If unknown, enter a "?" to display the Database Code Lookup Table. Once located, key the number in the Code field or double-click the code to select. The **New** option on the lookup table may be selected to create a new code without exiting setup. See the [Database Codes](#)<sup>170</sup> section for full table maintenance information.
- **Multi-App?:** Select this option to add multi-application functionality to the selected Database Code.
- **Display Text Answer:** If selected, Thrive automatically displays the first five characters of the answer in the flowchart cell. If not selected (default), Thrive displays the Answer Code if a pre-defined answer is first documented or the word TEXT if free text is used to document.
- When maintenance is complete, select one of the following options:
  - **Update:** Select this option to save changes and exit.
  - **Cancel:** Select this option to exit without saving changes.
  - **Delete:** Select this option to remove the currently selected Line from setup.
- To insert Answers for the selected category, select **Answer** after selecting the line position.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Initial Interview > Pertinent History > Insert > Beginning of File > Answer

Master Maintenance

Chart Type: Medical/Surgical  
 Chart Category: Initial Interview  
 Category Section: Pertinent History  
 Line Type: Answer

Text:

Abbreviation...:

Answer Code...:

F/C Acuity....:

Current Mode: Insert Enter new information.  
 Enter:

Master Maintenance

- For reference, Chart Type, Chart Category, Category Section and Line Type list at the top of the Master Maintenance screen. The options available for Answer setup are noted below:
  - **Text:** Enter the Answer Description up to 40 characters.
  - **Abbreviation:** When the description is entered, Thrive automatically generates a 40 character abbreviation comprised of the first 40 characters of the description. This field may be modified.
  - **Answer Code:** The default Answer Code is the first five characters of the Answer Description. This field may be modified.
  - **F/C Acuity:** Enter the number of Acuity Points. See the POC Acuity User Guide for additional information.
  - When maintenance is complete, select one of the following options:
    - **Update:** Select this option to save changes and exit.
    - **Cancel:** Select this option to exit without saving changes.
    - **Delete:** Select this option to remove the currently selected Line from setup.

### ***Discharge Plan - Inserting Questions/Answers***

- Up to 55 Questions may be entered in the Discharge Plan Category. Questions may be up to 70 characters in length with a 40-character abbreviation that displays for selection on flowcharts. Once selected, the entire description displays. Up to 12 Answers may be entered for each Question. Answers may be up to 40 characters in length.
- If an attempt is made to enter more than 55 Questions in the Discharge Plan Category, the following prompt displays: **Max number for this field has already been reached.**

- To begin, select **Discharge Plan** then **Insert**. The following options are available to position the Question or Answer:
  - **Line Number**: If selected, the Question or Answer will be positioned beneath the Line Number entered.
  - **End of File**: Select this option to position the new Question or Answer after the last existing Question or Answer.
  - **Beginning of File**: Select this option to position the new Question or Answer before the first existing Question or Answer.
- After the position is determined, select the **Line Type**, Question or Answer. **Exit** may be selected to return to Master Maintenance .

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Initial Interview > Discharge Plan > Insert > Beginning of File > Question**

Master Maintenance

Chart Type: Medical/Surgical  
 Chart Category: Initial Interview  
 Category Section: Discharge Planner  
 Line Type: Question

Text:

Abbreviation...:   
 FlowChart Code:

Required Question?.....:

F/C Skill Mix.:

Flowsheet answer format:  Text  Date  Time  Proc Start  Proc Stop  
 OR Procedures  Surgeons  Anesthesiologist  Anesthesia Type  Employees  
 Task Date/Time

PrintTo: Edu  PainFS  InitI  DisPlan  DisSum  DisInst

Reflex:    Database Code:

**Current Mode: Insert** Enter new information. Multi-App?

Enter:     Display Text Answer:

**Master Maintenance**

- For reference, Chart Type, Chart Category, Category Section and Line Type list at the top of the Master Maintenance screen. The options available for Question setup are noted below:
  - **Text**: Enter the Question Description up to 70 characters.
  - **Abbreviation**: When the description is entered, Thrive automatically generates a 40 character abbreviation comprised of the first 40 characters of the description. This field may be modified.
  - **FlowChart Code**: This code is automatically generated by Thrive. The code may be used to locate a question in the Chart Master.
    - The first character represents the Chart Type, Nursing A-T and Multidisciplinary a-t.
    - Characters two and three represent the Chart Category.
    - Characters four through eight denote the Category Section.

- The last five digits display what number in line this option was created.
- **Required Question?:** If selected, this Question must be addressed before exiting the flowchart.
- **F/C Skill Mix:** Enter the applicable Job Code. See the POC Acuity User Guide for additional information.
- **Flowsheet Answer Format:**
  - **Text:** This option is the Thrive default. Used for data that will be documented via facility-defined answers or by free text.
  - **Date:** Select this option if the Question only requires a date be entered. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box.
  - **Time:** Select this option if the Question only requires a time be entered. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box.
  - **Proc Start:** Select this option to document OR Procedures along with Start Date and Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Proc Stop:** Select this option to document OR Procedures along with Stop Date and Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **OR Procedures:** Select this option to document OR Procedures. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Surgeons:** Select this option to document Surgeons. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Anesthesiologist:** Select this option to document Anesthesiologists. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Anesthesia Type:** Select this option to document Anesthesia Type. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Employees:** Select this option to document Employees. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Task Date/Time:** Select this option to document Task Date/Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management/EWS.
- **Print To:** Data documented via Discharge Plan Questions automatically generates on the Initial Interview Report and Discharge Planner Report. Select one or more of the options below to include the data on an alternate report, also.
  - **Edu:** Education Report
  - **PainFS:** Pain Flowsheet
  - **InitI:** Initial Interview (Not Applicable)
  - **DisPlan:** Discharge Planner (Not Applicable)
  - **DisSum:** Discharge Summary
  - **DisInst:** Discharge Instructions
- **Reflex:** Up to three Reflexes may be attach to the selected Question. If the **Reflex Code** is known, it may be keyed in the applicable field. If unknown, enter a "?" in the field to display the Reflex Lookup Table. Once located, key the Number in the Code field or double-click the **Reflex** to select. The **New** option on the lookup table may be selected to access [Reflex Setup](#)

- **Database Code:** If the **Database Code** is known, it may be keyed in the field. If unknown, enter a "?" to display the Database Code Lookup Table. Once located, key the number in the Code field or double-click the code to select. The **New** option on the lookup table may be selected to create a new code without exiting setup. See the [Database Codes](#)<sup>170</sup> section for full table maintenance information.
  - **Multi-App?:** Select this option to add multi-application functionality to the selected Database Code.
  - **Display Text Answer:** If selected, Thrive automatically displays the first five characters of the answer in the flowchart cell. If not selected (default), Thrive displays the Answer Code if a pre-defined answer is first documented or the word TEXT if free text is used to document.
  - When maintenance is complete, select one of the following options:
    - **Update:** Select this option to **save changes** and exit.
    - **Cancel:** Select this option to exit without saving changes.
    - **Delete:** Select this option to remove the currently selected Line from setup.
- To insert Answers for the selected category, select **Answer** after selecting the line position.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Initial Interview > Discharge Plan > Insert > Beginning of File > Answer**

Master Maintenance

Chart Type: Medical/Surgical  
 Chart Category: Initial Interview  
 Category Section: Discharge Planner  
 Line Type: Answer

Text:

Abbreviation...:

Answer Code...:

F/C Acuity....:

Current Mode: Insert

Enter new information.

Enter:

**Master Maintenance**

- For reference, Chart Type, Chart Category, Category Section and Line Type list at the top of the Master Maintenance screen. The options available for **Answer** setup are noted below:
  - **Text:** Enter the Answer **Description up to 40 characters**.
  - **Abbreviation:** When the description is entered, Thrive automatically generates a 40 character abbreviation comprised of the first 40 characters of the description. This field may be modified.
  - **Answer Code:** The default Answer Code is the first five characters of the Answer Description. This field may be modified.

- **F/C Acuity:** Enter the number of Acuity Points. See the POC Acuity User Guide for additional information.
- When maintenance is complete, select one of the following options:
  - **Update:** Select this option to save changes and exit.
  - **Cancel:** Select this option to exit without saving changes.
  - **Delete:** Select this option to remove the currently selected Line from setup.

### 3.5 Physical Assessment

- To access Physical Assessment Setup:

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Physical Assessment**

Master Maintenance Chart Type: Medical/Surgical

<div style="border: 1px solid black; background-color: #D9E1F2; padding: 2px; margin-bottom: 5px;">Physical Assessment</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Injury Risk</td></tr> <tr><td style="text-align: center;">Psychosocial</td></tr> <tr><td style="text-align: center;">Cardiovascular</td></tr> <tr><td style="text-align: center;">Pulmonary</td></tr> <tr><td style="text-align: center;">Neurological</td></tr> <tr><td style="text-align: center;">Metabolic/Integument</td></tr> <tr><td style="text-align: center;">Musculoskeletal</td></tr> <tr><td style="text-align: center;">Gastrointestinal</td></tr> <tr><td style="text-align: center;">Genitourinary</td></tr> <tr><td style="text-align: center;">Reproductive</td></tr> <tr><td style="text-align: center;">Intravenous</td></tr> <tr><td style="text-align: center;">Pain</td></tr> <tr><td style="text-align: center;">Wound</td></tr> <tr><td style="text-align: center;">Normal Statement</td></tr> <tr><td style="text-align: center;">Initial Validation Statement</td></tr> <tr><td style="text-align: center;">Initial Validation Exceptn Stmt</td></tr> </table>	Injury Risk	Psychosocial	Cardiovascular	Pulmonary	Neurological	Metabolic/Integument	Musculoskeletal	Gastrointestinal	Genitourinary	Reproductive	Intravenous	Pain	Wound	Normal Statement	Initial Validation Statement	Initial Validation Exceptn Stmt	<div style="border: 1px solid black; background-color: #D9E1F2; padding: 2px; margin-bottom: 5px;">User Defined PA Categories</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">INITIAL/SHIFT ASSESSMENT</td></tr> <tr><td style="text-align: center;">RESTRAINTS - VIOLENT PT</td></tr> <tr><td style="text-align: center;">RESTRAINTS - NON-VIOLENT PT</td></tr> <tr><td style="text-align: center;">PCA/PCEA</td></tr> <tr><td style="text-align: center;">FALLS RISK/BRADEN SCALE</td></tr> <tr><td style="text-align: center;">DNR</td></tr> <tr><td style="text-align: center;">CBI</td></tr> <tr><td style="text-align: center;">CHEST TUBE</td></tr> <tr><td style="text-align: center;">BEREAVEMENT</td></tr> <tr><td style="text-align: center;">DVT PE HEPARIN</td></tr> <tr><td style="text-align: center;">CNA ASSESSMENT</td></tr> <tr><td style="text-align: center;">PAIN</td></tr> <tr><td style="text-align: center;">WOUND</td></tr> <tr><td style="text-align: center;">QM</td></tr> </table>	INITIAL/SHIFT ASSESSMENT	RESTRAINTS - VIOLENT PT	RESTRAINTS - NON-VIOLENT PT	PCA/PCEA	FALLS RISK/BRADEN SCALE	DNR	CBI	CHEST TUBE	BEREAVEMENT	DVT PE HEPARIN	CNA ASSESSMENT	PAIN	WOUND	QM
Injury Risk																															
Psychosocial																															
Cardiovascular																															
Pulmonary																															
Neurological																															
Metabolic/Integument																															
Musculoskeletal																															
Gastrointestinal																															
Genitourinary																															
Reproductive																															
Intravenous																															
Pain																															
Wound																															
Normal Statement																															
Initial Validation Statement																															
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INITIAL/SHIFT ASSESSMENT																															
RESTRAINTS - VIOLENT PT																															
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Stage Descriptions																															
User Defined Cat. Descriptions																															
Enter: <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/> Exit																															

#### Master Maintenance Chart Type

- Select **Exit** to return to the previous screen. 13 hard-coded and 16 user-defined Physical Assessment Categories are available per Chart Type. Normal Statement, Initial Validation Statement and Initial Validation Exception Statement Categories are not available for flow chart documentation. To add, modify or remove a user-defined description, select User Defined Cat. Descriptions.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Physical Assessment > User Defined Cat. Descriptions

Nursing Chart Type: Medical/Surgical

User Defined Descriptions

INITIAL/SHIFT ASSESSMENT
RESTRAINTS - VIOLENT PT
RESTRAINTS - NON-VIOLENT PT
PCA/PCEA
FALLS RISK/BRADEN SCALE
DNR
CBI
CHEST TUBE
BEREAVEMENT
DVT PE HEPARIN
CNA ASSESSMENT
PAIN
WOUND
QM

Enter:

User Defined Descriptions

- Select a **category field** to enter a description of up to 28 characters. The **Delete** or **Backspace** key may be used to remove an entry. Select **Exit** to return to the previous menu.
- Select the applicable **category** to begin the maintenance process.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Physical Assessment > Category

Master Maintenance

Chart Type: Medical/Surgical  
 Chart Category: Physical Assessment  
 Category Section: INITIAL/SHIFT ASSESSMENT

Page: 1

Line#	Q/A Text
1	Q Full Reassessment Completed:
2	A No changes from previously documented as
3	A Changes from previous assess. as noted
4	A Pain re-evaluated 1 hr after med given
5	A Pain reassessment rating:
6	Q Pain Scale
7	Q Character of Pain:
8	A Aching
9	A Sore
10	A Pressure
11	A Radiating
12	A Burning
13	A Sharp
14	A Stinging

**Select Mode** Choose a line to change or an option below.

Enter: \_\_\_\_\_

Page #:	PgDn	PgUp	Basic Stmt
Exit	Delete	Ins	Mov
	Copy	Paste	

**Master Maintenance**

- For reference, Chart Type, Chart Category, Category Section and Page Number list at the top of the Master Maintenance screen.
- The main display area consists of the following:
  - Line#: Thrive assigns a line number to each text entry in setup.
  - Q/A: "Q" denotes the text entry is a Question. "A" denotes the text entry is an Answer.
  - Text: The text area displays the Question or Answer Description.
  - **Key** or **double-click** the applicable **line number** to perform maintenance on an existing entry.
- **Page #:** This options allows access to a specific page in setup. Select **Page # > Key Number > Enter**.
- **PgDn/PgUp:** Select **PgDn** to view the next page of setup. Select **PgUp** to view the previous page of setup.
- **Exit:** Select this option to return to the list of Physical Assessment Categories..
- **Delete:** Select this option to delete existing setup.
  - **Key** the **Beginning Line Number** and the **Ending Line Number**.
  - Select **Y** to complete the action or **N** to abort the process.
  - One or more consecutive lines may be deleted using this option.
- **Ins:** Select this option to create a Question entry or an Answer entry. See [Inserting Questions/Answers](#) <sup>27</sup> for additional information.

- **Mov:** Select this option to reposition an existing Question or Answer.
  - **Key** or **double-click** the line number to be moved.
  - **Move AFTER Line#:** The selected line will be moved beneath the line entered here. If the line is being repositioned to a different page of setup, use the **PgDn/PgUp** options to display the applicable page before keying the line number.
  - **Up 1/Down 1:** Select these options to move the line up or down one line number at a time.
  - Select **Cancel** to enter another line to be moved. Select **Cancel** again to exit **Move Mode**.
  
- **Copy:** Select this option to copy one or more consecutive lines to a save area.
  - Select **Copy** and enter the **beginning Sequence Number**, then the **ending Sequence Number**. If the ending number is on a different page of setup, use the **PgDn** option to access the correct page before entering the ending number.
  - Select a Save Area (**1 - 9**) for the data. If the selected Save Area has been previously used, Thrive will prompt **Replace Existing Save Area Data?** Select **Yes** to proceed or **Cancel** to select a different Save Area.
  
- **Paste:** Select this option to paste data from a save area to the setup of the currently selected category.
  - Select **Paste** then the applicable Save Area (**1 - 9**).
  - To position the data, select **End of File**, **Beginning of File** or enter a **Sequence Number** for the data to fall under.
  - **Copy/Paste** may only be utilized between the same category types. If the categories do not match when attempting to Paste, Thrive will prompt **SAVE AREA NOT COMPATIBLE**.

### ***Inserting Questions/Answers***

- Thrive does not limit the number of questions that may be created for Physical Assessment Categories. Questions may be up to 70 characters in length with a 40-character abbreviation that displays for selection on flowcharts. Once selected, the entire description displays. Up to 12 Answers may be entered for each Question. Answers may be up to 40 characters in length.
  
- To begin, select the **category** then **Insert**. The following options are available to position the Question or Answer:
  - **Line Number:** If selected, the Question or Answer will be positioned **beneath the Line Number** entered.
  - **End of File:** Select this option to position the new Question or Answer after the last existing Question or Answer.
  - **Beginning of File:** Select this option to position the new Question or Answer before the first existing Question or Answer.
  
- After the position is determined, select the **Line Type**, Question or Answer. **Exit** may be selected to return to Master Maintenance .

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Physical Assessment > Category > Insert > Beginning of File > Question

Master Maintenance

Chart Type: Medical/Surgical  
 Chart Category: Physical Assessment  
 Category Section: INITIAL/SHIFT ASSESSMENT  
 Line Type: Question

Text:

Abbreviation:   
 FlowChart Code: APAUDEF100166

Quality Measures:  Comfort Measures  Stroke Admit  Stroke Discharge  
 Ed Refusal  VTE Prophylaxis  VTE Treatment  
 Use Unisex Body

F/C Acuity:

Flowsheet answer format:  Text  Date  Time  Proc Start  Proc Stop  
 OR Procedures  Surgeons  Anesthesiologist  Anesthesia Type  Employees  
 Task Date/Time

PrintTo: Edu  PainFS  InitI  DisPlan  DisSum  DisInst  Plan

Calculation:  Reflex:    Database Code:

**Current Mode: Insert** Enter new information. Multi-App?

Enter:     Display Text Answer:

Master Maintenance

- For reference, Chart Type, Chart Category, Category Section and Line Type list at the top of the Master Maintenance screen. The options available for Question setup are noted below:
  - **Text:** Enter the Question Description up to 70 characters.
  - **Abbreviation:** When the description is entered, Thrive automatically generates a 40-character abbreviation comprised of the first 40 characters of the description. This field may be modified.
  - **FlowChart Code:** This code is automatically generated by Thrive. The code may be used to locate a question in the Chart Master.
    - The first character represents the Chart Type, Nursing A-T and Multidisciplinary a-t.
    - Characters two and three represent the Chart Category.
    - Characters four through eight denote the Category Section.
    - The last five digits display what number in line this option was created.
  - **Quality Measures:** If applicable, select one of the following data elements to store documentation for use as structured data on the Quality Measures Report:
    - **Comfort Measures**
    - **Stroke Admit**
    - **Stroke Discharge**
    - **Ed Refusal**
    - **VTE Prophylaxis**
    - **VTE Treatment**

**NOTE:** The above mentioned Quality Measures widgets via the flowchart should be no longer used with MU3. Clinical Quality Measures (CQM) Documentation launch should be added to a Virtual Chart tab. When this launch is selected, the user will be taken to Structured Documentation in PhysDoc and CQM Section List will display. The purpose of this is for Meaningful Use.

- **Use Unisex Body:** If selected, the Unisex Body will display for documentation when this question is selected via the flow chart.
- **F/C Skill Mix:** Enter the applicable Job Code. See the POC Acuity User Guide for additional information.
- **Flowsheet Answer Format:**
  - **Text:** This option is the Thrive default. Used for data that will be documented via facility-defined answers or by free text.
  - **Date:** Select this option if the Question only requires a date be entered. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box.
  - **Time:** Select this option if the Question only requires a time be entered. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box.
  - **Proc Start:** Select this option to document OR Procedures along with Start Date and Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Proc Stop:** Select this option to document OR Procedures along with Stop Date and Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **OR Procedures:** Select this option to document OR Procedures. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Surgeons:** Select this option to document Surgeons. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Anesthesiologist:** Select this option to document Anesthesiologists. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Anesthesia Type:** Select this option to document Anesthesia Type. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Employees:** Select this option to document Employees. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Task Date/Time:** Select this option to document Task Date/Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management/EWS.
- **Print To:** Data documented via Physical Assessment Questions automatically generates on the Initial Physical Assessment or Patient Progress Notes. Select one or more of the options below to include the data on an alternate report, also.
  - **Edu:** Education Report
  - **PainFS:** Pain Flowsheet
  - **Initl:** Initial Interview
  - **DisPlan:** Discharge Planner
  - **DisSum:** Discharge Summary
  - **DisInst:** Discharge Instructions
  - **Plan:** For future enhancement and should pull to Plan of Treatment section of CCD, Discharge Summary and Referral Note.
- **Calculation:** Please see [Calculations](#) <sup>31</sup>.

- **Reflex:** Up to three Reflexes may be attach to the selected Question. If the **Reflex Code** is known, it may be keyed in the applicable field. If unknown, enter a "?" in the field to display the Reflex Lookup Table. Once located, key the Number in the Code field or double-click the **Reflex** to select. The **New** option on the lookup table may be selected to access [Reflex Setup](#) <sup>154</sup>.
  - **Database Code:** If the **Database Code** is known, it may be keyed in the field. If unknown, enter a "?" to display the Database Code Lookup Table. Once located, key the number in the Code field or double-click the code to select. The **New** option on the lookup table may be selected to create a new code without exiting setup. See the [Database Codes](#) <sup>170</sup> section for full table maintenance information.
  - **Multi-App?:** Select this option to add multi-application functionality to the selected Database Code.
  - **Display Text Answer:** If selected, Thrive automatically displays the first five characters of the answer in the flowchart cell. If not selected (default), Thrive displays the Answer Code if a pre-defined answer is first documented or the word TEXT if free text is used to document.
  - When maintenance is complete, select one of the following options:
    - **Update:** Select this option to save changes and exit.
    - **Cancel:** Select this option to exit without saving changes.
    - **Delete:** Select this option to remove the currently selected Line from setup.
- To insert Answers for the selected category, select **Answer** after selecting the line position.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Physical Assessment > Category > Insert > Beginning of File > Answer**

Master Maintenance

Chart Type: Medical/Surgical  
 Chart Category: Physical Assessment  
 Category Section: INITIAL/SHIFT ASSESSMENT  
 Line Type: Answer

Text:

Abbreviation:

Answer Code:

Distinctive Assessment:  Nursing  Physician  Neither

F/C Acuity:

Current Mode: Insert Enter new information.  
 Enter:

**Master Maintenance**

- For reference, Chart Type, Chart Category, Category Section and Line Type list at the top of the Master Maintenance screen. The options available for Answer setup are noted below:

- **Text:** Enter the Answer Description up to 40 characters.
- **Abbreviation:** When the description is entered, Thrive automatically generates a 40 character abbreviation comprised of the first 40 characters of the description. This field may be modified.
- **Answer Code:** The default Answer Code is the first five characters of the Answer Description. This field may be modified.
- **Distinctive Assessment:**
  - **Nursing:** If selected, this answer will populate the Distinctive Nursing Assessment section on 24 Hour Summary, Patient Summary and Patient Census. Additional report setup is necessary.
  - **Physician:** If selected, this answer will populate the Distinctive Physician Assessment section on 24 Hour Summary, Patient Summary and Patient Census. Additional report setup is necessary.
  - **Neither:** Neither is the Thrive default. If selected, the answer will populate with the question as usual.
- **F/C Acuity:** Enter the number of Acuity Points. See the POC Acuity User Guide for additional information.
- When maintenance is complete, select one of the following options:
  - **Update:** Select this option to save changes and exit.
  - **Cancel:** Select this option to exit without saving changes.
  - **Delete:** Select this option to remove the currently selected Line from setup.

### Calculations

- Thrive may be set to generate a total score based on flow chart documentation. The total score may generate from answers selected on one or multiple questions. Questions do not have to be created in the same Chart Types, but they must all be included on the same flow chart for documentation.
- After the questions and answers have been built, **numeric values** must be entered in the answer code field for each answer involved in the calculation. Please refer to the section above for more information on [Question/Answer Setup](#)<sup>27</sup>. Select **Calculation** on the question that will house the grand total. This will enable an option to select the questions to calculate.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Physical Assessment > Category > Insert > Beginning of File > Question > Calculation

Master Maintenance

Chart Type: Medical/Surgical  
 Chart Category: Physical Assessment  
 Category Section: FALLS RISK/BRADEN SCALE  
 Line Type: Question Page: 4

Text:  
 Braden Scale-Total Score:

Abbreviation:   
 FlowChart Code:

Quality Measures:  Comfort Measures  Stroke Admit  Stroke Discharge  
 Ed Refusal  VTE Prophylaxis  VTE Treatment  
 Use Unisex Body

F/C Skill Mix

Flowsheet answer format:  Text  Date  Time  Proc Start  Proc Stop  
 OR Procedures  Surgeons  Anesthesiologist  Anesthesia Type  Employees  
 Task Date/Time

PrintTo: Edu  PainFS  InitI  DisPlan  DisSum  DisInst

Calculation:   Reflex:    Database Code:

Current Mode: Change

Enter:     Multi-App?   
Display Text Answer:

**Master Maintenance**

- Select **Ques** to attach questions to the total score question.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Physical Assessment > Category > Insert > Beginning of File > Question > Calculation > Ques

Chart Type.....: Medical/Surgical  
 Chart Category...: Physical Assessment  
 Category Section: FALLS RISK/BRADEN SCALE  
 Calculation Ques: Braden Scale-Total Score:  
 Calculation Type: Summation

Master Maintenance

Question Listing

Seq	Name	FlowChart Code
1	Braden Scale-Sensory Perception:	APAUDF0500044
2	Braden Scale-Moisture:	APAUDF0500045
3	Braden Scale-Activity:	APAUDF0500046
4	Braden Scale-Mobility:	APAUDF0500056
5	Braden Scale-Nutrition:	APAUDF0500057
6	Braden Scale-Friction and Shear:	APAUDF0500049
7		
8		
9		
10		
11		

Enter: \_\_ (     )

Master Maintenance

- For reference, Chart Type, Chart Category, Category Section, Calculation Question and Line Type list at the top of the Master Maintenance screen.
- The Question Listing displays existing setup. To remove an existing question, **key** or **double-click** the **line number**. **PgUp/PgDn** options may be used to scroll through the Question Listing. Select **Exit** to return to the previous menu. To attach questions, select **Add Questions**.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Physical Assessment > Category > Insert > Beginning of File > Question > Calculation > Ques > Add Question

Master Maintenance

Chart Type.....: Medical/Surgical  
 Chart Category...: Physical Assessment  
 Category Section: FALLS RISK/BRADEN SCALE  
 Question Abbr...: Braden Scale-Total Score:  
 Calculation Type: Summation

Select a Question

Seq	Name	FlowChart Code
1	History of Falling:	APAUDF0500036
2	Co Morbidities Potentiating Falls:	APAUDF0500037
3	Ambulatory Aid:	APAUDF0500038
4	IV or IV Access:	APAUDF0500039
5	Gait:	APAUDF0500040
6	Mental Status:	APAUDF0500041
7	Fall Risk:	APAUDF0500043
8	Braden Scale-Sensory Perception:	APAUDF0500044
9	Braden Scale-Moisture:	APAUDF0500045
10	Braden Scale-Activity:	APAUDF0500046
11	Braden Scale-Mobility:	APAUDF0500056

Enter:  (     )

**Master Maintenance-Select a Question**

- Questions built in the selected Category Section display for selection. To select a question, **key** or **double-click** the **line number**. Multiple questions may be selected before exiting. The total number of questions selected display in the **Questions added** field. **PgUp/PgDn** options may be used to scroll through the Question Listing. Select **Exit** to return to the previous menu.
- **Change Category** allows the user to attach questions to the Calculation question that have been set up in a different Category Section. Once selected, the user may select a new hard-coded or user-defined Physical Assessment Category from which to attach questions. The process to add the questions remains the same.

### **Stage Descriptions**

- Up to five Wound Stage Descriptions may be pre-defined for use when documenting and reviewing documentation via the Unisex Body. Each Physical Assessment Menu allows access to the Stage Descriptions Table, but the table itself is not Chart Type Specific.
- To access setup select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Chart Type > Physical Assessment > Stage Descriptions.**

Select Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Chart Type > Physical Assessment > Stage Descriptions

Stage Description Maintenance

Maintenance Options

Stage I
Stage II
Stage III
Stage IV
Unstageable

Enter: \_ (   )

Stage Description Maintenance

- Select **Exit** to return to Physical Assessment Setup or **Description** to define the stages.

Select Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Chart Type > Physical Assessment > Stage Descriptions > Description

Stage Description Maintenance

Maintenance Options

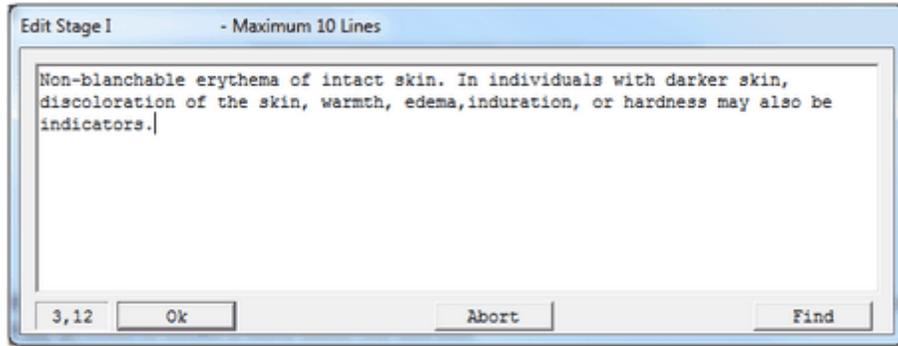
Stage I
Stage II
Stage III
Stage IV
Unstageable

Enter: \_ (   )

Stage Description Maintenance

- Select **All** to address each field. Key **1 - 5** to address a **field** individually. Enter a description of up to 20 characters. The **Delete** or **Backspace** key may be used to remove an entry. Select **Exit** to return to the previous menu.
- To define a stage, select the **stage** from the maintenance options.

Select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Chart Type > Physical Assessment > Stage Descriptions > Stage**



Stage Description Maintenance

- Enter the description in the text box. Up 10 lines of 80 characters each may be entered. Select **OK** to save and exit or **Abort** to proceed without saving. The **Find** option may be used to locate a word within the text box.

### 3.6 Discharge Summary/Instructions

- To access Discharge Summary and Instructions Setup:

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Discharge Summary/Instructions**

Master Maintenance

Chart Type: Medical/Surgical  
Chart Category: Discharge Summary/Instructions

Page: 1

Line#	Q/A	Text
1	Q	DIET:
2	A	Regular
3	A	1800 ADA
4	A	1200 ADA
5	A	Heart Health
6	A	Low Sodium
7	Q	MEDICATIONS:
8	Q	Discharge to:
9	A	Discharge time:
10	A	Home
11	A	Facility:
12	A	Funeral home:
13	A	Morgue
14	A	If deceased, time of death:

**Select Mode** Choose a line to change or an option below.

Enter:

**Master Maintenance**

- For reference, Chart Type, Chart Category and Page Number list at the top of the Master Maintenance screen.
- The main display area consists of the following:
  - Line#: Thrive assigns a line number to each text entry in setup.
  - Q/A: "Q" denotes the text entry is a Question. "A" denotes the text entry is an Answer.
  - Text: The text area displays the Question or Answer Description.
  - Key** or **double-click** the applicable **line number** to perform maintenance on an existing entry.
- Page #:** This options allows access to a specific page in setup. Select **Page # > Key Number > Enter**.
- PgDn/PgUp:** Select **PgDn** to view the next page of setup. Select **PgUp** to view the previous page of setup.
- Exit:** Select this option to return to Chart Type Maintenance..
- Delete:** Select this option to delete existing setup.
  - Key** the **Beginning Line Number** and the **Ending Line Number**.

- Select **Y** to complete the action or **N** to abort the process.
- One or more consecutive lines may be deleted using this option.
- **Ins**: Select this option to create a Question entry or an Answer entry. See [Inserting Questions/Answers](#) <sup>[38]</sup> for additional information.
- **Mov**: Select this option to reposition an existing Question or Answer.
  - **Key** or **double-click** the line number to be moved.
  - **Move AFTER Line#**: The selected line will be moved beneath the line entered here. If the line is being repositioned to a different page of setup, use the **PgDn/PgUp** options to display the applicable page before keying the line number.
  - **Up 1/Down 1**: Select these options to move the line up or down one line number at a time.
  - Select **Cancel** to enter another line to be moved. Select **Cancel** again to exit **Move Mode**.
- **Copy**: Select this option to copy one or more consecutive lines to a save area..
  - Select **Copy** and enter the **beginning Sequence Number**, then the **ending Sequence Number**. If the ending number is on a different page of setup, use the **PgDn** option to access the correct page before entering the ending number.
  - Select a Save Area (**1 - 9**) for the data. If the selected Save Area has been previously used, Thrive will prompt **Replace Existing Save Area Data?**. Select **Yes** to proceed or **Cancel** to select a different Save Area.
- **Paste**: Select this option to paste data from a save area to the setup of the currently selected category.
  - Select **Paste** then the applicable Save Area (**1 - 9**).
  - To position the data, select **End of File**, **Beginning of File** or enter a **Sequence Number** for the data to fall under.
  - **Copy/Paste** may only be utilized between the same category types. If the categories do not match when attempting to Paste, Thrive will prompt **SAVE AREA NOT COMPATIBLE**.

### ***Inserting Questions/Answers***

- Up to 30 Questions may be entered in the Discharge Summary/Instructions Category. Questions may be up to 70 characters in length with a 40-character abbreviation that displays for selection on flowcharts. Once selected, the entire description displays. Up to 12 Answers may be entered for each Question. Answers may be up to 40 characters in length.
- If an attempt is made to enter more than 30 Questions in the Discharge Summary/Instructions Category, the following prompt displays: **Max number for this field has already been reached**.
- To begin, select **Discharge Summary/Instructions** then **Insert**. The following options are available to position the Question or Answer:
  - **Line Number**: If selected, the Question or Answer will be positioned beneath the Line Number entered.
  - **End of File**: Select this option to position the new Question or Answer after the last existing Question or Answer.
  - **Beginning of File**: Select this option to position the new Question or Answer before the first existing Question or Answer.

- After the position is determined, select the **Line Type**, Question or Answer. **Exit** may be selected to return to Master Maintenance .

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Discharge Summary/Instructions > Insert > Beginning of File > Question**

Master Maintenance

Chart Type: Medical/Surgical  
Chart Category: Discharge Summary/Instructions  
Category Section:  
Line Type: Question Page: 2

Text:  
Mode of Transportation:

Abbreviation:   
FlowChart Code:

Show in "Other Information"?:

F/C Skill Mix.:

Flowsheet answer format:  Text  Date  Time  Proc Start  Proc Stop  
 OR Procedures  Surgeons  Anesthesiologist  Anesthesia Type  Employees  
 Task Date/Time  ED Followup Care  Referral/ToC

PrintTo: Edu  PainFS  InitI  DisPlan  DisSum  DisInst

Database Code:   
Multi-App?

Current Mode: Change

Enter:

**Master Maintenance**

- For reference, Chart Type, Chart Category, Category Section and Line Type list at the top of the Master Maintenance screen. The options available for Question setup are noted below:
  - **Text:** Enter the Question Description up to 70 characters.
  - **Abbreviation:** When the description is entered, Thrive automatically generates a 40-character abbreviation comprised of the first 40 characters of the description. This field may be modified.
  - **FlowChart Code:** This code is automatically generated by Thrive. The code may be used to locate a question in the Chart Master.
    - The first character represents the Chart Type, Nursing A-T and Multidisciplinary a-t.
    - Characters two and three represent the Chart Category.
    - Characters four through eight denote the Category Section.
    - The last five digits display what number in line this option was created.
  - **Show in "Other Information"?:** Select this option to include this Question on the Other Information Section of the Discharge Summary Report. If selected, this data will not be included on the Discharge Instructions Report.
  - **F/C Skill Mix:** Enter the applicable Job Code. See the POC Acuity User Guide for additional information.
  - **Flowsheet Answer Format:**
    - **Text:** This option is the Thrive default. Used for data that will be documented via facility-defined answers or by free text.

- **Date:** Select this option if the Question only requires a date be entered. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box.
- **Time:** Select this option if the Question only requires a time be entered. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box.
- **Proc Start:** Select this option to document OR Procedures along with Start Date and Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **Proc Stop:** Select this option to document OR Procedures along with Stop Date and Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **OR Procedures:** Select this option to document OR Procedures. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **Surgeons:** Select this option to document Surgeons. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **Anesthesiologist:** Select this option to document Anesthesiologists. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **Anesthesia Type:** Select this option to document Anesthesia Type. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **Employees:** Select this option to document Employees. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **Task Date/Time:** Select this option to document Task Date/Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management/EWS.
- **ED Followup Care:** Select this option to document if follow-up care is ordered for a patient following an Emergency Department visit. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box.
- **Refer/ToC:** Select this option to document referral and/or transfer of care information. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box.
- **Print To:** Data documented via Discharge Summary/Instructions Questions automatically generates on the Discharge Summary Report and the Discharge Instruction Report (if not designated as "Other Information"). Select one or more of the options below to include the data on an alternate report, also.
  - **Edu:** Education Report
  - **PainFS:** Pain Flowsheet
  - **Initl:** Initial Interview
  - **DisPlan:** Discharge Planner
  - **DisSum:** Discharge Summary (Not Applicable)
  - **DisInst:** Discharge Instructions (Not Applicable)
- **Database Code:** If the **Database Code** is known, it may be keyed in the field. If unknown, enter a "?" to display the Database Code Lookup Table. Once located, key the number in the Code field or double-click the code to select. The **New** option on the lookup table may be selected to create a new code without exiting setup. See the [Database Codes](#)<sup>170</sup> section for full table maintenance information.

- **Multi-App?**: Select this option to add multi-application functionality to the selected Database Code.
- When maintenance is complete, select one of the following options:
  - **Update**: Select this option to save changes and exit.
  - **Cancel**: Select this option to exit without saving changes.
  - **Delete**: Select this option to remove the currently selected Line from setup.
- To insert Answers for the selected category, select **Answer** after selecting the line position.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Discharge Summary/Instructions > Insert > Beginning of File > Answer**

Master Maintenance

Chart Type: Medical/Surgical  
 Chart Category: Discharge Summary/Instructions  
 Category Section:  
 Line Type: Answer

Text:

Abbreviation:

Answer Code...:

F/C Acuity....:

Current Mode: Insert

 Enter new information.  
 Enter:

**Master Maintenance**

- For reference, Chart Type, Chart Category, Category Section and Line Type list at the top of the Master Maintenance screen. The options available for Answer setup are noted below:
  - **Text**: Enter the Answer Description up to 40 characters.
  - **Abbreviation**: When the description is entered, Thrive automatically generates a 40 character abbreviation comprised of the first 40 characters of the description. This field may be modified.
  - **Answer Code**: The default Answer Code is the first five characters of the Answer Description. This field may be modified.
  - **F/C Acuity**: Enter the number of Acuity Points. See the POC Acuity User Guide for additional information.
  - When maintenance is complete, select one of the following options:
    - **Update**: Select this option to save changes and exit.
    - **Cancel**: Select this option to exit without saving changes.
    - **Delete**: Select this option to remove the currently selected Line from setup.

### **Diet and Medication Questions**

- **Diet:** In order for the patient's documented diet to generate in the "Diet" section of the Discharge Summary and Discharge Instruction Reports, the first question built in setup must be DIET: (all caps, with a colon at the end). Up to 12 answers may be created for this question; but if set up using this format, the patient's current ancillary Diet Order will populate the first answer field for selection.
- **Medications:** In order to access the electronic Medication Reconciliation application via the Discharge Summary and Instruction Flow Chart, the second question built in setup must be MEDICATIONS: (all caps, with a colon at the end). If electronic Medication Reconciliation is not being utilized, a special answer box will display to select discharge medications. Pre-defined answers are not necessary.

### 3.7 Transfer Form

- To access Transfer Form Setup:

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Transfer Form**

Master Maintenance

Chart Type: Medical/Surgical  
Chart Category: Transfer Form

Page: 1

Line#	Q/A	Text
1	Q	TRANSFER CONSENT:
2	A	I acknowledge that my medical condition has been evaluated and explai
3	A	me by the Emergency Department physician and/or my attending physicia
4	A	who has recommended that I be transferred to the service of Dr.
5	A	_____ at _____
6	A	The potential benefits of such transfer, the potential risks associat
7	A	with such transfer and the probable risks of not being transferred ha
8	A	been explained to me and I fully understand them. With this knowledg
9	A	and understanding, I agree and consent to be transferred.
10	Q	TRANSFER REQUEST:
11	A	I acknowledge that my medical condition has been evaluated and explai
12	A	me by the Emergency Department physician and/or my attending physicia
13	A	has recommended and offered to me further medical examination and tre
14	A	The potential benefits of such further medical examination and treatm

**Select Mode** Choose a line to change or an option below.

Enter: \_\_\_\_\_

Page #:	PgDn	PgUp			
Exit	Delete	Ins	Mov	Copy	Paste

**Master Maintenance**

- For reference, Chart Type, Chart Category and Page Number list at the top of the Master Maintenance screen.
- The main display area consists of the following:
  - Line#: Thrive assigns a line number to each text entry in setup.
  - Q/A: Q denotes the text entry is a Question. A denotes the text entry is an Answer.
  - Text: The text area displays the Question or Answer Description.
  - Key** or **double-click** the applicable **line number** to perform maintenance on an existing entry.
- Page #:** This options allows access to a specific page in setup. Select **Page # > Key Number > Enter**.
- PgDn/PgUp:** Select **PgDn** to view the next page of setup. Select **PgUp** to view the previous page of setup.
- Exit:** Select this option to return to Chart Type Maintenance..
- Delete:** Select this option to delete existing setup.
  - Key** the **Beginning Line Number** and the **Ending Line Number**.

- Select **Y** to complete the action or **N** to abort the process.
- One or more consecutive lines may be deleted using this option.
- **Ins:** Select this option to create a Question entry or an Answer entry. See [Inserting Questions/Answers](#)<sup>[44]</sup> for additional information.
- **Mov:** Select this option to reposition an existing Question or Answer.
  - **Key** or **double-click** the **line number** to be moved.
  - **Move AFTER Line#:** The selected line will be moved beneath the line entered here. If the line is being repositioned to a different page of setup, use the **PgDn/PgUp** options to display the applicable page before keying the line number.
  - **Up 1/Down 1:** Select these options to move the line up or down one line number at a time.
  - Select **Cancel** to enter another line to be moved. Select **Cancel** again to exit Move Mode.
- **Copy:** Select this option to copy one or more consecutive lines to a save area.
  - Select **Copy** and enter the **beginning Sequence Number**, then the **ending Sequence Number**. If the ending number is on a different page of setup, use the **PgDn** option to access the correct page before entering the ending number.
  - Select a Save Area (**1 - 9**) for the data. If the selected Save Area has been previously used, Thrive will prompt **Replace Existing Save Area Data?**. Select **Yes** to proceed or **Cancel** to select a different Save Area.
- **Paste:** Select this option to paste data from a save area to the setup of the currently selected category.
  - Select **Paste** then the applicable Save Area (**1 - 9**).
  - To position the data, select **End of File**, **Beginning of File** or enter a **Sequence Number** for the data to fall under.
  - Copy/Paste may only be utilized between the same category types. If the categories do not match when attempting to Paste, Thrive will prompt **SAVE AREA NOT COMPATIBLE**.

### ***Inserting Questions/Answers***

- Up to 30 Questions may be entered in the Transfer Form Category. Questions may be up to 70 characters in length with a 40-character abbreviation that displays for selection on flowcharts. Once selected, the entire description displays. Up to 12 Answers may be entered for each Question. Answers may be up to 40 characters in length.
- If an attempt is made to enter more than 30 Questions in the Transfer Form Category, the following prompt displays: **Max number for this field has already been reached**.
- To begin, select **Transfer Form** then **Insert**. The following options are available to position the Question or Answer:
  - **Line Number:** If selected, the Question or Answer will be positioned beneath the Line Number entered.
  - **End of File:** Select this option to position the new Question or Answer after the last existing Question or Answer.
  - **Beginning of File:** Select this option to position the new Question or Answer before the first existing Question or Answer.

- After the position is determined, select the **Line Type**, Question or Answer. **Exit** may be selected to return to Master Maintenance .

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Transfer Form > Insert > Beginning of File > Question**

Master Maintenance

Chart Type: Medical/Surgical  
Chart Category: Transfer Form  
Category Section:  
Line Type: Question

Text:

Abbreviation:   
FlowChart Code:

F/C Skill Mix.:   
Flowsheet answer format:  Text  Date  Time  Proc Start  Proc Stop  
 OR Procedures  Surgeons  Anesthesiologist  Anesthesia Type  Employees  
 Task Date/Time  
PrintTo: Edu  PainFS  InitI  DisPlan  DisSum  DisInst   
Database Code:   
Multi-App?

**Current Mode: Insert** Enter new information.  
Enter:

#### Master Maintenance

- For reference, Chart Type, Chart Category, Category Section and Line Type list at the top of the Master Maintenance screen. The options available for Question setup are noted below:
  - **Text:** Enter the Question Description up to 70 characters.
  - **Abbreviation:** When the description is entered, Thrive automatically generates a 40 character abbreviation comprised of the first 40 characters of the description. This field may be modified.
  - **FlowChart Code:** This code is automatically generated by Thrive. The code may be used to locate a question in the Chart Master.
    - The first character represents the Chart Type, Nursing A-T and Multidisciplinary a-t.
    - Characters two and three represent the Chart Category.
    - Characters four through eight denote the Category Section.
    - The last five digits display what number in line this option was created.
  - **F/C Skill Mix:** Enter the applicable Job Code. See the POC Acuity User Guide for additional information.
  - **Flowsheet Answer Format:**
    - **Text:** This option is the Thrive default. Used for data that will be documented via facility-defined answers or by free text.
    - **Date:** Select this option if the Question only requires a date be entered. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box.
    - **Time:** Select this option if the Question only requires a time be entered. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box.

- **Proc Start:** Select this option to document OR Procedures along with Start Date and Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **Proc Stop:** Select this option to document OR Procedures along with Stop Date and Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **OR Procedures:** Select this option to document OR Procedures. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **Surgeons:** Select this option to document Surgeons. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **Anesthesiologist:** Select this option to document Anesthesiologists. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **Anesthesia Type:** Select this option to document Anesthesia Type. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **Employees:** Select this option to document Employees. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **Task Date/Time:** Select this option to document Task Date/Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management/EWS.
- **Database Code:** If the **Database Code** is known, it may be keyed in the field. If unknown, enter a "?" to display the Database Code Lookup Table. Once located, key the number in the Code field or double-click the code to select. The **New** option on the lookup table may be selected to create a new code without exiting setup. See the [Database Codes](#)<sup>170</sup> section for full table maintenance information.
- **Multi-App?:** Select this option to add multi-application functionality to the selected Database Code.
- When maintenance is complete, select one of the following options:
  - **Update:** Select this option to save changes and exit.
  - **Cancel:** Select this option to exit without saving changes.
  - **Delete:** Select this option to remove the currently selected Line from setup.

- To insert Answers for the selected category, select **Answer** after selecting the line position.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Transfer Form > Insert > Beginning of File > Answer**

Master Maintenance

Chart Type: Medical/Surgical  
 Chart Category: Transfer Form  
 Category Section:  
 Line Type: Answer

Text:

Abbreviation:

F/C Acuity....:

Current Mode: Insert Enter new information.  
 Enter:

#### Master Maintenance

- For reference, Chart Type, Chart Category, Category Section and Line Type list at the top of the Master Maintenance screen. The options available for Answer setup are noted below:
  - **Text:** Enter the Answer Description up to 40 characters.
  - **Abbreviation:** When the description is entered, Thrive automatically generates a 40 character abbreviation comprised of the first 40 characters of the description. This field may be modified.
  - **F/C Acuity:** Enter the number of Acuity Points. See the POC Acuity User Guide for additional information.
  - When maintenance is complete, select one of the following options:
    - **Update:** Select this option to save changes and exit.
    - **Cancel:** Select this option to exit without saving changes.
    - **Delete:** Select this option to remove the currently selected Line from setup.

### Transfer Consent/Request/Refusal and Facility

- Transfer Consent/Request/Refusal: Transfer statements for patient consent, request and/or refusal may be pre-defined. If selected via a flow chart, the statement will be included on the Transfer Form Report along with a signature area.
  - Consent, request and/or refusal statements (in no particular order) must be set up as the first, second and/or third questions in Transfer Form Setup.
  - Question setup must be as follows:
    - TRANSFER CONSENT: (all caps, with a colon at the end)
    - TRANSFER REQUEST: (all caps, with a colon at the end)

- TRANSFER REFUSAL: (all caps, with a colon at the end)
- Each question may have up to 12 answer lines with 76 characters that will display in paragraph form when selected via the flow chart. If information such as a physician name will be documented in the statement, space (i. e. blank line) should be incorporated to accommodate the additional information.

Line#	Q/A	Text
1	Q	TRANSFER CONSENT:
2	A	I acknowledge that my medical condition has been evaluated and explai
3	A	me by the Emergency Department physician and/or my attending physicia
4	A	who has recommended that I be transferred to the service of Dr.
5	A	_____ at _____
6	A	The potential benefits of such transfer, the potential risks associat
7	A	with such transfer and the probable risks of not being transferred ha
8	A	been explained to me and I fully understand them. With this knowledg
9	A	and understanding, I agree and consent to be transferred.
10	Q	TRANSFER REQUEST:
11	A	I acknowledge that my medical condition has been evaluated and explai
12	A	me by the Emergency Department physician and/or my attending physicia
13	A	has recommended and offered to me further medical examination and tre
14	A	The potential benefits of such further medical examination and treatm

#### Transfer Consent Setup Example

- Transfer Facility: Up to four facilities may be pre-defined for selection on the Transfer Form. The question must be set up as the first question following Transfer Consent/Request/Refusal questions.
  - The question must be created as follows: FACILITY TRANSFERRING TO: (all caps, with a colon at the end).
  - Four answer lines (16 total) are available per facility and are defined as follows:
    - Line One: Facility Name (up to 40 characters)
    - Line Two: Address Line 1 (up to 40 characters)
    - Line Three: Address Line 2 (up to 40 characters)
    - Line Four: City (characters 1-15), State (characters 16-17), Zip (characters 22-31)

Line#	Q/A	Text
29	A	receiving treatment at _____.
30	Q	FACILITY TRANSFERRING TO:
31	A	Memorial Nursing Home
32	A	987 Bowtie Street
33	A	{404}693-8472
34	A	Royston GA 12345-6789
35	A	Infirmery Memorial Hospital
36	A	123 Smith Avenue
37	A	P.O. Box 123
38	A	Pittsburgh PA 34123-1099
39	A	Providence Medical Center
40	A	999 Villa Mercy Drive
41	A	(334) 626-0126
42	A	Daphne AL 39393

#### Facility Transferring To Setup Example

### 3.8 24hr Summary Table

- The 24hr Summary has two formats, A and B. The 24hr Summary Table is used to customize the report for the selected Chart Type. To access the table:

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > 24hr Summary Table**

Chart Type: Medical/Surgical

24HR Summary Control Record

24 Hour Summary Format A

24 Hour Summary Format B

Enter: \_

Exit Help

Chart Type-24Hr Summary Control Record

- Select **Exit** to return to Chart Type Maintenance. Select **Help** to view General Information about each format:
  - **A.** Vertical format with graphed or printed hourly vitals.
  - **B.** Horizontal Format with vitals in 4-hour blocks.
- The following sections will discuss the setup options available for Format A and B.

#### **24 Hour Summary Format A**

- To access Page 1 setup for Format A:

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > 24hr Summary Table > 24 Hour Summary Format A

24HR Summary Control-Format A - Chart Type: Medical/Surgical			
			Page 1
Cd/Descr		Cd/Descr	Ventilation Options
1	Method		1=Method, 2=O2 L/M, 3=FiO2, 4=O2 Sat, 5=Rate,
2	O2 L/M		6=MODE, 7=Tidal Volume, 8=PeeP, 9=PIP, 10=Site,
3	FiO2		11=Tube Mark, 12=Cuff Pressure
4	O2 Sat		
Cd/Descr		Intake Options	
1	PO	1=PO, 2=Lipids, 3=Hespan, 4=Albumin, 5=IV, 6=Irrigation Solution,	
3	Hespan	7=NG/PEG Tube, 8=Hyperalimentation, 9=Packed Red Cells,	
5	IV	10=Fresh Plasma, 11=Platelets, 12=Blood Products	
7	NG/PEG		
Cd/Descr		Output Options	
1	NG	1=NG Tube, 2=Colostomy, 3=Stool, 4=Emesis, 5=T-Tube, 6=Hemovac 1,	
3	Stool	7=Hemovac 2, 8=Hemovac, 9=Est Bld Loss, 10=Catheter Urine,	
12	Urine	11=Voided Urine, 12=Urine, 13=ChestTube 1, 14=Chest Tube 2,	
4	Emesis	15=Chest Tube, 16=Jackson Pratt 1, 17=Jackson Pratt 2, 18=J.Pratt	
Enter: _____			
		Exit	PgDn

24HR Summary Control-Format A - Page 1

- Ventilation Options:** Up to seven options may be selected to display in the Ventilation Section. Available options are listed below. The description entered for the selected codes may only be up to six characters.
 

▪ 1 - Method	▪ 4 - O2 Sat	▪ 7 - Tidal Volume	▪ 10 - Site
▪ 2 - O2 L/M	▪ 5 - Rate	▪ 8 - PeeP	▪ 11 - Tube Mark
▪ 3 - FiO2	▪ 6 - MODE	▪ 9 - PIP	▪ 12 - Cuff Pressure
- Intake Options:** Up to four options may be selected to display in the Intake Section. Available options are listed below. The description entered for the selected codes may only be up to six characters.
 

▪ 1 - PO	▪ 5 - IV	▪ 9 - Packed Red Cells
▪ 2 - Lipids	▪ 6 - Irrigation Solution	▪ 10 - Fresh Plasma
▪ 3 - Hespan	▪ 7 - NG/PEG Tube	▪ 11 - Platelets
▪ 4 - Albumin	▪ 8 - Hyperalimentation	▪ 12 - Blood Products
- Output Options:** Up to four options may be selected to display in the Output Section of the. Available options are listed below. The description entered for the selected codes may only be up to six characters. Some items will display the total of other items. For example, item 12, urine will display the total of item 10, catheter urine, and item 11, voided urine.
 

▪ 1 - NG Tube	▪ 6 - Hemovac 1	▪ 11 - Voided Urine	▪ 16 - Jackson Pratt 1
▪ 2 - Colostomy	▪ 7 - Hemovac 2	▪ 12 - Urine	▪ 17 - Jackson Pratt 2
▪ 3 - Stool	▪ 8 - Hemovac	▪ 13 - Chest Tube 1	▪ 18 - J. Pratt
▪ 4 - Emesis	▪ 9 - Est Bld Loss	▪ 14 - Chest Tube 2	
▪ 5 - T-Tube	▪ 10 - Catheter Urine	▪ 15 - Chest Tube	



- **Current Results or Last 2:** The option selected here determines what generates from the Selected Lab Results option.
  - **C:** All results documented in the last 24 hours for the items in Selected Lab Results will display on the report.
  - **2:** The last two results documented in the last 24 hours for the items in Selected Lab Results will display on the report.
  - **N:** None of the selected lab results will print on the 24-Hour Summary report.
- **Flagged Abnormals:** Select this option to display results flagged with a L (low), LC (low critical), H (high) or HC (high critical) values.
- **Selected Lab Results:** Up to ten Lab Items may be entered by description to display results on the report. Enter the first few letters of the item then **Enter** or a question mark then **Enter** to display a lookup table for the item.
- **Current Medications:** Select this option to display a list of the patient's active medications at the time the report is generated. The current medication information consists of a description of the medication, the dose and frequency schedule.
- **X1 & PRN Medications:** Select this option to display a list of X1 and PRN Medications. The X1 and PRN medication information consists of the frequency of administration, the time the medication was given, a description of the medication, and the reason for giving the medication.
- **Omitted Medications:** Select this option to display a list of Omitted Medications. The omitted medication information consists of a description of the medication, omitted date/time or check date/time, and the reason for omission. A check date/time indicates that for some reason, the medication was not given 30 minutes prior or 30 minutes after the schedule administration time.
- **Meds Given Last 24 Hours:** Select this option to display a list of medications given in the last 24 hours. The medications given in the last 24 hours information consists of the date/time the medication was given, a description of the medication, the dose, and the frequency of administration.
- **Neuro Checks:** Select this option to include Neuro Check documentation on the 24 Hour Summary. Setup must be housed in Neuro Check Setup in order to pull to this section.
- **Future Start Meds:** Select this option to include medications with a future Start Date/Time in the Current Medications section of the report.

### **24 Hour Summary Format B**

- To access setup for Format B:

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > 24hr Summary Table > 24 Hour Summary Format B

24HR Summary Control-Format B - Chart Type: Medical/Surgical

**Options**

Administrative Data:	<input checked="" type="checkbox"/>	Dist. Nursing Assessments:	<input checked="" type="checkbox"/>
Consults:	<input checked="" type="checkbox"/>	Ancillary Dept Orders:	<input checked="" type="checkbox"/>
Current Medications:	<input checked="" type="checkbox"/>	Current Results or Last 2:	<input type="text" value="2"/> (C/2/N)
X1 & PRN Medications:	<input checked="" type="checkbox"/>	Flagged Abnormals:	<input checked="" type="checkbox"/>
Omitted Medications:	<input checked="" type="checkbox"/>	Nursing Orders:	<input checked="" type="checkbox"/>
Blood Glucose Monitoring:	<input checked="" type="checkbox"/>	Neuro Checks:	<input checked="" type="checkbox"/>
Dist. Physician Assessl:	<input checked="" type="checkbox"/>	Problem List:	<input checked="" type="checkbox"/>
Sort:	<input type="text" value="C"/> (C/T)	1st Shift Start Hour:	<input type="text" value="07"/>
		Future Start Meds?:	<input checked="" type="checkbox"/>

**Selected Lab Results**

CBC
POTASSIUM
WBC
RBC
DIGOXIN

Enter:

24HR Summary Control-Format B - Chart Type: Medical/Surgical

**Options**

Administrative Data:	<input checked="" type="checkbox"/>	Dist. Nursing Assessments:	<input checked="" type="checkbox"/>
Consults:	<input checked="" type="checkbox"/>	Ancillary Dept Orders:	<input checked="" type="checkbox"/>
Current Medications:	<input checked="" type="checkbox"/>	Current Results or Last 2:	<input type="text" value="2"/> (C/2/N)
X1 & PRN Medications:	<input checked="" type="checkbox"/>	Flagged Abnormals:	<input checked="" type="checkbox"/>
Omitted Medications:	<input checked="" type="checkbox"/>	Nursing Orders:	<input checked="" type="checkbox"/>
Blood Glucose Monitoring:	<input checked="" type="checkbox"/>	Neuro Checks:	<input checked="" type="checkbox"/>
Dist. Physician Assessl:	<input checked="" type="checkbox"/>	Problem List:	<input checked="" type="checkbox"/>
Sort:	<input type="text" value="C"/> (C/T)	1st Shift Start Hour:	<input type="text" value="07"/>
		Future Start Meds?:	<input checked="" type="checkbox"/>

**Selected Lab Results**

CBC
POTASSIUM
WBC
RBC
DIGOXIN

Enter:

24HR Summary Control-Format B

- **Administrative Data:** Select this option to display the following administrative data on the 24 Hour Summary: admission date and time, length of stay, admitting diagnosis, working diagnosis 1 & 2, patient's condition, DNR status, advanced directive status, restraints status, current diet, food dislikes, food allergies, diabetic status, fluid restriction, sodium restriction, smoker status, height, current and admission weight.

- **Consults:** Select this option to display Consult Orders from the Medact. The Consult Category Number must be entered in the POC Control Record.
- **Current Medications:** Select this option to display a list of the patient's active medications at the time the report is generated. The current medication information consists of a description of the medication, the dose and frequency schedule.
- **X1 & PRN Medications:** Select this option to display a list of X1 and PRN Medications. The X1 and PRN medication information consists of the frequency of administration, the time the medication was given, a description of the medication, and the reason for giving the medication.
- **Omitted Medications:** Select this option to display a list of Omitted Medications. The omitted medication information consists of a description of the medication, omitted date/time or check date/time, and the reason for omission. A check date/time indicates that for some reason, the medication was not given 30 minutes prior or 30 minutes after the schedule administration time.
- **Blood Glucose Monitoring:** Select this option to include Diabetic Record Documentation on the report.
- **Dist. Physician Assess.:** Select this option to include Physical Assessment Answers designated as Distinctive Physician Assessments.
- **Sort:** Controls how **Distinctive Physician and Nursing Assessments** will sort on the 24-Hour Summary Report
  - **C:** By Category (Setup)
  - **T:** By Time
- **Selected Lab Results:** Up to 10 Lab Items may be entered by description to display results on the report. Enter the first few letters of the item then **Enter** or a question mark then **Enter** to display a lookup table for the item.
- **Dist. Nursing Assessments:** Select this option to include Physical Assessment Answers designated as Distinctive Nursing Assessments.
- **Ancillary Dept Orders:** If selected, the following ancillary department information will print on the 24-Hour Summary report: type of service: lab, radiology, respiratory and physical therapy, date and time the order was entered, description of the procedure, and status of the order.
- **Current Results or Last 2:** The option selected here determines what generates from the Selected Lab Results option.
  - **C:** All results documented in the last 24 hours for the items in Selected Lab Results will display on the report.
  - **2:** The last two results documented in the last 24 hours for the items in Selected Lab Results will display on the report.
  - **N:** None of the selected lab results will print on the 24-Hour Summary report.
- **Flagged Abnormals:** Select this option to display results flagged with a L (low), LC (low critical), H (high) or HC (high critical) values.

- 
- **Nursing Orders:** Select this option to display Nursing Orders and the last status documented via the Medact.
  - **Neuro Checks:** Select this option to include Neuro Check documentation on the 24 Hour Summary. Setup must be housed in Neuro Check Setup in order to pull to this section.
  - **Problem List:** Select this option to display Problems and the last status documented via the Problem List.
  - **1st Shift Start Hour:** Controls the start time for I&O on the 24HR Summary Report. The shifts will be divided into 3 equal 8-hour shifts with the first shift starting at the time in **First Shift Start Hour**.
  - **Future Start Meds:** Select this option to include medications with a future Start Date/Time in the Current Medications section of the report.

### 3.9 Shift Summary

- To access Shift Summary Setup:

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Shift Summary**

Master Maintenance

Chart Type: Medical/Surgical  
Chart Category: Shift Summary

Page: 1

Line#	C/A	Text
1	C	MD Notified
2	C	Staff Notified
3	C	Patient Notified/Educated
4	C	Family Notified/Educated
5	C	In Progress
6	C	Pending
7	C	Abnormal
8	A	Cardiac Monitoring/Telemetry
9	A	Continuous O2 Sat
10	A	Last pain medication given at:
11	A	Pain Scale:
12	A	Wound Location/Stage:
13	A	Dressing Changes
14	A	IV Site and Gauge Number:

**Select Mode** Choose a line to change or an option below.

Enter: \_\_\_\_\_

Page #:

PgDn

PgUp

Exit

Delete

Ins

Mov

Copy

Paste

**Master Maintenance**

- For reference, Chart Type, Chart Category and Page Number list at the top of the Master Maintenance screen.
- The main display area consists of the following:
  - Line#: Thrive assigns a line number to each text entry in setup.
  - C/A: "C" denotes the text entry is a Choice. "A" denotes the text entry is an Activity.
  - Text: The text area displays the Choice or Activity Description.
  - Key** or **double-click** the applicable **line number** to perform maintenance on an existing entry.
- Page #:** This options allows access to a specific page in setup. Select **Page # > Key Number > Enter**.
- PgDn/PgUp:** Select **PgDn** to view the next page of setup. Select **PgUp** to view the previous page of setup.
- Exit:** Select this option to return to the previous menu.

- **Delete:** To delete existing setup select **Delete > Key Beginning Line Number > Enter > Key Ending Line Number > Enter > Y** to complete the action or **N** to abort the process. One or more consecutive lines may be deleted using this option.
- **Ins:** Select this option to create a Choice entry or an Activity entry. See [Inserting Choices/Activities](#)<sup>[57]</sup> for additional information.
- **Mov:** Select this option to reposition an existing Choice or Activity.
  - **Key** or **double-click** the line number to be moved.
  - **Move AFTER Line#:** The selected line will be moved beneath the line entered here. If the line is being repositioned to a different page of setup, use the **PgDn/PgUp** options to display the applicable page before keying the line number.
  - **Up 1/Down 1:** Select these options to move the line up or down one line number at a time.
  - Select **Cancel** to enter another line to be moved. Select **Cancel** again to exit **Move Mode**.
- **Copy:** Select this option to copy one or more consecutive lines to a save area..
  - Select **Copy** and enter the **beginning Sequence Number**, then the **ending Sequence Number**. If the ending number is on a different page of setup, use the **PgDn** option to access the correct page before entering the ending number.
  - Select a Save Area (**1 - 9**) for the data. If the selected Save Area has been previously used, Thrive will prompt **Replace Existing Save Area Data?**. Select **Yes** to proceed or **Cancel** to select a different Save Area.
- **Paste:** Select this option to paste data from a save area to the setup of the currently selected category.
  - Select **Paste** then the applicable Save Area (**1 - 9**).
  - To position the data, select **End of File**, **Beginning of File** or enter a **Sequence Number** for the data to fall under.
  - **Copy/Paste** may only be utilized between the same category types. If the categories do not match when attempting to Paste, Thrive will prompt **SAVE AREA NOT COMPATIBLE**.

### ***Inserting Choices/Activities***

- Up to nine Choices may be entered. Choices may be up to 40 characters in length and will always populate Line Numbers 1 - 9. The Choices entered will display for selection as modifiers for the Activities setup in this Category.
- Up to 60 Activities may be entered. Activities may be up to 70 characters in length with a 40-character abbreviation that displays for selection on flowcharts. Once selected, the entire description displays.
- If an attempt is made to enter more than nine Choices or 60 Activities per Category, the following prompt displays: **Max number for this field has already been reached**.
- To begin, select **Shift Summary** then **Insert**. The following options are available to position the Choice or Activity:
  - **Line Number:** If selected, the Choice or Activity will be positioned beneath the Line Number entered here. For Choices, only Line Numbers 1 - 8 should be selected. The Line Number

entered for an Activity should be no less than the last Choice Line Number.

- **End of File:** Select this option to position the new Choice after the last existing Choice or the new Activity after the last existing Activity.

- **Beginning of File:** Select this option to position the new Choice before the first existing Choice or the new Activity before the first existing Activity.
- After the position is determined, select the **Line Type**, Choice or Activity. **Exit** may be selected to return to Master Maintenance.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Shift Summary > Insert > Beginning of File > Choice**

Master Maintenance

Chart Type: Medical/Surgical  
Chart Category: Shift Summary  
Category Section:  
Line Type: Choice

Text:

Abbreviation:

F/C Acuity:

Current Mode: Insert

 Enter new information.  
Enter:

**Master Maintenance**

- For reference, Chart Type, Chart Category and Line Type list at the top of the Master Maintenance screen. The options available for Choice setup are noted below:
  - **Text:** Enter the Choice Description up to 40 characters.
  - **Abbreviation:** When the description is entered, Thrive automatically generates a 40 character abbreviation comprised of the first 40 characters of the description. This field may be modified.
  - **F/C Acuity:** Not applicable for this Chart Category.
  - **Update:** Select this option to save changes and exit.
  - **Cancel:** Select this option to exit without saving changes.
  - **Delete:** Select this option to remove the currently selected Line from setup.

- To insert Activities, select **Activity** after selecting the line position.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Shift Summary > Insert > Beginning of File > Activity**

Master Maintenance

Chart Type: Medical/Surgical  
 Chart Category: Shift Summary  
 Category Section:  
 Line Type: Activity

Text:

Abbreviation:   
 FlowChart Code: ASSSUMMz00015  
 F/C Acuity:

Database Code:   
 Multi-App?

**Current Mode: Insert** Enter new information.

Enter:

**Master Maintenance**

- For reference, Chart Type, Chart Category and Line Type list at the top of the Master Maintenance screen. The options available for Activity setup are noted below:
  - **Text:** Enter the Activity Description up to 70 characters.
  - **Abbreviation:** When the description is entered, Thrive automatically generates a 40 character abbreviation comprised of the first 40 characters of the description. This field may be modified.
  - **FlowChart Code:** This code is automatically generated by Thrive. The code may be used to locate a question in the Chart Master.
    - The first character represents the Chart Type, Nursing A-T and Multidisciplinary a-t.
    - Characters two and three represent the Chart Category.
    - Characters four through eight denote the Category Section.
    - The last five digits display what number in line this option was created.
  - **F/C Acuity:** Not applicable for this Chart Category.
  - **Database Code:** If the **Database Code** is known, it may be keyed in the field. If unknown, enter a "?" to display the Database Code Lookup Table. Once located, key the number in the Code field or double-click the code to select. The **New** option on the lookup table may be selected to create a new code without exiting setup. See the [Database Codes](#)<sup>170</sup> section for full table maintenance information.
  - **Multi-App?:** Select this option to add multi-application functionality to the selected Database Code.
  - **Update:** Select this option to save changes and exit.
  - **Cancel:** Select this option to exit without saving changes.
  - **Delete:** Select this option to remove the currently selected Line from setup.

### 3.10 Patient Census Summary Table

- The Patient Census is Chart Type Specific. The Patient Census Summary Table and the [Patient Census Control Table](#)<sup>[63]</sup> are used to customize the report. To access the Patient Census Summary Table select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Chart Type > Patient Census Summary Table**.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Patient Census Summary Table**

Patient Census Table		Chart Type: Medical/Surgical
8 or 12 Hours	<input type="text" value="2"/>	(1=8/2=12)
Remove DC'd/Changed/Completed Nurs Ords:	<input checked="" type="checkbox"/>	
Include Vital Signs:	<input checked="" type="checkbox"/>	
Include O2 (L/M & O2 Sat):	<input checked="" type="checkbox"/>	
Include Intake:	<input type="text" value="2"/>	(1=Total/2=Detail)
Include IV Information:	<input checked="" type="checkbox"/>	
Include Output:	<input type="text" value="2"/>	(1=Total/2=Detail)
Include Flagged Nursing Orders:	<input checked="" type="checkbox"/>	
Include Administrative Data:	<input checked="" type="checkbox"/>	
Include Current Meds:	<input checked="" type="checkbox"/>	
Include X1 Meds:	<input checked="" type="checkbox"/>	
Include PRN Meds:	<input checked="" type="checkbox"/>	
Include Future Meds:	<input checked="" type="checkbox"/>	
Include Blood Glucose Monitoring:	<input checked="" type="checkbox"/>	
Include Dist. Physician Assessments:	<input checked="" type="checkbox"/>	
Include Distinctive RN Assessments:	<input checked="" type="checkbox"/>	
Include Flagged Abnormals:	<input checked="" type="checkbox"/>	

Enter:

Chart Type-Patient Census Table

- 8 or 12 Hours**
  - 1=8:** Enter 1 to capture an 8-hour time span back from the date/time the report is generated.
  - 2=12:** Enter 2 to capture a 12-hour time span back from the date/time the report is generated.
- Remove DC'd/Changed/Completed Nurs Ords:** Select this option to remove discontinued, changed, and completed nursing orders from the Patient Census Report.
- Include Vital Signs:** Select this option to include the most current values documented for Temperature, Pulse, Respirations and Blood Pressure. If no vital signs are recorded during the designated time frame, the message "None Recorded" will print.
- Include O2 (L/M & O2 Sat):** Select this option to include the most current values documented for O2 L/M, O2 Sat and Method. If no vital signs are recorded during the designated time frame, the message "None Recorded" will print.

- **Include Intake:** To include the total intake documented for the time frame selected enter one of the two options listed below.
  - **1=Total:** Select **1** to display the total intake only.
  - **2=Detail:** Select **2** to display up to three intake type totals. "Other" will display a total of all other intake data. A grand total displays as well. The three intake types to display are designated in the [Patient Census Control Table](#)<sup>[63]</sup>.
- **Include IV Information:** Select this option to include a list of IV pharmacy orders including flow rate.
- **Include Output:** To include the total output documented for the time frame selected enter one of the two options listed below.
  - **1=Total:** Select **1** to display the total output only.
  - **2=Detail:** Select **2** to display up to three output type totals. "Other" will display a total of all other output data. A grand total displays as well. The three output types to display are designated in the [Patient Census Control Table](#)<sup>[63]</sup>.
- **Flagged Nursing Orders:** Select this option to include a list of Nursing Orders and the last status documented for each order. The orders must be "flagged" in [Nursing Order Setup](#)<sup>[92]</sup> to display on the report.
- **Include Administrative Data:** Select this option include the Administrative Data setup to display in the [Patient Census Control Table](#)<sup>[63]</sup>. If not selected, the following options will still display on the report:

▪ Diagnosis	▪ Fall Risk Status
▪ Attending Physician	▪ Language
▪ Room Number	▪ Ethnicity
▪ Age	▪ Allergies
▪ Sex	▪ Immunizations
- **Include Current Meds:** Select this option to include a list of active medications. The following information will print: medication name, last time administered, route, and dose. NOT ADMINISTERED displays if the medication has not been given.
- **Include X1 Meds:** Select this option to include a list of one time medications. The following information will print: medication name, date/time administered, route and dose. NOT ADMINISTERED displays if the medication has not been given.
- **Include PRN Meds:** Select this option to include a list of PRN medications. The following information will print: medication name, date/time administered, route and dose. NOT ADMINISTERED displays if the medication has not been given.
- **Include Future Meds:** Select this option to include a list of future-dated medications. The following information will print: medication name, start date/time, route and dose.
- **Include Blood Glucose Monitoring:** Select this option to display Diabetic Record documentation.

- **Include Dist. Physician Assessments:** Select this option to include Physical Assessment Answers designated as Distinctive Physician Assessments.
- **Include Distinctive RN Assessments:** Select this option to include Physical Assessment Answers designated as Distinctive Nursing Assessments.
- **Include Flagged Abnormals:** Select this option to display results flagged with a L (low), LC (low critical), H (high) or HC (high critical) values.

### 3.11 Patient Census Control Table

- The Patient Census is Chart Type Specific. The [Patient Census Summary Table](#) and the Patient Census Control Table are used to customize the report. To access the Patient Census Control Table select:

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Patient Census Control Table**

Chart Type: Medical/Surgical

Patient Census Control Record

Intake Options
Output Options
Administrative Data

Enter: \_

Patient Census Control Record

- Intake Options, Output Options and Administrative Data are discussed in the following sections.

## Intake Options

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Patient Census Control Table > Intake Options

Chart Type: Medical/Surgical

Intake Control Table

P.O. Oral	*
NG/PEG Tube Feeding	
Hyperalimentation	
Lipids	*
Hespan	
Albumin	
Packed Red Blood Cells	
Fresh Frozen Plasma	
Platelets	
Irrigation Solution	
IV Fluids	*

Click to select/deselect

Enter:

Chart Type-Intake Control Record

- Up to three **Intake Types** may be selected from the Intake Control Table to display on the Patient Census. Click the description of the Intake Type to select it. The following options are available:
  - P.O. Oral
  - Packed Red Blood Cells
  - NG/PEG Tube Feeding
  - Fresh Frozen Plasma
  - Hyperalimentation
  - Platelets
  - Lipids
  - Irrigation Solution
  - Hespan
  - IV Fluids
  - Albumin
- An asterisk will display to the right of the selected descriptions. **Re-click** the description to deselect the Intake Type.
- In addition, The [Patient Census Summary Table](#)<sup>61</sup> must be set up to display Detailed Intake Types.

## Output Options

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Patient Census Control Table > Output Options

Chart Type: Medical/Surgical

Output Control Table

Voided Urine	*
Catheter Urine	*
Stool	*
Colostomy	
Emesis	
NG Tube Drainage	
Chest Tube #1	
Chest Tube #2	
T-Tube	
Jackson Pratt #1	
Jackson Pratt #2	
Estimated Blood Loss	
Hemovac #1	
Hemovac #2	

Click to select/deselect

Enter:

Output Control Table

- Up to three **Output Types** may be selected from the Output Control Table to display on the Patient Census. Click the description of the Output Type to select it. The following options are available:
 

<ul style="list-style-type: none"> <li>▪ Voided Urine</li> <li>▪ Catheter Urine</li> <li>▪ Stool</li> <li>▪ Colostomy</li> <li>▪ Emesis</li> <li>▪ NG Tube Drainage</li> <li>▪ Chest Tube #1</li> </ul>	<ul style="list-style-type: none"> <li>▪ Chest Tube #2</li> <li>▪ T-Tube</li> <li>▪ Jackson Pratt #1</li> <li>▪ Jackson Pratt #2</li> <li>▪ Estimated Blood Loss</li> <li>▪ Hemovac #1</li> <li>▪ Hemovac #2</li> </ul>
---	---
- An asterisk will display to the right of the selected descriptions. **Re-click** the description to deselect the Output Type.
- In addition, The [Patient Census Summary Table](#)<sup>[61]</sup> must be set up to display Detailed Output Types.

## Administrative Data

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Patient Census Control Table > Administrative Data

Chart Type: Medical/Surgical

Administrative Control Record

Diagnosis:	<input checked="" type="checkbox"/>	Pregnant:	<input checked="" type="checkbox"/>
Attending Physician:	<input checked="" type="checkbox"/>	Breast Feeding:	<input checked="" type="checkbox"/>
Room:	<input checked="" type="checkbox"/>	Isolation:	<input checked="" type="checkbox"/>
Age:	<input checked="" type="checkbox"/>	Violent PAT:	<input checked="" type="checkbox"/>
Sex:	<input checked="" type="checkbox"/>	MRSA:	<input checked="" type="checkbox"/>
Working 1:	<input checked="" type="checkbox"/>	VRE:	<input checked="" type="checkbox"/>
Working 2:	<input checked="" type="checkbox"/>	Fall Risk:	<input checked="" type="checkbox"/>
Length of Stay:	<input checked="" type="checkbox"/>	Language:	<input checked="" type="checkbox"/>
Height:	<input checked="" type="checkbox"/>	Ethnicity:	<input checked="" type="checkbox"/>
Weight:	<input checked="" type="checkbox"/>	Immunizations:	<input checked="" type="checkbox"/>
Food Allergies:	<input checked="" type="checkbox"/>		
Condition Code:	<input checked="" type="checkbox"/>		
Diet:	<input checked="" type="checkbox"/>		
Special Instructions:	<input checked="" type="checkbox"/>		
Restraints:	<input checked="" type="checkbox"/>		
Drug Allergies:	<input checked="" type="checkbox"/>		
Admit Date:	<input checked="" type="checkbox"/>		
DNR:	<input checked="" type="checkbox"/>		
Advance Directive:	<input checked="" type="checkbox"/>		

Enter:

**Chart Type-Administration Control Record**

- Up to 29 Data Fields may be selected from the Administrative Control Record to display on the Patient Census. The following options are available:
 

▪ Diagnosis	▪ Food Allergies	▪ Breast Feeding
▪ Attending Physician	▪ Condition Code	▪ Isolation
▪ Room	▪ Diet	▪ Violent Pat
▪ Age	▪ Special Instructions	▪ MRSA
▪ Sex	▪ Restraints	▪ VRE
▪ Working 1	▪ Drug Allergies	▪ Fall Risk
▪ Working 2	▪ Admit Date	▪ Language
▪ Length of Stay	▪ DNR	▪ Ethnicity
▪ Height	▪ Advance Directive	▪ Immunizations
▪ Weight	▪ Pregnant	
- In addition, The [Patient Census Summary Table](#)<sup>61</sup> must be set up to display Administrative Data.

### 3.12 Chart Type Control Table

- To access Page 1 of the Chart Type Control Table:

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Chart Type Control Table**

Chart Type: Medical/Surgical

Control Table

Selected Format for 24 Hour Summary:  (A/B)  
 Selected Format for Patient Summary:  (A/B/C)  
 Monitor Interface:   
 Default Temperature Location:  (O/T/R/A/S/B/t/s/a) ORAL  
 Direct to Intake when accessing the diet order on Medact:   
 Format for Diabetic Flow Sheet:  (1-Version 1, I-ICU,R-Routine)  
 Require dose entry for PRN orders?:   
 Allow late entry charting?:   
 Allow documentation on unver. meds?:   
 Allow doc. of unver. insulin in DR?:   
 Require dose entry for IV orders?:

Enter:

Control Table

- Selected Format for 24-Hour Summary:** This option is used to designate the format of the 24hr Summary Report. Select **A** or **B**. For detailed information on each report format, please see the [24hr Summary Table](#)<sup>[49]</sup>.
- Selected Format for Patient Summary:** This option is used to designate the format of the Patient Summary Report. Select **A**, **B** or **C**. For detailed information on Format A and B, please see the [Patient Summary Table](#)<sup>[70]</sup>. Format C is hard-coded. Vital Signs will be graphed and printed in four hour intervals with data displayed horizontally. The following data will display if charted:
 

<ul style="list-style-type: none"> <li>▪ Demographics</li> <li>▪ Administrative Data</li> <li>▪ Consults</li> <li>▪ Current Medications</li> <li>▪ X1 and PRN Medications</li> <li>▪ Blood Glucose Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ancillary Dept Orders</li> <li>▪ Nursing Orders</li> <li>▪ Problem List</li> <li>▪ Distinctive Assessments</li> <li>▪ Comments</li> </ul>
--	--
- Monitor Interface:** Select this option to enable the Verify Interface Data option via Traditional Vital Signs. This option does not affect access to Interface Setup/Data via Flow Charts.

- **Default Temperature Location:** Select one of the following options to display as the default location when documenting Temperature:
  - **O** - Oral
  - **T** - Tympanic
  - **R** - Rectal
  - **A** - Axillary
  - **S** - Swan Ganz
  - **B** - Bladder
  - **t** - Temporal
  - **s** - Temporal Scanning
  - **a** - Temporal Artery
  
- **Direct to Intake when accessing the diet order on Medact:** If selected, Thrive will go directly to the Intake Options Menu when documenting diet consumption on the Traditional Medact. This option does not affect documenting Percent Consumed for a diet on the current Medact.
  
- **Format for Diabetic Flow sheet:** This option is used to designate the version of the Diabetic Flow Sheet that will display for this Chart Type:
  - **1** - Version 1: This is a cumulative diabetic record of all recorded blood glucose levels and insulin received by the patient since the beginning of stay.
  - **I** - ICU: This flowsheet prints a 24-hour graphic of all insulin received by the patient.
  - **R** - Routine: This flowsheet prints a seven-day graphic representation of all insulin received by the patient.
  
- **Require dose entry for PRN orders?:** If selected, the Dose Field must be addressed for PRN orders when being administered via the MAR or Med-Verify. The Dose does not have to be modified.
  
- **Allow late entry charting?:** Select this option to enable Late Entry charting accessed via the Virtual Chart.
  
- **Allow documentation on unver. meds?:** If selected, the user may document medication administrations on unverified medication orders.
  
- **Allow doc. of unver. Insulin in DR?:** If selected, the user may document insulin administrations on unverified insulin orders if documenting via the Diabetic Record.
  
- **Require dose entry for IV orders?:** If selected, the Dose Field must be addressed for IV orders when being administered via the MAR or Med-Verify.

- To access Page 2 of the Chart Type Control Table:

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Chart Type Control Table > PgDn**

Chart Type: Medical/Surgical

Control Table Page 2

Vital Sign	Low	High
Temperature:	97	104
Pulse:	46	110
Respiration:	8	30
BP Systolic:	80	260
BP Diastolic:	48	110

Enter:

Control Table Page 2

- Vital Sign - Low/High:** Use the **Low** and **High** fields to establish normal ranges for the Vital Signs listed below. If a value is documented outside of the normal range, the user will receive a warning prompt.
  - Temperature
  - Pulse
  - Respiration
  - BP Systolic
  - BP Diastolic

### 3.13 Graphic I & O Options

- To access setup options for the Graphic and I&O Report:

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Graphic I & O Options**

Graphic I & O Control Table - Chart Type: Medical/Surgical

Options

Selected start time for Graphic I&O:  (0700,1500,2300,0001)  
 Use 12 hour totals?:   
 Use 2 or 4 hour time blocks:  (2,4)

Enter:

Graphic I & O Control Table

- Selected start time for Graphic I & O:** Controls the start and end time that the Graphic I & O report will generate documented data. If a start time is not designated, Thrive will automatically enter a starting time beginning at 00:01 and ending at 24:00 on the same day.
  - 07:** 0700 hrs to 0659 hrs the following day.
  - 15:** 1500 hrs to 1459 hrs the following day.
  - 23:** 2300 hrs to 2259 hrs the following day.
  - 00:** 0001 hrs to 2400 hrs the following day.
- Use 12 hour totals:** Select this option to generate the report in two, 12-hour shifts. The starting time for the 12-hour shifts will be determined by the time selected in "Selected start times for graphic I & O." **Deselect** the option to generate the report in three, 8-hour shifts.
- Use 2 or 4 hour time blocks**
  - 2:** Will allow documented vital signs to print in 2-hour time blocks. The starting time for the 2-hour time blocks will be determined by the time selected in "Selected start times for graphic I & O."
  - 4:** Will allow documented vital signs to print in 4-hour time blocks. The starting time for the 4-hour time blocks will be determined by the time selected in "Selected start times for graphic I & O."

### 3.14 Patient Summary Table

- The Patient Summary has two customizable formats, A and B. The Patient Summary Table is used to customize the report for the selected Chart Type. To access the table:

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Patient Summary Table

Chart Type: Medical/Surgical

Patient Summary Control Record

Patient Summary Format A

Patient Summary Format B

Enter: \_

Exit Help

Patient Summary Control Record

- Select **Exit** to return to Chart Type Maintenance. Select **Help** to view General Information about each format:
  - **A.** Vertical format with graphed or printed hourly vitals.
  - **B.** Horizontal Format with vitals in 4-hour blocks.
- The following sections will discuss the setup options available for Format A and B.

### ***Patient Summary Format A***

- To access Page 1 setup for Format A:

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > 24hr Summary Table > 24 Hour Summary Format A

Patient Summary Control-Format A - Chart Type: Medical/Surgical				
Cd/Descr		Cd/Descr		Ventilation Options
1	Method			1=Method, 2=O2 L/M, 3=FiO2, 4=O2 Sat, 5=Rate,
2	O2 L/M			6=MODE, 7=Tidal Volume, 8=PeeP, 9=PIP, 10=Site,
4	O2 Sat			11=Tube Mark, 12=Cuff Pressure
Cd/Descr		Intake Options		
1	PO	1=PO, 2=Lipids, 3=Hespan, 4=Albumin, 5=IV, 6=Irrigation Solution,		
5	IV	7=NG/PEG Tube, 8=Hyperalimentation, 9=Packed Red Cells,		
		10=Fresh Plasma, 11=Platelets, 12=Blood Products		
Cd/Descr		Output Options		
12	Urine	1=NG Tube, 2=Colostomy, 3=Stool, 4=Emesis, 5=T-Tube, 6=Hemovac 1,		
3	Stool	7=Hemovac 2, 8=Hemovac, 9=Est Bld Loss, 10=Catheter Urine,		
4	Emesis	11=Voided Urine, 12=Urine, 13=ChestTube 1, 14=Chest Tube 2,		
		15=Chest Tube, 16=Jackson Pratt 1, 17=Jackson Pratt 2, 18=J.Pratt		

Page 1

Enter:

Patient Summary Control-Format A - Page 1

- Ventilation Options:** Up to seven options may be selected to display in the Ventilation Section. Available options are listed below. The description entered for the selected codes may only be up to six characters.
 

▪ 1 - Method	▪ 4 - O2 Sat	▪ 7 - Tidal Volume	▪ 10 - Site
▪ 2 - O2 L/M	▪ 5 - Rate	▪ 8 - PeeP	▪ 11 - Tube Mark
▪ 3 - FiO2	▪ 6 - MODE	▪ 9 - PIP	▪ 12 - Cuff Pressure
- Intake Options:** Up to four options may be selected to display in the Intake Section. Available options are listed below. The description entered for the selected codes may only be up to six characters.
 

▪ 1 - PO	▪ 5 - IV	▪ 9 - Packed Red Cells
▪ 2 - Lipids	▪ 6 - Irrigation Solution	▪ 10 - Fresh Plasma
▪ 3 - Hespan	▪ 7 - NG/PEG Tube	▪ 11 - Platelets
▪ 4 - Albumin	▪ 8 - Hyperalimentation	▪ 12 - Blood Products
- Output Options:** Up to four options may be selected to display in the Output Section of the. Available options are listed below. The description entered for the selected codes may only be up to six characters. Some items will display the total of other items. For example, item 12, urine will display the total of item 10, catheter urine, and item 11, voided urine.
 

▪ 1 - NG Tube	▪ 6 - Hemovac 1	▪ 11 - Voided Urine	▪ 16 - Jackson Pratt 1
▪ 2 - Colostomy	▪ 7 - Hemovac 2	▪ 12 - Urine	▪ 17 - Jackson Pratt 2
▪ 3 - Stool	▪ 8 - Hemovac	▪ 13 - Chest Tube 1	▪ 18 - J. Pratt
▪ 4 - Emesis	▪ 9 - Est Bld Loss	▪ 14 - Chest Tube 2	
▪ 5 - T-Tube	▪ 10 - Catheter Urine	▪ 15 - Chest Tube	



- **2:** The last two results documented in the last 24 hours for the items in Selected Lab Results will display on the report.
- **N:** None of the selected lab results will display on the Patient Summary report.
- **Flagged Abnormals:** Select this option to display results flagged with a L (low), LC (low critical), H (high) or HC (high critical) values.
- **Selected Lab Results:** Up to ten Lab Items may be entered by description to display results on the report. Enter the first few letters of the item then **Enter** or a question mark then **Enter** to display a lookup table for the item.
- **Current Medications:** Select this option to display a list of the patient's active medications at the time the report is generated. The current medication information consists of a description of the medication, the dose and frequency schedule.
- **X1 & PRN Medications:** Select this option to display a list of X1 and PRN Medications. The X1 and PRN medication information consists of the frequency of administration, the time the medication was given, a description of the medication, and the reason for giving the medication.
- **Omitted Medications:** Select this option to display a list of Omitted Medications. The omitted medication information consists of a description of the medication, omitted date/time or check date/time, and the reason for omission. A check date/time indicates that for some reason, the medication was not given 30 minutes prior or 30 minutes after the schedule administration time.
- **Meds Given Last 24 Hours:** Select this option to display a list of medications given in the last 24 hours. The medications given in the last 24 hours information consists of the date/time the medication was given, a description of the medication, the dose, and the frequency of administration.
- **Neuro Checks:** Select this option to include Neuro Check documentation on the Patient Summary. Setup must be housed in Neuro Check Setup in order to pull to this section.
- **Future Start Meds:** Select this option to include medications with a future Start Date/Time in the Current Medications section of the report.

### ***Patient Summary Format B***

- To access setup for Format B:

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Chart Type > Patient Summary Table > Patient Summary Format B

Patient Summary Control-Format B - Chart Type: Medical/Surgical

<b>Options</b>	
Administrative Data: <input checked="" type="checkbox"/>	Dist. Nursing Assessments: <input checked="" type="checkbox"/>
Consults: <input checked="" type="checkbox"/>	Ancillary Dept Orders: <input checked="" type="checkbox"/>
Current Medications: <input checked="" type="checkbox"/>	Current Results or Last 2: <input type="text" value="C"/> (C/2/N)
X1 & PRN Medications: <input checked="" type="checkbox"/>	Flagged Abnormals: <input checked="" type="checkbox"/>
Omitted Medications: <input checked="" type="checkbox"/>	Nursing Orders: <input checked="" type="checkbox"/>
Blood Glucose Monitoring: <input checked="" type="checkbox"/>	Neuro Checks: <input checked="" type="checkbox"/>
Dist. Physician Assess: <input checked="" type="checkbox"/>	Problem List: <input checked="" type="checkbox"/>
	Future Start Meds?: <input checked="" type="checkbox"/>

<b>Selected Lab Results</b>
POTASSIUM
GLOBULIN
CBC

Enter: \_\_\_ (   )

**Patient Summary Control-Format B**

- **Administrative Data:** Select this option to display the following administrative data on the Patient Summary: admission date and time, length of stay, admitting diagnosis, working diagnosis 1 & 2, patient's condition, DNR status, advanced directive status, restraints status, current diet, food dislikes, food allergies, diabetic status, fluid restriction, sodium restriction, smoker status, height, current and admission weight.
- **Consults:** Select this option to display Consult Orders from the Medact. The Consult Category Number must be entered in the POC Control Record. See Point of Care Control Maintenance - Page 1.
- **Current Medications:** Select this option to display a list of the patient's active medications at the time the report is generated. The current medication information consists of a description of the medication, the dose and frequency schedule.
- **X1 & PRN Medications:** Select this option to display a list of X1 and PRN Medications. The X1 and PRN medication information consists of the frequency of administration, the time the medication was given, a description of the medication, and the reason for giving the medication.
- **Omitted Medications:** Select this option to display a list of Omitted Medications. The omitted medication information consists of a description of the medication, omitted date/time or check date/time, and the reason for omission. A check date/time indicates that for some reason, the medication was not given 30 minutes prior or 30 minutes after the schedule administration time.
- **Blood Glucose Monitoring:** Select this option to include Diabetic Record Documentation on the report.

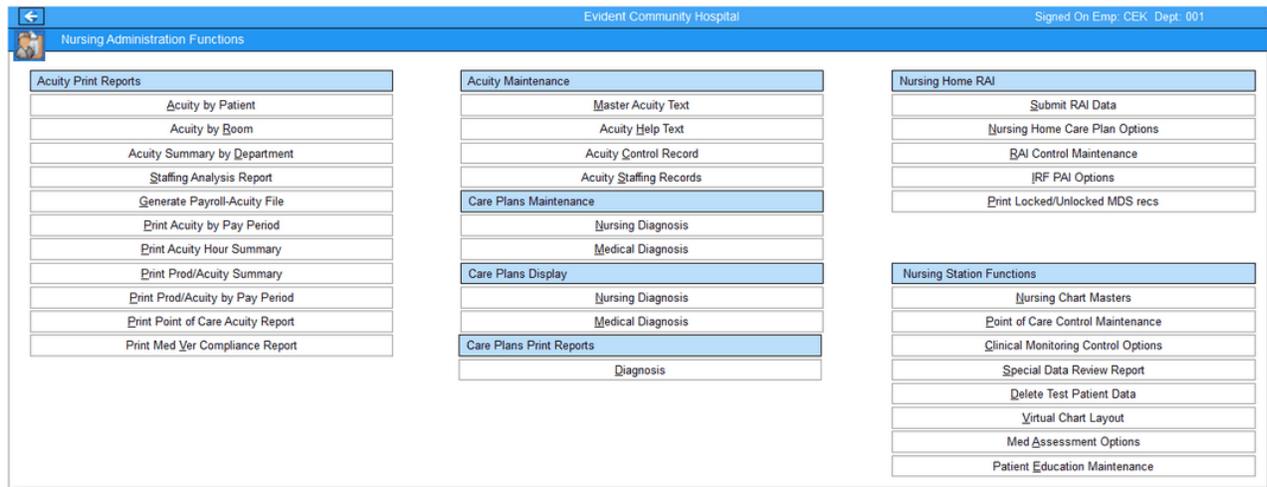
- **Dist. Physician Assess.:** Select this option to include Physical Assessment Answers designated as Distinctive Physician Assessments.
- **Selected Lab Results:** Up to ten Lab Items may be entered by description to display results on the report. Enter the first few letters of the item then **Enter** or a question mark then **Enter** to display a lookup table for the item.
- **Dist. Nursing Assessments:** Select this option to include Physical Assessment Answers designated as Distinctive Nursing Assessments.
- **Ancillary Dept Orders:** If selected, the following ancillary department information will print on the Patient Summary report: type of service: lab, radiology, respiratory and physical therapy, date and time the order was entered, description of the procedure, and status of the order.
- **Current Results or Last 2:** The option selected here determines what generates from the Selected Lab Results option.
  - **C:** All results documented in the last 24 hours for the items in Selected Lab Results will display on the report.
  - **2:** The last two results documented in the last 24 hours for the items in Selected Lab Results will display on the report.
  - **N:** None of the selected lab results will print on the Patient Summary report.
- **Flagged Abnormals:** Select this option to display results flagged with a L (low), LC (low critical), H (high) or HC (high critical) values.
- **Nursing Orders:** Select this option to display Nursing Orders and the last status documented via the Medact.
- **Neuro Checks:** Select this option to include Neuro Check documentation on the Patient Summary. Setup must be housed in Neuro Check Setup in order to pull to this section.
- **Problem List:** Select this option to display Problems and the last status documented via the Problem List.
- **Future Start Meds:** Select this option to include medications with a future Start Date/Time in the Current Medications section of the report.

## Chapter 4 Nursing Chart Masters - Print Options

### 4.1 Overview

- This section discusses setup areas available via the Nursing Chart Masters option. To access this option, the user must be logged into the **Nursing Administration Department**.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports**



Nursing Administration Functions

- From the Nursing Administration Functions screen, select **Nursing Chart Masters**.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters

Nursing Chart Master Functions																																																																	
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Enter: <input type="text"/>	<input type="button" value="Exit"/>	<input type="text" value="Descriptions"/>																																																															

**Nursing Chart Masters Functions**

- Print Options will be discussed in the following sections.
  - Thrive provides worksheets to assist with set up of certain applications. These worksheets have blank lines in which to write down set up information prior to loading it into Thrive. The following applications have worksheets that may be printed at anytime: Initial Interview, Physical Assessment, Nursing Activities, and Education.
  - Thrive also provides reports to assist with reviewing of what information has been loaded to certain applications. These reports may also aid with formulating set up information prior to loading it into Thrive. The following applications have reports that may be printed at anytime: Nursing Orders and Pharmacy Dosage Units.

## 4.2 Nursing Order Master Report

- To print the Nursing Order Master Report select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Nursing Order Master Report**.
- Each page of the report displays nursing orders/problems set up for a category. The Category and Box Number display at the top of the report followed by a list of nursing orders or problems.
- If addressed in setup, the following will display for each entry: Jet Code, Actual Acuity, Predictive Acuity and Acuity Skill Mix.

**Nursing Order Master Report**

RUN DATE: 10/20/15  
TIME: 11:56

Evident Community Hospital  
NURSING ORDER MASTER REPORT  
CATEGORY: Nursing Orders  
BOX #...: 1

PAGE 1  
H5NSMOMREP

NURSING ORDER	JetCode/Actual/Predictive/Skill Mix		
-----			
Vital signs and Neuro checks q 15 min or more frequently PRN	A	00	00
Oximetry q 4 hours	A	00	00
Up to chair	A	00	00
TPA Protocol Checklist		00	00
Bedrest	A	00	00
Bathroom with assist	A	00	00
Vital signs every ___ hours		00	00
Vital signs every 30 mn until stable, then q 4 hours	A	00	00
Intake and Output every shift	A	00	00

**4.3 Standing Orders Report**

- To print the Standing Orders (GSO) Report select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Standing Orders Report**.
- Select **Nursing Orders** to generate a list of Standing Orders that only includes Nursing Order setup. Select **Ancillary, Nursing, Pharmacy Orders** to generate a list of Standing Orders that includes all setup.
- The report displays the title of the GSO followed by the orders that have been set up for the GSO. If addressed in setup, Additional Information will display for Ancillary and Pharmacy Orders and Jet Code and Acuity values will display for Nursing Orders.

**Standing Orders Report**

RUN DATE: 10/20/15		Evident Community Hospital	PAGE 2
TIME: 11:59		STANDING NURSING ORDERS REPORT	NSMOSTDP
DESCRIPTION/ DEPARTMENT	ORDER	ADDITIONAL INFORMATION	JETCODE/ACUITY
-----			
Angina-R/O MI:Day 1 Clinical Pathway			
-----			
Nursing Order	Telemetry Monitor		00
Nursing Order	V/S Q4Hrs		00
Nursing Order	Bedrest w/BRP		00
Nursing Order	Consult Social Services		00
Nursing Order	Turn Q2hrs & Massage Bony Prominences		00
Nursing Order	CPK		00
Nursing Order	CPK Q8hrs-Fractionate if Elevated		00
Angiography:Pre-op Orders			
-----			
Nursing Order	Shave & Prep both Groins:Wash w/Betadine		00
Nursing Order	Have Pt void prior enroute to Radiology		00
Nursing Order	IV CARE: Insert IV in left hand or arm.		00

**4.4 Initial Interview Worksheet**

- To access the Initial Interview Worksheet select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Initial Interview Worksheet.**

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Initial Interview Worksheet

Initial Interview Worksheet Print

Chart Type
Medical/Surgical
Intensive Care
Swing Bed
Emergency Room
Behavioral Health
Obstetrics
Nursery
Pediatrics
Same Day Surgery
Operating Room
Skilled Nursing
Long Term Care
Inpatient Rehab
IRF-PAI
Hospice
Dialysis
Chemotherapy
Specialty Clinic
Observation
Acute Care

Enter:

Chart Type Menu

- Select the Chart Type or ALL.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Initial Interview Worksheet > Chart Type**

The screenshot shows a terminal-style interface. At the top, a blue header bar contains the text "Initial Interview Worksheet Nursing Chart Type: Medical/Surgical". Below this, a menu titled "Initial Assessment" is displayed. The menu has four options: "Initial Assessment" (highlighted), "Pertinent History", "Discharge Planner", and "Both". At the bottom of the menu, there is a prompt "Enter: \_" followed by a small rectangular box containing the word "Exit".

Initial Interview Worksheet

- Select **Pertinent History, Discharge Planner** or **Both**.
- The printed Pertinent History worksheet will have the chart type located at the top of the page and then an instruction statement. It will be limited to 55 questions and each question may have up to 12 answers each. The numbered lines are where the questions are written and the alpha character lines are where the answers are written on the worksheet.
- The printed Discharge Planner worksheet will have the chart type located at the top of the page and then an instruction statement. It will be limited to 55 questions and each question may have up to 12 answers each. The numbered line is where the question is written and the alpha character line is where the answer is written on the worksheet.

**Initial Interview Worksheet**

Evident Community Hospital  
 INITIAL INTERVIEW MAINTENANCE WORK SHEET  
 Chart Type: Medical/Surgical

PERTINENT HISTORY - The user has the ability to enter up to 55 questions. Five of these questions and their corresponding codes ((1) Weight & Height, (2) Does patient smoke?, (3) Allergies - drug, (4) Allergies - food, (5) Food dislikes) may be included in your setup and will interface with other CPSI applications. These coded questions may be reworded with a description up to 16 characters. The remaining questions may be up to 75 characters in length. Each question may have up to 12 answers which may be up to 40 characters in length.

1. Inpatient Arrival Date/Time: \_\_\_\_\_
2. Chief Complaint/Reason for Admit: \_\_\_\_\_
  - a. Headache \_\_\_\_\_
  - b. Abdominal pain \_\_\_\_\_
  - c. Shortness of breath \_\_\_\_\_
  - d. Chest pain \_\_\_\_\_
  - e. Fall/slip \_\_\_\_\_
  - f. Animal bite \_\_\_\_\_
  - g. Snake bite \_\_\_\_\_
  - h. Insect bite \_\_\_\_\_
  - i. Stroke \_\_\_\_\_
  - j. \_\_\_\_\_
  - k. \_\_\_\_\_
  - l. \_\_\_\_\_

## 4.5 Physical Assessment Worksheet

- To access the Physical Assessment Worksheet select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Physical Assessment Worksheet.**

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Physical Assessment Worksheet**

Physical Assessment Worksheet Print

Chart Type

Medical/Surgical
Intensive Care
Swing Bed
Emergency Room
Behavioral Health
Obstetrics
Nursery
Pediatrics
Same Day Surgery
Operating Room
Skilled Nursing
Long Term Care
Inpatient Rehab
IRF-PAI
Hospice
Dialysis
Chemotherapy
Specialty Clinic
Observation
Acute Care

Enter: \_\_\_\_\_

Exit ALL

Physical Assessment Worksheet

- Select the **Chart Type** or **ALL**. Select a **Setup Category** or **ALL**.
- The printed Assessment worksheet will have the chart type located at the top of the page and then an instruction statement. It will be limited to 30 questions and each question may have up to 12 answers each. The normal statement is written on the lines adjacent to the heading, "Normal Statement". The numbered lines is where the questions are written and the alpha character lines are where the answers are written on the worksheet.



## Nursing Activities Worksheet

Evident Community Hospital  
 NURSING ACTIVITIES MAINTENANCE WORK SHEET  
 Chart Type: Medical/Surgical

Each category may contain up to 60 activity statements and up to 9 appendages. Each statement and appendage may be up to 75 characters in length.

### WOUND CARE

#### Activity Statements

1. Simple dressing change completed as prescribed.

---



---

2. Dressing reinforced.

---



---

3. Complex dressing change with packing wet/dry.

---



---

4. Wound cleansed with prescribed solution.

---



---

5. Jackson Pratt intact and patent.

---



---

## 4.7 Pharmacy Dosage Units Report

- To print the Pharmacy Dosage Units Report select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Pharmacy Dosage Units Report**.
- The following prompt displays: **Ready to Print pharmacy Dosage Units Report? Y/N**. Select **Y** to proceed or **N** to about.
- The report contains the following information: Sequence Number, Dosage Unit and Description.

**Pharmacy Dosage Units Report**

Evident Community Hospital					
PHARMACY DOSAGE UNITS REPORT					
SEQ.	DOSAGE UNIT	DESCRIPTION	SEQ.	DOSAGE UNIT	DESCRIPTION
1.	MG	MILLIGRAM	16.	DR	DRAM
2.	ML	MILLILITER	17.	LITER	LITER
3.	GM	GRAM	18.	SUPP	SUPPOSITORY
4.	EA	EACH	19.	AMP	AMPULE
5.	TAB	TABLET	20.		
6.	CAP	CAPSULE	21.		
7.	GTT	DROP	22.		
8.	MCG	MICROGRAM	23.		
9.	MEQ	MILLIEQUIVALENT	24.		
10.	INCH	INCH	25.		
11.	OZ	OUNCE	26.		
12.	UN	UNIT	27.		
13.	UD	UNIT DOSE	28.		
14.	TSP	TEASPOON	29.		
15.	TBSP	TABLESPOON	30.		

**4.8 Education Worksheets**

- To access the report select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Education Worksheet.**
- Select the **Box Title** or **ALL.**
- The printed Education worksheet will have the box number and title located at the top of the page and then an instruction statement. It will be limited to 30 questions and each question may have up to 12 answers each. The numbered lines are where the questions are written and the alpha character lines are where the answers are written on the worksheet.

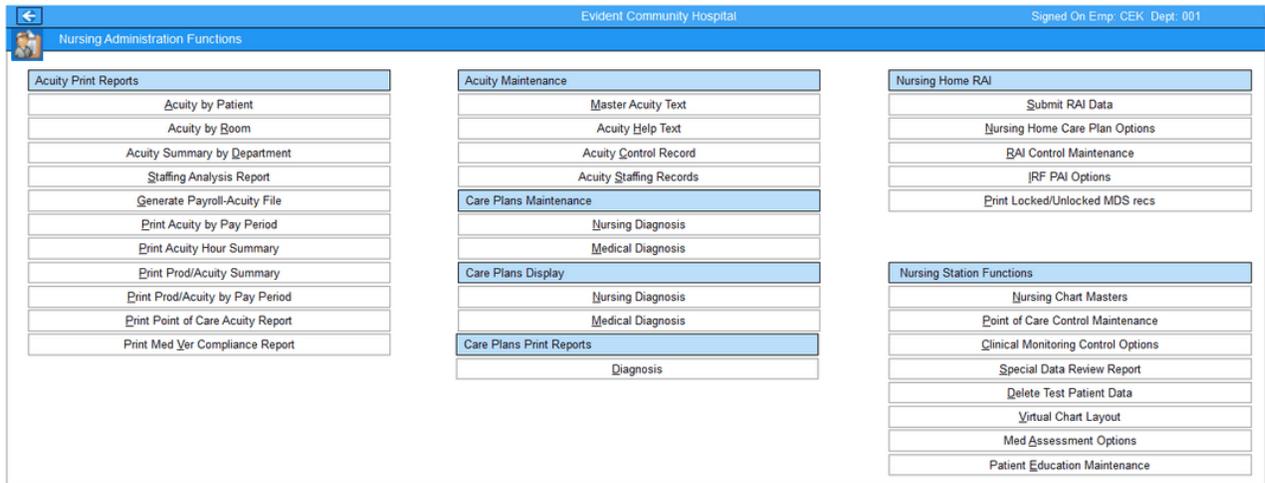


## Chapter 5 Nursing Chart Masters - Miscellaneous Maintenance

### 5.1 Overview

- This section discusses setup areas available via the Nursing Chart Masters option. To access this option, the user must be logged into the **Nursing Administration Department** then select **Thrive UX > System Menu > Hospital Base Menu > Print Reports**.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports**



Nursing Administration Functions

- From the Nursing Administration Functions screen, select **Nursing Chart Masters**.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters

Nursing Chart Master Functions																																																																	
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**Nursing Chart Masters Functions**

- Miscellaneous Maintenance will be discussed in the following sections.

## 5.2 Nursing Orders

- To access Medact Order setup, select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Nursing Orders**. Please note that this table can also be accessed by the following path: **Thrive UX > Tables > Clinical > Nursing Orders/Categories**.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Nursing Orders > Category**

Evident Community Hospital							Signed On Emp: CEK Dept: 001
Nursing Administration - Nursing Order Maintenance							
Box: 04 - Activities		Change Description	Questions	New Box	MEDACT Ranks		
#	Nursing Order Description	Jet Code	Actual	Predictive	Skill Mix	Patient Census	Chartlink
01	Bedrest		00	00		Y	Y
02	Bedrest with BRP		00	00		Y	Y
03	Bedrest with BSC		00	00		Y	Y
04	Up ad lib		00	00		Y	Y
05	Up to commode		00	00		Y	Y
06	Ambulate x _____ per day		00	00		Y	Y
07	Up to chair		00	00		Y	Y
08	Dangles legs at bedside		00	00		Y	Y
09	Ambulate with assistance PRN		00	00		Y	Y
10	Up with assistance only		00	00		Y	Y
11	Ambulate _____ number of rooms away or _____ feet		00	00		Y	Y
12	Hip precautions		00	00		Y	Y
13	Weight bearing precautions		00	00		Y	Y
14	Up with walker or crutches		00	00		Y	Y
15	Up with one assist		00	00		Y	Y
16	Up with two assist		00	00		Y	Y
17	Up with Lift		00	00		Y	Y
18	Up with EZ stand		00	00		Y	Y
19	Up with EZ lift		00	00		Y	Y
20	Up as tolerated		00	00		Y	Y

Jet Codes: 1 - Pertinent History; 2 - Physical Assessment; 3 - Vital Signs; 4 - Nursing Act; 5 - Pharmacy; 6 - Diabetic Record; 7 - Discharge Summary; 8 - Discharge Plan; 9 - Education; A - Flowchart

Nursing Order Maintenance

- Box:** This drop-down is used to select an existing **Nursing Order Category** for maintenance. Up to 90 categories may be created and shared between the Medact and the [Problem List](#)<sup>164</sup>. Only Nursing Order Categories will display on this drop-down. Categories are facility-defined with the following exception:
  - If the option **Auto MEDACT entry via Ancillary OE** is selected on Page 1 of the POC Control Record then Box Numbers 31 - 37 are reserved for Nursing Order Categories that correspond to Ancillary Departments determined in the AHIS Table..
  - The following Box Numbers correspond to the Department Numbers entered in the Order Entry Department fields in the AHIS Control Record Page 3 (See the Business Office Tables User Guide):
    - Box Number 31: Lab
    - Box Number 32: Xray
    - Box Number 33: P/T
    - Box Number 34: R/T
    - Box Number 35: EKG
    - Box Number 36: C/S
    - Box Number 37: Dietary

- **Change Description:** To modify an existing Category, select the **Category** from the drop-down menu then **Change Description**. Enter the new description in the text box. Select **Save** to keep the changes or **Cancel** to abort.
- **New Box:** Select this option to create a new Category. Thrive automatically assigns the next available box number. The Categories display in alphabetical order during the Order Entry Process.

### ***Nursing Order Maintenance***

- The center of the Nursing Order Maintenance screen displays the setup options chosen for up to 20 Nursing Orders per category. To create or modify a Nursing Order, double-click the appropriate **line number**.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Nursing Orders > Category > Line Number**

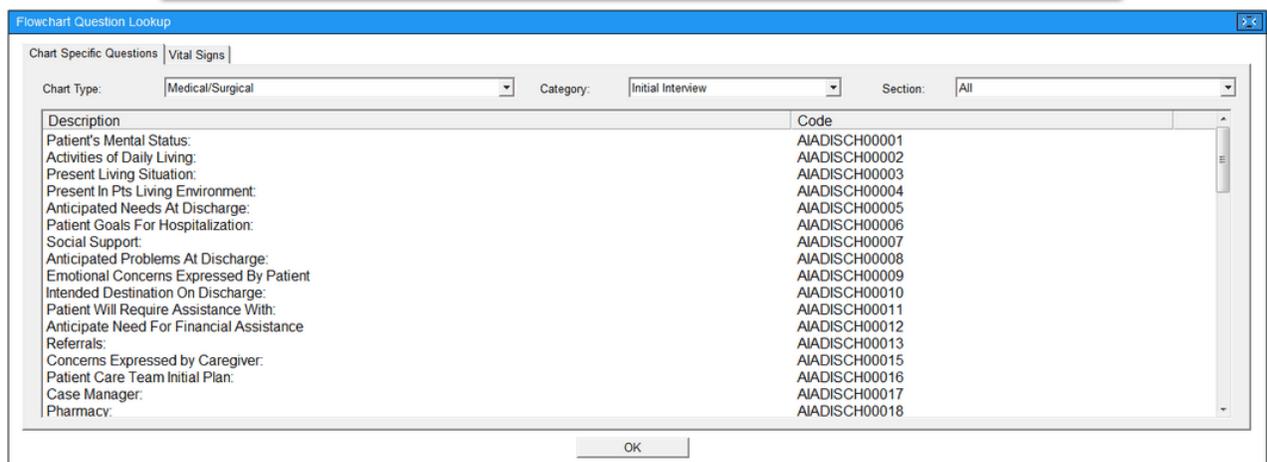
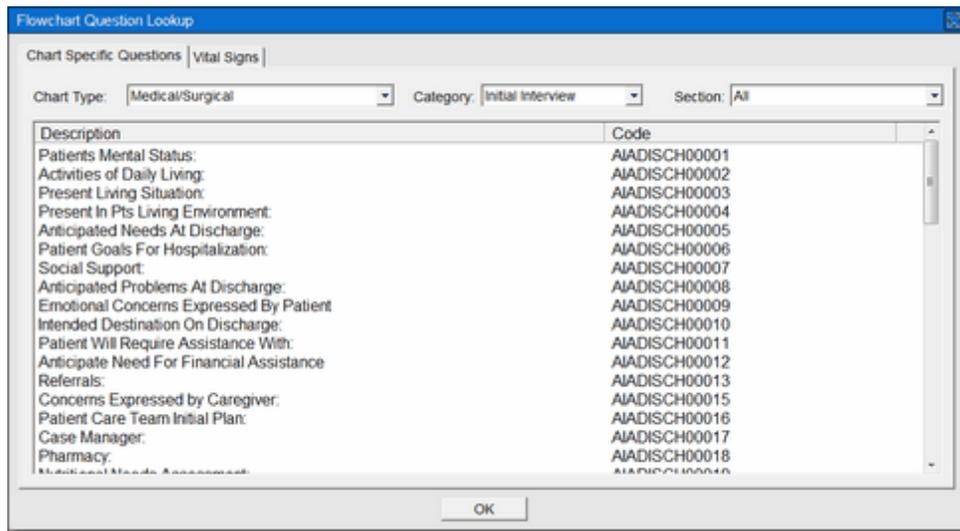
**Nursing Order Maintenance**

- **Box Description:** Displays the currently selected Box Number and it's Description (Category)
- **Order Number:** Displays the currently selected line number
- **Description:** Use this field to enter the Nursing Order description.
- **Jet Code:** Select an option from the drop-down to direct the user to that documentation area of Thrive when the order is selected from the Medact. The available codes are listed below:
  - **1 - Pertinent History:** Traditional Documentation Area. Do not select if this data is documented via Flow Charts.
  - **2 - Physical Assessment:** Traditional Documentation Area. Do not select if this data is documented via Flow Charts.
  - **3 - Vital Signs:** Traditional Documentation Area. Do not select if this data is documented via Flow Charts.
  - **4 - Nursing Activities:** Traditional Documentation Area. Do not select if this data is documented via Flow Charts.
  - **5 - Pharmacy:** Directs the user to the POC Pharmacy Main Screen.

- **6 - Diabetic Record:** Directs the user to the Diabetic Record Main Screen.
  - **7 - Discharge Summary:** Traditional Documentation Area. Do not select if this data is documented via Flow Charts.
  - **8 - Discharge Planner:** Traditional Documentation Area. Do not select if this data is documented via Flow Charts.
  - **9 - Education:** Traditional Documentation Area. Do not select if this data is documented via Flow Charts.
  - **A - Flow Chart:** Directs the user to the Flow Chart Selection Screen.
- **Actual Acuity:** Enter the number of Acuity Points. See the POC Acuity User Guide for additional information.
  - **Predictive Acuity:** Enter the number of Acuity Points. See the POC Acuity User Guide for additional information.
  - **Skill Mix:** Select the applicable Skill Mix from the job codes listed on the drop-down. See the POC Acuity Guide for additional information.
  - **Patient Census:** Select this option to include the documentation for the this Nursing Order on the Patient Census Report. Additional set up required. See [Patient Census Summary Table](#)<sup>61</sup>.
  - **ChartLink:** Select this option if the current order should be available for selection via CPOE.
  - **Nursing Order for Diabetic Record:** This option is only available on orders in the Diabetic Record Category. This category is designated in the [Diabetic Record Table](#)<sup>108</sup>.
  - When maintenance is complete on the selected order, choose one of the following options:
    - **Save:** Select this option to save changes and return to the main maintenance menu.
    - **Cancel:** Select this option to disregard changes and return to the main maintenance menu.
    - **Previous:** Select this option to access the maintenance screen for the previous order.
    - **Next:** Select this option to access the maintenance screen for the next order.



Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Nursing Orders > Category > Questions > Nursing Order > ?



Flowchart Question Lookup

- Thrive defaults to a lookup table for Chart Specific Questions.
  - **Chart Type:** Use the drop-down to select the applicable Nursing or Multidisciplinary Chart Type.
  - **Category:** Select the applicable Category of questions for the selected Chart Type.
  - **Section:** If applicable, select the appropriate Section for the selected Category.
- Select the **Vital Signs** tab to display a list of Hard-coded Vital Questions for selection.
- Select the **question** then **OK** to associate the question to the order. The **question** may also be **double-clicked** to associate it to an order.

## MEDACT Ranks

- To view the list of Box Numbers (Categories) in it's entirety, select **MEDACT Ranks** from the Nursing Order Maintenance Main Menu.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Nursing Orders > Category > MEDACT Ranks**

Nursing Administration - Nursing Order Maintenance				MEDACT Order Box Title					
Save	Cancel	Back	More	MEDACT Order Box Title	Rank	Prob?	MEDACT Order Box Title	Rank	Prob?
				1 Nursing Orders	00	<input type="checkbox"/>	24 Physical Therapy	00	<input type="checkbox"/>
				2 Transfers/Admits	00	<input type="checkbox"/>	25 Med Surg Problem List	00	<input checked="" type="checkbox"/>
				3 Hygiene	00	<input type="checkbox"/>	26 ICU Problem List	00	<input checked="" type="checkbox"/>
				4 Activities	00	<input type="checkbox"/>	27 SNF Problem List	00	<input checked="" type="checkbox"/>
				5 Safety	02	<input type="checkbox"/>	28 OB/Vaginal Del. Problems	00	<input checked="" type="checkbox"/>
				6 Skin Care Protocol	00	<input type="checkbox"/>	29 OB/C-Section Problem List	00	<input checked="" type="checkbox"/>
				7 Intake & Output/Vitals	00	<input type="checkbox"/>	30 Outpatient L & D	00	<input checked="" type="checkbox"/>
				8 Positioning	00	<input type="checkbox"/>	31 Lab	00	<input type="checkbox"/>
				9 Procedures/Preps	00	<input type="checkbox"/>	32 Radiology	00	<input type="checkbox"/>
				10 Orthopedic Procedures	00	<input type="checkbox"/>	33 Rehab Services	00	<input type="checkbox"/>
				11 Permits	00	<input type="checkbox"/>	34 Respiratory Care	00	<input type="checkbox"/>
				12 Code Status	01	<input type="checkbox"/>	35 EKG	00	<input type="checkbox"/>
				13 Dressings/Tubes/Drains	00	<input type="checkbox"/>	36 Social Services	00	<input type="checkbox"/>
				14 Intravenous	00	<input type="checkbox"/>	37 Dietary	00	<input type="checkbox"/>
				15 Equipment	00	<input type="checkbox"/>	38 Peds/Neonatal Prob List	00	<input checked="" type="checkbox"/>
				16 Diabetic Record	00	<input type="checkbox"/>	39 Cardiopulmonary Prob List	00	<input checked="" type="checkbox"/>
				17 TB Skin Test	00	<input type="checkbox"/>	40 I&O Problem List	00	<input checked="" type="checkbox"/>
				18 Alerts	03	<input type="checkbox"/>	41 General Problem List	00	<input checked="" type="checkbox"/>
				19 ICU	00	<input type="checkbox"/>	42 Safety Problem List	00	<input checked="" type="checkbox"/>
				20 Special Monitoring	00	<input type="checkbox"/>	43 Psychosocial Problem List	00	<input checked="" type="checkbox"/>
				21 PCA	00	<input type="checkbox"/>	44 Education Problem List	00	<input checked="" type="checkbox"/>
				22 Consults	00	<input type="checkbox"/>	45 Behavior Problem List	00	<input checked="" type="checkbox"/>
				23 Fall Prevention	00	<input type="checkbox"/>			

Nursing Order Maintenance

- Medact Order Box Title:** Displays the Box Title Number and the Category Description if one has been assigned.
- Rank:** This field determines the order in which Nursing Orders display on the Medact. If the Categories are not ranked, they will display on the Medact in chronological order. This option works in conjunction with the Medact only. The Rank field does not affect Problem List Categories.
- Prob?:** If selected, the Box Number has been designated for use with the Problem List. Thrive automatically selects this option if the Box Number Category is created via Problem List Setup, but the option may also be manually manipulated here.
- Additional option include:
  - Save:** Select this option to update changes and return to the Nursing Order Maintenance Main Menu.
  - Cancel:** Select this option to disregard changes and return to the nursing Order Maintenance Main Menu.
  - Back:** Select this option to return to Box Titles 1 - 45 if the **More** option was selected.
  - More:** Select this option to view Box Titles 46 - 90.

## 5.3 PCA Protocols

To access setup for PCA Protocols, Ineffective Pain Relief Options and Assessment Options select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > PCA Protocols.**

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > PCA Protocols**

PCA Protocol Maintenance Selection

Code PCA Medication

Protocol 1
Protocol 2
Protocol 3
Protocol 4
Protocol 5
Protocol 6

Ineffective Pain Relief Options

PCA Assessment Options

Enter: \_

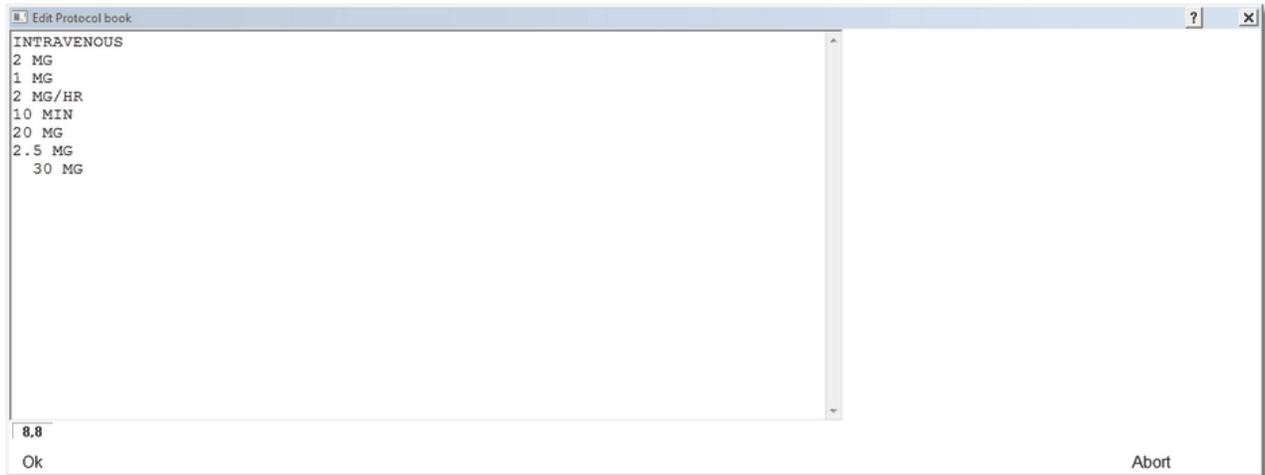
PCA Protocol Maintenance Selection

### Protocols 1 - 6

- Up to six pre-defined PCA Protocols may be set up. The protocols are then attached to the correct item number via Point of Care Control Maintenance - Page 3. In PCA Protocol Setup, the protocols are defined as Protocol 1 - 6. In the POC Control Record, they are attached to items as Protocols A - F.
- PCA Protocols may be set up with or without the option to enter a Continuous Infusion Rate. Select **Continuous infusion of PCA** on Page 1 of the POC Control Record to enable this field for setup and documentation. The field does not have to be addressed if an order does not contain a Continuous Infusion value.
- Protocol Setup WITH Continuous Infusion (Values may include decimals to the nearest hundredth place):
  - Line 1: Route
  - Line 2: Bolus (Loading Dose)
  - Line 3: Patient Administered Dose
  - Line 4: Continuous Infusion Rate

- Line 5: Delay (Lock Out Time)
- Line 6: 4 Hour Limit
- Line 7: Amount Purged From Tubing
- Line 8: Initial Syringe Amount (If the value is less than three digits, precede the number with two spaces. If the value is three digits or more, precede the number with one space.)

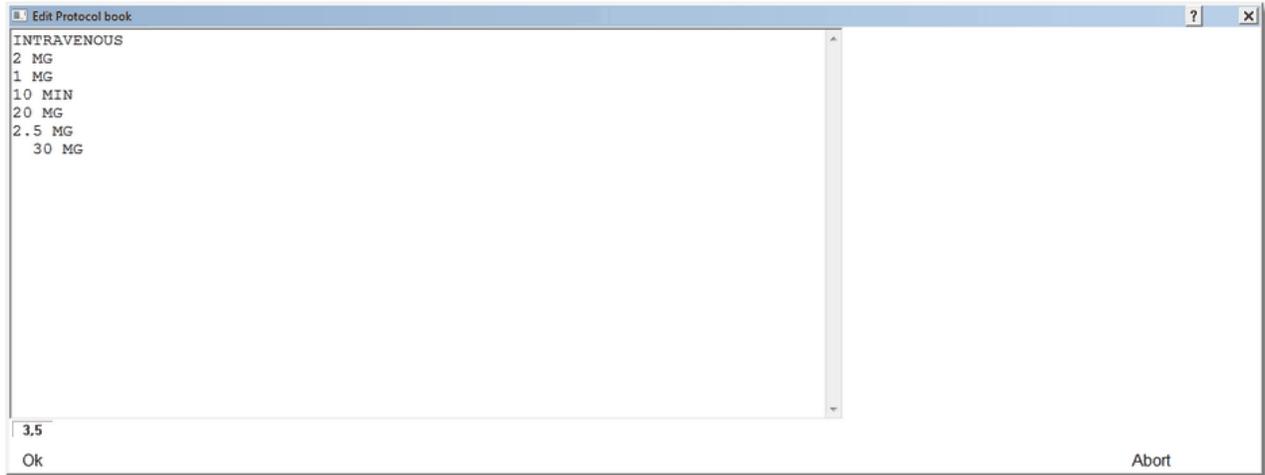
Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > PCA Protocols > Protocol**



PCA Protocol with Continuous Infusion

- Protocol Setup WITHOUT Continuous Infusion (Values may include decimals to the nearest hundredth place):
  - Line 1: Route
  - Line 2: Bolus (Loading Dose)
  - Line 3: Patient Administered Dose
  - Line 4: Delay (Lock Out Time)
  - Line 5: 4 Hour Limit
  - Line 6: Amount Purged From Tubing
  - Line 7: Initial Syringe Amount (If the value is less than three digits, precede the number with two spaces. If the value is three digits or more, precede the number with one space.)

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > PCA Protocols > Protocol



PCA Protocol without Continuous Infusion

- When protocol maintenance is complete, select **OK** to save changes. Select **Abort** to exit without saving changes.

### ***Ineffective Pain Relief Options***

- This option is used to create a pre-defined list of Ineffective Pain Relief Interventions that may be used when documenting Ineffective Dose Administrations via PCA Infusion.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > PCA Protocols > Ineffective Pain Relief Options

Master Maintenance

Chart Type: ALL  
Chart Category: PCA Ineffective Pain Relief Options

Page: 1

Line#	C/A	Text
1	C	MD notified, new order obtained.
2	C	MD notified, new protocol obtained.
3	C	MD notified, no new order/protocol obtained.
4	C	Condition of pt remains unchanged, V/S stable.
5	C	Condition of pt remains unchanged.
6	C	Check MAR for additional PRN medications.
7	C	Pt repositioned for comfort.
8	C	Partial relief obtained.
9	C	OTHER

**Select Mode** Choose a line to change or an option below.

Enter: \_\_\_\_\_

Page #:

PgDn

PgUp

Exit

Delete

Ins

Mov

Copy

Paste

#### Master Maintenance

- For reference, Chart Type (non-specific), Chart Category and Page Number list at the top of the Master Maintenance screen.
- The main display area consists of the following:
  - **Line#:** Thrive assigns a line number to each text entry in setup.
  - **C/A:** C denotes the text entry is a Choice. A is not applicable for Chart Category.
  - **Text:** The text area displays the Choice Description.
  - **Key** or **double-click** the applicable **line number** to perform maintenance on an existing entry.
- **Page #:** This options allows access to a specific page in setup. Select **Page # > Key Number > Enter**.
- **PgDn/PgUp:** Select **PgDn** to view the next page of setup. Select **PgUp** to view the previous page of setup.
- **Exit:** Select this option to return to Nursing Chart Master Functions.
- **Delete:** Select this option to delete existing setup.
  - **Key** the **Beginning Line Number** and the **Ending Line Number**.
  - Select **Y** to complete the action or **N** to abort the process.
  - One or more consecutive lines may be deleted using this option.
- **Ins:** Select this option to create a Choice entry. See [Inserting Choices](#) <sup>101</sup> for additional information.

- **Mov:** Select this option to reposition an existing Choice.
  - **Key** or **double-click** the line number to be moved.
  - **Move AFTER Line#:** The selected line will be moved beneath the line entered here. If the line is being repositioned to a different page of setup, use the **PgDn/PgUp** options to display the applicable page before keying the line number.
  - **Up 1/Down 1:** Select these options to move the line up or down one line number at a time.
  - Select **Cancel** to enter another line to be moved. Select **Cancel** again to exit **Move Mode**.
  
- **Copy:** Select this option to copy one or more consecutive lines to a save area..
  - Select **Copy** and enter the **beginning Sequence Number**, then the **ending Sequence Number**. If the ending number is on a different page of setup, use the **PgDn** option to access the correct page before entering the ending number.
  - Select a Save Area (**1 - 9**) for the data. If the selected Save Area has been previously used, Thrive will prompt **Replace Existing Save Area Data?**. Select **Yes** to proceed or **Cancel** to select a different Save Area.
  
- **Paste:** Select this option to paste data from a save area to the setup of the currently selected category.
  - Select **Paste** then the applicable Save Area (**1 - 9**).
  - To position the data, select **End of File**, **Beginning of File** or enter a **Sequence Number** for the data to fall under.
  - **Copy/Paste** may only be utilized between the same category types. If the categories do not match when attempting to Paste, Thrive will prompt **SAVE AREA NOT COMPATIBLE**.

### Inserting Choices

- An unlimited number of Choices may be created for this category. Choices may be up to 58 characters in length with a 40-character abbreviation. The first 35 characters display on the selection menu, 53 characters on the electronic review screen and the full 58 on the PCA Infusion Form.
  
- To begin, select **Ineffective Pain Relief Options** then **Insert**. The following options are available to position the Choice:
  - **Line Number:** If selected, the Choice will be positioned beneath the Line Number entered.
  - **End of File:** Select this option to position the new Choice after the last existing Choice.
  - **Beginning of File:** Select this option to position the new Choice before the first existing Choice.
  - **Cancel:** Select this option to exit Insert Mode without adding a Choice.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > PCA Protocols > Ineffective Pain Relief Options > Insert

Master Maintenance

Chart Type: ALL  
 Chart Category: PCA Ineffective Pain Relief Options

Line Type: Choice

Text:

Abbreviation:

Current Mode: Insert

Enter new information.

Enter:

**Master Maintenance**

- For reference, Chart Type (non-specific), Chart Category, and Line Type list at the top of the Master Maintenance screen. The options available for Choice setup are noted below:
  - **Text:** Enter the Choice Description up to 75 characters. To allow for free text interventions, include "OTHER" as a choice (all caps, no punctuation).
  - **Abbreviation:** When the description is entered, Thrive automatically generates a 40-character abbreviation comprised of the first 40 characters of the description. This field may be modified.
  - **Print To:** This menu displays when creating a new Choice but is inactive and no longer displays when modifying an existing Choice.
  - When maintenance is complete, select one of the following options:
    - **Update:** Select this option to save changes and exit.
    - **Cancel:** Select this option to exit without saving changes.
    - **Delete:** Select this option to remove the currently selected Line from setup.

### PCA Assessment Options

- This option is used to create Questions and Answers used for PCA assessment documentation.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > PCA Protocols > PCA Assessment Options**

Master Maintenance

Chart Type: ALL  
Chart Category: PCA Assessment Options

Page: 1

Line#	Q/A	Text
1	Q	Pain Relief Experienced By Patient:
2	A	None
3	A	Inadequate
4	A	Adequate
5	A	Intermittent
6	A	Complete pain relief
7	A	PCA supplemented with add'l medication
8	Q	Pt/Family Educated on Use of PCA Pump:
9	A	Yes
10	A	Videotape Viewed
11	A	Written Materials Given
12	A	No
13	A	Family Involved In Education
14	A	Pt Understands & Able to Return Demonstation

**Select Mode** Choose a line to change or an option below.

Enter: \_\_\_\_\_

Page #:

PgDn

PgUp

Exit

Delete

Ins

Mov

Copy

Paste

**Master Maintenance**

- For reference, Chart Type (non-specific), Chart Category and Page Number list at the top of the Master Maintenance screen.
- The main display area consists of the following:
  - Line#: Thrive assigns a line number to each text entry in setup.
  - Q/A: Q denotes the text entry is a Question. A denotes the text entry is an Answer.
  - Text: The text area displays the Question or Answer Description.
  - Key** or **double-click** the applicable **line number** to perform maintenance on an existing entry.
- Page #:** This options allows access to a specific page in setup. Select **Page # > Key Number > Enter**.
- PgDn/PgUp:** Select **PgDn** to view the next page of setup. Select **PgUp** to view the previous page of setup.
- Exit:** Select this option to return to Nursing Chart Master Functions.
- Delete:** Select this option to delete existing setup.
  - Key** the **Beginning Line Number** and the **Ending Line Number**.
  - Select **Y** to complete the action or **N** to abort the process.

- One or more consecutive lines may be deleted using this option.
- **Ins:** Select this option to create a Question entry or an Answer entry. See [Inserting Questions/Answers](#) for additional information.
- **Mov:** Select this option to reposition an existing Question or Answer.
  - **Key** or **double-click** the line number to be moved.
  - **Move AFTER Line#:** The selected line will be moved beneath the line entered here. If the line is being repositioned to a different page of setup, use the **PgDn/PgUp** options to display the applicable page before keying the line number.
  - **Up 1/Down 1:** Select these options to move the line up or down one line number at a time.
  - Select **Cancel** to enter another line to be moved. Select **Cancel** again to exit Move Mode.
- **Copy:** Select this option to copy one or more consecutive lines to a save area..
  - Select **Copy** and enter the **beginning Sequence Number**, then the **ending Sequence Number**. If the ending number is on a different page of setup, use the **PgDn** option to access the correct page before entering the ending number.
  - Select a Save Area (1 - 9) for the data. If the selected Save Area has been previously used, Thrive will prompt **Replace Existing Save Area Data?** Select **Yes** to proceed or **Cancel** to select a different Save Area.
- **Paste:** Select this option to paste data from a save area to the setup of the currently selected category.
  - Select **Paste** then the applicable Save Area (1 - 9).
  - To position the data, select **End of File**, **Beginning of File** or enter a **Sequence Number** for the data to fall under.
  - **Copy/Paste** may only be utilized between the same category types. If the categories do not match when attempting to Paste, Thrive will prompt **SAVE AREA NOT COMPATIBLE**.

### Inserting Questions/Answers

- Up to nine Questions may be entered in the PCA Assessment Options Category. Questions may be up to 46 characters in length with a 40 character abbreviation. Up to 12 Answers may be entered for each Question. Answers may be up to 40 characters in length.
- If an attempt is made to enter more than nine Questions in the PCA Assessment Options Category, the following prompt displays: **Max number for this field has already been reached.**
- To begin, select **PCA Assessment Options** then **Insert**. The following options are available to position the Question or Answer:
  - **Line Number:** If selected, the Question or Answer will be positioned beneath the Line Number entered.
  - **End of File:** Select this option to position the new Question or Answer after the last existing Question or Answer.
  - **Beginning of File:** Select this option to position the new Question or Answer before the first existing Question or Answer.

- After the position is determined, select the **Line Type**, Question or Answer. **Exit** may be selected to return to Master Maintenance .

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > PCA Protocols > PCA Assessment Options > Insert > Beginning of File > Question**

Master Maintenance

Chart Type: ALL  
Chart Category: PCA Assessment Options

Line Type: Question

Text:

Abbreviation:

FlowChart Code:

Flowsheet answer format:  Text  Date  Time  Proc Start  Proc Stop  
 OR Procedures  Surgeons  Anesthesiologist  Anesthesia Type  Employees  
 Task Date/Time

**Current Mode: Insert** Enter new information.

Enter:

#### Master Maintenance - Question

- For reference, Chart Type (non-specific), Chart Category and Line Type list at the top of the Master Maintenance screen. The options available for Question setup are noted below:
  - **Text:** Enter the Question Description up to 46 characters.
  - **Abbreviation:** When the description is entered, Thrive automatically generates a 40-character abbreviation comprised of the first 40 characters of the description. This field may be modified.
  - **FlowChart Code:** This option is not applicable for this Chart Category.
  - **Flowsheet Answer Format:** This option is not applicable for this Chart Category.
  - **Print To:** This option is not applicable for this Chart Category.
  - When maintenance is complete, select one of the following options:
    - **Update:** Select this option to save changes and exit.
    - **Cancel:** Select this option to exit without saving changes.
    - **Delete:** Select this option to remove the currently selected Line from setup.

- To insert Answers for the selected category, select **Answer** after selecting the line position.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > PCA Protocols > PCA Assessment Options > Insert > Beginning of File > Answer**

Master Maintenance

Chart Type: ALL  
 Chart Category: PCA Assessment Options

Line Type: Answer

Text:

Abbreviation:

Current Mode: Insert Enter new information.  
 Enter:

**Master Maintenance - Answer**

- For reference, Chart Type (non-specific), Chart Category and Line Type list at the top of the Master Maintenance screen. The options available for **Answer** setup are noted below:
  - **Text:** Enter the Answer Description up to 40 characters.
  - **Abbreviation:** When the description is entered, Thrive automatically generates a 40-character abbreviation comprised of the first 40 characters of the description. This field may be modified.
  - **Print To:** This menu displays when creating a new Answer but is inactive and no longer displays when modifying an existing Answer.
  - When maintenance is complete, select one of the following options:
    - **Update:** Select this option to save changes and exit.
    - **Cancel:** Select this option to exit without saving changes.
    - **Delete:** Select this option to remove the currently selected Line from setup.

## 5.4 Allergy Reactions

For more information, see [Table Maintenance Clinical](#).

## 5.5 Diabetic Record Table

To access the Diabetic Record Control Table, select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Diabetic Record Table**. Setup options are discussed in the following sections.

### *Diabetic Record Control Table - General*

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Diabetic Record Table > General**

The screenshot shows the 'Diabetic Record Control Table' configuration page. The top navigation bar includes 'Evident Community Hospital' and 'Signed On Emp: CEK Dept: 001'. The page title is 'Diabetic Record Control Table'. Below the title, there are tabs for 'General', 'General - Page 2', 'Interventions', 'Protocol Maintenance', and 'Dept. Specific'. The 'General' tab is active. The page is divided into two main sections: 'Control Switches' and 'Diabetic Record Items and Settings'.

**Control Switches:**

- Prompt when changing units in DR?
- Sort Diabetic Record data?
- Prompt when changing assigned Protocol times?
- Auto display in verify: Diabetic Record Protocol?
- Print Protocol Comments?
- Create Nursing Orders?

**Diabetic Record Items and Settings:**

- Blood Glucose Item: 41234123
- BG-BEDSIDE
- Carbohydrate Count Item: 41234567
- CARBOHYDRATE COUNT
- Glucose Reference Range Table: GLUCOSE
- Nursing Order Category and Description: Diabetic Record
- BG Level/Carb Count
- Lab Glucose Tests: GLUCOSE

Diabetic Record Control Table

- **Prompt when changing units in DR (Diabetic Record):** Select to receive the prompt, “**Are you sure? Y/N**”, when changing the dose of insulin in the Diabetic Record.
- **Sort Diabetic Record Data:** Select this option to view documentation per sliding scale type (SubQ, IV, etc.) on the Patient Progress Notes. If not selected, the documentation will be combined and in chronological order.
- **Prompt when changing assigned Protocol times?:** Select to receive the prompt, “**One or more times are already associated to a protocol. Proceed? Yes/No**” when changing an associated time from one protocol to another.
- **Auto Display in verify: Diabetic Record Protocol?:** Select this option to display the Diabetic Record Sliding Scale and/or Carb Formula immediately after selecting the Look option when verifying orders.
- **Print Protocol Comments:** Select to display Sliding Scale and Carb Formula comments on the Diabetic Flow Sheet.

- **Create Nursing Orders?:** When selected, the Diabetic Record Order Entry Option "Create Nursing Order" will default to "Yes" when a protocol order is placed. The user may deselect the option before updating the order. If this option is not selected in the control table, the user will have to manually select the "Create Nursing Order" option when placing a protocol order.
- **Blood Glucose Item:** Enter the item number Thrive will use when a BG Level Item Type is selected for Order Entry in the Diabetic Record.
- **Carbohydrate Count item:** Enter the item number Thrive will use when a Carbohydrate Count Item Type is selected for Order Entry in the Diabetic Record.
- **Glucose Reference Range Table:** Enter the description of the Reference Range Table that will display via the Diabetic Record and the Diabetic Record Flowsheet. The Laboratory Department may provide the description.
- **Nursing Order Category and Description:** Use the looking glass to select the **Medact Category** beneath which the BG and Carb Check times will display on the Medact. Thrive also requires that an order in the selected category be designated as the Nursing Order for Diabetic Record. The description of the selected order will display on the Control Table but the orders that are generated by the Diabetic Record are hard-coded.
- **Lab Glucose tests:** Controls whether blood glucose tests resulted via the facility's lab will print on the routine or ICU diabetic flowsheet. The description of the test(s) listed must be set up in the lab's reference range tables. Consult the facility's lab manager or a Thrive Point of Care support representative for assistance.

### ***Diabetic Record Control Table - General - Page 2***

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Diabetic Record Table > General - Page 2**

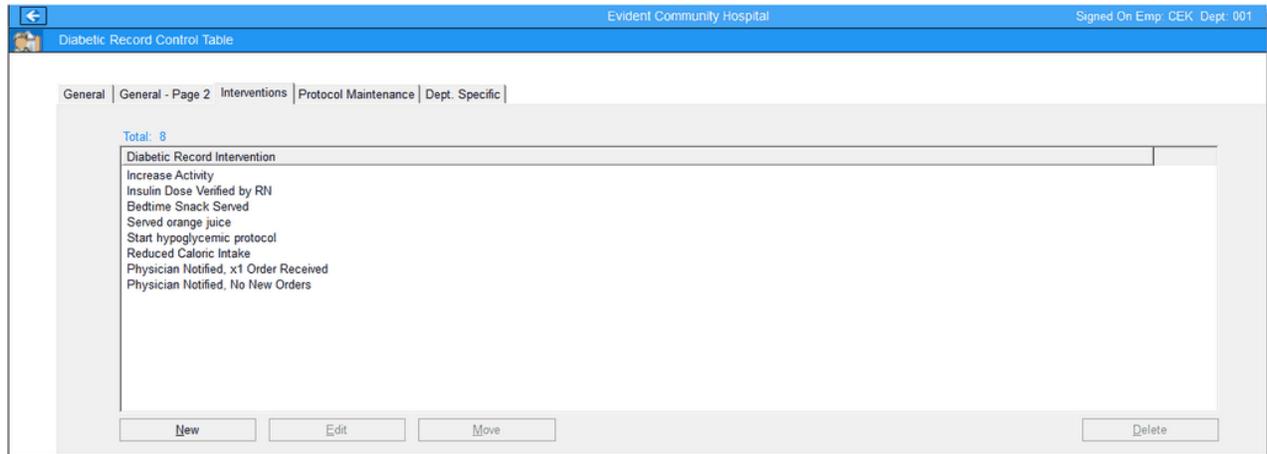
Default Protocol Names	Alternate Protocol Names
No Protocol	NO PROTOCOL
Blood Glucose Sliding Scale	Blood Glucose Corrective Scale
Carbohydrate Sliding Scale	Carbohydrate Corrective Scale
Carbohydrate Formula	
Continuous IV Bolus - Blood Glucose Sliding Scale	Continuous IV Bolus - Blood Glucose Corrective Scale
Continuous IV Bolus - Carbohydrate Sliding Scale	
Subcutaneous Pump Bolus - Blood Glucose Sliding Scale	
Subcutaneous Pump Bolus - Carbohydrate Sliding Scale	

**Diabetic Record Control Table - General - Page 2**

The Table on the **Page 2 Tab** lists the Default Protocol Names or types. These types are used in the set up of individual protocols and by the user during order entry. The **Alternate Protocol Names** fields allow the names to be customized.

### ***Diabetic Record Control Table - Interventions***

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Diabetic Record Table > Interventions**



**Diabetic Record Control Table - Interventions**

- To create an **Intervention** select **New**. The Intervention Maintenance screen will display.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Diabetic Record Table > Interventions > New**



**Intervention Maintenance**

- Enter a Description of up to 80 characters. Thrive will automatically generate an Abbreviation of up to 40 characters. The abbreviation may be modified if necessary. Select **Top** or **Bottom** to position the intervention on the list.
- Select **Save** to update the changes or **Cancel** to abort.
- To modify an existing Intervention, select the **Intervention** then **Edit**. The Intervention Maintenance screen will display for changes to be made.

- To change the position of an existing Intervention, select the **Intervention** then **Move**. The Intervention will be positioned above the next Intervention selected on the list.
- To remove an existing Intervention, select the **Intervention** then **Delete**.

### ***Diabetic Record Control Table - Protocol Maintenance***

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Diabetic Record Table > Protocol Maintenance**

**Diabetic Record Control Table - Protocol Maintenance**

- Select **Protocol Maintenance** to display a list of existing Protocol Groups. The Starting Description field may be used to locate a group alphabetically. Enter the **Description** in the field, and select **Go**. If the group description displays in blue font, it has been designated as the Hospital Default.
- Select **New** to create a Protocol Group. The Default Protocol Maintenance screen will display.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Diabetic Record Table > Protocol Maintenance > New**

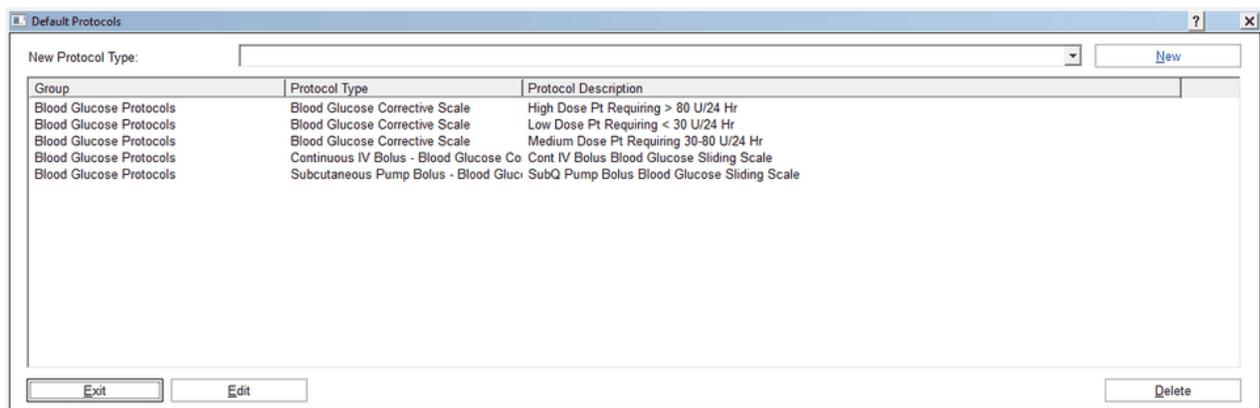
**Default Protocol Maintenance**

- Enter the group name in the Title field. Select **Use as Hospital Default** if applicable. Only one group may be designated as the default. Select **Save** to update or **Cancel** to abort.
- To modify the description of a group or change the Hospital Default, select the **Description** then **Edit**. The Default Protocol Maintenance screen will display for changes to be made.
- To remove a Protocol Group, select the **Description** then **Delete**. The following prompt displays: **Are you sure you want to delete 'Description' and all of it's protocols? Yes/No.** Select **Yes** to proceed or **No** to exit.

## Protocols

- To create or modify an individual protocol select the **Description** then **Protocols**. The Default Protocols screen will display.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Diabetic Record Table > Protocol Maintenance > Description > Protocols**



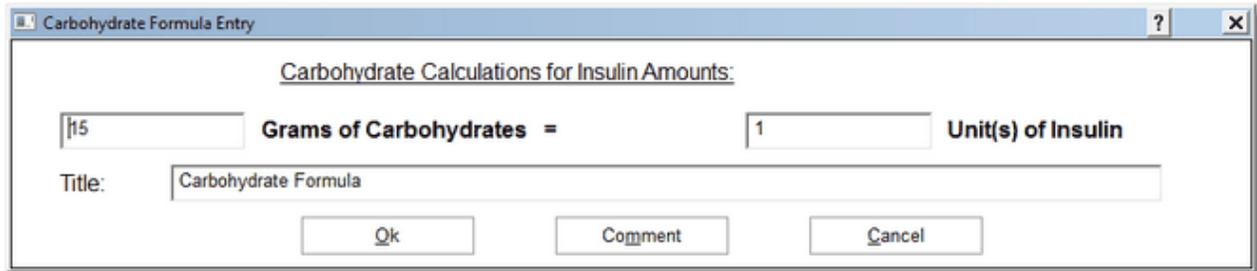
Default Protocols

- The Group Description, Protocol Type and Protocol Description display for existing protocols.
- Select a **Protocol** then **Edit** to modify an existing protocol. Select a **Protocol** then **Delete** to remove the Protocol from the group. The following prompt will display: **Delete 'Protocol'? Yes/No.** Select **Yes** to proceed or **No** to exit
- Select **Exit** to return to the previous menu.
- To create a new protocol, select the **New Protocol Type** from the drop-down menu then **New**. The drop-down is populated from the list established on [Diabetic Record Control Table - General - Page 2](#)<sup>109</sup>.
- Setup options are determined by the type of protocol selected.



## Carbohydrate Formula

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Diabetic Record Table > Protocol Maintenance > Description > Protocols > Carbohydrate Formula Type > New**



Carbohydrate Formula Entry

- **Grams of Carbohydrates:** Enter the number of Grams of Carbohydrates that will be used to determine the insulin dosage.
- **Unit(s) of Insulin:** Enter the number of Units of Insulin the patient will receive based on the Grams of Carbohydrates consumed.
- **Title:** Enter the description of the formula in this field. A title must be entered to update.
- **Comment:** Select **Comment** to enter a comment. If addressed, Comment will display in red font.
- Select **Ok** to save or **Cancel** to abort.



### ***Diabetic Record Control Table - Dept. Specific***

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Diabetic Record Table > Dept. Specific**

**Diabetic Record Control Table - Dept. Specific**

- This tab allows for department specific setup for the Diabetic Flowsheet and Graphical Review.
- **Department:** Select applicable department from the drop-down menu. When setup is complete, select the **Save Icon**.
- **Graphical Review/Print Prompt:** To enter timeframe parameters at the time of report generation, select this option. If selected, the ICU and Routine options below are disabled. Deselect this option to enable the **ICU** and **Routine** fields.
- **ICU:** Enter the **number of days** back from the current date and time to capture on the report or select **Beginning of Stay**. These parameters are exclusive to the ICU Version.
- **Routine:** Enter the **number of days** back from the current date and time to capture on the report or select **Beginning of Stay**. These parameters are exclusive to the Routine Version.
- **Graphical Review:** Select **ICU** or **Routine** to establish the Version of the Diabetic Flowsheet will display when the Graphical Review option is selected in this department.

## 5.6 Mail Text

- The Mail Text option allows the user to create pre-defined text entries for Mail when accessed via Point of Care.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Mail Text**

Master Maintenance

Chart Type: ALL  
Chart Category: Mail Text Options

Page: 1

Line#	C/A	Text
1	C	Please work as charge nurse in _____ this shift.
2	C	Patient needs assistance in room _____.
3	C	Call Dr. _____.
4	C	Pick up your chart deficiency list.
5	C	Go to personnel before you leave.
6	C	Call your spouse at _____.
7	C	Can you work _____ shift on _____?
8	C	Next week's schedule has been posted.
9	C	meeting today

**Select Mode** Choose a line to change or an option below.

Enter: \_\_\_\_\_

Page #:	PgDn	PgUp
Exit	Delete	Ins
	Mov	Copy
		Paste

**Master Maintenance**

- For reference, Chart Type (non-specific), Chart Category and Page Number list at the top of the Master Maintenance screen.
- The main display area consists of the following:
  - Line#:** Thrive assigns a line number to each text entry in setup.
  - C/A:** C denotes the text entry is a Choice. A is not applicable for Mail Text entries.
  - Text:** The text area displays the Choice Description.
  - Key** or **double-click** the applicable **line number** to perform maintenance on an existing entry.
- Page #:** This options allows access to a specific page in setup. Select **Page # > Key Number > Enter**.
- PgDn/PgUp:** Select **PgDn** to view the next page of setup. Select **PgUp** to view the previous page of setup.
- Exit:** Select this option to return to Nursing Chart Master Functions.

- **Delete:** Select this option to delete existing setup.
  - **Key** the **Beginning Line Number** and the **Ending Line Number**.
  - Select **Y** to complete the action or **N** to abort the process.
  - One or more consecutive lines may be deleted using this option.
  
- **Ins:** Select this option to create a Choice entry. See [Inserting Choices](#)<sup>119</sup> for additional information.
  
- **Mov:** Select this option to reposition an existing Choice.
  - **Key** or **double-click** the line number to be moved.
  - **Move AFTER Line#:** The selected line will be moved beneath the line entered here. If the line is being repositioned to a different page of setup, use the **PgDn/PgUp** options to display the applicable page before keying the line number.
  - **Up 1/Down 1:** Select these options to move the line up or down one line number at a time.
  - Select **Cancel** to enter another line to be moved. Select **Cancel** again to exit **Move Mode**.
  
- **Copy:** Select this option to copy one or more consecutive lines to a save area..
  - Select **Copy** and enter the **beginning Sequence Number**, then the **ending Sequence Number**. If the ending number is on a different page of setup, use the **PgDn** option to access the correct page before entering the ending number.
  - Select a Save Area (**1 - 9**) for the data. If the selected Save Area has been previously used, Thrive will prompt **Replace Existing Save Area Data?**. Select **Yes** to proceed or **Cancel** to select a different Save Area.
  
- **Paste:** Select this option to paste data from a save area to the setup of the currently selected category.
  - Select **Paste** then the applicable Save Area (**1 - 9**).
  - To position the data, select **End of File**, **Beginning of File** or enter a **Sequence Number** for the data to fall under.
  - **Copy/Paste** may only be utilized between the same category types. If the categories do not match when attempting to Paste, Thrive will prompt **SAVE AREA NOT COMPATIBLE**.

### Inserting Choices

- Up to 16 Choices may be entered in the Mail Text Options Category. Choices may be up to 75 characters in length with a 40-character abbreviation.
- If an attempt is made to enter more than 16 Choices in the Mail Text Options Category, the following prompt displays: **Max number for this field has already been reached.**
- To begin, select **Mail Text** then **Insert**. The following options are available to position the Choice:
  - **Line Number:** If selected, the Choice will be positioned beneath the Line Number entered.
  - **End of File:** Select this option to position the new Choice after the last existing Choice.
  - **Beginning of File:** Select this option to position the new Choice before the first existing Choice.
  - **Cancel:** Select this option to exit Insert Mode without adding a Choice.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Mail Text > Insert**

Master Maintenance

Chart Type: ALL  
 Chart Category: Mail Text Options

Line Type: Choice

Text:

Abbreviation:

PrintTo: Edu  PainFS  InitI  DisPlan  DisSum  DisInst

Current Mode: Insert Enter new information.  
 Enter:

Master Maintenance

- For reference, Chart Type (non-specific), Chart Category, and Line Type list at the top of the Master Maintenance screen. The options available for Choice setup are noted below:
- **Text:** Enter the Choice Description up to 75 characters.
- **Abbreviation:** When the description is entered, Thrive automatically generates a 40-character abbreviation comprised of the first 40 characters of the description. This field may be modified.

- **Print To:** This menu displays when creating a new Choice but is inactive and no longer displays when modifying an existing Choice.
- When maintenance is complete, select one of the following options:
  - **Update:** Select this option to save changes and exit.
  - **Cancel:** Select this option to exit without saving changes.
  - **Delete:** Select this option to remove the currently selected Line from setup.

## 5.7 Standing Order Table

- To set up Group Standing Orders (GSOs) via Point of Care:

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Standing Order Table > Enter**

Group/Standing Order Display/Maintenance

Enter Description: \_\_\_\_\_ Exit

Description	UC?
1 ADMIT ORDER	
2 ADMIT: STROKE CPOE	
3 Activase (TPA) Protocol	
4 Alcohol W/D Care Map	
5 Alcohol Withdrawal Pathway	
6 Angina-R/O MI:Day 1 Clinical Pathway	
7 Angiography:Pre-op Orders	
8 C-Section: 1st Day Post-op	
9 CHF-Admission Protocol	
10 COPD Day 1 Clinical Pathway	
11 COPD Day 2:Clinical Pathway	
12 CORONARY CARE PROTOCOL 69	
13 Cardiac CP-Day 1	
14 Cardiac Cath	
15 Cardiac Troponin Series	

Enter:

### Group/Standing Order Display/Maintenance

- To select an existing GSO for review or maintenance, key the **line number** or double-click the **Description**. If an asterisk displays to the right of the Description, the GSO is Under Construction (UC?) and not selectable via Order Entry.
- Select **Exit** to begin a new alpha search.
- Select **PgDn** to scroll through the list of available GSOs.
- To create a new GSO select **New Description**. Enter the **Description** of the GSO and select **Enter**.

- The prompt **Just Like?** will display.
  - **Y (Yes):** Select **Y** to copy the setup from an existing GSO to the new GSO. The GSO Maintenance Screen will display for selection of the GSO to copy.
  - **N (No):** Select **N** to begin constructing the new GSO.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Standing Order Table > Enter > New Description > Description/Enter > Just Like?/Y > Enter/Description**

Group/Standing Order Maintenance

Description: CHF-Admission Protocol  
Under Construction?: N Last Modified Date: 09/12/14

Dept	Order	Freq/Spec	Instr	Description
1 NS Order	VS Q4H			
2 NS Order	I&O Q8H			
3 NS Order	Daily Wts			
4 NS Order	Bedrest w/HOB>			
5 NS Order	Consult SS			
6 Pharmacy	LASIX (FUROSEMIDE) IN	X1	STANDARD TIMES	IVP STAT ON ADMISSIO
7 Pharmacy	LIDOCAINE INJ(SDV):1%	PRN	STANDARD TIMES	IVP PRN PVC'S
8 Pharmacy	D5 1/2NS : 1000ML	Q3H	NON-STD TIMES	40MEQKCL
9 Lab	CPK-CKMB IF ELEVATED		STAT	
10 Lab	CPK-CKMB IF ELEVATED	8	HRS HENCE	
11 Lab	CPK-CKMB IF ELEVATED	16	HRS HENCE	
12 R/C	EKG		STAT	
13 R/C	EKG	1	DAYS HENCE @ 0700	
14 R/C	EKG	2	DAYS HENCE @ 0700	
15 R/C	ABG ARTERIAL BLOOD G		STAT	ROOM AIR

Enter:

**Group/Standing Order Maintenance**

- **Description:** Displays the description of the currently selected GSO.
- **Under Construction?:** If set to **Y (Yes)**, the GSO is not selectable via Order Entry. When a new GSO is created, Thrive defaults to **Y**.
- **Last Date Modified:** Displays the last date data was removed, modified or added to the GSO. An audit log is also available. See [Standing Order Audit Log](#)<sup>194</sup>.
- To review, modify or remove an existing order, enter the **line number** or **double-click** the order.
- Additional options include:
  - **Exit:** Select this option to return to the previous menu.
  - **Group Desc:** Select this option to modify the description of the GSO or to change the construction status of the GSO.
  - **PgDn:** Select this option to scroll through the list of existing orders.
  - **New Item:** Select this option to add an order to the GSO. Select the **sequence number** to

position the new item. Select the item type from the following:

- **P** - Pharmacy (Please refer to the Pharmacy Setup User Guide for setup options.)
- **A** - Ancillary (Please refer to the Ancillary Reference User Guide for setup options.)
- **N** - Nursing Orders
- **0** - Exit

- Select **N** for Nursing Orders then enter a **Question Mark** in the Description field to search for the order.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Standing Order Table > Enter > Description > Order > New Item > N > ?**

Nursing Order Group/Standing Order

Nursing Order Description: (Key "?" for Menu)

?  
 CPOE Long Description:

JetCode:  Actual Acuity:  Predictive Acuity:  Skill Mix:

Patient Census?:  ChartLink Default:

Enter: 1 Exit & Update Delete

Box Number & Description

1	Nursing Orders
2	Transfers/Admits
3	Hygiene
4	Activities
5	Safety
6	Skin Care Protocol
7	Intake & Output/Vitals
8	Positioning
9	Procedures/Preps
10	Orthopedic Procedures

Enter:    (   )

**Nursing Order Group/Standing Order**

- The Nursing Order Categories display in the Box Number & Description box at the bottom of the screen. Select **Exit** to abort the search or **PgDn** to scroll the list of available Categories. Key the **line number** or **double-click** the applicable **Category** to display the nursing orders
- Key the **line number** or **double-click** the **Nursing Order** to select. The maintenance options are discussed below.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Standing Order Table > Enter > Description > Order > New Item > N > ? > Category > Nursing Order

Nursing Order Group/Standing Order

Nursing Order Description: (Key "?" for Menu)

Ambulate with assistance PRN

CPOE Long Description:

JetCode:  Actual Acuity:  Predictive Acuity:  Skill Mix:

Patient Census?:  ChartLink Default:

Enter:

Nursing Order Description Box: Activities

1	Bedrest
2	Bedrest with BRP
3	Bedrest with BSC
4	Up ad lib
5	Up to commode
6	Ambulate x _____ per day
7	Up to chair
8	Dangles legs at bedside
9	Ambulate with assistance PRN
10	Up with assistance only

Enter: 98 (   )

#### Nursing Order Group/Standing Order

- **Nursing Order Description:** Displays the selected Nursing Order. This field may be modified. If a nursing order is not available, select an order from the applicable category and then re-key the correct order.
- **CPOE Long Description:** Use this field to customize how the order will display via CPOE Group Standing Order Entry. If left blank, Thrive defaults to the Nursing Order Description.
- **Jet Code:** Select an option from the drop-down to direct the user to that documentation area of Thrive when the order is selected from the Medact. The available codes are listed below:
  - **1 - Pertinent History:** Traditional Documentation Area. Do not select if this data is documented via Flow Charts.
  - **2 - Physical Assessment:** Traditional Documentation Area. Do not select if this data is documented via Flow Charts.
  - **3 - Vital Signs:** Traditional Documentation Area. Do not select if this data is documented via Flow Charts.
  - **4 - Nursing Activities:** Traditional Documentation Area. Do not select if this data is documented via Flow Charts.
  - **5 - Pharmacy:** Directs the user to the POC Pharmacy Main Screen.
  - **6 - Diabetic Record:** Directs the user to the Diabetic Record Main Screen.
  - **7 - Discharge Summary:** Traditional Documentation Area. Do not select if this data is documented via Flow Charts.
  - **8 - Discharge Planner:** Traditional Documentation Area. Do not select if this data is documented via Flow Charts.

- **9 - Education:** Traditional Documentation Area. Do not select if this data is documented via Flow Charts.
- **A - Flow Chart:** Directs the user to the Flow Chart Selection Screen.
- **Actual Acuity:** Enter the number of Acuity Points. See the POC Acuity User Guide for additional information.
- **Predictive Acuity:** Enter the number of Acuity Points. See the POC Acuity User Guide for additional information.
- **Skill Mix:** Enter the applicable Skill Mix (Job Code). See the POC Acuity Guide for additional information.
- **Patient Census:** Select this option to include the documentation for the this Nursing Order on the Patient Census Report. Additional setup required. See [Patient Census Summary Table](#)<sup>61</sup>.
- **ChartLink Default:** Via CPOE, orders contained in a GSO may be pre-defined to reflect the most common way the GSO is placed by the physician. If selected, the order will default to the selected position on the GSO.

## 5.8 POC Acuity Table

Please refer to the POC Acuity User Guide for information on this option.

## 5.9 Pharmacy Dosage Units

To access Pharmacy Dosage Units Setup select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Pharmacy**. Enter a unit abbreviation of up to five characters in the **Unit** field. Use the **Description** field adjacent to the Unit field to enter a full description of the unit up to 23 characters.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Pharmacy Dosage Units

Pharmacy Dosage Units Maintenance			
Unit	Description	Unit	Description
MG	MILLIGRAM	DR	DRAM
ML	MILLILITER	LITER	LITER
GM	GRAM	SUPP	SUPPOSITORY
EA	EACH	AMP	AMPULE
TAB	TABLET		
CAP	CAPSULE		
GTT	DROP		
MCG	MICROGRAM		
MEQ	MILLIEQUIVALENT		
INCH	INCH		
OZ	OUNCE		
UN	UNIT		
UD	UNIT DOSE		
TSP	TEASPOON		
TBSP	TABLESPOON		

Pharmacy Dosage Lines Maintenance

### 5.10 Patient Progress Notes

- Patient Progress Notes may be generated in one of three available formats, A, B or C. The format to be used is designated in Point of Care Control Maintenance - Page 2.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Patient Progress Notes

**FORMAT OPTIONS FOR PATIENT PROGRESS NOTES**

**Options**

**CHRONOLOGICAL**

INDEXED & CHRONOLOGICAL
HORIZONTAL, INDEXED & CHRONOLOGICAL

Enter:

Format Options For Patient Progress Notes

- **CHRONOLOGICAL** (Format A): Format A is the default setting for Patient Progress Notes. All documented information will generate chronologically. This format is hard-coded and requires no additional setup.

- **INDEXED & CHRONOLOGICAL** (Format B): Format B will generate the information in ranked order, by category. Up to three categories may be combined. The information within each category is in chronological order. If more than one category is combined, the combined information is in chronological order.
- **HORIZONTAL, INDEXED & CHRONOLOGICAL** (Format C): Format C will generate the information in ranked order, by category, in two columns horizontally per page. Up to three categories may be combined. The information within each category is in chronological order. If more than one category is combined, the combined information is in chronological order.
- Setup options for Format B and Format C are the same. To access setup, select the applicable format from the **Options Menu**.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Patient Progress Notes > INDEXED & CHRONOLOGICAL**

Indexed & chronological

Codes	Description	Print on EOS?
A	VITAL SIGNS	<input checked="" type="checkbox"/>
F	PHYSICAL ASSESSMENT	<input checked="" type="checkbox"/>
I	PLAN OF CARE (PROBLEM LIST)	<input checked="" type="checkbox"/>
D	NURSING ORDERS	<input checked="" type="checkbox"/>
B E G	MEDICATIONS	<input checked="" type="checkbox"/>
J S	EDUCATION	<input checked="" type="checkbox"/>
P	NUTRITION	<input checked="" type="checkbox"/>
K g	PHYSICAL THERAPY	<input checked="" type="checkbox"/>
L h	OCCUPATIONAL THERAPY	<input checked="" type="checkbox"/>
M i	SPEECH THERAPY	<input checked="" type="checkbox"/>
j	THERAPEUTIC RECREATION	<input checked="" type="checkbox"/>
N	OCCUPATIONAL THERAPY	<input checked="" type="checkbox"/>
O	CARDIAC REHABILITATION	<input checked="" type="checkbox"/>
Q R	CASE MANAGEMENT & SOCIAL SERVICES	<input checked="" type="checkbox"/>
C	NURSING ACTIVITIES	<input checked="" type="checkbox"/>
H	SHIFT SUMMARY	<input checked="" type="checkbox"/>
T	Pharmacy	<input checked="" type="checkbox"/>
a	Laboratory	<input checked="" type="checkbox"/>
b	Radiology	<input checked="" type="checkbox"/>
c	Behavioral Health	<input checked="" type="checkbox"/>

Enter:

Progress Notes – Format “B” Maintenance

- **Codes:** Each documentation area is represented by a 1-character code. This allows the user to customize the order in which these areas display on the Patient Progress Notes.
  - Up to three codes may be grouped and ranked together. If more than one code is entered on any line, the data corresponding to those codes will be grouped together and will print and display chronologically in that ranked order under the corresponding group description.
  - Any code not manually added to the table will be added by Thrive in alphabetical order. When exiting out of the maintenance menu, Thrive will display **“Adding the following code(s) to the end:”**
  - The following **Information Group Index Codes** are available:
    - **A** - Vital Signs (Vital Signs documented via the Hard-Coded Vital Sign questions)
    - **B** - Medications

- **C** - Nursing Activities (Refers to the setup area, not the method of documentation)
  - **D** - Nursing Orders
  - **E** - Diabetic Record
  - **F** - Physical Assessment (Refers to the setup area, not the method of documentation)
  - **G** - PCA
  - **H** - Shift Summary (Refers to the setup area, not the method of documentation)
  - **I** - Problems/Goals
  - **J** - Education (Refers to the setup area, not the method of documentation)
  - **K-T** - Multidisciplinary Chart Types 1 - 10
  - **a-j** - multidisciplinary Chart Types 11 - 20.
- **Description:** This field will automatically populate with the Information Group Index Descriptions when one or more codes are entered in a field. A facility-defined description up to 70 characters may be keyed over the default description.
  - **Print on EOS?:** When the Patient Progress Notes are manually generated, spooled to PC Backup or set to purge to Clinical History all documentation areas are included on the report. If the report is set to automatically generate at End of Shift, the facility may limit the documentation that generates by marking which codes should generate at End of Shift. For example, if the facility also generates the MAR at End of Shift, they may choose to leave off the Medications Category on the Patient Progress Notes. The switch would be de-selected for this code.
  - Select **PgDn** to access Page 2 of maintenance.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Patient Progress Notes > INDEXED & CHRONOLOGICAL > PgDn**

Indexed & chronological

Codes			Description	Print on EOS?
d			Wound Care	<input checked="" type="checkbox"/>
e			Social Services	<input checked="" type="checkbox"/>
f			Activities	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Progress Notes - Format "B" Maintenance

Miscellaneous

Combine Blood Glucose with Subcutaneous Insulin & Hypoglycemic agents.?

Attach this report at the Top (T), Left side (L) or Right side (R)....?  L

Sort Problems to Problem Section (P) or by specific category (S).....?  P

Enter:

Progress Notes – Format “B” Maintenance Menu - Page 2

- **Combine Blood Glucose with Subcutaneous Insulin and Hypoglycemic agents.?:** Select this option to list Subcutaneous Insulin and Hypoglycemic Agents under the Diabetic Record Category. If not selected, these items will list under the Medications Category.
- **Attach this report at the Top (T), Left side (L) or Right side (R)?:** Controls margin spacing according to the point of attachment in the physical chart.
  - **T:** Allows holes to be punched at the top of the Patient Progress Notes.
  - **L:** Allows holes to be punched on the left side of the Patient Progress Notes.
  - **R:** Allows holes to be punched on the right side of the Patient Progress Notes.
- **Sort Problems to Problem Section (P) or by specific category (S)?**
  - **P:** If selected, documentation that occurred while in Problem Mode will be denoted by a note (**See PA** for example) that will generate along with the Problem documentation under the Problems/Goals Category.
  - **S:** If selected, Problem documentation that includes data documented while in Problem Mode will print in the category of that data.
- Additional options:
  - **Exit:** Select this option to return to Nursing Chart Masters Functions screen.
  - **All:** Not Applicable.
  - **Help:** Select this option to view the Information Group Index Codes, a description of the selected format and detailed instructions on setup.
  - **PgUp:** Select this option to return to Page 1 of maintenance.

## 5.11 Education

- To access Education Setup:

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Education**

Education User Defined Categories

Box Title	Box Title
Learning Assessment	Cardiopulmonary Education
Isolation	Pneumonia
Integumentary	Pulmonary Diseases
Pain/PCA	Falls
Hypertension	Invasive Lines/Spec. Mon.
Atrial Fibrillation	Feeding Tubes
Angina	Osotomy
Myocardial Infarction	Pre-op/Post-op
Heart Failure	Antepartum
Cardiac Procedures	Gestational Diabetes
Pacemaker	Pre-Term Labor
Cardiac Rehab Consult	Pregnancy-Induced HTN
Anticoagulant Therapy	L and D/Recovery
Stroke	C-Section
Dietary	Post-Partum Self-Care
Gastroenteritis	Newborn Care
Diabetes	

Enter:

**Education User Defined Categories**

- Select **Exit** to return to the previous menu when applicable. Select **Desc** to add, remove or modify a category.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Education > Desc

Education User Defined Categories

Box Title	Box Title
Learning Assessment	Cardiopulmonary Education
Isolation	Pneumonia
Integumentary	Pulmonary Diseases
Pain/PCA	Falls
Hypertension	Invasive Lines/Spec. Mon.
Atrial Fibrillation	Feeding Tubes
Angina	Ostomy
Myocardial Infarction	Pre-op/Post-op
Heart Failure	Antepartum
Cardiac Procedures	Gestational Diabetes
Pacemaker	Pre-Term Labor
Cardiac Rehab Consult	Pregnancy-Induced HTN
Anticoagulant Therapy	L and D/Recovery
Stroke	C-Section
Dietary	Post-Partum Self-Care
Gastroenteritis	Newborn Care
Diabetes	

Enter:

Education User Defined Categories

- Select a **category field** to enter a description of up to 25 characters. The **Delete** or **Backspace** key may be used to remove an entry. If **All** is selected, the cursor will default to the first category field, and all fields must be addressed or entered through to **Exit**.
- Education categories may be ranked for reviewing/printing purposes. Select **Rank** from the main Education menu.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Education > Rank

Education User Defined Categories

Box Title	Rank
Learning Assessment	<input type="text"/>
Isolation	<input type="text"/>
Integumentary	<input type="text"/>
Pain/PCA	<input type="text"/>
Hypertension	<input type="text"/>
Atrial Fibrillation	<input type="text"/>
Angina	<input type="text"/>
Myocardial Infarction	<input type="text"/>
Heart Failure	<input type="text"/>
Cardiac Procedures	<input type="text"/>
Pacemaker	<input type="text"/>
Cardiac Rehab Consult	<input type="text"/>
Anticoagulant Therapy	<input type="text"/>
Stroke	<input type="text"/>
Dietary	<input type="text"/>
Gastroenteritis	<input type="text"/>
Diabetes	<input type="text"/>
Cardiopulmonary Educati	<input type="text"/>
Pneumonia	<input type="text"/>
Pulmonary Diseases	<input type="text"/>
Falls	<input type="text"/>
Invasive Lines/Spec. Mo	<input type="text"/>
Feeding Tubes	<input type="text"/>
Osotomy	<input type="text"/>
Pre-op/Post-op	<input type="text"/>
Antepartum	<input type="text"/>
Gestational Diabetes	<input type="text"/>
Pre-Term Labor	<input type="text"/>
Pregnancy-Induced HTN	<input type="text"/>
L and D/Recovery	<input type="text"/>
C-Section	<input type="text"/>
Post-Partum Self-Care	<input type="text"/>
Newborn Care	<input type="text"/>
Physical Assessment	<input type="text"/>
Pertinent History	<input type="text"/>
Disch Planner/Summ/Inst	<input type="text"/>

Enter:

**Education User Defined Categories**

- Select a **Rank field** to enter a **two digit** rank. The **Delete** or **Backspace** key may be used to remove an entry. If **All** is selected, the cursor will default to the first rank field, and all fields must be addressed or entered through to **Exit**.
- To perform maintenance on a category, select the **category** from the main Education menu.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Education > Category

Master Maintenance

Chart Type: ALL  
Chart Category: Education Options

Page: 1

Line#	Q/A Text
1	Q Patient Interviewed Regarding Pain:
2	A Location of pain
3	A Type and onset of pain
4	A Characteristics of pain
5	A Duration/timing of pain
6	A Understanding of pain scale
7	A Acceptable level of pain for patient
8	A Rating current pain level w/pain scale
9	A Using 0-10 pain scale
10	A Current level of pain rating
11	Q Patient Instructed on Pain:
12	A Pain control measures available
13	A Importance of notifying nurse of pain
14	A Effectiveness of intervention

**Select Mode** Choose a line to change or an option below.

Enter: \_\_\_\_\_

Page #	PgDn	PgUp			
Exit	Delete	Ins	Mov	Copy	Paste

#### Master Maintenance

- For reference, Chart Type, Chart Category and Page Number list at the top of the Master Maintenance screen.
- The main display area consists of the following:
  - **Line#:** Thrive assigns a line number to each text entry in setup.
  - **Q/A:** Q denotes the text entry is a Question. A denotes the text entry is an Answer.
  - **Text:** The text area displays the Question or Answer Description.
  - **Key** or **double-click** the applicable **line number** to perform maintenance on an existing entry.
- **Page #:** This options allows access to a specific page in setup. Select **Page # > Key Number > Enter**.
- **PgDn/PgUp:** Select **PgDn** to view the next page of setup. Select **PgUp** to view the previous page of setup.
- **Exit:** Select this option to return to the list of Education Categories..
- **Delete:** Select this option to delete existing setup.
  - **Key** the **Beginning Line Number** and the **Ending Line Number**.
  - Select **Y** to complete the action or **N** to abort the process.
  - One or more consecutive lines may be deleted using this option.
- **Ins:** Select this option to create a Question entry or an Answer entry. See [Inserting Questions/Answers](#) <sup>133</sup> for additional information.

- **Mov:** Select this option to reposition an existing Question or Answer.
  - **Key** or **double-click** the line number to be moved.
  - **Move AFTER Line#:** The selected line will be moved beneath the line entered here. If the line is being repositioned to a different page of setup, use the **PgDn/PgUp** options to display the applicable page before keying the line number.
  - **Up 1/Down 1:** Select these options to move the line up or down one line number at a time.
  - Select **Cancel** to enter another line to be moved. Select **Cancel** again to exit **Move Mode**.
  
- **Copy:** Select this option to copy one or more consecutive lines to a save area..
  - Select **Copy** and enter the **beginning Sequence Number**, then the **ending Sequence Number**. If the ending number is on a different page of setup, use the **PgDn** option to access the correct page before entering the ending number.
  - Select a Save Area (**1 - 9**) for the data. If the selected Save Area has been previously used, Thrive will prompt **Replace Existing Save Area Data?**. Select **Yes** to proceed or **Cancel** to select a different Save Area.
  
- **Paste:** Select this option to paste data from a save area to the setup of the currently selected category.
  - Select **Paste** then the applicable Save Area (**1 - 9**).
  - To position the data, select **End of File**, **Beginning of File** or enter a **Sequence Number** for the data to fall under.
  - **Copy/Paste** may only be utilized between the same category types. If the categories do not match when attempting to Paste, Thrive will prompt **SAVE AREA NOT COMPATIBLE**.

### ***Inserting Questions/Answers***

- Up to 30 Questions may be entered in the Education Category. Questions may be up to 70 characters in length with a 40-character abbreviation that displays for selection on flowcharts. Once selected, the entire description displays. Up to 12 Answers may be entered for each Question. Answers may be up to 40 characters in length.
  
- If an attempt is made to enter more than 30 Questions in the Education Category, the following prompt displays: **Max number for this field has already been reached**.
  
- To begin, select the applicable **category** then **Insert**. The following options are available to position the Question or Answer:
  - **Line Number:** If selected, the Question or Answer will be positioned beneath the Line Number entered.
  - **End of File:** Select this option to position the new Question or Answer after the last existing Question or Answer.
  - **Beginning of File:** Select this option to position the new Question or Answer before the first existing Question or Answer.
  
- After the position is determined, select the **Line Type**, Question or Answer. **Exit** may be selected to return to Master Maintenance .



- **Proc Stop:** Select this option to document OR Procedures along with Stop Date and Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **OR Procedures:** Select this option to document OR Procedures. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **Surgeons:** Select this option to document Surgeons. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **Anesthesiologist:** Select this option to document Anesthesiologists. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **Anesthesia Type:** Select this option to document Anesthesia Type. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **Employees:** Select this option to document Employees. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
- **Task Date/Time:** Select this option to document Task Date/Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management/EWS.
- **Print To:** Data documented via Education Questions automatically generates on the Education Report. Select one or more of the options below to include the data on an alternate report, also.
  - **Edu:** Education Report (Not Applicable)
  - **PainFS:** Pain Flowsheet
  - **InitI:** Initial Interview
  - **DisPlan:** Discharge Planner
  - **DisSum:** Discharge Summary
  - **DisInst:** Discharge Instructions
- **Database Code:** If the **Database Code** is known, it may be keyed in the field. If unknown, enter a "?" to display the Database Code Lookup Table. Once located, key the number in the Code field or double-click the code to select. The **New** option on the lookup table may be selected to create a new code without exiting setup. See the [Database Codes](#)<sup>170</sup> section for full table maintenance information.
- **Multi-App?:** Select this option to add multi-application functionality to the selected Database Code.
- When maintenance is complete, select one of the following options:
  - **Update:** Select this option to save changes and exit.
  - **Cancel:** Select this option to exit without saving changes.
  - **Delete:** Select this option to remove the currently selected Line from setup.

- To insert Answers for the selected category, select **Answer** after selecting the line position.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Education > Category > Insert > Beginning of File > Answer**

Master Maintenance

Chart Type: ALL  
 Chart Category: Education Options

Line Type: Answer

Text:

Abbreviation:

F/C Acuity....:

Current Mode: Insert Enter new information.

Enter:

Master Maintenance

- For reference, Chart Type, Chart Category and Line Type list at the top of the Master Maintenance screen. The options available for Answer setup are noted below:
  - **Text:** Enter the Answer Description up to 40 characters.
  - **Abbreviation:** When the description is entered, Thrive automatically generates a 40 character abbreviation comprised of the first 40 characters of the description. This field may be modified.
  - **Answer Code:** The default Answer Code is the first five characters of the Answer Description. This field may be modified.
  - **F/C Acuity:** Enter the number of Acuity Points. See the POC Acuity User Guide for additional information.
  - When maintenance is complete, select one of the following options:
    - **Update:** Select this option to save changes and exit.
    - **Cancel:** Select this option to exit without saving changes.
    - **Delete:** Select this option to remove the currently selected Line from setup.

## 5.12 Neuro Checks

- To access Neuro Setup:

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Neuro Checks**

Master Maintenance

Chart Type: ALL  
Chart Category: Neuro Checks Options

Page: 1

Line#	Q/A Text
1	Q Level Of Consciousness:
2	A Alert
3	A Lethargic
4	A Obtunded
5	A Comatose
6	A Responds to Noxious Stimuli
7	Q Motor Function:
8	A Strong
9	A Weak
10	A Flaccid
11	A Decorticate
12	A Decerebrate
13	Q Speech:
14	A Clear

**Select Mode** Choose a line to change or an option below.

Enter:

Page #:

PgDn

PgUp

Exit

Delete

Ins

Mov

Copy

Paste

**Master Maintenance**

- For reference, Chart Type (non-specific), Chart Category and Page Number list at the top of the Master Maintenance screen.
- The main display area consists of the following:
  - Line#:** Thrive assigns a line number to each text entry in setup.
  - Q/A:** Q denotes the text entry is a Question. A denotes the text entry is an Answer.
  - Text:** The text area displays the Question or Answer Description.
  - Key** or **double-click** the applicable **line number** to perform maintenance on an existing entry.
- Page #:** This options allows access to a specific page in setup. Select **Page # > Key Number > Enter**.
- PgDn/PgUp:** Select **PgDn** to view the next page of setup. Select **PgUp** to view the previous page of setup.
- Exit:** Select this option to return to the previous menu..
- Delete:** Select this option to delete existing setup.
  - Key** the **Beginning Line Number** and the **Ending Line Number**.
  - Select **Y** to complete the action or **N** to abort the process.

- One or more consecutive lines may be deleted using this option.
- **Ins:** Select this option to create a Question entry or an Answer entry. See [Inserting Questions/Answers](#) <sup>138</sup> for additional information.
- **Mov:** Select this option to reposition an existing Question or Answer.
  - **Key** or **double-click** the line number to be moved.
  - **Move AFTER Line#:** The selected line will be moved beneath the line entered here. If the line is being repositioned to a different page of setup, use the **PgDn/PgUp** options to display the applicable page before keying the line number.
  - **Up 1/Down 1:** Select these options to move the line up or down one line number at a time.
  - Select **Cancel** to enter another line to be moved. Select **Cancel** again to exit **Move Mode**.
- **Copy:** Select this option to copy one or more consecutive lines to a save area..
  - Select **Copy** and enter the **beginning Sequence Number**, then the **ending Sequence Number**. If the ending number is on a different page of setup, use the **PgDn** option to access the correct page before entering the ending number.
  - Select a Save Area (**1 - 9**) for the data. If the selected Save Area has been previously used, Thrive will prompt **Replace Existing Save Area Data?**. Select **Yes** to proceed or **Cancel** to select a different Save Area.
- **Paste:** Select this option to paste data from a save area to the setup of the currently selected category.
  - Select **Paste** then the applicable Save Area (**1 - 9**).
  - To position the data, select **End of File**, **Beginning of File** or enter a **Sequence Number** for the data to fall under.
  - **Copy/Paste** may only be utilized between the same category types. If the categories do not match when attempting to Paste, Thrive will prompt **SAVE AREA NOT COMPATIBLE**.

### ***Inserting Questions/Answers***

- Up to 15 Questions may be entered in the Neuro Checks Category. Questions may be up to 70 characters in length with a 40-character abbreviation that displays for selection on flowcharts. Once selected, the entire description displays. Up to 12 Answers may be entered for each Question. Answers may be up to 40 characters in length.
- If an attempt is made to enter more than 15 Questions in the Neuro Checks Category, the following prompt displays: **Max number for this field has already been reached**.
- To begin, select **Neuro Checks** then **Insert**. The following options are available to position the Question or Answer:
  - **Line Number:** If selected, the Question or Answer will be positioned beneath the Line Number entered.
  - **End of File:** Select this option to position the new Question or Answer after the last existing Question or Answer.
  - **Beginning of File:** Select this option to position the new Question or Answer before the first existing Question or Answer.

- After the position is determined, select the **Line Type**, Question or Answer. **Exit** may be selected to return to Master Maintenance.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Neuro Checks > Insert > Beginning of File > Question**

Master Maintenance

Chart Type: ALL  
Chart Category: Neuro Checks Options

Line Type: Question Page: 1

Text:  
Level Of Consciousness:

Abbreviation:   
FlowChart Code:

Flowsheet answer format:  Text  Date  Time  Proc Start  Proc Stop  
 OR Procedures  Surgeons  Anesthesiologist  Anesthesia Type  Employees  
 Task Date/Time

Database Code:   
Multi-App?

Current Mode: Change

Enter:

#### Master Maintenance

- For reference, Chart Type (non-specific), Chart Category and Line Type list at the top of the Master Maintenance screen. The options available for Question setup are noted below:
  - **Text:** Enter the Question Description up to 70 characters.
  - **Abbreviation:** When the description is entered, Thrive automatically generates a 40 character abbreviation comprised of the first 40 characters of the description. This field may be modified.
  - **FlowChart Code:** This code is automatically generated by Thrive. The code may be used to locate a question in the Chart Master. In this example, the first eight characters represent the Chart Category followed by a unique five digit code assigned by Thrive.
  - **Flowsheet Answer Format:**
    - **Text:** This option is the Thrive default. Used for data that will be documented via facility-defined answers or by free text.
    - **Date:** Select this option if the Question only requires a date be entered. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box.
    - **Time:** Select this option if the Question only requires a time be entered. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box.
    - **Proc Start:** Select this option to document OR Procedures along with Start Date and Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
    - **Proc Stop:** Select this option to document OR Procedures along with Stop Date and Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.

- **OR Procedures:** Select this option to document OR Procedures. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Surgeons:** Select this option to document Surgeons. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Anesthesiologist:** Select this option to document Anesthesiologists. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Anesthesia Type:** Select this option to document Anesthesia Type. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Employees:** Select this option to document Employees. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management.
  - **Task Date/Time:** Select this option to document Task Date/Time. Answers are not required if this format is selected. Thrive uses a customized Question/Answer Box. Only available for facilities utilizing OR Management/EWS.
  - **Database Code:** If the **Database Code** is known, it may be keyed in the field. If unknown, enter a "?" to display the Database Code Lookup Table. Once located, key the number in the Code field or double-click the code to select. The **New** option on the lookup table may be selected to create a new code without exiting setup. See the [Database Codes](#)<sup>[170]</sup> section for full table maintenance information.
  - **Multi-App?:** Select this option to add multi-application functionality to the selected Database Code.
  - When maintenance is complete, select one of the following options:
    - **Update:** Select this option to save changes and exit.
    - **Cancel:** Select this option to exit without saving changes.
    - **Delete:** Select this option to remove the currently selected Line from setup.
- To insert Answers for the selected category, select **Answer** after selecting the line position.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Neuro Checks > Insert > Beginning of File > Answer**

Master Maintenance

Chart Type: ALL  
 Chart Category: Neuro Checks Options

Line Type: Answer Page: 1

Text:

Abbreviation:

Current Mode: Change

Enter:

**Master Maintenance**

- For reference, Chart Type (non-specific), Chart Category and Line Type list at the top of the Master Maintenance screen. The options available for Answer setup are noted below:
  - **Text:** Enter the Answer Description up to 40 characters.
  - **Abbreviation:** When the description is entered, Thrive automatically generates a 40 character abbreviation comprised of the first 40 characters of the description. This field may be modified.
  - When maintenance is complete, select one of the following options:
    - **Update:** Select this option to save changes and exit.
    - **Cancel:** Select this option to exit without saving changes.
    - **Delete:** Select this option to remove the currently selected Line from setup.

### 5.13 Multidisciplinary Setup

- The Point of Care Multidisciplinary Chart Types are facility-defined. Up to 20 Chart Types may be set up through the Multidisciplinary Setup option.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Master > Multidisciplinary Setup

Multidisciplinary Maint.	Tab #	Multidisciplinary Functions
Physical Therapy	6	Miscellaneous Maintenance Use signatures on MD Reports?.: <input checked="" type="checkbox"/>
Nutrition Services	3	
Cardiac Rehab		
Inpatient OT	5	
Inpatient ST	9	
Social Services		
Case Management		
Respiratory	8	
Pharmacy		
Radiology	7	
Laboratory		
IRF-PAI		
IRF-PAI 2		
Therapeutic Recreat.		

Selected book - None

Enter: \_\_\_\_\_

Exit	Change Discipline	Initial Interview
Physical Assessment	Activities	Print

#### Multidisciplinary Functions

- **Multidisciplinary Maintenance:** Displays the descriptions of existing Multidisciplinary Chart Types. Thrive designates these fields alphabetically a - t rather than numerically. Select the applicable Chart Type to perform maintenance.
- **Tab #:** If the Chart Type has been associated with a POC or ChartLink Virtual Chart Tab, the Tab Number displays here.
- **Use Signatures on MD Reports?:** If selected, Signature Lines will display on the Multidisciplinary Initial Interview, Initial Physical Assessment and Patient Progress Notes when printed via ChartLink. Deselect the option to remove signature lines from these Multidisciplinary reports.
- **Selected Book:** Before printing or performing maintenance for a Chart Type, the applicable category or **book** must be selected. This option displays the selected category: Initial Interview, Physical Assessment or Activities.
- **Exit:** Select this option to return to Nursing Chart Master Functions.
- **Change Discipline:** Select this option to create, modify or delete a Chart Type .
  - The **All** option is no longer in use. Select the applicable **field** to create, modify or delete a Chart Type. After entering the Chart Type description, the cursor will default to the corresponding **Tab # Field**, and a list of available Virtual Chart Tabs will display to the right.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Master > Multidisciplinary Setup > Change Discipline > Key Description > Enter**

Multidisciplinary Maint.	Tab #
Physical Therapy	6
Nutrition Services	3
Cardiac Rehab	
Inpatient OT	5
Inpatient ST	9
Social Services	
Case Management	
Respiratory	8
Pharmacy	
Radiology	7
Laboratory	
IRF-PAI	
IRF-PAI 2	
Therapeutic Recreat.	

Enter:

Multidisciplinary Functions  
Miscellaneous Maintenance  
Use signatures on MD Reports?..:

#### Multidisciplinary Functions

- Tabs 1 - 9 are available for placement on the POC Virtual Chart. Additionally, Tabs 1 - 3 work in conjunction with the ChartLink Virtual Chart. If Multidisciplinary Reports will be generated via individual Virtual Chart Tabs, this association should be made to establish a link between the tab and the chart type data.
- Select **Exit** to return to Multidisciplinary Functions.
- **Initial Interview:** Select this option followed by the applicable **Multidisciplinary Chart Type** to build Pertinent History Questions/Answers. Please refer to the sections on [Initial Interview](#)<sup>[14]</sup> and [Pertinent History - Inserting Questions/Answers](#)<sup>[16]</sup> for additional information.
- **Physical Assessment:** Select this option followed by the applicable **Multidisciplinary Chart Type** to build Physical Assessment Questions/Answers. Please refer to the sections on [Physical Assessment](#)<sup>[24]</sup> and [Inserting Questions/Answers](#)<sup>[27]</sup> for additional information.
- **Activities:** Select this option followed by the applicable **Multidisciplinary Chart Type** to build Activities Choices/Activities. Please refer to the sections [Nursing Activity](#)<sup>[9]</sup> and [Inserting Choices/Activities](#)<sup>[11]</sup> on for additional information.
- **Print:** Select this option then **ALL** to generate Multidisciplinary Setup Worksheets for each Chart Type or select the **Chart Types** individually.

## 5.14 Flow Rates

- To access the table select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Flow Rates**.
- Up to 20 Flow Rates may be set up on the Flow Rate Table. Select a **Flow Rate** field to enter up to a 15 character flow rate in units/time or text description. The **Delete** or **Backspace** key may be used to remove an entry. A flow rate containing a blank line (\_\_\_ml/hr) must be available in order to free text a flow rate at the time of pharmacy order entry via POC.
- As flow rates are entered, additional fields open for data entry.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Flow Rates**

IV Drug Flow Rate Table

## 5.15 Flowchart Setup

- To build or modify a flowchart, the questions that will populate the flowchart must first be constructed with the exception of the questions available in the Hard-Coded Vital Signs Category. See the following sections in this user guide for setup options:
  - [Discharge Summary/Instructions](#) <sup>37</sup>
  - [Education](#) <sup>129</sup>
  - [Initial Interview](#) <sup>14</sup>
  - [Multidisciplinary Setup](#) <sup>141</sup>
  - [Neuro Checks](#) <sup>137</sup>
  - [Nursing Activity](#) <sup>9</sup>
  - [Physical Assessment](#) <sup>24</sup>
  - [Shift Summary](#) <sup>56</sup>
  - [Transfer Form](#) <sup>43</sup>
- To access Flow Chart Setup select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Flowchart Setup**.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Flowchart Setup

Point of Care - Flowchart Type Display

Lookup Starting Point:

Sq	TypeCd	Day	Description	Chart type
2	DT	00	DIETARY: INITIAL INTERVIEW	Flow
3	Er	00	ER: Discharge Summary & Instructions	Flow
4	EF	00	ER: Initial Interview	Flow
5	IF	00	FIM: Nursing Admission	Flow
6	I1	00	FIM: Nursing Score/Discharge Summary	Flow
7	I2	00	FIM: PT Initial/Discharge Scores	Flow
8	if	00	IRF: Nursing Admission Assessment	Flow
9	19	00	MED/SURG: CNA PATIENT CARE	Flow
10	C2	00	MED/SURG: DISCHARGE FLANNER	Flow
11	A3	00	MED/SURG: DISCHARGE SUM & INSTR	Flow
12	A1	00	MED/SURG: INITIAL INTERVIEW	Flow
13	A2	00	MED/SURG: INITIAL/SHIFT ASSESSMENT	Flow
14	tf	00	MED/SURG: TRANSFER FORM	Flow
15	MW	00	MED/SURG: WOUND ASSESSMENT	Flow
16	NM	00	Med Surg Pain Assessment	Flow
17	m6	00	Med/Surg Initial Physical Assessment	Flow
18	A9	00	NURSERY: DISCHARGE SUM & INST.	Flow
19	A7	00	NURSERY: NEWBORN DAILY ASSESSMENT	Flow
20	A6	00	NURSERY: NEWBORN INITIAL ASSESSMENT	Flow
21	na	00	Nursing Activities	Flow
22	NS	00	Nutritional Services	Flow
23	or	00	OR: OPERATING ROOM RECORD	Flow

Print Flowcharts    New Flowchart

Flowchart Type Display

- **Lookup Starting Point:** Existing flowcharts display in alphabetical order. Enter the **flowchart description** in this field or use the scroll bar to the right of the display to locate the flowchart. **Double-click** the flowchart to access Flow Chart Type Maintenance.
- **Display Area:**
  - **Sq:** Displays the sequence or line number.
  - **TypeCd:** Displays the two-character (alpha/numeric) code assigned to the flowchart.
  - **Day:** Displays the day number if the chart is designated as a pathway.
  - **Description:** Displays the flowchart title.
  - **Chart type:** Displays the chart type, flowchart or pathway.
- **Print Flowcharts:** This option allows the user to print the setup for one or more flowcharts. Select **Print Flowcharts** and enter the **sequence numbers** of the flowcharts to print. Thrive will prompt **Okay?**. Select **Yes** to proceed or **No** to abort.
- **New Flowchart:** Select this option to create a new flowchart. The Flow Chart Type Maintenance screen displays for setup.

### New Flowchart

- To create a new flowchart select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Flowchart Setup > New Flowchart**. The Type Code and Description must be entered to save the flowchart. All setup options are described below.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Flowchart Setup > New Flowchart**

Flow Chart Type Maintenance

Options

Type Code: am      Exit

Day: 0      Modified: 10/20/15 15:17 By: CEK

Dept: 003                           

Phy Assess default to shift:     Populate VS:     from Elec. Forms?

Description: Med/Surg Assessment

Chart Type.: Flow    OR Chart:

Under Construction:

Multidisciplinary code:  (A-T)

Seq	Category	Description	Code	Image Name
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Enter: \_\_\_\_\_

Review Monitor Interface Settings

#### Flow Chart Type Maintenance

- Type Code:** Each flowchart must be assigned a unique two-character alpha/numeric code.
- Exit:** Select this option to abort the process of creating a new flowchart. This option is only accessible if a Type Code has not been entered.
- Created:** This field displays the date, time and initials of when and who created the flow chart.
- Day:** If the Chart Type field is designated as a Pathway, the day number is entered here.
- Modified:** This field displays the date, time and initials of when and who last modified the flow chart.
- Dept:** Up to eight Department Numbers may be entered here. This option works in conjunction with the New(Dept) search option on the Flow Chart Selection Menu.

- **Phy Assess default to shift:** If selected, Thrive will default to a shift assessment (Patient Progress Notes) whenever documentation is updated on the flowchart. Otherwise, the first time the flowchart is accessed Thrive will default to an initial assessment (Initial Physical Assessment)
- **Populate VS:** Vital Signs entered via the PDA, Traditional Vital Sign Entry or another flowchart will populate the flowchart if this field is checked.
- **Populate VS from Elec. Forms?:** If selected, the vital signs documented via Electronic Forms will populate the flowchart.
- **Description:** Enter the title of the flowchart.
- **Chart Type:** Use the drop-down menu to designate the Chart Type as **flow** (most common) or **pathway**. Selecting pathway allows multiple flow charts to be set up under one Type Code, and the charts are differentiated by Days.
- **OR Chart:** Select this option to enable the ability to designate visit numbers on the flowchart. Recommended if POC Ad Hoc will be used to query data from an OR flowchart.
- **Under Construction:** If selected, the flowchart is not available for selection via nursing.
- **Multidisciplinary code:** When left blank, setup may be pulled from both the Point of Care and Multi-disciplinary chart types. If a Multidisciplinary Chart Type code (**A-T**) is entered into the field, setup may only be pulled from the Multidisciplinary Chart Type that the code represents.
- **Display Area:** Populated as setup is added.
  - Seq: Displays the sequence or line number.
  - Category Description: A facility-defined category used to describe the type of questions housed within that setup area. Only visible via setup.
  - Code: Inactive
  - Image Name: Similar to the Category Description, but this option must be chosen from a hard-coded list and displays on the flowchart.
- **Exit:** Select this option to return to the list of existing flowcharts.
- **PgDn/PgUp:** Select these options to scroll up or down through the flowchart category fields.
- **Dept:** When selected, the cursor displays in the first Department Field at the top of the screen.
- **Delete:** Select this option to delete the flowchart. Thrive will prompt **DELETE ENTIRE FLOWCHART? (Y/N)**. Select **Y** (yes) to delete the flowchart or **N** (no) to exit and retain the flowchart.
- **Review Monitor Interface Settings:** The Vital Sign Monitor Interface is a purchased application. If utilized, setup options are discussed below.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Flowchart Setup > Flow Chart > Review Monitor Interface Settings**

VS Monitor Master Settings									
Update Type:	<input type="radio"/> None	<input checked="" type="radio"/> Auto	<input type="radio"/> Manual						
Interval:	<input type="text"/>								
Disable Monitor Access in Flowchart:	<input type="checkbox"/>								
VS Monitor Field Settings									
	None	Auto	Manual	Interval		None	Auto	Manual	Interval
ZVSTEMP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	15	ZVSCO	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
ZVSPULSE	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	15	ZVSVFIO2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
ZVSRESP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	15	ZSVSRATE	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
ZVSBP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	15	ZVSVMODE	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
ZVSO2LM	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	15	ZVSVTV	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
ZVSVFIO2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		ZVSVPEEP	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
ZVSO2SAT	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		ZVSVPIP	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
ZVSMETHOD	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		ZVSVTEMP	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
ZVSWEIGHT	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		ZVSVSITE	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
ZVSCVP	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		ZVSVTUBE	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
ZVSPAP	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		ZVSVCUFF	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
ZVSPAWP	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>						0

**VS Interface Monitor Settings**

- **VS Monitor Master Settings:** These settings are the default settings for the flowchart.
  - **Update Type:** Determines how the Vital Sign Data is gathered on the flowchart.
    - **None:** Vital Sign Data will not be gathered via the interface.
    - **Auto:** Vital Sign Data will automatically populate the flowchart.
    - **Manual:** Vital Sign Data will be gathered but must be manually selected and added to the flowchart.
    - **Interval:** If the **Auto** Update Type is selected, the number of minutes between each update is entered here.
  - **Disable Monitor Access in Flowchart:** Select to disable the Interface option on the flowchart.
- **VS Monitor Field Settings:** This section allows the VS Monitor Settings to be customized per Vital Sign Question. Available Vital Sign Questions will display for modification. Interface settings may also be customized via the flowchart for individual patients.

## New Category

- To add questions, a Category must first be created to house the questions.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Flowchart Setup > Flow Chart**

Flow Chart Type Maintenance

Options

Type Code: am Exit  
 Day: 0 Modified: 10/20/15 15:17 By: CEK  
 Dept: 003 Phy Assess default to shift:  Populate VS:  from Elec. Forms?   
 Description: Med/Surg Assessment  
 Chart Type.: Flow OR Chart:   
 Under Construction:   
 Multidisciplinary code:  (A-T)

Seq	Category	Description	Code	Image Name
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Enter: \_\_\_\_\_

Exit
PgDn
PgUp
Dept
Delete

Review Monitor Interface Settings

**Flow Chart Type Maintenance Options**

- From the Flow Chart Type Maintenance Options, **key** or **double-click** a **Sequence Number** to assign the Category. If the flowchart has just been created, the sequence numbers do not display. The line number may still be clicked or keyed or select **Exit** and **reselect** the flowchart to make the Sequence Numbers visible. The Category Maintenance screen displays for Category Setup.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Flowchart Setup > Flow Chart > Sequence Number**

Point of Care System
Flow Chart Type Maintenance

---

TypeCode: am    Day: 0    Description: Med/Surg Assessment

Category

Description:

Code.....:

Category...:

Seq	QuestionCode	Abbreviated Description

Enter:

Exit
PgDn
PgUp
Del
Ins

Copy
Paste

**Chart Type Maintenance Category**

- **Description:** Enter the **Category Description** in this field. This description is only visible via Flowchart Setup. Multiple categories may be used to organize setup.
- **Code:** Inactive
- **Category:** Use the drop-down menu to select an **Image Name** if applicable. Unlike the Category Description, the Image Name displays on the flowchart to assist the user in visually grouping a set of questions. Image Names do not have to be assigned to each Category Description, but a Category Description must be created to house the Image Name. There are 101 hard-coded Image Names. A maximum of 20 Image Names are allowed per flowchart.
- **Display Area:**
  - Seq: Displays the sequence or line number.
  - QuestionCode: Displays the Flowchart Question Code for the questions added to the category.
  - Abbreviated Description: Displays the Abbreviation of the questions added to the category.
- **Exit:** Select this option to return to the previous screen.
- **PgDn/PgUp:** Select these options to scroll through the list of flowchart questions in the selected category.
- **Del:** This option allows the user to delete one or more questions from the selected category. Select **Del** then enter the range of **sequence numbers** of the questions to delete. Thrive will prompt **Are you sure? (Y/N)**. Select **Y** (yes) to delete the selected lines or **N** (no) to exit without deleting.

- **Ins:** Select this option to create a space between existing flowchart questions so that a new question may be inserted. The number of lines created should match the number of questions being inserted.
- **Copy:** Select this option to copy all or part of the selected category.
  - Select **Copy** and enter the **beginning Sequence Number**, then the **ending Sequence Number**. If the ending number is on a different page of setup, use the **PgDn** option to access the correct page before entering the ending number.
  - Select a Save Area (**1 - 9**) for the data.
- **Paste:** Select this option to paste questions to the setup of the currently selected category. Select **Paste** then the applicable Save Area (**1 - 9**). To position the data, select **End of File**, **Beginning of File** or enter a **Sequence Number** for the data to fall under.

**New Question**

- Each flowchart may accommodate up to 200 rows/questions. 150 questions is recommended as the maximum because Problems, Intake Data, Output Data and Hemodynamic Medications create additional rows when documented that count toward the total 200 rows.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Flowchart Setup > Flowchart > Category**

Point of Care System
Flow Chart Type Maintenance

TypeCode: am Day: 0 Description: Med/Surg Assessment

Category

Description:

Code.....:

Category...:

Seq	QuestionCode	Abbreviated Description
1	APAUDEF100081	Full Reassessment Complet
2		
3		
4		
5		
6		
7		
8		
9		
10		

Enter: \_\_\_\_\_

Exit

PgDn

PgUp

Del

Ins

Copy

Paste

**Flow Chart Type Maintenance Category**

- From the Flow Chart Type Maintenance Category, **key** or **double-click** a **Sequence Number** to add a **question**. If the Category has just been created, the sequence numbers do not display. The line number may still be clicked or keyed or select **Exit** and **reselect** the Category to make the Sequence Numbers visible. The Flow Chart Type Maintenance Question Lookup Option menu displays.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Flowchart Setup > Flowchart > Category > Sequence Number**

Point of Care System	Flow Chart Type Maintenance																				
TypeCode: <u>am</u> Day: <u>0</u> Description: <u>Med/Surg Assessment</u>																					
Category Description: <u>assessment</u> Code: <u>__</u> ImageName: <u>assessmnt</u>																					
<b>Question</b>																					
Code: _____ AbvDesc: _____																					
<b>Lookup Option</b> <input type="radio"/> Chart Type <input type="radio"/> Chart Category <input type="radio"/> Questions																					
Selected Chart Type: _____																					
Selected Chart Category: _____																					
<table border="1"> <tbody> <tr><td>1</td><td>A Medical/Surgical</td></tr> <tr><td>2</td><td>B Intensive Care</td></tr> <tr><td>3</td><td>C Swing Bed</td></tr> <tr><td>4</td><td>D Emergency Room</td></tr> <tr><td>5</td><td>E Behavioral Health</td></tr> <tr><td>6</td><td>F Obstetrics</td></tr> <tr><td>7</td><td>G Nursery</td></tr> <tr><td>8</td><td>H Pediatrics</td></tr> <tr><td>9</td><td>I Same Day Surgery</td></tr> <tr><td>10</td><td>J Operating Room</td></tr> </tbody> </table>		1	A Medical/Surgical	2	B Intensive Care	3	C Swing Bed	4	D Emergency Room	5	E Behavioral Health	6	F Obstetrics	7	G Nursery	8	H Pediatrics	9	I Same Day Surgery	10	J Operating Room
1	A Medical/Surgical																				
2	B Intensive Care																				
3	C Swing Bed																				
4	D Emergency Room																				
5	E Behavioral Health																				
6	F Obstetrics																				
7	G Nursery																				
8	H Pediatrics																				
9	I Same Day Surgery																				
10	J Operating Room																				
Enter: _____ ( <input type="button" value="0-Exit"/> <input type="button" value="PgDn"/> <input type="button" value="PgUp"/> )																					

**Flow Chart type Maintenance Question Lookup Option**

- If setup, the following Flow Chart descriptors will display: Type Code, Day, Flow Chart Description (Title), Category Description and Image Name.
- Once a question is selected, the Flow Chart Question Code and question Abbreviation will display in the Question section.
- The Lookup Option radio button that is selected reflects the menu items listed in the display area. Thrive defaults to a listing of Chart Types.
- Chart Type:** **Key** the sequence number or **double-click** the applicable:
  - Nursing Chart Type (A - T)** or
  - Multidisciplinary Chart Type (a - t):** If a Multidisciplinary Chart Type was entered on the main maintenance screen for the flow chart, Thrive will default to the Chart Category List for that Chart Type.
  - Select **Exit** to return to the previous screen. Select **PgDn/PgUp** to scroll through the list of available Chart Types.

- **Chart Category:** After the Chart Type is selected, a list of Chart Categories displays. Select one of the following Chart Categories to access the applicable question. If a Multidisciplinary Chart Type is selected, the Chart Categories will be limited to Multi-D Setup areas.
  - **Nursing Activities:** Select this option then one of 16 Category Sections to display a list of available Activities.
  - **Physical Assessment:** Select this option then one of 30 Category Sections to display a list of available Questions.
  - **Shift Summary:** Select this option to display a list of available Activities.
  - **Vital Signs:** Select this option to display a list of available Vital Signs including Height/Weight, New Intake, New Output, Hemodynamic Meds, New Problem and Neuro Checks.
  - **Initial Interview:** Select this option then one of two Category Sections to display a list of available Questions.
  - **Discharge Summary/Instructions:** Select this option to display a list of available Questions.
  - **Transfer Form:** Select this option to display a list of available Questions.
  - **Education:** Select this option then one of 34 Category Sections to display a list of available Questions.
  - Select **Exit** to return to the previous screen. Select **PgDn/PgUp** to scroll through the list of available Chart Categories.
  
- **Questions:** To add questions:
  - **Key** the sequence number or **double-click** the **question** to select it then **key "0"** or select **Exit**.
  - The question has been added, and Thrive will display the following prompt **Continue adding? (Y/N)**. Select **Y** (yes) to select another question or **N** (no) to exit.
  - Select **Exit** to return to the previous screen. Select **PgDn/PgUp** to scroll through the list of available questions.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Flowchart Setup > Flowchart > Category > Sequence Number > Chart Type > Chart Category > Chart Section > Question > Exit**

Point of Care System	Flow Chart Type Maintenance																				
TypeCode: <u>am</u> Day: <u>0</u> Description: <u>Med/Surg Assessment</u>																					
Category Description: <u>assessment</u> Code: <u>__</u> ImageName: <u>assessmnt</u>																					
<b>Question</b>																					
Code: _____ AbvDesc: _____																					
<b>Lookup Option</b> Chart Type    Chart Category    Questions																					
Selected Chart Type: <u>Medical/Surgical</u>																					
Selected Chart Category: <u>Physical Assessment</u>																					
<table border="1"> <tbody> <tr><td>1</td><td>Full Reassessment Completed:</td></tr> <tr><td>2</td><td>Pain Scale</td></tr> <tr><td>3</td><td>Character of Pain:</td></tr> <tr><td>4</td><td>Pain Location:</td></tr> <tr><td>5</td><td>Pain Pattern:</td></tr> <tr><td>6</td><td>Pain Intervention:</td></tr> <tr><td>7</td><td>Aggravating Factors:</td></tr> <tr><td>8</td><td>Activity:</td></tr> <tr><td>9</td><td>Tolerated Activity:</td></tr> <tr><td>10</td><td>Hygiene:</td></tr> </tbody> </table>		1	Full Reassessment Completed:	2	Pain Scale	3	Character of Pain:	4	Pain Location:	5	Pain Pattern:	6	Pain Intervention:	7	Aggravating Factors:	8	Activity:	9	Tolerated Activity:	10	Hygiene:
1	Full Reassessment Completed:																				
2	Pain Scale																				
3	Character of Pain:																				
4	Pain Location:																				
5	Pain Pattern:																				
6	Pain Intervention:																				
7	Aggravating Factors:																				
8	Activity:																				
9	Tolerated Activity:																				
10	Hygiene:																				
Enter: <u>3D</u> ( <input type="button" value="0-Exit"/> <input type="button" value="PgDn"/> <input type="button" value="PgUp"/> )																					

Flow Chart type Maintenance Question Lookup Option

## 5.16 Reflex Table

- A Reflex is an option that may be set up to generate Charges, Mail or Orders based on data documented via a flow chart. Reflexes may only be attached to Questions built under Initial Interview or Physical Assessment Categories. Reflex Responses (Charges, Mail or Orders) are assigned answer ranges and are triggered based on a numeric value calculated by Thrive for questions with a Reflex attached. In order for this calculation to occur, a numeric value must be manually entered in the Answer Code field of the applicable answers. See [Initial Interview](#)<sup>[14]</sup> and [Physical Assessment](#)<sup>[24]</sup> for information on Question/Answer setup options.
- To access this option, select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Reflex Table**.

Select Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Reflex Table

Evident Community Hospital Signed On Emp: CEK Dept: 001

Nursing Chart Master - Reflex Maintenance

Reflex			
Code	Description	Answer Range	Time Range
00050	Sputum Culture	> 0 and < 99999	Most Recent
00051	Inf control	> 0 and < 99999	Most Recent
00052	Transfusion reaction	> 0 and < 99999	Most Recent
00053	Whirlpool	> 0 and < 99999	Most Recent
00054	Debridement	> 0 and < 99999	Most Recent
00055	Dressing Change	> 0 and < 99999	Most Recent
00056	LTAC: Fall Assessment	> 0 and < 99999	Most Recent

Print All Print Edit New Delete

Reflex Responses			
Code:	00056	Description:	LTAC: Fall Assessment
Type	Description	Answer Range	
Create a Charge	NON-SKID SLIPPERS	> 15 and < 9999	
Create MEDACT Order	PROBLEM Eclampsia	> 15 and < 25	
Create MEDACT Order	PROBLEM Alteration in Comfort R/T Abdomi	> 0 and < 15	
Create MEDACT Order	PROBLEM Ineffective Breastfeeding	> 24 and < 9999	
Create MEDACT Order	NOT FOUND	> 15 and < 99999	
Create Order	=>PT ORDER<=	> 15 and < 99999	
Send Mail	POUNDS, CAROL	> 15 and < 99999	

Edit New Delete

#### Reflex Maintenance

- The Reflex Section displays the Code, Description, Answer Range and Time Range for existing Reflexes. These headings may be selected to sort the list.
  - **Print All:** This option generates the POC Reflex Setup Report for all Reflexes. Select **Print All** and Thrive will prompt **Print the flowchart questions?**. Select **Yes** to include a list of flowchart questions to which the Reflex is attached. Select **No** to disregard the flowchart questions.
  - **Print:** This option generates the POC Reflex Setup Report for the selected Reflex. Select the **Reflex** then **Print** and Thrive will prompt **Print the flowchart questions?**. Select **Yes** to include a list of flowchart questions to which the Reflex is attached. Select **No** to disregard the flowchart questions.
  - **Edit:** Select the **Reflex** then **Edit** to review/modify an existing Reflex. The Reflex may also be **double-clicked** to access the Edit screen.
  - **Delete:** Select a **Reflex** then **Delete** to remove an existing Reflex. Thrive will prompt **Delete 'Reflex Description'**. Select **Yes** to remove the Reflex. Select **No** to exit without deleting.
  - **New:** Select this option to create a new Reflex.

Select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Reflex Table > New**

Reflex Maintenance

- **Code:** Thrive automatically assigns the next available 5-digit number.
  - **Description:** Enter a description up to 30 characters for the reflex.
  - **Answer Range:** Enter an Answer Range anywhere between **00000** and **99999**. When a flowchart question with a Reflex attached is updated, Thrive determines if the Reflex should kick off based on the numeric value generated by the selected answer(s). Reflex Responses may be assigned unique Answer Ranges. This Answer Range must encompass all individual ranges.
  - **Time Range:**
    - **All:** If selected, Thrive will calculate the numeric answer value using the data charted for the question from the beginning of stay.
    - **Most Recent:** If selected, Thrive will calculate the numeric answer value using the data charted at the date/time the flowchart is updated.
  - **Show Questions:** Displays the Flowchart Question Code and Abbreviated Description of the questions to which the Reflex is attached, if any.
  - **OK:** Select to exit.
- The Reflex Responses Section displays the Type, Description and Answer Range for existing Reflex Responses set up for the selected Reflex. These headings may be selected to sort the list. The selected Reflex Code and Description display above the responses.
    - **Edit:** Select the **Reflex Response** then **Edit** to review/modify an existing Reflex Response. The Reflex may also be **double-clicked** to access the Edit screen.
    - **Delete:** Select a **Reflex Response** then **Delete** to remove an existing Reflex Response. Thrive immediately removes the Reflex Response. There is no warning prompt.
    - **New:** Select this option to create a new Reflex Response.

**Send Mail**

Select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Reflex Table > Reflex > New (Reflex Response) > 1. Send Mail**

Reflex Response Maintenance

Reflex: 00138 MS: Fall Assessment

Type: 1. Send Mail

**Hospital**

Item number: Dept: Medication type: 1. Routine

Mail to: Department 044

Rehab Services

Message: Please note that patient is a high fall risk.

**Clinic**

Title: Value: Skip editing: Eform code:

Multiple times:  Yes  No Hours: 0 Days: 0

Prompt user:

Answer range:  > 20 and < 25

OK

Reflex Response Maintenance

- **Reflex:** Displays the selected Reflex Code and Description.
- **Type:** Select the type of Reflex Response to set up. **Options 1 - 4** are for Hospital use. The remaining options are reserved for Clinics.
- **Item Number:** Not applicable for this response type.
- **Dept:** Not applicable for this response type.
- **Medication Type:** Not applicable for this response type.

- **Mail to:** Use the drop-down menu to select the **recipient type**. Available options include:
  - **Clinic:** If the **Clinic Code** is known, it may be keyed in the field adjacent to the recipient type. If unknown, enter a ? in the field to display the Clinic Lookup Table. The list may be sorted by Code or Description. Once located, **key** the **Number** in the **Code** field or **double-click** the **Clinic** to select. The selected Clinic will display beneath the recipient type.
  - **Department:** If the **Department Number** is known, it may be keyed in the field adjacent to the recipient type. If unknown, enter a ? in the field to display the Department Lookup Table. The list may be sorted by Number or Description. Once located, **key** the **Number** in the **Dept #** field or **double-click** the **Department** to select. The selected Department will display beneath the recipient type.
  - **Employee:** If the **Employee Number** is known, it may be keyed in the field adjacent to the recipient type. If unknown, enter a ? in the field to display the Employee Lookup Table. Select the applicable **Payroll Type** from the drop-down menu. The list may be sorted by Number or Name. Once located, **key** the **Number** in the **Number** field or **double-click** the **Employee** to select. The selected Employee will display beneath the recipient type.
  - **Physician:** If the **Physician Number** is known, it may be keyed in the field adjacent to the recipient type. If unknown, enter a ? in the field to display the ChartLink Physician Lookup Table. The list may be sorted by Number or Name. Once located, **key** the **Number** in the **Number** field or **double-click** the **Physician** to select. The selected Physician will display beneath the recipient type.
  
- **Message:** Enter the default Mail Message. Up to 50 characters may be entered per text field. The four fields do not wrap when typing.
  
- **Clinic Section:** Not applicable.
  
- **Multiple times:**
  - **Yes:** Select this option if this Reflex Response may be generated more than once on the account.
  - **No:** Select this option if the Reflex Response may only be generated one time even if the numerical value falls within the Answer Range.
  - **Hours:** If a Reflex Response may generate multiple times with limitations, select this option. The Reflex Response will only generate if the number of Hours entered have passed since the Reflex Response last generated.
  - **Days:** If a Reflex Response may generate multiple times with limitations, select this option. The Reflex Response will only generate if the number of Days entered have passed since the Reflex Response last generated.
  
- **Prompt user:** Select this option to display a list of generated Reflex Responses when exiting the flowchart. This prompt also allows the user to de-select a Reflex Response before processing.
  
- **Answer range:** Thrive defaults to the Answer Range entered on the Reflex. Select this option to customize the Answer Range for the selected Reflex Response. This allows for different actions to take place based on the particular answers selected without having to create multiple Reflexes.
  
- **OK:** Select this option to return to the Main Reflex Maintenance Menu.

### Create Order - Ancillary/Pharmacy

Select Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Reflex Table > Reflex > New (Reflex Response) > 2. Create Order

Reflex Response Maintenance

Reflex: 00138 MS: Fall Assessment

Type: 2. Create Order

**Hospital**

Item number: 4400014 Dept: 044 Medication type: 1. Routine

PT FUNCTIONAL ACTIVITIES 15 MIN

Mail to: Clinic

Message:

**Clinic**

Title:

Value:

Skip editing:

Eform code:

Multiple times:  Yes  No Hours: 0 Days: 0

Prompt user:

Answer range:  > 15 and < 25

OK

Reflex Response Maintenance

- **Reflex:** Displays the selected Reflex Code and Description.
- **Type:** Select the type of Reflex Response to set up. **Options 1 - 4** are for Hospital use. The remaining options are reserved for Clinics.
- **Item Number:** Enter a ? in this field to display the Item Lookup Table. Enter the Ancillary/Pharmacy **Department Number** to display a list of available items. Enter the **Description** in the **Search** field to locate the item or select **Previous/Next** options to navigate the list. **Double-click** the **item** to select. The selected item will display beneath the Item Number field.
- **Dept:** When an item number is selected from the Item Lookup Table, the Department Number automatically populates this field.

- **Medication Type:** If the selected item is a Pharmacy Item, the Medication Type must be selected from this drop-down menu:
  - **1. Routine**
  - **2. PRN**
  - **3. IV**
  
- **Mail to:** Not applicable for this response type.
  
- **Message:** Not applicable for this response type.
  
- **Clinic Section:** Not applicable.
  
- **Multiple times:**
  - **Yes:** Select this option if this Reflex Response may be generated more than once on the account.
  - **No:** Select this option if the Reflex Response may only be generated one time even if the numerical value falls within the Answer Range.
  - **Hours:** If a Reflex Response may generate multiple times with limitations, select this option. The Reflex Response will only generate if the number of Hours entered have passed since the Reflex Response last generated.
  - **Days:** If a Reflex Response may generate multiple times with limitations, select this option. The Reflex Response will only generate if the number of Days entered have passed since the Reflex Response last generated.
  
- **Prompt user:** Select this option to display a list of generated Reflex Responses when exiting the flowchart. This prompt also allows the user to de-select a Reflex Response before processing.
  
- **Answer range:** Thrive defaults to the Answer Range entered on the Reflex. Select this option to customize the Answer Range for the selected Reflex Response. This allows for different actions to take place based on the particular answers selected without having to create multiple Reflexes.
  
- **OK:** Select this option to return to the Main Reflex Maintenance Menu.

### Create MEDACT Order - Nursing/Problem

Select Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Reflex Table > Reflex > New (Reflex Response) > 3. Create MEDACT Order

Reflex Response Maintenance

Reflex: 00138 MS: Fall Assessment

Type: 3. Create MEDACT Order

**Hospital**

Item number: 0409 Dept: Medication type: 1. Routine

Ambulate with assistance PRN

Mail to: Clinic

Message:

**Clinic**

Title:

Value:

Skip editing:

Eform code:

Multiple times:  Yes  No Hours: 0 Days: 0

Prompt user:

Answer range:  > 5 and < 25

OK

Reflex Response Maintenance

- **Reflex:** Displays the selected Reflex Code and Description.
- **Type:** Select the type of Reflex Response to set up. **Options 1 - 4** are for Hospital use. The remaining options are reserved for Clinics.
- **Item Number:** Enter a ? in this field to display the Nursing Order Lookup Table. Select the applicable **Medact** or **Problem List Category** to display the list of up to 20 Items setup for the Category. **Double-click** the **Nursing Order** or **Problem** to select. The selected Nursing Order/ Problem will display beneath the Item Number field.

**NOTE:** Thrive has been updated so that Updated Order Entry is not launched when a **Nursing Problem** is reflexed from Flow Charts. In addition, the Enter/Modify Goals screen will display. Thrive will continue to launch Updated Order Entry for reflexed nursing orders, pharmacy orders and ancillary orders.

- **Dept:** Not applicable for this response type.

- **Medication Type:** Not applicable for this response type.
- **Mail to:** Not applicable for this response type.
- **Message:** Not applicable for this response type.
- **Clinic Section:** Not applicable.
- **Multiple times:**
  - **Yes:** Select this option if this Reflex Response may be generated more than once on the account.
  - **No:** Select this option if the Reflex Response may only be generated one time even if the numerical value falls within the Answer Range.
  - **Hours:** If a Reflex Response may generate multiple times with limitations, select this option. The Reflex Response will only generate if the number of Hours entered have passed since the Reflex Response last generated.
  - **Days:** If a Reflex Response may generate multiple times with limitations, select this option. The Reflex Response will only generate if the number of Days entered have passed since the Reflex Response last generated.
- **Prompt user:** Select this option to display a list of generated Reflex Responses when exiting the flowchart. This prompt also allows the user to de-select a Reflex Response before processing.
- **Answer range:** Thrive defaults to the Answer Range entered on the Reflex. Select this option to customize the Answer Range for the selected Reflex Response. This allows for different actions to take place based on the particular answers selected without having to create multiple Reflexes.
- **OK:** Select this option to return to the Main Reflex Maintenance Menu.

## Create a Charge

Select Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Reflex Table > Reflex > New (Reflex Response) > **4. Create a Charge**

Reflex Response Maintenance

- **Reflex:** Displays the selected Reflex Code and Description.
- **Type:** Select the type of Reflex Response to set up. **Options 1 - 4** are for Hospital use. The remaining options are reserved for Clinics.
- **Item Number:** Enter a ? in this field to display the Item Lookup Table. Enter the **Department Number** to display a list of available items. Enter the **Description** in the **Search** field to locate the item or select **Previous/Next** options to navigate the list. **Double-click** the **item** to select. The selected item will display beneath the Item Number field.
- **Dept:** When an item number is selected from the Item Lookup Table, the Department Number automatically populates this field.

- **Medication Type:** If the selected item is a **Pharmacy Item**, the Medication Type must be selected from this drop-down menu:
  - **1. Routine**
  - **2. PRN**
  - **3. IV**
  
- **Mail to:** Not applicable for this response type.
  
- **Message:** Not applicable for this response type.
  
- **Clinic Section:** Not applicable.
  
- **Multiple times:**
  - **Yes:** Select this option if this Reflex Response may be generated more than once on the account.
  - **No:** Select this option if the Reflex Response may only be generated one time even if the numerical value falls within the Answer Range.
  - **Hours:** If a Reflex Response may generate multiple times with limitations, select this option. The Reflex Response will only generate if the number of Hours entered have passed since the Reflex Response last generated.
  - **Days:** If a Reflex Response may generate multiple times with limitations, select this option. The Reflex Response will only generate if the number of Days entered have passed since the Reflex Response last generated.
  
- **Prompt user:** Select this option to display a list of generated Reflex Responses when exiting the flowchart. This prompt also allows the user to de-select a Reflex Response before processing.
  
- **Answer range:** Thrive defaults to the Answer Range entered on the Reflex. Select this option to customize the Answer Range for the selected Reflex Response. This allows for different actions to take place based on the particular answers selected without having to create multiple Reflexes.
  
- **OK:** Select this option to return to the Main Reflex Maintenance Menu.

## 5.17 Problem List Setup

- To access Problem List Setup, select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Nursing Chart Masters > Problem List Setup**.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Problem List Setup > Category

Evident Community Hospital								Signed On Emp: CEK Dept: 001	
Nursing Administration - Problem Maintenance									
Box:	41 - General Problem List	Change Description	Questions	New Box	MEDACT Ranks				
#	Problem Description	Jet Code	Actual	Predictive	Skill Mix	Problem #	Patient Census		
01	PROBLEM Alteration in Comfort	P	00	00		000	N		
02	PROBLEM Body Temperature-Ineffective Thermoregulation-Hypo/Hyperthermia	P	00	00		000	N		
03	PROBLEM Body Temperature-Potential Alteration	P	00	00		000	N		
04	PROBLEM Tissue Integrity-Impairment	P	00	00		000	N		
05	PROBLEM Skin Integrity-Actual Impairment	P	00	00		000	N		
06	PROBLEM Skin Integrity-Potential Impairment	P	00	00		000	N		
07	PROBLEM Skin Integrity-Pressure Ulcer Prevention	P	00	00		000	N		
08	PROBLEM Latex Allergy Response	P	00	00		000	N		
09	PROBLEM Sexual Dysfunction	P	00	00		000	N		
10	PROBLEM Sexuality Patterns-Altered	P	00	00		000	N		
11	PROBLEM Sleep Patterns-Disturbance	P	00	00		000	N		
12	PROBLEM Sleep Patterns-Deprivation	P	00	00		000	N		
13	PROBLEM Sleep Patterns-Fatigue	P	00	00		000	N		
14	PROBLEM Sensory/Perceptual Alterations	P	00	00		000	N		
15	PROBLEM Impaired Verbal Communication	P	00	00		000	N		
16	PROBLEM Risk for Altered Development	P	00	00		000	N		
17	PROBLEM Activity Intolerance-Actual	P	00	00		000	N		
18	PROBLEM Activity Intolerance-Potential	P	00	00		000	N		
19	PROBLEM Trauma-Rape	P	00	00		000	N		
20	PROBLEM Trauma-Risk for Post-Trauma Syndrome	P	00	00		000	N		

Jet Codes: P - Problem

### Problem Maintenance

- **Box:** This drop-down is used to select an existing **Problem List Category** for maintenance. Up to 90 categories may be created and shared between the [Medact](#)<sup>[91]</sup> and the Problem List. Only Problem List Categories will display on this drop-down. Categories are facility-defined with the following exception: If the option Auto MEDACT entry via Ancillary OE is selected on Page 1 of the POC Control Record then Box Numbers 31 - 37 are reserved for Nursing Order Categories that correspond to Ancillary Departments determined in the AHIS Table..
- **Change Description:** To modify an existing Category, select the **Category** from the drop-down menu then **Change Description**. Enter the new description in the text box. Select **Save** to keep the changes or **Cancel** to abort.
- **New Box:** Select this option to create a new Category. Thrive automatically assigns the next available box number. The Categories display in alphabetical order during the Order Entry Process.

### Problem Maintenance

- The center of the Problem Maintenance screen displays the setup options chosen for up to 20 Nursing Orders per category. To create or modify a Nursing Order, **double-click** the appropriate **line number**.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Problem List Setup > Category > Line Number**

**Problem Maintenance**

- **Box Description:** Displays the currently selected Box Number and it's Description (Category)
- **Line Number:** Displays the currently selected line number
- **Description:** Use this field to enter the Problem description.
- **Jet Code:** Defaults to **P** - Problem List.
- **Actual Acuity:** Not Applicable
- **Predictive Acuity:** Not Applicable
- **Skill Mix:** Not Applicable
- **Problem #:** Inactive (Used with Traditional Problem list)
- **Patient Census:** Select this option to include the documentation for the this Problem on the Patient Census Report. Additional set up required. See [Patient Census Summary Table](#)<sup>61</sup>.
- **Goals:** Up to three pre-defined goals may be entered in these fields. Each goal may only be one line long.
- When maintenance is complete on the selected problem, choose one of the following options:
  - **Save:** Select this option to save changes and return to the main maintenance menu.
  - **Cancel:** Select this option to disregard changes and return to the main maintenance menu.
  - **Previous:** Select this option to access the maintenance screen for the previous problem.
  - **Next:** Select this option to access the maintenance screen for the next problem.

## Questions

- If Flow Chart Questions are associated with a Problem, the questions will display in red font on the flow chart when Thrive is in Problem Mode for the associated problem. To associate flow chart questions with problems select the **Category** then **Questions** on the Problem Maintenance Screen.

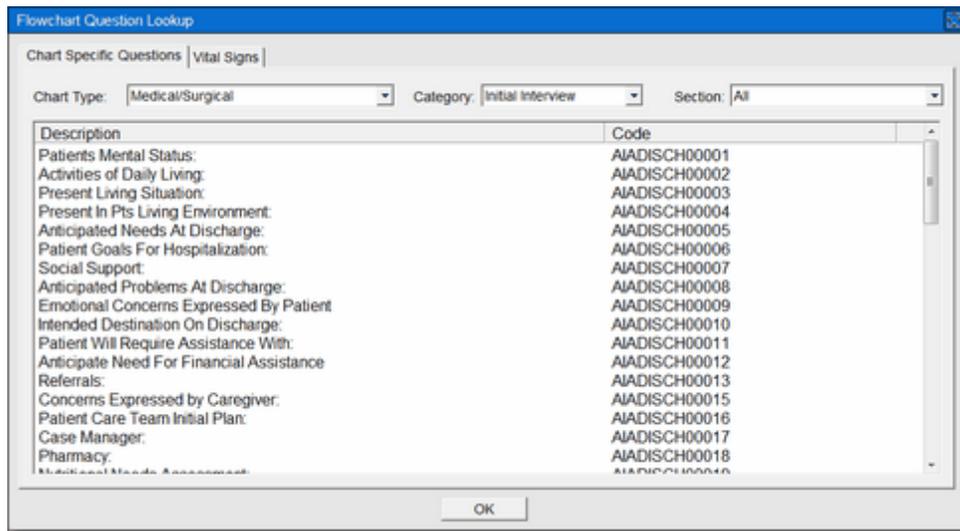
Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Problem List Setup > Category > Questions**

Flowchart Question Code	Flowchart Question Description	Flowchart Question Category
ZVSRESP	Respiration	
ZVSO2SAT	O2 Saturation	

Problem Recommended Questions

- The selected Problem List Category displays at the top of the screen. Use the drop-down menu to select the applicable **Problem**.
- Up to 30 questions may be associated with each problem. If known, the **Flow Chart Question Code** may be keyed in the text field. A **question mark** may be entered in a text field to look up a Flow Chart Question Code.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Problem List setup > Category > Questions > Problem > ?**



Flowchart Question Lookup

- Thrive defaults to a lookup table for Chart Specific Questions.
  - **Chart Type:** Use the drop-down to select the applicable Nursing or Multidisciplinary Chart Type.
  - **Category:** Select the applicable Category of questions for the selected Chart Type.
  - **Section:** If applicable, select the appropriate Section for the selected Category.
- Select the **Vital Signs** tab to display a list of Hard-coded Vital Questions for selection.
- Select the **question** then **OK** to associate the question to the problem. The **question** may also be **double-clicked** to associate it to an order.

## MEDACT Ranks

- To view the list of Box Numbers (Categories) in it's entirety, select **MEDACT Ranks** from the Problem Maintenance Main Menu.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Problem List Setup > Category > MEDACT Ranks**

MEDACT Order Box Title			Rank	Prob?	MEDACT Order Box Title			Rank	Prob?
1	Nursing Orders			<input type="checkbox"/>	24	Physical Therapy		<input type="checkbox"/>	
2	Transfers/Admits			<input type="checkbox"/>	25	Med Surg Problem List		<input type="checkbox"/>	
3	Hygiene			<input type="checkbox"/>	26	ICU Problem List		<input type="checkbox"/>	
4	Activities			<input type="checkbox"/>	27	SNF Problem List		<input type="checkbox"/>	
5	Safety	02		<input type="checkbox"/>	28	OB/Vaginal Del. Problems		<input type="checkbox"/>	
6	Skin Care Protocol			<input type="checkbox"/>	29	OB/C-Section Problem List		<input type="checkbox"/>	
7	Intake & O' VITAL SIGNS			<input type="checkbox"/>	30	Out Patient L & D		<input type="checkbox"/>	
8	Positioning			<input type="checkbox"/>	31	Lab		<input type="checkbox"/>	
9	Procedures/Preps			<input type="checkbox"/>	32	Radiology		<input type="checkbox"/>	
10	Orthopedic Procedures			<input type="checkbox"/>	33	Rehab Services		<input type="checkbox"/>	
11	Permits			<input type="checkbox"/>	34	Respiratory Care		<input type="checkbox"/>	
12	Code Status	01		<input type="checkbox"/>	35	EKG		<input type="checkbox"/>	
13	Dressings/Tubes/Drains			<input type="checkbox"/>	36	Social Services		<input type="checkbox"/>	
14	Intravenous			<input type="checkbox"/>	37	Dietary		<input type="checkbox"/>	
15	Equipment			<input type="checkbox"/>	38	Peds/Neonatal Prob List		<input type="checkbox"/>	
16	Diabetic Record			<input type="checkbox"/>	39	Cardiopulmonary Prob List		<input type="checkbox"/>	
17	TB Skin Test			<input type="checkbox"/>	40	I&O Problem List		<input type="checkbox"/>	
18	Alerts	03		<input type="checkbox"/>	41	General Problem List		<input type="checkbox"/>	
19	ICU			<input type="checkbox"/>	42	Safety Problem List		<input type="checkbox"/>	
20	Special Monitoring			<input type="checkbox"/>	43	Psychosocial Problem List		<input type="checkbox"/>	
21	PCA			<input type="checkbox"/>	44	Education Problem List		<input type="checkbox"/>	
22	Consults			<input type="checkbox"/>	45	Behavior Problem List		<input type="checkbox"/>	
23	Fall Prevention			<input type="checkbox"/>					

Nursing Order Maintenance

- **Medact Order Box Title:** Displays the Box Title Number and the Category Description if one has been assigned.
- **Rank:** This field determines the order in which Nursing Orders display on the Medact. If the Categories are not ranked, they will display on the Medact in chronological order. This option works in conjunction with the Medact only. The Rank field does not affect Problem List Categories.
- **Prob?:** If selected, the Box Number has been designated for use with the Problem List. Thrive automatically selects this option if the Box Number Category is created via Problem List Setup, but the option may also be manually manipulated here.
- Additional option include:
  - **Save:** Select this option to update changes and return to the Problem Maintenance Main Menu.
  - **Cancel:** Select this option to disregard changes and return to the Problem Maintenance Main Menu.
  - **Back:** Select this option to return to Box Titles 1 - 45 if the More option was selected.
  - **More:** Select this option to view Box Titles 46 - 90.

## 5.18 Database Codes

- Database codes must be attached to flow chart questions if the questions are to be used to query information for Point of Care Ad Hoc and/or to enable Multi-Application functionality. Database codes are facility-defined.
- The Database Code Table is available via Table Maintenance by selecting **Thrive UX > Tables > Clinical > Nursing > Database Codes**. If in the Nursing Administration Department, the table may also be accessed by selecting **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Nursing Chart Masters > Database Codes**.
- Please refer to Database Codes in the Table Maintenance - Clinical Section for setup options.

## Chapter 6 Point of Care Control Maintenance

### 6.1 Overview

The Point of Care Control Record sets the parameters for Thrive to follow in recording, retaining, and printing various patient information. These parameters apply to all Point of Care Chart Types. To access the control record, select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Point of Care Control Maintenance**.

The Point of Care Control Record is also accessible via Tables. See [POC\\_Control Maintenance](#)<sup>209</sup> in the Table Maintenance Chapter of this user guide for additional information.

**NOTE:** All Med Verify-related switches currently located in this table have been copied into the Nursing section of Table Maintenance. They may be accessed using the following path: Thrive UX > Tables > Clinical > Med Verify Control Table. At the present time, any changes made to these settings from any path will also take effect in all other areas where these switches are located.

### 6.2 Point of Care Control Record - Page 1

Please note that the Point of Care Control Record can also be accessed from **Thrive UX > Tables > Clinical > Nursing > POC Control Maintenance**.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Point of Care Control Maintenance**

☰ SYSTEM MENU > SYSTEM MENU

Point of Care Control Record - Page 1

Miscellaneous Options

Days after discharge to keep data: <input type="text" value="1"/>	<input type="checkbox"/> Copy old data? <input type="checkbox"/> Archive disk <input type="checkbox"/>
Temperature in Centigrade?: <input type="checkbox"/>	
Required for Blood Pressure?: <input type="checkbox"/>	BP Pos.?: <input checked="" type="checkbox"/> BP Site?: <input checked="" type="checkbox"/> P.Site?: <input checked="" type="checkbox"/>
Use pharmacy for IV intake?: <input checked="" type="checkbox"/>	
Print Progress Notes Order page?: <input checked="" type="checkbox"/>	
Spooling PC "Printer" number: <input type="text" value="001"/>	
After Patient Selection - Direct to: <input type="radio"/> MEDACT <input type="radio"/> FlowChart <input checked="" type="radio"/> Neither	
Using Kardex System?: <input checked="" type="checkbox"/>	
Use "Verify Nursing Orders"?: <input checked="" type="checkbox"/>	
Continuous infusion of PCA?: <input checked="" type="checkbox"/>	
Pharmacy miscellaneous item #1: <input type="text"/>	
Pharmacy miscellaneous item #2: <input type="text"/>	
Ask for multiple copies of PATSUM: <input checked="" type="checkbox"/>	
Auto MEDACT entry via Ancillary OE: <input checked="" type="checkbox"/>	
Consults box# for Pat. Summaries: <input type="text" value="22"/>	
Chart PCA infusion via Amount Used: <input checked="" type="checkbox"/>	
Temporary file disk code ( ,1-5): <input type="checkbox"/>	
Print Patient Drug Information: <input type="checkbox"/>	
Default BP Posture: <input type="text" value="LY"/> LYING	
Transfer Nursing Orders: <input checked="" type="checkbox"/>	

Enter:

Point of Care Control Record - Page 1

### 6.3 Point of Care Control Record - Page 2

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Point of Care Control Maintenance > Page 2

SYSTEM MENU > SYSTEM MENU

Point of Care Control Record - Page 2

**Miscellaneous Options**

View patient info by phys. group:  Y

Transfer previous II information:

Patient Progress Notes format:  B

Print Ancillary Order Sheet:

Use "Problem List":

Rank Problems by #:

Utilize Education Package:

M.A.R. 24hr period starting hour:  (7/15/23)

\*Report codes to send to optical disk have been moved to  
New Table Maintenance\*

Prompt when changing units in DR:

Use signatures on Progress Notes:

Sort Diabetic Record data:

Lab Glucose:

tests:

:

Use Kilograms for Excel wgt graph?:

Move active acct info greater than:  days. (maximum of 180 days)

Departments to move POC info:

department POC printer:

Print PPN prior to moving info:

Autoprint IPA:

Print med. charge list.:  Y/N

Print Sig. Report at DC:

Require med administration at EOS?:

Combined Diabetic Review by most recent entry:

PCA Review by most current entry:

Vital Signs pull to PCA:

Require DC Planner prior to printing II:

Enter:

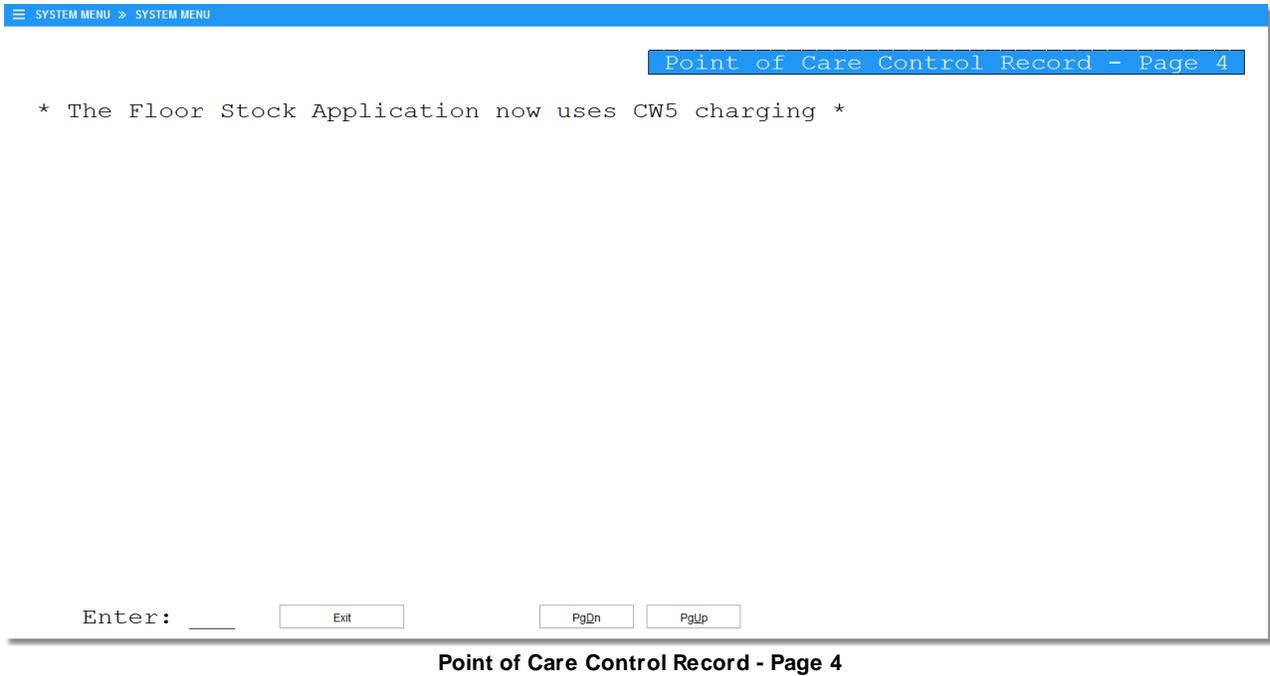
Point of Care Control Record - Page 2



## 6.5 Point of Care Control Record - Page 4

Page 4 of the Point of Care Control Record no longer exists. The Floor Stock application now uses the Updated Charging application.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Point of Care Control Maintenance > Page 4**



## 6.6 Point of Care Control Record - Page 5

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Point of Care Control Maintenance > Page 5

☰ SYSTEM MENU > SYSTEM MENU

Point of Care Control Record - Page 5

\*Nursing Order Maintenance has been moved to Nursing Chart Master Functions\*

Enter: (     )

Point of Care Control Record - Page 5

Please refer to the section on [Nursing Orders](#)<sup>91</sup> for setup options.

## 6.7 Point of Care Control Record - Page 6

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Point of Care Control Maintenance > Page 6

SYSTEM MENU > SYSTEM MENU

Point of Care Control Record - Page 6

\*Nursing Order Maintenance has been moved to Nursing Chart Master Functions\*

Enter: (     )

Point of Care Control Record - Page 6

Please refer to the section on [Nursing Orders](#)<sup>91</sup> for setup options.

## 6.8 Point of Care Control Record - Page 7

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Point of Care Control Maintenance > Page 7

☰ SYSTEM MENU > SYSTEM MENU
Point of Care Control Record - Page 7

Critical Care Flow Sheet Table			Point of Care Control Record - Page 7			
Cd/Descr	Cd/Descr	Cd/Descr	Cd/Descr	Ventilation Options		
1	1	Method	5	5	Rate	1=Method, 2=O2 L/M, 3=FiO2, 4=O2 Sat, 5=Rate,
2	2	O2 L/M	6	6	Mode	6=MODE, 7=Tidal Volume, 8=PeeP, 9=PIP, 10=Site,
3	3	FiO2	7	8	PeeP	11=Tube Mark, 12=Cuff Pressure
4	4	O2 Sat	8	9	PIP	

Cd/Descr	Intake Options		
9	1	PO	1=PO, 2=Lipids, 3=Hespan, 4=Albumin, 5=IV, 6=Irrigation Solution,
10	5	IV	7=NG/PEG Tube, 8=Hyperalimentation, 9=Packed Red Cells,
11	3	Hespan	10=Fresh Plasma, 11=Platelets, 12=Blood Products
12	2	Lipids	

Cd/Descr	Output Options		
13	3	Stool	1=NG Tube, 2=Colostomy, 3=Stool, 4=Emesis, 5=T-Tube, 6=Hemovac 1,
14	12	Urine	7=Hemovac 2, 8=Hemovac, 9=Est Bld Loss, 10=Catheter Urine,
15	5	Tube	11=Voided Urine, 12=Urine, 13=ChestTube 1, 14=Chest Tube 2,
16	4	Emesis	15=Chest Tube, 16=Jackson Pratt 1, 17=Jackson Pratt 2, 18=J.Pratt

Other Options
17 Include Neuro Checks.....: <input type="checkbox"/>

Enter:

Point of Care Control Record - Page 7

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### 6.9 Point of Care Control Record - Page 8

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Point of Care Control Maintenance > Page 8

SYSTEM MENU > SYSTEM MENU

Point of Care Control Record - Page 8

Miscellaneous Options

Test Patient Acct Numbers: CPSI01 CPSI02 357696

MedVer AutoDisplay Instr:

Send Verbal/Phone orders to ordering physician only?:

Auto Display in verify:

  PCA Protocol:

  Diabetic Record Sliding Scale:

Allow NOW CL Order Verification.:

Enable Vitalworks:

Print CL Physician Progress Notes & Problem List with Nursing Notes:

Use Ad Hoc Reporting via POC:

Print Sliding Scale Comments:

Require Drug Allergy Entry:

Require Height & Weight:

Remove All I/O Entries at One Time From Flowcharts:

Exclude 30min orders from Patient and 24HR Summary:

  Stay Types 1 2 3 4 5

Use 5-day MAR?:

Sort 5-day MAR by:  (N-Name (C-Class A-Chronological D-Rev Chron))

Enter:

Point of Care Control Record - Page 8

## 6.10 Point of Care Control Record - Page 9

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Point of Care Control Maintenance > Page 9

The screenshot shows a software interface with a blue header bar containing the text "SYSTEM MENU > SYSTEM MENU". Below the header, there is a blue title bar that reads "Point of Care Control Record - Page 9". A light blue rectangular box is positioned below the title bar. The main content area contains the text: "\*Clinical Monitoring Control moved to Main Nursing Station Functions List.\*". At the bottom of the interface, there is a label "Enter:" followed by four buttons: "Exit", "All", "PgDn", and "PgUp".

Point of Care Control Record - Page 9

Please refer to the section, [Clinical Monitoring Control Table](#)<sup>183</sup>, for information on setup options.

### 6.11 Point of Care Control Record - Page 10

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Point of Care Control Maintenance > Page 10

SYSTEM MENU > SYSTEM MENU

Point of Care Control Record - Page 10

**MedVerify Time Range**  
 Acceptable time before and after scheduled administration times to give medications.....:  (Time in minutes).  
 Enable PRN administration time range warning.:   
 MedVerify Override Reasons.

Pt off the unit	Going to Surgery
Nausea	<Other>
Meds unavailable	
Pt in Rehab	
Going to Xray	

Include override reasons on Progress Notes....:

**Miscellaneous Options**

Pharmacy timeout.....:  Minutes  
 Enable Van Slyck Acuity.....:   
 Prompt when changing dose in Med Verify....:   
 Use first dose date/time in POC.....:   
 1st dose date/time field required .....:   
 Use Rank on Problem List.....:   
 Allow re-opening of resolved problems.....:   
 Use Medact in the Flow Charts.....:   
 Require Method when charting O2 Sats.....:

Stop Date/Time Req'd.:   
 Use Overdue Meds.....:   
 PAR include Initial...:   
 Use Photo Verify.....:   
 Always purge Multi-Disc. notes to ADR.....:   
 Use Amend Med Reason.:   
 Reverify Allergies....:   
 Use Med Verify via Medication Admin.....:   
 Amend FC Column.....:

Enter:

Point of Care Control Record - Page 10

## 6.12 Point of Care Control Record - Page 11

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Point of Care Control Maintenance > Page 11

SYSTEM MENU > SYSTEM MENU

Evident Community Hospital Signed On Emp: KW Dept: 001

POC Control Record - Page 11

### Photo Override Reason Table

Camera not available  
Pt refused picture

Override Reason:

Update Delete New

### Amend Med Reason Table

Dose NA  
Incorrect Data  
Omitted  
Order change

Amend Reason:

Update Delete New

### Medication Reconciliation Report Table

1. Choose one:  Active Meds  All Meds  Prompt at Printing  
( For 2 - 5, Answer "Y"- Yes, "N" - No, or "P" - Prompt at printing)

2. Add Reasons?  P

3. Add Additional Medications?  P

4. Add Physician's Discontinue option?  P

5. Add Physician's Continue/Discontinue options for Home Meds?  P

6. Signature:  Signature All  Signature Last  No Signature

### Miscellaneous Options

Limit Weight Entry?  Kg  Lbs  Do Not Limit

Prompt to include/exclude Omissions for Max Dose Meds?

Autoprint Med Labels After Pharmacy Hours?

Point of Care Control Record - Page 11



---

## Chapter 7 Clinical Monitoring Control Options

### 7.1 Overview

The Clinical Monitoring Control Table presents setup options for Clinical Monitoring, Interaction Filtering and Override Reasons. Separate tables are available for Physicians, Pharmacy and Nursing. This section discusses the Clinical Monitoring Control Table for Point of Care which is accessed by selecting **Thrive UX > Tables > Clinical > Clinical Monitoring**. See [Table Maintenance - Clinical User Guide](#)<sup>43</sup>.

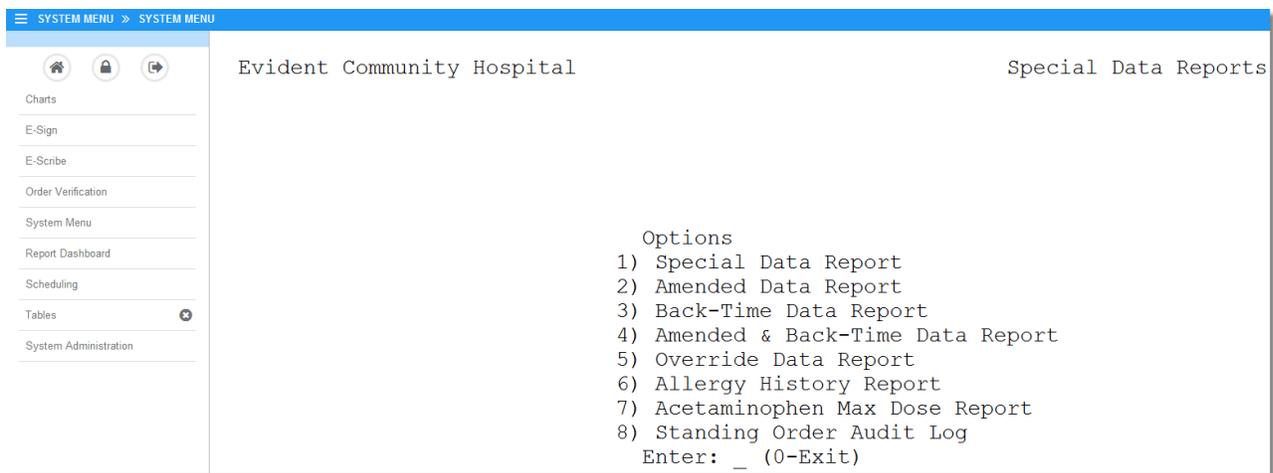


## Chapter 8 Special Data Review Report

### 8.1 Overview

- Special Data Reports contain information regarding amended documentation, information charted using the Change Date and Time feature, occurrences when a shift is locked while another staff person is documenting, nursing and physician overrides, allergy history, Acetaminophen warnings and changes to the Standing Order Table.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Special Data Review Report**



**Special Data Reports**

- Enter the **number** adjacent to the desired report to generate.

## 8.2 Special Data Report

- The Special Data Report provides information obtained when one person locks a shift unaware that another person is documenting on that patient. Information contained in this report includes *Shift-Lock Date/Time, Record Date/Time, Employee Entering Date, Employee Locking Shift, Patient Number, Run Date/Time and Selected Report Date/Time Range.*
- To access the report, select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Special Data Review Report > 1) Special Data Report.**
- Enter start date and time and end date and time to generate the report.

### Special Data Report Sample

```

RUN DATE: 10/24/12                                PAGE:      1
TIME: 12:35                                     SPECIAL DATA REVIEW
                                                For 10/23/12 12:35 - 10/24/12 12:35
                                                NSP-SDR

SHIFT-LOCK   RECORD   EMPLOYEE      EMPLOYEE
DATE/TIME   DATE/TIME  ENTERING DATA  LOCKING SHIFT  PATIENT#
-----
102412/1228 102412/1228 (CEK, RN)      (B Searcy, RN) 00004419
102412/1228 102412/1228 (CEK, RN)      (B Searcy, RN) 00004419

```

### 8.3 Amended Data Report

- The Amended Data Report prints a log of each instance when documentation is amended from a patient's chart through Thrive. Information contained in this report includes: *Date, patient name and account number, the actual time the entry was made, the date/time the entry was amended, the area in which the documentation was made and the actual documentation.*
- To access the report, select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Special Data Review Report > 2) Amended Data Report.**
- Enter up to 20 **patient account numbers.**
- Enter **All** to select all accounts with amended information.
- Enter **"Q"uit** to exit to the Hospital Base Menu.
- Once all account numbers have been entered, type **0** to process the report.

#### Amended Data Report Sample

Run Date: 10/24/12  
Time: 12:58

Page 1

Amended Data Report  
For: 10/24/12-10/24/12

---

10/24/12  
SMITH ELLA KATHERINE- 357417  
12:51 PER (KING C) Admitted From:  
Nursing Home.  
(Amend Date/Time: 10/24/12 12:54)  
Mode of Arrival/Accompanied by:  
Stretcher.  
(Amend Date/Time: 10/24/12 12:54)  
Person Giving Information:  
Family.  
(Amend Date/Time: 10/24/12 12:54)  
12:53 MED (KING C) ROUTINE MEDICATION GIVEN: ORAL  
ASA 81MG TAB  
(Amend Date/Time: 10/24/12 12:55)  
I&O Q Shift  
I&O Q Shift  
(Delete Date/Time: 10/24/12 12:55)  
PROBLEM High Risk For Injury  
(Amend Date/Time: 10/24/12 12:54)

## 8.4 Back-Time Data Report

- The Back-Time Data Report prints a log of each instance when information is charted using the Change Date and Time feature on a patient's chart. Information contained in this report includes: Date, patient name and account number, the changed time as well as the actual time, the area in which the documentation was made and the actual documentation.

**NOTE:** *On this report, Nursing Orders with more than 75 characters display with an asterisk (\*) at the end. This indicates more information has been documented.*

- To access the report, select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Special Data Review Report > 3) Back-Time Data Report.**
- Enter up to 20 **patient account numbers.**
- Enter **All** to select all accounts with amended information.
- Enter **"Q"uit** to exit to the Hospital Base Menu.
- Once all account numbers have been entered, type **0** to process the report.

**Back-Time Data Report Sample**

Run Date: 10/24/12

Time: 13:00

Page 1

Back-Timed Data Report

For: 10/24/12-10/24/12

---

10/24/12

SMITH ELLA KATHERINE- 357417

07:00 MED (KING C) ROUTINE MEDICATION GIVEN: ORAL  
LASIX 20MG TB

(Actual Date/Time: 10/24/12 12:56)

07:00 MED (KING C) ROUTINE MEDICATION GIVEN: ORAL  
NF-FISH OIL C

(Actual Date/Time: 10/24/12 12:56)

09:00 PA (KING C) Pain Scale  
5

(Actual Date/Time: 10/24/12 12:56)

10:45 MO (KING C) Cooling blanket  
Cooling blanket

(Actual Date/Time: 10/24/12 12:57)

12:51 PER (KING C) Admitted From:  
Nursing Home.

(Actual Date/Time: 10/24/12 12:51)

12:51 PER (KING C) Admitted From:  
Doctor's Office.

(Actual Date/Time: 10/24/12 12:54)

12:51 PER (KING C) Mode of Arrival/Accompanied by:  
Stretcher.

(Actual Date/Time: 10/24/12 12:51)

12:51 PER (KING C) Mode of Arrival/Accompanied by:  
Stretcher. Ambulatory.

(Actual Date/Time: 10/24/12 12:54)

12:51 PER (KING C) Person Giving Information:  
Family.

## 8.5 Amended & Back-Time Data Report

- This option allows both the Amended and Back-Timed reports to be printed at the same time and for the same patients. To access the report, select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Special Data Review Report > 4) Amended & Back-Time Data Report**.
- Enter up to 20 **patient account numbers**.
- Enter **All** to select all accounts with amended information.
- Enter **“Q”uit** to exit to the Hospital Base Menu.
- Once all account numbers have been entered, type **0** to process the report.

## 8.6 Override Data Report

- This option allows both the Nursing and Physician override reasons to be printed at the same time and for the same patients. To access the report, select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Special Data Review Report > 5) Override Data Report.**
- Select the printer by selecting the sequence number or using **PgDn** to scroll through the available printers. Other options on the Report Image screen are **“S” Workstation**, or **“E” mail**.
- From the Override Reason Report Screen select to print the **Nursing Overrides** and/or **Physician Overrides**.
- Select **“D”ates** to enter the Start Date, Start Time, End Date, and the End Time.
- Select **“P”rint** to process the report or **0 – Exit**.

### Override Data Report Sample

```

DATE: 10/24/12                                OVERRIDE REPORT                                PAGE 10
TIME: 13:18                                    10/01/12 00:01 THRU 10/24/12 24:00          PCONPP
-----
PATIENT NAME          NUMBER    OB INIT.  VER INIT.
CM CHECK
MEDICATION                                OVERRIDES
-----
CONTINUED FROM PREVIOUS PAGE
SMITH BELLA KATHERINE          357417    MDA       MDA

ALLERGY CHECK
AMOXICILLIN CAP : 500MG        PCN (PENICILLIN)                Not true allergy

ALLERGY CHECK
CEFAZOLIN (KEFZOL,ANCEF) INJ  PCN (PENICILLIN)                Not true allergy
D5W :100 ML                    2B0087  PED ELECTROLYTE                Not true allergy

ALLERGY CHECK
KCL IV : 20 MEQ/10 ML*        PED ELECTROLYTE                Monitoring pt
D5 1/2NS : 1000ML            PED ELECTROLYTE                Monitoring pt

DRUG INTERACTION
WARFARIN (COUMADIN) : 5 MG    NF-FISH OIL CAPSULE 500MG      Major                Not given together

MISC. CHECK

DRUG INTERACTION
WARFARIN (COUMADIN) : 5 MG    NF-FISH OIL CAPSULE 500MG      Major                Not given together

ALLERGY CHECK
MORPHINE PCA(WATCH) INJ:1MG/M  DEMEROL                        Not true allergy

```

## 8.7 Allergy History Report

- The Allergy History Report provides an audit log of food, drug and environmental allergy documentation including when allergies are entered, modified or verified. Information contained in this report includes SSN/Patient Number, Date, Time, Employee Name, Employee Initials, and Action Taken.
- To access the report, select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Special Data Review Report > 6) Allergy History Report**.
- Enter a **patient account number** or select **All** to compile the report for all patients.
- Select **Pre-merged History** to include all allergies added to profiles prior to merging allergy data. This only occurs at facilities that are sharing profile numbers.
- Enter the **From Date** or select the date from the date picker. Enter the **To Date** or select the date from the date picker.
- Select **All** to include all dates in the report.
- Select **Print** to generate the report.

### Allergy History Report Sample

SSN/Pat#	Date	Time	Employee Name	Allergy History Report		Page #
				Init	Action	
0111669999	09/12/2012	16:24:36	COLLEEN E KING	CEK	Latex allergy added.	1
0111669999	09/12/2012	16:24:41	COLLEEN E KING	CEK	ITCHING reaction added to Latex allergy.	
0111669999	09/12/2012	16:24:44	COLLEEN E KING	CEK	HIVES reaction added to Latex allergy.	
0111669999	09/12/2012	16:25:01	COLLEEN E KING	CEK	Peanuts allergy added.	
0111669999	09/12/2012	16:25:18	COLLEEN E KING	CEK	DIFF BREATH reaction added to Peanuts allergy.	
0111669999	09/12/2012	16:25:40	COLLEEN E KING	CEK	Penicillin allergy added.	
0111669999	09/12/2012	16:25:53	COLLEEN E KING	CEK	DIZZINESS reaction added to Penicillin allergy.	
0111669999	09/12/2012	16:25:56	COLLEEN E KING	CEK	HEADACHE reaction added to Penicillin allergy.	
0111669999	09/12/2012	16:26:18	COLLEEN E KING	CEK	Codeine allergy added.	
0111669999	09/12/2012	16:26:26	COLLEEN E KING	CEK	Codeine allergy removed.	

## 8.8 Acetaminophen Max Dose Report

- This report will help administrators track instances of overage on Acetaminophen doses. The report shows the patient name, the date and time of Acetaminophen administrations, the initials of the person who documented the administration, the pharmacy profile order number, the medication name and any overrides that might have been documented. It also shows a cumulative total for the time period selected for print.
- To access the report, select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Special Data Review Report > 7) Acetaminophen Max Dose Report.**

### Acetaminophen Max Dose Report Sample

```

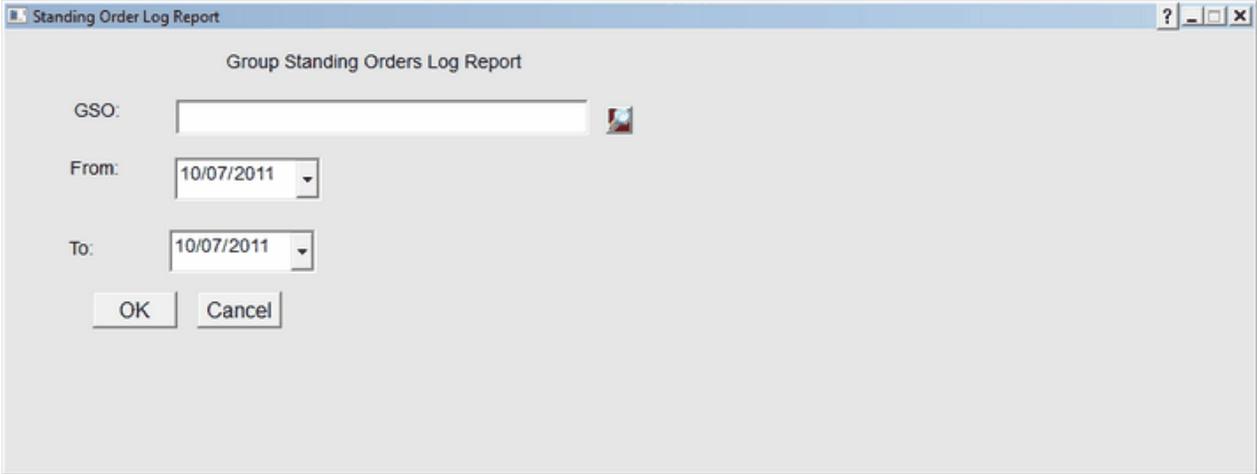
DATE: 12/22/12                Acetaminophen Max Dose Report                PAGE #1
                               24 Hour Max Dose = 1000 MG
TIME: 09:16                   12/01/12 THRU 12/22/12                XNSACETRPT
=====
PATIENT NAME                   NUMBER
  DATE      TIME  INIT  ORD#  MEDICATION                OVERRIDE
  PATIENT TOTAL
=====
MILLERSON STACY L             01002373
  12/17/12  10:34  XXX   1   TYLENOL (ACETAMINOPHEN)  TAB: 5
  12/17/12  10:35  XXX   1   TYLENOL (ACETAMINOPHEN)  TAB: 5 ORDERED BY MD
    24 Hour Total: 2600 MG
=====

```

## 8.9 Standing Order Audit Log

- The Standing Order Audit Log captures changes made to Group Standing Order Setup via Ancillary, CPOE or Point of Care. Report details include:
  - Standing Order Description
  - Item Description
  - Action: Added, Deleted or Changed
  - Subtype: Ancillary Order, Nursing Order or Pharmacy Order
  - Field/Value Affected
  - Employee Name
  - Employee Number
  - Date/Time
- To view/print the Standing Order Audit Log select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Special Data Review Report > 8) Standing Order Audit Log**.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Special Data Review Report > 8) Standing Order Audit Log**

The screenshot shows a dialog box titled "Standing Order Log Report" with a subtitle "Group Standing Orders Log Report". It contains three input fields: "GSO:" with a text box and a magnifying glass icon; "From:" with a date dropdown menu set to "10/07/2011"; and "To:" with a date dropdown menu also set to "10/07/2011". At the bottom are "OK" and "Cancel" buttons.

Standing Order Log Report

- Select the **Magnifying Glass** to search for the applicable Standing Order. Enter the date range to display, and select **OK** to generate the report or **Cancel** to return to the previous screen.

Standing Order Audit Log Sample

CPSI Community Health System  
 Standing order Log  
 09/16/12 0849

Standing order Description: C-SECTION POST OP ORDERS  
 =====

Action	Subtype	Field/Value	Employee Name	Employee Number
Date	Time			
-----				
Item - VS Q15M X3, THEN Q30M X2, THEN Q1HR X2, THEN QID I				
Changed	Nursing order	Desc- VS Q15M X3, THEN Q30M X2, THEN Q1HR X2, THEN QID IF STABLE		
09/16/12	0844		COLLEEN E KING	01524
Item - CBC				
Deleted	Lab	CBC		
09/16/12	0845		COLLEEN E KING	01524
Item - PROMETHAZINE 25MG/50ML PREDEFINED				
Added	Pharmacy	Item - PROMETHAZINE 25MG/50ML PREDEFINED		
09/16/12	0848		COLLEEN E KING	01524
Added	Pharmacy	quantity- 000001.0000		
09/16/12	0848		COLLEEN E KING	01524
Added	Pharmacy	Route- IM		
09/16/12	0848		COLLEEN E KING	01524
Added	Pharmacy	Frequency- PRN Q4H		
09/16/12	0848		COLLEEN E KING	01524
Added	Pharmacy	STD- Y		
09/16/12	0848		COLLEEN E KING	01524
Added	Pharmacy	INST- GIVE EVERY 4 HOURS		
09/16/12	0848		COLLEEN E KING	01524
Added	Pharmacy	INST2- AS NEEDED FOR NAUSEA		
09/16/12	0848		COLLEEN E KING	01524
Added	Pharmacy	CL Default- Y		
09/16/12	0848		COLLEEN E KING	01524
Added	Pharmacy	RES. Days- 01		
09/16/12	0848		COLLEEN E KING	01524
Added	Pharmacy	Times-		
09/16/12	0848		COLLEEN E KING	01524



---

## Chapter 9 Delete Test Patient Data

### 9.1 Overview

The **Delete Test Patient Data** option is used to remove Point of Care documentation on test patient accounts so testing may take place on a clean account without having to admit additional test patients.

### 9.2 Delete Test Patient Data

- The test patient accounts to clear must be listed in the POC Control Record on page 8. See [Setting Up Page 8](#)<sup>178</sup>.
- Once the correct account numbers are listed in the POC Control Record select **Print Reports** from the **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department)** then **Delete Test Patient Data**.



## Chapter 10 Virtual Chart Layout

### 10.1 Overview

This chapter will discuss setup and maintenance of the Virtual Chart. Virtual Chart setup is department specific and only available to departments using Whiteboard.

### 10.2 Virtual Chart Setup

- To access Virtual Chart Setup select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Virtual Chart Layout**.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Virtual Chart Layout > Department**

Line	Side	Description	Bold Title	Bold Value	Background	Foreground
1	Left	Admit Date	Y		LightSteelBlue	Black
1	Right	DOB	Y		LightSteelBlue	Black
2	Left	Attending Phy	Y		LightGoldenRodYellow	Black
3	Left	Primary Phy	Y		LightSteelBlue	Black
4	Left	MR Number	Y		LightGoldenRodYellow	Black
4	Right	BMI	Y		LightGoldenRodYellow	Black
5	Left	Chief Complaint	Y		LightSteelBlue	Black
6	Left	DNR	Y		LightGoldenRodYellow	Black
6	Right	Adv Directives	Y		LightGoldenRodYellow	Black
7	Left	Language	Y		LightSteelBlue	Black

Virtual Chart Setup

- Save Icon:** If this icon is blue, there has been a change to setup and the icon should be selected to save the change. The icon is gray if no changes have been made.
- Department Name:** Use this drop-down to select a **department** for maintenance. Only departments using the Inpatient or Outpatient Whiteboard populate this list. If a department is designated as a nursing station and setup has not been performed, Thrive will automatically assign the Virtual Chart Default Setup to that department.
- Number of Tabs:** Select **8** or **16** tabs to display along the top of the Virtual Chart.

- **Just Like?:** Select **Virtual Chart Default Setup** or a **Department** from the drop-down. Select the **Save Icon** to create or replace the Virtual Chart. If setup is already in place, Thrive will display the following prompt: **Overwrite Existing Setup?**. Select **Yes** to proceed or **No/Cancel** to abort. The setup may be modified as necessary once saved.
- **Consider results new if within days/hours:** Enter the number of **days/hours** a result will display as new on the virtual chart. The results will display as new until the timeframe expires. A color change will denote those results that have been reviewed.
- **Consider medications new if within days/hours:** Enter the number of **days/hours** the **New Med** icon will display on the virtual chart after an order is placed. If all orders are acknowledged, they New Med icon will disable regardless of the timeframe.

**NOTE:** In order for the New Med icon to display a numerical value must be entered within the **Consider medications new if within days/hours** field.

## Demographics

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Virtual Chart Layout > Demographics**

Department Name: 003 - NS Medical-Surgical  
 Number of tabs: 16  
 Just Like? [ ]  
 Consider results new if within: 00 days 12 hours.  
 Consider medication new if within: 00 days 12 hours.

Demographics | Vital Signs | Tab Controls

Line	Side	Description	Bold Title	Bold Value	Background	Foreground
1	Left	Admit Date	Y		LightSteelBlue	Black
1	Right	DOB	Y		LightSteelBlue	Black
2	Left	Attending Phy	Y		LightGoldenRodY...	Black
3	Left	Primary Phy	Y		LightSteelBlue	Black
4	Left	MR Number	Y		LightGoldenRodY...	Black
4	Right	BMI	Y		LightGoldenRodY...	Black
5	Left	Chief Complaint	Y		LightSteelBlue	Black
6	Left	DNR	Y		LightGoldenRodY...	Black
6	Right	Adv. Directives	Y		LightGoldenRodY...	Black
7	Left	Language	Y		LightSteelBlue	Black

**Demographic Setup**

Line: [ ] Side: [ ] Description: [ ]  
 Bold Title:  Bold Value:   
 Background Color: [<View Palette>] Foreground Color: [<View Palette>]

**Demographics Simulation**

Admit Date	Value	DOB	Value
Attending Phy	Value		
Primary Phy	Value		
MR Number	Value	BMI	Value
Chief Complaint	Value		
DNR	Value	Adv. Directives	Value
Language	Value	Ethnicity	Value
Isolation	Value	Pregnant	Value
Restraints	Value	Risk For Falls	Value
Diet	Value	Smoke	Value
Emer. Contact	Value		
Emer. Phone	Value		

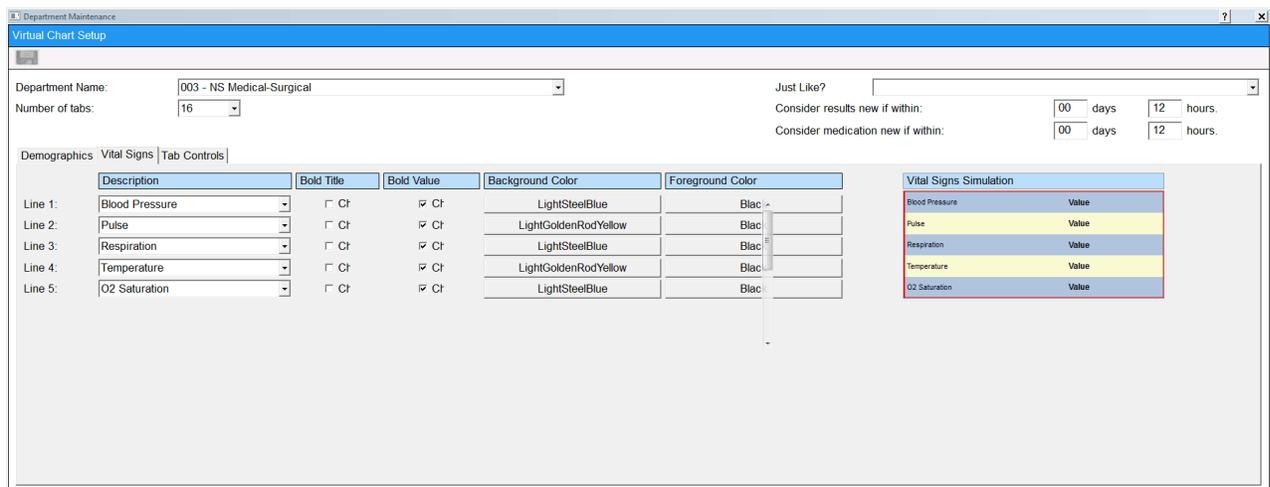
Demographics tab

- **Green Plus Sign:** Select this icon to add a new line to setup. To modify existing setup, select the line from the display in the middle of the screen.
- **Line:** Select the line number (**1-12**) to perform maintenance.
- **Side:** Select the side (**Left or Right**) to perform maintenance. Some data fields require the entire line in order to display all documentation.

- Description:** Select the data field to display. The options available are as follows:
  - Admit Date
  - Attending Physician
  - Advance Directives
  - Body Mass Index
  - Breast Feeding
  - Chief Complaint
  - Consulting Physician 1
  - Consulting Physician 2
  - Consulting physician 3
  - Consulting Physician 4
  - Consulting Physician 5
  - Date of Birth
  - Diet
  - Do Not Resuscitate
  - Emergency Contact
  - Emergency Phone
  - Ethnicity
  - Hospitalist
  - Insurance Type
  - Isolation
  - Language
  - Medical Record Number
  - Pregnant
  - Primary Physician
  - Restraints
  - Risk for Falls
  - Secondary Physician
  - Smoke
  - Smoke Start Dt
  - Smoke Stop Dt
- Bold Title:** Select this option to display the description in bold text.
- Bold Value:** Select this option to display the answer value in bold text.
- Background Color:** Use the drop-down to select a background color other than White.
- Foreground Color:** Use the drop-down to select a font color other than Black.
- Save Icon:** Select the blue save icon to save changes made to the currently selected line.
- Red X:** Select this icon to delete the currently selected line.
- Demographic Simulation:** This box displays a preview of the demographic section as it will appear on the Virtual Chart.

**Vital Signs**

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Virtual Chart Layout > Vital Signs**



Vital Signs tab

- **Description:** Use the drop-downs to designate a description for **Lines 1-5**. Available options are as follows:
  - Blood Pressure
  - Pulse
  - Respiration
  - Temperature
  - O2 Saturation
- **Bold Title:** Select this option to display the description in bold text.
- **Bold Value:** Select this option to display the answer value in bold text.
- **Background Color:** Use the drop-down to select a background color other than White.
- **Foreground Color:** Use the drop-down to select a font color other than Black.
- **Vital Signs Simulation:** This box displays a preview of the vital signs section as it will appear on the Virtual Chart.

### ***Tab Controls***

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Virtual Chart Layout > Tab Controls**

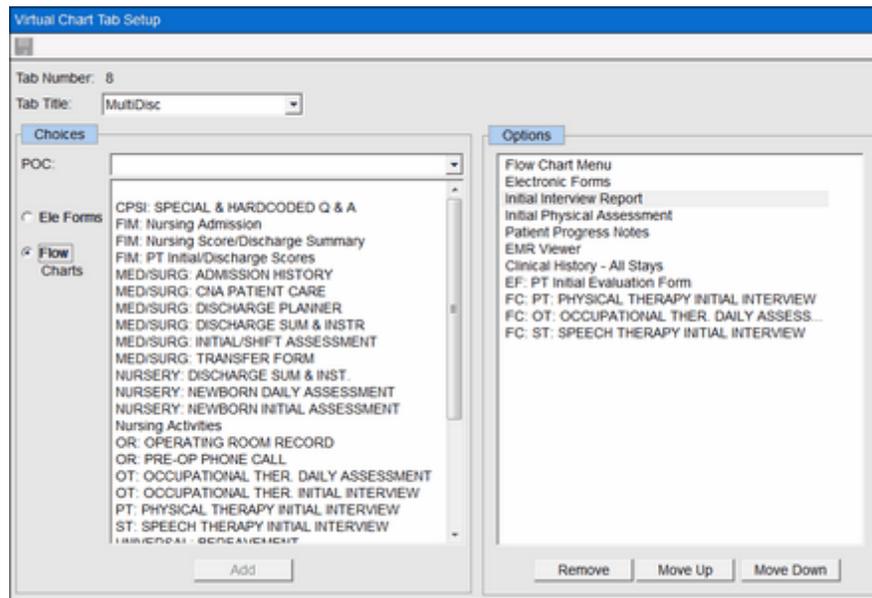
The screenshot shows a window titled "Demographics | Vital Signs | Tab Controls". It contains 16 input fields for tab titles, arranged in two columns. The fields are labeled "Tab 1 Title" through "Tab 16 Title". The values entered in the fields are: Documentation, Pharmacy, Diabetic Record, Order Entry/Review, PCA, Medact, Electronic Forms, MultiDisc, Floor Stock, Education, Medical Records, ChartLink, Printing, End of Shift, Transfer, and Discharge.

Tab Title	Value
Tab 1 Title:	Documentation
Tab 2 Title:	Pharmacy
Tab 3 Title:	Diabetic Record
Tab 4 Title:	Order Entry/Review
Tab 5 Title:	PCA
Tab 6 Title:	Medact
Tab 7 Title:	Electronic Forms
Tab 8 Title:	MultiDisc
Tab 9 Title:	Floor Stock
Tab 10 Title:	Education
Tab 11 Title:	Medical Records
Tab 12 Title:	ChartLink
Tab 13 Title:	Printing
Tab 14 Title:	End of Shift
Tab 15 Title:	Transfer
Tab 16 Title:	Discharge

**Tab Controls tab**

- Select the applicable tab title field from **Tab 1 Title - Tab 16 Title**.

Select Thrive UX > System Menu > Hospital Base Menu > Print Reports > Virtual Chart Layout > Tab Controls > Tab # Title



Virtual Chart Tab Setup

- **Tab Number:** This field displays the currently selected tab title number.
- **Tab Title:** Use the drop-down to select the tab description. The following titles are available (Some titles have been abbreviated for spacing.):
 

<ul style="list-style-type: none"> <li>▪ Cardiopulmonary*</li> <li>▪ Chart</li> <li>▪ Charges</li> <li>▪ ChartLink</li> <li>▪ Demographics</li> <li>▪ Diabetic Record</li> <li>▪ Dietary*</li> <li>▪ Discharge</li> <li>▪ Documentation</li> <li>▪ DS &amp; I</li> <li>▪ Electronic Forms</li> <li>▪ Education</li> <li>▪ End of Shift</li> <li>▪ Face Sheets</li> </ul>	<ul style="list-style-type: none"> <li>▪ Floor Stock</li> <li>▪ Flow Charts</li> <li>▪ Growth Chart</li> <li>▪ IPA</li> <li>▪ Initial Interview</li> <li>▪ Laboratory*</li> <li>▪ Lab Comparative</li> <li>▪ MAR</li> <li>▪ Medact</li> <li>▪ Medical Records</li> <li>▪ Medication</li> <li>▪ Misc</li> <li>▪ MultiDisc</li> <li>▪ Nurses Notes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Occ Therapy*</li> <li>▪ Order Entry</li> <li>▪ Order Entry/Rev</li> <li>▪ Order Review</li> <li>▪ Orders</li> <li>▪ Other</li> <li>▪ PCA</li> <li>▪ Pharmacy</li> <li>▪ Physical Therapy*</li> <li>▪ Phy Doc</li> <li>▪ Printing</li> <li>▪ Progress Notes</li> <li>▪ QA Studies</li> <li>▪ Radiology*</li> </ul>	<ul style="list-style-type: none"> <li>▪ Rehab*</li> <li>▪ Reports</li> <li>▪ Resp Therapy*</li> <li>▪ RT Comparative</li> <li>▪ Results</li> <li>▪ Scanned Images</li> <li>▪ Speech Therapy*</li> <li>▪ Transcriptions</li> <li>▪ Transfer</li> <li>▪ Transfer Form</li> <li>▪ Transfer Docs</li> <li>▪ Vitals</li> <li>▪ Vital Works</li> </ul>
--	---	--	---

**NOTE:** Items followed by \* (one asterisk) are **Multidisciplinary Tabs**. If the Initial Interview Report, Initial Physical Assessment and/or Patient Progress Notes are listed as options under these tabs, the reports may be generated per discipline.

**NOTE:** Floor Stock will now launch the Updated Charging application.

- **POC:** Use this drop-down to select the **POC Options** to display beneath the selected Tab Title. Select the option then **Add**. The selection will now display in the **Options Box**. The following POC Options are available (Some options have been abbreviated for spacing.):
  - 22 Most Common
  - 24hr EMAR
  - 24hr Summary\*
  - 5day MAR\*
  - 8hr EMAR
  - 8hr PRN EMAR
  - Activities\*
  - Allergies
  - Attachments and Reports
  - Care Plans
  - CCD-Patient Summary
  - CCD-Referral/Transitions Summary
  - Charging
  - Clinical Documentation
  - Clinical History-All Stays\*
  - Critical Care Flowsheet\*
  - CQM Documentation
  - CW5 Patient Education Documents
  - Diabetic Record
  - Diabetic Record Flowsheet\*
  - Discharge Instruction Report\*
  - Discharge Planner Report\*
  - Discharge Reports\*
  - Discharge Sum. & Instr.\*\*
  - Discharge Summary Report\*
  - Education Report\*
  - Education\*\*
  - Electronic Forms
  - EMR Viewer\*
  - End of Shift\*
  - End of Shift/Multiple Patients\*
  - Fax Status Report\*
  - Floor Stock
  - Floor Stock Order Report\*
  - Flow Chart Menu
  - Flow Chart Reflex Report\*
  - Graphic I & O\*
  - Growth Charts (All)\*
  - Health History
  - Home Screen
  - Import from Inbox
  - Initial Interview\*\*
  - Initial Interview Report\*
  - Initial Physical Assessment\*
  - Lab Results List
  - Laboratory Comparative\*
  - MAR Final\*
  - MAR Temp\*
  - Med Verify Compliance Rpt\*
  - Medact
  - Med Record Transcription\*
  - Medication Order Entry
  - Medication Record\*
  - Medication Reconciliation
  - Medication Waste
  - Med-Reconciliation Report\*
  - Med-Verify
  - Nursing Activities\*\*
  - Nursing Order Entry
  - Nursing Order Report\*
  - O2 Sat Bar Graph Report\*
  - Order Chronology
  - Order Entry
  - Pain Flow Sheet\*
  - Patient Census\*
  - Patient Drug Information\*
  - Patient Education Documents\*
  - Patient Immunization History
  - Patient Medical Summaries
  - Patient Portal
  - Patient Progress Notes\*
  - Patient Summary
  - Patient Summary Report\*
  - PCA
  - PCA Infusion Form\*
  - Pharmacy
  - Phys Doc
  - Physical Assessment\*\*
  - Physician Census\*
  - Physician Order Report\*
  - Plan of Care
  - Prescription Entry
  - Print EMR
  - Print Menu for Locked Out Pt Data\*
  - Printing\*
  - Problem Activity Report\*
  - Problem List\*\*
  - Problem List Report\*
  - QA Studies
  - Quality Improvement
  - RAI System
  - Referral/Transition of Care
  - Respiratory Comparative\*
  - Scheduled Med Report\*
  - Shift Summary Report\*
  - Shift Summary\*\*
  - Status of Orders
  - Standing Orders (All types)
  - Swan Ganz\*
  - Transfer Form\*\*
  - Transfer Form Report\*
  - Unlock
  - Van Slyck\*
  - Vital Signs Bar Graph\*
  - Vitals Signs
  - VitWorks

**NOTE:** Items followed by "\*" (**one asterisk**) are reports or will generate reports when selected. Reports accessed via the Virtual Chart may be viewed before printing. Reports may be printed without viewing by accessing the traditional POC print menu. Items followed by "\*\*" (**two asterisks**) are traditional POC data entry areas. If Flow Charts are used to document these areas, the items do not need to be added to the Virtual Chart.

- 
- **Ele Forms:** Select this option to display a list of live Electronic Forms. To add a form to the Options Box, select a **form** then **Add**. If added to a tab, the Electronic Form will display under that tab after it has been initiated on the patient via the Electronic Forms Selection Screen.
  - **Flow Charts:** Select this option to display a list of live Flow Charts. To add a flow chart to the Options Box, select a **flow chart** then **Add**. If added to a tab, the Flow Chart will display under that tab after it has been initiated on the patient via the Flow Chart Menu.
  - **Remove:** Select an option then **Remove** to delete the option from the Options Box.
  - **Move Up/Move Down:** Select an option and then **Move Up** or **Move Down** to re-arrange the display order of the options.
  - If the **Save Icon** displays in blue, it must be selected to save changes before exiting.



## Chapter 11 Med Assessment Options

### 11.1 Overview

This section will discuss setup for Med Assessment Options and Acetaminophen Overrides. The Med Assessment or Default Assessment Options entered here populate the Reaction/Response Drop-Down for Medication Administrations. The Acetaminophen Overrides populate the drop-down menu that must be addressed when administering more than maximum dose allowed for Acetaminophen in a 24 hour period.

### 11.2 Med Assessment Options

- To access setup select **Thrive UX > System Menu > Hospital Base Menu (Nursing Administration Department) > Print Reports > Med Assessment Options**.

Select **Thrive UX > System Menu > Hospital Base Menu > Print Reports > Med Assessment Options**

Default Assessment Options	Acetaminophen Overrides
Responded to pain	MD Ordered
Decreased fever	Treatment Required
Nausea improved	Benefits > Risks
Patient sedated	Omitted
Diminished pain	
Complete pain relief	
BG lowered	
IV Stop Time	

Medication Administration Assessment Options

- Up to 10 **Default Assessment Options** or **Acetaminophen Overrides** may be entered.



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## Chapter 12 Table Maintenance - Clinical

### 12.1 Overview

This section discusses Point of Care tables found in the **Nursing** section at the following path: **Thrive UX > Tables > Clinical > Nursing > POC Control Maintenance**. See [Table Maintenance - Clinical](#) user guide.



## Chapter 13 Point of Care Whiteboard Maintenance

### 13.1 Overview

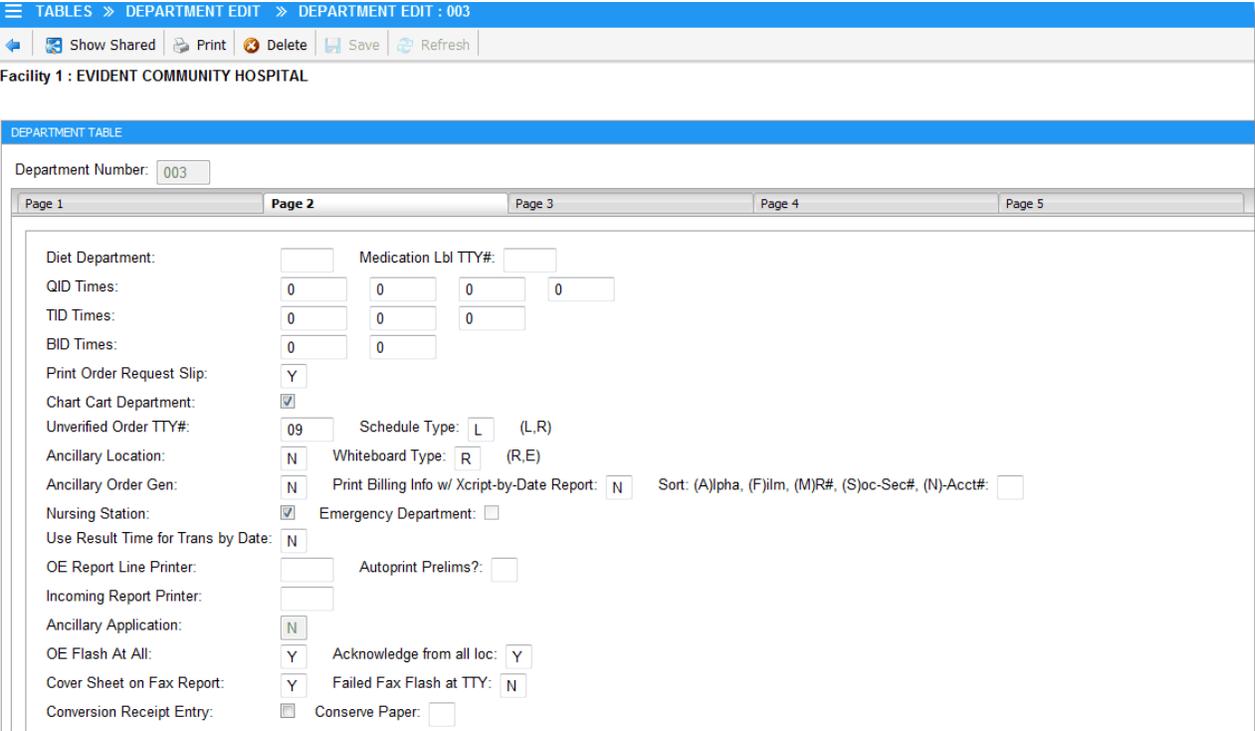
This chapter will discuss maintenance of the Point of Care Whiteboard and Locations.

### 13.2 Departments

Whiteboard Setup options are located in the Department Tables. To access the Department Tables select **Thrive UX > Tables > Control > Departments**. Applicable switches are found on Page 2 and Page 5 of the Department Tables.

#### *Department Maintenance Page 2*

Select **Thrive UX > Tables > Control > Departments > Department Number > Page 2**



TABLES >> DEPARTMENT EDIT >> DEPARTMENT EDIT : 003

Facility 1 : EVIDENT COMMUNITY HOSPITAL

DEPARTMENT TABLE

Department Number: 003

Page 1 Page 2 Page 3 Page 4 Page 5

Diet Department:  Medication Lbl TTY#:

QID Times:  0  0  0  0

TID Times:  0  0  0

BID Times:  0  0

Print Order Request Slip:  Y

Chart Cart Department:

Unverified Order TTY#:  09 Schedule Type:  L (L,R)

Ancillary Location:  N Whiteboard Type:  R (R,E)

Ancillary Order Gen:  N Print Billing Info w/ Xcript-by-Date Report:  N Sort: (A)pha, (F)ilm, (M)R#, (S)oc-Sec#, (N)-Acct#

Nursing Station:  Emergency Department:

Use Result Time for Trans by Date:  N

OE Report Line Printer:  Autoprint Prelims?:

Incoming Report Printer:

Ancillary Application:  N

OE Flash At All:  Y Acknowledge from all loc:  Y

Cover Sheet on Fax Report:  Y Failed Fax Flash at TTY:  N

Conversion Receipt Entry:  Conserve Paper:

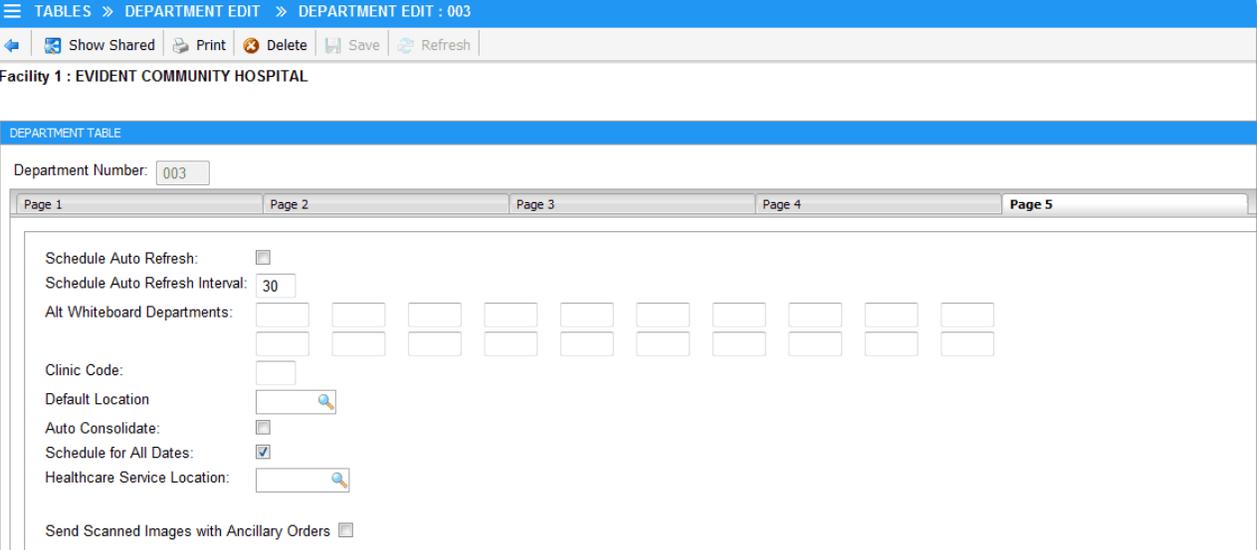
Department Maintenance - Page 2

- **Whiteboard Type:** To utilize the Whiteboard, this field must be addressed. Select **R** for the Inpatient Whiteboard which generates a census based on room numbers or **E** for the Outpatient Whiteboard which generates a census based on EWS/OR Management procedures/tasks.

- **Nursing Station Y/N?:** If this option is set to **Y**, and a Whiteboard Type has not been entered, Thrive will default to **R-Inpatient Whiteboard**. This may be changed.

### Department Maintenance Page 5

Select **Thrive UX > Tables > Control > Departments > Department Number > Page 5**



TABLES > DEPARTMENT EDIT > DEPARTMENT EDIT : 003

Show Shared | Print | Delete | Save | Refresh

Facility 1 : EVIDENT COMMUNITY HOSPITAL

DEPARTMENT TABLE

Department Number: 003

Page 1 | Page 2 | Page 3 | Page 4 | Page 5

Schedule Auto Refresh:

Schedule Auto Refresh Interval: 30

Alt Whiteboard Departments:

Clinic Code:

Default Location

Auto Consolidate:

Schedule for All Dates:

Healthcare Service Location:

Send Scanned Images with Ancillary Orders

Department Maintenance - Page 5

**Alt Whiteboard Departments:** Up to 20 Alternate Whiteboard Departments may be entered. If a Location is selected for a patient in an Alternate Department, that patient will display on the current Department's census. Removing the Location removes the patient.

### 13.3 Exam Rooms (Locations)

- The POC Whiteboard allows tracking of patient locations through department specific Exam Locations. The Exam Locations are set up in Business Office Tables. To access setup select **Thrive UX > System Menu > Hospital Base Menu > Business Office Tables > Business Office Table Maintenance > Exam Rooms**.

Select **Thrive UX > System Menu > Hospital Base Menu > Master Selection > Business Office Tables > Business Office Tables Maintenance > Exam Rooms**

Exam Room Table Maintenance

- From the Exam Room Table Maintenance screen enter the **Dept number**.
- Select **New Room** to display the exam room setup options.
- Complete all fields to create a new location.
  - **Code:** User defined five character codes for the location.
  - **Desc:** The location name up to 30 characters in length. This title will display on the Whiteboard and print to the patient tracking report.
  - **Minutes:** may be set to a specified time range and will alert staff when time range has been reached by highlighting the patient in red on the Whiteboard. Maximum minutes exceeded also print to the Patient Tracking Report. This is an optional setting and may be left blank.
  - **Use in Whiteboard-** This allows the location to be accessed from the Whiteboard. Options are:
    - **Y** The location will be accessible from the Whiteboard screen.
    - **N** The location will not be accessible from the Whiteboard screen.
    - **B** The location will be accessible from both Inpatient and Outpatient Whiteboard screens.
    - **R/G/B-** These fields allow user defined colors to be created or selecting on the colored box will allow selection of existing colors.
- Select **Delete** to remove the location, **Cancel** to ignore changes or **Save** to save the location.

**NOTE:** In order to use Whiteboard Check-In and Alternate Whiteboard Departments, the departments must have locations assigned.



## Chapter 14 POC Departments (Print Report Table)

### 14.1 Overview

The Point of Care Department Table controls the printing of reports for each nursing department using the Point of Care application. Reports may be set to print at End of Shift, print automatically, spool to PC Backup and/or print at discharge.

### 14.2 Department Control Table for Point of Care

Select **Thrive UX > System Menu > Hospital Base Menu > Master Selection > Business Office Tables > Maintenance Menu > Point of Care Departments**

Department Number: 003 ( 0-Exit ) NS Medical-Surgical

	Report Code	Print at End of Shift	Automatically Printed Hour	Printer No.	Automatic Spooling	Prt @ Disc	# of Copies
1	NN	Y				N	
2						#	
3						N	
4							
5							
6							
7							
8						N	
9							
10							

Enter: \_\_\_\_ ( 0-Next "A"l "C"lin Doc Backup Reports )

Department Control Table for Point of Care

- Department Number:** This control table is department specific. Enter the **department number** to retrieve reports for inpatients. To generate End of Shift and/or PC Backup reports for outpatients use the following codes in place of the department number:
  - **ST2:** If used, Thrive will follow the parameters set for any patient with Stay Type 2.
  - **ST3:** If used, Thrive will follow the parameters set for any patient with Stay Type 3.
  - **ST4:** If used, Thrive will follow the parameters set for any patient with Stay Type 4.
  - **ST5:** If used, Thrive will follow the parameters set for any patient with Stay Type 5.
- Report Code:** Up to 10 reports may be entered per department and/or stay type code. Please refer to the table at the end of this section for a list of reports and the options available for each report.

- **Print at End of Shift:** If set to **Y** (yes), the report will print to the default POC printer when the **End of Shift or End of Shift for Multiple Patients** option is used. If the shift is ended via the Virtual Chart, the report will generate and display as a PDF document which may then be printed at the discretion of the user.
- **Automatically Printed:**
  - **Hour:** To automatically print a report at the same time each day, enter the hour in military time, 01-24.
  - **Printer No.:** Auto-print reports do not print to the default POC printer. A printer number must be entered in this field.
- **Automatic Spooling:** If set to **Y** (yes), the report will automatically spool to the PC Backup device usually every hour on the half-hour. The report will then be available in the event of Thrive downtime. Patient Progress Notes and the MAR are recommended as two of these reports.
- **Prt @ Disc:** If set to **Y** (yes), the report will print to the default POC printer when the Discharge Reports option is used. If accessed via the Virtual Chart, the report will generate and display as a PDF document which may then be printed at the discretion of the user.
- **# of Copies:** If a report is designated to print at discharge, up to nine copies of the report may be set using this field. The Thrive default is one copy.

**"C"lin Doc Backup Reports:** Creates the ability to send POC Documentation and EDIS Documentation to spool to PC Backup.

- The following table includes the reports and report codes that may be set up on the Department Control Table for Point of Care. A ✓ (check mark) denotes which options are available for each report.

<i><b>Report Title</b></i>	<i><b>Report Code</b></i>	<i><b>Print at End of Shift</b></i>	<i><b>Automatically Printed</b></i>	<i><b>Automatic Spooling</b></i>	<i><b>Print at Discharge</b></i>
24hr Summary	24HS	✓	✓	✓	
Diabetic Flow Sheet	DFS	✓	✓	✓	✓
Discharge Instructions	DI				✓
Discharge Planner	DP		✓	✓	✓
Discharge Summary	DS			✓	✓
Education	EDUC	✓	✓	✓	✓
Graphic I & O Form	GR3	✓	✓	✓	✓
Initial Interview	II			✓	
Initial Physical Assessment	PA		✓	✓	
M.A.R.	MAR	✓	✓	✓	✓
Medication Record	MR	✓	✓	✓	✓
Pain Flowsheet	PAF	✓	✓	✓	✓
Patient Census	PC	✓	✓		
Patient Progress Notes	NN	✓	✓	✓	✓

<u>Report Title</u>	<u>Report Code</u>	<u>Print at End of Shift</u>	<u>Automatically Printed</u>	<u>Automatic Spooling</u>	<u>Print at Discharge</u>
Patient Summary	PS	✓	✓	✓	✓
PCA Infusion Form	PCA	✓	✓	✓	✓
Physician Census	DRC		✓		
Problem Activity Report	PAR	✓	✓		✓
Problem list	PL	✓	✓	✓	✓
Shift Summary	SS			✓	
Swan Ganz	SG		✓	✓	
Vital Signs Bar Graph	GR2	✓	✓	✓	

Report Table



## Chapter 15 Positive ID

### 15.1 Overview

The Ohio Board of Pharmacy (OBOP) requires that users have their identity authenticated at all medication maintenance points. This includes ordering, administering, verifying, and discontinuing medications. The sign-on password is not an acceptable proof of positive identification. Evident has created a process which handles the authentication for Pharmacy, Patient Documentation, Electronic Forms, and CPOE based on challenge questions and an inactivity timeout.

In order to use Positive ID, table and employee security must be set up.

### 15.2 Positive ID

#### *Required Positive ID Menu*

- To access this feature select **Thrive UX > Main Server Screen > Special Functions > System Management > System Security > PgDn > Required Positive ID Menu**.

Positive ID Menu

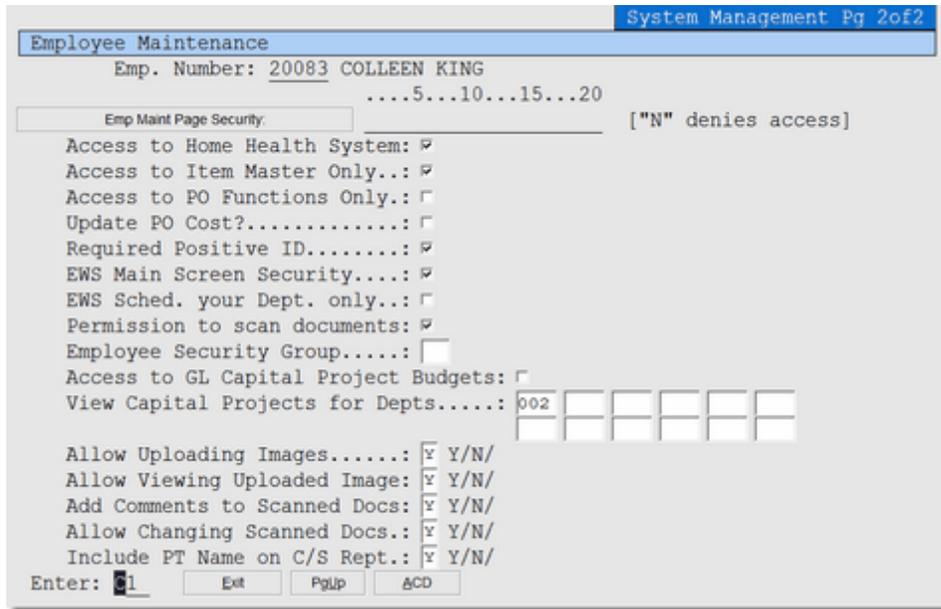
- Require User Authentication for Positive ID:** When this field is checked it turns on user authentication for the indicated clinical areas.
- Positive ID Inactivity (in minutes):** The length of time ClientWare may be inactive before the user is timed out. When this happens, authentication must be proven again by answering a preselected number of challenge questions.
- Number of Challenge Questions in the bank:** Evident has provided a list of 75 questions that have been approved by the Ohio Board of Pharmacy (OBOP).
- Number of questions required to create User's Personal Profile:** In Ohio, 50 questions are required. Out of the 75 questions provided in the bank, the user will be required to answer the number entered in this field to create their Personal Profile.

- **Number of questions to use for Challenge:** In Ohio, 15 questions are required. The system will randomly select whatever number is chosen in this field from the number of questions required to create the user's profile and use them during the authentication challenge.
- **Number of questions to answer for Positive ID:** In Ohio, 2 questions are to be answered at the time of the challenge. The number entered in this field should not exceed the Number of questions to use for Challenge. The number of questions here will decide how many questions are presented to the user at the authentication points.
- **Number of times to refresh questions:** This field will indicate the number of times the challenge questions may be refreshed before Positive ID is rejected. When the user selects refresh, a new challenge question will be presented.
- **Challenge Question Reset:** To select a new set of questions to use at the authentication points.

**Required Positive ID Switch**

- The person responsible for maintaining employee security for the facility will need to turn on the Required Positive ID switch for each employee that is required to use identity authentication.

Select **Thrive UX > Main Server Screen > Special Functions > System Management > System Security > Employee Security > Employee > PgDn**



System Management-Employee Maintenance-Page 2

### Positive ID Maintenance

Select **Thrive UX > System Menu > Hospital Base Menu > Other Applications and Functions > Positive ID Maintenance > Enter Password > Positive ID Question screen**

The screenshot shows the 'Positive ID Maintenance' application window. It contains two main sections:

**Positive ID Questions to Choose From**

Number	Question
1	What is your favorite pet?
2	How many pets do you currently have?
3	Which animal makes the best pet?
4	Which exotic animal makes the best pet?
5	Which animal makes the worst pet?
6	What was your first toy?

Please select and answer at least 25 of the questions from the list above. Re-enter answers to confirm accuracy.

**Positive ID Questions and Answers**

Number	Question	Answer
68	What is the make of your first car?	*****
69	What color was your first car?	*****
72	What is your favorite state?	*****
73	What is your favorite US city?	*****
75	Who is your least favorite US president?	*****

Number of Questions Answered: 25

Question :

Answer :  Confirm Answer :

Rules :

- 1) The answers cannot be the same for any questions.
- 2) Answers will not be case sensitive (all answers will be converted to upper case).
- 3) Do not use special characters in answers (% , < , > , / , \ , { , } , [ , ] , etc).

Positive ID Questions

- Double click to select the **Positive ID Question**.
- Enter the answer in the **Answer** field, then re-enter the same answer in the **Confirm Answer** field.
  - The question that was answered will display in the list box with asterisks in the answer field.
  - Thrive will track the Number of Questions Answered.
  - Once the questions are answered, the user's identity may be authenticated at all medication maintenance points.