Valley Computer Instructions

1) <u>**Logging and getting started**</u>
   a) Enter User ID and Password

   b) Department is---VMC IP DIALYSIS [100222]…
      i) Go to System Lists….
         (1) Go to !Units…..
         (2) Find unit patient is located on
                  Or
         (3) Go to Dialysis…
              (a) Will work only for "Active" dialysis orders (patient will show up on the Dialysis list once orders are released)
   c) Find patient and select (Double click)
      i) Chart opens

2) <u>**Getting Orders**</u>

   a) Go to "RN Dialysis" Tab…….
      i) Select "Sign and Held" Tab…..

      Dialysis Orders — Signed/Held Orders
      Signed and Held Orders: Release Below
      Signed and Held No Phase of Care Orders

      ii) Verify there are no dialysis related orders needing to be released—if so release orders
          Select "Release"……

      iii) After verifying no orders need to be released go to Dialysis Orders and expand the
          orders view…   Dialysis Orders   ▷ Dialysis Orders…

	Start		
	09/20/12 2015	▷	Sliding Scale Dialysate Potassium Concentration (Always order in Addition to Either Standard or Custom Bath) Once Discontinue Comments: Sliding Scale dialysate potass…
	09/20/12 2015		Discontinue All Dialysis Phase of Care Orders After LAST Scheduled Treatment in Series Dialysis Discontinue
	09/20/12 2015		If Heparin Allergy or HIT do not use Heparin & Call MD Once Discontinue
	09/20/12 2015		No Patient Prime Once Discontinue
	09/20/12 1900	▷	Hemodialysis w/Ultrafiltration Every Tue, Thu, Sat, Sun Discontinue
	09/20/12 1852		Call NWKC for New Dialysis Patient (1-855-292-3045) Once Discontinue

   b) Go to "Patient Summary" tab…..
      i) Acknowledge Orders that were released by you
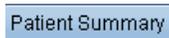
3) <u>Treatment/Therapy Documentation</u>

    a) Go to Doc Flowsheets….. `Doc Flowsheets`
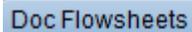
        i) Document treatment information in the following sections

            (1) *HD treatments*:

                (a) Hemodialysis Pre-Treatment

                (b) Treatment

                (c) Hemodialysis Post Treatment

            (2) *PD treatments*:

                (a) Peritoneal Dialysis Pre-Treatment (PD on)

                (b) Peritoneal Dialysis (used for mid-treatment checks)

                (c) Peritoneal Dialysis Post-Treatment (PD off)

            (3) *CRRT treatments*:

                (a) CRRT Pre-Treatment (CRRT filter/solution documentation)

                (b) CRRT (CRRT machine settings)

            (4) *Plasmapheresis/TPE*:

                (a) Plasmapheresis Pre Teratment

                (b) Plasmapheresis Treatment

                (c) Plasmapheresis Post Treatment

4) <u>MAR</u>

    a) Document all Medications and Saline boluses given during treatment in the MAR..

    `MAR`

        i) Scan NS bag for every bolus given

        ii) Scan all other medications

5) <u>Access Documentation</u>

    a) Select Add LDA to document Catheters and Accesses…. `Add LDA`

6) Document blood transfuisons per Valley policy—

7) Documenting Progress note

    a) Select Notes ….. `Notes`

        i) New Note…. `New Note`

        ii) Type—Progress….. `Type:`

        iii) Service—Nephrology…. `Service:`

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    iv) "Insert Small Text"….. ✚ Insert SmartText ▯

        (1) Select the template note you want

            (a) VMC Hemodialysis Progress Note

            (b) VMC CRRT Progress Note

            (c) VMC Peritoneal Dialysis Progress Note

            (d) No TPE note—use blank form

        (2) Use F2 Button to enter move forward in document a

            (a) F2 will highlight section to enter information

                (i) ***Right Click to fill in information

        (3) Sign off note after completing

8) Placing orders

    a) Select Manage Orders……. `Manage Orders`
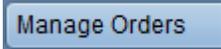
    b) *LOOK TO RIGHT SIDE OF SCREEN*

        i) Go to Place new order located under Manage Orders and select New
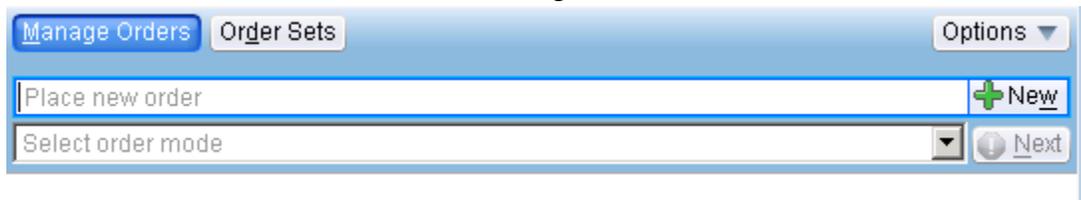
        ii) Place new order

9) Modifying orders

    a) Select Orders……. `Orders`

    b) Select Active…. `Active`

        i) Sort by "Order Set" and go to "REN IP Hemodialysis Focused"

        Sort by: `Order Set ▼` Go to: `REN IP Hemodialysis Focused ▼`
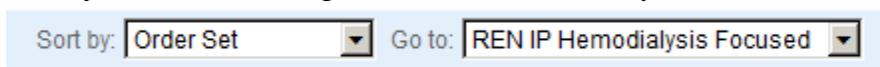
    c) Modify Orders by Selecting " Modify"….. `Modify`

        i) Modify each order related to dialysis treatment that needs to be modified

10) Discontinuing orders

    a) Select Orders……. `Orders`

    b) Select Active…. `Active`

        i) Sort by "Order Set" and go to "REN IP Hemodialysis Focused"

        Sort by: `Order Set ▼` Go to: `REN IP Hemodialysis Focused ▼`
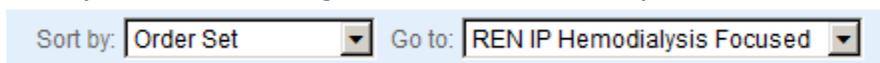
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c) Discontinue Orders by Selecting " Discontinue"…..

Discontinue 📋

  i) Discontinue each order related to dialysis treatment

11) **Patient Charges**

a) Clcik on RN Dialysis Tab …. [RN Dialysis]

b) Ensure you are under the correct treatment tab for the treatment you will be charging for

Hemodialysis	PD	Plasmapheresis	CRRT
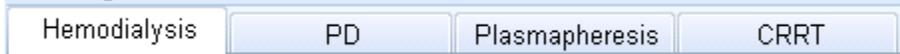
c) Click on Charge Capture—Dialysis Charges, Hospital.

▽ DIALYSIS CHARGES

 ▽ HOSPITAL

☐ CRRT Visit	☐ Hemo Ultrafl > 4hrs ea addl hr	☐ Hemoperfusion w/Hemodialysis	☐ Other Visit by NWKC	☐ Pump Ultrafiltration
☐ Citrasate Acid Concentrate	☐ Hemodialysis	☐ Init CRRT Setup Filtr Repl	☐ Peritoneal Dialysis Set Up	☐ Therapeutic Apheresis Plasma Pheresis
☐ Disrup Dialysis Req New Suppl	☐ Hemodialysis w/Citrate Antico	☐ Initial CRRT Setup Filter Repl	☐ Peritoneal Dialysis Visit	☐ Treatment Between 2200-0600
☐ Disrupted Dialysis R				

d) Select Dialysis Treatment Charge

e) File Charges

f) Close

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Valley Pre-Hemo

Document pre treatment information as follows:

Vital Signs	
Heart Rate	83
Heart Rate Source	Monitor
BP	106/52
BP Location	Left arm
BP Method	Automatic
Resp	18
Temp	36.6 (97...
Temp Source	Temporal
CVP	
Arterial Line BP (mmHg)	102/43
PAP	
Access Checked	Yes
Site Classification	Good
Pre-Hemodialysis Assessment	
Treatment Number	13
Estimated Dry Weight	≡
Pre-Treatment Weight	92.5 kg
Dialysis Machine Serial Number	236
Reverse Osmosis Machine Serial	13578
Dialysis Machine Setup Checklist	
Fresenius heat disinfected within	Yes
RO Disinfected within last 7	Yes
RO Residual Disinfectant = 0?	Yes
1st RO carbon tank water sample	Yes
pH	7.2
Gross Bleach Negative	Yes
Pressure and Alarm Tests	Yes
Temperature Set	37 (98.6)
Dialyzer	OptiFlux...
Hemodialysis Conductivity	13.8
Myron L Reading	14
Dialysate Na (mEq/L)	135
Dialysate K (mEq/L)	3
Dialysate CA (mEq/L)	2.5
Dialysate HCO3 (mEq/L)	35
Dialysate Flow	500
Prime (mL)	0
Diasafe filter test passed last 14	8/5/2014
Diasafe filter replaced last 90	6/21/2014
Pre-Hemodialysis Comments	Reporte...

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Valley Intra/During Hemo Treatment

Under Vitals and During Hemodialysis Assessment document
Complete all sections/cells as applicable

Vital Signs	
Heart Rate	109
Heart Rate Source	Monitor
BP	118/57
BP Location	Left arm
BP Method	Automatic
Resp	19
Temp	
Temp Source	
CVP	
Arterial Line BP (mmHg)	93/58
PAP	
Access Checked	Yes
Site Classification	Good
During Hemodialysis Assessment	
Ultrafiltration Rate (mL/hr)	1190
Ultrafiltration Removed (mL)	2465
Arterial Pressure (mmHg)	-100
Venous Pressure (mmHg)	90
Transmembrane Pressure (mmHg)	80
Blood Flow Rate (mL/min)	300
Dialysate Flow Rate (mL/min)	500
Volume (mL) Heparin	0
Intra-Hemodialysis Comments	stable

Access Documentation

Need Select **Add LDA** to document Catheter and Accesses for the first time…. Add LDA
Afterwards go to Hemodialysis Treatment
Under Hemodialysis Access to document access care

Hemodialysis Access 07/21/14 T
Hemodialysis Properties
AV Fistula
Site Assessment
Drainage Description
Trialysis Catheter Only; IV
HD Line Status
RETIRED HD Line Status
Dressing Type
Dressing Status
Dressing Intervention
Dressing Change Due

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Valley Hemo Post-Treatment

Document pre treatment information as follows:
Under Post Hemodialysis Assessment document:
Complete all sections/cells as applicable

Vital Signs		
BP		117/56
BP Location		Left arm
BP Method		Automatic
Heart Rate	108	99
Heart Rate Source		Monitor
Resp	19	17
Temp		36.8 (98...
Temp Source		Temporal
Arterial Line BP (mmHg)	86/49	116/56
Access Checked		Yes
Site Classification		Good
Post-Hemodialysis Assessment		
Rinseback Volume (mL)	1450	
Total Liters Processed (L/min)	66.8	
Dialyzer Clearance	Lightly s...	
Duration of Treatment (minutes)	240	
Hemodialysis Intake (mL)	500	
Hemodialysis Output (mL)	3500	
Patient Response to Treatment	bp supp...	
Post-Hemodialysis Comments	4 hr hd ...	
Post-Treatment Weight	93 kg	
Treatment Weight Change	0.5	
Calculated Fluid Loss (mL)	3000	
Pressure applied to needle		
Catheter clamped and luerlock	Yes	
Lumens Flushed	Yes	
Normal Saline (mL)	20	
Volume (mL) Heparin	0	