

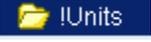
1 Overlake Computer Instructions

Overlake Computer Instructions

1) Logging and getting started

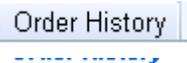
- a) Tap ID badge to access Computer
- b) Enter User ID and Password
- c) Department is---OHMC Renal Dialysis-1040...



- i) Go to System Lists.... 
- (1) Go to !Units..... 
- (2) Find unit patient is located on

- d) Find patient and select (Double click)
 - i) Chart opens

2) Getting Orders

- a) Go to “Orders” Tab..... 
- b) Select “Order History” Tab..... 
- c) Select “Go to Order Review”..... [Go to Order Review](#)
- d) Find “NW Kidney Notified” and Select...

19	New order	Nursing Unit: call NW Kidney Center to notify
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- e) Look at Order Question to verify Treatment date

Question	Answer
Dialysis Treatment Date	7/10/2014

- f) Next go back to Orders.... 
- i) Select “Sign and Held” Tab..... 
- ii) Sort by “Phase of Care” and go to Dialysis

Sort by: Go to:

- iii) Select orders individual Dialysis orders to release
 - (1) *****DO NOT USE “SELECT ALL DIALYSIS” ORDER*****



- iv) Select “Release”..... 

- g) Go to “Patient Summary” tab..... 

- i) Acknowledge Orders that were released by you

2 Overlake Computer Instructions

3) **Treatment/Therapy Documentation**



- a) Go to Doc Flowsheets.....
 - i) Document treatment information in the following sections
 - (1) *HD treatments*: (see example on pages 6-8 for HD)
 - (a) **Hemodialysis Pre-Treatment**
 - (b) **Treatment**
 - (c) **Hemodialysis Post Treatment**
 - (2) *PD treatments*:
 - (a) **Peritoneal Dialysis Pre-Treatment**
 - (b) **Peritoneal Dialysis Post-Treatment**
 - (3) *CRRT treatments*:
 - (a) **CRRT Pre-Treatment**
 - (b) **CRRT**
 - (4) *Plasmapheresis/TPE*:
 - (a) **Plasmapheresis Pre Treatment**
 - (b) **Plasmapheresis Treatment**
 - (c) **Plasmapheresis Post Treatment**

4) **MAR**

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



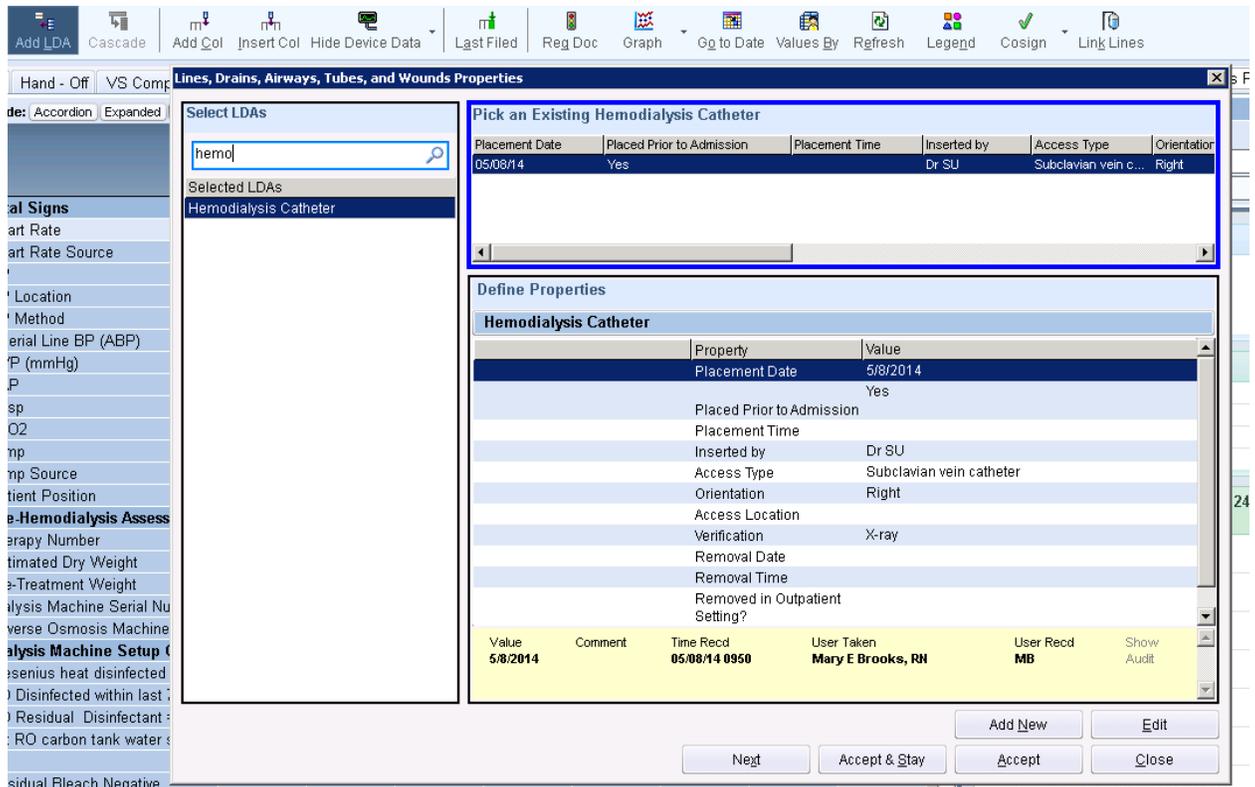
- i) Scan NS bag for every bolus given
- ii) Scan all other medications

5) **Access Documentation**



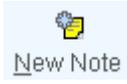
- a) Select Add LDA to document Catheters and Accesses....
- b) Type in “Hemo” in the search box.
 - i) Select Hemodialysis Catheter
 - (1) Complete information

3 Overlake Computer Instructions



6) Document blood transfusions per Overlake policy—need to be signed off by Overlake Charge Nurse prior to giving any blood product

7) Documenting Progress note

- a) Select Notes 
- i) New Note.... 
- ii) Type—Progress..... 
- iii) Service—Nephrology.... 
- iv) “Insert Small Text”..... 

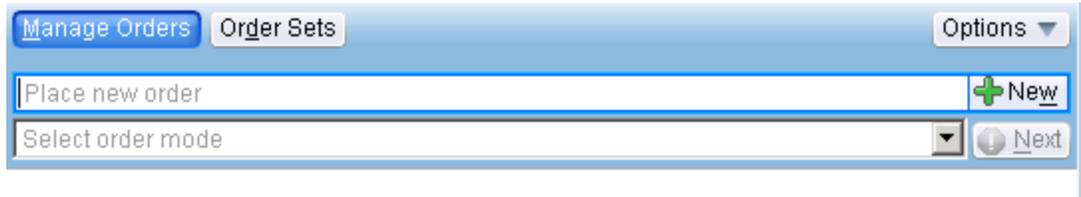
- (1) Select *OHA Post Dialysis RN Note”
- (2) Use F2 Button to enter move forward in document a
 - (a) F2 will highlight section to enter information
 - (i) ***Right Click to fill in information
- (3) Sign off note after completing

8) Placing orders

- a) Select Orders..... 
- b) LOOK TO RIGHT SIDE OF SCREEN

4 Overlake Computer Instructions

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



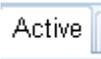
- ii) Place new order

9) Modifying orders

- a) Select Orders.....



- b) Select Active....



- i) Sort by “Phase of Care” and go to Dialysis



- c) Modify Orders by Selecting “ Modify”.....



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

- d) Afterwards go to “Patient Summary” tab.....



- i) Acknowledge Orders that were modified by you

10) Discontinuing orders

- a) Select Orders.....



- b) Select Active....



- i) Sort by “Phase of Care” and go to Dialysis

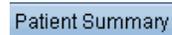


- c) Discontinue Orders by Selecting “ Discontinue”.....



- i) Discontinue each order related to dialysis treatment

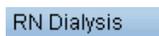
- d) Afterwards go to “Patient Summary” tab.....



- i) Acknowledge Orders that were discontinued by you

11) Patient Charges

- a) Click on RN Dialysis Tab

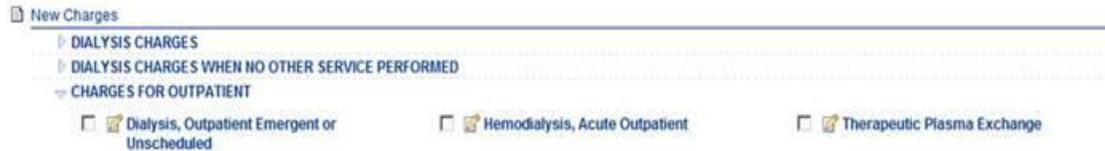
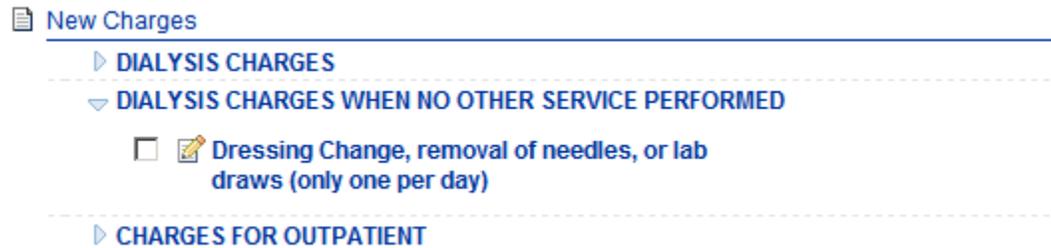


- b) Ensure you are under the correct treatment tab for the treatment you will be charging for



5 Overlake Computer Instructions

- c) Click on Charge Capture—Dialysis Charges, Charges for ;HD dressing changes, lab draws, and charges for outpatients



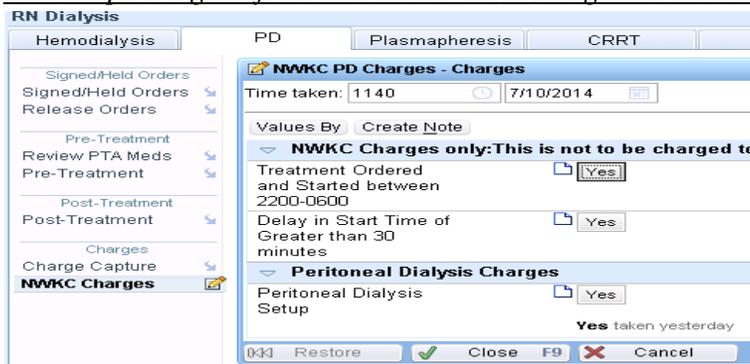
Charges to Be Filed

- i) Check with unit secretary to verify if patient is inpatient or outpatient

- d) Click on NWKC Charges—Disrupts, delays, after hour charges



- i) PD Setup charge is found under NWKC Charges under PD tab



- e) Select Dialysis Treatment Charge
- f) File Charges
- g) Close

6 Overlake Computer Instructions

Overlake Pre-Hemo

Document all pre treatment information. Complete all sections/cells of the Pre-Hemodialysis Assessment and Dialysis Machine Setup Checklist

Pre-Hemodialysis Assessment	
Therapy Number	
Estimated Dry Weight	
Pre-Treatment Weight	
Dialysis Machine Serial Number	
Reverse Osmosis Machine Serial	
Dialysis Machine Setup Checklist	
Fresenius heat disinfected within	
RO Disinfected within last 7	
RO Residual Disinfectant = 0	
1st RO carbon tank water sample	
pH	
Residual Bleach Negative	
Alarms Verified	
Machine Temperature	
Dialyzer	
Hemodialysis Conductivity	
Myron L Reading	
Dialysate Na (mEq/L)	
Dialysate K (mEq/L)	
Dialysate Ca (mEq/L)	
Dialysate HCO ₃ (mEq/L)	
Dialysate Flow	
Prime Ordered (mL)	
Date Diasafe filter test passed	
Date Diasafe filter replaced	
Pre-Hemodialysis Comments	
RN to RN Hand-off done	
Hemodialysis Catheter Subclavian vein cath	

7 Overlake Computer Instructions

Overlake Intra/During Hemo Treatment

Document all Intra-treatment information. Complete all sections/cells of the Vital Signs *except for CVP/PAP* unless given that information by CCU/ICU RN and During Hemodialysis Assessment.

Vital Signs	
Heart Rate	
Heart Rate Source	
BP	
BP Location	
BP Method	
Arterial Line BP (ABP)	
CVP (mmHg)	
PAP	
Resp	
SpO2	
Temp	
Temp Source	
Patient Position	
During Hemodialysis Assessment	
Ultrafiltration Rate (mL/hour)	
Ultrafiltration Removed (mL)	
Arterial Pressure (mmHg)	
Venous Pressure (mmHg)	
Transmembrane Pressure (mmHg)	
Blood Flow Rate (mL/min)	
Dialysate Flow Rate (mL/min)	
Volume (mL) Heparin	
Access Checked	
Intra-Hemodialysis Comments	

Access Documentation



Need Select **Add LDA** to document Catheter and Accesses for the first time....

Afterwards go to Hemodialysis Pre-Treatment or Treatment to document access care

Hemodialysis Catheter Subclavian vein cath

Hemodialysis Properties	Placement I
Site Assessment	Clean/D...
AV Fistula	
Status	Clamped
Dressing Intervention	Transpa...
Dressing Status	Clean/D...
Dressing	Gauze;...
Drainage Description	
Line Needed?	Yes

8 Overlake Computer Instructions

Overlake Hemo Post-Treatment

Document all Post- treatment information. Complete all sections/cells of the Post-Hemodialysis Assessment *except for Online Clearance information.*

Post-Hemodialysis Assessment	
Rinseback Volume (mL)	
Total Liters Processed (L/min)	
On Line Clearance: spKt/V	
On Line Clearance: V	
On Line Clearance: eKdt/V	
On Line Clearance: eKdrt/V	
Dialyzer Clearance	
Duration of Treatment (hours)	
Hemodialysis Intake (mL)	
Hemodialysis Output (mL)	
Patient Response to Treatment	
Post-Hemodialysis Comments	
Post-Treatment Weight	
Treatment Weight Change (kg)	

Afterwards be sure to document a progress note and Charge capture has been entered. As well as all medications have been barscanned in and any blood transfusions given.