CARECOMPASS QUICK GUIDE

NAVIGATING CARECOMPASS

1. **Information Bar:** Includes **Patient List** options on the left; on the right a **New Results/Orders** icon will display with a count of new orders or results as follows:

   New **abnormal** results and/ or **new orders** are present for any of the patients.

   New **critical results** or **stat orders** are present for any of the patients.

   The **New Results/Orders** indicator will also display next to the patient's name.

2. **Location:** Room and bed assignment; when **Infection Control Precautions** are ordered, the 🔵 **Isolation** icon displays. *Hover* over the 🔵 **Isolation** icon to see the precautions orders/details.

3. **Patient:** Patient name, demographics and allergy information. *Hover* over the patient name or allergies to view additional information. *Single click* the patient name to open their chart.

   ⚠ **The High Risk indicator will display when the following has been ordered or documented:**

   1) **Delirium Risk:**
      CAM/ICU CAM = *Positive for delirium*
      Overall CAM-ICU Score = *Positive for delirium*
      Admission & History PowerForm: *Documented at Risk, Hx Cognitive and/or Hx Delirium*
   2) **Constant Care Companion:** *Order*
   3) **Fall Risk:** Fall Risk Pre-screen: *Patient has experienced a fall during hospitalization.*
   4) **Restraints:** *Violent/Self-Destructive Restraint & Renew Restraints Orders*
   5) **Skin Breakdown/Pressure Ulcer:** *Braden Score of < 16 and/or Pressure Ulcer > any stage*
   6) **CIWA Assessments:** *ETOH Withdrawal Screen Score > 8 and/or ETOH Withdrawal Screen order*

4. **Visit: Chief Complaint** (from Admission Hx form or ED Triage form) and length of stay.

5. **Care Team: Attending Physician**

6. **Result Columns: Temperature, Systolic Blood Pressure, Peripheral Pulse Rate, Oxygen Saturation, Glucose.**

7. **Activities (Tasks):** Number of **Medications, Patient Care, Assessment, Other** tasks.
   Hover to see the breakdown of tasks within each category and number of overdue tasks in red.
   Click PRN button to view the **PRN/Continuous** tasks.

8. **Activity Timeline:** Graphic representation of scheduled and overdue tasks for all patients on your patient list. This section can be collapsed or expanded.

REVIEWING RESULTS & ORDERS

To review orders:

1. *Click* the **New Results/Orders** indicator next to a patient name.
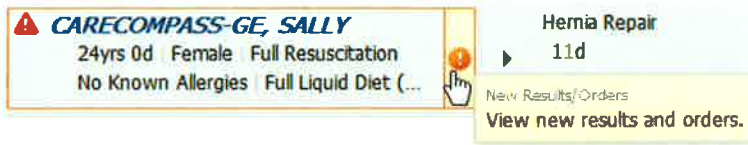
~ OR ~

2. *Click* the **New Results/Orders** icon on the **Information Bar** at the top right of the **CareCompass** and select a patient.


3. The **Items for Review** window will open; if **results** are available they will show on the left, **orders** on the right.

   ➢ **Results** and **Orders** are all preselected; unselect any you do not want to review at this time.

   ➢ **Stat Orders** will appear with red text.

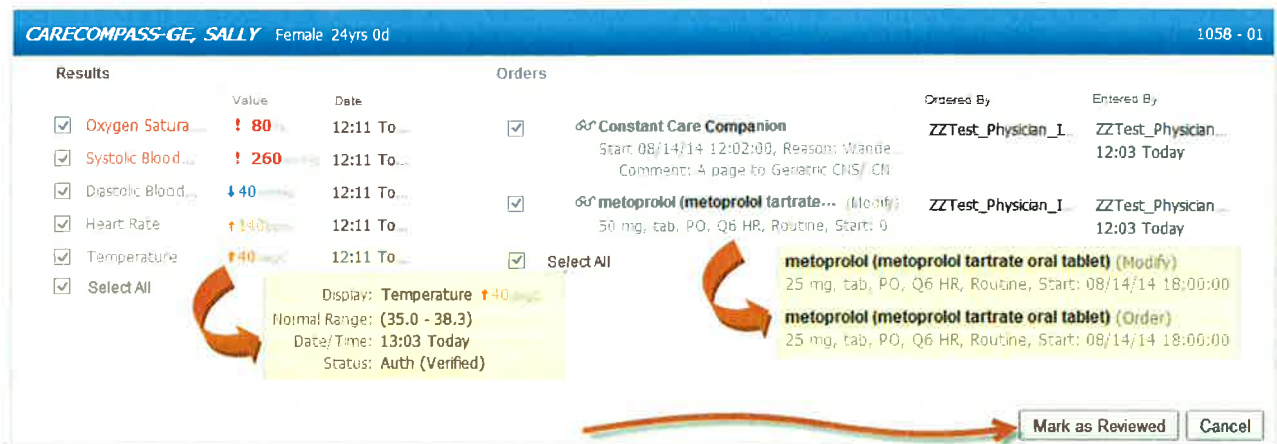   *Hover* over order details to see additional order information.

   ➢ **Below normal** results will appear in **blue** with a down arrow.
   ➢ **Above normal** results will appear in **orange** with an up arrow.
   ➢ **Critical Results** will appear in **red** with an exclamation point.
   Hover over any result to view additional details.
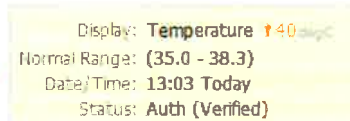
4. *Click* the **Mark as Reviewed** button to clear the selected items.

5. In the **Items for Review** window, when you *hover* over an order that has been **modified** or **discontinued**, the modified or discontinued order will display at the top with the previous order below.
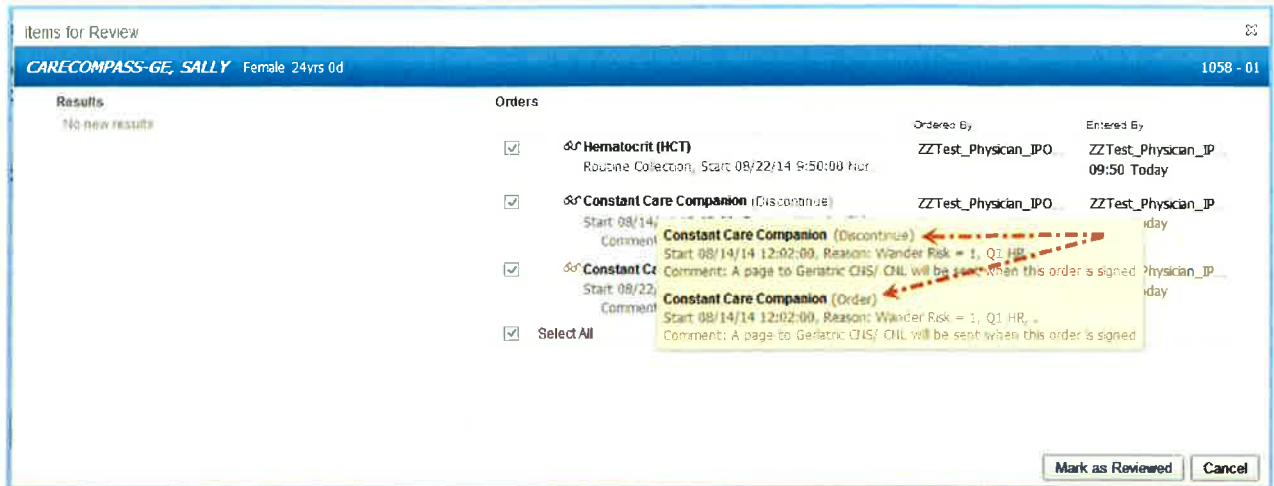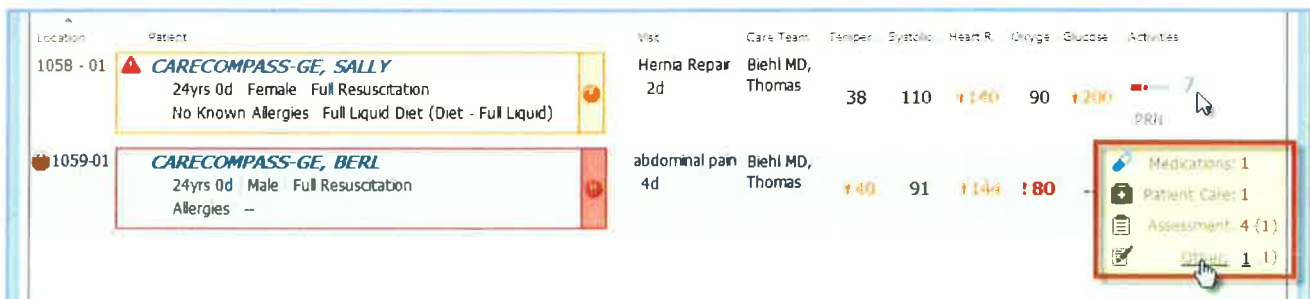

ACTIVITIES (TASKS)

Accessing and Documenting Activities (Tasks):

I. **Activities column:**

- ✦ The **Activities** column displays the number of activities (tasks) due and includes a colored bar to indicate **STAT, Overdue** & **Current** tasks.

- ✦ *Hover* on the number displayed to view a breakdown of the number tasks due in each category: **Medication, Patient Care, Assessment and Other**. It will also display the number of any **STAT/Overdue** tasks in parentheses'.

  - o *Hover* and then *click* on one of the task types to access those tasks.

- ✦ Click on the *PRN* button to access *PRN/Continuous* tasks.

II. **From the Patient column:**

- ✦ *Hover* and then *click* when the arrow appears to open the **Activities** window to access all activities for the patient.
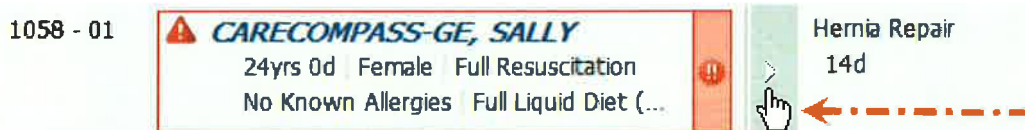
Activities (Tasks) Window

1. **Demographic Banner**
2. **Tabs**
    a. **Activities** tab shows scheduled and unscheduled tasks.
    b. **PRN/Continuous** tab shows any PRN and/or Continuous tasks.
    c. **Patient Information** displays room/bed, Attending, High Risk indicators, Allergies, Visit Reason, etc.
3. **Activities Display filters:** *Click* once to filter, *click* again to remove the filter.

    🖊 **Medication Activities Displayed**

    ➕ **Patient Care Activities Displayed**

    📋 **Assessment Activities Displayed**

    📝 **Other (Transfer) Activities Displayed**
4. **Time Frame Selection** buttons can be used to view future tasks up to 12 hours.

Activities (Tasks) Facts & Functionality

- **STAT** and **overdue tasks** sort to the top of the **Activities** window.
- **Medication tasks** cannot be documented in the **Activities** window.
- *Hover* over **NURSE COLLECT TASKS** to view specimen container details.
- "Like" tasks (from same category- e.g. *Assessment Activities*) can be multi-selected by using a single click on each and then marked as **Done**, **Not Done** or **Document**. If tasks that are not "like" are selected at the same time, the buttons will not be available.

Charting Activities (Tasks)

1. *Click* on an **Activity (task)** to select it.
   Tip: You may select "like" activities (tasks) to chart at the same time by *clicking* on those task(s).

2. *Click* on the appropriate button at the bottom right ~ **Done   Not Done   Document.**

3. Selecting the **Document** button will open up a corresponding **PowerForm**.

4. Selecting **Not Done** will open up a dialog box with a required **Reason Not Done** drop down selection field; additonal comments can be added.

3. The corresponding **PowerForm** or **Not Done** dialog box will open.

4. Complete any required fields and then click the **Sign Form** button to complete the charting.

Documenting Nurse Collect Lab Activities (Tasks)

1. *Click* on an the Nurse Collect **Activity (task)** to select it.

2. *Click* on the appropriate button at the bottom right ~ **Done   Not Done   .**

3. Charting **Done** will automatically generate a printed requistion for the specimen.

Right Click option:

1. *Right click* on the activity (task) to be charted.

2. Select the appropriate action offerred on the shortcut menu ,