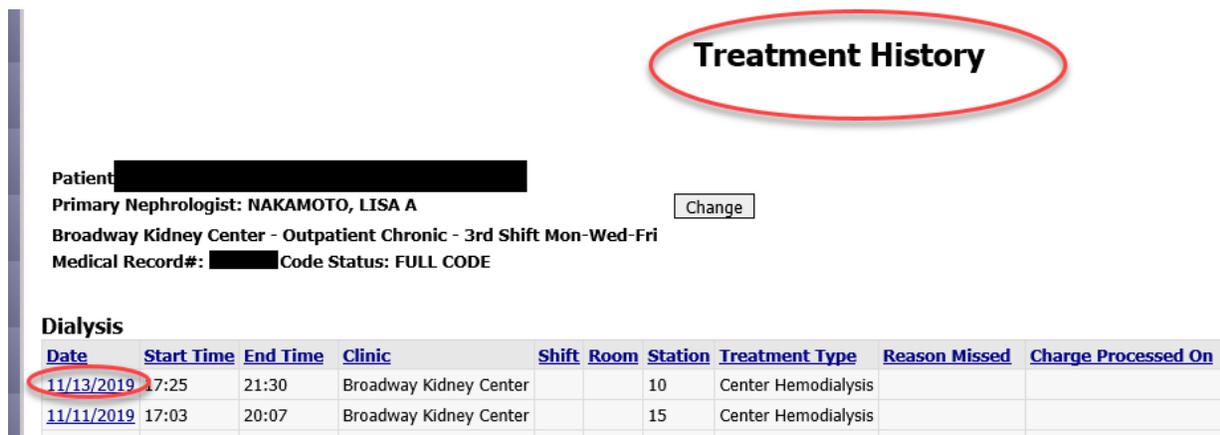


Corrections in Real-Time Charting

When a correction needs to be made in Real-Time Charting (RTC), the RTC session will first need to be unposted.

Unposting a Treatment

To unpost a treatment, go to **Treatments>Treatment History**. Verify you are in **Treatment History** before you proceed. Click on the date of the treatment that needs to be unposted.



Treatment History

Patient: [REDACTED]
 Primary Nephrologist: NAKAMOTO, LISA A
 Broadway Kidney Center - Outpatient Chronic - 3rd Shift Mon-Wed-Fri
 Medical Record#: [REDACTED] Code Status: FULL CODE

Dialysis

Date	Start Time	End Time	Clinic	Shift	Room	Station	Treatment Type	Reason Missed	Charge Processed On
<u>11/13/2019</u>	17:25	21:30	Broadway Kidney Center			10	Center Hemodialysis		
<u>11/11/2019</u>	17:03	20:07	Broadway Kidney Center			15	Center Hemodialysis		

When the Treatment Summary opens, scroll approximately half-way down the page and click **Delete**. This “deletes” the posting of the session. It does not delete the checklist from existence. It will no longer appear in the Treatment History because only posted treatments and entered missed treatments appear in the list. The RTC checklist will still appear in Checklist History, though.

Vital Signs			
Start Sitting B/P	<input type="text" value="153/106"/>	End Sitting B/P	<input type="text" value="151/98"/>
Start Sitting Pulse	<input type="text" value="120"/>	End Sitting Pulse	<input type="text" value="95"/>
Start Standing B/P	<input type="text"/>	End Standing B/P	<input type="text"/>
Start Standing Pulse	<input type="text" value="0"/>	End Standing Pulse	<input type="text" value="0"/>
Start Lying B/P	<input type="text"/>	End Lying B/P	<input type="text"/>
Start Lying Pulse	<input type="text"/>	End Lying Pulse	<input type="text"/>
Start Temp	<input type="text" value="97.6"/>	End Temp	<input type="text" value="97.8"/>
Run High Temp	<input type="text" value="0"/>		
Run High B/P	<input type="text" value="173/109"/>		
Run Low B/P	<input type="text" value="151/100"/>		
Nurse Assessment Notes	<input type="text"/>		
Physician Rounding Note	<input type="text"/>		
			<input type="button" value="Submit"/> <input type="button" value="Delete"/>

WARNING: every time a session is posted that had a medication given that uses Date of Next Dose or Dose Counter, the Date of Next Dose or the Dose Counter will advance by the frequency or by one. This is also true when we unpost a treatment and then repost it. Each time the session is unposted and then posted again it will advance the Dose Counter and the Date of Next Dose. *(Instructions for correcting the medication orders are included at the end of this tip sheet).*

When you delete (unpost) a treatment from Treatment History (in preparation of reposting the treatment), you will get this pop-up message **if a medication was given in the RTC session that uses Date of Next Dose or Dose Counter:**

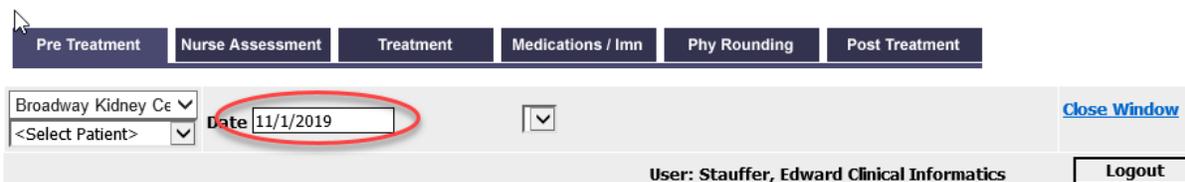


Making Corrections in Real-Time Charting

To make corrections in RTC, go to **Treatments>Real-Time Charting**.

You must always go here to make corrections or Billing will not get corrected. You cannot correct Billing errors by changing data in Treatment History because it does not change the RTC checklist.

If the correction is occurring on a date other than when the RTC session occurred, choose the clinic where the patient dialyzed and change the date to the date the treatment occurred. This will allow the patient list to load for that date. Select the patient from the dropdown and the RTC session will load.



The screenshot shows a navigation bar with tabs: Pre Treatment, Nurse Assessment, Treatment (selected), Medications / Imn, Phy Rounding, and Post Treatment. Below the tabs, there is a form with a 'Clinic' dropdown set to 'Broadway Kidney Ce', a 'Date' field containing '11/1/2019' (circled in red), and a '<Select Patient>' dropdown. A 'Close Window' link is on the right. At the bottom, it shows 'User: Stauffer, Edward Clinical Informatics' and a 'Logout' button.

Make the corrections and then go to the PostTreatment tab to Add Treatment (post the treatment).

If the correction is for a crossover or backup treatment, you might not see the patient's name appear in the dropdown list for the clinic where they had HD. In these cases, select the patient's **Home Clinic**, change the date to the **Date** the treatment occurred, allow the patient list to reload and then select the patient from the dropdown.

If the patient's name still does not appear, it may be because the patient dialyzed on a day that is not on their Regular Schedule. Scroll to the bottom of the patient list and select **Show All Patients**. Allow the patient list to reload and then select the patient from the dropdown.

Even though you selected the patient from the home clinic patient list, the RTC should still match the **Clinic** to the **Location** where the RTC occurred.

Pre Treatment | Nurse Assessment | Treatment | Medications / Imn | Phy Round

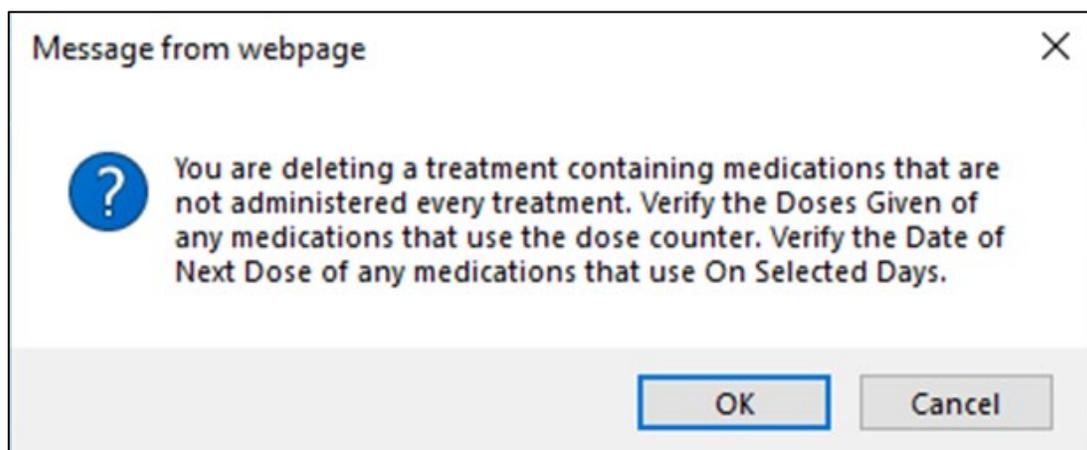
Broadway Kidney Ce History

Demo Pt User: Stauff

Item	Value	Notes
Patient Documents	Patient Documents	
Setup		
Location	* Broadway Kidney C <input type="text" value=""/>	
Treatment Location	<input type="text" value=""/>	

WARNING: every time a session is posted that had a medication given that uses Date of Next Dose or Dose Counter, the Date of Next Dose or the Dose Counter will advance by the frequency or by one. This is also true when we unpost a treatment and then repost it. Each time the session is unposted and then posted again it will advance the Dose Counter and the Date of Next Dose.

When you delete (unpost) a treatment from Treatment History (in preparation of reposting the treatment), you will get this pop-up message **if a medication was given in the RTC session that uses Date of Next Dose or Dose Counter:**



Correcting Medication Orders

Medications with Dose Counters and medications that use Date of Next Dose will need to be updated in **Patient > Medication Management > Medications** screen. You may need to view **All** medication orders (current and discontinued) to see the true **Last Given** date.

List of Prescription Medications

Current
 Future
 All
 Discontinued

Medication	Prescription	Start Date	End Date	PRN	Adm Type	Hold	Last Updated	Ordered By	Updated By	Last Given
------------	--------------	------------	----------	-----	----------	------	--------------	------------	------------	------------

View the medication with this frequency and make note of the **Last Given** date (in the far right-hand column). Select the medication and click **Change Order** button.

Update the **Date of Next Dose** to the correct date, based on the **Last Given** date and the patient's medication frequency (every (blank) weeks).

Update a Patient's Prescription Medication

Prescription

Medication: _____ Do not Substitute:
 Dose: _____ Dose Unit: _____ Clinical Route: _____
 Monthly Dose: _____ Strength: _____ Dose Form: _____
 Frequency: On Selected Days
 Monday: Tuesday:
 Wednesday: Thursday:
 Friday: Saturday: Sunday:
 Every: 2 Weeks Date of Next Dose: _____
 Free Text: _____

Update the **Dose Counter** to the correct **Starting Doses** (the number of doses already given on this order) and **Total Doses** (total number of doses to be given on this order). In the example below, if the first dose was given during the treatment that is being unposted, the correction to the order would require entering "1" for the Starting Doses and leaving the Total Doses as "6." This lets the order know that there are 5 doses remaining to be given in future RTC sessions.

Pt Provided	<input type="checkbox"/>	ESRD Related	<input checked="" type="radio"/> Yes <input type="radio"/> No
PRN	<input type="checkbox"/>	Reason	_____
Use Dose Counter	<input checked="" type="checkbox"/>	Starting Doses	1
Hold	<input type="checkbox"/>	Total Doses	6
		Hold Until Date	_____
		Doses Given	5