

MCATS

BIRTHING OUTCOMES SYSTEM

VERSION 6.3



USER NOTES

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Introduction :

Welcome to Users of the Birthing Outcomes System (BOS) !

These notes are designed for new users of the MCATS **Birthing Outcomes System (BOS)** version 6 and are designed for distribution to attendees of the initial *BOS Train the Trainer* Education Sessions.

The contents are couched in non-technical terms wherever possible, and are aimed to provide an overview of the system, introduce the user to the general requirements for maintenance of the Pregnancy Record, navigation conventions, and the conceptual framework for integration of the system into the daily requirements of clinical practice.

The initial User Education Session and these accompanying notes are intended to provide the attendee with a degree of confidence that encourages a desire to use the system and maximise the many benefits a successful implementation can realise.

Section I Background

The MCATS **Birthing Outcomes System (BOSv6)** is a dynamic *Clinical Information Management System* designed to capture obstetric and neonatal data relating to a maternity episode.

The system design attempts to accommodate the day to day information needs of the clinician by offering easy to use data capture forms, described in familiar terms, and output that replaces manual documentation, eliminates repetitive data and proliferation in the manual process.

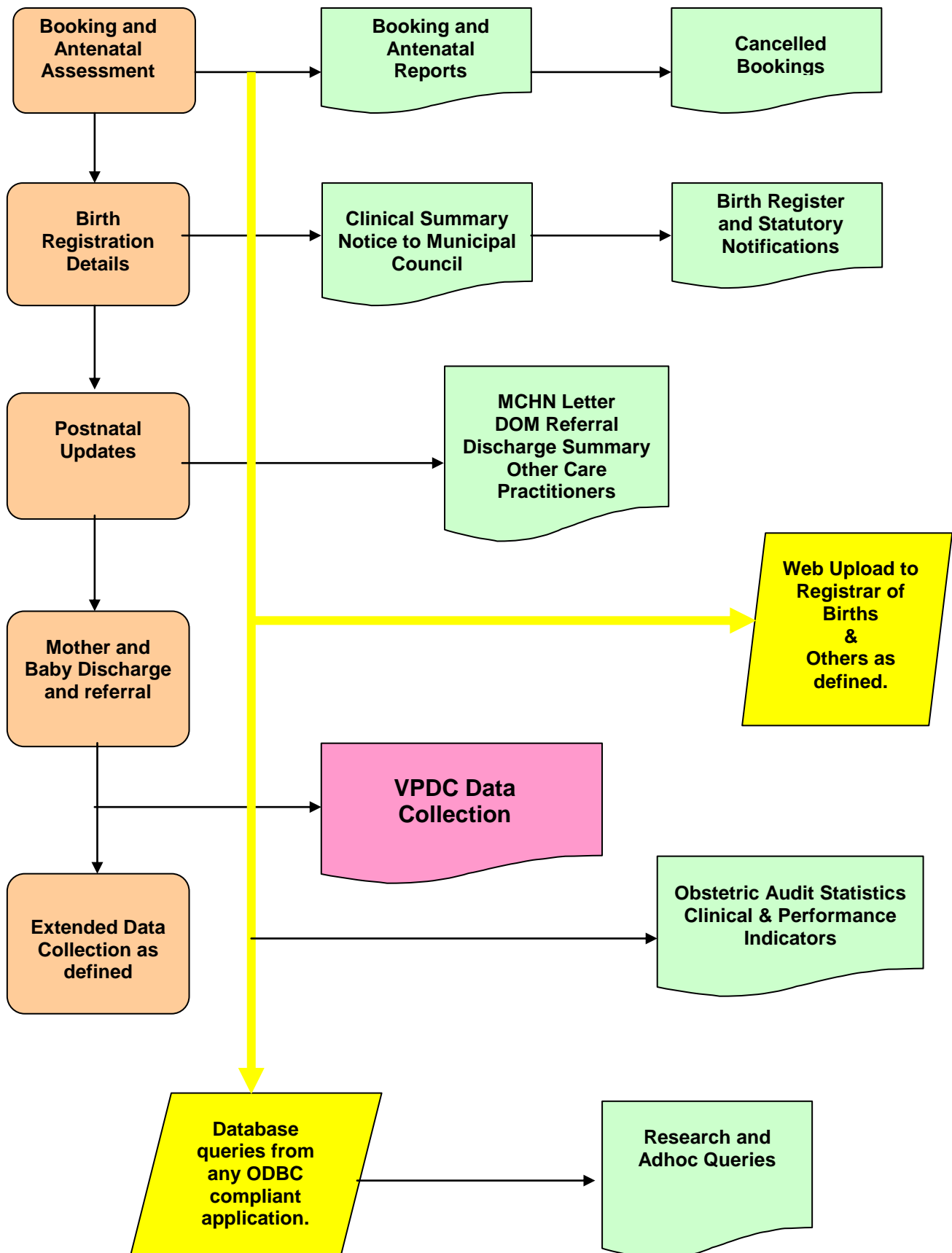
The system embodies standard methods to capture and report data in a variety of formats, whilst providing care providers with a relevant system and the potential for quality review and research.

In addition the system meets the mandatory requirements of statutory agencies, clinical/performance indicators and provides relevant summary information to ongoing care providers.

The system is able to provide output in a range of formats from pro-forma documentation, summary information and electronic extracts as required.

BOSv6 is a windows application, and may be installed in a variety of configurations to best suit the hospitals IT infrastructure.

Section II Data Flow Diagram



Section III Navigating BOS

This section the navigation aspects of BOSv6, how to login/logout, and how use different types of data entry fields.

Logging On

The Birthing Outcomes System (BOS) application is normally accessed via a shortcut on the Desktop of your computer. Other access methods may have been implemented - please contact your BOS System Administrator if unsure how to access BOS.

A valid User ID and Password are required to access the system.

Contact your BOS System Administrator if you do not have a valid login.

Steps:

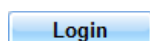
Double click the BOSv6 icon on your desktop.



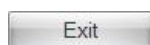
The BOS Login form is displayed thus :

Enter your User Details as follows :

BOS User Name	Enter your BOS <i>User ID</i> here
BOS Password	Enter your allocated <i>password</i> here.
Windows Authentication	Only check this option if your BOS System Administrator has advised accordingly
BOS Database	The database name will default, but you may click on the drop down list to display other available databases. eg. for an an alternative Test version.



Once your login details have been entered, the Login button will be activated, click or press <enter> to open BOS.

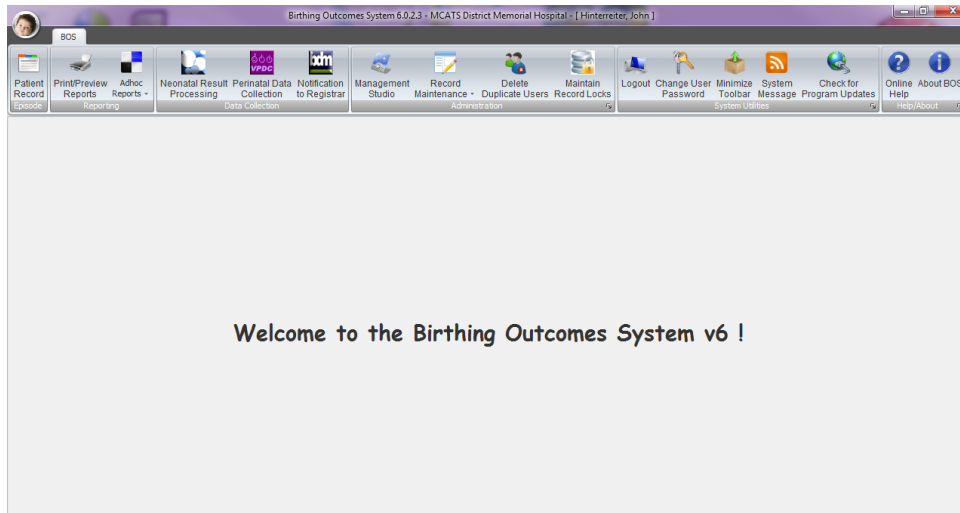


Quits the login process

If your login is successful then **BOS** main menu screen is displayed as per overleaf :

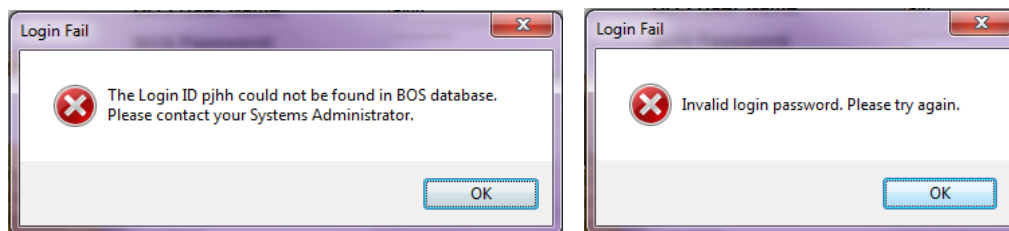
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Your individual access to BOS has been determined by your BOS System Administrator. Some menu options may not be available to you.

If you enter an incorrect User Name or Password the following messages are displayed :

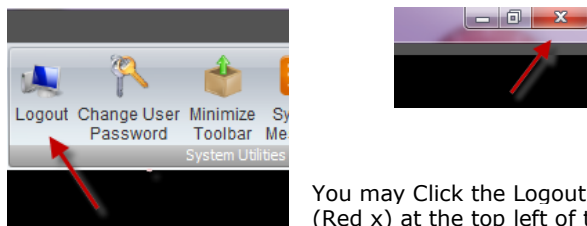


Click the **OK** button to return to the Login form and try again.

If you were not already allocated a password when you first login to the system, you will be prompted to create one.

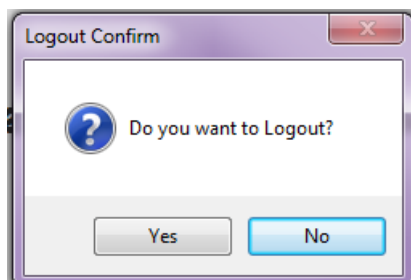
Logging Off

There are two ways to Close/Logout of your BOS session :



You may Click the Logout Icon on the BOS Menu Bar, or click the windows exit button (Red x) at the top left of the BOS screen.

A confirmation window will appear, and you should click the YES button if you wish to end the session.



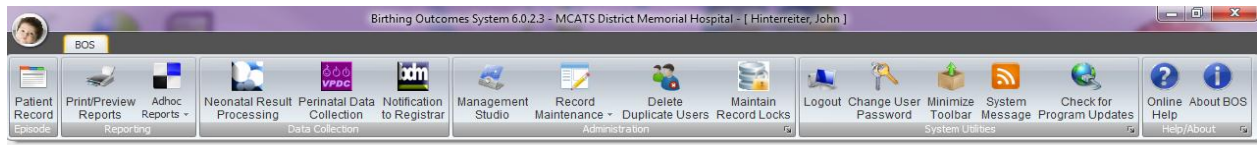
Note :

Remember to save any changes you have made to a record. You will be prompted to save, if you haven't already when you attempt to exit BOS.

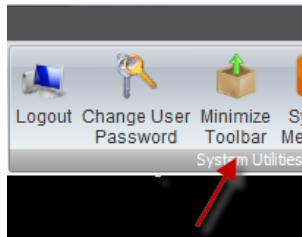
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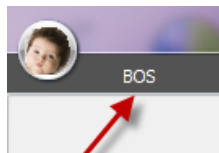
BOS Menu Bar



The **BOS Menu Bar** is displayed when you first logon to BOS, and will display menu options assigned to you by your BOS System Administrator.



The BOS Menu Bar can be minimized by clicking the Minimize Toolbar icon in the System Utilities section of the menu.

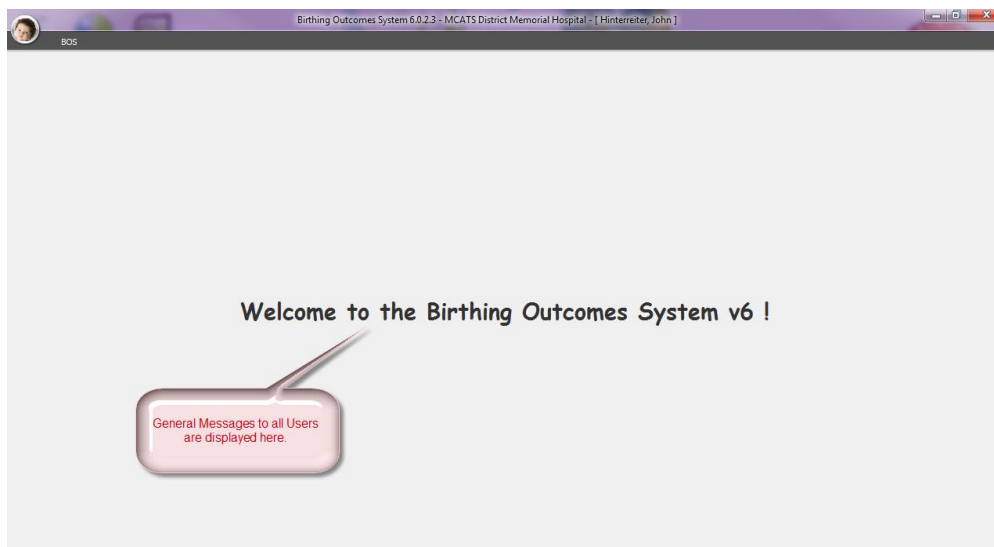


Click on **BOS** at the top right hand corner of the screen to re-display the Menu Bar.

A Single click re-displays the Menu Bar temporarily.

A Double click fixes it again to the screen.

System Messages

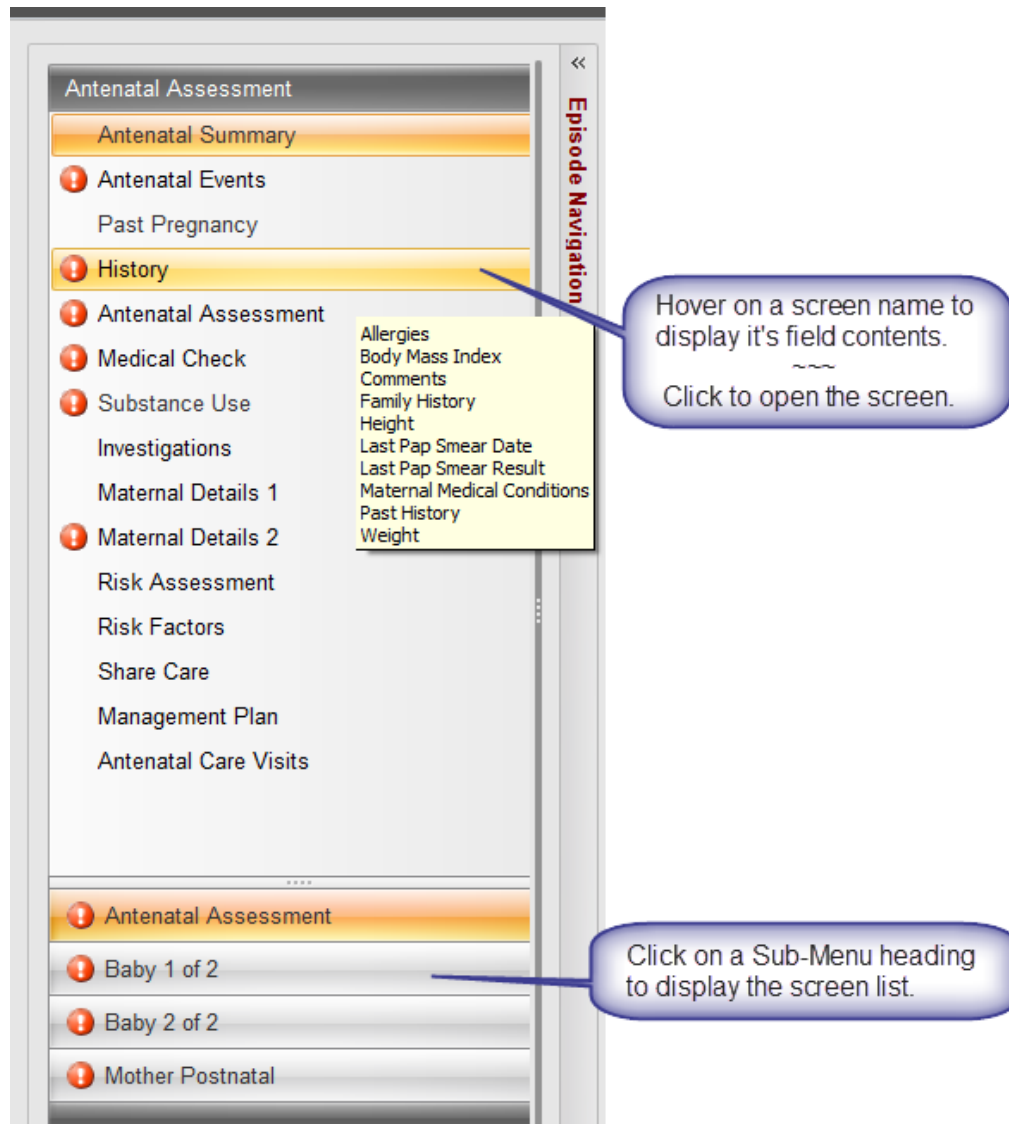



General Messages to Users are displayed on the BOS main screen, under the Menu Bar.

Messages are generally maintained by the BOS System Administrator.

Episode Navigation Pane

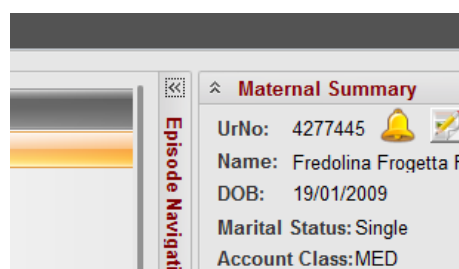
The **Episode Navigation Pane** is displayed when you open a Patient Record in BOS :





- Click any of the screens listed to display/update the screen. The screen opens in the right hand pane.
- Click any of the Sub-Menus at the bottom of the Navigation Pane, to display the list of associated screens.
- Screens flagged thus  **Antenatal Assessment** indicate that one or more Mandatory Fields are not completed in this screen.

Minimizing the Navigation or Maternal Summary Pane :

The individual panes that make up the BOS Episode Record screen may be minimized as required.



- Click the  to minimize the Episode Navigation pane.
- Click the  **Maternal Summary** to minimize the Maternal Summary pane.
- Click the arrows again, to redisplay the panes.

Entering Data

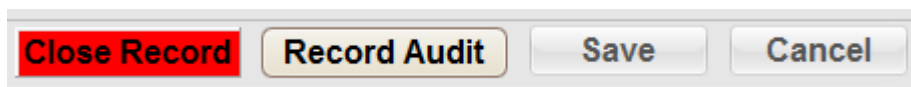
BOSv6 is a windows application and wherever possible uses standard conventions for navigation and data entry. There are in addition specific features built into BOSv6 which enhance the selection, entry and updating of data.

This section details these features.

Saving and Exiting

There is a positive action required to save any data entry or updates anywhere in BOS.

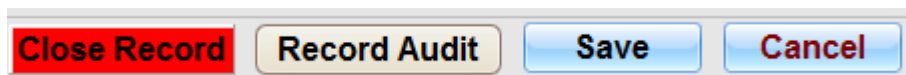
Generally all screens in BOS have the following command buttons located at the bottom right of the screen :



The above view shows the status when first displaying a screen or after saving any changes.

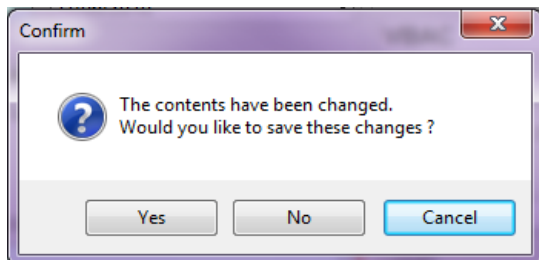
Note the Save and Cancel buttons are inactive. This confirms that there are no changes to be saved, and the only options you have are to select another screen from the navigation pane at the left of the screen, Close the Record, or view the Record Audit.

Where any changes to fields on the screen have been made and not yet saved the command buttons will display thus :



The Save and Cancel buttons are now active, and you must either Save your changes, or Cancel them by clicking the corresponding button.

Any other action will cause the following window to display :



Click **Yes** to save changes.

Click **No** to cancel changes.

Click **Cancel** to return to the screen.

If there are Mandatory fields not completed on the screen, then you will be asked to confirm you wish to continue.

Please refer to the next section for more details about [Mandatory Fields](#).

The Record Audit button displays the Field Audit details for this screen - please refer to the [Record Audit](#) section for more details.

Mandatory Fields

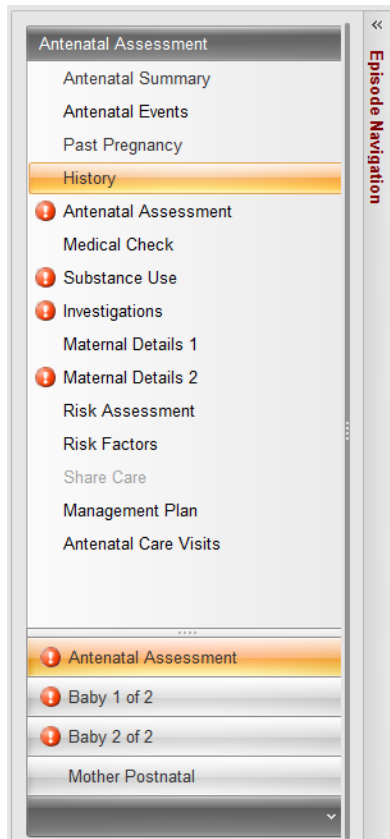
There are various fields in BOS which are mandatory, and these fall into 2 categories :

- System determined Mandatory Fields. These are fields which are mandatory for all BOS systems and are decided by the BOS User Group.
- Site Specific Mandatory fields which are implemented by the BOS System Administrator at each site.

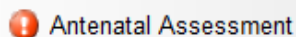
Some mandatory fields maybe conditional, and activated by other fields/conditions in the record.

Mandatory fields are easily identifiable by their **light blue background** colour of the field.

Patient Episode - Navigation Bar



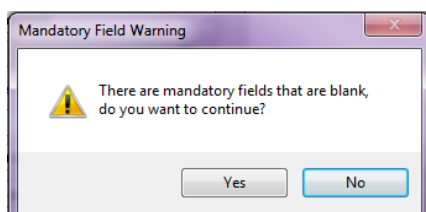
Screens with Mandatory fields not completed are flagged thus -



Patient Episode - Screens

In the following example from the 1st Stage screen we can see several fields which are Mandatory and their background field colour is light blue.

Where a screen is saved with mandatory fields not completed the following window will be displayed :



Click YES to continue with saving the screen.
Click NO to return to the screen and complete mandatory fields.

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Dates

Date fields in BOS require the date to be in a predetermined format DD/MM/YYYY.

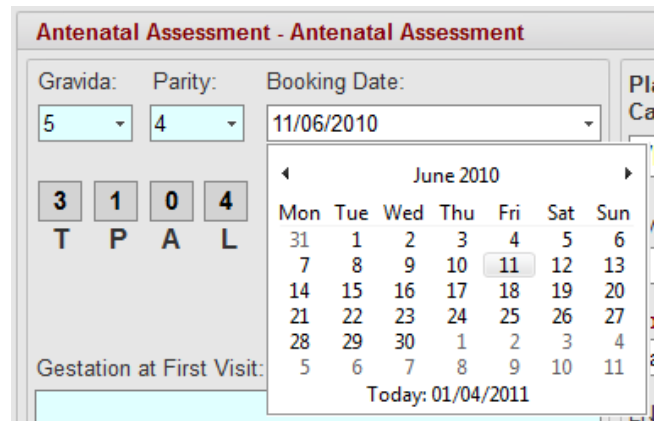
BOS will attempt to format a manually entered date to the correct format eg. if 11/6/11 is entered in a date field, BOS will convert this to 11/06/2011.

To assist the entry of dates, BOS has a built in Calendar associated with Date fields.

To access the Calendar, double click in the date field or click the drop-down arrow to the right of the field.

Click on the required date from the calendar to select it for this field.

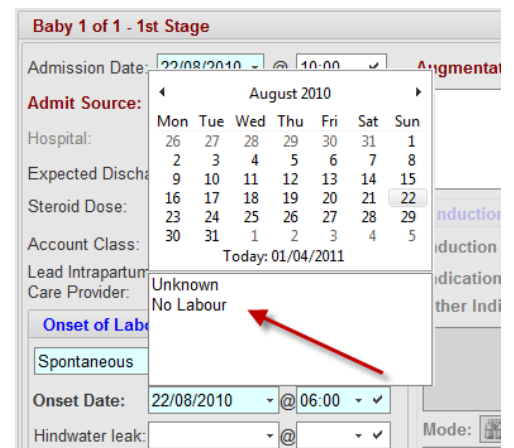
You can also select today's date from the bottom of the Calendar screen.



Some Date fields allow alternative values to be entered in the field.

When the drop-down arrow is clicked in a Date field, in addition to the Calendar, there may also be other valid responses available :

Click on a listed alternative response to select it for this field.



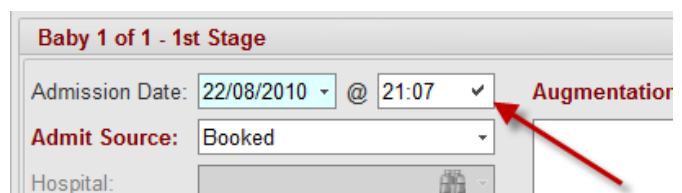
Times

Fields that require a time to be entered need to be in the format HH:MM.

BOS will attempt to format manually entered times correctly, eg. if 1156 is entered in a time field, BOS will convert this to 11:56.

You may also enter a time as "5pm" - BOS will convert this to 17:00.

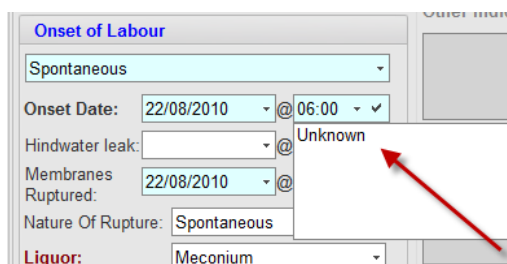
BOS uses a 24 hour clock convention. Please note that 00:00 is NOT a valid time.



To assist data entry in time fields, you may default the current time by clicking the tick at the end of the field.

Some Time fields allow alternative values to be entered in the field.

When the drop-down arrow is present in a Time field, there are other valid responses available :



Click on a listed alternative response to select it for this field.

Conditional Fields

Selected screens in BOS may have fields “greyed out” (inactive). Data entry is not possible while these fields are inactive.

Inactive fields usually become active when associated data in another field is selected, which triggers the inactive field to enable required data entry.

The Induction Details fields in 1st Stage screen default to inactive :

The screenshot shows the 'Baby 1 of 1 - 1st Stage' form. The 'Onset of Labour' is set to 'Spontaneous'. The 'Induction Details' section, including 'Induction Date', 'Indication', 'Other Indications', and 'Mode', is greyed out and inactive. The 'Augmentation' field is also inactive. The 'Liquor' is set to 'Meconium'.

Where the Onset of Labour is **Spontaneous** then the Induction Details fields remain inactive.

If Onset of Labour is **Induced** however, this activates the Induction Details fields, to facilitate data entry. Note that some of the Induction Details fields are also mandatory, and the Augmentation field is now inactive.

The screenshot shows the 'Baby 1 of 1 - 1st Stage' form with the 'Onset of Labour' set to 'Induced'. The 'Induction Details' section is now active and allows data entry. The 'Induction Date' is set to 22/08/2010 at 06:00. The 'Indication' is set to 'General Practitioner'. The 'Other Indications' field is also active. The 'Augmentation' field is now inactive. The 'Liquor' is set to 'Meconium'.

There are a number of fields that are conditional on the value entered in another field.

Check Boxes

Check boxes appear in various BOS screens and simply need a click to select the option, or click an already checked box, to deselect it.

There may be a single field with a check box, or many fields as in the above example from the Investigations screen.

Some check boxes are used to control an associated field's value :

Clicking the Set Agreed EBD checkbox changes the field heading and inactivate's the Agreed EBD field in the Antenatal Assessment screen.

Drop-Down Options

Frequent Windows users will be familiar with the concept of drop-down list boxes.

Fields requiring numerical values will generally have the valid values in a drop-down list.

(Where a drop-down list is not available, the field will have inbuilt edit checks on the lower and upper limits for valid values in the field).

Example of a field with a list of values :

The **Height** field in the Antenatal History screen has a drop-down list of valid values that can be selected for the field.

You may also type in the value required without going to the drop-down list.

Other numeric fields may allow the selection of other values in the drop-down list such as Established Respirations :

In addition to the expected numeric values for this field, there are alternative text responses allowed in this field.

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Another type of drop-down list may contain a list of valid text responses :

The screenshot shows a form titled 'Baby 1 of 1 - 3rd Stage'. It includes fields for 'End of 3rd Stage', 'Date' (22/08/2010), 'Time' (13:15), 'Mode of Delivery' (Controlled Cord Traction), '3rd Stage Anaesthetist', '3rd Stage Anaesthesia', 'Placenta / Membranes' (with a dropdown menu open showing options like 'Complete/Complete', 'Complete/Incomplete', 'Complete/Ragged', 'Incomplete/Complete', 'Incomplete/Incomplete', and 'Piece-Meal'), 'Placenta Abnormality', 'Primary Blood Loss', 'Maternal Blood Taken', 'Transfusion', and 'PostPartum'.

Click the required response in the drop-down list to select it for this field.


You may also type the first letter(s) of the response required, which if located as a valid response, will enter it in the field.

Note that most drop-down lists contain a blank as the first entry, to allow fields to be cleared if required.

Selected drop-down fields in BOS provide an additional search function.

The screenshot shows a light blue drop-down field with a small icon of a person in a white coat (a search icon) on the right side.

Drop-down fields with a lookup icon enable you to search for text in the list of contents.

Click the  icon to display the search window associated with the field :



The screenshot shows a 'BOS Search' dialog box. It has a text input field labeled 'Enter Text to Search For:' with a red arrow pointing to it. To the right of the input field is a 'Clear Filter' button. Below the input field is a list of search results, including 'Patient choice', 'At risk indicator resolved', 'Catchment area', 'Distance from booked hospital requiring delivery', 'First choice fully booked', 'Home birth backup', 'Hospital transfer - workload issues', 'Late booking', 'No antenatal care', 'No medicare card', 'Poor antenatal attendance', 'Public clinic not available', 'Relocated', 'Requiring interpreter', and 'Unbooked with antenatal care'. At the bottom are 'OK' and 'Cancel' buttons.

The search window can be used to refine the list of contents by entering text in the search field.

The list is dynamically filtered as you type text, to help find the item you are looking for.

Multiple Value Fields

Multiple value fields allow the entry of multiple values in a single field.

Obstetric Complications:  

APH Amount:

In the **Obstetric Complications** field in Maternal Details 1 screen, any number of conditions may be selected from the associated list for this field.



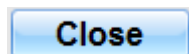
- click the search button to display the available conditions for this field :

<input type="checkbox"/> Acute fatty liver of pregnancy	<input type="checkbox"/> High Head at Term.	<input type="checkbox"/> P
<input type="checkbox"/> Advanced Maternal Age - Multigravida	<input checked="" type="checkbox"/> Hyperemesis Gravidarum	<input type="checkbox"/> P
<input type="checkbox"/> Advanced Maternal Age - Primigravida	<input type="checkbox"/> Macrosomia	<input type="checkbox"/> P
<input type="checkbox"/> APH - Concealed	<input type="checkbox"/> Multiple Pregnancy	<input type="checkbox"/> Q
<input type="checkbox"/> APH - Other	<input type="checkbox"/> NO Antenatal Attendance	<input type="checkbox"/> Q
<input type="checkbox"/> APH - Placental Abruptio	<input type="checkbox"/> Oblique Lie	<input type="checkbox"/> R
<input type="checkbox"/> Breech Presentation	<input checked="" type="checkbox"/> Offensive liquor (Infection)	<input type="checkbox"/> S
<input checked="" type="checkbox"/> Cervical Incompetence	<input type="checkbox"/> Oligohydramnios	<input type="checkbox"/> S
<input type="checkbox"/> Cholestasis of pregnancy	<input type="checkbox"/> Other Antibodies (No immunisation)	<input type="checkbox"/> S
<input type="checkbox"/> Chorioamnionitis	<input type="checkbox"/> Other Antibodies- Kell Duffy Le +/- isoimmunisation	<input checked="" type="checkbox"/> S
<input type="checkbox"/> Concealed pregnancy	<input type="checkbox"/> Placenta Acreta	<input type="checkbox"/> T
<input type="checkbox"/> Eclampsia	<input type="checkbox"/> Placenta percreta	<input type="checkbox"/> T
<input type="checkbox"/> Female genital Mutilation (FMG/circumcision)	<input type="checkbox"/> Placenta Praevia With Aph	<input type="checkbox"/> T
<input type="checkbox"/> Fetal Abnormality (Specify)	<input type="checkbox"/> Placenta Praevia Without Aph	<input type="checkbox"/> T
<input type="checkbox"/> Fetal Cardiac Arrhythmia	<input type="checkbox"/> Polyhydramnios	<input type="checkbox"/> T
<input type="checkbox"/> Fetal Death in Utero - FDIU.	<input type="checkbox"/> Poor Antenatal Attendance	<input type="checkbox"/> T
<input type="checkbox"/> Fetal Infection	<input type="checkbox"/> Poor Obstetric History (Specify)	<input type="checkbox"/> T
<input type="checkbox"/> Fetal neonatal alloimmune thrombocytopenia (FNAIT)	<input type="checkbox"/> Pre-eclampsia - Mild	<input type="checkbox"/> T
<input type="checkbox"/> Feto-maternal transfusion	<input type="checkbox"/> Pre-eclampsia - Severe	<input type="checkbox"/> U
<input type="checkbox"/> Gestational Diabetes- Diet Control	<input type="checkbox"/> Pre-labour Rupture of Membranes	<input type="checkbox"/> V
<input type="checkbox"/> Gestational Diabetes- Insulin Dependent	<input type="checkbox"/> Pregnancy Induced Hypertension	
<input type="checkbox"/> Hellp Syndrome	<input type="checkbox"/> Prolonged Pre-labour ROM.	

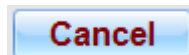
Clear Filter Close Cancel

Select the conditions required by clicking the checkbox adjacent to the description. Selected conditions are also highlighted.

Descriptions may be searched for - please see the [Searching for an Item](#) section for further details.





- click the Close button to exit and update the field with the selected conditions.



- click the Cancel button to exit without updating the field.

Selected items are displayed in the field after the search window is closed thus :

Obstetric Complications:  


Cervical Incompetence
Hyperemesis Gravidarum
Offensive liquor (Infection)

Searching For An Item

Some Single and Multiple Value fields in BOS have long lists associated with them.

Whilst lists are generally organized in alphabetical order, the Search facility will be useful where scrolling to find a value may not be feasible.

Searching in Single Value Fields :

Accoucheur: 



- click the search button to display the available names for the field :

⋮

Tumbler, Nancy

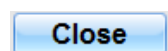
tu

Clear Filter

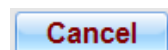
Close

The list is filtered to display only names containing "tu", in this case only one name is found.

You may select the required name from the filtered list by clicking on the associated checkbox.



- Click the Close button to return to the field. Any selected name(s) will be entered into the field.



- Click the Cancel button to exit the search window without selecting anything from the list.

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Searching in Multiple Value Fields :



- click the search button to display the available conditions for the field :

Lets say we are looking for "Suspected IUGR" - start typing "su" in the search box at the bottom of the window :

The list is filtered to display only descriptions containing "su", including "Suspected IUGR".

You could have typed "IUGR", which would also target the required description.

You may select the required description from the filtered list by clicking the associated checkbox.

Close

- Click the Close button to return to the field. Any selected description(s) will be entered into the field.

Cancel

- Click the Cancel button to exit the search window without selecting anything from the list.

Note - currently selected items in the field are also displayed in filtered lists.

Clear Filter

- click the Clear Filter button to return to the full list and clear the searched for text.

Where an expected description is not found in the list - contact your BOS System Administrator to advise.

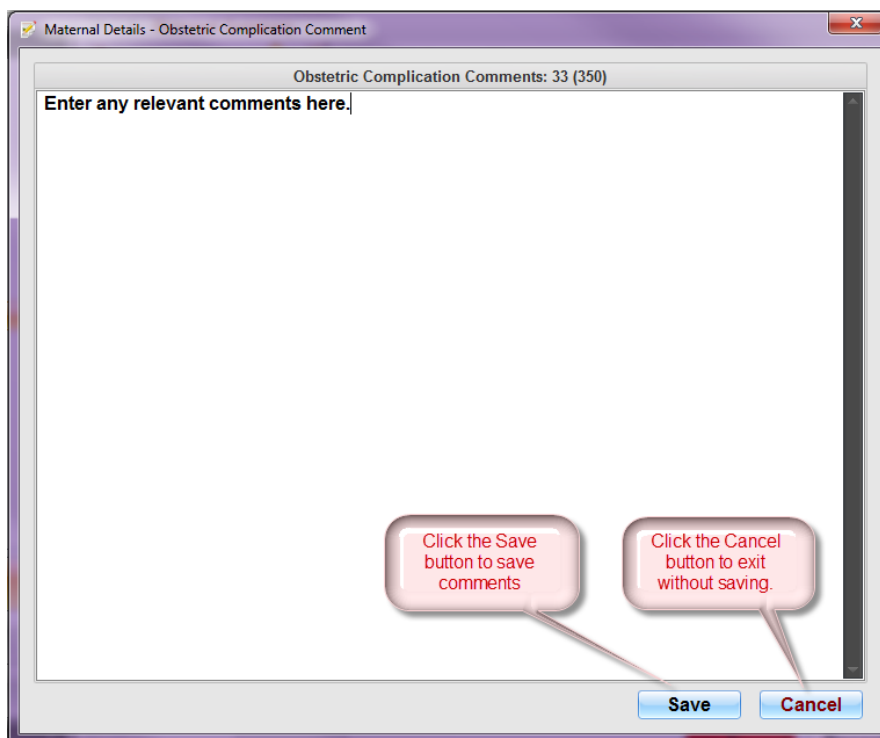
Text Comments

Some Multiple Value fields allow additional relevant information to be entered in an associated Text window.

Your BOS System Administrator decides which of these fields additional Text is enabled for.




- if the Text button appears with the field, click it to enter additional comments thus :

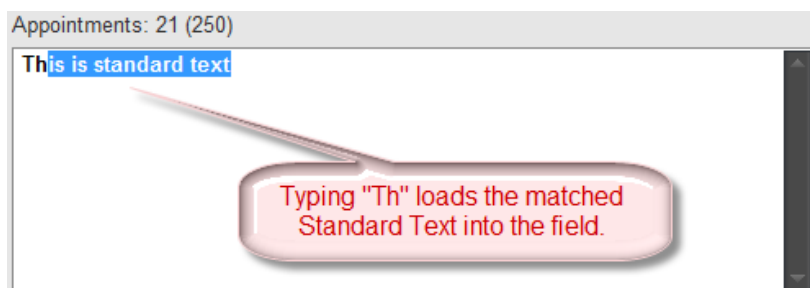


Major text fields have inbuilt spell checking.

Standard Text

BOS allows Standard Text to be setup in the system, for use in selected Comments fields.

In these Comments fields, when text is typed that matches a Standard Text entry, BOS will display the full text in the field as you type. Once the text is displayed, it can be amended as required, before being saved.



If the Standard Text is not required, simply continue typing and it will be removed, once the typed text is no longer a match.

Field/Value Definitions

The majority of field headings in BOS screens have a **Field Definition**.

Field Definitions are displayed in a pop-up box when you hover the cursor over the field heading :

Antenatal Assessment - Antenatal Assessment

Gravida: 5
 Parity: 2 1 1 2
 T P A L

Gravida:
 The total number of pregnancies including the current one. (VPDC Pg 24)

Planned Birth Type for F: None
 Cycle Length (Days): 28
 Contraception: Oral

Field headings may also contain references to the relevant page in the VPDC manual, where further information can be found.

Designated fields in BOS screens also provide a value definition, ie. containing further details about the data chosen in the field.

Field Heading with Definition only

Field Heading with Value Definition

Booking Hospital: MCATS District Memorial Hospital

Booking Clinician:
 Staffname200, Firstname200

Care Practitioner:
 Staffname200, Firstname200

Field Headings with **Value Definitions** are Highlighted in a **Red Font**.

Hover the cursor over the field heading to display the *Field Definition*, and click to display the Show Values Definition box.

Booking Clinician:
 Staffname200, Firstname200

Show Values Definition

Click on **Show Values Definition** to display further details about the value in the field thus :

Reference Definition

Booking Clinician
 Staffname200, Firstname200

Employee Number:
 Rank: **Registered Midwife**
 Specialty: **Obstetrics**
 Provider Number:
 Practice Name:
 Practice Address:
 Practice Suburb:
 Phone Number:
 Fax Number:

Record Audit

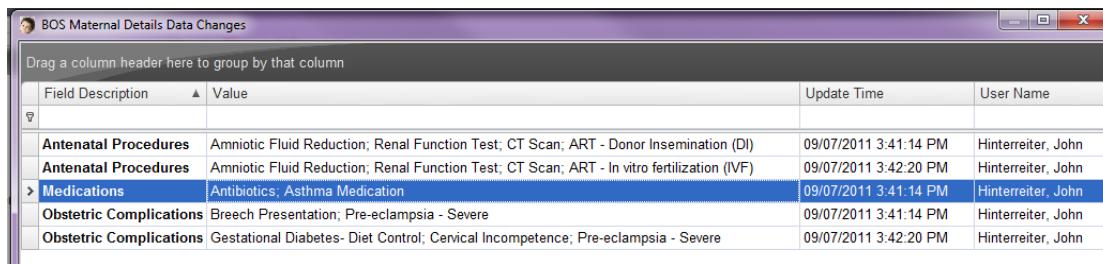
BOSv6 includes a **Record Audit** feature that tracks all changes made to all fields within the Patient Record.

This is necessary in order that BOS will properly comply with the Clinical Audit and Documentation requirements for computerized Clinical systems.

Each screen in BOSv6 has a **Record Audit** button at the bottom of the screen.

This becomes active when any changes to any of the fields on the displayed screen have been recorded.

Click on **Record Audit** to display the Record Audit window, and view recorded changes thus :



Field Description	Value	Update Time	User Name
Antenatal Procedures	Amniotic Fluid Reduction; Renal Function Test; CT Scan; ART - Donor Insemination (DI)	09/07/2011 3:41:14 PM	Hinterreiter, John
Antenatal Procedures	Amniotic Fluid Reduction; Renal Function Test; CT Scan; ART - In vitro fertilization (IVF)	09/07/2011 3:42:20 PM	Hinterreiter, John
Medications	Antibiotics; Asthma Medication	09/07/2011 3:41:14 PM	Hinterreiter, John
Obstetric Complications	Breech Presentation; Pre-eclampsia - Severe	09/07/2011 3:41:14 PM	Hinterreiter, John
Obstetric Complications	Gestational Diabetes- Diet Control; Cervical Incompetence; Pre-eclampsia - Severe	09/07/2011 3:42:20 PM	Hinterreiter, John

If you wish to change the listing view, or re-order the display, click on the column headers or filter icons.

Columns can also be dragged to other positions, and width adjusted accordingly, as required.

Error Handling

There are 2 types of errors that may occur within the system :

- Edit checking errors
- System errors

Edit checking errors

These errors will occur where an invalid response to a specified field is entered.

This may be because the format of the entry is inconsistent with the field, or a value is out of range for the field.

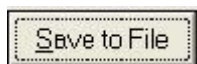
System errors

System errors may occur that might may or may not affect the operation of the system.

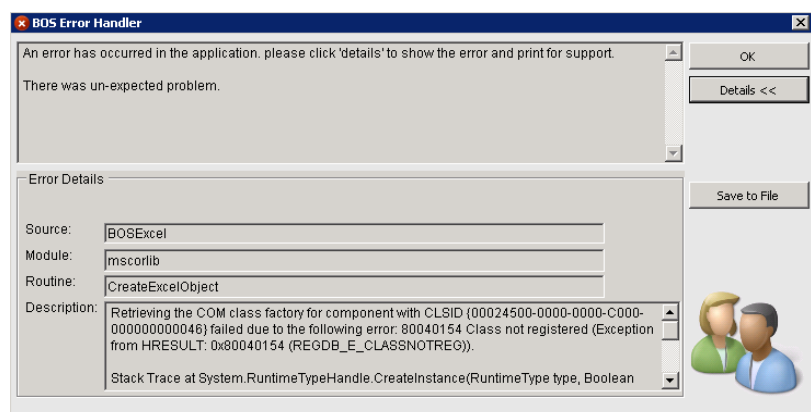
BOS has been designed to detect it's own errors, wherever possible, and provide as much detail about what may have gone wrong, so this can be investigated and resolved.

In general if there is an error, the system will continue functioning, but the error details will be displayed and should be saved.

The BOS Error Handler screen will display if a system error is detected thus :



Click to display the file save dialog window, which will allow the error to be saved to a specified *filename* and *location*. This can be attached to an email with other details to report the error condition.



Section IV Patient Episode Record

The Patient Episode Record enables Users to Create and Amend all details pertaining to a pregnancy episode from Antenatal, through the Birthing Process, and onto Postnatal care.



Click the  menu icon on the BOS Main menu bar to open a Patient Record.

Creating a New Episode


A new Episode Record may be created for either a new patient, or an existing patient in BOS.

In the case of a Patient with previous BOS episodes - these must all be complete, before a new booking can be created.

An Episode Record is *complete* when it is either :

- ☐ Birthed and Discharged (both mother and baby)
- ☐ Canceled - the pregnancy didn't continue, or the patient birthed elsewhere.



Click the  menu icon on the BOS Main menu bar to open/create a Patient Record.

The Episode Entry navigation bar is displayed thus :

A screenshot of the Episode Entry navigation bar. It features a vertical sidebar on the right with the text 'Episode Navigation' and a double arrow icon. The main area contains a form with the following elements: a dropdown menu for 'URNO:', a text input field, a progress bar showing '0%', a section for 'Mother Episode:' with buttons for 'Active Patients List', 'Current Bookings', and 'Recent Discharges', a section for 'SCN Episode:' with buttons for 'Current Admissions', 'Recent Discharges', and 'Recent Referrals', and a bottom bar with the text 'Episode Entry' and a double arrow icon.

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You may choose to access a record using a Mother URNO, or a Baby URNO (for birthed records with an SCN Admission).

Enter the URNO in the field and press <enter>, or click the  button.

Alternatively you may click on a Search List button, to select an existing patient from the List display :

Mother Episode:	
Active Patients List	← Patients in Labour
Current Bookings	← Patients with a current booking
Recent Discharges	← Patients discharged within the last 32 days
SCN Episode:	
Current Admissions	← Babies currently in SCN
Recent Discharges	← SCN Babies discharged in last 32 days
Recent Referrals	← SCN Babies recently referred

Clicking a Search List button will display the corresponding List screen thus :

Active Patients Record

Drag a column header here to group by that column


URNO	Surname	Firstname	DOB
111113	Duck	Daisy	17/08/1961
111111	Frederico	Freda Fredo	18/08/1971
4313774	Frederico	Freda Fredo	18/08/1971
2323233	Frederico	Frederick	17/08/1961
3456789	Frederico	Frederick	17/08/1961
4308666	Frederico	Frederick	17/08/1961
4265185	Frederico	Fredolina Frogetta	19/01/2009
4277445	Frederico	Fredolina Frogetta	19/01/2009
111119	Kelly	Grace	01/01/85
111118	Penny	Henny	01/01/1985
4250366	Surname1594	43146664314666Firstname1594	12/01/1981
4246872	Surname1754	Firstname1754	16/03/1967
4032031	Surname233	Firstname233	19/09/1968
4207890	Surname5682	Firstname5682	26/03/1977
4258976	Surname5715	Firstname5715	24/01/1969
4250583	Surname5741	Firstname5741	07/11/1984
4254980	Surname6196	Firstname6196	10/04/1973
4200845	Surname7680	Firstname7680	01/01/1974
4269174	Surname8446	Firstname8446	24/03/1973
4059934	Surname8866	Firstname8866	27/04/1973
1062999	Surname8872	Firstname8872	06/05/1969

21

Record 1 of 21


Cancel Episode Create Episode Open Episode Close

Double click the Patient required.

Click the  button to exit and return to the URNO field if the patient wasn't found.

□ **Hint** – Another way to find an existing patient record is to use the Surname Search :

Click the URNO drop-down, and change to "Mother Surname" :


Mother Surname: 

Smith

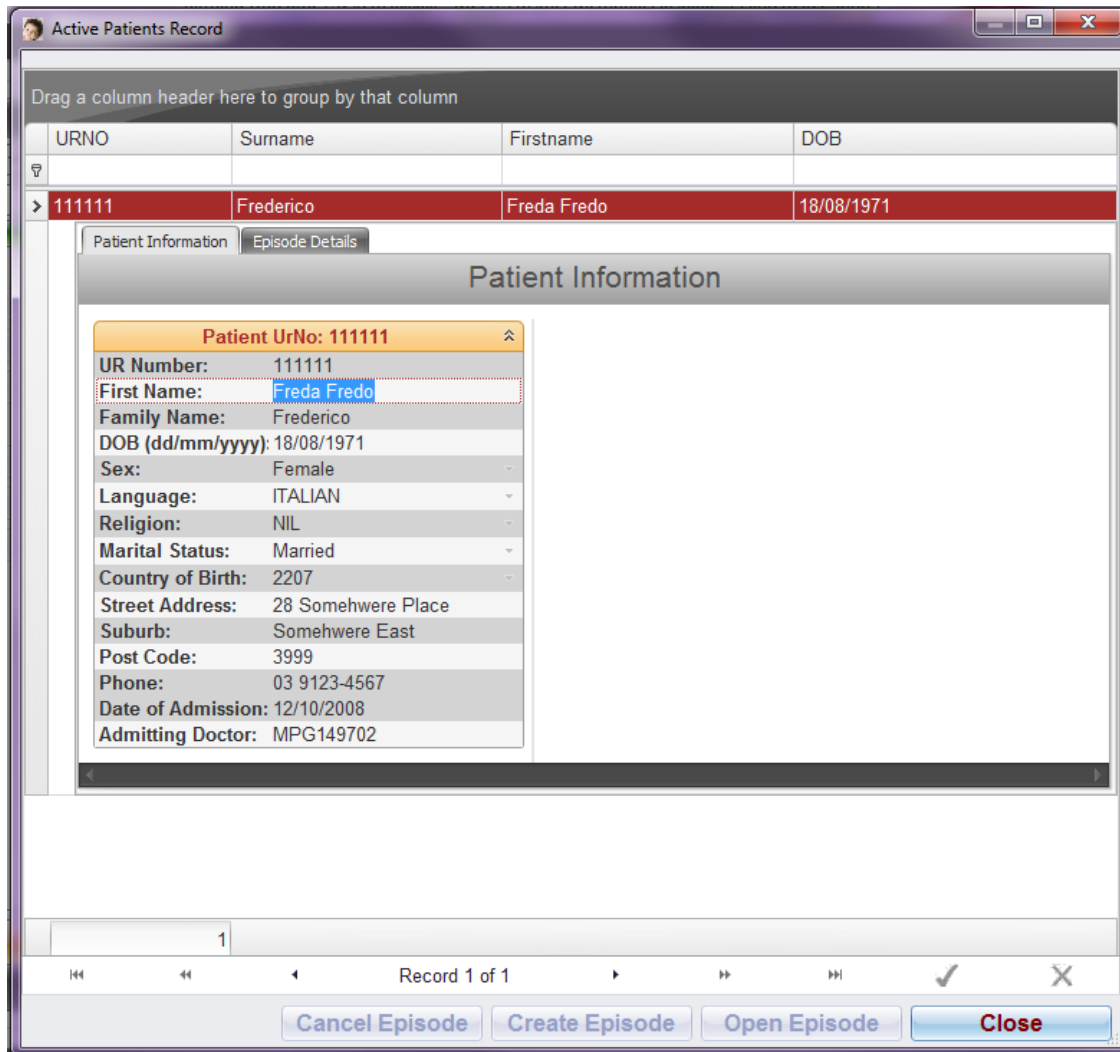
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Enter a surname (or part) to search for, and press <enter> or click the  button to display a list of matching surnames. **NB** - the surname search is limited to patients already known to BOS.

Once you have entered the URNO or selected the required patient from a search list, the Patient Details screen is displayed thus :



The screenshot shows a software window titled "Active Patients Record". At the top, there is a header bar with a search icon and the text "Drag a column header here to group by that column". Below this is a table with columns: URNO, Surname, Firstname, and DOB. The first row is highlighted in red and contains the values: 111111, Frederico, Freda Fredo, and 18/08/1971. Below the table, there are two tabs: "Patient Information" (selected) and "Episode Details". The "Patient Information" tab displays a form with the following fields: Patient UrNo: 111111, UR Number: 111111, First Name: Freda Fredo, Family Name: Frederico, DOB (dd/mm/yyyy): 18/08/1971, Sex: Female, Language: ITALIAN, Religion: NIL, Marital Status: Married, Country of Birth: 2207, Street Address: 28 Somewhere Place, Suburb: Somewhere East, Post Code: 3999, Phone: 03 9123-4567, Date of Admission: 12/10/2008, and Admitting Doctor: MPG149702. At the bottom of the window, there is a status bar showing "Record 1 of 1" and a set of navigation buttons: "Cancel Episode", "Create Episode", "Open Episode", and "Close".

The *Patient Information* tab is displayed, in order that you may confirm selection of the correct patient. The patients details are automatically refreshed from your hospital Patient Registration system.

- If the selected patient has **NO PREVIOUS BOS episodes**, then you may click the

Create Episode

button, to create a new booking for this patient.

- If the patient has **PREVIOUS COMPLETED BOS episodes**, then the

Create Episode

button will be active, and you may proceed to create a new booking for this patient.

- If the **Create Episode** button is *inactive*, then click on the *Episode Details* tab to effect a completion of the previous episode.

Access an Existing Episode

An existing Episode Record or SCN Admission may be accessed by clicking the



menu icon on the menu bar.

From the Episode Entry navigation bar enter the URNO, or search for the patient (as per the previous section).

Once you have entered the URNO or selected the required patient from a search list, the Patient Details screen is displayed thus :

The screenshot shows a window titled 'Active Patients Record'. At the top, there is a table with columns: URNO, Surname, Firstname, and DOB. The first row is highlighted in red and contains the values: 111111, Frederico, Freda Fredo, and 18/08/1971. Below the table, there are two tabs: 'Patient Information' (selected) and 'Episode Details'. The 'Patient Information' tab displays a form for Patient UrNo: 111111. The form fields include: UR Number: 111111, First Name: Freda Fredo, Family Name: Frederico, DOB (dd/mm/yyyy): 18/08/1971, Sex: Female, Language: ITALIAN, Religion: NIL, Marital Status: Married, Country of Birth: 2207, Street Address: 28 Somewhere Place, Suburb: Somewhere East, Post Code: 3999, Phone: 03 9123-4567, Date of Admission: 12/10/2008, and Admitting Doctor: MPG149702. At the bottom of the window, there is a status bar showing 'Record 1 of 1' and several buttons: 'Cancel Episode', 'Create Episode', 'Open Episode', and 'Close'.

The *Patient Information* tab is displayed, in order that you may confirm selection of the correct patient. The patients details are automatically refreshed from your hospital Patient Registration system.

Click the Episode Details tab to list the previous BOS episode(s) for this patient as per overleaf :

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The screenshot shows a software window titled "Active Patients Record". At the top, there is a header bar with a user icon and the title. Below the header, a message says "Drag a column header here to group by that column". A table lists patient records with columns: URNO, Surname, Firstname, and DOB. The first record is highlighted in red: URNO 4277445, Surname Frederico, Firstname Fredolina Frogetta, DOB 19/01/2009. Below this table are two tabs: "Patient Information" and "Episode Details". The "Episode Details" tab is active, showing a table with columns: Episode ID, URNo, Plurality, EBD, Cancel Date, and Mother Discharge Date. Three episodes are listed, with the most recent one (Episode ID 11287, URNo 4277445, Plurality 1, EBD 22/10/2009) highlighted in red. Below the episode table is a "Baby Episode Details" section, which is currently displaying details for "Baby Number: 1". These details include: Baby Number: 1, Date Of Birth: 16/10/2009, Baby Discharge Date: Episode ID: 11287, URNo: 4277445, VPDC Batch ID: 4, and VPDC Error: Y. At the bottom of the window, there is a status bar showing "Record 3 of 3" and three buttons: "Cancel Episode", "Open Episode", and "Close".

URNO	Surname	Firstname	DOB
4277445	Frederico	Fredolina Frogetta	19/01/2009

Episode ID	URNo	Plurality	EBD	Cancel Date	Mother Discharge Date
7688	4277445	2	15/01/2007		09/12/2006
9074	4277445	1	24/04/2008		14/04/2008
11287	4277445	1	22/10/2009		

Baby Episode Details	
Baby Number: 1	
Baby Number:	1
Date Of Birth:	16/10/2009
Baby Discharge Date:	
Episode ID:	11287
URNo:	4277445
VPDC Batch ID:	4
VPDC Error:	Y

Record 3 of 3

Buttons: Cancel Episode, Open Episode, Close

Previous episode details are displayed in the Episode Details tab. The most recent episode is highlighted, and shows a summary of the baby details.

Click any other episode to display it's details.

Double click any episode to open it in the Episode Record.

Click the **Open Episode** button to open the highlighted episode.

Click the **Close** button to exit and return to the URNO field.

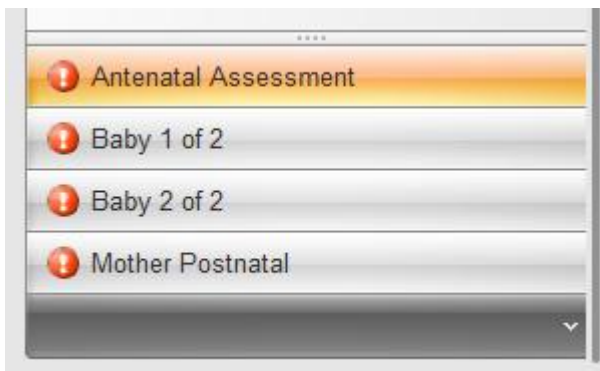
Multiple Births

Where a multiple pregnancy record is required :


- [Create a new record](#), or [Amend an existing record](#).
- Select the [Antenatal Assessment](#) screen in the navigation bar.
- Set the **Plurality** field to the required number of babies, and click

A blue rectangular button with the word "Save" in bold black text.


The effect of this will be to create a corresponding number of **Baby n of n** screens in the Navigation Bar thus (eg. Twins) :

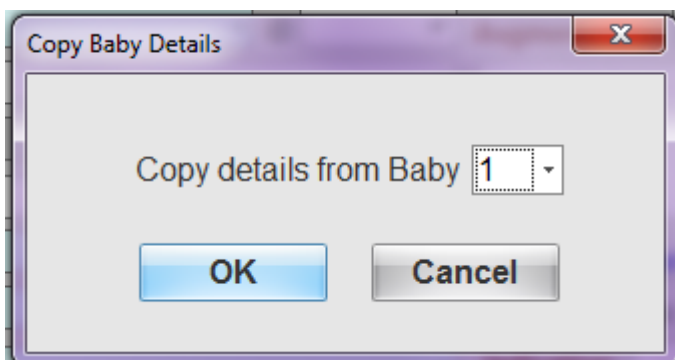


Generally details of the first Baby born would be entered into the [Baby 1 of n](#) screens.

For Multiple Births, each Baby n of n screen has a  button available.

This allows you to copy common data from a selected baby entry (within this Episode).

Click the  button to select which Baby entry you wish to copy details from :





Click the  button to effect the copy.

NB - fields with existing entries in the *copy to* record will not be overwritten, only blank fields are copied from the *copy from* record.


Patient Record Screens :

Antenatal Summary screen :

Maternal Summary			
UrNo: 111111	 	Birth Country: 2207	Care Model: .MCATS - GP / Midwife Clinic (GP)
Name: Freda Fredo Frederico	Language: ITALIAN	Care Model Reason: Patient choice as at 4 weeks	
DOB: 18/08/1971	Admit Unit:	Baby Birth Date: 22/08/2010	
Marital Status: Married	Obstetrician: Hinterreiter John	Discharge Date:	
Account Class: MED	Agreed EBD: 08/08/2010	Cancel Date:	
VPDC Status Baby 1: <input type="text" value="Never Submitted"/>		Cancel Reason:	

Antenatal Assessment - Antenatal Summary	
Gravida: 5	Parity: 4 Agreed EBD: 08/08/2010
Alerts: Allergy: Tapes MatMed: Atrial Tachcardia, Barretts Oesophagus, Behcets Syndrome, Bicornuate Uterus, Bulimia, Congenital hypoplastic left heart, Deep Vein Thrombosis Past History: Cerebral Aneurysm (Repaired), Cervical dysplasia (CIN 3) (History) BMI >= 35 PREVIOUS CAESAR	
Blood Group: A Positive	Antibody Screen: Positive
Current Maternal Medical Conditions: Acute Bronchitis, Acute Cholecystitis, Adjustment disorder, Appendicitis, Atrial Tachcardia, Barretts Oesophagus, Behcets Syndrome, Bicornuate Uterus, Bulimia, Carpal Tunnel, Congenital hypoplastic left heart, Connective Tissue Disorder/ Reynauds Disease, Deep Vein Thrombosis, Depression, Gonorrhea	

The Antenatal Summary screen is displayed automatically when the record is opened, and includes Alerts highlighted in a **red font**.

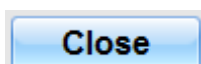
☐ **Hint** – click the  button in the Maternal Summary pane to re-display the Antenatal Summary screen from any screen in the record. Clicking this button again will return you to the previously viewed screen.

Patient Alerts screen :

The Patient Alerts screen can be displayed at any time by clicking the



button in the Maternal Summary Pane thus :



Click the button to exit the Patient Alerts screen.

BOS Alerts
Allergy: Tapes MatMed: Atrial Tachcardia, Barretts Oesophagus, Behcets Syndrome, Bicornuate Uterus, Bulimia, Congenital hypoplastic left heart, Deep Vein Thrombosis Past History: Cerebral Aneurysm (Repaired), Cervical dysplasia (CIN 3) (History) BMI >= 35 PREVIOUS CAESAR
<div style="text-align: right;">Close</div>

VPDC prompts

One of the major Statutory reporting requirements that BOS provides is Perinatal Data Collection (VPDC submission) to DHHS.

The VPDC submission of an episode record is derived from :

- data directly entered into the Episode Record.
- referenced data in the Episode Record which is mapped to standard code sets.

The VPDC compile module creates submission files from Birthed records and applies various edit and data integrity checks, as per the VPDC submission manual supplied by DoH.

At the time of saving an updated Patient Record, that is Birthed and Discharged, BOS processes the same VPDC edit and integrity checks on individual Episode Records to :

- Check for errors that need to be fixed to enable the episode to be compiled into a new submission batch file.
- Check for errors that need to be fixed to enable the episode to be re-compiled and re-submitted.

A *VPDC status flag* is displayed in the Maternal Summary pane when the Episode Record is opened. This alerts the User to the current status of this record, and is automatically updated by the system.

Maternal Summary

UrNo: 111111	Birth Country: 2207	Care Model: Hosp 2 - Obstetric Clinic
Name: Freda Fredo Frederico	Language: ITALIAN	Care Model Reason: At risk indicator resolved as at 4 weeks
DOB: 18/08/1971	Admit Unit:	Baby Birth Date: 22/08/2010
Marital Status: Married	Obstetrician: Hinterreiter John	Discharge Date: 27/08/2010
Account Class: MED	Agreed EBD: 08/08/2010	Cancel Date:
VPDC Status Baby 1: Never Submitted	Cancel Reason:	

VPDC Status flags :

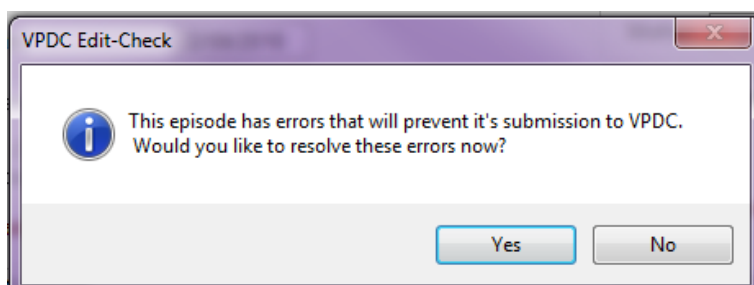
- Never Submitted
- Submitted - Pending
- Updating - Never Accepted
- Updating - Accepted
- Deleting - Pending
- Submitted - Deleted

Where a completed Episode Record is already compiled into a batch, either ready for submission, or submitted, any further changes to the record will trigger User prompts in relation to VPDC submission status.

Updates may be being made to the record because :

- There is a clinical/documentation reason for a change to the record, or
- There is a change required as the record was rejected by VPDC, or
- There is a change required following a query by VPDC.

Where a completed Episode Record is updated and <saved>, the following prompt will be displayed :



Click the **Yes** button to display the list of errors in an MS Excel worksheet as per overleaf :

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	A	B	C	D	E	F
1		Batch number :	4			
2						
3	URNO	Mother's Surname	Baby Number	Baby UrNo	Birth Date	Error Messages
4	4277445	Frederico	1	4277445	16102009	Warning - Admission Date is later than Birth Date
5	4277445	Frederico	1	4277445	16102009	Gravidity is not consistent with Past History. Gravidity is 3 whereas Past History indicates 4 (inclusive of current pregnancy).
6	4277445	Frederico	1	4277445	16102009	No Discipline of Antenatal Care Provider
7	4277445	Frederico	1	4277445	16102009	Warning - No Admitted to HDU/ICU - Mother
8	4277445	Frederico	1	4277445	16102009	Warning - No Admission to SCN/NICU – Baby
9	4277445	Frederico	1	4277445	16102009	Warning - No Hepatitis B Vaccine Received
10	4277445	Frederico	1	4277445	16102009	No Last Feed Since Birth
11	4277445	Frederico	1	4277445	16102009	Warning - Mother Separation Date (Discharge Date) and Mother Separation Status (Discharge Destination) are both blank.

Errors listed in a **red font** must be reviewed and fixed in the Episode Record.

NB - a batch may NOT be submitted to VPDC with these type of Errors. These errors will cause the record to be rejected by VPDC.

Errors listed in a black font are Warning messages - these should be reviewed and amended as required.

VPDC Status changes :

If a record being saved has already been submitted to VPDC, and is now being changed the following prompt window will appear :

VPDC Status - Batch 8

This record has been submitted to VPDC before in batch 8. Please indicate the reason for changing the record:

☐ It was rejected by VPDC and has never previously been accepted.

☐ The record has previously been accepted by VPDC but has now been rejected.

☐ You are making changes to an accepted record of your own accord.

OK

Select one of the responses by clicking it, to enable the record to be re-submitted to VPDC with the appropriate submission status flag.

The options are :

- ☐ ***It was rejected by VPDC and has never previously been accepted*** – this record was submitted to VPDC, but rejected due to an error(s). The error has now been fixed, and the record needs to be submitted as a new record.
- ☐ ***The record has previously been accepted by VPDC but has now been rejected*** – this record was previously submitted to VPDC and accepted. It has subsequently been changed and re-submitted, and as a result rejected with errors. The errors have now been fixed, and the record is to be re-submitted again.
- ☐ ***You are making changes to an accepted record of your own accord*** – the record is being changed for a clinical/documentation reason (not requested by VPDC), and may or may not result if the record needing to be re-submitted to VPDC.

Please consult your VPDC Submission Officer if you are unsure of which option you should choose.

Cancel Episode

A booked patient record may be cancelled at any time. However, only records without a Birth Date and Discharge Details entered may be cancelled. A cancellation would usually occur when the pregnancy doesn't continue, or the Patient births elsewhere.

A cancellation is effected from the Patient Details - Episode screen thus :

If the criteria for cancellation are met, then the **Cancel Episode** button will be active.

The screenshot shows the 'Active Patients Record' window. It contains a table of patient records with columns: URNO, Surname, Firstname, and DOB. One record is highlighted in red: URNO 4254980, Surname 6196, Firstname 6196, DOB 10/04/1973. Below this is the 'Episode Details' section, which includes a table with columns: Episode ID, URNo, Plurality, EBD, Cancel Date, and Mother Discharge Date. One episode is highlighted in red: Episode ID 5987, URNo 4254980, Plurality 1, EBD 04/07/2005. Below the episode details is a 'Baby Episode Details' section with a 'Baby Number: 1' and fields for Baby Number, Date Of Birth, Baby Discharge Date, Episode ID, URNo, Pdcu Bath ID, and Pdcu Error. At the bottom of the window, there are four buttons: 'Cancel Episode', 'Create Episode', 'Open Episode', and 'Close'. The 'Cancel Episode' button is highlighted in blue.

Click to cancel the selected episode and display the Episode Cancel screen thus :

The screenshot shows the 'Episode Cancel Details' window. It contains the following fields: 'Cancel Date' (09/05/2005), 'Reason' (Relocated / booked elsewhere), 'EBD' (04/07/2005), 'Est Gestation' (32.3), and 'Last Steroid Dose' (Nil). At the bottom, there are four buttons: 'Reinstate Record', 'Record Audit', 'Save', and 'Cancel'.

All fields must be completed to effect the cancellation.

Cancel Date - enter the cancel date.

Reason - select a reason from the drop-down list.

EBD - defaults to the EBD, but may be changed as required.

Est Gestation - calculated display only field.

Last Steroid Dose - select a response from the drop-down list.

Reinstate Record

- button is active for a previously canceled episode. Click to un-cancel (reinstate) the episode.

Record Audit

- display the Record Audit of changes to fields in this screen.

Save

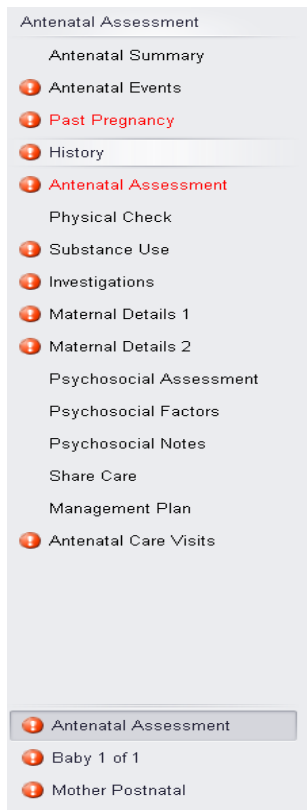
- saves changes to the record.

Cancel

- cancels any changes and exits the screen.

Antenatal Assessment (NavBar)

This section describes the screens in the Antenatal Assessment NavBar sub-menu.



Antenatal Summary

The first screen displayed when a Patient Episode Record is opened is the Antenatal Summary screen :

This is a *display only* screen, and provides a summary of the Mother's Antenatal information, Alerts and Past History and Management Plan.

The information is updated dynamically as the Episode Record details are changed.

Antenatal Assessment - Antenatal Summary

Gravida: 8 Parity: 7 Interim EBD: 28/10/2011

Alerts:
 Baby Number 2:
 Past History: Cerebral Aneurysm (Repaired), Cervical dysplasia (CIN 3) (History)
 PREVIOUS CAESAR

Blood Group: **A Positive** Antibody Screen:


Current Maternal Medical Conditions:
 None recorded for this episode.

Current Obstetric Complications:
 None recorded for this episode.

Management Plan:
 None recorded for this episode.

Past Obstetric History:

Year	Month	Gest	Outcome	Birth Type	Birth Weight	Comment
2007	2	41	Livebirth	Normal Vaginal	3500	
1990	3	37	Neonatal Death	Elective Caesarean	2100	
1994	5	36	Livebirth	Elective Caesarean	2670	
1998	1	41	Livebirth	Forceps	3000	
1994	5	36	Neonatal Death	Elective Caesarean	1260	
1990	3	37	Livebirth	Normal Vaginal	3233	
2010	8	42	Livebirth	Normal Vaginal	3000	Baby UrNo: 222221

□ **Hint** – click the  button in the Maternal Summary pane to re-display the Antenatal Summary screen from any screen in the record. Clicking this button again will return you to the previously viewed screen.

Antenatal Events

Click **Antenatal Events** on the navigation bar to display the Antenatal Events Grid screen. This screen provides a summary listing of any Antenatal Events recorded for this episode.

You may customize the grid display by :

- dragging columns to different positions
- sorting the list by clicking on the column header
- filter the list by selecting the required criteria

Note - some custom adjustments are saved to your User Profile.

Antenatal Assessment - Antenatal Events

Date	Event Type	Gestation	Time	Care Model	Attend Reason	Care Model Reason
09/03/2011	CareModel	6		Hosp 2 - GP Obstetrician Care		Patient choice
07/04/2011	CareModel	4		Hosp 2 - Obstetric Clinic		At risk indicator res
14/04/2011	MatCare	20	11:53		Routine antenatal visit	
04/05/2011	OutPatient	14	10:09		Maternal / Fetal Assessment - Clinic	
27/05/2011	Admit	18	21:13		Abdominal pain	
05/07/2011	PhoneAdvice	24	14:22		Back pain	
13/07/2011	AnteNotes	0	21:16			

Steroid Dose: Edit Event Details

[Create New Events](#)

To **Open an Existing Event**, double click the entry required in the grid display, or highlight it and click the

Edit Event Details

button.

To **Create a new Event**, click the required Event type Button in the **Create New Events** section.

Steroid Dose - Standard Mandatory field. Select the required response from the drop-down list.

Screen Command buttons :

Close Record

- Closes the record. If changes have been made you will be prompted to Save as required.

Record Audit

- Display the [Record Audit](#) window for this screen.

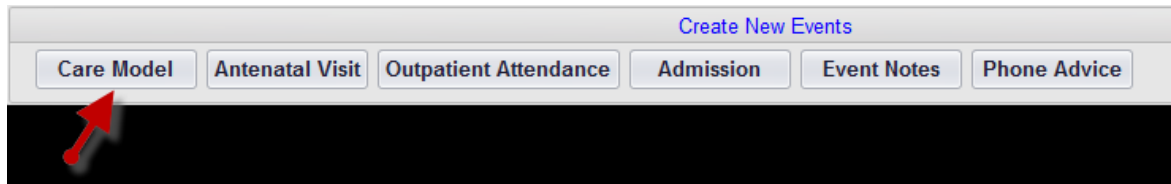
Save

- Saves changes to the record.

Cancel

- Cancel changes made in the screen.

Care Model



To **Create a New Care Model**, click the **Care Model** button in the *Create New Events* frame, to display the Care Model Data Entry screen thus :

 A screenshot of a window titled 'Care Model Data Entry Screen'. It contains the following fields:

- Commencement Date:** A date picker showing '01/05/2014'.
- Care Model:** A dropdown menu showing 'Hosp 2 - GP Obstetrician Care'.
- Gestation:** A numeric spinner showing '40'.
- Reason:** A dropdown menu showing 'Patient choice'.

 At the bottom are five buttons: 'Report', 'Save & Close', 'Record Audit', 'Save', and 'Cancel'.

Commencement Date - [Mandatory field](#). Enter date required, or click the drop-down to select a date from the calendar.

Care Model - Mandatory field. Select a value from the drop-down list, or lookup.

Gestation - Default Gestation is calculated if EBD is present. Can be adjusted as required.

Reason - Mandatory field. Select a value from the drop-down list, or lookup.

Screen Command buttons :

Record Audit

- Display the [Record Audit](#) window for this screen.

Save & Close

- Save changes made and closes the screen.

Save

- Saves changes to the record.

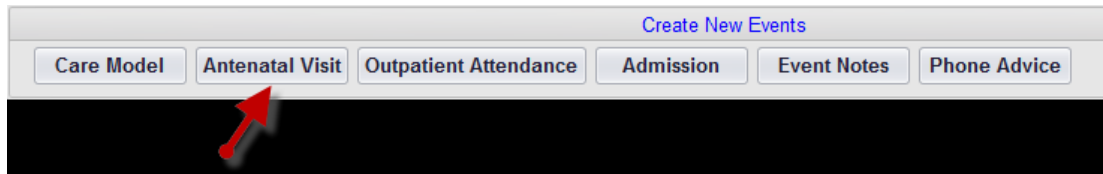
Cancel

- Cancel changes made in the screen.



- Exit the screen. If changes have been made you are prompted to <save> as required.

Antenatal Visits



To **Create a New Antenatal Visit**, click the Antenatal Visit button in the *Create New Events* frame, to display the Antenatal Visit Data Entry screen thus :

 A screenshot of the 'Antenatal Visit Data Entry Screen'. The form is divided into several sections. On the left, there are input fields for 'Attendance Date', 'Attendance Time', 'Appointment Time', 'Gestation', 'Fundal Height', 'BP', 'Urine', 'Fetal Heart Rate', 'Fetal Movements', 'Fetal Lie', 'Fetal Presentation', 'Station', 'Oedema', 'Weight (kg)', and 'BMI'. Below these is a section for 'Vaccines Received this Pregnancy' with dropdowns for 'Influenza' and 'Pertussis'. At the bottom left, there are fields for 'Seen By' (with a user selection icon), 'Time Seen', and 'Reason for Visit'. On the right side, there are sections for 'Obstetric Complications', 'Procedure / Treatment', and 'Notes: 0 (1500)'. At the bottom right, there are fields for 'Review Days' and 'Review By'. The bottom of the screen contains a row of buttons: 'Report', 'Save & Close', 'Record Audit', 'Save', and 'Cancel'.

Attendance Date - [Mandatory field](#). Default is Today. Click the drop-down to select another [date](#) from the calendar.

Click ☒ in [time](#) fields to default the current time.

Seen By - Defaults to the User currently logged on.

Gestation - Default Gestation is calculated if EBD is present. Can be adjusted as required.

Vaccines Received this Pregnancy- Entering the data will also update the Antenatal vaccines in Mother Postnatal

Screen Command buttons :

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Record Audit

- Display the [Record Audit](#) window for this screen.

Save

- Saves changes to the record.

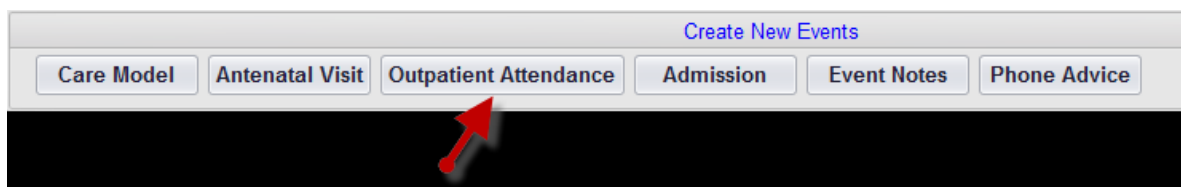
Cancel

- Cancel changes made in the screen.



- Exit the screen. If changes have been made you are prompted to <save> as required.

Outpatient Attendance



To **Create a New Outpatient Attendance**, click the Outpatient Attendance button in the *Create New Events* frame, to display the Outpatient Attendance Data Entry screen thus :


Outpatient Data Entry Screen

Attendance Date:
Attendance Time: ☒
Appointment Time: ☒
Location:
Gestation:
Reason for Attendance:
Seen By MO:
Attended By:
Discharge Date:
Discharge Time: ☒
Weight (kg): **BMI:**
Obstetric Complications:
Procedure / Treatment:
Notes: 0 (1500)

Attendance Date - [Mandatory field](#). Default is Today. Click the drop-down to select another [date](#) from the calendar.

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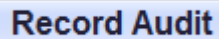
Click  in [time](#) fields to default the current time.

Gestation - Default Gestation is calculated if EBD is present. Can be adjusted as required.

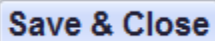
Attended By - Defaults to the User currently logged on.

BMI - Will automatically update when Weight is entered

Screen Command buttons :

 Record Audit

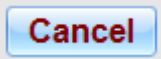
- Display the [Record Audit](#) window for this screen.

 Save & Close

- Save changes made and closes the screen.

 Save

- Saves changes to the record.

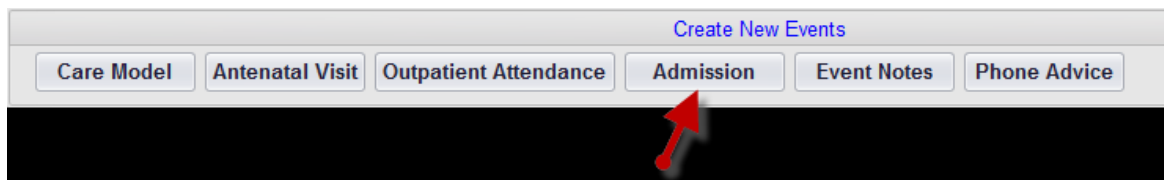
 Cancel

- Cancel changes made in the screen.



- Exit the screen. If changes have been made you are prompted to <save> as required.

Admission



To **Create a New Admission**, click the Admission button in the *Create New Events* frame, to display the Admission Data Entry screen thus :

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Admission Data Entry Screen

Admission Date:

Admission Time:

Gestation:

Ward:

Reason for Admission:

Attended By:

Discharge Date:

Discharge Time:

Pract Notified Date:

Summary Sent:

Obstetric Complications:

Procedure:

Notes: 0 (1500)

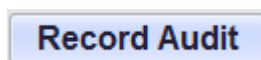
Report Save & Close Record Audit Save Cancel

Admission Date - [Mandatory field](#). Default is Today. Click the drop-down to select another [date](#) from the calendar.

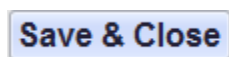
Click ☐ in [time](#) fields to default the current time.

Gestation - Default Gestation is calculated if EBD is present. Can be adjusted as required.

Screen Command buttons :



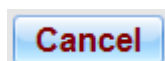
- Display the [Record Audit](#) window for this screen.



- Save changes made and closes the screen.



- Saves changes to the record.

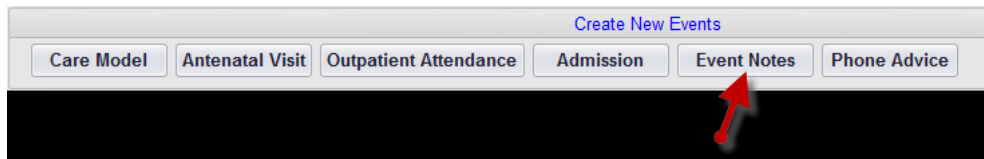


- Cancel changes made in the screen.



- Exit the screen. If changes have been made you are prompted to <save> as required.

Event Notes



To **Create a new Event Note**, click the Event Note button in the *Create New Events* frame, to display the Event Note Data Entry screen thus :

The 'Event Notes' data entry screen includes the following fields and controls:

- Date:** A date picker showing '11/01/2017'.
- Time:** A time picker showing '15:58'.
- Gestation:** A numeric input field.
- Weight (kg):** A numeric input field.
- BMI:** A numeric input field.
- Entered By:** A dropdown menu showing 'Hinterreiter, Bryan'.
- Include this event on printed reports?:** A dropdown menu showing 'Yes'.
- Note:** A large text area with a character count '0 (1500)'.
- Buttons:** 'Report', 'Save & Close', 'Record Audit', 'Save', and 'Cancel'.

Date - [Mandatory field](#). Default is Today. Click the drop-down to select another [date](#) from the calendar.

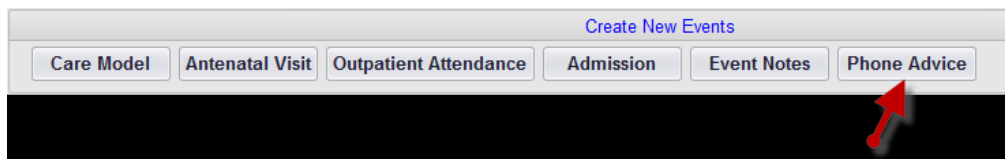
Time - Default is current time.

Entered By - Defaults to the User currently logged on.

BMI - Will automatically update when Weight is entered

Include this event on printed reports ? - Set this to **No** if this entry is to be suppressed from printed reports.

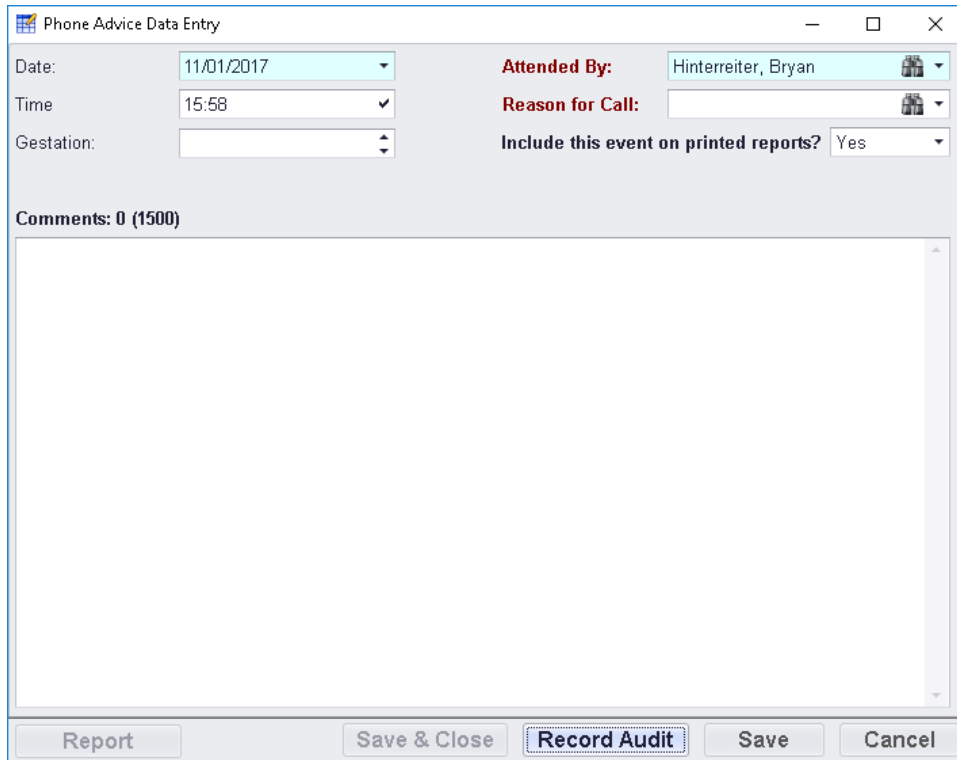
Phone Advice



To **Create a new Phone Advice**, click the Event Note button in the *Create New Events* frame, to display the Phone Advice Data Entry screen thus :

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The screenshot shows a web application window titled "Phone Advice Data Entry". It contains several input fields and buttons. On the left, there are three fields: "Date:" with a value of "11/01/2017", "Time" with a value of "15:58", and "Gestation:" which is empty. On the right, there are three fields: "Attended By:" with a value of "Hinterreiter, Bryan", "Reason for Call:" which is empty, and "Include this event on printed reports?" with a value of "Yes". Below these fields is a large text area labeled "Comments: 0 (1500)". At the bottom of the window are five buttons: "Report", "Save & Close", "Record Audit", "Save", and "Cancel".

- Date** - [Mandatory field](#). Default is Today. Click the drop-down to select another [date](#) from the calendar.
- Time** - Default is current time.
- Gestation** - Default Gestation is calculated if EBD is present. Can be adjusted as required.
- Attended By** - Defaults to the User currently logged on.
- Reason for call** - Mandatory field. Select a value from the drop-down list, or lookup.
- Include this event on printed reports ?** - Set this to **No** if this entry is to be suppressed from printed reports.

Past Pregnancy

Click **Past Pregnancy** on the navigation bar to display the Past Pregnancy Grid screen. This screen provides a summary listing of any Past Pregnancies recorded for this episode.

You may customize the grid display by :

- dragging columns to different positions
- sorting the list by clicking on the column header
- filter the list by selecting the required criteria

Note - some custom adjustments are saved to your User Profile.

Antenatal Assessment - Past Pregnancy

Gravida: Parity:
 T P A L

Past Pregnancy													
	Year	Month	Gest	Plurality	Baby Num	Outcome	Birth Type	Gender	Weight	Feeding	Birth Place	Deceased	Print
1	1994	12	40	Singleton	1	Livebirth	Vacuum Extraction		0			No	Yes
2	2000	11	12	Singleton	1	Abortion - Spontaneous			0			No	Yes
3	2001	1	5	Singleton	1	Abortion - Spontaneous			0			No	Yes
4	2002	9	37	Singleton	1	Livebirth	Normal Vaginal		3785			No	Yes
5	2005	4	39	Singleton	1	Livebirth	Normal Vaginal	Female	3520	Breast	Dandenong Hospital	No	Yes

Use arrows to re-order pregnancies

To **Open an Existing Past Pregnancy**, double click the entry required in the grid display, or highlight it and click the **Edit** button.

To re-order a Past Pregnancy in the Grid, click on the line to be moved.



Click the active arrows until the desired order is achieved.

Add

To **Create a new Past Pregnancy**, click the **Add** button.

Close Record

- Closes the record. You will be prompted to Save as required.

Go to Current Episode

- Will return to the most recent record for the patient.

Open Episode

- If a valid record is highlighted in the grid, clicking this button will take you to the chosen record.

ATTENTION! THIS IS A PAST PREGNANCY RECORD

- Will be shown at the top of the screen if the record shown is not the most recent.

Past Pregnancy Data Entry screen :

All [Mandatory fields](#) must be completed to be able to <Save> the entry.

Seq No - Display only field - the sequence number is allocated by the system.

Plurality - For multiple pregnancies, set the appropriate Plurality. This will result in a Baby n of n entry screens being created.

Outcome - Conditional field. Where the outcome is not Livebirth, subsequent fields will be de-activated.

Birth Weight - Field value is kgs, however you may enter the value in lbs, and it will be converted to kgs.

Include this pregnancy on printed reports ? - Set this to **No** if this pregnancy is to be suppressed from printed reports.

Other field types in this screen :

- [Drop-Down Options](#)
- [Multiple Value](#)

Screen Command buttons :

Record Audit

- Display the [Record Audit](#) window for this screen.

Save

- Saves changes to the record.

Cancel

- Cancel changes made in the screen.


Process notes :

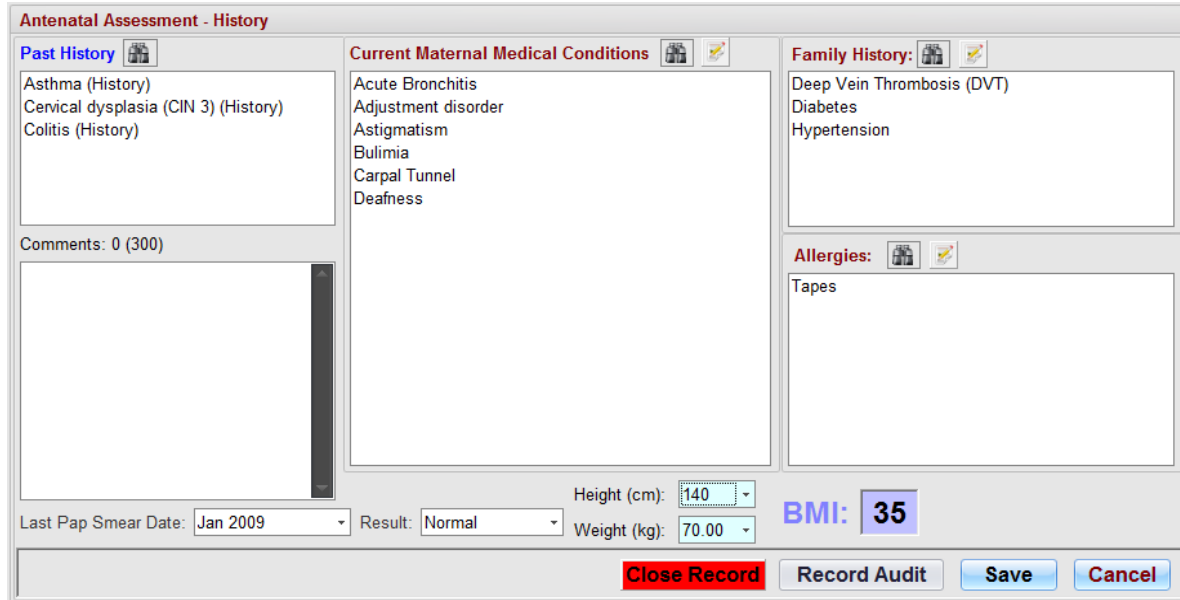
Past Pregnancy entries are automatically created for births that are recorded on the host system. These can be identified by the presence of the Baby URNO in the comments field.

The order of pregnancies is important. A number of critical reports (VPDC, ACHS etc.) utilize Past Pregnancy records and assume they are in order of occurrence.

The Past Pregnancy details provide the basis to calculate a default Gravida for new bookings, and the **TPAL** numbers in the Antenatal Assessment screen.

History

Click  on the navigation bar to display the History screen thus :



The screenshot shows the 'Antenatal Assessment - History' window. It is divided into three main sections: 'Past History', 'Current Maternal Medical Conditions', and 'Family History'. 'Past History' lists Asthma (History), Cervical dysplasia (CIN 3) (History), and Colitis (History). 'Current Maternal Medical Conditions' lists Acute Bronchitis, Adjustment disorder, Astigmatism, Bulimia, Carpal Tunnel, and Deafness. 'Family History' lists Deep Vein Thrombosis (DVT), Diabetes, and Hypertension. Below these sections is a 'Comments' area with a text box and a scroll bar, labeled 'Comments: 0 (300)'. At the bottom, there are input fields for 'Last Pap Smear Date' (set to Jan 2009), 'Result' (set to Normal), 'Height (cm)' (set to 140), and 'Weight (kg)' (set to 70.00). The 'BMI' is displayed as 35. At the very bottom are four buttons: 'Close Record' (red), 'Record Audit' (blue), 'Save' (blue), and 'Cancel' (blue).

Last Pap Smear Date - A date may be entered from the calendar, but will be converted to a Mmm YYYY format.

BMI - Display only field. BMI is calculated by the system when the Height and Weight fields are completed.

Other field types in this screen :

- [Drop-Down Options](#)
- [Multiple Value](#)
- [Text Comments](#)
- [Mandatory Fields](#)

Screen Command buttons :

Close Record

- Closes the record. If changes have been made you will be prompted to Save as required.

Record Audit

- Display the [Record Audit](#) window for this screen.

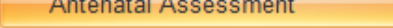
Save

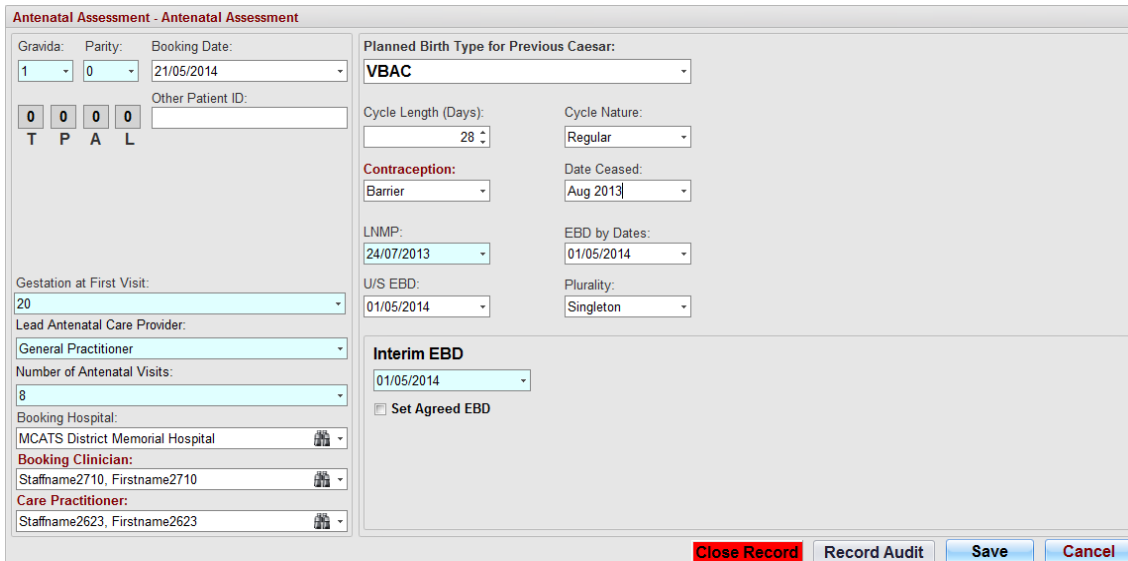
- Saves changes to the record.

Cancel

- Cancel changes made in the screen.

Antenatal Assessment

Click  on the navigation bar to display the Antenatal Assessment screen thus :



Antenatal Assessment - Antenatal Assessment

Gravida: 1 Parity: 0 Booking Date: 21/05/2014
 Planned Birth Type for Previous Caesar: VBAC
 Cycle Length (Days): 28 Cycle Nature: Regular
 Contraception: Barrier Date Ceased: Aug 2013
 LNMP: 24/07/2013 EBD by Dates: 01/05/2014
 U/S EBD: 01/05/2014 Plurality: Singleton
 Interim EBD: 01/05/2014
☐ Set Agreed EBD
 Close Record Record Audit Save Cancel

Gravida - Default value is calculated from the Past Pregnancy details, however this can be adjusted as required.

T P A L - Display only fields. Calculated by the system from Past Pregnancy details.

T = Term Pregnancies
P = Premature
A = Abortions
L = Living children

Contraception Ceased Date - A date may be entered from the calendar, but will be converted to a Mmm YYYY format.

Plurality - Determines the number of Baby records required in a [multiple pregnancy](#).

LNMP - [Date field](#), or *Unknown*. Click the drop-down to select available responses.

Interim EBD - Default EBD is calculated when the field is blank, and a valid LNMP date is present.

Set Agreed EBD - Click to set the Agreed EBD. Screen heading changes from Interim EBD to Agreed EBD.

Other field types in this screen :

- [Drop-Down Options](#)
- [Multiple Value](#)
- [Text Comments](#)
- [Mandatory Fields](#)

Screen Command buttons :

Close Record

- Closes the record. If changes have been made you will be prompted to Save as required.

Record Audit

- Display the [Record Audit](#) window for this screen.

Save

- Saves changes to the record.

Cancel

- Cancel changes made in the screen.

Physical Check

Click **Physical Check** on the navigation bar to display the Medical Check screen thus :

Antenatal Assessment - Physical Check

	Not Checked	Checked NAD	Variance	
Teeth and Gums	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Not Checked
Heart	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Not Checked
Breasts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Not Checked
Abdomen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Not Checked
Chest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Not Checked
Pelvis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Not Checked
Periphery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Not Checked
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Not Checked

Height (cm): Weight (kg): BMI:

Close Record **Record Audit** **Save** **Cancel**

BMI - Display only field. BMI is calculated by the system when the Height and Weight fields are completed.

Check the responses against each criteria as required.

Where a *variance* is checked, the associated comment field becomes active, and is [Mandatory](#). A text response is required for each Variance.

Other field types in this screen :

- [Drop-Down Options](#)

Screen Command buttons :

Close Record

- Closes the record. If changes have been made you will be prompted to Save as required.

Record Audit

- Display the [Record Audit](#) window for this screen.

Save

- Saves changes to the record.

Cancel

- Cancel changes made in the screen.

Substance Use

Click **Substance Use** on the navigation bar to display the Substance Use screen thus :

Substance Use - Mandatory, Multiple Value field. Selected responses will activate other fields in this screen.

Ave Number smoked per day - Conditional field. Smoking (Tobacco Use) must be present in the Substance Use field.

Ave Standard drinks per week - Conditional field. Alcohol must be present in the Substance Use field.

Quit Information/Discussion - Conditional field. Smoking (Tobacco Use) must be present in the Substance Use field.

Question again before 20 weeks - Conditional field. Smoking (Tobacco Use) must be present in the Substance Use field. Gestation must be > 20 weeks.

Other field types in this screen :

- [Drop-Down Options](#)
- [Multiple Value](#)
- [Mandatory Fields](#)

Screen Command buttons :

Close Record

- Closes the record. If changes have been made you will be prompted to Save as required.

Record Audit

- Display the [Record Audit](#) window for this screen.

Save

- Saves changes to the record.

Cancel

- Cancel changes made in the screen.

Investigations

Click **Investigations** on the navigation bar to display the Investigations screen thus :

Check the responses against each radar button as required.

- Blood Group** - Optional field. A Negative Blood Group will trigger the RPAAD group of fields.
- Suitable for RPAAD ?** - Optional field. Becomes mandatory if Blood Group is negative. Default is **No**. A **Yes** response in this field will activate the associated RPAAD tracking fields.
- Comments** - Default prompts for 1st and 2nd Trimester Screening Test details.

Other field types in this screen :

- [Drop-Down Options](#)
- [Text Comments](#)
- [Mandatory Fields](#)

Screen Command buttons :

Close Record

- Closes the record. If changes have been made you will be prompted to Save as required.

Record Audit

- Display the [Record Audit](#) window for this screen.


Save

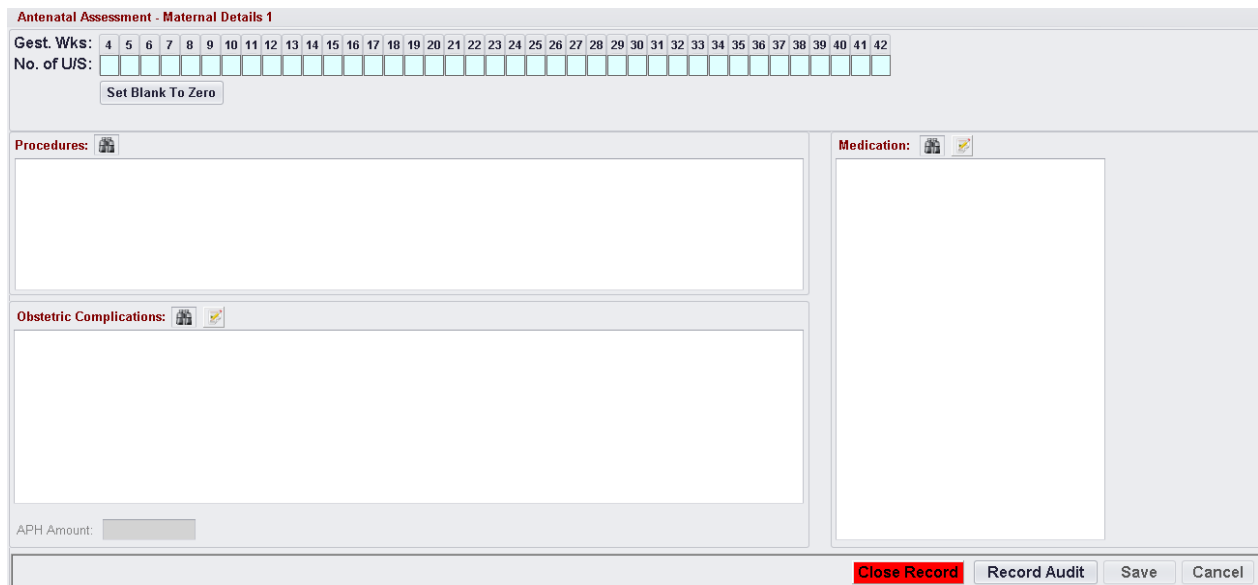
- Saves changes to the record.

Cancel

- Cancel changes made in the screen.

Maternal Details 1

Click  on the navigation bar to display the Maternal Details 1 screen thus :



Gest. Wks - Display only.

No. of U/S - Click on the value associated with the Gestation Weeks, and select the number of Ultrasounds from the drop-down list.

APH Amount - Conditional field. Activates when any "APH" condition is present in the Obstetric Complications field.



- Will set all blank fields in No. of U/S to 0

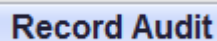
Other field types in this screen :

- [Multiple Value](#)
- [Text Comments](#)
- [Mandatory Fields](#)

Screen Command buttons :



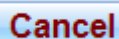
- Closes the record. If changes have been made you will be prompted to Save as required.



- Display the [Record Audit](#) window for this screen.

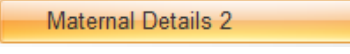


- Saves changes to the record.



- Cancel changes made in the screen.

Maternal Details 2

Click  on the navigation bar to display the Maternal Details 2 screen thus :

Antenatal Assessment - Maternal Details 2

Date of Interview:	<input type="text"/>	Ethnicity:	<input type="text"/>
Mother's Aboriginal Status:	<input type="text" value="Non Aboriginal"/>	Preferred Name:	<input type="text"/>
Father's Aboriginal Status:	<input type="text"/>	Partner's Name:	<input type="text"/>
Baby's Aboriginal Status:	<input type="text"/>	Present at Interview:	<input type="text"/>
Preferred Language:	<input type="text"/>	Partner's Work:	<input type="text"/>
Spoken English Proficiency:	<input type="text"/>	Intended Feeding:	<input type="text"/>
Interpreter Required:	<input type="text"/>	Special Diet:	<input type="text"/>
Patient's Work:	<input type="text"/>	Antenatal Classes:	<input type="text"/>
Year of Arrival to Australia:	<input type="text"/>	Oral Health Assessed:	<input type="text"/>
Stay Intent:	<input type="text"/>	Dental Health Referral:	<input type="text"/>

Maternal Details Comments: 0 (250)

Mother's Indigenous Status

- Mandatory field. Select from the options in the drop-down list.

Year of Arrival to Australia

- Active if the patients birth place is outside of Australia

Stay Intent

- Will activate if Year of Arrival to Australia is 1 or more years prior to the current year.

Other field types in this screen :

- [Text Comments](#)
- [Mandatory Fields](#)
- [Drop-Down Options](#)

Screen Command buttons :

Close Record

- Closes the record. If changes have been made you will be prompted to Save as required.

Record Audit

- Display the [Record Audit](#) window for this screen.

Save

- Saves changes to the record.

Cancel

- Cancel changes made in the screen.

Psychosocial Assessment

Click **Psychosocial Assessment** on the navigation bar to display the Risk Assessment screen thus :

Note: previously named - Risk Assessment

This is an optional screen for collection of specific Risk Assessment information as required.
Not required for Statutory reporting.

Domestic Violence - Field maybe hidden. Dependant on the value entered in Maternal Details 2 screen, *Present at Interview* field.

Social Work Referral - Default is inactive. Activated when a response is present in *Domestic Violence* field.

Edinburgh Score - Optional fields.

Other field types in this screen :

- [Multiple Value](#)
- [Text Comments](#)
- [Mandatory Fields](#)
- [Drop-Down Options](#)

Screen Command buttons :

Close Record

- Closes the record. If changes have been made you will be prompted to Save as required.

Record Audit

- Display the [Record Audit](#) window for this screen.

Save

- Saves changes to the record.

Cancel

- Cancel changes made in the screen.

Psychosocial Factors

Click **Psychosocial Factors** on the navigation bar to display the Risk Factors screen thus :

Antenatal Assessment - Risk Factors

AN SCORE: 3

Antenatal Questionnaire (11 of 19)

- ☒ Age less than 20 years
- ☐ Antenatal depression (EPDS > 9)
- ☐ Born overseas of NESB, in Aust < 3 years and limited English
- ☐ Domestic violence (including emotional abuse)
- ☒ Financial Difficulties
- ☐ History of PND
- ☐ Intellectual disability
- ☐ Late/Limited antenatal care (not started till third trimester)
- ☐ Limited supports (MSSS < 24)
- ☐ Other children removed from care
- ☒ Other psychological/psychiatric history
- ☒ **Physical disability that may impact on ability to parent**
- ☐ Poor relationship with parents in childhood
- ☐ Recent significant (as perceived by pt) stressful life events
- ☐ Relationship problems
- ☐ Significant (as perceived by pt) childhood abuse
- ☐ Single parent (ie no live-in partner)
- ☐ Substance abuse (drugs or excess alcohol) this pregnancy
- ☐ Unwanted pregnancy (after 20 weeks)

Any Issues managed by another professional: Social Worker

Permission to send copies of information to Patient's Doctor? Yes

Name of Doctor: Hintenburger, Heimlich

Risk Assessment Midwife: Brown, Donna

Social Work Intervention OFFER: Not Relevant (Score less than 4)

Social Work Intervention REFERRAL: Not Relevant (Score less than 4)

Social Worker:

Date Received Referral:

Close Record **Record Audit** **Save** **Cancel**

Note: previously named - Risk Factors

This is an optional screen for collection of specific Risk Assessment information as required.
Not required for Statutory reporting.

AN Score - Display field only. Dynamically calculated by the system from criteria selected in the *Antenatal Questionnaire* field.

Antenatal Questionnaire - Select responses by clicking the checkbox for each as required.

Other field types in this screen :

- [Multiple Value](#)
- [Text Comments](#)
- [Mandatory Fields](#)
- [Drop-Down Options](#)

Screen Command buttons :

Close Record

- Closes the record. If changes have been made you will be prompted to Save as required.

Record Audit

- Display the [Record Audit](#) window for this screen.

Save

- Saves changes to the record.

Cancel

- Cancel changes made in the screen.

Psychosocial notes

Click **Psychosocial Notes** on the navigation bar to display the History screen thus :

Antenatal Assessment - Psychosocial Notes

Date	Time	Author	Notes
11/01/2017	16:33	cccc cccc	notes written here
11/01/2017	16:33	cccc cccc	More notes here

Add **Edit** **Close Record** **Record Audit** **Save** **Cancel**

Add

- Click this button to add a new note.

Upon selecting add, a new form opens:

Psychosocial Note Data Entry Screen

Note Date: 11/01/2017

Note Time: 16:34

Note Author: [User Icon]

Notes:

Save & Close **Record Audit** **Save** **Cancel**

Other field types in this screen :

- [Drop-Down Options](#)
- [Multiple Value](#)
- [Text Comments](#)
- [Mandatory Fields](#)

Screen Command buttons :

Close Record

- Closes the record. If changes have been made you will be prompted to Save as required.

Record Audit

- Display the [Record Audit](#) window for this screen.


Save

- Saves changes to the record.

Cancel

- Cancel changes made in the screen.

Management Plan

Click  on the navigation bar to display the Management Plan screen thus :

Antenatal Assessment - Management Plan

> Antenatal

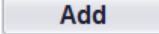
Entry Date	Pathway	Notes	Status	Clinician
> 22/05/2014		Antenatal notes are written here	Current	Bryan Hinterreiter
17/05/2014		99	Deleted	Bryan Hinterreiter
15/05/2014	Red	vvv	Current	Bryan Hinterreiter
15/05/2014	Green	whatheppen	Deleted	Bryan Hinterreiter
14/05/2014	Red	gj	Resolved	Bryan Hinterreiter

Intrapartum

Entry Date	Pathway	Notes	Status	Clinician
> 22/05/2014	Schwarz	intra stuff	Current	Bryan Hinterreiter
22/05/2014	Red	Intrapartum notes are written here	Current	Bryan Hinterreiter

Postpartum

Entry Date	Pathway	Notes	Status	Clinician
> 22/05/2014	Red	Postpartum notes written here	Current	Bryan Hinterreiter
07/05/2014		Notes are written here	Current	Bryan Hinterreiter

To **add an entry** to the plan click the  button, a data entry screen will open, thus:

Management Plan Data Entry

Episode Phase:

Entry Date: 11/01/2017

Pathway:

Clinician: Hinterreiter, Bryan

Status: Current

Private: ☐ Yes ☐ No

Notes: 0 (300)

Episode Phase - Mandatory field [Drop-Down Options](#) Antenatal, Intrapartum or Postpartum. Entry will be placed in the grid accordingly.

Entry Date - Mandatory Date field, Defaulted to the current date or select a date from the calendar.

Pathway - [Drop-Down Options](#) As per the Management Plan reference file. Non Mandatory.

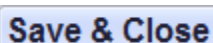
Clinician - Mandatory field, Defaulted to the currently logged in user.

Status - Mandatory field, Defaulted to Current or select from the [Drop-Down Options](#)

Notes - Mandatory field, Free text 300 character limit.

Private - Selecting 'yes' will mark the entry as private and will not be displayed on reports or the antenatal summary

Screen Command buttons :



- Save changes made and closes the screen.

Show All

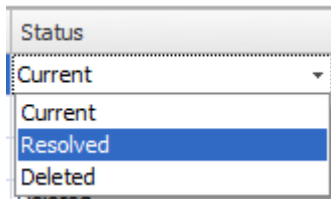
'private'

- If button shows as red, upon selection will show all entries that have been marked as

Management Plan

[Drop-Down Options](#), thus:

- Grid view, items are to be managed via the status column, clicking on the status will open



Current
Resolved
Deleted

- Entry will remain as normal.
- Entry will become greyed.
- Entry will be struck-out.

To **Open an Existing item**, double click the entry required in the grid display to open a read only data screen.

Booking Registration Notes

Click the button to open a free text screen containing:

- Management Plan notes entered in pre grid view Management Plans for the current patient.
- Comments from the Booking Registration 2 form (Monash Health users only)

Management Plan Screen Command buttons :

Close Record

- Closes the record. If changes have been made you will be prompted to Save as required.

Record Audit

- Display the [Record Audit](#) window for this screen.

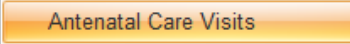
Save

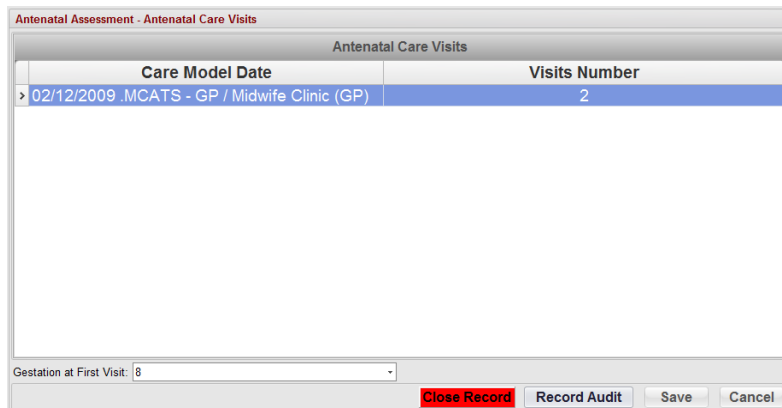
- Saves changes to the record.

Cancel

- Cancel changes made in the screen.

Antenatal Care Visits (where enabled)

Click  on the navigation bar to display the Antenatal Care Visits screen thus :



The screenshot shows the 'Antenatal Care Visits' window. At the top, it says 'Antenatal Assessment - Antenatal Care Visits'. Below that is a table with two columns: 'Care Model Date' and 'Visits Number'. The first row shows '02/12/2009 .MCATS - GP / Midwife Clinic (GP)' and '2'. Below the table is a 'Gestation at First Visit' field with a dropdown menu showing '8'. At the bottom are four buttons: 'Close Record' (red), 'Record Audit' (blue), 'Save' (grey), and 'Cancel' (grey).

Care Model Date	Visits Number
02/12/2009 .MCATS - GP / Midwife Clinic (GP)	2

Gestation at First Visit: 8

Close Record Record Audit Save Cancel

The list of *Care Model and Dates* are displayed automatically.

Visits Number - Enter the number of Visits for each Care Model listed.

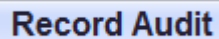
Gestation at First Visit - Enter the number of weeks.

As of 2015, values in this screen are no longer used to determine the *Lead Antenatal Care Provider* for VPDC reporting. Please report the total number in Antenatal Assessment instead.

Screen Command buttons :



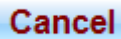
- Closes the record. If changes have been made you will be prompted to Save as required.



- Display the [Record Audit](#) window for this screen.



- Saves changes to the record.

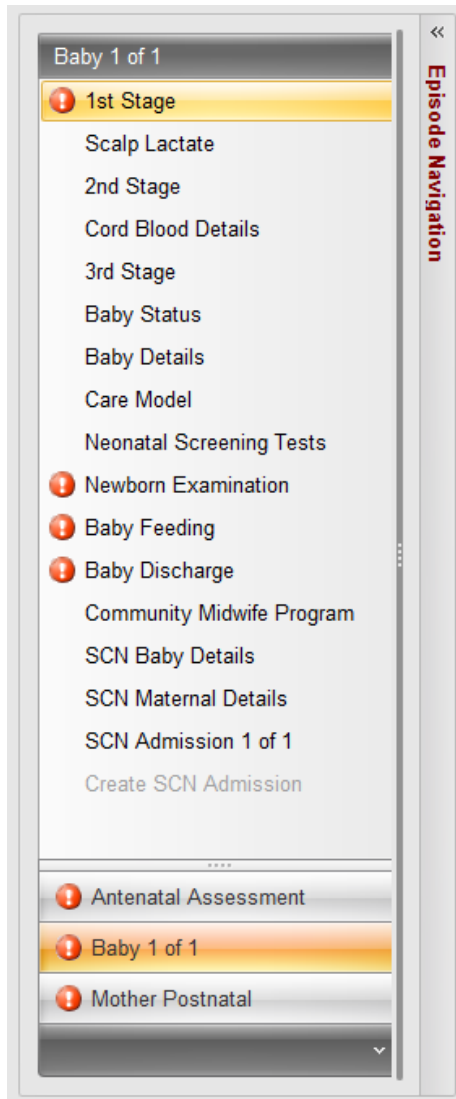


- Cancel changes made in the screen.


Baby n of n (NavBar)

This section describes the screens in the Baby n of n NavBar sub-menu.

The default menu is Baby 1 of 1. where Plurality is set to indicate a [Multiple Pregnancy](#) in this episode, the menu will expand to Baby *n* of *plurality*.



1st Stage

Click  on the navigation bar to display the 1st Stage screen thus :

Admit Source - Selected responses will trigger the associated *Hospital* field.

Hospital - Conditional field. Activated by selected (transfer type) responses in the *Admit Source* field.

Account Class - May default to a predetermined value defined by the System Administrator.

Onset of Labour - Trigger field. *Induction Details* & *Augmentation* fields are controlled by selected responses in this field.

Onset Date - [Date field](#), or *Unknown, No Labour*. Click the drop-down to select available responses.

Onset Time - [Time field](#), or *Unknown*. Click the drop-down to select available responses.

Hindwater Leak Date - [Date field](#), or *Unknown, < > 18 hours*. Click the drop-down to select available responses.

Hindwater Leak Time - [Time field](#), or *Unknown*. Click the drop-down to select available responses.

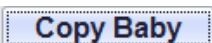
Membranes Ruptured Date - [Date field](#), or *Unknown, < > 18 hours*. Click the drop-down to select available responses.

Membranes Ruptured Time - [Time field](#), or *Unknown*. Click the drop-down to select available responses.

Augmentation - Conditional field. Inactive when *Induction* details are present.

Induction Details - Conditional fields. Activated by *Onset of Labour* set to Induced.

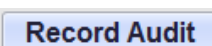
Screen Command buttons :



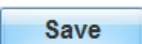
- Active only when this episode is a [multiple birth](#).



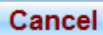
- Closes the record. If changes have been made you will be prompted to Save as required.



- Display the [Record Audit](#) window for this screen.

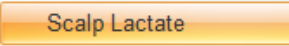


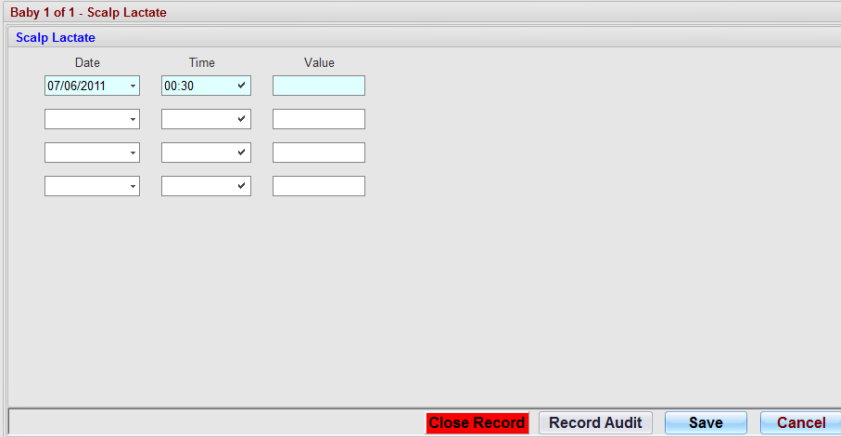
- Saves changes to the record.



- Cancel changes made in the screen.


Scalp Lactate

Click  on the navigation bar to display the Scalp Lactate screen thus :



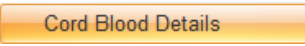
The screenshot shows the 'Scalp Lactate' screen for 'Baby 1 of 1'. It features a table with columns for Date, Time, and Value. The Date field is set to 07/06/2011, and the Time field is set to 00:30. There are three empty rows for data entry. At the bottom, there are buttons for 'Close Record', 'Record Audit', 'Save', and 'Cancel'.

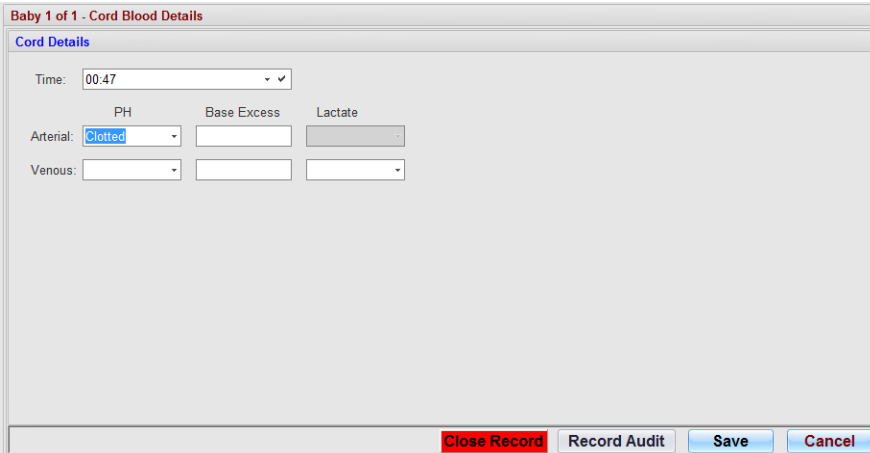
Date - [Date field](#). Click the drop-down to select from calendar.

Time - [Time field](#). Click the  to default the current time.

Value - Enter a valid range.

Cord Blood Details

Click  on the navigation bar to display the Cord Blood screen thus :



The screenshot shows the 'Cord Blood Details' screen for 'Baby 1 of 1'. It features a 'Time' field set to 00:47. Below it, there are sections for 'Arterial' and 'Venous' blood gas analysis. Each section has fields for PH, Base Excess, and Lactate. The 'Arterial' PH field is set to 'Clotted'. At the bottom, there are buttons for 'Close Record', 'Record Audit', 'Save', and 'Cancel'.

Time - [Time field](#), or *Not Performed, Unable to obtain Specimen*. Click the drop-down to select available responses.

PH - Enter a valid range, or *Clotted*. Click the drop-down to select available responses.

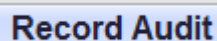
Base Excess - Enter a valid range.

Lactate - Conditional. Inactive if PH value is Clotted. Enter a valid range.

Screen Command buttons :



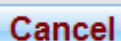
- Closes the record. If changes have been made you will be prompted to Save as required.



- Display the [Record Audit](#) window for this screen.



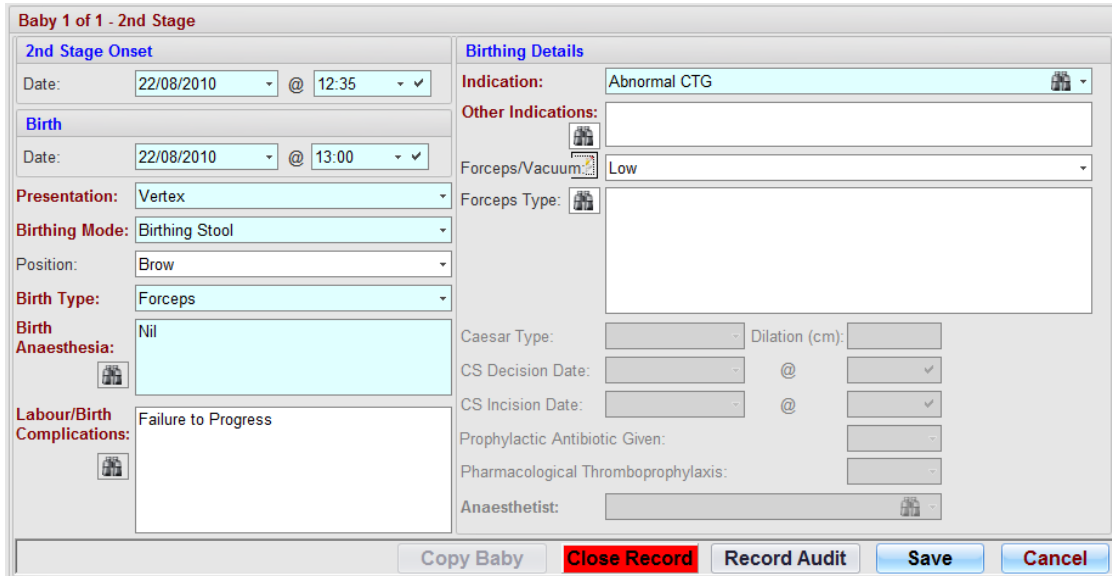
- Saves changes to the record.



- Cancel changes made in the screen.

2nd Stage

Click  on the navigation bar to display the 2nd Stage screen thus :



Baby 1 of 1 - 2nd Stage

2nd Stage Onset
 Date: 22/08/2010 @ 12:35

Birth
 Date: 22/08/2010 @ 13:00

Presentation: Vertex

Birth Mode: Birthing Stool

Position: Brow

Birth Type: Forceps

Birth Anaesthesia: Nil

Labour/Birth Complications: Failure to Progress

Birthing Details

Indication: Abnormal CTG

Other Indications:

Forceps/Vacuum: Low

Forceps Type:

Caesar Type: Dilation (cm):

CS Decision Date: @

CS Incision Date: @

Prophylactic Antibiotic Given:

Pharmacological Thromboprophylaxis:

Anaesthetist:

Buttons: Copy Baby, Close Record, Record Audit, Save, Cancel

2nd Stage Onset Date - [Date field](#). Click the drop-down to select available responses. Default value for No Labour.

2nd Stage Onset Time - [Time field](#), or *Unknown*. Click the drop-down to select available responses.

Birth Date - [Date field](#). Click the drop-down to select available responses.

Birth Time - [Time field](#), or *Unknown*. Click the drop-down to select available responses.

Birth Type - Trigger field. Controls fields in the Birthing Details section.

Birthing Details Group - Conditional fields. Activated by *Birth Type*.

Other field types in this screen :

- [Drop-Down Options](#)
- [Multiple Value](#)
- [Text Comments](#)
- [Mandatory Fields](#)

Screen Command buttons :

Copy Baby

- Active only when this episode is a [multiple birth](#).

Close Record

- Closes the record. If changes have been made you will be prompted to Save as required.

Record Audit

- Display the [Record Audit](#) window for this screen.

Save

- Saves changes to the record.

Cancel

- Cancel changes made in the screen.

3rd Stage

Click  on the navigation bar to display the 3rd Stage screen thus :

End of 3rd Stage Date - [Date field](#). Click the drop-down to select from the calendar.

End of 3rd Stage Time - [Time field](#), or *Unknown*. Click the drop-down to select available responses.

Mode of Delivery - Trigger field. Controls 3rd Stage Anaesthesia fields.

3rd Stage Anaesthetist - Conditional field. Activated by selected responses in Placenta *Mode of Delivery* field.

3rd Stage Anaesthesia - Conditional field. Activated by selected responses in Placenta *Mode of Delivery* field.

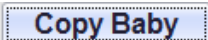
Blood Loss Unknown - Conditional field. Activated if *Blood Loss* is zero.

Post Partum Hb Level <80g/l - Conditional field. Activated if *Blood Loss* is <1000 and *Transfusion Units* is > zero.

Other field types in this screen :

- [Drop-Down Options](#)
- [Multiple Value](#)
- [Text Comments](#)
- [Mandatory Fields](#)

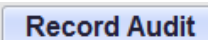
Screen Command buttons :



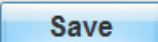
- Active only when this episode is a [multiple birth](#).



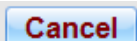
- Closes the record. If changes have been made you will be prompted to Save as required.



- Display the [Record Audit](#) window for this screen.



- Saves changes to the record.



- Cancel changes made in the screen.

Baby Status

Click  on the navigation bar to display the Baby Status screen thus :

Birth Place - Trigger field. Controls *Specify Where* & *Intended Place of Birth* fields.

Specify Where - Conditional field. Activated by selected responses in *Birth Place* field.

Was this the Intended Place of Birth ? - Trigger field. Controls *Intended Place of Birth* fields.

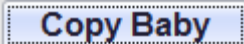
- If set to "Yes", all *Intended Place of Birth* fields are inactive.
- If set to "No", all *Intended Place of Birth* fields are active.

Birth Status - Trigger field. If NOT Liveborn, causes subsequent Baby related fields to adopt default values and become inactive.

Other field types in this screen :

- [Drop-Down Options](#)
- [Multiple Value](#)
- [Mandatory Fields](#)

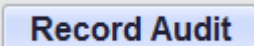
Screen Command buttons :



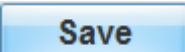
- Active only when this episode is a [multiple birth](#).



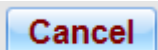
- Closes the record. If changes have been made you will be prompted to Save as required.



- Display the [Record Audit](#) window for this screen.



- Saves changes to the record.



- Cancel changes made in the screen.

Baby Details

Click **Baby Details** on the navigation bar to display the Baby Details screen thus :

NB - Where the *Baby Status* is Stillborn, fields on this screen will adopt default values, and are inactive.

Birth Weight - Enter a weight in kgs, or *Not Given*. Click the drop-down to select available responses.

Hep B Vaccination Date - [Date field](#), or *Declined*, *Not Given*. Click the drop-down to select available responses.

Hep B Vaccination Time - [Time field](#). Active if *Hep B Vaccination Date* is entered.

Immunoglobulin Date - [Date field](#), or *Declined*, *Not Given*, *Not Required*.

Immunoglobulin Time - [Time field](#). Active if *Immunoglobulin Date* is entered.

Hearing Test Date - [Date field](#), or *Declined*, *Outpatient TBA*, *Not Done*.

Hearing Test Result - Active if *Hearing Test Date* is entered. Select response from drop-down list.

Vitamin K Date - [Date field](#), or *Declined*, *Not Given*. Click the drop-down to select available responses.

Vitamin K Dosage/Route - [Time field](#). Active if *Konakion Date* is entered.

Other field types in this screen :

- [Drop-Down Options](#)
- [Multiple Value](#)
- [Mandatory Fields](#)

Screen Command buttons :

Copy Baby

- Active only when this episode is a [multiple birth](#).

Close Record

- Closes the record. If changes have been made you will be prompted to Save as required.

Record Audit

- Display the [Record Audit](#) window for this screen.

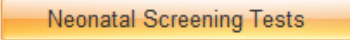
Save

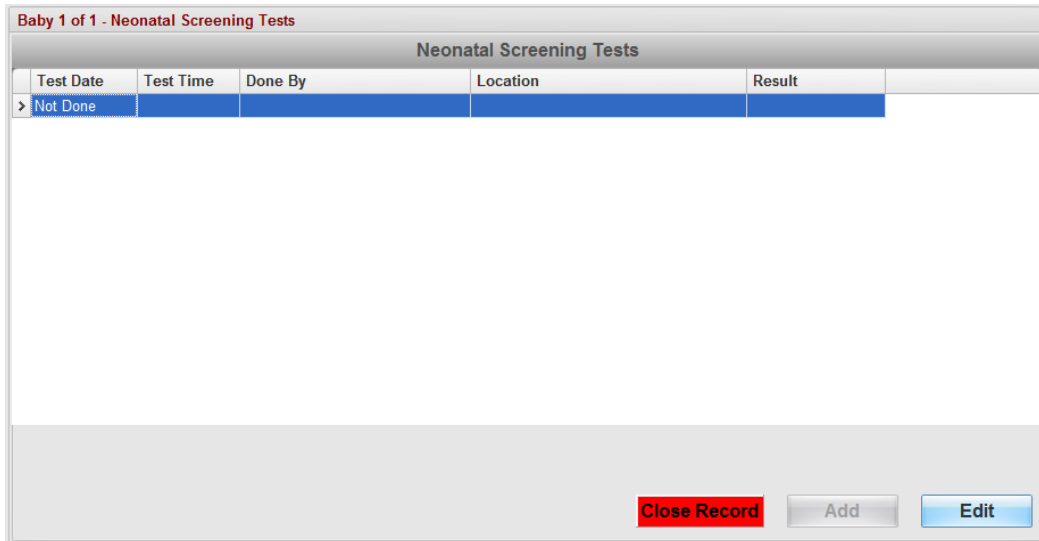
- Saves changes to the record.

Cancel

- Cancel changes made in the screen.


Neonatal Screening Tests


Click  on the navigation bar to display the Neonatal Screening Tests screen thus :



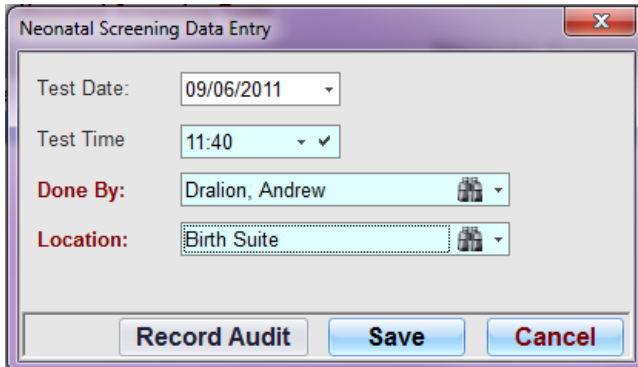
Test Date	Test Time	Done By	Location	Result
> Not Done				

NB - Where the *Baby Status* is Stillborn, fields on this screen will adopt default values, and are inactive.
For a Newborn, the screen displays a default of "Not Done".

To enter the details of the first test, double click the "Not Done" Entry, or click the  button.


To enter the details of additional tests, click the  button.

The Neonatal Screening data entry screen is displayed thus :



Multiple Tests can be recorded as required.

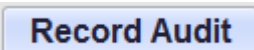
Test Date - [Date field](#), or *Declined, Not Done*. Click the drop-down to select available responses.

Test Time - [Time field](#), or *Unknown*. Click the drop-down to select available responses, or click  for the current time.

Other field types in this screen :

- [Drop-Down Options](#)
- [Mandatory Fields](#)

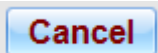
Screen Command buttons :



- Display the [Record Audit](#) window for this screen.

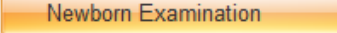


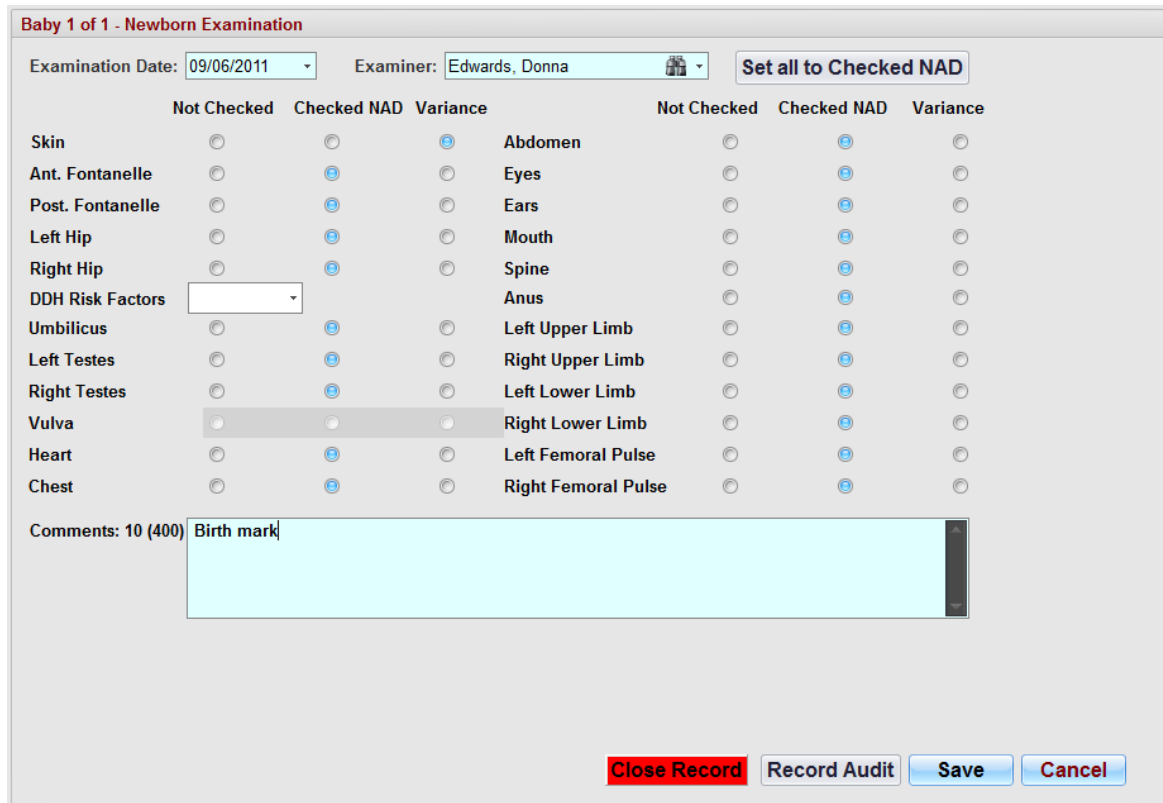
- Saves changes to the record.




- Cancel changes made in the screen.

Newborn Examination

Click  on the navigation bar to display the Newborn Examination screen thus :



Baby 1 of 1 - Newborn Examination

Examination Date: 09/06/2011 Examiner: Edwards, Donna  **Set all to Checked NAD**

	Not Checked	Checked NAD	Variance		Not Checked	Checked NAD	Variance
Skin	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Abdomen	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Ant. Fontanelle	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Eyes	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Post. Fontanelle	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Ears	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Left Hip	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Mouth	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Right Hip	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Spine	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
DDH Risk Factors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Anus	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Umbilicus	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Left Upper Limb	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Left Testes	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Right Upper Limb	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Right Testes	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Left Lower Limb	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Vulva	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Right Lower Limb	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Heart	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Left Femoral Pulse	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Chest	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Right Femoral Pulse	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

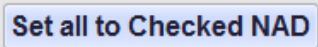
Comments: 10 (400) Birth mark

Close Record **Record Audit** **Save** **Cancel**

NB - Where the *Baby Status* is Stillborn, fields on this screen will adopt default values, and are inactive.

Examination Date - [Date field](#), or *Declined, Not Done*. Click the drop-down to select available responses.

Click individual criteria responses as required.

Click the  button, if all criteria have been examined and are NAD.

If any criteria have a *Variance* selected, the Comments field is activated and [Mandatory](#).

Other field types in this screen :

- [Drop-Down Options](#)
- [Multiple Value](#)
- [Mandatory Fields](#)

Screen Command buttons :

Close Record

- Closes the record. If changes have been made you will be prompted to Save as required.

Record Audit

- Display the [Record Audit](#) window for this screen.

Save

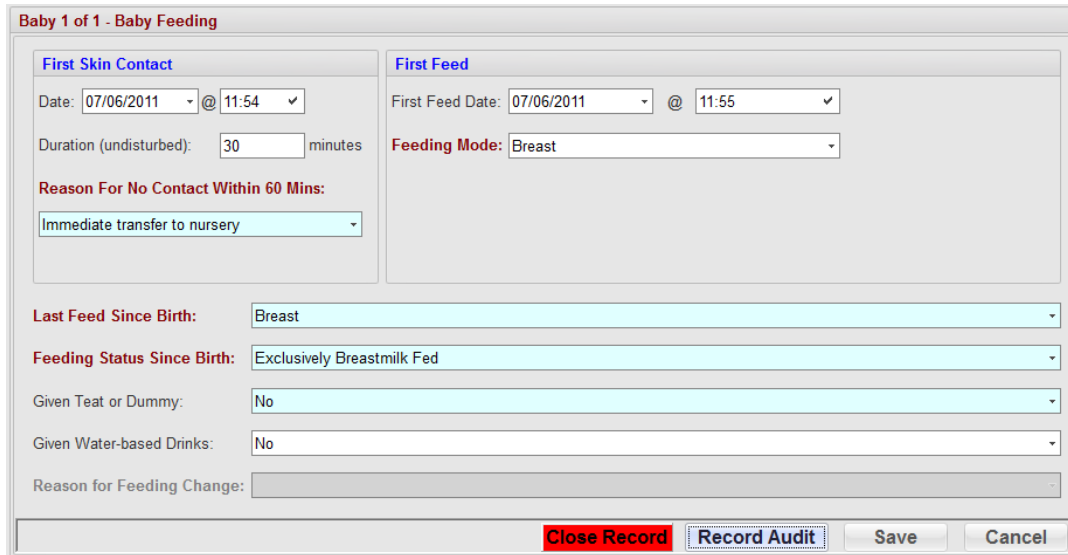
- Saves changes to the record.

Cancel

- Cancel changes made in the screen.

Baby Feeding

Click  on the navigation bar to display the Baby Feeding screen thus :



NB - Where the *Baby Status* is Stillborn, fields on this screen will adopt default values, and are inactive.

Reason for No Contact Within 60 minutes - Conditional field, activated if time from Birth to First Skin Contact is > 60 minutes.

Screen Command buttons :

Close Record

- Closes the record. If changes have been made you will be prompted to Save as required.

Record Audit

- Display the [Record Audit](#) window for this screen.

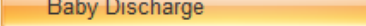
Save

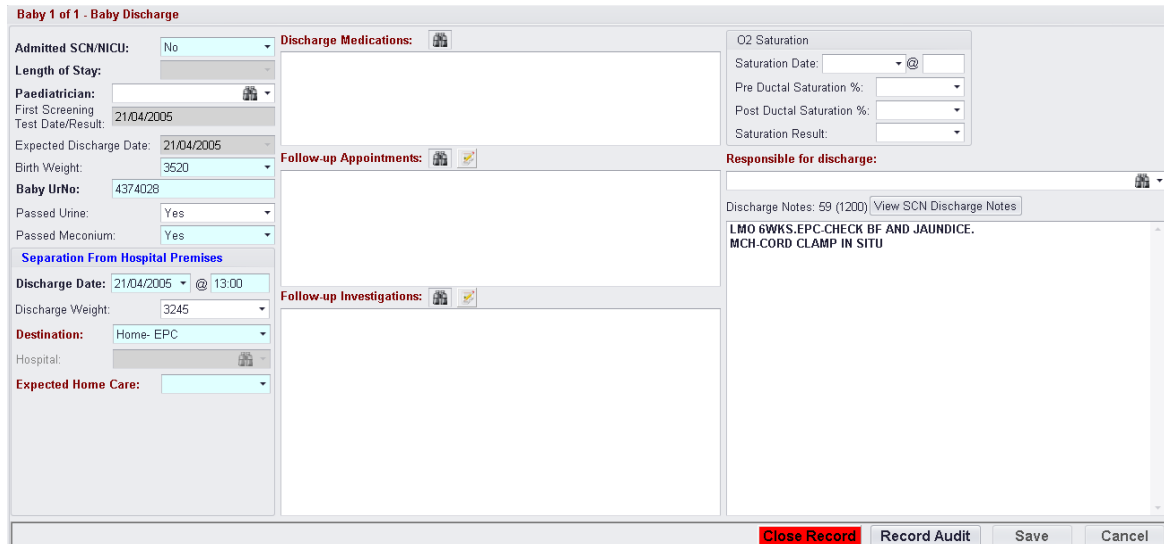
- Saves changes to the record.

Cancel

- Cancel changes made in the screen.

Baby Discharge

Click  on the navigation bar to display the Baby Discharge screen thus :



NB - Where the *Baby Status* is Stillborn, selected fields on this screen will adopt default values, and are inactive.

Birth Weight

- Enter a weight in kgs, or *Not Given*. Default from Baby Details screen.

Discharge Weight responses.

- Optional. Enter a weight in kgs, or *Not Given*. Click the drop-down to select available responses.

Destination

- Selected responses will trigger the associated *Hospital* field.

Hospital

Destination field.

- Conditional field. Activated by selected (transfer type) responses in the *Discharge*

Expected Home Care

- Mandatory field. The Home care type expected to be received by the patient.

Click the  button to view SCN discharge notes, if the baby was admitted to SCN.

Screen Command buttons :

Close Record

- Closes the record. If changes have been made you will be prompted to Save as required.

Record Audit

- Display the [Record Audit](#) window for this screen.

Save

- Saves changes to the record.

Cancel

- Cancel changes made in the screen.

Community Midwife Program

Click **Community Midwife Program** to display the Community Midwife Program screen thus :

Baby 1 of 1 - Community Midwife Program

Gravida: 5 Parity: 4

Birth Date: 22/08/2010

Birth Place: MCATS Hospital - BBA Other

Feeding On Discharge From Hospital: Breast

CMP Category: P/N Care of Mother Only

Total Consults

Phone: 0 At Home: 0

At Hospital: 0 Not At Home: 0

Main Problem:

Referrals

Mother: 0 Baby: 0

Readmit to Hospital

Mother: 0 Baby: 0

Discharge From CMP

Date:

Feeding on Discharge from CMP:

Reason for Change:

Total CMP/Outreach Visits: 0

Provider:

OutReach

Total Outreach: 0 Invoice Amount Paid: 0

Total Phone: 0 Invoice Amount Received: 0.00

Close Record **Record Audit** **Save** **Cancel**

NB - Where the *Baby Status* is Stillborn, selected fields on this screen will adopt default values, and are inactive.

This screen is used to enter summary details of DOM Visit(s).
Details from this screen are used to generate the AIMS reporting required by DoH.

Gravida, Parity, Birth Place, Feeding on Discharge - Display only fields.

- Enter a weight in kgs, or *Not Given*. Default from Baby Details screen.

Other field types in this screen :

- [Drop-Down Options](#)
- [Multiple Value](#)
- [Mandatory Fields](#)
- [Comments](#)

Screen Command buttons :

Close Record

- Closes the record. If changes have been made you will be prompted to Save as required.

Record Audit

- Display the [Record Audit](#) window for this screen.

Save

- Saves changes to the record.

Cancel

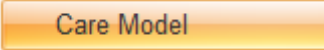
- Cancel changes made in the screen.

Mother Postnatal (NavBar)

This section describes the screens in the Mother Postnatal NavBar sub-menu.



Care Model

Click  on the navigation bar to display the Care Model screen.

Used to enter Post Partum changes in the Care Model.

Refer to Antenatal Events section, [Care Model](#) topic.

Postnatal

Click **Postnatal** on the navigation bar to display the Mother Postnatal screen thus :

Mother Postnatal - Postnatal

Postnatal Score: 0 **Postpartum Complications:** Breast Feeding Attachment Difficulties

Anti D: **Postnatal Medications:**

Hep B Status: Negative

Rubella: Not Required

Antenatal Influenza Vaccine:

Antenatal Pertussis Vaccine:

Postnatal Pertussis Vaccine:

Primary Blood Loss: 550 **Postnatal Procedures:**

☐ Blood Loss Unknown ☐ Blood Loss Weighed

Secondary Blood Loss: 0

Transfusion Units: 0

Required High Dependency Care: No

Prophylactic Antibiotic Given:

Pharmacological Thromboprophylaxis:

Close Record **Record Audit** **Save** **Cancel**

Antenatal Pertussis Vaccine - Mandatory, Received at any time this pregnancy or Not received for this pregnancy, will default to a value if populated in an Antenatal Visit Event

Postnatal Pertussis Vaccine - Mandatory, inactive if Antenatal Pertussis Vaccine is a positive response

Primary Blood Loss - Mandatory. Default value from 3rd Stage screen. May be updated here.

Blood Loss Unknown - Conditional field. Activated if *Primary Blood Loss* is zero.

Other field types in this screen :

- ☐ [Drop-Down Options](#)
- ☐ [Multiple Value](#)
- ☐ [Text Comments](#)
- ☐ [Mandatory Fields](#)

Screen Command buttons :

Close Record

- Closes the record. If changes have been made you will be prompted to Save as required.

Record Audit

- Display the [Record Audit](#) window for this screen.

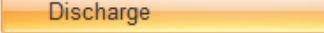
Save

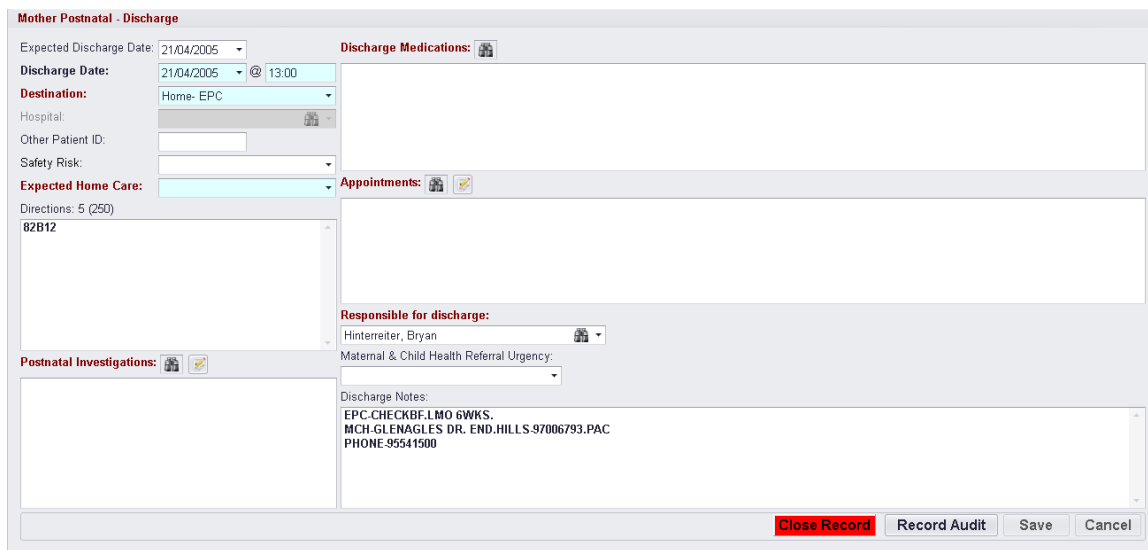
- Saves changes to the record.

Cancel

- Cancel changes made in the screen.

Discharge

Click  on the navigation bar to display the Mother Discharge screen thus :



The screenshot shows the 'Mother Postnatal - Discharge' form. It includes fields for 'Expected Discharge Date' (21/04/2005), 'Discharge Date' (21/04/2005 @ 13:00), 'Destination' (Home- EPC), 'Hospital', 'Other Patient ID', 'Safety Risk', 'Expected Home Care', 'Directions: 5 (250)' (82B12), 'Postnatal Investigations', 'Discharge Medications', 'Appointments', 'Responsible for discharge' (Hinterreiter, Bryan), 'Maternal & Child Health Referral Urgency', and 'Discharge Notes' (EPC-CHECKBF.LMO 6WKS. MCH-GLENAGLES DR. END.HILLS.97006793.PAC PHONE 95541500). At the bottom are buttons for 'Close Record', 'Record Audit', 'Save', and 'Cancel'.

- Destination** - Selected responses will trigger the associated *Hospital* field.
- Hospital** - Conditional field. Activated by selected (transfer type) responses in the *Discharge Destination* field.
- Expected Home Care** - Mandatory field. The Home care type expected to be received by the patient.

Other field types in this screen :

- [Drop-Down Options](#)
- [Multiple Value](#)
- [Mandatory Fields](#)
- [Comments](#)

Screen Command buttons :

Close Record

- Closes the record. If changes have been made you will be prompted to Save as required.

Record Audit

- Display the [Record Audit](#) window for this screen.


Save

- Saves changes to the record.

Cancel

- Cancel changes made in the screen.

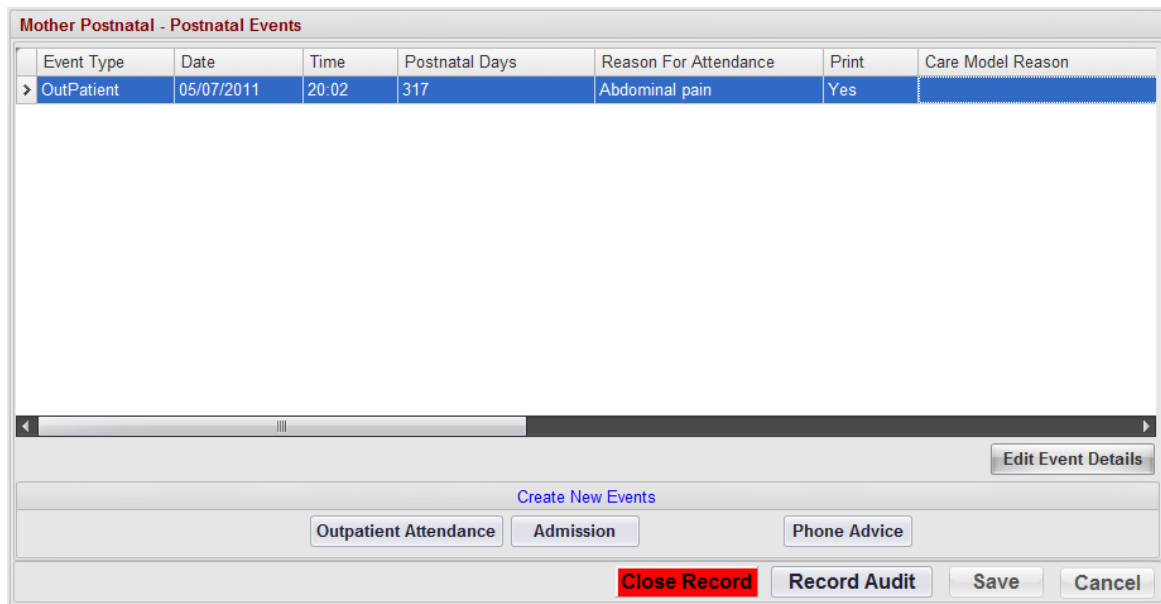
Postnatal Events

Click  on the navigation bar to display the Antenatal Events Grid screen. This screen provides a summary listing of any Postnatal Events recorded for this episode.

You may customize the grid display by :

- dragging columns to different positions
- sorting the list by clicking on the column header
- filter the list by selecting the required criteria

Note - some custom adjustments are saved to your User Profile.

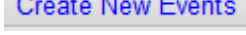


Event Type	Date	Time	Postnatal Days	Reason For Attendance	Print	Care Model Reason
OutPatient	05/07/2011	20:02	317	Abdominal pain	Yes	

To **Open an Existing Event**, double click the entry required in the grid display, or highlight it and click the



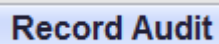
button.

To **Create a new Event**, click the required Event type Button in the  section.

Screen Command buttons :



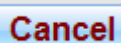
- Closes the record. If changes have been made you will be prompted to Save as required.



- Display the [Record Audit](#) window for this screen.

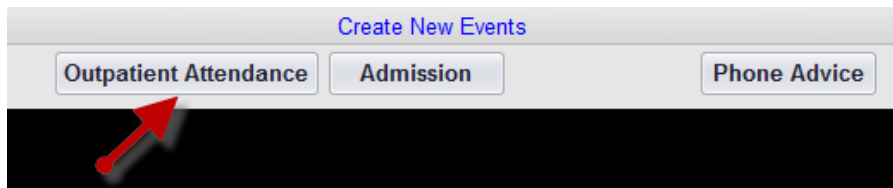


- Saves changes to the record.



- Cancel changes made in the screen.

Postnatal Outpatient Attendance



To **Create a New Post Outpatient Attendance**, click the Outpatient Attendance button in the *Create New Events* frame, to display the Post Outpatient Attendance Data Entry screen thus :

Post Outpatient Data Entry Screen

Attendance Date: Attendance Time: Appointment Time:

Location:

Postnatal Days:

Reason for Attendance:

Seen By MO:

Attended By: Hinterreiter, Bryan

Discharge Date: Discharge Time:

Postpartum Complications:

Procedure / Treatment:

Notes: 0 (1500)

Report Save & Close Record Audit Save Cancel

Attendance Date - [Mandatory field](#). Default is Today. Click the drop-down to select another [date](#) from the calendar.

Click in [time](#) fields to default the current time.

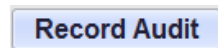
Postnatal Days - Display only field. Default calculation if *Discharge Date* is present.

Attended By - Defaults to the User currently logged on.

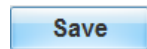
Other field types in this screen :

- [Drop-Down Options](#)
- [Multiple Value](#)
- [Text Comments](#)

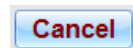
Screen Command buttons :



- Display the [Record Audit](#) window for this screen.



- Saves changes to the record.

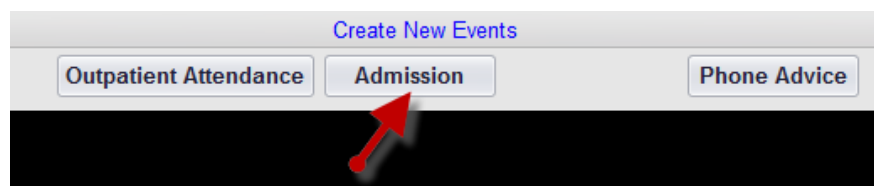


- Cancel changes made in the screen.



- Exit the screen. If changes have been made you are prompted to <save> as required.

Postnatal Admission




To **Create a New Post Admission**, click the Admission button in the *Create New Events* frame, to display the Post Admission Data Entry screen thus :

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Admission Date - [Mandatory field](#). Default is Today. Click the drop-down to select another [date](#) from the calendar.

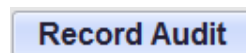
Click  in [time](#) fields to default the current time.

Postnatal Days - Display only field. Default calculation if *Discharge Date* is present.

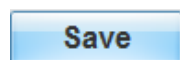
Other field types in this screen :

- [Drop-Down Options](#)
- [Multiple Value](#)
- [Text Comments](#)

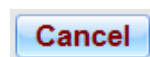
Screen Command buttons :



- Display the [Record Audit](#) window for this screen.



- Saves changes to the record.

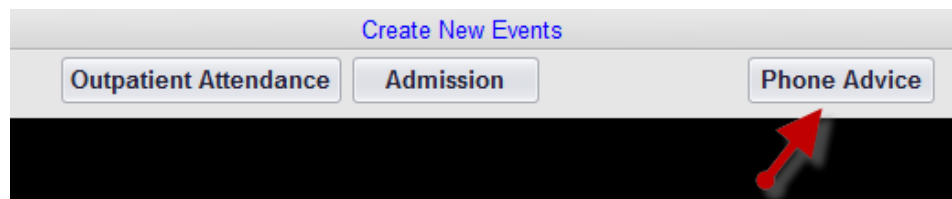


- Cancel changes made in the screen.

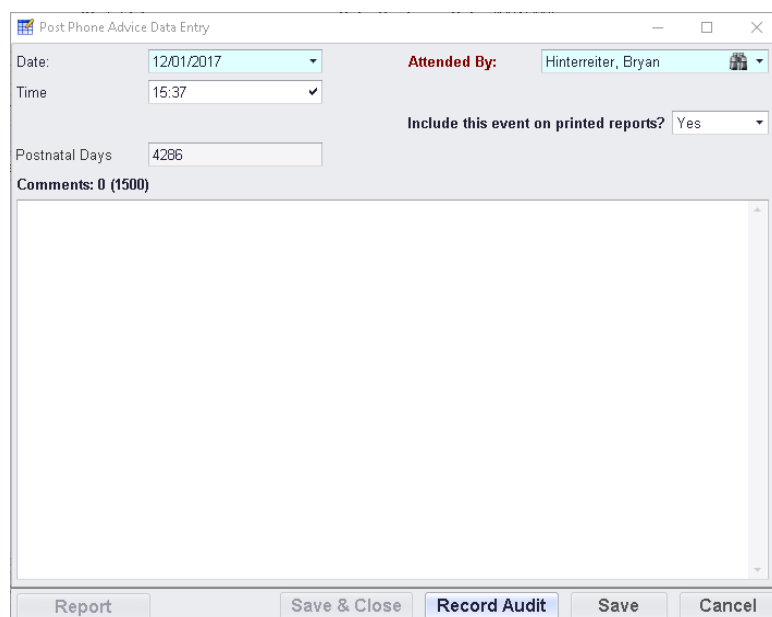


- Exit the screen. If changes have been made you are prompted to <save> as required.

Postnatal Phone Advice



To **Create a new Post Phone Advice**, click the Event Note button in the *Create New Events* frame, to display the Post Phone Advice Data Entry screen thus :



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Date - [Mandatory field](#). Default is Today. Click the drop-down to select another [date](#) from the calendar.

Time - Default is current time.

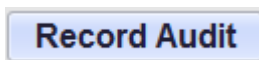
Attended By - Defaults to the User currently logged on.

Include this event on printed reports ? - Set this to **Yes** if this entry is to be suppressed from printed reports.

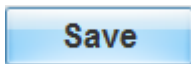
Other field types in this screen :

- [Drop-Down Options](#)
- [Text Comments](#)

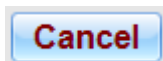
Screen Command buttons :



- Display the [Record Audit](#) window for this screen.



- Saves changes to the record.



- Cancel changes made in the screen.



- Exit the screen. If changes have been made you are prompted to <save> as required.

Section V Reporting

The Reporting menu group contains the following options :

NB - Some of these options may not be displayed on your menu, depending on the User Access Level you have been allocated by the BOS System Administrator.



BOS provides many standard and statutory reports.

BOS Clinical Reports (Per Birth) are generated as a standard MS Word document.

BOS Periodic reports are generated as a standard MS Excel spreadsheet.

Reports are generated from a pre-formatted templates, and these may be copied and changed on a site specific basis as required.

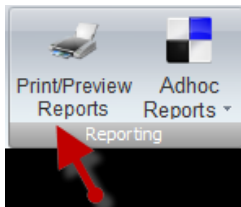
Reports can be output to:


- Any windows/local/networked printer
- A fax server
- Saved to a file
- As an email attachment

Print/Preview Reports

The Print/Preview option provides access to the BOS report menus.

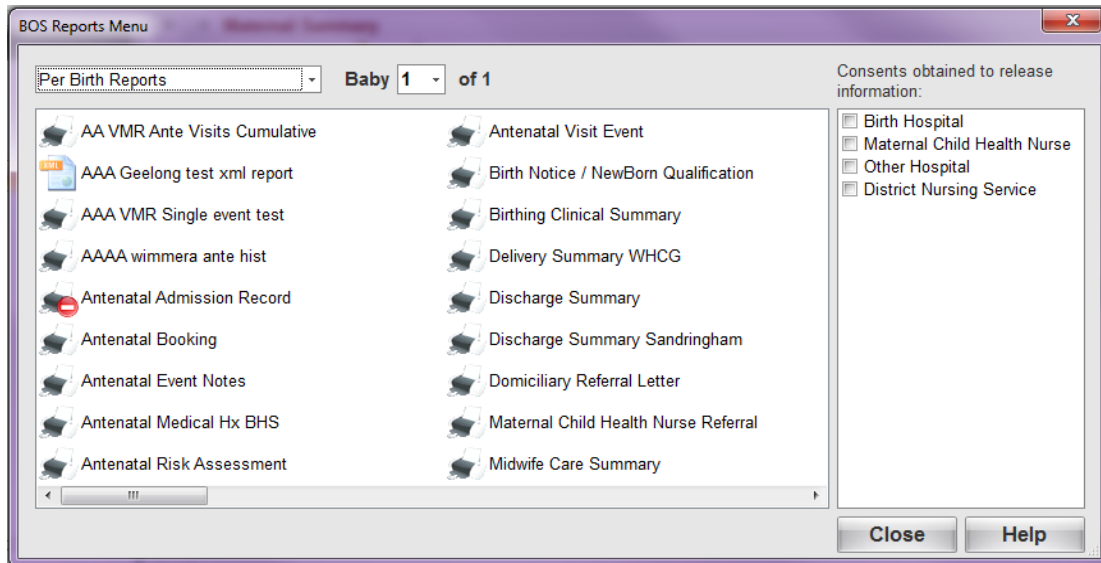
NB - Reports displayed on your menu depend on the User Access Level you have been allocated by the BOS System Administrator.



Click the  icon on the Reporting Menu to display the Reporting menu thus :

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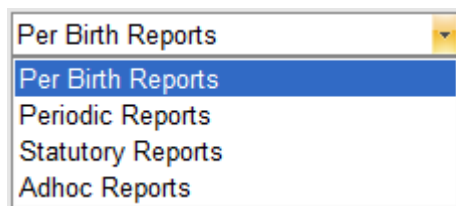
© COPYRIGHT MCATS PTY LTD - 2017



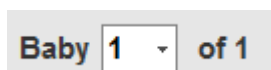
Note - The *Per Birth Reports* Menu will be displayed if the Print/Preview icon is selected whilst a Patient Episode Record is currently open. Otherwise the default report sub-menu is *Periodic Reports*.

The reports listed in the **Per Birth** report menu are specific Clinical reports relating to the Patient Record you are currently working on.

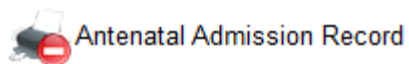
Click on the drop-down to display the list of report sub-menus :



In the case of a multiple birth, select the Baby Number to report on :

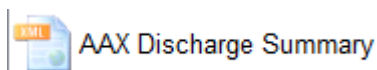


Notes on Report indicators :



Antenatal Admission Record

usually occurs for *Event Type* reports and indicates that the current record has none of these type of Event Types to be reported.



AAX Discharge Summary

indicator to signify this report has an alternative output - usually to the hospitals Scanned Medical Record, or a Fax system. When running this type of report, the User is prompted to finalize the report and confirm it's transfer to the receiving system.

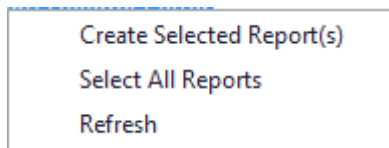
Report sub-menus :

Various reports are organized into sub menus on a User Defined basis for each site.

The Adhoc Report menu is populated with reports created by an authorized User at the hospital and the contents will vary from site to site.

Multiple reports may be printed at the same time - in any report menu, hold down the <ctrl> key and click the reports to be printed.

Right-click on any of the selected reports to display the following window :



Click **Create Selected Report(s)** to run.