


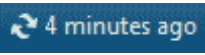




This Quick Reference Guide (QRG) reviews how to perform the patient admission.

## Common Buttons & Icons

	<b>Down Arrow</b> icon
	<b>Calculator</b> icon
	<b>Sign</b> icon
	<b>Refresh</b> icon
	<b>Notes</b> icon
	<b>X Close</b> button

## Complete Admission Documentation

➤ **From the Care Compass screen:**

**STEP 1:** Click the patient's name. The Nurse View screen displays.

**NOTE:** If you receive a Missing Active PSO alert, you must initiate the admission orders. Contact the provider, if needed. When a patient arrives to your nursing unit, they must show as arrived in Capacity Management.

**STEP 2:** Click **Admission Documentation** in the table of contents.

**NOTE:** During admission, you'll document the patient's height and dosing weight, allergies, home medications, history, and immunizations in the order that works best for you. You can rearrange components in the table of contents. To do so, click the component you want to move, and drag it to the desired location.

**STEP 3:** Click the **Admission Documentation Down Arrow** icon, then click **Height/Dosing Weight Form**.

**STEP 4:** Click the **Height** field.

**STEP 5:** Enter the patient's height.

**NOTES:** You can convert standard measures to metric ones. To do so:

- Click the Calculator icon.
- Click the Identify Formula drop-down arrow.

- Click Inches to Centimeters.
- Click the Inches field.
- Enter the patient's height in inches. Their height in centimeters populates the Centimeters field.

**STEP 6:** Click the **X Close** button.

**STEP 7:** Click the **Dosing Weight** field.

**STEP 8:** Enter the patient's weight.

**NOTES:** You can also convert standard weights to metric ones. To do so:

- Click the Calculator icon.
- Click the Identify Formula drop-down arrow.
- Click Pounds to Kilograms.
- Click the Pounds field.
- Enter the patient's weight in pounds. Their weight in kilograms populates the Kilograms field.
- Click the X Close button.

**STEP 9:** Click the **Height Method** drop-down arrow; then click the appropriate option.

**STEP 10:** Click the **Dosing Weight Method** drop-down arrow; then click the appropriate option.

**STEP 11:** Click the **Sign** icon.

**STEP 12:** Click the **Refresh** icon.

**STEP 13:** Click **Allergies** in the table of contents.

**STEP 14:** Verify the patient's allergies, adding allergies as needed.

**STEP 15:** Click **Complete Reconciliation**.

**STEP 16:** Click **Home Medications** in the table of contents.

**STEP 17:** Click **Meds History**. The Document Medication by Hx window displays.

**STEP 18:** Add and modify medications, as needed.

**STEP 19:** S Click **Document History**.

**NOTE:** A Note icon within a medication row indicates the medication contains a comment about the medication. Hover over the icon or click the medication to view the comment.

**STEP 20:** Click **Histories** in the table of comments. Verify the patient's problems, adding problems as needed.

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**STEP 21:** Click **Complete Reconciliation**.

**STEP 22:** Click **Immunizations**.

**STEP 23:** Review the patient's immunizations.

**NOTE:** A status of In Range indicates the patient is in range to receive a vaccine. The Last Action and Last Action Date cells let you know if and when the patient received the vaccine.

### Complete an Admission History Adult Form

➤ From the Admission tab in the Nurse View screen.

**STEP 1:** Click **Admission Documentation** in the table of contents.

**STEP 2:** Click the **Admission Documentation Down Arrow** icon, then click **Admission History Adult Form**.

**STEP 3:** Click **General Info**.

**STEP 4:** Complete the **General Info** section.

**NOTE:** Within Risk Factors for Covid-19, a Yes response Known exposure to a COVID+ patient automatically fires a Covid-19 Precaution alert, which prompts you to assess the need for modified contact precautions.

**STEP 5:** Click **Advanced Directive**.

**STEP 6:** Complete the **Advanced Directive** section.

**STEP 7:** Click **CSSRS Screen**.

**STEP 8:** Complete the **CSSRS Screen** section.

**NOTE:** While this section is not required, you must complete it for every patient.

**STEP 9:** Click **Nutrition**.

**STEP 10:** Complete the **Nutrition** section.

**NOTES:** You can click the Calculator icon to convert pounds to kilograms, if needed.

- Based on your nutrition documentation, the system may automatically order a dietary consult.

**STEP 11:** Click **Sexuality and Reproductive**.

**STEP 12:** Complete the **Sexuality and Reproductive** section, if applicable.

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**NOTE:** If the section is not applicable to your patient, the system automatically selects Not Applicable.

**STEP 13:** Click **Spiritual/Visitor**.

**STEP 14:** Document the **Spiritual/Visitor** section, if applicable.

**STEP 15:** Click **Social History**.

**STEP 16:** Complete the **Social History** section.

**NOTES:** The system requires you to document a patient's tobacco use once annually, along with electronic cigarette or vaping use, alcohol use, substance use, and abuse or neglect, regardless of the facility they're visiting.

- When you document the Alcohol category, the system requires you document the Alcohol Screening section, which is the next section.

**STEP 17:** Click **Procedure History**.

**STEP 18:** Verify the patient's procedure history, adding new procedures if needed.

**STEP 19:** Click **Mark All as Reviewed**.

**STEP 20:** Click **Education Needs**.

**STEP 21:** Complete the **Education Needs** section, making sure to document the home and lay caregiver name, relationship, and contact information.

**NOTE:** The state of Maine requires you document home and lay caregiver information.

**STEP 22:** Click **Influenza Screening**. The Influenza Vaccine Screening/Order Form displays.

**STEP 23:** Complete the **Influenza Screening** section, if applicable.

**NOTES:** If you select Unable to screen, an alert will display every 24 hours prompting you to complete documentation.

- When you sign an Influenza Vaccine Screening Order Form, the system automatically places the vaccine order.

**STEP 24:** Click **Pneumococcal**.

**STEP 25:** Complete the **Pneumococcal** section, if applicable.

**NOTE:** The Pneumococcal section functions that say way as the Influenza Screening section.

**STEP 26:** Click the **Sign** icon.

**STEP 27:** Document the following information using the Admission Documentation Down Arrow icon:

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- Nursing Dysphagia Screen
- Patient Plan of Care
- Systems Assessment

**STEP 28:** Document the patient's preferred pharmacy using the Action toolbar.