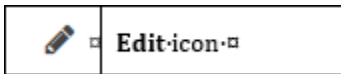


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This Quick Reference Guide (QRG) reviews the process for managing Breast Milk and Bridge application.

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## Common Buttons & Icons



## Print Labels

### ➤ From PowerChart:

**STEP 1:** Click **Bridge** in the action toolbar.

**STEP 2:** Click the **Patient ID** field.

**STEP 3:** Scan the patient's wristband. The patient's chart in Bridge opens.

**STEP 4:** Click **Print Labels**.

**STEP 5:** Enter the number of bottle labels to print and the storage label quantity; then, click **Print**. The Print Milk Labels screen displays.

**STEP 6:** Select the desired printer; then, to confirm the printer, click **Print**.

## Receive Bottles

### ➤ From the patient's chart in Bridge:

**STEP 1:** Click **Receive Bottles**.

**NOTE:** You can also use [Batch Receive](#) to scan in multiple bottles at once.

**STEP 2:** Scan the bottle barcode.

**STEP 3:** Select the appropriate storage state; then, click **Confirm**.

**STEP 4:** Continue scanning bottles as needed. Click **Exit** to return to the patient's chart in Bridge.

- The patient's chart will display with a warning if there are less than six bottles available.
- Use the **Bottle Count** button to review how many bottles in each state are available.

## Dispose a Bottle

### ➤ From the patient's chart in Bridge:

**STEP 1:** Click **Browse Bottle History**. The Browse Bottle History page displays.

**STEP 2:** Click the **Edit** icon next the appropriate bottle.

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**STEP 3:** Click the **Update bottle to disposed?** drop-down arrow.

**STEP 4:** Click **Yes**.

**STEP 5:** Click **Confirm**.

### Correct Bottle State

➤ **From the patient's chart in Bridge:**

**STEP 1:** Click **State Change**.

**STEP 2:** Scan the bottle barcode. The bottle displays in the table with the new state identified.

**NOTE:** The system automatically classifies the new state based on the old state. Bottles can only go from fresh to frozen or frozen to thawed.

**STEP 3:** Click **Exit** to return to the patient's chart in Bridge.

**NOTE:** The **Print Milk Labels** page will automatically display to print an updated label with the new state.

### Combine Bottles

➤ **From the patient's chart in Bridge:**

**STEP 1:** Click **Combine Bottles**.

**STEP 2:** Scan the first bottle barcode.

**NOTE:** If the bottle was frozen and thawed without updating, you need to enter the thaw date and time in the field.

**STEP 3:** Click **Confirm**. The bottle displays in the table on the right.

**STEP 4:** Scan the second bottle barcode. The bottle displays in the table on the right.

**STEP 5:** Make the appropriate selections to combine and dispose the bottles.

- You can combine the two bottles into an existing bottle or create a new bottle using the radio button.
- Select the **Dispose** check box for the empty bottle(s).

**STEP 6:** Click **Confirm**.

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## Prepare Bottles

➤ **From the patient's chart in Bridge:**

**STEP 1:** Click **Prepare Bottles**.

**STEP 2:** Scan the bottle barcode.

- Use the Add Fortifiers check mark to document anything added to the bottle.
- Select the Reprint Label check box to automatically print a new label for the bottle.

**STEP 3:** Click **Confirm**.

**NOTE:** If you select the Reprint Label check box, the Print Milk Labels page displays.

## Administer Milk

➤ **From the patient's chart in Bridge:**

**STEP 1:** Click **Administer Bottles**.

**STEP 2:** Scan the bottle barcode.

**STEP 3:** Verify the bottle information; then, click **Confirm**.

**STEP 4:** Click **Exit** to return to the patient's chart in Bridge.

## Browse Bottle History

➤ **From the patient's chart in Bridge:**

**STEP 1:** Click **Browse Bottle History**. The Browse Bottle History page displays.

**NOTE:** From this page, print additional labels as needed from this page.

**STEP 2:** Select the desired **Storage State** and **Final Status** filter options.

**STEP 3:** Review the information as needed; then, click **Back** to return to the patient's chart in Bridge.

## Receive Bottles - Sibling Milk

➤ **From the patient's chart in Bridge:**

**STEP 1:** Click **Receive Bottles**.

**STEP 2:** Scan the bottle barcode.

**STEP 3:** Select the appropriate storage state; then, click **Confirm**.

**NOTE:** Bottles that are scanned into a sibling's chart will also display as available in the other sibling's chart.

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**STEP 4:** Continue scanning bottles as necessary; then, click **Exit** to return to the patient's chart in Bridge.

### Administer Milk - Siblings

➤ From the patient's chart in Bridge:

**STEP 1:** Click **Administer Bottles**.

**STEP 2:** Scan the bottle barcode.

**NOTE:** If you use a bottle received to the sibling's chart, a popup displays warning you it is being used for a different patient.

**STEP 3:** Click **Confirm**. The bottle displays in the table on the right.

**STEP 4:** Click **Exit** to return the patient's chart in Bridge.

### Discharge Bottles

➤ From the patient's chart in Bridge:

**STEP 1:** Click **Discharge Bottles**.

**STEP 2:** Scan the barcode for each bottle.

**STEP 3:** Click the **Discharge Location** drop-down arrow and make the appropriate selection.

**STEP 4:** Select the bottles to be discharged.

**NOTE:** You can select all the bottles in the list using the **Select All** check box.

**STEP 5:** Click **Discharge**. The status of the bottles updates to **Discharged**.

**STEP 6:** Click **Exit** to return to the patient's chart in Bridge.

### Receive Bottles – Donor Milk

➤ From the main Bridge page:

**STEP 1:** Click **Milk Management** in the upper right menu.

**STEP 2:** Click **Receive Donor Bottles**.

**NOTE:** You can scan in multiple bottles using the **Batch Receive Donor Bottles** option.

**STEP 3:** Click the **Donor Milk Product** drop-down arrow and make the appropriate selection.

**STEP 4:** Scan the bottle barcode.

**STEP 5:** Enter the volume in appropriate field.

**STEP 6:** Click **Confirm**.

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**STEP 7:** Continue scanning bottles as necessary; then, click **Exit** to return to the Milk Management page.

**NOTE:** You can use the [Browse Bottle History](#) from Milk Management to print labels.

### Prepare Bottles – Donor Milk

➤ **From Milk Management:**

**STEP 1:** Click **Prepare Donor Bottles**.

**STEP 2:** Scan the bottle barcode.

**NOTE:** If necessary, document the thaw date and fortifiers using the fields.

**STEP 3:** Click **Confirm**. The Print Milk Labels page displays.

**STEP 4:** Print the labels; then, click **Exit**.

**STEP 5:** Click **Exit** once again to return to Milk Management.