







This Quick Reference Guide (QRG) reviews the monitoring workflow in FetaLink for clinical staff.

## Common Buttons & Icons

 Monitor Association	<b>Monitor Association</b> button
Low Light	<b>Low Light</b> button
Census	<b>Census</b> button
	<b>Expand</b> icon
	<b>Shrink</b> icon
	<b>Note</b> icon
 Annotation Summary	<b>Annotation Summary</b> button
Disassociate	<b>Disassociate</b> button
 Finalize	<b>Finalize</b> button

## Associate a Monitor

➤ **From the Census view:**

**STEP 1:** Click the appropriate Exam Room. The room information opens in the Locations view.

**STEP 2:** Click **Monitor Association**. The Monitor Association window displays.

**STEP 3:** Click **Patient Search**.

**STEP 4:** Enter the patient information; then, click **Search**.

**NOTE:** It is best practice to search using the FIN.

**STEP 5:** Select the appropriate patient from the search results; then, click **Apply**.

**STEP 6:** Click **Monitor Search** from the Monitor Association window.

**STEP 7:** Select the appropriate monitor; then, click **Apply**.

**NOTE:** To associate a monitor for an unidentified patient, complete the following steps:

- Click Monitor Association from the patient's strip.
- Select the appropriate exam room location; then, click Apply.
- Locate the patient or scan their wristband.

- Click **Apply** to complete the association.

### View Multiple Patient Strips

➤ **From the Census view:**

**STEP 1:** Select the check box of all the monitors you wish to view.

**STEP 2:** Click **View**. All selected monitor strips display.

**NOTE:** Use the **Expand** and **Shrink** icons to see monitors in more detail and to return to all monitor view as needed.

### Add a Second Fetal Monitor

➤ **From the Locations view:**

**STEP 1:** Click **Monitor Association** from the patient's current strip.

**STEP 2:** Click **Monitor Search**. A Warning window displays.

**STEP 3:** Click **OK** to add a second monitor.

**STEP 4:** Select the appropriate location; then, click **Apply**.

**STEP 5:** Click **Apply** from the Monitor Association window.

### View Monitors by Location

➤ **From FetaLink:**

**STEP 1:** Click **Central Monitor**.

**STEP 2:** Select the appropriate location from the drop-down menu. All monitors for the location display.

**NOTE:** Use the **Expand** and **Shrink** icons to see monitors in more detail and return to all monitor view as needed.

### Annotate Alerting Monitors

➤ **From FetaLink:**

**STEP 1:** Click **Alerts**.

**STEP 2:** Click the **Note** icon for the appropriate monitor. The Annotations window displays.

**STEP 3:** Select the appropriate annotation; then, click **Sign**.

- You can use the freetext field and Hide Annotation options as needed.
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- You can modify annotations by double-clicking the Up Arrow icon or the Note icon on the strip.

## Review Annotations

### ➤ From the Locations view of the patient monitor:

**STEP 1:** Click Annotation Summary.

**STEP 2:** Select the desired annotation from the left pane. The Annotations window displays.

**STEP 3:** Click the **Revision History** tab to review updates.

**STEP 4:** Click **Cancel** to close the window.

## Review Archived Strips

### ➤ From the Locations view of the patient monitor:

**STEP 1:** Click the **More** drop-down arrow.

**STEP 2:** Click **Patient Archive**. The Patient Archive tab opens at the bottom of the screen.

**STEP 3:** Use the **Episode** drop-down menu to select the information you wish to view.

**STEP 4:** Use the **View to Scale** drop-down arrow to select the time of the strip to view.

**NOTE:** You can also use the Archive Search to find archived strips using the following steps:

- Click Archive Search.
- Click Patient Search. The Patient Search window displays.
- Enter the patient information; then, click Search.
- Select the appropriate patient; then, click OK. The patient's archive displays.

## Transfer a Patient

### ➤ From FetaLink:

**STEP 1:** Click **Census**.

**STEP 2:** Click the appropriate patient from the list. The Transfer window displays.

**STEP 3:** Select the appropriate transfer location from the list.

**STEP 4:** Select a Transfer option: Patient and all fetal monitors or Patient only.

**STEP 5:** Enter the Reason for Monitoring; then, click **OK**.

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### Export a Fetal Monitoring Episode

➤ **From the Locations view of the patient monitor:**

**STEP 1:** Click the **More** drop-down arrow.

**STEP 2:** Click **Export to PDF**. The Export window displays.

**STEP 3:** Click the **Select an Episode** drop-down arrow and select the desired episode.

**STEP 4:** Select the desired Range.

**STEP 5:** Select where you want to export the file.

**STEP 6:** Click **Export**. The Export in Progress window displays.

**STEP 7:** Click **OK**.

**NOTE:** If you export to the patient's chart, it will display in the Media Gallery component from Women's Health View.

### Disassociate a Monitor and Finalize an Episode

➤ **From the Locations view of the patient monitor:**

**STEP 1:** Click **Monitor Association**. The Monitor Association window displays.

**STEP 2:** Click **Disassociate**.

**STEP 3:** Click **Apply**.

**STEP 4:** Click **Finalize**. The Finalize Episode window displays.

**STEP 5:** Make the appropriate selections and documentation; then, click **Yes**.