Northern Light HealthSM
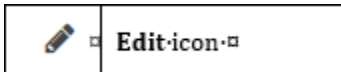
This Quick Reference Guide reviews the processes for managing breast milk in the Bridge application.

Common Buttons & Icons

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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.

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.**

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.

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**.

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.