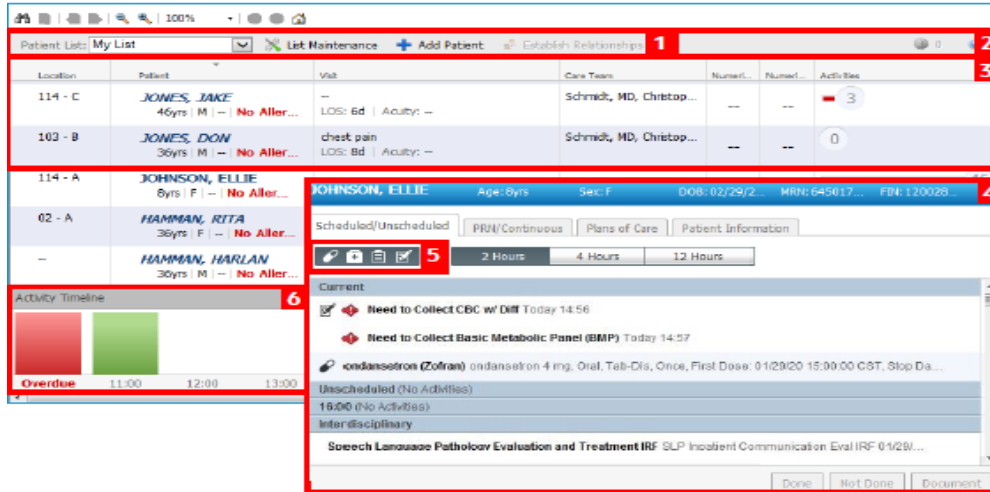
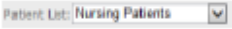
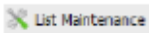

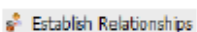








## NURSES AND ANCILLARY STAFF

### Navigating CareCompass



1. **Toolbar:** Allows you to take action.

	<b>Patient List:</b> Allows you to select a patient
	<b>List Maintenance:</b> Allows you to customize your patient list.
	<b>Add Patient:</b> Allows you to search for and add a patient to the current list.
	<b>Establish Relationships:</b> Allows you to establish relationships with

- Information Bar:** Displays an icon for new noncritical  or new critical  results, and the Help icon.
- Columns:** Display patient information. Some of the columns can be used to sort the list by selecting the column header.
- Single Patient View:** Displays patient demographics and activities. Click to the right of the patient's name in the Patient column to access the single patient view.
- Activity Icons:** Allow you to sort activities by the following types: medication  patient care  assessments,  or other . Click an activity icon to expand or collapse the view by that activity type.



OPERATION

# MONARCH

5. **Activity Timeline** - Displays a high-level view of all of the activities that are due for all of the patients on the patient list that is currently selected.

## Adding an Existing Patient List

1. Click **List Maintenance** from the toolbar.
2. From the Available Lists box, select the appropriate list then click the **right arrow**.
3. Click **OK**

## Removing an Existing Patient List

1. Click **List Maintenance** on the toolbar.
2. From the Active Lists box, select the appropriate list then click the **left arrow**.
3. Click **OK**.

## Adding a Patient

Note: Patients can be added only to custom lists.

1. Click **Add Patient** from the toolbar and search for a patient.
2. From the Patient Search dialog box, select the appropriate patient.
3. Click **OK**.

## Removing a Patient

Note: Patients can be removed only from custom lists or care team lists.

1. Right-click the appropriate patient name.
2. Select **Remove Patient**.
3. Click **OK**.

## Establishing a Relationship With a Single Patient

1. For the appropriate patient, click **No**

### Relationship Exists.



2. Select a relationship from the list and click

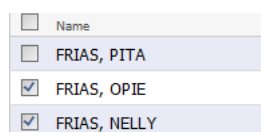
### Establish.

# CARECOMPASS

## HOSPITAL INFORMATION SYSTEM (HIS)

## Establishing a Relationship With Multiple Patients

1. Click **Establish Relationships** on the toolbar.
2. Select the appropriate patients.



3. Select a relationship from the list.
4. Click **Establish**.

## Reviewing Orders and Results

1. For the appropriate patient, click the **New Results or Orders** icon.



2. Select the orders or results you have reviewed and click **Mark as Reviewed**.

## Documenting an Activity as Done

1. Open the single patient view for the appropriate patient.
2. Select the activity you want to document.
3. Click **Done**.

## Documenting an Activity With Details

1. Open the single patient view for the appropriate patient.
2. Select the activity or activities you want to document.
3. Click **Document**.
4. Complete the necessary details and click **Sign**.



### Documenting an Activity as Not Done

1. Open the single patient view for the appropriate patient.
2. Select the activity you want to document.
3. Click **Not Done**.

***Note:** Documenting an activity as Not Done allows you to mark the activity as not being completed.*

### Viewing and Charting Specimen Collect Activities

1. Open the single patient view for the appropriate patient.
2. Select a specimen collect activity and click **Done**.  
The activity is added to the Associated Container Tasks dialog box.
3. Select the containers to complete with this action.
4. Chart the specimen collect date and time, and complete the Performed By information.
5. Click **OK**.

### Printing a Specimen Collect Label

1. Open the single patient view for the appropriate patient.
2. Right-click a specimen collect activity and select **Print Labels**.
3. Select a printer.
4. Click **OK**.