FUKUDA

# Admit/Discharge Screen (Entering Patient Data)

DS-8900 Central Station Reference Guide

#### There are 3 ways to access the Admit/Discharge Menu.

- If admitting a new patient onto the central station > Locate the **Bed-ID/Channel** number and touch **Admit**. This will open the **Admit/Discharge** menu.
- Note: When the bed is active, touch the **Bed-ID/Channel window** and a list of **User Keys** will be seen.
  Touch **Admit/Discharge** from this list of User keys to open the menu.
- When you have the Individual window open (by touching the numerics) touch **Admit/Discharge** in the Individual window user keys.
  - Enter Patient Information. All required items have a red next to the item.
    - $\circ\,$  Turn the  $\mbox{Pacemaker}$  key to  $\mbox{"Used"}$  if the patient has a pacemaker.

\*Only activate if the patient has a pacemaker.

- $\circ\,$  Ensure that the Appropriate Patient Type is selected (Adult, Child, Neonate).
- Touch **Nurse Team** to identify one of the following: code status, Doctor, ECG rhythm...(Facility Specific)

# <u>Discharge a Patient</u>

- Touch the **Patient's Numerics** on the home screen. The Patient's Individual window will open.
- Touch Admit/Discharge.
- Touch **Discharge.** This will display a prompt on the screen stating all information will be initialized (Removed). To discharge press **"Discharge"**. You will be able to retrieve patient information for a rolling 120 hours after discharge.

# Monitor Suspend

- Touch Pt's Numeric Data to Open the Individual Window
- Touch Monitor Suspend in the individual User Keys or you will find it by touching Admit/Discharge > Monitor Suspend.
- Select the reason for suspending the monitor, then select the length of time (ie: 15min, 30min...2hr or continuous) Note: Once the selected **Time** has elapsed, an alarm will sound and the message on the screen will flash.
- The confirmation menu will be displayed. Touch **OK** to place the monitor into "Suspend Mode".
- Continue monitoring by touching **Resume**. If additional time is required touch **Monitor Suspend** and follow the steps above.





# <u>To Change Alarms</u>

- Touch Alarm Setup (Basic) if a quick key or Touch the Numeric in the individual display
- Touch the alarm parameter you wish to change. Use the arrows ↑↓ to change the values for each alarm limit range.
  Note: This function may be locked per facility request.

# To View Alarmed Events

- Touch the Patient's numeric numbers > touch **Recall** to open the Alarmed Event Menu or...
  - Touch the Flashing bell in the patient's window.
  - A box will appear with the last 3 alarmed events and a cancel key –
  - Touch the list to be taken to Recall (alarmed events) Menu or Touch Cancel to close.
- The menu will display the alarmed events for this patient. Each event will have the Date/Time and Alarm Violated.
- Touch the Event (ECG tracing) you want to look at in more detail > Recall Zoom will be displayed in a 10 second strip at the bottom of the menu.
- To Record > Touch **Print** located on the right side of the screen.



- Select a Bed/Patient's numeric numbers > Touch **Full Disc.** in the individual window and you will see 3 minutes of the 120 hours of continual ECG waveforms displayed in 1-2 waveforms (user defined).
  - To scroll through the accumulated date, use the located at the top of the window.
  - To search by time, touch **Time Search**.
    - Input data into keypad using military time and then touch where you want the number to go either **HR** or **MIN**. Touch **Search**.
    - To Record > Touch **Print** (located on the lower right side of the window)
      > Choose **Compressed**.
- <u>Full Disclosure Wave Zoom</u>
  - Within Full Disc. touch a waveform to display an enlarged view of the selected ECG below the compressed data.
  - To Record > Touch **Print** > Choose **Enlarged**.







#### **To View Vital Signs**

- Touch Tabular Trend in the Individual user key.
  - Touch the **blue Interval box** to change the frequency (10 sec to 60 minutes x 12) of the vital signs and events.
  - To change the vital signs that are saved, touch Setup > choose the numerics in the order you would like to see them. Touch the X to close this menu.
  - To Record > Touch **Print** located on the right side of the screen.



# To Change the Waveforms Viewed on the Individual Display or to Look at a 12 Lead

- Touch the **Numeric Data** on the home screen of the Patient you wish to work with.
  - Touch **Menu** in the individual display > **Display Config.** (from here you can change the layout, waveforms or numerics for this patient.
  - Touch the Numeric Data > highlight the numeric boxes to change where the Vital Signs numerics are.
  - Choose the parameter from the list on the left side and press SET. To return to the previous screen, use the X.
  - To line up the Waveforms to the Numerics, Touch Same as Numerics.



- To view a **12 Lead** on the Central, touch the **Numerics** of the Patient you wish to look at on the home screen.
  - Touch Menu in the Individual display > Display Config.
  - Touch Change in the Layout box > Choose the 12 Lead and it will take you to the 12 lead layout.
  - Touch **Home** to view in the **Individual Display**.

TO VIEW NUDF LISU	To	View	NIBP	List
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- Touch **NIBP List** which will be found in the Individual User keys. **NIBP, HR, SpO2, PR, RR values, etc...** will be displayed. This area will hold up to 120 hours of numeric data. Use arrows to scroll forward or backwards.
  - To Record > Touch **Print** located on the right side of the screen.

Menu 📏 Ba	sic Setup >	Display Config	. <b>5</b>
Layout	Change	User Key	Change
		Detail Setu	
Numeric Da	ta Change	All Beds	Set
Waveform	Change	Same as Numeric	



## To Silence Alarms

• Touch Alarm Silence. This key will temporarily silence the alarms. Also found as a hard key on the front of the monitor.

### To Print a Manual Strip

• Touch the Tornado icon 🔄 or "Print" on the Home screen to print to the 3 Channel Recorder, if purchased.

## To Print Rhythm Strips to the Laser Printer

- Touch the **Numeric** area of the patient you want to work with.
- In the Individual window, touch **Recall**.
  - Touch on the strip that says **AUTO**. The Auto Zoom display at the bottom will show the strip.
  - To Record > Touch **Print** located on the right side of the screen.

# To Transfer Patient Data within a Central or from Central to Central

- Touch the **Bed Transfer** user key or if no user key; Touch the global Menu > Bed Transfer
  - Touch TRANSFER on the current Patient/Channel number from the list on the left so that it is highlighted.
  - Now choose the New Bed/Channel number from the list under This Unit so that it will be highlighted.
  - A confirmation menu will appear. Touch **YES** and the Pt information will move from the old Bed/Channel to the new.





- To transfer from One Central to another Central \*Note: Full Disclosure will not transfer to the new Central
  - With the Current Bed highlighted, touch the Patient/Channel number on the left.
  - Touch **Other Unit** > Touch the appropriate **Central Station Number**.
  - Identify/touch the New Bed/Channel number which will then be highlighted.
  - A confirmation menu will appear. Touch **YES** and the Pt information will move from the old Bed/Channel to the new.



#### <u>To View or Change any Vital Signs Parameters</u> (Parameters may be locked per facility request)

- On the home screen, Touch the patient's Numeric box and that patient's **Individual Display** will open.
  - For Example:
    - Touch the HR numeric on the individual screen. Now you will be able to change alarm parameters by using the ↑↓ or choose to go into arrhythmia, LEAD, or ST. parameters to change the alarms.
    - $\circ~\mbox{Touch}$  size to change the gain.
    - Touch the 💿 to open up a larger **HR** menu. Touch Lead to change the ECG Lead. Touch **X** to close the window.
    - Touch **Arrhythmia learn** in this menu and the monitor will then relearn the patient's baseline rhythm.

\*Note: Any changes made will return back to default settings once the patient is discharged.

#### **Graphic Trend**

This key displays graphs and trends of various vital signs and events.

- Touch the **Numerics** on the home screen > **Graphic Trend** in the user keys on the Individual Display.
  - Touch the Time Span found in the upper left corner to change thetime span of the graph
  - To change the parameters you want to view, touch the Parameter Selection.
  - Touch the blue parameter selection box and a menu with all of the available parameters will open.
  - Touch the parameter you would like displayed and it will be highlighted in blue. To close the small menu, Touch the **X to save the changes**.
  - To Record > Touch Print located on the right of the screen. -





FUKUDA DENSHI USA, INC. 17725-C NE 65th Street Redmond, WA 98052 Toll Free: (800) 365-6668 / Local: (425) 881-7737 / Fax: (425) 869-2018 www.fukudaamerica.com