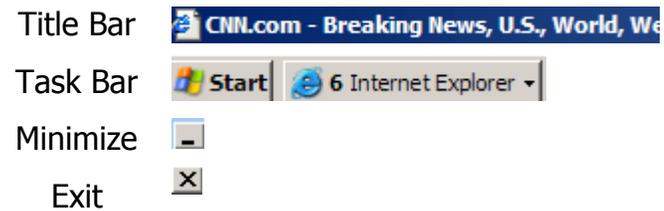


This document will provide orientation to common elements within the CodoniX application. CodoniX is a web based product which uses a browser to display (present) information to the user. For the most part, CodoniX behaves just like any other web page. There are however, exceptions and features which are unique to CodoniX.

Before using the application, for the first time, it is suggested you review this document to orient yourself with how screens are organized, visual cues to assist the user and how to maneuver from screen to screen.

General Orientation items

When a Web Brower is open, certain common characteristics exist for all Web pages



The following section will examine how these common characteristics behave when using CodoniX

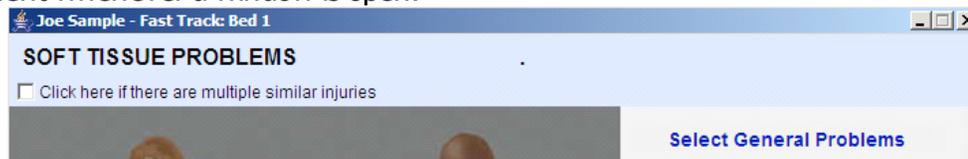
TITLE BAR

The blue bar which appears at the top of the screen for most Windows based applications is referred to as the Title Bar.



In CodoniX, the Title Bar is:

- Present whenever a window is open.



- Typically contains the facility patient name and bed location.



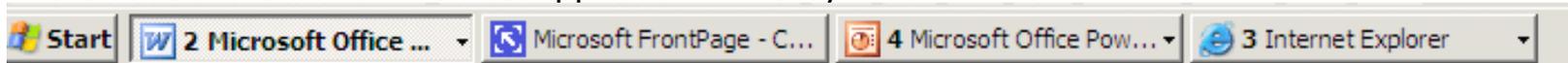
- Contains the minimize icon  and the exit icon  in the right corner.



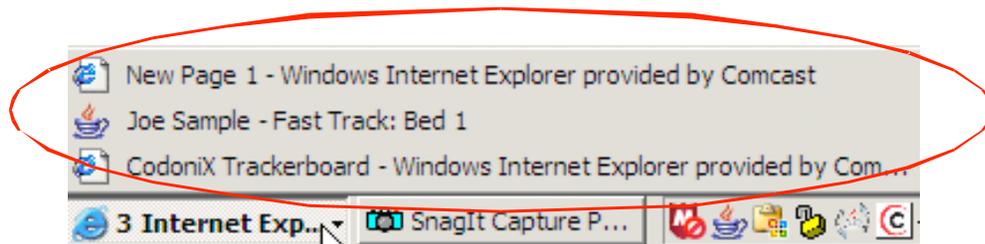
TASK BAR

Common to all screens is the Task Bar at the bottom of the screen. The Task bar reflects open or currently in use applications and Applications which are available for use.

- The left side of the task bar indicates applications currently in use.



- If, multiple items are open for an application, a  is shown next to the application name. Clicking on the  displays a list of the available applications



- Selecting an item for the list, brings the selection to the screen.

MINIMIZE

Common to all screens is the title bar at the top of the screen. Within the title bar is the Minimize button. The Minimize Button behaves differently within CodoniX.



In CodoniX, the Minimize Button :

- Is present whenever a window is open.



- When the Minimize Button is selected, the documentation screen is minimized, however the "Java Window" remains open. User will see a blank gray screen



- To return the documentation screen, select the open item from the Task Bar.



Selecting the item from the Task Bar will return the documentation screen to the open window.

EXIT BUTTON

Common to all screens is the title bar at the top of the screen. Within the title bar is the Exit button .

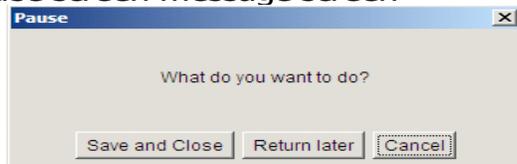
The Exit Button behaves differently within CodoniX.

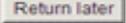
In CodoniX, the Exit Button :

- Is present whenever a window is open.



- When the Exit Button  is selected, the user will be prompted, by CodoniX, with a pause screen



- If the User selects  the information currently documented with be saved and the screen closed.
- If the User selects  the information currently documented with be saved, and the screen paused. When the user opens this patient record they will be returned to the screen they selected return later from.
- If the User selects  the message will be canceled, and they will remain at the screen they were using with the Exit button  was selected.

Visual Cues

Within CodoniX, many items are provided as “Cues” to the user. Cues inform the user, for example, when to expect a follow-up question, or when an item is required.

The following section will examine how these common characteristics behavior when using CodoniX

VISUAL CUE ...

Items followed by a ... indicates a follow -up question is associated with the item.

- When a User is presented with a screen with an ... associated with the line, selecting the line will present a follow -up question. The follow -up question will be presented immediately, or when next is selected.

The screenshot shows a medical form titled "Vision" with several sections. A red arrow points from the "Right pupil size in mm ---" field to a pop-up menu titled "CHOOSE ALL APPROPRIATE STATEMENTS".

Vision

DESCRIBE PUPILS

| | |
|--------------------------|-----------------------------------|
| <input type="checkbox"/> | Equal round and reactive to light |
| <input type="checkbox"/> | Right pupil size in mm --- |
| <input type="checkbox"/> | Left pupil size in mm. -- |
| <input type="checkbox"/> | Right pupil - shape |
| <input type="checkbox"/> | Left pupil - shape |

ENTER VISUAL ACUITY

| | |
|--------------------------|--------------------------------|
| <input type="checkbox"/> | Right eye is 20/ --- |
| <input type="checkbox"/> | Left eye is 20/ --- |
| <input type="checkbox"/> | Both eyes are 20/ --- |
| <input type="checkbox"/> | Unable to obtain visual acuity |

ADDITIONAL DATA

| | |
|--------------------------|----------------------------|
| <input type="checkbox"/> | With refraction |
| <input type="checkbox"/> | Without refraction |
| <input type="checkbox"/> | Glass eye on the ___ side. |
| <input type="checkbox"/> | Legally blind |
| <input type="checkbox"/> | Blind in the ___ eye |

OCULAR pH

| | |
|--------------------------|---------------|
| <input type="checkbox"/> | Ocular pH ___ |
|--------------------------|---------------|

ANY TRAUMA?

| | |
|--------------------------|---------------------|
| <input type="checkbox"/> | No trauma |
| <input type="checkbox"/> | Has signs of trauma |

CHOOSE ALL APPROPRIATE STATEMENTS

PATIENT MOVEMENT AND RECHECKS

| | |
|--------------------------|---|
| <input type="checkbox"/> | Taken to treatment area from Waiting Room or Triage |
| <input type="checkbox"/> | Taken to X-ray |
| <input type="checkbox"/> | Returns from X-ray |
| <input type="checkbox"/> | Taken to procedure |
| <input type="checkbox"/> | Returns from procedure |
| <input type="checkbox"/> | Waiting Room recheck - patient is stable |
| <input type="checkbox"/> | Other |

PATIENT PROCEDURES

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Check existing IV... |
| <input type="checkbox"/> | Blood draws for lab... |
| <input type="checkbox"/> | Blood cultures obtained |
| <input type="checkbox"/> | Perineum check and interventions |
| <input type="checkbox"/> | Crutches and instructions |
| <input type="checkbox"/> | Dressing applied - routine wound... |
| <input type="checkbox"/> | Wrap applied... |
| <input type="checkbox"/> | Splint check... |
| <input type="checkbox"/> | Urine obtained... |
| <input type="checkbox"/> | Visual Acuity... |
| <input type="checkbox"/> | I + Q |
| <input type="checkbox"/> | Other - Free text |

Cancel Back Next

VISUAL CUE ____

Items followed by a ____ indicate a free text box is associated with the item.

- When a User is presented with a screen with an ____ associated with the line, selecting the line will present a free text box. The free text box will be presented immediately, or when next is selected.

| ABDOMINAL PAIN | | |
|-----------------|----|--------------------------|
| NURSING HISTORY | | |
| Yes | No | Pain Assessment?... |
| Yes | No | Nausea/vomiting?... |
| Yes | No | Fever?... |
| Yes | No | Diarrhea?... |
| Yes | No | Constipation?... |
| Yes | No | Any urinary symptoms?... |
| Yes | No | Ill contacts? |
| Yes | No | Is patient comfortable? |
| Yes | No | Other history ____ |

The dialog box is titled "Other ____" and contains the following text: "FILL IN THE BLANK TO FINISH ENTRY" and "Other pertinent history includes ____". Below the text is a large empty text input field. At the bottom of the dialog are two buttons: "Ok" and "Cancel". A red arrow points from the "Other history ____" row in the table to the text input field in the dialog box.

VISUAL CUE ACTIVE LINK

Underlined information is referred to as an active link. An active link, when selected presents multiple options based on the Title selected.

- [Triage](#)
- [History Present Illness](#)
- [Assessment](#)
- [Patient Update](#)
- [Location](#)
- [Lab Results](#)
- [Intake - Output](#)
- [Procedures](#)
- [Trauma Note](#)
- [Code Worksheet](#)
- [Incoming Patient](#)
- [Facility Compliance](#)
- [Charges](#)

For this example, selecting Incoming Patient, presents a screen with all available options for documentation of an incoming patient.

INCOMING PATIENT REPORT

NAME: DOB: SEX: CC:

| CALL RECEIVED FROM | MODE OF ARRIVAL | ARRIVED VIA | ETA IN HOURS | IN MINUTES |
|---|---|----------------------------------|----------------------------|-----------------------------|
| <input type="radio"/> Provider [Private Patient]... | <input type="radio"/> Private | <input type="radio"/> Ambulatory | <input type="radio"/> 1 H | <input type="radio"/> <10 M |
| <input type="radio"/> Facility - [Transfer In]... | <input type="radio"/> EMS or Air Transport... | <input type="radio"/> Wheelchair | <input type="radio"/> 2 H | <input type="radio"/> <20 M |
| <input type="radio"/> Free Text | <input type="radio"/> Police | <input type="radio"/> Stretcher | <input type="radio"/> 3 H | <input type="radio"/> <30 M |
| | <input type="radio"/> CC Team | | <input type="radio"/> >4 H | <input type="radio"/> <60 M |

| COMPLAINT | CLINICAL | ACCEPTED BY | PLAN OF ACTION | OTHER |
|---|--|---------------------------------------|------------------------------------|---|
| <input type="checkbox"/> Injury/Trauma... | <input type="checkbox"/> Critical Care Arrival | <input type="radio"/> Consultant... | <input type="radio"/> Direct Admit | <input type="checkbox"/> ALS... |
| <input type="checkbox"/> Medical... | <input type="checkbox"/> Vitals [in field] | <input type="radio"/> Myself | <input type="radio"/> Admit | <input type="checkbox"/> Notifications... |
| | <input type="checkbox"/> Hx-Onset-Mechanism... | <input type="radio"/> Medical Control | <input type="radio"/> Evaluate | <input type="checkbox"/> Free Text |
| | <input type="checkbox"/> Exam [ABC D&E]... | <input type="radio"/> Other | <input type="radio"/> Other | |

| INTERVENTIONS COMPLETED IN THE FIELD | MEDICATIONS GIVEN | | | |
|--|--|--|--------------------------------------|--|
| <input type="checkbox"/> IV Started | <input type="checkbox"/> Backboard | <input type="checkbox"/> Defibrillated | <input type="checkbox"/> Albuterol | <input type="checkbox"/> Fentanyl |
| <input type="checkbox"/> Fluids administered | <input type="checkbox"/> Backboard C-Spine | <input type="checkbox"/> ADV Airway... | <input type="checkbox"/> Glucose | <input type="checkbox"/> Lopressor |
| <input type="checkbox"/> Blood Draw | <input type="checkbox"/> Wound dressing | <input type="checkbox"/> Cardioverted | <input type="checkbox"/> Ibuprofen | <input type="checkbox"/> Valium |
| <input type="checkbox"/> Finger stick | <input type="checkbox"/> Extremity Splint | <input type="checkbox"/> Monitor | <input type="checkbox"/> Tylenol | <input type="checkbox"/> Nitroglycerin |
| <input type="checkbox"/> Oxygen | <input type="checkbox"/> C-Collar | <input type="checkbox"/> CPR in progress | <input type="checkbox"/> Morphine | <input type="checkbox"/> Demerol |
| | | <input type="checkbox"/> Pulse Ox | <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Atropine |
| | | <input type="checkbox"/> Ext Pacemaker | <input type="checkbox"/> Lidocaine | <input type="checkbox"/> Other meds... |

TRIAGE AND NURSING HISTORY:
09:35 Skin problem present for . Denies pain.

VISUAL CUE CHECK BOX

A Check Box indicates items within grouping or under a specific heading are NOT "linked" together. Selecting a

Check Box places a check within the Check box . Check boxes support multiple selections within a grouping or heading.

- For this example, items for HISTORY are grouped under the HISTORY heading. As items are selected under this heading, a check is placed within the Check Box indicating this item has been selected.

HISTORY

Patient

EMS Staff

Family...

Other

Triage History (HPI)...

VISUAL CUE CANCEL, BACK, NEXT

Common to majority of screens, within CodoniX is the Cancel -Back -Next.
Located at bottom of screen they are referred to as Action Links.

Cancel Action Link

Cancels or Aborts all documentation which has taken place up to this point. If, the user has answered questions on multiple screens will cancel or abort all information up to the point when Cancel is selected.



Next Action Link

Advances User to NEXT screen (savepoint), can also represent done.

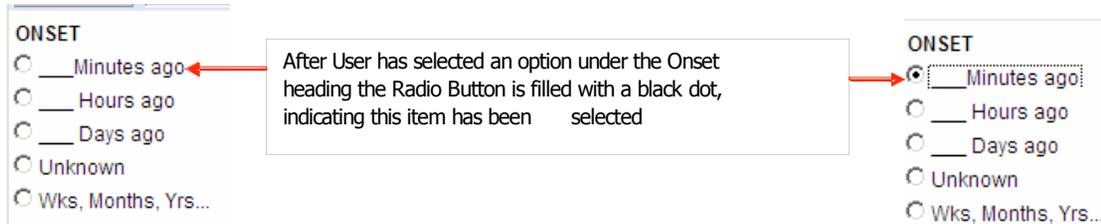
Back Action Link

Takes User back one screen, IF, there is a screen to go back to or returns to the users Main Screen

VISUAL CUE RADIO BUTTON

A Radio Button indicates items within grouping or under a specific heading are "linked" together. Selecting a Radio Button within the grouping or heading a 2nd time changes the selection and removes the original selection.

- For this example, items for ONSET are grouped under the ONSET heading.



- If, the user, makes a new selection, under the ONSET heading, the black dot will change to the new selection



- Groupings may appear as Yes, No or NL ABL. The presence of the Radio Button is a visual cue to the user, only a selection of NL or ABL is allowed for this line



VISUAL CUE RED Text

Text which appears, occasionally, in Red on user screens in an indication that information is required.

For this example, a selection from each heading is required.

If next is selected without selecting a choice, user receives a message.

| RESTRAINT STRATEGIES, REASONS AND TEACHING | |
|---|---|
| WERE NON RESTRICTIVE STRATEGIES TRIED? | |
| <input type="checkbox"/> | Yes - not successful... |
| <input type="checkbox"/> | Yes - partially successful... |
| <input type="checkbox"/> | Yes... |
| <input type="checkbox"/> | No - too dangerous |
| <input type="checkbox"/> | No - in police custody |
| <input type="checkbox"/> | No - free text discussion |
| NOTIFICATION AND DISCUSSION WITH PATIENT AND CAREGIVERS | |
| <input type="checkbox"/> | Patient |
| <input type="checkbox"/> | Family |
| <input type="checkbox"/> | Caregiver |
| <input type="checkbox"/> | No responsible person available to explain need for restraints. |
| <input type="checkbox"/> | Significant Other |
| <input type="checkbox"/> | Discussion deferred |
| <input type="checkbox"/> | Other _____ |
| CONTRAINDICATIONS OF RESTRAINT USE REVIEWED WITH PATIENT AND/OR CAREGIVER? | |
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No |

| RESTRAINT STRATEGIES, REASONS AND TEACHING | |
|---|---|
| WERE NON RESTRICTIVE STRATEGIES TRIED? | |
| <input type="checkbox"/> | Yes - not successful... |
| <input type="checkbox"/> | Yes - partially successful... |
| <input type="checkbox"/> | Yes... |
| <input type="checkbox"/> | No - too dangerous |
| <input type="checkbox"/> | No - in police custody |
| <input type="checkbox"/> | No - free text discussion |
| NOTIFICATION AND DISCUSSION WITH PATIENT AND CAREGIVERS | |
| <input type="checkbox"/> | Patient |
| <input type="checkbox"/> | Family |
| <input type="checkbox"/> | Caregiver |
| <input type="checkbox"/> | No responsible person available to explain need for restraints. |
| <input type="checkbox"/> | Significant Other |
| <input type="checkbox"/> | Discussion deferred |
| <input type="checkbox"/> | Other _____ |
| CONTRAINDICATIONS OF RESTRAINT USE REVIEWED WITH PATIENT AND/OR CAREGIVER? | |
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No |

Invalid Return

You must select one of the choices in red.

Ok Info. Unavailable

Java Applet Window

Common Screens

Within CodoniX, each User Role has a different default screen. (ie Doctor, Medical Assistant, Nurse, etc.)

There are 8 basic screen which comprise the majority of information used by the end user.

The following section will examine how these common screens

USER MAIN SCREENS

Based on User privilege, a different starting point will be presented to the User.

PHYSICIAN STARTING POINT

NURSING/MEDICAL ASSISTANT STARTING POINT

UNIT CLERK/FRONT DESK STARTING POINT

HOSPITAL TECHNICIANS STARTING POINT

CHOICES SCREENS

Choices screens are the most common screen within the application. Common features and functions of a Choices screen:

- Organized top to bottom with most common answers at top.
- Only Screen Type to support required answers, (in red), which indicates item must be selected.

Blue Heading indicates grouping of common answers.

Item(s) selected by User reflect an X next to item.

Items selected become full sentences on main User Screen

HISTORY:
Presents with laceration caused by a knife. The patient states that this problem is job related. Injury to - left thigh happened at home (patient's) - surrounding yard and environs

TABLE SCREENS

Common features and functions of a Table screen are:

- Organized top to bottom with most common answers at top.
- Text that will appear in the electronic chart appears on the screen as selection are made

GENERAL EXAM

GENERAL PRESENTATION? Does not appear to be acutely ill ~~Appears moderately ill~~ ~~Acutely ill~~
Patient does not appear acutely ill.

HABITUS AND GENERAL DISTRESS Well developed, well nourished Thin Obese Nutritional Exam... No Acute Distress Patient is in distress...

GENERAL APPEARANCE Well groomed Disheveled Unkempt
Well groomed appearance.

GENERAL APPEARANCE - AGE Appears stated age Appears to be older than stated age Appears to be younger than stated age.

BEHAVIOR Alert and appropriate Cooperative ~~Incooperative~~ ~~Anxious~~ ~~Tearful~~ ~~Combative~~ ~~Confused~~ ~~Angry~~ Mental Status... Patient Needs...
Cooperative during exam.

SPEECH Normal speech Garbled Slurred Slow difficulty expressing thoughts

GENERAL LEVEL OF HYDRATION? Appears well hydrated Dry mucous membranes
Well hydrated with moist mucous membranes.

OTHER OBSERVATIONS AND INFORMATION Developmentally delayed Deaf Blind Homeless ____

ADDITIONAL: Unable to assess General PMH... Free Text ____

RN GENERAL EXAM:
 08:31 Initial Gen exam: Patient does not appear acutely ill. Well groomed appearance. Cooperative during exam. Well hydrated with moist mucous membranes.

Blue Heading indicates grouping of common answers. Organized left to right with most common answers starting at left.

Item(s) selected by User reflected in blue. Clicking a second time de-selects item.

Items selected shown as sentence on Table Screen and on main User Screen.

YES/NO SCREENS

Common features and functions of a Yes/No screen are:

- Organized top to bottom with most common answers at top.
- A Yes or No selection may present a follow-up question, or a sentence reflecting answer.
- Answer only items that are relevant

| SKIN PROBLEMS | | |
|-------------------------------------|-----------|---|
| NURSING HISTORY | | |
| Yes | No | Has patient had problem for more than 24 hours? |
| Yes | No | Does area hurt? |
| Yes | No | Does local area itch? |
| Yes | No | Does patient describe redness? |
| Yes | No | Has patient noted swelling? |
| Yes | No | Has patient noted any drainage? |
| Yes | No | Is there a likely cause for this problem? |
| Yes | No | Other ____ |
| NURSING EXAM | | |
| Yes | No | Does area have a dressing? |
| Yes | No | Is area swollen? |
| Yes | No | Is area red (erythematous)? |
| Yes | No | Are there red streaks? |
| Yes | No | Is there local drainage?.. |
| Yes | No | Do you need to further describe this area? |
| NURSING ASSESSMENT | | |
| Yes | No | Add to Nursing Assessment... |
| Yes | No | Add to Past Medical History... |
| Yes | No | Add to Facility Assessment... |
| Yes | No | Add to Patient Update... |
| NURSING INTERVENTIONS/ORDERS | | |
| Yes | No | Add to General Orders... |

Item(s) selected by User appear as a bold **Yes** or **No**.

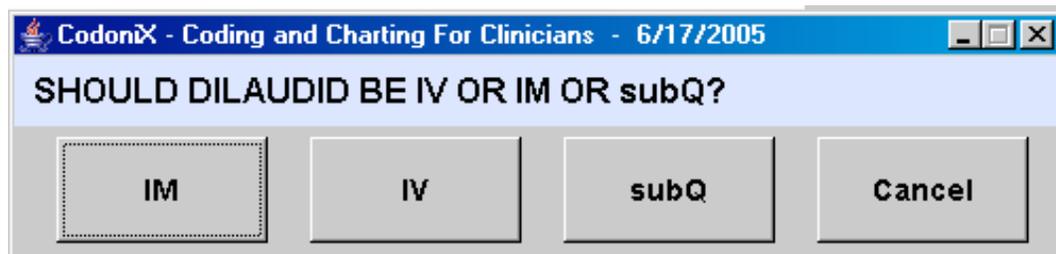
RESPONSE SCREENS

Common features and functions of a Response screen are:

- Behavior is dependent on question asked.
- Each "button" may result in different behavior which may result in follow-up question or text appropriate to answer.



Cancel aborts screen and information from proceeding screens. If no cancel is available then User is required to answer response.



Often used for selection of drug routes.

SCROLLING LIST SCREENS

Common features and functions of a Scrolling list are:

- Organized in alphabetical order.

The screenshot shows a Java Applet window titled "Devine Demolition Hospital Sample Sample - :". The main content area is titled "CHOOSE A PROBLEM FOCUSED EXAM". At the top left, there is a search input field containing "ABD". Below it is a list of medical conditions, with "Abscess" highlighted in blue. To the right of the list is a "Selected Items:" area containing "Abscess". At the bottom, there are three buttons: "Cancel", "Back", and "Next".

Annotations with red arrows point to various parts of the interface:

- An arrow points to the search input field: "User can begin typing desired item for fast location or use elevator bar to scroll up or down."
- An arrow points to the highlighted "Abscess" item in the list: "Item(s) on left side, highlight in blue, double clicking moves item to right side indicating it has been selected."
- An arrow points to the "Abscess" item in the "Selected Items:" area: "Double clicking item on right side, de - selects item."

Java Applet Window

ORDER SCREENS [CLASSIC FORMAT]

Common features and functions of a Order screen are:

- Organized top to bottom with most common Orders at top.
- Blue Heading indicates grouping of common Orders.

| FLUID ORDERS | |
|---|--|
| DO YOU WANT A FLUID BOLUS? | |
| Normal Saline BOLUS | |
| Lactated Ringers BOLUS | |
| IV MAINTENANCE FLUID AND IV ACCESS | |
| Capped IV | |
| NS | ← Item(s) selected by User will be reflected in blue |
| D5% 1/2 NS | |
| D5% NS | |
| D5% W | |
| Lactated Ringers | |
| Banana Bag | |
| ADD MAGNESIUM OR POTASSIUM | |
| Add ___ g of Magnesium Sulfate in first liter (defaults to 1 gram) | |
| Add ___ g of Magnesium Chloride in first liter (defaults to 1 gram) | |
| Add ___ meq Potassium Chloride per liter (defaults to 20 meq) | |

ORDER SCREENS [GRAPHIC]

ROUTINE ORDERS WORKSHEET

NAME: Sample Sample DOB: AGE: 33 SEX: M RETURN TO CHARTING

SIGN OFF ORDERS

ALLERGIES HEIGHT WEIGHT

Refresh Orders

Order Based on Anatomy

COMMON LABORATORY ORDERS

ABG CMP Sed rate (ESR)

Accucheck (BS) Creatinine STD Screens

Amylase B. Bilirubin Troponin

Blood Alcohol Lipase Total bilirubin

Blood culture X 1 Magnesium Type and Rh

Blood culture X 2 Monospot UA - Urinalysis

Bld. Bank orders PT/INR Dip urine

BMP CPK - MB Point of care testing

C-Xray (Portable) NG tube

C-Xray (PA and Lat) Nebulizer treatment...

Head CT (no contrast) Oxygen...

LS spine (Complete) Pulse Oximetry

Sono Abd. or Pelvic Orthostatic VS

More X-rays

COMMON STAT MEDICATIONS

Acetaminophen Nitroglycerin Orders

Ibuprofen LET (ZAP) topical

dT (tetanus) IM More Medications

CALLS - Order Groups

Place call to ____

Admit to ____

Prior Medical Records

Diet - NPO - PO Fluid...

Isolation precautions...

Interpreter

Problem Based Choices...

PC Guidelines (Bundled)...

Restraints...

More General orders

MISC. INTERVENTIONS

Apply Ice to ____

Splint [note]

Wound prep - Dressings [note].

Patient demographic information, current user and treating provider, Allergies, Height and Weight presented at top (if document)

Previously selected Orders appear in Order Summary box. Refresh Orders update display as new orders are placed

ORDER SCREENS [GRAPHIC]

ORDER DOCUMENTATION SHEET

NAME: Jimmy Jones DOB: 3/18/1979 AGE: 26 SEX: M

SELECT ALL UNSELECT ALL Penicillin

ORDERS Cancel MD Sign Entered by Noted Completed NOTES AND UPDATES

| ORDERS | Cancel | MD Sign | Entered by | Noted | Completed |
|------------------------------|--------|---------|------------|-----------|-----------|
| X CXR - PA & Lat | | | | KDM 10:06 | KDM 11:47 |
| X NPO | | | | KDM 11:14 | KDM 11:47 |
| X Regular diet | | | | KDM 11:14 | |
| X EKG | | | | KDM 11:33 | |
| X Place call for interpreter | | | | KDM 11:33 | |

To sign multiple orders at once choose either the 'SELECT ALL' button or click in the far left hand column
Then choose from the buttons below to Start - Complete - Sign - or Cancel multiple orders

ORDERS NOTED COMPLETE ORDERS SIGN ORDERS CANCEL ORDERS

Current User: Kate D Mackley, RN Treating Provider: Andrew Muchmore, MD

Return, returns User to screen where Order Sign Off was initiated . [Note: may be Main User Screen, Documentation Screen or Trackerboard].

New Orders, takes User to Routine Orders

Select All places a blue X next to all Orders on screen. Unselect all remove blue X next to all orders on screen

Underlined items applies the action indicated (noted, complete, sign, cancel) for all items with a blue X