Patient Assessment Documentation Package (PADP)

C3-C1 Conversion Project

RN Reassessment User Manual
for NUPA Version 1.0

April 2012

Department of Veterans Affairs
Office of Information and Technology (OIT)
Office of Enterprise Development (OED)
# Revision History

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<th>Description</th>
<th>Author</th>
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<td>Revision</td>
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<td>REDACTED</td>
</tr>
</tbody>
</table>
# Table of Contents

## Introduction ........................................................................................................................................... 1

## Using the RN Reassessment .................................................................................................................. 2

- Opening RN Reassessment .................................................................................................................. 2
- No Previously Saved Information ........................................................................................................ 3
- Previously Entered Information Available for One Patient ................................................................. 3
  - Restore Patient’s Data/No .................................................................................................................. 4
  - Restore Patient’s Data/Yes ................................................................................................................ 4
- Previously Entered Information Available for Two or More Patients .................................................. 4
  - View the Patients?/No .................................................................................................................... 5
  - View the Patients?/Yes .................................................................................................................... 5
- Patient not yet Assigned to an Inpatient Bed ....................................................................................... 7

## Saving and Uploading Data ................................................................................................................... 7

- Auto Save ........................................................................................................................................... 7
- Manual Save ........................................................................................................................................ 8
- Upload Data ........................................................................................................................................ 8
- Save and Exit ..................................................................................................................................... 9
- Save Now ......................................................................................................................................... 9
- Exit .................................................................................................................................................. 10

## Signing Notes ..................................................................................................................................... 11

## Working in a Care Plan ............................................................................................................................ 12

- Care Plan Table .................................................................................................................................. 13
- Updating an Existing Problem/Intervention ......................................................................................... 15
- Adding a New Intervention for an Existing Problem ........................................................................ 20
- Adding a New Problem/Intervention .................................................................................................. 21
- Other Problems .................................................................................................................................. 23
- Other Interventions ............................................................................................................................ 24

## Working in the Consults .......................................................................................................................... 25

## Working in the Template ........................................................................................................................ 27

- Moving through the Template with a Mouse ....................................................................................... 27
- Moving through the Template without a Mouse .................................................................................. 28
  - Ctrl-Alt Keys ................................................................................................................................... 28
  - Go to Radiogroup ............................................................................................................................ 29
- Viewing Previously Entered Data ....................................................................................................... 29

## Navigating the RN Reassessment Tabs .................................................................................................. 31

- General Information (Gen Inf) ............................................................................................................ 31
- Adding an Allergy ................................................................................................................................. 32
- Initiating a Social Work Consult for Advance Directives ................................................................. 34
- Changing Emergency Contact Information ....................................................................................... 36
- Education (Educ) ................................................................................................................................. 38
- Pain (Pain) ....................................................................................................................................... 40
- IV (IV) ............................................................................................................................................... 48
  - No IV/Vascular Access Devices ..................................................................................................... 48
  - Peripheral Lines - IV Periph ............................................................................................................. 49
Existing IV Lines
New IV Lines
Central IV Lines – IV Central
Dialysis Ports - IV Dialysis
General Observations/Comments – IV Comments
Care Plan - IV CP
Respiratory (Resp)
Cardiovascular (CV)
Neurology (Neuro)
Gastrointestinal (GI)
Genitourinary (GU)
Indwelling Catheter
Musculoskeletal (M/S)
Skin (Skin)
  Documenting Pressure Ulcers
  Pressure Ulcer Drop-downs
  Documenting Skin Alterations
  Skin Alteration Drop-downs
Psychosocial (P/S)
  Restraints (Rest/Restr)
  Mental Health (MH)
  Functional (Func)
Discharge Planning (DP)
PCE Data (PCE)
  Reminders Due (Display Only)
  Clinical Maintenance
  Reminder Inquiry
  Resolve Inpatient Nursing Clinical Reminders
View Text (View Text)
  Signing Note and Consults from within the Template
Unable to Complete the Assessment
Patient still cannot respond
Patient can respond
Updating the Reassessment Note
Glossary
Appendix A Reassessment Contingency Note
Introduction

The Patient Assessment Documentation Package (PADP) Version 1.0 is a Veterans Health Information Systems and Technology Architecture (VistA) software application that enables Registered Nurses (RNs) to document, in a standardized format, patient care during an inpatient stay. Although the content is standardized for use across the VA system, some parameters can be set to support the unique processes at individual medical centers.

PADP interfaces directly with several VistA applications, including Computerized Patient Record System (CPRS), Clinical Reminders, Consult Tracking, Allergy/Adverse Reaction Tracking, Mental Health Assistant, Vitals, and Patient Care Encounter (PCE).

PADP is a Delphi application, which supports RNs in documenting patient care during an inpatient stay. It includes the following templates:

- Admission – RN Assessment allows RNs to document the status of the patient at admission.
- Admission – Nursing Data Collection allows Licensed Practical Nurses (LPNs) and other nursing staff, including the RN, to enter basic patient data, such as vitals and belongings at the time of admission.
- RN Reassessment allows RNs to document the condition of the patient on a regular basis and any time during the inpatient stay.
- Interdisciplinary Plan of Care interfaces with admission and reassessment data, and allows additional information to be entered by the RN and other health care personnel (physicians, social workers, chaplain, etc.). All clinical staff can enter information into the Plan of Care. The Plan of Care can be printed and given to the patient when appropriate.

PADP consists of a KIDS build, NUPA 1.0, and four (4) Delphi GUI templates in three executables.
1. The executable, **Admassess.exe**, contains the Admission - RN Assessment template and the Admission - Nursing Data Collection template.
2. The executable, **Admassess_Shift.exe**, contains the RN Reassessment template.
3. The executable, **Admassess_Careplan.exe**, contains the Interdisciplinary Plan of Care template.

Each template is associated with a note.
- The Admission - RN Assessment template is associated with the note: **RN Admission Assessment**
- The Admission - Nursing Data Collection template is associated with the note: **Nursing Admission Data Collection**
- The RN Reassessment template is associated with the note: **RN Reassessment**
- The Interdisciplinary Plan of Care template is associated with the note: **Interdisciplinary Plan of Care**

PADP adds to VistA, a new namespace (NUPA), four (4) Progress Notes, five (5) printouts, fourteen (14) files, thirty-six (36) parameters, and new health factors. The 5 printouts are:
1. The Daily Plan® is a health summary designed to be given to the patient and family
2. Plan of Care is a plan designed to guide the nursing staff
3. Discharge Plan is for discharge planners
4. Belongings is a list of patient belongings
5. Safe Patient Handling is designed to guide the transfer of a patient
Using the RN Reassessment

Registered Nurses (RNs) use the RN Reassessment template to document inpatient care in a standardized format at regular times and as needed. With the reassessment template, you collect information associated with new problems and with required physical assessment documentation, such as skin condition, respiratory, genitourinary, and gastrointestinal status.

Opening RN Reassessment

You access the RN Reassessment through CPRS from the Tools menu.
1. Open CPRS.
2. Select a patient.
3. Click Tools.
4. Select RN Reassessment.

Enter a patient window automatically opens to the CPRS patient.

Note: You may have to re-enter your CPRS access and verify codes, depending on local site setup.

Access through CPRS
No Previously Saved Information

The Enter a patient window displays.

![Image of RN Reassessment, Enter a patient window with no previously saved information]

1. Select an Assessment Type.
2. Click **Start Note**.
   The reassessment template opens to the General Information tab for the CPRS patient.

Previously Entered Information Available for One Patient

![Image of Patient selection window with previously entered information available for one patient]

Patient selection window with previously entered information available for one patient
**Restore Patient’s Data/No**

If you previously entered data on one patient, you are prompted with: *You have previously saved data on a note for patient <PADPPATIENT,ONE >*

1. Select an Assessment Type.
2. Select No.
   - The patient’s information is deleted, but the Internal Entry Number (IEN) for the patient displays in the Enter a patient text box.
3. Click Start Note.
   - The template opens to the General Information tab and you can enter new data for that CPRS patient.
4. Optional: You can delete the IEN of that CPRS patient, enter the name of a different patient, and click Start Note.

   **Note:** The Internal Entry Number (IEN) is a unique, computer-generated number that identifies a specific patient in your system. The IEN has no impact on the completed assessment, nor does it display again.

**Restore Patient’s Data/Yes**

If you previously entered data on one patient, you are prompted with: *You have previously saved data on a note for patient <PADPPATIENT,ONE > m*

1. Select an Assessment Type.
2. Select Yes.
3. Click Start Note.
   - The template opens General Information tab for the CPRS patient with the data restored.

   **Note:** PADP does a search for previously entered assessments/reassessments within the last 12 hours.

**Previously Entered Information Available for Two or More Patients**

If you have previously stored data from more than one patient, you are asked if you want to view a list of those patients.

You have previously saved data on more than one patient

- View the patients?
  - Yes
  - No

Patient selection window with previously entered information available for more than one patient
**View the Patients?/No**

If you say **No**, the patient’s name displays in the Enter a patient text box as a number that identifies the CPRS patient.
1. Select Assessment Type.
2. Click **Start Note**.
3. The template opens to the General Information tab.

**View the Patients?/Yes**

1. Select **Yes**.
2. Select an Assessment Type.
   Patient Selection window displays with a list of patients with saved data.

---

Patient Selection List

**Patient on the List**

1. Select a name.
2. Click **OK**.
   The template opens to the General Information tab.
Patient not on the List

1. Click **Cancel**.
The number that represents your CPRS patient is in the Enter a patient text box.
2. Click the **Start Note**.
The template opens to the General Information tab.

RN Reassessment, General Information (Gen Inf) tab window, Gen I Page 1
Patient not yet Assigned to an Inpatient Bed

When a patient is not assigned an inpatient bed, a location automatically displays over the General Information window.

![Location: Select visit location](image)

1. Select a current patient location, i.e., outpatient clinic. Navigate quickly to the current location by entering the first letter of the location.
2. Click **OK**.

**Saving and Uploading Data**

**Auto Save**

Data are saved automatically. Frequency of auto-save is set locally.

![Saving data: percentage saved indicator](image)
Manual Save

You can save data by using the File menu on any tab.

RN Reassessment window, File menu

Upload Data

To create a note you must upload the data into VistA and CPRS:
1. Open the File menu on any tab and select Upload Data.
   Results from your upload display, verifying that the data is uploaded.

   RN Reassessment, Upload results window

   Note: The unsigned note, selected consults, and PCE data/Health Factors are uploaded into CPRS and VistA.

2. If the information is incomplete, an Error Listing window displays indicating the pages within specific tabs that require attention.
   - The tabs with pages that require attention are blue.
Once the pages are completed, the tab returns to gray.

i. Double-click an item to go to the page that requires attention.

ii. When all the errors are completed, select **Upload Data** again.

### Save and Exit

To save data and temporarily leave the template:

1. Open the File menu on any tab.
2. Select **Save and Exit**.
3. When you reopen the template, your previously entered data is there.

### Save Now

To save data, but not close the template and continue to enter data:

1. Open the File menu on any tab.
2. Select **Save Now**.
3. Continue to enter data for the current patient.
Exit

1. From any tab, click X in the top right corner of the window. Warning message displays.

   ![Warning Dialog]

   Warning: Do you really wish to exit?

2. Click Yes.

   or

1. From any tab, open the File menu and click Exit.
   Warning message displays.

2. Click Yes.
Signing Notes

Go to CPRS to sign your uploaded, unsigned notes and consults.

You can also sign unsigned notes after the upload from the View Text tab in the template.

1. Click View Text.

2. Click Sign Note/Consult.

3. Enter your electronic signature and click Accept e-sig.

4. To prevent the signing of an uploaded note, click Cancel e-sig.

Note: If there is only a note to sign, the button is Note. If there is a consult(s) to sign, the button is Sign Note/Consult.
Working in a Care Plan

The Care Plan page for each section of the RN Reassessment works the same way. The steps apply to each of the care plan (CP) pages.

RN Reassessment, <Education> - Problems/Interventions/Desired Outcomes,
<br>&lt;Educ&gt; CP window
The width of each Care Plan column is adjustable. There are ten columns in the Care Plan (Problems/Interventions/Desired Outcomes) table.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab</td>
<td>Tab in which the problem was identified in a previous assessment</td>
</tr>
<tr>
<td></td>
<td>Example</td>
</tr>
<tr>
<td>Problem</td>
<td>Problem of concern from a previous assessment</td>
</tr>
<tr>
<td>Date Identified</td>
<td>Date the problem was identified</td>
</tr>
<tr>
<td>Desired Outcome</td>
<td>Preferred resolution of the problem</td>
</tr>
<tr>
<td>Prob Eval</td>
<td>In relation to the problem, how are things going?</td>
</tr>
<tr>
<td>(Problem Evaluation)</td>
<td>a. No change/Stable</td>
</tr>
<tr>
<td></td>
<td>b. Deteriorating</td>
</tr>
<tr>
<td></td>
<td>c. Improving</td>
</tr>
<tr>
<td></td>
<td>d. Resolved</td>
</tr>
<tr>
<td></td>
<td>e. Resolved at discharge</td>
</tr>
<tr>
<td>Prob Eval Date</td>
<td>Date on which the problem was last evaluated</td>
</tr>
<tr>
<td>(Problem Evaluation Date)</td>
<td></td>
</tr>
<tr>
<td>Intervention</td>
<td>The what to do for the patient you identify, so that the problem will</td>
</tr>
<tr>
<td></td>
<td>improve/get better/not get worse</td>
</tr>
<tr>
<td>Int Started</td>
<td>Date on which the intervention was initiated</td>
</tr>
<tr>
<td>(Intervention Started)</td>
<td></td>
</tr>
<tr>
<td>Int Status</td>
<td>In relation to the intervention, how should the staff proceed?</td>
</tr>
<tr>
<td>(Intervention Status)</td>
<td>a. Complete</td>
</tr>
<tr>
<td></td>
<td>b. Continue</td>
</tr>
<tr>
<td></td>
<td>c. Discontinue</td>
</tr>
<tr>
<td></td>
<td>d. Pending (intervention was ordered but not started, such as a special</td>
</tr>
<tr>
<td></td>
<td>bed or a lab test)</td>
</tr>
<tr>
<td></td>
<td>e. Not on file (status not evaluated)</td>
</tr>
<tr>
<td>Int Stat Date</td>
<td>Date on which the status of the intervention was evaluated</td>
</tr>
</tbody>
</table>

RN Reassessment, Problems/Interventions/Desired Outcomes table

The problems came from the Mental Health Assessment, MH tab.
<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Intervention Status Date)</td>
<td></td>
</tr>
</tbody>
</table>
Updating an Existing Problem/Intervention

All care plans are updated the same way. If problems are entered during a previous assessment, the CP page from any tab is bold and italicized.

1. Click <Resp> CP.
   The <Respiratory> - Problems/Interventions/Desired Outcomes window displays.

2. Click a problem.
   Problem evaluation, Intervention status, and Problem/intervention detail become available.
RN Reassessment, <Resp> CP window
3. Select a problem evaluation and an intervention status for the selected problem. Evaluate both the problem and the specific interventions each time you document.

4. Click **OK**. Information displays.

5. Click **OK** to complete the problem/intervention.
6. Review the care plan table. The Prob Eval/Int Status are updated and the Prob Eval Date/Int Status Date are added.

RN Reassessment, <Resp> CP window
7. Click **View history for this problem** to view the history of the selected problem. The Problem History displays.

![Problem History window](image)

8. Click **Close**.
Adding a New Intervention for an Existing Problem

1. Click a problem.
2. Click Add New Intervention to this problem.
The Add New Problem/Intervention window displays with the area and problem selected.

![Add New Problem/Intervention window](image)

3. Select an intervention from the Select Interventions list box for the selected problem.
4. Click Add.
   Information displays.

![Information](image)

5. Click OK.
6. Click Exit.
Adding a New Problem/Intervention

Add New Problem/Intervention window

1. Click **Add New Problem**.
   Add New Problem/Intervention window displays.

   - **Note:** The Respiratory area is auto selected, because you are in the Resp CP.

2. Select a problem from the **Select Problem(s)** list box.
   - You can select only one problem at a time.
   - The Desired Outcome text box and the Select Interventions list box display.
Add New Problem/Intervention window for problem/intervention options

3. Select an intervention from the Select Interventions list box.
4. Click Add.
   Information displays.

Information : New Problem/Intervention added!

5. Click OK.
6. Click Exit.
Other Problems

Some problems generate a to enter problems that are not on the predefined list.

1. Select an Other problem in the Select Problems list box. The Other problems displays.

![Add New Problem/Intervention window with Other]

2. Type the other problem into the text box.
3. Click OK.
4. Type a desired outcome into the Desired Outcome text box.
5. Select one or more interventions from the Select Interventions list box.
6. Click Add.
   Information displays.

![Information: New Problem/Intervention added!]

7. Click OK.
8. Click Exit.
9. To add more other problems, repeat steps 1-8, as necessary.
**Other Interventions**

Some interventions generate a to enter interventions that are not on the predefined list.

1. Select an *Other* intervention in the Select Interventions list box. The *Other* intervention displays.
2. Type the *other* intervention into the text box.
3. Click **OK**.

![Add New Problem/Intervention window with Other](image)

4. Click **Add** to transfer the intervention to the care plan. Information displays.

![Information: New Problem/Intervention added!](image)

5. Click **OK**.
6. Click **Exit**.
Working in the Consults

All the consults in Reassessment work the same way. The following steps apply to each of the consults. When a consult is required, a mandatory consult message is highlighted in red. Ordering a Chaplain Consult is an example of how to work in any of the consults.

Example – Ordering a Chaplain Consult

Order a Chaplain Consult from Gen Inf tab, Gen I Page 2 in the Spiritual/Cultural Assessment section.

The Chaplain Consult is mandatory when the patient answers Yes to any one of the following questions.

- Are there religious practices or spiritual concerns the patient wants the chaplain, physician, and other health care team members to immediately know about?
- Patient requests an immediate visit from the Chaplain?
- Does patient have a pastor or clergy who should be notified of this hospitalization?

1. Select Yes and a message indicating the consult is mandatory displays:

Chaplain consult mandatory

RN Reassessment, General Information (Gen Inf) tab, Gen I Page 2 window Spiritual/Cultural Assessment

2. Click <Chaplain Consult>.

The <INPATIENT CHAPLAIN> Consult window displays.
a. Complete all fields with asterisks; they are required fields.
b. Click **Upload Consult**.
   Information displays indicating the consult is uploaded with the reassessment note.

![Information](image)

Information: Consult will be uploaded with the note.

3. Click **OK**.
   On the Gen Inf tab, Gen I Page 2, under the Chaplain Consult button, **Will Send** displays.
   
   **Note:** Manage consults according to medical center policy. If nurses at your site do not order consults, upload a mandatory consult, but do not sign it.
   The identified provider will be notified that there is a consult to sign.
Working in the Template

1. To complete the template, move through the fields from left to right and then down.
2. The active page displays first and the page tab is white.
3. Each tab across the bottom is subdivided into pages, which display on the right above the bar of tabs.
4. Each field with an asterisk (*) must have an entry.
5. A field without an asterisk is optional.
6. You must enter optional information where appropriate for the patient.

Moving through the Template with a Mouse

There are two ways to move from tab to tab within the template.
1. Click a tab at the bottom of any of the RN Reassessment windows. The selected tab opens.

2. Open the Tabs menu and select a tab from the list. The selected tab opens.
Moving through the Template without a Mouse

**Ctrl-Alt Keys**

You can move from tab to tab using `Ctrl+Alt+<letter>`. The list contains the keys to use for each of the tabs.

<table>
<thead>
<tr>
<th>Tab</th>
<th>Keys</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>Ctrl + Alt + G</td>
</tr>
<tr>
<td>Education</td>
<td>Ctrl + Alt + E</td>
</tr>
<tr>
<td>Pain</td>
<td>Ctrl + Alt + P</td>
</tr>
<tr>
<td>IV</td>
<td>Ctrl + Alt + I</td>
</tr>
<tr>
<td>Respiratory</td>
<td>Ctrl + Alt + R</td>
</tr>
<tr>
<td>Cardiovascular</td>
<td>Ctrl + Alt + L</td>
</tr>
<tr>
<td>Neurological</td>
<td>Ctrl + Alt + N</td>
</tr>
<tr>
<td>Gastrointestinal</td>
<td>Ctrl + Alt + A</td>
</tr>
<tr>
<td>Genitourinary</td>
<td>Ctrl + Alt + T</td>
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<td>Musculoskeletal</td>
<td>Ctrl + Alt + M</td>
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<tr>
<td>Skin</td>
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<tr>
<td>Psychosocial</td>
<td>Ctrl + Alt + Y</td>
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<tr>
<td>Restraints</td>
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<tr>
<td>Mental Health</td>
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<td>Functional</td>
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<tr>
<td>Discharge Planning</td>
<td>Ctrl + Alt + D</td>
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<tr>
<td>PCE</td>
<td>Ctrl + Alt + X</td>
</tr>
<tr>
<td>View Text</td>
<td>Ctrl + Alt + V</td>
</tr>
</tbody>
</table>
Go to Radiogroup

The Go to radiogroup is designed to navigate the templates with keyboard commands, when the mouse stops working during a patient assessment. It also satisfies the 508-compliant requirement, under Section 508 of the Rehabilitation Act, to be able to navigate the templates without using a mouse.

<table>
<thead>
<tr>
<th>Go to radiogroup:</th>
<th>Mode of arrival</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Admitted from</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Primary Language</td>
<td></td>
</tr>
</tbody>
</table>

Go button

1. Use the Tab key to move to the bottom of the page.
2. Use the arrow keys to move up/down in the Go to radiogroup: list.
3. Click Go.

or
1. Click the drop-down arrow in the Go to radiogroup: drop-down list.
2. Select a radiogroup.
3. Click Go.

Viewing Previously Entered Data

Some of the information entered during the admission assessment or a reassessment is pulled forward to the current reassessment.

- Prior responses to many questions are embedded as read-only in the template. The responses do not show up in the new Progress Note.
- Although the prior response cannot be edited, in many places the information can be updated.

For example, the Primary Language is identified as English and can be updated.

Prior patient response: English
Primary language
For example, Advance Directive information was not requested in the previous assessment. Now the patient requests information on Advance Directives and a consult can be sent.

**Prior response: No**

Does patient wish to indicate or make changes to an Advance Directive

- Some data entered on one page in the template also displays on another page. Information entered on the Psychosocial tab, P/S Page 3 displays on the Discharge Planning tab shaded in yellow.

**RN Reassessment, Discharge Planning (DP) tab, DP Page 1 window**
Navigating the RN Reassessment Tabs

The RN Reassessment template has 18 tabs.

**General Information (Gen Inf)**

The RN Reassessment template opens to the General Information (Gen Inf) tab, the first tab at the bottom on the left.

Gen I Page 1 contains information that is similar to its equivalent on the RN Assessment. It is previously entered information and is read-only.

1. Click **Gen I Page 2**.
   Gen I Page 2 displays.
2. Populate Gen I Page 2, if necessary.
RN Reassessment, General Information (Gen Inf) tab, Gen I Page 2 window

Gen I Page 2 contains information that can be updated, as well as information that is read-only.
- Allergies are added on Gen I Page 2, in the Allergies text box.
- None of the fields on Gen I Page 2 is required during reassessment, provided a completed admission assessment is on file.

Adding an Allergy

Allergies/Adverse Reactions are uploaded immediately into the Allergy/Adverse Reaction Package when saved.

Note: Follow your local medical center policy with regard to adding allergies.

1. Click Add New Allergy.
   The Add New Allergies window displays.
2. Type 3-5 letters of the reported allergy, into the **Search for** text box.
3. Click **Search**.
4. Double-click an allergy in the **Allergy** list.
   The **Sign/Symptoms** list box displays.

5. In the **Observed/Historical** box, select **Observed** or **Historical**.
6. In the **Nature of reaction** text box, select **Allergy**, **Pharmacological**, or **Unknown**.
7. Select one or more reported signs/symptoms.
8. Click **OK** and the allergy is saved in the Adverse Drug Reaction (ADR) file.
   Information displays to confirm the allergy is saved.
9. Click OK.
10. Click Close.

Initiating a Social Work Consult for Advance Directives

All of the consults in RN Reassessment work the same way; refer to the instructions in Working in the Consults on page 25.

1. Click Gen I Page 3.
   Gen I Page 3 displays.

RN Reassessment, General Information (Gen Inf) tab, Gen I Page 3 window
   If the patient wants to initiate or make changes to an Advance Directive, you are required to order a Social Work Consult.

RN Reassessment, General Information (Gen Inf) tab, Gen I Page 3 window, Social Work Consult Mandatory

**Note:** You cannot upload a Progress Note, unless you order the Social Work consult.
Changing Emergency Contact Information

1. Click **Gen I Page 4**.
   Gen I Page 4 displays with the **Emergency contact information**, **Support person contact information**, and **General observations/comments** text boxes available for additional information.

RN Reassessment, General Information (Gen Inf) tab, Gen I Page 4 window
2. To update the emergency contact information, click **Change Contact**. The Emergency contact information section expands.
3. Complete all the fields with asterisks; they are required fields.
4. Click **Save Contact**.
5. To cancel the update, click **Cancel Contact** before you click **Save Contact**.
6. Document the name and contact information of the patient’s support person. It is required information.
**Education (Educ)**

The Education Tab contains the educational assessment and a readiness to learn. The Educational Assessment is unavailable when the patient cannot respond.

Educ Page 1 contains information that can be updated, but none of the fields on Educ Page 1 is required during reassessment.

1. Click **Educ**.
   Educ Page 1 displays.
2. Update Educ Page 1, if necessary.
3. Click **Educ CP**.
   Educ CP displays.

4. Update Educ CP.
   Refer to the instructions in *Working in a Care Plan* on page 12.
Pain (Pain)

The Pain tab in reassessment is similar to the tab in the Admission – RN Assessment.

- If Is pain is a problem for patient was documented as Yes in the Admission - RN Assessment, it is pulled into the RN Reassessment.
- If Is pain is a problem for patient was documented as No in the Admission - RN Assessment, the reassessment pages work like those in Admission – RN Assessment. If there is no pain at the time of the reassessment, all pain locations are unavailable.

1. Click Pain. Pain Page 1 displays.
   a. Select a radio button in the Is pain a problem for the patient group. The fields that display vary depending on the response for this query.
      - Yes
      - No
      - Unable to respond to questions
   b. Select a radio button in the Is patient on Palliative/Comfort Care group.

Is pain a problem for the patient/Yes

1. If a patient reports that pain is a problem (even if there is no pain currently), select Yes.
   a. The Other Pain and Other Pain 2 pages are available when the patient identifies multiple pain locations. There are five pain location sections.
   b. Identify Pain Location #1 and document the behavioral indicators.
c. Complete all fields with asterisks; they are required fields.

RN Reassessment, Pain Assessment (Pain) tab, Pain Page 1 window
Is Patient having any pain now with Yes selected

2. When Pain Location #1 is complete and you have more pain locations to document, select the Other pain location? check box.
Other Pain page displays.
3. **Optional**: Populate the Other Pain page.
   
   a. Identify Pain Location #2/Pain Location #3 and document the behavioral indicators.
   
   b. Complete all fields with asterisks; they are required fields.
4. When Pain Locations #2 and #3 are complete and you have more pain locations to document, select the **More pain locations?** check box.
   Other Pain 2 displays.

![RN Reassessment, Pain Assessment (Pain) tab, Other Pain 2 window](image)

**RN Reassessment, Pain Assessment (Pain) tab, Other Pain 2 window**

Pain Location #4 and Pain Location #5

5. **Optional:** Populate the Other Pain 2 page.
   a. Identify Pain Location #4/Pain Location #5 and document the behavioral indicators.
   b. Complete all fields with asterisks; they are required fields.

6. If you require more than five pain locations, continue to document on the Pain Comm page in the **General observations/comments** text box.
Is pain a problem for the patient/No

When No is selected on Pain Page 1, many fields are unavailable and no documentation is necessary.

RN Reassessment, Pain Assessment (Pain) tab, Pain Page 1 window
Is patient having any pain now/No
Is pain a problem for the patient/Unable to respond to questions

RN Reassessment, Pain Assessment (Pain) tab, Pain Page 1 window

1. When **Unable to respond to questions** is selected on Pain Page 1
   a. Type an explanation for unable to respond in the **Explain why patient unable to respond to questions** text box.
   b. Select behavioral indicators in the **Does patient exhibit behavioral indicators related to pain** list box.
   c. Select a radio button in the **Is patient on Palliative/Comfort Care** group.
2. Click **Pain Comm**.
   Pain Comm displays.

   ![RN Reassessment, Pain Assessment (Pain) tab, Pain Comm window](image)

   **RN Reassessment, Pain Assessment (Pain) tab, Pain Comm window**

3. Populate Pain Comm, if necessary.
   Use the **General observations/comments** text box for additional information.
4. Click **Pain CP**.
   Pain CP displays.

5. Populate Pain CP.
   Refer to the instructions in *Working in a Care Plan* on page 12.
**IV (IV)**

On the IV tab, document new IV locations and Dialysis access, as well as update existing IV locations and Dialysis access.

**No IV/Vascular Access Devices**

1. Click IV. IV Periph displays.
2. If a patient has no IVs or dialysis access in place, select the **No IV/vascular access devices** check box and none of the IV pages or Add New IV Location are available.
3. Move to the next tab.

*Image: RN Reassessment, IV (IV) tab, IV Periph window - No IV/vascular access device selected*
Peripheral Lines - IV Periph

Existing IV Lines

If IVs were present at time of the Admission – RN Assessment or in previous reassessments, those IVs display on the IV tab.

1. Populate IV Periph.
2. Select an existing IV and the edit fields for the selected IV are made available. Complete all the fields with asterisks; they are required fields.
3. To cancel entered data before upload, click **Cancel edit**.
4. To upload updated information, click **OK**.
New IV Lines

RN Reassessment, IV (IV) tab, IV Periph window

5. Click **Add New IV Location**.
   The Location drop-down list box displays in the **Edit Peripheral Line site #1** section.
6. Select a location and additional fields become available.
   Complete all the fields with asterisks; they are required fields.
7. To cancel entered data **before upload**, click **Cancel edit**.
8. To upload updated information, click **OK**.
9. To add another IV location, repeat steps 6 through 8.

   **Note:** There is no limit to the number of IV locations you can enter.
Central IV Lines – IV Central

1. Click **IV Central**.
   
   IV Central displays.

2. Populate IV Central.

3. Click **Add New CL Location**.
   
   The Type drop-down text box displays in the **Edit Central Line site #1** section.
4. Select a type and a location. Complete all the fields with asterisks; they are required fields.
5. To cancel entered data before upload, click **Cancel edit**.
6. To upload updated information, click **OK**.
7. To add another central line, repeat steps 3 through 6.
Dialysis Ports - IV Dialysis

1. Click **IV Dialysis**.
   IV Dialysis displays.

   ![Image of RN Reassessment, IV (IV) tab, IV Dialysis window]

2. Populate IV Dialysis.
3. Click **Add New Dialysis Location**.
   The Type and Select Dialysis location drop-down list boxes display in the Edit Dialysis access location #1 section.
4. Select type and location.
   Complete all the fields with asterisks; they are required fields.
RN Reassessment, IV (IV) tab, IV Dialysis window

**Note:** When you select **AV Fistula** or **AV Graft for Type**, a warning message displays to advise against using the patient’s affected arm for BP or needle sticks. You must place an arm band on the affected limb to prevent any mishaps.

![Warning: Place arm band. No blood pressure or needle sticks in the arm that the AV Fistula or AV Graft is in!]

5. To cancel entered data before upload, click **Cancel edit**.
6. To upload updated information, click **OK**.
7. To add another dialysis access location, repeat steps 2 through 6.
General Observations/Comments – IV Comments

1. Click **IV Comments**.
   IV Comments displays.
2. Populate IV Comments.
   Use the **General observations/comments** text box for additional information.

RN Reassessment, IV (IV) tab, IV Comments window
1. Click IV CP. IV CP displays.
2. Update IV CP.
3. Add/update a problem evaluation and/or intervention status, if necessary. Refer to the instructions in Working in a Care Plan on page 12.
Respiratory (Resp)

In the Respiratory tab, update or add breathing information to reflect the condition of the patient during a current reassessment.

Responses from the previous assessment/reassessment are hard-coded into the reassessment, but the information is not transferred into the Progress Note of the current assessment.

RN Reassessment, Respiratory Assessment (Resp) tab, Resp Page 1 window

1. Click Resp.
   Resp Page 1 displays.
   a. Use the Respiratory rate box to enter the patient’s current respiratory rate.
   b. Complete all the fields with asterisks; they are required fields.
3. Click **Resp Page 2**. Resp Page 2 displays.

RN Reassessment, Respiratory Assessment (Resp) tab, Resp Page 2 window
4. Populate Resp Page 2. Complete all the fields with asterisks; they are required fields.
   a. If the Respiratory Consult is set up at your site, use the Respiratory Consult button to order the consult, in accordance to the condition of the patient and the policy of your medical center.
   b. Refer to the instructions in *Working in the Consults* on page 25.
   c. Select the **Other chest tube locations** check box. The Other CT Loc page is made available.

5. Click **Other CT Loc**. Other CT Loc displays.

6. Populate Other CT Loc, CT locations 3 and 4, if necessary. Complete all the fields with asterisks; they are required fields.
8. Populate Resp Page 3, if necessary.
   Complete all the fields with asterisks; they are required fields.
9. Click Resp CP.
   Resp CP displays.
RN Reassessment, Respiratory – Problems/Interventions/Desired Outcomes (Resp) tab, Resp CP window

10. Update Resp CP, if necessary.
   Refer to the instructions in Working in a Care Plan on page 12.
Cardiovascular (CV)

Document the cardiovascular reassessment of a patient in the Cardiovascular tab.

1. Click CV.
   CV Page 1 displays.

2. Populate CV Page 1.
   a. Complete all the fields with asterisks; they are required fields.
   b. Use the Extremities comments text box for additional information, if necessary.

3. Click CV Page 2.
   CV Page 2 displays.
RN Reassessment, Cardiovascular Assessment (CV) tab, CV Page 2 window
Cardiac monitor selected

   a. Complete all the fields with asterisks; they are required fields.
   b. Use the General observations/comments text box for additional information.
5. Click CV CP.
   CV CP displays.
6. Update the CV CP, if necessary.
   Refer to the instructions in *Working in a Care Plan* on page 12.
Neurology (Neuro)

Document the neurology reassessment of a patient in the Neurology tab.

RN Reassessment, Neurological Assessment (Neuro) tab, Neuro Page 1 window

1. Click Neuro.
   Neuro Page 1 displays.

   Complete all the fields with asterisks; they are required fields.

3. Click Neuro Page 2.
   Neuro Page 2 displays.
   a. Complete all the fields with asterisks; they are required fields
   b. Use the General observations/comments text box for additional information.
5. Click Neuro CP.
   Neuro CP displays.
6. Update Neuro CP, if necessary. Refer to the instructions in *Working in a Care Plan* on page 12.
Gastrointestinal (GI)

Document the gastrointestinal reassessment of a patient in the Gastrointestinal tab.

**RN Reassessment, Gastrointestinal Assessment (GI) tab, GI Page 1 window**

1. Click **GI**.
   Gi Page 1 displays.
2. Populate GI Page 1.
   Complete all the fields with asterisks; they are required fields.
3. Click **GI Dev**.
   GI Page Dev displays.
RN Reassessment, Gastrointestinal Assessment (GI) tab, GI Dev window

GI Devices #1–#4

- If there are no previous devices, the fields are void.
- If the patient has a device at the time of the previous assessment, it displays in GI Device #1.

4. Populate GI Dev.
   Complete all the fields with asterisks; they are required fields.
5. Click GI Dev 2.
   GI Dev 2 displays.
6. Populate GI Dev 2, if necessary.
   Complete all the fields with asterisks; they are required fields.

7. Click GI Page 2.
   GI Page 2 displays.
   a. Complete all the fields with asterisks; they are required fields.
   b. GI Page 2 contains the Nutrition Consult. Refer to the instructions in *Working in the Consults* on page 25.

9. Click **GI Page 3**.
   GI Page 3 displays.
   a. Complete all the fields with asterisks; they are required fields.
   b. Use the General observations/comments text box for additional information.
   c. GI Page 3 contains the Speech Consult.
      Refer to the instructions in Working in the Consults on page 25.

11. Click GI CP.
    GI CP displays.
12. Update the GI CP, if necessary.
   Refer to the instructions in *Working in a Care Plan* on page 12.
Genitourinary (GU)

Document the genitourinary reassessment of a patient in the Genitourinary tab. If a patient has a GU device documented in a previous assessment, the device displays in the current reassessment.

RN Reassessment, Genitourinary Assessment (GU) tab, GU Page 1 window

1. Click GU.
   GU Page 1 displays.
   Complete all the fields with asterisks; they are required fields.
3. Click GU Dev.
   GU Dev displays.
4. Populate GU Dev.
   Complete all the fields with asterisks; they are required fields.

RN Reassessment, Genitourinary Assessment (GU) tab, GU Dev window

5. Click **GU Page 2**.
   GU Page 2 displays with the Indwelling Catheter field unavailable because there is no history of an indwelling catheter.
RN Reassessment, Genitourinary Assessment (GU) tab, GU Page 2 window
Female patient information available

RN Reassessment, Genitourinary Assessment (GU) tab, GU Page 2 window
Male patient information available
Note: The sex-specific questions (male/female) are optional. The exception is for female patients; the pregnancy responses are required.

   a. Complete all the fields with asterisks; they are required fields.
   b. Use the **General observations/comments** text box for additional information.

**Indwelling Catheter**

If the presence of an indwelling catheter is documented, the size of the indwelling catheter is available when this data is **not** entered in a field that is pulled forward.

The size of the catheter can be entered in a previous reassessment on the GU Dev page in the **General observations/comments** text box.

![RN Reassessment, Genitourinary Assessment (GU) tab, GU Page 2 window](image)

This data is pulled forward to the next reassessment template when entered in an admission assessment or a previous reassessment.
7. Click GU CP.
   GU CP displays.

   ![GU CP window]

   RN Reassessment, Genitourinary – Problems/Interventions/Desired Outcomes (GU) tab, GU CP window

8. Update GU CP, if necessary.
   Refer to the instructions in Working in a Care Plan on page 12.
Musculoskeletal (M/S)

Document the musculoskeletal reassessment of a patient in the Musculoskeletal tab.

Directions for the *Morse Fall Scale* are on M/S Page 2. The directions are only on the template and are not transferred into the completed Progress Note.

- The **Total Morse score for fall risk** for the patient is calculated automatically as you select responses for history of falling, secondary diagnosis, ambulatory aid, gait/transferring, and marital status.
- The Morse Score is pulled forward to the M/S CP page to guide the entry of interventions.

1. Click M/S.
   M/S Page 1 displays.

   ![RN Reassessment, Musculoskeletal Assessment (M/S) tab, M/S Page 1 window](image)

   a. Complete all the fields with asterisks; they are required fields.
   b. Use the **General observations/comments** text box for additional information.
3. Click M/S Page 2.
M/S Page 2 displays.

RN Reassessment, Musculoskeletal Assessment (M/S) tab, M/S Page 2 window

Complete all the fields with asterisks; they are required fields.
5. **Optional:** To complete a Morse Scale, select **Yes** for **Fall risk assessment indicated.**
If you select **Yes**, the fall risk assessment questions must be answered.

![Morse Fall Scale](image)

**RN Reassessment, Musculoskeletal Assessment (M/S) tab, M/S Page 2 window Morse Fall Scale**

6. Click **M/S CP.**
M/S CP displays.
7. Update M/S CP, if necessary.
   Refer to the instructions in *Working in a Care Plan* on page 12.

   **Note:** *Universal Fall Precautions* must be completed for all patients.
Skin (Skin)

Document the skin reassessment of a patient in the Skin tab. If a patient has pressure ulcers and skin alterations documented in a previous assessment, the information displays in the current reassessment.

Directions for the Braden Scale for Predicting Pressure Sore Risk are on Skin Page 3.

- The Total Score for the patient is calculated automatically as you select scores (1-4) for sensory perception, moisture, activity, mobility, nutrition, and friction and shear.
- The Braden Score is pulled forward to the Skin CP page to guide the entry of interventions.

Skin CP contains patient/caregiver skin care education, including risk for skin breakdown and prevention/treatment of problems related to skin integrity.

1. Click Skin.
   Skin Page 1 displays.
2. Populate Skin Page 1
   a. Complete all the fields with asterisks; they are required fields.
   b. Use the General observations/comments text box for additional information.
Documenting Pressure Ulcers

From the Skin Page 1 tab, select Pressure ulcers and the Skin Pr Ul 1 tab becomes available.

1. Click Skin Pr Ul 1.
   Skin Pr Ul 1 displays.
2. Populate Skin Pr Ul 1.
   a. Enter Location, Stage, and Status for up to six pressure ulcer locations. The fields with asterisks are required fields.
   b. Enter a Description of ulcer/dressing, if appropriate.
Pressure Ulcer Drop-downs

Skin Assessment - Pressure Ulcer/Location

3. To enter more than six pressure ulcer locations, select the Other pressure ulcer locations? check box.
Skin Pr Ul 2 displays.

RN Reassessment, Skin Assessment (Skin) tab, Skin Pr Ul 1 window
Other pressure ulcer locations? selected
4. Populate Skin Pr Ul 2.
   a. Enter **Location**, **Stage**, and **Status** for six additional pressure ulcer locations. The fields with asterisks are required fields.
   b. Enter a **Description of ulcer/dressing**, if appropriate.
Documenting Skin Alterations

From the Skin Page 1 tab, select **Skin alterations** and the Skin Alt 1 tab becomes available.

1. Click **Skin Alt 1**.  
   Skin Alt 1 displays.

2. Populate Skin Alt 1.  
   **Skin Alterations #1-#6**
   a. Enter **Type**, **Location**, and **Size** for up to six (#1-#6) skin alterations.  
      The fields with asterisks are required fields.
   b. Enter a **Description for skin alteration**, if appropriate.
Skin Alteration Drop-downs

Skin Assessment – Skin Alteration/Type

Skin Assessment – Skin Alteration/Location

Skin Assessment – Skin Alteration/Size
3. Click **Skin Alt 2**.
   Skin Alt 2 displays.

4. Populate Skin Alt 2.
   a. Enter **Type**, **Location**, and **Size** for six (#7-#12) additional skin alterations.
      The fields with asterisks are required fields.
   b. Enter a **Description of skin alteration**, if appropriate.

5. Click **Skin Page 3**.
   Skin Page 3 displays.
RN Reassessment, Skin Assessment (Skin) tab, Skin Page 3 window
Braden Score for Predicting Pressure Sore Risk

**Note:** Braden Scale for Predicting Pressure Sore Risk is optional in the reassessment.

   a. Select **Yes** to **Skin assessment indicated**, to complete the Braden Scale for Predicting Pressure Sore Risk.
      Complete all the fields with asterisks; they are required fields.
   b. Select **No** to **Skin assessment indicated**, to bypass the Braden Scale for Predicting Pressure Sore Risk.
c. **Optional:** Order a Nutrition Consult and/or Wound Care Consult from Skin Page 3, if necessary. Refer to the instructions in *Working in the Consults* on page 25.

7. **Click Skin CP.**

Skin CP displays.
8. Update Skin CP, if necessary.
   Refer to the instructions in *Working in a Care Plan* on page 12.
Psychosocial (P/S)

Document the psychosocial reassessment of a patient in the Psychosocial tab. This includes documentation for patients in restraints.

Directions for the Clinical Institute Withdrawal Assessment (CIWA) are on the CIWA page.
- The CIWA Score for the patient is calculated automatically as you select a response level for nausea/vomiting, tremor, paroxysmal sweats, anxiety, agitation, tactile disturbances, auditory disturbances, visual disturbances, headache, and orientation/clouding of sensorium.
- The CIWA Score is pulled forward to the P/S CP page to guide the entry of interventions.

1. Click P/S.
   P/S Page 1 displays.

   **RN Reassessment, Psychosocial Assessment (P/S) tab, P/S Page 1 window**

   a. There are no required fields on P/S Page 1.
   b. If the patient answers Yes to any of the abuse questions, a Social Work Consult is required. Refer to the instructions in Working in the Consults on page 25.
RN Reassessment, Psychosocial Assessment (P/S) tab, P/S Page 1 window, Required Social Work Consult

**Note:** For emphasis, the notify provider, send consult, and follow your state’s reporting regulations are highlighted in red.

3. **Click P/S Page 2.**
   
P/S Page 2 displays *(Optional) Suicide Risk - Ask Patient.*

4. **Populate P/S Page 2.**
   
   a. The questions on P/S Page 2 are optional.
   
   b. If a patient answers **Yes** to **Have you recently had thoughts about harming yourself,** you must **Notify provider** and **Keep patient under close observation,** according to medical center policy.
5. Click P/S Page 3.

P/S Page 3 displays.
   a. The questions are all optional; update, if necessary.
   b. If a patient answers Yes to any of the Elopement Screen questions, a Social Work Consult is required.
      Refer to the instructions in Working in the Consults on page 25.

   ![](image)

   RN Reassessment, Psychosocial Assessment (P/S) tab, P/S Page 3 window, Social work consult mandatory

c. P/S Page 3 contains the Alcohol use section.

   ![](image)

   Alcohol use section

7. If there is the possibility of alcohol withdrawal, select the Possibility of alcohol withdrawal check box to display the CIWA page.
   a. Complete all the CIWA fields with asterisks; they are required fields.
   b. Alert the physician of the possibility of alcohol withdrawal.
8. Click **P/S Page 4**.
P/S Page 4 displays.
   Use the **General observations/comments** text box for additional information.

10. Click **P/S CP**.
    P/S CP displays.

11. Update P/S CP, if necessary.
    Refer to the instructions in *Working in a Care Plan* on page 12.
Restraints (Rest/Restr)

There are two categories of restraints.
- Patient is pulling at lines/tubes used in their treatment or is unable to follow instructions, endangering their medical/surgical recovery. Patient is not violent or self-destructive
- Patient’s behavior is aggressive or violent presenting an immediate, serious danger to his/her safety or that of others

RN Reassessment, Restraints (Rest) tab, Restr Page 1 window

1. Click Rest.
   Restr Page 1 displays.
2. Select the Restraints Initiated/maintained check box.
   The reasons for restraint become available.
RN Reassessment, Restraints (Rest) tab, Restr Page 1 window with restraints initiated/maintained selected
a. When you select, **Patient is pulling at lines/tubes ...**, the following window displays.

**RN Reassessment, Restraints (Rest) tab, Restr Page 1 window**

Patient is pulling at lines/tubes used in their treatment or is unable to follow instructions endangering their medical/surgical recovery. Patient is not violent or self-destructive
b. When you select, **Patient’s behavior is aggressive or violent** ..., the following window displays.

![RN Reassessment, Restraints (Rest) tab, Restr Page 1 window](image)

Patient’s behavior is aggressive or violent presenting an immediate serious danger to his/her safety or that of others

   a. Select a **Reason for restraint**.
   b. Complete all the fields with asterisks; they are required fields.

Questions are based on standards for documenting seclusion or restraint.
4. Click **Restr CP**.
Restr CP displays.

RN Reassessment, Restraints – Problems/Interventions/Desired Outcomes (Rest) tab,
Restr CP window

5. Update Restr CP, if necessary.
Refer to the instructions in *Working in a Care Plan* on page 12.
Mental Health (MH)

The Mental Health tab is completed for patients admitted to acute psychiatry, or when any patient reports a new mental health problem.

1. Click MH. MH Page 1 displays.
2. Populate MH Page 1. Complete all the fields with asterisks; they are required fields.
3. Click MH Page 2.
MH Page 2 displays.

RN Reassessment, Mental Health Assessment (MH) tab, MH Page 2 window

   a. Complete all the fields with asterisks; they are required fields.
   b. Use the General observations/comments text box for additional information.
5. Click MH CP.
MH CP displays.
RN Reassessment, Mental Health Assessment (MH) tab, MH CP window

6. Update MH CP, if necessary.
   Refer to the instructions in *Working in a Care Plan* on page 12.
**Functional (Func)**

Document the functional (bathing, dressing, toileting, transferring, continence, and feeding) reassessment of a patient in the Functional tab.

Directions for the *Katz Index of Independence in Activities of Daily Living* are on Func Page 1. The **Total Score** for the patient is calculated automatically as you select Independence/Dependence for six activities.

---

**RN Reassessment, Functional Assessment (Func) tab, Func Page 1 window**

1. Click **Func**.
   Func Page 1 displays.
2. Update Func Page 1, if necessary.
   The fields are optional.

   **Note:** Refer to provider for evaluation, if patient has a Katz score of 4 or less, or a decrease in the level of independence and changes have occurred within the past month.
3. Click **Func Page 2**.
   Func Page 2 displays.
   - If the patient is independent and cooperative, no additional entries are necessary on Func Page 2.
• If the patient is dependent and completely uncooperative, additional entries are necessary on Func Page 2.

**RN Reassessment, Functional Assessment (Func) tab, Func Page 2 window when the patient is dependent**

4. Update Func Page 2, if necessary.
   a. Complete all the fields with asterisks; they are required fields.
   b. Use the **General observations/comments** text box for additional information.
5. Click **Func Page 3**.
   Func Page 3 displays.

![RN Reassessment, Functional Assessment (Func) tab, Func Page 3 window](image)

   a. Complete the fields, if necessary.
   b. Click **Print**.
   c. Print Func Page 3 and give it to the staff handling the move of the patient.
7. Click **Func CP**.
   Func CP page displays.

8. Update Func CP, if necessary.
   Refer to the instructions in *Working in a Care Plan* on page 12.
Discharge Planning (DP)

Document the discharge reassessment for a patient in the Discharge Planning tab.

1. Click **DP**.
   - DP Page 1 displays.

2. Populate PD Page 1, if available.
   a. If a DP Page 1 was completed during the admission assessment, none of the fields are active.
   b. Use the **General observations/comments** for additional information.

   **Note:** The presence of the guardian and name of the legal guardian are pulled forward and can be edited on P/S Tab, Page 3.
3. Click **DP CP**.
   
   DP CP displays.

   ![Image of DP CP window]

   **RN Reassessment, Discharge Planning – Problems/Interventions/Desired Outcomes (DP) tab, DP CP window**

4. Populate DP CP.
   
   a. Complete the fields as necessary.
      
      Refer to the instructions in *Working in a Care Plan* on page 12.
   
   b. Complete a Social Work Consult or Discharge Planning Consult, if required.
      
      Refer to the instructions in *Working in the Consults* on page 25.
c. **Optional:** Complete a Telehealth Consult or a Home Care Consult, if set up by your medical center.

**Note:** If an item in the **Anticipated Discharge Plan Goals** list box contains ****, a Social Work Consult or Discharge Planning Consult is required.

RN Reassessment, Discharge Planning – Problems/Interventions/Desired Outcomes (DP) tab, DP CP window, Consult Required
PCE Data (PCE)

The PCE (Patient Care Encounter) Data tab is optional and may or may not be set up at your medical center. The PCE tab includes a list of all clinical reminders due for the patient, as well as specific nurse Clinical Reminders.

Use the PCE tab to document specific clinical reminders completed by the inpatient nurse.

Note: The clinical reminders must be set up by your facility.

RN Reassessment, PCE Data (PCE) tab

Reminders Due (Display Only)

The list of all clinical reminders due for the patient is for display only. You cannot take action on the reminders from within the reassessment template.
Clinical Maintenance

1. Select a clinical reminder in the **Reminders Due** list box.
2. Click **Clinical Maintenance**.
   Information displays in the **Maintenance Results** list box indicating when the reminder is due or was last done.
Reminder Inquiry

Click **Reminder Inquiry**.

Information displays in the **Inquiry Results** list box about the logic of the selected reminder.
Resolve Inpatient Nursing Clinical Reminders

1. Select an item in the Inpatient Nursing PCE Information list box.

2. Click Resolve.
   The Resolve Reminder Pain Risk, Mgmt, and Assessment window displays with items appropriate for the selected item.

3. Select an item from Received?
4. Select an item from Level of Understanding.
5. Click **Resolve**.
   Information displays indicating the reminder is resolved.

   ![Information](image)
   **Information : Reminder resolved!**

6. Click **OK**.
   The text that is added to the Progress Note displays in the **Text (will be added to note)** text box.

   ![Text (will be added to note)](image)
**View Text (View Text)**

The View Text tab is a review of all the information added/updated for a patient during the reassessment.

**RN Reassessment, View Text tab**

1. **Click View Text.**
   The View Text window scrolls through the admission reassessment for review.
2. **Review the patient admission reassessment.**
Signing Note and Consults from within the Template

During the assessment, you may be prompted to enter mandatory consults that will be uploaded with the reassessment note.

**Note:** Manage consults according to medical center policy. If nurses at your site do not order consults, upload a mandatory consult, but do not sign it. The identified provider will be notified that there is a consult to sign.

Go to CPRS to sign your **uploaded, unsigned** notes and consults.

You can also sign **unsigned** notes after the upload from the View Text tab in the template.

1. **Click View Text.**

![RN Reassessments, View Text Tab after Upload](image)

2. **Click Sign Note/Consult.**
   If the button does not display, upload again.
**Note:** If there is only a note to sign, the button is **Note**.
If there is a consult to sign, the button is **Sign Note/Consult**.

RN Reassessment, Sign Note/Consult Button

3. Enter your electronic signature and click **Accept e-sig**.
   Information displays, **Note signed!**.
4. Click **OK**.
5. To prevent the signing of an uploaded note, click **Cancel e-sig**.

   **Note:** It is safer to go to CPRS, read the note in CPRS, and sign the note in CPRS.
   - An unsigned note can be edited.
   - A signed note cannot be edited.
Unable to Complete the Assessment

An incomplete admission assessment is filed when the nurse is unable to complete an assessment because the patient cannot respond to admission assessment questions and there is no caregiver available to provide the necessary data. The reassessment that opens after the assessment is signed, allows you to enter the missing data.

1. Open RN Reassessment.
   Gen Inf tab, Gen I Page 1 displays,
2. Select Yes or No for Patient/family/support person able to respond to questions.

RN Reassessment, General Information (Gen Inf) tab, Gen I Page 1 window
Patient still cannot respond

1. If the patient still cannot respond, select **No** and select a reason(s) **Why could no one respond**.

   ![RN Reassessment, General Information (Gen Inf) tab, Gen I Page 1 window with *Why could no one respond](image)

2. Continue through the reassessment tabs and pages.
3. Complete all the fields with asterisks; they are required fields.
4. Upload the information.
The following screen captures are examples of the tabs when No is selected for Patient/family/support person able to respond to questions.

RN Reassessment, General Information (Gen Inf) tab, Gen I Page 2 window
RN Reassessment, General Information (Gen Inf) tab, Gen I Page 3 window

RN Reassessment, Educational Assessment (Educ) tab, Educ Page 1 window

RN Reassessment, Pain Assessment (Pain) tab, Pain Page 1 window
RN Reassessment, IV (IV) tab, IV Periph window

RN Reassessment, Respiratory Assessment (Resp) tab, Resp Page 1 window
RN Reassessment, Respiratory Assessment (Resp) tab, Resp Page 2 window

RN Reassessment, Respiratory Assessment (Resp) tab, Resp Page 3 window
RN Reassessment, Cardiovascular Assessment (CV) tab, CV Page 1 window

RN Reassessment, Cardiovascular Assessment (CV) tab, CV Page 2 window
RN Reassessment, Neurological Assessment (Neuro) tab, Neuro Page 1 window

RN Reassessment, Neurological Assessment (Neuro) tab, Neuro Page 2 window
RN Reassessment, Gastrointestinal Assessment (GI) tab, GI Page 1 window

RN Reassessment, Gastrointestinal Assessment (GI) tab, GI Dev window
RN Reassessment, Gastrointestinal Assessment (GI) tab, GI Page 2 window

RN Reassessment, Gastrointestinal Assessment (GI) tab, GI Page 3 window
RN Reassessment, Genitourinary Assessment (GU) tab, GU Page 1 window

RN Reassessment, Genitourinary Assessment (GU) tab, GU Dev window
RN Reassessment, Genitourinary Assessment (GU) tab, GU Page 2 window

RN Reassessment, Musculoskeletal Assessment (M/S) tab, M/S Page 1 window
RN Reassessment, Musculoskeletal Assessment (M/S) tab, M/S Page 2 window

RN Reassessment, Skin Assessment (Skin) tab, Skin Page 1 window
RN Reassessment, Skin Assessment (Skin) tab, Skin Page 3 window

RN Reassessment, Psychosocial Assessment (P/S) tab, P/S Page 1 window
RN Reassessment, Restraints (Rest) tab, Restr Page 1 window

RN Reassessment, Mental Health Assessment (MH) tab, MH Page 1 window
RN Reassessment, Functional Assessment (Func) tab, Func Page 1 window

RN Reassessment, Functional Assessment (Func) tab, Func Page 2 window
RN Reassessment, Functional Assessment (Func) tab, Func Page 3 window

RN Reassessment, Discharge Planning (DP) tab, DP Page 1 window
RN Reassessment, Discharge Planning (DP) tab, DP CP window
Patient can respond

1. If the patient can respond, select Yes and select where the *Information obtained from.

RN Reassessment, General Information (Gen Inf) tab, Gen I Page 1 window

2. Continue through the reassessment tabs and pages.
3. Complete all the fields with asterisks; they are required fields.

   Note: For the content of the template, refer to the User Manual for Admission – RN Assessment.

4. Upload the information.
Updating the Reassessment Note

PADP provides you with the ability to document simple updates during a tour of duty. You do not have to re-enter a completed reassessment every time you document. For another tour of duty, just return to the reassessment template and update information.

1. In CPRS, open the Tools menu and select **RN Reassessment**. RN Reassessment opens to the CPRS patient.
2. If the patient had a reassessment completed within the last 24 hours, the following screen displays providing several choices for initial reassessment for shift and update reassessment (full reassessment completed previously on current shift).

   ![RN Reassessment window with Assessment Types](image)

   **Note:** The template that opens is identical to the initial RN Reassessment with one exception—there are no required fields.

3. Move to the tab that requires updating.
   For example, to document that an IV was discontinued:
   a. Click **IV**.
   b. Select an IV to discontinue.
   c. Select the **IV discontinued** check box.
4. Open the File menu and select **Upload Data**. Data is uploaded.
5. Sign note in CPRS or from the View Text tab.
## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADPAC</td>
<td>Automated Data Processing Application Coordinator</td>
</tr>
<tr>
<td>ART</td>
<td>Adverse Reactions Tracking</td>
</tr>
<tr>
<td>BCE</td>
<td>Bar Code Expansion</td>
</tr>
<tr>
<td>BCE-PPI</td>
<td>Bar Code Expansion-Positive Patient Identification</td>
</tr>
<tr>
<td>BCMA</td>
<td>Bar Code Medication Administration</td>
</tr>
<tr>
<td>Belong</td>
<td>Belongings</td>
</tr>
<tr>
<td>CAC</td>
<td>Clinical Application Coordinator</td>
</tr>
<tr>
<td>CIWA</td>
<td>Clinical Institute Withdrawal Assessment.--CIWA</td>
</tr>
<tr>
<td>Class 1 (C1)</td>
<td>Software produced inside of the Office of Enterprise Development (PD) organization</td>
</tr>
<tr>
<td>Class 3 (C3)</td>
<td>Also known as Field Developed Software. Refers to all VHA software produced outside of the Office of Enterprise Development (PD) organization</td>
</tr>
<tr>
<td>CMS</td>
<td>Centers for Medicaid and Medicare Services</td>
</tr>
<tr>
<td>COTS</td>
<td>Commercial Off the Shelf</td>
</tr>
<tr>
<td>CP</td>
<td>Care Plan</td>
</tr>
<tr>
<td>CPRS</td>
<td>Computerized Patient Record System</td>
</tr>
<tr>
<td>CV</td>
<td>Cardiovascular Assessment</td>
</tr>
<tr>
<td>Delphi</td>
<td>Programming language used to develop the CPRS chart</td>
</tr>
<tr>
<td>DFN</td>
<td>Data File Number</td>
</tr>
<tr>
<td>DP</td>
<td>Discharge Planning</td>
</tr>
<tr>
<td>Educ</td>
<td>Educational Assessment</td>
</tr>
<tr>
<td>Func</td>
<td>Functional Assessment</td>
</tr>
<tr>
<td>Gen Inf</td>
<td>General Information tab</td>
</tr>
<tr>
<td>GI</td>
<td>Gastrointestinal Assessment</td>
</tr>
<tr>
<td>GU</td>
<td>Genitourinary Assessment</td>
</tr>
<tr>
<td>GUI</td>
<td>Graphical User Interface</td>
</tr>
<tr>
<td>ICD</td>
<td>International Classification of Diseases</td>
</tr>
<tr>
<td>ICN</td>
<td>The patient’s national identifier, Integration Control Number</td>
</tr>
<tr>
<td>IDPA</td>
<td>Interdisciplinary Patient Assessment - involves multiple disciplines responsible for assessing the patient from their perspective and expertise.</td>
</tr>
<tr>
<td>IDPC</td>
<td>Interdisciplinary Plan of Care - The entry of treatment plans by multiple disciplines to meet JCAHO requirements</td>
</tr>
<tr>
<td>IV</td>
<td>Intravenous</td>
</tr>
<tr>
<td>IV Central</td>
<td>Central IV lines</td>
</tr>
<tr>
<td><strong>Term</strong></td>
<td><strong>Definition</strong></td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>IV Dialysis</td>
<td>IV Dialysis ports</td>
</tr>
<tr>
<td>IV Periph</td>
<td>IV Peripheral lines</td>
</tr>
<tr>
<td>JCAHO</td>
<td>Joint Commission on Accreditation of Healthcare Organizations</td>
</tr>
<tr>
<td>LPN</td>
<td>Licensed Practical Nurse</td>
</tr>
<tr>
<td>M/S</td>
<td>Musculoskeletal Assessment</td>
</tr>
<tr>
<td>MAS</td>
<td>Medical Administration Service</td>
</tr>
<tr>
<td>MH</td>
<td>Mental Health Assessment</td>
</tr>
<tr>
<td>MRSA</td>
<td>Methicillin-Resistant Staphylococcus Aureus</td>
</tr>
<tr>
<td>NAA</td>
<td>Nursing Admission Assessment</td>
</tr>
<tr>
<td>Neuro</td>
<td>Neurological Assessment</td>
</tr>
<tr>
<td>NHIA</td>
<td>Nursing Healthcare Informatics Alliance</td>
</tr>
<tr>
<td>NPAT</td>
<td>National Patient Assessment Templates</td>
</tr>
<tr>
<td>NUPA</td>
<td>Namespace assigned to the Patient Assessment Documentation Package (PADP) by Database Administrator</td>
</tr>
<tr>
<td>OED</td>
<td>Office of Enterprise Development</td>
</tr>
<tr>
<td>OERR</td>
<td>Order Entry Results Reporting</td>
</tr>
<tr>
<td>OIT</td>
<td>Office of Information and Technology</td>
</tr>
<tr>
<td>ONS</td>
<td>Office of Nursing Services</td>
</tr>
<tr>
<td>Orient</td>
<td>Orientation to Unit</td>
</tr>
<tr>
<td>P/S</td>
<td>Psychosocial Assessment</td>
</tr>
<tr>
<td>PADP</td>
<td>Patient Assessment Documentation Package</td>
</tr>
<tr>
<td>Pain</td>
<td>Pain Assessment</td>
</tr>
<tr>
<td>PC</td>
<td>Plan of Care</td>
</tr>
<tr>
<td>PCE</td>
<td>Patient Care Encounter</td>
</tr>
<tr>
<td>PD</td>
<td>Product Development</td>
</tr>
<tr>
<td>PHR</td>
<td>Patient Health Record</td>
</tr>
<tr>
<td>Prob</td>
<td>Problems/Interventions/Desired Outcomes tab in the RN Reassessment</td>
</tr>
<tr>
<td>Resp</td>
<td>Respiratory Assessment</td>
</tr>
<tr>
<td>Rest (or Restr)</td>
<td>Restraints</td>
</tr>
<tr>
<td>RN</td>
<td>Registered Nurse</td>
</tr>
<tr>
<td>RPC</td>
<td>Remote Procedure Call</td>
</tr>
<tr>
<td>RSD</td>
<td>Requirements Specification Document</td>
</tr>
<tr>
<td>Section 508</td>
<td>Under Section 508 of the Rehabilitation Act, as amended (29 U.S.C. 794d) Public Law 106-246 (<a href="http://va.gov/accessible">http://va.gov/accessible</a>) agencies must provide employees and members of the public who have disabilities access to electronic and information technology that is comparable to the access available to employees and members of the public who are not individuals with disabilities</td>
</tr>
<tr>
<td>Skin</td>
<td>Skin Assessment</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SNOMED – CT</td>
<td>Systemized Nomenclature of Medicine Clinical Terms</td>
</tr>
</tbody>
</table>
| TIU              | Text Integration Utilities Program  
All text in CPRS is stored in TIU                                                                                                                                                                               |
| TJC              | The Joint Commission                                                                                                                                                                                                                                                   |
| V/S              | Vital Signs                                                                                                                                                                                                |
| VA               | Department of Veterans Affairs                                                                                                                                                                                 |
| VAMC             | Department of Veterans Affairs Medical Center                                                                                                                                                                |
| VANOD            | VA Nursing Outcomes Database                                                                                                                                                                                   |
| VHA              | Veterans Health Administration                                                                                                                                                                                  |
| VistA            | Veterans Health Information Systems and Technology Architecture  
An enterprise-wide information system built around an electronic health record used throughout the Department of Veterans Affairs medical system. |
| Vital Qualifiers | Provide detail in to the unit of measurement used with the vital signs.  
Height in inches or centimeters?  
Weight in pounds or kilograms?                                                                                                                     |

For additional PADP information, refer to the user manuals for Admission – RN Assessment, Admission – Nursing Data Collection, and Interdisciplinary Plan of Care.

**Documentation for NUPA Version 1.0 is also available on**

- VA Software Documentation Library in the Clinical Section  
  [http://www4.va.gov/vdl/](http://www4.va.gov/vdl/)
- PADP SharePoint for NUPA Version 1.0  
  [http://vaww.oed.portal.va.gov/programs/class3_to_class1/padp/field_development](http://vaww.oed.portal.va.gov/programs/class3_to_class1/padp/field_development)
Appendix A
Reassessment Contingency Note

During system downtimes, print a copy of the attached *Reassessment Contingency Note* and use it to perform an *RN Reassessment*. 