Hill-Rom®

Smart Client

Contents

Smart Client

This user manual describes how to manage patients and staff using the Smart Client after the NaviCare® Nurse Call™ (NNC) System has been deployed and configured in a care-giving facility. The Smart Client is a software application used by staff administrators to manage patients and staff in the system. You must have administrator rights in the system to use the Smart Client.

Preface

Description of Device

The NaviCare® Nurse Call™ (NNC) System is a comprehensive communication and information management system that helps caregivers provide the best possible care to patients in the most efficient manner. The system facilitates communication within a nursing unit. Caregivers have the ability to quickly locate and communicate with a fellow staff member, and patients can easily communicate with caregivers, the nursing station, or directly to their primary caregiver. In addition, NNC enables the generation of reports, such as a call activity report or a caregiver location history report.

Indications for Use

The NaviCare® Nurse Call™ (NNC) System provides a comprehensive communication and information system that places patient calls, staff calls, and emergency calls. The system can interface with other hospital communication and information-management systems to provide staff communications, patient data-management reports, and provide secondary notification of essential calls. NNC is suitable for use in all health care environments.

Who Should Read This Patient and Staff Administration Manual

This user manual is intended for administrative staff, clerical staff, environmental staff, and other hospital personnel who will be administering NaviCare® Nurse Call™ (NNC) System. This manual assumes that you have basic computer skills and know how to use a Windows operating system to maneuver and perform simple operations. System administrators should be familiar with each component of NNC and its functions. Periodic checks and training should be performed to ensure that all components work properly.

Patient and Staff Administration Hazard Statements

General

Caution:

Ensure that staff-patient assignments are entered correctly to ensure that each call is forwarded to the correct caregiver. Failure to do so can result in a delay in addressing patient needs.

Caution:

Emergency devices (devices that have been assigned to emergency groups) should only be assigned to staff members who are responsible for handling emergencies.

Caution:

Never use the Head of Bed alarm on a bed when Patient Safety is in use.

Caution:

Heed the following cautions when admitting a patient:

- Before a patient can be admitted, patient information must be added to the system using the Enterprise Configuration Tool (ECT).
- Make sure to zero the bed before admitting a new patient to it.
- Ensure that new patients are placed in the bed that is assigned in the system. Failure to do so will compromise the Patient Safety capabilities of the system.

Getting Started with the Smart Client

Smart Client Description

The Smart Client is a software application used by staff administrators to manage patients and staff in the system. You must have administrator rights in the system to use the Smart Client.

The Smart Client provides the following features:

- The Patient Administration tab enables hospital administrators to create a patient profile for each patient. The patient profile is used to admit, transfer, discharge, and track each patient throughout the hospital by associating each patient with a patient room. The Patient Administration interface also provides details about patients to the nurse on duty at the Staff Consoles, including patient safety protocol information such as clear lungs or fall risk.
- The Patient Assignment tab displays the staff members that are assigned to each patient and the roles that each staff member plays in the patient care. The Patient Assignment interface also enables hospital administrators to edit the staff assignments for each patient.
- The Staff Administration tab enables hospital administrators to create a profile for each staff member and associate staff with specific roles and nursing units in the hospital.
- The Staff Assignment tab enables hospital administrators to associate a staff member with a patient and a patient-specific role, such as Primary or Secondary Caregiver. The Staff Assignment interface displays a list of available staff members that can be used to edit assignments as the need arises.
- The Service Information tab enables hospital administrators to view contact information for service personnel as well as account information that service personnel might need in the event of a system issue.

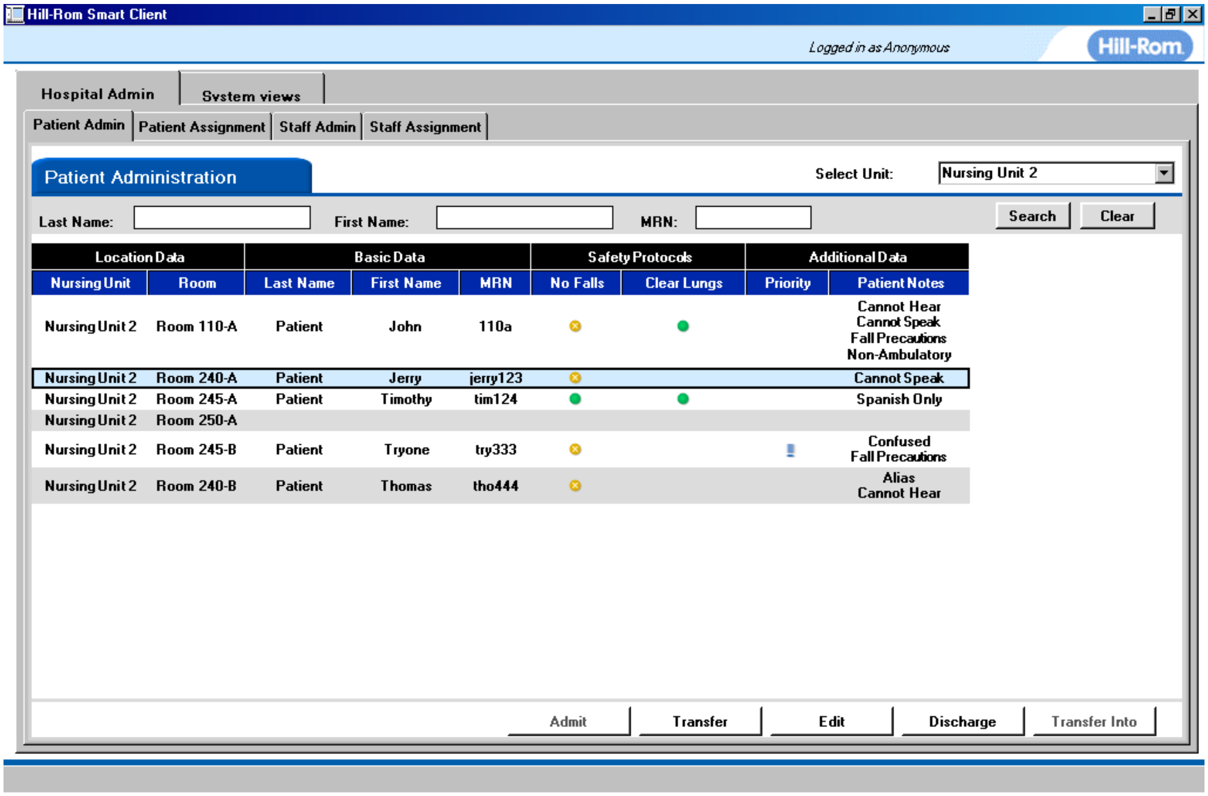


Figure 1: Smart Client Sample Screen

Smart Client Screen Components

The Smart Client screens have the following components:

- The top portion of the screen contains main tabs for navigating between hospital administration functions and system information screens.
- The sub-tabs below the Hospital Admin tab provide access to patient/staff profile and assignment functions.
- The sub-tab below the System Views tab provides access to service information that might be helpful in the event of a system issue.
- The remainder of each screen provides buttons and controls that are specific to the active screen.

Logging in to the Smart Client

The following prerequisites are required to use the Smart Client:

- Administrator rights are required to log into the Smart Client.
- Microsoft .NET 3.0 is necessary for the Smart Client to function properly.
- The hospital network must be configured using the Enterprise Configuration Tool (ECT) before all Smart Client functions and features are enabled.

To log into the Smart Client, complete the following procedure:

1. Using a browser, go to `http://`*`server`*`/smartclient/smartclient.htm`, where *server* is the computer name or IP address of the Enterprise Server.

   Note: See your system administrator to get the computer name or IP address of the Enterprise Server.

   The Log In window opens.
2. Click the **Launch Smart Client** link.
   The authentication window opens.

3. Type your user name and password, and then click **Enter**.
   The Smart Client opens to the Patient Administration screen.
4. To log out, click the **Logout** link at the top of the screen.

Smart Client Connection Status

NNC monitors the connection between the Smart Client and the system server. In the event that Smart Client experiences a loss of connection with a server component:

- After 60 seconds of no communication, information from the lost server component will cease being displayed, and a visual notification of the disconnected status will be indicated on the screen.
- Smart Client will attempt to reestablish the connection every 30 seconds until a connection is made. These attempts will be visible on-screen to let you know that Smart Client is still working.
- When connection has been reestablished, Smart Client will dynamically refresh and display all monitored data, and a visual notification of the connected status will be indicated on the screen.

Viewing Service Information

Use these instructions to view the Service Information screen, which contains contact information for your service personnel as well as information that your service personnel might need in the event of a server issue.

To view service information for the Enterprise Server, complete the following procedure:

1. Log into the Smart Client.

   For details, refer to *Logging into the Smart Client*.

   The Log In window opens.
2. Click the **System Views** tab.

Managing Staff

Adding Staff Members

Use these instructions to add a staff member profile to the system.

1. Click the **Staff Admin** tab.
   The Staff Administration screen opens.
2. Click **Add**.
   The *Add Staff Screen* opens.
3. Enter the following information for the staff member:

   - Last name
   - First name
   - Middle name
   - Locator ID
   - Login ID
   - Job Roles
   - Nursing Units
   - Title
   - Locator Vendor

   Note:

   - If you are configuring a system with staff locating, make sure to enter the staff member's locator badge ID in the **Locator ID** field. If you are using Enhanced Locating, enter all digits of the Centrak tag number. Remember to also configure the tag in the *Centrak INI Editor*.

        - If you are configuring a system where Hill-Rom is the locator vendor, then you can leave the **Locator Vendor** field blank and it will default to Hill-Rom. If the system is using a third-party vendor, then you must enter the vendor in this field.

4. Click **Save**.

   The Staff Administration screen displays the message "Staff Added Successfully!" to confirm that the staff member profile was added.

Editing a Staff Member Profile

To edit a staff member profile, complete the following procedure:

1. Click the **Staff Admin** tab.
   The Staff Administration screen opens.
2. Search for a staff member.

   For details, refer to *Searching for a Staff Member*.
3. Click the row for a staff member in the Staff list.
   The row selected is highlighted.
4. Click **Edit**.
   The Edit Staff screen opens.
5. Modify any of the following information for the staff member:

   - Last name
   - First name
   - Middle name
   - Locator ID
   - Login ID
   - Job Roles
   - Nursing Units
   - Title

   For details about this screen, refer to *Edit Staff Screen*.
6. Click **Save**.
   The Staff Administration screen displays the message "Staff Member Successfully Updated!" to confirm that the changes to the staff member profile were saved to the system.

Deleting a Staff Member

Use these instructions to delete a staff member profile from the system.

1. Click the **Staff Admin** tab.
   The Staff Administration screen opens.
2. Search for a staff member.

   For details, refer to *Searching for a Staff Member*.
3. Click the row for a staff member in the Staff list.
   The row selected is highlighted.
4. Click **Remove**.
   A window opens prompting you to confirm the deletion of the staff member.
5. Click **Yes**.
   The Staff Administration screen displays the message "Staff Has Been Removed!" to confirm that the staff member profile has been deleted from the system.

Assigning a Staff Member to a Patient or Room

Use these instructions to assign a staff member to a patient or room. Staff members are assigned by their roles:

- Primary caregiver - you can assign staff members with the primary caregiver role to patients. Primary caregivers can only be assigned to patients, not rooms. The effect of assigning a staff member to a patient is the same as *Assigning a Patient to a Staff Member*.
- Secondary caregiver - you can assign staff members with the secondary caregiver role to rooms.
- Other

A caregiver must be assigned to the patient or the room in order to be able to auto-silence calls.

1. Click the **Staff Assignment** tab.
   The Staff Assignments screen opens.
2. Find the staff member in the Staff list.

   Use the **Select Unit** field to narrow the Staff list.
3. Click the row for a staff member in the Staff list.
   The row selected is highlighted.
4. Click **Edit Assignments**.
   The Edit Staff Assignment window opens to the Patient tab by default.
5. Select a nursing unit in the **Select Unit** field to filter the Available Patients list by nursing unit.
6. Find the patient you want to assign the staff member to, and then click the check box appropriate to the role of the staff member to that patient.

   - Primary Caregiver
   - Secondary Caregiver
   - Other
   - Select (select a custom role from a drop-down list)

   You can select more than one staff role per patient. However, you can only assign roles that have been assigned to the staff member.
7. Click **Save**.
   The Staff Administration screen displays the message "Staff Assignment Has Been Successful!" to confirm that the staff member was assigned to the patient.

Assigning a Wireless Device to a Staff Member

Prerequisites:

- Wireless integration configured for NNC
- NNC configured for wireless integration
- The Smart Client application started and an Administrator logged in
- Applicable staff members configured in the system

Use these instructions to assign a staff member to a wireless device.

1. Click the **Staff Assignment** tab.
   The Staff Assignments screen opens.
2. Find the staff member in the Staff list.

   Use the **Select Unit** field to narrow the Staff list.
3. Click the row for a staff member in the Staff list.
   The row selected is highlighted.
4. Click **Edit Assignments**.
   The Edit Staff Assignment window opens.

5. Click the **Device** tab.

   The Device tab opens.
6. Select the model name for the wireless device in the **Carrier** field.
7. Select the number for the wireless device in the **Device ID** field.

   The **Device ID** field will only show numbers for wireless devices associated with the selected carrier.

   If the selected device is already assigned to a different staff, you are prompted for confirmation to replace the current staff assignment.
8. Click **Save**.

   The Staff Administration screen displays the message "Staff Assignment Has Been Successful!" to confirm that the staff member was assigned to the wireless device. The Device column shows the new device assignment, displaying the carrier name and Device ID number.

Modifying a Wireless Device Assignment

To reassign a wireless device to a different staff member, use the same steps as when creating the assignment. See *Assigning a Staff Member to a Wireless Device* for more information.

To remove a staff wireless device assignment, refer to the instructions below.

1. Click the **Staff Assignment** tab.
   The Staff Assignments screen opens.
2. Select the staff member.
3. Click **Edit Assignments**.
   The Edit Staff Assignments window opens.
4. Select the Device tab.
5. Click **Unassign**.

Assigning a Staff Member to a Role

Use these instructions to assign a staff member to a role that is specific to a nursing unit.

1. Click the **Staff Assignment** tab.
   The Staff Assignments screen opens.
2. Find the staff member in the Staff list.

   Use the **Select Unit** field to narrow the Staff list.
3. Click the row for a staff member in the Staff list.
   The row selected is highlighted.
4. Click **Edit Assignments**.
   The Edit Staff Assignment window opens.
5. Click the **Roles** tab.
   The Roles tab opens with the roles available for the staff member in the **Select Roles** field. To add more roles to this field, refer to *Editing Staff Member Information*.
6. Select a nursing unit in the **Select Unit** field.
7. Select roles for the staff member that apply to the nursing unit selected.
8. Continue to select roles this way for all nursing units that are associated with the staff member.

   All nursing units associated with the staff member should be available in the **Select Unit** field. To add more nursing units to this field, refer to *Editing Staff Member Information*.
9. Click **Save**.
   The Staff Administration screen displays the message "Staff Assignment Has Been Successful!" to confirm that the changes were made.

Searching for a Staff Member

Use these instructions to find a staff member in the system.

1. Click the **Staff Admin** tab.
   The Staff Administration screen opens with a list of all staff in the system.
2. Select a nursing unit in the **Select Unit** drop-down menu to narrow the Staff list to only display staff members associated with the desired nursing unit.
   The Staff Administration screen displays a list of all staff in the selected nursing unit.
3. Search the Staff list by doing the following:
   - Enter search criteria in the fields above the Staff list, and then click **Search** to jump to the first staff member in the list that meets that criteria. Click **Search** again to jump to the next staff member that meets the criteria.
   - Click the column headings to sort the Staff list in ascending or descending order. For example, click the **First Name** column heading to sort the list in alphabetical order by first name. Click it a second time to sort the list in reverse alphabetical order by first name.

Managing Patients

Admitting a Patient

Caution:

Heed the following cautions when admitting a patient:

- Before a patient can be admitted, patient information must be added to the system using the Enterprise Configuration Tool (ECT).
- Make sure to zero the bed before admitting a new patient to it.
- Ensure that new patients are placed in the bed that is assigned in the system. Failure to do so will compromise the Patient Safety capabilities of the system.

Use these instructions to add a patient profile to the system.

1. Click the **Patient Admin** tab.

   The Patient Administration screen opens.
2. Search for a patient.

   For details, refer to *Searching for a Patient or Room*.
3. Click **Admit**.

   The Admit Patient screen opens.
4. Enter the following information for the patient:

   - Last name
   - First name
   - Middle initial
   - Medical Record Number (MRN)
   - Nursing unit
   - Room
   - Priority
   - Gender
   - Title
   - Birth date

- Account number
- Visit number
- Patient notes
- Patient risks

For details about this screen, refer to *Admit Patient Screen*.

5. Click **Save**.

   The Staff Administration screen displays the message "Patient Admitted Successfully!" to confirm that the patient profile was added.

Editing a Patient Profile

Use these instructions to modify a patient profile.

1. Click the **Patient Admin** tab.
   The *Patient Administration screen* opens.
2. Search for a patient.

   For details, refer to *Searching for a Patient or Room*.
3. Click the row for a patient in the Patient and Room list.
   The row selected is highlighted.
4. Click **Edit**.
   The *Edit Patient screen* opens.
5. Edit the patient information, and then click **Save**.

   The Edit Patient screen enables you to change all data in the patient profile except for the Location Data. To change a patient's location, refer to *Transferring a Patient*.

   The Staff Administration screen displays the message "Patient Successfully Modified!" to confirm that the changes to the patient profile were saved to the system.

Transferring a Patient

Use these instructions when a patient is transferred from one location in the facility to another.

1. Click the **Patient Admin** tab.
   The Patient Administration screen opens.
2. Search for a patient.

   For details, refer to *Searching for a Patient or Room*.
3. Click the row for a patient in the Patient list.
   The row selected is highlighted.
4. Click **Transfer**.
   The Transfer Patient screen opens with the patient's profile, but only the Location Data section is active.
5. Select the location where the patient is being transferred using the **Nursing Unit** and **Room** fields.
6. Click **Transfer**.
   A window opens prompting you to confirm the transfer of the patient. If another patient already exists at this location, you are prompted to swap the patients. Click **Yes** to swap the patients' locations, or click **No** to discharge the existing patient and then transfer the current patient to that location.
7. Click **OK**.
   The Staff Administration screen displays the message "Patient Transferred Successfully!" to confirm that the patient profile changes were saved to the system.

Discharging a Patient

Note:

Before discharging a patient, make sure that the patient is not still in the bed.

Use these instructions to delete a patient profile from the system.

1. Click the **Patient Admin** tab.
   The Patient Administration screen opens.
2. Search for a patient.
   For details, refer to *Searching for a Patient or Room*.
3. Click the row for a patient in the Patient and Room list.
   The row selected is highlighted.
4. Click **Discharge**.
   A window opens prompting you to confirm the discharge of the patient.
5. Click **Yes**.
   A window opens confirming that the patient has been discharged.
6. Click **OK**.
   The patient is removed from the Patient and Room list on the Patient Administration screen.

Assigning a Patient to a Staff Member

Use these instructions to assign a patient to a staff member. The effect of completing this procedure is the same as *Assigning a Staff Member to a Patient*.

1. Click the **Patient Assignment** tab.
   The Patient Assignments screen opens.
2. Find the patient in the Patient list that you want to assign a staff member to.
   Use the **Select Unit** field to narrow the Patient list.
3. Click the row for a patient in the Patient list.
   The row selected is highlighted.
4. Click **Edit Assignments**.
   The Edit Patient Assignment window opens.
5. Select the nursing unit where the patient is currently admitted in the **Select Unit** field.
   The Available Staff list updates showing all staff associated with that nursing unit.
6. Find the staff member you want to assign to the patient, and then click the check box appropriate to the role of the staff member to that patient.
   You can select more than one staff role.
7. Click **Save**.
   The Staff Administration screen displays the message "Patient Assignment Successful!" to confirm that the change was made.

Searching for a Patient

Use these instructions to find a patient in the system.

1. Click the **Patient Admin** tab.
   The Patient Administration screen opens with a list of all patients and locations in the system.
2. Select a nursing unit in the **Select Unit** drop-down menu to narrow the Patients list to only display patients associated with the desired nursing unit.

The Staff Administration screen displays a list of all patients in the selected nursing unit.

3. Search the Patient and Room list by doing the following:
    - Enter search criteria in the fields above the Patient and Room list, and then click **Search** to jump to the first patient who meets that criteria. Click **Search** again to jump to the next patient who meets the criteria.
    - Click the column headings to sort the Patient and Room list in ascending or descending order. For example, click the **First Name** column heading to sort the list in alphabetical order by first name. Click it a second time to sort the list in reverse alphabetical order by first name.

The Status Board

About the Status Board

The Status Board is a Smart Client component that can be used by patient and staff administrators to easily find dynamic information related to active calls, patients, staff, and beds. Data is displayed in a grid, in sortable columns which you can choose to display or hide. Features include the ability to control call types and messages displayed, and to configure column locations, sizes, and borders. The Status Board is automatically refreshed as new information becomes available, so you always have access to the most up-to-date data.

Note: *Bed designators* are required in order for the Status Board to work properly.

Viewing the Status Board

The following prerequisites should be addressed in the Enterprise Configuration Tool (ECT) in order to view the Status Board:

- User privileges to access the Status Board
- Wireless Device feature enabled (for viewing assigned and located staff device extensions)
- Located Staff feature enabled (for viewing located staff)
- Patient Safety feature enabled (for viewing Safety Alert for patient safety information)
- Bed Connectivity feature enabled (for viewing bed information)

Note:

If the above features are not enabled, the Status Board can still be viewed, but portions specific to those features will be invisible in the grid and in the option screens. For example, there must be at least one safety protocol assigned to the nursing unit in order to see the Patient Safety information.

1. Log in to the Smart Client.

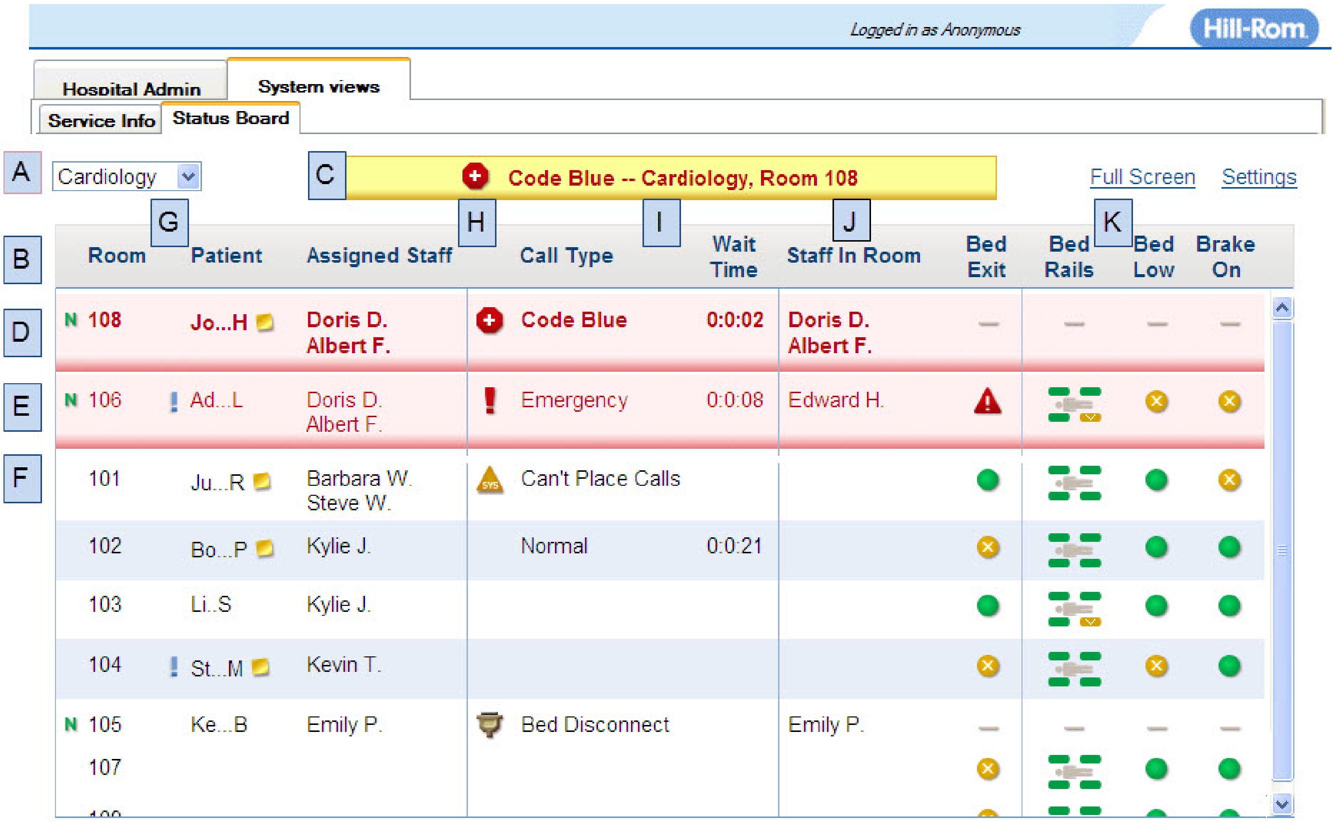
    The Log In window opens. (For details, refer to *Logging into the Smart Client*.)
2. Click the **System Views** tab, then click the **Status Board** tab.

Status Board Main Screen Overview

The Status Board feature in Smart Client consists of the following screens and windows:

- The *Main screen*, showing a list of patient rooms with associated call, staff, and bed information dynamically displayed in a grid.
- A *Settings window*, that lets you change the visible columns, call types, and messages.
- An *Advanced Column Configuration window*, that lets you change column positions and widths.
- A *Column Configure Border window*, from which you can change border widths and colors.

The Main screen is shown in the following image.



Note:

- By default, grid information is sorted by Room in ascending order. In the above image, the grid is sorted by descending Call Type for illustration purposes.
- This screen is only an example. The amount of columns varies depending on the features enabled and the Status Board configuration.

Legend Reference	Name	Description
A	Nursing Unit field	Displays the name of the nursing unit.
B	Display grid	Displays dynamic information for the selected nursing unit (or **All Units**, if selected). Icons are displayed in the grid when applicable to indicate various information. Hover the mouse pointer over any icon to see more information in a pop-up window.
C	Dynamic message area	This area displays dynamic messages, highlighted in yellow. If there is more than one message, the messages will scroll in this area every five seconds. You can control which messages are displayed in the Status Board settings. Messages can include the total number of active calls, Code calls received, Emergency calls received, and calls that have been active longer than a specified amount of time.
D	Code call row	This row shows an example of a room from which a Code call has been issued. Note the Call Type is "Code Blue" and a Code Blue icon is displayed in the column as a visual aid. Code calls are indicated in bold red text in the grid. By default, Code Blue calls are also displayed in the message area.

Legend Reference	Name	Description
E	Emergency call row	This row shows an example of a room from which an Emergency call has been issued. Emergency calls are indicated in red text (not bold). Note the Emergency icon in the Call Type column.
F	Standard row	This row shows an example of a standard row, in that there is not a Code call or Emergency call, but a normal call.
G	Room and Patient columns	Displays the room and patient name. An "N" icon in the Room column indicates Nurse Follower, if the Locating feature is enabled in the Enterprise Configuration Tool (ECT).
H	Assigned Staff column	Displays the name of the staff member(s) assigned to this patient.
I	Call Type icon, Call Type, and Wait Time columns	The Call Type column displays information about calls issued from rooms and system alert messages. The Call Type icon is displayed in a column to the left of Call Type. The icon serves as a visual indicator of the Call Type. The Wait Time column indicates the total number of hours and minutes for which the call has been active without response (System Alerts and Bed Disconnects are not counted in the wait times).
J	Staff In Room column	Displays the located staff member that is in the room, if the Locating feature is enabled in the ECT.
K	Bed Exit, Bed Rails, Bed Low, and Brake On columns	These columns display icons that indicate bed status information, if the Bed Connectivity feature is enabled in the ECT. Hover the mouse pointer over any icon to see more information in a tool tip.

See *Status Board Screen* for more reference details about the Status Board layout and icon indicators.

Hover Dialogs

When you hover the mouse cursor over certain column headers or cells with patient data, dialogs pop up that display more details. The following table describes the key hover dialogs. Hovering over other columns displays tips explaining the meaning of the current icon or setting.

Table 1: Key Hover Dialogs

Column	Hover for Column Heading	Hover for Cell
Assigned Staff	Shows staff assigned to the nursing unit	Shows staff assigned to patient
Call Type	Shows call list on nursing unit Staff Console	Shows details of patient call
Bed Exit	N/A	Shows the status of the bed exit alarm and provides access to a histogram
Notes	N/A	Shows patient notes (Cannot Speak, Confused, etc.)
Protocol	N/A	Shows safety alert details
Weight	N/A	Shows patient weight details and provides access to a histogram

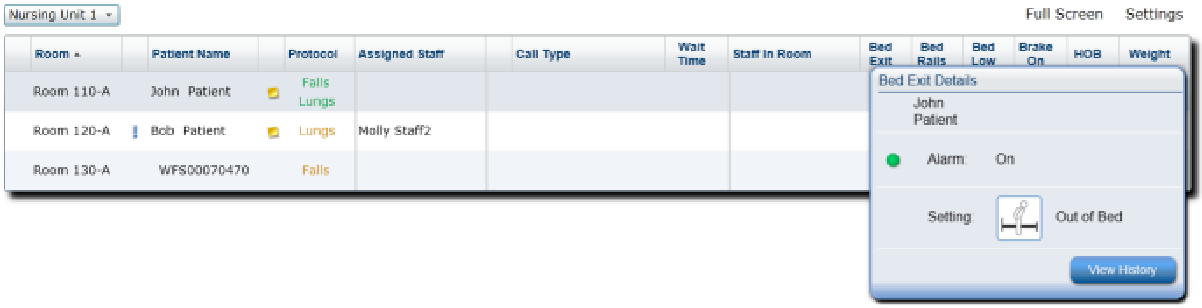


Figure 2: Example Bed Exit Hover Dialog

Figure 3: Example Weight Hover Dialog

Information Monitored by the Status Board

The Status Board displays monitored information in columns in the grid—by default, the grid is sorted by Room. The Status Board refreshes every two seconds so the most current data is always available. Data is presented as text and icons in the grid. You can hold the mouse pointer over any icon to see more information in a pop-up window.

Note: The availability of some columns and data is dependent on features enabled in the Enterprise Configuration Tool (ECT). Some columns and data may not be available if the associated features are not enabled.

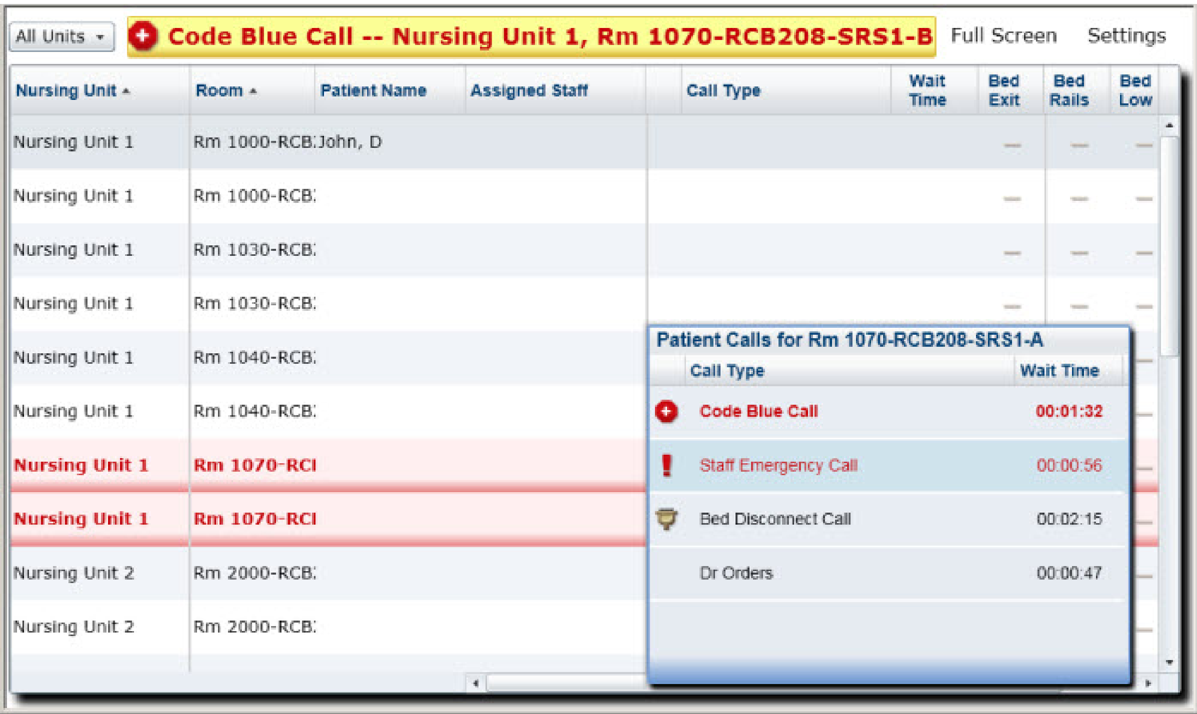
The Status Board shows information about any call in the active state, assigned state, or on the reminder list. If no call currently exists in any of these states or on the reminder list, the Status Board will display a blank field. When a call is issued from a room or when there is a system alert message, data is conveyed as follows:

- The Call Type icon and Call Type columns indicate the call type (for example, Code Blue, Emergency, Normal, Bed Disconnect, specific system alerts, etc.). When a room has multiple calls, hold the mouse pointer over the Call Type icon to see details about each call in a pop-up window. Code Blue calls are always indicated in bold red text. Emergency calls are always indicated in normal red text.
- The Wait Time column indicates the total number of hours and minutes for which the call has been active without response.
- The Staff In Room column displays all staff members located in the room (if the Locating feature is enabled).
- Depending on the call type and your settings, a message is displayed in the message area.

When a room contains multiple bed designators, the Status Board will contain as many rows for the room as there are bed designators.

In the following example of call activity, Nursing Unit 1 contains a room named "Rm 1070-RCB" with two bed designators (the red rows), through which four calls have been placed, as indicated in the pop-up window: a Code Blue call, a Staff Emergency call, a Bed Disconnect Call, and a call that has been configured as "Dr Orders". The Wait

Times are indicated for each call. Additionally, a yellow message with details about the Code Blue call is displayed in the scrolling message area.



Bed activity is indicated with dynamic icons in the following columns:

- Bed Exit - When the bed exit alarm is set (ready), the icon is solid green. When the bed exit alarm is off (not set), the icon is yellow with an "X". When there is a bed exit alarm, a red triangle alert icon is displayed.
- Bed Rails - This icon represents a patient in a bed (with the patient facing right). The four boxes around the bed represent head and foot rails on the left and right sides. When a rail is in the UP position, the rail in the icon is green. When a rail is in the DOWN position, the rail in the icon is yellow with a down-pointing arrow.
- Bed Low - When the bed is set to the LOW position, the icon is solid green. When the bed is not set to the LOW position or is set to chair height, the icon is yellow with an "X".
- Brake On - When the bed brake is ON, the icon is solid green. When the bed brake is OFF, the icon is yellow with an "X".

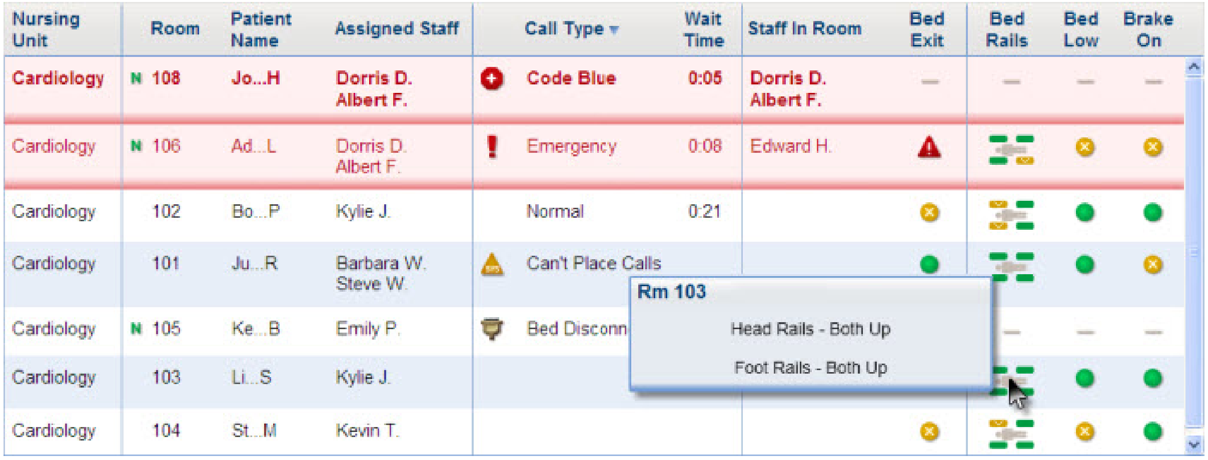
Hold the mouse pointer over any bed status icon to see more information in a pop-up window. When there is no data available, no icons are displayed in the bed status columns.

In the following example illustrating bed activity:

- An Emergency call has been issued from Room 106 and there is a bed exit alarm.
- In Room 102, a normal call has been issued, the bed exit alarm is off, both head rails are down, the bed is in the LOW position, and the brake is ON.
- In Room 103, no calls have been issued, and all bed rails are UP as also indicated in the pop-up window.

Note:

The following screen is only an example. The amount of columns varies depending on the features enabled and the Status Board configuration.



Depending on the features enabled for your system, the Status Board may also display the device extension for staff in the Assigned Staff and Staff in Room columns. A Nurse Follower icon (a green "N") may also be displayed in the Room column when staff is located, as shown for Rooms 108, 106, and 105 in the image above. If a staff member is located in a room containing more than one bed designator, the indicator will be displayed for each room.

See *Status Board Screen* for more details about the Status Board icons.

Controlling the Status Board Display

The Status Board contains features that allow you to view a specific nursing unit or all units, sort grid data by column, or switch between Standard Screen and Full Screen modes. Instructions for these functions are provided below.

These settings are remembered across Smart Client log-ins, ensuring that you only see information relevant to you each time you view the Status Board.

1. To display data for a specific nursing unit instead of all units, select the nursing unit you want to view from the **Nursing Unit** drop-down list in the control area.

   By default, the Status Board shows data from all nursing units in the grid.
2. To sort grid data by column, click the column header by which you wish to sort. Click once to sort in ascending order; click again to sort in descending order. An arrow in the column heading indicates the ascending or descending order.
3. To change the view to Full Screen mode, click the **Full Screen** link in the control area. To switch back, click the **Standard Screen** link.

   In Full Screen mode, all other Smart Client tabs are removed and only the Status Board is displayed in the screen.

Note: Some options in the Settings window are not available in Full Screen mode, but are available in Standard Screen mode.

The Status Board also provides general options that include configuring which columns and call types are displayed in the grid, as well as advanced options to control any column's location, width, and borders.

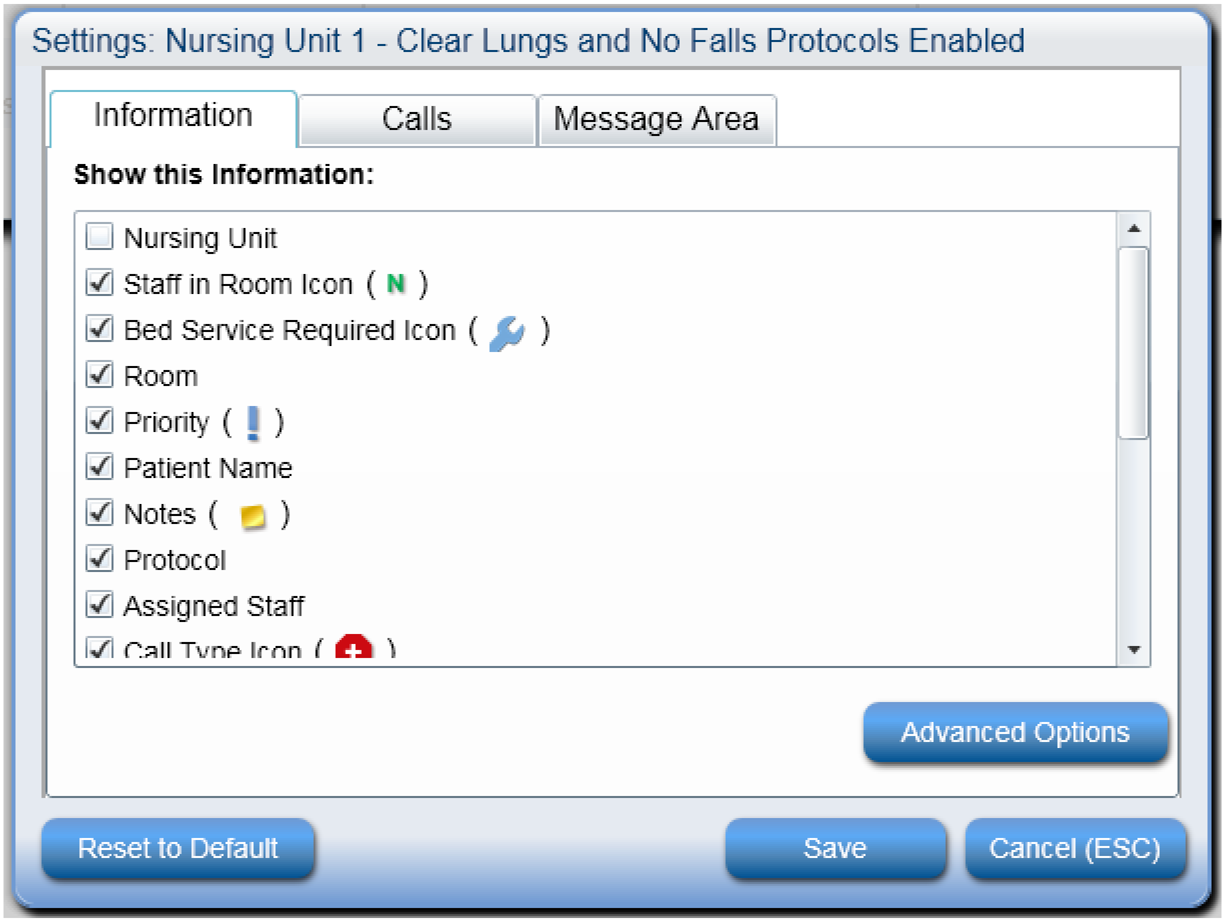
Status Board General Settings

The Status Board provides general settings that allow you to:

- Specify which columns are displayed in the grid
- Specify which call types are displayed in the grid
- Only view rows that contain calls
- Specify that calls are always moved to the top of the grid
- Specify which types of messages are displayed
- Reset your changes to the default settings

Your settings are remembered across Smart Client log-ins, ensuring that you only see information relevant to you each time you view the Status Board.

1. Click the **Settings** link in the control area.

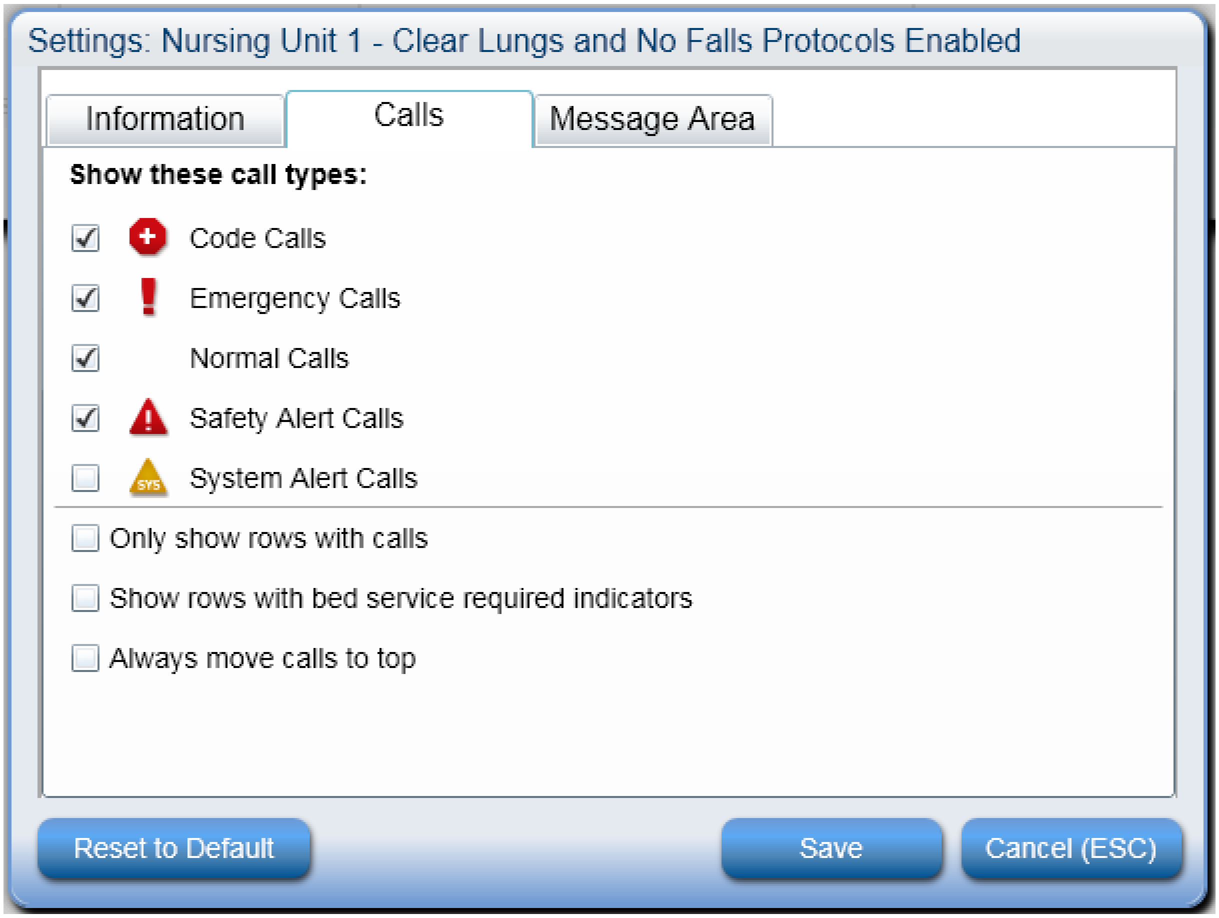


2. To specify which columns are displayed in the grid, in the list, select the columns to be displayed. Clear the check mark next to columns that you do not want displayed.

Note:

The availability of some columns is dependent on features enabled in the Enterprise Configuration Tool (ECT). Some columns may not be displayed in the list if the associated features are not enabled.

3. Click the **Calls** tab.



4. To specify which call types are displayed in the grid, next to **Show these call types**, select the call types to be displayed. Clear the check mark next to call types that you do not want displayed.

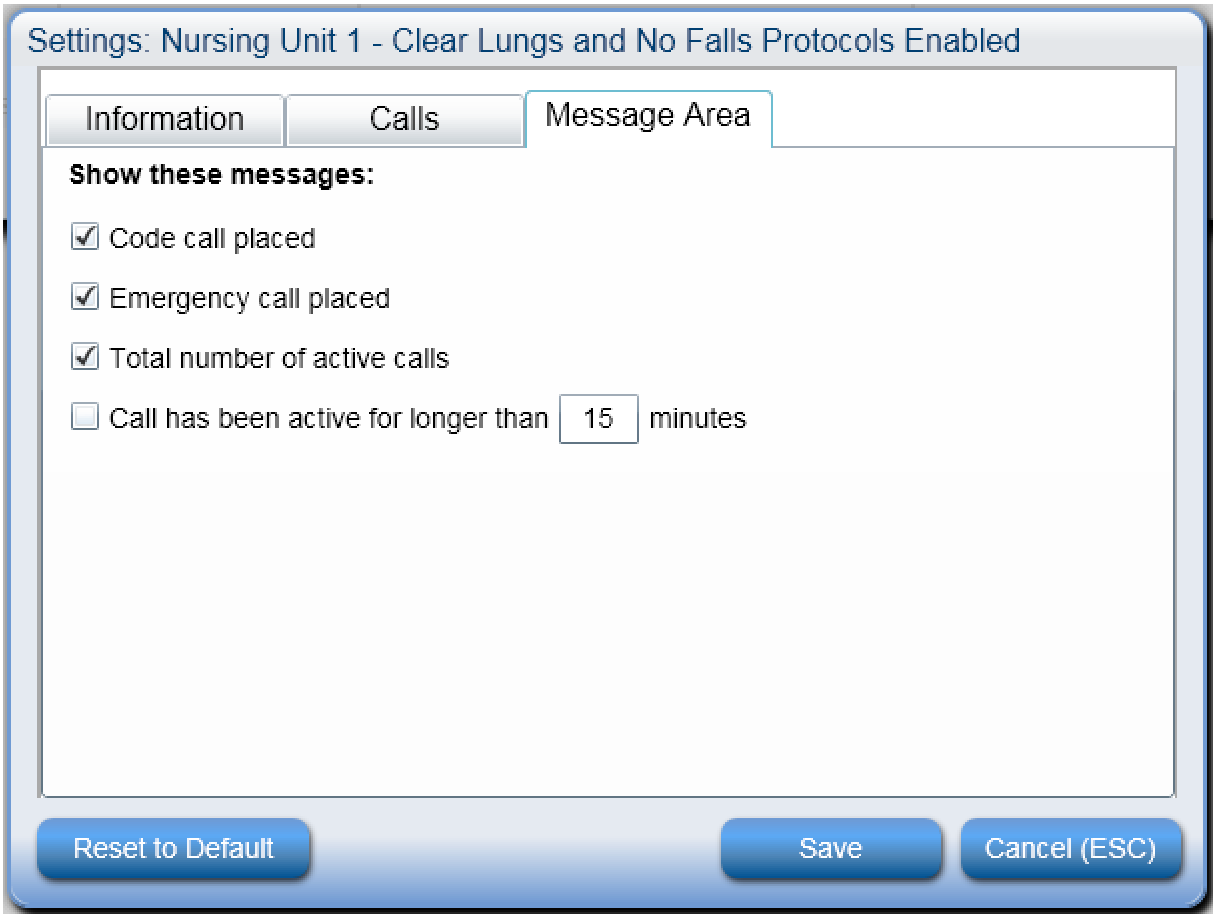
You can choose to show or hide the following call types:

- **Code Calls** - These are displayed in the grid in bold red text.
- **Emergency Calls** - These are displayed in the grid in regular red text.
- **Normal Calls** - Normal patient and staff calls.
- **System Alert Calls** - Notifications about system malfunctions.
- **Safety Alerts** - Notifications regarding assigned patient safety protocols.

By default, all call types except System Alerts are displayed in the Status Board.

5. To only view rows that contain calls or to specify that calls are always moved to the top of the grid, select **Only show rows with calls** and/or **Always move calls to top**.

6. Click the **Message area** tab.



7. To specify which types of messages are displayed, next to **Show these messages**, select the messages that you wish to be displayed in the Status Board. Clear the check mark next to messages you do not want displayed.

   You can choose to show or hide the following messages:

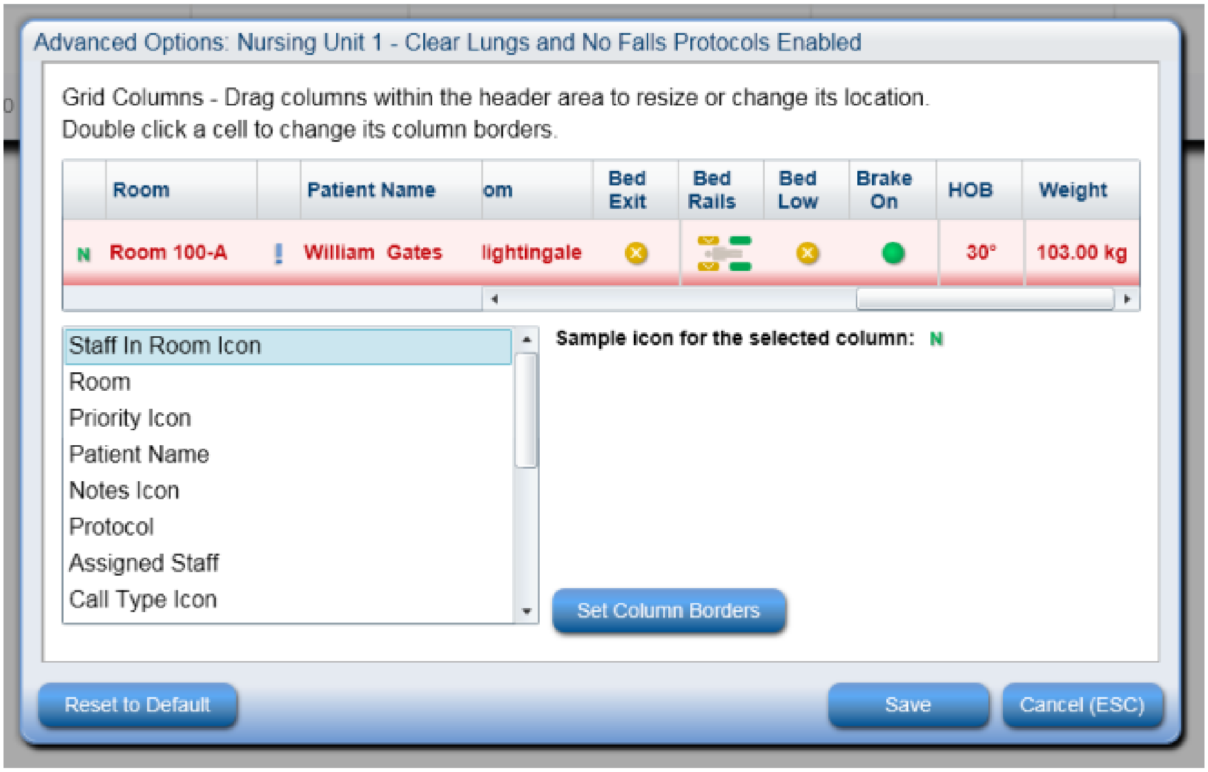
   - **Total number of active calls**
   - **Code call received**
   - **Emergency call received**
   - **Call has been active for longer than [x] minutes** - When this option is selected, a message will be displayed in the Status Board when a call has been active for longer than the number of minutes you specify.
8. To revert all changes to the default settings, click **Reset to Default**.
9. When you are finished making changes, click **Save**.

Status Board Advanced Settings

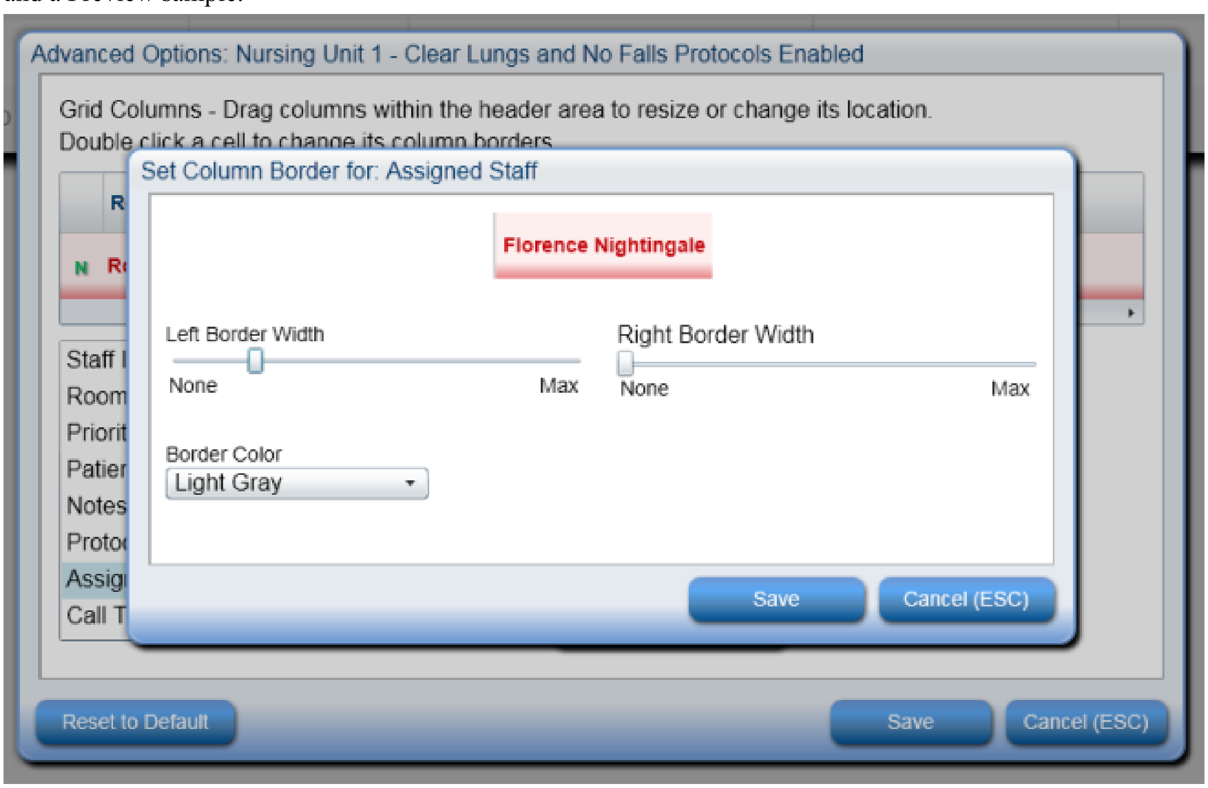
The Status Board provides advanced options that can be used to configure column width, column location, border widths, and border color. You can also reset your changes to the default settings.

Your settings are remembered across Smart Client log-ins, ensuring that you only see information relevant to you each time you view the Status Board.

1. Click the **Settings** link in the control area.
   The *Settings window* is displayed.
2. Click **Advanced Options**.
   The *Advanced Column Configuration window* is displayed, containing a sample representation of your Status Board grid.



3. To change a column's width, in the sample area, click and drag the column's border.
4. To change the location of a column, click the column header and drag-and-drop to the desired position.
5. To change the border line width or border color of a column:
    a) Either select the column to configure in the list box and click **Configure Column Border**, or double-click a cell in the sample grid. The *Column Configure Border window* is displayed, showing the name of the column and a Preview sample.



   - To change the size of the left border line, click and drag the **Left Border Width** slider.
   - To change the size of the right border line, click and drag the **Right Border Width** slider.
   - To change the border color, select the desired color from the **Border Color** drop-down list box.

   The Preview will reflect your changes as you make them.

   b) Click **Save**.

6. To revert all advanced options to the default settings, click **Reset to Default**.
7. When you are finished making changes, click **Save** to return to the *Settings window*, then click **Save** on the Settings window.

   The Settings window closes and the Status Board will reflect your settings from this point forward.

Viewing Histograms

Histograms are graphs that display data about a patient since being admitted. The data available for viewing depends on whether Patient Safety is enabled. Histograms provide information such as the amount of times the bed was exited, fluctuations in a patient's weight, the amount of time since the last therapy session, and the amount of safety alerts that have been triggered. Histograms are viewed from the Status Board of the Smart Client.

For more about histograms, refer to *Histogram Screens*.

Changing Status Board Settings

Status Board display settings are configured from the *Settings window*. The settings are specific to each nursing unit.

1. Click the **Settings** link at the upper-right corner of the Status Board.
   The Settings window opens.
2. Use the tabs to select or deselect items for display on the Status Board for the nursing unit.
   - Use the *Information tab* to configure settings for information shown on the Status Board, such as room number, patient notes, and icons.
   - Use the *Calls tab* to configure settings for call types shown.
   - Use the *Message Area tab* to configure settings for messages shown in the Message Area.
   - Use the *Advanced Options Window* via the **Advanced Options** button to configure column options such as the order of columns and the presentation of column borders.
3. Click **Save** to save all settings for the nursing unit or use the **Restore to Default** button to revert the Status Board to its original configuration.

Smart Client Screens and Windows

These sections provide descriptions of the user controls in the Smart Client screens and windows.

Add Staff Screen

The Add Staff screen provides controls for adding staff member profiles to the system.

Buttons and Fields	Description
Last Name	Type the staff member's last name.
First Name	Type the staff member's first name.

Buttons and Fields	Description
Middle Name	Type the staff member's middle name.
Locator ID	Type the staff member's badge ID if the staff member has been assigned a locator badge. Each badge ID can only be assigned once in the system. You cannot enter a badge ID that is already assigned to another staff member.
Login	Type the staff member's network login ID in the system.
Active Directory	Select the Active Directory that the staff member belongs to.
Job Roles	Select roles to associate with the staff member. You should select as many roles as appropriate for the staff member.
Nursing Units	Select nursing units to associate with the staff member. You should select as many nursing units as appropriate for the staff member.
Title	Select the staff member's title.
Vendor Locator	If you are configuring a system where Hill-Rom is the locator vendor, then you can leave the Locator Vendor field blank and it will default to Hill-Rom. If the system is using a third-party vendor, then you must enter the vendor in this field.

For more information, refer to *Adding a Staff Member*.

Admit Patient Screen

The Admit Patient screen provides controls for adding a patient profile to the system.

Basic Data

Buttons and Fields	Description
Last Name	Type the patient's last name.
First Name	Type the patient's first name.
Middle Initial	Type the patient's middle initial.
MRN	Type the patient's Medical Record Number (MRN).

Location Data

Buttons and Fields	Description
Nursing Unit	Select the nursing unit where the patient is being admitted.
Room	Select the patient's room.

Additional Data

Buttons and Fields	Description
Priority	If you click this check box, any call placed from the room where this patient is admitted will be flagged as "Priority" on the screen of the room station.
Gender	Select the patient's gender.
Title	Select a title appropriate to the patient.
Birth Date	Type the patient's date of birth.
Acct Num	Type the patient's account number.
Visit Number	Type the number of times the patient has been admitted, including the current visit.
Patient Notes	Use the **Add** button to open the *Patient Notes window* to add notes to the patient profile.

Protocols

This section is only populated when Patient Safety is enabled.

Buttons and Fields	Description
No Falls/Clear Lungs data	This read-only data specifies whether the patient risk is assigned (On) or not assigned (Off) and whether default or customized settings are set.
Edit/View	This button is labeled **Edit** if patient protocol modification is enabled and **View** if it is not enabled. • **Edit** opens the Edit Patient Safety Protocol window in edit mode. • **View** opens the Edit Patient Safety Protocol window in read-only mode.

For more information, refer to *Admitting a Patient*.

Edit Patient Assignments Window

The Edit Patient Assignments window provides access for assigning a patient to a staff member.

Buttons and Fields	Description
Select Unit field	Select the nursing unit where the patient is currently admitted.
Available Staff list	Provides the following information about staff members who can be assigned to the patient: • Last Name • First Name • Title • Staff Roles

Buttons and Fields	Description
	The Staff Roles column enables you to assign a staff member to a patient as the primary caregiver, secondary caregiver, or other customized role defined in the system. You can assign more than one staff member to a patient as long as the staff members have different roles.
Unassign All button	Removes all staff member assignments for the selected patient.
Save button	Saves all assignments for the selected patient.

For more information, refer to *Assigning a Patient to a Staff Member*.

Edit Patient Safety Protocol Window

The Edit Patient Safety Protocol window lets you adjust a patient's risk settings. This window is accessed from the Admit/Edit Patient screen.

Buttons and Fields	Description
No Falls Protocol checkbox	Select to enable No Falls mode, which includes settings for bed exit alerts.
Clear Lungs Protocol checkbox	Select to enable Clear Lungs mode, which includes settings for weight and HOB.
Reset to Default button	Restores all protocol settings to their defaults.
Save button	Saves all settings for the selected patient.

For more information, refer to *Editing a Patient Profile*.

Edit Patient Screen

The Edit Patient screen enables you to change a patient's location.

The Edit Patient screen is identical to the *Admit Patient screen*, except that only the Basic Data and Additional Data sections of the patient profile can be changed. The Location Data section is read-only.

Basic Data

Buttons and Fields	Description
Last Name	Type the patient's last name.
First Name	Type the patient's first name.
Middle Initial	Type the patient's middle initial.
MRN	Type the patient's Medical Record Number (MRN).

Additional Data

Buttons and Fields	Description
Priority	If you click this check box, any call placed from the room where this patient is admitted will be flagged as "Priority" on the screen of the room station.
Gender	Select the patient's gender.
Title	Select a title appropriate to the patient.
Birth Date	Type the patient's date of birth.
Acct Num	Type the patient's account number.
Visit Number	Type the number of times the patient has been admitted, including the current visit.
Patient Notes	Use the **Add** button to open the *Patient Notes window* to add notes to the patient profile.

Protocols

This section is only populated when Patient Safety is enabled.

Buttons and Fields	Description
No Falls/Clear Lungs data	This read-only data specifies whether the patient risk is assigned (On) or not assigned (Off) and whether default or customized settings are set.
Edit/View	This button is labeled **Edit** if patient protocol modification is enabled and **View** if it is not enabled. • **Edit** opens the Edit Patient Safety Protocol window in edit mode. • **View** opens the Edit Patient Safety Protocol window in read-only mode.

> For more information, refer to *Editing a Patient Profile*.

Edit Staff Assignments Window

The Edit Staff Assignments window enables you to assign staff members to:

- Patients — See *Patient tab*
- Roles per nursing unit — See *Roles tab*
- Wireless devices — See *Device tab*

> For more information, refer to:
>
> - *Assigning a Staff Member to a Patient*
> - *Assigning a Staff Member to a Wireless Device*
> - *Assigning a Staff Member to a Role*

Patient Tab

The Patient tab of the Edit Staff Assignments window enables you to assign a staff member to a patient.

Buttons and Fields	Description
Select Unit field	Select the nursing unit where the patient is currently admitted.
Available Patients list	Provides the following information about patients you can assign the staff member to: • Room • Last Name • First Name • Staff Roles The Staff Roles column enables you to assign a staff member to a patient as the primary caregiver, secondary caregiver, or other customized role defined in the system. You can assign more than one staff member to a patient as long as the staff members have different roles.

For more information, refer to *Assigning a Staff Member to a Patient*.

Roles Tab

The Roles tab of the Edit Staff Assignments window enables you to assign staff members to roles within nursing units.

Buttons and Fields	Description
Select Unit field	Select the nursing unit where the staff member will be assigned a role.
Select Roles list	Select the check boxes for all roles that apply to the staff member for the nursing unit selected.

For more information, refer to *Assigning a Staff Member to a Role*.

Device Tab

The Device tab of the Edit Staff Assignments window lets you assign wireless devices to staff members.

Buttons and Fields	Description
Carrier list	Used to select the carrier for the wireless device assignment.
Device ID list	Used to select the device ID for the wireless device assignment.

For more information, refer to *Assigning a Wireless Device to a Staff Member*.

Edit Staff Screen

The Edit Staff screen nables you to edit a staff member profile. The Edit Staff screen contains the same buttons and controls as the *Add Staff screen*.

Buttons and Fields	Description
Last Name	Type the staff member's last name.
First Name	Type the staff member's first name.
Middle Name	Type the staff member's middle name.
Locator ID	Type the staff member's badge ID if the staff member has been assigned a locator badge. Each badge ID can only be assigned once in the system. You cannot enter a badge ID that is already assigned to another staff member.
Login	Type the staff member's network login ID in the system.
Active Directory	Select the Active Directory that the staff member belongs to.
Job Roles	Select roles to associate with the staff member. You should select as many roles as appropriate for the staff member.
Nursing Units	Select nursing units to associate with the staff member. You should select as many nursing units as appropriate for the staff member.
Title	Select the staff member's title.
Vendor Locator	If you are configuring a system where Hill-Rom is the locator vendor, then you can leave the Locator Vendor field blank and it will default to Hill-Rom. If the system is using a third-party vendor, then you must enter the vendor in this field.

For more information, refer to *Editing a Staff Member Profile*.

Histogram Screens

The Histogram screens enable you to view various aspects of a patient's history after being admitted, including:

- Bed Exit
- Weight

Buttons and Fields	Description
Title area	Read-only area that displays: • Room number • Patient name • Date and time the patient was admitted

Buttons and Fields	Description
Chart area	Read-only area that displays up to five days of data with color coding and icons to indicate status changes throughout the day and night. Hover the mouse pointer over an area to view the exact duration of each status change.
Summary area	Read-only area that displays different information depending on which type of histogram is viewed (Bed Exit, Weight, etc.). Information can include: • **Date** of the column (all histograms) • **Duration** of time during the day that the mode being monitored was triggered. (Bed Exit, Weight) • **Highest** and **Lowest** measurements (Weight)
Legend area	Read-only area that provides a key for understanding the status changes in the Chart area. For example, in the Bed Exit histogram: • Green = Bed Exit mode on • Blue = Bed Exit mode off • Grey = No Data
Navigation controls	Controls for reviewing more history data if more than five day's worth of data is available. • **<<** and **>>** buttons jump to the first and last days for which there is data. • **<** and **>** buttons scroll back and forwards. The **Close** button closes the histogram and returns to the Status Board.

For more information, refer to *Viewing Histograms*.

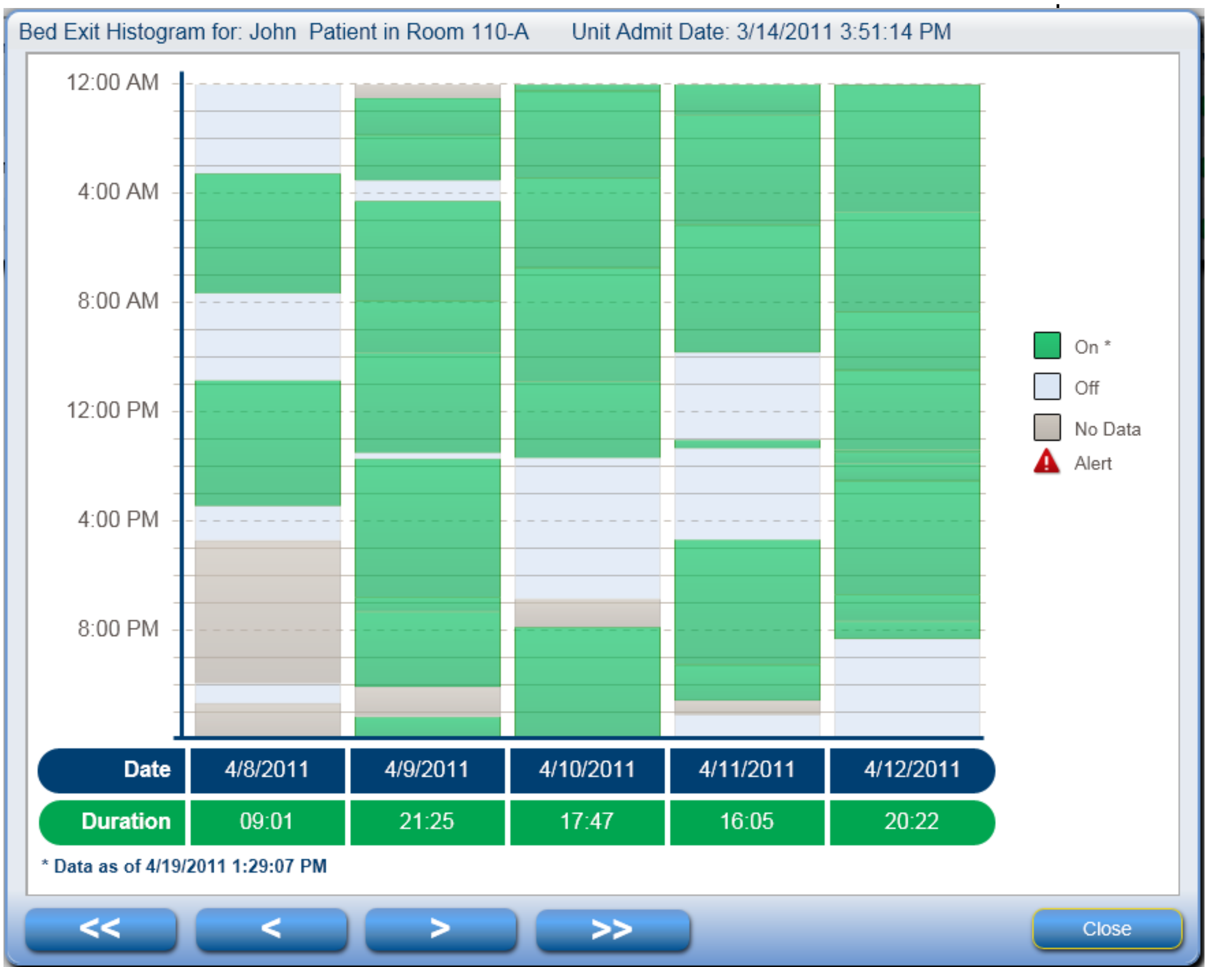


Figure 4: Bed Exit Histogram

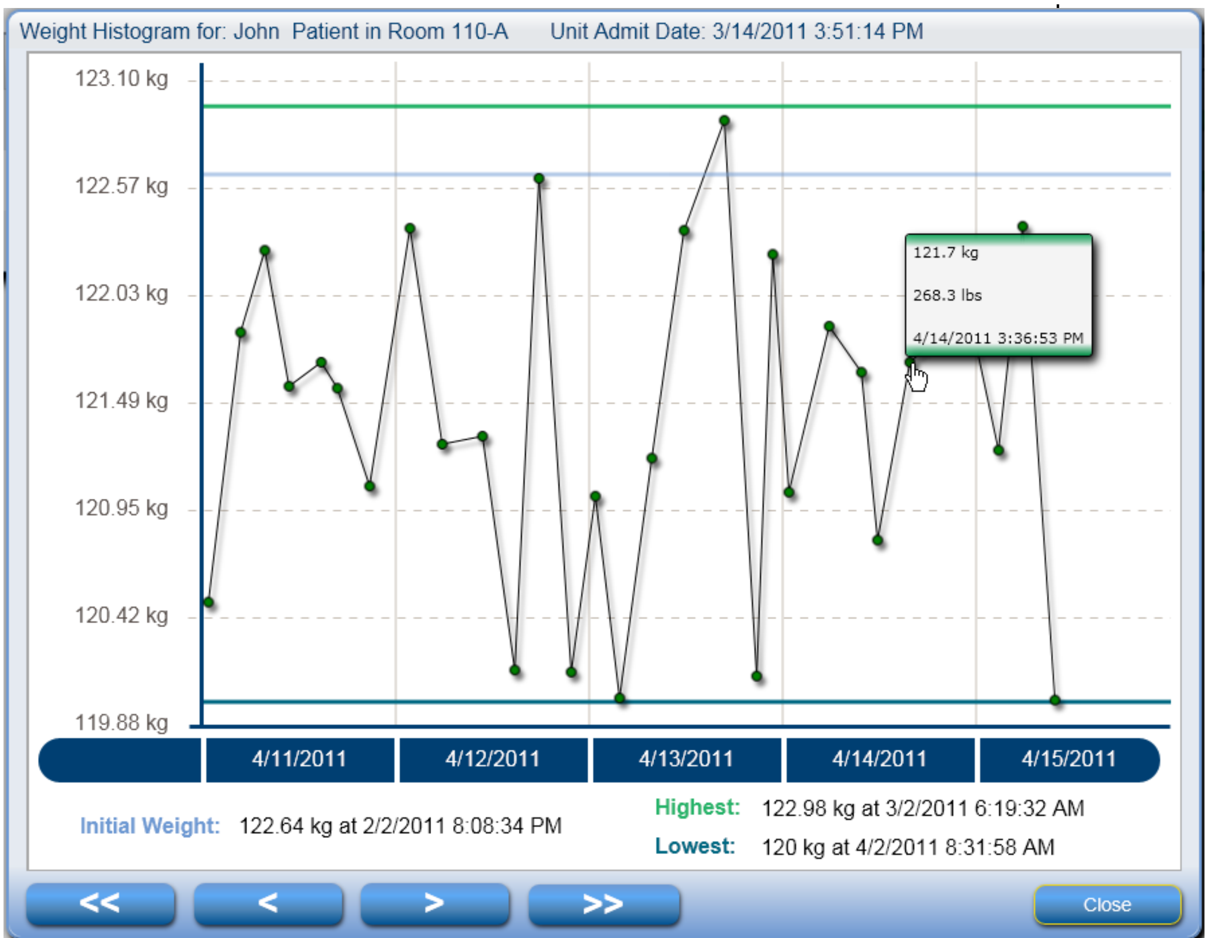


Figure 5: Weight Histogram

Patient Administration Screen

The Patient Administration screen provides a list of all patients in the system and access to admitting, transferring, discharging, and editing patient profiles.

Buttons and Fields	Description
Select Unit field	Narrows the Patient list by nursing unit.
Search fields	Enbales you to search staff members in the Staff list entering information in the following text fields: • Last Name • First Name • MRN (Medical Record Number)
Search button	Jumps to the first patient who meets the criteria entered in the Search fields.
Clear button	Deletes all text in the Search fields.
Patient and Location list	Displays the following information about all patients in the system: • Location

Buttons and Fields	Description
	• Last name • First name • MRN • Safety protocols • Additional data (Priority, Patient Notes) You can also access Admit, Transfer, Edit, Discharge, and Transfer Into controls by right-clicking a row in the Patient list.
Transfer button	Opens the *Transfer Patient screen* to change the location of the selected patient.
Edit button	Opens the *Edit Patient screen* to modify the patient profile of the selected patient.
Discharge button	Deletes the selected patient from the system.

For more information, refer to:

- *Admitting a Patient*
- *Editing a Patient Profile*
- *Transferring a Patient*
- *Discharging a Patient*
- *Searching for a Patient*

Patient Assignment Screen

The Patient Assignment screen enables you to assign patients to staff members.

Buttons and Fields	Description
Select Unit field	Narrows the Patient list by nursing unit.
Patient list	Displays the following information about all patients in the selected nursing unit: • Room number • Last Name • First Name • Staff assigned (name, title, and roles)
Edit Assignments button	Opens the *Edit Patient Assignments window* for the selected patient.

For more information, refer to *Assigning a Patient to a Staff Member*.

Patient Notes Window

The Patient Notes window enables you to add important notes to a patient profile.

Buttons and Fields	Description
Notes list	Select notes relevant to the patient. You can select more than one note.
Free Text Value field	Type a note that is not in the Notes list.
OK button	Adds the selected notes to the patient profile.
Cancel button	Returns you to the patient screen without adding any notes.

For more information, refer to:

- *Admitting a Patient*
- *Editing a Patient Profile*

Service Information Screen

The Service Information screen contains contact information for your service personnel as well as information that your service personnel is likely to need in the event of a problem.

Buttons and Fields	Description
Smart Client Version	The installed version of the Smart Client.
Platform Services Version	The installed version of the Platform Services.
Database Version	The installed version of the database.
Hospital Name	The system hospital name.
Service Contact Name	The name of the primary system service contact.
Service Contact Number	The telephone number of the primary system service contact.
Hill-Rom Technical Support Name	The name of the primary Hill-Rom Technical Support contact.
Hill-Rom Technical Support Number	The telephone number of the primary Hill-Rom Technical Support contact.
Account Number	The hospital account number on record at Hill-Rom.

For more information, refer to *Viewing Service Information*.

Settings Window

The Settings window enables you to configure settings for:

- Information shown on the Status Board, such as room number, patient notes, and icons— See *Information tab*
- Call types shown — See *Calls tab*
- Messages shown in the Message Area — See *Message Area tab*

- Advanced column options such as the order of columns and the presentation of column borders — See *Advanced Options Window*

Note:

Settings configured from this window are specific to each nursing unit.

For more information, refer to *Changing Status Board Settings*.

Information Tab

The Information tab of the Settings window lets you to select which Information is shown on the Status Board, such as room number, patient notes, and icons.

Buttons and Fields	Description
Show this information: list	Uncheck any item you do not want to see on the Status Board for that nursing unit. Items include: • **Nursing Unit** column • **Staff In Room Icon** in front of the room number • **Room** column • **Bed Service Required** column • **Priority Patient Icon** in front of the patient name • **Patient Name** column • **Patient Notes Icon** after the patient name • **Protocol** column to show whether No Falls or Clear Lungs is enabled for a patient • **Assigned Staff** column • **Call Type Icon** in front of the call type • **Call Type** column • **Wait Time** column • **Staff In Room** column • **Bed Exit** column • **Bed Rails** column • **Bed Low** column • **Brake On** column • **HOB** column • **Weight** column
Advanced Options button	Opens the *Advanced Options Window* to configure column options such as the order of columns and the presentation of column borders.

For more information, refer to *Changing Status Board Settings*.

Calls Tab

The Calls tab of the Settings window lets you to select which call types are shown on the Status Board. A call type defines how NNC responds when a certain type of call is made from a room station or call switch. For example, the call type specifies whether the call receiver should be prompted to set a reminder for the call, whether the call is annunciated at all staff or duty stations, or whether the call must be cancelled at the source of the call. All call types belong to one of four call type groups: Code Calls, Staff Calls, Safety Alerts, Patient Calls, and System Calls.

Buttons and Fields	Description
Show these call types: list	Uncheck any call type you do not want to see on the Status Board for that nursing unit. Call types include: • **Code Calls** • **Emergency Calls** • **Normal Calls** • **Safety Alert Calls** • **System Alert Calls** Unchecking all checkboxes results in removing the Call Type column from the Status Board.
Only show rows with calls checkbox	When unchecked, the Status Board will show all rooms in the nursing unit regardless of whether there is an active call in that room or not. When checked, the Status Board will show only rooms with active calls.
Always move calls to top checkbox	When unchecked, the rows in the Status Board are ordered according to other default or user-defined settings. When checked, the rows with calls are moved to the top of the list in order of highest priority to lowest and oldest call to the newest.

For more information, refer to *Changing Status Board Settings*.

Message Area Tab

The Message Area tab of the Settings window lets you to select which messages shown in the dynamic message area (highlighted in yellow at the top center of the Status Board).

Buttons and Fields	Description
Code call placed checkbox	When unchecked, the Status Board will not display any code calls in the dynamic message area. When checked, the Status Board will show code calls in the dynamic message area.
Emergency call placed	When unchecked, the Status Board will not display any emergency calls in the dynamic message area. When checked, the Status Board will show emergency calls in the dynamic message area.
Total number of active calls	When unchecked, the Status Board will not display total number of calls in the dynamic message area. When checked, the Status Board will show the total number of calls in the dynamic message area.
Call has been active for longer than X minutes	When unchecked, the Status Board will not show the call threshold indicator messages in the dynamic message area.

Buttons and Fields	Description
	When checked, the threshold timer is enabled and allows you to enter the number in minutes that threshold indicator messages show in the dynamic message area.

For more information, refer to *Changing Status Board Settings*.

Staff Administration Screen

The Staff Administration screen provides a list of all staff members in the system and access to adding, deleting, and editing staff member information.

Buttons and Fields	Description
Select Unit field	Narrows the Staff list by nursing unit.
Search fields	Allows you to search staff members in the Staff list entering information in the following text fields: • Last Name • First Name • Title • Login ID • Locator ID
Search button	Jumps to the first staff member who meets the criteria entered in the Search fields.
Clear button	Deletes all text in the Search fields.
Staff list	Displays the following information about all staff in the system: • Last Name • First Name • Title • Login ID • Locator ID You can also access Add, Edit, and Remove controls by right-clicking a row in the Staff list.
Add button	Opens the *Add Staff screen* to add a staff member profile to the system.
Edit button	Opens the *Edit Staff screen* to modify the staff member profile selected in the Staff list.
Remove button	Removes the profile for the staff member selected in the Staff list.

For more information, refer to:

- *Adding a Staff Member*
- *Editing a Staff Member Profile*

- *Deleting a Staff Member*
- *Searching for a Staff Member*

Staff Assignment Screen

The Staff Assignment screen provides access for assigning staff members to:

- Patients
- Roles per nursing unit
- Wireless devices

Buttons and Fields	Description
Select Unit field	Narrows the Staff list by nursing unit.
Staff list	Displays the following information about all staff: • Last Name • First Name • Title • Roles • Devices • Patients assigned (room number and name)
Edit Assignments button	Opens the Edit Staff Assignments window for the selected staff member.
Unassign All button	Removes all staff assignments.

For more information, refer to:

- *Assigning a Staff Member to a Patient*
- *Assigning a Staff Member to a Wireless Device*
- *Assigning a Staff Member to a Role*

Status Board Screen

The Status Board screen displays information about calls and bed activity within nursing units.

Caution:

Bed data displayed on the system should not be used for critical patient decision-making.

Note:

The availability of some columns and data is dependent on features enabled in the Enterprise Configuration Tool (ECT). Some columns and data may not be available if the associated features are not enabled.

Status Board Controls

Controls are located above the grid.

Control Item	Description
Nursing Unit selector	From this drop-down list, optionally select **All Units** to view data from all nursing units, or select a specific nursing unit to only view data from that unit. By default, all units are displayed.
Message area	Displays dynamic messages, highlighted in yellow. When more than one message exists, the messages are rotated every five seconds. You can control the messages that are displayed in this area in the settings. By default, when a Code call exists, the message area only shows Code call messages. When an Emergency call exists and there are no Code calls, the message area only shows Emergency calls. Once all Code/Emergency calls have been cancelled, regular rotation of messages resumes.
Full Screen link	Click to expand the Status Board to fill the screen. Other Smart Client tabs will be removed. When viewing in Full Screen mode, click **Standard Screen** to return to the normal display.
Settings link	Displays the Status Board *Settings window*.

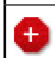
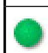
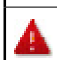
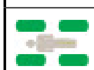
Status Board Columns

Column	Description
Nursing Unit	Select **All Units** to view data from all nursing units, or select a specific nursing unit to only view data from that unit.
Staff in Room	Displays an icon if a staff member is present in the patient's room.
Bed Service Required	Displays an icon if there has been a problem with the bed.
Room	Displays the room name and bed designator. If staff is located in the room, this column may also display a Nurse Follower icon. When a room contains more than one bed designator, multiple rows are displayed in the Status Board according to the number of bed designators.
Priority	Displays an icon if the patient has been designated as a priority patient.
Patient Name	Displays the patient name.
Notes	Display the notes assigned to the patient.
Protocol	Displays safety protocols assigned to the patient.
Assigned Staff	Displays any staff members assigned to this room.
Call Type Icon	Displays the icon associated with the call type in the Call Type column.
Call Type	Displays the incoming call type. Code Blue calls are listed in bold red text. Emergency calls are listed in normal red text.
Wait Time	Displays the total number of hours and minutes for which the call has been active without response. Wait times are not displayed for System Alert and Bed Disconnect call types.

Column	Description
Staff In Room	Displays the located staff member(s) in the room.
Bed Exit	Displays an icon to indicate whether or not the bed exit alarm is set.
Bed Rails	Displays an icon to indicate the UP or DOWN position of the four bed rails (two head rails, two foot rails).
Bed Low	Displays an icon to indicate the bed position (LOW, NOT LOW, or CHAIR height).
Brake On	Displays an icon to indicate if the bed brake is ON or OFF.
HOB	Displays the head of bed angle.
Weight	Displays the patient's weight.

Status Board Icons

Icons used in the Status Board are described in the following table, including the columns in which they are displayed.

Icon	Column	Description
N	Room	Nurse Follower has located a staff member in the room.
	Bed Service Requested	The bed has malfunctioned and requires service.
	Call Type Icon	A Code Blue call has been initiated from this room.
	Call Type Icon	An Emergency call has been initiated from this room.
	Call Type Icon	A system alert has been issued from this room.
—	Bed Exit, Bed Rails, Bed Low, Brake On	No data is available.
	Bed Exit	A Bed Disconnect call has been issued from this room.
	Bed Exit	The exit alarm for the bed in this room is ON.
	Bed Exit	The bed exit alarm is OFF.
	Bed Exit	There is a bed exit alarm in this room.
	Bed Rails	All bed rails are in the UP position.
	Bed Rails	All bed rails are in the DOWN position.
	Bed Rails	Both head rails are in the UP position. Both foot rails are in the DOWN position.

Icon	Column	Description
	Bed Rails	A gray-colored rail in the icon indicates that one or more rails are in the DOWN position. This is used when a bed has more than four rails. In this example, one or more left head rails are DOWN, the right head rail is DOWN, and both foot rails are UP.
	Bed Low	The bed is in the LOW position.
	Bed Low	The bed is not in the LOW position or is set to chair height.
	Brake On	The bed brake is ON.
	Brake On	The bed brake is OFF.

For more information, refer to *The Status Board*.

Status Board Settings Window

The Settings window is used to specify which columns, call types, and messages are displayed in the Status Board.

Table 2: Information Tab

Buttons and Fields	Description
Information list	Click to place a check mark next to the columns to be displayed in the Status Board. Clear the check mark next to columns that you do not want displayed. Select from the following: • **Nursing Unit** • **Staff in Room icon** • **Bed Service Required Icon** • **Room** • **Priority** • **Patient Name** • **Notes** • **Protocol** • **Assigned Staff** • **Located Staff** • **Call Type icon** • **Call Type** • **Wait Time** • **Bed Exit** • **Bed Rails** • **Bed Low** • **Brake On** • **HOB** • **Weight** **Note:** The availability of some columns is dependent on features enabled in the Enterprise Configuration Tool (ECT). Some columns

Buttons and Fields	Description
	may not be displayed in the Visible Columns list if the associated features are not enabled.
Advanced Options button	Displays the *Advanced Column Configuration window*.

Table 3: Calls Tab

Buttons and Fields	Description
Show these call types	Click to place a check mark next to call types to be displayed in the Status Board. Clear the check mark next to call types that you do not want displayed. Select from the following: • **Code Calls** - These are displayed in the grid in bold red text. • **Emergency Calls** - These are displayed in the grid in regular red text. • **Normal Calls** - Normal patient and staff calls. • **System Alert Calls** - Notifications about system malfunctions. • **Safety Alert Calls** - Notifications about assigned patient safety protocols. By default, all call types except System Alerts are displayed in the Status Board.
Only show rows with calls	Select this option to only display rows with calls in the Status Board. All rows without a call will be hidden. This option is off by default.
Show rows with bed service required indicators	Select this option to show rows with calls regarding bed functionality errors.
Always move calls to top	Select this option to force rows with calls to the top of the Status Board display. This option is off by default.

Table 4: Message Area Tab

Buttons and Fields	Description
Show these messages	Click to place a check mark next to the messages to be displayed in the Status Board; clear the check mark next to messages that you do not want displayed: • **Code call placed** • **Emergency call placed** • **Total number of active calls** • **Call has been active for longer than [x] minutes** - This is a "call threshold" option. When this option is selected, a message will be displayed in the Status Board when a call has been active for longer than the number of minutes you specify (1 minute is the default). These options are on by default. Note that the call threshold option is only available in Standard Screen mode (not Full Screen).

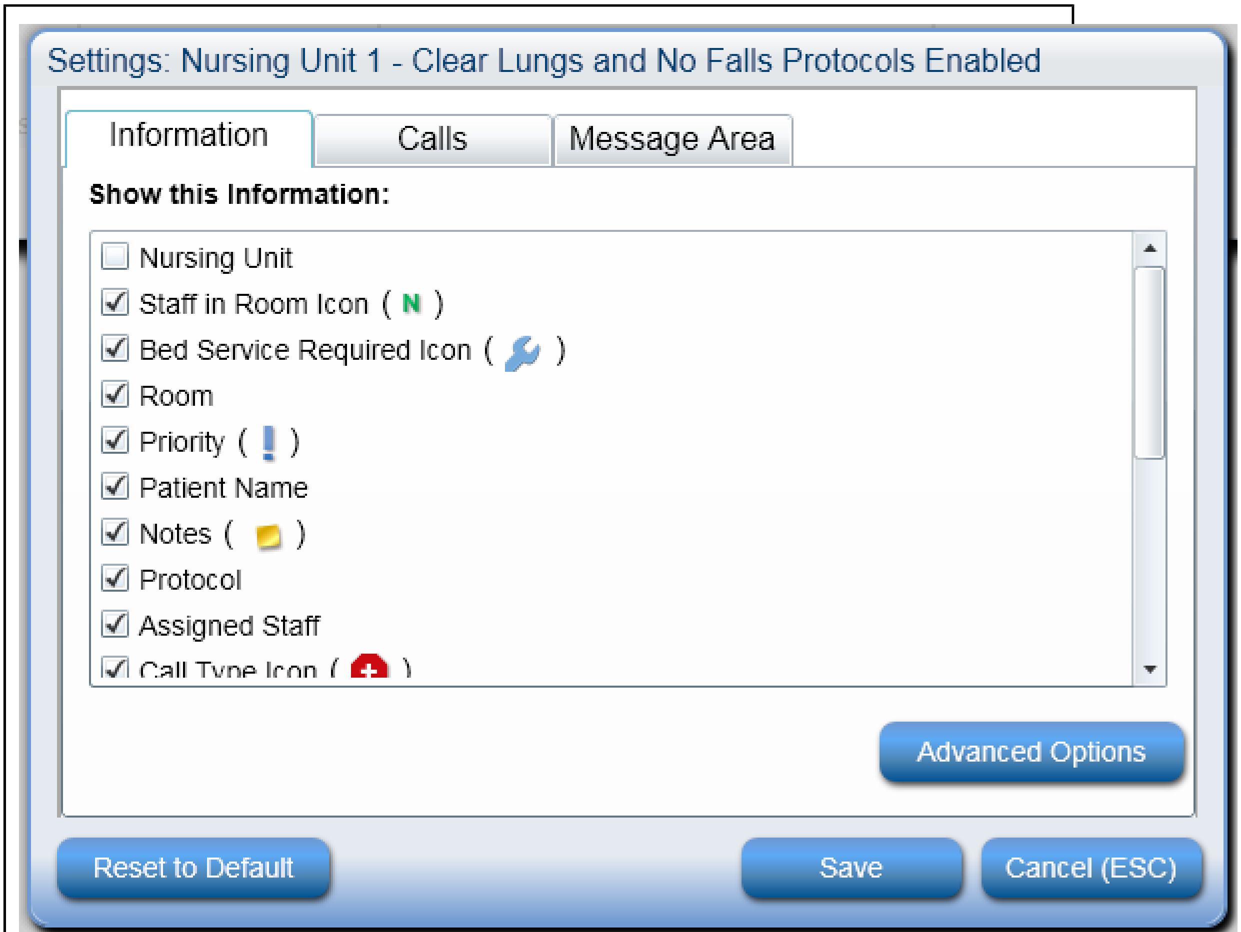


Figure 6: Status Board Settings — Information Tab

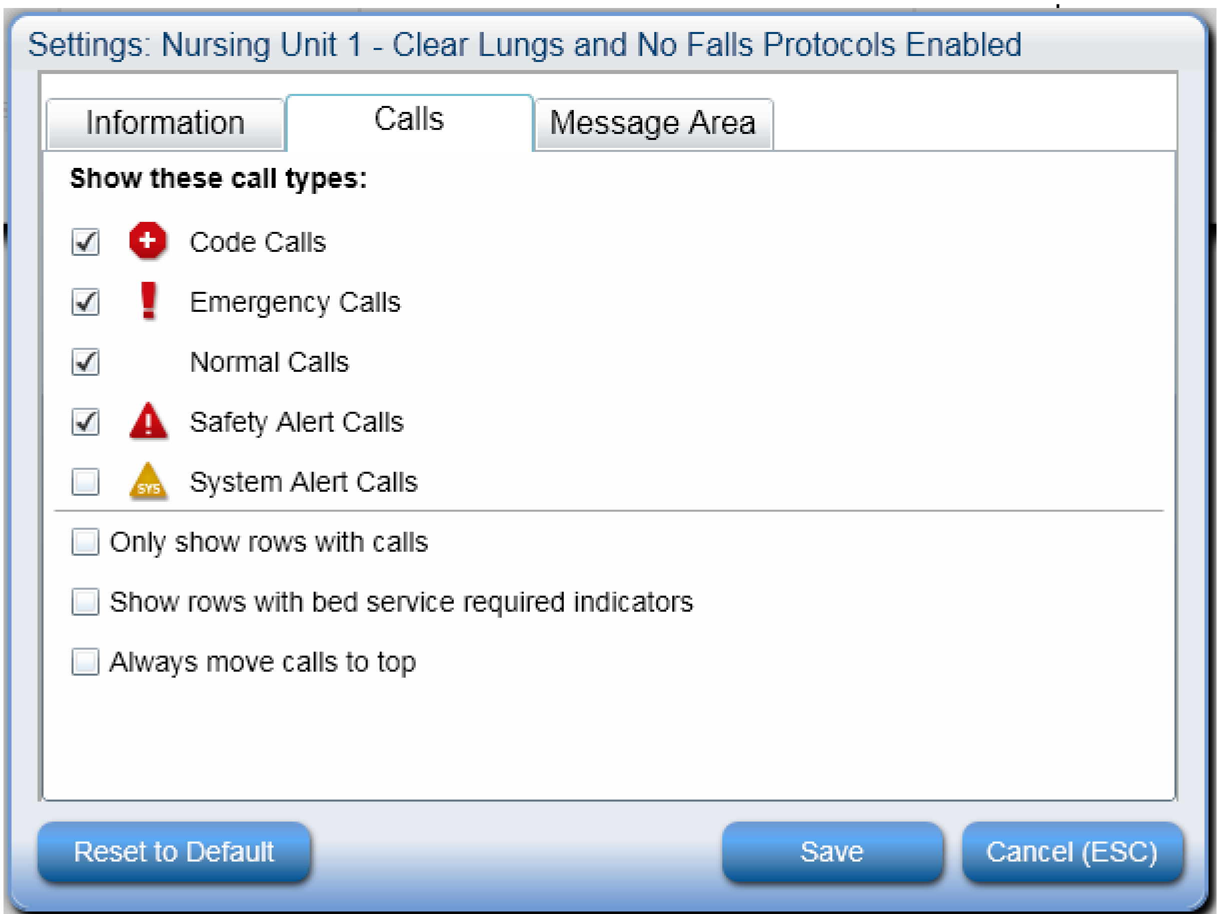


Figure 7: Status Board Settings — Calls Tab

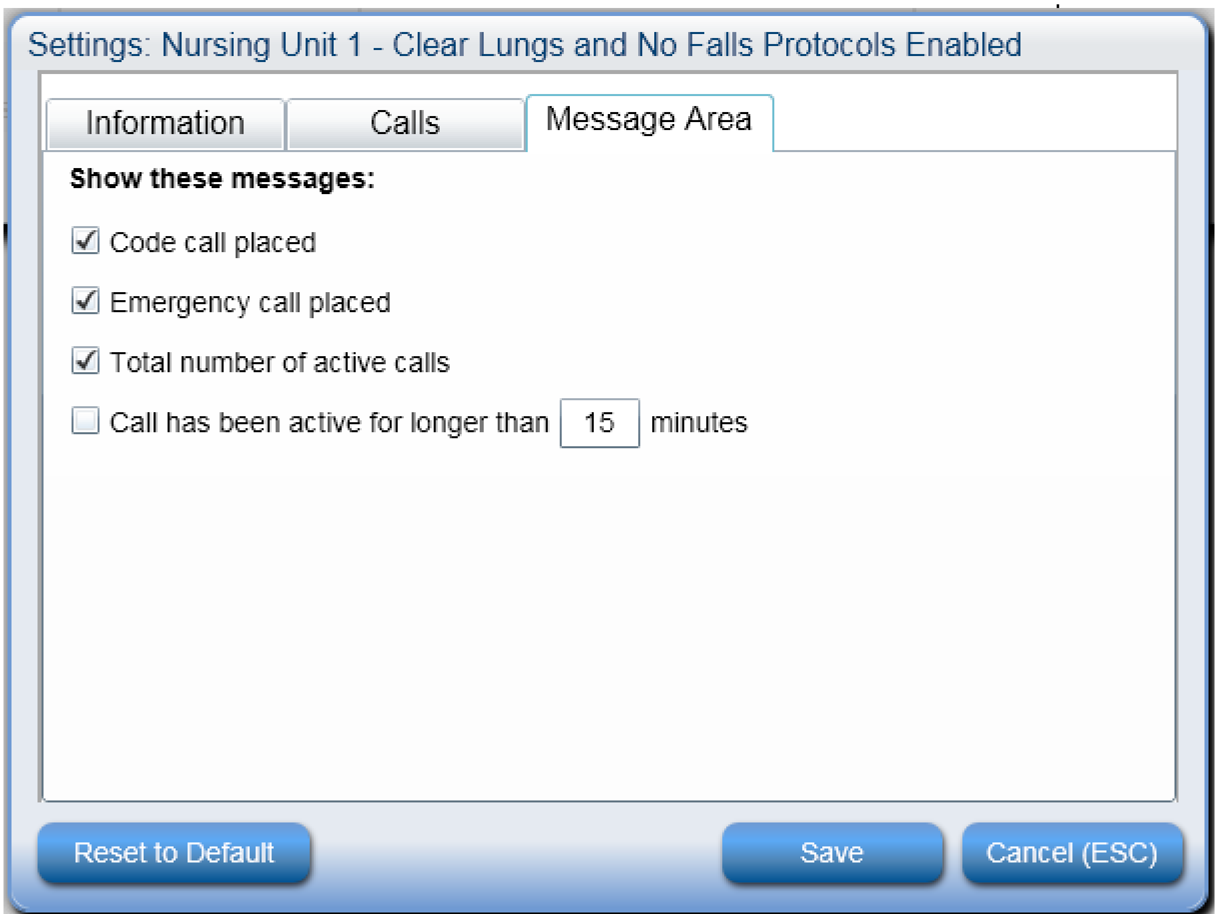


Figure 8: Status Board Settings — Message Area Tab

For more information, refer to *The Status Board*.

Status Board Advanced Column Configuration Window

The Advanced Column Configuration window is used to specify the positions and widths of columns in the Status Board.

Buttons and Fields	Description
Grid Columns sample	A sample grid with a header row and one data row is provided at the top of this window. Click and drag a column's header to change its location. Click and drag the left or right border of a header to adjust the column width. Double-click a cell to display the *Column Configure Border window*. **Note:** The availability of some columns is dependent on features enabled in the Enterprise Configuration Tool (ECT). Some columns may not be displayed in the sample if the associated features are not enabled.
Configure Column Border button	Displays the *Column Configure Border window* to configure the border of the column selected in the list box.
Configure Column Border list box	Select the column for which you want to change borders, then click **Configure Column Border** to display the *Column Configure Border window*.

Buttons and Fields	Description
Reset to Default button	Reverts all settings in this window to the default settings. Changes made to column borders in the *Column Configure Border window* are also reverted.
Save button	Saves your settings in this window.
Cancel (ESC) button	Cancels any changes and closes the window. Press the ESC key to perform the same function.

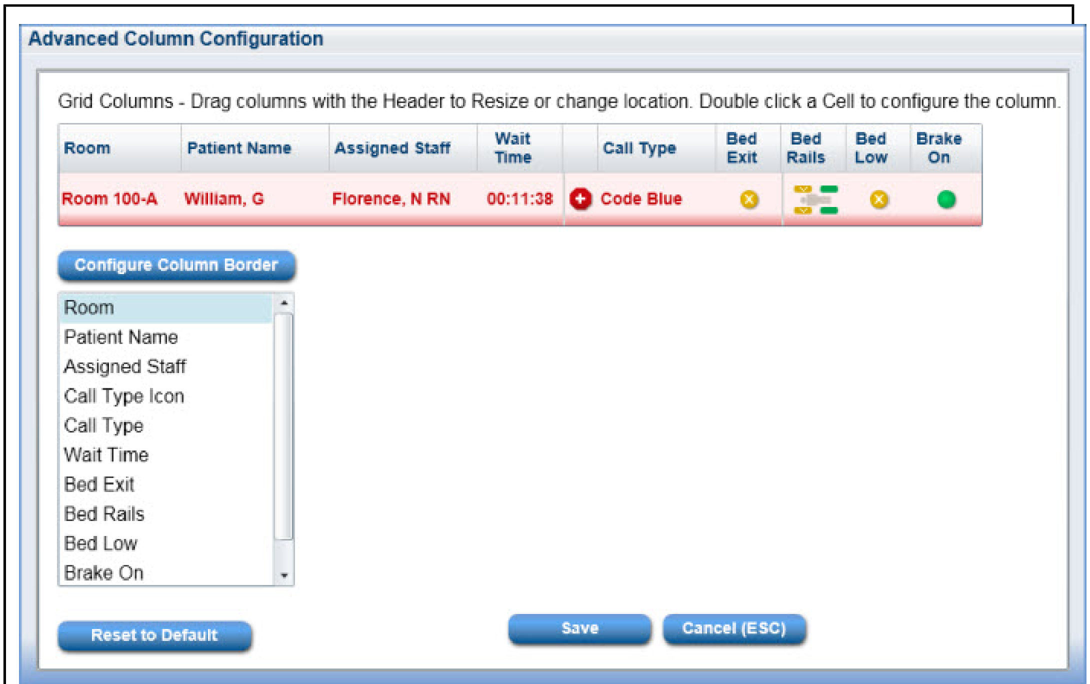


Figure 9: Advanced Column Configuration Window

For more information, refer to *The Status Board*.

Status Board Column Configure Border Window

The Column Configure Border window is used to specify the border widths and border colors of columns in the Status Board.

Buttons and Fields	Description
Column Name label	Displays the name of the column you selected to customize from the *Advanced Column Configuration window*.
Column Preview image	A preview representation of a column that changes as you make settings.
Left Border Width and Right Border Width sliders	Click and drag the slider to set the width of the left and right borders, respectively. Moving the slider towards **None** decreases the border width. Moving it towards **Max** increases the border width.
Border Color	Select the color of the column's border from the drop-down list. The default color is **Light Gray**.

Buttons and Fields	Description
Save button	Saves your settings in this window.
Cancel (ESC) button	Cancels any changes and closes the window. Press the ESC key to perform the same function.

Figure 10: Configure Column Border Window

For more information, refer to *The Status Board*.

Transfer Patient Screen

The Transfer Patient screen enables you to change a patient's location.

The Transfer Patient screen is identical to the *Admit Patient screen*, except that only the Location Data section of the patient profile can be changed. The Basic Data and Additional Data sections are read-only.

Location Data

Buttons and Fields	Description
Nursing Unit	Select the nursing unit where the patient is being admitted.
Room	Select the patient's room.

For more information, refer to *Transferring a Patient*.