

## Patient lists and iPASS

### Care Delivery

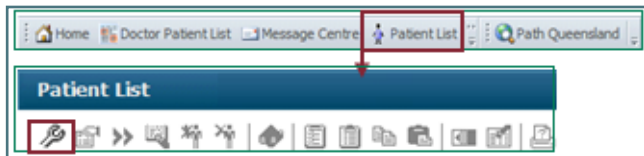
#### Quick reference guide

The purpose of the **i-PASS** screen is to allow the clinician to write notes, intended actions and activities for a particular patient without it entering into the patient's medical record. It replaces the paper patient list that ward staff previously carried with their list of jobs to do.


To access **iPASS** you must first make a **Patient List** and then a **Doctor Patient List**.

#### Making a Patient List

To set up patient lists go to **Patient List** in the **ieMR Toolbar**.



Open **Patient List** from the light grey toolbar.

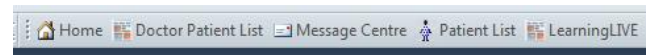
1. Click the **spanner icon**  to the left of your screen.
2. Click the **New** button.
3. Select **Location** as the type of patient list.
4. Click the **Next** button.
5. Expand the Locations folder by clicking the **plus sign**.
6. Locate LCCH and expand by clicking the **plus sign**.
7. Select the appropriate location.
8. You can personalise the name of your list by typing in the text box below.
9. Click the **Finish** button.
10. From the Available lists box, select the list you have just made and move it across to the Active list by clicking the connecting **blue arrow**.
11. Click **OK**.

Lists can be customised by the **Admitting doctor** rather than location.

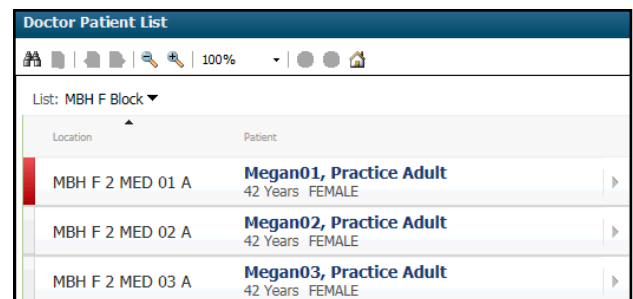
12. Select LCCH Main Building.
13. Click on the heading **Clinician** in the table to sort the admitting consultants into alphabetical order.
14. Select the appropriate patients (use control click to select multiple at the same time).
15. Right click on selected patients and select **Add to Patient List**.
16. Refresh screen if patients have not been added to your list.

#### Making a Doctor Patient List

Once the patient list has been setup then click on **Doctor Patient List** in the **ieMR Toolbar** to make your list interactive.




To open this:



You can click on the patient's name in the **Doctor Patient List** to go directly to the patients medical record.

#### i-PASS Functionality

**i-PASS** stands for **I**llness Severity, **P**atient Summary, **A**ctions, **S**ituational Awareness Planning, **S**ynthesis by Receiver.

Click the **Chevron**  next to the patient name in the **Doctor Patient List** to bring up the **i-Pass**

window.

The purpose of the **i-PASS** screen is to allow the clinician to write notes, intended actions and activities for a particular patient. Information entered here **DOES NOT** enter into the **Patient's medical record** permanently. Other doctors with the same patient list can also see this information. However only doctors have access to **i-PASS** so verbal communication between staff members especially nursing and allied health is still required.

**Note:** That the box next to Available to All is ticked  Available to All

When this is ticked all Medical Officers will be able to view your note. If you untick the box your note will only be viewable by you.

The **fields** available in the **i-Pass** screen are:

- Illness Severity – Unstable/Watch/Stable/Discharging
- Code Status
- Patient Summary – Useful for after hours review
- Actions – jobs to be done
- Situational Awareness & Planning – eg for discharge


- Synthesis by Receiver
- LOS/Expected LOS
- Active Diagnoses
- Procedures

Some of these **fields** allow free-text entry and others populate with data entered into the **Patient Medical Record**.

Location	Patient	Illness Severity
MBH F 2 MED 01 A	Megan01, Practice Adult 42 Years FEMALE	Unstable

The colour on the Doctor Patient List changes depending on the illness severity selected.

It is possible to **Print** your **i-PASS** for your entire patient list, or for specific patients within your patient list.

- Select the  icon from the top right of the doctor patient list.
- Select Print.
- Select the required patients.
- Click continue to see a print preview.
- Select the print icon in the top left of screen.
- You can also save this if required.

Exit **i-PASS** by clicking the X in the corner of the window.

