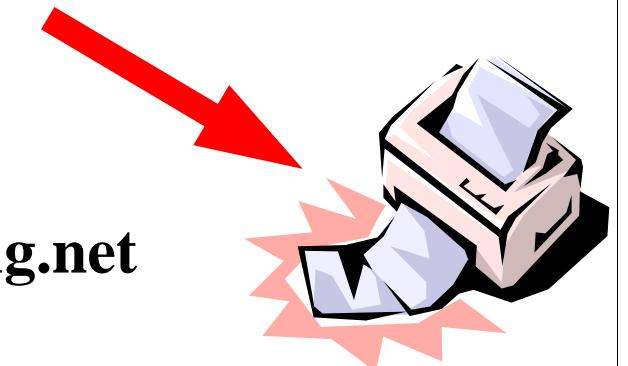


# HOW TO

*Use YOUR Forms in*

The

# Active System



[www.aphg.net](http://www.aphg.net)

The Active system has the capability of incorporating any form directly into the system. Additionally, the system can take the information that is already in the resident cardex and use this information to fill out anywhere from 25 to 100% of a form automatically. Another feature of the system is the Diet Handouts that are already stored in the system. These colorful and illustrated handouts are terrific for resident and family education, as well as for staff education. What's more, the Active System can personalize the handouts with the Resident's Name, Physician Name, Facility Name, or any other information included in the Resident Cardex. A Diet handout can become very personalized, customized and filled with information pertinent to the individual resident. A third feature of the Active System is its ability to accept large volumes of forms and store and categorize them by resident, discipline and area of interest. In other words, the Active System can store the entire medical record for each resident and organize it so that the user can access the information quickly and easily. Not only will this replace, or provide a more workable alternative to rummaging through store houses of closed medical records, it will allow working copies of current medical records to be used by the staff throughout the facility and eliminate the fighting for charts. This alone will be a dramatic time saver for all staff members.

The screenshot shows a software window titled '304A Girl, Model' with the identifier '1026'. At the top, there is a toolbar with various icons and labels such as 'Print', '23 23', 'Dietary Restriction', 'Load', 'Reset', 'Refresh', 'Done', 'Mark', and 'EXIT'. Below the toolbar, there is a header section with fields for 'Name' (304A Girl, Model), 'Age' (1026), 'Sex' (Female), 'Wk/Mo/Yr' (Wk/Mo/Yr), and 'Physician' (R. J. L.). There are also buttons for 'Cal ARA', 'Serial', 'Low Na', 'ABA Test', 'Protein Test', 'Surfactant', and 'Dose'. The main content area contains several text input fields and checkboxes:

- Indicate and describe any recent changes in diet or diet consistency:** \_\_\_\_\_  
Diet recently upgraded from Pureed to Mech Soft.
- Indicate and describe any other contributing factors:** \_\_\_\_\_  
Resident is having taste changes.
- Dietary recommendations. Indicate with an "X" all that apply:**
  - Monitor resident for 90 days in order to establish baseline information.
  - Monitor the following: Weight, Appetite, Labs, Skin Condition
- Develop the following interventions:** \_\_\_\_\_  
 Monitor Weight Weekly

Fig 1. The Forms Program. Click Forms from the Roster

The Medical Records Scanning Program shown in Figure 8 interfaces directly with your scanner. Click the Select Button after you have installed your scanner on your computer to make sure the Active System is linked to your scanner.

Again, hilite the resident you want to scan forms for, and then click the Scan button at the top of the roster. The screen shown in Figure 8 appears and you are ready to scan. There are several discipline buttons and categorized areas of interest to choose from at the base of the large window. Click the one you want. Figure 8 shows that Nursing was clicked. Now, all forms scanned for the hilited resident will be stored under the resident's medical record number in the Nursing Folder of the Active System. Place the forms you want to scan in the document feeder and press the scan button on your scanner. All forms will be numbered and stored under the resident number. When you leave the program and come back, you are automatically brought to the next available number for that category of documents for that resident. The number of forms stored is limited only by the disk space of your system. The resolution of the forms is low, but clear enough to be easily read and quickly loaded, stored and printed.

A standard computer with a 40 Gigabyte Hard Drive will be able to store approximately 800 entire medical records. By next year, the standard hard drive will be ten times larger and you will be able to store 8000 entire medical records. Make as many copies of all medical records as you want and store them on external hard drives, CD's and/or DVD's. The potential for maintaining workable copies of your medical records is essentially unlimited.

Instead of having your medical records staff spend their time rummaging through boxes of closed records, leave the boxes for the historians to rummage through, and have your medical records personnel spend their time scanning medical records that can be easily accessed by authorized personnel and allow everyone to get their work done more accurately and in less time. The time spent scanning current labs and physician's orders will be invaluable to facilitation of the care for your residents. Everyone will have instant access to current, up to date information on all your residents without having to fight for charts.

Figure 1 show the forms program with a form that has been scanned into the system. At the top of the screen, you will see a slot with NMP|..... selected. If you click this drop down box, you will see a listing of many categories of forms to choose from (Fig 2). Each line on the list starts with a three character abbreviation. This abbreviation is what the active system uses to organize your forms. Each line on the list is a category with space for up to 99 forms. You simply select the category you want, in this case, the Nutrition Management Program category and then either type in the number of the form you want in the small box to the right, or scroll through all the forms using the up and down arrow to the right of the small box. The form appears in the big window below, already filled out with the resident's information from the residents cardex. The resident used, is the resident you have hilited on the roster. So, if you want form 23 from the NMP category filled out for Sally Smith, you hilite Sally Smith on the roster and then click the Forms Button at the top of the roster and the form appears with all the information filled out. .

The screenshot shows a computer interface for the Active System Forms Program. At the top, there is a menu bar with options like File, Edit, View, Tools, Database, Help, and Exit. Below the menu, a dropdown menu is open, showing categories such as NMP (Nutrition Management Program), ADM (Admissions/Administration), RCV (Receivables), SANI (Sanitation), AVT (Dietary Forms), RD (Registered Dietitian), ADA (ADA and other Diet Handouts), and HCP (Hazard Analysis Critical Control). The main area displays a scanned form for a resident named "Sally Smith". The form includes fields for "Prn", "Scrn", "Wk/Mo/Yr", "Ans", "Doc", "Prglbes", and "Mark". A red box highlights the "Ans" field, which contains the value "1". Below the form, there are two lines of text for dietary notes: "Indicate and describe any recent changes in diet or diet consistency: \_\_\_\_\_" and "Diet recently upgraded from Pureed to Mech Soft. \_\_\_\_\_". Another line below asks "Indicate and describe any other contributing factors: \_\_\_\_\_" and "Resident is having taste changes. \_\_\_\_\_".

Fig 2. Forms Program with the Categories Showing from the Drop Down Box

But what if you have to add information, or change some of the information pulled from the cardex ? The Active System puts you in control of all that with an easy to use form marking and template system. Click the Mark button next to the Exit button and the Mark File is shown to you in a split screen. See Fig 3. on the next page.

Fig 3. Forms Program showing the Mark File

Now you can see where the information that is placed on the form is coming from. Simply click the line on the mark file and type over, edit, add to or delete any line. Ctrl-Del deletes an entire line. Then click the ReLoad button at the top.

Fig 4. A closer look a the Mark Section of the Forms Program

top of the Mark Section and you will see the new results on the form

### III. Medical Records Scanning and Storage

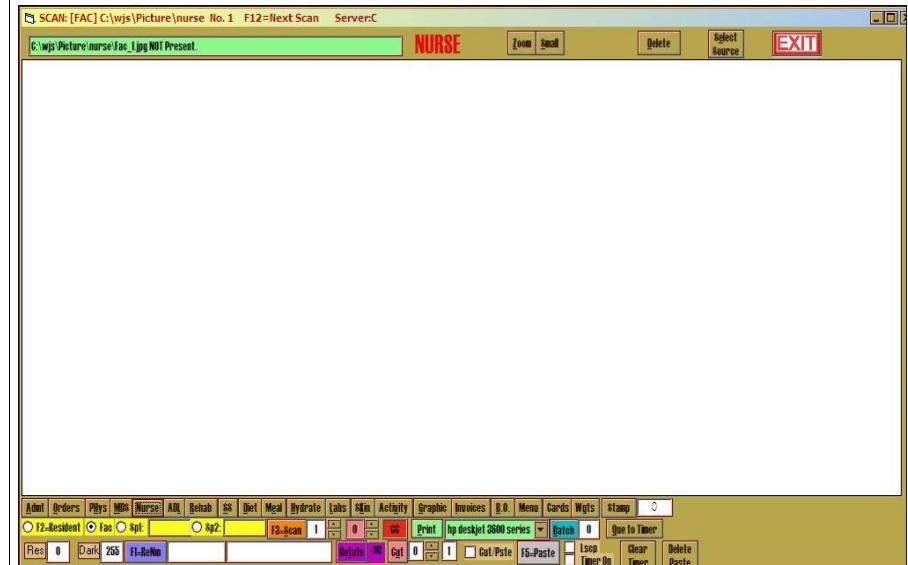


Fig 8. Medical Records Scanning Program

Today, a more than adequate scanner for scanning in forms into the active system will cost less than 100 dollars. Forms are scanned into the c:\wjs\scan folder of the Active System and saved according to the abbreviation ie NMP1.jpg NMP2.jpg, NMP3.jpg etc. This system is good for storing all your forms and you will be able to access them readily for all residents.

When you are scanning many many forms for each resident (ie, the medical chart) then you need a filing system for each resident and a good sheet feeder attached to your scanner. The Active System takes care of the filing system, you need to purchase a 400 to 600 dollar scanner. Do NOT purchase an All in One Fax, Copier, Printer, Scanner. These machines can never quite make up their minds what they are, let alone perform the task requested at the time you need it. Do NOT purchase a scanner with a sheet feeder attachment. They Scan Crooked when they don't eat your paper. Your best bet is to find a fax machine with a good paper feeder than has scanning capabilities.

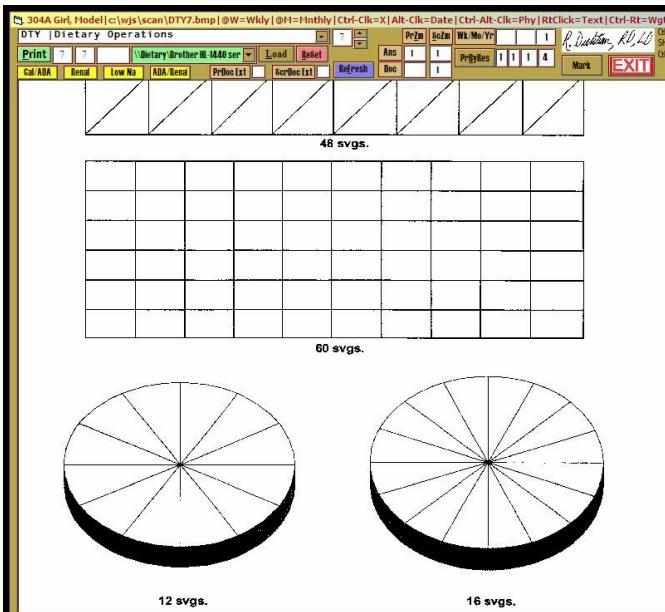
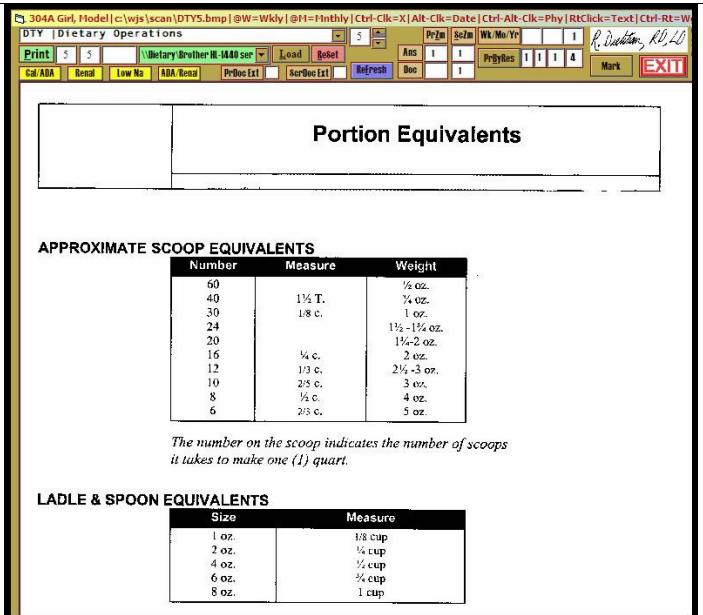


Figure 4 shows a closer look at the Mark Section of the Forms Program. You will notice several buttons for various pieces of clinical and demographic information. If you want any of these pieces of information at any location on the form, the click the area on the for where the BASE of the first letter is to appear and then click the button. You will notice the information appear on the form where you clicked it and a new line of information will appear in the Mark Section Window. Notice the numbers in the right hand columns of the Mark Sections CurrX and CurrY,. These are the X and Y coordinates in Twips for the location of that line of information. (1440 Twips = 1 inch). You can make adjustments in the location of the information by changing these numbers. Simply click on the numbers and then type over them.

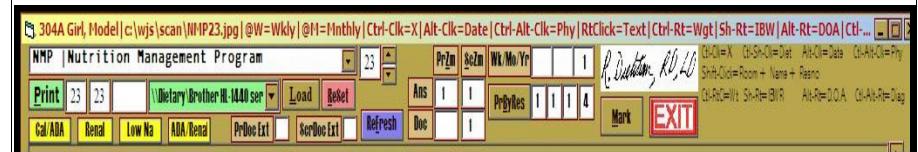


Fig 5. Top of the Forms Program Showing Short Cut Key Combinations

There are many short cut key combinations that will further help you to fill out forms on the Active System. All of these short cuts result in a line being created in the Mark Section of the Form. A very useful one is to simply right click a place on the form. A one line text box appears. Type in anything up to 40 characters and press enter. What you typed will appear where you clicked. Again, click where you want the BASE of the first letter to appear. Ctrl-Click a place on the form and an X appears. This is very useful when forms have a lot of check boxes to mark. Alt-Click and today's Date appears. Ctrl-Right Click and the resident's current weigh appears. Alt-right click and the admission date of the resident appears. Shift Click and the Room+Resident Name and Resno appears.

This is all well and good for one resident, but do you have to do it for all residents? Of course not. Once you get the form filled out the way you want it with your first resident, then click Make Template in the Mark Section of the form and you will make the current form a template for all future residents for that form. The only difference is that their information will be placed on the form instead.

## **II. Personalized Diet Handouts**

304A Girl, Model   C:\wjs\scan\ADA1.jpg [S=0] W=1000   @H=Mnthy   Ctrl-Clk=X   Alt-Clk=Date   Ctrl-Alt-Clk=Phy   RtClick=Text   Ctrl-Rt=Wgt   Sh-Rt=IBW   Alt-Rt=DOA   Ctrl-A- ADA   ADA and other Diet Handouts											
Print	1	1	Dietary Brother HE 1440 serv	Load	Reset	Ans	Prtyles	1	1	Mark	EXIT
 <b>Free Foods</b>											
<p>There are many low calorie foods available for you to snack on between meals or to add to your meals to make them more satisfying. It is important to remember that these free foods will only help if you want them to. In addition to the suggestions listed below, check out the wide variety of diet foods available at your grocery store. Be careful to read the labels to ensure they are actually low in calories. A free food should be less than 10 calories per serving, and you should not want to eat more than a few servings per day.</p> <p>Celery      Onions      Lettuce      Radishes      Raw Spinach      Cucumbers      Boullion*      Coffee      Tea      Diet Soda      Diet Glatin      Bell Peppers      Bean Sprouts      Alfalfa Sprouts      Dill Pickles*      Eat Free Salad Dressing</p> <p>If you are on a sodium restriction, you should avoid the starred items, or find a low sodium version of the item in the grocery store.</p>											
<i>R. Jackson, RD, LD</i> <small>Cal-Cm-Rx   Cal-Sv-Clm-Dst   Alt-Clk=Dates   Cl-Alc-Cm-Phy      Shl-Cm-Rx   Room + Name + Reso      Clc-Rcm-Wt   Sh-Rt=IBW   Alt-Rt=DOA   Clc-Alt-Rt=Dates</small>											
<hr/> <h2 style="margin: 0;">XYZ Nursing Home</h2>											
<div style="border: 2px solid blue; padding: 10px; background-color: #ffffcc;"> <h3 style="text-align: center; color: red; margin: 0;">Calorie / Diabetic</h3>  </div>											
<h3 style="color: red; margin: 0;">Diet Booklet</h3> <p>Your physician has prescribed a weight reduction and/or a Diabetic Diet. This booklet will show you how to follow this diet for your health and well being. It is very important to try your best and gradually change your eating habits to this new and very healthy way of eating.</p>											
<b>304A Girl, Model</b>											

Fig 6. Personalized Diet Handouts in the Forms Program

One of the categories of forms is the ADA|Diet Handouts. This is a complete set of diet handouts for most of the common diets that residents are on. There is a complete Diabetic/Calorie Booklet, Renal Booklet, Renal/Diabetic Booklet and many more.

You can mark the booklets in the same way you mark other forms and personalize the booklet with the residents name, facility name, their weight history, physician's name, current diet order, labs, .......

Once you have the booklet appearing the way you want it, then click Make Template and then you have the capability of selecting any resident in the system, clicking Forms and then printing a personalized diet handout for them. The yellow buttons at the top of the Forms program make it even easier. You simply click Forms and then click one of the yellow buttons, and the corresponding Diet Handout prints out for the resident.

The Forms program can be a handy place to store your most important forms for ready access any time you need to print them or just review them. The program can also be used to store Staff Education Handouts and reference material. And, of course, all the forms can be edited, added to, or portions deleted to suit your needs.