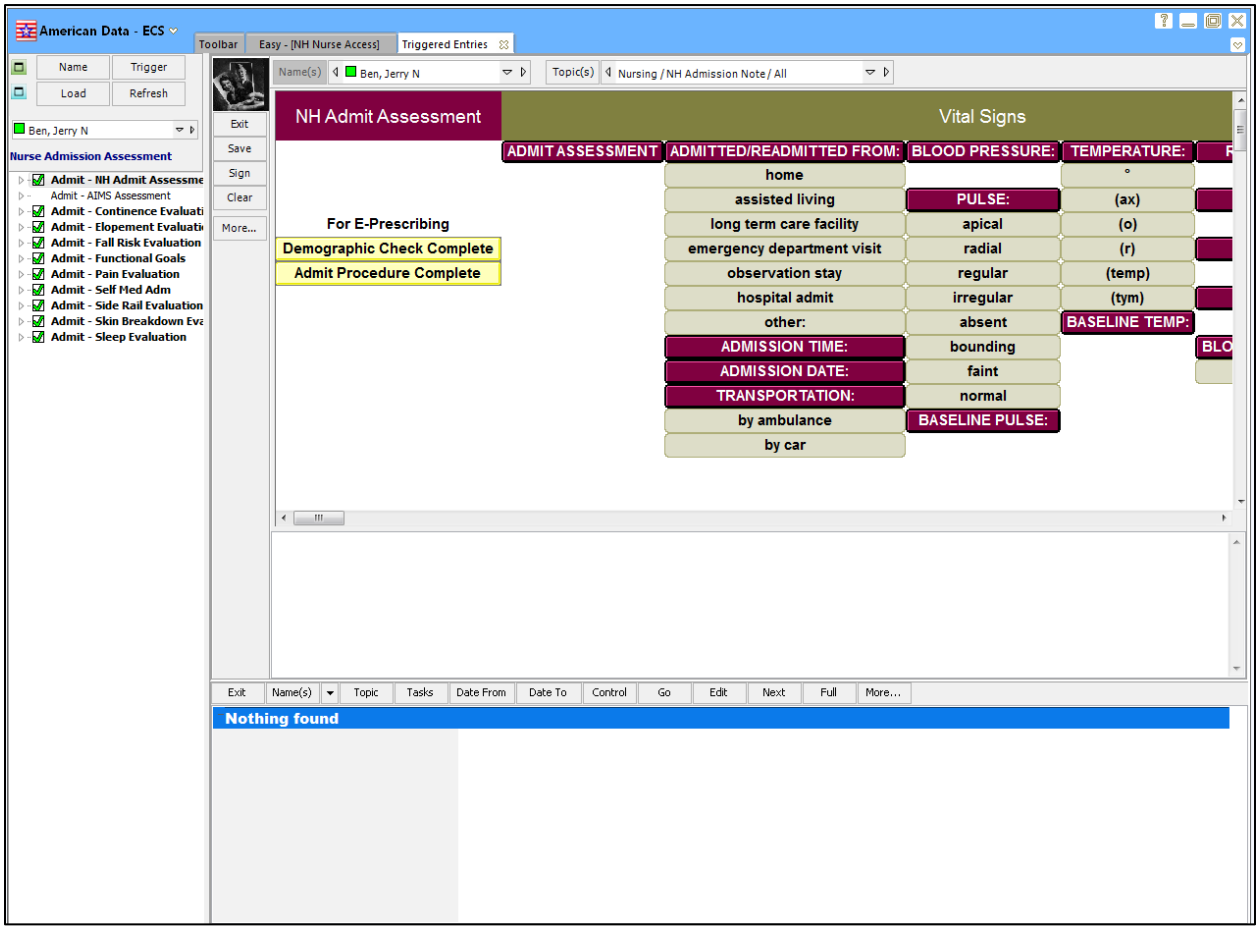
Chart an Admission Assessment

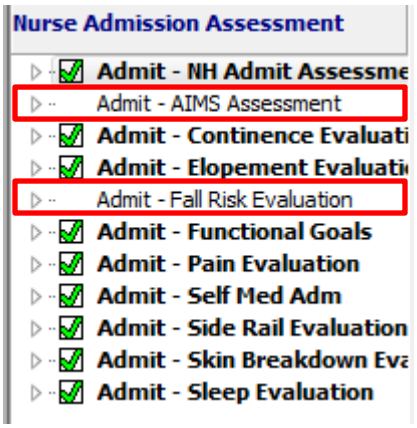
From the Nurse Access screen, click the Admission Assessment button. This will load a trigger Write screen that displays specific documentation requirements based on tasks that have already been completed, potentially by a prior user.

Once you have clicked the button, select a name, and click OK. A 3-way split screen will appear. The top right half of the screen is a Write screen, the bottom right half is a view screen, and the left half of the screen is a trigger list. The view screen will display previous charting or relevant information that may be useful while completing the admission assessment.



Icons in the Trigger Screens	
(Green)	Maximizes the View screen.
(Blue)	Maximizes the Write screen.
Name	Opens the Name Selection screen.
Load	Brings up the information into the Write/View screen allowing the user to work the trigger.
Trigger	Reloads the trigger list or allows the user to select a different set of triggers.
Refresh	Refreshes the screen.

1. Once this screen is initially loaded, the first incomplete topic will display in the write screen.
2. Document the notes by working from left to right and selecting the appropriate words on the screen and adding in free type where needed.
3. When finished documenting on that triggered area, click the next trigger that has a green checkmark. The checkmark next to the trigger previously worked will now turn Red, indicating that it has been completed. To load the new trigger, click the Load icon above the trigger list. This will save all charting in the prior topic and load the new topic.
4. Click the Exit button to return to the Nurse Access screen.



If a second user would enter the Admission Assessment, they would then see items without a green checkmark if they have already been completed. As seen below, the user would be presented with all assessments that are not yet completed (signified with a green checkmark) and those which have already been completed will have nothing listed to the left. The user will be unable to load a topic which has already been completed via a trigger screen.