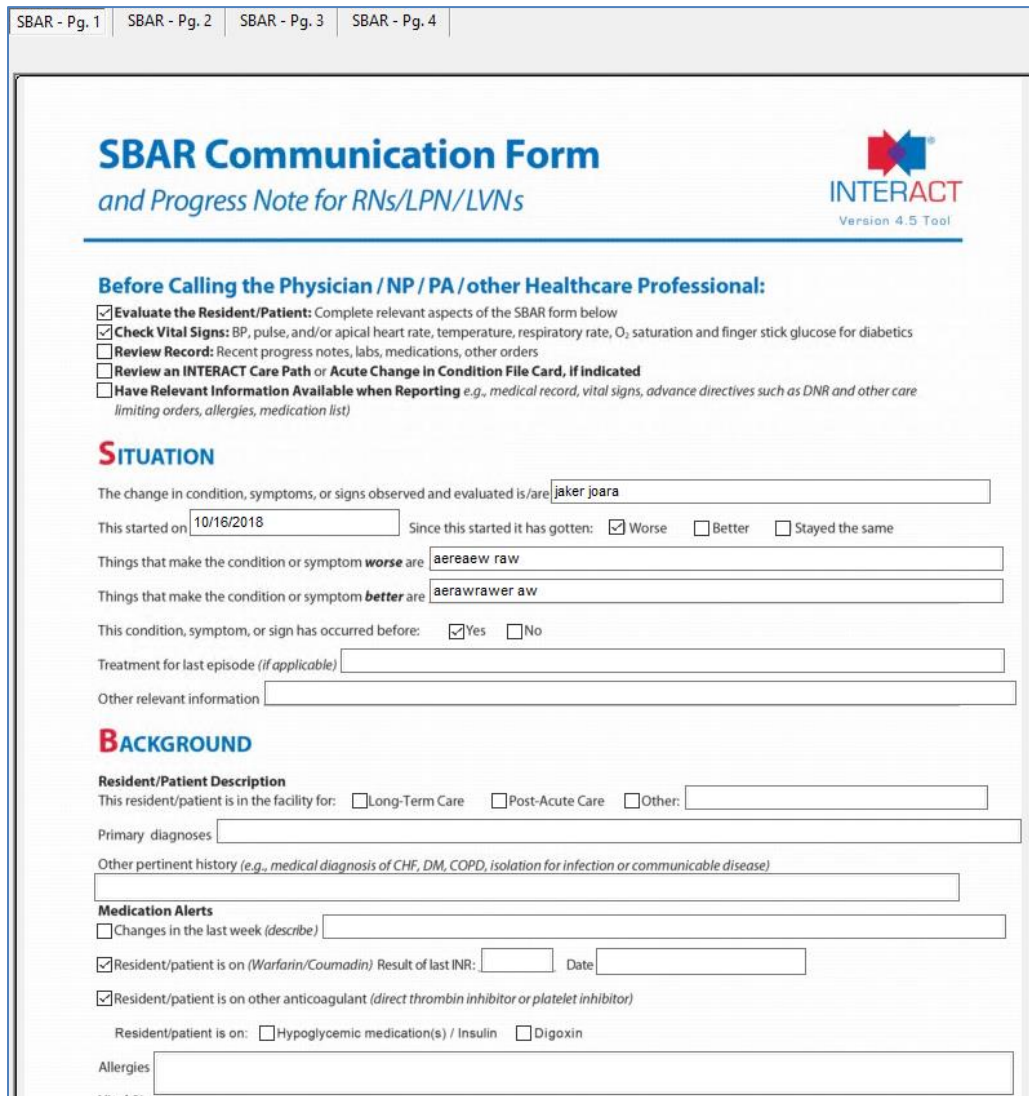


# INTERACT® User Instructions

To learn more about INTERACT (Interventions to Reduce Acute Care Transfers), you can go to <https://pathway-interact.com/>.

## SBAR Form



SBAR - Pg. 1 | SBAR - Pg. 2 | SBAR - Pg. 3 | SBAR - Pg. 4

### SBAR Communication Form

and Progress Note for RNs/LPN/LVNs

**INTERACT**  
Version 4.5 Tool

**Before Calling the Physician / NP / PA / other Healthcare Professional:**

- Evaluate the Resident/Patient:** Complete relevant aspects of the SBAR form below
- Check Vital Signs:** BP, pulse, and/or apical heart rate, temperature, respiratory rate, O<sub>2</sub> saturation and finger stick glucose for diabetics
- Review Record:** Recent progress notes, labs, medications, other orders
- Review an INTERACT Care Path or Acute Change in Condition File Card, If Indicated**
- Have Relevant Information Available when Reporting** e.g., medical record, vital signs, advance directives such as DNR and other care limiting orders, allergies, medication list

**SITUATION**

The change in condition, symptoms, or signs observed and evaluated is/are:

This started on  Since this started it has gotten:  Worse  Better  Stayed the same

Things that make the condition or symptom **worse** are:

Things that make the condition or symptom **better** are:

This condition, symptom, or sign has occurred before:  Yes  No

Treatment for last episode (if applicable):

Other relevant information:

**BACKGROUND**

**Resident/Patient Description**

This resident/patient is in the facility for:  Long-Term Care  Post-Acute Care  Other:

Primary diagnoses:

Other pertinent history (e.g., medical diagnosis of CHF, DM, COPD, isolation for infection or communicable disease):

**Medication Alerts**

Changes in the last week (describe):

Resident/patient is on (Warfarin/Coumadin) Result of last INR:  Date:

Resident/patient is on other anticoagulant (direct thrombin inhibitor or platelet inhibitor)

Resident/patient is on:  Hypoglycemic medication(s) / Insulin  Digoxin

Allergies:

## Completing the SBAR (Using Access Screens)

1. Using the Easy Access screens, navigate to the **SBAR** button. The SBAR form will load.
  - a. If you receive a message stating, "There is a form in progress for this client," this means that a previously started SBAR form was not submitted. The incomplete form must be completed before a new one can be started.

2. Click on **Status** at the bottom of the screen, click **Collect**, and click OK in the Collect pop-up box. Information about the resident will populate the form.
3. Complete page 1 of the form by adding check marks and text in the appropriate fields. When you have completed page 1, click the **Save** button at the bottom. Process in the same way though pages 2-4.
4. When the entire form has been completed and saved, close out of the form. A dialogue box will appear, asking you, "Would you like to submit this form?" Select **Yes**. The form will submit and close.

### Additional SBAR Access Buttons

1. **View SBAR** allows you to View previous forms. Select a resident from the Names list and click on this button. The Form Selection Screen will appear with any past SBAR forms listed. If the screen is blank, no SBARs have been completed for this resident. The Status column will show you whether the form(s) are Submitted or Held. Typically, all forms should be submitted unless a nurse was interrupted while completing it and has not yet returned to it. Held forms are considered incomplete and should be finished and submitted. The presence of a Held SBAR will prevent a nurse from starting another SBAR.
2. **Edit SBAR** allows you to make changes to a previous form. The forms may be Submitted or Held. Choose the client from the Names list and click on this button to display the Form Selection Screen. Select the form you wish to edit or complete/submit and click OK. The form will load. Make any necessary changes and click the **Status** button at the bottom to make sure that each of the pages has been saved. \*\*\*You must click on the Submit button on the Status screen to re-submit this form, as you will NOT be prompted to re-submit previously submitted forms upon closing the form.
3. **Delete SBAR** will allow you to remove a previously submitted or held form from the record. Once deleted, the form is irretrievable. Select the client from the Names list and click on this button to display the Form Selection Screen. Select the form you wish to delete and click OK. \*\*\*You will not be warned or asked whether you are sure about this step. The Form will immediately be deleted from the record.

### Completing the SBAR (Not Using Access Screens)

1. Select the orange **Start** icon (**American Data - ECS > Write > Forms > Start**). Select the appropriate resident from the Names list and click OK. The Form Types screen will display. Select "**Rehosp. - SBAR 4.5**" and click OK. Next, the Form Name screen will display. Select "**SBAR v4**" and click **OK**. The form will load.
  - a. If you receive a message stating, "There is a form in progress for this client," this means that a previous started SBAR form was not submitted. The prior form must be completed before a new one can be started.
2. Click on **Status** at the bottom of the screen, click **Collect**, and click OK in the Collect pop-up box. Previous entries about the resident will populate the form.

3. Complete page 1 of the form by adding check marks and text in the appropriate fields. When you have completed page 1, select the **Save** button at the bottom. Process in the same way though pages 2-4.
4. When the entire form has been completed and saved, close out of the form. A pop-up screen will ask, "Would you like to submit this form?" Select **Yes**. The form will submit and close.

### Additional SBAR Functions

1. To view an SBAR form that was previously completed, select the orange **View** icon. Select a resident from the Name Selection screen and click on OK. The Form Types screen will display. Select "**Rehosp. – SBAR 4.5**" and click OK. The Form Selection Screen will appear with any past SBAR forms listed. If the screen is blank, no SBARs have been completed for this resident. The Status column will show you whether the form(s) are Submitted or Held. Typically, all forms should be submitted unless a nurse was interrupted while completing it and has not yet returned to it. Held forms are considered incomplete and should be completed and submitted. The presence of a Held SBAR will prevent a nurse from starting another SBAR.
2. The Orange **Continue** allows you to complete a Held Form. Select the client from the Names list and click on this button to display the Form Types screen. Select the form you wish to complete/submit and click OK. The form will load. Complete the form and make sure that each page has been saved. Close out of the form. A pop-up screen will ask, "Would you like to submit this form?" Select **Yes**. The form will submit and close.
3. To make changes to a previously completed SBAR, go to **American Data – ECS > Write > Forms > Change**. Select the client from the Name Selection screen and click OK to display the Form Selection screen. Select the form you wish to edit and click OK to load the form. Make any needed changes and click the **Status** button at the bottom to make sure that each of the pages has been saved. \*\*\*You must click on the Submit button on the Status screen to re-submit this form, as you will NOT be prompted to re-submit previously submitted forms upon closing the form.
4. To delete an SBAR that you do not want in the client's record, go to **American Data – ECS > Write > Forms > Delete**. Select the client from the Names list and click OK. The Form Types screen will display. Select "**Rehosp. – SBAR 4.5**" and click OK. Select the form you wish to delete and click OK. \*\*\*You will not be warned or asked if you are sure about this step. The Form will immediately be deleted from the record. \*\*\*Once deleted, the form is irretrievable.