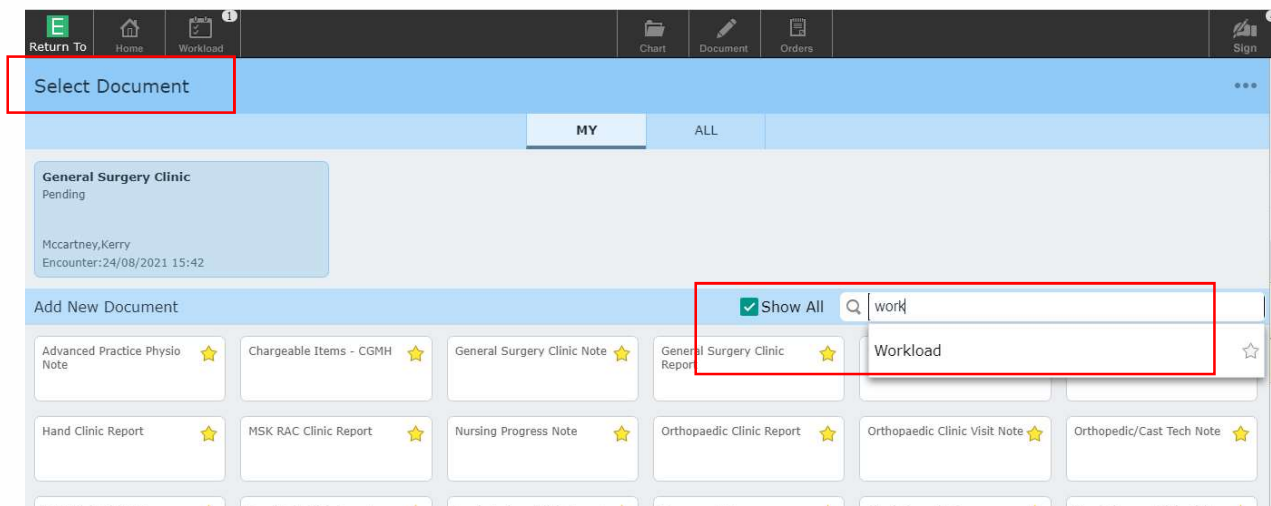
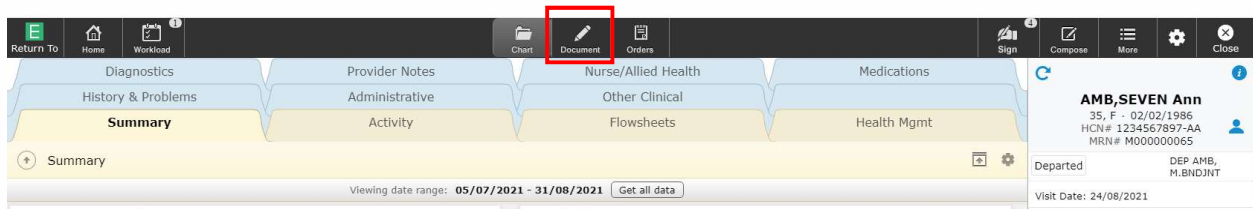
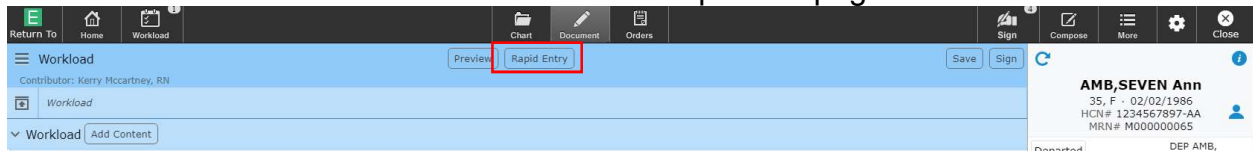


CARE4 MODULE NAME: Workload

To complete patient direct workload, you will need to be in the patient's chart and open the "Document Selection" page. If you are currently in document then double click on "Document" to open another document.



Select the **Workload document**. To make documentation easier click on "Rapid Entry" located in the middle of the blue tool bar at the top of the page.



Now fill in the relevant information based on the time spent with this patient.

Workload Preview Review and Refine

Contributor: Kerry Mccartney, RN

Workload

Workload Add Content

Service Recipient Workload

Assessment Time

Assessment time includes time spent on screening, health assessment, diagnostic testing, and measurement, service planning and documentation of findings.

Intervention Time

Therapeutic Intervention time includes treatments and procedures, management of activity/mobility, nutrition, elimination and hygiene, discharge planning and clinical documentation. Emotional care and teaching time are included in this category.

Consultation Time

Consultation time includes consultation with other health care professionals, service rounds, team meetings, case conferencing, report time and documentation of findings.

Caseload Statistics

Attendance Day

Face to Face Group Non Face to Face

New Referral

Yes

Active Carry Over

Fiscal

Discharged from Caseload

When you are finished, click sign in the top right corner of the blue tool bar. **Once you sign the document you will no longer be able to go back and change the information, you will only be able to add an amendment.**

return To Home Workload Chart Document Orders Sign Compose More

Workload Preview Review and Refine Save Sign

Contributor: Kerry Mccartney, RN

Workload

Workload Add Content

Submit AMB,SEVEN Ann 35 F 02/02/1986 Allergy/Adv: Penicillins, strawberry, [work] (More v) Cancel Sign

Assessment Time

Assessment time

Intervention Time

Therapeutic Intervention

Emotional care and

Consultation Time

Signers

Q Other...

Visit Date/Time

25/08/2021 06:29 Can alter date and time if needed

* Document Specialty

Ambulatory Clinic Cardiology Internal Medicine Nursing Paediatrics Q Other...

Workload Addendum

Contributor: Kerry Mccartney, RN Last Saved at 25/08/2021 06:37

View Document

View Document

AMB,SEVEN Ann Female DOB: 02/02/1986 Emr# E00000227

25/08/2021 06:29 - Workload by Kerry Mccartney, RN
Acct Num: MB0000521/21 DOB: 02/02/1986 Patient Age: 35

Workload

Service Recipient Workload
Assessment Time: 30
Assessment time includes time spent on screening, health assessment, diagnostic testing, and measurement, service planning and documentation of findings.

Intervention Time: 25
Therapeutic Intervention time includes treatments and procedures, management of activity/mobility, nutrition, elimination and hygiene, discharge planning and clinical documentation. Emotional care and teaching time are included in this category.

Consultation Time: 10
Consultation time includes consultation with other health care professionals, service rounds, team meetings, case conferencing, report time and documentation of findings.

Caseload Statistics
Attendance Day: Face to Face
New Referral: Yes

** Electronically signed by Kerry Mccartney, RN on 25/08/2021 06:37 **
Initialized on 25/08/2021 06:29 - END OF NOTE

Indirect Workload

Indirect Workload is capturing time spent doing the same activities, but is not linked to a specific patient.

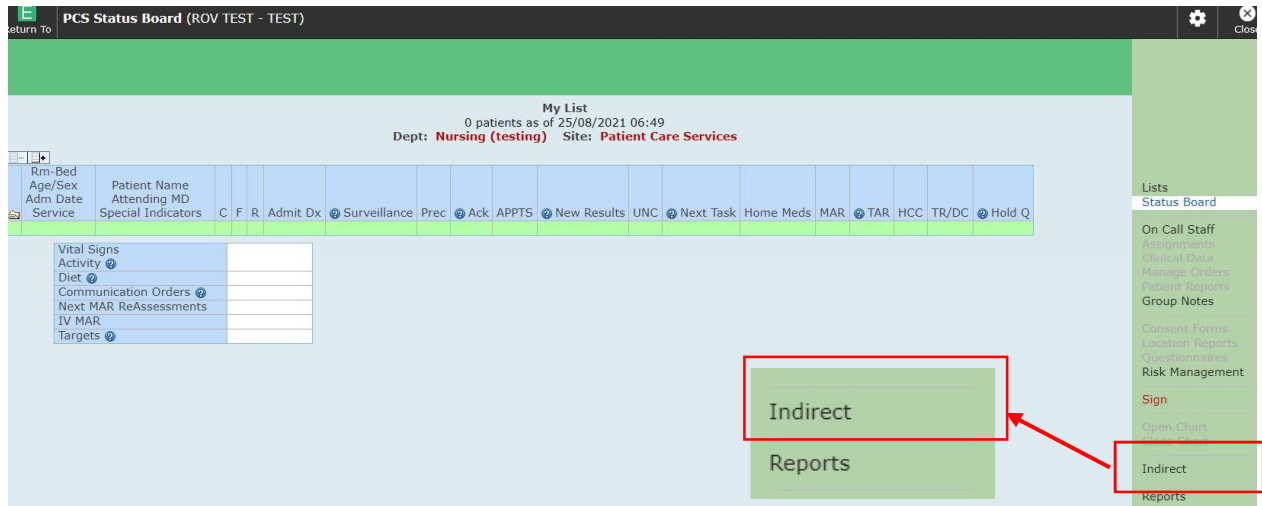
You will need to **Return To** the Main Menu.

The screenshot shows the software interface with a 'Return To' menu open on the left. The menu items include: SEVEN Ann AMB - Patient Chart, Clinical Home Screen, Main Menu: ** TEST ** Care4 (ROV TEST - TEST), Workload, and Close All. The 'Main Menu' item is highlighted with a red box. The main area shows patient information for AMB, SEVEN Ann, including HCN# 123456789-AA and MRN# M000000065. A 'Return To' button is visible in the top right corner of the interface.

You then will change to clinical and select **PCS Status Board**

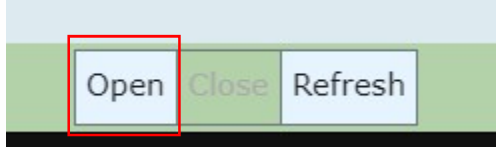
The screenshot shows the 'Main Menu' with the following options: Ambulatory, Administrative, Ancillary, Financial, Info Systems, Message/Task System, CGMH Reports, Change Your User's PIN, and Enter/Edit Temporary Location. The 'Clinical' option is highlighted with a red box, and the 'PCS Status Board' option is also highlighted with a red box.

Once you have PCS Status Board open, on the right side of the screen in the darker green you will see "Indirect" click on it with your mouse.

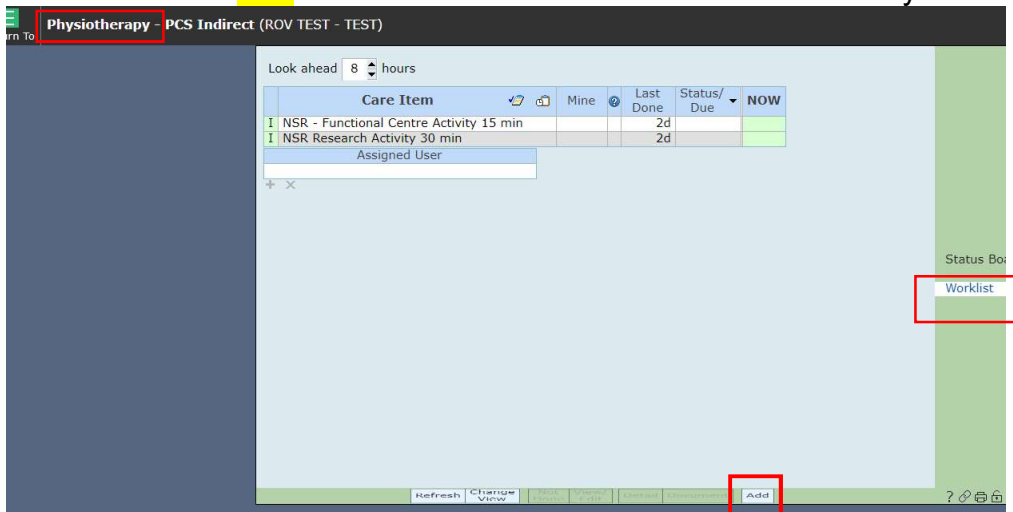


Now select the clinic you are filling the workload for from the list that pops up, then click open on the bottom middle of the screen.

Other Locations			
Mnemonic	Name	Type	
M.APP	Adv Practice Physio Clinic	Outpatient	
M.BNDJNT	Bundled Joint QBP	Outpatient	
M.GENSUR	General Surgery	Outpatient	
M.GYNE	Gyne Clinic	Outpatient	
M.HAND	Hand Clinic	Outpatient	
M.ORTHO	Orthopaedics	Outpatient	
M.PED	Paediatric Clinic	Outpatient	
M.PHYSED	Physio Education Class	Outpatient	
M.PHYSIO	Physiotherapy	Outpatient	
M.RAC	Rapid Assessment Clinic	Outpatient	
M.TELE	Telemedicine Consult	Outpatient	
M.TRAINAMB	Physician Training AMB	Outpatient	



A work list will then become available. You will need to click on **Add** that is on the bottom of that screen to add your workload time.



The "Intervention Lookup" will appear, choose which ever workload items are needed.

Intervention Lookup

Search

Name	Mnemonic
NSR - Functional Centre Activity 15 min	9990400
NSR - Functional Centre Activity 2 hrs	9990420
NSR - Functional Centre Activity 3 hrs	9990425
NSR - Functional Centre Activity 30 min	9990405
NSR - Functional Centre Activity 60 min	9990410
NSR - Functional Centre Activity 90 min	9990415
NSR Organization/Professional 15 min	9990430
NSR Organization/Professional 2 hrs	9990450
NSR Organization/Professional 3 hrs	9990455
NSR Organization/Professional 30 min	9990435

Prior **Next**

To move to the next page of interventions, click "Next" Located in the middle on the bottom of the page. If you want to cancel what you are doing click "Cancel" on the bottom Right side of the screen, and when you are finished adding what you want click "OK" located right beside the Cancel in the bottom right.

Name	Mnemonic
NSR Organization/Professional 60 min	9990440
NSR Organization/Professional 90 min	9990445
NSR Research Activity 2 hrs	9990515
NSR Research Activity 30 min	9990500
NSR Research Activity 60 min	9990505
NSR Research Activity 90 min	9990510
NSR Teach/Inservice - Prof 2 hrs	9990475
NSR Teach/Inservice - Prof 30 min	9990460
NSR Teach/Inservice - Prof 60 min	9990465
NSR Teach/Inservice - Prof 90 min	9990470

Name	Mnemonic
NSR Teach/Inservice - Student 2 hrs	9990495
NSR Teach/Inservice - Student 30 min	9990480
NSR Teach/Inservice - Student 60 min	9990485
NSR Teach/Inservice - Student 90 min	9990490
NSR Travel 15 min	9990520
NSR Travel 2 hrs	9990540
NSR Travel 30 min	9990525
NSR Travel 60 min	9990530
NSR Travel 90 min	9990535
NUI 15 min	9990545

Name	Mnemonic
NUI 2 hrs	9990570
NUI 30 min	9990550
NUI 45 min	9990555
NUI 60 min	9990560
NUI 90 min	9990565

Now you will see that the workload items are added to the "Work List". To document on them you need to click beside the intervention under the "NOW" header and then click on "Document" on the bottom green tool bar.

Physiotherapy - PCS Indirect (ROV TEST - TEST)

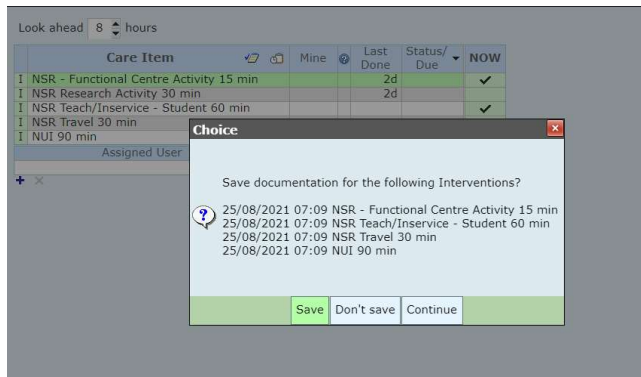
Look ahead 8 hours

Care Item	Mine	Last Done	Status/Due	NOW
I NSR - Functional Centre Activity 15 min		2d		✓
I NSR Research Activity 30 min		2d		✓
I NSR Teach/Inservice - Student 60 min				✓
I NSR Travel 30 min				✓
I NUI 90 min				✓

Assigned User

+ x

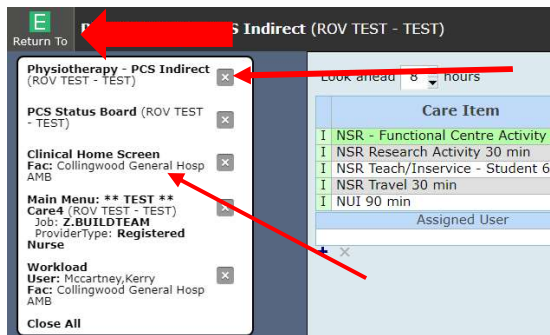
Refresh Change View Print View/Edit Detail Document Add



You will receive a pop up, click **“Save”**.

Care Item	Mine	Last Done	Status/Due	NOW
I NSR - Functional Centre Activity 15 min		1m	Done	Done
I NSR Research Activity 30 min		2d		
I NSR Teach/Inservice - Student 60 min		1m	Done	Done
I NSR Travel 30 min		1m	Done	Done
I NUI 90 min		1m	Done	Done

And now you are finished documenting your Indirect Workload.



To return to the Ambulatory work screen go the **“Return To”** in the top left of the black tool bar and close out of PCS or return to AMB home screen. You may have to go the “Return To” menu two or three times to close everything out. You are only able to close one application at a time.