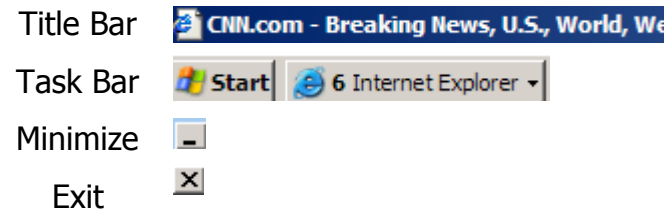


This document will provide orientation to common elements within the CodoniX application. CodoniX is a web based product which uses a browser to display (present) information to the user. For the most part, CodoniX behaves just like any other web page. There are however, exceptions and features which are unique to CodoniX.

Before using the application, for the first time, it is suggested you review this document to orient yourself with how screens are organized, visual cues to assist the user and how to maneuver from screen to screen.

## **General Orientation items**

When a Web Browser is open, certain common characteristics exist for all Web pages



The following section will examine how these common characteristics behave when using CodoniX

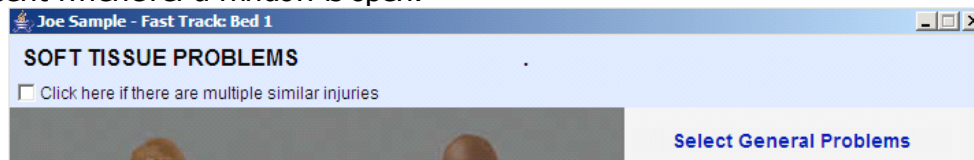
### TITLE BAR

The blue bar which appears at the top of the screen for most Windows based applications is referred to as the Title Bar.

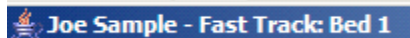




In CodoniX, the Title Bar is:

- Present whenever a window is open.



- Typically contains the facility patient name and bed location.



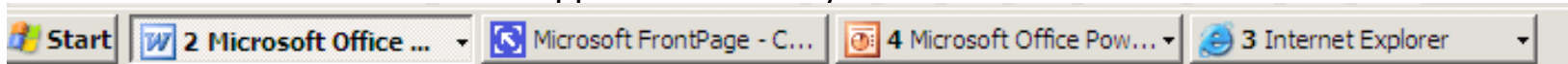
- Contains the minimize icon  and the exit icon  in the right corner.





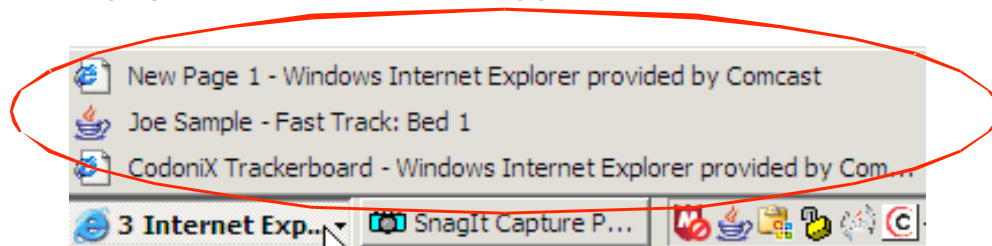
## TASK BAR

Common to all screens is the Task Bar at the bottom of the screen. The Task bar reflects open or currently in use applications and Applications which are available for use.

- The left side of the task bar indicates applications currently in use.



- If, multiple items are open for an application, a  is shown next to the application name. Clicking on the  displays a list of the available applications



- Selecting an item for the list, brings the selection to the screen.

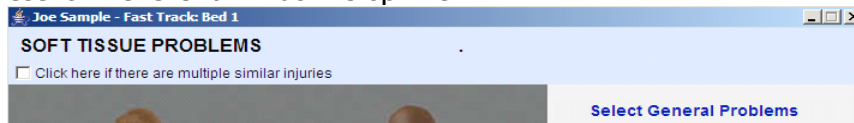
## MINIMIZE

Common to all screens is the title bar at the top of the screen. Within the title bar is the Minimize button. The Minimize Button behaves differently within CodoniX.

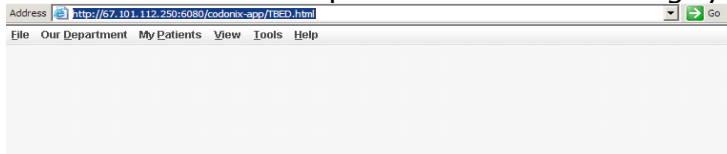


In CodoniX, the Minimize Button :

- Is present whenever a window is open.



- When the Minimize Button is selected, the documentation screen is minimized, however the "Java Window" remains open. User will see a blank gray screen




- To return the documentation screen, select the open item from the Task Bar.



Selecting the item from the Task Bar will return the documentation screen to the open window.

## EXIT BUTTON

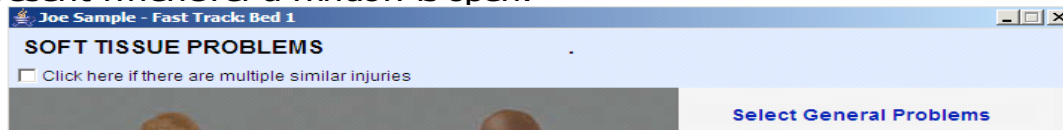
---


Common to all screens is the title bar at the top of the screen. Within the title bar is the Exit button .

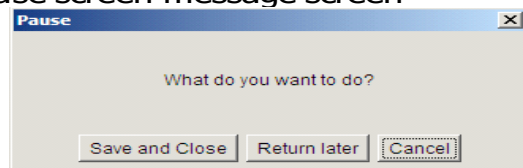
The Exit Button behaves differently within CodoniX.

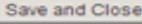
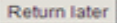


In CodoniX, the Exit Button :

- Is present whenever a window is open.



- When the Exit Button  is selected, the user will be prompted, by CodoniX, with a pause screen



- If the User selects  the information currently documented with be saved and the screen closed.
- If the User selects  the information currently documented with be saved, and the screen paused. When the user opens this patient record they will be returned to the screen they selected return later from.
- If the User selects  the message will be canceled, and they will remain at the screen they were using with the Exit button  was selected.

### **Visual Cues**

Within CodoniX, many items are provided as “Cues” to the user. Cues inform the user, for example, when to expect a follow-up question, or when an item is required.

The following section will examine how these common characteristics behavior when using CodoniX

### VISUAL CUE ...

Items followed by a ... indicates a follow -up question is associated with the item.

- When a User is presented with a screen with an ... associated with the line, selecting the line will present a follow -up question. The follow -up question will be presented immediately, or when next is selected.

Vision	
DESCRIBE PUPILS	
<input type="checkbox"/>	Equal round and reactive to light
<input type="checkbox"/>	Right pupil size in mm/---
<input type="checkbox"/>	Left pupil size in mm. --
<input type="checkbox"/>	Right pupil - shape
<input type="checkbox"/>	Left pupil - shape
ENTER VISUAL ACUITY	
<input type="checkbox"/>	Right eye is 20/ ---
<input type="checkbox"/>	Left eye is 20/ ---
<input type="checkbox"/>	Both eyes are 20/ ---
<input type="checkbox"/>	Unable to obtain visual acuity
ADDITIONAL DATA	
<input type="checkbox"/>	With refraction
<input type="checkbox"/>	Without refraction
<input type="checkbox"/>	Glass eye on the ___ side.
<input type="checkbox"/>	Legally blind
<input type="checkbox"/>	Blind in the ___ eye
OCULAR pH	
<input type="checkbox"/>	Ocular pH ___
ANY TRAUMA?	
<input type="checkbox"/>	No trauma
<input type="checkbox"/>	Has signs of trauma

CHOOSE ALL APPROPRIATE STATEMENTS
PATIENT MOVEMENT AND RECHECKS
<input type="checkbox"/> Taken to treatment area from Waiting Room or Triage
<input type="checkbox"/> Taken to X-ray
<input type="checkbox"/> Returns from X-ray
<input type="checkbox"/> Taken to procedure
<input type="checkbox"/> Returns from procedure
<input type="checkbox"/> Waiting Room recheck - patient is stable
<input type="checkbox"/> Other
PATIENT PROCEDURES
<input type="checkbox"/> Check existing IV...
<input type="checkbox"/> Blood draws for lab...
<input type="checkbox"/> Blood cultures obtained
<input type="checkbox"/> Perineum check and interventions
<input type="checkbox"/> Crutches and instructions
<input type="checkbox"/> Dressing applied - routine wound...
<input type="checkbox"/> Wrap applied...
<input type="checkbox"/> Splint check...
<input type="checkbox"/> Urine obtained...
<input checked="" type="checkbox"/> Visual Acuity...
<input type="checkbox"/> I + Q
<input type="checkbox"/> Other - Free text

### VISUAL CUE \_\_\_\_

Items followed by a \_\_\_\_ indicate a free text box is associated with the item.

- When a User is presented with a screen with an \_\_\_\_ associated with the line, selecting the line will present a free text box. The free text box will be presented immediately, or when next is selected.

ABDOMINAL PAIN		
NURSING HISTORY		
Yes	No	Pain Assessment?...
Yes	No	Nausea/vomiting?...
Yes	No	Fever?...
Yes	No	Diarrhea?...
Yes	No	Constipation?...
Yes	No	Any urinary symptoms?...
Yes	No	Ill contacts?
Yes	No	Is patient comfortable?
Yes	No	Other history ____

The dialog box is titled "Other \_\_\_\_" and contains the following text: "FILL IN THE BLANK TO FINISH ENTRY" and "Other pertinent history includes \_\_\_\_". Below the text is a large empty text input field. At the bottom of the dialog are two buttons: "Ok" and "Cancel". A red arrow points from the "Other history \_\_\_\_" row in the table above to the text input field in this dialog box.

**VISUAL CUE ACTION BUTTON**

Raised gray buttons,

( **Vital Signs** , **ABDOMINAL PAIN** , **RETURN** ) throughout the application are referred to as Action Buttons. Action Buttons identify to the User that selecting the button will take the user to screen related to the action indicated on the button .

- For this example, selecting the **Vital Signs** Button, takes the user to a follow -up screen related to entry of Vital Signs and all other information relevant to Vital signs.

**VITAL SIGN WORK SHEET FOR: Joe Sample AGE: 22**

**Pressure**      **Pulse**      **Respiration**      **Temperature**      **RETURN**

Systolic / Diastolic       Doppler       Describe Pulse       Resp. Pattern       Tympanic       Oral  
 Palpation       Additional Description BP       Probe

**Pulse Ox**      **Pain Status**       Unable to assess pain

Room Air       Supplemental O2

No pain	Mild	Uncomforting	Distressing	Horrible	Excruciating					
0	1	2	3	4	5	6	7	8	9	10

**ADDITIONAL VS:**       Orthostatic VS Set       Glasgow Coma Score       Peak Flow Rate       FLACC or PAINAD

### VISUAL CUE ACTIVE LINK

Underlined information is referred to as an active link. An active link, when selected presents multiple options based on the Title selected.

- [Triage](#)
- [History Present Illness](#)
- [Assessment](#)
- [Patient Update](#)
- [Location](#)
- [Lab Results](#)
- [Intake - Output](#)
- [Procedures](#)
- [Trauma Note](#)
- [Code Worksheet](#)
- [Incoming Patient](#)
- [Facility Compliance](#)
- [Charges](#)

For this example, selecting Incoming Patient, presents a screen with all available options for documentation of an incoming patient.

### INCOMING PATIENT REPORT

NAME:  DOB:  SEX:  CC:

CALL RECEIVED FROM	MODE OF ARRIVAL	ARRIVED VIA	ETA IN HOURS	IN MINUTES
<input type="radio"/> Provider [Private Patient]...	<input type="radio"/> Private	<input type="radio"/> Ambulatory	<input type="radio"/> 1 H	<input type="radio"/> <10 M
<input type="radio"/> Facility - [Transfer In]...	<input type="radio"/> EMS or Air Transport...	<input type="radio"/> Wheelchair	<input type="radio"/> 2 H	<input type="radio"/> <20 M
<input type="radio"/> Free Text	<input type="radio"/> Police	<input type="radio"/> Stretcher	<input type="radio"/> 3 H	<input type="radio"/> <30 M
	<input type="radio"/> CC Team		<input type="radio"/> >4 H	<input type="radio"/> <60 M

COMPLAINT	CLINICAL	ACCEPTED BY	PLAN OF ACTION	OTHER
<input type="checkbox"/> Injury/Trauma...	<input type="checkbox"/> Critical Care Arrival	<input type="radio"/> Consultant...	<input type="radio"/> Direct Admit	<input type="checkbox"/> ALS...
<input type="checkbox"/> Medical...	<input type="checkbox"/> Vitals [in field]	<input type="radio"/> Myself	<input type="radio"/> Admit	<input type="checkbox"/> Notifications...
	<input type="checkbox"/> Hx-Onset-Mechanism...	<input type="radio"/> Medical Control	<input type="radio"/> Evaluate	<input type="checkbox"/> Free Text
	<input type="checkbox"/> Exam [ABC D&E]...	<input type="radio"/> Other	<input type="radio"/> Other	

INTERVENTIONS COMPLETED IN THE FIELD	MEDICATIONS GIVEN			
<input type="checkbox"/> IV Started	<input type="checkbox"/> Backboard	<input type="checkbox"/> Defibrillated	<input type="checkbox"/> Albuterol	<input type="checkbox"/> Fentanyl
<input type="checkbox"/> Fluids administered	<input type="checkbox"/> Backboard C-Spine	<input type="checkbox"/> ADV Airway...	<input type="checkbox"/> Glucose	<input type="checkbox"/> Lopressor
<input type="checkbox"/> Blood Draw	<input type="checkbox"/> Wound dressing	<input type="checkbox"/> Cardioverted	<input type="checkbox"/> Ibuprofen	<input type="checkbox"/> Valium
<input type="checkbox"/> Finger stick	<input type="checkbox"/> Extremity Splint	<input type="checkbox"/> Monitor	<input type="checkbox"/> Tylenol	<input type="checkbox"/> Nitroglycerin
<input type="checkbox"/> Oxygen	<input type="checkbox"/> C-Collar	<input type="checkbox"/> CPR in progress	<input type="checkbox"/> Morphine	<input type="checkbox"/> Demerol
		<input type="checkbox"/> Pulse Ox	<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Atropine
		<input type="checkbox"/> Ext Pacemaker	<input type="checkbox"/> Lidocaine	<input type="checkbox"/> Other meds...

**TRIAGE AND NURSING HISTORY:**  
09:35 Skin problem present for . Denies pain.

## VISUAL CUE CHECK BOX

---

A Check Box  indicates items within grouping or under a specific heading are NOT "linked" together. Selecting a Check Box places a check within the Check box . Check boxes support multiple selections within a grouping or heading.

- For this example, items for HISTORY are grouped under the HISTORY heading. As items are selected under this heading, a check is placed within the Check Box indicating this item has been selected.

### HISTORY

Patient

EMS Staff

Family...

Other

Triage History (HPI)...

### VISUAL CUE CANCEL, BACK, NEXT

Common to majority of screens, within CodoniX is the Cancel -Back -Next.  
Located at bottom of screen they are referred to as Action Links.

#### Cancel Action Link

Cancels or Aborts all documentation which has taken place up to this point. If, the user has answered questions on multiple screens will cancel or abort all information up to the point when Cancel is selected.



#### Next Action Link

Advances User to NEXT screen (savepoint), can also represent done.

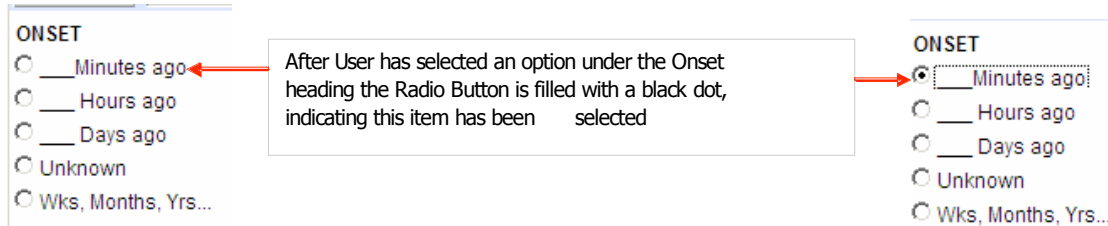
#### Back Action Link

Takes User back one screen, IF, there is a screen to go back to or returns to the users Main Screen

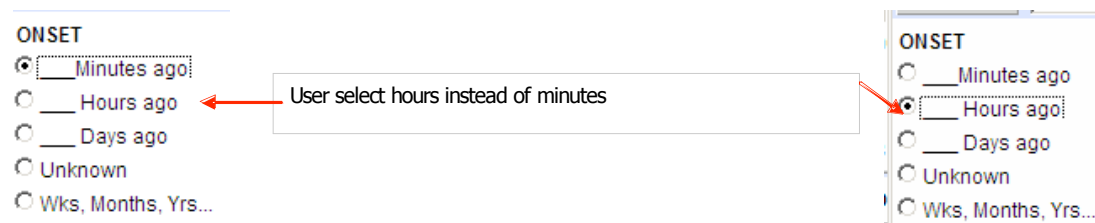
### VISUAL CUE RADIO BUTTON

A Radio Button  indicates items within grouping or under a specific heading are "linked" together. Selecting a Radio Button within the grouping or heading a 2<sup>nd</sup> time changes the selection and removes the original selection.

- For this example, items for ONSET are grouped under the ONSET heading.



- If, the user, makes a new selection, under the ONSET heading, the black dot will change to the new selection



- Groupings may appear as Yes, No or NL ABL. The presence of the Radio Button is a visual cue to the user, only a selection of NL or ABL is allowed for this line

NEUROLOGIC

Suggested



### VISUAL CUE RED Text

Text which appears, occasionally, in Red on user screens in an indication that information is required.

**RESTRAINT STRATEGIES, REASONS AND TEACHING**

**WERE NON RESTRICTIVE STRATEGIES TRIED?**

- Yes - not successful...
- Yes - partially successful...
- Yes...
- No - too dangerous
- No - in police custody
- No - free text discussion

**NOTIFICATION AND DISCUSSION WITH PATIENT AND CAREGIVERS**

- Patient
- Family
- Caregiver
- No responsible person available to explain need for restraints.
- Significant Other
- Discussion deferred
- Other \_\_\_\_\_

**CONTRAINDICATIONS OF RESTRAINT USE REVIEWED WITH PATIENT AND/OR CAREGIVER?**

- Yes
- No

For this example, a selection from each heading is required.

If next is selected without selecting a choice, user receives a message.

**RESTRAINT STRATEGIES, REASONS AND TEACHING**

**WERE NON RESTRICTIVE STRATEGIES TRIED?**

- Yes - not successful...
- Yes - partially successful...
- Yes...
- No - too dangerous
- No - in police custody
- No - free text discussion

**NOTIFICATION AND DISCUSSION WITH PATIENT AND CAREGIVERS**

- Patient
- Family
- Caregiver
- No responsible person available to explain need for restraints.
- Significant Other
- Discussion deferred
- Other \_\_\_\_\_

**CONTRAINDICATIONS OF RESTRAINT USE REVIEWED WITH PATIENT AND/OR CAREGIVER?**

- Yes

**Invalid Return**

You must select one of the choices in red.

Ok Info. Unavailable

Java Applet Window

### **Common Screens**

Within CodoniX, each User Role has a different default screen. (ie Doctor, Medical Assistant, Nurse, etc.)

There are 8 basic screen which comprise the majority of information used by the end user.

The following section will examine how these common screens

## USER MAIN SCREENS

Based on User privilege, a different starting point will be presented to the User.

### PHYSICIAN STARTING POINT

### NURSING/MEDICAL ASSISTANT STARTING POINT

### UNIT CLERK/FRONT DESK STARTING POINT

TO DO LIST	CANCEL	Entered by	Back	Call placed	Call returned	PHONE CALLS - ORDER ID'S
Call behavioral medicine...						
Cardiac Monitor				AVM 10:12		
Cardiac Monitor				KDM 10:13		
Mono Test				KDM 10:15		

### HOSPITAL TECHNICIANS STARTING POINT

## CHOICES SCREENS

Choices screens are the most common screen within the application. Common features and functions of a Choices screen:

- Organized top to bottom with most common answers at top.
- Only Screen Type to support required answers, (in red), which indicates item must be selected.

Blue Heading indicates grouping of common answers.

Item(s) selected by User reflect an X next to item.

Items selected become full sentences on main User Screen

**HISTORY:**  
Presents with laceration caused by a knife. The patient states that this problem is job related. Injury to - left thigh happened at home (patient's) - surrounding yard and environs

### TABLE SCREENS

Common features and functions of a Table screen are:

- Organized top to bottom with most common answers at top.
- Text that will appear in the electronic chart appears on the screen as selection are made

**GENERAL EXAM**

**GENERAL PRESENTATION?** Does not appear to be acutely ill ~~Appears moderately ill~~ ~~Acutely ill~~  
**Patient does not appear acutely ill.**

**HABITUS AND GENERAL DISTRESS** Well developed, well nourished Thin Obese Nutritional Exam... No Acute Distress Patient is in distress...

**GENERAL APPEARANCE** Well groomed Disheveled Unkempt  
**Well groomed appearance.**

**GENERAL APPEARANCE - AGE** Appears stated age Appears to be older than stated age Appears to be younger than stated age.

**BEHAVIOR** Alert and appropriate Cooperative ~~Incooperative~~ ~~Anxious~~ ~~Tearful~~ ~~Combative~~ ~~Confused~~ ~~Angry~~ Mental Status... Patient Needs...  
**Cooperative during exam.**

**SPEECH** Normal speech Garbled Slurred Slow difficulty expressing thoughts

**GENERAL LEVEL OF HYDRATION?** Appears well hydrated Dry mucous membranes  
**Well hydrated with moist mucous membranes.**

**OTHER OBSERVATIONS AND INFORMATION** Developmentally delayed Deaf Blind Homeless \_\_\_\_

**ADDITIONAL:** Unable to assess General PMH... Free Text \_\_\_\_

**RN GENERAL EXAM:**  
 08:31 Initial Gen exam: Patient does not appear acutely ill. Well groomed appearance. Cooperative during exam. Well hydrated with moist mucous membranes.

Blue Heading indicates grouping of common answers. Organized left to right with most common answers starting at left.

Item(s) selected by User reflected in blue. Clicking a second time de-selects item.

Items selected shown as sentence on Table Screen and on main User Screen.

### YES/NO SCREENS

Common features and functions of a Yes/No screen are:

- Organized top to bottom with most common answers at top.
- A Yes or No selection may present a follow-up question, or a sentence reflecting answer.
- Answer only items that are relevant

SKIN PROBLEMS		
<b>NURSING HISTORY</b>		
<b>Yes</b>	No	Has patient had problem for more than 24 hours?
Yes	<b>No</b>	Does area hurt?
Yes	No	Does local area itch?
Yes	No	Does patient describe redness?
Yes	No	Has patient noted swelling?
Yes	No	Has patient noted any drainage?
Yes	No	Is there a likely cause for this problem?
Yes	No	Other ____
<b>NURSING EXAM</b>		
Yes	No	Does area have a dressing?
Yes	No	Is area swollen?
Yes	No	Is area red (erythematous)?
Yes	No	Are there red streaks?
Yes	No	Is there local drainage?..
Yes	No	Do you need to further describe this area?
<b>NURSING ASSESSMENT</b>		
Yes	No	Add to Nursing Assessment...
Yes	No	Add to Past Medical History...
Yes	No	Add to Facility Assessment...
Yes	No	Add to Patient Update...
<b>NURSING INTERVENTIONS/ORDERS</b>		
Yes	No	Add to General Orders...

Item(s) selected by User appear as a bold **Yes** or **No**.

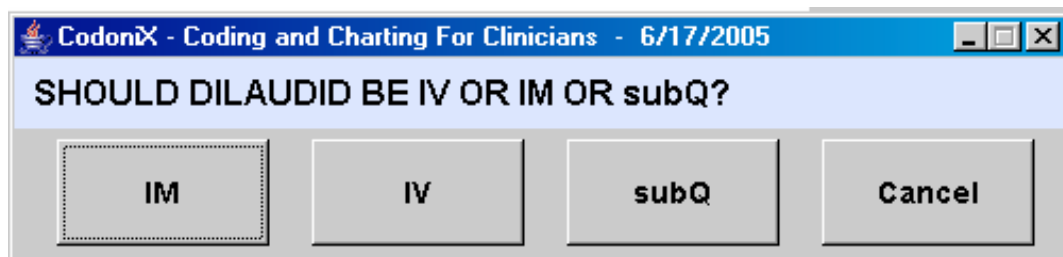
## RESPONSE SCREENS

Common features and functions of a Response screen are:

- Behavior is dependent on question asked.
- Each "button" may result in different behavior which may result in follow-up question or text appropriate to answer.



Cancel aborts screen and information from proceeding screens. If no cancel is available then User is required to answer response.



Often used for selection of drug routes.

## SCROLLING LIST SCREENS

Common features and functions of a Scrolling list are:

- Organized in alphabetical order.

The screenshot shows a Java Applet Window titled "Devine Demolition Hospital Sample Sample - :". The main window is titled "CHOOSE A PROBLEM FOCUSED EXAM". At the top left, there is a search box containing "ABD". Below it is a list of medical conditions, with "Abscess" highlighted in blue. To the right of the list is a "Selected Items:" area containing "Abscess". At the bottom, there are buttons for "Cancel", "Back", and "Next".

Callouts explain the following interactions:

- User can begin typing desired item for fast location or use elevator bar to scroll up or down.
- Item(s) on left side, highlight in blue, double clicking moves item to right side indicating it has been selected.
- Double clicking item on right side, de - selects item.

### ORDER SCREENS [CLASSIC FORMAT]

Common features and functions of a Order screen are:

- Organized top to bottom with most common Orders at top.
- Blue Heading indicates grouping of common Orders.

<b>FLUID ORDERS</b>
<b>DO YOU WANT A FLUID BOLUS?</b>
Normal Saline BOLUS
Lactated Ringers BOLUS
<b>IV MAINTENANCE FLUID AND IV ACCESS</b>
Capped IV
<b>NS</b>
D5% 1/2 NS
D5% NS
D5% W
Lactated Ringers
<b>Banana Bag</b>
<b>ADD MAGNESIUM OR POTASSIUM</b>
Add ___ g of Magnesium Sulfate in first liter (defaults to 1 gram)
Add ___ g of Magnesium Chloride in first liter (defaults to 1 gram)
Add ___ meq Potassium Chloride per liter (defaults to 20 meq)

Item(s) selected by User will be reflected in blue

**ORDER SCREENS [GRAPHIC]**

**ROUTINE ORDERS WORKSHEET**

NAME: Sample Sample    DOB:    AGE: 33    SEX: M    RETURN TO CHARTING

SIGN OFF ORDERS

ALLERGIES    HEIGHT    WEIGHT

Refresh Orders

**COMMON LABORATORY ORDERS**

ABG     CMP     Sed rate (ESR)

Accucheck (BS)     Creatinine     STD Screens .....

Amylase     B. Bilirubin     Troponin

Blood Alcohol     Lipase     Total bilirubin

Blood culture X 1     Magnesium     Type and Rh

Blood culture X 2     Monospot     UA - Urinalysis

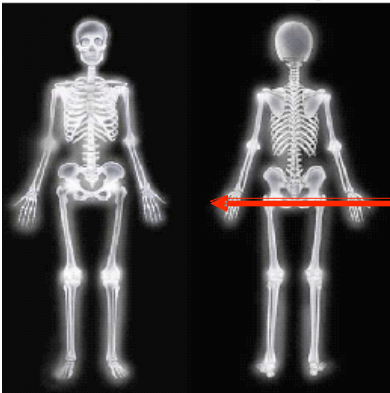
Bld. Bank orders ....     PT/INR     Dip urine

BMP     CPK - MB     Urine C and S

More Labs .....

Point of care testing .....

**Order Based on Anatomy**



**Radiology**

Abd. 1 view (KUB)     Cardiac monitor

Abd. series (3 view)     EKG

C-spine screening     Capped IV

C spine (complete)     IV fluid orders...

C-Xray (Portable)     Foley

C-Xray (PA and Lat)     NG tube

Head CT (no contrast)     Nebulizer treatment...

LS spine (Complete)     Oxygen...

Sono Abd. or Pelvic     Pulse Oximetry

More X-rays .....

Orthostatic VS

**COMMON STAT MEDICATIONS**

Acetaminophen     Nitroglycerin Orders

Ibuprofen     LET (ZAP) topical

dT (tetanus) IM     More Medications .....

**CALLS - Order Groups**

Place call to \_\_\_\_

Admit to \_\_\_\_

Prior Medical Records

Diet - NPO - PO Fluid...

Isolation precautions...

Interpreter

Problem Based Choices...

PC Guidelines (Bundled)...

Restraints...

More General orders .....

**MISC. INTERVENTIONS**

Apply Ice to \_\_\_\_

Splint [note] .....

Wound prep - Dressings [note].

Patient demographic information, current user and treating provider, Allergies, Height and Weight presented at top (if document)

Previously selected Orders appear in Order Summary box. Refresh Orders update display as new orders are placed

**ORDER SCREENS [GRAPHIC]**

ORDER DOCUMENTATION SHEET

NAME: Jimmy Jones    DOB: 3/18/1979    AGE: 26    SEX: M

SELECT ALL    UNSELECT ALL    Penicillin

ORDERS    Cancel    MD Sign    Entered by    Noted    Completed    NOTES AND UPDATES

ORDERS	Cancel	MD Sign	Entered by	Noted	Completed
X CXR - PA & Lat			KDM 10:06	KDM 11:47	KDM 11:47
X NPO			KDM 11:14	KDM 11:47	KDM 11:47
X Regular diet			KDM 11:14		
X EKG			KDM 11:33		
X Place call for interpreter			KDM 11:33		

To sign multiple orders at once choose either the 'SELECT ALL' button or click in the far left hand column  
Then choose from the buttons below to Start - Complete - Sign - or Cancel multiple orders

ORDERS NOTED    COMPLETE ORDERS    SIGN ORDERS    CANCEL ORDERS

Current User: Kate D Mackley, RN    Treating Provider: Andrew Muchmore, MD

Return, returns User to screen where Order Sign Off was initiated . [Note: may be Main User Screen, Documentation Screen or Trackerboard].

New Orders, takes User to Routine Orders

Select All places a blue X next to all Orders on screen. Unselect all remove blue X next to all orders on screen

Underlined items applies the action indicated (noted, complete, sign, cancel) for all items with a blue X