

# Quick Reference Guide (QRG)

## Viewing, Documenting and Modifying Patient Alerts

This QRG is designed to show you how to:

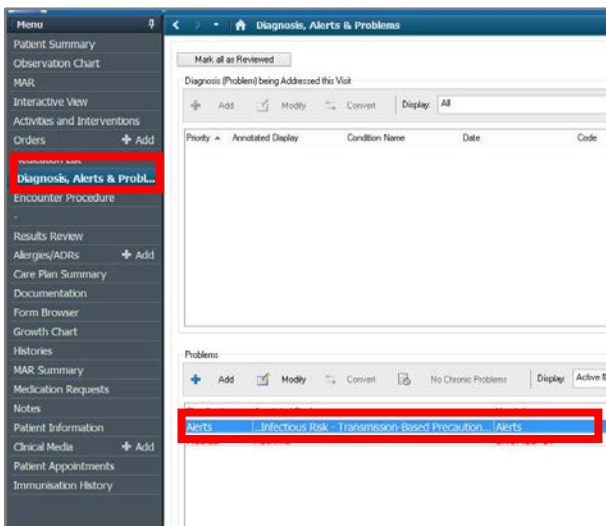
- View an Alert
- Add an Alert
- Modify an Alert
- Inactivate an Alert
- Cancel an Alert

### View an Alert

1. Alerts are displayed as either “No Alerts Recorded” or “Alerts Records” in the Banner Bar.

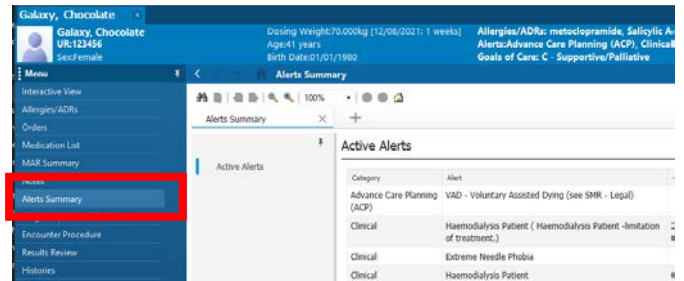


2. To view the Alert, click on Diagnosis, Alerts & Problems in the menu. The Alerts are found in the Problems section.

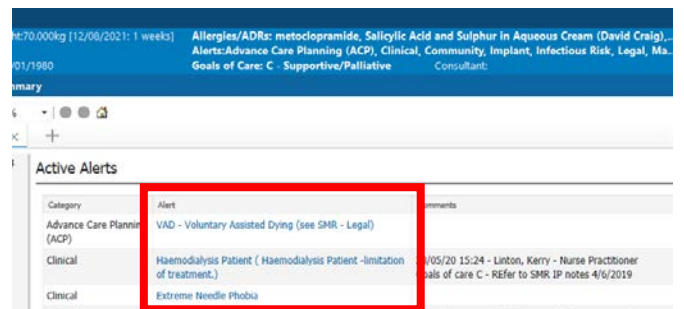


3. To view a summary of the patient’s Active Alerts, click on Alerts Summary in the menu. If the patient has Alerts

documented, they will appear in a table summary format



Users who have access to modifying active alerts will be able to click on the text in the Alert column to open the alert documentation and modification window

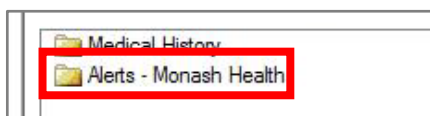


### Add an Alert

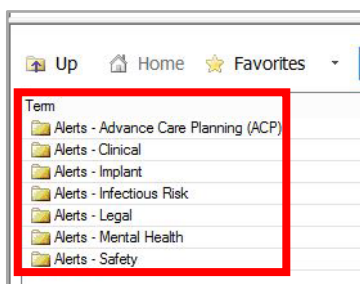
1. From Diagnosis, Alerts & Problems page, click on + Add



2. In the bottom section of the page, select the **Alerts- Monash Health folder**



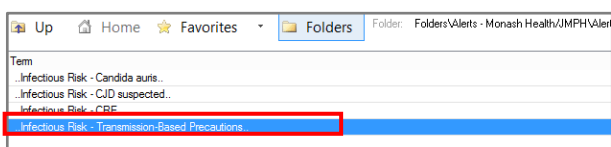
3. Select the appropriate sub-folder related to the Alert you wish to add



4. Select the appropriate **Alert** from the options available.



5. **Double clicking** on the **Alert** will auto-populate information into the Problem section of the page.



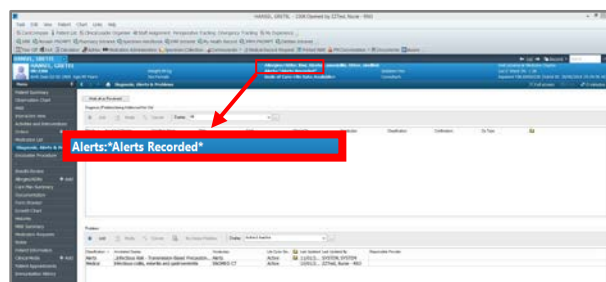
6. Before being able to save the Alert, an **Onset Date** must be entered. Additional information can be added into the **comments** field as needed.

7. Once all the relevant information has been entered, click **OK** to sign and save the **Alert**.

8. The new Alert will now display in the Problems section and Alerts Recorded will display in the Banner Bar.

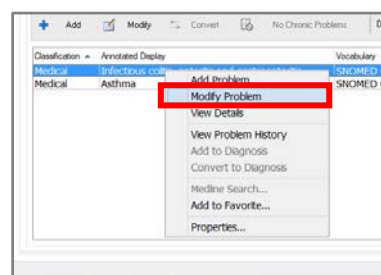
**Note:** Alerts added within the patients' chart will populate to the Discharge Summary

Only **add alerts** using the workflow described, do not change words or freetext into the display as fields



## Modify an Alert

1. Right click on the alert you wish to modify and select Modify Problem in the drop-down menu.



2. Make the necessary changes and click **OK**.



### Inactivate an Alert

Inactivate is used if the alert was accurate but is no longer applicable for the patient so will still appear on the list, but with an inactive status. (eg. If the patient was aggressive and now calm)

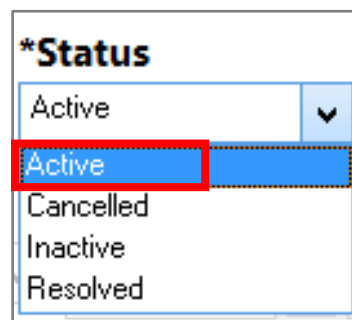
1. Right click on the Alert and select Modify Problem as above.
2. In the Status section, select inactivate to remove the alert. It will still appear on the list but with an inactive status
3. Comments can also be added as needed.
4. Remember to click OK to sign and save your documentation.


**Note:** Alerts added within the patients' chart will populate the Discharge Summary, so alerts that are considered sensitive for patient viewing can be modified or inactivated prior to creating the Discharge Summary.

### Cancel an Alert

Cancel is to be used if the alert was added in error, or wrong patient.

1. Right click on the Alert and select **Modify Problem** as above.
2. In the Status section, select cancel to remove the alert this will appear with a strikethrough on the problem list
3. Comments can also be added as needed.
4. Remember to click **OK** to sign and save your documentation.



5. Refresh.  0 minutes ago
6. The Alert will be removed from the Problem section in Diagnosis, Alerts & Problems as well as the Banner Bar.

