



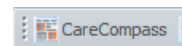
EMR Quick Reference Guide

Clinical Care - Locating and Documenting Nursing and Midwife Activities in CareCompass

CareCompass is a patient allocation screen and is the landing page for Nurses. **CareCompass** summarises key information about your patients and identifies activities for the day.

1. Accessing CareCompass:

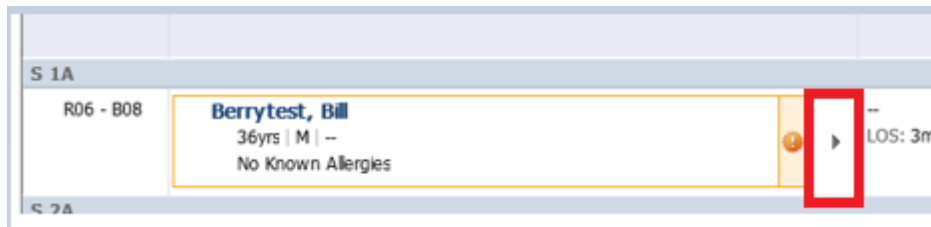
Click on the **CareCompass** button on the Organizational tool bar at the top of your screen.



2. Accessing your Activities:

There are three ways to access your activities.

- a) From **CareCompass**, click on the arrow (chevron) to the right of the patient name. This will open up the 'activities list' with the activities listed for you to complete.

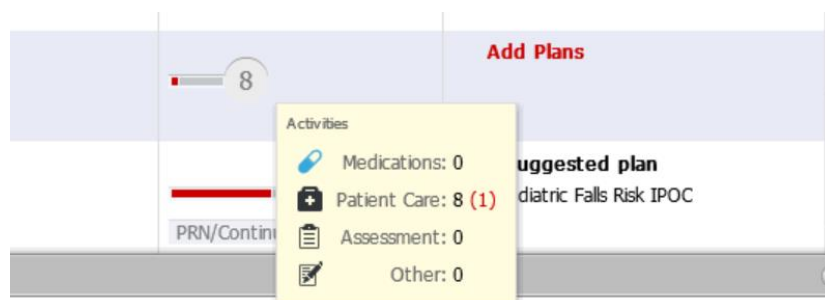


- b) From **CareCompass**, click on the circle indicates how many activities are listed for



within the activities column, the number this patient.

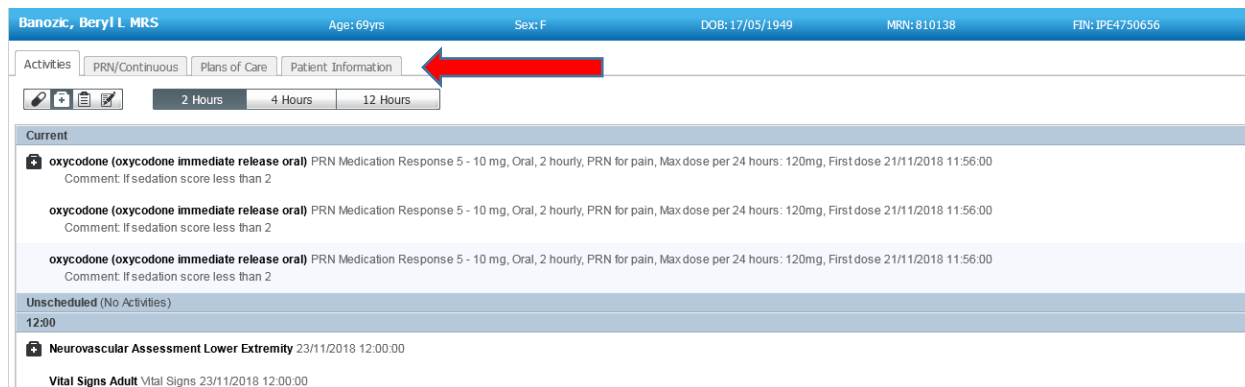
- c) Hover over the circle within the activities column to reveal a summary of activities required for this patient. Click on the activity you want to complete.



3. Selecting your Activities:

The task box will appear and display different tabs which will help categorize patient tasks

- Activities
- PRN/ Continuous
- Plans of Care
- Patient Information



4. Documenting Activities:

a) Right Click on the activity that you wish to complete and select **Document**.



b) The patient's chart opens the required activity ready for you to complete.

c) Once the activity is completed, it will disappear from the **Activities** list in **CareCompass**.

5. Review activities due through the Activity Timeline:

The Activity Timeline provides a graphical representation of activities across all patients on the currently loaded patient list for the next 12 hours, including the amount of activities that are overdue. This allows nurses to see which hours during their shift will be busier so that they can appropriately plan their day.

