



EMR Quick Reference Guide

Documentation – Fluid Balance Chart – Oral Documentation

Monitoring Fluid Balance is an important nursing observation for the assessment of fluid status over a 24hr period. This QRG will explain how to complete the FBC documentation on the EMR for Oral Intake.

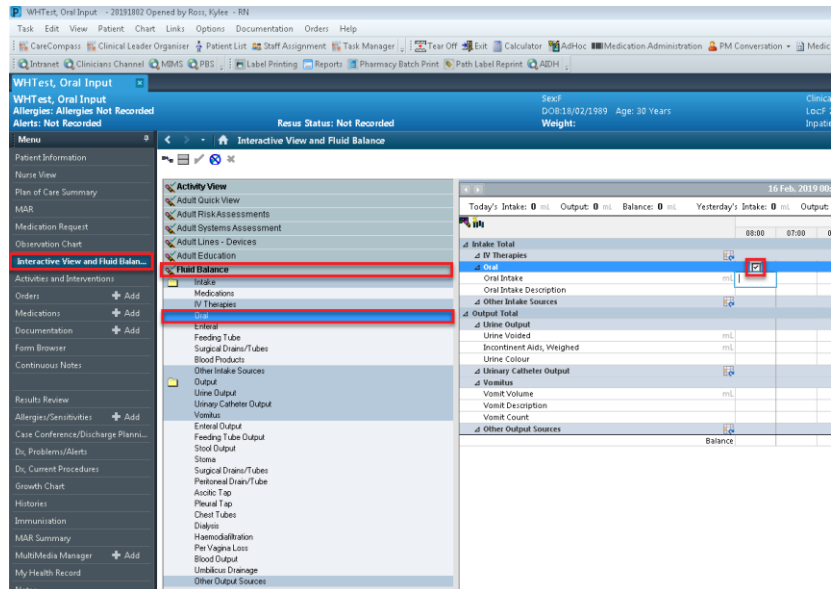
Fluid balance documentation should be commenced following a hydration assessment by the Nurse/Midwife or as requested by the Parent Unit.

Enter all oral fluid input that has actually occurred as frequently as required.

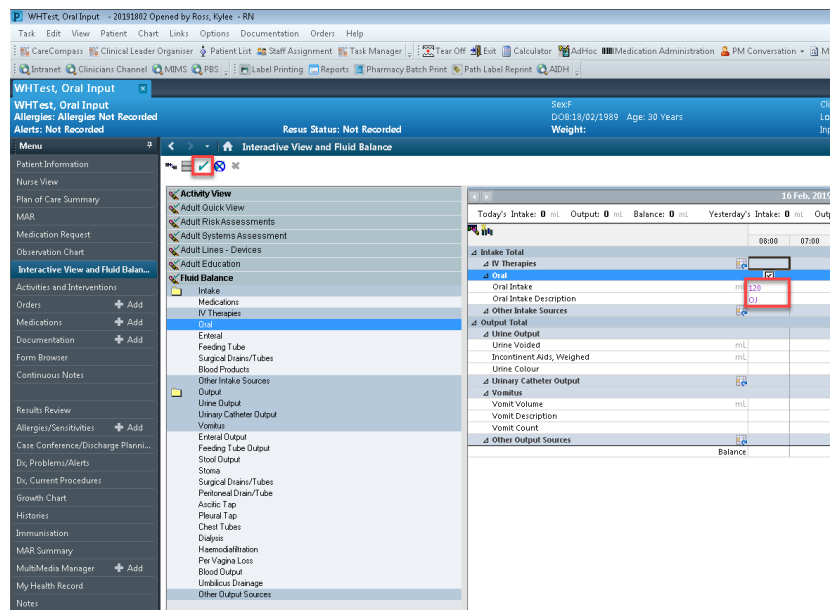
- From Table of Contents (TOC) select **Interactive View and Fluid Balance (iView)**.
- Select **Fluid Balance**, click on **'Oral'**

To insert Oral Intake:

- Double click on blue line to activate



- In **Oral Intake** enter amount consumed Eg: 120
- In **Oral Intake Description** enter description Eg: OJ
- These will show as **Purple**
- To sign off click on **Green tick**



**** When a jug is provided to the patient, enter 0mls in 'Oral Intake' enter Jug amount i.e. Jug (1000) in 'Oral Intake Description'.**

To insert multiple entries within the hour

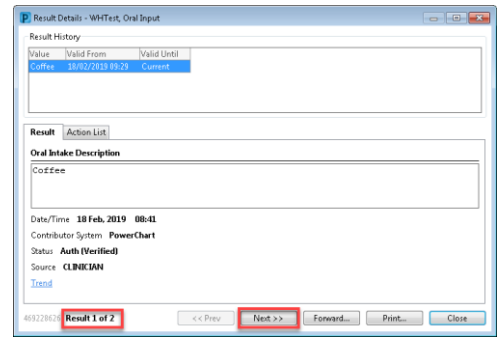
- Right click on the time you would like to insert another entry, select **Insert Date/Time**
- **Change Column Date/Time** window opens with the current Date/Time. Edit to the required time i.e. 08:41

- New column will appear with the new time inserted.
- In **Oral Intake** enter amount consumed
- In **Oral Intake Description** enter description
- Once **all** entries are entered, confirm by pressing the **Green tick** ✓

- In the **Oral Intake Description** there will be a number in brackets to indicate multiple entries have been entered for that hour (the last entry will display)

- To view these entries, right click on **Oral Intake Description** with the multiple entries and select **View Result Details**

- **Results Details** window will open, details of entry can be viewed. Number of results can be seen at bottom of page and can be scrolled by clicking **Next** button.



- The fluid balance chart will then automatically calculate **ALL** values inserted for that hour. An accumulative total will appear at the top of the FBC

| 16 Feb, 2019 00:00 - 19 Feb, 2019 23:59 | | | | | | | | | | | |
|---|--|--------------|--|-----------------|--|--------------------------|--|--------------|--|-------------------|--|
| Today's Intake: 270 ml | | Output: 0 ml | | Balance: 270 ml | | Yesterday's Intake: 0 ml | | Output: 0 ml | | Balance: 0 ml | |
| | | 18/02/2019 | | 12:00 | | Day Shift ... | | 11:00 | | 10:00 09:00 08:00 | |
| Intake Total | | | | 270 | | | | | | 270 | |
| IV Therapies | | | | | | | | | | | |
| Oral | | | | 270 | | | | | | 270 | |
| Oral Intake | | mL | | 270 | | | | | | 270 | |
| Oral Intake Description | | | | | | | | | | Coffee [2] | |
| Other Intake Sources | | | | | | | | | | | |
| Output Total | | | | | | | | | | | |
| Urine Output | | | | | | | | | | | |
| Urine Voided | | mL | | | | | | | | | |
| Incontinent Aids, Weighed | | mL | | | | | | | | | |
| Urine Colour | | | | | | | | | | | |
| Urinary Catheter Output | | | | | | | | | | | |
| Vomitus | | | | | | | | | | | |
| Vomit Volume | | mL | | | | | | | | | |
| Vomit Description | | | | | | | | | | | |
| Vomit Count | | | | | | | | | | | |
| Other Output Sources | | | | | | | | | | | |
| Balance | | | | 270 mL | | | | | | 270 mL | |