EMR Quick Reference Guide

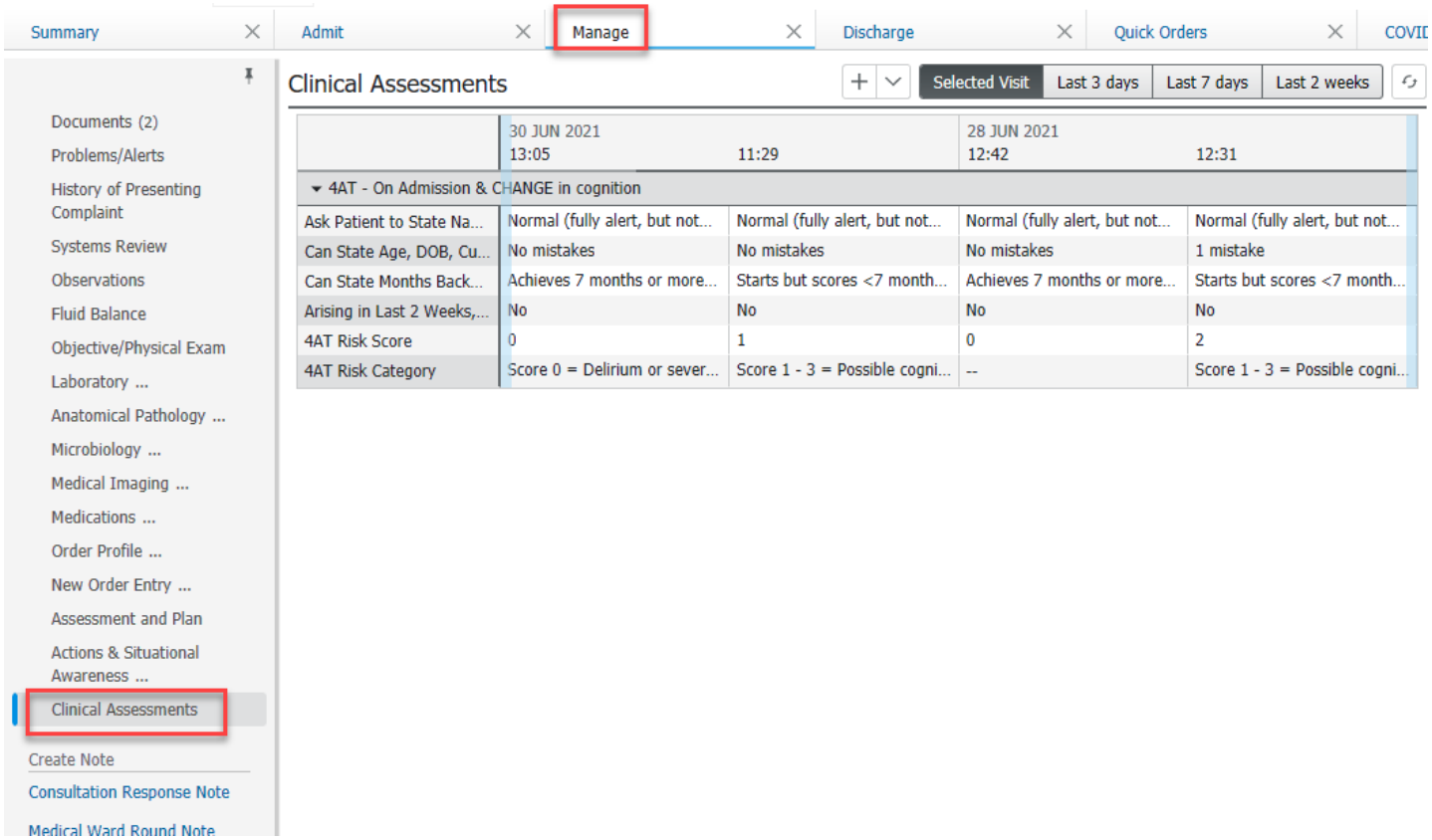
Documentation – Completing the 4AT - Medical Officers

This QRG will cover how to:

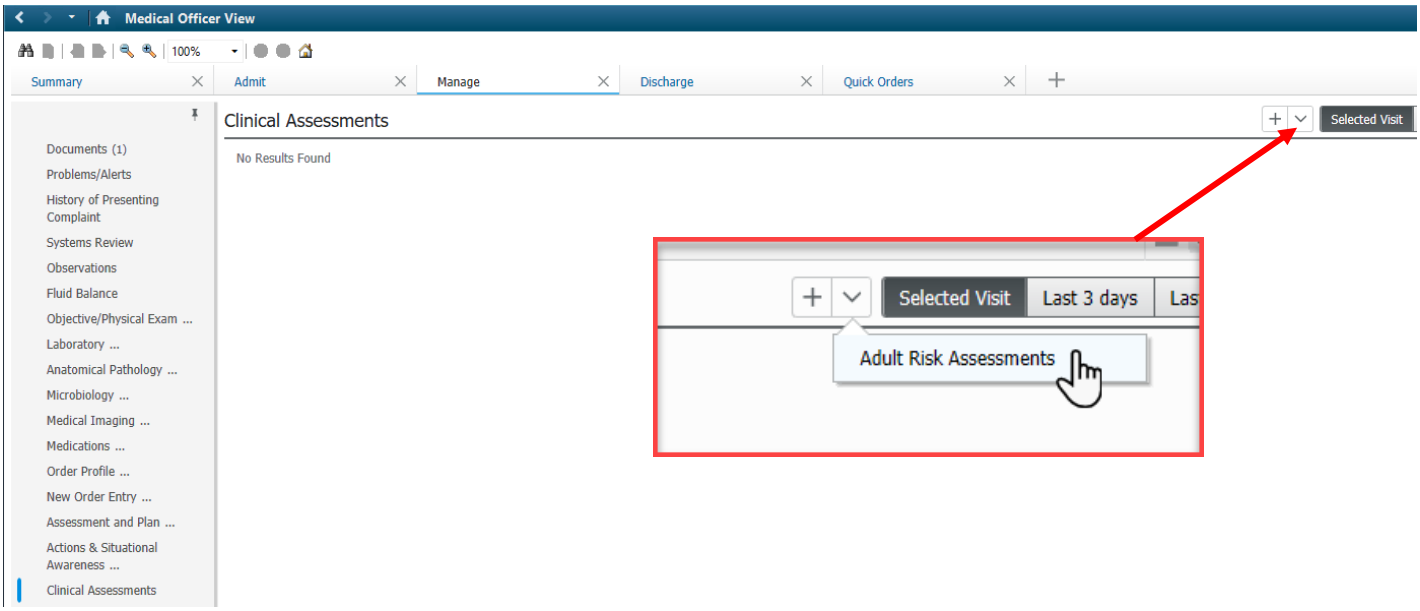
- Navigate to 4AT (for medical officers)
- Navigate to 4AT on iView
- How to document 4AT on iView
- How to add the 4AT score into your documentation

Navigating to 4AT

1. Navigate to Medical Officer View
2. Select the **Manage** tab
3. Click **Clinical Assessments**
4. If the patient has had a 4AT scored before, it will appear on this screen:



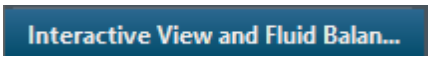
5. If the patient has not had a 4AT scored before, or if you need to document a new 4AT assessment, you can click the annotated dropdown arrow to shortcut to iView **Adult Risk Assessments** to enter in the data



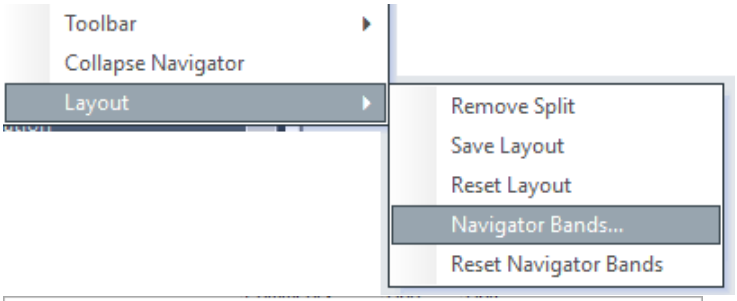
6. Skip to 'How to document 4AT on iView'

Navigate to 4AT on iView

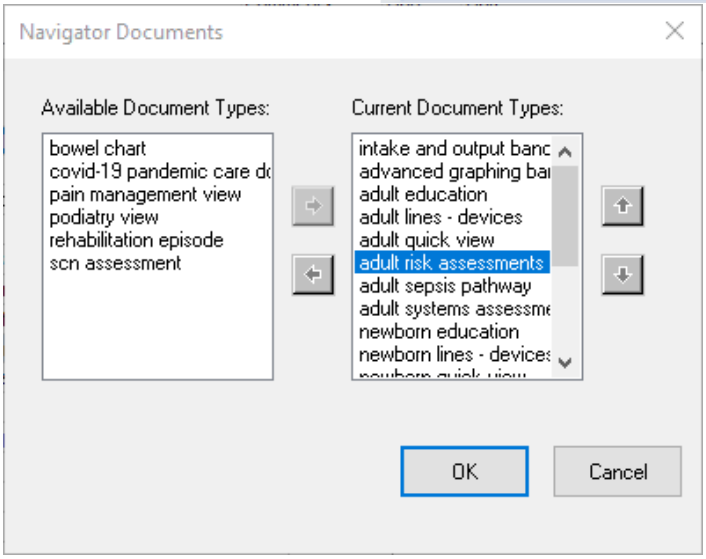
1. Go to Interactive View and Fluid Balance



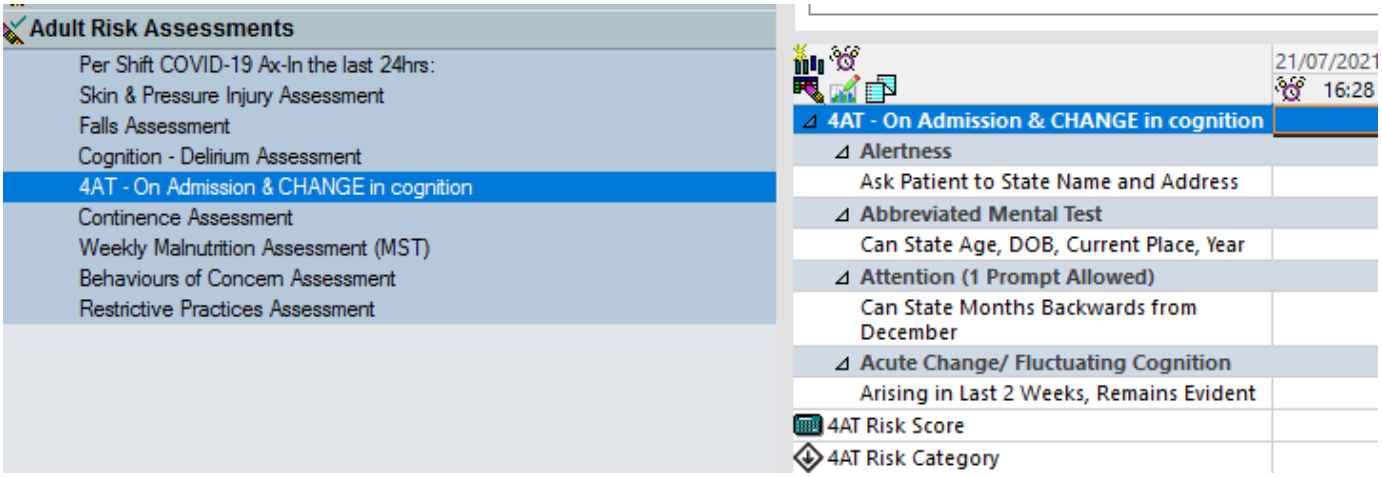
2. Select **View** from the banner bar and **Layout > Navigator Bands**



3. Select Adult Risk Assessments and move it to the right column and click OK



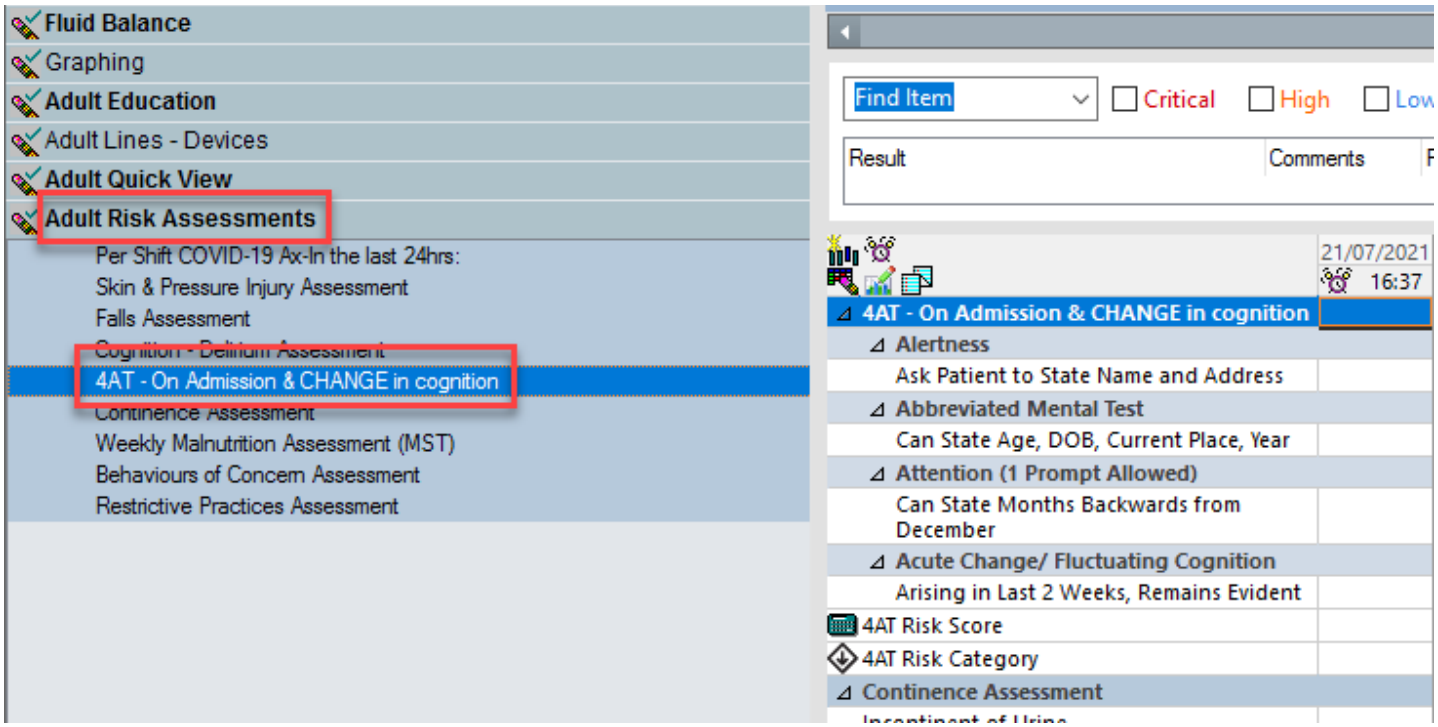
4. Follow the prompt to restart and the **Adult Risk Assessments** band including **4AT** should now appear:



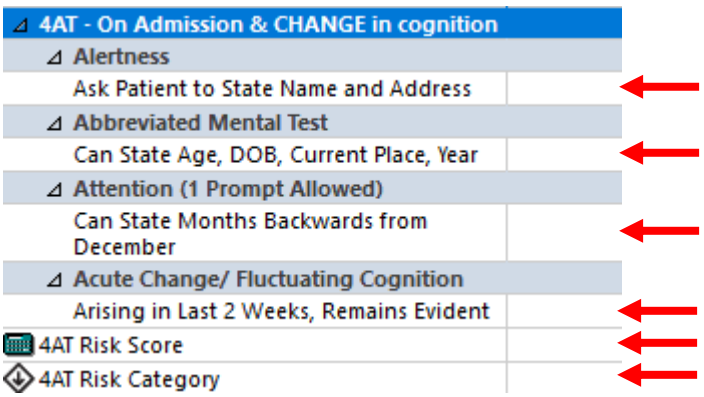
How to document 4AT on iView

Both Nursing and Medical Staff may complete this assessment

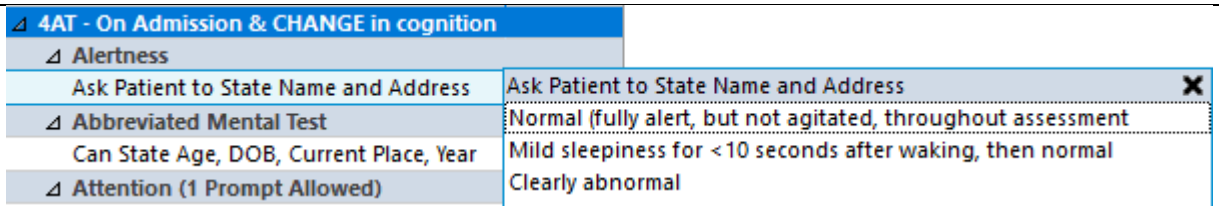
1. Select **Adult Risk Assessments > 4AT – On admission & Change in cognition**



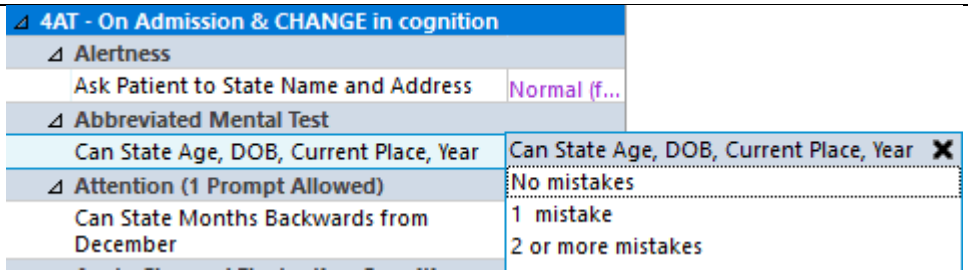
2. **Double-click** on each blank, white box to score the patient for each area of the 4AT:



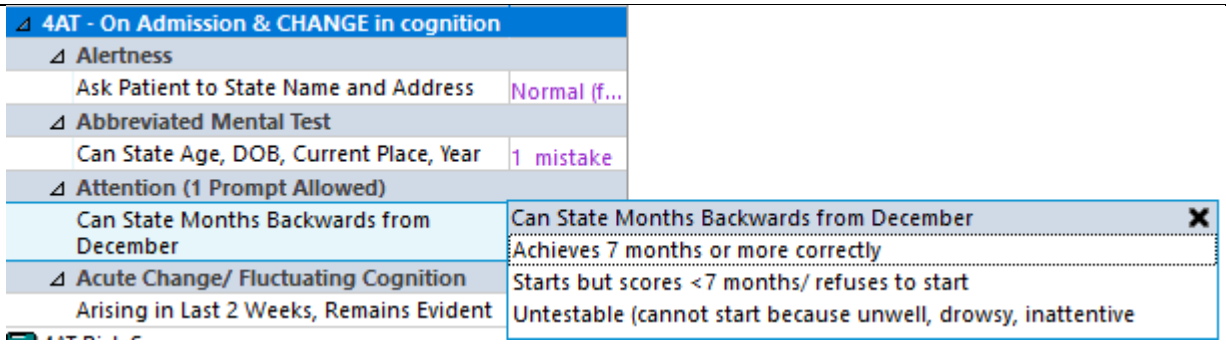
Step 3.1



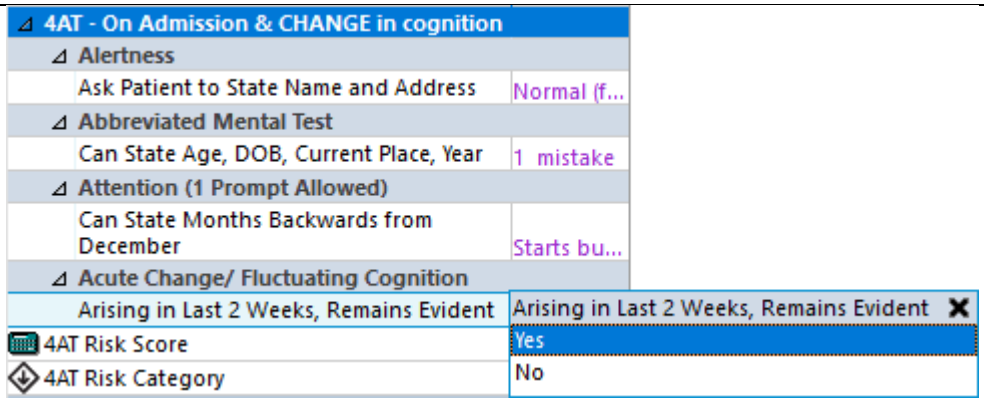
Step 3.2



Step 3.3

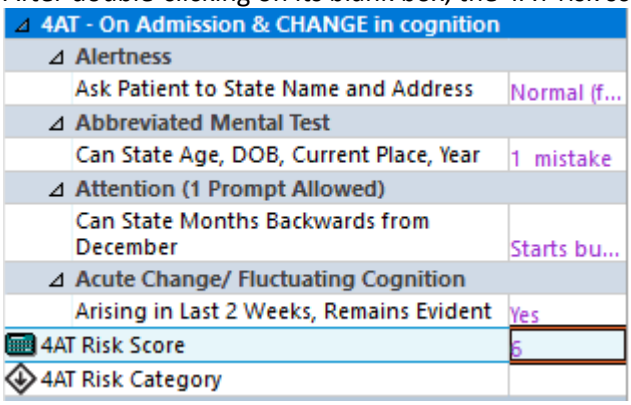


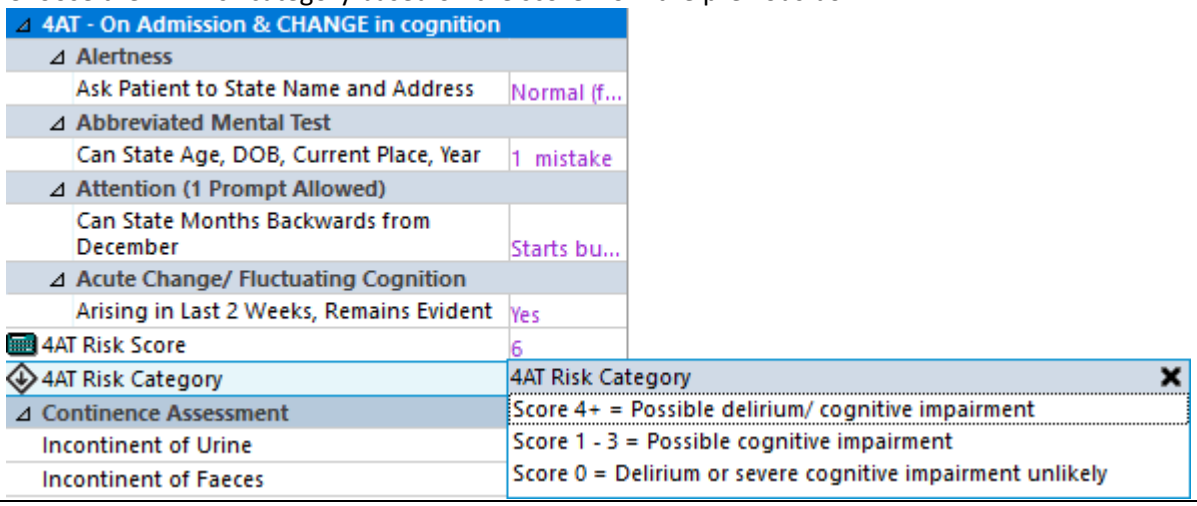
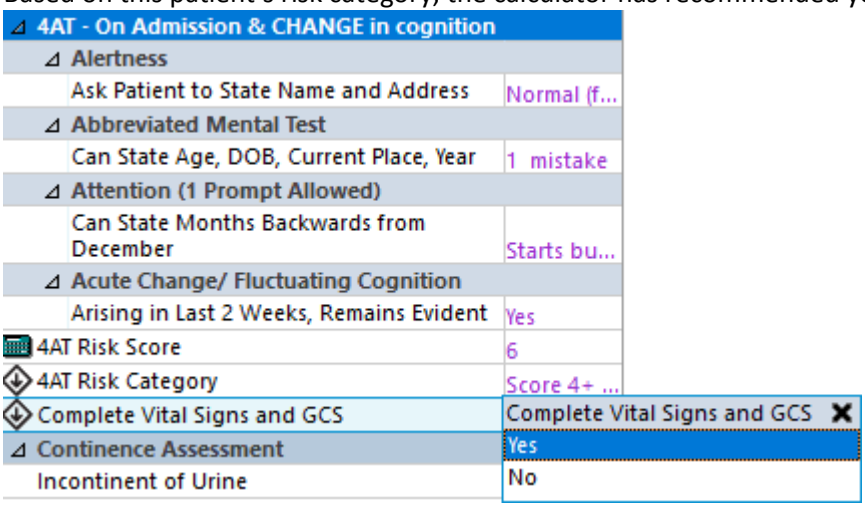
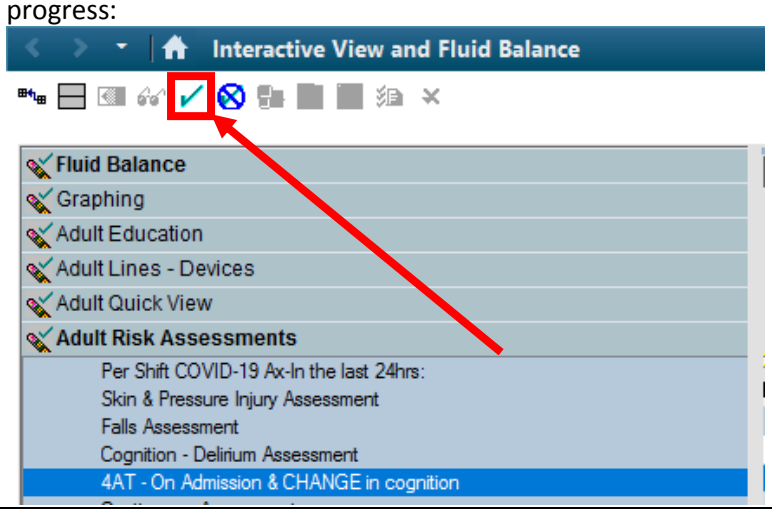
Step 3.4



Step 3.5

After double-clicking on its blank box, the 4AT risk score will populate based on your previous choices:



Step 3.6	Choose the 4AT risk category based on the score from the previous box: 
Step 3.7	Based on this patient's risk category, the calculator has recommended you complete vital signs and GCS: 
Step 3.8	Once completed, ensure you click the annotated green tick icon at the top of the window to save your progress: 

How to add the 4AT score into your documentation

1. Once a patient has a 4AT score saved, when documenting for a patient, you can type the Auto Text shortcut **".4AT"** then press ENTER to quickly document a patient's most recent 4AT score: