

EMR Quick Reference Guide

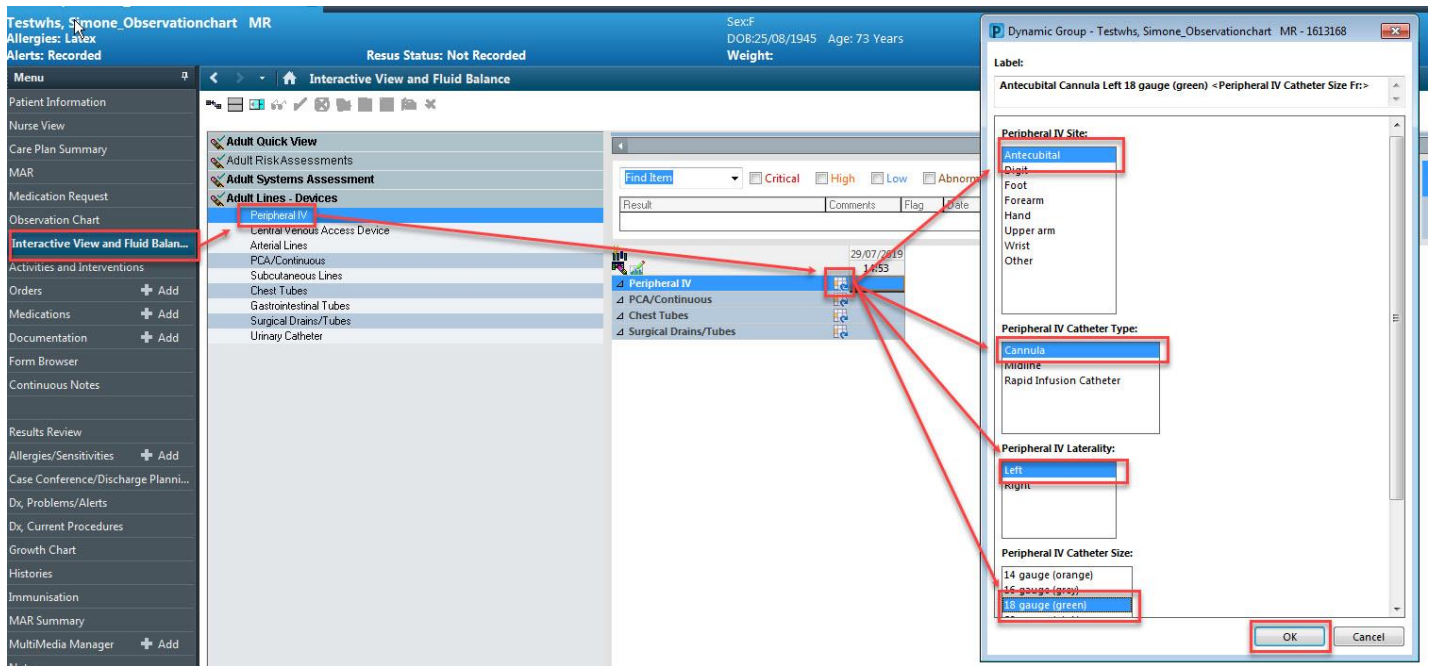
Emergency Department - Peripheral IV Cannula Documentation

All Cannulas must be documented in the EMR, even if they were inserted before the patient arrived in the ED.

If a patient has more than one cannula then each cannula requires a separate entry in the EMR.

Part 1: To record insertion of a cannula in the EMR:

1. Go to **Menu** → **Interactive View** → **Adult Lines: Devices** → Open the Peripheral IV **Dynamic Group**.
2. Choose the appropriate fields in the **Dynamic Group** and Click **OK**



3. A new cannula has been added to the **Peripheral IV** list in the **Adult Lines – Devices** section.

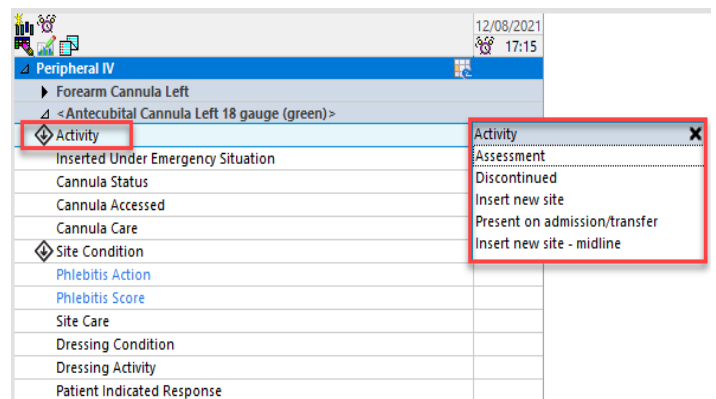
4. Choose **Activity** and choose the correct entry.

Note: it is important to choose the correct **Activity** because it will determine which options are revealed.

For a cannula inserted in the ED choose **Insert New Site**.

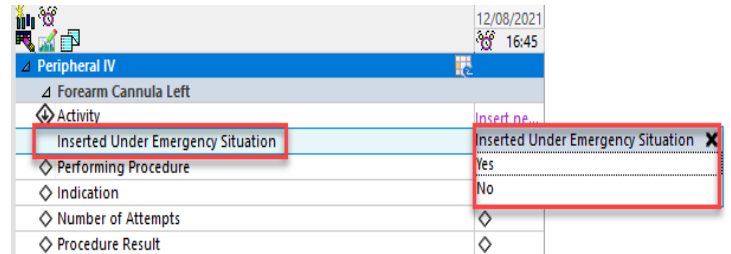
For a cannula inserted before the patient arrived at the ED choose **Present on admission/transfer**.

Continue to fill out the rest of the fields in this section.



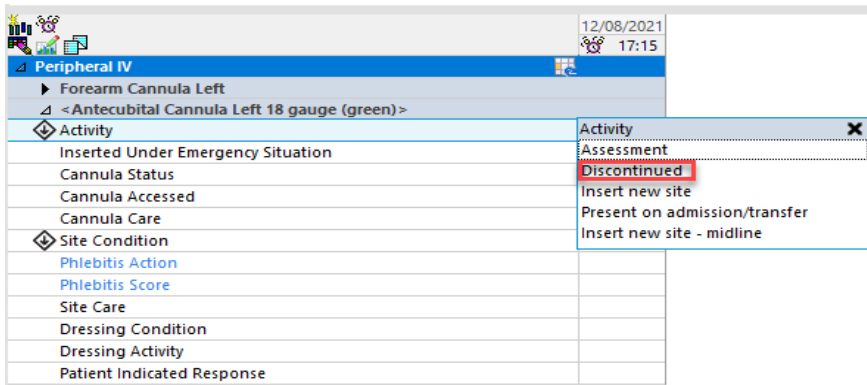
If another cannula is inserted: repeat this QRG from Step 1.

Note: The **Inserted Under Emergency Situation** Field is **No** for cannulas routinely inserted in the ED. It is **Yes** for cannulas inserted under less than ideal conditions such as a patient on the floor, ambulance or GP.

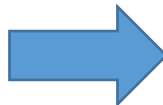
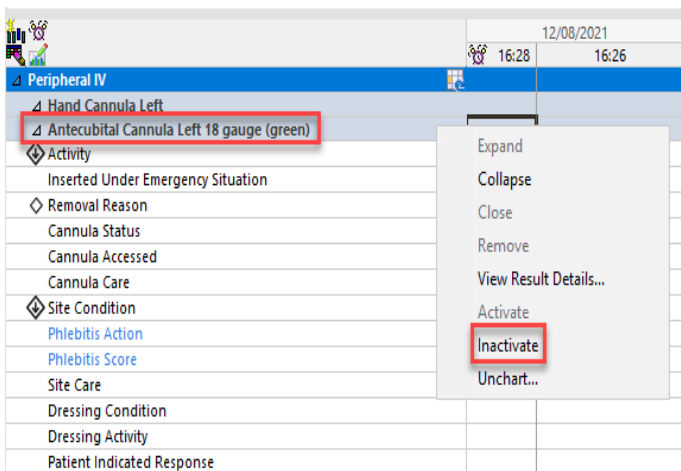


Part 2: To record the removal of a cannula in the EMR:

1. Go to **Menu** → **Interactive View** → **Adult Lines: Devices** → **Peripheral IV**
If there is more than one cannula, locate the correct cannula and...
2. Choose **Activity** → **Discontinued** and fill in the rest of the fields, as appropriate.



3. Right Click on the title bar of the cannula that has been removed and choose **Inactivate**.



Note: Inactivation will grey out the cannula and no more entries can be made. However, the cannula can still be seen.

If further entries are to be made for the inactivated cannula then it can be reactivated by Right Clicking on the title bar of the cannula and choosing **Activate**. After the further entries have been made the cannula may be re-deactivated if required.