



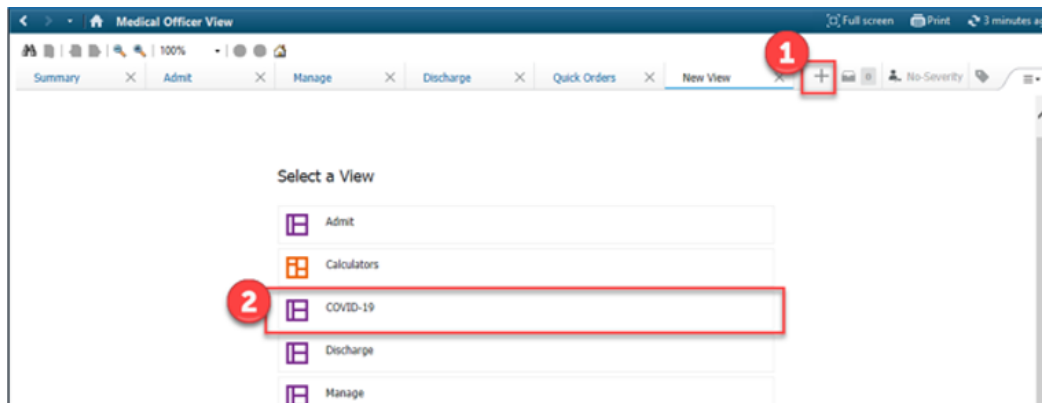
This Quick Reference Guide will explain how to:

Document an admission for a patient with suspected or confirmed COVID-19:

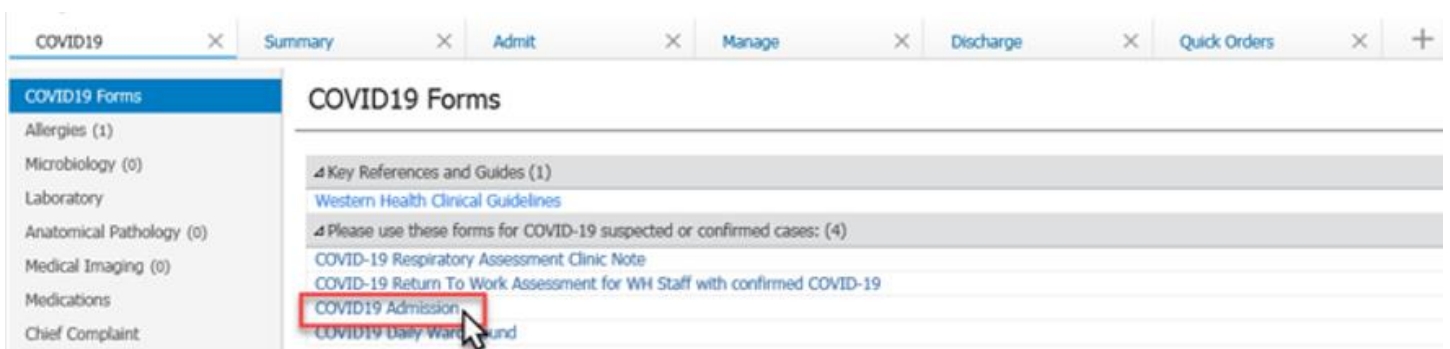
- Navigate to the COVID-19 Admission Form
- Complete the COVID-19 Admission Form
- Complete the COVID-19 MPage
- Generate an Admission Note

Navigate to the COVID-19 Admission form

1. Navigate to **Medical Officer View** or **Nurse View**
2. Select the '+' tab and then select '**COVID-19**'
 - Once this step is performed, you will not need to repeat this for all other patients
 - You can click and drag the tab across the top to arrange the order



3. Select '**COVID-19 Admission**' Powerform



Complete the COVID-19 Admission Form

1. The COVID-19 Admission Form will appear
2. Complete the ARP, limitation of care and limitation of care details
 - The source of truth still remains the patient’s paper Acute resuscitation Plan (ARP)

3. Complete the suspected reason for admission section and travel history

- If the answer is “Yes” to travel history, complete the below pop-up box and click  when done

4. Complete the rest of the fields. Once complete, select the green tick to submit

COVID-19 Admission

Please refer the patient's paper Acute Resuscitation Plan document as the up to date source of truth
Should this change during the admission, please ensure modification on patient's paper ARP

Limitation Details

Suspected or proven COVID-19 infection as primary reason for admission Yes No

Travel History

Any travel in the last 4 weeks? (Domestic or International) Yes No

Contact History

In the last 14 days before the onset of illness have you had any of the following?

Close contact with confirmed case Yes No If Yes, Details: _____
Date of last exposure: _____

Involvement in a localised outbreak of COVID-19 Yes No If Yes, Details: _____
Date of last exposure: _____

Demographics

Aged care resident? Yes No Location: _____
Healthcare worker? Yes No Location: _____
Aged care worker? Yes No Location: _____
Employed in a micro lab? Yes No

Onset and Admission

Date of earliest symptom: _____ Or Symptomatic Asymptomatic

Symptoms

Fever (now or history of >= 38 deg C) Yes No
Shortness of Breath Yes No
Sore Throat Yes No
Acute loss of taste Yes No
Rhinorrhoea (Runny nose) Yes No
Chest pain Yes No
Vomiting / Nausea Yes No
Dizziness Yes No
Wheezing Yes No
Headache Yes No
Seizures Yes No

Cough Yes No Severe
Cough Characteristic: Dry Cough Productive Cough
Acute loss of smell Yes No
Fatigue Yes No
Abdo Pain Yes No
Diarrhoea Yes No
Myalgia Yes No
Arthralgia Yes No
Bleeding Yes No
Bleeding Sites: _____

Signs

Lower chest wall indrawing Yes No
Altered conscious state/Confusion Yes No
Conjunctivitis Yes No
Skin rash Yes No
Skin ulcers Yes No
Lymphadenopathy Yes No

5. Once submitted, a document will be generated in the patient's chart under **Documentation**

6. This forms part of your admission but a standard admission note will still need to be created



Work through the COVID-19 MPage

1. Navigate back to **Medical Officer View**
2. Continue to work through each section on the page
 - Tag relevant results e.g., Microbiology, Medical imaging

3. Perform an Admission Medication Reconciliation

4. Complete the HOPC, Physical examination, Assessment and Plan sections
 - o Remember to save each section



5. Add Past Medical History and New Diagnoses Under “**Problems/Alerts**”

Problems/Alerts

Classification: Medi

Add new as: **This Visit**

Name	Classification	Actions
T2DM - Type 2 diabetes mellitus	Clinical History	<input type="checkbox"/> This Visit <input checked="" type="checkbox"/> Chronic

▶ Historical

6. Once all sections are complete, select “COVID-19 Admission Note” to generate an Admission note
- Check that the information that has auto-populated from both the MPage and the Powerform is correct

COVID19 Admit Discharge +

COVID19 Forms

Key References and Guides (1)

Western Health Clinical Guidelines

Allergies (0)

Alert. Allergies not recorded. Add an allergy.

No Known Allergies

Microbiology (0)

No Results Found

Laboratory

Create Note

COVID19 Admission Note

COVID19 Ward Round Note

Select Other Note

7. Change the Title as appropriate, then select **Sign and Submit** to complete and Admission Note

Sign/Submit

8. The Admission Note will now be available to view in

Documentation