

# Documentation – Completing 4AT – Medical Officers

Digital Health Quick Reference Guide

## This Quick Reference Guide will explain how to:

Complete the 4AT

### **Navigating to 4AT**

- 1. Select Medical Officer View from the table of contents
- 2. Select the "Manage" tab
- 3. Select the "Clinical Assessments" component

Note: If a 4AT has already been scored it will appear in this component

Summary	×	Admit	×	Manage			×
	¥	Clinical Asse	essments				
Documents (2)		No Results Fou	nd				
Care Team		No Results Fou					
Problems/Alerts		Objective /P	hycical Evan				
History of Presenting Complaint		Objective/P		I			
Systems Review		Font	- Size	- 🛛 🗶	6 Ē   I	B I	<u>U</u>
Observations							
Fluid Balance							
Clinical Assessments							
Objective/Physical Exam							
Laboratory							

Medical Officer View

 To document a new 4AT, click on the "+" > "Adult Risk Assessments" to open iView

+ ~	Selected Visit	Last 3 day
Adult Ris	sk Assessments	





Chart

Links

Edit View Patient

Task

Documentati

### Setting up iView

5. Select "Interactive View and Fluid Balance" from the table of contents

#### Interactive View and Fluid Balance

Notifications

Options

 Select "View" > "Layout" > "Navigator Bands" from the banner bar

👫 Welcome	Welcome	ge Centre  🛔 Patient List 🌇 Medical W
🔭 Tear Off 🚦	Ambulatory Organiser	IMedication Administration 麚 Specime
	Message Centre	MIMS 🖓 DRS 🗄 📾 Label Drinting
	Patient List	
Testwhs M	Medical Worklist	
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Allergies: All	MyExperience	Resus Status:
Menu	Multi-Patient Task List	Interactive View and Ele
	Collection Runs	
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Medical Office	Scheduling	4 Ouista Missue
Outpatient Vie	Tracking Board	t QUICK VIEW VITAL SIGNS
Outpatient Pa	Autotext	Pain Assessment
Oncology/Ha	Dynamic Worklist	Pain Interventions
Results Review	Case Selection	Titratable Infusions
Orders and Re	Perioperative Tracking	Comfort Measures
MAD	Referrals OP Triage	Clinician Notification
WAR	Cancer MDM Worklist	Safety Check
MAR Summar	CDU Scheduled Worklist	Valuables and Belongings
Medication Li	Diagnostic Triage	
Documentatic	Toolbar	•
Continuous N	Collapse Navigator	
Notes	Layout	Remove Split
Interactive View a	nd Fluid Balance	Save Layout
Activities and Inte	erventions	Reset Layout
		Navigator Bands
Observation Char		Reset Navigator Bands
Observation Char	<u> </u>	
10 1 KB 10		

#### Navigator Documents

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 Select "Adult Risk Assessments" and ensure it is on the right column, otherwise select "Adult Risk Assessment" from the left column and click on the right arrow. Click OK



Modified Stratify Falls Risk Assessment

Weekly Malnutrition Assessment (MST) Behaviours of Concern Assessment Restrictive Practices Assessment

Continence Assessment

 Follow the prompts to restart. "Adult Risk Assessments" band which contain 4AT now appear on iView

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### **Documenting 4AT**

- 9. Click on "4AT On Admission & CHANGE in cognition" ir iView
- 10. Click on each white box to score the 4AT
- 11. The "4AT Risk Score" will then populate
- 12. Select the appropriate "4AT Risk Category"

- 13. Based on what was selected in step 12, a prompt may appear to "Complete Vital Signs and GCS"
- 4AT Risk Score 5 🚯 4AT Risk Category Possible Complete Vital Signs and GCS Complete Vital Signs and GCS ⊿ Skin & Pressure Injury Assessment Yes Skin Assessment No Skin Integrity

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Free Text Note X List

Tahoma

14. When ready, click the green tick icon to save the 4AT score

🗙 Adult Quick View
🗙 Adult Risk Assessments
Per Shift COVID-19 Ax-In the last 2
Cognition - Delirium Assessment
4AT - On Admission & CHANGE in
Skin & Pressure Injury Assessment
Modified Stratify Falls Risk Assessr

### Add 4AT score to documentation

15. When documenting, type ".4AT" and press enter. If a patient has a 4AT score documented in iView, the most recent score will populate

	⊿ 4AT - On Admission & CHANGE in cognition
	⊿ Alertness
	Ask Patient to State Name and Address
	⊿ Abbreviated Mental Test
	Can State Age, DOB, Current Place, Year
	⊿ Attention (1 Prompt Allowed)
	Can State Months Backwards from December
	⊿ Acute Change/ Fluctuating Cognition
	Arising in Last 2 Weeks, Remains Evident

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Arising in Last 2 Weeks, Remains Evident	
💷 4AT Risk Score	
🕹 4AT Risk Category	

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