

# Documentation – Completing 4AT – Medical Officers



**Digital Health**  
CONNECTING BEST CARE

Digital Health  
Quick Reference Guide

**This Quick Reference Guide will explain how to:**

Complete the 4AT

## Navigating to 4AT

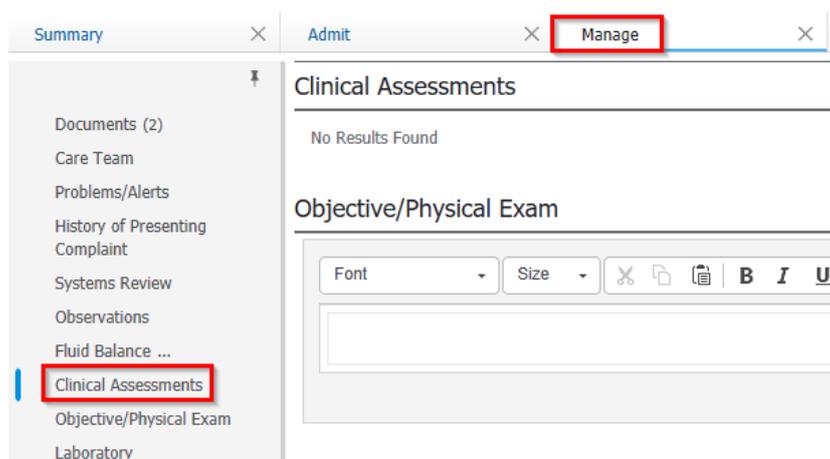
1. Select Medical Officer View from the table of contents

Medical Officer View

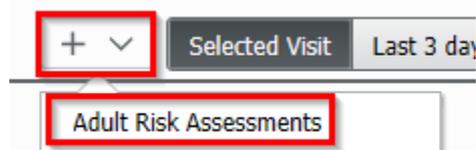
2. Select the “Manage” tab

3. Select the “Clinical Assessments” component

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



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

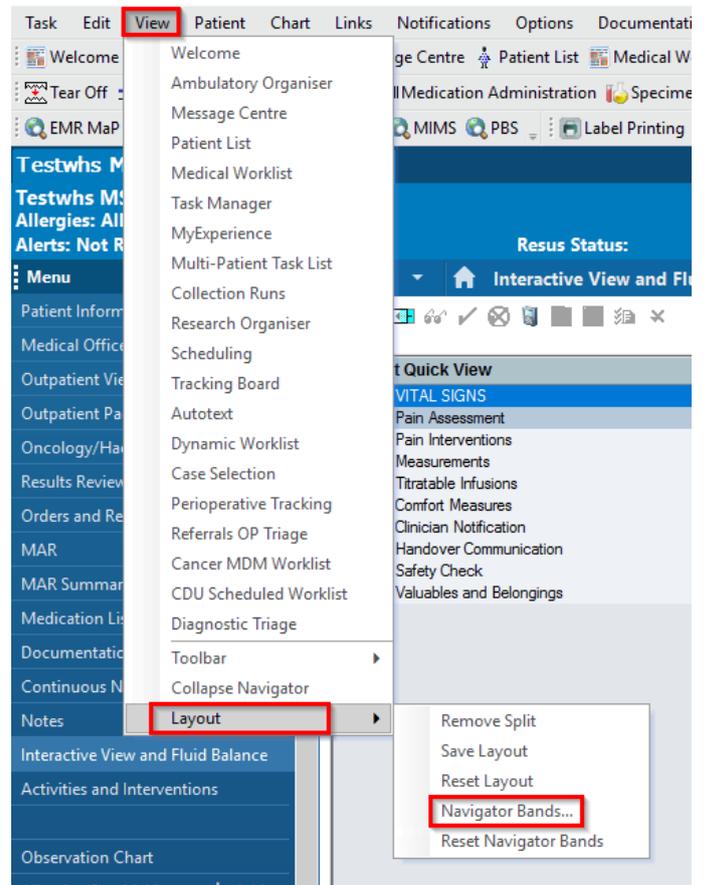


## Setting up iView

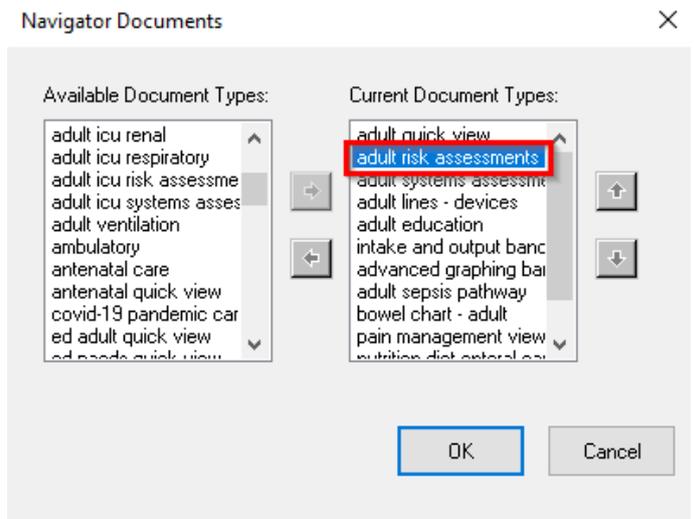
5. Select “Interactive View and Fluid Balance” from the table of contents

Interactive View and Fluid Balance

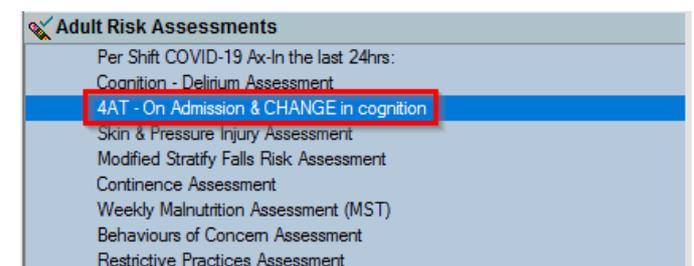
6. Select “View” > “Layout” > “Navigator Bands” from the banner bar



7. 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



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





## Documenting 4AT

9. Click on “4AT – On Admission & CHANGE in cognition” in 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”

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	
4AT Risk Score	
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 X
Skin & Pressure Injury Assessment	Yes
Skin Assessment	No
Skin Integrity	

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

+ Add [Icons]

Free Text Note X List

Tahoma 11 [Icons]

.4AT|

[.4AT\*]