Documentation – Completing 4AT – Medical Officers

Digital Health
CONNECTING BEST CARE

**Digital Health
Quick Reference Guide**

This Quick Reference Guide will explain how to:
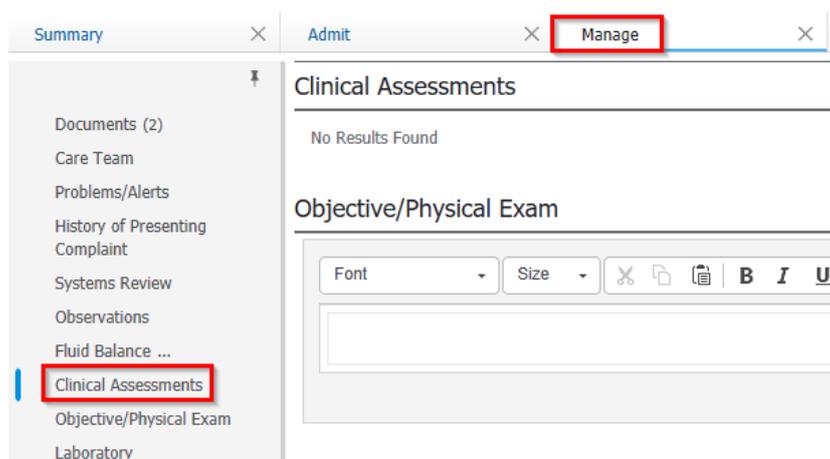
Complete the 4AT

Navigating to 4AT

1. Select Medical Officer View from the table of contents
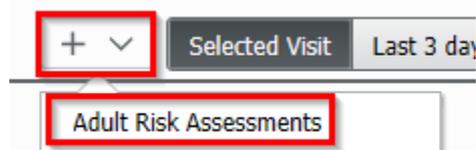
   Medical Officer View

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

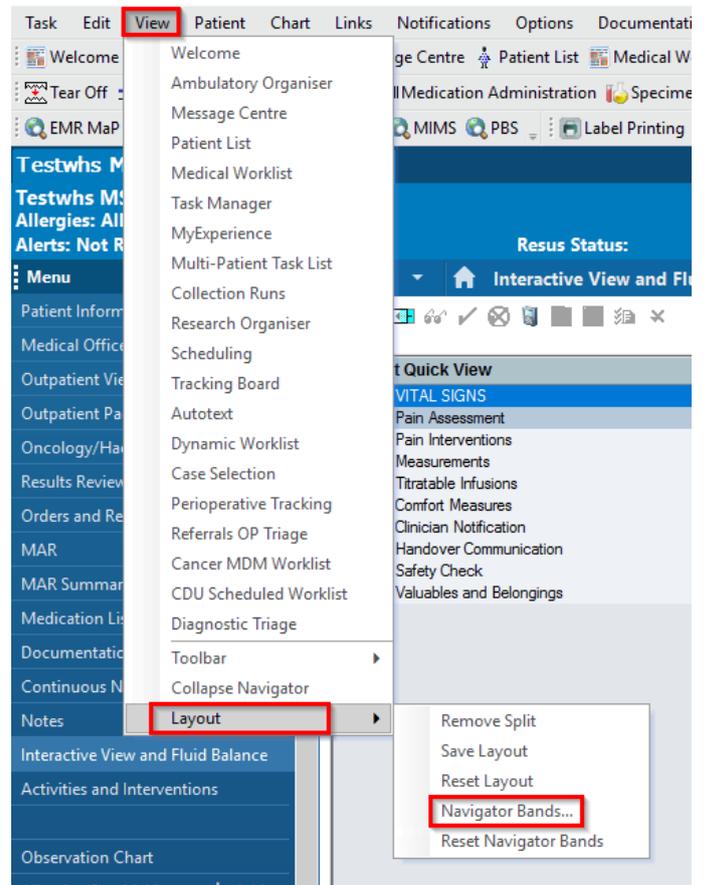4. To document a new 4AT, click on the "+" > "Adult Risk Assessments" to open iView
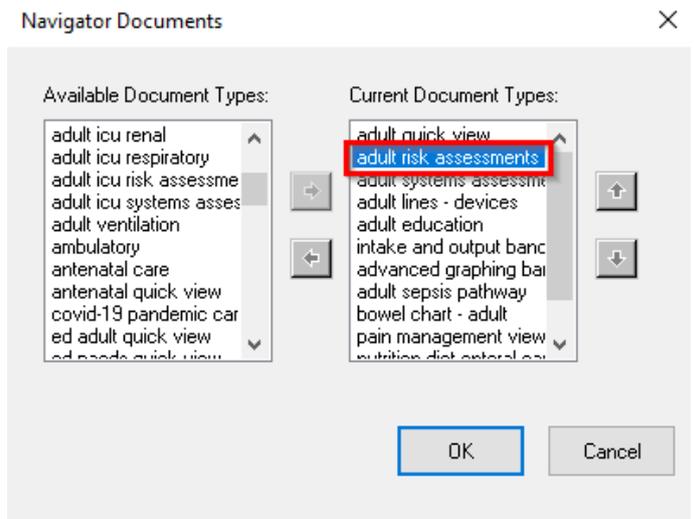
Setting up iView

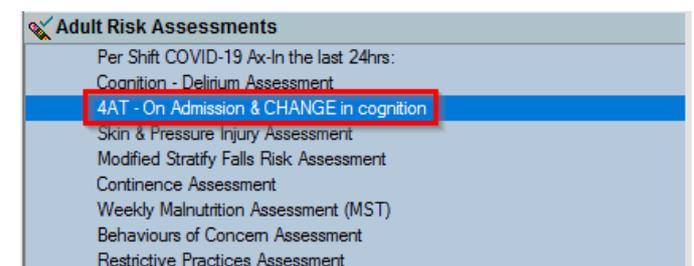5. Select "Interactive View and Fluid Balance" from the table of contents

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"

13. Based on what was selected in step 12, a prompt may appear to "Complete Vital Signs and GCS"

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

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