Documentation - Fluid Balance Chart - Infusion Documentation

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Document Fluid Balance Chart- Infusion Documentation.

Monitoring Fluid Balance is an important nursing/midwifery observation for the assessment of fluid status over a 24hr period. This QRG will outline fluid balance chart (FBC) documentation on the EMR for infusion orders that are managed on paper and retrospective documentation.

1. Select **Interactive View and Fluid Balance** (iView) from the Table of Contents (menu) in the patients EMR chart.


2. Select the **Fluid Balance** band

a) Certain Intake and Output options will default display (e.g., Intake, IV Therapies (Paper/Retrospective), and Urine Output).
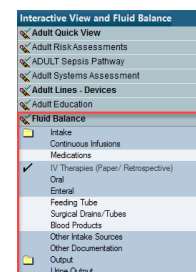
b) Other options can be displayed on the Fluid Balance Chart by clicking on the Customise View icon. Check the box under Default open for the input or output type and expand each option to review further sections if required.
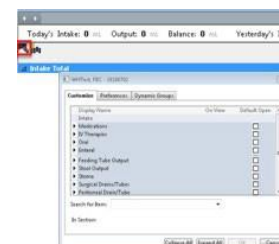
3. Select the **IV Therapies (Paper / Retrospective)** band

a) To set up the Infusions click on the Dynamic Group Icon**.**

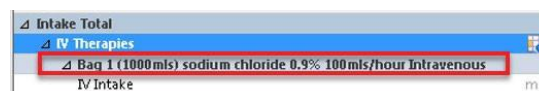b) Enter the **Bag Number** and **Volume** e.g., Bag 1 (1000mls)

c) Complete the **Medication** section if there are additives for the infusion if required

d) Select the **Infusion Solution**

e) Enter **Rate/Frequency** e.g., 8 hrly, 125mLs/hr

f) Select **Route of Administration**

g) Click OK. The infusion will be located under the **IV Therapies (Paper / Retrospective)** band

Western Health

4. Fluid volume documentation

a) When infusion is commenced enter '**0**' in the appropriate time column.

b) As per hospital policy OP-CC8.1.2 Infusion Pumps are zeroed at Midday and Midnight. Zero the Infusion Pump enter this amount in iView in the 1100hrs or 2300hrs time columns e.g., 800mLs.

c) When the infusion is complete, zero the Infusion Pump and enter this amount in iView e.g., 200mLs.

5. **Deactivate** the infusion once completed
a) Right click and select **Inactivate**.

b) The deactivated infusion will be greyed out and no further entries can be made for this infusion

NB: To make retrospective entries in to the record for an inactivated bag it must be temporarily reactivated. To re-activate an infusion: right click on the infusion and choose **Activate** from the drop-down menu.

6. **Add Infusion** – Repeat Step 3 with the subsequent Bag no.
Once the infusions are completed, repeat Step 5 to **inactivate** the infusion.