

Documentation - Fluid Balance Chart - Oral Documentation



Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

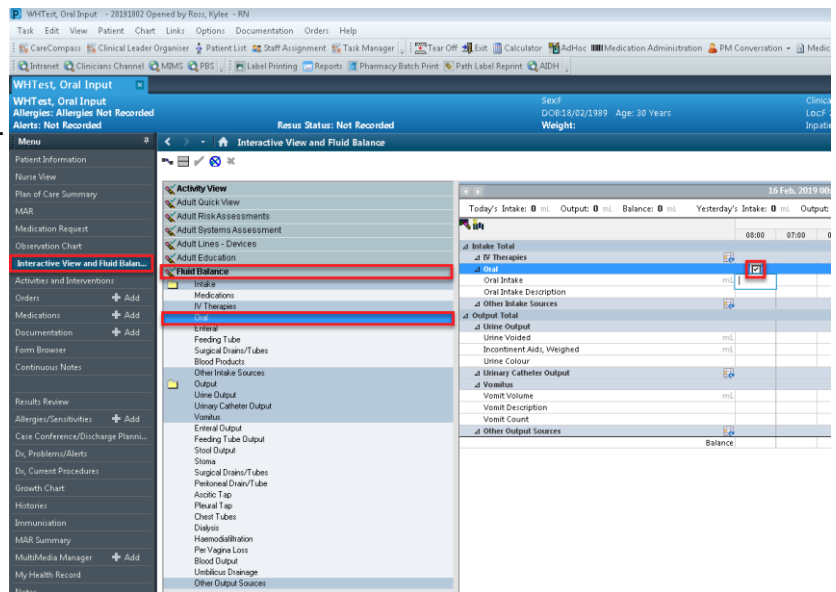
This Quick Reference Guide will explain how to:

Document oral intake in the Fluid Balance Chart.

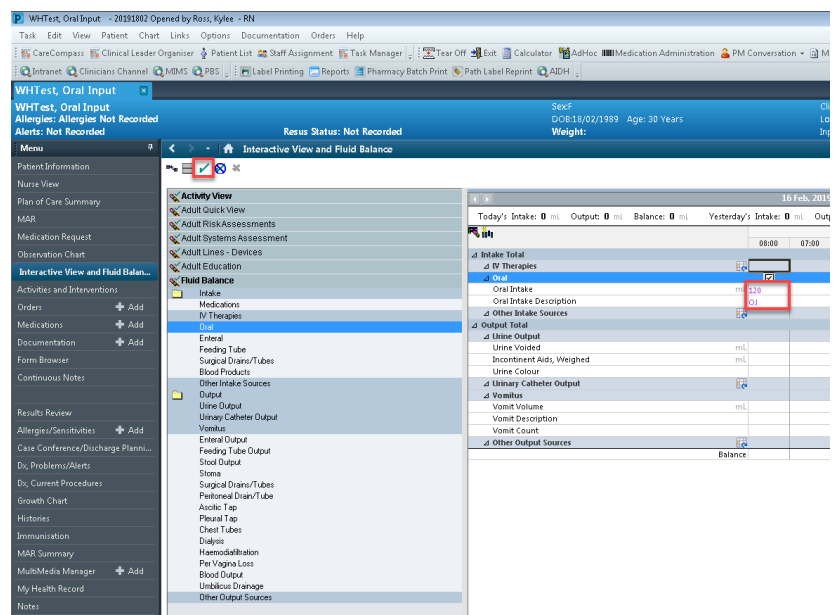
- Enter all oral fluid input that has actually occurred as frequently as required.

To insert Oral Intake:

1. From Table of Contents (TOC) select Interactive View and Fluid Balance (iView).
2. Select Fluid Balance, click on 'Oral'
3. Double click on blue line to activate



4. In Oral Intake enter amount consumed Eg: 120
5. In Oral intake Description enter description Eg: OJ
6. These will show as Purple
7. To sign off click on Green tick ✓





To insert multiple entries within the hour

8. Right click on the time you would like to insert another entry, select **Insert Date/Time**
9. **Change Column Date/Time** window opens with the current Date/Time. Edit to the required time i.e., 08:41

| 16 Feb, 2019 00:00 - 19 Feb, 2019 23:59 | | Today's Intake: 120 ml Output: 0 ml Balance: 120 ml | | Yesterday's Intake: 0 ml Output: 0 ml Balance: 0 ml | | | | | |
|---|--|---|--------------|---|------------|-------|-------|-------|-------|
| | | 18/02/2019 | 18/02/2019 | 18/02/2019 | 18/02/2019 | | | | |
| | | 12:00 | Day Shift... | 11:00 | 10:00 | | | | |
| | | | | | 08:00 | 05:00 | 04:00 | 03:00 | 02:00 |
| Intake Total | | 120 | | | | | | | |
| IV Therapies | | | | | | | | | |
| Oral | | 120 | | | | | | | |
| Oral Intake | | ml | | | | | | | |
| Oral Intake Description | | | | | | | | | |
| Other Intake Sources | | | | | | | | | |
| Output Total | | | | | | | | | |
| Urine Output | | | | | | | | | |
| Urine Voided | | ml | | | | | | | |
| Incontinent Aids, Weighed | | ml | | | | | | | |
| Urine Colour | | | | | | | | | |
| Urinary Catheter Output | | | | | | | | | |
| Vomitus | | | | | | | | | |
| Vomit Volume | | ml | | | | | | | |
| Vomit Description | | | | | | | | | |
| Vomit Count | | | | | | | | | |
| Other Output Sources | | | | | | | | | |
| Balance | | 120 ml | | | | | | | |

10. New column will appear with the new time inserted.
11. In **Oral Intake** enter amount consumed
12. In **Oral Intake Description** enter description
13. Once **all** entries are entered, confirm by pressing the **Green tick** ✓

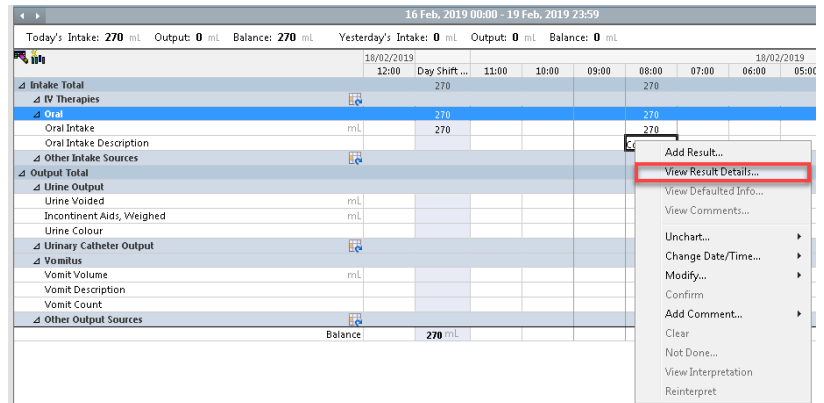
| 16 Feb, 2019 00:00 - 19 Feb, 2019 23:59 | | Today's Intake: 120 ml Output: 0 ml Balance: 120 ml | | Yesterday's Intake: 0 ml Output: 0 ml Balance: 0 ml | | | | | |
|---|--|---|--------------|---|------------|-------|-------|-------|--|
| | | 18/02/2019 | 18/02/2019 | 18/02/2019 | 18/02/2019 | | | | |
| | | 12:00 | Day Shift... | 11:00 | 10:00 | | | | |
| | | | | | 09:00 | 08:41 | 08:00 | 07:00 | |
| Intake Total | | 120 | | | | | | | |
| IV Therapies | | | | | | | | | |
| Oral | | 120 | | | | | | | |
| Oral Intake | | ml | | | | | | | |
| Oral Intake Description | | | | | | | | | |
| Other Intake Sources | | | | | | | | | |
| Output Total | | | | | | | | | |
| Urine Output | | | | | | | | | |
| Urine Voided | | ml | | | | | | | |
| Incontinent Aids, Weighed | | ml | | | | | | | |
| Urine Colour | | | | | | | | | |
| Urinary Catheter Output | | | | | | | | | |
| Vomitus | | | | | | | | | |
| Vomit Volume | | ml | | | | | | | |
| Vomit Description | | | | | | | | | |
| Vomit Count | | | | | | | | | |
| Other Output Sources | | | | | | | | | |
| Balance | | 120 ml | | | | | | | |

14. In the **Oral Intake Description** there will be a number in brackets to indicate multiple entries have been entered for that hour (the last entry will display)

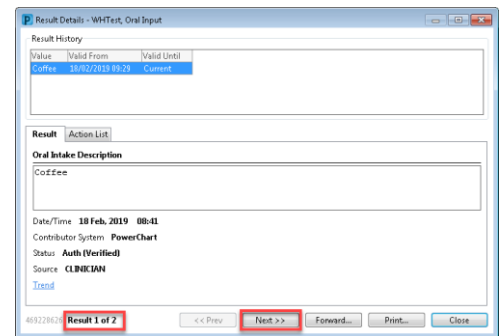
| 16 Feb, 2019 00:00 - 19 Feb, 2019 23:59 | | Today's Intake: 270 ml Output: 0 ml Balance: 270 ml | | Yesterday's Intake: 0 ml Output: 0 ml Balance: 0 ml | | | | | |
|---|--|---|--------------|---|------------|-------|-------|-------|--|
| | | 18/02/2019 | 18/02/2019 | 18/02/2019 | 18/02/2019 | | | | |
| | | 12:00 | Day Shift... | 11:00 | 10:00 | | | | |
| | | | | | 09:00 | 08:41 | 08:00 | 07:00 | |
| Intake Total | | 270 | | | | | | | |
| IV Therapies | | | | | | | | | |
| Oral | | 270 | | | | | | | |
| Oral Intake | | ml | | | | | | | |
| Oral Intake Description | | | | | | | | | |
| Other Intake Sources | | | | | | | | | |
| Output Total | | | | | | | | | |
| Urine Output | | | | | | | | | |
| Urine Voided | | ml | | | | | | | |
| Incontinent Aids, Weighed | | ml | | | | | | | |
| Urine Colour | | | | | | | | | |
| Urinary Catheter Output | | | | | | | | | |
| Vomitus | | | | | | | | | |
| Vomit Volume | | ml | | | | | | | |
| Vomit Description | | | | | | | | | |
| Vomit Count | | | | | | | | | |
| Other Output Sources | | | | | | | | | |
| Balance | | 270 ml | | | | | | | |



- To view these entries, right click on **Oral Intake Description** with the multiple entries and select **View Result Details**



- Results Details** window will open, details of entry can be viewed. Number of results can be seen at bottom of page and can be scrolled by clicking **Next** button.



- The fluid balance chart will then automatically calculate **ALL** values inserted for that hour. An accumulative total will appear at the top of the FBC

