

ADMINISTRATION

This chapter of the **SPIN Center User Guide** provides information and instructions for using the **Administration** section.

The **Administration** section is accessible only to certain Satellite IT teams (*System Administration* and *Technical Support*, in particular). It is off limits to the rest of SPIN Center's user base.

Comprised of individual modules, the **Administration** section is used to configure, manage, and maintain SPIN Center (including the SPIN Center application, database and user accounts).

Note about Access:

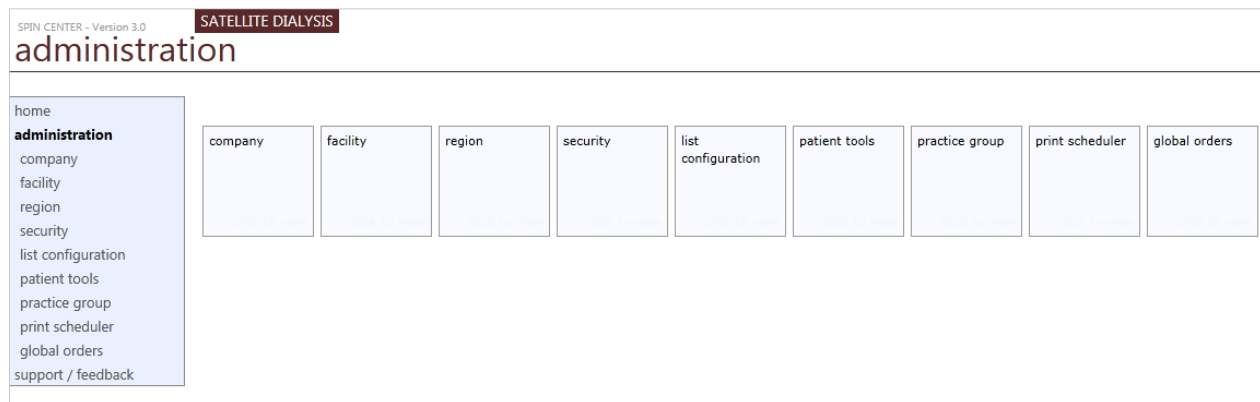
Access to the *Administration* section requires authorized permission.

Check with your system administrator if you need access.

ACCESSING ADMINISTRATION

Click "**Administration**" in the **Task Navigation** box. If you have proper authorization, SPIN Center presents the main **Administration** page.

FIGURE 1: ADMINISTRATION PAGE IN SPIN CENTER



The **Administration** page is comprised of **nine (9)** separate administration modules. Together, these modules allow you to configure, manage or monitor practically every aspect of SPIN Center.

Administration Page Modules:

- **Company** Manage (*add / edit / delete*) affiliated hospitals and medical partners.
- **Facility** Manage (*add / edit / delete*) information for a particular Satellite facility.
- **Region** Manage (*view / edit / add*) region information
- **Security** Manage (*view / edit / add*) staff and employee information.
- **List Configuration** Select from 19 sub-modules, configure search criteria as needed, view optimized results presented in lists.
- **Patient Tools** Access seven sub-modules where patent information is stored and maintained.

- [Practice Group](#) Manage (*view/add/edit/delete*) contact and address information for various nephrology-related organizations.
- [Print Scheduler](#) Set up a recurring schedule for the delivery of a custom report to specific users
- [Global Orders](#) Manage bulk changes to patient medication orders for one or more specified facilities.

COMPANIES

The **Companies Page** is used to manage (*add / edit / delete*) affiliated hospitals and medical partners. The page allows you to edit an existing affiliate's information or you may add a new medical partner company to list.

Double-click an entry in the list to view and/or edit the company's information.

FIGURE 2: ADMINISTRATION - COMPANIES PAGE

SPIN CENTER - VERSION 3.0

SATELLITE DIALYSIS

GILROY

companies

cvc rate 5.3% (jun 2018)

home

administration

company

facility

region

security

list configuration

patient tools

practice group

print scheduler

global orders

support / feedback

new

company	code	description	status
Demo Company	XYZ	Demo Company	Active
El Camino Hospital	ECH		Active
New Company	exf		Inactive
Satellite Dialysis	SDC	Satellite Dialysis	Active
Test Company	1010101	Test Co	Active
WellBound	WB	WellBound	Active

ADDING A NEW COMPANY



To add a new medical partner or affiliated company to SPIN Center, click the button labeled **[New]**. SPIN Center loads the **Add Company** page.

FIGURE 3: ADD COMPANY PAGE

Fill out the fields as per the following instructions:

1. **Name:** Enter the name of the partner company or medical affiliate in the text box.
2. **Company Code:** In the text box, enter the partner company's **Company Code** (a unique identifier in SAP accounting software or an employer tax ID #).
3. **Status:** Specify the status of this company by selecting either **Active** or **Inactive**.
4. **Description:** Enter a brief description of the new company in the "**Description**" text box.
5. When you are done, click **[Add]**. SPIN Center returns you to the **Companies** page, and displays a message declaring that you have successfully added the given company: *You have successfully added company [partner's name]*. The new partner company is now listed on the **Companies** page.

FACILITIES

The **Facilities** page in SPIN Center displays a list of all Satellite facilities. It allows you to select and manage (*view/edit/add/delete*) information for a particular Satellite facility.

- To add a new facility, click the [**New Facility**] button (see below).
- To search for a specific facility, enter any part of its' name in the **Facility Name** box, then click **Go**. SPIN Center performs your search request and displays all facilities that match your search criteria.

The **Facilities** list can be sorted by column heading. For example, click the heading “**Code**” to sort alphabetically by facility code.

FIGURE 4: ADMINISTRATION - FACILITIES PAGE

SPIN CENTER - VERSION 3.0

SATELLITE DIALYSIS

facilities

cvc rate 5.3% (jun 2018)

home

administration

company

facility

region

security

list configuration

patient tools

practice group

print scheduler

global orders

support / feedback

new facility

Facility Name:

go

name	code	hemo rooms	hcd rooms	contact	medical director	phone
Bascom	BAS	3	0	Vinson, Byran	Chen, Maggie	(408) 855-6900
Blossom Valley	SJB	2	0	Jones, Gilda D	Haut, Lewis L.	408-440-3260
Capitola	SCZ	1	0	Danks, Donald	Kumar, Surinder	(831) 600-4600
Central Modesto	MDO	1	0	Rodrigues, Sherri	Santos, Jose Mari R.	(209) 238-4087
Ceres	CES	2	1	Narciso, Anna Liza	Byri, Swarna	
Chickasaw Gardens	TCG	3	0	May, Shirley F	Vo, Hieu	(901) 531-8850
Chula Vista	HCV	0	8	Barnes, Denise		(858) 549-3400
Daly City	DAC	2	0	Blanco, Esther	Chen, Randolph	(650) 746-3140
Demo Facility	XYZ	2	2			
Dialysis El Camino	DEC	1	2	Hickey, Franklin Delano		(650) 940-7015
Dialysis Evergreen	DEG	2	2	Antonio, Alicia		(408) 238-9100
Dialysis Rose Garden	DRG	1	0	Arribas, Irving		(408) 494-1000
East San Jose	ESJ	3	0	Cox, Sharon	Chen, Maggie	(408) 258-8720
Ext	EXT	1	0	Jun, Andrew		
Folsom	FOL	2	0	Comee, Renee		(650) 422-1502
Gilroy	GIL	1	2	Svendsen, Barbara	Carrillo, Raymond R.	(408) 848-5410
Glenview	GLE	1	0	Klusmeyer, Michael	Sprague, Stuart M.	(847) 832-0001
Kyle	CSM	1	0	Revuelta, Hortencia	Perez, Annalisa	(512) 268-3100
Laguna Hills	LGH	1	4	Macaraeg, LilliAnn		(949) 420-5700
Laredo North	LNO	2	0	Longoria, Irene	McNutt, Grace	(956) 724-8276

93 facilities

ADDING A NEW FACILITY

To add a new Satellite facility, click the **[New Facility]** button. SPIN Center presents the **Configure New Facility** page.

FIGURE 5: CONFIGURE NEW FACILITY PAGE (EMPTY TEMPLATE)

SPIN CENTER - VERSION 3.0

SATELLITE DIALYSIS

configure new facility

cvc rate 5.2% (aug 2018)

home

administration

company

facility

region

security

list configuration

patient tools

practice group

print scheduler

global orders

support / feedback

create facility

cancel

Facility:

facility name:

facility code:

ascend billing code:

company: -- Select --

contact person:

phone number:

fax number:

go-live date:

available treatments:

configure hemo

hemo schedule type:

turnover time:

hemo room count:

pods?

configure hcd

hcd scheduling?

room count:

Address:

address:

address2:

city:

state/region:

Postal Code:

Fill out the fields on his page, click the **[Create Facility]** button when you are done. SPIN Center returns you to the **Facility Detail** page.

REGION

The **Region Page** displays a list of geographic areas in which satellite has one or more facilities. The page allows you to manage (*view/edit/delete*) existing region information or add new regions to the list.

FIGURE 6: ADMINISTRATION - REGION PAGE

region

home

administration

company

facility

region

security

list configuration

patient tools

practice group

print scheduler

global orders

support / feedback

+ new region

name	company	description	created	status	delete
California Facilities	Satellite Dialysis		6/19/2007	Active	Delete
Peninsula Group	Satellite Dialysis		7/31/2009	Active	Delete
Texas Facilities	Satellite Dialysis		6/19/2007	Active	Delete
Anita's Region	WellBound		11/8/2008	Active	Delete
Ann's Region	WellBound		11/8/2008	Active	Delete
Ginger's Region	WellBound		11/8/2008	Active	Delete
Maureen's Region	WellBound		11/8/2008	Active	Delete

cvc rate 5.3% (jun 2018)

report problem

support: 650-404-3668

ASCEND LabCheck

MODIFYING A REGION

Modify Region – Region Information page

1. Double-click an entry in the list to open the **Modify Region** page. This page allows you to view / add / edit information for the selected region.

FIGURE 7: MODIFY REGION PAGE (SAMPLE OF THE PENINSULA GROUP REGION)

SPIN CENTER - VERSION 3.0	SATELLITE DIALYSIS
modify region, peninsula group	
cvc rate 5.2% (aug 2018)	

home administration company facility region security list configuration patient tools practice group print scheduler global orders support / feedback	<p>Enter the criteria for the Region:</p> <p>Region Information</p> <p>region name: Peninsula Group x</p> <p>status: <input checked="" type="radio"/> Active <input type="radio"/> Inactive</p> <p>description:</p> <div></div>
---	--

back	next	cancel
------	------	--------

6. **Region Name:** Modify the name of the region (when applicable).
7. **Status:** Select a status for this region. **Active** or **Inactive**.
8. **Description:** Enter description of this region or add additional information as needed.

9. Click **Next** to continue. SPIN Center loads the **Modify Region – Region Facilities** page.

Modify Region – Region Facilities page

The **Modify Region – Region Facilities** page is the second of two **Modify Region** pages and is used to assign one or more facilities to the region.

FIGURE 8: MODIFY REGION – REGION FACILITIES PAGE

SPIN CENTER - VERSION 3.0 SATELLITE DIALYSIS

modify region, peninsula group cvc rate 5.2% (aug 2018)

home

administration

company

facility

region

security

list configuration

patient tools

practice group

print scheduler

global orders

support / feedback

Enter the criteria for the Region:

Region Facilities

facilities:

- San Francisco
- San Leandro
- Santa Ana
- Santa Rosa
- Santa Teresa
- Silver Creek
- Sonoma
- South Austin
- South Gate
- South Germantown
- South San Jose
- South Stockton
- Southwood
- Stevens Creek
- Stockton
- Sunnyvale
- Tracy
- Turlock
- Turlock West
- Vallejo
- Watsonville
- West San Leandro
- White Road
- Windsor

>

<

selected facilities:

- San Carlos
- San Mateo
- South San Francisco
- Daly City
- Menlo Park
- Mountain View

back

update

cancel

10. Select a facility in the **Facilities** list on the left.
11. Click the add arrow [**>**] to move the facility to the **Selected Facilities** list on the right.
12. Repeat steps 1 and 2 for each facility you want to move.
13. Use the [**UP**] [**DN**] buttons to move a selected facility up or down in the list (if necessary).
14. When you are done, perform one of the following:
 - a. Click [**Back**] to return to the previous page (**Modify Region – Region Information** page).
 - b. Click [**Update**] to save your Region changes. SPIN Center returns you to the main **Region** page and presents the message: **You have successfully updated the Region.**
 - c. Click [**Cancel**] to exit out to the main **Region** page.

DELETING A REGION

1. Identify the region to delete in the list on the **Region** page.
1. Click the corresponding link labeled “Delete.”

SPIN Center presents a confirmation message asking if you are sure you want to delete the region.

FIGURE 9: DELETING A REGION

SPIN CENTER - VERSION 3.0 **SATELLITE DIALYSIS**

region cvc rate 5.2% (aug 2018)

home
administration
company
facility
region
security
list configuration
patient tools
practice group
print scheduler
global orders
support / feedback

You have successfully updated the Region.

[+ new region](#)

name	company	description
Cali	Satellite Dialysis	
Peninsula Group	Satellite Dialysis	P-Group
Texas Facilities	Satellite Dialysis	
Anita's Region	Satellite Dialysis	
Ann's Region	Satellite Dialysis	
Ginger's Region	Satellite Dialysis	
Maureen's Region	Satellite Dialysis	

Message from webpage

Are you sure you want to delete the selected lab set?

OK Cancel

2. Click OK.

SPIN Center deletes the region and returns you to the main **Region** page.

SECURITY

The **Security** page displays an alphabetical list of Satellite staff members, including their role and facility location(s). The page provides a **Staff** tab and a **Roles** tab.

STAFF TAB

The **Staff** tab (displayed by default) allows you to manage (*view/edit/delete*) staff member information or add new staff members to the list.

FIGURE 10: SECURITY PAGE — STAFF TAB

security cvc rate 5.3% (jun 2018) report problem support: 650-404-3668 ASCEND LabCheck

staff | roles

home
administration
company
facility
region
security
list configuration
patient tools
practice group
print scheduler
global orders
support / feedback

+ new staff Search: go filter

name	initials	status	company	facility	type	work phone
Aalami, Oliver	OA	Active			SRG	
Aaron, Marilyn	MA	Active	Satellite Dialysis	Santa Rosa	RD	
	MA	Active	Satellite Dialysis	Larkspur		
	MA	Active	Satellite Dialysis	Vallejo		
Aaron, Sonny	SA	All Facilities	Satellite Dialysis		CRS	
	SA	Active	WellBound			
Abcede, Judy Anne J	JA	Active	Satellite Dialysis	Kyle	NRS	
	JA	Active	Satellite Dialysis	Metric		
	JA	Active	Satellite Dialysis	Mueller		
	JA	Active	Satellite Dialysis	Southwood		
	JA	Active	Satellite Dialysis	Round Rock		
	JA	Active	Satellite Dialysis	South Austin		
	JA	Active	WellBound	Wellbound of Austin		
	JA	Active	WellBound	WellBound of South Austin		
Abdellatif, Abdul Ali	AA	Active	Satellite Dialysis		DOC	(281) 724-1860
	AA	Active	WellBound			(281) 724-1860
Abdullah, Tariq	TA	Active	Satellite Dialysis	Milpitas	PCT	
Abdur, Khan	KA	Active			SRG	

1 - 100 of 20450 Individuals Page: 1 2 3 4 5 ... 205

All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Double click a staff member in the list to view and/or edit their information.

ROLES TAB

The **Roles** tab displays an alphabetical list of staff roles and identifies the number of members in each role.

FIGURE 11: SECURITY PAGE - ROLES TAB

SPIN CENTER - VERSION 3.0 SATELLITE DIALYSIS

roles cvc rate 5.2% (aug 2018)

home administration company facility region **security** list configuration patient tools practice group print scheduler global orders support / feedback

role name	members	features	created
Administrative Assistant	356	View	3/4/2004
Administrative Coordinator	240	View	9/17/2012
Anemia Managers	348	View	4/5/2009
Application Support	14	View	11/14/2011
Beta Testers	123	View	1/26/2010
Case Managers	62	View	1/1/2000
Case Managers Readonly	1	View	10/29/2016
Clinical Decision Support Administrators	0	View	9/9/2015
Clinical Managers	226	View	3/4/2004
Corporate Report Users	161	View	3/4/2004
Corporate Staff	381	View	3/4/2004
Corporate Technical Services Staff	9	View	7/26/2014
Critical Report Readers	230	View	6/28/2004
Dialysis Technicians Corp	19	View	3/4/2004
Dietitians	224	View	3/4/2004
Doctors	619	View	3/4/2004
EHI Administrators	17	View	2/22/2009
Emergency Access Admin	0	View	9/14/2015
Equipment Tech	129	View	2/21/2011

42 Roles

Double-click a role (in the **Roles** list) to view a list of staff members that perform the given role. You can then click on a specific staff member to view their information.

GENERAL TAB

When viewing an entry in the list on the Security page (for example, by double-clicking a staff member's name), this page provides a row with THREE tabs:

General (default) | Companies | Security

The **General** tab, presented by default, provides basic contact information for the selected staff member.

FIGURE 12: SECURITY PAGE - GENERAL TAB

SPIN CENTER - VERSION 3.0 SATELLITE DIALYSIS

cvc rate 5.2% (aug 2018)

general companies security

home
administration
company
facility
region
security
list configuration
patient tools
practice group
print scheduler
global orders
support / feedback

staff: **Aabr, Yjtc**

last name: Aabr
first name: Yjtc
middle name:
initials: XY
type: Ancillary Staff
specialty:
user bar code:
email address: jlotr@xyz.com
work phone number: 263-192-3861
fax number: 829-421-1514
home phone number: 692-334-7784
mobile phone number: 435-746-7757
assistant phone number: 875-676-2992

Address:
address: Ajnr #726
address2: Udnx
city: Ywgzjng
state/region: -- Select -- Postal Code: 11613

notes:

save cancel deactivate

COMPANIES TAB

The **Companies** tab is used to select one or more Satellite facilities to which the given staff member is assigned.

FIGURE 13: COMPANIES TAB

SPIN CENTER - VERSION 3.0 **SATELLITE DIALYSIS** cvc rate 5.2% (aug 2018)

general **companies** security

home
administration
company
facility
region
security
list configuration
patient tools
practice group
print scheduler
global orders
support / feedback

staff: **Aagu, Umhmxjdhz**

company: **Satellite Dialysis**

<input type="checkbox"/> All Facilities	<input type="checkbox"/> Poplar
<input type="checkbox"/> Bascom	<input type="checkbox"/> Rohnert Park
<input type="checkbox"/> Blossom Valley	<input type="checkbox"/> Round Rock
<input type="checkbox"/> Capitola	<input type="checkbox"/> Sacramento
<input type="checkbox"/> Central Modesto	<input type="checkbox"/> San Carlos
<input type="checkbox"/> Ceres	<input type="checkbox"/> San Francisco
<input type="checkbox"/> Chickasaw Gardens	<input type="checkbox"/> San Leandro
<input type="checkbox"/> Daly City	<input type="checkbox"/> San Mateo
<input type="checkbox"/> East San Jose	<input type="checkbox"/> Santa Ana
<input type="checkbox"/> Evergreen	<input type="checkbox"/> Santa Rosa
<input type="checkbox"/> Folsom	<input type="checkbox"/> Santa Teresa
<input type="checkbox"/> Gilroy	<input type="checkbox"/> Silver Creek
<input type="checkbox"/> Glenview	<input type="checkbox"/> Sonoma
<input type="checkbox"/> Kyle	<input type="checkbox"/> South Austin
<input type="checkbox"/> Laguna Hills	<input type="checkbox"/> South Gate
<input type="checkbox"/> Laredo North	<input type="checkbox"/> South Germantown
<input type="checkbox"/> Laredo South	<input type="checkbox"/> South San Francisco
<input type="checkbox"/> Laredo Southeast	<input type="checkbox"/> South San Jose
<input type="checkbox"/> Larkspur	<input type="checkbox"/> South Stockton
<input type="checkbox"/> Los Gatos	<input type="checkbox"/> Southwood
<input type="checkbox"/> Menlo Park	<input type="checkbox"/> Stevens Creek
<input type="checkbox"/> Merced	<input type="checkbox"/> Stockton
<input type="checkbox"/> Metric	<input type="checkbox"/> Sunnyvale
<input type="checkbox"/> Milpitas	<input type="checkbox"/> Tracy
<input type="checkbox"/> Modesto	<input type="checkbox"/> Turlock
<input type="checkbox"/> Morgan Hill	<input type="checkbox"/> Turlock West
<input type="checkbox"/> Mountain View	<input type="checkbox"/> Vallejo
<input type="checkbox"/> Mueller	<input type="checkbox"/> Watsonville
<input type="checkbox"/> North Modesto	<input type="checkbox"/> West San Leandro
<input type="checkbox"/> Oakland	<input type="checkbox"/> White Road
<input type="checkbox"/> Orange	<input type="checkbox"/> Windsor
<input type="checkbox"/> Pace	
<input type="checkbox"/> Pleasanton	

☒ Enable access to SPIN

username:

☐ Allow system access over the Internet

SECURITY TAB

The **Security** tab is used to select one or more security roles to which the given staff member is assigned.

FIGURE 14: SECURITY TAB

SPIN CENTER - VERSION 3.0 SATELLITE DIALYSIS

cvc rate 5.2% (aug 2018)

general companies security

home
administration
company
facility
region
security
list configuration
patient tools
practice group
print scheduler
global orders
support / feedback

staff: **Aagu, Umhmjdhz**

Select the security role(s) for the user:

- ☐ System Administrators
- ☐ Regional Director
- ☐ Patient Assessment Editors
- ☐ Medication Administrator
- ☐ Equipment Tech
- ☐ EHI Administrators
- ☐ Corporate Technical Services Staff
- ☐ Clinical Decision Support Administrators
- ☐ Application Support
- ☐ Anemia Managers
- ☐ Administrative Assistant
- ☐ Administrative Coordinator
- ☐ Beta Testers
- ☐ Case Managers
- ☐ Case Managers Readonly
- ☐ Clinical Managers
- ☐ Corporate Report Users
- ☐ Corporate Staff
- ☐ Critical Report Readers
- ☐ Dialysis Technicians Corp
- ☐ Dietitians
- ☐ Doctors
- ☐ Emergency Access Admin
- ☐ Fistula First Report Additional Readers
- ☐ Hemo Nurses
- ☐ Insurance Carriers
- ☒ Lab Support
- ☐ LVN-TX
- ☐ Machine Technicians
- ☐ Medical Assistant
- ☐ Medical Directors
- ☐ MU User
- ☐ Nurse Practitioners
- ☐ Office Staff
- ☐ PATH finder
- ☐ Patient Care Technicians
- ☐ PCTs - Extended Scope
- ☐ PD Nurses
- ☐ Regional Technical Managers
- ☐ Social Workers
- ☐ Technical Aide
- ☐ Technical Supervisors

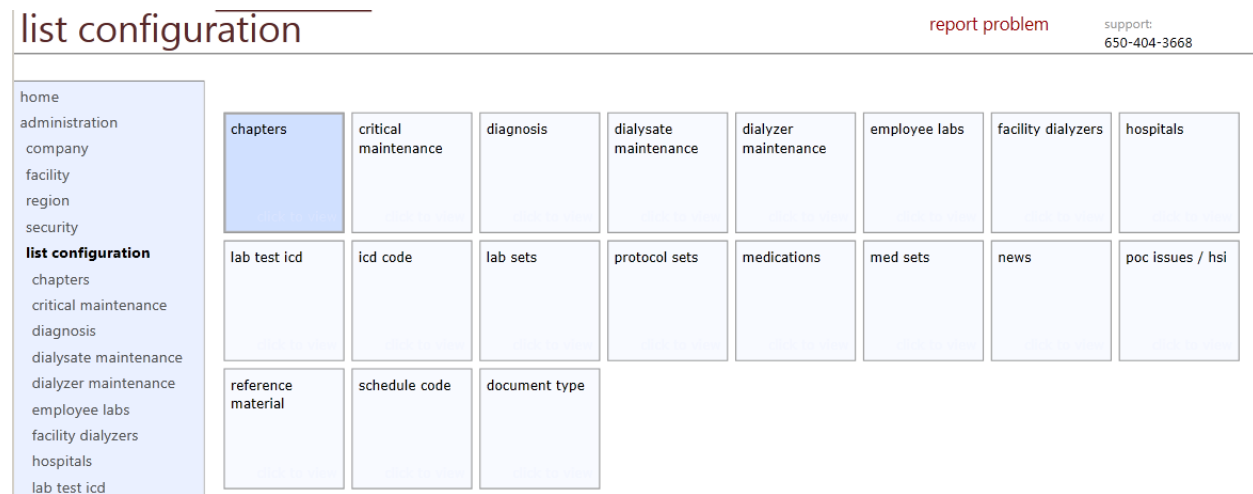
save cancel deactivate

LIST CONFIGURATION

The **List Configuration** page is comprised of sub-modules (19 total). Each sub-module page displays a list of results based on your pre-configured search criteria.

This page allows you to select a sub-module and configure its search criteria to obtain optimized results.

FIGURE 15: LIST CONFIGURATION PAGE



LIST CONFIGURATION PAGE SUB-MODULES

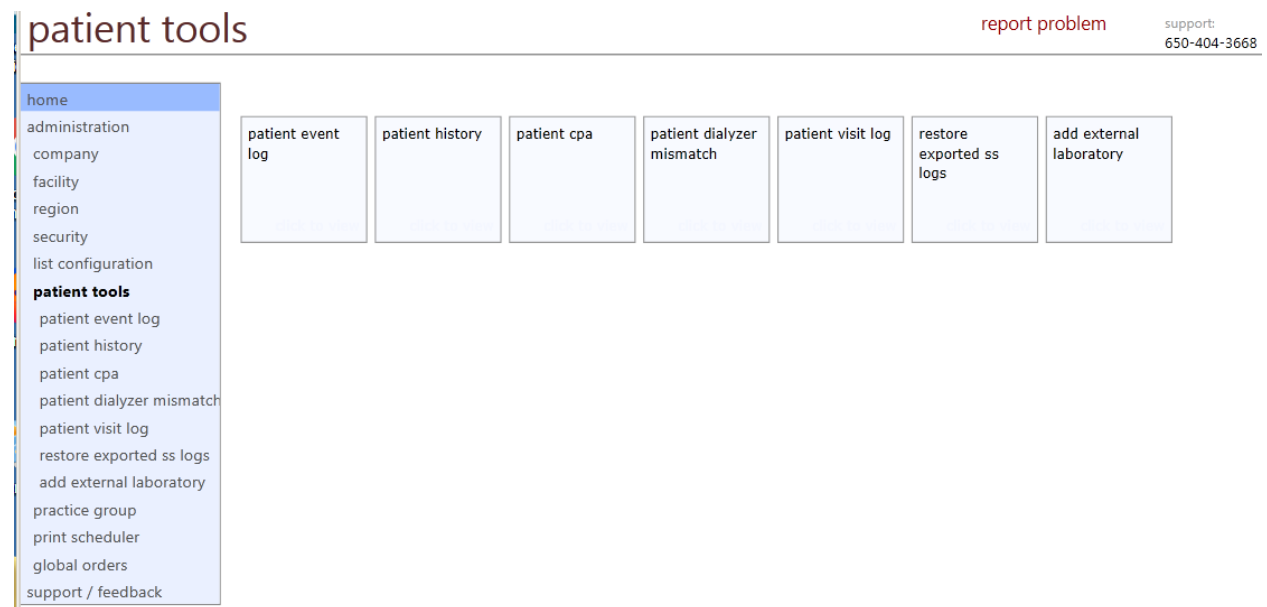
SUB-MODULE	DESCRIPTION
Chapters	Create and edit “ chapters ” (large groupings of lab result fields incorporated into a single “ <i>report</i> .”)
Critical Maintenance	Loads the Critical Maintenance Lab Result Settings page which displays a list of lab result items and the high / low range history of each.
Diagnosis	Presents an exhaustive list of illnesses and medical problems. Allows you to edit diagnosis name, description and status.
Dialysate Maintenance	View, add or edit dialysate component type and corresponding dialysate component level.
Dialyzer Maintenance	Provides a list of Dialyzers and the KoA value and status of each. KoA is a value that identifies dialyzer efficiency by indicating the maximum theoretical urea clearance in milliliters per minute.
Employee Labs	Presents a list of Employee Lab Tests that are assigned to your facility.
Facility Dialyzers	Presents a list of dialyzer models and the system KoA value of each.
Hospitals	Displays a list of hospitals and affiliated medical facilities as well as the address/contact information for each.
Lab Test ICD	Presents a page that is used to identify specific lab tests, to

	which the user can then add or remove ICD codes.
ICD Code	Presents a list of medical problems (organized by ICD code number) and allows the user to modify the user defined description of each.
Lab Sets	Displays a list of Lab Sets (and identifies the facilities to which each set is assigned). Allows user to create new lab sets or assign, copy and delete existing lab set entries in the list.
Protocol Sets	Displays a list of Protocol Sets (and identifies the facilities to which each set is assigned). Allows user to create new protocol sets or assign, copy and delete existing protocol set entries in the list.
Medications	Displays a list of medications, medication classification and status. Allows user to add new medication dosages or edit existing medication dosages.
Med Sets	Displays a list of Med Sets (and identifies the facilities to which each set is assigned). Allows user to create new med sets or assign, copy and delete existing med set entries in the list.
News	Displays a list of user-recommended (or user written) articles and dialysis-related news items. Allows user to add new news items to share with other staff members.
POC Issues / HSI	Displays a list of POC / HSI issues, allows user to view and edit details.
Reference Material	Presents an alphabetical list of reference materials which the user may view, also allows the user to add new reference materials to the list.
Schedule Code	Loads the Schedule Code Configuration page which includes a list of prescription schedule codes (1x per week, 1x per month, etc.). Allows the user to add a new schedule code or edit existing schedule codes.
Document Type	Presents a list of document types (access, billing records, etc.). Allows the user to add new document types or edit the information of an existing document type.

PATIENT TOOLS

The **Patient Tools** area in the **Administration** section of SPIN Center provides access to **seven (7)** sub-modules where patient information is stored and maintained.

FIGURE 16: PATIENT TOOLS



PATIENT TOOLS PAGE: SUB-MODULES

- [Patient Event Log](#)
- [Patient History](#)
- [Patient CPA](#)
- [Patient Dialyzer Mismatch](#)
- [Patient Visit Log](#)
- [Restore Exported SS Logs](#)
- [Add External Laboratory](#)

PATIENT EVENT LOG

The **Patient Event Log** displays a chronological list of patient treatment-related events.

FIGURE 17: PATIENT TOOLS - PATIENT EVENT LOG

patient event log

cvc rate 5.2% (aug 2018)

report problem

support:
650-404-3668

ASCEND

LabCheck

home

administration

company

facility

region

security

list configuration

patient tools

patient event log

patient history

patient cpa

patient dialyzer mismatch

patient visit log

restore exported ss logs

add external laboratory

practice group

print scheduler

global orders

support / feedback

Search:

go

filter

created dt	patient	event log	created by
09/17/2018 12:11	Phpu, Nyqrjy	Patient dialysis order created.	Pancholi, Swarupa
09/17/2018 12:07	Aruizu, Maria	Patient dialysis order created.	QTP, User
09/17/2018 12:05	Aruizu, Maria	Patient dialysis order created.	QTP, User
09/17/2018 11:43	Alvarado, Salvador	Patient dialysis order created.	QTP, User
09/17/2018 05:43	Gcxzewec, Yazqgmnz	Patient dialysis order created.	Baby, Silpa
09/16/2018 06:40	Lmhyefz, Tacmppr	Patient dialysis order created.	Vfaptq, Jqipno
09/16/2018 06:38	Rvgaz, Jkwjkrwly	Patient dialysis order created.	Vfaptq, Jqipno
09/16/2018 06:36	Fjyhcxjmn, Jzhnmwj	Patient dialysis order created.	Vfaptq, Jqipno
09/16/2018 06:34	Nrkf, Rjjakccsis	Patient dialysis order created.	Vfaptq, Jqipno
09/16/2018 06:32	Muls, Qekb	Patient dialysis order created.	Vfaptq, Jqipno
09/16/2018 06:29	Nnwalcko, Tibtz	Patient dialysis order created.	Vfaptq, Jqipno
09/16/2018 06:27	Vury, Gewg	Patient dialysis order created.	Vfaptq, Jqipno
09/16/2018 06:25	Fvkhaypd, Bldp	Patient dialysis order created.	Vfaptq, Jqipno
09/16/2018 06:20	Xjnmotods, Bflf	Patient dialysis order created.	Vfaptq, Jqipno
09/16/2018 06:18	Bees, Vnwv	Patient dialysis order created.	Vfaptq, Jqipno
09/16/2018 06:15	Filrdha, Zlkw	Patient dialysis order created.	Vfaptq, Jqipno
09/16/2018 06:13	Yarkk, Kklknn	Patient backup hemo order created.	Vfaptq, Jqipno

1 - 100 of 601 items

Page:

1

2

3

4

5

7

All

#

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

PATIENT HISTORY

The **Patient History** page is used to delete certain patient historical data, such as a patient's status history, their nephrologist history and their modality history.

FIGURE 18: PATIENT TOOLS - PATIENT HISTORY

patient history

cvc rate 5.2% (aug 2018)

report problem

home

administration

company

facility

region

security

list configuration

patient tools

patient event log

patient history

patient cpa

patient dialyzer mismatch

patient visit log

restore exported ss logs

add external laboratory

practice group

print scheduler

global orders

support / feedback

Please select a Patient to delete :

Patient cannot be deleted. Patient has a Treatment Record.

patient name:

delete:

☐ Status History
 ☐ Nephrologist
 ☐ Modality

PATIENT CPA

The **Patient CPA** page is used to manage (*view/edit/delete*) the assessment history of a specified patient.


FIGURE 19: PATIENT TOOLS - PATIENT CPA PAGE

patient cpa

cvc rate 5.2% (aug 2018)

report problem

support:
650-404-3668



- home
- administration
- company
- facility
- region
- security
- list configuration
- patient tools
- patient event log
- patient history
- patient cpa**
- patient dialyzer mismatch
- patient visit log
- restore exported ss logs
- add external laboratory
- practice group
- print scheduler
- global orders
- support / feedback

Phpu, Nyqrjy - S72082 - MOD

patient name:

due	type	created	updated	status	delete
06/11/2018	Initial Assessment	05/21/2018	08/10/2018	Complete	Delete
08/10/2018	3 Month Assessment	08/08/2018	08/10/2018	Complete	Delete

2 items

PATIENT DIALYZER MISMATCH

The **Patient Dialyzer Mismatch** page is used to manage (*view/verify/edit*) patient data related to a dialyzer mix-up occurrence.


FIGURE 20: PATIENT TOOLS - PATIENT DIALYZER MISMATCH PAGE

patient dialyzer mismatch

cvc rate 5.2% (aug 2018)

report problem

support: 650-404-3668



- home
- administration
- company
- facility
- region
- security
- list configuration
- patient tools
- patient event log
- patient history
- patient cpa
- patient dialyzer mismatch**
- patient visit log
- restore exported ss logs
- add external laboratory
- practice group
- print scheduler
- global orders
- support / feedback

patient name:

search

ordered dialyzer	associated dialyzer	associated dialyzer barcode	created	updated	delete
0 items					

PATIENT VISIT LOG

The **Patient Visit Log** is used to document visits to a Satellite facility by a patient that normally receives treatment at home.

FIGURE 21: PATIENT TOOLS - PATIENT VISIT LOG

patient visit log

cvc rate 5.2% (aug 2018)

report problem

support:
650-404-3668

ASCEND
LabCheck

- home
- administration
- company
- facility
- region
- security
- list configuration
- patient tools
- patient event log
- patient history
- patient cpa
- patient dialyzer mismatch
- patient visit log**
- restore exported ss logs
- add external laboratory
- practice group
- print scheduler
- global orders
- support / feedback

Phpu, Nyqrjy - S72082 - MOD

patient name: date range:

reason for visit	log type	visit	created	updated	reviewed by	delete
Electronic Hemo Dialysis	HEMO	09/17/2018	09/17/2018	09/17/2018		Delete
Electronic Hemo Dialysis	HEMO	09/14/2018	09/14/2018	09/14/2018	Sxpx, Xkge	Delete
Electronic Hemo Dialysis	HEMO	09/12/2018	09/12/2018	09/12/2018	Makpyyb, Mnto	Delete
Electronic Hemo Dialysis	HEMO	09/10/2018	09/10/2018	09/10/2018	Makpyyb, Mnto	Delete
Electronic Hemo Dialysis	HEMO	09/07/2018	09/07/2018	09/07/2018	Sxpx, Xkge	Delete
Electronic Hemo Dialysis	HEMO	09/05/2018	09/05/2018	09/05/2018	Makpyyb, Mnto	Delete
Electronic Hemo Dialysis	HEMO	09/03/2018	09/03/2018	09/03/2018	Makpyyb, Mnto	Delete

7 visit logs

RESTORE EXPORTED SS LOGS

The **Restore Exported SS Logs** page is used to locate and view the details from an electronic treatment log exported from SPIN Station. Each time a patient receives facility-based dialysis treatment, an electronic log file is generated by SPIN Station which is then imported by SPIN Center for record keeping and analysis.

FIGURE 22: PATIENT TOOLS - RESTORE EXPORTED SS LOGS PAGE

restore exported ss logs

cvc rate 5.2% (aug 2018)

report problem

support:
650-404-3668

ASCEND
Halt-Check

home

administration

company

facility

region

security

list configuration

patient tools

patient event log

patient history

patient cpa

patient dialyzer mismatch

patient visit log

restore exported ss logs

add external laboratory

practice group

print scheduler

global orders

support / feedback

patient name:

search

created

status

exported by computername

imported by computername

actual starttime


actual treatmentlength

restore

0 items

ADD EXTERNAL LABORATORY

The **Add External Laboratory** page is used to manage (*view/add/edit/delete*) contact and address information for affiliated medical facilities.

add external laboratory cvc rate 5.2% (aug 2018) [report problem](#) support: 650-404-3668 

[home](#)
[administration](#)
[company](#)
[facility](#)
[region](#)
[security](#)
[list configuration](#)
[patient tools](#)
[patient event log](#)
[patient history](#)
[patient cpa](#)
[patient dialyzer mismatch](#)
[patient visit log](#)
[restore exported ss logs](#)
[add external laboratory](#)
[practice group](#)
[print scheduler](#)
[global orders](#)
[support / feedback](#)

facility: --Select--
+ add new laboratory

name	address	address 2	city	state	zip	phone	fax	delete
Alta Bates Summit Medical Center			Oakland	CA				Delete
Ascend Clinical	Test add		Redwood City	CA	94123			Delete
Baylor Medical Center at McKinney	2525 E. University Drive		McKinney	TX	75069	(469) 764-1000		Delete
Benicia DaVita								Delete
Brackenridge Hospital								Delete
Carquinez DaVita								Delete
Chinese Hospital	845 Jackson Street		San Francisco	CA		415-982-2400		Delete
CPL								Delete
David Grant USAF Medical Center								Delete
Doctors Hospital Modesto								Delete
Doctors' Medical Center								Delete
Dominican Hospital								Delete
El Camino Hospital	2500 Grant Road		Mountain View	CA	94040	(650) 940-7000		Delete
Emanuel Hospital								Delete
Franciscan St. Elizabeth Health- Lafayette Fac	1701 South Creasy Lane		Lafayette	IN	47905	(765) 502-4000		Delete

ADDING AN EXTERNAL LABORATORY

Click the button labeled: **[+ Add New Laboratory]**. SPIN Center loads the **Laboratory Information** tab pop-up.

FIGURE 23: ADDING AN EXTERNAL LABORATORY

save
cancel

laboratory information
facilities

organization full name:

Address:

Address2:

City:

State: -- Select --

Zip:

Phone:

Fax:

Fill out the fields on this tab with contact information for the new laboratory. When you are done, click the tab labeled **"Facilities."** SPIN Center displays the **Facilities** tab.

FIGURE 24: FACILITIES TAB

laboratory information

facilities

Associated Facilities

<input checked="" type="checkbox"/> Bascom	<input type="checkbox"/> Blossom Valley	<input type="checkbox"/> Capitola	<input type="checkbox"/> Central Modesto
<input type="checkbox"/> Ceres	<input type="checkbox"/> Chickasaw Gardens	<input type="checkbox"/> Chula Vista	<input type="checkbox"/> Daly City
<input type="checkbox"/> Demo Facility	<input type="checkbox"/> Dialysis El Camino	<input type="checkbox"/> Dialysis Evergreen	<input type="checkbox"/> Dialysis Rose Garden
<input checked="" type="checkbox"/> East San Jose	<input type="checkbox"/> Ext	<input type="checkbox"/> Folsom	<input type="checkbox"/> Gilroy
<input type="checkbox"/> Glenview	<input type="checkbox"/> Kyle	<input type="checkbox"/> Laguna Hills	<input type="checkbox"/> Laredo North
<input type="checkbox"/> Laredo South	<input type="checkbox"/> Laredo Southeast	<input type="checkbox"/> Larkspur	<input type="checkbox"/> Los Gatos
<input type="checkbox"/> Menlo Park	<input type="checkbox"/> Merced	<input type="checkbox"/> Metric	<input type="checkbox"/> Milpitas
<input type="checkbox"/> Modesto	<input type="checkbox"/> Morgan Hill	<input type="checkbox"/> Mountain View	<input type="checkbox"/> Mueller
<input type="checkbox"/> North Modesto	<input type="checkbox"/> Oakland	<input type="checkbox"/> Orange	<input type="checkbox"/> Pace
<input type="checkbox"/> Pleasanton	<input type="checkbox"/> Poplar	<input type="checkbox"/> Rohnert Park	<input type="checkbox"/> Round Rock
<input type="checkbox"/> Sacramento	<input type="checkbox"/> San Carlos	<input type="checkbox"/> San Diego	<input type="checkbox"/> San Francisco
<input type="checkbox"/> San Leandro	<input type="checkbox"/> San Mateo	<input type="checkbox"/> Santa Ana	<input type="checkbox"/> Santa Rosa
<input checked="" type="checkbox"/> Santa Teresa	<input checked="" type="checkbox"/> Silver Creek	<input type="checkbox"/> Sonoma	<input type="checkbox"/> South Austin
<input type="checkbox"/> South Gate	<input type="checkbox"/> South Germantown	<input type="checkbox"/> South San Francisco	<input checked="" type="checkbox"/> South San Jose
<input type="checkbox"/> South Stockton	<input type="checkbox"/> Southwood	<input checked="" type="checkbox"/> Stevens Creek	<input type="checkbox"/> Stockton
<input type="checkbox"/> Sunnyvale	<input type="checkbox"/> Tracy	<input type="checkbox"/> Turlock	<input type="checkbox"/> Turlock West
<input type="checkbox"/> Vallejo	<input type="checkbox"/> Watsonville	<input type="checkbox"/> Wellbound of Austin	<input type="checkbox"/> WellBound of Daly City
<input type="checkbox"/> Wellbound of Emeryville	<input type="checkbox"/> WellBound of Evanston	<input type="checkbox"/> WellBound of Frederick	<input type="checkbox"/> WellBound of Fremont
<input type="checkbox"/> WellBound of Houston	<input type="checkbox"/> Wellbound of Lafayette	<input type="checkbox"/> WellBound of Memphis	<input type="checkbox"/> WellBound of Mercer
<input type="checkbox"/> WellBound of Milpitas	<input type="checkbox"/> WellBound of Modesto	<input type="checkbox"/> WellBound of Mountain View	<input type="checkbox"/> WellBound of North Modesto
<input type="checkbox"/> WellBound of Sacramento	<input type="checkbox"/> Wellbound of San Francisco	<input checked="" type="checkbox"/> WellBound of San Jose	<input type="checkbox"/> WellBound of San Leandro

Place a check in the box for each facility you want to associate with this new laboratory. When you are done, click **Save**. SPIN Center stores the information for the new laboratory and returns you to the **Add External Laboratory** page. The new external laboratory is displayed in the list.

PRACTICE GROUPS

The **Administration – Practice Groups** page is used to manage (view/add/edit/delete) contact and address information for various nephrology-related organizations, including, nephrology consultants, medical groups, medical foundations, kidney centers and more.

Accessing the **Practice Groups** page:

In the *Task Navigation* box, click **Administration**, then click **Practice Groups**. SPIN Center loads the ***Practice Groups*** page.

FIGURE 25: ADMINISTRATION - PRACTICE GROUPS PAGE

SPIN CENTER - VERSION 3.0

SATELLITE DIALYSIS

home

administration

company

facility

region

security

list configuration

patient tools

practice group

print scheduler

global orders

support / feedback

new practice group

name	address1	address2	city	state	zip
Balboa Nephrology Medical Center	9610 Granite Ridge Dr.	Suite B	San Diego	CA	92123
Barry Chantrelle, MD	2844 Summit Street	Suite 104	Oakland	CA	94609
Baylor College of Medicine	1709 Dryden Road	Suite 900	Houston	TX	77030
Capital Nephrology				TX	
Capital Nephrology Medical Group - Sac	777 Campus Commons Rd	Suite 120	Sacramento	CA	95825
Central Coast Nephrology	917 Blanco Circle		Salinas	CA	93901
Central Texas Kidney Associates	408 W. 45th Street		Austin	TX	78751
Central Valley Nephrology Associates	1140 Olivewood Drive		Merced	CA	95348
Chabot Nephrology Medical Group	20055 Lake Chabot Road	#230	Castro Valley	CA	
Chabot Nephrology Medical Group of Oakland	3300 Webster St	#304	Oakland	CA	94609
Clarian Arnett Nephrology					
Clearlake Specialties	500 N Kobayashi Rd	Suite A	Houston	TX	77598
Coastal Health Partners	65 Nielson Street	#102	Watsonville	CA	95076
Consultants in Kidney Diseases, P.A	2333 Whitehorse-Mercerville Rd.	Suite #4	Hamilton	NJ	08619
Diablo Nephrology Medical Group	112 La Casa Via	Suite 210	Walnut Creek	CA	94598
Dr. Adolfo Garcia					
Dr. Amarpreet Sandhu	4986 Cherry Ave		San Jose	CA	95118
Dr. Arquilla & Mittal					

192 practice groups

cvc rate 5.2% (aug 2018)

practice group

personnel's practice

VIEWING/EDITING PRACTICE GROUP DETAILS

To view and/or edit contact information for a particular group, click the group's name in the **Practice Groups** list. SPIN Center presents the **Practice Group Detail** page for the group selected.

FIGURE 26: ADMINISTRATION - PRACTICE GROUP DETAIL PAGE

SPIN CENTER - VERSION 3.0 SATELLITE DIALYSIS

practice group detail cvc rate 5.2% (aug 2018)

home
administration
company
facility
region
security
list configuration
patient tools
practice group
practice group info
print scheduler
global orders
support / feedback

practice group:

practice name: Central Coast Nephrology

address: 917 Blanco Circle

address2:

city: Salinas

state/region: California Postal Code: 93901

save cancel

When you are done adding or making changes to the information, click **Save**. Otherwise click **Cancel**. SPIN Center returns you to the Practice Groups page.

When saving changes, SPIN Center displays a message above the list that reads: [You have successfully updated the practice record.](#)

ADDING A NEW PRACTICE GROUP

To add a new practice group to the list of affiliated nephrology-related entities, click the button labeled: **[New Practice Group]**. SPIN Center presents a page (titled: **Add New**) that allows you to enter contact and address information for the new practice group.

FIGURE 27: ADD NEW PAGE (ADDING A NEW PRACTICE GROUP)

The screenshot shows the 'add new' page in the SPIN Center system. The page has a header with 'SPIN CENTER - VERSION 3.0' and 'SATELLITE DIALYSIS'. The main title is 'add new' with a green status indicator 'cvc rate 5.2% (aug 2018)'. On the left is a navigation menu with options: home, administration, company, facility, region, security, list configuration, patient tools, practice group, **practice group info**, print scheduler, global orders, and support / feedback. The main content area is titled 'practice group:' and contains form fields for 'practice name:', 'address:', 'address2:', 'city:', 'state/region:' (with a dropdown arrow), and 'Postal Code:'. At the bottom are 'save' and 'cancel' buttons.

Enter the name of the practice and its address information in the fields provided. When you are done, click **Save**.

PRINT SCHEDULER

The **Print Scheduler** is used to set up a recurring schedule for the delivery of a custom report to specific users. It allows you to manage the distribution list and content of the scheduled report.

FIGURE 28: PRINT SCHEDULER

ADDING A NEW PRINT SCHEDULE

1. Click the [+ New Schedule] button, SPIN Center launches the **Report Selection** pop-up.

Note that this pop-up incorporates TWO tabs that are used to create a new schedule to distribute a report to a specified SPIN Center user.

FIGURE 29: REPORT SELECTION TAB

3. Select a **Report Type**.

4. Based on the Report Type selected, modify the available parameters and specify report criteria as necessary (to achieve the best results for the report).
5. When you are done on this tab, click the “**Schedule**” tab. SPIN Center displays the second tab on the page.

FIGURE 30: SCHEDULE TAB

report selection | **schedule**

delivery method: ☐ Print Report ☒ Fax Report fax to: Abduxpwa, Uetv

schedule frequency

☐ Daily ☒ Weekly ☐ Monthly

schedule frequency: weekly

☐ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday

scheduled to print: 1 : 00 AM

save cancel

6. On the **Schedule** tab, select a report delivery method, recipient and schedule.
7. Click **Save**. SPIN Center saves the new report schedule and returns you to the **Print Scheduler** page where the new report schedule is now listed.

GLOBAL ORDERS

The **Global Orders** page is used to manage bulk patient medication orders for one or more specified facilities. It allows you to modify certain data and implement global changes across all similar patient orders.

FIGURE 31: ADMINISTRATION - GLOBAL ORDERS PAGE.

global orders cvc rate 5.3% (jun 2018) report problem support: 650-404-3668 ASCEND LabCheck

home	+ add new	order name	order type	submitted	status	entered	entered by	updated	updated by	
administration		1 ALT Correction	Individual Facility	Yes	Processing Completed	07/01/2013 09:41 AM	McCann, Linda	07/01/2013 09:47 AM	McCann, Linda	Details
company		1 ALT Monthly	All Satellite Facilities	No	Processing Completed	07/07/2013 08:48 PM	McCann, Linda	07/07/2013 08:50 PM	McCann, Linda	Details
facility		1 ALT Other ICD-9 Change	All Satellite & Wellbound Companies	Yes	Processing Completed	01/19/2014 10:35 PM	McCann, Linda	01/19/2014 10:36 PM	McCann, Linda	Details
region		2 TSH Correction for STT	Individual Facility	Yes	Processing Completed	03/28/2014 03:15 PM	McCann, Linda	03/28/2014 03:15 PM	McCann, Linda	Details
security		Alt Freq Change	All Satellite & Wellbound Companies	No	Processing Completed	02/02/2014 11:05 AM	McCann, Linda	02/02/2014 11:06 AM	McCann, Linda	Details
list configuration		AAA	Individual Facility	No	Processing Completed	10/06/2011 11:23 PM	QTP, User	10/06/2011 11:24 PM	QTP, User	Details
patient tools		Add Ln Kt/V Merced	Individual Facility	Yes	Processing Completed	01/15/2012 10:22 PM	McCann, Linda	01/15/2012 10:25 PM	McCann, Linda	Details
practice group		Add Lnk/V Wat	Individual Facility	Yes	Processing Completed	01/15/2012 10:30 PM	McCann, Linda	01/15/2012 10:41 PM	McCann, Linda	Details
print scheduler		AddPOSTS	All Satellite Facilities	No	Processing Completed	01/15/2012 11:35 AM	McCann, Linda	01/15/2012 11:36 AM	McCann, Linda	Details
global orders		ALT	All Satellite & Wellbound Companies	No	Not Submitted	01/02/2014 01:50 PM	McCann, Linda	01/02/2014 01:54 PM	McCann, Linda	Details
support / feedback		ALT	Individual Facility	Yes	Processing Completed	07/01/2013 09:10 AM	McCann, Linda	07/01/2013 09:10 AM	McCann, Linda	Details
		ALT	Individual Facility	No	Not Submitted	07/01/2013 07:54 AM	McCann, Linda			Details
		ALT 573.9 change	All Satellite & Wellbound Companies	Yes	Processing Completed	01/19/2014 10:48 PM	McCann, Linda	01/19/2014 11:59 PM	McCann, Linda	Details

1 - 100 of 357 orders

[All](#)
[A](#)
[B](#)
[C](#)
[D](#)
[E](#)
[F](#)
[G](#)
[H](#)
[I](#)
[J](#)
[K](#)
[L](#)
[M](#)
[N](#)
[O](#)
[P](#)
[Q](#)
[R](#)
[S](#)
[T](#)
[U](#)
[V](#)
[W](#)
[X](#)
[Y](#)
[Z](#)

VIEWING GLOBAL ORDERS

Each row in the **Global Orders** list represents a specific order.

- Click [Details](#) (in blue) to view the **Global Order Process Log** for the selected order.
- Double-click an entry in the list or double-click [Details](#) (in gray) to view the **Global Order Detail** page for the selected order.

FIGURE 32: GLOBAL ORDER DETAIL PAGE



global order detail

general
medication
lab
treatments / protocols / tasks & reminders

order name:

order type:

order date: 

facility:

order description:

hemo order:

dextrose value: ☐ apply dextrose

ADDING A GLOBAL ORDER

On the **Global Order** page, click the button labeled: **[+ Add New]**. SPIN Center loads a blank **Global Order Detail** page in a separate pop-up window.

FIGURE 33: GLOBAL ORDER DETAIL POP-UP

The **Global Order Detail** page provides a row that contains **four** tabs.

General (default) Medication Lab Treatments / Protocols / Tasks & Reminders

GLOBAL ORDER DETAIL – GENERAL TAB

- **Order Name:** Enter a name for this order in the text field.
- **Order Type:** Select an option to identify which Satellite facilities are affected by this global order. Choices are:
 - All Satellite & Wellbound Companies
 - All Satellite Facilities
 - All Wellbound Facilities
 - Individual Facility
- **Order Date:** Select a date in the calendar drop-down.
- **Facility:** Select a facility in the drop-down menu. Field is only active when **Individual Facility** is selected in the **Order Type** field.
- **Order Description:** Enter a text description (if applicable).

- **Hemo Order - Dextrose Value** (checkbox): Place a check in the box and select an amount (100 or 200) in the drop-down if the order includes dextrose.

GLOBAL ORDER DETAIL – MEDICATION TAB

FIGURE 34: GLOBAL ORDER DETAIL – MEDICATION TAB

global order detail

save cancel

general medication lab treatments / protocols / tasks & reminders

+ add new

med	dose/st	freq/rt	icd-10	icd-9	start	end	schedule(shc)	schedule(wb)	

ADDING A NEW GLOBAL MEDICATION ORDER

On the **Medication** tab, click **[+ Add New]** to add a new **Global Medication Order**. SPIN Center loads the **Med Order Detail** page.

FIGURE 35: MED ORDER DETAIL PAGE (SAMPLE)

med order detail

med:

dosage: ☐ Range

dosage unit:

strength / units:

frequency: ☒ As Needed

route:

provided/home admin.: ☒ patient provided ☒ patient home administered

icd-10 code:

icd-9 code:

start date:

end date:

schedule (satellite patients):

schedule (wellbound patients):

protocol order: ☒ Per Protocol

Rx Given To: ☐ Rx Called To Pharmacy ☒ Rx Faxed To Pharmacy ☐ Rx Given To Patient

external order: ☒ Ordered By Non-Satellite MD

notes:

Med Order Detail – Field Label Descriptions

Field Label	Description	Sample Data
Med:	Name of the medication for this med order. Type any portion of the med, SPIN Center displays a list of matching medications. Select the closest match.	Aspirin
Dosage:	Enter an amount for the med dosage. Or place a check in the box labeled “ Range ” and enter minimum and maximum dosage amounts in the fields provided.	1000 to 5000
Strength / Units:	<p>Strength: Indicates the strength of each unit of medication.</p> <p>Unit: identifies the unit of measurement.</p> <p>SPIN Center typically provides these values automatically based on med type.</p>	600 mg

Frequency:	Select an entry in the drop-down menu to indicate how often the patient is to take the medication.	Every 2 hours.
Route:	Identifies how the medication is given or introduced to the patient. SPIN Center typically provides this value automatically based on med type.	Rectal
Provided/Home Admin: Patient Provided (check box)	Place a check in this box to indicate that the medication is to be provided to the patient.	N/A
Provided/Home Admin: Patient Home Administered (check box)	Place a check in this box to indicate that the medication is to be provided to the patient for home administration.	N/A
ICD-10 Code:	SPIN Center typically provides this value automatically based on med type.	- NOT BILLABLE -
ICD-9 Code:	SPIN Center typically provides this value automatically based on med type.	N/A
Start Date:	Select a date for the start of this medication order.	[mm/dd/yyyy]
End Date:	Select a date to end this medication order. Leave blank for recurring med orders.	[mm/dd/yyyy]
Schedule (Satellite Patients):	Select a schedule for Satellite patients in the drop-down menu.	2x week, 1 st , 2 nd Tx
Schedule (WellBound Patients):	Select a schedule for WellBound patients in the drop-down menu.	Twice weekly (1 st and 4 th)
Protocol Order-Per Protocol (check box).	Place a check in the box if this med order is per a protocol order. When checked, select a Protocol in the drop-down menu.	[X] Per Protocol Kt/V Tx Prob
Rx Given To:	Identifies entity that will be given this prescription. Place a check in the box of all that apply. Choices are: <ul style="list-style-type: none"> Rx Called to Pharmacy Rx Faxed to Pharmacy Rx Given to Patient 	[X] Rx Faxed to Pharmacy
External Order –	Place a check in the box if the med	[doctor's name]

Ordered by Non-Satellite MD (check box): order was ordered by a non-Satellite doctor. When checked, a drop-down menu becomes active. Select the ordering doctor in the menu.

Notes Add any information or details in this text box.

When you are done, click **Save**. SPIN Center stores the new med order and adds it to the **Global Order Detail – Medications** tab.

GLOBAL ORDER DETAIL – LAB TAB

The **Global Order Detail** tab is used to manage (add/edit/delete) details of a lab order.

FIGURE 36: GLOBAL ORDER DETAIL – LAB TAB

GLOBAL ORDER DETAIL – TREATMENTS / PROTOCOLS / TASKS & REMINDERS

The **Treatments / Protocols / Tasks** tab is used to manage (add/edit/delete) details of an “Additional” order.

GLOBAL ORDER PROCESS LOG

Identify an entry in the Global Orders list. Click the corresponding link labeled: [Details](#). SPIN Center evokes a new window labeled: **Global Order Process Log**.

FIGURE 37: GLOBAL ORDER PROCESS LOG

global order process log

6224 out of 6225 patient's order checked , 248 order(s) updated.

patient	facility	processed(y/n)	processed date	error
Aaaz, Czht	Milpitas	Yes	02/02/2014 11:37 AM	
Aabgnfilk, Wqjixpftl	Metric	Yes	02/02/2014 11:35 AM	
Aabuawrpm, Ezcj	Sunnyvale	Yes	02/02/2014 12:33 PM	
Aaiwdbxmz, Udtmcxmq	West San Leandro	Yes	02/02/2014 12:41 PM	
Aakwb, Mjtwneb	Dialysis El Camino	Yes	02/02/2014 12:26 PM	
Aaplxoynac, Eyonopkabl	Southwood	Yes	02/02/2014 11:28 AM	
Aaummo, Jiuji	Sunnyvale	Yes	02/02/2014 12:50 PM	
Aavg, Qyulgbww	Wellbound of San Mateo	Yes	02/02/2014 11:57 AM	
Aawskmnpu, Yloltlx	Metric	Yes	02/02/2014 11:40 AM	
Aaxjaterfx, Mvvzrvwmz	Wellbound of San Mateo	Yes	02/02/2014 12:04 PM	
Aaybxrftb, Ksqj	WellBound of San Jose	Yes	02/02/2014 11:36 AM	

The ***Global Order Process Log*** provides a list of patient orders and identifies when each order was last processed.