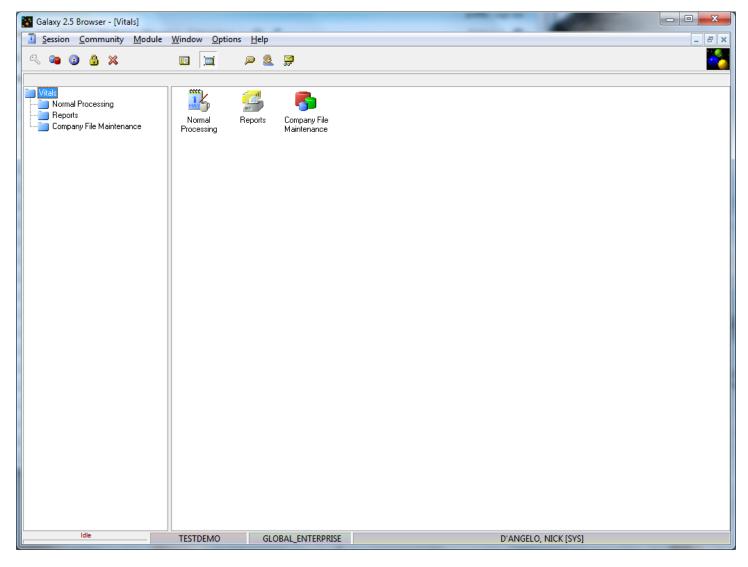
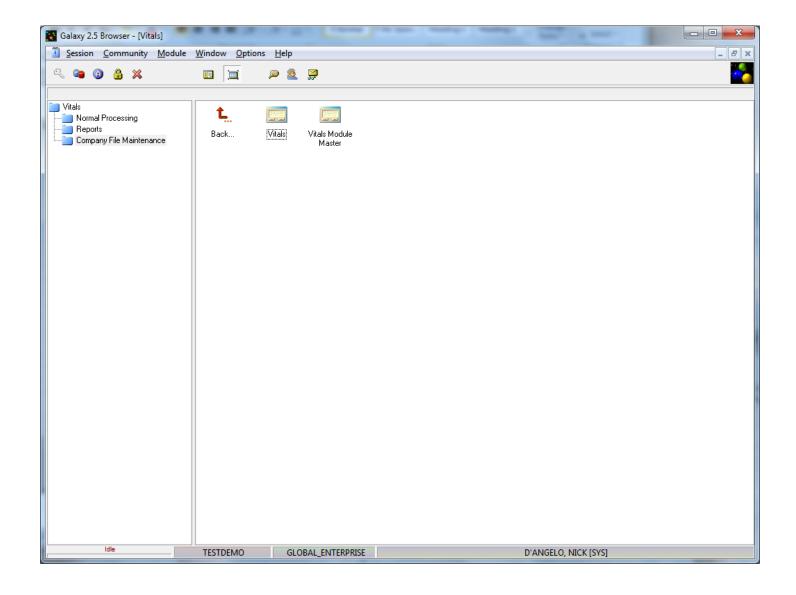
Galaxy Hosted Software Vitals User Guide 5/3/2012 Nick M. D'Angelo, Sr cvbnmqwertyulopasaignjkizxcvbnmq



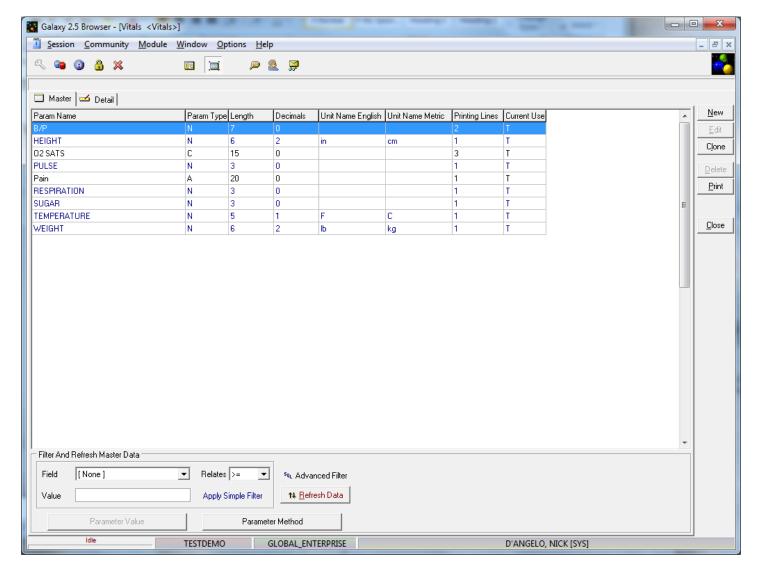
Vitals is divided into 3 separate sections

- Normal Processing
- Reports
- Company File Maintenance



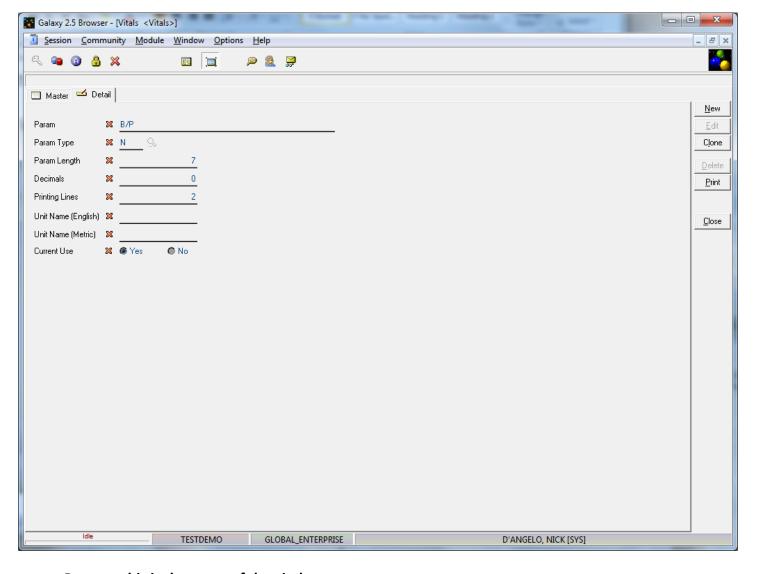
Let's look at Company File maintenance first. It is divided into 2 sections

- Vitals
- Vitals Module Master

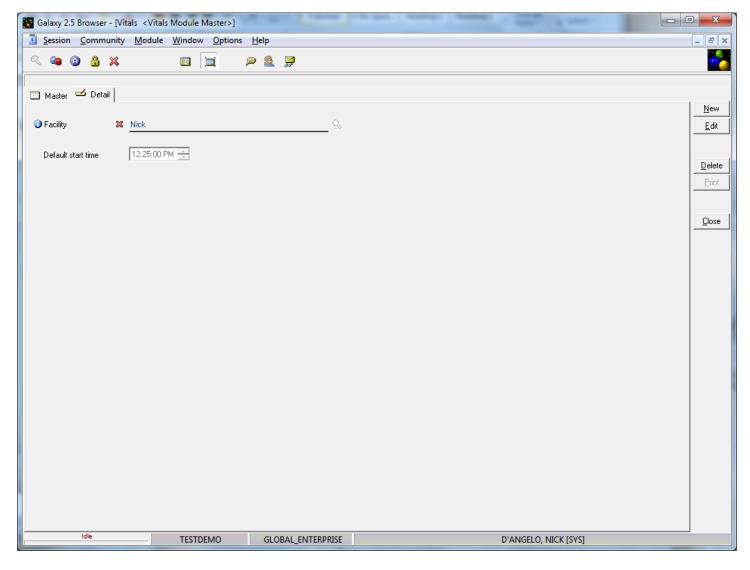


Vitals

This is where you can add additional types of vitals that you need to assign to your residents



- Param this is the name of the vital
- Param Type
 - o N Numeric
 - **C Character**
 - A Answer
- Param Length how long the reply can be
- Decimals if numeric, are decimals allowed and if so, how many
- Printing Lines how many lines are needed to track this vital
- Current use yes or no



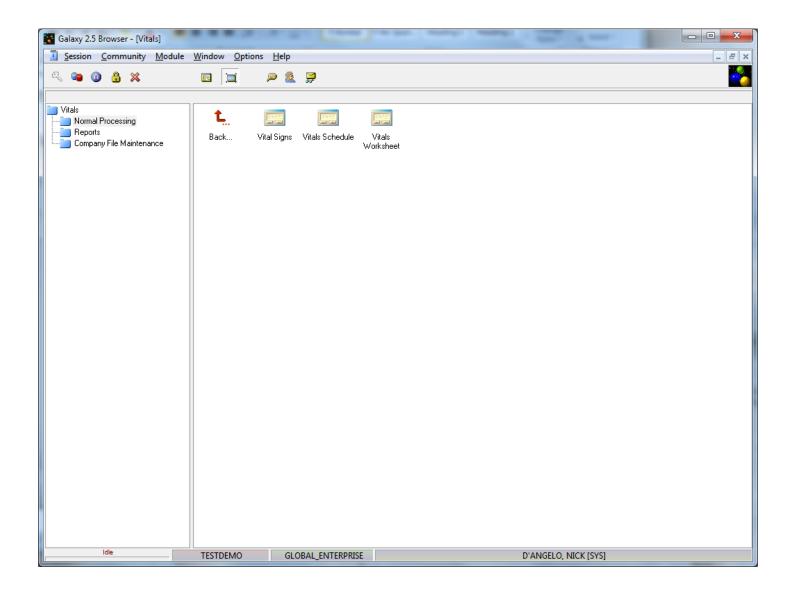
Vitals Module Master

Facility – can assign facilities to Vitals

Default Start Time – default time for Vitals to begin

Normal Processing is divided into 3 separate sections

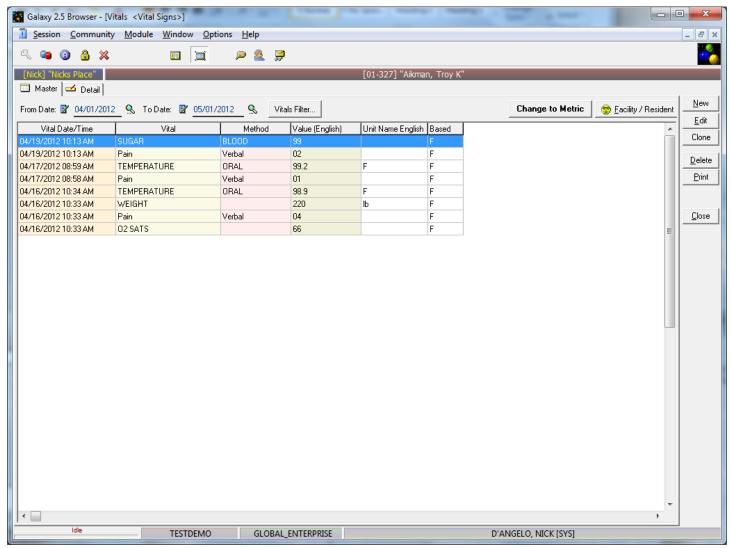
- Vital Signs
- Vitals Schedule
- Vitals Worksheet



Vital Signs

Choose your resident from the facility/resident selector

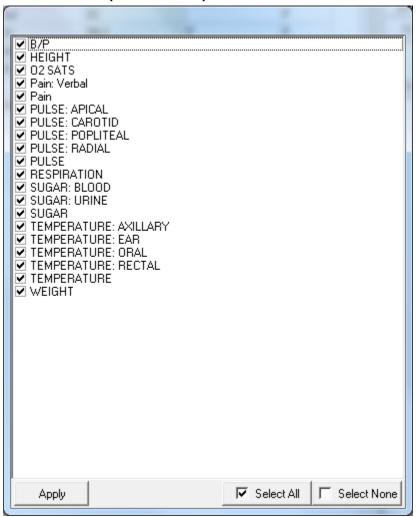




You will see all currently scheduled vitals for your resident.

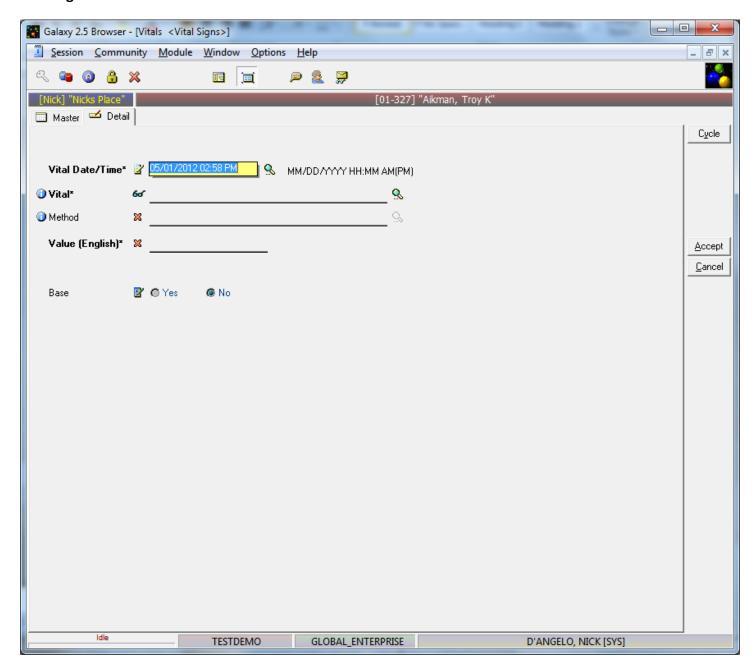
You have numerous options for viewing this data

- From date
- To Date
- The Vitals Filter (shown below)

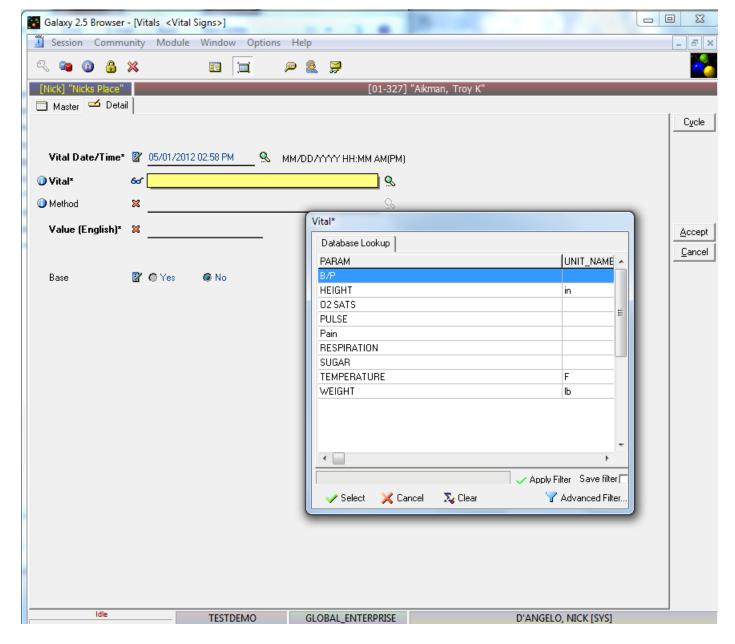


- Metric or English measurements
- Facility/Resident to change resident
- New enter a new vital for this resident
- Edit edit the chosen vitals
- Delete delete the chosen vital
- Print print the vital sign report

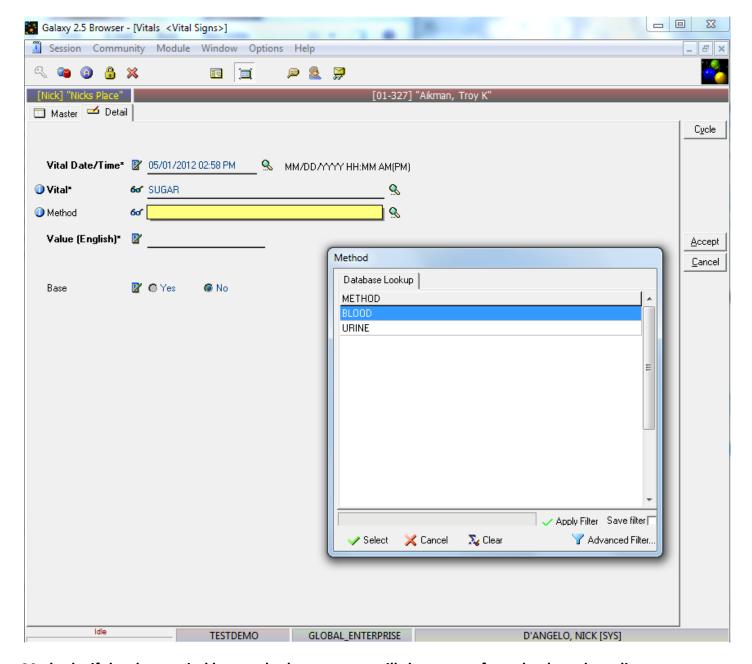
Entering a new vital order



Vital Date/Time - The new order will default to current date and time. You may change this as you see fit.

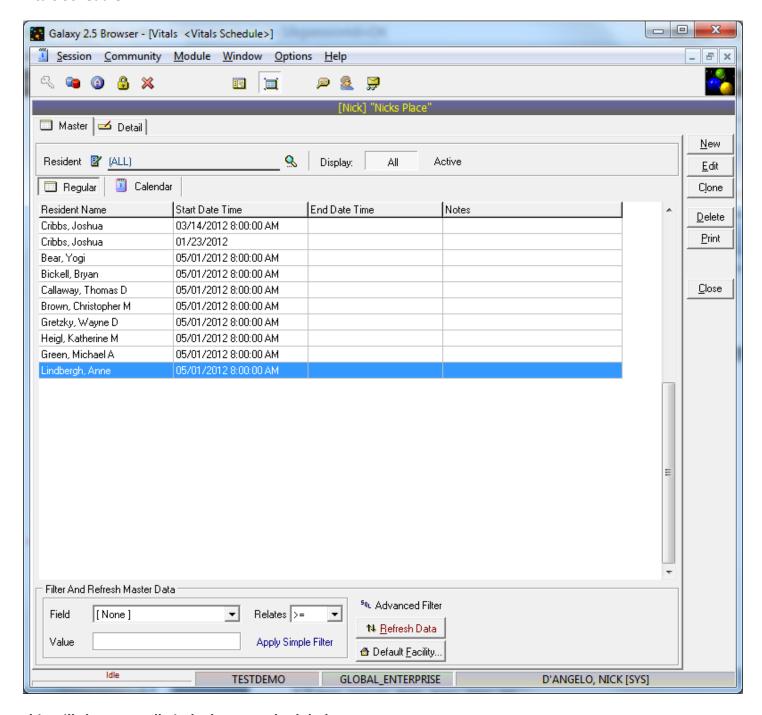


Vital – choose the vital from the drop-down list



Method – if the chosen vital has methods setup, you will choose one from the drop-down list

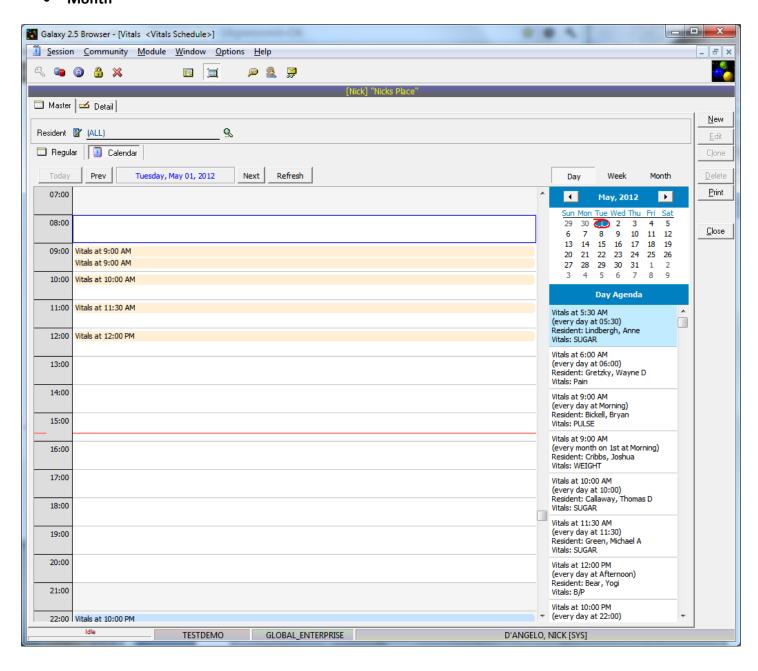
Vitals Schedule

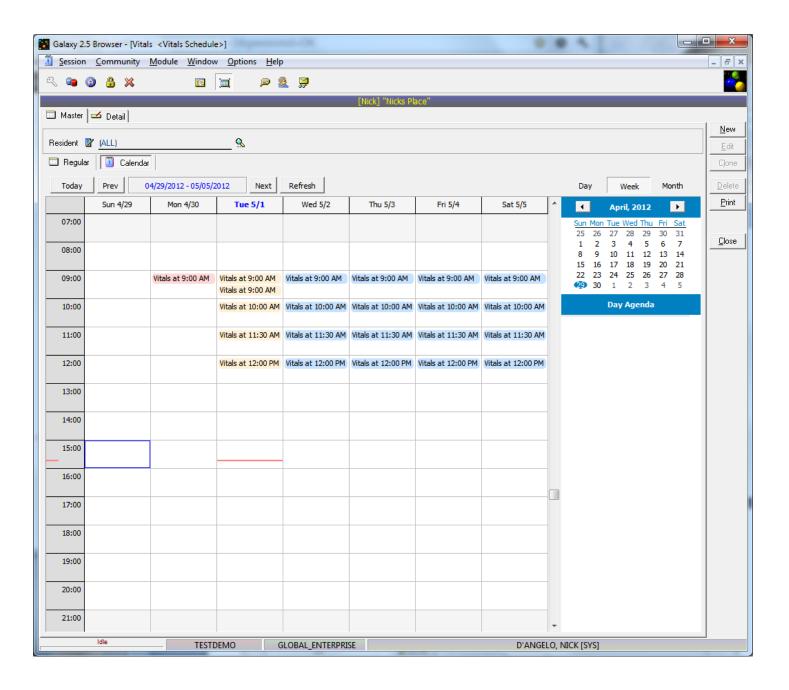


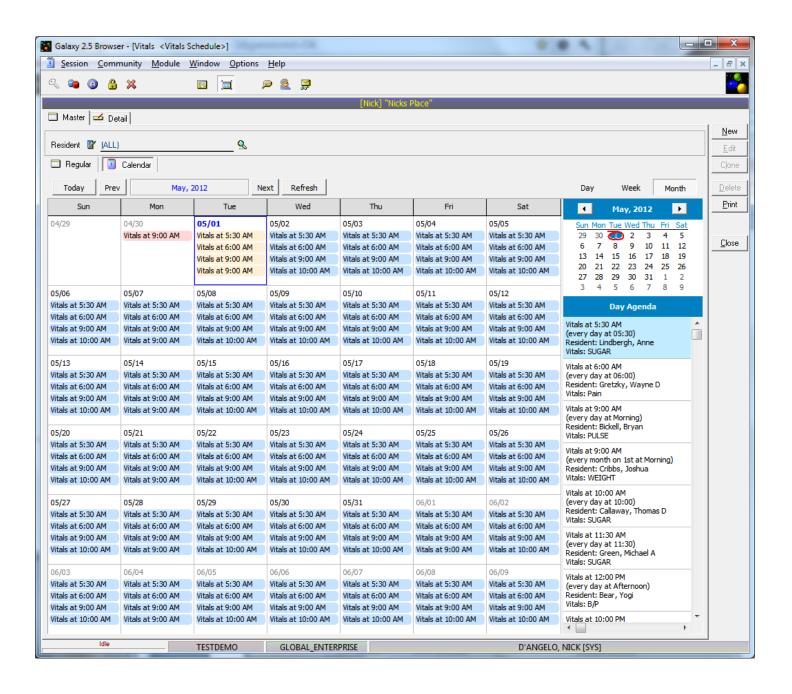
This will show you all vitals that are scheduled

If you click on the calendar tab, you can view the vitals schedule by

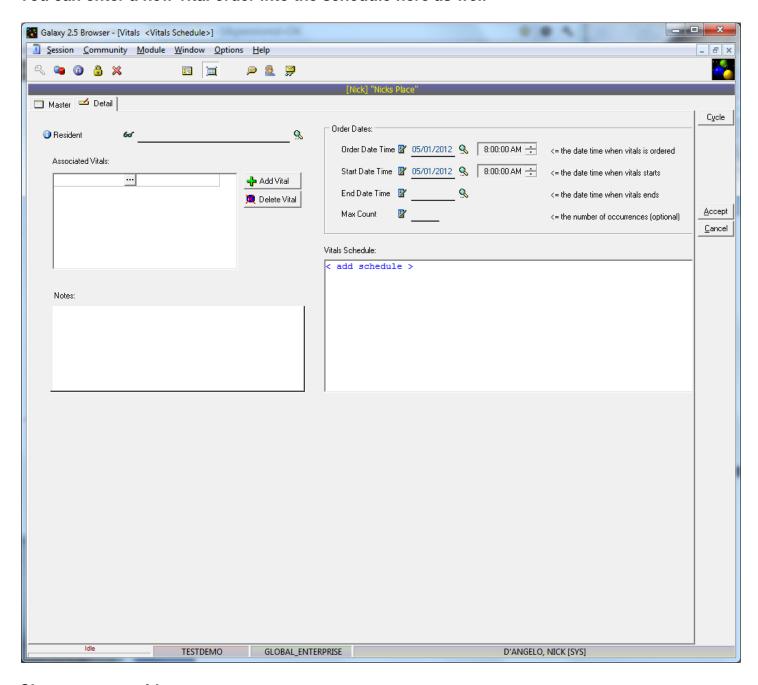
- Day
- Week
- Month



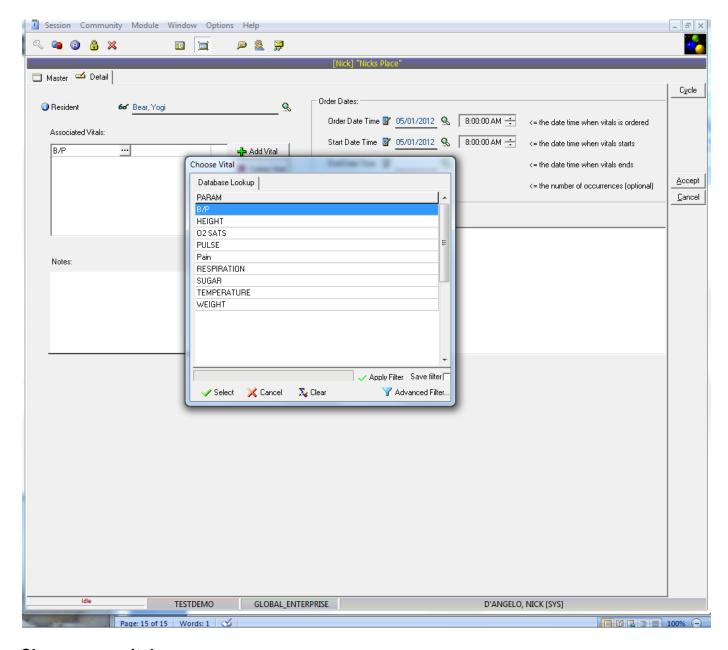




You can enter a new vital order into the schedule here as well



Choose your resident



Choose your vital

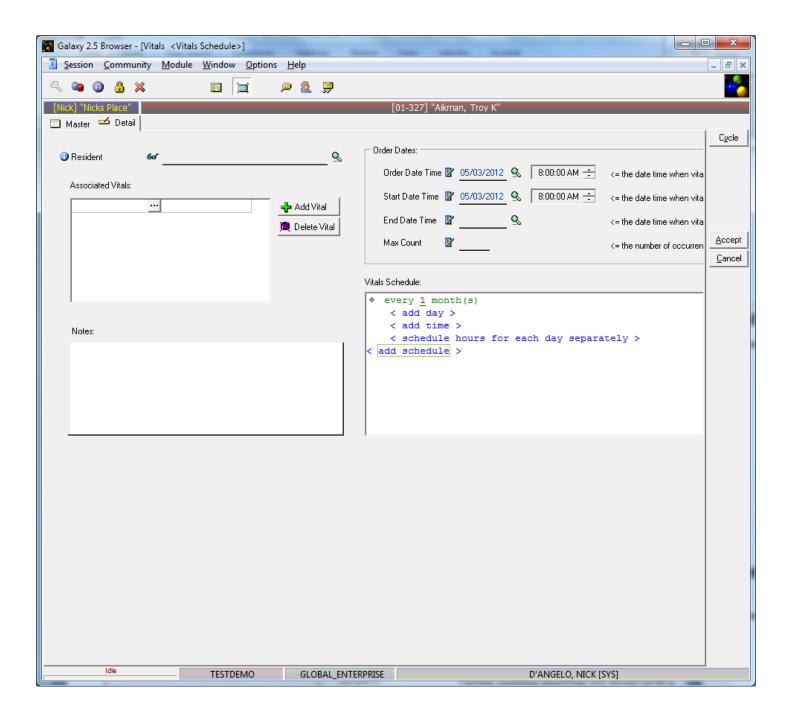
Schedule the Vital

You will click on the "add schedule" to schedule the frequency of this order.

You have multiple options here

By clicking on the "every" link you will see these three options

- 1. Once on a given day
- 2. Several times
- 3. Cyclical

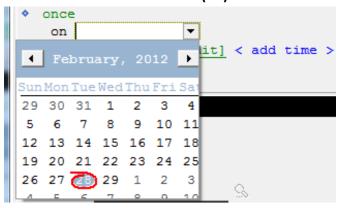


Schedule - Option #1

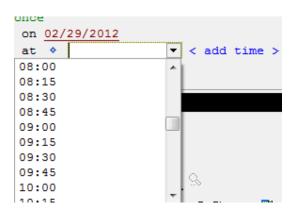
Once on a given day

Your screen will change as seen above

You will need to add the date (on)



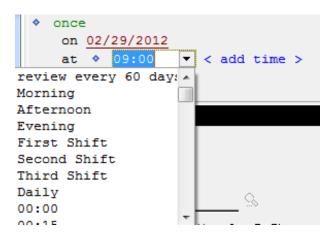
Next you will add the time (at)



Time is available in 15 minute intervals and is listed in military time.

You can add as many times as you need.

If you have TEXT time setup in Calendar, you will see them as a choice her as well.



Schedule - Option #2

Several Times

```
    every 1 [select period]
    < add schedule >
```

Your screen will change as seen above

You will need to add the frequency (period)

Your choices include

- Month(s)
- Week(s)
- Day(s)
- Hours(s)
- Minute(s)

Once you choose your period, the screen options will change accordingly

You just fill in the appropriate information for the schedule

We even give you the option to have different hours scheduled for different days

Schedule - Option #3

Cyclical

```
cyclical
   1 days active
   1 days inactive
   at    02:45 < add time >
< add schedule >
```

This allows you to enter in orders that have an on/off cycle

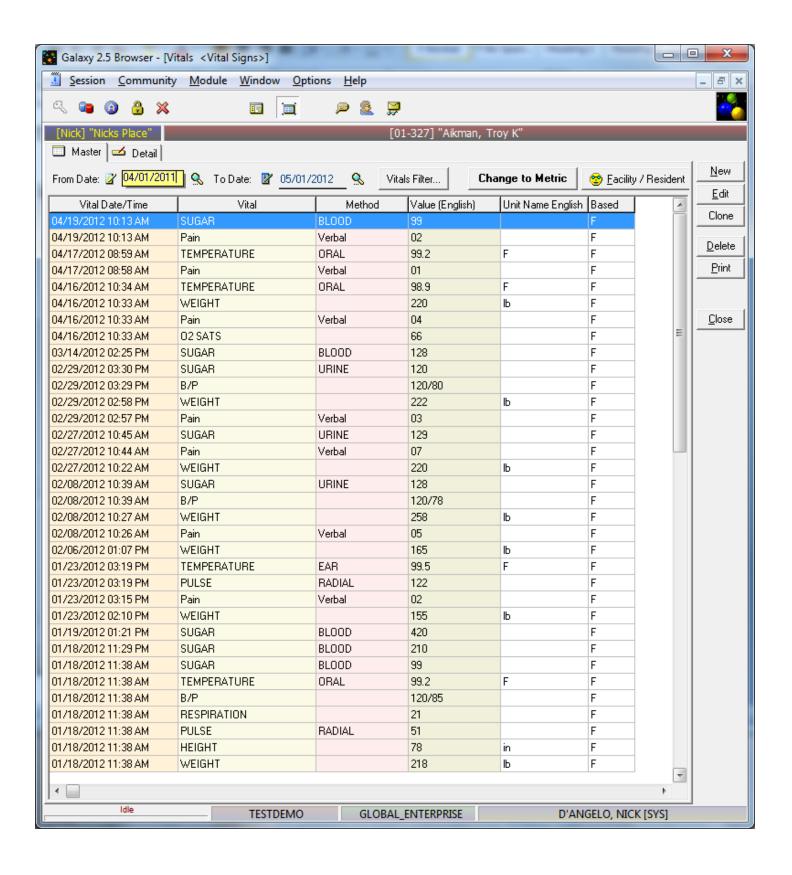
For example, you may have a Coumadin order that goes for 6 days and then off 2 when it's a different dose

You would simply enter two (2) cyclical orders

- 1. 6 days active at 10 mg, 2 days inactive
- 2. 2 days active at 2 mg, 6 days inactive.
 - a. Start date of second order is first day that the first order goes inactive

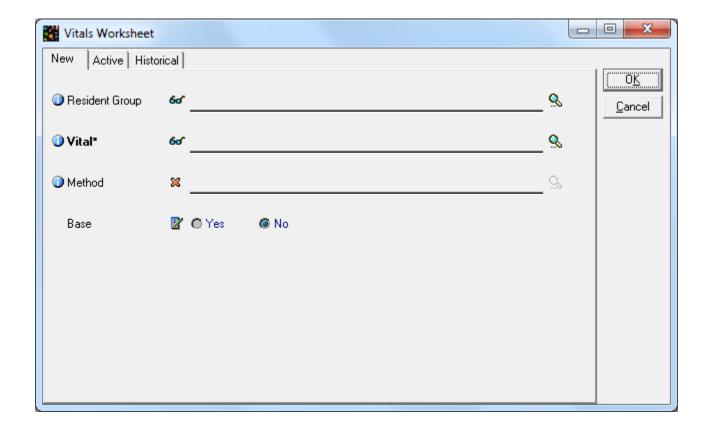
Now the program will schedule the correct dosage on the correct days and you have no more work to do

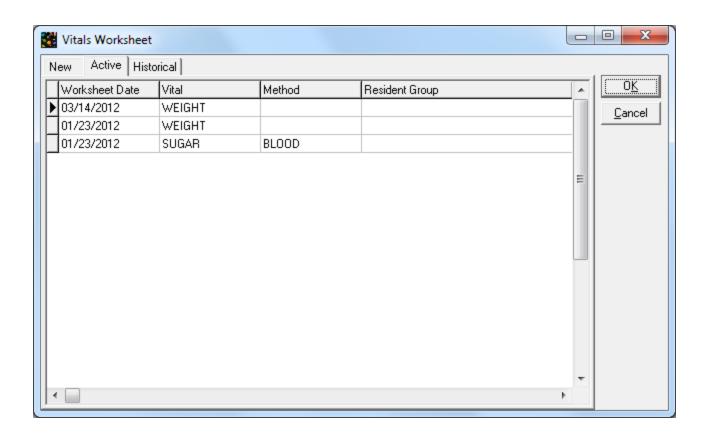
The blue diamond in front of the schedule choice allows you to delete the item or to re-order them

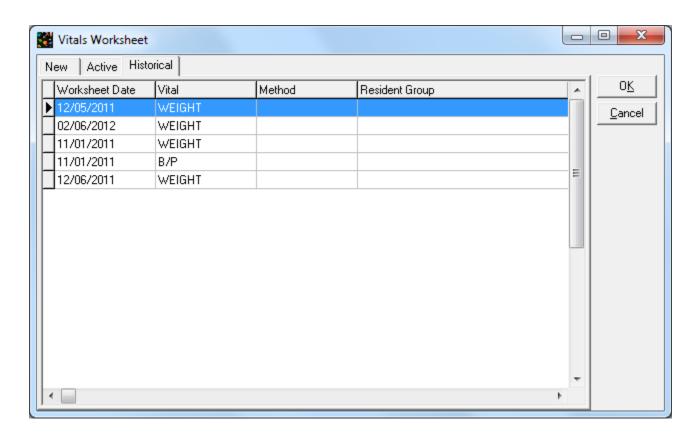


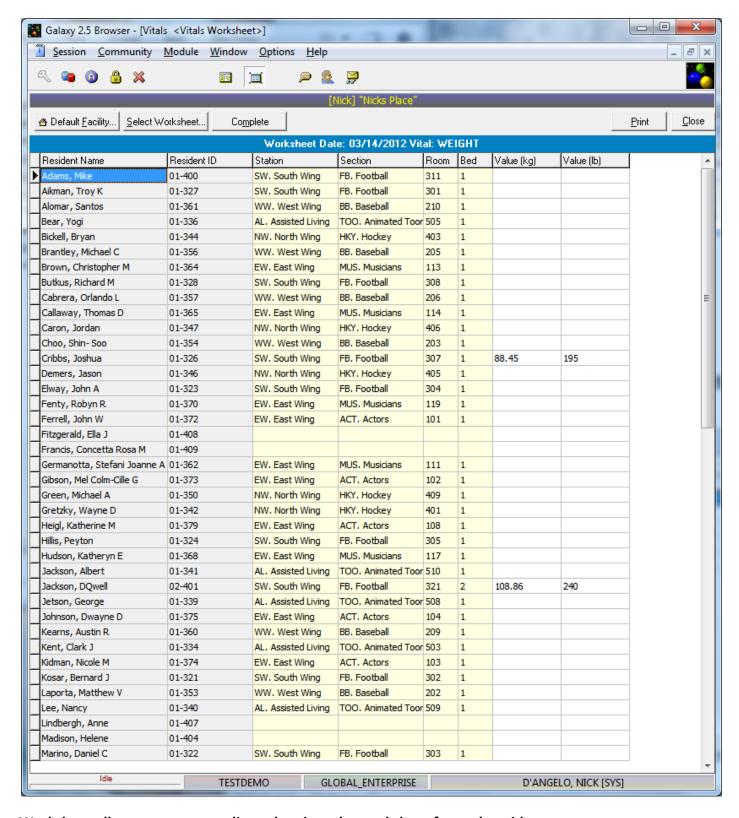
Vitals Worksheet has 3 separate tabs

- New create a new worksheet
- Active view and/or enter into current open worksheet
- Historical View completed worksheets









Worksheet allows you to enter direct data into the worksheet for each resident

