

Medical Record

Care Pathways

Dialysis

Reports

Devices

Reference Guide





The purpose of this reference guide is to provide you guidance on some basic and advanced functions in the RenalSoft Software.

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 - Lab Set Up
 - Add Access
 - Infection
 - Non-Infection
- <u>Reporting</u>



Navigate Help

HOME

The Help feature provides detailed descriptions of the RenalSoft Software components.

Step 1: Access Help

On the Home page, click the Help button on the tool bar at the top of the screen.
 Note: There are three ways to search for the help content, which is through the Contents tab, Index tab, and the Search tab.

Baxter RenalSoft(TM)							
File Edit Patient Medical Re	cord Care Pathways	Dialysis	Maintenance	Reports	Devices	Window	Help
Home 🗾 Back	D Next	? Help					
🥙 Home Page							
▷ Patient Information	Working wit	h Patie	nt Informa	tion		1	
Medical Record	Demog	graphics					
Care Pathways	🛐 New P	atient					
Dialysis	Select	Patients	Groups				
Reports	IO DO	List					
Devices							
Maintenance							
Utilities							

Search for Help via the Contents Tab

- Click the **plus** sign icon next to a relevant topic on the **Contents** tab to view the subtopics.
- Click the **plus** sign icon next to a sub-topic to view the list of topics.
- Click a relevant topic to view the specific help topic.





Search for Help via the Index Tab

- Click the Index tab.
- Enter the relevant keyword, for example, *PRO*, in the **Keyword** field. The list of topics displays.
- Click the topic name to view the specific help topic.

😵 RenalSoft Online Help	
월	
Contents Index Search Type in the keyword to find:	
PRO Card, Erasing	
PRO Card Adapter PRO Card Adapter Batteries PRO Card Adapter Into Floppy Drive PRO Card Adapter Software PRO Card Adapter/SmartMedia USB PRO Card Adapter/USB SmartMedia Care PRO Card Adapter/USB SmartMedia Devic	

Search for Help via the Search Tab

- Click the **Search** tab.
- Enter the keyword, for example, Erase PRO Card, in the Keyword field.
- Click the **List Topics** button to view related topics.
- Click the relevant topic to view it.

😵 Rena	Soft Or	nline Help	1.1
Hide	Back	⇒ Forward	Print
Content	s I <u>n</u> dex	Search	
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Select]	opic to d	isplay:	
Erasin	a PRO	Card	
Genera	the Pro	ard Adapte	er/USB SmartMedi
III VVIILINC	ule rie	scription_	unito_une_rho_c

😵 Help

For more information about navigating help, refer to the following Help sections in the RenalSoft Software:

Shared Functions \rightarrow Using Online Help \rightarrow Help Organization



Administration – Set Up Favorites

HOME

Favorites offer shortcuts to frequently used features and information. There are three sections within Favorites: My Favorites, My Reports, and My Patient Groups.

Step 1: Set Up My Favorites

- Locate the feature to add to your favorites.
- Right-click the feature name. A pop-up displays.
- Click Add to Favorites in the pop-up.
- Confirm the feature has been added to the **My Favorites** window.



Step 2: Set Up My Reports

- Click **Reports** in the left Navigation menu. The **Working with Reports** menu displays.
- In the Working with Reports menu, click the plus and minus signs besides each folder to expand or collapse the folders and locate the desired report.
- Right-click the Report name. A pop-up window displays.
- Click Add to Favorites in the pop-up window.
- Confirm that the feature has been added to the **My Reports** window.





Step 3: Set Up My Patient Groups

My Patient Groups allows you to quickly locate patients.

- Locate the My Patient Groups window on the Home Page and click the down arrow. The My Patient Groups window expands.
- Right-click an unassigned patient group icon. A pop-up window displays.
- Click Assign Group in the pop-up window. The Patient Groups popup window appears.
- Select the desired Patient Group from the **Patient Groups** pop-up window.
- The selected group displays in the **My Patient Groups** window.
- Right-click the group and select the View Patient List option to view the list of patients in the group. Selecting a patient from the list puts that patient in context in the RenalSoft Software.





% Help

For more information about setting up favorites, refer to the following Help sections in the RenalSoft Software:

222 222 222

User Guide \rightarrow General \rightarrow Home Page Orientation



Administration – Manage/Edit Staff

HOME

Step 1: Access Staff Record

- Click Maintenance in the left Navigation menu. The Working with Maintenance menu displays.
- Click Staff Records in the Working with Maintenance menu. The Staff Records screen displays.

Patient Information	Working with Maintenance
Medical Record	Change Password
Care Pathways	Diagnosis Codes
Dialysis	Home Page Setup
Diarysis	🔁 Labs
Reports	Medication
Devices	New Staff
⊳ Maintenance	Patient Groups
Utilities	Bost Reminders
	Preferences

Step 2: Edit Address (optional)

- On the **Staff Records** screen, click the **Address** tab.
- Modify the address, as required.
- Click the **Save** button.

Name ADMIN ADM	IN	•		
Staff		@ Phone/E-mail	🗊 Security	
🔹 🕳 Address Type	Address	City	State	[
•			•	1
Addres	s Type	•	>	1
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🕦 Quick Tip

Custom values can be added to any drop-down list by clicking the \blacksquare button next to the drop-down. This displays **Select Lists Maintenance** window, where by clicking the **New** button you can enter a customer value. Remember to click the **Save** button to commit the changes.



Step 3: Edit Phone/Email (optional)

- On the **Staff Records** screen, click the **Phone/E-mail** tab.
- Modify the phone and email details, as required.
- Click the **Save** button.

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Staff		Address	[™] Phone/E-mail	🖾 Security	
+ = ▶	Phone Type	Phone	Ext.	Remarks	
	E-mail Tupe	E-mail Add	ess	Remarks	
	• mai type				
	<u> </u>		1		

Step 4: Edit Security Details

- On the **Staff Record**s screen, click the **Security** tab.
- Modify the security details, as required.
- Click the **Save** button.

	N ADMIN			
Staff	Address	🐨 Phone/E-mail	🖾 Security	
Lo	gin Name ADMIN			
	Password *****			
Verify New	Password ****			
	Profile ADMIN	T		
View A	Il Patients 🔽			
Lo	gin Status Active	•		
Authorized fr	or Sign off 🔲			
JDE Accour	t Number	Clinic JDE Account Number		
Initial Home Page Setu	p			
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Je Menu Pavontes			M D M M M M	



For more information about editing staff information, refer to the following Help sections in the RenalSoft Software:

Shared Functions \rightarrow Administrator Only Functions \rightarrow Staff Information \rightarrow Staff Records \rightarrow Add/Modify/Delete Staff Records



PD Treatment Record

HOME

PD Treatment Record is an important report/document showing the report of treatment on a daily basis. There are three main tabs in the PD Treatment Folder: Therapy Summary Tab, Messages Tab, and the Reports Tab.

Step 1: Access PD Treatment Record

- Click Dialysis in the left Navigation menu. The Working with Dialysis menu displays.
- Click **PD Treatment Record** in the **Working with Dialysis** menu.

Step 2: Select Patient

- Click the Name drop-down list to look for and select a patient.
- If the desired patient cannot be found in the drop-down list, click the folder icon next to the drop-down field to search for the patient.







Step 3: Review Therapy Summary

Therapy Summary Tab

- The most recent Therapy Summary displays.
- The view defaults to the **Therapy Parameters** subtab, which compares the prescribed treatment parameters with the actual treatment parameters.
- To view historic treatment summaries, click the **Date** drop-down.
- Discrepancies between what was prescribed and the Actual therapy administered will appear highlighted in Yellow.
- Click the Therapy Details sub-tab to view the actual treatment details on a cycleby-cycle basis.
- To view the Therapy Details, click Night or Day, if available, otherwise continue.

Intrapy Summary Messages Prescribed Actual Prescribed Actual Therapy Mode: CCPD IPD CCPD IPD Min Drain Vot 85 2 8 Fill Mode: Standard Initial Drain Alarm/Vot 85 2 8 Total Volume: 15000 ml 14375 ml UF Goal/Zotal UF: 1200 ml 145 Therapy (hrs:min): 09:30 09:56 UF Goal/Zet Hour UF: 1200 ml 193 Fill Volume: 3000 ml 2935 ml Number of Cycles: 4 11227 01:27 Dextrose: Same Same Same Same 1000 ml 2935 ml Calc/Avg Dwell (hrs:min): 01:27 01:27 01:27 Dextrose: Same Same Same Same 1000 ml 2935 ml Calc/Avg Dwell (hrs:min): 01:27 <th>ame:</th> <th>Annie Anderso</th> <th>n - Ga-01</th> <th></th> <th></th> <th>- 🔟</th> <th>Date:</th> <th>1/17/1999 19:5</th> <th>57:24</th> <th></th>	ame:	Annie Anderso	n - Ga-01			- 🔟	Date:	1/17/1999 19:5	57:24	
Prescribed Actual Prescribed Actual Therapy Mode: CCPD IPD CCPD IPD Min Drain Vot 85 % 86 Fill Mode: Standard Standard Initial Drain Alam/Vot 3400 346 Total Volume: 15000 ml 14979 ml UF Goal/Total UF: 1200 ml 1495 Fill Volume: 3000 ml 2939 ml Number of Cycles: 4 Last Fill Volume: 3000 ml 2939 ml Calc/Avg Dwell (hrs:min): 01:27 Dextrose: Same Same Same 0 01:27 Manual Exchanges: 0 0 0 Initial Concentration 1: Dianeal PD-21.5 Dianeal PD-22.5 Night Concentration 2:	herapy Sumr	nary 🏷		Mes	ssages 🔥			Reports 🔯		
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Total Volume: 15000 ml 14979 ml UF Goal/Z total UF: 1200 ml 1450 Therapy (hrs:min): 09:30 09:56 UF Goal/Z Hour UF: 1200 ml 1930 Fill Volume: 3000 ml 2935 ml Number of Cycles: 4 1000 Last Fill Volume: 3000 ml 2939 ml Calc/Avg Dwell (hrs:min): 01:27 01:2 Dextrose: Same Same Same Same 1000 ml 10		Fill Mode:	Standard	[Standard		Initia	al Drain Alarm/Vol: 🛛	3400	3483
Therapy (hrs:min): 09:30 09:56 UF Goal/24 Hour UF: 1200 ml 193 Fill Volume: 3000 ml 2935 ml Number of Cycles: 4 1 Last Fill Volume: 3000 ml 2939 ml Calc/Avg Dwell (hrs:min): 01:27 01:2 Dextrose: Same Same Same Same 1 <td></td> <td>Total Volume:</td> <td>15000</td> <td>ml [</td> <td>14979 n</td> <td>ıl</td> <td>l</td> <td>JF Goal/Total UF: [</td> <td>1200 ml</td> <td>1453 r</td>		Total Volume:	15000	ml [14979 n	ıl	l	JF Goal/Total UF: [1200 ml	1453 r
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Dextrose: Same Manual Exchanges: 0 0 0 Flow Sheet Information: Heater Bag: Dianeal PD-2 1.5 Dianeal PD-2 1.5 Dianeal PD-2 Night Concentration 1: Dianeal PD-2 1.5 Night Concentration 2: Night Concentration 3: Last Fill Concentration: Dianeal PD-2 2.5 Dianeal PD-2 2.5 Dianeal PD-2 2.5 Herapy Parameters III: Additional Rx Information Image: Parameters III: Optional Manual Exchange Info	L	.ast Fill Volume:	3000	ml [2999 n	ıl	Calc/A	vg Dwell (hrs:min): [01:27	01:27
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Night Concentration 3: Last Fill Concentration: Dianeal PD-2.2.5 Dianeal PD-2.5 Diane						Night C	oncentration 2	:		
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herapy Parameters iii Additional Rx Information III	ompreced by Eas	kter on wednesday	, December 11, 2002 (at 1:00:38	pm					
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	nerapy Details	é				Optional M	anual Exchang	je Info ⊘		

🖅 PD Treatment	t Record for Annie Anderson - (Ga-01 Number of Tre	atments: 45			<u> </u>
Name:	Annie Anderson - Ga-01		- 🔍	Date:	1/17/1999 19:57:24	•
Therapy Summ	nary 🧐	Messages 🔥			Reports 🔯	
	Therapy Mode: Initial Drain Volume: Last Fill Volume: Manual Drain: Total Fill Volume: Total Drain Volume: Total UF Volume: Average UF/Cycle: Average Fill Time: Average Drain Time: Average Drain Time: Completed by 'Baster' on Vednesday, D	CCPD IPD 3483 2999 11980 13433 1453 365 3 00:11 01:27 00:42 ecember 11, 2002 at 100:39 p	ml ml ml ml ml (hrs:min) (hrs:min) (hrs:min) m	Night Cy 1 2 3 4	Cycle Details Fill cle Volume 2999 2999 2999 2993 2983 11980	
Therapy Deta	nils 🖉		Uptional Mar	ual Exchang		
	and a state of the			monnauon	нF	
New	Delete	Save	Reset		n	Close



Step 3: Review Therapy Summary (continued)

 Click the Optional Manual Exchange Info sub-tab to enter the required parameters for manual exchanges.

ame:	Annie Anderson - G	a-01		- 🔍	Date:	1/17/1999 19:57:24	
herapy S	ummary 🕸		Messages			Reports 🛃	
	Pres	cribed Ma	nual Exche	inge(s)	,	Actual Manual Exchange(s	5)
	Exchange Number:						
	Exchange Time:						
	Fill Volume:						
	Dwell Time:						
	Drain Volume:						
	Concentration:						
		٠			•		•
		4]	_	Add Manual Ex	change Delete Manual Ex	▶ change
Therapy De	stails 🎉	4		Optiona	Add Manual Excl	change Delete Manual Ex	▶ change
Therapy De	stails 💉 rameters 🏨	•]	Optiona Additiona	Add Manual Excl I Manual Excl	change Delete Manual Ex hange Info 🔿	▶ change

 Click the Additional Rx Information sub-tab to view pre and post therapy lab information, as well as the Machine Serial Number.

me:	Annie Ande	rson - Ga-01		- 🔍	Date:	1/17/1999 19:57:24	
l herapy Summary 🕸		Messages 🔥		Reports 🗾			
			Pre The Press	rapy: Actual:	Post The	erapy: Actual:	
		Therapy Mode:	11630.	CCPD IPD	11630.	CCPD IPD	
		Blood Pressure:	122 / 78	118 / 76	116 / 74	116 / 72	
		Dry Weight:	33.5	33.3	33.1	33.1 💿 lb 🔿 kg	
		Duton [84	82 [80	81	
		Temperature:	99.7	99.3	99.7	99.7 • F O C	
		Blood Sugar:	107.0	102.0	104.0	101.0	
		Urine Volume:	280		l l	293 ml	
			Machine Ser	ial Number: 6001	7		
ompleted bj	y 'Baxter' on Wednes	day, December 11, 2002 at	1:00:39 pm				
herapy Pa	rameters 🕕			Addit	ional Rx Inform	ation ##	
horony De	taile 🎽			Option	al Manual Exchan	ae Info	



DPD Treatment Record for Annie Anderson - Ga-01 Number of Treatments: 45

Name:

Step 4: Review Device Messages

- The Message tab displays any alarms received during the treatments.
- Enter Start and End dates, and then click the **Display** button to view messages for a specific date range.
- The Messages Displayed can be viewed by

All

1/17/1999 19:57:24 - 🔍 Annie Anderson - Ga-01 Therapy Summary 🛛 😒 sages 🔥 Reports 🔯 Date Ranges Messages Displayed • All Start: 01/17/1999 🚔 End: 01/17/1999 Therapy Related Specific Type Caution: Negative UF Display -Message Time Message Description Message Location Machine Serial Number 1/18/1999 06:59:54 Low Drain Volume in Drain 004 of 004 60017 1/18/1999 06:54:15 Check Patient Line in Drain 004 of 004 60017 1/18/1999 02:34:29 Low Drain Volume in Drain 002 of 004 60017 • ۲ Close

Date:

_ 🗆 🗙

-

- Therapy Related (such as Caution: Neg UF, Fill/Drain Not Finished, Low Drain Volume, Therapy Aborted), or by
- Specific Type of message.

Help

For more information about PD Treatment Record, refer to the following Help sections in the RenalSoft Software:

PD → PD Results Folder



PD Compliance Profile

HOME

The PD Compliance Profile provides a snapshot of patient treatments over a period of time.

Step 1: Navigate to PD Compliance Profile

- Click **Dialysis** in the left Navigation menu. The **Working with Dialysis** menu displays.
- Click PD Compliance Profile in the Working with Dialysis menu. The Report Criteria window displays.

Patient Information	Working with Dialysis
Medical Record	PD Prescription
Care Pathways	🚮 PD Rx Management
Dialysis	PD Treatment Record
Servinak Direct	PD Compliance Profile
	HD/PD Access Management
Reports	

Step 2: Select Report Criteria

- Select desired Patient or Patient Group.
- Specify the desired Date Range.
- Click the **OK** button.

Selection Criteria Patients Date Ranges Pulname Between 12/18/1998 → and 01/17/1999 → Advance CAPD By Date Range Andree CAPD By Date Range Andree CAPD By Date Range Bruce Simulated By Date Range Bruce Simulated By Pare Bruce Simulated By Pare Bruce Simulated By Year Bruce Simulated By Year Bruce Simulated By Year Bruce Simulated By Sax 200 FET: High Avg. Stax 1.21 FET: Low Avg. Stax 200 FET: High Avg. Stax 200 FET: High Avg. Stax 200 FET: High Avg. Stax 1.71 2 00 FET: High Avg. Stax 1.71 2 00 FET: High Avg. Stax 1.71 2 00 FET: High Avg. Stax 1.71 2 00 FET: High Avg. Stax 1.71 2 00 FET: High Avg. Stax 1.71 2 00 FET: High Avg. Stax 1.71 2 00 FET: High Avg. Stax 1.71 2 00 FET: High Avg. Stax 1.71 2 00 FET: High Avg. Stax 1.71 2 00 FET: High Avg. Stax 1.71 2 00 FET: High Avg. Stax 1.71 2 00 FET: High Avg.	Report Criteria	- 2.4	X
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Ade: Simulated Anarda SP5550 Anarda SP5550 Anarda SP5550 Andrew CAPD Intrie Anderson Athur Fuente Buck Smulated Byan Brown BSA: (17) FET: High BSA: (17) FET: Low Avg. BSA: 200 FET: High BSA: 200 FET: High BSA: 200 FET: High BSA: 200 FET: High BSA: 171-200 FET: High Avg. BSA: 171-200 FET: High	Eullearea	Use Most Recent Date	
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Save DK Cancel	Save		<u>OK</u> ancel



Step 3: Review Compliance Profile

- Review Compliance Calendar.
- If desired, select one or more reports to view or print.
- To view a different patient, click the Reselect button.

R PD Compliance Profile for Annie And	erson - Ga-01																						-
Patient Name: Anderson, Anni	е								Fire	st Ti	eat	me	nt: ˈ	12/1	8/199	3 00	:00:0	00					
Known As: Anderson, Anni	е								Las	st Ti	eat	me	nt: ˈ	1/17	7/1999	23:5	9:5	Э					
Primary ID: Ga-01									Ca	len	dar	Day	/s: 3	31									
Therapy Mode: CCPD IPD										Tre	atm	en	ts:	30									
												Cor	npli	anc	e Cale	enda	ar						
Status Report	Compliance Factor					1	Dec	em	ber													lan	uary
	25	18	19 2	20 2	21 2	2 2	3 24	1 2	5 2	5 2	7 28	29	30	31	01	02	03	04	05	06	07	08	09 1
Total Volume	5	18	19 2	20 2	21 2	22	3 24	1 2	52	5 2	7 28	3 29	30	31	01	02	03	04	05	06	07	08	09 1
👘 Therapy Time	5	18	19 2	20 2	21 2	22	3 24	1 2	52	5 2	7 28	3 29	30	31	01	02	03	04	05	06	07	08	09 1
🛑 🔲 Dry Weight	1	18	19 2	20 2	21 2	22	3 24	1 2	52	5 2	7 28	3 29	30	31	01	02	03	04	05	06	07	08	09 1
Skipped Treatments	0	18	19 2	20 2	21 2	22	3 24	1 2	52	5 2	7 28	3 29	30	31	01	02	03	04	05	06	07	08	09 1
😑 🦵 Rx Changed	0	18	19 2	20 2	21 2	22	3 24	1 2	52	5 2	7 28	3 29	30	31	01	02	03	04	05	06	07	08	09 1
🔶 🥅 Messages	5	18	19 2	20 2	21 2	22	3 24	1 2	52	5 2	7 28	3 29	30	31	01	02	03	04	05	06	07	08	09 1
Access Problems		18	19 2	20 2	21 2	22	3 24	12	52	5 2	7 28	3 29	30	31	01	02	03	04	05	06	07	08	09 1
😑 🦳 Compliance Summary		•																	-				
View Selected Reports																							
Print Selected Reports																							
Status Legend:																							
😑 = OK																-							
e Warning													\triangleleft			L	R	esel	ect				<u>C</u> lose

😵 Help

For more information about PD Compliance Profile, refer to the following Help sections in the RenalSoft Software:

 $PD \rightarrow PD$ Compliance Profile folder



PD Rx Management

This section is used to calculate, model, and predict the adequacy of different PD therapy regimens. This will aid you in selecting the best PD prescription for the patient.

Step 1: Navigate to PD Rx Management

- Click Dialysis in the left
 Navigation menu. The Working with Dialysis menu displays.
- Click PD Rx Management in the Working with Dialysis menu.
 The RenalSoft PD Rx Management window displays.



HOME

Step 2: Select Patient

- In the **Patient** section, locate the desired record.
- Click the record to select it. Note that a collection record exists in the **Collection** section.
- To only display Active patients in the list, select the View PDRxMgt Active Patients checkbox.

🛕 RenalSoft PD Rx M	lanagement							_ 🗆 🗙
File Search View	Patient Collection	Reports Graphs Sy	stem Help					
Patient: Sally Smith	(12345) Collection	n Date:			View PDRxMg	jt Active Patients		
Details 24-Hour F	ET Regimen Optimize	Nutrition Center E	n Doctor Nurs	e Grp Rpts				
-2 Patient(s)-								
ID Number	First Name	Last Name	Active Gen	ler Birth Date	Home Phone	Work Phone		▲
54321	John	Jones	M	12/1/1960				
12345	Sally	Smith	M	1/2/1975				
								_
								_1
-0 Collection(e) for Patie	nt: Sally Smith (12345)							
Collection (S) for Pate	Uth CCL Total Na	rm Total KtA/ Eluid Da	moural Entimat	d CED Albumin	anco ReA	Eat Bady Wat		
Collection Date Moda			inovai Esunau	SU GER Albumin	IIPCK DOA	ESI. DODY Wat	er fransport type 4-fik CRT D/P A	<u>.ge</u>
								-
12:16:13 PM 2/2, 0	0/0							11.

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ent L	Software
tical Record	

Step 3: Enter Lab Values

- Click the Collection menu and select the New Collection... option. The New Collection window displays.
- Type the date of collection, or accept the current date in the Collection Date field.
- Complete the optional fields on the New Collection window, as desired.
- Click the OK button to save the changes. The 24-Hour Collection window displays.

		New Collection	×
		Patient: Sally Smith (12345)	
		Collection Date: 8/4/2014 Age at time of collection: 39	
		Center: Baxter Dialysis Center - Chicago	•
		Nephrologist: Nurse:	•
ollection Report	ts <u>G</u> raphs	Modality: Diabetic: Undisclosed	
New Collection		Additional Collection Notes:	
Delete			_
Data			_
Nutrition	Ctrl+T		-
24-Hour	Ctrl+H	,	
PET	Ctrl+P	<u>Edit Notes.</u>	
Regimen Optimization	Ctrl+R Ctrl+O	Add 24-Hour collection data	elp

Step 4: Enter 24-Hour Collection Information

Note: Required fields on this window are noted in blue.

- Enter relevant values in the **Serum Concentration** section.
- Enter relevant values in the **24-Hours Dialysate Collection** section.
- Click the Calculate button to populate the values in the Calculated Values section.
- Click the **OK** button to save changes and close the window.

24-Hour Collection	×
Patient Name: Sally Smith 12345	Collection Date: 8/4/2014
Age: 39 Gender: F Height: in Weight: Ib Serum Concentration	Applied from Amputee BSA: 0.00 m ²
Urea mg/dL Glucose; mg/dL Creatinine: mg/dL Albumin: g/dL	Applied from Amputee Est. Total Body Water: 0.00 L
24-Hour Dialysate and Urine Collection Urea Creatinine Glucose Vol In Vol Out Dialysate: mg/dL mg/dL mg/dL Urine: mg/dL mg/dL mLs	Net Vol Regimen Details mLs
Calculated Values Estimated GFR: BW Applied Protein Catabolic Rate (nPCR):	Ekly Clearances Factor:
Fluid Removal: 0.00 L/day	L/week/1.73 m ²
Ideal Body Weight Amputee Other Parameters	<u>U</u> ser Defined Values
🗸 ок	X Cancel ? Help

% Help

For more information about importing setting up 24-Hour Collection, refer to the following Help sections in the RenalSoft Software:

PD Rx Management \rightarrow Collection Record Tasks \rightarrow Creating a New 24-Hour Collection Record



Step 5: Enter PET Information

- Click the Collection menu and select the PET... option. The PET window displays.
- Enter the following PET information:
 - Enter the PET Date.
 - Enter Overnight Exchange values.
 - Enter Four Hour Equilibration values.
 - Enter Data values.
 - Add the Correction Factor.
 - Check Typical Values to use 1.0 in the Fluid Absorption (mL/min) and 10% in the Residual Dialysate Volume (mLs).

PET	
Patient Name: Sally Smith 12345	PET Date:
Age: 39 Gender: F	Transport Type:
Overnight Exchange	Transport type.
% Dextrose:	Dwell Time: min Correction Eactor:
Solution Type:	Dialysate Urea: mg/dL
Volume Infused:	mLs Dialysate Crt: mg/dL
Volume Drained:	mLs Typical Values
,	Calculate
Four Hour Equilibration	Fluid Absorption
% Dextrose:	Infusion Time: min (mL/min):
Solution Type:	Drainage Time: min 1.00
Volume Infused:	mLs Residual Dialysate
Volume Drained:	mLs 0.00
Data	0.00
	atinine Glucose Corrected Crt CRT D/P PET Details
Serum #1: 120	
Dialysate #1: 0	
Dialysate #2: 120	0.00 0.00 <u>M</u> TAC
Dialysate #3: 240	0.00 0.00
min mg/dL m	g/dL mg/dL mg/dL
	A OK Y Cancel 7 Help

- Click **Calculate** to calculate the Fluid Absorption and Residual Dialysate Volume fields.
 - Click the **Fluid Absorption...** button to view the calculation details.
- Click **OK** to save the record.

😵 Help

For more information about importing setting up PET records, refer to the following Help sections in the RenalSoft Software:

PD Rx Management \rightarrow PET-related Tasks \rightarrow Adding a PET Record



WARNING! *RenalSoft* PD Rx Management requires accurate data for the overnight and four-hour drain volumes and dwell times. The data must be entered into the PET window very carefully from the test results. These values are extremely important since they provide the information used to calculate accurate predictions of patient clearance and ultrafiltration for various dialysis regimens.



Step 6: Model Treatment

- Click the Regimen menu icon. The Regimen
 Data window displays.
- Click the desired regimen type in the **Create New Regimens** section.

NOTE: If an existing prescription is imported by clicking the **Import from PD Prescriptions...** button in the Regimen Data window, the Current Rx checkbox will be checked in the Regimen Details window.

- The selected **Regimen Details** window displays.
- Enter the information for the desired regimen.
- Click the Continue button. The Regimen Predictions window displays.

Regimen Data Patient Name: Sally Sm	ith 12345		(Collection Date: 8/4/2014
Create New Regimens	<u>Q</u> UANTUM PD		<u>A</u> PD	
Previously Saved Regin	nens Prescription	1	Modelina	History
			Close	e ? Help
CAPD Regimen De Patient Name: test Rx Date: 8/27/2014 Number of Exchang Number of Ex *This inclu	tails test 76578567 yes tchanges in a 24 des one nighttime	, I hour period e exchange	Ci T t:	Sollection Date: 8/14/201 Current Rx
Exchange Details Length of Nigl	nttime Exchange	(hrs):		8
CAPD Day Exchanges 1 2 3 Nighttime	Percent Dextrose 1.5% 1.5% 1.5% 1.5%		Infused Volume (mLs) 2500 2500 2500 3000	Period Time (min) 320 320 320 480
Pat	ient <u>D</u> ata	Co <u>n</u> tinue	Close	? Help

- The newly created regimen displays along with other previously created regimen predictions.
- Click the **Save** button to save the prediction.

Reg	gimen Pr	edictions	7057																					×
Pati	ent Name	test test	/65/	6567																Co	niectic	on Date	8: 8/14	2014
						Day					Night			١	Veekly		D	aily	Steady	State Se	rum			
	Regimen	Regimen Date	From PD Rx	Tot Vol L	Avg. Vol per Exch	No. of Exch	Time (Hr)	% Dex	Tot Vol L	Avg. Vol per Exch	No. of Exch	Time (Hr)	% Dex	Urea L/week	CCL L/wk/ 1.73m2	Urea Kt/V	24 Hour UF	Glu. Kcal	Urea mg/dL	Cnt. mg/dL	Save	Curr Rx	24 Hour Rx	-
	APD	8/14/2014		2.0	2.0	1	15.0	2.50	8.0	2.0	4	9.0	2.50	50.38	46.52	1.31	0.99	453.57	52.65	4.64	V		V	
		8/14/2014		20	2.0	1	15.0	1.50	10.0	20	5	9.0	1.50	/19 57	45 10	1 28	-0.05	292.63	52 93	1 73		7	Г	_
Þ	CAPD	8/27/2014		7.5	2.5	3	16.0	1.50	3.0	3.0	1	8.0	1.50	64.18	61.21	1.66	0.41	382.86	41.95	3.61	V			
																								•
	<u>R</u> egimen I	Details	Pr <u>e</u> dict	ion Def	ails		L	_	Sav	e			Delet	te	D	elete	<u>U</u> nsav	ed	Del	lete <u>A</u> ll				
1	Record 3	of 3						Pr	in <u>t</u> De	tails		<u>P</u> rin	t Sun	nmary		<u>C</u> I	ose		?	<u>H</u> elp				



Step 6: Model Treatment (continued)

• Click the **Print Details** or **Print Summary** buttons to print the respective report.

1						Day				N	light		1	Neekly		Da	aily	Steady	State Se	rum		
	Regimen	Regimen Date	From PD Rx	Tot Vol L	Avg. Vol per Exch	No. of Exch	Time (Hr)	% Dex	Tot Vol L	Avg. Voll per Exch E	No. of T Exch (īme % Hr) De	Urea L/week	CCL L/wk/ 1.73m2	Urea Kt/V	24 Hour UF	Glu. Kcal	Urea mg/dL	Crt. mg/dL	Save	Curr Rx	: H
-	APD	8/14/2014		2.0	2.0	1	15.0	2.50	8.0	2.0	4	9.0 2.5	50.38	46.52	1.31	0.99	453.57	52.65	4.64			
F	APD	8/14/2014	_	20	20	1	15.0	1.50	10.0	20	5	9015	49.57	45 10	1.28	-0.05	292.63	52.93	4 73			
Ľ	CAPD	8/2//2014		1.5	2.5	3	16.0	1.50	3.0	3.0	1	8.0 1.5	64.18	61.21	1.66	0.41	382.86	41.90	3.61	V		
	<u>R</u> egimen (Details	Predicti	ion Def	ails	1			Save		1	De	ete		elete !	Unsav	ed	Del	lete <u>A</u> ll	1		
	<u>R</u> egimen (Record 3	Details) of 3	Predicti	ion Det	`ails	1		Prin	<u>S</u> ave	ails	1	<u>D</u> e Print S	ete		elete <u> </u>	<u>U</u> nsav	ed	Del	lete <u>A</u> ll <u>H</u> elp			
n Pr	Regimen I Record 3 ediction Su	Details , of 3 mmary - 1 p	Pr <u>e</u> dicti	ion Det	tails]	C	Prin	<u>S</u> ave	ails		De Print S	ete mmary		elete ! <u>C</u> li	<u>U</u> nsav ose	ed	Del	lete <u>A</u> ll <u>H</u> elp			

- A preview of the report displays in a new window.
- Click the **Print** button to print the report.
- Click the Close button to close the report and return to Regimen Predictions window.

Regimen Prec	liction Summary - 1 page FIN	IISHED		
<u>P</u> rint				
<u>P</u> rev Page		Baxter	Regimen Prediction Summe	iary 🔬
<u>N</u> ext Page			roginion rodic don o dinin	8/28/2014 Pare 1
Zoom <u>I</u> n		Patient Name: Annie Anderson	ID Number: Ga-0	CollectionDate: 8/28/2014
Zoom <u>O</u> ut		Avg Vel	Night Avg Yel	Weekly Summary Daily Steady S ato Sorum Creatinine
<u>O</u> pen		Total Per Volume Exchange Number of Time (L) (L) Exchange (Hourd) % D	Dentrose (L) Fer Number (L) (L) Stange of Time (L) Stange (Hourd) N Dentrose (1	Class m.ce Gluss m. Ureas (L-Veb) (L-Veb) 1.7.2m2 Ureas KeV (L) (L-Veb) (Res)
<u>S</u> ave		CAPD 7.50 2.50 3 16.00	1.50 3.00 3.00 1 8.00 1.50	36.68 62.98 1.20 0.40 3.59.62 76.91 5.77
<u>C</u> lose				
		L		

💡 Help

For more information about importing setting up PET records, refer to the following Help sections in the RenalSoft Software:

PD Rx Management → Regimen Tasks



HD/PD Access Management – Lab Set Up

HOME

HD/PD Access Management helps you to track the creation of an access, infections, hospitalizations, details, assessments and medications related to an access.

Step 1: Navigate to Labs

- Click Maintenance in the left Navigation menu. The Working with Maintenance menu displays.
- Click Labs in the Working with Maintenance menu.



Step 2: Set up Labs

The Lab Maintenance window displays.

- On the **Source** tab, type Test Lab in the **Lab Name** and **Description** fields.
- Select the relevant patient ID code from the Patient Additional ID Code drop-down list.
- Click the Save button.
- When prompted, type the password, and click the Close button.

😫 Pathway/Test		占 Lab Test Xr	ef	Lab Cat	egory Xref		
Source		Category		Test		¶≝ Category/Test	
+ -	Lab Name		Description		Patient Additional ID Code	e Active	
						Z	
	Lab Na	ame					
	Lab Na	ame)					
	Lab Na Descript	ame					
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For more information about lab setup, refer to the following Help sections in the RenalSoft Software:

Shared Functions → Administrator Only Function → Lab Maintenance



HD/PD Access Management – Add Access

HOME

This folder is intended to allow the user to track the creation of an access, infections, hospitalizations, details, assessments and medications related to an access.

Step 1: Navigate to HD/PD Access Management

- Click **Dialysis** in the left Navigation menu. The **Working with Dialysis** menu displays.
- Click HD/PD Access Management in the Working with Dialysis menu. The Access window displays.



Step 2: Add Access Details

- Select a Patient.
- Click the Access tab. The Access Details sub-tab displays.

🖉 Access for CAPD, A	Andrew - CAPD001 / Unkno	wn	_							<u>_ 🗆 x</u>
Patient: Andrew C	APD - CAPD001	_							· · · · · · · · · · · · · · · · · · ·	
Summary	ail Ac	ccess		/ Infection		Non-Infection	M		+ Hospitalization	
- Access Details										
	N									
	No ac	cess exists t	for this patier	ות.	_					
- Infections						ns				
Previous Infection	v∀arning									
Assess Data''			F	Troatmont History			Hoon	italization		
Access Details		<u> </u>			1		nosp			



Step 2: Add Access Details (continued)

- Click the New button. The Implant Details sub-tab displays.
- Verify the PD that is selected.
- Select the Access Type from the drop-down list.
- Complete the required fields in aqua.
- Complete desired optional fields in white.

The Authenticate Signoff

and click the OK button.

Enter your name and password

window displays.

• Click the **Save** button.

Access for C	APD, Andrew								
Patient: An	drew CAPD -	CAPD 001			- 🔍				
📰 Summary			👬 Ac	ccess		🖊 Infecti	on		Non-Infectio
CUD		-	6 T	-		,			
	at and a second s		Access Typ			Hemove/Abandon			
	Physician				•	Physician			•
	Date					Date	J		1
	Facility				- +	Facility		-	•
	Method				- +	Reason		-] 🛨
Brea	k In Method	J			•	Manufacturer		•	+
Eul B	ly Start Date								·
- Carri	in ordir b dro				_				
0	Imentectomy	No	•						
0	Imentectomy	No	•			Completed:			
	Imentectomy	No				Completed:			
0	Imentectomy	No	T			Completed:			
	Imentectomy	No	•			Completed:			
	Imentectomy	No	_			Completed:			
	Imentectomy	No	T			Completed:			
0	Imentectomy	No	•			Completed:			
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	Imentectomy	No	•			Completed:			
	Imentectomy	No				Completed:			
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	imentectomy	No	_			Completed:			
Implant Deta	in our but the second se	No	T			Completed Cirricol (A	ssessments		

K Authenticate Signoff
This confirms all the information entered/presented is accurate and has been properly reviewed.
Staff Member:
🕱 training admin 🗨
Password:
1



For more information about adding an access, refer to the following Help sections in the RenalSoft Software:

HD/PD Access Management → Access Tab



HD/PD Access Management – Infection

HOME

Step 1: Add Infection details

Note: If the patient has more than one access, click the **Access** tab and select the desired Access from the list at the top of the screen.

- Click the Infection tab.
- Click the **New** button.
- Enter the Infection Type. Click the plus sign icon to add a new Infection Type to the list.
- Enter the infection information in the required fields.
- Select the Relapse / Recurrence checkbox if appropriate.
- Click the Save button. The Authenticate Signoff window displays.
- Enter your user name and password and click the OK button.

Summary		til Annon		/ Infection		When he
Summary	D 1 1	All Access	;			* NORTH
Infection	Details	Tupo		Presentation Signs	: 7 Symptoms	
	Treatment Lo	n rype				
	Presentation	n Date	<u> </u>			
Relapse / R	lecurrence 🗌 🤤	System				
Interventi	ons					
+ -	Date	Intervention	ו 📗	Outcome		Physician
, Cultures a	and Labs					
+ -	Date	Test		Result		Lab
•						
Final Diag	mosis					Assignments
	Jiloala		han a balan		ma	Assignments
Final Infecti	ion Type	Resolution Date R	resolution			
Final Infecti	ion Type	Resolution Date R	resolution	01	Den Rx	Meds(0) Ho:
Final Infecti	ion Type	Resolution Date R	1esolution	0	en Rx	Meds(0) Ho
Final Infecti	ion Type	Resolution Date R	1esolution	0	ben Rx	Meds(0) Ho
Final Infecti	ion Type	Resolution Date R	185014001	0	ben Rx	Meds(0) Ho
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New	ion Type	Resolution Date R	esolution	eset	Er Rx	Meds(0) Hor
New	ion Type	Resolution Date R	esolution	eset	ven Rx	Meds(0) Hor
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New	ion Type	Resolution Date R	e <u>B</u> nticate Signoff	eset	en Rx	Meds(0) Hor
New	ion Type	Resolution Date R	e <u>B</u> nticate Signoff	eset	een Rx	Meds(0) Hor
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Cancel



Step 2: Add Intervention and Culture/Labs

- Click the blue plus sign icon in the Interventions section.
- Enter Intervention details.
- Enter the Final Diagnosis details.
- Click the Save button.
- Click the **Close** button.

Summary		all A	ccess		🥒 Infectio	on		Non-Infection
Infection D)etails				Presentation Sig	ns / Sympto	ns	,
	Infection	Type Peritonitis	-	+	Anorexia		Bloody Outflow	
	Treatment Loo	ation Hospital/E	mergency Room	•	Chills		Cloudy Outflow	
	Presentation	Date Aug 01, 20	14		Fibrin		Inflammation	
Relapse / Re	ecurrence 🔽 Sj	stem Unknown		•	Malaise		Night Sweats	
Completed by "	Training AdminUser	on Thursday, August	28, 2014 at 11:16:15 pm		Other		Red	
Interventio	ne.				·			
+ -	Date	Interv	rention		Outcome		Physici	an
			- +			- +		•
Cultures								
cultures ar	nd Labs							
+ =	nd Labs Date		Test		Result		Lab	
t	nd Labs Date		Test		Result		Lab	
Imal Diagr	nd Labs Date	Resolution Date	Test		Result		Lab	→ nments
Interference Interference Interference Interference Interference Interference Interference	nd Labs Date	Resolution Date	Test Resolution		Result	Den Rx	Lab Assign	→ ments s(0) Hosp(0)
Final Diagr	nd Labs Date nosis n Type	Resolution Date	Test Resolution		Result	Dpen Rx	Lab Assign Med	• mments •(0) Hosp(0)
Final Infectio	nd Labs	Resolution Date	Test Resolution		Result	Dpen Rx	Lab Assign Med	s(0)
Final Diagr	nosis nosis in Type	Resolution Date	Test Resolution		Result	Dpen Rx	Lab Assign Ø Med	1)ments (0) Hosp(0)
Final Infectio	nosis nosis in Type	Resolution Date	Test Resolution		Result	Dpen Rx	Lab Assign Med	■ ments ====================================
Final Diagr Final Infectio	nosis nosis m Type	Resolution Date	Test Resolution		Result	Dpen Rx	Lab Assign Med	Imments (0) Hosp(0)



For more information about adding an infection, refer to the following Help sections in the RenalSoft Software: HD/PD Access Management \rightarrow Infection Tab



HD/PD Access Management – Non-Infection

HOME

Step 1: Access Non-Infection Tab

- Click the Non-Infection tab.
- Click the **New** button.
- Enter the non-infection information in required fields.
- Click the Save button. The Authenticate Signoff window displays.
- Enter your user name and password and click **OK**.

💡 Help

For more information about adding non-infection information, refer to the following Help sections in the RenalSoft Software:

HD/PD Access Management → Access Tab

For more information about other Access Management features, refer to the following Help sections in the RenalSoft Software:

HD/PD Access Management → Medication Tab

HD/PD Access Management → Hospitalization Tab



Reporting

HOME

The Reports menu contains commands to access Group Reporting, Individual Reports for current patient data and Administrative Reports.

Step 1: Navigate to Reports

- Click **Reports** in the left Navigation menu. The **Working with Reports** menu displays.
- In the Working with Reports menu, click the plus and minus icons besides each folder to expand or collapse the folders and locate the desired report.
- Double-click the desired report name.



Step 2: Enter Report Selection Criteria & Generate Report

- In the Selection Criteria window, select All Patient(s), Patient Group(s), or individual patients.
- Select the Date Range, Sort and/or Filter, and Reporting Criteria, if required.
- Click the **OK** button. The report displays in a new window.



😵 Help

For more information about reports, refer to the following Help sections in the RenalSoft Software:

Shared Functions → Creating Reports

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