



RENALSOFT

Software

Reference Guide

Baxter



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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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Basic Features

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Navigate Help

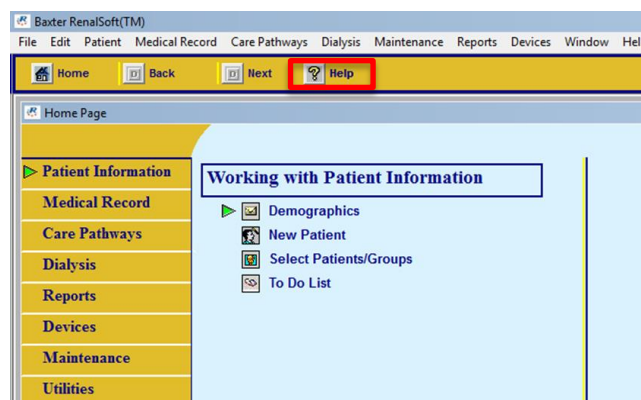
[HOME](#)

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

Step 1: Access Help

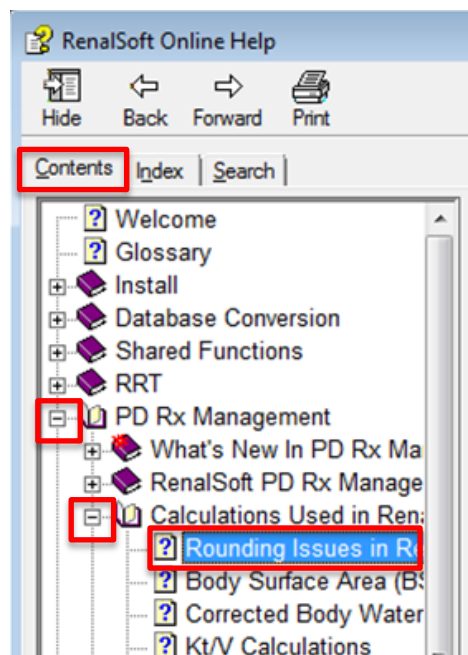
- On the Home page, click the **Help** button on the tool bar at the top of the screen.

Note: There are three ways to search for the help content, which is through the **Contents** tab, **Index** tab, and the **Search** tab.



Search for Help via the Contents Tab

- Click the **plus** sign icon next to a relevant topic on the **Contents** tab to view the sub-topics.
- 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.



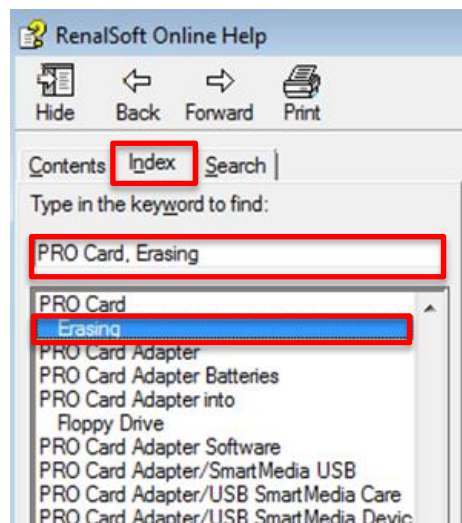


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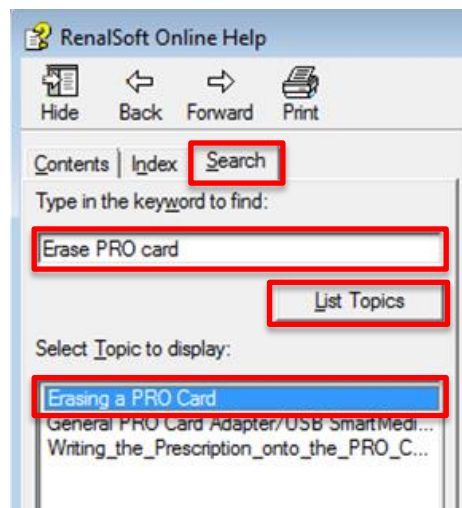
Search for Help via the Index Tab

- 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.



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.



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

Shared Functions → Using Online Help → Help Organization



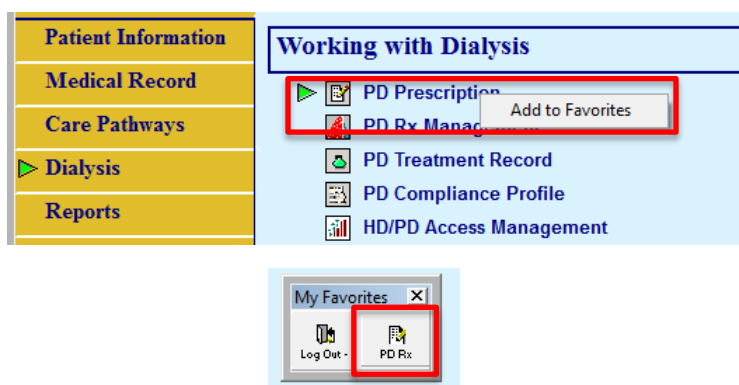
Administration – Set Up Favorites

[HOME](#)

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

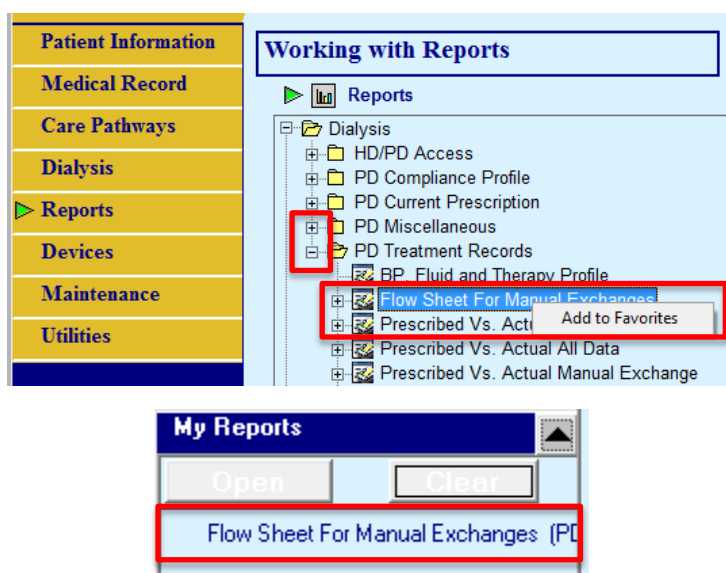
Step 1: Set Up My Favorites

- 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.

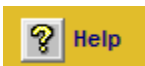
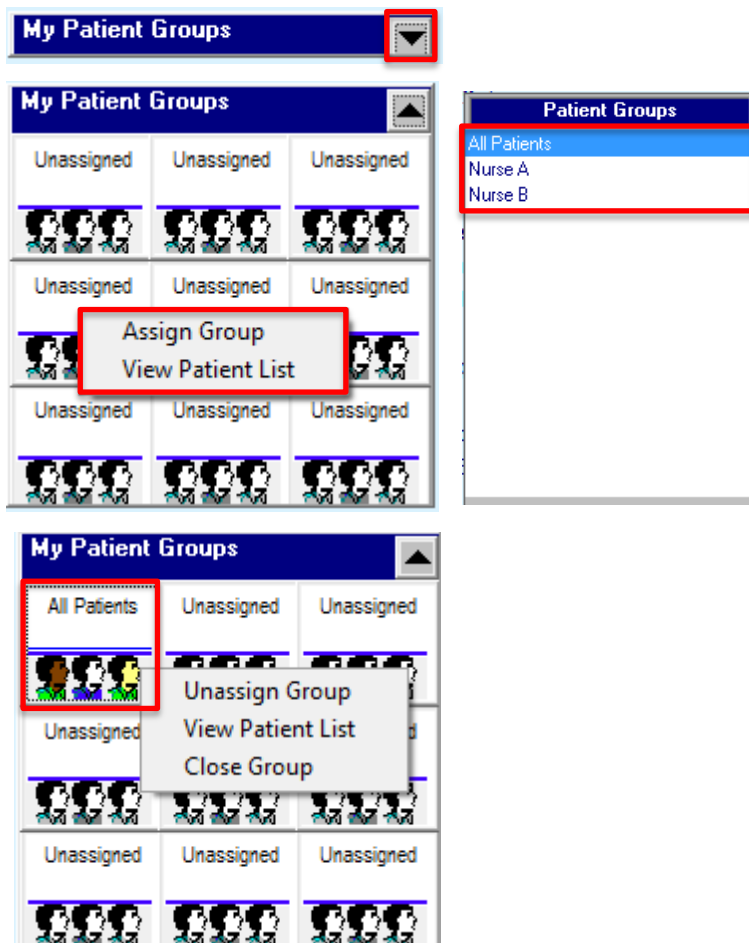




Step 3: Set Up My Patient Groups

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** pop-up 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.



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

User Guide → General → Home Page Orientation

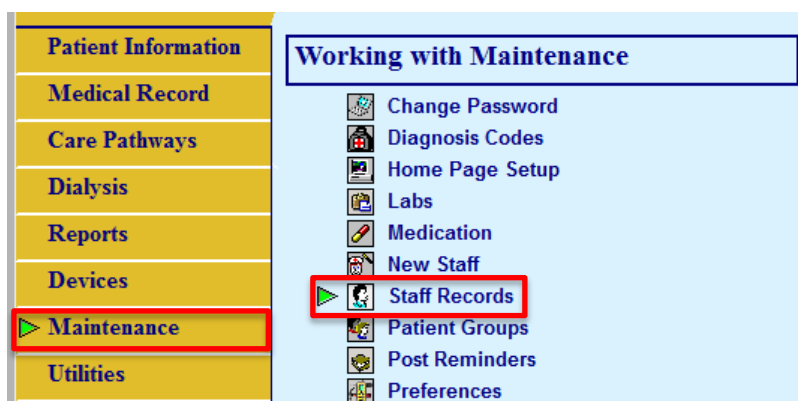


Administration – Manage/Edit Staff

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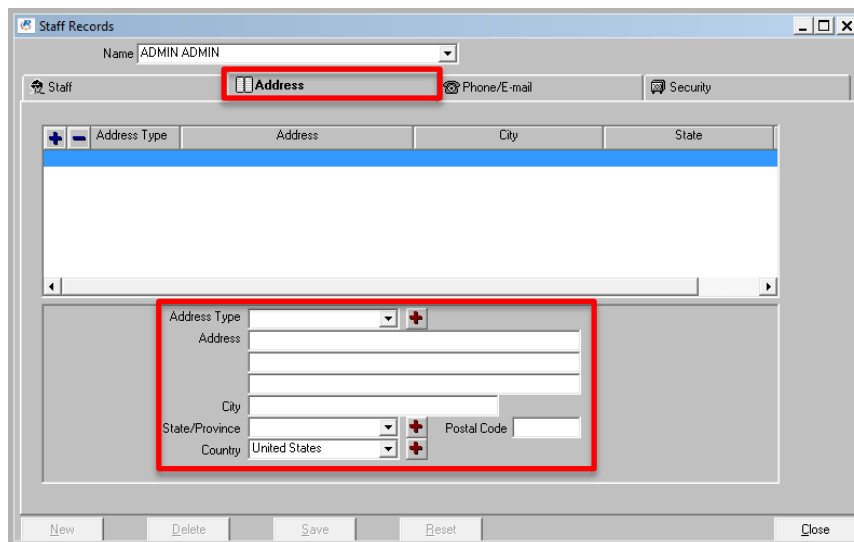
Step 1: Access Staff Record



- 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.



Step 2: Edit Address (optional)

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



 **Quick Tip** Custom values can be added to any drop-down list by clicking the  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.



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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.

Step 4: Edit Security Details

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



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

Shared Functions → Administrator Only Functions → Staff Information → Staff Records → Add/Modify/Delete Staff Records



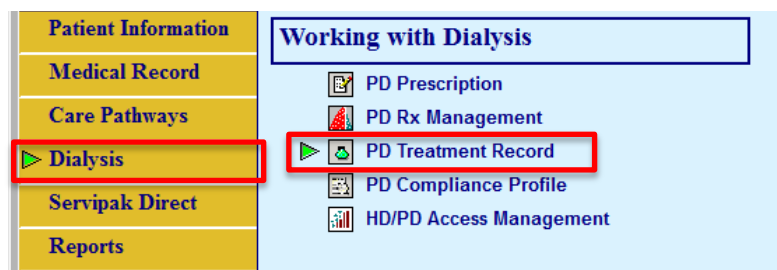
PD Treatment Record

[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.

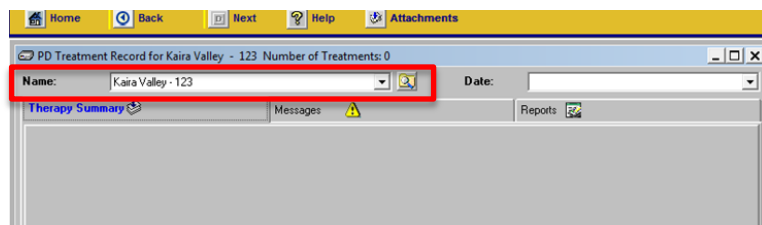
Step 1: Access PD Treatment Record

- 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** sub-tab, 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 cycle-by-cycle basis.
- To view the Therapy Details, click Night or Day, if available, otherwise continue.

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

Name: Annie Anderson - Ga-01 Date: 1/17/1999 19:57:24

	Prescribed	Actual	Prescribed	Actual
Therapy Mode:	CCPD IPD	CCPD IPD	Min Drain Vol:	85 %
Fill Mode:	Standard	Standard	Initial Drain Alarm/Vol:	3400
Total Volume:	15000 ml	14979 ml	UF Goal/Total UF:	1200 ml
Therapy (hrs:min):	09:30	09:56	UF Goal/24 Hour UF:	1200 ml
Fill Volume:	3000 ml	2995 ml	Number of Cycles:	4
Last Fill Volume:	3000 ml	2999 ml	Calc/Avg Dwell (hrs:min):	01:27
Dextrose:	Same	Same		
Manual Exchanges:	0	0		

Flow Sheet Information:

Heater Bag:	Dianeal PD-2 1.5	Dianeal PD-2 1.5
Night Concentration 1:	Dianeal PD-2 1.5	Dianeal PD-2 1.5
Night Concentration 2:		
Night Concentration 3:		
Last Fill Concentration:	Dianeal PD-2 2.5	Dianeal PD-2 2.5

Completed by 'Baxter' on Wednesday, December 11, 2002 at 100:39 pm

Sub-tabs: Therapy Summary, Therapy Parameters, Additional Rx Information, Optional Manual Exchange Info

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

Name: Annie Anderson - Ga-01 Date: 1/17/1999 19:57:24

Therapy Mode: CCPD IPD

Initial Drain Volume:	3483 ml
Last Fill Volume:	2999 ml
Manual Drain:	ml
Total Fill Volume:	11980 ml
Total Drain Volume:	13433 ml
Total UF Volume:	1453 ml
Average UF/Cycle:	363.3 ml
Average Fill Time:	00:11 (hrs:min)
Average Dwell Time:	01:27 (hrs:min)
Average Drain Time:	00:42 (hrs:min)

Cycle Details

Night Cycle	Fill Volume
1	2999
2	2999
3	2999
4	2983
<hr/>	
	11980

Completed by 'Baxter' on Wednesday, December 11, 2002 at 100:39 pm

Sub-tabs: Therapy Summary, Therapy Details, Optional Manual Exchange Info, Additional Rx Information



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Step 3: Review Therapy Summary (continued)

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

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

Name: Annie Anderson - Ga-01 Date: 1/17/1999 19:57:24

Therapy Summary Messages Reports

Prescribed Manual Exchange(s) Actual Manual Exchange(s)

Exchange Number:
Exchange Time:
Fill Volume:
Dwell Time:
Drain Volume:
Concentration:

Add Manual Exchange Delete Manual Exchange

Therapy Details Optional Manual Exchange Info
Therapy Parameters Additional Rx Information

New Delete Save Reset Close

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

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

Name: Annie Anderson - Ga-01 Date: 1/17/1999 19:57:24

Therapy Summary Messages Reports

	Pre Therapy:		Post Therapy:	
	Presc:	Actual:	Presc:	Actual:
Therapy Mode:	CCPD IPD		CCPD IPD	
Blood Pressure:	122 / 78	118 / 76	116 / 74	116 / 72
Dry Weight:	33.5	33.3	33.1	33.1
Pulse:	84	82	80	81
Temperature:	99.7	99.3	99.7	99.7
Blood Sugar:	107.0	102.0	104.0	101.0
Urine Volume:	280			293 ml

Machine Serial Number: 60017

Completed by 'Baxter' on Wednesday, December 11, 2002 at 1:00:39 pm

Therapy Parameters Additional Rx Information
Therapy Details Optional Manual Exchange Info

New Delete Save Reset Close



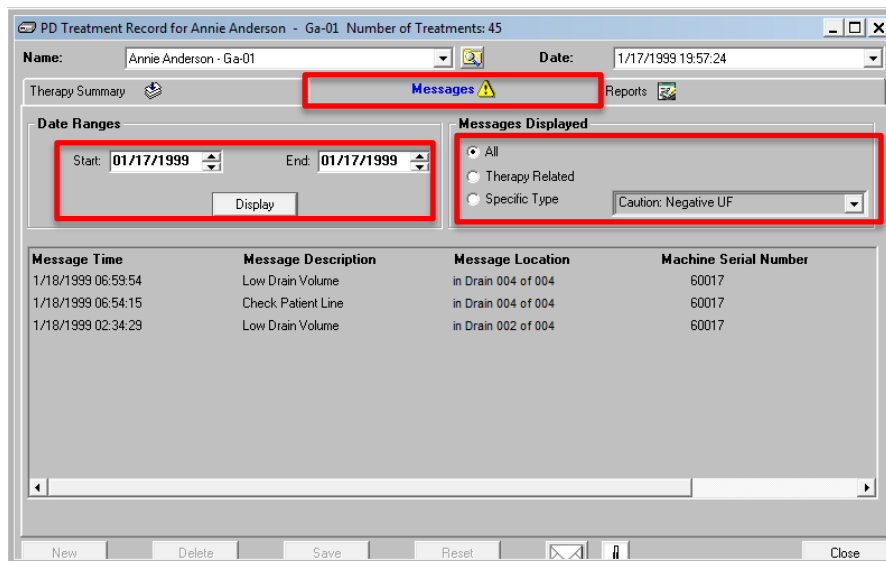
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Step 4: Review Device Messages

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



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

PD → PD Results Folder



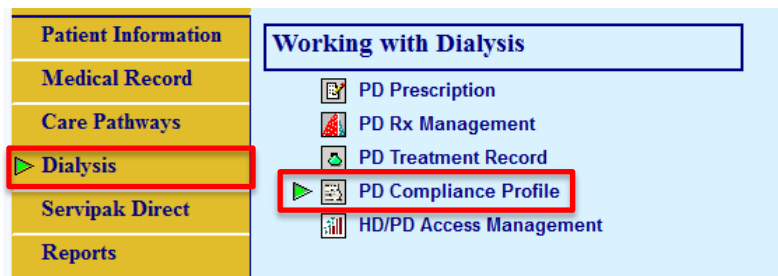
PD Compliance Profile

[HOME](#)

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

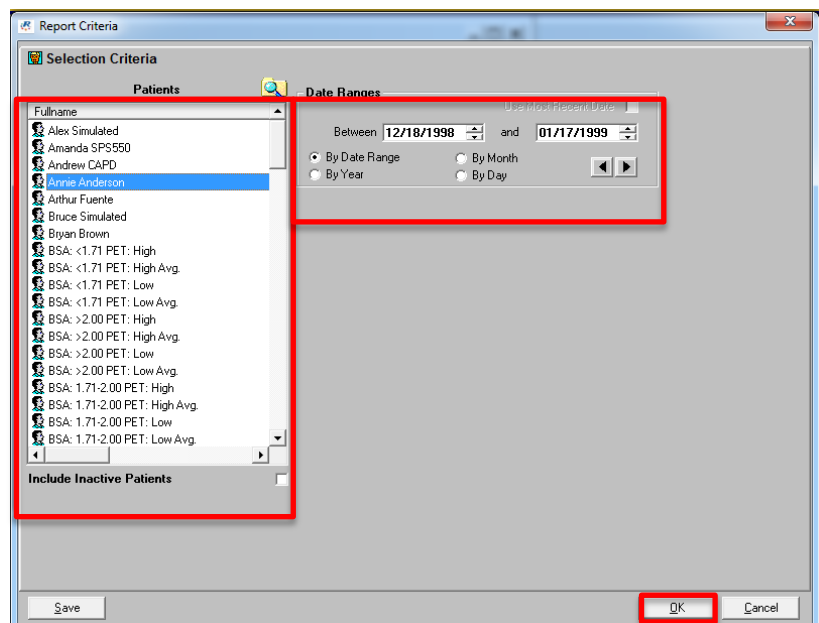
Step 1: Navigate to PD Compliance Profile

- 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.



Step 2: Select Report Criteria

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





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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.

PD Compliance Profile for Annie Anderson - Ga-01

Patient Name: Anderson, Annie
Known As: Anderson, Annie
Primary ID: Ga-01
Therapy Mode: CCPD/IPD

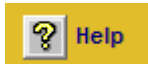
First Treatment: 12/18/1998 00:00:00
Last Treatment: 1/17/1999 23:59:59
Calendar Days: 31
Treatments: 30

Status	Report	Compliance Factor	Compliance Calendar																							
			December						January																	
●	<input type="checkbox"/> UF Goal	25	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10
●	<input type="checkbox"/> Total Volume	5	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10
●	<input type="checkbox"/> Therapy Time	5	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10
●	<input type="checkbox"/> Dry Weight	1	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10
●	<input type="checkbox"/> Skipped Treatments	0	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10
●	<input type="checkbox"/> Rx Changed	0	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10
●	<input type="checkbox"/> Messages	5	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10
●	<input type="checkbox"/> Access Problems		18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10
●	<input type="checkbox"/> Compliance Summary		18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10

View Selected Reports
Print Selected Reports

Status Legend:
● = DK
● = Warning

Reselect Close



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

PD → PD Compliance Profile folder



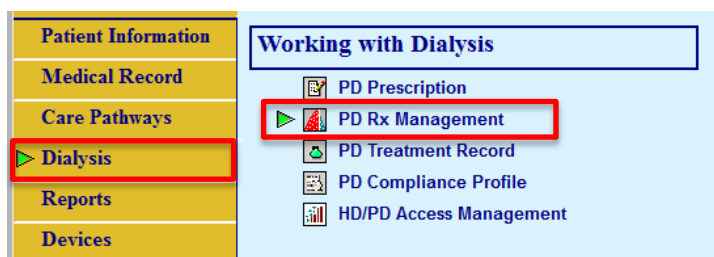
PD Rx Management

[HOME](#)

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.

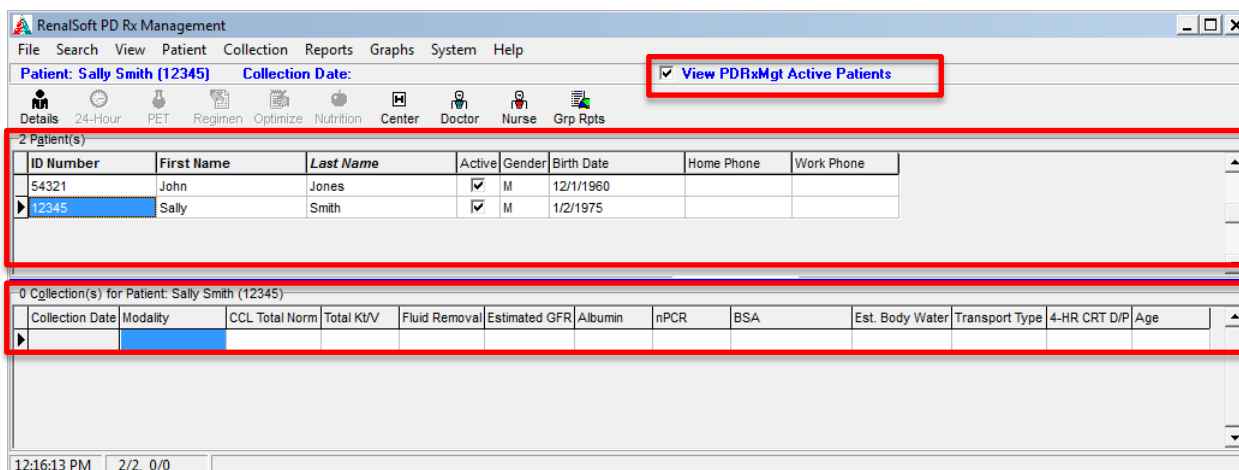
Step 1: Navigate to PD Rx Management

- 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.



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.





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.

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.



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

PD Rx Management → Collection Record Tasks → 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).

	Time	Urea	Creatinine	Glucose	Corrected Cr	CRT D/P
Serum #1:	120				0.00	
Dialysate #1:	0				0.00	0.00
Dialysate #2:	120				0.00	0.00
Dialysate #3:	240				0.00	0.00

- 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.

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




PD Rx Management → PET-related Tasks → 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  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 Smith 12345 Collection Date: 8/4/2014

Create New Regimens

CAPD... QUANTUM PD... APD... Tidal PD...

Previously Saved Regimens

Import from PD Prescription... Modeling History...

Close ? Help

CAPD Regimen Details
Patient Name: test test 76578567 Collection Date: 8/14/2014
Rx Date: 8/27/2014 Current Rx

Number of Exchanges

Number of Exchanges in a 24 hour period: 4
*This includes one nighttime exchange.

Exchange Details

Length of Nighttime Exchange (hrs): 8

CAPD Day Exchanges	Percent Dextrose	Infused Volume (mLs)	Period Time (min)
1	1.5%	2500	320
2	1.5%	2500	320
3	1.5%	2500	320
Nighttime	1.5%	3000	480

Patient Data... Continue Close ? Help

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

Regimen Predictions
Patient Name: test test 76578567 Collection Date: 8/14/2014

Regimen	Regimen Date	From PD Rx	Day				Night				Weekly			Daily			Steady State Serum			Curr Rx	24 Hour 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 Kg/V	24 Hour UF	Gluc Kcal	Urea mg/dL	Crt. mg/dL			Save
APD	8/14/2014	<input type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
APD	8/14/2014	<input checked="" type="checkbox"/>	2.0	2.0	1	15.0	1.50	10.0	2.0	5	9.0	1.50	49.57	45.10	1.28	0.05	292.63	52.93	4.73	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CAPD	8/27/2014	<input type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regimen Details... Prediction Details... Save Delete Delete Unsaved Delete All

Record 3 of 3 Print Details Print Summary Close ? Help



Step 6: Model Treatment (continued)

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

Regimen Predictions

Patient Name: test test 76578567 Collection Date: 8/14/2014

Regimen	Regimen Date	From PD Rx	Day				Night				Weekly			Daily		Steady State Serum			24 Hour 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 1.73m2	Urea Kg/V	24 Hour UF	Glu. Kcal	Urea mg/dL		Crt. mg/dL	Save	Curr Rx
APD	8/14/2014	<input type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
APD	8/14/2014	<input checked="" type="checkbox"/>	2.0	2.0	1	15.0	1.50	10.0	2.0	5	9.0	1.50	49.57	45.10	1.28	-0.05	292.63	52.93	4.73	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CAPD	8/27/2014	<input type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regimen Details... Prediction Details... Save Delete Delete Unsaved Delete All

Record 3 of 3 Print Details Print Summary Close Help

- 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 Prediction Summary - 1 page FINISHED

Print Prev Page Next Page Zoom In Zoom Out Open Save Close

Baxter Regimen Prediction Summary 8/28/2014 Page 1

Patient Name: Annie Anderson ID Number: Gs-01 Collection Date: 8/28/2014

Regimen	Day				Night				Weekly Summary			Daily		Steady State Serum			
	Tot Vol (L)	Avg Vol Per Exch (L)	Number of Exchanges	Time (Hr)	Tot Vol (L)	Avg Vol Per Exch (L)	Number of Exchanges	Time (Hr)	Urea (L/week)	CCL (1.73m2)	Urea (Kg/V)	24 Hour UF	Glu. (Kcal)	Urea (mg/dL)	Crt. (mg/dL)	Save	
CAPD	7.50	2.50	3	16.00	1.50	3.00	3.00	1	8.00	1.20	36.48	61.00	1.20	0.40	339.62	76.91	3.77



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

PD Rx Management → Regimen Tasks



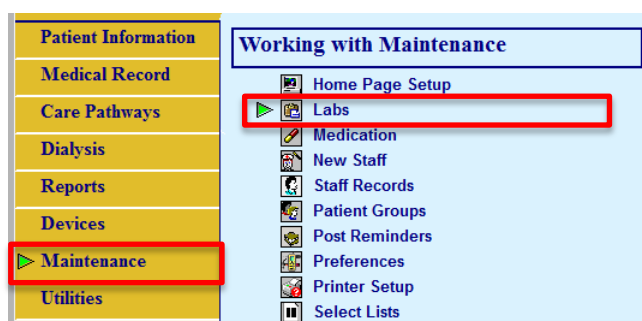
HD/PD Access Management – Lab Set Up

[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

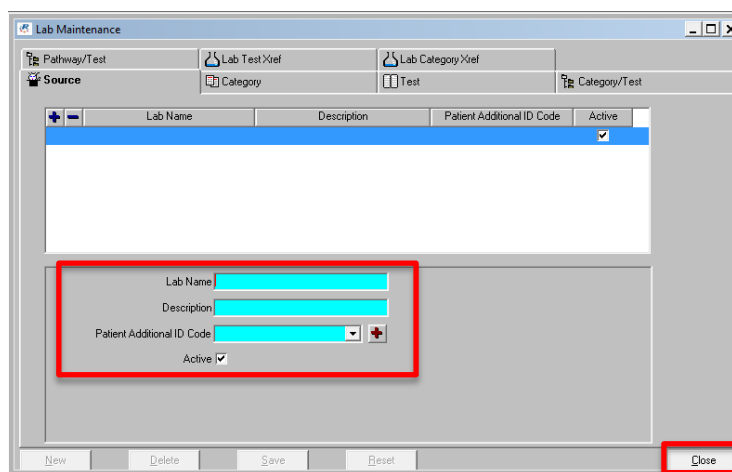
- Click **Maintenance** in the left Navigation menu. The **Working with Maintenance** menu displays.
- Click **Labs** in the **Working with Maintenance** menu.



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.



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

Shared Functions → Administrator Only Function → Lab Maintenance



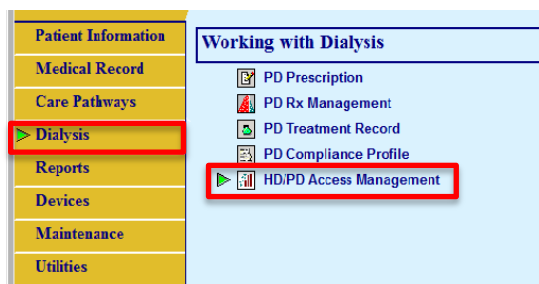
HD/PD Access Management – Add Access

[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.

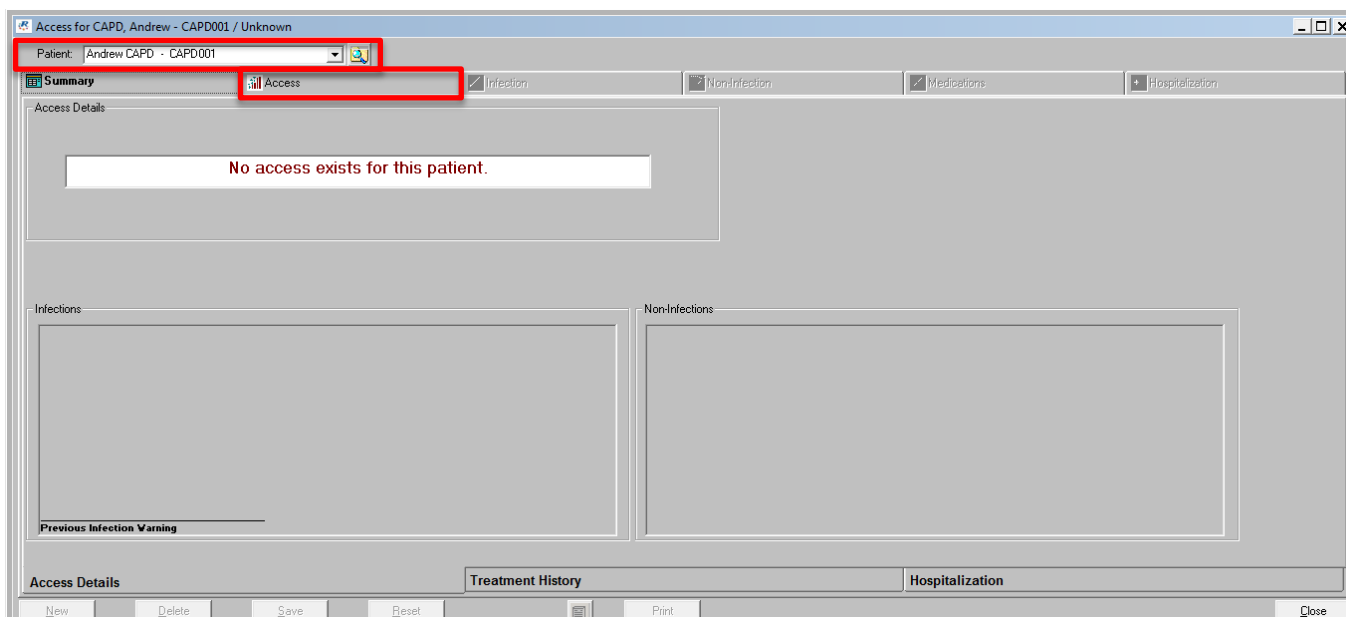
Step 1: Navigate to HD/PD Access Management

- 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.





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.
- Click the **Save** button.

Access for CAPD, Andrew - CAPD001 / Unknown

Patient: Andrew CAPD - CAPD001

Summary | Access | Infection | NonInfection

HD | **PD** | Access Type

Implant

Physician
Date
Facility
Method
Break In Method
Full Rx Start Date
Omentectomy No

Remove/Abandon

Physician
Date
Facility
Reason
Manufacturer

Completed:

Implant Details | Clinical Assessments

New | Delete | **Save** | Reset

- The **Authenticate Signoff** window displays.
- Enter your name and password and click the **OK** button.

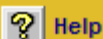
Authenticate Signoff

This confirms all the information entered/presented is accurate and has been properly reviewed.

Staff Member:
training admin

Password:

OK | Cancel



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.

Access for CAPD, Andrew - CAPD001 / Other catheter type

Patient: Andrew CAPD - CAPD001

Summary | Access | **Infection** | Non-Infection

Infection Details

Infection Type [dropdown] +

Treatment Location [dropdown] +

Presentation Date [dropdown]

Relapse / Recurrence System [dropdown]

Presentation Signs / Symptoms

Interventions

Date	Intervention	Outcome	Physician
------	--------------	---------	-----------

Cultures and Labs

Date	Test	Result	Lab
------	------	--------	-----

Final Diagnosis

Final Infection Type	Resolution Date	Resolution
----------------------	-----------------	------------

Open Rx

Assignments

Meds(0) Hosp(0)

New Delete Save Reset

Authenticate Signoff

This confirms all the information entered/presented is accurate and has been properly reviewed.

Staff Member:
training admin

Password:
[text field]

OK Cancel



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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.

Access for Test Smith - 98098 / Tenckhoff catheter coiled-1 cuff

Patient: Test Smith - 98098 Infection: 8/1/2014 - Peritonitis

Summary Access Infection Non-Infection

Infection Details

Infection Type: Peritonitis
Treatment Location: Hospital/Emergency Room
Presentation Date: Aug 01, 2014
Relapse / Recurrence: System: Unknown
Completed by: Training AdminUser on Thursday, August 28, 2014 at 11:16:15 pm

Presentation Signs / Symptoms

Anorexia Bloody Outflow
Chills Cloudy Outflow
Drainage Fever
Fibrin Inflammation
Malaise Night Sweats
Other Red

Interventions

Date	Intervention	Outcome	Physician

Cultures and Labs

Date	Test	Result	Lab
------	------	--------	-----

Final Diagnosis

Final Infection Type: Resolution Date: Resolution:

Open Fix Meds(0) Hosp(0)

New Delete Save Reset



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



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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**.

Access for CAPD, Andrew - CAPD001 / Other catheter type

Patient: Andrew CAPD - CAPD001

Summary Access Infection **Non-Infection**

Problem Details

Problem Type [dropdown] + -
Treatment Location [dropdown] + -
Date Identified [text]

Presentation Signs / Symptoms

Interventions

Date	Intervention	Outcome	Physician
------	--------------	---------	-----------

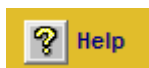
Final Diagnosis

Final Problem Type	Resolution Date	Resolution
--------------------	-----------------	------------

Assignments

Open Rx Meds(0) Hosp(0)

New Delete **Save** Reset



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



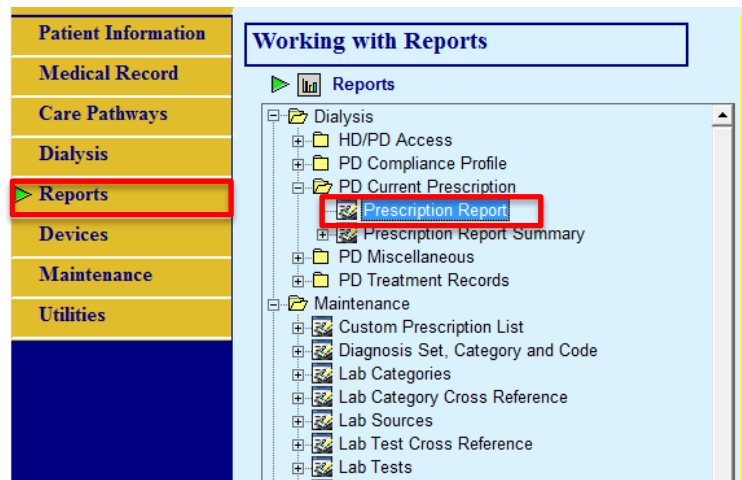
Reporting

[HOME](#)

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

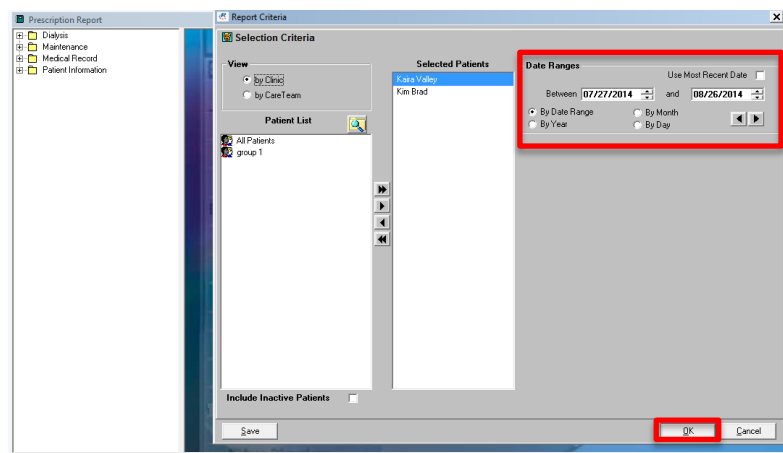
Step 1: Navigate to Reports

- 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.



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

Shared Functions → Creating Reports