HUGS WI-FI GUIDE FOR BASIC COMPUTER PROCEDURES

LOGIN TO THE SYSTEM

- On any Dedicated Hugs PC Touch any key on the keyboard or click the mouse
- On any other, non-dedicated PC, either open Internet Explorer and navigate to the appropriate address per the Hospital IT department, or click on the icon on the computer desktop to automatically open Internet Explorer and connect to the system

❖ Enter user name, password, and click **Authenticate**.

ADMIT A PATIENT

Once the strap is properly applied to the Hugs tag you should hear an audible tone from the Tag. An Admit box will appear on the Hugs PC.

❖ Ensure that the Tag ID on the Admit Box matches the ID of the Tag just placed on the patient.
❖ Indicate correct gender of the patient.
❖ Enter the Patient's Name, per hospital policy, in the Name Field.
❖ If Applicable, ensure that the correct Unit is indicated.
❖ Fill in the Appropriate Room Number.
❖ Review the Admit box information to ensure that it is correct, then click the **Save**.
❖ When prompted, enter your username and password to authenticate and save the Patient Information.

EDIT TAG INFORMATION

Allows changes to the patient information

❖ On the Census screen, click on the patient's name (blue link).
❖ A box will appear with the patient's current information, including Gender, Name, Unit, and Room Number.
❖ Edit/Add patient Information as needed.
❖ Review information to ensure accuracy and then click **Save**.

TRANSPORT

Allows a tagged patient to be temporarily removed from safe area without causing an alarm – patient is highlighted in yellow when in transport

❖ On the Census screen, highlight the patient that is to be transported (do not click the blue link), then click on the **Transport** icon at the top of the screen.
❖ If Applicable, select the Units that the tag should be allowed to pass through – "Select All Units" should be the default selection.
❖ If Applicable, enter a reason for transporting the patient.
❖ Enter the Transport time under Set Transport Time in hours and minutes.
❖ Click **Save** and confirm patient is highlighted in yellow and countdown time has started.

EXTEND TRANSPORT TIME
Allows time to be added to the Transport time

- ❖ Click anywhere in the patient/tag row to highlight it, then click the **Transport** icon OR click directly on the timer in the row.
- ❖ Set the time to extend the transport time in the Transport dialog box, then click **Save**.
- ❖ Verify the new time under the Transport column on the Census screen.

MANUALLY TRANSPORT RETURN
Used to return Patients to the Hugs system, after being Transported

- ❖ Click anywhere in the patient/tag row to highlight it, then click the **Transport** icon OR click directly on the timer in the row.
- ❖ In the pop-up box, verify correct patient and then click **Stop**
- ❖ Ensure that the patient is no longer highlighted in yellow, and is assigned to the proper unit

SUSPEND TAMPER
Gives the staff time to change a STRAP without causing an alarm

- ❖ Click anywhere in the infant/tag row to highlight it, then click the **Suspend Tamper and Baby Sense** icon.
- ❖ The Suspend Tamper and Baby Sense Alert screen opens, enter the number of minutes required to suspend the tamper and Baby Sense alerts.
- ❖ If Applicable, select from the drop-down list or enter a reason (free text) for suspending the tamper feature.
- ❖ Click **Save**, and in the Census window, verify that the tag row is highlighted in orange and that the Suspend time remaining is displayed in the Suspend column.
- ❖ Go to the patient, cut the old strap, remove the pieces, and apply a new strap to the original tag.
- ❖ Tag will automatically resume Tamper Alarm status when pre-determined time expires. (Tag is no longer highlighted in orange)

MANUALLY RESUME TAMPER
Used to turn Tamper back on after changing a tags strap

- ❖ Click anywhere in the patient/tag row to highlight it, then click the **Resume Tamper and Baby Sense** icon OR click directly on the timer in the patient/tag row.
- ❖ The Suspend tamper and BabySense Alerts dialog box opens.
- ❖ Click **Stop** and then verify that the patient is no longer highlighted in orange.

DISCHARGE
Used to permanently remove a patient from the Hugs system

- ➢ Click anywhere in the infant/tag row to highlight it, then click the **Discharge** toolbar icon
- ➢ The Discharge Infant dialog box appears.
- ➢ Confirm that the ID on the infant's tag matches the Tag ID on the Discharge Infant dialog box, then click **OK**.