

HUGS GUIDE FOR BASIC COMPUTER PROCEDURES

LOGIN TO THE SYSTEM

Touch any key on the keyboard or click the mouse

1. Type in your user name and press the Tab key
2. Type in your password
3. Click on the **Login** button or click the **Enter** key

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

1. Verify that the tag number in the box correctly matches the number of the tag placed on the patient.
2. In the **Name** field, type the patient information per hospital policy
3. If applicable in the **Zone** field, select the zone where the patient will be admitted
4. Click **OK** or press the **Enter** key to finish

EDIT PATIENT NAME

Allows changes to the patient information

1. Double-click on the appropriate patient
2. Correct/add patient information as needed
3. Click **OK** or the **Enter** key to save changes and finish

TRANSPORT

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

1. Click on red hearts by (or right click on) the appropriate patient to view the drop-down menu and click on **Transport**
2. In the **Duration** field, enter time (hours/minutes) requested for transport
3. If your hospital has multiple zones, choose “All Zones” to sign the Tag out (the **Transport** box will not close until a zone is selected)
4. Click **OK** or press Enter key to finish
5. Confirm patient is highlighted in yellow and countdown time has started

UPDATE TRANSPORT

Allows time to be added to the Transport time

1. Click on red hearts by (or right click on) the appropriate patient to view the drop-down menu and click on **Update Transport** (patient should already be highlighted in yellow)
2. Click **OK** or press **Enter** to finish

TRANSPORT RETURN

Used to return Patients to the Hugs system, after being Transported

1. Click on red hearts by (or right click on) the appropriate patient to view the drop-down menu and click on **Transport Return** (patient should already be highlighted in yellow)
2. Confirm patient is no longer highlighted in yellow and is in the correct zone

SUSPEND TAMPER

Gives the staff up to 5 minutes to change a STRAP without causing an alarm

1. Click on red hearts by (or right click on) the appropriate patient to view the drop-down menu and click on **Suspend Tamper**
2. Confirm that the patient is highlighted in orange and a timer is counting down in the "suspend" field
3. Go to the patient, cut the old strap, remove the pieces, and apply a new strap to the original tag
4. Tag will automatically resume Tamper Alarm status when pre-determined time expires. (Tag is no longer highlighted in orange)

RESUME TAMPER

Used to turn Tamper back on after changing a tags strap

1. Click on red hearts by (or right click on) the appropriate patient to view the drop-down menu and click on **Resume Tamper**
2. Confirm that the patient is no longer highlighted in orange

DISCHARGE

Used to permanently remove a patient from the Hugs system

1. Click on red hearts by (or right click on) the appropriate patient to view the drop-down menu and click on **Discharge**
2. Verify that you have the correct patient to discharge
3. Click **OK**