

## PASSPORT SOFTWARE USAGE QUIZ (ANSWER SHEET)

### **Objective:**

The purpose of these exercises is to affirm your familiarization with the Passport system software and to check how you utilize it. Carefully read each question; and give a brief, clear answer in the space provided.

1. You put a Passport tag on a patient, Mr. Smith girl in room 314. **A:** *Where do you enter the patient information on the computer?* **B:** *Clearly write out the patient information as you would type it into the computer:*
  - a) In the admit box next to where it says "name."
  - b) 555,Smith, male (this answer should match your hospitals protocol)
2. Patient Smith is moving from room 314 to room 360. **A:** *What needs to be done at the computer?*
  - a) Login, double click the patient's name, then change the room number and click OK or click the ENTER key, confirm changes and then logout.
3. Patient Smith needs to leave the floor to get some tests. You will be leaving the tag on him. He will be out of the department for 45 minutes. **A:** *What needs to be done at the computer?*
  - a) Login, click the Passport icon (or right click on patient's name or click on the Transport Icon at the top of the screen) next to the Smith tag and choose "Transport;" then in the box that appears, choose 1 hour for the sign out time (always pad the time), and click next to "All Zones" (If you have zones) . Click OK and then log out. Affirm that the tag is now highlighted in yellow and the time is counting down.
4. Patient Smith has returned from his tests. **A:** *What needs to be done at the computer?*
  - a) Login, click the Passport icon (or right click on patient's name or click on the Transport Return Icon at the top of the screen) next to the Smith tag and choose "Transport Return" Affirm that the tag is no longer highlighted in yellow and the time is not counting down, and then log out.
5. Mr. Smith's family thinks the Passport band is too tight. You cannot pull the band back because that will set off a tamper alarm; you cannot just cut the band either. **A:** *What needs to be done at the computer before you remove the old band and put a new band on?*
  - a) Login, click the Passport icon (or right click on patient's name or click on the Suspend Tamper Icon at the top of the screen) next to the Smith tag and choose "Suspend Tamper." Affirm that the tag is now highlighted in orange and the time is counting down, and then log out.
6. Mr. Smith is ready to go home. **A:** *What needs to be done at the computer before you remove the tag?*
  - a) Login, click the Passport icon (or right click on patient's name or click on the Discharge Icon at the top of the screen) next to the Smith tag and choose "Discharge." Affirm that you have the correct tag and click yes. Affirm that the tag has disappeared from the screen. Log out.
7. A TAMPER alarm is underway, and it has been determined that the patient is secure. The patient thought the tag/band was on too tight and pulled back on the tag! Before you can clear the alarm, the computer asks for a note about the alarm. **A:** *Clearly write out the appropriate note you might type into the computer.*
  - a) Patient pulled on tag to loosen it. Will change strap immediately.