

## PEDZ GUIDE FOR BASIC COMPUTER PROCEDURES

*(Note: The icons at the top of the screen may be used in place of the drop down menu)*

### **LOGIN TO THE SYSTEM**

***Touch any key on the keyboard or click the mouse (or use your ID card if applicable)***

- Type in your user name and press the Tab key
- Type in your password
- Click on the **Login** button or click the **Enter** key

### **ADMIT A PATIENT**

***Once the band is properly applied to the Pedz tag you should see a yellow flashing LED light for approximately 14 seconds. (Or hear a beep if a Hugs tag) Simultaneously, an "Admit Box" will appear on the Pedz PC***

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

### **EDIT PATIENT NAME**

***Allows changes to the patient information***

- Double-click on the appropriate patient
- Correct/add patient information as needed
- 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 (with tag) or pink (without tag) when in transport***

- Click on the Pedz Icon by (or right click on) the appropriate patient to view the drop-down menu and click on **Transport**
- **Decide if patient will be transported with or without a tag and answer accordingly**
- In the **Duration** field, enter time (hours/minutes) requested for transport
- 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)
- Click **OK** or press **Enter** key to finish
- Confirm patient is highlighted and countdown time has started

## UPDATE TRANSPORT

*Allows time to be added to the Transport time*

- Click on the Pedz Icon by (or right click on) the appropriate patient to view the drop-down menu and click on **Update Transport** (patient should already be highlighted)
- Click **OK** or press **Enter** to finish

## TRANSPORT RETURN WITH A TAG

*Used to return Patients to the Pedz system, after being transported with a tag*

- Click on the Pedz Icon 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)
- Confirm patient is no longer highlighted in yellow and is in the correct zone

## TRANSPORT RETURN WITHOUT A TAG

*Used to return Patients to the Pedz system, after being transported without a tag*

- Using the same band and tag, put original tag back on patient per procedures
- Confirm patient is no longer highlighted in pink and is in the correct zone

## SUSPEND TAMPER

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

- Click on the Pedz Icon by (or right click on) the appropriate patient to view the drop-down menu and click on **Suspend Tamper**
- Confirm that the patient is highlighted in orange and a timer is counting down in the "suspend" field
- Go to the patient, remove the old band using the removal key, and apply a new band to the original tag (*or cut the tag off and re-apply if Hugs tag*)
- 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 tag's band*

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

## DISCHARGE

*Used to permanently remove a patient from the Pedz system*

- Click on the Pedz Icon by (or right click on) the appropriate patient to view the drop-down menu and click on **Discharge**
- Verify that you have the correct patient to discharge
- Click **OK**

