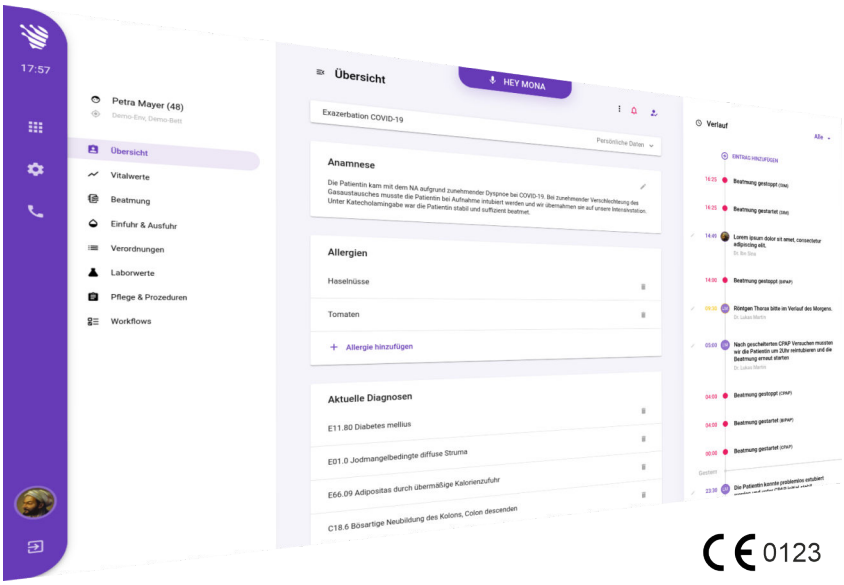
Software manual

MonaOS



Software version: 2.2.0

Read the instructions prior to performing any task!

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About this instruction manual

This instruction manual enables safe and efficient handling of the *MonaOS* software. This instruction manual is a component of the medical device and must be kept in the immediate vicinity of the terminal where it is accessible to personnel at all times (digital storage is recommended).

Personnel must have carefully read and understood this instruction manual before beginning any work with the product. Compliance with the safety information and instructions provided in this instruction manual is an essential prerequisite for the safe use of the product. In addition, the local occupational health and safety regulations and the general safety regulations for the area in which the software is used must be observed.

Illustrations in this instruction manual are intended for basic understanding and may deviate from the actual design.

The software is only functional with the corresponding *Mona* terminal. *Mona* terminal provides the necessary infrastructure for *MonaOS* to fulfil its intended purpose. The relevant instructions can be found in the instruction manual for the terminal *'Other applicable documents' on page 3*.

Customers of Clinomic Medical GmbH (hereafter also referred to as Clinomic) will be informed if and when future revisions of this instruction manual are made available.

Copyright

The contents of this instruction manual are protected by copyright. Their use is permitted only within the context of using the software. Any other use is prohibited without the written approval of Clinomic Medical GmbH.

Other applicable documents

The documents listed below apply in addition to this instruction manual.

Document	Note
Instruction manual for *Mona* terminal	Note the version designation of the terminal
Manual for remote users of *MonaOS* – telemedicine Web interface	Note the software version level of *MonaOS*

Product feedback

In order to monitor our products, we are interested in information and experiences relating to use of the terminal and this instruction manual. We would therefore be very grateful for relevant feedback. If you are unsure about any of the information given in this instruction manual, please feel free to contact us.

If you experience any serious incidents involving the product, contact Clinomic Medical GmbH without delay, as well as the responsible authorities in the EU member state, where relevant.

Malfunctions and error messages

If malfunctions occur or error messages are displayed during the use of the *Mona* software, first inform the IT administration (IT department of the hospital). If the error cannot be rectified, contact Clinomic Medical GmbH.

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1 Functional description

1.1 What is *Mona*?

Mona is an intelligent assistance system for intensive care units.

It assists medical specialists in the treatment of patients by displaying patient information, clinical measurements, vital parameters and lab values, and by creating and providing documentation on medication and treatments.

In some models, a telemedicine option optimises the application in intensive care.

2 Safety

No alarms



WARNING!

Danger due to lack of alarm functions!

MonaOS is not equipped with alarm functions for monitoring critical vital signs. The measurements transmitted by the auxiliary system are designed for logging only. If no alarm-generating auxiliary systems are used or if alarms from auxiliary systems are ignored, patients can end up in life-threatening situations.

– Never use *MonaOS* for central monitoring of critical vital parameters.
– Always have critical vital signs monitored by auxiliary systems with alarm functions designed for that specific purpose.

Assistance product



WARNING!

Danger due to transmission of incorrect measurements and data from connected systems!

This product is an assistance product. It does not assume the function or decisions of doctors or of other auxiliary systems in the intensive care unit. If the values and information displayed by *MonaOS* are used as the sole basis for medical diagnoses and/or treatments, this can result in dangerous decisions and misjudgements that can affect the health of a patient.

– Never use the values and information displayed by *MonaOS* as the sole basis for medical diagnoses and/or treatments.
– Always take all available information into account when making medical decisions.

Identity misuse

WARNING!

Danger due to misuse of RFID cards or login credentials by unauthorised third parties!

If RFID cards or login credentials are lost or not stored securely, RFID cards or login credentials can be misused by unauthorised third parties. This enables unauthorised parties to manipulate data in *MonaOS*. If manipulated data are used as the basis for medical decisions, this can result in dangerous misjudgements and affect the patient's health.

- Do not leave RFID cards lying around, and store them in a safe place not accessible for unauthorised persons when not in use.
- Never hand or transfer personalised RFID cards or personal login credentials to third parties.
- Report lost RFID cards to the IT administration without delay.

Data transfer

WARNING!

Danger due to transmission of incorrect measurements and data from connected systems!

If connected auxiliary and information systems supply incorrect measurements and data to *MonaOS*, this can result in dangerous decisions and misjudgements that can affect patients' health.

- Always ensure that externally connected systems and the network are secure and functioning correctly.
- If measurements and information are inconsistent, check the network integrity and the connected auxiliary and information systems of the network. *MonaOS* is not equipped with measuring functions.

Hidden screen page areas



WARNING!

Danger due to parameters and values outside the illustrated display areas being overlooked!

Due to the screen size of the terminal, it is not always possible to display all relevant information simultaneously in *MonaOS*. If parameters and values are overlooked, this can result in dangerous decisions and misjudgements that can affect patients' health.

– Always pay attention to all areas of the screen and use the horizontal and vertical scroll bars to view them in the relevant window areas.

3 Personnel requirements

The *Mona* software may only be used by medically trained personnel. Each user wishing to access *Mona* must have their own RFID card.

Medical specialists
Medical specialists are doctors and nursing staff in intensive care units or similar environments. Thanks to their professional education, medical specialists are able to carry out the duties entrusted to them.

Service personnel
Service personnel are trained by Clinomic and are responsible for IT administration (installation, configuration, updates) (hospital IT department). Thanks to their professional education and specific training, service personnel are able to carry out the duties entrusted to them.

The group of service personnel also includes specialists who are responsible for disinfecting medical devices.

4 Quick reference to menu icons

The menus contain icons that can be used to open various views in *Mona*.

Main menu

The following table lists all the icons used on the main menu.

Icon	Designation	Description
	*Mona* logo	Change colour scheme (Double press / double tap on the *Mona* logo)
	Current time (example)	View current time
	Patient overview	*Chapter 12 ‘‘Patient overview’ view’ on page 50*
	List of patients	*Chapter 10 ‘‘List of patients’ view’ on page 37*
	Settings	*Chapter 9 ‘‘Settings’ view’ on page 29*
	Telemedicine	*Chapter 13 ‘‘Telemedicine’ view’ on page 60*
	Profile picture (example)	Profile picture of the person who is logged in
	Logout	Log out the person who is currently logged in
	Patient search	Start search for patients
	Back	Return to the menu that was previously open



Depending on the view mode, the main menu is shown in a light or dark colour scheme.

Patient menu

The following table lists all the icons used in the patient menu.

Icon	Designation	Description
	Patient overview	*Chapter 12 ‘‘Patient overview’ view’ on page 50*

Icon	Designation	Description
	Vital signs	*Chapter 15 ‘‘Vital signs’ view’ on page 72*
	Ventilation	*Chapter 16 ‘‘Ventilation’ view’ on page 76*
	Input & output	*Chapter 19 ‘‘Input & output’ view’ on page 99*
	Prescriptions	*Chapter 18 ‘‘Prescriptions’ view’ on page 86*
	Lab values	*Chapter 17 ‘‘Lab values’ view’ on page 80*
	Care & procedures	*Chapter 20 ‘‘Care & procedures’ view’ on page 109*
	Workflows	*Chapter 21 ‘‘Workflows’ view’ on page 120*

5 Operating concept

5.1 Navigation and input methods

The *Mona* software can be operated on the terminal itself as follows:

- Navigation via touchscreen operation *‘Touchscreen operation’ on page 13*
- Inputs via the on-screen keyboard *‘On-screen keyboard’ on page 13*

Touchscreen operation

It is possible to interact with the *Mona* terminal via the touchscreen:

- To select menu options and input fields, press the corresponding entry.
- To enter text and numbers, use the on-screen keyboard *‘On-screen keyboard’ on page 13*.
- To scroll screen contents, press and hold the area with your finger and move it across the screen.

On-screen keyboard

An on-screen keyboard is available for entering text and numbers on the touchscreen terminals. The on-screen keyboard is displayed automatically when the user taps an input field.



Fig. 1: On-screen keyboard (English keyboard)

Item no.	Meaning
①	Open the special character keyboard
②	Close the on-screen keyboard
③	Keyboard in the currently selected keyboard layout
④	Left/right cursor buttons
⑤	Number pad
⑥	Operators and frequently used unit characters

When the on-screen keyboard appears, the display area in the background can still be moved vertically. It is not necessary to display and hide the on-screen keyboard for this purpose.

5.2 Saving changes

In all views where inputs are entered in input fields and where entered values and details can be modified, the user must confirm that the inputs will be saved, and must complete the process by using the RFID card or entering the login credentials.

In the Mona system, changes are always assigned to the current login and saved with the date and time of the inputs.

Before saving, the user must confirm a corresponding disclaimer as a declaration of agreement.

Saving entered inputs

To save inputs, proceed as follows:

1. In the view where you entered inputs, press *'SAVE'* or the icon.
   ⇨ A save dialogue is displayed.
2. ■ If you want to make additional changes before saving, press *'Continue editing'*.
   ■ To save your changes immediately, press *'Confirm'*.
   ⇨ The terminal asks the user to use their personal RFID card to save the data or to confirm the changes by entering their login credentials (Fig. 2).

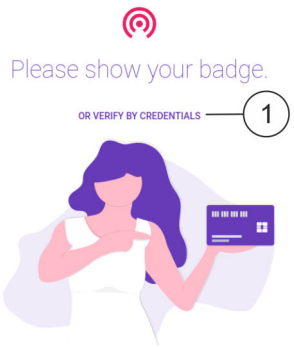


Fig. 2: Request for RFID card

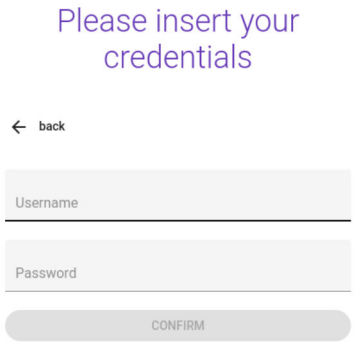


Fig. 3: Request for login credentials

3. Hold your personal RFID card in front of the RFID reader of the terminal. Alternatively, press the *‘ Or verify by credentials’* button (Fig. 2/①).

⇨ When the *‘ Or verify by credentials’* button (Fig. 2/①) was pressed, a window for entering the login credentials is displayed (Fig. 3).

4. When the window for entering the login credentials appears, enter your data and confirm with the *‘CONFIRM’* button. Use the *‘back’* button to return to authentication via RFID card, if necessary.

5.

A disclaimer appears to inform the user that the information will be saved with the name of the login.

Confirm the disclaimer.

⇨ The entered inputs are saved.

In the ‘Prescriptions’ view, changes entered by the nursing staff are highlighted in colour. Doctors must confirm these changes explicitly to remove the highlighting Chapter 18 ‘‘Prescriptions’ view’ on page 86.

Discarding changes

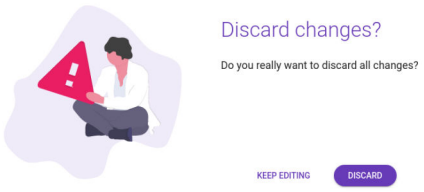


Fig. 4: Dialogue: Discard changes

When a user exits a view without explicitly saving the changes, a safety prompt appears (Fig. 4).

- *Press ‘DISCARD’ to reject the changes, and confirm this process with your RFID card or by entering your login credentials.*
- *Press ‘KEEP EDITING’ to continue editing your inputs.*

5.3 Menus

The individual views and functional areas of *Mona* are accessed via menus.

There are two menus.

- Main menu
- Patient menu

The main menu can be overlaid over the patient menu.

Main menu on the terminal

Depending on the usage situation, the options on the main menu can deviate from the options shown here. For the meaning of the options, see Chapter 4 ‘Quick reference to menu icons’ on page 11.

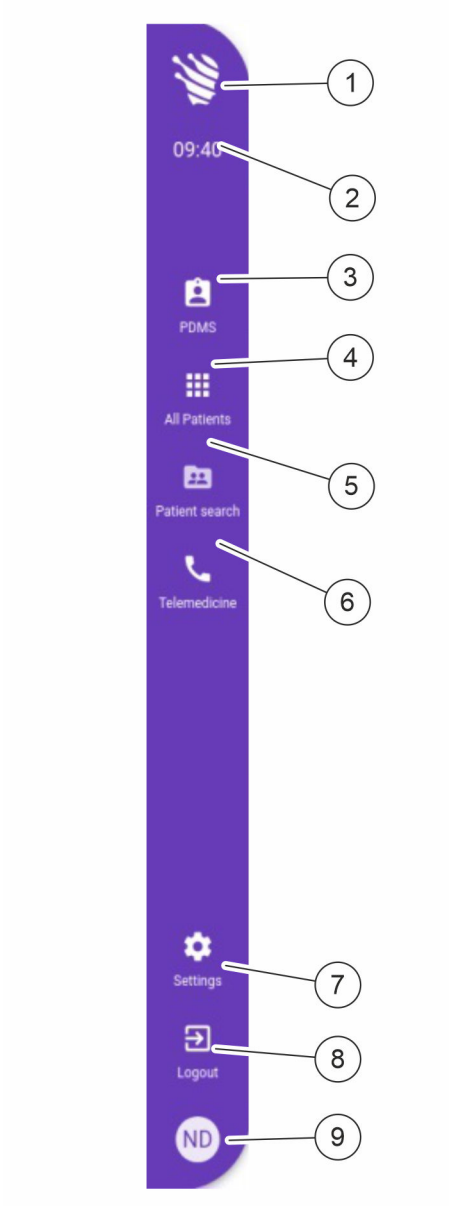


Fig. 5: Main menu

From the main menu, the following functions can be executed:

- Access main views in *Mona*
- Access device settings
- Access telemedicine module
- Log out of device

Item no.	Designation	Meaning
①	*Mona* logo	Change colour scheme (double press / double tap on the *Mona* logo)
②	Current time	View current time
③	Patient overview*	Navigate to the patient overview ↳ *Chapter 12 ‘‘Patient overview’ view’ on page 50*
④	List of patients	View for managing the patients in a ward ↳ *Chapter 10 ‘‘List of patients’ view’ on page 37*
⑤	Patient search	Search for a patient ↳ *Chapter 12 ‘‘Patient overview’ view’ on page 50*
⑥	Telemedicine	Navigate to the telemedicine module ↳ *Chapter 13 ‘‘Telemedicine’ view’ on page 60*
⑦	Settings	Navigate to the settings view ↳ *Chapter 9 ‘‘Settings’ view’ on page 29*
⑧	Logging out	Log out of device
⑨	Initials / profile picture	Initials or profile picture assigned to the current login

* Only displayed if the relevant patient (↳ *Chapter 12 ‘‘Patient overview’ view’ on page 50*) has been created in the system and assigned to the *Mona* terminal in use.

Depending on the menu context, the main menu may contain further options (↳ *Chapter 4 ‘Quick reference to menu icons’ on page 11*).

Patient menu

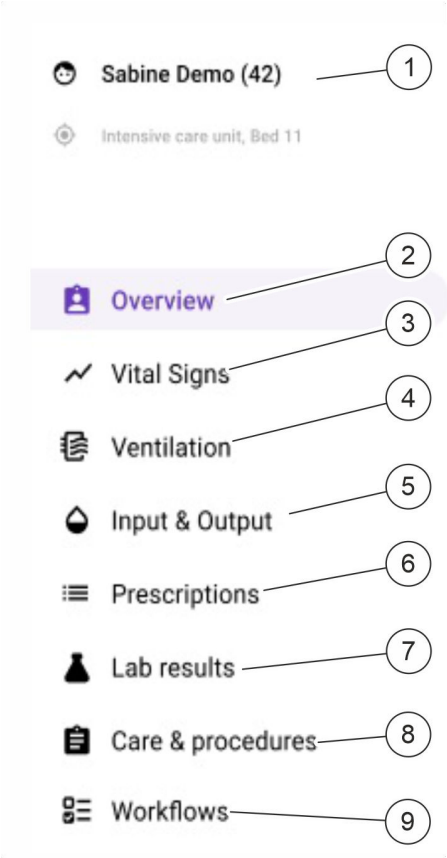


Fig. 6: Patient menu

All patient-related functions in *Mona* can be accessed from the patient menu. The patient overview is shown in the *'Patient overview'* view.

Item no.	Designation	Meaning
①	Patient information	Specification of patient data (name, age, location)
②	Overview	Navigate to view with important information on the patient ↳ *Chapter 12 ''Patient overview' view' on page 50*
③	Vital signs	Navigate to view for measured vital signs ↳ *Chapter 15 ''Vital signs' view' on page 72*
④	Ventilation	Navigate to view for active ventilation processes and values ↳ *Chapter 16 ''Ventilation' view' on page 76*
⑤	Input & output	Navigate to view for an overview of treatment measures ↳ *Chapter 19 ''Input & output' view' on page 99*
⑥	Prescriptions	Navigate to view for medications and procedures ↳ *Chapter 18 ''Prescriptions' view' on page 86*
⑦	Lab results	Navigate to view with determined lab values ↳ *Chapter 17 ''Lab values' view' on page 80*
⑧	Care & procedures	Navigate to view for generating care reports ↳ *Chapter 20 ''Care & procedures' view' on page 109*
⑨	Workflows	Navigate to view for performing a workflow ↳ *Chapter 21 ''Workflows' view' on page 120*

The currently selected view is shown with a coloured background in the menu.

5.4 User roles and access restrictions

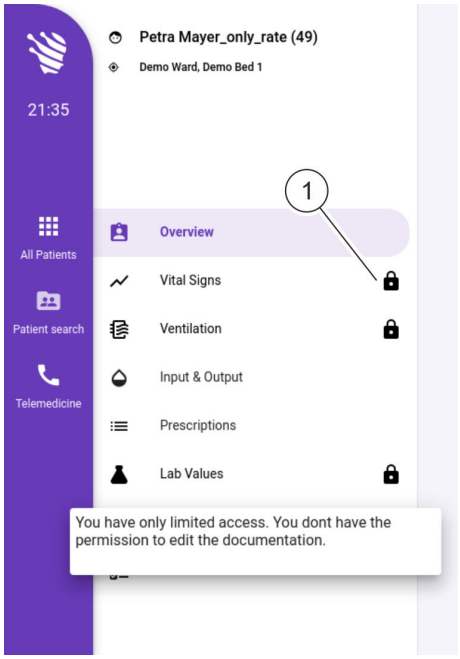
User roles and access

The *Mona* system makes it possible to adapt the access rights for user groups or individual users. This makes it possible, for example, to restrict access to specific menu options in a menu.

The different user roles also affect the users' ability to modify patient data or control processes in the *Mona* system.

> *If the user role of the user who is logged in does not permit access or editing, a warning message is displayed.*

Locked menu options in the patient menu



Depending on the user permissions, the user's access to menus may be restricted. They will then be unable, for example, to see all menu options in the patient menu. If access is restricted, this fact is indicated by the symbol (e.g. Fig. 7/①). Menu options marked in this way cannot be accessed by the logged-in user.

Fig. 7: Locked menu options

After a user change

When logging into the system when there are unsaved changes present, the following confirmation dialogues are shown depending on the permission levels of the user:

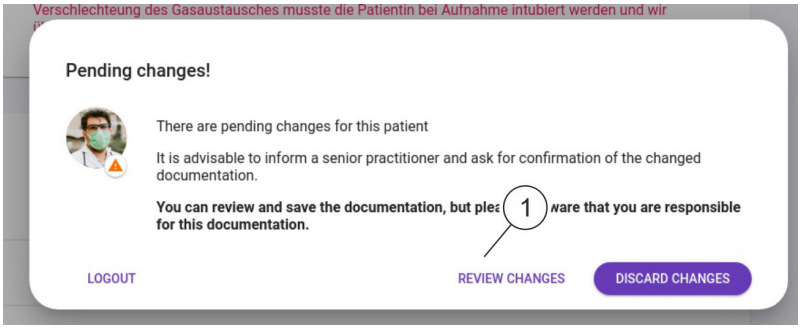


Fig. 8: Pending changes (user has sufficient authorisation)

If the logged-in user has sufficient authorisation to confirm the changed data, a corresponding message is displayed (Fig. 8). By pressing the *'Review changes'* button (Fig. 8/①), the logged-in user can view the changes and then save them. Alternatively, the user can reject the pending changes.

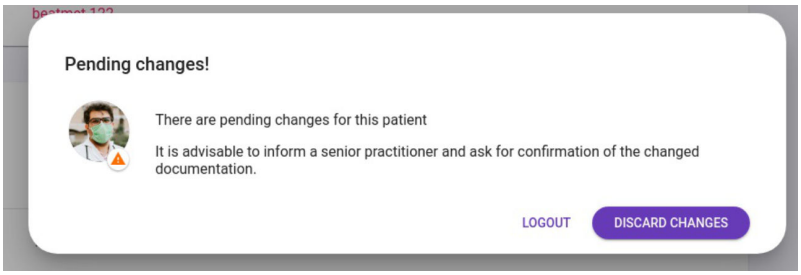


Fig. 9: Pending changes (user has insufficient authorisation)

If the logged-in user does not have the necessary privileges, they can either log out or reject the pending changes (Fig. 9).

6 Setting up a new terminal

Personnel: ■ Service personnel

Requirement:

- The terminal has not yet been authenticated on the *Mona* server.

> *In the delivery state, all necessary server data have already been stored. Once the terminal has checked for updates and installed any outstanding updates, the activation process can be performed. This must be done by an administrator.*

Terminals must be enabled on the *Mona* server before they can be used. If a terminal has not yet been enabled, an authentication process is initiated when the terminal is switched on. The terminal then displays a device ID, which must be submitted to the IT administration so that the terminal can be enabled.

To activate a new terminal or a terminal that has not been enabled in the *Mona* core, proceed as follows:

1. Make sure that the terminal has network access and can reach the *Mona* core.
   ⇨ The terminal logs on to the *Mona* core automatically and must now be activated for use.

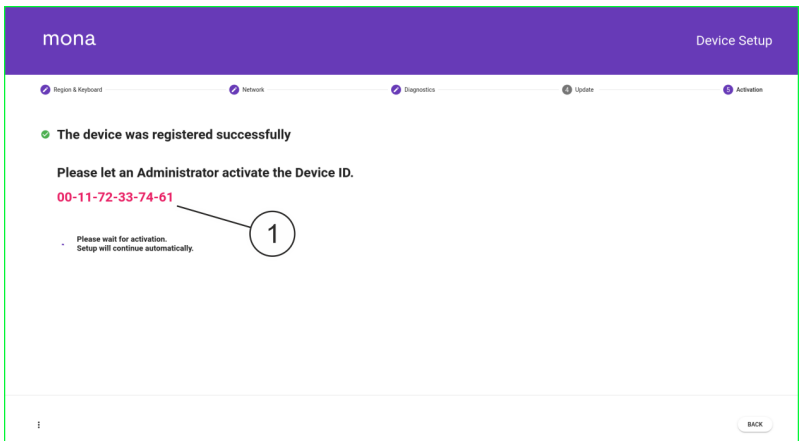


Fig. 10: Device ID

2. Have the terminal activated by an administrator. You will need the device ID (Fig. 10/①) for this purpose.
   ⇨ As soon as activation is complete, the device setup is closed and the terminal is ready for use.

7 Start and lock screen

Start and lock screen of the *Mona* terminal

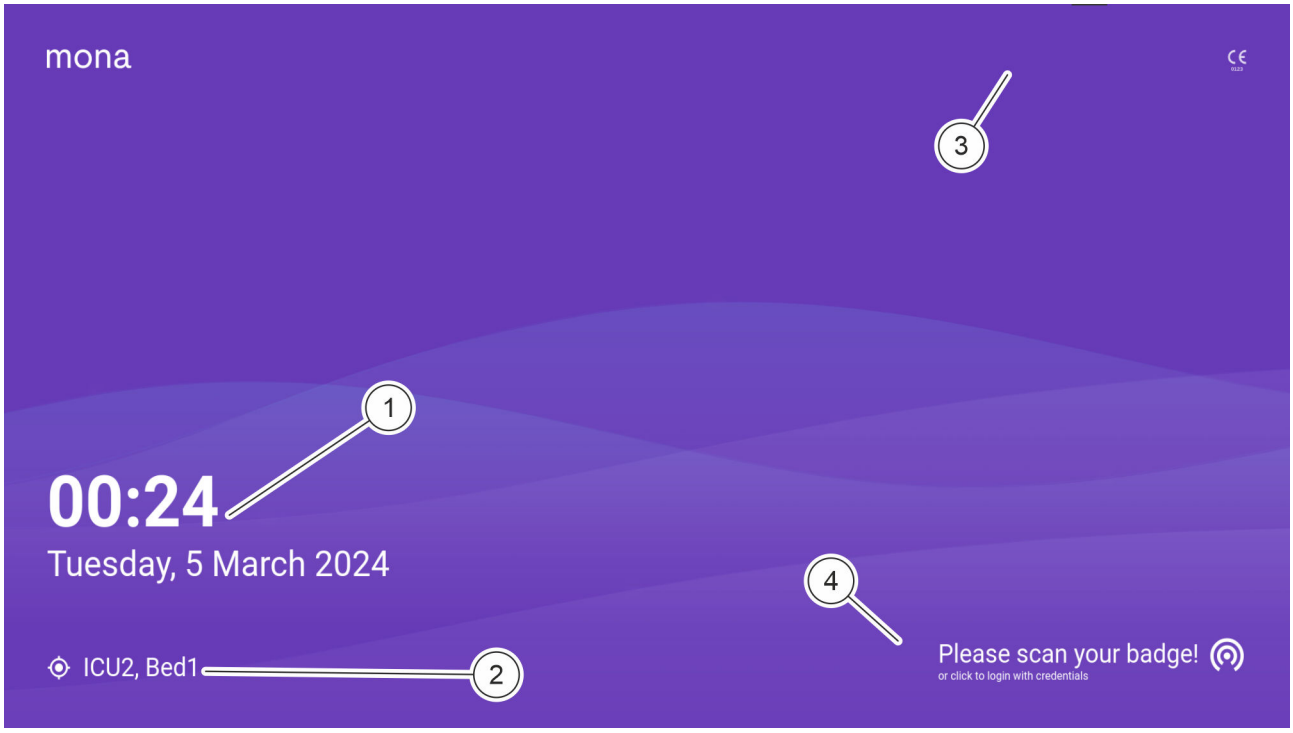


Fig. 11: Start and lock screen

Item no.	Meaning
①	Display time and date
②	Ward and bed assigned to the terminal*
③	Note that notifications are pending for the patient
④	Note that login can be performed with the RFID card Pressing this note initiates login via login credentials.

* Is displayed if the terminal has been assigned to a patient or a bed

If nobody is logged in to the *Mona* system or the *Mona* system has not been used for some time, the lock screen is displayed.

Depending on whether the terminal is assigned to a patient and/or a bed, the lock screen shows information on the bed (Fig. 11/②).

A corresponding note indicates whether there are notifications regarding the patient (Fig. 11/③).

The option for logging in with an RFID card is displayed in a corresponding note (Fig. 11/④). By pressing this note, the user can also log in by entering their login credentials. For this purpose, access via login credentials must be enabled by the IT administration.

> *When an RFID card is used in the Mona system for the first time, it must first be enabled with a personal activation code. After that, the user can log in to the Mona system using their RFID card or – if enabled – by entering their login credentials* ↳ *Chapter 8 'Logging in and out of the Mona system' on page 24.*

Start and lock screen Web access

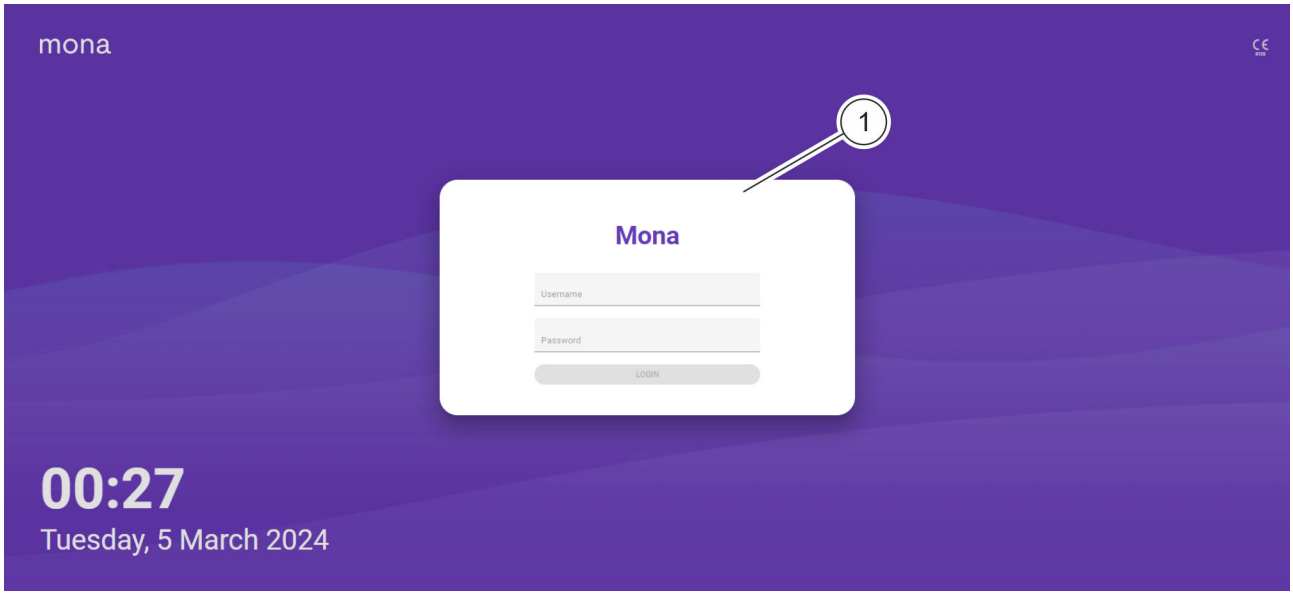


Fig. 12: Start and lock screen via Web access

Item no.	Meaning
①	Login credentials

If Web access is used, the start and lock screen with login window (Fig. 12) is displayed for login. Here the users can log in by entering their login credentials.

8 Logging in and out of the *Mona* system

8.1 Activating RFID card on the terminal (first login)

Personnel: ■ Medical specialists

Material: ■ RFID card

An RFID card that has not been previously activated in the *Mona* system must first be enabled by an administrator.

Requirement:

- Nobody is logged in to the system and the start and lock screen is displayed ↳ *Chapter 7 'Start and lock screen' on page 22*.

To activate an RFID card, proceed as follows:

1. Hold your personal RFID card in front of the RFID reader of the terminal.

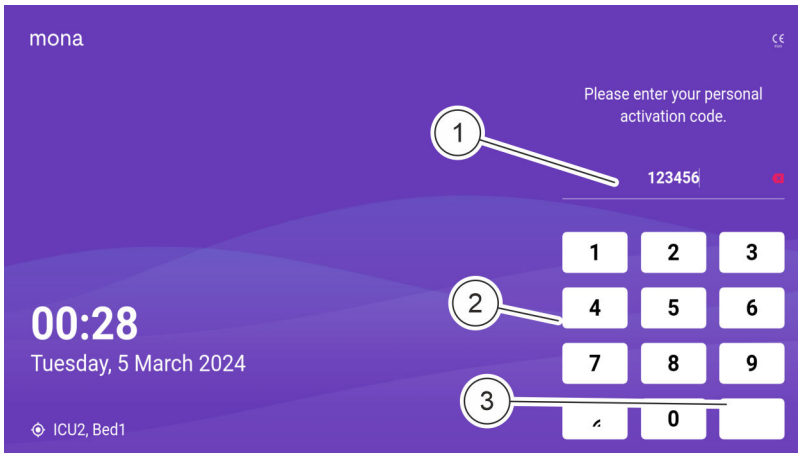


Fig. 13: Activating an RFID card with a personal activation code (example)

⇨ A number pad is displayed along with the prompt to enter the personal activation code.

2. Press the input field (Fig. 13/①) and enter your personal activation code using the number pad (Fig. 13/②).

Request your personal activation code from the IT administration.

3. Confirm your input with the arrow button (Fig. 13/③).

If activation with your personal activation code is not possible, contact the IT administration.

⇨ Your personal RFID card is activated. The terminal is unlocked and your personal profile is loaded.

8.2 Logging in to the terminal with an RFID card

Personnel: ■ Medical specialists

Material: ■ RFID card

Once an RFID card is activated, the user can log in to the *Mona* system by holding their personal RFID card up to the RFID reader of the terminal.

Requirement:

■ Nobody is logged in to the system and the start and lock screen is displayed ↳ *Chapter 7 'Start and lock screen' on page 22*.

To log in with an RFID card that has already been activated, proceed as follows:

Hold your personal RFID card in front of the RFID reader of the terminal.

⇨ The terminal is unlocked and your personal profile is loaded.

If your RFID card has not yet been activated, you will be prompted to input your personal activation code ↳ *Chapter 8.1 'Activating RFID card on the terminal (first login)' on page 24.*

If login with the RFID card is not possible even though activation has been performed, contact the IT administration.

Some areas of the Mona system can only be accessed and edited with the relevant authorisation. A personal RFID card is assigned one or more roles (administrator, doctor, nurse), each of which has specific permissions. If in doubt, contact the IT administration.

8.3 Logging in to the terminal via login credentials

Personnel: ■ Medical specialists

If the login credentials were enabled by the IT administration, the user can log in to the *Mona* system by entering their login credentials.

Requirement:

- Nobody is logged in to the system and the start and lock screen is displayed *Chapter 7 'Start and lock screen' on page 22*.

To log in with enabled login credentials, proceed as follows:

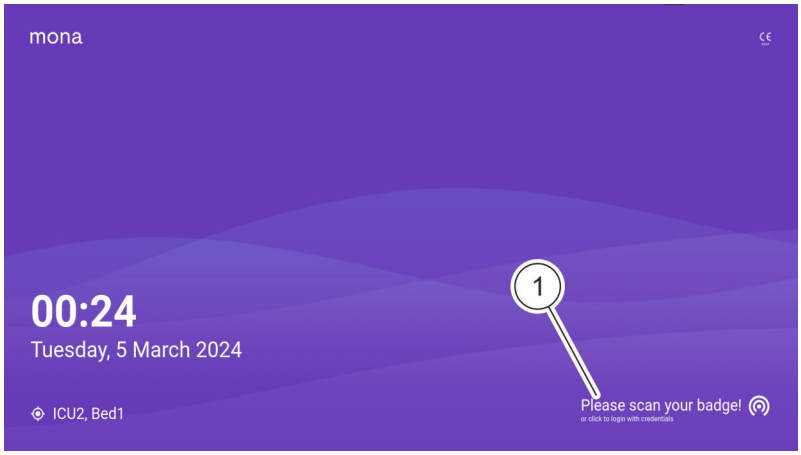


Fig. 14: Start screen

1. Press the note regarding holding up the RFID card (Fig. 14/①).
2. Enter your login credentials and confirm your inputs with *'Login'*.
   ⇨ The terminal is unlocked and your personal profile is loaded.

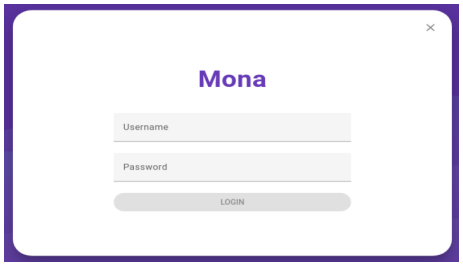


Fig. 15: Login window

> *Some areas of the Mona system can only be accessed and edited with the relevant access rights. The login credentials are assigned one or more roles (administrator, doctor, nurse), each of which has specific access rights. If in doubt, contact the IT administration.*

8.4 Establishing Web access via login credentials

Personnel: ■ Medical specialists

Once Web access has been enabled by the IT administration, login credentials can be used to access the virtual environment.

To log in with enabled Web access, proceed as follows:

1. Connect to the hospital network in line with the specifications from the IT administration.
2. Access the Web access in line with the specifications from the IT administration.

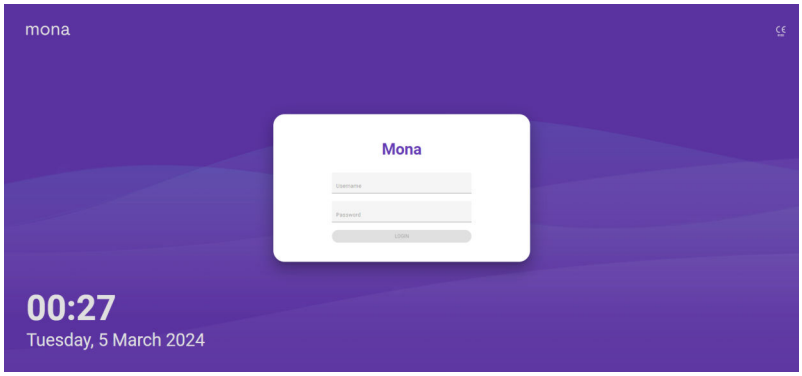


Fig. 16: Web access login

3. Enter your login credentials and confirm your inputs with *'Login'*.

   ⇨ Your personal profile is loaded.

If login with the login credentials is not possible even though activation has been performed, contact the IT administration.

Web access is restricted to certain areas of the Mona system. Telemedicine, for example, cannot be accessed via Web access. In addition, the login credentials are assigned one or more roles (administrator, doctor, nurse), each of which has specific permissions. If in doubt, contact the IT administration.

8.5 Logging out and locking the screen

Personnel: ■ Medical specialists

Logout prevents unauthorised access to the *Mona* system. Logout is performed via the main menu and locks the screen.

After a preset time, an automatic lock (↬ Chapter 9 ''Settings' view' on page 29) is placed if no inputs are entered in the Mona system; the login is terminated automatically and the start and lock screen is displayed.

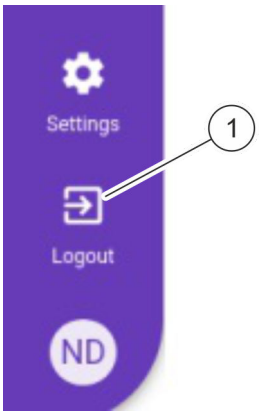


Fig. 17: Logout icon on the main menu

Requirement:

- A user is logged in to the system.

To log out of the *Mona* system and lock the screen, proceed as follows:

→ On the main menu, press the icon(Fig. 17/①).

⇨ The user is logged out of the *Mona* system. The start and lock screen is displayed ↳ *Chapter 7 'Start and lock screen' on page 22*.

The user must log in again before they can use *Mona* again ↳ *Chapter 8.2 'Logging in to the terminal with an RFID card' on page 25*.

Rejecting unsaved inputs

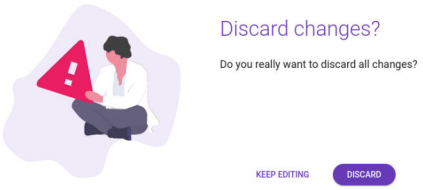


Fig. 18: Dialogue: Discard changes

If entered inputs are not saved, a dialogue window appears.

– *Press 'DISCARD' to reject your entered inputs. Confirm the process with your RFID card or by entering your login credentials.*
– *Press 'KEEP EDITING' to continue editing your inputs.*

If your login is terminated due to inactivity before your changes were saved or rejected, these changes are not lost. After the next login, the changes can be either rejected or saved.

9 *'Settings'* view

In the *'Settings'* view, you can make device-specific terminal settings and edit medical templates (standard medication).

The area is split into device-specific (Fig. 19), system-specific (Fig. 20) and medical settings (Fig. 21).

Logging in

The 'Settings' view can only be accessed by an administrator who is logged in to the terminal with an RFID card or with their login credentials. Permissions are linked to the personal RFID card or user role. If in doubt, contact the IT administration.

To log in: Chapter 8.2 'Logging in to the terminal with an RFID card' on page 25

Personnel:
- Service personnel

Material:
- RFID card

It is possible to change the order in which vital signs, ventilation, ABG and lab value parameters are displayed in MonaOS. Using the administration interface along with a convenient drag-and-drop functionality, the order of these parameters can be changed to reflect the requirements of a particular hospital or ward. After a terminology refresh in MonaOS settings, the order of the parameters in the admin interface is reflected in the ordering:

- in the menu which is displayed after clicking the *'add vital signs'* button
- table view
- graph view
- filter element.

Device settings

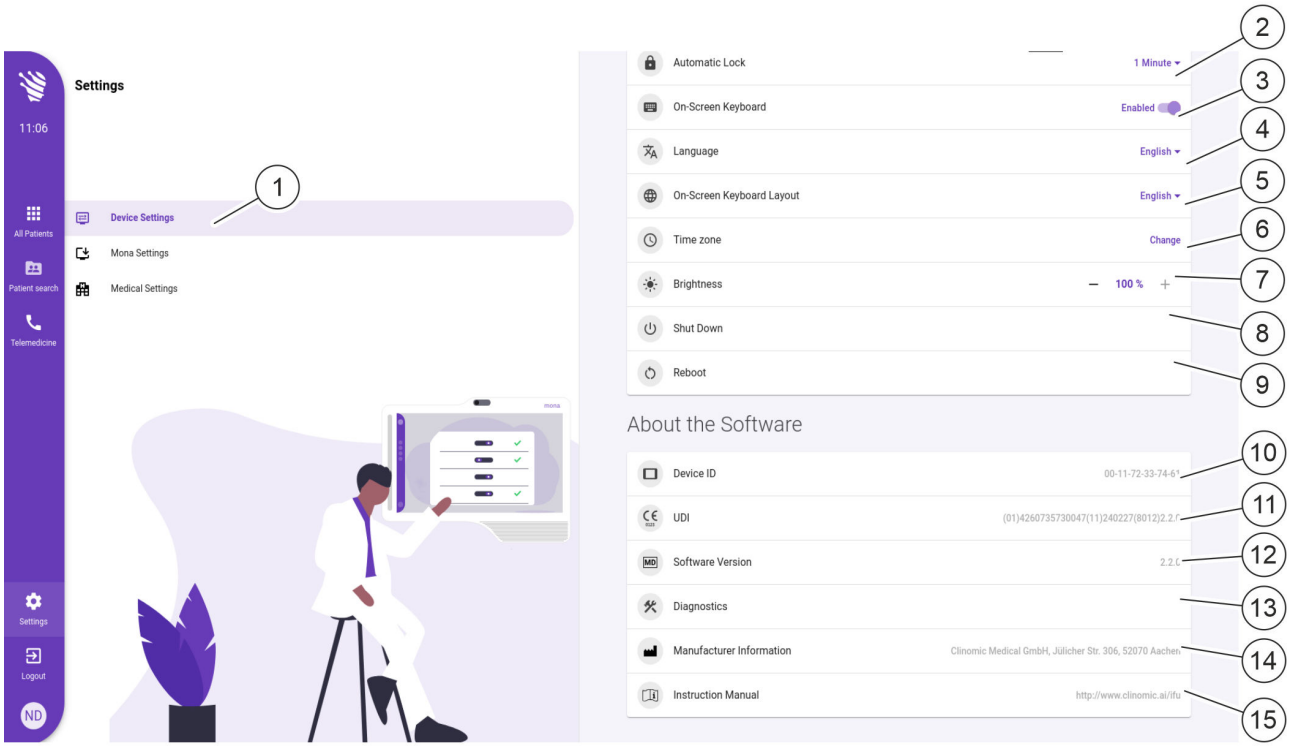


Fig. 19: 'Settings – Device settings' view

Item no.	Meaning
①	Navigate to the *'Device settings'* area
②	Set the time for the automatic screen lock
③	Activate and deactivate on-screen keyboard
④	Select language
⑤	Select layout of on-screen keyboard
⑥	Change time zone
⑦	Adjust display brightness
⑧	Shut down terminal
⑨	Perform reboot
⑩	Unique device ID
⑪	UDI (unique device identifier)
⑫	Software version of *MonaOS*
⑬	Access diagnostic functions

Item no.	Meaning
⑭	Manufacturer information
⑮	Link to the electronic version of this instruction manual

In the *'Device settings'* area (Fig. 19/② – ⑨), it is possible to activate/deactivate specific system functions via the drop-down lists and sliding switches and to modify settings.

The *'About the software'* area (Fig. 19/⑩ – ⑭) displays the device code of the terminal and any additional modules as well as the version of the deployed *MonaOS*.

Mona settings

The following settings may only be modified by an administrator.

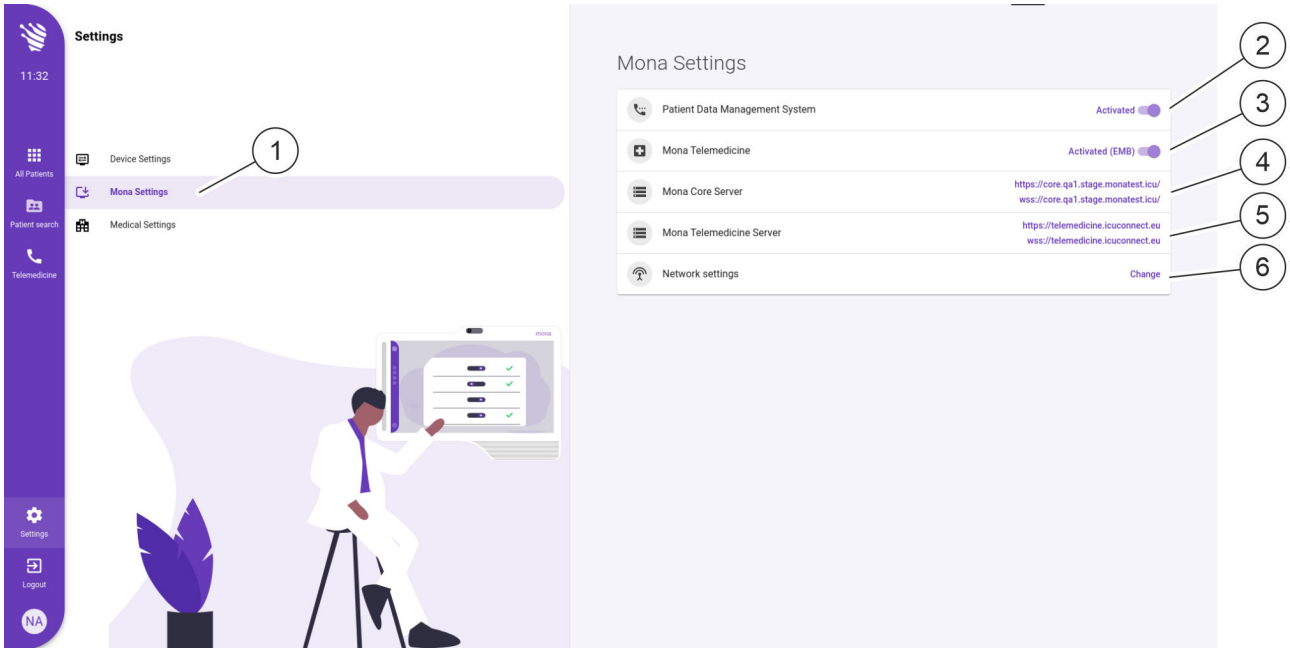


Fig. 20: 'Settings – Mona settings' view

Item no.	Meaning
①	Navigate to the *'Mona settings'* area
②	Activate and deactivate patient data management system
③	Activate and deactivate telemedicine module
④	*Mona* core server (server address)
⑤	*Mona* telemedicine server (server address)
⑥	Adjust network settings

The *'Mona settings'* area (Fig. 20/② – ⑥) displays server information and can be used to adjust network settings.

Sliding switches can be used to activate/deactivate specific system functions, such as the patient data management system, the voice assistant and the telemedicine module.

Medical settings

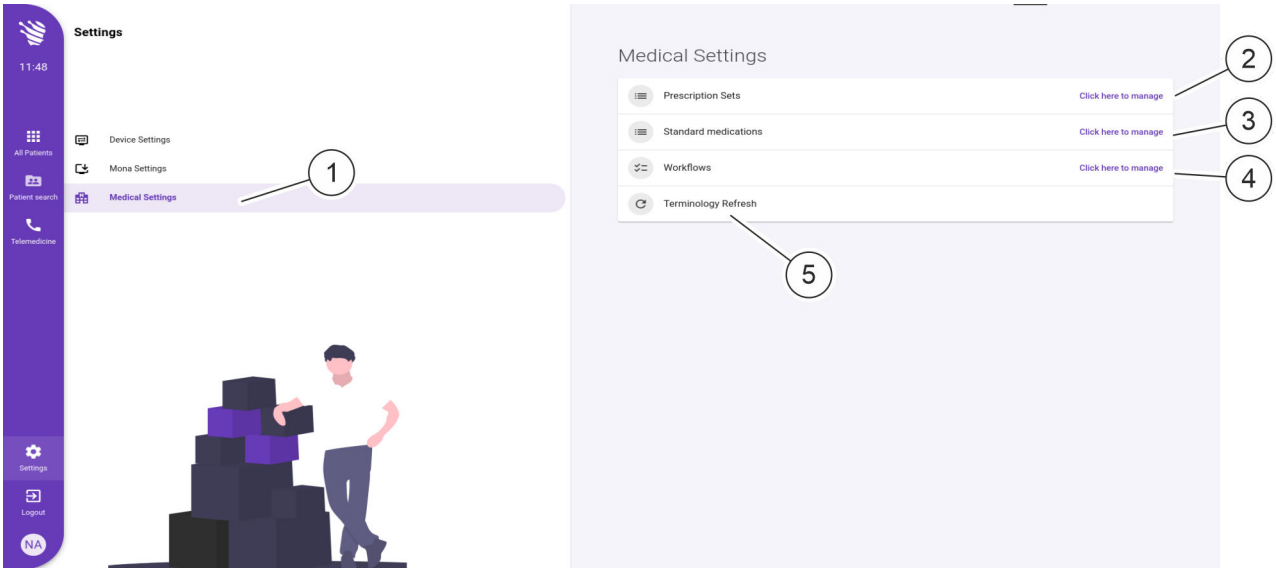


Fig. 21: 'Settings – Medical settings' view

Item no.	Meaning
①	Navigate to the *'Medical settings'* area
②	Create and edit prescription sets
③	Create and edit standard medications
④	Create and edit workflows
⑤	Terminology refresh*

* After changes to the administrator interface

The *'Medical settings'* area (Fig. 21/② – ⑤) can be used to create and edit prescription sets, standard medications and workflows.

Prescription sets can be used to store recurring medication prescriptions and procedures. The prescription sets can be added to the 'Prescriptions' view later on as standard medication ↳ Chapter 18 ''Prescriptions' view' on page 86. This means that identical prescriptions do not have to be entered repeatedly by hand.

Templates can still be individually adapted during subsequent use.

Managing medical settings

Requirement:

- An administrator is logged in to the system *Chapter 8 'Logging in and out of the Mona system' on page 24* .

To make system settings, proceed as follows:

Calling up the *'Settings'* view

1. On the main menu, press the icon.
   ⇨ The *'Settings'* view (Fig. 19) is displayed.

Selecting a view

2. To display the *'Device settings'*, *'Mona settings'* or *'Medical settings'* view, press the corresponding tab (Fig. 19/①, Fig. 20/①, Fig. 21/①).
   ⇨ The selected view is displayed.

Adjusting system settings

3. Press the *'Device settings'* or *'Mona settings'* tab.
   ⇨ The *'Device settings'* (Fig. 19) or *'Mona settings'* (Fig. 20) view is displayed.
4. - To adjust system settings with drop-down lists (Fig. 19/②, ④, ⑤), select the entry for the required setting from the drop-down list.
   - To adjust system settings with the sliding switches (Fig. 19/③ and Fig. 20/②, ③), press the corresponding entry to activate or deactivate the setting.
   - To adjust system settings via text input (Fig. 20/④, ⑤, ⑥), press the corresponding entry to modify the input.
   - To adjust the display brightness, press (Fig. 19/⑦), *'-'* and *'+'*.

Creating, editing or deleting medical templates

5. Press the *'Medical settings'* tab.
   ⇨ The *'Medical settings'* view is displayed (Fig. 21).
6. To create or edit a medical template, press *'Click here to manage prescription sets'* (Fig. 22/①).
   ⇨ The editing view for the selected template (prescription sets, standard medication, workflow) is displayed.



Fig. 22: Editing a medical template

Creating, editing or deleting standard medication

7. Select the *'Standard medication'* area.

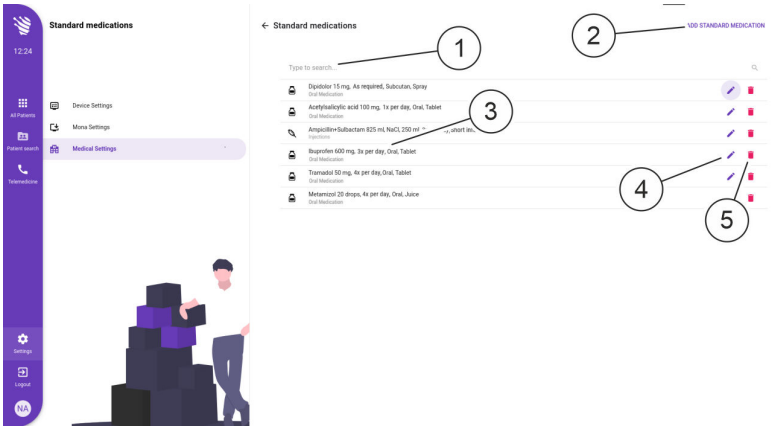


Fig. 23: 'Standard medications' view

⇨ The selected view is displayed (Fig. 23). If templates have already been created, a search mask is displayed.

8. In the input field (Fig. 23/①), enter the name of the standard medication you wish to edit.

⇨ The matching entries are displayed in a list (Fig. 23/③).

9. To edit a standard medication, press the icon(Fig. 23/④) next to the template you wish to edit.

To create a new standard medication, press *'ADD STANDARD MEDICATION'* (Fig. 23/②).

⇨ The standard medication is displayed and can be edited.

> *The template is edited in the same way as individual prescriptions in the 'Prescriptions' view* ↯ *Chapter 18 ''Prescriptions' view' on page 86.*

10. To delete a template, press the icon (Fig. 23/⑤).

⇨ You will be asked if you really want to delete the selected template.

11. Confirm the deletion if you want the template to be deleted. If not, press *'Cancel'*.

Editing or deleting prescription sets

12. Select the *'Prescription sets'* area.

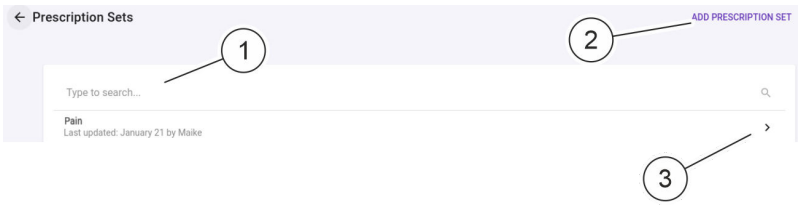


Fig. 24: 'Prescription sets' view

⇨ The selected view is displayed (Fig. 24). If templates have already been created, a search mask is displayed.

13. In the input field (Fig. 24/①), enter the name of the set you wish to edit.

⇨ The matching entries are displayed in a list.

14. To add a set, press *'ADD PRESCRIPTION SET'* (Fig. 24/②).

15. To display a prescription set, press the corresponding list entry with the › icon (Fig. 24/③).

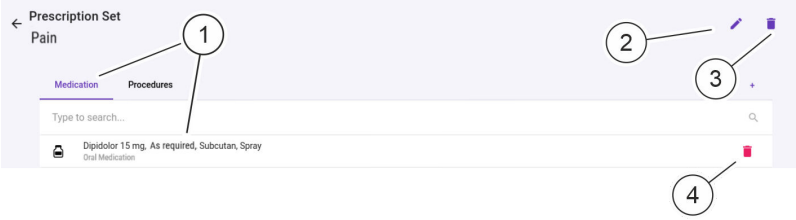


Fig. 25: 'Prescription sets' view – List of medications and procedures

⇨ The list of medications and procedures is displayed (Fig. 25/①).

16. Press the icon(Fig. 25/②) to edit the set.

⇨ The set is displayed and can be edited.

17. To delete a prescription set or an individual entry in a prescription set (medication), press the icon (Fig. 25/③ or ④).

⇨ You will be asked if you really want to delete the selected template.

18. Confirm the deletion if you want the template to be deleted. If not, press *'Cancel'*.

Activating and deactivating a workflow

19. Select the *'Workflow'* area.

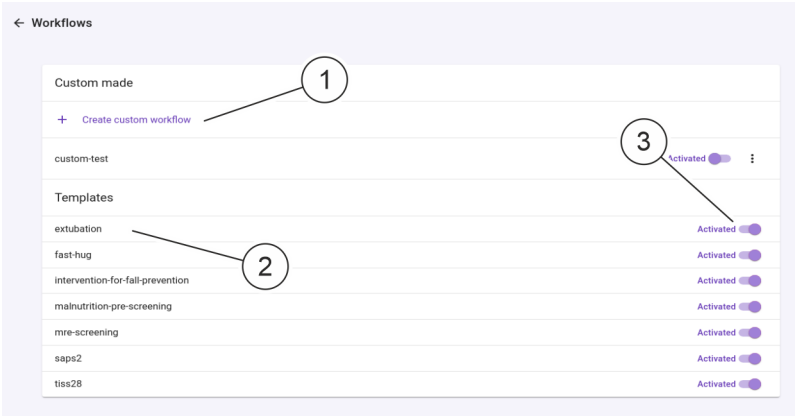


Fig. 26: 'Workflow' view

⇨ The *'Workflow'* view is displayed (Fig. 26). Created workflows are listed by name in a list (Fig. 26/②).

20. Press the sliding switch (Fig. 26/③) for a workflow to activate or deactivate the corresponding workflow.

Creating a new workflow

21. To create a new workflow, press *'Create custom workflow'* (Fig. 26/①).

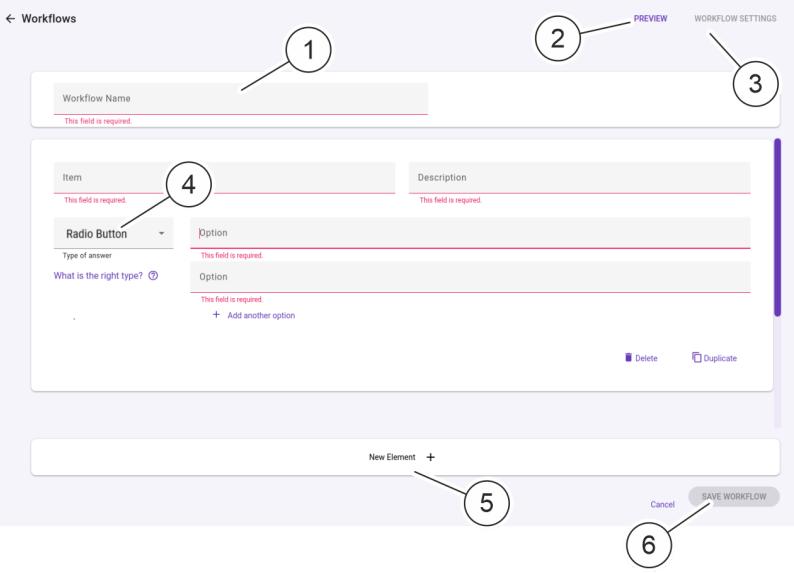


Fig. 27: 'New custom workflow' view

⇨ The *'New custom workflow'* view is displayed (Fig. 27).

22. Complete all input fields (Fig. 27/①) and confirm your inputs with *'SAVE WORKFLOW'* (Fig. 27/⑥).

- *You can select the type of workflow element from the drop-down list (Fig. 27/④).*
- *Additional elements can be added to the workflow by pressing 'New element' (Fig. 27/⑤).*
- *A preview of the workflow can be displayed by pressing 'Preview' (Fig. 27/②).*
- *Settings to the workflow can be made by pressing 'Workflow settings' (Fig. 27/③).*

10 *'List of patients'* view

Personnel:
- Medical specialists

Material:
- RFID card

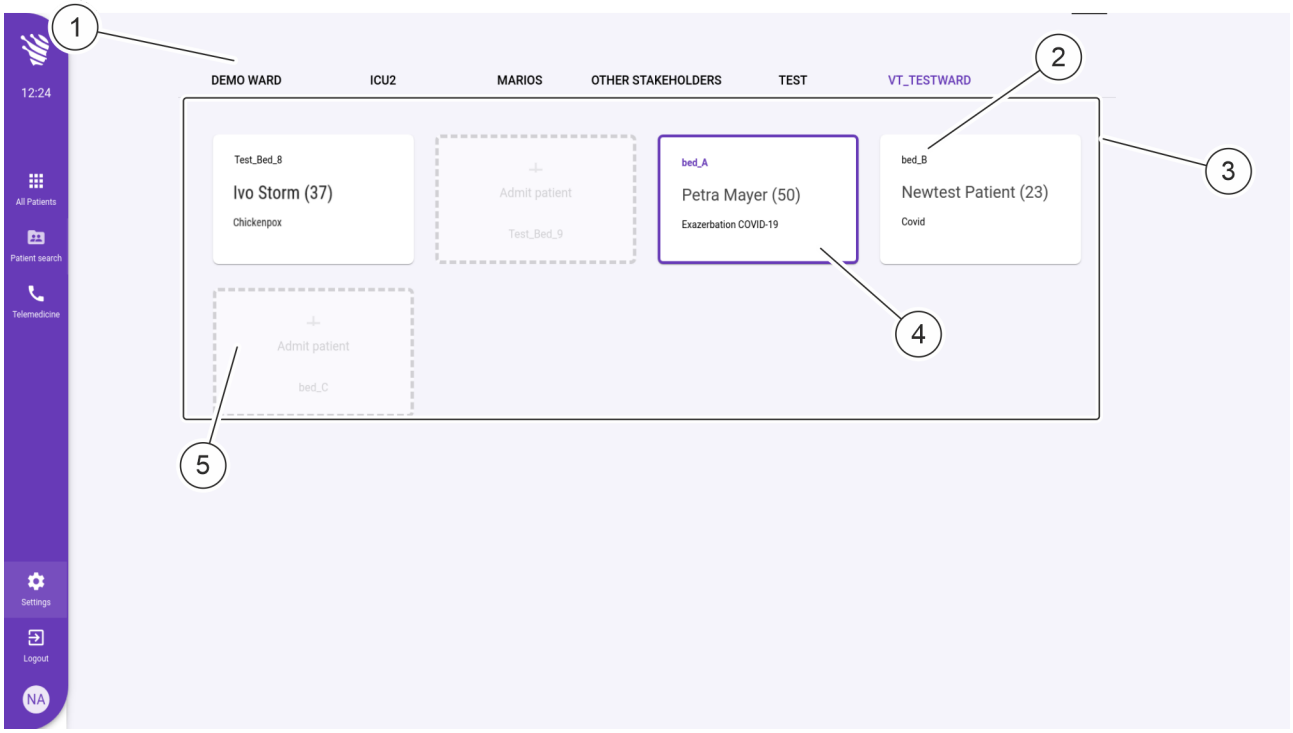


Fig. 28: 'List of patients' view

Item no.	Meaning
①	Available wards with ward names
②	Occupied bed
③	Available beds in the displayed ward
④	Bed permanently assigned to the terminal
⑤	Unoccupied bed

The *'List of patients'* view can be used to manage the bed occupancy in wards, and patients who have been created in the *Mona* system can be assigned to specific beds. The view also provides information on the number of unoccupied beds in a ward.

The *'List of patients'* view displays the names of the wards (Fig. 28/①) and the beds available there (Fig. 28/③) with a number. If a bed is permanently assigned to the terminal, the corresponding bed is highlighted with a colour frame and coloured text (Fig. 28/④).

For occupied beds (Fig. 28/②), the name of the patient in that bed is displayed along with their age and main diagnosis. By pressing an occupied bed, it is possible to access details for the patient ↳ *Chapter 12 ''Patient overview' view' on page 50*. If patient admission has not been fully completed, the icon is displayed next to the bed number, and pressing it initiates patient admission ↳ *Chapter 11 ''Patient admission' view' on page 42*.

Within a ward, patients can be transferred from one bed to another by means of drag and drop.

Patient transfers from one ward to another ward is only possible in the 'Patient overview' view ↳ *Chapter 12 ''Patient overview' view' on page 50.*

Unoccupied beds (Fig. 28/⑤) are shown with a dotted frame. If an unoccupied bed is permanently assigned to the terminal, the corresponding bed is shown with a dotted colour frame.

By pressing an unoccupied bed, it is possible to admit a patient there ↳ *Chapter 11 ''Patient admission' view' on page 42*.

New admission via the terminal may be locked, depending on the infrastructure of the hospital. In this case, a new patient is added centrally in the hospital information system (HIS).

Requirement:

- A user is logged in to the system ↳ *Chapter 8 'Logging in and out of the Mona system' on page 24*.

To manage bed occupancy or external medical devices in a ward, proceed as follows:

- ↳ *'Managing bed occupancy' on page 38*
- ↳ *'Managing external medical devices' on page 40*

Managing bed occupancy

Personnel: ■ Medical specialists

Material: ■ RFID card

Calling up the *'List of patients'* view

1. On the main menu, press the icon.
   ⇨ The *'List of patients'* view (Fig. 28) is displayed.

Viewing ward and bed occupancy

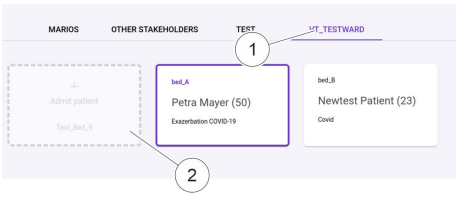


Fig. 29: Viewing ward and bed occupancy

2. Press the name of a ward (Fig. 29/①).

⇨ The name of the selected ward is highlighted in colour.

The available beds (Fig. 29/②) in the selected ward and their occupancy are displayed.

Assigning a bed to the *Mona* terminal



Fig. 30: Assigning a bed

3. Tap an available bed and hold for about 2 s.

⇨ A pop-up window appears (Fig. 30).

4. Activate the checkbox (Fig. 30/①) to assign a patient to an unoccupied bed.

5. Tap an occupied bed and hold for about 2 s.

Cancelling an assignment to the *Mona* terminal

Replacing an assignment to the *Mona* terminal

6. Deactivate the checkbox (Fig. 30/①) to cancel the assignment of a patient to a bed.

7. Tap an available bed and hold for about 2 s and activate the checkbox to replace the assignment.

⇨ The newly assigned patient replaces the most recently assigned patient.

Selecting a patient

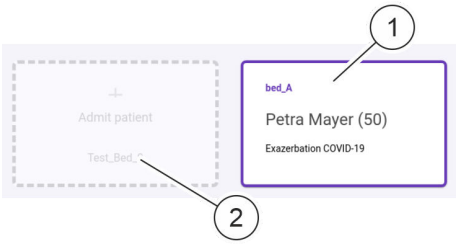


Fig. 31: Selecting a patient

8. Tap an unoccupied or occupied bed (Fig. 31/① or Fig. 31/②).

⇨
- If an unoccupied bed is selected, the patient admission process is initiated ↳ *Chapter 11 ''Patient admission' view' on page 42*.
- If the assigned patient in an occupied bed has already been fully set up in the *Mona* system, the *'Patient overview'* is displayed ↳ *Chapter 12 ''Patient overview' view' on page 50*.

Managing external medical devices

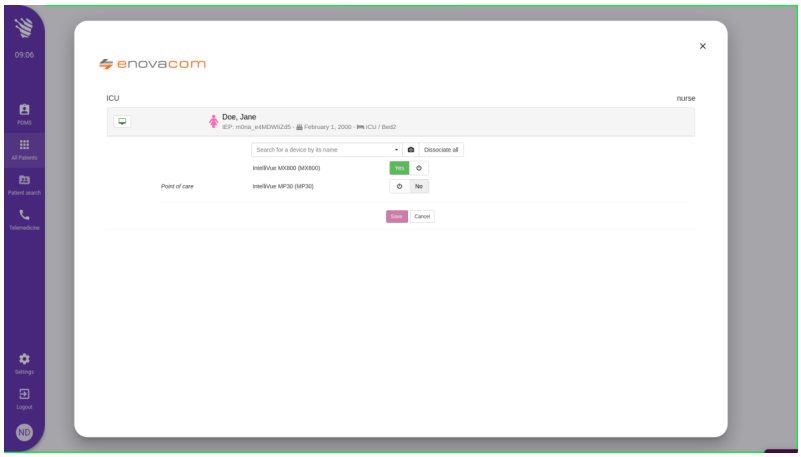


Fig. 32: Managing external medical devices

'Enovacom' enables *Mona* terminals to access an extensive library of hospital devices that do not use the HL7 message protocol. That means that *'Enovacom'* makes it possible to use additional data sources and bundle them in the *'Mona'* terminal. These data are visualised in the *'Vital signs'* and *'Ventilation'* views.

Personnel:
- Medical specialists

Material:
- RFID card

Calling up the *'List of patients'* view

1. On the main menu, press the icon.
   ⇨ The *'List of patients'* view (Fig. 28) is displayed.

Viewing ward and bed occupancy

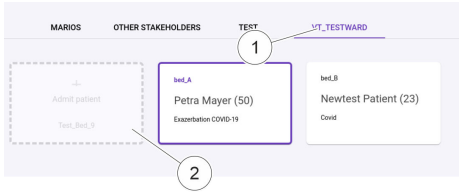


Fig. 33: Viewing ward and bed occupancy

2. Press the name of a ward (Fig. 33/①).
   ⇨ The name of the selected ward is highlighted in colour.
   The available beds (Fig. 33/②) in the selected ward and their occupancy are displayed.

Assigning a device to the *Mona* terminal

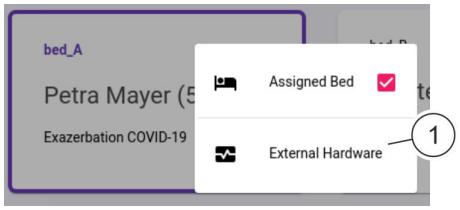


Fig. 34: Assigning a device

3. Tap a bed and hold for about 2 s.
   ⇨ A pop-up window appears (Fig. 34).

4. Press the *'External devices'* button (Fig. 34/①).

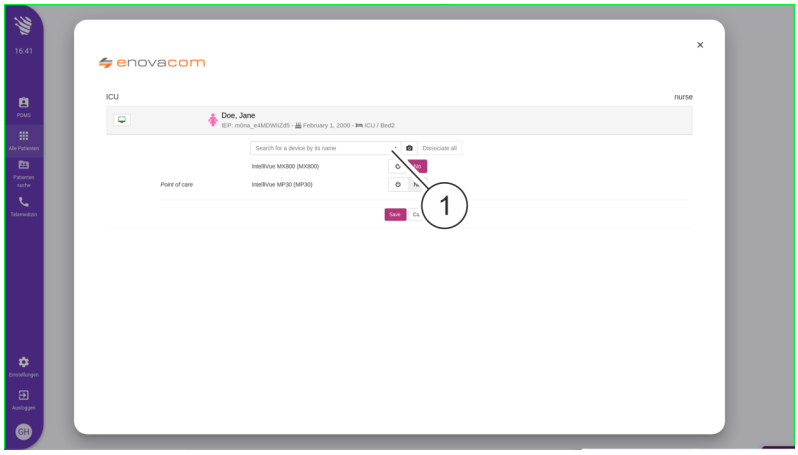


Fig. 35: Device ready for linking

⇨ Available devices are displayed in the window that was called up.

Device ready for linking

5. Use the ⏻ button (Fig. 35/①) to activate and link the required device.

6. Confirm your selection with Save or discard it with Cancel.

⇨ The linked devices provide data for the relevant views.

Device already linked

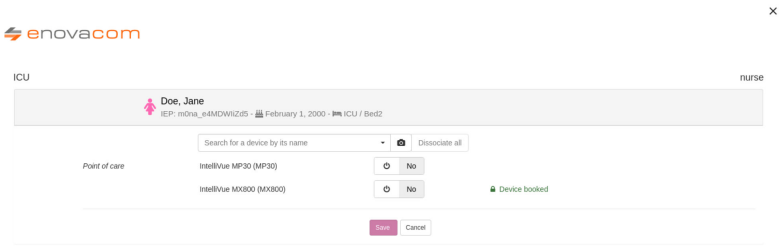


Fig. 36: Device already linked

If no devices are available for linking, this fact is displayed in the window that was called up (Fig. 36).

11 *'Patient admission'* view

Patients can also be admitted via Web access.

Patient: Importing a record

Personnel: ■ Medical specialists

Material: ■ RFID card

Requirement:

■ A user is logged in to the system *Chapter 8 'Logging in and out of the Mona system' on page 24*.

If *Mona* is connected to the information system of the hospital, patient data can be imported, which speeds up the process of creating a record in the *Mona* system.

The import is based on the patient search which is initiated when the user clicks on a free bed within the list of patients.

To import the record for a patient from the hospital information system, proceed as follows:

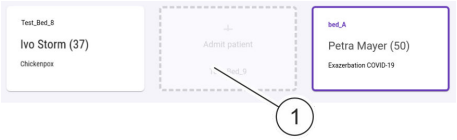


Fig. 37: Unoccupied bed

1. Press an unoccupied bed in the list of patients (Fig. 37/①).

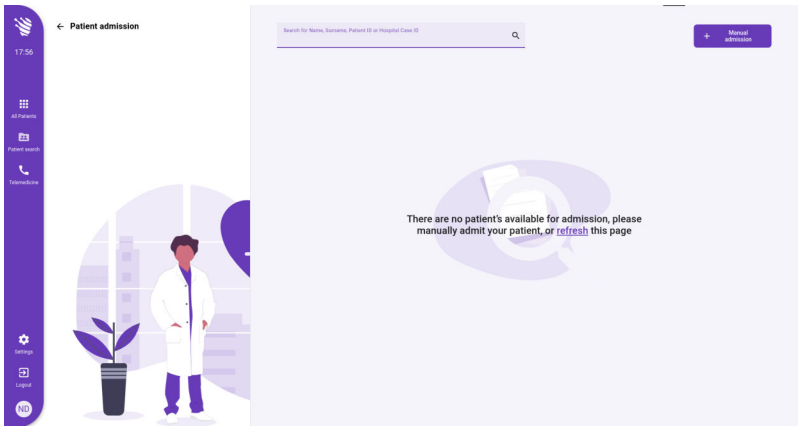


Fig. 38: Search patient for admission

⇨ The patient search menu (Fig. 38) is displayed.

A table list shows all patients that:

– *are admitted to any ward in Mona*
– ***and** are not currently associated with a bed*
– ***and** have an 'active' encounter status*

2. *Possible search criteria: first and last name, patient ID and hospital case ID.*

In the input field (Fig. 39/①), enter the name of the patient, the patient ID or the case ID and the search starts automatically (Fig. 39/②).

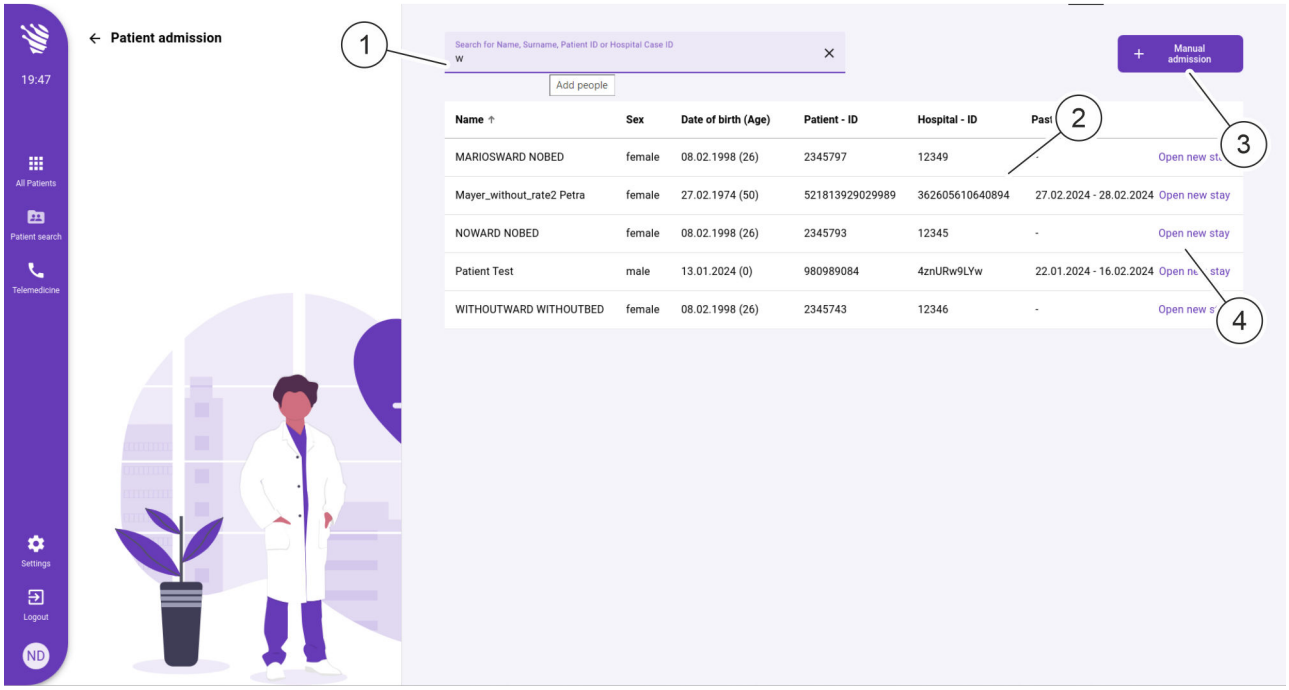


Fig. 39: Search results from patient for admission

⇨ The patients matching the search terms are listed. If patients have already been added via the *Mona* system, their past ICU stays are listed along with the time spent during each visit (Fig. 39/②).

3. To add a patient in the *Mona* system, press *'Open new stay'* (Fig. 39/④).

⇨ The corresponding patient is admitted for treatment (↬ *'Admitting a patient' on page 44*). Fields that can be adopted from available data sources have already been completed.

The patient search only delivers results if there is a connection to a hospital information system (HIS).

4. If the patient search returns search results but the relevant patient is not listed, this patient must be admitted for treatment. To do so, press *'Manual admission'* (Fig. 39/③).

⇨ Patient admission is called up *'Admitting a patient' on page 44*.

5. If the patient search returns no search results, the relevant patient must be created in the *Mona* system. To do so, press *'Manual admission'* (Fig. 39/③).

⇨ Patient admission is called up *'Admitting a patient' on page 44*.

Admitting a patient

Personnel: ■ Medical specialists

Material: ■ RFID card

Requirement:

■ A user is logged in to the system *Chapter 8 'Logging in and out of the Mona system' on page 24*.

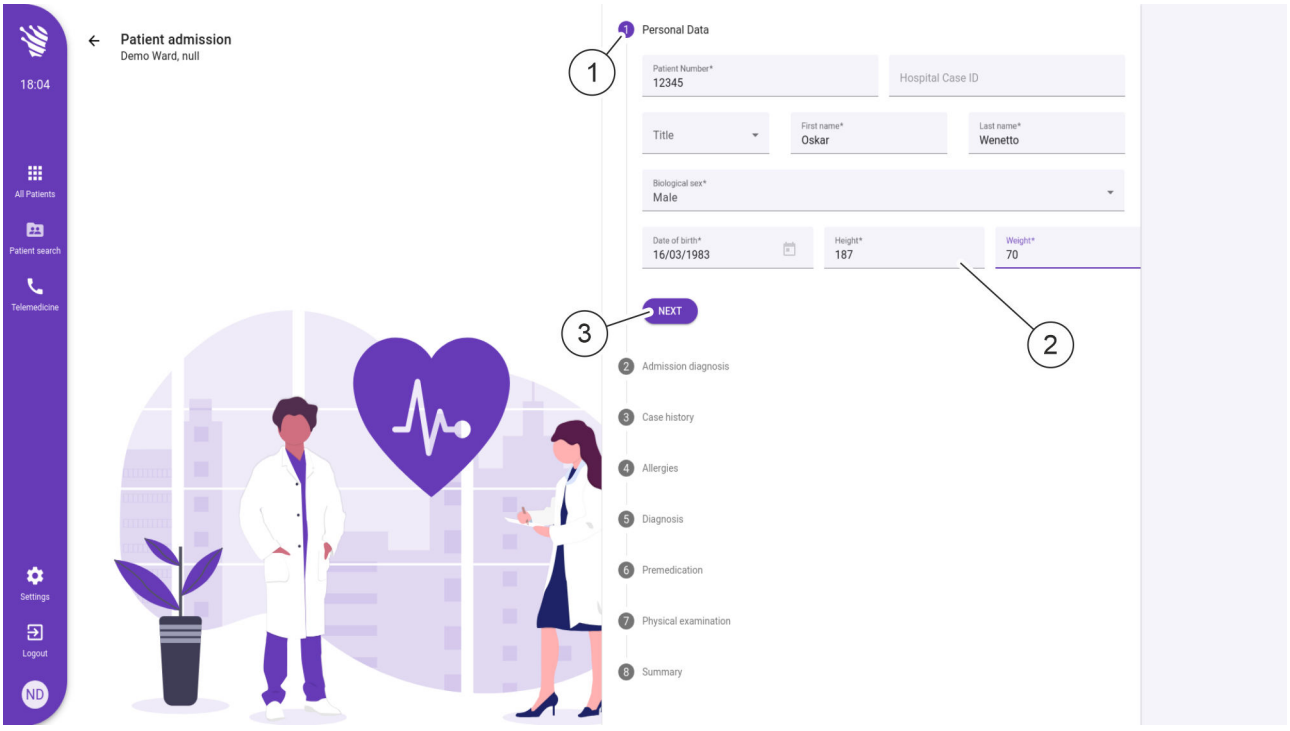


Fig. 40: 'Patient admission' view

Item no.	Meaning
①	Section
②	Input fields
③	Go to next section

All important details for creating a patient are entered in the *'Patient admission'* view. The view is split into eight sections, all of which must be completed in full to complete patient admission in the *Mona* system.

The following sections must be completed:

- Personal data
- Case history
- Anamnesis
- Allergies
- Diagnosis
- Premedication
- Physical examination
- Summary

If patients are recorded centrally in a hospital information system, individual input fields may already be pre-filled.

Nevertheless, patient admission must be completed and concluded in the Mona system.

To admit a new patient or complete the details transferred from the hospital information system, proceed as follows:

Calling up the *'List of patients'* view

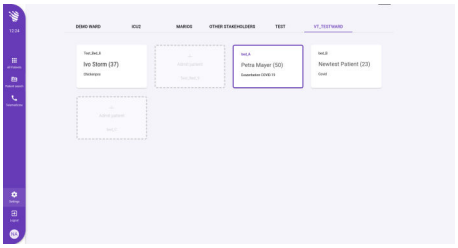


Fig. 41: 'List of patients' view

1. Navigate to the *'List of patients'* view (Fig. 41) and select an unoccupied bed or an occupied bed with a patient pre-created in the hospital information system by pressing ↬ *Chapter 10 ''List of patients' view' on page 37*.

Creation by means of selecting an unoccupied bed on the terminal may be locked, depending on the infrastructure of the hospital. In this case, the new entry is created centrally in the hospital information system (HIS).

⇨ The *'Patient admission'* view (Fig. 40) is displayed.

Completing the *'Personal data'* section

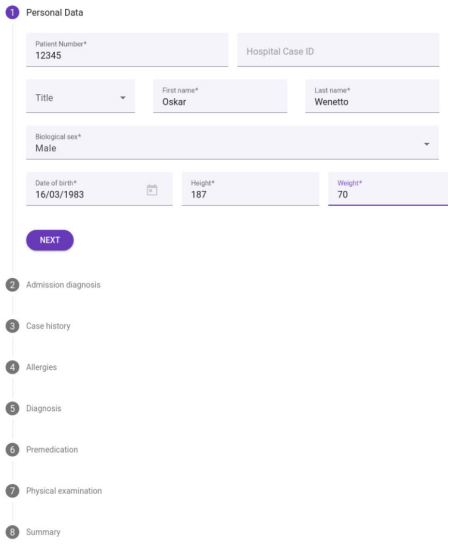


Fig. 42: 'Personal data' section

2. Complete all input fields and confirm your inputs with *'NEXT'* (Fig. 42).

- *Select the 'Date of birth' via the calendar.*
- *Input field for the 'Height' : e.g. 178*
- *Input field for the 'Weight' : e.g. 97*

Completing the *'Admission diagnosis'* section

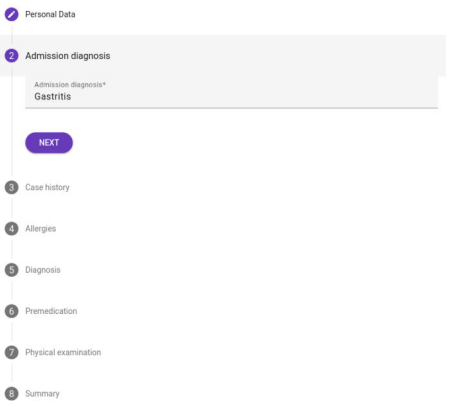


Fig. 43: Admission diagnosis

3. In the *'Admission diagnosis'* input field, enter the diagnosis that was provided during patient admission.

4. Confirm your entry with *'NEXT'*.

Completing the *'Anamnesis'* section

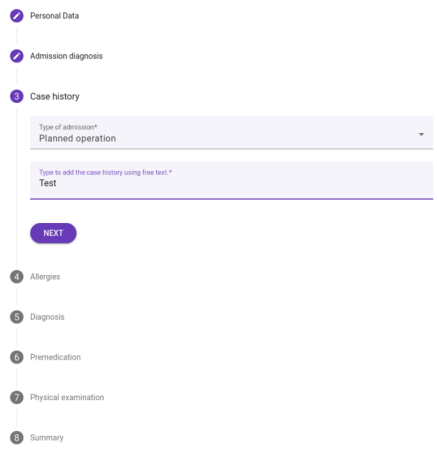


Fig. 44: 'Anamnesis' section

5. Select one of the specified reasons for admission of the patient from the *'Reason for admission'* drop-down list and specify the anamnesis in the free text box underneath. Confirm all entries with *'NEXT'*.

Completing the *'Allergies'* section

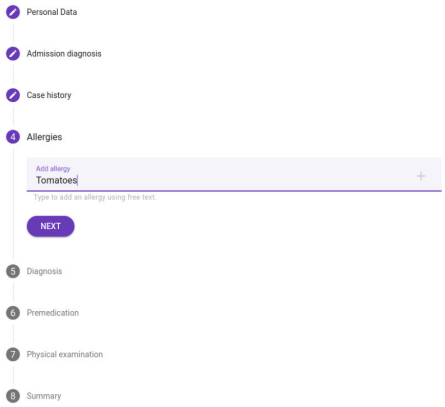


Fig. 45: 'Allergies' section

6. Enter known allergies of the patient in the *'Add allergy'* input field.

It is possible to add allergies in the patient overview or in admission wizard when an admitted patient has no allergies associated with their patient record.

It is not possible to edit allergies in the patient overview or in admission wizard when an admitted patient has allergies associated with their patient record.

A selection is displayed for known codes upon tapping.

- *Press '+' to add an input field.*
- *Press 'X' to delete existing entries.*

7. Confirm entries with *'NEXT'*.

Completing the *'Diagnosis'* section

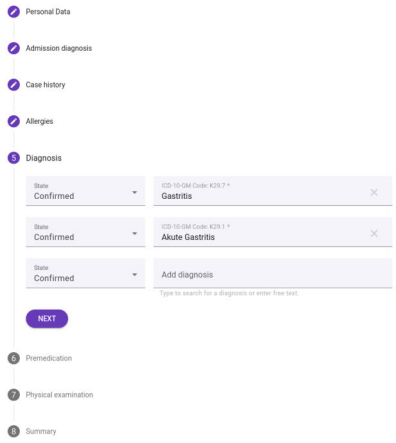


Fig. 46: 'Diagnosis' section

8. Enter a diagnosis in the *'Diagnosis'* input field.

⇨ An ICD-10 code is assigned to the input and displayed in the *'IDC-10 code'* selection field for selection.

9. Specify a code in the *'ICD-10 code'* selection field.

10. Select the diagnosis status from the *'Status'* drop-down list.

– *A new diagnosis can be entered immediately after a diagnosis has been fully entered. Empty fields for diagnosis input are displayed for this purpose.*
– *Press 'X' to delete existing entries.*

11. Confirm entries with *'NEXT'*.

Completing the *'Pre-medication'* section

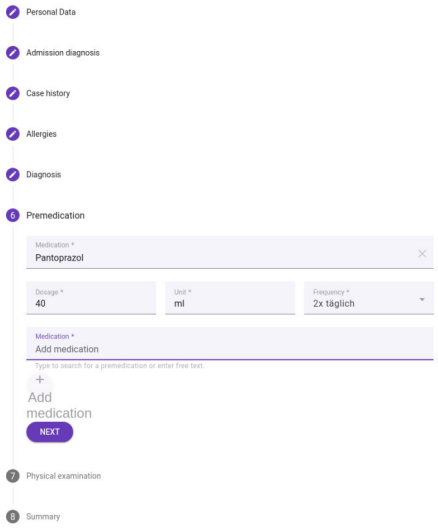


Fig. 47: 'Pre-medication' section

12. In the *'Medications'* input field, search for the medication that the patient takes regularly due to pre-existing conditions by entering the name of the medication in the database and press the medication name that is found to select it.

If the database does not contain a medication name for the medication entered, press the 'Create custom medication' entry, enter the medication name correctly and in full in the input field, and use 'Add medication' to add the medication to the database.

⇨ Input fields for specification of dosage are displayed for the selected permanent medication.

13. Use the *'Dosage'* input field and the *'Unit'* and *'Frequency'* selection fields to enter the quantity with which the permanent medication of the patient is performed.

– *After a pre-medication has been entered completely, further pre-medications can be entered. Press the 'Add medication' entry to do so.*
– *Press 'X' to delete existing entries.*

14. Confirm entries with *'NEXT'*.

Completing the *'Physical examination'* section

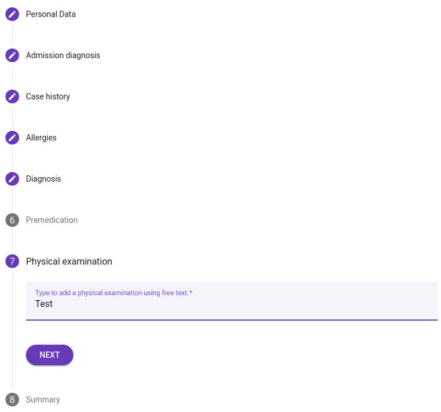


Fig. 48: 'Physical examination' section

15. In the free text box, enter information on the examination of the patient and confirm entries with *'NEXT'*.

Completing a new entry

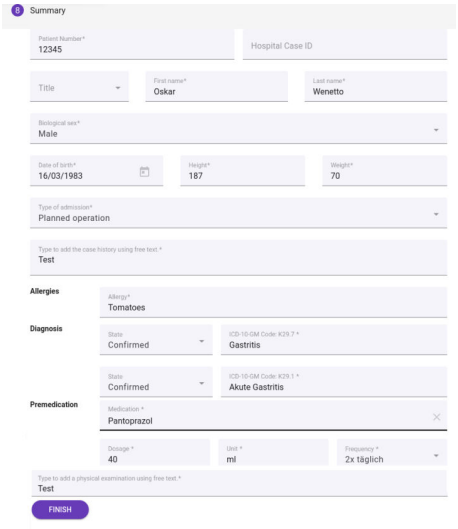


Fig. 49: 'Summary' section

16. Check the final overview of the entered information carefully and confirm with *'Finish'*.

> *If information is missing or still needs to be added, you can edit the relevant section by pressing the icon.*

> *The information can also be edited later on in the patient overview ↬ Chapter 12 ''Patient overview' view' on page 50.*

⇨ You will see a prompt asking you to hold up your personal RFID card to save the data or to authenticate yourself via your login credentials.

17. Hold your personal RFID card in front of the RFID reader of the terminal or confirm the changes by entering your login credentials.

⇨ The data are saved. Patient admission is complete.

12 ‘Patient overview’ view

Personnel:
- Medical specialists

Material:
- RFID card

Requirements:

- A user is logged in to the system ↳ *Chapter 8 ‘Logging in and out of the Mona system’ on page 24*.
- A patient has been assigned to the terminal ↳ *Chapter 6 ‘Setting up a new terminal’ on page 21*.

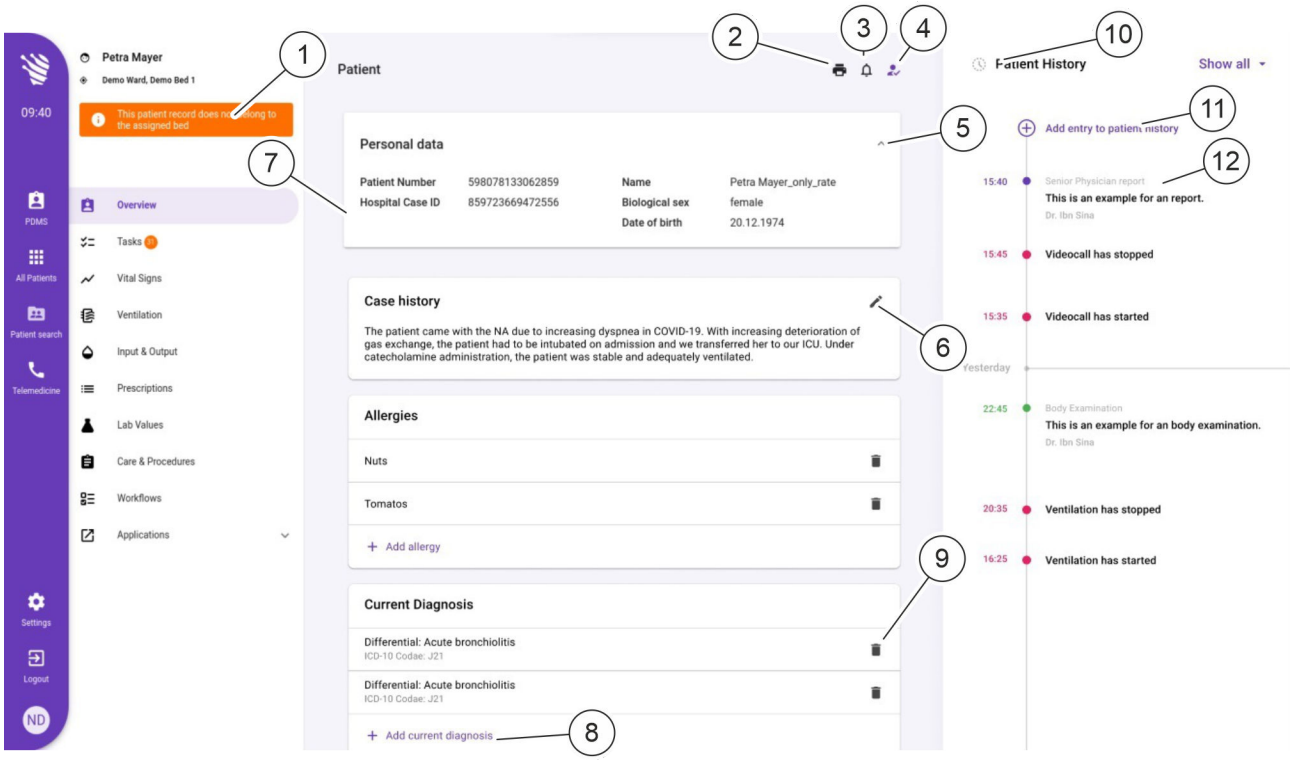


Fig. 50: ‘Patient overview’ view

Item no.	Meaning
①	Note that patient assignment does not belong to the assigned bed*
②	Export reports
③	Navigate to notifications
④	Discharge or transfer patient
⑤	Expand or collapse view
⑥	Edit section
⑦	Patient information by topic
⑧	Add entry

Item no.	Meaning
⑨	Remove entry
⑩	Filter options
⑪	Add entry to history
⑫	List of history entries

* Is displayed if the patient's records and the bed assigned to the terminal do not match

The *'Patient overview'* view is used to view and edit all important information regarding a patient.

The main area of the view displays information about the patient, sorted by topic into different sections (Fig. 50/⑦).

The view can be scrolled if there are extensive data.

The following sections are displayed from top to bottom:

- Personal data
- Anamnesis
- Allergies
- Current diagnoses
- Progress diagnoses
- Premedications
- Physical examination

The *'History'* area (Fig. 50/⑫) displays events that are generated automatically by the *Mona* system for specific processes (magenta). In addition, the medical specialists can enter measures they have performed and enter instructions for further treatment (purple). The view can be filtered by these categories by means of the drop-down list All (Fig. 50/⑩).

The individual sections can be edited directly by pressing the following icons in the relevant section:

- To expand the *'Personal data'* section, press the icon (Fig. 50/⑤) and edit the input fields.
- Press the icon (Fig. 50/⑥) to enter and edit free text.
- Press *'Add allergy'* (Fig. 50/⑧) (example) to add list entries.
- Press the icon (Fig. 50/⑨) to delete existing entries.
- To add to the *'History'*, press *'Add entry to patient history'* (Fig. 50/⑪).

The icon (Fig. 50/②) can be used to generate or export a report on a patient.

The icon (Fig. 50/③) can be used to view and edit notifications. The number next to the icon specifies the number of unread notifications.

The icon (Fig. 50/④) can be used to discharge the patient, i.e. free the relevant bed in the *Mona* system, or to transfer them to another bed.

If the patient's records do not belong to the bed assigned to the terminal, a corresponding warning message (Fig. 50/①) is displayed in the views of the patient menu.

Proceed as follows to access the *'Patient overview'* view and edit the details:

Navigating to the *'Patient overview'* view

1. On the main menu, press the icon.

⇨ The *'Patient overview'* view (Fig. 51) is displayed together with the patient menu.

> *If a note regarding lack of patient assignment is displayed in the patient menu (Fig. 50/①), make sure that the required patient is being displayed.*

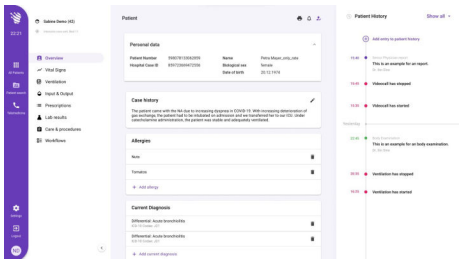


Fig. 51: 'Patient overview' view

Navigating through the patient's records

2. To view specific sections of the patient's records, scroll to the relevant section.

Editing reports

3. The following sections are designed as free text:

- Anamnesis
- Physical examination

Press the icon to edit free text.

⇨ A text box appears.

4. Complete all input fields and confirm your inputs with *'SAVE'*.

> *For further assistance on completing the relevant sections, see Chapter 11 ''Patient admission' view' on page 42.*

Adding or removing list entries

5. The following sections are organised in lists:

- Allergies
- Current diagnosis
- Course diagnoses
- Premedications

To add a list entry, press *'Add allergy'* (example) in the relevant section.

> *For further assistance on completing the relevant sections, see Chapter 11 ''Patient admission' view' on page 42.*

6. To remove a list entry, press the icon behind the relevant entry.

   ⇨ The relevant list entry is displayed in orange and crossed out. To finally remove the entry, it is necessary to save and confirm the change. As a final step, the user must hold their personal RFID card in front of the RFID reader of the terminal or confirm the changes by entering their login credentials.

Viewing and filtering the patient's course

7. To filter the *'History'* area by entries of a specific category, press *'Show all'* in the header of the area.

   ⇨ A drop-down list is displayed (Fig. 52).

8. Press the required category by which you want to filter the list.

   ⇨ The patient history now displays only the entries filtered by the selected category.

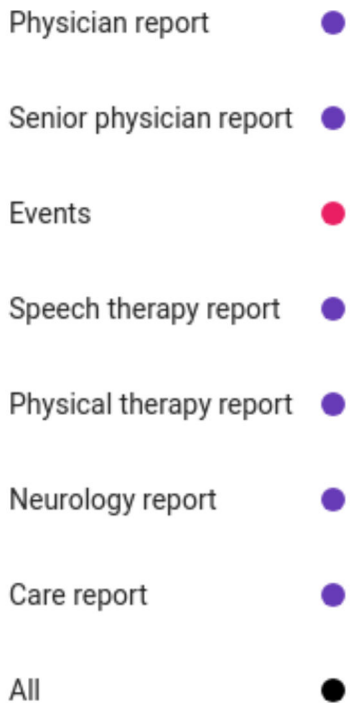


Fig. 52: Filtering patient history

To display all entries, press the category name again and select 'All' in the drop-down list.

Adding patient history

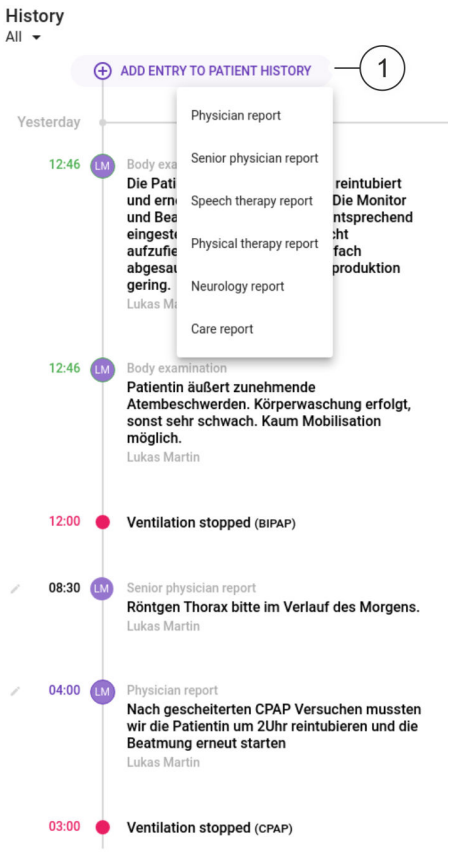


Fig. 53: Adding a manual entry to 'patient history'

9. To add an entry in the *'Course'* area, press *'ADD ENTRY TO PATIENT HISTORY'* (Fig. 53/①) in the header of the area.

The following entry types are available:

- Medical report
- Senior doctor's report
- Logopaedic therapy report
- Physiotherapy report
- Neurological report
- Care report

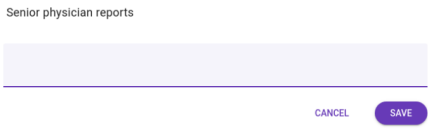


Fig. 54: Reports, e.g.: Senior doctor's report

⇨ An input field (Fig. 54) is displayed.

10. Complete input field and confirm your inputs with *'SAVE'*.

> *After saving, the entry is automatically marked with the short name of the logged-in user and saved in the history along with the current time and the date of creation.*

Creating report

11. To generate or export a report for the patient, press the icon in the header of the view.

⇨ A selection menu is displayed.



Fig. 55: Available reports for export

Discharging a patient

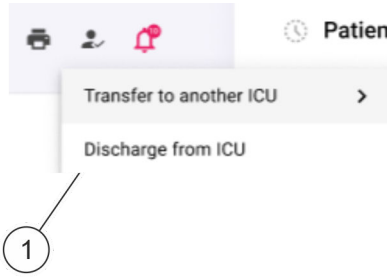


Fig. 56: Discharging

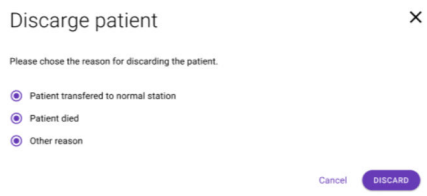


Fig. 57: Reason for discharge

From software version 1.1.25, the system automatically generates reports for all active patients at a predefined interval.

12. Press the *'Export reports'* entry.

⇨ A selection window (Fig. 55) with all available reports is displayed.

13. Select one or more reports and confirm with *'YES'*.

⇨ The selected reports are exported.

14. To discharge the currently displayed patient, i.e. to free up the occupied bed in the *Mona* system again, press the icon in the header of the view.

⇨ A selection menu (Fig. 56/①) is displayed.

When a patient was discharged:

- *'Patient discharged' is shown in the patient history referring to the currently logged in practitioner and timestamp.*
- *The balance does not continue to rise.*

15. Press the *'Discharge from ICU'* menu option.

⇨ A list of reasons for discharge is displayed (Fig. 57).

16. Select the reason for discharge and confirm the discharge with the *'Discharge'* button.

17. To confirm, hold your personal RFID card in front of the RFID reader of the terminal or confirm the changes by entering your login credentials.

⇨ The bed is freed up in the *Mona* system.

Moving a patient

18. To move the patient who is currently called up, i.e. to free up the occupied bed in the *Mona* system and occupy a different bed, press the icon in the header of the view.

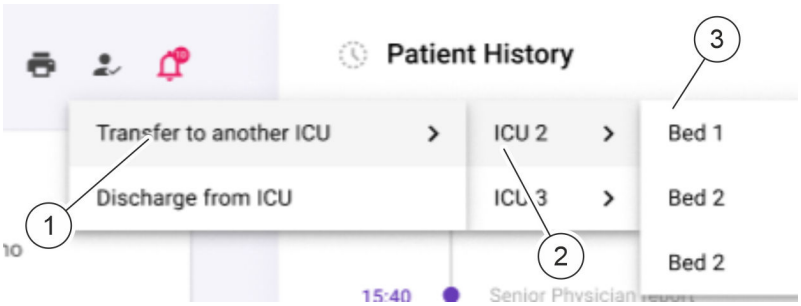


Fig. 58: Transition

⇨ A selection menu (Fig. 58/①) is displayed.

19. Press the *'Transfer to another ICU'* menu option.

⇨ A selection menu with the available wards is displayed (Fig. 58/②).

20. Press the name of the required ward to which the patient is to be moved.

⇨ A selection menu with the available beds on the selected ward is displayed (Fig. 58/③).

21. Press the bed number of the bed to which the patient is to be moved, and hold your personal RFID card in front of the RFID reader of the terminal or confirm the changes by entering your login credentials.

Viewing patient overview of past treatments

Personnel: ■ Medical specialists

Material: ■ RFID card

Mona makes it possible to view past ICU stays. For this purpose, it is possible to search for patients who have been treated in the past and display the patient overview for each past visit.

1. on the main menu, press the icon (Fig. 59/①).

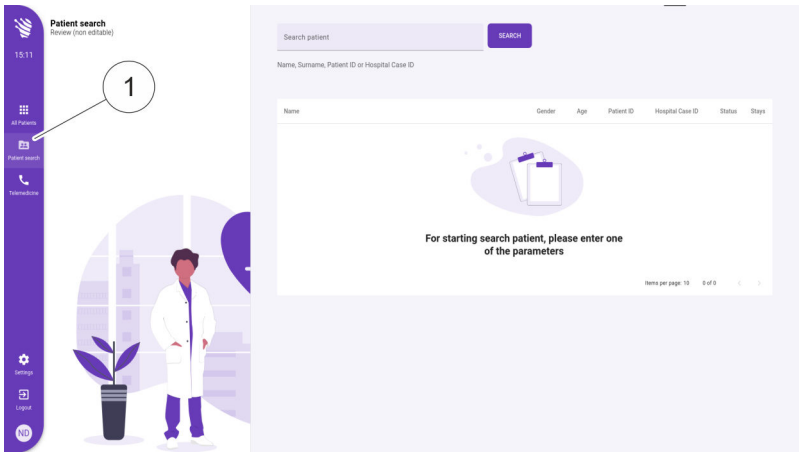


Fig. 59: Patient search

⇨ The patient search menu (Fig. 59) is displayed.

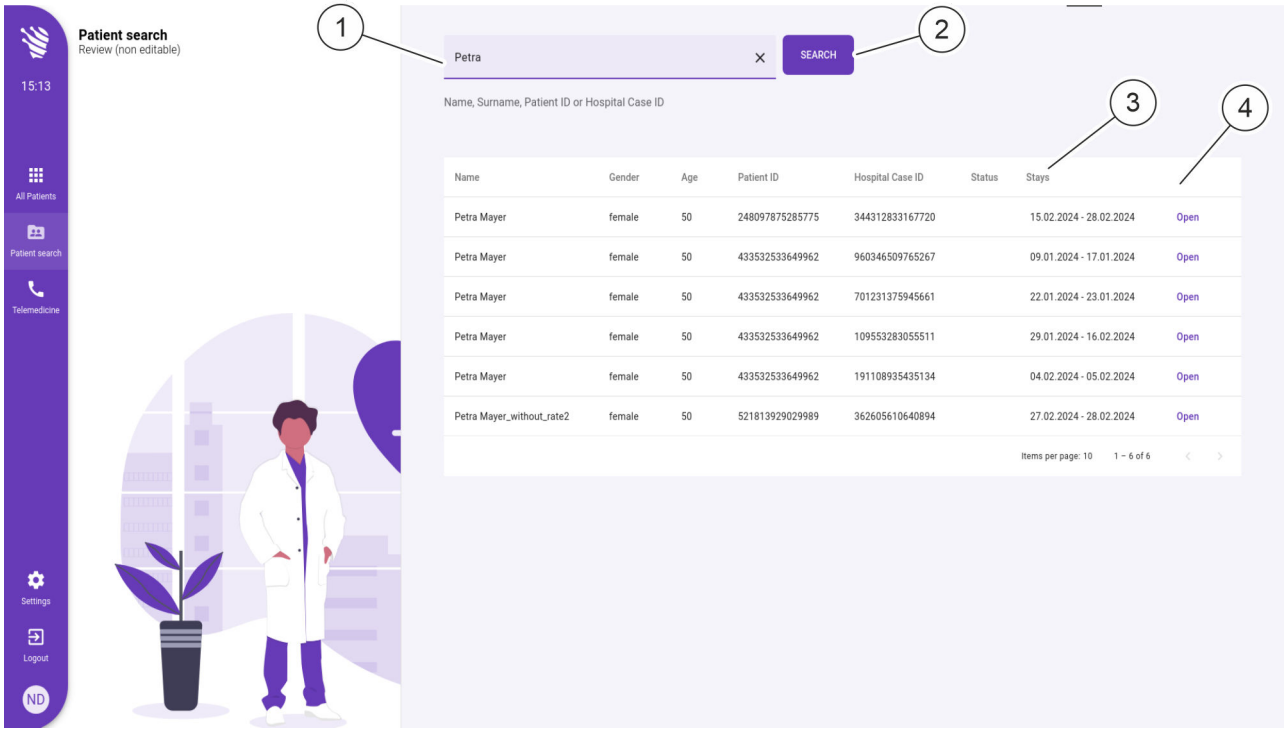


Fig. 60: Search results from patient search

2.

Possible search criteria: first and last name, patient ID and case ID.

In the input field (Fig. 60/①), enter the name of the patient, the patient ID or the case ID and start the search with the *'SEARCH'* button (Fig. 60/②).

⇨ The ICU stays of patients matching the search term are listed along with the specification of the duration of the specific stay (Fig. 60/③).

3. Press the *'Open'* entry (Fig. 60/④) for the required stay.

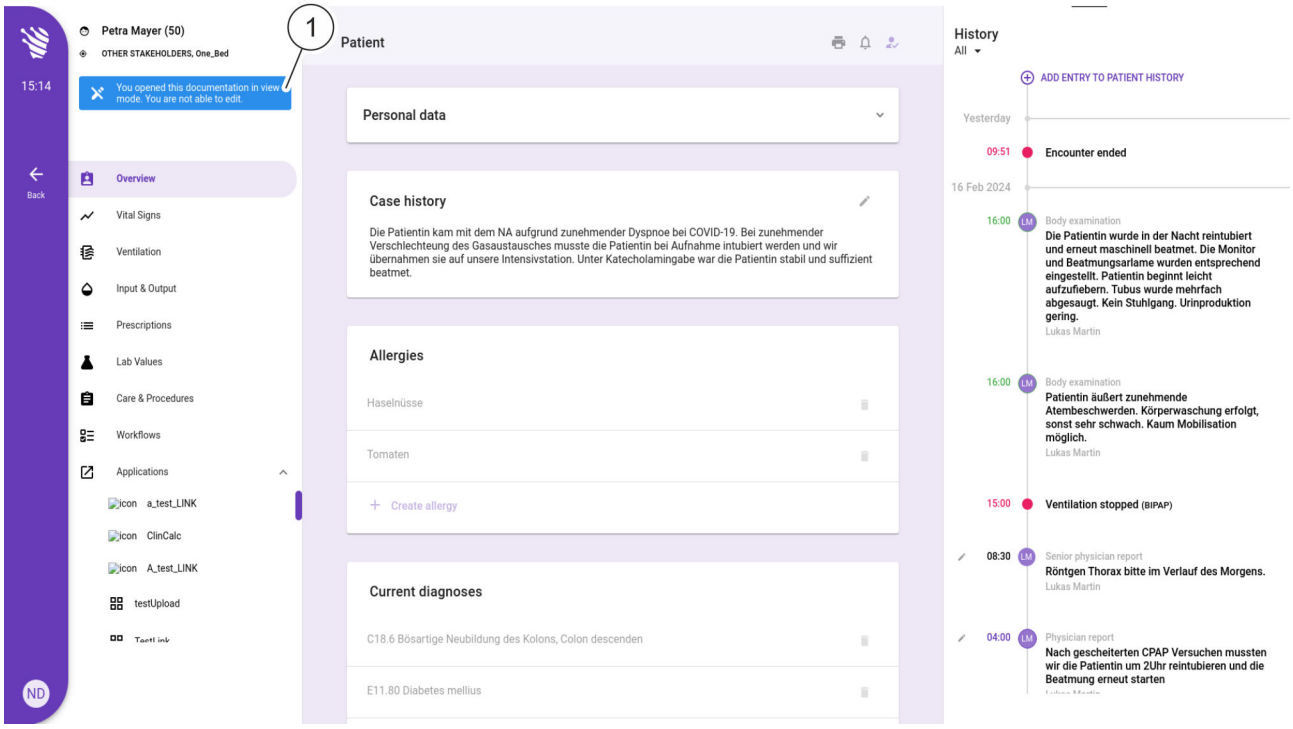


Fig. 61: Patient overview in review mode

⇨ The patient overview for the selected ICU stay is displayed (Fig. 61) and the details and course of treatment can be viewed.

A note (Fig. 61/①) emphasises that nothing can be edited in review mode.

4. To return from the patient overview in review mode to the display of the search results, press the Zurück icon on the main menu.

⇨ The view of search results (Fig. 60) is displayed.

13 *'Telemedicine'* view



Fig. 62: Telemedicine

In the *'Telemedicine'* view, it is possible to establish a video connection from *Mona* for the purpose of remote consultation with external medical doctors or specialists. During video conferences, it is possible to share and discuss information by teleconference and transmit selected views via *Mona*.

A link enables access via a Web browser, so that it is possible to take part in the video conference on a normal PC.

Remote access must first be set up by an administrator. The access data for remote access are then sent to the email address of the requesting person.

For more information and for instructions on using remote access, see ✐ "MonaOS telemedicine Web interface – manual for remote users".

Personnel:
- Medical specialists

Material:
- RFID card

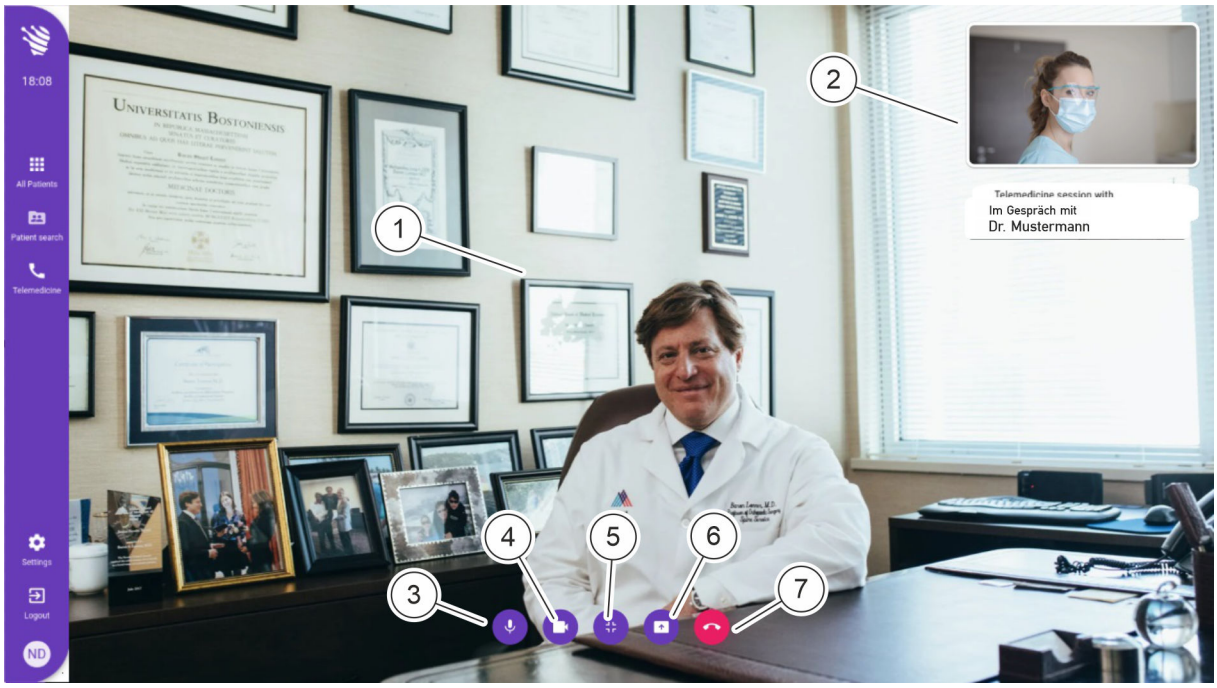


Fig. 63: 'Telemedicine' view

Item no.	Meaning
①	Video image of person with remote access
②	Own video image (*Mona* terminal)
③	Mute and unmute own sound
④	Switch own video image on and off
⑤	Reduce/increase size of video
⑥	Share screen view with a person with remote access
⑦	End video call

In the *'Telemedicine'* view, a person using *Mona* can use *Mona* to establish a video connection with registered persons with remote access.

The virtual meeting room is automatically launched after login to the system and is displayed as active in the Web browser to the person with remote access.

The person with remote access is displayed in a large image (Fig. 63/①). The video image of the person using Mona is shown in reduced size (Fig. 63/②).

To mute and unmute your own sound transmission, press the icon (Fig. 63/③).

To switch on your own video transmission, press the icon (Fig. 63/④).

To end the video call, press the icon (Fig. 63/⑦).

To reduce or increase the size of the video image, press the icon or the icon (Fig. 63/⑤).

To start or stop the screen transmission from a *Mona* terminal, press the icon(Fig. 63/⑥).

Requirements:

- A user is logged in to the system *Chapter 8 'Logging in and out of the Mona system' on page 24*.
- The administrator has set up remote access.
- The user attempting remote access has activated an access and is available.

To make a video call in the *'Telemedicine'* view, proceed as follows:

Calling up the *'Telemedicine'* view

1. On the main menu, press the icon.

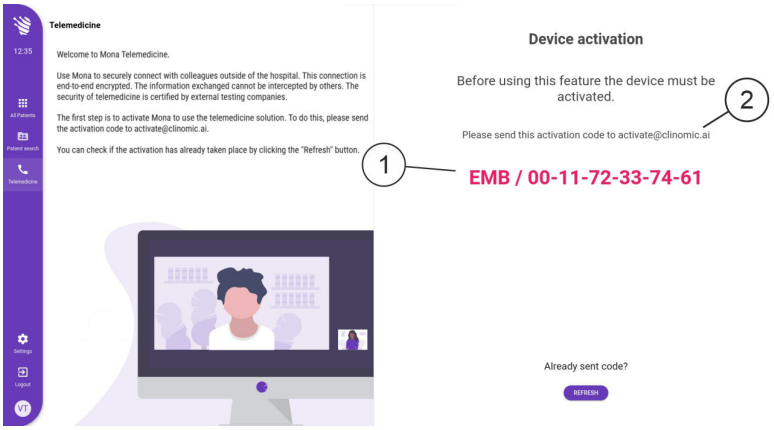


Fig. 64: 'Telemedicine' view during first activation (example)

⇨ The *'Telemedicine'* view (Fig. 64) is displayed. If the terminal has not been activated for the view yet, the first activation process is launched.

Activating a terminal for the first time

2. Send the displayed activation code (Fig. 64/①) to the administrator.

> *If the displayed code has been sent already, press 'REFRESH' to receive a new code.*

Starting a video call

3. *After holding up your RFID card or entering your login credentials, a virtual meeting room is automatically opened for the meeting. The person with remote access must now join the room via their Web browser.*

Notify the person with remote access separately, if necessary, and wait until they have entered the virtual meeting room.

⇨ As soon as the person with remote access enters the virtual meeting room, the audio and video signals are transmitted if both are activated.

Switching image and sound on and off

4. To mute and unmute your own sound transmission, press the icon.

To switch on your own video transmission, press the icon.

⇨ The audio and video signals are transmitted to the person with the remote access.

To end the audio and video transmission, press the relevant icon again.

Sharing a screen

5. To share the current view of the *Mona* terminal with the person with remote access, press the icon.

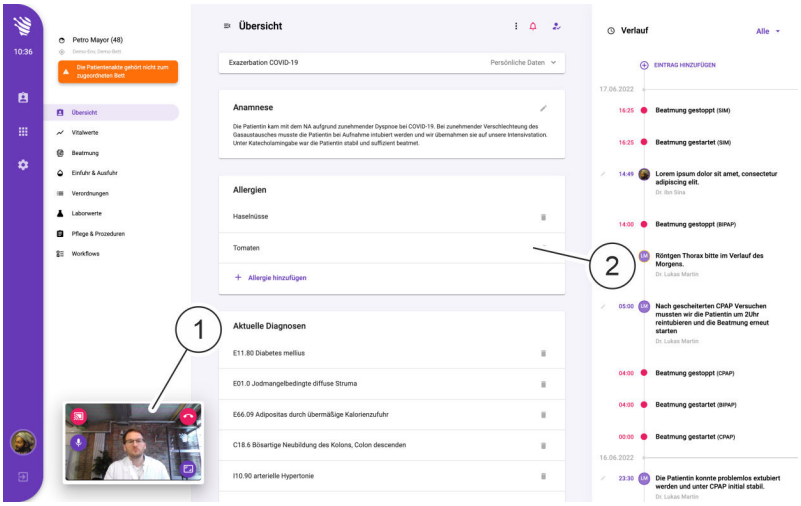


Fig. 65: Screen transmission

⇨ The video is displayed in minimised form with the control elements (Fig. 65/①). The person with remote access sees the view currently open in *Mona* (Fig. 65/②).

> *To end the screen transmission, press the icon in the video area.*

> *Icons and can be used to reduce and increase the size of the video image as needed.*

Ending or transferring a video call

6. Press the icon to end the video call and close the virtual meeting room.

> *It is possible to switch to another Mona terminal during a video call. To do so, you first have to log out of the Mona terminal on which the video call is currently running.*

7. During a video call, press the *‘Logout’* button.

⇨ A safety prompt appears: (Fig. 66):

- Press *‘HANG UP’* to end the video call.
- Press *‘CONTINUE AT OTHER DIVICE’* to transfer the video call to a different *Mona* terminal.

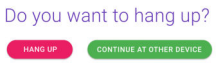


Fig. 66: Dialogue: Ending or transferring a video call

8. Select an option.

⇨ The video call is ended or transferred, depending on the selection.

14 *'Tasks'* view

Personnel:
- Medical specialists

Material:
- RFID card

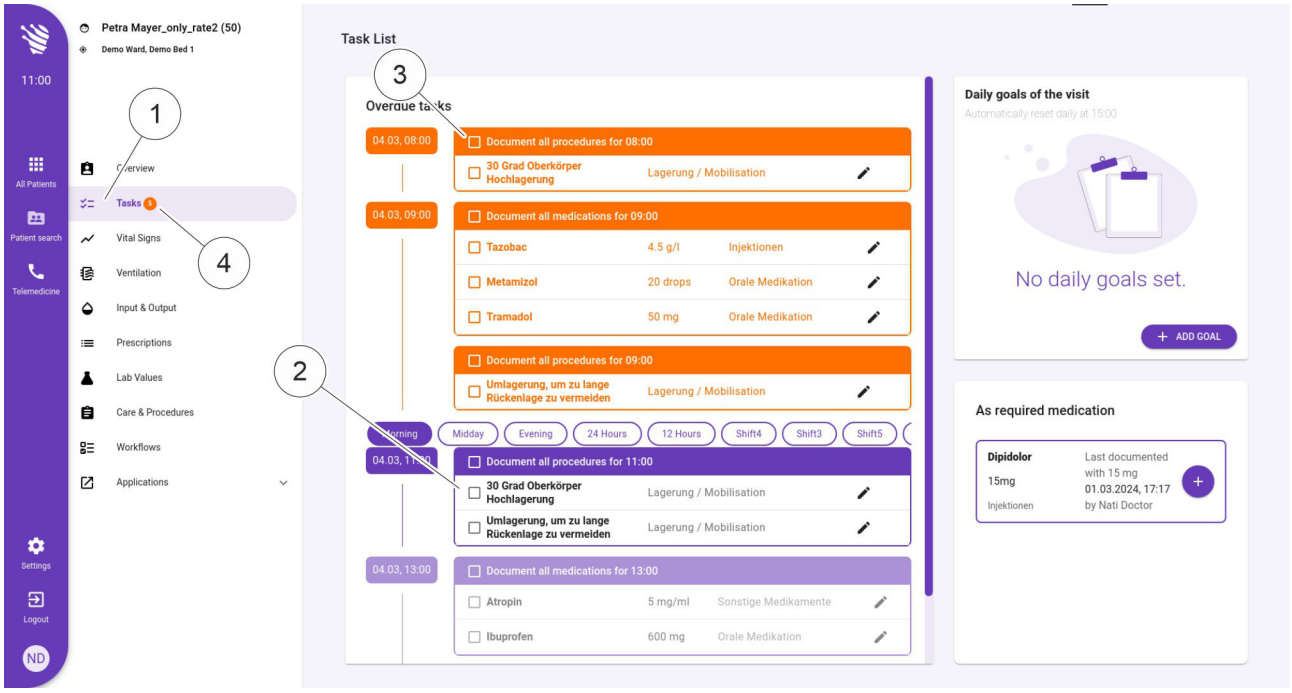


Fig. 67: 'Tasks' view sorted by type and prescribed time

The *'Tasks'* view shows all incomplete tasks for the shift, allowing you to keep a track of medications and procedures for your shift.

The tasklist is arranged under the patient overview (Fig. 67/①).

The tasks are separated into medications and procedures and they are grouped by prescribed timestamps. (Fig. 67/②).

Medications are arranged before the procedures for a given time-stamp. They are grouped by administration method and in alpha-betical order.

The tasklist is shown for the current shift according to the current time.

There is no link to the tasklist available in the review mode (↯ *on page 57*).

An overdue task gets marked as overdue 30 mins after the time it was prescribed.

Overdue tasks are grouped separately and are clearly distinguish-able from upcoming taks (Fig. 67/③. They are displayed at the top of the list. An indicator badge is displayed next to the *'Tasks'* view menu icon (Fig. 67/④) which clearly shows that overdue tasks are present.

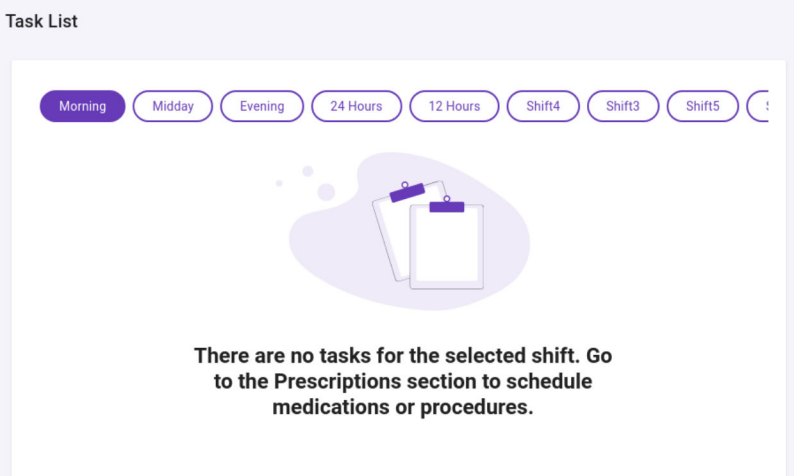


Fig. 68: 'Task' view empty

When no tasks are present, an empty state is shown.

Requirements:

- A user is logged in to the system ↳ *Chapter 8 'Logging in and out of the Mona system' on page 24*.
- A patient has been assigned to the terminal ↳ *Chapter 6 'Setting up a new terminal' on page 21*.

Navigating to *'Tasks'* view

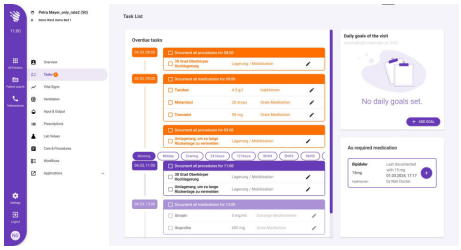


Fig. 69: 'Task' view

1. Press the icon.
   ⇨ The *'Task'* view (Fig. 69) is displayed.

Navigating through the tasklist

2. To view which tasks are incomplete and when they have to be performed, scroll to the relevant section.

Editing a task

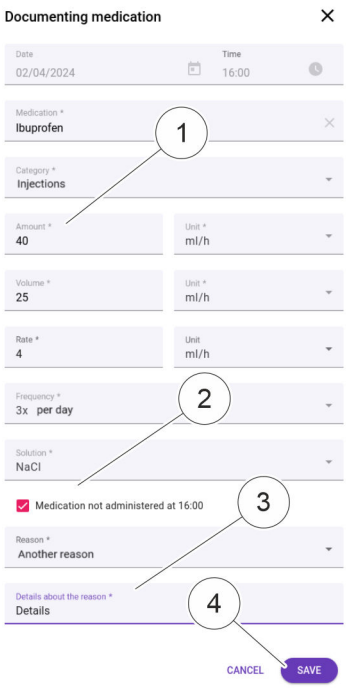


Fig. 70: Documenting medication

3. Press the ✎ icon to edit the selected task.

⇨ The *'Documenting medication'* view is displayed.

4. You can edit the following information:

- Quantity of medication (Fig. 70/①)
- The medication / procedure can be marked as not administered (Fig. 70/②).
- If you mark the medication as not administered, you have to fill in a reason (Fig. 70/③).

5. Press the *'Save'* button (Fig. 70/④).

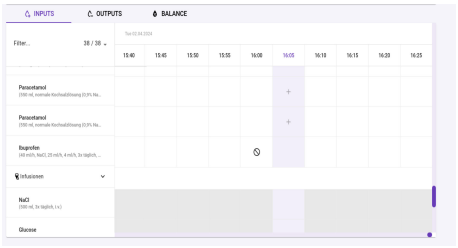


Fig. 71: Input - State not given

⇨ The "not given"- state is shown in inputs with the information you filled in (Fig. 70/③).

The "not given"-state is shown in reports with the information you filled in (Fig. 70/③).

Marking tasks as completed

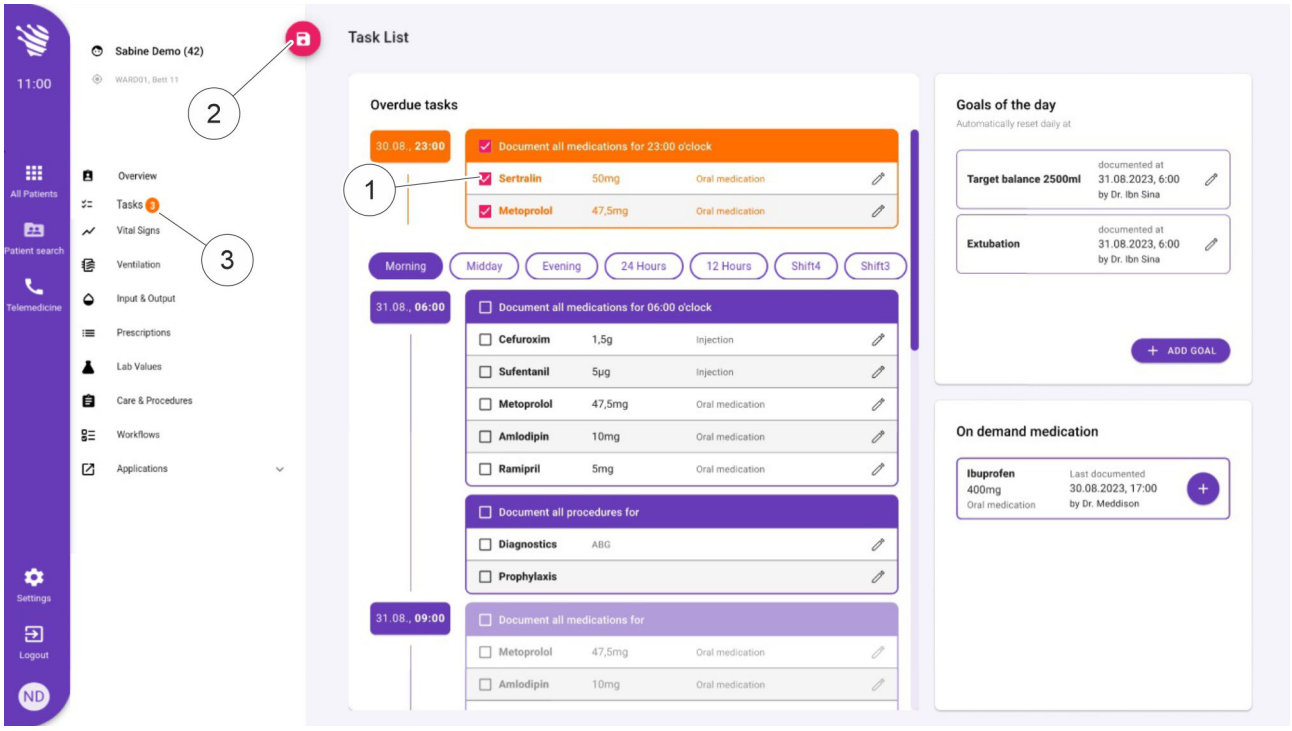


Fig. 72: Task- Check

6. Check the box of the task to be completed (Fig. 72/①). If you want to check multiple tasks, they have to be grouped under the same timestamp.

It is not possible to complete tasks that are set for the future.

⇨
- The save icon appears (Fig. 72/②).
- An asterisk is present on the task list menu item to indicate unsaved changes (Fig. 72/③).
- An asterisk is present on the inputs & outputs menu item or the care and procedures icon to indicate unsaved changes (depending on the type of task).

7. Press the icon (Fig. 72/②) and confirm the changes with RFID or credentials.

   ⇨ ■ The completed task is removed from the task list.
   ■ The related documentation step in inputs & outputs or procedures (depending on the type of task) is successfully saved.
   ■ The asterisk icons are no longer visible, as no unsaved changes are present.

> *Documenting a medication or procedure manually in the input or procedure tabs will remove the task from the tasklist.*
>
> *Documenting the completion of the tasks in inputs and procedures will mark tasks as done.*
>
> *Manually removing the documented medication or procedure will re-add the task to the task list.*

Switching between shifts

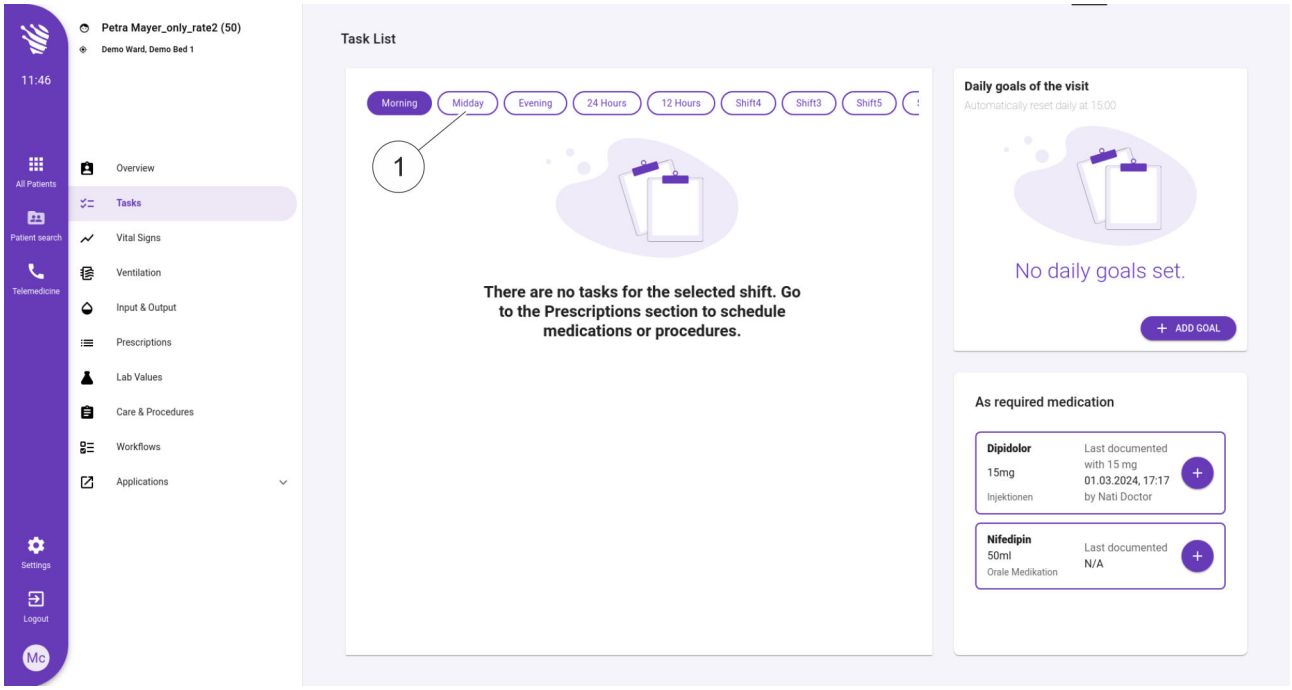


Fig. 73: Tasklist - Shifts

8. Press the shift you want to select on the top of the task list (Fig. 73/①)

   ⇨ The tasks of the selected shift are shown.

As required medication

9. *'As required'* medications are listed separately and only medications prescribed for this specific shift are shwon.

They are ordered by administration method and then alphabetically.

For changes or to mark the medications as administered press the + icon.

⇨ The last documentation time and the person who documented are displayed.

Daily goals

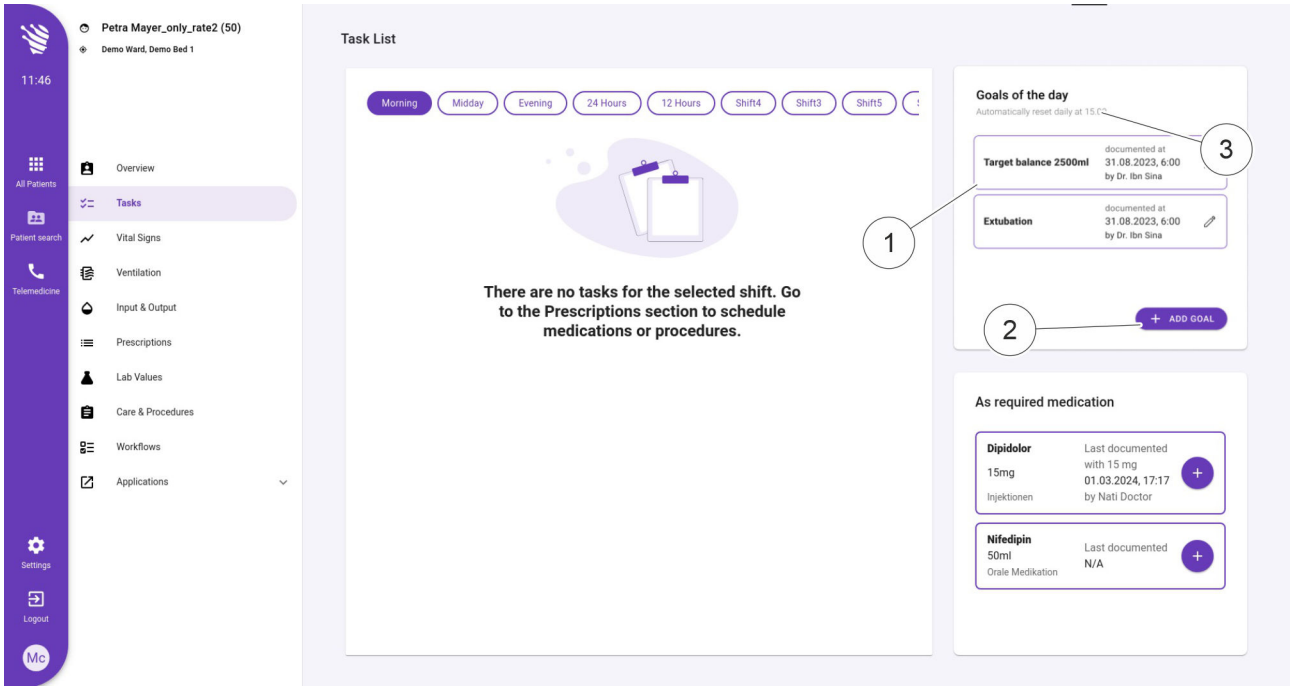


Fig. 74: Tasks - Goals

10. The daily goals are located on the upper right side (Fig. 74/①).

To add goals, press the *'Add Goal'*-button (Fig. 74/②).

⇨ ■ A timestamp is visible which reflects the time at which this goal was created (Fig. 75/①).

■ It is possible to select from a list of predefined goals or to add a free text goal (Fig. 75/②).

11. Press *'Add Goal'* (Fig. 75/③).

⇨ The goal displays in the goal list (Fig. 74/①)

■ The person who set the goal is visible next to the goal.

■ Daily goals reset automatically according to the balance reset time.

■ The reset timer is displayed (Fig. 74/③).

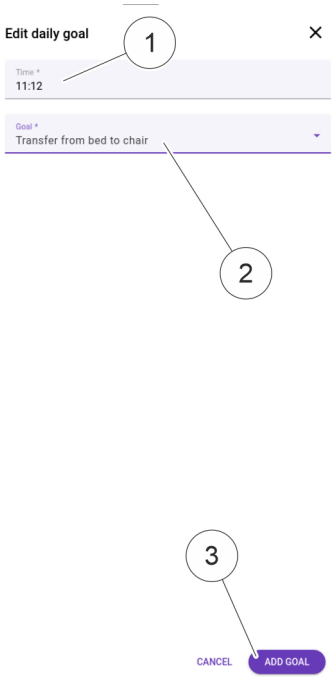


Fig. 75: Tasks - Edit Goal

15 *'Vital signs'* view

Information on vital signs can be viewed and edited via the Web access.

Personnel:
- Medical specialists

Material:
- RFID card

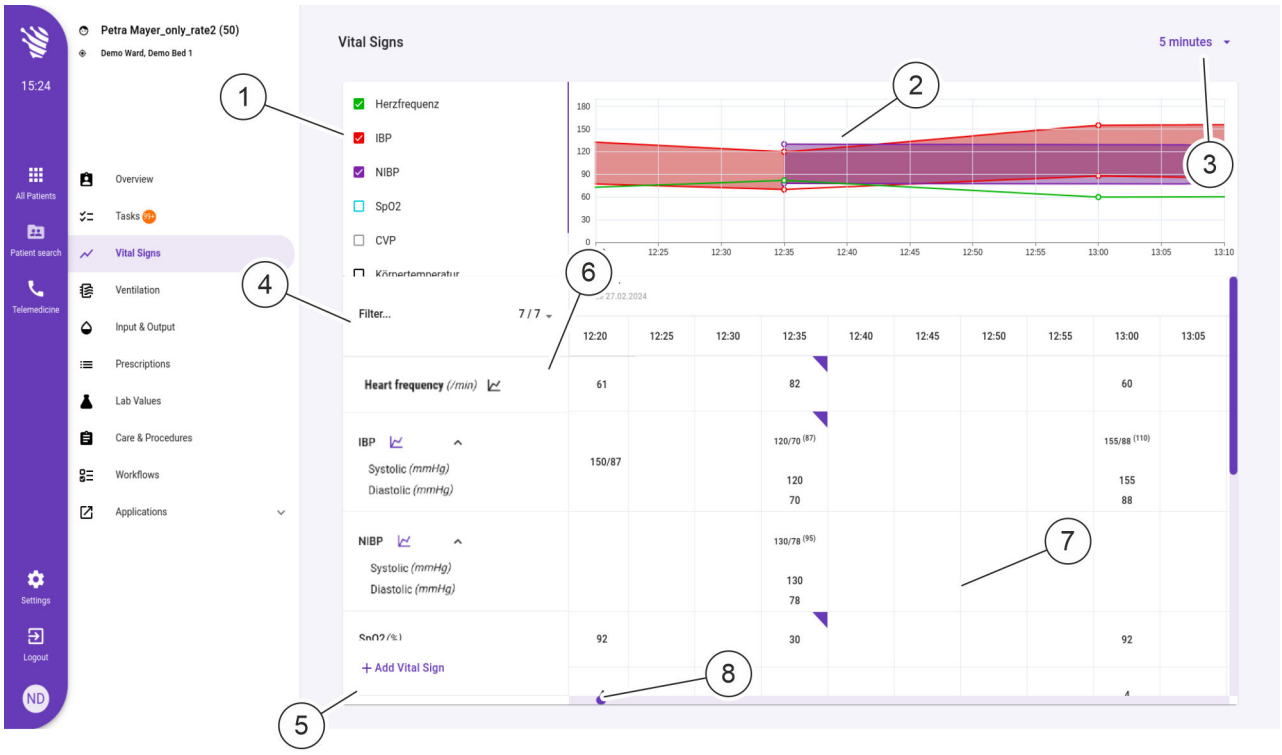


Fig. 76: 'Vital signs' view

Item no.	Meaning
①	Selection for graphic vital parameter display
②	Graphic vital parameter display
③	Refresh interval of vital parameters
④	Filter table rows
⑤	Add vital sign
⑥	Heart frequency (example value)
⑦	No value available for this time
⑧	Scroll bar

The *'Vital signs'* view can be used to display and edit the measured values of a patient's vital functions in graphic and table form. The measured values can come from a patient monitor or be entered manually by medical specialists.

For the graphic display (Fig. 76/②), it is possible to select vital parameters (Fig. 76/①). Vital parameters are listed over time in the graphic display and the table. The table lists just the most important parameters predefined on the admin interface. Further vital parameters can be added individually for the current time by using the "+" symbol. The vital parameters selected for the graphic display are highlighted in colour in the corresponding table rows.

The selected vital parameters in the table can be filtered to allow faster orientation (Fig. 76/④).

For measurements consisting of two vital parameters, e.g. blood pressure, the display of the table row can be reduced in size or shown in full by pressing the ⌄ icon in the relevant table row.

The interval for refreshing (Fig. 76/③) of the measurements can be specified to be a 1 minute interval and anywhere between 5 minutes and 1 day as needed. The graphic and table display are adapted automatically according to the set interval.

The scroll bar (Fig. 76/⑧) can be used to adapt the section in order to view further vital parameters (vertical scroll bar) and to view the required time period (horizontal scroll bar). The table column with the most recent measurement is highlighted in colour.

The graphic display always follows the selected table section.

Requirements:

- A user is logged in to the system ↬ *Chapter 8 'Logging in and out of the Mona system' on page 24*.
- A patient has been assigned to the terminal ↬ *Chapter 6 'Setting up a new terminal' on page 21*.
- The relevant data are transmitted to the *Mona* system.

Proceed as follows to view and edit the *'Vital signs'* view:

Calling up the *'Vital signs'* view

1. On the main menu, press the icon.
   ⇨ The *'Patient overview'* view (Fig. 77) is displayed together with the patient menu.
2. In the patient menu, press the *'vital signs'* icon.
   ⇨ The *'Vital signs'* view (Fig. 76) is displayed.

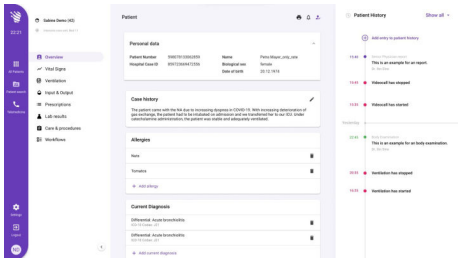


Fig. 77: 'Patient overview' view

Setting the refreshing interval

3. To adjust the refresh interval, open the drop-down list (Fig. 76/③).

Using the 1-minute interval

4. Select the required interval (e.g. 5 minutes).

> *If multiple values are available for a 5-minute interval, this is indicated by a ribbon in the top right corner of the relevant field (Fig. 78/①). Views in the 1-minute interval are limited to a selectable time range of 30 minutes.*

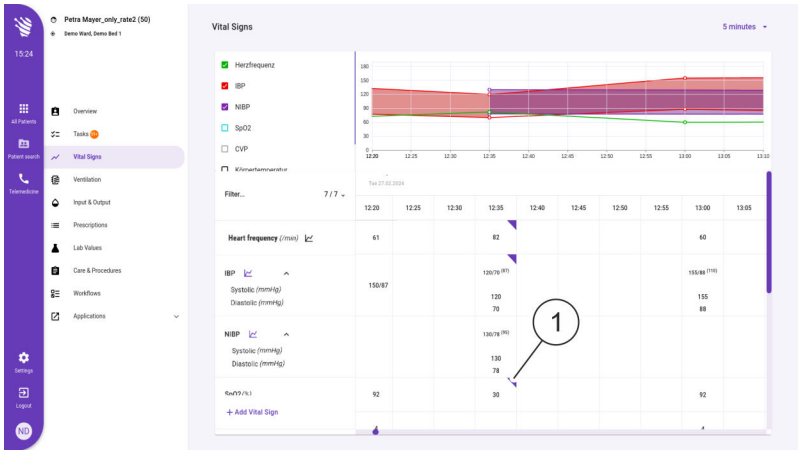


Fig. 78: Entry with interim values

5. Press the ribbon of the entry with interim values (Fig. 78/①).

⇨ A prompt for selecting the time range is displayed.

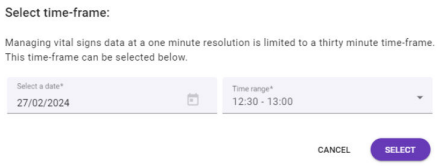


Fig. 79: Selecting a time range

6. Use the *'Select a date'* and *'Time range'* selection fields to select the date and the time range.

⇨ Values are now displayed at 1-minute intervals in the selected time range.

> *Only values in tables can be displayed at 1-minute intervals. The corresponding graphs cannot be displayed.*

Selecting display parameters



Fig. 80: Adding vital parameters in the table view

7. To view further vital parameters in the table, press *'+ Add vital sign'* (Fig. 80/①) below the last table row.

> *Adjust the table section with the scroll bars, if necessary, to view the end of the table.*

⇨ The selected vital parameters are displayed in the table.

Filtering a table

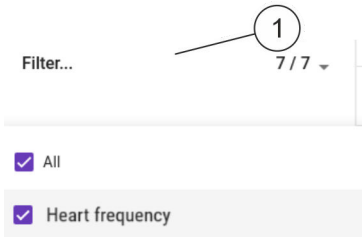


Fig. 81: Filtering a table

8. To filter the table for specific vital parameters, press the *'Filter...'* entry (Fig. 81/①) in the top table row.

⇨ A selection list is displayed.

9. Activate the checkboxes for the entries you want to display.

Adjust the table section with the scroll bars, if necessary, to view the end of the table.

Entering measurements

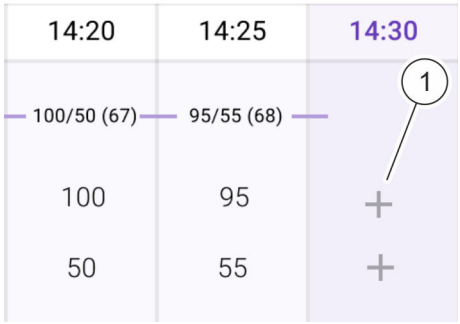


Fig. 82: Entering a measurement

10. To enter a new measurement for a vital parameter by hand, press the *'+'* icon (Fig. 82/①) in the relevant table row.

Use the '+' icon to enter current values. Press a table field to enter a value retroactively.

If the measurements are transmitted by a monitor system, they can be edited manually.

Adjusting the graphic display

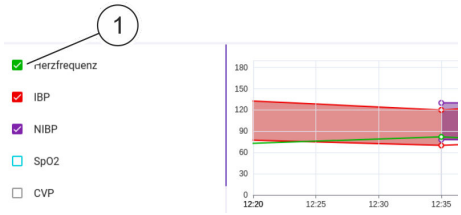


Fig. 83: Adjusting the graphic display

11. To adjust the graphic display, activate or deactivate the checkboxes of the vital parameters (e.g. Fig. 83/①).

Only the displayed vital parameters within the current timeframe can be selected for the graphic display, even if further vital parameters are displayed in the table.

The colours of the checkboxes match the colours of the measurements in the graph.

16 *'Ventilation'* view

Information on ventilation can also be viewed and edited via the Web access.

Personnel:
- Medical specialists

Material:
- RFID card

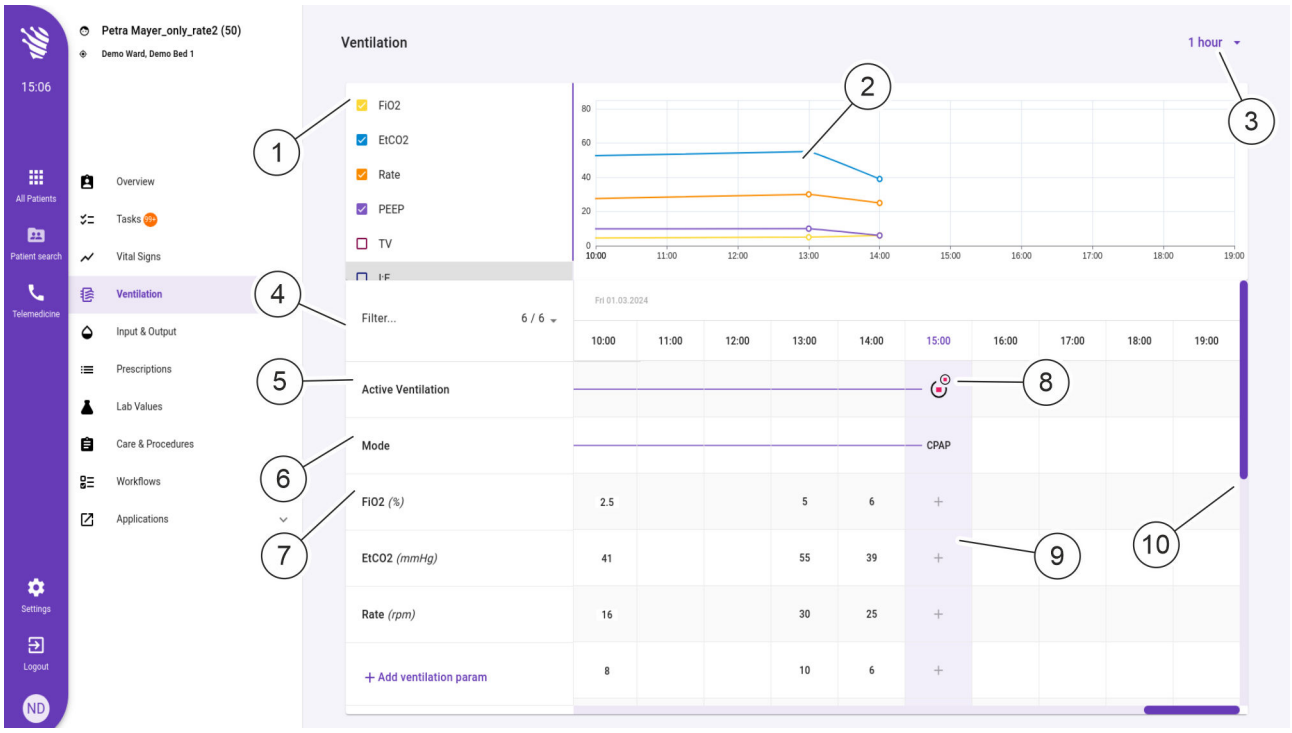


Fig. 84: 'Ventilation' view

Item no.	Meaning
①	Selection for graphic parameter display
②	Graphic parameter display
③	Refresh interval of parameters
④	Filter entries
⑤	Active ventilation times
⑥	Ventilation form
⑦	Proportion of oxygen in inspiration gas (FiO2)
⑧	*'Active ventilation'* view

Item no.	Meaning
⑨	Add value
⑩	Scroll bar

The *'Ventilation'* view can be used to display the measurements from the ventilation device of a patient in graphic and table form.

The displayed ventilation form can be adjusted and stopped, if necessary (Fig. 84/⑧). For times during which ventilation is active, a horizontal line is displayed in the table rows. Vertical lines indicate the beginning and end of ventilation for a ventilation form. Times during which no ventilation takes place are indicated by an empty table cell.

For measurements consisting of two parameters, e.g. *'I:E ratio'*, the display of the table row can be reduced in size or shown in full by pressing the ⌄ icon in the relevant table row.

The interval for the refreshing (Fig. 84/③) of the measurements can be specified to be anywhere between 5 minutes and 1 day, as needed. The graphic and table display is adapted automatically according to the set interval.

The scroll bar (Fig. 84/⑩) can be used to adapt the section in order to view further parameters (vertical scroll bar) and to view the required time period (horizontal scroll bar). The table column with the most recent measurement is highlighted in colour.

The graphic display always follows the selected table section.

Requirements:

- A user is logged in to the system *Chapter 8 'Logging in and out of the Mona system' on page 24*.
- A patient has been assigned to the terminal *Chapter 6 'Setting up a new terminal' on page 21*.
- The relevant data are transmitted to the *Mona* system.

Proceed as follows to view and edit the *'Ventilation'* view:

Calling up the *'Ventilation'* view

1. On the main menu, press the icon.
   ⇨ The *'Patient overview'* view (Fig. 85) is displayed together with the patient menu.
2. on the patient menu, press the *'Ventilation'* icon.
   ⇨ The *'Ventilation'* view (Fig. 84) is displayed.

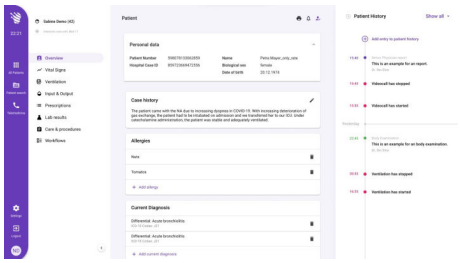


Fig. 85: 'Patient overview' view

Setting the refreshing interval

3. To adjust the refresh interval, open the drop-down list (Fig. 84/③).

Changing ventilation mode / starting logging

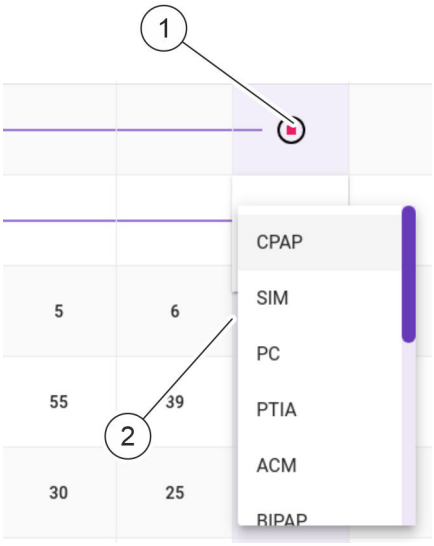


Fig. 86: Changing ventilation mode

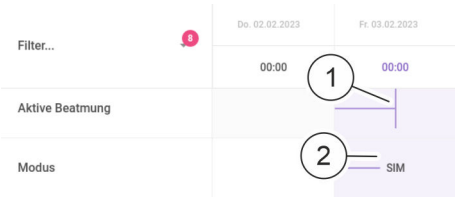


Fig. 87: Display of a changed ventilation mode in the table view

4. Select the required interval.

5. In the *'Mode'* table row, press the active mode icon(Fig. 86/①) at the end of the row.

> *Adjust the table section with the scroll bar (Fig. 84/⑩), if necessary, to view the end of the table row.*

⇨ A drop-down list with available ventilation modes is displayed (Fig. 86/②).

6. Select the required form of ventilation from the drop-down list (Fig. 86/②).

⇨ Logging of the new ventilation form is started.

In the *'Mode'* table row, the new ventilation form is displayed in the table row (Fig. 87/②).

In the *'Active ventilation'* table row, the change in ventilation mode is indicated in the table cell by a vertical line (Fig. 87/①).

> *Ongoing logging is indicated by a horizontal line in both table rows.*

Ending logging

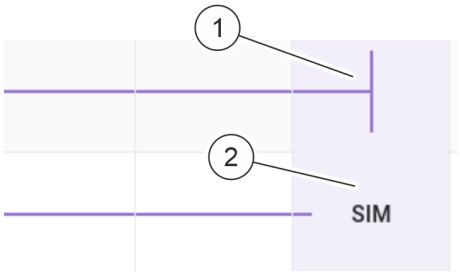


Fig. 88: Display of ended logging in the table view

7. To end ventilation, go to the *'Active ventilation'* table row and press the ⊙ icon at the end of the row.

> *Adjust the table section with the scroll bar (Fig. 84/⑩), if necessary, to view the end of the table row.*

⇨ Logging stops. The end of logging is displayed in the *'Active ventilation'* table row by a vertical line (Fig. 88/①), and in the *'Mode'* table row with the designation of the ventilation form (Fig. 88/②) that was logged up to this time.

> *The subsequent table cells of the two table rows are empty until new logging begins.*

Selecting display parameters



Fig. 89: Adding parameters in the table view

8. To view further parameters in the table, press *'Add ventilation parameter'* (Fig. 89/①) below the last table row.

> *Adjust the table section with the scroll bars, if necessary, to view the end of the table.*

⇨ A drop-down list with the options available for selection is displayed. The selected parameters are subsequently displayed in the table.

Adjusting the graphic display

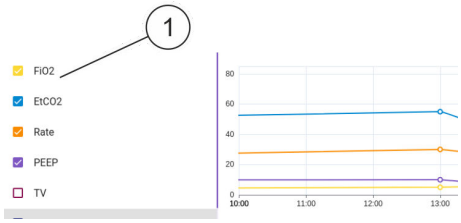


Fig. 90: Adjusting the graphic display

9. To adjust the graphic display, activate or deactivate the checkboxes of the parameters (Fig. 90/①).

> *All parameters can be selected for the graphic display.*
>
> *The colours of the checkboxes match the colours of the values in the graph.*

17 *'Lab values'* view

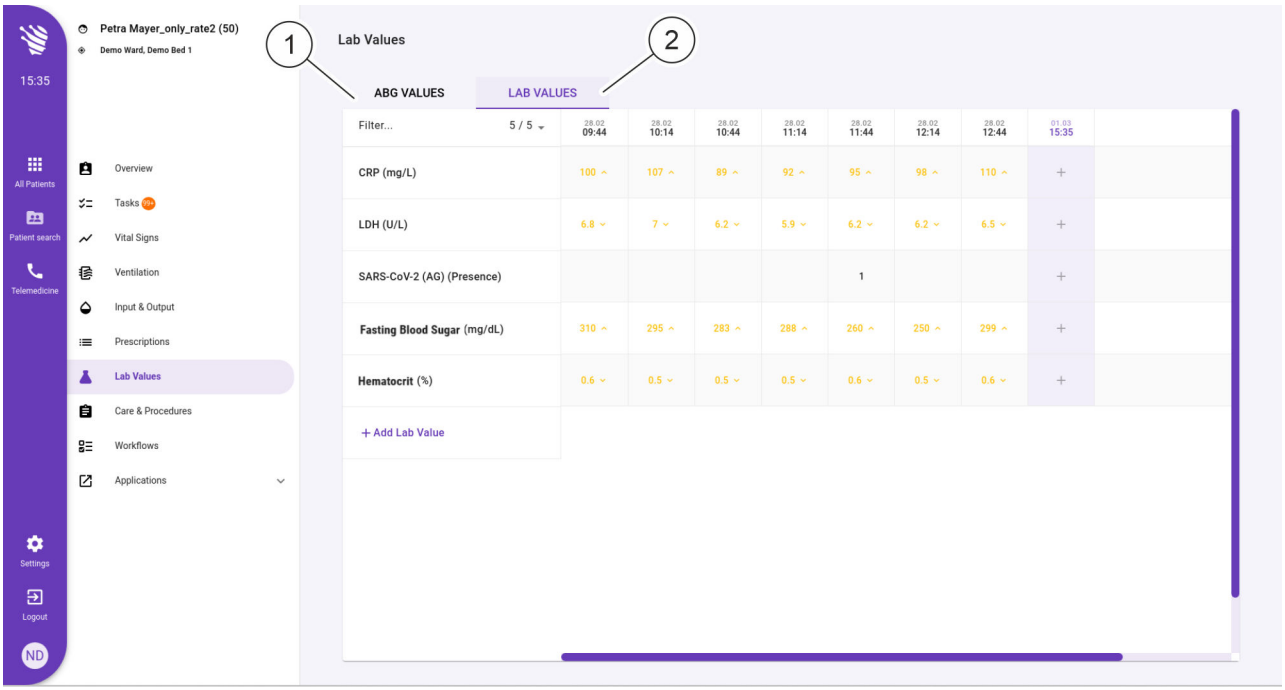


Fig. 91: 'Lab values' view

Item no.	Meaning
①	ABG values tab
②	Lab values tab

Use the tabs for 'ABG values' (Fig. 91/①) and 'Lab values' (Fig. 91/②) to call up the required values.

Information on ABG values and lab values can also be viewed and edited via the Web access.

'ABG values' tab

Personnel: ■ Medical specialists

Material: ■ RFID card

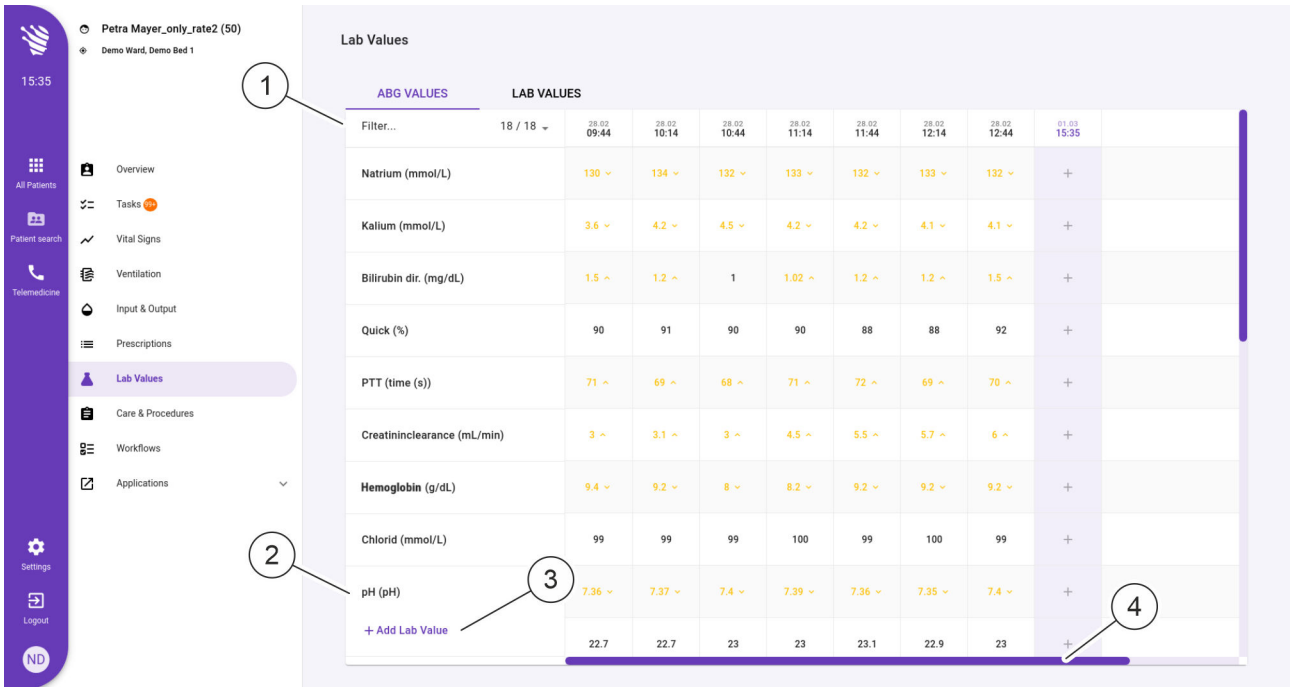


Fig. 92: 'ABG values' tab

Item no.	Meaning
①	Filter table rows
②	ABG value
③	Add lab values
④	Scroll bar

The *'ABG values'* view allows the ABG values for a patient to be displayed in table form. The ABG values can be transmitted by a hospital information system or entered manually by medical specialists. ABG values can be updated multiple times a day.

A table column always shows the transmitted or entered ABG values (Fig. 92/②) for each measured value for the time specified in the column header. The selected measured values in the table can be filtered to allow faster orientation (Fig. 92/①).

If no data are available, the parameters are hidden.

The scroll bar (Fig. 92/④) can be used to adapt the section in order to view further measured values (vertical scroll bar) and to view the required time period (horizontal scroll bar).

Requirements:

- The *'ABG values'* display is activated in the administration area.
- A user is logged in to the system *Chapter 8 'Logging in and out of the Mona system' on page 24*.
- A patient has been assigned to the terminal *Chapter 6 'Setting up a new terminal' on page 21*.
- The relevant data are transmitted to the *Mona* system.

Calling up the *'Lab values'* view

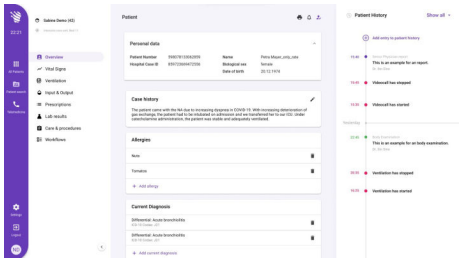


Fig. 93: 'Patient overview' view

1. On the main menu, press the icon.
   ⇨ The patient overview (Fig. 93) is displayed.
2. on the patient menu, press the *'Lab values'* icon.
   ⇨ The *'Lab values'* view (Fig. 91) is displayed.
3. Select the *'ABG values'* tab.

Selecting measured values



Fig. 94: Adding a measured value to the table view

4. To view further measured values in the table, press *'Add lab value'* (Fig. 94/①) below the last table row.

> *Adjust the table section with the scroll bar (Fig. 92/④), if necessary, to view the end of the table.*

⇨ Lab values can be found in a search field by means of a text search. The selected measured values are displayed in the table.

Filtering a table

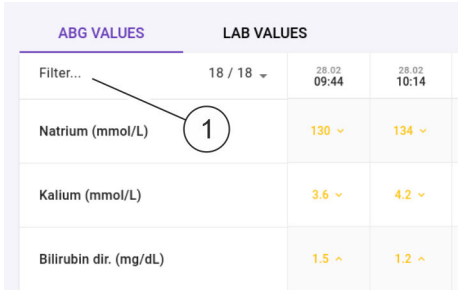


Fig. 95: Filtering a table

5. To filter the table for specific measured values, press the *'Filter...'* entry (Fig. 95/①) in the top table row.
   ⇨ A selection list is displayed.
6. Activate the checkboxes for the entries you want to display.

> *Adjust the table section with the scroll bar (Fig. 92/④), if necessary, to view the end of the table.*

Lab values tab

Personnel: ■ Medical specialists

Material: ■ RFID card

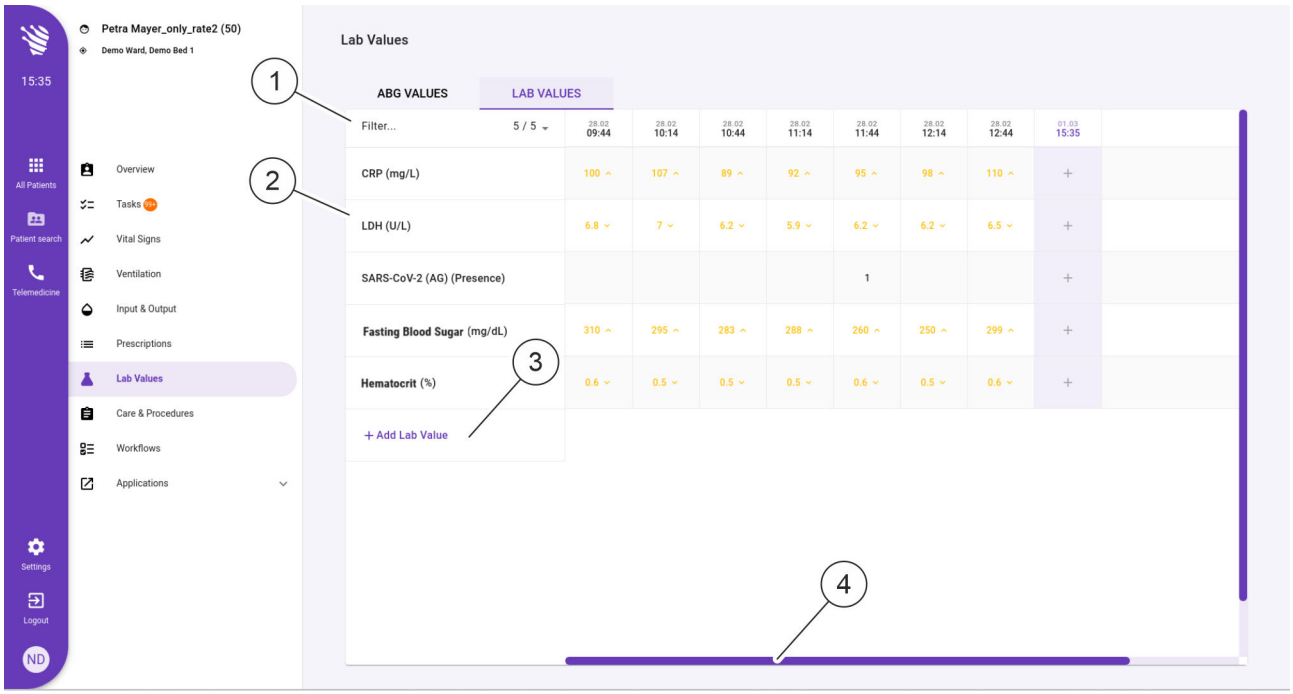


Fig. 96: 'Lab values' tab

Item no.	Meaning
①	Filter table rows
②	Lab values
③	Add lab values
④	Scroll bar

The *'Lab values'* view can be used to display and edit the lab values for a patient in graphic and table form. The lab values can be transmitted by a lab information system or entered manually by medical specialists.

A table column always shows the transmitted or entered lab values (Fig. 96/②) for each measured value for the time specified in the column header. The selected measured values in the table can be filtered to allow faster orientation (Fig. 96/①).

The scroll bar (Fig. 96/④) can be used to adapt the section in order to view further measured values (vertical scroll bar) and to view the required time period (horizontal scroll bar).

Requirements:

- A user is logged in to the system *Chapter 8 'Logging in and out of the Mona system' on page 24*.
- A patient has been assigned to the terminal *Chapter 6 'Setting up a new terminal' on page 21*.
- The relevant data are transmitted to the *Mona* system.

Proceed as follows to view and edit the *'Lab values'* view:

Calling up the *'Lab values'* view

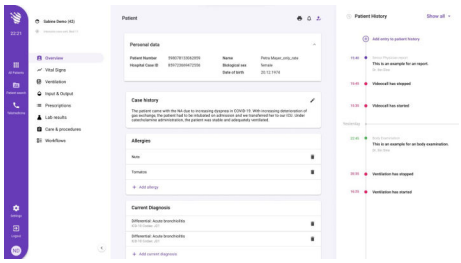


Fig. 97: 'Patient overview' view

1. On the main menu, press the icon.
   ⇨ The patient overview (Fig. 97) is displayed.
2. On the patient menu, press the *'Lab values'* icon.
   ⇨ The *'Lab values'* view (Fig. 91) is displayed.
3. Select the *'Lab values'* tab.

Selecting measured values



Fig. 98: Adding a measured value to the table view

4. To view further measured values in the table, press *'Add lab value'* (Fig. 98/①) below the last table row.

> *Adjust the table section with the scroll bar (Fig. 96/④), if necessary, to view the end of the table.*

   ⇨ Lab values can be found in a search field by means of a text search. The selected measured values are displayed in the table.

Filtering a table

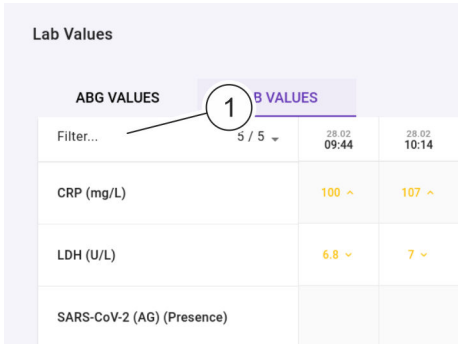


Fig. 99: Filtering a table

5. To filter the table for specific measured values, press the *'Filter...'* entry (Fig. 99/①) in the top table row.
   ⇨ A selection list is displayed.
6. Activate the checkboxes for the entries you want to display.

> *Adjust the table section with the scroll bar (Fig. 96/④), if necessary, to view the end of the table.*

Entering lab values

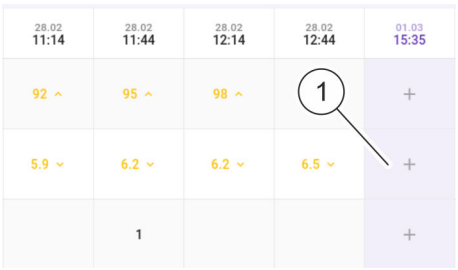


Fig. 100: Entering a lab value

7. To enter a lab value for a measured value by hand, press the '+' icon (Fig. 100/①) at the end of the column in the relevant table row.

Use the '+' icon to enter current values. Press a table field to enter a value retroactively for existing entries.

18 *'Prescriptions'* view

Information on prescriptions can also be viewed and edited via the Web access.

Personnel:
- Medical specialists

Material:
- RFID card

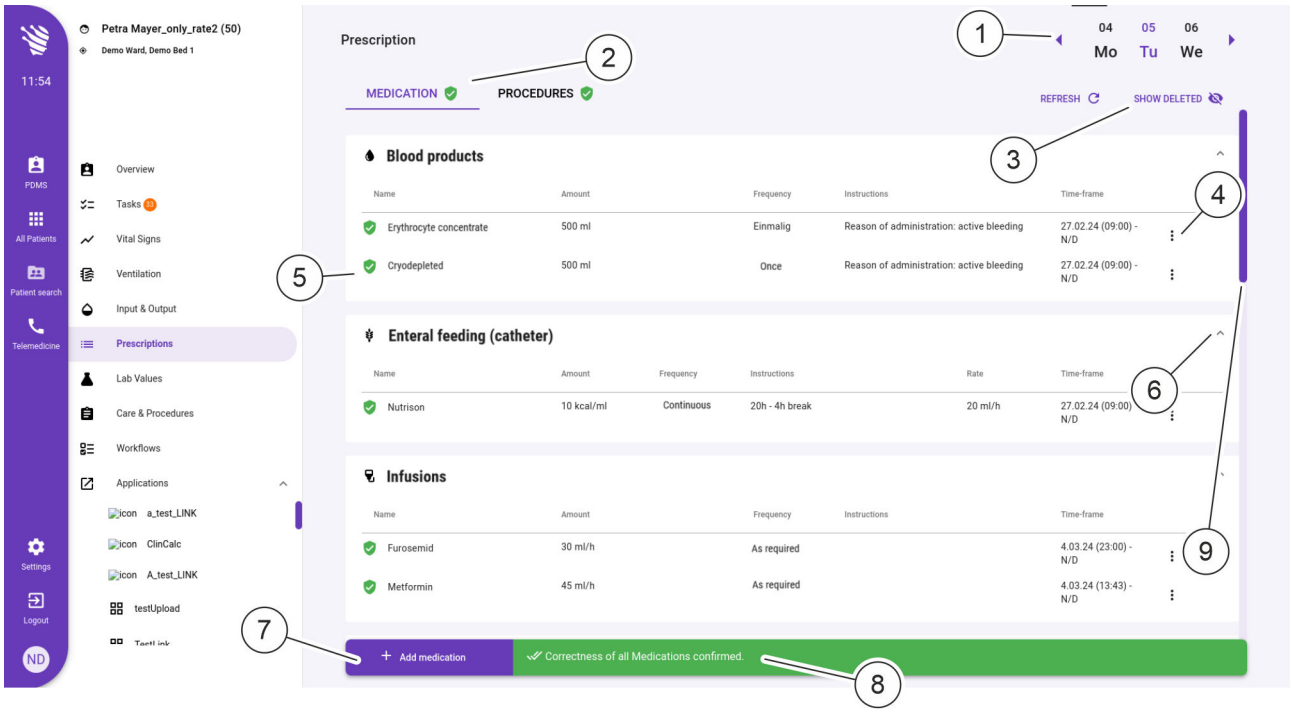


Fig. 101: 'Prescriptions: Medication' view

Item no.	Meaning
①	Change currently displayed day / day view
②	Select *'Medications'* or *'Procedures'* view
③	View/hide deleted prescriptions
④	*'Medications'* view: Edit or delete prescription entry
⑤	Prescription entry
⑥	Collapse or expand category
⑦	Add prescription to the currently displayed *'Medications'* or *'Procedures'* view

Item no.	Meaning
⑧	Checkbox for confirming inputs
⑨	Scroll bar

The *'Prescriptions'* view can be used to view and edit medications and treatment methods for a patient.

The view can be switched between *'Medications'* and *'Procedures'* by means of the corresponding tabs (Fig. 101/②). The currently displayed day can be selected via the navigation arrows (Fig. 101/①).

The medical settings (*'Medical settings' on page 32*) can be used by an administrator to create and edit medication or procedure templates if specific recurring medications or procedures are to be used.

The table lists the medications and procedures for the selected day (Fig. 101/⑤). All prescriptions are sorted by categories. Pressing the ⌄ icon (Fig. 101/⑥) collapses or expands the category completely.

Individual prescription entries in the *'Medications'* view can be edited or deleted from the table via the ⋮ icon (Fig. 101/④).

Medications and procedures are divided into the following categories:

Procedures	Medications
Neurology	Oral medication
Lab tests	Infusions
Diagnostics	Blood products
Breathing therapy	Enteral feeding (catheter)
Oral liquids	Parenteral feeding
Diet type	Injections
Bedding / mobilisation	Other medication
Flushings	Injection pumps
Catheters & Tubes	Continuous infusions
System change	
Miscellaneous	

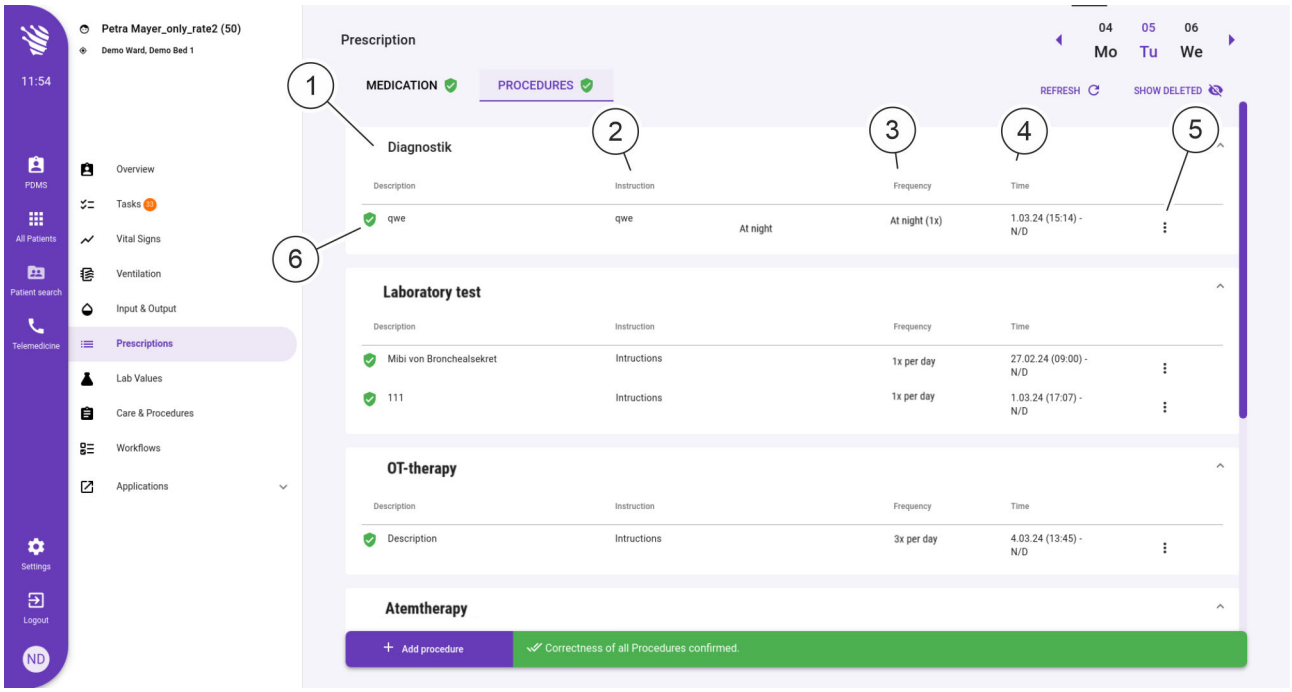


Fig. 102: Prescriptions: Procedures view

The *'Procedures'* tab can be used to view information about the prescribed procedures. As well as a category (Fig. 102/①) it displays the designation (Fig. 102/⑥), a description (Fig. 102/②), the intended frequency of performance (Fig. 102/③) and the period for which the prescription applies (Fig. 102/④). Further information and setting options for a prescription can be called up via the relevant button (Fig. 102/⑤).

Entered prescriptions can have three different statuses and are marked as follows:

- The green icon indicates prescriptions that were confirmed by medical specialists. If all prescriptions were confirmed by medical specialists, the symbol is also displayed in the corresponding tab (Fig. 101/②).
- The red icon indicates prescriptions that have been entered but have not yet been confirmed by medical specialists. If not all prescriptions were confirmed by medical specialists, the symbol is also displayed in the corresponding tab (Fig. 101/②).
- The preceding red icon indicates prescriptions selected for deletion in the *'Medications'* view. If the deletion is confirmed and saved, the deleted prescriptions disappear completely from the table.

The table can be filtered for faster orientation (↬ *'Filtering a table' on page 90*).

New prescriptions can be added for the selected view (Fig. 101/⑦). The correctness of new inputs must always be confirmed with a checkbox (Fig. 101/⑧) and the changes must be saved subsequently.

Prescription entries in the *'Procedures'* view can be deleted with the red icon as long as they have not yet been confirmed and saved. Once confirmed and saved, prescriptions can be deleted with the grey icon.

The display of deleted prescriptions can be switched on or off (Fig. 101/③).

The scroll bar (Fig. 101/⑨) can be used to adapt the table section in order to view further prescriptions.

All medications entered in the 'Prescriptions' view are also found later in the 'Input & output' view *Chapter 19 ''Input & output' view' on page 99.*

All entered procedures can be found later in the 'Care & procedures' view *Chapter 20 ''Care & procedures' view' on page 109.*

Requirements:

- A user is logged in to the system *Chapter 8 'Logging in and out of the Mona system' on page 24*.
- A patient has been assigned to the terminal *Chapter 6 'Setting up a new terminal' on page 21*.

Proceed as follows to view and edit the *'Prescriptions'* view:

Calling up the *'Prescriptions'* view

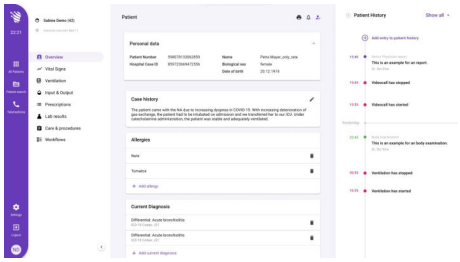


Fig. 103: 'Patient overview' view

1. On the main menu, press the icon.
   ⇨ The *'Patient overview'* view (Fig. 103) is displayed together with the patient menu.
2. On the patient menu, press the *'Prescriptions'* icon.
   ⇨ The *'Prescriptions'* view (Fig. 101) is displayed.

Selecting view (medication or treatment method) and day

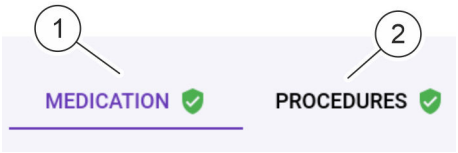


Fig. 104: Selecting a view

3. To view the *'Medications'* or *'Procedures'* view, press the corresponding tab (Fig. 104/① or ②) in the header.
   ⇨ The selected view for the current day is displayed.



Fig. 105: Selecting a day

4. To view the previous day, press the ◀ icon (Fig. 105/①) next to the date display. To view the following day, press the ▶ icon (Fig. 105/③) next to the date display.

⇨ The displayed day is highlighted (Fig. 105/②). The prescriptions for the selected day are displayed in the table.

Filtering a table



Fig. 106: Filtering a table

5. To filter the table for specific measured values, press the *'Filter...'* entry (Fig. 106/①) in the top table row.

⇨ A selection list is displayed.

6. Activate the checkboxes for the entries you want to display.

> *Adjust the table section with the scroll bar (Fig. 101/⑨), if necessary, to view the end of the table.*

Adding a prescription



Fig. 107: Adding a prescription in the table view

7. To add a prescription, press *'+ Add medication'* (Fig. 107/①) below the table view.

⇨ An input mask in the side bar (Fig. 108) is displayed and can be edited.

8. In the side bar, select *'Standard medication:'* (↬ *'Selecting a standard medication' on page 91*) or select *'Create a non-standard medication'* (Fig. 110).

Selecting a standard medication

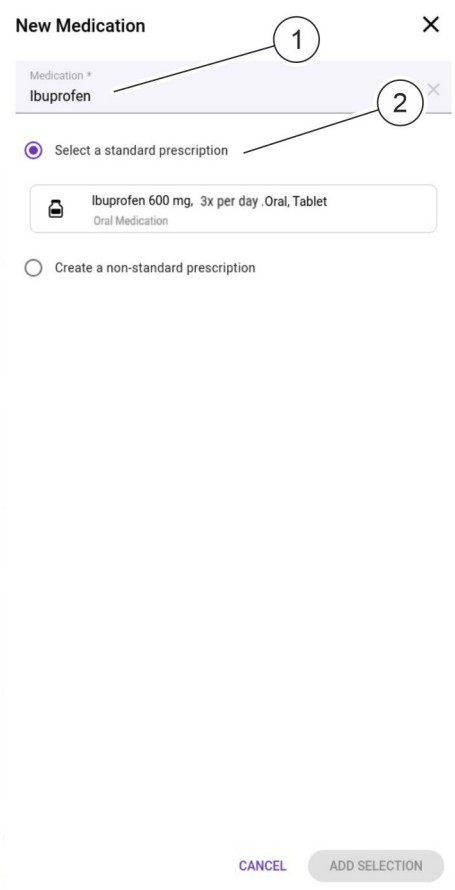


Fig. 108: Medication search mask

9. In the input field (Fig. 108/①), enter the name of the medication.

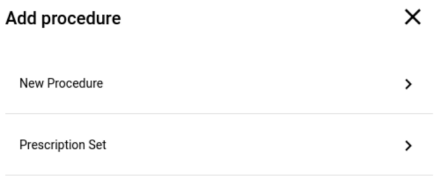
⇨ The matching entries for the entered medication name are displayed in a list.

10. If the required medication is known, select the correct entry from the list.

11. Select the required standard prescription and confirm the selection with *'ADD SELECTION'*.

⇨ The medications and processes of the standard prescription are added to the corresponding table columns. The corresponding prescription entry is marked with a red icon and has to be confirmed by a medical specialist before it can be saved.

Adding a prescription set



12. To enter a previously saved standard prescription for the selected medication, select the *'ADD PRESCRIPTION'* option field.

⇨ The available prescription sets for the entered medication name are displayed (Fig. 108/②).

> *Standard prescriptions can be created in the administration area ↬ Chapter 9 ''Settings' view' on page 29.*

13. Select the required prescription set and confirm the selection with *'ADD PRESCRIPTION SET'*.

⇨ The medications and processes of the standard prescription are added to the corresponding table columns. The corresponding prescription entry is marked with a red icon and has to be confirmed by a medical specialist before it can be saved.

Fig. 109: Creating a prescription set

Creating a non-standardised prescription

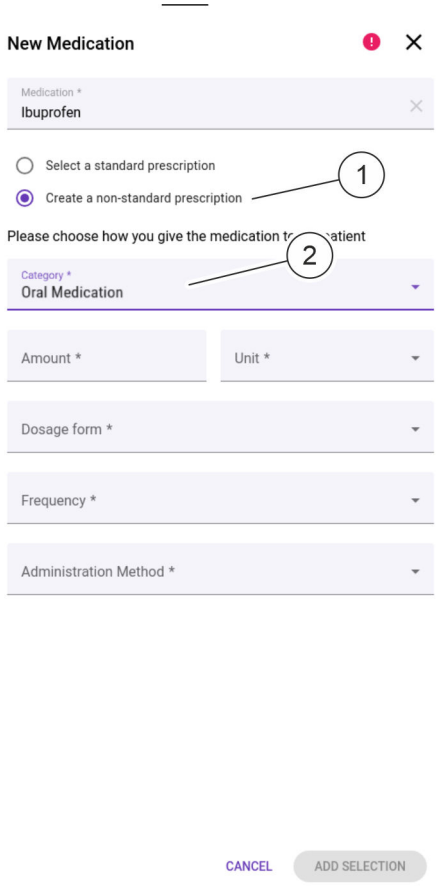


Fig. 110: Input screen for creating a non-standardised medication

14. If the required medication is now known, mark the *'Create a non-standardised prescription'* option field (Fig. 110/①).

⇨ An input screen for creating a non-standardised prescription is displayed (Fig. 110/②).

15. Complete all input fields, e.g.:

> *Mandatory fields are marked with a *.*

- In the *'Category'* selection field, select the medication category.
- In the *'Amount'* input field, enter the value for the quantity or volume to be administered.
- In the *'Unit'* selection field, select the corresponding unit for the entered value.
- In the *'Dosage form'* selection field, select the corresponding unit for the entered value.
- In the *'Frequency'* selection field, select the frequency of administration.
- In the *'Administration method'* selection field, select the method of administration.

> *The displayed selection and input fields for administration of the medication, and thus the number of completed table columns, depend on the selected category.*
>
> *The flow rate entry is prescribed only once and can no longer be changed in the prescription. Retroactive adjustment can be performed via the documentation of the input parameters. The flow rate unit is set to ml/h.*

Changing the frequency

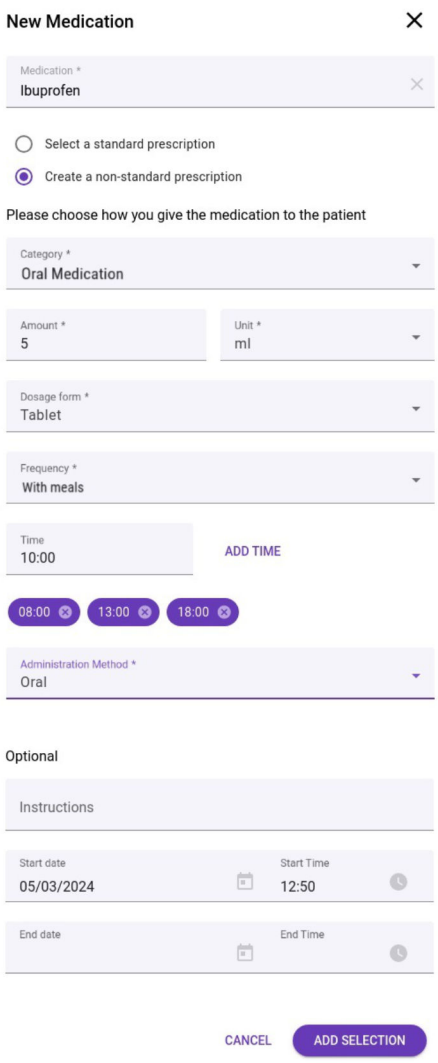


Fig. 111: Adding a prescription

16. In the *'Frequency'* selection field, select the required frequency of application.

> *The available frequencies and application times are defined in the administration area (e.g. 4 times a day).*

Adding a time specification

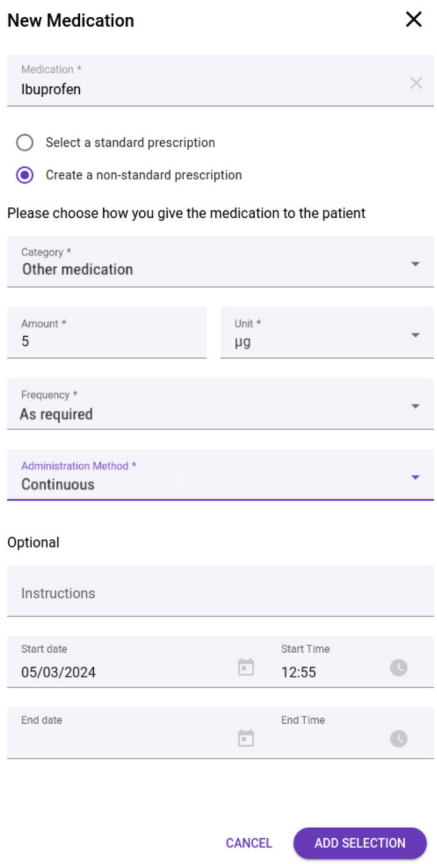


Fig. 112: Input mask for optional time specification

17. An optional time specification can be added for each prescription in order to define a past or future start of administration. For this purpose, enter the start date and time, the end date and time and the instruction date in the input mask (Fig. 112).

> *The end date must be at least 1 hour after the start date and cannot be in the past.*
>
> *If the start date of the prescription is in the past, the date and time of patient admission represent the earliest possible start date.*

18. Confirm all entries with *'ADD SELECTION'*.

⇨ The created prescription is displayed in the table as a table row and marked with a red ! icon.

The new prescription must be confirmed by a medical specialist before it can be saved.

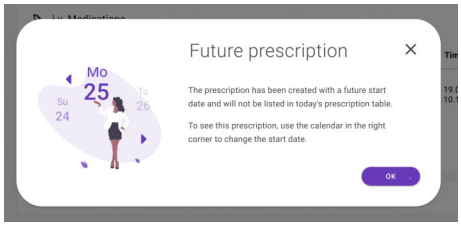


Fig. 113: Reference to future prescriptions

19. If the specified time specification deviates from the current day view, confirm the displayed reference to future prescriptions (Fig. 113) with *'OK'*.

Entering/adding procedures



Fig. 114: Adding a procedure prescription in the table view

20. To enter a treatment method, press *'+ Add medication'* (Fig. 114/①) below the table view.

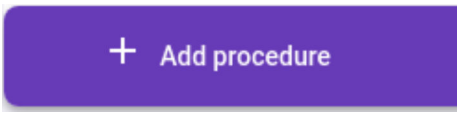


Fig. 115: Selection: Add procedure

⇨ To enter a procedure, press *'+ Add procedure'* (Fig. 115) below the table view.

Add new procedure

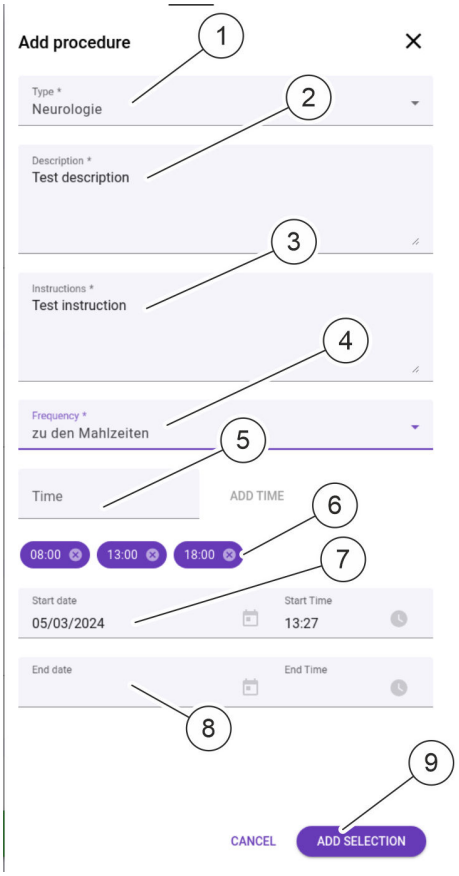


Fig. 116: Entering a procedure

21. To add a new procedure, select the *'New procedure'* entry.

22. Select or enter all the details for the procedure (Fig. 116):

1 - Type of procedure

2 - Description of the procedure

3 - Instructions for medical specialists

4 - Frequency/interval of the procedure

5 - Freely definable time (if necessary)

6 - Preselection of administration frequency

7 - Start date and start time of validity

8 - End date and expiry time of validity

23. Once all details for the procedure have been entered and selected, add the procedure to the patient's prescriptions by pressing the *'ADD SELECTION'* button (Fig. 116/⑨).

Adding a procedure as a prescription set

24. To add a procedure as a prescription set, select the *'Prescription set'* entry.

⇨ An overview of the available prescription sets appears. The *'Procedures'* tab is displayed there.

25. Press the *'ADD PROCEDURE'* button.

⇨ A procedure is set up and must now be completed as described in step 22. When the newly created procedure is saved, it is added to the list of prescription sets.

Selecting a date



Fig. 117: Selecting a day

27. To edit or delete a prescription, use the ◀ (Fig. 117/①) or ▶ (Fig. 117/③) icons next to the date display (Fig. 117/②) to select the current day.

> *Prescriptions can only be modified or deleted on the current day. The change then also applies to subsequent days on which the prescription is valid.*

⇨ The displayed day is highlighted (Fig. 117/②). The prescriptions for the selected day are displayed in the table.

> *Deleting an active prescription which is currently being documented with a running rate effects:*
>
> – *The medication shows as stopped in 'Inputs' (Fig. 122).*
> – *The medication does not continue adding to the balance.*
> – *This is recorded to the change log as: 'stopped due to 'prescription ended" along with the practitioner name'.*

Editing a prescription

28. To edit a prescription entry in the *'Medications'* view, press the ⋮ icon (Fig. 101/④) at the end of the corresponding table row and select *'Edit'* in the selection menu.

⇨ An input mask is displayed in the side bar and can be edited.

Deleting a prescription

29. To delete a procedure, go to the *'Procedures'* view and press the ⋮ icon at the end of the corresponding table row and select *'Delete'* in the selection menu.

To delete a prescription entry in the *'Medications'* view, press the ⋮ icon (Fig. 101/④) at the end of the corresponding table row and select *'Delete'* in the selection menu.

⇨ A prompt (Fig. 118) will ask if you really want to delete the selected entry.

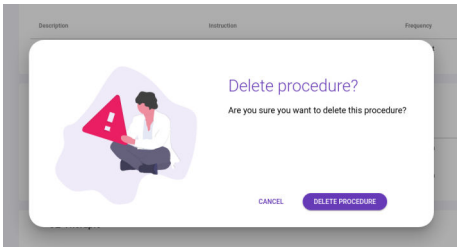


Fig. 118: Retracting a procedure

30. Confirm the deletion if you want the entry to be deleted. If not, press *'CANCEL'*.

⇨ As soon as the deletion of the prescription is confirmed and saved, the prescription entry disappears from the table.

Viewing deleted prescriptions

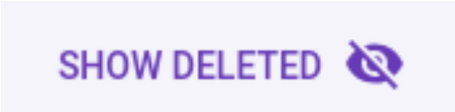


Fig. 119: Viewing deleted prescriptions

31. To view deleted prescriptions, press *'SHOW DELETED'* (Fig. 119).

⇨ Deleted prescriptions are displayed in the table as grey entries or marked with a preceding black icon.

> *To hide deleted prescriptions again, press 'HIDE DELETED'.*

Confirming entered prescriptions and changes

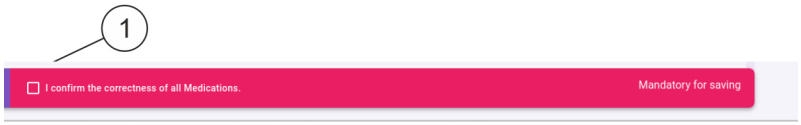


Fig. 120: Checkbox for confirming prescriptions

32. Newly entered prescriptions or changes to previously entered prescriptions must always be confirmed.

To confirm prescriptions, activate the *'I confirm the correctness of all Medications'* checkbox (Fig. 120/①).

⇨ The entered prescriptions are confirmed and can now be saved.

19 *'Input & output'* view

Information on 'Input & output' can also be viewed and edited via the Web access.

Personnel: ■ Medical specialists

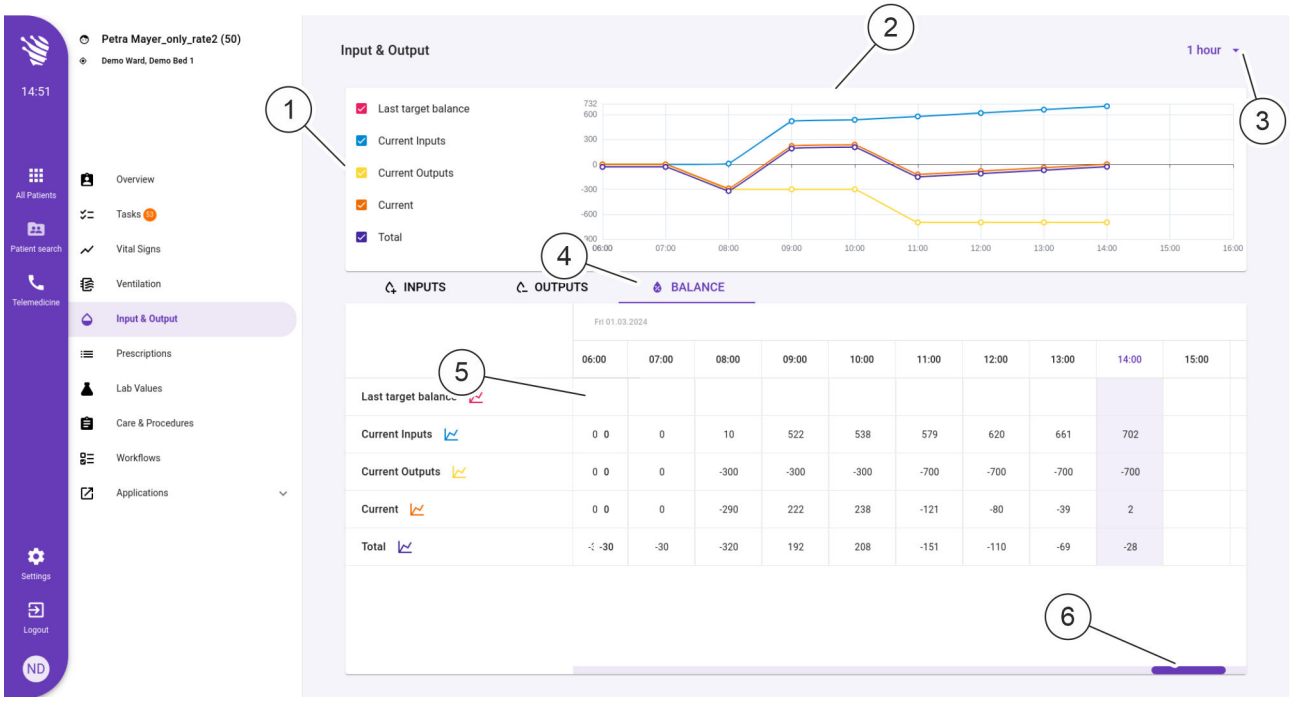


Fig. 121: 'Input & output – Balance' view

Item no.	Meaning
①	Parameter selection for graphic parameter display
②	Graphic parameter display
③	Time interval of displayed parameters
④	Select *'Input'*, *'Output'* or *'Balance'* views
⑤	Display with specified target balance
⑥	Scroll bar for selecting the displayed time range

The *'Input & output'* view is used to display and enter the fluid input and output values for a patient in graphic and table form and to define target values.

The table view can be switched between Input, Output and Balance by means of the corresponding tabs (Fig. 121/④). The display always shows the current day. The graphic and table parameter display can be displayed in different time intervals (Fig. 121/③).

Initially, three parameters are preselected for the graphic parameter display (Fig. 121/②); they can subsequently be supplemented or removed (Fig. 121/①).

For the table parameter display, the section can be adjusted via scroll bars (Fig. 121/⑥) to display different times and parameters.

'Balance' table view

In the *'Balance'* view (Fig. 121), it is possible to enter a target specification for the ratio of input and output quantities at the current point in time. Target specifications in the past can be entered directly in the previous table cells. For points in time for which no explicit target specification was entered, there is no target shown in the corresponding table cell (Fig. 121/⑤).

The currently calculated value (balance = input - output) and the overall value for the ratio of input and output quantities calculated across all days is displayed automatically.

The *'Current Inputs'* line reflects all inputs documented after daily reset until a given point in time.

The *'Current Outputs'* line reflects all outputs doumented after daily reset until a given point in time.

'Input' table view

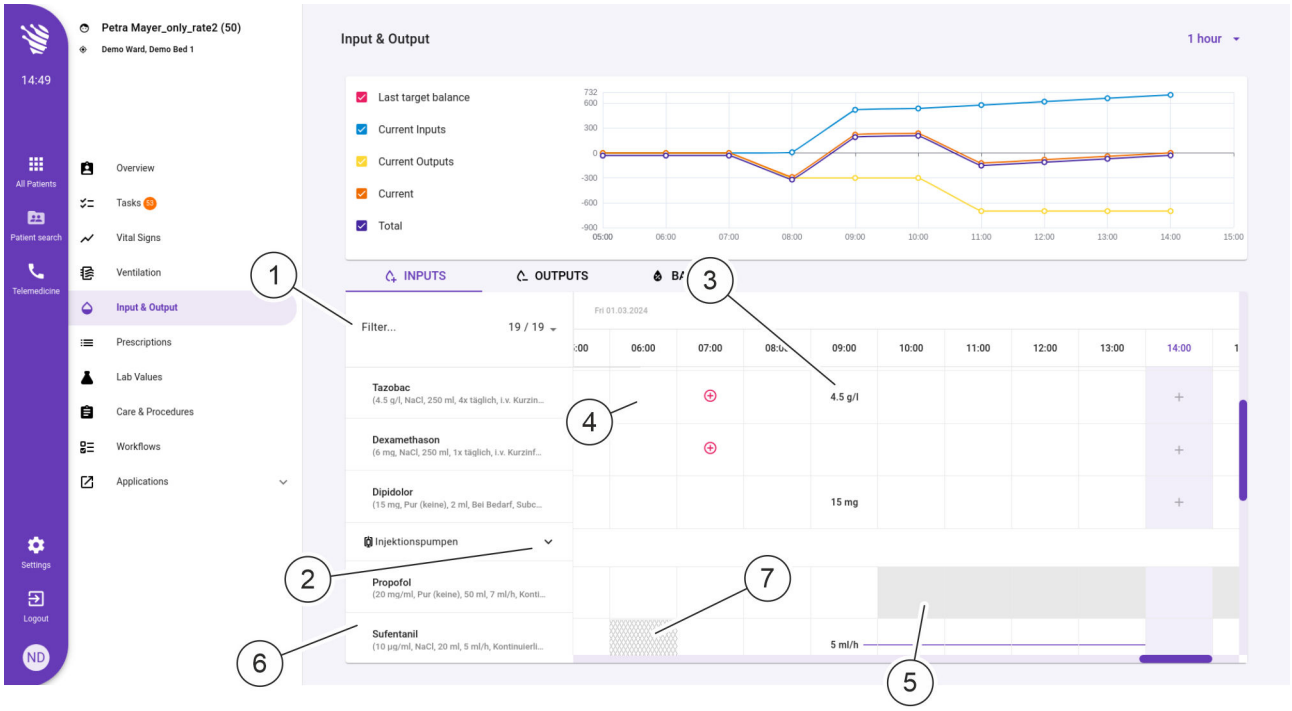


Fig. 122: 'Input & output – Input' view

Item no.	Meaning
①	Filter table rows
②	Hide/display input category
③	Enter administered medication quantity at the prescribed time
④	Enter medication quantity for a past point in time
⑤	Enter medication quantity for the current point in time
⑥	Input parameters with prescription specifications
⑦	No medication scheduled

In the *'Input'* view, the administered medication quantities can be entered for the individual input parameters at the points in time specified by the prescription (Fig. 122/③).

The input parameters listed in the 'Input' view are adopted from the prescriptions stored in the 'Prescriptions' view (↬ Chapter 18 ''Prescriptions' view' on page 86).

Additionally administered medication quantities that are not covered by prescriptions can be entered for the current time (Fig. 122/⑤) or for past points in time (Fig. 122/④). For continuous administering of medication (e.g. injection pumps), a horizontal line is displayed for the duration of the medication administration in the corresponding table cell of the entered medication quantity. For entered input quantities that lie above or below the prescribed medication quantity, the deviating input quantity is displayed additionally in brackets.

For times in which the prescription period has not yet begun, the corresponding table row for the medication is displayed in grey (Fig. 122/⑦). At the earliest, administered medication quantities can be entered here from the administration start time.

If an active prescription which is currently being documented with a running rate has reached the end date:

- The medication shows as stopped.
- This medication does not continue adding to the balance.
- This is recoreded in the change log as : 'stopped due to 'prescription ended".

The input parameters are sorted by category. Pressing the ⌄ icon (Fig. 122/②) minimises the category or displays it completely.

The name of the input parameter is displayed along with the input quantity stored in the relevant prescription and time of administration (Fig. 122/⑥).

Individual input parameters in the table can be filtered to allow faster orientation (Fig. 122/①). The number of currently displayed input parameters is specified by the number with the yellow background.

'Output' table view

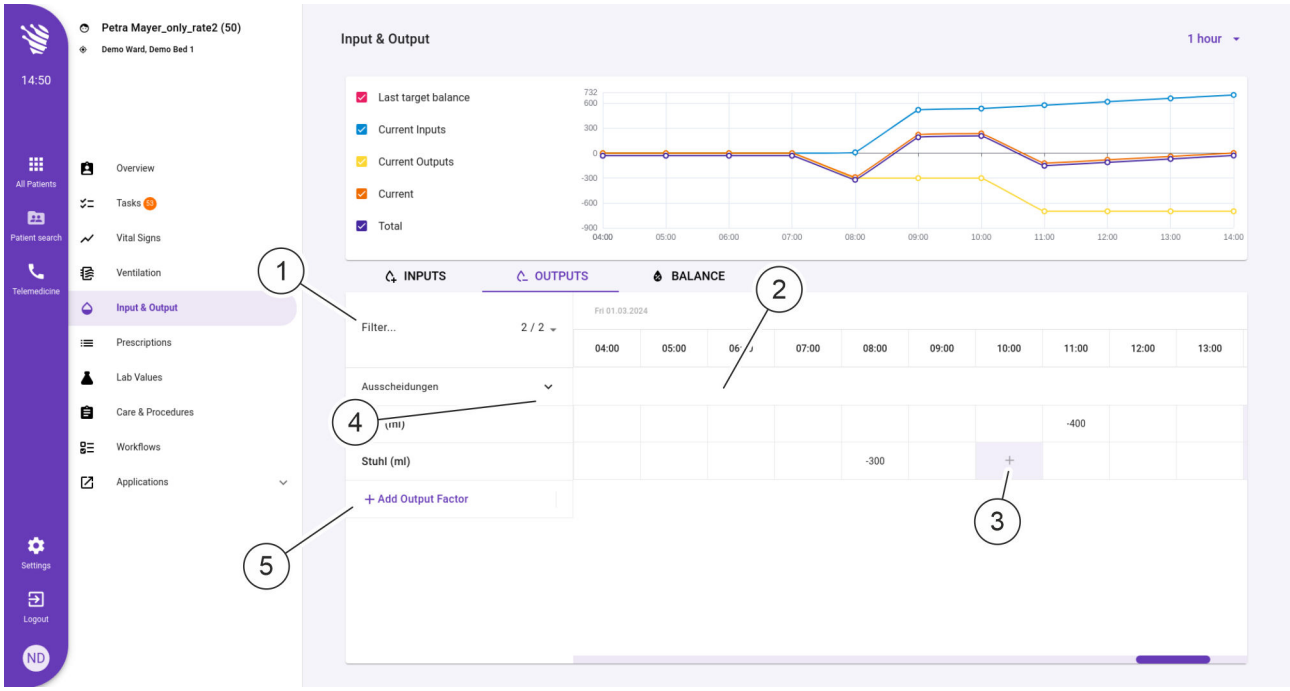


Fig. 123: 'Input & output – Output' view

Item no.	Meaning
①	Filter table rows
②	Enter the output quantity for a past point in time
③	Enter the output quantity for the current point in time
④	Hide/display output category
⑤	Add Output Factor

In the *'Output'* view, the output values determined at the current time can be entered (Fig. 123/③). Previously determined output values can be entered directly in the previous table cells (Fig. 123/②). For points in time for which there is no refreshed output value, an empty field is displayed in the corresponding table cell.

The output parameters are sorted by category. Pressing the ⌄ icon (Fig. 123/④) minimises the category or displays it completely.

Individual output parameters in the table can be filtered to allow faster orientation (Fig. 123/①).

Newly added output factors can additionally be added to the table (Fig. 123/⑤).

Requirements:

- A user is logged in to the system *Chapter 8 'Logging in and out of the Mona system' on page 24*.
- A patient has been assigned to the terminal *Chapter 6 'Setting up a new terminal' on page 21*.

Proceed as follows to edit the *'Input & output'* view:

Calling up the *'Input & output'* view

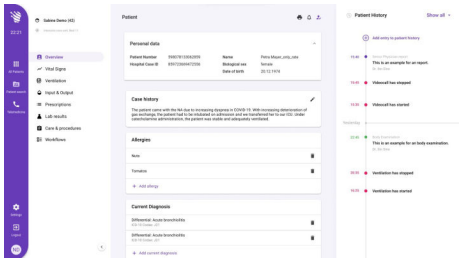


Fig. 124: 'Patient overview' view

1. On the main menu, press the icon.
   ⇨ The *'Patient overview'* view (Fig. 124) is displayed together with the patient menu.
2. On the patient menu, press the *'Input & output'* icon.
   ⇨ The *'Input & output'* view (Fig. 121) is displayed.

Selecting a view

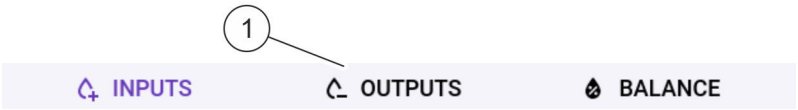


Fig. 125: Selecting a view

3. To view the *'Input'*, *'Output'* or *'Balance'* view, press the corresponding tab (Fig. 125/①) in the header.
   ⇨ The selected view for the current day is displayed.

Setting the time interval

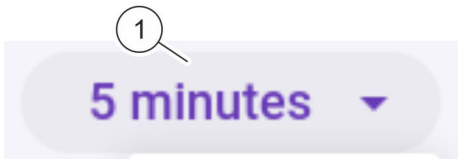


Fig. 126: Setting the time interval

4. To set the displayed time range, open the drop-down list (Fig. 126/①).
5. Select required time interval.
   ⇨ The graphic and table display is adjusted.

Balance: Viewing total values and entering target specifications

6. Press the *'Balance'* tab.
   ⇨ The *'Balance'* view is displayed. The factors *'Daily target'*, *'Current'*, *'Total'*, *'Current Inputs'* and *'Current Outputs'* are displayed (Fig. 121).

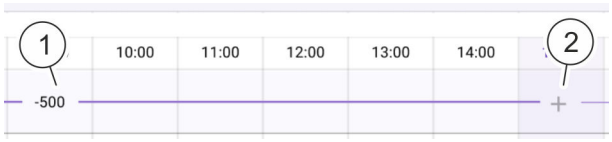


Fig. 127: Entering a target balance

7. ■ To enter a target specification for the current time, press the *'+'* icon (Fig. 127/②) at the end of the relevant table row and enter the required value in the input field.

■ To enter a target specification for a past point in time, press the corresponding table cell (Fig. 127/①) and enter the value in the input field.

Balance: Adjusting the graphic display

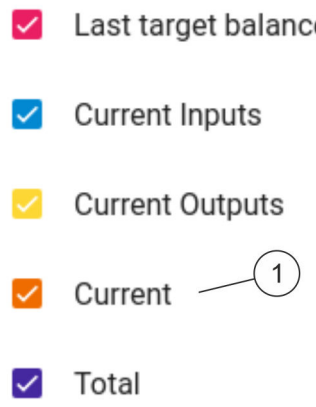


Fig. 128: Adjusting the graphic display

8. To adjust the graphic display, activate or deactivate the checkboxes of the measured values (Fig. 128/①).

Only the measured values in the 'Balance' view can be selected for graphic display, regardless of the displayed table view.

The colours of the checkboxes match the colours of the values in the graph.

Input: Entering the administered medication quantities

9. Press the *'Input'* tab.

⇨ The *'Input'* view is displayed (Fig. 122).

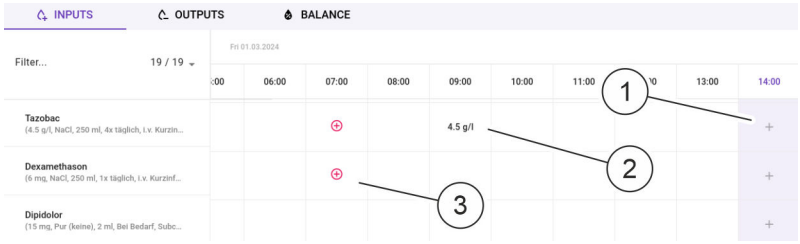


Fig. 129: Entering administered medication quantity

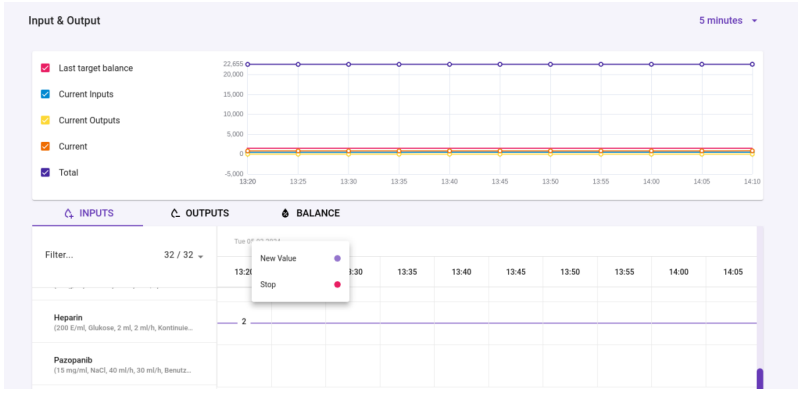


Fig. 130: Context menu for continuous medications

10. ■ To enter an administered medication for the specified times in a prescription, press the ⊕ icon (Fig. 129/③) in the corresponding table row in the column of the respective point in time.

■ To enter an additionally administered medication for the current time, press the *'+'* icon (Fig. 129/①) at the end of the relevant table row.

■ To enter an additionally administered medication for a past point in time, press the corresponding table cell (Fig. 129/②).

If continuous medication is to be entered or changed, a context menu is displayed after a table cell is pressed.

- *Press 'New value' to enter a newly administered medication for the selected time or to change ongoing medication.*
- *Press 'Delete' to delete a value entered in the corresponding table cell.*
- *Press 'Edit' to edit a value entered in the corresponding table cell.*
- *Press 'Stop' to stop continuous medication at the selected time.*

Adjust the table section with the vertical scroll bar, if necessary, to view the end of the table.

⇨ The *'Edit standard medication'* input mask is displayed (Fig. 131).

The input mask contains different input fields depending on the type of medication. Mandatory fields are marked with a ''.*

It is not possible to document an input for a prescription before the defined start date or after the defined end date of the prescription.

11. Enter the administered medication quantity and confirm the inputs with *'SAVE'*.

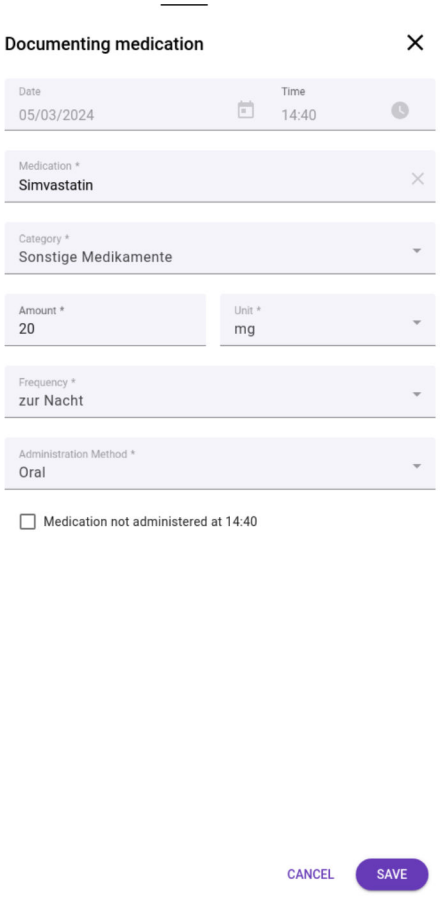


Fig. 131: Editing standard medication (example)

Output: Entering output quantities

12. Press the *'Output'* tab.

⇨ The *'Output'* view (Fig. 123) is displayed.



Fig. 132: Entering an output quantity

13. ■ To enter an output quantity for the current time, press the *'+'* icon (Fig. 132/②) at the end of the relevant table row and enter the required value in the input field.

■ To enter an output quantity for a past point in time, enter the value directly in the input field in the corresponding table cell (Fig. 132/①).

Adjust the table section with the vertical scroll bar, if necessary, to view the end of the table.

Adding output factors



Fig. 133: Adding output parameters in the table view

14. To add an output parameter, press *'+ Add output factor'* (Fig. 133/①) in the last table row.

⇨ A selection list with output parameters is displayed.

15. Select required output parameter.

⇨ The selected output parameter is displayed in the table as a table row.

Filtering a table

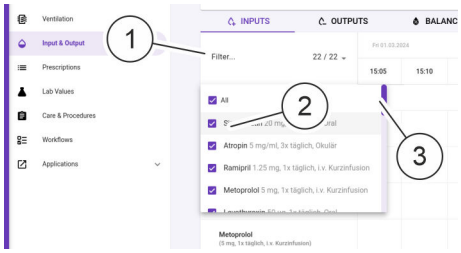


Fig. 134: Filtering a table

16. To filter the table for specific parameters, press the *'Filter...'* entry (Fig. 134/①) in the top table row.

⇨ A selection list is displayed.

17. Activate the checkboxes (Fig. 134/②) for the entries you want to display.

Adjust the selection list with the scroll bar (Fig. 134/③), if necessary, to view the end of the list.

20 *'Care & procedures'* view

Information on 'Care & procedures' can also be viewed and edited via the Web access.

Personnel:
- Medical specialists

Material:
- RFID card

'Entry Control' table view (1/3)

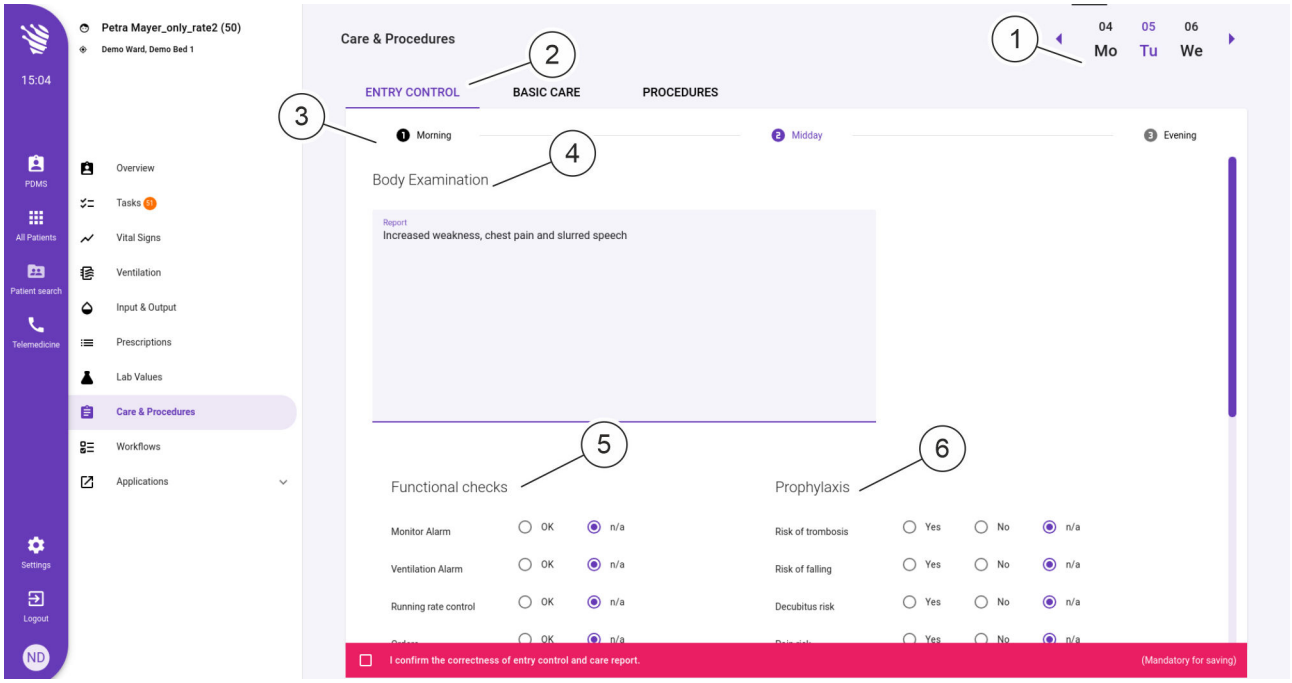


Fig. 135: 'Care & procedures – Entry control (1/3)' view

Item no.	Meaning
①	Change currently displayed day/ day view
②	Select *'Entry control'*, *'Basic care'* or *'Procedures'* view
③	Current shift
④	Log physical examination
⑤	Log performed standard checks
⑥	Log specified prophylaxes

The *'Care & procedures'* view is used to log the patient's condition and the performed care and treatment measures.

The table view can be switched between *'Entry control'*, *'Basic care'* and *'Procedures'* by means of the corresponding tabs (Fig. 135/②). The currently displayed day is to be selected via the navigation arrows (Fig. 135/①).

A report can be entered in the *'Entry control'* view (Fig. 135/④). A multiple-choice form can be used to log generally performed function tests (Fig. 135/⑤) and prophylaxes (Fig. 135/⑥).

'Entry control' table view (2/3)

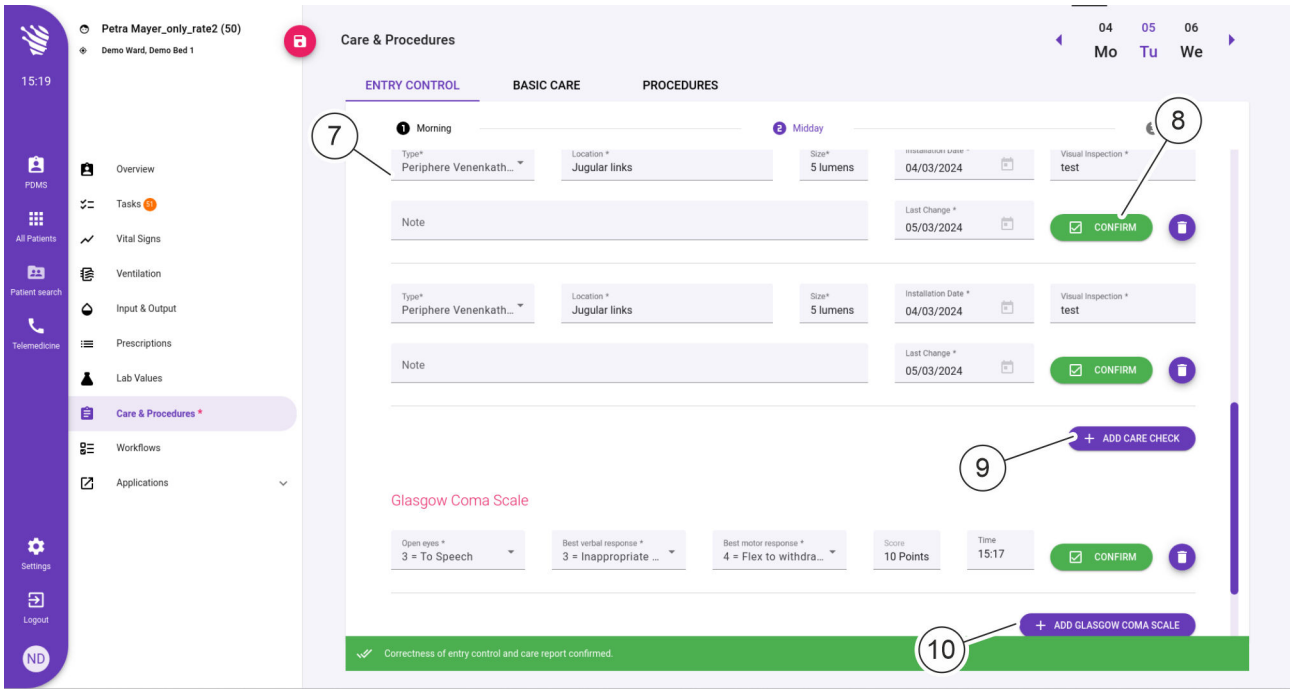


Fig. 136: 'Care & procedures – Entry control (2/3)' view

Item no.	Meaning
⑦	Specify catheters and tubes
⑧	Confirm entry control
⑨	Add care check
⑩	Assess level of consciousness (add Glasgow coma scale)

Specify care inspections
Care inspections are not filled in when first called up.

> ***Data transfer from previous shifts***
> *Care inspections are only transferred correctly if all previous shifts completed an entry control.*

Care inspections can be added via the button (Fig. 136/⑨).

Once created, care inspections are specified by means of input and selection fields (Fig. 136/⑦). *'CONFIRM'* (Fig. 136/⑧) is used to confirm and save care checks and classifications.

'Entry control' table view (3/3)

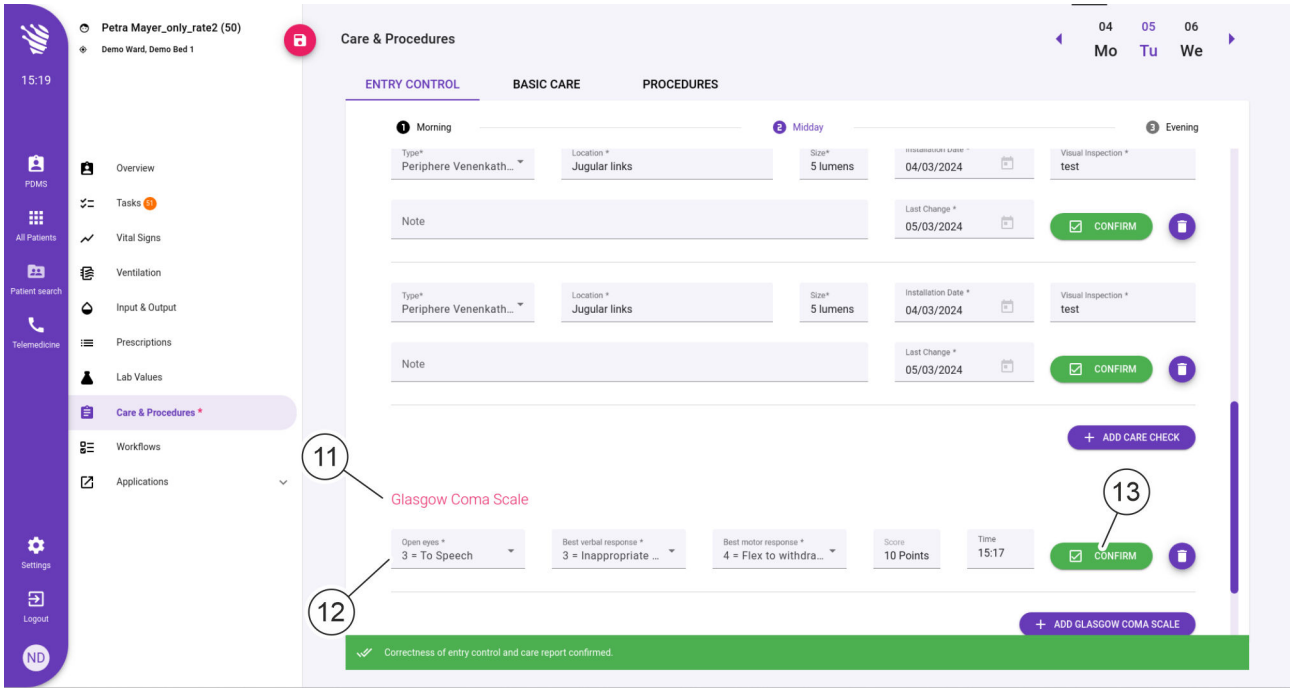


Fig. 137: 'Care & procedures – Entry control (3/3)' view

Item no.	Meaning
⑪	Assess level of consciousness (Glasgow coma scale)
⑫	Specify level of consciousness
⑬	Confirm entry

The level of consciousness is classified and specified by means of different selection fields (Fig. 137/⑪ + ⑫). *'CONFIRM'* (Fig. 137/⑬) is used to confirm and save care checks and classifications.

'Basic care' table view

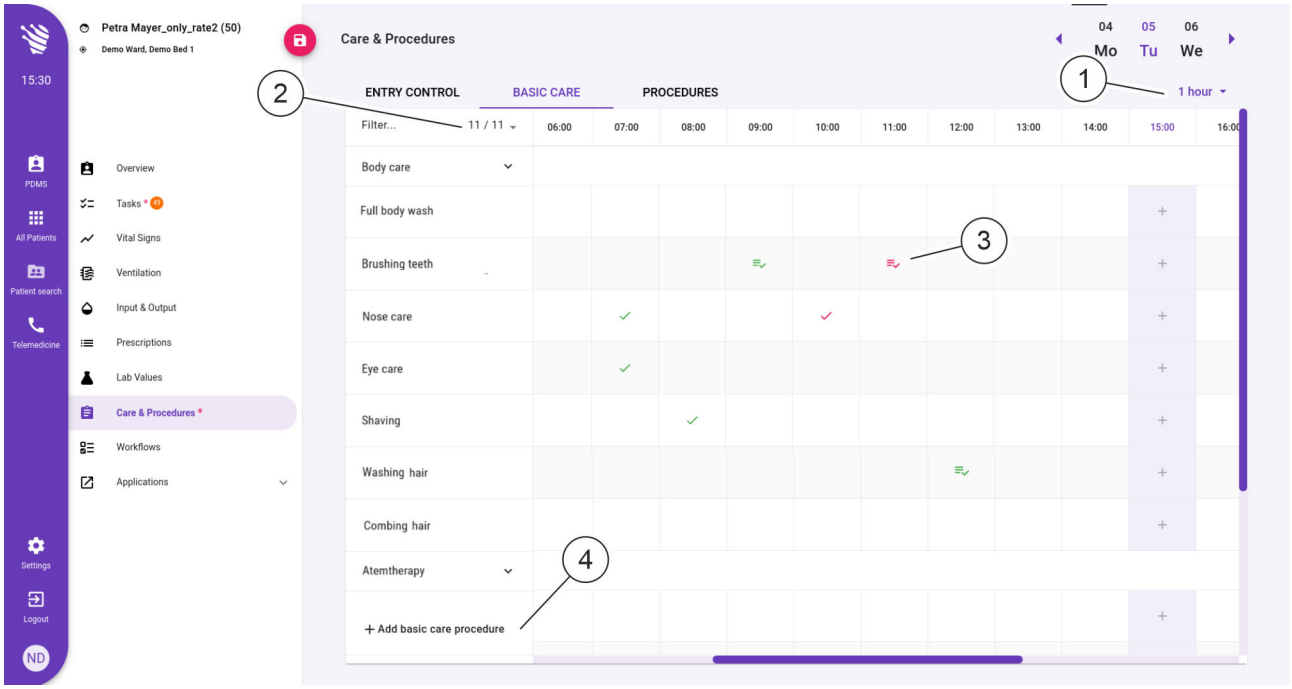


Fig. 138: 'Care & procedures – Basic care' view

Item no.	Meaning
①	Time interval of displayed parameters
②	Filter care category (display/hide)
③	Basic care performed at a past point in time
④	Add new basic care

In the *'Basic care'* view, it is possible to enter basic care of various categories (e.g. skin care, personal hygiene).

Performed basic care can be entered for the current time. Basic care performed in the past can be entered directly in the previous table cells.

Entered basic care is marked as follows:

- The ✓ icon indicates entered basic care that has been completed.
- The ≡✓ icon indicates basic care for which a note text was saved.
- The '+' icon is used to add basic care.
- Data that have not been saved yet are displayed with an magenta-coloured icon.

The table display can be added by the hour or as a daily overview (Fig. 138/①).

The basic care issorted into categories. Pressing the ⌄ icon (Fig. 138/②) minimises the category or displays it completely.

Individual basic care procedure in the table can be filtered to allow faster orientation.

Newly added basic care procedure can additionally be added to the table (Fig. 138/④).

'Procedures' table view

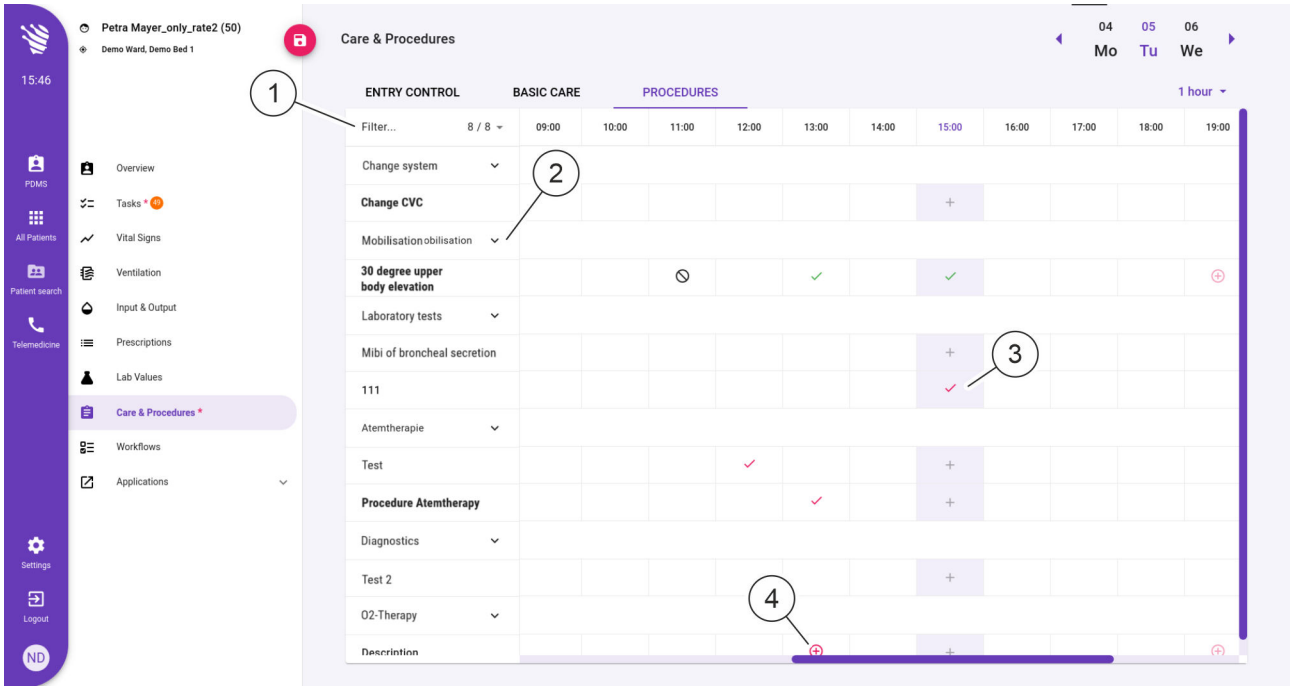


Fig. 139: 'Care & procedures – Procedures' view

Item no.	Meaning
①	Filter table rows
②	Hide/display treatment category
③	Procedure performed at a past point in time
④	Entering a performed procedure at the prescribed time

In the *'Procedures'* view, the performed treatment measures can be entered for the points in time specified by the prescription (Fig. 139/④).

The treatment measures listed in the 'Procedures' view are adopted from the prescriptions stored in the 'Prescriptions' view (↳ Chapter 18 ''Prescriptions' view' on page 86).

Entered procedures are marked as follows:

- The ✓ icon indicates entered procedures.
- The ≡✓ icon indicates procedures for which a note text was saved.
- The '+' icon is used to add procedures.
- Data that have not been saved yet are displayed with an orange icon.

The procedures are sorted into categories. Pressing the ⌄ icon (Fig. 139/②) collapses the category or displays it completely.

Individual procedures in the table can be filtered to allow faster orientation (Fig. 139/①).

Requirements:

- A user is logged in to the system ↳ *Chapter 8 'Logging in and out of the Mona system' on page 24*.
- A patient has been assigned to the terminal ↳ *Chapter 6 'Setting up a new terminal' on page 21*.

Proceed as follows to edit the *'Care & procedures'* view:

Calling up the *'Care & procedures'* view

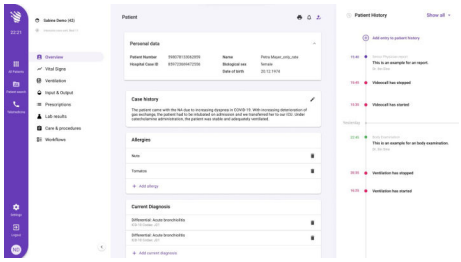


Fig. 140: 'Patient overview' view

1. On the main menu, press the icon.

   ⇨ The *'Patient overview'* view (Fig. 140) is displayed together with the patient menu.

2. On the patient menu, press the *'Care & procedures'* icon.

   ⇨ The *'Care & procedures'* view (Fig. 135) is displayed.

Selecting a view and a day

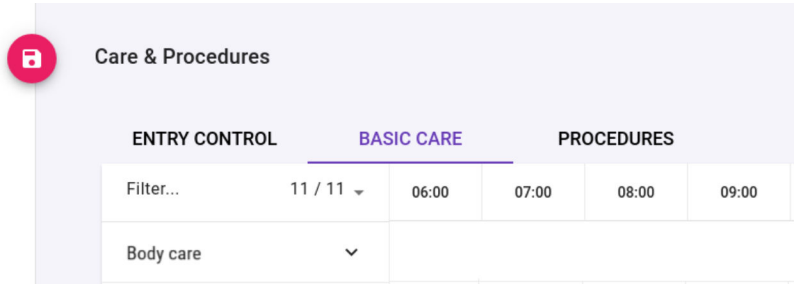


Fig. 141: Selecting a view

3. To view the *'Entry control'*, *'Basic care'* or *'Procedures'* view, press the corresponding tab (Fig. 141/①) in the header.

   ⇨ The selected view for the current day is displayed.

The current day is displayed by default when the 'Care & procedures' view is called up.



Fig. 142: Selecting a day

4. To view the previous day, press the ◀ icon (Fig. 142/①) next to the date display. To view the next day, press the ▶ icon (Fig. 142/③) next to the date display.
   ⇨ The displayed day is highlighted (Fig. 142/②). The prescriptions for the selected day are displayed in the table.

Logging standard checks

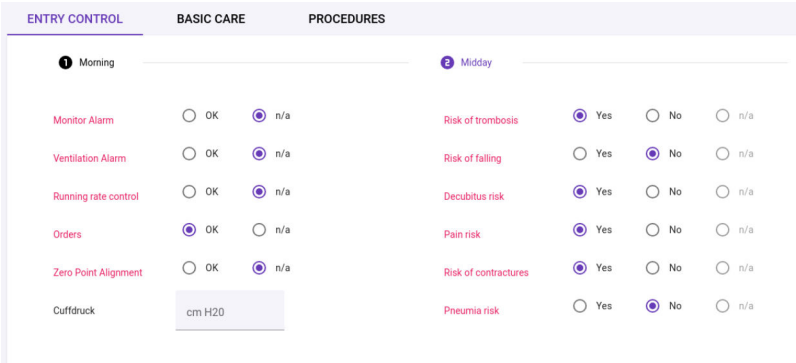


Fig. 143: Function tests and prophylaxis

5. In the *'Function tests'* and *'Prophylaxis'* areas (Fig. 143), log the individual checks and the notes on the prophylaxis by selecting the corresponding option fields.

Logging specifically defined checks

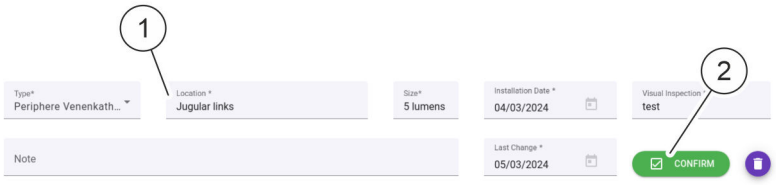


Fig. 144: Care checks

6. In the *'Infusions and discharges'* area, complete the input fields for the specifically defined checks and select applicable details from the drop-down list (Fig. 144/①).
7. Confirm your entries with *'CONFIRM'* (Fig. 144/②). Otherwise, use the 🗑 icon to delete them.

Confirming performed checks



Fig. 145: Checkbox for confirming performed checks

8. Performed checks and a new care report must always be confirmed.

To confirm performed checks and a new care report, activate the *‘I confirm the correctness of entry control and care report’* checkbox (Fig. 145/①) and hold your personal RFID card in front of the RFID reader of the terminal or confirm the changes by entering your login credentials.

⇨ The performed checks are confirmed and can now be saved.

Entering performed basic basic care

9. Press the *‘Basic care’* tab.

⇨ The *‘Basic care’* view (Fig. 138) is displayed.

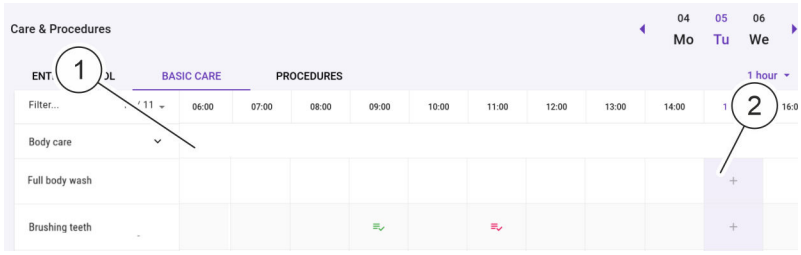


Fig. 146: Entering performed basic care

10.
- To enter performed basic care for the current time, press the ‘+’ icon (Fig. 146/②) at the end of the relevant table row.
- To enter performed basic care for a past point in time, press the corresponding table cell (Fig. 146/①).

> *Adjust the table section with the scroll bars, if necessary, to view the end of the table.*

⇨ An input window (Fig. 147) appears.

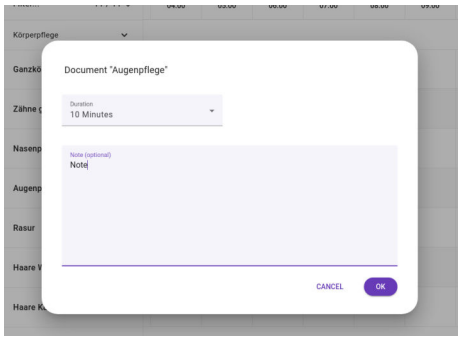


Fig. 147: Input window for basic care

11. Complete the input fields and select applicable details from the drop-down list. Confirm entries with OK.

⇨ The performed basic basic care is adopted. The table cell displays the ✓ icon or the ≡✓ icon if a note text was entered for the treatment measure.

Adding basic care

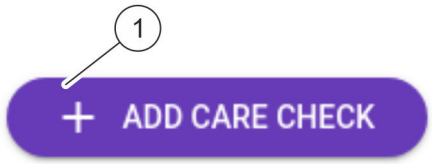


Fig. 148: Adding new basic care

12. To add a new basic care procedure, press *'+ ADD CARE CHECK'* (Fig. 148/①) under the last table row.

> *Adjust the table section with the scroll bars, if necessary, to view the end of the table.*

⇨ A selection list with basic care procedures is displayed.

13. Select the required basic care procedure.

⇨ The selected basic care procedure is displayed in the table as a table row.

Setting the time interval

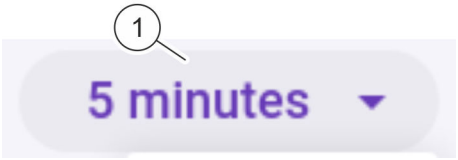


Fig. 149: Setting the time interval

14. To set the displayed time range, open the drop-down list (Fig. 149/①).

15. Select required time interval.

⇨ The table display is adjusted.

Entering a performed treatment measure

16. Press the *'Procedures'* tab.

⇨ The *'Procedures'* view (Fig. 139) is displayed.

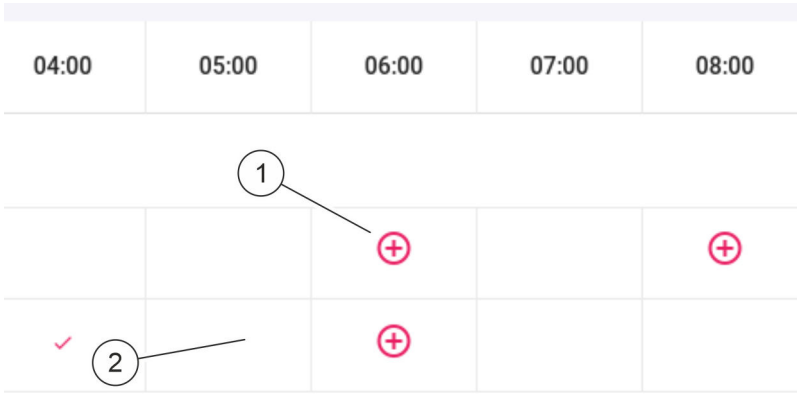


Fig. 150: Entering a performed procedure

17. ■ To enter a performed treatment measure for the specified times in a prescription, press the icon (Fig. 150/①) in the corresponding table row in the column of the respective point in time.

■ To enter an additionally performed treatment measure for a past point in time, press the corresponding table cell (e.g. Fig. 150/②).

⇨ An input window (Fig. 151) appears.

18. Complete the input fields and select applicable details from the drop-down list. Confirm entries with *‘OK’*.

⇨ The performed procedure is adopted. The table cell displays the ✓ icon or the ≡✓ icon if a note text was entered for the procedure.

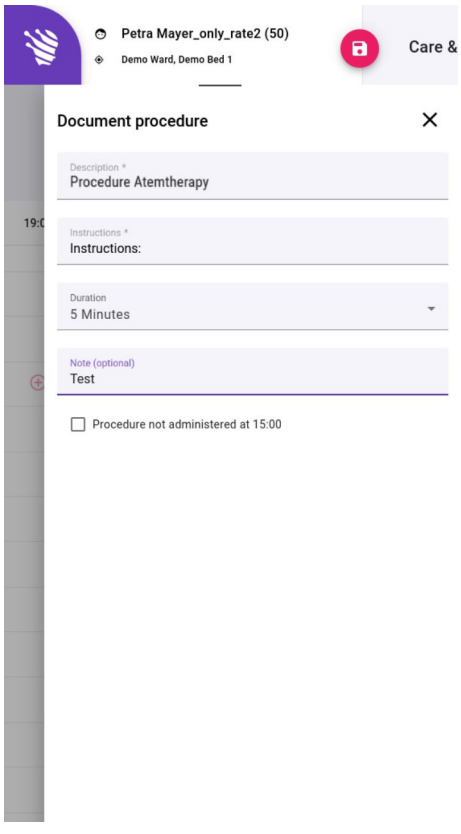


Fig. 151: Input field for procedures

Filtering a table

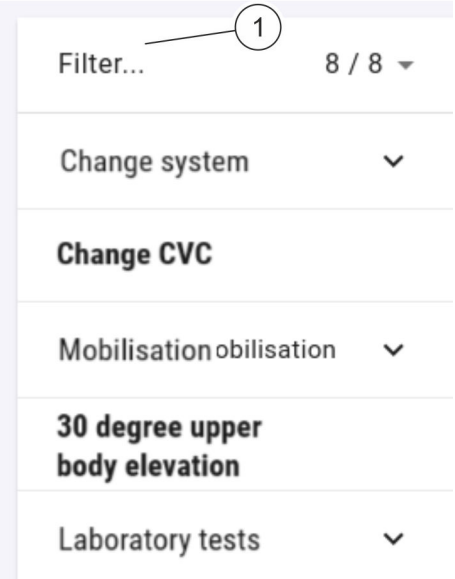


Fig. 152: Filtering a table

19. To filter the table in the *'Basic cares'* or *'Procedures'* view for specific parameters, press the *'Filter...'* entry (Fig. 152/①) in the top table row.

⇨ A selection list is displayed.

20. Activate the checkboxes for the entries you want to display.

Adjust the table section with the vertical scroll bar, if necessary, to view the end of the table.

21 ‘Workflows’ view

Information on workflows can also be viewed and edited via the Web access.

Personnel:
- Medical specialists

Material:
- RFID card

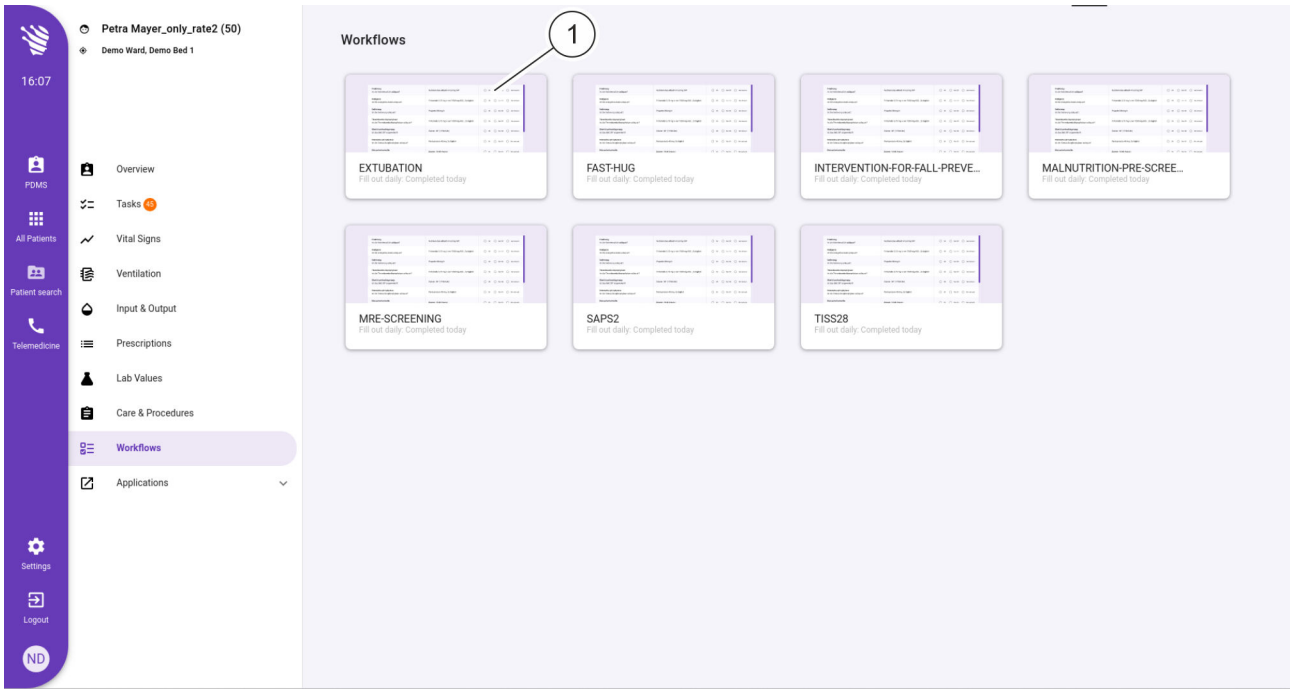


Fig. 153: ‘Workflows’ view – Overview

The *‘Workflows’* view is used to manage workflows for different workflow types for patients.

The available workflow types are displayed in an overview as tiles (Fig. 153/①). By pressing the required workflow type, it is possible to view, create and edit workflows of that type.

The displayed workflow types depend on the workflow types created and activated in the ‘Settings’ view ↳ Chapter 9 ‘‘Settings’ view’ on page 29.

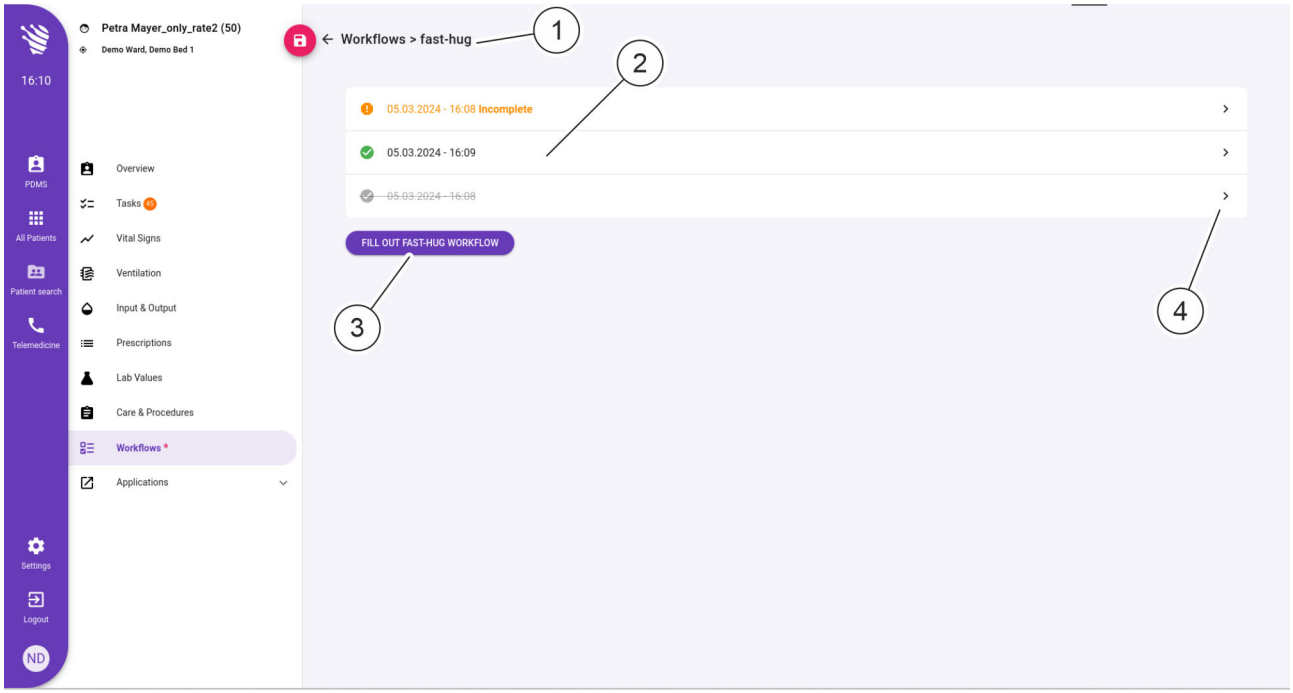


Fig. 154: 'Workflows' view – Editing view

Item no.	Meaning
①	Display of workflow type
②	List of existing workflows
③	Create and fill out new workflows
④	Edit existing workflows

Existing workflows of the selected workflow type are displayed in a list (Fig. 154/②).

Existing workflows can have three different statuses and are marked as follows:

- The green icon indicates workflows that have been fully filled out.
- The red icon indicates workflows that have not been fully filled out yet.
- Deleted workflows are crossed out and displayed in grey.

By pressing list entries with the › icon (Fig. 154/④), it is possible to expand existing workflows for editing.

The button (Fig. 154/③) can be used to create a new workflow of the selected workflow type.

New workflows can be added without limit, and existing workflows can be edited as often as required.

Each workflow is assigned to a specific patient and equipped with a timestamp and the most recently recorded logged-in person.

A workflow has a table structure and contains the following details:

- A defined collection of questions concerning different areas of health for a check-up, a blood-sugar check or determination of the elevated position of the torso, for example.
- The currently applicable values from the most recently saved measurements or performed treatments (with timestamp).
- 3 assessment options per question:
  - *'OK'*, confirms the currently specified value.
  - *'Not OK'*, marks the currently specified value as not correct.
  - *'Not applicable'*, no assessment of the specified value provided at the applicable time.

If the system contains saved data for the values to be checked at the time of the workflow, *Mona* can suggest a possible answer for each question on the basis of the current values. The relevant option field is highlighted in red. The assessment of the logged-in user can deviate from the suggestion.

Requirements:

- A user is logged in to the system *Chapter 8 'Logging in and out of the Mona system' on page 24*.
- A patient has been assigned to the terminal *Chapter 6 'Setting up a new terminal' on page 21*.
- The relevant data are transmitted to the *Mona* system.

Proceed as follows to view and edit the *'Workflows'* view:

Calling up the *'Workflows'* view

1. On the main menu, press the icon.
   ⇨ The *'Patient overview'* view (Fig. 155) is displayed together with the patient menu.
2. On the patient menu, press the *'Workflows'* icon.
   ⇨ The *'Workflows'* view (Fig. 153) is displayed.

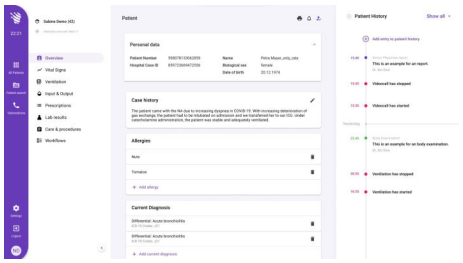


Fig. 155: 'Patient overview' view

Calling up workflows

3. To view a workflow of a particular workflow type, press the tile for the required workflow type (Fig. 153/①).
   ⇨ Existing workflows of the selected workflow type are displayed in a list (Fig. 154/②).

Editing incomplete FAST-HUG workflows

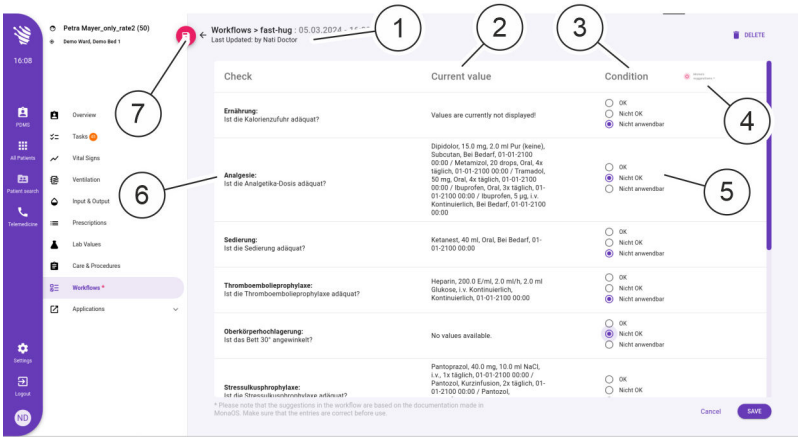


Fig. 156: Editing a FAST-HUG workflow

4. To edit an incomplete FAST-HUG workflow, press the corresponding list entry with the › icon (Fig. 154/④).

⇨ The workflow is displayed (Fig. 156/①).

5. Check the specified value (Fig. 156/②) for each question (Fig. 156/⑥) and assign an assessment option (*'OK'*, *'Not OK'*, *'Not applicable'*) to each of them in the state column (Fig. 156/③). To do so, mark one of the three option fields (Fig. 156/⑤).

⇨ The marked option field turns purple.

6. Edit all option fields and confirm your entries with *'SAVE'*.

The logged-in user can save an incomplete workflow. A corresponding note (Fig. 154/②) is added temporarily to the workflow. The workflow can be accessed for further processing at any time.

Editing incomplete workflow types with drop-down lists and input fields

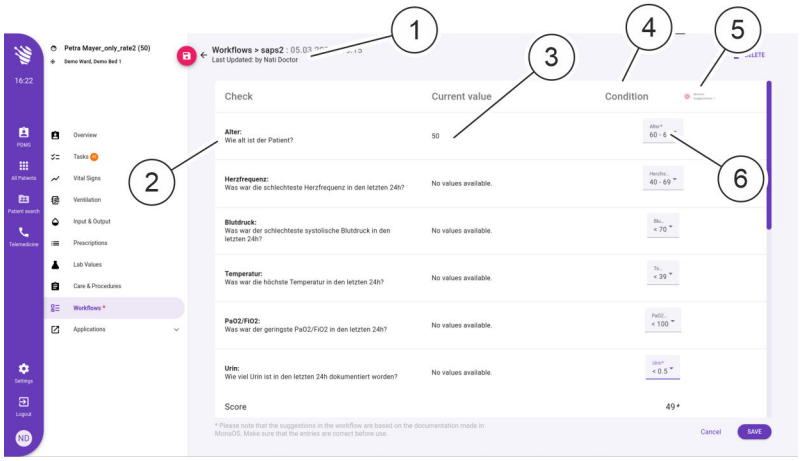


Fig. 157: Editing a SAPS2 workflow (example)

7. To edit an incomplete workflow, press the corresponding list entry with the › icon (Fig. 154/④).

⇨ The workflow is displayed (Fig. 157/①).

8. Check the specified value (Fig. 157/③) for each question (Fig. 157/②) and use the drop-down list or the input field (Fig. 157/⑥) to select or enter an assessment option in the condition column (Fig. 157/④).

⇨ The edited field turns purple.

If the set option deviates from the suggestion provided by *Mona* (Fig. 157/⑤), the field turns yellow.

9. Complete all drop-down lists and input fields and confirm your inputs with *'SAVE'*.

The logged-in user can save an incomplete workflow. A corresponding note (Fig. 154/②) is added temporarily to the workflow. The workflow can be accessed for further processing at any time.

Editing completed workflows

10. To edit a workflow that has already been completed, press the corresponding list entry with the › icon (Fig. 154/④).

⇨ The corresponding workflow is displayed (Fig. 154, Fig. 157).

11. Press the ✎ icon or the *'Edit workflow'* button.

⇨ The workflow can be edited.

Deleting a workflow

12. To delete an existing workflow, edit the workflow, press the corresponding list entry with the › icon (Fig. 154/④).

⇨ The corresponding workflow is displayed (Fig. 154, Fig. 157).

13. Press the 🗑 icon or the *'Delete'* button.

⇨ The workflow is deleted, crossed out in the list of the workflow type, and displayed in grey (Fig. 154/②).

Creating a new workflow

14. To create a new workflow, press the *'Fill out Fast-Hug workflow'* button (Fig. 154/③).

⇨ The corresponding workflow is displayed (Fig. 154, Fig. 157).

22 *'Applications'* view

Personnel: ■ Medical specialists

Material: ■ RFID card

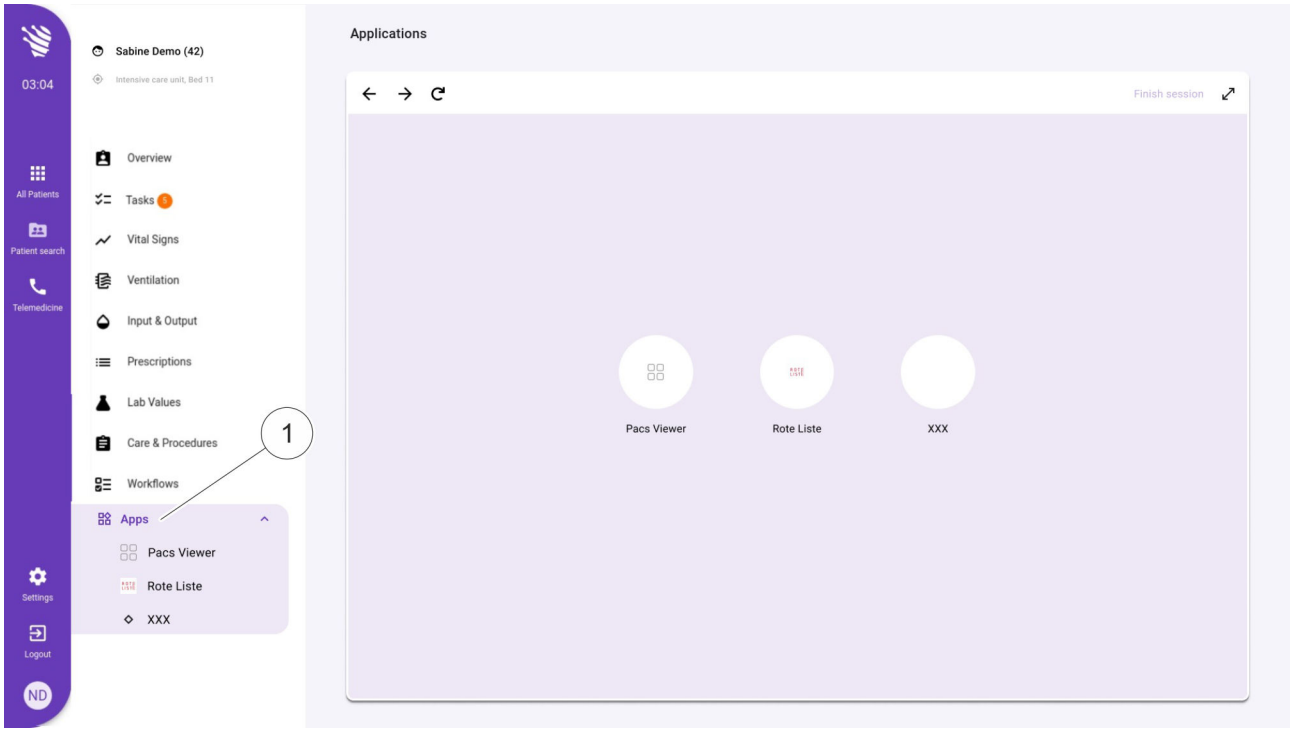


Fig. 158: Applications - External resources

The *'Applications'* View displays all the external resources which can be accessed with Mona as defined by the admins.

Navigate to *'Applications'* view

1. Press the Icon.

   ⇨ The navigation with all the external resources (Fig. 158/①) is collapsed.

Navigate through the applications

2. Press the application you want to open.

   There can only be one active application at any given time.

   ⇨ A dedicated browser window opens the application.

3. Interact with the Web application by using the touchscreen.

   ⇨ When pressing an input field, the on-screen keyboard appears.

4. To open another application, just press it. The current application is closed.

   ⇨ When you navigate to another link, that is not an external application, the current application is minimised and it is highlighted in a secondary colour to indicate it is still active.

   Pressing on the link reopens the application at the same position as it was before.

5. Web sessions are closed automatically after 15 minutes of inactivity or when the user logs out of the system.
6. To navigate forward to the next page, press the → icon.
   ⇨ If there is not a next page, this button is disabled.
7. To navigate back to the previous page, press the ← icon.
   ⇨ If there is no previous page, this button is disabled.
8. To reload the current page, press the ↻ icon.
9. To close the browser, press the *'Finish session'* button.
   ⇨ If there is no active session, the button is disabled.

Toggle on full-screen

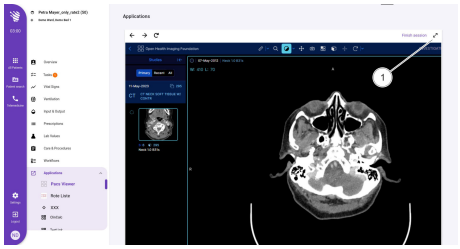


Fig. 159: Applications - Full Screen

10. Press the ⤢ icon (Fig. 159/①).
    ⇨ The browser window is maximised. The navigation bar remains visible.
    The ⤢ icon is replaced with a ⤡ icon.

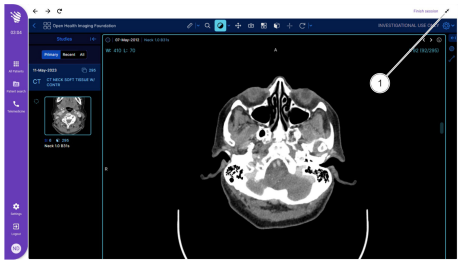


Fig. 160: Applications - Resize

11. Press the ⤡ icon to resize the window to the default size.

23 Web access

Web access makes it possible to access the *Mona* system via the IT network of the hospital. Access via VPN is possible, depending on the IT infrastructure of the hospital.

Before you have access to the Web, you have to activate your RFID-card in Terminal first. (*Chapter 8.1 'Activating RFID card on the terminal (first login)' on page 24*)

Persons who want to gain the Web access must have it enabled by the IT administration. The IT administration can also provide the access data and the necessary details regarding the type of access.

Web access is granted with different user roles assigned, which can be used to adjust the scope of access rights.

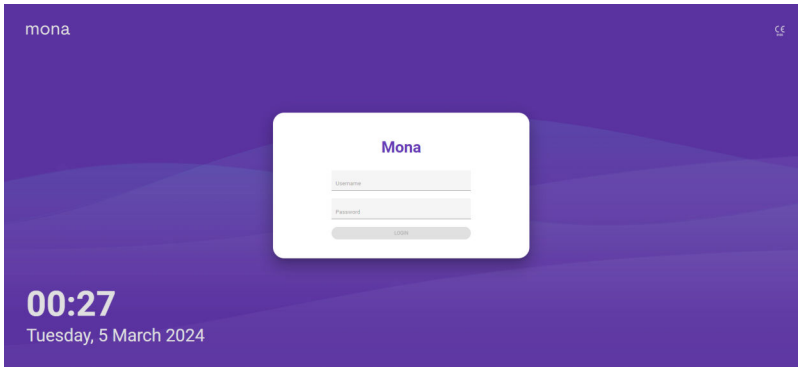


Fig. 161: Input of access data

When a user accessing the *Mona* system via the Web access, a login mask (Fig. 161) is displayed. For authentification, the login credentials must be entered.

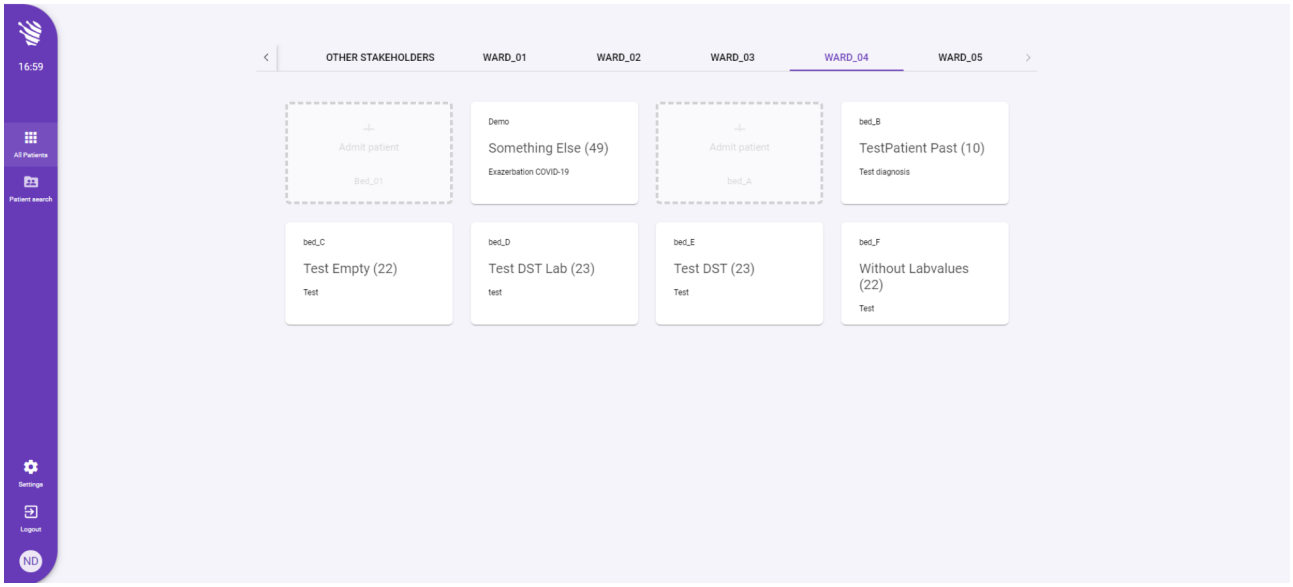


Fig. 162: List of patients via Web access

After login, the list of patients (Fig. 162) and details about individual the patients can be accessed.

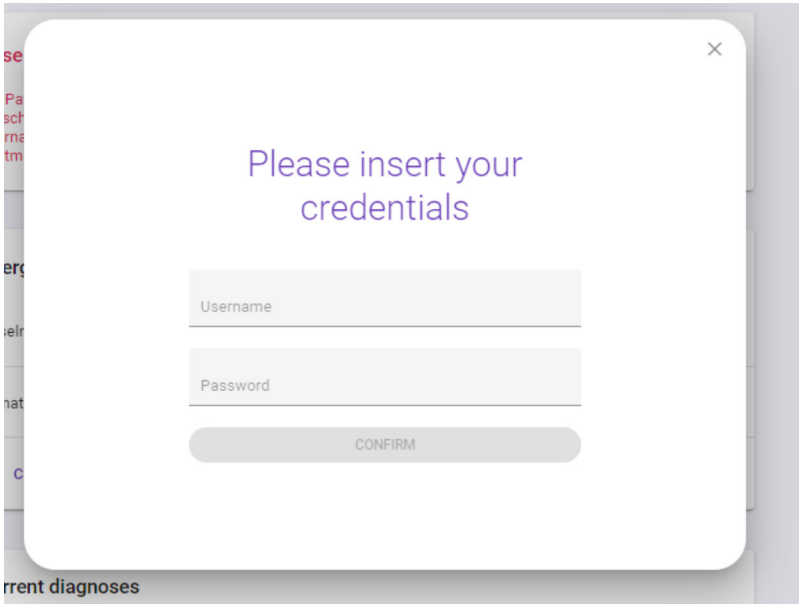


Fig. 163: Confirming changes

With the sufficient access rights, patients records can be modified via Web access. Authentication via login credentials (Fig. 163) is required.

Web access is restricted. Specific functions (e.g. telemedicine) cannot be used via the Web access, regardless of the user role.

24 Malfunctions and error messages

For hardware-related error messages, also consult the hardware manual.

Fault description	Cause	Remedy	Personnel
The terminal does not switch on.	The terminal remains switched off after the toggle switch is pressed.	■ Check that the toggle switch is in the correct position. ■ Check the power supply of the terminal. – Check that the mains plug is firmly connected to the terminal. – Check that the mains plug is firmly inserted into the socket. – Check the fuse towards the socket. – Contact building services. ■ If the fault persists, have the terminal checked by Clinomic customer service. Have the serial number and MAC address of the terminal avaible (see type plate on the back of the terminal).	Service personnel Medical specialists
There is no network connection.	Error message: *'No server connection'*	■ Check that the Internet connection is working. ■ Check the LAN network connection: – Check that the LAN cable (green) is firmly connected to the terminal. – Check that the LAN cable (green) is firmly connected to the network socket. ■ Contact building services (IT).	Service personnel Medical specialists
No patient master data are being transferred from the hospital information system (HIS).	During admission, the *'Patient name'*, *'Date of birth'*, *'Patient number'* etc. fields were not filled out correctly.	■ Check the bed occupancy in the settings and repeat settings, if necessary (↪ *Chapter 10 ''List of patients' view' on page 37*). – Assign the patient to the bed again in the HIS. – Assign the bed to the patient again.	Medical specialists
No vital data or incorrect vital data are being transmitted.	Vital parameters are not being transmitted.	■ Check the cable connections on the patient monitor for secure connection. ■ Check the bed occupancy in the settings and repeat settings, if necessary (↪ *Chapter 10 ''List of patients' view' on page 37*). ■ Contact building services (IT). ■ If the fault persists, have the terminal checked by Clinomic customer service. Have the serial number and MAC address of the terminal available (see type plate on the back of the terminal).	Medical specialists Service personnel

Fault description	Cause	Remedy	Personnel
No vital data or incorrect vital data are being transmitted.	Vital parameters are not being transmitted properly to the PDMS.	■ Check the cable connections on the patient monitor for secure connection. ■ Check the bed occupancy in the settings and repeat settings, if necessary (↯ *Chapter 10 ‘‘List of patients’ view’ on page 37*). ■ Contact building services (IT). ■ If the fault persists, have the terminal checked by Clinomic customer service. Have the serial number and MAC address of the terminal available (see type plate on the back of the terminal).	Medical specialists Service personnel
	Vital parameters are being transmitted for the wrong patient.	■ Check the bed occupancy in the settings and repeat settings, if necessary (↯ *Chapter 10 ‘‘List of patients’ view’ on page 37*). ■ Contact building services (IT). ■ If the fault persists, have the terminal checked by Clinomic customer service. Have the serial number and MAC address of the terminal available(see type plate on the back of the terminal).	Medical specialists Service personnel
No data are being transmitted from the ventilation device.	Ventilation settings and/or values are not being transmitted properly to the PDMS.	■ Check the connection between the ventilation device and the patient monitor: – Check the cable connections on the patient monitor for secure connection. – Check the interface configuration of the ventilation device. – Contact building services (IT). ■ Check that the interface is enabled. ■ If the fault persists, have the terminal checked by Clinomic customer service. Have the serial number and MAC address of the terminal available (see type plate on the back of the terminal). ■ Check the bed occupancy in the settings and repeat settings, if necessary (↯ *Chapter 10 ‘‘List of patients’ view’ on page 37*).	Service personnel
The terminal does not respond to operator inputs as expected.	The terminal does not react to entries.	Reboot the terminal via the software (↯ *Chapter 9 ‘‘Settings’ view’ on page 29*). ■ If the fault persists after the reboot, switch off the terminal via the hardware switch, wait 10 s and then switch on the terminal again. ■ If the fault persists, have the terminal checked by Clinomic customer service. Have the serial number and MAC address of the terminal available (see type plate on the back of the terminal).	Medical specialists Service personnel

Fault description	Cause	Remedy	Personnel
The terminal does not respond to operator inputs as expected.	Certain functions/ areas are no longer accessible.	Reboot the terminal via the software (↳ *Chapter 9 ‘‘Settings’ view’ on page 29*). ■ If the fault persists after the reboot, switch off the terminal via the hardware switch, wait 10 s and then switch on the terminal again. ■ If the fault persists, have the terminal checked by Clinomic customer service. Have the serial number and MAC address of the terminal available (see type plate on the back of the terminal).	Medical specialists Service personnel
	Functions fail during operation.	Reboot the terminal via the software (↳ *Chapter 9 ‘‘Settings’ view’ on page 29*). ■ If the fault persists after the reboot, switch off the terminal via the hardware switch, wait 10 s and then switch on the terminal again. ■ If the fault persists, have the terminal checked by Clinomic customer service. Have the serial number and MAC address of the terminal available (see type plate on the back of the terminal).	Medical specialists Service personnel

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