

Best Practice for the RN ICU Kardex

1. Question:

How often do I start a **brand new Kardex**?

Answer:

At Admission, Change in Service, and RN discretion with major order changes.

Correcting major changes requires close editing.

2. Question:

What **Document Type** do I use when I sign the HMC ICU Plan Kardex and why does this matter?

Answer:

Each note that is written in ORCA is sent to a folder that appears under the Clinical Notes tab.

The Document Type for the HMC ICU Plan Kardex is **Physician's Orders General**

3. Question:

How often do I **Copy to New Note**?

Answer:

One time per 24 hours – from 0400-0600

Each time a new Kardex is created it adds a document to the patient chart. Patient's are charged per page when they request their medical record.

Over correcting an existing Kardex can cause system errors. It is Best Practice to **Copy to New Note** once every 24 hours.

4. Question:

How do I update the Kardex during the rest of the 24 hours?

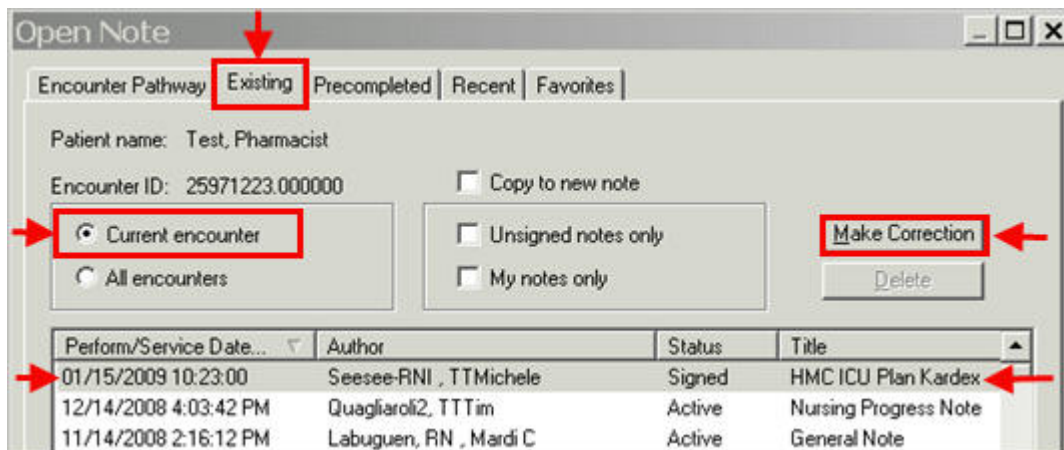
5. Answer:

Correct the Kardex copied from 0400-0600

The easiest location to find the most recent Kardex is in the Existing tab within PowerNote. Following the steps below allows the RN to stay in IVIEW and eliminates the need to find the note in the Clinical Notes tab in order to correct the note.

How to Correct the ICU Kardex

1. Open Patient Chart
2. Open PowerNote
3. Click on the Existing tab
4. Select Current Encounter button
 - a. Locate most recent ICU Plan Kardex
5. Click on HMC ICU Plan Kardex
6. Click on Make a Correction button
7. Make needed corrections
 - a. Click on **Show Structure** to view the template
8. Sign



Printing the HMC ICU Plan Kardex

1. Question:

What is the best way to print the Kardex?

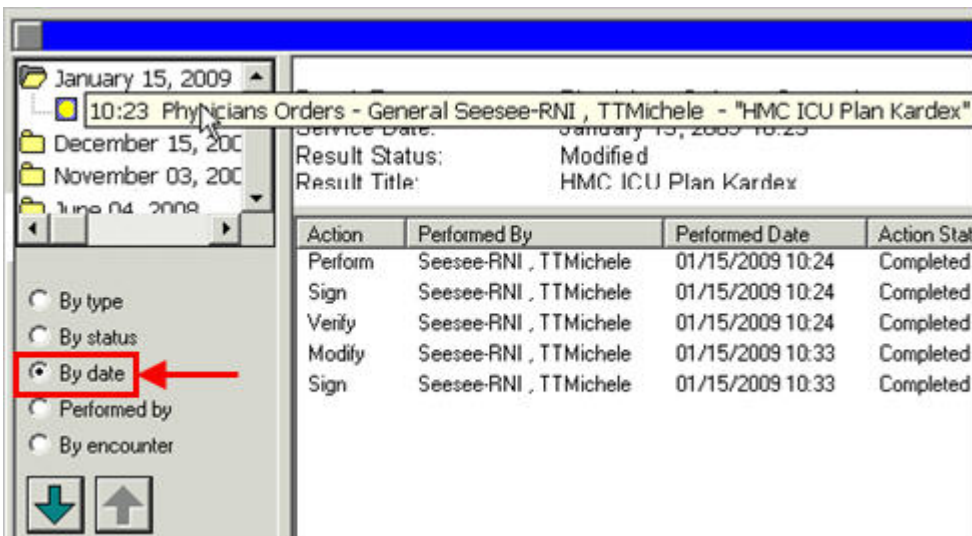
Answer:

The best place to print the Kardex is from the Clinical Note tab because the patient's name and MRN will print on the Kardex.

Printing the Kardex from IVIEW requires that you place a Patient Label on the Kardex to identify and link it to your patient.

How to Print the ICU Plan Kardex

1. Open patient chart
2. Click on the Clinical Notes tab
3. Click on the **By date** radio button
 - a. Locate the most recent ICU Plan Kardex by date



4. Double click on the Kardex
5. Right click anywhere on the note

6. Select **Print Document(s)**

Result Type:	Physicians Orders - General
Service Date:	January 15, 2009 10:23
Result Status:	Modified
Result Title:	HMC ICU Plan Kardex
Performed By:	Seesee-RNI , TTMichele on J:
Verified By:	Seesee-RNI , TTMichele on J:
Encounter info:	H7777777 PDS01042004, HM

HMC ICU Plan Kardex

Neurological Orders
Neuro checks on admit then Q1hr & prn.
Call HO: .
Neuro and SCI assessment: .

Cardiovascular Orders
Emergency Standing Orders.

Docu

- Add
- PowerNote
- Scan/Import
- Scanner Properties
- Filter In Error Documents
- Submit
- Sign
- Review
- In Error
- Modify
- Correct
- Mail Merge
- View Image
- Forward
- Print Document(s)**

