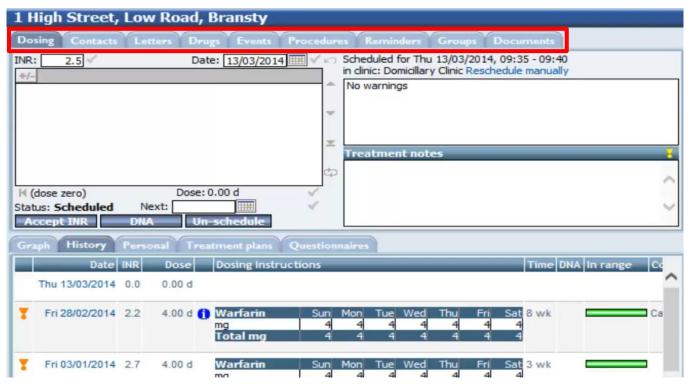
Dosing a Patient in DAWN AC

This guide gives a workflow of how to dose a patient within the DAWN system and schedule in a next test date. It also displays when the next scheduled appointment is, and any current warnings or treatment notes.

Dosing Section- The row of tabs at the top of Dosing section control what we see in this area – the initial view is the "**Dosing**" tab (as this is most commonly used). Tabs with important information in them (or warnings that need to be acknowledged) are marked with an exclamation mark.



The Dosing Tab- allows the user to enter INR information, schedule (or un schedule) appointments and record DNA (Did Not Attend) information for patients. It also displays when the next scheduled appointment is, and any current warnings or treatment notes.



Author: IT & Systems Team

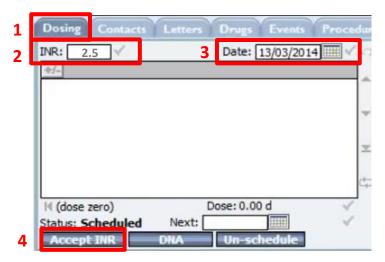
Date: July 2015 Version: 1.5



Entering INRs result and dosing a stable patient

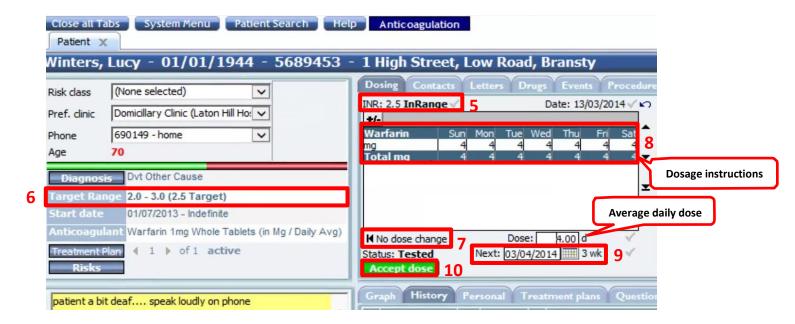
- 1. Select "Dosing" Tab
- 2. Enter the INR results in the "INR" box
- 3. Displays schedule appointment
- 4. Click "Accept INR" or press the "Enter" Key

Note: if the test date (3) is in yellow background, the date is either before or in the future – so that patient is late or early.



Accepting INR results

- 5. INR results accepted and InRange
- 6. Patient INR result is within Target Range
- 7. System suggested "No dose change" as the INR result is within Target Range
- 8. System suggests 4mg daily Warfarin dose
- 9. System suggests next dose date in 3 weeks
- 10. Click "Accept dose"
- 11. The newly added IRN result moved to "History", hover over 10 icon to further drill down



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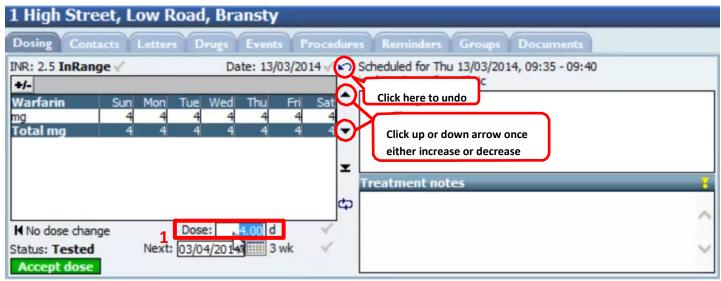


Note: before accepting INR you are also able to record notes regarding this particular appointment under "Treatment Notes"

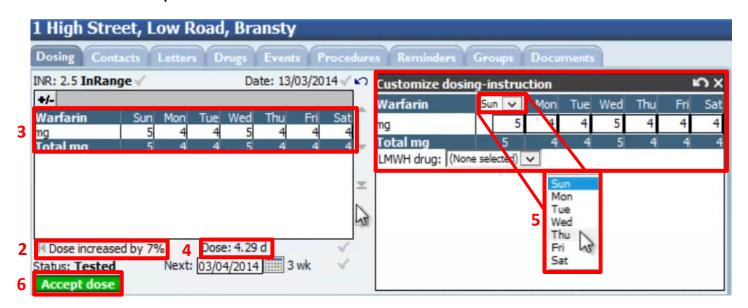
Making slight change to the suggested Dose Instructions

The system allows user to slightly alter the suggested dose if needed. The following steps are needed before clicking "Accept dose"

1. Either enter a new value in the "Dose" box or use the A and T arrows



- 2. Dose changed from No dose change to Dose increased by 7%
- 3. The dosage instructions changed from **4mg** daily to **5mg** on Sunday, **5mg** Wednesday and **4mg** on the remaining days
- 4. To change the dose pattern, double click on "Dosage instructions" section, a new box will appear on the right hand side called "Customize doing instructions"
- 5. In "Customize dosing instructions" you can either type the dose you want under each day or you can change the first day of the week, click icon once finished.
- 6. Click "Accept dose"



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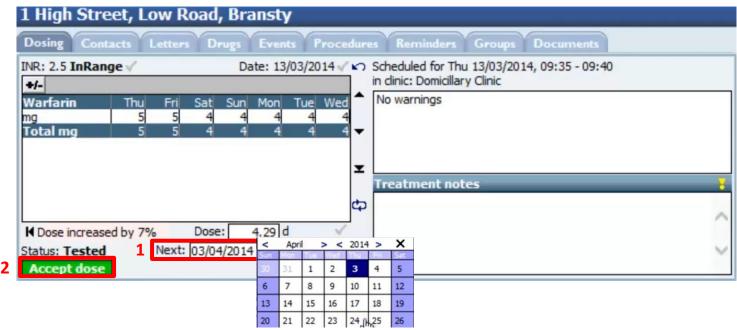


Changing Next Appointment Date

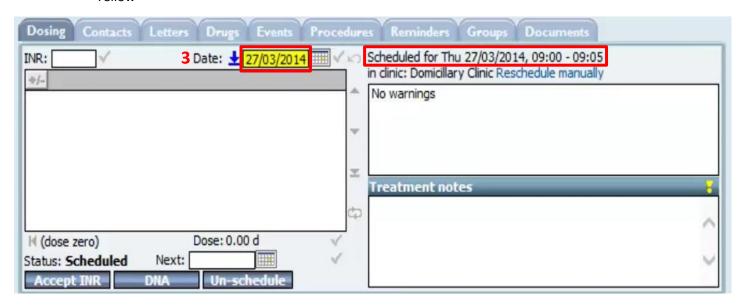
- 1. Before accepting dose enter date in "Next" box or click calendar and choose a date.
- 2. Click "Accept dose"

Note: Alternatively use the below shortcuts to change next dose date/ appointment

+1w for one week +7d for seven days +2w for two weeks +10d for ten days



3. The screen is ready for the next **IRN** result, the **"Next"** scheduled appointment is highlighted in Yellow



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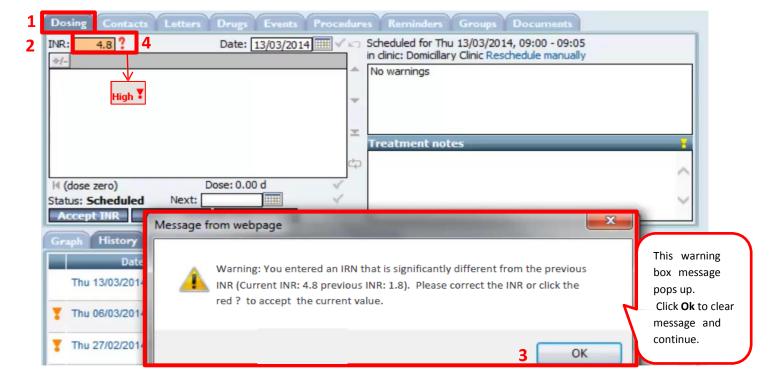


Entering INRs significantly different from Previous

- 1. Select "Dosing" Tab.
- 2. Enter the INR results in the "INR" box; please note the orange background indicates a possible problem

Note: The ² icons shows that the current INR is significantly different from previous IRN (see the warning below). Please check or click to acknowledge this. This will be documented in the audit trail.

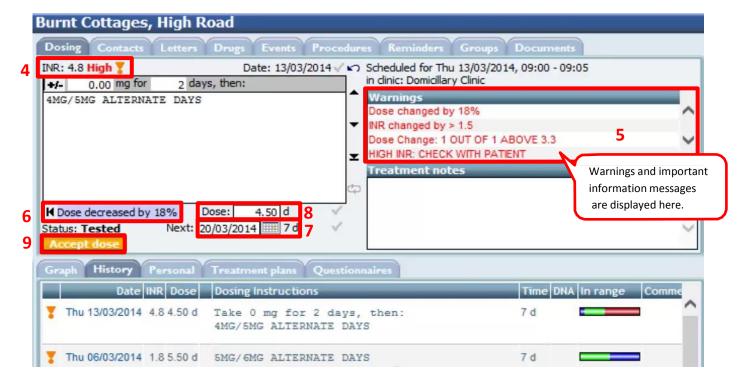
3. Click "Ok" to clear message and continue, the INR difference that triggers this warning is set within the system Keys.



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- 4. Click to continue with the INR results, High INR 4.8 (warning acknowledged)
- 5. Warnings and important information in "Warnings" box are displayed to view
- 6. System suggested **Dose decrease by 18%**, the deeper the shade of blue indicating a bigger dose decrease
- 7. System suggested next test date
- 8. System suggested dose
- 9. "Accept dose" tab turned amber (warning acknowledge and user is able to accept the dose)



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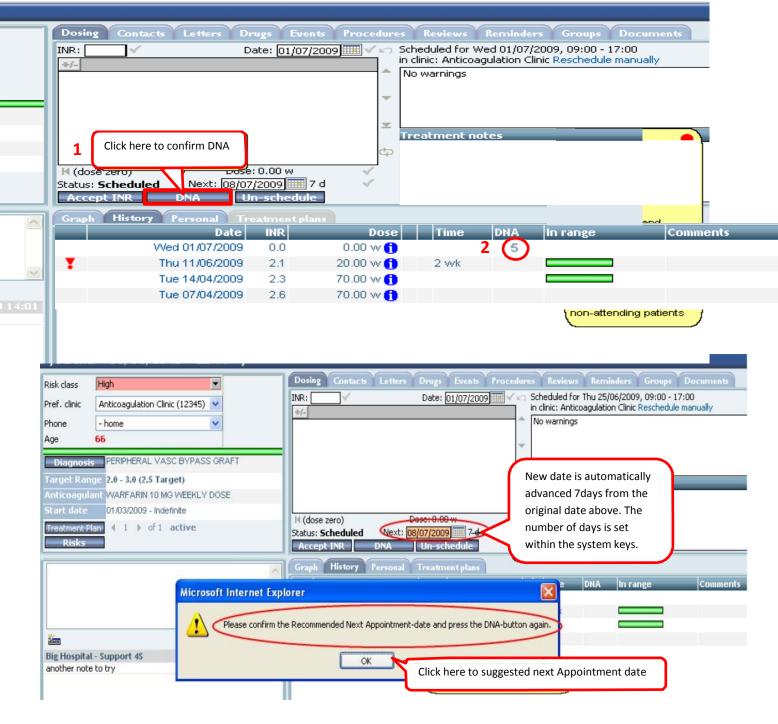


Handling Non-Attendance

There are two ways of rescheduling patients within DAWN:

- 1. Mark the patient as DNA in their main patient screen
- 2. Bulk reschedule a batch of patient in "List View"
- 1. Click "DNA" tab to record a Non attendances
- 2. The cumulative DNA count so far

Note: after 5 DNAs the patient's treatement plan is set to **'Patient Not Attending'** preventing future DNA Appointments and forcing the operator to investigate the patient's absence.

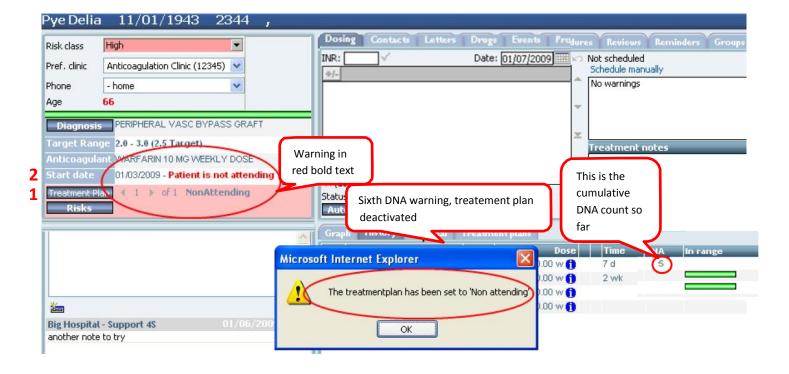


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On the sixth DNA the patient's treatment plan is marked as "Non Attending" and no more DNA's or treatment can be performed until the patient's treatment plan is reactivated. The number of DNA's before a status change can be set within the system keys.

- "Treatment Plan" changed from "Active" to "Non-Attending", note the background colour indicates status
- 2. "Start date" note changed from "Indefinite" to "Patient is not attending" in bold red



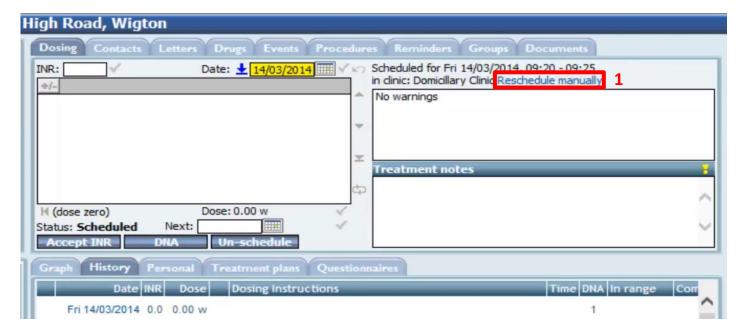
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Rescheduling a Patient's Next Appointment

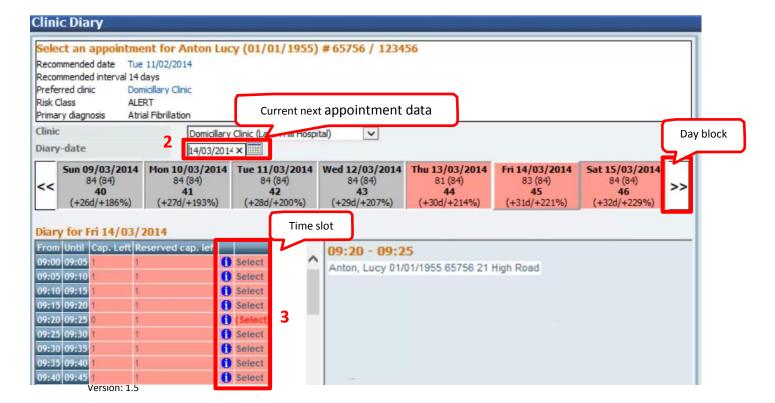
When DAWN books a patient into a next appointment date, it puts the patient into the first available slot within the diary.

To change the patient's next appointment date or time once a dose has been authorised:

1. Click on "Reschedule manually" a clinic diary screen will be presented



- 2. In "Clinic Diary" screen you can either to choose a different Time slot for the same day, or click on another Day block and choose a time slot.
- 3. Click "select" on the preferred time slot.



4. The patient's screen will now be updated with the new appointment details

Wed 1910312014 0.0 0.00 w