

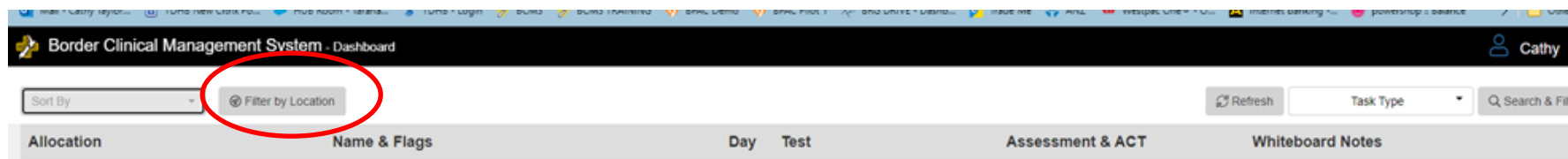
## BCMS – Taranaki User Guide (to be used in conjunction with Border Clinical Management System Training Guide)

BCMS has an array of functionality, in order to have consistency across all Taranaki users please follow the instructions outlined below.

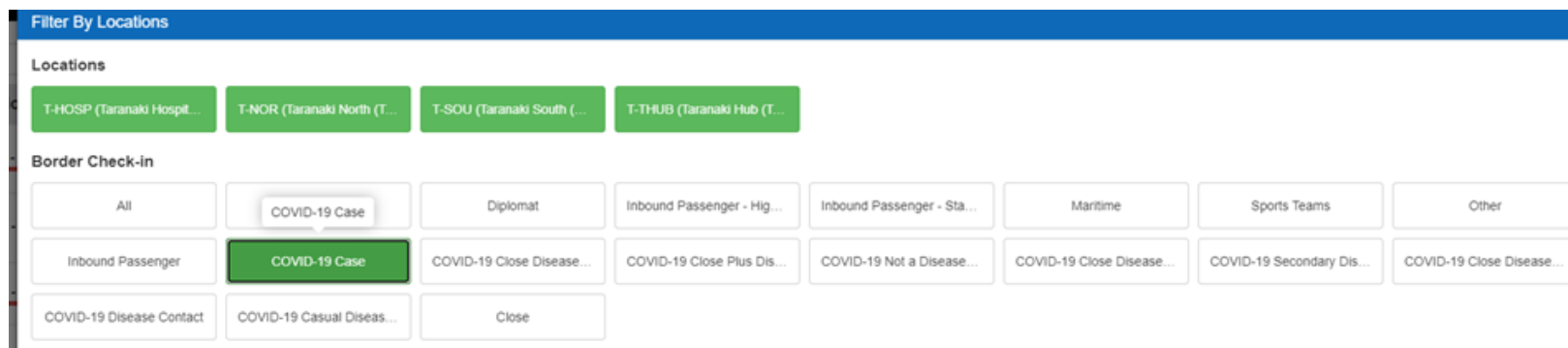
- Covid positive cases will automatically appear in BCMS.
- Do not use the task function.
- Any errors or changes needed to the release dates / bubbles etc. should be managed by the Covid Hub (not the individual practice / clinical / Manaaki provider). Hub to be emailed with query / correction to be made.

### TO VIEW CURRENT CASES

Click on 'filter by location' at the top of the screen:



Select the location and 'Covid-19 Case':



## ASSESSMENTS

We will use the initial assessment and regular health check forms for all cases. These must be completed as per risk stratification process regarding contacts and assessments.

- The initial assessment is completed once on admission to care in the community.
- 'Regular Health Check' is the place to record the patient 'check ins'. When completing health checks please use the 'face to face' option rather than 'telephone' as this enables you to add in oxygen saturation and temperature if the case has the equipment.
- On page 2 is an acuity rating.

Acuity rating	1	2	3	4	5	6
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Taranaki's acuity rating is as follows:

- 1 – Self management, no active contact required
- 2 – Medium risk (alternate day monitoring, text communication initiated by CIC Team)
- 3 – Medium risk (alternate day monitoring phone call)
- 4 – High risk (daily monitoring), symptoms improving
- 5 – High risk (daily monitoring), with stable condition
- 6 – High risk (daily monitoring) with increased risk, worsening condition

Acuity can also be edited directly from the homepage and the top task bar in the patient profile, by clicking on the grey circle. (circled in red in screenshot below)

TCCITC - N/S	MOANA TaranakiDHB A - 54y	Day: 83 - Test due: 11 Nov	Reg. HCx 4	Needs dog food & nappies
Summary	Bubble: 02332, BHR: BHR-073017, NHI: N/S, Passport: DDD234			

## DOCUMENTING A CLINICAL, MANAAKI OR OTHER NEED

*Active management* is the key place to record the key outputs and actions arising from a daily clinical / manaaki check (this is instead of the task function).

This way it will be flagged on the dashboard/summary screen:

Select 'Clinical Encounter' and 'Flags for Active Mgmt':

Summary	Clinical Notes ▾
Person Information	Flags For Active Mgmt.
Initial Assessment	ESR Eclair
Reg. Health Check	
Clinical Encounter	
Tasks	Referrals & External links ▾

The following list will appear:

Special	Yes	No
Isolated to room	Yes	No
Quarantine to room	Yes	No
Clinical input required	Yes	No
Mental Health and/or addiction	Yes	No
Welfare assistance required	Yes	No
Mobility Assistance required	Yes	No
Translator required	Yes	No
Allergy	Yes	No
Pregnant	Yes	No
Blue Band	Yes	No
Close Contact	Yes	No

1. Selecting **quarantine to room** indicates covid positive. All of our CIC positive cases should have this selected as we only support Covid Positive people (contacts only if they are part of the same household). This will highlight the red band. The notes written next to this box will appear when you hover over the red band on the dashboard
2. Selecting **isolate to room** will be used for the clinical issues. This will highlight the yellow band. Add note to indicate action as required, “e.g. needs Pulse Ox”, MyName, date. The notes written next to this box will appear when you hover over the yellow band on the dashboard
3. **Blue band** is Manaaki. Use the whiteboard to document manaaki needs by going into clinical encounters/clinical notes/general clinical assessment/whiteboard.

Note: if these flags are not used there is no immediate view of the patient on the summary screen. This may result in something being missed.

The flags will appear on the dashboard as below:

TCCITC - N/A	<b>Don TaranakiDHB</b> M - 30y 02329 (2 / 2)	79	- Test Overdue	Reg. HCx	3	Food required. Cathy Taylor 29.01.22
TCCITC - N/A	<b>Nick TaranakiDHB</b> M - 33y 02329 (1 / 2)	79	+ Test Overdue	Done	4	Deliver Pulse Oximeter thx

### COPY NOTE TO GP

Go to the Person Information tab and go to page 4. You'll be able to add the GP Practice info in there via the Search button. This will populate the EDI field. Click Save, and then you can select tick boxes to send a note to the GP.

MOANA TaranakiDHB Search EDI
Practice Name
Vivian
Search
Close

Practice Name	EDI	Action
Vivian Medical Centre	vivmcnpl	Select

Individual assessment plan/guideline
Initial assessment complete - no action required

☒ Guest consents to share notes with the NZ health system
☒ Send note to GP inbox

### DISCHARGING A CASE

When a case is ready to be discharged please select 'Yes' in 'is this a final health check' as this writes back to NCTS and removes the case from the dashboard screen.