



# Border Control Management System (BCMS) – Guide for the Southern District

Version 0.1

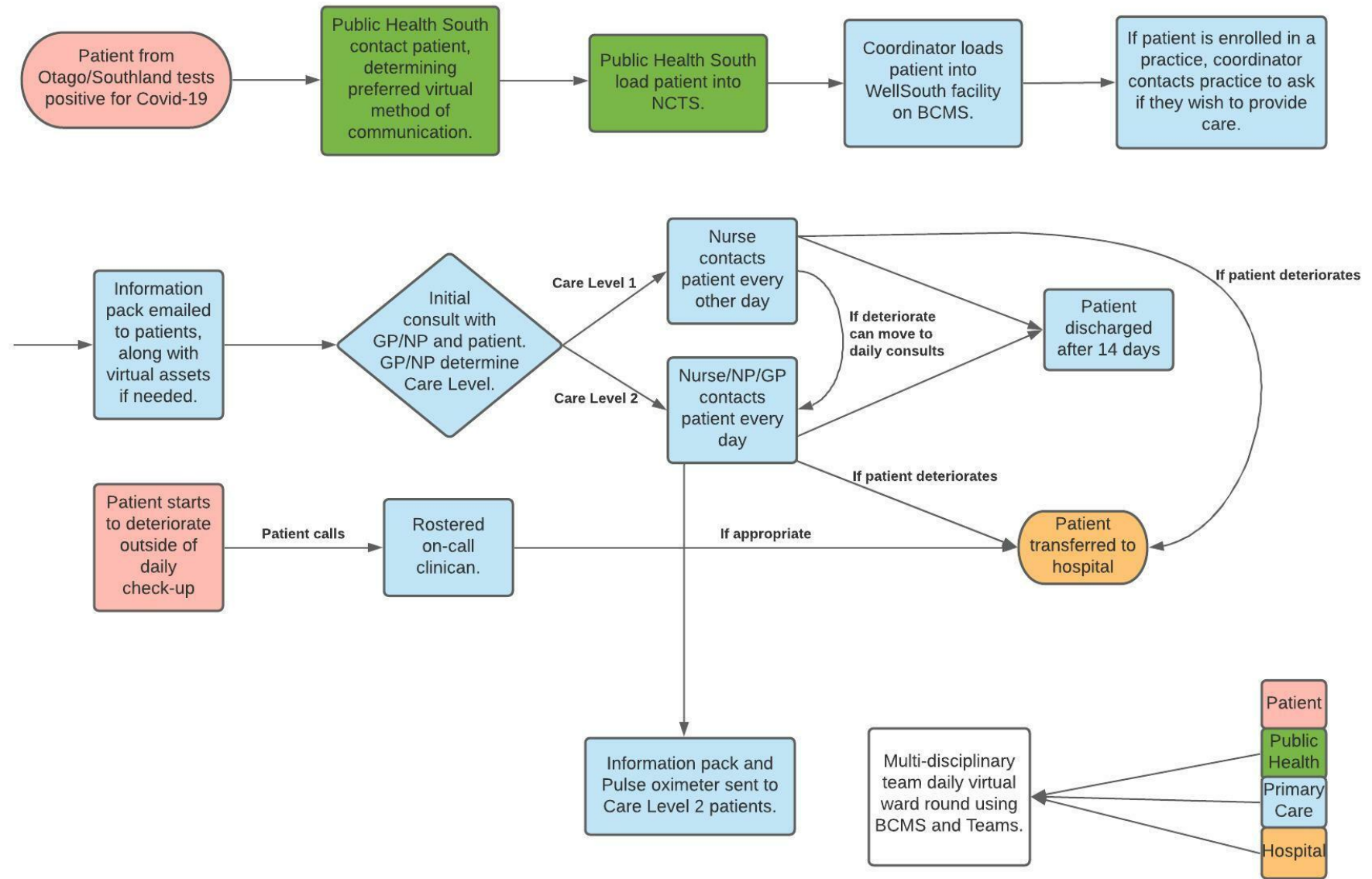
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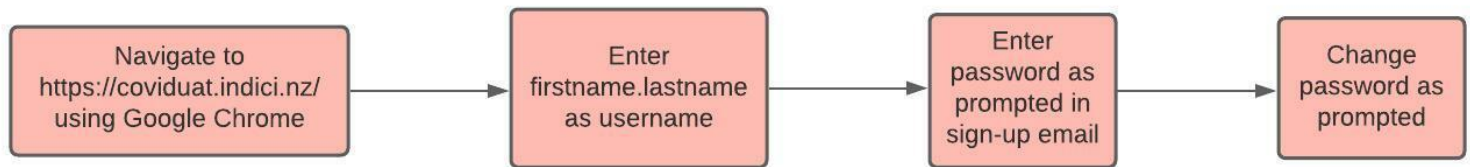
Ctrl and click on the section you want to read above.

## Section 1: Overview of Process

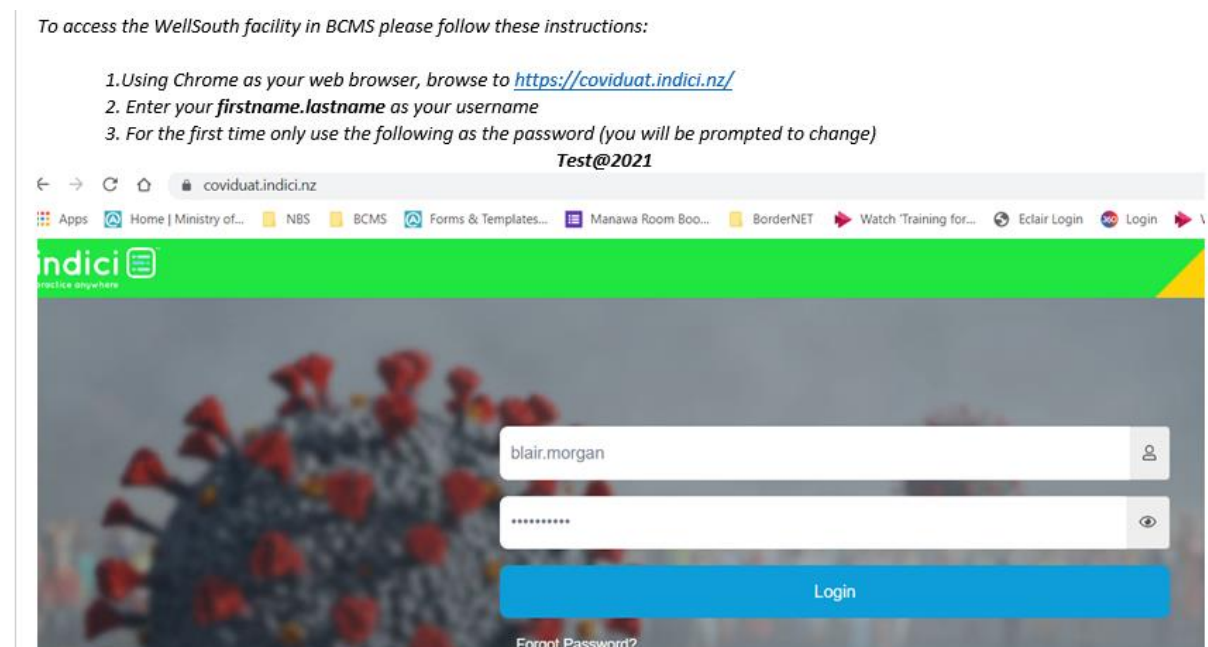


## Section 2: BCMS – Logging In & Overview

### Logging in for the first time



You should receive an email from [border\\_apps\\_support@health.govt.nz](mailto:border_apps_support@health.govt.nz) to access BCMS for the first time. The email will look like the below.



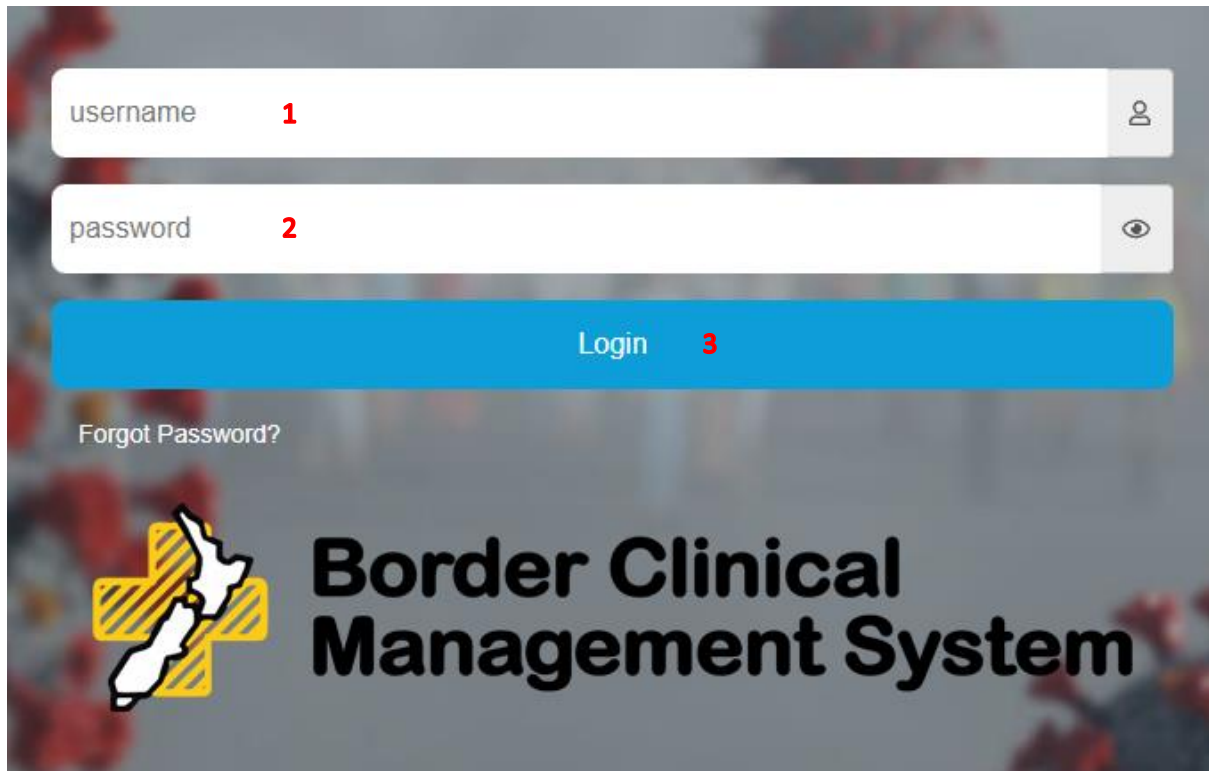
Follow the instructions in the email to access BCMS for the first time, changing your password as requested.

If you have not received this email please contact [border\\_apps\\_support@health.govt.nz](mailto:border_apps_support@health.govt.nz).

It is a good idea to save the webpage <https://coviduat.indici.nz/> into your bookmarks on Google Chrome.

## Logging In subsequently

Open the webpage <https://coviduat.indici.nz/> - this should be saved in your bookmarks.




username 1

password 2

Login 3

Forgot Password?

 **Border Clinical Management System**

1 – Enter username – firstname.lastname

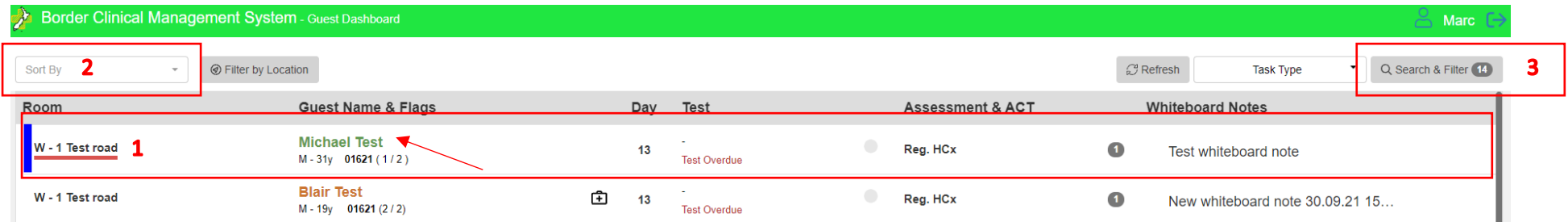
2 – Enter password

3 – Click Login

## Guest Dashboard Explained

Upon logging in you will see the Guest Dashboard.

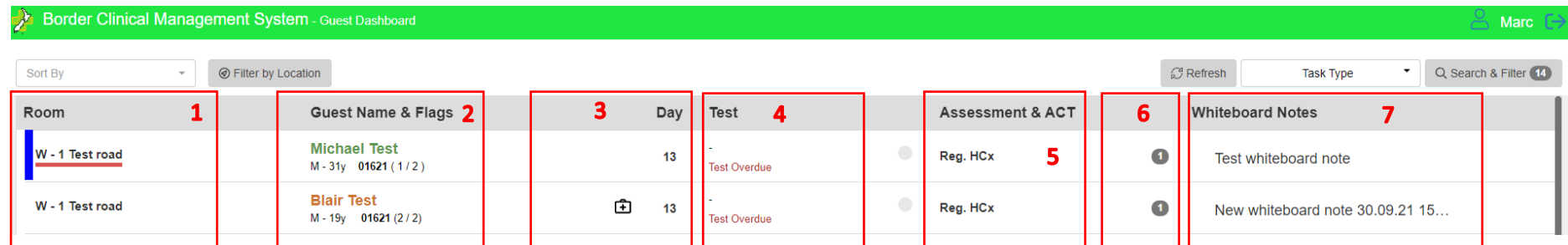
The Guest Dashboard is all active cases in the district under the WellSouth facility.



The screenshot shows the 'Border Clinical Management System - Guest Dashboard' interface. A green header bar contains the system name and a user profile 'Marc'. Below the header, there is a toolbar with a 'Sort By' dropdown (annotated with a red '2'), a 'Filter by Location' button, a 'Refresh' button, a 'Task Type' dropdown, and a 'Search & Filter' button with a count of '14' (annotated with a red '3'). The main table has columns: 'Room', 'Guest Name & Flags', 'Day', 'Test', 'Assessment & ACT', and 'Whiteboard Notes'. The first row is highlighted with a red box and annotated with a red '1'. It shows 'W - 1 Test road', 'Michael Test' (with a red arrow pointing to the name), '13', 'Test Overdue', 'Reg. HCx', and 'Test whiteboard note'. The second row shows 'W - 1 Test road', 'Blair Test', '13', 'Test Overdue', 'Reg. HCx', and 'New whiteboard note 30.09.21 15...'.

Room	Guest Name & Flags	Day	Test	Assessment & ACT	Whiteboard Notes
W - 1 Test road	Michael Test M - 31y 01621 (1 / 2)	13	Test Overdue	Reg. HCx	Test whiteboard note
W - 1 Test road	Blair Test M - 19y 01621 (2 / 2)	13	Test Overdue	Reg. HCx	New whiteboard note 30.09.21 15...

1. Summary of guest information – you can click on a patients name to get more information
2. Sort by name, location, age, acuity rating etc
3. Search and filter to find patients

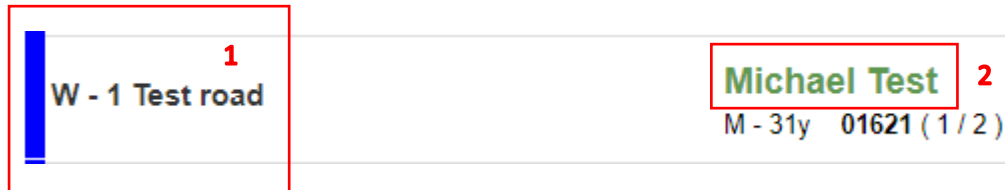


The screenshot shows the same 'Border Clinical Management System - Guest Dashboard' interface. The table columns are annotated with red numbers: 'Room' (1), 'Guest Name & Flags' (2), 'Day' (3), 'Test' (4), 'Assessment & ACT' (5), a column with counts (6), and 'Whiteboard Notes' (7). The first row shows 'W - 1 Test road', 'Michael Test' (with a red arrow pointing to the name), '13', 'Test Overdue', 'Reg. HCx', '1', and 'Test whiteboard note'. The second row shows 'W - 1 Test road', 'Blair Test', '13', 'Test Overdue', 'Reg. HCx', '1', and 'New whiteboard note 30.09.21 15...'.

Room	Guest Name & Flags	Day	Test	Assessment & ACT		Whiteboard Notes
W - 1 Test road	Michael Test M - 31y 01621 (1 / 2)	13	Test Overdue	Reg. HCx	1	Test whiteboard note
W - 1 Test road	Blair Test M - 19y 01621 (2 / 2)	13	Test Overdue	Reg. HCx	1	New whiteboard note 30.09.21 15...

1. Room location can be ignored, **except for the colour on the left-hand side**. This will be explained further below
2. Patient name, gender, age
3. Flags (shown below) and days since they were loaded into the system (used as a proxy for days since positive test).
4. Test refers to covid-19 testing, please ignore.

5. Assessment & ACT highlights which assessment is required. Primary care performs two assessments – an Initial Assessment and Follow-Up Assessment.
6. Acuity rating indicates the acuity of the patient. Context for each acuity rating can be found in Section 11.
7. Tasks (coloured dots) and whiteboard notes can be viewed here.

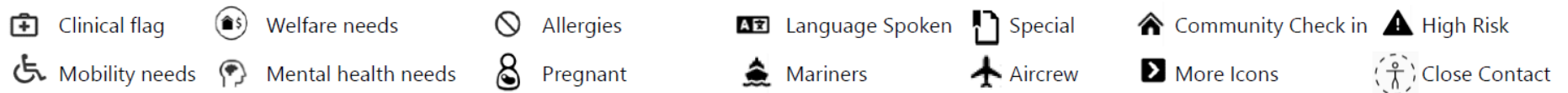


1. The blue line indicates that this patient is **Covid Care 2**, and therefore requires a daily assessment. Details below on how to add this.

**Patients without a blue line are Covid Care 1.**

2. When the patients name is coloured green, it means their NHI has been verified. If a patient has not had their NHI verified you can still proceed with assessment. The BCMS coordinator should verify all NHIs.

#### Guest Icons:



Not all Guest Icons are relevant to primary care. Please use your clinical judgement when adding icons to patient overviews.

## Sort, Search and Filter

### Sort:

Used to sort guests in ascending or descending order

1

Border Clinical Management System - Guest Dash

Sort By Filter by Location NHI X

Ascending

- Room Number
- Test Date
- Bubble
- Planned Rel. Date
- Guest Name
- Acuity Rating
- Age

Descending

- Room Number
- Day
- Test Date
- Bubble
- Planned Rel. Date

Name & Flags

### Search:

Used to find a specific guest/group of guests.  
e.g. You can sort guests by floor by typing the first one or two digits of a room number.  
Each field used will narrow down the result.

2

Search and Filter Records Reset All

3

Search

Room No. Room No.

First Name First Name

Last Name Last Name

BHR Number BHR Number

Guest NHI Guest NHI

Flight No. Flight No

Day of Day of

Iso Reason Iso Reason

Spec Reason Special Reason

Whiteboard Whiteboard Notes

Age < Guest Age

Acuity Rating Acuity Rating

Filter

Iso. ☒ Yes No

MH ☒ Yes No

Consen. ☒ Yes No

Notes ☒ Yes No

Test ☒ Past Due Tmrw

Special ☒ Yes No

Blue Band ☒ Yes No

Welfare ☒ Yes No

Assess. ☒ T<sup>o</sup> Reg I<sup>o</sup>

NHI ☒ B O G R

Quar ☒ Yes No

Pregnant ☒ Yes No

Translator ☒ Yes No

Clinical ☒ Yes No


Prov. Rel. ☒ Yes No






Allergy ☒ Yes No

Close Contact ☒ Yes No

Search & Filter Close

## Guest Detail Page

 **Border Clinical Management System**

**A-CPA - 12** **Captain James F** - 20y   **Day: 56**  **Negative** Swab due: -  **Reg. HCx** 

1 Summary

2 Guest Information

3 Initial Assessment

4 Reg. Health Check

5 Clinical Encounter

6 Tasks

7 Inbox (Labs+)

8 COVID Test Order

9 Border Record

**Bubble: N/S, BHR: BHR-023002, NHI: ZDZ0171**

Room No	NHI No	First Name
---------	--------	------------

Print Label

Barcode

1. Summary: Summary of vitals and notes.

2. Contact information

3. Initial assessment

4. Daily or every other day health check

5. Used for clinical requests and flag  
management

6. Viewing and requesting tasks

7. Not relevant

8. Not relevant

9. Not relevant

### Section 3 – Identifying your patient list for the day

You will be assigned as GP1 or GP2 for the day. Patients will also be assigned to GP1 or GP2. To find your patient list:

Navigate to the Guest Dashboard:

Border Clinical Management System - Guest Dashboard

Marc

Sort By

Filter by Location

Refresh

Task Type

Search & Filter 1

Room	Guest Name & Flags	Day	Test	Assessment & ACT	Whiteboard Notes
W - 123	<b>Levi Feather</b> F - 32y 01389 (5 / 6)	23	- Test Overdue	Initial HCx	1 Covid Care Level 1
W - 123	<b>Test Automation Person 1909453</b> A - 41y	16	- Test Overdue	Initial HCx	1
W - 123	<b>Test Automation Border Event</b> A - 30y	16	- Test Overdue	Initial HCx	1

Navigate to search & filter

Under “Spec Reason” type in GP1 or GP2 – you can obtain if you are GP1 or GP2 from the roster.

This will filter to your allocated patients.

***Once you have identified the correct patient click on their name to progress.***

Search and Filter Records

Reset All

Search

Room No.

Room No.

First Name

First Name

Last Name

Last Name

BHR Number

BHR Number

Guest NHI

Guest NHI

Flight No.

Flight No

Day of

Day of

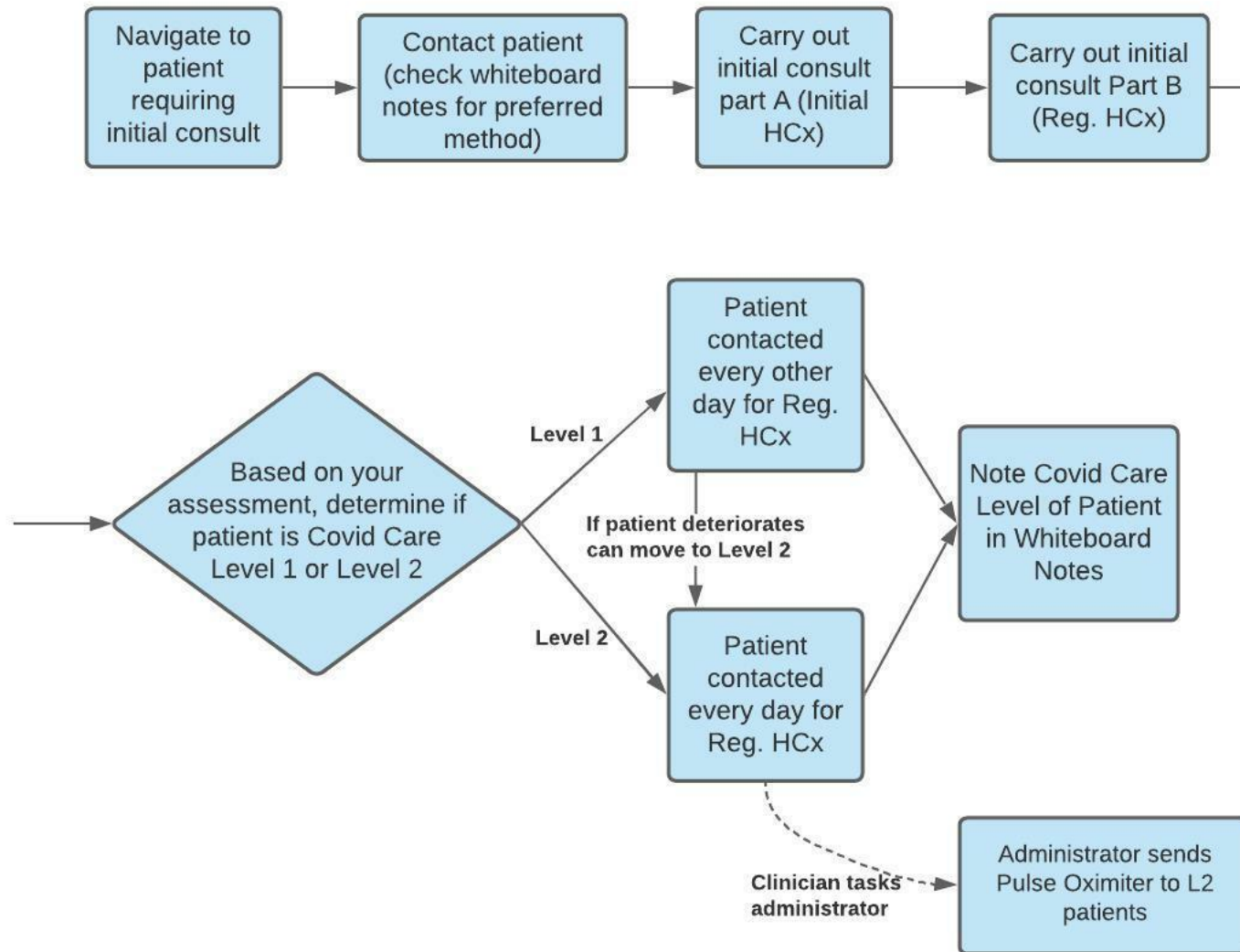
Iso Reason

Iso Reason

Spec Reason

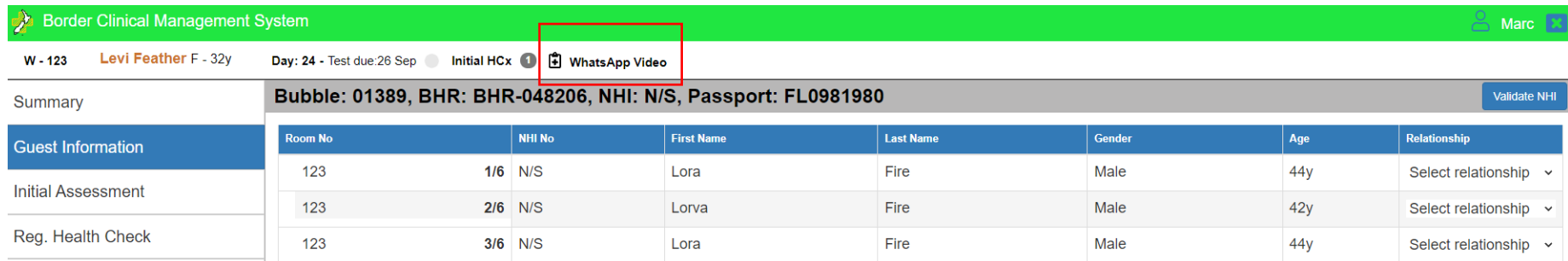
GP1

## Section 4: Initial Assessment



## Obtain patient contact information

When you click on the patient's name you will access "Guest Information".

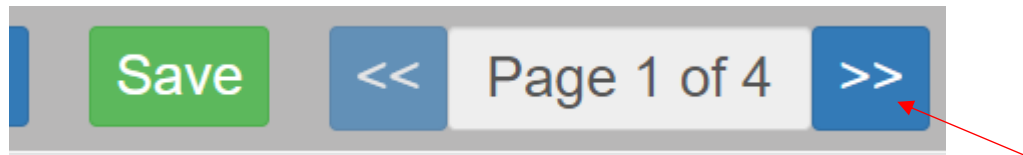


The screenshot shows the Border Clinical Management System interface. At the top, there is a green header bar with the system name and a user profile for 'Marc'. Below the header, a patient summary bar displays 'W - 123', 'Levi Feather F - 32y', 'Day: 24 - Test due: 26 Sep', 'Initial HCx', and a 'WhatsApp Video' icon highlighted with a red box. The main content area is divided into a left sidebar with 'Guest Information' selected, and a main table area. The table header shows patient identifiers: 'Bubble: 01389, BHR: BHR-048206, NHI: N/S, Passport: FL0981980' and a 'Validate NHI' button. The table contains three rows of guest information.

Room No	NHI No	First Name	Last Name	Gender	Age	Relationship	
123	1/6	N/S	Lora	Fire	Male	44y	Select relationship ▾
123	2/6	N/S	Lorva	Fire	Male	42y	Select relationship ▾
123	3/6	N/S	Lora	Fire	Male	44y	Select relationship ▾



The preferred method of virtual communication should be noted in the Whiteboard Notes

We can see the preferred virtual method of communication is via WhatsApp Video.



On the bottom right hand side of the screen, navigate to Page 3.

**Page 3 of Guest Information shows the contact number of the patient.**

Summary	<b>Bubble: 01389, BHR: BHR-048206, NHI: N/S, Passport: FL0981980</b>	
Guest Information	Primary Phone Number	 02041700000
Initial Assessment	Secondary Phone Number	 Day phone number
Reg. Health Check	Email	Email address
Clinical Encounter	Preferred Contact Method	Select contact source
Tasks		
Inbox (Labs+)	Address	1 Stuart Street, Dunedin, 9000
COVID Test Order		

Now you have contact number and preferred method of communication you can contact patient.

Click on initial assessment.

## Initial Assessment Part A – Initial HCx

The initial assessment has 5 pages to work through, however nothing is a mandatory field.

Border Clinical Management System

Marc

W - 123   Test Automation Bor...   A - 30y   Day: 17 - Test due:24 Sep   Initial HCx   N/S

Summary	<b>Past Medical and Surgical History</b>	
Guest Information	Hypertension?   Yes   No	Previous heart attack or heart failure?   Yes   No
Initial Assessment	Diabetes?   Yes   No	Insulin?   Yes   No
Reg. Health Check	Asthma?   Yes   No	Chronic Obstructive Pulmonary Disease?   Yes   No
Clinical Encounter	Previous stroke or epilepsy?   Yes   No	Mental health?   Yes   No
Tasks	Cancer?   Yes   No	Kidney failure?   Yes   No
Inbox (Labs+)	Is the person currently pregnant?   Yes   No	CPAP device used?   Yes   No
COVID Test Order	Other   Other	
Border Record		

Mark all above as No   Complete   <<   Page 1 of 5   >>

Once you have worked through the initial assessment, hit complete (available on page 5).

This will save your progress.

## Initial assessment Part B – Reg. HCx

The screenshot displays the 'Border Clinical Management System' interface. At the top, a green header bar contains the system name and a user profile for 'Marc'. Below the header, a status bar shows 'W - 123', 'Levi Feather F - 32y', 'Day: 24 - Test due: 26 Sep', 'Reg. HCx', and a 'WhatsApp Video' button. The left sidebar lists navigation options: 'Summary', 'Guest Information', 'Initial Assessment', 'Reg. Health Check' (highlighted with a red arrow), 'Clinical Encounter', 'Tasks', 'Inbox (Labs+)', 'COVID Test Order', and 'Border Record'. The main content area is titled 'Daily Vitals' and includes a 'Border Guest' label. It features two tabs: 'Face to Face' (selected) and 'Telephone'. Below the tabs are input fields for various vitals: Temperature (°C), SpO<sub>2</sub> (%), Heart Rate (BPM), Respiration (RPM), BP (Systolic) (mmHg), BP (Diastolic) (mmHg), Other, and Mood (/10). At the bottom right, there are buttons for 'Mark all above as No', 'Complete', and navigation controls '<<' and '>>' (with a red arrow pointing to the '>>' button). The page indicator 'Page 1 of 5' is also visible.

Once the initial assessment is complete, click Reg. Health Check (left hand side of screen), which is Part B of the Initial Assessment.

Face to face is signs of Covid-19.

Telephone is symptoms of Covid-19

Work through all sections (1-5) of the reg. Health Check

**On Page 3 of 5, you should determine the acuity of the patient from 1 – 6, based off the guidance in Section 9.**

Acuity rating	1	2	3	4	5	6
---------------	---	---	---	---	---	---

This is important for prioritising discussion at the Virtual Ward round.

**On Page 5, you should make any relevant notes, and click Complete when finished.**

### Noting Covid Care Level of Patient & Summary

When you click complete, the below pop-up appears.


Lorva Fire    Flags For Active Management	
Isolated to room	<div>Yes</div> <div>No</div>
Quarantine to room	<div>Yes</div> <div>No</div>
Blue Band	<div>Yes</div> <div>No</div>


If you have assessed the patient and determined that they meet the **Covid Care 2 criteria and need daily contact**, click **Yes** for blue band.

This will add a blue line to the patient name – an indicator that the patient is Covid Care 2.

If patient is Covid Care 1 – keep blue band at No.

When finished, click Save to bring you to the summary page.



Note Timeline 	D0	D1	D2	D3	D4	D5	D6	D7	D8
Temperature	37.40								38.30
Cough									N
Runny nose									N
Sore throat									N
Shortness of breath									N
Loss of smell / taste									N
Headache /Confusion/Irritability									N
Muscle / Joint Pain									N
Nausea/Vomitting / Diarrhoea									N
Other									
Mood									7

The summary page:

- Displays vitals and symptoms over time.
- Data can be displayed in graph format by clicking on any of the days at the top.
- Timeline of whiteboard notes can also be accessed here. Always remember to add in the preferred method of communication if you are editing the whiteboard notes.

#### Section 4: Follow-up Assessment (Reg. HCx)

Find patient requiring a follow-up assessment (Reg. HCx).

Click on patient name.

Border Clinical Management System

W - Dog house   **Fern Barnes** F - 6y   Day: 08 - Test due:30 Sep   Reg. HCx 1   WhatsApp Video Covid Level 1

Summary

**Bubble: N/S, BHR: BHR-051547, NHI: N/S, Passport: TEST**

Room No	NHI No	First Name
---------	--------	------------

Guest Information

Initial Assessment

Reg. Health Check

Confirm preferred method of virtual consult and get contact information (page 3 of Guest Information).

Click on Reg. Health Check

Face to face is the signs of Covid-19.

Telephone is the symptoms of Covid-19

Work through all sections (1-5) of the reg.

Health Check

Border Clinical Management System

W - 123   **Levi Feather** F - 32y   Day: 24 - Test due:26 Sep   Reg. HCx 1   WhatsApp Video

Summary

Guest Information

Initial Assessment

**Reg. Health Check**

Clinical Encounter

Tasks

Inbox (Labs+)

COVID Test Order

Border Record

**Daily Vitals**   **Border Guest**

Face to Face   Telephone

Temperature		°C	SpO <sub>2</sub>		%
Heart Rate		BPM	Respiration		RPM
BP (Systolic)		mmHg	BP (Diastolic)		mmHg
Other			Mood		/10

Mark all above as No   Complete   << Page 1 of 5 >>

On Page 3 of 5, you should determine the acuity of the patient from 1 – 6, based off the guidance in Section 11.

Acuity rating	1	2	3	4	5	6
---------------	---	---	---	---	---	---

This is important for prioritising discussion at the Virtual Ward round.

### Confirming Covid Care Level of Patient & Summary

When you have worked through the assessment and clicked complete, the below pop-up appears.

Lorva Fire Flags For Active Management	
Isolated to room	<div>Yes</div> <div>No</div>
Quarantine to room	<div>Yes</div> <div>No</div>
Blue Band	<div>Yes</div> <div>No</div>


If during your assessment you have a patient who is currently Covid Care 1, but you feel would benefit from daily assessments, you can click Yes for blue band.

This will add a blue line to the patient name – **an indicator that the patient is Covid Care 2.**

If patient is Covid Care 1, and this is appropriate – ignore this screen.

If patient is already Covid Care 2 – ignore this screen.

When finished, click Save to bring you to the summary page.

Note Timeline 	D0	D1	D2	D3	D4	D5	D6	D7	D8
Temperature	37.40								38.30
Cough									N
Runny nose									N
Sore throat									N
Shortness of breath									N
Loss of smell / taste									N
Headache /Confusion/Irritability									N
Muscle / Joint Pain									N
Nausea/Vomitting / Diarrhoea									N
Other									
Mood									7

The summary page:

- Displays vitals and symptoms over time.
- Data can be displayed in graph format by clicking on any of the days at the top.
- Timeline of whiteboard notes can also be accessed here. Always remember to add in the preferred method of communication if you are editing the whiteboard notes.

Section 6 – Task - pulse oximeter is required (Covid Care Level 2 patients only)

Once initial assessment is completed, and you have determined patient should be Covid Care 2, immediately create a task to send a pulse oximeter.

Click on patient name, navigate to Tasks on the left hand side.

**Complete as shown below.**

Subject	Send Pulse Oximeter	1
Start Date	08/10/2021 13:16	2
End Date	09/10/2021 13:20	3
Status	Active	4
Assigned to	MIQF Team	5
Priority	High	6
Type	Administrative	7

Add Task

1 – Make Subject “Send Pulse Oximeter”

2 – Click NOW for start date.

3 – Select the day after for End Date

4 - Set status as Active

5 – This field cannot be changed currently, ignore.

6 – Select High priority.

7 – Put Administrative as Type.

**This will alert the administrator to send the pulse oximeter to this patient.**

## Section 7 – Welfare Needs

Clinicians may identify welfare needs during the initial or follow-up assessments.

### Note welfare need

On Page 4 of the Reg. Health Check tab, note what welfare assistance is required.

Base Welfare		Border Guest
Do you required any welfare assistance? ⓘ		<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>
What welfare assistance do you require	Food ▾	

You can choose from the drop down what is the most appropriate e.g. Food/Medical Needs/Cultural  
Multiple options can be selected.

This creates a tag for these patients so you can check that this welfare need has been met in next assessment.



**On Page 5 of the Reg. HealthCheck tab, under Health Check Note, detail what welfare assistance is required.**

Summary	Regular Health Check Note	Border Guest
Guest Information	Patient requires a food delivery, including food for a young child of 6 years old. Ideally enough food to last for the next 7 days for one adult and one child.	
Initial Assessment		
<b>Reg. Health Check</b>		

This will allow the coordinator to pass useful information on to the Welfare team.

### Task – Welfare needs

Click on patient name, navigate to Tasks on the left hand side.

Complete as shown below.

Subject	Welfare - Food	1	
Start Date	18/10/2021 15:40	2	Now
End Date	20/10/2021 15:40	3	Now
Status	Active	4	▼
Assigned to	MIQF Team	5	▼
Priority	High	6	▼
Type	Administrative	7	▼

Add Task

- 1 – Make Subject “Welfare - X”
- 2 – Click NOW for start date.
- 3 – Select an appropriate end date.
- 4 - Set status as Active.
- 5 – This field cannot be changed currently, ignore.
- 6 – Select High priority.
- 7 – Put Administrative as Type.

**This will alert the administrator to notify welfare teams that this patient requires welfare assistance.**

## Section 8 – Twice Daily Observations

If you feel a patient needs further observation you can add a task for this patient to have Twice Daily Observations.

Locate the patient, click on their name, and click Tasks on the left hand side of the screen.

Subject	Twice daily obs		
Start Date	19/10/2021 10:39	Now	
End Date	20/10/2021 10:39	2	Now
Status	Active ▼		
Assigned to	MIQF Team ▼		
Priority	Normal ▼		
Type	BCMS Twice daily obs 1 ▼		

Add Task

1 – Click Type and select “BCMS Twice daily obs” from the drop down list. This will automatically complete the rest of the fields.

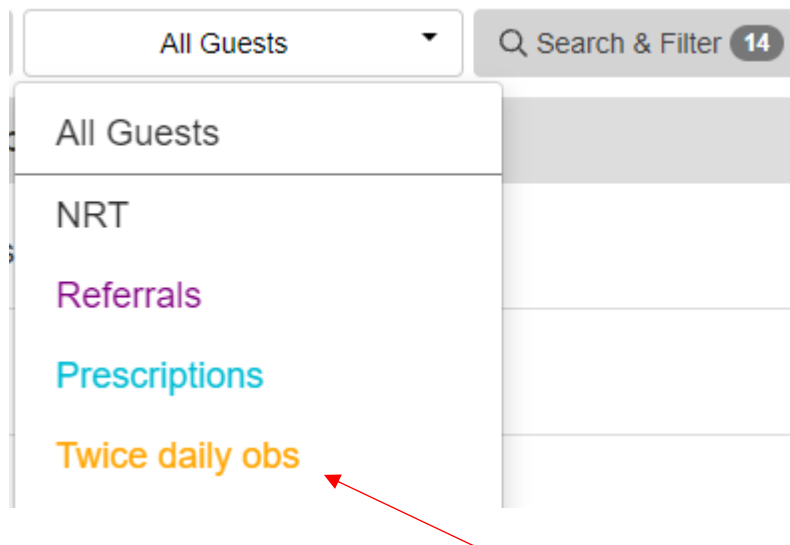
2 – Consider how long you think the patient should be under twice daily obs and change the end date accordingly.

Click Add Task when done.

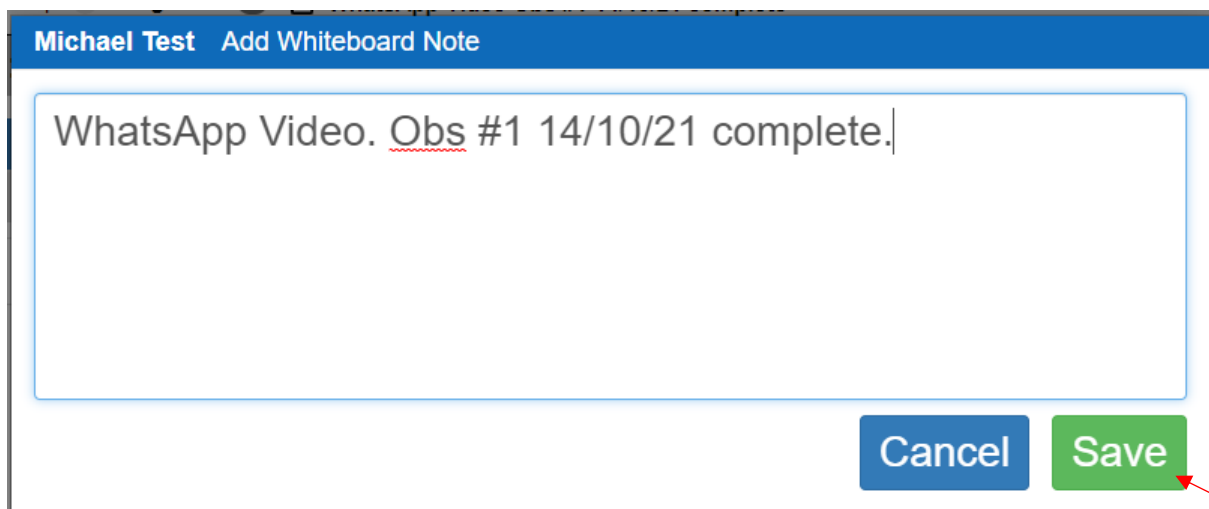
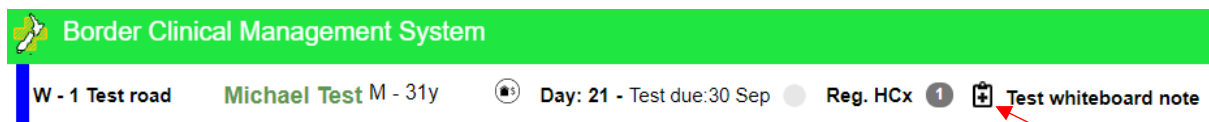


An orange dot will appear under whiteboard notes beside the patients name. This notifies clinicians that this patient requires twice daily obs.

You can also search by Task function as shown below to identify patients requiring Twice daily obs.



Once the first observations of the day have been taken, click on the patient name and click whiteboard note to add this as note.



N.B It is important to add any existing information into the Notes that is required daily e.g. preferred method of virtual communication.

When the second daily observations are complete this should be updated to say Obs #2 14/10/21 complete.

## Section 9 – Discharge Summary

When patient is ready to be discharged, in agreement with Public Health South, you can send a discharge summary to the patient's general practice.

Locate the patient, click on their name and find Clinical Encounter on the left hand side of the screen.

Summary	Clinical Notes ▾	ePrescriptions
Guest Information	Flags For Active Mgmt.	Images
Initial Assessment	ESR Eclair	HealthOne
Reg. Health Check	Patient Referral ▾	Discharge Summary ▾ 2
Clinical Encounter 1		Print
Tasks		Email to GP Practice 3
Inbox (Labs+)		
COVID Test Order		

Navigate to discharge summary and click email to GP Practice.

This will email the discharge summary to the patient's practice.

You can also send a note to the patients practice at any time during the course of their care.

Summary	Clinical Notes ▾
Guest Information	Flags For Active Mgmt.
Initial Assessment	ESR Eclair
Reg. Health Check	Patient Referral ▾ 2
Clinical Encounter 1	Internal GP Referral 3
Tasks	Internal Mental Health & Addictions Referral
Inbox (Labs+)	
COVID Test Order	


This function allows you to add a clinical note and email directly to GP inbox of patient.


## Section 10 – Flags for Active Management


There are certain conditions which can be flagged on a patient. This creates the icons beside the patient's name. The most relevant flags are queried during an assessment. However, if you want to add a flag outside of an assessment you should click on the patients name, clinical encounter, and flags for active management, as shown below.


W - 1 Test road

Michael Test M - 31y

 Day: 19 - Test due:30 Sep

 Reg. HCx

 1

 Test whiteboard

Summary

Guest Information

Initial Assessment

Reg. Health Check

Clinical Encounter 1

Tasks

Clinical Notes ▾

Flags For Active Mgmt. 2

ESR Eclair

Patient Referral ▾

This opens the page shown below. Not all flages are relevant but if you identify an appropriate flag please use it.

Michael Test Flags For Active Management			✕
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	Cultural
Mobility Assistance required	Yes	No	Wheel Chair
Translator required	Yes	No	
Allergy	Yes	No	
Pregnant	Yes	No	Gestation on arrival: /40
Blue Band	Yes	No	
Close Contact	Yes	No	Close contact - not yet notified
			Save

## Section 11 – Acuity

Section on acuity will be available when finalised.