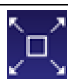
From the Office of Health Informatics

Quick Reference Guide (QRG) Complete the Monitoring Workflow in FetaLink

July 20, 2020

This Quick Reference Guide (QRG) demonstrates the workflow for monitoring in FetaLink for clinical staff.

Common Buttons & Icons

Monitor Association	**Monitor Association** button
Low Light	**Low Light** button
Census	**Census** button
	**Expand** icon
	**Shrink** icon
	**Note** icon
Annotation Summary	**Annotation Summary** button
Disassociate	**Disassociate** button
Finalize	**Finalize** button

Associate a Monitor

➢ **From the Census view:**

STEP 1: Click the appropriate **Exam Room**.

- The room information opens in the Locations view.

STEP 2: Click **Monitor Association**.

- The Monitor Association window displays.

STEP 3: Click **Patient Search**.

STEP 4: Enter the patient information; then, click **Search**.

NOTE: **It is best practice to search using the FIN.**

STEP 5: Select the appropriate patient from the search results; then, click **Apply**.

STEP 6: Click **Monitor Search** from the Monitor Association window.

STEP 7: Select the appropriate monitor; then, click **Apply**.

NOTE: **To associate a monitor for an unidentified patient, complete the following steps:**

- **Click Monitor Association from the patient's strip.**
- **Select the appropriate exam room location; then, click Apply.**
- **Locate the patient or scan their wristband.**
- **Click Apply to complete the association.**

View Multiple Patient Strips

➢ **From the Census view:**

STEP 1: Select the checkbox of all the desired monitors to view.

STEP 2: Click **View**.

- All selected monitor strips display.

NOTE: **Use the Expand and Shrink icons to see monitors in more detail and to return to all monitor view as needed.**

Add a Second Fetal Monitor

➢ **From the Locations view:**

STEP 1: Click **Monitor Association** from the patient's current strip.

STEP 2: Click **Monitor Search**.

- A Warning window displays.

STEP 3: Click **OK** to add a second monitor.

STEP 4: Select the appropriate location; then, click **Apply**.

STEP 5: Click **Apply** from the Monitor Association window.

View Monitors by Location

➢ **From FetaLink:**

STEP 1: Click **Central Monitor**.

STEP 2: Select the appropriate location from the drop down menu.

- All monitors for the location display.

NOTE: **Use the Expand and Shrink icons to see monitors in more detail and return to all monitor view as needed.**

Annotate Alerting Monitors

➢ **From FetaLink:**

STEP 1: Click **Alerts**.

STEP 2: Click the **Note** icon for the appropriate monitor.

- The Annotations window displays.

STEP 3: Select the appropriate annotation; then, click **Sign**.

- Use the free text field and Hide Annotation options as needed.
- Modify annotations by double-clicking the Up Arrow icon or the Note icon on the strip.

Review Annotations

➢ **From the Locations view of the patient monitor:**

STEP 1: Click **Annotation Summary**.

STEP 2: Select the desired annotation from the left pane.

- The Annotations window displays.

STEP 3: Click the **Revision History** tab to review updates.

STEP 4: Click **Cancel** to close the window.

Review Archived Strips

➢ **From the Locations view of the patient monitor:**

STEP 1: Click the **More** dropdown arrow.

STEP 2: Click **Patient Archive.**

- The Patient Archive tab opens at the bottom of the screen.

STEP 3: Use the **Episode** dropdown menu to select the desired information to view.

STEP 4: Use the **View to Scale** dropdown arrow to select the time of the strip to view.

NOTE: The Archive Search can also be used to find archived strips using the following steps:

- **Click Archive Search.**
- **Click Patient Search. The Patient Search window displays.**
- **Enter the patient information; then, click Search.**
- **Select the appropriate patient; then, click OK. The patient's archive displays.**

Transfer a Patient

- **From FetaLink:**

STEP 1: Click **Census**.

STEP 2: Click the appropriate patient from the list.

- The Transfer window displays.

STEP 3: Select the appropriate transfer location from the list.

STEP 4: Select a Transfer option: Patient and all fetal monitors or Patient only.

STEP 5: Enter the Reason for Monitoring; then, click **OK**.

Export a Fetal Monitoring Episode

- **From the Locations view of the patient monitor:**

STEP 1: Click the **More** dropdown arrow.

STEP 2: Click **Export to PDF**.

- The Export window displays.

STEP 3: Click the **Select an Episode** dropdown arrow and select the desired episode.

STEP 4: Select the desired Range.

STEP 5: Select where to export the file.

STEP 6: Click **Export**. The Export in Progress window displays.

STEP 7: Click **OK**.

NOTE: **If exported to the patient's chart, it will display in the Media Gallery component from Women's Health View.**

Disassociate a Monitor and Finalize an Episode

- **From the Locations view of the patient monitor:**

STEP 1: Click **Monitor Association**.

- The Monitor Association window displays.

STEP 2: Click **Disassociate**.

STEP 3: Click **Apply**.

STEP 4: Click **Finalize**.

- The Finalize Episode window displays.

STEP 5: Make the appropriate selections and documentation; then, click **Yes**.