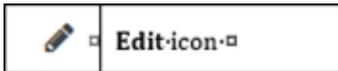

This Quick Reference Guide (QRG) reviews the process for managing Breast Milk and Bridge application.

Common Buttons & Icons



Print Labels

➤ From PowerChart:

STEP 1: Click **Bridge** in the action toolbar.

STEP 2: Click the **Patient ID** field.

STEP 3: Scan the patient's wristband. The patient's chart in Bridge opens.

STEP 4: Click **Print Labels**.

STEP 5: Enter the number of bottle labels to print and the storage label quantity; then, click **Print**. The Print Milk Labels screen displays.

STEP 6: Select the desired printer; then, to confirm the printer, click **Print**.

Receive Bottles

➤ From the patient's chart in Bridge:

STEP 1: Click **Receive Bottles**.

NOTE: You can also use **Batch Receive** to scan in multiple bottles at once.

STEP 2: Scan the **bottle barcode**.

STEP 3: Select the appropriate storage state; then, click **Confirm**.

STEP 4: Continue scanning bottles as needed. Click **Exit** to return to the patient's chart in Bridge.

- The patient's chart displays with a warning if there are less than six bottles available.
- Use the **Bottle Count** button to review how many bottles in each state are available.

Dispose a Bottle

➤ From the patient's chart in Bridge:

STEP 1: Click **Browse Bottle History**. The Browse Bottle History page displays.

STEP 2: Click the **Edit** icon next the appropriate bottle.

STEP 3: Click the **Update bottle to disposed?** dropdown arrow.

STEP 4: Click **Yes**.

STEP 5: Click **Confirm**.

Correct Bottle State

➤ **From the patient's chart in Bridge:**

STEP 1: Click **State Change**.

STEP 2: Scan the bottle barcode. The bottle displays in the table with the new state identified.

NOTE: **The system automatically classifies the new state based on the old state. Bottles can only go from fresh to frozen or frozen to thawed.**

STEP 3: Click **Exit** to return to the patient's chart in Bridge.

NOTE: **The Print Milk Labels page automatically displays to print an updated label with the new state.**

Combine Bottles

➤ **From the patient's chart in Bridge:**

STEP 1: Click **Combine Bottles**.

STEP 2: Scan the first bottle barcode.

NOTE: **If the bottle was frozen and thawed without updating, enter the thaw date and time in the field.**

STEP 3: Click **Confirm**. The bottle displays in the table on the right.

STEP 4: Scan the second bottle barcode. The bottle displays in the table on the right.

STEP 5: Make the appropriate selections to combine and dispose the bottles.

- Combine the two bottles into an existing bottle or create a new bottle using the radio button.
- Select the **Dispose** checkbox for the empty bottle(s).

STEP 6: Click **Confirm**.

Prepare Bottles

➤ From the patient's chart in Bridge:

STEP 1: Click **Prepare Bottles**.

STEP 2: Scan the bottle barcode.

- Use the **Add Fortifiers** checkmark to document anything added to the bottle.
- Select the **Reprint Label** checkbox to automatically print a new label for the bottle.

STEP 3: Click **Confirm**.

NOTE: If the **Reprint Label** checkbox is selected, the **Print Milk Labels** page displays.

Administer Milk

➤ From the patient's chart in Bridge:

STEP 1: Click **Administer Bottles**.

STEP 2: Scan the bottle barcode.

STEP 3: Verify the bottle information; then, click **Confirm**.

STEP 4: Click **Exit** to return to the patient's chart in Bridge.

Browse Bottle History

➤ From the patient's chart in Bridge:

STEP 1: Click **Browse Bottle History**. The **Browse Bottle History** page displays.

NOTE: From this page, print additional labels as needed from this page.

STEP 2: Select the desired **Storage State** and **Final Status** filter options.

STEP 3: Review the information as needed; then, click **Back** to return to the patient's chart in Bridge.

Receive Bottles - Sibling Milk

➤ From the patient's chart in Bridge:

STEP 1: Click **Receive Bottles**.

STEP 2: Scan the bottle barcode.

STEP 3: Select the appropriate storage state; then, click **Confirm**.

NOTE: Bottles that are scanned into a sibling's chart will also display as available in the other sibling's chart.

STEP 4: Continue scanning bottles as necessary; then, click **Exit** to return to the patient's chart in Bridge.

Administer Milk - Siblings

➤ From the patient's chart in Bridge:

STEP 1: Click **Administer Bottles**.

STEP 2: Scan the **bottle barcode**.

NOTE: If a bottle received to the sibling's chart is used, a pop-up displays warning it is being used for a different patient.

STEP 3: Click **Confirm**. The bottle displays in the table on the right.

STEP 4: Click **Exit** to return the patient's chart in Bridge.

Discharge Bottles

➤ From the patient's chart in Bridge:

STEP 1: Click **Discharge Bottles**.

STEP 2: Scan the barcode for each bottle.

STEP 3: Click the **Discharge Location** dropdown arrow and make the appropriate selection.

STEP 4: Select the bottles to be discharged.

NOTE: All the bottles in the list can be selected using the **Select All** check box.

STEP 5: Click **Discharge**. The status of the bottles updates to Discharged.

STEP 6: Click **Exit** to return to the patient's chart in Bridge.

Receive Bottles – Donor Milk

➤ From the main Bridge page:

STEP 1: Click **Milk Management** in the upper right menu.

STEP 2: Click **Receive Donor Bottles**.

NOTE: Multiple bottles can be scanned using the **Batch Receive Donor Bottles** option.

STEP 3: Click the **Donor Milk Product** dropdown arrow and make the appropriate selection.

STEP 4: Scan the **bottle barcode**.

STEP 5: Enter the volume in appropriate field.

STEP 6: Click **Confirm**.

STEP 7: Continue scanning bottles as necessary; then, click **Exit** to return to the Milk Management page.

NOTE: Browse Bottle History from Milk Management can be used to print labels.

Prepare Bottles – Donor Milk

➤ **From Milk Management:**

STEP 1: Click **Prepare Donor Bottles**.

STEP 2: Scan the bottle barcode.

NOTE: If necessary, document the thaw date and fortifiers using the fields.

STEP 3: Click **Confirm**. The Print Milk Labels page displays.

STEP 4: Print the labels; then, click **Exit**.

STEP 5: Click **Exit** once again to return to Milk Management.