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Technote

Setting up Room Status System

Date: 7 March 2002
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Enhancement: Yes
Bug Fix: No
Skill Level: Regular User for Use, Administrator for initial Setup

Description

Several clinics have a light system that displays a light when a room is in use. This is something that is manually done in the examination room to indicate the room is in use or not. Often a light is display near the front desk to indicate the same for each room. The front office staff can then know when to clean a room, and then bring a patient into the room.

We had a requested from a new clinic (being built) to support this feature in MediFile. Therefore (of course) we have put this feature into MediFile. In the encounter daysheet you can indicate 4 states for the room.

- 1 - Not to be used
- 2 - Free
- 3. - Patient in Room
- 4 - Room needs cleaning

On the reception or Nursing computers a palette of up to 16 rooms can be displayed. The status of each room is displayed with lights. Of course you can set which rooms the reception computer will be displaying. The room name, and the doctor using the room is displayed. The doctor using the room is important as some clinics rotate which doctors will be using a room.

Some setup is required for the Room Status feature to work. This document covers setting up the Room Status feature as well as how it works.

Detail

Setting Up the Room Status Feature

1. File --> Administration --> Page 2 --> Room Button

This is where you identify all the rooms that are in your clinic. These records will be updated as the status of each room changes. There are fields of information

2. File --> New

This will create a new room record. All you need to enter is the name of the room. This can be up to 10 characters in length. If this room is always used by the same area account you can put that area account in the Area field. You can leave this blank as well. The computer in that room will update the status.

Repeat this step for each room that you want to keep track of the status.

3. For each computer that will be in a room that you want to monitor the status of the room.

File --> Computer Preferences --> Room Tab

4. Click on the Room that the computer is physically located in, in the Rooms selection list.

Then click on the Select button. This will place the name of the room in the 'This Computer' field. Click on the save button.

You must do this for all computer that you are monitoring the room status for, before you can set up the computers that will be monitoring the room status.

5. For each computer that will monitoring room status do the following.

File --> Computer Preferences --> Room Tab

Click on a room you want to monitor.

Click on the '>>' button. This will move the room over to the Rooms to Monitor area.

Repeat the previous 2 steps until you have all the rooms you want to monitor. You can have a maximum of 16 rooms monitored.

6. To Sort the Order of Display in the Room Status Palette

Click on a room in the Rooms to Monitor list.

Click on the Up or Down button to move the room name to the position in the list you want it.

7. Saving the Rooms to Monitor list

Click on the Save button in the Rooms to Monitor area. This will save this specific computer preference to the local hard drive.

Changing a Rooms Status

Changing a Room's status is critical to making this all work. This is done from the Encounter daysheet on the computer that is in the room. There is a light just to the left of the Calendar button. This light will show the status of the room. To change the status all you need to do is to click on the light. It will change to the next status.

1. Room Not to be Used: Light black with red 'X' through the light.
2. Room in Use: Red Light
3. Room needs Cleaning: Yellow Light
4. Room Available: Green Light

The room lights will rotate from Red --> Yellow --> Green --> Red

If you want to show the room as not to be used hold the Option / Alt key when clicking on the light. This will

change the light to the black light with the red 'X' through it.

The area account shown in the Encounter daysheet will be shown in the room status pallet. Therefore as different doctors use an exam room it will show the staff out front whose patients to put into that room.

Showing the Room Status

1. File --> Room Status

This will bring up a floating pallet in the top right of your screen. It will show the rooms you selected for this computer to monitor. It will show the Room name, Area Account using the room, and the room status.

As the room status changes this pallet will automatically update.

You can move the Room Status pallet on the screen to the position that is best for how you work. You can have MediFile save this position for you. Do this by holding down the Option / Alt key and clicking on the Close Box. This will save this position for the Room Status Pallet. Next time the Room Status is opened up on this computer it will open at that location.

How Fast will the Room Status be Updated

File --> Administration --> Page 3 --> Preferences --> Scheduler Tab

There is an Admin setting that determines how often the computer goes out look to see if the room status has changed. Likely once every minutes (60 seconds) is fast enough. The minimum time MediFile will let you set this is 5 seconds. Remember that if you have 10 computers checking the status of the rooms every 5 seconds you are adding to the work load of the server. You now have the server performing 120 searches every minute when you have this set to 5 seconds.