

Fact Sheet – Sunrise Clozapine Alerts

Clozapine Alerts

Sunrise updates

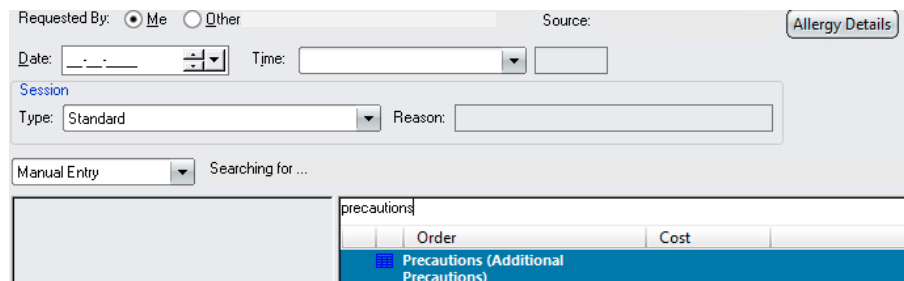
Current Clozapine Precautions

The Sunrise team have established a way for clozapine lists to be created on Sunrise. Current processes include utilising the oacis list and clozapine alerts in the Sunrise header (as below). With the “new” clozapine alert, it is possible to create a clozapine list to capture people on clozapine who have been admitted. This communique includes adding/removing alerts and creating a list.

Current clozapine Sunrise precaution (visible in the sunrise header)

Entering a new precaution

1. Enter new order 
2. Search and select precautions (additional precautions)



Requested By: Me Other Source: Allergy Details

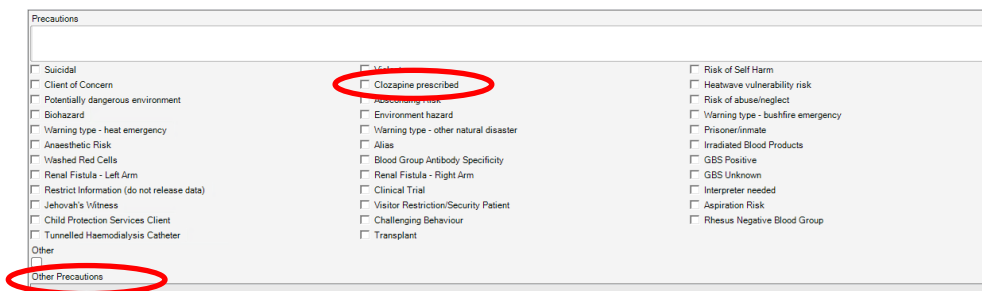
Date: ./. Time:

Session Type: Standard Reason:

Manual Entry Searching for ...

precautions	Order	Cost
Precautions (Additional Precautions)		

3. Tick Clozapine prescribed
4. In 'Other Precautions' section enter Brand and CPN details (to ensure details are visible in the patient's header)
5. Select ok
6. Submit order(s) for patient




Precautions

<input type="checkbox"/> Suicidal	<input type="checkbox"/> Clozapine prescribed	<input type="checkbox"/> Risk of Self Harm
<input type="checkbox"/> Client of Concern	<input type="checkbox"/> Psychotropic drugs	<input type="checkbox"/> Heatwave vulnerability risk
<input type="checkbox"/> Potentially dangerous environment	<input type="checkbox"/> Environment hazard	<input type="checkbox"/> Risk of abuse/neglect
<input type="checkbox"/> Scald hazard	<input type="checkbox"/> Warning type - other natural disaster	<input type="checkbox"/> Warning type - bushfire emergency
<input type="checkbox"/> Warning type - heat emergency	<input type="checkbox"/> Alias	<input type="checkbox"/> Prisoner/Inmate
<input type="checkbox"/> Anaesthetic Risk	<input type="checkbox"/> Blood Group Antibody Specificity	<input type="checkbox"/> Irradiated Blood Products
<input type="checkbox"/> Washed Red Cells	<input type="checkbox"/> Renal Fistula - Right Arm	<input type="checkbox"/> GBS Positive
<input type="checkbox"/> Renal Fistula - Left Arm	<input type="checkbox"/> Clinical Trial	<input type="checkbox"/> GBS Unknown
<input type="checkbox"/> Restrict Information (do not release data)	<input type="checkbox"/> Visitor Restriction/Security Patient	<input type="checkbox"/> Interpreter needed
<input type="checkbox"/> Jehovah's Witness	<input type="checkbox"/> Challenging Behaviour	<input type="checkbox"/> Aspiration Risk
<input type="checkbox"/> Child Protection Services Client	<input type="checkbox"/> Transplant	<input type="checkbox"/> Rhesus Negative Blood Group
<input type="checkbox"/> Tunnelled Haemodialysis Catheter		
Other		
<input type="checkbox"/> Other Precautions		

Modifying a precaution (change or cancel)

NB: If clozapine is the only current precaution see 2b to discontinue/cancel. If there are several precautions entered see 2a to modify order

1. Select orders tab 
2. Drop down the Precautions header and **right-click** on the active “additional precautions” order



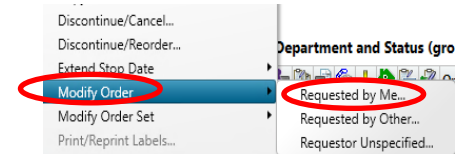
Precautions

- Active
- Additional Precautions -

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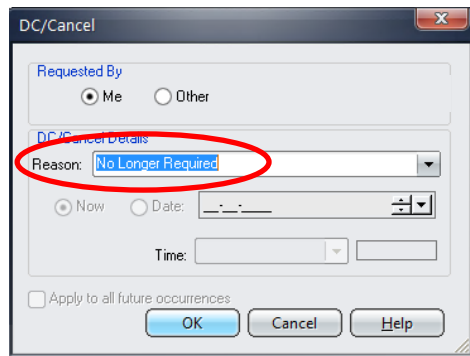
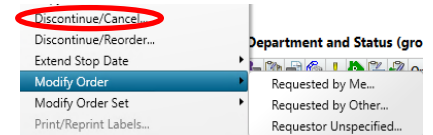
2a) To modify the order (several current precautions)

- Right click and select Modify order -> Requested by me
- De-select current clozapine orders (see entering a new precaution for screenshots) – clozapine prescribed and other as appropriate
- Select ok



2b) Discontinue/Cancel (only precaution is clozapine)

- Right click and select Discontinue/Cancel
- In drop down select reason “no longer required” or alternative reason as appropriate
- Select ok

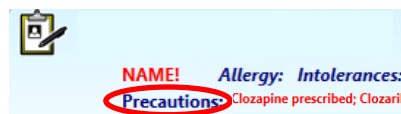


3. Repeat steps above to either **add, modify or remove** information

NB: If the precaution order is not available in step 2 above, complete the below steps:

- 1) Enter a new precaution order as per step 1 in “entering a new precautions”
- 2) Select ok (**DO NOT** change any precautions already entered, these will be copied forward from a previous visit)
- 3) Submit order(s) for patient
- 4) **Repeat steps 2a or 2b above** to modify or cancel the precaution as required

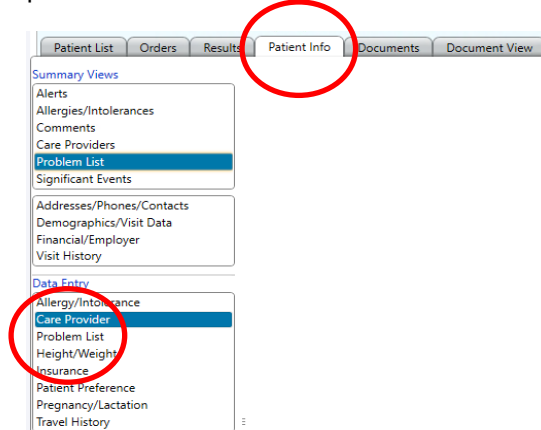
*Above information visible in patient’s header. If alerts are removed select the refresh button for the header to update



NEW Clozapine Sunrise alert

Adding a clozapine alert

1. Select the patient info tab and select **Care Provider** under the “data entry” header



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2. Enter the details as below and **select ok**

Care Providers (Adding New)

Add Care Provider Remove Me Replace Me Replace Other with ...

End Date: . . . End Time: Status: Active

Type: Other Add Me

Role: Care Coordinator

Name: SAH Clozapine Monitoring

Name	Occupation	Org Unit
SAH Clozapine Monitoring	Care Coordinator	Mental Health

Viewing and removing a clozapine alert

1. Select the patient info tab and select **Care Providers** under the “summary views” header”
2. Select Care Coordinator – SAH Clozapine monitoring provider and select details at the bottom of the screen
3. Enter end date

*NB: Inactive care providers (previous providers) can be visible by selecting show inactive.
E.g. reviewing if the patient has had a previous clozapine alert*

Patient List Orders Results Patient Info Documents Document View Flowsh...

Summary Views

- Alerts
- Allergies/Intolerances
- Comments
- Care Providers
- Problem List
- Significant events

Addresses/Phones/Contacts
Demographics/Visit Data
Financial/Employer
Visit History

Data Entry

- Allergy/Intolerance
- Care Provider
- Problem List
- Height/Weight

Role Provider Phone

Care Coordinator	SAH Clozapine M...	Act
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Show Inactive

Details...

Care Provider Details -

Care Provider Details Remove Me Replace Me Replace Other with ...

End Date: . . . End Time: Status: Active

Type: Other Add Me

Role: Care Coordinator

Name: SAH Clozapine Monitoring (Care Coordinator)

Name	Occupation	Org Unit
SAH Clozapine Monitoring	Care Coordinator	Mental Health

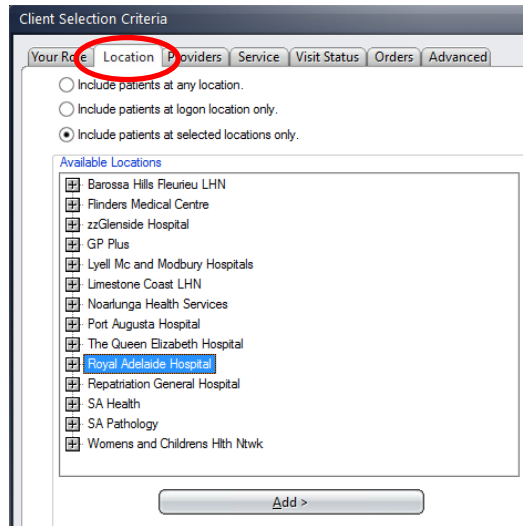
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Creating a clozapine list

NB: any admitted patients who have a sunrise alert entered above will appear on your clozapine list. All existing and new clozapine patients will need to have this alert added.

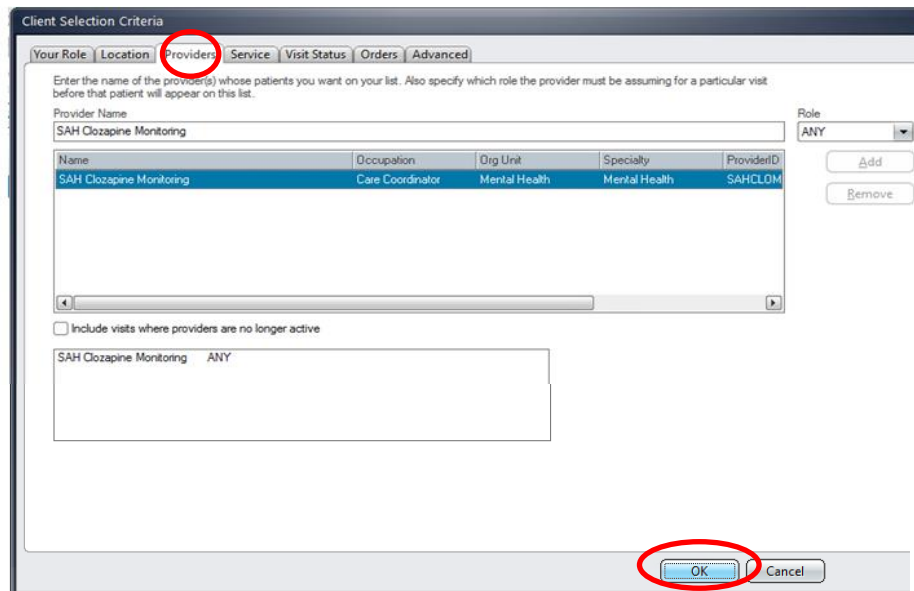


1. Create a new visit list
2. Select location (i.e. LHN or specific hospital) and customise your list customised to your needs (e.g. site or ward specific)



The screenshot shows the 'Client Selection Criteria' dialog box with the 'Location' tab selected. The 'Include patients at selected locations only' radio button is chosen. A list of available locations is shown, with 'Royal Adelaide Hospital' highlighted. An 'Add >' button is at the bottom.

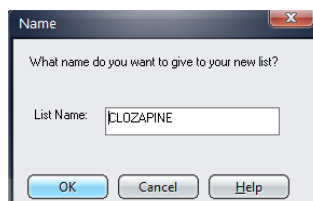
3. Select providers and search for 'SAH Clozapine monitoring'
4. Select ok



The screenshot shows the 'Client Selection Criteria' dialog box with the 'Providers' tab selected. The 'Provider Name' field contains 'SAH Clozapine Monitoring'. A table lists providers with columns for Name, Occupation, Org Unit, Specialty, and ProviderID. The 'OK' button is circled in red.

Name	Occupation	Org Unit	Specialty	ProviderID
SAH Clozapine Monitoring	Care Coordinator	Mental Health	Mental Health	SAHCLOM

5. Create a custom name for your list



The screenshot shows a 'Name' dialog box with the text 'What name do you want to give to your new list?'. The 'List Name' field contains 'CLOZAPINE'. There are 'OK', 'Cancel', and 'Help' buttons.

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Creating a Sunrise visit to add the alert when a person doesn't have a current sunrise visit – (zClerical Visit) for community people

- If a person has a current sunrise visit -> enter alert as above
- If the person has an open zClerical visit -> select this visit and enter alert as above
- If there is no current sunrise visit -> follow the steps below

Create a zClerical Visit

In the electronic record, the zClerical visit will function as the Correspondence section. Only one zClerical visit per calendar year (1st January to 31st December) is to be created per patient, per site.

A zClerical visit should only be created for:

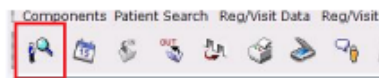
- Documents that are received for a patient that require scanning and does not have a visit or are general in nature and do not relate to the patients existing visit.
- A precaution is required to be added to the patient record.
- Scanning of a triaged referral after being placed on an Outpatient wait list where no Outpatient visit has been created yet. If an Outpatient visit has been created, scan to the relevant visit, there is no requirement to create a zClerical visit.

Refer to the zClerical Workflow document for further information

Pre-Requisites:

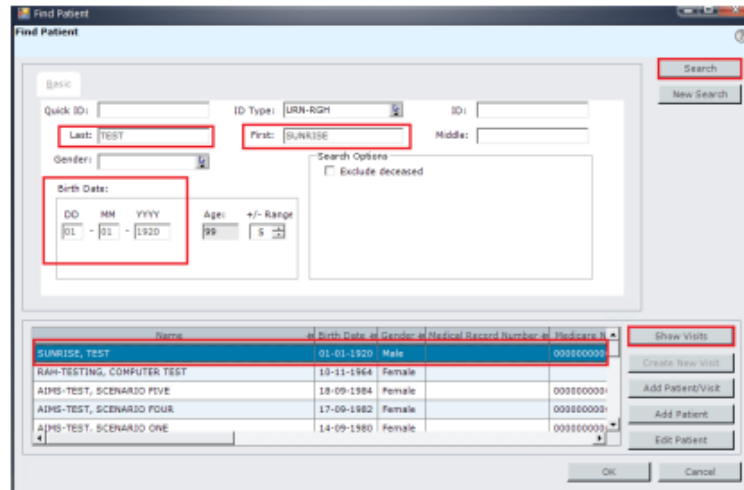
- **Registration Application open**
- **Patient has been registered in Sunrise PAS & EMR** and has a site **MRN** (refer to *Register Patient User Guide*).

1. Click the **Find Patient** icon.



Important: It is a requirement to perform an EMPI search before creating a zClerical visit.

Find patient window display



Name	Birth Date	Gender	Medical Record Number	Medicare
SUNRISE, TEST	01-01-1920	Male	000000000	
BAH-TESTING, COMPUTER TEST	10-11-1964	Female		
AIMS-TEST, SCENARIO FIVE	18-09-1984	Female	000000000	
AIMS-TEST, SCENARIO FOUR	17-09-1982	Female	000000000	
AIMS-TEST, SCENARIO ONE	14-09-1980	Female	000000000	

1.1 Enter the patient's **LAST NAME, FIRST NAME** and **DOB**; OR

1.2 Enter the site **MRN** in the ID field.

2. Click the **Search** button.

3. Click **Search**.

4. Review the search results, confirm the available information, and identify the correct patient.

5. Click on the patient's name to highlight.

6. Click **Show Visits** button - this button will be enabled if the patient has any visits in Sunrise. If it is not enabled, click **Create New Visit**.

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Show Visits window displays

7. Check if a zClerical visit for the current year already exists for the patient at the site/campus.

Note: Click the Visit Type column to sort by visit type and look for the zClerical visit.

- If a zClerical visit exists for the year dated on the document, **DO NOT** create another visit.
- Select the existing **zClerical** visit for the appropriate site/campus and year.

Visit Patient Name	Confidential Visit	Series Number	Visit ID	Visit MRN	Admit...	Discharge Date	Visit Status	Visit Type	Care Level	Service
SUNRISE, TEST	No		103507345	420500230	08-08-19		ADM	zClerical	zClerical	zClerical
SUNRISE, TEST	No		103506322	500547733	25-06-19		ADM	Outpatient	Outpatients	RAH OP Med-AAU

- 7.2 If there is **NO zClerical** visit for the current year or year dated on the document (for the site/campus), one will need to be created.

8. Click **Create New Visit** button.

Confidential Visit	Visit Patient Name	Visit ID	Visit MRN	Admit Date	Discharge Date	Visit Status	Visit Type	Care Level	Service
No	SUNRISE, TEST	103506322	500547733	25-06-19		ADM	Outpatient	Outpatients	RAH OP Med-AAU / INTEGRATED C
No	SUNRISE, TEST	103507345	420500230	08-08-19		ADM	zClerical	zClerical	zClerical

Note: A zClerical visit cannot be created for a current inpatient.

The Visit Criteria window displays

9. **Facility** will default to your facility.
10. **Visit Type:** Select **zClerical**.
11. **Visit Date:** Change the date to 01-01-yyyy (year dated on document)
12. **Visit Time:** Change the time to: 00:00
13. **Visit Status:** The **Visit Status** displays as **Adm/AR (admitted)**.

Visit Criteria

Facility: Royal Adelaide Hospital

Visit Type: zClerical

Visit Date: 01-01-2018

Visit Time: 00:00

Visit Status: Adm/Ar

Express Registration?

OK Cancel

14. Click **OK**.

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The Demographics window displays

15. Review and update any information in the following tabs:

15.1 **Patient Demographics.**

15.2 **Patient Supplemental.**

15.3 **Contacts/Directive.**

15.4 **Insurance.**

***Important:** No insurance is to be copied to the visit level for zClerical Visits.

Visit Demographics tab

16. **Care Level:** Select **zClerical.**

17. **Service:** Select **zClerical.**

18. **Reason for Visit:** Click on the **Health Issues** button.

1 - Patient Demographics ✓
2 - Patient Supplemental ✓
3 - GP Details ✓
4 - Contacts/Directive ✓
5 - Insurance ✓
6 - Visit Demographics *
7 - Location *
8 - Forms *
9 - ID Generation

Admit Date: 21-06-2019 Admit Time: 09:46
Scanned Images (0)
Care Level: zClerical Admit Category: [dropdown]
Source of Referral: [dropdown] Service: zClerical
Admit Via: [dropdown] Chart Group: [dropdown]
Expected LOS (days): [input]
Reason for Visit: Health Issues...
Accident Related: Accident Details...
Onset/ill Date: [dropdown] Onset/ill Time: [dropdown]
Onset/ill Treat Date: [dropdown] EDC: [dropdown]
LMP: [dropdown]
Primary Consultant: [dropdown] Admitting Provider: [dropdown]
Transferring Facility: [dropdown] Source of ID: [dropdown]
Provider Details...

The Health Issues window displays

Type	Health Issue	Scope	Status	Onset Date	Entered Date	Reason
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Show Active Only: [dropdown] Add New Delete OK Cancel Details History

19. Click the **Add New** button.

The Health Issues Details window displays

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19.1 **Type:** Select **Visit Reason** from the drop-down list.

19.2 **Short name:** Type in 'Site/Campus zCLERICAL YYYY' (e.g., RAH zCLERICAL 2019).

Note: This visit reason will display in the Patient List in the **Clinical** Application to be able to easily identify the site and year the zClerical visit was created.

19.3 Click **OK**.

The screenshot shows the 'Health Issue Details' dialog box. The 'Type' dropdown is set to 'Visit Reason'. The 'Short Name' field contains 'RAH zCLERICAL 2019'. The 'Status' is 'Active' and 'Scope' is 'This Visit'. The 'Onset Date' is set to 'Full Date'. The 'Entered' and 'Modified' fields are empty. The 'OK' button is highlighted with a red box.

The Visit Reason displays in the Health Issues window

Type	Health Issue	Scope	Status	Onset Date	Entered Date	Reason
Visit Reason	RAH zClerical 2019	This Visit	Active			

The screenshot shows the 'Health Issues' window with a table containing one row. The 'Type' is 'Visit Reason', 'Health Issue' is 'RAH zClerical 2019', 'Scope' is 'This Visit', and 'Status' is 'Active'. The 'Show Active Only' checkbox is checked. The 'OK' button is highlighted with a red box.

19.4 Click **OK**.

Location tab

20. In the **Assigned** panel, click the **ellipsis** button  in the **New Location** field.

The Location Search window displays

21. Click the **Search** button.

22. From the Unit drop-down, select the site's zClerical location (e.g., **RAH z-Clerical**).

23. Double-click **Search**.

The screenshot shows the 'Location Search' dialog box. The 'Facility' is 'Royal Adelaide Hospital' and the 'Unit' is 'RAH-zClerical'. The 'Location Census Type' is 'Non-Census'. The 'Search' button is highlighted with a red box.

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A list of search results will display in the bottom of window

Location	Census Type	Phone	Accommodation	Location Status	Patient
RAH-zClerical	NC			Occupied	<Available

24. Select the **zClerical** location for the hospital (e.g., **RAH-zClerical**).

25. Click **OK**.

7 - Location

New Location: RAH-zClerical

Assigned Accommodation:

Make Private?: Medically Necessary?:

Returns to the Locations tab

Forms tab

26. A Facesheet and Labels will not print for this zClerical visit.

Note: If required, you can print these documents from the **Print Reports** icon.

Note: Patient labels contain a unique Visit ID for each Visit type created. Ensure the correct Visit has been selected prior to printing labels and labelling Clinical Documentation.

Please note – Patient Identification (wrist band) label does not have a Visit ID barcode. Refer to [Sunrise EMR & PAS Patient Labels Fact Sheet](#) for more information.

27. To finalise the Registration, click **OK**.

Outcome:

- A zClerical visit has been created
- A zClerical visit will automatically discharge after 24 hours

'Admission to Discharge Functionality Guide' above explains step-by-step instruction from the Sunrise EMR & PAS Training team in creating a 'zClerical Visit'.

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These Sunrise Alerts are to be used in conjunction with current clozapine alerts (Oacis and CBIS/CCCME).

- > Refer to the [Clinical resources – Clozapine](#) page for more information including other alert instruction and screen captures for the other electronic medical record systems.

For more information

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