SA Health - Updating OACIS Clozapine Alerts

Clozapine Alert
Create / Update / Inactivate / Report

To create a Clozapine alert

1. Double-click on the blank space (or time stamp) in the ALERT column on roster. Alert Event History List is displayed. If there are no previous alerts recorded, screen will show “No Data to Display”.

2. Click New button. The Oacis Alerts System – Data Entry & Display window opens in search mode.

3. Type the first 3 letters of the alert name in the Search For: text box (for example: Clo). Note: Alternatively, expand the General Alert folder, then the Clinical or Medical folder, Regular Medications folder, then double click on Clozapine to open data entry screen.

4. Click Search button. The catalogue view will display all alerts with matching criteria.

5. Double click on Clozapine alert. The Oacis Alerts System – Data Entry & Display window is displayed.

6. Complete all relevant fields (including details) see notes below.

   Note: Always select Reported in the Source* field and enter the service, ward or clinical unit. Other selections are also available (see dropdown list). A red *asterisk indicates a mandatory field.

   Note: The following standard comment must be entered in the Details field when creating a new alert. The Clozapine (CPN) number is to be included if known.
   ‘CPN#......Please contact Community Clozapine Coordinator and/or the Consultation Liaison Team in the hospital for more information’.

7. Click Save And Close button. The Patient Safety Identity Verification dialog box will be displayed.

8. Check all details. If correct, click Yes. Returns to the Alert Event History list window.

9. Click Refresh button on toolbar. Alert Event History list is refreshed, the new alert will be displayed.

   Note: When attempting to create a new alert, a warning message will be displayed if there is an existing

To view or update an existing alert, double click on the alert from the list or single click on alert, then click View button. If starting from the roster, follow instructions below.
To update/inactivate a Clozapine alert

1. Double-click on the time stamp in the ALERT column on roster. Alert Event History List is displayed.

2. Double click on the alert or single click on it, then click View button. The Oacis Alerts System – Data Entry & Display window is displayed with Update Details and Update Status buttons active.

3. Click on either Update Details to add details to existing alert, or click Update Status button to select a different status e.g. Inactive, Entered in Error, Entered in Error – Wrong Person.

**WARNING:** Do not update details if a patient has status of INACTIVE.

**Note:** Update Details and Update Status fields can be updated at the same time if required. Dropdown selection fields are activated when button is selected.

4. Complete all relevant fields.

5. Click Save And Close button. The Patient Safety Identity Verification dialog box will be displayed with status of Active.

6. Check all details. If correct, click Yes. Returns to the Alert Event History list window.

7. Click Refresh button on toolbar. Alert Event History list is refreshed, alert will be displayed with the changed status.

You now have access to run a Clozapine Alert Report directly from vOacis. There are 2 sections to this report. The first section will list ALL current inpatients with an Active Clozapine Alert. The second section will list those who have been admitted the day you ran the report.
To run a Clozapine Alert Report

8. Double-click on the blank space (or time stamp) in the ALERT column on roster. Alert Event History List screen displays.

9. Click on Report on the menu bar, then on Select Report. The Select Report screen is displayed.

10. Click in radio button next to Clozapine Alert Report.

11. Click OK button. The Clozapine Alert Report will be displayed.

12. To print the report, click on printer icon.

For more information

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