SA Health - Updating OACIS Clozapine Alerts **Clozapine Alert Create / Update / Inactivate / Report**

To create a Clozapine alert

 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".

- 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

- 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.
- 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 <u>View</u> button. If starting from the roster, follow instructions below.





Oacis Alerts Syste	m - Data Entry & Displa	ay			
ANOI, JODIE	Sec Female	DOB: 25/09/1952	Age: 58 y	MFN 18	134 - Noarkunga Health Services
Clozapine - Regul	ar Medications - Clinica	l or Medical - Gen	ral Alert		
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X	An active Clozapine alert has already been recorded for this patient. Please review the existing alert.
	OK

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.

rianoi, oouro		lige: 05 Y	Sex Female	Alerts	(2)	MRH	252060 - Noa	rlunga Health Service
Alert Event History 🛩	Start 19/08/2011 13:25	1					Disg	alay: 25 💌
Alert	Category	S	tatus		Details		End Date/Time	Entered Date/Time
			Top of li	st				
ROHISTORY	Infectious Risk	Active	M	RSA				11/10/2010 08:02
lozapine	General Alert - Clinical or Medical	L Active	C	lozapine				19/08/2011 13:23
			End of R	81				

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



- Click on Report on the menu bar, then on <u>Select Report</u>. 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.



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Previous Report Next Report Print All Close Help	
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Government of South Australia SA Health	

Current Admissions (Patients admitted prior to today)									
Patient Na	790	MRN	DOB	Suburb	Cibzapine Alert Start Date	Encounter Type	Ward Admitted	Hospital	Admit Date & Time
GO	ANE	' '435	13/04/1969	WHYALLA NORRIE	07/11/2012 09:43	E	Emergency	RAH	26/07/2012 03:17
GO	ANE	1467	13/04/1969	WHYALLA NORRIE	07/11/2012 09:43	1	R & R - Acute Country Health SA	GLN	24/10/2012 13:05
MAC*	LINDA	754	19/01/1985	MCLAREN FLAT	15/11/2012 13:13	1	SURGICAL	NHS	

Clozapine Alert Report

For more information

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Confidentiality (caveat if required)-1#-A#





