Series 5.0 Software

User Guide

PN 0510-1059-A_DRAFT

RFTECHNOLOGIES™

Series 5.0 Software User Guide

Supports the 9450, 9600 Quick Response and Fall Management Systems

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Users must read this guide before using the Product.

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Important Warnings

It is important for your facility to implement and enforce the following WARNINGS in order to keep all equipment functioning properly.

WARNING

INSTALLATION AND CONFIGURATION—It is the responsibility of the facility to follow the installation instructions carefully, as outlined in the *Series 5.0 Software Administrator Guide*, and to use the components and supplies specified by RF Technologies, Inc. for all installations.

Failure to use the components and supplies specified by RF Technologies, Inc. may result in equipment and/or system failure.

WARNING

SYSTEM MAINTENANCE AND TESTING—It is the responsibility of the facility to establish and facilitate a regular maintenance schedule for your system, as outlined in the *Series 5.0 Software Administrator Guide*. This includes regular inspection, testing, and cleaning. RF Technologies, Inc. recommend monthly maintenance and testing of your system. It is also recommended that your facility keep records of maintenance and test completions.

Failure to provide regular maintenance and testing of these products may result in equipment and/or system failure.

WARNING

SYSTEM INSPECTION—It is the responsibility of the facility to establish and facilitate a regular inspection schedule for your system. RF Technologies, Inc. recommend quarterly inspections of your system for safety and performance by a qualified RF Technologies, Inc. representative.

To arrange for a quarterly inspection by RF Technologies, Inc., call our Technical Support Department at (800)-669-9946 or (262) 790-1771.

Failure to provide regular inspection of these products may result in equipment and/or system failure.

WARNING

USER TRAINING—It is the responsibility of the facility to implement structured training procedures for all employees using the system. Only users who have received adequate training on the use of the system, as outlined in this manual, should use the system.

Failure to adequately train employees may cause system failure due to user error. In addition, incorrect use of the equipment may also result in system failure.

WARNING

DISPOSAL—At the end of their service life the products described in this manual, as well as accessories (i.e. lithium batteries, banding material, disposable pads, etc.), must be disposed of in compliance with all applicable federal, state and local guidelines regulating the disposal of products containing potential environmental contaminants. Dispose of the packaging material by observing the applicable waste control regulations.

WARNING

PRODUCT WARRANTIES—**Failure to follow the Warnings and Cautions in this guide voids any and all Product Warranties**.

Compliance

Federal Communication Commission (FCC) Compliance

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense. Changes or modifications not expressly approved by the party responsible for compliance voids the user's authority to operate the equipment.

FCC and IC Radiation Exposure Statement for Mobile Devices

(For the Pull Cord model 0800-0285 and 0800-0317; Universal Transceiver model 0800-0301, which covers part numbers 0800-0303, and 0800-0304; Router model 0800-0287; and Asset Transceiver model 0800-0286)

This equipment complies with FCC and IC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator and your body. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

FCC and IC Radiation Exposure Statement for Portable Devices

(For the Pendant Transceiver model 0800-0288)

This equipment complies with FCC and IC radiation exposure limits set forth for an uncontrolled environment. This equipment is in direct contact with the body of the user under normal operating conditions. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

Industry Canada Compliance

Changes or modifications not expressly approved by RF Technologies could void the user's authority to operate the equipment. The Term "IC" before the radio certification number only signifies that Industry Canada technical specifications were met.

Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

This device has been designed to operate with the antennas listed below, and having a maximum gain of 3dBi. Antennas not included in this list or having a gain greater than 3dBi are strictly prohibited for use with this device. The required antenna impedance is 50 ohms. Acceptable antennas are PCB antennas in all cases of the Router which uses a 2.4 GHz 1/2 wave RP-SMA.

To reduce potential radio interference to other users, the antenna type and its gain should be so chosen that the equivalent isotropically radiated power (e.i.r.p.) is not more than that permitted for successful communication.

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Preface

Overview

This guide provides detailed information about the Series 5.0 Software, using the software and using system reports. It also provides an overview of the 9450 and 9600 QR Systems as well as an equipment overview.

The Series 5.0 Software supports the 9450 System and the 9600 QR System. The 9450 System monitors doors, elevators, hallways, and stairwells, to assist staff in monitoring patients and assets in a facility. The various transmitters and devices of the system alerts staff if a transmitter's banding material is tampered with, or if certain wires in the system are cut or damaged. An alarm also sounds if a transmitter is detected in an Exit Alarm Zone. If the system fails to detect a transmitter within its monitored area, a Check Transmitter alarm is issued.

Depending on which equipment options your facility has installed, the 9450 System can automatically lock doors and deactivate elevators. In addition, the system sounds an alarm at the Central Server and its network of Client computers when the event occurs. If configured, alarms are also annunciated at remote notification locations (i.e. pagers, walkie-talkie, Quick Look display).

With the Mother/Infant Matching feature activated, an alarm is generated if there is a mismatch, meaning the infant and mother transmitters do not match; a linking error, meaning there is a problem linking the infant transmitter to a mother transmitter; or if a discharge is attempted without first matching the infant transmitter with the mother transmitter.

> NOTE: The Mother/Infant Matching feature is included in the software; however, **if your facility is not currently configured for Mother transmitters, the Mother/Infant Matching feature IS NOT ACTIVE.** For more information, contact RF Technologies Technical Support at (800) 669-9946 or (262) 790-1771.

The 9600 QR System immediately notifies staff when a patient requires attention, and provides details that are essential in responding quickly and competently to the needs of a patient.The 9600 QR System offers a variety of transmitters, each of which interfaces with the Central Server to assure that when a patient is in need, staff can be alerted via multiple methods (i.e. pagers, walkie-talkie, Quick Look display).

A 9600 QR transmitter may be worn by a patient; it could be mounted to a wall where it is easy to access; it may be integrated with a wireless smoke detector; it could additionally be used in conjunction with the 9450 System.

> **WARNING: The 9450 and 9600 QR Systems are designed and intended to work in conjunction with a facility's overall security program, including reasonable operating policies and procedures. The systems, by themselves, cannot prevent abductions or elopements.**

Intended Audience

The *Series 5.0 Software User Guide* is intended for users who use the software. It includes detailed information about the 9450 and 9600 QR Systems, the software, and how to use the software. This guide is intended to be used in conjunction with the *Series 5.0 Administrator's Guide* along with other user and installation guides when specified.

Additional Detailed Documentation

Documentation for the system is available in Portable Document Format (PDF) on the System Documentation CD-ROM. The System Documentation includes the following guides:

- Series 5.0 System Administrator Guide
- Series 5.0 System Installation Guide
- Quick Reference Guide for Hospitals
- Quick Reference Guide for Long Term Care
- Delayed Egress Exit Alarm Controller Installation Guide
- DuoLink Exit Alarm Receiver Installation Guide
- Central Power Supply Installation Guide
- Ethernet and Device Network Installation Guide
- Alarming Band Receiver Installation Guide
- CodeLock Installation Guide(s)
- Quick Look Display and Interface Installation Guide
- Staff Alert Panel Installation Guide
- Omni-318 Antenna Installation Guide
- Infant Transmitter User Guide
- Adult Transmitter User Guide
- Patient Transmitter User Guide
- Model 30 Keypad Installation Guide
- Product Warranty

Contact Information

For more information about RF Technologies, Inc. products, go to www.rft.com. For technical support, contact the Customer Support Team at (800) 669-9946 or (262) 790-1771. For questions or comments about the System Documentation, contact the RF Technologies Technical Publications team at techpubs@rft.com.

Product Warranty

Product Warranty information can be found on the System Documentation CD-ROM or with your original system proposal and invoice.

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Chapter 1

Equipment Overview

Introduction

This chapter provides equipment overviews of the devices supported by the system. It also provides details of the Central Server and Client computers used to run the software as well as Pagers and Walkie-Talkie information.

Central Server and Client Computers

The Central Server is a PC-compatible computer that runs the software. It contains the database and provides communication with devices in the system as well as the Client computer(s).

Depending on your configuration, the system can include several Client computers. The Client computers allow the user to perform such functions as admitting, discharging, and authorizing transfers and escorts. Each Client computer includes a touchscreen monitor that displays alarms as they occur on a floor plan of the facility.

The Central Server can be located in any area such as the nurse's central station or security office. It must be located near a dedicated analog phone line for remote access. Each Client computer must be located in a secure area that can be accessed by staff to enter and retrieve information.

FIGURE 1.1: Central Server

9450 System

There are many transmitters and devices that can be used with the software. The transmitters and devices in this section are supported by the 9450 System running the Series 5.0 Software application.

The 9450 System consist of the following equipment.

- Central Server and Client Computer(s)
- Exit Alarm Controller
- Exit Alarm Receiver
- Magnetic Reed Switch
- CodeLock Electromagnetic Lock
- Alarming Band Receivers
- Quick Look Display
- Transmitters
  - Alarming Band
  - Wander Management
  - Mother

Exit Alarm Controller

The Exit Alarm Controller receives data from the Exit Alarm Receivers and issues an alarm if a transmitter is detected in the Exit Alarm Zone, and the door is open. The Exit Alarm Controller contains a keypad, and/or card reader access device, that allows authorized staff to reset the system after an alarm. The Exit Alarm Controller is the device that triggers the alarm process for the Central Server and Staff Alert. For more information about the Exit Alarm Controller, see the *Delayed Egress Exit Alarm Controller Installation Guide*.

Power: The red LED indicates that power is available to the system.

Signal: The yellow LED indicates that a signal has been received from the Exit Alarm Receivers.

Status: The green LED indicates that the system is in bypass or that the unit is disarmed.

FIGURE 1.2: Exit Alarm Controller

Card Reader Access Device

The Card Reader Access device can be connected to the Exit Alarm Controllers in order to use access cards for triggering bypass cycles and resetting alarms on the Exit Alarm Controller. The Card Reader is interfaced through an RS-232 serial communications port between the Card Reader and the Exit Alarm Controller. The Card Reader and the Exit Alarm Controller may share a common power supply feed.

The Exit Alarm Zone

An Exit Alarm Zone is the area within range of a door, elevator, hallway, or stairwell that is being monitored by the system. If a transmitter is detected in an Exit Alarm Zone and the door is open, an alarm sounds at the exit.

The devices that are used in an Exit Alarm Zone are an Exit Alarm Controller, Magnetic Reed Switches, and Exit Alarm Receivers. Optional devices include CodeLock™ electromagnetic locks, passive infrared (PIR) detectors, and an External Reset/Bypass Keypad.

Exit Alarm Receiver

Exit Alarm Receivers are low frequency (LF) antennas placed on or near a door frame or in an Exit Alarm Zone. They receive signals from transmitters within a monitored zone and send the signals to the Exit Alarm Controller, which triggers the alarm process. For more information about Exit Alarm Receivers, see the *DuoLink Exit Alarm Receiver Installation Guide*.

FIGURE 1.3: DuoLink Exit Alarm Receiver

Magnetic Reed Switch

The Magnetic Reed Switch triggers an alarm when a transmitter is in the Exit Zone and the door is open. The Magnetic Reed Switch should be mounted at the top of a door near the non-hinged edge. It comes in two pieces: a switch and a magnet. The switch is mounted on the door frame; the magnet is attached directly to the door.

When normally closed (NC) reed switches are used on a double door, connect the switches in series. The provided Magnetic Reed Switches are normally closed (indicated with a gold Code Alert logo) when the doors are closed so that opening either door opens the switch on that door. The Magnetic Reed Switch detects when a door is open.

FIGURE 1.4: Magnetic Reed Switch

CodeLock Electromagnetic Lock

The CodeLock option is an electromagnetic lock attached to an exit and connected to the Exit Alarm Controller. If a transmitter is detected in the Exit Zone, the CodeLock activates to help stop the door from opening for as long as the transmitter is within range of the receivers. Refer to the *CodeLock Electromagnetic Door Lock Installation Guide* for information on installation and operation.

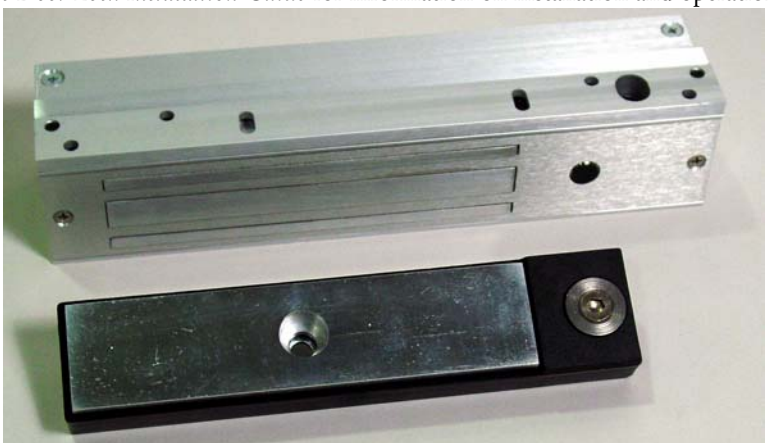


FIGURE 1.5: CodeLock Electromagnetic Lock

Alarming Band Receivers

Alarming Band Receivers are placed strategically throughout the monitoring area to receive signals from the alarming band transmitters worn by patients. If the Cut Band feature is enabled, the system alerts staff if the banding material that holds the transmitter to the patient is tampered with, cut, or opened without authorization. Multiple receivers are used to ensure reception of the signal if there is an effort made to shield the transmitter during abduction or elopement attempts. For more information, see the *Alarming Band Receiver Installation Guide*.

NOTE: The Mother/Infant function requires applicable Alarm Band Receivers.

Alarming Band Zone

An Alarming Band Zone is the area within range of an Alarming Band Receiver, several of which are mounted above the ceiling tiles of a facility. If a Cut Band alarm is triggered in an Alarming Band Zone, an alarm is sounded on all Client computers assigned to monitor transmitter's unit, a message is displayed in the Event List, and the location of the Alarming Band Receiver that detected the event is indicated on the map on the Client computer(s).

Quick Look Display

The Quick Look Display shows information from the system at both a central and remote location such as a secondary nurse's station. When an alarm is issued from the system, it is received through the Quick Look Interface. The type of alarm (Cut Band, Door, Check), location of the alarm and the transmitter ID are displayed on a large, easy-to-read 2 x 20 Character Vacuum Fluorescent Displays (VFDs). As new alarms occur, they appear immediately; the display then begins scrolling through each active alarm. For more information about the Quick Look Display, see the *Quick Look Display and Interface Installation Guide*.

Transmitters

Wander Management Transmitter

A Wander Management transmitter is a wireless, mobile transmitter that can be worn around the wrist or ankle. An event is reported in the Event list when a patient attempts to leave an Exit Zone.

Alarming Band Transmitters

Alarming band transmitters are placed on the ankle or wrist of a patient. The transmitter becomes active one minute after the banding material is connected. The one-minute window exists to allow for re-adjustment of the banding material.

Patient Transmitter

Infant Transmitter

After one minute, the transmitter ID is displayed in the Event List and information of the patient wearing the transmitter can be associated with the transmitter using the Admit function. Alarming band transmitters can be supervised; if no information is received by the system from the transmitter within the configured amount of time, a Check alarm is generated in the Event List. For more information about securing, cleaning, and troubleshooting transmitters, see the appropriate *Transmitter User Guide*.

Asset Tracking

Alarming band transmitters can be used for asset management. When an alarming band transmitter is attached to an asset and admitted using the New Asset admit function, *Blue* alarms are generated and appear in the Event list when an attempt is made to remove the assets from an Exit Zone or the band is tampered with or cut.

Mother Transmitter

A Mother transmitter is placed on the wrist of a new mother and then linked to an Infant transmitter. When the Infant transmitter is in contact with the Mother transmitter, the Mother transmitter flashes Green LED to indicate that the Infant and Mother transmitters match. If there is a mismatch, meaning the Infant and Mother transmitters do not match, the Mother transmitter flashes the Red LED three times, and sounds a three beep alarm. A Mismatch Transmitter alarm is also generated in the Event List. If there is a linking problem, a Link Transmitter alarm is generated in the Event List.

> **NOTE:** Asset transmitters can also be linked to Mother transmitters. When an asset transmitter is linked to the Mother transmitter, all linked functions are applicable.

In cases where the Mother Transmitter is linked but no longer active (e.g. the patient has been discharged but the transmitter was never cleared) the transmitter will beep after 24 hours of inactivity. If the transmitter go undetected and allowed to beep for 15 minutes, it will clear and discharge itself from the system. Tapping the Mother Transmitter will temporality stop the beeping but the transmitter remains in a linked state until manually cleared (refer to the *Mother Baby Match Mother Transmitter User Guide*). If not cleared, the transmitter will beep again after another 24 hours of inactivity.

> **CAUTION**: The Mother Transmitter can be worn in the shower; complete submersion should be avoided. Prolonged submersion may result in equipment and/or system failure and voids any or all Product Warranty.

9600 QR System

Transceivers are devices that transmit and receive data. The transceivers and devices listed in this section are supported by the 9600 QR System running the Series 5.0 Software application. The 9600 QR system includes transceivers that are carried by the patient and fixed devices. A fixed device is a stationary device that is assigned to a room or a unit. This device is not transported with the patient but stays in the unit to which it is assigned.

The 9600 QR devices are entered into the system by placing the device into an alarming state. The system senses the device when the device goes into alarm and adds it to the device list in the Configuration-Device window (refer to the *Series 5.0 System Administrator Guide*). The user must then update the device information; for example, give the device a name and/or enable features.

The 9600 QR System consist of the following equipment.

- Central Server and Client Computers
- Gateway
- Router
- Pendant Transceiver
- Pull Cord
- Nurse Call
- Smoke Detector
- Door/Window Transceiver
- Door/Window Transceiver with Reset Button
- Universal Transceiver

Gateway

The Gateway (not shown) receives signals from a Router or transceiver devices and sends them to the Central Server. The Gateway can be supervised; if no information is received by the system from the Gateway for a specified number of minutes, a Device Fault alarm is generated in the Event List.

Router

Routers receive signals from transceivers, add location data and re-transmit them to the Gateway. If your facility requires the use of Routers with your system, install them according to the floor plan you received. Mount the enclosures as high on the wall as possible. Two factors that affect the placement of Routers are the availability of a power source and sufficient coverage for the supervision of transceivers.

NOTE: Sufficient coverage can be determined by testing the area with a site survey kit. For more information, contact the RF Technologies, Inc. Customer Solution Team at (800)-669-9946 or (262) 790-1771.

The optimal position of the Router antenna is upright, pointing towards the ceiling. Routers are supervised; a routine signal is sent from each Router and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer. Routers are powered by a plug-in power supply; a backup battery is also included in the Router enclosure.

Universal Transceiver

A Universal transceiver (not shown) can be used to integrate your facility's existing equipment such as backup generators, pull-cord devices, or smoke detectors with the software. A Universal transmitter activates from any normally open (NO) or normally closed (NC) dry-contact device; as soon as the device is activated, it automatically activates the Universal transmitter which then sends event information to the Client computer(s).

Pendant Transceivers

A Pendant transceiver is a wireless, mobile transceiver that can be worn around the neck or wrist, or attached to a belt. To prevent damage to the Pendant transceiver, avoid any submersion or submersion deeper than one foot.

The Pendant is supervised; if no information is received by the system from the Gateway for a specified number of minutes, a Device Fault alarm is generated in the Event List. Since the Pendant is a mobile device, no installation is required. Simply insert the battery and set up the Pendant transceiver for use.

To insert the battery on a Pendant transceiver

1. The Pendant is powered by a 3V Lithium battery with a 1 to 2-year life, based on use. Use your fingers to remove the back cover of the Pendant and expose the circuit board.
2. Insert the 3V Lithium coin cell battery into the battery holder as shown. Be sure to align the positive (+) end of the battery as marked on the battery and battery holder.
3. Snap the back cover back onto the Pendant.

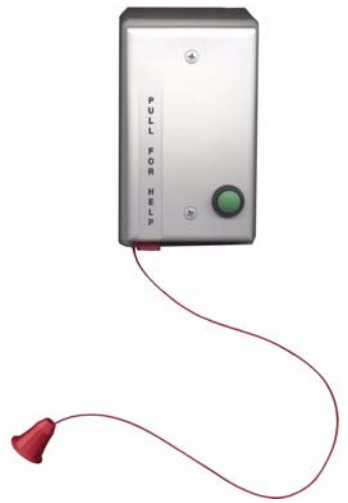
To set up the Pendant transceiver for use

1. Activate the Pendant by pressing the button.

   If the transceiver is working properly, the red LED will flash, indicating that the Alarm signal is being transmitted. An Assistance Required alarm event will be listed on the Event List at the Central Server. The system senses the Pendant when it goes into alarm and adds it to its list of devices.
2. The transceiver will continue to flash every five seconds until it is reset. Reset the Pendant by rapidly pressing the button six times. The red LED will flash each time the button is pressed.

   If the Pendant is reset properly, the red LED will flash a series of flashes, indicating that the Reset signal is being transmitted. The alarm event will automatically clear from the Event List at the Central Server. If Enforced JCAHO is enabled, you must clear the alarm at the Central Server.
3. At the Central Server, update the Pendant information, for example, giving the Pendant a name and/or assigning it to a room or unit. Refer to the “Update Devices” section in the *Series 5.0 Software Administrator Guide.*

Pull-Cords



Staff Check-in Pull Cord

A Pull Cord is usually mounted on the wall. It is suitable for use in close proximity to showers or baths; however, to prevent damage, avoid any submersion.

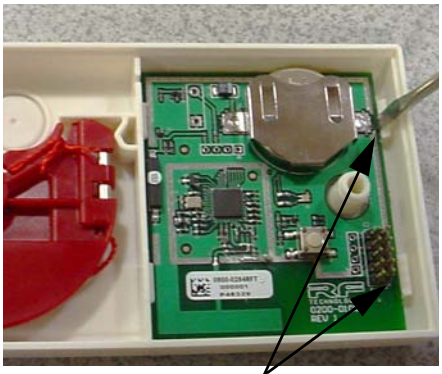
An Assistance Required alarm event is reported in the Event List when a patient pulls a cord. The Pull Cord is supervised; a routine signal is sent from the transceiver and if the signal is not received by the system, a Device Fault event is generated in the Event List.

Check-in Pull Cord

A Check-in Pull Cord enables the staff or patient to push a green button to check-in. A staff member may push the check-in button every time they check on a patient. A patient may push the button to notify the staff that he/she is awake and ok. Pressing the green button indicates to the system that the patient has checked in or been checked on.

The Pull Cord is powered by a 3V battery with a 3 to 5-year life, based on use. Following these instruction to insert the battery and set up the Pull Cord for use.

To insert the battery to the Pull Cord


Retaining Clips

1. Use a small Phillips screwdriver to remove the front cover of the Pull Cord from its wall mounting.
2. Grip the battery holder and use a small flat screwdriver to hold back the top circuit board retainer clip.
3. Gently pry up that corner of the circuit board past the retaining clip. Repeat for the second retaining clip and remove the circuit board.
4. If changing the battery, use a small flat screwdriver to push the 3V Lithium coin cell battery from the rear of the battery clip until it pops free.
5. Insert the new 3V Lithium coin cell battery into the battery holder. Be sure to align the positive (+) end of the battery as marked on the battery and battery holder.
6. To return the circuit board into the enclosure, slid the left edge of the circuit board under the two lower retaining clips then lower the top end down and gently push until it snaps under the two upper retaining clips.
7. Replace the front cover of the Pull Cord to its wall mounting.

To set up the Pull Cord for use

1. Activate the Pull Cord by pulling the cord.

   If the Pull Cord is working properly, an Assistance Required alarm event will be listed on the Event List at the Central Server. The system senses the Pull Cord when it goes into alarm and adds it to its list of devices.

2. Reset the Pull Cord by rotating the red emergency lever back to the UP position. The alarm event will automatically clear from the Event List at the Central Server. If Enforced JCAHO is enabled, you must clear the alarm at the Central Server.

3. At the Central Server, update the Pull Cord information, for example, giving the Pull Cord a name and/or assigning it to a room or unit. Refer to the "Update Devices" section in the *Series 5.0 Software Administrator Guide.*

Nurse Call

A Nurse Call is affixed near the bed of the patient. An Assistance Required alarm event is reported in the Event List when a patient pushes the button on the Nurse Call. The Nurse Call is supervised; a routine signal is sent from the transceiver and if the signal is not received by the system, a Device Fault event is generated in the Event List.

The Nurse Call is powered by a 3V battery with a 3 to 5-year life, based on use. Following these instruction to insert the battery and set up the Nurse Call for use.

To insert the battery to the Nurse Call

1. Use a small screwdriver to remove the faceplate of the Nurse Call from its wall mounting and expose the circuit board.
2. If changing the battery, use a small flat screwdriver to push the 3V Lithium coin cell battery from the rear of the battery holder until it pops free.
3. Insert the 3V Lithium coin cell battery into the battery holder. Be sure to align the positive (+) end of the battery as marked on the battery and battery holder.
4. Replace the faceplate of the Nurse Call to its wall mounting.

To set up the Nurse Call for use

1. Activate the Nurse Call by pressing the button.

   If the Nurse Call is working properly, an Assistance Required alarm event will be listed on the Event List at the Central Server. The system senses the Nurse Call when it goes into alarm and adds it to its list of devices.

2. Reset the Nurse Call by pulling the button back to the UP position. The alarm event will automatically clear from the Event List at the Central Server. If Enforced JCAHO is enabled, you must clear the alarm at the Central Server.

3. At the Central Server, update the Nurse Call information, for example, giving the Nurse Call a name and/or assigning it to a room or unit. Refer to the "Update Devices" section in the *Series 5.0 Software Administrator Guide.*

Smoke Detector

If your facility is using wireless Smoke Detectors in conjunction with your Series 5.0 Software, a *Smoke* alarm event is reported in the Event List each time a Smoke Detector is activated. A Smoke Detector is supervised; a routine signal is sent from the device and if the signal is not received by the system, a *Device Fault* event is generated in the Event List. Smoke Detectors are available from RF Technologies, Inc.; refer to the manufacturer's instructions for information regarding mounting, inserting the batteries, and testing.

The Smoke Detector is powered by a 3V battery with a 3 to 5-year life, based on use. Following these instruction to insert the battery and set up the Smoke Detector for use.

To insert the battery

1. With the Smoke Detector facing you, remove the detector body from its mounting base by twisting the detector counter clockwise.

2. Insert two AA half-size batteries into the battery holder as shown. Be sure to align the positive (+) end of the battery as marked on the batteries and battery holder.

3. Replace the detector back onto its mounting base.

To set up the Smoke Detector for use with your software

1. Mount and test the Smoke Detector according to the manufacturer's instructions.
2. Activate the Smoke Detector by placing it in alarm. Press the Test/Silence button until the LED lights or the sounder activates (about 4 seconds).
3. If the Smoke Detector is working properly, a *Smoke* alarm event will be listed on the Event List at the Central Server. The system senses the Smoke Detector when it goes into alarm and adds it to its list of devices.
4. Reset the alarming device by pressing the Test/Silence button until the LED lights or the sounder activates (about 4 seconds).

   If the alarming device is reset properly, the alarm event will automatically clear from the Event List at the Central Server. If Enforced JCAHO is enabled, you must clear the alarm at the Central Server.
5. At the Central Server, update the Smoke Detector information, for example, giving it a name and/or assigning it to a room or unit. Refer to the "Update Devices" section in the *Series 5.0 Software Administrator Guide.*

Asset Transceiver

An Asset transceiver is a wireless, mobile transceiver that is attached to an asset. An event is reported in the Event list when an attempts is made to remove the asset from an Exit Zone. The Asset transceiver is supervised; if no information is received by the system from the transceiver for a specified number of minutes, a Device Fault alarm is generated in the Event List.

The Asset transceiver is equipped with and powered by a 3V battery with a 3 to 5-year life, based on use. Following these instruction to set up the Asset transceiver for use.

To set up the Asset transceiver for use

1. Place the Asset transceiver in alarm. Move the Asset transceiver to an Exit Alarm Zone and open a monitored door.
2. If the Asset transceiver is working properly, a Door alarm event will be listed on the Event List at the Central Server. The system senses the Asset transceiver when it goes into alarm and adds it to its list of devices.
3. Reset the alarming device.

   If the alarming device is reset properly, the alarm event will automatically clear from the Event List at the Central Server. If Enforced JCAHO is enabled, you must clear the alarm at the Central Server.
4. At the Central Server, update the Asset transceiver information, for example, giving the Asset transceiver a name and/or assigning it to a room or unit. Refer to the "Update Devices" section in the *Series 5.0 Software Administrator Guide.*

Door/Window Transceivers

A Door/Window transceiver is a unit that protects a door or window against unauthorized egress. An *Exit* alarm event is reported in the Event List when a monitored door or window is opened. The alarm automatically clears when the door or window is closed. The Door/Window transceiver is supervised; if no information is received by the system from the transceiver for a specified number of minutes, a Device Fault alarm is generated in the Event List.

The Door/Window transceiver comes in two pieces: the transceiver enclosure and a magnet. The transceiver enclosure is mounted on the door frame; the magnet is attached directly to the door.

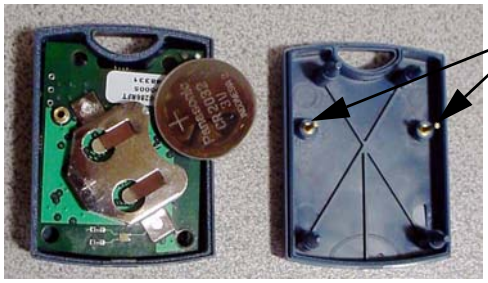
Reset Button

If your Door/Window transceiver comes with a Rest Button, the alarm must be reset at the door by pressing the EMERGENCY reset button once the door/window is closed. The Door/Window transceiver comes in three pieces: the transceiver enclosure a magnet, and a reset button. The transceiver enclosure and reset button is mounted on the door frame; and the magnet is attached directly to the door.

The Door/Window transceiver is powered by a 3V Lithium battery with a 3 to 5-year life, based on use. Following the instruction in this manual to insert the battery and set up the Door/Window transceiver for use.

Insert the battery on a Door/Window transceiver

1. Use your fingers to remove the front cover of the transceiver by pushing the retaining clip on the top downward. This allows the hinged cover to drop down and expose the circuit board.
2. Pull the circuit board free from the enclosure.
3. If changing the battery, use a small flat screwdriver to push the 3V Lithium coin cell battery from the rear of the battery clip until it pops free.



4. Insert the 3V Lithium coin cell battery into the battery holder as shown. Be sure to align the positive (+) end of the battery as marked on the battery and battery holder.
5. Return the circuit board onto the two pins.
6. Snap the front cover of the transceiver back into place.

To set up the Door/Window Transceiver for use

1. Activate the Door/Window transceiver by opening the door or window.

   If the transceiver is working properly, an Exit alarm event will be listed on the Event List at the Central Server. The system senses the Door/Window transceiver when it goes into alarm and adds it to its list of devices.

2. Reset the Door/Window transceiver by closing the door or window and pressing the EMERGENCY reset button if applicable.

   If the transceiver is reset properly, the alarm event will automatically clear from the Event List at the Central Server. If Enforced JCAHO is enabled, you must clear the alarm at the Central Server.

3. At the Central Server, update the Door/Window transceiver information, for example, giving it a name and/or assigning it to a room or unit. Be sure to enable the Inactivity Check-In feature and select beginning and end times. Refer to the "Update Devices" section in the *Series 5.0 Software Administrator Guide*.

Fall Management Systems

The Fall Management System provides restraint-free monitoring of a patient who may try to leave a bed or chair without assistance. The Fall Management System can be configured to interface with the software along with your facility's nurse call system. An Assistance Required alarm is activated in response to a Fall Management System alert when interfaced with the Series 5.0 Software.

The Sensor Pad of the Fall Management System is placed on a patient's bed or chair and connected to a Control Unit. If a patient removes his or her weight from the Sensor Pad, the Control Unit issues an audible alert.

WARNING: The Fall Management System may not be suitable for patients who are at "HIGH RISK FOR FALL." Other monitoring measures may also be required. The Fall Management System should not be a substitute for routine visual monitoring protocol by caregiving personnel.

Sensor Pads

Sensor Pads can be used on any bed or chair in your facility. They are disposable, intended for single-patient use, and warranted for 7, 30, 90 or 180 days. The Sensor Pads have a limited expected useful life. You must record the date the warranty expires in the area provided on the label. You must not use the sensor pad after the in-service warranty has expired.

WARNING: Pad may become damaged when used on a dynamic mattress (air, water, etc.). Correct operation should be confirmed at every patient rotation.

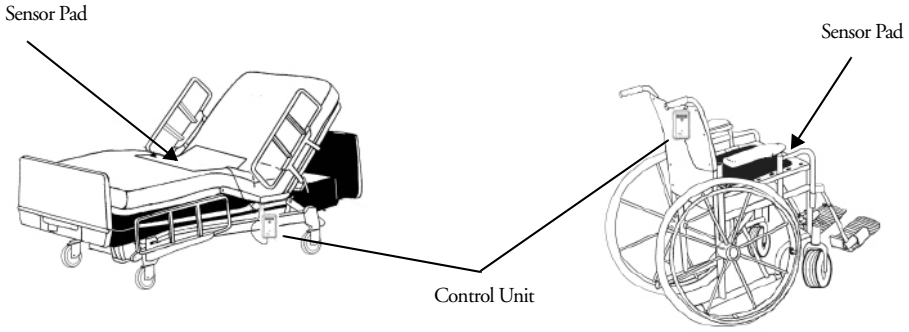


FIGURE 1.6: Fall Management System

WARNING: Due to the possibility of strangulation, all cables should be routed away from the patient's throat.When securing the strap, take up any extra slack in the cord that may become tangled with a patient's bed or chair. Failure to do so may result in patient injury.This device should not be used in the presence of flammable anesthetic mixtures.

Control Unit

The Control Unit is connected to a Sensor Pad and attached to a patient's bed or chair, out of reach of the patient. If a patient attempts to get up, the Control Unit sounds an alert. An alert can be annunciated in the form of a buzzer. Staff can also be alerted via your facility's nurse call system or the software. An Assistance Required alarm is activated in response to a Fall Management System alert when interfaced with the Series 5.0 Software. The Control Unit is powered by a 9-volt alkaline battery or by a plug-in power supply.

FIGURE 1.7: Control Unit

WARNING: If the keys on the Control Unit are worn or damaged, you must stop using the control unit and contact RF Technologies.

Using the Fall Management System

The Fall Management System begins monitoring as soon as a patient applies weight to the Sensor Pad on the bed or chair. If the patient removes their weight from the Sensor Pad, an alert is issued. The alert is silenced and the Control Unit resets, to resume monitoring, when the patient's weight is reapplied to the Sensor Pad.

You can manually silence an alert by pressing the Silence button on the Control Unit. The system remains in the silence mode for 30 seconds. If the patient returns to the bed or chair, the Control Unit resumes monitoring at the end of the 30 seconds or when the Silence button is pressed again. If the patient does not return to the bed or chair, the Control Unit automatically shuts off at the end of the 30 seconds.

If the patient needs to exit the bed or chair, the alert function can be suspended by pressing the Silence button. The patient may then exit the bed or chair without an alert being issued. The Control Unit will automatically shut off 30 seconds after the Silence button is pressed, unless weight is reapplied to the pad

Pagers and Walkie-Talkies

Event Paging

The Event Paging system allows staff members to wear pagers that indicate system events. When an event occurs, the designated staff is summoned, via pager, to respond to the situation. Each pager can be assigned to a paging group, which can be configured to send pages to multiple pagers at the same time.

A Page Unit is the top tier of the Event Paging system. Each paging unit can be comprised of a number of page groups and a configured list of alarms and events that trigger pages. For example, Page Unit “A” can be configured to receive pages for Cut Band, Check Transmitter and Client Missing events. Page Unit “B” may be configured to respond to the same events as Page Unit “A” with the addition of Door Open and Device Fault events.

Depending on the needs of your facility, a paging group can be included in more than one unit. In other words, Page Group “2” can be included in Page Unit “A” and Page Unit “B”. If no alarms are selected for a Page Unit, alarms will default toa paging group. Shift selections can also be selected to indicate that, within a specified shift’s time period, all pages will be sent to that shift.

Pager Delays, Retries and Escalation

Paging Delay allows the user to enter the number of seconds between an event and the paging of designated staff. This delay provides enough time for the system to transmit location information to the Client computer(s). Paging Delay is set by the installer and should not be changed without consulting a factory-trained administrator.

The Page Retries features will retry a page after a specified number of minutes for any event to which there is no response. Once a page has been retried the configured amount of times, the page can be escalated to another page group.

Pager escalation is intended to ensure that staff will respond to an emergency call. If a page is sent to a paging group and the relevant staff does not respond within a specified period, the call will escalate to another paging group. It is recommended that the final group be comprised of all the pagers in the building. The final group will continue to be paged until the call is answered. The system does not roll over to the first group again.

> **NOTE:** White alarms for paging do not escalate or retry. A white alarm message is only sent once.

Walkie-Talkie System

The Walkie-Talkie system alerts staff members when specific events occur. Staff members equipped with a walkie-talkie will receive an audible message for triggered events. Triggering events for the walkie-talkie are configured in the Configuration menu. The options are: Assistance Required, Check Transmitter, Cut Band Alarm, and Door Alarm.

The Walkie-Talkie system allows you to set the number of seconds between the start of an alarm and when the alarm is repeated. This is referred to as a repeat interval. The repeat interval count down starts as soon as the walkie-talkie alarm sounds. Therefore, depending on the number of seconds selected for a repeat interval, an alarm may repeat only seconds after the first alarm stops.

Chapter 2

Software Features

Introductions

This chapter provides details about starting the software and features of the software. It describes the use of the touchscreen monitor, the window conventions and the Main operating window. From the Main Window you can access menu items and toolbars necessary to operate your system.

Start the Software

After installation, the software automatically starts when you turn on the computer. A splash screen with the logo and the name of the system is displayed while the program loads. This screen contains the version number of your software.

FIGURE 2.1: Startup Splash Screen

To exit the software

Important! Only close the software application if instructed to do so by authorized staff.

1. On the Menu Bar, select **Monitor >> Exit** to exit the software.
2. If necessary, swipe your identification card or enter your Login and Password then press **Enter** or click **OK**.

Window Conventions

When you perform a function using the software, a window appears. Here, you can enter data or select options. The software is designed for use with a touchscreen monitor. The user buttons are large and easy to use. All daily functions, such as admitting and transferring, can be performed using the touchscreen monitor; configuration operations may require you to use the keyboard and mouse. For more information about configuration options, see the *Series 5.0 Software Administrator Guide*.

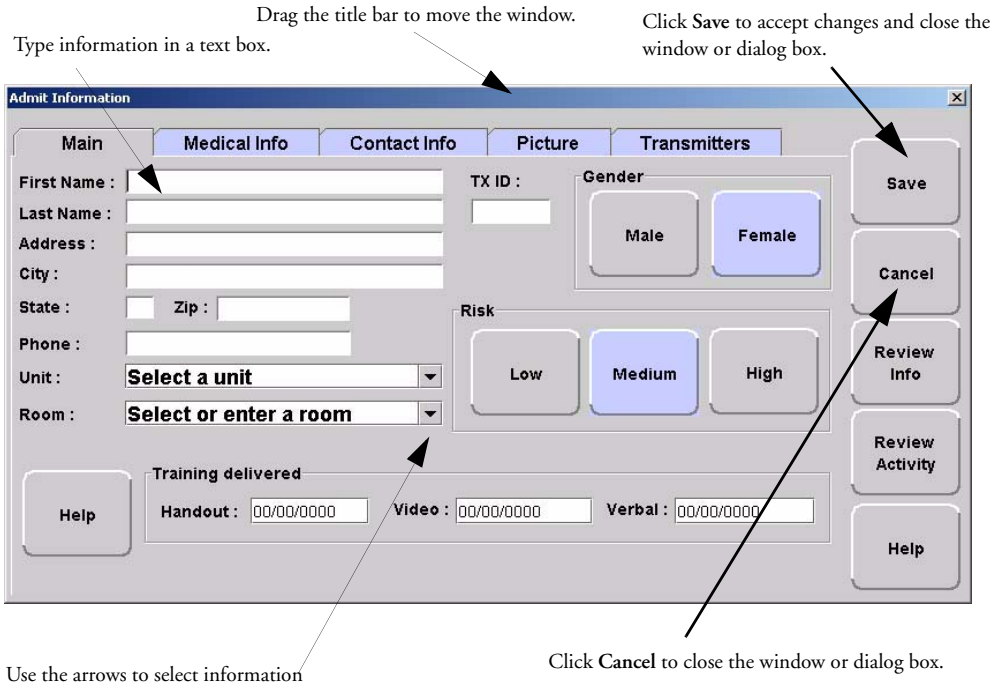


FIGURE 2.2: Sample Window

Touchscreen Monitor

An on-screen keyboard is available to fully utilize the monitor. Simply use the keyboard on the screen as you would use a keyboard connected to a computer. The on-screen keyboard can be turned off by deselecting the Display Virtual Keyboard check box found under **Tools** >>**Client Properties** >> **Display**.

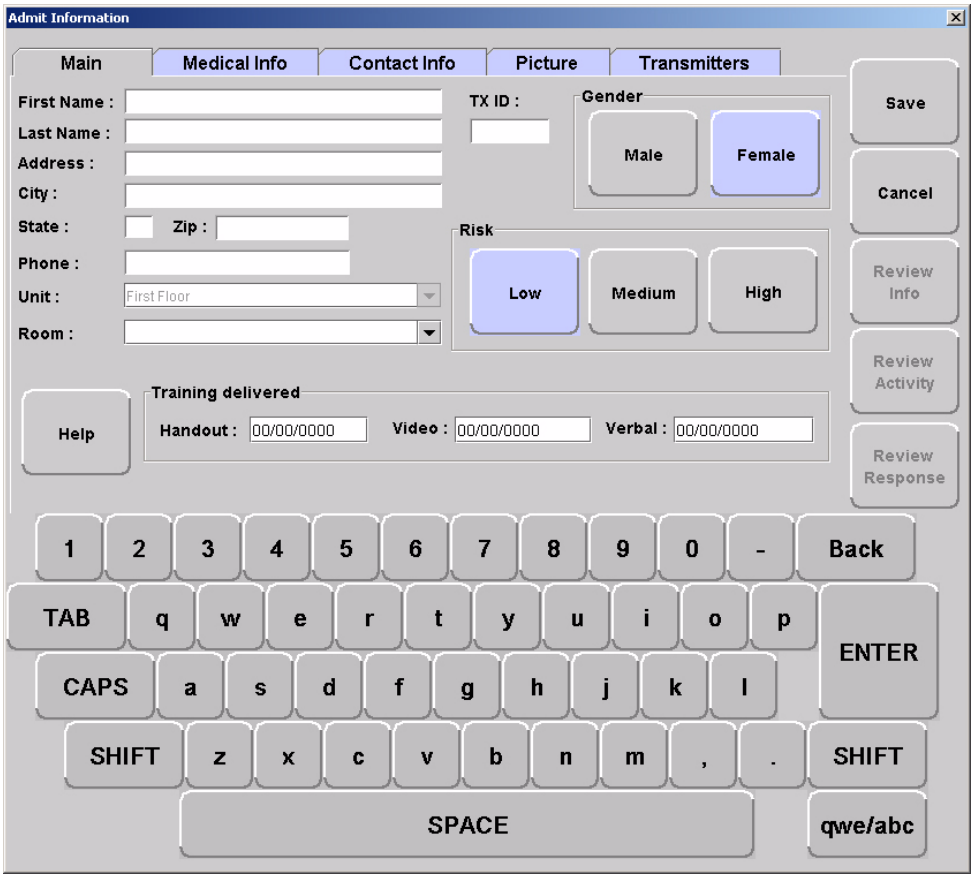


FIGURE 2.3: On Screen Keyboard

Map Orientation

Maps can be rotated for visual orientation of the unit. Icons distributed on the map represent the location of each device assigned to the unit. Icons do not move from the their original placement on the map; they rotate with the map. An indication of where you are, based on the placement of the computer at the time of configuration, is also displayed on the map.

To rotate the Map displayed on the client computer

1. Go to the Client Properties window (see "The Menu Bar" on page 31).
2. Select the **Map** tab.

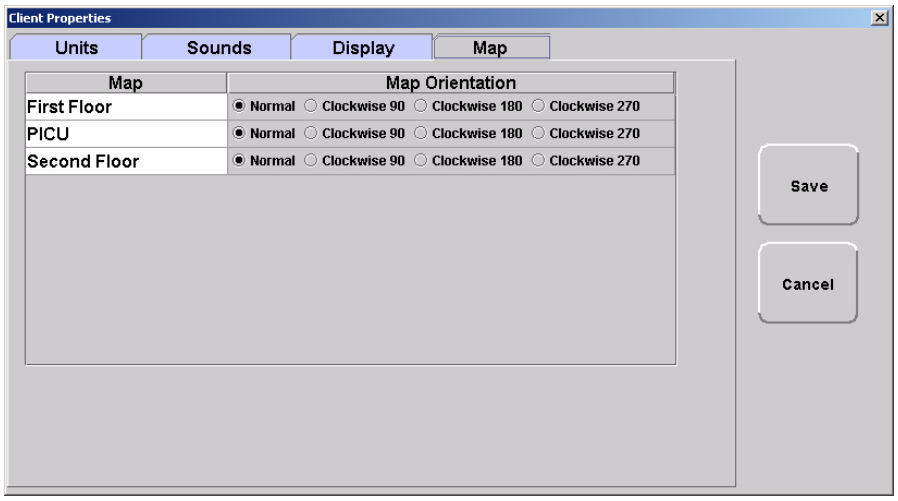


FIGURE 2.4: Client Properties - Display

3. On the **Map** tab, select the unit to which you want to rotate the map for.
4. Click the radio button next to the Map Orientation that you wish displayed for that unit.
5. Do one of the following:
   a. Click **Save** to save and return to the main window.
   b. Click **Cancel** to return to the main window without saving.

Ruleset for Displaying Patient Name

The ruleset for displaying the patient's name on the Quick Look Display, Pager and in the Alarm Message Box on the central server and client computer(s) is based on the patient information entered during the admit process and whether the HIPAA option is enabled in the software (refer to the *Series 5.0 Software Administrator Guide*). When HIPAA is enabled, the patient's name is not shown on the Quick Look Display.

The patient's first name or last name is required when entering patient information during the admit process. Depending on what information is entered, the following ruleset applies.

Patient Information	What is displayed on the Quick Look Display
First and Last Name	Last Name, First Name
Last name only	Last Name -Gender
First name only	TX ID number
If HIPAA privacy is enabled	TX ID number

The Main Window

When the software is started, the main window appears. It contains all the necessary information to operate your system.

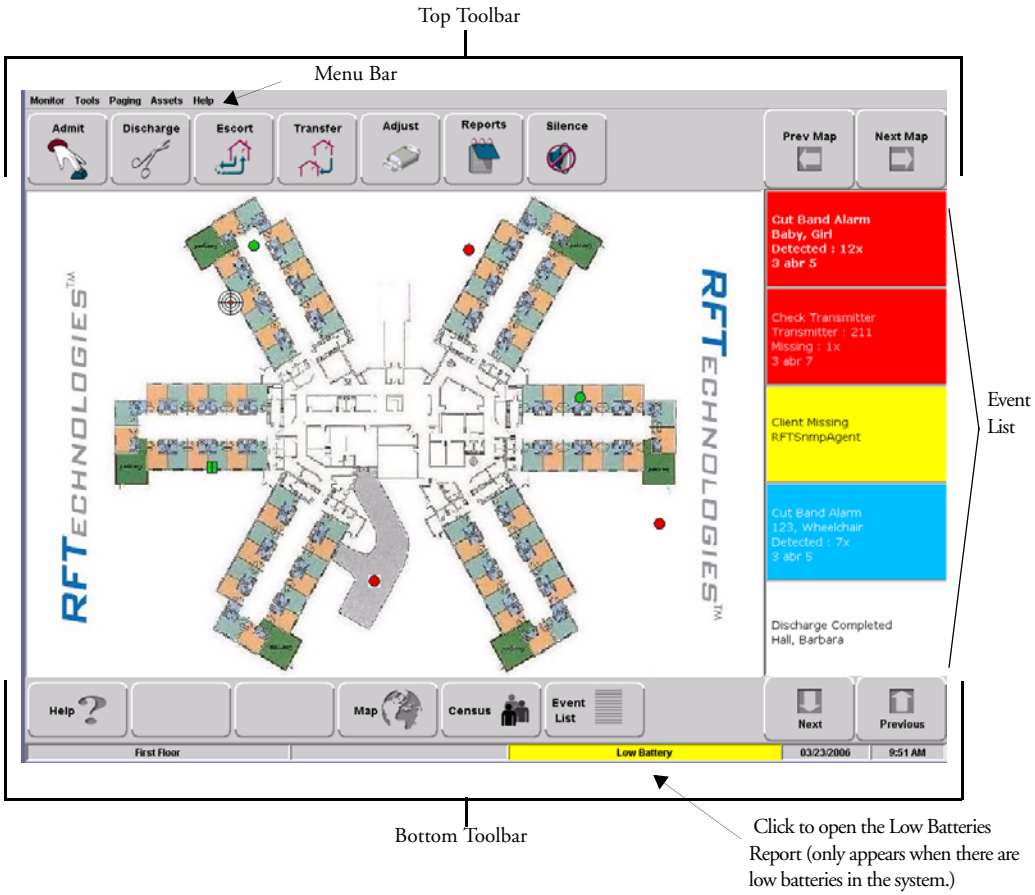


FIGURE 2.5: Main Window

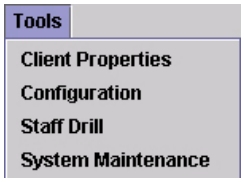
The Menu Bar

The Menu Bar contains selections which provide shortcuts directly to certain tasks.

Monitor

EXIT—Selecting Exit closes the software application. When the software application is closed, indicators of alarms and events will not be seen at the computer. **Important!** Only close the software application if instructed to do so by authorized staff.

Tools



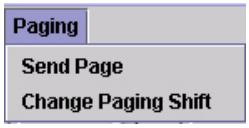
CLIENT PROPERTIES—The settings or properties for the Client computer are defined here by the System Administrator. For more information about Client Properties, see the *Series 5.0 Software Administrator Guide.*

CONFIGURATION—The Configuration options allow you to configure devices in the system. System configurations are done by the System Administrator. For more information about Configuration, see the *Series 5.0 Software Administrator Guide.*

STAFF DRILL—When a staff drill is performed, the attendant performing the drill enters the resulting information here.

SYSTEM MAINTENANCE—A log of maintenance performed on the system is logged here.

Paging



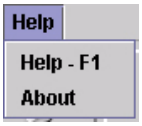
SEND PAGE—This feature allows you to send a page to a staff member. This feature is configured by the System Administrator and can only be used if you **currently** use pagers with your system. For more information, see the *Series 5.0 Software Administrator Guide*.

CHANGE PAGING SHIFT—It maybe necessary to change an alarm group's work shift. Use this feature to select a different alarm group and work shift. This feature is configured by the System Administrator and can only be used if you **currently** use pagers with your system. For more information, see the *Series 5.0 Software Administrator Guide*.

Asset

ASSET TRANSMITTER REPORT—Opens the Asset Transmitter Report. This report list all the assets that are currently admitted in the system. The Asset Transmitter Report includes make, model, serial number, transmitter ID number and physical location of the asset.

Help



HELP -F1—This takes you directly to the online Help for the Series 5.0 System. Here you can navigating through user help topics.

ABOUT—Select to view the splash screen with the logo and the name of the system and the version number of your software.

Top Toolbar

The top toolbar contains icons that provide shortcuts directly to commonly used tasks

ADMIT—Click to access the **Admit Information** window. This is where you enter a new patient or asset into the system. This selection is also used to update existing patients or assets.

DISCHARGE—Click to access the **Discharge** window. This allows you to take a patient or asset out of the census of monitored transmitters. If the patient is wearing an alarming band transmitter, you then have a limited time to remove the banding material from the transmitter. The discharge time is configured per unit or can be set to discharge the patent or asset immediately.

ESCORT—Click to access the **Escort** window. This is where you select the amount of time required to take a patient /asset out of a protected area and back to the same protected area.

TRANSFER—Click to access the **Transfer** window. This is where you select the amount of time required to move a patient or asset from one protected area to another protected area.

ADJUST—Click to access the **Adjust Bands** window. This allows you to temporarily suspend the alarm function for a patient's alarming band transmitter so the banding material can be readjusted. If there are no 9450 transmitters configured for the system, this key is disabled.

REPORT—Click Reports to access a list of all available reports.

SILENCE—The **Silence** button enables you to silence an alarm only at the computer where the Silence button is pushed. This Silence button is green when the Silence feature is turned ON.

PREV MAP—Click **Prev** to scroll back to the previous map viewed. Only those maps assigned to the units monitored on the Client computer(s) are available.

NEXT MAP—Click **Next** to scroll ahead to the next available map. Only those maps assigned to the units monitored on the Client computer(s) are available.

Bottom Toolbar

The bottom toolbar contains icons that provide shortcuts to the screens used to view alarms and events.

Click **Help** to access the on-line help window. This is where you enter topics you wish to obtain information about.

Click **Map** to display a floor plan of each unit the Client computer(s) is configured to monitor. Icons distributed on the map represent the location of each device assigned to the unit; the icons flash when an event occurs. Devices assigned to a room will not show on the map until the room device goes into alarm.

Click in the alarm message box to access the Event Information window for that alarm. Alarms are displayed sequentially as they occur and by priority. Alarms are color coded accorded to the alarm.

- Red Alarm—high priority
- Yellow Alarm—medium priority
- Blue Alarm—asset management
- White Alarm—low priority

Click **Next** to scroll down through alarms in the list.

Click **Previous** to scroll back up through alarms in the list.

Click **Census** to display a census screen of every patient or asset in the system. For patients, the information includes the main admit information and length of stay at the facility.

Click **Event List** to display all events that are in the system. Clicking on an event takes you directly to that event's information window.

Event	Time	Name	Location	Tx ID
Check Transmitter	05/26/06 13:46	106	Auto-Enroll : 3 abr 5	106
Check Transmitter	05/26/06 13:42	135	Auto-Enroll : 3 abr 4	135
Check Transmitter	05/26/06 13:41	12	Auto-Enroll : 3 abr 5	12
Cut Band Alarm	05/26/06 13:36	113	Auto-Enroll : 3 abr 4	113
Cut Band Alarm	05/26/06 13:35	23	Auto-Enroll : 3 abr 7	23
Check Transmitter	05/26/06 10:17	6	Auto-Enroll : 3 abr 8	6
Cut Band Alarm	05/26/06 09:14	Baby, Girl	Second Floor : 3 abr 5	7
Check Transmitter	05/26/06 08:36	211	Auto-Enroll : 3 abr 7	211
Client Missing	05/26/06 08:36	RFTSnmpAgent		
Cut Band Alarm	05/26/06 08:36	123, Wheelchair	Second Floor : 3 abr 5	17
Discharge Completed	05/26/06 13:49	236	Auto-Enroll : 3 abr 7	236
Discharge Completed	05/26/06 08:39	Hall, Barbara	Second Floor	

Click **Next** to scroll down through events in the list.

Click **Previous** to scroll back up through events in the list.

Low Battery Icon

Located on the bottom of the Main Window is a Low Battery icon. The Low Battery icon only appears when there are devices with low batteries in the system.

Click on **Low Battery** to go directly to the Low Batteries Report.

Chapter 3

Using the Software

Introduction

This chapter provides detailed information about the Series 5.0 Software functions. For information about tasks such as adding devices or adding users to a Client computer, see the *Series 5.0 Software Administrator Guide*. In addition, for specific information about securing and cleaning alarming band transmitters, see the appropriate *Transmitter User Guide*.

Commonly Used Terms

Throughout this guide terms are used to describe functions that may be enabled/disabled in the software or actions necessary for using the software. Following are commonly used terms and their definitions.

Login and Passwords

Some functions of your system may be password protected. This simply means that the staff member must enter a login and password or swipe an identification card before performing a task. When you select a function that requires a password, the Login and Password dialog box appears.

To access a password protected function:

1. Enter your login name in the **Login** box.
2. Enter your password in the **Password** box.
3. Press **Enter** or click **OK**.
4. Or, swipe an identification card, approved for use with the software, in either direction through the slot on the Card Reader.

Units

Upon admission, a patient or asset must be assigned to a Unit. A Unit represents a protected area in your facility that is monitored as a unit, such as the Nursery or Intensive Care. All devices in the area are assigned to the unit, and are identified on a map or floor plan specific to the unit.

Some units may have more than one patient or asset occupying the same room. It is important when admitting a patient or asset to a double-occupancy room that you specify which bed or side of the room the patient or asset is assigned, for example room 101-A or room 101-B.

If an alarm occurs, the relevant alarm information, such as the patient's or asset's name, the type of event, and the location of the event, is displayed at any Client computer that has been configured to monitor the unit. Some System Properties, such as the time allowed for the discharge and adjust function, are defined at the unit level.

Supervised Transmitters

The Supervised Transmitter feature only applies alarming band transmitters and 9600 QR transmitters. A Supervised Transmitter is the system's way of ensuring that transmitters are operating properly and within range of the receivers. When the Supervised Transmitter function is enabled, a Check Transmitter alarm will be placed in the Event List if the system does not receive a signal from the transmitter within a specified time interval. The supervision interval is configured in the Configuration-Units menu. The Supervised Transmitter function defaults ON.

Global Lockdown

A Global Lockdown is when all of the doors are automatically locked, for example, during night hours or during a Cut Band alarm. When a door is opened during a Global Lockdown, an alarm sounds at the Exit Alarm Controller, a message is displayed on the Client computer(s) in the unit configured to monitor the door, and the location of the Exit Alarm is indicated by a flashing icon on the map on the Client computer(s)

If your facility has enabled the *Lockdown on Cut Band Alarms* feature, a Cut Band Alarm triggers a Global Lockdown. You can configure the Global Lockdown feature to lock doors at *All exits* or *By transmitter units*. However, if a Cut Band alarm is triggered during an Escort or a Transfer, the system automatically locks *All exits* and posts the alarms on all Client computer(s).

Common Operations

The top toolbar provides shortcuts to commonly used tasks such as admitting, discharging, escorting, and transferring a patient or asset. Additionally you can use the top toolbar to access the windows for adjusting the banding material on an alarming band transmitter, viewing system reports and silencing audible alarms.

Admit

Using the Admit function, you can admit a patient or asset and enable the system to associate the transmitter with information of the patient or asset being admitted. There are two ways to access the Admit window.

To admit a patient or asset from the Admit button

1. Click **Admit** on the toolbar.
2. If necessary, swipe your identification card or enter your Login and Password then press **Enter** or click **OK**.

   The **Admit Selection** window appears. Patients, assets or Auto-enrolled alarming band transmitters that currently exist in the census are listed in the window.

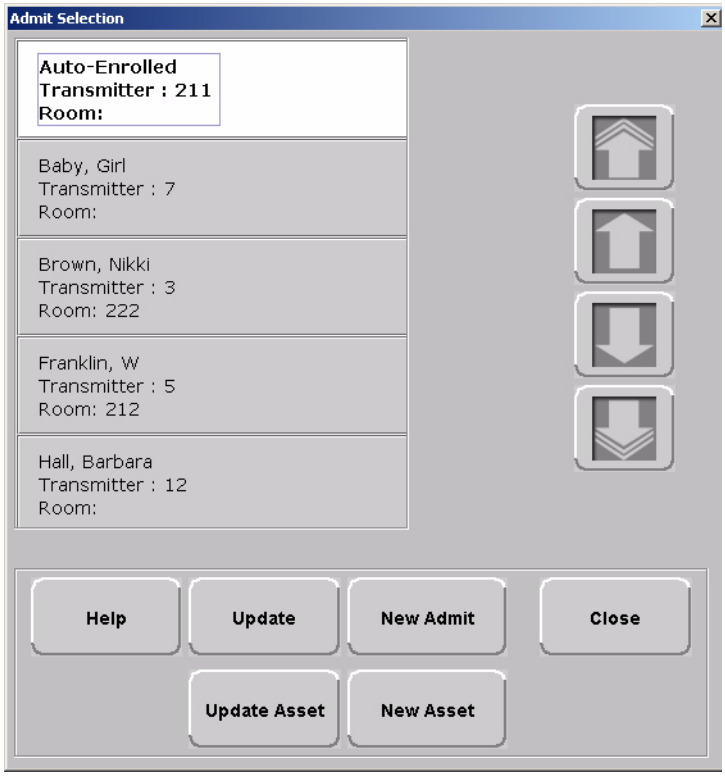


FIGURE 3.1: Admit Selection Window

3. For patient transmitters, do one of the following steps:
   a. If the Auto-enroll feature is activated and the alarming band transmitter is automatically enrolled, use the arrow buttons to find and select the transmitter number to be assigned to the patient or asset. Auto-enrolled alarming band transmitters appear first in the list. Click **Update** or **Update Asset** to bring up the applicable Admit Information window and enter admit information (see "Patient Admit Information Window" on page 44).
   b. If the alarming band transmitter was not auto-enrolled, click **New Admit** to bring up the Admit Information window and enter admit information (see "Patient Admit Information Window" on page 44).
4. For asset transmitters, do one of the following steps:
   a. If the transmitter has been enrolled in the system, use the arrow buttons to find and select the transmitter number to be assigned to the asset. Click **Update Asset** to bring up the Admit Information window and enter admit information (see "Patient Admit Information Window" on page 44).
5. If the transmitter was not enrolled, click **New Asset** to bring up the Admit Information window and enter admit information (see "Patient Admit Information Window" on page 44).
6. Once admit information has been entered, click **Save**.

   If the admit is successful, you will get the following dialog box:

FIGURE 3.2: Update Successful Dialog Box

7. Click **OK**.

To admit from the Event List

Another way to admit is from the Event List. If the Auto-Enroll feature is activated and the alarming band transmitter is automatically enrolled, a white Auto-Enroll message appears in the Event List. Auto-Enroll events appear last in the Event List as they are considered low priority alarms.

1. From the Client computer, click anywhere in the Auto-Enroll Message Box to access the Admit Event Information window.

FIGURE 3.3: Admit Event Information Window

2. Click **Admit**.
3. If necessary, swipe your identification card or enter your Login and Password then press **Enter** or click **OK**.

   The **Admit Information** window appears (see Figure 3.7 on page 44).
4. Enter patient information (name and unit required).
5. Click **Save**.

   If the admit is successful, you will get the following dialog box:

FIGURE 3.4: Update Successful Dialog Box

6. Click **OK**.

To admit with a Pendant or Fall Monitoring device

1. Click **Admit** on the toolbar.
2. If necessary, swipe your identification card or enter your Login and Password then press **Enter** or click **OK**.

   The **Admit Selection** window appears (refer to Figure 3.3 on page 41).
3. Select **New Admit**.
4. Enter patient information (name and unit required).
5. Select the **Transmitter** tab.

> NOTE: The **Transmitter** tab will not appear until a QR device is configured into the system.

6. Enter **Transmitter ID** number (printed on Pendant)
7. Click **Add**

   The **Admit Information** window appears allowing you to select the transmitter type.

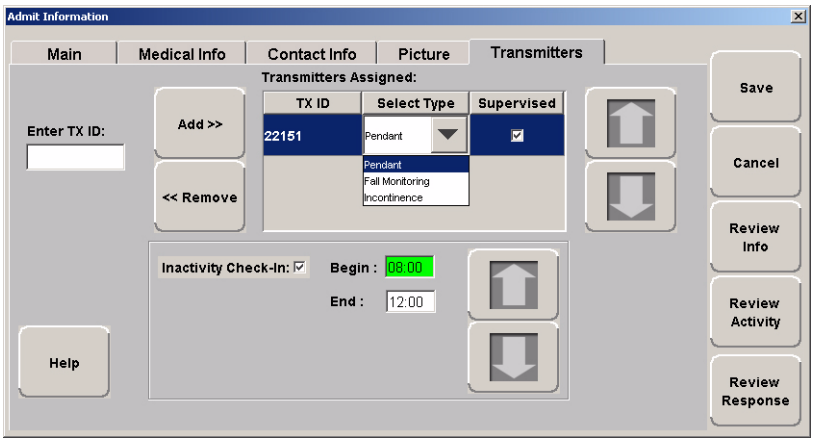


FIGURE 3.5: Admit Information to Select Transmitter Type

8. Select the Transmitter **Type** from the drop-down menu.
   - Pendant
   - Fall Monitoring
9. The **Supervised** option is selected by default. If desired, deselect.

10. Select **SAVE**.

    If the admit is successful, you will get the following dialog box:

FIGURE 3.6: Update Successful Dialog Box

11. Click **OK**.

    For more information on the Transmitter tab, refer to "Enter Transmitter Information" on page 47.

To admit with a Fixed device

> **NOTE:** Fixed devices, such as a pull-cord or smoke detector, are assigned to a room and/or unit at the Configuration level. Refer to the *Series 5.0 Software Administrator Guide*.

1. Click **Admit** on the toolbar.
2. If necessary, swipe your identification card or enter your Login and Password then press **Enter** or click **OK**.

   The **Admit Selection** window appears (refer to Figure 3.3 on page 41).
3. Select **New Admit** to bring up the Admit Information window and enter admit information (see "Patient Admit Information Window" on page 44).
4. Enter patient information (name and unit required).
5. Select the **Room** that was configured with device from the drop-down menu.
6. Click **Save**.

Patient Admit Information Window

From the Admit Information window you can enter the general information about the patient being admitted.

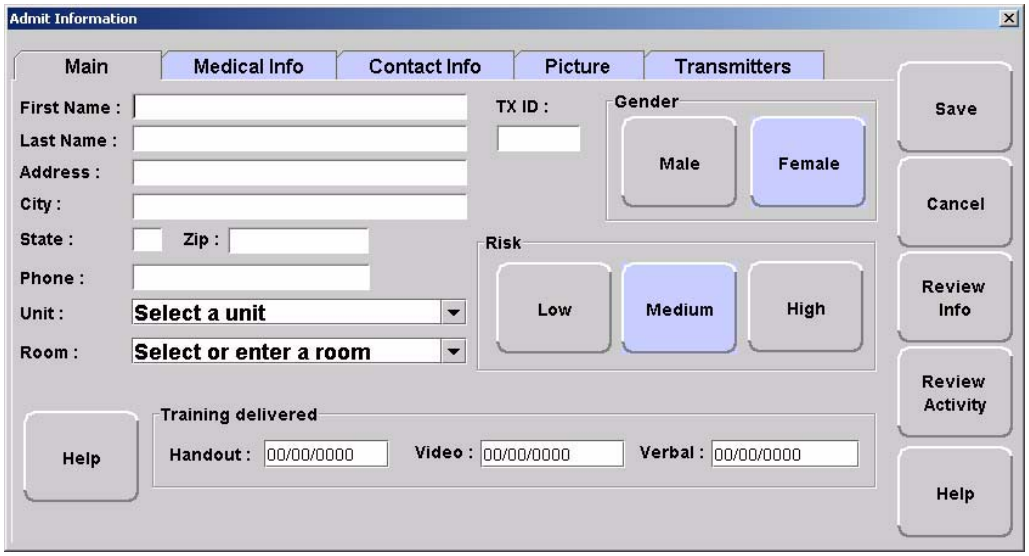


FIGURE 3.7: Admit Information Window

There are five tabs for entering admit information: Main, Medical Info, Contact Info, Picture, and Transmitter. The following pages provide details on each tab in the Admit Information window.

Main Information

The Main information tab allows you to enter general information about the patient being admitted.

> **NOTE:** The following characters are invalid and should not be used when entering medical information: **& ` , “+ '**

1. Click **Main** on the toolbar.
2. In the **First Name** box, type the first name of the patient being admitted (first or last name required).
3. In the **Last Name** box, type the last name of the patient being admitted (first or last name required).
4. Type the patient’s demographic information, **Address**, **City**, **State**, etc.
5. In the **Transmitter** box, type the 3-digit ID number printed on the alarming band transmitter to be assigned to the patient.
6. In the **Room** box, type the patient’s room number.
7. Click **Male** or **Female** to indicate the gender of the patient.
8. Click the **Risk** level for abduction or elopement associated with the patient. Choices are **Low**, **Medium** or **High**.
9. In the **Unit** box, select the unit to which the patient is currently assigned, even if the patient will not remain in that unit (required).
10. In the **Training Delivered** field, indicate the type of training material used by entering the date training was delivered to the patient.

Medical Information

The Medical Info tab allows you to enter medical information about the patient being admitted.

> **NOTE:** The following characters are invalid and should not be used when entering medical information: **& ` , “+ '**

1. Click **Medical Info** on the toolbar.
2. In the **Physician** box, select the physician from the drop-down list. Physicians are entered into the system during system configuration.
3. In the **Attendant** box, select the admitting nurse from the drop-down list. Nurses are entered into the system during system configuration.
4. In the **Allergies** box, enter the patient’s allergies, if any.
5. In the **Medications** box, type the names and doses of medications that the patient requires.
6. In the **Health History** box, note any important medical information about the patient’s medical history.

Enter Contact Information

The Contact Info tab allows you to enter contact information about the patient being admitted.

> **NOTE:** The following characters are invalid and should not be used when entering contact information: **& ` , “+ '**

1. Click **Contact Info** on the toolbar.
2. In the **Name** box, type the name of the patient’s primary contact.
3. In the **Phone** box, type the phone number of the patient’s primary contact.
4. Type the demographic information, **Address**, **City**, **State**, etc. of the patient’s primary contact.

   If the patient has more than one contact, you can enter that information in the subsequent contact boxes.

Insert a Picture

The Picture tab allows you to insert a picture of the patient being admitted. The patient’s picture is displayed on patient generated reports. When available, the patient’s picture also appears in the Event Information window for Cut Band, Door, and Check Transmitter alarms as well as alarms generated from Pendant and Fall Monitoring devices.

All of the pictures in the system are stored on the P: drive. When you need to enter a picture for a patient, go to the P: drive.

1. To insert a picture, click or press the**...** (**Browse**) button.
2. Select a picture from the Browse Picture Files dialog box.

> **IMPORTANT:** All pictures must be placed in the P: directory. If you are using a digital camera, removable USB drive, or any other removable media, you must first save the picture file to the P: directory before removing the media.

To save a picture to the P: drive

1. Insert the removable media (USB drive).
2. On the Computer Desktop, double-click **My Computer**.
3. Double-click the removable media.
4. Right-click the pictures on the media you want to access and select **Copy**.
5. Double-click **P:**.
6. Double-click **Pictures**.
7. Right-click and select **Paste** to paste the pictures to the P: drive for access.

Enter Transmitter Information

The Transmitter tab allows you to enter Pendant and Fall Management transmitter information of the patient being admitted.

> **NOTE:** The following characters are invalid and should not be used when entering transmitter information: **& ` , “+ '**

To enter transmitter information of the patient being admitted:

1. Click **Transmitters** on the toolbar.
2. Enter the patient’s transmitter number in the **Enter TX ID:** box.
3. Click **Add**.
4. From the **Transmitter Assigned** box, select the device type.
5. The **Supervised** option is selected by default. If desired, deselect. it.
6. If you want to enable the Inactivity Check-In feature for the transmitters, select the check box.
7. Enter the **Begin** and the **End** times. for the Inactivity Check-In.
8. Click **Save**.

Asset Admit Information Window

From the Asset Admit Information window you can enter the general information about the asset being admitted.

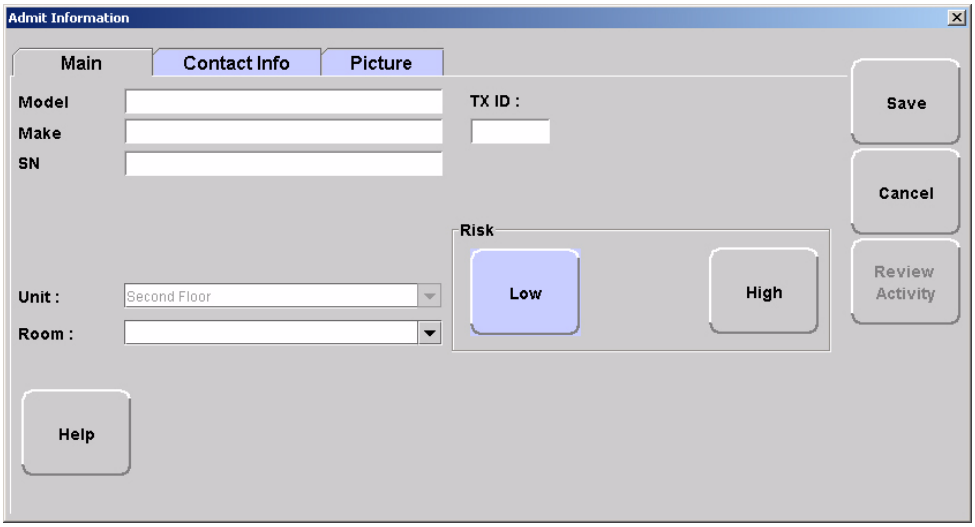


FIGURE 3.8: Asset Admit Information Window

There are three tabs for entering admit information: Main, Contact Info, and Picture. The following pages provide details on each tab in the Admit Information window.

Main Information

The Main information tab allows you to enter identification information about the patient being admitted.

> **NOTE:** The following characters are invalid and should not be used when entering medical information: **& ` , “+ '**

1. Click **Main** on the toolbar.
2. In the **Model** box, type the mode or description of the asset being admitted.
3. In the **Make** box, type the manufacturer’s information of the asset being admitted (required).
4. In the **SN** box, type the serial number of the asset being admitted.
5. In the **TX ID** box, type the 3-digit ID number printed on the alarming band transmitter to be assigned to the asset.
6. In the **Unit** box, select the unit to which the asset is currently assigned, even if the asset will not remain in that unit (required).
7. In the **Room** box, type the asset’s room number
8. Click the **Risk** level for abduction associated with the asset. Choices are **Low** or **High**.

Enter Contact Information

The Contact Info tab allows you to enter contact information about the asset being admitted.

> **NOTE:** The following characters are invalid and should not be used when entering contact information: **& ` , “+ '**

1. Click **Contact Info** on the toolbar.
2. In the **Special Instructions** box, type any special instructions associated with the asset.
3. In the **Name** box, type the name of the primary contact for inquires regarding the asset.
4. In the **Phone** box, type the phone number of the primary contact.
5. Type the demographic information, **Address**, **City**, **State**, etc. of the primary contact.

   If there is more than one contact, you can enter that information in the subsequent contact boxes.

Insert a Picture

The Picture tab allows you to insert a picture of the asset being admitted. The asset's picture is displayed on asset generated reports. When available, the asset's picture also appears in the Event Information window for Cut Band, Door, and Check Transmitter alarms.

All of the pictures in the system are stored on the P: drive. When you need to enter a picture for a patient, go to the P: drive.

1. To insert a picture, click or press the**...** (**Browse**) button.
2. Select a picture from the Browse Picture Files dialog box.

> **IMPORTANT:** All pictures must be placed in the P: directory. If you are using a digital camera, removable USB drive, or any other removable media, you must first save the picture file to the P: directory before removing the media.

To save a picture to the P: drive

1. Insert the removable media (USB drive).
2. On the Computer Desktop, double-click **My Computer**.
3. Double-click the removable media.
4. Right-click the pictures on the media you want to access and select **Copy**.
5. Double-click **P:**.
6. Double-click **Pictures**.
7. Right-click and select **Paste** to paste the pictures to the P: drive for access.

Discharge

When it is time for a patient to leave your facility, he/she must be discharged from the software. If applicable, the alarming band transmitter is removed from the patient within the period of time specified by your facility. Finally, the transmitter must be cleaned in order to be ready to be used again.

> **NOTE:** If a patient is in alarm, the event must be cleared before the patient can be discharged.

To discharge a patient or asset

1. Click **Discharge** on the toolbar.
2. If necessary, swipe your identification card or enter your Login and Password then press **Enter** or click **OK**.

   The Discharge window appears. Patients, assets. or alarming band transmitters that currently exist in the census are listed in the window.

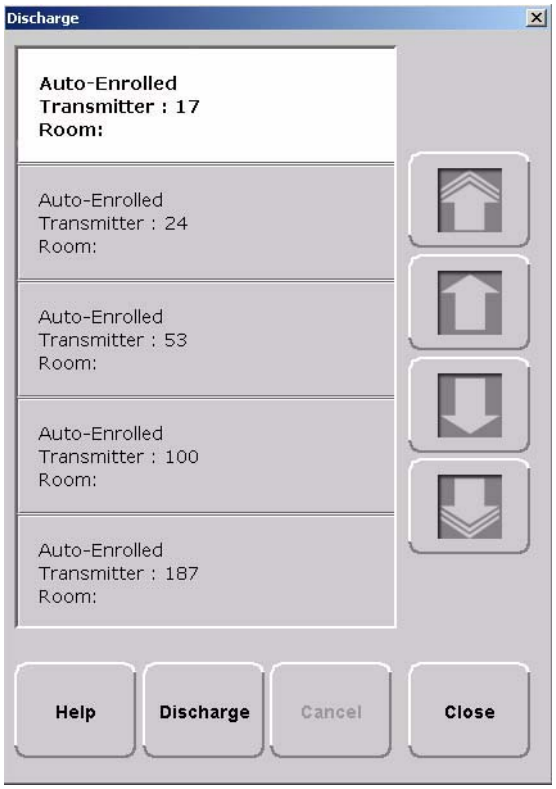


FIGURE 3.9: Discharge Window

3. Use the arrow buttons to find and select the patient or asset to be discharged.
4. Click **Discharge**.

a. If the discharge is for a Wander Management transmitter, a 9600 QR transmitter or a Fall Management device, the discharge occurs immediately. A dialog box appears indicating the discharge is complete. This dialog box only appears if the software has been configured to Confirm Discharge.

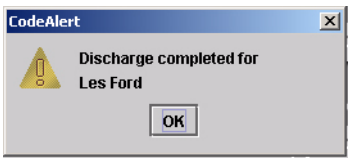


FIGURE 3.10: Discharge Dialog Box

b. If the discharge is for an alarming band transmitter, a dialog box appears showing the patient's name and the amount of time you have to remove the alarming band transmitter. The amount of time you have to remove the alarming band transmitter can be set in the Configuration, Units menu (refer to the *Series 5.0 Software Administrator Guide*).

FIGURE 3.11: Discharge Time Allowed Dialog Box

c. If the amount of time for discharge is set to immediate, a dialog box appears asking you if you are sure you want to discharge the patient or asset.

FIGURE 3.12: Discharge Immediate Dialog Box

NOTE: You cannot discharge a patient or asset that is not in the unit being monitored by the Client computer you are currently using.

5. Click **OK**.
6. Remove the alarming band transmitter from the patient or asset within the time allowed; the patient's or asset's name is automatically removed from the census.

To cancel a discharge

1. Click **Discharge** on the toolbar.
2. If necessary, swipe your identification card or enter your Login and Password then press **Enter** or click **OK**.

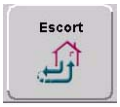
   The **Discharge** window appears (Figure 3.9 on page 50). Patients, assets or alarming band transmitters that currently exist in the census are listed in the window.
3. Use the arrow buttons to find and select the patient whose discharge is to be canceled.
4. Click **Cancel**.

   A dialog box appears indicating that the discharge for the selected patient or asset has been canceled.

FIGURE 3.13: Discharge Canceled Dialog Box

5. Click **OK**.

NOTE: If the unit is configured for immediate discharge, you will be unable to cancel the discharge.



Escort

It may be necessary to move patients or asset within your facility from a protected area to an unprotected area, or an area that is not monitored by the software, for example taking a patient to X-Ray. The Escort function allows for movement of patients or assets by authorized staff within a facility while maintaining a record of the patient or asset being escorted and the staff who authorized the action.

The amount of time you have to remove an alarming band transmitter can be set in the Configuration, Units menu (refer to the *Series 5.0 Software Administrator Guide*). If an alarm from a Wander Management or QR device is generated for the patient while he/she is in Escort, the alarm cancels the Escort function. The alarm must then be cleared before the patient can be placed back into Escort.

> **NOTE:** If a patient or asset is in alarm, the event must be cleared before the patient or asset can be placed into Escort.

To perform an escort

1. Click **Escort** on the toolbar.
2. If necessary, swipe your identification card or enter your Login and Password then press **Enter** or click **OK**.

   The Escort window appears. Patients or assets with alarming band transmitters or QR transmitters that currently exist in the census are listed in the window.

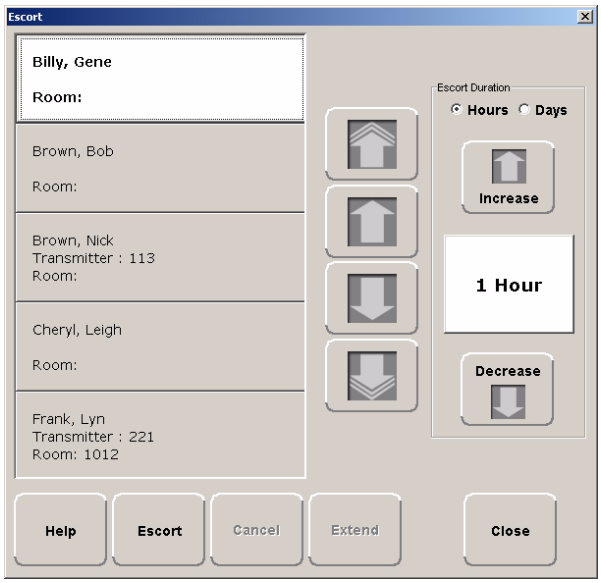


FIGURE 3.14: Escort Window

3. Use the arrow buttons to find and select the patient or asset to be escorted.
4. Select the Escort Duration; the choices are **Hours** or **Days**. You can choose to set the Escort Duration from 1 to 9 Hours or 1 to 9 Days.
5. Use the **Increase** and **Decrease** arrows to select the amount of time required to escort the patient.
6. Click **Escort**.

   A dialog box appears showing the name of the patient and the amount of time allowed for the escort.

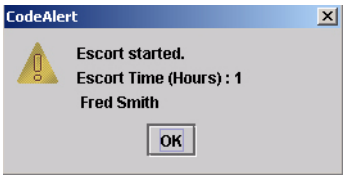


FIGURE 3.15: Escort Started Dialog Box

7. Click **OK**.

   The patient or asset must be returned to the *same unit* within the selected time allowed, or an alarm is issued. When initiating an Escort for a patient or asset utilizing an alarming band transmitter, you must wait 45 seconds before returning the patient or asset to the unit. Returning a patient or asset to the unit before the 45 seconds time-lapse will result in an incomplete Escort.

To extend an escort

1. Click **Escort** on the toolbar.
2. If necessary, swipe your identification card or enter your Login and Password.Press **Enter** or click **OK**.

   The **Escort** window appears (Figure 3.14 on page 53). Patients or assets with alarming band transmitters that currently exist in the census are listed in the window.
3. Use the arrow buttons to find and select the patient or asset whose escort is to be extended.
4. Use the **Hours** arrows to select the additional time needed to escort the patient or asset.
5. Click **Extend**.

   A dialog box appears showing the patient or asset's name and the number of hours that the escort is extended.

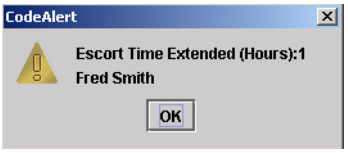


FIGURE 3.16: Escort Extended Dialog Box

6. Click **OK**.

To cancel an escort

1. Click **Escort** on the toolbar.
2. If necessary, swipe your identification card or enter your Login and Password then press **Enter** or click **OK**.

   The **Escort** window appears (Figure 3.14 on page 53). Patients or assets with alarming band transmitters that currently exist in the census are listed in the window.
3. Use the arrow buttons to find and select the patient or asset whose escort is to be canceled.
4. Click **Cancel**.

   A dialog box appears indicating that the escort for the selected patient or asset has been canceled.

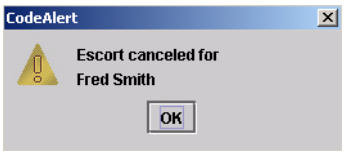


FIGURE 3.17: Escort Canceled Dialog Box

5. Click **OK**.

Transfer

The Transfer function is used to move a patient or asset from one protected area to another protected area, for example from Labor and Delivery to Post Partum. Use the following steps to transfer a patient.

> **NOTE:** If a patient is in alarm, the event must be cleared before the patient can be placed into Transfer.

To perform a transfer

1. Click **Transfer** on the toolbar.
2. If necessary, swipe your identification card or enter your Login and Password then press **Enter** or click **OK**.

   The **Transfer** window appears. Patients and assets that currently exist in the census are listed in the window.

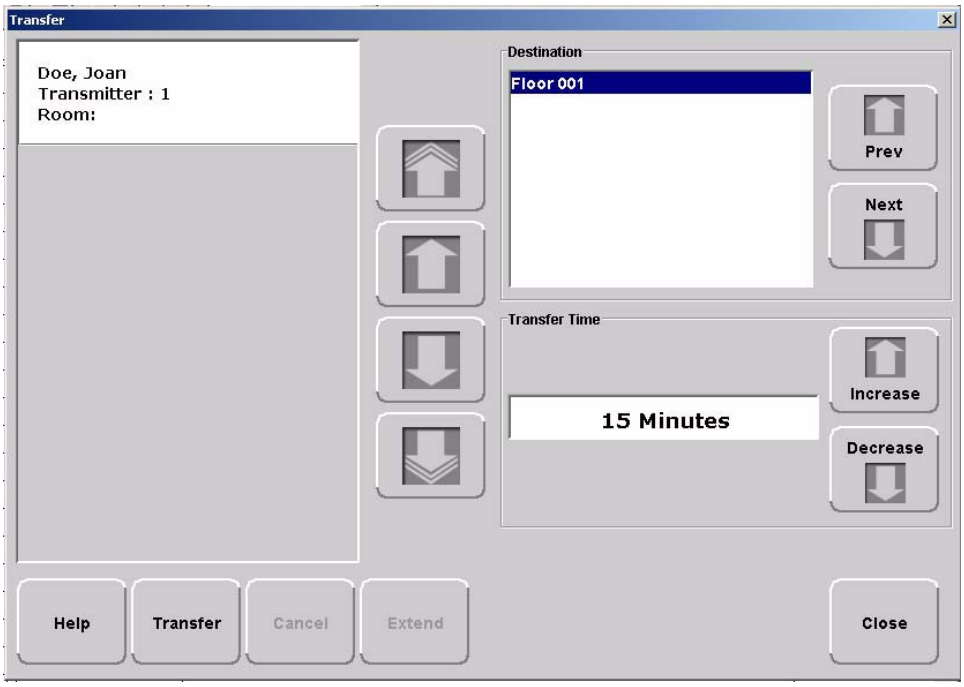


FIGURE 3.18: Transfer Window

3. Use the arrow buttons to find and select the patient or asset to be transferred.
4. Use the arrow buttons to find and select the **Destination**, or the location to which the patient or asset is to be transferred.
5. Use the **Increase** or **Decrease** arrows to select the amount of time required for the transfer.
6. Click **Transfer.**
7. A dialog box appears showing the patient's or asset's name, the amount of time allowed to transfer the patient or asset, and the destination.

FIGURE 3.19: Transfer Started Dialog Box

If the Transfer is for a Wander Management transmitter, 9600 QR transmitter or Fall Management device, the transfer occurs immediately.

8. Click **OK.**

As soon as the patient's or asset's transmitter passes through a protected zone that belongs to the selected designation, the system recognizes that the transfer was successful and the Transfer completes.

To extend a transfer

1. Click **Transfer** on the toolbar.
2. If necessary, swipe your identification card or enter your Login and Password.Press **Enter** or click **OK.**

   The **Transfer** window appears (Figure 3.18 on page 56). Patients, assets or transmitters that currently exist in the census are listed in the window.
3. Use the arrow buttons to find and select the patient or asset whose transfer is to be extended.
4. Use the **Increase** or **Decrease** arrows to select the additional time needed to transfer the patient or asset.
5. Click **Extend.**

   A dialog box appears showing the patient name and the number of minutes that the transfer is extended.

FIGURE 3.20: Transfer Extended Dialog Box

6. Click **OK.**

To cancel a transfer

1. Click **Transfer** on the toolbar.
2. If necessary, swipe your identification card or enter your Login and Password then press **Enter** or click **OK**.

   The **Transfer** window appears (see Figure 3.18 on page 56). Patients and assets that currently exist in the census are listed in the window.
3. Select the patient or asset currently being transferred.
4. Click **Cancel**.

   A dialog box appears to confirm that the transfer was cancelled.

FIGURE 3.21: Transfer Cancelled Dialog Box

5. Click **OK**.

Adjust

The Adjust feature is only applicable with alarming band technology. In the normal course of a patient's stay in your facility, it may become necessary to adjust the banding material so that the alarming band transmitter fits the patient's ankle or wrist more comfortably and securely. The Adjust function temporarily suspends the Cut Band feature for a selected transmitter, allowing the banding material to be adjusted without triggering an alarm. The time period allowed for the band adjustment is specified by your facility.

> **NOTE:** If a patient is in alarm, the event must be cleared before the Adjust function can be initiated.

To adjust banding material on a Transmitter

1. On the toolbar, click **Adjust**.
2. If necessary, swipe your identification card or enter your Login and Password then press **Enter** or click **OK**.

   The **Adjust Bands** window appears. Patients with alarming band transmitters that currently exist in the Census are listed in the window.

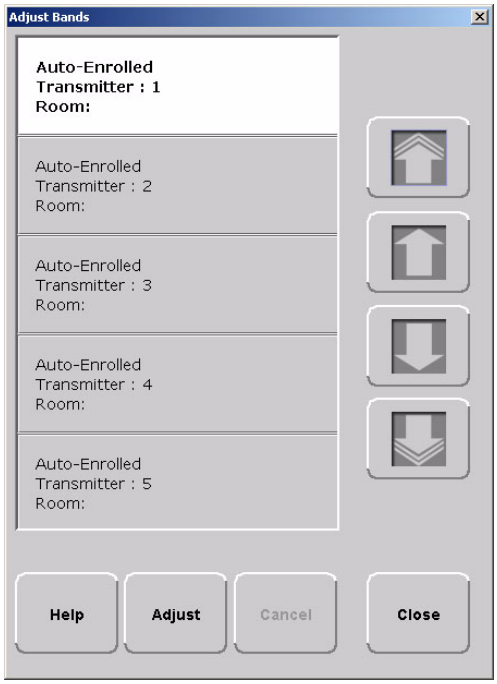


FIGURE 3.22: Adjust Bands Window

3. Use the arrow buttons to find and select the patient whose banding material needs adjustment.

4. Click **Adjust**.

   a. If the alarming band transmitter is in alarm, a dialog box appears indicating that the transmitter is in alarm and the adjust function could not be preformed. You must clear the alarm and re-try the Adjust.

FIGURE 3.23: Could Not Adjust Dialog Box

   b. If successful, a dialog box appears showing the name of the patient and the amount of time allowed to adjust the banding material.

FIGURE 3.24: Successful Adjust Band Dialog Box

5. Click **OK**.

NOTE: If the banding material is not removed within the time allowed, a message appears on the Client computer indicating that the adjust time expired. **Do not continue with the adjustment; a new adjust function must be initiated.**

6. Adjust the banding material and re-attach the transmitter.

   The transmitter is active 60 seconds after both sides of the banding material are re-clamped. The patient wearing the transmitter is once again supervised by the system.

Reports

There are several System Reports that enable you to view information about the activities of the system throughout the day, week, or month. Refer to *Chapter 5, Using System Reports* for detailed information about viewing, printing, saving and filtering reports.

Silence

You can click **Silence** to stop the alarm sound. The alarm is silenced for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound. This Silence button is green when the Silence feature is turned ON.The top toolbar contains icons that provide shortcuts directly to commonly used tasks.

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Chapter 4

Handling Events

Introduction

This chapter provides information about the Events. It provides a detail description of alarming events, the devices that triggered the events and information about responding to the specific events.

Events

An event is an action that occurs in the software that requires a response from an authorized user. When an event occurs, a message is displayed in the Event List indicating the relevant device, the patient's name when applicable, and the type of event received.

Click anywhere in the Alarm Message Box to access more information about the event and to select a cause for the event, if applicable, from the Event Information window. These event causes are then logged into the applicable reports. For information about reporting, see Chapter 5, *Using System Reports*.

WARNING: The Series 5.0 Software is designed and intended to work in conjunction with a facility's overall patient security program, including reasonable operating policies and procedures. The Series 5.0 Software, by itself, cannot prevent abductions or elopements.

Devices Displayed on the Map

Devices are displayed on the map or floor plan on the Client computer(s) configured to assist the staff in monitoring the relevant devices. The location of a device issuing an alarm is indicated by a flashing icon on the map.

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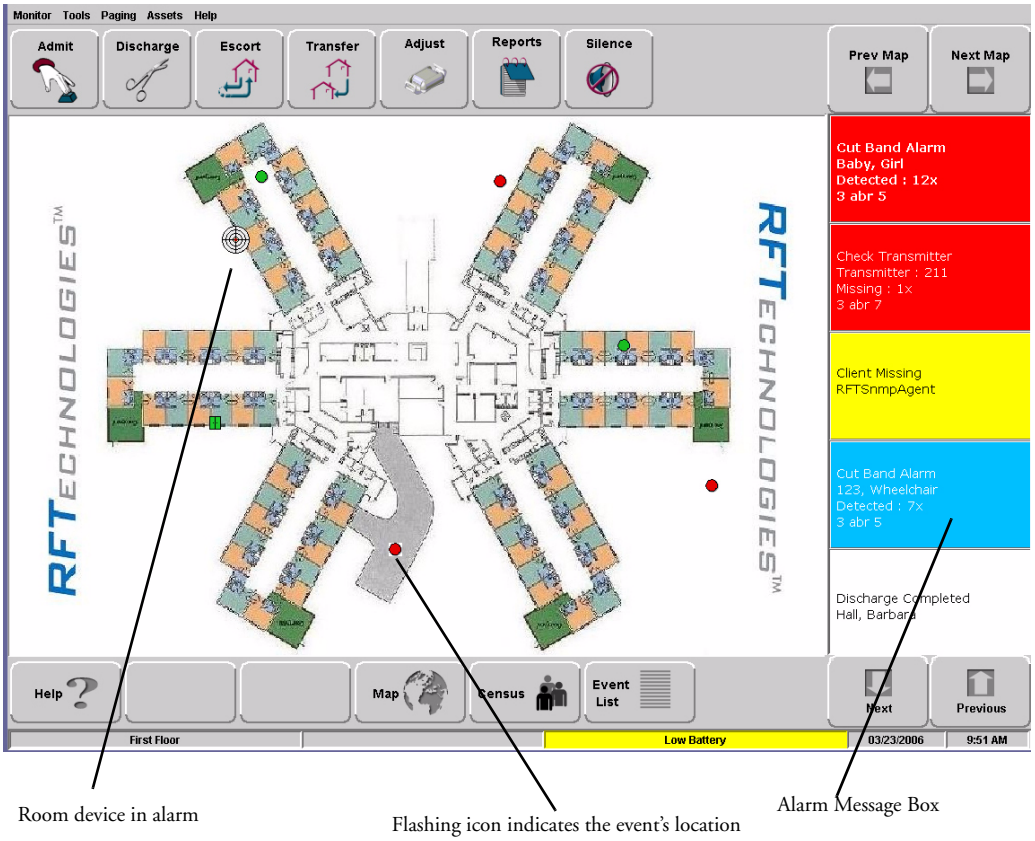


FIGURE 4.1: Main Window

Devices Assigned to a Room

Devices assigned to a room will not show on the map until the room device goes into alarm. The map will display the room to which the alarming device is assigned. By clicking on the alarming device icon, you can bring up details of the alarm. If more than one device is assigned to a room, details on both devices are displayed. Click OK to dismiss the alarm. The icon will continue to flash until the alarm is cleared.

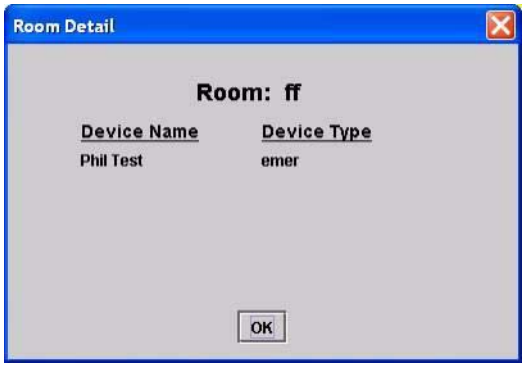


FIGURE 4.2: Room Detail Window

If a transmitter location changes, for example if the banding material on an alarming band transmitter is cut while the transmitter is in motion, the Alarming Band Receiver closest to the transmitter triggers an alarm. The icon representing the Alarming Band Receiver flashes on the Client computer map. Below is a table of how devices are displayed on the map in the Main Window.

Normal Mode	Alarming	Device Fault
Green	Flashing Red	Flashing Yellow

Event Types

There are several different event types that can occur when using the Series 5.0 Software. The following sections provide a brief overview of each event as well as an action to take if this event occurs.

WARNING: If you do not already have procedures in place, you must establish procedures for your staff to follow to ensure patient safety and to secure the area in the event of an alarm. Existing procedures may require modification to incorporate optional features. Failure to create or modify these procedures may result in patient abduction or elopement.

Event Information Window

When an event occurs, an Alarm Message Box is displayed in the Event List. Click anywhere in the Alarm Message Box to access the Event Information window. The Event Information window contains detailed information about the event. If a picture is available, certain events will display the picture of the patient associated with the event.

NOTE: The Event Cause buttons in the Event Information window are different for each event. See the following sections for detailed information.

Selecting an Event Cause will clear an alarm.

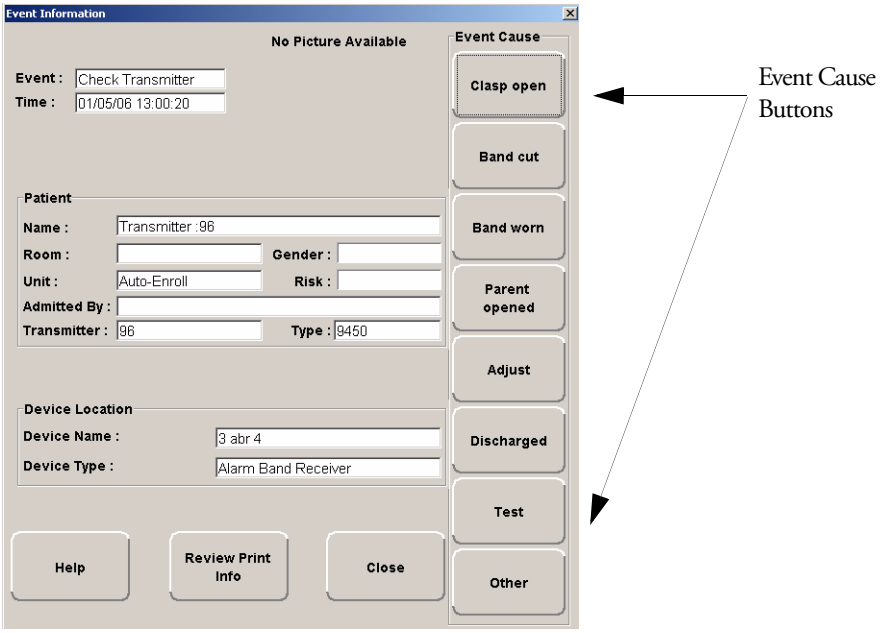


FIGURE 4.3: Event Information Window

Event Information Window Properties

The following table provides brief descriptions of the properties that appears in the Event Information window.

Event—Lists the type of event recorded.

Time—Shows the time at which the event occurred.

Patient

- **Name**—the transmitter ID number, or the name of the patient to whom the transmitter is assigned.
- **Room**—the room number of the patient.
- **Unit**—the unit of the patient.
- **Gender**—the gender of the patient.
- **Risk**—the risk level assigned to the patient.
- **Admitted By**—the staff member who performed the admission.
- **Transmitter**—the identification number of the transmitter that initiated the event.
- **Type**—the type of device that sent the signal.

Device Location

- **Device Name**—the name of the device that received the alarm.
- **Device Type**—the type of device that received the alarm.

Help—displays help information for the Event Information window.

Review Print Info—opens an Event Information Report with patient, event and device location information.

Close— closes the Event Information window without clearing the alarm.

Red Alarms

The following sections provide detailed information about Red Alarms, responding to alarming events, and the the way the event should be cleared.

Door Alarm

When a patient wearing an alarming band transmitter is in an Exit Alarm Zone and the monitored door is open, an alarm sounds at the Exit Alarm Controller, a message is displayed on the Client computer(s) in the unit configured to monitor the transmitter, and the location of the Exit Alarm Zone is indicated by a flashing icon on the map on the Client computer(s).

To respond to a Door Alarm

1. Always follow your facility's policies and procedure to ensure patient safety and secure the area.
2. Go to the alarming device and swipe your card reader access card (if applicable) or enter the appropriate 4-digit alarm code to clear the alarm at the device. For more information about the Alarm Code, contact your System Administrator.
3. If the Enforce JCAHO feature is activated, you must select an Event Cause once the alarming device has been reset. When you reset the alarming device, the Red Alarm changes to a White Alarm in the Alarm Message Box
4. From the Client computer, click anywhere in the Door Alarm Message Box to access the Event Information window.
5. Select one of the following causes for the Door Alarm:
   - **Escort problem**—there was an issue while the patient was in escort.
   - **Transfer problem**—there was an issue while the patient was in transfer.
   - **Accidentally close to open door**—the patient was near a door when it was opened.
   - **Noise** —there were noise issues with the device.
   - **Test** —the system was being tested.
   - **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

   You cannot clear an event until you select the appropriate cause for the event. The event is cleared from the Event List of every Client computer configured to monitor the unit.

NOTE: You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced, at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Exit Alarm (Wide Gap)

A Wide Gap Exit Alarm occurs when a door or window monitored by a Door/Window transmitter is opened. A Door/Window transmitter is a device that protects a door or window against unauthorized egress. When a Wide Gap Exit Alarm occurs, a message is displayed on the Client computer(s) in the unit configured to monitor the door or window, and the location of the Exit Alarm is indicated by a flashing icon on the map on the Client computer(s).

> **NOTE:** No local audible alarms are sounded from the Door/Window transmitter when an alarm occurs.

To respond to a Wide Gap Exit Alarm

1. Always follow your facility's policies and procedure to ensure patient safety and secure the area.
2. Locate the door or window that initiated the alarm.
3. Close the door or window. The system records the event and clears the alarm when the door or window is closed.

Smoke Alarm

When a smoke detector is activated, an alarm sounds, a message is displayed on the Client computer(s) in the unit configured to monitor the device, and the location of the Smoke Alarm is indicated by a flashing icon on the map on the Client computer(s). An event is reported in the Event List each time a smoke detector is activated.

To respond to a Smoke Alarm

1. Always follow your facility's policies and procedure to ensure patient safety and secure the area.
2. Locate the alarming device. Smoke Alarms must be reset at the alarming device.The system records the event as a Reset when the smoke detector is reset.

> **NOTE:** You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced, at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Perimeter Alarm

A Perimeter Alarm occurs when the doors monitored by the system are in Perimeter mode and a door is opened. Perimeter mode is when a door is automatically locked, for example, during night hours or during a Cut Band alarm.

When a Perimeter alarm occurs, an alarm sounds at the Exit Alarm Controller, a message is displayed on the Central Server or Client computer(s) in the unit configured to monitor the door, and the location of the Exit Alarm is indicated by a flashing icon on the map on the Client computer(s).

> **NOTE:** You cannot silence or reset the Exit Alarm Controller's alarms from the Central Server and Client computer(s). You must reset the alarm at the Exit Alarm Controller.

To respond to a Perimeter Alarm

1. Always follow your facility's policies and procedure to ensure patient safety and secure the area.
2. Locate the alarming device. Perimeter Alarms must be reset at the alarming device.
3. Go to the Exit Alarm Controller and swipe your card reader access card (if applicable) or enter the appropriate 4-digit alarm code. For more information about the Alarm Code, contact your System Administrator. The system records the event as a Reset when the appropriate code is entered.
4. If the Enforce JCAHO feature is activated, you must select an Event Cause once the alarming device has been reset. When you reset the alarming device, the Red Alarm changes to a White Alarm in the Alarm Message Box.
5. From the Central Server or Client computer, click anywhere in the Perimeter Alarm Message Box to access the Event Information window.
6. Select one of the following causes for the Perimeter Alarm:
   - **Escort problem**—there was an issue while the patient was in escort.
   - **Transfer problem**—there was an issue while the patient was in transfer.
   - **Accidentally close to open door**—the patient was near a door when it was opened.
   - **Noise** —there were noise issues with the device.
   - **Test** —the system was being tested.
   - **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

   You cannot clear an event until you select the appropriate cause for the event. The event is cleared from the Event List of every Client computer configured to monitor the unit.

> **NOTE:** You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced, at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Cut Band Alarm

When the banding material on a patient's alarming band transmitter is cut or tampered with, an alarm is sounded on every Client computer configured to monitor the unit, a message is displayed in the Event List, and the location of the Alarming Band Receiver that detected the event is indicated on the map on the Client computer(s).

If your facility has enabled the *Lockdown on Cut Band Alarms* feature, a Cut Band Alarm will trigger a Global Lockdown.You can configure the Global Lockdown feature to lock doors at *All exits* or *By transmitter units*. However, if a Cut Band Alarm is initiated during an Escort or a Transfer, the systems automatically locks *All exits* and displays the alarm on all Client computers and Quick Look displays.

To respond to a Cut Band Alarm

1. Always follow your facility's policies and procedure to ensure patient safety and secure the area.
2. Verify transmitter is applied correctly and without signs of damage.
3. From the Client computer, click anywhere in the Cut Band Alarm Message Box to access the Event Information window.
4. Select one of the following event causes:
   - **Clasp open** —one of the clasps on the transmitter was open.
   - **Band cut**—the banding material on the transmitter was cut.
   - **Band worn**—the banding material on the transmitter is worn and must be replaced.
   - **Unauthorized open**—an unauthorized person opened the transmitter clasp.
   - **Adjust**—a transmitter was being adjusted without authorization, an adjust was not requested or an adjust occurred after the adjust time expired.
   - **Discharged** —the transmitter was being removed in a discharge without authorization, a discharge was not requested or a discharge occurred after the adjust time allowed.
   - **Test** —the system was being tested.
   - **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

   You cannot clear an event until you select the appropriate cause for the event. The event is cleared from the Event List of every Client computer configured to monitor the unit.

NOTE: You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced, at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Mismatch Alarm

A Mismatch alarm occurs if an Infant transmitter is located within proximity of a Mother transmitter that is linked to a different Infant transmitter.

To respond to a Mismatch Alarm

1. Always follow your facility's policies and procedure to ensure patient safety and secure the area.
2. Click anywhere in the message box to access the **Event Properties** window.
3. Select one of the following Event reasons:
   - **No problem**—no issue was found.
   - **Wrong Infant**—the wrong Infant Transmitter linked with the wrong Mother Transmitter.
   - **Mothers bonding**—while two mothers were socializing, one of the Mother Transmitters picked up the other Mother's Infant Transmitter signal.
   - **Infant not present**—an Infant Transmitter was not present.
   - **Test** —the system was being tested.
   - **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

   You cannot clear an event until you select the appropriate cause for the event. The event is cleared from the Event List of every Client computer configured to monitor the unit.

NOTE: You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced, at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Match Alarm

You can configure the system to require a Mother/Infant match before an infant can be discharged. The Match Alarm occurs when an infant is discharged and the alarming band material is cut, before performing the required Mother/Infant match. The *Require Mother/Infant match before discharge* is configured in the Configuration, Global Settings menu (refer to the *Series 5.0 Software Administrator Guide*).

To respond to a Match Alarm

1. Always follow your facility's policies and procedure to ensure patient safety and secure the area.
2. Click anywhere in the Match Alarm Message Box to access the Event Information window.
3. Click **Clear**.

   If necessary, perform the discharge function again by first performing the Mother/Infant match.

Link Alarm

This alarm occurs when there is a problem linking the infant to a mother. For example, the infant may already be linked to another mother.

To respond to a Link Alarm

1. Always follow your facility's policies and procedure to ensure patient safety and secure the area.
2. Click anywhere in the Link Alarm Message Box to access the Event Information window.
3. Click **Clear**.
4. If necessary, relink the mother and infant.

Check Alarm

No message has been received from the patient transmitter or the device in the patient room during the Inactivity Check-In period. The Check message will remain until an Alarm message is received, or the event is manually cleared at the Client computer(s).

To respond to a Check Alarm

1. Always follow your facility's policies and procedures to ensure patient safety and secure the area.
2. Locate the device. Check Alarms must be reset at the transmitting device.
3. Verify that no patient emergency exists.
4. From the Client computer, click anywhere in the Inactivity Check-In Alarm Message Box to access the Event Information window.
5. Select **Clear** to clear the Inactivity Check-In alarm.

> **NOTE:** You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced, at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Check Transmitter Alarm

The specified alarming band transmitter has not sent a signal to the system within the required time.

To respond to a Check Transmitter Alarm

1. Always follow your facility's policies and procedure to ensure patient safety and secure the area.
2. Verify transmitter is applied correctly and without signs of damage.

WARNING: You must test all transmitters prior to use to verify proper operation. Failure to test the transmitters before use can result in system failure and/or an elopement or abduction. In addition, failure to test transmitters voids the RF Technologies Product Warranty.

For more information, refer to the appropriate *Transmitter User Guide*.

3. From the Client computer, click anywhere in the Check Transmitter Alarm Message Box to access the Event Information window.
4. Select one of the following event causes:
   - **Clasp open** —one of the clasps on the transmitter was open.
   - **Band cut**—the banding material on the transmitter was cut.
   - **Band worn**—the banding material on the transmitter is worn and must be replaced.
   - **Unauthorized open**—an unauthorized person opened the transmitter clasp.
   - **Adjust**—a transmitter was being adjusted without authorization.
   - **Discharged** —the transmitter was being removed in a discharge without authorization.
   - **Test** —the system was being tested.
   - **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

   You cannot clear an event until you select the appropriate cause for the event. The event is cleared from the Event List of every Client computer configured to monitor the unit.
5. A Check Transmitter alarm may be an indication that Receiver coverage may be inadequate. Contact your System Administrator.

NOTE: You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced, at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Assistance Required

An Assistance Required alarm occurs when a patient presses a button or pulls the cord on a device. The Alarm message will remain until the alarming device is reset. An Assistance Required alarm is also activated in response to a Fall Management System alert.

To respond to an Assistance Required Alarm

1. Always follow your facility's policies and procedures to ensure patient safety and secure the area.
2. Locate the alarming device. Assistance Required Alarms must be reset at the alarming device.
3. Reset the alarming device. The system records the event as a Reset when the alarming device is reset.
4. If responding to a Fall Management System alert, the system will automatically reset and begin monitoring once the patient is placed back on the Sensor Pad (refer to "Using the Fall Management System" on page 22).
5. If the Enforce JCAHO feature is activated, you must select an Event Cause once the alarming device has been reset. When you reset the alarming device, the Red Alarm changes to a White Alarm in the Alarm Message Box.
6. From the Client computer, click anywhere in the Assistance Required Alarm Message Box to access the Event Information window.
7. Select one of the following event causes:
   - **Fall** —the patient had fallen and needed assistance.
   - **Water**—the patient required water.
   - **Food**—the patient required food.
   - **Talk**—the patient had matters to discuss with the attendant.
   - **Bathroom**—the patient required bathroom assistance.
   - **Test** —the system was being tested.
   - **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

   You cannot clear an event until you select the appropriate cause for the event. The event is cleared from the Event List of every Client computer configured to monitor the unit.

NOTE: You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced, at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Server Missing

This alarm occurs when the Client computer has lost its connection with the Central Server.

To respond to a Server Missing Alarm

1. Verify with the System Administrator that the Series 5.0 Software is running on the Client computer(s).
2. From the Client computer, click anywhere in the Server Missing Alarm Message Box to access the Event Information window.

   The Event Information window only provides time of the Server Missing event. This information may be helpful when communicating the event to your System Administrator.
3. Click **Close**.
4. Contact your System Administrator or call RF Technologies Customer Solutions Team at (800) 669-9946 or (262) 790-1771.

NOTE: A Server Missing alarm will automatically clear when the server returns. It can not be cleared by the user.

Yellow Alarms

The following sections provide detailed information about Yellow Alarms, responding to alarming events, and the the way the event should be cleared.

Client Missing

This alarm occurs when the Client computer is not communicating with the system network.

To respond to a Client Missing Alarm

1. Verify with the System Administrator that the Series 5.0 Software is running on the Client computer(s).
2. Check the power and network cable connecting the missing Client computer.
3. From the Client computer, click anywhere in the Client Missing Alarm Message Box to access the Event Information window.

   The Event Information window provides more information about the Client Missing event. This information may be helpful when communicating the event to your System Administrator.

> **NOTE:** A Client Missing alarm may not necessarily involve a Client computer. The Client Missing alarm could be generated by a service utilized by the system, for example the SNMP Agent or Paging Manager.

4. Click **Close**.
5. Contact your System Administrator or call RF Technologies Customer Solutions Team at (800) 669-9946 or (262) 790-1771.

Device Fault

This alarm occurs when a problem has been detected with a device. There are several types of Device Fault events that can occur in the system, for example: Device Tamper, RF Interference, Communications Failure, and Unresponsive RF. Possible causes are that the device has experienced a loss of power, it has an invalid address, or the network connection is broken. Quick Response devices also report low battery conditions as Device Faults.

An Unresponsive RF event occurs when a transmitter, used to monitor a door controller, can not get a proper reading from a blocked antenna. Antenna blockage can be due to the range setting or noise tolerance setting.

To respond to a Device Fault Alarm

1. From the Client computer, click anywhere in the Alarm Message Box to access the Event Information window.
2. The Event Information window provides more information about the Device Fault event. This information may be helpful when communicating the event to your System Administrator.
3. Contact your System Administrator or call RF Technologies Customer Solutions Team at (800) 669-9946 or (262) 790-1771.

Low Battery

This alarm appears in bottom toolbar when a transmitter currently enrolled in the system has a low battery. **You cannot clear a Low Battery Alarm**; the alarm remains for the duration of time that the transmitter is enrolled in the system. It does not disappear until the transmitter is discharged from the system and removed from the facility or assigned a Missing status in the Configurations, Global Settings menu (refer to the *Series 5.0 Software Administrator Guide*).

NOTES:

- The system will not allow you to link a Mother transmitter that has a low battery.
- Quick Response devices report low battery conditions as Device Faults.

Once the transmitter is discharged from the system, follow your warranty policy regarding the discard of the transmitter. For more information about transmitters and transmitter care, see the appropriate *Transmitter User Guide*.

Blue Alarms

The following sections provide detailed information about Blue Alarms, responding to alarming events, and the the way the event should be cleared.

Door Alarm

When an asset tagged with an asset transmitter is in an Exit Alarm Zone and the monitored door is open, an alarm sounds at the Exit Alarm Controller, a message is displayed on the Client computer(s) in the unit configured to monitor the transmitter, and the location of the Exit Alarm Zone is indicated by a flashing icon on the map on the Client computer(s).

To respond to a Blue Door Alarm

1. Go to the alarming device and swipe your card reader access card (if applicable) or enter the appropriate 4-digit alarm code to clear the alarm at the device. For more information about the Alarm Code, contact your System Administrator.
2. If the Enforce JCAHO feature is activated, you must select an Event Cause once the alarming device has been reset. When you reset the alarming device, the Blue Alarm changes to a Light Blue Alarm in the Alarm Message Box
3. From the Client computer, click anywhere in the Door Alarm Message Box to access the Event Information window.
4. Select one of the following causes for the Door Alarm:
   - **Test** —the system was being tested.
   - **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

   You cannot clear an event until you select the appropriate cause for the event. The event is cleared from the Event List of every Client computer configured to monitor the unit.

NOTE: You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced, at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Cut Band Alarm

When an asset transmitter is tampered with (cut band, improperly removed), an alarm is sounded on every Client computer configured to monitor the unit, a message is displayed in the Event List, and the location of the Alarming Band Receiver that detected the event is indicated on the map on the Client computer(s).

If your facility has enabled the *Lockdown on Cut Band Alarms* feature, a Cut Band Alarm will trigger a Global Lockdown.You can configure the Global Lockdown feature to lock doors at *All exits* or *By transmitter units*. However, if a Cut Band Alarm is initiated during an Escort or a Transfer, the systems automatically locks *All exits* and displays the alarm on all Client computers and Quick Look displays.

To respond to a Blue Cut Band Alarm

1. Verify transmitter is applied correctly and without signs of damage.
2. From the Client computer, click anywhere in the Cut Band Alarm Message Box to access the Event Information window.
3. Select one of the following event causes:
   - **Test** —the system was being tested.
   - **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

   You cannot clear an event until you select the appropriate cause for the event. The event is cleared from the Event List of every Client computer configured to monitor the unit.

NOTE: You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced, at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Check Transmitter Alarm

The specified asset transmitter has not sent a signal to the system within the required time.

To respond to a Blue Check Transmitter Alarm

1. Verify transmitter is applied correctly and without signs of damage.

   WARNING: You must test all transmitters prior to use to verify proper operation. Failure to test the transmitters before use can result in system failure and/or asset abduction. In addition, failure to test transmitters voids the RF Technologies Product Warranty.

2. From the Client computer, click anywhere in the Check Transmitter Alarm Message Box to access the Event Information window.
3. Select one of the following event causes:
   - **Test** —the system was being tested.
   - **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

   You cannot clear an event until you select the appropriate cause for the event. The event is cleared from the Event List of every Client computer configured to monitor the unit.
4. A Check Transmitter alarm may be an indication that Receiver coverage may be inadequate. Contact your System Administrator.

NOTE: You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced, at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

White and Light Blue Alarms

The following sections provide detailed information about White and Light Blue Alarms, responding to alarming events, and the way the event should be cleared. White Alarms are patient generated alarms; Light Blue Alarms asset generated alarms.

Auto-enroll (White Alarm only)

The Auto-Enroll feature automatically enrolls alarming band transmitters into the system without requiring a manual admit. Once the transmitter is auto-enrolled, the system monitors the transmitter for Door, Cut Bands, or Check-In alarms.

To respond to an Auto-Enroll

1. From the Client computer (s), click anywhere in the Auto-Enroll Alarm Message Box to access the Event Information window.
2. Select one of the followings:
   - **Clear**—clears the Auto-Enroll from the Alarm Message Box and the Event List.
   - **Admit**—opens the Admit Information window for that transmitter so that you can assign the transmitter to a patient.
   - **Close**—closes the Admit Information window without clearings the Auto-Enroll.

Escort to Expire

This alarm occurs when the time allowed for a patient or asset to be escorted will expire in 15-minutes. The alarming band transmitter, in the Escort mode, has not been moved *from* or has not yet been returned *to* the protected area.

To respond to an Escort to Expire

1. Determine the location of the patient or asset.
2. If the patient or asset is secure and will not be returned to the protected area soon, clear the Escort to Expire alarm and extend the Escort function.
3. If the patient or asset has not yet been moved, clear the Escort to Expire alarm and cancel the escort.

Escort Expired

This alarm occurs when the selected amount of time required for a patient or asset to be escorted has expired and the transmitter, in the Escort mode, has not been moved *from* or has not yet been returned *to* the protected area.

To respond to an Escort Expired Alarm

1. Determine the location of the patient or asset.
2. From the Client computer, click anywhere in the Escort Expired Alarm Message Box to access the Event Information window.
3. Select one of the following event causes:
   - **Patient Delayed**—the patient or asset was delayed and the Escort may need more time.
   - **Failed to start**—the Escort was never started.
   - **Escort Completed**—the patient or asset was successfully escorted.
   - **Test**—the system was being tested.
   - **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

   You cannot clear an event until you select the appropriate cause for the event.
4. If the patient or asset has been escorted and is due to be returned, perform the Escort function again. Wait until the patient or asset returns, then cancel the Escort.

   If the patient or asset has not yet been moved, the system continues to assist staff in monitoring the patient or asset.

Transfer to Expire

This alarm occurs when the time allowed for a patient or asset to be transferred will expire in 15-minutes (if the allotted time was configured for greater then 15-minutes) and the alarming band transmitter, in the Transfer mode, has not been moved from one protected area to another.

To respond to a Transfer to Expire

1. Determine the location of the patient or asset.
2. If the patient or asset is secure and will not be transferred to a protected area soon, clear the Transfer to Expire alarm and extend the Transfer function.
3. If the patient or asset has not yet been moved, clear the Transfer to Expire alarm and cancel the Transfer.

Transfer Expired

This alarm occurs when the selected amount of time required for a patient or asset to be transferred has expired and the alarming band transmitter, in the Transfer mode, has not reached its destination.

To respond to a Transfer Expired Alarm

1. Determine the location of the patient or asset.
2. From the Client computer, click anywhere in the Transfer Expired Alarm Message Box to access the Event Information window.
3. Select one of the following event causes:
   - **Patient Delayed**—the patient or asset was delayed and needs more time for the transfer.
   - **Failed to Start**—the Transfer was never started; or the patient or asset was never transferred.
   - **Transfer Completed**—the patient or asset was successfully transferred to the destination.
   - **Test**—the system was being tested.
   - **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

   You cannot clear an event until you select the appropriate cause for the event.
4. If the patient or asset has not yet been transferred, perform the Transfer function again.

   If the patient or asset has not yet been moved, the system continues to assist staff in monitoring the patient or asset.

Discharge Expired

This alarm occurs when the amount of time allowed for an alarming band transmitter to be removed has expired and the discharge has not completed properly.

To respond to a Discharge Expired Alarm

1. If the transmitter has not yet been removed, click anywhere in the Discharge Expired Alarm Message Box to access the Event Information window.
2. Select one of the following event causes:
   - **Patient Delayed**—the patient or asset is delayed and requires more time for the discharge.
   - **Attendant Delayed**—the attendant was delayed in discharging the patient or asset.
   - **Test**—the system was being tested.
   - **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

   You cannot clear an event until you select the appropriate cause for the event. If the patient or asset is not being discharged, the patient or asset's information is still in the database and the software continues to assist staff in monitoring the patient or asset.
3. Perform the Discharge function again.

Adjust Expired (White Alarm only)

This alarm occurs when the selected amount of time required for the adjustment of the banding material has expired and the adjustment has not been complete properly.

To respond to an Adjust Expired Alarm

1. Determine that the patient is secure.
2. If the banding material has not yet been adjusted, click anywhere in the Adjust Expired Alarm Message Box to access the Event Information window.
3. Click **Clear**.
4. Perform the Adjust function again.

Begin Adjust (White Alarm only)

This alarm occurs after a configured amount of time to remind staff to check the alarming band transmitter for band slippage. The time for the *Require band slippage check* is configured in the Configuration, Units menu (refer to the *Series 5.0 Software Administrator Guide*).

To respond to an Adjust Alarm

1. Determine that the patient is secure.
2. Click anywhere in the Begin Adjust Alarm Message Box to access the Event Information window.
3. Click **Clear**.
4. If necessary, perform the Adjust function.

Admit Complete

This alarm occurs when the Admit function for a patient or asset is complete. This dialog box only appears if the software has been configured to confirm the Admit.The Confirm Admit is configured in the Configuration, Global Settings menu (refer to the *Series 5.0 Software Administrator Guide*).

Discharge Complete

This alarm occurs when the Discharge for a patient or asset is complete. This dialog box only appears if the software has been configured to confirm the discharge.The *Confirm Discharge* is configured in the Configuration, Global Settings menu (refer to the *Series 5.0 Software Administrator Guide*).

Escort Complete

This alarm occurs when the Escort for a patient or asset is complete. This dialog box only appears if the software has been configured to confirm the escort.The Confirm Escort is configured in the Configuration, Global Settings menu (refer to the *Series 5.0 Software Administrator Guide*).

Transfer Complete

This alarm occurs when a Transfer for a patient or asset is complete. This dialog box only appears if the software has been configured to confirm the transfer.The Confirm Transfer is configured in the Configuration, Global Settings menu (refer to the *Series 5.0 Software Administrator Guide*).

Adjust Compete (White Alarm only)

This alarm occurs when the Adjust function for a patient is complete. This dialog box only appears if the software has been configured to confirm the Adjust.The Confirm Adjust is configured in the Configuration, Global Settings menu (refer to the *Series 5.0 Software Administrator Guide*).

Chapter 5

Using System Reports

Introduction

This chapter provides detailed information about viewing and printing System Reports. In addition, it provides detailed information about using and filtering reports. Following is a list of the types of reports that are available in the software.

Reports

There are several Reports that enable you to view information about the activities of the system throughout the day, week, or month. The following section provides detailed information about viewing, printing, saving, using, and filtering Reports.

Viewing a Report

To view a report

1. Click **Reports** on the toolbar.

   The Report List window appears.

2. In the **Report List** window, use the up and down arrows to select the report you want to run.

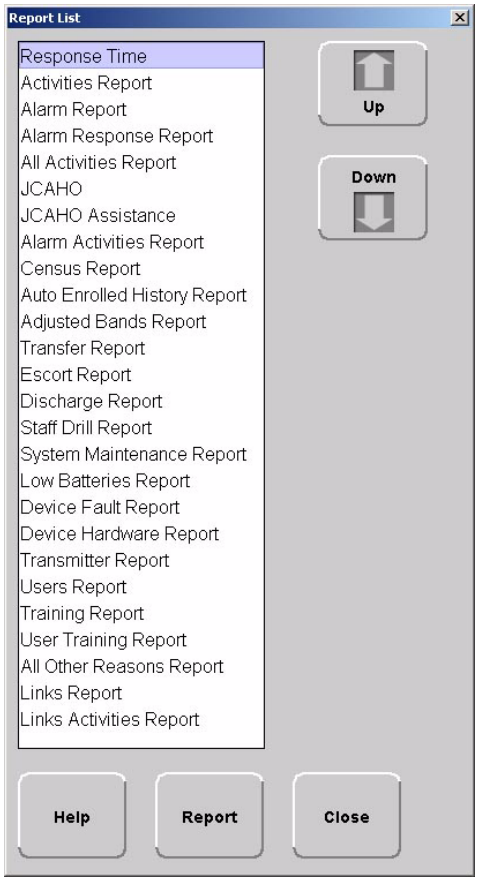
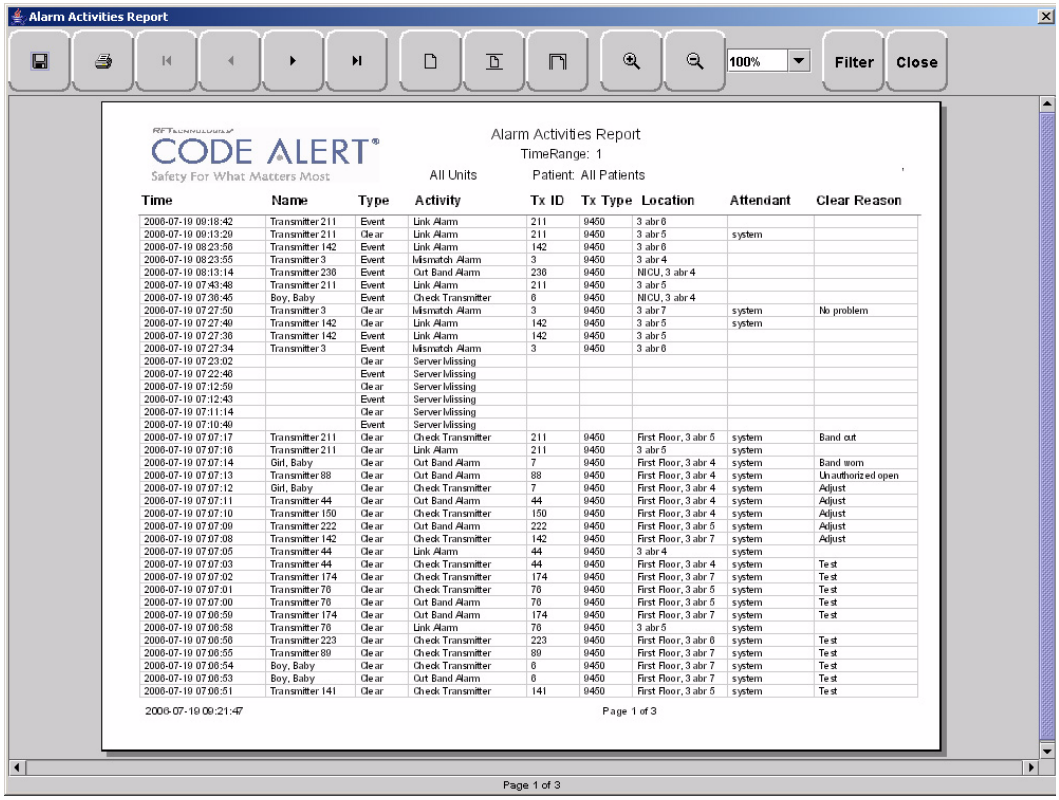


FIGURE 5.1: Report List

3. Click **Report** or double click on the selected report in the Report List.

   The Report window appears with the report you requested.



Time	Name	Type	Activity	Tx ID	Tx Type	Location	Attendant	Clear Reason
2006-07-19 09:18:42	Transmitter 211	Event	Link Alarm	211	9450	3 abr 6		
2006-07-19 09:13:29	Transmitter 211	Clear	Link Alarm	211	9450	3 abr 5	system	
2006-07-19 08:23:56	Transmitter 142	Event	Link Alarm	142	9450	3 abr 6		
2006-07-19 08:23:55	Transmitter 3	Event	Mismatch Alarm	3	9450	3 abr 4		
2006-07-19 08:13:14	Transmitter 236	Event	Out Band Alarm	236	9450	NICU, 3 abr 4		
2006-07-19 07:43:48	Transmitter 211	Event	Link Alarm	211	9450	3 abr 5		
2006-07-19 07:38:45	Boy, Baby	Event	Check Transmitter	6	9450	NICU, 3 abr 4		
2006-07-19 07:27:50	Transmitter 3	Clear	Mismatch Alarm	3	9450	3 abr 7	system	No problem
2006-07-19 07:27:40	Transmitter 142	Clear	Link Alarm	142	9450	3 abr 5	system	
2006-07-19 07:27:36	Transmitter 142	Event	Link Alarm	142	9450	3 abr 5		
2006-07-19 07:27:34	Transmitter 3	Event	Mismatch Alarm	3	9450	3 abr 6		
2006-07-19 07:23:02		Clear	Server Missing					
2006-07-19 07:22:46		Event	Server Missing					
2006-07-19 07:12:59		Clear	Server Missing					
2006-07-19 07:12:43		Event	Server Missing					
2006-07-19 07:11:14		Clear	Server Missing					
2006-07-19 07:10:40		Event	Server Missing					
2006-07-19 07:07:17	Transmitter 211	Clear	Check Transmitter	211	9450	First Floor, 3 abr 5	system	Band out
2006-07-19 07:07:16	Transmitter 211	Clear	Link Alarm	211	9450	3 abr 5	system	
2006-07-19 07:07:14	Girl, Baby	Clear	Out Band Alarm	7	9450	First Floor, 3 abr 4	system	Band worn
2006-07-19 07:07:13	Transmitter 88	Clear	Out Band Alarm	88	9450	First Floor, 3 abr 4	system	Unauthorized open
2006-07-19 07:07:12	Girl, Baby	Clear	Check Transmitter	7	9450	First Floor, 3 abr 4	system	Adjust
2006-07-19 07:07:11	Transmitter 44	Clear	Out Band Alarm	44	9450	First Floor, 3 abr 4	system	Adjust
2006-07-19 07:07:10	Transmitter 150	Clear	Check Transmitter	150	9450	First Floor, 3 abr 4	system	Adjust
2006-07-19 07:07:09	Transmitter 222	Clear	Out Band Alarm	222	9450	First Floor, 3 abr 5	system	Adjust
2006-07-19 07:07:08	Transmitter 142	Clear	Check Transmitter	142	9450	First Floor, 3 abr 7	system	Adjust
2006-07-19 07:07:05	Transmitter 44	Clear	Link Alarm	44	9450	3 abr 4	system	
2006-07-19 07:07:03	Transmitter 44	Clear	Check Transmitter	44	9450	First Floor, 3 abr 4	system	Test
2006-07-19 07:07:02	Transmitter 174	Clear	Check Transmitter	174	9450	First Floor, 3 abr 7	system	Test
2006-07-19 07:07:01	Transmitter 76	Clear	Check Transmitter	76	9450	First Floor, 3 abr 5	system	Test
2006-07-19 07:07:00	Transmitter 76	Clear	Out Band Alarm	76	9450	First Floor, 3 abr 5	system	Test
2006-07-19 07:06:59	Transmitter 174	Clear	Out Band Alarm	174	9450	First Floor, 3 abr 7	system	Test
2006-07-19 07:06:58	Transmitter 76	Clear	Link Alarm	76	9450	3 abr 5	system	
2006-07-19 07:06:56	Transmitter 223	Clear	Check Transmitter	223	9450	First Floor, 3 abr 6	system	Test
2006-07-19 07:06:55	Transmitter 89	Clear	Check Transmitter	89	9450	First Floor, 3 abr 7	system	Test
2006-07-19 07:06:54	Boy, Baby	Clear	Check Transmitter	6	9450	First Floor, 3 abr 7	system	Test
2006-07-19 07:06:53	Boy, Baby	Clear	Out Band Alarm	6	9450	First Floor, 3 abr 7	system	Test
2006-07-19 07:06:51	Transmitter 141	Clear	Check Transmitter	141	9450	First Floor, 3 abr 5	system	Test

2006-07-19 09:21:47 Page 1 of 3

FIGURE 5.2: Report Window

Reports Toolbar

The Reports toolbar allows you to save a report, print a report, page through a report, and adjust the view of the report. You can also select to **Filter** the report and **Close** the report window from the toolbar.

Save

A report can be saved directly to the Client computer(s). To save a report, click on the save button located in the upper left corner of the toolbar. Type in a File Name and select a File of Type from the drop-down list. It is recommended that you do not select HTML as the file type due to anomalies that may occur in the saved report.

Print

A report can be printed directly from the generated report's window. To print a report, click on the print icon located in the upper left corner of the toolbar. The printer must be connected to the Client computer.

First Page

Use this button to view the first page of a multiple page report.

Last Page

Use this button to view the last page of a multiple page report.

Next Page

Use this button to view the next page of the report.

Previous Page

Use this button to view the previous page of the report.

Actual Size

Use this button to adjust the view of the report to its actual size.

Fit Page

Use this button to fit the report to the size of the display screen.

Fit Width

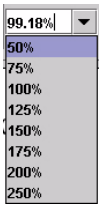
Use this button to fit the report to the width of the display screen.

Zoom In

Use this button to maximize the view of the report by zooming in.

Zoom Out

Use this button to minimize the view of the report by zooming out.



Zoom Ratio

The zoom ratio corresponds to the size in which the report is currently being viewed. You can also select to minimize or maximize a view by selecting the percent you which to adjust the view in the Zoom Ratio drop-down list.

Filter

By clicking the **Filter** button on the toolbar, you can select the criteria to run a specific report. Using the Filter window, you can select which unit, which patient, and what time frame you want to view (24 hours, 7 days, or 30 days). Once you select your criteria, click **OK**.

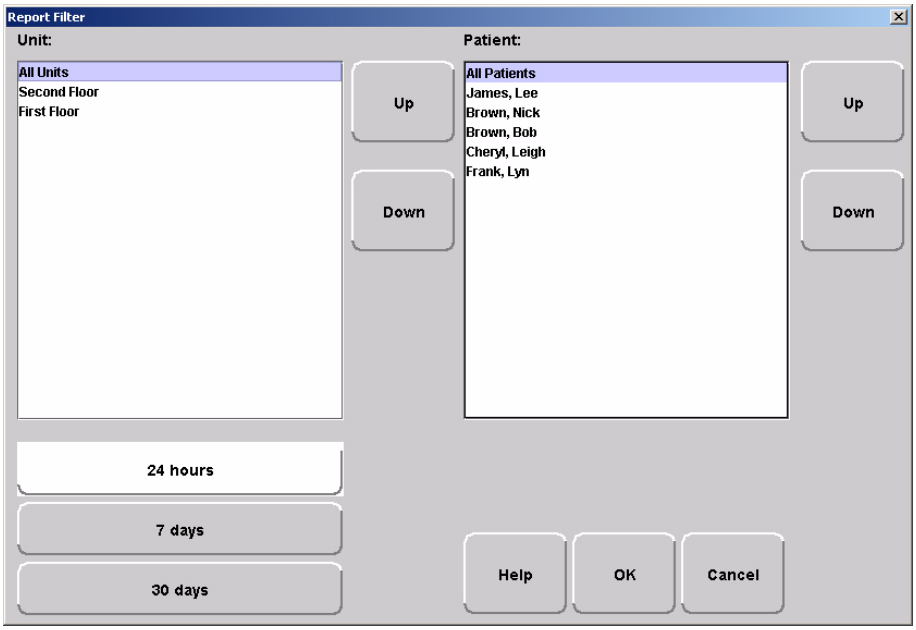


FIGURE 5.3: Report Filter Window

Close

Use this button to close the reports window.

System Reports

The reports generated by the software have the same basic format. The header portion of the report identifies the name of report. It also includes:.

Unit—the units included in the report.

TimeRange—the range selected for the report.

Patient —the patients included in the report.

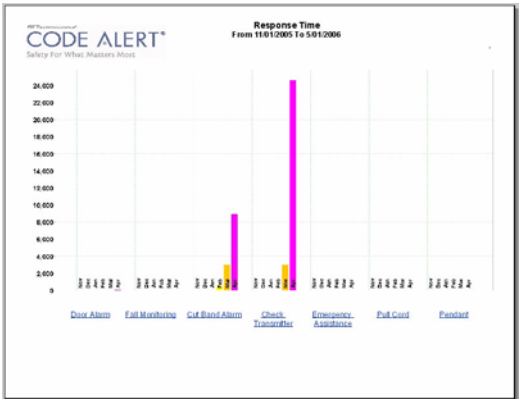
Facility Name—the name of the facility.

Facility Address—the address of the facility.

The bottom portion of the report varies depending on the report. Following are details on each individual report listed in the Report List.

Response Time

The Response Time Report lists the response time for specific events that have occurred in the system in six-month segments and then provides a bar graph to track the response time (in seconds) for those events. By clicking on an event link at the bottom of the report, you can access the Response Time Reasons Report. This report provides detailed information about the Event Cause that was selected each time an Event was cleared.



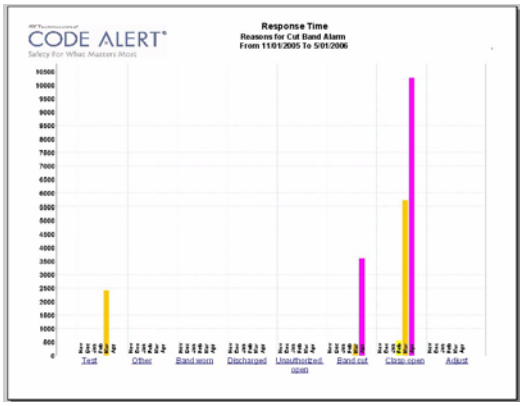


FIGURE 5.4: Response Time and Response Time Reason Reports

Clicking on the Event Cause link at the bottom of the Reasons Report opens a Reason Detail Report that list the all events that went into the calculation of the Response Time Report. The Reasons Detail Report includes:

Date—the date and time the event occurred.

Response Time—the amount of time it took for the staff to respond and clear the event.

Responder—the staff member who responded to the event.

Location—the unit or room to which the device is assigned.

Tx—the identification number of the transmitter.

Patient—the name of the device or the patient to whom the device is assigned.

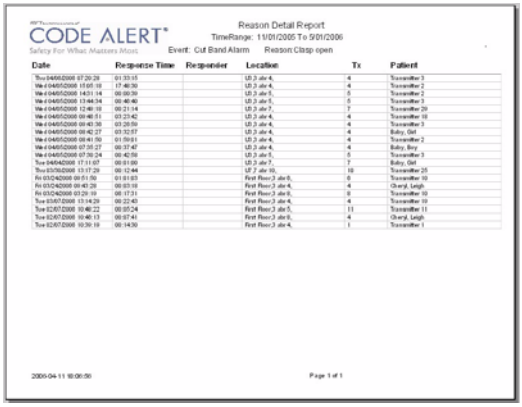


FIGURE 5.5: Response Time Reason Detail Report

Activities Report

The Activities Report lists all of the activities or events that have occurred in the system with respect to each patient.

> **NOTE:** This report is sorted alphabetically by patient and then by event time.

The Activities Report includes:

Name—the name of the patient to whom the transmitter is assigned.

Activity—the description of the event's activity.

Type—the type of event recorded.

Time—the time of the event.

Tx ID—the identification number of the transmitter.

Tx Type—the type of transmitter.

Location—the device, unit and/or room that received the event.

Attendant—the staff member who authorized or cleared the event (when applicable).

Risk—the risk level assigned to the patient.

By clicking the **Filter** button on the top of the report, you can also elect the criteria to run a specific Activities Report.

Alarm Report

The Alarm Report lists all of the Red (high priority) alarms that occurred in the system within a specified period of time. The Alarm Report includes:

Name—the name of the patient to whom the transmitter is assigned.

Activity—the description of the alarm's activity.

Time—the time of the alarm.

Tx ID—the identification number of the transmitter.

Tx Type—the type of transmitter

Location—the device that received the event.

Risk—the risk level assigned to the patient.

By clicking the **Filter** button on the top of the Alarm report you can also select the criteria to run a specific Alarm Report.

Alarm Response Report

The Alarm Response Report enables you to gage how your staff responds to system events. The Alarm Response Report includes:

Name—the name of the patient to whom the transmitter is assigned.

Tx ID—the identification number of the transmitter.

Location—the device, unit, and/or room that received the alarm.

Activity—the description of the event's activity.

Event Time—when the event occurred.

Clear Time—when the event was cleared.

Response Time—the amount of time it took for the staff to respond and clear the *white* alarm.

Clear Reason—the event reason used to clear the alarm (when applicable).

By clicking the **Filter** button on the top of the report, you can also elect the criteria to run a specific Alarm Response Report.

All Activities Report

The All Activities Report lists all of the activities or events that have occurred in the system. The All Activities Report includes:

Time—the time of the event or activity.

Name—the device, or the name of the patient to whom the transmitter is assigned.

Type—the type of event recorded.

Activity—the description of the event's activity.

Tx ID—the identification number of the transmitter.

Tx Type—the type of transmitter that sent the signal.

Location—the device that received the event.

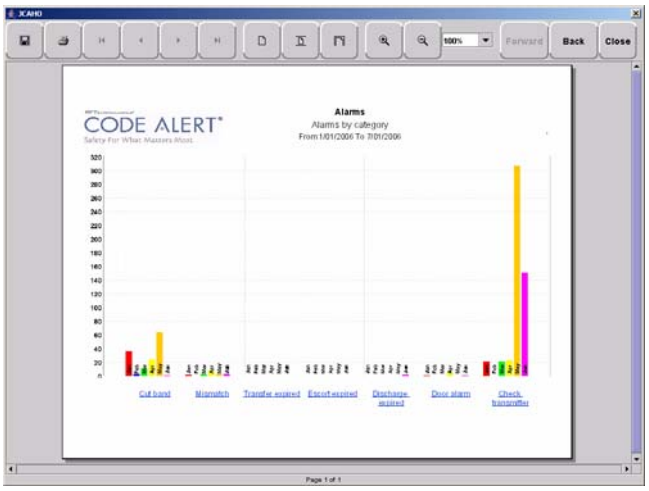
Attendant—the staff member who authorized the activity (when applicable).

Clear—the event reason used to clear the alarm (when applicable).

By clicking the **Filter** button on the top of the report you can select the criteria to run a specific All Activities Report.

JCAHO Report

The JCAHO Report lists the different events that have occurred in the system in six-month segments and then provides a bar graph to track the events. In addition, by clicking on the links at the bottom of the JCAHO report, you can access the JCAHO Reason Report which provides detailed information about the Event Causes that were selected each time an Event was cleared.



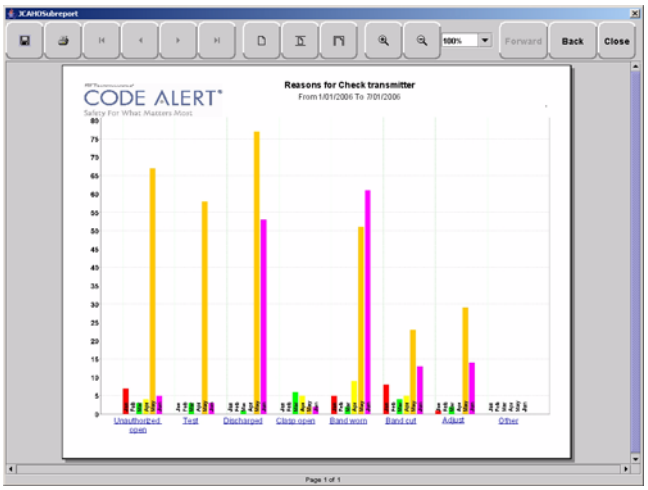


FIGURE 5.6: JCAHO and JCAHO Reason Report

> **NOTE:** If the Event cause is "Other," go to the All Other Reasons Report and review the memo field for more information. You can also select the "Other" hyper-link from any JCAHO Details Report.

By clicking the **Back** button, you can see the previous six month segment of events and event reasons. By clicking the **Forward** button, you can see the next six month iteration of events. By clicking the **Print** icon, you can print this report.

Clicking on the Event Cause link at the bottom of the Reason Report opens a Reason Detail Report that list the all events that went into the calculation of the JCAHO Report. The Reasons Detail Report includes:

Date—the date and time the event occurred.

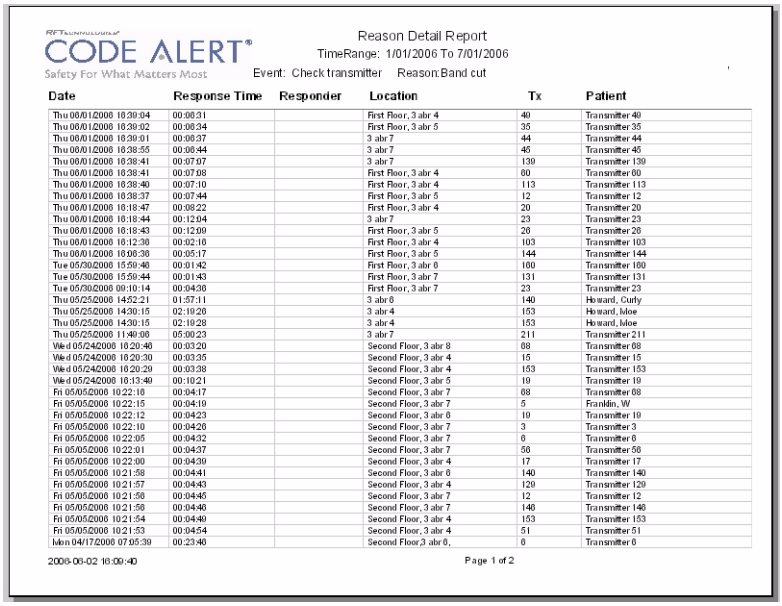
Response Time—the amount of time it took for the staff to respond and clear the event.

Responder—the staff member who responded to the event.

Location—the unit or room to which the device is assigned.

Tx—the identification number of the transmitter.

Patient—the name of the device or the patient to whom the device is assigned.



RF Technologies
CODE ALERT®
Safety For What Matters Most

Reason Detail Report
TimeRange: 1/01/2006 To 7/01/2006
Event: Check transmitter Reason:Band cut

Date	Response Time	Responder	Location	Tx	Patient
Thu 08/01/2006 16:39:04	00:08:31		First Floor, 3 abr 4	40	Transmitter 40
Thu 08/01/2006 16:38:02	00:08:34		First Floor, 3 abr 5	35	Transmitter 35
Thu 08/01/2006 16:39:01	00:08:37		3 abr 7	44	Transmitter 44
Thu 08/01/2006 16:38:55	00:08:44		3 abr 7	45	Transmitter 45
Thu 08/01/2006 16:38:41	00:07:07		3 abr 7	139	Transmitter 139
Thu 08/01/2006 16:38:41	00:07:08		First Floor, 3 abr 4	60	Transmitter 60
Thu 08/01/2006 16:38:40	00:07:10		First Floor, 3 abr 4	113	Transmitter 113
Thu 08/01/2006 16:38:37	00:07:44		First Floor, 3 abr 5	12	Transmitter 12
Thu 08/01/2006 16:18:47	00:08:22		First Floor, 3 abr 4	20	Transmitter 20
Thu 08/01/2006 16:18:44	00:12:04		3 abr 7	23	Transmitter 23
Thu 08/01/2006 16:18:43	00:12:09		First Floor, 3 abr 5	26	Transmitter 26
Thu 08/01/2006 16:12:36	00:02:16		First Floor, 3 abr 4	103	Transmitter 103
Thu 08/01/2006 16:08:38	00:05:17		First Floor, 3 abr 5	144	Transmitter 144
Tue 05/30/2006 15:59:40	00:01:42		First Floor, 3 abr 6	100	Transmitter 100
Tue 05/30/2006 15:59:44	00:01:43		First Floor, 3 abr 7	131	Transmitter 131
Tue 05/30/2006 09:10:14	00:04:36		First Floor, 3 abr 7	23	Transmitter 23
Thu 05/25/2006 14:52:21	01:57:11		3 abr 6	140	Howard, Curly
Thu 05/25/2006 14:30:15	02:19:26		3 abr 4	153	Howard, Moe
Thu 05/25/2006 14:30:15	02:19:28		3 abr 4	153	Howard, Moe
Thu 05/25/2006 11:49:06	05:00:23		3 abr 7	211	Transmitter 211
Wed 05/24/2006 16:20:46	00:03:20		Second Floor, 3 abr 8	68	Transmitter 68
Wed 05/24/2006 16:20:30	00:03:35		Second Floor, 3 abr 4	15	Transmitter 15
Wed 05/24/2006 16:20:29	00:03:38		Second Floor, 3 abr 4	153	Transmitter 153
Wed 05/24/2006 16:13:40	00:10:21		Second Floor, 3 abr 5	19	Transmitter 19
Fri 05/05/2006 10:22:16	00:04:17		Second Floor, 3 abr 7	68	Transmitter 68
Fri 05/05/2006 10:22:15	00:04:19		Second Floor, 3 abr 7	5	Franklin, W
Fri 05/05/2006 10:22:12	00:04:23		Second Floor, 3 abr 6	19	Transmitter 19
Fri 05/05/2006 10:22:10	00:04:26		Second Floor, 3 abr 7	3	Transmitter 3
Fri 05/05/2006 10:22:05	00:04:32		Second Floor, 3 abr 7	6	Transmitter 6
Fri 05/05/2006 10:22:01	00:04:37		Second Floor, 3 abr 7	50	Transmitter 50
Fri 05/05/2006 10:22:00	00:04:39		Second Floor, 3 abr 4	17	Transmitter 17
Fri 05/05/2006 10:21:58	00:04:41		Second Floor, 3 abr 6	140	Transmitter 140
Fri 05/05/2006 10:21:57	00:04:43		Second Floor, 3 abr 4	129	Transmitter 129
Fri 05/05/2006 10:21:56	00:04:45		Second Floor, 3 abr 7	12	Transmitter 12
Fri 05/05/2006 10:21:56	00:04:46		Second Floor, 3 abr 7	146	Transmitter 146
Fri 05/05/2006 10:21:54	00:04:48		Second Floor, 3 abr 4	153	Transmitter 153
Fri 05/05/2006 10:21:53	00:04:54		Second Floor, 3 abr 4	51	Transmitter 51
Mon 04/17/2006 07:05:39	00:23:46		Second Floor,3 abr 6,	6	Transmitter 6

2006-06-02 16:09:40 Page 1 of 2

FIGURE 5.7: JCAHO Reason Detail Report

JCAHO Assistance Report

The JCAHO Assistance Report supports events generated by Emergency Assistance, Pull Cord, Pendant, Fall Monitoring, and Incontinence devices. This report lists the different events for these devices that have occurred in the system in six-month segments and then provides a bar graph to track the events. In addition, by clicking on the links at the bottom of the report, you can access the JCAHO Assistance Reason Report which provides detailed information about the Event Causes that were selected each time an Event was cleared.

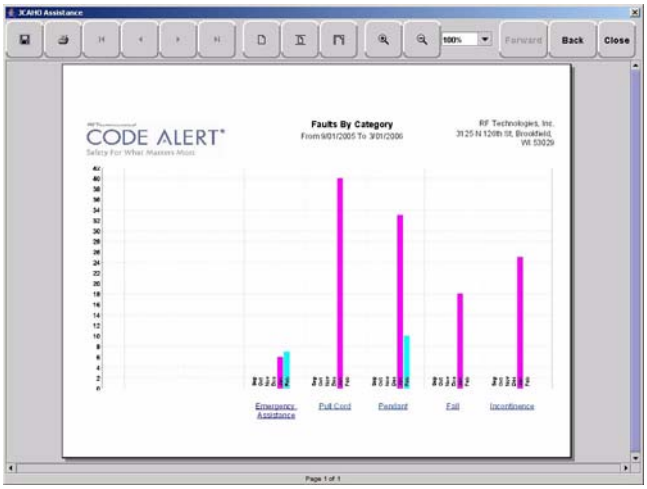


FIGURE 5.8: JCAHO Assistance and JCAHO Assistance Reason Report

NOTE: If the Event cause is "Other," go to the All Other Reasons Report and review the memo field for more information. You can also select the "Other" hyper-link from any JCAHO Details Report.

By clicking the **Back** button, you can see the previous six month segment of events and event reasons. By clicking the **Forward** button, you can see the next six month iteration of events. By clicking the **Print** icon, you can print this report.

Clicking on the Event Cause link at the bottom of the Reason Report opens a Reason Detail Report that list the all events that went into the calculation of the JCAHO Assistance Report. The Reasons Detail Report includes:

Date—the date and time the event occurred.

Response Time—the amount of time it took for the staff to respond and clear the event.

Responder—the staff member who responded to the event.

Location—the unit or room to which the device is assigned.

Tx—the identification number of the transmitter.

Patient—the name of the device or the patient to whom the device is assigned.

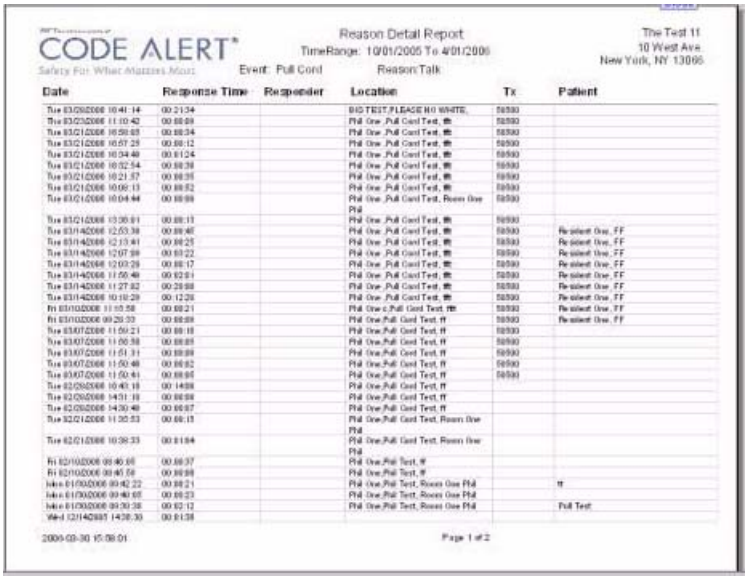


FIGURE 5.9: JCAHO Assistance Reason Detail Report

Alarm Activities Report

The Alarm Activities Report lists all of the alarms that occurred in the system within a specified period of time. The Alarm Activities Report includes:

Time—the time the alarm occurred.

Name—the name of the patient to whom the transmitter is assigned.

Type—the type of event recorded.

Activity—the description of the alarm's activity.

Tx ID—the identification number of the transmitter.

Tx Type—the type of transmitter that sent the signal.

Location—the device that received the event.

Attendant—the staff member who cleared the event (when applicable).

Clear—the event reason used to clear the alarm (when applicable).

By clicking the **Filter** button on the top of the report, you can also select the criteria to run a specific Alarm Activities Report.

Census Report

The Census Report lists all of the patients, in the unit you are monitoring, that are currently admitted in the system. This report is sorted alphabetically by unit and then by patient. The Census Report includes:

Name—the name of the patient.

Gender—the sex of the patient.

Unit—the unit to which the patient is assigned.

Room—the patient's room number.

Tx ID—the identification number of the alarming band or Wander Management transmitter assigned to the patient.

Admit Time— the time at which the patient was admitted.

Admitted By—the staff member who performed the admission.

Risk—the risk level assigned to the patient.

Auto Enrolled History Report

The Auto Enrolled History Report lists the alarming band transmitters that were auto-enrolled. This report is a history report; therefore, not all transmitters listed may be actively monitored by the system at the time of the report. The report includes:

Enroll Time—the time when the transmitter was auto enrolled.

Location—the alarming band receiver (ABR) that picked up the auto-enroll and the unit the device is assigned to.

Type—the type of event recorded.

Tx ID—the identification number of the transmitter.

By clicking the **Filter** button on the top of the Auto-Enrolled History Report, you can also elect the criteria to run a specific report.

Adjusted Bands Report

The Adjusted Bands Report enables you to see which alarming band transmitter bands were adjusted. The Adjust Bands Report includes:

Name—the name of the patient to whom the transmitter is assigned.

Activity—the description of the band adjustment's activity.

Type—the type of event recorded.

Time—the time of the event.

Tx ID—the identification number of the transmitter.

Location—the device that received the event.

Attendant—the staff member who authorized the adjustment (when applicable).

Risk—the risk level assigned to the patient.

By clicking the **Filter** button on the top of the Adjusted Bands Report, you can also select the criteria to run a specific report.

Transfer Report

The Transfer Report lists all of the patients who were transferred from one protected area to another protected area. The Transfers Report includes:

Name—the name of the patient.

Activity—the description of the transfer's activity.

Type—the type of event recorded.

Time—the time of the event

Tx ID—the identification number of the transmitter (when applicable).

Location—the device that received the event.

Attendant—the staff member who authorized the transfer (when applicable).

Risk—the risk level assigned to the patient.

By clicking the **Filter** button on the top of the Transfer Report, you can select the criteria to run a specific report.

Escort Report

The Escort Report lists all of the patients who were escorted from a protected area and back to the same protected area. The Escort Report includes:

Name—the name of the patient to whom the transmitter is assigned.

Activity—the description of the escort's activity.

Type—the type of event recorded.

Time—the time of the event.

Tx ID—the identification number of the transmitter.

Location—the device that received the event.

Attendant—the staff member who authorized the escort (when applicable).

Risk—the risk level assigned to the patient.

By clicking the **Filter** button on the top of the Escort Report, you can select the criteria to run a specific report.

Discharge Report

The Discharge Report lists all of the patients that were discharged from the system within a specified period of time. The Discharge Report includes:

Name—the name of the patient.

Activity—the description of the discharge's activity.

Type—the type of event recorded.

Time—the time of the event.

Tx ID—the identification number of the transmitter (when applicable).

Location—the device that received the event.

Attendant—the staff member who authorized the discharge (when applicable.)

Risk—the risk level assigned to the patient.

By clicking the **Filter** button on the top of the Discharge Report, you can select the criteria to run a specific report.

Staff Drill Report

The Staff Drill Report lists the drills performed by the staff members. The Staff Drill Report includes:

Time—the time of the staff drill.

Comments—the comments about the drill function performed.

User—the staff member who authorized and performed the drill.

System Maintenance Report

The System Maintenance Report lists the maintenance functions performed on the system. The System Maintenance Report includes:

Time—the time the maintenance was performed.

Comments—the comments about the maintenance function performed.

User—the service personnel who authorized and performed the maintenance.

Low Batteries Report

The Low Batteries Report provides a list of the transmitters and devices that currently have transmitted low battery signals. The Low Batteries Report includes:

Name—the name of the device or the patient to whom the transmitter is assigned.

Time—the time the low battery was recognized by the system.

Tx ID—the identification number of the transmitter.

Unit—the unit of the device or the patient to whom the transmitter is assigned.

Device—the type of device reading the transmitter signal.

Room—the room of the device or the patient to whom the transmitter is assigned.

Device Fault Report

The Device Fault Report provides detailed information about issues that occurred with system devices. This Device Fault Report includes:

Time—the time the activity was reported.

Type—the type of event recorded.

Comport—the comport to which the device is assigned.

Physical Address—the network address of the device within the comport.

Location—the unit and room to which the device is assigned.

Last CheckIn—the last time the device checked into the system???

Activity—the description of the event's activity,.

By clicking the **Filter** button on the top of the Device Fault Report, you can select the criteria to run a specific report.

Device Hardware Report

The Device Hardware Report lists all of the devices in the system. The report includes:

Description—the name of the device.

Type—the type of device.

Comport—the comport to which the device is assigned.

Physical Address—the network address of the device within the comport.

Location—the unit to which the device belongs

H/w Version—the device hardware version.

S/w Version—the device software version.

Location—the unit to which the device belongs.

Linger—the linger time assigned to the EAC.

NOTE: If the device belongs to more than one unit, only the first unit (alphabetically) is displayed.

Transmitter Report

The Links Report provides general details about mothers and infants admitted to the system. The Link Report includes:

Tx —the identification number of the transmitter.

Tx Type—the type of transmitter.

Name—the name of the patient.

Users Report

The User Report lists all of the staff members who are current users of the system. The User Report includes:

User—the name of the staff member.

Login—the login name of the staff member.

Assigned Function— all functions assigned to the user.

Door Card Access— if the user has door card access.

By clicking the **Filter** button on the top of the Users Report, you can filter the report by assigned function as well as build a report showing users that have not been active in the system for the last 30 days or maximum of 60 days (the previous month plus the preceding number of days in the current month.

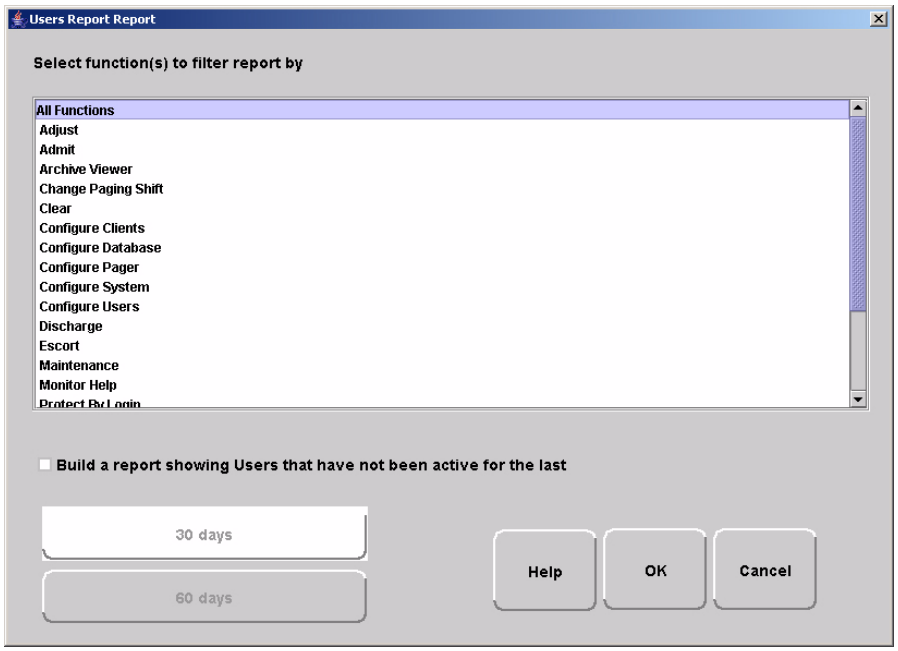


FIGURE 5.10: User Report Filter window

Training Report

The Training Report identifies the training delivered to the patient upon admission. The Training Report includes:

Name—the name of the patient.

Time—the date the delivery of training was entered into the system.

Handout Training—the date any handout was delivered to the patient.

Video Training—the date any video was shown to the patient.

Verbal—the time any verbal training was delivered to the patient.

User—the staff member who entered dates into the system.

Location—the unit to which the patient is assigned.

User Training Report

The User Training Report tracks the use of the on-line user help feature by staff members with login. The User Training Report includes:

Event Time—the time the user help file was opened.

User—the staff member who opened the user help file.

Topic—the topic or subject matter of the user help file.

By clicking the **Filter** button on the top of the User Training Report, you can also elect the criteria to run a specific report.

All Other Reasons Report

The All Other Reasons Report provides a summary of all the "other" reasons used when clearing an alarm. "Other" are the reasons for alarm events that are manually entered by staff members when they clear alarms. These reasons are reflected on the JCAHO report as well. The All Other Reasons Report includes:

Time—the time of the event.

Name—the name of the patient to whom the transmitter is assigned or the auto-enrolled transmitter.

Type—the type of event recorded.

Activity—the description of the event.

Tx ID—the identification number of the transmitter involved.

Tx Type—the type of transmitter that sent the signal.

Location—the device that received the event.

Attendant—the staff member who cleared the event (when applicable).

Clear Reason—the manually entered reason ("other" reasons) for the event.

By clicking the **Filter** button on the top of the All Other Reasons Report, you can select the criteria to run a specific report.

Links Report

The Links Report provides general details about mothers and infants admitted to the system. The Link Report includes:

Link Tx ID—the ID number of the mother transmitter.

Tx ID—the identification number of the infant transmitter linked to the mother transmitter.

Name—the name of the infant.

Unit Name—the unit to which the infant transmitter is associated.

Link Time—the time at which the infant was linked.

Links Activities Report

The Links Activities Report is a history report of all activities related to mother and infant transmitters that were linked in the system. This report includes any activity that triggered an event for the linked transmitters. The Links Activities Report includes:

Name—the name of the infant or mother.

Tx—the identification number of the infant or mother transmitter involved.

Activity—the description of the event.

Time—the time of the event.

MTx—the identification number of the mother transmitter involved.

Location—the device that received the event.

Attendant—the staff member who cleared the event (when applicable).

By clicking the **Filter** button on the top of the Link Activities Report, you can select the criteria to run a specific report.

Patient Reports

Patient reports are specific to the individual patient. They are accessed from the Main tab of the patient's Admit Information window. The patient reports are as follows:

Review Info Report

The Review Info Report identifies admit information that was entered for the patient. The Review Info Report includes the patient's picture, if entered, and demographic information for the patient and the patient's contacts. It also includes medical history information and any special instructions that were entered. The Review Info Report lists the patient's physician and/or attendant along with the patient's allergies and medication information.

Review Activity Report

The patient's Review Activity Report lists all of the activities or events that have occurred in the system with respect to the patient. The Review Activities Report includes:

Name—the name of the patient to whom the transmitter is assigned.

Time—the time of the event.

Activity—the description of the event's activity.

Type—the type of event recorded.

Tx ID—the identification number of the transmitter.

Location—the device, unit and/or room that received the event.

Attendant—the staff member who authorized or cleared the event (when applicable).

Risk—the risk level assigned to the patient.

Review Response Report

The Review Response Report lists the response time for specific events that have occurred for the patient in six-month segments and then provides a bar graph to track the response time (in seconds) for those events.

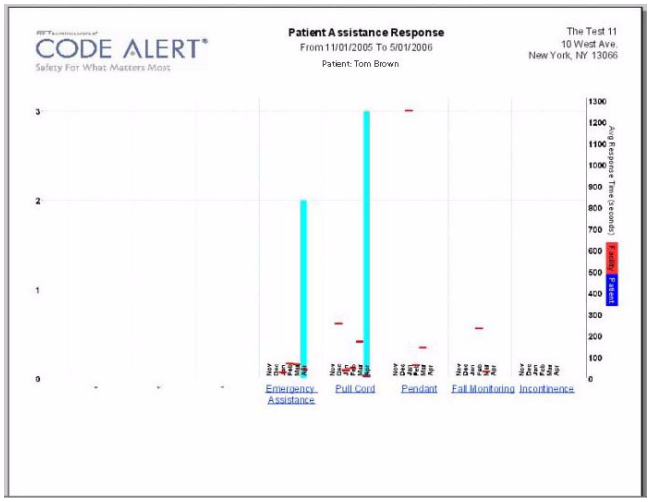
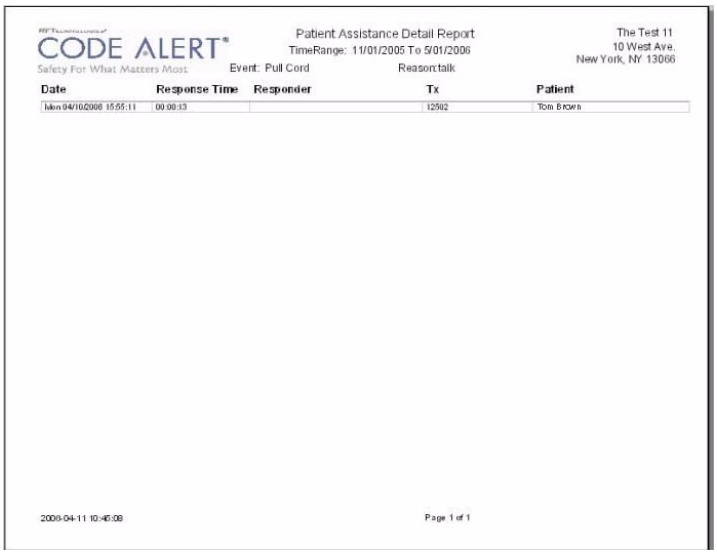


FIGURE 5.11: Review Response Report

By clicking on an event link at the bottom of the report, you can access the Response Reason Report. This report provides detailed information about the Event Cause that was selected each time an Event was cleared for the patient. The blue mark indicates the response time for the patient, the red mark indicate the average response time for the facility.

FIGURE 5.12: Review Response Reason Reports

Clicking on the Event Cause link at the bottom of the Reasons Report opens a Reason Detail Report that lists all events that went into the calculation of the Review Response Report.


CODE ALERT®
Safety For What Matters Most

Patient Assistance Detail Report
TimeRange: 11/01/2005 To 5/01/2006
Event: Pull Cord Reason:talk

The Test 11
10 West Ave.
New York, NY 13066

Date	Response Time	Responder	Tx	Patient
Mon 04/10/2006 15:55:11	00:00:13		12502	Tom Brown

2006-04-11 10:45:08

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FIGURE 5.13: Review Response Reason Detail Report

The Detail Report includes:

Date—the date and time the event occurred.

Response Time—the amount of time it took for the staff to respond and clear the event.

Responder—the staff member who responded to the event.

Tx—the identification number of the transmitter.

Patient—the name of the device or the patient to whom the device is assigned.

Asset Reports

Asset reports are specific to the individual asset. The Asset Transmitter Report is accessed from the **Assets** selection on the Menu bar of the Main window. The Asset Activities Report is accessed from the Main tab of the Asset Admit Information window.

Asset Transmitter Report

The Asset Transmitter Report lists all the assets that are currently admitted in the system. The Asset Transmitter Report includes:

Make—the assets manufacturer's information.

Model—the model/description of the asset.

SN—the serial number of the asset.

Tx—the identification number of the transmitter assigned to the asset.

Location—the unit or room to which the asset is assigned.

Asset Activities Report

The Asset Activity Report lists all of the activities or events that have occurred in the system with respect to the asset. The Asset Activities Report includes:

Time—the time of the event.

Activity—the description of the event's activity.

Tx ID—the identification number of the transmitter.

Location—the device, unit and/or room that received the event.

Risk—the risk level assigned to the patient.

Reason—the event reason used to clear the alarm (when applicable).

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