Frequently encountered questions about the NDoc® Wound Documentation screens:

- *Where do I access the wound charting screens?*
  The wound screens are found within Visit Charting in the Care Pilot module and within the Patient Profile section in the Care Pilot, Administration, or Operations modules. The Wound category is the platform for wound charting, with up to 12 wound options available.

- *This patient has 7 wounds and I've never seen him before. Is there an easier way to get an overview of the wounds besides having to go through each wound screen?*
  Yes, that is one of the benefits of the Wound Summary screen. As the first option listed within the Wound category, the summary link opens a display of a concise summary of all of the patient's wounds. It contains a body outline from different angles (a.k.a, NDoc's Wound Man) with each wound marked in red. Click any of the red wound indicators to display the wound number(s) as well as the current and previous wound status. Click the wound number or status to navigate to the screen for that wound. Below the Wound Man is a list of each wound, its location, type of wound, stage, most recent measurements, and whether tunneling or undermining exists see the Summary of Procedure section below for additional details on this option.

- *I have to chart several new wounds. Can I use the Wound Man to mark the wounds?*
  Yes. NDoc provides two options in this scenario: 1) Chart each wound manually on the next available blank wound screen, including the location, or 2) Click the Wound Summary link under the Wound category and chart wounds using the Wound Man in the appropriate area to indicate the new wound. NDoc immediately takes you to the next available wound screen for charting and populates the appropriate location of the wound. If the new wound is located in an area that already has an existing wound, clicking the Wound Man opens the screen that indicates the wound number and status of the existing wound. Within this screen, notice a button labeled New Wound. Click the New Wound button to open the next available wound screen and auto-populate the corresponding body part.

- *How are the two sections, Baseline and Today's Status, used?*
  When documenting a wound, chart in the Baseline column. Your assessment is the baseline for this patient and is accessible whenever someone views the wound screen. During subsequent visits, the wound status will be charted under the column for Today's Status. This provides a quick comparison between the patient's status today and the status when the wound was first assessed.

- *I like the idea that I can see the wound status from the first visit by looking at the Baseline, but I'm measuring the wound today and want to know if it is showing signs of improvement from last week. How do I access that information?*
  In any of the wound measurement fields, click the History button at the top of the screen. This provides a listing of all previous wound measurements. To access history for any field in Visit Charting or Patient Profile, click in the field, and then click on the History button. In addition, the last measurements for the wound are listed at the top of the wound screen.

- *When documenting the periwound, I want to select multiple choices from the drop-down list, but when I choose a second entry, it clears my first entry. What am I doing wrong?*
  When appropriate, you can select multiple options from the drop-down lists. To do this with the periwound field, hold down the CTRL key while clicking on each characteristic observed.

- *I am doing a SOC assessment and the patient has a scar that I need to document. Do I have to answer every field on the wound screen?*
  No. At a minimum, you must document the location of the scar and the status at the bottom of the screen. If you select Healed/Closed, no other fields on the wound screen will be required.

Agency Notes

FREQUENTLY **E**NCOUNTERED **Q**UESTIONS
AGENCY **N**OTES
SUMMARY OF **P**ROCEDURE
TROUBLESHOOTING **T**IPS

NDoc® *FASTForm*™ for
Wound Documentation

Summary of NDoc Wound Documentation:

View of Numbered Wound Charting Screens (Care Pilot > Visit Charting (Today's Care, OASIS Assessment, and/or HIS Record) or in Patient Profile in the Care Pilot, Administration or Operations modules)

- Once in the Wound category, click the number on the left, below the Wound category hyperlink, to skip from one wound to another.
- NDoc also displays a summary of this particular wound at the top of the screen, including yellow highlighted status of the wound as most recently charted, either within the existing visit or in the previous visit
- Assessing wounds at this visit is an option for those clinicians not in a position to assess wounds.
- To chart the location of the wound, either select the location or click the Wound Summary link and mark the wound on the Wound Man. The location can be further specified by choosing additional location descriptor terms.

View of Wound Summary Screen

- The Wound Summary link opens a screen to reflect the Wound Man function, as well as an overview of the individual numbered wound. To use the Wound Man to locate a wound, click any white area of the body that represents the wound's location. NDoc automatically displays the next available wound screen so you can document the assessment, completing the wound location for you. A red indicator appears on the body to mark the new wound. Do not click the gray areas of the body. These are not accessible and cannot be used for locating wounds.
- The overview includes the yellow highlighted status detail for a quick view of all of the active wounds. If a wound has been set to healed/closed the yellow highlight is replaced with gray.

- Clicking the red locator for an existing wound displays the window to the left with the wound number and status. If you click the wound number or status, NDoc automatically brings you to the relevant wound screen.
- If this patient already has a wound and develops a second wound in a similar location, the window to the left appears when you attempt to locate the new wound. Simply click the New Wound button. NDoc automatically displays the next available wound screen, completing the wound location for you.

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Complete any required fields on the screen as well as any additional items that are applicable to your patient. Record wound measurements as appropriate for the patient's condition and per your agency's policy. If there is tunneling or undermining, check this off, but also remember to document the specifics per your agency's policy.

The Baseline column represents the findings from the first visit the wound is identified.

All subsequent visits are charted under the Today's Status column. Comparing this to the Baseline column allows for a quick and easy assessment of the progress of the wound.

To select more than one item from a drop-down list, hold down the CTRL key while clicking the options desired.

The Treatment field is used to document the care provided on today's visit.

- The wound status is required on every visit for all active wounds. The most recent wound status displays when you click a red locator on the Wound Man.
- Note: If documenting a skin lesion that is healed, select Healed/Closed for the wound status. Once this is selected, the only other field that will be required is the location of the wound.
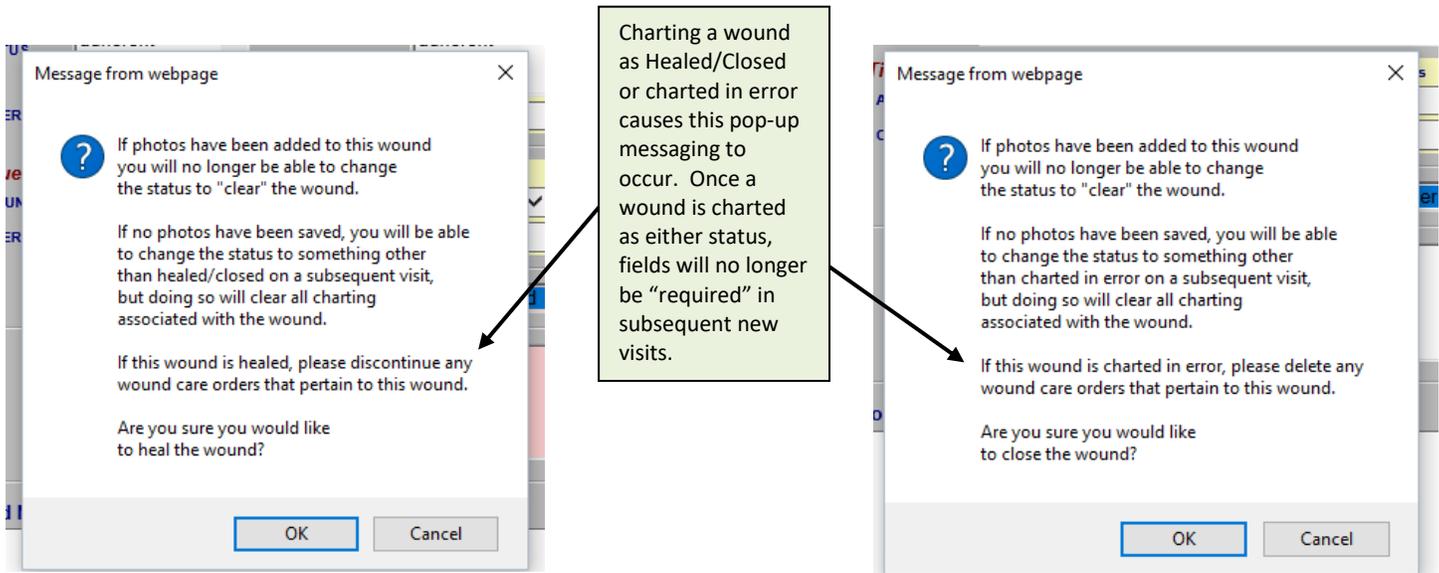
Form fields

Size- Length: ____ cm   Width: ____ cm   Depth: ____ cm

Tunneling: ○ Yes ○ No   Undermining: ○ Yes ○ No

Wound exhibits S/S infection: ○ Yes ○ No

Exudate-
	Baseline	Today's Status
AMOUNT-	none	(Select)
TYPE-	serous / serosanguinous / bloody/sanguinous / purulent	serous / serosanguinous / bloody/sanguinous / purulent
OTHER-		

Odor - none   (Select)

Wound Bed -
	Baseline	Today's Status
TEMP-	N/A	(Select)
WOUND BASE COLOR-	(Select) / normal / red / purple	(Select) / normal / red / purple
CONDITION-	firm / covered w/ epithelium / wet/moist / dry	firm / covered w/ epith / wet/moist / dry
PERIWOUND-	edema / induration / erythema / excoriation	edema / induration / erythema / excoriation
EDGES-	(Select) / calloused / macerated / attached	(Select) / calloused / macerated / attached
OTHER-		

Necrotic Tissue -
	Baseline	Today's Status
AMOUNT-	none	(Select)
COLOR-	(Select)	(Select)
STATUS-	loosely adherent / adherent / slough / eschar	loosely adherent / adherent / slough / eschar
OTHER-		

Granulation Tissue -
	Baseline	Today's Status
AMOUNT-	none	(Select)
OTHER-		

Status - (Select)

Treatment -

Additional Wound Narrative (wound specific):

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Handling Healed/Closed Wounds

Charting a wound as Healed/Closed or charted in error causes this pop-up messaging to occur. Once a wound is charted as either status, fields will no longer be "required" in subsequent new visits.

Handling Wounds Charted in Error

Troubleshooting Tips for Wound Documentation:

- *I attempted to locate a wound using the Wound Man, but nothing has happened.*
  When you click the Wound Summary link to access the Wound Man, do not click in any of the gray areas of the body. These areas are inaccessible to avoid redundancy. Only click in the white areas of the body to locate a wound.

- *Using the Wound Man, I charted a wound location, but the body part specified on the screen is not exactly how I want it displayed. Can I change that?*
  Yes. You always have the option on the wound screen to refine the description of the wound location. You should use the detail field to make these entries.

- *I am being required to document on the wound screen but don't know what triggered this?*
  The wound screen will be required if any of the following are charted:
    M1350 = Yes
    Current Status Integument = lesion OR open wound
    In Today's Care, the field New Wound found in the Integument category = pressure ulcer present, stasis ulcer present, surgical wound present, OR other wound present
  Remember that if this is a wound that is healed or closed and does not require further follow-up such as a scar, you can select Healed/Closed as the wound status. The only other field that will then be required is the location of the wound.

- *My patient had a wound which healed, but now is open again. Do I have to chart this as a new wound?*
  No. Go to the wound screen where you had previously documented this wound and change the wound status to deteriorated, or whichever selection is now appropriate. Once the status is changed from "healed/closed" a pop-up warning will appear to alert you that while you may reuse the wound screen, it will result in all previous charting for this wound being cleared from the screen. However, accessing the History button at the top of the screen will provide the history for any field.

- *Clinicians in my agency are forgetting to document the wound treatment. Is it possible to make this a required field?*
  Yes, if your agency would like the treatment field to be a required field any time there is a wound type documented and the wound status is not charted as "healed/closed" please write to the help center to request the setting.

- *Certain clinicians in my agency are not trained or authorized to assess wounds. However, the wound screens still have required fields that need to be charted to complete the visit. Is it possible for them to bypass these fields?*
  Yes, each wound screen will display the question of whether a wound is to be assessed for the visit. If assessment is necessary, clinicians should check Yes and complete the required fields. If the clinician is not authorized to assess wounds, the response of No removes the required settings. However, it is necessary to accurately document why an assessment of the wound was not completed.