Rio Inpatient Workflow: **Doctors**

Directly Following Admission

Locate patient on Ward
Click **Inpatient Forms** link
Medics Folder
Medical Admission
Dementia (*if required*)

Complete **Medical Admission** for **all** patients including Admission Notes, Allergies & Conditions. Complete all other sections relevant to the patient
Reports/Handover Folder
CQUINS

Click Yes ⊙ to expand a section and view recorded information
Click underlined links to open sub-forms and other parts of the Rio record from within the Assessment forms

Additional Forms to be completed as required: On Admission/Weekly Review/Change of Condition

On Admission
Veinous Thromboembolism Risk Assessment (VTE)
4AT Delirium Screening
Body Map
Indemnity Form

Specific Care Needs
Cannula Insertion & Cannulation
Glucose Monitoring Chart
NIV Monitoring
Frailty Assessment

Nutrition/Hydration
Catheter Care & Insertion Record
Urinalysis
Bladder Scan

Tissue Viability
TV Risk Assessment
Wound Assessment
Wound Record
Wound Treatment Plan

Investigations
Bladder Scan
Blood Tests
Tests & Investigations Summary

Falls
NPSA Post Fall
EOL
EOL Symptoms Review
EOL Medical Review

Progress Notes

Locate patient on Ward
Click **Progress Notes** link
Ensure the **date/time** reflects time of patient interaction
Enter **note details**
Validate note when complete
Save note

Searching & Progress Notes

Searching for Patients
Menu>Quick Menu>Client's View>enter NHS number>Go
Progress Notes
Case Record folder (right)
Progress Notes

Forms & Conditions

Inpatient forms
Inpatient forms folder
Inpatient Forms
Conditions
Case Record folder > Conditions

Allergies

Allergies click icon (top right) on Banner Bar
Unknown Allergies (default)
No Known Allergies tick ☑
Allergies exist
Click **Add** to record additional allergies

Documents

Documents folder
Add to record: Document Upload
View: Document View
Create: Edit & Print Letters
If uploading or creating use naming convention

Discharge

Inpatient Forms
Reports / Handover
Discharge Planning (Medics sections only)
Inpatient Emergency Transfer produces printable set of patient notes (complete EM Transfer in Progress Note)