

Rio Inpatient Workflow: Therapist



Directly Following Admission

Locate patient on Ward
 Click **Inpatient Forms** link
Therapies Folder
Therapy Admission
 Complete **Therapy Admission** for **all** patients

All pink fields are mandatory
 Below the section headings is a note to indicate who must complete the section (OT, PT or SLT)
 Add **Therapy Care Plan** via link in form or via link in folder

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 Therapy Assessment form

Additional Forms to be completed/Viewed as required:

Therapies folder
 Therapy Mobility
 Post Op – Instructions/Weight Bearing Status
 Therapy Care Plan
 OT Access/Home Visit
 OT Kitchen
 OT Personal Care
 PT Seating
 Elderly Mobility Scale
 Barthel Index
 Rehab Complexity Score
 Feeding Regime

Risk Assessments folder
 Falls Risk
 Manual Handling Risk (used to record Transfers)
Falls folder
 Clinical Examination (used to record Postural Hypertension, Height, Weight, Diabetic status etc.)

Reports/Handover
 Screening Summary (displays a view only summary of the most recent information for all completed screening forms)
 Monitoring Summary (displays a view only summary of all the most recent information for all completed monitoring forms)

Progress Notes

Progress Notes
 Ensure the **date/time** reflects time of patient interaction
 Enter **note details**
Validate note when complete
Save note

Patient Searches

Searching for Patients
 Menu > Quick Menu >
 Select Client's View
 Enter Client ID (Rio Number) or NHS number & click Go
 Or Patient Demographics & click magnifying glass

Clinical Portal

Inpatient forms
 Inpatient forms folder (right)
[Inpatient Forms](#)
Progress Notes
 Case Record folder (right)
[Progress Notes](#)

Alerts

Alerts
 No existing Alerts
 Existing Alerts
 Click Alerts icon (top right)
 Click Add Alerts
 Select Alert & Add date
 Save

Conditions

Conditions
 Case Record folder > [Conditions](#)
 Click Add
 Click green Plus
 Search for Conditions & Add to Client Record
 Enter comment & Save

Documents

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