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Overview

Assessment forms are used to capture and record an extensive amount of information about Clients from Admission to Discharge.

Many assessment forms which are accessed and recorded in Rio can also be viewed and recorded in eObs which is used on wards at BCHC to record bedside observations.

Accessing Assessment Forms – Bed View

- Display your ward in **Bed View**
- Locate the **Client**
- Click the **Inpatient Forms** link in the patient information

To the **left** of the screen is a pane displaying folders containing the inpatient forms

Accessing Assessment Forms – List View

- Display your ward in **List View**
- Locate the **Client**

Click the **Client name** link which will navigate to the Clinical Portal – Client's View screen

- Locate and open the **Inpatient Forms** folder in the Navigation pane (right pane)
- Click the **Inpatients Forms** link

To the **left** of the screen is a pane displaying folders containing the inpatient forms


Assessment forms can also be accessed via the **Rio Client record**

- Open the **Clinical Portal** for your patient
- Locate the **Navigation** pane (right)
- Locate and open the **Inpatient Forms** folder
- Click the **Inpatients Forms** link

To the **left** of the screen is a pane displaying folders containing the inpatient forms




Each folder will contain forms or links to forms.

The **blue folder** icon  indicates that no forms in the folder have been completed


The **yellow folder** icon  indicates that at least one form in the folder has been completed

- Click to **open** a folder 

Within the folders you will see a list of forms and links to forms

The **black form** icon  indicates the form has never been completed

The **white form** icon  indicates the form has been completed

The **link** icon  is a link to the form which is stored in another folders in Rio

- Click on the **required form** link

Creating a New Assessment Form

If the form has **never been completed**, you will be taken **directly to the form**

If the form has been **completed previously**, the **Index view** will load.

The Index view displays previously completed forms, showing information about when the form was recorded and who by.

- Click **Create New** (bottom)

If the form has been completed previously, the previously recorded values may display. These values can be updated as required.

Any fields which display in pink are mandatory and must be completed.

Many forms contain **Yes/No radio buttons** 

Selecting Yes ☐ will often expand this section and display further information or fields to complete.

Please note, you will lose data captured in the form if the Client's name link is selected before saving the form


Many forms also contain **links** to parts of the **Rio Client record** or to other **Sub-forms**.

Clicking a link will open a **new window** which displays the required part of the patient's Rio record or Sub-form.

Inpatient Assessment Forms



To the top right of the new window, you will see controls  which allow you to:

Minimise the window 


Client Condition



If the window is minimised, it will display in the lower left corner of the screen.

You will need to click the **Restore** button to  return it to its previous size

Maximise  the window (make the window fill the entire screen)

Collapse  the window (makes the top banner of window display and hide the form details)

Close the window 

- **Enter** the required information to complete the Sub-form or update the Rio record
- **Save** the information/Sub-form
- **Close** the window

When information is entered into a Sub-form or other parts of the Rio record via a new window, the information will **not** display in the main form, until the main form has been saved and closed.

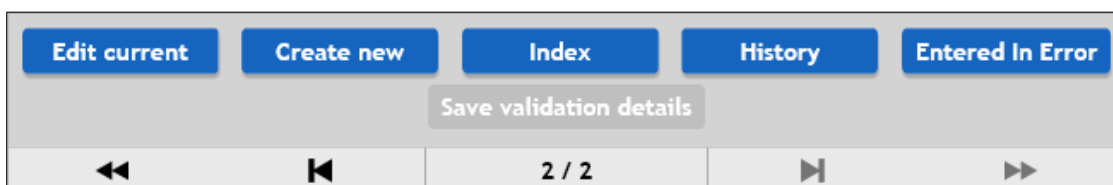
- Continue to complete the form
- Click **Save** (bottom) to save the form

Viewing Previous Versions of Assessment Forms

Previous versions of the form can be opened and viewed by clicking on the form in **Index view**.

- **Select** a form

When the form opens at the bottom of the screen you will see a number of **buttons** and **arrows**.



The **Edit current** button allows you to edit the form you have open.


The **Create new** (or Add) button will allow you to create a new form.

The **Index** button returns you to the Index view of all the previously recorded forms.


The **History** button displays previous versions of an edited form.

The **Entered in Error** button will mark the form as Entered in Error.


Note once marked as Entered in Error the form, although still viewable, can't be edited or un-marked.


The **First** arrow  takes you to the first saved form.



The **Previous** arrow  takes you to the previous saved form.

 displays which form of how many forms you are viewing.

The **Next** arrow  takes you to the next saved form.

The **Last** arrow  takes you to the last saved form.