

## Chapter 21

### Recording Vital Signs, Ordering Supplies, Daily Laboratory Tests, and Filing

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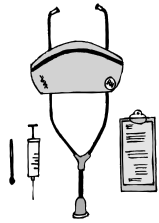
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#### Recording V/S and Other Data on Graphic Sheet



- Hospital routine to do TPR, B/P tid.
- Dr. will order more frequently if desired.
- Bowel movements also routine to record.
- Daily weights may also be routinely in AM.
- Aide caring for pt. Takes and records V/S
- May be HUC task to record V/S.
- Record V/S ASAP from sheet so Dr's have them during their AM rounds. Pg 397
- Temp normally recorded in Fahrenheit scale
- HUC may convert to Centigrade/Celsius.
- From F to C subtract 32, X5, divide by 9.
- From C to F, X9, divide by 5, add 32.
- I/O also recorded on graphic record.

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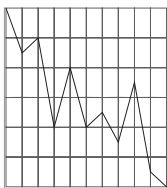
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#### Correcting Errors on Graphic Sheet, always in ink



- Minor error on graphic – write mistaken entry on incorrect connecting line, first initial, last name, title, then graph the correct value.(418)
- Minor error on numbered entry – draw single line through incorrect entry, write mistaken entry, first initial, last name, title, insert correct numbers. (pg. 418)
- Series of errors on graphic – Xerox old sheet. Transfer all info onto new graphic. Draw diagonal line through old graphic, write mistaken entry on line, write recopied with your name/title/date (pg.419) Place old sheet in back of chart holder. Remains part of chart.
- Write recopied on new graphic too, with name, title, and date.

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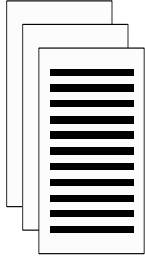
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### Filing Records on the Patient's Chart



- Efficient, accurate filing of records to be available to personnel.
- Health Records personnel assembles/stores all records upon discharge.
- File at same time each day, near the end of shift.
- Separate records by patient's name(open chart 1X)
- Always check patient's **name** on chart with **name** on record to be filed.
- Use **name alert** sticker on both patient's charts with same names. File records by their numbers.
- Place record behind correct chart divider.
- File like a book, or reverse (latest report in front)
- Initial all records you file.
- Discharged pts records forward to health records dept
- Forward transferred records to new unit.

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### Ordering Daily Diagnostic Tests



- Daily tests are repeated each day until d/cd. Ordered for several days in advance
- Or may need to enter or order each day.
- Check Kardex, enter test in computer or complete lab requisition.
- Note on Kardex that daily test was ordered for the following day.
- Ordering daily tests may be day or pm HUC job.
- Order at certain time each day to avoid omission
- Order at end of shift, to allow for any changes.

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### Retrieving Diagnostic Test Results

- Select "laboratory results" or "diagnostic imaging results."
- Select patient's name
- Print results, place on outside of chart.
- Saves Dr's time on AM rounds.
- Or may be obtained by phone.

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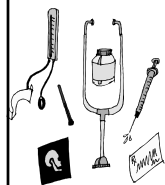
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Supplies may be ordered from purchasing, central service, dietary, pharmacy, or laundry.



- Central Supply may make rounds and restock.
- HUC may use requisition form for items charged to patient. Unit budget for other items.
- **Purchasing Department** Items charged to Nursing Unit budget, such as charts, forms, pens
- **Central Service** cath/irrig/trays charged to pt. sm. items charged to budget ie band aids, ETOH
- Frequently used disposable nursing items may be obtained directly from **Purchasing.**
- **Pharmacy** meds/admin supplies charged to pt.
- **Dietary** food in unit kitchen charged to budget
- **Laundry** included in cost of room, all linen.
- **Preparing Forms** assignments, work schedules

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### Summary

- All tasks in this chapter are performed daily, except ordering nursing unit supplies.
- Performing these tasks at the same time each day is necessary for efficient management of your time.

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