

Euroking Maternity Information System (MIS) – End User Support Documentation Documentation

Training Department

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Introduction

Purpose

This document is designed to be utilised by all users of the EuroKing Maternity Information System and covers key functionality relating to the CORE application for midwives, other clinical staff involved in maternity services, maternity support workers and clerical support staff.

Audience

This document is intended to be used as a reference guide by all users of the EuroKing Maternity Information System.

1. System Overview

WHAT IS THE EUROKING MATERNITY INFORMATION SYSTEM?

The EuroKing Maternity Information System is an electronic information system used to collect and store specific details of a woman’s pregnancy, labour, delivery and postnatal period. The data entered can be used to support audit, clinical governance, clinical negligence scheme for Trusts (CNST), Payment by Results (PbR), Maternity Services Data Set (MSDS) and research & development. The system facilitates communication between professionals and aids in the provision of timely and accurate information for the professionals involved in a woman’s care. In a hospital setting it can interface with hospital information systems (HIS) and is compliant with the UK NHS Personal Demographics Service (PDS) to register a birth.

KEY BENEFITS OF USING EUROKING

- Reducing paper moving towards a paper-lite solution.
- Ability to collect payment by results and compliance with the Maternity services dataset (MSDS).
- Registering the birth and obtaining an NHS number for babies born.
- Offline working in the community negating the need for an internet connection.
- Collection of maternity services audit data/ statistics.

USER ROLES IN EUROKING

EuroKing is designed to be used by different types of care professionals throughout the course of a pregnancy from booking to postnatal discharge. These are:

<ul style="list-style-type: none"> ▪ Midwives & Maternity Support Workers 	Workflows for several different care pathways including antenatal, delivery and postnatal care with a place to record all aspects of a pregnancy and any past medical history.
<ul style="list-style-type: none"> ▪ Anaesthetists 	Includes workflows to record preassessment, anaesthetic procedures and follow-ups, the recording of adverse incidents and any relevant documentation. All information can be cross referenced against other data held in the system to collate NOAD statistics. (National Obstetric Anaesthetic Database).
<ul style="list-style-type: none"> ▪ Obstetricians 	The Doctors Procedures care pathway provides the ability to record Obstetric procedures.
<ul style="list-style-type: none"> ▪ Support Staff & Healthcare Managers 	EuroKing can provide detailed statistical reports for both local and national review and planning of maternity services using the Stats and Lists and Stats Builder parts of the application. (There are separate support documents for EuroKing Stats and Lists and Stats Builder applications.)

2. Login and Screen Tour

LAUNCHING THE APPLICATION

The Euroking Application can be launched via the START MENU or DESKTOP shortcut as applicable:



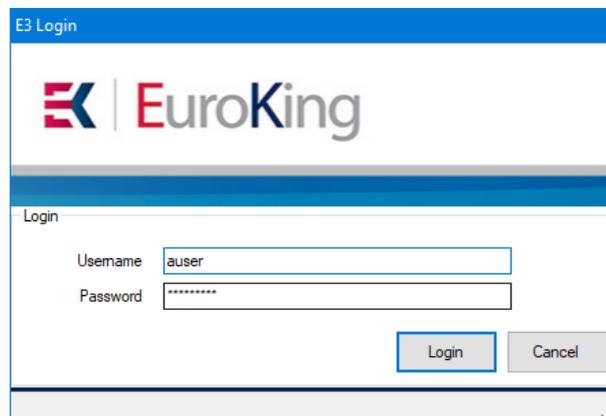
Original Euroking E3 Application Icon



Next Generation Euroking Application icon

LOGGING IN TO THE APPLICATION

Enter your EuroKing username (not case-sensitive) and password (case-sensitive).



LOGIN DETAILS

Username and login details are at bottom left hand side of the screen as follows:

Database:	E3_TEST
Last time you logged in:	09/07/2019 10:39
Last user:	Support EuroKing on 09/07/2019 10:39
Version:	1.7.99.5270
Namespace:	Test

[Start Page](#)

Username : euroking, UserId : 1

LOGGING OUT

To **LOG OUT** click the [File Menu](#) and select **Logout** from the list of options. This closes all active records and returns you to the login screen. Alternatively, you can also click **Logout** via the [Home Menu](#) screen.

To **EXIT** the system, close all open records then click the [File Menu](#) and select **Exit** or simply click the **Windows [X]** at the top right-hand corner of the screen. This shuts down the system and returns the user to the desktop.

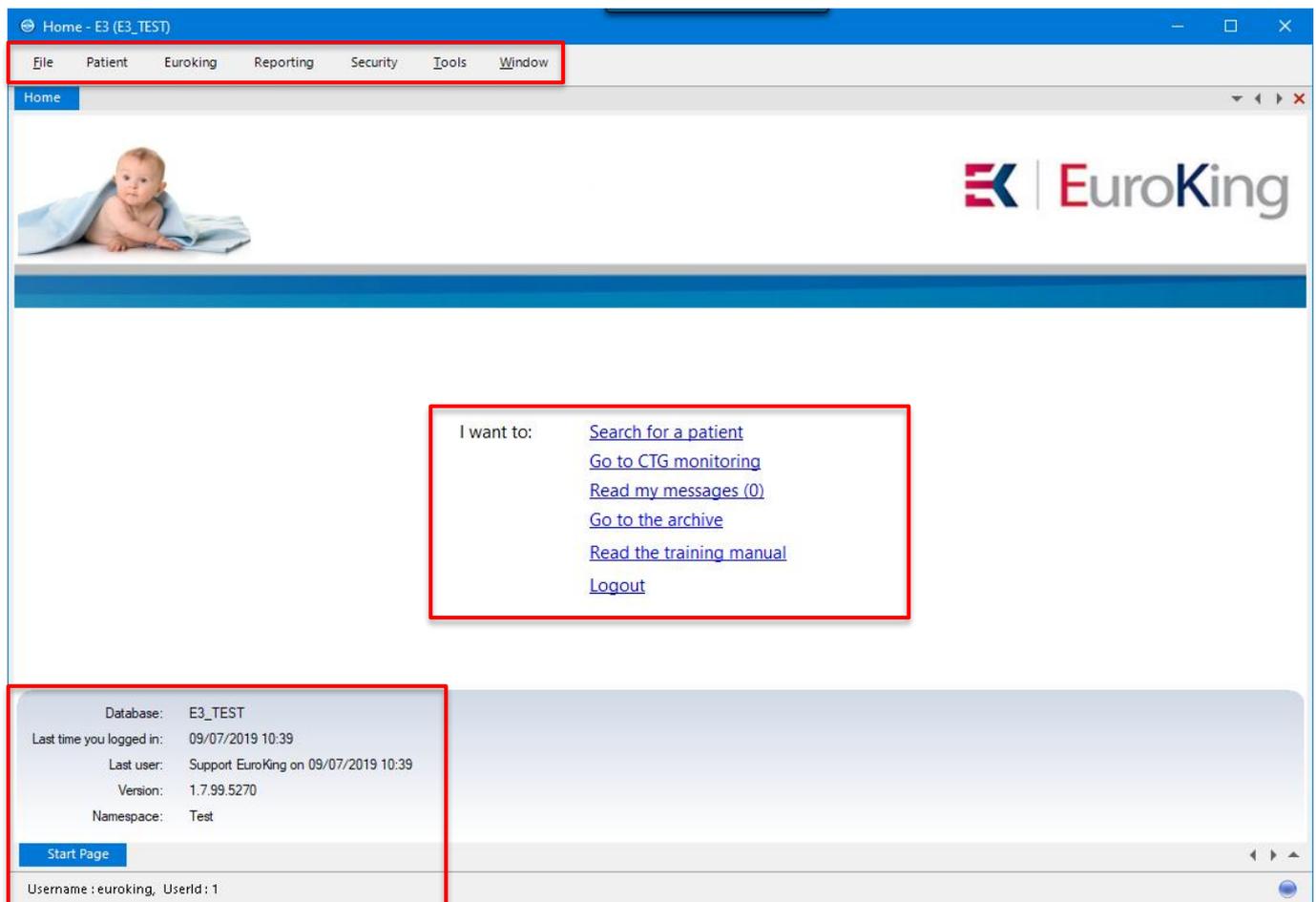
It should be noted that exiting the system leaves any open maternity records locked for the next 60 minutes.

3. The Home Menu Screen

The EuroKing **Home Menu** screen displays the following information:

- **File menus** listed across the top to access system functionality.
- Selectable **I want to:** hyperlink / menu items as follows:

Search for a patient	-	Patient Search Function
Go to CTG monitoring	-	Legacy functionality which is no longer applicable
Read my messages	-	Simple Message Function
Go to the archive	-	Legacy functionality which is only applicable to customers using this function already
Read the training manual	-	Link to integrated Euroking Helpfiles – Coming Soon
Logout	-	Log out of the Euroking System
- **Login details** shown at the bottom left-hand side of the screen.



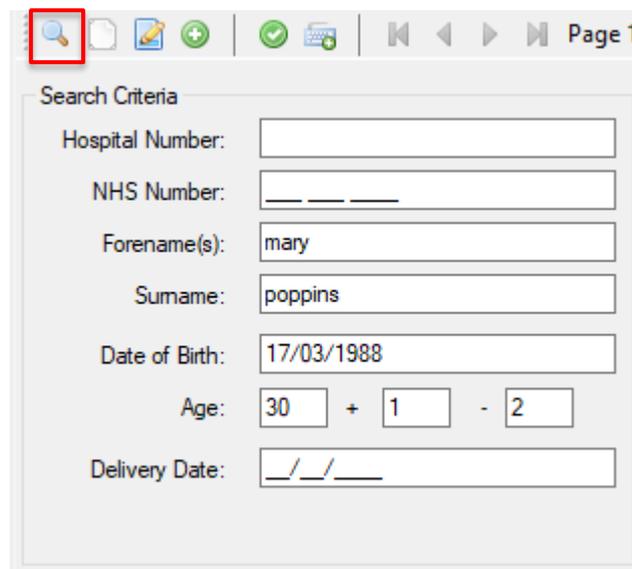
It should be noted that Menu Items and screen options are subject to security access and permissions and are some items may be greyed out (i.e. inaccessible) based on security settings.

4. Opening a Pregnancy Record

SEARCH FOR A PATIENT

Click **Search for a patient** from the home menu options list which presents the patient search screen with the following search criteria options.

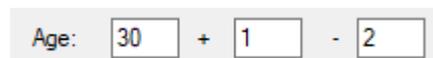
Enter any combination of data and press the [Enter] key or click the search icon on top left-hand side of the search box.



The screenshot shows a search criteria form with the following fields and values:

- Hospital Number:
- NHS Number:
- Forename(s):
- Surname:
- Date of Birth:
- Age: + -
- Delivery Date:

- **Hospital number** searching is recommended.
- **NHS number** is also recommended and automatically formatted upon entry.
- **Forename(s) and surname** can be inputted as partial entries and are not case sensitive.
- **Date of Birth** should be entered using DD/MM/YYYY format. However, data entered is automatically formatted and will add backslash characters as you type.
- **Age** can be entered in years to display all patients of that age and can include a + plus or - minus variable to extend the search.



Age: + -

This example will return all patients between the ages of 28 and 31 (i.e. 30 - 2 and 25 + 1).

- **Delivery Date** refers to the date of a live birth and returns all live births for a given date.

SELECTING AND OPENING A RECORD

The search displays a list of all possible matches derived from the search criteria.

- To select a record, double-click an entry.

Hospital Number	NHS Number	Forenames	Surname	Date of Birth	Gestation	Age	Address 1	Address 2	Address 3	Address 4	Postcode
▶ PDtest101	544 345 3459 (NV)	Mary	Poppins	17/03/1988	7+1	31 Year(s)	1 High Street	London			ZZ99 9ZZ

Pregnancy list for Mary Poppins [Hospital Number : PDtest101]					
Status	Delivery Date	EDD Scan	Closed Date	Closed Reason	
▶ Open					
Closed	24/01/2019	31/01/2019	27/03/2019 09:14	Automatic Closure on Booking/Delivery Date	
Closed	01/01/2017		01/01/2017 10:54	Past Pregnancy	

If this is the only pregnancy EuroKing will open the pregnancy record directly.

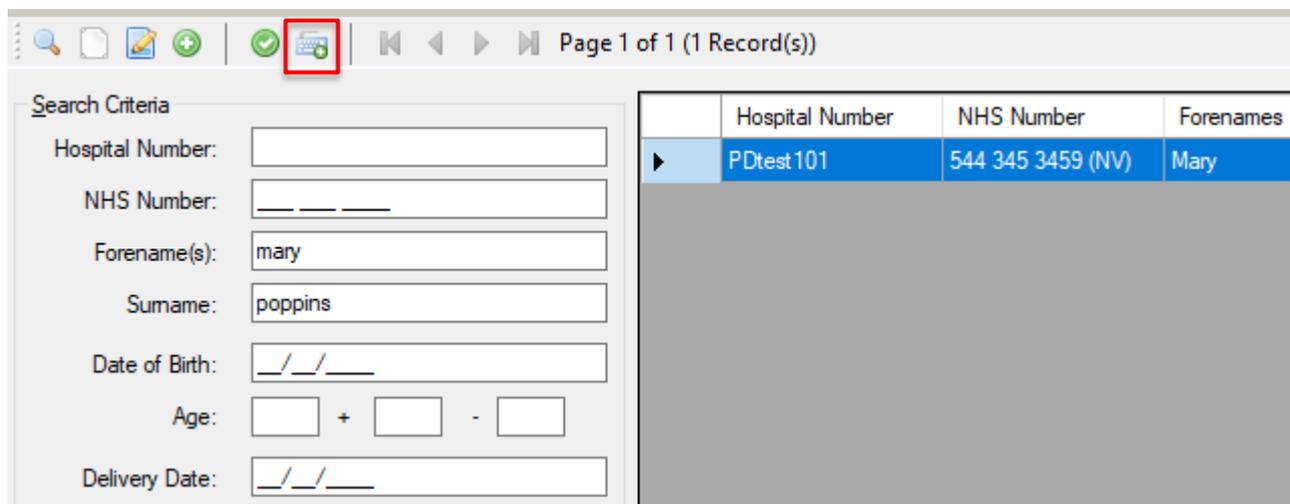
If there are past pregnancies, these will be displayed in a pregnancy list in chronological order below the search list. Any closed pregnancy records will be marked as Closed and current pregnancy records will be marked as Open.

- Double-click an entry from the pregnancy to list to open the required pregnancy record.

ADDING A NEW PREGNANCY RECORD

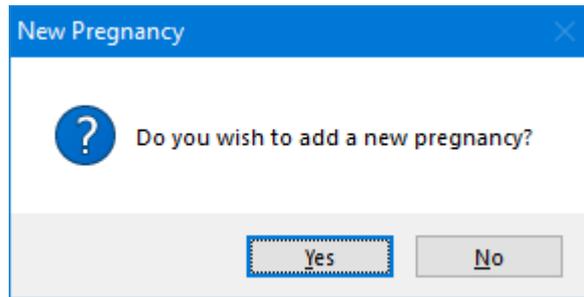
A new pregnancy record will need to be created if all the records are closed or if there are no open pregnancy records shown.

- To add a new pregnancy, click on the Add a pregnancy icon as shown.



The screenshot shows the software interface with search criteria on the left and a table of results on the right. A red box highlights the 'Add a pregnancy' icon (a green plus sign with a white baby icon) in the top toolbar. The search criteria include Hospital Number, NHS Number, Forename(s), Surname, Date of Birth, Age, and Delivery Date. The table shows one record for PDtest101, Mary Poppins, with NHS Number 544 345 3459 (NV).

You will be prompted to confirm that a new pregnancy file is required.



- Clicking [Yes] will create a new pregnancy file and opens the record at the Index page ready for completion.

5. Navigating the Pregnancy Record

It should be noted that a pregnancy record contains details of a specific / single pregnancy episode not the woman's full maternity history. The pregnancy record is split into several segments as follows:

PATIENT BANNER

The patient banner displays:

POPPINS, Mary
 Hospital Number : PDtest101
 NHS No : 544 345 3459 (Not Verified)

Gestation : 7+1 Born **17-Mar-1988** Age 31 Year(s) [Gravida : 3 Parity : 2+0](#)

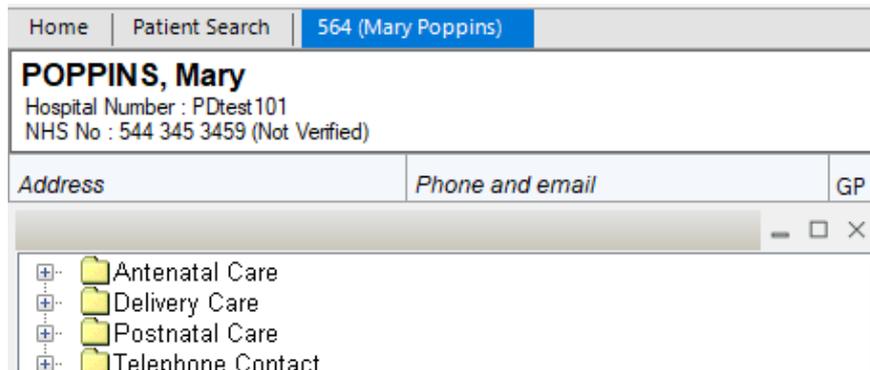
Address	Phone and email	GP Details	Lead Clinician	Category Risk	Risks
<i>Usual address</i> 1 High Street London ZZ99 9ZZ View all addresses	<i>Home</i> <i>Work</i> <i>Mobile</i> <i>email</i> View all contact details	BSDS THE BLACKBERRY CENTRE MANOR ROAD FISHPONDS BRISTOL BS16 2EW		Low	

- Surname, Forename(s)
- Hospital number
- NHS number
- Alerts (**Red** if there are alerts which has an imbedded hyperlink to the display the specific alerts)
- Gestation
- Born
- Age
- Past obstetric history (gravida and parity).

The banner normally displays with a white background. An **orange** background indicates a record without an NHS number, a **red** background indicates the patient is deceased.

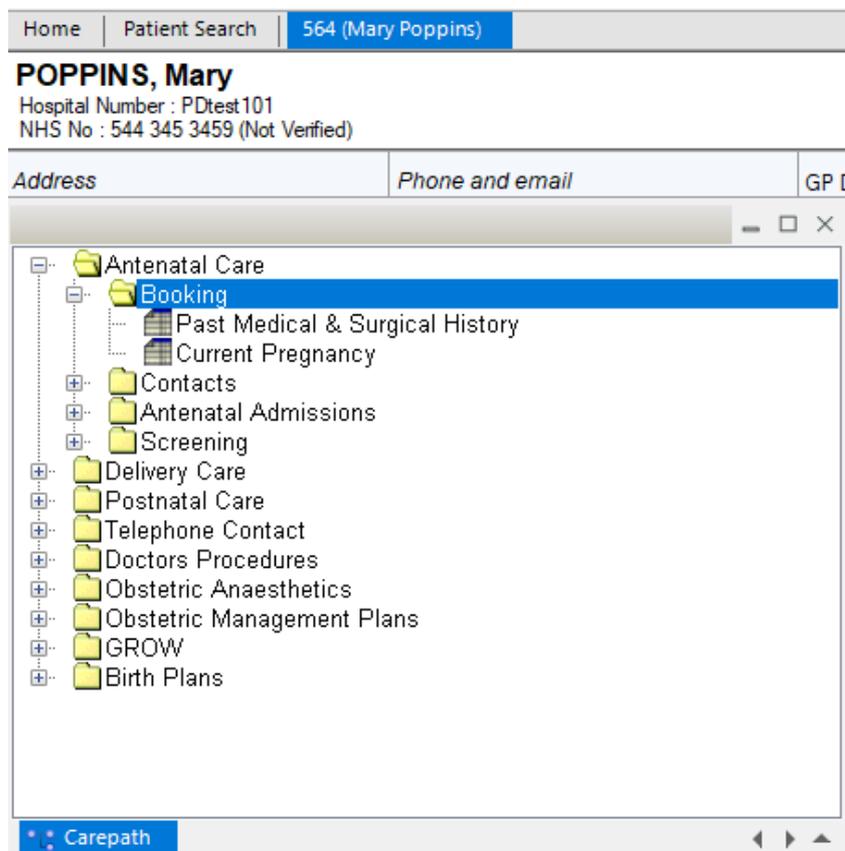
The banner is an expandable component which opens to reveal additional demographic details and any existing risks. A double chevron in this section will open and close this section but this can be accomplished by clicking anywhere on the expandable section. To close click back on the chevron or double-click anywhere on the expandable section.

To navigate back to the search or home page select the tabs displayed above the patient name. The page being displayed is indicated by the highlighted tab.



CARE PATHWAYS

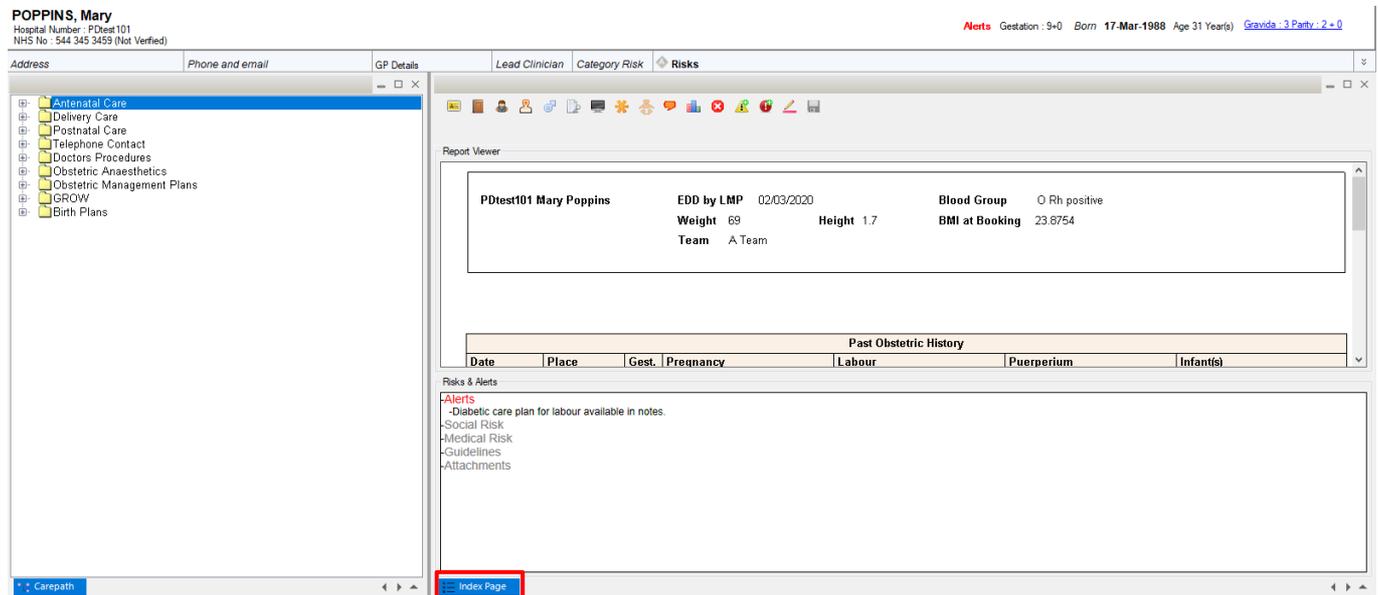
As the pregnancy record is opened the screen is divided into two sections. On the left-hand side you will see the [Care Pathways](#).



Care pathways are indicated by a folder tree in the left-hand panel. Each parent folder contains the sets of questionnaires used for data entry into the maternity record.

MANAGEMENT REPORT

The index page of the pregnancy record is displayed on the right-hand of the screen as you open the pregnancy record which contains the **Management Report** for the pregnancy record.



POPPINS, Mary
 Hospital Number : PDest101
 NHS No : 544 345 3459 (Not Verified)

Alerts Gestation : 9+0 Born: 17-Mar-1988 Age 31 Year(s) [Gravida : 3 Parity : 2 + 0](#)

Address Phone and email GP Details Lead Clinician Category Risk Risks

Antenatal Care
 Delivery Care
 Postnatal Care
 Telephone Contact
 Doctors Procedures
 Obstetric Anaesthetics
 Obstetric Management Plans
 GROW
 Birth Plans

Report Viewer

PDest101 Mary Poppins **EDD by LMP** 02/03/2020 **Blood Group** O Rh positive
Weight 69 **Height** 1.7 **BMI at Booking** 23.8754
Team A Team

Past Obstetric History						
Date	Place	Gest.	Pregnancy	Labour	Puerperium	Infant(s)
Risks & Alerts						

Alerts
 -Diabetic care plan for labour available in notes.
 -Social Risk
 -Medical Risk
 -Guidelines
 -Attachments

Index Page

The Management Report contains some key information about the patient demographics (e.g. delivery date, height and weight of the patient). It also has a section that allows access to any Patient Episode summaries as well as any Risks or Alerts recorded for the pregnancy.

FORMS



The icons along the top of the screen display different forms when selected (e.g. Next of Kin and Pregnancy Screening details) and have tool tips / hover help as an operational aid. The highlighted tabs at the bottom can also be used to navigate through the forms.

RISK AND ALERTS

The index page presents a Risks and Alerts section which displays:

- Medical and social risks.
- Alerts.
- Any links to issued guidelines.

If a risks or alerts exist, the menu item is displayed in **red** and the information about those risks or alerts can be accessed from here.

TIMELINE



As data is entered into the pregnancy record a timeline is automatically created at the bottom of the screen and shows a visual display of events as the pregnancy progresses. Entries can be viewed by double-clicking on the icon. The timeline also displays links to data from third party applications such as Ultrasound systems if such an interface exists.

CLOSING / EXITING CAREPATHS, INFORMATION FORMS AND PATIENT RECORDS

Whilst using the Euroking system it should be noted that “Carepath Questionnaires” (CPQ’s) and “Information Forms” (IF’s) can be closed using the grey [x] located at the top right-hand corner of each section. All CPQ and IF screens will remain loaded until they are closed individually, or the patient record itself is closed.

To **CLOSE A PATIENT RECORD** and therefore all associated CPQ’s and IF’s you should click the red [x] cross which will close / exit an entire patient record.



It is good practice to close patient records once any required workflow entries are completed, as the record will remain locked and therefore inaccessible to other users as long as it remains open (i.e. locked) to a user.

6. Data Forms and Data Entry

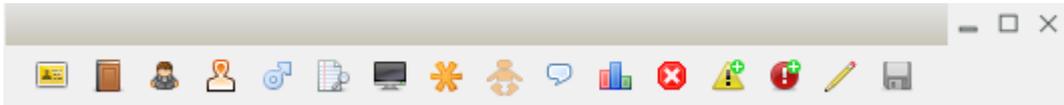
ICONS



The navigation icons at the top of the screen have the following functions:

Icon	Description	Purpose
	Demographics	Patient details, contact details, and address. It should be noted that in most instances this information is directly populated from the PAS (Patient Information Systems) or HIS (Hospital Information System) and can only be entered or edited in PAS / HIS <u>not</u> via EuroKing.
	General Details	Details such as marital status, religion, occupation etc.
	Next of Kin	Next of kin details populated from PAS / HIS system
	Partner Details	Demographic details of the patient's partner. It should be noted that if the 'Father of the Baby' box is ticked this will auto populate this information into the "Father Details" form. If next of kin is also the partner of the patient the [Copy NOK Name] option button will complete this form from NOK details.
	Father Details	Demographic details of the father of the baby can be manually completed, or if the if 'Father of Baby' box is ticked in the "Partner Details" form the information will be automatically populated.
	Pregnancy Overview	This is an overview of the pregnancy and labour and is completed as the pregnancy progresses. Some answers are populated as the questionnaires are completed e.g. LMP & EDD by Scan can be populated from the Current Pregnancy Questionnaire, Ante Natal Care received from the Pre-Delivery Questionnaire.
	Pregnancy Screening	This is populated by the Booking screening results questionnaire, although there are some fields where the data has to be manually entered.
	Care Professionals	This identifies the individuals involved in the patient's care. This form can be manually completed but it is also loaded within the Current Pregnancy questionnaire. The GP Details are completed automatically with information derived from the PAS / HIS system.
	Babies	Once a registerable birth is recorded against the Current Pregnancy in EuroKing this will show details of the baby/babies such as Birth Order, Date of Birth. EuroKing will create a neonatal record for each baby in EuroKing.
	Pregnancy notes	This will display any existing pregnancy notes and allows the addition of new notes.
	CTG monitoring	If the EuroKing Application is interfaced with a CTG (Cardiotocography) monitoring System this icon will allow access to that information.
	Close a pregnancy	Allows users to close a pregnancy on the system and record date and reason for example in the event of a patient moving out of the area or in the event of a miscarriage.
	Add Alerts	Users are given a choice of alerts from a drop-down menu and to record details.
	Add Risks	Users are given a choice of risks to add to the record from a drop-down menu and to record details.
	Patient Notes	To view any existing patient notes or to add a note
	Save	Any entries or changes made to any of the forms here should be saved before closing.

Selecting an icon opens a data entry form. When you have finished with a form it is good working practice to close it down by clicking the grey cross at the top right of the icon list.

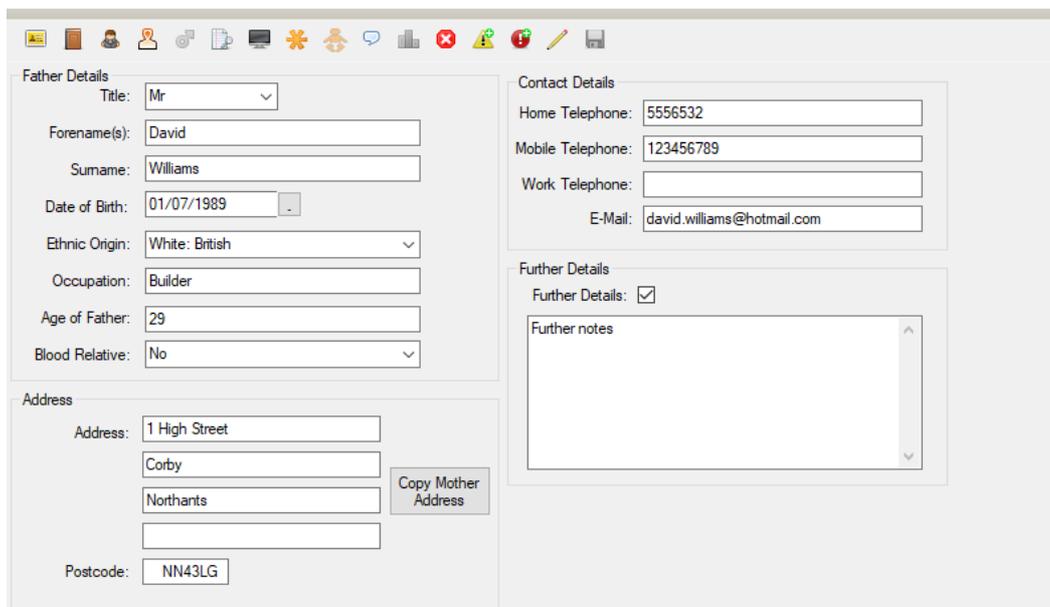


These forms are completed from varying sources, some data will come from the hospital Information system, some from data entry in other parts of the Euroking system or by manual entry during contact with a patient. The process of data entry is common across all forms, so the following examples will illustrate the various methods of data entry.

FATHER DETAILS FORM

- Select and open a patient.
- Select the father details  icon.

This will open the **Father Details** form which should be completed as follows:



The screenshot shows the 'Father Details' form with the following fields and values:

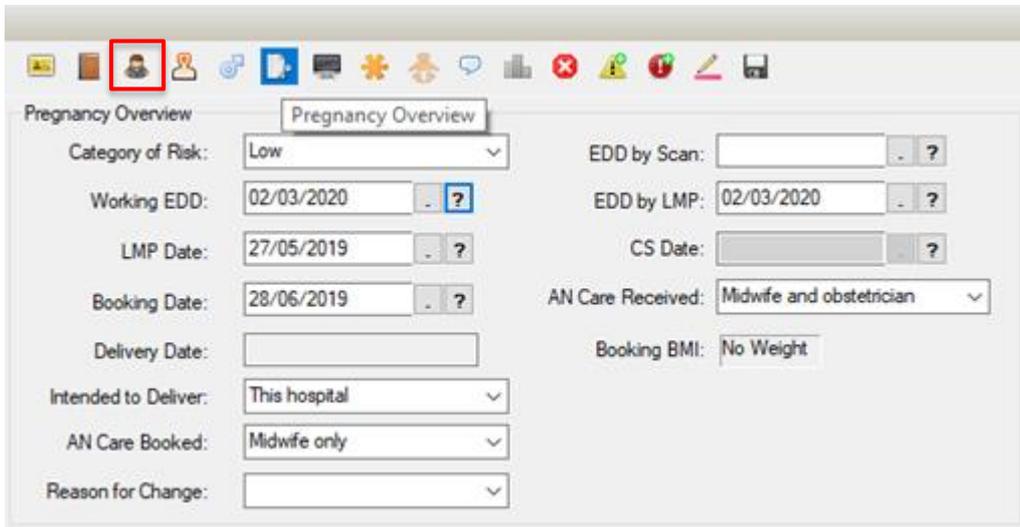
- Father Details:**
 - Title: Mr
 - Forename(s): David
 - Surname: Williams
 - Date of Birth: 01/07/1989
 - Ethnic Origin: White: British
 - Occupation: Builder
 - Age of Father: 29
 - Blood Relative: No
- Contact Details:**
 - Home Telephone: 5556532
 - Mobile Telephone: 123456789
 - Work Telephone: (empty)
 - E-Mail: david.williams@hotmail.com
- Further Details:**
 - Further Details:
 - Further notes: (empty text area)
- Address:**
 - Address: 1 High Street
 - Corby
 - Northants
 - Postcode: NN43LG
 - Copy Mother Address: (button)

It is also possible to auto populate address details by clicking the [Copy Mother Address] button if applicable.

- To save the form click the save icon 

PREGNANCY OVERVIEW

This is an overview of the pregnancy and labour so is completed as the pregnancy progresses. Some answers are populated as the Care Pathway questionnaires are completed, for example LMP and EDD by scan are populated by the Current Pregnancy questionnaire.

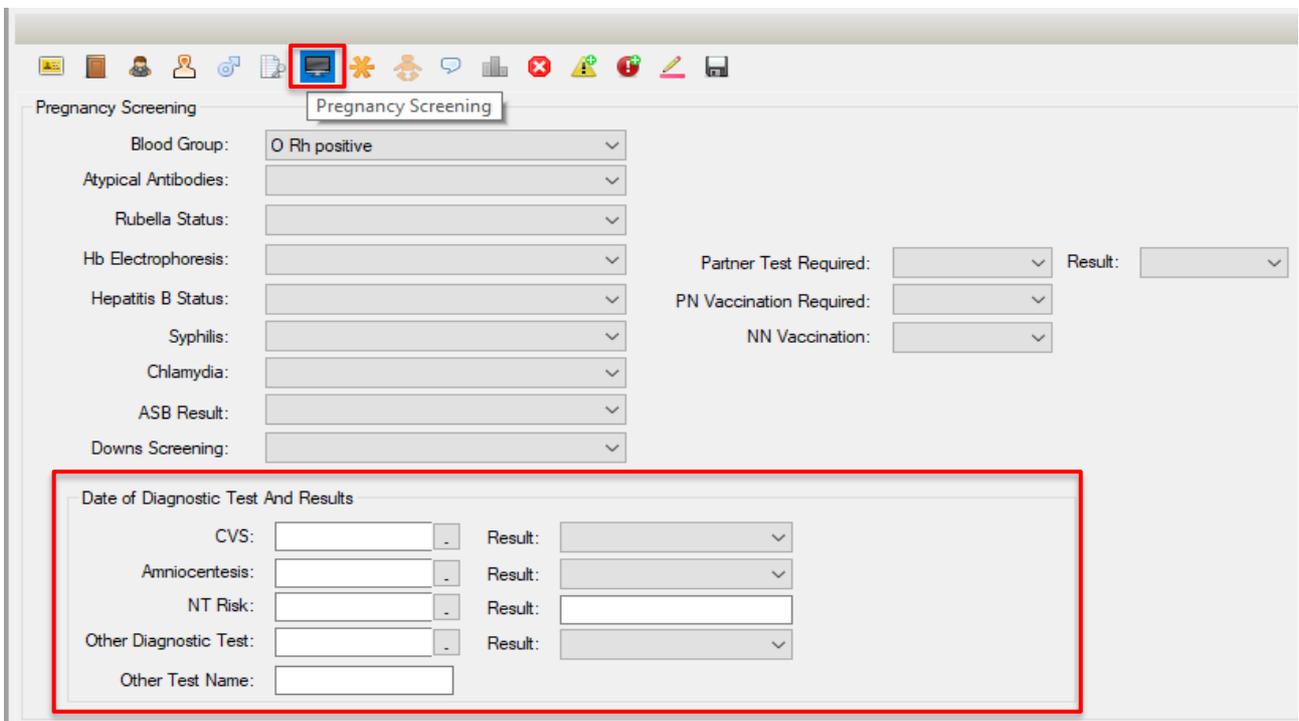


Pregnancy Overview

Category of Risk:	Low	EDD by Scan:	
Working EDD:	02/03/2020	EDD by LMP:	02/03/2020
LMP Date:	27/05/2019	CS Date:	
Booking Date:	28/06/2019	AN Care Received:	Midwife and obstetrician
Delivery Date:		Booking BMI:	No Weight
Intended to Deliver:	This hospital		
AN Care Booked:	Midwife only		
Reason for Change:			

SCREENING RESULTS

For recording details of all screening tests completed as the pregnancy progresses, this form is largely populated by the Booking Results Care Pathway questionnaire however the “Date of Diagnostic Test and Results” should be completed manually.



Pregnancy Screening

Blood Group:	O Rh positive	Partner Test Required:		Result:	
Atypical Antibodies:		PN Vaccination Required:			
Rubella Status:		NN Vaccination:			
Hb Electrophoresis:					
Hepatitis B Status:					
Syphilis:					
Chlamydia:					
ASB Result:					
Downs Screening:					

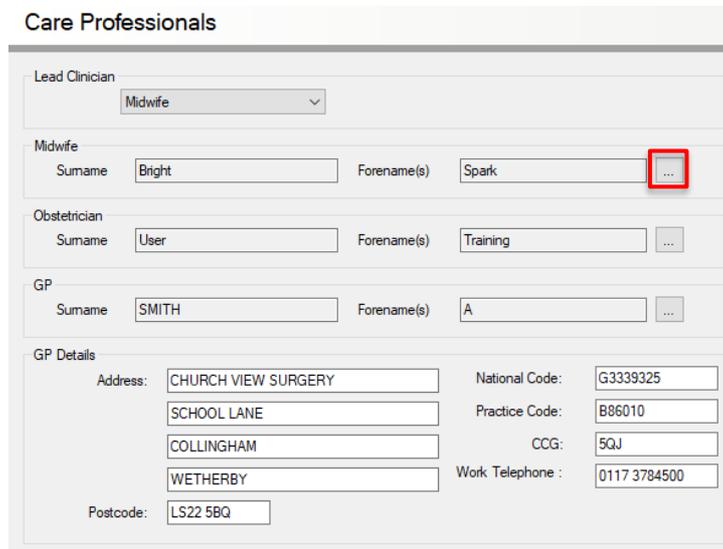
Date of Diagnostic Test And Results

CVS:		Result:	
Amniocentesis:		Result:	
NT Risk:		Result:	
Other Diagnostic Test:		Result:	
Other Test Name:			

CARE PROFESSIONALS FORM DATA ENTRY

- Select the Care Professionals  icon.

This will open the **Care Professionals** form which should be completed as follows:



- Select Lead Clinician from the drop-down list.
- Select Midwife and Obstetrician using the horizontal ellipsis icons.
- To save the form click the save  icon.

Please note: Staff lists are populated from the EuroKing system **Staff Masterfile**, and the GP details should be auto populated via the hospital information system (PAS / HIS)

PREGNANCY NOTES AND PATIENT NOTES

PREGNANCY NOTES

This icon  allows access to a window to record a note on the pregnancy record and once there are notes in the record the icon turns red. 

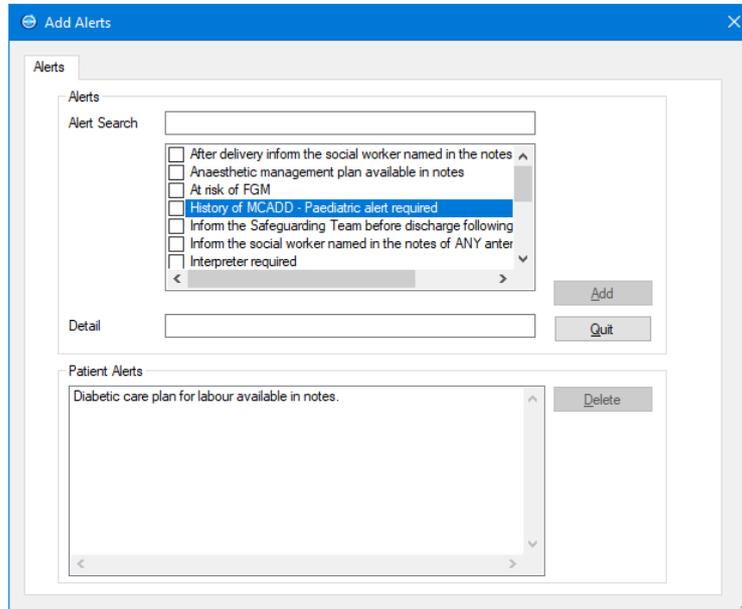
PATIENT NOTES

This icon  allows access to a window to add a patient note. Any patient notes remain in the woman's file so once entered it will always be available in subsequent pregnancies. The  line under the icon indicates that note(s) have been added.

ADDING / DELETING ALERTS FORM DATA ENTRY

ADDING ALERTS

- Select the Add Alert  icon.



Please note: The list of alerts available in the system is configured at a local level so can be customised to suit the hospital site.

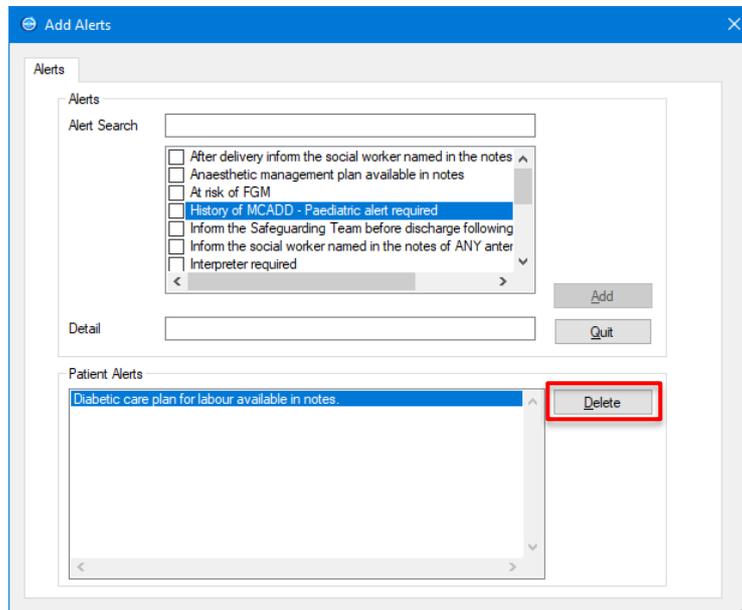
- Select the relevant alert(s) that you wish to add to the pregnancy record.
- Type any additional text in the 'Detail' box.
- Select [Add].
- To save an entry and close the Add Alerts window select [Quit].

The alert will now be displayed via the index page from the bottom tab and is shown in **red** in the Risks and Alerts box. The details can be expanded by clicking the + button.



DELETING ALERTS

- Select the Add Alert  icon.



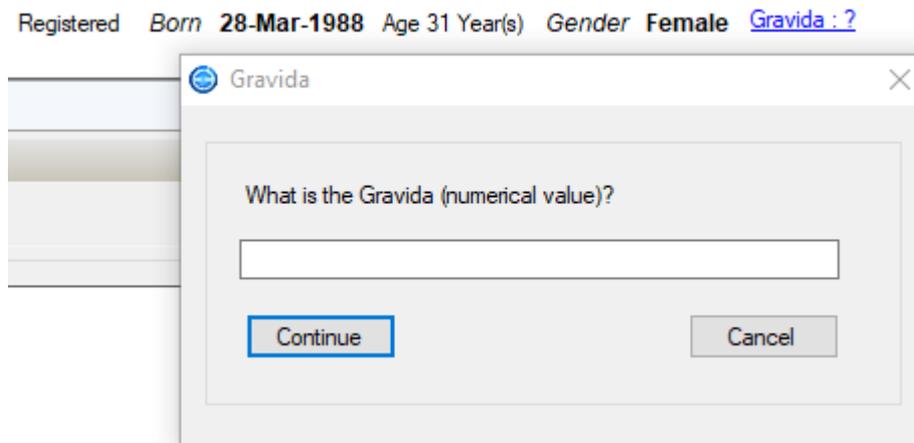
- From the list in the Patient Alerts field select the alert(s) you wish to delete then click on the [Delete] button.
- This will be followed by a confirmation window.

Please note: Deleting removes the alert(s) from this patient's record, but all alerts will still be available to select for other patients.

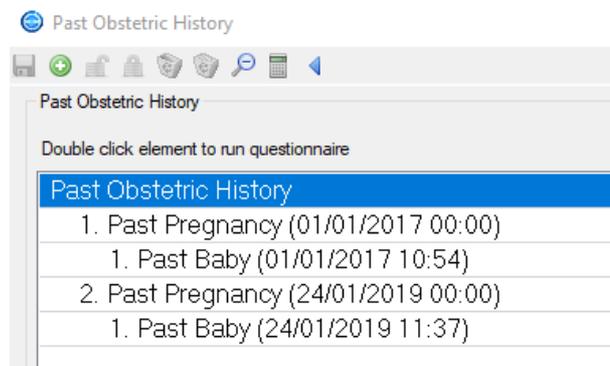
7. Past Obstetric History

Past Obstetric History is completed via the Gravida link on the main patient banner as it is part of the patient's clinical record and not specific to this pregnancy. For patients without a completed 'Past Obstetric History' the word Gravida is followed by a question mark.

- Click on the **Gravida: ?** link in the patient banner to display the Gravida function.



- Enter the appropriate numeric Gravida value and click [Continue].
- Double-click the **Gravida** link to display the 'Past Obstetric History' box.

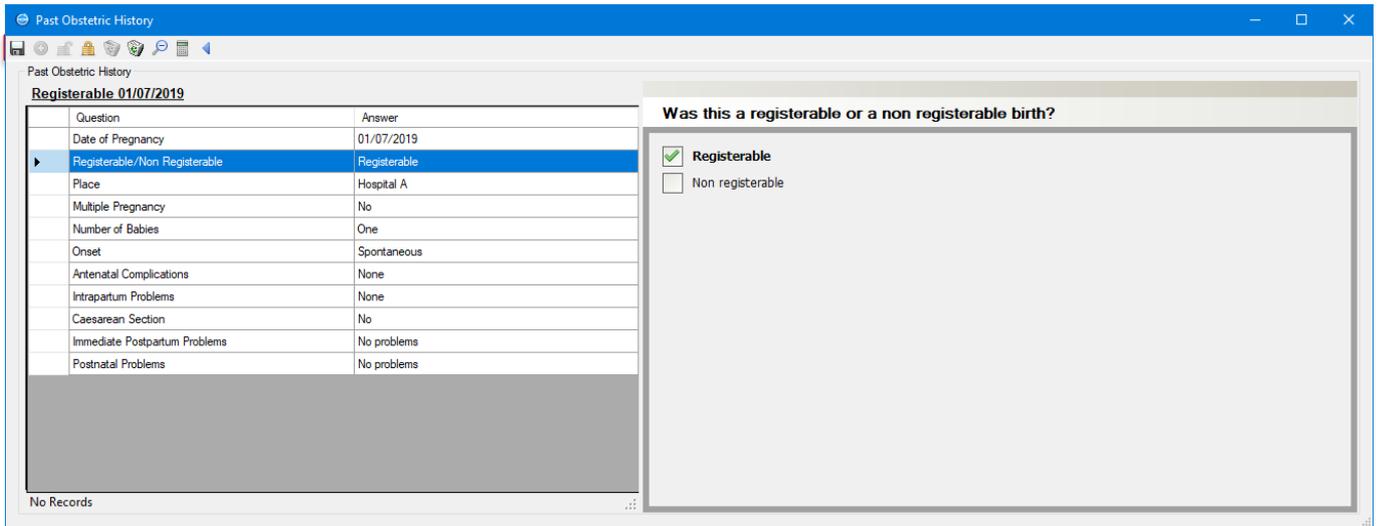


Please note: An entry of Gravida 2 will present 1 past entry (Past Pregnancy 1) to complete which represents the past pregnancy. The current pregnancy is not included in this list. If a number greater than 2 is entered there will be more entries to complete.

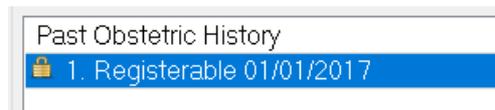
- To enter details of a past pregnancy, double-click the "1. Past Pregnancy" entry to display the questionnaire.
- Complete each question and double-click the response to move to the next question, or alternatively press [Page Down] on the keyboard.

Please note: If a partial date is entered and the partial date checkbox selected this will present a mandatory text field requiring ~~to enable~~ you to enter a reason. A response of Yes to any question may open additional reciprocal, context-specific questions, in context to the answer provided.

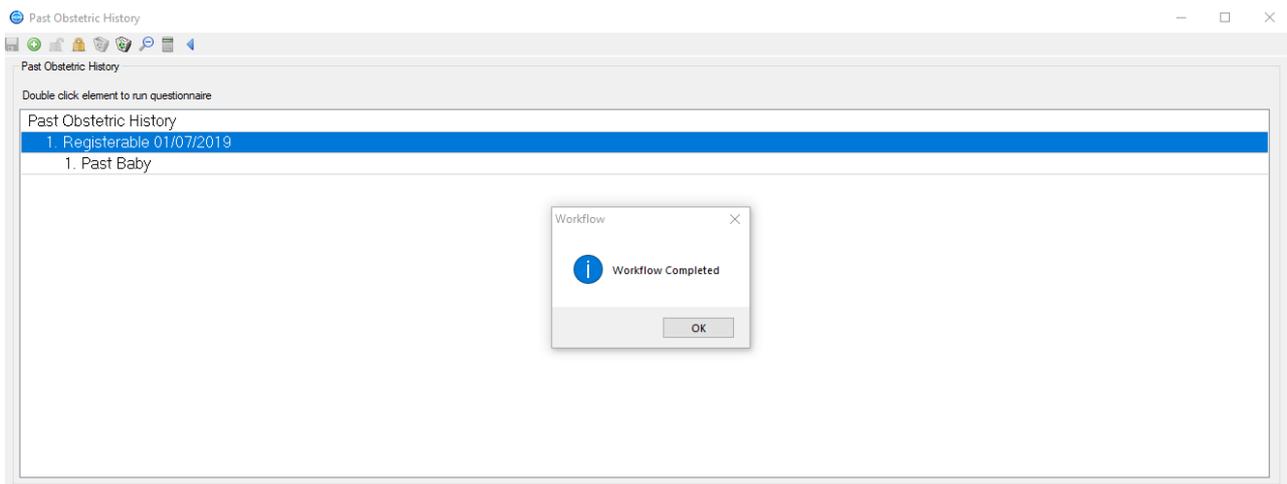
- Complete all questions and click the Save  icon.



You can make a pregnancy confidential by clicking on the confidential pregnancy  icon. A lock will appear alongside the pregnancy and only staff with the correct security access will be able to view the details of that pregnancy. A pregnancy can be unlocked using the unlock  icon.

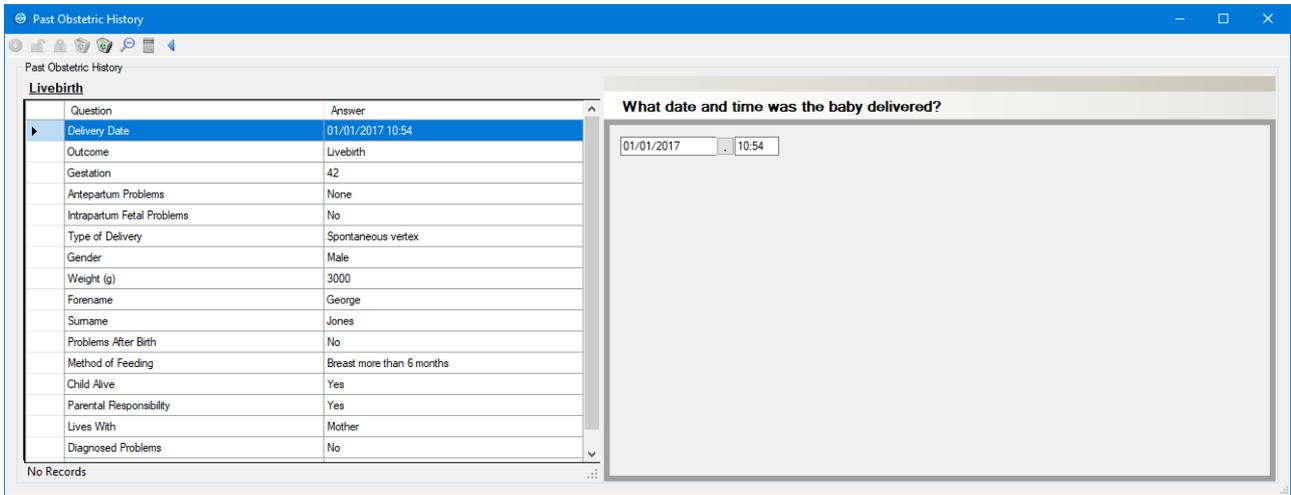


- Once all details are completed, the screen returns to Past Obstetric History and a [Workflow Completed] message will appear.



You should now complete the 'Past Baby' questionnaire:

- Double-click the "1. Past Baby" entry to display the questionnaire.



Question	Answer
Delivery Date	01/01/2017 10:54
Outcome	Livebirth
Gestation	42
Antepartum Problems	None
Intrapartum Fetal Problems	No
Type of Delivery	Spontaneous vertex
Gender	Male
Weight (g)	3000
Forename	George
Surname	Jones
Problems After Birth	No
Method of Feeding	Breast more than 6 months
Child Alive	Yes
Parental Responsibility	Yes
Lives With	Mother
Diagnosed Problems	No

No Records

What date and time was the baby delivered?

01/01/2017 . 10:54

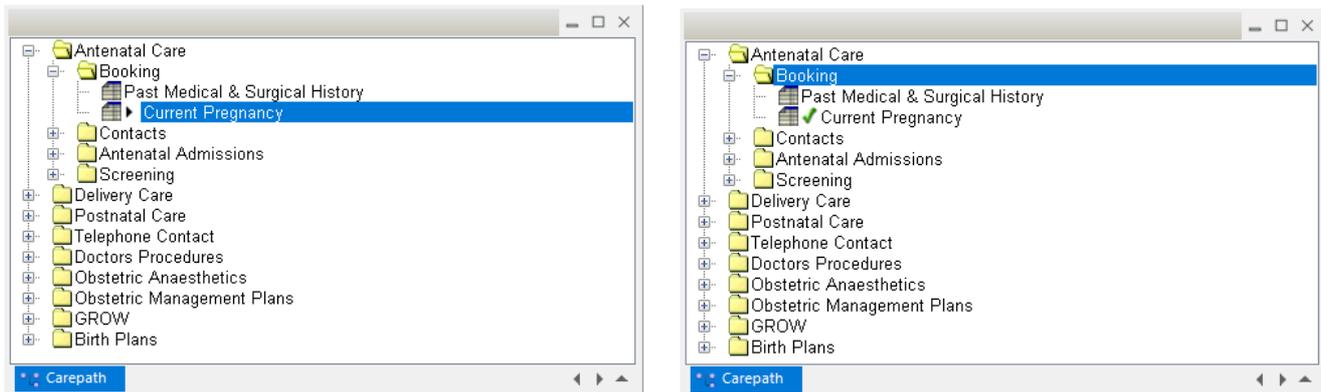
- Complete each question and double-click the response to move to the next question, or alternatively press [Page Down] on the keyboard.
- Complete all questions and click the Save  icon.
- Once all details are completed, the screen returns to Past Obstetric History and a [Workflow Completed] message will appear as before.

The Gravida and Parity are now displayed on the Patient Banner and can be selected again to be referenced or updated. This Past Obstetric History is linked to the patient rather than the pregnancy record and will automatically be included as part of her notes in any future pregnancies recorded on the EuroKing system.

8. Care Pathways - Antenatal

PURPOSE AND USE OF CARE PATHWAYS

Maternity record questionnaires or **Care Pathways** are used to enter the patient’s administrative and clinical data in Euroking from the first booking through to postnatal discharge. Each folder on the left-hand side of the screen contains one or more questionnaires (Care Pathways) which are opened by clicking the + symbol next to each relevant folder.



-  A blank questionnaire is shown by an icon with no additions.
-  An icon with a small right arrow indicates that the questionnaire has been opened. It may or may not have information in it.
-  Once a questionnaire has been fully completed it will have a green tick beside the questionnaire icon.
-  Clicking the + symbol will expand / open the folder selection, whilst clicking the – symbol will collapse / close the folder.

COMPLETING A TELEPHONE CONTACT - METHODS OF ENTERING DATA

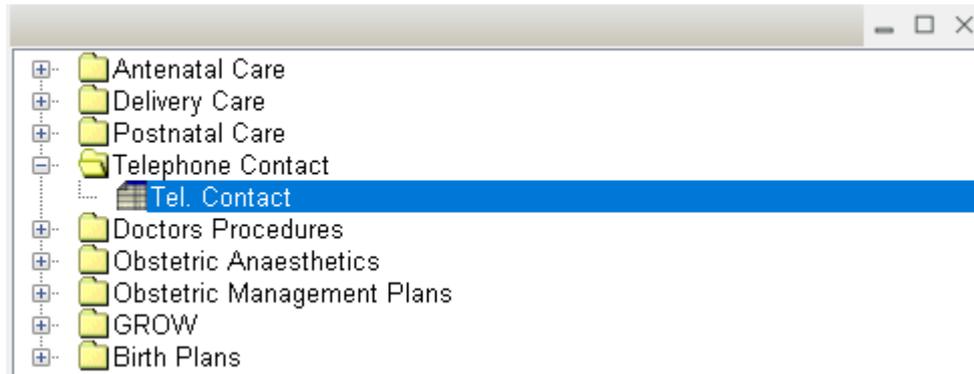
This section illustrates adding a new **telephone contact** as it is a common task and covers most data entry methods in the system.

GENERAL DATA ENTRY PRINCIPALS

Questions can have single or multiple response. Some will request additional information via a text box. Mandatory text boxes show the statement “This is mandatory text” under the box.

- For a **SINGLE ANSWER** double-click on the required answer.
- For **MULTIPLE ANSWERS** and **ADDITIONAL INFORMATION REQUESTS**, single-click the required answer and either click the Save icon, or press the [Page Down] key when all data has been completed.

Either method will save the data entry and automatically moves down to the next question in sequence.



- Navigate to the 'Telephone Contact' folder and click the [+] symbol.
- Double-click 'Tel. Contact' to open the questionnaire.

Tel. Contact	
Question	Answer
Call Direction	To woman
Date & Time Contact	
Classification	
Other Comments or Advice	

What date and time was the call taken?

15/07/2019 . 15:28

- Complete each question and double-click the response to move to the next question, or alternatively press [Page Down] on the keyboard.

Date and Time questions all have common functionality

15/07/2019 - 15:33

- Clicking on the highlighted [-] button between the date and time will display a calendar to select a date.

15/07/2019 - 15:33

July 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Today: 21/07/2019

- Dates can be typed without entering / forward slashes but must always have the full four digit year - (i.e. DDMMYYYY or 15072019).
- It is also possible to enter t = today, t-1 = yesterday (i.e. today minus 1 day).
- Times can be entered without the colon (:) symbols between numbers but should be entered using a 24 hour clock (i.e. 1500 rather than 15:00).
- It is also possible to enter n = time now.

- At the 'Call taken by' question a list of staff members can be accessed. For example ticking 'Midwife' opens a list of midwife names from the database:

Question	Answer
Call Direction	To woman
Date & Time Contact	15/07/2019 15:44
Classification	Antenatal
Professional	
Reason For Call	
Other Comments or Advice	

Surname: bright	Forenames:
Type of Staff: <input type="text"/>	Grade: <input type="text"/>
Staff Not In List	Specialty: <input type="text"/>

Forenames	Surname	Title	Staff Grade	Person Type	Specialty
Spark	Bright		Midwife Manager	Midwife	Neonatology
Spark	Bright		Midwife Manager	Midwife	Paediatrics
Spark	Bright		Community Midwife	Midwife	
▶ Spark	Bright		Midwife	Midwife	
Spark	Bright		Senior Midwife	Midwife	
Spark	Bright		Student Midwife	Midwife	

Professional searches all have common functionality:

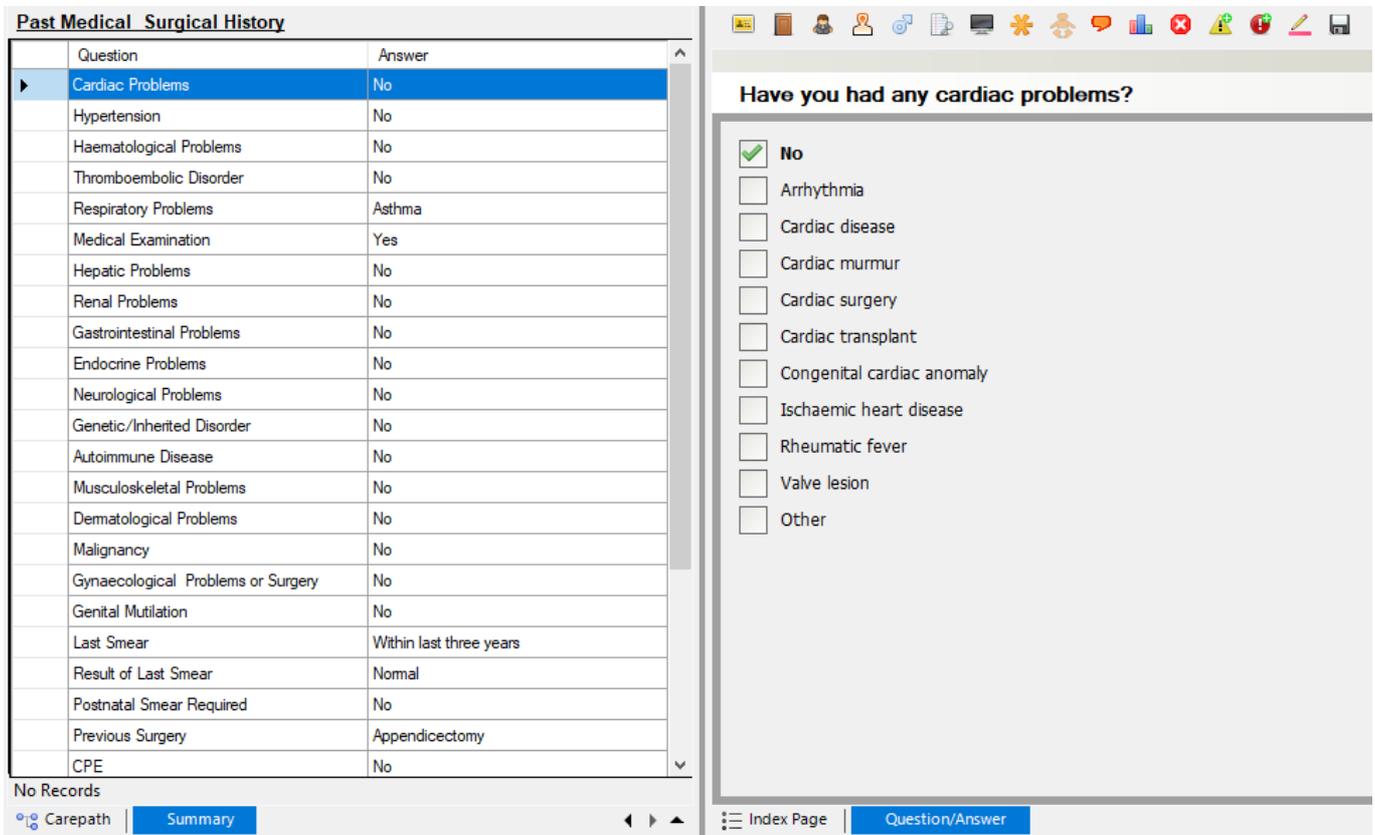
- You can search table using any of the search parameters.
 - Double-clicking the entry will to add it to the questionnaire.
 - If the staff member is not listed in the table, click the [Staff Not In List] link which allows the relevant member of staff to be entered as free text.
- Complete all questions and click the Save  icon.
 - A [Workflow Completed] message will appear, and you will be returned to the Carepath.

COMPLETING THE CARE PATHWAY QUESTIONNAIRES

There are different care pathways according to your user role. The following examples take you through part of the midwife 'Antenatal Care > Booking' Pathway which normally begins with the 'Past Medical and Surgical History' workflow questionnaire.

- Open the 'Antenatal Care' folder by clicking the [+] symbol.
- Open the 'Booking' folder by clicking the [+] symbol.
- Double-click the 'Past Medical and Surgical History' care pathway to open the questionnaire.

The questionnaire opens and screen changes to display a list of questions on the left-hand side and related the associated possible responses on the right-hand side. The current question is highlighted on the left-hand side and appears as the heading on the right-hand side of the screen.



Question	Answer
Cardiac Problems	No
Hypertension	No
Haematological Problems	No
Thromboembolic Disorder	No
Respiratory Problems	Asthma
Medical Examination	Yes
Hepatic Problems	No
Renal Problems	No
Gastrointestinal Problems	No
Endocrine Problems	No
Neurological Problems	No
Genetic/Inherited Disorder	No
Autoimmune Disease	No
Musculoskeletal Problems	No
Dermatological Problems	No
Malignancy	No
Gynaecological Problems or Surgery	No
Genital Mutilation	No
Last Smear	Within last three years
Result of Last Smear	Normal
Postnatal Smear Required	No
Previous Surgery	Appendicectomy
CPE	No

Have you had any cardiac problems?

- No
- Arrhythmia
- Cardiac disease
- Cardiac murmur
- Cardiac surgery
- Cardiac transplant
- Congenital cardiac anomaly
- Ischaemic heart disease
- Rheumatic fever
- Valve lesion
- Other

Questions throughout Care Pathway questionnaires are conditional and will often result in the appearance of **MANDATORY TEXT** boxes, or **ADDITIONAL QUESTIONS** being displayed in context to the response provided.

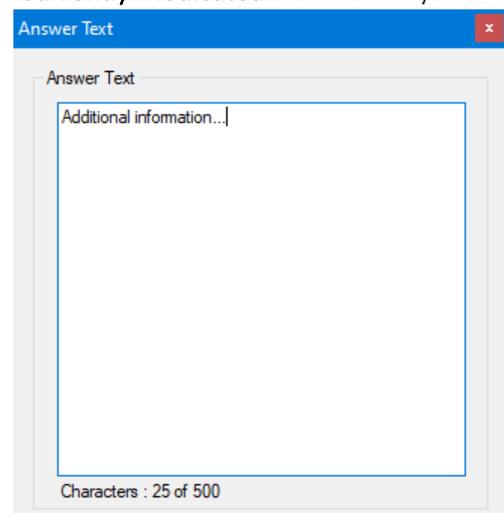
An example of this is when completing 'Hypertension' if the answer is 'Currently Medicated' a mandatory text box will appear.



Currently - medicated

Additional information .

[This is mandatory text]



Answer Text

Additional information...]

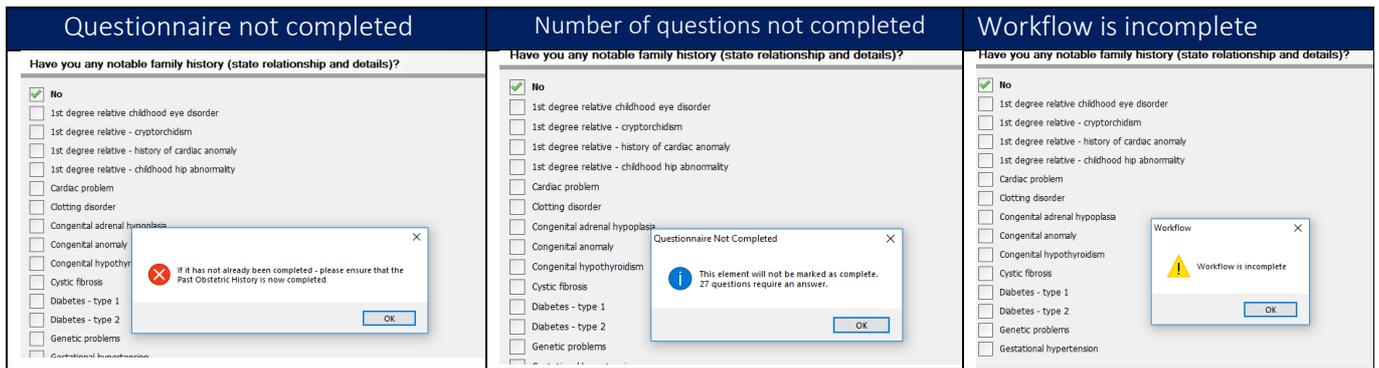
Characters : 25 of 500

Once text is entered an additional button appears to the right-hand side of the text. Clicking this box will provide a continuation page to type up to 500 characters of related detail. Click the [x] icon to close once all text is entered.

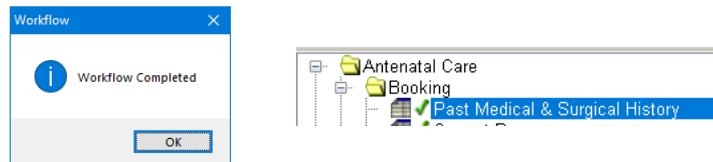
- Complete all questions and click the Save  icon.

You will also be prompted to complete any other reciprocal questionnaires such as 'Past Obstetric History'.

If any questions have been missed, a warning will display to advise that the questionnaire will not be marked as complete in addition to the number of missed questions. You will also be advised if the [Workflow is incomplete] and returned to the appropriate section to complete the details as required.



- Once a questionnaire is complete and all questions have the required responses a [Workflow Completed] and a green tick will be displayed next to the questionnaire via the Carepath itself.



Any partially completed or completed questionnaire can be edited by a user with the appropriate permissions by reopening the questionnaire, making any required edits and clicking the save icon. Any changes to questionnaires will be recorded via the Topview Audit trail contained in the Tools menu.

PRINTING THE BOOKING SUMMARY

When you have completed the antenatal care booking pathway by completing both the **'Past Medical and Surgical History'** and the **'Current Pregnancy'** questionnaires, you will be offered the option of printing out the **'Booking Summary'** and **'GP letter'**.

Question	Answer
Pertussis Vaccination	Discussed and offered
Pertussis Vaccination Given	No - referred to GP
Intended Antenatal Care Plan	Midwife only
Support Status	Husband or partner
Accommodation	No Issues
Age Completed Education	22
Employment Status Mother	Employed
Employment Status Partner	Employed
First Language English	Yes
Language & Literacy	No
Close Concerns	No
Broader Family Issues	None disclosed
Agencies Involved	No agencies involved

Do you wish to add any further notes?

No
 Yes

Do you wish to print the Booking Documentation?

Yes No

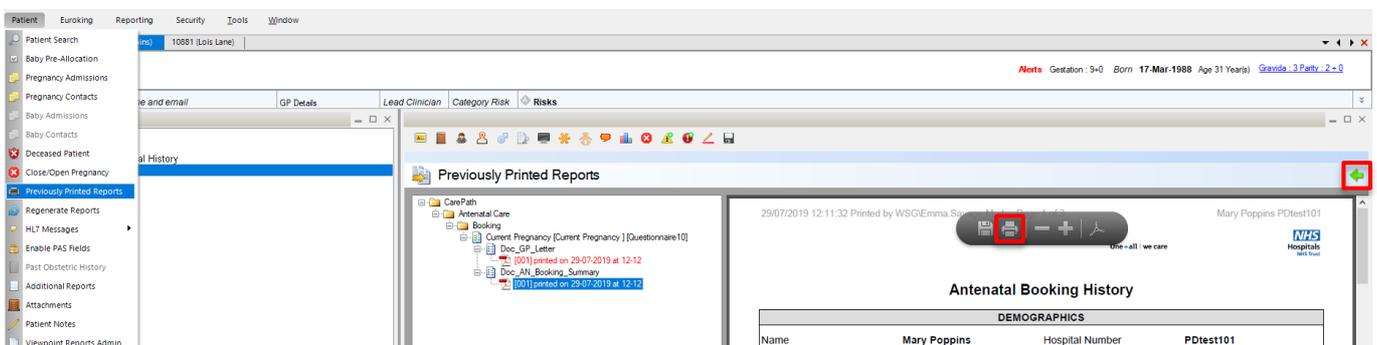
- Select [Yes] to print the document.

REPRINTING THE BOOKING SUMMARY

OPTION 1 - PRINT EXACT COPY

This option will generate an exact copy of the original report.

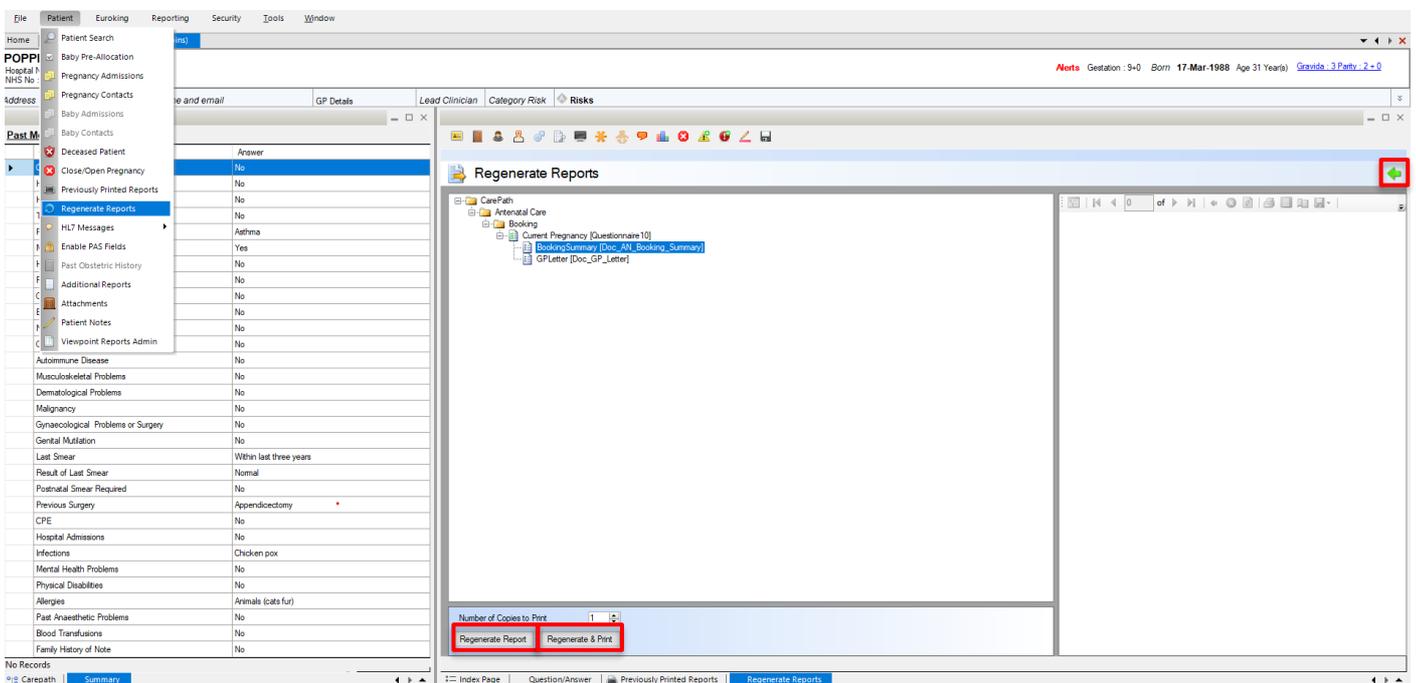
- Open the required Patient and relevant questionnaire.
- Click the **"Patient"** menu at the top left-hand corner of the screen.
- Select [Previously Printed Reports]. This will provide access to all previously printed reports.



- Select the report you wish to reprint and click the print icon shown above. It is also possible to click the green arrow icon to the report viewer.

OPTION 2 – PRINT A REGENERATED REPORT

- Selecting this option enables you to print an appended copy of the report which includes any subsequent revisions to the questionnaire to date.
- Open the required patient and relevant questionnaire.
- Click the **“Patient”** menu at the top left-hand corner of the screen.
- Select **[Regenerate Reports]**. This will provide access to all previously printed reports and will update the reports with any new information.



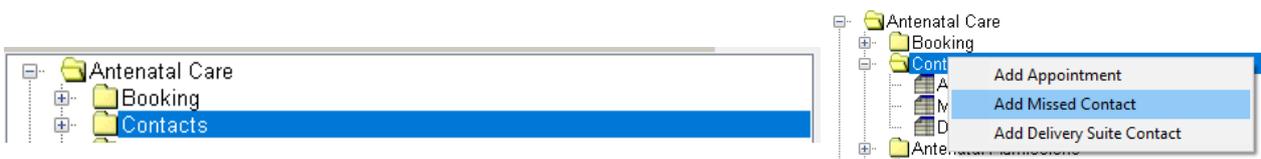
- Select the report you wish to reprint and click the print icon shown above. It is also possible to click the green arrow icon to return to the report viewer.
- To preview the report, click the [Regenerate Report] button.
- To print the report, click the [Regenerate and Print] button.

ANTENATAL CARE – CONTACT FORMS

- The Contacts workflows should be completed every time there is an **Appointment** or **Triage Contact** made.
- **DNA's** should be recorded here as Missed Contacts.
- Additional contact workflows can be added as required by right-clicking on the **Contacts** folder and selecting the required contact

For example – to record a **MISSED CONTACT**:

- Navigate to the '**Contacts**' folder in the '**Antenatal Care**' pathway.
- Click the '**Contacts**' [+] symbol.



- If there is no empty '**Missed Contact**' form available, right-click on the Contacts folder and select [Add Missed Contact].
- Double-click the '**Missed Contact**' item you have just created.

Missed Contact	
Question	Answer
Reported By	
Contact Missed	
Date Contact Missed	
Action	
Further Comments	

Who is reporting the missed contact?

Midwife

Student Midwife

Maternity Support Worker

Doctor

Other

- Complete all questions and click the Save  icon.
- A [Workflow Completed] message will appear, and you will be returned to the Carepath.

9. Care Pathways – Delivery Care

The ‘**Delivery Care**’ pathway is designed to record all the relevant details pertaining to labour and delivery. In the event of a registerable birth EuroKing will create a submission to the PDS (Personal Demographics Service) to obtain an NHS number for the baby. A baby record will then automatically be created in EuroKing which is then completed with details of the baby examination, postnatal transfer and finally discharge from care.

METHODS OF BABY REGISTRATION

In the UK baby registration is undertaken via the national, electronic database of NHS Patient Demographic Service (**PDS Registration**) which can be integrated to Euroking, in addition to a separate integration with the **local PAS System (PAS Registration)**.

Automatic PDS and PAS Registration (Recommended Approach)

Euroking would recommend that customers deploy both integrated **PDS REGISTRATION** and **PAS REGISTRATION** as when implemented EuroKing first validates the submission and then sends the form to PDS, which registers the baby and issues an NHS number for the baby back to EuroKing. Following this Euroking submits all demographics including the NHS number to the local PAS, and receives a reciprocal PAS update containing the baby’s PAS registration / Hospital number which is then amalgamated into the overall Euroking baby record.

Please note: Euroking also includes Statistical Reports and Alerts for any record which do not have an NHS or Hospital number to enable System Administrators and End Users to take any appropriate remedial action via PAS or Euroking.

There are, however, alternatives methods adopted within our customer base, including customers who do not subscribe to PDS registration (i.e. Republic of Ireland) as follows:

Baby Range Registration (Not Recommend)

EuroKing can support the use of a pre-defined “**Baby Range**” which is a block of numbers that have been ringfenced for use by relevant clinical systems via PAS. If EuroKing uses this system, a demographic update will be sent back to PAS to update the allocated Hospital number with the specific details for the baby. This method does however requires additional checks to ensure due diligence and the integrity / accuracy of data between the local PAS System and Euroking.

Manual Baby Registration (Not Recommend)

Some customers choose not to implement either an Automatic PAS Registration or Baby Range Registration. In this scenario they may or may not subscribe to the PDS Registration service. If there is no interface to PAS from Euroking babies can still be registered, but it is then the sole responsibility of customer to ensure babies are reciprocally entered via the local PAS and the Euroking baby record is subsequently updated with the relevant Hospital number (and NHS number, if applicable).

DELIVERY CARE – PRE-DELIVERY, LABOUR, DELIVERY AND SUBSEQUENT BABY QUESTIONNAIRES

- Open the 'Delivery Care' folder either by clicking the [+] symbol.
- Navigate to the 'Pre Delivery' questionnaire by double-clicking it.



- Complete all questions and click the Save icon.
- A [Workflow Completed] message will appear, and you will be returned to the Carepath. At the point of completion of the Pre Delivery questionnaire EuroKing creates a folder labelled 'Baby 1' which contains two questionnaires – 'Birth' and 'Instrumental Delivery'. A folder would be created for each baby in a multiple birth.
- Open 'Labour and Delivery' by double-clicking, and complete the questionnaire.

Upon completion of the Birth questionnaire(s) EuroKing will generate a validation form for a **PDS Submission (if applicable)**. For **successful baby registration**, all items must be completed. Any incomplete items are displayed in red with an X against them and PDS validation fails. All failed validation items would need to be completed accurately to allow the submission to PDS to go ahead.

PDS DATA SUBMISSION			
Mother - Surname	✓	Mother - NHS Number	✗
Mother - Forenames	✓	Mother - DOB	✓
Mother - GP Practice Address	✓	Mother - GP Usual Address	✓
Mother - GP Person	✓	Mother - NHS Verification (Verified)	✗
Baby - Birth Date Time	✓	Baby - Gender	✓
Baby - Birth Order	✓	Baby - Given Name	✓
Baby - Family Name	✓	Baby - Address	✓
Babies - Number	✓	Baby - Birth Weight	✓
Baby - Anomalies	✓	Baby - Delivery Place Code	✓

DATA VALIDATION :: FAILED

If all items are completed as required, the validation will be passed and submitted as follows:

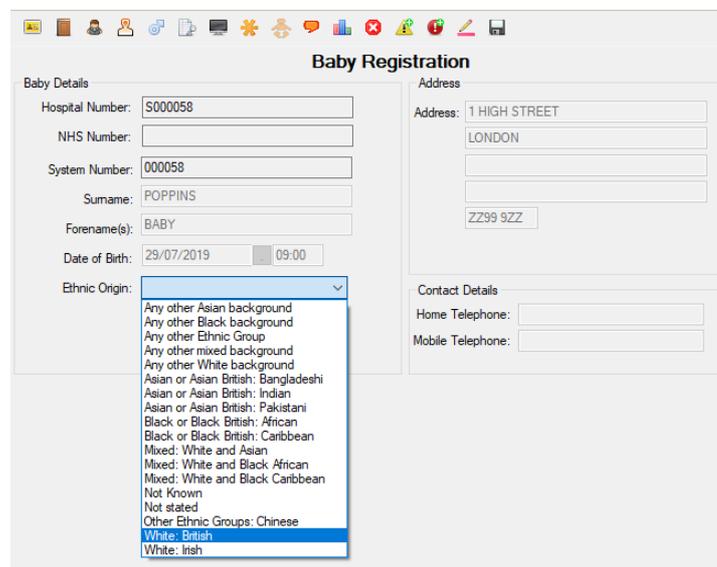
PDS DATA SUBMISSION			
Mother - Surname	✓	Mother - NHS Number	✓
Mother - Forenames	✓	Mother - DOB	✓
Mother - GP Practice Address	✓	Mother - GP Usual Address	✓
Mother - GP Person	✓	Mother - NHS Verification (Verified)	✓
Baby - Birth Date Time	✓	Baby - Gender	✓
Baby - Birth Order	✓	Baby - Given Name	✓
Baby - Family Name	✓	Baby - Address	✓
Babies - Number	✓	Baby - Birth Weight	✓
Baby - Anomalies	✓	Baby - Delivery Place Code	✓
DATA VALIDATION :: PASSED			
Submit		Cancel	

It should be noted that if validation fails, it is still possible to click [Cancel] to register the baby but the NHS number will need to be subsequently updated manually.

If **PDS Registration is NOT in use** (i.e. Republic of Ireland) the Baby Registration form will display automatically.

BABY REGISTRATION FORM

The **'Baby Registration'** form is now displayed and should be completed to enable the baby to be registered on the hospital PAS. Most details are pre-populated from previous entries, but it will be necessary to update the baby's **ethnic origin**.



Once completed the record will be updated and a [Workflow Completed] message will appear. A **'Baby Message'** will then be sent to PAS (if local PAS baby registration is in use). It should also be noted that in the event PDS registration fails, the PAS message will still be sent but without an NHS number.

10. The Neonatal Record

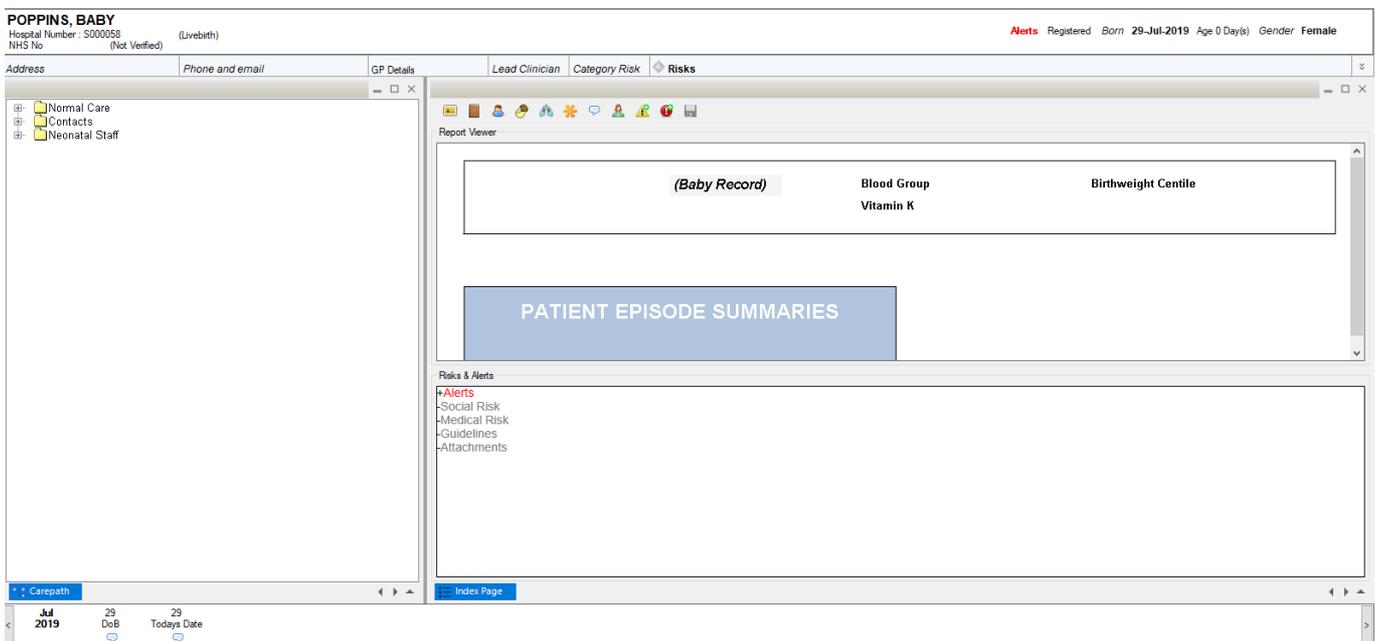
Once baby registration is completed via the 'Labour and Delivery' questionnaire, EuroKing creates a neonatal record for the baby which can be accessed from the mother's record via the baby icon:



The neonatal record is selected by highlighting and double-clicking the record to load the details.

Birth Order	Registerable Birth	Outcome	Forenames	Surname	Hospital Number	NHS Number	Patient ID	Date of Birth	Age
One	Yes	Livebirth	BABY	POPPINS	S000058		10882	29/07/2019 09:0...	0 Day(s)

The format of the neonatal record is very similar to the maternal record.



FORMS IN THE BABY/ NEONATAL RECORD

The following icons enable access to relevant forms within the neonatal record.



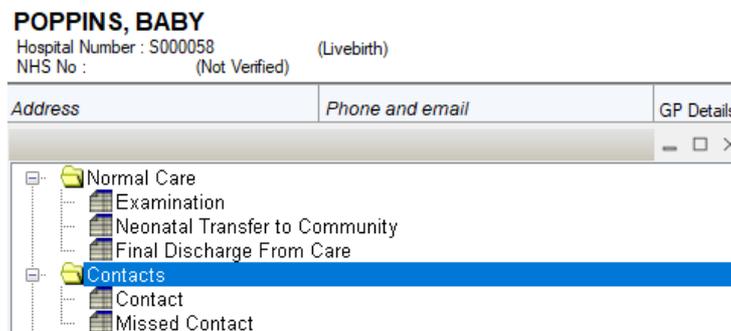
If the baby has been born to a woman whose pregnancy record is held within the EuroKing system, certain details will be pre-populated from the Mother's file, whilst other details will need to be manually completed.

Icon	Description	Purpose
	Demographics	Baby details, contact details, and address. It should be noted that in most instances this information is directly populated from both the maternal record in Euroking and the PAS (Patient Information Systems) or HIS (Hospital Information System)
	General Details	Details such as blood group, religion, gender and ethnic origin.

	Parent Details	Mothers name, address and NHS number derived from the maternal record.
	Birth Summary	Details of the birth such as birth order, birth weight, delivery mode and Apgar Scores.
	Resuscitation Details	Details of any resuscitation procedures at birth such as type, drugs given, intubation details.
	Care Professionals	This identifies the individuals involved in the baby's care. This form can be manually completed but it is also loaded from pathway questionnaires. The GP Details are completed automatically with information derived from the PAS (Patient Information Systems) or HIS (Hospital Information System).
	Baby/Neonatal notes	This will display any existing baby / neonatal notes and allows the addition of new notes.
	Mother Record	Links back to the reciprocal maternal record.
	Add Alerts	Users are given a choice of alerts from a drop-down menu and to record details. Includes a link from the Mothers record so that risks identified during pregnancy can be continued into the baby record.
	Add Risks	Users are given a choice of risks to add to the record from a drop-down menu and to record details.
	Save	Any entries or changes made to any forms should be saved before closing.

BABY/NEONATAL CARE PATHWAYS

'Baby' Care Pathways are divided into 'Normal Care' and 'Contacts':



NORMAL CARE PATHWAY

The 'Normal' Care Pathway contains the following questionnaires:

Examination

Records details pertaining to the examination of the baby at birth.

Neonatal Transfer to Community

Completed when the baby is transferred from the hospital, Midwife Led Unit (MLU) or Delivery Suite to the community. Re-admissions are also managed within the same questionnaire.

Final Discharge from Care

The record of the final discharge with a simple synopsis of the neonatal care provided.

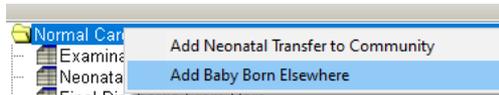
CONTACTS CARE PATHWAY

The **'Contacts'** Care Pathway provides a record of contact with the baby in the community, or hospital. This section should also be used to record any missed contact by the family.

BABY BORN ELSEWHERE

If the baby has been born outside of the current hospital, the baby record would need to be created the PAS (Patient Information Systems) or HIS (Hospital Information System) for demographic details to be transferred to EuroKing. However, all delivery information and neonatal care will need to be added manually.

- To do this you would need to right-click on the **'Normal Care'** folder and select [Add Baby Born Elsewhere].



- The questionnaire will load in the **'Normal Care'** pathway ready to be completed.

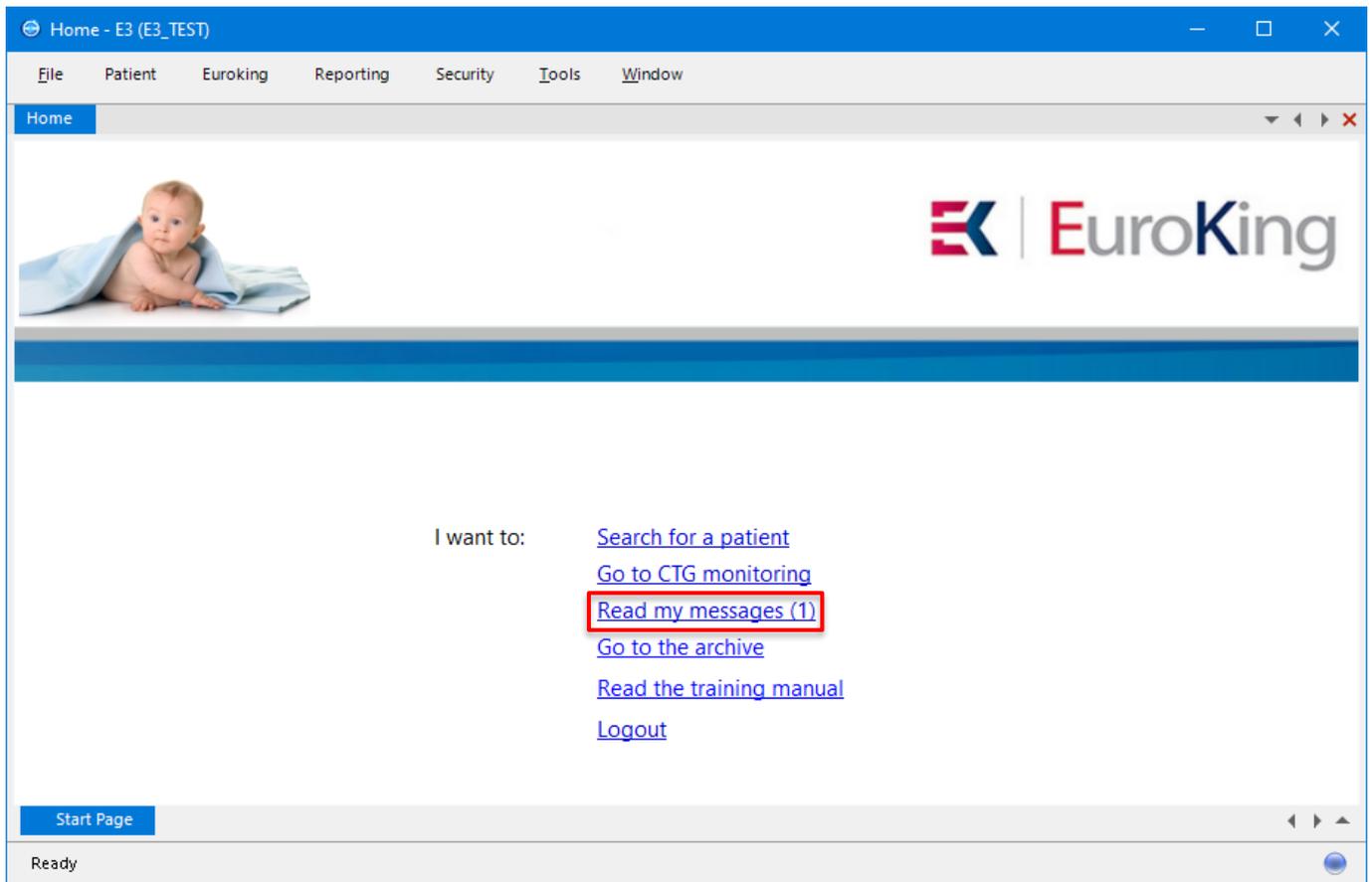


- You should complete and save all required questions in each relevant questionnaire.
- A [Workflow Completed] message will appear, and you will be returned to the Carepath.

11. Euroking Messages

The **Euroking message function** is designed to enable communication between professionals from within the application. It has not been designed to function in the same mode as an email. It is a simple messaging system which will allow information to be shared between professionals when they log into the Euroking system.

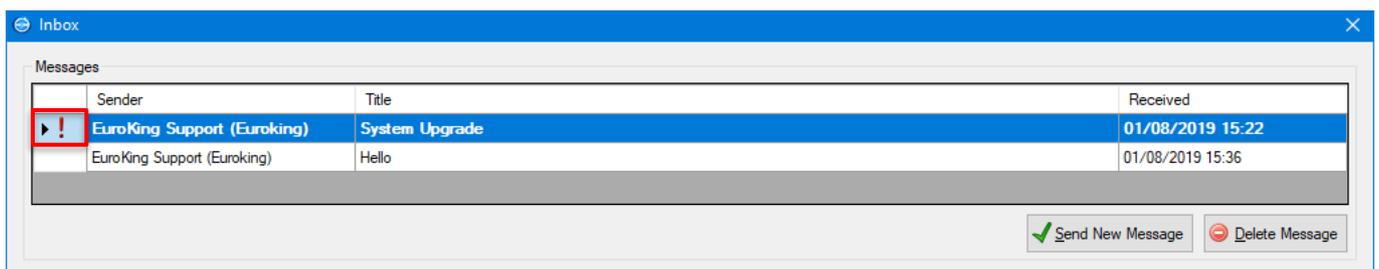
The function is accessed via the Main Menu / Start Page.



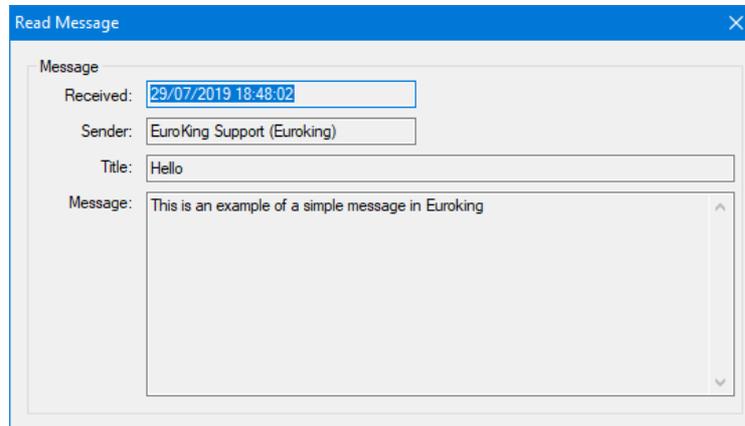
READING A MESSAGE

The number of **Unread Messages** is displayed next to the [Read my messages] hyperlink.

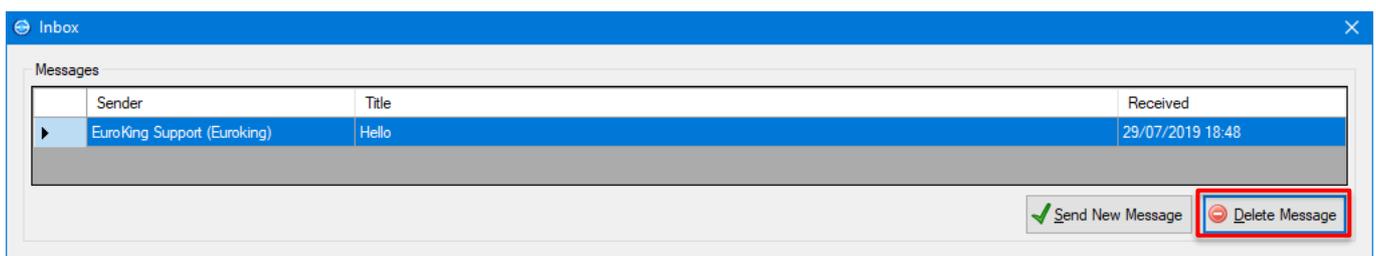
- To read the message click on the [Read my messages] link which will load the messages Inbox.



- Messages marked as “Important” are displayed in bold with a red exclamation mark.
 - The selected message also has a right arrow icon.
- Highlight the required message and double-click to open.

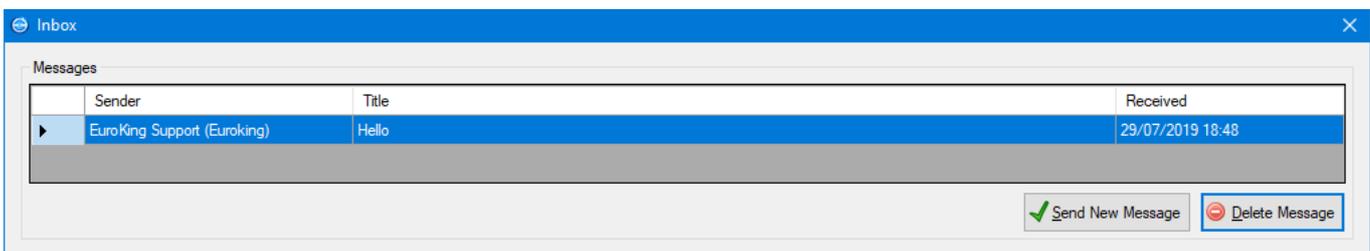


- To close the message, click the [x] icon.
- The message can be left in the user inbox or deleted by clicking the [Delete Message] button as applicable:



SENDING A MESSAGE

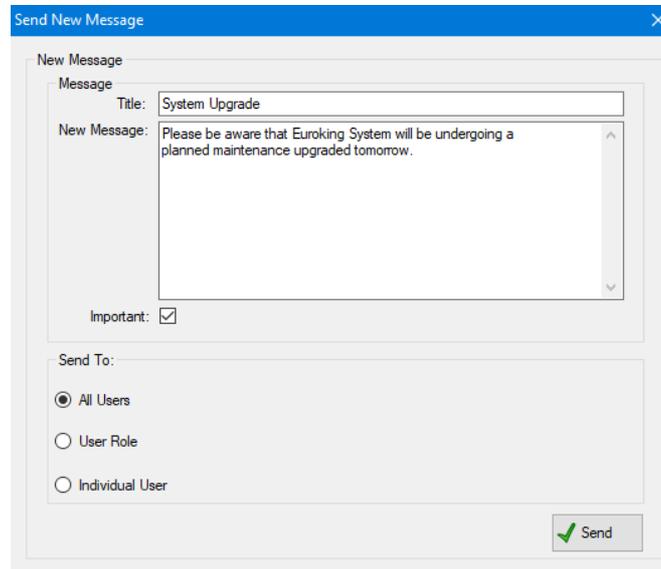
- To send a message click on the [Send New Message] button.



Messages can be sent to:

- [All Users] - All System Users
- [User Role] - One or more User Role(s)
- [Individual User] - One or more Individual User Accounts

- In each case you should click the required recipient type for the message followed by the specific **User Role(s)** or **Individual User(s)** where applicable.



Send New Message

New Message

Message

Title: System Upgrade

New Message: Please be aware that Euroking System will be undergoing a planned maintenance upgraded tomorrow.

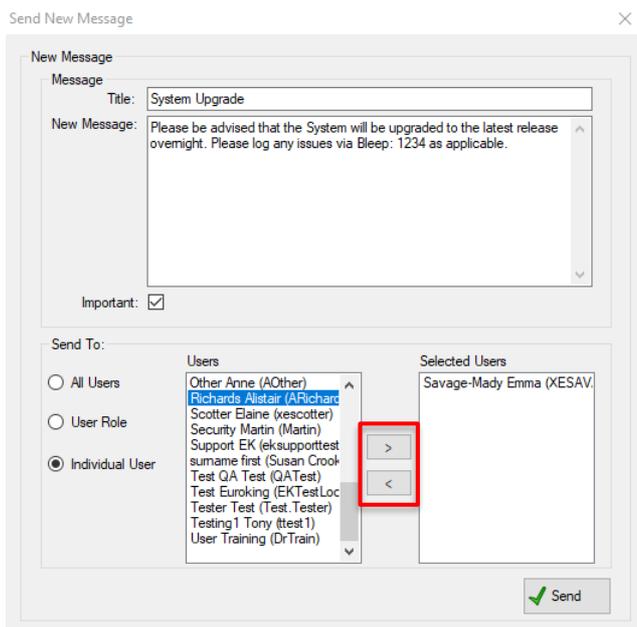
Important:

Send To:

All Users

User Role

Individual User



Send New Message

New Message

Message

Title: System Upgrade

New Message: Please be advised that the System will be upgraded to the latest release overnight. Please log any issues via Bleep: 1234 as applicable.

Important:

Send To:

All Users

User Role

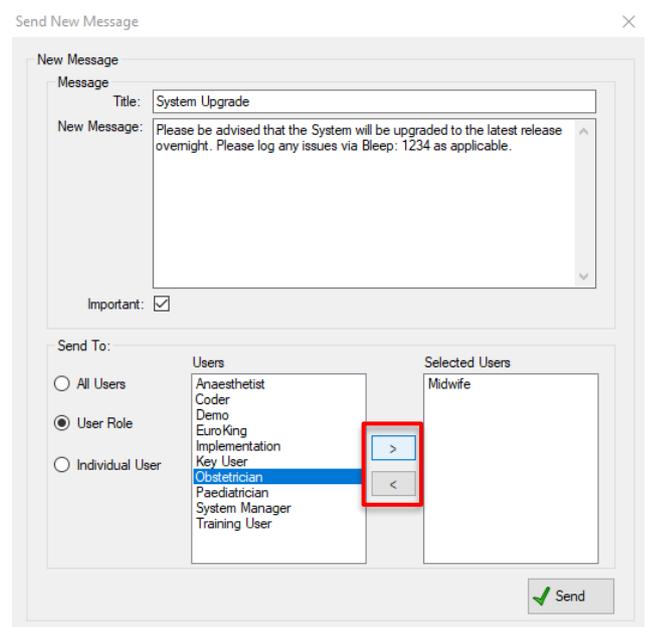
Individual User

Users

- Other Anne (AOther)
- Richards Alistar (ARichard)
- Scotter Elaine (xescotter)
- Security Martin (Martin)
- Support EK (eksupporttest)
- sumame first (Susan Crook)
- Test QA Test (QATest)
- Test Euroking (EKTestLoc)
- Tester Test (Test.Tester)
- Testing1 Tony (ttest1)
- User Training (DrTrain)

Selected Users

- Savage-Mady Emma (XESAV)



Send New Message

New Message

Message

Title: System Upgrade

New Message: Please be advised that the System will be upgraded to the latest release overnight. Please log any issues via Bleep: 1234 as applicable.

Important:

Send To:

All Users

User Role

Individual User

Users

- Anaesthetist
- Coder
- Demo
- EuroKing
- Implementation
- Key User
- Obstetrician
- Paediatrician
- System Manager
- Training User

Selected Users

- Midwife

- To assign User role(s) or Individual User(s) click to highlight the required recipient and either click the right arrow button **to add [>]** as many times as required or the left arrow button **[<] to remove** if applicable.
- You can also mark messages as **“Important”**, if required before clicking the [Send] button.
- A [Message send successfully] pop up will appear, which you should acknowledge by clicking [OK] before closing the message itself using the [X] icon at the top right-hand corner of the box.

Document Control

Title	Euroking Maternity Information System (MIS) - End User Support Documentation		
Owner	Wellbeing Training Manager	Date Created	19/05/2019
File Ref.	EK_CRIB_CM_700_EuroKing_MIS_End_User_Documentation_WS_V1.1.docx		
CRIS Version			
Change History			
Issue	Date	Author / Editor	Details of Change
D1.0	19/05/2019	Elaine Scotter	First Draft Issue
D1.1	28/06/2019	Elaine Scotter	Edits to Management report information, addition of Baby/Neonatal record information.
D1.2	21/07/2019	Emma Savage-Mady	Review and revisions including template updates, graphic updates and general formatting in line with documentation formatting standardisation.
V1.0	01/08/2019	Emma Savage-Mady	First Release
D2.0	06/11/2019	Emma Brown	Commented on Login, Father Details, and Care Pathways. Grammar.
V1.1	16/12/2019	Emma Savage-Mady	Edits and reissue.
Review Date	16/12/2021		