



healthcare:connected

Euroking Community Offline End User Support Documentation

Training Department

19/08/2021 V1.0

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Introduction

Purpose

This document is designed to be utilised by all users of the EuroKing Community Offline application and covers key functionality relating to the use of the 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 Community Offline Application.

1. Application Overview

What Is the Euroking Community Offline Maternity Application?

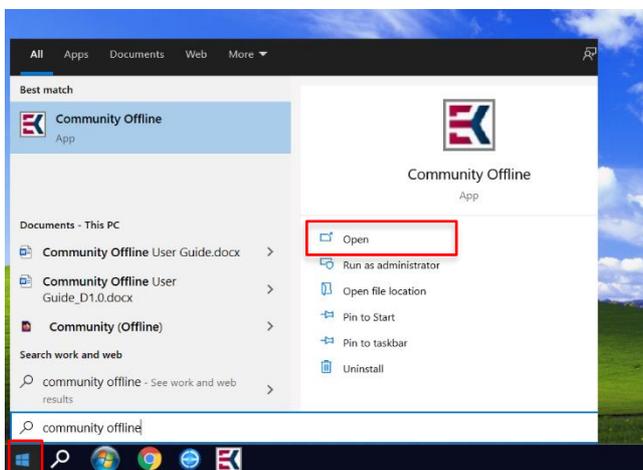
The EuroKing Community Offline application offers community-based clinicians the ability to record maternity and obstetric data outside of a hospital environment without the need for a connection to the internet.

Clinicians can preload a list of patient records into Community Offline prior to home visits or to outlying care settings and record all observations and notes at the time of seeing the patients. That data is then uploaded back to the main EuroKing system once they are back in the hospital setting.

2. Log in and Screen Tour

Launching the Application

The Community Offline application can be launched via the Start menu or desktop shortcut / taskbar button.



Start menu



Desktop shortcut and taskbar button

Logging in to the Application

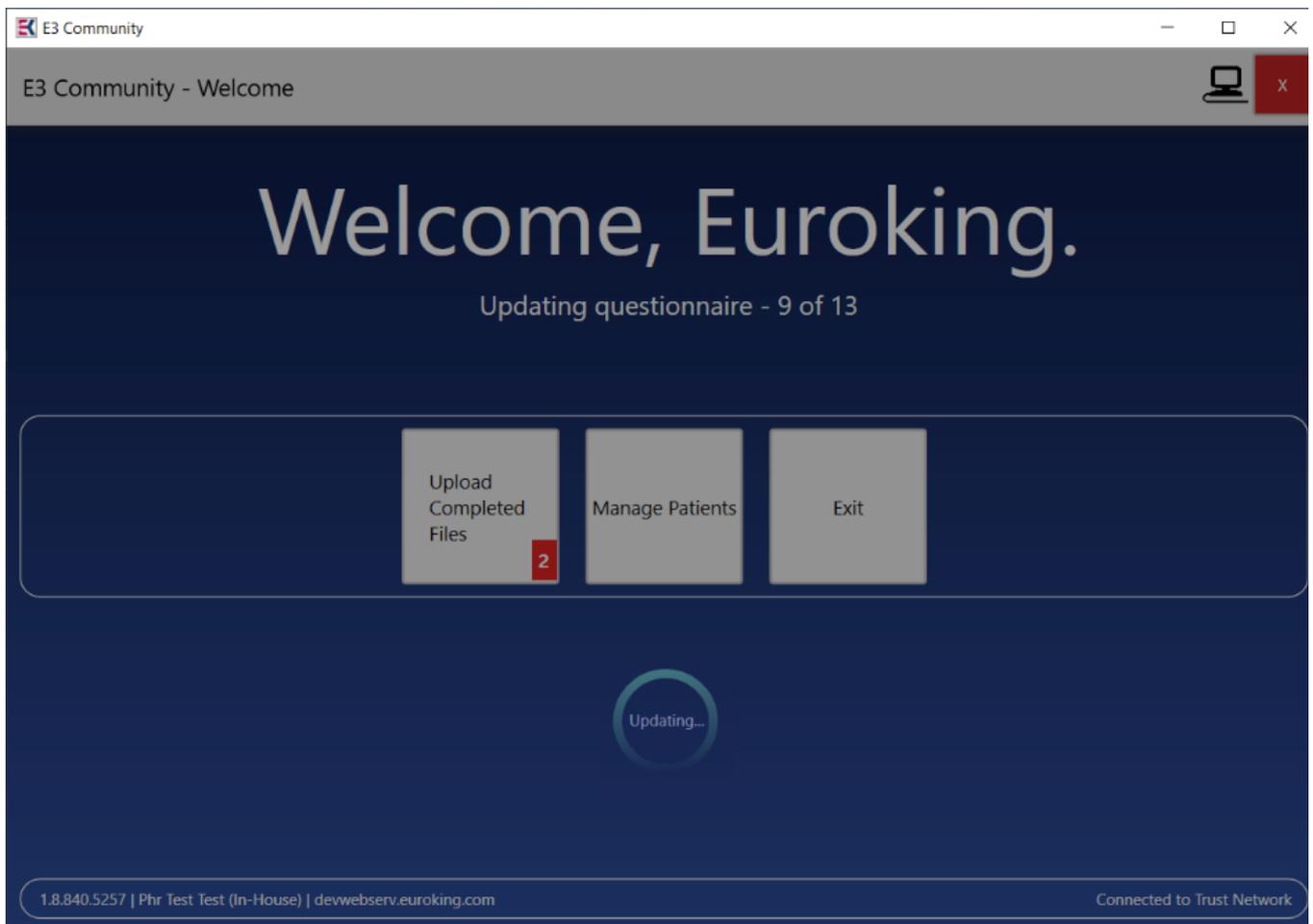
You must have an account with the main EuroKing application to be able to log into Community Offline. Enter your normal EuroKing username and password when prompted, then click **[Login]**.

Authenticate

Username: Password:

Connecting to the Trust Network

This will take you to the **Home** screen. If the device is connected to the network, Community Offline will first synchronise with the master EuroKing system to ensure that it has all the latest versions of each questionnaire.



Updating Community while connected to the network

Note that when the application is connected to the hospital network it will display this icon in the top right-hand corner of the screen. Text is also displayed on the bottom right-hand corner of the screen. In the community setting and whilst not connected, the icon and text are not displayed.

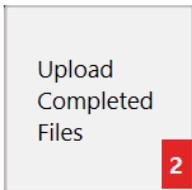


Top right



Bottom right

Home Screen Options



At the beginning of the day, the number displayed in the red box should be 0.
As you complete patient records in the community, the number here will rise.
You can upload to the main EuroKing application when you reconnect to the trust network.



Open the patient management screen to access patient records.



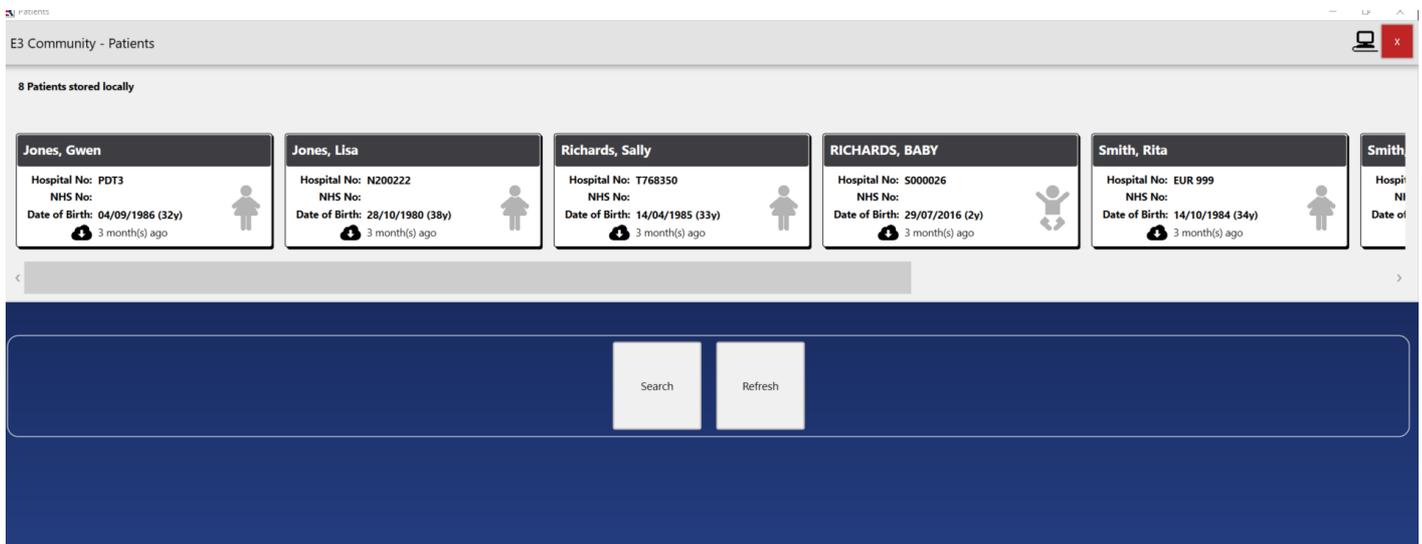
Log out and close the application.

3. Manage Patients

Downloading Patient Records to Community Offline

This can only be done when connected to a network so should be carried out ahead of visits to community settings to ensure that relevant records are available. Click **[Manage Patients]** on the **Home** screen.

If you have previously downloaded patient files to the Community Offline application, a list will appear across the screen showing the details of the patients and how long ago the file was downloaded.



E3 Community - Patients

8 Patients stored locally

Index	Name	Hospital No.	NHS No.	Date of Birth	Downloaded
1	Jones, Gwen	PDT3		04/09/1986 (32y)	3 month(s) ago
2	Jones, Lisa	N200222		28/10/1980 (38y)	3 month(s) ago
3	Richards, Sally	T768350		14/04/1985 (33y)	3 month(s) ago
4	RICHARDS, BABY	S000026		29/07/2016 (2y)	3 month(s) ago
5	Smith, Rita	EUR 999		14/10/1984 (34y)	3 month(s) ago
6	Smith				

Buttons: Search, Refresh

Download a New Patient Record

To download a new patient record to Community Offline click **[Search]**.



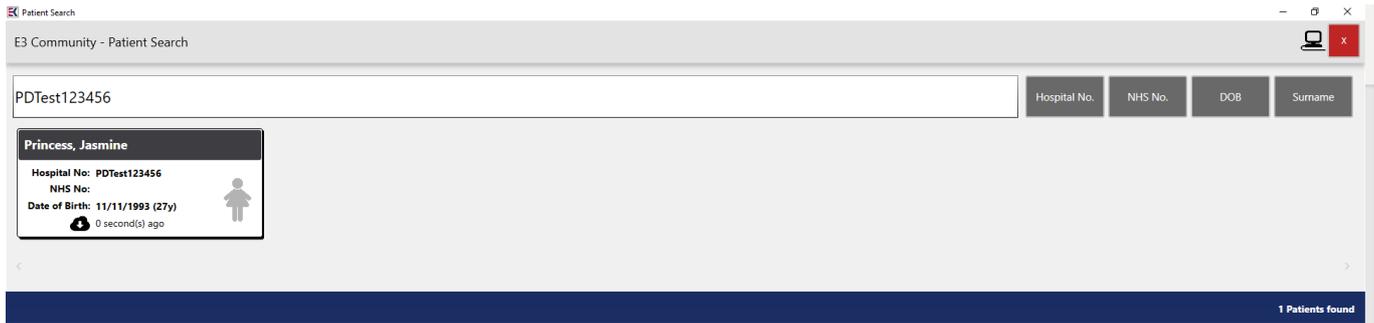
E3 Community - Patient Search

Search Input Field

Buttons: Hospital No., NHS No., DOB, Surname

Use the text field to enter the identifying information. Hospital number would be the most common method of searching but the other options can be seen on the right. Once the data is entered click **[Search]** to find any matches. Any matches are displayed in the form of a patient card.

Please note: that hospital or NHS numbers must be entered in full, and DOB is in the form DD/MM/YYYY.

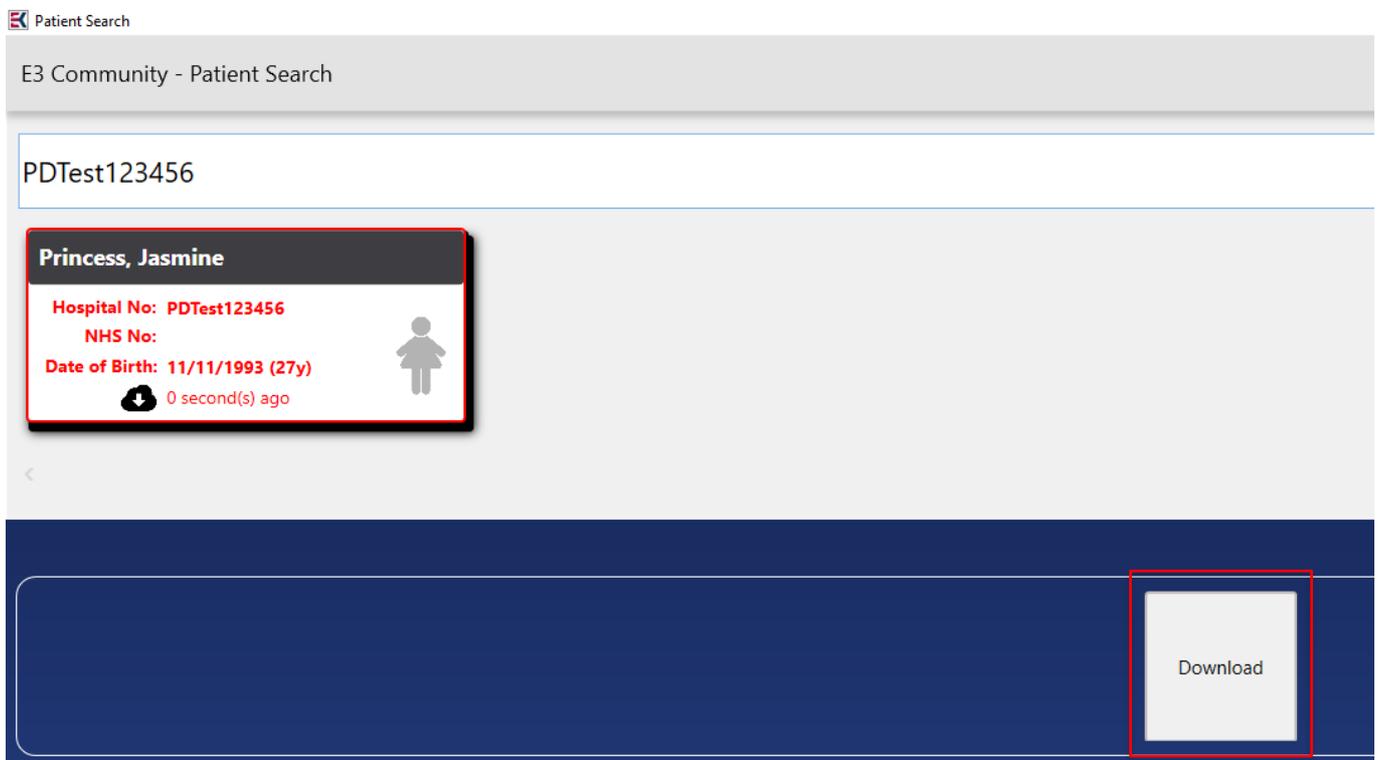


Patients cannot be added directly to the Community Offline application so if your search does not return the patient, you will need to refer to the hospital PAS system and the main EuroKing system.

To download the matched record to Community Offline from EuroKing, select the **card** for the patient record you want to download. A red border will appear and the text turns red to show the selection has been made. Click **[Download]**.

This will transfer all the information about the patient that already exists on EuroKing to the Community Offline application and will be available even if you are not connected to the network.

This process can take a few minutes to complete. You can select and download several records at the same time by selecting all required records and clicking the **[Download]** button.



Once the process is complete that patient record/s will appear in your list of patient cards across the top of the screen.

Please note: that the application displays details of how many patient records are downloaded to Community Offline in the top left area of the screen.

E3 Community - Patients

2 Patients stored locally

Princess, Ariel

Hospital No: PDTest4321
 NHS No:
 Date of Birth: 12/10/2000 (20y)

1 month(s) ago



Princess, Jasmine

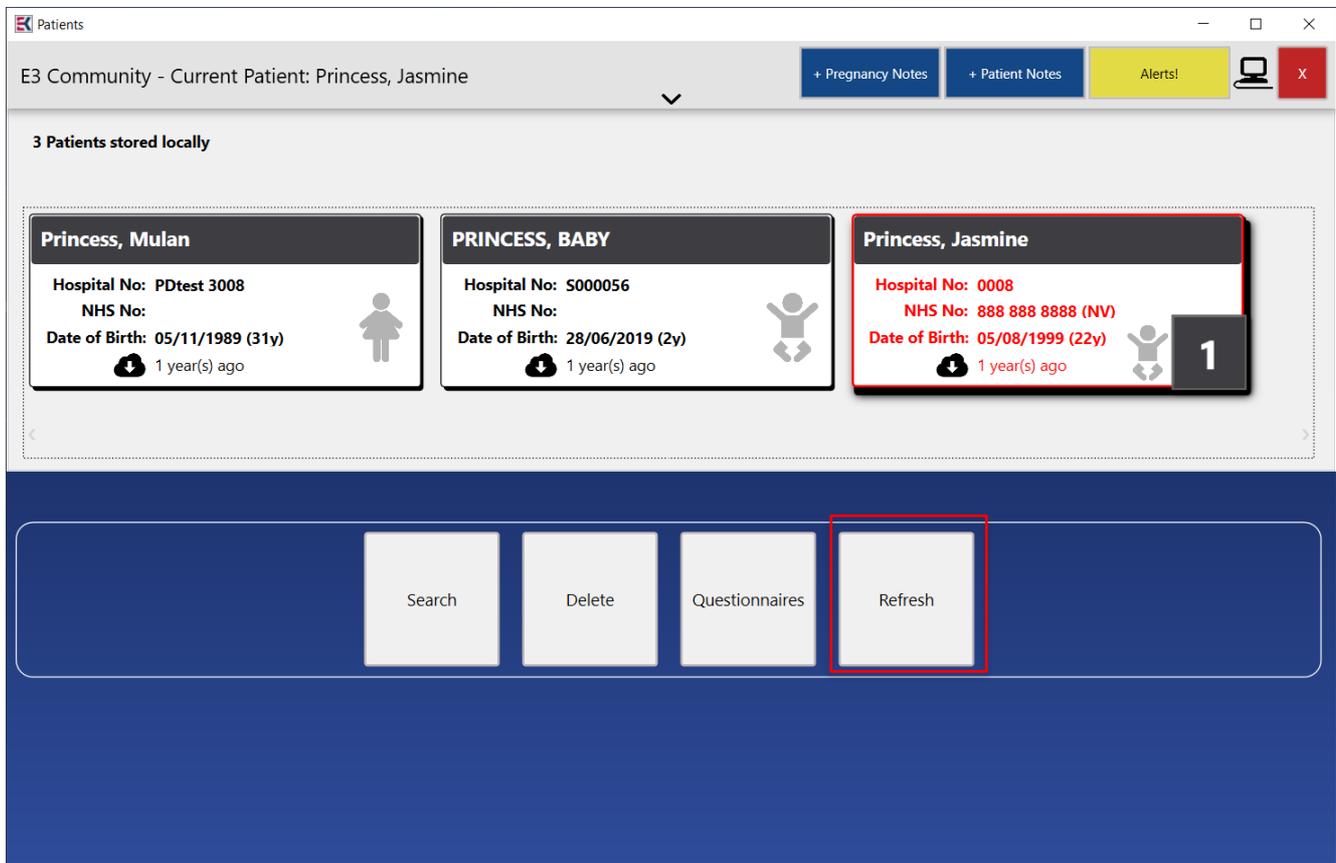
Hospital No: PDTest123456
 NHS No:
 Date of Birth: 11/11/1993 (27y)

2 minute(s) ago



Refresh Data

If the patient record you require is already on your device, select the card and click **[Refresh]**. This will download the latest data from their record, as it may have changed since you last used Community Offline.



The screenshot shows the 'Patients' window for 'E3 Community - Current Patient: Princess, Jasmine'. It displays three patient cards: Princess, Mulan; PRINCESS, BABY; and Princess, Jasmine. The 'Princess, Jasmine' card is highlighted with a red border and has a '1' in a grey box next to it. Below the cards is a blue bar with four buttons: Search, Delete, Questionnaires, and Refresh. The 'Refresh' button is highlighted with a red border.

4. Using a Patient Record Offline

When in the community and not connected to a network, it is possible to open any of the patient records that have been previously downloaded to the Community Offline application. You will be able to view all information which was downloaded from the main EuroKing record.

You will be able to see the following information

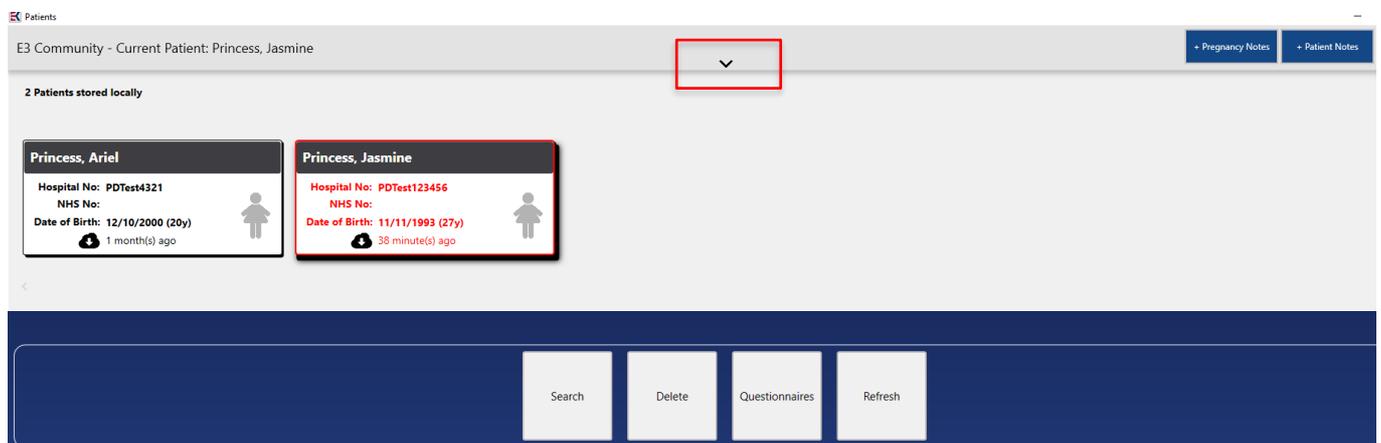
- Summary
- Risks
- Alerts
- Address
- Contact
- Patient Notes
- Pregnancy Notes
- GP
- Past Obstetric History
- Past Pregnancies and babies.

You will *not* be able to see

- Demographics
- Father
- Partner
- Care Professionals
- General Information
- Next of Kin

Opening a Patient Record

Select the **card** for the patient record you wish to open. It will be highlighted in red, and you will see an arrow in the centre of the grey banner at the top of the screen. Clicking on the **[arrow]** will open the record.



The patient banner will display the same colour as it would in the main EuroKing application: white when an NHS number is present, amber when the NHS number is absent, and red if the patient is deceased.

Under the patient banner is all the supporting information regarding the pregnancy - Pregnancy Summary, Past Obstetric History, Risks, Alerts, Address, Contact, Patient Notes and Pregnancy Notes.

The **Summary** screen shows pregnancy details, blood group, past obstetric history, past pregnancies, and past babies. Where existing information is available from EuroKing this is highlighted in blue, otherwise the field will be blank.

Princess, Belle Born 20/09/1993 (27y) NHS No. 426 267 5203 (NV) Hospital No. PDTest2019

Summary	Gestation	N/A	Booking Date	N/A	EDD by Scan	N/A	LMP	N/A	BMI	N/A
Risks	Blood Group	N/A								
Alerts	Past Obstetric History									
Address	Gravida	3	Parity	1 + 0	Previous Pregnancies	0	Livebirths	1	Miscarriages	0
Contact	TOP	0	Ectopic	0	Molar	0	Stillbirths	0	Missed Miscarriages	0
Patient Notes	Past Pregnancies and Past Babies									
Pregnancy Notes	1	Registerable	01/01/2017							
GP	Babies	One			Classification	Gestation of Non Registerable				
	Ectopic Complications				Labour Onset	Spontaneous				
	CS Delivery	No			Postnatal Problems	No problems				
	Place of Birth	Hospital A			Post Pregnancy Problems					
	Maternal Problems	None			Reason for Induction - Primary					
	Reason for CS - Primary				Reason for TOP					
	Reason - Misc				3rd Stage Problems	No problems				
	Treatment for Molar Pregnancy									
	1	Livebirth	01/01/2017							

The mother's address and GP details are also accessed here.

Princess, Belle Born 20/09/1993 (27y) NHS No. 426 267 5203 (NV) Hospital No. PDTest2019

Summary	Address: 17 High Street Disney Town Disney County DD12 6PD
Risks	
Alerts	
Address	

Address tab

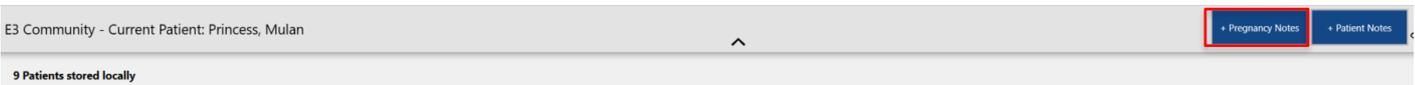
Princess, Belle Born 20/09/1993 (27y) NHS No. 426 267 5203 (NV) Hospital No. PDTest2019

Summary	GP	GPWSI
Risks	Address	14 HIGH STREET EASTFIELD SCARBOROUGH YO11 3L1
Alerts	Telephone	01723 582297
Address		
Contact		
Patient Notes		
Pregnancy Notes		
GP		

GP tab

Adding a Pregnancy Note

To add a new Pregnancy Note to the record click the **[Pregnancy Notes]** button at the top right-hand part of the patient banner.



This opens a text box that allows you to add a new pregnancy note that will become part of the patient's EuroKing record.

Add Pregnancy Notes

Add a new pregnancy note in here and press Continue to save the note on to the patient record.

Cancel

Continue

Please note: Any notes added and saved in Community Offline cannot be deleted in Community Offline. If they need to be deleted this would need to be done via the main EuroKing system.

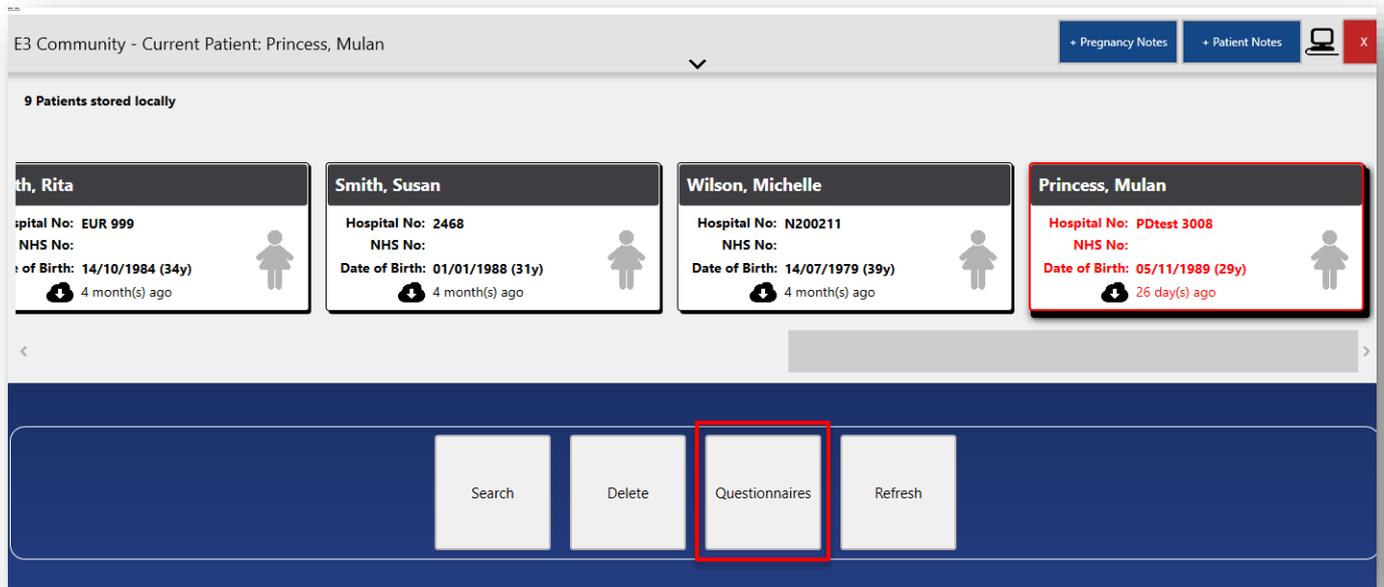
Recording Information

Completing Questionnaires

The choice and number of questionnaires that will be available in Community Offline is determined as part of a EuroKing installation and will be set at Go-Live. Customers can then request additional questionnaires to be added, but this can only be done at EuroKing technical support level.

Each questionnaire available is the same as the equivalent questionnaire in the main EuroKing application so that any data recorded in the community can be uploaded back to the main EuroKing record for that patient.

After selecting the card for the relevant patient, click the **[Questionnaires]** button.



E3 Community - Current Patient: Princess, Mulan

+ Pregnancy Notes + Patient Notes

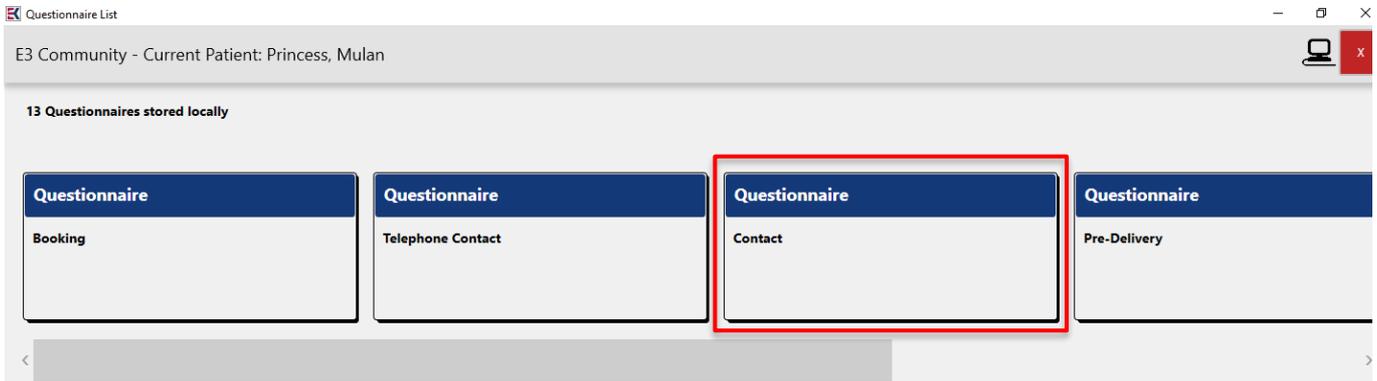
9 Patients stored locally

th, Rita	Smith, Susan	Wilson, Michelle	Princess, Mulan
Hospital No: EUR 999 NHS No: Date of Birth: 14/10/1984 (34y) 4 month(s) ago	Hospital No: 2468 NHS No: Date of Birth: 01/01/1988 (31y) 4 month(s) ago	Hospital No: N200211 NHS No: Date of Birth: 14/07/1979 (39y) 4 month(s) ago	Hospital No: PDtest 3008 NHS No: Date of Birth: 05/11/1989 (29y) 26 day(s) ago

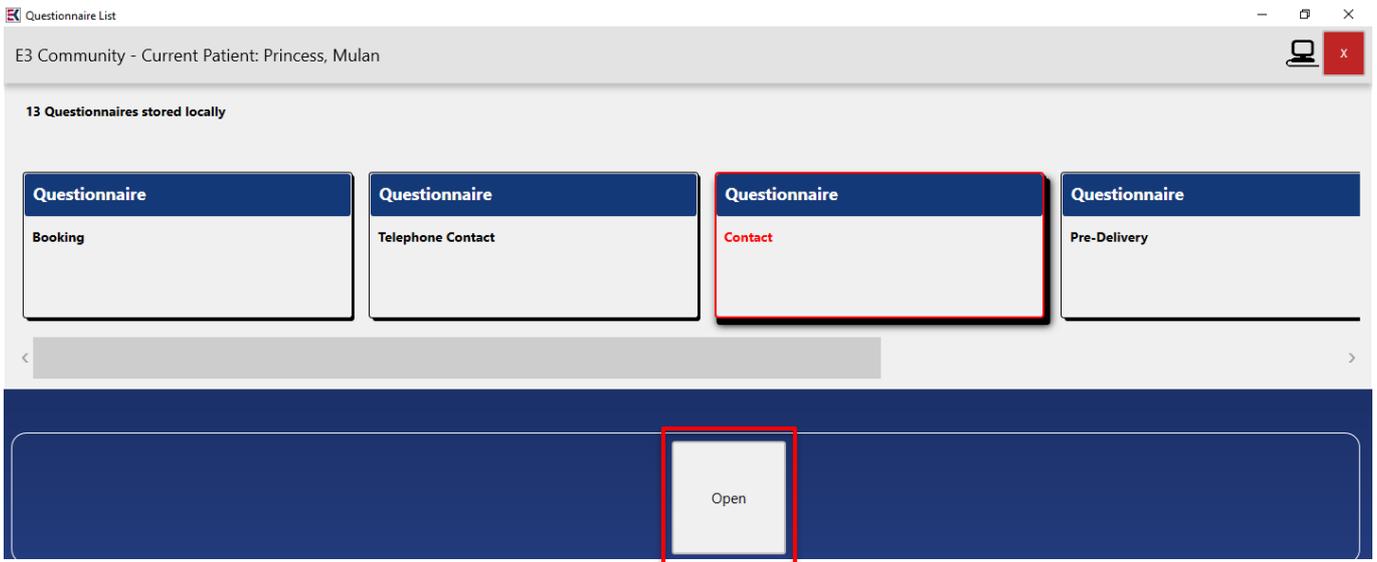
Search Delete **Questionnaires** Refresh

Please note: Click  to close a patient record. Click  again to close the application.

The next screen displays all the available questionnaires



Select the **Contact Questionnaire** card. Click **[Open]**. Complete as required. The questions will appear in the same order as defined in the EuroKing System. It also obeys the same pieces of validation to ensure the correct questions are asked and that data quality is preserved.



When answering the questions, tapping on an answer will make it go green and, like EuroKing, it could be possible to select more than one answer depending on how the question is set up.

In line with EuroKing some answers may have text boxes available for mandatory or optional text. These are differentiated with a small keyboard icon at the bottom of the answer button. Pressing on the area highlighted in red below will open the text box.



If the text box is configured to be mandatory, then a response must be given before continuing to the next question. If the text box is not mandatory, then the answer can be saved without the additional text response.

Date:	This can be entered by scrolling the up and down the arrow next to the 'Date' field.
Date & Time:	As above with the addition of the time.
Numeric:	Only numeric values can be entered.
Text:	Any text can be entered.
Staff:	Staff can be searched for in the text box provided. A [Me] button is provided as a shortcut to enter your own name into the box.

Once you have provided the necessary information for a question, click on the [NEXT] button to save the information and advance to the next question. If you wish to go back a step to a previous question, use the [PREVIOUS] button. Any saved information will not be lost by using the [PREVIOUS] button.

Some questions may have response validation attached. For example, if responding to a question about blood pressure, and the diastolic or systolic values are valid but higher than expected, Community Offline will prompt you to confirm that the value entered was correct:

The diastolic blood pressure appears to be greater than 90mm/Hg

Q: What was the blood pressure?

A: 120/100

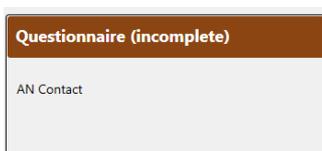
This is not an error, this is merely Community Offline warning that the answer is not within the expected range, and asking you to confirm. This validation message can be acknowledged by clicking or tapping on it to continue. Sometimes an incorrect response may be entered through misinformation or mistyping. If this happens, Community Offline will show an error message when saving the question. Whilst this may look like the warning message with the orange header above, the presence of a red header shows that this is an error. The error in data entry must be corrected before continuing.

Answer Required

Q: Present at the contact

A: None

All the questions asked should be completed. However, it is possible to leave a questionnaire without all questions completed. In this event the work is saved automatically. You can come back to the questionnaire at a later stage. This questionnaire will be marked as "Incomplete" in the questionnaire list. Upon opening it again the questionnaire will re-commence at the last question reached. Note, an incomplete questionnaire cannot be uploaded to EuroKing.



Once the questionnaire has been completed, a summary of recorded responses is displayed. If a response needs to be amended, then select the question required from the summary to return to that question and make the necessary amendments. This process can be repeated for any other questions which may require alteration.



Summary

OK

Q: Are there any further comments to be documented?

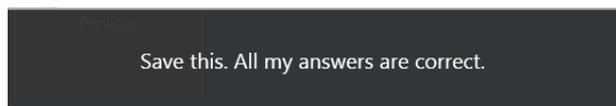
A: No

OK

Q: Has the type of antenatal care changed as a result of t...

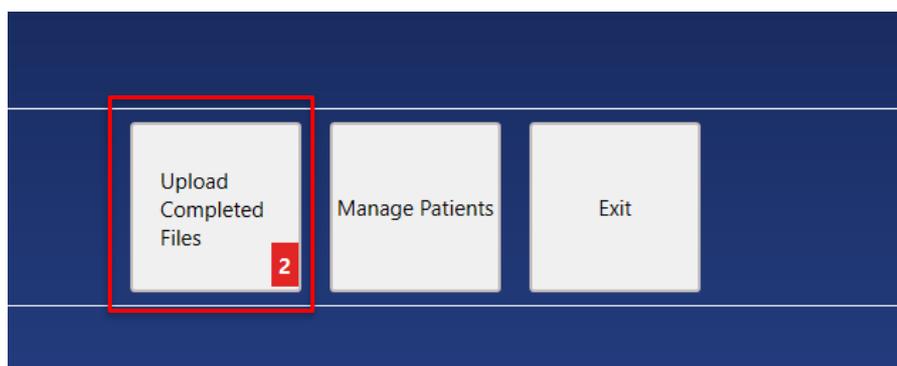
A: No

When the answers have been verified the questionnaire can then be saved and prepared for uploading back to EuroKing by selecting the **[Save this. All my answers are correct]** button. Once saved the questionnaire will then be available to be uploaded via the **[Upload Completed Files]** button on the **Home** screen.



Uploading Completed Files to EuroKing

There is a number on the **[Upload Completed Files]** button which indicates the number of questionnaires to be returned/uploaded to EuroKing. You must be connected to the Trust network for this to complete. Once the upload is complete then the patient record is automatically removed from the device.



Document Control

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Change History			
Issue	Date	Author / Editor	Details of Change
D1.0	01/06/2021	Elaine Scotter	First Draft Issue
D1.0	20/07/2021	Emma Brown	Commented, no changes made
D1.1	05/08/2021	Emma Brown	Added some images, information.
V1.0	19/08/2021	Emma Brown	Published.
Review Date			