View and Add Medical Notes		
ICU Admission form will always be visible by default at the top of the notes		
Select ICU Admission	<ul> <li>✓ Medical Notes</li> <li>▲ ICU Admission</li> </ul>	
Select Show Empty Rows	Sections Show Empty Rows Row Default	
Some fields are mandatory for essential data and reporting purposes (indicated with a red star)		
Some fields are free text, some have drop down lists or tick boxes		
Some fields are calculated i.e. Length of Stay, BMI, Fluid Balance, Line Durations etc		
Some data defaults onto subsequent ward round forms and discharge forms		
Complete the fields as appropriate	Medical Notes   ICU Admission       13/03/2018 10:15         Admission Details       John Smith         Age on admission (Calculated)       88 years         Source of Admission       Emergency department         Referring Consultant       Dr P Alam         Admitting ICU Consultant       Image: Consultant         Admitting Doctor       Image: Consultant	
Entered data must be saved using the Save Chart button, this can be done after every entry or at the end before you leave the form		
Select Save Chart		
Select Add Document	Add Document - Chart New Orders Sites Manager History - Advanced Chart	
Select Daily Ward Round		

View and Add Medical Notes	
Click <b>Add</b>	All Sets         All Sets         Order Reminders         Medical Notes         Daily Ward Round (Concise)         General Procedure Form         JOU Admission         Insertion: ToT / Nasal Bridle         Insertion: Tracheostomy         Insertion: Tracheostomy         Insertion: Vinary Catheter         Progress Note         Vinary Tame - Add team speciaty here>         Insertion: Vinary Cathe
Click <b>OK</b>	
Some data will copy over in green from the admission form or previous ward round forms	
Select Accept Default	Sections Hide Rows Accept Load Defaults
Select <b>Section: Ward</b> <b>Round</b> (for example)	tt Selection Section: Ward Round
Green Data is currently unvalidated data (if you forget to do this you can click on the Load Defaults button to get the green data back)	
Pink Data - Validated but unsaved data (you must click the Save Chart button before leaving the patient record)	
clicking and selecting Edit	