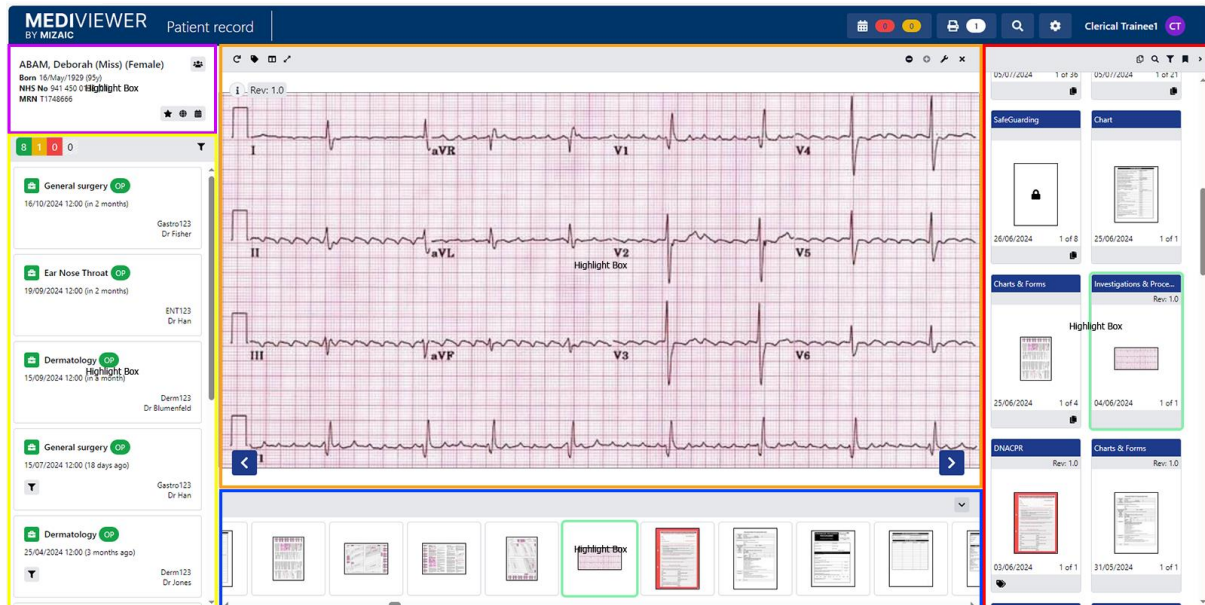


## MEDVIEWER – BUNDLES, PAGES AND VIEWS - AN OVERVIEW

The Patient's Health Record consists of 6 main areas:



- The Patient Block – covered in the relevant section of the online MediViewer Guide
- The Encounters View – covered in the relevant section of the online MediViewer Guide
- The Page View – covered in the relevant section of the online MediViewer Guide
- The Thumbnails View – covered here
- The Bundles View – covered here
- The Collections View (not shown here) - covered in the relevant section of the online MediViewer Guide

Refer to the **Homepage and Banner Overview** guide, if required.

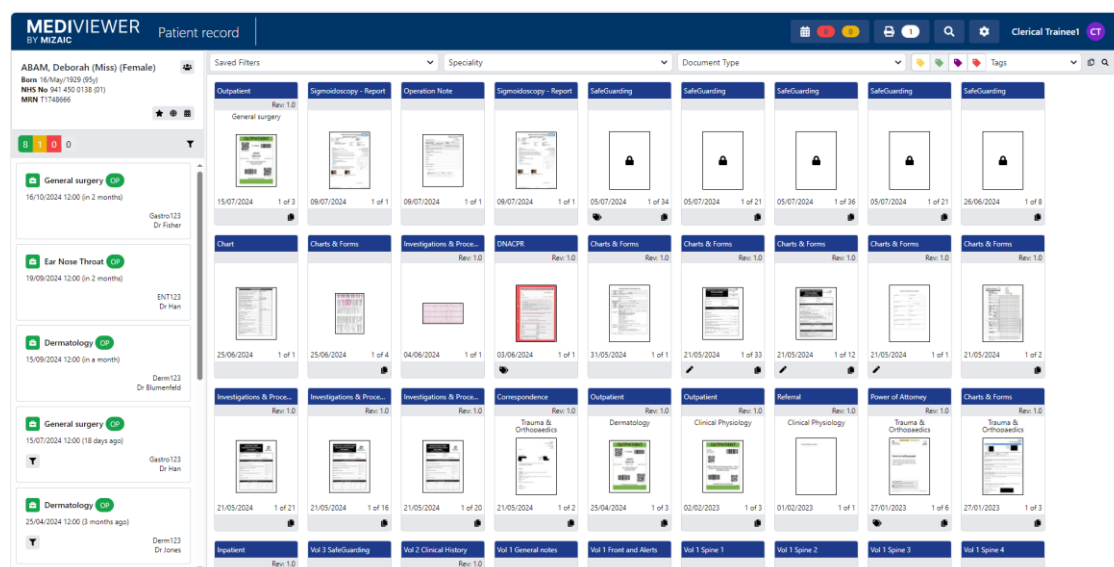
### TERMINOLOGY - The following terms are used in the Patient's Health Record

Term	Description
<b>(B-) Form</b> (originally Barcode Form)	A <b>(B-) Form</b> is a proforma regularly required such as History Sheets, Labels, PMI Sheets etc. Not all " <b>Barcode</b> "-Forms have barcodes on them. Also known as forms.
<b>Cover Sheet</b>  A Cover Sheet is a type of B-Form	A <b>Cover Sheet</b> is a sheet of paper that has barcodes and/or QR Codes on it that is scanned first when scanning in a paper record of the same type / same encounter. There are 4 types: <ul style="list-style-type: none"> <li>• Green - <b>Outpatient</b></li> <li>• Yellow - <b>Inpatient</b></li> <li>• Grey - <b>Non-Encounter</b> (patient-level data e.g. for DNACPRs etc.)</li> <li>• Light Blue - <b>Archive</b> – the Historical casenotes (old Orange Folders)</li> </ul>
<b>Back Scanning</b>	The process of scanning the original historic Health Record's casenotes.

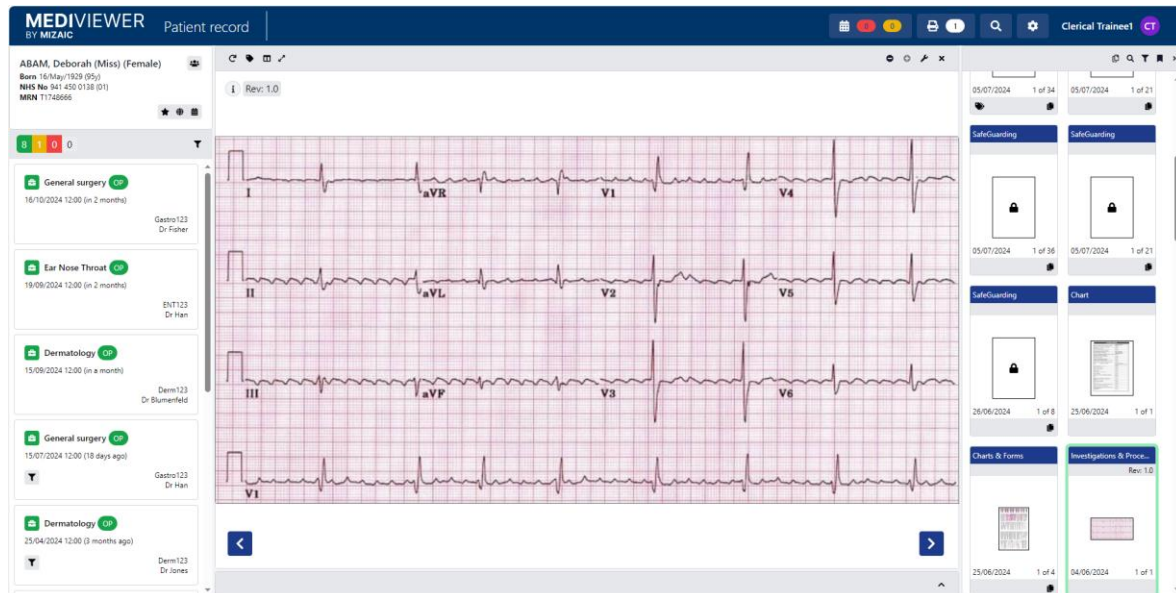
<b>Bundles</b>	A grouping of one or more Pages which may have a Cover Sheet.
<b>Collections</b>	A user-specific grouping of Pages and/or Bundles, for a defined purpose.
<b>Day Forward</b>	The process of scanning new encounter Pages once a patient's historic Health Record has already been scanned in.
<b>EDMS</b>	Electronic Document Management System.
<b>Encounters</b>	Activities that are recorded in a Patient Admin System where the patient has contacts with clinicians: Inpatient and Outpatient.
<b>Pages</b>	One side of a scanned in sheet of paper. It can also be an uploaded file or interfaced file from another system.
<b>Redaction</b>	The application of black rectangles over sensitive information on a Page.
<b>Tags</b>	Trust-specified identifiers for reporting purposes or highlighting to users important aspects that affect a patient's care.
<b>Thumbnails</b>	Small versions of the Page that has been brought into the system that can be clicked on to view the actual Page.
<b>Watermark</b>	Date, Time and User information overlaying a Page that is printed by authorised users. It is also possible for those who can export pages.  Do NOT remove the watermark as this identifies that this is a page which has been exported out of MediViewer. Therefore, the page is already present in the system and doesn't need to be scanned back in.

## THE BUNDLES VIEW

When you enter the Patient's Health record, the Bundles View will display by default.



Once a Page or Bundle is selected, the Pages View displays.



Whether the Thumbnails View displays at this point is determined by a Preference that can be switched on or off in the Settings **Cog** icon in the Banner.

The following icons can appear against the Bundle's / Page's thumbnails:



- **Pen** – Signed Page included within a Bundle / Signed Page
- **Pages** – Expand / Collapse individual Bundle
- **Tags**

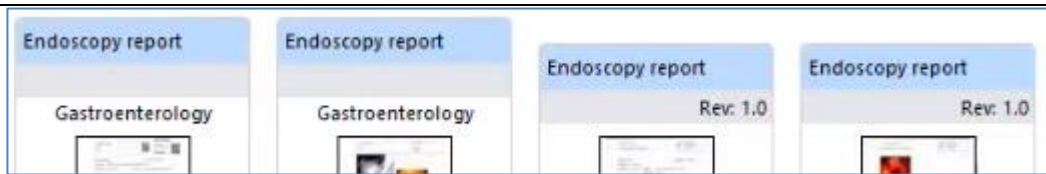
You also have up to 5 icons in the top-right of the Bundles View:



- **Pages** - Expand / Collapse ALL displayed Bundles in the Patient's Health Record
- **Magnifying Glass** – Text Search Filter – see the **Filters** area of the MediViewer Guide
- **Funnel** – Filter the Patient's Health Record – see the **Filters** area of the MediViewer Guide
- **Ribbon** – Saved Collections/Add Collection – See the **Collections** area of the Guides page
- **Arrow** – Minimise / Maximise the Bundles View

**Rev:** stands for Revision. If a Page shows above 1.0 it means that the document has been ingested more than once, overwriting the previous Page.





**Please note:** All Pages with a Bundle Name also are classified with a Document Type, although this cannot be seen. Therefore, sometimes you will find Page results returned from a Document Type filter that you weren't expecting until you view the Page itself.

<b>A Bundle</b>	<p><b>Bundle Name</b> (some Bundles share the same name as Document Types)</p> <ul style="list-style-type: none"> <li>Dark Blue Heading</li> <li>Forward Scanned with Specialty</li> <li>Back Scanned don't have Specialty Heading</li> <li>Date scanned/of Encounter/uploaded – sometimes backdated/interfaced – various dates used</li> <li>X of x pages numbered</li> <li>Cover Sheet should display for appropriate Encounter/Non-Encounter information</li> </ul>
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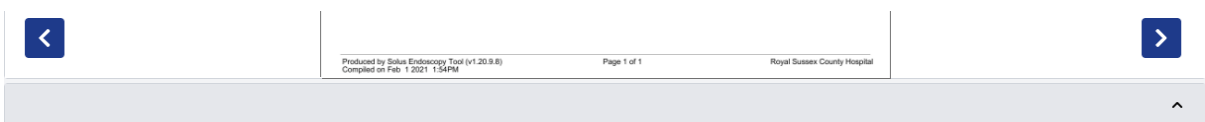
<b>A Page</b>	<p><b>Document Type</b> (includes those named Unidentified)</p> <ul style="list-style-type: none"> <li>Light Blue Heading</li> <li>Forward Scanned with Specialty, display in Front/Back format</li> <li>Back Scanned don't have Specialty Heading, display in Front/Back format</li> <li>Uploaded/Interfaced don't have Front/Back format - input as files</li> <li>Date scanned/of Encounter/uploaded – sometimes backdated/interfaced – various dates used</li> <li>X of x pages numbered</li> </ul>
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### THE THUMBNAILS VIEW

The Thumbnails View only appears once a Bundle or Page has been selected (the grey bar):



It can be minimised, to make the most of the space on screen for viewing a Page. It can also be switched on or off in the Settings **Cog** icon in the Banner.



Note how the Thumbnails View is stripped down so that no other information is displayed around the Pages.

The Bundles View moves to the side once the Page View opens. The Thumbnails View is for those users who prefer to navigate pages left-to-right, instead of the top-to-bottom navigation of the Bundles view.