Centricity EMR: Intake / Output
This course is brought to you by Scripps Center for Learning & Innovation
The purpose of this education is to provide an introduction to the Scripps Centricity (CE) Electronic Medical Record (EMR).

Opportunities to implement this information will occur during your orientation.

If you have questions or need clarification regarding the CE EMR processes, please inform your Manager or Supervisor.
At the end of this eCourse, the learner will be able to apply knowledge to:
- Document a patient’s Intake and Output.
- Revise Intake / Output documentation.
- View Intake / Output documentation.
For this eCourse, you will document Intake and Output for Emma Taylor. Verify that the correct patient record is selected before entering information.
Intake and Output is documented under the VS/IO tab on the Nursing Base Screen.

Click VS/IO.
A drop down menu displays.
Click Intake/Output Flowsheet.
72-Hour Intake and Output Summary displays. Intake and Output (I and O) documentation begins from this screen.
I and O displays in time intervals, i.e., 1 Hr, 2 Hrs, 4 Hrs, 6 Hrs, 8 Hrs or 12 Hrs. The defaulted interval is 6 Hrs.

To change, click the radio button for the desired interval. For example, if you want to view the I and O for your 12 hour shift, then select 12 Hrs.
Intake / Output documentation

Intake is listed by category, i.e., Oral, GI and IV. Each category lists specific modes of intake. To document, begin with selecting the mode(s) where you want to enter data.
For example, you want to enter Oral and IV Intake for Emma Taylor. Click on the name of EACH of the modes listed below to select from the Intake list:

*%Meal Taken
Supplement
Oral (ml)
IV Fluids
IV Meds
Mrs. Taylor’s modes of Intake have been selected as indicated by the red check marks to the left.
Output is also listed by category, i.e., Urine, GI, Blood and Drains.

The selection process is the same for Output as it is for Intake.

Mrs. Taylor’s modes of Output are Voided Urine mL and Drains / Tubes. These modes have been selected for you.
After completing I and O selections, the Chart Selected Data button is clicked. A series of Flowsheet Charting windows will then open, one for each selected I and O mode. The Flowsheet Charting windows are where data is entered.
A Flowsheet Charting window opens for the first intake mode, *% Meal Taken.

The asterisk * symbol signifies that the intake is recorded in percent % and not in mL. The * appears on the 72 Hour I and O Summary screen as well.
Percent Meal Taken results are charted in increments of 25, e.g., 0, 25, 50, 75, 100. Mrs. Taylor ate 75% of her meal. The number 75 has been entered in the Result field for you.
Next, the meal type is indicated in the Modifier field.

For a list of meal types: Click the down-arrow.
You are documenting Mrs. Taylor’s breakfast intake. Click Breakfast.
You may type a Comment as needed. For example, if food was brought from home, this information would be added here. No comment is needed for Mrs. Taylor.

Click Add to continue to the next Flowsheet Charting window.
Intake documentation - Supplement

The Supplement Taken mL Flowsheet Charting window opens.

Note: Oral supplement intake is documented separately from other fluid intake.
The amount mL of supplement taken is entered in the Result field, and the name of the supplement is typed into the Modifier field.

Mrs. Taylor drank 120mL of Ensure. This information has been entered for you.

Click Add to continue.
The Oral (ml) Flowsheet Charting window opens.
Mrs. Taylor drank coffee, juice and water for a total of 350mL of fluids. The amount has been entered for you.

Click Add to continue.
The IV Fluids Flowsheet Charting window opens. Mrs. Taylor received 850 mL of IV NS. This information has been entered in the Result and Modifier fields respectively.
Intake documentation – IV Fluids

Note:
Clicking the down-arrow next to the Modifier field opens a list of IV solutions. You may click to select an IV solution.
If the name of the solution is not included, type the name in the Modifier field.
Intake documentation – IV Fluids

Click Add to continue.
Mrs. Taylor received 100mL of Flagyl. This information has been entered for you.

Click Add to continue.
The Voided Urine mL Flowsheet Charting window opens. Note that the I and O Flowsheet Charting has progressed to the Output modes. The Output documentation processes are the same as they are for Input.
Mrs. Taylor voided 450 mL of amber colored urine. The urine characteristics are typed into the Comment field. This information has been entered for you. Click Add to continue.
The Drains/Tubes Flowsheet Charting window opens. Mrs. Taylor has a bulb suction drain on each hip. You want to chart 25 mL of pinkish color drainage from the Right Hip bulb suction drain. Let’s review the steps to document this.
The drainage amount has been entered in the Result field for you.
Click the down-arrow next to the Modifier field to get a list of drain/tube names.
Mrs. Taylor has a Bulb Suction drain. Click Bulb Suc-Bulb Suction from the list.
Next you must identify the Bulb Suction drain location and document the drainage description.
The process to enter the drain location is different than those previously reviewed.
To enter the location, you click at the end of Bulb Suc, then type the location.
For this example, Rt Hip has been entered for you.
The drainage description is typed in the Comment field.
For this example, Pinkish color drainage has been entered.

Click Add to continue.
The information for all the selected modes of Intake and Output have been documented, and Mrs. Taylor’s completed 72-Hour Intake and Output Summary displays.

Note: The * sign indicates meal percentage, NOT the mL amount.
To view the IV Fluids and IV Meds Intake, you may use the scroll bar to move the screen down.
You may continue to scroll down to view Mrs. Taylor's Urine and Drains Output.
A yellow note pad icon indicates that a comment was entered. To view the comment, click Update/Audit.
The comment is viewed on the Assessment Audit Screen.

The comment for "Voided Urine mL" is displayed as 450 with the comment "Amber color".

Click Back.
You notice the documentation for Mrs. Taylor’s Bulb Suc Left Hip stills needs entering.

Double click Drains/Tubes.
A Drains / Tubes Flowsheet Charting window opens. The documentation process for charting the Bulb Suc Lt Hip is the same as for the Rt Hip. Mrs. Taylor’s Left hip bulb suction drained 15 mL of reddish color drainage. This information has been entered for you.

Click Add to continue.
TAYLOR, Emma

The Drains Output from both locations displays.
You see that 450 mL of Voided Urine displays, and realize you meant to enter 750 mL. Let’s revise this information. Start by clicking the line you want to revise. Click the line with Voided Urine mL.
A red check mark appears indicating that Voided Urine mL has been selected.

Click Update/Audit.
The Assessment Audit Screen opens.

Click the Voided Urine mL line to highlight.
Click Update Finding.
The Update Intake or Output Results window opens. I/O edits are done from here.

The amount to be corrected will appear already highlighted. You may type the correct amount in the Result field.
The correct amount of 750 has been entered for you.

Click Update.
The Update I and O Results window closes, and the Assessment Audit Screen displays both the updated and deleted Voided Urine mL Results.

Click Back.
The revised Voided Urine mL amount displays in the Intake and Output Summary.

You have finished entering and revising Mrs. Taylor’s I and O documentation.

Click Exit.
You have returned to the Nursing Base Screen. To view Intake / Output documentation for Mrs. Taylor, click VIEWER.
Then click Intake / Output View.
Mrs. Taylor’s Intake / Output documentation displays in a read only view.

Note: The @ symbol means there is a comment documented.

To view the comment for the Bulb Suc Rt Hip, click the @.
### Intake and Output View

#### Twelve Hour Columns

<table>
<thead>
<tr>
<th></th>
<th>ME 28 May 15 12:01-24:00</th>
<th>ME 24 Feb 15 12:01-24:00</th>
<th>ME 24 Feb 15 0:01-12:00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intake</strong></td>
<td></td>
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<td></td>
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<tr>
<td>Oral Intake</td>
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<tr>
<td>% Meal Taken - Breakfast</td>
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<tr>
<td>Supplement Taken mL - Ensure</td>
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<tr>
<td>Oral (ml)</td>
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<td>IV Intake</td>
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<tr>
<td>IV Fluids - NS</td>
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<td>IV Meds - Flagyl</td>
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<td><strong>Output</strong></td>
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<tr>
<td>Urine Output</td>
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<td><strong>Drains Output</strong></td>
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<tr>
<td>Drains/Tubes - Bulb Suc Lt Hip</td>
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<tr>
<td>Drains/Tubes - Bulb Suc Rt Hip</td>
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<td><strong>Intake and Output Summary</strong></td>
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<tr>
<td>Intake Summary</td>
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<td>Output Summary</td>
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<tr>
<td>Total Summary</td>
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</tr>
</tbody>
</table>

#### Intake Summary
- 750
- 450
- 790

#### Output Summary
- 750
- 450
- 630

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**The comment appears.**

- **Drains/Tubes - Bulb Suc Rt Hip**
- **24 Feb 2015 11:32**
- **Value:** 25 ML
- **Facility:** ME
- **Comment:** Pinkish color drainage
- **Entry User:** Train, Trntm11
You have completed the Centricity EMR Intake / Output eCourse.