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About this Manual

This axiUm Reference Manual will help you start using axiUm. It shows you how to:

- Follow document conventions.
- Familiarize yourself with the Patient Care windows.
- Use the fields and options in various Patient Care module windows.

The examples in the axiUm Reference Manual show system-required field entries and may not reflect field entries typical of your institution. Check with your institution for a list of fields required to be completed before saving the current window. axiUm will not let you save your entries until all system-required entries are completed. If you try saving a window with incomplete system-required fields, a message box displays. When you close the message box, the cursor will be placed on the first system-required field that you missed. Once all system-required fields are entered, you can save and close the window.

Also note that default displays, tabs in windows, and other screen elements shown in the axiUm Reference Manual may look different from your axiUm setup.

Document Conventions

This manual uses the following styles to identify the different interface elements:

<table>
<thead>
<tr>
<th>Style</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bold</strong></td>
<td>Names of interface elements such as buttons, check boxes, list boxes, list views, menu names, menu choices, options, tabs, and text boxes.</td>
</tr>
<tr>
<td><em>Italics</em></td>
<td>Indicates when a special term is used for the first time, and to emphasize key words or terms.</td>
</tr>
<tr>
<td><strong>Monospace Fonts</strong></td>
<td>Data entered by the user.</td>
</tr>
</tbody>
</table>
Document Icons

This guide also uses the following icons to identify the different document elements:

- **Notes and helpful information.** For example, things that will become apparent later on in the procedure.
- **Important information or steps you must take.** For example, if you do not complete this step you may be unable to complete a task later on.
- **Tips, ideas, and alternative methods.** For example, using shortcuts, applying previously learned tools, or suggesting different uses.
- **Warnings before taking action.** For example, precautions against irreversible actions, or actions that require a lot of work to undo.
- **Challenges and extra steps.** For example, steps that take you beyond the basic procedures.
This chapter defines all the interactive screen elements in the Patient Care module, such as:

- fields
- drop-down fields
- check boxes
- options
- list boxes
- list views

All the screen names that appear in the Patient Care module are listed in alphabetical order. Screens that are accessible through the Patient Care module may belong under a different module and are not shown in this document. For these field definitions, refer to another axiUm Reference Manual.
1 Patient Care Window

**Patient Care Window**

- **Search**: Clicking this icon starts the search process.
- **Patient Card**: Clicking this icon displays the *Patient Card* window for the current patient.
- **Options/Settings**: Clicking this icon displays the *Patient Care Activity Options* window. For information on the *Patient Care Activity Options* window, see *Patient Care Activity Options Window* on page 3.
- **View**: This drop-down field displays various view options. The options in this drop-down field are defined in the *Patient Care Views* window. For information on the *Patient Care Views* window, refer to the axiUm Reference Manual for Maintenance and see *Patient Care Views Window* on page 578.
- **Date From**: This field indicates the start of the date range for which to run the search.
- **Date To**: This field indicates the end of the date range for which to run the search.
- **Print List**: This right-click option, if selected, indicates to print the currently displayed list of items.
2 Patient Care Activity Options Window

You can access this window by clicking (Options/Settings) in the Patient Care window. For information on the Patient Care window, see Patient Care Window on page 2.

![Patient Care Activity Options Window](image)

**PATIENT CARE ACTIVITY OPTIONS WINDOW**

**Include Record Types**

The items in this list view, if highlighted, indicates that these record types are displayed in the Patient Care window.

**From the past __ months**

This option, if selected, indicates to display patient records up to a number of months in the past.

Selecting this option enables the field.

The field indicates the number of months in the past for which to display patient records.

**Between __ and __**

This option, if selected, indicates to display patient records within a date range.

Selecting this option enables the fields.

The field indicates the start date and end date for the date range for which to display patient records. The default is between yesterday’s date and today’s date.

**List all planned treatments**

This checkbox, if selected, indicates to display the patient’s planned treatments regardless of the date range specified.