

Patient Education System User's Manual



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Assigning a Presentation to a Patient

Step 1

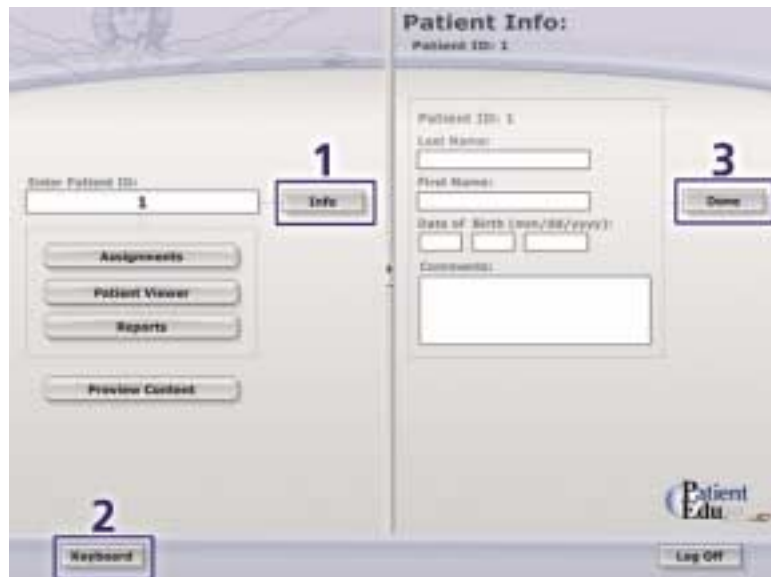
On the Welcome Screen, enter the **Patient's ID**.

(This does not have to be a number.)



Step 2

To enter or modify the optional Patient Information, tap the **Info (1)** button. Enter Patient Information using either the on-screen keyboard or the attachable keyboard. To access the on-screen keyboard, tap the **Keyboard (2)** button on the lower left corner of the screen. Click on the "x" in the upper right corner of the keyboard to remove it. Tap the **Done (3)** button when you have finished entering the patient information. You will be taken back to the Welcome screen.



Click on the "x" in the upper right corner of the keyboard to remove it.



Tap the **Done (3)** button when you have finished entering the patient information. You will be taken back to the Welcome screen.

Assigning a Presentation to a Patient

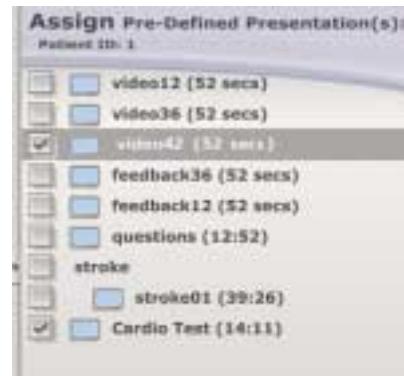
Step 4

Select the **Assignments** button on the Welcome screen.



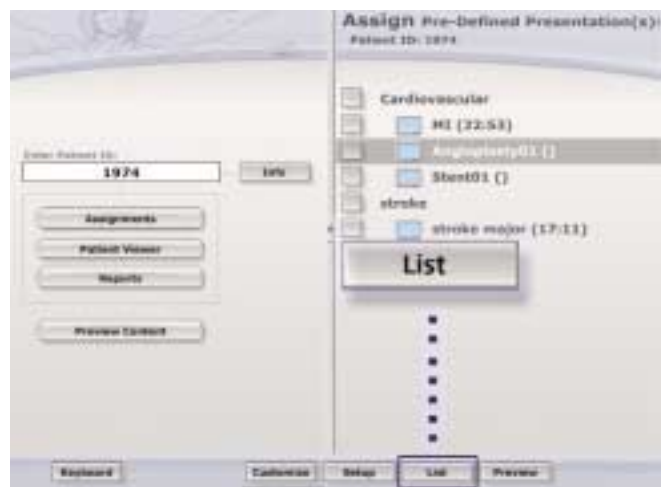
Step 5

Select the **Predefined Presentation(s)** you want the patient to view by tapping the grey checkboxes. Tap the checked boxes again to de-select them. Predefined presentations are created by the hospital's patient education administrator or designee.



Step 6

To view the content of a predefined presentation, highlight the presentation by tapping on it, then tap the **List** button in the control bar at the bottom of the screen.



Assigning a Presentation to a Patient

Step 7

Tap the **Patient Viewer** button on the left side of the split screen. This will set the program for patient viewing.



Step 8

Tap the **Testing (1)** check box in the lower right hand corner if you want the patient to be quizzed on the information. A "✓" means testing is "on".

Step 9

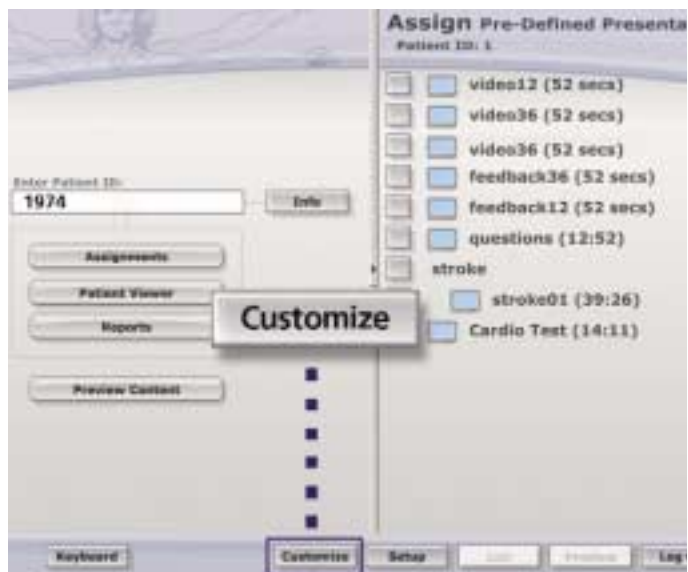
Instruct the patient to click on the **Start (2)** button in the middle of the Welcome screen to view the assigned presentation, or do it for him/her.



Customizing a Presentation for a Patient

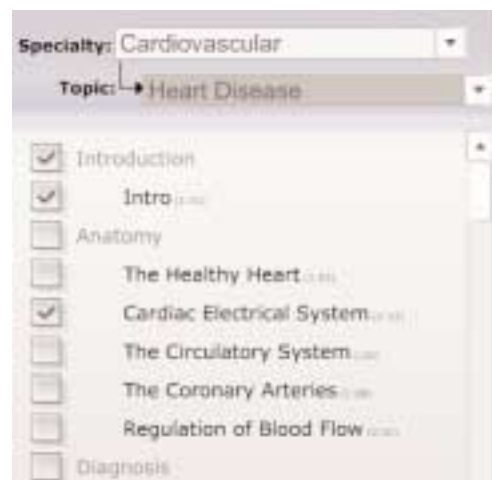
Step 1

To customize a predefined presentation for a patient, from the Assignments screen, tap the **Customize** button on the Control bar at the bottom of the screen. The Specialty and Topic drop-down menus are displayed on the left side of the split screen.



Step 2

Tap the **down arrow** to the right of the **Select Specialty** menu to reveal the **Specialty Options** menu. Tap the specialty to select it. Now, tap the down arrow to the right of the **Select the Topic** drop down menu to reveal the topic menu. Tap the **Topic** button to select it and bring up the **Clips** menu.



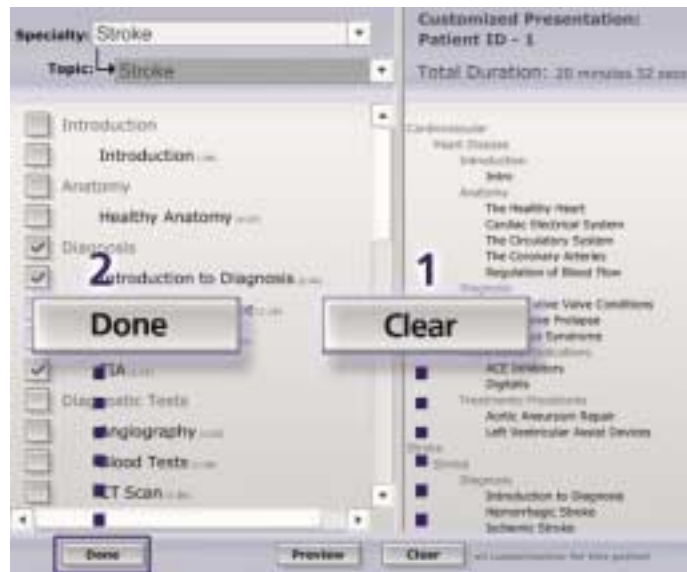
Step 3

Tap the **grey check box** to the left of the clip(s) you want to add to the customized presentation. The titles of the selected clips will appear on the right-hand side of the screen.

Customizing a Presentation for a Patient

Step 4

To delete the customization and start again, click on the **Clear (1)** button. Clearing the customization will bring the user back to the Assignments screen for the Predefined Presentations. Tap the **Done (2)** button when finished.

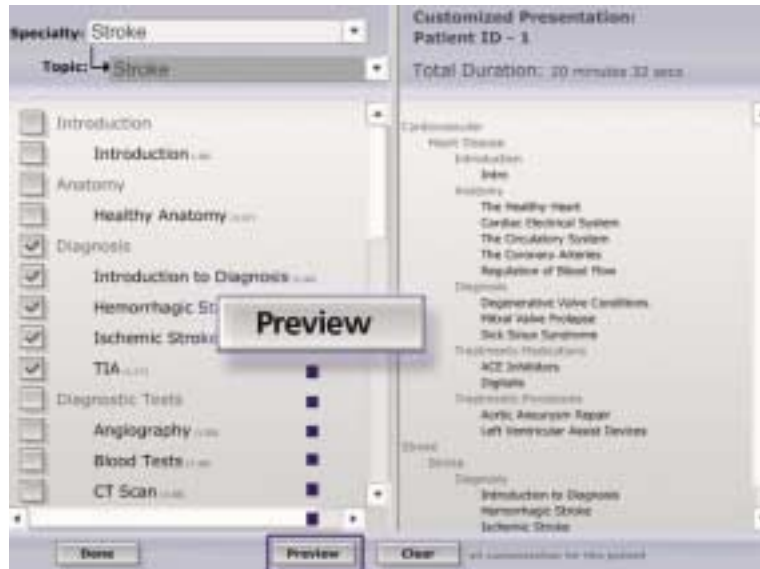


Important Note:

*Once you have made a customization for a patient, you will not be able to assign that patient any other presentations until you come back to this screen and tap the **Clear** button to delete the customization for that patient.*

Previewing the Customized Presentation

Tap the **Preview** button located to the right of the **Done** button.



Tap the **Start** button to start the program .



Note

*If a presentation is being played in the **Preview Mode**, Patient Tracking will be turned off. This mode should only be used by clinical staff to preview presentations. This is not intended for patient use. A presentation viewed in the preview mode will not show up in the Current Progress or Completed to Date Reports.*

Creating a New Predefined Presentation

Beginning at the Welcome screen, tap on **Assignments**, then **Setup** and type in the **Admin Password** provided to you, using either the on-screen keyboard or the attachable keyboard. Please note that this is a separate administrative password. Predefined Presentations are determined by the hospital's patient education coordinator or his or her designee.



To access the on-screen keyboard, tap the **Keyboard** button located on the lower left corner of the screen. Click on the "x" in the upper right corner of the keyboard to remove it.

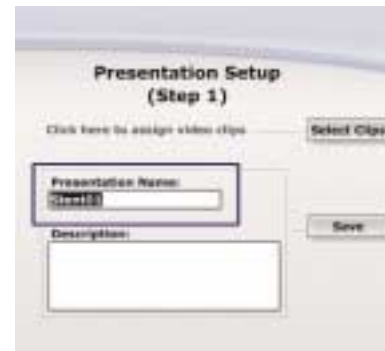


In the Setup area, tap the **Create New** button to create a new presentation.



Creating a New Predefined Presentation

After creating a new folder or presentation you need to give it a name. On the right-hand side of the screen, change "new presentation" to its new name by using either the on-screen keyboard or the attachable keyboard.



To access the on-screen keyboard, tap the **Keyboard** button on the lower left corner of the screen. Click on the "x" in the upper right corner of the keyboard to remove it. Then tap on the Save button to store the name.



On the left-hand side of the screen, tap on the presentation you want to create to highlight it.



Creating a New Predefined Presentation

As an option, you can organize your presentations into folders. To create a new folder, tap the **Create New Folder** button. Presentations may be organized by dragging them into folders.



To delete a folder or presentation, highlight the item by tapping on it, then drag it into the **trash can** icon.



Now, on the right-hand side of the screen, tap on the **Select Clips** button.



Creating a New Predefined Presentation

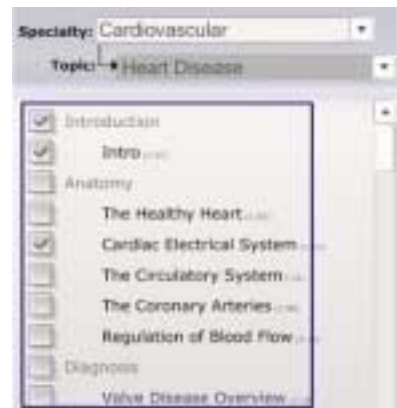
The **Specialty** and **Topic** drop-down menus are displayed on the left side of the split screen.



Tap the **down arrow** to the right of the **Specialty** menu to reveal the **Specialty** menu options. Tap the specialty to select it.

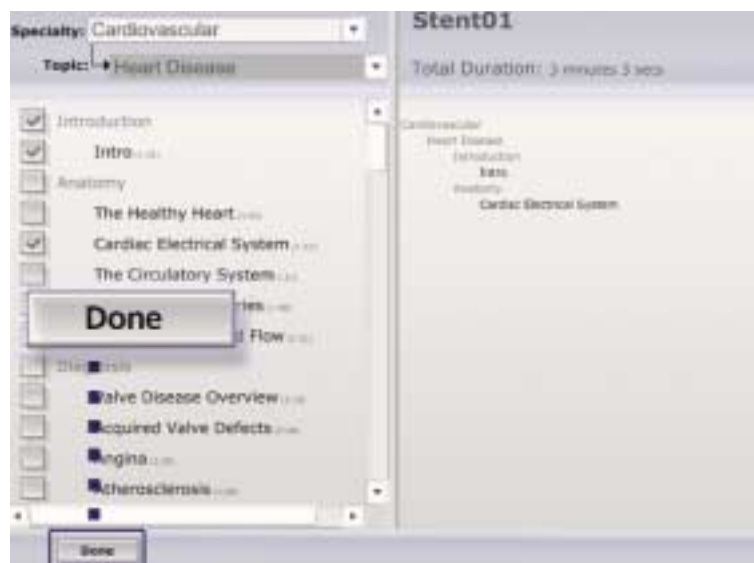


Now, tap the **down arrow** to the right of the **Select the Topic** drop down menu to reveal the **Topic** menu. Tap the **topic** to select it and bring up the **Clips** menu.



Tap the **grey check box(es)** to the left of the clip(s) you want to add to the predefined presentation. The titles of the selected clips will appear on the right-hand side of the screen. Tap them again to deselect them.

Tap the **Done** button when you are finished.



V i e w i n g R e p o r t s

Tap on the **Reports** button located on the Welcome screen.
The right-hand side of the split screen will have two report options shown.

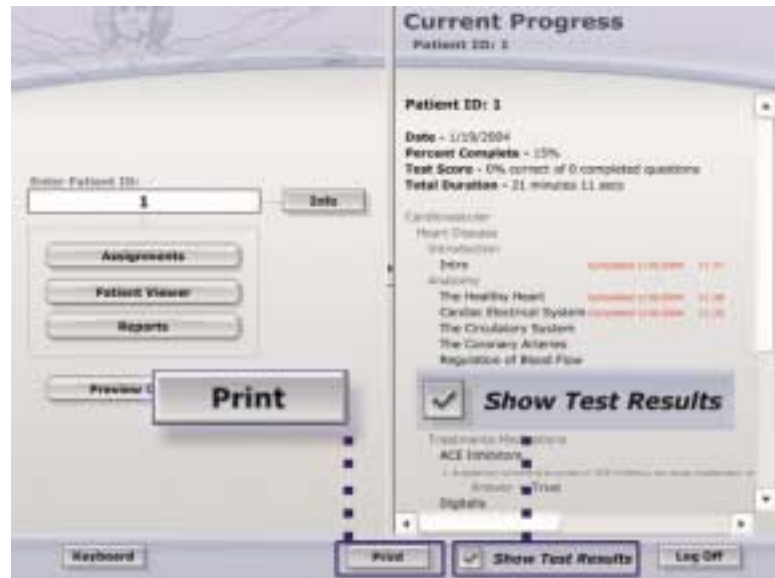


Tap the **Current Progress** button to view a real-time snapshot of patient progress. This shows the current assignment, what is completed, and what is still to be completed. This data changes as the assignments and patient activity change.



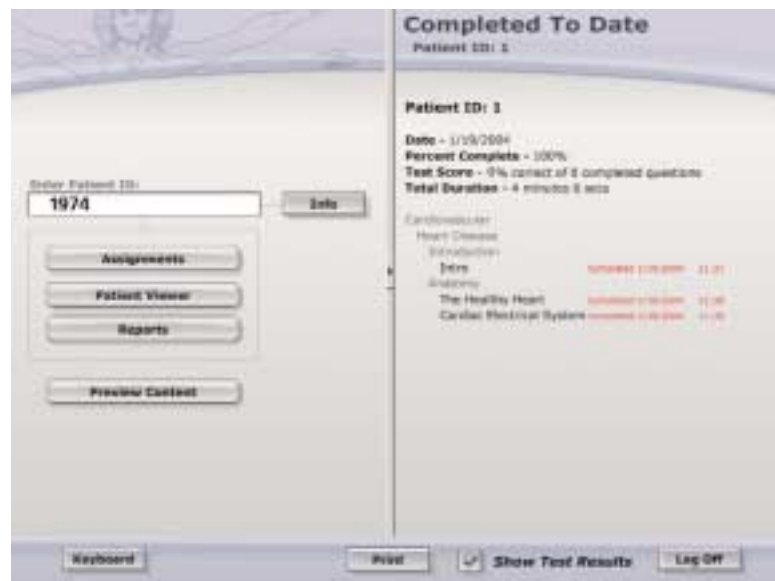
V i e w i n g R e p o r t s

Tap on the **Show Test Results** check box to remove the test results from the report.



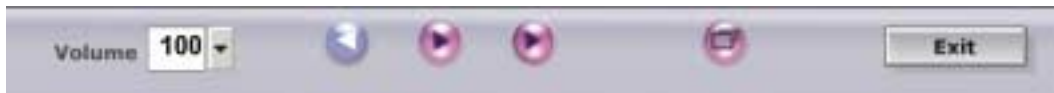
Tap on the **Print** button to send this data to the printer. The printout has a signature line where the patient can sign confirming the results for inclusion in the patient record.

Tap the **Completed To Date** button to view a list of video clips and test results viewed to date by a patient. This report shows what has been completed and is permanent data. Tap on the **Show Test Results** check box to remove the test results from the report. Tap on the **Print** button to send this data to the printer.



S c r e e n C o n t r o l s

When a presentation is playing, the following controls will be displayed at the bottom of the screen :



To adjust the volume, tap on the **down arrow** to reveal the volume control slider bar. Drag the slider to modify the volume. The higher the number selected, the louder the video presentation will play.



The **left arrow** button will take the user back to the previous clip when viewing a presentation.



The **right arrow** will skip to the next clip or question in a presentation.



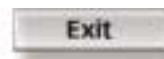
Tap the **Pause** button to pause the video presentation. Tap it again to resume the presentation.



Tap the **Minimize/Maximize** button, to toggle between the full screen mode and the video selection screen. When viewing the video selection screen, the clip selections that have been viewed appear as a white bar with red text.



The patient should Tap the **Exit** button to end the viewing session.



Screen Controls

After tapping the Exit button, the clinician will need to enter the assigned **Administrative Password** to do anything else such as Assigning a Presentation to a Patient.



Tap on the **Keyboard** button to use the on- screen keyboard.



Tap the **Log Off** button to log off the computer. This is normally only done when shutting down the computer. This function will close down the PEDU program as well as log you off the computer.



A c c e s s i n g t h e P r o g r a m o n t h e H o s p i t a l ' s I n t r a n e t

In addition to running on the HP tablets, the Patient Education program can be run off any computer connected to the hospital's intranet using Microsoft's® Internet Explorer browser. The intranet address can be obtained from your education coordinator. To run the program you will need the latest FLASH plug-in for your browser which can be downloaded from the web at the Macromedia Flash Player Download Center at this web address:

www.macromedia.com/shockwave/download/

All of the functions of the program EXCEPT viewing the video can be done through the hospital's intranet connection. Patients can be assigned presentations to view, presentations can be customized for a patient, reports can be viewed and printed, and your patient education coordinator or designee can create new predefined presentations.