# NDoc® *Reference* for Emergency Preparedness Documentation and Reporting in NDoc
## *(Agency-wide Roster & Individualized Patient Plan)*

**Summary:**

Among the charting fields designed to capture a comprehensive assessment of each patient for a thorough clinical record, NDoc provides the ability to capture emergency preparedness related details for each patient and a method to report on these details. The details below provide a glimpse of the charting options, as well as the reporting tool to produce those results.

**Charting Options for Emergency Preparedness Details:**

For the purposes of emergency preparation NDoc captures a variety of details of importance to a patient during an emergency. These patient care related fields include:

| Visit Charting Category/Section | Field | Data Element # |
|---|---|---|
| Respiratory | Respiratory Treatments | DE# 101898 |
| Respiratory > O2 Care | Liters/Min | DE# 101158 |
| Respiratory > O2 Care | O2 Frequency | DE# 101159 |
| Nutrition | Alternative Nutrition | DE# 101931 |
| Nutrition | Therapies patient receives at home (M1030) | DE# 6026 |
| IV > IV Care | Pump needs electricity/battery | DE# 107494 |
| Sensory | Learning Ability | DE#102044 |
| Safety | Disaster Plan | DE# 50037 |
| Safety | Emergency Preparedness Narrative | DE# 108513 |
| Safety | Care is dependent on use of electricity | DE# 108512 |
| Supplies | Respiratory equipment | DE# 4254 |
| Demographics | Language | DE# 6975 |

Please note that agencies have the option to chart details within the Disaster Plan field and the Emergency Preparedness Narrative field. With each agency having individual approaches and individual state guidelines in some cases, these fields were set to allow agencies to individualize these plans with a patient specific plan and the other preparedness in the event of a weather event or natural disaster. These fields allow agencies to provide a level of detail that **may** be conveyed as follows or in any way your internal policies dictate:

> **Disaster Plan (DE# 50037)**
> *(Example...evacuate to shelter on 3rd St in the event of weather disaster. Required ambulance for transport, have patient go to cooling station if temp over 90 etc....*
> **Emergency Preparedness Narrative (DE# 108513)**
> *(Example...batteries, bottled water, 2weeks of medications in an emergency bag, change of clothes etc....)*

Beyond these important patient care needs, NDoc also collects the information related to NDoc captures a variety of details of importance to a patient during an emergency. These patient demographic details include:

- Date of Birth and Calculated Age
- Priority Code *(based on Priority Code entry at Visit Sign-Off)*
- SOC Date
- Patient Status
- Municipality *(as charted in Demographics > Patient)*
- Visit Address and Visit Phone *(value of Home Phone)*
- Emergency Contact Name
- Patient Home Address *(value from Permanent Address fields)*
- Gender
- TAL Code *(relevant to New York customers set at Visit Sign-Off)*
- Primary Team, Active Disciplines, and Case Manager
- Primary Dx
- County *(as determined by the link within the Municipality Table)*
- Directions to Visit Address *(based on check mark selection)*
- Emergency Contact Home and Cell Phone Numbers
- Patient Home and Cell Phone Numbers *(value from Permanent Address fields)*

**Reporting Options:**

**Multiple Patient Listing for Agency**

Using the charted data described above, NDoc provides agencies a comprehensive reporting tool designed to provide agencies a full roster of their census detailing these important patient care needs. The agency wide report can be generated via two Interactive Report options:

- **Reports>ADT>Admissions** *(NOTE: the SOC date range auto selected expand the dates to ensure all records are found or use the Census version)*
- **Reports>Census>Current Census**

For both options, users must open interactive report screen, make the filter selections desired based on the filter options available, and click **Apply** at the top. The results include all of the records that meet the selected parameters. Click the report icon displayed in the top right 🖥 to open the **Report Manager** to see and select the **Emergency Preparedness Report** option. Click the report and choose the filters view options as applicable. *NOTE:* Use the filter option *All* to include all the records in the generated list or *Selected Rows Only* to limit the records to print. Choose to print or produce the list as a CSV.

Reports

*Current View*
This report lists patients admitted to the agency within a selected timeframe.

**Emergency Preparedness**
A summary of patient emergency preparedness data charted.

**Individualized Emergency Plan**
An individualized emergency plan to provide to patients.

Generated

**Individualized Emergency Plan by Patient**

Using the charted data described above, NDoc provides agencies the ability to produce an Individualized Emergency Plan Report. This is a document that agencies can provide patients for future reference.

*Content*: Special consideration to the content of this report is as follows:

- The data flowing to the report contains values charted in the fields noted in the charting options section.
- Agencies can decide to have personalized info set up in either the **Disaster Plan** field *(DE# 50037)* or **Emergency Preparedness Narrative** field *(DE# 108513).*
- Agencies can also include an agency specific statement to include in all individualized reports via the **Emergency Preparedness Statement Setting** (Administration>System>Setting). NOTE: the default statement each agency will see upon installation is *"To prepare for sheltering in place, it is recommended to have a 3 day supply of food and water."* Agencies should refer to this settings page to revise or remove the text based on agency preference.

*Accessing the Report*: The individual patient reports can be generated in multiple ways:

- **Reports for One or More Patients at a Time:** Agencies can use the Admissions and Census options similar to the agency-wide reports described above, but simply choose Individualized Emergency Plan to produce individual reports for the selected patient(s). *(NOTE: the SOC date range auto selected expand the dates to ensure all records are found or use the Census version)*
- **Report by Patient:** Access the patient's record and open the Patient Summary screen. Using the report icon in the top right to open the Report Manager. Click **Individualized Emergency Plan** to print the report for that particular patient.



Reports

**Allergies**
List of the patient's allergies.

**Drug Interactions**
Displays all interactions occurring within a specified date range.

**Immunizations**
Lists vaccines administered to patients, both agency administered as well as those administered elsewhere.

**Individualized Emergency Plan**
An individualized emergency plan to provide to patients.

**Insurance**
List of insurances grouped by patient with the option to include history.

**Insurance Authorization**
List of insurance authorizations grouped by patient with the