

## Medical Records in the acute ward AHUS autumn 2022

- The acute ward is situated on the 3<sup>th</sup> floor. Use your time in the acute ward to see as many patients as you can. Follow the doctors on call to see more patients than just those you write records for. This can be done while waiting for test results etc. Remember that your patient record is not complete without a summary and interpretation and management plan (maybe the most important sections in the record). It will therefore most often be important to have test results (except when no supplementary investigations are done). If results are not expected until the next day or later you can write which tests have been done / will be done and that results are coming.
- The ward is busy and there is little space. Students must sign up for the acute ward using the TeamUp Calender. Only **two** students can work there at the same time. The day is divided in two (09.00-16.00 or 16.00-21.00). If there is a free spot you can come without signing up, but the two-student limit **cannot be crossed**. You are also welcome to follow the doctors on call during the night and weekends, but you cannot expect that they will then have the time to supervise (which means that you will learn a lot, but we cannot guarantee that you will be able to write any patient records).
- All students must complete four patient records. For students writing in Norwegian the record should be written in the patient's electrical journal in DIPS (if possible) but in a Word document for students writing in English. One of these should be a patient record for the case meeting, and should be handed in to the teacher that has this case meeting. This means that if you have your case meeting at Ullevål/Rikshospitalet, it should be handed in to this teacher, and not in the "Inbox" at Ahus.
- The record should be written in the electrical journal in DIPS. Remember to use the template you have been given, including the sub-headings.
- For writing the records you can use the computers in the "Arbeidsstasjon/base 059" or if they are in use (like they often are), check the computers at "Arbeidsstasjon/base 057" further down the corridor. After 3 (4) p.m. you could try finding a computer at the doctor's office area on the 1<sup>st</sup> floor. As per March 2022 there are challenges at Ahus related to availability of computers for writing the records. We are aware of it, and trying to improve the availability.
- When your patient record is ready, print it out, and hand it in for the teacher to read it. Remember **to write your name and group, and remove all patient sensitive data** (names and birth dates/id-number). But remember to write in the beginning of the "Status praesens" section how old the child is in years and months (or in weeks if younger than 3 months).
- You do not need a signature from the doctor on call, but if you write on behalf of them, they must approve your writing in DIPS.

- **Where to hand in your record:** There will be two black boxes on the top shelf (where all the postboxes for the pediatric doctors are), outside the doctor's office area (by the kitchen and eating area) on the 1<sup>st</sup> floor. One INBOX where you put your records, and one OUTBOX where you pick it up later. When the record has been read by the teacher, it will be returned to the OUTBOX. You will receive an e-mail when it is ready to be picked up, and which changes are necessary (if any). Picking up approved records is optional. Approved records not picked up by the students are shredded at the end of the semester. If corrections are necessary, or there are questions, you may return your responses to these by e-mail (without patient sensitive data of course). If large changes are necessary, you may need hand in a new complete version of the document.



Any questions? Contact:

Eirik Nestaas, associate professor ([eirik.nestaas@medisin.uio.no](mailto:eirik.nestaas@medisin.uio.no))