

<b>Complications – IOM WS</b>	<b>Name of Activity:</b> Complications		
	<b>Role performing Activity:</b>		
<b>Panorama – IOM WORK STANDARD</b>	<b>Location:</b>		<b>Department:</b>
	<b>Document Owner:</b>		
	<b>Date Prepared:</b> June 5, 2018	<b>Last Revision:</b> Feb 2022	<b>Date Approved:</b>

**Assumptions:**

- ✓ Client and Investigation are In Context

<b>Essential Tasks:</b>	
<b>1.</b>	<p><b>LHN&gt;s Investigation Summary</b></p> <ul style="list-style-type: none"> <li>➤ The Investigation Summary screen displays.</li> <li>➤ <b>Click Create Encounter (needed before a complication can be recorded)</b></li> <li>➤ The Encounter Details screen displays</li> <li>➤ Encounter Date defaults to Today's Date. Change the date if necessary.</li> <li>➤ Enter the appropriate <b>Encounter Type</b> (General) in the Encounter Type field.</li> <li>➤ If Encounter Reasons are present in box, <b>click</b> all that apply. <b>Click Add</b>; the reasons are now displayed in the Selected Encounter Reasons box.</li> <li>➤ The Responsible Organization and SDL default to the User. If a change is necessary, click <b>Find</b> and the Embedded Find Component (EFC) opens. Start to type the name and choices will display. Select the correct name. The name now displays in either the Organization Name field or the SDL Name field.</li> <li>➤ Click <b>Select</b>.</li> <li>➤ Click <b>Close</b>.</li> <li>➤ Click <b>Save</b>. The screen refreshes with a message, "Encounter successfully saved".</li> </ul>
<b>2.</b>	<p><b>LHN&gt; Complications.</b></p> <ul style="list-style-type: none"> <li>➤ The Complications screen displays.</li> <li>➤ In the table with Preset Complications, <b>click</b> on the box beside the complication that applies.</li> <li>➤ Click <b>Set Response To</b> field and select the appropriate response. Set is activated.</li> <li>➤ Click <b>Set</b>.</li> <li>➤ The Complication screen refreshes with the Response visible in the Complications Table.</li> <li>➤ Click on "Save" Button</li> <li>➤ If additional details are required, Select radio button and Click on "Update" Button</li> </ul>

	<ul style="list-style-type: none"><li>➤ Click on “Apply Update” Button</li><li>➤ Click on “Save” Button</li></ul>
<b>3.</b>	<p>To enter a Complication NOT in the preset list:</p> <ul style="list-style-type: none"><li>➤ Scroll to the section above the preset list.</li><li>➤ Click on the <b>Complication</b> field. The drop-down list displays. Type in the first letter of the complication name the list will filter down to the letter entered.</li><li>➤ <b>Select</b> Complication.</li></ul> <p>The <b>Preset</b> field is defaulted to <b>No</b>. (as it is not a Preset Complication)</p> <p>The <b>Response</b> is defaulted to <b>Yes</b>.</p> <ul style="list-style-type: none"><li>➤ Enter a <b>Complication Date</b> if known.</li><li>➤ Select the person from the <b>Observed By</b> field’s drop-down list.</li><li>➤ Click <b>Add Complication</b>.</li><li>➤ The <b>Complications Table</b> refreshes and the newly entered Complication is now displayed, with the <b>Response, Complication Date</b> and <b>Observed By</b> information.</li><li>➤ Add comments to the <b>Comments</b> box as necessary.</li><li>➤ Click <b>Add</b>. The comment displays in the newly opened Comments Table below.</li><li>➤ Click <b>Save</b>. The screen refreshes with a message, “Complications saved successfully”.</li></ul>