# RippleDown Managing actions in Data Entry Auditor

This Managing actions in Data Entry Auditor guide provides detailed information including:

- Creating a new action
- Creating a new folder
- Organizing actions into folders
- Modifying an existing action
- Deleting an action
- Superseding an action

More information regarding RippleDown, including training modules and product help, can be found at:

www.pks.healthcare/support

# Management of actions in Data Entry Auditor

## Opening the 'Manage Actions' window

You can manage actions in both the Data Entry Auditor module, and the Audit Knowledge Manager module.

Within the Data Entry Auditor module, once you are in a queue go to the 'Action' menu and select 'Manage actions.'

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	Manag <u>e</u> actions				
Create or edit actions					

The following screen will then appear and all existing actions will be listed:

In the Audit Knowledge Manager module, go to the 'Edit' menu and select 'Auditor actions.'





## Creating a new action

- 1. Click on the 'Create Action' button.
- 2. Enter the action to be created in the 'Name' area.
- 3. Click 'OK.' The action will now appear at the bottom of the list.



## Creating a new folder

- 1. Click on the 'Create Folder' button.
- 2. Enter the name of the folder to be created in the 'Name' area
- 3. Click 'OK.' The folder will now appear in the list.

# Manage actions		8
Q- Type here to filter the tree		
Entered Y on Rule 3 Field	<u>ب</u>	Create Action
No Cover Sheet Imaged		
Rule 3 Should be on own Lab No		Create <u>F</u> older
Copy Dr not entered		11.00
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Add test missed		Delete
Change incorrectly coded test		Delere
Deleted test not requested		Supersede
lab duplicate test		
Collection Error	-	
Data Entry - add/amend dr code		
Merged to correct patient -advised lab/dept		
Deleted GLU test code - no flox collected		
Collection Method amended		
Solder to be created		
	<u>.</u>	
Description		
		Close

# **Organizing actions into folders**

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1. Click the action to be placed into the folder.

2. Click and drag the selected action/s into the desired folder. If multiple actions have

been selected, hold down the Ctrl key while doing this.3. The actions will now be listed in the folder.



Multiple actions can be moved at the same time by the Ctrl key

Manage actions		Stanage actions	X
Manage actions	Create Action	Manage actions  C- Type here to filter the tree  Entered Y on Rule 3 Field No Cover Sheet Imaged Rule 3 Should be on own Lab No Copy Dr not entered Amend billing to Bulk Bill	Create Action
Add test missed Change incorrectly coded test Deleted test not requested lab duplicate test Collection Error Data Entry - add/amend dr code Merged to correct patient -advised lab/dept Deleted GLU test code - no flox collected Collection Method amended Action to be created	Delete	Amend billing to other Add test missed Change incorrectly coded test Deleted test not requested Iab duplicate test Collection Error Data Entry - add/amend dr code Merged to correct patient -advised Iab/dept Collection Method amended Value Folder to be created Action to be created	Delete
Description	Close	Deleted GLU test code - no flox collected   Description	Close

## Modifying an existing action

- 1. Click on the 'Modify' button.
- 2. Modify the action name as required.

3. Click '**OK**.' The action will now appear in the list with the modified name.



#### **Deleting an action**

- 1. Select the action to be deleted and click on the 'Delete' button.
- 2. A confirmation message will appear. Once you have confirmed the correct action has been selected, click 'Yes.'
- 3. The action will be deleted and no longer appear in the list.



#### Superseding an action

- 1. Select the action to be superseded.
- 2. Click on the 'Supersede' button.

3. Select the action to be replaced from the list.



4. Click '**OK**.' A confirmation message will appear. Once you have confirmed the correct actions have been selected, click 'Yes.'

5. The action will now be superseded and no longer appear in the list. All of the statistics for the superseded action will now apply to the action which has replaced it.



#### **About PKS**

Pacific Knowledge Systems (PKS) works with healthcare organizations around the world to better capture, manage and leverage their human expertise to improve the performance of their business and deliver better patient outcomes.

PKS owns a patented, new generation clinical expert intelligence system – RippleDown – which integrates patient data with a knowledge base that is managed by clinical domain experts, to deliver patient-specific reports, recommendation and alerts.