The Electronic Nursing Kardex
A Tutorial
Nurses and other nursing staff members have long maintained a “summary” of patient orders, demographic information and other nursing care instructions for individual patients called the “Nursing Kardex.”

It was meant to serve as a quick reference for nurses when they wanted to know what care a patient needed during the nurse’s shift.
At Richmond State Hospital, the Kardex refers to forms printed on card stock that are kept in a set of display panels with a “page” for each patient.
The Nursing Kardex has evolved to include more information than just what is necessary for nursing care. It now serves as a reference for other disciplines. It includes diagnoses, commitment information, information about the gatekeeper and legal guardian, diet information, and other information that can be used as an easy reference rather than looking in the chart.
The old Kardex has become difficult to maintain and keep current. New orders and changes involve erasing and re-writing information on the Kardex. At times it must be completely re-written to remain legible. It is also only accessible to those on the Nursing Unit.
A new electronic patient Kardex has been created which is maintained and accessible on the intranet.
Although it is edited and maintained on the intranet, and can be accessed from any computer, the information will be printed in report form and will be kept in a red notebook in the nurses station on the patient unit for easy access.
All clinical staff have the ability to access the Kardex and print reports.
Unit Clerks and RNs have the ability to edit the information contained in the Kardex for individual patients as orders and other information changes.
To get to the Nursing Kardex, click on the “Nursing” link located on the RSH Intranet home page.
Click on the link to the "Kardex System."
This is the Nursing Kardex System home page.
To display a patient’s Kardex information, you can select the unit from the unit lookup list by clicking on the box to display a list of units. Click on the patient’s unit to display it in the unit lookup window. Then click the “go” button to display the list of clients on that unit.
When the patient list is displayed for the unit, click on the patient you want to select.

Notice that the patient’s privilege level symbol is displayed next to the name in the drop-down menu.
This is the patient Kardex display.

Click here to go back to the previous page.

Click here to go to the Nursing Kardex Home Page.
You can also choose a patient from a drop-down menu of all patients in the hospital. Click on the box to display a list of patients (the list is in alphabetical order), use the scroll bar to locate the patient you want, then click on the patient you want to select, then click “Go.”
The Kardex information is divided up into sections or topics. You can “scroll” down the page using the scroll bar on the right, or click on the section you want to see in the “links” listed on this line.
The new electronic Kardex contains the following sections of information:

**Heading**
- Patient name
- DOB
- Unit
- Hospital number

**Patient Information**
- Date of admission
- Patient allergies (displayed in red)
Diet Information

- Diet description
- Special diet instructions
- Food Allergies
- Physician-ordered Snacks
- Physician-ordered Nutritional Supplements

Categories of Information
Patient Safety

- Privilege Level with a space for describing any modifications to the basic privilege level
- Precautions (both physician-ordered and precautions that are nursing measures ie. Self-harm history, seizure disorder, etc.)
- Triggers/Warning Signs (from patient safety plan)
- Effective coping strategies (from patient safety plan)
Nursing Care

• Nursing Interventions
  ◦ Treatment orders that are not included in Quadramed
  ◦ Other-than-routine monitoring of vital signs, weights, BMI, etc.
  ◦ Assist instructions for ADLs (bath schedule times, laundry schedule times, etc.)
  ◦ Other interventions as nursing measures or on nursing care plans (ie. ambulate BID, whirlpool once per week, reposition every 2 hours, toilet every 3 hours, etc.)
Nursing Care

- PPD completion dates and due dates
- AIMs Testing completion dates and due dates
- Special Instructions
  - Includes things like “past positive PPD – chest x-ray or symptom questionnaire annually” or “Do not use mechanical restraints” or “Watch for cheeking of medication”
- NCP – indicates whether there is an active Nursing Care Plan for this patient.
Diagnoses
• Includes all 5 DSM axis diagnoses for the patient.

Patient Orders
• Lab orders with due dates
• Indications for whether the patient is prescribed one of our high risk medications: Clozaril, Insulin, or Warfarin
Treatment Team Assignments

- Name of the Physician
- Name of the RN
- Name of the Social Worker
- Names of the Case Attendants on all 3 shifts
Legal

- Commitment type and date
- Any Legal Issues (ie. ICST, charges pending, probation, etc.)
- Name of Legal Guardian (if applicable)
- Notify Petitioner (name of person to notify if patient goes UL)
- S&R Contact (person and phone # to call if patient requires seclusion or restraint)
- Name of the gatekeeper
Last Update Information

- The Kardex program will indicate when and by whom the information for this patient was last updated.
In addition to displaying a patient’s Kardex information, you can also print several reports. To go to the reports page, click on this link.
This is the Reports page. There are currently 2 reports that you can print. The reports are printed with the current information that is contained in the Kardex program.
You can run all the reports for the entire hospital, or for an entire unit, or for one patient.
The first report is the Patient Kardex Report. This is the report that goes into the red notebook.
The second report is the “Patient Nursing Data” report. It contains the information needed by the nursing staff who will care for the patient. A nursing staff member can print this report for each patient he/she is assigned for the shift to serve as a guide for care that needs to be provided. The staff member’s name will be printed at the top.

<table>
<thead>
<tr>
<th>Patient:</th>
<th>NCP: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diet: 1800 Calorie</td>
<td></td>
</tr>
<tr>
<td>10 a.m. Snack:</td>
<td>10 a.m. Nutr. Suppl:</td>
</tr>
<tr>
<td>2 p.m. Snack:</td>
<td>2 p.m. Nutr. Suppl:</td>
</tr>
<tr>
<td>8 p.m. Snack:</td>
<td>8 p.m. Nutr. Suppl:</td>
</tr>
<tr>
<td>Other Nutritional Suppl:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Privilege Level:</th>
<th>(Double Red)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Privilege Information: Building Priv. Van rides with OT only</td>
<td></td>
</tr>
<tr>
<td>Precautions:</td>
<td>UL RISK Calls to be dialed and monitored by staff. Phone card to be kept in chart</td>
</tr>
<tr>
<td>Triggers/Warnings:</td>
<td>Being touched, loud noise, bedroom door opened/closed, being forced to do something, not having input or control, overhearing others conversations, physical force, yelling—W/S Being rude, Pacing, Swearing, wringing hands</td>
</tr>
<tr>
<td>Effective Coping Skills:</td>
<td>drinking beverage, listen to music, watching T.V., writing, walk, talking to someone</td>
</tr>
</tbody>
</table>

Nursing Interventions: Pulse Weekly supervised Showers  
Special Instructions:
A quick and easy way to print the Nursing Patient Data report on multiple patients is to display the list of patients for an entire unit. Then click on the “Create Reports” link.
All of the patients on a unit will be displayed. Click on the box beside each patient’s name that you want to select for the report.

When you have selected all the patients you want to include in the report, click on the “Show Selected” button. The reports for all the patients selected will display and then can be printed.
Print the reports by selecting the “print” command while the report is displayed.

Special note on printing the Kardex report:
Make sure that the report prints in “Landscape” orientation.

The Patient Nursing Data report should be printed in “Portrait” orientation.

Additional reports will become available in the next few weeks.
For Unit Clerks and RNs: To add a new patient, click on this link.
Fill in the spaces available for the information beside each information heading.

To go directly to “save changes”, there are several links you can click to go to the “save changes” button.
Make sure to click the “Save Changes” button before exiting the patient’s Kardex.
For RNs and Unit Clerks: To edit existing kardex information, open the patient’s kardex and click on the edit icon beside the patient’s name. This will result in the information being displayed in boxes that can be edited.
Make sure to click the “Save Changes” button before exiting the patient’s Kardex after you have completed editing the information.
After editing information in the patient kardex program, you should print a new Kardex Report for the patient, and replace the old printed report in the notebook with the new report containing the changes. *The patient Kardex should always be kept current*, as well as the printed reports in the Kardex notebook.
When discharging a patient, open the patient’s Kardex display, click the edit button, then click the trash can icon. The patient’s kardex file will be sent to a “deactivated file” that will be purged once per month. If you delete someone’s record accidentally, you can contact IT or the DON to have the record restored.

When transferring a patient, simply change the unit designation and any orders that change with the transfer.
To protect personal medical information of our patients, only employees who have access to patient records may access the Kardex program. New employees who require access to the Kardex program should contact the Director of Nursing or the IT department to be given access permission to the Kardex.

The Kardex program tracks user access to the program by individual employees.

As with all network documents, the Kardex information is backed up regularly by IT.
The Nursing Department would like to thank Adrian Hampton and the IT Department for working with us to create this program.
You have completed the tutorial for

**The Electronic Nursing Kardex**

Name (Printed): ________________________________________________

Signature: ____________________________________________________________________

Date: ________________

Print and complete this slide. If you are a Nursing Department employee, send it to Terry Slayback in the Nursing Administration Office. If you are not in the Nursing Department, send it to Diane Mustard in Staff Development.