Using SigmaSafe

This document will guide a user (typically a nurse) through using SigmaSafe.
SIGMASAFE SHOULD ONLY BE USED WHEN SIGMACARE IS OFFLINE AND NOT AVAILABLE.

Topics that are covered in this document
- *What is SigmaSafe*
- *Logging into SigmaSafe*
- *Finding a resident*
- *Viewing Resident Information*
- *Running a Report*
- *Logging Out of SigmaSafe*

What isSigmaSafe

SigmaSafe is a back up when SigmaCare is offline at your facility. Information from SigmaCare sends information to SigmaSafe at regular intervals.

There are two ways SigmaSafe can be used:
- From any computer in the facility if there is facility wide network access. There should be a SigmaSafe icon on each computer which can be used to access your facility specific SigmaSafe.
- From the backup computer at your facility. This is usually located in an out of the way place. This computer will be hooked up to a printer, so the necessary forms can be printed and distributed to all impacted units so that CNA and Admin Record documentation can be collected.

What can be done from SigmaSafe
- Access information from the resident's chart. (only works if your still have facility wide network connection)
  - Admission status
  - Living Will status
  - Healthcare Proxy status
  - Standing Physician Orders
    - Order Details (and SIG)
    - Date
    - Hold Status
    - Last Administration (if using SigmaCare's electronic Administration Records)
  - Nurse Instructions
    - Question
    - Schedule
    - Whether active for that resident
    - Complete status – has the nurse marked the instruction as complete
- Print Reports to record on paper while SigmaCare is offline
  - Can be done from any computer if the facility wide network is working
  - There is one computer in your facility where this information is stored. That computer is hooked up to a printer. Use that computer to print out the necessary tools to document and maintain the customers:
    - Administration Records
    - CNA Assignments and Nurse Instructions

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SigmaCare Offline Workflow

Consult your facility's policies and procedures for downtime procedures for the most accurate list of actions required.

1. If SigmaCare appears offline, notify your supervisor.
2. Supervisor follows troubleshooting procedures (contacts peer mentor or IT department) to determine if the problem is computer specific or facility wide.
3. If SigmaCare is confirmed to be offline, follow facility downtime procedures.
4. Print out necessary Administration Records (MAR, TAR, others), forms for CNA's to track their documentation, and Nurse Instructions. (usually this is done centrally, but follow the facilities policies and procedures)
5. Use SigmaSafe to view any resident specific information.
6. When SigmaCare is back online, key in the offline data collected.

Logging Into SigmaSafe

ONLY LOG INTO SIGMASAFE WHEN SIGMACARE IS OFFLINE AND UNAVAILABLE.

Do this…	See this…
Step 1. Click on the **SigmaSafe** icon on the desktop. *Note: The account code is not required to log into SigmaSafe.*	
Step 2. Type your username in the **Username** field. (Use the username that you use for SigmaCare)	
Step 3. Type your password in the **Password** field. (Use the username that you use for SigmaCare)	
Step 4. Click ⯈ Start or press the **Enter** key on the keyboard. The **Resident Filter** page opens.	

Using SigmaSafe

SigmaCare® Job Aid

Find a Resident in SigmaSafe
ONLY LOG INTO SIGMASAFE WHEN SIGMACARE IS OFFLINE AND UNAVAILABLE.

Do this…

Step 1. Click on the **Filter** drop down and select the unit the resident is in.

Step 2. To the right of the Unit dropdown is a list of letters. Click the first letter of the resident's last name.

Step 3. Click on the resident's name.

This will open the resident's details.

See this…

Viewing Resident Information

Do this…

Step 1. Locate the resident following the instruction listed in "Finding a resident in SigmaSafe" using the previous steps.

Step 2. Click the link for the information you would like to see. On screen will list the demographic information.

The **Physican Orders** link to view Standing Orders.

Click the **Nurse Instructions** link to current Nurse Instructions.

See this…

🗂 *Running Reports from SigmaSafe*

Do this...

See this...

Step 1. Click on **Forms**.

Step 2. Select the Unit you would to print information on.

Step 3. (Optional) Select a specific resident to get information for just that resident. If left blank, it will print information on every resident for the selected resident.

Step 4. Select the information that should be printed. Only select the reports that your facility uses, or that you need for that time.

Step 5. Click on **Run**.

SIGMA SAFE

Keri Physician, Vincent's Facility — Log Out

Resident Form Generation:

Residents
Forms

Unit: ▶ All ▾

Resident: All ▾

Reports: ▶
- ☑ CNA Assignments
- ☑ Ancillary Administration Record
- ☑ Medication Administration Record
- ☑ Respiratory Therapy Administration Record
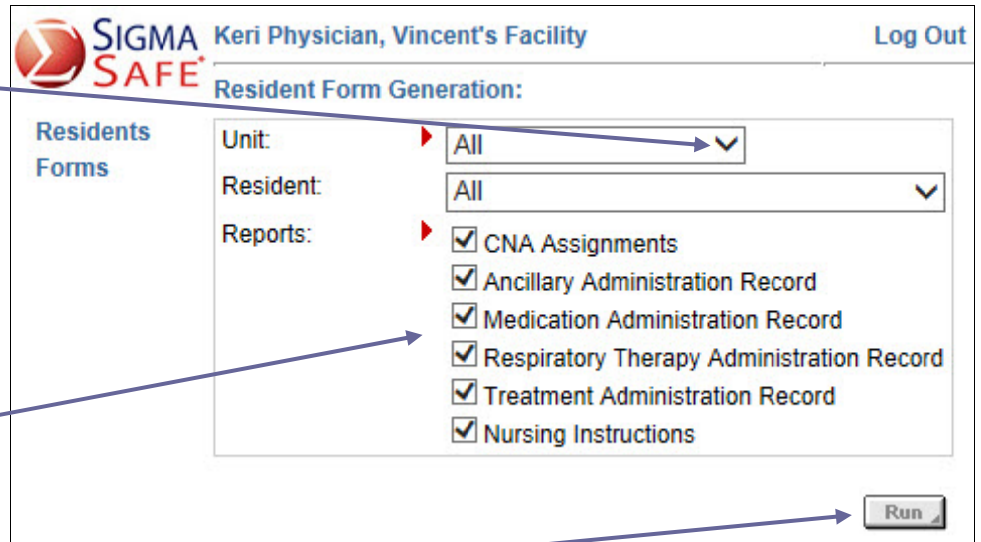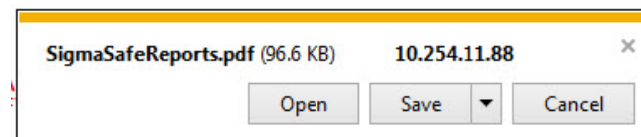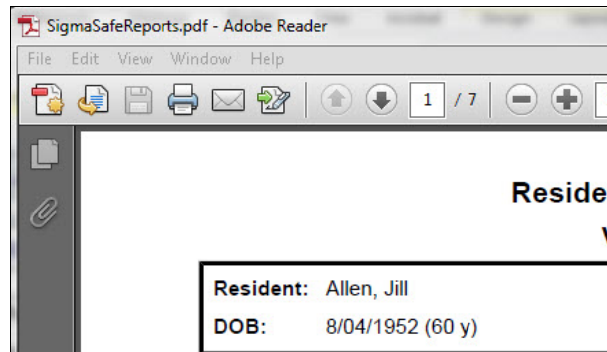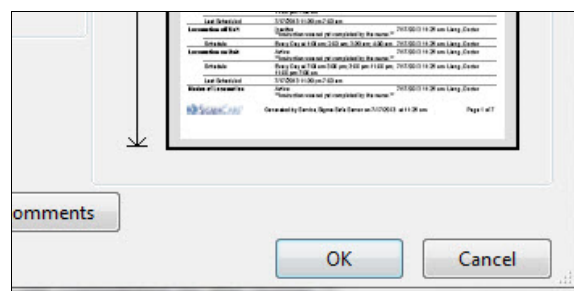- ☑ Treatment Administration Record
- ☑ Nursing Instructions

Run ◢

*Note: If you get a message at the bottom of the screen to Open, Save or Cancel, click on **Open**.*

SigmaSafeReports.pdf (96.6 KB) 10.254.11.88 ✕

Open Save ▾ Cancel

Step 6. Click the printer icon and review the print details (incuding the printer being used).

📄 SigmaSafeReports.pdf - Adobe Reader

File Edit View Window Help

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Resider

V

Resident: Allen, Jill
DOB: 8/04/1952 (60 y)

Step 7. Click the **OK** button.

Note: It may take a few moments for the report to start printing if the report is large.
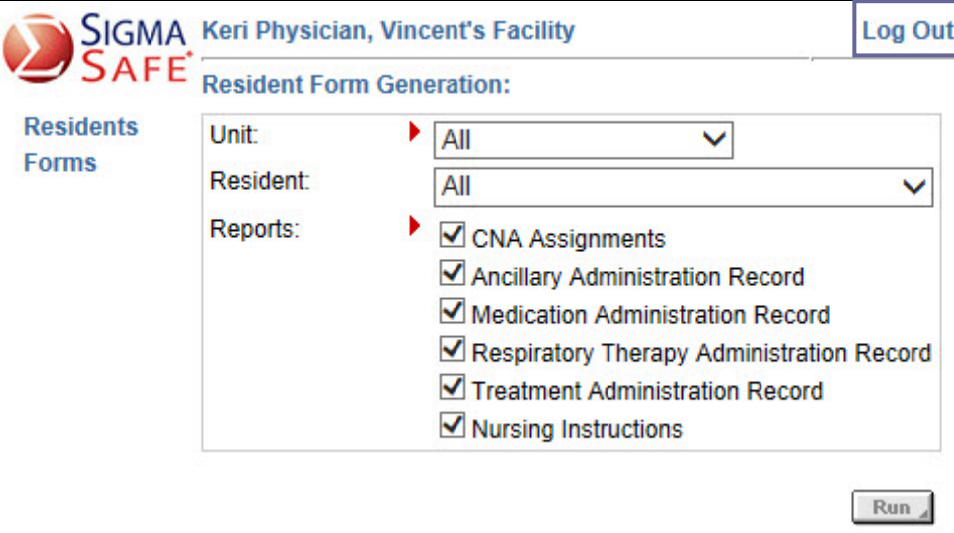
omments

OK Cancel

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📝 Logging Out of SigmaSafe

Do this...

Click on **Log out** located on the upper right corner of every SigmaSafe page.

See this...