

# HandLink™



**MCM HandLink™**  
**Data at your fingertips.**

patient management software that is responsive,  
practical, and easy to use

Written for the Newton OS

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## **Welcome!**

Welcome to HandLink! You have made an excellent choice. HandLink is the ideal solution for point of care patient management. HandLink is designed from the ground up to be quick and efficient and is tailored to the needs of resident physicians, medical students, and anyone who needs access to patient data quickly. HandLink gives you access to the data you want and need, when you need it without the clutter of an exhaustively comprehensive medical record. HandLink can manage your patient list and make you more productive in your residency, clinic, or medical school clinical rotation. You can enter data on the fly and retrieve that data quickly for use on rounds, telephone consultations, and patient encounters. There are many patient management packages available for the Newton OS, but HandLink is the only one that is responsive enough to use on daily rounds. HandLink gives you the data you need at the tap of a button.

## **What do I need to run HandLink?**

In order to run HandLink, you must have a Newton OS compatible device, running Newton OS 2.0 or later. Furthermore, you will need access to a Macintosh or Windows based computer from which you may download the software.



# Chapter 1

## Getting Started

If this is your first Newton OS device we recommend taking a moment to acquaint yourself with the basic features of the device. Apple MessagePad users please refer to the “Quick Start” chapter in the Apple MessagePad Handbook.

### Installing HandLink

You can install HandLink using the Newton Backup Utilities or Newton Connection Utilities for Macintosh or Windows.



- 1 Connect the cable supplied with your Newton device from your computer to the communications port on your Newton device.
- 2 On your computer, start the package installing software (Newton Backup Utilities, Newton Connection Utilities) and select “**HandLink.pkg**” and “**DrugList.pkg**” for download.



HandLink.pkg



DrugList.pkg


- 3 On your Newton device tap **Extras** , and then tap **Connection** . Select your computer and the packages should download.

### **Note**

If you are having difficulty downloading a package to your Newton device, first consult the documentation that came with the device, and then call Apple Assistance at **1(800) SOS-APPL** if further assistance is required.

## Installing the Drug List database

Before starting HandLink, make sure to install the "Drug List" data.

- 1 Tap **Extras**  and then tap "**Drug List Installer**".
- 2 Tap "**Install Drug Data**".
- 3 Tap the close box when the data is finished being installed.


### **Note**

You may remove "Drug List Installer" from your Newton device after the data has been installed. You may accomplish this in one of two ways:

- "Scrub out" the icon in the "Extras" Drawer.
- "Select" the icon in the "Extras Drawer" and select "Delete" from the action menu.

## Starting HandLink


There are two ways to start HandLink:

- If HandLink is on a card, insert the card into your Newton device.
- Tap **Extras** , and then tap **HandLink**.



- Tap the **HandLink** button  at the bottom of the screen.

## Quitting HandLink

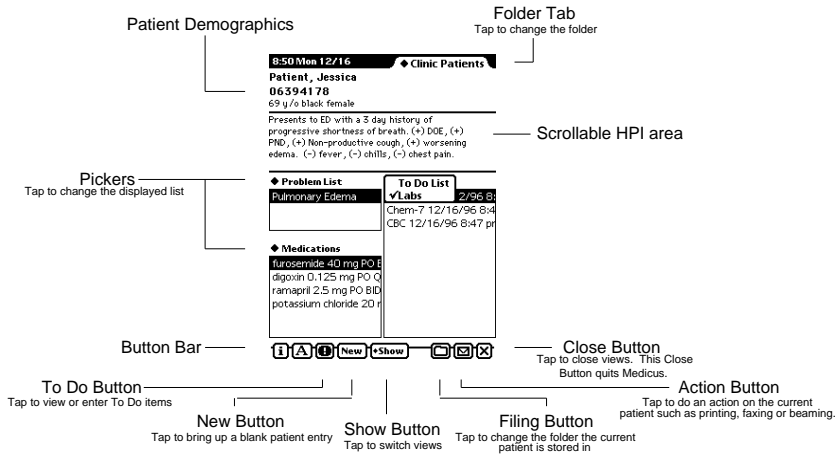
To quit HandLink tap the close box  in the bottom right corner.



# Chapter 2

## Quick Tour

Here are some of the features of HandLink you're likely to use most often.

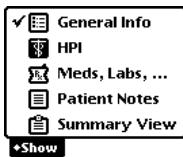


When you first open HandLink you are presented with the "General Info" screen. Enter data by writing into the field or tapping on the button as the field requires.

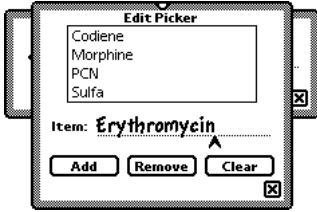
Last Name: .....

Sex:  Male  
 Female

Tapping the **Show** button pops up a menu of other screens to view. Tap an item to view that screen.



Tapping some fields in HandLink pops up a menu of choices followed by an "Edit" choice. Selecting Edit allows you to customize the pop up list.



A major feature of HandLink is it's comprehensive summary view. From this view you have access to all essential patient data in one place.

**8:50 Mon 12/16**    ♦ **Clinic Patients**

**Patient, Jessica**  
**06394178**  
 69 y /o black female

---

Presents to ED with a 3 day history of progressive shortness of breath. (+) DOE, (+) PND, (+) Non-productive cough, (+) worsening edema. (-) fever, (-) chills, (-) chest pain.

♦ <b>Problem List</b>	<b>To Do List</b>
Pulmonary Edema	✓Labs 2/96 8: Chem-7 12/16/96 8:4 CBC 12/16/96 8:47 pr
♦ <b>Medications</b>	
furosemide 40 mg PO B digoxin 0.125 mg PO Q ramapril 2.5 mg PO BID potassium chloride 20 r	

**i** **A** **D** **New** **+Show** **☐** **☒** **☒**



# Chapter 3 Data Entry

When you first open HandLink, or when the **New** button is pressed, you are presented with the General Info screen. Tapping the **Show** button pops up a menu of other screens to view. Select a screen to view by tapping on the item in the popup menu.

## General Info

This view contains fields for general patient info. Write or tap the information into each field.

8:23 Mon 12/16 ◆ Clinic Patients  
 ●●●●●● General Info ●●●●●●

Last Name: **Patient**

First Name: **Jessica**

Unit Number: **06394178**

◆ Date of Birth: **12/6/27**

Age: **69** Room Number: \_\_\_\_\_

◆ Physician: \_\_\_\_\_

◆ Hospital: \_\_\_\_\_

Race:  Asian  Hispanic  Other  
 Black  White

Sex:  Male  Female Code Status:  Full Code  DNR

[i] [A] [E] [New] [Show] [C] [M] [X]

## Chief Complaint & History of Present Illness

This view contains fields for input of the Chief Complaint and the History of Present Illness. Write or tap the information into each field.

8:23 Mon 12/16 ◆ Clinic Patients  
 Patient, Jessica  
 06394178

◆ cc: **Shortness of breath**

History Present Illness:

**Presents to ED with a 3 day history of progressive shortness of breath. (+) DOE, (+)PND, (+) Non-productive cough, (+) worsening edema, (-) fever, (-) chills, (-) chest pain.**

[i] [A] [E] [New] [Show] [C] [M] [X]



## Medications, Allergies, Labs, ...

This view contains multiple lists. Lists include

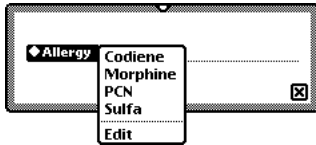
- Allergies
- Medications
- Past Medical History
- Past Surgical History
- Problem List
- Labs
- To Do List

To enter data, first select a list from the list pop up menu.



Then tap **Add**.

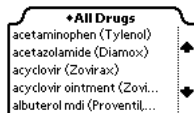
In the view that appears write or tap in the appropriate information.



## Medications

There are two ways of entering patient medications into HandLink.

1. • Select Medications from the list popup.  
• Tap **Add**.  
• In the view that appears, select the medication for the patient. This may be accomplished by scrolling through the medication list...



... selecting a medication class...

<b>✓ All Drugs</b> Analgesics Antimicrobials Antihypertensives Cardiovascular Dermatology Endocrine & Metabolic ENT Gastrointestinal Hematology Neurological OB/Gyn Oncology Psychiatric Pulmonary Vitamins & Minerals	<b>All Antimicrobials</b> Aminoglycosides Anti-Fungals Anti-Malarials Anti-Parasitics Anti-Tuberculars Anti-Virals Cephalosporins Fluoroquinolones Macrolides Penicillins Sulfonamides Tetracyclines Other (antibiotics)
---	---

...and then picking from the list...

<b>◆ Cephalosporins</b> cefactor (Ceclor) cefadroxil (Duricef, Ultr... cefamandole (Mandol) cefazolin (Ancef, Kefzol) cefixime (Suprax)
--

... or writing in the first three letters of the generic or trade name into the search area, and then picking from the list...

<b>erythropoietin</b>		
<b>◆ Dose</b> 10,000 U	<b>◆ Route</b> SC	<b>◆ Frequency</b> 3x wk
< < <		
<b>◆ Search for: PRO</b> albuterol mdi (Proventil... cisapride (Propulsid) erythropoietin (Epogen, ... finasteride (Proscar) fluoxetine (Prozac)		<b>PRO</b> Clear
<b>Generic Name:</b> erythropoietin		
<b>Trade Name:</b> Epogen, Procrit		
Add Clear		✕

- Select the dose, route, and frequency from the respective lists. If the value you want is not available, write it in the appropriate field.

The screenshot shows a medication entry interface for 'ramapril'. It features three dropdown menus for 'Dose', 'Route', and 'Frequency'. The 'Dose' menu is open, showing options: 2.5 mg, 5 mg, 10 mg, and 15 mg. The 'Route' menu shows 'PO' and the 'Frequency' menu shows 'QD' and 'BID'. Below these are input fields containing '2.5 mg', 'PO', and 'BID'. A section titled 'ACE inhibitors' lists several drugs: fosinopril (Monopril), lisinopril (Zestril), losartan (Cozaar), quinapril (Accupril), and ramapril (Altace). The form also displays 'Generic Name: ramapril' and 'Trade Name: Altace'. At the bottom, there are 'Add' and 'Clear' buttons.

- Tap **Add** at the bottom of the view.
- 2 If the medication is not in the database you may enter in the drug information by hand and then tap **Add** at the bottom of the view.


For information on editing the Medications Data base see **Editing the Medication Database** in **Chapter 5** of this manual.

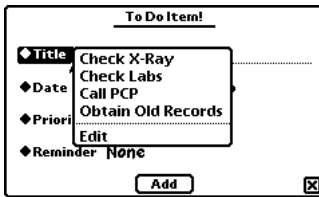
### Labs

For information on editing the Medications Data base see **Editing the Laboratory Templates** in **Chapter 5** of this manual.

## To Do Items


HandLink allows you to easily enter To Do items for your patients. To Do items can be scheduled in advance of the present date, and your Newton device can remind you of the event. To Do's are ranked by priority. There are two ways to enter To Do's.

- Tap the "To Do"  button at the bottom of the screen, and then enter the appropriate To Do data.
- Go to the "Meds, Labs, ..." view and select "To Do List" from the list picker. Tap the Add button, and then enter the appropriate To Do data.



**To Do Item!**

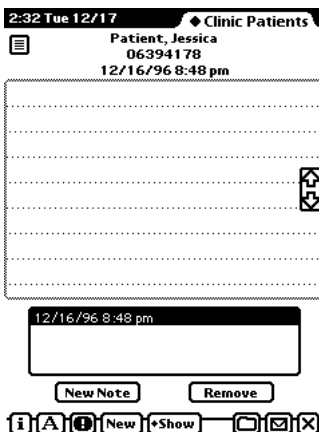
Title Check X-Ray  
Date Check Labs  
Priority Call PCP  
Obtain Old Records  
Edit  
Reminder None


Add 


## Patient Notes


HandLink allows you to easily enter quick notes about each patient. The notes are arranged by Date and Time.

To enter in new note data tap "New Note" and write your note in the space provided.









2:32 Tue 12/17  Clinic Patients

 Patient, Jessica  
06394178  
12/16/96 8:48 pm



12/16/96 8:48 pm


New Note Remove

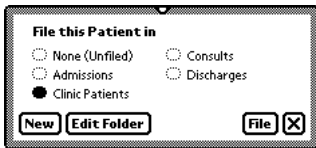
   New Show   

## Folders

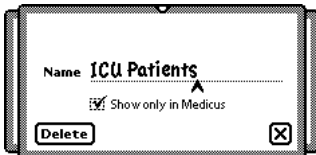
HandLink uses folders the same way the Newton OS uses them. Using different folders can help you organize your patient list. HandLink provides 3 folders at startup; "Admissions", "Discharges", and "Clinic Patients". You may edit the folder list to include up to 12 different folders. For instance, if you are following a few patients in the ICU you can put them in a folder with the name "ICU Patients", or if you routinely follow patients in multiple hospitals, you can specify a folder for each hospital. Folders can either be "global" or "local". Local folders are folders that only apply to the application you are currently working in. Global folders appear in all applications.

To specify the folders shown in HandLink do the following...

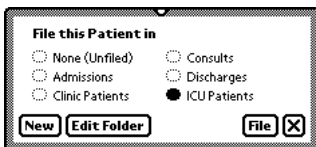
Tap the **File**  button. A list of the current folders appears.



By tapping **New** or tapping a folder and then tapping **Edit Folder**, you can specify the folders that will appear within HandLink. To make a new folder "local" check the "Show only in HandLink" box.



The changed folder list will now appear in the filing slip....



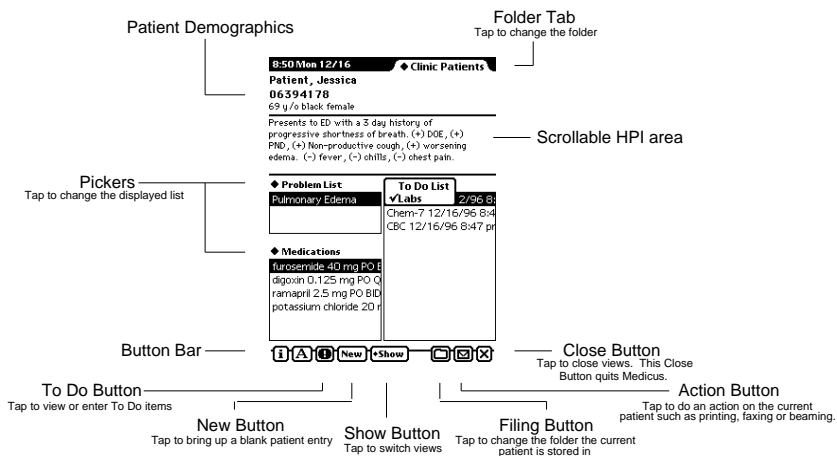


# Chapter 4

## Viewing Patient Data

One of HandLink' major strong points is it's ability to show you the data you want, when you want it. The main area used for viewing patient data in a concise format is the "Summary View".

The Summary View gives you customizable access to pertinent patient data. You can view lab data, review the medications list, check-off completed To Do items, scroll through the HPI field, all with the tap of your pen.



### Viewing Notes

Notes are viewed by choosing the "Patient Notes" view from the **Show** button. View individual notes by tapping on the item in the note list.



# Chapter 5

## Editing Patient Data

Once data has been entered into HandLink, most fields may be edited. In addition to editing patient data, a number of fields in HandLink have editable pick lists, and editable templates.

### General Data

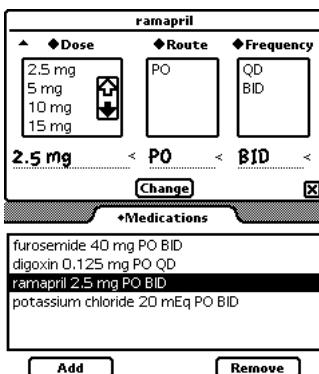
For most of the fields in HandLink, modifying the field by changing individual characters, scrubbing out a field and rewriting the field, selecting another item from the popup list, or tapping a new radio-button is all that is necessary to permanently change the record. Most handwriting changes are “undoable” by tapping the “Undo” button.

### Medications

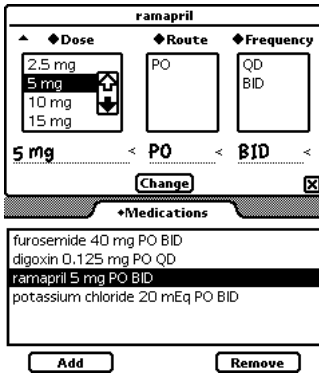
To edit existing medications in the patients medication list, first select the “Meds, Labs, ...” layout from the “Show” button popup menu. Then select “Medications” from the list popup menu.



Then tap the medication you wish to edit. The medication window will open only half-way, giving you the current dosage, route, and frequency for the drug. Tap the items you wish to change to.

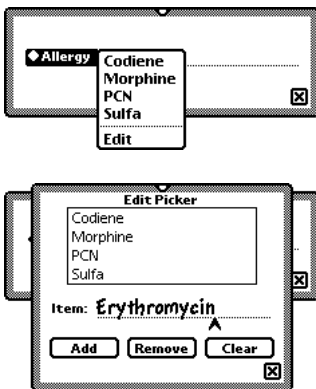


...Then tap **Change**. The medication list for the patient will be modified to contain the new data.

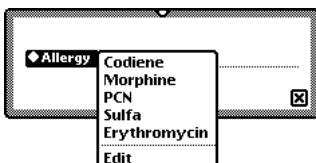


## Editing Customizable Pickers

Tapping some fields in HandLink pops up a menu of choices followed by an “Edit” choice. Selecting Edit allows you to customize the pop up list.



- To change a pop up list item, tap the item, make your changes, and tap **Change**.
- To remove a pop up list item, tap the item, and tap **Remove**.
- To add a pop up list item, write the item, and then tap **Add**.





## Editing the Laboratory Templates

**Caution:** Editing the lab templates may cause labs already entered into the patient record not to display - names of previously entered labs must match the names for the edited labs.

To edit the laboratory templates do the following...

- Select the "Meds, Labs, ..." layout from the **Show** button popup menu.
- Select "Labs" from the list popup menu.
- Tap **Add**.
- Tap the "Lab" popup, and select "Edit" from the popup list.

The "Edit Labs" view will open.

**Edit Labs**

Chem-7  
Renal  
Chem-20  
Mg

Item: .....

**Add** **Remove** **Clear**

-----

**Lab Values**

Value: .....

**Add** **Remove** **Clear** **X**

- **To Edit a lab name or an existing lab value name** tap the item, change the item, and then tap **Change**.
- **To Add a new lab value to an existing lab**, tap the lab, then write in the new lab value and tap **Add**.
- **To Add a new lab**, enter a new lab title and tap **Add**. Then enter in the lab values, tapping **Add** after each addition.
- **To Remove a lab or lab item**, tap the item and tap **Remove**.

### **Note**

The number of lab values is limited to 21 (the size of the lab viewer window).

## Editing the Medication Database

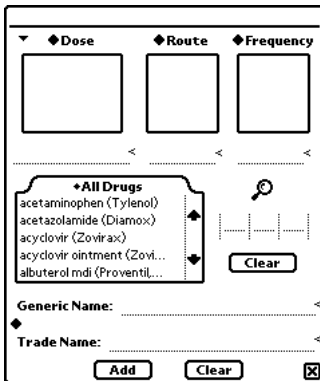
**Caution:** In order for the drug search routine to function properly, each generic name in the database must be unique. If you enter in a generic name that already exists problems may occur with the medication editing feature. Before adding a drug to the database, search for the drug using the search area of the drug list view.

The drug database is arranged by class, and further categorized by sub-class. When adding a drug to the database it is important to place the drug in the appropriate class or the drug may be filed incorrectly.

To edit the Medication Database do the following...

- Select the "Meds, Labs, ..." layout from the **Show** button popup menu.
- Select "Medications" from the list popup menu.
- Tap **Add**.

The "Drug List" view will open.



▼ ◆ Dose    ◆ Route    ◆ Frequency

< < <

◆ All Drugs

- acetaminophen (Tylenol)
- acetazolamide (Diamox)
- acyclovir (Zovirax)
- acyclovir ointment (Zovi...
- albuterol mdi (Proventil...

Generic Name: \_\_\_\_\_

Trade Name: \_\_\_\_\_

**Add**    **Clear**    ✕

- Select the proper drug class from the class popup.
- Write in the Generic Name, Trade Name, an initial Dose, Route, and Frequency.
- Tap the diamond in between "Generic Name" and "Trade Name", and select "Add To Drug Database"

The new drug is added to the database, in the selected drug class...

- **To Edit a medication name**, write in the appropriate changes.
- **To Add or Edit Dosage, Route, or Frequency** write in the new value, tap the value picker at the top of the value list, and select **Add** or **Change**.

### Note

If you don't get the choice to "Add" an item, clear the field by tapping the clear button "<", reenter the data, and then select "Add" from the popup list.

- **To Remove a medication from the list**, select the medication you wish to remove, and tap the diamond between "Generic Name" and "Trade Name", and select "Remove From Drug Database".

### Note

This is not undoable!

## Deleting Data

To delete patient data, from various lists (Labs, To Do's, Allergies, etc.), do the following...

- Select the "Meds, Labs, ..." layout from the **Show** button popup menu.
- Select the desired data list from the list popup menu.
- Tap the item you wish to delete, and then tap delete.

To delete other types of patient data, go to the data input view and scrub out the data. For more information on "Scrubbing" see the manual that came with your Newton device.



# Chapter 6

## Managing the To Do List

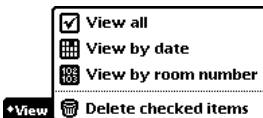
HandLink can display your To Do list in a number of formats. To view To Do's for multiple patients, tap the To Do button, and select "Global ToDo! List". A default list will be displayed that shows To Do items for all patients within HandLink, arranged by priority.



### Changing the To Do View Format

To help you manage your patient list efficiently, HandLink offers multiple ways to view the To Do list. For instance, you may want to see the To Do's for a particular clinic day, or view the To Do's for your ICU patients.

To change the way the To Do list is viewed, tap "View" and then select from the menu. The menu choices should be self explanatory.



To limit the shown To Do's to a folder check the "Current Folder Only" box. The folder can be changed by tapping the folder tab popup, and selecting a new folder. For more information on folders see the section on **Folders** in **Chapter 4**.

## Deleting To Do Items

You may delete To Do items in one of two ways. To delete completed To Do items, select "Delete checked items" from the "View" popup. This will delete all checked items currently being displayed. To delete individual To Do items see the section on **Deleting Data** in **Chapter 5**.



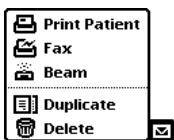
## Chapter 7 Printing & Faxing

Printing from HandLink is simple. In order to fax you must have a modem that is fax capable, and a phone connection. In order to print you must have a connection to a supported printer, and the proper printer driver. For Macintosh users, printing to an AppleTalk compatible printer is easily accomplished over an AppleTalk network connection. For Windows users, the Apple Print Pack must be used, which supplies drivers and a serial connector cable for use with most serial printers. For information on the Apple Print Pack and supported printers, visit Apple Computer on the World Wide Web, at <http://www.newton.apple.com/>.

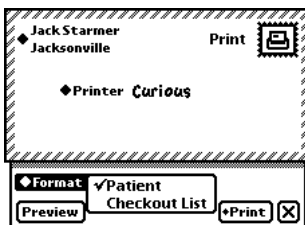
### Printing or Faxing a Patient File

After connecting to your printer, do the following...

- Make sure you are viewing the patient you wish to print.
- Tap the Action button and select "Print Patient" from the popup list.



- In the slip that appears, make sure that the selected format is "Patient".



- Tap "Print".

## **Printing or Faxing a Checkout List**

After connecting to your printer, do the following...

- Tap the Action button and select "Print Patient" from the popup list.
- In the slip that appears, make sure that the selected format is "Checkout List".
- Tap "Print".



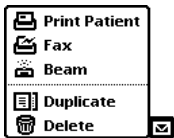


## Chapter 8 Beaming

Beaming is a simple but powerful feature of HandLink. When you beam patients, all the data HandLink has stored on that patient is beamed to another Newton device. This is particularly useful for beaming Checkout Lists. The receiving Newton device would contain all the data you have on your patients. As the person on call, you would have all the To Do items, Allergies, Medications, Past Medical History, Lab Data, etc. of patients you were not personally following. This makes for easier, more informed decisions, and much safer patient care than if you had only a written or verbal checkout.

### Beaming a Patient

- Make sure you are viewing the patient you wish to beam.
- Point you Newton OS device at the receiving device, tap the Action button and select “Beam” from the popup list.



### Beaming a Checkout List

- Go to the “Overview” screen by tapping the overview button.
- Select the patients you wish to beam.
- Point you Newton OS device at the receiving device, tap the Action button and select “Beam” from the popup list.

### **Note**

Beamed patients will be stored in the “Unfiled Patients” folder on the receiving device.



# Appendix


## Expanding for improved Handwriting Recognition

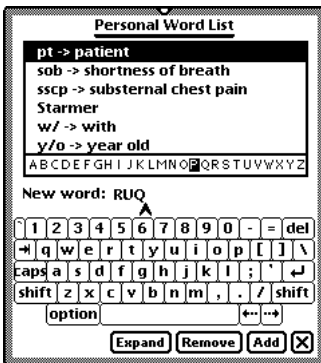
To improve the speed and accuracy of written data input we recommend using **expansions**. Expansions go into your user dictionary. Whenever the Newton OS sees an expansion word, it will expand the word based on what is entered into the dictionary. For instance, "pt" can stand for "patient". Every time you write "pt" the word "patient" will appear instead.

To add expansions to the user dictionary do the following...

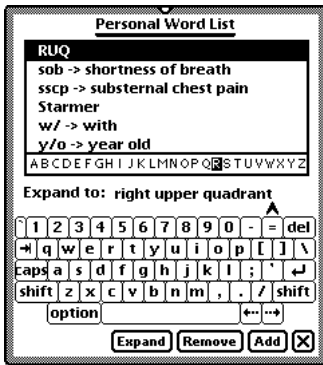
- Bring up the keyboard by double tapping an entry field.



- Tap  to bring up the dictionary.
- Type in the word you wish expanded and then tap **Expand**.



- Type in the expansion word or phrase and then tap **Add**.



## Registration & Support

Because we are selling HandLink directly over the internet, you will automatically be registered and placed in our database. For technical support we are available via email at the following address...

**support@simplemed.com**

## How to Contact Morgan Creek Medical

For questions of a technical nature regarding your copy of HandLink please contact us at the above email address.

Other ways of contacting us.

General Info (email)  
**info@simplemed.com**

Sales Info (email)  
**sales@simplemed.com**

Snail Mail  
**Morgan Creek Medical, Inc.**  
**5817 Erhardt Drive**  
**Riverview, Florida 33569**

Web  
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HandLink was designed on an Apple Power Macintosh computer using the following products.....

Newton Toolkit 1.6.3(Apple)  
Claris Draw (Claris)  
PhotoShop 3.0 (Adobe)  
MacWrite Pro (Claris)  
Adobe Acrobat 3.0 (Adobe)

Code  
Graphics, Icons  
Logo, Manual Art  
Manual Text and Layout  
PDF generation