

# Welch Allyn Connex® Central Station Quick Reference Card

## Main Monitoring screen overview

1. System message area. This section of the screen displays the covered location, date, time, and any patient or technical alarms.

2. Patient data area. This section of the screen displays patient tiles arranged in rows and columns.

3. Navigation area. This section of the screen displays secondary links to the Patient list, Station Alarms, View options, Settings, and system notifications.

4. Waiting area. This section of the screen displays patient tiles awaiting confirmation.

**Note** Do not leave a patient tile in the Waiting area for an extended amount of time, as patient measurements are not saved until the patient is confirmed. The waiting area is a temporary placeholder for patient tiles. Confirm the patient as soon as possible.

## Add a patient at the central station

**Note** This method is only recommended for use when your central station is not connected to an Admit/Discharge/Transfer system.

1. Click the Patients icon. The Patient List appears.
2. Click **Add**. The Patient Details window appears.
3. Scan the patient's barcode or use the keyboard to enter the patient's ID, name, date of birth, and other information.

**Note** The patient's first or last name can not exceed 32 characters. If the ADT system sends a first or last name longer than 32 characters, the name will be truncated, and will generate a conflict.

4. Click **Save**. The Confirm Changes dialog box appears.
5. Review the information in the dialog box, and if correct, click **Yes** to return to the Main Monitoring screen. If further editing is required, click **No** to return to the previous screen.

## Admit a patient from the Waiting area

1. In the Waiting area, click the patient tile you want to admit. The Device Detail window appears.
2. Click **Edit**. The Patient Details window appears.
3. Enter the patient information, choose a location for the patient and click **Save**. The Confirm Changes dialog box appears.
4. Review the information in the dialog box, and if correct, click **Yes** to return to the Main Monitoring screen. If further editing is required, click **No** to return to the previous screen.

## Admit a patient from the Patient List

1. Click the Patients icon. The Patient List appears.
2. In the **Unconfirmed** area, click the patient you want to admit. The Patient Details window appears.
3. Enter the patient location and device information. Click **Save**. The Confirm Changes dialog box appears.
4. Review the information in the dialog box, and if correct, click **Yes** to return to the Main Monitoring screen. If further editing is required, click **No** to return to the previous screen.

## Admit a patient from a room tile

1. Click on the patient tile in the Main Monitoring screen. The Patient Detail screen appears.
2. Click **Edit**. The Patient Details window appears.
3. Enter the patient information, choose a location for the patient and click **Save**. The Confirm Changes dialog box appears.
4. Review the information in the dialog box, and if correct, click **Yes** to return to the Main Monitoring screen. If further editing is required, click **No** to return to the previous screen.

## Assign a patient to a room

1. Click and drag a patient tile from the waiting area to the appropriate room. The Confirm Patient dialog box appears.
2. Click **OK** to confirm the transfer. The patient tile appears in the room area.
3. Click the patient tile. The Device Details window appears.
4. Click **Edit**. The Patient Details window appears.
5. Enter the patient's ID, name, date of birth, and other information.
6. Click the **Room / Bed** pull-down menu and select the appropriate room or bed.
7. Click **Save**. The Confirm Changes dialog box appears.
8. Review the information in the dialog box, and if correct, click **Yes** to return to the Main Monitoring screen. If further editing is required, click **No** to return to the previous screen.


## Transfer a patient to a new unit - same central station

1. Click on the tile of the patient you want to transfer. The Device Details window appears.
2. Click **Edit**. The Patient Details screen appears.
3. Edit the patient's new unit and bed and click **Save**. The Confirm Changes dialog box appears.
4. Review the information in the dialog box, and if correct, click **Yes** to return to the Main Monitoring screen. If further editing is required, click **No** to return to the previous screen.

## Transfer a patient to a new unit - different central station

1. Click on the tile of the patient you want to transfer. The Device Details window appears.
2. Click **Edit**. The Patient Details screen appears.
3. Click **Discharge**. The patient is moved to the **Discharged** tab in the Patients List.
4. Physically move the patient to the new unit.
5. At the new unit, admit or pre-admit the patient as described.








## Discharge a patient at the central station

**Note** You cannot discharge a patient who is continuously sending vital signs measurements to the central station. These patients appear in the list with the  icon.

1. Click the Patients icon. The Patient List appears.
2. Click on the patient name of the patient you want to discharge. Click **Discharge**. The Confirm Changes dialog box appears.
3. Click **Yes** to discharge the patient. The Main Monitoring screen appears.




**Note** It is important to discharge patients on a regular basis in order to keep the patient list current and up to date.

## Alarm indicators and controls

Icon	Description
	<b>Alarm off</b> No visual or audio alarms are enabled.
	<b>Alarm on</b> Visual and audio alarms are enabled.
	<b>Alarm audio off</b> Alarm limits and visual alarm signals remain active. A reminder signal periodically occurs.
	<b>Alarm audio paused</b> You have temporarily paused the audio tone for this alarm.
	<b>Alarm active</b> One or more alarms are active. Click this icon to pause the audio tone. Red icons represent high priority alarms, and yellow icons represent medium or low priority alarms.
	<b>Multiple alarms notification</b> Click this icon to cycle through the messages for the active alarm priority level.
	<b>Information status message</b> This icon is displayed with messages that are unrelated to physiological alarms.

## Pause an alarm at the central station


### Audio alarm characteristics

- After you pause an alarm, the alarm returns after a pause interval if the condition that caused the alarm persists.
  - If a new alarm condition occurs during a pause interval, a new audio tone occurs.
1. Click  in the System Message area. The alarm is paused. Visual indications remain in the patient tile until the condition is corrected or until the next measurement is taken.
  2. If multiple alarms are active, a multiple alarms notification appears in the System Message area. Respond to multiple alarms as follows:
    - a. Click  in the System Message area. (See note below.)
    - b. Read the alarm message for the second alarm.
    - c. Click .
    - d. Continue to click the multiple alarms notification and reset tones until you have read all of the messages.

**Note** The multiple alarms notification button displays the number of active alarms inside the alarm icon. A set of dots appears below the icon. These dots indicate the display order of alarms from highest (left) to lowest (right) priority, as well as the most recent in the case of multiple alarms of the same priority.

## Adjust patient alarm limits at the central station

**Note** Alarm limits that are adjusted at the central station are also adjusted at the device.

1. Click on a patient tile. The Device Details window appears.
2. Confirm that the alarm is on.
3. Select the Alarms tab. The Alarms tab appears.
4. You can manually enter upper and lower parameter alarm limits by entering a value in the numeric boxes on the left and right side.
5. You can adjust the range of the parameter alarm by clicking and dragging the left or right side of the slider bar.
6. You can adjust the overall range of the parameter alarm by clicking and dragging the center of the slider bar.
7. Click . The Main Monitoring screen appears. The alarm limits are adjusted at the central station and at the monitor.

## Review patient alarms

1. Click on a patient tile. The Device Details window appears.
2. Click **Review**. The Patient Review window appears.
3. Click **Patient Alarms**. The Patient Alarms tab appears.

## Station Alarms

This window displays all of the central station messages and patient alarms generated during the previous 12 hours. Click the Alarms icon in the Navigation area to open the Station Alarms window.

## Welch Allyn Technical Support

[www.welchallyn.com/support](http://www.welchallyn.com/support)

## Connectivity Tiles



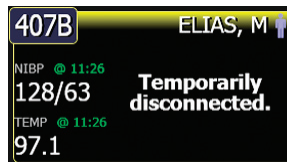
### Signal lost

This tile is displayed when the device has been unintentionally disconnected from the central station. For information on reconnecting the monitor to the central station, see the device directions for use.



### Standby

This tile is displayed when continuous monitoring has been paused at the device. For information on how to resume continuous monitoring, see the device directions for use.



### Temporarily disconnected

This tile is displayed when the device has been intentionally disconnected from the central station. If reasons for disconnecting from the central station have been configured, the reason appears under the **Temporarily disconnected** message. For more information, see the device directions for use.