

Mortality User Guide

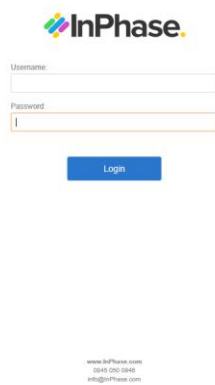
Contents

General Navigation and User Preferences.....	3
Accessing the Site	3
Username and Password	3
Navigation	4
Changing Password	4
View Date.....	5
Adding an Action.....	6
Mortality 7	
Add Review	7
Mortality Form.....	7
Mortality Review Management	9
Mortality Review Action Tracker	10
Review Search.....	10
Reports.....	11

General Navigation and User Preferences

Accessing the Site

To access InPhase please enter your InPhase URL into any web browser.



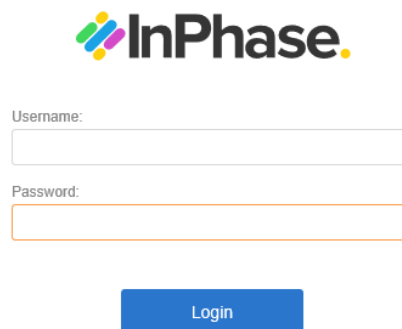
The screenshot shows the InPhase login page. At the top is the InPhase logo. Below it are two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon to toggle visibility. A blue 'Login' button is positioned below the fields. At the bottom, there is a small footer with the website URL and contact information.



Username and Password

Usernames and passwords can be granted by an administrator.

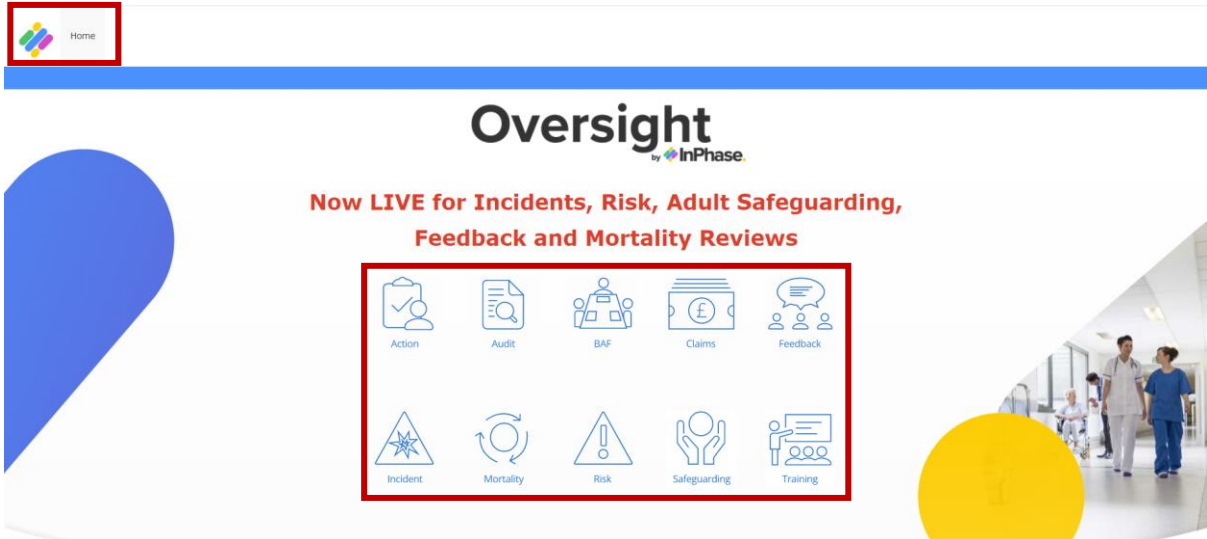
The username format is; ***FirstName Surname***



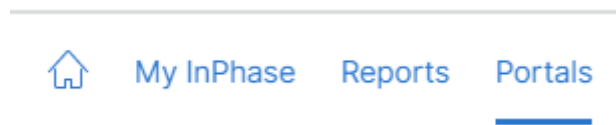
This is a clean screenshot of the InPhase login form. It features the InPhase logo at the top. Below the logo are two input fields: 'Username:' and 'Password:'. The 'Password:' field has a small eye icon. A blue 'Login' button is centered below the fields.

Navigation

To navigate to a page, click on the icon in the main menu, or the relevant option on the menu at the top of the page.

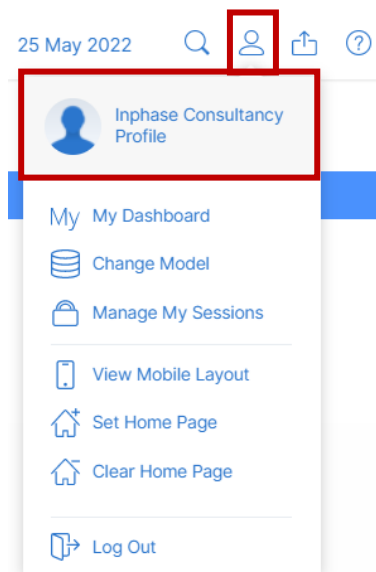


To return to the HOME page, to access your personal dashboard or to refresh the page you are on use the icons in the top left-hand corner of the screen

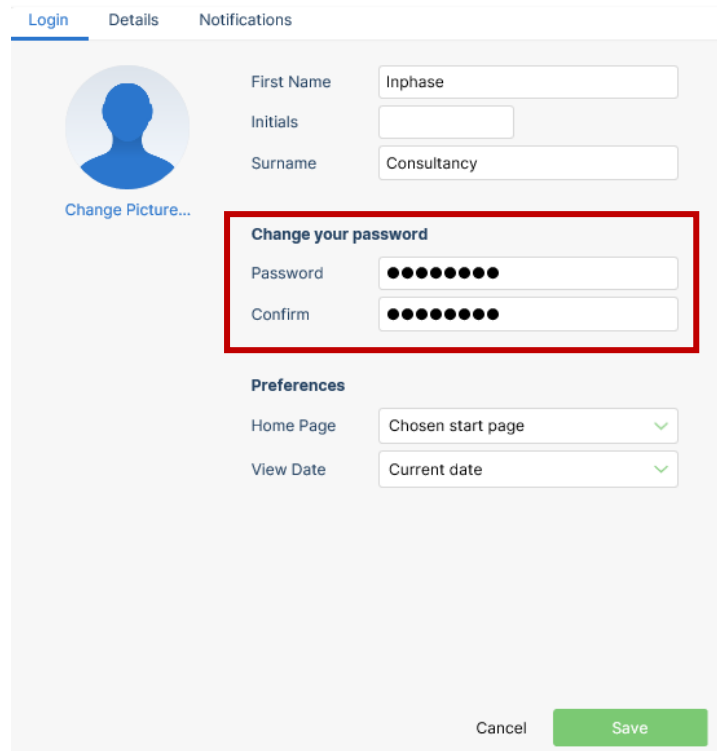


Changing Password

Click on the person icon at the top right-hand corner of the screen. Select **Profile** from the drop-down menu



Enter your new password in the fields provided and click save.



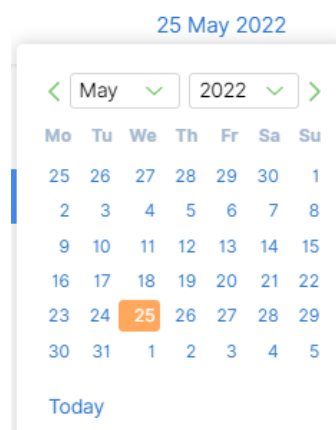
The image shows a user profile form with tabs for 'Login', 'Details', and 'Notifications'. The 'Details' tab is active. It contains fields for 'First Name' (Inphase), 'Initials', and 'Surname' (Consultancy). A 'Change Picture...' link is next to a profile picture placeholder. A red box highlights the 'Change your password' section, which includes 'Password' and 'Confirm' fields, both filled with black dots. Below this is a 'Preferences' section with 'Home Page' (Chosen start page) and 'View Date' (Current date) dropdown menus. At the bottom are 'Cancel' and 'Save' buttons.

You will notice that you have other preferences that you can change on the profile pop up also.

View Date

Data entered and displayed in InPhase is tracked by date. This means that if you wish to see past date or future time periods you can by simply changing the view date.

The view date is in the top right-hand corner of the screen. Click the date to produce the calendar.



Adding an Action

In each App there are icons or buttons to add Actions. Adding an action regardless of the App or page you are on requires the same process.

Actions

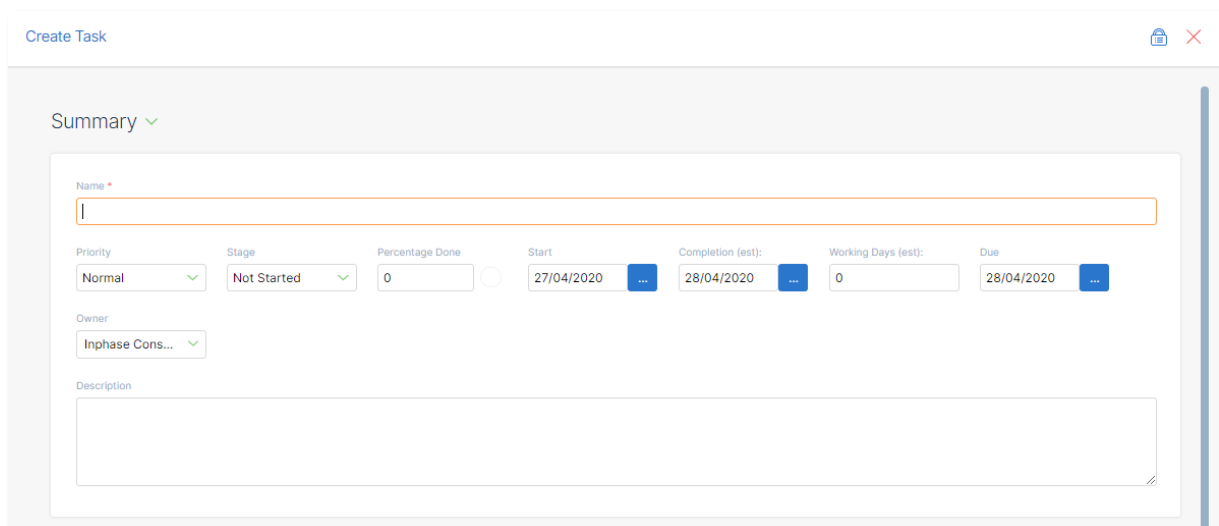
Please click the icon to create any Actions if required



Clicking on either an Add Action button or Icon will produce the Action pop.

The following fields need to be completed:

- Name
 - Limited to 100 Characters. Should be clear and concise to what the action is.
- Start
 - Calendar Selector. Date of when action will start
- Completion (est)
 - Calendar Selector. Data of when action is estimated (or actually) completed. When first adding an Action this should be set as the same as the Due Date
- Due
 - Calendar Selector. Date of when action is due to be completed by
- Owner
 - Defaults to the user adding the action. Can be changed if someone else will be responsible for completing the action.

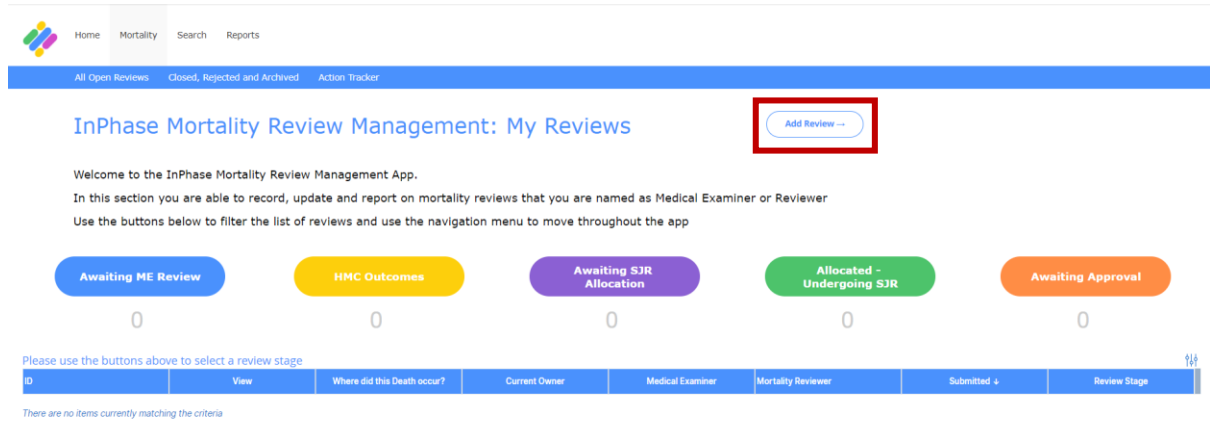


Once you have completed the required fields click Create.

Mortality


Add Review

A Mortality Review can be created wherever the 'Add Review' button appears across the App. Just click the button, and the Mortality form will open.



Mortality Form

The form is separated into Sections and Questions. Any mandatory questions are indicated with a red asterisk. You will not be able to submit an Alert until mandatory questions are answered.


Mortality Review
New

Acute or Community Review

Where did this Death occur? *

Acute Setting

Community Setting

Details of the Deceased

Forename *

Forename

Surname *

Surname

Hospital Number *

Hospital Number

NHS Number

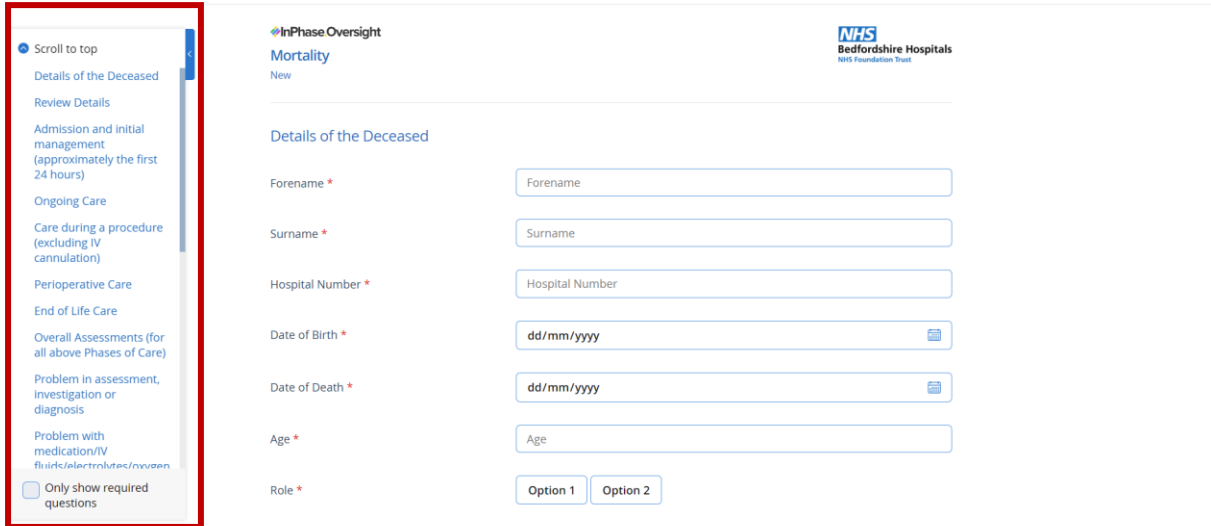
NHS Number

Date of Birth *

dd/mm/yyyy



To jump to a particular section of the form, you can expand the menu panel by clicking the blue icon on the left hand side of the screen.



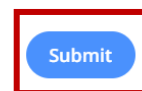
You can also select to only display the required questions to assist with the form completion.

Once the relevant details have been completed, click the 'Submit' button at the bottom of the page.

(a) Disease or condition leading directly to death *	<input type="text" value="(a) Disease or condition leading directly to death"/>
(b) Other disease or condition, if any, leading to I(a) *	<input type="text" value="(b) Other disease or condition, if any, leading to I(a)"/>
(c) Other disease or condition, if any, leading to I(b) *	<input type="text" value="(c) Other disease or condition, if any, leading to I(b)"/>
(2) Other significant conditions contributing to death *	<input type="text" value="(2) Other significant conditions contributing to death"/>

Assessment of problems in Healthcare

Please select all sections that apply and complete any supplementary questions below

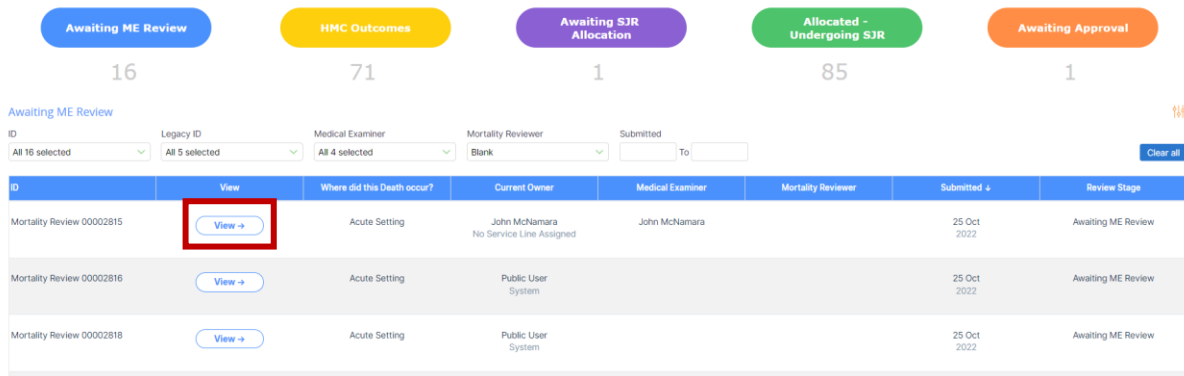


Mortality Review Management

Once a Review has been submitted, it will display in the table on the Review Management page.

This page also contains a count of the Reviews that sit within each stage. Click on the buttons for each Stage to see the record details.

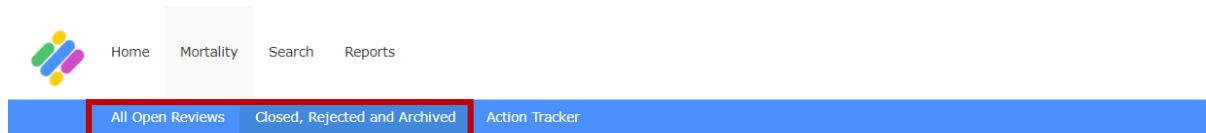
The filters at the top of the table can be used to filter the information as required. To view the full details of a Review, click on the 'View' icon.



The interface shows five review stages with their respective counts: Awaiting ME Review (16), HMC Outcomes (71), Awaiting SJR Allocation (1), Allocated - Undergoing SJR (85), and Awaiting Approval (1). Below the stage counts are filter dropdowns for ID, Legacy ID, Medical Examiner, Mortality Reviewer, and Submitted. A table lists three reviews, each with a 'View' button highlighted by a red box.

ID	View	Where did this Death occur?	Current Owner	Medical Examiner	Mortality Reviewer	Submitted +	Review Stage
Mortality Review 00002815	View →	Acute Setting	John McNamara No Service Line Assigned	John McNamara		25 Oct 2022	Awaiting ME Review
Mortality Review 00002816	View →	Acute Setting	Public User System			25 Oct 2022	Awaiting ME Review
Mortality Review 00002818	View →	Acute Setting	Public User System			25 Oct 2022	Awaiting ME Review

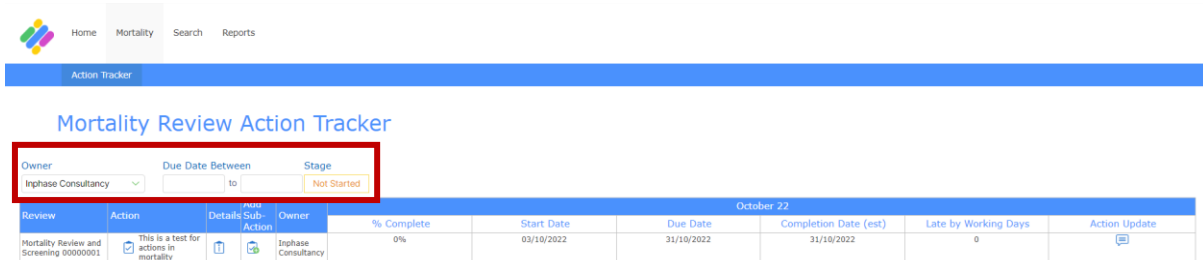
You can also see all the 'Open' reviews, or reviews that are Closed, Rejected or Archived, by clicking on the relevant item in the menu bar.



The navigation menu bar includes 'Home', 'Mortality', 'Search', and 'Reports'. Below it, a blue bar contains 'All Open Reviews', 'Closed, Rejected and Archived' (highlighted with a red box), and 'Action Tracker'.

Mortality Review Action Tracker

All Actions that have been added against a Mortality Review are displayed in the table. You can click the 'Data Entry Mode' button to edit the Action details, if your permissions allow. The filters at the top of the table can be used to filter the information, and the 'Excel' icon will export the current view of the table (any filters applied) to a csv file.

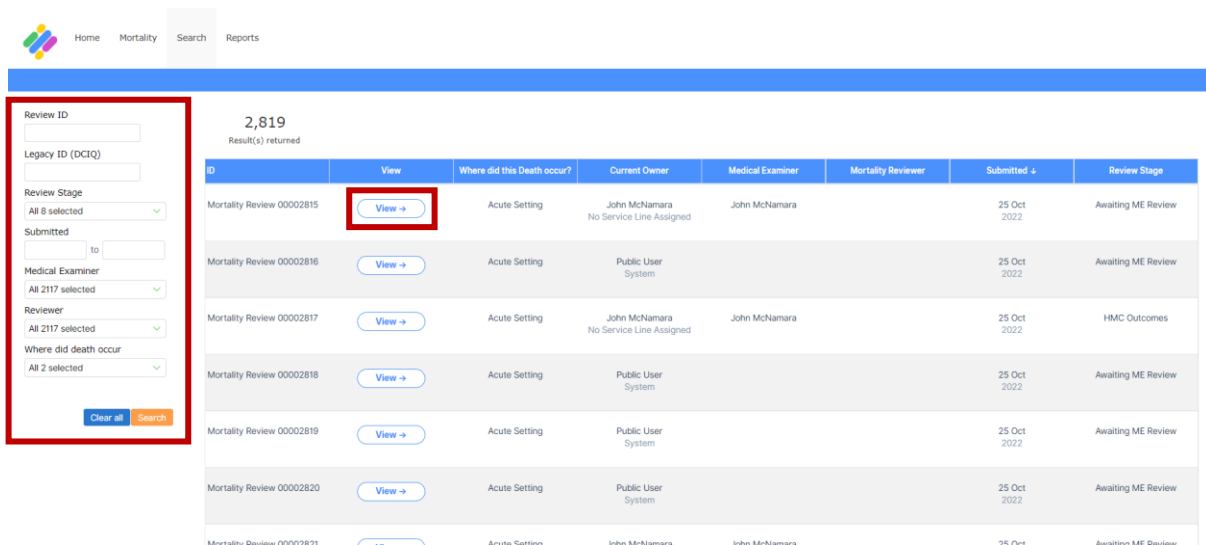


Review Search

This page allows you to search for a specific Review, or multiple Reviews which match the selected criteria.

The search options are available on the left hand side of the page. You can select the required search criteria, and then click 'Search', and the results will be displayed in the table to the right of the search criteria. Please note that you can 'book-end' your search with an asterisk to perform a 'wildcard' search.

You can access the details of any search result by clicking on the 'View' icon, and can export the results to Excel by clicking the 'Excel' icon in the top right corner of the table.



Reports

This page displays all Reviews opened in the current financial year, with the following visualisations

- Count of Reviews
- Reviews over Time (by month)
- Reviews by Stage
- Age Profile
- Reviews by Medical Examiner
- SJR Reviews by Reviewer
- Admission and Initial Management Rating
- Ongoing Care Rating

