

TURNING THE WOUND MANAGER ON/OFF**How do I enable the Wound Manager?**

- Navigate to **Company Setup** under the **Admin** tab. On the **Clinical** tab, select **Enable** under **Wound Manager**. Click **Submit Request** to finish enabling the Wound Manager.
- Once the Wound Manager is enabled, your organization will enter a three-week trial period during which it can be disabled. After the trial period has ended, the Wound Manager cannot be disabled.

Does information from the Wound Worksheet automatically populate in the new Wound Manager?

- No. The Wound Worksheet is a manual system that is not compatible with the Wound Manager. If necessary, users can manually transfer data from the Wound Worksheet to the Wound Manager.

How do I disable the Wound Manager?

- Once the Wound Manager is enabled, your organization will enter a three-week trial period during which it can be disabled. After the trial period has ended, the Wound Manager cannot be disabled.
- To disable the Wound Manager during the trial period, navigate to **Company Setup** under the **Admin** tab. On the **Clinical** tab, select **Disable** under **Wound Manager**. Click **Submit Request** to finish disabling the Wound Manager.

If I disable the Wound Manager, will I need to re-enter wounds and orders?

- Yes. Data will not automatically flow between the Wound Manager and Wound Worksheet. All documentation previously entered for a wound will remain on the PDF visit note. Orders entered at the start of the episode and during the episode do not need to be re-added. However, orders entered at recertification must be added to the Plan of Care Profile. Wound documentation must be added using the functionality in the Wound Worksheet.

If I disable the Wound Manager, can I still view the Wound History and Flowsheet screens?

- No. The Wound History and Flowsheet features are only available when the Wound Manager is enabled.

If I disable the Wound Manager, can I turn it back on in the future?

- Yes. When you turn the Wound Manager back on, all the previously entered information will be present.

WOUND CARE ORDERS**Do wound care orders need to be added before creating wounds in the Wound Manager?**

- Yes. The Wound Manager provides automation features that require wound care orders to be added before wounds. This functionality facilitates compliance and prevents disruptions in data automation.

Do I have to enter a wound order for each wound?

- Yes. Each wound must be associated to its own wound care order. Each wound has its own set of data points for reporting and analytics.

If wound care is the same for multiple wounds, do I still have to add a separate wound order for each wound?

- Yes. Each wound must be associated to its own wound order. You can use the **Duplicate** button to duplicate a wound care order without having to re-type the order for every wound.

What happens if I delete unassociated orders when completing documentation in the Wound Manager?

- The unassociated orders will not flow to the Plan of Care. After selecting **Complete** in the Wound Manager, the system will alert you if there are unassociated wound orders. Select **Yes** in the pop-up alert to automatically delete the unassociated wound orders and complete the documentation in the Wound Manager. Users can only delete unassociated orders when creating the Plan of Care at start of care, resumption of care or recertification.

Why is the Treatment Performed section locked on the first visit?

- Treatment performed is based on the wound orders entered by the clinician. This is a common area of deficiency for many organizations. It is imperative that clinicians document treatment performed that is consistent with the physician orders.

Do I have to enter orders in the Plan of Care Profile and in the Wound Orders Profile?

- No. When completing a visit, recertification or resumption of care, all existing wound orders will automatically move from the Plan of Care Profile to the Wound Orders Profile.
- When completing a start of care visit, users can enter wound care orders by selecting the **Wound Orders Profile** button in the **Orders for Discipline and Treatment** section on the **Integumentary Status** tab.

If I have patients with active wounds, will I need to re-enter all wound orders after enabling the Wound Manager?

- No. All existing wound care orders will automatically move to the Wound Orders Profile to be associated to the appropriate wounds.

When do wound care orders flow to the Plan of Care?

- Wound care orders flow to the Plan of Care when an assessment is completed.

Can I upload a wound photo before entering a wound order?

- No. A wound care order must be created to add a wound and take/upload a wound photo.

Where can I document the goals of wound care?

- On the **Integumentary Status** tab of an OASIS assessment, select **Alteration in Integumentary Status** (problem statement) under **Orders for Discipline and Treatment**. Select **Need for Wound Management** (intervention) to add goals, medical necessity and homebound narratives to support skilled care.

Can I add an initial wound care order if I'm still waiting on subsequent orders from the physician?

- If you receive an order to evaluate and treat a wound, when the clinician is not able to receive orders for subsequent wound care, the initial orders (which may include cleansing and covering the wound) must be added to cover the intervention documented by the clinician in the patient record. Once subsequent orders are received, click the **Change Order** button to add the new orders.

Where can I access the Wound Orders Profile outside of the Wound Manager?

- The Wound Orders Profile cannot be accessed outside of an assessment or physician order. Users can view wound orders through Plan of Care Summaries, which house all patient interventions. To view a patient's Plan of Care Summary, navigate to the patient's chart and select **Plan of Care Summary** from the **Quick Reports** menu on the right side of the screen.

ADDING NEW WOUNDS

Is there a limit on how many wounds can be entered in the system?

- No. The Wound Manager supports an unlimited number of wounds.

Can I assign my own wound numbers when adding new wounds?

- No. The Wound Manager automatically assigns a unique number to each wound. By automatically assigning wound numbers, the system prevents duplicate numbers and enables tracking throughout the life of each wound. Wound numbers are never recycled.

Can I enter wound numbers assigned by the wound clinic?

- Wound numbers from the wound clinic can be included in wound care orders (e.g., wound care to wound #1 pressure ulcer to left buttock). However, if the wound clinic does not keep track of the patient's historical wounds or reuses numbers, or if the patient is seen by another clinic, the system would not be able to track the life cycle of the wound across admission periods.

Does the system require users to document wound measurements?

- No. The system does not require users to document wound measurements. This is an enhancement that will be released in the Wound Manager in a future update.

Are wound photos stored on my device?

- From a mobile device, users can take wound photos in the Wound Manager without storing the photos to the device. From a PC, tablet or phone, users can upload photos that are stored on the device. Wound photos stored on devices must comply with the organization's confidentiality and privacy policies and procedures.

Does the Wound Manager require electronic patient consent for capturing wound photos?

- No. Electronic consent to take wound photos is an enhancement that will be released in a future update.

If I accidentally associate the wrong order to a wound, do I need to write a new order?

- If you associated the wrong order and created the wound, you must write a new order. If you associated the wrong order but have not yet created the wound, click the delete icon next to the order to move it back to the Wound Orders Profile.

If I add a new wound without selecting Complete in the Wound Manager, will the wound still flow to the next visit?

- Yes. When wounds are added and the visit is saved, the wounds automatically flow to the next visit for documentation.

How can I prevent clinicians from associating the wrong orders to wounds?

- Clinicians should always carefully review orders before administering care. The Wound Manager provides four opportunities for clinicians to verify that the correct order is associated to a wound:

1. When entering the order
2. When associating the order (a confirmation pop-up reminds the clinician to verify that the order is correct before associating the order to the wound)
3. When documenting treatment performed
4. Before selecting the **Create Wound** button

WOUND DOCUMENTATION

Does the Wound Manager prevent clinicians from turning in blank documentation?

- Yes. The system automatically validates documentation to confirm that it is filled out correctly. Clinicians will receive an automatic validation error when attempting to sign a visit note without completing necessary documentation in the Wound Manager.

Can I print a patient's wound history from the patient's chart?

- No. This is an enhancement that will be released in a future update.

Can I print wound flowsheets from the patient's chart?

- The information from the wound flowsheet appears on the PDF version of clinical notes. Users can print clinical notes to retain hard copies of wound flowsheet data.

Can clinicians add granulation tissue descriptions for stage 1 and 2 pressure ulcers?

- No. Since stage 1 and 2 pressure ulcers do not granulate, the Wound Manager does not allow clinicians to document granulation for these ulcers.

WOUND MANAGEMENT

Can I reactivate historical wounds?

- All historical wounds can be reactivated within 14 days of deactivation. After 14 days have passed, only stage 3 and 4 pressure ulcers can be reactivated.
- Users can reactivate eligible inactive wounds by selecting **Reactivate Wound** on the Wound History page. Wounds that are eligible for reactivation can be activated on the subsequent admission period. All other wounds become historical and are only visible from the admission period during which they were active.

Can wounds be reactivated from the back office?

- No. Wounds can only be reactivated and documented in the Wound Manager from a visit note or assessment.

Can clinicians back-stage wounds in the Wound Manager?

- No. Clinicians can only select a higher stage of tissue damage for pressure ulcers.

Can I delete an active wound from the Wound Manager?

- Once a wound is activated, it cannot be deleted. To remove an active wound from the Wound Manager (e.g., wounds activated in error), click the blue **Deactivate** button and select the reason for deactivating the wound. Users can select from the following reasons:
 - Activated in Error
 - Healed/Closed
 - Irremovable Dressing/Device Added
 - No Further Orders
 - Observation Only
 - Patient Discharged
 - Refused Care

LATE VISIT MANAGEMENT**Can I complete Wound Manager documentation before completing an OASIS/non-OASIS assessment or clinical note?**

- Yes. Documentation in the Wound Manager can be completed even if a visit note has not yet been completed or signed.

If my visit documentation is late and another clinician has started the subsequent visit, can I still complete documentation in the Wound Manager?

- You can document your assessment in a late note, but you cannot add new wounds, change orders, restage/change tissue injury level, reactivate or deactivate wounds after the next visit has started. The Wound Manager prevents users from managing wounds out of order to avoid disruptions in wound tracking and data integrity.

If I am the only clinician seeing the patient and my visit documentation is late, can I change wound management aspects of the wound care visit?

- Yes. If you do not start another visit before completing the late visit, you can enter wound documentation and manage the wounds (e.g., add new wounds, change orders).

LEARN MORE**Where can I find more information on the Axxess Wound Manager?**

- Axxess provides a library of on-demand training materials to help your staff deliver better wound care using the Wound Manager. Visit axxess.com/help or follow these links to learn more:
 - [Wound Manager Overview](#)
 - [Wound Manager Intro Guide](#)
 - [Wound Orders Profile](#)
 - [Wound Manager Videos](#)