STERISIMPLE™

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STERIRECALL™
User Manual

STERIRECALL User Manual

STERI*RECALL* is software designed to track the use of sterilized instruments with patients. It will link a particular sterilized item to a patient on the day it is used and save the information in an encrypted database. Entry of information only takes a few seconds per patient.
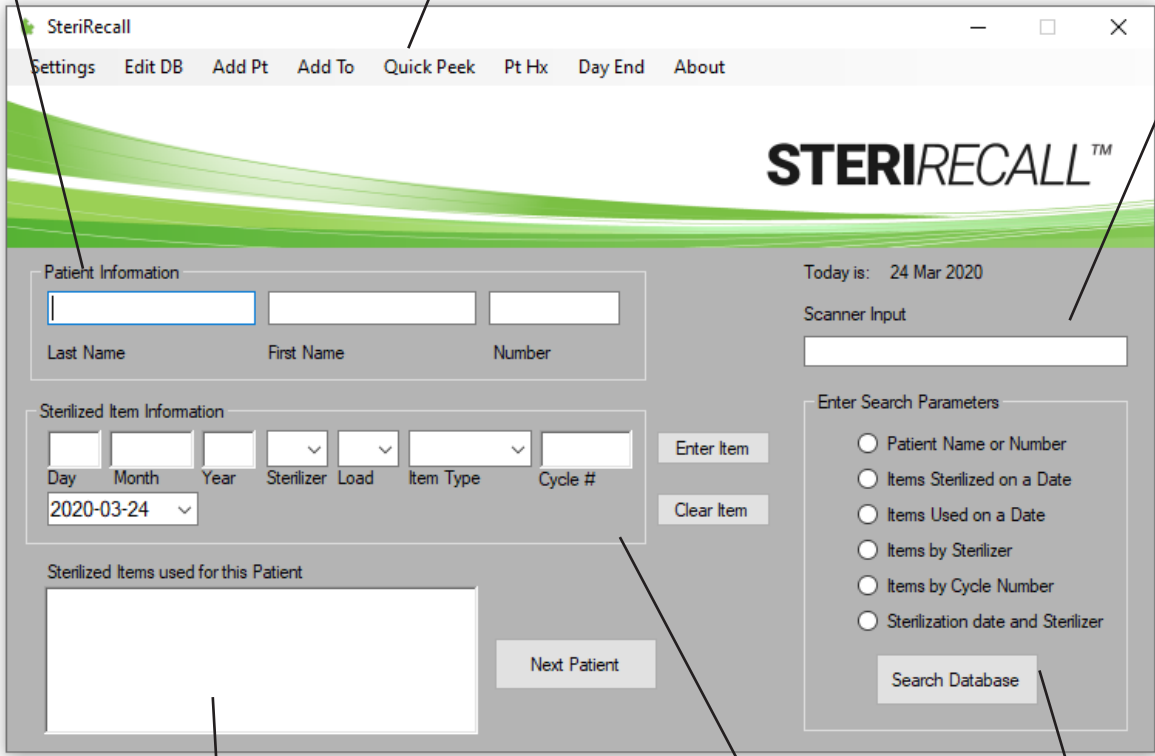
Sterilized items will have QR-coded labels affixed to them, produced by STERI*READER*.

The database can be searched instantly in several ways, reports can be generated instantly and saved for later reference.

The database may also be integrated with your existing office management software, if it is compatible.

This software will automatically produce and save a Daily Instrument Usage Report and will automatically back up.

This is the User Interface or Main Screen of STERI*RECALL* software.

Enter patient name here

Menu bar

Scanner entry

Entered information is displayed here

Manual entry

Search functions

General Settings.

The general settings will be configured for you during our remote installation of STERI*RECALL* on your network. This should only have to occur once, but as you become more familiar with the operation of this software, you can change anything at any time through **Settings**.

Below is a description of the items found in **Settings**:

Help	Clicking this will activate the online Help website.
Select Destination	This is the **Drive**, not the specific folder, where the Instrument Usage Database will be saved. It can be saved locally, on the device running the software, or on another device on your network.
Locate Cycle Logs from SteriReader	This is the specific folder called Cycle Logs, where cycle data from STERI*READER* is saved. This may be on the current computer, on another device, or on your server. It will be located on the drive of that device, in a folder called **SteriSimple\SteriResults\Cycle Logs.** Locate and select Cycle Logs. Locating this folder allows cycle data to be pulled up when you double-click any line in any search using STERI*RECALL*, including Quick Peek.
Select Printer	Select the local or networked printer to print reports.
Set Back-Up Schedule	This is a scheduled task that will back-up the Instrument Usage Databases. The software *does not need to be running* for this to occur. If you choose to back-up to a USB or external hard drive, please ensure that one is installed to your device before setting this task. Use the pull-down boxes to indicate the **Destination Drive**, **Daily** or **Weekly** (it is best to select **Daily**), then set the **Time** and hit **Set**. The task will back-up the Instrument Usage Database plus all reports to the specified destination. You can disable this task at any time by hitting **Disable**.
Set Auto-Report Time	This function will produce and save a summary report of your daily Instrument Usage. Simply specify the time and hit **Set**. The results will be saved, accessed through Settings (View Reports).
Back-Up Now	Clicking this will execute the scheduled back-up task defined above. If you do so, the scheduled back-up will still occur. Consider doing this if the device will be off when the scheduled back-up would otherwise occur.
Report a Bug	Here, you can enter information regarding bugs or glitches you may have encountered. Please consider adding a phone number (and letting me know who you are) for a faster response. Hit **Submit** when finished. Please do not use this function to ask questions regarding this software.

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Send to Gmail

You can send a daily Instrument Usage Report to a gmail account, which is free off-site storage. The report are not sent as an attachment to the email, but rather as the text of the email, so it cannot be altered. Consider making a gmail account strictly to receive reports from SteriSimple. For it to work, go to the Security tab within your gmail account and ensure that **Less secure app access** is **On**. You may need to change your password at this time. Test this function by clicking the Test button.

Since there is patient information in this report, it must be encrypted before sending it. Enter an encryption code of your choice when setting the information. This will be saved and used to encrypt the information for sending to gmail.

If you need to retrieve the information, go to your gmail account, select the email and copy the text, which will be illegible. Save it as a *.eml or *.txt file. Drag the file into the textbox and hit Decrypt.

View Reports

Select a date to view saved Instrument Usage or Search reports and print them if you need to.

Manually Enter System Codes

This function allows you to upload monthly activation codes if you're running STERI*RECALL* on a computer without internet connection. Of course, this is not the preferred method; internet connectivity is preferred. Codes will be emailed to you as needed. Download the zipped folder and drag it into the textbox as indicated. Click Go and the software will install the codes automatically.

Manually Enter Software Updates

This function allows you to install updates if you're running STERI*RECALL* on a computer without internet connection. Of course, this is not the preferred method; internet connectivity is preferred. A zipped folder with software updates will be emailed to you. Download the zipped folder and drag it into the textbox, then click Go. The updates willbe installed automatically. You will need to restart STERI*RECALL* when completed.

Menu Bar Functions.

Below is a description of the various functions found in the menu bar.

Settings   These functions have been described above.

Edit DB   Functions contained within this tab allow you to change information entered on today's date only. There are three functions:

1. Remove patient.
   Do this if you've entered instruments for use with a patient who failed their appointment.
   When you click this, a screen displaying all the patients and instruments already entered will appear.
   Double-click on a the name of the patient. That name will appear in fields near the bottom of the screen, then click **Remove**.
   All instruments linked to that patient today, will be removed from the database.

2. Remove one item.
   Do this if you have not used an instrument that has been entered.
   When you click this, a screen displaying all the patients and instruments already entered will appear.
   Double-click on any line containing the name of the patient. That name will appear in fields near the bottom of the screen.
   Scan the item to be removed. It will be automatically removed.

3. Change spelling.
   Do this if you need to change the spelling of a patients name.
   When you click this, a screen displaying all the patients and instruments already entered will appear.
   Double-click on any line containing the name of the patient. That name will appear in fields near the bottom of the screen.
   Enter the corrected first or last name, then hit **Correct It**.
   All instances of that patients name will be changed, on today only.

Add Pt   Use this to pre-enter patients before you need to scan their items. Doing so will allow the Patient Name or Patient Number boxes to autocomplete their information, after you type only a few characters.

Add To   Click this if you have already entered instruments for a patient, but need to add one or more. When you click this, a screen with the list of names of patients entered today will appear. Double-click the name in question, and you will be brought back to the main screen with that patients name entered into the Name fields. Scan the required items as you normally would.

Quick Peek   This is a very useful function that you will find gets a lot of use. Click this to see the list of patients and instruments that have been entered today. The list will appear in the order of entry. **Double-click** any of the lines to pull-up the cycle log for that particular instrument, if you have linked the databases through **Settings (Locate Cycle Logs from SteriReader)**.

Pt Hx   This produces a quick report of a complete instrument usage history for any patient.
If you have integrated STERI*RECALL* with your office management software, click a button in the patient chart to activate this software, then click this button for the complete report. Double-click any line to pull up the cycle log for that item.

STERIRECALL™

Menu Bar Functions, continued . . .

Day End This function will generate and save a report of daily instrument usage (this is the report specified through **Settings (Set Auto-Report Time)**). It will also execute the scheduled back-up task. For this to work, you must have already specified an **Auto-Report** and **Back-Up** task through **Settings**. Clicking this executes both tasks before their scheduled times. It's a very good idea to click on this as the last thing you do each day.

About This indicates which version of STERI*RECALL* you're running and whom it's registered to.

Database Searches.

Each search will produce a list of patient names and the instruments used in their treatment. You can double-click on any line in any search to pull-up the sterilization cycle log of that particular instrument. Any search resultcan be saved as a report and printed.

Patient Name Enter the patient name then Generate Report. A list of every single item used in treatment of that particular patient will be displayed.

Items Sterilized on a Date Select a date then Generate Report. A list of all items sterilized on that particular date will be displayed.

Items Used on a Date Select a date then Generate Report. A list of all items used on that particular date will be displayed.

Items by Sterilizer Select sterilizer then Generate Report. A list of all items ever sterilized by that particular sterilizer will be displayed. It may take a few minutes to search.

Items by Cycle Number Enter a cycle number then Generate Report. A list of all contents of that particular cycle number will be displayed.

Sterilization date and Sterilizer This is an instrument recall. Select a date and select a sterilizer then Generate Report. A list of all patients potenitally affected by the supect sterilizer will be displayed, as well as unused items still in storage, so they can be retrieved for testing, quarantine or reprocessing.

Data Entry and Day to Day Use.

To enter data into the Instrument Usage Database, begin by:

Activating STERI*RECALL* through the patient chart and begin scanning (STERI*RECALL* must be integrated with your office manangement software for this to occur), or

Start typing a patient last name; the software will auto-populate the rest of the name and the patient number, or

Enter the Patient Number.

There are two ways in which you can enter data:

A. Data Entry with a 2D Barcode Scanner:

This is the preferred method of data entry.

1. Enter the patient name or number. The cursor **must** be in the Scanner Input box for data to be entered.

2. Scan the QR-coded labels on your sterilized items with your 2D barcode reader. The item information will be displayed in the bottom left of the main screen. At this point, the information has been automatically entered to the Instrument Usage Database. That's all you have to do for that item.

3. Hit **Tab** when you've scanned your last item for that patient, which will highlight the **Next Patient** button.

4. Hit **Enter** on your keyboard. This resets the entry and the cursor will be in the **Last Name** field.

This method of date entry is exceptionally efficient and is nearly effortless. It does require a 2D barcode reader.

B. Manual Data Entry:

If you've elected not to use a 2D barcode reader, you will enter the data manually.

Within the **Patient Information** box, located in the mid-left of the main screen, do the following:

1. Type the patient **Last Name**, then hit **Tab**,

2. Type the patient **First Name**.

3. Use a mouse and enter the specifics from the **pull-down boxes** in the **Sterilized Item Information** box.

4. Hit the **Enter Item** button. The item information will be displayed in the bottom left of the main screen. At this point, the information has been automatically entered to the Instrument Usage Database.

5. Hit the **Clear Item** button to clear the item information fields.

6. Hit the **Next Patient** button to clear the name fields and begin entering data for the next patient.

Notes.

This software is set-up for ease of use but it is still very important to ensure that the cursor is in the Scanner Input textbox before scanning. Sometimes, some offices manage to get the date from the label into that box. It may temporarily cause a glitch during patient number entry or patient number search. If the glitch occurs, it should only occur once; the software will see the glitch and correct it. However, please be sure that the cursor is in the scanner entry box before scanning the labels.

Regarding the encryptor code for sending reports to gmail, it can be very simple, perhaps only one character. This code is saved, so you do not need to worry about remembering it.

Thank you for using STERI*RECALL*
and for your support of the STERI*SIMPLE* System.

Please contact us directly at info@sterisimple.ca
if there are any questions.