Mosos Comfort User manual

Version 12.13.23

Great Britain

ICT HCTS

Content

Introduction

This manual contains explanation about various Mosos products*. Each of these products consists of one or more modules and these modules are often (optional) expandable with various options.

Mosos; MOnitoring and Storage of Obstetrical Signals

Access to these programs/modules/options depend on which components are installed. In addition, access to the different components also depends on the authorization of the user (logged in).

Manual (online and print version)

The manual for our Mosos products can be found in our modules (under the 'Help' button).

> ⓘ In connection with the reader's convenience, certain parts of the content repeats in different chapters.
>
> ⓘ All images used in this manual, contain fictional data.
>
> ⓘ In this manual, 'Mosos' products always refers to Mosos Comfort products. MososNXT L&D and MososNXT CTG products have their own manuals.

Product classification in the manual*

Basic functionalities can be found in chapter 'Mosos Base'. Other general functionalities and options are listed in chapter 'General'.

Product	Contains	Where in the manual?
Mosos CTG	Mosos <Base> General Maintenance	Chapter 'Mosos Base'.
	Start	Chapter 'Mosos Base'. Contains modules like: Mosos Menu, Log in and closing, Create a record, TEMP numbers, Term etc.
	Mosos - CTG	Chapter 'Mosos CTG'. Contains modules like: Mosos <CTG> Console, Mosos <CTG> Central Monitoring, Partogram, Mosos <CTG> WebConsole etc.
	Orders	Chapter 'Mosos Base'.
	Notes	Chapter 'Mosos Base'.
	Mosos <PatientView>	Chapter 'Mosos Base'. Overview Delivery rooms: Standard with Mosos <CTG> Console. Other components are optional.

	Course	Chapter 'Mosos Base'.
	[Mosos - Base - Report generator](#)	Chapter 'Mosos Base'.

* For product classification according to CE Standards, see the [copyright](#) page.

Symbols/Icons

Manual symbols

⚠️ In this manual warnings are marked with this symbol. A warning alerts the user to potential serious outcomes (death, injuries or unwanted events) for user/patient.

◈ In this manual recommendations are marked with this symbol. A recommendation is an advice that will help the user to use the software safely and effectively.

① Note, Attention or Tip: Additional informations and tips about working with in the programs.

[ ] If a word is placed in square brackets, it is describing a button in the software.

With this symbol, the contact details of the supplier are indicated.
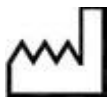
This symbol is put in place before the release date of this manual.

CE The CE mark, Conformité Européenne. Gives information about the guidelines/conditions/requirements to which the product/software must conform.

Program icons

After starting a program, the corresponding icon shows in the taskbar.

Mosos Analysis / Statistics / Report programs

Mosos <Base> Menu

Mosos Maintenance programs

Mosos - CTG

Mosos <CTG> Central Monitoring

Mosos <O>

Mosos - O - Clinical record

 Mosos <PatientView>

 Mosos - U

 Mosos <P>

 Mosos <P> Export

Disclaimer

General

⚠️ The user is and remains responsible at all times for the data entered / stored in the Mosos applications, according to accuracy, timeliness, clarity and completeness.

⚠️ The user is and remains responsible at all times for the correct validation of the data entered / stored at the time the user when the user wants to apply this information to the healthcare process.

⚠️ Mosos CTG requires skilled use based on appropriate theoretical and practical training and the application of general guidelines, local guidelines and mandatory rules.

⚠️ The user muting of pc volume is a normal pc function and is not a function of the Mosos software.

⚠️ When copying data (for example, pregnancy chart), the user must verify this information with the patient in question. ICT Healthcare cannot guarantee the accuracy of data obtained from third parties.

Mosos CTG

⚠️ Mosos CTG is a diagnostic aid that does not replace the clinician's judgement. The interpretation of alarms and the appropriate (clinical) response remains with the clinician.

◈ Take several aspects into account when making decisions. The use of diagnostic tools complementary with Mosos CTG is recommended.

⚠️ CTG analysis functions (for example the STV calculation) are a tool and cannot replace the judgement of the qualified professional.

⚠️ Mosos CTG provides secondary alerts only and does not replace the alerts or alarms of the cardiotocograph.

◈ Do not use the Mosos CTG system before all alarm settings are set and tested.

◈ Be aware of alarm fatigue when configuring alarm settings. Alarm fatigue can make users intentionally defeat the alarm audio.

⚠️ Continuous cardiotocography during labour is associated with an increase in caesarean sections and instrumental vaginal births.

⚠️ Mosos CTG use requires application of the principles of intrapartum fetal surveillance and knowledge of its shortfalls as well as knowledge of actions that could be pursued to reduce avoidable morbidity and mortality.

⚠️ Abnormal fetal heart rate patterns are poor predictors of fetal depression at birth when used without additional confirmatory information

Do not rely solely on Mosos CTG for fetal wellbeing and be aware of limitations and artefacts, such as double maternal heart rate being displayed.

Confirm fetal heart rate using independent means (e.g. Pinard or hand held Doppler) if there is any clinical uncertainly.

Mosos CTG use requires the skill of Intermitted Auscultation (IA) and the proximity of associated tools at all times, in case Mosos CTG fails and the cardiotocograph fall back option fails as well.

The suspicious CTG trace has low predictive value in terms of fetal acid base status at birth and needs to be complemented with other diagnostic modalities before undertaking any operative intervention.

In specific, in vaginal deliveries with pathologic FHR the use of FBS as an additional means of intrapartum fetal surveillance is associated with less vaginal operative deliveries, and with an improved short-term neonatal outcome.

The user should permanently check the system when a suspicious trace pattern is appearing and should recognize the visible alert notification in order to not tremendously increase risk when audible alarm is not recognised or audible.

Researchers should be aware that dissemination bias may affect different CTG sources of evidence differently.

Comply with the manufacturer's instructions for use (and addenda) of the cardiotocograph you use. In specific on artefacts in Fetal Heart Rate Measurement.

The foetal heart rate must always be assessed in relation to other physiological parameters.

Warning regarding CTG devices

For proper operation of Mosos CTG use only CTG devices that are approved by ICT Healthcare. The internal Mosos administrator in your organization is responsible for the coordination with the Mosos supplier.

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For information contact ICT Healthcare.

Mosos is a registered trademark of ICT Healthcare. Other products names used herein are used for identification purpose only and may be trademarks of their respective company.

ⓘ ICT Healthcare devotes the utmost care and attention to the content of this manual. All patient data that are displayed are fictitious data, any similarities to actual existing individuals and situations are purely coincidental.

ⓘ However, the possibility always exists that part of the information presented in this document is incomplete, incorrect or obsolete. ICT Healthcare strives to update this document at regular intervals. Any change to the content will be made without prior notice.

ⓘ As ICT Healthcare's products are subject to continuous improvement, the screen shots in this document may differ to a certain extent from the actual look and feel of the Mosos application. The application's appearance also depends on the version, authorisation and settings.

⚠ Warning

Any user of Mosos software should be aware of the general and specific (applicable to the software) recommendations and warnings. Please refer to the Mosos manual for these recommendations/warnings, chapter 'Introduction, Disclaimer'.

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CE 0344   Mosos CTG (including Mosos Base)   CE Class IIA

CE   Mosos Ultrasound (NL-CA-002201430711)   CE Class I
           Mosos Patient Record (NL-CA-002201430712)

Mosos - Base

Mosos <Base> General Maintenance

Each application has one or more additional programs for the purpose of program setting / maintenance. Also some additional programs are provided that relate to settings which all applications use.

With these additional programs it is possible, without supplier intervention, to view/modify settings. These additional programs are controlled by a Mosos administrator.

Terms

User
A person who is authorised to use relevant Mosos modules. He/She has been granted a login name and password to access one or more Mosos modules.

Administrator
A person authorised to manage the relevant Mosos modules. He/She has been granted a login name and password to access relevant modules (especially maintenance programs) as user and administrator.

Administrator activities

- Maintain program/modules settings
- Archiving CTG's (if applicable)
- Maintain selection lists
- Create new user accounts
- Maintain user data
- Practical support to users
- Train (new) users
- Record / Report software failure
- Act as contact person for supplier

Using Mosos <Base> General Maintenance

- In Mosos <Base> General Maintenance a number of components of different Mosos programs/modules are managed centrally.
- Tab 'Users': To indicate which authorisation level a user has with respect to the various programs and tables.
- Tab 'Relations' and 'Institutes': Maintenance of relations and institutes.
- Tab 'Selection lists': Maintenance of selection lists in various programs.
- Tab 'Delete data': Offers the possibility to remove patient data from the Mosos database.
- Tab 'Extra fields': Fields can be defined and added to a tab or window.
- Tab 'Correspondence': Edit a part of basic layout and content of letters.
- Tab 'CS' is only available/visible for technical administrators. It is related to maintaining information retrieved from the Hospital Information System
- Only administrators can edit/add/remove components in Mosos General Maintenance.
- Specific (program) settings are in the maintenance program of the various Mosos programs.

Start

1. Close (if necessary) active Mosos modules.
2. Open Mosos <Base> Menu.
3. Open tab 'Mosos - Base.
4. Click at the green arrow after 'Mosos <Base> General Maintenance'.
5. Enter the login procedure to gain access.

ⓘ By clicking in the menu bar at 'Program' and the 'User login', users can be changed without terminating the program first. This function can also be used to lock the program if the user wants to leave the workplace temporarily and resume working later.

General maintenance; Users

- [Add new user data](#)
- [Entering the login name and abbreviated name](#)
- [Setting up a password](#)
- [Setting up authorisations](#)
- [View and change user data](#)
- [Remove or block a user](#)
- [Reinstate or deblock a user](#)

All users who work with one or several programs of the Mosos Suite on a daily basis receive access through a login name and password.

The Mosos programs recognise the user's information and authorisations based on the entered login name.

The information and authorisations are determined per user in the tab 'Users'. A user is automatically a relation (internal or external contact person). The user's personal data can therefore also be found and - if desired - changed via the 'Relations' tab.

Follow the login procedure; the required authorisation level is Mosos Administrator. To receive access to the 'Users' tab, a user needs authorisation with regard to 'Relationships'.

Adding a new user can be done in a few steps, which are described below:

1. Enter the personal data (type of relationship, name, job title, etc.).
2. Enter the login name and abbreviated name.
3. Set up password usage.
4. Set up authorisations.

> ⓘ The current logged in user of Mosos <Base> General Maintenance is only allowed to provide authorisation to users for a program he/she is authorised. It's not possible to change his/her own authority level.

Add new user data

1. Click on [New] in the lower right of the screen.

2. Select the Type of relationship (the person's job title) from the selection list. Although making changes is possible, it is important for the correct type to be selected. This is because the user's personal data are subsequently placed in a corresponding (relationship) table. The table is also used in other locations in the Mosos Suite.

> ⓘ The content of the selection list in the 'Type of relationship' field can be determined with the help of the 'Potential users' option under the 'Option' menu. Place the check mark (√) in front of all user types that must appear in the selection list. Usually this will be internal job titles, possibly also the 'Other relationship' type.

3. Select the Name of the user from the selection list; the data of the new user to be added could already have been entered through 'Relationships'.

If the new user's name does not appear in the selection list, then click on the modification button after the Name field. This will open the 'Add <Type of relationship>' window. Enter the Last name (mandatory field). Complete the other fields as well, if desired.

Completing the other fields or leaving them blank can have an effect on how the information is displayed on letters and envelopes, among other things. It is therefore suggested that, in addition to the last name, at least the surname prefix (if applicable), the first initials and the job title fields are also completed.

4. Save the personal data entered: Click on [OK] to save the data or click on [Cancel] to exit the window without saving the data. To continue entering data, use the [New] function.

ⓘ The last name does not have to be unique. If there are two or more users with the same last name, then they have to be distinguished from each other by at least one other field in regard to name (surname prefix, first initials or first name).

Entering the login name and abbreviated name

1. The Type and Name fields have already been filled in. Changes can still be made using the modification button after the fields. See also 'Viewing and changing user data'.

2. Enter the login name. This is a mandatory field. A systematic work method is recommended, for example: the last name (without surname prefix) of all users is their login name.

3. Enter the abbreviated name, with a minimum of one and a maximum of four characters. This is also a mandatory field. One option is to use the user's initials for the abbreviated name. Here to a systematic work method is recommended.

A good example of an abbreviated name is: the first letter of the first name and the first two or three letters of the last name. Do not use any surname prefixes.

ⓘ The login name and abbreviated name must be unique. The abbreviated name also remains unique throughout the entire history. Even if the user in question is deleted, the abbreviated name can no longer be entered for another user. This is necessary so that the system can continue to distinguish users (including deleted users with the same last name) from each other.

Setting up a password

1. Click on [Password settings]. A dialogue window appears.

2. *User has no password*
   Place a check mark here if the user is allowed to log in without entering a password (a login name is then sufficient). Use of a password is always preferable because this provides more protection of the personal authorisations and the patient data.

   Password will never expire
   Place a check mark here if the password's validity will never expire. If desired, a validity duration can be determined using the 'Password settings' option in the 'Options' menu.

   User may change password
   Place a check mark here if the user is allowed to change his/her password without the intervention of the application administrator. This is only possible if the user still knows his/her old password. If not, then intervention on the part of the application administrator is required.

3. [Reset password] can be used when the user has forgotten his/her personal password and therefore can no longer obtain access to the Mosos programs. The user can use this button to reset his/her password.

4. Confirm the entered settings by selecting [OK] or exit the window without saving the data by pressing [Cancel].

Passwords are confidential. Creation (and modification, if need be) of passwords can also be done by users themselves. In principle, a password only needs to be created once. This is possible using any Mosos Suite program for which the user has at least 'user' authorisations.

ⓘ Logging in for the first time: Allow the new user to start the Mosos program for which he/she has at least 'user' authorisations. The user now enters the login name he/she has been assigned in the [Add new user] screen.

ⓘ The general and one-time password for obtaining initial access is: pw. After this password has been entered the system automatically displays fields where the user can enter his/her personal password. Change the one-time password (first time log in) is not possible in Mosos <PatientView>.

Some settings for password use can be controlled by selecting 'Password settings' in the menu 'Options' (menu bar). The following settings can be adjusted:

- Number of days which users must register for the first time. Before first use of the system, the user should register within the designated number of days.

- Maximum number of login attempts with incorrect password. Following several failed registration attempts, the authorisation for the holder of that registration name will be blocked.

- Number of months after which the user must change password. If option 'Password never expires' is unchecked, the user must change password after the indicated number of months.

- Minimum length for passwords. A password must have a minimum number of characters.

- Use complex passwords. This is the default setting at installation. A complex password is case sensitive. In addition, the complex password should contain at least one capital letter, one lower case letter, one number and one other symbol.

Setting up authorisations

All rights

If this option is check marked, the user has all rights in all programs. A user with this authorisation is an administrator. Complete authorisation can be undone by removing the check mark and specify the rights on the right hand side of the screen.

Failed login attempts

This will show how many failed login attempts were made with this account. The number is automatically tracked.

Specified rights

Specified rights per program can be configured in the right-hand side of the screen. All the programs in the Mosos Suite are listed, but only the installed programs can be operated. You must determine for each program whether – and in what way – the selected user can work with the program. The selection list contains 4 options:

None
The selected program may not be used.

User
The selected program may be used.

Administrator
The selected program may be used and it is also possible to maintain program settings.

Read-only
It is possible to create a user who can only read records (in the programs Mosos <O>, <P> , <CTG> and <U>). Items will be viewable only, it's not possible to edit/enter data.

You can use the option boxes next to the selection list to indicate which rights the user has in regard to the subject-matter selection lists in the various Mosos programs. The rights for maintaining relationships and settings are assigned in the same way.

By placing a check mark, user obtains access to the relevant function. Click [OK] to save data.

> ⓘ It is recommended that rights pertaining to the subject-matter selection lists and deletion of data only be granted to a small number of users or administrators, for example, only to administrators.

- If a user has no rights, then no rights can be assigned in regard to the selection lists.

- If a user does have user rights for a program, then 'View' (V) is checked by default. This means that the user may only view the selection lists. The options 'Add once' (O) and 'Add permanently' (A) can be ticked.

- If a user has administrator rights for a module, then "View" (V) is always ticked. In addition to this, the options "Add once" (O), "Add permanently" (A), change (C) and delete (D) can be ticked.

In other words, a user can be assigned more rights than only viewing and an administrator does not always have all rights.

Using the *Review CTGs, Delete data* and *Report generator* option boxes, it is possible to indicate whether the user in question may place a 'digital signature' in CTG recordings, may receive access to the "Delete" tab and/or may receive access to the 'Mosos Report Generator' program.

ⓘ The authorisation 'Modify' applies to 1. Selection lists (containing professional content) and 2. Data of internal and external relations.

The authorisation to modify a description is only intended to correct spelling errors or to add additives. Modifying existing selection lists or tables containing either professional data or relations affects the entire history.

The meaning of the original input should therefore not be changed during modification. This is not only necessary to preserve historical data correctly, but also to preserve the input of data used in reports and statistics.

In case of a relocation of a relationship, a new partnership between existing relations etc., a new item has to be created in the correct relation table. New items, with a complete new meaning, must be added as 'new'. The old items should be placed in the [Remove from] list.

This same working method applies to the selection lists.

Send documents

If the 'report link' is installed, this option is available. By placing a check mark a user can mail correspondence directly from the program.

Delete data

Refers to the tab 'Delete data' in Mosos <Base> General Maintenance. Administrators can use this tab to delete data/records (child, pregnancy, patient and lab results). The deletion is final!

From safety perspective therefore two authorisations are needed. First: access to Mosos <Base> General Maintenance and secondly, access to the tab 'Delete data'. By placing a check mark here, access to the tab 'Delete data' is granted.

Report generator

Refers to the program Mosos - Base- Report Generator. No check mark = no access to this program. Placing a check mark = access to the program with login name / password.

> ⓘ A user can be authorised for Mosos - Base - Report Generator only. However, it's recommended that this user is well known with the user of the other programs too. Unless the user needs to export report definitions to Excel© and doesn't need to make changes in the report definition itself.

Relations

Refers to the tab 'Relations' in Mosos <Base> General Maintenance. Placing a check mark below A/C/D will allow the user to Add/Change/Delete data in the relation list. That user is also authorised to perform these actions directly from other Mosos applications he/she has access to.

Institutions

Procedure is similar to the tab 'Relations'. This tab is to identify 'Institutes' such as hospitals, partnerships, private practices etc.

View and change user data

1. Select the user in question.

2. Click on [Modify] in the lower right of the screen. This will open the 'Change user data' window.

3. To change the type of user or the personal data: click on the modification button next to the Type or Name field, depending on the desired type of change.

4. This will open windows that are the same as the windows that are used when entering a new user. Implement the desired changes in the available fields.

5. If the user wants to reset his/her password, click on [Password settings] and then on [Reset password]. The user can then enter the new password. See also 'Setting up a password'.

6. If desired, change the user's authorisations.

7. Confirm the entered settings by selecting [OK] or exit the window without saving the data by pressing [Cancel].

> ⓘ A user is automatically also a relation (internal or external contact person). The user's personal data can therefore also be found and changed, if desired, in the 'Relations' tab. The intent is for users to be created once, after which they are displayed in the system as a user

and/or relationship, among others things, for the purpose of statistics that can be created per user or relationship.

Remove or block a user

Blocking

The respective user's personal details remain in the current selection list but the user can no longer obtain access to the Mosos programs. This situation also occurs automatically after a number of login attempts with incorrect data (to prevent possible misuse of the access).

Delete

The respective user's personal details is removed from the current selection list. The user also no longer has access to the Mosos programs.

ⓘ If the 'delete' action was an error, do not recreate the user, but reinstate the data. See 'Reinstating or unblocking a user'.

1. Select the user whose personal details are need to be deleted or blocked.

2. Click on [Modify] in the lower right of the screen. This will open the 'Change user data' window.

3. Place a check mark in front of the *Blocked* or *Deleted* option.

4. Click on [OK] to save.

Reinstate or deblock a user

If a user's personal data and authorisations have been deleted or blocked, then it is possible to undo the situation.

1. Place a check mark in the 'Show deleted users' option.

2. Select the respective user and click on [Modify] This will open the 'Change user data' window.

3. Remove the check mark in the *Blocked* or *Deleted* option.

4. Click on [OK] to save.

5. Reset the password, if necessary, so that the user has to create a new personal password.

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General maintenance; Relations

- [Add new relation](#)
- [Modify relation data](#)
- [Remove / Reinstall relation data](#)

The Mosos programs use, inter alia, a relationship file to generate correspondence. This file contains the addresses of midwives, gynaecologists and other relations. Users of Mosos are also registrated as an relation. At the tab 'Relations' these addresses can be maintained.

ⓘ The tab 'Relations' is accessible when the administrator/user has at least the A (add) authorisation. This is set at the tab ['Users'](#).

Add new relation

1. Go to the tab 'Relations' and select the relation type.

2. Click at the [modification button](#) on the right hand of the field 'Relation'.

3. The screen 'Add relation' will open.

4. Enter data of the new relation.

5. The following only applies to external relations: If a relation must be linked to an institute, the corresponding address can be selected by entering the institute type and after that, select the corresponding hospital/practice. If the required institute is not in the list, it can be entered by clicking the modification button on the right hand of the field 'Current ...'.

6. Click [OK] to save data or [Cancel] to close the window without saving data.

Modify relation data

1. Go to the tab 'Relations', click in to the 'Relation type' field en select the relation type that needs to be modified.

2. Click on the right hand side of 'Relation' at the triangle to open the list.

3. Select the relevant relation. These are listed in alphabetical order, shown on surname.

4. Details of the selected relation are displayed on the right side of the screen.

5. Click the modification button (next to the 'relation' field) to open a window where it is possible to modify data.

6. Enter modifications.

7. Click [OK] to save data or [Cancel] to close the window without saving data.

Remove / Reinstall relation data

1. Go to the tab 'Relations', click in to the 'Relation type' field en select the relation type that needs to be deleted/reinstalled.

ⓘ To show relations which are deleted, place a check mark in the box 'show deleted relations'.

2. Select the relevant relation. These are listed in alphabetical order, shown on surname.

3. Select the relevant relation. These are listed in alphabetical order, shown on surname.

4. Details of the selected relation are displayed on the right side of the screen.

5. Click the modification button (next to 'relation' field) to open the window 'Modify xxxx'.

6. To remove: Click [Remove from list], followed by clicking [OK] to save modifications or [Cancel] to close window without saving.

ⓘ When a relation has a user account as well, this account must be closed before it is possible to delete the relation from the list.

7. To reinstall: To reinstall a relation, perform step 1 to 5. Then click [Insert in list]. Click [OK] to save data or [Cancel] to close the window without saving data.

General maintenance; Institutes

- [Add new institute](#)
- [Wijzigen instellingsgegevens](#)
- [Remove/Reinstall institute data](#)

On the tab 'Institutes' the addresses of the various institutions can be managed. Institutions (practices) to which relations are associated, which patients can be referred to or which patients are referred from.

> ⓘ The tab 'Institutes' is accessible when the administrator/user has at least the A (add) authorisation. This is set at the tab 'Users'.

On the tab 'Institutions' the adresses of the institutions can be imported, modified and deleted.

Add new institute

1. Go to the tab 'Relations' and select the institute type.

2. Click at the modification button on the right hand of the field 'Institute'. The screen 'Add xxxxx' will open.

3. Enter data of the new institute.

4. By entering a 'Starting date' and 'Ending date' to the institute it is possible to filter during data import. Only currently valid institutes will be displayed in drop-down lists.

> ⓘ This setting relates to the choice of hospital where a previous birth has taken place. It may occur that the previous parturion has taken place in the same building as the current parturition, but the name of the hospital has ben changed in the meantime.

5. Click [OK] to save data or [Cancel] to close the window without saving data.

Modify institute data

1. Go to the tab 'Institutes', click in to the 'Institute type' field en select the type that needs to be modified.

2. Click on the right hand side of 'Institute' at the triangle to open the list.

3. Select the relevant institute. These are listed in alphabetical order.

4. Details of the selected institute are displayed on the right side of the screen.

5. Click the modification button (next to the 'institute' field) to open a window where it is possible to modify data.

6. Enter modifications.

7. Click [OK] to save data or [Cancel] to close the window without saving data.

Remove/Reinstall institute data

1. Go to the tab 'Institutes', click in to the 'Institute type' field en select the institute type that needs to be deleted/reinstalled.

> ⓘ To show institutes which are deleted, place a check mark in the box 'show deleted Institutes'.

2. Click on the right hand side of 'Institute' at the triangle to open the list.

3. Select the relevant institute. These are listed in alphabetical order.

4. Details of the selected institute are displayed on the right side of the screen.

5. Click the modification button (next to 'institute' field) to open a window where it is possible to modify data.

6. To remove: Click [Remove from list], followed by clicking [OK] to save modifications or [Cancel] to close window without saving.

7. To restore a deleted institute, perform steps 1 to 5.

8. Click [Insert in list].

9. Click [OK] to save data or [Cancel] to close the window without saving data.

General maintenance; Selection lists

On the tab 'Selection lists' the expandable selection lists can be managed.

> ⓘ The tab 'Selection lists' is accessible when the administrator/user has at least the A (add) authorisation. This is set at the tab 'Users'.

The tab 'Selection lists' offers the following options:

- Viewing the content of a selection list, including any removed descriptions, and the descriptions that are used only once.
- Adding new descriptions.
- Modify new descriptions.
- Delete new descriptions.
- Reinstall deleted descriptions.
- Sorting of the content of a selection list.

Select selection list

1. Go to the tab 'Selection lists' and select the concerning program.

2. Select the name of the screen where the selection list occurs.

3. Select (at field 'Selection list') the name of the selection list.

4. On the right side of the screen an overview of items from the list will show.

> ⓘ It's possible the show items that have been added to be used once and/or deleted items. Place a check mark in the corresponding box.

Overview content

After selecting the required list the content is shown on the right side of the screen, beneath 'Overview', in a table. This table consist of one or several columns:

- Description.
- If applicable: anomalous finding.
- If marked: items used once.
- If marked: deleted items.

> ⓘ Some selection list contain a lot of descriptions. Because of this some lists may take a while to load.

In case the overview table contains a lot of descriptions, horizontal and vertical scroll bars will appear automatically.

Muteren van de keuzelijsten

It is possible to expand selection lists with new descriptions, to change existing descriptions, or to remove descriptions form the list, via the field 'Description' in the left section of the tab sheet.

Add new description

1. Select the required selection list.

2. Click the modification button on the right hand of 'Description' to open a window where it is possible to add a new description.

3. Enter the description and, if applicable, necessary additives and/or place a check mark before 'anomalous finding'.

4. Click [OK] to save data or [Cancel] to close the window without saving data.

Modify description

> ⓘ The authorisation 'Modify' applies to 1. Selection lists (containing professional content) and 2. Data of internal and external relations.
>
> The authorisation to modify a description is only intended to correct spelling errors or to add additives. Modifying existing selection lists or tables containing either professional data or relations affects the entire history.
>
> The meaning of the original input should therefore not be changed during modification. This is not only necessary to preserve historical data correctly, but also to preserve the input of data used in reports and statistics.
>
> In case of a relocation of a relationship, a new partnership between existing relations etc., a new item has to be created in the correct relation table. New items, with a complete new meaning, must be added as 'new'. The old items should be placed in the [Remove from] list. This same working method applies to the selection lists.

1. Select the required selection list.

2. Select the required description. Open the drop-down list and search. It is also possible to enter the first letter of the description (and scroll down the list) or enter the whole description.

3. Once the description is found and selected, click the modification button. A new window will open where it is possible to modify the description.

4. Click [OK] to save data or [Cancel] to close the window without saving data.

5. After clicking on [OK], a screen will appear in which the administrator is informed that the amended description can only be stored if the original meaning remains unchanged.

6. Place a check mark to confirm this and click on [OK].

Change history

1. Select the required selection list.

2. Select the required description. Open the drop-down list and search. It is also possible to enter the first letter of the description (and scroll down the list) or enter the whole description.

3. Once the description is found and selected, click the modification button. A new window will open where it is possible to modify the description.

4. Click on the [Show history] button.

5. A summary of all changes relating to this item will be displayed. The summary includes: Date, time, name of the individual who implemented the change and the change. The focus (blue background) is on the last implemented change.

Remove description

Removal of a description refers to removal from the selection list. This description can no longer be selected in daily practice during use of the a Mosos module.

1. Select the required selection list.

2. Select the description to remove.

3. Once the description is found en selected; click the mutation button. The window 'Modify <description>' will open. Click on the button [Remove from list].

4. Click [OK].

ⓘ Some descriptions can't be removed/modified. These are the 'fixed items'. These items are used in other applications (like: Statistics or Reports) and are identified by their light gray color. The [Remove from list] button is not present for these items.

Reinstall description

A description that has been removed from a selection list can be returned if desired.

1. Select the required selection list.

2. Place a check mark before 'show deleted items' (on screen and in export).

3. In that case, select the description that needs to be removed. A deleted description can be recognised by the --deleted-- designation following the description.

4. Once the description that needs to be restored has been found and selected: click on the mutation button. The 'Changes <description>' window will open, click on the button [Place on list].

5. Click [OK].

Sorting content selection list

The default sorting of selection list content is in alphabetical order. In the daily use of the selection lists via the Mosos modules, this is not always the most desirable type of sorting. Sometimes it is desirable to place the most used descriptions at the top of the list. Or it is desirable to show only a small part of a list at first. It is possible to make a 'user defined list'.

Users of the Mosos-U module in particular appreciate these 'user defined lists'. When using selection lists in daily practice, the 'user defined list' is displayed initially. If the user does not find the selected description in the "preference list", the full options list can still be opened by selecting the option 'show full list'.

A 'user defined list' can be created as follows:

1. Select the required selection list.

2. The list opens and the items will be shown in the section 'Other items' and, if there is already a user defined list, this will also display under the heading 'User Defined'.

3. After selecting an item it can be moved between both sections by using the [>>] and [<<] buttons.

4. Use the 'up' and 'down' arrows to rearrange their position if necessary/desired.

5. The items placed in 'Preffered items' are the so-called 'preferred list'.

General maintenance; Delete data

- [Select patient](#)
- [Select data](#)
- [Delete data](#)
- [Additional information](#)

> ## ⚠️ **Warning**
> Deletion is FINAL, it is not possible to reverse the procedure!
>
> ⓘ The tab 'Delete data' is accessible when the administrator/user has at least the D (delete) authorisation. This is set at the tab 'Users'.

On the tab 'Delete data' it is possible to delete data concerning the child, patient, pregnancy and/or lab results. Deleted data will not be displayed in the various programs.

Select patient

1. Select the patient where data needs to be removed.

2. Click on the [Select patient] button or click in the menu on option 'Programma > Select patient'.

3. The window 'Select patient' will show.

4. Select the relevant patient.

   > ⓘ You can search for deleted patient records by using the checkbox "also show deleted records". You can recognise a deleted patient record by the fact that the name has been struck through (in the search result).

5. After selecting a patient, the patient details are completed in the tab sheet and a tree structure appears with all data that are known for this patient.

Select data

In the section 'Data' section it is possible to select the data to be deleted. The following characteristics (depending on whether entered in the file) may be present:

Patient: Name, Number and Date of birth.
Gravidity: Gravida, EDD and Partus number.
Child: Ranking number, Name , Date of birth and Sex.
Lab result: Number, Date, Time and Gravidity.

The data tree can be expanded/collapsed by clicking at the '+' and '-' signs or by using the arrow keys (left/right) on the keyboard.

Data can be selected by clicking with the left mouse button on the relevant item or by using the arrow keys (up/down) on the keyboard.

When a pregnancy is deleted, associated lab results will not be deleted automatically. These may be removed manually, if desired. It is not possible to select/delete CTG registrations and ultrasound data separately.

Delete data

1. Select the data you want to delete. The selection is indicated by the blue background colour.

   ⓘ By pressing the [Ctrl] key while selecting it is possible to select multiple data simultaneously.

2. Click [Delete].

3. Enter a reason (mandatory field, free text).

4. Before the data is actually deleted, the program asks for a confirmation.

5. Click [OK] to delete data or [Cancel] to close the window without deleting data. A confirmatory answer to this question permanently deletes all the data and this action cannot be undone.

   ⓘ The history of deleted records can still be viewed (per patient). Use the checkbox 'also display deleted items' under the tree structure. Deleted records will be displayed as struck through (in the tree structure) and the reason for deletion will be stated (in a separate field, read-only).

Additional information

For more information about the [Activity logging...] button, see chapter 'Mosos- Base, General Maintenance, ATNA logging'.

General maintenance; Transfer patient data

If, by accident, a patient has been given two records (with different patient numbers), there is a possibility to transfer all data from the non-desired record to the desired record.

Authorisation level: Administrator.

> ⓘ Transfer patient data must be done very carefully! Be careful with transferring data so the data won't end up in the wrong file or gets lost.

1. Go to the tab 'Delete data' in Mosos <Base> General Maintenance.

2. Select the patient,using the patient number not to be retained.

3. A notification will appear: This patient is already stored with the preference number 'xxxxxxxx'. The data is not up to date.

4. Click [Move content], next to the field 'Data'.

> ⓘ The button [Move content] is only visible if a patient record with a non-preferred number is selected, while there is also a known record with a preferred number. In all other cases the button is invisible.

5. Click [Move content].

6. A question will appear: Does all data from selected patient needs to be transferred to patient 'xxxxxx' (patient number)?

7. Click [No] to stop and select differently or stop. Click [Yes] to transfer all data and delete the non-preferred record.

8. Then the record to which all data is transferred will show.

9. Check the data in the record retained. See also the supplemental information below.

Additional information

- All data is transferred. It is not possible to select just a part of the data. This is due to the fact that there are mutual connections.

- If there are any differences between the non-desired content and the content to preserve (target file), the content will still be transferred. For example: The non-desired file contains a 'pregnancy 1 file' and the target file contains a 'pregnancy 1 file' as well. The content will be transferred and the target file will contain two 'pregnancy 1 files'. Because the target file content will be displayed, the user can maintain the correct file and remove the non-desired file.

- The file from which all data is removed, will be deleted immediately because:
  - It is certain that the user wants to delete the non-desired file and
  - this way the user will see the transferred content together with the original content in the target file. Any conflicting data is displayed immediately.

General maintenance; Extra fields

- [Selection](#)
- [Aanmaken en toevoegen van extra velden](#)
- [Modify extra field](#)
- [Delete extra field](#)

The tab 'Extra fields' facilitates the addition of extra fields to be defined / added to a tab/window of a Mosos program. Only administrators can define / add fields for programs assigned to them.

> ⓘ The tab 'Extra fields' is accessible when the administrator/user has at least the T (add to permanently) authorisation. This is set at the tab 'Users'.

Standard fields cannot be deleted. It is also not possible to create or change a standard field. It is possible to add a standard field to a tab sheet or window as an extra field.

Selection

Before add/remove/modify an extra field, indicate which program/component the field relates to.

1. Go to 'Selection', program field and select the relating program.

2. Under 'Name of screen', select the screen for which an extra field will be defined/viewed/modified.

3. Under 'File', select the file for which an extra field will be defined/viewed/modified.

4. Under 'Types of fields', indicate whether the standard fields or the extra fields need to be displayed in the screen section 'Add/remove'.

Aanmaken en toevoegen van extra velden

1. Under 'Types of fields', select the option 'Show extra fields'.

2. Go to 'Add/remove' and select the line <new>.

3. Click on the modification button.

4. The window 'Add extra field' will open.

5. Enter the desired description behind 'Label'.

6. Select the desired *Field* type.

ⓘ 'Field type' can not be changed after saving the extra field.

7. When the field type is 'text' or 'numeric', 'Field length' is available and required. Fill with the required length (number of characters).

8. 'Number of decimals' is available when 'field type' is numeric. If necessary, fill with number of decimal places.

9. When the field type is 'Selected list', the section 'Fixed list' is available and mandatory. Enter the desired description behind 'New item' and click [>>]. Repeat this process to place all desired descriptions in the drop down list. Use the 'up/down' buttons to sort items and delete items with the delete button.

10. Click [OK] to save data or [Cancel] to close the window without saving data and return to the section 'Add and remove'.

11. With the [>>] button the additional field is actually added to the previously selected program and program component. If performed correctly, the section 'The selected form contains the following extra fields' will contain the added field.

12. Once the extra field is added, click [Save] to save data.

ⓘ It is possible to define several extra fields for the same program and program component. Use the 'up/down' buttons to sort the fields.

In some cases it is possible to add the extra field to other programs as well. This depends on the presence or absence of the corresponding file in that program.

Modify extra field

1. Select the extra field that needs to be changed in the screen section 'Add/remove'.

2. Double click on the extra field or click on the mutation button to open the 'Change extra field' screen.

3. Enter the desired modifications and close by clicking [OK].

4. Click [Save] to save changes.

Delete extra field

1. Select the field you want to delete in the section 'Add/remove'.

2. It is possible that the extra field is being used in several modules or in several components. This can be visualised using the summary in the top right part of the screen: the selected field will be displayed as an extra field on the following screens.

3. Via the screen that appears bottom right, the relevant field must first be deleted per module and/or component (available via the fields under selection top left) using the delete button.

4. Next, in the table under 'Add/delete', select the field that needs to be removed and click on the mutation button.

5. Click the [Delete] button to delete the extra field permanently.

   ⓘ If there is still a module and/or component in which the extra field in question is present, then a notification will be given for this. First remove the extra field in question from the module and/or component that is mentioned.

6. Click [Save] to save changes.

General maintenance; Correspondence

- [Basic layout](#)
- [Basic content](#)
- [Blocks](#)
  - [Create or modify](#)
  - [Delete](#)

The tab 'Correspondence' permits administrators to adjust the default layout/content of letters and create/edit prefilled text blocks.

These blocks will become part of the data tree and may be added to separate letters. Adjusting is possible through the module 'Mosos <Base> General maintenance, tab Correspondence'. Authorisation is required for access.

Basic layout

All letters have a basic layout. This includes (for example) position of the address field, date and greeting. The basic layout is provided, per customer, by the supplier.

The starting point for the layout are logo paper and matching envelope of the patient. Optionally, the basic layout can be extended with a list of names and/or addresses and contact details.

This information may change, so it can be adjusted by an administrator without the intervention of the supplier. For more information, see chapter 'Edit list of names'.

Basic content

The letters have a basic content. This varies by letter and can be adjusted. There may also be prefilled text (for the purpose of additional comments in the letter).

1. Open Mosos <Base> General Maintenance, log in and open tab 'Correspondence'.

2. Select the concerning letter or prefilled block in the section 'Selection letters/blocks'.

3. Then click [Edit] to open the edit window.

4. The editing window opens; including the existing RTF codes .

   > ⓘ Opening a prefilled text block, will give an empty editing screen.

5. Enter desired adjustments. Free text and/or (if accessible) data from the tree.

6. Save the letter/text (through 'File> Save') and close the editing screen to return to tab 'Correspondence' in Mosos <Base> General Maintenance.

> ⓘ It is advisable to test the adjustments first. Open Mosos <O>/<P>/<U> (select a test patient) and create a letter > print and review. Make new adjustments if necessary. After that, the letter/text can be finalised. If you use a 'real' patients file, don't forget to remove the letter after finalising!

7. In the tree, the adjusted letter/text is displayed in red. This indicates it has been changed, but it is not final yet. If the result is not what is required, it is still possible to return to the previous setting.

8. Finalise the letter/text:

9. Select the concerning letter/text in the tree.

10. Click with right mouse button to open the menu.

11. Click 'Finalise' or click 'Restore to version xxx' (for example, if adjustment aren't satisfactory).

Blocks

Create or modify

The letters have a basic content. This varies by letter and can be adjusted. There may also be prefilled text (for the purpose of additional comments in the letter).

1. Open Mosos <Base> General Maintenance, log in and open tab 'Correspondence'.

2. Go to the section 'Selection letters/blocks' and open 'Letters', click at '<new box>, click [Edit].

3. An empty editing screen will open. Use free text and/or use fields from the tree (Choose, select, click [Insert]).

> ⓘ Not all required fields are available for the block.

4. Enter a name behind 'Description'. This name is shown in the tree.

5. Save the block and close the editing screen.

6. It is advisable to test the adjustments first. Open a Mosos program (select a test patient) and create a letter, using the block> print and review. Make new adjustments if necessary.

> ⓘ Remove the test letter after finalising!

Delete

1. Open Mosos <Base> General Maintenance, log in and open tab 'Correspondence'.

2. Select the concerning block in the section 'Selection letters/blocks'.

3. Click with right mouse button to open the menu. and click [Delete box].

ATNA logging

- [Request logging for all users](#)
- [Request logging for a specific user](#)
- [Request logging for a specific patient](#)

Implemented in Mosos is Audit Trail and Node Authentication (ATNA) . This allows recording to take place for all activities in which privacy-sensitive information is created, viewed, copied, moved, modified or deleted*.

> ⓘ The recording is stored for an unlimited period.

The following activities are logged:

- Starting and stopping a program.
- Logging in.
- Creating a patient record (add new patients to the database).
- Reading, entry, modification, deleting of data (including maintenance).
- Activating or de-activating patient consent for the sharing of data with national databases / external care providers.
- Register and disconnect patients.
- Starting and stopping a CTG recording.
- Modify alarm settings.
- Activate and de-activate STV (if STV is in use).
- Creating, modifying, printing and sending documents.
- Entry and modification of note templates (maintenance).
- Entry and modification of user data (maintenance).
- Use of Mosos - Base - Report generator and Statistics.
- Use of ATNA logging.

The logging can be collected and performed via Mosos <Base> General Maintenance, at a system level (general activity), at a user level (user activity) and at a patient level.

This logging data can be requested or exported via Mosos <Base> General Maintenance. Export takes place in .CSV format.

> ⓘ In order to request the logging, you need to log in as administrator with "all rights".

Request logging for all users

1. Open Mosos <Base> General Maintenance and log in.

2. Click on [Program] in the menu bar and then on "Retrieve general activity logging...".

3. The 'Activity logging selection' screen will open.

4. Select one or more check boxes to request logging about a specific component.

5. Type   :
   - System: logging about activities relating to the system.
   - Patient: logging about activities relating to patients.
   - User: logging about activities relating to users.
   - Logging: logging about activities relating to this audit logging.

6. Date   : Enter the "from" and "Up to" date here.

7. Anonymise :
   - Anonymise users: when this option is ticked, no user names will be displayed on the export, only a reference, for example: 'user 3'.
   - Anonymise patients: when this option is ticked, no patient names will be displayed on the export, only a reference, for example: 'patient 21'.

8. Output directory : Enter the directory where the file needs to be stored here, for example 'C:\Users'.

9. Click on [OK] to generate the .CSV file.

Request logging for a specific user

Under the tab 'Users' , an administrator (with all rights) can request the logging for himself or a specific user.

The administrator will receive a logging of all activities performed by this user (regarding the system and patients). In addition, the logging contains a log line about requesting the Audit logging for this user. If the administrator requests his own logging, then this audit logging activity will be included.

1. Open Mosos <Base> General Maintenance and log in.

2. Select a user from the tab 'Users' .

3. Click on the [User activity log ...] button.

4. The 'Activity logging selection' screen will open.

5. About the : The selected user for who the logging was requested.
   user

6. Date : Enter the "from" and "up to" date here.

7. Anonymise : Anonymise patients: when this option is ticked, no patient names will be
   displayed on the export, only a reference, for example:patient 21'

8. Group : 'Group by date' provides only an export with the number of events per date,
   but no detailed information about the event itself.

9. Output : Enter the directory in which the file should be saved here, for example
   directory 'C:\Users'.

10. Click on [OK] to generate the CVS.file.

Request logging for a specific patient

Under the tab 'Delete data', an administrator (with all rights) can request the logging for a
specific patient.

The administrator will receive a logging of all activities performed in the records of this
patient. In addition, the logging contains a log line about requesting the logging for this
patient.

1. Open Mosos <Base> General Maintenance and log in.

2. Go to tab 'Delete data'.

3. Click on [Select patient] and select the specific patient.

4. Click on [Activity logging ...].

5. The 'Activity logging selection' screen will open.

Mosos <Base> General Maintenance - [Activity logging selection] ✕

About patient:	
From date:	01-01-2017
Up to date:	11-05-2018
	☑ Anonymise users
	☐ Group by date
Output directory:	

[OK]   [Cancel]

6. About   : The selected patient for whom the logging was requested.
   patient

7. Date   : Enter the "from" and "Up to" date here.

8. Anonymise : Anonymise users: when this option is ticked, no user names will be
                displayed on the export, only a reference, for example: 'user 3'.

9. Group   : 'Group by date' provides only an export with the number of events per date,
                but no detailed information about the event itself.

10. Output   : Enter the directoryin which the file should be saved here, for example
    directory   'C:\Users'.

11. Click on [OK] to generate the .CVS file.

*This makes it possible to trace at all times what has happened to the events/activities within
the care application.

Start
Mosos <Base> Menu

The first tab of Mosos menu contains four 'shortcuts' to recently opened programs of the currently logged in user. This is computer independent.

The next tabs contain all Mosos programs. Each tab contains various modules belonging to the main program.

By clicking this button, the module starts.

If the button is greyed out, the user has no rights to start the module, the module isn't installed or the module is not included in the software package.

The user has insufficient (network) rights to start this module.

By clicking this button, the right section displays summary information about the module.

If the button is greyed out, there's no current information about the module.

For detailed information about Mosos Menu and Mosos <Base> Menu Management, see chapter 'Support'.

Login and closing

Login

Click on the [User login] button to open the 'User login' window. Through this window you can obtain access to the input screens of the respective Mosos module.

You can also switch users using the 'User login' window without first closing the program. The window can also be used to lock input possibilities when the current user leaves the computer but does not turn it off.

1. Click on [User login] to open the login window.

2. In the 'Login name' field, enter your assigned individual login name.

3. In the 'Password' field, enter your individual password.

4. Click on [OK].

5. If the input is correct (this is automatically checked), then the user will receive access to the input screen of the respective Mosos module.

> ⓘ The individual login name is assigned by the Mosos application administrator. This can be a last name or first name. The user can choose an individual password him/herself. See also 'Changing your password'.
>
> ⓘ Login names can be valid per user as well as for a group of users (fictional user).
>
> ⓘ Authorisations are also specified per user (or per user group). Based on the authorisations, the logged-in user receives access to certain functions (or not).
>
> ⓘ It is possible to create a user who only has the authorisation to read files in Mosos <O>/<P>/<U>. With this authorisation it is not possible to enter/modify/delete data.
>
> ⓘ A login procedure is in place for each program (unless SSO is on). The login procedure is also a way to protect patient data from illegal review or modification.

Login for the first time

1. Open the module or click on [User login] to open the login window.

> ⓘ Logging in for the first time and changing the one-off password cannot be done in the module 'Mosos <PatientView>'.

2. In the 'Login name' field, enter your assigned individual login name.

3. In the 'Password' field, enter the letters 'pw'. This is a one-time-only password and expires immediately after use.

4. Click on [OK] and the 'Change password' window is opened.

5. Enter a new password and confirm it by reentering it in the field underneath the 'Password' field.

> ⓘ Complex passwords (default setting): at least one capital letter, one lower case letter, one number and one other symbol. The default number of characters is 6, but this can be modified by the administrator (at least 4). The password is case sensitive.
>
> If complex passwords are not used, then combinations of numbers and letters are permitted. This password is also case sensitive. The minimum number of characters is 4.
>
> Always set a password that meets the requirements of a complex password. This password will always be accepted.

6. Click on [OK] to save the new password or click on [Cancel] to close the window without saving the new input

Change password

Depending on the settings chosen by the Mosos application administrator, users of the Mosos module may or may not be able to change their individual password. Next you will find instructions for changing your individual password without the involvement of the application administrator.

There is one requirement: you must know your old password. If this is not the case, then the application administrator must become involved.

1. Log in as instructed under 'Log in'.

> ⓘ It is not possible to change the password in the module 'Mosos <PatientView>'. Select one of the other modules.

2. Select the 'Change password' option from the 'Program' menu and open the 'Change password' window.

3. Enter your current password in the 'Password' field.

4. Enter a new password in the 'New password' field. Reenter your new password in the 'Confirm new password' field.

> ⓘ See 'Login for the first time' for the password requirements.

5. Click on [OK] to save the new password or click on [Cancel] to keep your old password settings.

Lock/unlock input

If the user does not want to log in (for the protection of patient data) but wants to keep the program operational, click on [Cancel]. This will close the 'User login' window and bring you back to the neutral background of the Mosos module.

In order to regain access to the Mosos module, you must go through the login procedure again.

> ⓘ For Mosos - CTG, this depends on the settings. A setting can also be created (by an administrator) to ensure that the programme closes after logging off.

> ⓘ If the module is not being used, the user should log out or close the module. If users do not log out, access to the module will remain open and third parties can enter / change / delete data under the name of the user that is logged in at the time.

Single Sign On

Single Sign On (SSO) is a feature that allows a user to log in only once (into the first Mosos module). At the start of other modules (via Mosos menu) user doesn't need to log in again.

This functionality is enabled by default, but can be turned off (by supplier). Modules involved: Mosos <CTG>Console, Mosos <O>/<P>/<U> and Mosos <PatientView>.

Mosos <CTG> Central Monitoring is only involved when started from Mosos <CTG> Console. Maintenance modules have separate login, whether SSO is enabled or not.

⚠ **Warning**
When SSO is enabled, users must strictly observe login / logout procedures (or close modules) to prevent that other users enter/modify/delete data with the their account.

If SSO is enabled: After first login, a message and a 'key' icon appear.

All Mosos modules closed by user? SSO is also closed. The time SSO is active is adjustable in minutes (between '0' and infinty). By default 480 minutes.

If 480 minutes is exceeded, user is still logged in in the modules (which he/she has been logged in to). Opening a new module? Then the user needs to login in SSO.

> ⓘ There is no single sign off function! Loggin out is required for every module! Therefore it is important that user consistently log out to prevent improper use of their account. To reduce the risk of improper use:
>
> - Lock the pc using the buttons [Windows]+L.
> - Click in one of the modules at [User login] to log out. SSO is deregistered.
> - Click (right mouse button) on the key icon in the task bar and click 'Log out' to deregister SSO.
> ⓘ Closing a module will not close SSO unless the module is the last one open.
> ⓘ SSO only works with the first time starting a module (via Mosos menu). See also the following examples.

SSO off (by default)

Log in and out per module.

SSO on

Example 1

Step 1	User 1 starts (via Mosos menu) module 1.	Login required.
Step 2	User 1 then starts module 2 and module 3 (via Mosos menu).	No login required.
SSO status*	User 1 (in all 3 modules).	
Close	User 1 logs out in each module.	
SSO status*	SSO will close when all modules are closed and the icon will disappear from the taskbar.	

Example 2

Step 1	User 1 starts (via Mosos menu) module 1.	Login required.

Step 2	User 1 then starts module 2 and module 3 (via Mosos menu).	No login required.
SSO status*	User 1 (in all 3 modules).	
Step 3.	User 1 logs out in module 3.	
SSO status*	User 1 (in module 1 and 2).	
Step 4	User 1 wants to start working in module 3 again.	Login required.
SSO status*	SSO only works at the first startup via Mosos menu. Log out? Participating in SSO expires.	

Example 3

Step 1	User 1 starts (via Mosos menu) module 1.	Login required.
Step 2	User 1 then starts module 2 (via Mosos menu).	No login required.
Step 3.	User 1 logs out in both modules.	
SSO status*	SSO will close when all modules are closed and the icon will disappear from the taskbar.	
Step 4	User 1 start module 3 (via Mosos menu).	Login required.
SSO status*	User 1 (in module 3).	

Example 4 (Multiple users)

Step 1	User 1 starts (via Mosos menu) module 1.	Login required.
Step 2	User 1 then starts module 2 and module 3 (via Mosos menu).	No login required.
Step 3.	User 1 logs out in module 1.	
SSO status*	User 1 is logged out in module 1, but still logged in in module 2 and 3.	
Step 4	User 2 logs in to module 1.	Login required.
SSO status*	Because of the fact that the modules 2 and 3 are still open (account user 1), user 2 can work in those modules. User 2 is able to use the account of user 1 to enter / remove / modify data!	

Step 5	User 3 starts module 4 (via Mosos menu).	No login required.
SSO status*	User 3 doesn't need to login. SSO is still active and uses the last login (user 2). User 2 is able to work in all four modules. Module 2/3 are accessible (using the account of user 1), module 1 is open with the account of user 2 and module 4 is started with the user 2 account. This shows the importance of correct login/logout procedure!	

* Shows the last user who completed a login screen.

Close

⚠ Warning

It's important to close the module in a correct way. Never turn off the computer without closing the Mosos modules first and then the Microsoft® Windows® operating system. This to prevent (irreversible) damage to the database.

There are a couple of ways to close a module:

1. At the upper right of the window.

 or

2. Click 'Exit', in the menu bar, tab 'Program > Exit'.

Searching for a patient

In addition to the patient number, a number of other data is used to select / search for patients in the Mosos database. However, this only yields results when the patient has already been entered into the Mosos database.

- Surname
- First name
- Date of birth
- Patient number / NHS number

You can only search by one piece of data at a same time. If you enter a second piece of data, the previous field will be automatically cleared.

When searching by a piece of data other than the patient number, you may find more than one patient. The full search results are displayed. Select the desired patient manually from the list of patients found.

You may also not find a single patient based on the entered data. If this is the case a message will be displayed. The most common cause is that the patient has not yet been entered into the Mosos database. Search for the patient based on the patient number.

With a HIS connection: The patient's data is sent to the Mosos database via the connection. Without a HIS connection: Enter the patient data manually.

Quick search

Click on [Recently used] in the patient selection screen. You will now see an overview (maximum: 30 lines) of recently selected patients. The most recent selection is at the top of the list.

Want to search even faster? Then click on the arrow next to the selection button. A brief overview will be displayed with a maximum of three lines of the most recently selected patients at the respective Mosos workstation.
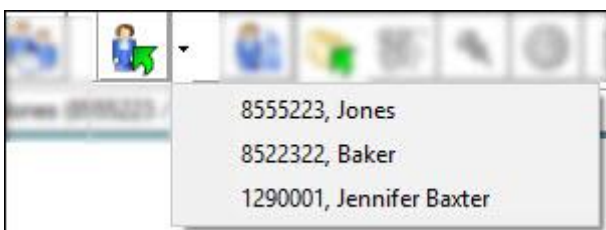
Open a record

- [Known patient](#)
- [New patient](#)
- [Patient without official identification](#)

Known patient

1. Check if the patient is known in the database. Therefore, open the 'Select patient' screen, enter 'Patient number' and click [Search].

   > ⓘ It is also possible to use other patient data (like Surname / Date of birth). With this data several search results are possible.

2. When the patient is known in the database, the data appears. Verify if it is the correct patient! If not, check the patient number. If not correct, use other data (like Surname/Date of birth) to search. Click on [OK].

3. A new record can be created or a current record can be opened.

   > ⓘ The current pregnancy does not always succeed to the number of records created in the database. So check the number of the pregnancy carefully. The number includes abortions, Molar pregnancy etc.

4. Click [New record] and go to step 5 of 'New patient' below.

   > ⓘ Data on previous pregnancies are automatically entered in the new record, based on what is known in the Mosos database.

New patient

1. Check if the patient is known in the database. Therefore, open the 'Select patient' screen, enter 'Patient number' and click [Search].

2. When the patient isn't known (in the database) a question will appear: "No patient found with search field. Do you want to enter a new patient?" Click [Yes].

   > ⓘ If there is a HIS connection, the patient must be known in the HIS system. If not, this must be arranged first. So data like name/address/insurance can be automatically transferred from the HIS system to the Mosos database.

3. The patient data screen opens.

4. Click [OK] and then [New record] or, depending on the module, click [New].

5. Enter data. The screen content depends on the program the user is working in.

Tips (if applicable)

- Make sure the current pregnancy number is correct. Ask for any miscarriage / abortion etc. A wrong entry can only be edited by an administrator!

- Determination based on:
  - LMP; First day last menstruation period. The program will automatically calculate the EDD.
  - Ultrasound (elsewhere); When patient had an ultrasound examination elsewhere, choose this option and manually enter the EDD.
  - Ovulation; Day of ovulation. The program will automatically calculate the EDD.
  - Self; When the EDD is known (for example after ultrasound) choose this option and manually enter the EDD.

- When it's not possible to determinate the EDD (for example, patient is waiting on an ultrasound examination), choose 'Self' and enter an EDD in line with clinical assessment. This way the user can create/open the file and start working in it. Use the memorandum to enter a note that the EDD yet needs to be adjusted.

6. Click on [OK].

7. Click [Close] and the record will open.

> ⓘ To change the gestational age, see 'Change term'. When the HIS connection is temporaly unavailable, use TEMP numbers. See chapter 'TEMP numbers'.

Patient without official identification

If a patient is not entered in the HIS, then the patient generally also cannot be entered in Mosos. This is sometimes the case for patients without a valid identity document and/or fixed abode, for example a woman who is living in the country illegally. Each hospital has its own protocol for dealing with these cases.

In the case of an installed and functional HIS link, it is impossible to add patient records manually to the database. TEMP numbers can only be used if the link is not working, this is temporary (for example for a day or part of a day).

In addition, TEMP numbers must be replaced (mandatory) with a HIS number once the link is available again.

There is one other possibility, which is the only option in Mosos: make and print anonymous CTG registrations. It is possible to add in the assessment text which patient belongs to the registration.

For all other functions in Mosos, a patient record based on a unique identification must be created. This identification is the same for all patients in the Mosos database: HIS number.

An alternative solution is to reserve a set of special patient numbers (in the HIS system) for these situations. Comparable to, for example, the numbers used for trial patients.

Open a record

- [Open a record](#)
- [Close a record](#)
- [Summary](#)

Open a record

1. Check if the patient is known in the database. Therefore, open the 'Select patient' screen, enter 'Patient number' and click [Search].

   ⓘ It is also possible to use other patient data (like Surname / Date of birth). With this data several search results are possible.

2. If the patient is unknown in the database, follow the steps in chapter 'Create a record'.

3. When the patient is known in the database, the data appears. Verify if it is the correct patient! If not, check the patient number. If not correct, use other data (like Surname / Date of birth) to search.

4. Found the right patient? Click [OK].

5. A list of all records created for this patient appears. The current file is provided at the bottom, marked in blue and recognisable by the brackets around the gestational age. Click [Open record].

6. If there is not a current record or all records have been closed, a question appears whether a new record should be created. See 'Create a record' for more information.

7. When a file has been opened, it is possible to open the file selection screen using the [Select record] button and select another file (if possible) there.

8. By then clicking on the [Record] button (or double clicking on the relevant file in the overview), the selected file will open.

Close a record

Pregnancy records are automatically closed at a certain date, under certain conditions. These conditions are:

- 90 days after the date 'End pregnancy' is entered. This date can be entered in Mosos <P> (date of birth child), Mosos <CTG> (date of birth child) or Mosos <O> (pregnancy outcome) or
- 90 days after the EDD has expired.

Only an administrator can grant access to the relevant file after that time.

Summary

On the screen where a pregnancy record can be selected (in Mosos <O> and Mosos <P>), the button [Summary] is available. With this button a summary of data can be displayed. This functionality is also available through the menu bar.

> ⓘ The summary includes only details of the selected pregnancy and the module in which the summary is opened.

Opening a record

1. Search and open the record as described above.

2. In the screen 'Available pregnancy records' select the relevant pregnancy.

3. Click the [Summary] button to display the summary.

Open record

1. Go to the menu bar and click 'Data'.

2. Click 'Summary'.

3. When a summary of a previous pregnancy needs to be displayed, first click [Select record]. Select the concerning record and click [Summary].

Data entry and modifying data

-

General

The administrator sets up which modules a user has access to and the user's options. For example, a user can / can't add items in a list. It is also possible to give a user only the right to read. In that case files can only be read, changing or entering data is not possible.

Menu bar

In addition to the tool bar, the program can also be operated (partially) via the menu bar. Available options are included in a pop-up menu from the bar. Open a pop-up menu by clicking on it and selecting the desired option. Options can be included in the menu bar that are not visible in the tool bar.

Drop-down list

Sometimes a selection list is available for the field processing. The list can be opened by clicking on the arrow to the right. Select the desired description by clicking on the description.
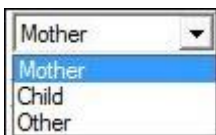
Some selection lists are empty or contain only a single item. For example, in the note 'Fluid in' in the field where the type of oral fluid intake can be recorded, the selection list is empty. This is not an expandable selection list.

Therefore, manually entered items in these types of fields do not appear in the selection list, but are added as a one-off event.

Modification button

When the user has the correct authorisation, in some places it is possible to add items to a drop-down list. To do so, click on the modification button while the field is empty. A screen 'Add' appears and a new description can be entered.

Depending on the program, sometimes more additions are shown. For example 'For single use'.

With the modification button it is also possible (if authorisation is given) to change descriptions. Select an item in the drop-down list, click the modification button and change the description.

Free text

Click in the empty box to select and enter text.

Numerical data fields

Numerical fields can be recognised by the designation of a unit with a field:

cm   = centimeter
bpm = beats per minute
gram = gram
cf   = conform
p   = percentile
cm/s = centimeters per second

Mandatory fields

All programmes contain one or more fields that must be completed to enable further storage of the data. Mandatory fields are marked in red. Is some cases, mandatory fields can be skipped and completed at a later stage. This is the case in Mosos <P>. This is stated clearly by means of a help text, which can be opened using the right mouse button.

It is also possible for a button on the button bar, a tab sheet title or the child selection button to have a red border. In that case, mandatory data have not yet been completed for the components in question.

Patient data

By clicking at the button [Patient data] it is possible to edit patient information.

Click at [Patient data] -> [Edit] -> Modify data and click [OK] to store. Click [Cancel] will close the screen without saving changes.

Ⓘ The current pregnancy duration (term) cannot be manually modified directly but is automatically recalculated based on the entered full-term date and the current calendar date. It is then modified.

The number of the current pregnancy must be unique. If a number is entered that has already been entered in the Mosos database, a message to that effect is displayed on the

screen. Enter the correct number. Or, if necessary, correct the number of the previous pregnancy. Then modify the number of the current pregnancy.

If data have already been entered in more than one child record, the number of children can no longer be restored. In this case, the incorrectly created child records can still be deleted through Mosos <Base> General Administration (authorisation is required).

Memorandum

In the Memorandum screen users can enter information pertaining to the pregnancy, which must be visible with one press of the button and, if desired, can be displayed by default when opening the record. The screen (as well as the function) can be compared to a Post-it® note.

Create

1. Click on [Create memorandum].

2. Entering and modifying text is done with the keyboard, with the assistance of the clipboard, if necessary. In some Mosos modules it is possible to use the 'Edit' option in the menu bar of the Memorandum screen to display the text in bold, italics and/or underlined.

3. Enter the information and click on [Save]. Click on [Cancel] to close the window without saving the information.

Review / Modify

1. Click on [View/Change memorandum].

2. Review / modify the information or add new information.

3. Click on [Save] or click on [Cancel] to close the window without saving the information.

> ⓘ If the memorandum already has content, then the memorandum is opened automatically when the patient is linked or a file is opened.
>
> ⓘ When using several Mosos modules, the content of the memorandum is automatically exchanged with the other programs of the Mosos Suite. Thus, if a memorandum is entered from the Mosos <CTG> program, for example then the content can also be viewed in the Mosos <U>, Mosos <O> and/or Mosos <P> program.

TEMP numbers

- [Creating a TEMP number](#)
- [Replace a TEMP number](#)
- [When replacing doesn't work](#)
- [Additional information](#)

In the event that connecting with the HIS fails, it is possible to manually enter patients who have not yet been entered into the Mosos database with a temporary patient number (TEMP). Please note that it is important to double-check that the patient truly has not yet been entered into the Mosos database.

ⓘ Patients who were already known in the Mosos database can be selected and may not be assigned a temporary number. Namely, creation of two or more records for the same patient must be avoided. That is why it is important, if the connection fails, to also select the patient by another search field, such as the name or date of birth. This way you can check whether the patient truly does not yet exist in the Mosos database.

Creating a TEMP number

1. In the selection screen, type TEMP at the location of the patient number followed by a three-digit number (e.g. 'TEMP001') and click on the search button. For example: 'TEMP001'.

2. You can then select one of several options. Click on [Yes] if you want to enter new patient data.

3. If the selected TEMP number is already in use, select a different number.

4. Enter at least the mandatory data and click on [OK] to save the data.

ⓘ These (temporary) TEMP numbers must be manually replaced by the patients HIS number directly after the connection has been restored.

Replace a TEMP number

1. In the selection screen, type TEMP at the location of the patient number.

2. Click on the search button and select the respective record.

3. Go to the 'Patient data' screen by pressing [Patient data].

4. Replace the TEMP number by the HIS number and click on [OK].

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5. A brief message is displayed: 'Retrieving patient data from the HIS…'. If the connection works and the entered number is known in the HIS, then the associated identification data are incorporated. The temporary number is cancelled automatically.

If the communication server is not (yet) working, a message to that effect is displayed. The temporary number can then not (yet) be changed. It is possible to enter data or create a CTG registration under the temporary number. Consult the technical application administration or the automation department for more information about the duration of the outage.

ⓘ As long as there is still a TEMP number in the Mosos database, no new patient data can be incorporated from the HIS.

When replacing doesn't work

In rare cases the temporary number cannot be replaced by the patients HIS number. This is announced by a message. In almost all cases this is due to the fact that the temporary number was wrongfully created because the patient already existed in the Mosos database with a HIS number.

The two records cannot be combined. To get rid of the temporary number, one of the two records must be deleted entirely. Which of the two depends on the type and the quantity of pregnancy data that are already saved in the records.

You can check the content using the Mosos <Base> General Administration / Delete Data programme. You can also use this programme to delete records (only if you have the required authorisation).

In general the record with the least data should be deleted. Always first make a hard copy of the content (printout on paper) and move any CTG registrations to the record that is kept. See: 'Incorrect connection' and consult the functional application administrator.

Additional information

- Working with TEMP numbers is only applicable if a connection to the HIS exists.

- Normally, you can select a patient based on the number with which the patient is known in the hospital information system (HIS). If this number is not in the Mosos database, the system will automatically search in the HIS.

- With a connection to the HIS, some data such as patient name and date of birth are then automatically incorporated by the Mosos database.

- The connection of Mosos with the HIS is made possible, among other things, by the Mosos <CS> programme: the Mosos communication server. If discontinuity occurs in the availability of the HIS, e.g. due to a failure of Mosos <CS>, then no new patient data can be incorporated (temporarily). For example, this means that no identification data of new patients can be linked to a CTG registration. A procedure has been developed with

which the patient's identification data can nevertheless be incorporated into the Mosos database based on a temporary number in the event of a communication server failure.

- As a rule, the hospital's Information Technology department handles operation of the Mosos <CS> and provides information about the duration of the outage, among other things. A message appears when the communication server fails: Warning. The communication server is not working. Use TEMP numbers for new patients to be added.

- It is advisable to first contact the System administrator or the IT department in order to make a message about the communication server failure known. The outage may be short in duration.

Terme

First determination (Mosos <P> installed)

While creating a new pregnancy record / introduction of a new pregnancy (including for example an ultrasound application), the screen to determine the EDD will appear.

EDD determined by: Displayed automatically and can not be modified.

Determination date: Automatically filled with today's date. Modifiable.

Gravida: Mandatory field.

ⓘ Do not assume that the number displayed (Gravida) is correct!. Ask for all pregnancies, including termination of pregnancy, miscarriages etc. Once this number is saved, it cannot be changed by the user.

Determination based on: Drop-down list contains 'LMP', 'Ultrasound (elsewhere), 'Ovulation' and 'Self'.

- *LMP*: Last menstrual period. Calculation is based on data in the fields: Last menstrual period (first day, DD-MM-YY), Certainty LMP (sure/unsure), Number of cycle days and Regularity cycle (regular/irregular). If a check mark is placed in front of 'use in calculation', the number of cycle days is used into calculation as well. The EDD will be placed automatically in the field 'EDD'. The current term is shown in 'at term'.
- *Ultrasound (elsewhere)*: Ultrasound examination from outside the hospital.
- *Ovulation*: 'Ovulation' date forms the basis for calculation.
- *Self*: User can enter data manually into 'at term' or 'EDD'.

ⓘ The calculation methods based on 'LMP' and 'Ovulation' can only be used once within the same pregnancy file.

First determination (Mosos <P> not installed)

While creating a new pregnancy file / introduction of a new pregnancy (including for example an ultrasound application), the screen to enter the EDD will appear. Enter data and click [OK].

ⓘ Do not assume that the number displayed (Gravida) is correct!. Ask for all pregnancies, including termination of pregnancy, miscarriages etc. Once this number is saved, it cannot be changed by the user.

Modify EDD (Mosos <P> installed)

1. Click [Estimated delivery date].

2. This will open the screen 'Add history'.

3. Click [New] to open the screen 'Add estimate date of delivery'.

4. Go to 'Determination based on' and select 'self'. Enter a new EDD.

   ⓘ The calculation methods based on 'LMP' and 'Ovulation' can only be used once within the same pregnancy file.

   ⓘ EDD based on an ultrasound examination needs to be modified in the ultrasound examination. It can't be changed in this screen.

5. Click [OK].

6. A question appears: Do you want the current EDD (xx-xx-xxxx, based on 'xx') to be replaced by the newly determined EDD (xx-xx-xxxx, based on 'xx')?

7. Click [Yes].

8. Click [Close].

Mosos <P> not installed

Click [Patient data], click [Edit], enter a new term and click [OK].

EDD history

Within one file it is possible to determine an EDD several times and build an EDD history. Once an EDD has been calculated and stored, click the button or select 'EDD' from the menu bar ('Data' -> 'EDD'.) to open the EDD history screen.

Date: Displays the date on which the determination was made. Based on an ultrasound examination, this date is equal to the date on which the examination was conducted.

Name/EDD determined by: Contains name / function of the person who added the EDD data. When the determination is based on an ultrasound examination (entered in Mosos <U>)

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these fields contain name/function of the person who entered the ultrasound data in Mosos <U>.

Term: Shows the term on the day the EDD calculation was determined.

Current: Give the gestational age that currently applies for the ADD calculation in the relevant line.

[New]: Click on this button to open the screen 'Add estimate date of delivery' and register/determine a new EDD.

ⓘ The bullet in front of a EDD determination date shows the current EDD in use. This date is also shown in the patient bar (XwXd). If the EDD is unsure (field 'certainty LMP'), a question mark is added.

Mosos <Notes>
Maintenance; Notes templates

- [General procedure](#)
- [Create a new template](#)
- [Introduction field Template](#)
- [Definition of the first field](#)
- [Define second and following fields](#)
- [View new template](#)

Mosos <Note> Templates relates to the function 'pregnancy report notes', part of the programs Mosos <CTG> Console, Mosos <P> en Mosos <O>. With this function it is possible to enter (progress) notes.

To simplify entering notes, templates are offered. Some of the templates are implemented by the supplier (some editable, some fixed), but it is also possible to create new templates.

> ⓘ Before making a new template: Write down in advance what information/data to be entered into the new template. Determine which are required, free text boxes, drop down lists or check boxes. Creating a template is made easier if the structure of the template has been predetermined. It is possible to edit a new template after it is created, but to insert new items are not possible.
> ⓘ Authorisation: This program can only be opened by one administrator at a time and it must be installed (by the IT department) on an approved computer.

General procedure

1. Start Mosos Menu.

2. Click on the tab 'Mosos - Base.

3. Click on 'Mosos <Note> Templates'.

4. Login. The required authorisation level is 'Administrator' (Mosos <CTG>, <P> or <O>).

Template

Upper frame: A list containing titles (of current templates), selection buttons and control buttons.

Middle frame: Fields to determine the display of the template.

Lower frame: Here it's possible to modify template fields, like name, type and content of selection lists.

Control buttons: [Modify note clusters], [Modify] and [Close].

Example

Create a new template

1. Start Mosos Menu.

2. Click on the tab 'Mosos - Base.

3. Click on 'Mosos <Note> Templates'.

4. Login. The required authorisation level is 'Administrator' (of Mosos <CTG>, <P> and/or <O>).

5. Click in the upper frame at [New].

6. Behind 'Selected' the word 'Note' will be shown. The other fields will show basic data.

   A number of definitions must now be entered, in order to impart the desired characteristics and properties on the new template. This is achieved as follows:

7. Go to the box 'Note name' and replace Note with the name of the new template. For example 'Observations'.

8. Concerning: Place a check mark before Mother, Child and/or Other. And if available before Doctor (Medical) and/or Midwifery.

9. Type of notification (if necessary): Tick the individuals who will use the notification. Medical and/or Midwifery.

Introduction field Template

Here the display of the template is determined.

- (Abbreviated) field name.
- Number of fields.
- Field ranking.
- Space between fields (for readability).
- Field length.

A field is characterized by the symbol '#'. A field can be preceded by the (abbreviate) name and a colon (:), followed by the number of spaces corresponding with the required length. If a template will contain multiple fields, it is advisable to place a comma (,) after the last space. This will benefit the readability/clarity of the created note and the content of the pregnancy report.

> ⓘ A template must contain at least 1 field.

In the following paragraph an example is used to explain the process.

Definition of the first field

Defining is done field by field! In this example (Observations) we will define 'Pulse(P)' first and then 'Temperature(Temp)'.

Field; *Template*
Action; Replace 'Note' by the desired (abbreviated) field name. Followed by colon (:) and a space (.). Leave the hash (#) in place or, if lost, enter by hand. The number of spaces after the hash must be equal to the number of characters that will be introduced at length. In this example, 'P' is the text that will be visible in the notification line. The word 'Pulse' will be displayed in the entry field where the user has to enter the data (see 'Field name').

Field; *Belongs to*
Action; If the note must be shown in Partogram also, choose the group it belongs to: Stages of birth, Medication or Other. If not, Default it is only shown in the pregnancy report ('n/a' is entered).

Field; *Selected field*
Action; Open the dropdown list and select: text.

Defintion of the first field

Field name: Replace 'Text' with the desired name. In this example 'Pulse'. After going to the next box, the box 'Selected field' in the middle part will have the same name. (Max 19 characters)

Field type: Choose the field type from the drop down list. In this example 'Numeric'.

Length: Enter the (maximum) number of spaces for input. In the example: 4

Range: Available if the field type is defined as 'Numeric'. Is used to indicate a range, for example: from 0 up to 150. Meaning users can only enter a value between 0-150.

Decimals: Available if the field type is defined as 'Numeric'. If desired, specify how many decimals can be entered. If the field type is 'Numeric', a value must be entered!

Prefix: Available if the field has been defined as 'free text' or 'numerical'. If desired, enter a prefix (extra addition to the field). 'Place in template' (visible in Decursus) and 'place in combo box' are available if (set) list is used. It is possible that the information entered in the notification needs to be visible in a different way in the notification summary. The distinction can be made here.

Suffix: Available if the field has been defined as 'free text' or 'numerical'. Enter a suffix if desired, for example: per min.(hour).

ⓘ When a suffix is used, place an extra space (.) behind the hash (#) in the field 'Template' and place a comma at the end (after the last space).

Use previous value: If a check mark is placed: When a user is entering data in the note, the last entered description/value will be presented.

Example

A user enters a value in the note, for example 'Vaginal examination, field 'Membranes', absent. The following 'Vaginal examination' note is opened and when the user clicks in the field 'Membranes' or opens the drop down list, 'absent' will be presented. It's possible to adjust manually.

ⓘ 'Use previous value' only applies to individual records/patients. Making the same note in another record, first a value must be entered manually.

Show in template / Combobox: Available if the field has been defined as 'list/free text' or as a 'set' list. Place the description as it will appear in the notification under 'Place in template'. The contents of a selection list are determined under 'Place in combo box'. This is not available in this example. For more information, see the chapter on 'Modify notification template'.

Example

When there is only 1 field to be defined, click [Save] to save the template.

Define second and following fields

Please describe per field what it must contain and what it must look like in the notification that will be visible to the user. Another field has been created in the example provided below.

1. Return to the field 'Template'.

2. Place the mouse cursor behind the hash (#) and add 3 spaces (equivalent to three characters, the specified length for the previous field) followed by a comma + space.

3. Enter the desired field name or abbreviation of that name, in this case a T(emp) followed by ':' (colon), a space and a hash (#). After the hash (#), again enter the number of spaces equal to the length of the number of characters that need to be entered. End with a comma.

4. Under 'Selected field', select the second field.

5. Then enter the required data. In this example, these are: Field name: Temp / Type of field: Numerical / Length: 4 (incl. comma) / Range: 35-42 / Decimals: 1 / Suffix: C(elsius).

6. If more fields need to be created, repeat steps 1 through 5.

7. Click [Save] to store the template.

View new template

1. Start Mosos <CTG> Console and connect a (trial) patient.

2. Click [Pregnancy report notes].

3. Click [New note/order].

4. Select 'Note type' (depending on where the template is made for) and 'Concerns'.

5. Select the new template from the selection list provided.

6. Complete the fields with the data and click on [OK]. View the partus report and compare the representation with the Template field from Notification Templates.

7. Determine whether the template and display in the note are in accordance to the expectations. If not, return to the template to make the necessary adjustments.

Maintenance; Lists

- [Actual / Entire list of templates](#)
- [Remove or (un)hide a template in user lists](#)

Actual / Entire list of templates

It is possible to show either the current list or the entire list of templates.

1. Start Mosos Menu.

2. Click on the tab 'Mosos - Base.

3. Click on 'Mosos <Note> Templates'.

4. Login. The required authorisation level is 'Administrator' (of Mosos <CTG>, <P> and/or <O>). The window 'Mosos <Note> Template' opens.

5. Only the templates that are used in the user programmes are displayed in the current list.

6. If the 'complete list' is selected, then all available notification templates are displayed. This includes the templates that have been removed from the list. These can be recognised by the word 'deleted' in brackets behind the name of the template.

Remove or (un)hide a template in user lists

With the ability to hide/unhide templates, it is possible to create a current list and an actual list. It is also possible to remove templates.

Hide

1. Open 'Mosos <Note> Templates' (see 1 t/m 4 above).

2. Place a check mark before 'Actual list' and click in the drop down list on the concerning template.

3. Click [Modify].

4. Place a check mark before 'Don't show' and click [Save].

> ⓘ When the full list is displayed, the templates that have been made invisible can be recognised by the fact that the name appears in brackets.

Unhide

1. Open 'Mosos <Note> Templates' (see 1 t/m 4 above).

2. Place a check mark before 'Entire list' and click in the drop down list on the concerning template.

3. Click [Modify].

4. Remove the check mark before 'Don't show' and click [Save].

Delete

1. Open 'Mosos <Note> Templates' (see 1 t/m 4 above).

2. Select the concerning template (in 'Actual' or 'Entire' list).

3. Click [Delete].

4. If data has been entered in the note (based on this template), those notes will not be lost, but they will be converted to a 'free text' note. A message will be displayed: Do you really want to remove the selected template? Existing notes will then be converted to free text.

5. Click [Yes] to delete the template permanently. Click [No] to close the question and return to the 'Mosos <Note> Templates' window.

Maintenance; Modification

It is possible to make changes to an existing templates 'on the fly'.

If the template is being modified , the following text will appear: 'Notes in this template are temporary unchangeable'.

This message is intended for users giving notification that the enter / edit function is temporally disabled while the template is being amended. An end user who opens the relevant template will receive a notification on the screen instead of the template.

A current existing template can be used to enter notes on behalf of the report. These 'historical' notes won't get lost in case of modification (or removal) of a template. The text of these notes will be converted to free text. A message will be shown before this conversion.

The notification appears after making the changes and clicking on the [Save] button in the bottom box.

ⓘ Templates implemented by the supplier can not be changed. This is due to relationship with other functions or maintenance.

Modify

1. Select the concerning template in the upper frame.

2. Click [Modify].

3. Make modifications. For more information, go to chapter 'Note templates'.

4. Click [Save] to save the modifications and view the results in Mosos <CTG> Console.

To remove a field from a template, select the concerning template, click [Modify], select in 'Template' the entire last* field (including name and #) and click 'Delete' or 'Backspace' (keyboard). To add and define a new field, see chapter 'Note templates'.

ⓘ It's only possible to remove the last field! An attempt to remove an intermediate field will automatically remove the last field as well. The same for inserting a new field. It will automatically be placed in the last position.

Maintenance; Combo box

- [Availability of a combo box](#)
- [Create a combo box](#)
- [Modify a combo box](#)

A template can contain fields which can be filled by means of a drop down list. The presentation of a field combined with a drop down list is called a combo box.

Sometimes the text in the drop down list must be displayed different from the text displayed in a report. If that's the case, the administrator can arrange that in a combo box as well. For example:

Availability of a combo box

A combo box is available if a field is defined as a list. This may be a static (fixed) list or a static list in conjunction with free text.

Static list: User has to select one of the definitions (from the offered list).

Static list in combination with free text: User is not required to select one of the definitions (from the offered list). User is also able to add (free) text.

> ⓘ Data entered manually will not become part of the list.

Create a combo box

1. Select the required template and field.

2. Click [Modify].

3. Click [New] in the third frame.

4. The next field is displayed:

5. In the fields 'Place in template' and 'Place in combo box', replace the text 'value' with the desired description. The description in the field 'Place in template' is displayed in the notification report and the text in the field 'Place in combo box' is displayed in the selection list.

In most cases, the descriptions for both fields will have to be identical. If they do need to differ from each other, then of course the meaning of both descriptions should be the same.

6. To add another description, click [New] and enter the description.

7. Repeat this until the list contains all required descriptions.

8. Click [Save].

> ⓘ When creating a combo box, the field length should be taken into account. When entering the description (field 'Show in template') the maximum number of characters defined (field 'Length') applies. The description in the field 'Show in Combo box' is by default 30 characters.

Modify a combo box

It is possible to modify the content of current combo boxes (except boxes belonging to non modifiable templates). Select the required template and combo box and click [Modify]. Follow the next instructions:

Add a new description to a current list

1. Click [New].
2. Replace 'Value' with the required description.
3. Click [Save].

Modify a description

1. Open the dropdown list.
2. Select the description to modify.
3. Make modifications.
4. Click [Save].

Removing a description from an existing list

1. Open the dropdown list.
2. Select the description to remove.
3. Click [Delete] beneath the combobox.
4. Click [Save].

Maintenance; Check box

It is possible to create a template in which one ore more boxes (check boxes) can be used. By clicking on a check box a check mark will appear, indicating the corresponding option is activated. Click again to remove the check mark and deactivate the option.

1. Start Mosos Menu, go to tab 'Mosos - Base'.

2. Open 'Mosos <Note> Templates'. Log in. Authorisation level is administrator (Mosos <CTG>, Mosos <P> or Mosos <O>).

3. The window 'Mosos <Note> Templates' will open and a new template can be created. For more information, see chapter '[Note templates](#)'.

4. *Note name:* Enter a new name for the template and place check marks before 'Mother/Child/Other' and 'Doctor's/Midwifery'.

5. *Template:* Enter a subject name. In the example below it's 'Test2'. Place a colon (:) and one space right behind the name. Then place a hash tag (#) for each check box to create. Between every hash tag a space.

   ⓘ The number of hash tags must be equal to the number of check boxes created.

   Example of a note template containing 3 check boxes

6. Go to 'Selected field' and select the first field.

7. *Field type:* Select 'Checkbox'.

8. *Field name:* Remove the text. A blank field remains.

   ⓘ A blank field is required. This ensures that in the note list / Course only the check marked item will be visible.

9. *Length:* Always '1'. The space required for a check mark.

10. Now determine the suffix that needs to appear after the check box. In the example, this is 'yes', 'no' or 'unknown'. It is a good idea to insert a space before the word and a space + a comma after the word, so that the items will be listed separately in the implementation line that is displayed.

11. Repeat step 6 to 10 for every check box that must be created. Select the following field at step 6 and continue.

12. Click [Save] to store the template.

13. Open one of the Mosos modules where a note can be made (like Mosos <CTG>) and check the note template.

Example of the note with 3 check boxes

14. Click [Cancel] to close the note without storing it. Return to the template and make modifications if necessary (select and click [Modify]).

15. When the template is used to make a note, this is the result in the note list :

Time	Initials	B.o.o.	Concerns	Content
				Date: 01-05-2018
14:47	BMA		Mother	Note: A B

Maintenance; Cluster notes

- [Create](#)
- [Modify existing cluster](#)
- [Remove cluster](#)

It is possible to group a number of existing templates together. This is called a cluster. A cluster is a help to enter multiple notes simultaneously, with minimal operations.

In a cluster, different templates are displayed as tabs. They can be either filled with data or skipped.

After completing and saving the cluster, the notes will show separately in the note list / course. Double click to open them and make modifications if necessary.

Required authorisation level (cluster creating): Mosos administrator for Mosos <CTG>, Mosos <P> or Mosos <O>.

Create

1. Start Mosos Menu, go to tab 'Mosos - Base' and open 'Mosos <Note> Templates'. Log in.

2. Click [Modify note clusters]. A new window will open, containing:

3. *Clusters*: Contains clusters that have already been created.
   Name: Name of the relevant cluster, free text.
   Concerns; It is possible to indicate here who the cluster is intended for, mother / child / other.
   Type of note (if available): It is possible to indicate here whether it is a midwifery and/or medical cluster.
   Available notes: This lists the notes that are available to use.
   Selected notes: This lists the notes that have been selected for use.

4. Click [New].

5. Name: Replace the text 'NewX' with the name for the cluster to create.

   > ⓘ It is advisable to start the name with 'Cluster' (or 'Group'). Immediately followed by the subject. This way the difference between the clusters and the self-contained noted is clear.
   > ⓘ Putting a number in front of the name will ensure that the cluster will show at the top of the row (alphabetical order) notes. This way selecting clusters is easier.

6. Concerns: Place a check mark before 'Mother' or 'Child' and/or 'Other'.

   > ⓘ The choice at 'Concerns' determines which templates are available to create a new cluster. If templates have been given a check mark before 'don't show', they will not be available for creating a cluster.

7. Available notes: Select the note that needs to be added to the cluster and click [Add>>>]. The selected note will be placed in 'Selected notes'. Repeat step 6 for every note that needs to be in the cluster. To determine the order, select the note (in 'Selected notes) and use the buttons [Up] and [Down] for positioning.

8. To delete notes, select in 'Selected notes' and click [<<<Delete].

9. When the cluster is created, click [OK] to store. Click [Cancel] to close the window without storing.

ⓘ Notes added to a cluster, can still be selected separately. It is not necessary to open an entire cluster if there is only one note to be filled.

Modify existing cluster

1. Start Mosos Menu, go to tab 'Mosos - Base' and open 'Mosos <Note> Templates'. Log in.

2. Click [Modify note clusters].

3. Select the concerning cluster.

4. Enter modifications (in 'cluster properties'). See step 6/7/8 at 'Create'.

5. Click [OK] to store or [Cancel] to close the window without storing.

Remove cluster

1. Start Mosos Menu, go to tab 'Mosos - Base' and open 'Mosos <Note> Templates'. Log in.

2. Click [Modify note clusters].

3. Select the concerning cluster and click [Delete].

4. Click [OK] to store or [Cancel] to close the window without storing.

Notes; General information

- [Login notes](#)
- [Add note / order](#)
- [Notes in anonymous CTG](#)
- [Remove notes](#)
- [View and edit notes](#)
- [Change history](#)
- [Transfer data from notes](#)
- [Additional information](#)

With regard to the distinction between doctor and midwifery notes, the customer can choose between two options:

1. A distinction is made between the doctor's and midwifery notes. This is the default setting.

2. No distinction is made between doctor's and midwifery notes. Existing doctor's and midwifery notes are converted into 'Notes'. The filter buttons [Doctor's notes] and [Midwifery notes] lapse. A new button will be visible, the button [Notes]. By clicking this button, all notes (including Orders) will be shown.

   In Course, the former buttons are replaced by the [Course] button. By clicking this button, all lines in Course will be shown, except the lines relating to the CTG registrations and ultrasound examinations. All new notes will be stored as 'Note' in the database.

   It is possible to return to the situation where the distinction is made and new notes can again be created as doctor's or midwifery notes.

- All notes that were originally medical notes are then displayed as medical notes again.

- All original midwifery notes are then displayed as a midwifery notes again.

- All notes created during the period when no distinction was made will show as midwifery notes.

> ⓘ When no distinction is made between doctor's and midwifery notes, no filter buttons will be visible for notes in partogram. The partogram will show all the notes.

> ⓘ During installation / update of the software, the customer can choose which of the options above is preferred. This preference will apply to all Mosos modules with the note functionality.

> ⓘ If no distinction is made between the notes and the customer decides to return to the situation where a distinction is made, all notes entered during the 'no distinction' period will be converted into midwifery notes. This cannot be changed! Any notes from the 'no distinction' period containing medical information will not be shown when using the filter button [Doctor's notes].

Login notes

Regarding creating / modifying / removing notes, there are two options in the program settings.

1. Users can enter/modify/delete notes directly. This is the default setting by supplier.

2. Users need to log in again to enter, modify or delete notes (so-called NotesAuthentication setting). See graphic below.
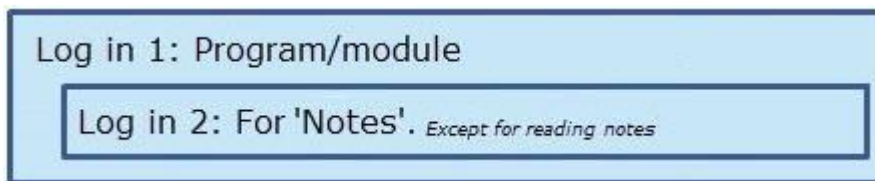
> ⓘ To read notes it isn't necessary to login as 'note user'.

The moment a user wants to add a note or remove / modify a note, user has to login again (pop-up window appears). This second login allows the user to work as a 'note user'.

> ⓘ Only applicable when option 2 (login 'note user') is set by supplier.

As long as user works in the program, the login remains valid. Automatically logout in case:

- Login by another user.
- 5 minutes of inactivity.
- End session (example: close 'Notes').

Add note / order

Through the button [New note/order] it is possible to enter information directly in the relevant part of the record. It is of course still possible to return to the concerning part of the record (in the concerning program/module) and enter information in the fields on the tabs.

1. Click on [New note / order].

2. If the login pop-up appears, enter login name / password and click [OK].

3. Under 'Type of note', choose (where necessary) between: Medical note, Midwifery note or Order. Depending on the choice, a list of selection options will appear (in the lower part).

4. Concerns: Indicate for whom the note / order is intended: Mother, Child or Other.

5. Select the desired note and click [OK].

> ⓘ The section 'Recently used notes' contains the notes which are used most frequently by the user. In the section below an overview of all available notes.

6. The note will open and data can be entered. Date / Time are already filled, but can be adjusted (manually).

7. No other note to fill? Click [OK]. Another note to fill? Click [OK+next] en repeat step 2 to 6.

> ⓘ It is possible to enter a note with a past date/time. A future date is not possible. The date/time of creation is stored in the database so the supplier can verify if a order is entered afterwards.

8. For more information about orders, zie the chapters '[Single order](#)' and '[Repeating order](#)'.

Additional information

- A check mark in front of 'Display as note in graph' is only necessary if the text must be shown as tool tip on the graph.

- Used the button [OK+next]? The note type and 'concerns' will be the same in the next note. This can be adjusted manually.

- Initially 'Note type' and 'Concerns' are filled automatically. This depends on the user and from which place the note is created. For example, make a note in graph 'Mother'? 'Concerns' is automatically filled with 'Mother'.

Notes in anonymous CTG

1. Click on [New note / order].

2. If the login pop-up appears, enter login name / password and click [OK].

3. The first time a note is entered for this recording, the note 'Patient details for anonymous CTG' will appear. This note contains the text: 'This is an anonymous CTG. Enter some identifying information about this patient, such as the name, before entering other notes.' (1)

4. Under (2.), enter patient identifying information; Name, birth name, date of birth etc.

> ⓘ Enter at least the name/birth name and the date of birth. More identifying information being known makes it easier to find the correct patient leading to fewer errors being made when information is registered.

5. No other note to fill? Click [OK]. Another note to fill? Click [OK+next].

6. Go to step 4 in the 'Add notes' section earlier in this chapter.

7. Once the registration is complete, the recording can be stopped. The recording can be found using the 'View and Print CTGs' function where it can be registered to the correct patient. Chapter 'Mosos - CTG, Console, Anonymous CTG' contains more information about registering an anonymous CTG to the correct patient.

> ⓘ Hospitals that use an ADT connection*: this will render TEMP numbers redundant.

Additional information

- The notes functionality for anonymous CTGs is limited. It only allows simple notes to be entered. It is not possible to enter cluster notes or orders and pregnancy reports cannot be printed.

- The identifying text entered in the note 'Patient information for anonymous CTG' is available in several locations: As a note in the note summary of the corresponding recording, in the note summary above the filter buttons and when viewing the CTG recording at the top left of the CTG strip.

- As soon as the CTG recording has been linked to the correct patient, the note 'Patient information for anonymous CTG' is deleted. The note can still be viewed in the notes history.

Remove notes

1. Select the concerning note (in Notes overview or Course) and click the Delete button. Before the note can be removed, the user must enter a reason for the removal. This is a mandatory field.

2. If at first the pop-up window 'User login' appears, log in and click [OK].

3. Enter a reason (compulsory field, free text) and save this. This will permanently delete the note or order and it can no longer be undone.

4. If the focus is then moved to a different line in the Course, the fact that the deleted not has been struck through will become visible. The note in question will also disappear from the overview after clicking on [Refresh] or after re-starting Course.

   ⓘ Only notes can be removed from the overview. Other information (from the patient record) has to be removed in the record itself. Deleted notes are hidden, but not removed from the database. They just not show in the user interface any longer. For more informations, see chapter 'Mosos - Base, Notes, Pregnancy report notes'.

The notes will be struck through. Notes that have been struck through are no longer immediately visible in the actual note report. Notes that have been struck through can be viewed using the filter "amended and deleted notes". The change history can be displayed per note. It is also possible to export the change history to MS® Excel®.

For more information, please refer to the "change history" section further along in this chapter.

View and edit notes

1. By double clicking on a note, the corresponding template is displayed.

   ⓘ Opening a note is also possible by selecting it and click the button [Open].

2. Click [View / Edit].

3. If at first the pop-up window 'User login' appears, log in and click [OK].

4. Enter modifications and click [OK].

For more information, see chapter 'Mosos - Base, Notes, Pregnancy report notes'.

Additional information

- When an existing note is opened, the user who originally created the note is listed as "Note by". This field is "read only" and therefore cannot be modified.

- When an existing note is opened, the user will see the date and time of the original entry at the bottom (read only). The user can also see whether the note is backdated.

- The "Initials" column in the notes summary lists the abbreviated name of the user who last updated the note.

Change history

The entry and modification of a note is recorded in the change history.

Opening / viewing change history

1. Select the relevant note in the Notes overview/Course and open the note.

2. Click on [Show history].

3. The "Change history of note" screen will be opened. This provides a history of the creation/modification.

4. Select a date/time in the top section in order to view the changes that have been made.

5. Click on [Close] to close the screen and return to the note.

Export change history

1. First select the patient.

2. Open the pregnancy report notes.

3. Click on the 'Data' menu in the menu bar.

4. Then click on 'Pregnancy report notes'.

5. Then on 'Export change history'.

The history will be displayed in a worksheet, provided that MS Excel is also available on the workstation in question. However, the history will simultaneously be stored as a file, even if MS Excel is not available on the workstation in question.

ⓘ Amended notes (including deleted notes) can be viewed using the filter "amended and deleted notes". The change history can be displayed per note. The required authorisation level is administrator.

Transfer data from notes

Data entered in notes, are automatically used in graphs / tables / calculations.

ⓘ This only applies to notes provided by the supplier.

Display as note in graph

By placing a check mark before 'Display as note in graph', the note is placed in the concerning graph (mother or child). In the graph an icon is shown: This doesn't apply to data used to fill graphs/tables/calculations. Regardless of a check mark is placed, these will always be transferred.

Additional information

- Notes (and orders) also have a relationship with Course and Mosos - O - Clinical Record (optional functionalities).
- Notes can also be entered and edited from the Mosos <P> and Mosos <O> programs.

  For the most recent content of the pregnancy report, click on [Refresh]. .

- When a distinction is made between doctor's notes and midwifery notes: Depending on the currently logged-in person, the 'Type of note' box will have a default value. The following types of relationship automatically start with a medical note: gynaecologists, physician assistants, midwives and apprentice midwives. All other relationships will automatically start with a nursing note.

- The content of the selection list with names will be put together by the functional application administrator using Mosos <Base> General Maintenance. If desired, the supplier can set which names can be selected for nursing and medical notes. For example: if a medical note is selected, then the selection list for the 'Note by' field will only contain the names of gynaecologists, midwives and physician assistants. This option is only applicable when a distinction is made between doctor's and midwifery notes.

- Sometimes a note contains more information than visible on the screen. It that case, a scroll bar is displayed on the right side of the note.

- Try to choose the best fitting note for the information that needs to be entered. In case none of the notes fits, choose the 'free text' note.

- There are two types of notes in the program. Notes that have a relationship with other components. For example, note 'Feeding child, which is also visible in the graph 'Child. These notes are installed by supplier and can't be changed by the customer. Second type are the notes which can be adapted to the requirements of the customer (Notes maintenance). These notes have no relationship with other components.

- When creating an order, it is possible to choose a note cluster (field: Subject). The orders will be displayed in separate lines in Course. Data entering in these orders can also be done partially and be stored intermediately.

- At the bottom of the notes template there is an indication as to whether the entered data are also being displayed in the partogram and if so, which colour is being used to display these data.

*ADT connection: the connection by which patient data are sent from the hospital's information system to Mosos.

Notes; Note cluster

- [Fill cluster](#)
- [Modify cluster](#)
- [Remove cluster](#)

A cluster is a group of note templates together. An input to enter more notes with fewer steps.

The cluster notes are in the same list as the separate notes. The application administrator can define clusters and give them a name. For example: The name of a cluster note template will always start with 'cluster' or 'group'. That way they are easy to find in the list of notes.

Fill cluster

1. Open the Pregnancy report notes or Course of the concerning patient.

2. Click on [New note / order] or [Note] and log in if required.

3. Select (if necessary) the note type and whom it concerns.

4. Double click on the cluster that needs be filled with data.

5. The cluster opens. Each topic is on a separate tab.

6. Enter data and click on the next tab.

   ⓘ The tabs containing data are marked with an asterisk.

7. All tabs filled (as far as necessary)? No other note to fill? Click [OK]. Another note to fill? Click [OK+next] en repeat the steps above.

8. In the notes overview (or Course) all tabs will show on their own line.

Modify cluster

Because every tab of a cluster (if filled with data) is shown (in overview or Course) on its own line, it is not possible to modify a cluster as a whole. It is possible to modify per note.

1. Open the Pregnancy report notes or Course of the concerning patient.

2. Double-click on the note which should be modified.

3. Modify the data.

4. Click [OK] to store or [Cancel] to close the window without storing.

Remove cluster

Because every tab of a cluster (if filled with data) is shown (in overview or course) on its own line, it is not possible to remove a cluster as a whole. It is possible to remove per note.

1. Open the Pregnancy report notes or Course of the concerning patient.

2. Select the note which should be deleted.

3. Click on [Delete].

4. The concerning note is struck through and by clicking [Refresh] it also disappears from the overview.

ⓘ Modifications are automatically documented and stored. Removed notes are stored in the database, but no longer visible in the user interface.

Pregnancy report notes

Button summary

> ⓘ Access to buttons depends on authorisation, settings and in which part of the program the user is working.

or

 [Doctor's notes]. Chapter 'Mosos - Base, Mosos <Notes>, Pregnancy report notes'.

 [Midwifery notes]. Chapter 'Mosos - Base, Mosos <Notes>, Pregnancy report notes'.

 [Notes]. Chapter 'Mosos - Base, Mosos <Notes>, Pregnancy report notes'.

 [Orders]. Chapter 'Mosos - Base, Mosos <Notes>, Pregnancy report notes'.

 [[Recordings]. Chapter 'Mosos - Base, Mosos <Notes>, Pregnancy report notes'.

 [Maternal parameters]. Chapter 'Mosos - Base, Mosos <Notes>, Pregnancy report notes'.

 [STAN® notes]. Chapter 'Mosos - Base, Mosos <Notes>, Pregnancy report notes'.

 [Deleted and amended notes]. Chapter 'Mosos - Base, Mosos <Notes>, Pregnancy report notes'.

 [Notes partogram]. Chapter 'Mosos - Base, Mosos <Notes>, Pregnancy report notes'.

 [Notes concern]:mother child other. Chapter 'Mosos - Base, Mosos <Notes>, Pregnancy report notes'.

 [New note / order]. Chapter 'Mosos - Base, Mosos <Notes>, Pregnancy report notes'.

 [View / Edit]. Chapter 'Mosos - Base, Mosos <Notes>, General information'.

 [Delete]. Chapter 'Mosos - Base, Mosos <Notes>, General information'.

 [Show CTG]. Chapter 'Mosos - CTG, Mosos <CTG> Console, Display a CTG'.

[Print partus report]. Chapter 'Mosos- CTG, Mosos <CTG> Console, Printing notes and registrations'.

[Print recording]. Chapter 'Mosos- CTG, Mosos <CTG> Console, Printing notes and registrations'.

[Refresh]. Chapter ''.

[Close]. Chapter 'Mosos - Base, Start, Login and closing'.

Additional information

Distinction

If there is no distinction between medical and nursing notes, these two filter buttons will not be shown. A new button will be visible, the button [Notes]. By clicking this button, all notes (including Orders) will be shown.

Pregnancy report notes

- [Pregnancy report content](#)
- [Filter notes](#)
- [Close](#)
- [Additional information](#)

With this function you can describe the progress of a patient for the purpose of her admittance to the delivery room in the form of notes.

> ⓘ Depending on the settings it is or is not necessary to log in as a 'note user'. For more information, see chapter 'Notes, General information, Log in'.

Pregnancy report content

The pregnancy report can contain different types of notes. The content of the pregnancy report consists of:

- Depending on the software settings, (no) distinction is made between doctor's notes and midwifery notes. See chapter 'Notes, General information notes'.
- Orders (pertaining to mother, child or other issues).
- Registrations (CTG registration) lines are automatically created and can also contain notes such as evaluations. For more information about alarm notices, see chapter 'Mosos CTG, Mosos <CTG> Console, Alarm, Settings'.
- Maternal parameters (SpO2, NIBP, MHR, if available, are automatically created).
- STAN® events (STAN integration is optional).

The entered notes, orders, registrations and maternal parameters are displayed in an overview.

> ⓘ A pregnancy report is a summary of the course of the pregnancy, parturition and childbed. The report is completed through the standardised fields in the 'Patient parturition and child data' function. This is done in Mosos <P>. In the event of multiple births, one report per child is created. Enter a check mark for each child for whom you want to print out a pregnancy report. Customers who do not have these functions or programs cannot print out a pregnancy report. Only the notes report can be printed for these customers.

If you wish to enter/view/modify or delete notes, please refer to chapter 'Mosos- Base, Mosos notes, General information'.

Filter notes

The content of the notes report can be partially or fully displayed on the screen. Use the filter buttons to make your selection (several filter buttons can be used at the same time). Depending on the settings, the following filter buttons are available:

[Doctor notes]

[Midwifery notes]

[Notes]

[New note / order]

[Orders]

[Deleted and amended notes]

[Recordings]

[Maternal parameters]

[STAN® events] (if available)

[Notes linked to the partogram]

[Notes regarding: mother, child or other issues]

The content is always sorted by date and time: the most recent note at the top. If the pregnancy report has a lot of notes, then the vertical slide bar can be used to display the remaining content of the pregnancy report.

Close

Notes overview can be closed by:

Clicking at the 'Close' button in the Notes field or by clicking at another button on the Console tool bar.

Additional information

- For more information, see also '<u>Mosos- Base, Mosos notes, General information</u>', '<u>Displaying a CTG</u>' and '<u>Printing notes/registrations</u>'.

- In Mosos <CTG> Console it is possible to open/edit a note - entered by the user (shown by a yellow block) - directly from the CTG strip. The alarm notes (orange block) cannot be opened, these are system notes. Click on the yellow block to open the note and edit it if necessary.

- Several notes templates are provided with the program as a standard. A new template can be created and added using Mosos <Note> Templates, if desired. You can also edit a number of existing templates. Mosos <Note> Templates can be operated by the functional application administrator. In this program you also set whether a certain note is shown in the partogram.

- A registration line is automatically created for every CTG registration. This registration line contains the start date and time, the unique registration number, time period, location and duration. If the CTG has been evaluated, then the text and the initials of the evaluator are automatically entered in the registration line. If you are dealing with a relocated CTG, then the source or target data are also listed in the registration line. If available and used, the values of the maternal parameters are also automatically included in the content. This also applies to STAN® events. Registration lines, maternal parameters and STAN events cannot be edited or deleted.

Orders
Single order

1. Open the Course of the patient.

2. Go to the section 'Planned' and click [Order].

   > ⓘ If Course is not installed, an order can be entered through the Notes Overview. Clck on [Notes]. Click on [New note/order]. Log in if necessary and go on with step 3 below.

3. Fill the fields with data:

   Note by: This field is "read only" and displays the name of the logged in (note) user.

   By order of: For example, the responsible gynecologist.

   Display as note in graph: Placing a check mark will make the note visible in graph (as a notebook icon).

   Concerns: Make sure the right person is entered (so the note will be visible in the correct graph).

   Subject: Choose the right order, so when running the order, the corresponding screen will open. Mandatory field.

   Description: Free text.

   By: The person to execute the order.

   Type of note (if necessary): Medical or midwifery.

   Start date / time: Leave the start date / time as is if the notification is effective immediately. The system will then track when a task needs to be performed. If not, then modify this. (In the screen section 'To be performed').

   > ⓘ If an order has already been executed, start date/time can't be changed. A single order can be changed in to a repeating order by placing a check mark in the box 'Repeating order' and fill in the pattern.

   Repeating order: Do not place a check mark (unless it has to be a repeating order. For more information, see chapter '[Repeating order](#)'.

4. Click [OK]. When multiple orders have to be made, click [OK + next] and repeat step 3 to 4.

Planned

M	Date	Time	Term	Type	Subtype	Specification
-- nc ▾	-- no filter ▾	-- no ▾	-- no f ▾	-- no filter -- ▾	-- no filter -- ▾	-- no filter --
	11-02-2013	15:59	28w2d	note	task	ORDER NR 1: SUBJECT:

5. In the section 'Current pregnancy' the corresponding order will be displayed. Including date / time the order is generated.

6. The program automatically gives orders a number. A single order gets 1, 2, 3 etc. The order (in section 'Current pregnancy') gets the same number as the corresponding task in section 'Planned'.

Additional information

It is possible to enter an order with a date and/or time in the past. A date in the future is not possible (this appears as a notification). The date and time of creation will be tracked in the database, so that it is possible to check retrospectively whether an order was entered.

It is possible to select a notification cluster in the field 'Subject' when creating an order. These are included as separate lines in the Decursus during the implementation. This order can also be partially implemented with interim saving.

ⓘ If 'partial implementation' is selected, then the completed text will not be visible in the Decursus or the graph. Only when 'implementation' is selected will all the information be entered.

Repeating order

1. Open the Course of the patient.

2. Go to the section 'Planned' and click [Order].

> ⓘ If Course is not installed, an order can be entered through the Notes Overview. Clck on [Notes]. Click on [New note/order]. Log in if necessary and go on with step 3 below.

3. Fill the fields with data:

   Note by: This field is "read only" and displays the name of the logged in (note) user.

   By order of: For example, the responsible gynecologist.

   Display as note in graph: Placing a check mark will make the note visible in graph (as a notebook icon).

   Concerns: Make sure the right person is entered (so the note will be visible in the correct graph).

   Subject: Choose the right order, so when running the order, the corresponding screen will open. Mandatory field.

   Description: Free text.

   By: The person to execute the order.

   Type of note (if necessary): Medical or midwifery.

   Start date / time: Leave the start date / time as is if the notification is effective immediately. The system will then track when a task needs to be performed. If not, then modify this. (In the screen section 'To be performed').

   > ⓘ If an order has already been executed, start date/time can't be changed. A single order can be changed in to a repeating order by placing a check mark in the box 'Repeating order' and fill in the pattern.

   Repeating order: Place a check mark.

4. The repeat schedule will become accessible and can be completed.

   Frequency: Click in the time line at the point when the order must be executed. A red line will appear. Clicking again on the red line, will make it disappear. If an order must be executed multiple times, just click on every point where it must be executed. It is also possible to adjust those moment by dragging the red line to another position. When an order must be executed 3 times a day, it's also possible to enter '3' in the box after 'Frequency'.

The program will automatically divide those 3 times in the time line. This can be adjusted by dragging the red lines to other positions. When an order must be executed several times per hour, this can be indicated by 'Frequency'. In which case the time line is no longer usable.

Period: Default setting. Can be adjusted manually. 00.00 - 23.45 hrs.

Daily: Execute the order daily? Place a check mark. Not daily? Just place a check mark before the days needed.

> ⓘ Execute 5 or more days? Place a check mark at 'Daily' and remove the check marks (at the days) not needed.

End date/time: Default the parturition/outcome date and time will automatically mark the end of the repeating pattern. Just remove the check mark and enter end date/time above, if another date/time is desired. If only a date is entered (and no end time) the end of the repeating pattern will be at the end of that day.

5. Click [OK]. When multiple orders have to be made, click [OK + next] and repeat step 3 to 6.

6. The order will be displayed:
   - Task: In the section 'Planned': With the next date/time at which it must be executed.
   - Order: In the section 'Current pregnancy': With date/time the order is generated.

Additional information

- The program automatically gives orders a number. A single order gets 1, 2, 3 etc. A repeating order gets 1.1, 1.2, 1.3 etc. The order (in section 'Current pregnancy') gets the same number as the corresponding task in section 'Planned'.

- It is possible to enter an order with a past date and/or time. A future date is not possible (a message will appear). The date/time of creation is kept in the database in order to verify afterwards when an order is entered.

- If the desired start date/time doesn't fit within the days / times of the repeating pattern, the program will use the first date/time that fits. For example: Start date is a Wednesday, but there's only a check mark placed before Thursday. Then the executing of the task will take place that Thursday.

- The check mark before 'parturition / outcome date and time.......' will disappear (automatically) once an outcome date is entered in a Mosos program.

- Time line period is from 00.00 hrs up to 23.45 hrs.

Execute order

1. Open the Course of the patient.

2. Double click at the order that needs to be executed (section 'Planned'). The order will open.

   ⓘ No Course? Open the Note Overview and select the task corresponding with the order. Use the filter buttons if necessary. Double click to open.

3. Enter the requested data and click on [Executed].

   ⓘ It's possible to execute an order partially. After entering the information, click on [Partially implemented]. The information will be saved, but is not yet visible in Course / Graph. The order will remain in the 'Scheduled' section. Only once [Implemented] has been clicked will this order move to the section 'Current pregnancy' and will all entered information be visible in Course / Graph.

4. The executed order will appear in the section 'Current pregnancy' (in Course).

5. If it was a single order, the order disappears from the section 'Planned'. If it is a repeating order, the next order will appear in the section 'Planned' and the executed one will appear in the section 'Current pregnancy'.

Execute order

Modify order

1. Open the Course of the patient, got to the section 'Current pregnancy' and double click on the respective order. This can not be done in the section 'Planned'. Double clicking in there will open the corresponding task.

   ⓘ No Course? Open the Note Overview and select the task corresponding with the order. Use the filter buttons if necessary. Double click to open.

2. Modify the order and click [OK] to save.

3. When you want the original order to remain visible (in the section 'Current pregnancy'), the order should be stopped (see chapter 'Don't execute or remove') and a new order has to be created.

   ⓘ If an order has already been executed, start date/time can't be changed. A single order can be changed in to a repeating order by placing a check mark in the box 'Repeating order' and fill in the pattern.

Don't execute / Remove an order

Order not performed

1. Open the Course of the patient.

2. Double click (left mouse button) on the task that doesn't need to be executed. In Course in section 'Planned'.

   ⓘ No Course? Open the Note overview, select the relevant order (use filter buttons if necessary) and double click on the order to open it.

3. Click [Don't execute].

4. If this is a repeat order, then perform the following steps: Indicate whether this order should not be performed, or whether the entire order should be stopped.

5. If the order as a whole should be terminated, click on [Yes]. The order will remain, but there will be no task lined up.

6. If only this specific task should not be performed, click on [No]. A reason should be given as to why this task is not being performed.

7. Once the reason has been entered, click on [OK].

8. The Course or the Note overview states that this task was not performed and - in the case of a repeat order - the next task is scheduled.

Remove an order

1. Open the Course of the patient.

2. Select the relevant order in the 'Current pregnancy' section and click on the [Delete] button. Answer the control question with [Yes]. If necessary, click on [Refresh] to refresh the screen. The order (and the scheduled task) will be deleted.

   ⓘ No Course? Open the Note overview, select the relevant order (use filter buttons if necessary) and click on the [Delete] button. Answer the question 'Are you sure you want to delete this note?' with [Yes] and the order (including the scheduled task) will be completely removed.

Mosos <PatientView>
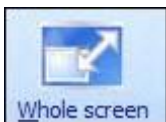## Mosos <PatientView> Button summary

ⓘ Access to buttons depends on authorisation, settings and in which part of the program the user is working.

General

To login: Click the button [Login] to open Mosos <PatientView>.

ⓘ The other items are only available after selecting a module.

[Whole screen]. This will open the window in the maximum size. Click on <ESC> on the keyboard to return to the normal mode.

[Refresh]. The information that is displayed will then be updated with new data.

In addition, the screen contains various 'arrow' buttons, to open / close sidebars.

[Register]. Select a blank line in the overview list and click on this button to register a patient (selection screen appears). It is also possible to click on the right mouse button and select this option in the appearing pop-up menu.

[Disconnect]. Select a patient in the list and click on this button to disconnect this patient.

[Properties]. This button makes it possible to adjust the room / bed code and the option baby stays in room yes / no. Select the relevant client for this and then click on this button. This can also be achieved when selecting the client, by using the right mouse button.

[Maintenance]. With this button it is possible to manage wards / rooms / buttons and possibly assign a midwife / physician / nurse. Chapter 'Mosos - Base, Mosos <PatientView>, Maintenance'.

Inpatient and delivery overview
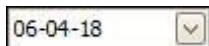
 [Select date]. Chapter 'Mosos - Base, Mosos <PatientView> Admission overview'.
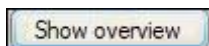
 [Show overview]. Chapter 'Mosos - Base, Mosos <PatientView>, Admission overview'.

Mosos <PatientView> Overview

- [Open](#)
- [Screen content](#)

Open

1. Open Mosos Menu and go to tab 'Mosos - Base'.

2. Click on the green arrow behind Mosos <PatientView>.

3. Enter *login name, password* and click [OK].

> ⓘ It's not possible in PatientView to log in for the first time ever and change password. A new user should log in another Mosos program first to adjust his/her password.

4. The overview screen opens. Depending on which modules are installed, they are or aren't accessible. Click on the name of the module (left side) to open it.

Mosos <PatientView> contains four modules:

- *Bed overview*: Belongs to 'Clinical file'. With other modules to purchase separately.
- *Delivery rooms*: Belongs to Mosos <CTG> Console. With other modules to purchase separately.
- *Inpatient overview*: To purchase separately.
- *Delivery overview*: To purchase separately.

Mosos <PatientView> Bed overview - Maintenance

- [Create a ward / room / bed](#)
- [Block / Unblock a bed](#)
- [Bed properties](#)
- [Room properties](#)
- [Show empty rooms / beds](#)

The button [Maintenance] can be operated by all users. With this button it is possible to create departments / rooms / bed, (un)block bed, assign responsible nurse/midwife/physician etc.

Maintenance
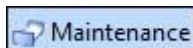
It's also possible to add - temporarily - another department to the overview in case a pregnant patient is placed on another department (like a pregnant patient with a broken hip, placed on the orthopaedic department.).

It is also possible to link a responsible nurse / maternity assistant to a room (via a selection list). A responsible doctor can be linked to a bed. Midwives / maternity assistants / doctors who are authorised as Mosos users will automatically appear in this list.

> ⓘ The button [Maintenance] can be operated by all users (with the proper authorisation). The Trust must define which users will be granted the access to manage the department / rooms/beds in PatientView. To prevent changes that are not intended.

Create a ward / room / bed

Create a department

1. Click [Maintenance] and select [new].

2. Click the mutation button.

   ...

3. Department: Enter the name of the concerning department. Place a check mark before 'Show on DR board'.

4. Click [OK].

   > ⓘ User created only a department. No rooms / beds yet!

Create a new room, including a bed

1. Click [Maintenance] and select the concerning department.

2. Click the mutation button and select [new]. Click on the mutation button again.

3. Room number: Enter the room number (or name) of the concerning room.

4. Bed: Click [new] and the mutation button.

5. Bed code: Enter name or number.

6. In this screen it is also possible to block a bed, assign the responsible doctor / midwife and place a check mark before 'show bed on DR board'.

7. Click [OK].

8. To add another bed, follow steps 4 to 7 above.

9. By clicking [OK] several times, until the maintenance screens are closed, the user will return to the overview screen.

> ⓘ To create a new department, including rooms/beds: Click [Maintenance] > double click [new] > enter department name > double click [new] > enter room number (choose responsible nurses if necessary) > double click [new] > enter bed code (choose responsible physician/midwife and place check mark if necessary) > click [OK] 4 times to return to the overview.

Create a bed in an existing room

1. Click [Maintenance] and select the concerning department.

2. Click the mutation button and select [new]. Click on the mutation button again.

3. Bed: Click [new] and the mutation button.

4. Bed code: Enter name or number.

5. In this screen it is also possible to block a bed, assign the responsible doctor / midwife and place a check mark before 'show bed on DR board'.

6. Click [OK].

7. By clicking [OK] several times, until the maintenance screens are closed, the user will return to the overview screen.

> ⓘ If the module 'Bed overview' is installed: Add a new bed to a room can be done by clicking in the 'empty white space' in a room (with right mouse button). Click in the pop-up menu on 'Room properties' and add a bed by using [new] and the mutation button (as above).

Block / Unblock a bed

1. Click with right mouse button on the concerning bed.

2. Click on [Block bed] or [Deblock bed].

3. If necessary, a reason for blocking can be entered. Click with the right mouse button on 'Bed properties', place a check mark before 'block bed' and enter a reason in the concerning field. This reason will also be visible in the tool tip.

> ⓘ When the options 'block/unblock' are not accessible (greyed out) it's due to the fact:
> 1. a patient is linked to the bed.
> 2. the bed is associated with a CTG location. Go to 'Bed properties', remove the check mark before 'Show bed on DR board' and be sure the CTG location is empty.

Bed properties

1. Click with right mouse button on the concerning bed and click 'Bed properties'.

2. Here it's possible to (un)block bed, enter the responsible midwife / obstetrician, place / remove a check mark before 'show bed on DR board' and link the bed to a CTG location.

> ⓘ If a patient is linked to a bed, it is not possible to block the bed.

Room properties

1. Click (with the right mouse button) on an empty place in the room. Click in the pop-up menu on 'Room properties'.

2. Here it is possible to adjust / enter room number, department, the responsible nurse and add a bed.

Show empty rooms / beds

Click (with the right mouse button) on an empty space in Bed Overview and place / remove a check mark before 'Show empty rooms' and / or 'Show empty beds'.

> ⓘ By default all empty rooms / beds will show.

Mosos <PatientView> Tooltip and patient related information

> ⓘ Some of the features described below are only accessible in Bed Overview. Other parts can be found in several overviews within PatientView.

Tooltip

By pointing at a patient (with the mouse pointer), a tool tip will be displayed. In the tool tip some information about the patient is displayed. Double click on the patient (name or icon) to open Course (if installed). The indication for admission is removed if the discharge date is in the past. The other information remains visible.
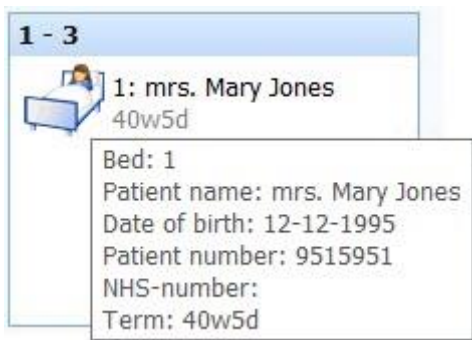
When a patient is no longer linked to a bed and one needs information from out of the Course, one is able to open Course using the button [Course] in Mosos <O>.

Bed overview side bar (detail information)

Besides the tool tip (limited amount of information) there is also a posibility to show a comprehensive summary of patient data. Select the concerning patient (click once on the name of the patient) and then click on the arrow on the right side of the screen.

In the bar that appears, a summary of data is shown. The content depends on the phase of the pregnancy and isn't adjustable. If the side bar is showing and another patient is selected, the content will automatically refresh.

Patient related information

Click (with right mouse button) on a patient to open a pop-up menu for patient related management. Depending on the overview the user is working with, the buttons below will or will not show.

> ⓘ Mainly use the right mouse button for the handling / information. For patient-related matters (such as disconnecting or baby in the room), select the patient first. A tooltip will appear with more information about the patient.

Baby in the room

1. Click (with right mouse button) on the concerning patient.

2. Click [Baby in the room]. This button is available if the day of birth is entered in Mosos <CTG> or Mosos <P> (tab 'Stages of birth).

   > ⓘ Multiple birth? Still only one baby icon appears.

3. Also possible through the button [Properties].

Copy patient number to clipboard

1. Click (with right mouse button) on the concerning patient.

2. Click 'Copy patient number to clipboard'.

3. When to use? When another Mosos module is used, the user can copy the number and paste it (right mouse button) into the correct field of the patient selection screen of the other program.

> ⓘ This function is available in: Bed Overview and in the overviews of Delivery Rooms, Admissions and Delivered.

Characteristics of patient

1. Click (with right mouse button) on the concerning patient.

2. Click 'Properties'.

3. Adjust the department / room / bed code and place (if necessary) a check mark before 'baby in room'.

Register patient

1. Click (right mouse button) at the concerning bed.

2. Click 'Register patient'.

3. Select the concerning patient.

4. If necessary, place a check mark before 'Baby in the room'.

5. Click [OK].

6. It is also possible to connect a patient, using the [Register] button in the bar above the overview.

7. Each patient can be registered to a bed, even without a current pregnancy or without a Mosos file. During registration a (new) Mosos file can be created.

> ⓘ When using the right mouse button to register/disconnect a patient and the options are not accessible (greyed out) that's due to the fact the bed is associated with a CTG location. Go to 'Bed properties', remove the check mark before 'Show bed on DR board' and be sure the CTG location is empty.

Disconnect patient

1. Click (with right mouse button) on the concerning patient.

2. Click 'Disconnect patient'.

3. It is also possible to connect a patient, using the [Register] button in the bar above the overview.

Move a patient

Use the button [Properties] or drag (with the mouse) the patient to another bed.

> ⓘ If a patient is going to be discharged from the hospital or ward, it is often already known which patient is going to be registered next (to the bed). Sometimes it is convenient to add an extra bed to the room (bed code 'Next patient') and register the next patient to it.
>
> At the time of admission, this new patient can be dragged to the right bed. This will only work if the new patient is not registered to another bed yet (e.g. in Delivery room overview), a patient can only be registered to one bed at the time.

Responsible (maternity) nurse and doctor / midwife

If assigned, the responsible nurse is shown next to the name of the room in Bed overview and in the column 'Nurse' in Delivery rooms.

Bed overview (maternity) nurse

1. Click (right mouse button) on the concerning room in Bed overview to open the menu.

2. The name of the user (logged in) is shown in the list 'Responsible (maternity) nurse', provided that the users profile is (maternity) nurse.

3. By clicking on the name, a check mark appears before the name to indicate that the user is assigned as the responsible (maternity) nurse.

4. By clicking the name again, the check mark disappears and the (logged in) user is no longer assigned as responsible (maternity) nurse.

> ⓘ It's not possible to grant a sign / tel.nr here. That should be done through 'Room properties'.

5. To change the responsible (maternity) nurse, open the menu, go to (maternity) nurse and select another (maternity) nurse.

> ⓘ Quick search: Type the first letter of the name the user is looking for. The names are displayed in alphabetical (first name basis) order.

Bed overview doctor / midwife

1. Click (right mouse button) on the concerning room in Bed overview to open the menu.

2. Click 'Bed properties'.

3. Choose 'Responsible'.

4. Select the concerning name.

5. Enter signal / phone number.

6. Click [OK].

Delivery rooms

1. Click (with right mouse button) on the concerning patient.

2. Click [Care]*.

3. Select the responsible nurse.

4. Enter signal / phone number.

5. Select the responsible maternity nurse.

6. Enter signal / phone number.

7. Click [OK].

* For assigning the responsible obstetrician / midwife, follow the steps above. At step 2 choose 'obstetrician or midwife' instead of 'Care'.

Mosos <PatientView> Bed overview

The module 'Bed overview' is accessible by logging in to Mosos <PatientView> and only available in combination with Mosos - O - Clinical Record*. The overview offers a current, graphical overview of all patients admitted to the ward and the patients in the delivery rooms.

In addition, obstetric patients admitted to other wards can be displayed as well, all depending on the layout the customer desires.

Tooltip

By pointing at a patient (with the mouse pointer), a tool tip will be displayed. In the tool tip some information about the patient is displayed. Double click on the patient (name or icon) to open Course (if installed). For more information, see chapter 'Tooltip and patient related information'.

Bed overview side bar (detail information)

Besides the tool tip (limited amount of information) there is also a posibility to show a comprehensive summary of patient data. Select the concerning patient (click once on the name of the patient) and then click on the arrow on the right side of the screen.

In the bar that appears, a summary of data is shown. The content depends on the phase of the pregnancy and isn't adjustable. If the side bar is showing and another patient is selected, the content will automatically refresh.

Course

Double click on the patient's name or icon, will open the Course of that specific patient. In Mosos <O> it is also possible to open the Course by clicking on the button [Course].

Close

To return to Mosos <O>, the Clinical Record and Course have to be closed. Use the button [Close]. Minimize Course will not work, it should be closed completely. This is intended for the purpose of showing there is still an open file and prevents the user of entering data in the wrong record.

[Filter per department]

It is possible to filter per department in the Bed overview. An overview of the created rooms / locations can be displayed per created department (or for all departments combined).

Mosos <PatientView> Delivery rooms

The delivery room screen contains an overview of all current deliveries. For more information about login in, see 'Overview PatientView'.

Department

Choose a department or specific room.

Course

Select a patient and click on it to open Course.

> ⓘ This is optional and depends on the purchased modules/programs.

Mosos <CTG>

The locations in Mosos <CTG> can be linked to the beds in the Delivery Room module. Changes and data input in Mosos <CTG> is automatically transferred to the Delivery Room module.

Additional information

- Dilation / Membranes ruptured / Position (child): This information is derived from the note 'Vaginal examination'. After the date and time of birth are entered (in Mosos <CTG>, tab stages of birth), the information disappears from the overview.

- 'Medical indication' is derived from the input in Mosos <O>.

- If entered, the medical indication and the position of the child is displayed in the column 'Details'. The order of the indications is equal to the sequence indicated in Mosos <O>. The column also includes the medical indications of previous pregnancy (ies).

- Term: Ante partum it shows the current pregnancy term. On the day of delivery 'delivery' is shown. And post partum, the time / date of birth is shown, including how many days ago parturition took place.

- Post partum the tool tip helds information about 'start parturition' and 'birth assistance'.

- Midwife / Physician: Contains the responsible midwife / physician, including signal / phone number.

- Nurse: Contains the responsible nurse, including signal / phone number.

Mosos <PatientView> Admission overview

Date generator
Upper right corner. To select a date from which admissions must be shown. A date can be entered by keyboard or by using the calender (click on the arrow after the date). After entering / selecting a date, click the button [Show overview].

From.....until today
Both patients still in admission and patient already discharged will be shown.

Tooltip
By moving the mouse pointer to certain parts on the screen, a small window appears, containing more information about the concerning part.

Course
Double click on a line with patient information to open the Course of this patient.

ⓘ It's not possible to print this screen.

Mosos <PatientView> Delivery overview

Date generator
Top right of the screen. This allows a date to be selected from where patients who have given birth should be shown. Enter a date or click on the small arrow to select a date on a calendar. After entering/selecting, click on [Show summary].

Tooltip
By moving the mouse pointer to certain parts on the screen, a small window appears, containing more information about the concerning part.

Course
Double click on a line with patient information to open the Course of this patient.

ⓘ It's not possible to print this screen.

Admission and discharge
Admission and discharge; Button summary

> ⓘ Access to buttons depends on authorisation, settings and in which part of the program the user is working.

[New admission]. Chapter 'Mosos - Base, Admission and discharge, Admission'

[New anamnesis]. Chapter 'Mosos - Base, Admission and discharge, Medical history'.

In addition, various 'arrows' (buttons) to open / close parts of the screen.

Admission

> ⓘ In general, an admission in Mosos is independent of connecting to a bed in Bed overview. A patient can be connected to a bed without an admission yet. For example, when a bed should be set aside for a particular patient.

With Mosos - O - Clinical Record

Admission via Bed Overview

1. Open Mosos <PatientView> and go to Bed overview.

2. Click (right mouse button) on the concerning bed.

3. Click [Register patient].

4. The screen 'Select patient' will open. Select the concerning patient. If the patient is unknown, create a new record. See chapter 'Mosos Base, Start, Create a record' for more information.

5. Click [OK].

6. Double click on the bed to open Course. Go to the tab 'Admission'.

7. Click [New admission] to enter new admission data.

8. Enter (mandatory) data to continue with the admission.

9. Click [OK] to confirm the admission. The admission is now realised and the medical history (in this case all information important for care during admission) can be completed. For more information, see chapter 'Mosos Base, Admission and discharge, Medical history, General information'.

Admission via Mosos <O> and Course

1. Open Mosos <O> and select a patient. Open the concerning record.

2. Click on [Course].

3. Double click on the bed to open Course. Go to the tab 'Admission'.

4. Click [New admission] to enter new admission data.

5. Enter (mandatory) data to continue with the admission.

6. Click [OK] to confirm the admission. The admission is now realised and the medical history (in this case all information important for care during admission) can be completed. For more information, see chapter 'Mosos Base, Admission and discharge, Medical history, General information'.

Without Mosos - O - Clinical Record

Customers without Clinical Record, can create an overview of admissions / discharges via tab 'Visits' (subtab 'Admission') in Mosos <O>.

1. Start Mosos <O> and log in if required. Select the patient and open the record of the concerning patient.

2. Open tab 'Visits' and go to subtab 'Admission'.

3. To enter new admission data, click [New].

4. Enter (mandatory) data.

5. Click [OK] to confirm the admission.

Discharge

-

With Mosos - O - Clinical Record

Discharge via Bed Overview

1. Open Mosos <PatientView> and go to Bed overview.

2. Double click on the bed to open Course. Go to the tab 'Admission'.

3. Click 'Discharge'.

4. Enter data beneath 'Discharge'. It might happen the discharge diagnosis is different from the admission indication. Therefor, if desired, enter a discharge diagnosis.

5. Click [OK].

6. Return to the Bed Overview screen and click (right mouse button) on the concerning patient. Click on [Disconnect patient] to delete the patient.

Discharge via Mosos <O> and Course

1. Open Mosos <O> and select a patient. Open the concerning record.

2. Click on [Course].

3. Go to the tab 'Admission'.

4. Click [Discharge] to enter the discharge data.

5. Enter data beneath 'Discharge'. It might happen the discharge diagnosis is different from the admission indication. Therefor, if desired, enter a discharge diagnosis.

6. Click [OK].

Without Mosos - O - Clinical Record

Customers without Clinical Record, can create an overview of admissions / discharges via tab 'Visits' (subtab 'Admission') in Mosos <O>.

1. Start Mosos <O> and open the record of the concerning patient.

2. Open tab 'Visits' and go to subtab 'Admission'.

3. Open the concerning admission.

4. Enter the date of discharge and the discharge diagnosis.

5. Click [OK].

Nursing assessment

Nursing assessment; General information

A questionnaire, based on Gordon's functional health patterns, to be used by nurses in the nursing process to provide a more comprehensive nursing assessment on the patient.

Open

Without admission

1. Click [New anamnesis].

2. The questionnaire will open. Enter data. Part of the data is copied from out of corresponding fields in the patient record. If there is a previous admission (within this pregnancy), data is copied also. The data can be modified manually.

   ⓘ When later on an admission is generated, the already filled questionnaire is connected to that admission. Verify if the data entered, is still correct.

With admission

1. Click [New admission].

2. The screen 'Add admission & discharge' opens. Enter data beneath 'admission'. Click [OK] to confirm.

3. The questionnaire will open. Enter data. Part of the data is copied from out of corresponding fields in the patient record. If there is a previous admission (within this pregnancy), data is copied also. The data can be modified manually.

Enter data

By clicking on the title bar (for example 'General'), the questionnaire will open and data can be entered. Part of the data is automatically copied from corresponding fields (in patient record). If there is a previous admission (within the same pregnancy) part of the data is also copied. During a current admission, changes can be made at any time.

By clicking on the arrows (end of bar) it is possible to expand / fold the individual questionnaires. Use the scroll bar on the right to navigate between the questionnaires.

ⓘ When a date of discharge is entered and a new admission + nursing assessment is required, it is no longer possible to edit the questionnaires from a previous admission.

Nursing assessment; Components

⚠ All data (needed in the questionnaires) which is already entered in other parts of the Mosos modules, is copied to the questionnaires belonging to the nursing assessment. Check all the data, because the situation / well-being of the patient might be different from a previous moment.

⚠ If a questionnaire is not applicable because there are no particulars to be entered, place a check mark before 'Not applicable'. That way other people know that the questions have been asked.

General
Contact information / proficiency and course admission / discharge.

Health Perception & Management
Expectations admission / previous experiences, but also for allergies, blood transfusions, alcohol use and smoking habit.

Nutritional & metabolic
About nutrient intake relative to metabolic need. Diet restrictions / daily food and fluid intake, dental problems, but also feeding policy (child).

Elimenation
About the function of the bowel / bladder and about vomitting.

Activity exercise
About problems on activity level. Like the range of motion, exercise patern and general mobility.

Sleep & rest
Assesses sleep and rest patterns. Like sleep routine, sleep apnea or sleep onset problems.

Cognitive & perceptual
Assesses the ability of the individual to understand and follow directions, retain information, make decisions, and solve problems.

Self perception/self concept
How to deal with emotions / pain. Optionally, de ability to have a talk with, for example, a chaplain or an anesthesiologist.

Role & relationship
Information about family structure, help needed after discharge, problems at home during admission etc.

Sexuality & reproductive
Negative sexual experience (think of sexual harassment), experiences vaginal examination and notes about sexuality and reproduction.

Coping-stress tolerance
Free text field to write notes about how the patient copes with stress and what she needs to be relaxed.

Values & Belief Pattern
Value / belief and wishes concerning religion. Also contains a field wheter there is an objection against male caregivers.

Details
Free text field for information which can not be placed within the previous parts.

Graphs, timeline and fluid balance
Button summary; Graphs

ⓘ Access to buttons depends on authorisation, settings and in which part of the program the user is working.
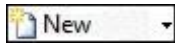
New ▾   [New]. Chapter 'Mosos - Base, Graphs, Graph mother'.

[Print...]. Chapter 'Mosos - Base, Graphs, General information'.

[Open / Close legend]. Chapter 'Mosos - Base, Graphs, Graph child'.

The time line and the fluid balance contain no separate buttons.

Graphs; General information

In Mosos - O - Clinical Record on the tab 'Admission' graphs will show. By clicking on the title of the graph, they will open. Use the + an - button to set the number of visible days.

There is a graph of the patient and of each born child (this pregnancy). The graph of the child(-ren) is visible after selection of the admission which contains the parturition and when the parturition is registered in Mosos <CTG> or Mosos <P>. The parturition day is highlighted yellow.

The day that is highlighted blue is the last admission day +1 day and contains no data. Use the slider at the bottom of the graph to view different days.

All kinds of notes can be displayed in the graph, but a few of the notes are specially made for the Clinical Record. Based on the data entered in these notes during an admission, the corresponding graph is automatically filled.

[New]
By clicking at the button [New] the user is able to directly enter a note into the graph. By default the field 'Concerns' is set to mother or child, depending on which graph is opened.
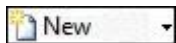
[Display as note in graph]
Notes with a check mark before the field 'Display as note in graph' are visible in the graph as a tooltip. Click on the tooltip to open the note. If two or more tooltips coincide, the tooltips will be merged into one list.

[Print]
By clicking at the button [Print], the print menu will open and the graph can be printed. On top of the print the name of the hospital, the name of the patient, date of birth and patient hospital number will be printed.

Print graph from Mosos <O>

It is possible to print the graph(-s) from out of the Mosos <O> module.

1. Click [Letters and documents].

2. Click [Reports] and select 'Graphs of mother / child'. Click [OK].

3. The print order is created and visible in the overview screen. Double click to open the settings screen . Indicate which graph must be printed and/or whether the nutrition table must be printed as well. Decide on the range (all number of days).

4. Click [Close].

5. Click [Print].

6. Select, if necessary, the printer and click [Print].

Graph child

- [Graph content](#)
- [Feeding policy](#)
- [Nutrition table](#)
- [Print](#)

There is a graph of each born child (this pregnancy). The graph of the child(-ren) is visible after selection of the admission which contains the parturition and when the parturition is registered in Mosos <CTG> or Mosos <O>/<P>. The parturition day is highlighted yellow. The day that is highlighted blue is the last admission day +1 day and contains no data.

With the slider beneath the graph it is possible to view all days (during admission). The parts of the graph can all be expanded or folded with the arrow buttons.

The legend is visible on the right side of the screen and at the bottom of the screen the ☑ ↗ nutrition table is visible.
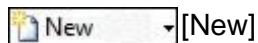
📄 New ▾ [New]
By clicking at the button [New] the user is able to directly enter a note into the graph. To make the note visible as a tooltip in the graph, place a check mark before 'Display as note in graph'.

Graph content

Contains curves (weight / temperature), a dotted line at the level of birth weight (default at -10%, modifiable by supplier) and various markers. These markers are automatically displayed based on entered notes.

The components of the graph can be check marked in the key to the graph. Default setting is check marked. If a box is not check marked, the associated element (icon, graph lines and Y axis) in both the graph and the report (print) will not be displayed.

Note: Indicate there is a note (containing data) available. Click on the icon to open the note. Move the mouse pointer over the icon to see a summary of the content.

Heel prick (or Guthrie test)
From note: Heel prick
Field: Heel prick = yes

Vitamin K
From note: Vitamin K
Field: Vitamin K = yes

Feeding
From note: Feeding child
Fields: Quality of breastfeeding (green = good +, yellow = moderate +/- and red is bad -). A white dot indicates formula feeding or breast / supplementary feeding with no quality data.

Temperature curve
From note: Child observations
Field: Temperature

Weight curve
From note: Child observations
Field: Weight

Heart rate
From note: Child observations
Field: Heart rate

Respiration
From note: Child observations
Field: Respiration

Urate
From note: Child observations
Field: Urate = yes

Stool
From note: Child observations
Field: Stool = yes and/or type of stool contains data

Voiding
From note: Child observations
Field: Voiding = yes

Guideline birth weight - 10%
From: Mosos <P>/<O>
Field: Birth weight -10%

ⓘ When a baby is transferred from another hospital / location, it is recommended to enter the birth weight in Mosos <P> on the tab 'Newborn'. That will make the guideline visible in the graph of the baby. This guideline is based on the field in Mosos <P> and not on the weight in the note 'Child observations'.

ⓘ If only a date of birth and no time of birth is entered in Mosos <P>, birth weight will be shown in the graph at 0:00 hrs. If there is also no date of birth entered, the graph will not show on the tab Admission (in Clinical Record).

Feeding policy

Right above the graph there is a frame which contains the feeding policy. The data in this field comes from the note 'Feeding policy'. If a new policy is entered, this field will be updated automatically. The latest policy will be visible that way.

Nutrition table

All lines in this table are filled with data from out of the 'Feeding child' note. With one exception: column 'Vomitting'; this data comes from the note 'Child observations', field 'Vomit (= yes)'. The most recent note at the top of the table.

Double click on a line to open the concerning note. Move the mouse pointer to a line to show a summary of the note.

The amount of food is added continuously during the day (24hrs) and the total shows in the line with the date of that day.

Feeding child

Day / time	Quality	BF	Supplementary feeding	Method	FF	Amount	Vomitting	Remarks
08-05-2014 (Day 1 p.p.)						100 ←		
14:00						25		
13:55							yes	
12:55	+	left./right				75		
07-05-2014 (delivery)						25		
09:28	±	left./right				25		

Print

By clicking at the button [Print], the print menu will open and the graph can be printed.

It is possible to print the graph and the nutrition table separate or together. In addition it is also possible to indicate the range (all / number of days). On top of the print the name of the hospital, the name of the patient, date of birth and patient hospital number will be printed. Also the most recent policy (feeding) is printed.

It is possible to print the graph(-s) from out of the Mosos <O> module.

1. Click [Letters and documents].

2. Click [Reports] and select 'Graphs of mother / child'. Click [OK].

3. The print order is created and visible in the overview screen. Double click to open the settings screen . Indicate which graph must be printed and/or whether the nutrition table must be printed as well. Decide on the range (all number of days).

4. Click [Close].

5. Click [Print].

6. Select, if necessary, the printer and click [Print].

Graph mother

-
-

The graph contains a number of curves (blood pressure / temperature / pulse /saturation), a dotted line to indicate the normal temperature and various markers. These markers are automatically displayed based on entered notes. The content of the graph is only visible if an admission is created / selected and the note is generated within the period of this admission.

With the slider beneath the graph it is possible to view all days (during admission). The parts of the graph can all be expanded or folded with the arrow buttons.

The parturition day is highlighted yellow. The day that is highlighted blue is the last admission day +1 day and contains no data.

The legend is visible on the right side of the screen.
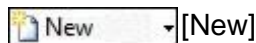
[New]
> By clicking at the button [New] the user is able to directly enter a note into the graph. To make the note visible as a tooltip in the graph, place a check mark before 'Display as note in graph'.

Graph content

The components of the graph can be check marked in the key to the graph. Default setting is check marked. If a box is not check marked, the associated element (icon, graph lines and Y axis) in both the graph and the report (print) will not be displayed. With the exception of 'Anti-D' and 'No Anti-D' which are always selected and disabled

Note
Indicate there is a note (containing data) available. Click on the icon to open the note. Move the mouse pointer over the icon to see a summary of the content.

Anti-D
From note: Anti-D
Field: Anti D administered: Yes

No Anti-D
From note: Anti-D
Field: Anti D administered: No

Blood pressure curve (systolic / diastolic)
From note: Controles ante partum / Controles durante partu / Controles post partum
Field: systole / diastole

Saturation (SpO2) curve
From note: Observations (ante partum / durante partu / post partum
Field: SpO2

Pulse curve
From note: Observations (ante partum / durante partu / post partum / zitten deze er uberhaupt in in GBR?'
Field: Pulse

Temperature curve
From note: Observations (ante partum / durante partu / post partum)
Field: Temperature

Pain Score Curve
From Note; Pain monitoring
Field: Pain Score

Temperature guideline 37 °C (normal)

Blood loss (red drops)
From note: Observation post partum
Field: Blood loss
- none = no drop
- minimal = 1 drop
- moderate (clear < menstruation) = 2 drops
- heavy = 3 drops
- clots = 4 drops

Voiding (blue drops)
From note: Observation post partum
Field: Voiding = spontaneous

Infusion (blood)
From note: Blood transfusion
A red icon wil show at start and stop time. On the right site of the start icon, a dotted line in the same colour (red) will show. As time passes by this line will grow longer. Once a stop time is entered a similar red icon will show at the end of the dotted line. If there are two separate intravenous lines of the same type (both blood), the graph will show 2 separate lines of the same colour beneath each other.

Infusion (medication)
From note: Infusion medication
A yellow icon wil show at start and stop time. On the right site of the start icon, a dotted line in the same colour (yellow) will show. As time passes by this line will grow longer. Once a stop time is entered a similar yellow icon will show at the end of the dotted line. If there are two separate intravenous lines of the same type (both medication), the graph will show 2 separate lines of the same colour beneath each other.

 Infusion (fluid)
From note: Fluid in
A green icon wil show at start and stop time. On the right site of the start icon, a dotted line in the same colour (green) will show. As time passes by this line will grow longer. Once a stop time is entered a similar green icon will show at the end of the dotted line. If there are two separate intravenous lines of the same type (both medication), the graph will show 2 separate lines of the same colour beneath each other.

Print

By clicking at the button [Print], the print menu will open and the graph can be printed.

It is possible to print the graph and the nutrition table separate or together. In addition it is also possible to indicate the range (all / number of days). On top of the print the name of the hospital, the name of the patient, date of birth and patient hospital number will be printed. Also the most recent policy (feeding) is printed.

It is possible to print the graph(-s) from out of the Mosos <O> module.

1. Click [Letters and documents].

2. Click [Reports] and select 'Graphs of mother / child'. Click [OK].

3. The print order is created and visible in the overview screen. Double click to open the settings screen . Indicate which graph must be printed and/or whether the nutrition table must be printed as well. Decide on the range (all number of days).

4. Click [Close].

5. Click [Print].

6. Select, if necessary, the printer and click [Print].

Fluid balance

weight			weight	
fluid in oral	500 ml		fluid in oral	
fluid in parenteral	1,106 ml		fluid in parenteral	
fluid out			fluid out	
fluid balance	1,606 ml		fluid balance	
stool			stool	
fundal height			fundal height	
proteinuria			proteinuria	

The table below the graph of the mother shows 'fluid' data automatically, based on data entered in notes. The values are cumulative and calculated per day.

> ⓘ In order to calculate properly it is important to enter the 'ending time' and (if applicable) the remainder of an infusion in the 'Fluid in' note. As long as there is not an ending time entered, the corresponding line in Course will be shown in green writing.

Fluid in - oral
Note: Fluid in
Field: Oral, Quantity. (Cumulative value per day.)

Fluid in - Parenteral
Note: Fluid in
Field: Parenteral, Quantity; If 'ending time' is entered and minus the content entered in the field 'Remainder'. (Cumulative value per day.)

Fluid out
Note: Fluid out
Field: Urine, Breastfeeding and Other. (Cumulative value per day.)

Blood transfusion
Note: Blood transfusion
Field: Quantity; If 'ending time' is entered and minus the content entered in the field 'Remainder'. (Cumulative value per day.)

> ⓘ In the fluid balance the value will show in the line 'Fluid in parenteral'.

Fluid balance
Sum of the lines above: Fluid in (oral) + Fluid in (parenteral) - Fluid out.

Stool
Notes: Antenatal observations, Observations during labour and Postpartum observations.

Field: Stool. The table will show 'Yes' if at least once a day 'yes' is entered in the field 'Stool' in one of the notes mentioned above.

Fundal height
Notes: Antenatal observations, Observations during labour and Postpartum observations.
Field: Fundal height; Last entry in this field in the relevant day.

Weight
Notes: Antenatal observations, Observations during labour and Postpartum observations.
Field: Weight; Last entry in this field in the relevant day.

Proteinuria
Note: Fluid out
Field: Proteinuria; Last entry in this field in the relevant day.

Timeline

On the bottom of the tab 'Admission' (in Mosos - O - Clinical Record) the timeline is visible.

It shows all admissions during the current pregnancy (shaped as 'cubes'). By selecting a cube, the corresponding data of admission / discharge and the nursing assessment will show.
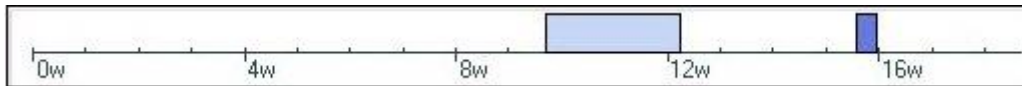
Mosos - Base - Report generator
Button summary; Report generator

ⓘ Access to buttons depends on authorisation, settings and in which part of the program the user is working.

[User login]. Chapter 'Mosos - Base, Start, Login and closing'.

[Save report]. Chapter 'Mosos - Base, Mosos - Base - Report Generator, Report'.

[New report]. Chapter 'Mosos - Base, Mosos - Base - Report Generator, Start'.

[Select report]. Chapter 'Mosos - Base, Mosos - Base - Report Generator, Report'.

[Output to]. Chapter 'Mosos - Base, Mosos - Base - Report Generator, Report'.

[Close]. Chapter 'Mosos - Base, Start, Login and closing'.

Report generator; Start

A report contains a set of data taken from the Mosos database. With Mosos - Base - Report generator it is possible to compose lists with desired data. The results are presented using Microsoft® Excel® or Microsoft® Excel® viewer.

> ## ⚠ Warning
> Report Generator has to be installed separately by the IT department on an administrator computer. For each system 1 licence is included in the initial installation. Additional licences are an option. Microsoft Excel also has to be installed on this computer. Knowledge of the input fields (in Mosos) is necessary to ensure accurate and meaningful reports.

- Login
- New report definition
  - Creating columns
  - Filter
  - Sub conditions
  - Main conditions

Login

Open the Mosos menu (tab 'Mosos - Base') and select and open the program 'Mosos - Base - Report generator'. Follow the login procedure (authorisation required, adjustable via Mosos <Base> General Maintenance.). After a successful login procedure, the window 'Select a report' will open and the program is ready to use.

[New]: Make new report definitions.

[Delete]: Delete present report definitions.

[Open]: Open present report definitions to view/edit.

New report definition

1. Start the Report generator (via Mosos menu) and login. The window 'Select a report' will open.

2. To make a new report definition, click [New], use the button [New report].

3. The window 'Report definition' will open.

4. An empty report is shown. It contains:
   - A section 'Fields'; To select the fields required in the report.
   - A section 'Filter'; Where to define the filter to limit the outcome.

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5. *Name:* Mandatory field. The report will be saved with the name entered here. All characters are allowed. It is recommended to use the subject of the report in this field. For instance; patients aged 35 and older. It is also advisable to use the period in this field. Such as month/year.

6. *Per:* This field will be filled automatically (with database level to be searched).

Creating columns

The section 'Fields' defines which fields the report should contain. The fields are chosen from the Mosos database. After the report is defined with filters, these fields will be filled with data from the Mosos database.

In other words; What kind of information would you like to see in the report? For instance, a column 'Name patient', a column 'date of birth' and a column 'number of children'. For many reports it is useful to define at least one identifying field (such as patient number).

The columns are generated one by one using the following steps:

1. Perform step 1 to 6 from '[New report definition](#)'.

2. Click [New] in the section 'Fields'. This will open the window 'Select field'.

3. Select a table.

4. Select a field. The drop down list contains the names of the fields as used in the Mosos database.

5. Select a label. The drop down list contains the names of the fields as used in the Mosos programs. Therefore, they are more recognizable. It is often easier to select the desired field from this list. The box 'field' will be filled automatically after selecting a label.

6. *Column title:* Will be filled automatically with the label name. This can be (manually) changed in a different name for the column header in Excel.

7. Repeat step 1 to 6 for every column that need to be in the report.

> ⓘ Due to possible links to other programmes, it is important that the column fields are in the correct order. If an order needs to be changed, use the 'up / down' arrows on the right side of the 'Fields' field.

Edit / Delete a field
- To edit a field: Select the field (section 'Fields'). Click [Open]. Enter desired changes and click [OK].
- To delete a field: Select the field (section 'Fields'). Click [Delete].

Filter

Defining a filter is not mandatory, but it is recommended. Using a filter will restrict the outcome of the report. For example; Only the records that satisfy the condition 'patient is 35 years or older'. It is best to keep a filter simple, consisting of one or two sub conditions. However, more complex filters with more sub conditions can be made.

A filter consists of a main condition (section 'Filter') and sub conditions. The main condition is a composition of the sub conditions.

Sub conditions

First, define the sub conditions (for example, to search the records of patients 35 years and older):

1. Click [New] in the section 'Filter'.

2. This will open 'Add filter'.

3. *Table:* Select a table. In this example 'Patient'.
   Field: Select a field from the table 'Patient'. For this example 'BirthDate'. This step can also be skipped.
   Label: Select a field from the table 'Patient'. For this example 'BirthDate patient'. The 'Field' box is then filled automatically.

4. Operator (Editing character): Select a character. Depending on the chosen field, the following characters are available:
   - more than (>)
   - more than and/or equal to (>=)
   - less than (<)
   - less than and/or equal to (<=)
   - equal to (=)
   - not equal to (<>)
   - contains
   - begins with

5. *Value:* Enter a desired value (manually). For example a date.

Table:	Patient
Field:	BirthDate
Label:	Date of birth
Operator:	<=
Value:	31-12-1965

6. Click [OK]. The filter will appear in the section 'Filters' and will automatically receive a number.

7. Repeat the procedure for every sub condition.

Edit / Delete sub condition

- To edit a sub condition: Select the condition (section 'Filters'). Click [Open]. Enter desired changes and click [OK].
- To delete a sub condition: Select the condition (section 'Filters'). Click [Delete].

Main conditions

The content of the field 'Filter' is the main condition. The main condition is a composition of the sub conditions. The sub conditions are numbered automatically.

As soon as an sub condition is added, the number is also placed automatically in the 'Filter' field. If multiple accessory conditions exist, then 'AND' is automatically entered as relation.

The content of the field 'Filter' can be adjusted manually. The valid characters for editing the main condition:
- numbers
- AND
- OR
- (,)

If the number of a sub condition is not listed in the main condition field (Filter), the sub condition will not be used in the filtering.

Report generator; The report

- [Save report](#)
- [Edit report](#)
- [Output](#)
- [Close](#)

Save report

If a user wants to reuse a report, it is possible to save it.

Click on the [Save report] button on the tool bar. This will add the report to the window 'Select a report'. The content of this window is sorted (automatically) and displayed in alphabetical order.

Edit report

To edit an existing report, open the report from the window 'Select a report'. There are 2 ways to open this window:

1. Automatic: Following a successful registration procedure, the 'Select a report' window is automatically presented.

   Manual: Click on the [Select report definition] button in the button bar. Or select the option 'Select report definition' from the 'Report' menu.

2. Select the desired report. Implement the desired changes in the screen sections 'Fields' and 'Filter'. Take a look at an example first if necessary.

3. To save, click [Save report]. A question will pop up: Replace report definition or create new?

   [Create]: A new report is created. The initial report remains. If the name of the new report is not changed (compared to initial report), both reports will appear in the window 'Select a report'. Distinguished by a serial number which automatically appears behind the name of the report.

   [Replace]: The initial report is overwritten with the new definition.

   [Cancel]: By making this choice, you will leave the window without saving the changes that have been made and the existing report will be maintained.

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Output

Use the button [Output to] for output. There are 4 options:

Excel: A report will directly be exported and opened with Microsoft® Excel® (or Microsoft® Excel® Viewer®). A temporary filename is given: 'temp_<nr>.xls'.

Printer: This option gives output to the (default) printer.

File: With this option, the report is automatically saved as a Excel file. The program will save it in the provider share -> MososCom -> Output (Windows Explorer). After clicking at 'File' a window opens where a file name can be entered. The name of the report is standard, adjustments can be made manually.

Show number only: With this option there is no output. In a separate window the program will show the number of records that meet the report definitions.

Close

There are a couple of ways to close a module:

1. At the upper right of the window.

 or

2. Click 'Exit', in the menu bar, tab 'Program > Exit'.

Mosos - Base – WebDoc (optional)

Mosos - Base - WebDoc is an (optional) add on module ; a web application that allows the authorised user to gain access, via Internet and/or Intranet, to letters and documents created in the Mosos patient records.

Mosos - Base - WebDoc means always and anywhere quick and easy access to patient related correspondence, current and possible previous pregnancy(s).

Optional with Mosos - Base - WebDoc is the WebDoc connector. This connector makes it possible to connect Mosos - Base - WebDoc with other information systems, like the Hospital Information System (HIS).

Mosos - Base - WebDoc starts from out of this application and may even be embedded. This way, letters and documents with obstetric data are also available for authorised users from other disciplines.

How does it work?

When a gynecologist or other authorised user wants to look into letters/documents in Mosos, this can be arranged quickly thanks to Mosos - Base - WebDoc. Via internet, intranet or HIS, WebDoc can open per patient and the user will get direct access to the, in Mosos created, letters and reports.

The only thing a user has to do after this, is to select the relevant document, in any conceivable format.

Mosos - Base - WebDoc is a web service and is able to communicate with numerous applications. Requested documents can be displayed as .doc, .rtf, .txt, .pdf or html. These documents can't be stored in users own system. The documents are always accessible at the source, Mosos.

Working with Mosos - Base - WebDoc: it is simple, accessible and safe. Patient data can be viewed by authorised users only.

Features

- Based on web technology.
- In accordance with security requirements regarding to privacy of patient data.
- Integration in HIS (optional WebDoc connector).
- Overview of all printed documents in the Mosos database.

The benefits

- Simple and secure access to, in Mosos created, letters and documents via Intranet, internet or - option- the HIS.
- Only requirement: a web browser.
- Accessible and user-friendly.
- More mobility and flexibility for the user.
- Relevant correspondence, available always and everywhere: as .doc, .rtf, .txt, .pdf or html.

WebDoc; Procedure

1. Go to the web browser and open the assigned Mosos - Base - WebDoc link.

> ⓘ Place the link in the 'favourites' list of your browser

2. Log in with Mosos account: User name and password.

3. Enter patient number and click [Search].

4. Patient data appears, including a list of all records available.

5. Click at the number of the relevant pregnancy.

6. The screen 'Document selection' will appear, containing an overview of present documents.

> ⓘ Only documents that are final are shown. Final implies printed / sent.

7. Select (if necessary) the format in which the document should be opened: .rtf, .pdf, .doc, .txt or HTML.

8. Click [Open] in front of the concerning document.

   - Rich text (Rtf) / Microsoft Word (Doc): A pop up question appears: What do you want to do with this document? Options: Open (without saving), Save or Save as.
   - Adobe Acrobat (Pdf): The document opens in a pdf reader. All options in there can be used to process, save or mail. To return to the screen 'Document selection', use the arrows (left top).
   - Html / Txt: The document opens in a web browser. All options in there can be used. To return to the screen 'Document selection', use the arrows (left top).

9. Printing the document: Use the browser or word print functionalities.

Screen content

Return to screen 'Select patient'.

Return to screen 'Record selection'.

Under construction.

Close, return to login screen.

Mosos - CTG

Intended use Mosos CTG

Intended users

Authorised Mosos users.

Intended use

Mosos CTG is intended to supply information for monitoring and diagnosing the physiological condition of pregnant women and their (unborn) child(ren) by an obstetric care professional.

In case of the situation of the patient is considered critical the system can be bypassed, i.e. the delivery of the child can proceed in a responsible way without using Mosos CTG.

Mosos <CTG> maintenance

- [Terms](#)
- [Start](#)
- [Screen content](#)

Mosos <CTG> Maintenance provides the ability to manage a number of settings related to the Mosos <CTG> programs Once logged in, the tab 'Console' appears.

With these programs it is possible to view / modify settings, without intervention of the supplier. These programs can be operated by a user with the correct (administrator) authorisation.

Maintenance of Mosos - CTG is performed with the following modules:
- Mosos <CTG> Maintenance
- Mosos <Note> Templates

Terms

User
A peron who is authorised to use relevant Mosos programs. He/She has been granted a login name and password to access one or more Mosos programs.

Administrator
A person authorised to manage the relevant Mosos programs. He/She has been granted a login name and password to access relevant programs (especially maintenance programs) as user and administrator.

Start

1. Open Mosos <Base> Menu.

2. Open tab 'Mosos - CTG'.

3. Click the green arrow after 'Mosos <CTG> Maintenance'. Mosos <Notes> Templates can be found on the tab 'Mosos - Base.

4. Enter the login procedure to gain access.

Screen content

Title bar

At the top of the screen the title bar is situated, containing the name of the program. On the right are the buttons for window operation and closure of the program (in accordance with the standards of the Microsoft® Windows® operating system.

Tabs

On the tabs (Mosos <CTG> Maintenance) the fields for the purpose of data entry are situated. The tabs are accessible by clicking on the desired tab header.

Maintenance; Mosos <CTG> Acquisition

- [General settings coincidence](#)
- [Simulation CTG](#)

Mosos <CTG> Maintenance 'Acquisition' allows you to administer a number of general settings relating to automatically storage/receipt and display of CTG signals.

General settings coincidence

Some cardiotocographs can transmit FHR signals that are so similar that they are probably from the same child. In that case, the FHR signals are located close together. This makes it possible to recognise this coincidence. When a coincidence is recognised, the second signal can be ignored.

Detect
If during the indicated number of seconds for (default = 10) the FHR signals deviate less from each other than the indicated number of BPMs (default = 8:4 = 2 bpm), then this is deemed a coincidence.

Reject
If then during the indicated number of seconds for (default = 3) the FHR signals deviate more from each other than the indicated number of BPMs (default = 8:4 = 2 bpm), then it is assumed that the mother is carrying twins.

Simulation CTG

Simulate CTG
The acquisition of CTG's can be simulated, for example for a test. Check the selection box when you want to simulate a CTG.

> ⚠ The simulation program suppresses the display of the current CTG signals coming from the cardiotocographs!

Acceleration factor
An acceleration factor can be specified so that a long 'simulation' CTG can be created in a short period of time. The standard setting is 1. If desired, a higher factor can be entered.

Maintenance; Mosos <CTG> Console

- [Register patient](#)
- [Recording lines in summary](#)
- [Algorithm patient number](#)
- [Login](#)
- [Settings for each Console program](#)

Register patient

The default stage of pregnancy for women without prior CTG's is 'antepartum'. Here it is possible to adjust the stage. Options: antepartum, perinatal, postpartum or depending on the type of location (mobile / fixed).

Recording lines in summary

This section relates to printing out CTG recordings. Every CTG recording is automatically given a unique identification: the recording line. The recording line contains the following information:

- Start and end date and time of the CTG.
- Unique number.
- Indicated time period.
- Name of the location.
- Duration of the recording.

A CTG can be printed out as a summary (one hour CTG, aspect: 1 cm/min.). The notes entered for the CTG (pregnancy report) are also printed out by default. If desired, the recording line can be automatically added to this.

Check the selection box if the recording lines should also be printed out in addition to the notes. The default setting is no check mark: the recording lines will not be automatically printed out.

Algorithm patient number

When entering patient numbers, the Mosos system checks whether these numbers are correct. Patient numbers must adhere to a specific composition. Select from the following options:

- *None*: All types of patient numbers are accepted.
- *Defined by HIS*: The composition according to the hospital information system.
- *Other*: Enter the number of characters of which the patient number must contain. If the patient number must always contain numbers only then check the selection box for 'Numeric'.

> ⓘ In the case of an HIS connection, the selection will already be set to 'Defined by HIS' by the supplier. It is recommended that no changes be implemented to this.

Login

If there is no tick, then the CTG screen will remain visible during the registration procedure (Mosos <CTG> Console).

Settings for each Console program

It is possible to specify per Mosos <CTG> Console programme whether the alarm function should initially be on (operated locations) or off (no sound).

ⓘ For more information on the alarm settings function, refer to the '[Alarm settings](#)' section of the Mosos <CTG> user manual.

Maintenance; Mosos - CTG

- [View CTG](#)
- [Print text lines underneath CTG trace](#)
- [Alarm](#)
- [FHR signal loss](#)
- [Overview of unreviewed CTGs](#)

Mosos <CTG> Maintenance allows you to administer a number of general setting relating to the Mosos <CTG> programmes. The 'CTG' tab is used to administer several settings related to the automatic receipt and display of CTG signals.

View CTG

View CTG

Default CTG aspect: The standard run speed can be set in this field. Select the desired option.

> ⓘ It is recommended that you find out if national guidelines exist for the run speeds. In the UK the usual setting is 1 cm/min.

Colour scheme

The background colour of the FHR strip can be changed under 'View CTG' and 'colour scheme'. There are three colour schemes: Classic, STAN or Dark. The Mosos <CTG> Console should be re-started to view the change.

Cropping the CTG at the frame edges

The CTG can be cropped at the edges of the CTG frame when displaying and printing if the values are above or below the absolute threshold (0 and 100 mmHg for the Toco and 60 and 200 BPM for the FHR). Check the selection box if cropping of the graphic at the frame edges is desired.

Hide anonymous CTG recordings

Only check the selection box if the unidentified signal should not be shown. This means that a current CTG signal will not be shown on the screen as long as the patient is not connected. This setting will apply for all programs Mosos <CTG> Console.

Print text lines underneath CTG trace

'Print lines under CTG' is related to the printing of CTG registrations.

Notes: When printing a CTG in Mosos <CTG> Console, it is possible to specify whether the notes should be printed underneath the CTG. This is a fixed setting.

Recordings: In addition to the notes, it is also possible to print the recording lines underneath the CTG. Check the selection box if printing of the recording line must be possible.

Maternal parameters: Idem recordings, if the measured values should be printed beneath the CTG.

Alarm

This is where the standard alarm levels and time delays can be set.

Level in BPM: The standard alarm level is set in these fields, expressed in Beats Per Minute. The following values are set as a default:

- Bradycardia: 100 bpm during the dilation period and 80 bpm during the expulsion period.
- Tachycardia: 180 bpm for both the dilation period and the expulsion period.

Set a different level by overwriting the default values, if desired.

Number of seconds: The time delays are set in these fields. The alarm will start if the number of bpm is above or below the alarm level during the number of specified seconds. The standard setting is for:

- Bradycardia: After 10 seconds during the dilation period and after 5 seconds during the expulsion period.
- Tachycardia: After 5 seconds for both the dilation period and the expulsion period.

Set a different level by overwriting the default values, if desired.

FHR signal loss

By using this function, the user can set whether an alarm should be sounded in the event of an FHR signal loss and an alarm notice (type: 'FHR signal loss') should be generated. The checkbox is checked by default.

The administrator can indicate in the two fields below this after how many seconds the FHR sig nal loss alarm should be sounded.

When this function is activated, an alarm notice (type: 'FHR signal loss') will be generated in the event of an FHR signal loss.

The standard settings are:
- Ultrasound (via CTG): after 30 seconds.
- Direct ECG (via cranial electrode): after 5 seconds.

Set a different level by overwriting the default values, if desired.

For more information about setting / dealing with alarm thresholds by the user, see chapter 'Mosos CTG, Mosos <CTG> Console, Alarm, Settings'.

ⓘ In Mosos <CTG> Console it is always possible – per recording – to deviate from the standard alarm level and time delay.

Overview of unreviewed CTGs

Is related to the function of the same name in Mosos <CTG> Console. The default value is 1 minute. This means that unreviewed CTG recordings of 1 minute and longer are displayed in the overview of unreviewed CTGs and recordings shorter than 1 minute are not displayed. Set a different value, if desired (value '0' is permitted).

Maintenance; Locations

CTG recording locations (fixed and mobile) can be grouped in Mosos <CTG> Maintenance. This makes it possible to display data for each created group in Central Monitoring. It is also possible to automatically remove patients from each group once CTG recording has finished.

The list created in this manner corresponds to the Location selection lists in the 'Recording info' screen and in the location overview of <CTG> Console.

> ⚠ All actions described below (creating/editing/deleting, etc.) are visible in Mosos CTG once Console/Central Monitoring have been restarted.
>
> ⚠ Once 'Location Maintenance' has been closed (by clicking on [Close]), it is no longer possible to make changes in Mosos <CTG> Maintenance. This is notified by the message 'Restart program to edit other settings' in the bottom-left of the screen. The user must close the program and restart it.

Creating a group

1. Start Mosos <CTG> Maintenance and log in.

2. Click on the button [Location Maintenance] to open the 'Location Maintenance' screen.

3. All the created groups are shown under 'Location groups'. The available locations are shown under 'CTG Acquisition points'.

   > ⚠ The 'Other' group is available by default. This contains all CTG acquisition points not classified in another group.

4. Click on the plus and minus signs to expand or hide the lists as required.

5. Select 'Location groups' and then click on [New].

6. Under 'Name', enter the name of the location group to be created.

7. State whether the patient is to be automatically removed after CTG recording is finished. If yes, enter after how many minutes this is to happen.

   > ⚠ Further information regarding 'automatic removal' can be found in the next section.

8. Click on [OK] to create the group.

9. Locations (acquisition points) can now be added.

10. Open the 'CTG Acquisition Points' list and drag and drop the desired acquisition points to the 'CTG Acquisition Points' line in the group that has just been created.

    If drag-and-drop does not work or is not possible, double-click on the acquisition point to be added in order to open the 'Edit location' screen. Select the group to which the acquisition point is to be added and click on [OK].

    🛈 If the acquisition point concerns a mobile set-up, it should be listed next to the name of the acquisition point. If this is not the case, double-click on the acquisition point, and check the box next to 'This is a mobile station'. If this is not checked, it will be regarded as a fixed acquisition point.

11. Now add the locations of mobile stations to the created group (if required).

12. Select the line 'Locations of mobile stations' in the created group and click on 'New'. This opens the 'Edit location' screen.

13. Enter the name of the mobile station and click [OK].

14. To add another mobile station location, click again on [New], enter the name and click [OK]. Repeat this step until all locations have been added.

    🛈 To change the order of the locations, select the location and click on the [Up] or [Down] button.

15. Click on [Save] to save the newly created location group and close the 'Location Maintenance' screen.

Automatic removal from location overview when CTG stops

As soon as a recording has been completed, it is possible to have the woman automatically disconnected by Mosos <CTG> Console.

- Click *Never* in the option box if automatic disconnection is not desired. This is the default setting.

- Click *After* in the option box if automatic disconnection is desired and enter the number of minutes after which automatic disconnection should take place.

🛈 The selected setting applies to all locations (outpatient clinic and hospital) within the created group. It is therefore recommended that the 'Never' setting be kept as the default setting unless the CTG system is used solely for outpatient recordings.

Moving acquisition points/mobile station locations

1. Acquisition point; Go to the 'CTG Acquisition Points' and double-click on the relevant item. Under 'Group', select the group to which the acquisition point is to be added and click on [OK].

2. Mobile station location; Go to the location group in which the location is listed and double-click on the relevant location (under the 'Locations of mobile stations'). Under 'Group', select the group to which the acquisition point is to be added and click on [OK].

> ⓘ It is also possible to drag and drop mobile station locations to a different location group.

3. Click on [Save] to apply the changes and close the 'Location Maintenance' window.

Deleting a group

To delete a location group, the contents need to be deleted first.

1. Select the location group to be deleted.

2. Drag this group to the 'Other' location group.

3. Select the (empty!) location group to be deleted and click on [Delete]. This will delete the location group.

4. Click on [Save] to apply the changes and close the 'Location Maintenance' window. The changes have now been permanently applied.

Editing names

Changing the name of a location group
Select the name of the relevant location group and click on [Change]. Enter the desired name and click on [OK]. Click on [Save] to apply the changes and close the 'Location Maintenance' window.

Changing the name of a CTG acquisition point
In the 'CTG Acquisition Points' list, double-click on the item whose name is to be changed. Enter the desired name and click on [OK]. Click on [Save] to apply the changes and close the 'Location Maintenance' window.

Changing the name of a mobile station location
Go to the location group to which the mobile station location belongs and double-click on the name to be changed. Enter the desired name and click on [OK]. Click on [Save] to apply the changes and close the 'Location Maintenance' window.

(Dis)connect and moving patient
Mosos CTG; Connect a patient (with HIS)

- [Select](#)
- [Connect](#)
- [Recording information](#)
- [Additional information](#)

To connect a patient (to an online location) the following details are required: Patient number / surname or date of birth.

⚠ Warning
It is the user's responsibility to connect the right patient to the right signal/registration!

Select

1. First select the desired location from the location overview where the system and CTG registration is expected (an online location).

2. Two options:
   - Click on [Register patient] to display the patient selection screen.
   - Click right mouse button and click [Connect patient].

3. Enter either Patient number / Name or Date of birth in the corresponding field and click [Search].

> ⓘ When linking a patient who has not had any previous CTG registrations in Mosos <CTG> Console, the default time period for the CTG registration is 'ante partum'. The user can, if desired, change this to 'in durante partu' or 'post partum'. The CTG administrator can set another default value, e.g. depending on the type of location (mobile or fixed).

Connect

What happens after the selection depends on whether the patient's current pregnancy is
a. already known in the Mosos database or
b. the patient's current pregnancy is not yet known in the Mosos database.

Known?

The other fields in the window are filled automatically. Always check the search result. Click on [OK] if this is the patient in question.

The following question may be asked for purposes of verification: "Does this concern the pregnancy with EDD xx-xx-xxxx?".

> ⓘ This question is not intended to determine whether the full-term date is correct. This can be modified if necessary in the Patient data function.

[Yes]: Click on [Yes] if the pregnancy still exists. The patient is now connected to the selected location.

[No]: Click on [No] to indicate that the pregnancy no longer exists. A new window is then opened in order to create a new pregnancy.

[Cancel]: Click on [Cancel] to return to the patient selection screen.

Not known?

1. A question will be asked whether a new patient should be entered.

2. Click [Yes].

3. The 'Enter patient' window will open.

4. Fill the (required) fields and click [OK].

5. The patient is now connected to the selected location.

> ⓘ When disconnecting the patient it is required to enter the Current pregnancy number and the Estimated date of delivery. For more information, see chapter 'Mosos - CTG, (Dis)connecting and moving, Disconnecting'.

Recording information

Once the patient is connected, the 'Recording information' window opens. The data in this window are related to the saving and identification of the CTG (CTG registration line). The fields may therefore not be empty, exept the supervisor field.

The 'Recording Information' screen can also be opened (and its contents amended, if required) in Mosos <CTG> Console by:

- selecting the relevant patient in the list and then clicking on the [Recording info] button or

- selecting the relevant patient in the list and then right-clicking on it. A pop-up menu will appear, in which 'Recording information' can be selected.

Patient: Name. For review.

Location group : Shows the group name to which this location is linked.

Room: If this is a mobile station, you can use the selection list to specify the room number where the mobile station is located. The selection is also incorporated into the location overview.

Stage: The default value is 'Ante partum' (with a patient with no previous CTG recordings).This can be adjusted via the selection list. The administrator can set a different default value (in CTG Maintenance), for example depending location.

Care: Can be adjusted via the selection list.

Supervisor: You can use the selection list to find the supervisor. If no supervisors are known in the Mosos system, then the list will be empty. In this case choose 'Not assigned'.

Additional information

HIS connection
If a HIS connection has been installed, it is impossible to manually enter any personal patient data into the Mosos database. The only exception occurs during loss of contact with the hospital network (in case of failure of the program Mosos Communication Server). See : 'Mosos - Base, Start, TEMP numbers'.

Licenses
The number of CTG traces that can be displayed concurrently depends on the number of licenses. If 10 licenses have been purchased, a maximum of 10 traces can be displayed at any one time. If this number is exceeded, the following message* is displayed (in the CTG trace): All CTG licences are in use. Report this to the Mosos application manager.

ⓘ This message is displayed as soon as a tracing signal is received, regardless of whether or not a patient is connected.

What to do?

- Wait until one of the current tracings is complete and the patient has been disconnected. Then connect the next patient and start the trace.
- Report the incident to the system administrator so they may determine whether extra licenses need to be purchased.

Mosos CTG; Connect a patient (without HIS)*

- [Select](#)
- [Connect](#)
- [Recording information](#)
- [Additional information](#)

To connect a patient (to an online location) the following details are required: Patient number / surname or date of birth.

> ⚠️ **Warning**
>
> It is the user's responsibility to connect the right patient to the right signal/registration!

Select

1. First select the desired location from the location overview where the system and CTG registration is expected (an online location).

2. Two options:
   - Click on [Register patient] to display the patient selection screen.
   - Click right mouse button and click [Connect patient].

3. Enter either Patient number / Name or Date of birth in the corresponding field and click [Search].

> ⓘ For manually numbering patients, it is advisable to use the number with which the patient is known in the hospital information system.

4. If the number is **known** in the Mosos database, then the other fields are automatically filled in. If the number is **not known** in the Mosos database, then the system will display the following question: No patient found with search field. Do you want to enter a new patient? Yes/No.

5. Click on [Yes] if this is a new patient to be entered or click on [No] to return to the patient selection screen.

Connect

What happens after the selection depends on whether the patient's current pregnancy is
a. already known in the Mosos database or
b. the patient's current pregnancy is not yet known in the Mosos database.

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The other fields in the window are filled automatically. Always check the search result. Click on [OK] if this is the patient in question.

The following question may be asked for purposes of verification: "Does this concern the pregnancy with EDD xx-xx-xxxx?".

ⓘ This question is not intended to determine whether the full-term date is correct. This can be modified if necessary in the Patient data function.

[Yes]: Click on [Yes] if the pregnancy still exists. The patient is now connected to the selected location.

[No]: Click on [No] to indicate that the pregnancy no longer exists. A new window is then opened in order to create a new pregnancy.

[Cancel]: Click on [Cancel] to return to the patient selection screen.

Not known?

1. A question will be asked whether a new patient should be entered.

2. Click [Yes].

3. The 'Enter patient' window will open.

4. Fill the (required) fields and click [OK].

5. The patient is now connected to the selected location.

ⓘ When disconnecting the patient it is required to enter the Current pregnancy number and the Estimated date of delivery. For more information, see chapter 'Mosos - CTG, (Dis)connecting and moving, Disconnecting'.

Recording information

Once the patient is connected, the 'Recording information' window opens. The data in this window are related to the saving and identification of the CTG (CTG registration line). The fields may therefore not be empty, exept the supervisor field.

The 'Recording Information' screen can also be opened (and its contents amended, if required) in Mosos <CTG> Console by:

- selecting the relevant patient in the list and then clicking on the [Recording info] button or

- selecting the relevant patient in the list and then right-clicking on it. A pop-up menu will appear, in which 'Recording information' can be selected.

Patient: Name. For review.

Location group : Shows the group name to which this location is linked.

Room: If this is a mobile station, you can use the selection list to specify the room number where the mobile station is located. The selection is also incorporated into the location overview.

Stage: The default value is 'Ante partum' (with a patient with no previous CTG recordings).This can be adjusted via the selection list. The administrator can set a different default value (in CTG Maintenance), for example depending location.

Care: Can be adjusted via the selection list.

Supervisor: You can use the selection list to find the supervisor. If no supervisors are known in the Mosos system, then the list will be empty. In this case choose 'Not assigned'.

Additional information

Patient number
It may happen that a patient has not yet been assigned a number in the hospital information system upon entering the delivery room. In this case, start the CTG registration anonymously (without connecting the patient). You can connect the patient as long as the CTG registration is running.

If you do not succeed in connecting the patient while the CTG registration is running, then the CTG registration is saved anonymously (note the date, start time, duration, location and preferably also the unique ID number of the registration and, of course, the patient data).

It is possible to move this anonymous CTG to the patient's pregnancy file later. For more information see 'Mosos - CTG, Mosos <CTG> Console, Anonymous CTG'.

Licenses
The number of CTG traces that can be displayed concurrently depends on the number of licenses. If 10 licenses have been purchased, a maximum of 10 traces can be displayed at any one time. If this number is exceeded, the following message* is displayed (in the CTG trace): All CTG licences are in use. Report this to the Mosos application manager.

> ⓘ This message is displayed as soon as a tracing signal is received, regardless of whether or not a patient is connected.

What to do?

- Wait until one of the current tracings is complete and the patient has been disconnected. Then connect the next patient and start the trace.
- Report the incident to the system administrator so they may determine whether extra licenses need to be purchased.

ⓘ *This does not mean a temporary network failure, but default working without a HIS connection. In case of a temporary network failure, the emergency procedure will start. During a temporary network failure, TEMP numbers should be used for new patients. For more information, see chapter 'Mosos - CTG - Emergency procedure' and 'Mosos - Base, Start, TEMP numbers'.

Mosos CTG; Incorrect link

- [Relocate](#)
- [Additional information](#)

Fix incorrect link: If a CTG registration is accidently added to the pregnancy record of another woman. This can occur when the user selects the wrong patient or when the user does not free up the location in the location overview in time (see chapter 'CTG, (Dis)connect and moving patient, Disconnect').

In this case it is possible to move the registration to the pregnancy record of the correct patient at a later date. The required authorisation level for moving a CTG registration is: Mosos CTG Administrator.

Always start at the source (= 'incorrect' patient).

Relocate

1. The functional application administrator logs in to the Mosos <CTG> console by pressing [User login]. Select the offline location in the location overview (the lowermost 'empty' line).

2. Click on [Register patient] to display the patient selection screen, enter the number of the 'incorrect' patient in the 'Patient number' field. Click the Search button.

3. The other fields in the window will be filled in automatically. Always check the search results. Click on [OK] if this is the correct patient. If necessary, select the number of the desired pregnancy (only applies if two or more pregnancies have been entered in the Mosos database for this patient). The patient is now connected to the offline location.

4. Click on [Review/print CTG's] and scroll through the registrations until you have found the desired registration.

5. Click on [Reg. patient...].

6. The patient selection screen is opened. Then select the patient associated with the registration to be linked.

7. Select the number of the pregnancy associated with the registration to be linked (only applies if two or more pregnancies have been entered for this patient in the Mosos database).

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8. After confirmation the following question will be asked: If the CTG recording is linked to this patient, the related term is: xxw xd. Are you sure this recording should be linked to patient 'name'?

9. Click [Yes] to move the CTG registration to the selected patient and pregnancy. The system returns to the location overview; the target patient is now in the offline location. If you select [No] the selected pregnancy will not be linked and you will be taken back to the patient selection screen.

> ⓘ Automatic notes are generated for purposes of verification. The notes are added to the notes overview. A note is added to the source pregnancy and to the target pregnancy. The content of the automatic notes can only be read; it is impossible to edit them in any way.
> ⓘ It is recommended that you click on [User login] after moving CTGs. This logs the administrator out, preventing improper use of his/her authorisations.
>
>

Additional information

- In rare cases a patient may have several records in the Mosos database with CTG registrations in several records. Here too the procedure to move CTG registrations can be employed. The objective is to empty one of the two records (so that it can be deleted) without losing the CTG material.

- Only CTG registrations can be moved in this manner. All other data that were entered into the pregnancy record of another patient accidentally cannot be moved this way. In this case the data must be removed from the record manually. And it will have to be entered in the correct record manually as well. Be very careful to maintain security and always first make a hard copy (printout of the data on paper).

Mosos CTG; Disconnect

If the patient has definitively left the online location in the location overview it is important to disconnect this patient so that the location is freed up for the next patient (thus preventing incorrect linking). Patients are manually disconnected. Two options:

The current gravidity and the EDD are known in the Mosos database

1. Select the patient to be disconnected in the location overview.

2. Click [Disconnect patient].
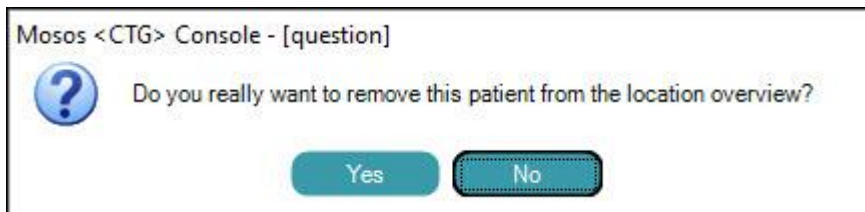
3. Click [Yes] to free up this location or click [No] to keep this patient connected.

The current gravidity and the EDD are unknown in the Mosos database

1. Select the patient to be disconnected in the location overview.

2. Click [Disconnect patient].
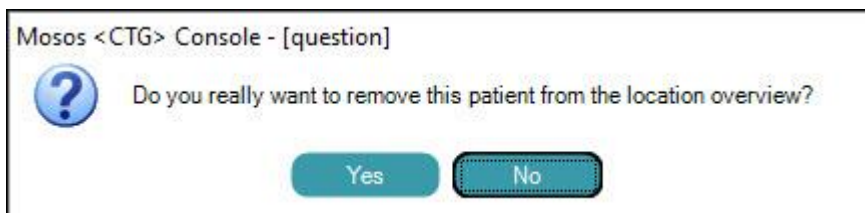
3. Click [Yes] to free up this location or click [No] to keep this patient connected.

4. The window 'Edit patient data' will open.

5. Enter the estimated date of delivery.

6. Mosos automatically calculates the gravidity automatically. This is shown in the 'Current pregnancy' field, followed by a '?'. Remove the question mark if the number is correct or

replace the question mark and the wrong number with the correct number. The number must be unique.

7. Click [OK].

Additional information

EDD: If the full-term date is unknown, then enter the current date, for example. It is possible to correct the full-term date later in the 'Patient data' function.

Gravida: If the number of the current pregnancy is not known exactly, just fill it with a value. It is possible to correct the number later in the 'Patient data' function.

Mosos CTG; Moving a patient

It is possible to move a patient who has already been connected to a different location in the overview.

1. Select the patient to be moved in the location overview.

2. Click and hold down the left mouse button.

3. Move the selection to an empty location in the overview and let go of the mouse button.

4. Once the patient is connected, the 'Recording information' window opens. The data in this window are related to the saving and identification of the CTG (CTG registration line). The fields may therefore not be empty, exept the supervisor field.

   Patient: Name. For review.

   Location group : Shows the group name to which this location is linked.

   Room: If this is a mobile station, you can use the selection list to specify the room number where the mobile station is located. The selection is also incorporated into the location overview.

   Stage: The default value is 'Ante partum' (with a patient with no previous CTG recordings).This can be adjusted via the selection list. The administrator can set a different default value (in CTG Maintenance), for example depending location.

   Care: Can be adjusted via the selection list.

   Supervisor: You can use the selection list to find the supervisor. If no supervisors are known in the Mosos system, then the list will be empty. In this case choose 'Not assigned'.

5. Click on [OK] to close the window.

Mosos <CTG> Console
Button summary; Mosos <CTG> Console

> ⓘ Access to buttons depends on authorisation, settings and in which part of the program the user is working.

[User login]. Chapter '[Mosos - Base, Start, Login and closing](#)'.

[Register patient]. Chapter '[Mosos - Base, Start, Searching for a patient](#)'.

[Patient data]. Chapter '[Mosos - Base, Start, Data entry and modifying](#)'.

[Pregnancy report notes]. Chapter '[Mosos - Base, Mosos <Notes>, Pregnancy report notes](#)'.

[Create memorandum]. Chapter '[Mosos - Base, Start, Memorandum](#)'.

When a memorandum has been created, this button will be replaced by the following button:

[Memorandum]. Chapter '[Mosos - Base, Start, memorandum](#)'.

[Partogram]. Chapter '[Mosos - CTG, Partogram](#)'.

[Location overview and CTG]. Chapter '[Mosos - CTG, Mosos <CTG> Console, CTG Console](#)'.

[Recording info]. Chapter '[Mosos - CTG, (Dis)Connect and moving patient, Selecting and connect with HIS](#)'.

[Review / Print CTG's]. Chapter '[Mosos - CTG, Mosos <CTG> Console, Printing notes and registrations](#)'.

[Sense4Baby CTG's]. Chapter '[Mosos – CTG, Mosos <CTG> Console, Sense4Baby](#)'.

Instead of the red exclamation mark, this button can display a green checkmark.

[Overview of unreviewed CTG's]. Chapter 'Mosos - CTG, Mosos <CTG> Console, Overview unreviewed CTG's'.

[CTG Overview]. Chapter 'Mosos - CTG, Mosos <CTG> Console, CTG Console'.

[Alarm settings]. Chapter 'Mosos - CTG, Mosos <CTG> Console, Alarm, Alarm settings'.

[Alarm sound (disable alarm sound)]. Chapter 'Mosos - CTG, Mosos <CTG> Console, Alarm, Alarm settings'.

Depending on usage, the following buttons are or are not visible:

[Alarm sound (enable alarm sound)]. Chapter 'Mosos - CTG, Mosos <CTG> Console, Alarm, Alarm settings'.

[Alarm sound (enable alarm sound)]. Chapter 'Mosos - CTG, Mosos <CTG> Console, Alarm, Alarm settings'.

[Show maternal heart rate]. Chapter 'Mosos - CTG, Mosos <CTG> Console, Maternal heart activity'.

[Show STAN] (if available). Chapter 'Mosos - CTG, Mosos - CTG - STAN integration, Display in CTG Console'.
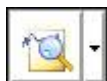
[Show STV] (if available). Chapter 'Mosos - CTG, Mosos <CTG> Console, STV implementation'.

[Close]. Chapter 'Mosos - Base, Start, Login and closing'.

Mosos <CTG> Console; Screen overview

- [Location overview](#)
- [Background colour](#)
- [Signal derivation](#)
- [Online and offline location lines](#)
- [Most recent notes of the selected location](#)
- [Dual screen and CTG only](#)
- [Contents of CTG strip](#)
- [Actual values](#)
- [Sizing screens](#)
- [Split FHR](#)
- [Export CTG data](#)

After the login procedure, the Mosos <CTG> Console program opens in the Location overview function and can then be operated. The layout and use of the Location overview function is described below.

[Location overview and CTG] displays one of the following images:
- Location overview
- Location overview + CTG (Dual screen)
- Only CTG

Location overview

The location overview displays an overview of the current occupation of the locations where the system expects a CTG. It is easiest to link and unlink patients from this overview and continue navigating through the program.

An overview is displayed containing used and unused locations (Loc.) in the upper-most frame underneath the tool bar. It also displays the following columns: Patient number, Patient name, Age, G/P, Review by, Duration of pregnancy (Pg. duration), Time period (T), Mode, Duration and C/10min.

If more locations have been installed than fit in the frame, then the remaining locations can be viewed using the vertical slide bar.

> ⓘ More or fewer locations can be installed per workstation. Mobile workstations only contain one location, for example. Each workstation at a central station often contains an overview of all locations.

Room / Location - Loc.
Contains the (abbreviated) name of the location where the system expects a current CTG.

Used location
The name of the location is displayed in black text. Patients can be (un)linked and all data such as parturition notes can be edited.

Unused location
The name of the location is displayed in grey text. Patients cannot be (un)linked from this Mosos workstation. Data cannot be edited. You can, however, see that a patient is linked – from another Mosos workstation. Entered data can be viewed.

Colours
Light blue: The registration is marked as primary (first-line). Use the Recording info window (is displayed when linking the patient) to select the type of CTG, first-line or second-line (second-line is standard).

> ⓘ Which locations are used and which are not is set according to the wishes of the hospital or supplier. The (abbreviated) names of the locations can be changed by the functional application administrator using the Mosos <CTG> Administration program. A location name can also be the name of a mobile station.

Patient number
Unique ID number by which the patient is known in the Mosos database. Usually this number is the same as the Patient hospital number.

Patient name / Age / G and P
By which the patient is known in the Mosos database.

Review by
Name of reviewer.

Gestational age
Is automatically populated with the calculated gestation based on the EDD and current date - it is expressed in the number of weeks and days.

Stage
Populated with Ante partum, intrapartum or Post partum. This is based on the information entered earlier in the 'Time period' field in the Recording info window. You can change the time period later on using the [Recording info] button.

Mode
Is automatically filled in with the abbreviation of the used signal derivation for recording the fetal heart rhythm and the uterine activity.

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Duration
Duration of the CTG recording.

C/10min
The number of contractions per 10 minutes.

Background colour

The background colour of the FHR strip contains (if set to coloured theme) smaller strips with the following colours: pink (alarm), yellow (attention), and white (normal). If the colour theme is Dark or Classic, these colours don't show. The white strip is the band width of a normal FHR. The corresponding values, where the white and yellow strips touch, are adjustable by the administrator.

When Dark / Classic theme is set, the bandwidth is shown by two horizontal lines. The toco strip has a light grey background colour (if set to coloured theme). Dark / Classic theme use the standard background colour of the CTG strip.

Signal derivation

.. : Cardiotocograph not connected or not operational.

OF : No signal.

DI : Direct derivation with the help of an electrode.

US : Ultrasound transducer.

IN : Intrauterine pressure measurement.

EX : Extrauterine pressure measurement. The completion time of the CTG registration is displayed under 'Duration', expressed in hours and minutes.

Online and offline location lines

Online location

This means a location where the system is also expecting a CTG registration. Online locations always have a location name and a symbol indication in the Mode column. In principle, only patients with an actual pregnancy can be linked.

Offline location

Usually there is also an offline registration line (at least one per system but not necessarily at all workstations). That is the last line in the location overview. The system cannot receive a CTG signal using this location. This location line also has no location name. The offline location is used to:

- View and/or edit data of a patient who is not physically present with the goal of keeping the other locations free for creating CTG registrations.
- View data of a previous pregnancy / parturition.
- Search for, view and/or print archived registrations.
- Search for and/or print anonymously created registrations.
- Move registrations.
- To view deleted patient records. Use the checkbox "also display deleted patients" in the right bottom corner of the screen "Select patient". This checkbox is only available for the offline location.

> ⓘ In order to be able to link a patient at the offline location line, the Mosos database must contain pregnancy data. If there are data from several pregnancies in the Mosos database, then these are displayed in an overview, sorted by the full-term date. Select the desired pregnancy from the displayed overview.

Most recent notes of the selected location

Date	Time	Initials	Content	✕
13-04-2018	13:37		Recording 17_4 (A). Room: VK17. Length: 0h 06m	
13-04-2018	13:37		Perfect signal quality	

This is where you will find the most recent notes of the patient at the selected location regarding maternal parameters, CTG registration lines and created notes in 'Pregnancy report notes'.

If desired, the content of this screen section can be hidden by selecting the [x] button. Select the […] button to show the content again.

Dual screen and CTG only

Dual screen

A part of the location overview is displayed as well as the last part of the current CTG signal of the selected location.
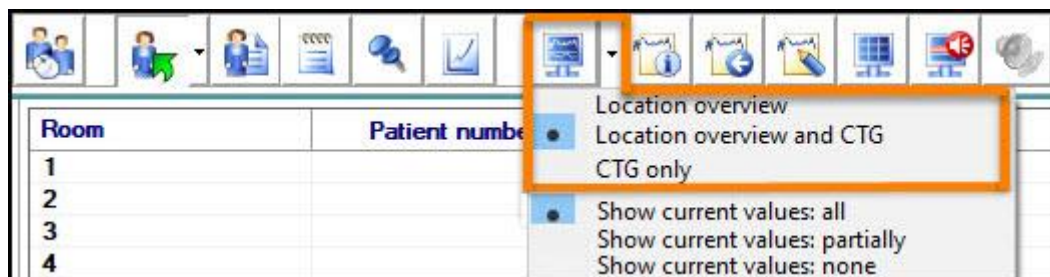
The actual values can be displayed. For more information, refer to the section "Actual values" further along in this chapter.

The dual screen is useful when you want to keep a current CTG visible on the screen while simultaneously using another function in the Mosos <CTG> Console such as the "Notes" function.

Only CTG

The actual CTG for the selected patient will be displayed at full screen width.

The actual values can be displayed. For more information, refer to the section "Actual values" further along in this chapter.
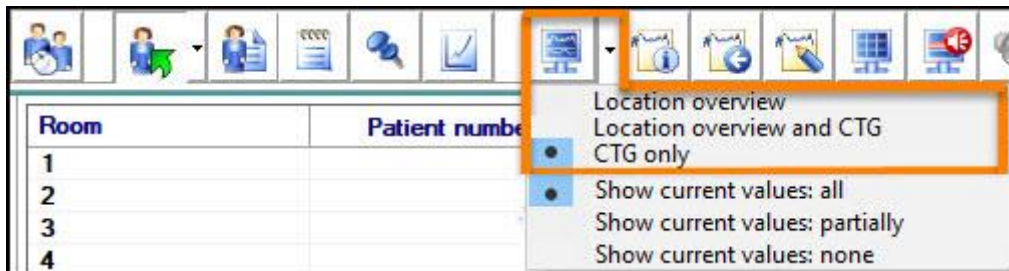
Contents of CTG strip

Aspect
cm/min.

Current signal
Flashing blue square.

Fetal movement pattern
The fetal movements are displayed in green squares above the uterine activity curve.

Maternal parameters
When available and in use, the times the maternal non invasive blood pressure and oxygen saturation are measured are displayed with yellow and green triangles, respectively, underneath the curve for the FHR. The associated values are automatically integrated and displayed above the signal and in the content of the 'Pregnancy report notes'.

Pregnancy report notes
The time the notes were created can be recognised by the light yellow coloured vertical squares underneath the curve for the uterine activity. The text of the note is displayed by means of a tool tip. To show the tool tip, position the mouse pointer on the square; after a few seconds the tool tip is displayed automatically. You can also edit or delete a note from here. Position the mouse pointer on the square and click on the note to open it.

ⓘ By hovering* over a marking (note / ST event / maternal parameter / coincidence), the accompanying information will appear (in a tool tip).

* hovering: moving over the image / text with the mouse.

Alarms

The alarm levels can be recognised by the red horizontal lines in the graph in front of the FHR. See '<u>Alarm settings</u>' for the function and operation of this function.

> ⓘ The basal heart rhythm strip is set to 110 - 160 bpm as a standard (for UK, NICE Guideline 2007). It is recognised by its thick green line in the graph. But if desired the strip can also be set to another rate (by supplier).

Locking operation (log out)

In order to prevent any unauthorised use of the software by the patient herself or her visitors.

Before leaving the delivery room

Click on [User login]. This will activate the login procedure. Using a setting (in Console Maintenance), the current CTG registration can be retained in the background so that the current CTG remains visible for the patient herself. The patient is not familiar with the login procedure / password and without this knowledge the software cannot continue to be operated. Make sure you have a difficult to guess password.

> ⓘ When operation of the program is locked, the login procedure will be displayed in the middle of the screen. This may be annoying. If desired, the 'User login' window can be manually dragged to the bottom of the screen, for example.
>
> The aforementioned tip only applies to Mosos <CTG> Console, not to other open Mosos programs.

Actual values

The actual values can be displayed if presentation in "Dual screen" or "CTG only" is selected. The actual values can be displayed partially / as a whole, or can be hidden.

1. Select the relevant patient and adjust the presentation of the CTG to "Dual screen" or "CTG only".

2. Click on the arrow to the right of the button [Location overview and CTG].

3. Select one of the options: Display actual values: all / partially / none.

The measured values of the fetal heart rhythm and the pressure (FHR1 / FHR2 / Toco / STV) are displayed here.

The colour indicates the signal quality as measured by the cardiotocograph: green (good quality), yellow (moderate quality), grey (not connected) or red (no signal).

Sizing screens

The width of the CTG window in the dual screen can be manually adjusted by moving the dividing line.

Position the mouse pointer on the left edge of the CTG window so that the sizing symbol becomes visible. Hold down the left mouse button and drag the dividing line between the two windows to the left or to the right. The columns in the location overview are 'pressed into each other' – to the extent that this is possible – with the exception of the Location and Patient number columns.

Split FHR

This option is available when a signal arrives at the FHR2 entrance of the CTG device (for a twin pregnancy). If a check mark is placed before 'Split FHR' both heart rhythms will be shown separate in two CTG strips (below each other), rather than over each other in one strip. When no check mark is placed the two signals will show in the same FHR strip. This option is selectable per location.

The FHR can be split for an ongoing registration, but also when looking back at stored registrations.

There are three ways of splitting the FHR:

1. Select the relevant patient. Click on [Options] in the menu bar and place a check mark before "Split FHR".
2. Double click on the relevant CTG registration.
3. Click on the arrow next to the button [Location overview and CTG] and place a check mark before "Split FHR".

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Repeat one of the actions described above to remove the split.

ⓘ There may be a special character, a '?', displayed as a result of coincidence in a FHR1 and FHR2 that isn't separated. This character will appear above the CTG signal. If the cursor is held above the question mark, the following text will appear: Coincidence is detected.

Export CTG data

It is possible to export CTG data to a .CSV file. Whether or not this option is available depends on the program (syspar) settings.

An exported CSV file will be opened automatically using Microsoft® Excel®, for example, if this is installed on the workstation.

The button [CSV file] is available in the 'Review and print CTGs' function.

Procedure in Mosos <CTG> Console

1. Select the relevant patient in Mosos <CTG> Console. If there is a running CTG registration, then that is an online location. If this concerns a patient without running CTG, then the patient can be linked to the offline location.

2. Click on [Review/print CTG].

3. Click on the button [CSV file ...] and the file is generated automatically.

4. The file can then be edited/saved by the user.

ⓘ Every four lines (in the file) jointly represent 1 second of CTG recording.

5. Click on [Close] to close 'Review CTGs'.

ⓘThe 'Review CTGs' function is available in multiple Mosos programs, such as Mosos <P> and in Course, for example. For more information, see chapter 'Mosos CTG, Console, Printing notes / registrations'.

Mosos <CTG> Console; Display a CTG

- [Reviewing from Pregnancy Report Notes](#)
- [Consulting the CTG archive](#)

Reviewing from Pregnancy Report Notes

It is possible to view a CTG from the pregnancy report notes. Select the desired registration line from the pregnancy report and click on the [Show CTG] button; the 'Review CTGs' window will open and the selected registration displayed.

From this screen it is possible to review a previously and/and or subsequently created CTG and to evaluate it, if desired (evaluation is only possible if you have sufficient authorisation). It is also possible to move a CTG from this screen but only under certain conditions, and provided that the currently logged-in user has sufficient authorisation to do so. For more information, see chapter '[Incorrect link](#)'.

ⓘ Double-clicking on the respective registration line from the content will immediately open the 'Review CTGs' window.

Consulting the CTG archive

1. Go to a Mosos <CTG> Console workstation. Open Mosos <CTG> Console and log in.

2. Connect the patient offline (if the patient has several pregnancies on record, then a pregnancy must also be selected).

3. Click on [Review/print CTG's].

4. The 'Review/print CTGs' window is opened and the requested recording is displayed. If there are several recordings, use the [previous CTG] and [next CTG] to scroll through them.

Mosos <CTG> Console; Printing notes / registrations

- [Printing CTG registrations](#)
- [Select and print notes](#)
- [Interim summary](#)
- [Printing an overview of open orders](#)
- [Printer selection](#)

Printing CTG registrations

You can print CTG registrations from two functions:

[Review and print CTGs] or

[Report notes].

The 'Review and print CTGs' function is only available if a patient is linked to the selected location.

ⓘ Use the "Review CTGs" screen to indicate that the notes/assessments, ST data, STV calculation and/or split FHR should be displayed in the print-out.

From the toolbar

By default, the last CTG registration is displayed first. With the buttons [Previous] and [Next] it is possible to browse through the registrations. If the registration is too long to fit the screen, the horizontal scroll bar can be used to display the rest of the registration. The recording information is also displayed for each CTG.

The following buttons can be seen in the screen:

[Link patient]
Intended for moving a CTG to another patient. This is only visible if the currently logged-in user also has the necessary authorisation and if the patient is linked offline. See also 'Incorrect linking' or 'Anonymous CTG'.

[Evaluation]
This opens an overview table with already entered evaluations. For entering and editing evaluations: see 'CTG evaluating'.

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[Printing]
This shows you your printing options. You can use the selection lists to determine the layout of the printout.

- The 1 / 2 track' option: You can print out one or two CTG strips in horizontal A4 format. Simultaneous printing of the entered notes and evaluations (vertically) throughout the registration is possible by placing a check mark in the Notes / evaluations throughout CTG option box. Note: The double track option is only available in the event of STAN® integration.

- The 'Summary' option: A summary is printed out as a 1-strip CTG of one hour and with a speed of 1cm/min. At the bottom of the CTG printout there is enough room to make notes, which can then also be printed out (horizontally) with the CTG by default. For long registrations you can use the selection list to determine which parts should be printed out:

  o In full*
  o First part
  o Last part
  o Part shown

Min.
In the 'Min.' (minutes) field, the system automatically shows how many minutes of the CTG will be printed out and the pages required for this (A4 format) are displayed in the 'Pages' field.

Notes / Reviews beneath CTG
If this option has been ticked, the notes made for the partus report will be printed under the CTG. Only the assessments that were recorded during the registration will be printed. (Maternal measurements: It must be specified in Admin that these will be printed).

[OK]
Press [OK] to print the CTG or [Cancel] to return to the previous screen without printing the CTG.

[Close]
Press [Close] to close the 'Review and print CTGs' function.

ⓘ If multiple printers are available, then a printer can be selected from the list via 'Select a printer'.

From pregnancy report

It is possible to look into a registration and print it directly from the pregnancy report.

1. Select a patient and open the pregnancy report.

2. Select a registration line in the overview.

> ⓘ There must have been at least one registration and the filter button [Registrations] must be active.
>
>

3. Two possibilities:
   - Show CTG: Click to open the registration in a pop-up screen. Here it is possible to review and print.
   - Print recording: Click to open the registration in a pop-up screen. Here it is possible to print.

4. See '<u>From the toolbar</u>' above for more information.

Select and print notes

The different notes can be printed separately or together. The sorting is time and date.

A user legend can be printed separately and mentions besides the abbreviated names (note by and by order of) the full names of the users who have entered a note / order.

It is also possible to print mother / child / other notes separately or together.

Range of notes: In case of an extended report, it is possible to reduce the length of it. Place a check mark and enter 'Date' and 'Time' to select notes within a range.

1. Click [Print partus report]. The window 'Print notes' opens.

2. Place check marks to select notes to print.

3. If necessary, give a range.

4. If necessary, place a check mark before partus report.

5. Click [Print].

Interim summary

A pregnancy report is a summary of the course of the pregnancy, parturition and childbed. The report is completed through the standardised fields in the 'Patient, parturition and child data' function. This is done in the Mosos <P> program. In the event of multiple births, one report per child is created. Enter a check mark for each child for whom you want to print out a pregnancy report.

ⓘ Customers who do not have these functions or programs cannot print out a pregnancy report. Only the notes report can be printed for these patients.

Printing an overview of open orders

It is possible to print out all open orders. In the menu bar, open the 'Options' menu using the mouse and select the option 'Print outstanding orders'.

Printer selection

If several printers are available, you can select one from the selection list under 'Select a printer'. Click on [Print] to confirm the print command or click on [Cancel] to close the 'Print' window without printing.

Mosos <CTG> Console; Anonymous CTG search / relocate

- [Search](#)
- [Relocate](#)

ⓘ An anonymous saved CTG is a close (not running) CTG registration.

An anonymous CTG which is saved (in database) can be retrieved. Then it can be linked, printed or relocated to the correct patient record.

The required authorisation level to search and print is: Mosos CTG user. To relocate, the level is Mosos Administrator.

ⓘ In order to avoid CTG recordings being anonymous when they are stored, Mosos CTG (Console and Central monitoring) will display a text when a CTG signal is received, but there is no patient connected. The following comment will be displayed in the relevant location: Select the patient for this location.

ⓘ If the CTG is still saved anonymously (e.g. when the patient is not known in the hospital IT system), then enter a note detailing identifying patient information. For more information on this note, see the 'Mosos-Basic, Notes, General information, Notes in anonymous CTG' section.

Search

1. Select the offline location in overview (the 'empty' bottom line).

2. Click on [Register patient] to open the patient selection screen.

3. Go to field 'Patient number' and enter 'CTG'.

4. Click on [Search] and an annual overview will appear in the bottom box, followed by a monthly overview once a year has been selected.

> ⓘ Anonymous CTG registrations are stored by year and then by month. The last day of each month is shown in descending order (most recent to least recent) in an overview (column 'Estimated delivery date').

5. Select the year the registration is made.

6. Select the month in which the registration was made.

7. Click [OK]. The location overview appears en the bottom line contains 'CTG <year>'.

8. Then the day of registration much be searched. This can be done in two ways:
   - The function [Review/print CTG's]
   - Through [Notes].

> ⓘ The following data in the CTG registration line can be helpful in searches and recognition: date, starting time, duration, location and the unique ID number.
>
> ⓘ Any notes entered for anonymous CTGs are also available under 'Patient details for anonymous CTG'. These contain identifying patient information that can help register the recording to the correct patient. For more information, see the 'Mosos-Basic, Notes, General information' section.

9. Then it can be linked, printed or relocated to the correct patient record. For more information about printing, see chapter 'CTG, Console, Printing notes and registrations'.

Relocate

Relocate a registration can be done by an administrator only.

1. The functional application administrator logs in to Mosos <CTG> Console, via [Log in user].

2. Make sure that the patient the anonymous CTG has to be assigned to, is in the hospital information system and has a pregnancy record. For more information, see chapter 'CTG, (Un)linking with HIS'.

3. Then link CTG <year> and <month> to the offline location, as described in 'Searching anonymous CTG' above.

4. Click on [Review/print CTGs] and page through the registrations until the desired registration has been found.

5. Click [Reg. patient...].

6. The window 'Select patient' opens. Search for the patient the registration has to be linked to.

7. If there are 2 or more pregnancies known in the database, select the pregnancy the registration belongs to.

8. Confirm the selection with [OK]. Or, stop the selection with [Cancel].

9. The following question will appear: If the CTG recording is linked to this patient, the related term is XXw Xd. Are you sure this recording should be linked to patient XX?.

10. Click [Yes] to link the registration to the patient. [No] will close the window and the user returns to the window 'Select patient'.

Mosos <CTG> Console; CTG review

- [Register supervisor](#)
- [Show review](#)
- [New review](#)
- [Open and modify](#)
- [Delete and close](#)
- [Display reviews](#)
- [Supplemental information](#)

Users of the Mosos <CTG> Console with appropriate authorisation (to be set up by the functional application administrator) can enter review text and link it to a CTG registration.

Register supervisor

Two options:

- The overview of location details in Console contains a column 'CTG review by'. To be completed using the button[Recording info].
- Select the screen 'Review and print CTG' and then entering the name in the field 'Review by'.

ⓘ It is also possible to assess CTGs from Course (click on the CTG line in question) and Mosos <O> ('Examine data, CTG tab).

Show review

1. Select the relevant patient in Mosos <CTG> Console. If there is a running CTG registration, then that is an online location. If this concerns a patient without running CTG, then the patient can be linked to the offline location.

2. Click on [Review/print CTG].

3. Click on [Review] and the overview table with all the entered reviews opens. There can be several reviews for the same CTG. All reviews are sorted by date and time: the most recent review is at the top.

4. Use the buttons [Previous CTG] and [Next CTG] to display the available CTG reviews (and entered reviews).

New review

1. Follow steps 1 through 3 described in the 'Show review'section above.

2. Use the buttons [Previous CTG] and [Next CTG] to select the correct review.

3. Click on [New] to open the 'Review' screen.

4. If the 'User login', screen appears, then log in.

5. Enter the review.

   - The *review* field is mandatory and is intended for the evaluation text (free text).
   - The *By* field is automatically filled in with the name of the reviewer. Depending on the authorisation of the currently logged in user, this field is initially empty or already filled in.
   - In the selection box next to *Show this review in the overview* you can indicate whether the review should be added to the medical notes in the pregnancy report notes and should be printed out in a CTG registration.
   - The *Date* and *Time* fields are filled in by default. In the event of an ongoing registration, with the current date/time. In the event of a completed registration, with the date/time on which the CTG was completed. It is possible to manually overwrite the date but the date must be within the start and stop date/time of the registration.

6. Click on [OK] to close the window.

7. Click on [Cancel] to close the window without saving the entries.

Not assigned

If, during linking a patient, not yet is known who will review the registration, the default option 'not assigned' can be selected. It is possible to change this at a later time. As long as the patient is linked to the registration it is possible to call the 'recording info' screen via the data menu.

This effects incoming/future registrations of this patient on this location. The CTG registrations will show up in a list with CTG's to review for the selected reviewer.

Unlinking a patient will clear the field 'CTG review by'. When relocating the patient (to a different location) the reviewer remains the same (unless the user will choose another reviewer).

After registration it is possible to change the reviewer via the Review CTG screen. This only affects the displayed registration. This works even if the patient is disconnected and (if available/installed) through Mosos <O>/<P> and Course.

Open and modify

Using [Open], an assessment that has already been made can be amended.

1. To modify an existing review, first select the review to be opened in the overview table, then click on [Open].

2. The 'review' window will be displayed again. Review the entries and implement any desired modifications.

3. Click on [OK] to save the entries and exit. Here too the logged-in user has to have sufficient authorisation, otherwise the login procedure will ensue.

4. Click on [Cancel] to close the window without saving changes.

Delete and close

[Delete]
First select the review to be deleted in the overview table. Click on [Remove] to delete the review from the overview table. Depending on the authorisation of the currently logged-in user, the program may first display the login procedure.

[Close]
Click on [Close] to close the 'CTG reviews' overview table and return to the 'Review CTGs' window.

Display evaluations

The reviews that have been made (content, data and times) can be displayed in several ways: on the screen, on paper or using another program of the Mosos suite.

- On the screen: Using Review/print CTGs, using pregnancy report notes (filter button [CTG registration line]).
- On paper: On a printout of the CTG; on a printout of the pregnancy report notes.
- Using Mosos <O>: If there are several reviews for one CTG, then only the most recent review with a check mark can be displayed.

Supplemental information

- The supplier can set what the minimum duration (number of minutes) of a CTG should be to be stored and shown in the Review list. Default value is 1 minute, meaning all CTG's shorter than 1 minute are not visible in the Review list.

- It is good to know that all editing that relates to the review of CTGs is maintained in a journal or 'log' record. CTG registrations are also a part of the Mosos <O> program.

- For more information about displaying the SVT calculation, see 'Mosos - CTG, Mosos <CTG> Console, STV implementation'. For more information about Overview unreviewed CTG's, see 'Mosos - CTG, Mosos <CTG> Console, Overview unreviewed CTG's'.

Mosos <CTG> Console; Location indicators
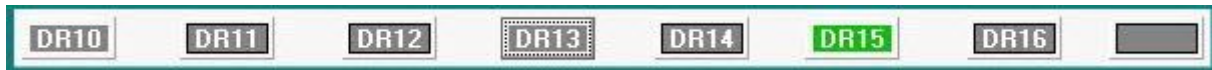
Location indicators are the small buttons at the bottom of the screen (footer). These buttons will always remain visible regardless of the mode/function in use. The name on the button corresponds to the tag from the location list. Holding the mouse pointer above a button will show a short text, containing name and number of a patient (if linked to that location) or the words 'No patient connected'.

Colour indications

The border colour indicates whether a patient is linked:

Black :   No patient is linked.

White :   A patient is linked.

The background colour gives information about the incoming CTG registration:

Gray   :   No CTG signal.

Light   :   A patient is linked, but no incoming CTG signal.
gray

Dark   :   No patient linked and no incoming CTG signal.
grey

Green   :   Patient linked and incoming CTG signal.

Red   :   Patient linked and the incoming CTG signal gives an alarm signal (visible and audible). See 'Alarm settings'.

Orange :   Patient linked and the incoming CTG signal gives an alarm signal, but only visible. The audible alarm is temporarily disabled. See 'Alarm settings'.

Mosos <CTG> Console; Fetal movement pattern

The fetal movements are automatically recorded and forwarded to the Mosos <CTG> Console. The movements are shown in a current recording in green squares in the toco strip.

The standard bandwidth of the FHR is adapted from 110 to 150 bmp (beats per minute). This can be changed by the supplier.
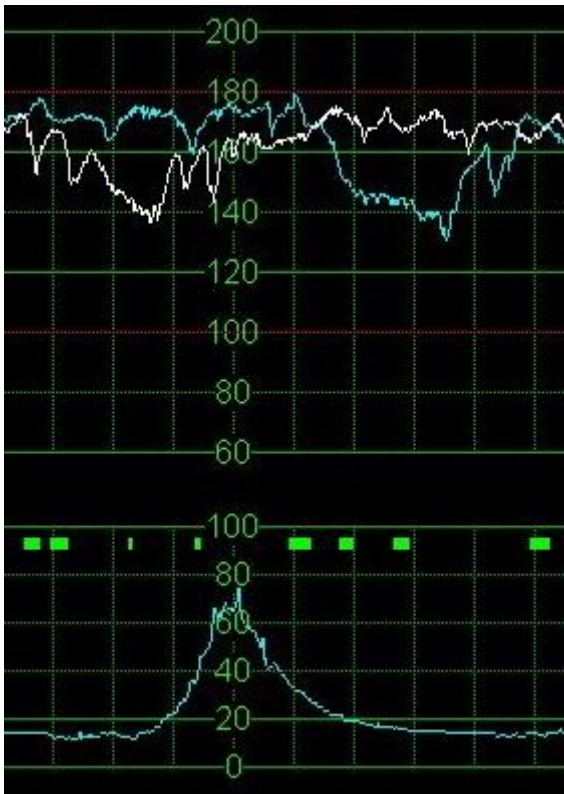
Mosos <CTG> Console; Maternal heart activity

Display of the maternal heart rate in a current recording.

If available, the cardiotocograph can forward the maternal heart rate (MHR) to Mosos <CTG> Console. The maternal heart rate is automatically displayed in the following ways:

- In the current recording as an orange curve in the CTG strip.
- As a value in the location overview screen: in the MHR box.
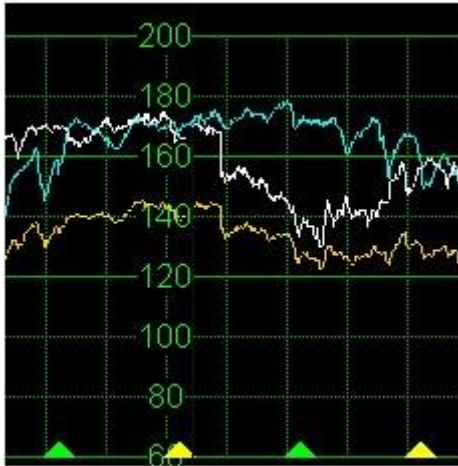
Show / hide the maternal heart rate in a current recording

Show
As long as an MHR signal comes in, it will be automatically visible in the MHR field as a value. Regardless whether the curve is shown or hidden.

Hide
The curve for the maternal heart rate in the CTG can also be hidden, if desired. Click on [Show MHR] to toggle between hiding and showing the MHR.

Mosos <CTG> Console; Maternal parameters

The maternal parameters consist of the oxygen saturation (SpO2) and blood pressure (NIBP: non-invasive blood pressure). If available, the cardiotocograph can forward the values to the Mosos <CTG> Console. The values are automatically displayed in the following ways:

- Green and yellow triangles are automatically placed on the measurement times in the CTG strip during the current recording. Green stands for oxygen saturation and yellow for blood pressure.

- The values are automatically displayed above the current recording through the 'Dual screen' and the 'Only CTG' image.

- The values are also automatically added to the content of the pregnancy report notes.

These automatic notes cannot be deleted or manually modified. The notes regarding oxygen saturation and blood pressure can be shown or hidden as needed using [Maternal parameters].

Sense4Baby

- [Mosos <CTG> Console](#)
- [Overview screen of Sense4Baby CTG recordings](#)
  - o [Fields and buttons in the overview screen](#)
- [CTG review](#) (from Sense4Baby overview screen)
- [Additional information](#)

Sense4Baby© is a mobile CTG-monitor with which women can make CTG recordings at home. These recordings can be read and reviewed using the Sense4Baby link in Mosos <CTG> Console.

Mosos <CTG> Console

In the toolbar the [Sense4Baby CTGs] button is visible if there is an active link to Sense4Baby. The status of the received CTG recordings is displayed on the button.

There are new/unreviewed Sense4Baby CTG recordings. Every five minutes, a check is done for new recordings (via the Sense4Baby link) and any found are uploaded.

All Sense4Baby CTG recordings currently present are viewed (with/without entered review).

It is possible to display an additional, eye-catching notification when new recordings have been received. Go to 'Options' in the toolbar and tick 'Let Sense4Baby button flash if there are newly received CTGs'. When new CTG recordings are received, the [Sense4Baby CTGs] button will flash.

ⓘ This notification is set individually for each Console and is off by default.

Overview screen of Sense4Baby CTG recordings

By clicking on the [Sense4Baby CTGs] button, the overview screen opens which lists all the received Sense4Baby CTG recordings.

ⓘ It is standard for unreviewed CTG recordings to be on display for 7 days. Do you want to review further back? Then adjust the date in the 'Start date' field.

The screen can also be opened via the toolbar. To do this, go to 'Data' and click on 'Sense4Baby CTGs'.

Start date
By adjusting this date, the overview can be lengthened/shortened.

Also display reviewed Sense4Baby CTGs
By ticking here, the already reviewed CTG recordings will be displayed. This setting is only valid on the computer where the checkmark was placed.

Patient data
Patient number and the patient's full name (taken from the HIS).

Start recording
Date and time of start of displayed recording

Duration
Duration of the recording (hours/min/sec).

Reviewed
Has the recording been reviewed (yes/no)?

Viewed (disable notification about newly received CTGs)
If the [Sense4Baby CTGs] button displays a red exclamation mark, this option is visible. By ticking this option, the red exclamation mark disappears and is replaced by a green checkmark. Use this option when a red exclamation mark must appear again at the moment that a new recording is received.

[Status] button: This shows you what the last successful import attempt (including reason) was. If an import attempt fails, it will be displayed here. The screen can also be opened via the toolbar. To do this, go to 'Data' and click on 'Sense4Baby status'.

[View CTG] button: Select a recording in the overview and click on this button to display this recording and ultimately review it.

[Close] button: Click here to close the screen and return to the Mosos <CTG> Console.

CTG review (from Sense4Baby overview screen)

1. Click on the [Sense4Baby CTGs] button in the Mosos <CTG> Console to open the overview screen.

2. Adjust the date in the 'Start date' field if needed.

3. Select the CTG recording to be reviewed and click on [View CTG].

4. The recording opens in a new screen.

5. Click on the [Review...] button and then on [New].

6. Log in (this depends on the settings).

7. Then the 'Review' screen appears. Enter the information here and click on [OK] to save it.

8. Click twice on [Close] to close the recording and return to the overview screen.

9. Repeat steps 3-8 if more recordings must be reviewed or close the overview screen to return to the Mosos <CTG> Console.

Additional information

The Sense4Baby CTG recordings can be found and viewed at several places in the Mosos modules. The Sense4Baby recordings can be recognised by the fact that 'Location' always contains the text 'S4B'.

In the Mosos <CTG> Console, using the 'Review/print CTG' function, via the pregnancy report notes and in the Overview of unreviewed CTGs. The associated buttons:

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ⓘ To reveal the Sense4Baby CTG recordings in the 'Overview of unreviewed CTGs', the 'All supervisors' or 'Not assigned' option must be selected in the 'Supervisor' field.

In Mosos <O> the recordings are found under the 'Research data, CTG' sub-tab. Here, too, the text 'S4B' is visible in 'Location'.

For more information about Sense4Baby, we refer you to the ICT Healtcare© website.

Mosos <CTG> Console; Overview unreviewed CTG's

- [Working with the Overview unreviewed CTG's](#)
- [Searching for unreviewed CTG's](#)

Through this function it is possible to view unreviewed CTG registrations.
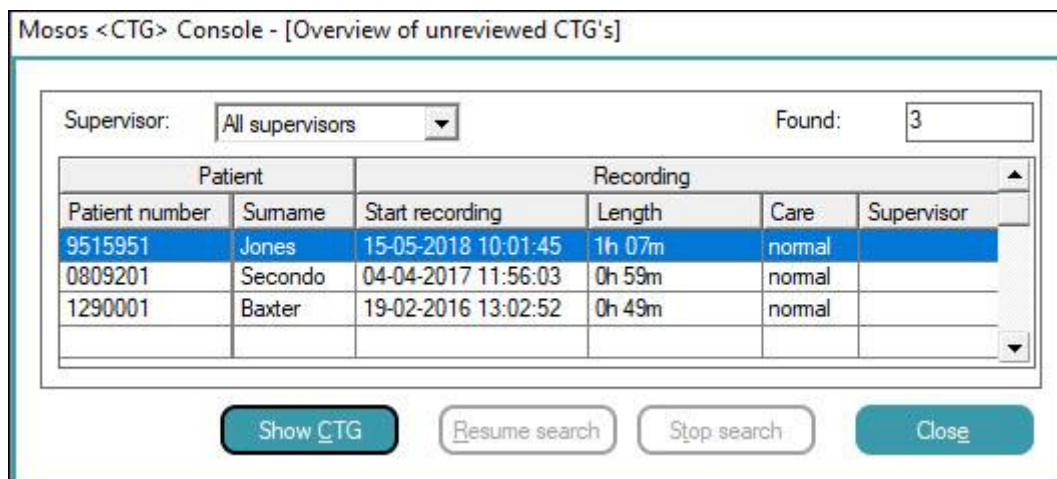
Working with the Overview unreviewed CTG's

To open the overview, click the button [Overview of unreviewed CTG's].

The window contains an overview table with CTG registrations that have not been reviewed yet. The table consists of:

- 'Patient' with the columns: Patient number, Surname
- 'Recording' with the columns: Start recording, Length, Care and Supervisor. 'Supervisor' contains the name of the supervisor, entered in the window 'Recording info' which shows while linking a patient to a CTG overview position.

The recordings found are default sorted by date/time, in descending order. The most recent ones on top. Optionally a different sort can be applied manually.

- Date and time in ascending order, older / first registration on top.
- Sorting on one of the other columns; either a decreasing/ascending order is possible.

To sort:

Place the mouse pointer over the desired column heading and click once (left mouse button). The sorting is reversed from decreasing to ascending or vice versa (depending on initial position).

If the number of recordings do not fit in the window, a vertical scroll bar automatically will appear. This allows the user to view the remaining part.

Three ways to search registrations. Choose one of the options behind the field 'Supervisor':

- All supervisors; Shows all unreviewed registrations.
- Name of supervisor; Shows all registrations which are assigned to the relevant supervisor. If the currently logged in user is also authorised to review, by default registrations assigned to his/her name will show.
- Not assigned; Any unassigned registration.

ⓘ Assignment of registrations occurs when a patient is linked. Enter the name of the supervisor in the 'Recording info' screen. The registration can be reviewed by another user, on the condition that user is authorised sufficiently.

Searching for unreviewed CTG's

Use the 'Assessor' field to search for registrations that have not been assessed yet. A number of other operating buttons are available. An explanation is provided below:

Supervisor
The drop down list contains the names of all known reviewers (in the Mosos database) and the options 'All supervisors' and 'Not assigned'. The Mosos application administrator handles these authorisations via Mosos General Maintenance. Depending on the authorisation of the current user, one of the following situations occurs:

- Field 'Supervisor' is empty and no recordings show: Start searching by clicking an option behind 'Supervisor'. Search will start automatically.
- Field 'Supervisor' contains a name and the summary table is automatically filled with registration assigned to that person.

[Stop search]
Click this button to terminate the search immediately. The registrations already found are displayed in the summary table.

[Resume search]
To continue searching (after clicking [Stop search]).

[Show CTG]
Select one of the registration and click [Show CTG] to open the 'Review CTG's' window. For review/print purpose.

[Close]
Automatically filled with the number of registrations (corresponding to the choice made at 'supervisor').

ⓘ When a user has the right authorisation to review, he/she only has to log in once to review a number of registrations. The program will automatically search for all registrations assigned to his/her name. Reviews will be accepted and stored automatically.

ⓘ Done with reviewing? It's advisable to log out, to prevent unauthorised use of users account.

ⓘ To reveal the Sense4Baby CTG recordings in the 'Overview of unreviewed CTGs', the 'All supervisors' or 'Not assigned' option must be selected in the 'Supervisor' field.

Mosos <CTG> Console; Searching for CTGs of previous pregnancies

Patient on a online location

1. Select a patient on a online location.

2. Drag the patient to the offline location.

3. The window 'Select pregnancy' opens automatically.

4. Select the concerning pregnancy and click [OK].

5. Click [Review/Print CTG's] and look into the registration.
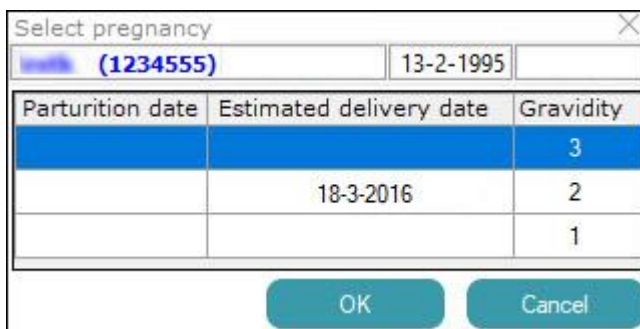
6. Remember to disconnect the patient of the offline location when finished.

Patient on a offline location

1. Select the offline location in the location overview of Mosos <CTG> Console.

2. Click on [Register patient] and select the respective patient.

3. Did you find the right patient? Click on [OK].

4. The known pregnancy data are shown in the 'Select pregnancy' overview. The most recent pregnancy is listed at the top and has the focus.

5. Manually select the desired pregnancy and click on [OK].

6. Then use the available options to review CTGs using the 'Review and print CTGs' or 'Notes' functions.

Mosos <CTG> Console; Alarm settings

-
-
-
-
-

The alarm (audio and visual) is triggered automatically when the FHR is above or below the set threshold for longer than the set time period. You can respond to the alarm in various ways, depending on the situation (e.g. the time period of the birth, condition of the fetus and/or mother, etc.): wait until the FHR restores itself and returns to a value that is within the set boundaries. In this case the alarm will stop by itself. Other possible responses: temporarily or permanently deactivating the alarm sound.

Setting an alarm

This function allows you to set visible and audible alarms. The alarm can be set separately for all locations.

Mosos <CTG> Console

1. Click on [Alarm settings] to open the settings field.

2. Choose a location and select the desired setting using the selection list:

Coincidence
- Alarm off
- Alarm on: An alarm sounds if - during a registration of twins - the FHR of 1 child is measured twice instead of the FHR of 2 children separately. The same applies to the MHR which can coincide with the FHR as well.

FHR signal loss
- Alarm on
- Alarm off

Alarm parameters
- Stage 1*
- Stage 2*
- Adjust…
- No alarm

*The levels for the first two options are standardised but can be adjusted in Mosos <CTG> Maintenance, tab 'ÇTG' (authorisation required). If one of the standards before or during expulsion is not sufficient in a specific situation, then you can use the 'Adjust…' option to deviate from the standards (no authorisation is required for this).

> ⓘ The selected setting will be implemented on all systems where this location is displayed.

3. Go to step 3 in 'Mosos <CTG> Overview'.

> ⓘ A set alarm can be recognised in the CTG by the red horizontal lines. The alarm will go off if the curve for the FHR is outside of the red horizontal lines.

⚠ **Warning**

When the user sets the alarm setting to 'No alarm', audible and visual alarm is no longer available for the relevant location!

Audible alarm

Mosos <CTG> Console

If the alarm should also be audible, then this must be indicated in the 'Sound during alarm" field.

Choose one of the available options from the selection list:

- At all rooms
- Only at served locations
- No sound

You can close this window by selecting [Close].

Sound display

 [Alarm sound (disable alarm sound)]

This button controls the sound when an alarm goes off at a location and is only available if the following has occurred for the selected location:
- a CTG signal comes in and
- the alarm sound has been set.

 [Alarm sound (Enable alarm sound)]
If the audible alarm goes off, the sound can temporarily be turned off by clicking on the 'Turn alarm sound off' button once. A red check mark will then be displayed in the button. At the moment the FHR has restored itself, the button will also automatically be restored to the initial situation. Any subsequent alarm will then be heard again.

[Alarm sound (Enable alarm sound)]
The audible alarm can be permanently turned off, if desired. Click on the 'Turn alarm sound off' button until the 'deactivated' symbol is displayed in the button. Clicking once more will restore the initial situation.

Visual display

A visible alarm is always available (as long as limits have been set).

Location indicator/alarm; A visible alarm is always available. As soon as the alarm sounds, the location indicator in question will turn red.

Location indicator/alarm heard; If an audible alarm is temporarily switched off, the colour will change from red to orange.

Location indicator/no alarm; When the FHR recovers, the colour changes from orange to green.

It is also possible to change the alarm settings (at selected location) to 'No alarm'.

Additional information and alarm notes

There are two types of alarms:

1. The set parameters for bradycardia/tachycardia are exceeded. These parameters can be set in Mosos <CTG> Maintenance by the administrator and modified per location in Mosos <CTG> Console (by the user). See 'Setting an alarm' earlier in this chapter.
2. Alarm in the event of FHR signal loss. The FHR signal is lost. A differentiation is made between a direct ECG and an ultrasound CTG. The parameters can be set in Mosos <CTG> Maintenance by the administrator. In Mosos <CTG> Console, the user can turn the alarm on / off per location.

A delay (time before Mosos sounds an alarm) can also be set in Mosos <CTG> Maintenance for both of these. If the parameters values are exceeded, the system will pass on the set time and will then sound the alarm signals.

Alarm notes

When the alarm settings of a running CTG are exceeded (bradycardia or tachycardia), an alarm note is automatically placed in the note overview and Course. When the alarm is terminated (automatically or manually by the user), the note is updated with the duration of the alarm and whether the alarm was terminated by the user or automatically.

Note examples:
- For bradycardia/tachycardia: Alarm (levels: 100 and 160)
- For FHR signal loss: Alarm (FHR signal loss)

If a user responds to the alarm, this will also be indicated:
- For bradycardia or tachycardia: "ALARM (levels: [bradycardia] and [bradycardia]) until hh:mm:ss> (duration [<m> min.]<s> sec.) (response at hh:mm:ss after [<m> min.]<s> sec.)".

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- For FHR-signal loss: "ALARM (FHR-signal loss) until hh:mm:ss (duration [<m> min.] <s> sec.) (response at hh:mm:ss after [<m> min.]<s> sec.)".

ⓘ In order to distinguish more clearly, the alarm notes in the CTG strip have been assigned a different colour than the other notes. The alarm notes are displayed with an orange block and the other notes with a yellow block.

Mosos <CTG> Central Monitoring

With Mosos <CTG> Central Monitoring (CM) it is possible (by means of CTG registration and possibly partogram) to monitor women during pregnancy, parturition and postpartum (maternal parameters).

An overview of the possibilities within Mosos <CTG> Central Monitoring:

- Anonymise names
- Number of locations shown is variably adjustable between 1x1 and 5x5.
- The number of locations shown is automatically adjustable on alarm or new CTG / parto data.
- Ability to show locations with an alarm or with content all the time, so they will be in the picture at all times.
- Data shown by location is adjustable:
  - Splitting FHR1 and FHR2.
  - Show MHR
  - Show STAN ©.
  - Current values (all, partially, hide)
  - Show: CTG, partogram, duo (both)
- Possibility to enlarge one location while maintaining visibility at the other locations.
- Alarm sound adjustable by location.
- View preceding part current CTG.
- 'Pin' functionality (keep location in focus).
- Alert (visible signal) in case of new / current CTG signal of screen.
- Three appearances: coloured, Classic and Dark.
- Location overview.

Central Monitoring; Start

- <u>Start</u>
- <u>Screen content</u>
- <u>Colour CTG and parto</u>
- <u>Ranking / Sorting locations displayed</u>
- <u>Sidebar</u>
- <u>Select and deselect</u>
- <u>Enlarge</u>

Start

There are three ways to start Mosos <CTG> Central Monitoring:

Start Mosos Menu:

A. When the program has been used recently, click on the green arrow behind Mosos <CTG> Central Monitoring (tab 'Recent prog.').

B. Go to tab 'Mosos - CTG and click on the green arrow behind Mosos <CTG> Central Monitoring.

C. Start Mosos <CTG> Console (tab Mosos - CTG or 'Recent prog'), log in and click [CTG Overview].

ⓘ Upon opening the location groups, Mosos <CTG> Central Monitoring shows the location groups that were checked when the application was last closed. This depends on the computer being used. For further information, see chapter '<u>Mosos CTG, Central Monitoring, Locations</u>'.

ⓘ For users with 'read only' authorisation, it is not possible to start Mosos <CTG> Central Monitoring via the Mosos <CTG> Console. Settings in Central Monitoring can be changed via the right sidebar, and a 'read only' user is not authorised to do so.

Screen content

The screen of Mosos <CTG> Central Monitoring consists of two parts. The left part is occupied by locations for CTG/partogram. (The number of locations displayed (after startup) can be set by supplier. Start through Mosos <CTG> Console, default 9 locations will show.

At all locations the partogram and/or CTG data is refreshed every second. In case loading relatively takes a while, a message at the related location shows: 'Loading......'. If there is no CTG partogram data on a location, layout will be displayed vague (transparent colours).

A sidebar is located on the right sight of the screen. There are various settings which relate to the location view. The sidebar is (default) fold out when starting the program.

The content of the sidebar is populated automatically. For example: location name (if a mobile station is replaced), patient name, gestational age or stage. When an update has the effect that a patient is added/disappears from the 'Location choice' part, this is not updated as long as the mouse pointer is kept above 'Location choice'.

An update takes place as soon as the user moves the mouse somewhere else. In the case of a touchscreen, the order of the list is updated after 10 seconds of inactivity by the user. For example:

- A location from the list 'off screen' is pinned down. Yet, the rule remains visible until the mouse pointer is moved to another position.
- When a CTG has just started, it will get a position in the list 'Streaming' once the mouse pointer is moved to another position.
- A patient who has just been linked to a location, is only visible in the list 'Patients' once the mouse pointer is moved to another position.

Colour CTG and parto

This option is a setting made by the supplier. There are three colour schemes. Default scheme is 'coloured (STAN)' and the default setting applies for all locations.

Classic
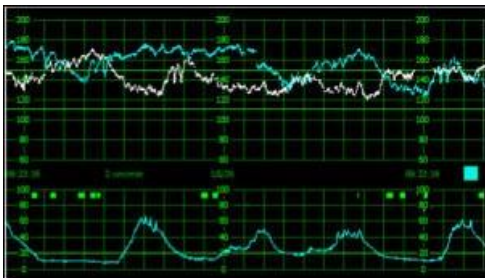
Coloured (STAN)
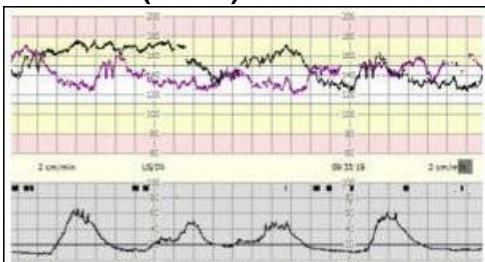
Dark
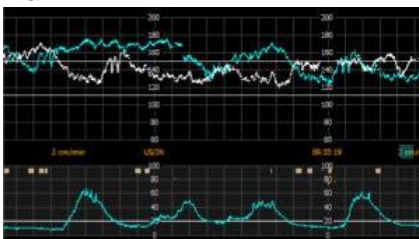
Ranking / Sorting locations displayed

Number and which location show after startup are default settings, made by supplier. User can adjust the number manually. See chapter 'CTG, Cental Monitoring, General' for more information.

When the program starts, it looks into all locations to see if there is information available and if so, what kind of information. Thereafter, a fixed priority protocol determines which locations are displayed. For example, a location with an incoming CTG signal is shown above an 'empty' location.

ⓘ First of all, it checks which location groups are being displayed (checked under 'Location choice'). The settings stated below then apply.

Ranking in display, from high to low priority:

1. Pinned location (see 'Locations').
2. In alarm with CTG.*
3. Responded to alarm with CTG.*
4. Incoming CTG without alarm.*
5. Partogram present.
6. No data, but linked patient.
7. Empty location. When two locations are equal to prioritization, the one in view remains in view.

* If layout 'partogram only' is chosen, the criteria of alarm state and incoming CTG don't apply. See chapter 'CTG, Central monitoring, General, lay-out'.

ⓘ The number of locations displayed, is depending on the user control and whether the user has / hasn't made any changes in the setting 'Automatically expand'. (See chapter 'CTG, Cental Monitoring, General'). It should be mentioned that the order in which the locations are displayed doesn't depend on the priority list. This would otherwise lead to continues replacing and thus cause a 'restless' screen view.
ⓘ Within each category intra partum locations override ante partum and post partum locations.

Sidebar

In unfolded state the sidebar contains the following options:

1. General
2. Selected CTG
3. Enlarged area
4. Locations

Depending on the user action, the options will be folded or unfolded. In addition to the fact that a user can fold/unfold the parts himself, the parts sometimes also fold/unfold automatically. For example, if a location with CTG is selected, 'Selected CTG' will open and 'General' will close.

If a CTG is displayed enlarged, 'Selected CTG' and 'Enlarged area' will open. This indicates that one can use these parts to make certain choices, with regard to the selected location.

For more information about the content of the various parts of the sidebar, see the corresponding chapters in this manual.

When one ore more locations are not displayed, but have a CTG signal, in the closed sidebar this is shown by means of a yellow triangle, including the number of locations.

Click on this arrow to open the sidebar.

Click on this arrow to close the sidebar.

With the arrows next to the parts name, the parts can be folded/unfolded.

When the screen is to small to show all the content of unfolded parts, a scroll bar is displayed on the right side. It can be used to gain access to the 'hidden' content.

Select and deselect

1. Select a location by clicking on it. The selected location is recognizable by a blue overlying colour.

2. As a result (of selecting) the buttons / check boxes in the part 'Selected CTG' will become accessible.

3. By clicking on the selected location again, selection is cancelled and the part 'Selected CTG' will fold.

Enlarge

By clicking twice (double click) on a location, it will enlarge. Full width and approximately half the height of the screen. Beneath it, all locations will show reduced (included the enlarged location), spread over the remaining space.

Close the enlarged area by clicking the white cross in a red block or just click twice anywhere in the enlarged location. It is also possible to enlarge another location, without closing the one open. Just click twice on the location that needs to be enlarged.

Size ('Splitter')

When a location is shown enlarged, a 'splitter' is present between the enlarged locations and the locations below. It allows the user to distribute the available height.

Central Monitoring; General

- Number
- Automatically expand
- [Lay-out](Lay-out)
- Show actuel values
- Anonymise names
- Mute alarm

Number

On the button below 'General' a value is displayed that is indicating the number of locations shown (minimum 1, maximum 25). The first number relates to the number of locations shown horizontally, the second number relates to the number of locations shown vertically.

The default number of locations shown after startup is a default setting, adjustable by the supplier.

By clicking the button a so called 'user control' screen opens, through which the user can set the number of locations shown. Drag and select with mouse to adjust. The number is variable (horizontal/vertical).

Example user control setting:
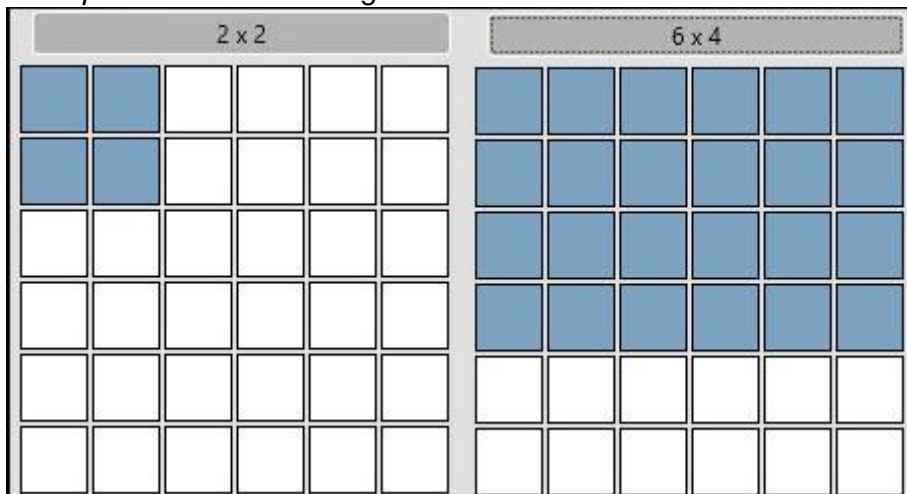
ⓘ The number of locations chosen, is not necessarily the number that is displayed. For example, if a hospital has 10 locations and a user chooses 12 locations in the user control, 10 locations will be shown and two 'empty' places.

Which locations will be displayed is also depending on the priority list (see chapter 'Central Monitoring, Start').

When the number of locations shown is to large (relative to screen size), the CTG data of some locations isn't displayed. Instead, a flashing cursor indicates there is a hidden CTG signal. To show, adjust the number or the list beneath location choice.

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Mobile stations

Above a mobile station, the location tag is displayed (awarded through Mosos <CTG> Console). The name is shown between brackets. The location tag is used for sorting the displayed location. First the fixed locations, then the mobile stations with location tag and finally the mobile stations without location tag.

Automatically expand

Under 'Autom. expansion' it is possible to select what should happen with the configured image when a CTG raises an alarm.

> ⓘ The automatic expansion only works correctly if all exhibited locations with content are fixed. If this is not the case, then the number of visible locations will not be expanded (with alarm), but the registration with alarm will take the place of a registration without alarm.

[Never]
When set to 'Never' the number of locations shown will always be equal to the number set at the user control (button [Number]).

[On alarm]
When set to 'On alarm': If a location is not displayed and the CTG alarm is activated, the number of locations displayed will automatically increase. When the alarm has ended, the display will automatically return to the user-defined number.

[With content]
When set to 'With content': If a location is not displayed, screen content will appear (CTG signal), the number of locations displayed will automatically increase. When the signal stops, the display will automatically return to the user-defined number. 'With content' also depends on 'layout'. The user-defined number continues to prevail. This number is also not adjusted when for example locations appear/disappear.

- If 'CTG' is chosen (at 'Layout'), then all locations with incoming CTG data will show.
- If partogram is available: If 'Duo' is chosen (at 'Layout'), then all locations with incoming CTG and partogram data will show.
- If partogram is available: If 'Partogram' is chosen (at 'Layout'), then all locations with incoming partogram data will show.

> ⓘ If 'On alarm' or 'With content' is chosen, the number of displayed locations can't be lower then the number of locations in alarm or with content. If this is attempted at the button [Number], red fields appear in the user control screen.
>
>
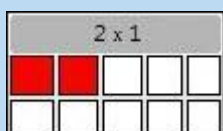
When locations automatically appear, this will not be visible on the button [Number]. This simply retains its original setting. When locations lose their content, the screen will switch back automatically to the number set (by user).

Lay-out

Click on the [Layout...] button to access the options below.

The options [CTG], [Duo] or [Partogram] can be chosen. The option chosen applies to all pending locations (including any enlarged location).

[CTG]   All locations (shown on screen) show CTG layout.
[Duo]   All locations (shown on screen) show CTG and partogram layout.
[Parto]   All locations (shown on screen) show partogram layout.

By placing a check mark before 'Optimise', it is possible to refine the display even further. This button affects all locations, including any enlarged location). By placing a check mark the locations show what is being asked (CTG/Duo or Partogram), but when that specific signal doesn't enter, there are two possibilities:

- There is no other signal. A blank field will show, corresponding to the requested layout.
- There is another signal. This will be displayed.

Chosen layout (button)	CTG data present?	Partogram data present?	Shown:
[CTG]	No	No	CTG
[CTG]	Yes	No	CTG
[CTG]	No	Yes	Partogram
[CTG]	Yes	Yes	CTG
[Duo]	No	No	CTG + Partogram
[Duo]	Yes	No	CTG
[Duo]	No	Yes	Partogram
[Duo]	Yes	Yes	CTG + Partogram
[Parto]	No	No	Partogram
[Parto]	Yes	No	CTG
[Parto]	No	Yes	Partogram
[Parto]	Yes	Yes	Partogram

ⓘ If a location has no content (no incoming CTG signal and no partogram data), the locations will be displayed blurred, by making the colours transparent.

Show actuel values

The following options can be chosen: [All], [Partially] or [None]. This relates to the FHR1, FHR2, STV and the toco. These settings only affect the view if a CTG signal is displayed. The setting chosen affects all (displayed) locations, any enlarged location included. In the following examples, the differences between the settings:

The colour indicates the signal quality as measured by the cardiotocograph: green (good quality), yellow (moderate quality), grey (not connected) or red (no signal).

ⓘ When saturation of the patient is shown at the actual values, this value does not reflect the actual data. Depending on the settings of the CTG device, the signal is sent to Mosos. This can be every 2 to 5 minutes. For the correct settings, consult the manual of the CTG device.

Anonymise names

By placing a check mark before 'Anonymise names' the names will be replaced by 'xxxxxxxxxxxxxx', above the locations and in the list in 'Location choice'. The names in the "Locations" section will also be made anonymous.
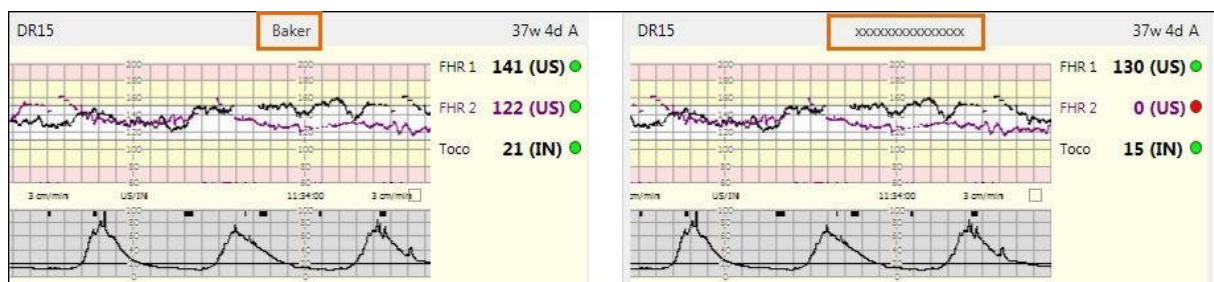
ⓘ The programs will hold this setting, even when closing down and starting up again. To regain the names, the user must remove the check mark himself.

ⓘ In Mosos <CTG> Central Monitoring through Mosos <CTG> Console, this function is always accessible. In the separate version of Mosos <CTG> Central Monitoring, this function isn't accessible, but an administrator can adjust it in the CTG Maintenance program.

Mute alarm

After placing a check mark before 'Mute alarm' no sound will be audible if at one or more locations the alarm is activated. In the bar above all locations displayed, this will be visible by the appearance of an icon: 🔊 . The box 'Mute alarm' will show in a darkblue color (instead of grey) and a check mark is visible.
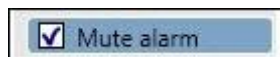
The alarm is turned on again at one or more (but not all locations) by clicking on the icon 🔇 in the option 'General'. This will be visible by the fact that the box 'Mute alarm' is shaded and instead of a check mark a line is placed in the check box before it.
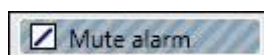
Central Monitoring; Selected CTG

- [View](#)
- [Alarm settings](#)
- [Alarm parameters](#)
- [Mute alarm](#)

To make use of the options in the part 'Selected CTG' a location (with incoming CTG signal) must be selected. If this isn't done, the program will show a warning: 'Select a CTG to change these settings. In addition, the options aren't accessible.

View

Show STV

If the "Display STV" function is checked, then the STV calculation will be displayed in the strip and possibly (depending on the settings) in the actual values. For more information about the SVT calculation, see 'Mosos - CTG, Mosos <CTG> Console, STV implementation'.

Split FHR

If a check mark is placed before 'Split FHR' both heart rhythms will be shown separate in two CTG strips (below each other), rather than over each other in one strip. This option is available when a signal arrives at the FHR2 entrance of the CTG device. When no check mark is placed the two signals will show in the same FHR strip. This option is selectable per location.

ⓘ There may be a special character, a '?', displayed as a result of coincidence in a FHR1 and FHR2 that isn't separated. This character will appear above the CTG signal. If the cursor is held above the question mark, the following text will appear: Coincidence is detected.

Alarm settings

Use of this function allows the user to set whether an alarm should sound if the FHR signal is lost and whether an alarm notification (type "FHR signal loss") should be created. The default setting is that the check box is ticked. The standard settings are: Ultrasound (via CTG) after 30 seconds and Direct ECG (via skull electrode) after 5 seconds. The administrator can change these settings in Mosos <CTG> Administration (tab sheet "CTG").

Alarm parameters

The following options are available: [Stage 1] (Before delivery / Antepartum), [Stage 2] (During delivery / Durante partu), [Adjust] and [No Alarm]. Setting the alarm can happen when no patient is linked and it remains valid when a patient is linked.

[No alarm]
Select by clicking on it. No alarm signal will be visible/audible during registration.

[Stage 1] / [Stage 2]

Select by clicking on one of them. The fields 'Tachycardia' and 'Bradycardia' will be accessible and the default values (set by administrator) will show. In the CTG a red horizontal line will appear at the height of both values. There values can be adjusted (manually).

[Adjust]
Select by clicking on it. The fields 'Tachycardia' and 'Bradycardia' will be accessible and the default values (set by administrator) will show. In the CTG a red horizontal line will appear at the height of both values. There values can be adjusted (manually). The values in 'Bradycardia' can be adjusted from 61 to 198. The values in 'Tachycardia' can be adjusted from 62 to 199.

Furthermore, the value in 'Tachycardia' should be higher than the value in 'Bradycardia'. The program reports a warning if there is a non-compliance with one or more conditions.

Additional information

- When the CTG signal stops coming in (for example, finished registration), the alarm setting for that location remains.

- The alarm setting (tachycardia and bradycardia) will be reset to 'Before expulsion' after disconnecting the patient.

- If you have selected a location with an ante partum patient linked to it and a 'Stage 2 setting'? The program will automatically display a message asking: "The alarm setting is 'During expulsion', but the stage of the patient is 'ante partum'. Would you like to change the stage to 'intra partum'?" Click [Yes] to change and in the bar above the location the 'A' will change in to a 'D'. Click [No] to remain 'ante partum'. Regardless of the choice that is made, from this moment on the alarm setting 'During expulsion' applies.

- The CTG strip runs with along with the signal. As a result, the CTG has a fixed time axis. On the strip the actual time will show (and not the number of minutes the signal is shown).

- When the alarm settings of a running CTG are exceeded (bradycardia or tachycardia), an alarm note is automatically placed in the note overview and Course. When the alarm is terminated (automatically or manually by the user), the note is updated with the duration of the alarm and whether the alarm was terminated by the user or automatically.

- For more information about alarm, see chapter 'CTG, Central Monitoring, Alarm CM'.

Mute alarm

With this option it is possible to turn of/on the audible alarm on one or more locations.

1. Select a location (click on it). The part 'Selected CTG' will open automatically.

2. Place a check mark before 'Mute alarm'. In the bar above the selected location an icon will appear to indicate the audible alarm is muted.

3. Two ways to turn it back on again:

- Select the location and remove the check mark before 'Mute alarm'.
- Click on the icon above the selected location. The icon and the check mark before 'Mute alarm' will disappear automatically.

ⓘ This option only works for a selected location. The same option in the part 'General' applies to all locations (shown and not shown).

Central Monitoring; Enlarged area

- [Enlarge](#)
- [Settings](#)
- [View preceding part current CTG](#)

When enlarging a location, the enlarged area has the same view as the small area. Both can be selected separately.

ⓘ The settings in the part 'Enlarged area' only apply to the enlarged location and have no influence on the other (non-enlarged) locations.

Enlarge

By clicking twice on a location, it will enlarge. Full width and approximately half the height of the screen. Beneath it, all locations will show reduced (included the enlarged location), spread over the remaining space.

Close the enlarged area by clicking the white cross in a red block or just click twice anywhere in the enlarged location. It is also possible to enlarge another location, without closing the one open. Just click twice on the location that needs to be enlarged.

Size ('Splitter')

When a location is shown enlarged, a 'splitter' is present between the enlarged locations and the locations below. It allows the user to distribute the available height.

Settings

As long as there is no location enlarged, the buttons in 'Enlarged area' (side bar) aren't accessible. A message with the following text will show: A location should be enlarged to change these settings. This is possible by double clicking a location.

The options [CTG], [Duo] or [Partogram] can be chosen.

[CTG]   : The enlarged area shows CTG layout.
[Duo]   : The enlarged area shows CTG as well as partogram layout.
[Parto]   : The enlarged area shows partogram layout.

Show actual values : [All], [Partially] or [Hide]. This is related to FHR1, FHR2, toco and other factors. These settings only affect an enlarged area with an incoming CTG signal.

View preceding part current CTG

1. Double click on the specific registration in Central Monitoring to enlarge the registration.

2. Go to 'Enlarged area' (side bar) and choose [CTG] layout.

3. Select the box 'Historic'.

4. The preceding part of the registration is shown in the upper left-hand corner of the enlarged registration. Use the cursor to move this part from left to right (and vice versa).

> ⓘ The CTG strip in the historic section does not run along with the registration. To refresh, deselect and select the box 'Historic'.

Central Monitoring; Locations

- [Display](#)
- [Legend](#)
- [Pinned location](#)

Display

Upon opening the location groups, Mosos <CTG> Central Monitoring shows the location groups that were checked when the application was last closed. This depends on the computer being used. Check or uncheck a location group (department) to show or hide it.

For further information about managing location groups, see chapter 'Mosos CTG, Maintenance, Location maintenance'.
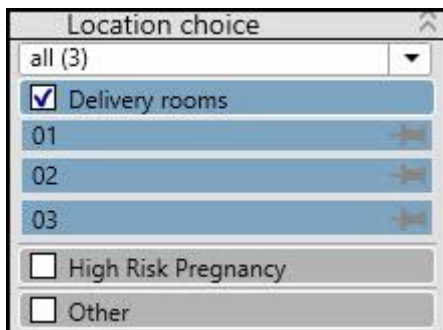
ⓘ The following applies to all settings stated below: First of all, it checks which location groups are being displayed (checked under 'Location choice'). The settings stated below then apply.

The drop down list gives the following choices on which locations must be shown:

- All: A list of all locations, including the ones not displayed in the overview (on the left).
- Off screen: A list of locations not displayed in the overview.
- Streaming CTG: A list of all locations with an incoming CTG signal. Including the locations not displayed in the overview. The number of locations with an incoming CTG signal, but not displayed, is listed with ('XX' off screen).
- Yayınlanan CTG: CTG sinyalinin alındığı tüm konumların bir listesi. Yani listenin solunda yer almayan konumlar da. Yayınlanan bir CTG sinyalinin alındığı, ancak görüntülenmeyen konum sayısı '(XX görüntü dışında)' olarak belirtilir.

Legend
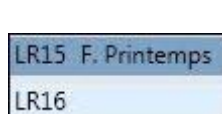
 Location name and patient name: Patient name can be shown anonymous (see chapter 'CTG, CM, General'). The dark blue discolouration of the bar indicates that the location is shown in the overview on the left (if the STAN colour scheme is used).
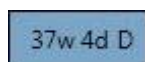
 Gestational age and stage is shown.

 The pins indicate whether a location is 'pinned' (portrait / ark) or not (landscape / light). See 'Pinned location' below.

Pinned location

By pinning a location, this location remains in overview at all times. Regardless priority/alarm. See also chapter 'CTG, CM, Start, Ranking'.

1. Go to the list of patients beneath location choice. Move the mouse pointer to the pin (landscape / light gray) behind the name of the patient.

2. The pin will move to a vertical position (portrait) and the colour will turn into dark grey.

3. At the corresponding location in the overview, a pin appears in the bar above the signal.
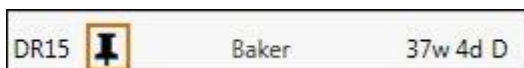
4. To release the location, click on the pin. This can be done in the bar above the location as well as in the list beneath 'Location choice'. After clicking on the pin, it will move to horizontal position (landscape) and turn light grey. In the bar above the location, the pin disappears.

> ⓘ If multiple locations are pinned, the number in the part 'General, user control' can never be lower than the number of pinned locations. If this is attempted, the unauthourised values in the user control show red tones. Conversely, it is also not possible to pin more locations in the list 'Location choice' than the number of locations selected at 'General'. Pins will show disabled (vaguely coloured).
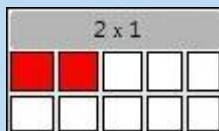
Central Monitoring; CTG and location content

- [Location data](#)
- [Strip](#)
- [Background colour](#)
- [CTG scale](#)
- [FHR strip](#)
- [Toco- / STAN © strip](#)
- [Actual values and signal](#)
- [View preceding part current CTG](#)

Location data

- Location (top left)
- Patient name: Name or anonymous ('xxxxxxxxxx')
- Gestational age ([number]w [number]d) + Stage (top right): 'A', 'P' of 'I'
- CTG

Strip

The CTG strip runs along with the signal, this provides the CTG with a fixed time axis. In the strip the actual time is displayed. If a location has no data content (no incoming CTG/partogram data), the location in overview is shown blurred (transparent colour).

The CTG strip always contains a FHR strip and a toco strip. A vertical numerical scale is located every 10 booths (in both strips). The FHR scale runs from 60 to 200. The administrator can adjust it to 50-210. The strip will get wider, but the scale stays the same.

The toco scale runs from 0 to 100. At the height of '20' it contains a horizontal line. This line allows users to calibrate the toco signal on the CTG device.
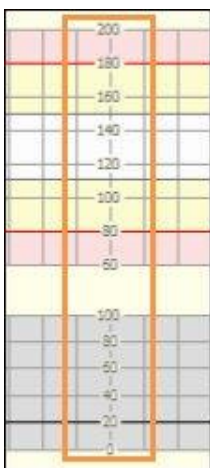
> ⓘ In Mosos <CTG> Maintenance the administrator can place a check mark before 'Cut off CTG at frame boundaries'. It determines at what point a signal is truncated. A point outside the top/bottom of the CTG registration, is drawn at his actual place or it will be truncated at the upper / lower line.

Background colour

The background colour of the FHR strip contains (if set to coloured theme) smaller strips with the following colours: pink (alarm), yellow (attention), and white (normal). If the colour theme is Dark or Classic, these colours don't show. The white strip is the band width of a normal FHR. The corresponding values, where the white and yellow strips touch, are adjustable by the administrator.

When Dark / Classic theme is set, the bandwidth is shown by two horizontal lines. The toco strip has a light grey background colour (if set to coloured theme). Dark/Classic theme use the standard background colour of the CTG strip.

CTG scale

The scale can be set (by the supplier) to '50-210' or '60-200' (default).

FHR strip

The FHR strip shows FHR1, FHR2 and MHR (and optionally STV), if present. In addition, the maternal parameters (green = SpO2) and NIBP (yellow triangles) will show, if present.

If a check mark is placed before 'Split FHR' (in the part 'General'), both heart rhythms (if present) will be shown in two separate CTG strips. The MHR (if present) will show in both FHR strips. Other data, like maternal parameters, will show in the bottom (FHR2) strip.

A question mark icon is shown at the top of the FHR strip if the cardiotocograph device detects coincidence between FHR1 and FHR 2. If the cursor is held above the question mark, the following text will appear: Coincidence is detected. With a maximum of 1 per centimeter this question mark is displayed (while the signal comes in every second).

ⓘ Some cardiotoghraph devices do not detect coincidence. If they do not, Central Monitoring also does not.

Toco- / STAN © strip

In the toco strip the uterine contractions show through a curve. In addition, black blocks (variable width) display the movement pattern of the fetus.

If a patient is linked to a location and STAN data is entering, a STAN strip is displayed. If a patient is not linked? then the strip will be hidden. The range on the Y axis is -0,125 to 0,500. At '0' the text 'T/QRS' shows.

At the top of the STAN strip sometimes blocks are displayed, empty or with the text 'ST event'. These are the so-called 'STAN Notes'. When hovering (with mouse pointer) over these blocks, the content gets visible. There are three types of blocks:

- ST-EVENT block: Content of a ST event.
- ST-EVENT block: Content of a ST event.
- Empty block: So-called 'other event'. Example: Perfect signal quality.

Black cross icons in the STAN strip show the so-called T/QRS ratio from the ST analysis. Beneath the strip, 'BP' is displayed, which stands for 'BiPhasic'. The calculated biphasic ST events are displayed, using the numbers 1, 2 and 3.
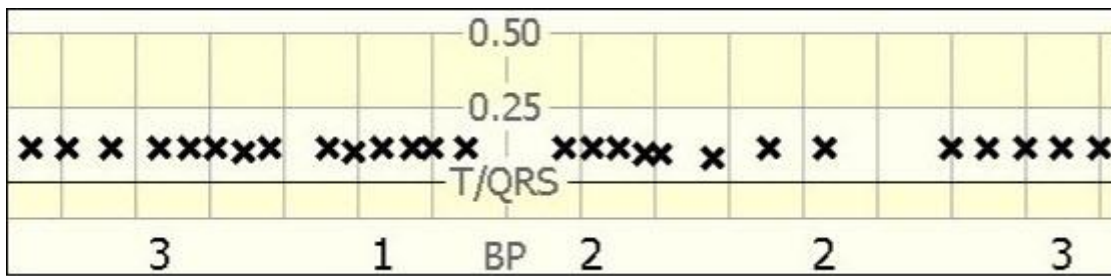
Actual values and signal

Right next to the CTG the following values can be seen (if in the part 'General' Current values is set to [Show all] or [Partially]):

- FHR 1
- FHR 2
- Toco
- STV: Optional functionality and can (if present) be switched on/off per location.
- MHR: Only shows if a MRH signal is received. If MHR is measured through NIBP a yellow triangle is shown. If measured through SpO2, a green triangle is shown.
- NIBP: Only shows when a NIBP measurement is received.
- SpO2: Only shows when a SpO2 measurement is received.

If no signal comes in, bars are shown. A good signal will give a green dot, a poor signal a red dot and a moderate signal a yellow dot. If there is a signal but there is no corresponding value, a grey dot shows.

If there is a signal, the CTG device also sends the method. This is shown behind the value. The FHR method can be DI or US. The toco method can be IN or EX. The MRH method can be EX or PU.

Method Comment

..	Cardiotocograph not linked or not on.
OF	No signal.
DI	Direct derivation, using electrode.
US	Ultrasound for uterine activity.
IN	Intrauterine pressure measurement.
EX	Mesure de pression extra-utérine.
PU	Pulse, measured with a pulse oximeter.

Once the CTG signal stops, the actual values are cleared. The section returns to initial state, in which only the FHR1, FHR2 and toco are shown.

View preceding part current CTG

1. Double click on the specific registration in Central Monitoring to enlarge the registration.

2. Go to 'Enlarged area' (side bar) and choose [CTG] layout.

3. Select the box 'Historic'.

4. The preceding part of the registration is shown in the upper left-hand corner of the enlarged registration. Use the cursor to move this part from left to right (and vice versa).

> ⓘ The CTG strip in the historic section does not run along with the registration. To refresh, deselect and select the box 'Historic'.

* hovering: moving over the image / text with the mouse.

Central Monitoring; Alarm

- [Alarm signal](#)
- [Mute alarm](#)
- [Handling alarm (location shown in overview)](#)
- [Handling alarm (location not shown in overview)](#)

To set the alarm, see chapter 'Mosos - CTG, Central monitoring, Start, Selected CTG'.

Alarm signal

When an alarm goes, this is visible (and audible) to:

- A red border around the location,
- a red square, overlaying the location name / number,
- a square button (in overlay) with a picture of an alarm bell,
- and a sound, provided it's enabled in the software (by administrator) and the user didn't place a check mark in the sidebar, at 'General' before 'Mute alarm'. If a check mark is placed, there will not be a sound alarm, but the symbol of the speaker will be shown, with a blockade (see right example below).

When the alarm settings of a running CTG are exceeded (bradycardia or tachycardia), an alarm note is automatically placed in the note overview and Course. When the alarm is terminated (automatically or manually by the user), the note is updated with the duration of the alarm and whether the alarm was terminated by the user or automatically.
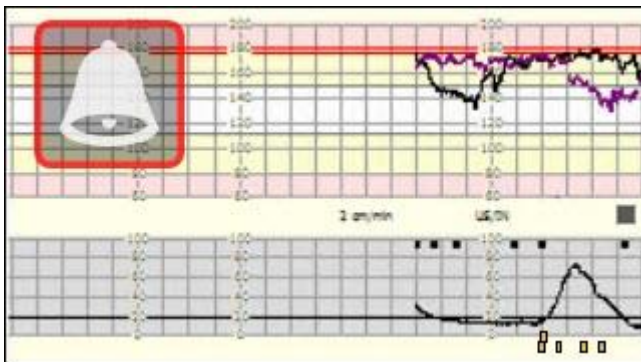
When a alarm shows / sounds, this happens on all Central Monitoring programs where the location is displayed. The alarm area applies to all programs. The alarm sound can be set differently for each program.

An alarm may affect the current view of Central Monitoring. When in the option 'General' 'Automatically expend on alarm' is chosen, the concerning location will appear on screen (when it was not already).

If only partogram is visible on the location, the duo view will automatically open, so the CTG signal will show. After handling the alarm, the screen returns to original settings.

Mute alarm

Through sidebar, part 'General'

After placing a check mark before 'Mute alarm' no sound will be audible if at one or more locations the alarm is activated. In the bar above all locations displayed, this will be visible by the appearance of an icon: . The box 'Mute alarm' will show in a darkblue color (instead of grey) and a check mark is visible.
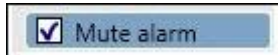
The alarm is turned on again at one or more (but not all locations) by clicking on the icon in the option 'General'. This will be visible by the fact that the box 'Mute alarm' is shaded and instead of a check mark a line is placed in the check box before it.
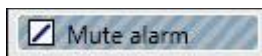
Handling alarm (location shown in overview)

During alarm, the symbol 'Bell' appears at the location in the overview. Hovering with the mouse pointer above this symbol will show a green check mark'.

Green check mark
By clicking it, both alarm icons will disappear. The red square, overlaying the location name / number turns to orange and the red border around the location disappears. The orange square will disappear when the alarm finishes.

Handling alarm (location not shown in overview)

If an alarm goes at a location which is not shown in the overview and in the option 'General, automatically expand' the option [Never] is chosen, then this alarm will be visible/audible by:

- A red rectangle in the left bottom of the screen, containing location name / number and
- an alarm sound, provided this is enabled by an administrator in the application maintenance, and the user didn't mute the alarm in the part 'General'.

By clicking the red rectangle, the concerning location will be shown enlarged. Hereinafter the functionality as described above (handling alarm location shown in overview) applies.

Partogram
Button summary; Partogram

ⓘ Access to buttons depends on authorisation, settings and in which part of the program the user is working.

[Uterine activity], contractions per 10 minutes. Chapter 'Mosos - CTG, Partogram'.

[Engagement], cm. Chapter 'Mosos - CTG, Partogram'.

[Dilatation]. Chapter 'Mosos - CTG, Partogram'.

[Position]. Chapter 'Mosos - CTG, Partogram'.

[Phases of birth]. Chapter 'Mosos - CTG, Partogram'.

[Medication]. Chapter 'Mosos - CTG, Partogram'.

[Other]. Chapter 'Mosos - CTG, Partogram'.

[Head position]. Chapter 'Mosos - CTG, Partogram'.

[Doctor's notes]. Chapter 'Mosos - Base, Mosos <Notes>, Pregnancy report notes'.

[Midwifery notes]. Chapter 'Mosos - Base, Mosos <Notes>, Pregnancy report notes'.

[Enlarge]. Chapter 'Mosos - CTG, Partogram'.

[Print partogram]. Chapter 'Mosos - CTG, Partogram'.

[Close]. Chapter '[Mosos - Base, Start, Login and closing](#)'.

Partogram

- [Screen content](#)
- [Entering data](#)
- [Filtering](#)
- [Shift time axis (scroll function)](#)
- [Enlarge partogram](#)
- [Print](#)
- [Close](#)

Screen content

You can use the partogram to view the course of the dilation period, the engagement of the baby and the uterus activity.

Time axis
The time is shown on the horizontal axis of the graph. The time axis is automatically synchronized with the computer's clock so that the last hour for which data are known is displayed along with the preceding 11 hours. If the date and time of birth of the baby has been entered, then the partogram continues for another another two hours. With the scroll bar it is possible to look 48 hours in to the past and 12 hours in to the future.

Uterus activity
When performing an extra-uterine pressure measurement using an ultrasound transducer, the number of contractions per 10 minutes is displayed as a red curve.

Dilatation and engagement
The right vertical as shows the following: number of centimetres from 0 to 10 for dilatation and levels -5 through +5 cm for the levels of engagement (Hodge levels 1 through 4 is a possible setting). The dilatation values are indicated as blue circles and the engagement as green squares for the time period in the graph on which the values are entered (this is done using the Notes function).

As soon as the mouse cursor is placed on a square a tool tip appears with the entered data. Double-clicking on the square will open the associated note. The data can then be modified, if necessary. The partogram is then updated.

Connecting lines are placed between the squares so that a curve is created. The dilatation and engagement curves are differentiated by their colour and direction. The dilatation curve is ascending and the engagement curve is descending.

> ⓘ A horizontal accessory line is displayed at a height of 3 cm until a dilation of 3 cm or more has been reached. See '[Helpline active phase](#)'.

Head position (Presentation)
At the bottom of the partogram icons are shown with the position of the skull with respect to the pelvis. The icons are displayed in the graph at the point which the values are entered (through the 'vaginal examination' note).

The icons are only displayed if the field '(de-)flexion' in that note contains the value 'occiput' or 'vertex'. Use the button [Skull position] to show/hide the icons.

Helpline active phase
An accessory line is displayed at a height of 3 cm dilation. This line reflects the boundary between the latent and active phases of the labour. The accessory line disappears as soon as a dilation of 3 cm or more has been achieved. At that point, the action line will appear. The alert line will also appear (see next paragraph).

Alert and action line
The alert line is a dotted black line that is automatically displayed when the dilation value is at least 3 cm. The action line is a solid black line that is also displayed automatically, four hours later. Both lines run parallel to each other with a slope of 1 cm/hour as the normal value.

For a dilation period that runs a normal course, the dilation curve will more or less follow the slope. If the dilation curve crosses the alert or action line, then the dilation period is faster or slower than the normal value.

Birth line
The birth line is a dotted blue vertical line that is automatically displayed when the date and time of the baby's birth is entered in the 'Birth phases' sub-tab, which can be found in the 'Patient/birth/child data' function.

Or, if this function is not available (this applies to non-Dutch clients without Mosos <P>) by

pressing in the partogram. A pop-up will appear where the date and time of the birth can be entered.

The current calendar date will be entered as the date of birth by default but can be overwritten manually (only with a past date).

Position, Birth phases, Medication and Other notes
The data regarding Position, Birth Phases, Medication and Other notes are place into graphs as a coloured square containing the letter of the type of note (P, B, M, O).

The content of the note is displayed through tool tip text. Double-clicking on the coloured block will open the associated note, enabling you to modify it.

Entering data

The contraction activity in the graph is based on the tocogram of the CTG. In order to be able to display the other data in the graph, it is necessary to use the notes templates via the 'Notes' function. The engagement, dilation and position (type and status) come from the vaginal examination note. This note is an automatic component of the partogram. All other notes templates must be installed per individual template (by the functional application administrator).

For more information about notes, see 'Notes'.

Filtering

Using the filter buttons you can determine which of the entered data are currently displayed in the partogram. All buttons are activated (= filter on) by default and all available data are displayed in the graph regardless of the source (medical or nursing).

The display can also be limited by manually deactivating buttons if desired. The following filter buttons are available:

	[Uterine activity], contractions per 10 minutes
	[Dilatation]
	[Engagement], cm
	[Position]
	[Phases of birth]
	[Medication]
	[Other]
	[Doctor's notes]*

[Midwifery notes]*

[Head position]

ⓘ *If no distinction is made between doctor's and midwifery notes, the associated filter buttons will not show in the partogram. No button will appear [Notes]! By default, the partogram will show all the entered notes. For more information, see chapter 'Mosos - Base, Mosos <Notes>, General information'.

The data relating to the Position, Birthing Phases, Medication and Other notes are placed in the graph as coloured blocks. The blocks contain the corresponding first letter of the type of note (P, B, M, O).

The contents of the note are displayed via a tooltip text. By double-clicking on a coloured block, the accompanying note is opened and it is possible to make changes.

The application manager can determine which note templates should be assigned to the Birthing Phases, the Medication details or Other notes, or should be adjusted via the programme Mosos <Note> Templates (this can be indicated in the selection text 'Belongs to').

Shift time axis (scroll function)

The user can shift the time axis of the partogram using the scrollbar at the top of the partogram.

The user can move a maximum of 48 hours back in time and 12 hours into the future from the starting position.

Enlarge partogram

By clicking the button [Enlarge] ore clicking twice on the partogram, the partogram will open in a new window. This window can be maximised if necessary.

Print

Pressing the [printer icon] button will print out the partogram on paper.

First select the desired printer via the Programme menu and the 'Select printer' option.

You can only print the curves for contraction activity, engagement and dilation and the lines (alert action and birth line).

Active filter buttons are taken into account during printing.

The partogram will be printed out as it is displayed on the screen, with the exception of the coloured squares with the letters underneath.

Close

Click on to close the partogram and return to the previous operation.

Mosos - CTG - Emergency procedure

Mosos <CTG> Central Monitoring handles the display of CTG registrations. It allows users to follow multiple registrations, from different locations, simultaneously. The hospital computer network in combination with the central Mosos server take care of this functionality.

If there is discontinuity in the accessibility of the server, for example by network failure, Mosos <CTG> Central Monitoring can't connect to the relevant files, so the registrations can't be displayed. In order to guarantee the continuity a procedure is developed; Mosos - CTG - Emergency procedure.

Network failure

In general the IT department of a hospital gives information on cause/effect and solution to network failure. Network failure is recognizable by the following message: 'This program has performed an illegal operation and will be shut down'.

ⓘ This message is not specific to network failure and may also occur in other types of failure.

Where to expect the emergency procedure

Mosos - CTG - Emergency procedure is installed on the computer that handles the acquisition of the CTG signals. Only the computers connected to this computer, will function during the emergency procedure. It is advisable to mark this computer with a tag/label.

⚠ Warning

All workstations with Mosos <CTG> Console / <CTG> Overview / Central Monitoring will quit! Start the thermal paper registration (CTG device). Make notes on the paper strips (later these can be entered in 'Notes' in the program.

Start of Mosos - CTG - Emergency procedure

The Mosos - CTG - Emergency procedure starts without any intervention of the user. Once the network is unresponsive or accessible, a message will show on screen. Close the message by clicking at [OK]. Then Mosos - CTG - Emergency procedure will take over (automatically) the function of Mosos <CTG> Central Monitoring.

ⓘ Always make a note (or take a screen shot) of these messages and inform the IT department (follow hospital rules).

Features

The external characteristics of Mosos - CTG - Emergency procedure:

- In the title bar the words: 'Network not available'.
- The bars above the location positions are red instead of blue.
- The names of the linked patients remain visible.
- The current CTG registrations are normally displayed.

Available functionalities

Some settings which are related to the display of all CTG registrations can be edited from this screen. Move the mouse pointer to the title bar and automatically a 'button bar' will appear.

[Number of displayed locations]
Using these buttons you can divide the overview as desired into 2, 4, 6, or 9 positions. The possibilities depend on the number of locations in the location overview. If the location overview has 3 locations, then the CTG overview can contain a maximum of 4 positions.

[Restore location positions]
The order of the locations is as follows: The first (uppermost) location of the location overview is located in the first position (upper left). The second location is located in the second position, etc. The order can be disrupted, for example by dragging the location indicators. The order is restored by clicking the [Restore location positions] button.

Disconnect

As long as Mosos <CTG> - Emergency procedure is running, it is only possible to disconnect patients.

1. Click on the mutation button, on the left to the patients name (in the red bar above the location). A window will appear.

2. Click [Disconnect patient].

3. Answer the question (Do you really want to disconnect/unlink this patient?) with [Yes]. Click [No] to return to Overview.

It is also possible, just like in Mosos <CTG> Overview to move a CTG registration to another location and to adjust the number of locations.

Ⓘ Other functionalities in Mosos <CTG> Overview / Central Monitoring, like alarm settings or show partogram (if available), cannot be used. Furthermore it isn't possible to connect new patients.

If the network is available again

Mosos will automatically search regularly for the network. When the Mosos server is available again (through the network re-connection), Mosos <CTG> Console will automatically start and the Mosos <CTG> - Emergency procedure will be closed. All functions can be used normally again. Mosos <CTG>Central Monitoring must be launched manually!

Following recovery of the network, the current CTG signals are again displayed (a new registration is started). The complete CTG for the linked patients is stored as a whole (the parts before, during and after the failure are combined).

When using the 'Review / Print CTG' function, the completed CTG is displayed.

Help & Support

Data protection GDPR

This describes the measures that were implemented in order to make the Mosos software compliant with the new European General Data Protection Regulation (GDPR).

Standard ISO 27001 was used as a guideline.

Creation of audit log files

- Mosos 12.13 features audit logging, which records all activities during which sensitive personal information is created, viewed, copied, moved, modified or deleted. The following types of events are recorded: system, users, patients and (audit) logging. For more information, see the chapter on 'Mosos - Base, Base General Maintenance, ATNA logging'.
- Mosos currently has no limit regarding the retention period of the audit logging.

Control of system use

- Audit logging can be used to analyse activities in Mosos programs.
- Audit logging can be exported to CSV format through the Mosos Maintenance program. For more information, see the chapter on 'Mosos - Base, Base General Maintenance, ATNA logging'.

Protecting information in log files

- The content of audit logging (listed in section 1) is saved in encrypted format in a separate part of the Mosos database.
- Mosos has its own built-in system account for audit logging writing. This account is not known to users, administrators or application or system administrators of the hospital. The account is also protected from manipulation.
- The policy regarding the database size and creating backups of the logging is the responsibility of the hospital. ICT Healthcare can assume an advisory role in this regard.

Recording malfunctions

- The MososWeb (maintenance) page offers several diagnostic tests that can check the correct functioning of the system, important components and security. The results of every test run are written to a text file.
- Mosos offers application logging. This logging records the following types of events: "info", "warning" and "error". This logging can be used to help make diagnoses when software errors occur. The logging can be accessed by every user.

Synchronisation of system clocks

- Because the current time is displayed in some Mosos modules, it is important for the system clocks of servers and workstations at the hospital to be synchronised and show the correct time.
- Use the UTC time zone or the local standard time.

Access security

Users can be created and authorised to use the Mosos system at Mosos <Base> General Maintenance. For more information, see the chapter on 'Mosos - Base, Base General Maintenance, Users'.

Validation of input data

Mosos has built-in constraints that ensure that the contents of certain input fields in Mosos are validated. This information includes physical characteristics and functions, such as weight, heart rate and temperature. Values can be entered in some fields, but if certain limits are exceeded, a warning will be displayed, such as the following: "This value appears to be too high (higher than nn). Are you sure?". For other fields, the input may not be accepted in the event of a violation or illogical input of values. The system will notify the user of this.

Cryptographic administrative measures

- The MososWeb environment and other Mosos web applications can be secured with SSL. ICT Healthcare advises that hospitals do this with an SSL certificate of a trusted publisher.
- User data and authorisations in the database are secured from unauthorised modification.
- The audit logging described in section 1 is saved in the database in encrypted format.
- Private keys are encrypted in Mosos.

Password or PIN code

- If Mosos is linked to an Active Directory/LDAP environment, then the password policy can be enforced via Active Directory/LDAP.
- If the hospital has no Active Directory/LDAP link, then Mosos will enforce complex passwords itself (starting with version 12.13). Mosos also has functions regarding password length, expiration, number of incorrect login attempts, etc.

Anonymising patient data

From Mosos 12.13 onwards, patient data can be anonymised (for testing purposes). To do this, contact an ICT Healthcare.

Mosos \<Base\> Menu
Introduction Mosos menu

Mosos Menu is a program which Mosos users can use to quickly and easily start the Mosos software from their workstation.

It is also possible to request concise information from the Mosos software. Mosos Menu contains the entire BMA Mosos suite.

With Mosos Menu you can automatically execute the Mosos Setup installation program on systems that have no Mosos installation and also implement updates.

In order to use this functionality, various settings need to be implemented in 'Mosos \<Basic\> Menu Management'. Please refer to the 'Mosos \<Basic\> Menu Management' manual for this.

Mosos <Base> Menu; Screen content

Tabs

The first tab of Mosos Menu – Recent prog. – contains the four most recently opened programs of the logged-in user. This is computer-dependent. The next tabs display the main programs of the entire Mosos suite, from Mosos <CTG> to the various general programs such as Mosos General Administration. Each tab contains various modules belonging with the main program.

Buttons

 By clicking this button, the module starts.

 If the button is greyed out, the user has no rights to start the module, the module isn't installed or the module is not included in the software package.

 The user has insufficient (network) rights to start this module.

 By clicking this button, the right section displays summary information about the module.

 If the button is greyed out, there's no current information about the module.

Mosos <Base> Menu; Mosos Setup installation

When Mosos Menu is started on a client computer, the system checks whether the Mosos installation program 'Mosos Setup' has been executed. Depending on the settings, one of the scenarios below will apply:

No installation executed

If no Mosos installation is found on the client and you have decided not to execute the installation automatically, the following message will be displayed.

Mosos Menu will not be started.

Installation executed

If no Mosos installation is found on the client and you have decided to execute the installation automatically, you will be asked whether the installation should be executed now.
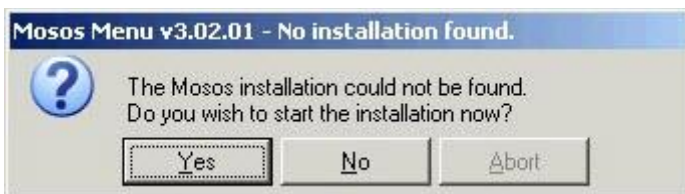
Mosos Menu will now perform several validations before starting the 'Mosos Setup' installation program. The following parameters must be correctly set in Mosos <Base> Menu Management:

- Location to the installation package (MososSetup.exe).
- UNC location.
- Net Use account.
- Account(s) with local administrator rights on the client PCs.
- Minimum system requirements:
  - Windows 2000 Service Pack 3
  - 16 bits colour
  - Screen resolution: 800x600 pixels
  - 128 MB memory
  - Internet explorer 5.01 Service Pack 1

If all these prerequisites have been met, Mosos Menu will start Mosos Setup, the Mosos installation program. Installation of the Mosos software can take several minutes. If the

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screen appears to be frozen, this means the package is making preparations for the main installation. A screen similar to the one below will be displayed during installation of Mosos Setup.

> ① Updates will not be installed in a Citrix or Terminal session!

Mosos <Base> Menu; Updates

Mosos Menu is able to check Mosos updates and automatically install them.

Each time Mosos Menu is started, a check takes place. If no update is found, the user – depending on the set values in Mosos <Base> Menu Management – will be informed of this.

Automatically installing updates

If automatic updating has been selected in Mosos <Base> Menu Management, the user will see the following message:

Click on [Yes] to install the update automatically.

Manually installing updates

If automatic updating has not been selected in Mosos <Base> Menu Management, the user will see the following message:

The update will then have to be installed manually.

Error during check

No update can be installed if the 'MososSetup.exe' file is missing or damaged.

Updates are essential for the correct functioning of the Mosos software. Although the update cannot be installed, the Mosos software may be started. It may contain errors or not work propery, though.

Mosos Menu v3.02.01 - Error 4011

Error during check for Mosos update.
Version could not be requested.
MososSetup.exe might not exist or might be damaged.

Mosos software may be used, but might contain errors
or disfunction.

Preconditions.UpdateNeeded

[OK]   [Cancel]   [Abort]

Mosos <Base> Menu Management

Mosos <Base> Menu Management is the management program for Mosos Menu.

The Mosos <Base> Menu Management program offers the system administrator the possibility of configuring the various Mosos license codes on different computers.

In addition, it is also possible to execute the 'Mosos Setup' automatically via the Mosos Menu on client PCs. The settings for this purpose are also configured using 'Mosos <Base> Menu Management'.

Mosos <Base> Menu management; Start

When the 'Mosos <Base> Menu Management' program is started up, the Mosos Menu dialogue screen is displayed.

When the system is unable to find the mapping to the Mosos software an error message is displayed.

Mosos \<Base\> Menu management; Tab Computer settings

-
-
-
-
-

The 'Computer settings' tab provides an overview of all system parameters that have been set for the various computers. The column header contains all Mosos software available on the system for which parameter settings can be configured.

The 'Computer name' row contains all (already) entered computer names that require Mosos parameters. The computer names and the parameters must be entered manually.

Entering and Changing Client Data

Adding computer names

To enter a computer name, place the mouse cursor in the 'Computer name' row. By clicking on the right-hand mouse button a popup menu will appear. Select the 'Add computer name' option here.
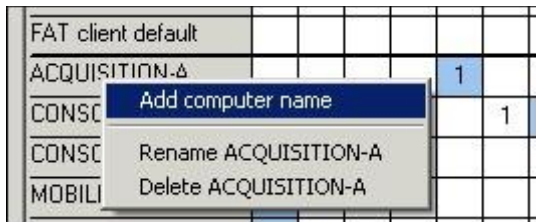
By entering the new computer name in the data entry screen, the computer will be added to the list.

Depending on the number of computers, it may take a few seconds for the screen to refresh.
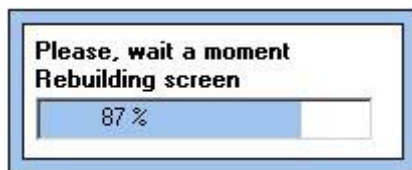
Changing a Computer name

To change a computer name, place the mouse cursor in the 'Computer name' row of the computer to be changed. By clicking on the right-hand mouse button a popup menu will appear. Select the 'Rename.......' option here (where .... is the computer's name).
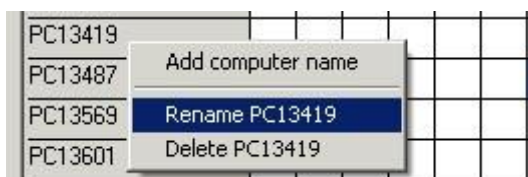
Deleting a Computer name

To delete a computer name, place the mouse cursor in the 'Computer name' row of the computer to be deleted from the list. By clicking on the right-hand mouse button a popup menu will appear. Select the 'Delete ....' option here (where .... is the computer's name).
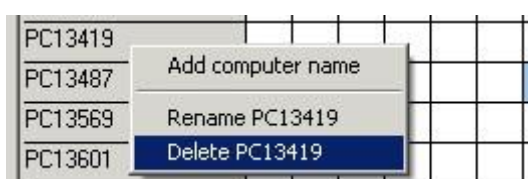
Entering and Changing License Parameters

Entering the Mosos license parameters is fairly easy. The program's structure closely resembles that of Microsoft© Excel©. It is easy to navigate from cell to cell using the arrow keys.
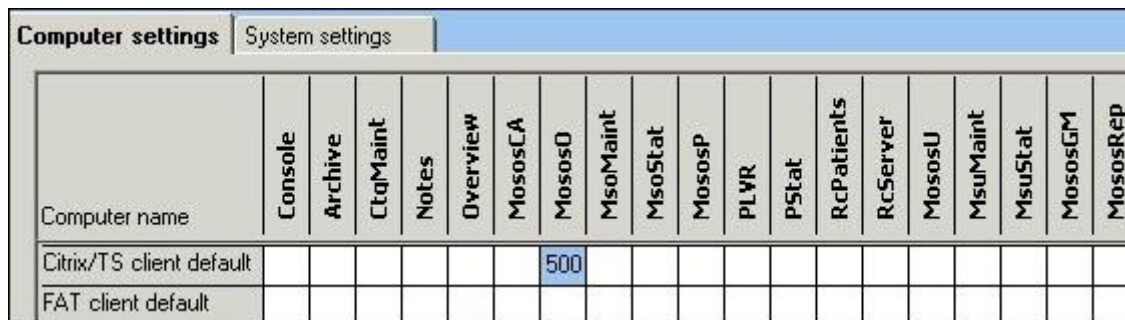
A number can be entered in any cell that must be linked to the computer as the Mosos license parameter. However, if the number entered already exists in the same column it will be displayed in red and then it is not possible to save the changes.

It is also not permitted to use the same Mosos license parameters on different systems for each Mosos program.

Entering Concurrent License Parameters

If you have a Mosos Concurrent license (500 numbers), you can set the license parameter for each Citrix/Terminal Server client to the value '500'. If you do this, all systems for which you did not enter a fixed number will be assigned this license parameter.

In the following example this parameter has been set for the 'Mosos <O>' program, whereby the Mosos <O> will be automatically started up.

Computer name	Console	Archive	CtqMaint	Notes	Overview	MososCA	MososO	MsoMaint	MsoStat	MososP	PLVR	PStat	RcPatients	RcServer	MososU	MsuMaint	MsuStat	MososGM	MososRep
Citrix/TS client default							500												
FAT client default																			

Computer settings / System settings

The 'Citrix/TS client default' therefore only applies to a Citrix and/or Terminal Session environment for which no license parameter has been entered. This setting therefore applies to all sessions!

The 'FAT client default' row can be used for unidentified computers that are nevertheless permitted to start up (and/or install) software programs. If the computer name does not occur on the list the system checks to see if the 'FAT client default' row contains a license parameter.

Autostart

The Autostart function makes it possible to automatically start up a certain Mosos program as soon as the user starts up the Mosos Menu. The automatic start-up of Mosos programs can be set via the Selection menu or by selecting 'Enable Autostart' using the right-hand mouse button.
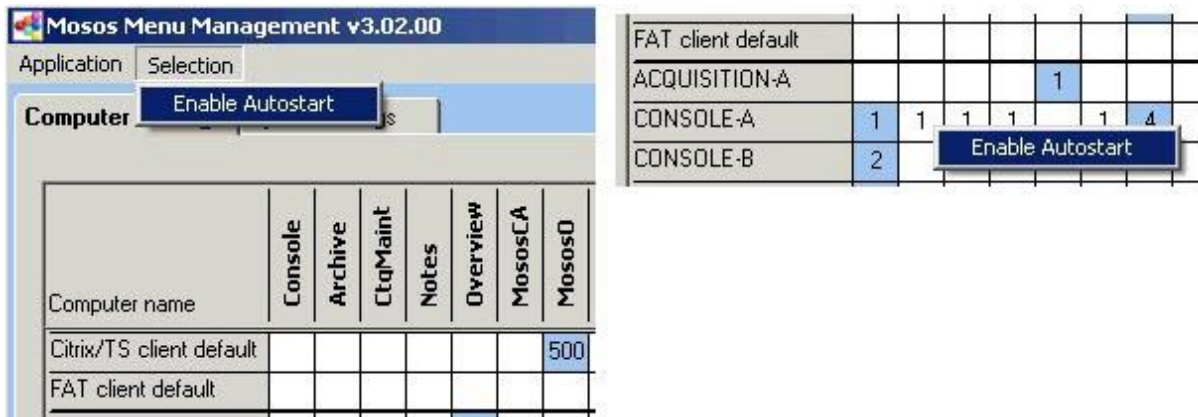
If no license number has been entered into the cell it is not possible to configure an Autostart.

If an Autostart has been configured the colour of the cell will be blue.

An existing Autostart can be cancelled using the menu or by selecting 'Disable Autostart' using the right-hand mouse button.

It is possible to start up multiple Mosos programs, one after the other, on each computer.

Scrolling

If the list of computer names is longer than the space available in the program, you can scroll through the list by making use of the scroll bar (to the right of the screen).

Saving Changes

Changes are only saved after you click on [OK] or [Apply].

- By clicking on [Apply] the changes will be saved and you will be able to continue working with the program.
- The changes will also be saved when you click on [OK]. However, the program will then be closed.
- By clicking on [Cancel], the changes will not be saved.

Mosos \<Base\> Menu management; Tab System settings

- [UNC-path validation](#)
- [Mosos Setup linking](#)
- [Entering an account with read rights](#)
- [Entering/Changing an Account with Client Installation Rights](#)

The 'System settings' tab displays an overview of the system settings.

Mosos menu settings

Location Mosos software
This is the workstation's letter for mapping to the Mosos software. For example: G:\

Location StartUp.exe
This is the folder where the Mosos 'StartUp.exe' is located. For example: Flags\

Mosos Setup settings

Installation path
This is the local (client) folder for the Mosos software. This setting is used by 'Mosos Setup'. For example: C:\BMA\

ⓘ **ALWAYS** terminate this location with a backslash (\). The backslash should in principle be added automatically.

UNC path
This is the UNC path to the Mosos software on the server. This path is used by 'Mosos Setup' to establish a 'net use' to the Mosos server. For example: \\Mosos-server\BMA\

Location MososSetup.exe
This is the path to the 'Mosos Setup' installation software package (only EXE). For example: G:\MososMenu\Setup\MososSetup.exe

> ⓘ The drive letter used must correspond to the above-referenced UNC path!

Allow install on clients without Mosos software
This checkbox can be used to turn the automatic push of the Mosos Setup program for computers for which the Mosos Setup has not yet been executed, on or off.

Allow auto upgrade or clients with older Mosos Setup
This checkbox can be used to automatically install available updates on computers without a Mosos Setup.

Account with server read rights

Domain\Logon name - Password
An account (including the domain!) that is permitted to establish a net-use mapping to the UNC path as specified elsewhere must be entered here.

Account with client administrator rights

User name - Description
Administrator accounts that can be used by the 'Mosos Setup' to execute a local client installation can be added, changed or deleted in this expandable list.

UNC-path validation

After changing or entering a UNC path, it can be checked by using the [Validate] button. If the entered path does not exist, the system will display a message and set the background colour of the text field to red. If the entered path exists the background colour will be white and the validate button will be inactive.

Mosos Setup linking

To enable the Mosos Menu to automatically execute the Mosos Setup installation program, it must first be entered.

By default, the Mosos Menu is supplied with the MSI (MososSetup.msi) and the executable version (MososSetup.exe) of Mosos Setup. However, Mosos Menu only uses the executable version. This executable in turn will execute an MSI installation.

The modification button can be used to display a dialogue screen from which the Mosos Setup executable can be selected.

This location must be the drive mapped to the Mosos server! For example: G:\MososMenu\Setup\MososSetup.exe. In addition, the 'UNC path' field must be consistent with this location!

If the client is a Citrix or Terminal session, then the Mosos Setup installation will not be executed automatically!

The default is to attempt to first execute the installation with the currently logged in user. Second, the system will verify whether the account in 'Account with server read rights' has local administrator rights. Lastly, the accounts in 'Accounts with client administrator rights' will be verified for local administrator rights.

Entering an account with read rights

If the currently logged in user does not have installation rights, it is necessary to enter an account in 'Account with server read rights' in order to be able to start up Mosos Setup.

The user must be entered, including the domain name (where the user is known) and must have the rights needed to create a 'net use' mapping to the Mosos server. In addition, the system will attempt to execute the installation with this account.

After changing or entering the 'net use' account again, it can be checked by using the [Validate] button.

If the entered account does not exist, or if it cannot be used to log in from the current machine, the system will display a message and set the background colour of the text field to red.

If the entered account exists the background colour will be white and the validate button will be inactive.

⚠ Warning
Depending on the system administrator's settings, if an attempt is made to validate the account several times with a wrong password, the account may become blocked.

255

Entering/Changing an Account with Client Installation Rights

If the currently logged in user and the account in 'Account with server read rights' do not have administration rights, then an account must be entered in 'Accounts with client administrator rights'.
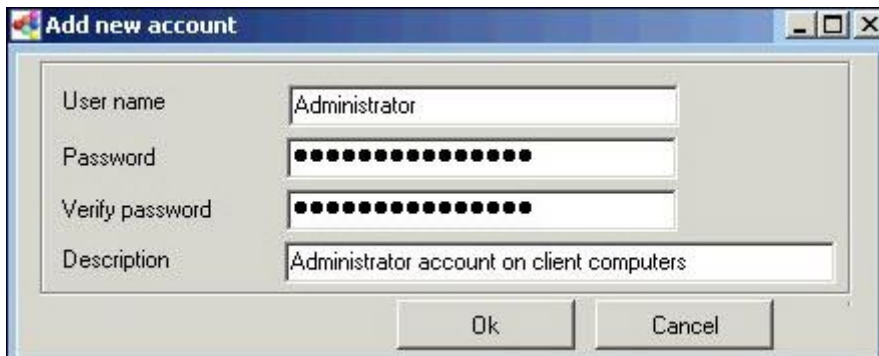
This expandable list offers space for 25 different administrator accounts.

Three different types of account can be entered:

- Network-wide
- Domain-wide
- PC-dependent

Network-wide Account

A network-wide account can be entered by only entering the user name of the administrator's account in the 'User name' field.

Domain-wide Account

A domain-wide account can be entered by entering the domain name as the user name.

PC-dependent Account

A PC-dependent account can be entered by entering the computer name as the user name.
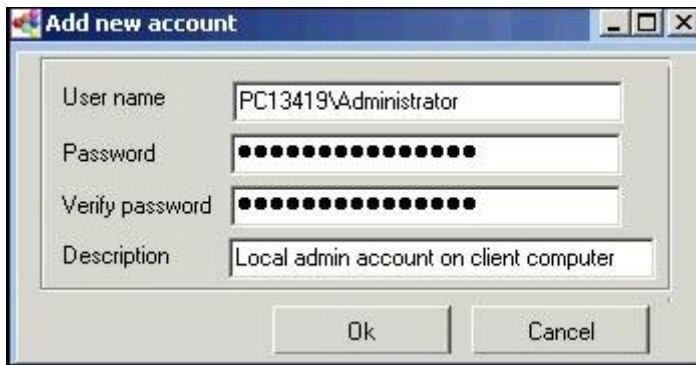
Mosos <Base> Menu management; Security

The 'MososSuite.ini' and 'Menu.ini' files are protected files. Be sure not to make any changes to these files since this will make the Mosos Menu unusable.

To prevent 'ordinary' users from accessing Mosos <Base> Menu Management, the following rights must be set for the \MososMenu folder and sub-folders.

Administrators
All rights.

Mosos users
Read and execution rights, except for the 'Recent.ini' file in the '\MososMenu' folder. Write rights must also be set for this.

Release notes

The release notes include an overview of changes from previous versions (unless otherwise indicated). These changes have been (where applicable) implemented in the manual.

Additionally, a number of technical and functional bugs were resolved during the development of the new versions of the software.

> ⓘ This overview contains all changes. Depending on the modules the user has access to, the changes are/aren't applicable.

Recommended system requirements

Client(s)   : Windows 7

Server   : Windows 2008 R2 (64-bits)

Database   : SQL server 2008

Communication : According to hospital infrastructure.

Mobile setup   : Depending on which modules are installed. A (wireless) mobile setup
                     increases the ease of use. Precise completion is determined in consultation
                     with the customer. For more information, please contact your supplier.

Services   : For technical or substantive questions, please contact our Service Desk.
                     For a price quote for delivery and implementation, please contact your
                     (local) account manager.

Comment   : If the current Mosos system does not meet the (minimum) requirements
                     above, a migration should be taken into account. During implementation (in
                     addition to the technical installation and configuration) the impact on
                     organisation/processes and procedures should be taken into account. Due
                     to the involvement of various cooperating parties, thorough preparation and
                     a systematic approach is necessary.

Release notes 12.13

- Software version [12.13.21/12.13.22/12.13.23](#)
- Software version [12.13.20](#)
- Software version [12.13.17 / 12.13.18 / 12.13.19](#)
- Software version [12.13.16](#)
- Software version [12.13.15](#)
- Software version [12.13.13 / 12.13.14](#)
- Software version [12.13.12](#)
- Software version [12.13.11](#)
- Software version [12.13.7 to 12.13.10](#)
- Software version [12.13.6](#)
- Software version [12.13.4 / 12.13.5](#)
- Software version [12.13.3](#)
- Software version [12.13.2](#)
- Software version [12.13.1](#)
- Software version [12.13.0](#)

Software version 12.13.21/12.13.22/12.13.23

Various technical and functional bugs were resolved with the 12.13.21/12.13.22/12.13.23 release.

Software version 12.13.20

General / Print manual

From this (12.13) version onwards, the Mosos user can print a complete user manual and no longer needs to request a copy from the supplier.

For more information, see the manual, chapter ['Introduction'](#).

Additionally, a number of technical and functional bugs were resolved during the development of version 12.13.20.

Software version 12.13.17 / 12.13.18 / 12.13.19

Various technical and functional bugs were resolved with the 12.13.17 / 12.13.18 / 12.13.19 release.

Software version 12.13.16

Mosos <CTG> Console / Open Central Monitoring (read-only user)

Users with 'read only' authorisation may no longer start Mosos <CTG> Central Monitoring via the Mosos <CTG> Console. Settings in Central Monitoring can be changed via the right sidebar, and a 'read only' user is not authorised to do so.

For more information, see the manual, chapter '[Mosos - CTG, Mosos <CTG> Central Monitoring, Start]'.

Mosos <CTG> Console / STV settings

Authorisation level: Administrator.

Under STV settings, various options may be selected under 'Calculate the average STV over ..... minutes/hour'. Which options must be displayed can be configured. Contact your supplier to set this up.

For more information, see the manual, chapter 'Mosos - CTG, Mosos <CTG> Console, STV implementation'.

Additionally, a number of technical and functional bugs were resolved during the development of version 12.13.16.

Software version 12.13.15

Mosos <CTG> Central Monitoring / Handling alarm (location shown in overview)

When the alarm goes off in a shown location, only the icon with the alarm bell is displayed. The icon with the loudspeaker (with which the alarm sound can be muted) is no longer displayed. It is also possible to mute the alarm sound via the side bar (under 'View').

For more information, see the manual, chapter '[Mosos - CTG, Central Monitoring, Alarm]'. Available from software version '12.12' (via update)

Additionally, a number of technical and functional bugs were resolved during the development of version 12.13.15.

Software version 12.13.13 / 12.13.14

Various technical and functional bugs were resolved with the 12.13.13 / 12.13.14 release.

Software version 12.13.12

A number of technical and functional bugs were resolved during the development of version 12.13.12.

Software version 12.13.11

Mosos general / Online manual

From this version, the manual and the release notes can be found in the programme. Click on the [Help] button in the menu bar and choose the desired document.
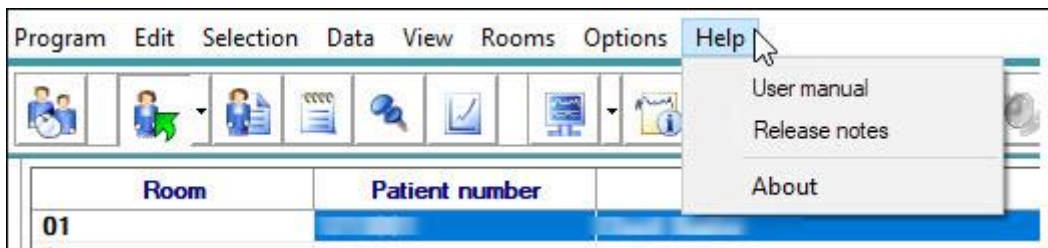
When a new version of the manual and/or the release notes becomes available, the user will be informed about it once after logging in.

Mosos <CTG> Console /Sense4Baby

The [Sense4Baby CTGs] button is placed in Mosos <CTG> Console. This is visible when the client has a Sense4Baby link.

If there is a red exclamation mark on the button, it is a sign that new recordings have been received that have not yet been reviewed. A green checkmark on the button confirms that all recordings have been reviewed.

By clicking on the button, an overview screen opens which lists all received CTG recordings from Sense4Baby. Select a recording and open it here to enter an review.

For more information, see the manual, chapter 'Mosos – CTG, Mosos <CTG> Console, Sense4Baby'.

Additionally, a number of technical and functional bugs were resolved during the development of version 12.13.11.

Software version 12.13.7 to 12.13.10

Various technical and functional bugs were resolved with the 12.13.7 to 12.13.10 release.

Software version 12.13.6

Various technical and functional bugs were resolved with the 12.13.6 release.

Software version 12.13.4 / 12.13.5

Various technical and functional bugs were resolved with the 12.13.4 / 12.13.5 release.

Software version 12.13.3

Mosos general / Anonymising patient data (Test environment)

Authorisation level: Administrator.
Patient data may be anonymised for testing purposes To do this, contact an ICT Healthcare System Engineer.

Mosos CTG / Export CTG data

Authorisation level: User.
It is possible to export CTG data to a .CSV file.

For more information, see the manual, chapter '[Mosos CTG, Console, Aperçu de l'écran Console](#)'.

Mosos CTG / Location maintenance

Authorisation level: Administrator.
In Mosos <CTG> Maintenance, it is possible to group CTG recording locations (fixed and mobile) This makes it possible to display data for each created group in Central Monitoring. It is also possible to automatically remove patients from each group once CTG recording has finished.

It is now also possible via 'Location Maintenance' (in Mosos <CTG> Maintenance) to change names of CTG acquisition points/mobile station locations and the order of the options list in which they appear.

For more information, see the manual, chapter '[Mosos CTG, Maintenance, Maintenance of locations](#)''and '[Mosos CTG, Central Monitoring, Locations](#).

Mosos <CTG> / Recording info

The 'Location Group' section has been added to the 'Recording Information' screen.

For more information, see the manual, chapter '[Mosos CTG, (Dis)connect and moving patient, Connect a patient (with HIS)](#)'.

Mosos CTG / Maintenance

The 'Hide anonymous CTG recordings' function (formerly on the 'Overview' tab) has been added to the 'CTG' tab in Mosos <CTG> Maintenance.

For more information, see the manual, chapter '[Mosos CTG, Maintenance, Maintenance CTG](#)'.

Software version 12.13.2

Various technical and functional bugs were resolved with the 12.13.2 release.

Software version 12.13.1

Mosos <CTG> Console / Notes in anonymous CTG

Notes can now be entered for an anonymous CTG. Before a (medical/midwifery) note is entered, the note 'Patient details for anonymous CTG' first needs to be entered. This note contains the text: 'This is an anonymous CTG. Enter some identifying information about this patient, such as the name, before entering other notes.' (1)

Under (2.), enter as much identifying information as possible; Name, birth name, date of birth etc.

Once the registration is complete, the recording can be stopped. The recording can be found using the 'View and Print CTGs' function where it can be registered to the correct patient (if this patient has meanwhile been entered in the hospital IT system).

For more information, see the manual, chapter 'Mosos - Base, Notes, General information' and 'Mosos - Base, Start, TEMP numbers'.

Software version 12.13.0

General / Data Protection

The chapter on 'Data Protection' has been added to the manual. This describes the measures that have been taken to make the Mosos software compliant with the new EU General Data Protection Regulation (GDPR).

For more information, see the manual, chapter 'Help & Support, Data protection'.

General / Appearance

The appearance of Mosos will change in the coming versions. The following changes will be noticeable in 12.13:

- a different font has been used;
- the background colour of the screens is now white (was grey);
- the shape and colour of the standard buttons in the editing screens has changed;
- the appearance of the fields for free text has changed, from 3D to 2D. The appearance of the fields that are combined with a fixed or expandable drop-down list will not change yet in version 12.13.

General / Password policy

The use of a complex password has been introduced and will be the default setting following installation. Mosos administrators with a sufficient level of authorisation can switch off the use of complex passwords if desired via the password policy (Mosos <Base> General Maintenance, Options).

A complex password:
- is case sensitive;
- contains at least one capital letter;
- contains at least one lower case letter;
- contains at least one number;
- contains at least one other character.

If the user creates a password that is not complex enough, then a notification will automatically be displayed (without the password being saved). The user can then change the password.

> ⓘ If "Use complex passwords" has been activated, then this only applies to new users. Users who were added in previous versions can continue to use their current password.

For more information, see the manual, chapter 'Mosos - Base, General Maintenance, Users' and 'Mosos - Base, Start, Login and closing'.

Mosos / ATNA (Audit Trail and Node Authentication) logging

Audit Trail and Node Authentication has been implemented. This allows recording to take place for all activities in which privacy-sensitive information is created, viewed, copied, moved, modified or deleted. This makes it possible to trace at all times what has happened to the events/activities within the care application.

For more information, see the manual, chapter 'Mosos - Base, General maintenance, ATNA logging'.

Mosos CTG / Time scale

Depending on the Settings, it used to be possible for the user to modify the CTG aspect (the running speed) per CTG. This setting has been removed. The CTG aspect can only be adjusted by an administrator (in Mosos <CTG> Maintenance, tab 'CTG').

Mosos <CTG> Console / Location overview

The fields 'Room' (mobile stations), 'Time scale' and 'Stage' have been removed from the summary screen. Time scale can no longer be adjusted by the user.

Room	Patient number	Patient name	CTG review by	Gestational age	S	Mode	Duration	C/10 min.
DR10	3563552	Price		41w 5d	A	--/--		
DR11						--/--		

Room	Time scale	Stage
DR10 ▼	▼	ante partum ▼

Location (Room) and Stage can be adjusted in the 'Recording info' screen. Select a location to which a patient is connected and click on the [Recording info] button or use the right mouse button to click on the selected location and select 'Recording info' from the pop-up menu that appears.

Mosos <CTG> Console / Location overview

The location overview has been expanded to include the mother's age and specialism-specific information: G (Gravidity) and P (Parity).

Room	Patient number	Patient name	Age	G P	CTG review by	Gestational age	S	Mode	Duration	C/10 min.
1	9515951	Mary Jones	22y	G1 P0		36w 4d	A	--/--		
2								--/--		

For more information, see the manual, chapter 'Mosos CTG, Mosos <CTG> Console, Screen overview'.

Mosos <CTG> Console and Central Monitoring

If an ongoing CTG (incoming signal) is taking place at a location and no patient is connected to this location, then the following comment will be displayed at the location: Please select your patient on this location.

Room	Patient number	Patient name	Age	G P	CTG review by	Gest. age	S	Mode	Duration	C/10 min.
1	9515951	Mary Jones	22y	G1 P0		39w 0d	A	--/--		
2								--/--		
3		Please select your patient on this location.						US/IN	0h 01m	

For more information, see the manual, chapter 'Mosos CTG, Mosos <CTG> Console, Anonymous CTG'.

Mosos <CTG> Console and Central Monitoring / Licenses

The number of CTG traces that can be displayed concurrently depends on the number of licenses. If 10 licenses have been purchased, a maximum of 10 traces can be displayed at any one time. If this number is exceeded, the following message* is displayed (in the CTG trace): All CTG licences are in use. Report this to the Mosos application manager.

For more information, see the manual, chapter 'Mosos - CTG, (Dis)connect and moving patient, Connect a patient (with HIS), (Additional information)'.

Mosos <CTG> Console and Central Monitoring / STV implementation

STV: the calculation of the Short Term Variability has been implemented (optional functionality / licence required). Can be activated per location, via the button in the tool bar of Mosos <CTG> Console. This button is only available when an STV licence has been installed.

The calculation is displayed in the current CTG strip (Console and Central Monitoring), in the review of the CTG (Review / Print CTG's) and on a paper print-out of the CTG recording.

⚠️ **Warning**

The STV calculation is only a decision aid and cannot replace the judgement of the treating physician. The interpretation and relevant (clinical) diagnosis remains the sole responsibility of the treating physician. ICT Healthcare can not be held responsible for any consequences of medical decisions.

For more information, see the manual, chapter 'Mosos - CTG, Console, STV implementation'.

Notes / Notes templates

Some notes contain sections that are already filled with an explanation. These sections make the templates larger and less clear. These sections can now be compressed/expanded. Click on the arrow buttons to do this.

Policy feeding child			>
Explanation quality (if the baby is being breastfed)			<
+	±	-	
mouth wide	shows interest	no interest	
lower lip out	nursing less than 5 minutes	doesn't bite	
cheeks round	nursing not adequate	no nursing	
nursing more than 5 minutes	lets go regularly		
nursing rythm changes		Try again in 2-3 hours	
audible / visible swallowing			

Notes / Show in graph

Notes contain a check box that allows you to indicate whether a note needs to be added to a graph. The text on the label 'Show in graph' has changed. It now says "Display as note in graph".

| Date: | 02-07-2018 | Time: | 07:28 | Term: | 40w 1d |

Note by: [blurred]

By order of: [ ]

☐ Display as note in graph

For more information, see the manual, chapter 'Mosos - Base, Notes, General information'.

Notes / Modify

From this version onwards, notes can be modified by all users (with the correct authorisation), regardless of who created the note. The change history will be updated automatically.

For more information, see the manual, chapter 'Mosos - Base, Mosos Notes, General information'.

General / Mosos operating system

With regard to Windows 10: if the Windows© 10 fall update has been installed (version 1709), then Mosos can cope with the automatic DPI (Dots Per Inch) scaling. This ensures optimum presentation of the program.

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