

Decanting: Ordering a Preparation

Scenario 1

A single feed is prepared by decanting required volume from one batch into a fresh bottle and the remainder of the batch is to be stored.

You have accessed MilkTrac application on a PC.

Instruction

1. Select **Orders**. The Orders window will show all babies.

The screenshot shows the MilkTrac application interface. The left-hand navigation pane has a red circle with the number '1' next to the 'Orders' menu item. The main area displays a table of orders with columns: ID, Baby, Birth date, Ward, Bed, Prescription, Milk type, Collected (ml), Stored (ml), and Prepared (ml). The table contains 39 records, with the first 15 visible. A 'New preparation' button is visible in the top right corner of the table area.

ID	Baby	Birth date	Ward	Bed	Prescription	Milk type	Collected (ml)	Stored (ml)	Prepared (ml)
91654226	Trainerbaby01 zzztestGH	17-10-2022	RV32		-	-	200	85	60
91654202	Baby05 zzztestGH	17-10-2022	RV32		-	-		33	2
91654189	BABY04 zzztestGH	17-10-2022	RV32		-	-		30	
91654211	Baby06 zzztestGH	17-10-2022	RV32		-	-			
91654730	CIVAS ZZZTEST3	20-03-2020	RV35SCBU		-	-			
987654322	BABY2 ZZZTESTB2	04-10-2022	RV32		-	-			
90080340	BABY GRAHAM	24-06-2021	RV33		-	-			
90080344	BABY BAKER	24-06-2021	RV33		-	-			
90090065	LUCAS ZZZTESTM	17-10-2022	RV32		-	-			
90200004	BABY TESTTWELVE	06-09-2022	RV32		-	-			
90200008	BABY PREGONE	01-06-2022	RVRDS		-	-			
90200009	Baby TESTFOUR	20-10-2022	RV33T		-	-			
90200011	Baby PREGTEST	20-10-2022	RVRDS		-	-			
90200012	Baby PREGTEST	21-10-2022	RVRDS		-	-			
90200013	Baby ZZZTESTING	24-10-2022	RVRDS		-	-			

2. Search for baby by MRN .

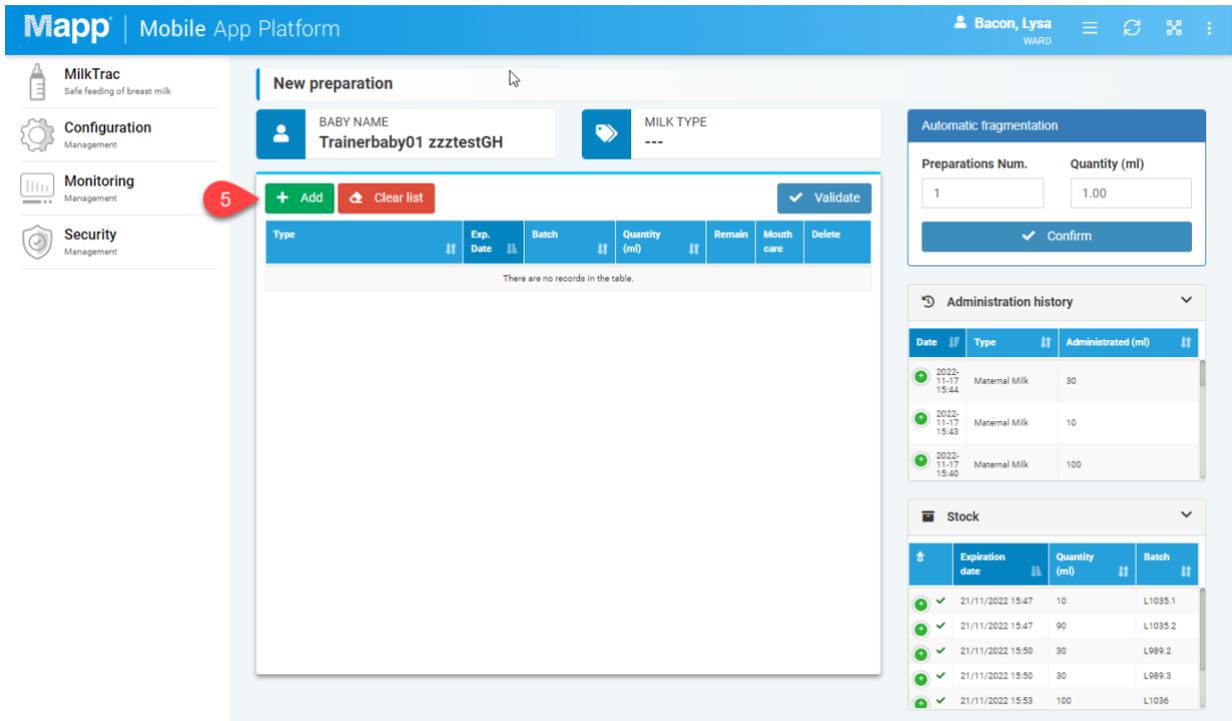
3. Click anywhere on line to highlight. This activates the New Preparation button.

4. Click on **New Preparation**.

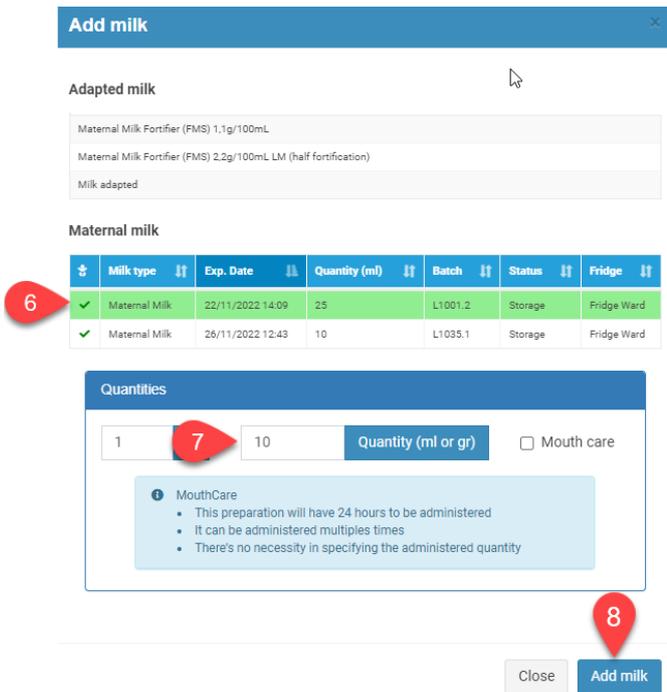
The screenshot shows the MilkTrac application interface with the search results for MRN 91654226. A red circle with the number '2' highlights the search input field containing '91654226'. A red circle with the number '3' highlights the first row of the table, which is highlighted in green. A red circle with the number '4' highlights the 'New preparation' button in the top right corner of the table area. The table shows 1 record (filtered from 39 total entries).

ID	Baby	Birth date	Ward	Bed	Prescription	Milk type	Collected (ml)	Stored (ml)	Prepared (ml)
91654226	Trainerbaby01 zzztestGH	17-10-2022	RV32		-	-	200	85	60

5. Select + Add, the large green button.



6. Select batch that you wish to use.
7. Enter quantity you wish to feed to baby.
8. Click **Add milk**.



9. Click on **Validate**.

New preparation

BABY NAME
Trainerbaby01 zzztestGH

MILK TYPE

+ Add
Clear list
9
Validate

Type	Exp. Date	Batch	Quantity (ml)	Remain	Mouth care	Delete
Maternal Milk	22/11/2022 14:09	L1001.2	10	×	×	×

10. This is the milk you will administer to baby.

11. This is the milk you will return to storage.

12. Select printer.

13. Click on **Finish** to print labels.

Validate preparation
×

Preparation

ID	Type	Batch	Exp. Date	Quantity (ml)	Remain	Mouth care
1	Maternal Milk	L1001.2.1	22/11/2022 14:09	10	×	×
2	Maternal Milk	L1001.2.2	22/11/2022 14:09	15	✓	×

⚠ Some of the preparations have a batch with an expiration date of less than 48 hours

Print configuration

Label

Bottle Syringe

Printer

ZEBRA_BIQ
▾

Close
Finish

IF LABELS DO NOT PRINT

1. Go to Reports
2. Select Preparations.
3. Apply filters.
4. Search for baby by name (not able to search by MRN).
5. Click on arrows in "Prepared date" field to rearrange so that most recently ordered preparations are listed first.
6. The first two preparations listed match the time and date of preparation that did not print. Not able to print from this window. Record the batch numbers.

MilkTrac
Safe feeding of breast milk

Preparations

Filters 3

Date: 14-11-2022 to 21-11-2022

Search: train 4

Mouth care	Prepared	Ward	Quantity	Batch	Prepared date	Expiration date	Status after preparation
Trainerbaby01 zzztestGH (10)							
✗	Maternal Milk	RV32	10	L1001.2.1	21-11-2022 22:21	22-11-2022 14:09	To storage
✗	Maternal Milk	RV32	15	L1001.2.2	21-11-2022 22:21	22-11-2022 14:09	To storage
✓	Maternal Milk	RV32	10	L1035.1	21-11-2022 12:43	26-11-2022 12:43	To storage
✗	Maternal Milk	RV32	90	L1035.2	21-11-2022 12:43	21-11-2022 15:47	To storage
✗	Maternal Milk	RV32	30	L1039 (10 L1012.1 (20 L1022.1))	18-11-2022 14:58	19-11-2022 14:58	To storage
✗	Maternal Milk	RV32	90	L1012.2	18-11-2022 14:58	22-11-2022 14:57	To storage
✗	Maternal Milk	RV32	23	L1030 (9 L1006.2.1.2.1) 20 L1006.2.2.1)	18-11-2022 14:00	18-11-2022 14:01	To storage
✗	Maternal Milk	RV32	15	L1006.2.2.2	18-11-2022 14:00	18-11-2022 14:01	To storage
✗	Maternal Milk	RV32	12	L1026 (10 L1006.1.1) 2 L1006.2.1.1)	18-11-2022 13:16	18-11-2022 14:01	To storage
✗	Maternal Milk	RV32	3	L1006.2.1.2	18-11-2022 13:16	18-11-2022 14:01	To storage

Showing from 1 to 10 Total: 73 records (filtered from 153 total entries)

Previous 1 2 3 4 5 ... 8 Next

7. Go to Batches.
8. Specify Patient by MRN.
9. Apply filters.
10. Search by batch number.
11. Click on batch to highlight. This activates Print button.
12. Click on **Print**.
13. Repeat steps 8 to 10 to print the other batch label. Remember, you created 2 batches: one label is for the batch to administer and the other label is for the batch to be stored.

MilkTrac
Safe feeding of breast milk

- Dashboard
- Baby associations
- Batch correction
- Discharge
- Orders
- Batches** →
- Home labels
- Reports
- Management

Configuration
Management

Batches

Filters 9

Status: All status Location: All Patient: 8 91654226 | Trainerbaby01 zzz... Date: 14-11-20 to 21-11-20

Search: 10 12

Batch	Baby name	Mother name	Ward	Location	Date	Expiration date	Transport Expiration date	Status
L1001.2.1	Trainerbaby01 zzzteerGH	Trainer01 zzzteerGH	RV32		21-11-2022 22:21	22-11-2022 14:09	22-11-2022 02:21	In transport

Showing from 1 to 1 Total: 1 records (filtered from 111 total entries) 11