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**Antibiotic Data Collection Sheet (By Unit)**

**Instructions:**

* **Adding a line (patient admission):**
	+ Highlight entire row, right-click, select “Insert” on drop-down menu, click on “Insert row above/below”
* **Erasing a line (patient discharge):**
	+ Highlight entire row, right-click, select “Delete cell” option, then select “Delete entire row”
* **Copy a line to another unit (patient transfer):**
	+ Highlight entire row, right-click, select “Copy,” then highlight entire row in your destination unit table, right-click and select “Overwrite Cells” under the “Paste” portion of the pop-up menu
* **To move the table:**
	+ Click on the arrow button in the upper left corner of each table to drag it across the page
* **To create a new table (another unit)**
	+ Highlight entire table, right-click, select “Copy” from drop-down menu, click on the portion of the page where you want the new table to be, right-click, select “Paste”
* **Navigate through each line using the “Tab” key located on your keyboard**
* **Save an individual copy each day for data-tracking purposes**
* **Use this as you are verifying each antibiotic order**

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**ICU**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Room | Pt Name | Age (M/F) | Diagnosis | Renal Failure? | Antibiotics | Dose/Freq | Organisms | Date Started | Notes |
| A |  |  |  |  |  |  |  |  |  |
| B |  |  |  |  |  |  |  |  |  |
| C |  |  |  |  |  |  |  |  |  |
| D |  |  |  |  |  |  |  |  |  |
| E |  |  |  |  |  |  |  |  |  |
| F |  |  |  |  |  |  |  |  |  |
| G |  |  |  |  |  |  |  |  |  |

**Medical/Surgical**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Room | Pt Name | Age (M/F) | Diagnosis | Renal Failure? | Antibiotics | Dose/Freq | Organisms | Date Started | Notes |
| 108 |  |  |  |  |  |  |  |  |  |
| 109 |  |  |  |  |  |  |  |  |  |
| 110 |  |  |  |  |  |  |  |  |  |
| 111 |  |  |  |  |  |  |  |  |  |
| 112 |  |  |  |  |  |  |  |  |  |
| 113 |  |  |  |  |  |  |  |  |  |
| 114 |  |  |  |  |  |  |  |  |  |
| 115 |  |  |  |  |  |  |  |  |  |
| 116 |  |  |  |  |  |  |  |  |  |
| 117 |  |  |  |  |  |  |  |  |  |
| 118 |  |  |  |  |  |  |  |  |  |