Guide for Hospira Users: How to Upload Hospira MedNet Alert Logs to Infusion Pump Informatics (IPI)
**Purpose Statement**

This document is intended to assist users of Hospira pumps to upload their alert log files into Infusion Pump Informatics (IPI) system. This training is modeled on a typical healthcare provider; however, specific processes may vary by provider.

This document provides instructions on how to export the data from MedNet and upload it to IPI.

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>September 30th, 2012</td>
</tr>
<tr>
<td>1</td>
<td>December 5th, 2014</td>
</tr>
<tr>
<td>2</td>
<td>September 1st, 2015</td>
</tr>
</tbody>
</table>
Table of Contents

Create MedNet Reports................................................................. 3
  Generate Edit Variance Detail Report ........................................3
  Generate Override Variance Detail Report .....................................7

Upload CSV files to IPI................................................................. 11
  Upload Alert Logs.....................................................................11
Create MedNet Reports

Use the Hospira MedNet system to generate the Edit Variance Detail and Override Variance Detail reports for each device.

Note – Thanks to Karen Arthur for providing the instructions and Hospira MedNet images

Generate Edit Variance Detail Report

- Log into your hospital’s Hospira MedNet System
- On the Hospira MedNet Reports page, for each device (i.e., PCA, Plum, Symbiq):
- Select the Edit Variance Detail report
- Choose the **infuser type**
- Select **Other (specify below)** in the timeframe dialog
- Set **Group by:** to **CCA**

- Enter date **from:** and **to:** fields to desired date range
- Select **–All-** for **CCA Name**
- Select **–All-** for **Medication**
- Select the **Submit** button
- Click on the **export as CSV file** button

![Screenshot of the export as CSV file button](image)

- Save the file

**Note** – We want to preserve the timestamp seconds that are in the Variance Detail report. Therefore you must save the file directly to your computer. **DO NOT click on the Open button to open the file.** Click only on the Save Button. This will save the file directly to your computer.

![File Download dialog box](image)

- When you click on the **Save** button, the file will be saved directly to your computer. You can rename the file in the process of saving it.
- Save the file to a convenient folder. Rename the file if desired

Note – Do not open the saved file. Upload to IPI by following the instructions below.
Generate Override Variance Detail Report

- Log into your hospital’s Hospira MedNet System
- On the Hospira MedNet Reports page, for each device (i.e., PCA, Plum, Symbiq):
- Select the Override Variance Detail report
- Choose the **infuser type**
- Select **Other (specify below)** in the timeframe dialog
- Set **Group by:** to **CCA**

- Enter date **from:** and **to:** fields to desired date range
- Select **–All-** for **CCA Name**
- Select **–All-** for **Medication**
- Select the **Submit** button
• Click on the **export as CSV file** button

![Image of CSV file download](image)

• Save the file

**Note** – We want to preserve the timestamp seconds that are in the Variance Detail report. Therefore you must save the file directly to your computer. **DO NOT click on the Open button to open the file.** Click only on the Save Button. This will save the file directly to your computer.

• When you click on the **Save** button, the file will be saved directly to your computer. You can rename the file in the process of saving it.
- Save the file to a convenient folder. Rename the file if desired

Note – Do not open the saved file. Upload to IPI by following the instructions below.
Upload CSV files to IPI

Use the **IPI Dashboard** to upload all the CSV files created from Hospira MedNet.

Upload Alert Logs

- Log into [www.catalyzecare.org](http://www.catalyzecare.org) and navigate to the **IPI Dashboard**
- Select **Logs Upload**

- Select **Alert Log Uploader**
For the **Upload Files (CSV)** dialog your hospital should already be selected.

Select the **Choose File** icons to select the CSV files for uploading to **IPI**

**Note** – You will have 2 CSV files for each device (i.e., PCA, Plum, Symbiq) you are uploading

Alert log uploads for each device type must have;

- 1 Edit Variance Detail CSV file
- 1 Override Variance Detail CSV file

For example, if you are uploading alert logs for PCA and Plum devices, you will be uploading 4 files.

- Use the **Comment** field, if desired

Select **Submit** to upload.

**Note:** Your files will typically be loaded into the IPI database within 24 hours, and you will then see your new data in IPI
In the **My Uploads** section you will see the history of all files uploaded by your hospital

- If there are errors in processing your log files, these will be noted in the file upload history.