Modul 6. Pediatric Admission Records (Innkomstjournal)

This semester you are required to do a total of 4 Hospital Admission Records. They need to be done and approved before the deadline 30.05.26, before you can take the exam.

Total of 4 Pediatric admission records:

- 3 admission records («innkomstjournaler») at either the Ahus or Ullevål Pediatric Emergency Room.
- 1 admission records of the patient you are presenting at the Case Meeting. This record will be taken at one of the wards at Ullevål, Rikshospitalet or Ahus)

Locations: Group 1-10 at Ahus Group 11-30 at Ullevål. You have to take the admission record where you have access to the clinical system, Dips.

How:

1. Sign up for the acute ward using the ***TeamUp Calender***
   Maximum of two students at the same time in the acute assessment wards. - and please have some time between each admission record so it can be corrected in between.
2. Go to the ER at the booked time – cancel early if you cannot come
3. Make contact with the doctor on call and ask whether there is a suitable patient for you. Remember, you cannot cooperate with another student to do the record.
4. Take a full history and perform an examination.
5. Present the history and examination results to the doctor on call and discuss findings, diagnosis and treatment. Remember, the doctor on call is responsible for the patient and will always examine the patient themselves.

Then, write the Pediatric Admission record:

1. ***Use the Pediatric Template*** – we use this as the standard when we correct the records.
   - Norwegian students write the admission record in ***Dips***, in Norwegian as an ***Innkomstjournal.*** This will be the principal admission record for the patient, and the doctor on call will always write an additional note (journalnotat/poliklinisk notat).
   - Exchange students write the admission record in a Word document.
2. Print the document before you leave, put it in an envelope and hand in the record in the designated box (located in the doctor's office at Ullevål, and lunsj room at Ahus)

   NOTE: Use the scissors to remove the patient's ID from the record!!! If the patient`s ID is on the record, we cannot correct it, and you have to make a new admission record.

NOTE: We want the results of all lab and radiology ordered on admission, in the patient record. If there are pending test results when you print the record (there usually are), bring the record home, come back a day or two later, check the lab results, fill in by hand.

Approved or not?

First, allow us 10 days +/- to correct it ☺. You will find the record back in the designated box when it is corrected. The record is then either:

1. **Approved**
   Please take notes of our remarks/suggestions/praise - we will look for development in your next record.
2. **Pending**
   Record needs correction. Improve the record, ie missing information such as normal values, percentiles, lab results). Please correct by hand, and hand it in again
3. **Not approved**
   Please take notes of remarks/suggestions and make a new record.

Deadline: all records must be approved by 30.05.2026.

NOTE: All documents ("innkomstjournal") must also be approved "godkjent" in DIPS before you finish this semester with the exam. No records or notes should be unsigned in DIPS.

NOTE: Do not send the record to the doctor on call for approval or corrections. The clinical teachers this semester are the ones that should give you feedback on your record.