




Children's Health System
iConnect Acute Care
End User Manual



CHILDREN'S
HEALTH SYSTEM®

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Written by Information Systems iConnect Education
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patients referenced in this training material.

Terms – What’s in a Name?	1
How Do I?...	2
<i>Alerts</i>	2
How Do I Handle a Duplicate Diet Alert?	2
How Do I Handle a “  ”?	3
How Do I Handle Alerts from an Order Set?	4
<i>Allergies, Height, Weight</i>	5
How Do I Enter Allergies?	5
How Do I Enter Patient Weight?	6
How Do I Enter Patient Height?	6
How Do I Review Allergies?	7
<i>Assignments</i>	7
How Do I Make RN Assignments?	7
How Do I Make Therapist Assignments?	7
<i>Care Providers</i>	8
How Do I Add a Care Provider?	8
<i>Charges & Other Stuff</i>	9
How Do I Enter Charges?	9
How Do I Enter RVUs?	12
How Do I Issue Floor Stock?	13
How Do I Request Equipment & Supplies?	15
<i>Columns</i>	16
<i>Find Patient</i>	17
How Do I Find a Patient Chart?	17
<i>Flags</i>	18
What Do These Flags Mean?	18
<i>Lists</i>	22
How Do I Create a Criteria-Based List?	22
How Do I Create a Personal List?	24
How Do I Create a Temporary List?	25
How Do I Remove a Patient from a List?	26
How Do I Select More than One Patient on a List?	26
How Do I Delete a List?	27
How Do I Sort Patients on a List?	28
<i>Orders</i>	30
How Do I Discontinue an Order?	30
How Do I Enter an Order	31
How Do I Use the ‘Requested by’ Pop-up?	34
How Do I Get to the ‘Requested by’ Pop-up?	35
How Do Find My Order Number?	36
How Do I Fix an Order Placed in Error?	36
How to Make the Most of Order Sets	37
How Do I See the Only the Orders I’m Interested In?	38
<i>Reports</i>	38
How Do I Print Reports?	38
How Do I Print Documents?	39

<i>Results</i>	40
How Do I View Results?	40
How Do I Print Results?	41
<i>Specimens</i>	41
How Do I Document a Collected Specimen?	41
<i>Work Lists</i>	42
How Do I See My Work List?	43
How Do I Document that an Evaluation was Done?	43
How Do I document that I am done seeing a patient?	45
Menu Bar	46
<i>File</i>	46
Find Patient... ..	46
Find Visit... ..	46
Maintain List.....	46
Print Reports... ..	50
Re-Print Orders.....	51
Scheduled Reports.....	53
Suspend Session.....	53
Logoff.....	55
<i>Registration</i>	55
<i>Edit</i>	56
Remove Patient	56
Delete Current List.....	56
Delete Patient List(s).....	57
Add Care Provider	58
<i>View</i>	58
More Header Info.....	58
Sort List.....	59
Column Selection.....	60
Refresh Screen.....	61
Refresh Cached MLMs	62
View User Alerts	62
Expand.	63
Updated Results	64
Order Details.....	65
Order Set Details	66
Results.....	67
History → Status.....	68
New Orders.....	69
Orders with Pending Results	70
All Orders in this Set	71
Allergy Summary	73
Expand/Contract All	74
Order/Task Summary	75
<i>GoTo</i>	76
Next Patient	76

Previous Patient.....	77
Patient List.....	77
Chart Section.....	77
Order Entry Worksheet....	78
Signature Manager	78
Document Entry Worksheet...	79
Worklist.....	79
Task Viewer.....	79
Miscellaneous Data.....	79
Expert Advice (Drug info).....	80
Growth Charts.....	80
<i>Actions</i>	80
<i>Preferences</i>	81
Toolbar.....	81
Order Review.....	81
Order Entry.....	83
Results.....	84
Document Review.....	85
Document Entry.....	87
Time Scale.....	90
General.....	90
Change Password.....	91
Worklist Manager.....	91
<i>Tools</i>	92
Emergency Medications	92
Handbook	92
Kinetics Calculator	92
McKesson Medication History.....	92
ChartMaxx Completion	92
ChartMaxx Navigator	92
<i>Help</i>	92
Toolbar.....	93
Patient List Tab	95
<i>List Types</i>	95
<i>Columns are Versatile!</i>	97
<i>Actions</i>	98
Show Unack Alerts	98
Show New Alerts	99
Lock Columns	100
Flag New – On.....	101
Flag New – Off.....	101
Orders Tab.....	102
<i>Actions menu</i>	102
Acknowledge Orders	102
Add Specimen.....	102
Attach Document	103

Complete	103
Discontinue/Cancel	103
Discontinue/Reorder	104
Expert Advice (Drug Info).....	104
Multi-Select	105
Order Message Manager	106
Reorder	107
View Task Schedule	107
<i>Filtering</i>	108
<i>Order Tab Buttons</i>	109
Reorder Button	109
Add Specimen Button	111
DC/Cancel Button	112
<i>Right-Click Options</i>	114
Attach Document	114
Complete	114
Discontinue / Cancel.....	115
Discontinue / Reorder	117
Reinstate	118
Reorder	118
Expert Advice (Drug Info).....	119
History → Status	120
View →Details	121
View →All Orders In This Set	122
View →Task Schedule	123
View →Order / Task Summary	124
Results Tab	125
<i>Actions</i>	125
Modify Time Scale	125
<i>Filter Panel</i>	126
<i>Display Format: Summary</i>	126
<i>Display Format: Report by Order</i>	127
<i>Display Format: Trend View</i>	128
<i>Display Format: Trend View with Graph</i>	129
<i>Radiology Results</i>	129
<i>I Don't See My Results!</i>	130
<i>Abnormal Icons Seen on the Results Tab</i>	131
Patient Info Tab	132
<i>Actions Menu</i>	132
<i>Summary Views</i>	132
Documents Tab	135
<i>Actions Menu</i>	135
Flowsheets Tab	137
<i>Actions Menu</i>	137
Clinical Summary Tab	138
<i>Hand Off Of Care View</i>	138

- Clinical Summary Tiles 139
- Actions* 145
 - Save Current Scroll Setting..... 145
 - Save Current View as User’s Default..... 147
 - Restore Defaults 147
 - Show Tile’s Context Menu 148
- External CHS Data** **149**
 - Actions Menu*..... 149

TERMS – WHAT’S IN A NAME?

iConnect – Name of a large project that involves several phases, spanning several years that involves multiple software package installations. The purpose/goal is to migrate clinical functionality to best of suite approach using Eclipsys SCM and Eclipsys Pharmacy to facilitate improved access to clinical information and infrastructure of CPOE.

Eclipsys –The name of the software company.

SCM – Sunrise Clinical Manager – An Eclipsys product. Will handle orders and clinical documentation

Sunrise Acute Care – Part of Sunrise Clinical Manager

SMM – Sunrise Medication Management – An Eclipsys product. It is the pharmacy system that is integrated with SCM.

So, you can think of iConnect as:	Snack-time
Eclipsys – software company / vendor:	Kraft
SCM – Clinical system for orders & charting:	Bag of Chips Ahoy cookies
Sunrise Acute Care (a piece of SCM):	One Chips Ahoy cookie
SMM – Pharmacy system:	Box of Ritz crackers

How Do I?...

What you will be able to do or have access to in iConnect Acute Care will depend on the role you have at Children's Health System.

Alerts

How Do I Handle a Duplicate Diet Alert?

A patient can only have one active diet order at a time.

In this example, the patient had been NPO. The physician now wants to order a Regular Diet. Here's what the alert screen looks like when the order for the Regular Diet is attempted:

Alert Detail - Preston, Bill S. - Diet - Regular

Alert Summary

Acknowledged	Viewed	Alert	Priority	Type	Comment	Scope
	✓	Existing Diet Order	LOW	WARNING	*	Chart

Alert: Existing Diet Order

Message: Current order for **Diet - Regular** conflicts with active order(s):
- **Diet - NPO (001BCJ679)**
You can DC EXISTING orders or DELETE UNSUBMITTED orders now. If not, you will be asked to DC EXISTING order(s) upon clicking enter.

Acknowledgement Comment:

☐ Acknowledge when seen
☐ Acknowledge all on Proceed

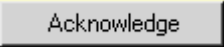

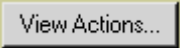
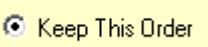

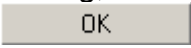
Alert 1 of 1



To view suggested actions for the Diet - Regular order click View Actions...

To continue with the Diet - Regular unchanged click Proceed.

To return to the Diet - Regular and discard alerts click Go Back.

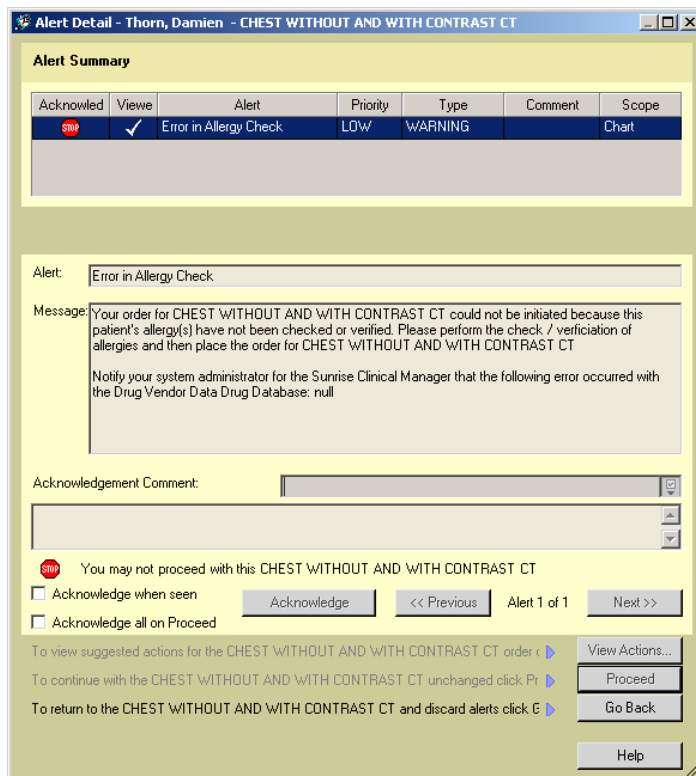
To have the Regular Diet replace the NPO Diet, do the following:

- 1) Click 
- 2) Use the drop down box next to the Acknowledgement Comment and click the only selection: 
- 3) Click 
- 4) Click the radio button: 
- 5) Click the big, red 
- 6) Click 


The order form for the Regular Diet should now appear. The NPO diet was discontinued when , and then  was clicked.

How Do I Handle a “”?

In this example, an order for a CT of the Chest With and Without Contrast was attempted when the patient had no allergy information documented. This is the alert pop-up:



Alert Summary


Acknowledged	Views	Alert	Priority	Type	Comment	Scope
	✓	Error in Allergy Check	LOW	WARNING		Chart

Alert:

Message: Your order for CHEST WITHOUT AND WITH CONTRAST CT could not be initiated because this patient's allergy(s) have not been checked or verified. Please perform the check / verification of allergies and then place the order for CHEST WITHOUT AND WITH CONTRAST CT

Notify your system administrator for the Sunrise Clinical Manager that the following error occurred with the Drug Vendor Data Drug Database: null

Acknowledgement Comment:

 You may not proceed with this CHEST WITHOUT AND WITH CONTRAST CT

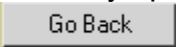
☐ Acknowledge when seen ☐ Acknowledge all on Proceed

Alert 1 of 1

To view suggested actions for the CHEST WITHOUT AND WITH CONTRAST CT order click

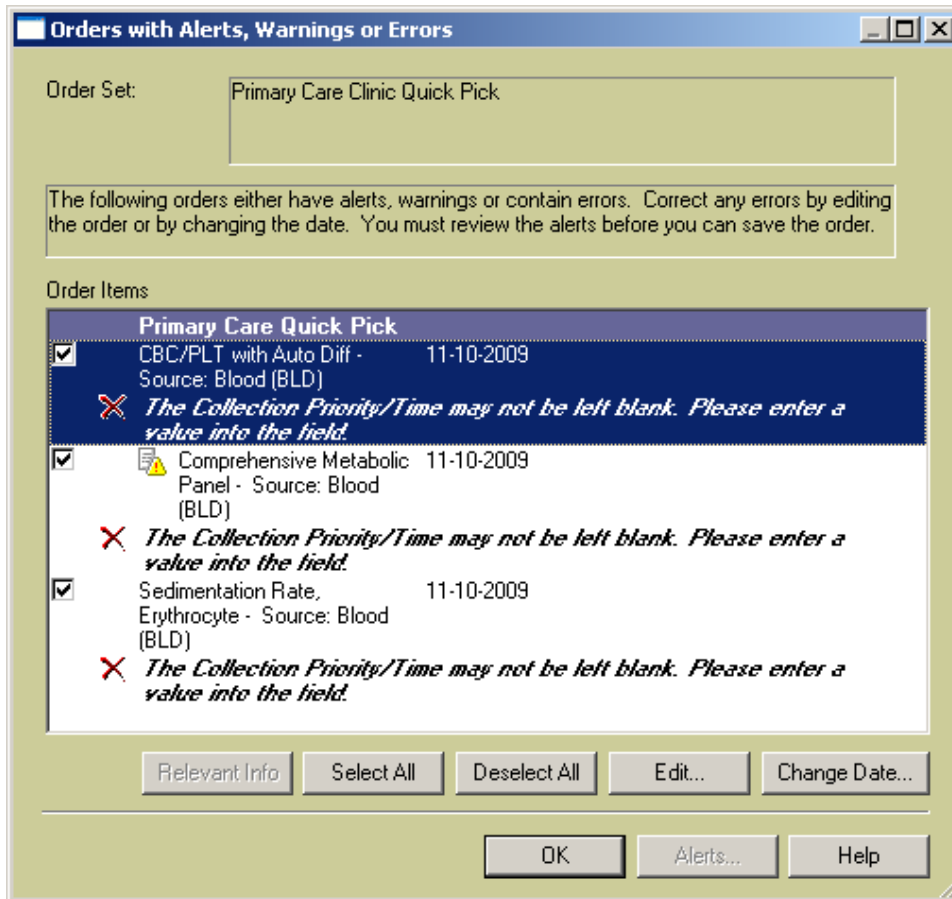
To continue with the CHEST WITHOUT AND WITH CONTRAST CT unchanged click

To return to the CHEST WITHOUT AND WITH CONTRAST CT and discard alerts click

The only option is to click , which cancels the order. In this example, allergy information would need to be documented prior to placing this order for CT Chest with and without contrast.


How Do I Handle Alerts from an Order Set?

Order sets are several items that are grouped together to make it easier to enter orders.



When an alert pops up, there are check marks next to each order item that has an alert. In this example, the CBC/PLT with Auto Diff is selected.

There are only two options in handling this type of alert.

De-select (remove check in the box)	Order for this item will not be entered. By 'deselecting' an item, order for that item is "cancelled out."
Select order item and click 	The order form for that item will appear, providing the opportunity to address any mandatory fields.


For more information see:






- How Do I? → Orders → [How to Make the Most of Order Sets](#)

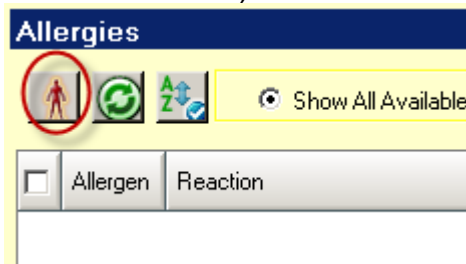
Allergies, Height, Weight




How Do I Enter Allergies?

Documentation of allergies is required when ordering any radiology exam that uses contrast.

Allergies can also be documented by nurses via several structured notes accessed by the Enter Document button  on the toolbar.

- 1) Click 
 - a. Click 
 - b. Click a radio button on the Allergy Type pop-up
 - c. If **New Allergy** is selected:
 - i. Using the drop down, Select Drug Type
 - ii. Using the drop down, Select Allergen
 - iii. Using the list presented, click to place check marks next to all known reactions.
 - iv. Click 
 - v. Click  again
- 2) Click the Enter Document button  on the toolbar
 - a. Use the drop down menu and select Start of Browse
 - b. Click to select Patient Profile
 - c. Double-click on Patient Profile in the box to the right to open the Structured note. (under Document Name)




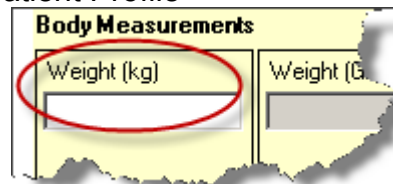
- d. Click the “red itchy man”  on the Allergies panel.
- e. Click a radio button on the Allergy Type pop-up
- f. If **New Allergy** is selected:
 - i. Using the drop down, Select Drug Type
 - ii. Using the drop down, Select Allergen
 - iii. Using the list presented, click to place check marks next to all known reactions.
 - iv. Click 
 - v. Click  again

How Do I Enter Patient Weight?

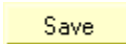
Documentation of patient weight is required for any medication orders entered by pharmacy.

Patient weight can also be documented in several nursing documents, flowsheets and on each order form.

- 1) Click Enter Document button  on the toolbar
- 2) Use the drop down menu and select Start of Browse
- 3) Click to select Patient Profile




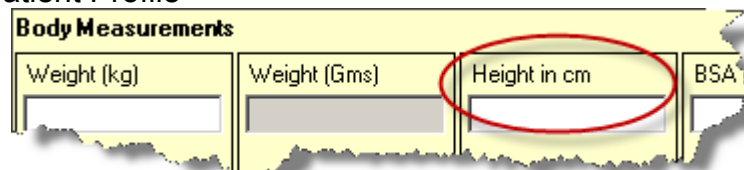
Body Measurements	
Weight (kg)	Weight (G)
<input type="text"/>	<input type="text"/>

- 4) Document here:
- 5) When all info is documented on the Patient Profile, Click 
- 6) You may need to enter your password.

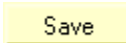
How Do I Enter Patient Height?

Patient height can also be documented in several nursing documents, flowsheets and on each order form.

- 1) Click Enter Document button  on the toolbar
- 2) Use the drop down menu and select Start of Browse
- 3) Click to select Patient Profile




Body Measurements			
Weight (kg)	Weight (Gms)	Height in cm	BSA
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 4) Document here:
- 5) When all info is documented on the Patient Profile, Click 
- 6) You may need to enter your password.

How Do I Review Allergies?

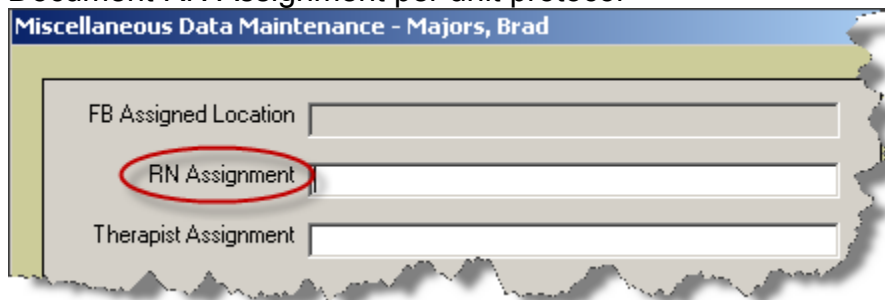
This is an RN task. RN will review documented allergies for accuracy prior to completing this activity.

- 1) Click the Allergies Summary button (Red Itchy Man)  on the toolbar.
- 2) Click **Mark as Reviewed**

Assignments

How Do I Make RN Assignments?

- 1) On the Patient List Tab, click to select patient
- 2) Double click in the RN Assignment column for that patient
- 3) Document RN Assignment per unit protocol



Miscellaneous Data Maintenance - Majors, Brad

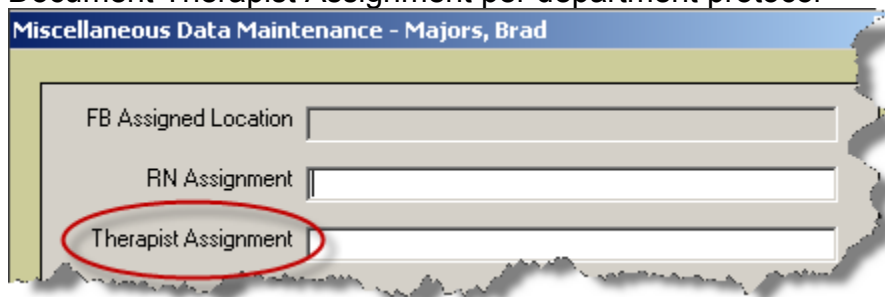
FB Assigned Location

RN Assignment

Therapist Assignment

How Do I Make Therapist Assignments?

- 1) On the Patient List Tab, click to select patient
- 2) Double click in the Therapist Assignment column for that patient
- 3) Document Therapist Assignment per department protocol



Miscellaneous Data Maintenance - Majors, Brad

FB Assigned Location


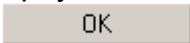
RN Assignment

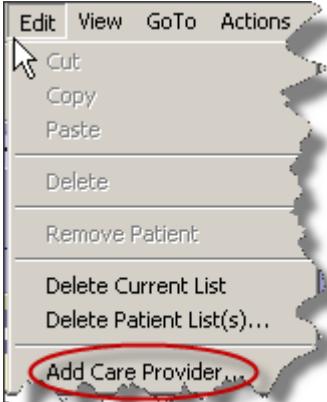
Therapist Assignment


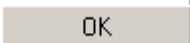
Care Providers

How Do I Add a Care Provider?

There are three ways to add a Care Provider. First, on the Patient List tab, select patient or patients. :

- 1) On the Toolbar, click the Add Care Provider button  on the toolbar
 - a. On the Care Providers (Adding New) pop-up, use the drop down menu to select Type (*physician*)
 - b. Use the drop down menu to select a Role.
 - c. Start typing the last name of the physician
 - d. Select physician
 - e. Click 



- 2) On the Edit menu, select
 - a. Method is the same as clicking the Add Care Provider button on the Toolbar.
- 3) On the 'Requested by' pop-up (when entering an order or discontinuing an order)
 - a. Click  Other.
 - b. Start typing the last name of the physician
 - c. Select the desired physician
 - d. Click 

Charges & Other Stuff

How Do I Enter Charges?

Charges are entered the same way that orders are entered. The Start of Browse on the Order Entry Worksheet can be used to locate charges easily. Manual Entry can be used also.

All charges for Acute Care, Admitting, Critical Care, Observation and Psych Services are located in the Start of Browse under “Nursing Charges, Admitting & RVU”:

The screenshot shows the 'Order Entry Worksheet - Howser, Doogie' interface. The patient name is 'Howser, Doogie (Feliciano Yu MD); Written'. The allergies are 'Drug: 5-hydroxytryptophan, penicillin'. The requested by is 'Yu, Feliciano Jr' and the source is 'Written'. The date and time are set to 'Date: --/--/--' and 'Time: --:--:--'. The session type is 'Standard'. The 'Start Of Browse' dropdown is set to 'Contents of 'Nursing Charges, Admitting & RVU/Acute Care''. The left pane shows a tree view with 'Laboratory' expanded, and 'Nursing Charges, Admitting & RVU' selected. Under this, 'Acute Care' is highlighted. The right pane shows a list of charges with a search bar 'Type here to enter order name'. The list includes:

Order
4 East Charges (113)
4 Southeast Charges (116)
4 Tower Charges (115)
4 West Charges (118)
5 Northwest Charges (117)
5 Southeast Charges (120)
5 Tower Charges (114)
6 Northwest Charges (119)
7 Northwest Charges (122)

A red box highlights the 'Acute Care' item in the left pane, and a red arrow points from a text box to it. The text box says: 'This example is showing the Acute Care Units'.

Charges for Surgical Services, including Children’s South, are located in the Start of Browse under “Surgical Services”:

Order Entry Worksheet - Howser, Doogie

Howser, Doogie (Feliciano Yu MD); Written

Allergies: Drug: 5-hydroxytryptophan, penicillin

Requested By: ☐ Me ☒ Other: Yu, Feliciano Jr

Date: - -

Session

Type: Standard

Start Of Browse

Sterile Processing

- Surgical Services
 - CHS - Main
 - Anesthesia
 - ODS
 - PACU**
 - Surgery
 - CHS - South
 - Anesthesia
 - PACU
 - Surgery
 - Dental
 - ENT Charge Sheets
 - EYE Charge Sheet
 - Ortho Charge Sheet
 - Plastics/GU/GYN Charge Sheet

Type here to enter order

Order

Surgery PA

This example is showing the PACU charges for CHS-Main

Department Charges are located in the Start of Browse under "Department Charges":

Order Entry Worksheet - Howser, Doogie

Howser, Doogie (Feliciano Yu MD); Written

Allergies: Drug: 5-hydroxytryptophan, penicillin

Requested By: ☐ Me ☒ Other: Yu, Feliciano

Date: ____-____-____ Time: ____:____

Session Type: Standard Reason: _____

Start Of Browse Contents of 'Department Charges/Resp Therapy'

Department Charges

- Cardiology
- CBH - Child Behavioral Health
- Clinic Charges
- Critical Care Transport
- Early Intervention
- EEG
- GI Lab
- Hearing & Speech
- Nutrition Charges
- OP Dialysis
- Physical Therapy/Occupational Therapy
- Pulmonary Function
- Radiology Supplies
- Resp Therapy**
- Sleep Disorders Center

EEG Orders

Type here to enter order name

Order

Resp Therapy Charges

If you have questions about locating charges for your area, contact your department's Superuser or Clinical Informaticist representative.

For more information see:

- How Do I → Charges & Other Stuff → [How Do I Enter RVUs?](#)
- How Do I → Orders → [How Do I Enter an Order?](#)

How Do I Enter RVUs?

RVUs are entered the same way that charges are entered. See the section above on Charges.

For example, to enter RVU of 99 for a patient on 4 East:

Charge RVU Order Set Form - GRAINGER, HERMIONE

4 East Charges (113) [0 orders of 19 are selected] - GRAINGER, HERMIONE

✓ Date of Service 01-07-2010 ✓ RVU Quantity *

	Order	Quantity	Date of Service	Charge Co
<input type="checkbox"/>	RVU- 4 East, CHRG	1	T	1130001
<input type="checkbox"/>	Category 2 (4 East) CHRG	1	T	1130002
<input type="checkbox"/>	Category 3 (4 East) CHRG	1	T	1130003
<input type="checkbox"/>	Category 4 (4 East) CHRG	1	T	1130004
<input type="checkbox"/>	Category 5 (4 East) CHRG	1	T	1130005
<input type="checkbox"/>	Category 6 (4 East) CHRG	1	T	1130006
<input type="checkbox"/>	Category 7 (4 East) CHRG	1	T	1130007
<input type="checkbox"/>	Category 8 (4 East) CHRG	1	T	1130008
<input type="checkbox"/>	Category 9 (4 East) CHRG	1	T	1130009
<input type="checkbox"/>	Category 10 (4 East) CHRG	1	T	1130010
<input type="checkbox"/>	Category 11 (4 East) CHRG	1	T	1130011
<input type="checkbox"/>	Category 12 (4 East) CHRG	1	T	1130012
<input type="checkbox"/>	Category 13 (4 East) CHRG	1	T	1130013
<input type="checkbox"/>	Category 14 (4 East) CHRG	1	T	1130014
<input type="checkbox"/>	Category 15 (4 East) CHRG	1	T	1130015
<input type="checkbox"/>	Category 16 (4 East) CHRG	1	T	1130016
<input type="checkbox"/>	Category 17 (4 East) CHRG	1	T	1130017
<input type="checkbox"/>	Category 18 (4 East) CHRG	1	T	1130018
<input type="checkbox"/>	Miscellaneous - 4 East CHRG	1	T	1139999

Enter RVU quantity here.
Then, hit the **TAB** key

Charge RVU Order Set Form - GRAINGER, HERMIONE

4 East Charges (113) [2 orders of 19 are selected] - GRAINGER, HERMIONE

✓ Date of Service: 01-07-2010 ✓ RVU Quantity: 99

	Order	Quantity	Date of Service	Charge Co
<input checked="" type="checkbox"/>	RVU - 4 East, CHRG	99	01-07-2010	1130001
<input type="checkbox"/>	Category 2 (4 East) CHRG	1	T	1130002
<input type="checkbox"/>	Category 3 (4 East) CHRG	1	T	1130003
<input type="checkbox"/>	Category 4 (4 East) CHRG	1	T	1130004
<input type="checkbox"/>	Category 5 (4 East) CHRG	1	T	1130005
<input type="checkbox"/>	Category 6 (4 East) CHRG	1	T	1130006
<input type="checkbox"/>	Category 7 (4 East) CHRG	1	T	1130007
<input type="checkbox"/>	Category 8 (4 East) CHRG	1	T	1130008
<input checked="" type="checkbox"/>	Category 9 (4 East) CHRG	1	01-07-2010	1130009
<input type="checkbox"/>	Category 10 (4 East) CHRG	1	T	1130010
<input type="checkbox"/>	Category 11 (4 East) CHRG	1	T	1130011
<input type="checkbox"/>	Category 12 (4 East) CHRG	1	T	1130012
<input type="checkbox"/>	Category 13 (4 East) CHRG	1	T	1130013
<input type="checkbox"/>	Category 14 (4 East) CHRG	1	T	1130014
<input type="checkbox"/>	Category 15 (4 East) CHRG	1	T	1130015
<input type="checkbox"/>	Category 16 (4 East) CHRG	1	T	1130016
<input type="checkbox"/>	Category 17 (4 East) CHRG	1	T	1130017
<input type="checkbox"/>	Category 18 (4 East) CHRG	1	T	1130018
<input type="checkbox"/>	Miscellaneous - 4 East CHRG	1	T	1139999

After hitting TAB, these two items are automatically populated.

Use this item for Miscellaneous Charges

For more information see:

- How Do I → Charges & Other Stuff → [How Do I Enter Charges?](#)
- How Do I → Orders → [How Do I Enter an Order?](#)

How Do I Issue Floor Stock?

Issuing Floor Stock is done by entering orders.

Order Entry Worksheet - GRAINGER, HERMIONE

GRAINGER, HERMIONE (Feliciano Yu MD); Written

Allergies: Request: Date: Session: Type:

Start Of Browse: Contents of /Central Distrib:

Central Distribution

- Equipment
- Orthopedic Supplies - Cast
- Supplies
- Supplies beginning with "A"
- Supplies beginning with "B"
- Supplies beginning with "C"
- Supplies beginning with "D"
- Supplies beginning with "E"

Floorstock can be found beginning here on the Start of Browse

The scroll bar can be used to browse all options.

Order Entry Worksheet - GRAINGER, HERMIONE

GRAINGER, HERMIONE (Feliciano Yu MD); Written

Allergies: No active allergies on record

Requested By: ☐ Me ☒ Other

Date:

Session

Type: Standard

Manual Entry

Searching for ...

csr302

Order Cost

- CSR3020001 (Diaper,Premie Swaddler(1-5lbs),CHRG)
- CSR3020003 (Sitz Bath,CHRG)
- CSR3020004 (Pins, Safety, Sterile #3,Centr Dist,CHRG)
- CSR3020006 (Pins, Safety, Sterile #2,Centr Dist,CHRG)
- CSR3020007 (Cannula,Disposable Inner Snare,CHRG)

Using Manual Entry, items can be found using the sticker/label number with the appropriate prefix.

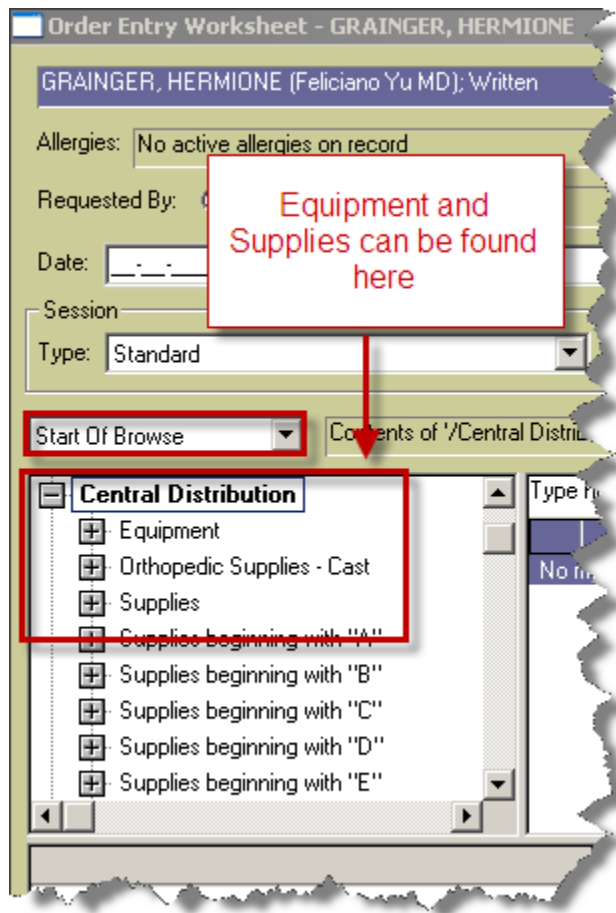
Sticker/Label Color	Prefix to Sticker/Label Number
Blue	PHA
Yellow	CSR
Orange	SPT

For more information see:

- How Do I → Orders → [How Do I Enter an Order?](#)

How Do I Request Equipment & Supplies?

Requesting Equipment & Supplies is done by entering orders.












Please remember to enter a request for Central Transport if they are to pick up Equipment and/or supplies.

For more information see:

- How Do I → Orders → [How Do I Enter an Order?](#)

Columns


Here's a guide to the columns on the Patient List tab.


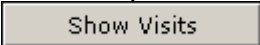
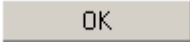
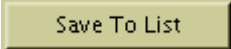
Column Name	Description
Flag New	An icon  in this column indicates that you are tracking new information (that is, orders, results, alerts, and so on) for the patient's chart. You can turn the tracking on or off by double-clicking the column. Reminder: Clicking the Flag New – Off and On each day will refresh the flags.
Check Orders	This flag differs from the New Orders Flag in that it is either on or off for a chart, not for a user.
To Sign	The To Sign flag indicates one or more electronic signatures are required for this patient's chart. A green flag  indicates that an electronic signature is required. A red flag  indicates that your signature is required.
Assigned Location	Assigned patient location. For example, 4E-402-01 means that patient is on unit 4 East, in room 402, bed 1.
Patient Name	Last name, First name
Provider	Current Attending Physician
Admit Date	Displays the date of admission
Visit Reason	Displays the reason for the patient's visit.
New Orders	A triangular green flag  indicates new orders have been received since you last acknowledged reviewing this patient's orders. A rectangular red flag  indicates at least one of these orders is STAT. Double click to see details.
New Results	A yellow flag  indicates new results have been received. A rectangular red flag  indicates at least one of the results fall outside the normal range. Double click to see details.
RN Assignment	This is a free text field. The Modified Patient Notification System will display this. Please follow your unit policy.
Therapist Assignment	This is a free text field. The Modified Patient Notification System will display this. Please follow your unit policy.
Unack Alerts	Unack Alerts column in the Patient List can display a flag to indicate that there are unacknowledged alerts to be reviewed for the selected patient. Click the flag to display the alerts.
New Alerts	A triangular green flag  indicates the new alert has a priority of Low or Medium. A rectangular red flag  indicates the new alert has a priority of high. Double click to see details.

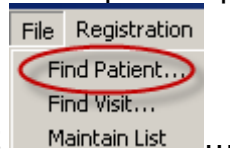
Find Patient

How Do I Find a Patient Chart?


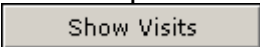
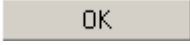
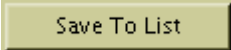
There are several ways to find a patient chart.

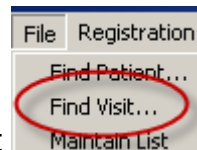
1. On the Toolbar, click Find Patient 





- a. On the Find Patient pop-up menu, on the basic tab, specify
 - i. ID Type: MRN
 - ii. ID: *enter patient's medical record number*
- b. Click 
- c. Click to select patient
- d. Click 
- e. Click to select visit
- f. Create your desired list type:
 - i. Click  to create a Temporary List
 - ii. Click  to create/update a personal list



2. From the File menu, select Find Patient

- a. On the Find Patient pop-up menu, on the Basic tab, specify
 - i. ID Type: MRN
 - ii. ID: *enter patient's medical record number*
- b. Click 
- c. Click to select patient
- d. Click 
- e. Click to select visit
- f. Create your desired list type:
 - i. Click  to create a Temporary List
 - ii. Click  to create/update a personal list





3. From the File menu, select Find Visit
 - a. On the Find Visit pop-up menu, on the Patient tab:
 - i. Click the  ID
 - ii. Specify, Patient ID Type: MRN
 - iii. Patient ID: *enter patient's medical record number*
 - iv. Click 
 - v. Click to select patient
 - vi. Create your desired list type:
 1. Click  to create a Temporary List
 2. Click  to create/update a personal list

Flags

What Do These Flags Mean?

Several of the columns in iConnect Acute Care use flags to notify users of new information.


The column “Flag New” allows a user to track new information (that is, orders, results, alerts, and so on) for the patient’s chart. An icon  in this column indicates that “Flag New” is “on” and you are tracking new information. You can turn the tracking on or off by double-clicking the column. **Reminder:** Clicking the Flag New – Off and On each day will refresh the flags.


There are some columns that require “Flag New” to be turned “on” (displaying the icon ). There are other columns that are independent of “Flag New”.

CHECK ORDERS – Double-clicking on the flag will open a window that reveals order information.

Flag New “On”: Not Required

Clearing: **Caution!** - One user clears flag for all users

 - There is at least one STAT order on this patient.

 - There is at least one routine order on this patient.

Notes:


- Highlighting/selecting box to the left of specific order(s) listed and then selecting Acknowledge button at bottom indicates the orders have been reviewed. Each time a new order is entered into iConnect Acute Care, the appropriate color flag will appear in this column. (When more than one order appears in view, it is possible to just acknowledge one order without clearing the flag.) To clear the flag, all visible orders should be Acknowledged.


- This column is being used in conjunction with two columns on the modified patient notification system (MPNS). Clearing the flag in iConnect Acute Care will clear the appropriate color coding on the board.
- Pharmacy orders also appear in this column. The flags will appear before Pharmacy verification. If the flag is cleared before Rx verification, another flag will not appear after Rx verification. Therefore, since this column works with the MPNS column, care should be used when acknowledging Rx orders before verification.

TO SIGN – What occurs with double-clicking on the flag will depend on the flag.



Flag New “On”: Not Required

Clearing: Depends on the flag.

 - Indicates that a signature is needed by the person logged in.

 - Indicates that a document or orders needs a signature by someone else.


Notes:


- A red flag () in this column can be cleared by the person logged in. Double clicking on this flag will open up signature manager for the person logged in and reveal what needs to be signed.
- A green flag () in this column cannot be cleared by the person logged in. Double clicking on it will reveal what needs to be signed and by whom.

NEW ORDERS – Double-clicking on the flag will open a window that reveals order information.

Flag New “On”: Required

Clearing: Clearing this flag will not clear the flag for other users.

 - Indicates new STAT orders exist on this patient.

 - Indicates new routine orders exist on this patient.


Notes:

- If the person logged in is the one who entered the above mentioned orders, the flags will not be visible to him/her. Flags are visible for other users.
- The length of time that iConnect Acute Care will keep flags in this column is determined by the system. Currently, if a user logs in more than 2 hours after the new order was entered, he/she will not see a flag here. This is especially helpful when a user has been off or on vacation for a while and eliminates the overwhelming amount of flags that would be seen when they log in.

NEW DOCUMENTS – Double-clicking on the flag will open a window that reveals document information.

Flag New “On”: Required

Clearing: Clearing this flag will not clear the flag for other users.

 - Indicates new documents for this patient. No red flags will appear in this column.

Notes:

- If the person logged in is the one who entered the above mentioned documents, the flags will not be visible to him/her. Flags are visible for other users.


- The length of time that iConnect Acute Care will keep flags in this column is determined by the system. Currently, if a user logs in more than 2 hours after the new order was entered, he/she will not see a flag here. This is especially helpful when a user has been off or on vacation for a while and eliminates the overwhelming amount of flags that would be seen when they log in.
- Only green flags will appear in this column.

NEW RESULTS – Double-clicking on the flag will open a window that reveals result information.

Flag New “On”: Required

Clearing: Clearing this flag will not clear the flag for other users. * See notes.

 - Indicates at least one abnormal result has been received.

 - Indicates that a result has been received (may be normal or abnormal)


Notes:


- The length of time that iConnect Acute Care will keep flags in this column is determined by the system. Currently, if a user logs in more than 2 hours after the new order was entered, he/she will not see a flag here. This is especially helpful when a user has been off or on vacation for a while and eliminates the overwhelming amount of flags that would be seen when they log in.
- The New Results column is linked with MPNS (Modified Patient Notification System) board for Results. When the flag is cleared on patient list, by any user, it will clear same on MPNS.

NEW ALERTS – Double-clicking on the flag will open a window that reveals alert information.

Flag New “On”: Required

Clearing: Clearing this flag will not clear the flag for other users.

 - Indicates there has been a new “High” alert on this patient.

 - Indicates there has been a new “Medium” or “Low” alert on this patient.


Notes:

- The length of time that iConnect Acute Care will keep flags in this column is determined by the system. Currently, if a user logs in more than 2 hours after the new order was entered, he/she will not see a flag here. This is especially helpful when a user has been off or on vacation for a while and eliminates the overwhelming amount of flags that would be seen when they log in.

TO VERIFY – Double-clicking on a flag in this column will open Signature Manager.

Flag New “On”: Not Required

Clearing: This flag is cleared for all users once the order has been verified by the person responsible for the verification.

 - Indicates there are orders that require verification by the person signed on for this patient.

 - Indicates there are orders that require verification by someone for this patient.


Notes:

- You must have the necessary security rights to complete the verification process.

UNACK ALERTS – Double-clicking on the flag will open a window that reveals alert information.

Flag New “On”: Not Required

Clearing: Once the alerts have been acknowledged and the flag cleared, it is cleared/acknowledged for all.

 - Indicates there are unacknowledged alerts for this patient.


Notes:

- No green flag will appear in this column.

INCOMPLETE DOCUMENTS – Double-clicking on the flag will open a window that reveals a list of incomplete documents in the View Document Details window.

Flag New “On”: Not Required

Clearing: Once the alerts have been acknowledged and the flag cleared, it is cleared/acknowledged for all.

 - Indicates there are incomplete documents of which you are the author or co-signer for this patient.

Notes:


- No green flag will appear in this column.

TO PERFECT – Double-clicking on a flag in this column will take user to the Orders tab for selected patient.

Flag New “On”: Not Required

Clearing: This flag is cleared for all users once the order has been perfected by the person responsible for the perfection.

 - Indicates is at least one STAT order that requires perfection for this patient.

 - Indicates there are routine orders that require perfection for this patient.


Notes:


- You must have the necessary security rights to complete the verification process.

Rx VERIFY – Double-clicking on a flag in this column will take user to the Orders tab for selected patient.

Flag New “On”: Not Required

Clearing: This flag is cleared for all users once the order has been verified by the person responsible for the Rx verification.

 - Indicates is at least one STAT order that requires Rx verification for this patient.

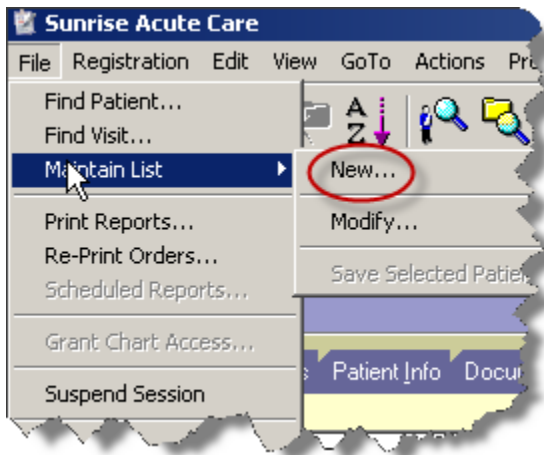
 - Indicates there are routine orders that require Rx verification for this patient.

Notes:

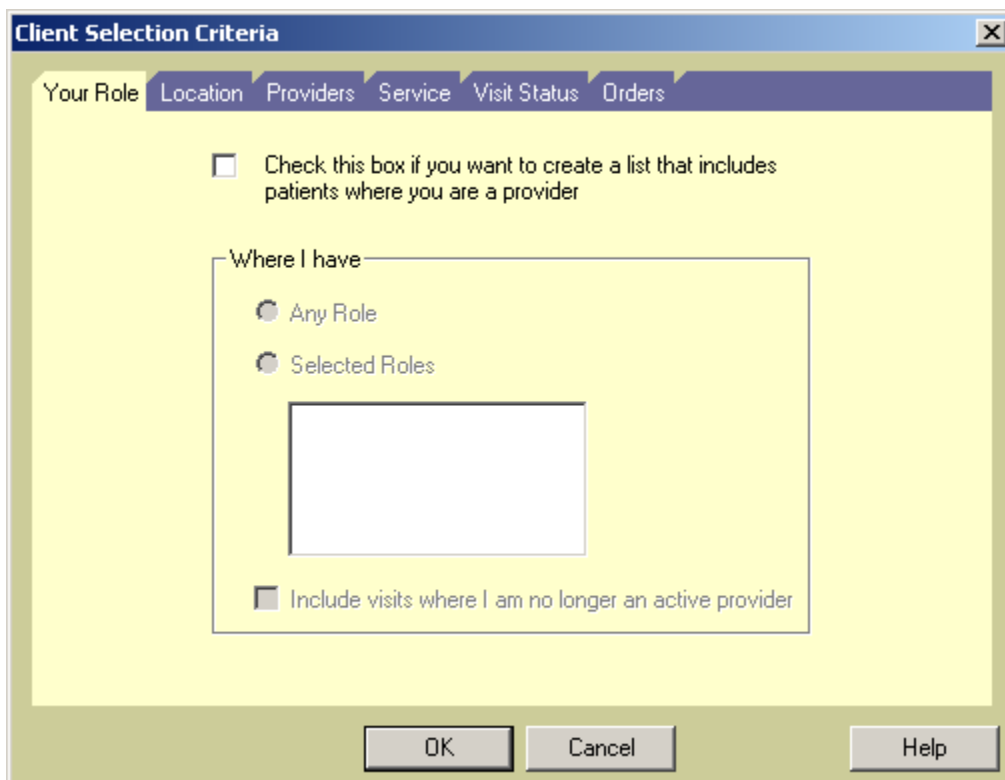
- You must have the necessary security rights to complete the verification process.

Lists

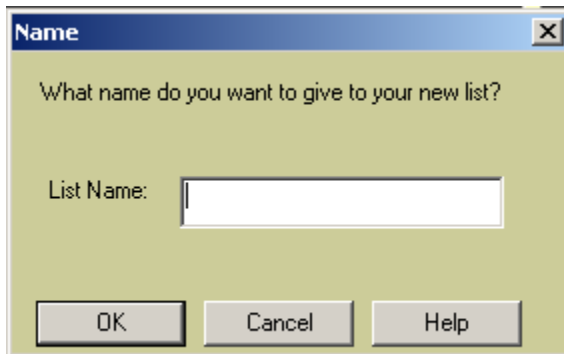
How Do I Create a Criteria-Based List?



Specify the criteria using this pop-up menu, **click** OK when done.



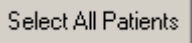
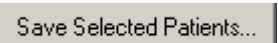



Name the new criteria-based list and **click** OK.



For more information see:

- Patient List Tab → [List Types](#)
- Menu Bar → File → [Maintain List → New](#)

How Do I Create a Personal List?


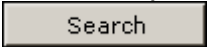
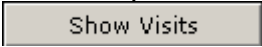

- 1) Select the patients you want to include.
 - a. Use 
 - b. Select the patients in the list that you want by clicking on them while holding down the **Ctrl** key
 - c. Select a group using the **Shift** key.
- 2) Click 
- 3) On the Save Selected Patients pop-up do one of the following:
 - a.  Add Patient to Selected List. Use the box to select an Available List.
 - b.  Replace Patients on Selected List Use the box to select an Available List.
 - c.  New List Name Provide a New List Name in the box to the right.

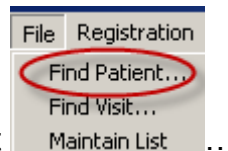
For more information see:

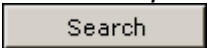
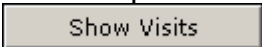

- Patient List Tab → [List Types](#)

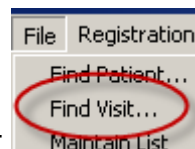
How Do I Create a Temporary List?



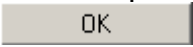
There are three options:

4. On the Toolbar, click Find Patient button  on the toolbar
 - a. On the Find Patient pop-up menu, on the basic tab, specify
 - i. ID Type: MRN
 - ii. ID: *enter patient's medical record number*
 - b. Click 
 - c. Click to select patient
 - d. Click 
 - e. Click to select visit
 - f. Click 



5. From the File menu, select Find Patient
 - a. On the Find Patient pop-up menu, on the Basic tab, specify
 - i. ID Type: MRN
 - ii. ID: *enter patient's medical record number*
 - b. Click 
 - c. Click to select patient
 - d. Click 
 - e. Click to select visit
 - f. Click 




6. From the File menu, select Find Visit
 - a. On the Find Visit pop-up menu, on the Patient tab:
 - i. Click the  ID
 - ii. Specify, Patient ID Type: MRN
 - iii. Patient ID: *enter patient's medical record number*
 - iv. Click 
 - v. Click to select patient
 - vi. Click 


For more information see:

- Patient List Tab → [List Types](#)

How Do I Remove a Patient from a List?

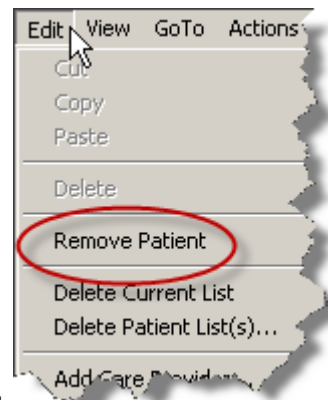
You can remove a patient from a Temporary List and a Personal List. You cannot remove patients from a criteria-based list.

Using the Remove Patient button  on the toolbar while on the Patient List tab:

- 1) Click to highlight patient or patients.
- 2) Click the Remove Patient button  on the toolbar

Using the Menu bar while on the Patient List tab:

- 1) Select patient or patients.



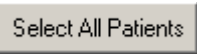
- 2) On the Edit Menu, select Remove Patient

For more information see:

- Patient List Tab → [List Types](#)

How Do I Select More than One Patient on a List?

There are three ways you can select multiple patients.

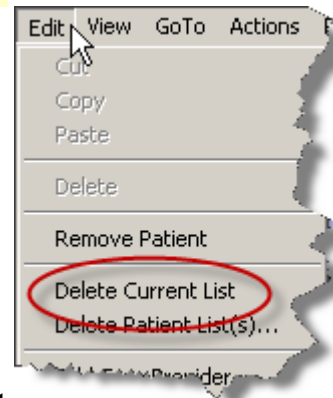
- 1) Click . This will select all the patients on the current list.
- 2) Select the patients by clicking on them while holding down the **Ctrl** key.
- 3) Select a group using the **Shift** key.
 - a. Select a patient.
 - b. Hold down the **Shift** key and click on any patient above or below the first selected patient. This will select all contiguous patients between them.

How Do I Delete a List?

There are two ways to delete lists.

1) Current List:

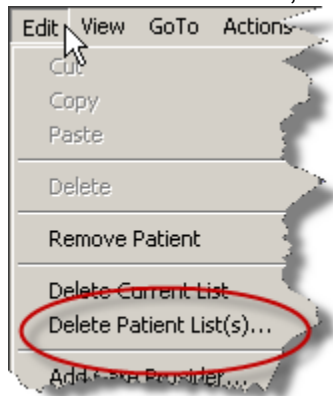
- a. Display the Personal or Temporary list. For example



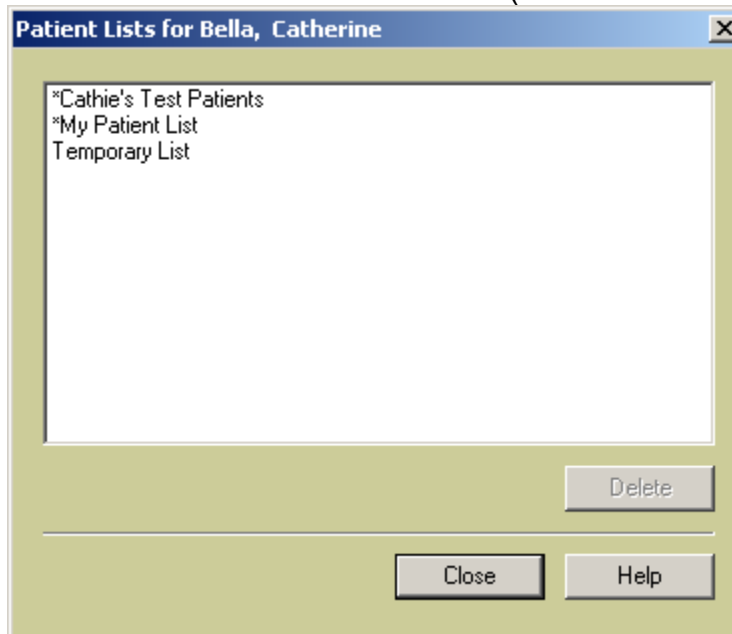
- b. From the Edit menu, select Delete Current List
- c. Click in response to the Sunrise Clinical Manager warning that the list will be deleted. (Click to avoid deleting the list)




2) Multiple Lists:

- a. From the Edit Menu, select Delete Patient List(s).



- b. Click to select the list to be deleted (CTRL+click to select multiple lists)




- c. Click 
- d. Click  in response to the Sunrise Clinical Manager warning that the list will be deleted. (Click  to avoid deleting the list(s))

How Do I Sort Patients on a List?

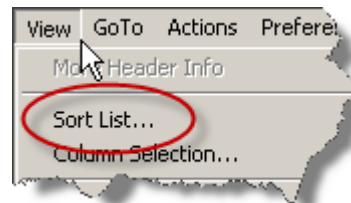
Each column on the patient list can be sorted by simply clicking on the column heading.

Example of patients sorted by patient name in descending order. Note the icon.

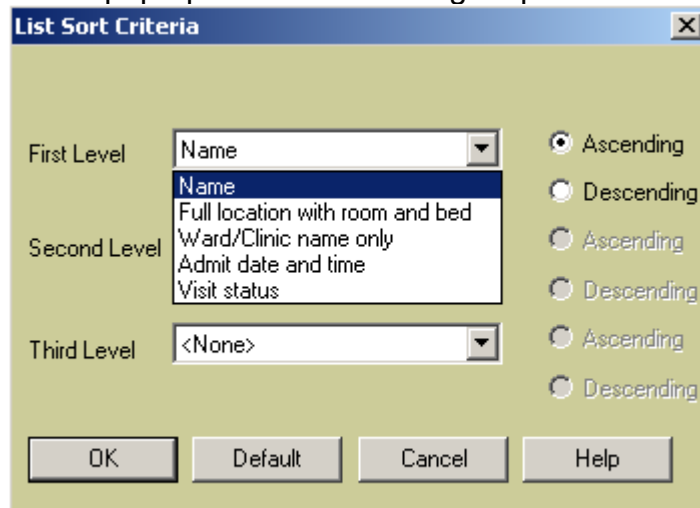
Patient Name 
White, Carrie
Vorhees, Jason
Thorn, Damien
Majors, Brad
Deetz, Lydia

Example of patient sorted by patient name in ascending order. Note the icon.

Patient Name	Δ
Deetz, Lydia	
Majors, Brad	
Thorn, Damien	
Vorhees, Jason	
White, Carrie	



- 1) On the View menu, selected Sort List...
- 2) Use the List Sort Criteria pop-up to define a sorting sequence. Each level has



the same options.

- 3) Click 

Orders

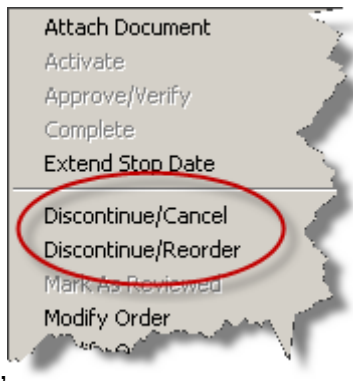
How Do I Discontinue an Order?

Discontinuing orders is done on the Orders tab. There are several ways to accomplish this: two options on the RIGHT-Click Menu on the Orders tab and the

 button on the Orders Tab.

For more information see:


- Orders Tab – Order Tab Buttons – [DC/Cancel Button](#)

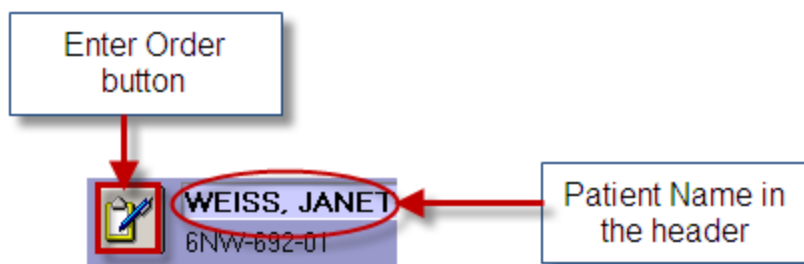



For more information see:

- Orders Tab – Right-Click Options → [Discontinue/Cancel](#)
- Orders Tab – Right-Click Options → [Discontinue/Reorder](#)

How Do I Enter an Order?

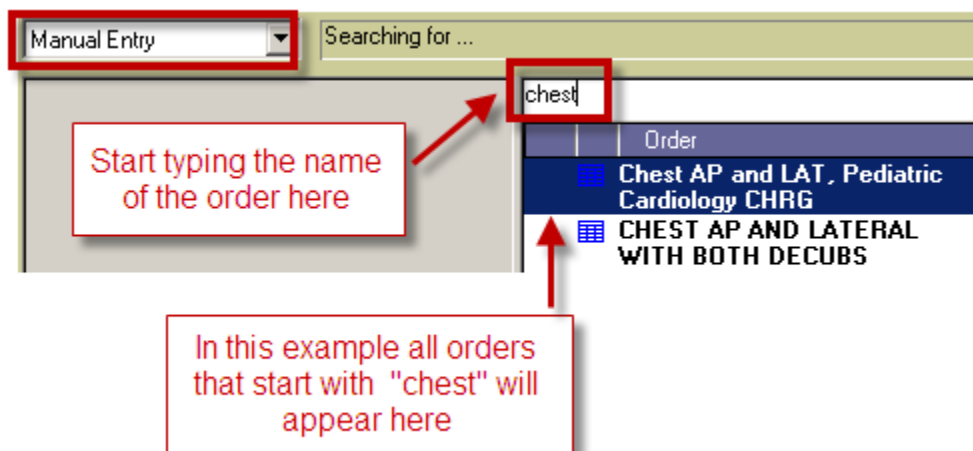
By far, the easiest way to get to the Order Entry Worksheet for the purpose of entering orders or charges is the Enter Order button  on the Patient header.



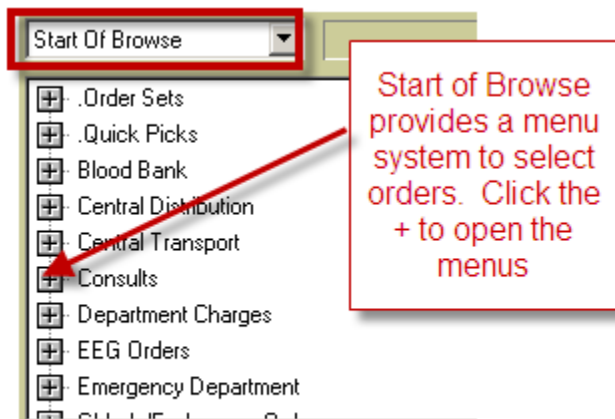
After clicking the Enter Order button , either the 'Requested by' pop-up will appear or the Order Entry Worksheet will appear. In either case, it is imperative to insure that the correct ordering physician is noted.

On the Order Entry Worksheet there are two ways to get to an order:

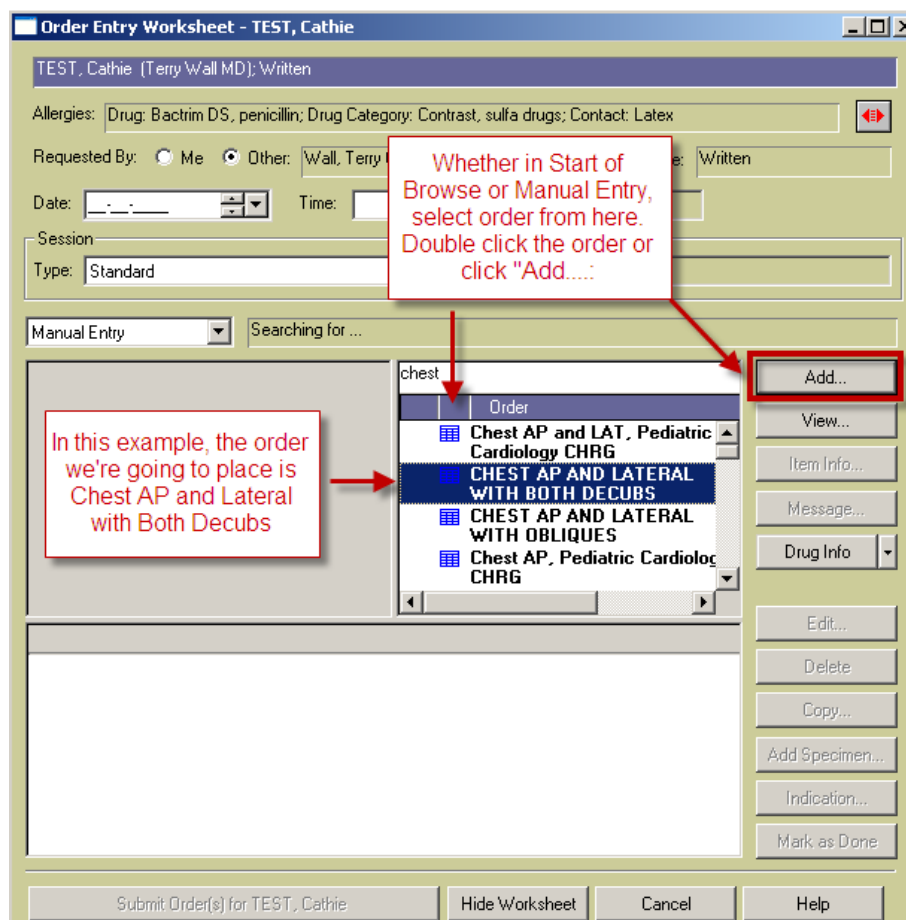
1) Manual Entry



2) Start of Browse



In this example, Chest AP and Lateral with Both Decubs will be ordered.



Complete the required fields:

Rad General Req - TEST, Cathie

The field(s) 'Pregnancy Status' must be completed.

Order: CHEST AP AND LATERAL WITH BOTH DECUBS Order ID: 0018BD087

Requested By: Wall, Terry C Template Name:

Messages:

Requested For Date: 02-11-2010 Requested For Priority/Time: *

Transport Method: * Pregnancy Status: *

Patient on IV? ☐ Patient on Oxygen? ☐

Reason for Exam: *

Comments:

Height (inches): 61 Height (cm): 155 Weight (lb): 121 Weight (kg): 55 BSA: 1.54

Relevant Results:

Health Issues:

Click here when done

Repeat View Document OK Cancel

Order Entry Worksheet - TEST, Cathie

TEST, Cathie (Terry Wall MD): Written

Allergies: Drug: Bactrim DS, penicillin; Drug Category: Contrast, sulfa drugs; Contact: Latex

Requested By: Me Other: Wall, Terry C Source: Written

Date: Time:

Session Type: Standard Reason:

Manual Entry Searching for ...

chest

Order

Chest AP and LAT, Pediatric Cardiology CHRG

CHEST AP AND LATERAL WITH BOTH DECUBS

CHEST AP AND LATERAL WITH OBLIQUES

Chest AP, Pediatric Cardiology CHRG

Once the form has been completed, it appears in the preview area

CHEST AP AND LATERAL WITH BOTH DECUBS - OrderID: 0018BD088; STAT 02-11-2010 14:41 Pending

To officially submit the orders, click here. You will be prompted for your password.

Submit Order(s) for TEST, Cathie Hide Worksheet Cancel Help

Add... View... Item Info... Message... Drug Info... Edit... Delete... Copy... Add Specimen... Indication... Mark as Done

For more information see:

- How Do I → Orders → [How Do I Use the 'Requested by' Pop-Up?](#)

How Do I Use the 'Requested by' Pop-up?

The radio button for Current Providers is selected and shows all Providers with a defined role as well as any Provider who has written an order.

If the ordering Provider is not on this list, Click here

Dr. Wiatrak and Dr. Dabbs have defined roles.

Dr. Baldwin has written orders for this patient.

Source is always "Written"

Select the ordering Provider and click OK

Name	Role	Org Unit
Wiatrak, Brian J	Admitting	Medical Staff Services ...
Wiatrak, Brian J	Attending	Medical Staff Services ...
Baldwin, Steven Todd	Ordered	Medical Staff Services ...
Dabbs, Richard	Primary	Medical Staff Services ...
Dabbs, Richard	Referring	Medical Staff Services ...

Typing in "smi" brings up all the Providers whose last names begin with "smi". Select the desired provider and click OK.

The radio button for "Other" is selected which will allow a provider to be selected.

Source: Written

Name	Occupation	Org Unit
Smith, Albert lii	MD	Medical Staff Services
Smith, Andrew	MD	Medical Staff Services
Smith, Beatrice Kate	MD	Medical Staff Services
Smith, Ben Allen	MD	Medical Staff Services
Smith, Benjamin Cleveland	MD	Medical Staff Services
Smith, Braxton Franklin	MD	Medical Staff Services
Smith, Carol Ann	MD	Medical Staff Services

How Do I Get to the 'Requested by' Pop-up?

There may be some instances when the 'Requested by' pop-up is needed to select the correct provider.

If the "Requested by" pop-up is needed to select the appropriate physician, click here

DC/Cancel

Requested By

☐ Me ☒ Other Kitchens, Jerry Lester

DC/Cancel Details

Reason: [Dropdown]

☒ Now ☐ Date: [Date Picker]

Time: [Time Picker]

☐ Apply to all future occurrences

OK Cancel Help

Order Entry Worksheet - House, Greg

House, Greg (David Smalley MD): Written

Allergies: No active allergies on record

Requested By: ☐ Me ☒ Other: Smalley, David Bryant Source:

Date: [Date Picker] Time: [Time Picker]

Session

Type: Standard

Start Of Browse

- Audiology
- Central Distribut
- Central Transpo
- Charges
- Consults
- Diagnostic Cardiology

Enter order name

Enter

If the "Requested by" pop-up is needed to select the appropriate physician, click here.

How Do Find My Order Number?

Order numbers or Order IDs are important. All specimens collected must be labeled with the Order number (last 4 characters).

Summary Line:

The Order ID is on the summary line for the order on the Orders Tab

Order Form

Double clicking on the order on the Orders Tab will display the order form with the Order ID

How Do I Fix an Order Placed in Error?



Select the most appropriate reason from the drop down list on the DC/Cancel pop-up.


For more information see:

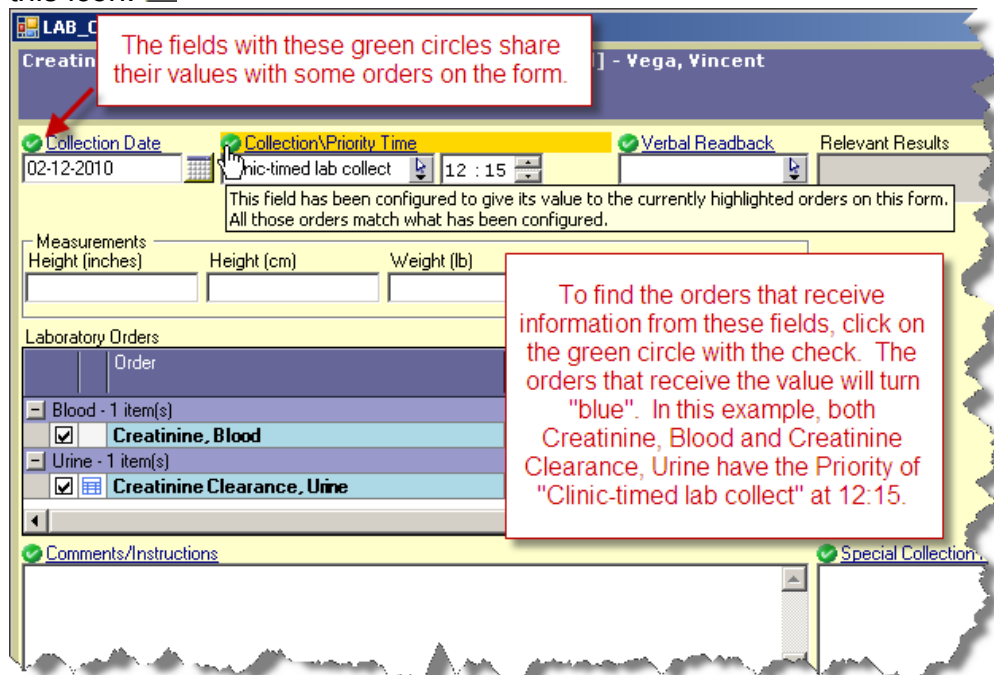
- Orders Tab → Order Tab Buttons → [DC/Cancel Button](#)
- Orders Tab → Right-Click Options → [Discontinue / Cancel](#)

How to Make the Most of Order Sets

Order sets are an easy way to place several orders at one time. The icons used to identify order sets are:

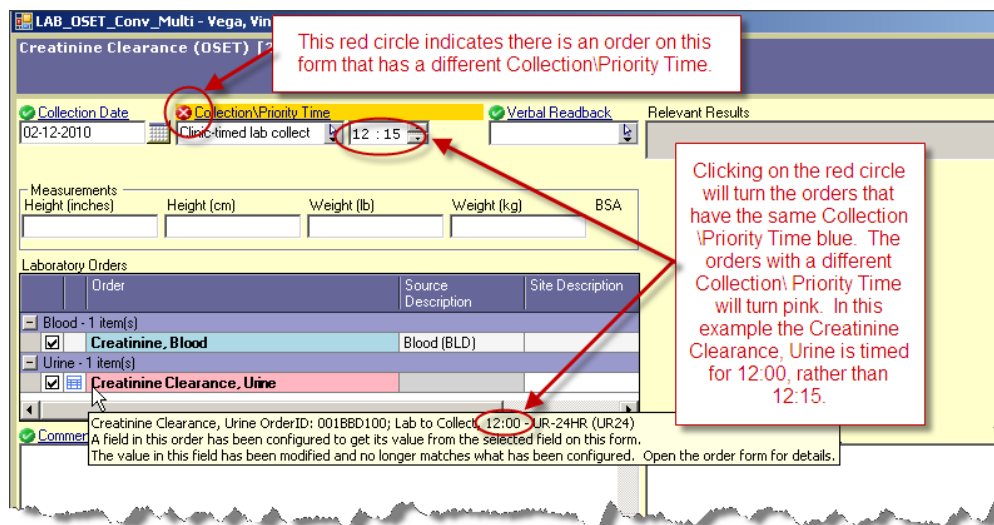
-  - Order Set icon - A group of orders grouped for convenience
-  - Linked Order Set icon – A group of items that go together.

Field “mapping” allows documentation of information like dates, order priority and comments just once on an orders set. The information is then automatically applied to the corresponding fields on each individual order. These fields are marked with this icon: 



The fields with these green circles share their values with some orders on the form.

To find the orders that receive information from these fields, click on the green circle with the check. The orders that receive the value will turn "blue". In this example, both Creatinine, Blood and Creatinine Clearance, Urine have the Priority of "Clinic-timed lab collect" at 12:15.



This red circle indicates there is an order on this form that has a different Collection/Priority Time.

Clicking on the red circle will turn the orders that have the same Collection \Priority Time blue. The orders with a different Collection \Priority Time will turn pink. In this example the Creatinine Clearance, Urine is timed for 12:00, rather than 12:15.

How Do I See the Only the Orders I'm Interested In?

The Orders tab allows for filtering of orders.


For more information see:

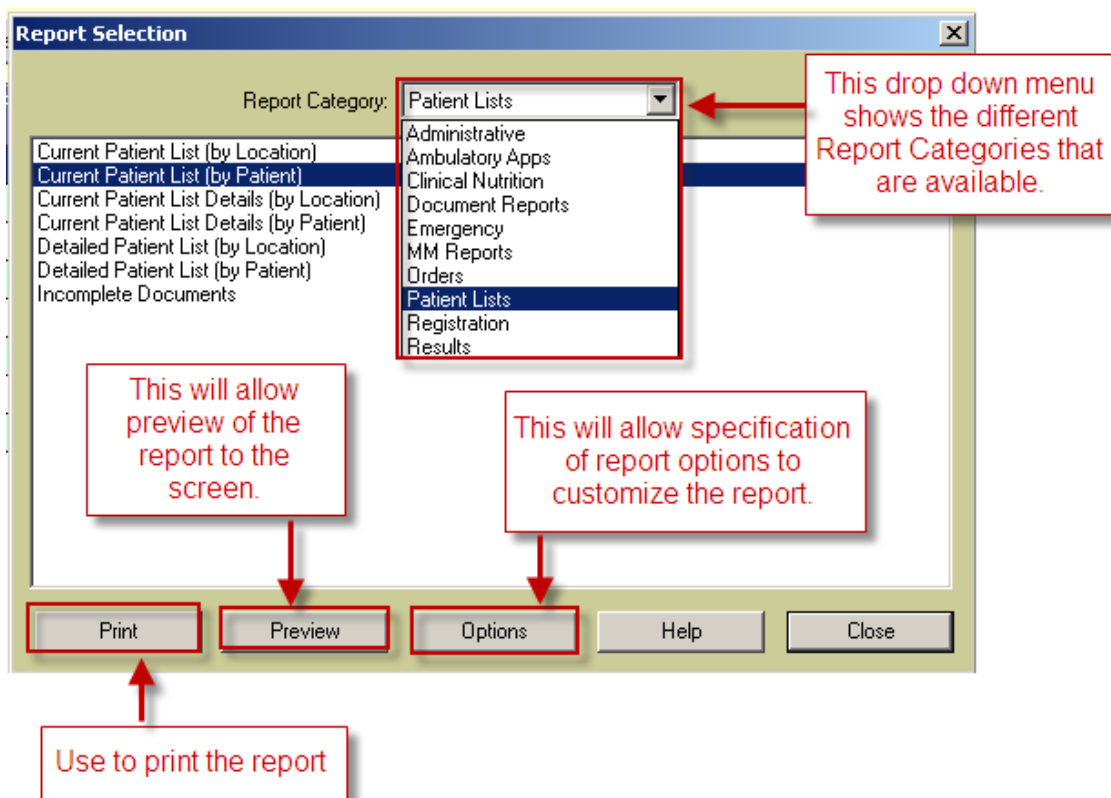
- Orders Tab → [Filtering](#)

Reports

How Do I Print Reports?

In general, reports cover several patients while documents will cover a single patient.

To print reports, use the  tool bar button which will show the pop-up below.

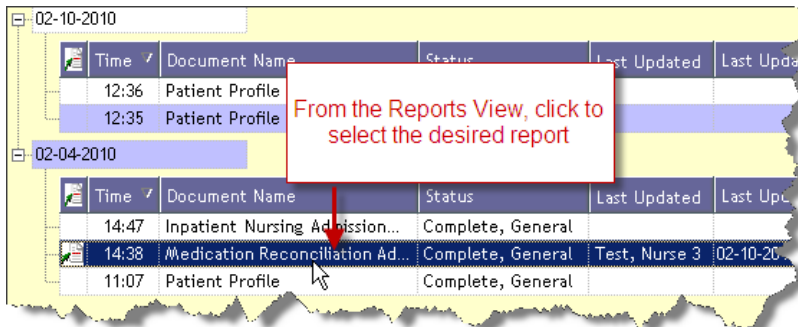
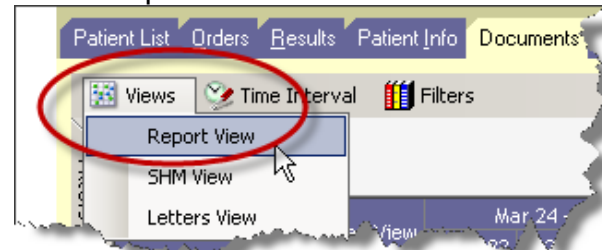



How Do I Print Documents?

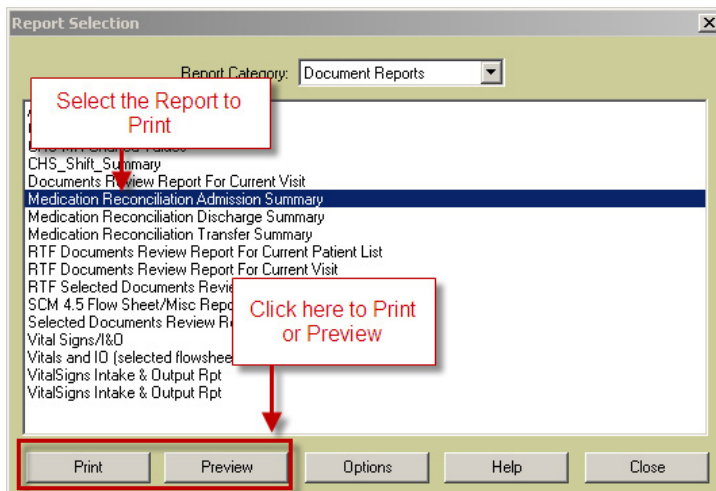
To print a document, go to the Documents tab of the patient chart, select the report from Report View and print it.



Select Report View:



Click the Print Reports button  on the toolbar which will display the Report Selection pop-up.



Results

How Do I View Results?

- 1) On the Patient List tab, select a patient or patients.
- 2) Click the chart tab for Results:

The screenshot shows the 'Results' tab selected in the top navigation bar. The main panel contains several sections with red boxes and arrows pointing to them from external text boxes:

- Chart:** A dropdown menu set to 'All Available'.
- Since:** Radio buttons for 'Received' and 'Performed' (selected). A date field shows '11-04-2009' and a time range dropdown shows 'One week ago'. A checkbox 'Retain for next patient' is present.
- Result Selection:** A dropdown menu set to 'All'. Checkboxes for 'Display Category Headers' (checked), 'Abnormal' (checked), and 'Only Show Annotated' (unchecked). A 'Show Pending' checkbox is also present. A 'New Results...' button is at the bottom.
- Display Format:** A dropdown menu with 'Report by Order', 'Summary', and 'Trend View' (selected). A 'Graph' checkbox is next to it.

Annotations with red boxes and arrows:

- Left: 'Put a check in the box when multiple patients are selected and the same filtering is desired' points to the 'Retain for next patient' checkbox.
- Top Right: 'Specify the time period to review results' points to the 'Since' section.
- Right: 'Put a check in the box to show only those results with a red flag in Display Format Summary' points to the 'Abnormal' checkbox.
- Bottom Right: 'Put a check in the box to graph results when in Display Format Trend View (not all results can be graphed)' points to the 'Graph' checkbox.
- Bottom Left: 'Select Display Format' points to the 'Display Format' dropdown menu.

3)



- 4) If multiple patients have been selected, use the toolbar buttons to scroll or page through the selected group of patients.

For more information see: [Results Tab](#)

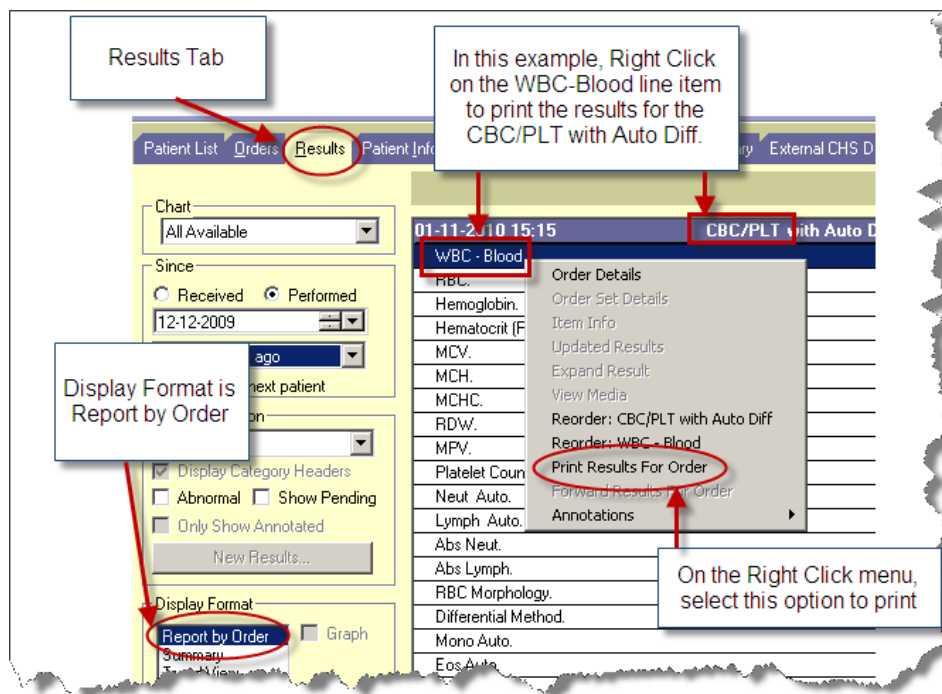
How Do I Print Results?

There may be times when there is a need to print results from the iConnect Acute Care system.

- 1) On the Patient List tab, select a patient or patients.
- 2) Click the chart tab for Results:



- 3) The Display Format must be Report by Order.
- 4) RIGHT-Click on a line item for the order to be printed.



Specimens

How Do I Document a Collected Specimen?

At CHS, our lab system is SunQuest. For lab items that are not collected by lab, "Add Specimen" must be performed so that the lab will know about the order.

NOTE: In the ED, when using the ED-ASAP or Critical lab priorities, "Add Specimen" is not required.

The screenshot shows the 'Add Specimen' dialog box with several annotations:

- Order(s):** A red box highlights the checkbox next to 'Order(s):' with the text: "Place a check in the box for the orders for the Add Specimen".
- Specimen Type:** A red box highlights the dropdown menu with the text: "Use the drop down box to select the specimen type".
- Specimen ID:** A red box highlights the text field with the value '001AA1248' and the text: "These are not applicable to the CHS implementation".
- Specimen Collected by:** A red box highlights the text field with the value 'D Jones RN' and the text: "Document 'Collected by'".
- No. of Labels to Print:** A red box highlights the spinner box with the value '0' and the text: "No. of Labels to Print: 0".
- Buttons:** A red box highlights the 'OK' button with the text: "Click OK when done". Another red box highlights the 'Apply' button with the text: "Use 'Apply' to document multiple specimen types."

The background shows a list of orders with columns for Date and Status.

For more information see:

Orders Tab → Order Tab Buttons → [Add Specimen Button](#)

Work Lists

This section covers worklist implementation at CHS for the following ancillary departments:

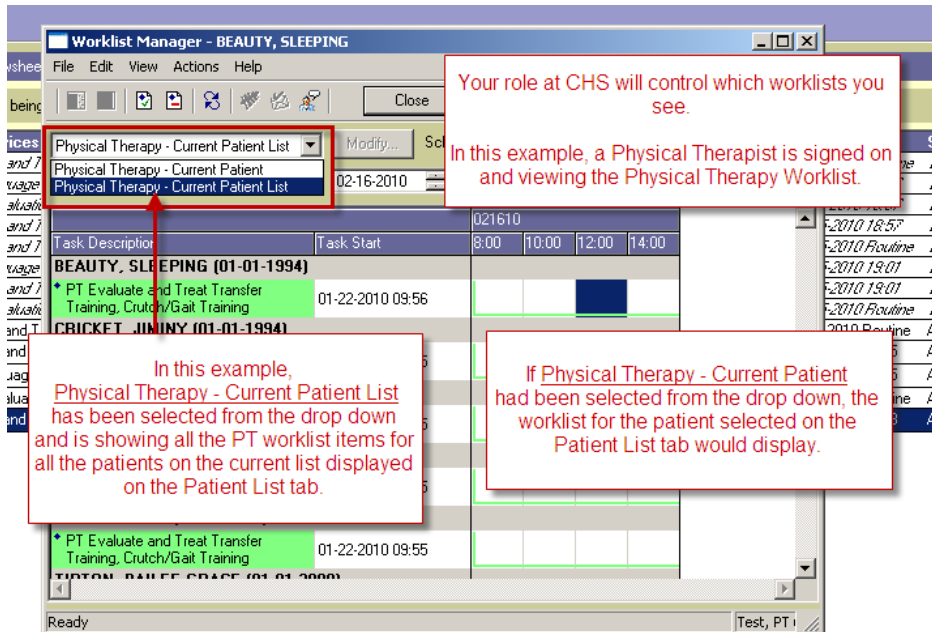
- Audiology
- Occupational Therapy
- Physical Therapy
- Speech Therapy

It is not intended to cover eMAR documentation.

Contact your department's Superuser or Clinical Informaticist for additional information.

How Do I See My Work List?

Use the Worklist Manager toolbar button  which will open the Worklist window.



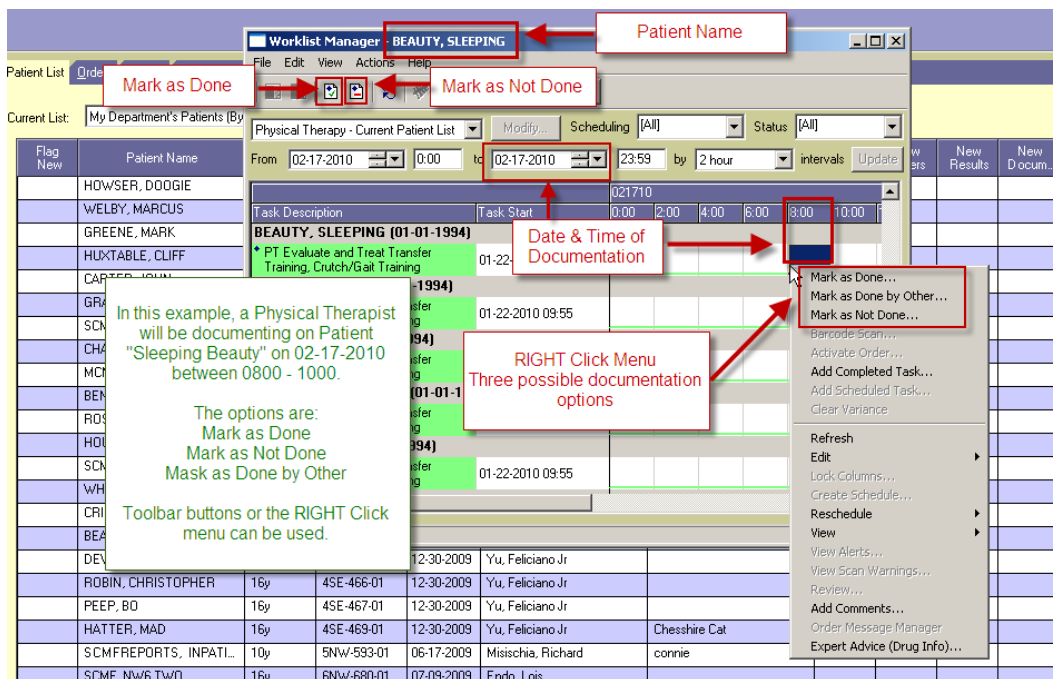
Your role at CHS will control which worklists you see.

In this example, a Physical Therapist is signed on and viewing the Physical Therapy Worklist.

In this example, Physical Therapy - Current Patient List has been selected from the drop down and is showing all the PT worklist items for all the patients on the current list displayed on the Patient List tab.

If Physical Therapy - Current Patient had been selected from the drop down, the worklist for the patient selected on the Patient List tab would display.

How Do I Document that an Evaluation was Done?



Patient Name

Mark as Done

Mark as Not Done

Date & Time of Documentation

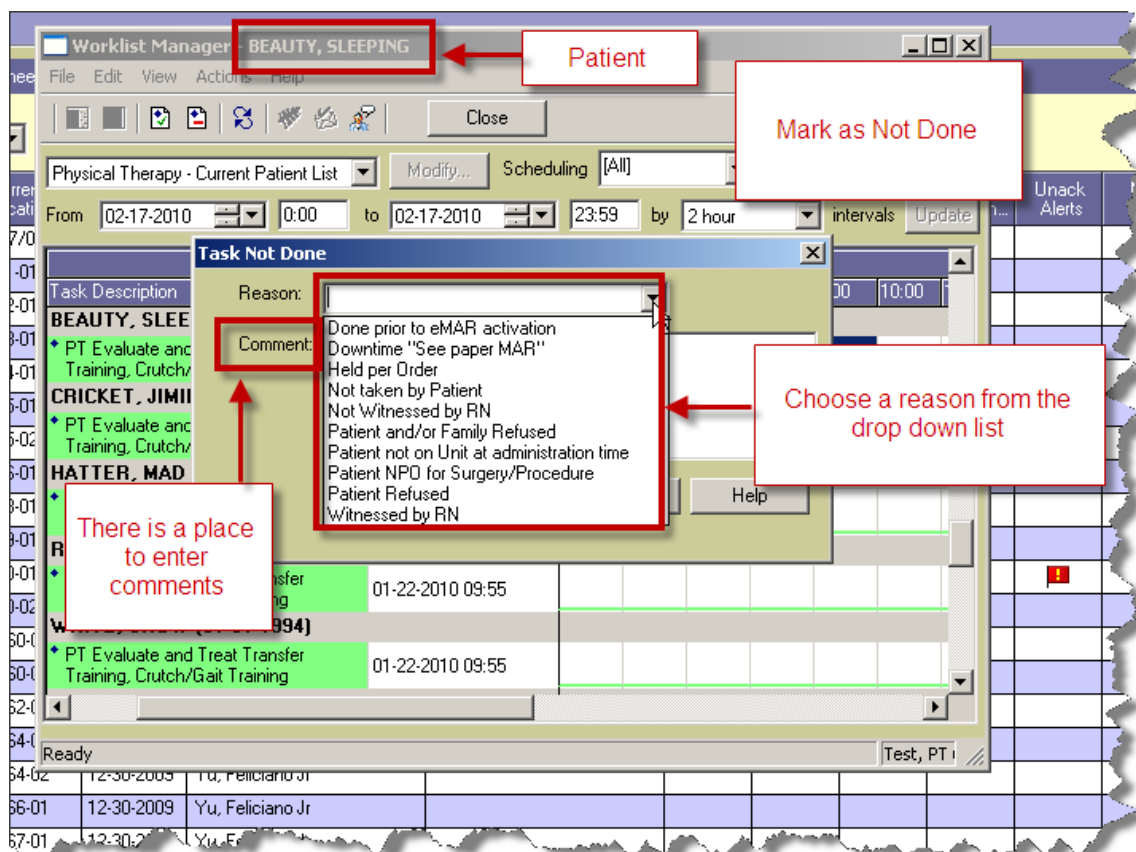
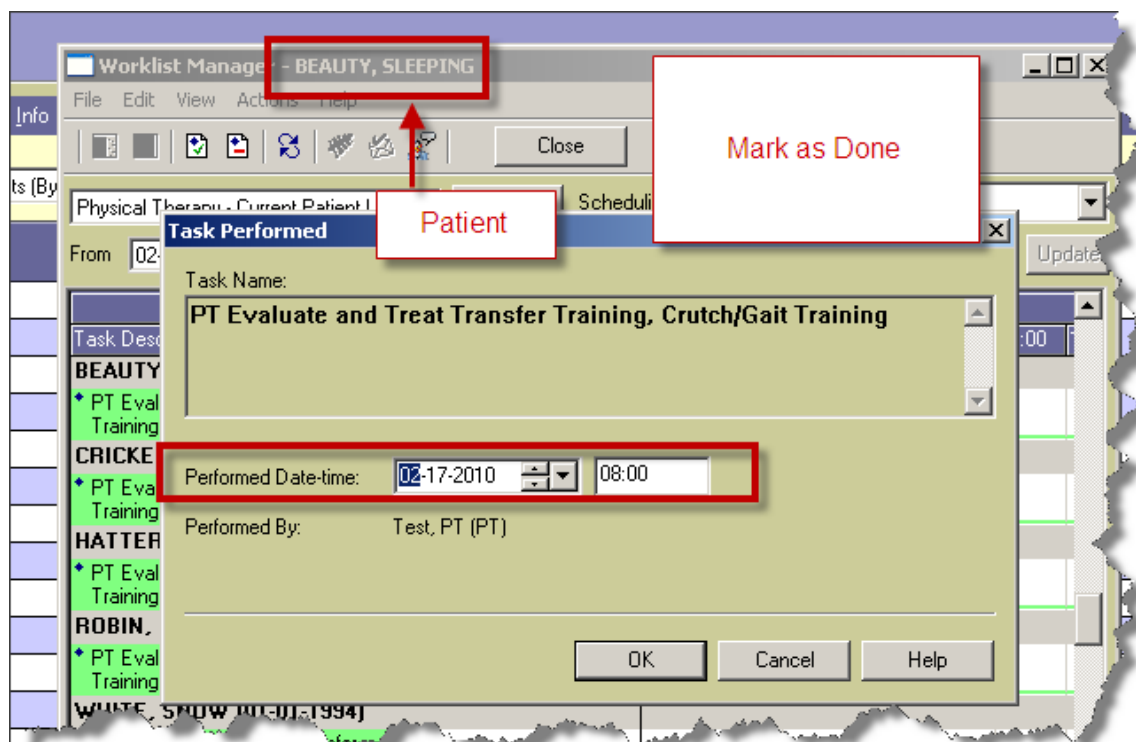
In this example, a Physical Therapist will be documenting on Patient "Sleeping Beauty" on 02-17-2010 between 0800 - 1000.

The options are:
Mark as Done
Mark as Not Done
Mark as Done by Other

RIGHT Click Menu
Three possible documentation options

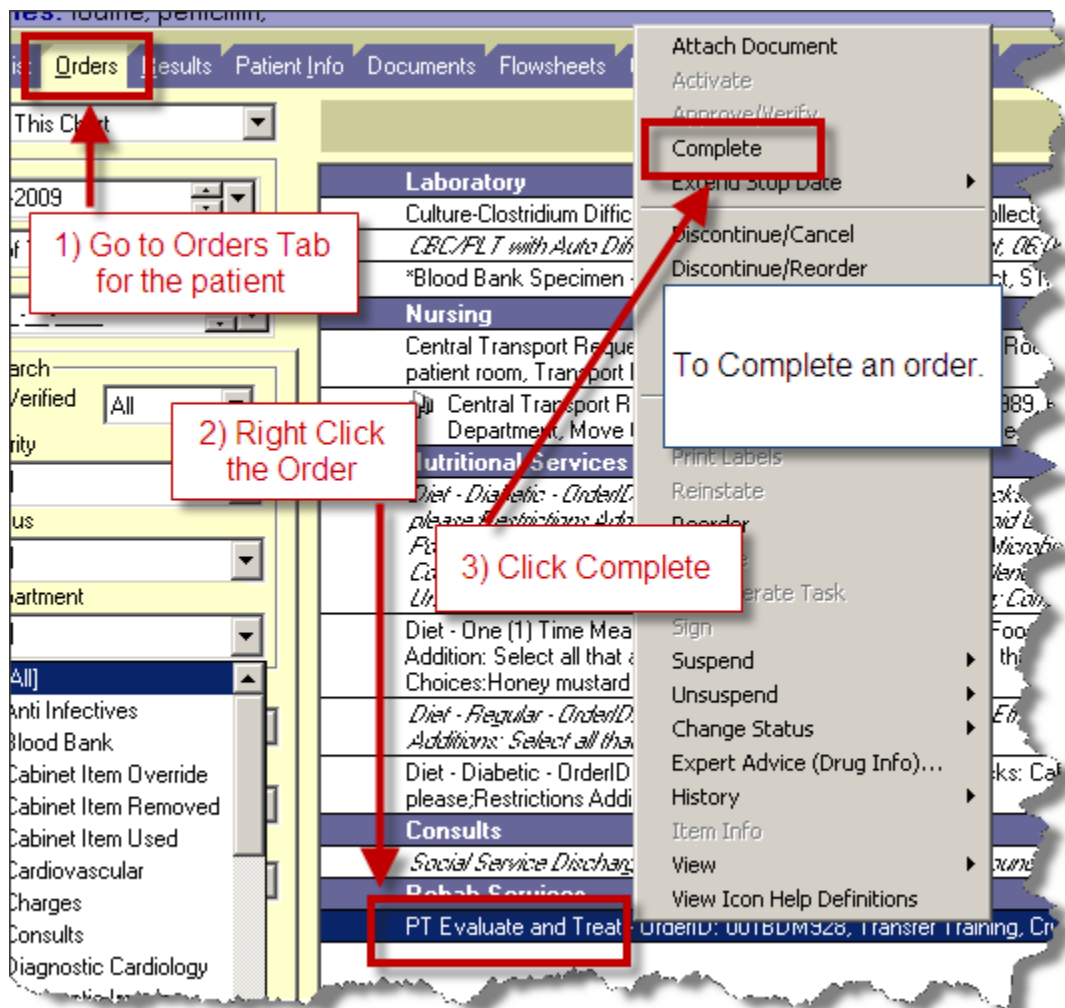
Toolbar buttons or the RIGHT Click menu can be used.

Mark as Done...
Mark as Done by Other...
Mark as Not Done...



How Do I document that I am done seeing a patient?

Once a therapist is done working with a patient, the order must be completed.



MENU BAR

File

Find Patient...

For more information see:

- How Do I → Find Patient → [How Do I Find a Patient Chart?](#)

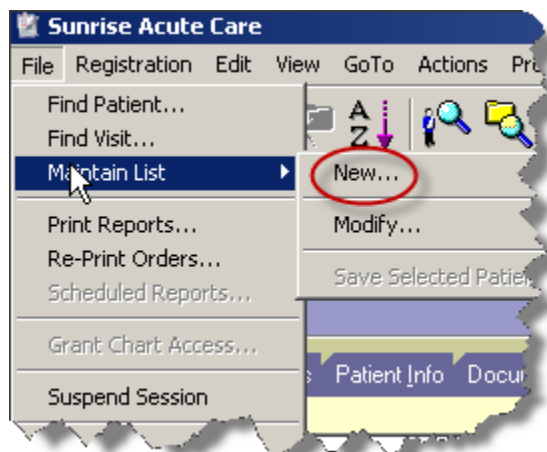
Find Visit...

For more information see:

- How Do I → Find Patient → [How Do I Find a Patient Chart?](#)

Maintain List

New



To create a criteria-based list, use the File menu, select Maintain List and then New.

Client Selection Criteria

Your Role | Location | Providers | Service | Visit Status | Orders

☐ Check this box if you want to create a list that includes patients where you are a provider

Where I have

☐ Any Role

☐ Selected Roles

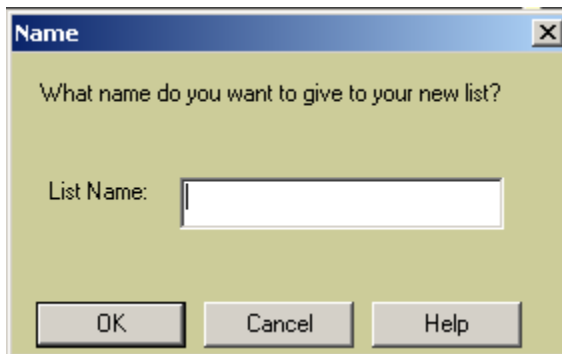
☐ Include visits where I am no longer an active provider

OK Cancel Help

There are several tabs on the Client Selection Criteria pop-up that can be used to specify criteria. There are several options:




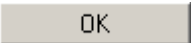
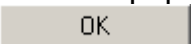
- Your Role
 - Allows you to create a criteria-based list where **you** have a role in the patient's. You can select specific roles by clicking the role (Attending, Consulting) or just use the radio button to specify "Any Role"
- Location
 - Creates a list based on patient location. This can be a high-level criteria such as inpatient or outpatient, or more specific, like an assigned unit.
- Providers
 - Allows the creation of a list based on a specific provider or providers. All roles or any specific roles can be specified.
- Service
 - Allows creation of a list based on Service. Provider, role or location must also be specified.
- Visit Status
 - Allows creation of a list based on admit and or discharge dates.
- Orders
 - Allows creation of a list based on orders that have been entered for a patient. For example, all orders for Nuclear Medicine.

Once criteria have been defined, **click** OK.



Provide a descriptive name for the new list and click OK.

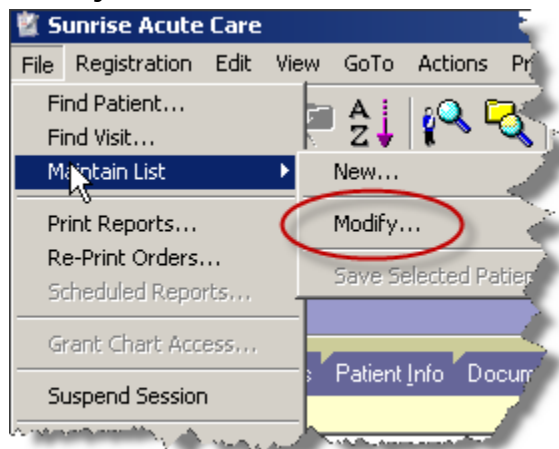
Here's an example of creating a criteria-based list where Dr Yu has any role and Dr. Baldwin is the admitting physician.

- 1) On the File Menu, select Maintain List, then New
- 2) On the Client Selection Criteria pop-up, select the  Providers tab
- 3) In the Provider Name area type "Yu" and select Feliciano Yu Jr.
- 4) Leave the role set to "ANY"
- 5) Click the  Add button
- 6) Now, in the Provider Name area, type "Baldwin" and select Steven Todd Baldwin.
- 7) Use the drop-down box and select the role of "Admitting."
- 8) Click the  Add button
- 9) Click  OK
- 10) On the Name pop-up, specify a name for the new criteria-based list
- 11) Click  OK

For more information see:

- Patient List Tab → [List Types](#)

Modify

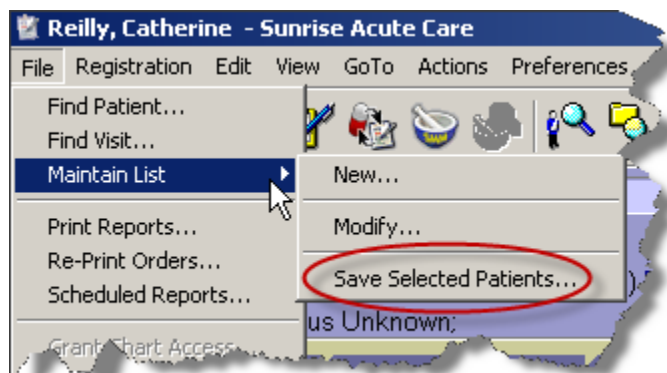


This menu option works with currently displayed criteria-based lists only. When this item is selected, the Client Selection Criteria pop-up will appear. Criteria can be added or removed.

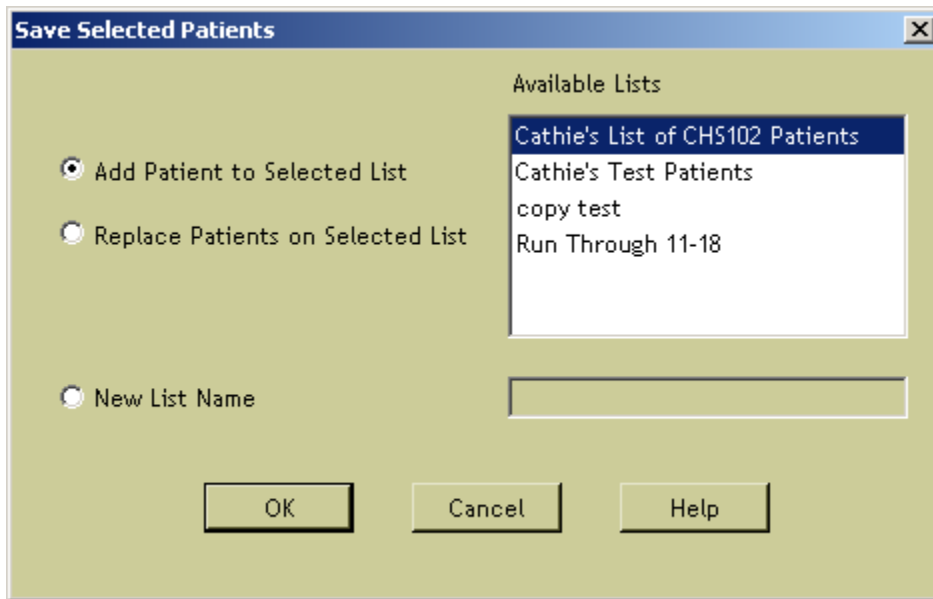
For more information see:

- Patient List Tab → [List Types](#)
- How Do I → Lists → [How Do I Create a Criteria-Based List?](#)

Save Selected Patient



Using this menu option will add selected patients to a special or personal list. After clicking this selection, the Save Selected Patients pop-up will appear.

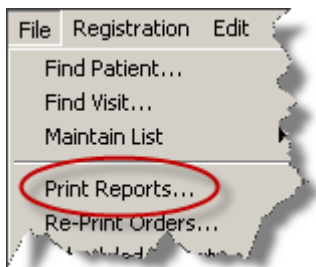



The selected patient(s) can be added to or can replace patients on an already existing personal/special list. A new list can also be created with the selected patient(s)

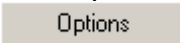
For more information see:

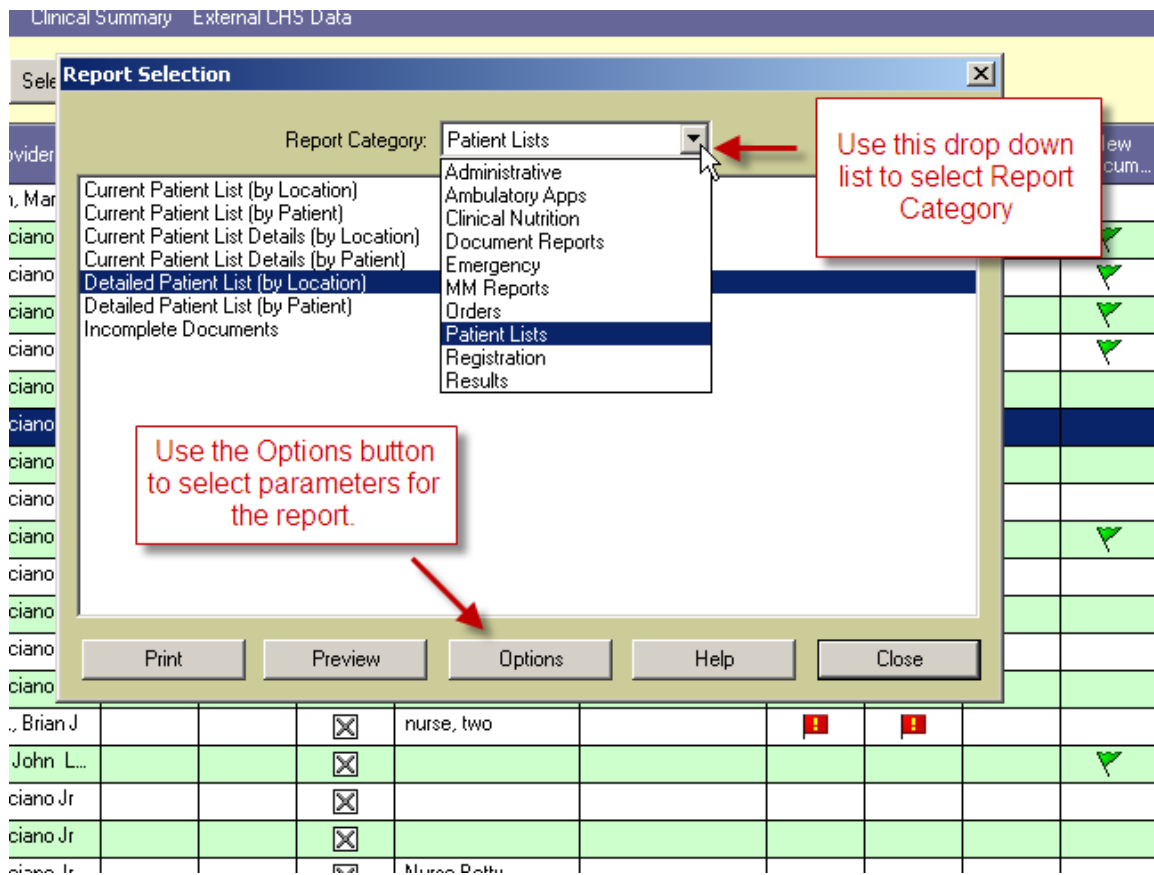
- Patient List Tab → [List Types](#)
- How Do I → Lists → [How Do I Create a Personal List?](#)

Print Reports...

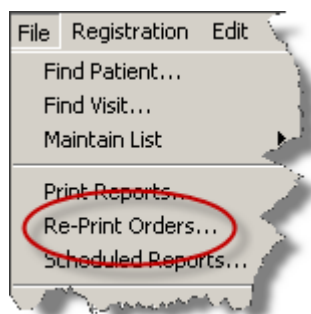


Clicking this selection is the same as clicking the Print Reports button  on the toolbar.

There are several report categories that can be accessed by using the drop down box. Use the  button to specify parameters for the report.



Re-Print Orders...



Use this option to reprint order requisitions.

Reprint Orders

Requisition: **Cell Count Requisition** 1) Use drop down to select type of Requisition

From Date: 12-28-2009 From Time: 00:00
To Date: 12-29-2009 To Time: 11:32 2) Specify Date/Time Range

Search 3) Click Search

Reprint Orders

Requisition: **Dietary Requisition Report**

From Date: 02-01-2010 From Time: 00:00
To Date: 02-19-2010 To Time: 13:56

Search

Once the Search is complete

Feb 17 2010	01:57 PM	Beauty, Sleeping	100345/1000000...	Wkst Loc	NURSI
Feb 17 2010	01:57 PM	Robin, Christopher	100348/1000000...	Wkst Loc	NURSI
Feb 17 2010	02:05 PM	Robin, Christopher	100348/1000000...	Wkst Loc	NURSI
Feb 17 2010	02:06 PM	Lightyear, Buzz	100347/1000000...	Wkst Loc	NURSI
			100351/1000000...	Wkst Loc	NURSI
			100345/1000000...	Wkst Loc	NURSI
			100343/1000000...	Wkst Loc	NURSI
Feb 17 2010	02:06 PM	Pan, Peter	100344/1000000...	Wkst Loc	NURSI
Feb 17 2010	02:07 PM	Hatter, Mad	100351/1000000...	Wkst Loc	NURSI
Feb 17 2010	02:08 PM	Beauty, S	0000		
Feb 17 2010	02:08 PM	Cricket, J	0000		
Feb 17 2010	02:08 PM	Pan, Pet	0000		
Feb 17 2010	02:08 PM	Lightyear, Buzz	100347/1000000...	Wkst Loc	NURSI
Feb 17 2010	02:08 PM	Robin, Christopher	100348/1000000...	Wkst Loc	NURSI

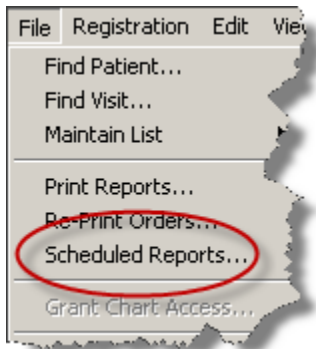
Click to select requisition

Click here to specify a printer

Click here to print

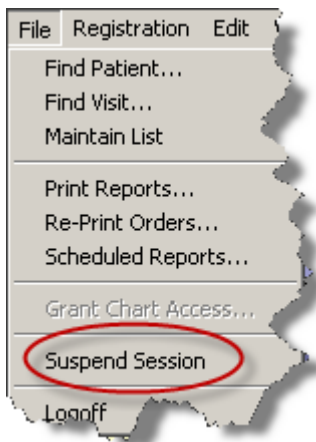
Close Printer.. Print Help


Scheduled Reports



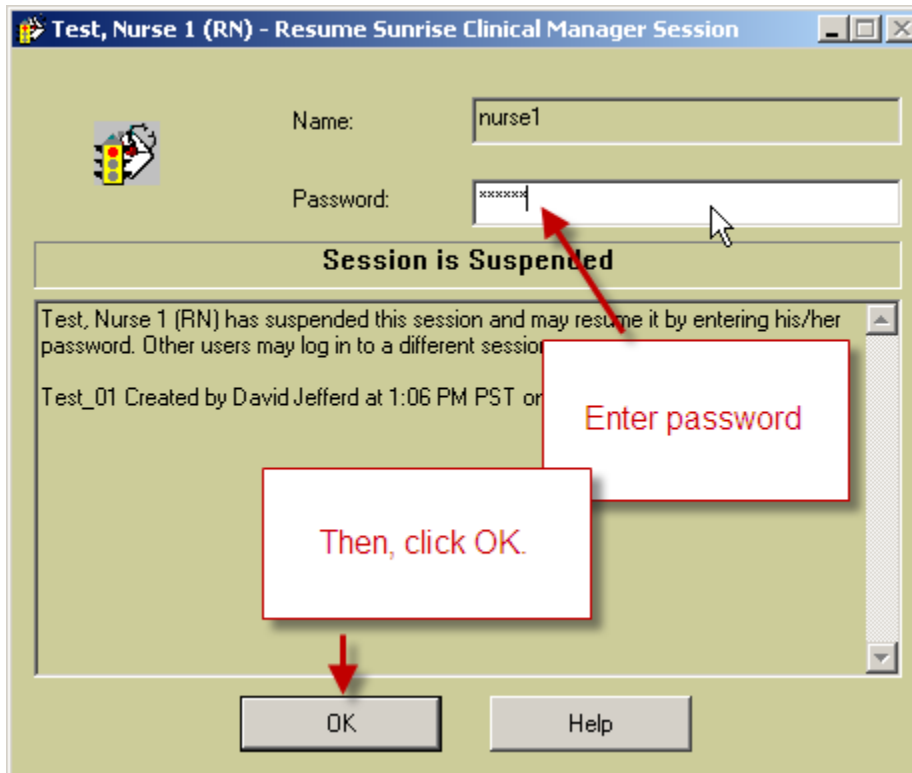
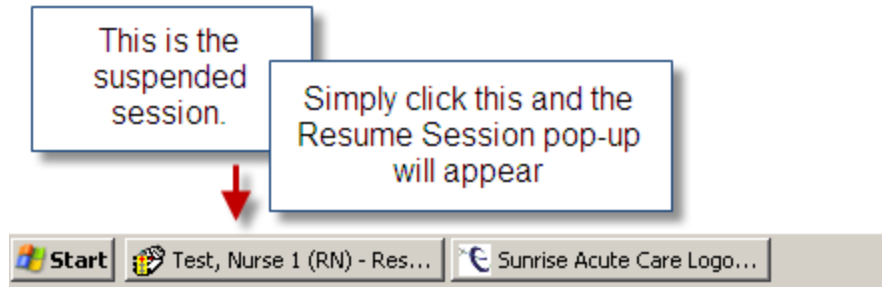
Scheduled Reports have been created for various CHS departments. Please contact the Customer Service Desk at x6568 with any questions or problems.

Suspend Session

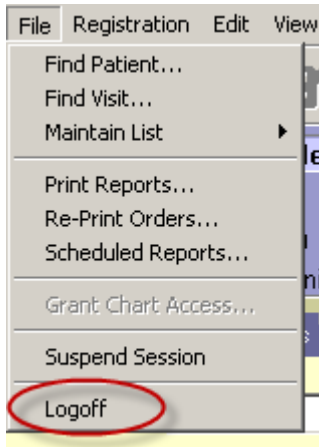


Clicking this selection is the same as clicking the Suspend Session  toolbar button.

Once clicked, a new sign on screen will appear and your session will be suspended and an entry will be placed on the bottom bar of the screen.



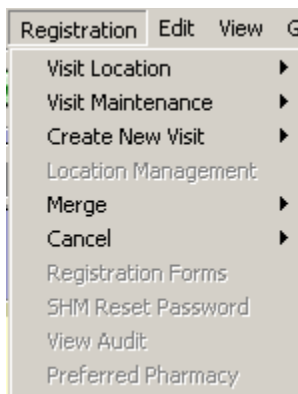
Logoff



Clicking this selection is the same as clicking the Logoff button  on the toolbar.

This will end your iConnect Acute Care session. Any temporary patient lists that were created are gone.

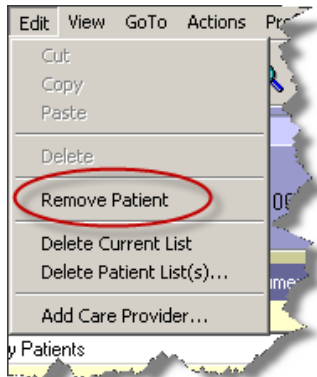
Registration




Despite appearances, there are no active options on this menu.

Edit

Remove Patient



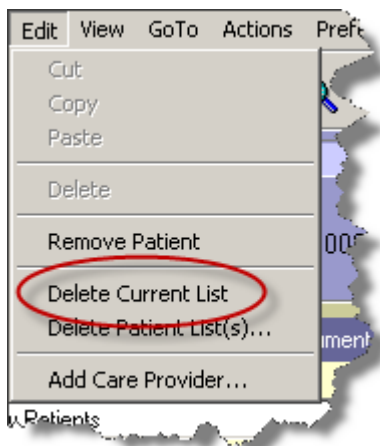
Clicking this selection is the same as clicking the Remove Patient button  on the toolbar.

This option is only active on the Patient List tab when a personal/special list is displayed and a patient or patients are selected. Those patients that are selected will be deleted from the currently displayed personal/special list.

For more information see:

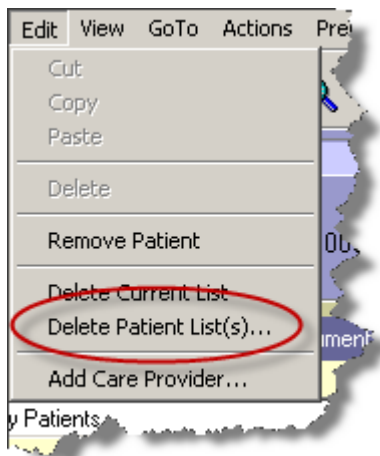
- How Do I → Lists → [How Do I Remove a Patient from a List?](#)

Delete Current List



This option deletes the Patient List that is currently displayed, regardless of the type of list.

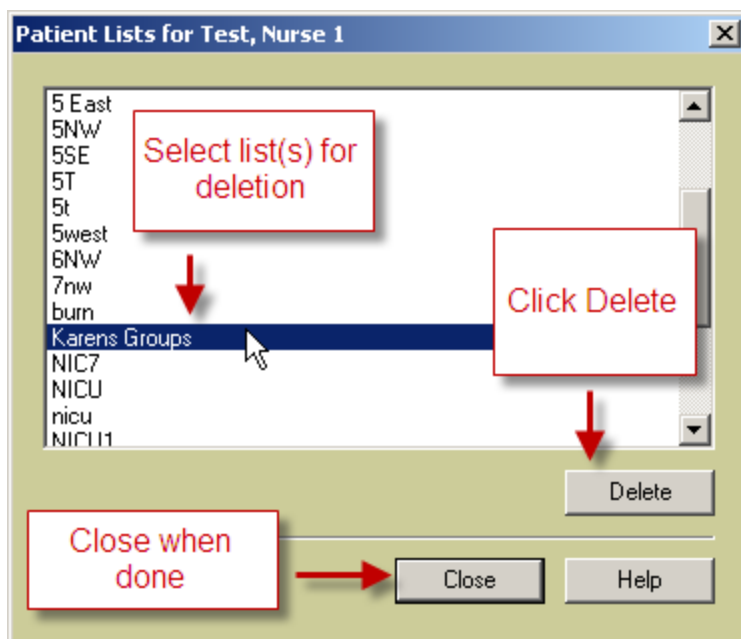
Delete Patient List(s)



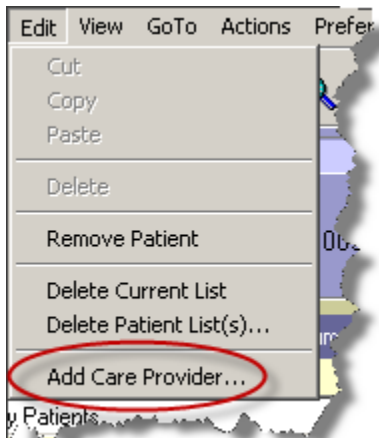
This option will provide an inventory of Patient Lists which can be selected for deletion regardless of the type of list. One or more lists can be selected.


To select multiple lists:

- Select the lists by clicking on them while holding down the **Ctrl** key
- Select a group using the **Shift** key.



Add Care Provider

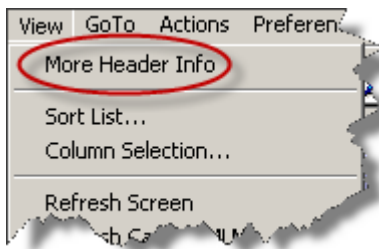



Clicking this selection is the same as clicking the Add Care Provider button  on the toolbar.

For more information see: [“How Do I Add a Care Provider?”](#)

View

More Header Info



Clicking this selection is the same as clicking the More Header Info button  on the toolbar.

The pop-up appears with display only info.

More Header Info - CORTEZ, CARMEN TRAIN

Length of Stay:	64d	Birth Date:	05-04-2005
Visit Status:	ADM	Height:	100 cm 11-03-2009 16:10
Admit Date/Time:	10-26-2009 10:57	Weight:	
Expected Discharge Date:		BSA:	sq. meters
Admit Via:			
Comment:			

Other Active Care Providers:

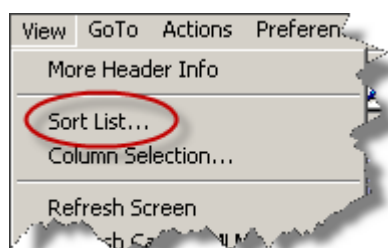
Role	Name	Org U
Admitting	Oh, M Kim (MD)	Me
Attending	Oh, M Kim (MD)	Me
Primary	Oh, M Kim (MD)	Me
Referring	FEINSTEIN, RONALD...	
Consulting	Test Doctor 1 (Phusici	Me


Active Allergies:

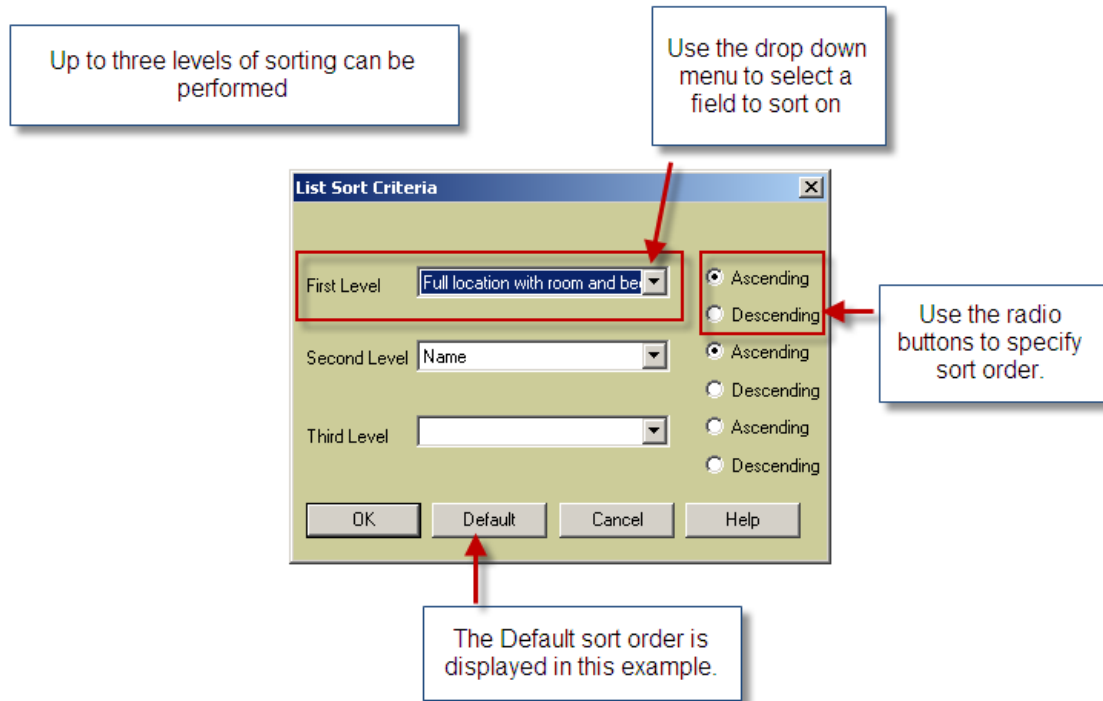
Allergy	Reaction
No Known Allergies	

Close Help

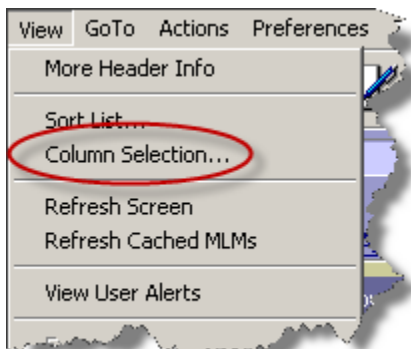
Sort List...

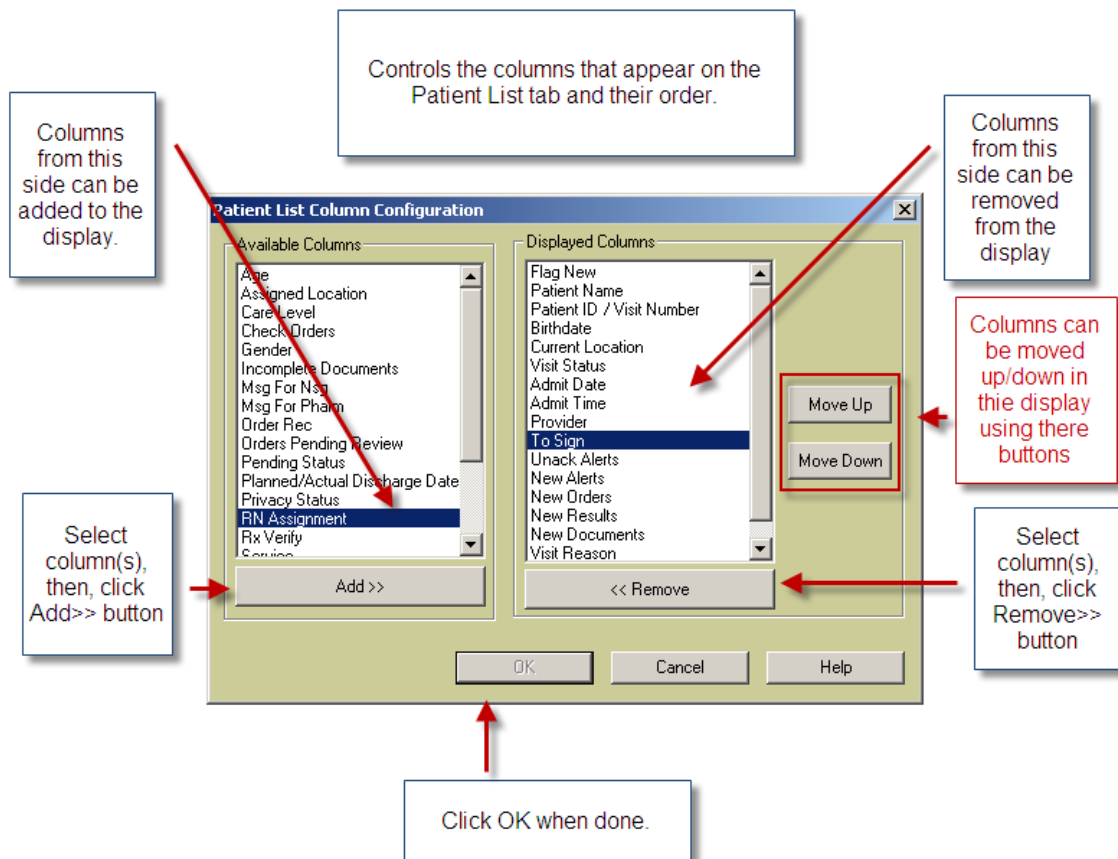


Clicking this selection is the same as clicking the Sort List button  on the toolbar. One to three levels can be used to sort the Patient List currently displayed.

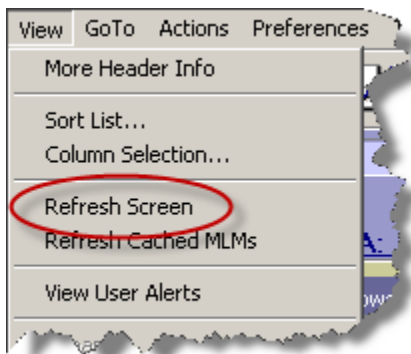



Column Selection...






Refresh Screen



Clicking this selection is the same as clicking the Refresh Screen button  on the toolbar.

Using this option or clicking  will refresh the screen so that the most up to date info is being displayed.

Refresh Cached MLMs

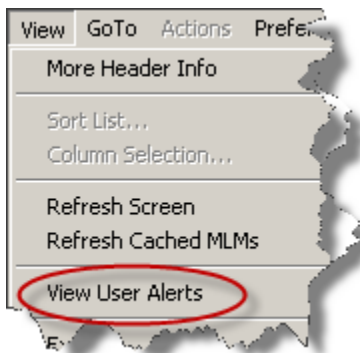


The Customer Support Desk at x 6568 or someone from IT will direct use of this option.

An MLM is a **M**edical **L**ogic **M**odule. These are rules setup by the system and CHS that control the way the iConnect Acute Care system works. These are loaded into memory and stay there for faster access. If a change or update to an MLM has been made, it may be necessary to use this option to force those changes to be effective right way.

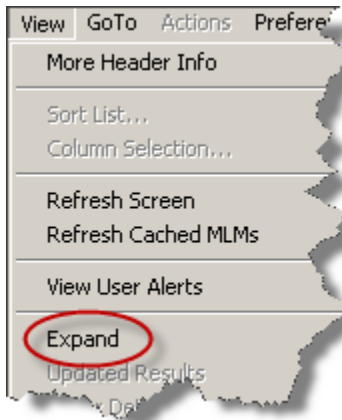
Again, The Customer Support Desk will direct use of this option.

View User Alerts



This option displays user alert history.

Expand



This option is available on the Flowsheet tab. How this function depends on the state of the headings. Even though the menu selection is “Expand”, if the headings are expanded, they will contract. If they are contracted, they will expand.

Patient Info		Documents	Flowsheets	Clinical Summary	External CHS Data		
Intake and Output, From 12-05-2009 to 01-05-2010							
			12-29-2009 12:00	12-29-2009 14:00	12-29-2009 14:00 Shift	12-30-2009 6:00 Daily	01-05-2010 06:00 Daily
Length of Stay Total	Intake				560	560	
	Output				550	550	
	Net				10	10	
Grand Total	Intake	120			560	560	
	Output		250		550	550	
	Net	120	-250		10	10	
Blood Balance Total	24 Hr.	260	10		10	10	
	Intake						
	Output						
	Net						
	24 Hr.						
INTAKE							
OUTPUT							

The "+" indicates that these headings have more detail below them. They are "contracted".

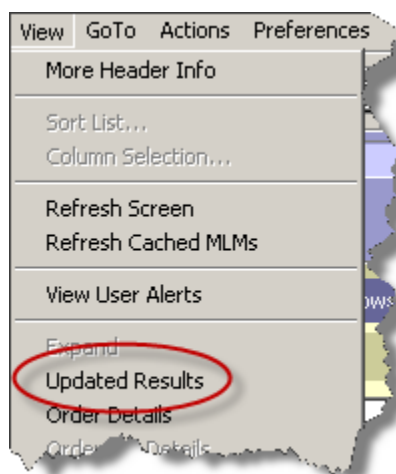
Intake and Output, From 12-05-2009 to 01-05-2010					
		12-29-2009 12:00	12-29-2009 14:00	12-29-2009 14:00 Shift	12-30-2009 6:00 Daily
Length of Stay Total				560	560
Intake				560	560
Output				550	550
Net				10	10
Grand Total					
Intake		120		560	560
Output			250	550	550
Net		120	-250	10	10
24 Hr.		260	10	10	10
Blood Balance Total					
Intake					
Output					
Net					
24 Hr.					


The "-" indicates that these headings are "expanded".

The details below the headings are now visible


INTAKE					
Oral					
Oral Fluids					
0 m L/hr		120		560	560
OUTPUT					
Urine/Urine Testing					
Voided (mL)			250	550	550

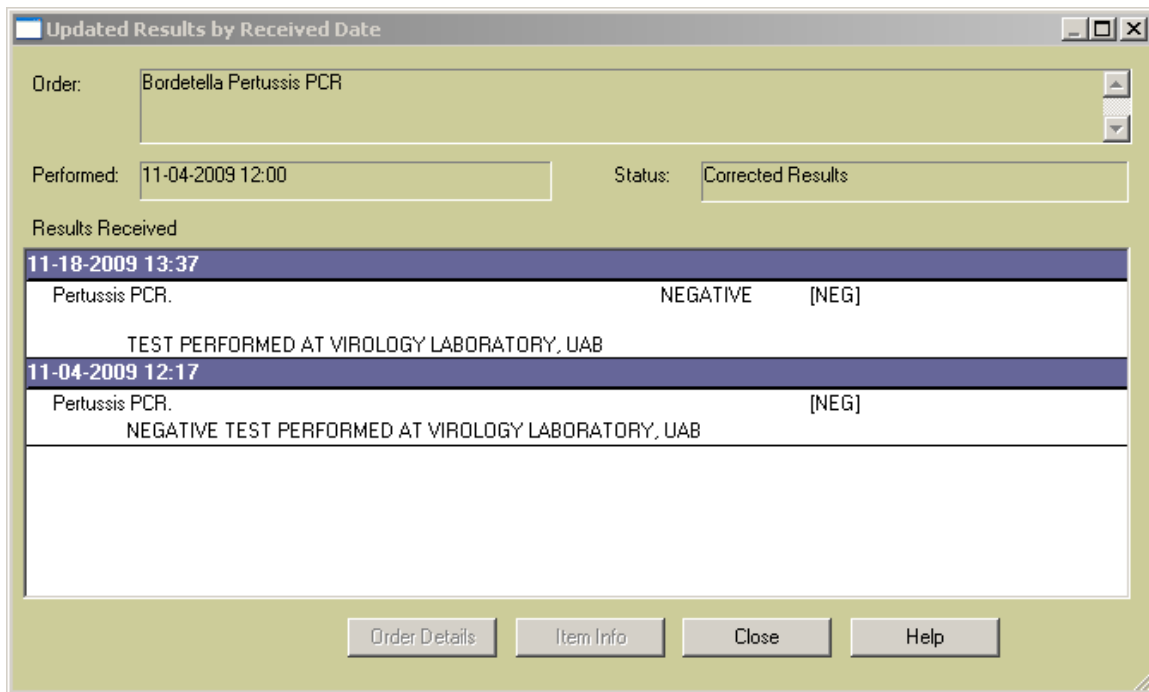
Updated Results



This option is available only on the Results tab for results with the  icon. For example:

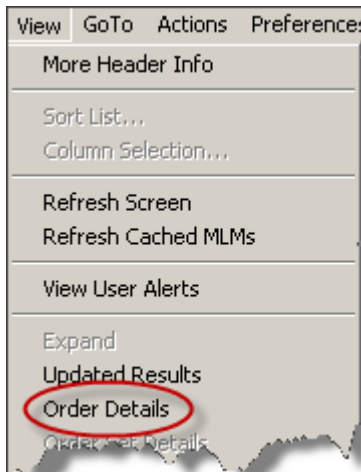
11-04-2009 12:00	Bordetella Pertussis PCR	Corrected Results
Pertussis PCR.	NEGATIVE [NEG]	
TEST PERFORMED AT VIROLOGY LABORATORY, UAB		

In fact, selecting this menu option and clicking on the  icon will display the same pop-up.



Results Received		
11-18-2009 13:37		
Pertussis PCR.	NEGATIVE	[NEG]
TEST PERFORMED AT VIROLOGY LABORATORY, UAB		
11-04-2009 12:17		
Pertussis PCR.		[NEG]
NEGATIVE TEST PERFORMED AT VIROLOGY LABORATORY, UAB		

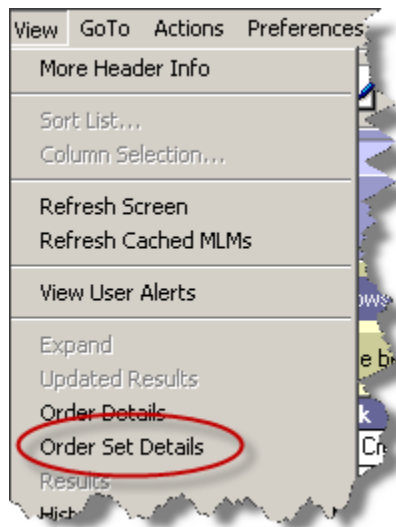
Order Details




This option is available on the Orders tab and the Results tab.

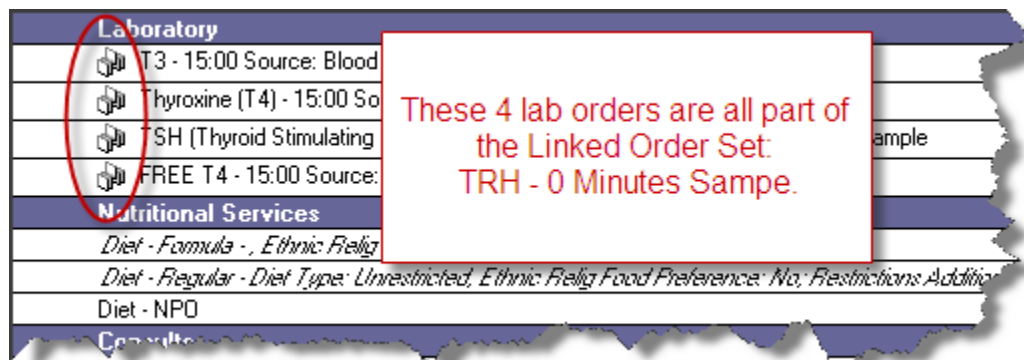
With an order or result selected, this menu option will display the order form.

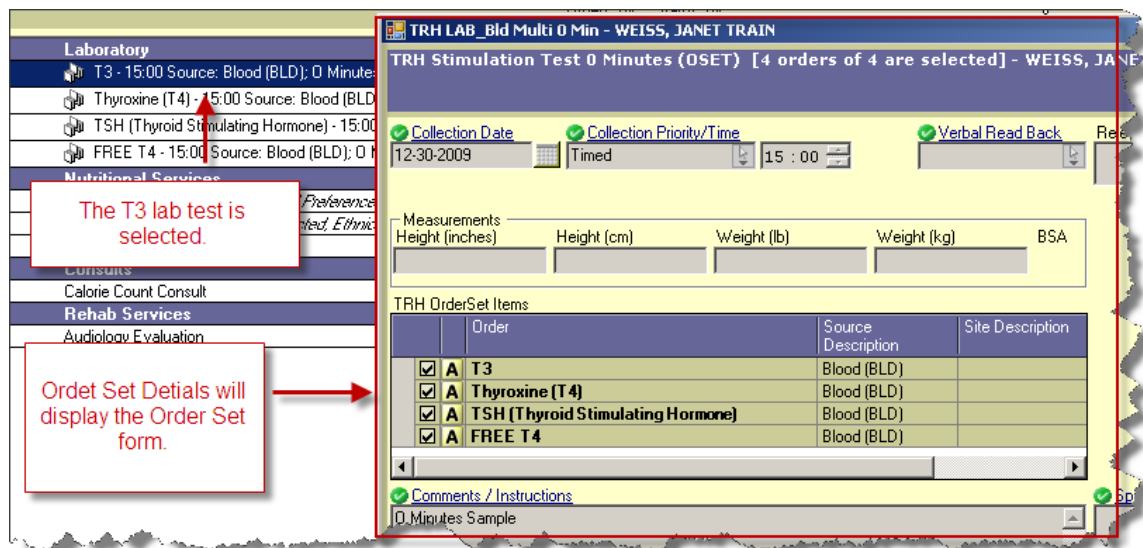
Order Set Details




This option is available on the Orders tab. It is only active when an order placed through an order set or a linked order set is selected.

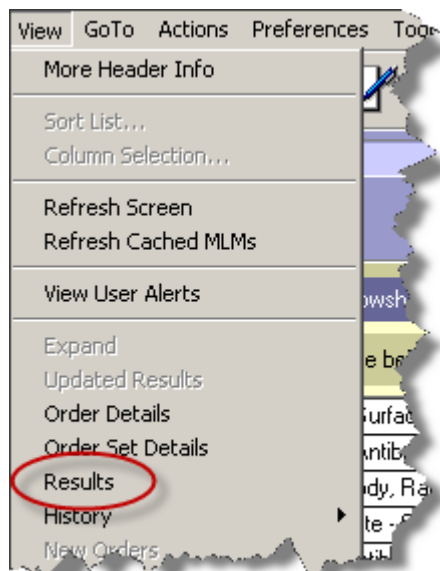
Those individual orders that were ordered through a linked order set will have the  icon on the summary line. For example:





Orders without the  icon could also have been placed with an order set. The only way to tell is that this option will be active if such an order has been placed.

Results



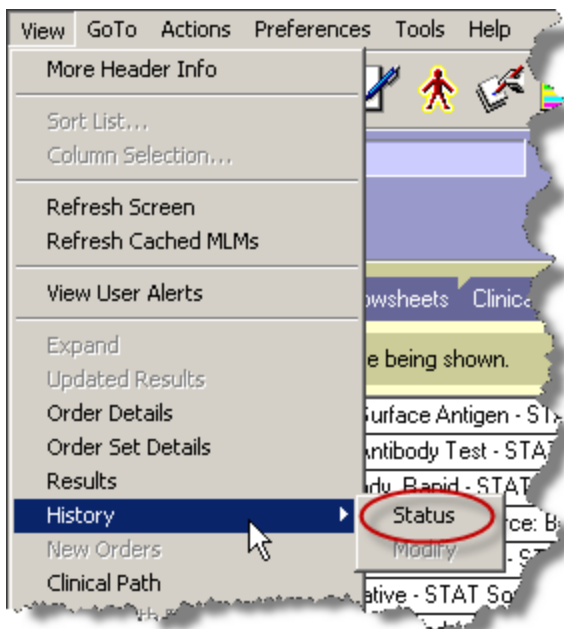
This option is active on the Orders tab for those orders that have results available. An example of the Show Results pop-up:

11-03-2009 18:23	FBP	1 or more Fin...
Sodium (NA), Blood	142	[134-143 MMOL/L]
Potassium, Blood	3.6	[3.3-4.6 MMOL/L]
Chloride, Blood	120	[96-109 MMOL/L]
Carbon Dioxide - CO2	20	[20-31 MMOL/L]
Anion Gap	2	
Glucose, Blood	99	[70-126 MG/DL]
BUN	9	[7-17 MG/DL]
Creatinine, Blood	0.9	[0.3-0.7 MG/DL]
Calcium, Blood	22.0	[8.8-10.1 MG/DL]

☐ Show Visit Details

Close Annotations... Order Details Item Info Print Results Help

History → Status

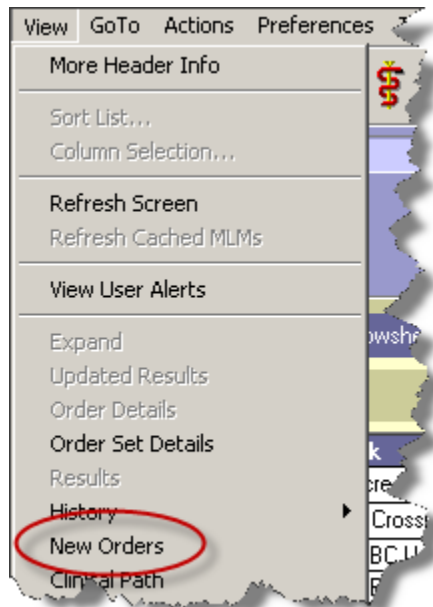


This option is available on the Orders tab.

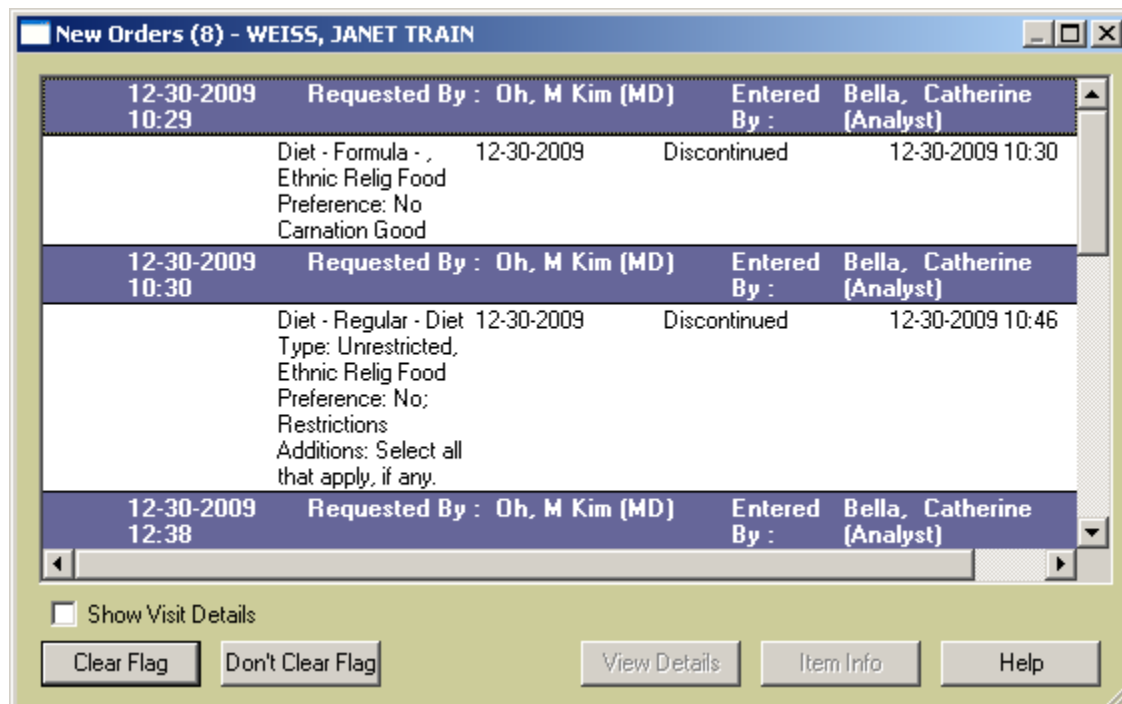
For more information see:

- Orders Tab → Right-Click Options → [History → Status](#)

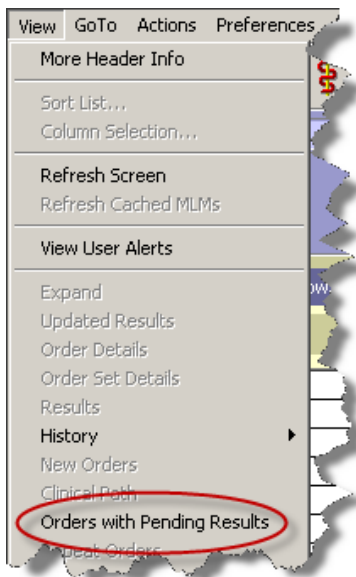
New Orders



This option is available on the Orders tab when new orders have been placed on the selected patient by **another** user. Here's an example of the pop-up:

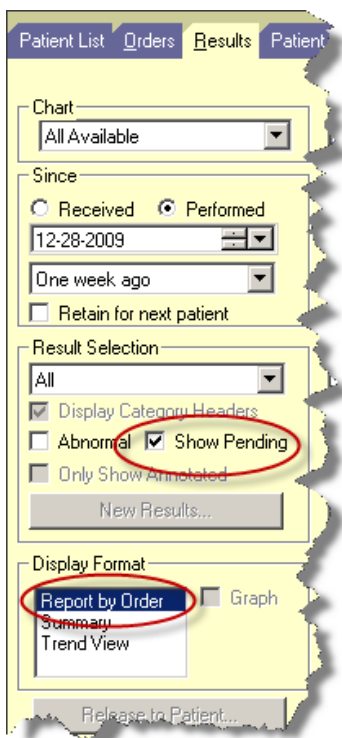


Orders with Pending Results

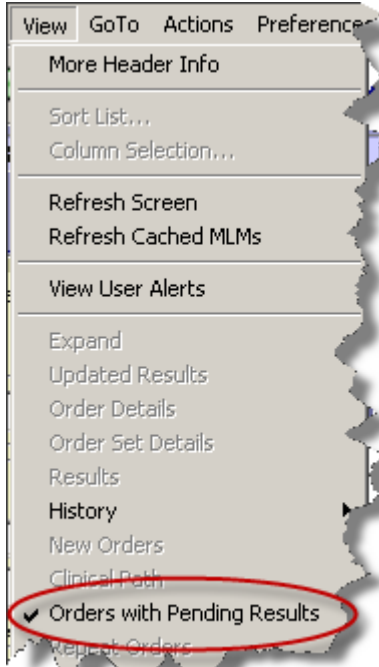


This option is available on the Results tab in the Display Format Report by Order. When used, it will only show those results that are pending.

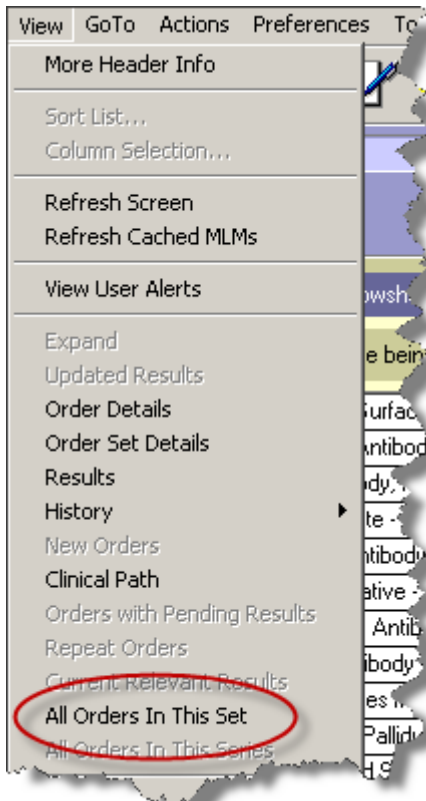
When clicked, a check will appear next to the “Show Pending” box in the Results Section of the filter panel.




A check will also remain on the View menu.

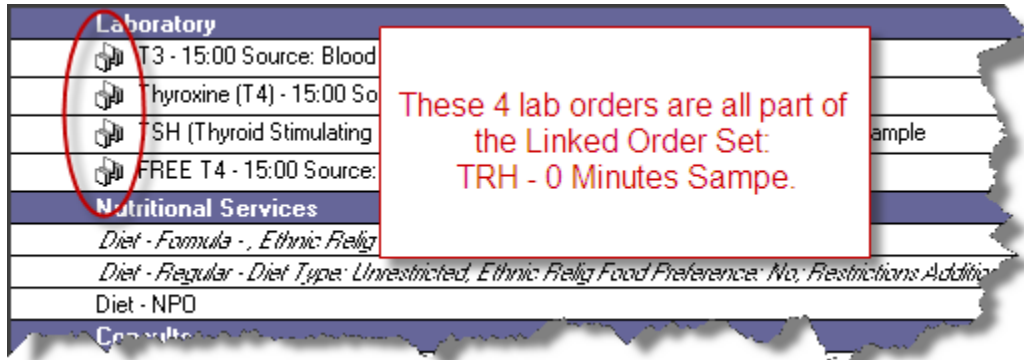


All Orders in this Set

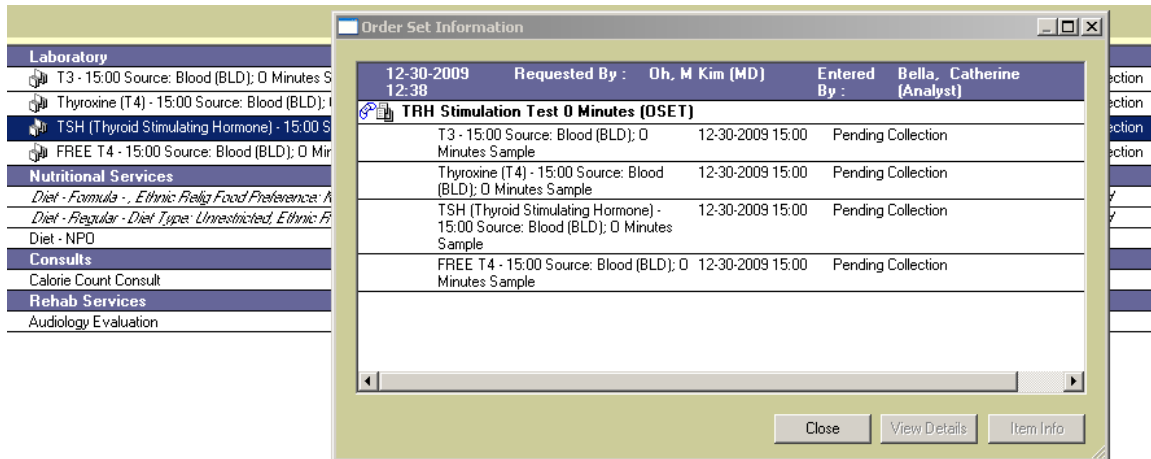



This option is available on the Orders tab. It is only active when an order placed through an order set or a linked order set is selected.

Those individual orders that were ordered through a linked order set will have the  icon on the summary line. For example:

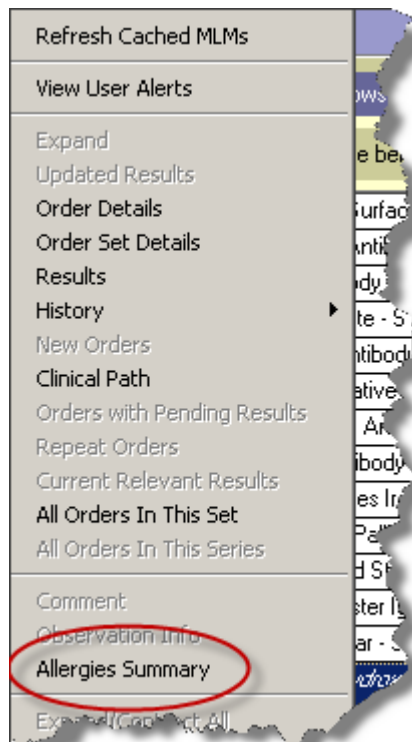


In this example, the order for TSH is selected and the Order Set Information pop-up displays all orders in the Linked Order set for the TRH Stimulation Test 0 Minutes.

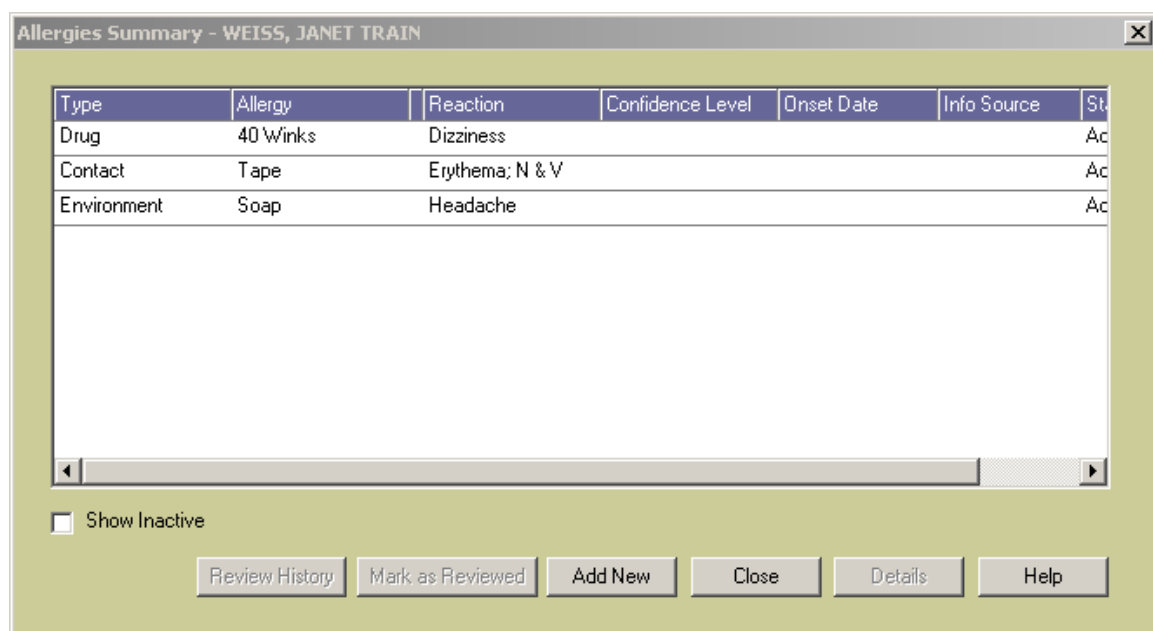


Orders without the  icon could also have been placed with an order set. The only way to tell is that this option will be active if such an order has been placed.

Allergy Summary

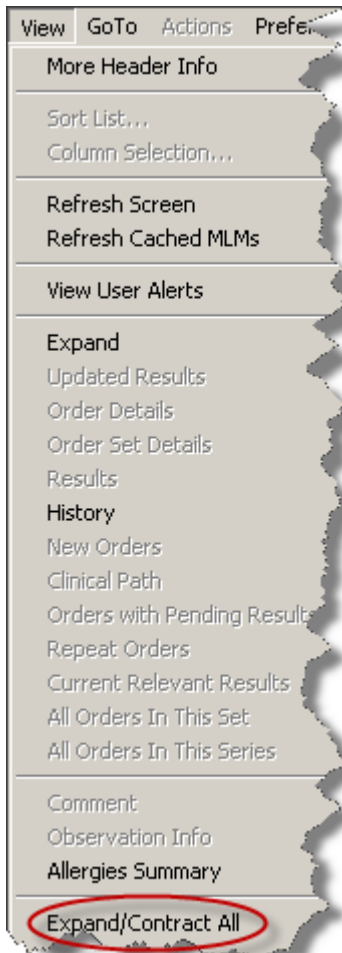


Selecting this menu option will display an Allergies Summary pop-up window. For example:



This pop-up will allow review of the allergies and also the ability to add new allergy information.

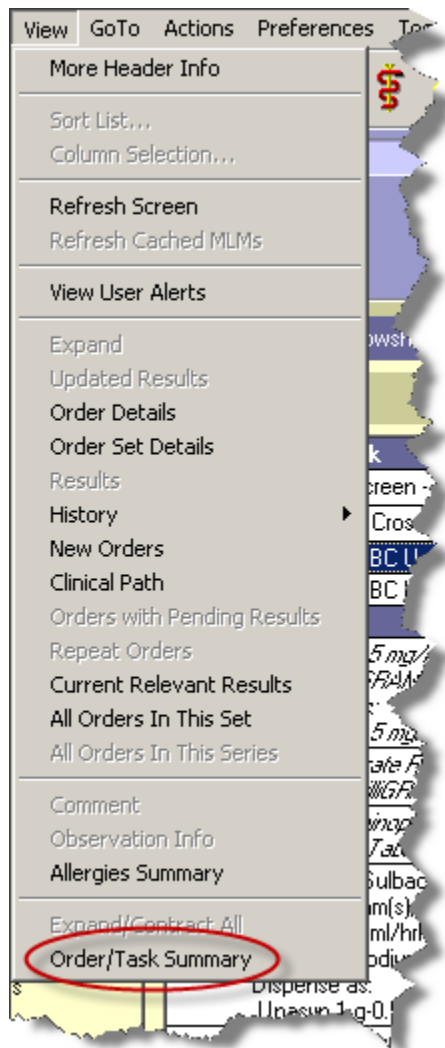
Expand/Contract All



For more information see:

- Menu Bar → [View](#) → [Expand](#)

Order/Task Summary



This option is available on the Orders tab. It is only active when an order is selected. Below is an example of the Order/Task Summary pop-up:

Order/Task Summary

WEISS, JANET TRAIN 6NW-692-01 Female 7y5m (07-08-2002)
 Drug: 40 Winks; Environment: Soap; Contact: Tape

Show orders active in this time frame:

Chart: This Chart From: 10-26-2009 Start Of Chart To: 01-05-2010 Update List

☒ Show selected order only (Diet - NPO 12-30-2009)
☐ Include orders with same name (Diet - NPO)
☐ Include orders with same generic name
☐ Include orders of same category

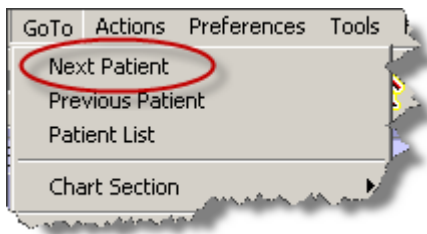
Drag a column header here to group by that column.

Order Details	Start Date	Stop Date	Requested by Provider	Status
Task Name	Date/Time	Performed	Dose Given	Route
Diet - NPO	12-30-2009 10:46		Oh, M Kim	Active

Drug Info Details Expand/Collapse All Close Help

GoTo

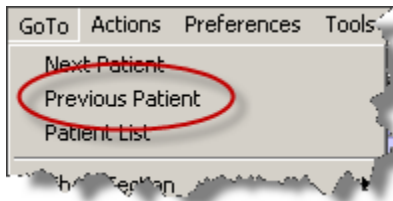
Next Patient



Used to display the chart of the next patient selected in the Patient List

Same function as the Next Patient button  on the toolbar.

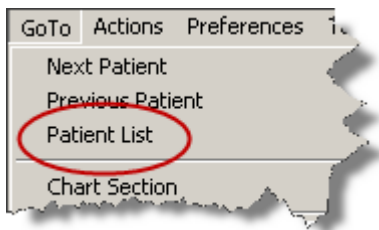
Previous Patient



Used to display the chart of the previous patient selected in the patient list.

Same function as the Previous Patient button  on the toolbar.

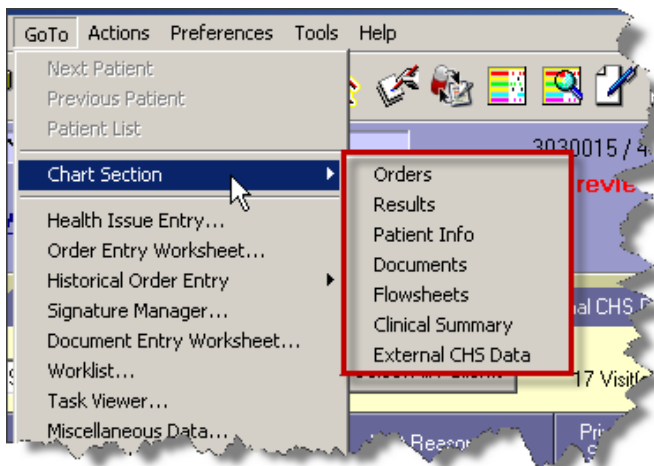
Patient List



Used to display the Patient List.

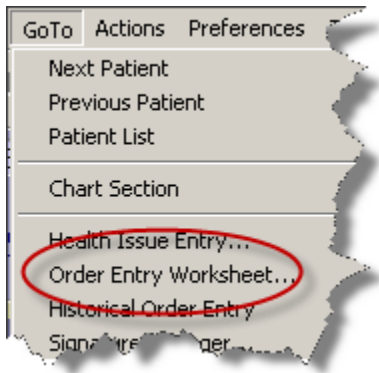
Same function as the Patient List button  on the toolbar.

Chart Section




Can be used to navigate to chart sections or tabs.

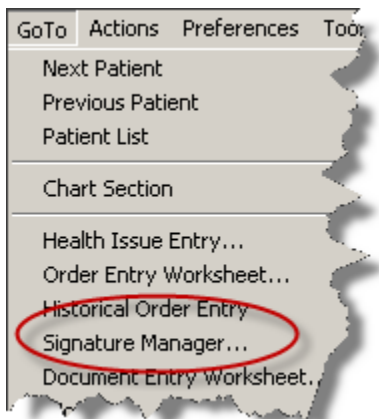
Order Entry Worksheet....



Will display an Order Entry Worksheet for selected patient.


Same function as the Enter Order button  on the Patient Header.

Signature Manager




Will open the Signature Manager Window.

Signature Manager is used to sign orders, documents and verify (approve) orders across multiple patients and charts. Signature Manager tracks what needs to be signed, who can sign it, when it was signed and who signed it. It provides a list of items to be signed. It also tracks orders that require verification. Users can sign or co-sign items that are assigned to them.

Same function as the Signature Manager button  on the toolbar.

Document Entry Worksheet...

Used to open a blank document worksheet.

Same function as the Enter Document button  on the toolbar.

Worklist...

Used to view a list of tasks to be performed for a patient or list of patients, and to indicate which tasks were completed within a particular time frame.

Same function as the Worklist Manager button  on the toolbar.

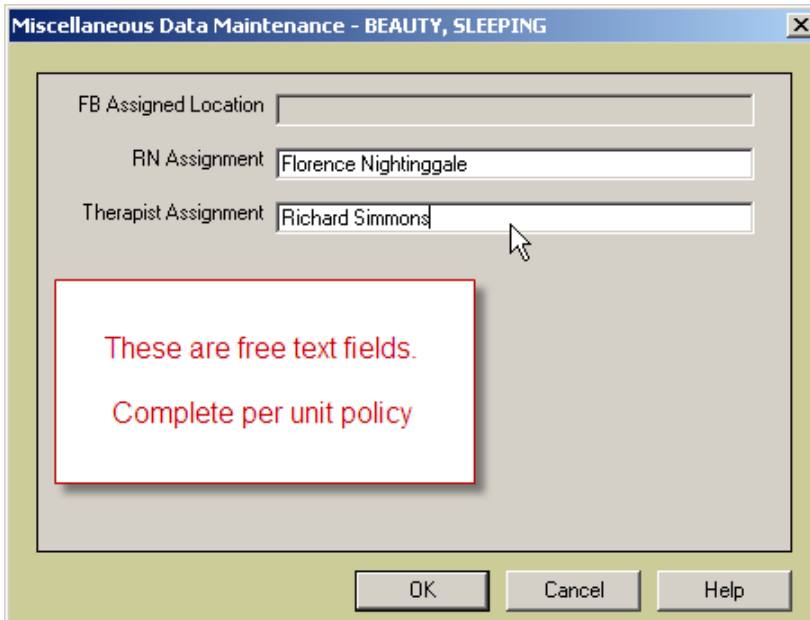
Task Viewer...

Used to view a history of task completion for multiple orders for the active patient.

Same function as the Task Viewer button  on the toolbar.

Miscellaneous Data...

At CHS, this option will display the pop-up for the RN and Therapist Assignments:



Miscellaneous Data Maintenance - BEAUTY, SLEEPING

FB Assigned Location

RN Assignment

Therapist Assignment

These are free text fields.
Complete per unit policy

OK Cancel Help

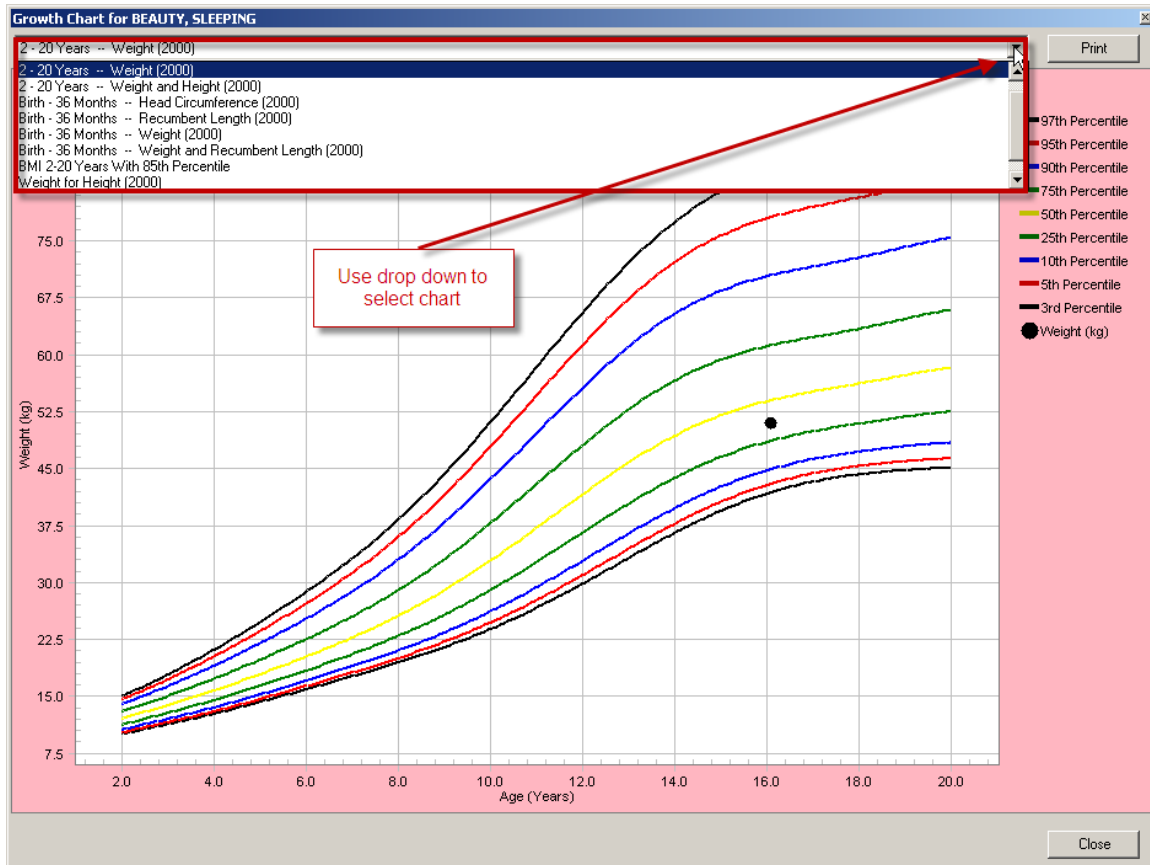
Expert Advice (Drug info)

Used to obtain medication information

Same function as the Expert Advice button .

Growth Charts

Will display the growth charts for selected patient. For example:



Actions

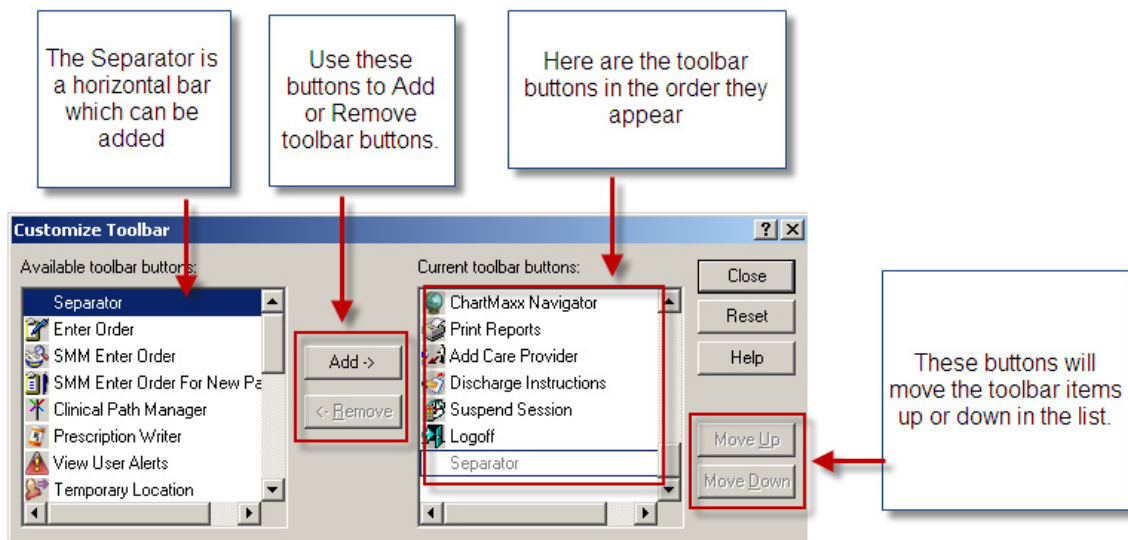
This menu changes depending on which chart tab is selected. Please see the chart sections for more details.

Preferences

Toolbar...

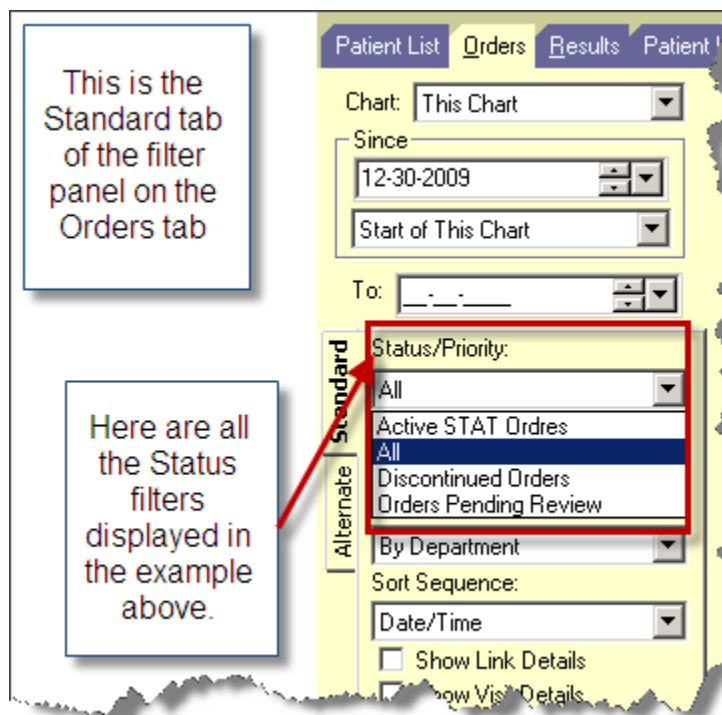
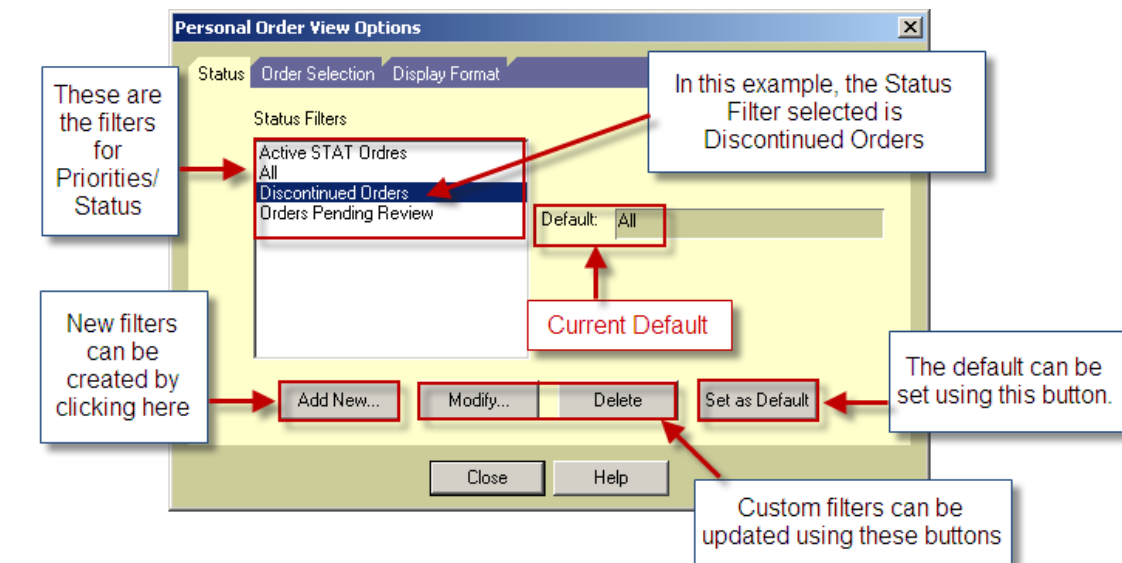


The toolbar can be customized with this option.

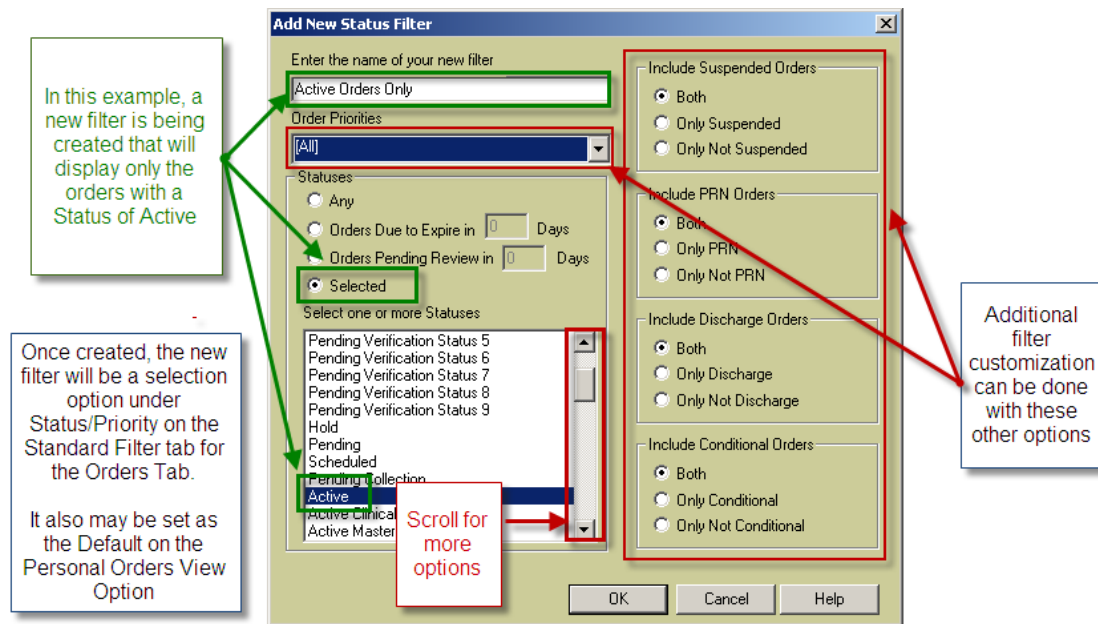


Order Review...

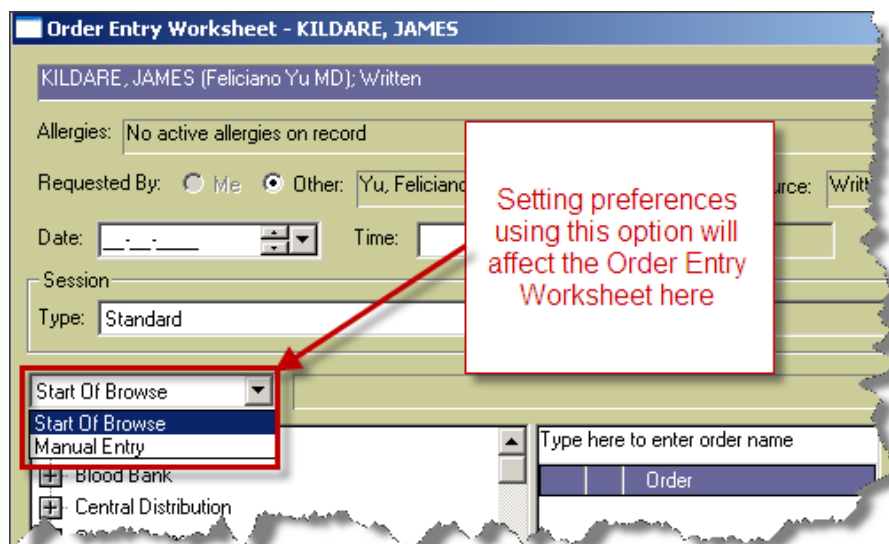
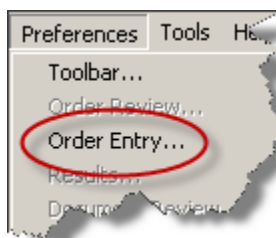
This option is only accessible when the Orders tab is open. Which orders and how they are displayed can be customized using this option.



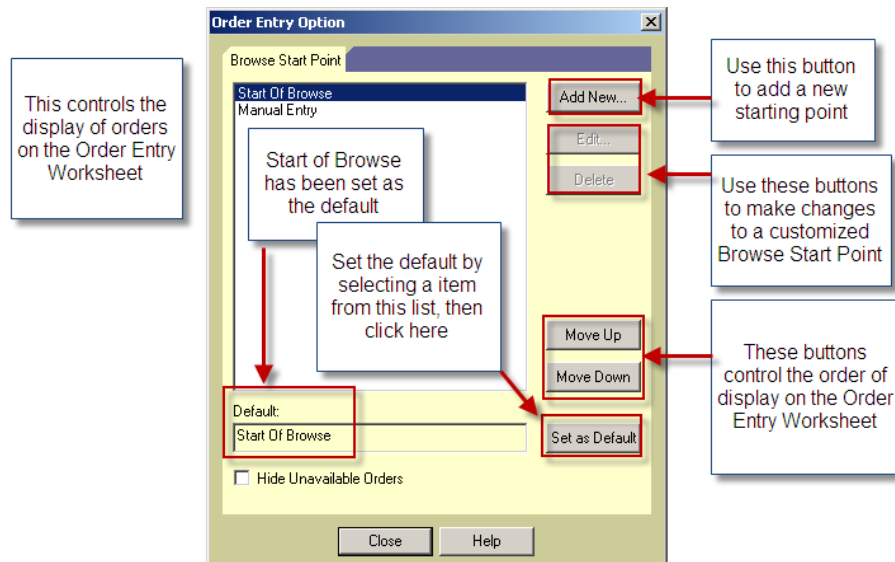
This is the pop-up used to create a new status filter for the Orders tab.



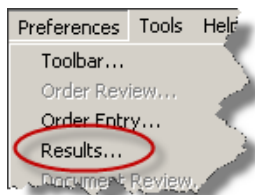
Order Entry...



This is the pop-up that controls the Order Entry Browse:

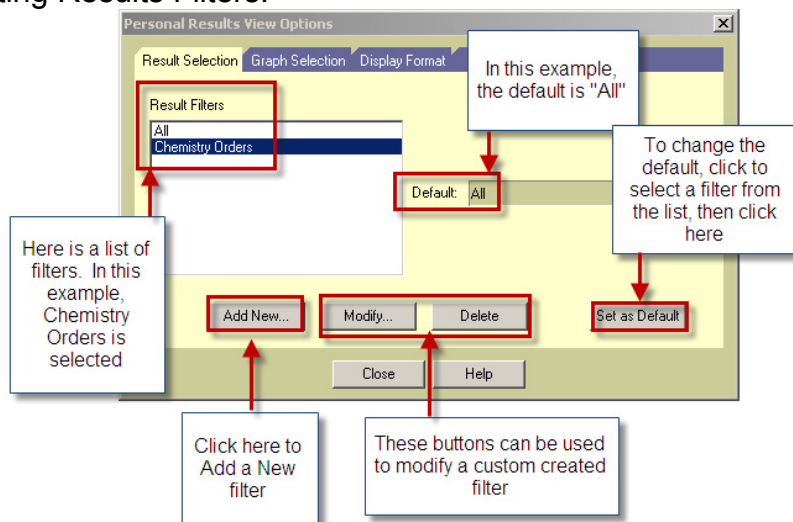


Results...

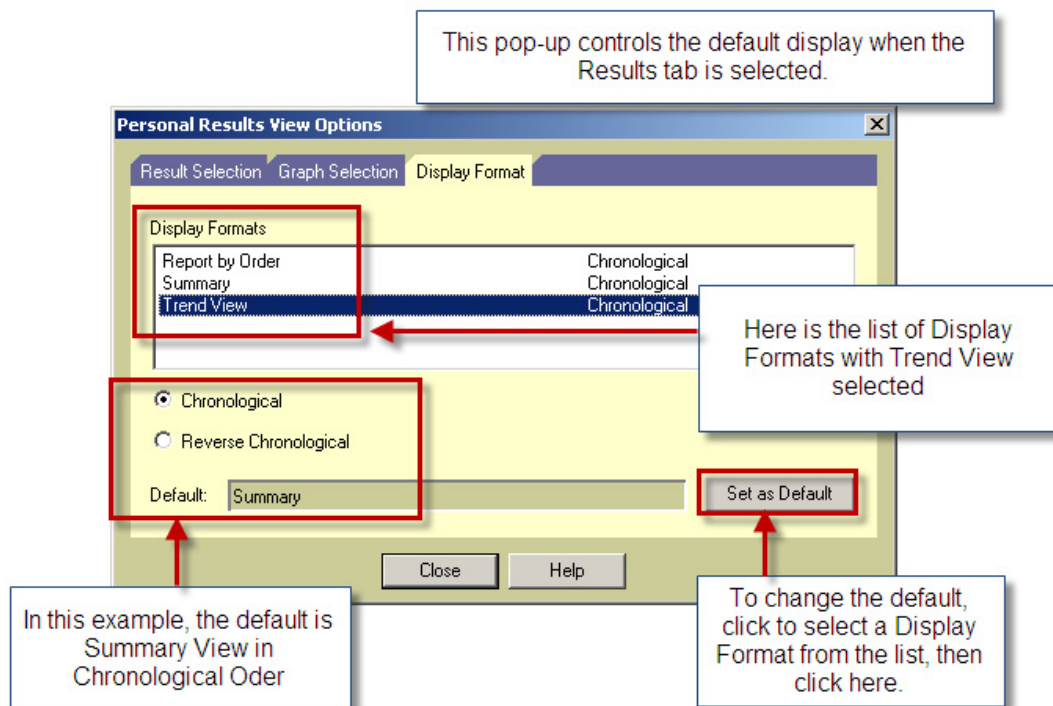


This option is available only when the Results tab is open.

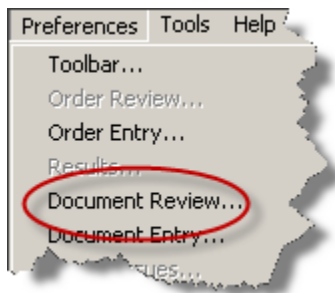
Setting Results Filters:



Setting default display on the Results tab:

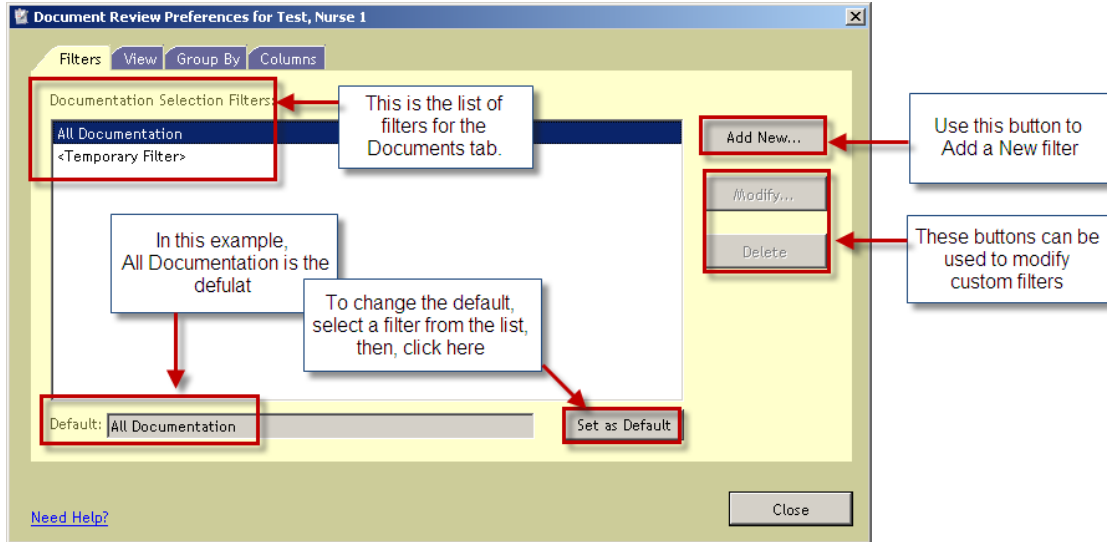


Document Review...

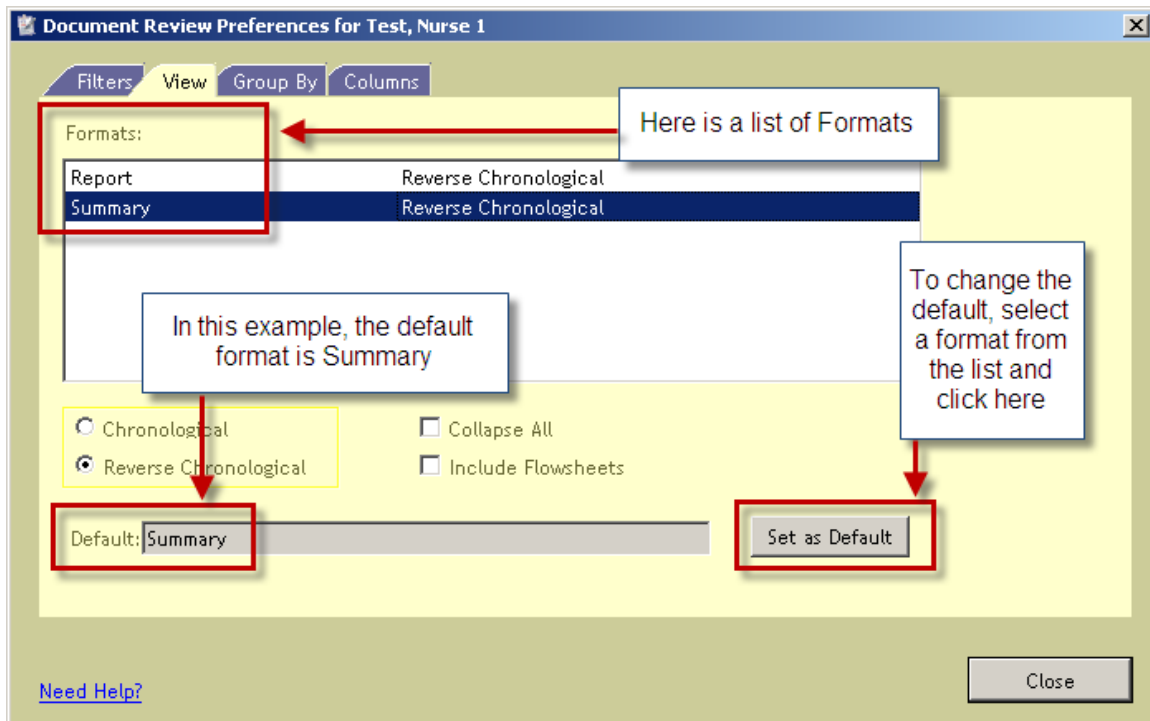


This option is available only when the Documents tab is open.

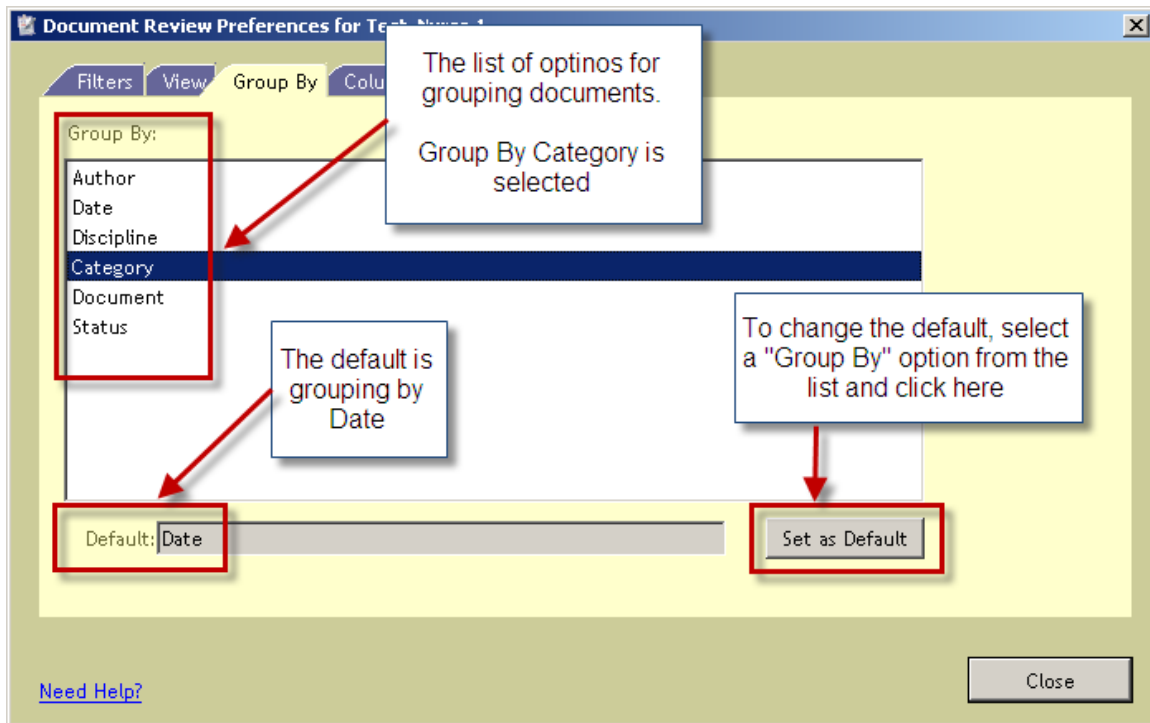
Setting Document Filters:



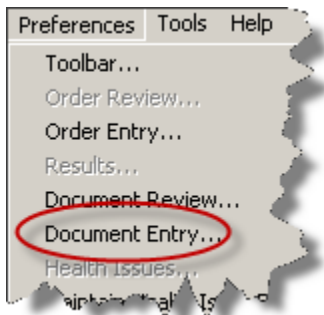
Setting the default format:



To set the default grouping of documents:



Document Entry...



This option is only available when a patient is selected. On the Document Entry Worksheet, it sets the default access to documents.

Document Entry Worksheet - HOWSER, DOOGIE

Authored: ☐ Date ☒ Now 03 - 01 - 2010

Authored By: ☒ Me ☐ Other

Co-Signature

Flag As: ☐ Incomplete

These are the options for paths to documents

Start Of Browse
Start Of Browse
Manual Entry
Personal Documents

Type here to enter document name
Document Name

A Personal Documents list can be created to provide quick, easy access to frequently used documents.

Personal Document Entry for Bella, Catherine

Personal Documents Browse Start Point

All Documents:	Selected:
<ul style="list-style-type: none">Nursing<ul style="list-style-type: none">Admission Notes<ul style="list-style-type: none">Inpatient Nursing AdmissionIAH Functional ScreenMedication ReconciliationPlan of Care<ul style="list-style-type: none">Plan of CarePlan for EducationFlowsheetsPsychMedication<ul style="list-style-type: none">MedicationMedicationMedicationPatient<ul style="list-style-type: none">Patient	<ul style="list-style-type: none">Inpatient Nursing Admission AssessmentMedication Reconciliation AdmissionMedication Reconciliation TransferMedication Reconciliation DischargePlan of Care

Documents from this side can be selected and added to Personal Documents

Documents on this side have already been selected to display as Personal

These buttons control the order that the documents will appear in the list

Move Up
Move Down

Add > < Remove

Use these buttons to add or remove documents from Personal Documents

Need Help? Close

Document Entry Worksheet - HOWSER, DOOGIE

Authored: ☐ Date ☒ Now 03 - 02 - 2010 C T

Authored By: ☒ Me ☐ Other Source: [Text Box]

Co-Signatures: ☐ [Text Box] ☐ [Text Box]

Flag As: ☐ Incomplete ☐ Results Pending ☐ Priority

Personal Documents [Dropdown]

Type here to enter document
Document Name

Medication Reconciliation Discharge
Medication Reconciliation Admission
Medication Reconciliation Transfer
Plan of Care
Inpatient Nursing Admission Assessment

Here is the list of Personal Documents that was created

The starting point for document entry can be set with the Browse Start Point.

Personal Document Entry for Bella, Catherine

Personal Documents Browse Start Point

Start Of Browse
Manual Entry
Personal Documents

List of available browse points

In this example, the default for the Browse Start is Personal Documents

Default
Personal Documents

To change the default, select from the list and click here

Add or remove browse points using these buttons

Add New
Delete

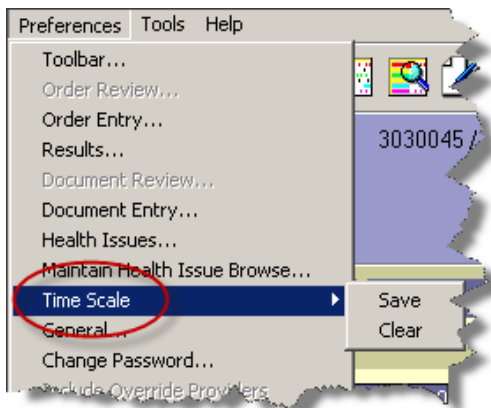
These buttons can change the order in which the browse points display

Move Up
Move Down

Set As Default

Need Help? Close

Time Scale

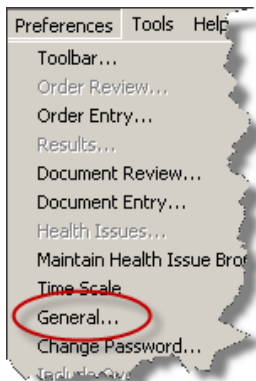


For the Results tab, the Time Scale can be adjusted from the Actions Menu option Modify Time Scale. This option under Preferences can save or clear those changes as a user default.

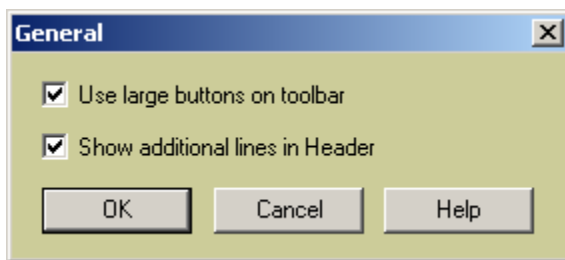
For more information see:

- Results Tab → Actions → [Modify Time Scale](#)

General...



These options should remain unchanged.



Change Password...

This option is used to change passwords.

Enter current password

Change Password

Name: cabella

Old Password:

New Password:

Confirm New Password:

Enter new password.
Enter it again to confirm

OK Cancel Help

Worklist Manager...

This option shows which worklists will display when the Worklist Manager button



is clicked.

This is an example of the pop-up that shows the worklists that will display

Worklists

Active	Source	Name	Applies To
<input checked="" type="checkbox"/>	Facility	Consolidated Task - Selected Patient	The Current Patient
<input checked="" type="checkbox"/>	Facility	Medications (eMAR) - Selected Patient	The Current Patient
<input checked="" type="checkbox"/>	Facility	Nursing - Selected Patient	The Current Patient
<input checked="" type="checkbox"/>	Facility	Nursing - Current Patient List	The Current Patient List

If a new worklist is required, please contact the CSD @ 939-6568

Add New... Modify... Remove


Close Help

Tools

Emergency Medications

This is used to print the Code Sheet for patient. It functions the same as the Emergency Medications button  on the toolbar.


Handbook

This is used to access the Lab Tests Online Handbook. It functions the same as the Handbook button  on the toolbar.


Kinetics Calculator

This is a pharmacy application. The toolbar button looks like this: 


McKesson Medication History

This is used to display past medication history for patient. It functions the same as the McKesson Medication History button  on the toolbar.

ChartMaxx Completion

This is used to link physicians to their current chart deficiencies. It functions the same as the ChartMaxx Completion button  on the toolbar.



















ChartMaxx Navigator










This is used to link to the patient's medical record. It functions the same as the ChartMaxx Navigator button  on the toolbar.

Help

This can be used to access the standard help documentation from the vendor for iConnect Acute Care. It is not specific to CHS.

TOOLBAR

Button	Title	Description
	Refresh	Used to update the patient list, enabling user to see new information, for example New Results flag
	Previous Patient	Used to display the chart of the previous patient selected in the Patient List
	Patient List	Used to display the Patient List
	Next Patient	Used to display the chart of the next patient selected in the Patient List
	Remove Patient	Used to delete the selected patient or patients from a special/personal list
	Sort List	Used to sort the currently displayed patient list in a different order than the default
	Find Patient	Used to search for patients who are currently registered or admitted, or those who have been discharged
	Find Visit	Used to search for patient visits by MRN, user role, provider, location, service or visit status
	More Header Info	Used to view more patient demographic information than is visible in the Patient Header at the top of the patient chart
	Enter Health Issue	Used to enter a new diagnosis or health issue for a patient
	Allergy Summary	Used to view of list of the patient's allergies. (aka "Red Itchy Man")
	Signature Manager	Used to sign, cosign orders, tasks and documents
	Order Reconciliation	Used to open the Orders Reconciliation Manager
	Worklist Manager	Used to view a list of tasks to be performed for a patient or list of patients, and to indicate which tasks were completed within a particular time frame
	Task Viewer	Used to view of history of task completion for multiple orders for the active patient
	Enter Document	Used to open a blank document worksheet
	Flowsheet Manager	Used to create flowcharts to monitor, and review patient care clinical data via observation parameter rows on selected flowsheets
	Expand / Contract	Used to display or hide observation parameters on the Flowsheets tab, when the tab appears

	Emergency Meds	Used to print the Code Sheet for patient
	Handbook	Used to access the Lab Tests Online Handbook
	McKesson Medication History	Used to display past medication history for patient
	Expert Drug Advice	Used to obtain medication information
	ChartMaxx Completion	Used to link Physicians to their current chart deficiencies
	ChartMaxx Navigator	Used to link to the patient's medical record
	Print Reports	Used to print or preview reports
	Add Care Provider	Used to add yourself or someone else as a care provider for a selected patient
	Discharge Instructions	Used to provide discharge instructions for the selected patient

PATIENT LIST TAB

When you sign on to iConnect Acute Care, the first thing you will see is a Patient List. It could be a Criteria-Based List or a Personal List. The Patient List Tab will be highlighted. This is the entry point for accessing a patient chart. After selecting a name or names from the patient list, a user can access other sections of the chart by clicking other chart tabs, toolbar buttons or Menu options.



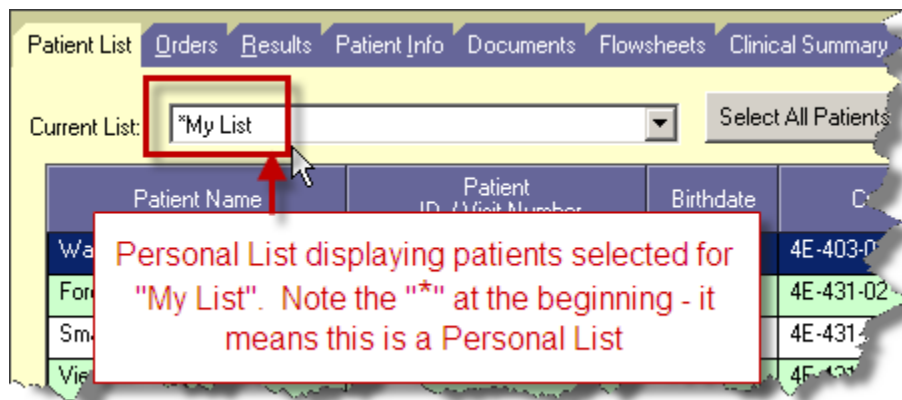
List Types

There are three types of lists that you can create in .

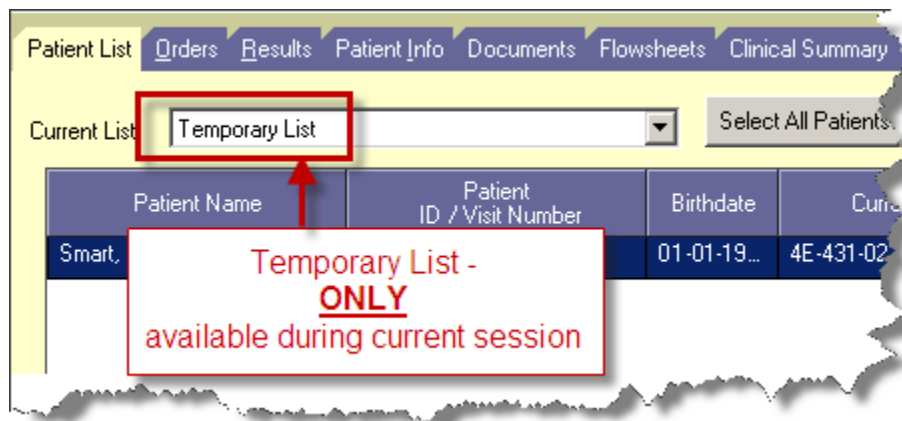
- **Criteria-based (System) Lists** – Automatically updated patient lists that are based on Patient Location, Provider Name, Service, Visit Status, or particular Orders. Your default Patient List may be a criteria-based list based on your unit, for example.



- **Special/Personal Lists** – Manually updated patient lists that a user must create and maintain for your own use. For example, you may wish to maintain a special list of patients for a study. An asterisk (*) will display in front of your special/personal list, reminding you that you must manually add patients to and remove patients from this list.



- **Temporary Lists**– Manually updated list that is not saved when you log off of the system, the result of a patient search through **Find Patient** or **Find Visit**



Columns are Versatile!

The **Patient List** contains a list of patients with columns of patient-related information. The columns display information pertaining to the patient visit. You may see different columns based on your position.

Question: I would like to see the patient list in alphabetical order by patient name. How can I do that?

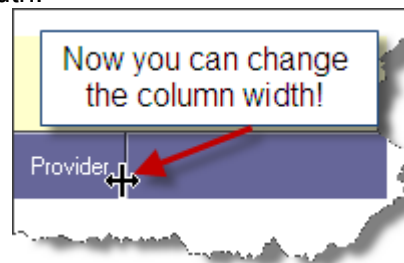
Answer: You can sort the patient list based on any column. For example, to sort on patient name, click the Patient Name column heading. You will see a small triangle in the column heading that will indicate that you have sorted that column. If the triangle is pointing up, you are sorting in ascending order. If it's pointing down, the column is sorted in descending order.

Question: A can't see the full name of the Provider for my patient. It's Dr. Baldwin, but I can't tell which one.



What's the best way for me to find out which Dr. Baldwin without leaving the patient list screen?

Answer: You will need to change the column width. Position the pointer in the column heading area for the column you want to adjust until the pointer becomes a vertical bar with arrows on either side. Once you see this, hold down the LEFT mouse button and slide that bar to the right to make the column wider or left to reduce the width.



Question: I can see from the scroll bar at the bottom of the screen that there's more info to the right. I want to scroll over, but then I can't see the patient name. How can I keep the patient name in view and scroll to the right?

Answer: The simple answer is to RIGHT-CLICK inside the Patient Name Column.

The only option that appears is **Lock Columns**. CLICK that button and the column you are in PLUS all the columns to the left are now "LOCKED". You can use the scroll bar at the bottom of the screen to scroll to the right and those locked columns don't move.

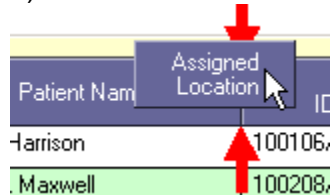
Question: How do I Unlock these columns?

Answer: Simply RIGHT-CLICK in any column. The only option that appears is **UnLock Columns**. CLICK that button and the columns you locked are now Unlocked.

Question: I would prefer to have the columns in a different order. Can I change the column order?

Answer: Yes you can.

- 1) Position the pointer in the column you want to move and hold down the LEFT mouse button.
- 2) With the LEFT mouse button held, move the mouse to the new position for the column.
- 3) When two red arrows appear



you can release the LEFT mouse button and drop the column to its new position.

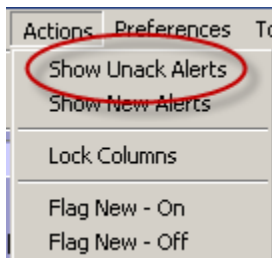
Question: How do I get back to the original column order?

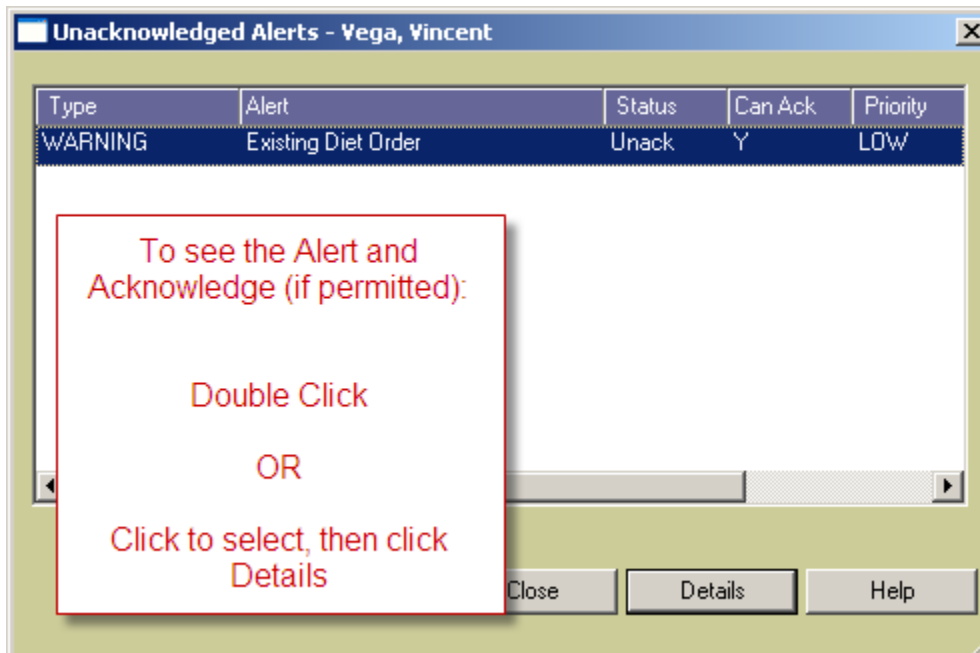
Answer: Call the Customer Service Desk at x 6568

Actions

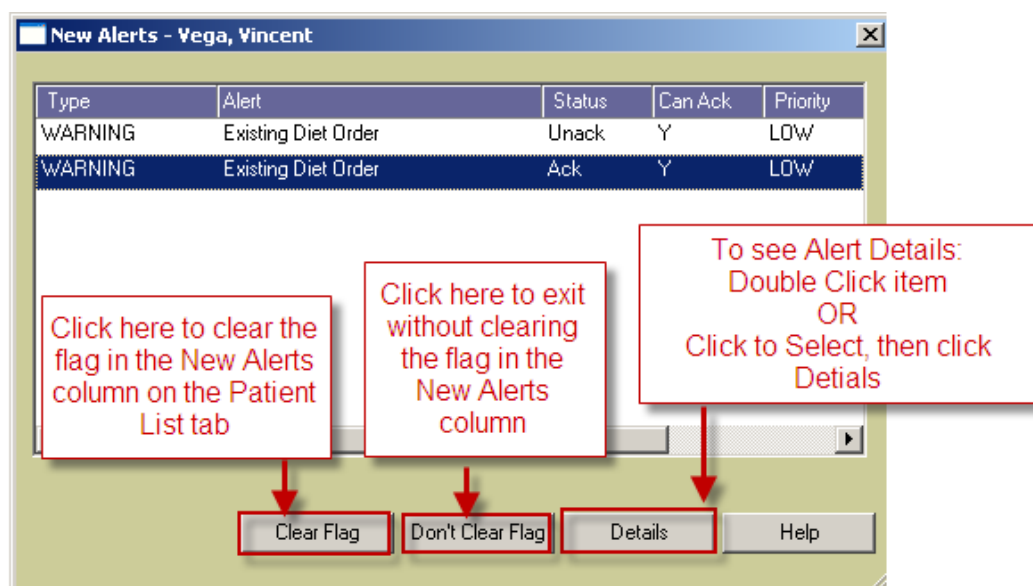
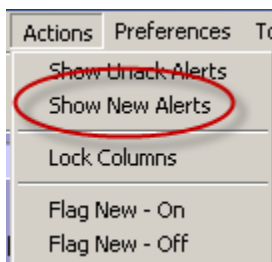
This menu changes depending on which chart tab is selected. This section covers the Actions menu for the Patient List tab.

Show Unack Alerts

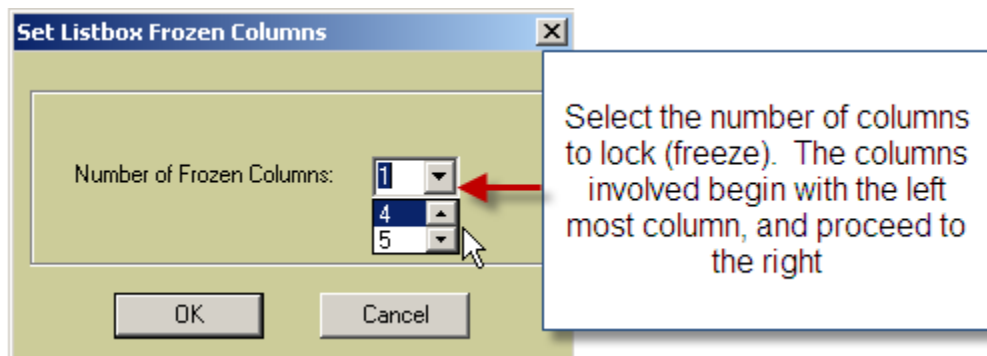
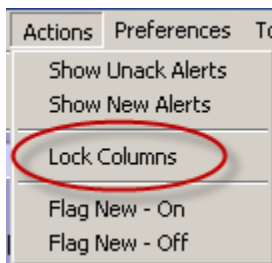




Show New Alerts



Lock Columns



Flag New	Check Orders	Assigned Location	Patient Name	Provider	
<input checked="" type="checkbox"/>		4E-402-01	GREENE, MARK	Yu, Feliciano Jr	
<input checked="" type="checkbox"/>		4E-403-01	HUXTABLE, CLIFF	Yu, Feliciano Jr	

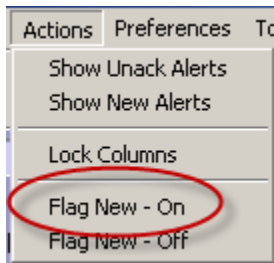
Gray columns are locked



You can use the scroll bar at the bottom of the screen to scroll to the right and those locked columns don't move

For more information see:

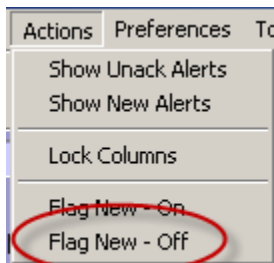
Patient List Tab: [Columns are Versatile](#)

Flag New – On



This will place an  icon in the Flag New column. An  in the Flag New column indicates that you are tracking new information (that is, orders, results, alerts, and so on) for the patient's chart.

Flag New – Off



This will remove the icon  from the Flag New column. You are no longer tracking new information.

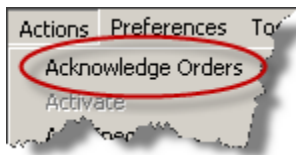
ORDERS TAB

The Orders Tab is used to view orders and charges placed for a patient. The default view will show all orders and charges that have been placed for the selected patient.

Actions menu

This menu changes depending on which chart tab is selected. This section covers the Actions menu for the Orders tab.

Acknowledge Orders



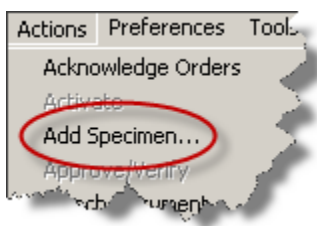
Selecting this option is the same as clicking on the flag that appears in the Check Orders column. Selecting Acknowledge button in this window clears the flag in that column and indicates that the orders have been acknowledged.

Once the flag is cleared, it clears the flag for everyone.

For more information see:

- How Do I? → [Columns](#)

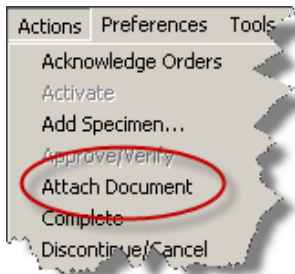
Add Specimen...



For more information see:

- How Do I → Specimens → [How Do I Document a Collected Specimen?](#)

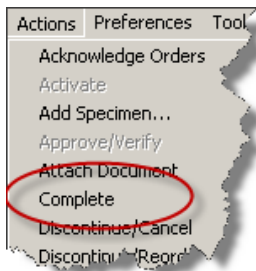
Attach Document



For more information see:

- Orders tab → Right-Click Options → [Attach Document](#)

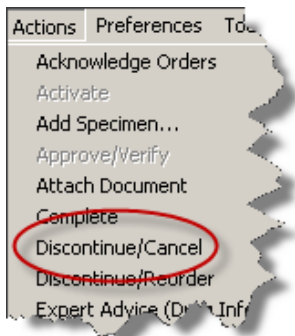
Complete



For more information see:

- Orders tab → Right-Click Options → [Complete](#)

Discontinue/Cancel



For more information see:

- Orders tab → Right-Click Options → [Discontinue/Cancel](#)

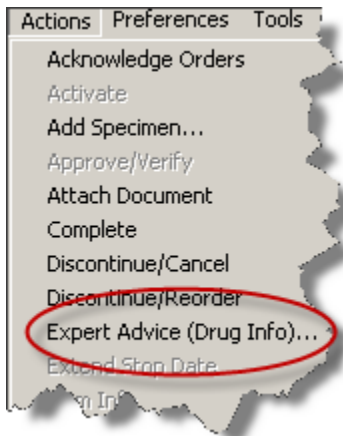
Discontinue/Reorder



For more information see:

- Orders tab → Right-Click Options → [Discontinue/Reorder](#)

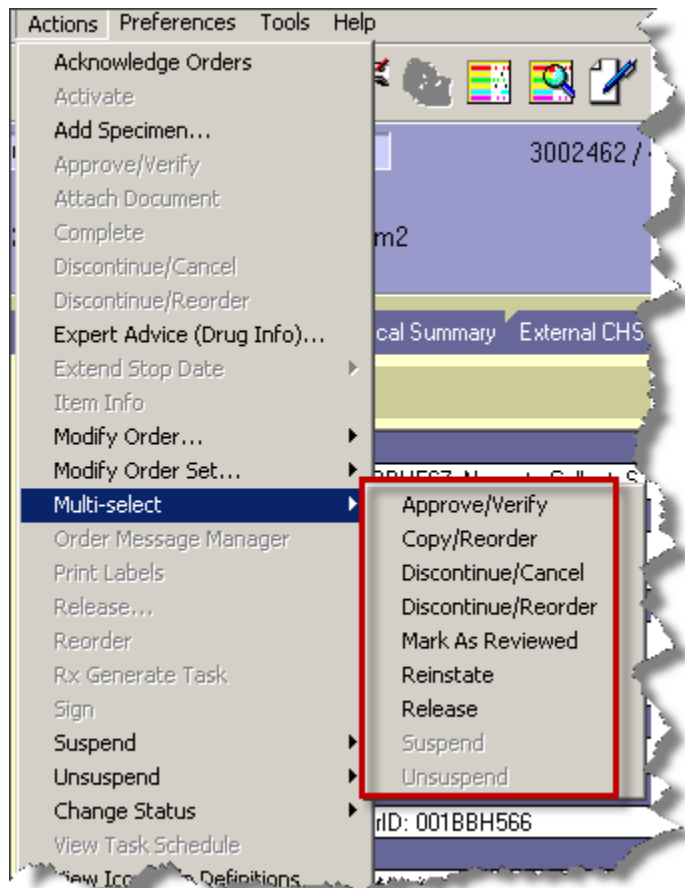
Expert Advice (Drug Info)...



For more information see:

- Orders tab → Right-Click Options → [Expert Advice \(Drug Info\)](#)

Multi-Select



Many of these Multi-Select options will bring up a menu where orders can be selected by placing a check in the box next to the orders.

Approve/Verify

This will open up Signature Manager.

Copy/Reorder

For more information see:

- Orders tab → Order Tab Buttons → [Reorder Button](#)

Discontinue/Cancel

For more information see:

- Orders tab → Right-Click Options → [Discontinue/Cancel](#)

Discontinue/Reorder

For more information see:

- Orders tab → Right-Click Options → [Discontinue/Reorder](#)

Mark as Reviewed

This function is used to approve medication orders.

Reinstate

For more information see:

- Orders tab → Right-Click Options → [Reinstate](#)

Release

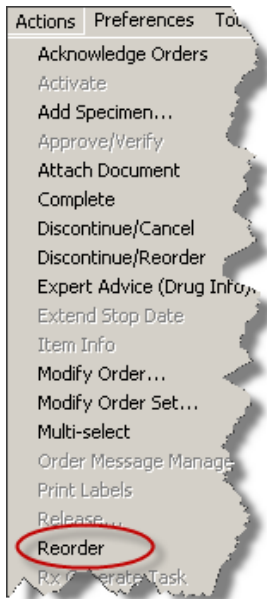
This function will release orders on hold.

Order Message Manager

This is a messaging system between nursing and the pharmacy.

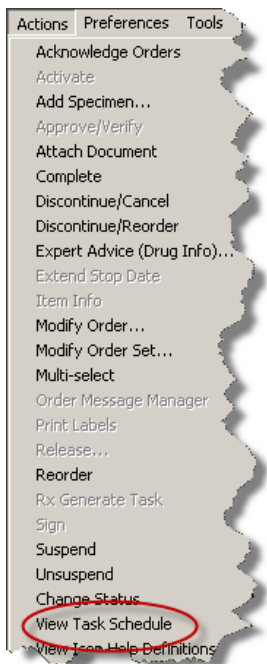
Please contact your Nurse Educator for more information.

Reorder



For more information see: Orders tab → Right-Click Options → [Reorder](#)

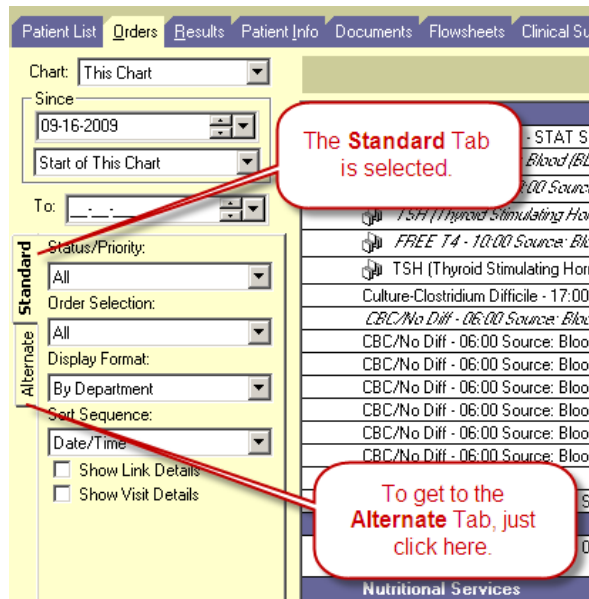
View Task Schedule



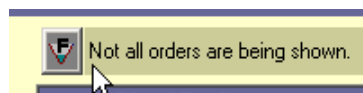
For more information see: Orders tab → Right-Click Options → [View → Task Schedule](#)

Filtering

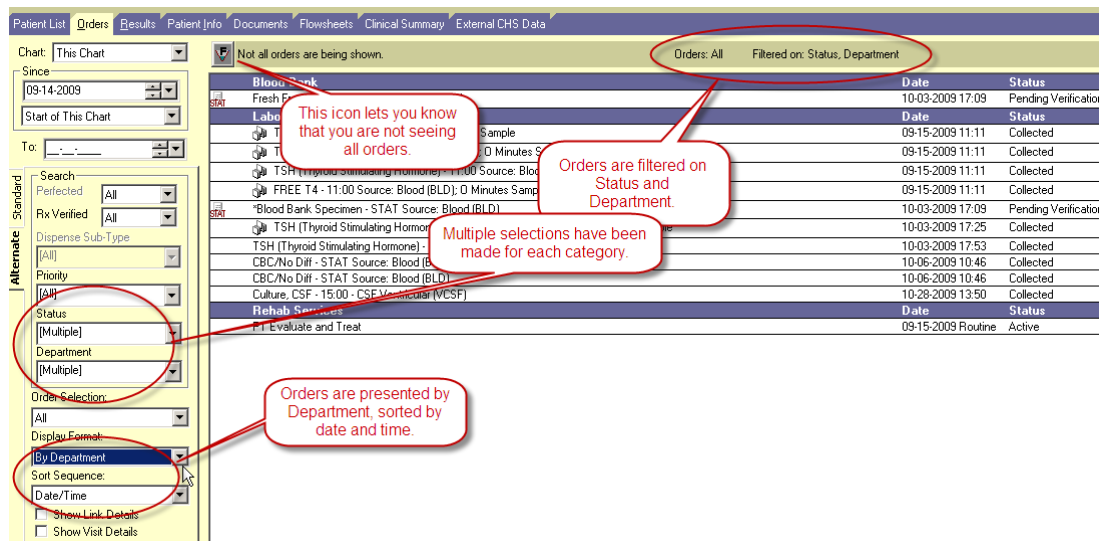
There may be instances where a user does not want to see all of the orders for a selected patient. Filters can be used to limit or “filter” the orders that are displayed. On the Orders Tab there are two filter tabs: Standard and Alternate. The tab selected will determine the options available.



When orders are “filtered” you may see this icon and notation:

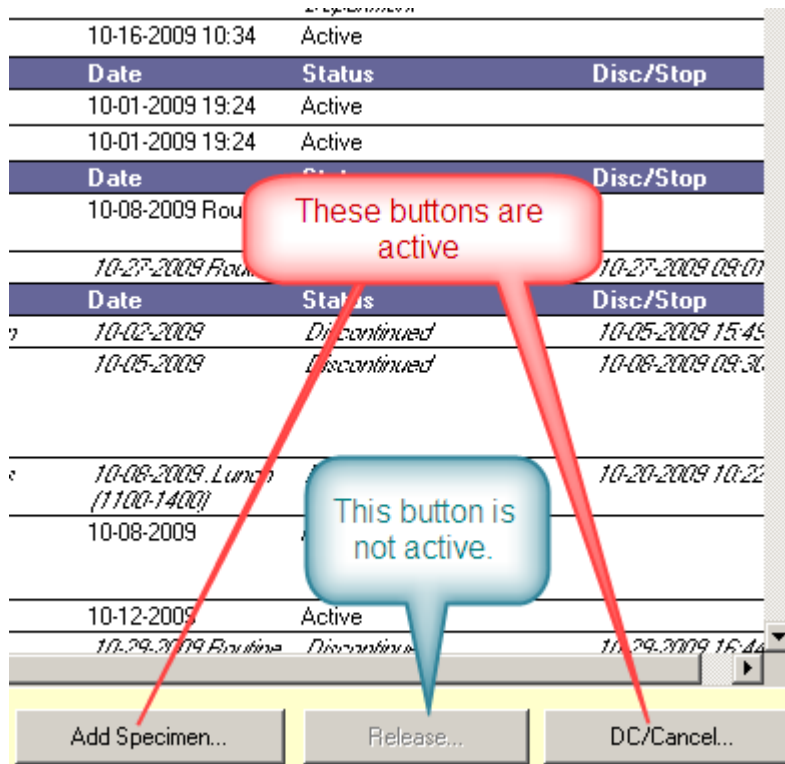


Here's an example of a filtered list of orders using the Alternate tab:







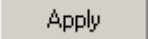
Order Tab Buttons

How the buttons on the bottom of the screen appear will depend on your role.

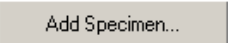


Reorder Button

The  button at the bottom of the screen on the Orders Tab can be used to reorder one or more orders.

ACTIONS	RESULTS	NOTES
On the Orders Tab, click the  button	The 'Requested by' pop-up appears.	
Specify the Care Provider who has written the order and click OK.	The "Copy/Reorder" screen is presented with a list of all the orders that can be reordered for the selected patient.	You can use the "Find Orders" box at the top left corner of the screen to filter the orders shown.
		By clicking the  Original Provider radio button, any orders selected will be reordered by the original requester.
		You can  to place check marks in all the boxes.
Click to place check marks next to the orders that will be reordered.		Click OK and all the checked orders will appear in the preview pane of an Order Entry Worksheet.
		Click  and the checked orders will go out to an Order Entry Worksheet. The "Copy/Reorder" window will remain open. You can cancel out or continue to select more orders.
Assuming you have selected orders to reorder, the Order Entry Worksheet will appear. Proceed with the entering of orders.		

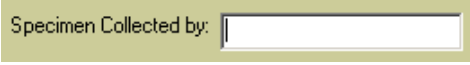
Add Specimen Button

The  button at the bottom of the screen on the Orders Tabs allows the documentation of specimens collected by staff other than lab. All the orders for specimens of the selected type will appear, **including** Lab Collect items (those that have a Routine or Clinic Timed Lab Collect priority). Place a check in the box next to those specimens that have been collected by nurses, respiratory therapists, etc.

Specimen types:

- Blood
- CSF (cerebral spinal fluid)
- Fluid
- Other
- Peritoneal Fluid
- Pleural
- Sputum
- Stool.

Specimen Labeling:

- Document one specimen “type” at a time.
- Document  correctly.
- Use the last four numbers of the Order ID to label specimens collected.

Order ID: 

- Do **NOT** use the Specimen ID to label specimens.


 Specimen ID: 001AA679 **Do NOT use this number for labeling**



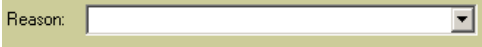
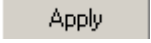
- Do **NOT** document specimens collected for those items that are to be collected by Lab (Routine and Clinic Timed Lab Collect priorities)






For more information see:

[How Do I Document a Collected Specimen?](#)

DC/Cancel Button

The  button at the bottom of the screen on the Orders Tab can be used to DC/Cancel one or more orders. It can **also** be used to DC/Reorder one or more orders.

ACTIONS TO DC/CANCEL	RESULT	NOTES
On the Orders Tab, click the  button	The 'Requested by' pop-up appears.	
Specify the Care Provider who has written the order and click OK.	The "Discontinue/Cancel" screen is presented with a list of all active orders	
Click to place check marks next to the orders that will be Discontinued.		You can  to place check marks in all the boxes.
Use the drop-down box to select 		Click OK and all the checked orders will be discontinued and the Orders tab screen will be presented.
		Click  and the checked orders will be discontinued. The "Discontinue/Cancel" window will remain open. You can cancel out or continue to select more orders.

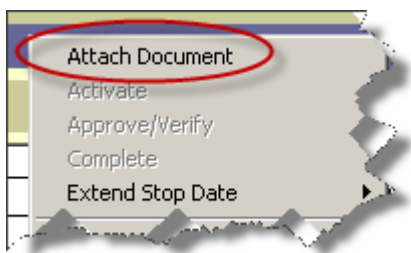
ACTIONS TO DC/REORDER	RESULT	NOTES
On the Orders Tab, click the  button	The 'Requested by' pop-up appears.	
Specify the Care Provider who has written the order and click OK.	The "Discontinue/Cancel" screen is presented with a list of all active orders	
Click the  Discontinue/Reorder radio button	The "Discontinue/Reorder" screen is presented with a list of all active orders	
Click to place check marks next to the orders that will be Discontinued.		You can  to place check marks in all the boxes.
Use the drop-down box to select 		Click OK and all the checked orders be discontinued and an Order Entry Worksheet will be presented with the new order in the preview area.
		Click  and the checked orders will be discontinued. The "Discontinue/Reorder" window will remain open. You can cancel out or continue to select more orders. For those items that will be "reordered", an Order Entry Worksheet will need to be processed to complete the reorder.

Right-Click Options

Depending on your role at CHS, some RIGHT-CLICK options may be “grayed out” and unavailable for you to use. In some instances, an option may seem as though they are available, allowing you to click on it, but you will be prevented from completing the action further along the pathway.

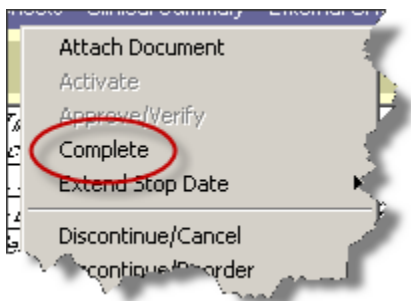
Following are descriptions of the functions of all available options.

Attach Document



Select order and right-click on it and select Attach Document. The Document Entry Worksheet will open.

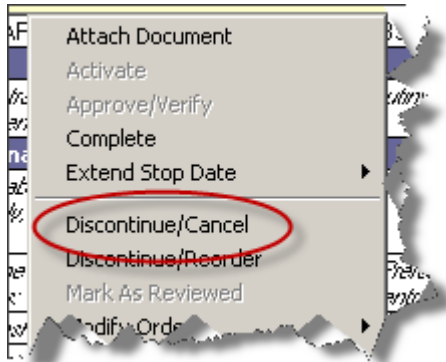
Complete



Certain departments have elected to use worklists. Once their participation in that patients' treatment has ended, this option will need to be used to “complete” tasks.

Select the order to be Completed, right-click on it and simply click Complete. The order will appear in italics and the current date and time will appear in the Disc/Stop column of the summary line.

Discontinue / Cancel



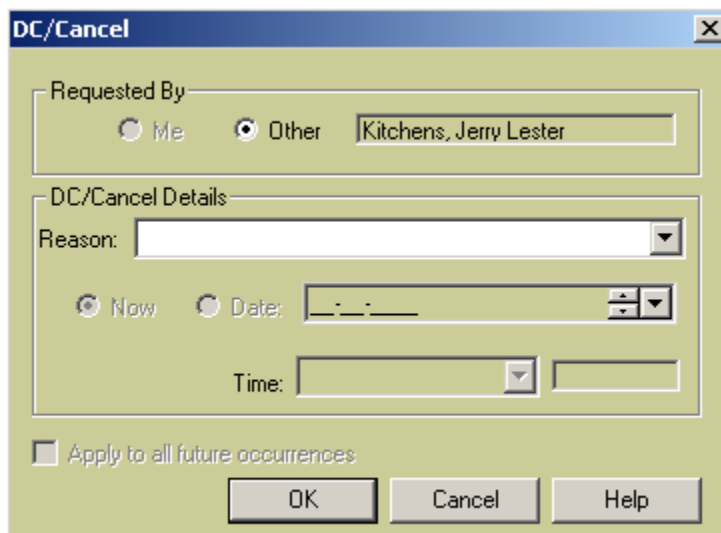
Select the order to be Discontinued/Cancelled, RIGHT-CLICK on it and select Discontinue/Cancel. Once Discontinued/Called, the order will appear in *italics* and the date and time it was discontinued will appear on the summary line.

The physician who wrote the order to DC the item will have to be selected. There are two possible pathways.

The 'Requested by' Pop-up Pathway

Name	Role	Org Unit
Baldwin, Steven Todd	Ordered	Medical Staff Services ...
Kitchens, Jerry Lester	Ordered	Medical Staff Services ...
Yu, Feliciano Jr	Attending	Medical Staff Services ...
Joseph, David B	Consulting	Medical Staff Services ...

This is the 'Requested by' pop-up screen. Select a provider and **click** OK.



DC/Cancel

Requested By:

☐ Me ☒ Other Kitchens, Jerry Lester

DC/Cancel Details

Reason: [Dropdown]

☒ Now ☐ Date: [Date Picker]

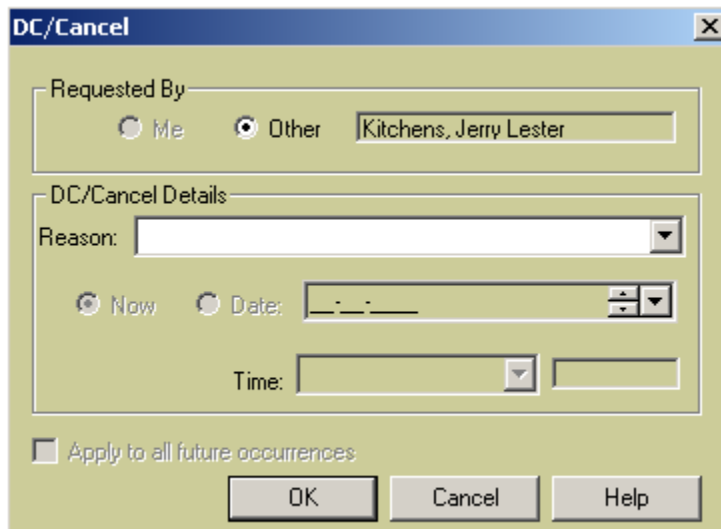
Time: [Time Picker]

☐ Apply to all future occurrences

OK Cancel Help

Once the 'Requested by' provider has been selected, use the drop down box to specify a Reason and **click** OK.

The “DC/Cancel” Pop-up Pathway



DC/Cancel

Requested By:

☐ Me ☒ Other Kitchens, Jerry Lester

DC/Cancel Details

Reason: [Dropdown]

☒ Now ☐ Date: [Date Picker]

Time: [Time Picker]

☐ Apply to all future occurrences

OK Cancel Help

In this example, if Dr. Kitchens wrote to discontinue the order, just specify a reason and **click** OK.

If a different provider has written to discontinue an order, click Other and the 'Requested by' pop-up window will appear.

Discontinue / Reorder



Select the order to be Discontinued/Reordered, RIGHT-CLICK on it and select Discontinue/Reorder. The Discontinue process is exactly the same as “Discontinue/Cancel” described above.

Once the order has been discontinued, the reorder process begins with the selection of ordering provider. After that selection has been made, order entry proceeds to an Order Entry Worksheet.

A screenshot of a dialog box titled "Retain Original Requested By Provider". It contains a question "Do you wish to retain the Original Requested By Provider?" with two radio buttons, "Yes" and "No". The "No" radio button is selected. Below the question is a text field labeled "Original Requested By:" containing the text "Yu, Feliciano Jr". Below that is a dropdown menu labeled "Source:" with the text "Written" selected. At the bottom are two buttons, "OK" and "Cancel".

In this example, if Dr. Yu has written the order to DC/Reorder, click the Yes radio button then click OK. An Order Entry Worksheet will appear.

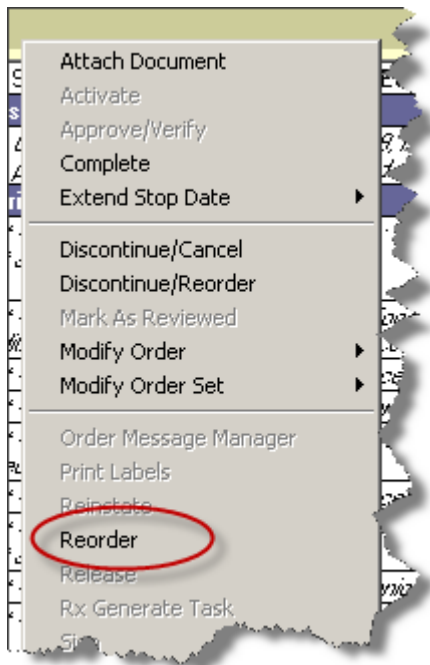
If Dr. Yu has not written the order to DC/Reorder, leave the radio button set to “no” and **click** OK. The ‘Requested by’ pop-up will appear.

Reinstate

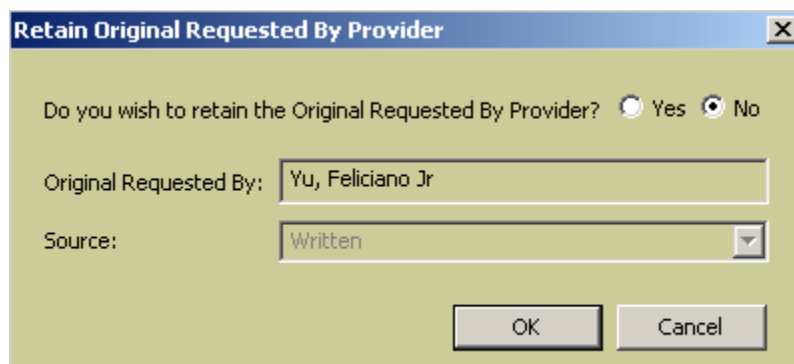
See:

Orders Tab → Right-Click Options → [Reorder](#)

Reorder



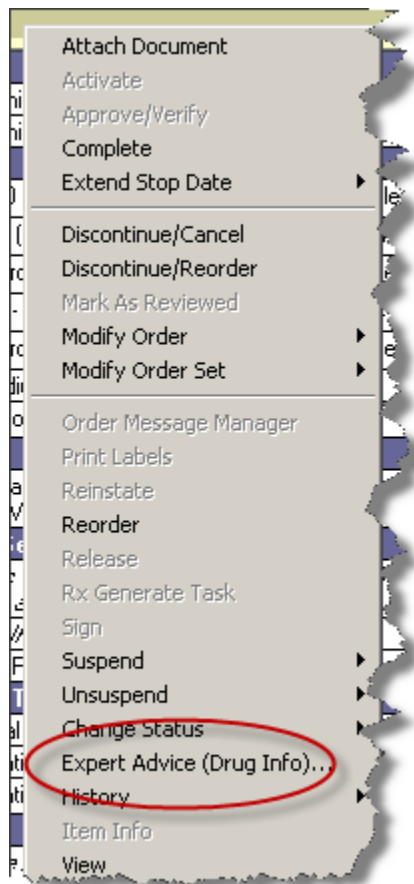
Select the order to be Reordered, RIGHT-CLICK on it and select Reorder.



In this example, if Dr. Yu has written the order to DC/Reorder, click the Yes radio button then click OK. An Order Entry Worksheet will appear.

If Dr. Yu has not written the order to DC/Reorder, leave the radio button set to “no” and **click** OK. The ‘Requested by’ pop-up will appear.

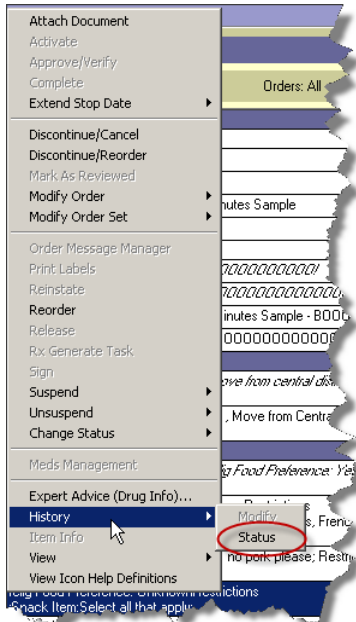
Expert Advice (Drug Info)...



If the selected order is a medication order, detailed information on that drug will be displayed in a pop-up window.

If the selected order is not a medication order, a drug name can be entered in the pop-up window. Detailed information will then be displayed regarding the drug entered.

History → Status



Select the order. Right-click and select History, then Status. An Order Status History window will open and provide all history related to that order. See example below.

Order Status History

Current Order Information

Date: 11-03-2009 Time: 15:04 Status: Cancelled

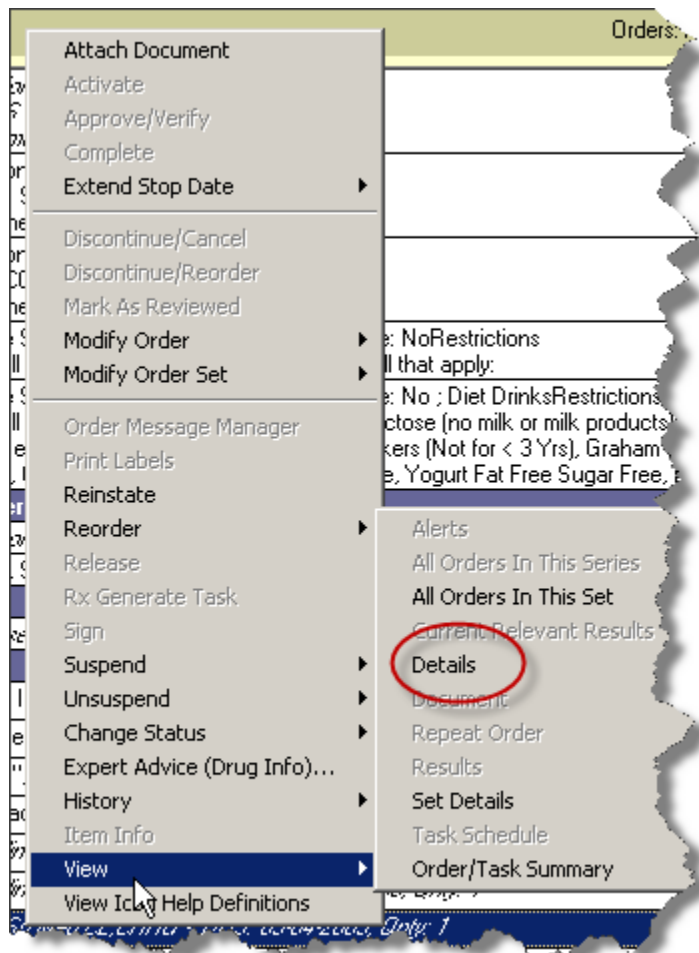
Order Name: FBP

Requested by: Baldwin, Steven Todd To Be Verified By:

Summary: STAT Source: Blood (BLD)

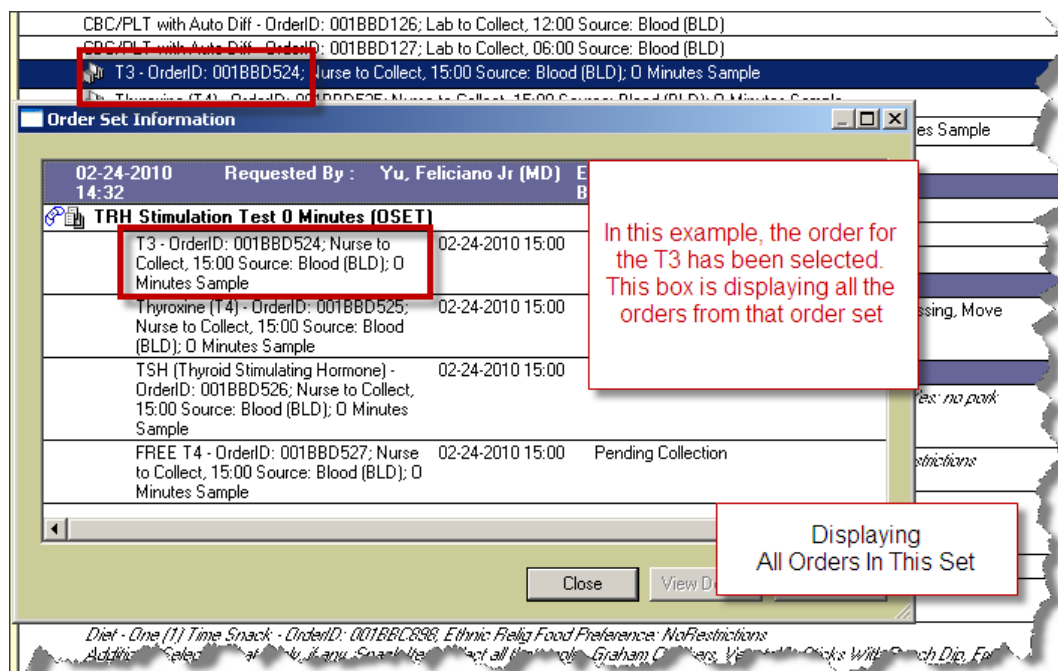
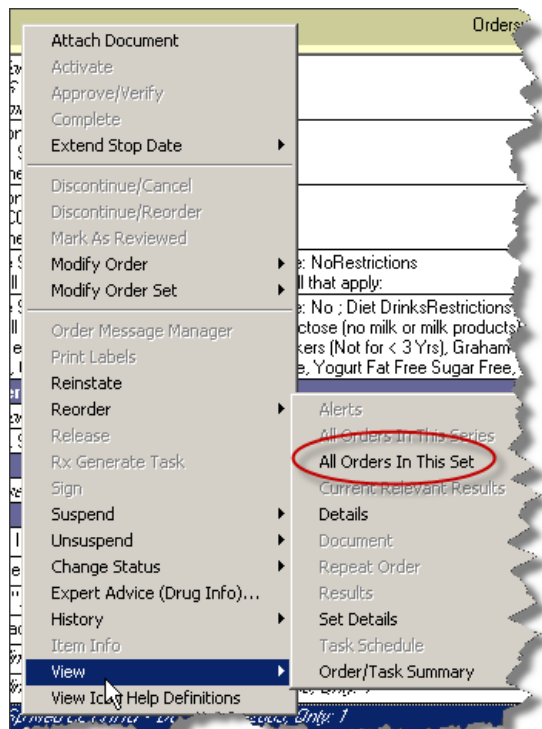
ID	Function	Signed	When	Who Entered	Who Requested	Source	New Status	Reason
101	New		11-03-2009 15:04	Test, Unit Clerk 1 (US)	Baldwin, Steven Todd (MD)	Written	Pending Collection	<Session:>Standard;Auto Activate.
102	Discontinued & Reordered		11-03-2009 15:05	Test, Unit Clerk 1 (US)	Wiatrak, Brian J (MD)	Written	Cancelled	Order Cancelled per Physician Order - 11-03-2009 15:05. New order ID is 0018CL636.

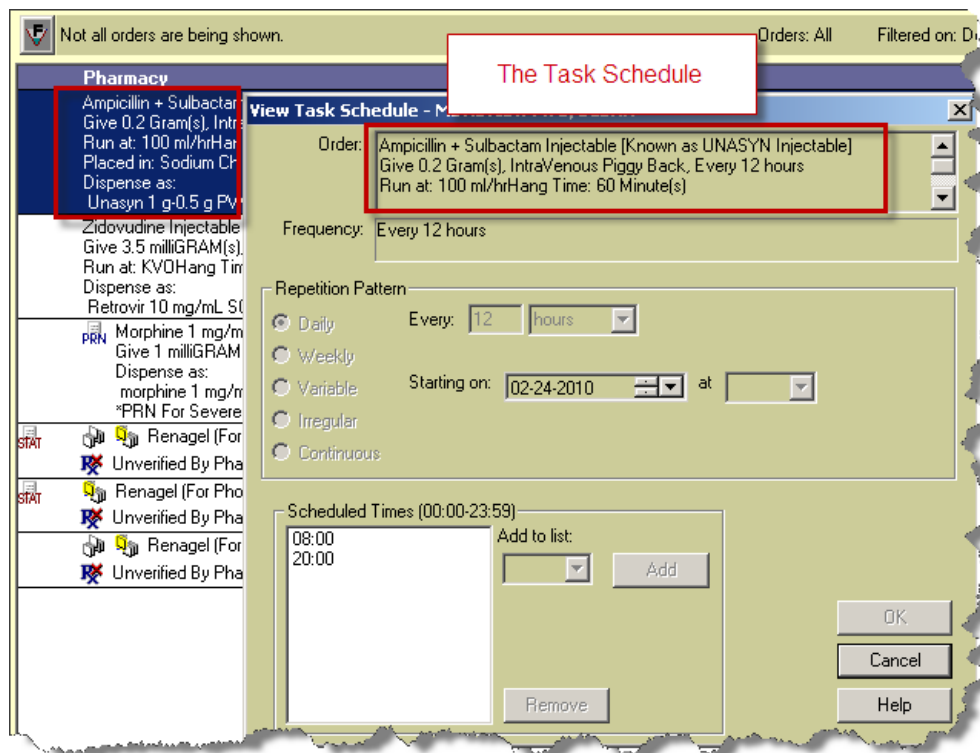
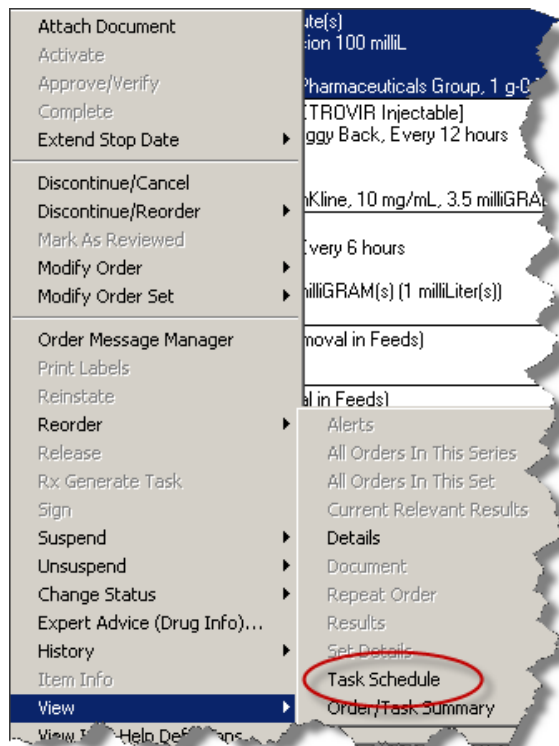
Close Help

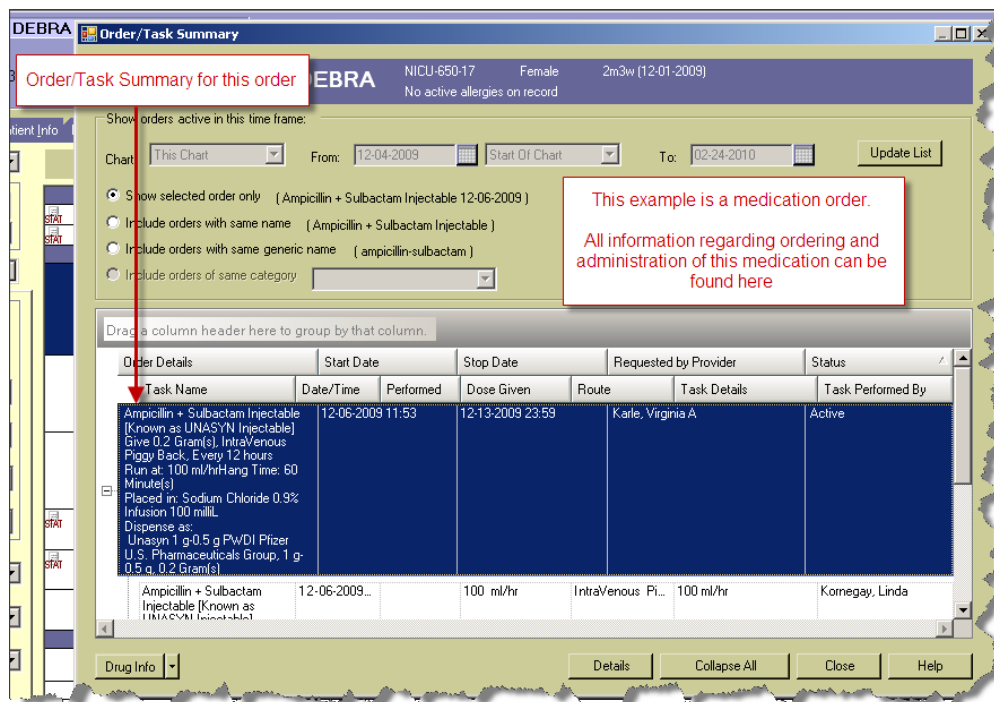
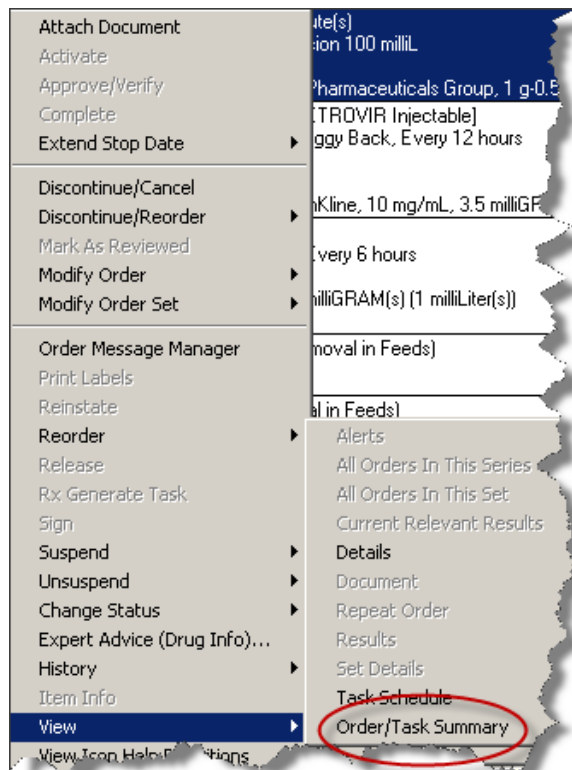
View →Details

Select the order. Right-click and select View, then Details. A copy of the order is displayed.

View → All Orders in This Set



View → Task Schedule

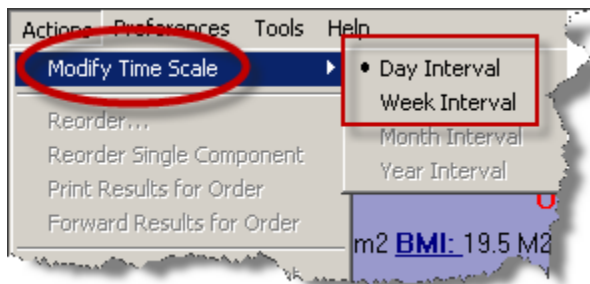
View → Order / Task Summary

RESULTS TAB

Actions

This menu changes depending on which chart tab is selected. This section covers the Actions menu for the Results tab.

Modify Time Scale



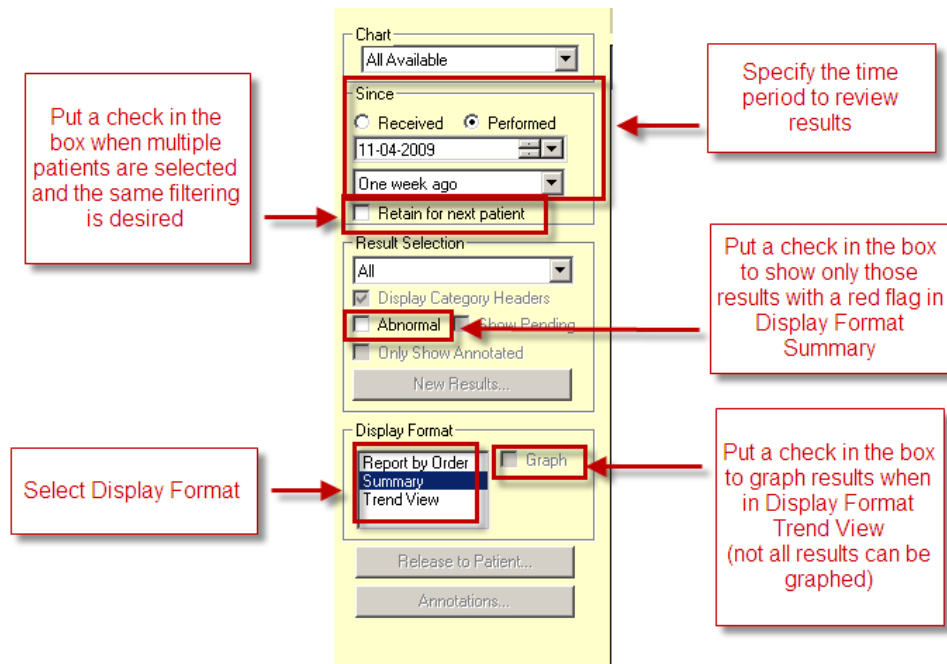
This option sets the time frame for results display. The choices are Day or Week Interval. The “• “ next to the interval indicates the interval which will be used to display the results. In the above example, the results will be displayed in Day Interval. To change the interval, click the desired interval.

For more information see:

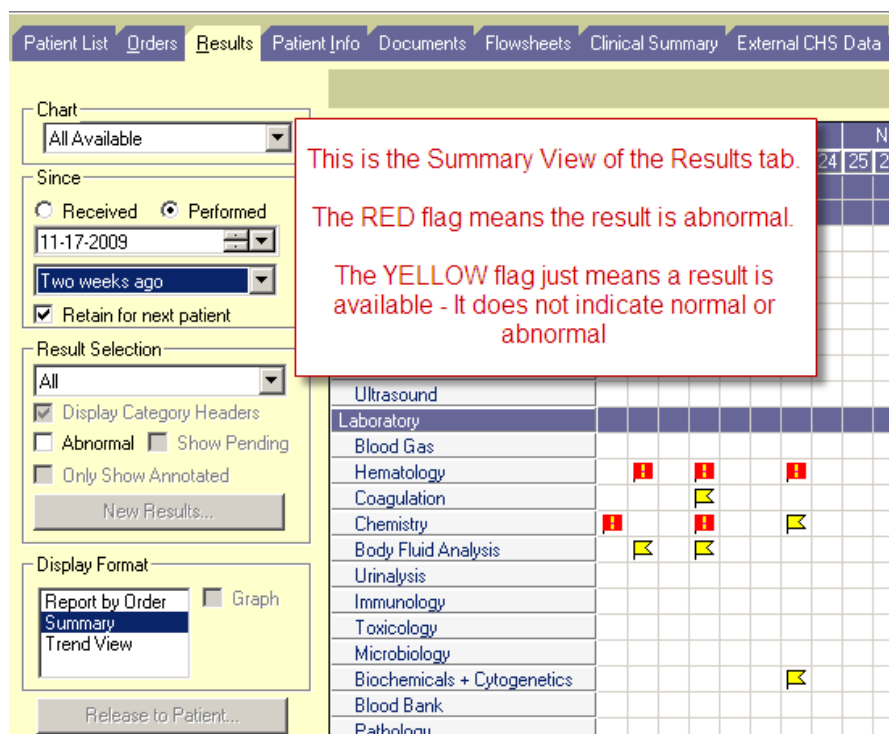
[Time Scale](#) under the Preferences Menu

Filter Panel

This is an overview of the filter panel.











Display Format: Summary



Display Format: Report by Order

Several icons can appear with Report by Order.

12-08-2009 06:00 Renal Function Panel	
Sodium (NA+), Blood	122  [134-143 MMOL/L]
Potassium, Blood	2.4  [3.3-4.6 MMOL/L]
Chloride, Blood	90  [96-109 MMOL/L]
Carbon Dioxide - CO2	20 [20-31 MMOL/L]
Anion Gap.	9
Glucose, Blood	45  [70-126 MG/DL]
BUN	6  [7-17 MG/DL]
Creatinine, Blood	0.5 [0.3-0.7 MG/DL]
Calcium, Blood	6.7  [8.8-10.1 MG/DL]
Phosphorus, Blood	6.7  [3.7-5.6 MG/DL]
B-Albumin.	2.6  [3.7-5.6 G/DL]

The arrows indicate if the result is above or below the reference range.

Double arrows indicate very abnormal results

In this example, the double arrows pointing downward indicate a very low result

For radiology results, it is possible to view the digital image. Syngo must be installed/enabled on the workstation to view the digital image.

10-02-2009 16:53 ABDOMEN WITHOUT CONTRAST CT	
Rad Image	
ABDOMEN WITHOUT CONTRAST CT	C/T 0464 A
10-02-2009 16:57	
Rad Image	

Click here to view the digital image

Click here to view the textual results.

There are times when a result is corrected/updated.

11-18-2009 04:30

CBC/No Diff

Corrected Results

WBC - Blood

8.42

[6.00-17.50 THOUS/uL]

ADJUSTED FOR NUCLEATED RBC'S

CORRECTED ON 11/18 AT 15:28; PREVIOUSLY REPORTED AS 12.21

RBC.

Hemoglobin.

Hematocrit (PCV), Blood

MCV.

MCH.

MCHC.

RDW.

Platelet Count

INCREASED

NRBC.

11-18-2009 07:00

WBC - Blood

DUPLICATE REQUEST

CORRECTED ON 11/19

RBC.

DUPLICATE REQUEST

CORRECTED ON 11/19

Hemoglobin.

DUPLICATE REQUEST

CORRECTED ON 11/19

Hematocrit (PCV), Blood


DUPLICATE REQUEST

CORRECTED ON 11/19

MCV.

MCH.

This icon indicates the result has been updated / corrected.



Updated Results by Received Date

Order: CBC/No Diff

Performed: 11-18-2009 04:30

Status: Corrected Results

Results Received

11-18-2009 15:28

WBC - Blood

8.42

[6.00-17.50 THOUS/uL]

ADJUSTED FOR NUCLEATED RBC'S

CORRECTED ON 11/18 AT 15:28; PREVIOUSLY REPORTED AS 12.21

11-18-2009 15:26

WBC - Blood

12.21

[6.00-17.50 THOUS/uL]

Order Details

Item Info

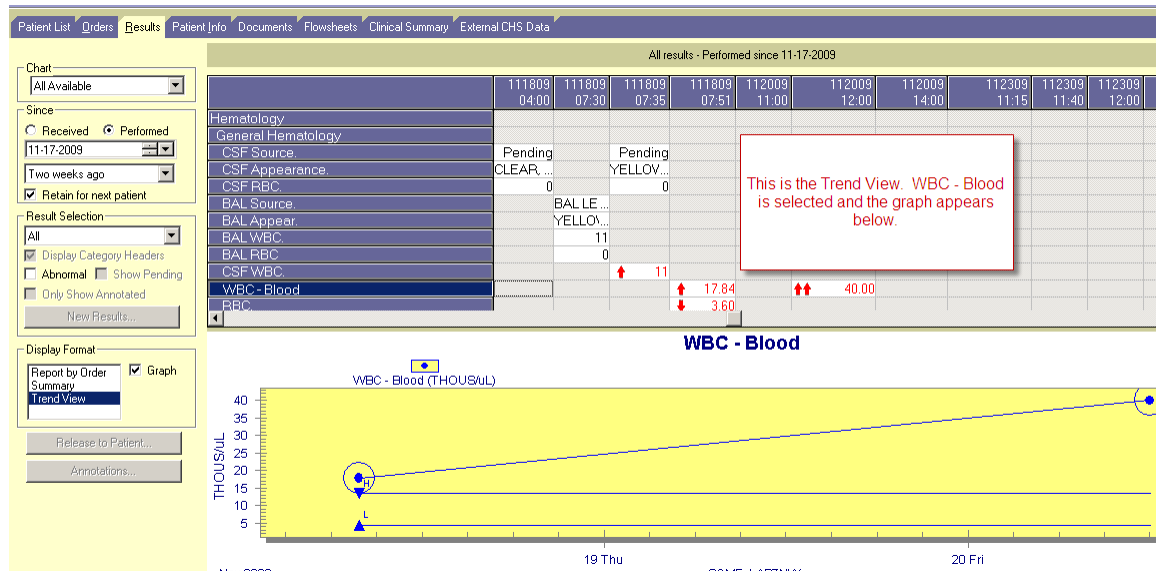
Close

Help

Corrected Results

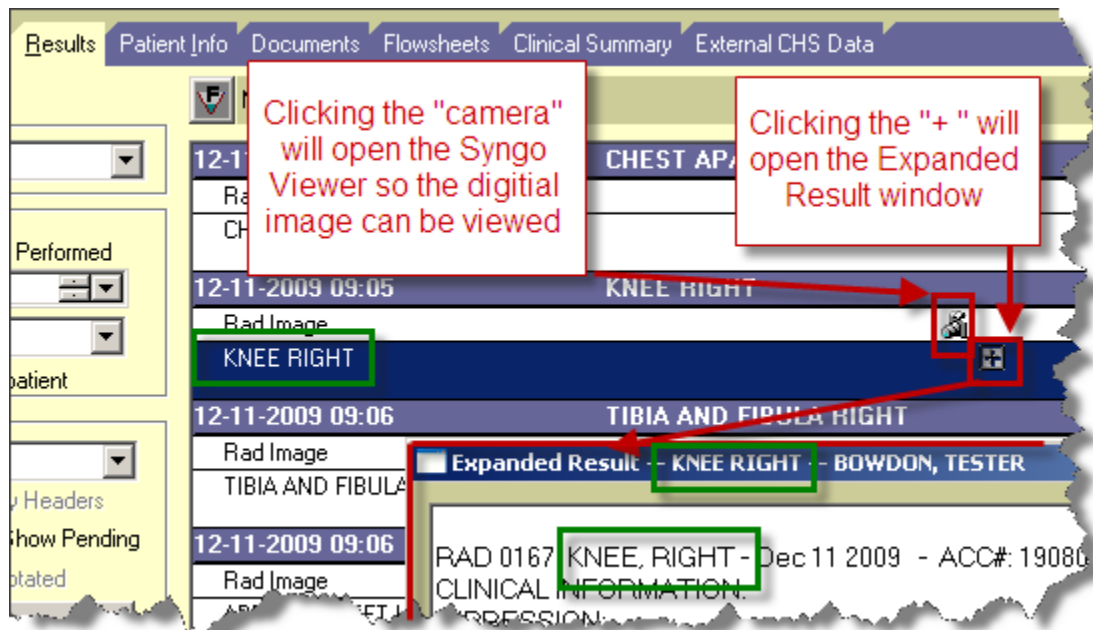
25 U-350 P65

Display Format: Trend View with Graph



Radiology Results

Radiology reports and images will be available in iConnect Acute Care. Please note that the Syngo Viewer may not be available on all workstations.



I Don't See My Results!

Chart: All Available

Since: Received ☐ Performed ☒ 11-23-2009

Three months ago

☒ Retain for next patient

Result Selection: All

Reference Range: 1.001-1.020

11-23-2009 13:15

If multiple patients have been selected, and review of the same result display is desired, this box must be checked.

Otherwise, when Next or Previous Patient is clicked, the default display will be shown.

Chart: All Available

Since: Received ☐ Performed ☒ 08-23-2009

Six months ago

☒ Retain for next patient

Not all results are being shown.

Look for this

Only Chemistry results are being displayed

Chemistry results - Performed since 08-23-2009

11-20-2009 12:30

This is the time frame that is being displayed

BUN	96	↑	[5-17 MG/DL]
Creatinine, Blood	2.1	↑	[0.2-0.4 MG/DL]
Calcium, Blood	6.2	↓	[8.7-9.8 MG/DL]
Albumin, Blood	4.6	↑	[3.4-4.2 G/DL]
Phosphorus, Blood	7.2	↑	[3.9-6.5 MG/DL]
Sodium (NA+), Blood	152	↑	[133-142 MMOL/L]
Potassium, Blood	2.9	↓	[3.5-5.0 MMOL/L]

Chart: All Available

Since: Received ☐ Performed ☒ 08-23-2009

Six months ago

☒ Retain for next patient

Result Selection: All

☒ Display Category Headers

☒ Abnormal

Only Show Annotated

New Results...

Display Format: Report by Order, Summary, Trend View

Not all results are being shown

General & Fluoroscopy


















MRA & MRI


Use of this check box can be misleading.

It will filter out all those results that DO NOT display with an "abnormal" icon.

For example, regardless of result, no radiology will show. Also, any result that is textual will not show whether it's normal or abnormal.

Abnormal Icons Seen on the Results Tab

ICON	MEANS	REPORT BY ORDER	SUMMARY	TREND
	Abnormal Result			
	Abnormal Non-Numeric Result			
	Abnormal – High			
	Abnormal – Low			
	Abnormal – Very High			
	Abnormal – Very Low			

Please note that the  icon on the Summary Display Format just means a result is available. The result must be viewed to determine if it's normal or abnormal.

PATIENT INFO TAB

Actions Menu

This menu is not active on the Patient Info tab.

Summary Views

Alerts

The screenshot shows the Patient Info tab with the Alerts summary view selected. The left sidebar lists various summary views, with Alerts highlighted. The main area displays a table of alerts.

Type	Alert	Status	Priority	Date/Time
WARNING	Existing Diet Order	Ack	LOW	02-23-2010 12:32

This view will display a list of all Alerts generated for a patient during this visit

Alert details can be obtained by double clicking item or by selecting item and clicking the Details button

Allergies / Comments

The screenshot shows the Patient Info tab with the Allergies and Comments summary views. The left sidebar lists various summary views, with Allergies/Comments highlighted. The main area displays two sections: Allergies and Comments.

Allergies:

Type	Allergy	Reaction	Confidence Level	Onset Date	Info Source	Status	Entered Date	
Contact	LateX	Eczema				Active	02-23-2010 13:04	
No Known All...							Inactive	02-23-2010 12...

Select an allergy to get more info

Who "reviewed" this allergy?

Displays the allergy entry screen

Displays modification history for this allergy

☒ Show Inactive

Comments:

Type	Comment	Scope	Status	Entered Date
Financial Class	Blue Cross	This Visit	Active	10-02-2009 08:57

A Comment can be selected to get more info

If a comment were selected, these buttons would be active. Comment details and modification details could be displayed

Care Providers

Provides a list of current Care Providers

Role	Provider	Phone	Status	Effective Date	Expiration Date	Entered Date	Org Unit	Discipline	ProviderID
Admitting	Yu, Feliciano Jr (MD)		Active	10-02-2009		10-02-2009 08:57	Medical Staff Servic...	Emergency Med...	01748
Attending	Yu, Feliciano Jr (MD)		Active	10-02-2009		10-02-2009 08:57	Medical Staff Servic...	Emergency Med...	01748
Primary	Yu, Feliciano Jr (MD)		Active	10-02-2009		10-02-2009 08:57	Medical Staff Servic...	Emergency Med...	01748
Referring	Yu, Feliciano Jr (MD)		Active	10-02-2009		10-02-2009 08:57	Medical Staff Servic...	Emergency Med...	01748

Check here to display inactivated or expired Care Providers

Care Providers are added via the ADT Interface and by End Users themselves

Select Care Provider and click here for details on that Care Provider

☐ Show Inactive

Details

Health Issues

This information will come from the ADT system

Type	Code	Health Issue	Status	Scope	Onset Date	Entered Date
Final	464.4	CROUP	Active	This Visit	10-02-2009	10-02-2009 09:03
Admitting Dx	780.31	FEBRILE CONVULSIONS NOS	Active	This Visit	10-02-2009	10-02-2009 09:03

Addresses / Phones / Contacts

Provides basic patient contact information

Type	Address	City	State/Province	Zip code	Status
Home	1600 7TH AVE SOUTH	BIRMINGHAM	AL	35233	Active

☐ Show Inactive

Type	Area Code	Phone	Note
Home	205	939-9000	

Type	Relationship	Name	Area Code	Phone
Alt Contact	Other	NA,		
Emergency	Father	TEST, DADDY	205	939-9000
Guarantor	Father	TEST, DADDY	205	939-9000
Pt Employer	Other	UE,		

Demographic / Visit Data

Summary Views:

- Alerts
- Allergies/Comments
- Care Providers
- Health Issues
- Significant Events
- Addresses/Phones/Contacts
- Demographics/Visit Data**
- Financial/Employer
- Visit History

Data Entry:

- Address
- Alias
- Allergy
- Care Provider
- Comment
- Contacts/Directive
- Patient Demographics
- Discharge
- Employer
- Health Issue
- Height/Weight
- Insurance
- Phone
- Significant Event

Demographics

Age: 11y Birth Date: 01-01-1999

Gender: Female Religion: Baptist

Marital Status: Single Race: Caucasian

Primary Language: English Deceased:

Privacy Status:

Visit Data

Length of Stay: 144d Discharge

Admit Date/Time: 10-02-2009 08:52 Expected Date:

Type/Care Level: Emergency/Emergency Actual Date/Time:

Service: Emergency Medicine Disposition: Routine Discharge

Admit Via: Location:

Details

Displays basic patient info

Financial / Employer

Summary Views:

- Alerts
- Allergies/Comments
- Care Providers
- Health Issues
- Significant Events
- Addresses/Phones/Contacts
- Demographics/Visit Data
- Financial/Employer**
- Visit History

Data Entry:

- Address
- Alias
- Allergy
- Care Provider
- Comment
- Contacts/Directive
- Patient Demographics
- Discharge
- Employer
- Health Issue
- Height/Weight
- Insurance
- Phone
- Significant Event

Financial

Name	Summary Line	Scope	Status
BLUE CROSS PMD	This Visit	Active	

☐ Show Inactive

Details

Checking this box will show inactive information, if any

You can select an item and click here for more information

Visit History

Summary Views:

- Alerts
- Allergies/Comments
- Care Providers
- Health Issues
- Significant Events
- Addresses/Phones/Contacts
- Demographics/Visit Data
- Financial/Employer
- Visit History**

Data Entry:

- Address
- Alias
- Allergy
- Care Provider
- Comment
- Contacts/Directive
- Patient Demographics
- Discharge
- Employer
- Health Issue
- Height/Weight
- Insurance
- Phone
- Significant Event

Visit History

Admit/Reg. Date	Discharge Date	Type/Care Level	Facility	Location	Provider	Visit Reason	Visit ID	General
10-02-2009 08:52		Emergency/Emergency	Children's He...	Emergency	Yu, Feliciano Jr	FEBRILE CONVULSIONS NOS	4127238	ADM

Not Filtered

Open Visit(s) **Details** **Filter...** **Clear Filter**

This is similar to "Review Case" in Invision

A Visit can be selected and Visit Details can be viewed using these buttons

To Filter the visit list use this button

DOCUMENTS TAB

Actions Menu

This menu is not active on the Documents tab.

There are two different ways that reports can be viewed: Summary View and Reports View.

Here is a look at the Documents tab in Summary View with the empty rows and columns hidden.

Change the View by clicking here

Summary View

Hide Empty Rows & Cols - All Documentation - Since 01-06-2010

Day View 14 Jan '10 08

	14	Jan '10	08
Nursing			
IAH Assessment			
Functional Screening			
Nursing Documentation			
Assessments			
Notes			
Pharmacy Documentation			
Notes			
Medication Reconciliation			

Use these to filter the documents to be displayed

Use this to show only the rows and columns with checks

This report is selected

To Clear Selection, click here

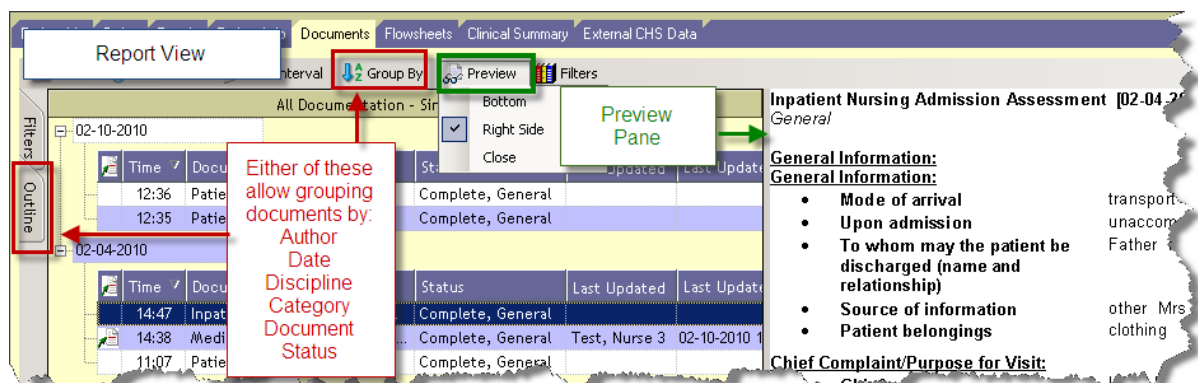
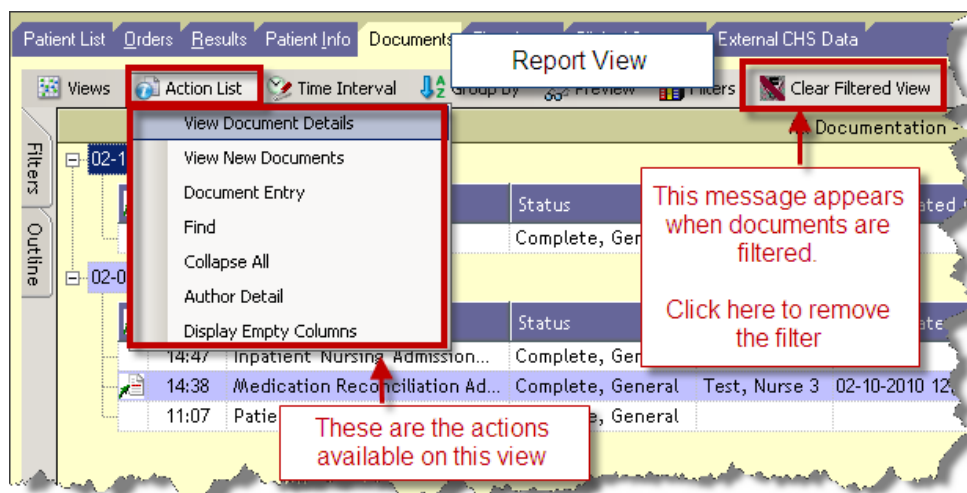
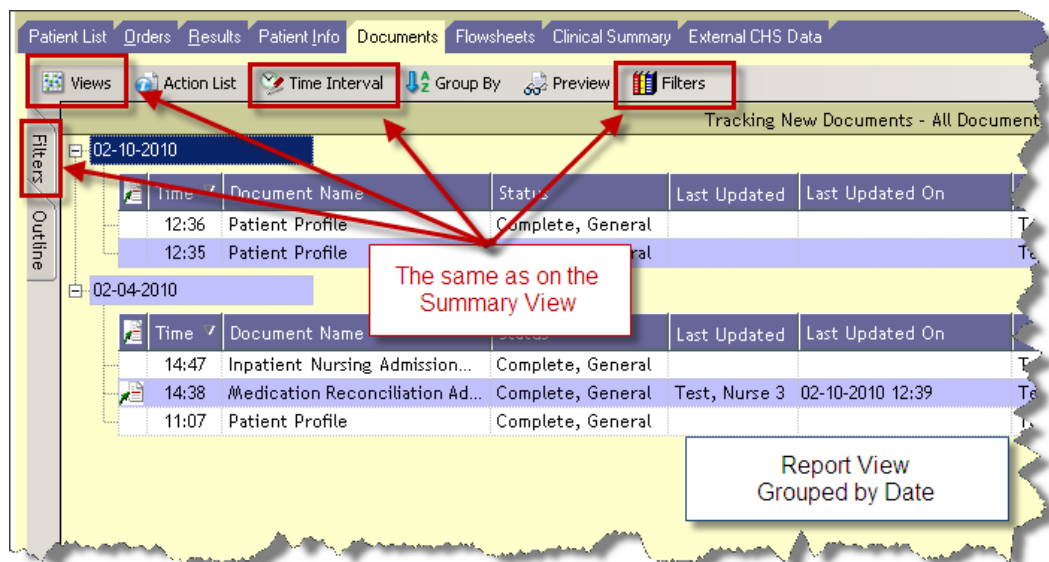
Display the number of documents by hovering over the check mark.

Double click to open the document

Hide Empty Rows & Cols

Clear Selection

Here is a look at the Reports View.



FLWSHEETS TAB

The Flowsheets tab is used to document patient data.

Here's a look at one of the Flowsheets:

The screenshot displays the 'Flowsheets' tab in the iConnect Acute Care application. The top navigation bar includes tabs for Patient List, Orders, Results, Patient Info, Documents, Flowsheets (active), Clinical Summary, and External CHS Data. The main window is titled 'Nursing Flowsheet Acute Care, From 03-03-2010 to 03-03-2010' and features 'Save' and 'Cancel' buttons. On the left, a sidebar contains 'Flowsheet Criteria', 'Save Options', and 'Graph Options'. The 'Flowsheet Criteria' section includes a 'Chart Selection' dropdown set to 'This Chart', 'From' and 'To' date pickers both set to '03 - 03 - 2010', and checkboxes for 'Retain for Next Patient', 'Default to Summary', 'Show Abnormal Only', 'Suppress Blank Rows and Cols', and 'Show ml/Kg'. Below these are 'Apply' and 'Reset' buttons. The 'Flowsheet Selection' section shows a list of flowsheets with '4E' selected. The main area displays a list of clinical categories, each with a plus icon: VITAL SIGNS, PEWS, PAIN ASSESSMENT, HOURLY NEURO STATUS & RESPIRATORY RHYTHM, HEAD/NEURO, NEURO (Details), RESPIRATORY, CARDIOVASCULAR, GASTROINTESTINAL, Feeding, GENITOURINARY, INTEGUMENTARY, PSYCHOSOCIAL/DEVELOPMENTAL, NARRATIVE NOTES, Point of Care Testing, WEIGHT/MEASUREMENTS, and GENERAL ASSESSMENT.

Please contact your Nurse Educator for more information.

Actions Menu

This menu is not active on the Flowsheets tab.

CLINICAL SUMMARY TAB

The Clinical Summary tab provides the capability of viewing several different types of information at one time. There are several different views you can choose from the drop down box.

Hand Off Of Care View

The main view for nurses on the Clinical Summary tab is the Hand Off of Care view. The table below lists the tiles displayed in this view in alphabetical order.

HAND OFF OF CARE
Allergies
Blood Glucose vs. Insulin
Blood Pressure
Body Measurement
Care Providers
Diet
Health Issues
I & O Totals – Unit of Measurement: mL
IVs/Drips and Intakes
Medications
Orders
Pain
Pediatric Imaging – Report By Order
PEWS Scoring
Respiratory Assessment
Results Report By Order
Vital Signs
Vital Signs Trend
Weight Trend

Clinical Summary Tiles

The table below lists all of the tiles found on the Hand Off of Care view in alphabetical order. Here you will find the tile name, a screenshot of the tile, and information regarding the tile.

TILE NAME/SCREENSHOT	INFO PROVIDED/COMMENTS									
<div>Allergies</div> <div><div>Allergies</div><table><tr><th>Type</th><th>Allergen</th><th>Reaction</th></tr><tr><td>Drug</td><td>Citanest Forte</td><td>Coughing</td></tr><tr><td>Drug</td><td>Demerol HCl</td><td>Unknown</td></tr></table></div>	Type	Allergen	Reaction	Drug	Citanest Forte	Coughing	Drug	Demerol HCl	Unknown	<div>Information available on this tile includes Type, Allergen, and Reaction (Example: Drug, Citanest Forte, Coughing).</div> <div>NOTE: Time interval selection does not apply to this tile. Information seen will be available from the Start of Chart for this visit.</div>
Type	Allergen	Reaction								
Drug	Citanest Forte	Coughing								
Drug	Demerol HCl	Unknown								
<div>Blood Glucose vs. Insulin</div> <div><div>Blood Glucose vs Insulin</div></div>	<div>This tile shows the Blood Glucose value vs. the amount of Insulin administered.</div>									
<div>Blood Pressure</div> <div><div>Blood Pressure03-01-2010 14:17 To 03-03-2010 14:17</div></div>	<div>This tile displays a graphed view for Systolic and Diastolic blood pressure values.</div> <div>The Right-Click option can change the view within the tile. You can hover the mouse pointer over a point and you will see the value along with the date and time.</div>									

<div>Body Measurement</div> <table><tr><th colspan="6">Body Measurements Start of Chart To 03-09-2010...</th></tr><tr><th>Item</th><th>V...</th><th>U...</th><th>Last Date</th><th>Hi...</th><th>L...</th></tr><tr><td>Weight (kg)</td><td>15</td><td>kg</td><td>02-09-2010 14:44</td><td>15</td><td>15</td></tr><tr><td>Height in cm</td><td>92</td><td>cm</td><td>02-09-2010 14:44</td><td>92</td><td>92</td></tr><tr><td>BMI</td><td>17</td><td></td><td>02-09-2010 14:44</td><td>17</td><td>17</td></tr><tr><td>Admit Weight (kg)</td><td>21</td><td>kg</td><td>02-17-2010 10:38</td><td>21</td><td>21</td></tr></table>	Body Measurements Start of Chart To 03-09-2010...						Item	V...	U...	Last Date	Hi...	L...	Weight (kg)	15	kg	02-09-2010 14:44	15	15	Height in cm	92	cm	02-09-2010 14:44	92	92	BMI	17		02-09-2010 14:44	17	17	Admit Weight (kg)	21	kg	02-17-2010 10:38	21	21	<div>Information available on this tile includes Item, Value, UOM, Last Date, High, and Low.</div>
Body Measurements Start of Chart To 03-09-2010...																																					
Item	V...	U...	Last Date	Hi...	L...																																
Weight (kg)	15	kg	02-09-2010 14:44	15	15																																
Height in cm	92	cm	02-09-2010 14:44	92	92																																
BMI	17		02-09-2010 14:44	17	17																																
Admit Weight (kg)	21	kg	02-17-2010 10:38	21	21																																
<div>Care Provider</div> <table><tr><th colspan="3">Care Providers</th></tr><tr><th>Provider Name</th><th>Role</th><th>Discipline</th></tr><tr><td>Conklin, Michael J (MD)</td><td>Admitting</td><td>Orthopedics</td></tr><tr><td>Conklin, Michael J (MD)</td><td>Attending</td><td>Orthopedics</td></tr><tr><td>Yu, Feliciano Jr (MD)</td><td>Ordered</td><td>Emergency Medicine</td></tr><tr><td>Woolley, Audie Lee (MD)</td><td>Primary</td><td>ENT</td></tr><tr><td>Woolley, Audie Lee (MD)</td><td>Referring</td><td>ENT</td></tr></table>	Care Providers			Provider Name	Role	Discipline	Conklin, Michael J (MD)	Admitting	Orthopedics	Conklin, Michael J (MD)	Attending	Orthopedics	Yu, Feliciano Jr (MD)	Ordered	Emergency Medicine	Woolley, Audie Lee (MD)	Primary	ENT	Woolley, Audie Lee (MD)	Referring	ENT	<div>Information available on this tile includes Provider Name, Role, and Discipline.</div>															
Care Providers																																					
Provider Name	Role	Discipline																																			
Conklin, Michael J (MD)	Admitting	Orthopedics																																			
Conklin, Michael J (MD)	Attending	Orthopedics																																			
Yu, Feliciano Jr (MD)	Ordered	Emergency Medicine																																			
Woolley, Audie Lee (MD)	Primary	ENT																																			
Woolley, Audie Lee (MD)	Referring	ENT																																			
<div>Diet</div> <table><tr><th colspan="4">Diet Start of Chart To 03-29-2010 15:40</th></tr><tr><th>Item</th><th>Item Info</th><th>Value</th><th>Last...</th></tr><tr><td>Diet</td><td>Types/Supplements/Restrictions/Add...</td><td>Regular Diet;...</td><td>03-19-...</td></tr><tr><td>Intake Amount</td><td>% Intake</td><td>100%</td><td>03-19-...</td></tr><tr><td>Diet</td><td>Patient Tolerance</td><td>Yes</td><td>03-19-...</td></tr></table>	Diet Start of Chart To 03-29-2010 15:40				Item	Item Info	Value	Last...	Diet	Types/Supplements/Restrictions/Add...	Regular Diet;...	03-19-...	Intake Amount	% Intake	100%	03-19-...	Diet	Patient Tolerance	Yes	03-19-...	<div>Information available on this tile includes Item, Item Info, Value, and Last Date (Example: Diet – Types/Supplements/Restrictions/Additions – Regular Diet; Avoid Caffeine – 03-19-2010 16:16).</div> <div>Displays the diet type, whether patient tolerates diet, % eaten, and any comments.</div>																
Diet Start of Chart To 03-29-2010 15:40																																					
Item	Item Info	Value	Last...																																		
Diet	Types/Supplements/Restrictions/Add...	Regular Diet;...	03-19-...																																		
Intake Amount	% Intake	100%	03-19-...																																		
Diet	Patient Tolerance	Yes	03-19-...																																		
<div>Health Issues</div> <table><tr><th colspan="3">Health Issues</th></tr><tr><th>Type</th><th>Health Issue</th><th>Description</th></tr><tr><td>Visit Reason</td><td>ACU BRNCHLTS D/T OTH ORG</td><td>ACU BRNCHLTS D/T OTH ORG</td></tr></table>	Health Issues			Type	Health Issue	Description	Visit Reason	ACU BRNCHLTS D/T OTH ORG	ACU BRNCHLTS D/T OTH ORG	<div>Information available on this tile includes Type, Health Issue, and Description (Example: Visit Reason, ACU BRNCHLTS D/T OTH ORG, ACU BRNCHLTS D/T OTH ORG).</div> <div>Information in this tile appears based upon when the patient is admitted. Also, more than one health issue can be listed. NOTE: Time interval selection does not apply to this tile. Information seen will be available from the Start of Chart for this visit.</div>																											
Health Issues																																					
Type	Health Issue	Description																																			
Visit Reason	ACU BRNCHLTS D/T OTH ORG	ACU BRNCHLTS D/T OTH ORG																																			

I & O Totals – Unit of Measure: mL

Input and Output Totals – Unit Of... 02-24-2010 15:29 To 03-04-2010...						
Date	Time	Type	Intake	Output	Net	24 Hour
02-24-2010	22:00	Shift	50		50	69
02-25-2010	06:00	Shift	70	57	13	82
02-25-2010	06:00	Daily	195	113	82	82
02-25-2010	14:00	Shift	135	75	60	60
02-26-2010	06:00	Daily	135	75	60	60
02-26-2010	14:00	Shift	300	218	82	82
02-27-2010	06:00	Daily	300	218	82	82

Information displayed on this tile includes Date, Time, Type, Intake, Output, Net, and 24 Hour.

This tile displays the individual shift and daily totals for all Intake and Output for the time filter selected. Using the **Right-Click** option will allow you to change:

1. The view to include hourly
2. Enlarge Range of data collected
3. From mL to MI/kg
4. View IO Flowsheet Summary

IV / Drips and Intakes

IVs / Drips and Intakes			
IV and Components	Rate	Units	Site
Chemotherapy		mL/hr	
D5% Water + 20 mEq KCl		mL/hr	
D5% Water 1000 mL +...			
Enteral Feeding	10	ml/hr	
Alimentum Powder...			
Enteral Nutrition 1 FA			

Information available on this tile includes IV and Components, Rate (where applicable), Units (ml/hr), and Site (when applicable and documentation exists) (Example: Isomil 20 kcal Oral, 0).

The **Right-Click** action allows you to enlarge the range of view.

Medications

Medications	Last Given	Status
Anoxiclin 400 mg/5 mL Oral 320 mg/GRAM(s)...		Active
Diphenhydramine 12.5mg/5mL Oral ... (Known as...		Active
Albuterol Sulfate HFA 90 mcg/inh...		Active
Albuterol 2.5mg/0.5mL Inhalation Solution (0.5 mL)...		Active
Acetaminophen Oral ... (Ordered as TYLENOL FOR...	02-19-2010 18:30	Active

Information available on this tile includes Medication, Last Given, and Status (Example: Acetaminophen Oral ... (Ordered as TYLENOL For... , 02-19-2010 18:30, Active)

In addition to the medication orders, and due to the configuration of the system, this tile also includes Enteral Nutrition orders. Hover the mouse over the name of the medication order and the hover action will provide a complete summary view of this order. The summary view is how this order appears on the eMAR. A right-click action provides the ability to **Enlarge Range** on all medication orders or **View Order/Task Summary** details.

Orders

Category	Order	Status
Antimicrobials	Amoxicillin 400 mg/5 mL Oral 320 milligram(s), Oral...	Active
Charges	Miscellaneous - Lactation, CHRG OrderID:...	Charged
Charges	Acute Care Nutrition Screen,CHRG OrderID:...	Charged
Charges	I/P Initial Medical Nutr Thryp,CHRG OrderID:...	Charged
Charges	Administrative/Di Nutri, CHRG OrderID: 001BBK011...	Charged
Charges	D1 Nutrition Intervention,CHRG OrderID: 001BBK008...	Charged
Charges	I/P Initial Medical Nutr Thryp,CHRG OrderID:...	Charged
Charges	Meal Rounds,CHRG OrderID: 001BBK010 DOS: 02...	Charged

Information available on this tile includes Category, Order, and Status (Example: Calorie Count Consult – Consults - Active)

By hovering the mouse over the Order Name the hover action will provide a summary view of the order. The right-click action will provide the ability to **Enlarge Range** for all orders on the patient, view the **Order Entry** dialog box, **Show Details** for the specific order, **Show Status History** for the order, and **View Order/Task Summary** information. (Note: Because some patient charges are also considered orders, charges may also be seen in this tile.)

Pain

Item	Item Info	Value
Numeric Pain Rating		1
	Pain...	PAIN...
	Pain...	PHARMACO...
Pain		Yes
Crying		High pitched
Requires O2 Sat > 95%		O2 Sat < 30%
Increased Vital Signs		HR or BP...
Expression		Grimace

Information available on this tile includes Item, Item Info, and Value.

This tile identifies pain presence, pain assessment used, pain score, and last date of documentation. You may or may not see information for each column heading depend upon how the observations are configured. The most recent documented value is initially displayed. If you wish to see a larger date range you can select a large time frame from the clinical summary filter (which will increase the time frame for all tiles) or you can right-click an individual parameter and select Enlarge Range.

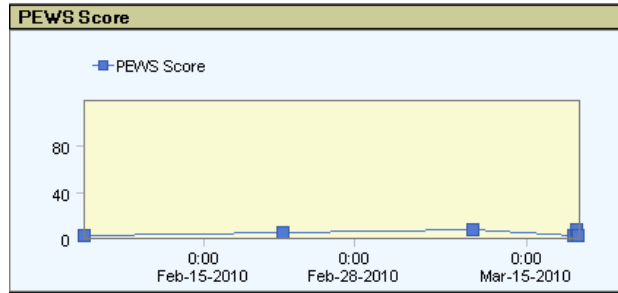
Pediatric Imaging – Report By Order

Pediatric Imaging - Report By Order			
12-29-2009 13:58 To 03-29-2010 13:58			
Order Name	Result	V...	Text Result Date
CHEST AP/PA AND LATERAL			02-25-2010 08:21
	Image		
	CHEST AP/PA AND LATERAL	--	

Information available on this tile includes Order Name, Result, Value, Text, and Result Date.

You cannot view any images from the Clinical Summary, but the word 'Image' displays in the Result column to signify that an image is available in Syngo and can be viewed via the Results tab. When "..." appears in the Text column, double click on the "..." and the Impressions/Other text associated with the Pediatric Imaging Result will display.

PEWS Score



This tile displays a clinical graph showing PEWS score values.

By **Right-Clicking** on this tile you are presented with the following options: **Enlarge Range, Data Grids, Show Data Labels**. If you hover the mouse over individual items numerical values, date and time will be displayed.

Respiratory Assessment

Respiratory Assessment			
Last Date	Item	Item Info	Value
03-19-2010 11:39	Breath Sounds/Pattern		RESPIRATORY RHYTHM: Regular...
03-19-2010 11:39		Aerosol Meds	Albuterol
03-19-2010 11:39		Frequency Hour(s)	3
03-19-2010 11:39		Patient's Response	Tolerated treatment well

Information available on this tile includes Last Date, Item, Item Info, and Value.

Results-Report By Order

Results-Report By Order			
Result Date	Result	Value	Range
02-26-2010 14:17	CSF Glucose	33	[40-75 MG/DL]
	CSF Protein	15	[15-45 MG/DL]
	Source:		
02-25-2010 08:52	Surgical Pathology		
02-24-2010 16:00	WBC - Blood	12.34	[6.00-17.00 THOUS/A/L]
	RBC	5.92	[3.70-53.0 mV/L]
	Hemoglobin	9.9	[10.5-13.5 G/DL]
	Hematocrit (PCV), Blood	31.5	[33.0-39.0 %]
	MCV	53.1	[70.0-86.0 FL]
	MCH	16.8	[22.0-31.0 PG]

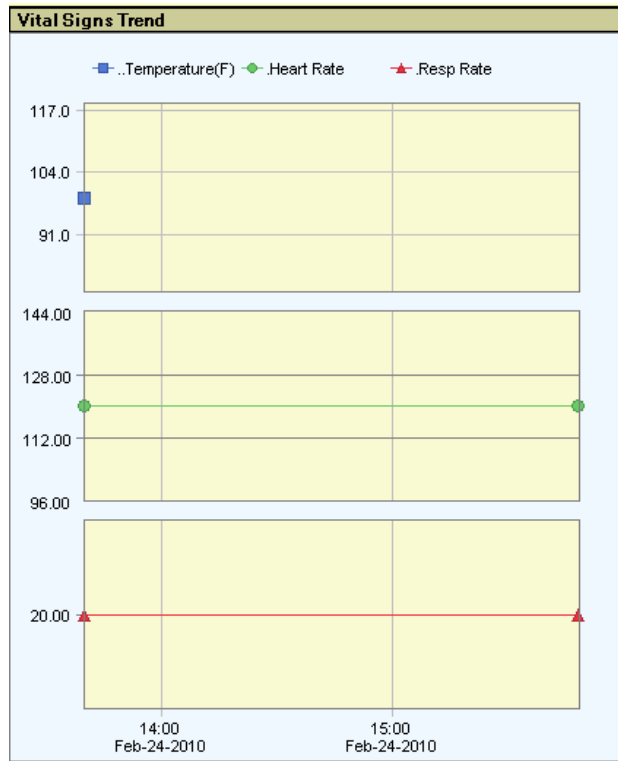
Information available on this tile includes Result Date, Result, Value, and Range (Example: 02-26-2010 14:17 – CSF Glucose – 33 – [40-75 MG/DL]).

Vital Signs

Vital Signs					
Item	Value	U...	Last...	Hi...	L
..Temperature(F)	98	de...	03-05-...	101	98
.Heart Rate	70	bpm	03-05-...	80	70
Supine Heart Rate	50	bpm	02-17-...	50	50
.Resp Rate	22	/min	03-05-...	27	22
	10		03-02-...	10	10
BP Systolic	95		03-05-...	100	95
BP Diastolic	70		03-05-...	80	70
	BP SOURCE;...		03-05-...		

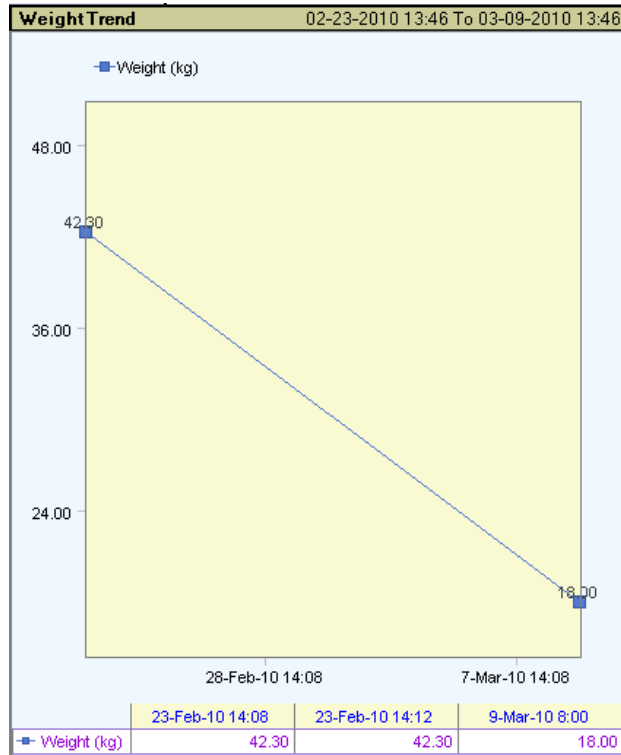
Information available on this tile includes Item, Value, UOM, Last Date, High, and Low (Example: Temperature(F) – 98 – degrees F – 03-05-2010 08:50 – 101 – 09).

Vital Signs Trend



Shows the trend of Temp, HR, and RR for the view's specified time.

Weight Trend

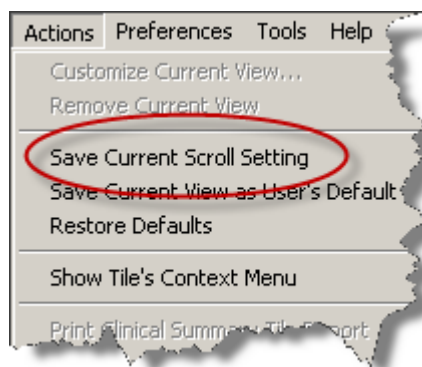


This tile displays a graphed view of the admit weight and the daily weight documentation during the current visit. A data grid, which includes date and time, appears at the bottom of the tile with individual numerical values listed for each documented weight. The default time for this tile is set to 2 weeks prior to the current date.

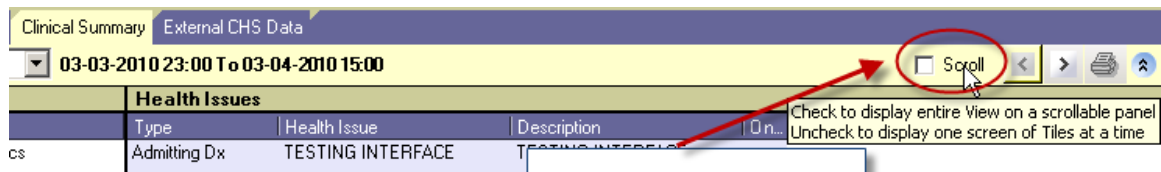
Actions

This menu changes depending on which chart tab is selected. This section covers the Actions menu for the Clinical Summary tab.

Save Current Scroll Setting

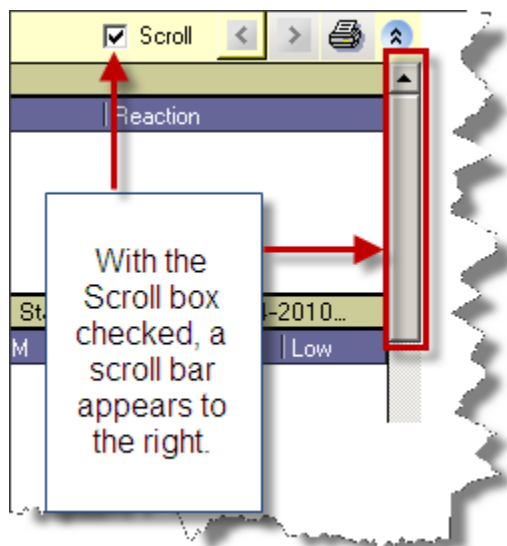


On the Clinical Summary tab, the tiles can be presented in one of two ways – a “scrollable” format or one screen at a time. This option will save the selection.

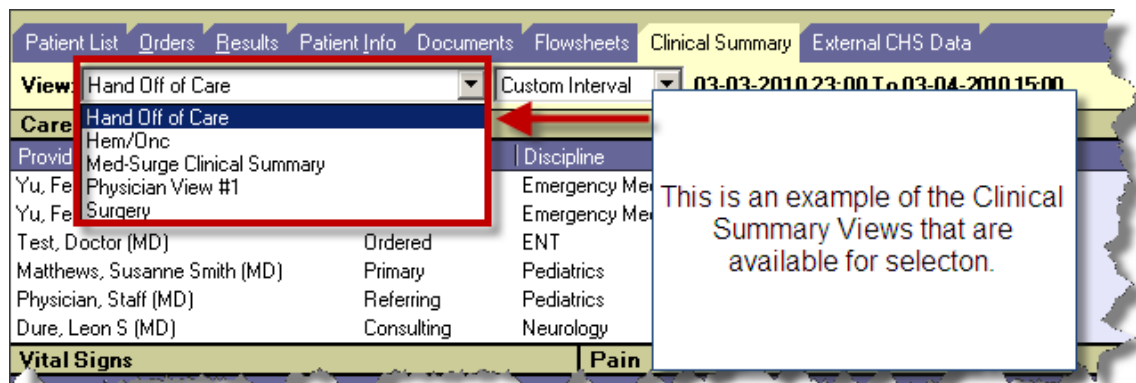
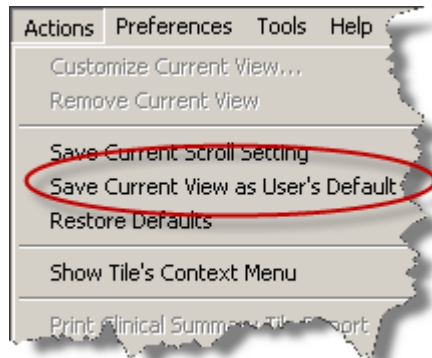


Use this to view Tiles by
Scrolling
vs
Paging

With the Scroll box unchecked, use these
buttons to page to see more Tiles

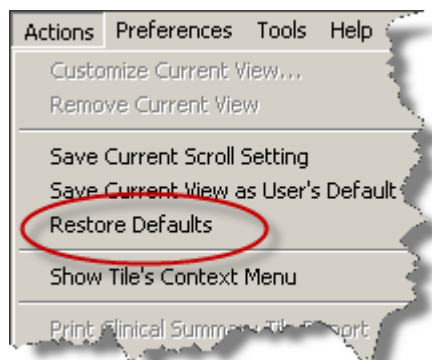


Save Current View as User's Default



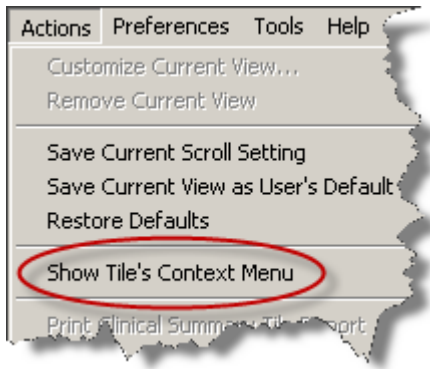
To set a personal default, select a view and click this option.

Restore Defaults



Clicking this option will restore system defaults for the Clinical Summary tab.

Show Tile's Context Menu



Clicking within a Tile, then selecting this menu option will cause another menu to open which lists actions that can be taken. The same menu will appear with a Right-Click performed within the tile.

EXTERNAL CHS DATA

This tab provides access to two reports:

- Medicaid CCD Patient Summary
 - This is the Continuity of Care Document that comes from the Alabama Medicaid Agency (ALMA) through Children's Hospital of Alabama (TCHA) participation in the ALMA Together for Quality Initiative. Any concerns or issues related to this should be directed to the CSD @ 939-6568.
- CHS External Systems Patient Data Summary
 - This report gathers information from the Emergency Department system (Codonix), Outpatient system (Logician), Eclipsys (iConnect Acute Care) system and the Surgery system (SISI). It provides the following information:
 - Recorded Allergies
 - Medications & Prescriptions
 - ICD9 Diagnosis

The information on the CHS External Systems Patient Data Summary report is color coded for ease of viewing.

The screenshot shows the 'External CHS Data' tab in the iConnect application. The interface includes a navigation bar at the top with tabs: Patient List, Orders, Results, Patient Info, Documents, Flowcharts, Clinical Summary, and External CHS Data. Below the navigation bar, a message states: 'To view or print the data in PDF form, please select the 'Send to PDF' button below.' The main content area is divided into sections. On the left, there is a 'CHS Multi-System Patient Analysis Toolkit' logo. In the center, there is a 'Select a System:' section with checkboxes for Codonix, SISI, Logician, and Eclipsys. To the right of this section is a yellow warning box with a triangle icon and the text: 'This patient has a CCD Document that is available. CLICK HERE!!'. Further right is a 'Click here to access the CCD Document' link. On the far right, there is a 'Click here to Print to PDF' link. Below the 'Select a System:' section, there is a red banner that says 'Your report is available below.' and a 'Print to PDF' button. Below the banner, there is a section for 'CHS External Systems Patient Data Summary' with a 'Patient Name' field and a 'Medical Record #' field (000000). To the right of this section is a 'KEY:' section with a color-coded list: EMERGENCY DEPARTMENT (CODONIX) in blue, INPATIENT (ECLIPSYS) in yellow, OUTPATIENT (LOGICIAN) in green, and SURGERY (SISI) in orange. Annotations with red boxes and arrows point to various elements: 'Click here to access the CCD Document' points to the yellow warning box; 'Click here to Print to PDF' points to the 'Print to PDF' button; 'The color coding key' points to the 'KEY:' section; 'Check the boxes here to display information from desired system.' points to the 'Select a System:' checkboxes; and 'If all boxes are checked or if none of the boxes are checked, info from all three systems.' points to the checkboxes.

Actions Menu

This menu is not active on the External CHS Data tab.