iConnect

Simple - Safe - Complete

Children's Health System
iConnect Acute Care
End User Manual

CHILDREN'S HEALTH SYSTEM®

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?...

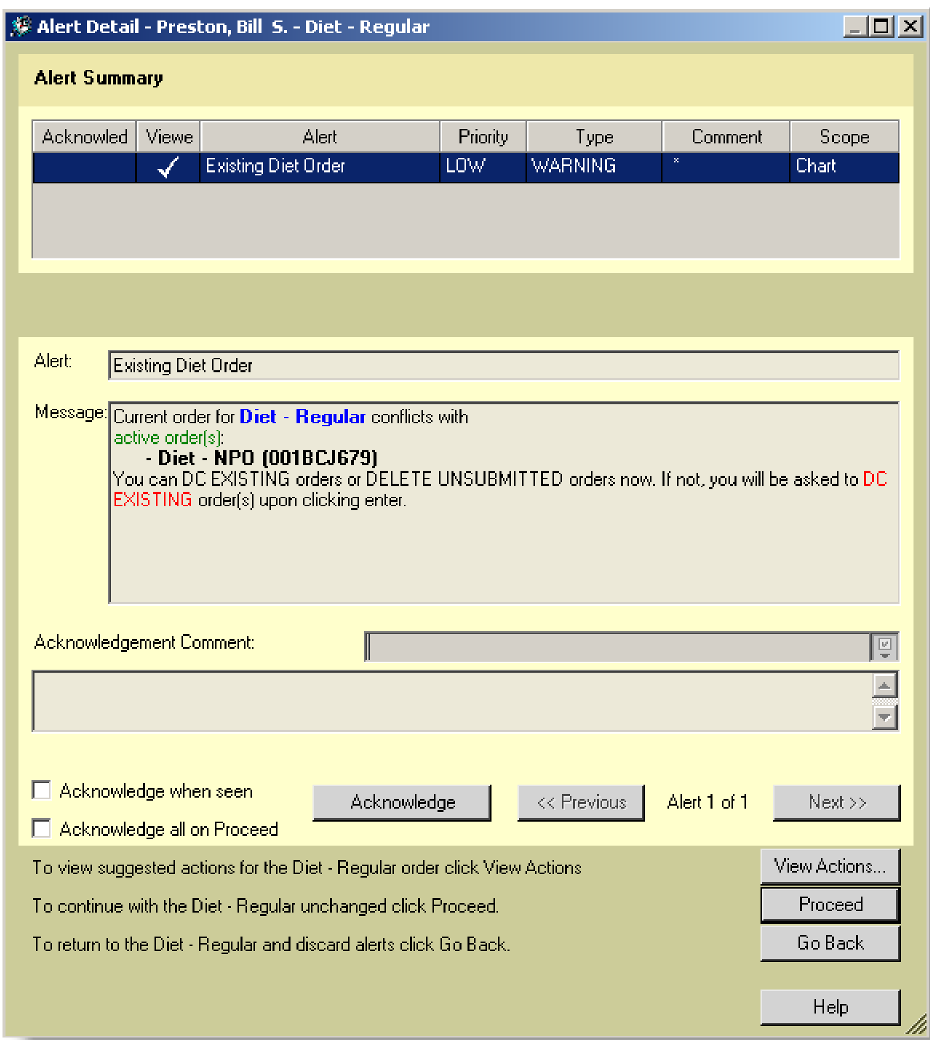
What you will be able to do or have access to in iConnect Acute Care will depend on the role you have at Children's Health System.

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:



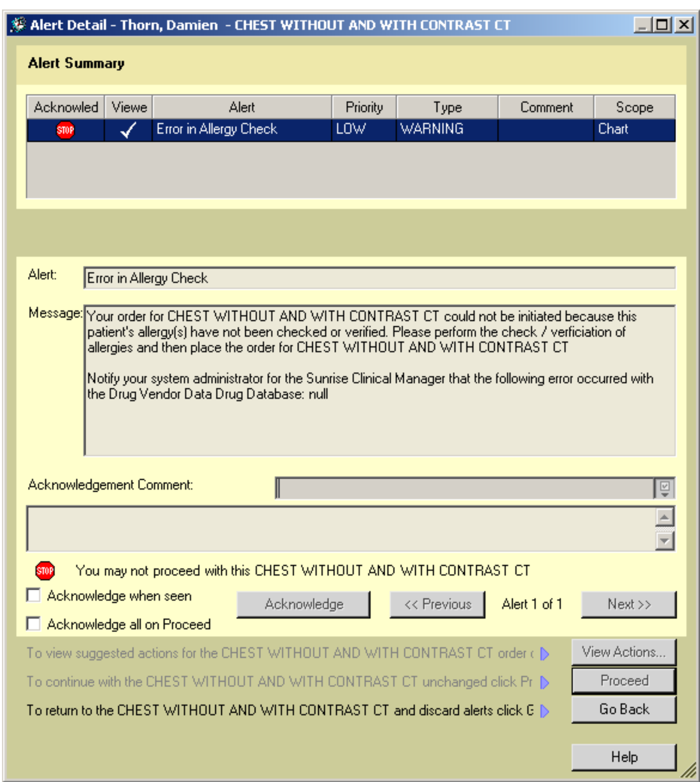
To have the Regular Diet replace the NPO Diet, do the following:

1) Click Acknowledge
2) Use the drop down box next to the Acknowledgement Comment and click the only selection: I have read and acknowlege this alert
3) Click View Actions...
4) Click the radio button: Keep This Order
5) Click the big, red
6) Click OK

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

How Do I Handle a " "?

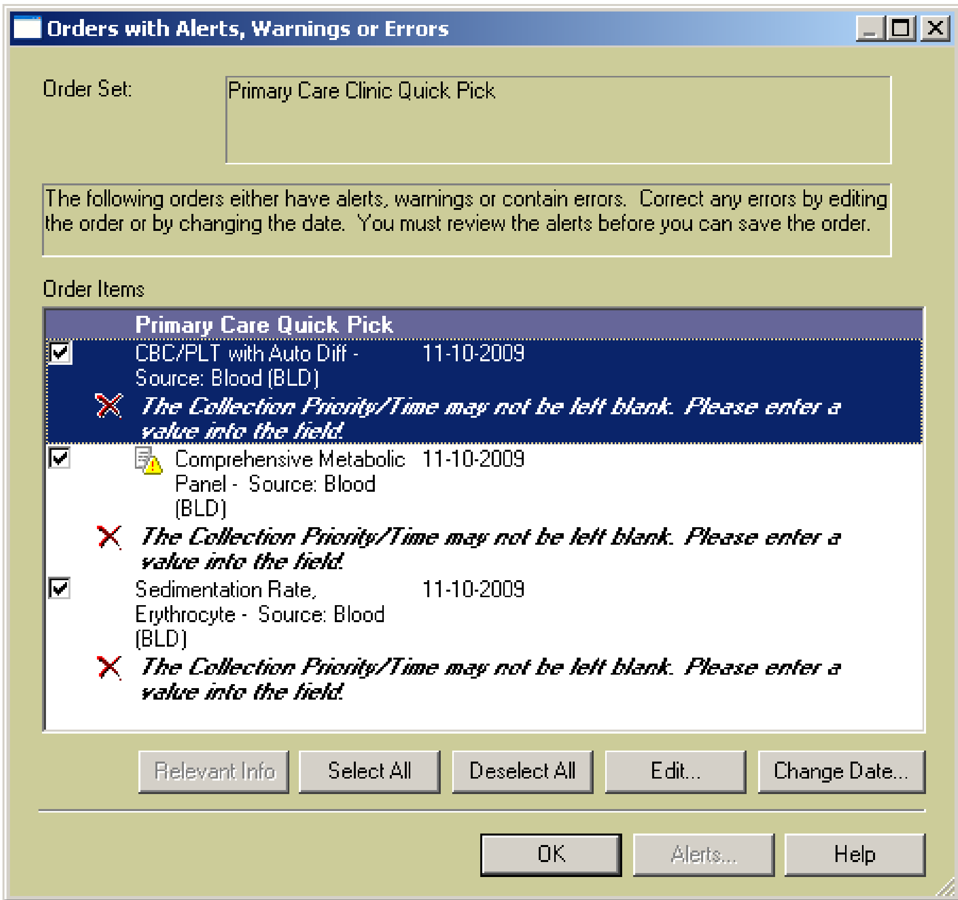
In this example, an order for a CT of the Chest With and Without Contrast was attempted when the patient had no allergy information documented. This is the alert pop-up:



The only option is to click Go Back, 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 Edit...	The order form for that item will appear, providing the opportunity to address any mandatory fields.

For more information see:

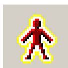
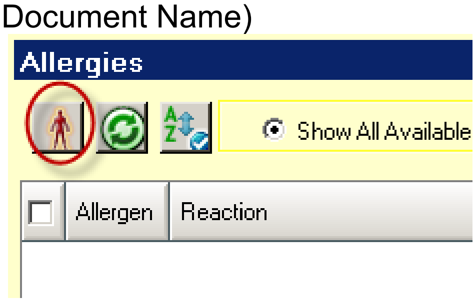
- How Do I? → Orders → How to Make the Most of Order Sets

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.

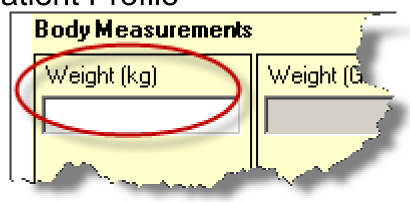
1) Click 
   a. Click Add New
   b. Click a radio button on the Allergy Type pop-up
   c. If ***New Allergy*** is selected:
      i. Using the drop down, Select Drug Type
      ii. Using the drop down, Select Allergen
      iii. Using the list presented, click to place check marks next to all known reactions.
      iv. Click OK
      v. Click OK 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" 

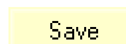
   on the Allergies panel.
   e. Click a radio button on the Allergy Type pop-up
   f. If ***New Allergy*** is selected:
      i. Using the drop down, Select Drug Type
      ii. Using the drop down, Select Allergen
      iii. Using the list presented, click to place check marks next to all known reactions.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

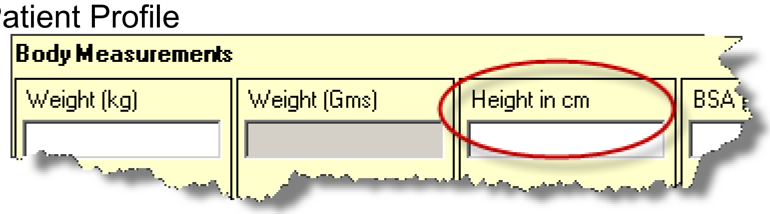
1) Click Enter Document button  on the toolbar
2) Use the drop down menu and select Start of Browse
3) Click to select Patient Profile
4) Document here: 

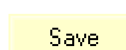
5) When all info is documented on the Patient Profile, Click 

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.

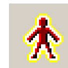
1) Click Enter Document button  on the toolbar
2) Use the drop down menu and select Start of Browse
3) Click to select Patient Profile
4) Document here: 

5) When all info is documented on the Patient Profile, Click 

6) You may need to enter your password.

How Do I Review Allergies?

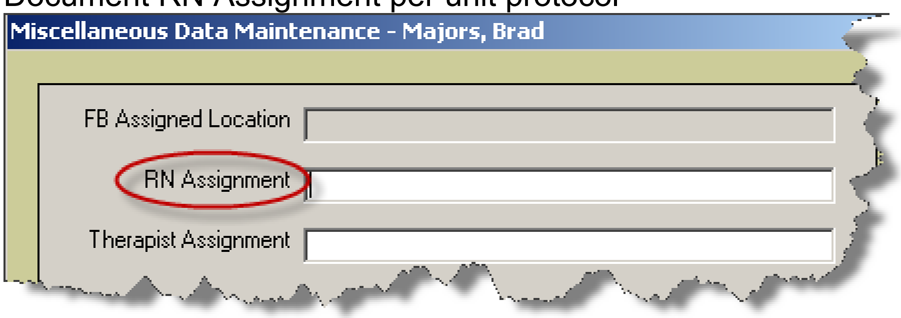
This is an RN task. RN will review documented allergies for accuracy prior to completing this activity.

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

Assignments

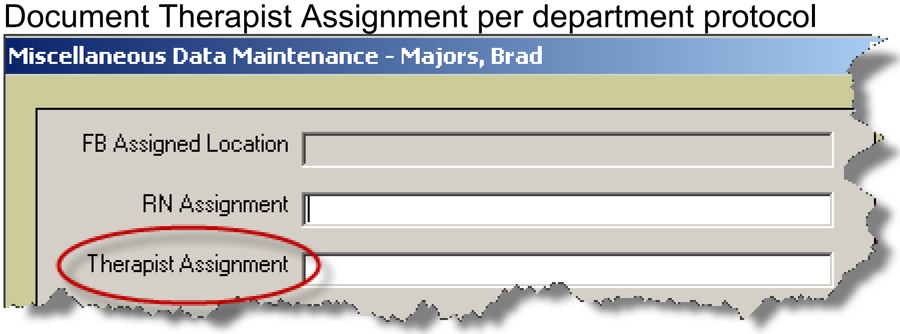
How Do I Make RN Assignments?

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



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

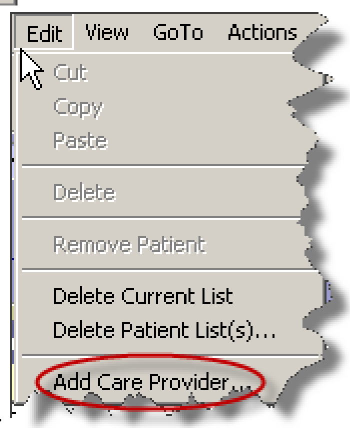


Care Providers

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 Tool bar.
3) On the 'Requested by' pop-up (when entering an order or discontinuing an order)
    a. Click 

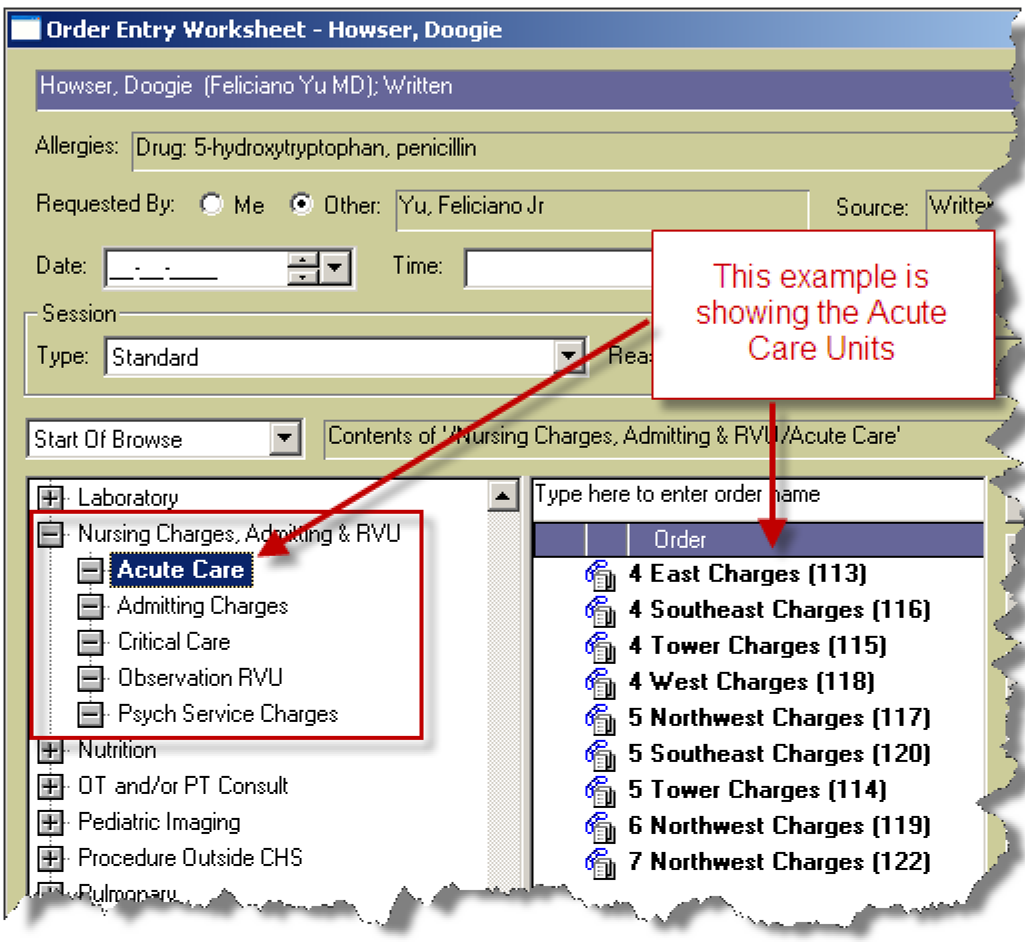
    b. Start typing the last name of the physician
    c. Select the desired physician
    d. Click 

Charges & Other Stuff

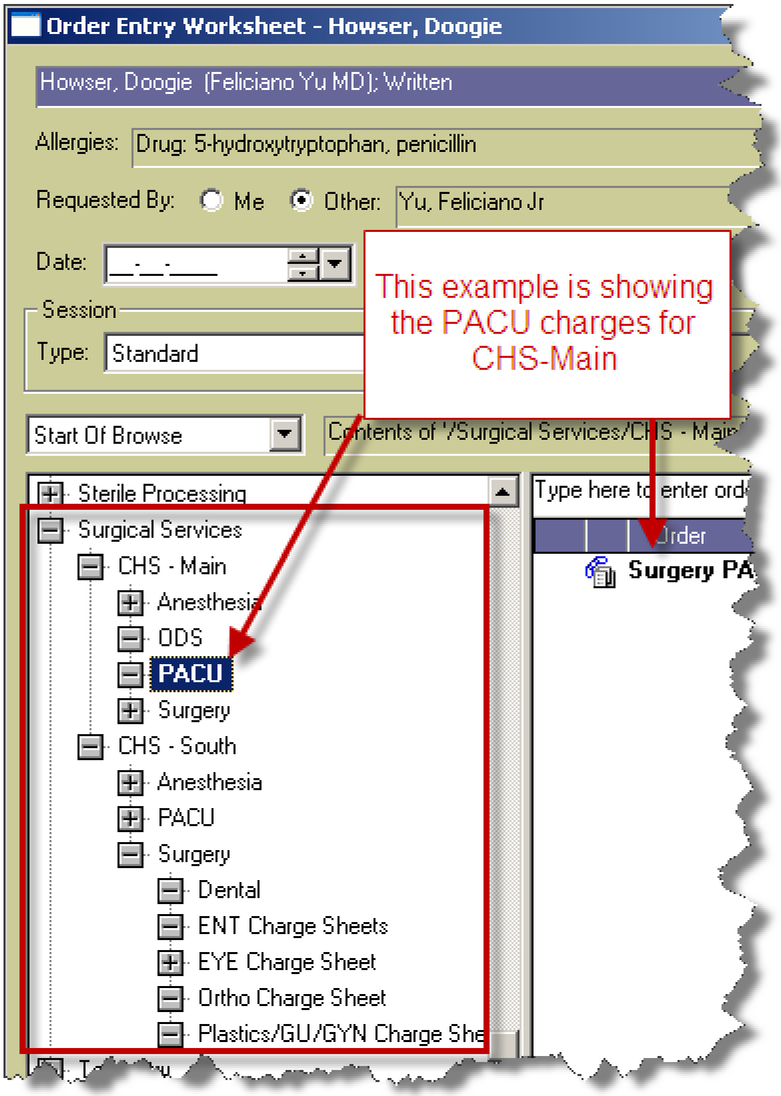
How Do I Enter Charges?

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.

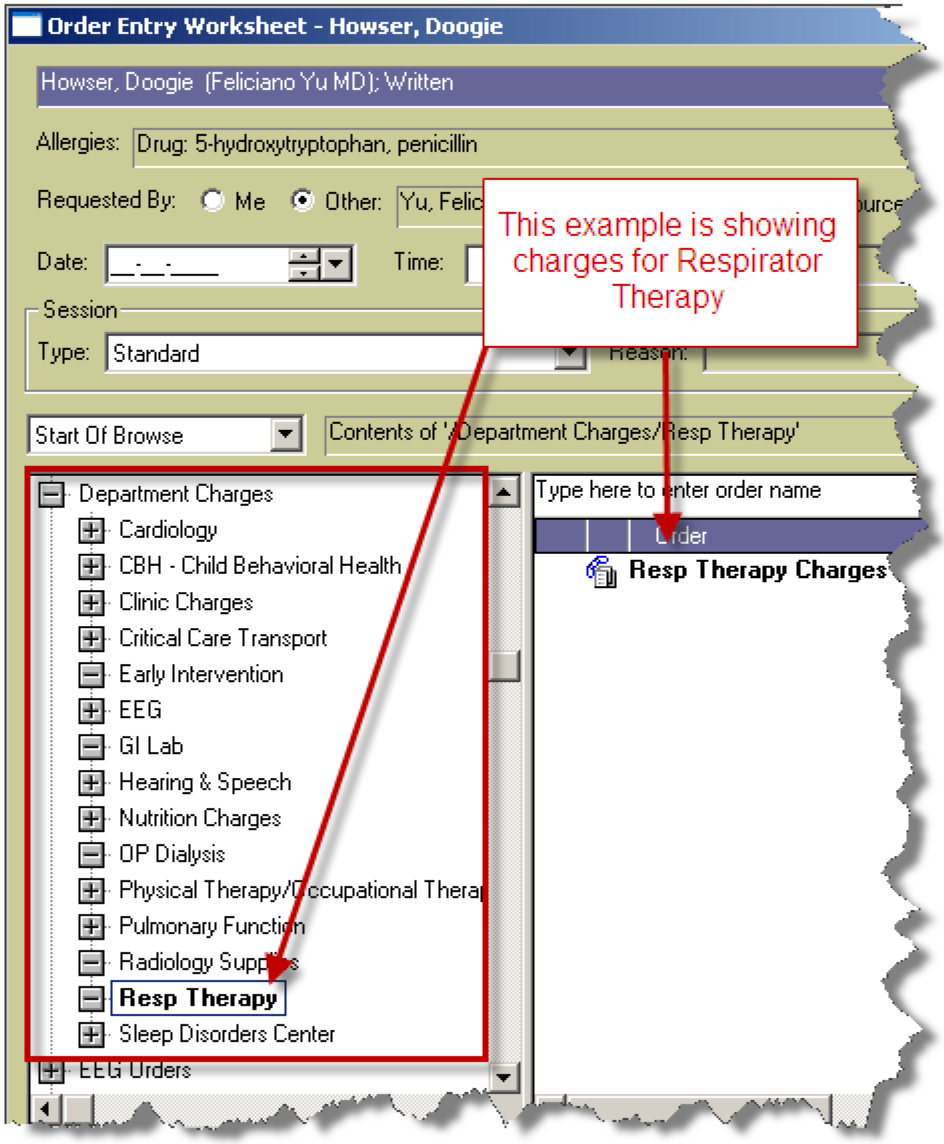
All charges for Acute Care, Admitting, Critical Care, Observation and Psych Services are located in the Start of Browse under “Nursing Charges, Admitting & RVU:



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



Department Charges are located in the Start of Browse under “Department Charges”:



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

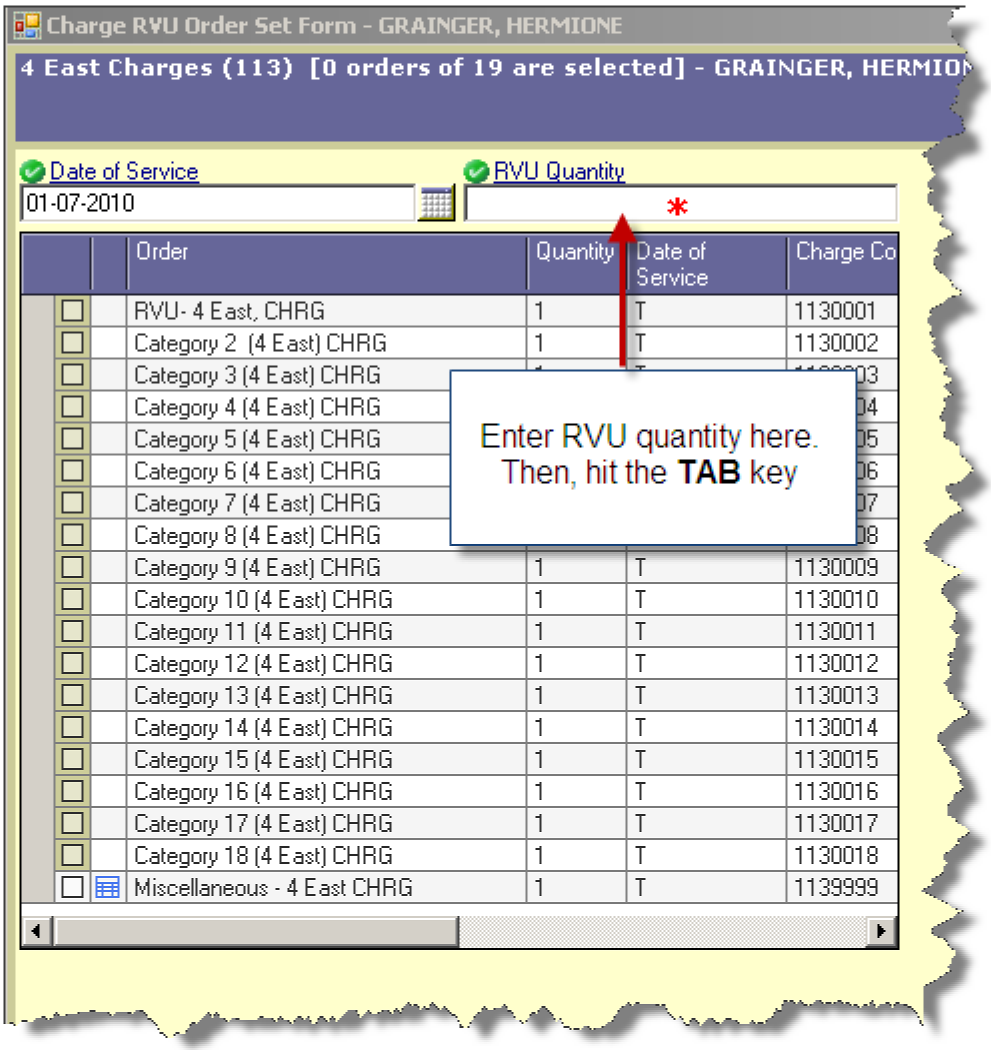
For more information see:

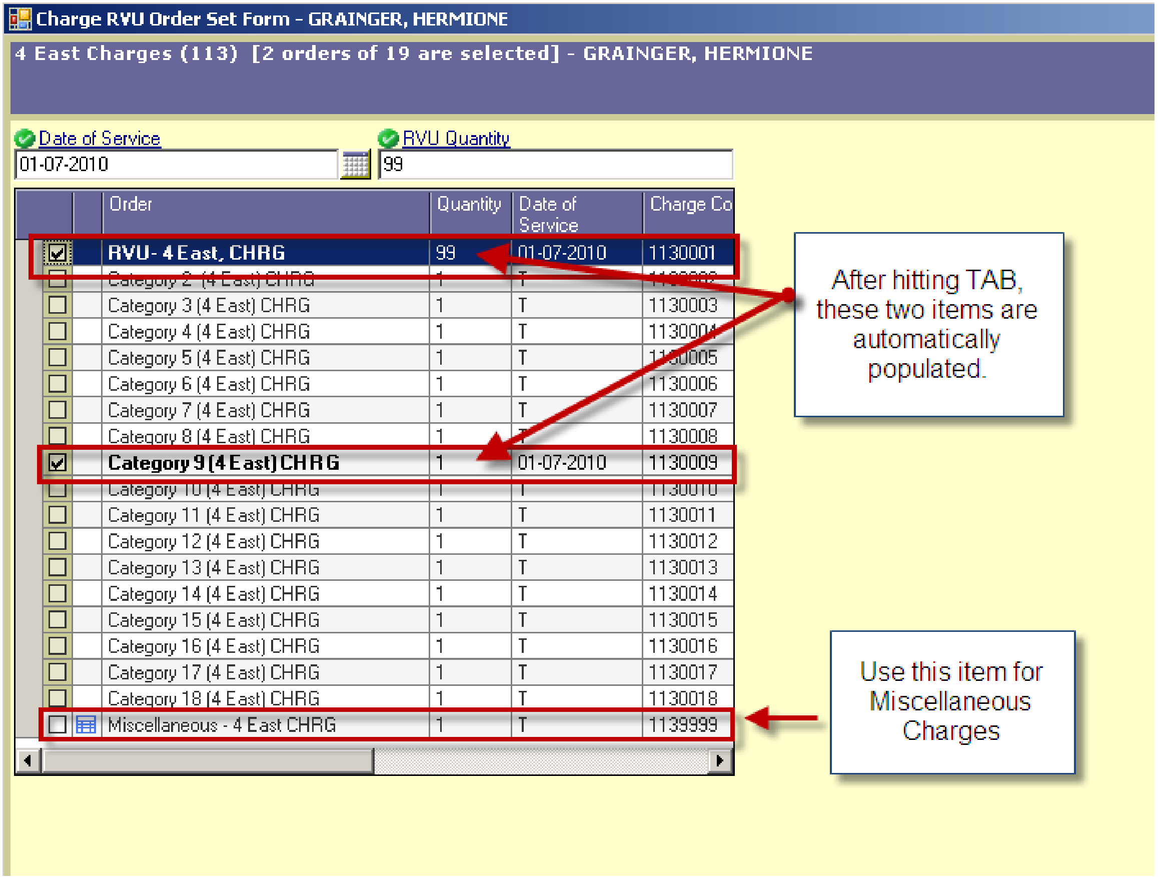
- How Do I → Charges & Other Stuff → How Do I Enter RVUs?
- How Do I → Orders → How Do I Enter an Order?

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:



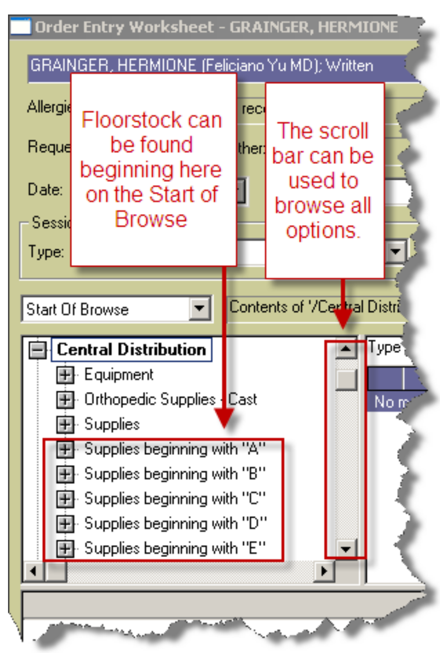


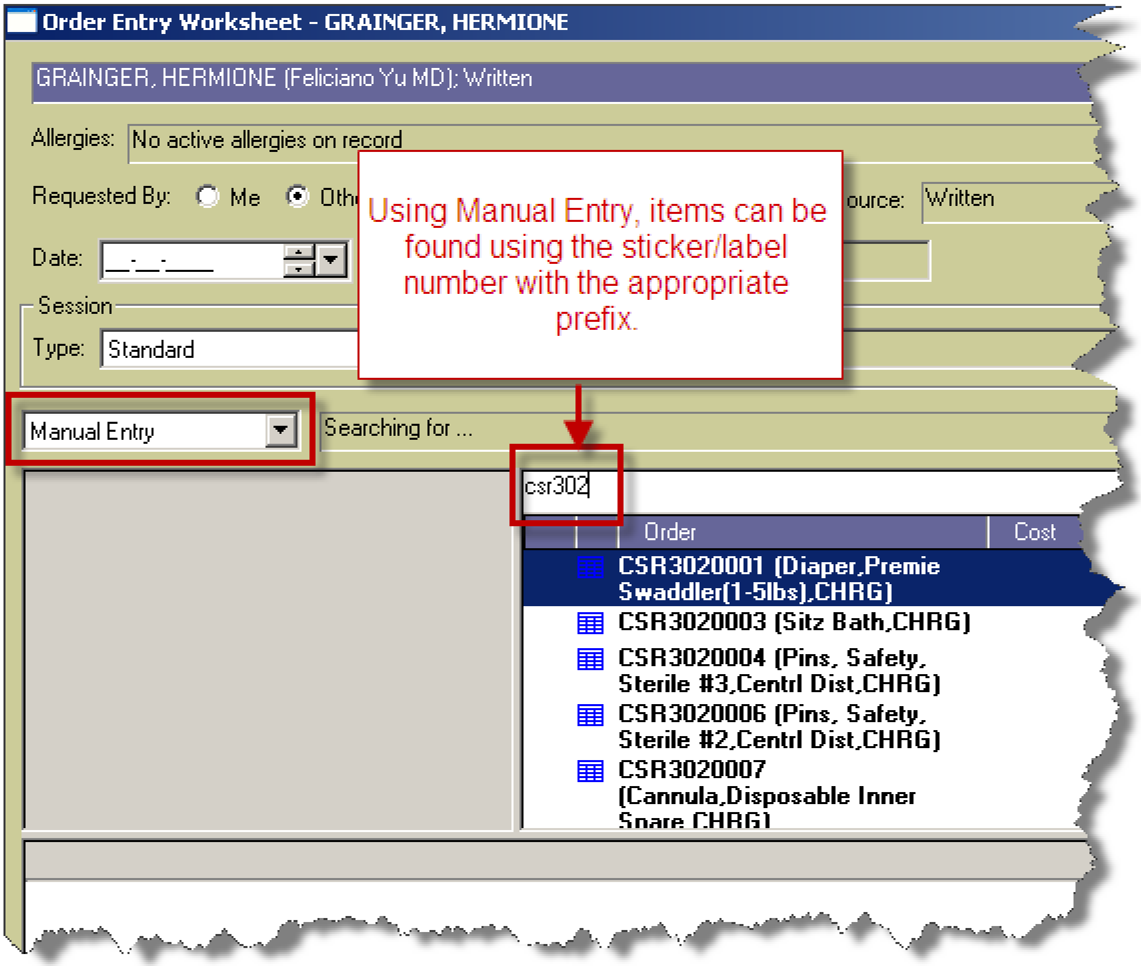
For more information see:

- 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.





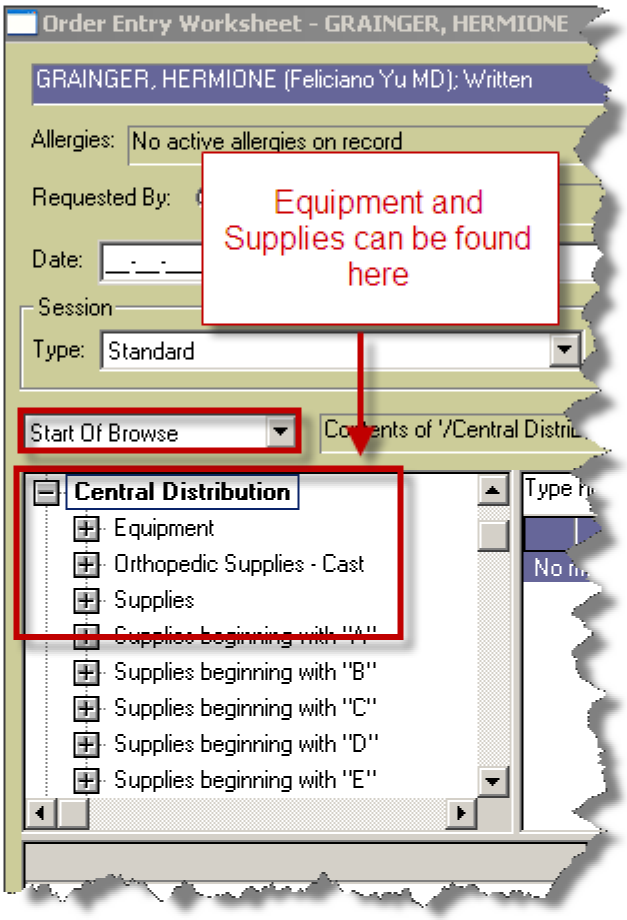
Sticker/Label Color	Prefix to Sticker/Label Number
Blue	PHA
Yellow	CSR
Orange	SPT

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

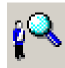
Here's a guide to the columns on the Patient List tab.

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.

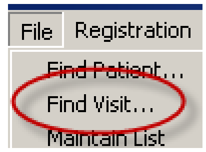
Find Patient

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 Search
   c. Click to select patient
   d. Click Show Visits
   e. Click to select visit
   f. Create your desired list type:
      i. Click OK to create a Temporary List
      ii. Click Save To List 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 Search
   c. Click to select patient
   d. Click Show Visits
   e. Click to select visit
   f. Create your desired list type:
      i. Click OK to create a Temporary List
      ii. Click Save To List 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 Search
        v. Click to select patient
        vi. Create your desired list type:
            1. Click OK to create a Temporary List
            2. Click Save To List 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.

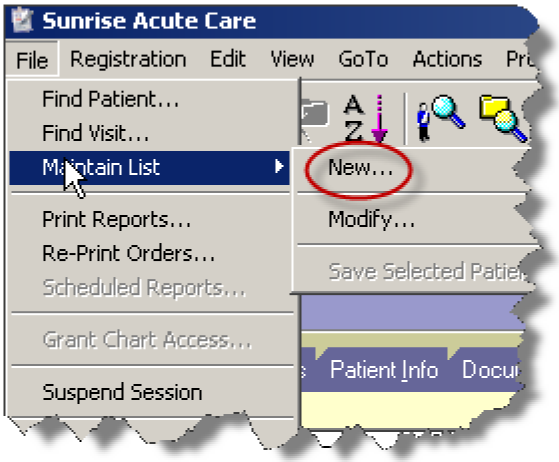
Rx VERIFY – Double-clicking on a flag in this column will take user to the Orders tab for selected patient.
Flag New "On": Not Required
Clearing: This flag is cleared for all users once the order has been verified by the person responsible for the Rx verification.

- 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:

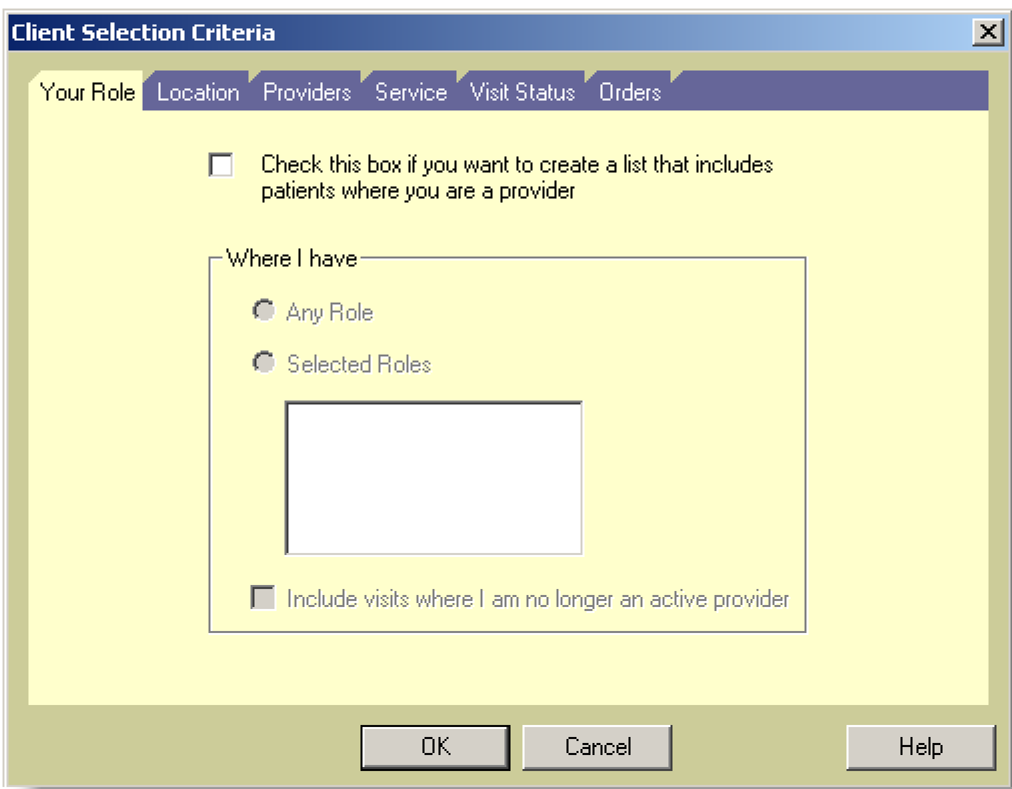
- You must have the necessary security rights to complete the verification process.

Lists

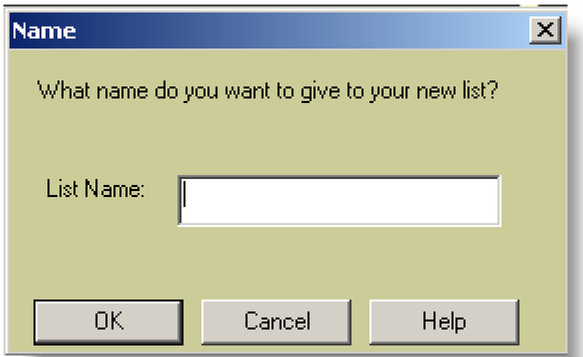
How Do I Create a Criteria-Based List?



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 Select All Patients
    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 Save Selected Patients...

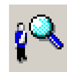
3) On the Save Selected Patients pop-up do one of the following:
    a. Add Patient to Selected List. Use the box to select an Available List.
    b. Replace Patients on Selected List Use the box to select an Available List.
    c. New List Name Provide a New List Name in the box to the right.

For more information see:

- Patient List Tab → List Types

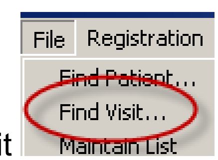
How Do I Create a Temporary List?

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 Search
    c. Click to select patient
    d. Click Show Visits
    e. Click to select visit
    f. Click OK

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 Search
    c. Click to select patient
    d. Click Show Visits
    e. Click to select visit
    f. Click OK

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 Search
        v. Click to select patient
        vi. Click OK

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 

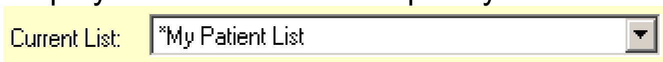
. This will select all the patients on the current list.

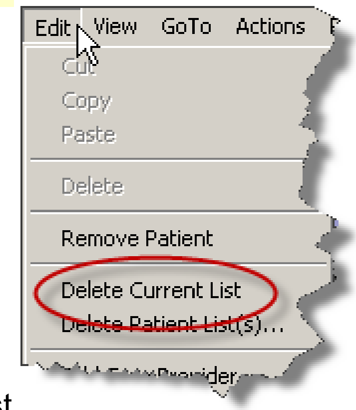
2) Select the patients by clicking on them while holding down the ***Ctrl*** key.

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.

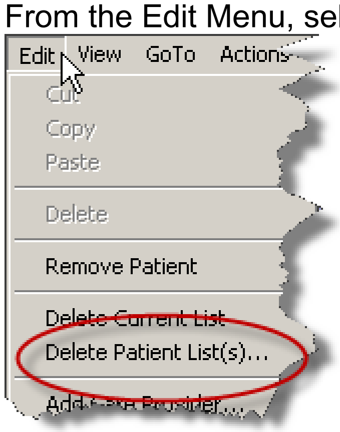
How Do I Delete a List?

There are two ways to delete lists.

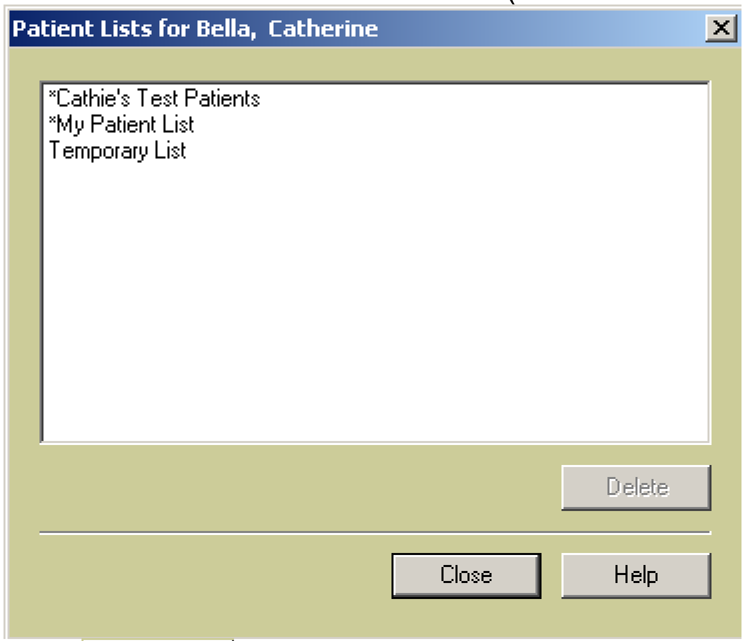
1) Current List:
   a. Display the Personal or Temporary list. For example
   

   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)



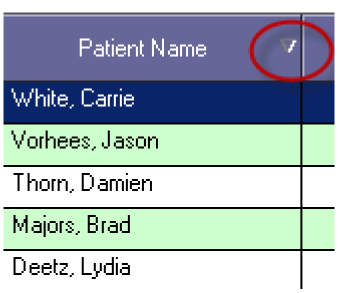
c. Click Delete

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

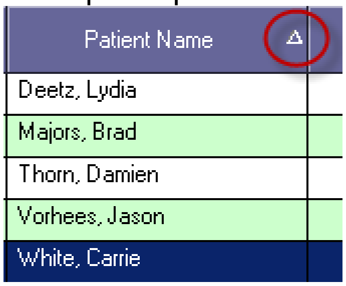
How Do I Sort Patients on a List?

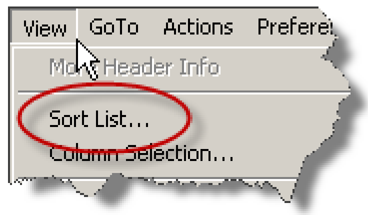
Each column on the patient list can be sorted by simply clicking on the column heading.

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

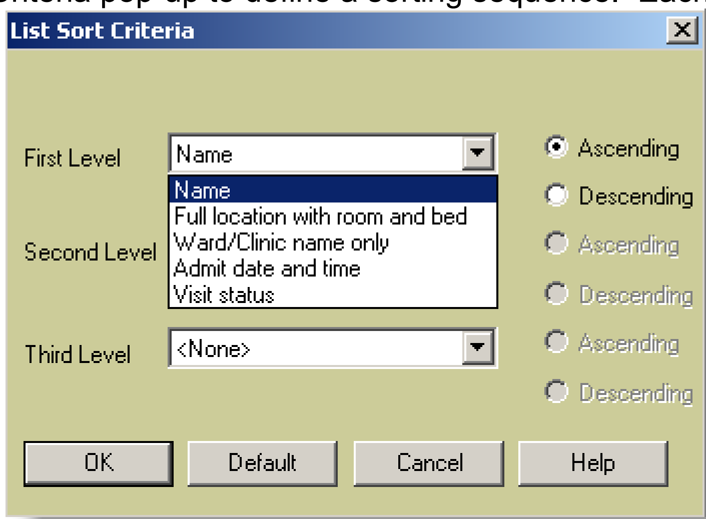


Example of patient sorted by patient name in ascending order. Note the icon.





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

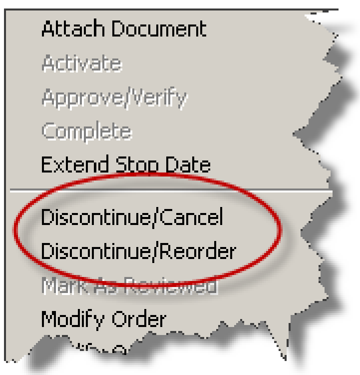
How Do I Discontinue an Order?

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



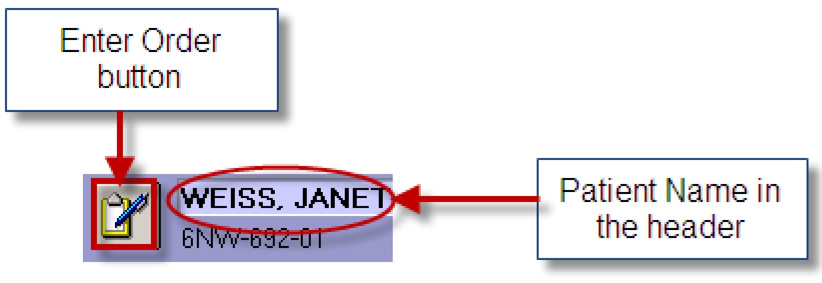
,

For more information see:

- Orders Tab – Right-Click Options → Discontinue/Cancel
- Orders Tab – Right-Click Options → Discontinue/Reorder

How Do I Enter an Order?

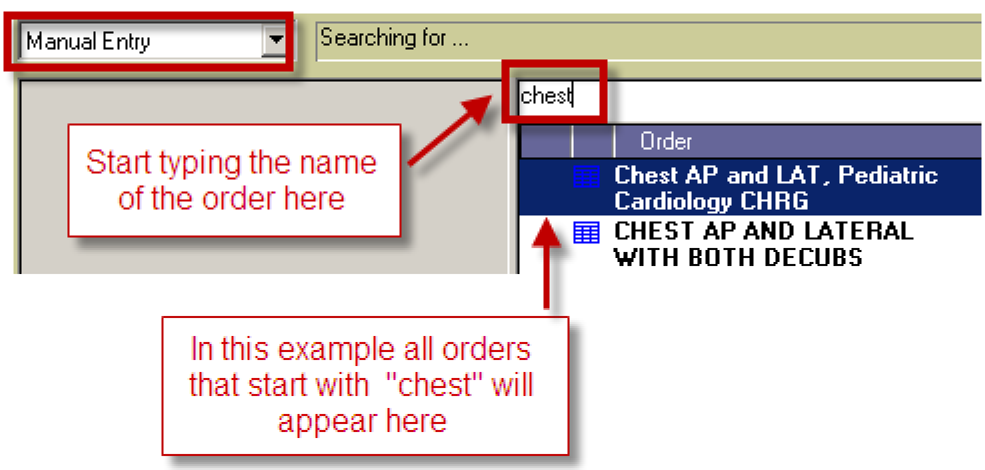
By far, the easiest way to get to the Order Entry Worksheet for the purpose of entering orders or charges is the Enter Order button  on the Patient header.



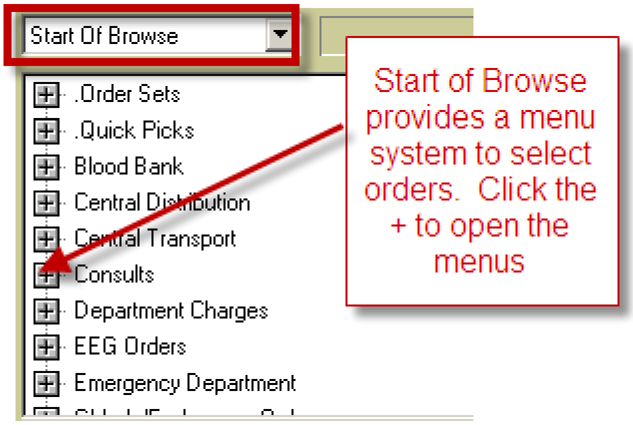
After clicking the Enter Order button , either the 'Requested by' pop-up will appear or the Order Entry Worksheet will appear. In either case, it is imperative to insure that the correct ordering physician is noted.

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

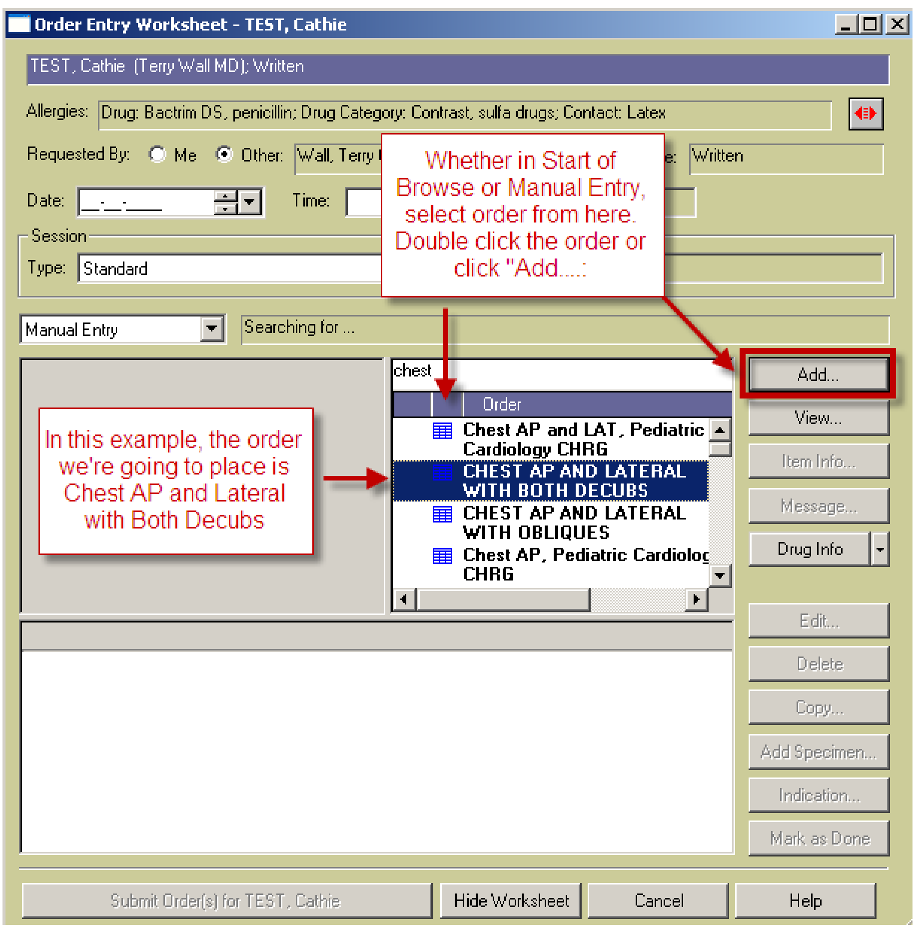
1) Manual Entry



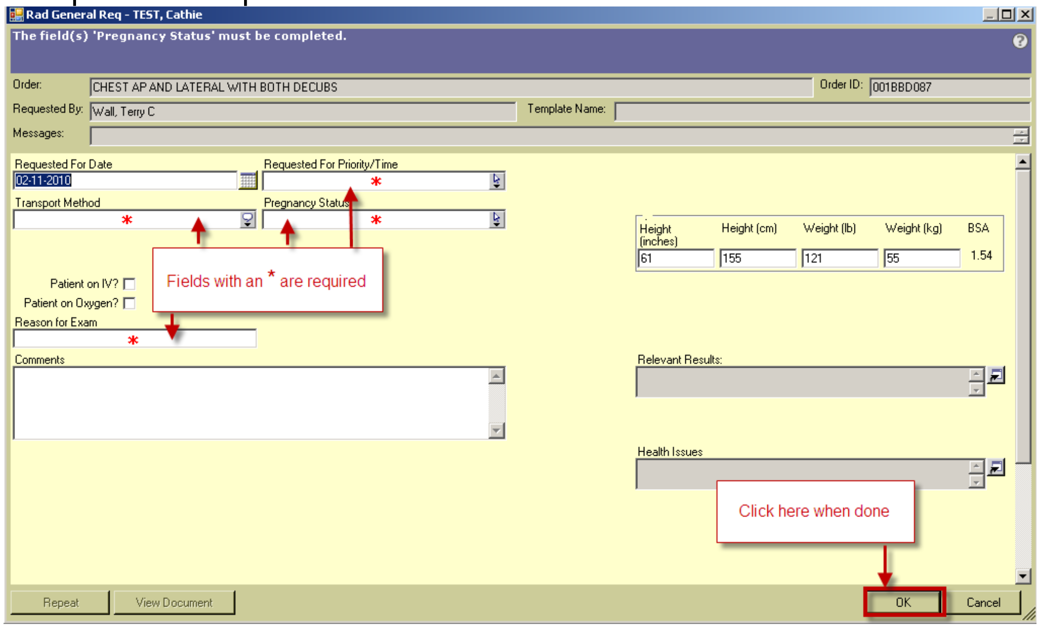
2) Start of Browse

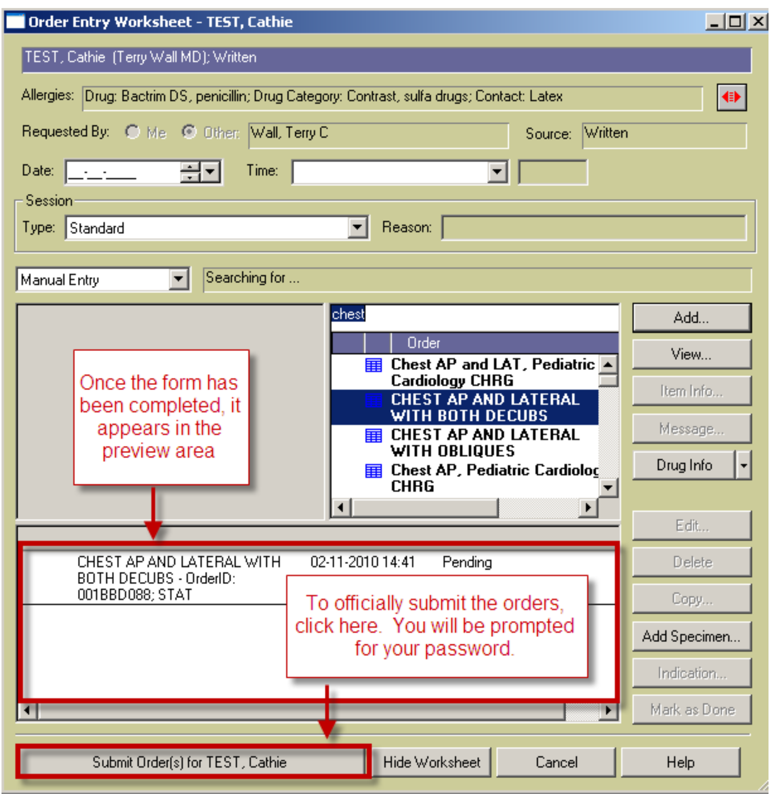


In this example, Chest AP and Lateral with Both Decubs will be ordered.



Complete the required fields:

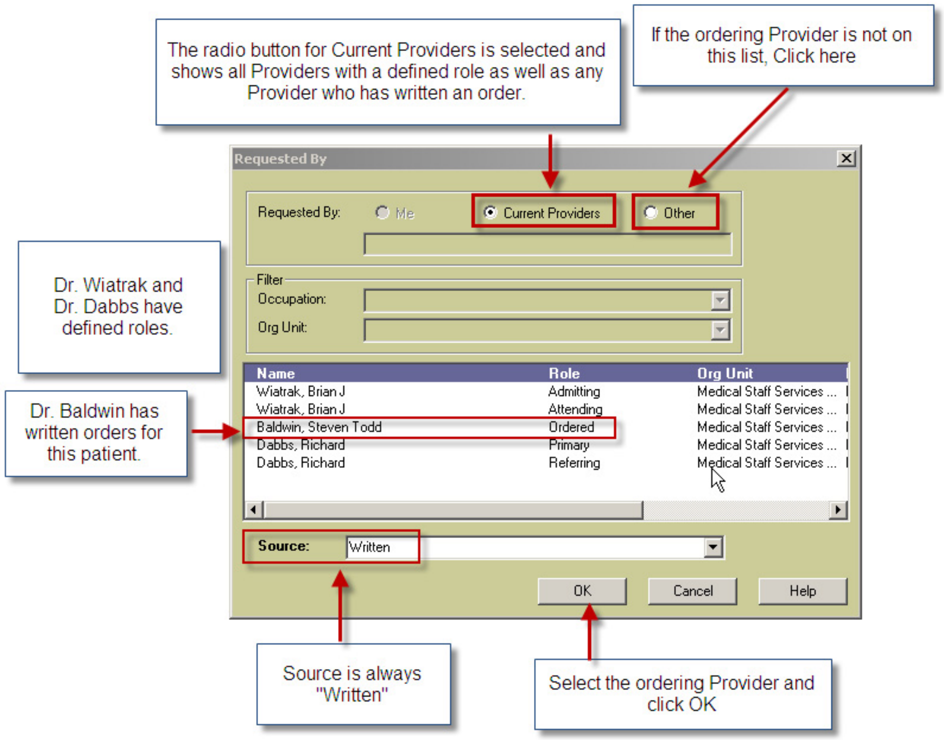


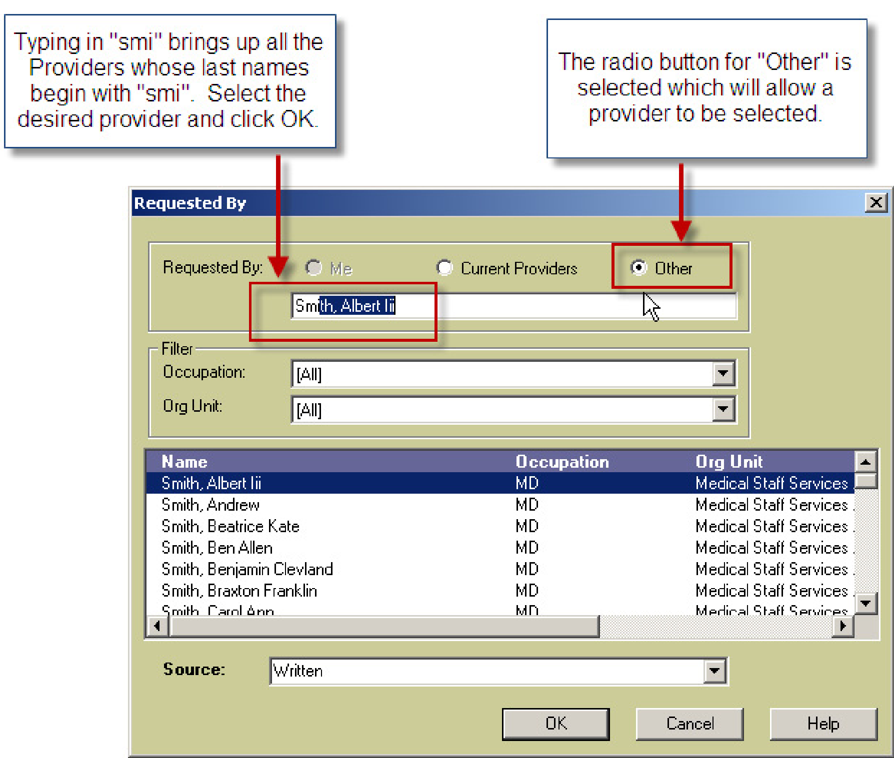


For more information see:

- How Do I → Orders → How Do I Use the 'Requested by' Pop-Up?

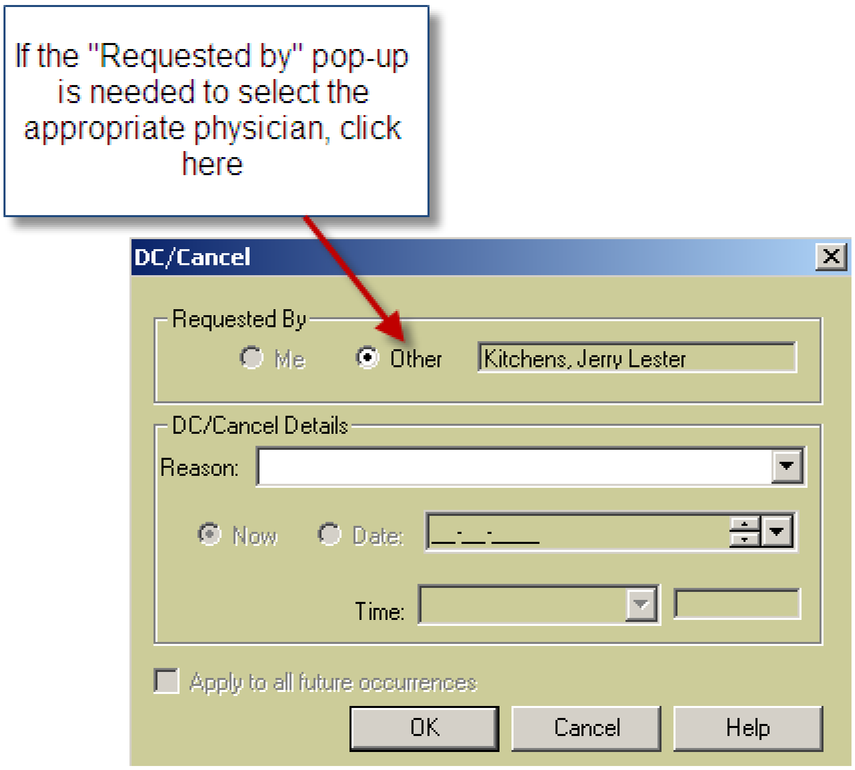
How Do I Use the 'Requested by' Pop-up?

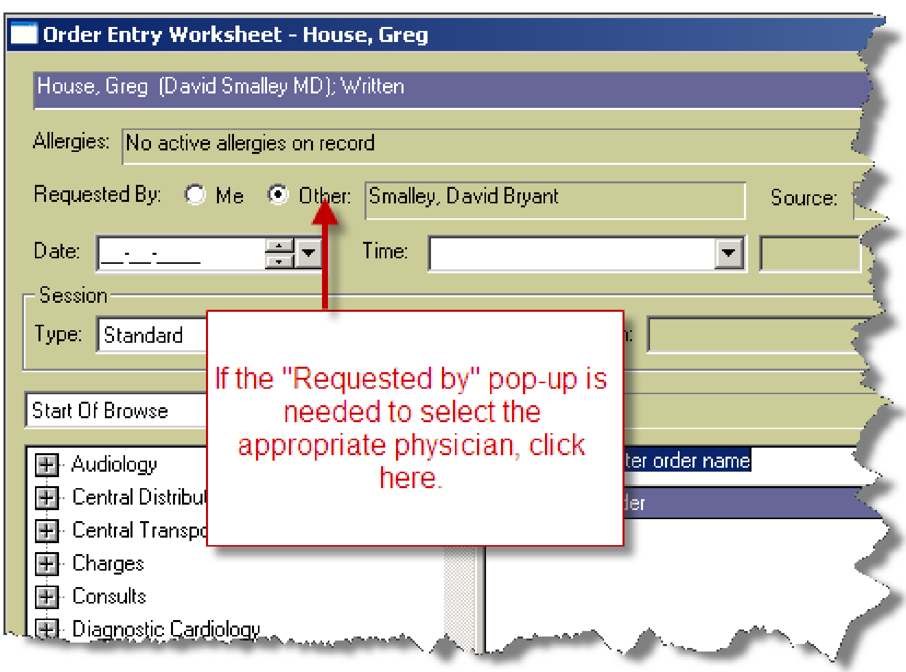




How Do I Get to the ‘Requested by’ Pop-up?

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

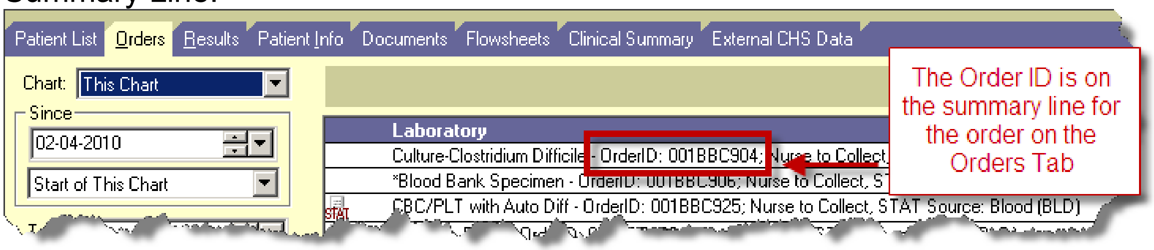




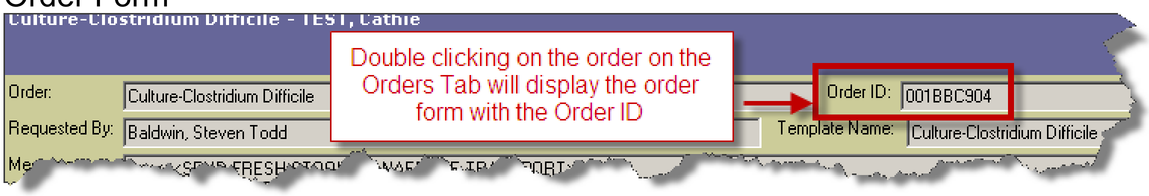
How Do Find My Order Number?

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

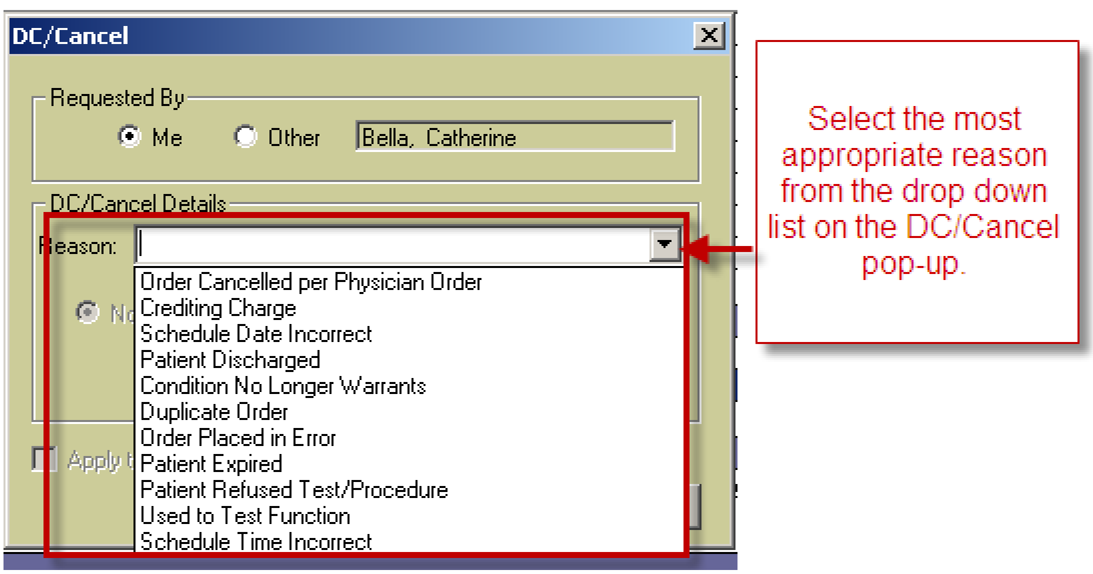
Summary Line:



Order Form



How Do I Fix an Order Placed in Error?



For more information see:

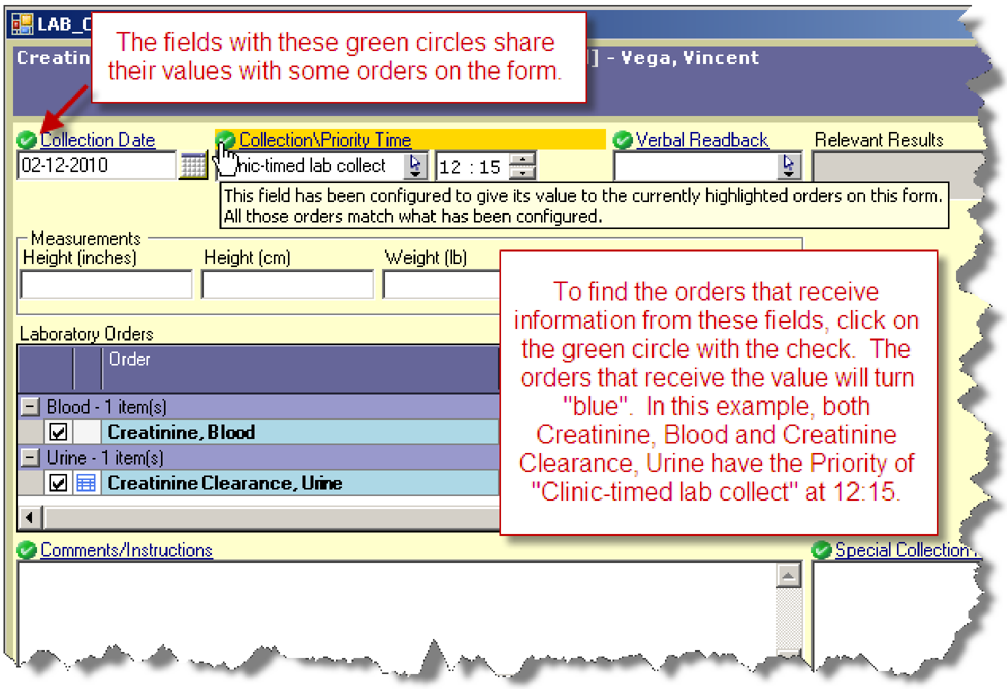
- Orders Tab → Order Tab Buttons → DC/Cancel Button
- Orders Tab → Right-Click Options → Discontinue / Cancel

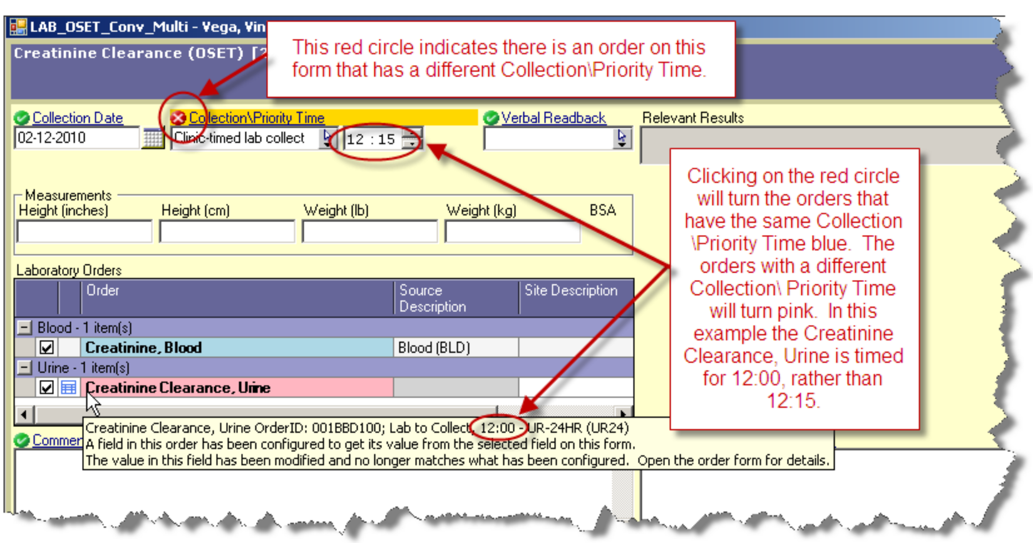
How to Make the Most of Order Sets

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:





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

The Orders tab allows for filtering of orders.

For more information see:

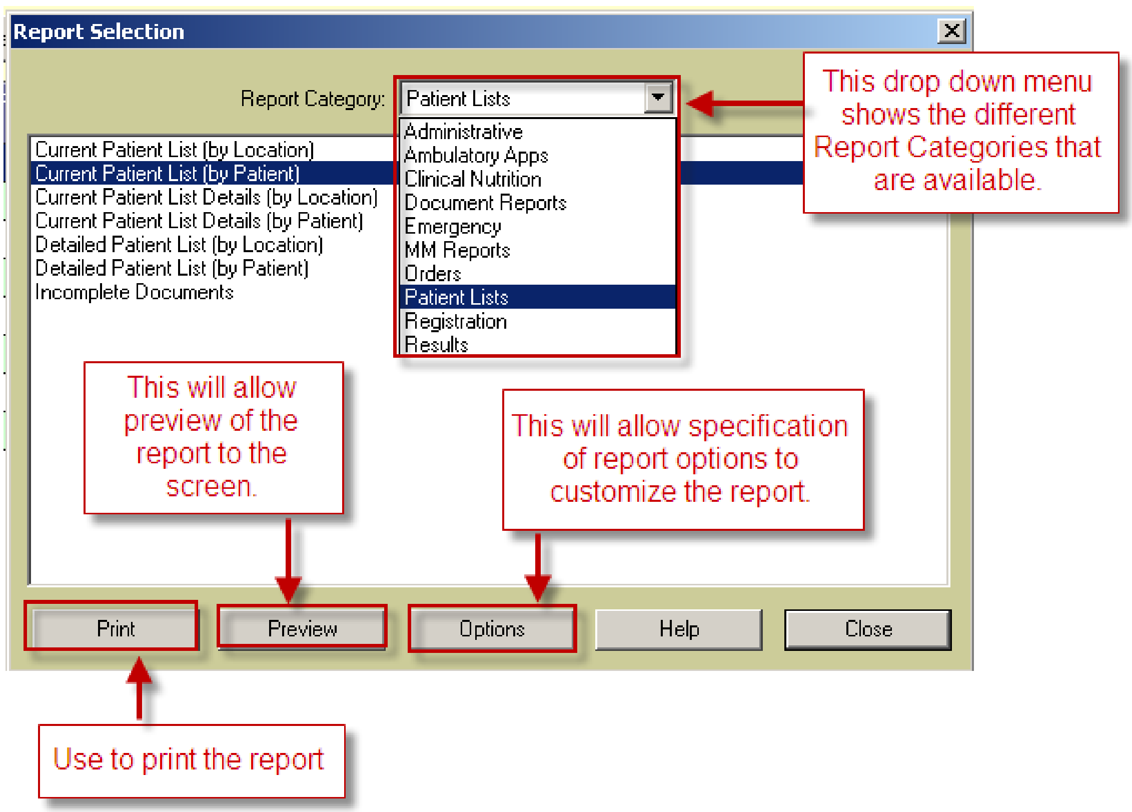
- Orders Tab → Filtering

Reports

How Do I Print Reports?

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

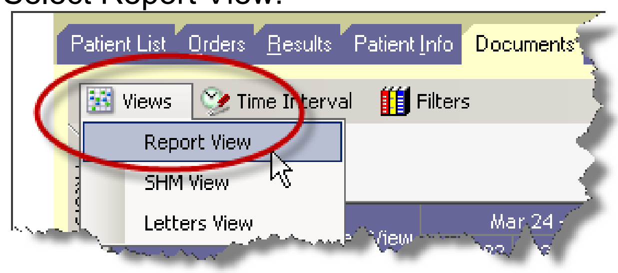
To print reports, use the  tool bar button which will show the pop-up below.

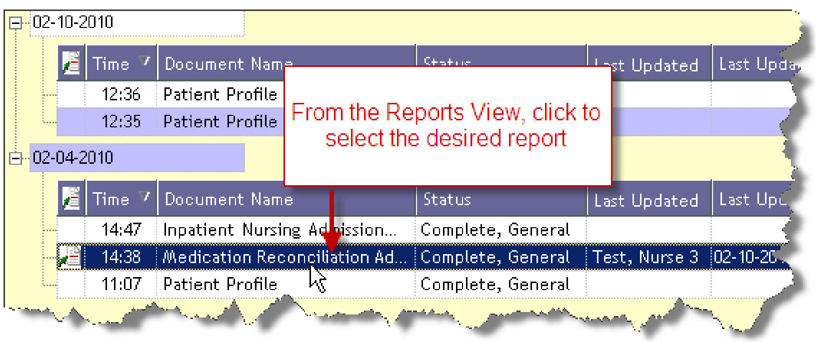


How Do I Print Documents?

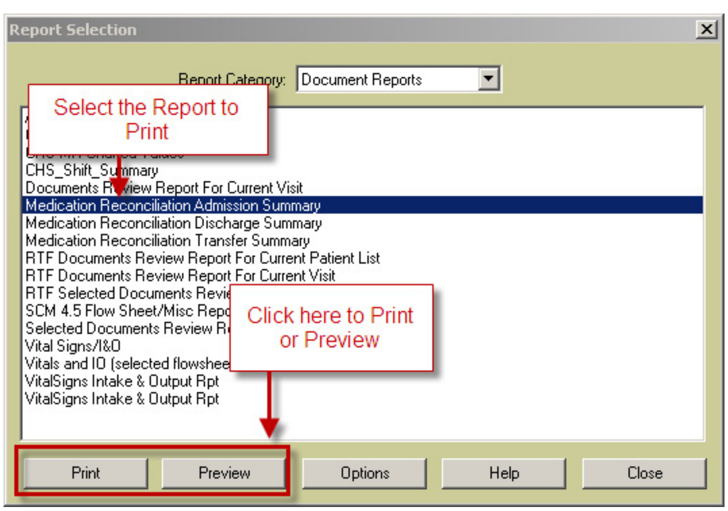
To print a document, go to the Documents tab of the patient chart, select the report from Report View and print it.

Select Report View:





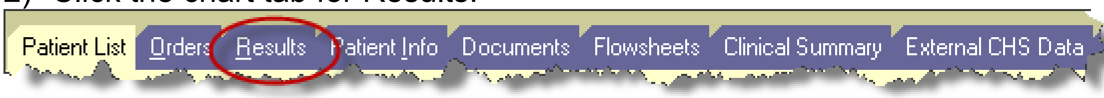
Click the Print Reports button  on the toolbar which will display the Report Selection pop-up.

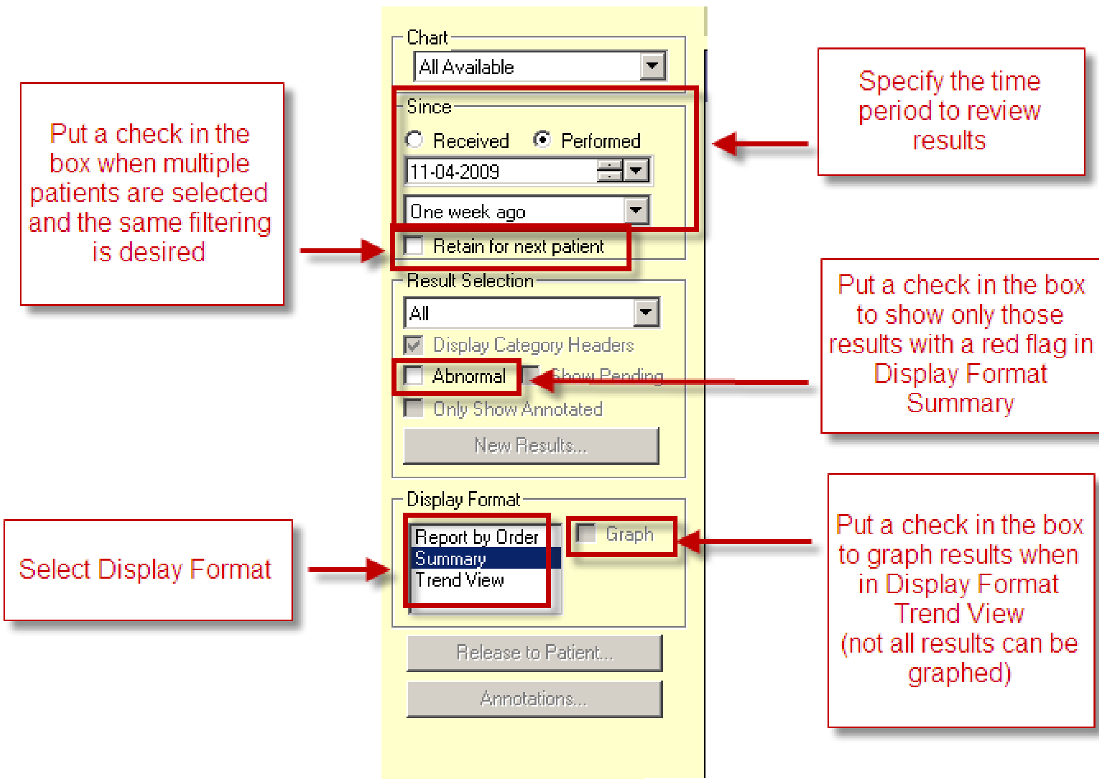


Results

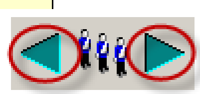
How Do I View Results?

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





3)

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

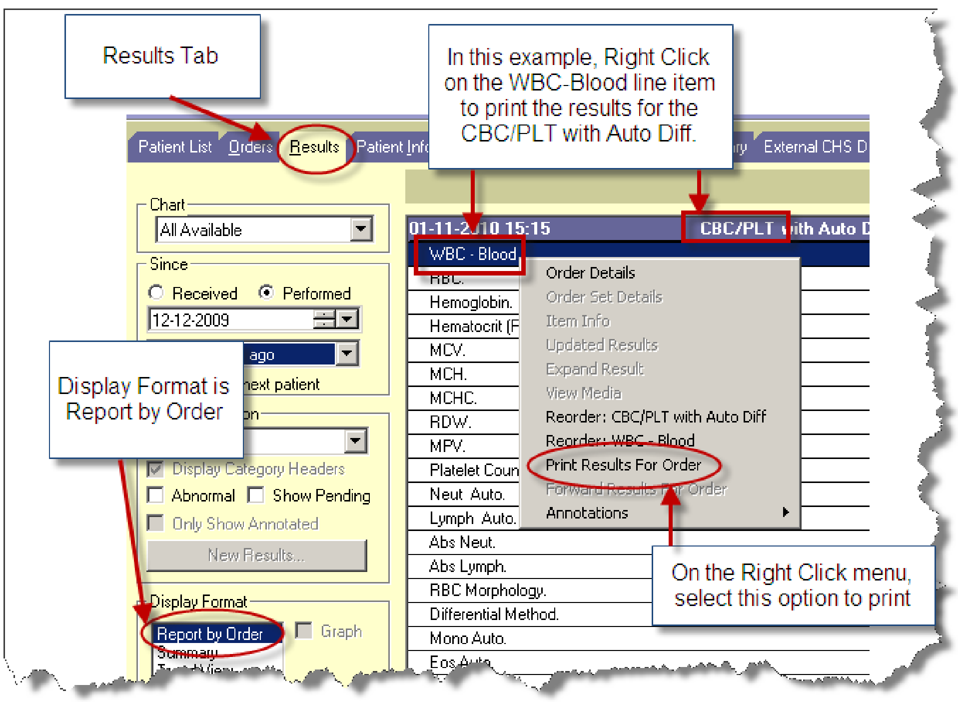
For more information see: Results Tab

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.

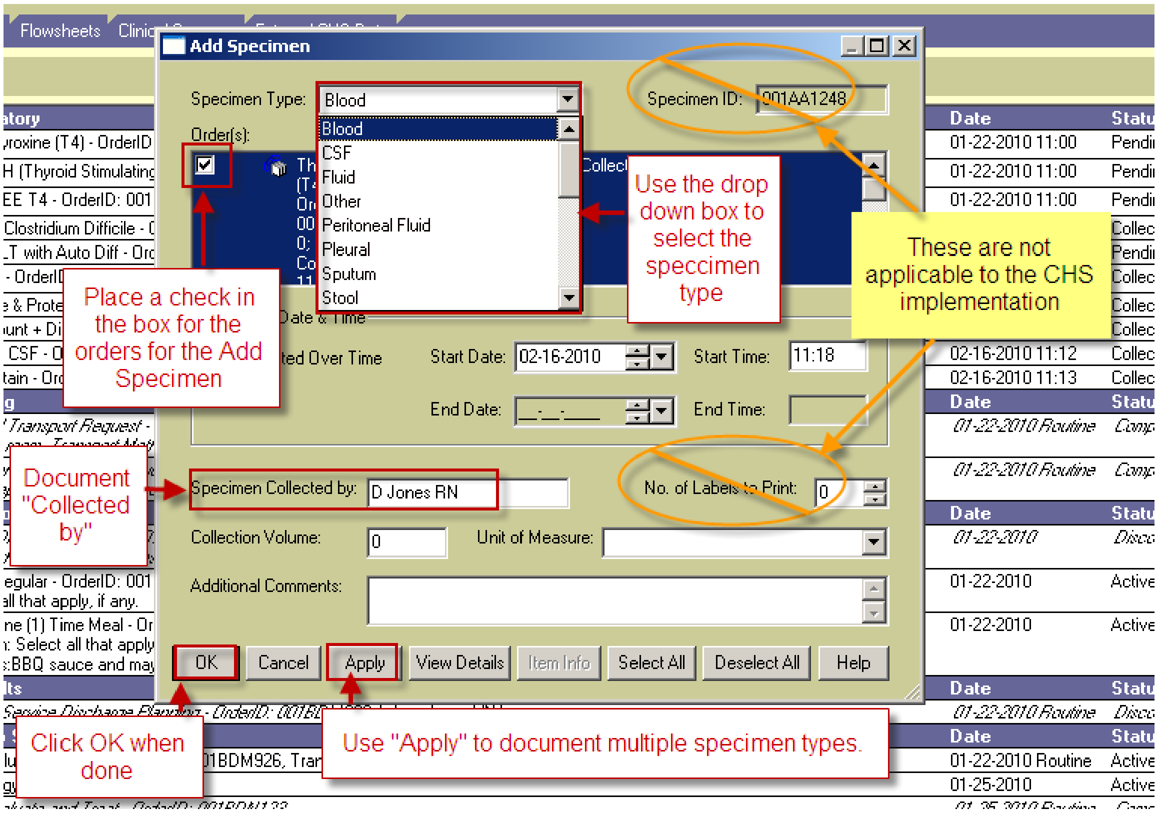


Specimens

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.



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:

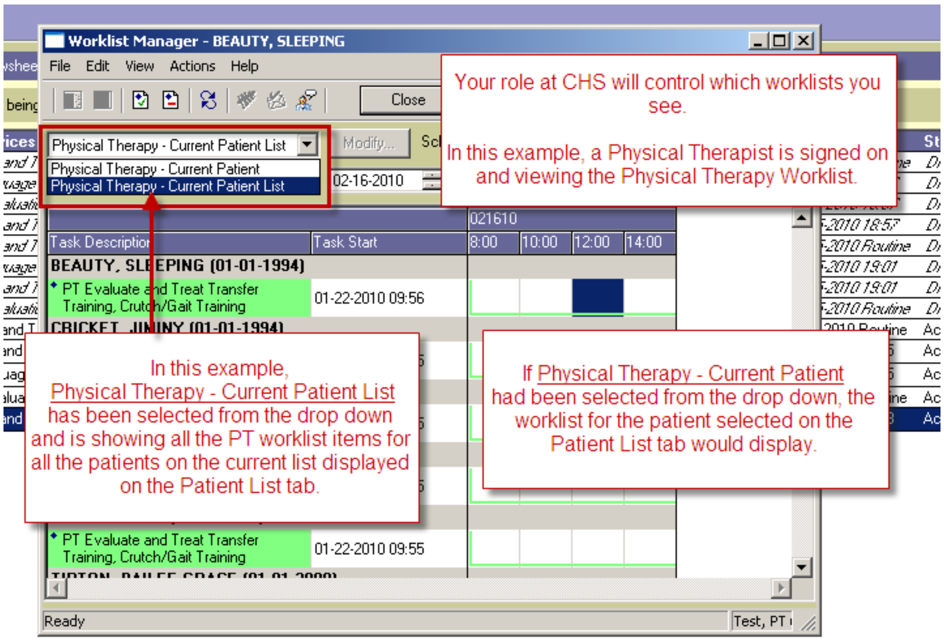
- Audiology
- Occupational Therapy
- Physical Therapy
- Speech Therapy

It is not intended to cover eMAR documentation.

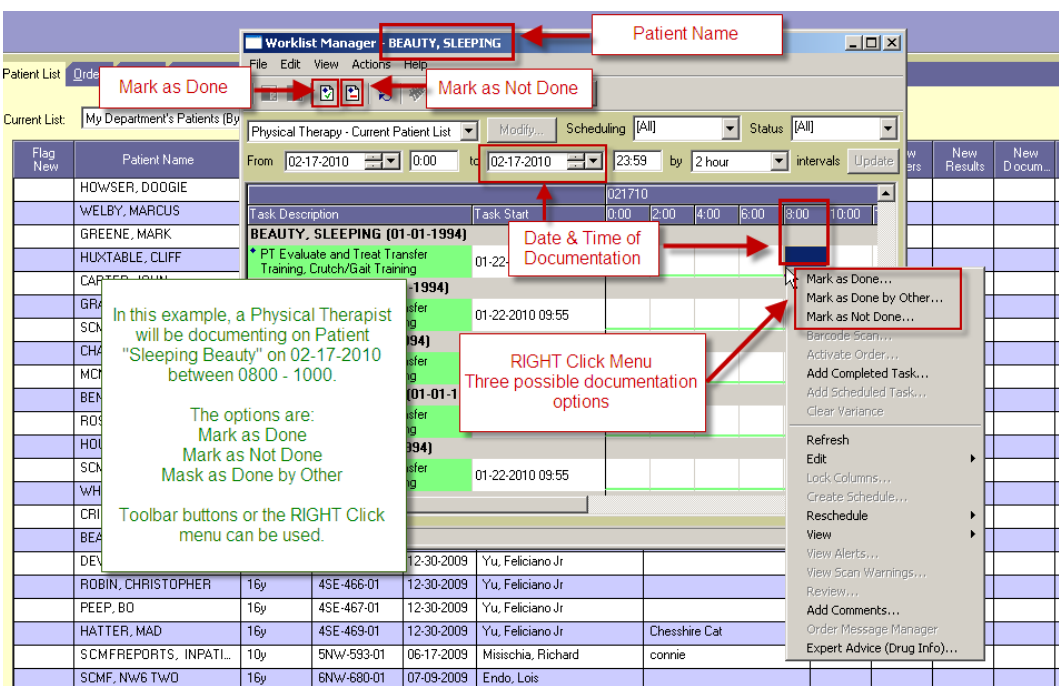
Contact your department's Superuser or Clinical Informaticist for additional information.

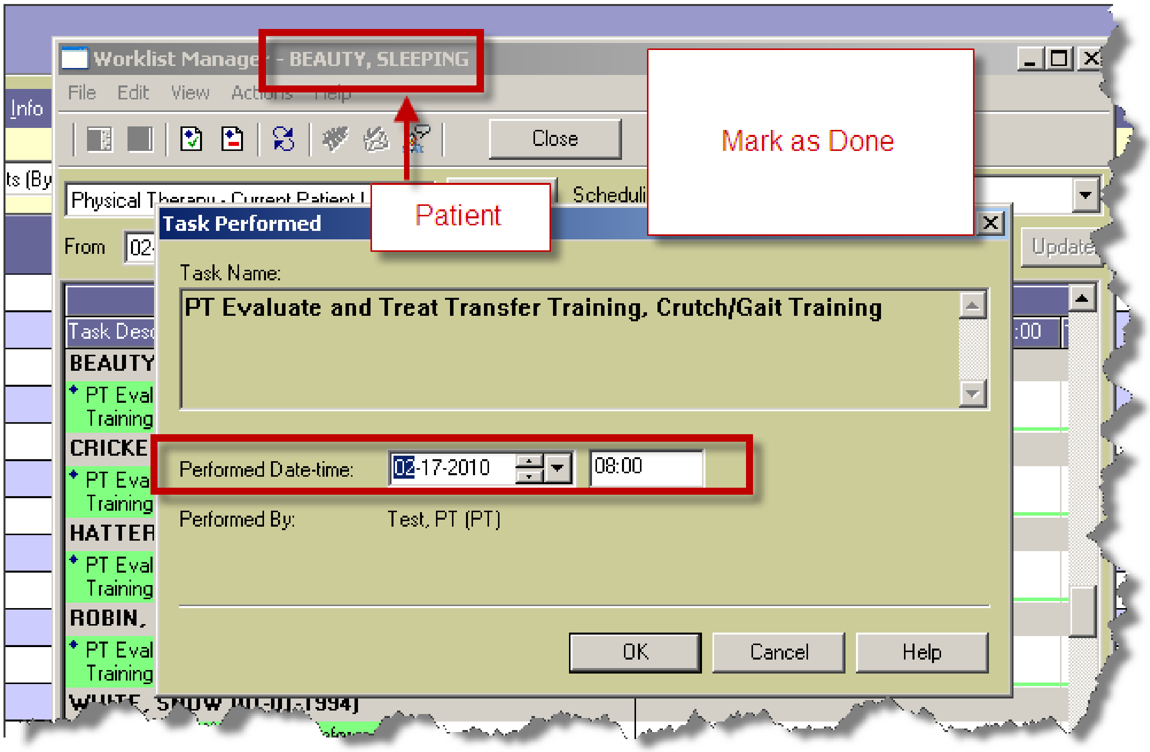
How Do I See My Work List?

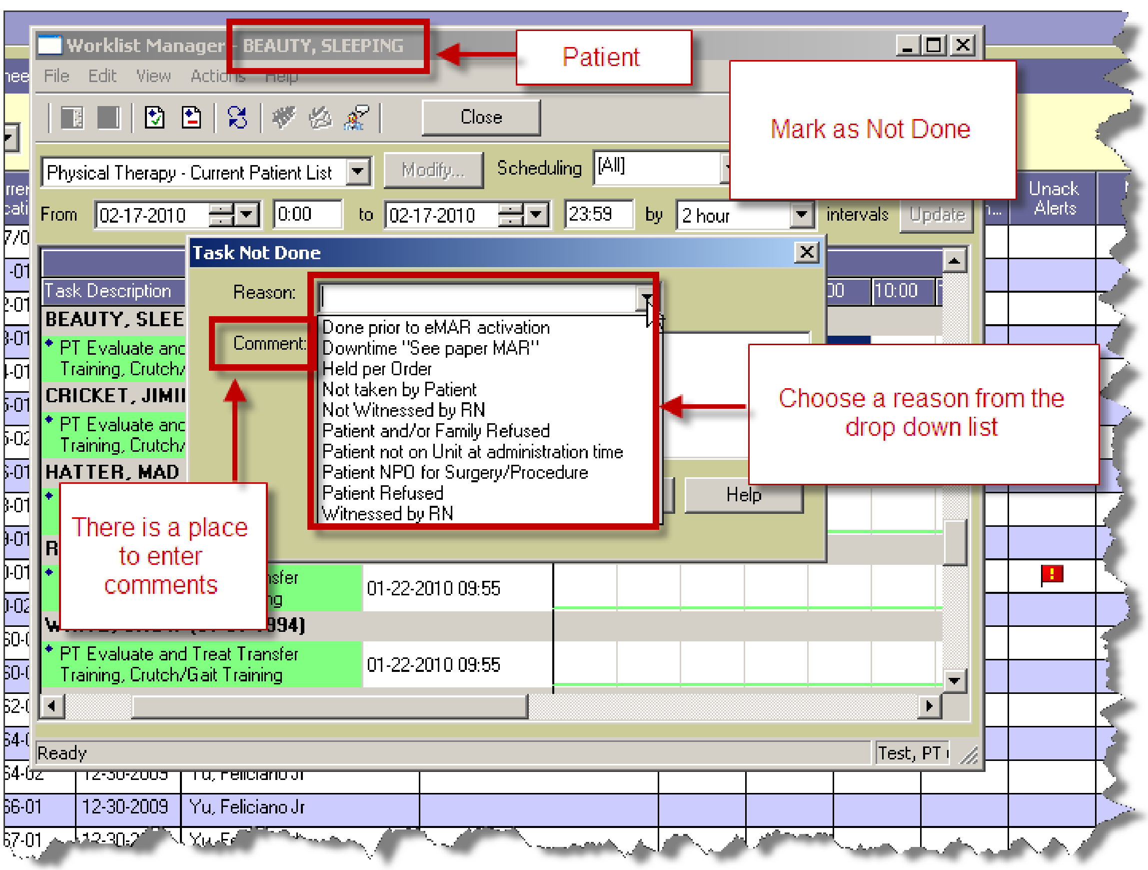
Use the Worklist Manager toolbar button  which will open the Worklist window.



How Do I Document that an Evaluation was Done?

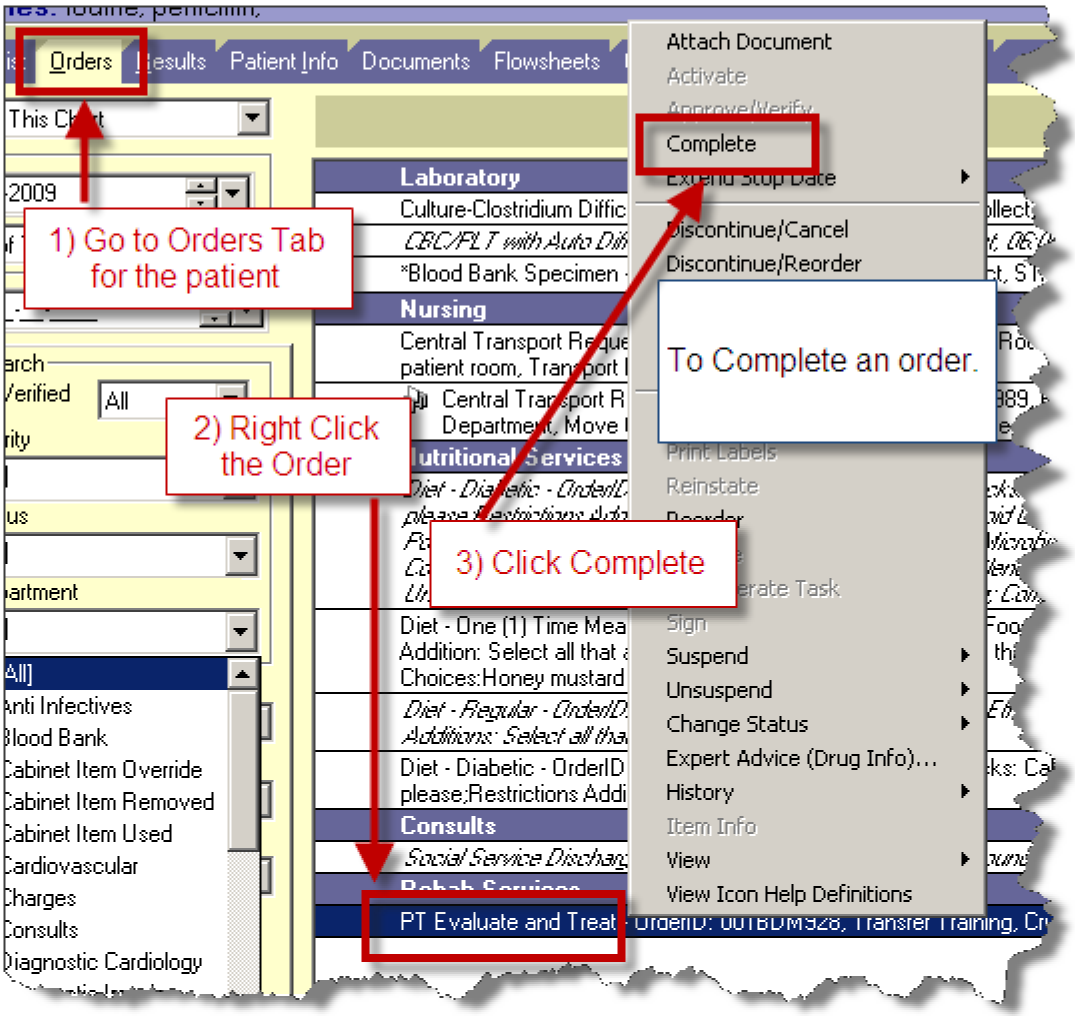



Worklist Manager - BEAUTY, SLEEPING
File Edit View Actions Help
Close
Mark as Done
Patient
Task Performed
Task Name:
PT Evaluate and Treat Transfer Training, Crutch/Gait Training
Performed Date-time: 02-17-2010 08:00
Performed By: Test, PT (PT)
OK
Cancel
Help


Worklist Manager - BEAUTY, SLEEPING
Patient
Mark as Not Done
Physical Therapy - Current Patient List
Scheduling [All]
From 02-17-2010 0:00 to 02-17-2010 23:59 by 2 hour intervals
Task Not Done
Reason:
Comment:
Done prior to eMAR activation
Downtime "See paper MAR"
Held per Order
Not taken by Patient
Not Witnessed by RN
Patient and/or Family Refused
Patient not on Unit at administration time
Patient NPO for Surgery/Procedure
Patient Refused
Witnessed by RN
Choose a reason from the drop down list
There is a place to enter comments
Help
Ready

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…

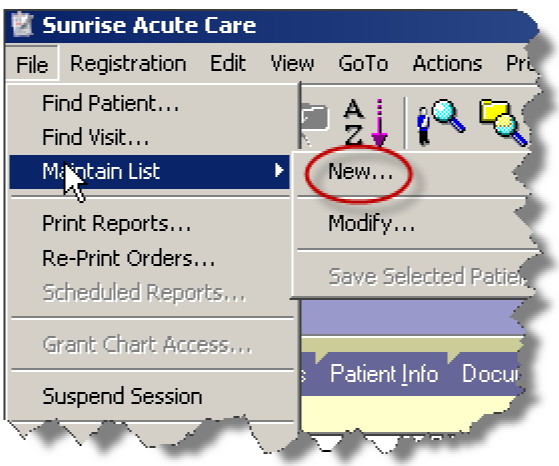
For more information see:
- How Do I → Find Patient → How Do I Find a Patient Chart?

Find Visit…

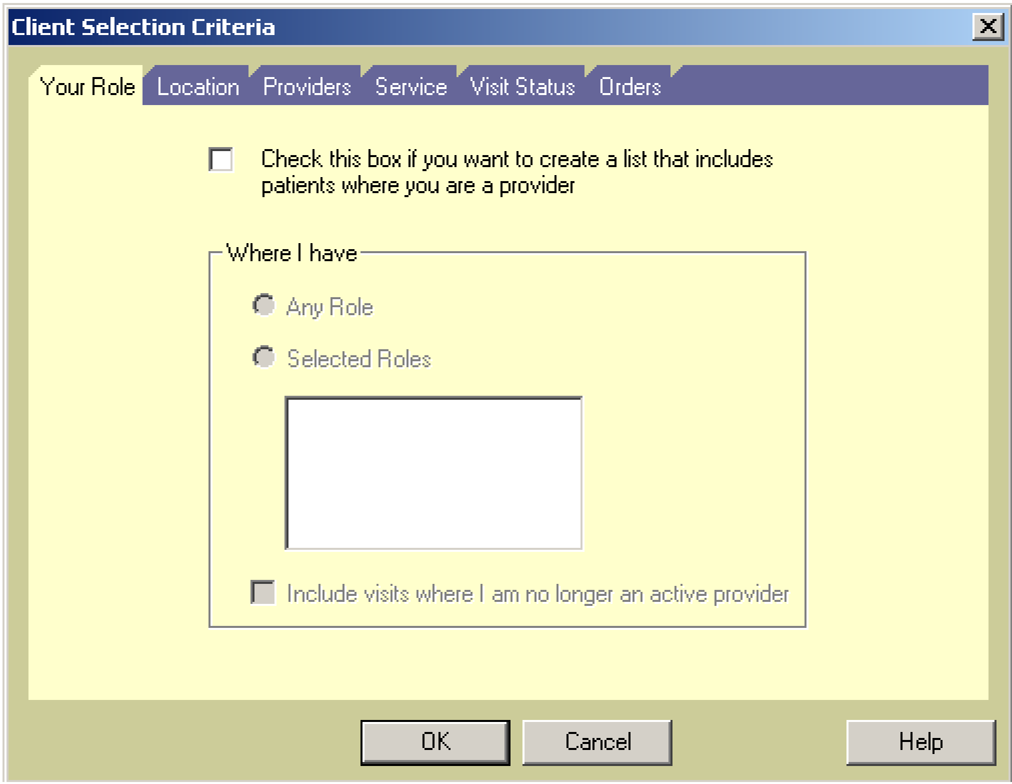
For more information see:
- How Do I → Find Patient → How Do I Find a Patient Chart?

Maintain List

New



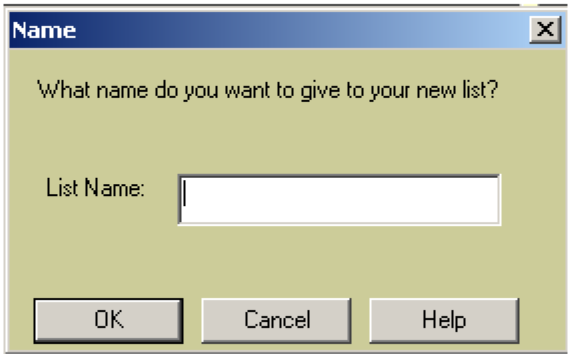
To create a criteria-based list, use the File menu, select Maintain List and then New.



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 **<u>you</u>** 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.

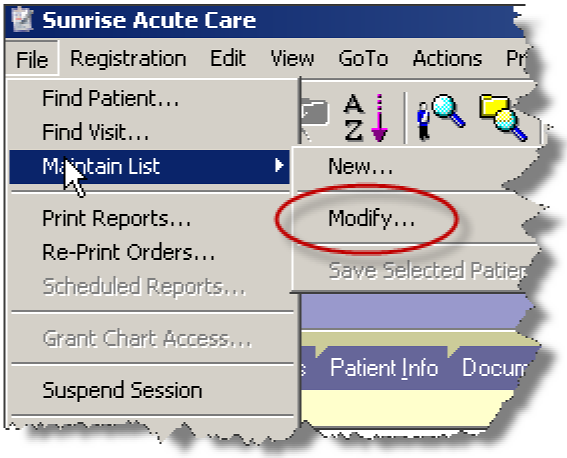
Here's an example of creating a criteria-based list where Dr Yu has any role and Dr. Baldwin is the admitting physician.

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

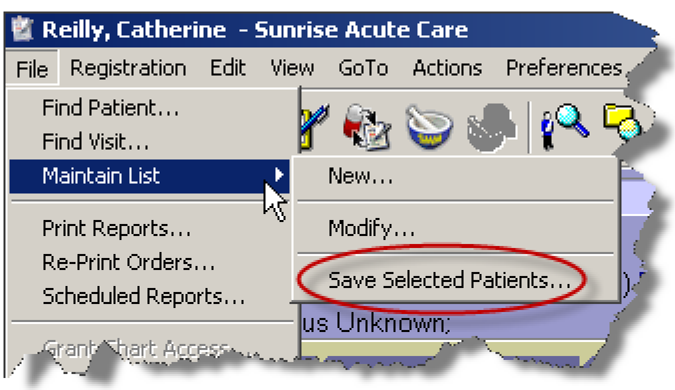


This menu option works with currently displayed criteria-based lists only. When this item is selected, the Client Selection Criteria pop-up will appear. Criteria can be added or removed.

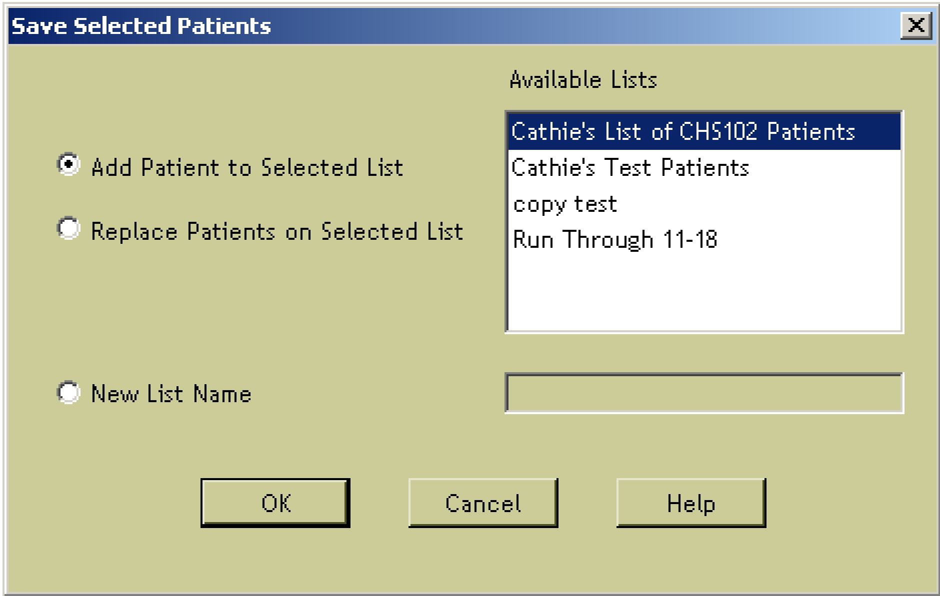
For more information see:

- 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.

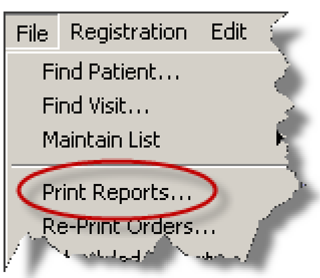


The selected patient(s) can be added to or can replace patients on an already existing personal/special list. A new list can also be created with the selected patient(s)

For more information see:

- Patient List Tab → List Types
- How Do I → Lists → How Do I Create a Personal List?

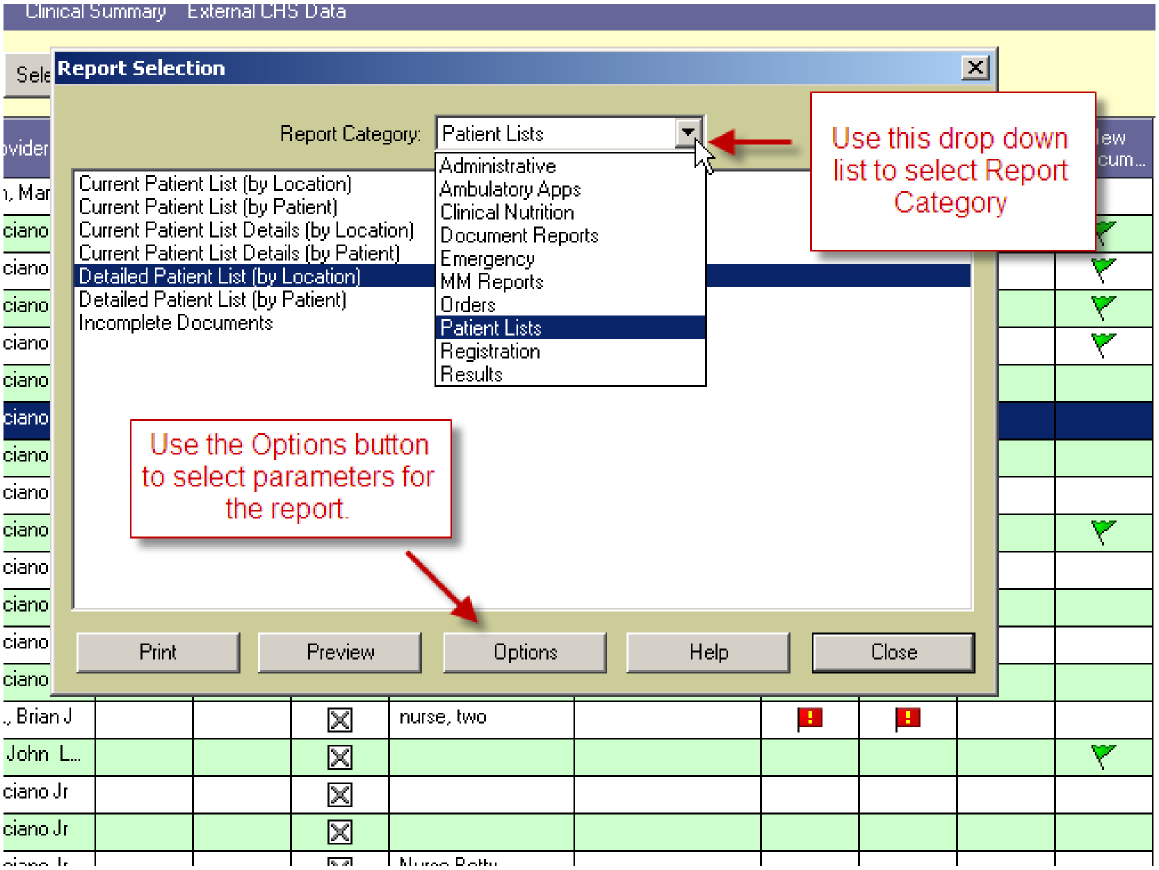
Print Reports…



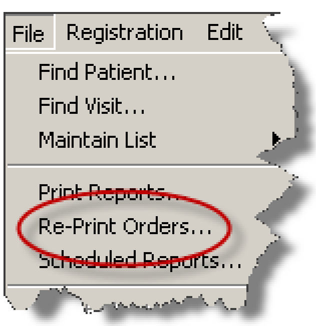
Clicking this selection is the same as clicking the Print Reports button  on the toolbar.

There are several report categories that can be accessed by using the drop down box. Use the 

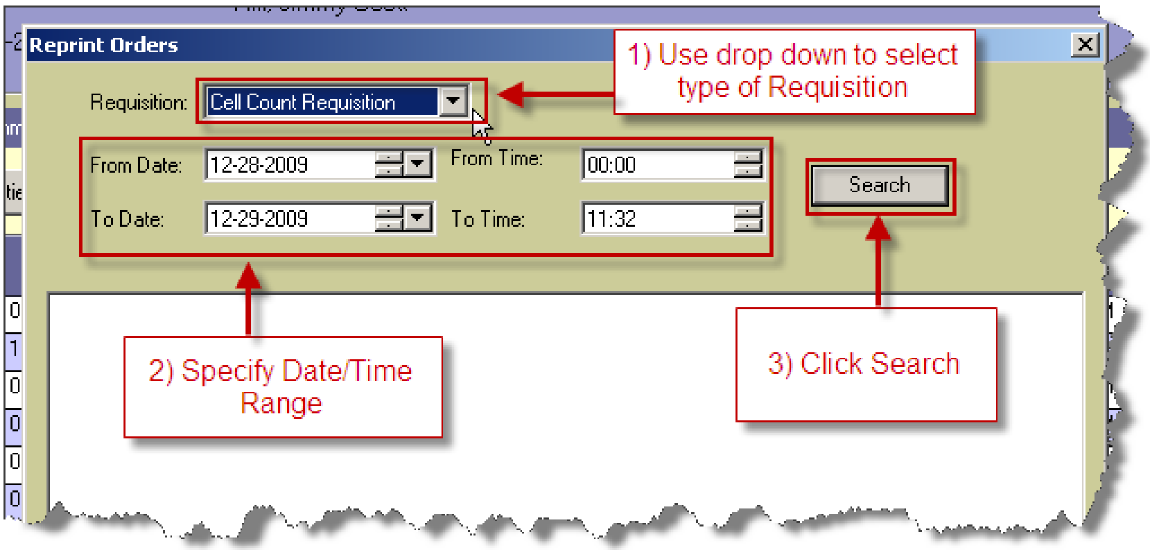
button to specify parameters for the report.

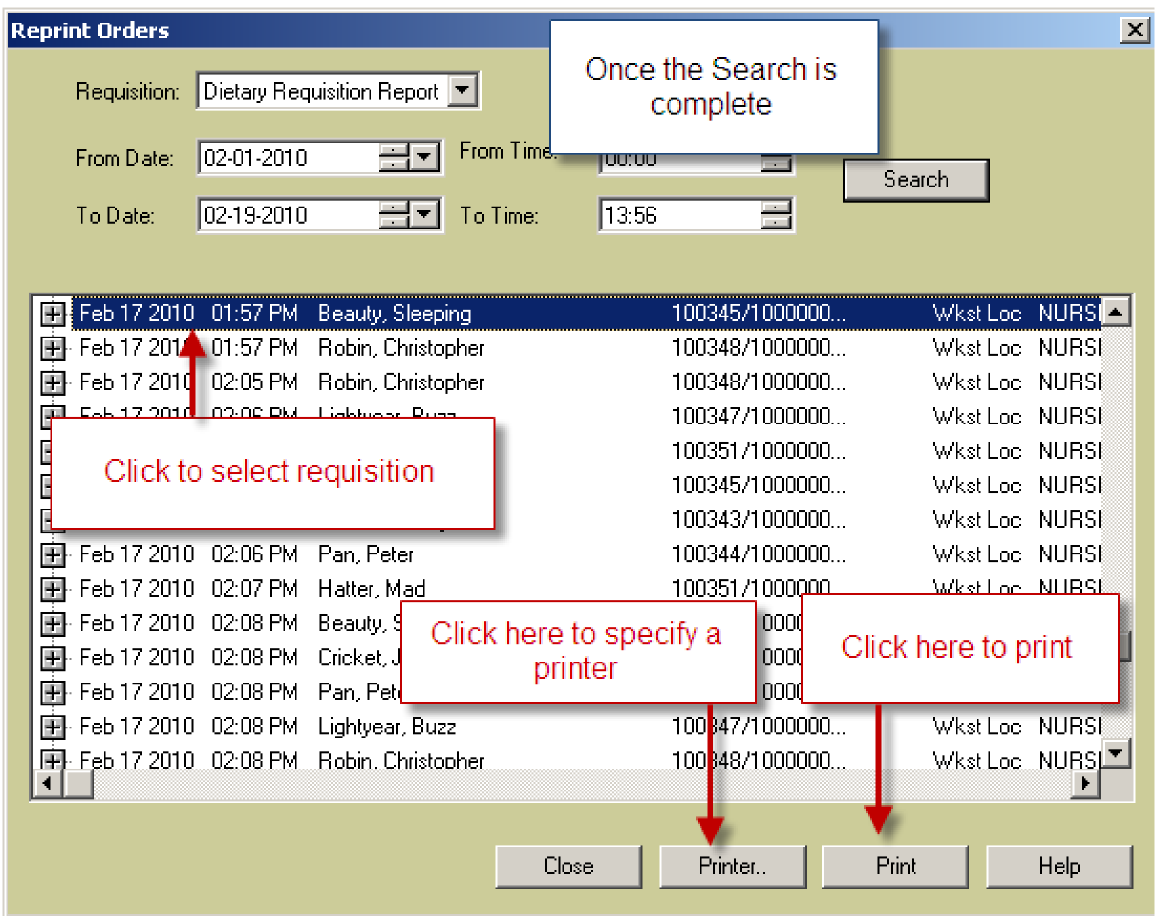


Re-Print Orders…

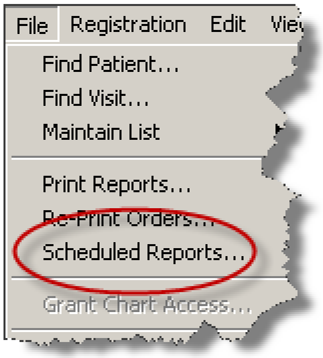


Use this option to reprint order requisitions.


Reprint Orders
Requisition:
Cell Count Requisition
From Date:
12-28-2009
To Date:
12-29-2009
From Time:
00:00
To Time:
11:32
Search
1) Use drop down to select type of Requisition
2) Specify Date/Time Range
3) Click Search


Reprint Orders
Requisition:
Dietary Requisition Report
From Date:
02-01-2010
To Date:
02-19-2010
From Time
To Time:
13:56
Search
Once the Search is complete
Click to select requisition
Click here to specify a printer
Click here to print
Close
Printer..
Print
Help

Scheduled Reports

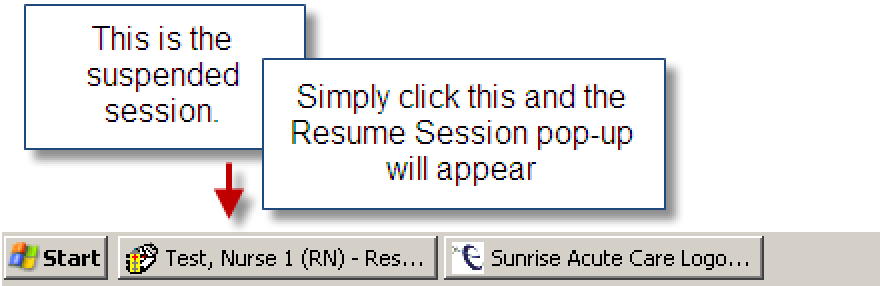


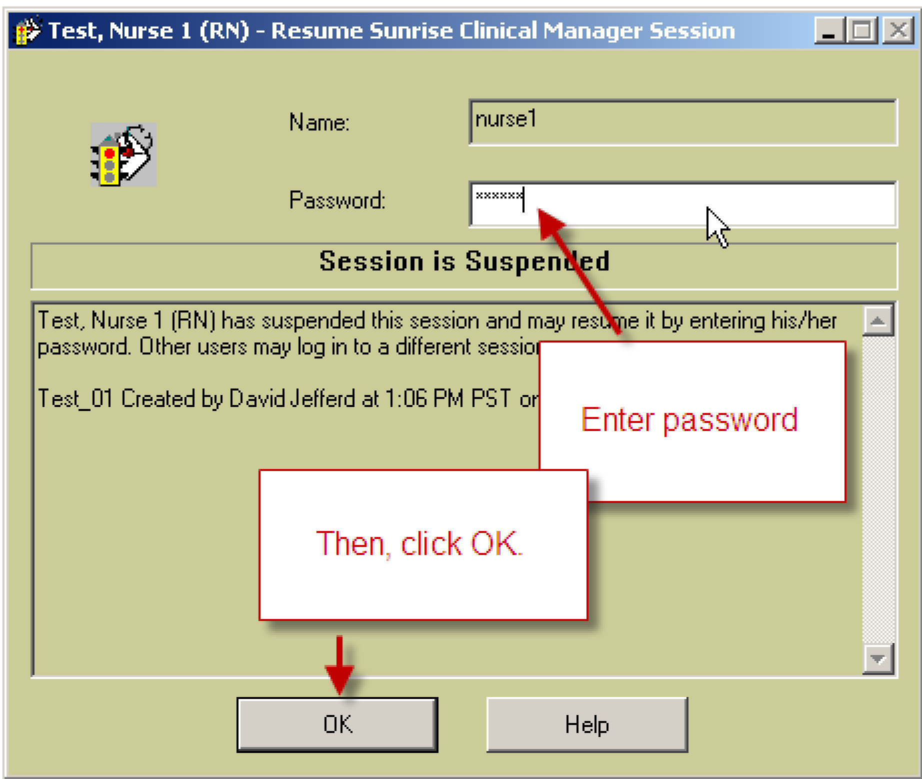
Scheduled Reports have been created for various CHS departments. Please contact the Customer Service Desk at x6568 with any questions or problems.

Suspend Session

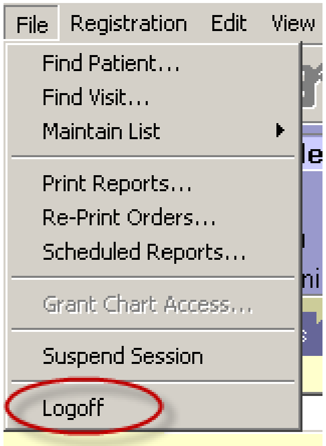
Clicking this selection is the same as clicking the Suspend Session  toolbar button.

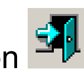
Once clicked, a new sign on screen will appear and your session will be suspended and an entry will be placed on the bottom bar of the screen.


This is the suspended session.
Simply click this and the Resume Session pop-up will appear
Start
Test, Nurse 1 (RN) - Res...
Sunrise Acute Care Logo...


Test, Nurse 1 (RN) - Resume Sunrise Clinical Manager Session
Name:
nurse1
Password:
Session is Suspended
Test, Nurse 1 (RN) has suspended this session and may resume it by entering his/her password. Other users may log in to a different sessio
Test_01 Created by David Jefferd at 1:06 PM PST or
Enter password
Then, click OK.
OK
Help

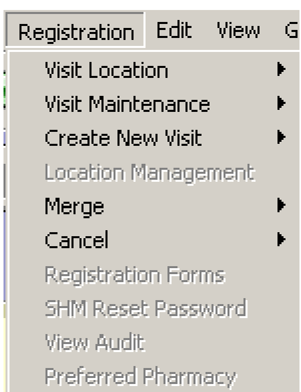
Logoff



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.

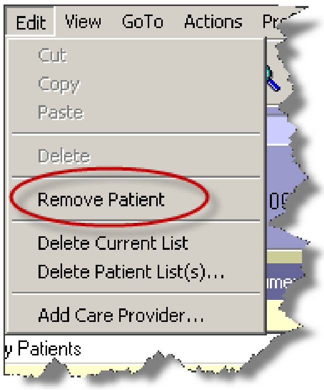
Registration



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

Edit

Remove Patient



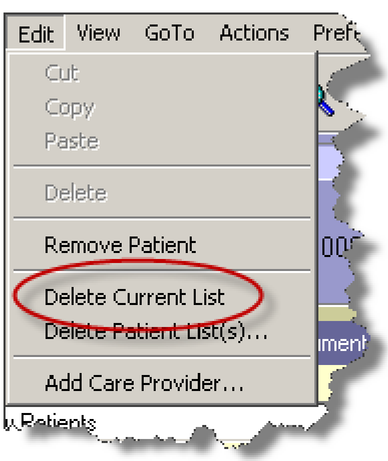
Clicking this selection is the same as clicking the Remove Patient button  on the toolbar.

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:

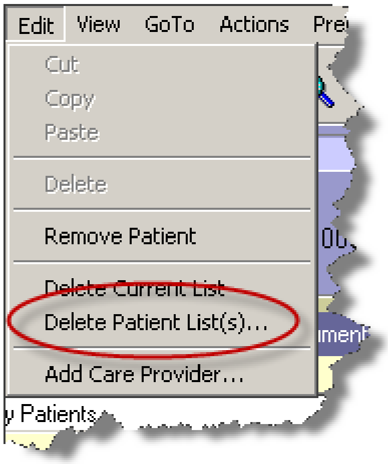
- How Do I → Lists → How Do I Remove a Patient from a List?

Delete Current List



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

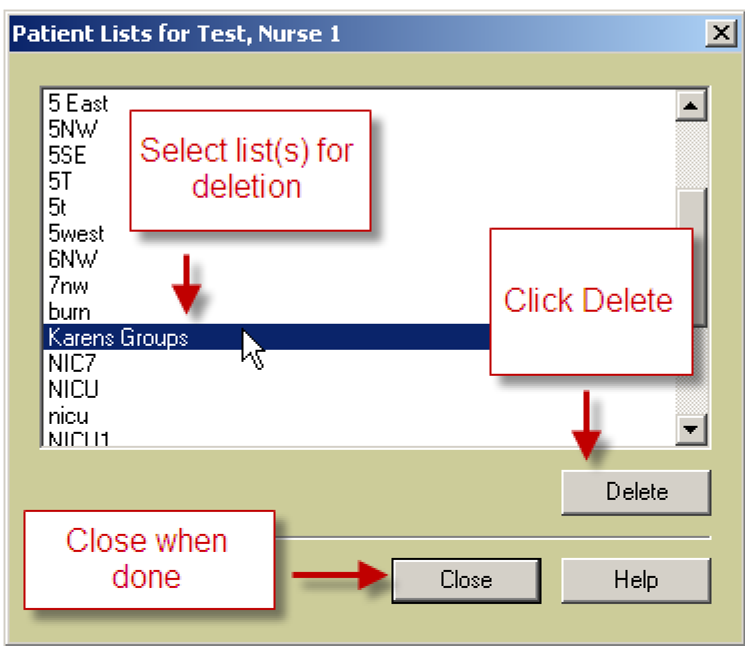
Delete Patient List(s)



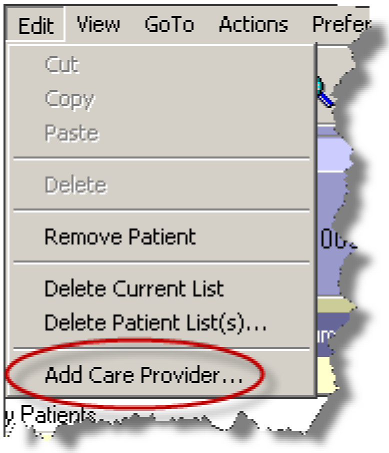
This option will provide an inventory of Patient Lists which can be selected for deletion regardless of the type of list. One or more lists can be selected.

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

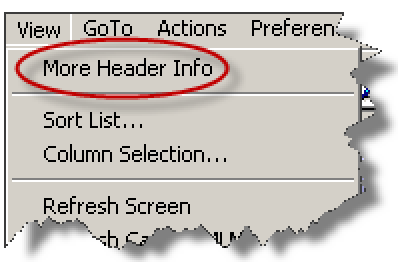


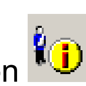
Clicking this selection is the same as clicking the Add Care Provider button  on the toolbar.

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

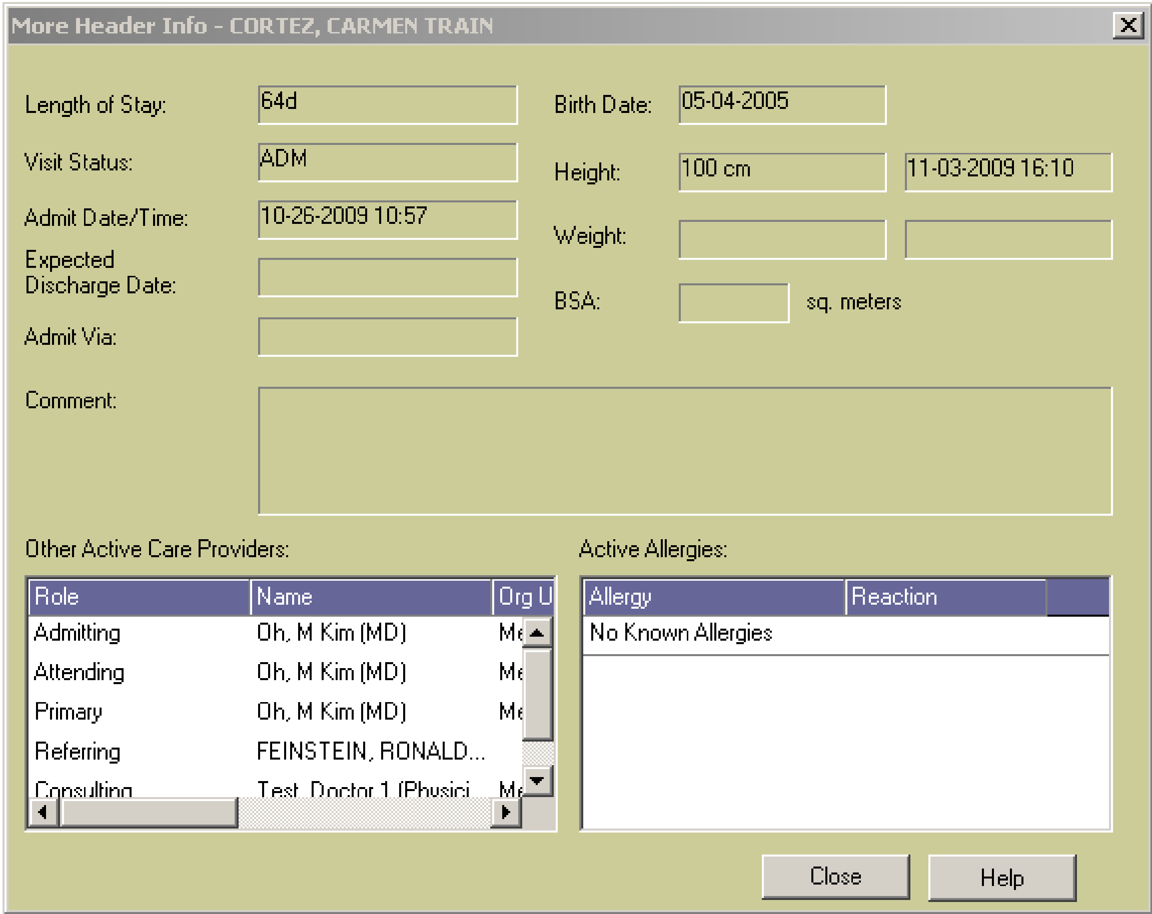
View

More Header Info

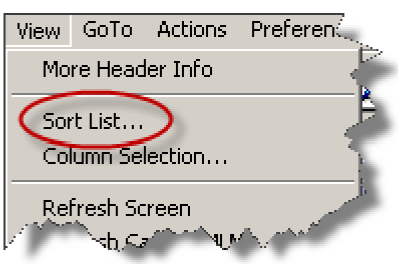


Clicking this selection is the same as clicking the More Header Info button  on the toolbar.

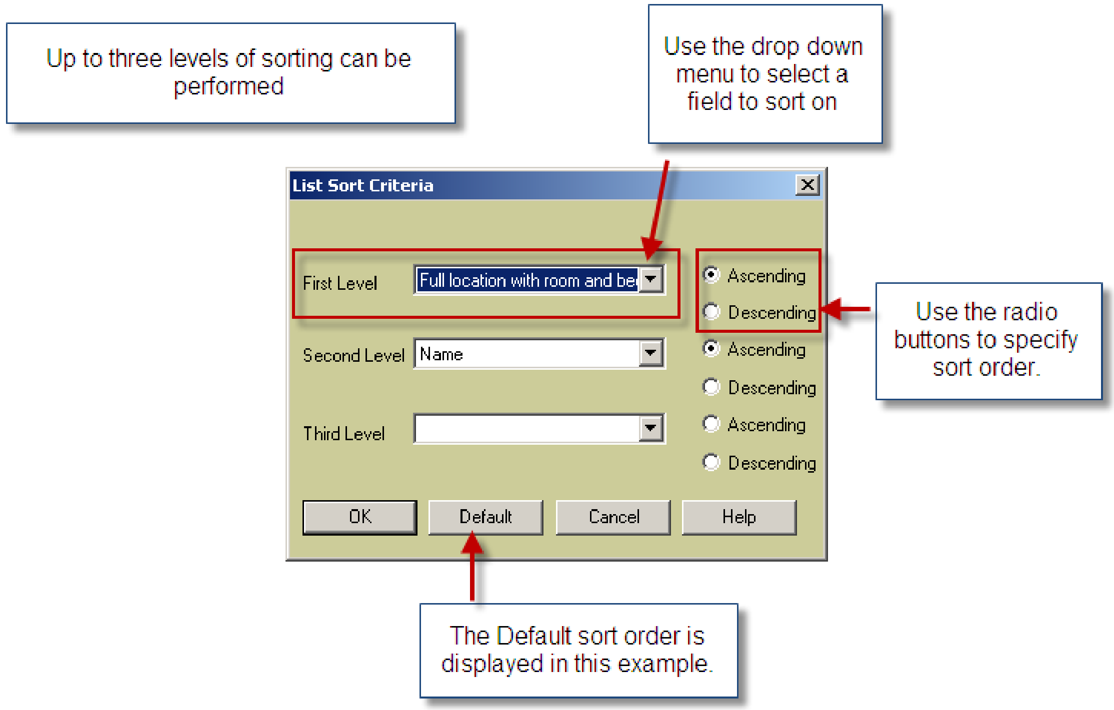
The pop-up appears with display only info.



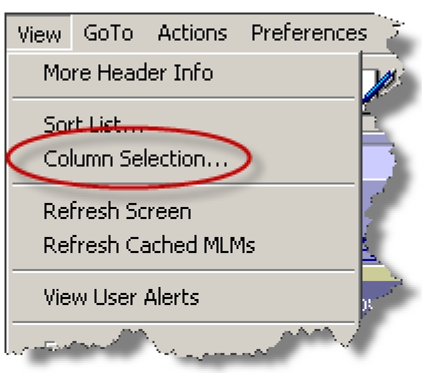
Sort List…

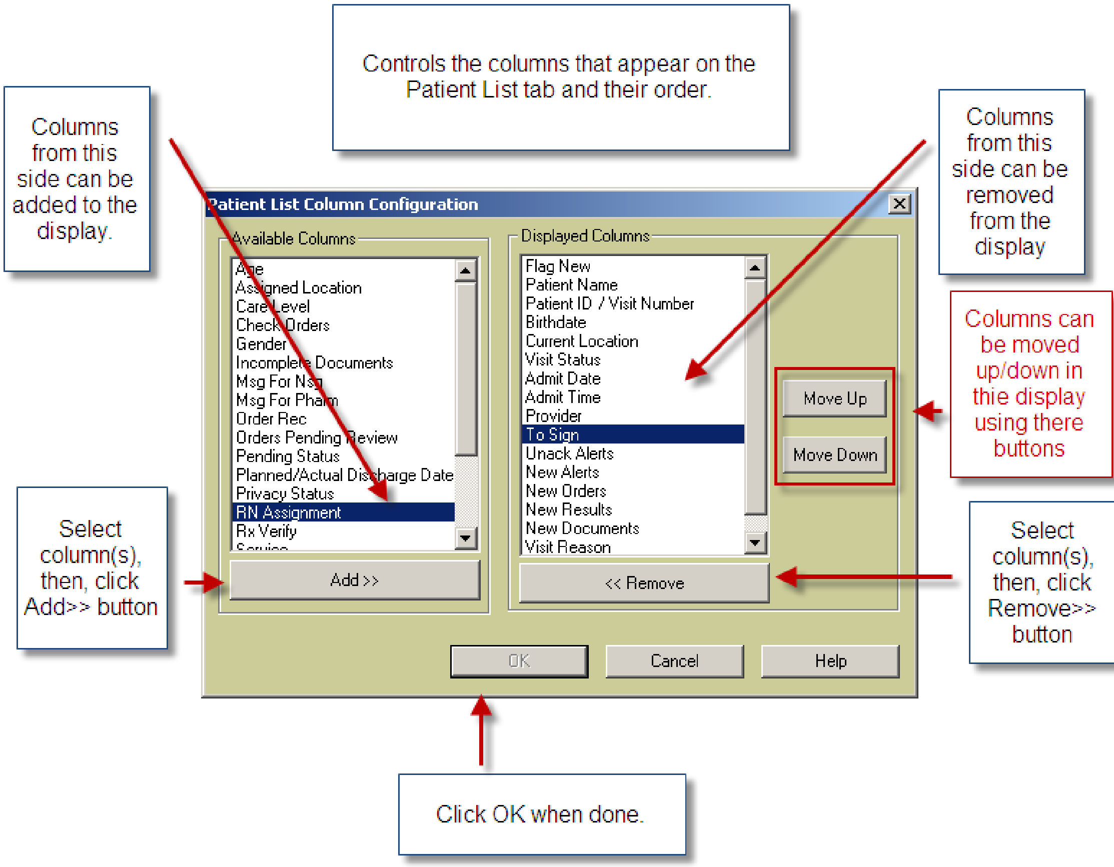


Clicking this selection is the same as clicking the Sort List button  on the toolbar. One to three levels can be used to sort the Patient List currently displayed.

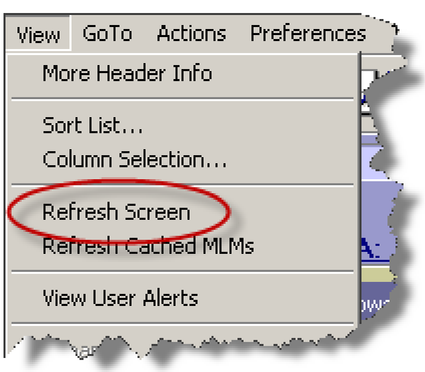


Column Selection…





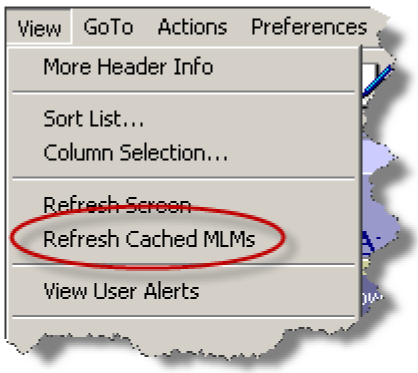
Refresh Screen



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

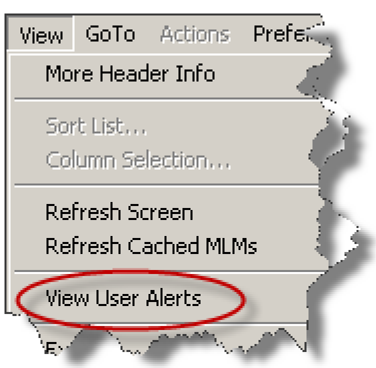


The Customer Support Desk at x 6568 or someone from IT will direct use of this option.

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.

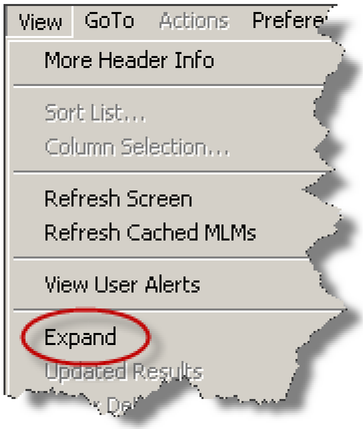
Again, The Customer Support Desk will direct use of this option.

View User Alerts

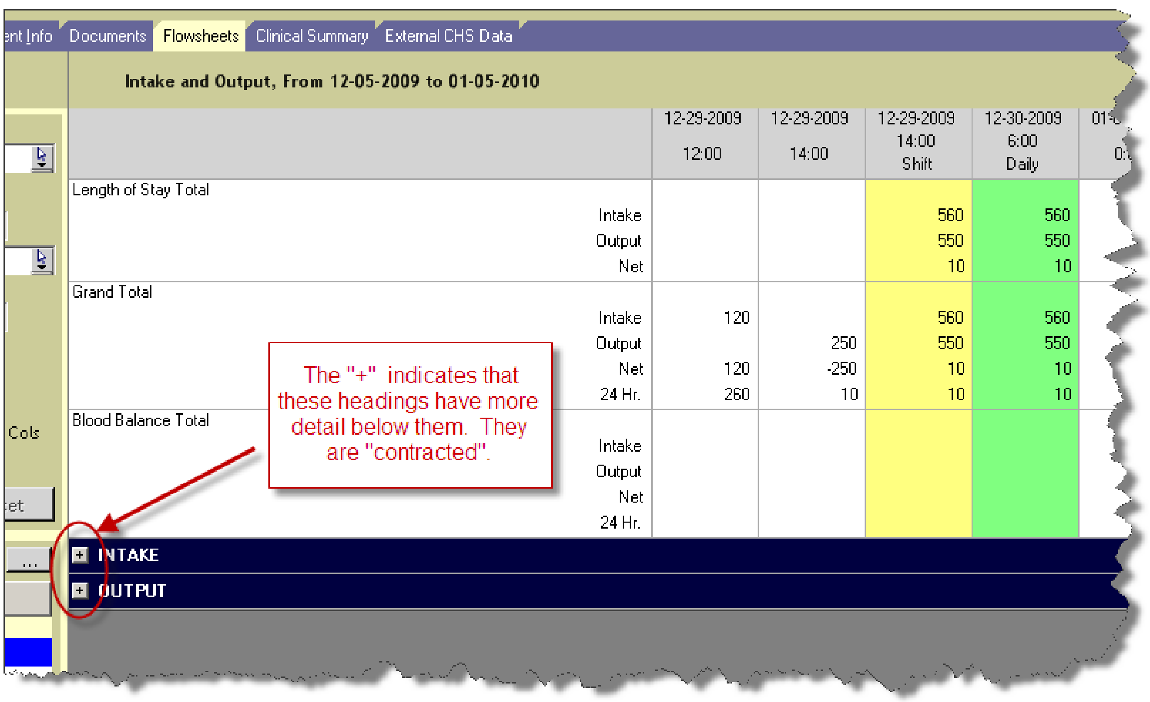


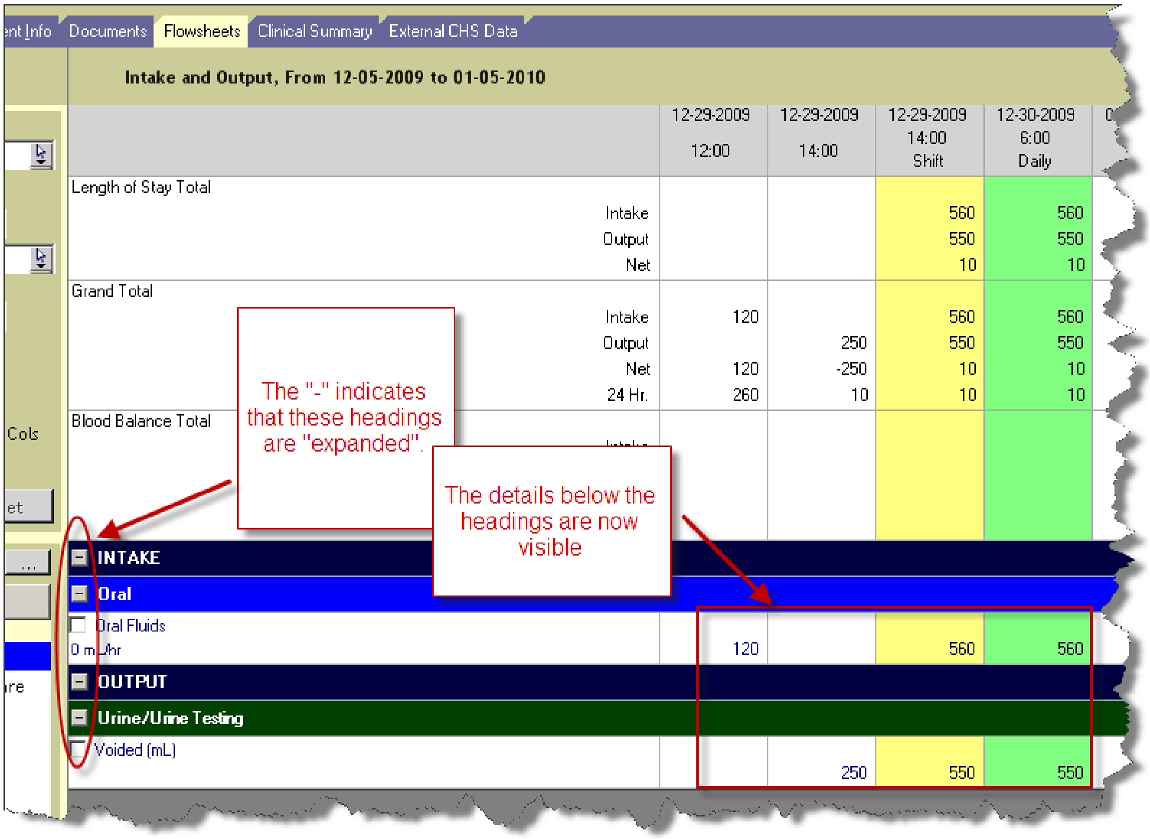
This option displays user alert history.

Expand

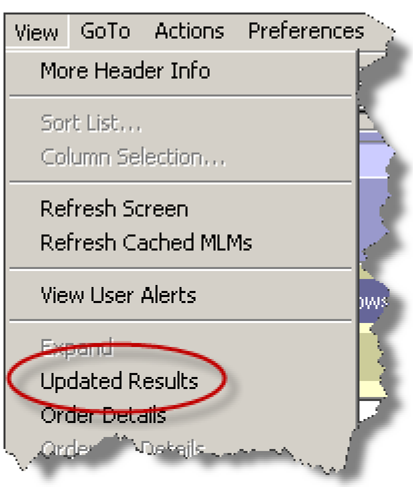


This option is available on the Flowsheet tab. How this functions depends on the state of the headings. Even though the menu selection is "Expand", if the headings are expanded, they will contract. If they are contacted, they will expand.

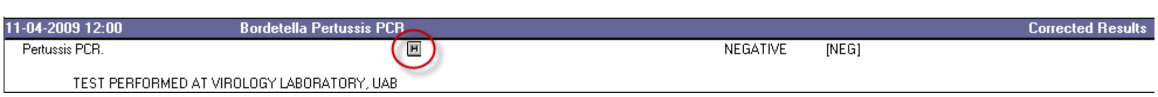




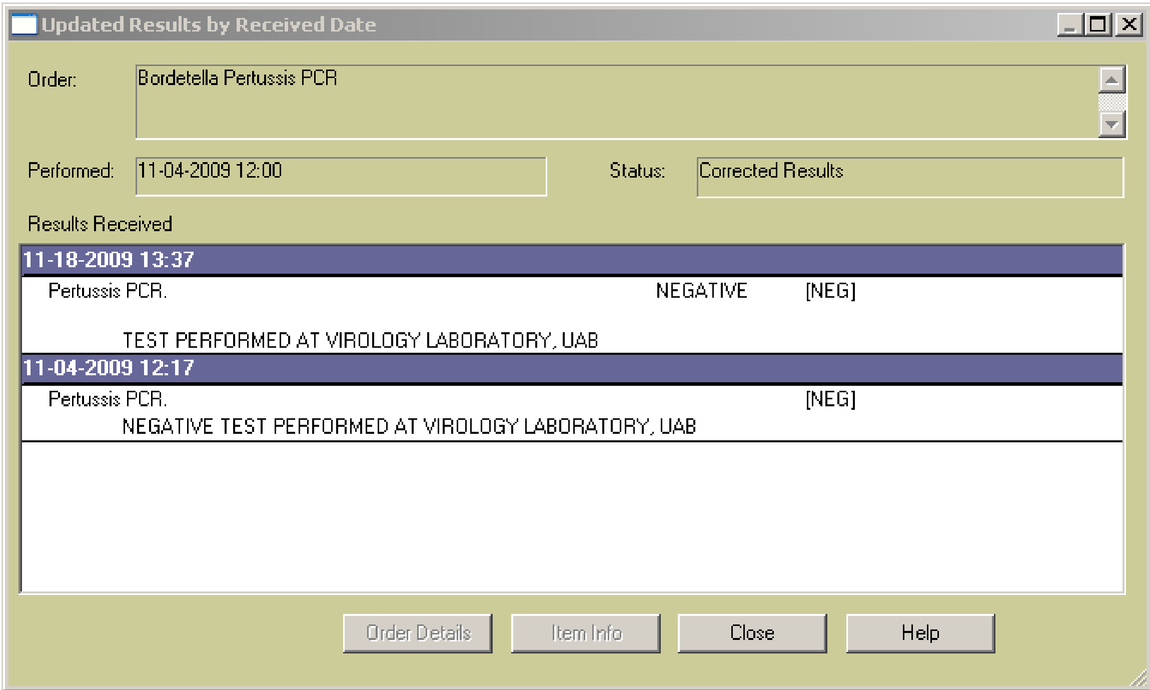
Updated Results



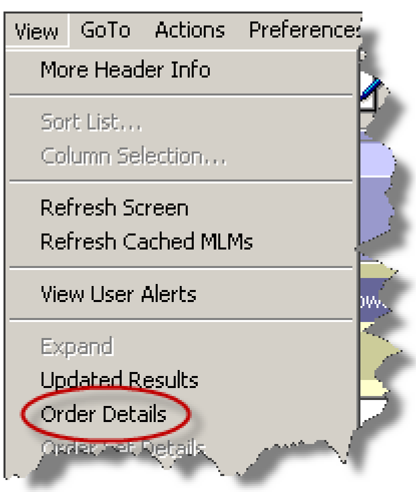
This option is available only on the Results tab for results with the icon. For example:



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



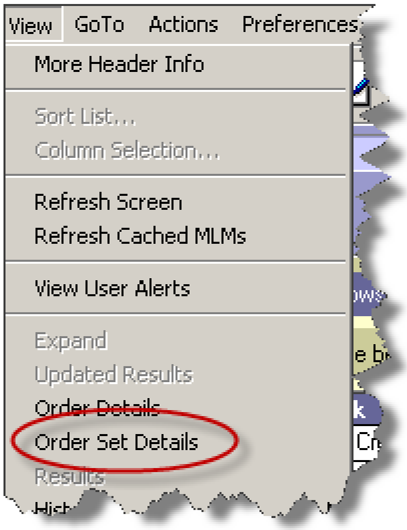
Order Details



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

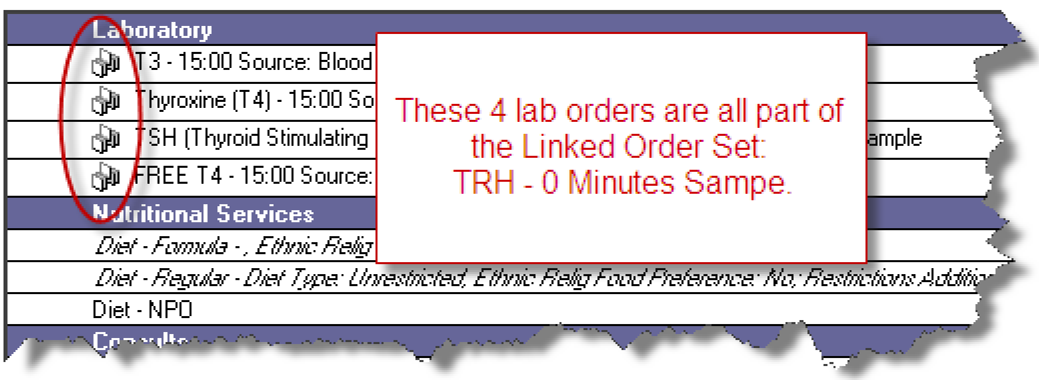
With an order or result selected, this menu option will display the order form.

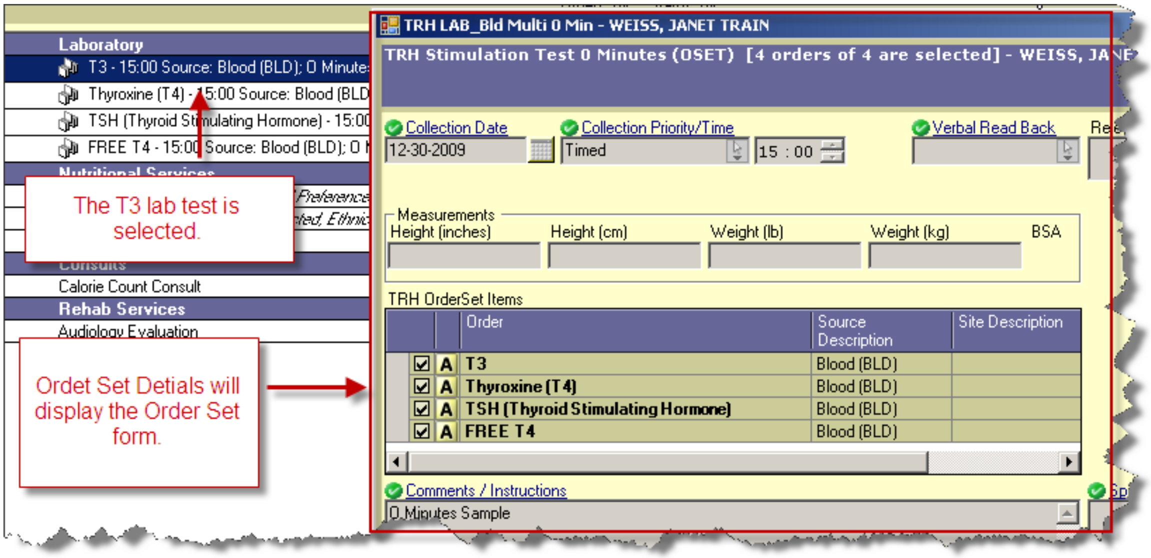
Order Set Details



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.

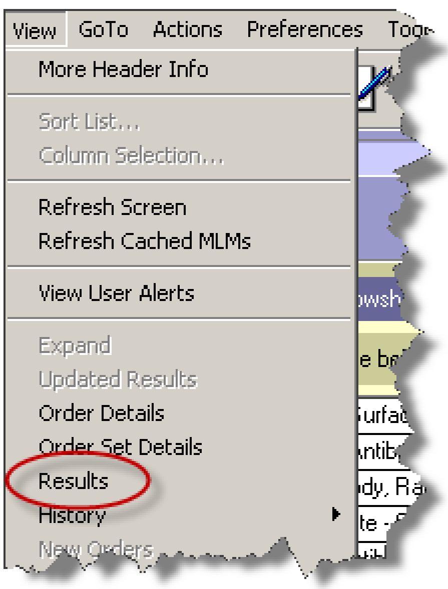
Those individual orders that were ordered through a linked order set will have the icon on the summary line. For example:



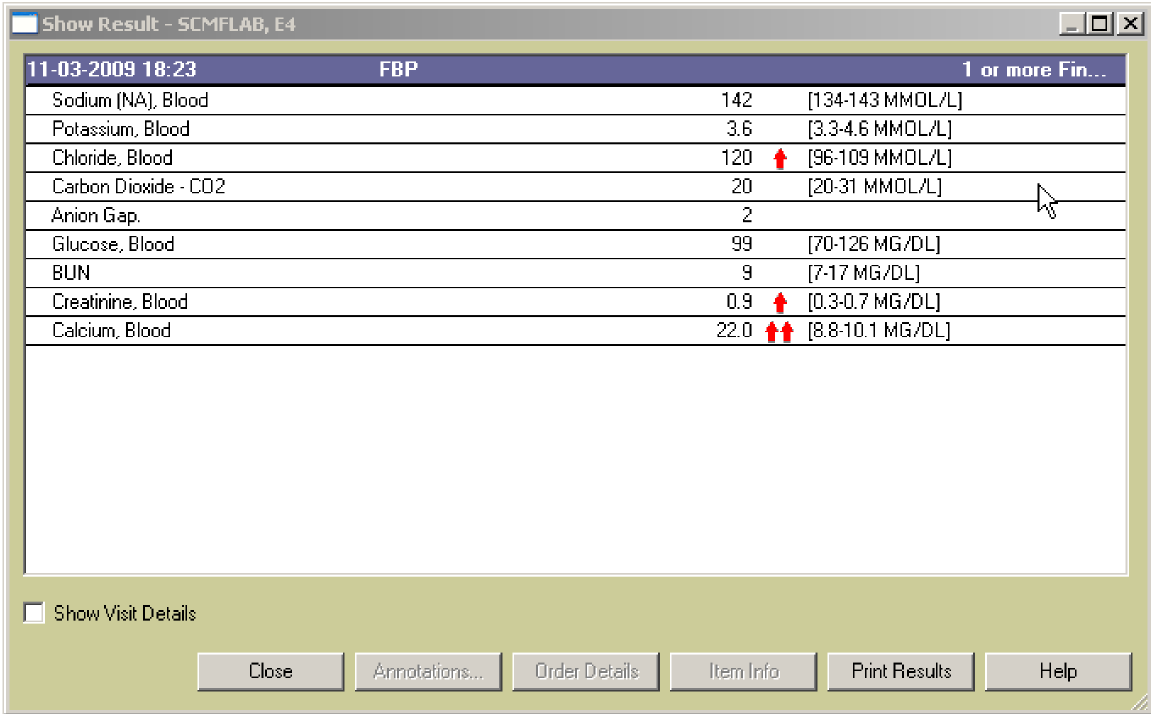


Orders without the icon could also have been placed with an order set. The only way to tell is that this option will be active if such an order has been placed.

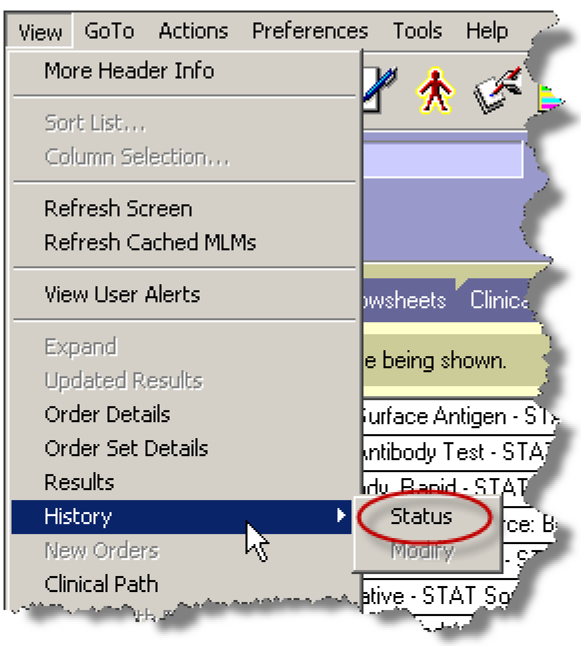
Results



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



History → Status

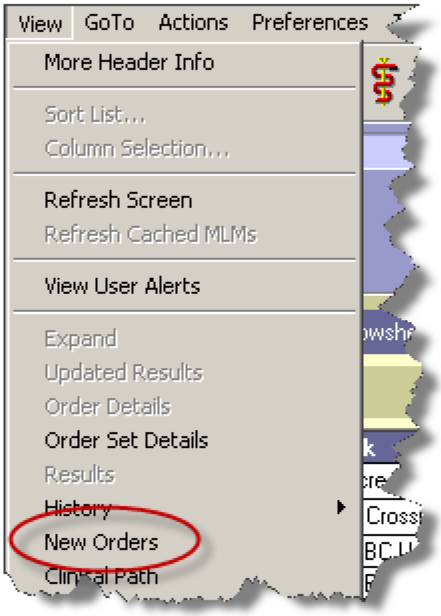


This option is available on the Orders tab.

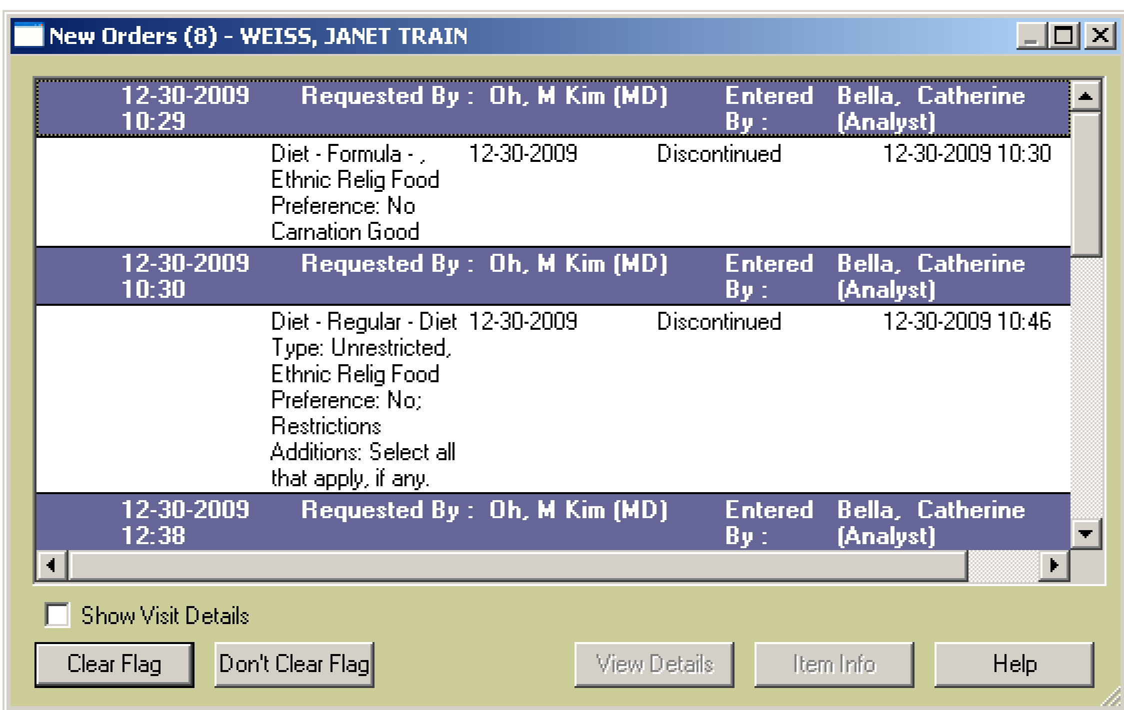
For more information see:

- Orders Tab → Right-Click Options → History → Status

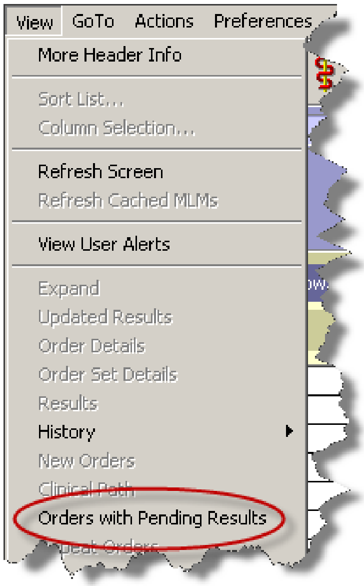
New Orders



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

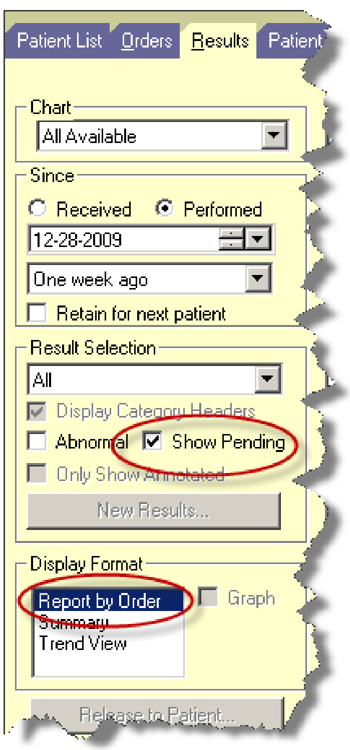


Orders with Pending Results

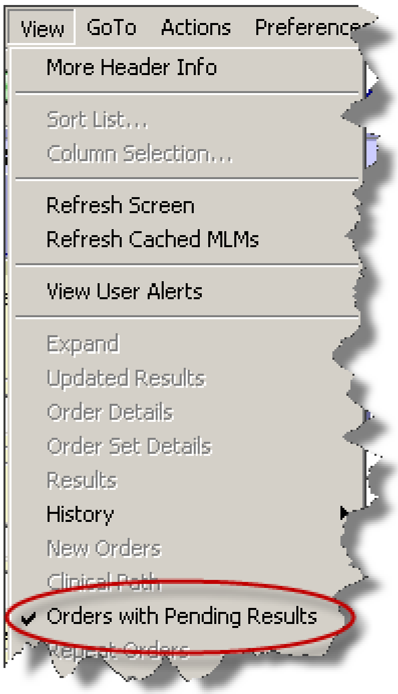


This option is available on the Results tab in the Display Format Report by Order. When used, it will only show those results that are pending.

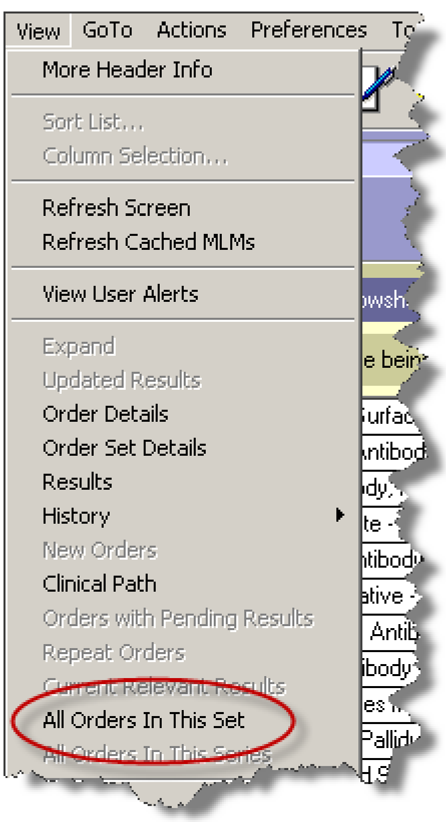
When clicked, a check will appear next to the “Show Pending” box in the Results Section of the filter panel.



A check will also remain on the View menu.

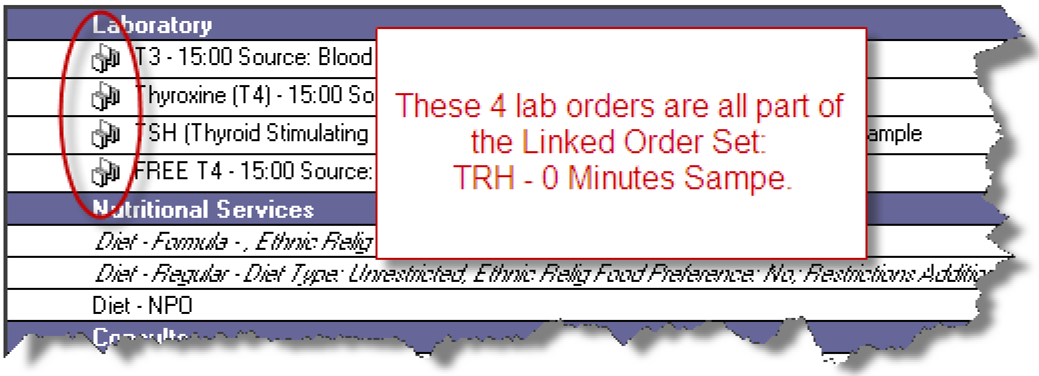


All Orders in this Set

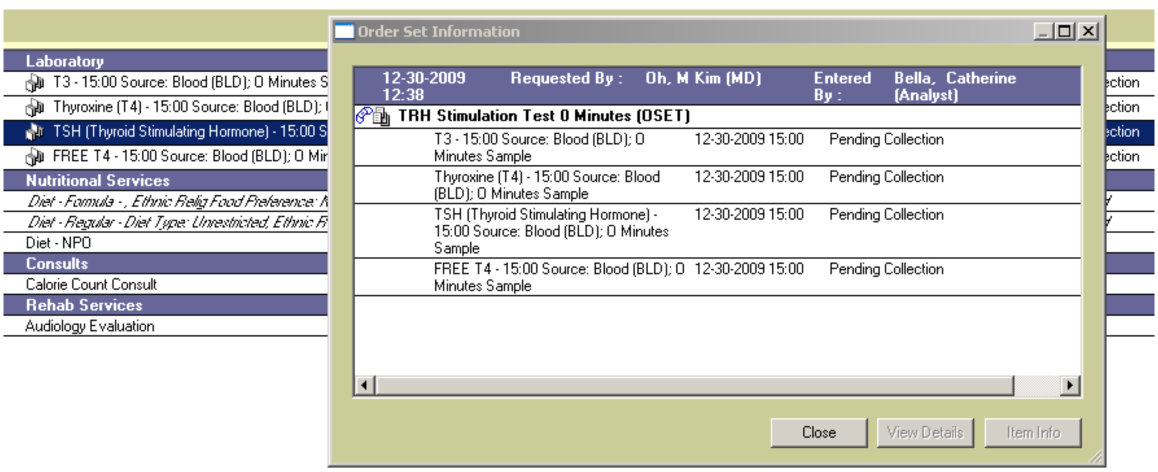


This option is available on the Orders tab. It is only active when an order placed through an order set or a linked order set is selected.

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

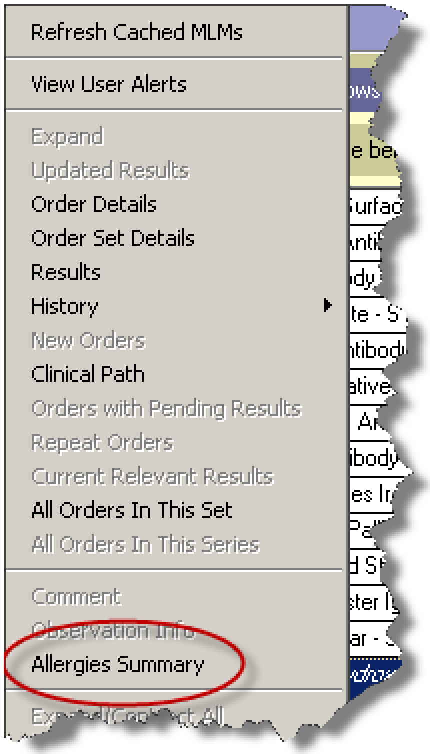


In this example, the order for TSH is selected and the Order Set Information pop-up displays all orders in the Linked Order set for the TRH Stimulation Test 0 Minutes.

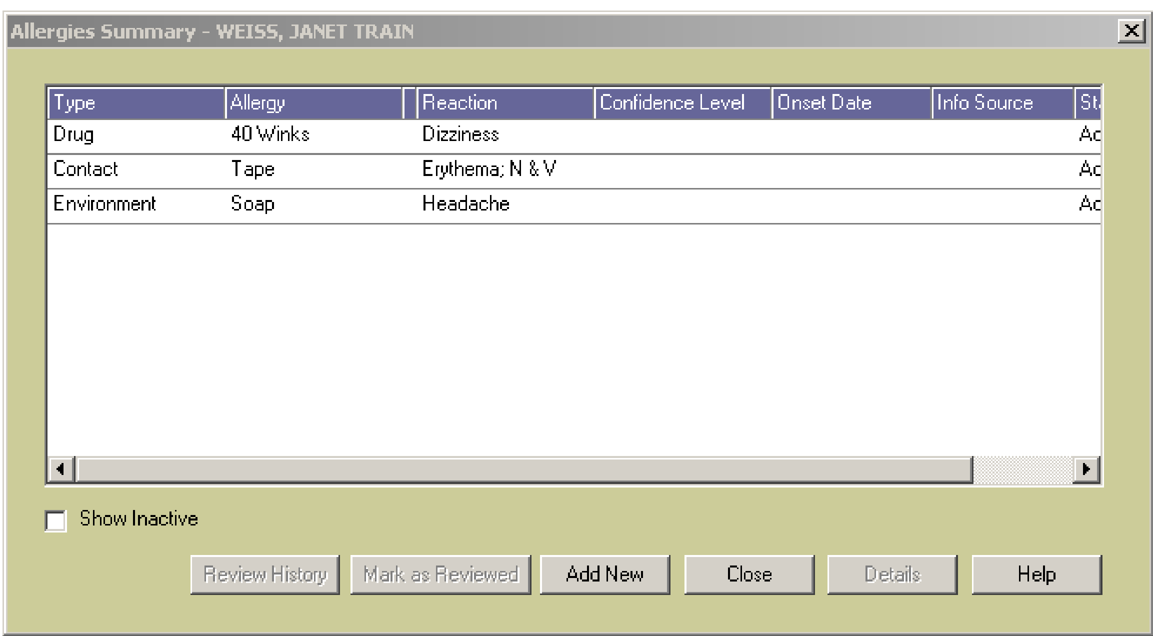


Orders without the icon could also have been placed with an order set. The only way to tell is that this option will be active if such an order has been placed.

Allergy Summary

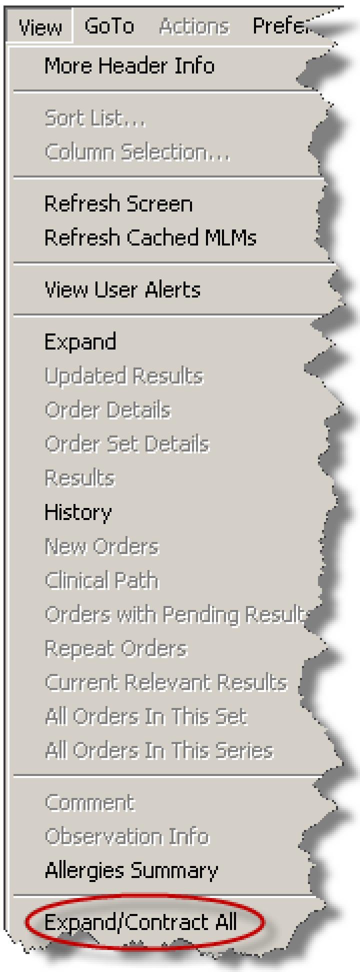


Selecting this menu option will display an Allergies Summary pop-up window. For example:



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

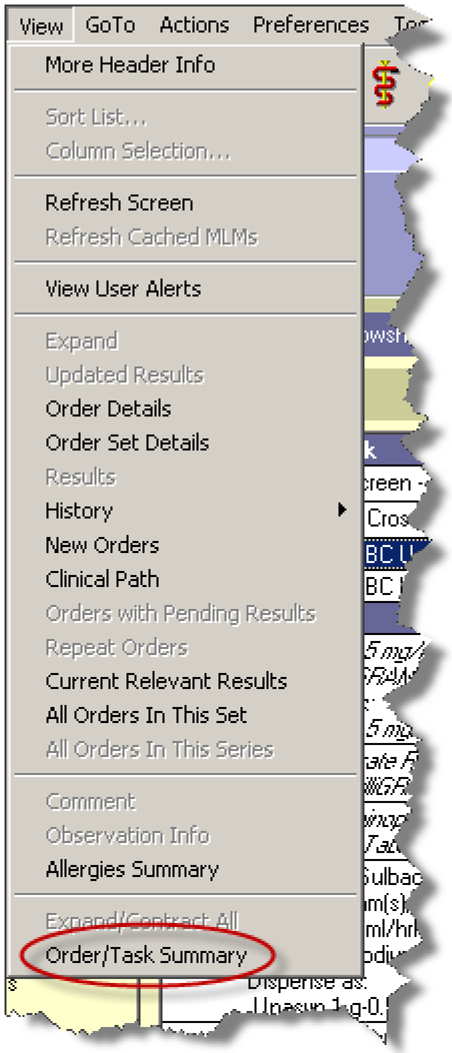
Expand/Contract All



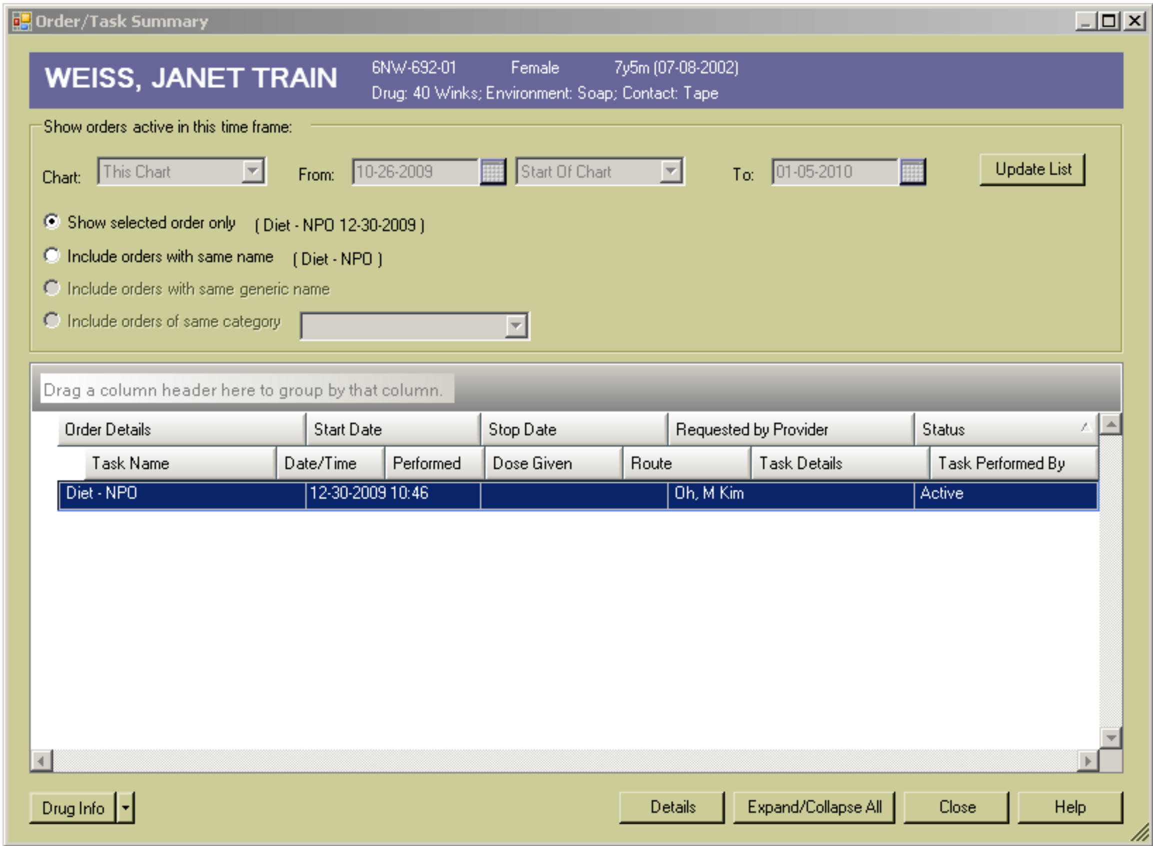
For more information see:

- Menu Bar → View → Expand

Order/Task Summary

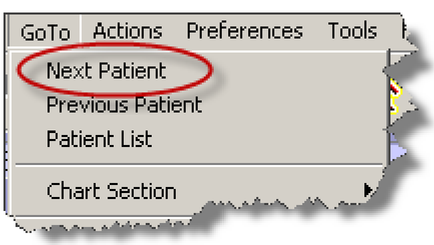


This option is available on the Orders tab. It is only active when an order is selected. Below is an example of the Order/Task Summary pop-up:

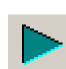


GoTo

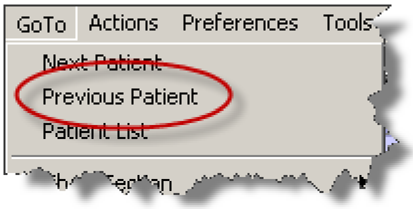
Next Patient



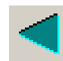
Used to display the chart of the next patient selected in the Patient List

Same function as the Next Patient button  on the toolbar.

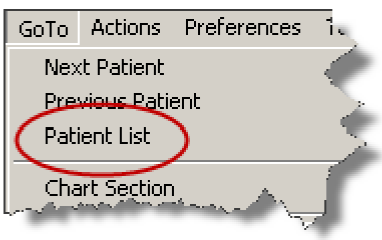
Previous Patient



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

Same function as the Previous Patient button  on the toolbar.

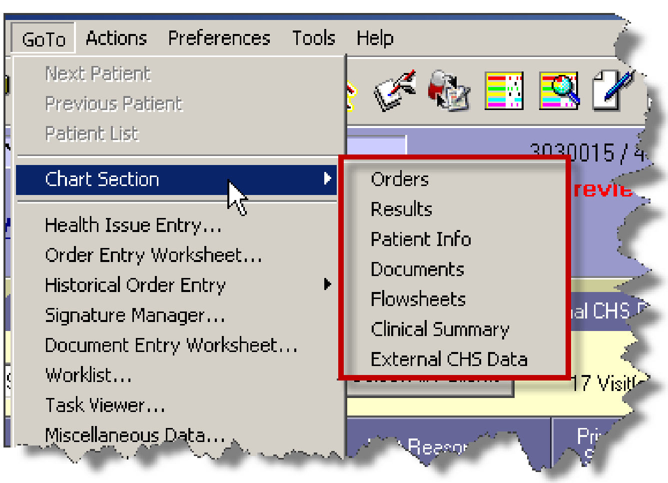
Patient List



Used to display the Patient List.

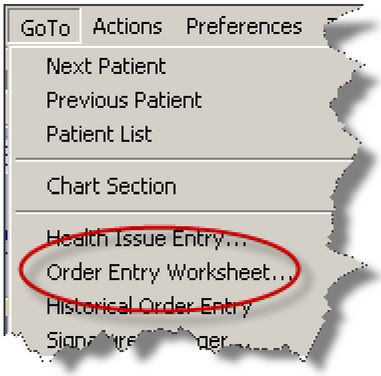
Same function as the Patient List button  on the toolbar.

Chart Section



Can be used to navigate to chart sections or tabs.

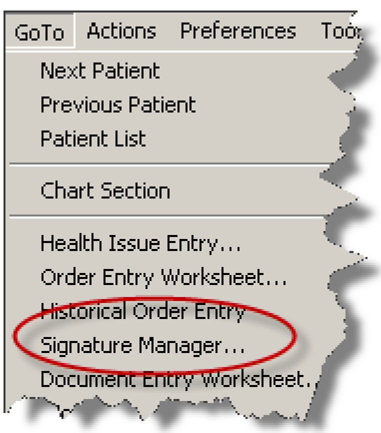
Order Entry Worksheet….



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.

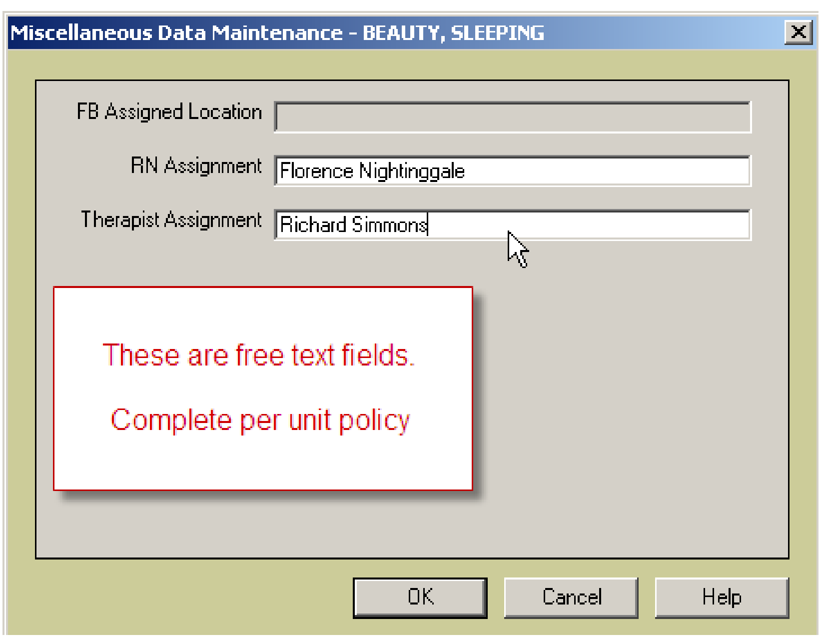
Task Viewer…

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:



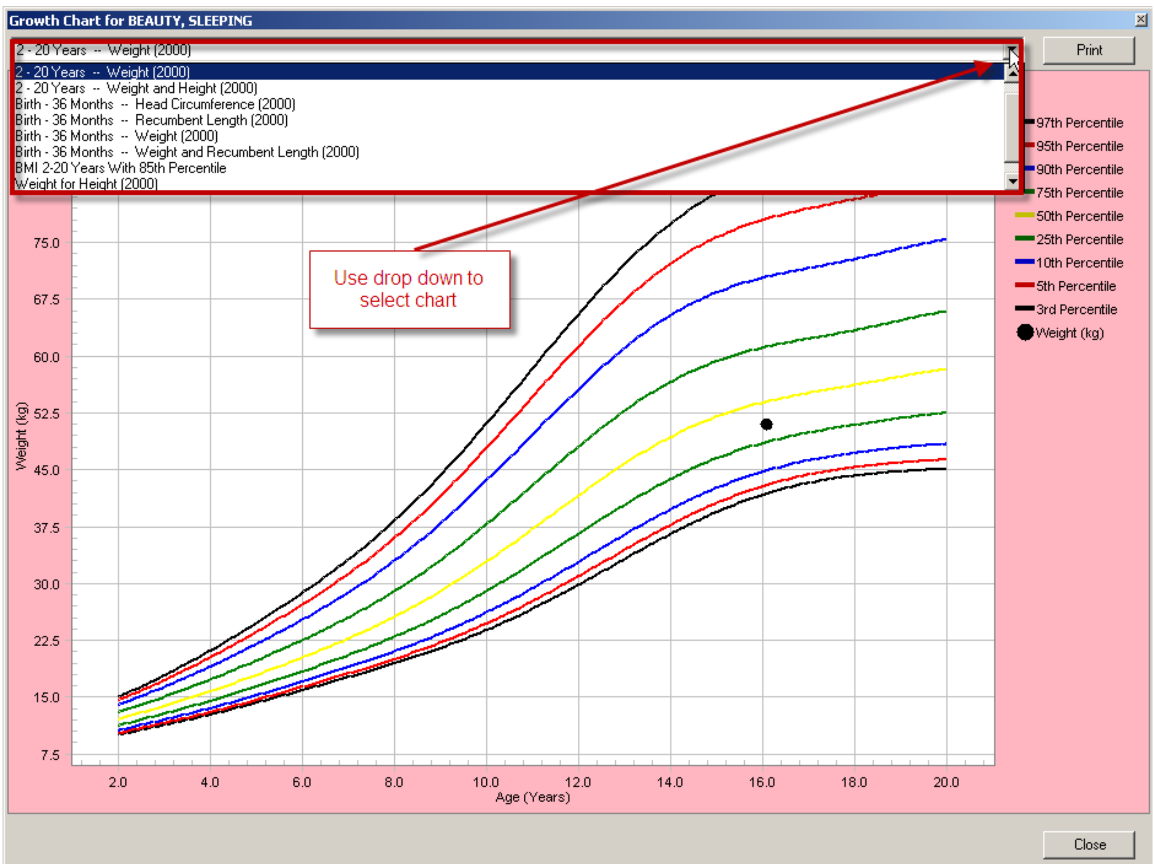
Expert Advice (Drug info)

Used to obtain medication information

Same function as the Expert Advice button .

Growth Charts

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

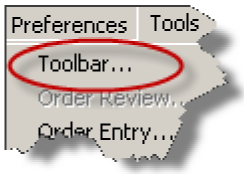


Actions

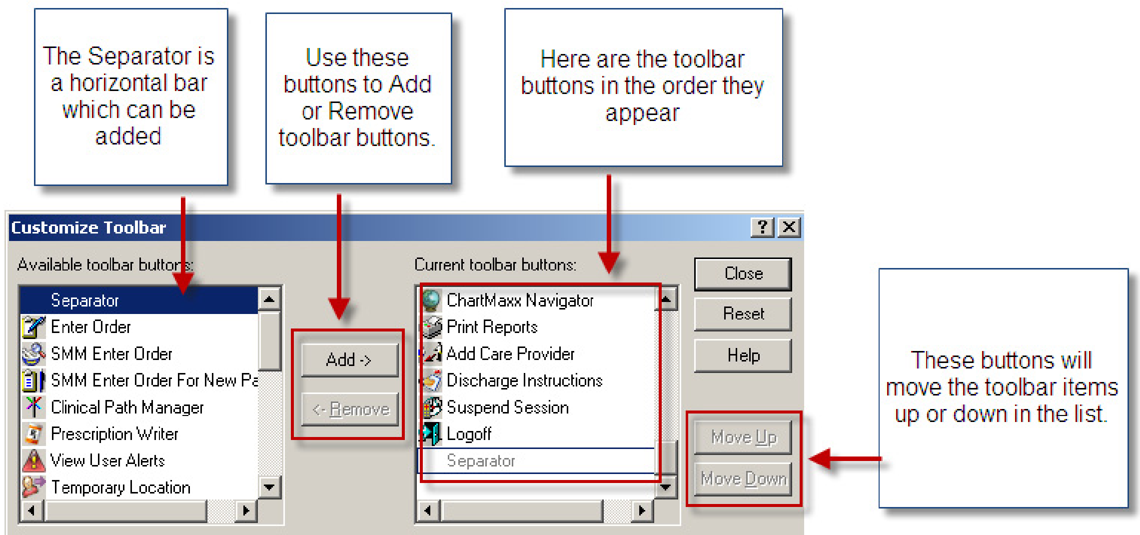
This menu changes depending on which chart tab is selected. Please see the chart sections for more details.

Preferences

Toolbar…

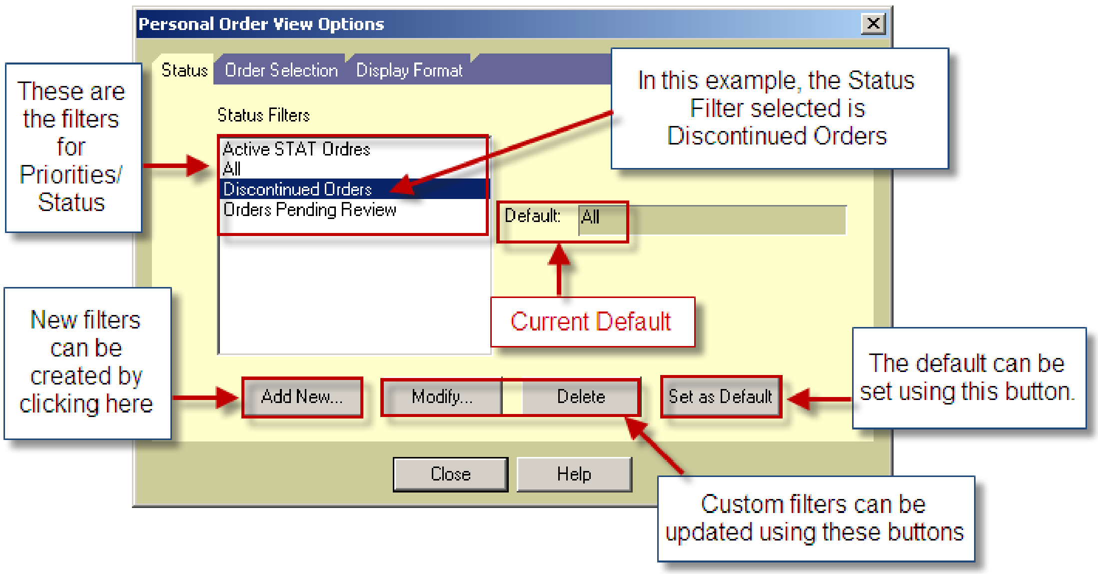


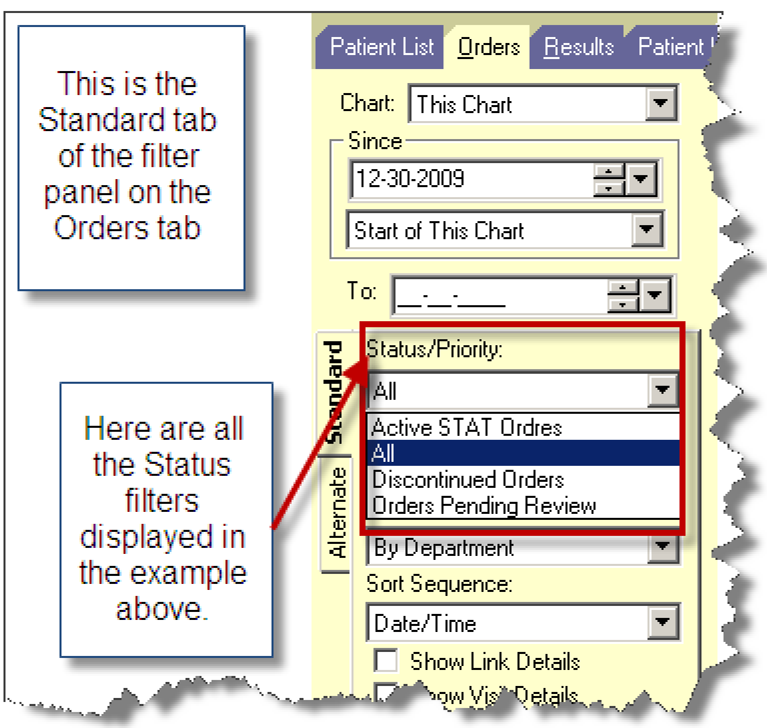
The toolbar can be customized with this option.



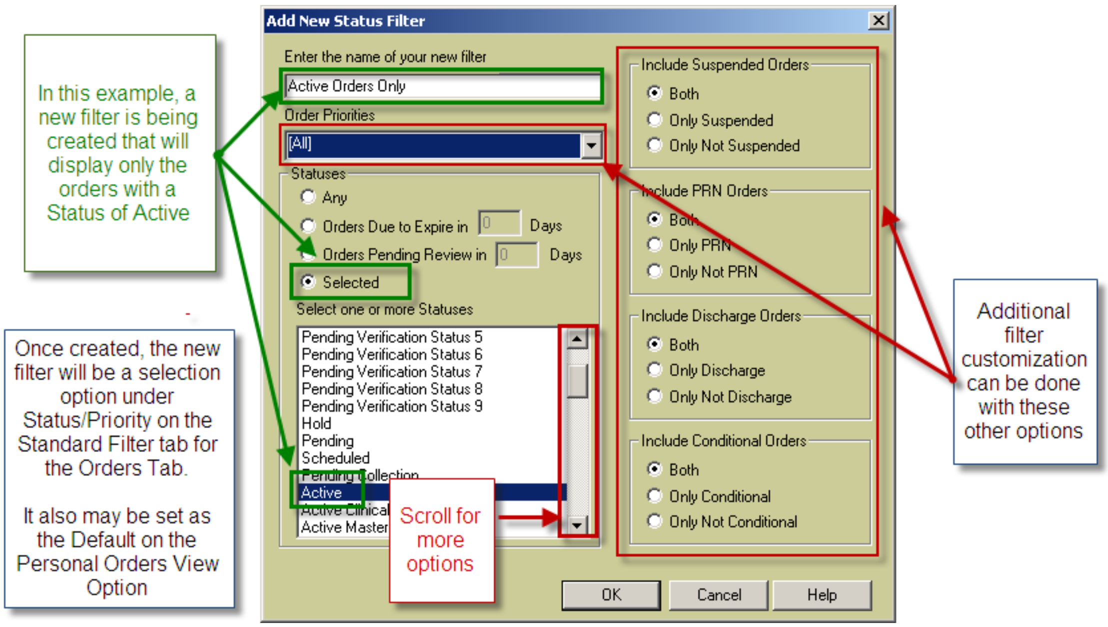
Order Review…

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

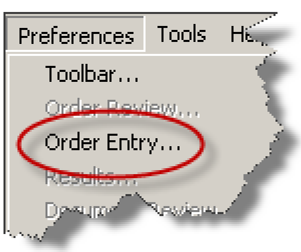


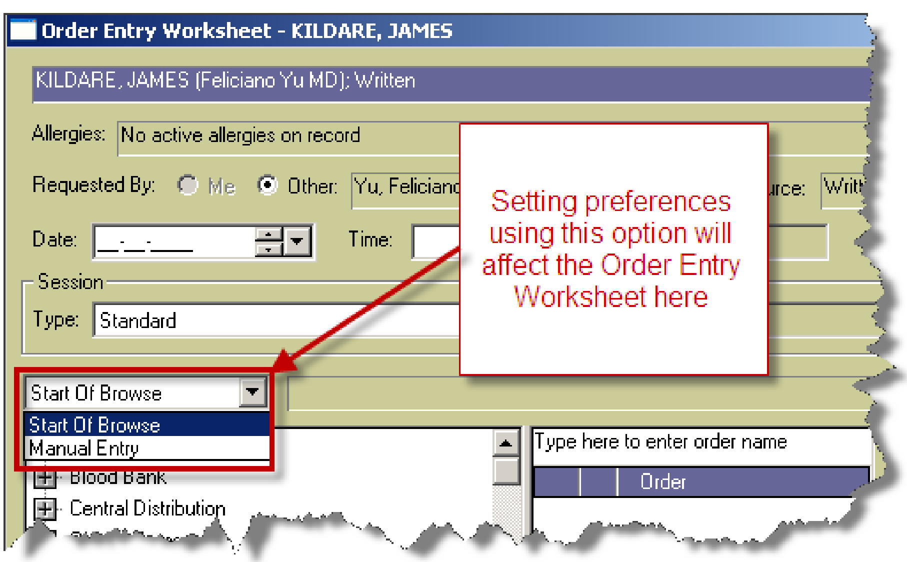


This is the pop-up used to create a new status filter for the Orders tab.

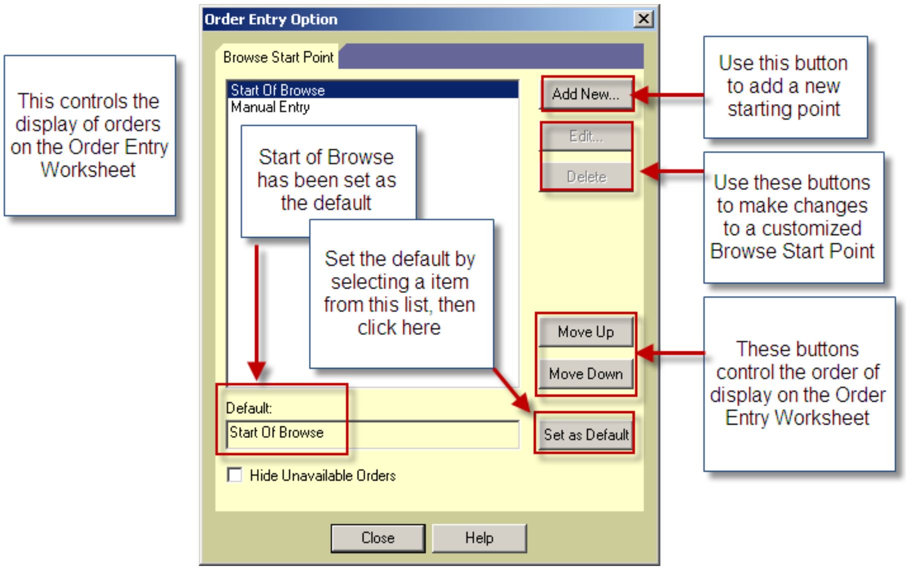

In this example, a new filter is being created that will display only the orders with a Status of Active
Once created, the new filter will be a selection option under Status/Priority on the Standard Filter tab for the Orders Tab.
It also may be set as the Default on the Personal Orders View Option
Add New Status Filter
Enter the name of your new filter
Active Orders Only
Order Priorities
[All]
Statuses
Any
Orders Due to Expire in
Days
Orders Pending Review in
Days
Selected
Select one or more Statuses
Pending Verification Status 5
Pending Verification Status 6
Pending Verification Status 7
Pending Verification Status 8
Pending Verification Status 9
Hold
Pending
Scheduled
Pending Collection
Active
Active Clinical
Active Master
Scroll for more options
Include Suspended Orders
Both
Only Suspended
Only Not Suspended
Include PRN Orders
Both
Only PRN
Only Not PRN
Include Discharge Orders
Both
Only Discharge
Only Not Discharge
Include Conditional Orders
Both
Only Conditional
Only Not Conditional
OK
Cancel
Help
Additional filter customization can be done with these other options

Order Entry…

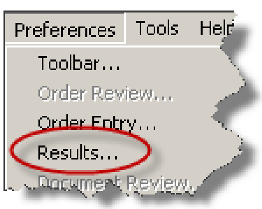

Preferences
Tools
Toolbar…
Order Review…
Order Entry…
Results…


Order Entry Worksheet - KILDARE, JAMES
KILDARE, JAMES (Feliciano Yu MD); Written
Allergies:
No active allergies on record
Requested By:
Me
Other:
Date:
Time:
Session
Type:
Standard
Setting preferences using this option will affect the Order Entry Worksheet here
Start Of Browse
Start Of Browse
Manual Entry
Blood Bank
Central Distribution
Type here to enter order name
Order

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

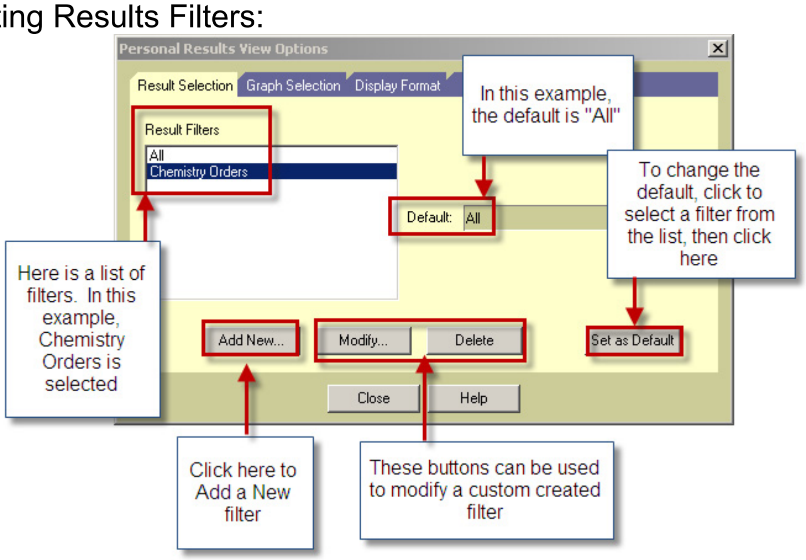


Results…

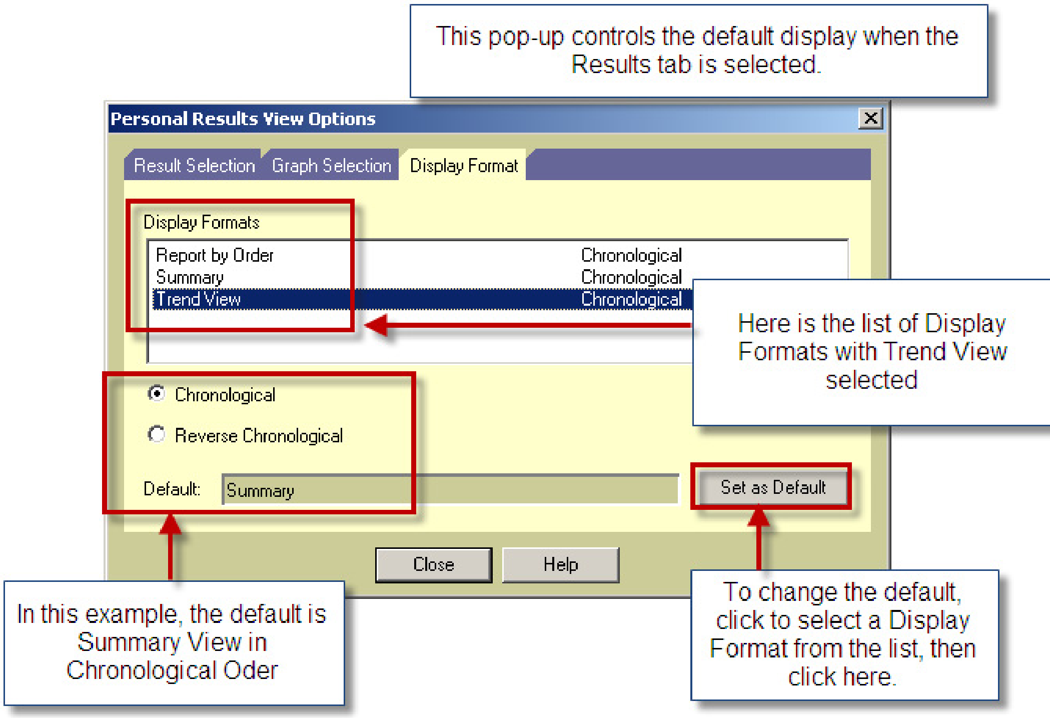


This option is available only when the Results tab is open.

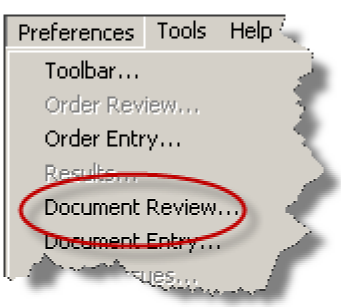
Setting Results Filters:



Setting default display on the Results tab:

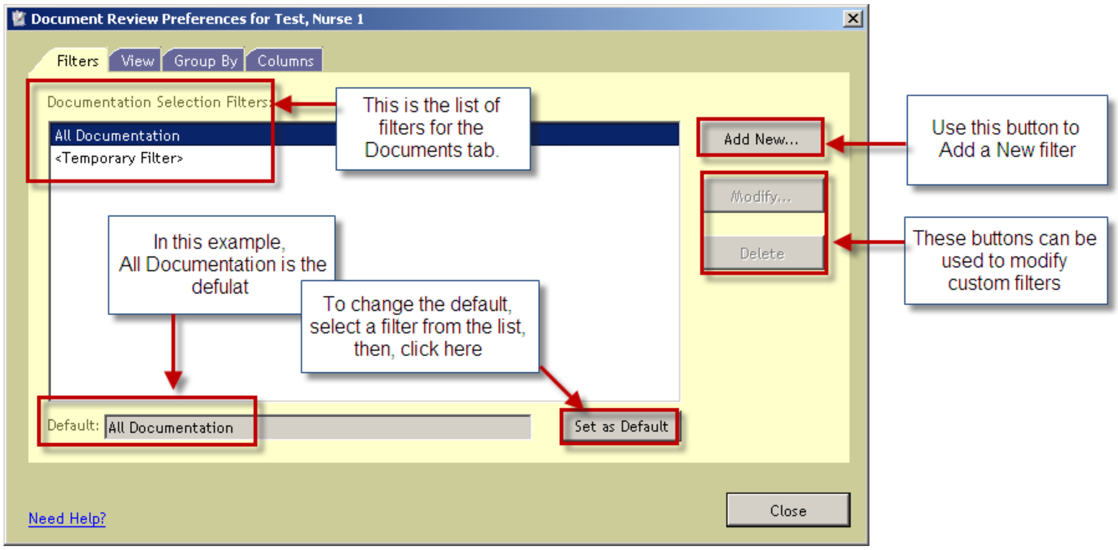


Document Review…

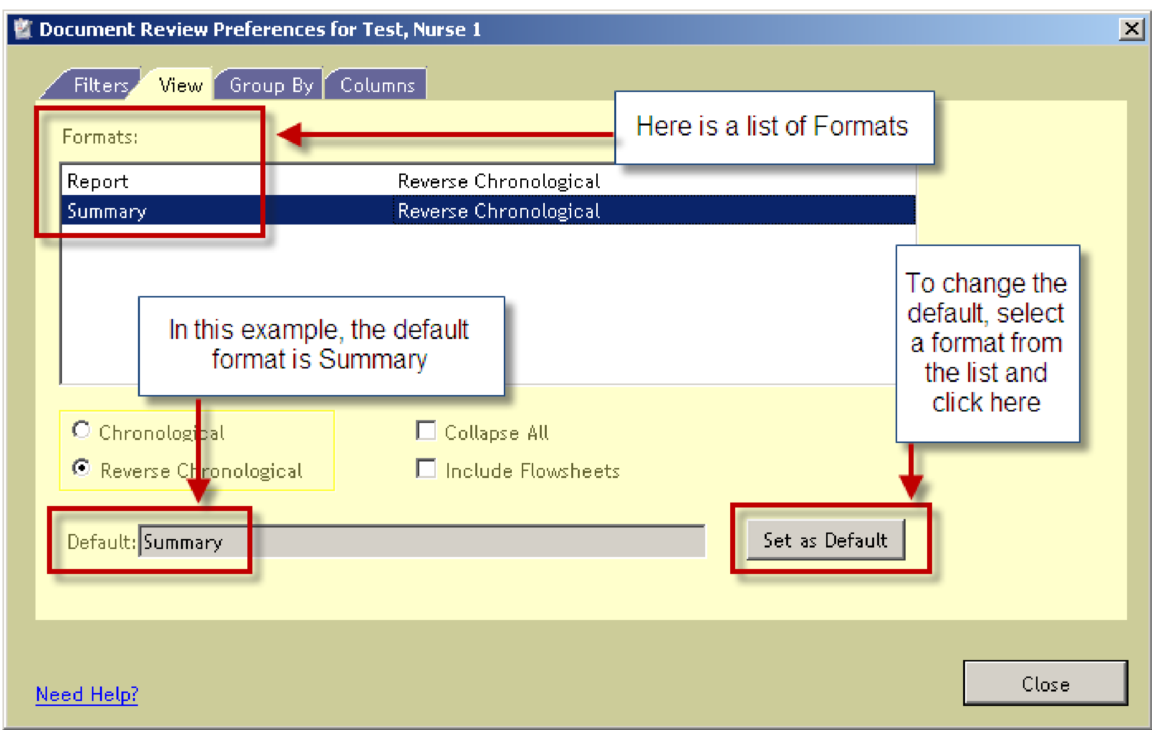


This option is available only when the Documents tab is open.

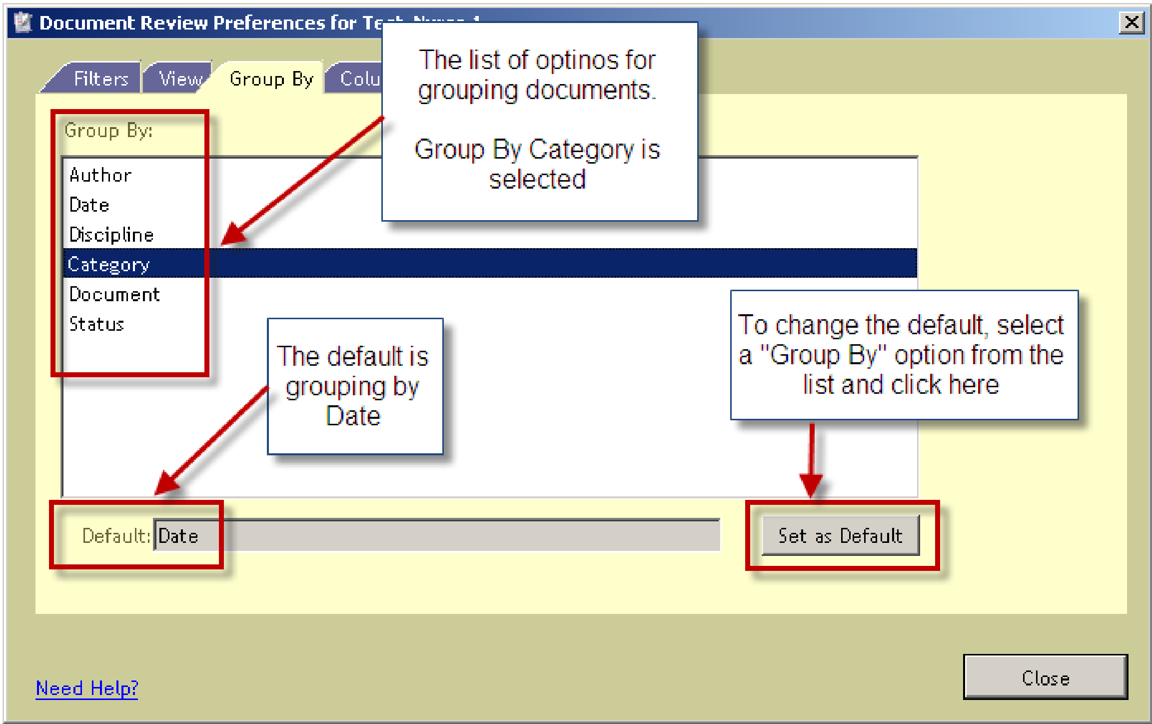
Setting Document Filters:



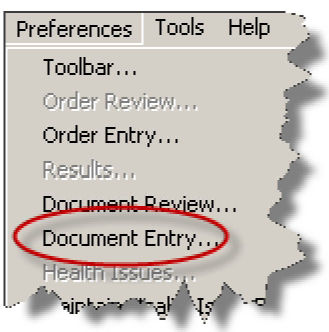
Setting the default format:



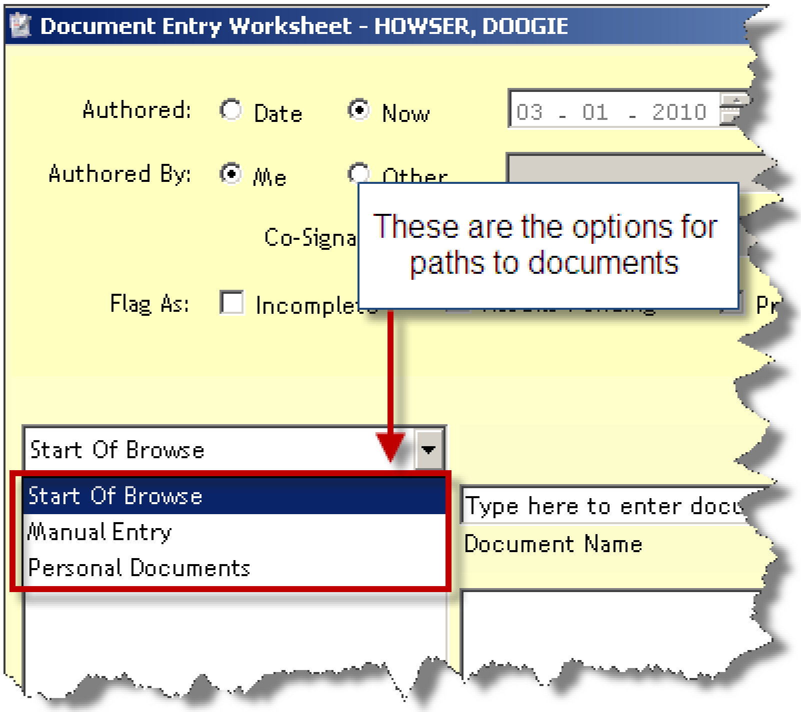
To set the default grouping of documents:



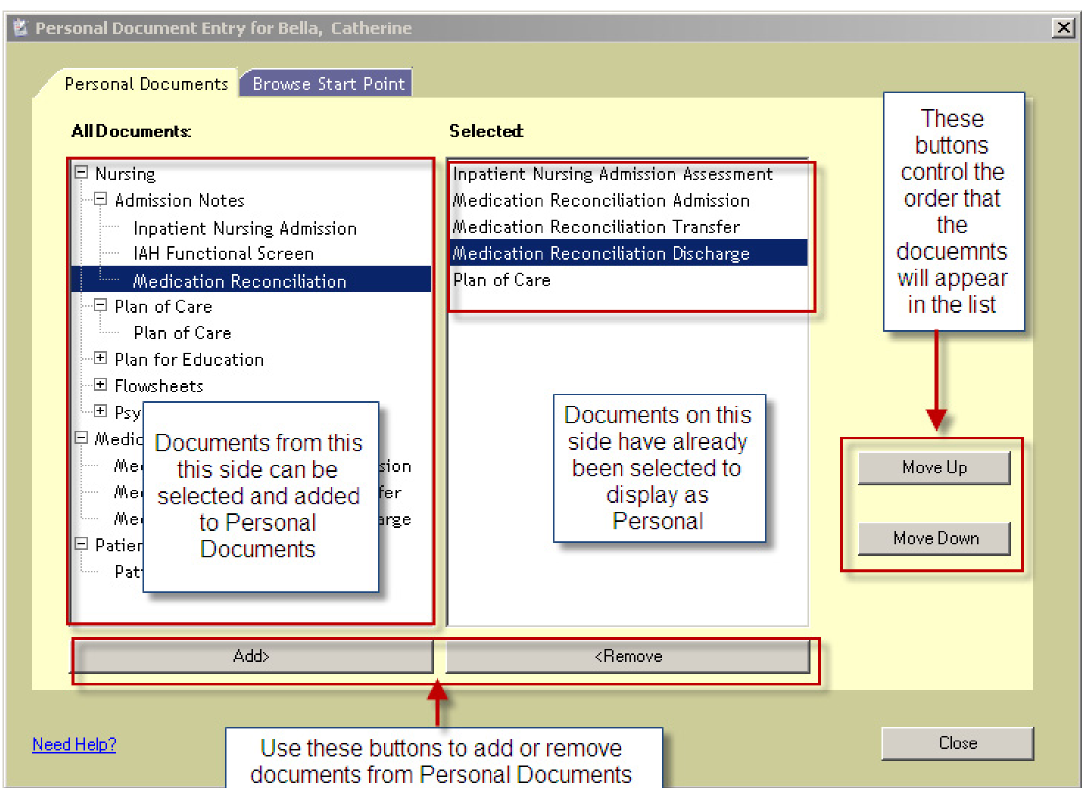
Document Entry…

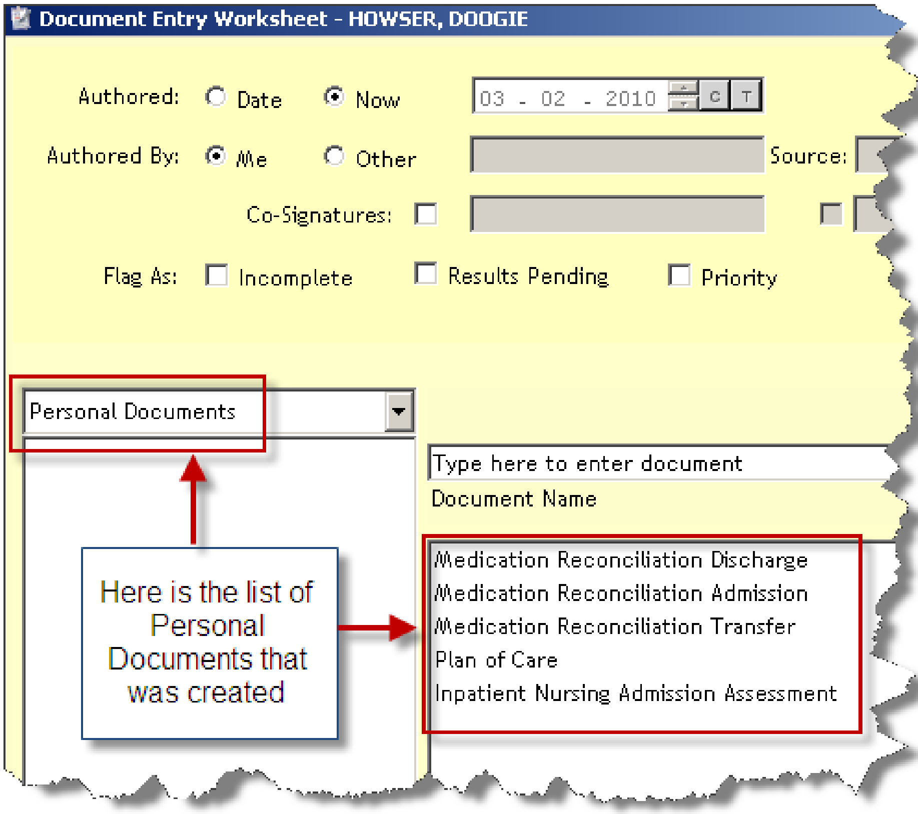


This option is only available when a patient is selected. On the Document Entry Worksheet, it sets the default access to documents.

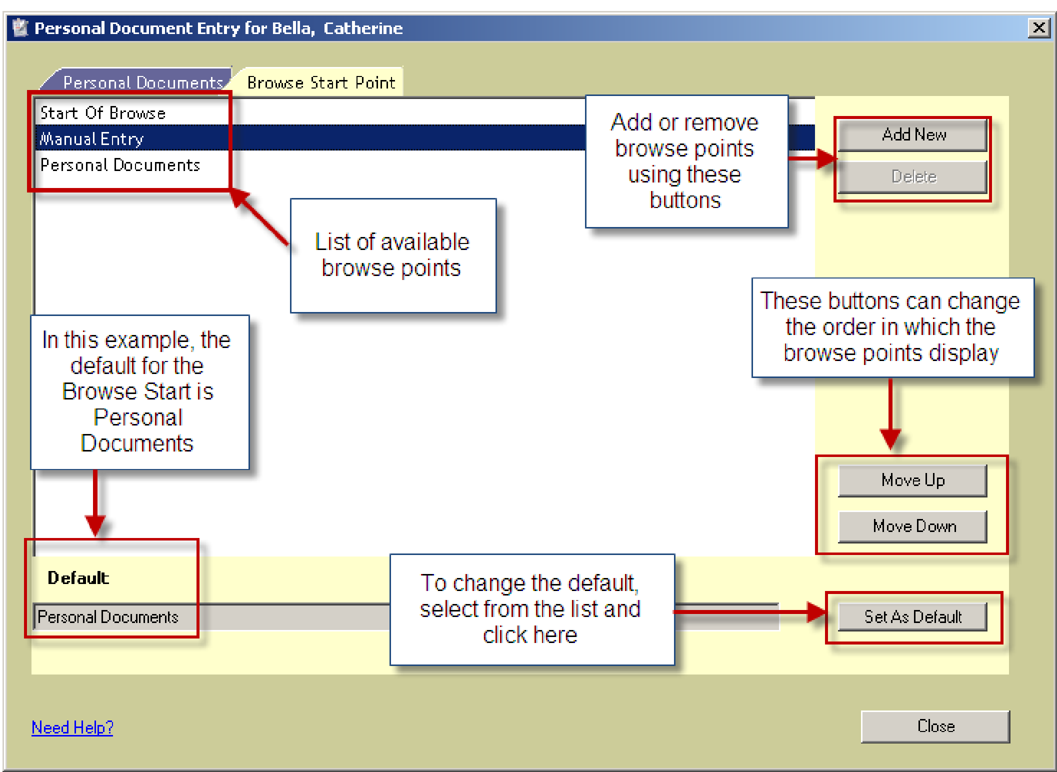


A Personal Documents list can be created to provide quick, easy access to frequently used documents.

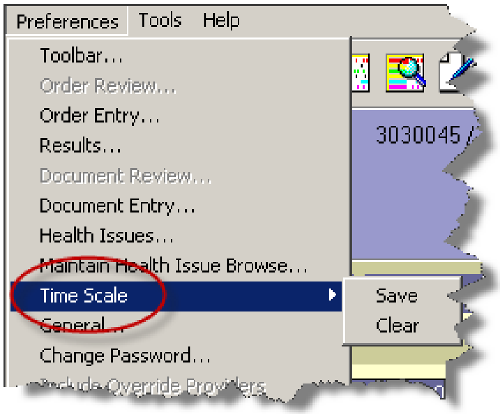




The starting point for document entry can be set with the Browse Start Point.



Time Scale

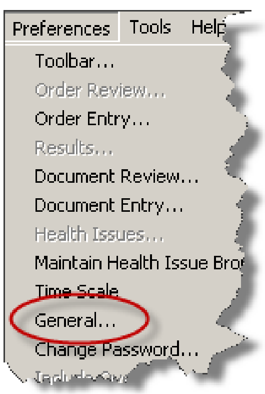


For the Results tab, the Time Scale can be adjusted from the Actions Menu option Modify Time Scale. This option under Preferences can save or clear those changes as a user default.

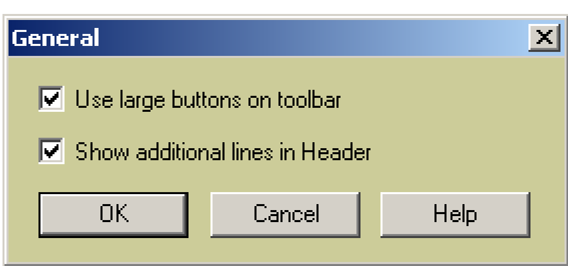
For more information see:

- Results Tab → Actions → [Modify Time Scale]

General…

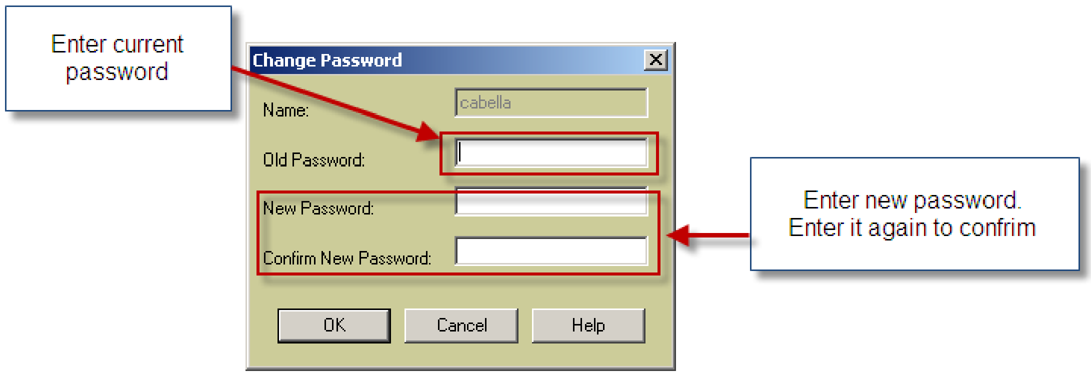


These options should remain unchanged.



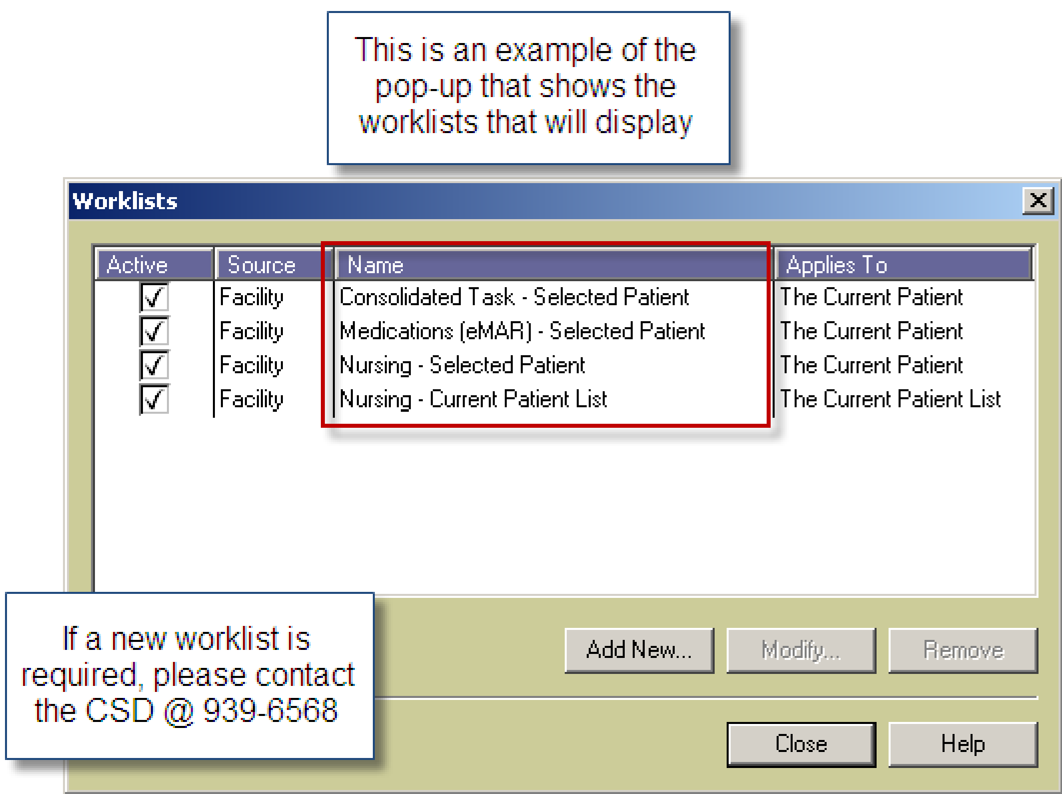
Change Password…

This option is used to change passwords.



Worklist Manager…

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



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.

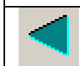
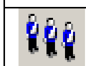
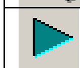
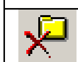
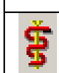
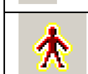
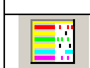
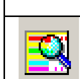
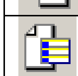
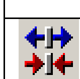
ChartMaxx Navigator

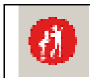
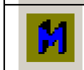
This is used to link to the patient's medical record. It functions the same as the ChartMaxx Navigator button  on the toolbar.

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

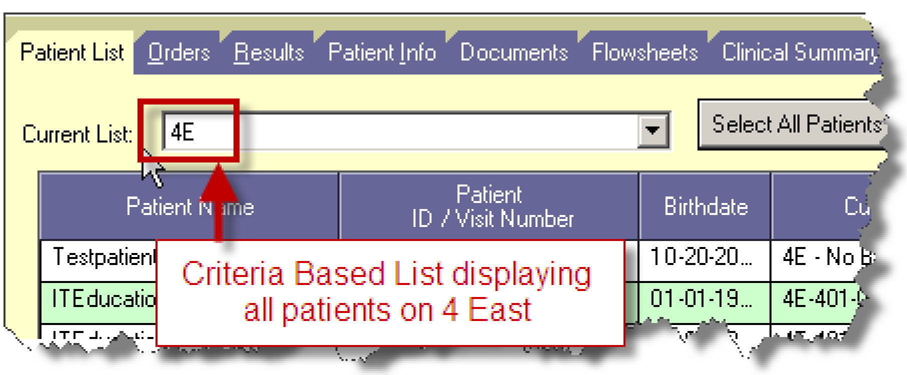
PATIENT LIST TAB

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.

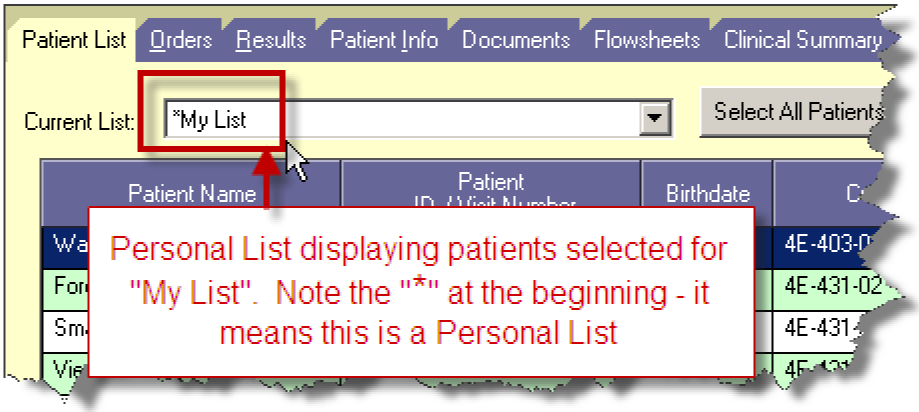
List Types

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

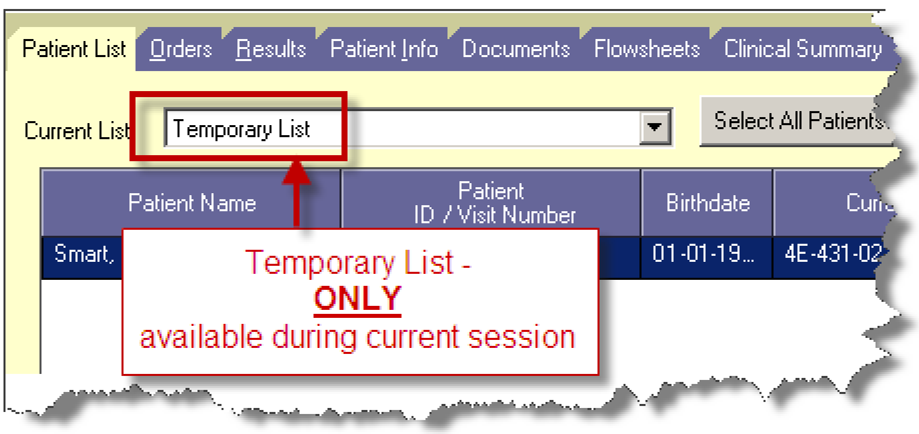
- ***Criteria-based (System) Lists*** – Automatically updated patient lists that are based on Patient Location, Provider Name, Service, Visit Status, or particular Orders. Your default Patient List may be a criteria-based list based on your unit, for example.



- ***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 <u>manually</u> 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***



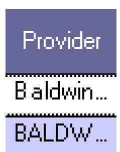
Columns are Versatile!

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?

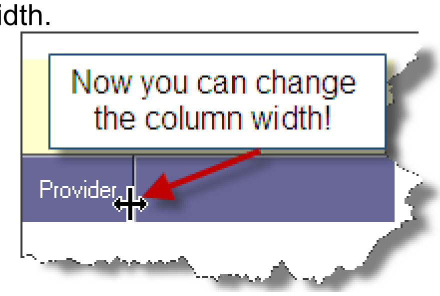
> ***Answer:*** You can sort the patient list based on any column. For example, to sort on patient name, click the Patient Name column heading. You will see a small triangle in the column heading that will indicate that you have sorted that column. If the triangle is pointing up, you are sorting is ascending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

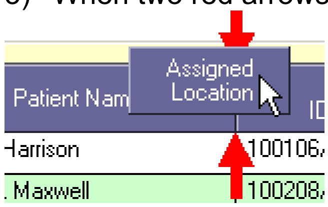
Answer: Simply RIGHT-CLICK in any column. The only option that appears is 

. 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.

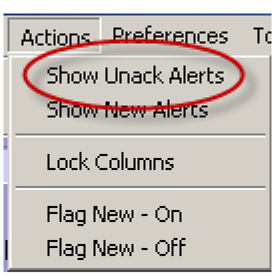
Question: How do I get back to the original column order?

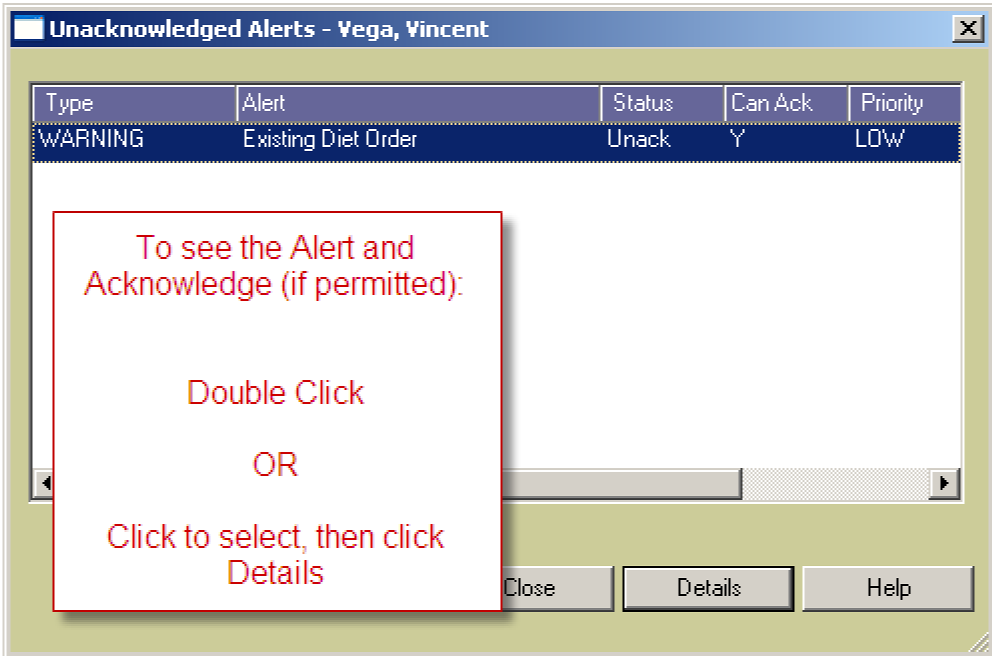
Answer: Call the Customer Service Desk at x 6568

Actions

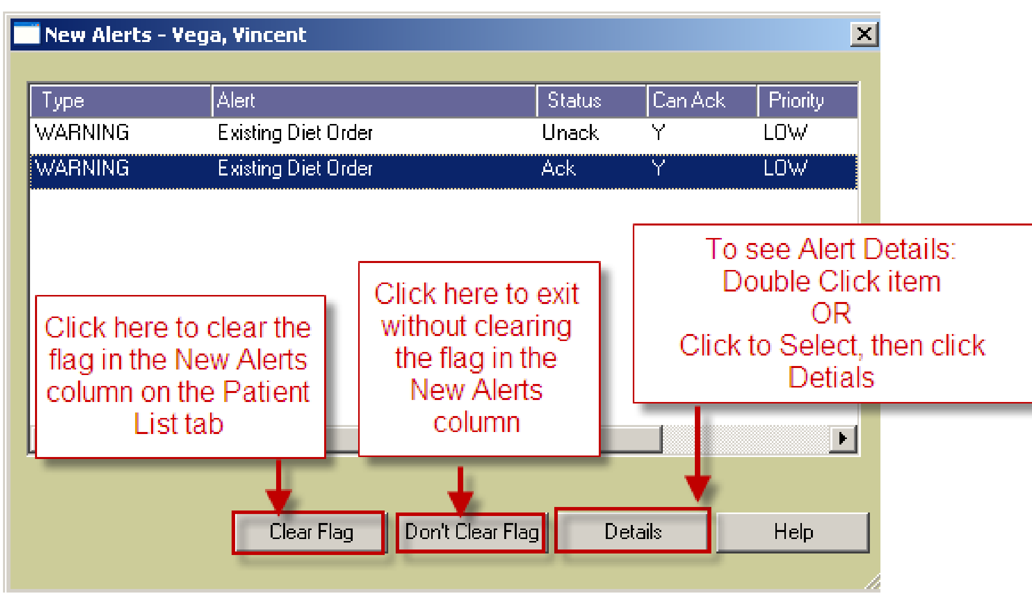
This menu changes depending on which chart tab is selected. This section covers the Actions menu for the Patient List tab.

Show Unack Alerts

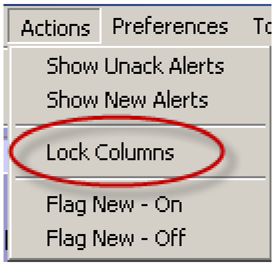


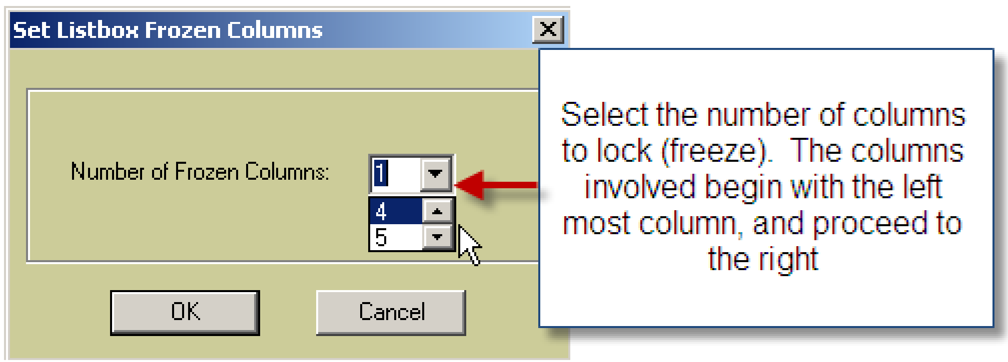


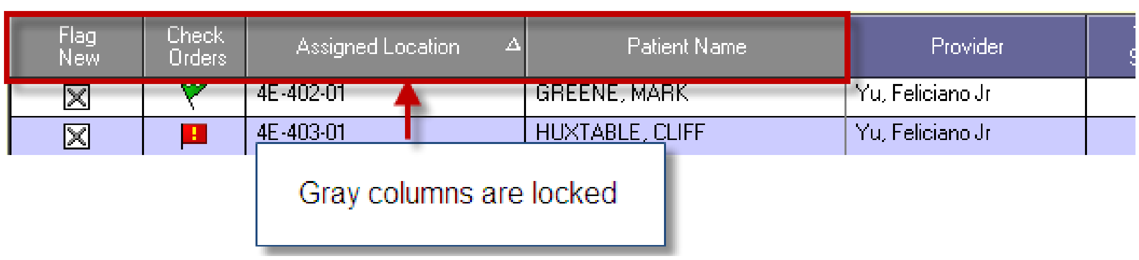
Show New Alerts



Lock Columns





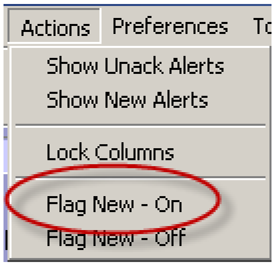


You can use the scroll bar at the bottom of the screen to scroll to the right and those locked columns don't move

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.

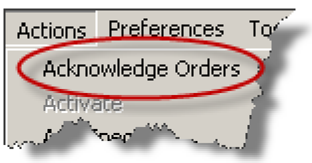
ORDERS TAB

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



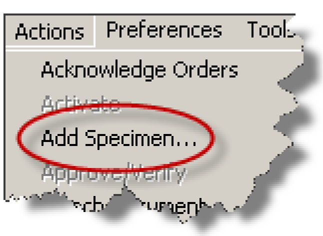
Selecting this option is the same as clicking on the flag that appears in the Check Orders column. Selecting Acknowledge button in this window clears the flag in that column and indicates that the orders have been acknowledged.

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

For more information see:

- How Do I? → Columns

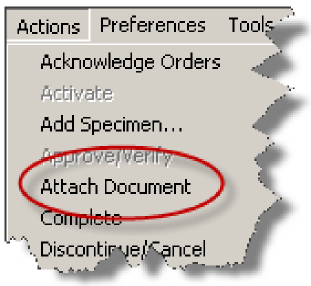
Add Specimen…



For more information see:

- How Do I → Specimens → How Do I Document a Collected Specimen?

Attach Document



For more information see:

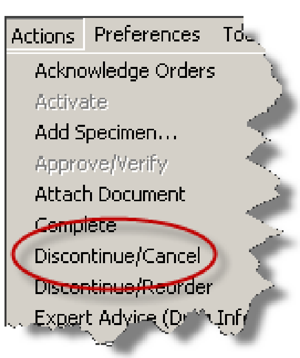
- Orders tab → Right-Click Options → Attach Document

Complete

For more information see:

- Orders tab → Right-Click Options → Complete

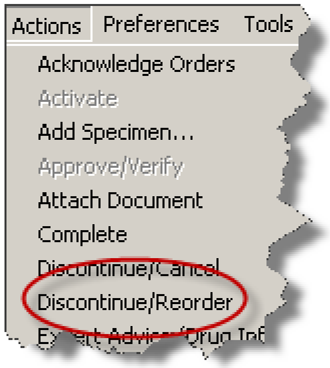
Discontinue/Cancel



For more information see:

- Orders tab → Right-Click Options → Discontinue/Cancel

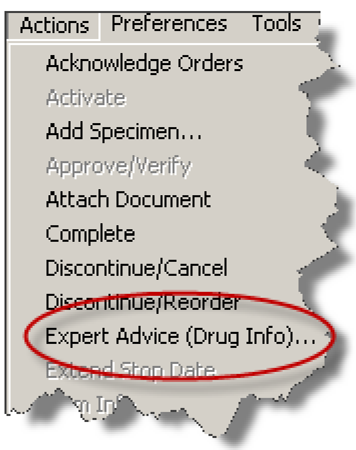
Discontinue/Reorder



For more information see:

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

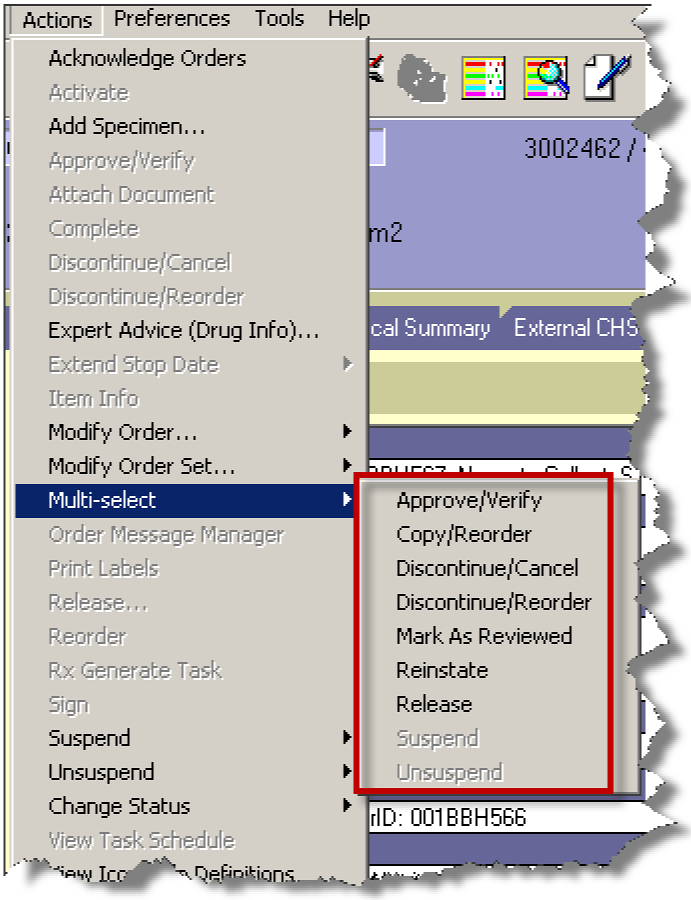
Expert Advice (Drug Info)…



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

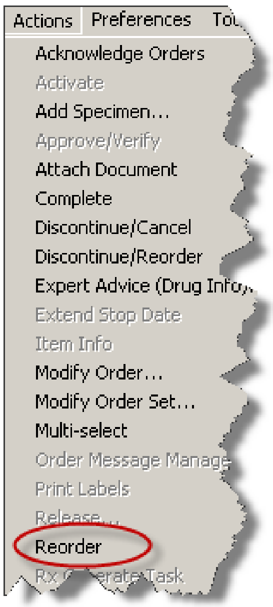
This function will release orders on hold.

Order Message Manager

This is a messaging system between nursing and the pharmacy.

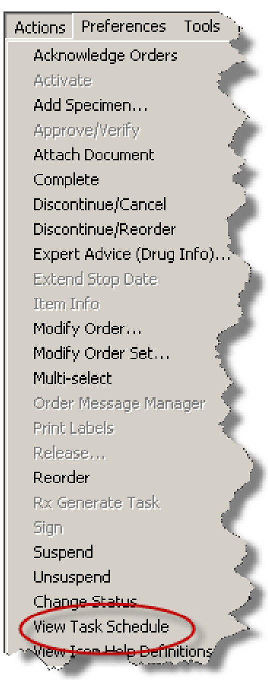
Please contact your Nurse Educator for more information.

Reorder



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

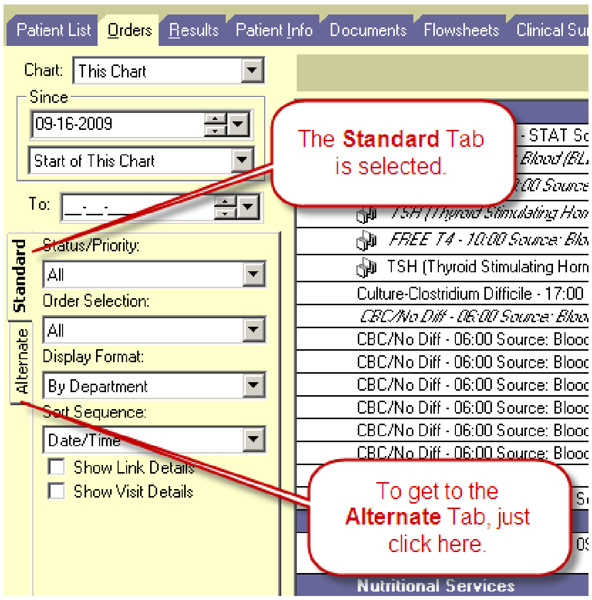
View Task Schedule



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

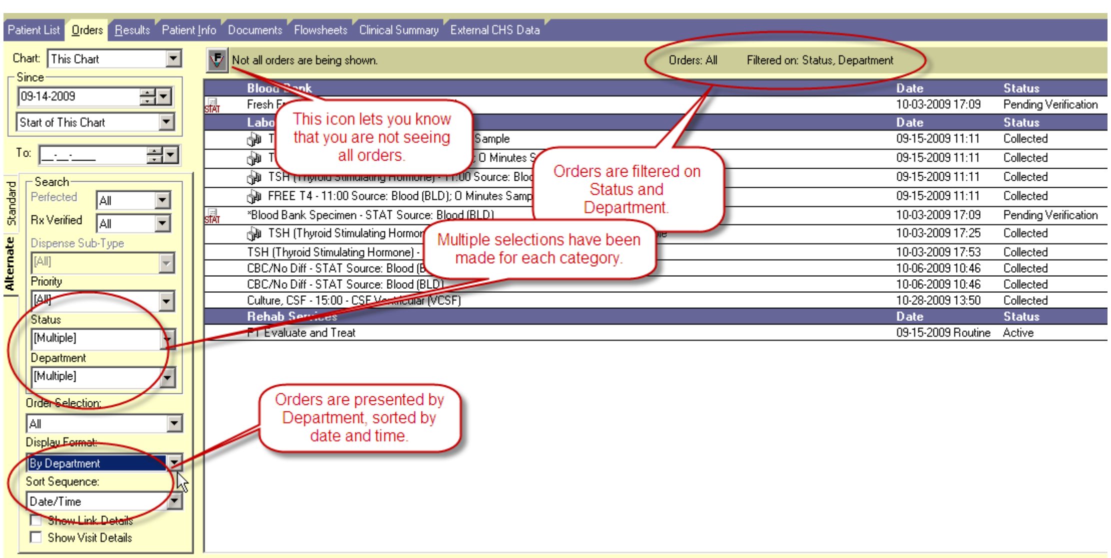
Filtering

There may be instances were 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.



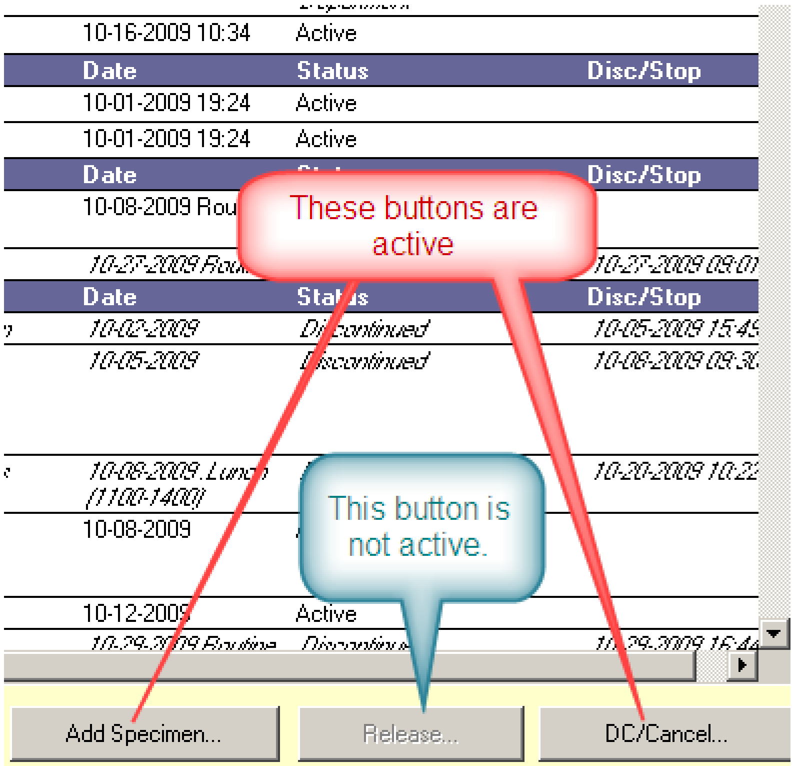
When orders are “filtered” you may see this icon and notation:

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 Reorder... 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 Select All 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 Apply 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

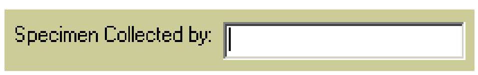
The 

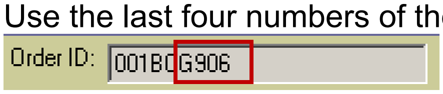
button at the bottom of the screen on the Orders Tabs allows the documentation of specimens collected by staff other than lab. All the orders for specimens of the selected type will appear, **including** Lab Collect items (those that have a Routine or Clinic Timed Lab Collect priority). Place a check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


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


- 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 DC/Cancel... 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 DC/Cancel... 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 Select All to place check marks in all the boxes.
Use the drop-down box to select Reason:		Click OK and all the checked orders will be discontinued and the Orders tab screen will be presented.
		Click Apply and the checked orders will be discontinued. The "Discontinue/Cancel" window will remain open. You can cancel out or continue to select more orders.

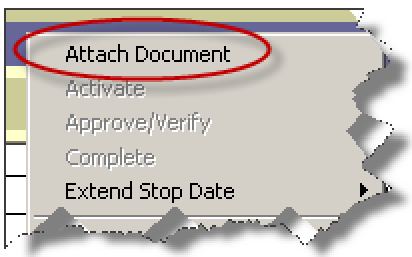
ACTIONS TO DC/REORDER	RESULT	NOTES
On the Orders Tab, **click** the DC/Cancel... button	The 'Requested by' pop-up appears.	
Specify the Care Provider who has written the order and click OK.	The "Discontinue/Cancel" screen is presented with a list of all active orders	
Click the Discontinue/Reorder radio 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 Select All to place check marks in all the boxes.
Use the drop-down box to select Reason:		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 Apply 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.

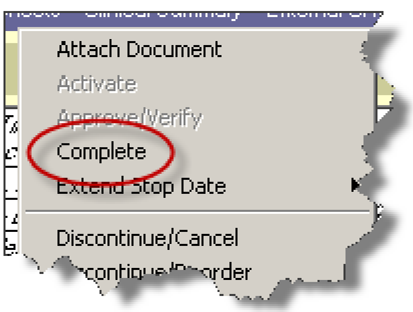
Following are descriptions of the functions of all available options.

Attach Document



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

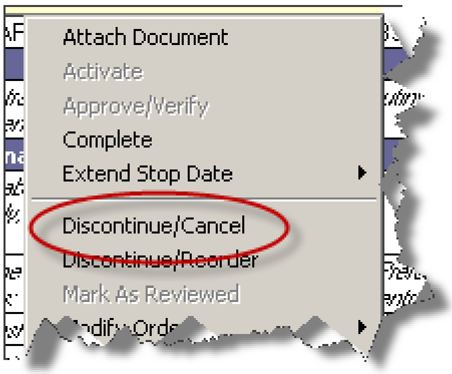
Complete



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.

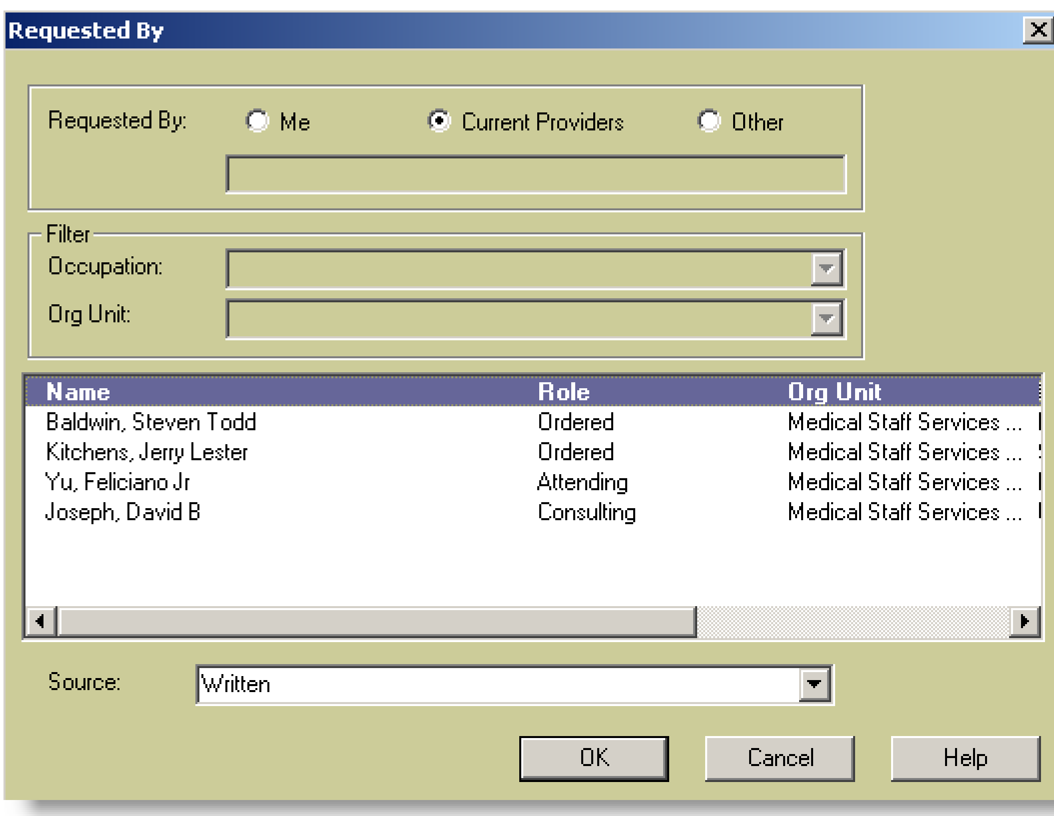
Discontinue / Cancel



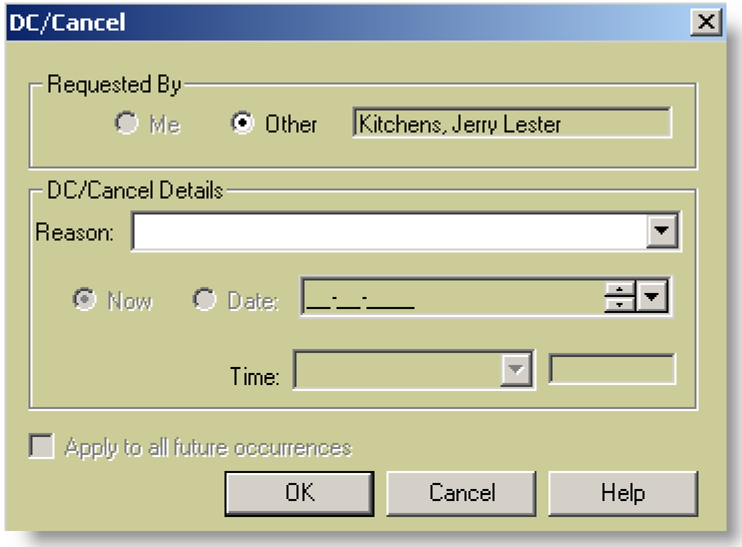
Select the order to be Discontinued/Cancelled, RIGHT-CLICK on it and select Discontinue/Cancel. Once Discontinued/Called, the order will appear in ***italics*** and the date and time it was discontinued will appear on the summary line.

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

<u>The 'Requested by' Pop-up Pathway</u>

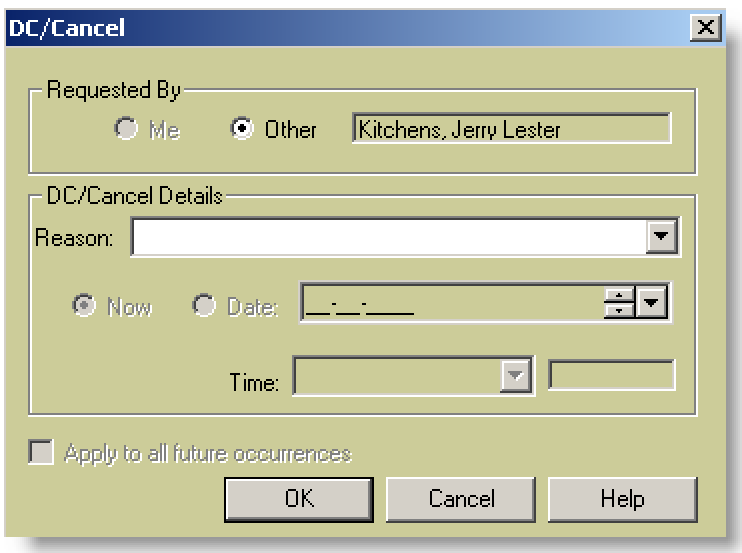


This is the 'Requested by' pop-up screen. Select a provider and **click** OK.



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

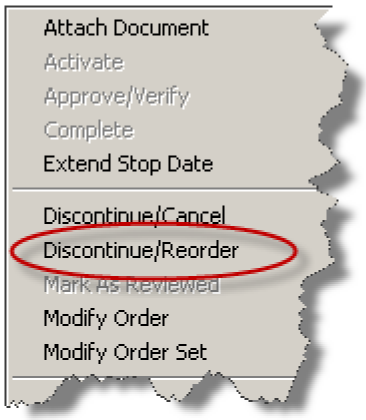
<u>The “DC/Cancel” Pop-up Pathway</u>



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

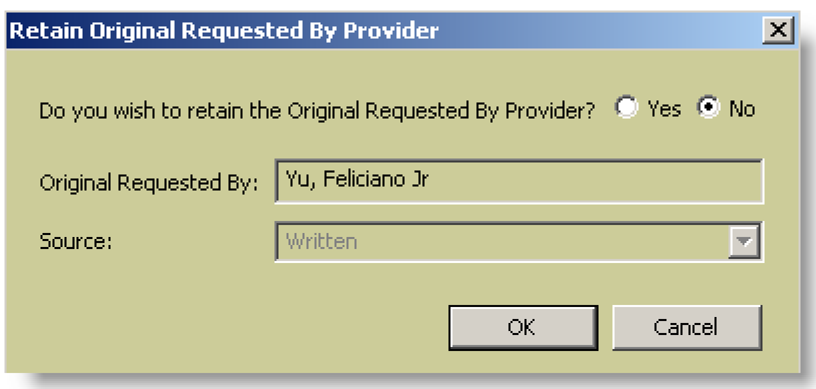
If a different provider has written to discontinue an order, click Other and the 'Requested by' pop-up window will appear.

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.



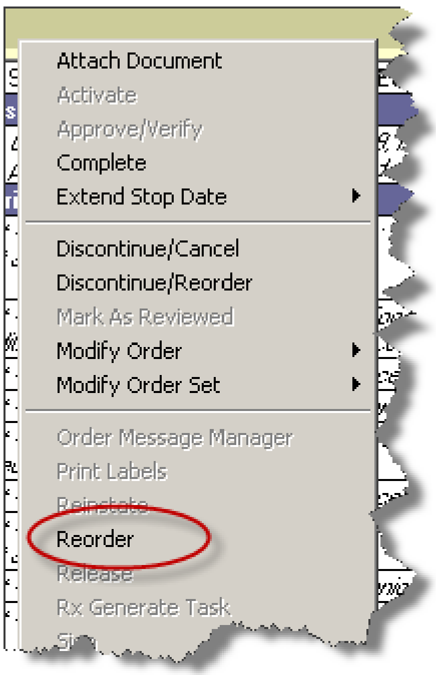
In this example, if Dr. Yu has written the order to DC/Reorder, click the Yes radio button then click OK. An Order Entry Worksheet will appear.

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.

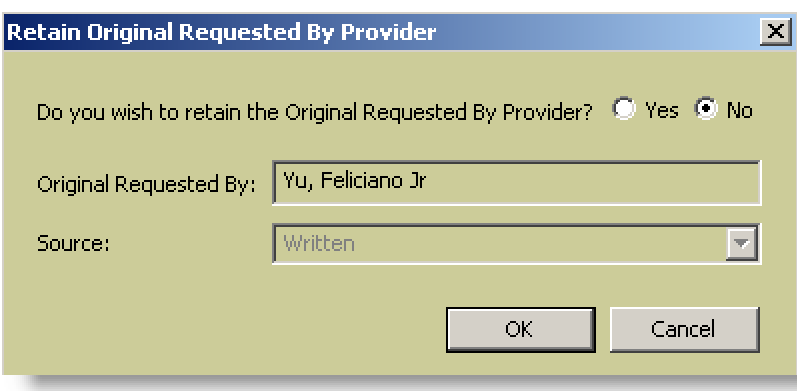
Reinstate

See:
Orders Tab → Right-Click Options → Reorder

Reorder



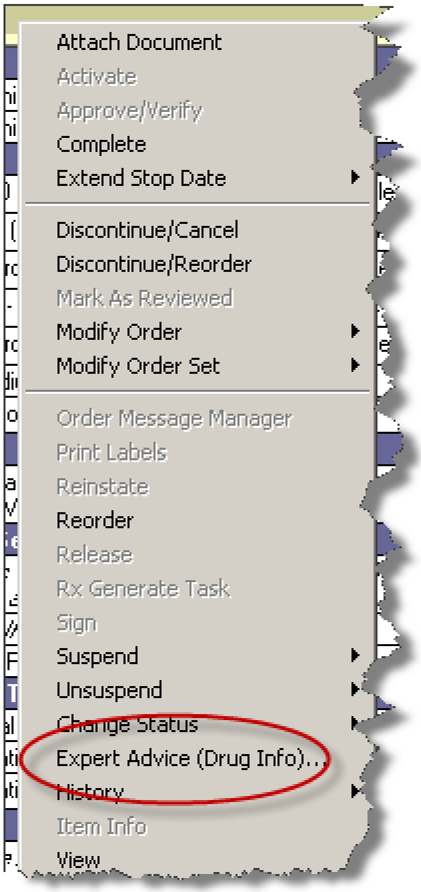
Select the order to be Reordered, RIGHT-CLICK on it and select Reorder.



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

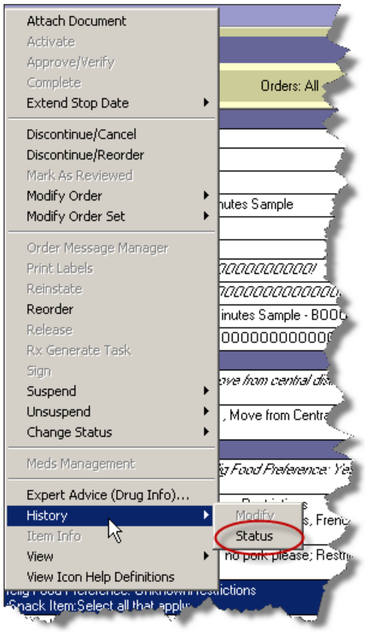
Expert Advice (Drug Info)…



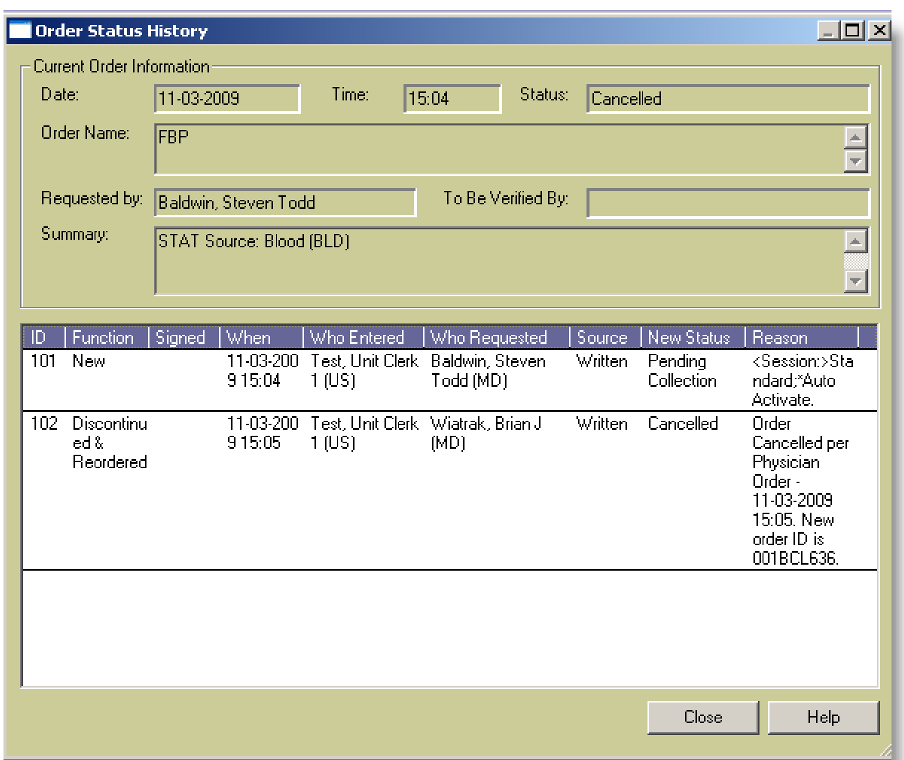
If the selected order is a medication order, detailed information on that drug will be displayed in a pop-up window.

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.

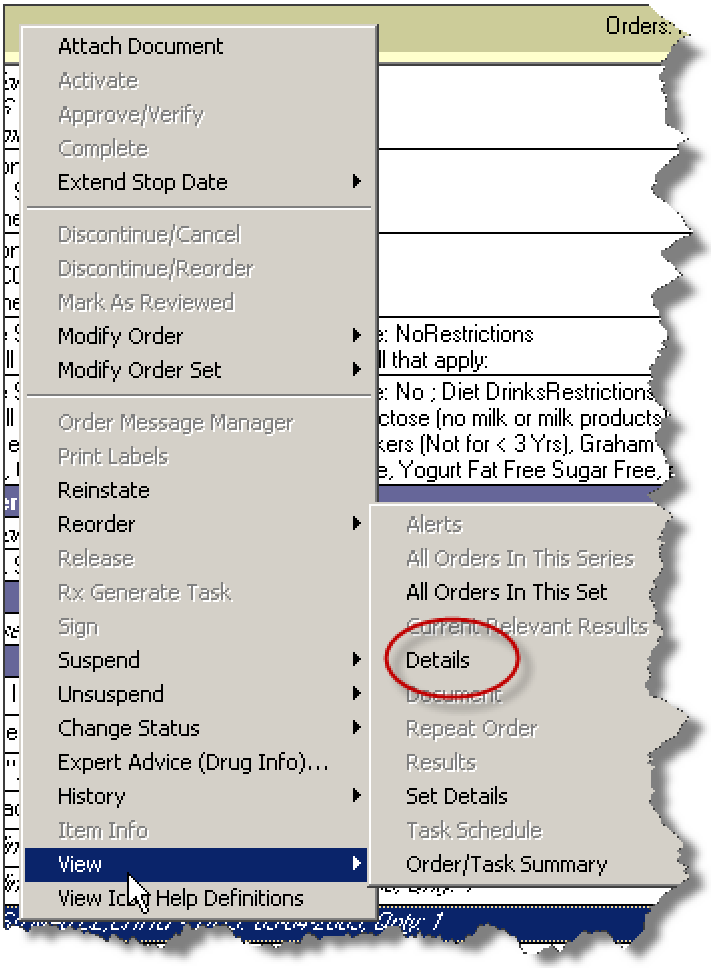
History → Status



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.

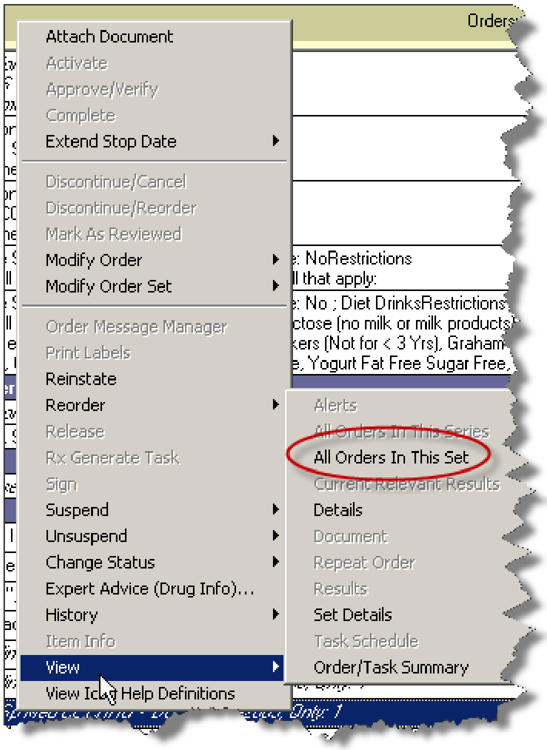


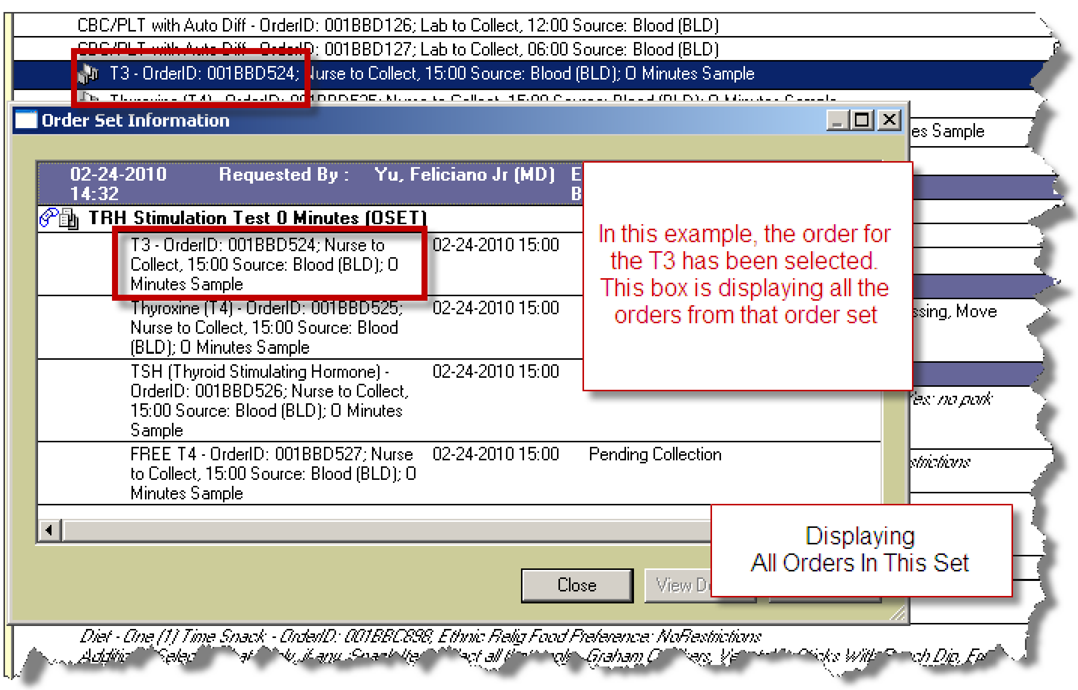
View →Details



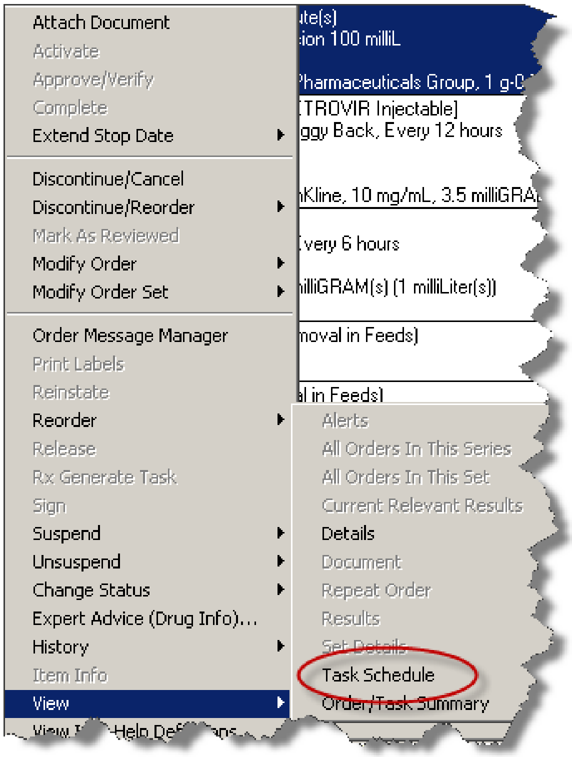
Select the order. Right-click and select View, then Details. A copy of the order is displayed.

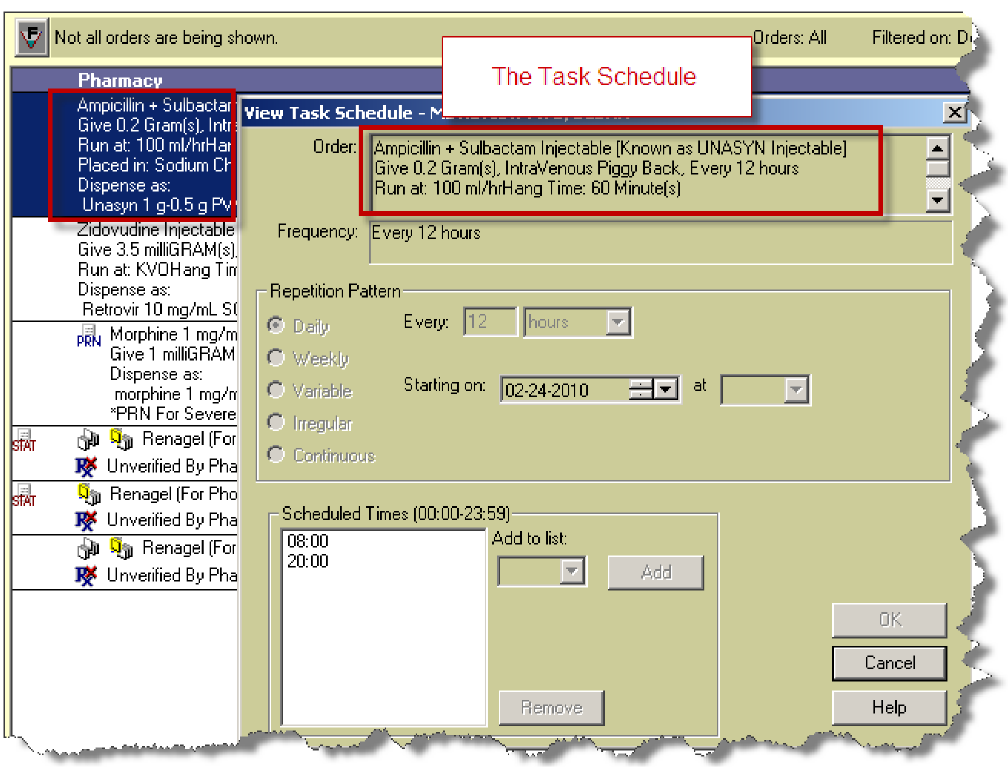
View →All Orders in This Set



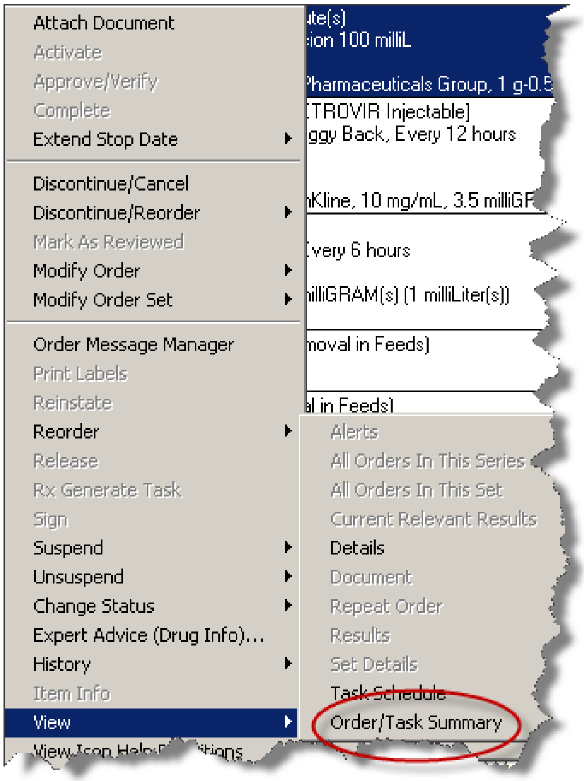


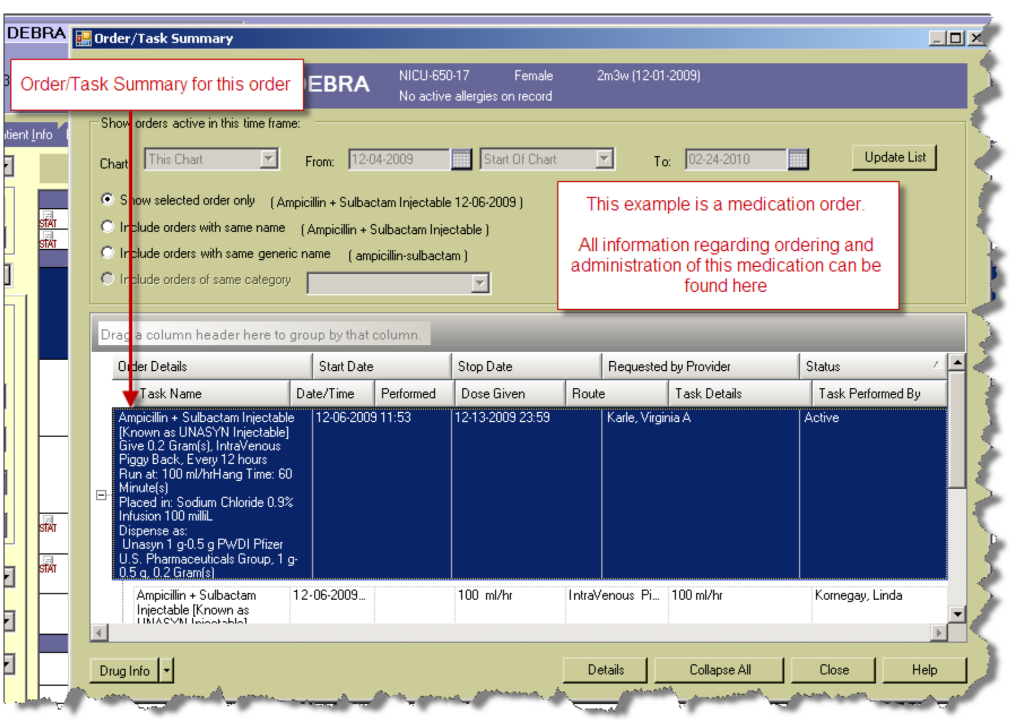
View →Task Schedule





View →Order / Task Summary



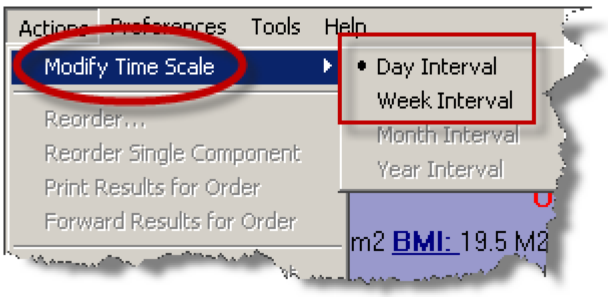


RESULTS TAB

Actions

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

Modify Time Scale



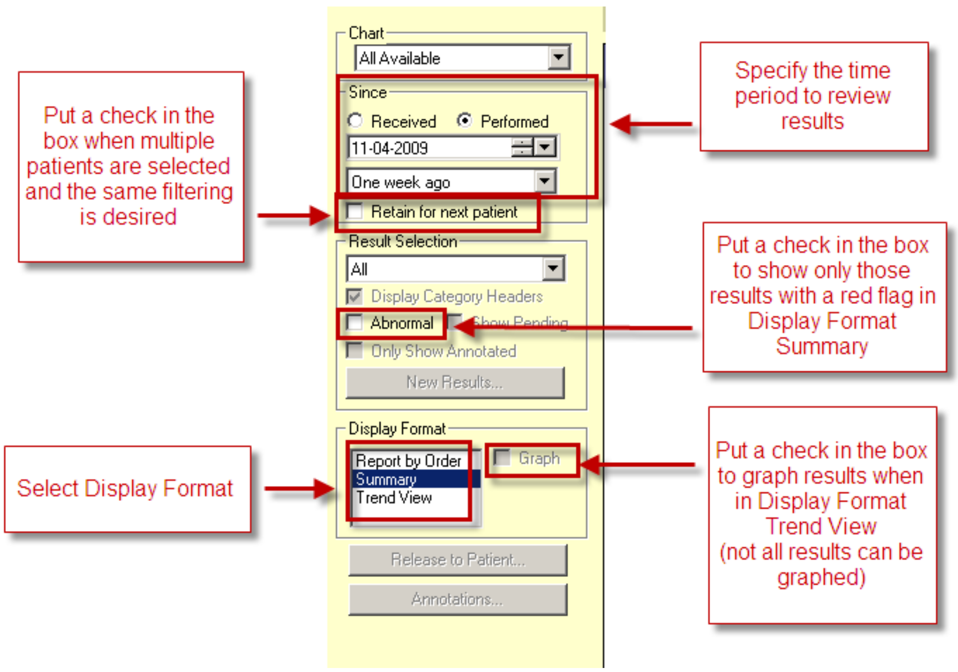
This option sets the time frame for results display. The choices are Day or Week Interval. The "• " next to the interval indicates the interval which will be used to display the results. In the above example, the results will be displayed in Day Interval. To change the interval, click the desired interval.

For more information see:

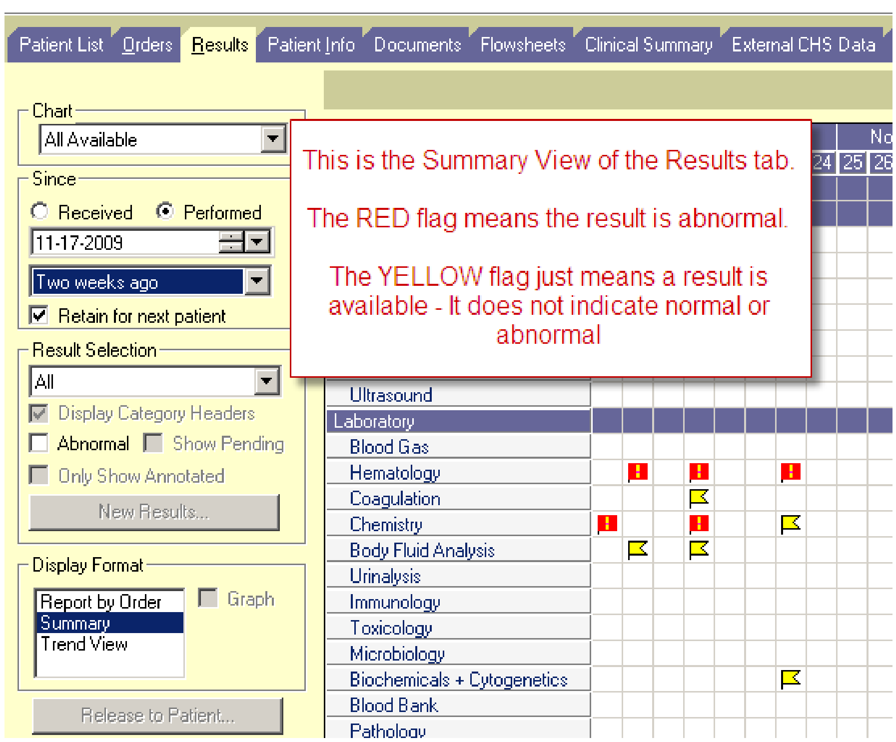
Time Scale under the Preferences Menu

Filter Panel

This is an overview of the filter panel.

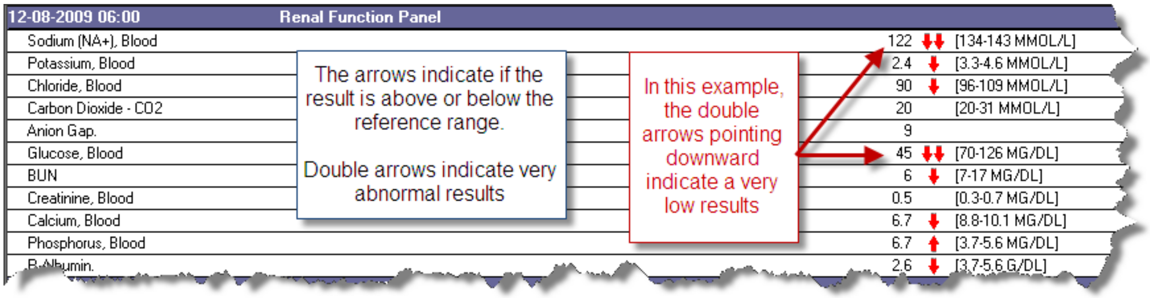


Display Format: Summary

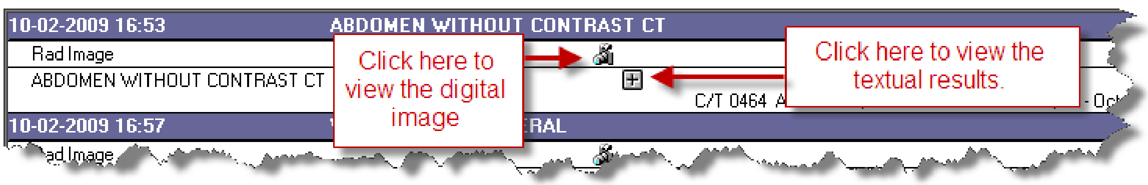


Display Format: Report by Order

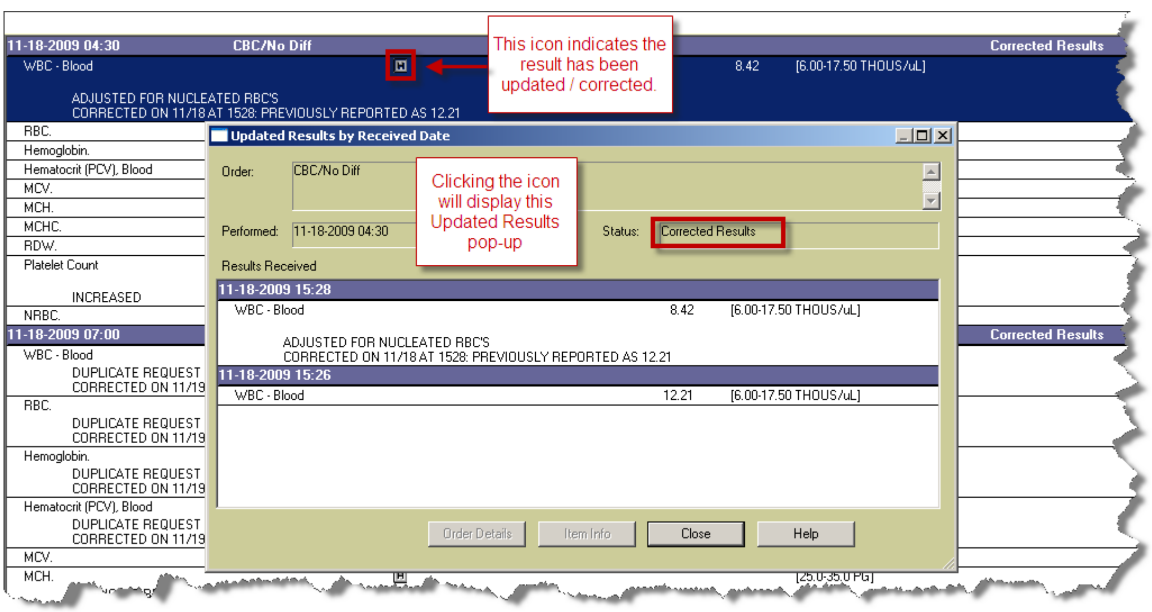
Several icons can appear with Report by Order.

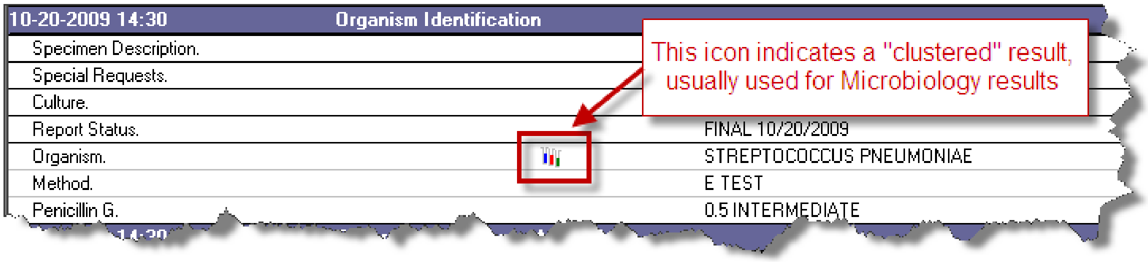


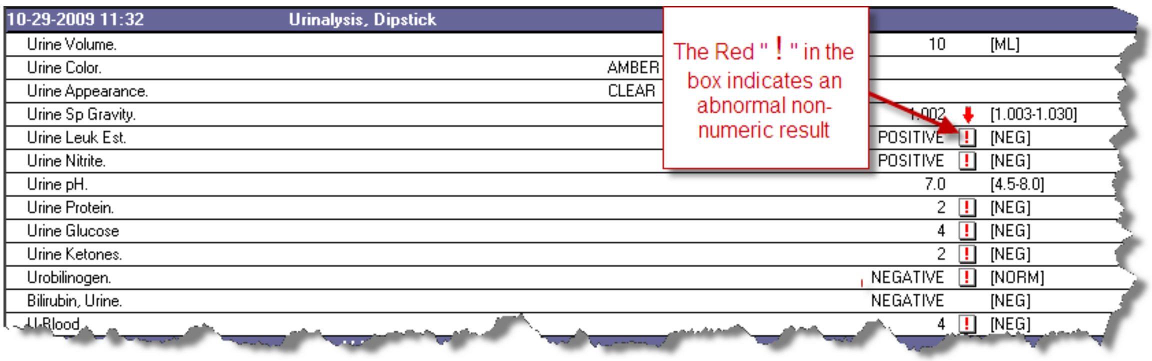
For radiology results, it is possible to view the digital image. Syngo must be installed/enabled on the workstation to view the digital image.



There are times when a result is corrected/updated.

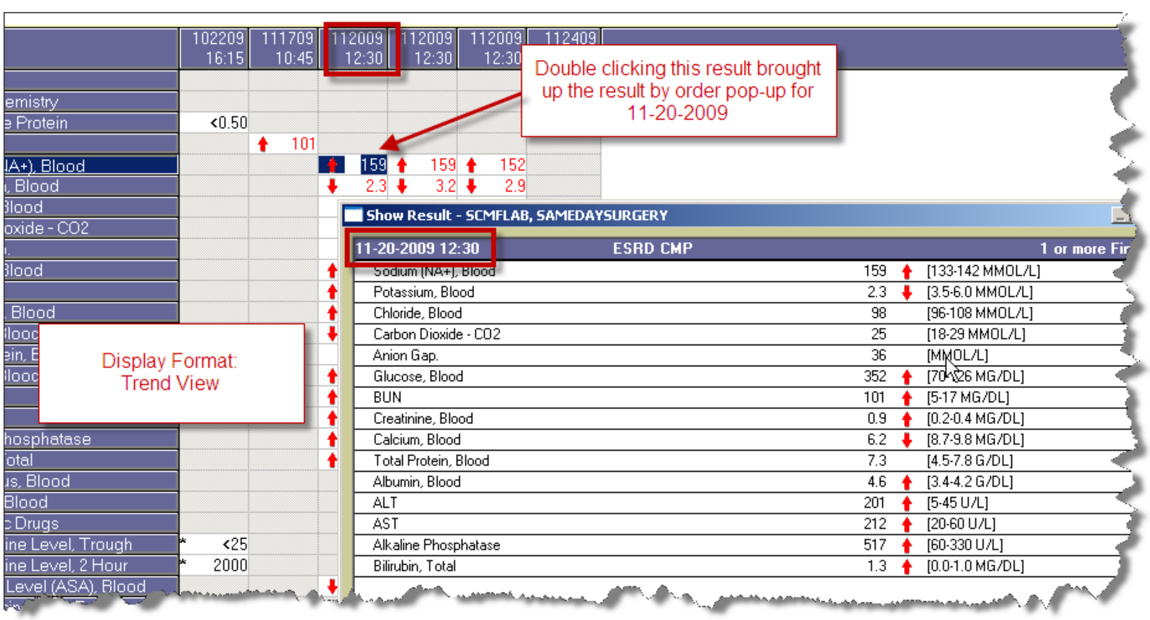




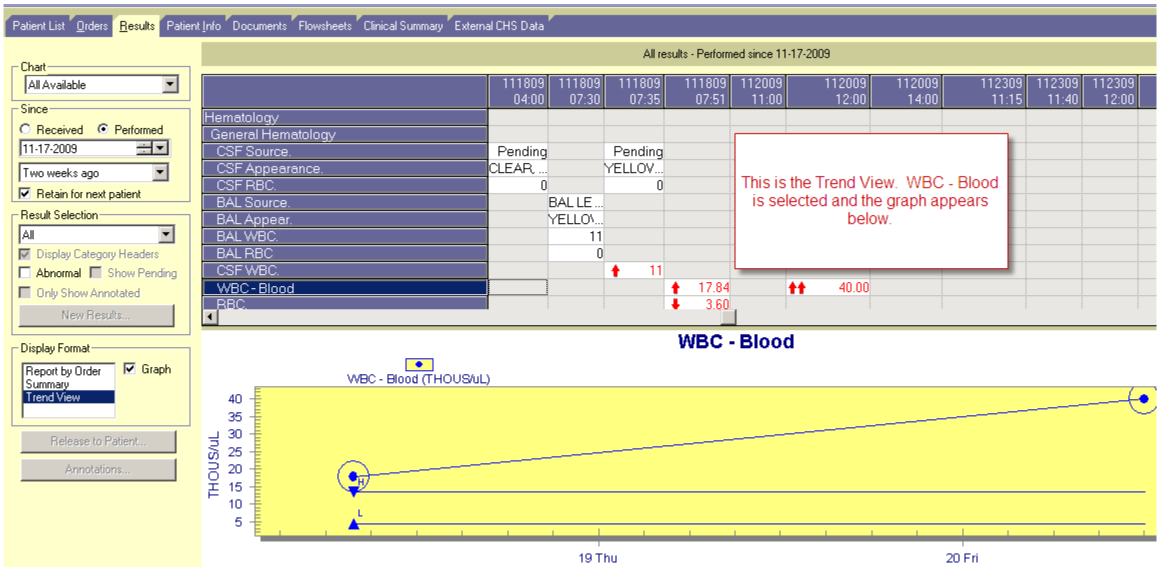


Display Format: Trend View

Trend View provides results in a columnar view, similar to a spreadsheet. Double clicking on any individual result will display results by order in a pop-up window.

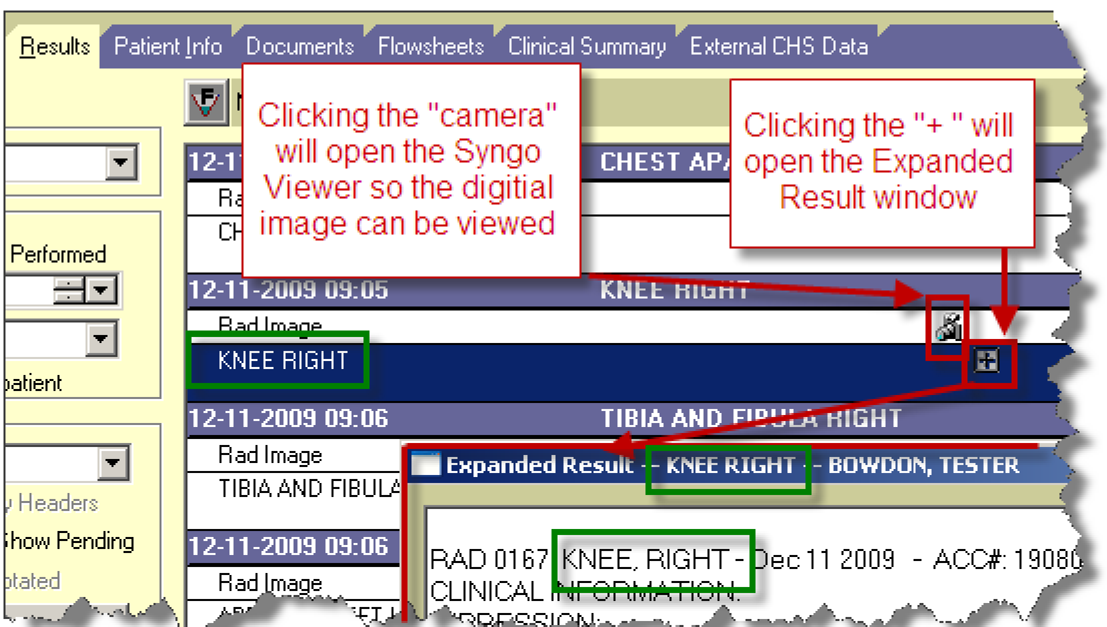


Display Format: Trend View with Graph

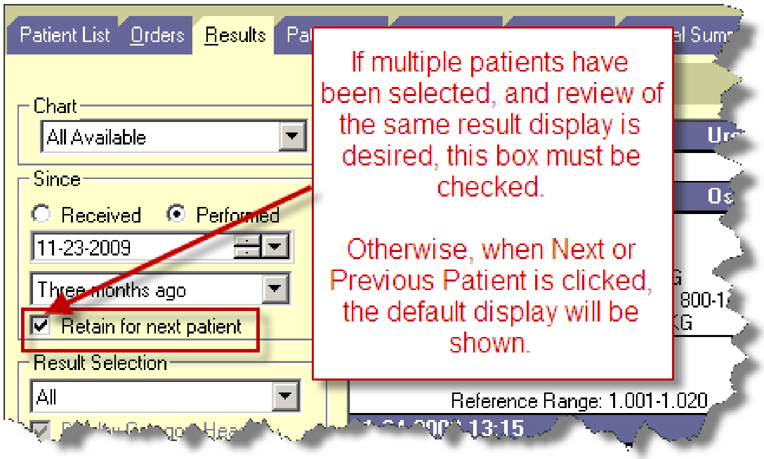


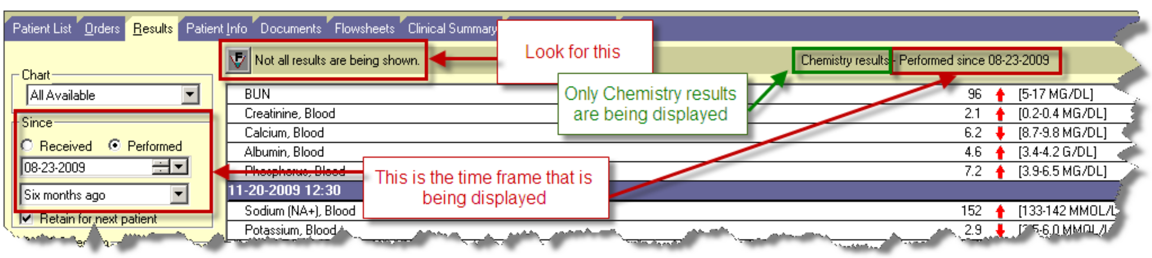
Radiology Results

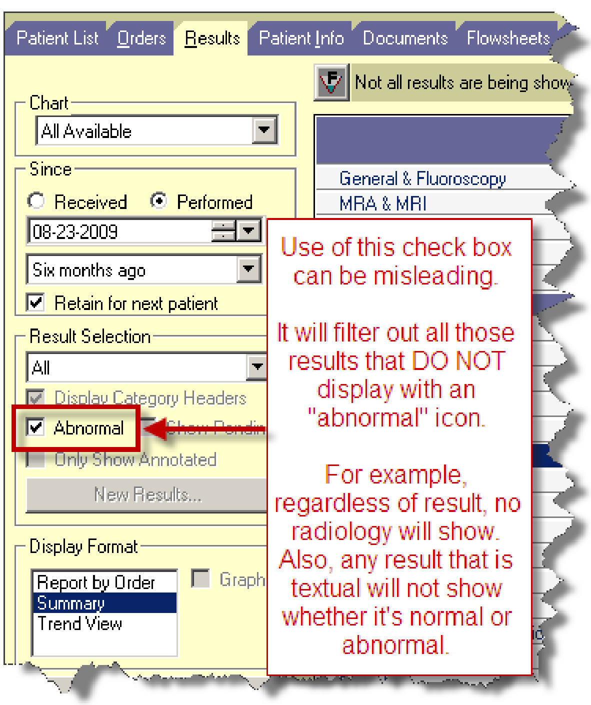
Radiology reports and images will be available in iConnect Acute Care. Please note that the Syngo Viewer may not be available on all workstations.



I Don't See My Results!







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.

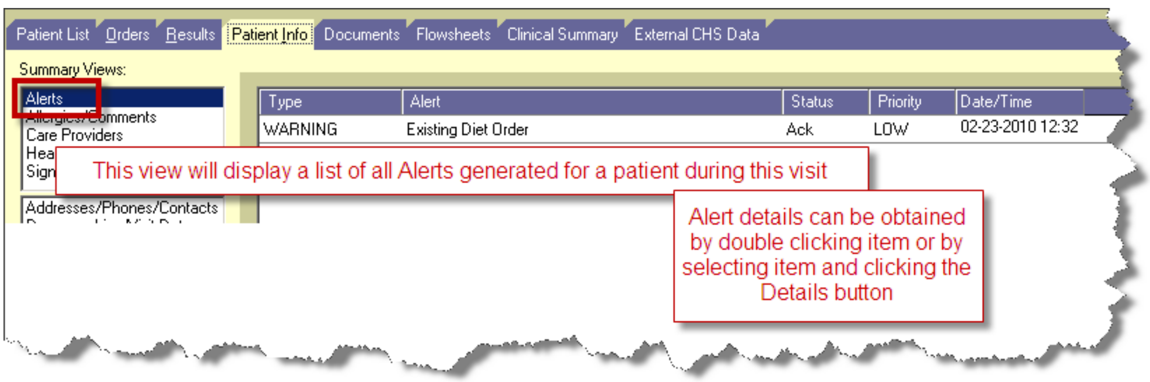
PATIENT INFO TAB

Actions Menu

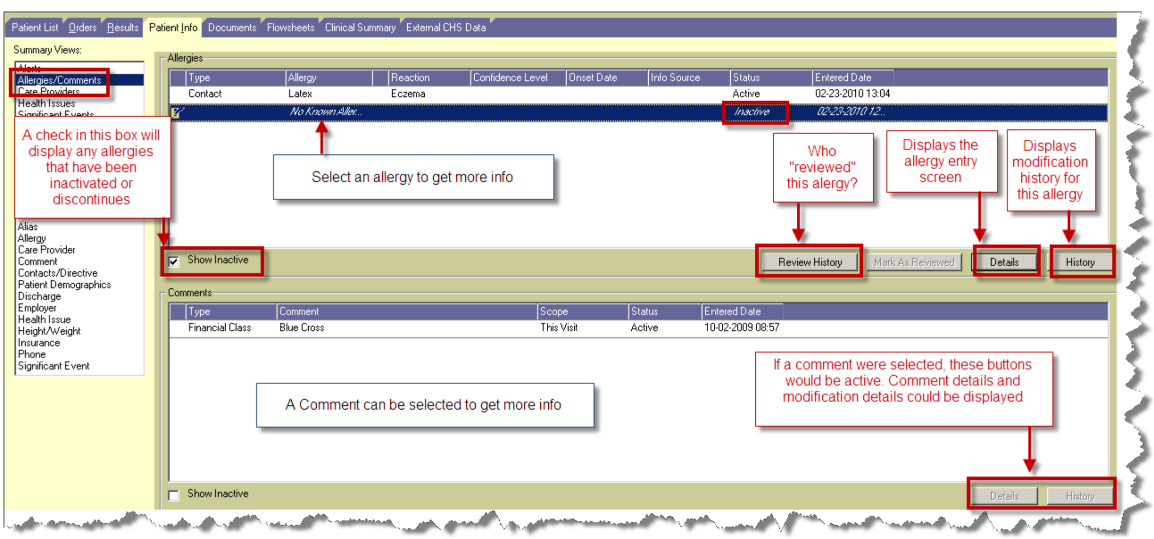
This menu is not active on the Patient Info tab.

Summary Views

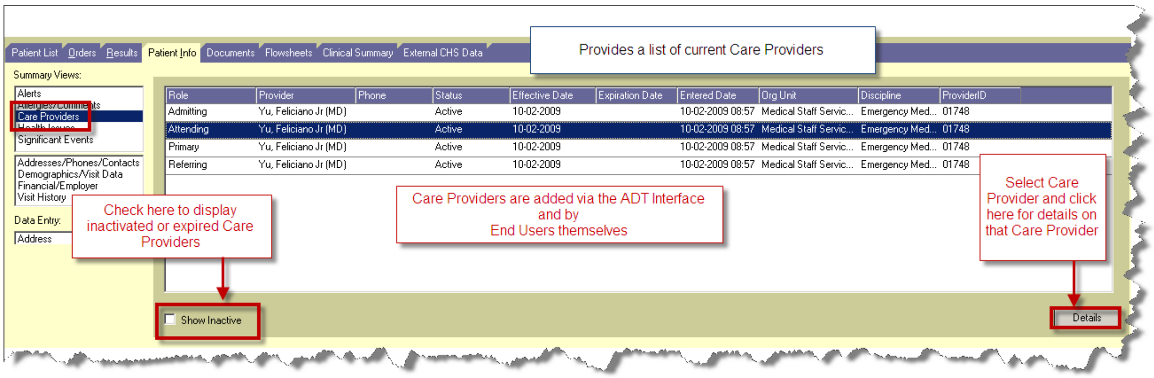
Alerts



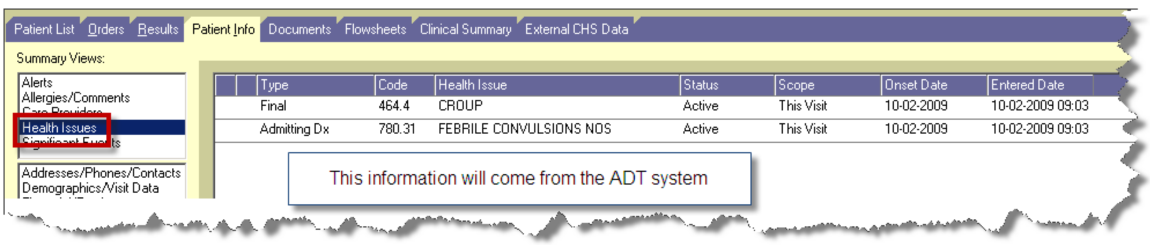
Allergies / Comments



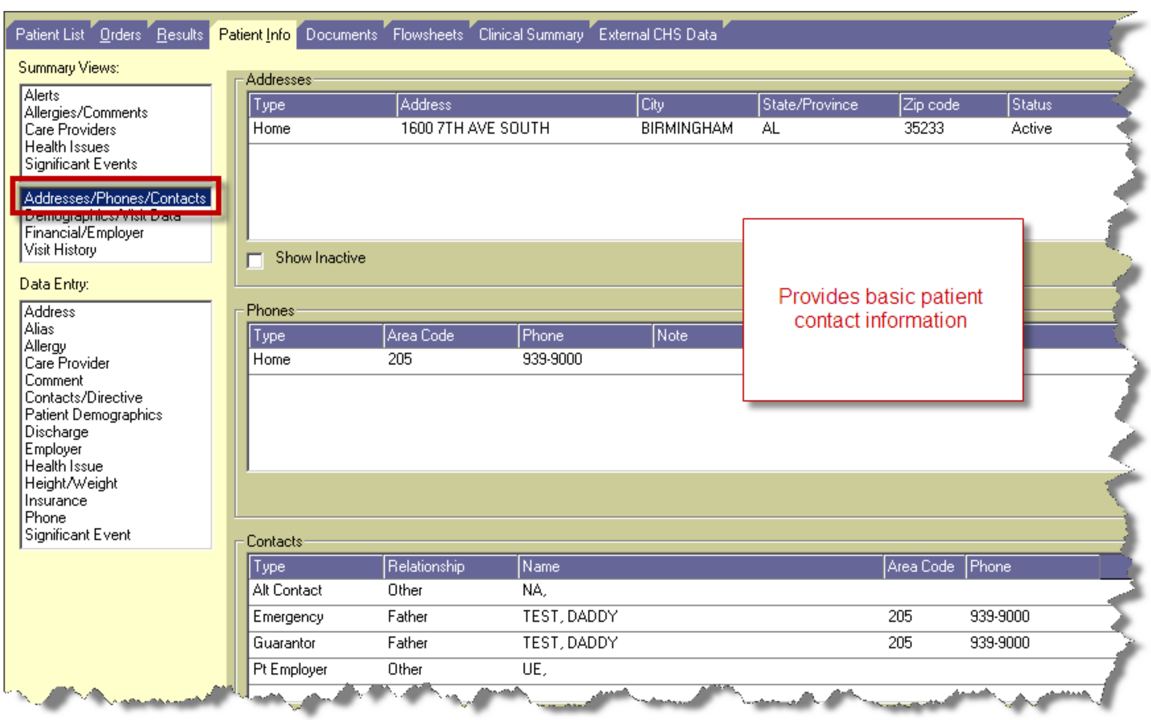
Care Providers



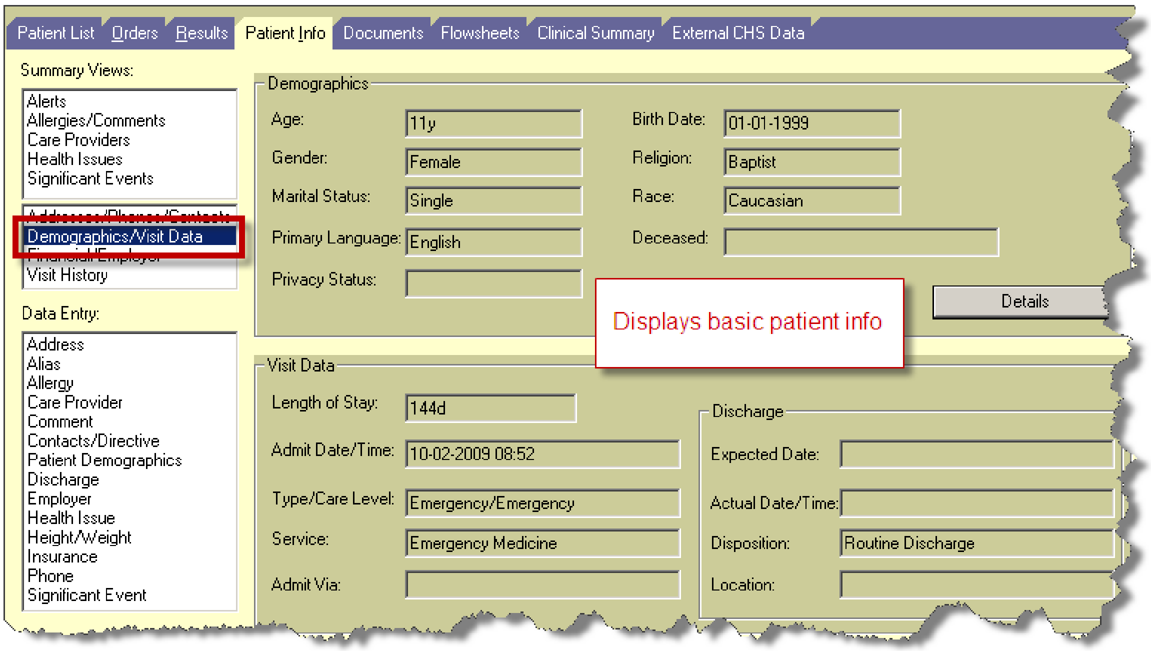
Health Issues



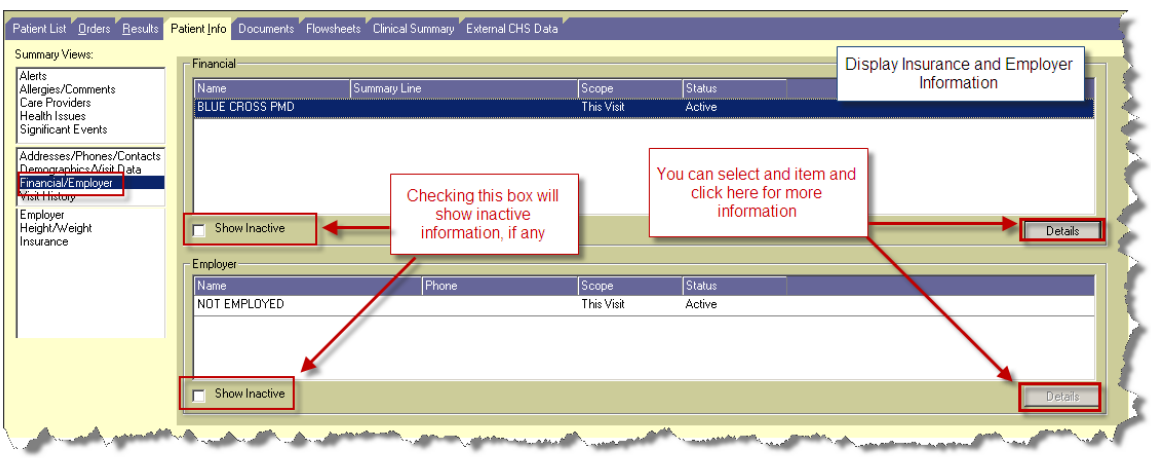
Addresses / Phones / Contacts



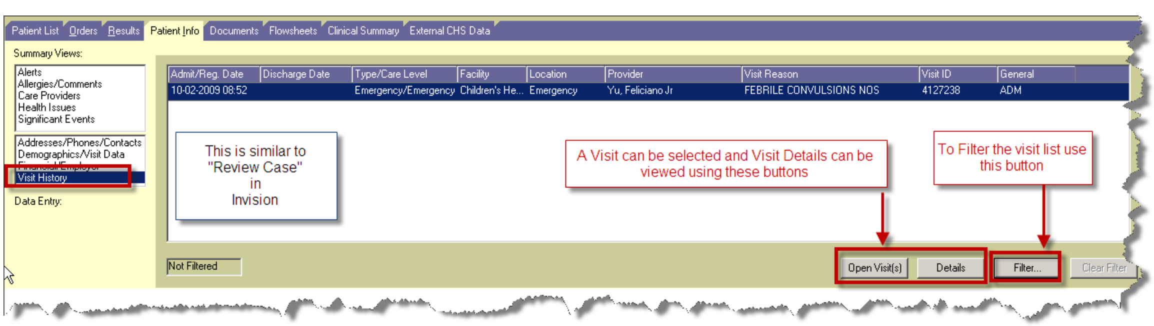
Demographic / Visit Data



Financial / Employer



Visit History



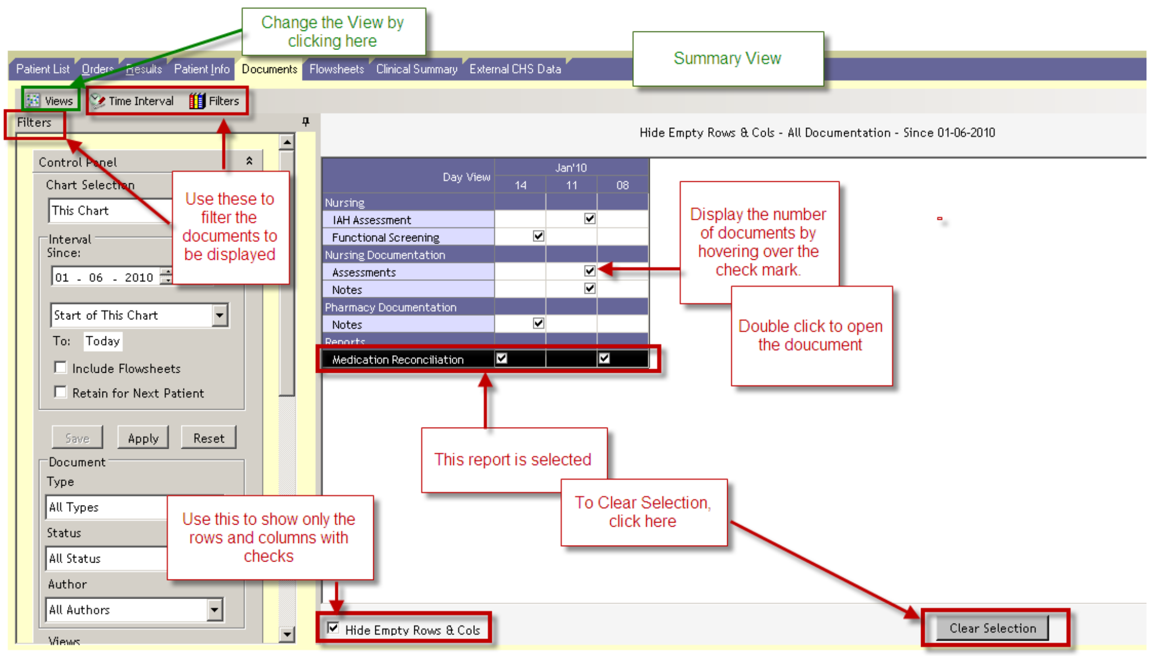
Documents Tab

Actions Menu

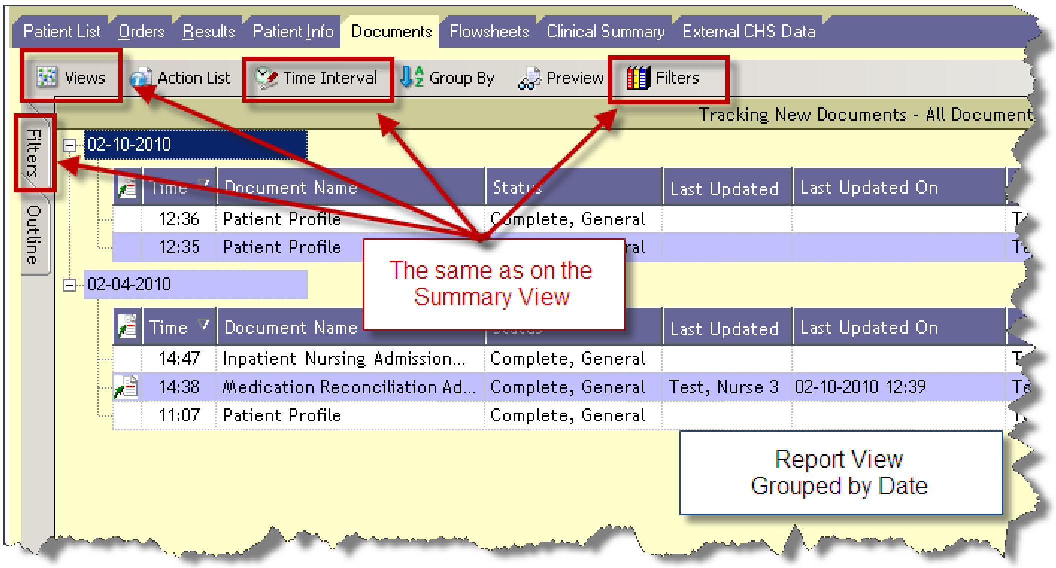
This menu is not active on the Documents tab.

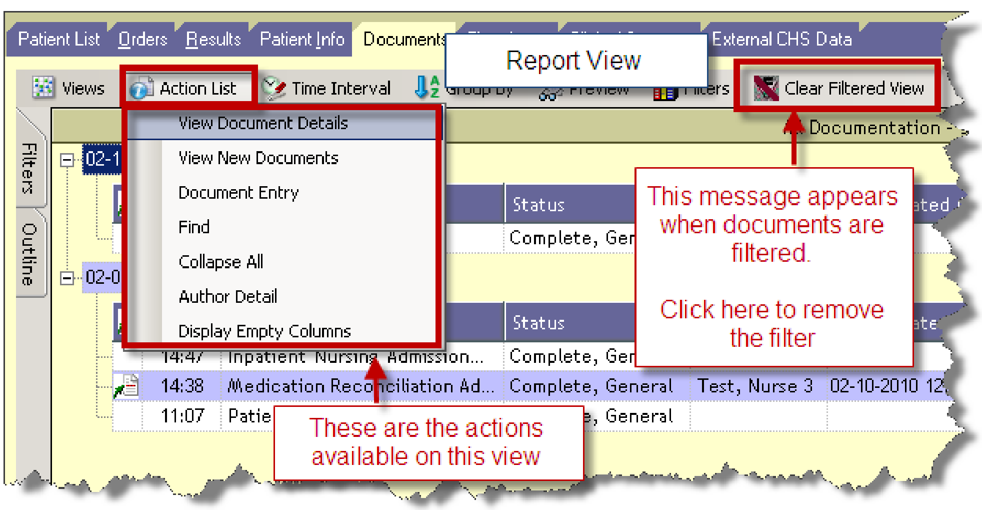
There are two different ways that reports can be viewed: Summary View and Reports View.

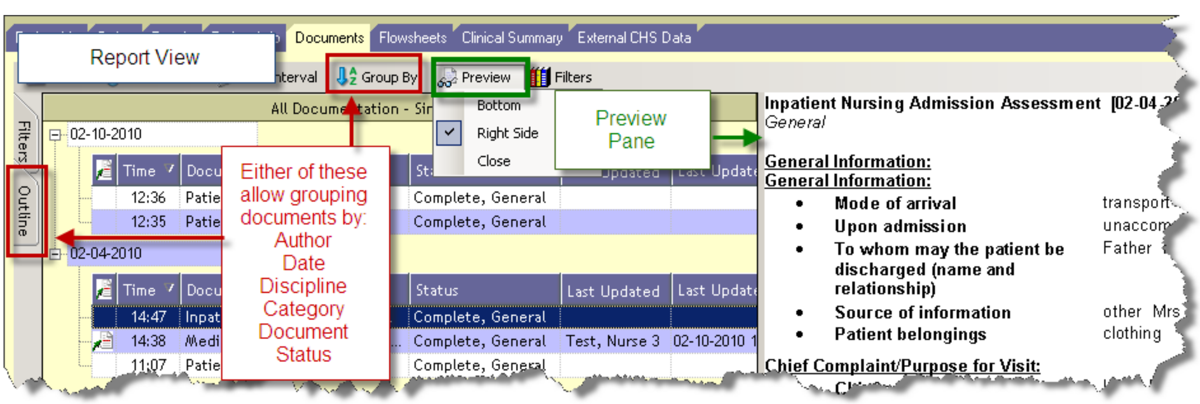
Here is a look at the Documents tab in Summary View with the empty rows and columns hidden.



Here is a look at the Reports View.



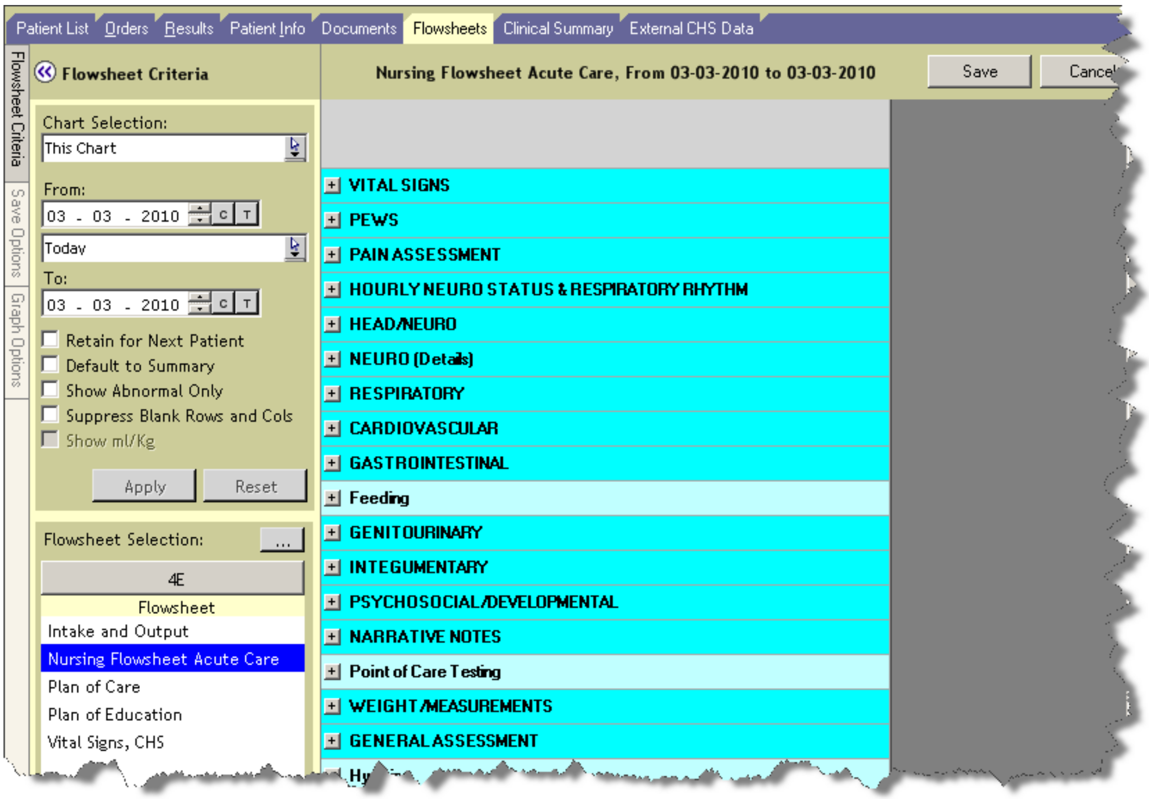




FLOWSHEETS TAB

The Flowsheets tab is used to document patient data.

Here's a look at one of the Flowsheets:



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.

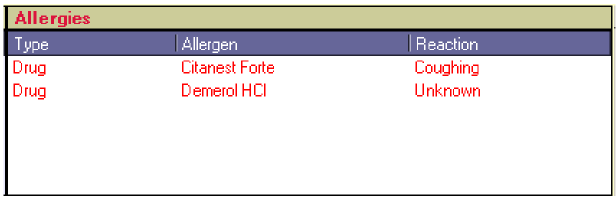
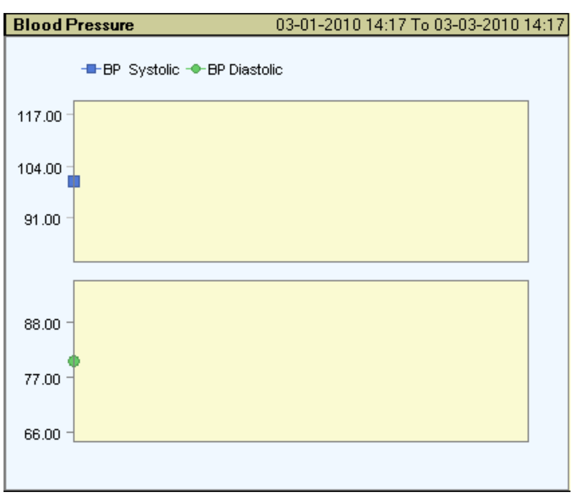
Hand Off Of Care View

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
Allergies 	Information available on this tile includes Type, Allergen, and Reaction (Example: Drug, Citanest Forte, Coughing). **NOTE:** Time interval selection does not apply to this tile. Information seen will be available from the Start of Chart for this visit.
Blood Glucose vs. Insulin 	This tile shows the Blood Glucose value vs. the amount of Insulin administered.
Blood Pressure 	This tile displays a graphed view for Systolic and Diastolic blood pressure values. 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.

Body Measurement

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

Information available on this tile includes Item, Value, UOM, Last Date, High, and Low.

Care Provider

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

Information available on this tile includes Provider Name, Role, and Discipline.

Diet

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-...

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).

Displays the diet type, whether patient tolerates diet, % eaten, and any comments.

Health Issues

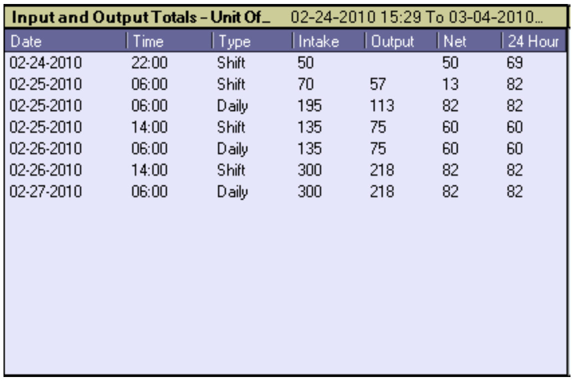
Health Issues

Type	Health Issue	Description
Visit Reason	ACU BRNCHLTS D/T OTH ORG	ACU BRNCHLTS D/T OTH ORG

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).

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.

I & O Totals – Unit of Measure: mL



Input and Output Totals – Unit Of... 02-24-2010 15:29 To 03-04-2010...

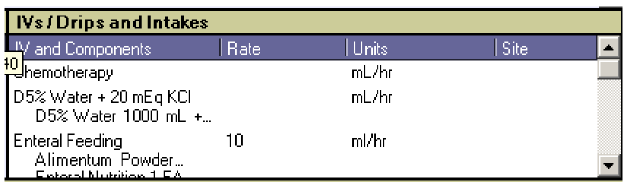
Date	Time	Type	Intake	Output	Net	24 Hour
02-24-2010	22:00	Shift	50		50	69
02-25-2010	06:00	Shift	70	57	13	82
02-25-2010	06:00	Daily	195	113	82	82
02-25-2010	14:00	Shift	135	75	60	60
02-26-2010	06:00	Daily	135	75	60	60
02-26-2010	14:00	Shift	300	218	82	82
02-27-2010	06:00	Daily	300	218	82	82

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 Ml/kg
4. View IO Flowsheet Summary

IV / Drips and Intakes



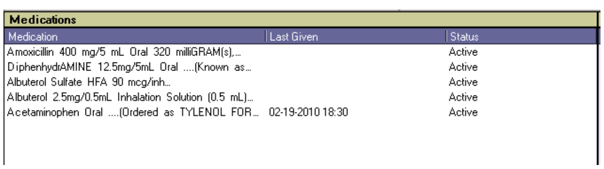
IVs / Drips and Intakes

IV and Components	Rate	Units	Site
Chemotherapy		mL/hr	
D5% Water + 20 mEq KCl D5% Water 1000 mL +...		mL/hr	
Enteral Feeding Alimentum Powder... Enteral Nutrition 1.5A...	10	ml/hr	

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



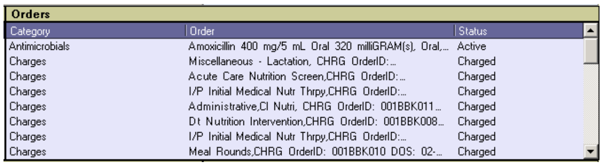
Medications

Medication	Last Given	Status
Amoxicillin 400 mg/5 mL Oral 320 milliGRAM(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.

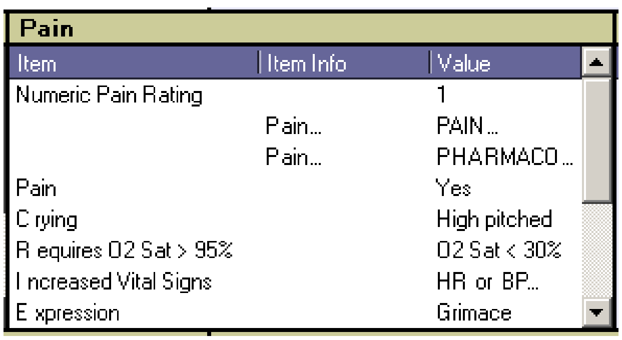
Orders



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.)

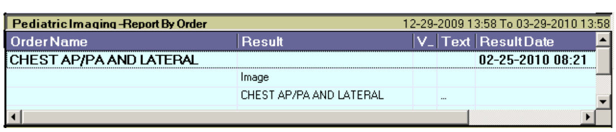
Pain



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.

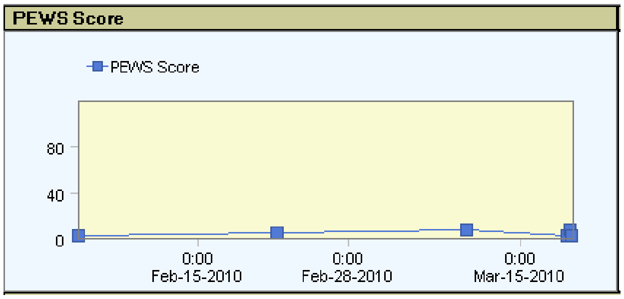
Pediatric Imaging – Report By Order



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.

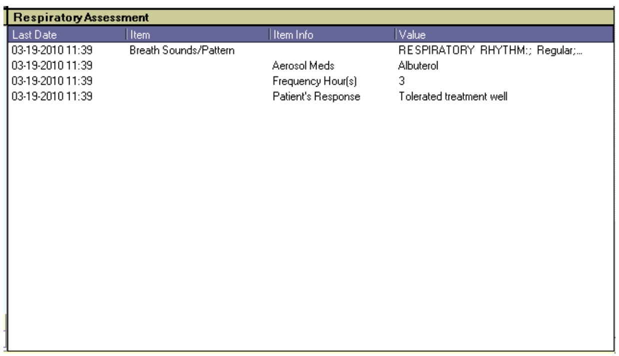
PEWS Score



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

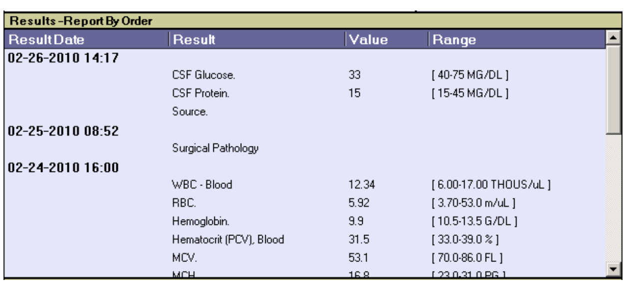


Respiratory Assessment

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

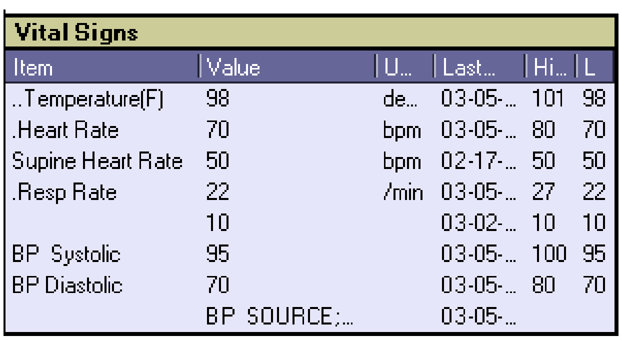


Results -Report By Order

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/uL]
	RBC.	5.92	[3.70-53.0 m/uL]
	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]

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]).

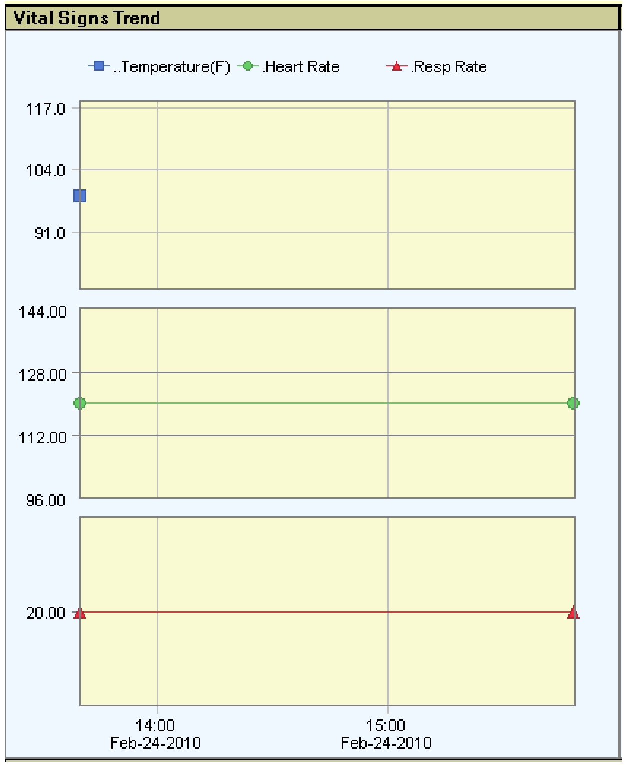
Vital Signs



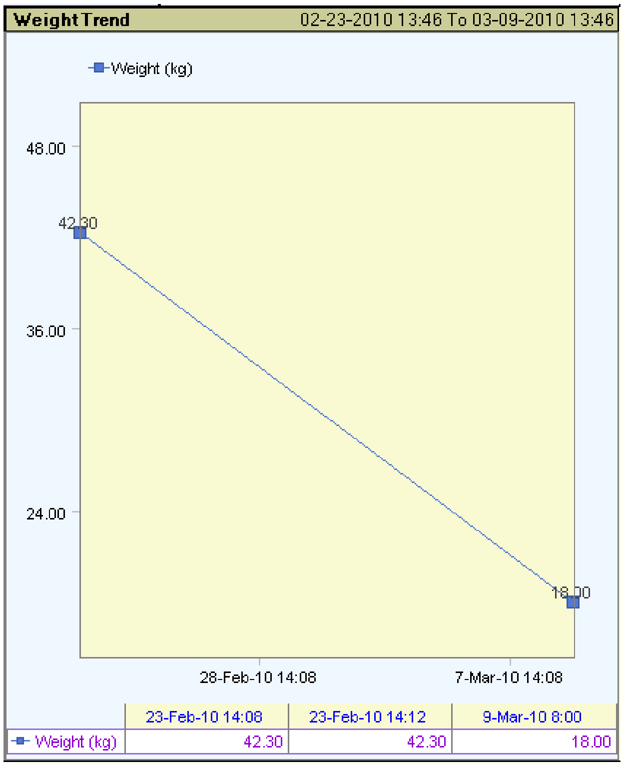
Vital Signs

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

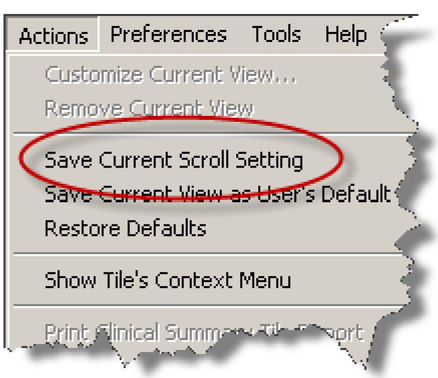


This tile displays a graphed view of the admit weight and the daily weight documentation during the current visit. A data grid, which includes date and time, appears at the bottom of the tile with individual numerical values listed for each documented weight. The default time for this tile is set to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

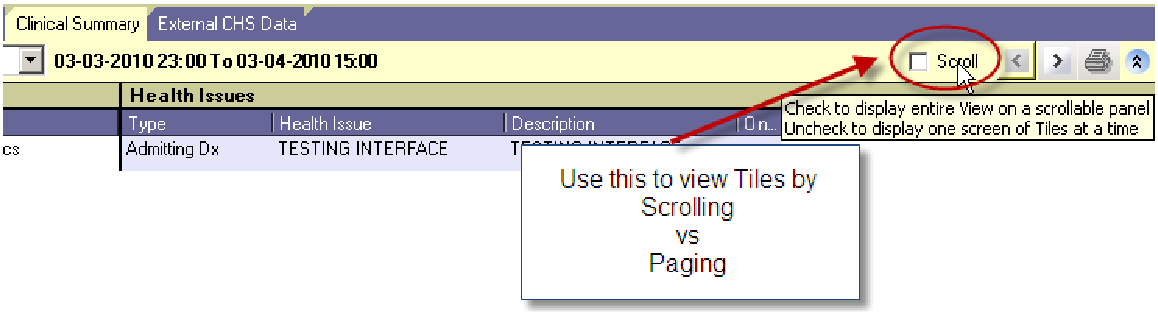
Actions

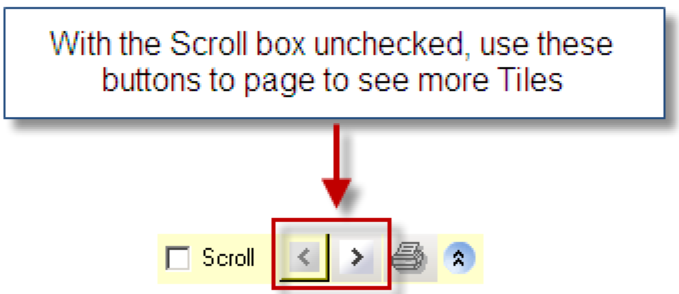
This menu changes depending on which chart tab is selected. This section covers the Actions menu for the Clinical Summary tab.

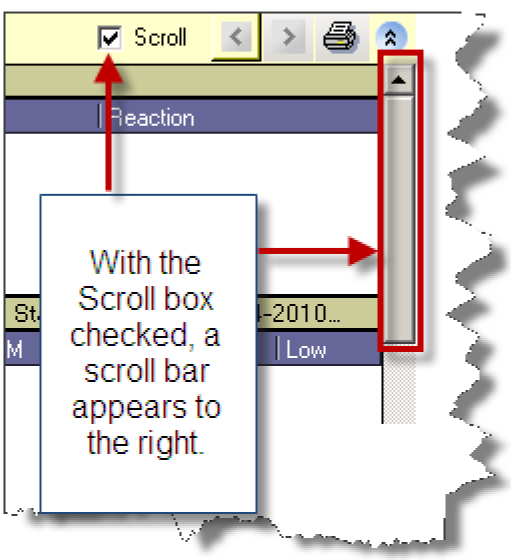
Save Current Scroll Setting



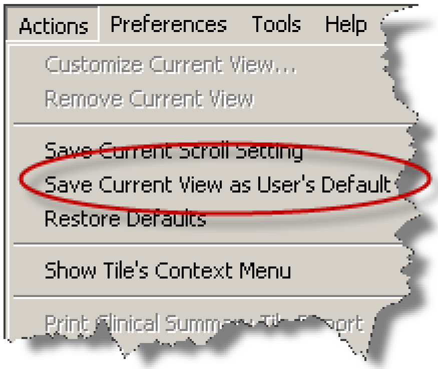
On the Clinical Summary tab, the tiles can be presented in one of two ways – a “scrollable” format or one screen at a time. This option will save the selection.

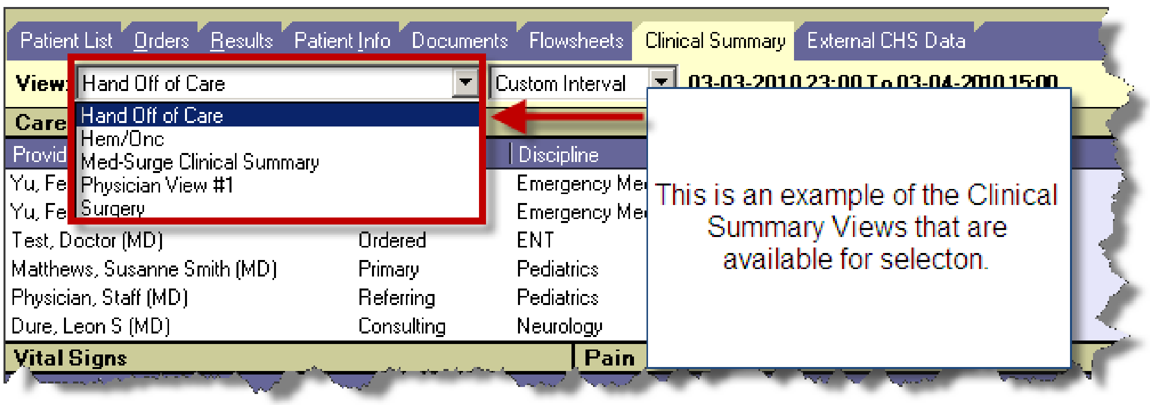

Clinical Summary
External CHS Data
03-03-2010 23:00 To 03-04-2010 15:00
Scroll
Health Issues
Type
Health Issue
Description
Check to display entire View on a scrollable panel
Uncheck to display one screen of Tiles at a time
Admitting Dx
TESTING INTERFACE
Use this to view Tiles by Scrolling vs Paging


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


Scroll
Reaction
With the Scroll box checked, a scroll bar appears to the right.
Low

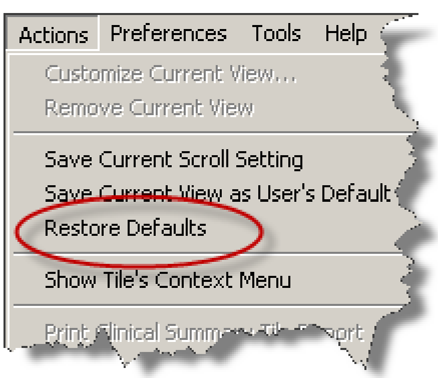
Save Current View as User's Default





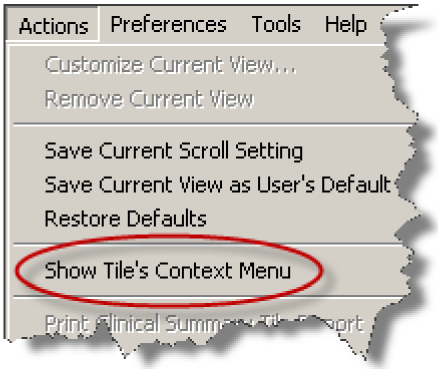
To set a personal default, select a view and click this option.

Restore Defaults



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

Show Tile’s Context Menu



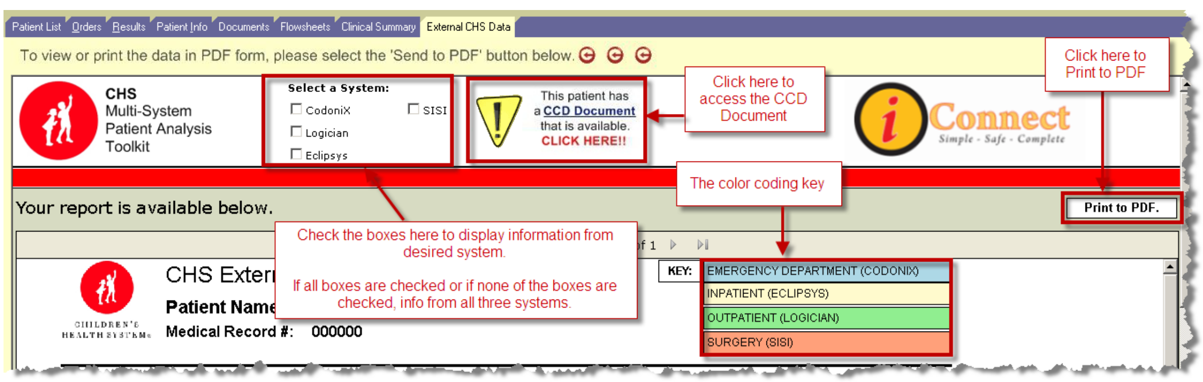
Clicking within a Tile, then selecting this menu option will cause another menu to open which lists actions that can be taken. The same menu will appear with a Right-Click performed within the tile.

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.



Actions Menu

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