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 Allscripts SCM and Allscripts Pharmacy to facilitate improved access to clinical information and infrastructure of CPOE.

Allscripts (Eclipsys) –The name of the software company.

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

Sunrise Acute Care – Part of Sunrise Clinical Manager

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

So, you can think of iConnect as: Snack-time

Allscripts – 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 [icon] on the toolbar.

1) Click [icon]
   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 [icon] 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" [icon] 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) [icon] on the toolbar.
2) Click `Mark as Reviewed`

Assignments

How Do I Make Nurse Assignments?

1) On the Patient List Tab, click to select patient
2) Double click in the Nurse Assignment column for that patient
3) Document Nurse 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 ![icon] 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 [OK]
2) On the Edit menu, select Add Care Provider
   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 ⦿ Other:
   b. Start typing the last name of the physician
   c. Select the desired physician
   d. Click [OK]

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 previous section on Charges.

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

Charge RVU Order Set Form - GRAINGER, HERMIONE
4 East Charges (113) [2 orders of 19 are selected] - GRAINGER, HERMIONE

After hitting TAB, these two items are automatically populated.

Use this item for Miscellaneous Charges

For more information see:
- How Do I → Charges & Other Stuff → How Do I Enter Charges?
- How Do I → Orders → How Do I Enter an Order?

How Do I Issue Floor Stock?

Issuing Floor Stock is done by entering orders.

Floorstock can be found beginning here on the Start of Browse

The scroll bar can be used to browse all options.

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

For more information see:
- How Do I → Orders → <u>How Do I Enter an Order?</u>

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 → <u>How Do I Enter an Order?</u>

Columns

Here's a guide to the default 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.
Nurse Assignment	This is a free text field. The Tracker Boards will display this. Please follow your unit policy.
Therapist Assignment	This is a free text field. The Tracker Boards 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 [File Registration / Find Patient… / Find Visit… / Maintain List] …
    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 <u>require</u> "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 Tracker Boards. 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 TRACKER BOARD 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 the Tracker Boards for Results. When the flag is cleared on patient list, by any user, it will clear same on Tracker Board

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.

Name

What name do you want to give to your new list?

List Name:

OK   Cancel   Help

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 [icon] 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 [menu image] …
    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 [menu image]
    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 ![icon] on the toolbar while on the Patient List tab:

> 1) Click to highlight patient or patients.
>
> 2) Click the Remove Patient button ![icon] 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 Select All Patients . 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 [OK] in response to the Sunrise Clinical Manager warning
      that the list will be deleted. (Click [Cancel] to avoid deleting the list)

2) Multiple Lists:
   a. From the Edit Menu, select Delete Patient List(s).

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

Patient Lists for Bella, Catherine　　　　　　　　　　　　☒

```
*Cathie's Test Patients
*My Patient List
Temporary List
```

[Delete]

[Close]　　[Help]

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.

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

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

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

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

the same options.
3) Click OK

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

| DC/Cancel... | 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

Start Of Browse

+ .Order Sets
+ .Quick Picks
+ Blood Bank
+ Central Distribution
+ Central Transport
+ Consults
+ Department Charges
+ EEG Orders
+ Emergency Department

Start of Browse provides a menu system to select orders. Click the + to open the menus

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

Order Entry Worksheet - TEST, Cathie

TEST, Cathie (Terry Wall MD); Written

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

Requested By: ○ Me ● Other: Wall, Terry   e: Written

Date: __:__:__   Time:

Session
Type: Standard

Whether in Start of Browse or Manual Entry, select order from here. Double click the order or click "Add....:

Manual Entry   Searching for ...

chest

| Order |
| Chest AP and LAT, Pediatric Cardiology CHRG |
| CHEST AP AND LATERAL WITH BOTH DECUBS |
| CHEST AP AND LATERAL WITH OBLIQUES |
| Chest AP, Pediatric Cardiolog CHRG |

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

In this example, the order we're going to place is Chest AP and Lateral with Both Decubs

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

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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?

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

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

Dr. Wiatrak and Dr. Dabbs have defined roles.

Dr. Baldwin has written orders for this patient.

Source is always "Written"

Select the ordering Provider and click OK

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

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

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 Only the Orders I'm Interested In?

The Orders tab allows for filtering of orders.

For more information see:
- Orders Tab → <u>Filtering</u>

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:

From the Reports View, click to select the desired report

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) If multiple patients have been selected, use the [toolbar buttons] 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?

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 → <u>How Do I Find a Patient Chart?</u>

Find Visit…

For more information see:
- How Do I → Find Patient → <u>How Do I Find a Patient Chart?</u>

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

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

Name ☒

What name do you want to give to your new list?

List Name: [   ]

[OK]   [Cancel]   [Help]

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

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Modify

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

For more information see:
- Patient List Tab → List Types
- How Do I → Lists → How Do I Create a Criteria-Based List?

Save Selected Patient

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

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

For more information see:
- Patient List Tab → List Types
- How Do I → Lists → How Do I Create a Personal List?

Print Reports…

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

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

Re-Print Orders…

Use this option to reprint order requisitions.

Reprint Orders

Requisition: Cell Count Requisition ▾

1) Use drop down to select type of Requisition

From Date: 12-28-2009   From Time: 00:00

To Date: 12-29-2009   To Time: 11:32

Search

2) Specify Date/Time Range

3) Click Search

Reprint Orders

Requisition: Dietary Requisition Report ▾

Once the Search is complete

From Date: 02-01-2010   From Time: 00:00

To Date: 02-19-2010   To Time: 13:56

Search

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

Click to select requisition

Click here to specify a printer

Click here to print

Close   Printer..   Print   Help

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Scheduled Reports

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

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.

Up to three levels of sorting can be performed

Use the drop down menu to select a field to sort on

List Sort Criteria

First Level | Full location with room and bed | ○ Ascending
  ○ Descending

Second Level | Name | ○ Ascending
  ○ Descending

Third Level | | ○ Ascending
  ○ Descending

OK   Default   Cancel   Help

Use the radio buttons to specify sort order.

The Default sort order is displayed in this example.

Column Selection…

View GoTo Actions Preferences

More Header Info

Sort List…
Column Selection…

Refresh Screen
Refresh Cached MLMs

View User Alerts

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Controls the columns that appear on the Patient List tab and their order.

Columns from this side can be added to the display.

Columns from this side can be removed from the display

Columns can be moved up/down in thie display using there buttons

Patient List Column Configuration

Available Columns
- Age
- Assigned Location
- Care Level
- Check Orders
- Gender
- Incomplete Documents
- Msg For Nsg
- Msg For Pharm
- Order Rec
- Orders Pending Review
- Pending Status
- Planned/Actual Discharge Date
- Privacy Status
- RN Assignment
- Rx Verify
- Service

Displayed Columns
- Flag New
- Patient Name
- Patient ID / Visit Number
- Birthdate
- Current Location
- Visit Status
- Admit Date
- Admit Time
- Provider
- To Sign
- Unack Alerts
- New Alerts
- New Orders
- New Results
- New Documents
- Visit Reason

Move Up

Move Down

Select column(s), then, click Add>> button

Add >>

<< Remove

Select column(s), then, click Remove>> button

OK   Cancel   Help

Click OK when done.

Refresh Screen

View   GoTo   Actions   Preferences

More Header Info

Sort List...
Column Selection...

Refresh Screen
Refresh Cached MLMs

View User Alerts

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

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

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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.

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

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:

These 4 lab orders are all part of the Linked Order Set: TRH - 0 Minutes Sampe.

The T3 lab test is selected.

Ordet Set Detials will display the Order Set form.

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 **another** user. Here's an example of the pop-up:

Orders with Pending Results

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

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

A check will also remain on the View menu.

All Orders in this Set

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

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

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

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

Allergy Summary

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

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

Expand/Contract All

For more information see:
- Menu Bar → View → Expand

Order/Task Summary

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

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 [icon] 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 [icon] 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 [icon] on the toolbar.

Miscellaneous Data…

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

These are free-text fields and should be completed per unit policy.

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.

Personal Order View Options

Status | Order Selection | Display Format

Status Filters

Active STAT Ordres
All
Discontinued Orders
Orders Pending Review

Default: All

These are the filters for Priorities/ Status

In this example, the Status Filter selected is Discontinued Orders

Current Default

New filters can be created by clicking here

Add New...   Modify...   Delete   Set as Default

Close   Help

The default can be set using this button.

Custom filters can be updated using these buttons

Patient List | Orders | Results | Patient

Chart: This Chart

Since
12-30-2009
Start of This Chart

To: __-__-____

This is the Standard tab of the filter panel on the Orders tab

Status/Priority:
All

Active STAT Ordres
All
Discontinued Orders
Orders Pending Review

By Department

Sort Sequence:
Date/Time

☐ Show Link Details
☐ Show Visit Details

Standard

Alternate

Here are all the Status filters displayed in the example above.

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

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Add New Status Filter

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

Enter the name of your new filter
Active Orders Only

Order Priorities
[All]

Statuses
- Any
- Orders Due to Expire in [0] Days
- Orders Pending Review in [0] 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

Additional filter customization can be done with these other options

OK   Cancel   Help

Order Entry…

Preferences   Tools   He
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: Yu, Feliciano   urce: Writt

Date: __.__.__   Time:

Session
Type: Standard

Start Of Browse
Start Of Browse
Manual Entry

Blood Bank
Central Distribution

Type here to enter order name

Order

Setting preferences using this option will affect the Order Entry Worksheet here

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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:

This pop-up controls the default display when the Results tab is selected.

Personal Results View Options

Result Selection Graph Selection Display Format

Display Formats

Report by Order	Chronological
Summary	Chronological
Trend View	Chronological

Here is the list of Display Formats with Trend View selected

⦿ Chronological

○ Reverse Chronological

Default: Summary

Set as Default

Close   Help

In this example, the default is Summary View in Chronological Oder

To change the default, click to select a Display Format from the list, then click here.

Document Review…

Preferences Tools Help

Toolbar…
Order Review…
Order Entry…
Results…
Document Review…
Document Entry…
ues…

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.

Document Entry Worksheet - HOWSER, DOOGIE

Authored: ○ Date ● Now 03 - 02 - 2010 [C][T]

Authored By: ● Me ○ Other _____ Source: [

Co-Signatures: ☐ _____ ☐ [

Flag As: ☐ Incomplete ☐ Results Pending ☐ Priority

Personal Documents [▼]

Type here to enter document
Document Name

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

Here is the list of Personal Documents that was created

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

Personal Document Entry for Bella, Catherine

Personal Documents | Browse Start Point

Start Of Browse
Manual Entry
Personal Documents

List of available browse points

Add or remove browse points using these buttons

Add New
Delete

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

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

Move Up
Move Down

Default
Personal Documents

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

Set As Default

Need Help?

Close

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Time Scale

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

For more information see:
- Results Tab → Actions → Modify Time Scale

General…

These options should remain unchanged.

Change Password…

This option is used to change passwords.

Enter current password

Change Password

Name: cabella

Old Password:

New Password:

Confirm New Password:

Enter new password. Enter it again to confrim

OK   Cancel   Help

Worklist Manager…

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

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

Worklists

Active	Source	Name	Applies To
✓	Facility	Consolidated Task - Selected Patient	The Current Patient
✓	Facility	Medications (eMAR) - Selected Patient	The Current Patient
✓	Facility	Nursing - Selected Patient	The Current Patient
✓	Facility	Nursing - Current Patient List	The Current Patient List

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

Add New...   Modify...   Remove

Close   Help

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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.

Personal List displaying patients selected for "My List". Note the "*" at the beginning - it means this is a Personal List

- ***Temporary List*s**– 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***

Temporary List -
ONLY
available during current session

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 <u>any</u> 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: I 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
> **UnLock Columns** . CLICK that button and the columns you locked are now Unlocked.

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

> ***Answer:*** Yes you can.
> 1) Position the pointer in the column you want to move and hold down the LEFT mouse button.
> 2) With the LEFT mouse button held, move the mouse to the new position for the column.
> 3) When two red arrows appear you can release the LEFT mouse button and drop the column to its new position.

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

> ***Answer:*** Call the Customer Service Desk at x 6568

Actions

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

Show Unack Alerts

Show New Alerts

Lock Columns

Select the number of columns to lock (freeze). The columns involved begin with the left most column, and proceed to the right

Gray columns are locked

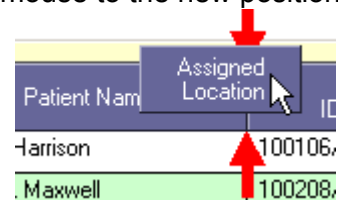You can use the scroll bar at the bottom of the screen to scroll to the right and those locked columns don't move

For more information see:
Patient List Tab: <u>Columns are Versatile</u>

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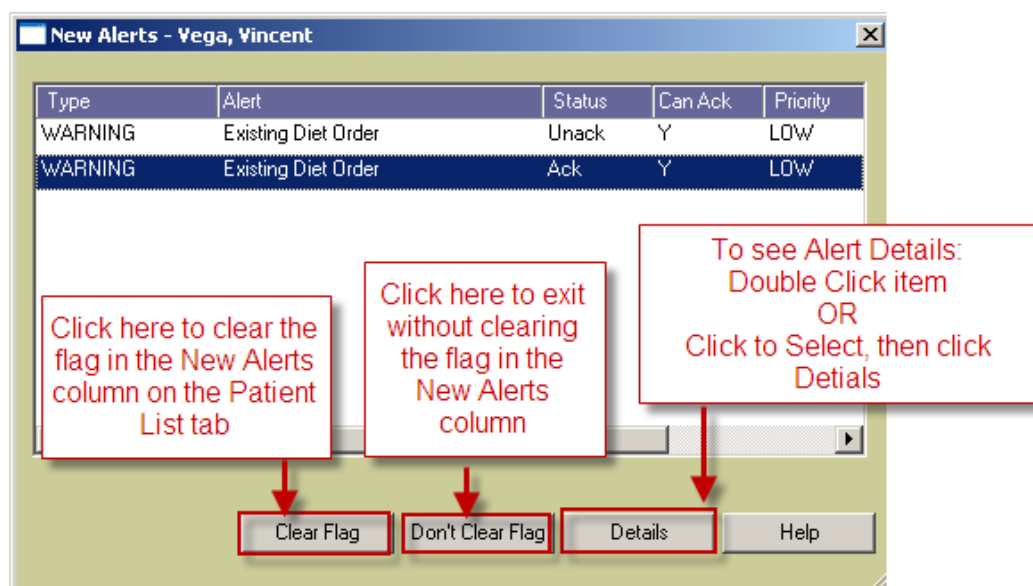
Actions menu
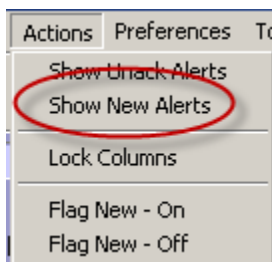
This menu changes depending on which chart tab is selected. This section covers the Actions menu for the Orders tab.
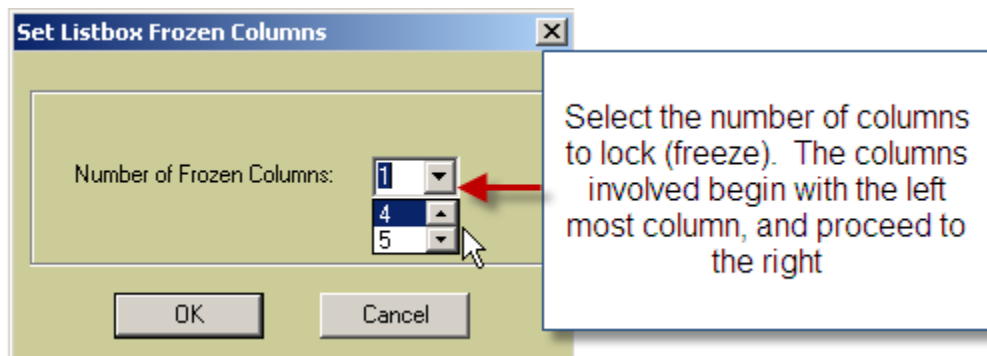
Acknowledge Orders

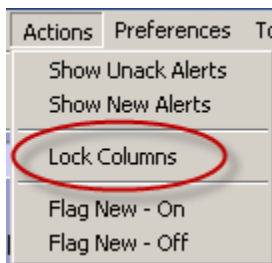Selecting this option is the same as clicking on the flag that appears in the Check Orders column. Selecting Acknowledge button in this window clears the flag in that column and indicates that the orders have been acknowledged.

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 → <u>Discontinue/Reorder</u>

Expert Advice (Drug Info)…

For more information see:
- Orders tab → Right-Click Options → <u>Expert Advice (Drug Info)</u>

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:

Orders Tab Buttons

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

Reorder Button

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

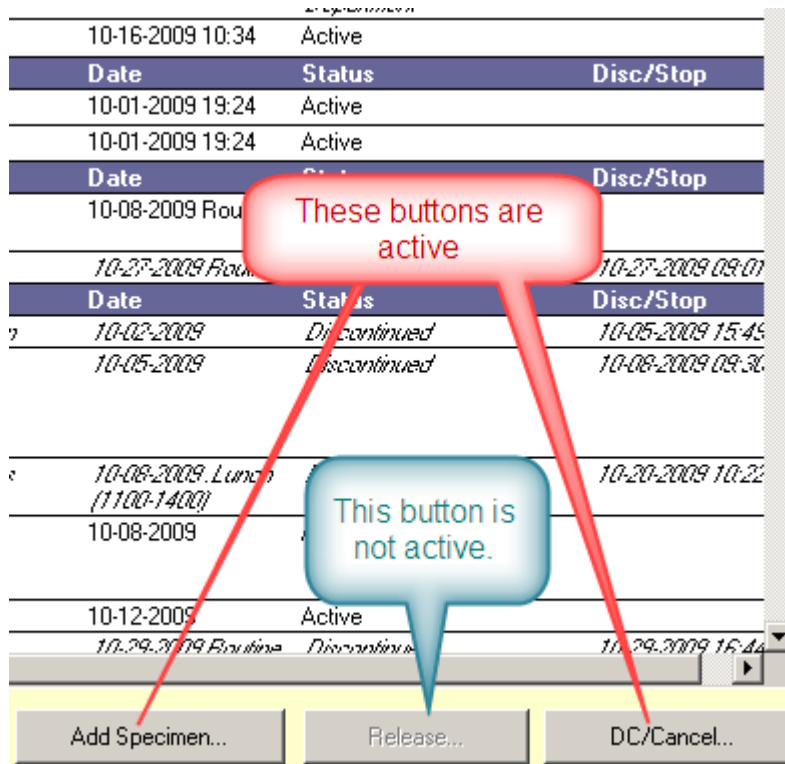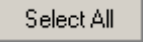| ACTIONS	RESULTS	NOTES
On the Orders Tab, **click** the [Reorder...] button	The 'Requested by' pop-up appears.	
Specify the Care Provider who has written the order and **click** OK.	The "Copy/Reorder" screen is presented with a list of all the orders that can be reordered for the selected patient.	You 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.		

Connect
Simple - Safe - Complete

Add Specimen Button

The Add Specimen... 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 Specimen Collected by: [   ] correctly.

- Use the last four numbers of the Order ID to label specimens collected.

  Order ID: [001B0|G906|]

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

  Specimen ID: [001AA679] ◄ Do NOT use this number for labeling ◄

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

For more information see:
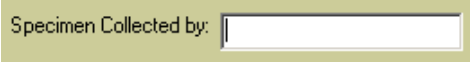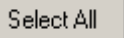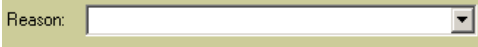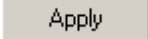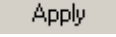 How Do I Document a Collected Specimen?

DC/Cancel Button

The [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.

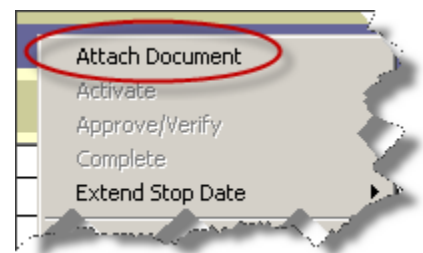| ACTIONS TO DC/REORDER	RESULT	NOTES
On the Orders Tab, **click** the ![DC/Cancel...] button	The 'Requested by' pop-up appears.	
Specify the Care Provider who has written the order and click OK.	The "Discontinue/Cancel" screen is presented with a list of all active orders	
Click the ○ Discontinue/Reorder 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.
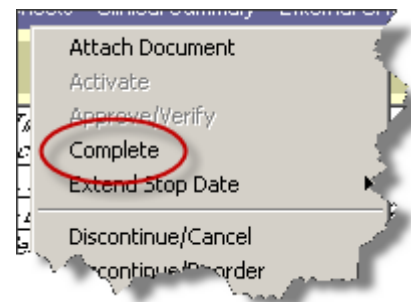
Attach Document

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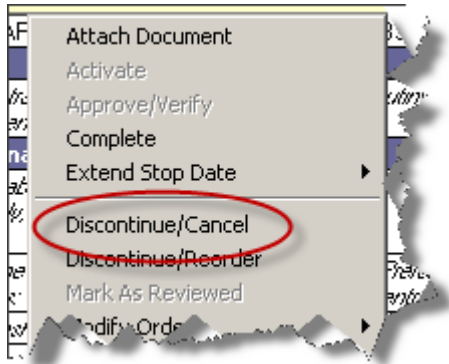
Complete

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.
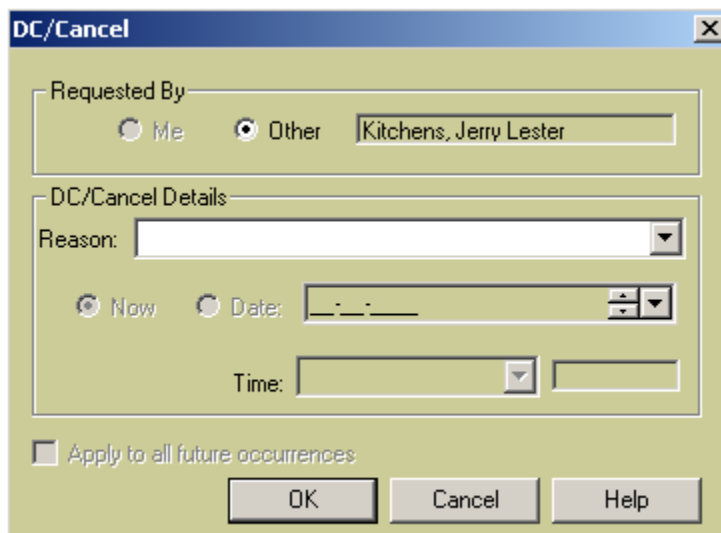
Discontinue / Cancel

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.

The 'Requested by' Pop-up Pathway

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.

The "DC/Cancel" Pop-up Pathway

In this example, if Dr. Kitchens wrote to discontinue the order, just specify a reason and **click** OK.
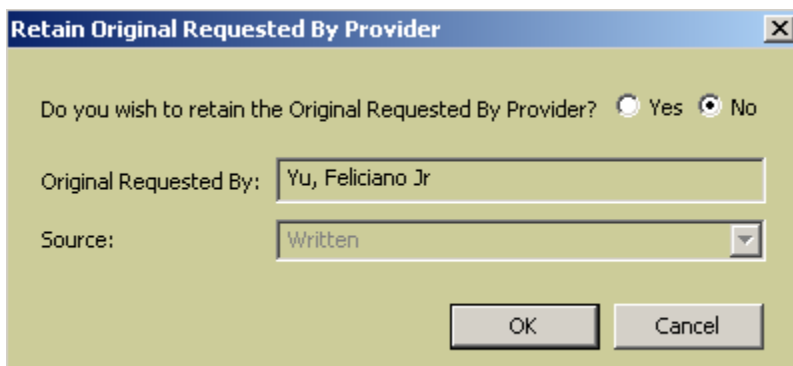
If a different provider has written to discontinue an order, click Other and the 'Requested by' pop-up window will appear.

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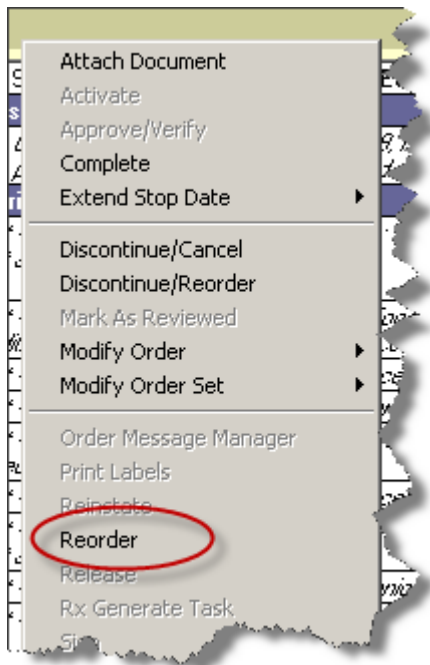
If Dr. Yu has not written the order to DC/Reorder, leave the radio button set to "no" and **click** OK. The 'Requested by' pop-up will appear.

Reinstate

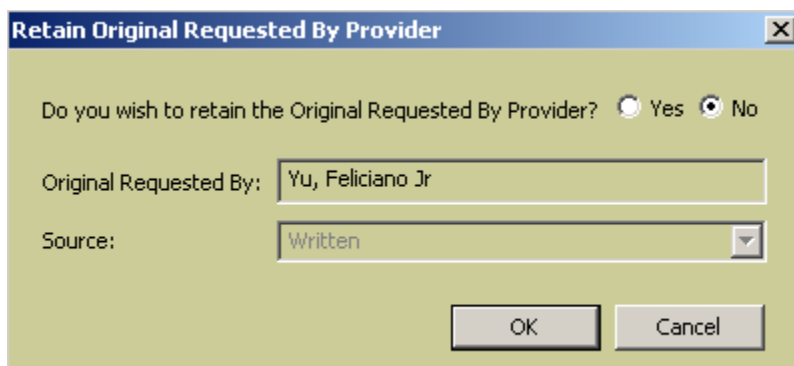See:
Orders Tab → Right-Click Options → Reorder
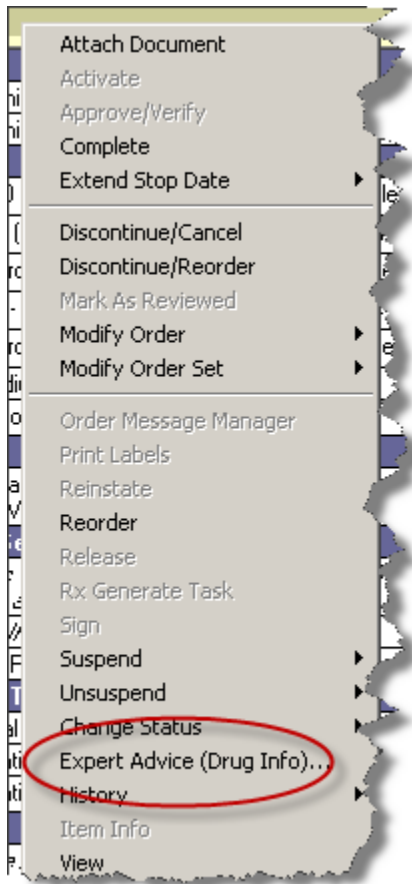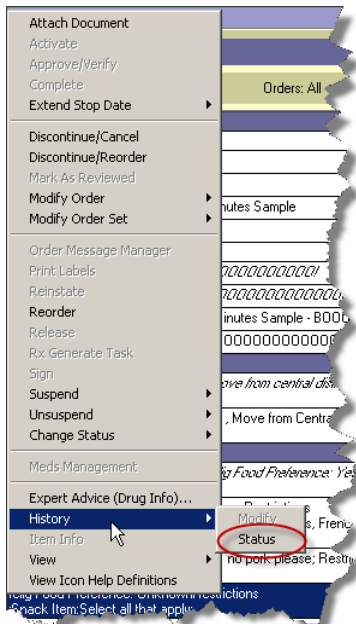

Reorder

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.
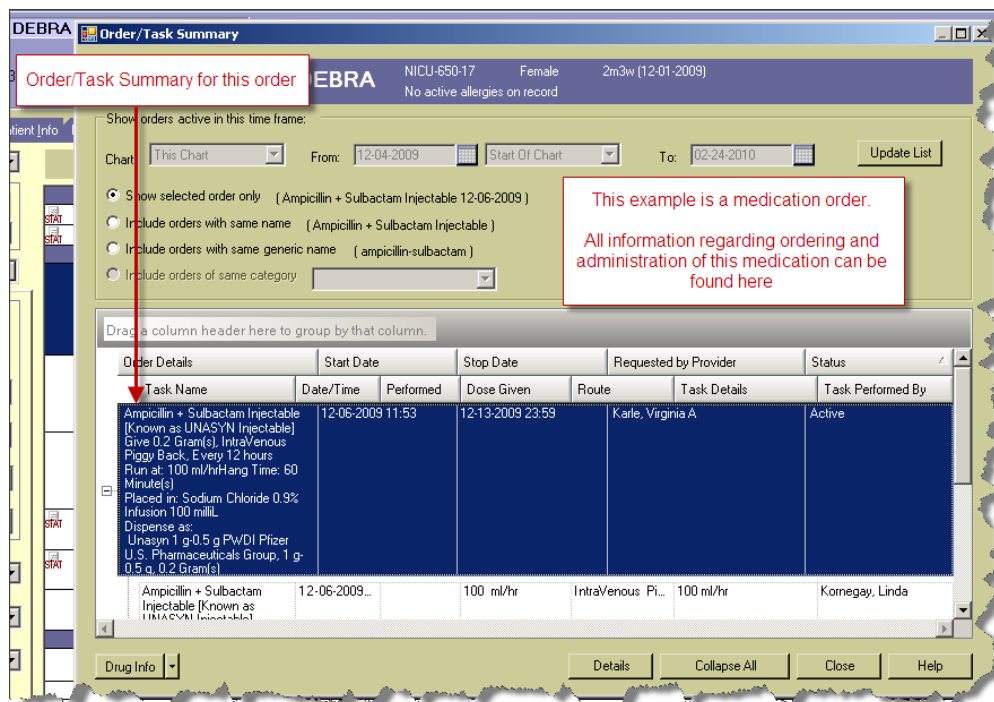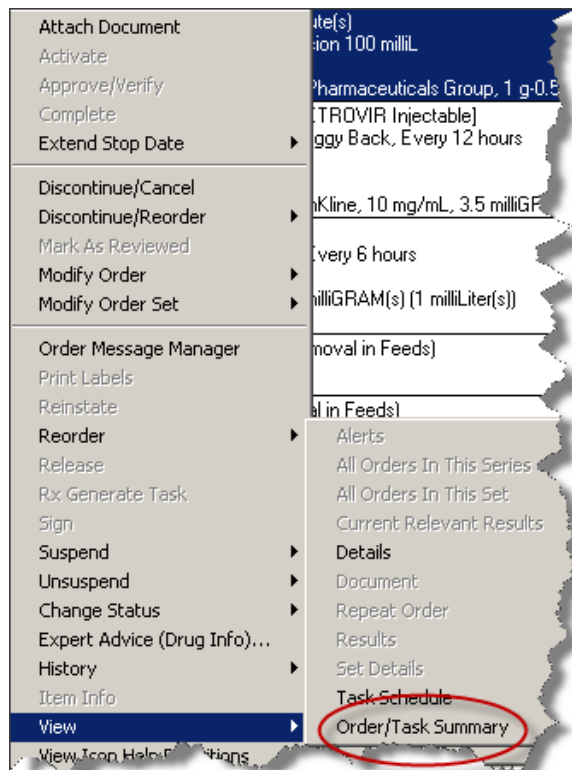
View →Details

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

View →All Orders in This Set

In this example, the order for the T3 has been selected. This box is displaying all the orders from that order set

Displaying All Orders In This Set
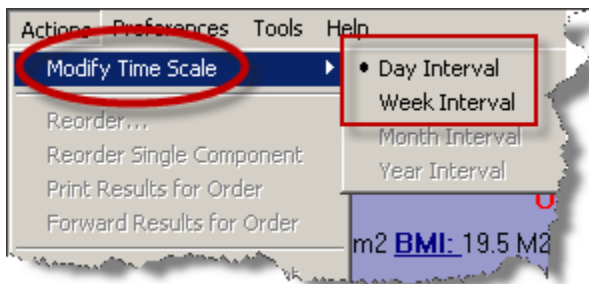
View →Task Schedule

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.
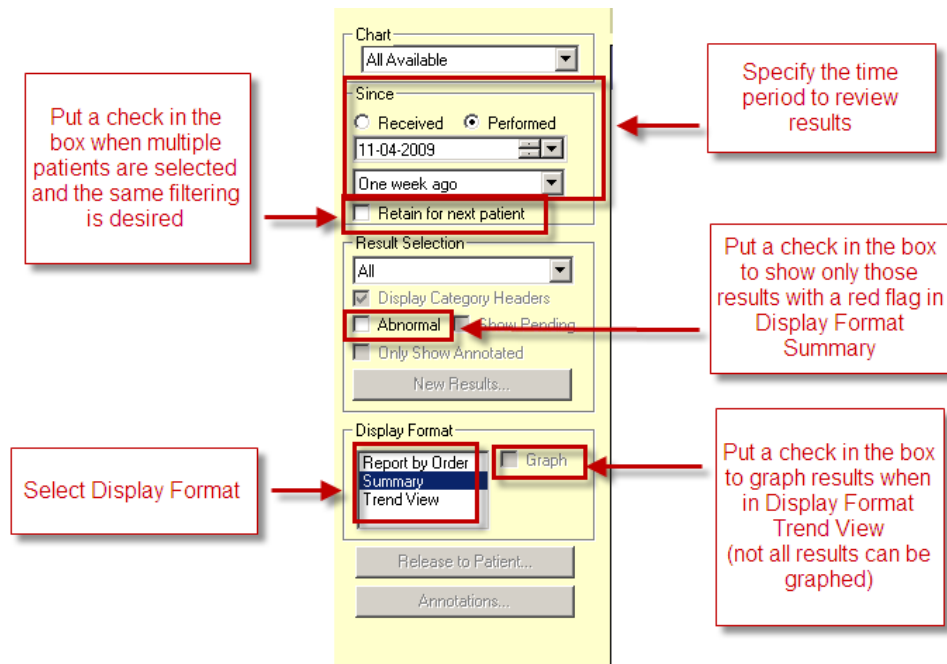
Modify Time Scale

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.
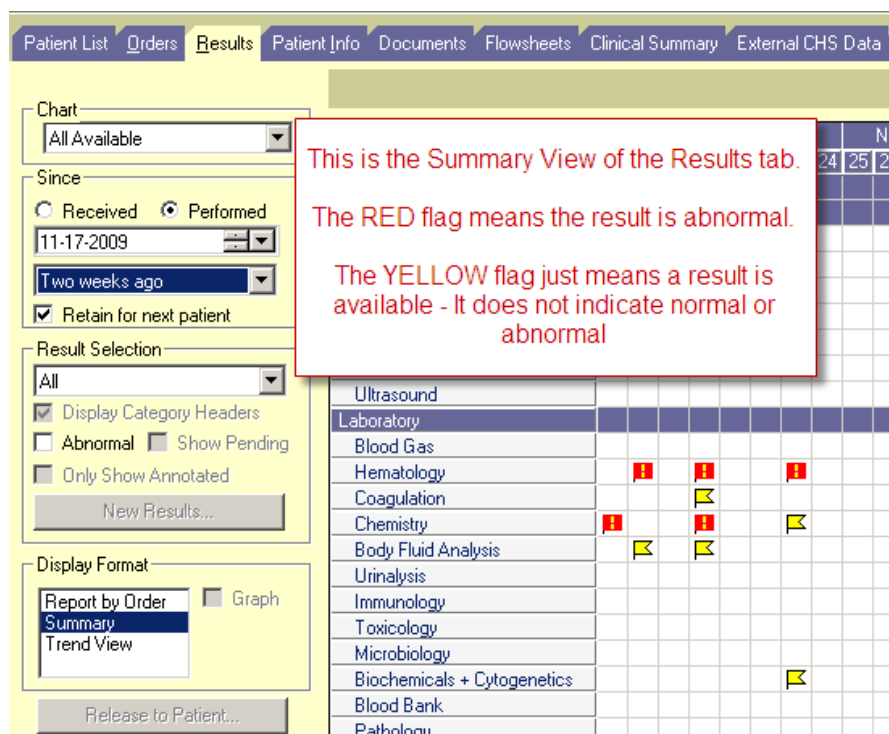
For more information see:
        Time Scale under the Preferences Menu

## 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.

10-20-2009 14:30	Organism Identification	
Specimen Description.		
Special Requests.		
Culture.		
Report Status.		FINAL 10/20/2009
Organism.		STREPTOCOCCUS PNEUMONIAE
Method.		E TEST
Penicillin G.		0.5 INTERMEDIATE

This icon indicates a "clustered" result, usually used for Microbiology results

10-29-2009 11:32	Urinalysis, Dipstick		
Urine Volume.		10	[ML]
Urine Color.	AMBER		
Urine Appearance.	CLEAR		
Urine Sp Gravity.		.002 ↓	[1.003-1.030]
Urine Leuk Est.	POSITIVE !		[NEG]
Urine Nitrite.	POSITIVE !		[NEG]
Urine pH.	7.0		[4.5-8.0]
Urine Protein.	2 !		[NEG]
Urine Glucose	4 !		[NEG]
Urine Ketones.	2 !		[NEG]
Urobilinogen.	NEGATIVE !		[NORM]
Bilirubin, Urine.	NEGATIVE		[NEG]
U-Blood	4 !		[NEG]

The Red "!" in the box indicates an abnormal non-numeric result

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.
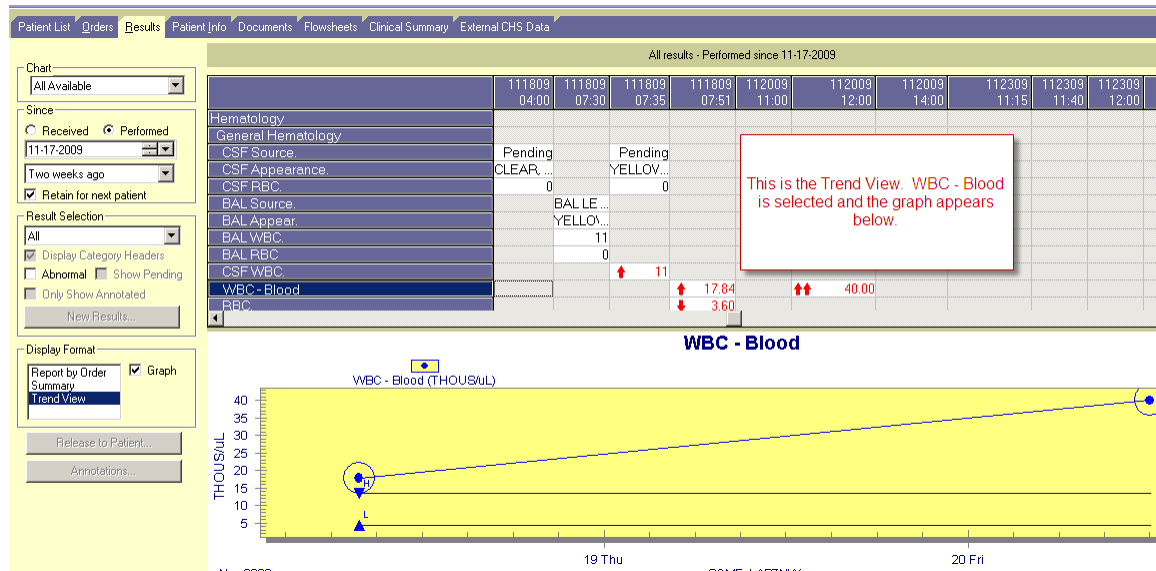
	102209 16:15	111709 10:45	112009 12:30	112009 12:30	112009 12:30	112409
emistry						
e Protein	<0.50					
		↑ 101				
(NA+), Blood			↑↓ 159	↑ 159	↑ 152	
, Blood			↓ 2.3	↓ 3.2	↓ 2.9	
Blood						
oxide - CO2						

Double clicking this result brought up the result by order pop-up for 11-20-2009

Show Result - SCMFLAB, SAMEDAYSURGERY			
11-20-2009 12:30		ESRD CMP	1 or more Fir
	↑ Sodium (NA+), Blood	159 ↑	[133-142 MMOL/L]
	↑ Potassium, Blood	2.3 ↑	[3.5-6.0 MMOL/L]
	↑ Chloride, Blood	98	[96-108 MMOL/L]
	↓ Carbon Dioxide - CO2	25	[18-29 MMOL/L]
	Anion Gap.	36	[MMOL/L]
	↑ Glucose, Blood	352 ↑	[70-126 MG/DL]
	↑ BUN	101 ↑	[5-17 MG/DL]
	↑ Creatinine, Blood	0.9 ↑	[0.2-0.4 MG/DL]
	↓ Calcium, Blood	6.2 ↓	[8.7-9.8 MG/DL]
	↑ Total Protein, Blood	7.3	[4.5-7.8 G/DL]
	Albumin, Blood	4.6 ↑	[3.4-4.2 G/DL]
	ALT	201 ↑	[5-45 U/L]
	AST	212 ↑	[20-60 U/L]
	Alkaline Phosphatase	517 ↑	[60-330 U/L]
	Bilirubin, Total	1.3 ↑	[0.0-1.0 MG/DL]

Display Format: Trend View

iConnect
Simple - Safe - Complete

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!

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

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

Look for this

Only Chemistry results are being displayed

Chemistry results - Performed since 08-23-2009

This is the time frame that is being displayed

Use of this check box can be misleading.

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

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

Abnormal Icons Seen on the Results Tab

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

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

PATIENT INFO TAB

Actions Menu

This menu is not active on the Patient Info tab.

Summary Views

Alerts

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.

Report View
Grouped by Date

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
Temperature
Vital Signs
Vital Signs Trend
Weight by 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 **Allergies** <table><tr><td>Type</td><td>Allergen</td><td>Reaction</td></tr><tr><td>Drug</td><td>Citanest Forte</td><td>Coughing</td></tr><tr><td>Drug</td><td>Demerol HCl</td><td>Unknown</td></tr></table>	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 **Blood Glucose vs Insulin** Glucose, Blood 168.0 156.0 147.0 126.0 24-Feb-10 16:00 Glucose, Blood 156.0	This tile shows the Blood Glucose value vs. the amount of Insulin administered.
Blood Pressure **Blood Pressure** 03-01-2010 14:17 To 03-03-2010 14:17 BP Systolic BP Diastolic 117.00 104.00 91.00 88.00 77.00 66.00	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	Information available on this tile includes Item, Value, UOM, Last Date, High, and Low.
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	
Care Provider	Information available on this tile includes Provider Name, Role, and Discipline.
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	
Diet	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.
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-…	
Health Issues	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.
Health Issues Type — Health Issue — Description Visit Reason — ACU BRNCHLTS D/T OTH ORG — ACU BRNCHLTS D/T OTH ORG	

I & O Totals – Unit of Measure: mL	Information displayed on this tile includes Date, Time, Type, Intake, Output, Net, and 24 Hour.
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		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	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).
IVs / Drips and Intakes 	IV and Components	Rate	Units	Site
Chemotherapy		mL/hr	
D5% Water + 20 mEq KCl		mL/hr	
D5% Water 1000 mL +...			
Enteral Feeding	10	ml/hr	
Alimentum Powder...			
Enteral Nutrition 1 EA					The **Right-Click** action allows you to enlarge the range of view.
Medications	Information available on this tile includes Medication, Last Given, and Status (Example: Acetaminophen Oral …(Ordered as TYLENOL For… , 02-19-2010 18;30, Active)
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		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	Information available on this tile includes Last Date, Item, Item Info, and Value.
Results-Report By Order	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	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.
 Vital Signs Trend ■ ..Temperature(F) ● .Heart Rate ▲ .Resp Rate 117.0 104.0 91.0 144.00 128.00 112.00 96.00 20.00 14:00 Feb-24-2010 15:00 Feb-24-2010	

iConnect
Simple - Safe - Complete

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.

Critical Care Summary View

The Critical Care Summary view is only available when viewing a patient located on a critical care unit. The table below lists the tiles on this view along with an image and description of each view.

Tile Name / Screenshot	Information Provided / Comments
Allergies **Allergies** Type / Allergen / Reaction Drug / Citanest Forte / Coughing Drug / Demerol HCl / Unknown	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.
Care Providers **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.
Chem 7 & CBC Grid **Chem 7 & CBC** Na / CL / BUN / GLU K / CO2 / CREAT WBC / HGB / PLT HCT	This tile displays a grid view of the latest blood lab results (within the filtered view) for Sodium, Potassium, Chloride, CO2, BUN, Creatinine, Glucose, WBC, HCT, HGB, and Platelets. There is no right-click option or change view capability within this tile. *NOTE: The Platelets result does not show on this grid because textual values appear as part of the result. This grid looks for numerical values only and cannot accept words. A Result tile has been placed near this grid tile on the clinical summary so that labs with textual values in the results can be seen.*

Current Medications	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.
Health Issues	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.
Home/Entry Meds	Information on this tile can be obtained from entering Entry Medications that is part of several structured notes (e.g. – Patient Profile; Inpatient Nursing Admission Assessment, etc). Information visible here is from the beginning of the chart and not from the drop-down time filter. A right-click action allows the user to Enlarge Range (which is not needed since info goes back to beginning of chart) and add another Entry Medication by selecting Prescription Writer.

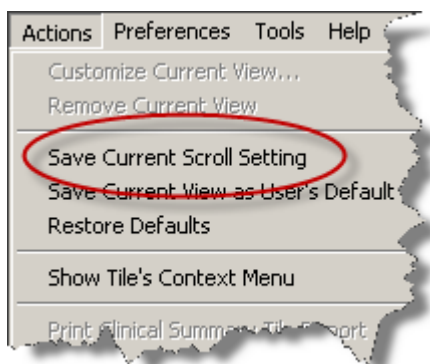|	
Lab Results – Report By Order Lab Results -Report By Order Result Date / Order / Result / Value / Range 02-25-2010 20:00 FBP Sodium (NA+), Blood 135 [134-142 MMOL/L] Potassium, Blood 2.2 [3.5-5.6 MMOL/L] Chloride, Blood 100 [96-110 MMOL/L] Carbon Dioxide - CO2 30 [17-29 MMOL/L] Anion Gap. 5 Glucose, Blood 95 [70-126 MG/DL] BUN 10 [5-17 MG/DL]	Information available on this tile includes Result Date, Order Name, Result, Value, Range (Example: 02-25-2010 20:00, FBP, Sodium (NA+), Blood, 135, (134-142 MMOL/L). If you **Right-Click** an order and select **Enlarge Range**, the date range for all orders being displayed will be enlarged, not just the lab result you have selected.
Logician Documents Logician Documents Document Name / Author / Entered date	Information shown here are documents that contained the word "Logician" in its title. These would be the notes where physicians use Logician to enter patient information. These could be Progress Notes; History & Physicals; Test Results (EEG, ECK, Sleep Lab, etc). A right click action permits two things: 1) Enlarge range (from the time filter selected) and 2) Add Document. The user cannot add a Logician document from this tile because these are documents that are received through an interface. If the user selects Add Document, the SCM Document Worksheet appears and the user can only add documents that are structured notes within SCM.
Orders Orders Category / Order / Status Antimicrobials Amoxicillin 400 mg/5 mL Oral 320 milliGRAM(s), Oral,... Active Charges Miscellaneous - Lactation, CHRG OrderID:... Charged Charges Acute Care Nutrition Screen,CHRG OrderID:... Charged Charges I/P Initial Medical Nutr Thrpy,CHRG OrderID:... Charged Charges Administrative,CI Nutri, CHRG OrderID: 001BBK011... Charged Charges Dt Nutrition Intervention,CHRG OrderID: 001BBK008... Charged Charges I/P Initial Medical Nutr Thrpy,CHRG OrderID:... Charged Charges Meal Rounds,CHRG OrderID: 001BBK010 DOS: 02-... Charged	Information available on this tile includes Category, Order, and Status (Example: Calorie Count Consult – Consults - Active) By hovering the mouse over the Order Name the hover action will provide a summary view of the order. The right-click action will provide the ability to **Enlarge Range** for all orders on the patient, view the **Order Entry** dialog box, **Show Details** for the specific order, **Show Status History** for the order, and **View Order/Task Summary** information. (Note: Because some patient charges are also considered orders, charges may also be seen in this tile.)

| 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. |
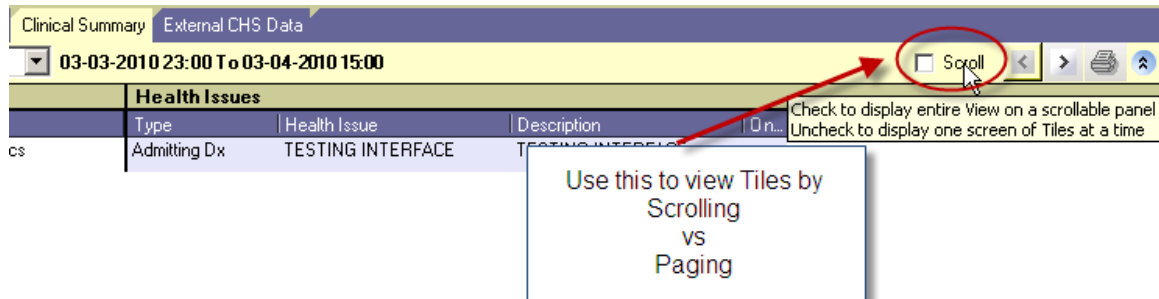|---|---|
| Visit History | This tile shows Date, Diagnosis, Type/Care Level; Provider, and Location of visits shown within SCM. This is the same information that appears on the patient in Patient Info tab – Visit History. (Key to remember here – if a user does not have securities to see previous/discharged visits, they will not be able to see those listed here.) There is no right-click functionality on this tile. Also, information visible here is from the beginning of the chart and not from the drop-down time filter. |

Actions

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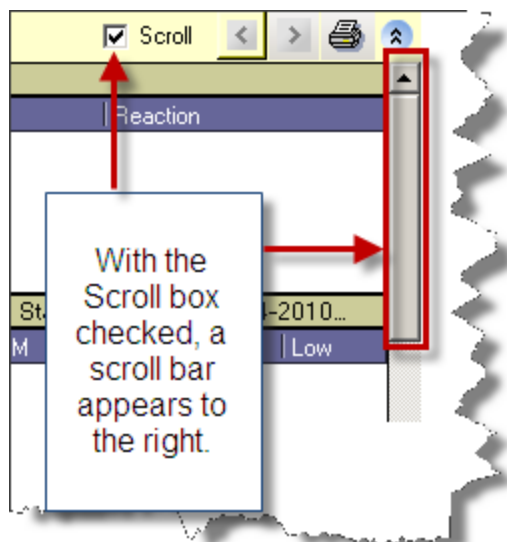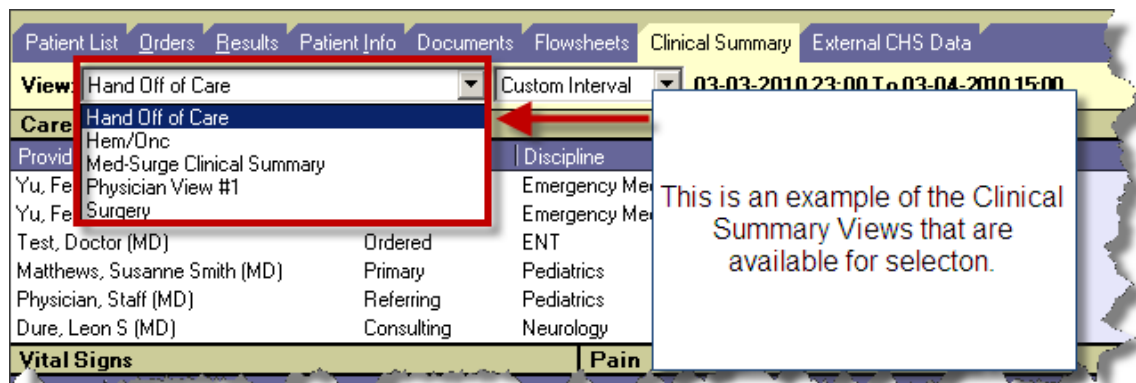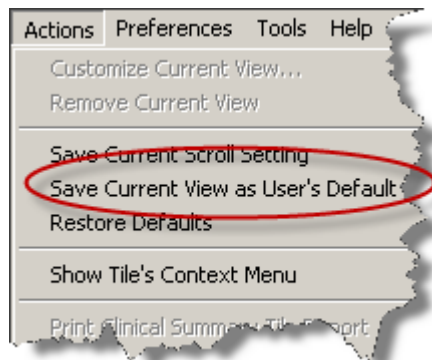
Save Current Scroll Setting

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 | On... |
| cs | Admitting Dx | TESTING INTERFACE | TESTING INTERFACE | |

Check to display entire View on a scrollable panel
Uncheck to display one screen of Tiles at a time

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
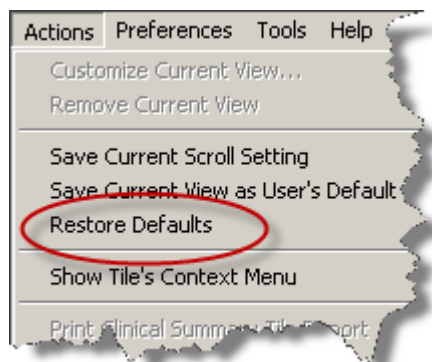the right.

St. | -2010...
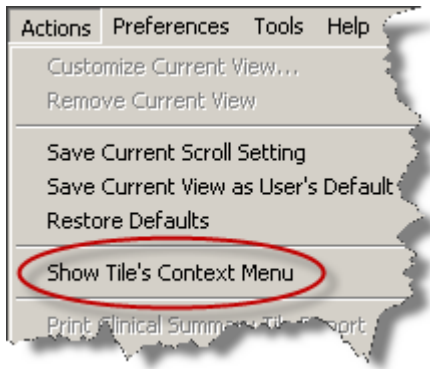M | Low

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
    - o 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
    - o This report gathers information from the Emergency Department system (Codonix), Outpatient system (Logician), Allscripts/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.