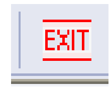
Logician Physician Guide

Logician Support: Email: logiciansupport@peds.uab.edu; Phone: 996-7770
Password: expires every 90 days; case sensitive; must be 6-30 characters (special characters allowed but not required). To change password: Login to Logician; select the red exit button (this takes you to the login screen, the new password button will no longer be grayed out). Click on new password button; follow prompts.



Find patient: On task bar, under "Actions" choose "find patient"
Search by name or by "SMS MRN"
Enter information and click "Search"
Match on at least 2 identifiers (name / DOB / MRN)
Click "okay"

NOTES

Resident role / To start note:
1. Choose "Update"

- Choose "New" (if there are existing/open documents on your patient)
- Choose note type – INPT for general wards teams notes
- Click on ellipsis beside "visit ID" – choose "inpatient admission"; click okay

2. **H&P (INPT-Inpatient Admission H&P)**
- ***Reminder – choose visit ID***
- Add room # and unit (when available)
- Complete cc and HPI
- The ROS should be *complete*. ROS can be typed in HPI or recorded on ROS tab. Once ROS is complete, click box "Pertinents for ROS per HPI or as below".
- PMH / FHx / SocHx / DevHx tab
  - "Unobtainable" = there was no one to ask (explain why in comments box)
  - Include dosages on home meds
- VS / PE tab
  - This tab has shortcut to the housestaff website
- Diagnosis tab – add diagnoses by clicking on "Update problems"
  - Click "new"
  - For "custom list", choose "IN-General Inpatient" or click on "Reference List" for master list
  - Type diagnosis in blank (under "custom list") and pick from pull-down list
  - Choose onset date or choose "approximate"
  - Click on "Save and continue" or "OK"
- Labs tabs
  - Choose from standard flowsheets; click on "Create table" to include all data or click on date to include column (you can choose multiple flowsheets)
  - You can type results in blank
  - 2nd labs tab contains blanks for typing or pasting lab or imaging results
- Assessment / Plan (A/P) tab
  - Type assessment in large blank
  - Click on relevant system; type A/P in comments box under each system
  - Enter your name and attending's name in blanks at bottom

- Click on “Close”, “End Update”, click on “sign clinical list changes” (clinical list changes includes allergies, medications, and diagnoses)
- Change provider name to attending and Route note to attending (check box beside attending name)
- You can remove providers from routing list by clicking on “remove”
- Click on “hold document”

3. **Progress Note (INPT-Daily Progress Note)**
- ***Reminder – choose visit ID***
- Enter room number and unit
- HPI tab -- Type in subjective information
- VS tab
  - Enter VS and I’s and O’s
  - UOP will be calculated in cc/kg/hr
- Exam tab – complete PE
- Diagnosis tab – see instructions under H&P
- Labs tabs – see instructions under H&P
- Plan tab
  - To carry forward the previous Assessment, click on box “Set current assessment to previous assessment” – then **EDIT your comments**
  - Click on relevant system and type assessment/plan in comments box under each system
  - Enter your name and attending’s name in blanks at bottom
- Click on “Close”, “End Update”, click on “sign clinical list changes”
- Change provider name to attending and Route note to attending
- Click on “hold document”

Attending tasks on logician notes: Review resident’s note; make changes if necessary and give feedback to resident
- Click on Attending tab
- Choose ONE Primary diagnosis and any appropriate secondary diagnoses
- If all appropriate diagnoses are not listed, add diagnoses by clicking on “update problems” (see “diagnosis tab” under resident section)
- Click on box beside “I have seen . . .”
- Type information in comments boxes.
- Review information on what has been entered into note (“audit” section is in red). Provide feedback to resident when information entered is incomplete.
- Click on appropriate billing level
- Click on “Send flag to billing department”
- “Close”
- (Note that there is a link to the Medicaid Continuity of Care document.)
- “End update” and sign (make sure that you are the provider on the note).

DISCHARGE NOTIFICATION LETTER
Resident or Medical Student role (Start Discharge Notification Letter on admission; enter data throughout hospitalization 0:
- “Update”; Choose “INPT-Discharge Notification Letter”
- Select visit ID
- Fill in blanks as appropriate; delete blanks that are not used; need to include PCP name and city
- At bottom of note, fill in name of attending and resident; delete names and contact information for non-team members
- Nurse case manager can fill in follow-up appointments
- Indicate whether or not PCP will be ALSO receiving a dictated discharge summary (or whether this will be the only discharge document)
- “End Update” and “hold” until day of discharge

On day of discharge:

- Open and complete document.
- You can write prescriptions within the discharge notification letter – generates more legible copy and leaves record in logician medication list (but cannot be done until day of discharge). See below.
- With note open, click on "Change properties" button to change date (change time if necessary – date/time cannot be set into the future)

- ♦ End Update; change provider to your attending and route
- ♦ Your attending will sign and route this document for faxing to the PCP. Note that some patients will be sufficiently complicated that PCP will also need a phone call to discuss patient's clinical course!
- ♦ Note that discharge notification letter can serve as brief discharge note for patients with stay $\leq$ 2 days

Attending role in the Discharge Notification Letter:

- Open note and review information; make corrections as needed
- "End Update" and sign note
- Once signed, route to WARDS SUPPORT (click on "New" and choose "Wards Support") – this will result in letter being faxed to PCP

<u>Adding Medications / Printing Prescriptions:</u>

While in an update click the Meds button:

To ADD a new Medication:

1. Click **New**.
2. Choose a Custom Medicine dropdown list or search using Reference List (any change to a medicine description will make it an uncoded med and disables Drug/Allergy checking).
3. Complete the instructions, duration, quantity to dispense, and refills.
4. <u>Authorized By</u> should be a physician.
5. To enter multiple meds, click 'Save & Continue**'**. When done click **<u>OK</u>.**
6. To print and sign scripts now, click **Print <u>Rx</u>** (Otherwise, scripts will print when the clinical list changes are signed).

To CHANGE a Medication: Highlight existing medication and click Change; enter changes and click OK.

To INACTIVATE a Medication: Highlight existing Med and click **Remove.** Select Reason for Removal from list. Verify/enter End Date. Click 'OK'.

To REFILL an existing medication: Within the update, click on Refill.

To REPRINT a prescription: (Can be done either in the existing update, full append to a signed note or with the Refill button.)

1. Highlight active medication and click **Change**
2. If needed, make changes to instructions
3. Re-enter Quantity and Refill information
4. In the dropdown box for Prescribing Method select **Reprint** (see below)
5. Repeat steps 1-4 for all prescriptions needing reprint and then click OK
6. Click **<u>P</u>rint Rx**

<u>Helpful tips for using logician</u>:

Adding visit ID later:

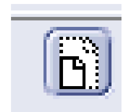
- With note open, click on

“change properties”; add visit ID
- OR right click on the note (in list), select “change properties.” Then click on (…) beside “visit id” and choose the inpatient admission.

Note that visit ID is required in order to have document cross into Eclypsis!

To copy lab or imaging results into note:

- Highlight document containing desired information
- Click on document viewer (at top of viewer window, to the right); you can minimize the window and then copy selected pieces without needing to open and close windows in the note



Sending flags:

- Open patient’s chart
- Click on “New” icon
- Enter person to whom you want to send the flag; enter information and “Send”

Routing documents:

- Highlight document in list
- Click on “Route” and enter name of desired recipient

Setting macros

- Choose “Options” on taskbar
- Select “Quick Text”
- Choose “personal use”
- Enter abbreviation and text for macro
- Click “add”, then “close”

Deleting flags:

- Click on “Alert/Flags” tab
- Choose “Options” on taskbar, then “Organize”
- Click **off** “view removed alerts/flags”; Click **on** “save as my preference”, then “OK”

Appending notes (adding info to a completed document):

- **Highlight document in list; click on “Append”**