

oneChart
Electronic Health Record
Orientation Manual
For
Graduate
Nursing Students

Beaumont

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Please note:

The screen shots in this manual may look slightly different if using a MAC computer.

Overview of oneChart/Epic Training

oneChart is the **Beaumont Health** electronic medical record (EMR) powered by Epic. You will complete your oneChart training on-line in Beaumont Health learning management system, HealthStream. This is an interactive electronic learning (eLearning) lesson.

- If you have not completed this training: Please follow the instructions beginning on Page 2.
- If you already have completed this training, you do not have to repeat it.

oneChart/Epic Training for Nursing Students in HealthStream

In order to receive the appropriate access to oneChart (Epic), you need to complete training in HealthStream, Beaumont Health-Oakwood's learning management system. You will need to complete your online training at **least two days prior** to beginning your rotation or you will not have access to oneChart/Epic.

The Nursing Students curriculum contains several pieces, all of which must be completed to get your oneChart/Epic access:

1. eLearning Course
2. Assessment/Test
3. Evaluation

Please note, if you have completed oneChart/Epic learning modules at any of the following the Beaumont Health Hospitals, you are still **required** to complete Beaumont Health-Oakwood HealthStream modules to obtain oneChart/Epic access to the Beaumont Health-Oakwood Health System.

- Beaumont -Grosse Pointe
- Beaumont -Royal Oak
- Beaumont -Farmington Hills
- Beaumont -Troy

There are special instructions for nursing students who are also Beaumont Health employees. If you are a Beaumont Health employee, please be sure to carefully read this information in the yellow box on Page 9.

If you experience any problems with computer training or access...please contact

Laura Zahm at
Laura.Zahm@beaumont.org

*****PLEASE CALL US FIRST IF YOU EXPERIENCE ANY PROBLEMS.
DO NOT CALL THE HELP DESK FIRST!*****

**Nursing faculty and student EMR access is set up in a special way and the Help Desk is unfamiliar with this unique set up. We will direct you to the Help Desk, if needed.
In most cases, we can remedy the problem for you promptly.**

Accessing HealthStream

Please Note: HealthStream requires the following:

Internet Explorer 8.0 or higher

Adobe Flash 7.5.1 or higher

Turn off Pop-up Blocker

****Screen Shots may look slightly different if using a MAC computer.****

Obtaining your User ID:

1. Your Healthstream User ID will consist of your Beaumont Health ID followed by "@Beaumont.org". (Please note: This will not be a valid email address but serve only as your Healthstream User ID.) The Healthstream User ID and the Beaumont Health User ID will be provided to Faculty via email. Students will receive this from their Faculty or from the site coordinator.

Creating a Password:

1. Visit Password Self Service at <https://pss.beaumont.org>.
 - If you have never completed modules in Healthstream before at Beaumont, you will create a new password as a new user. (see screenshots and step-by-step instructions below and on Page 3)
 - If you have been a previous student at Beaumont, you can attempt to login with your previously assigned User ID & Password. If it has been over 90 days since you accessed oneChart/Epic, you will need to reset/change your password. You will log in with your User ID and previous password. If you do not remember your password, you can click on "Forgot your Password" and reset it. (see screenshots and instructions on page 3 and 4)

https://pss.beaumont.org/ User Login

Beaumont Password Self-Service

User Login

Change your password

If you are an existing user and need to **change your password**, please log in below by entering your **Beaumont Health ID (System Login ID)** and **Password** in the fields provided, and then select "Log In".

For New Users

If you are a **New User**, please click to [Register Beaumont Health ID.](#)

Your **Beaumont Health ID (System Login ID)** is the ID used to log into Outlook email and computer workstations.

Beaumont Health ID:

Password:

[Forgot Your Password?](#)

Log In

Hint: Beaumont Health ID = your oneChart/Epic Login ID

Beaumont Health © 2016

New User:

1. Open the Password Self-Service Tool: <https://pss.beaumont.org>
2. Click on "Register Beaumont Health ID" under For New Users.
3. Enter your Beaumont Health ID which is your oneChart/Epic Login ID
4. Enter your date of birth, last four of social security number** and zip code you indicated in ACE.
5. New users will be required to answer five challenge questions that they select.
6. PSS Registration can occur from your home pc, cell phone or work pc by accessing <https://pss.beaumont.org> from the internet.

****Please try your last 4 digits of your social security number first. If that does not work, use "8888".**

Please note: Every 90 days your password will need to be changed. If you are not here for 90 days and you come back to Beaumont Health, when you try to login you will be notified your password has expired. You will then go to the PSS website and answer your security questions; this will allow you to create your new password. Passwords can be changed on your home pc, cell phone or work pc by accessing <https://pss.beaumont.org> from the internet.

How to Change/Reset Your Password

1. Open the Password Self-Service Tool: <https://pss.beaumont.org>
2. Log in by entering your Beaumont Health ID, Password & click Log In
3. Type in any additional personal data and/or answers to challenging questions when prompted
4. Create your new password which meets the Beaumont policy guidelines

If You Forget Your Password

1. Open the Password Self-Service Tool: <https://pss.beaumont.org>
2. Enter your Beaumont Health Login ID.
3. Click the Forgot Your Password hyperlink.
4. Type in any additional personal data and/or answers to challenging questions when prompted.
5. Type in your new password which meets the Beaumont policy guidelines.

If You Forget Your Password (cont.)

Signing into Healthstream:

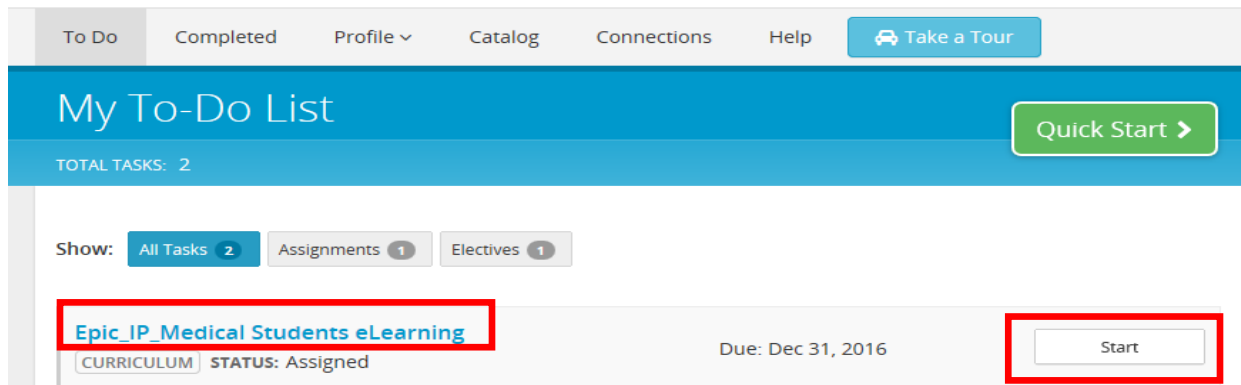
1. Go to <https://employee.beaumont.org>.
2. Click on **Healthstream** under “Annual Education & Halogen Performance Appraisal” section in the top left corner.



3. Sign in with your login ID followed by the @Beaumont.org (example: bh123fox@Beaumont.org).
4. Click “Next” and **Healthstream** will appear.
5. Verify that your name is displayed in the upper right corner. **If your name is not listed, log out.** Repeat steps 1-5.

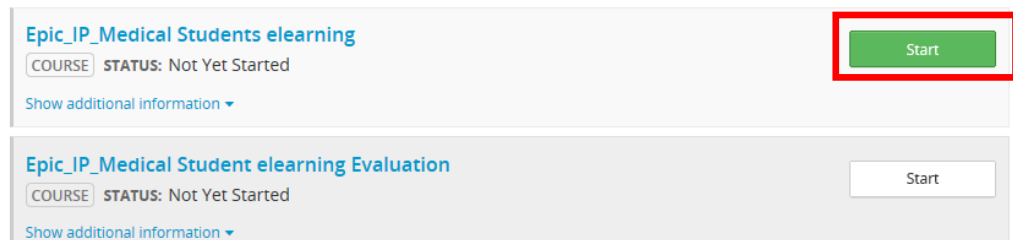
Accessing the Training Modules

Once you have logged in to HealthStream, you will automatically be under the **To Do** tab and your assigned modules will be listed. Click on the assigned **Module** link – *Epic_IP_Medical Students eLearning*. Graduate Nursing students are assigned the same oneChart/Epic training as Medical Students.



When the Course elements are listed, click the **Start** button to review the module and then take the post-test. There are a total of 2 modules that **you must complete** to move onto the next step.

Courses in this Curriculum



For questions, comments, or to report a problem please contact Customer Care at: 18101 Oakwood Blvd Dearborn, MI 48124, Oakwood HealthCare System Client Support Staff: (313) 724-4121, HSADMIN@oakwood.org.

As a Curriculum, the modules are set up to be completed sequentially; therefore, you will need to pass each module before you can move to the next one.

Helpful Hints

- Contact your student placement clinical site coordinator for your HealthStream ID# if you have not received it.
- If you need to exit the course in the middle of the eLearning Module, click the Exit button to save your progress.

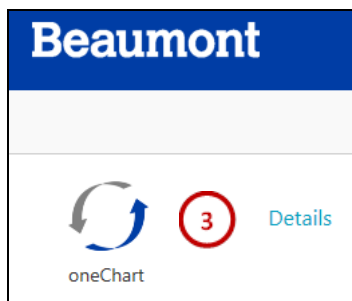
Notice: It takes 24 to 48 hours for your User ID to be ready after completing your Healthstream modules.

Signing on to oneChart/Epic

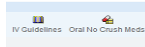
1. From your Desktop double click on Beaumont Health Apps Icon
2. Log in with your User name and Password
3. Double click oneChart- oneContact Icon



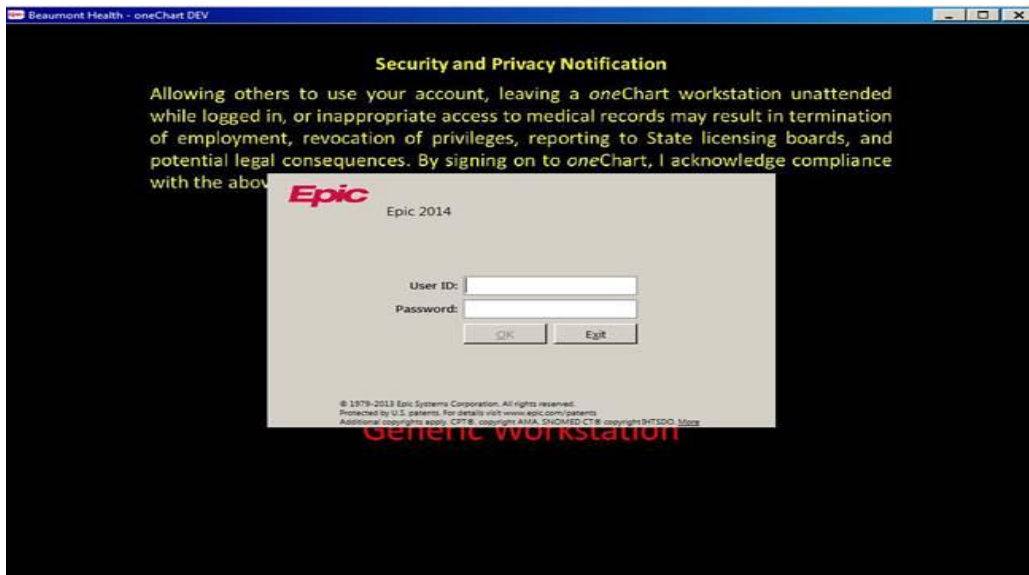
The image shows the Beaumont Health Apps login interface. At the top, the word "Beaumont" is displayed in large blue letters. Below this, there are two icons: "Beaumont Health Apps" (labeled with a red circle 1) and "OneChart OneContact" (labeled with a red circle 2). The "Beaumont Health Apps" icon is a blue square with a white 'B'. The "OneChart OneContact" icon is a blue square with a white 'C' and a red arrow. Below the icons, there is a login form with fields for "User name:" and "Password:". A red circle 2 is placed next to the password field. Below the fields is a blue "Log On" button. At the bottom, there is a link for "Forgot Password? | Instructions for first time setup." and a note to "Contact the Beaumont Health Service Desk toll-free at (888) 481-2448." A small disclaimer at the very bottom states: "Beaumont Health (BH) owns or controls these computing and network resources including internet access, which are provided for authorized users only. As such, use is subject to monitoring and recording. Abuse of BH computing resources, network resources or internet access is subject to disciplinary action, potential civil action, and if criminal activity is detected, activity records may be provided to law enforcement. Refer to the BH Code of Conduct, Confidentiality & Computer Systems Usage Agreement (Policy 314-C) for specific requirements and responsibilities."



IMPORTANT NOTE: oneChart/Epic must be opened from the Beaumont Apps icon on your desktop to access the IV/IVP Guidelines and other links in the MAR.

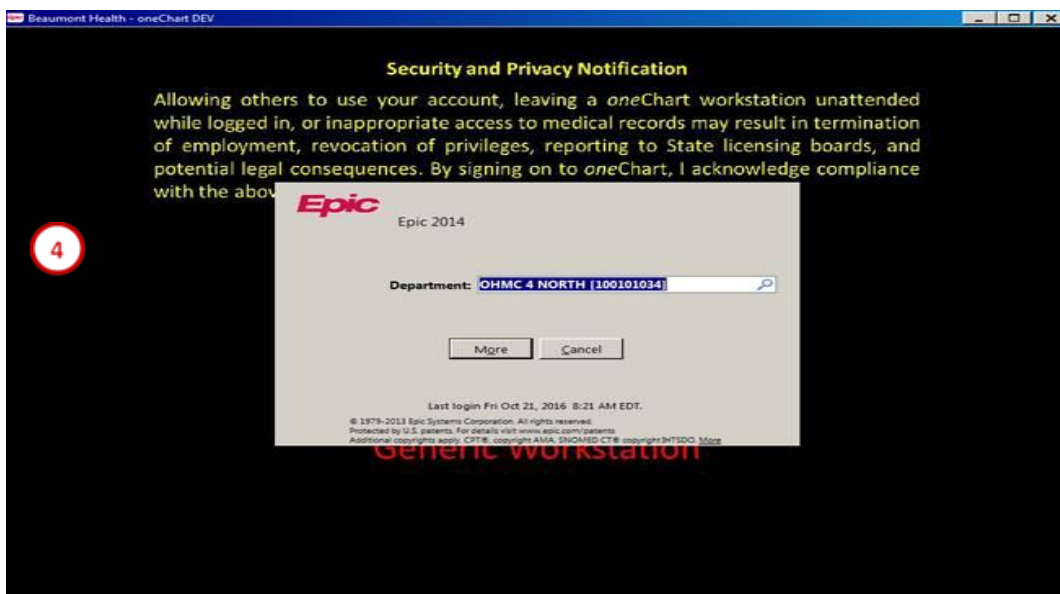


4. Enter Your User ID and Password



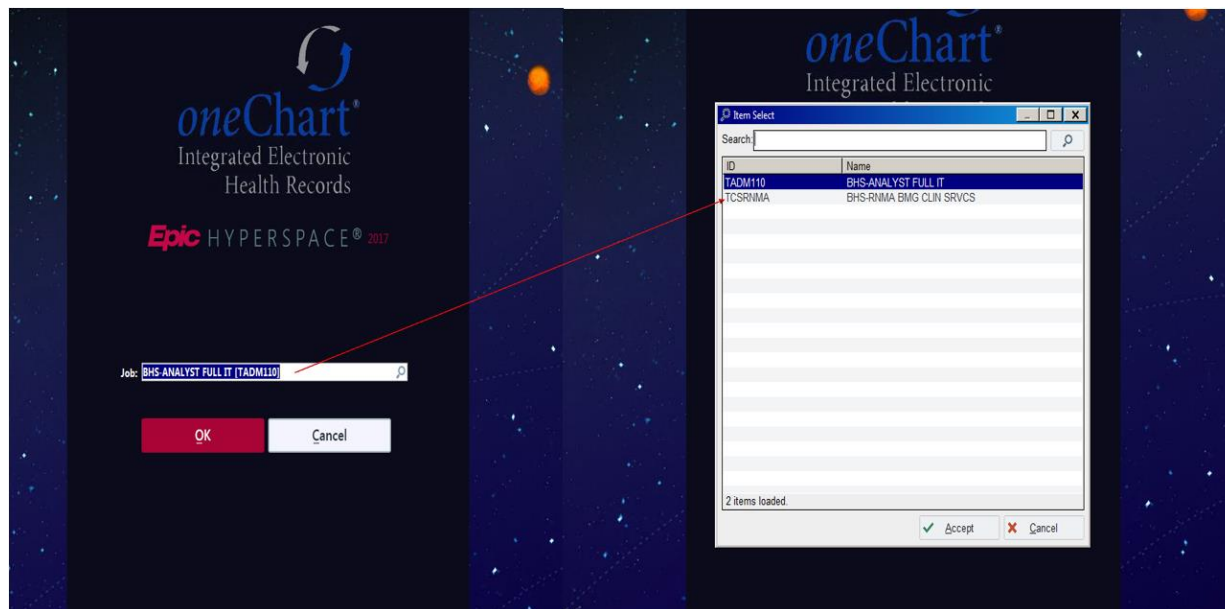
If you are at a Beaumont Health - Oakwood acute care site: type in the acronym for the acute care site you are assigned to for clinical. Hit "Enter".

- OAH = Annapolis (Wayne)
- OHH = Heritage (Taylor)
- OHMC = Oakwood Hospital and Medical Center (Dearborn)
- OSMC = Oakwood Southshore Medical Center (Trenton)
- "VIEW ONLY" department will appear upon initial login.
- Use the magnifying glass to search for the unit you are assigned to for clinicals.
- Choose the unit you are assigned to from the drop down list by highlighting it and hitting "Enter".



If you are at a Beaumont Health - Oakwood ambulatory site or physician clinic:

- After logging into Epic, if you are prompted with a “Job” selection screen, choose the TCSRNMA template.
- Use the magnifying glass to search for the location you are assigned to for clinical.
- Choose the location you’re assigned to from the drop down list by highlighting it and hitting “Accept”.



Record Select						
Search Recent						
bmc						
%	ID	Department	Specialty	Location	BL Client#	Address
	100198002	BMC BARIATRICS DEARBORN	Bariatric Surgery	OHMC HOSPITAL-BASED OFFICE		18181 Oak
	100297021	BMC BRAIN & SPINE GARDEN CITY	Neurosurgery	OAH FREESTANDING OFFICE		29150 Fort
	100199004	BMC CARDIOVASCULAR ASSOC DBN	Cardiovascular	OHMC HOSPITAL-BASED OFF-CAMPUS OFFICE		22060 Bee
	100197006	BMC CT SURGEONS DEARBORN	Cardiothoracic Surgery	OHMC FREESTANDING OFFICE		22060 Bee
	100197013	BMC EP CARDIOLOGY DEARBORN	Cardiovascular	OHMC FREESTANDING OFFICE		22060 Bee
	100299006	BMC FAM MED GARDEN CITY	Family Medicine	OAH HOSPITAL-BASED OFF-CAMPUS OFFICE		29150 Fort
	100299005	BMC FAMILY MEDICINE BELLEVILLE	Family Medicine	OAH HOSPITAL-BASED OFF-CAMPUS OFFICE		201 3rd St
	100299007	BMC FAMILY MEDICINE CANTON	Family Medicine	OAH HOSPITAL-BASED OFF-CAMPUS OFFICE		7330 N Ca
	100599001	BMC FAMILY MEDICINE SOUTHGATE	Family Medicine	OHH HOSPITAL-BASED OFF-CAMPUS OFFICE		15777 Nori
	100597001	BMC FAMILY MEDICINE TAYLOR	Family Medicine	OHH FREESTANDING OFFICE		9340 S Tel
	100299003	BMC FAMILY MEDICINE WESTLAND	Family Medicine	OAH HOSPITAL-BASED OFF-CAMPUS OFFICE		2001 S. M
	100197011	BMC IDH CLINIC WESTLAND	Infectious Disease	OHMC FREESTANDING OFFICE		2001 S. M
	100197019	BMC INTERNAL MED WYANDOTTE	Internal Medicine	OHMC FREESTANDING OFFICE		1700 Biddl
	100299008	BMC INTERNAL MEDICINE CANTON	Internal Medicine	OAH HOSPITAL-BASED OFF-CAMPUS OFFICE		7330 N Ca
	100199002	BMC INTERNAL MEDICINE DEARBORN	Internal Medicine	OHMC HOSPITAL-BASED OFF-CAMPUS OFFICE		17000 Hub
	100199005	BMC INTERNAL MEDICINE SCHAEFER	Internal Medicine	OHMC HOSPITAL-BASED OFF-CAMPUS OFFICE		4700 Scha
	100297022	BMC NEUROSURGERY CANTON	Neurosurgery	OAH FREESTANDING OFFICE		2050 N Ha
	100299009	BMC OB GYN CANTON	Obstetrics and Gynecology	OAH HOSPITAL-BASED OFF-CAMPUS OFFICE		7330 N Ca
41 records total, all records loaded.						
Accept Cancel						

Dual-Role (Student and Beaumont Employee)

Special Instructions

Signing On To OneChart/Epic For Nursing Students Who Are Also A Beaumont Health Employee

If you are a Beaumont Health Employee, please follow these steps:

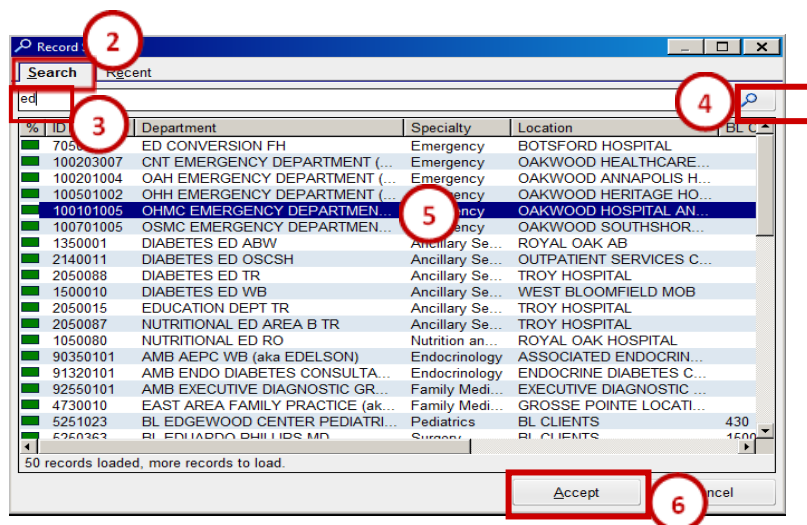
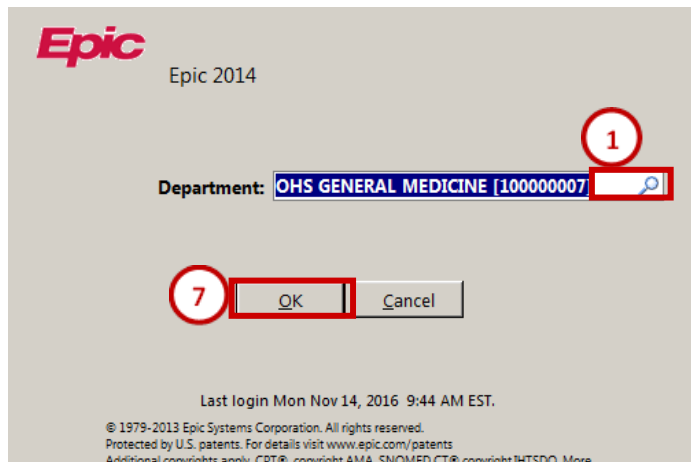
1. As a Dual Role (Student and Beaumont Employee) you will be assigned a unique oneChart/Epic User ID for your student access. It is referred to as an “SN#”.
2. This SN# will be provided to the Faculty via email or on the “Profile Completion Report”.
3. Use your “**Employee User ID**” and Password to log on to the computer.
4. From your Desktop Double Click on Beaumont Health Apps Icon.
5. Double click OneChart Icon.
 - a. This should automatically open your oneChart employee access. Log out of oneChart and log back in with SN# and the same password you use as an employee *or*
 - b. If the Log In screen appears, sign in to OneChart using SN# and the same password you use as an employee.

NOTE: Please ensure you type in “SN” as part of your SN#!

Changing Context to a Different Department for all Users

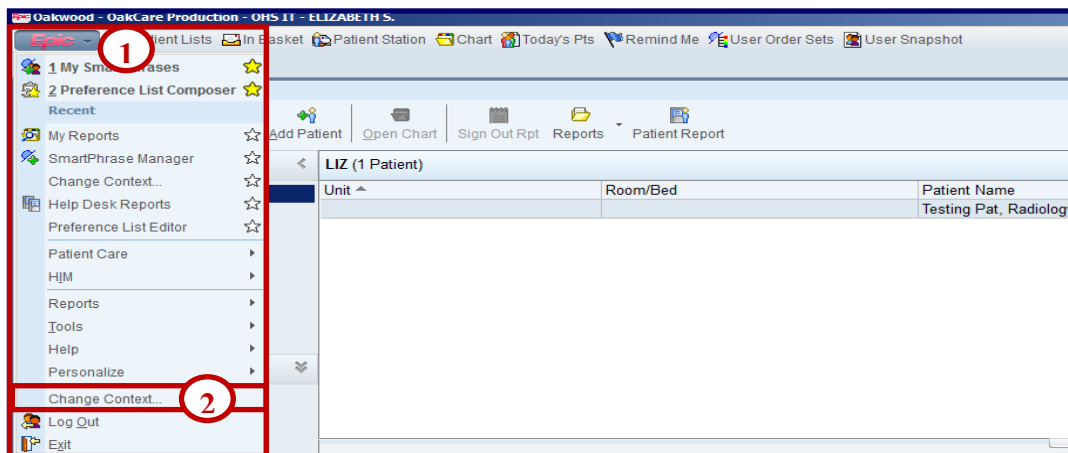
When Logging On:

1. Click the Selection button
2. Click Search tab
3. Type in department; *for example:* ED
4. Click Selection
5. Click the ED Department Location
6. Click Accept.
7. Then, click OK.



After Logging On:

1. Click the Epic Menu
2. Click the Change Context Option



3. **Type in the department specialty and click Selection** in order to display departments that meet these criteria. For **example**, type **ED** in order to display all of the **ED** departments.
 - Or, type in the hospital abbreviation to display all departments: **OAH, OHH, OHMC, or OHSC**
4. Click **Selection**
5. Click on your **department**, and click **Accept**. In this example, the ED template including the Track Board view will now be displayed.
 - **Additional templates include:**
 - OB** (Obstetrics)

- **RAD** (Radiology departments)
- **General Medicine**
- **Surgery**

Record Select

Search Recent

ed

%	ID	Department	Center	Specialty	Location	Service Area
	100203007	CNT EMERGENCY DEPARTMENT (aka ED)	OHC Canton	Emergency Medicine	OAKWOOD HEALTHCARE CENTER - CANTON	OAKWOOD HE...
	100201004	OAH EMERGENCY DEPARTMENT (aka ED)	OAH Hospital	Emergency Medicine	OAKWOOD ANNAPOLIS HOSPITAL	OAKWOOD HE...
	100501002	OHH EMERGENCY DEPARTMENT (aka ED)	OHH Hospital	Emergency Medicine	OAKWOOD HERITAGE HOSPITAL	OAKWOOD HE...
	100101005	OHMC EMERGENCY DEPARTMENT (aka ED)	OHMC Hospital	Emergency Medicine	OAKWOOD HOSPITAL AND MEDICAL CENTER	OAKWOOD HE...
	100701005	OSMC EMERGENCY DEPARTMENT (aka ED)	OSMC Hospital	Emergency Medicine	OAKWOOD SOUTHSORE MEDICAL CENTER	OAKWOOD HE...
	100101004	OHMC DIABETIC EDUCATION	OHMC Hospital	Diabetes Services	OAKWOOD HOSPITAL AND MEDICAL CENTER	OAKWOOD HE...

6 records total, all records loaded.

Accept Cancel

Locate your previously selected departments from the 'Recent' tab:

1. Click the Recent tab
2. Click on your selected department
3. Click Accept

Record Select

Search Recent

Recent

ID	Department	Center	Specialty	Location	Service Area
100000004	OHS IT	OHMC Hospital	Administration	OAKWOOD ...	OAKWOOD HE...
100501002	OHH EMERGENCY DEPARTMENT	OHH Hospital	Emergency Medicine	OAKWOOD ...	OAKWOOD HE...
100101005	OHMC EMERGENCY DEPARTMENT	OHMC Hospital	Emergency Medicine	OAKWOOD ...	OAKWOOD HE...
100000001	OHS BUSINESS OFFICE	OHMC Hospital	Billing	OAKWOOD ...	OAKWOOD HE...
100501012	OHH PAIN MANAGEMENT	OHH Hospital	Pain Medicine	OAKWOOD ...	OAKWOOD HE...
100701010	OSMC GENERAL RAD	OSMC Hospital	Radiology	OAKWOOD ...	OAKWOOD HE...
100501005	OHH OUTPATIENT BEHAVIORAL HEALTH	OHH Hospital	Psychiatry	OAKWOOD ...	OAKWOOD HE...
100501020	OHH 1 IMC	OHH Hospital	Intermediate Care Unit	OAKWOOD ...	OAKWOOD HE...
100501019	OHH 1 ICU	OHH Hospital	Intensive Care	OAKWOOD ...	OAKWOOD HE...
100101065	OHMC PATIENT ACCESS	OHMC Hospital	Central Scheduling	OAKWOOD ...	OAKWOOD HE...

Remove

Accept Cancel

Cosigning

All notes and orders must be cosigned by your preceptor. It is your responsibility to ensure your notes and orders are cosigned before the end of each shift.

Directions for preceptor:

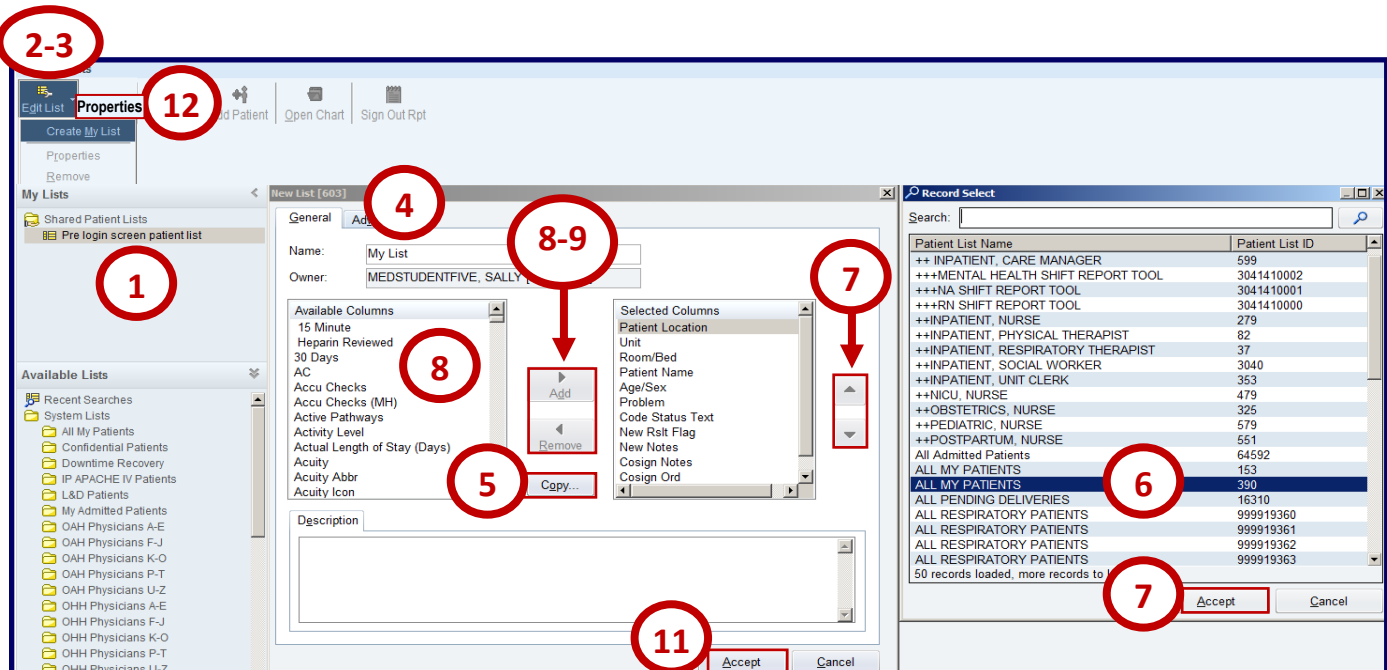
- How to cosign graduate student nursing notes-see page 20
- How to cosign graduate student nursing orders-see page 21

Key Functions in oneChart/Epic

Below is a list of key functions which are commonly used by graduate nursing students.

Creating a Patient List Folder

1. Select your patient list folder. For this example: Shared Patient Lists or **Pre login screen patient list**
2. Click **the down arrow** next to **Edit List**
3. Click **Create My List**
4. There will be a **stop sign** in the **Name field** where you will type in the name of your patient list folder.
5. Click the **Copy** button.
6. Click the **All My Patients, ID 390** template which will import all of the most common headers
7. Click **Accept**
8. **Highlight** additional **columns** you wish to **add** from **Available** Columns and click **Add**
9. **Highlight columns** you wish to **remove** from the **Selected** Columns and click **Remove**
10. To **move column headers**, simply **highlight** your **selections** and click the **up** and **down arrows**
11. Click **Accept**. The new Patient List will now show in the Patient List Tree. You can also copy and paste a system list; or add individual patients to this list.
12. To edit your list at any time, **highlight** your **list** and click **Properties**.



Adding Actual Length of Stay (Days) and Hours in Observation

1. Select your **patient list** you wish to **modify**
2. Click **Properties**.
3. Select **Actual Length of Stay (Days)** from **Available** columns
4. Click **Add**
5. Select **Hrs** in **Obs** from Available Columns
6. Click **Add**
7. To **move** column **headers**, **select** the column **header** and click the **up/down** arrows
8. Click **Accept**.

Patient Lists

Edit List **Properties** Add Patient Open Chart Sign Out Rpt

My Lists

- Shared Patient Lists
- My List**
- All My Patients

Available Lists

- Recent Searches
- System Lists
 - All My Patients
 - All My Patients
 - Attending
 - PCP
 - Treatment Team
- Confidential Patients
- Downtime Recovery
- IP APACHE IV Patients
- L&D Patients
- My Admitted Patients
- OAH Physicians A-E
- OAH Physicians F-J
- OAH Physicians K-O
- OAH Physicians P-T
- OAH Physicians U-Z
- OHH Physicians A-E

My List Properties [604]

General **Advanced**

Name: My List
Owner: MEDSTUDENTFIVE, SALLY [MEDEDU5]

Available Columns

- 15 Minute
- Heparin Reviewed
- 30 Days
- AC
- Accu Checks
- Accu Checks (MH)
- Active Pathways
- Activity Level
- Actual Length of Stay (Days)**
- Acuity
- Acuity Abbr
- Acuity Icon

Selected Columns

- Patient Location
- Unit
- Room/Bed
- Patient Name
- Age/Sex
- Problem
- Code Status Text
- New Rslt Flag
- New Notes
- Cosign Notes
- Cosign Ord

Description

This column displays the number of days that have passed since the patient was admitted.

General **Advanced**

Name: My List
Owner: MEDSTUDENTFIVE, SALLY [MEDEDU5]

Available Columns

- Hema
- Heparin Acuity
- Heparin and PTT
- Heparin Last Reviewed
- Heparin Score
- Heparin/LMWH
- History (MH)
- HM Due/Overdue
- Hospitalist
- Hours since Adm
- Hrs in Obs**
- Hrs in Obs

Selected Columns

- Room/Bed
- Patient Name
- Age/Sex
- Problem
- Code Status Text
- New Rslt Flag
- New Notes
- Cosign Notes
- Cosign Ord
- Pt. Portal Status
- Actual Length of Stay (Days)

Description

This column displays the number of hours the patient has been in an "observation" class.

Accept **Cancel**

Adding & Removing Individual Patients

1. Select the **patient list**
2. Click the **Add Patient** option
3. **Type** in the **patient name** or **MRN**
4. Click **Find Patient**
5. **Select** correct **patient** and **Accept**.

Patient Lists

My Lists: My List, Shared Patient Lists

Available Lists: Recent Searches, System Lists, EpicCare Link Admitted Patients, HOD, OAH, OHH, OHMC, OHS - All Sites, OSMC, Pending Babies, Pending Deliveries, Preadmitted Patients, Recently Discharged

Toolbar: Edit List, Properties, Remove, **Add Patient**, Open Chart, Sign Out Rpt

Select Patient: Create Patient, Recent Patients

Name/MRN: aorta, edward EPI ID: SSN: Sex: Birth date: Use sounds-like: Find Patient Accept Cancel

Search: aorta, edward

%	PATIENT NAME	MRN	DOB	Age	Sex	Street Address	SSN	PCP	Last Contact
1	AORTA, EDWARD	999002218	04/01/1955	60 yrs	M		xxx-xxx-7022		4/1/15

1 record loaded. Accept Cancel

6. The **patient** is now **added** to your **list**, and will **remain there until you remove** as follows:
 - a. Select **Patient**
 - b. Click the **Remove** option in the toolbar.

Patient Lists

My Lists: Shared Patient Lists, Pre login screen, My List, Aorta, Edward

Toolbar: Edit List, Properties, **Remove**

Adding & Removing a System List

1. **Right-click** on the **System List**
2. Select the **Copy System List** option from the shortcut menu
3. **Right-click** on the **patient list** folder
4. Select the **Paste System List** option from the shortcut menu.

Patient Lists

My Lists: My List (1 Patient)

My List: OHMC PR29, OHMC 6 SOUTH, OHMC PR29/NONE

Left Pane: My List, Shared Patient Lists, Nursing Units, OHMC 10 North, OHMC 10 South, OHMC 2 Short Stay Unit, OHMC 3 East, OHMC 3 North

Context Menu: Properties, Default List, Expand List, Add Patient, Create My List, Delete My List, Paste System List, Copy System List, Send To

5. The **list** is now **added** to your **folder**, and will **remain there until you remove** as follows:
 - a. Right-click on the **list**
 - b. Click the **Remove System List** option from the menu.

Patient Lists

My Lists: My List, OHMC 10 South, Shared Patient Lists

Context Menu: Copy System List, Remove System List, Send To

Using Patient Stations to Open a Discharged Patient's Hospital Chart

1. Click **Patient Station**
2. Defaults to: **Select Patient** tab:
 - a. Type in **Patient name** or **MRN**; and any additional data such as Birth Date
3. Click the **Find Patient** Or:
4. Click the **Recent Patients** tab which displays recently opened patient charts
5. Click on the **Patient Name** to open their chart and list their encounters. You will only be able to review their results.
6. If you need to **open the patient's hospital chart** in order to **print a facesheet** or **add a note** (for example), click **All** to display **all of their encounters** (each time they received care at the hospital)
7. Double-click on the selected encounter to open their hospital chart with all available activities listed, including Summary (to print a facesheet); and Notes (to add a note).

Printing a Facesheet

1. Select **Summary**
2. Click **Facesheet** shortcut.
3. Select **Print**.

Adding a Facesheet Shortcut

4. Type **ADT Facesheet**
5. Click **Wrench**
6. Click **Accept**

Reviewing a Patient Chart

Review historical patient information

1. Select any tab to **display key patient data** (encounters, labs, imaging, notes)
 - a. **Scanned documents** appear in the **Media** tab
2. Click the **horizontal scroll arrow** to display **all options**
3. Use the **filters** to further **sort** information
4. Click on any **column header** to **sort data** accordingly.

Female, 11 y.o., 0

Chart Review

Filters 3 Search Refresh Select All Deselect All Review Selected Master Report

Summary Encounters - ROI 1 2

Chart Review

Results Review

Synopsis

Notes

1 record matches filters, all records loaded

No filters applied

Adm...	Disch Date	Pt Class	Type	Department	Provider	Description	Pri...	HAR	CSN
04/11/2014		Emergency	ED to Hosp-Admi...	OHMC W&C	Urgent, Jim, MD			8...	4023

Reviewing Patient Results

Review key data including labs and imaging:

1. Select the **Extended View** to display results in columns by date:
2. **Narrow Results** by **highlighting** specific **results** or **typing** the **test** in the **Search** field.
3. **Place mouse over results**, or **select the Ref Range** option to **display reference ranges**
4. Click the **Legend** option to **display legend definitions**.
5. Select **Options** to **customize the view** (such as trending dates in reverse chronological order so that the most current results are displayed in the first column).

Results Review (Last refresh: 4/2/2015 2:29:30 PM)

Back 1 View Hide Tree Ref Range 3 All Flowsheet Graph Time Mark Refresh Legend 4 Options 5

Search: Latest Data View

Extended View

le data prior to: 4/2/2015 Use Date Range Wizard

ALL TOPICS

Results

LABORATORY RESULTS

BLOOD

CHEMISTRY 2

CHEMISTRY RESULTS

HEMATOLOGY

COMPLETE BLOOD COUNT

URINE

URINALYSIS

OTHER TESTS

POC TESTS

RADIOLOGY/IMAGING

CT SCAN

OTHERS

	1	2
	4/2/2015	4/2/2015
	1218	1218
CHEMISTRY RESULTS		
Sodium		142
Potassium		3.7
Chloride		104
Total CO2		30
Glucose		150
BUN		11
Creatinine, Ser		0.8
Calcium		9.7
COMPLETE BLOOD COUNT		
WBC	16.1	
RBC	4.10	
Hemoglobin	14.2	Pend *
Hematocrit	42	

Entering Notes

Create a note using NoteWriter, or your own customized template. Be sure to select your preceptor **cosigner**.

- **Sign**—Your note will be displayed in the Notes activity. The status displays that your cosigner's signature is needed. The **preceptor** cosigner will **review** your **note**; apply any **edits**, and then **Sign**.
- **Pend**—Saves as a draft, only original author can see the note
- **Share**—Saves as a draft. This means that others are authorized to view/edit shared notes can act on your note. This function cannot be undone.
- **Cancel**—Deletes draft

Dakwood - Training - OHS GENERAL MEDICINE - MEDICAL T.

Epic Patient Lists In Basket Patient Station Chart Today's Pts Charge Router Reports

Zzrxipmaster, Elwood

Admission Date: 03/30/2014 Bed: 01 MRN: 10007899 Attend Prov: None Code: Not... OHMC #: None OHH #: None

Male, 82 y.o., 03/29/1933 Patient Location: OHMC 3 NO... CSN: 23551 Allergies: No Known Allergies

Notes

Zzrxipmaster, Elwood - New Note by TEST, MEDICAL STUDENT IV

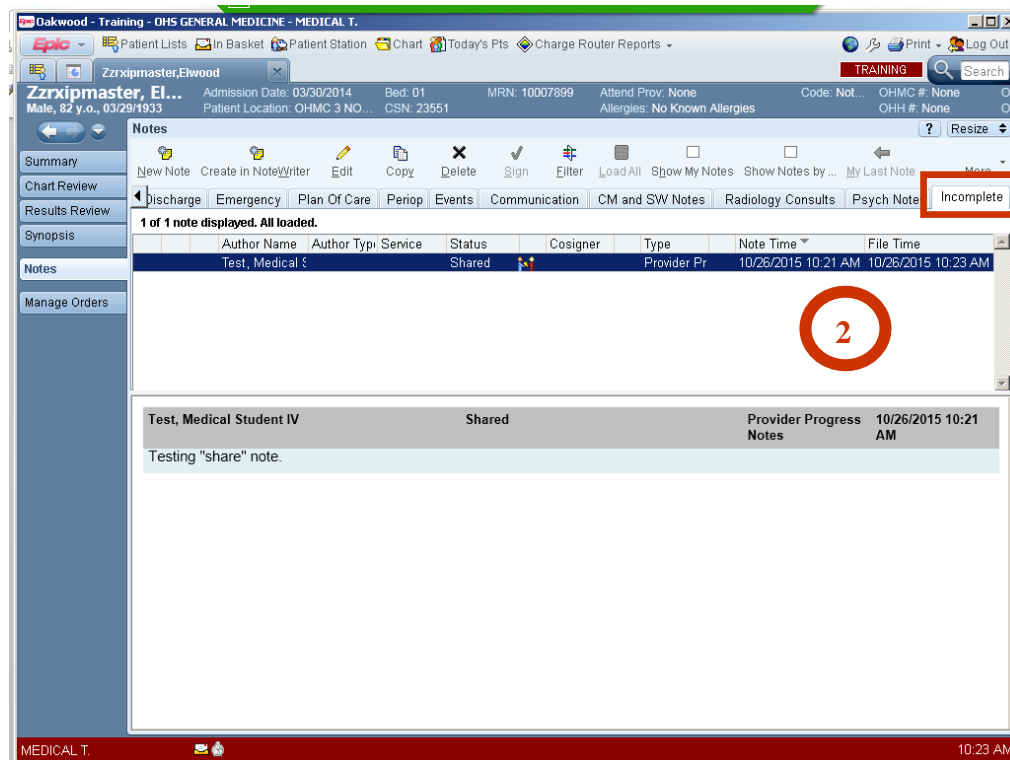
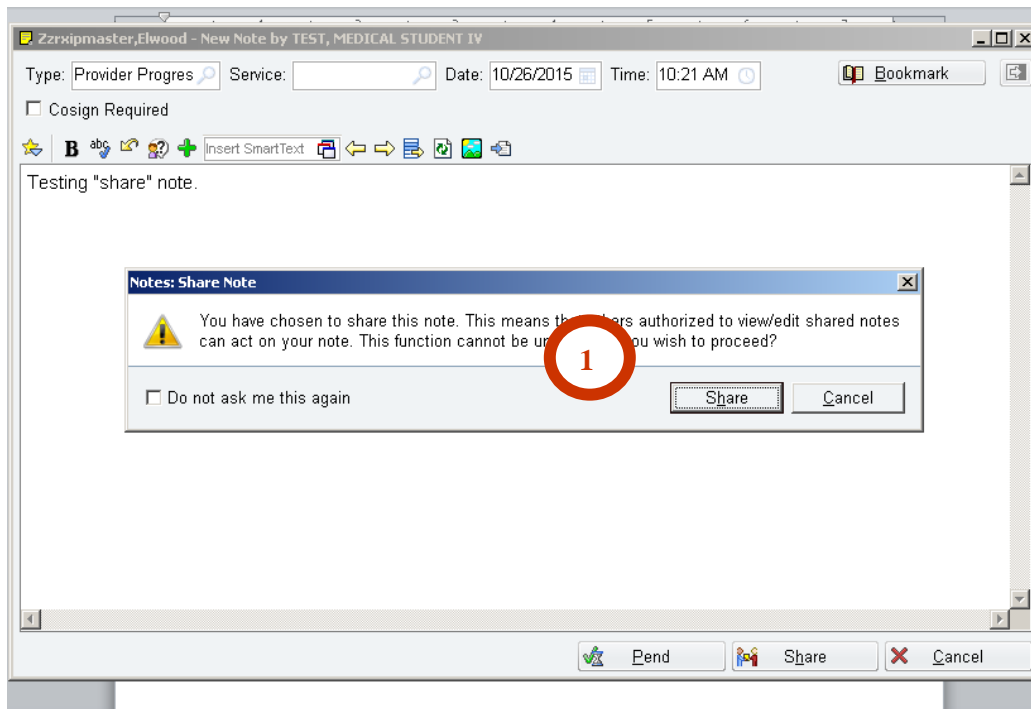
Type: Provider Progress Service: Date: 10/26/2015 Time: 10:21 AM Bookmark

☐ Cosign Required

B abc ? + Insert SmartText

Pend Share Cancel

MEDICAL T. 10:22 AM



1. **Click “Share”.**
 - Again, this saves the note as a draft. This means that others are authorized to view/edit shared notes can act on your note. This function cannot be undone.
2. The note is stored in the incomplete note folder.
 - Your preceptor cosigner will views the note from the active note page in the patient record.
 - The preceptor may make edits or not and then clocks the **“Sign”** button.
 - The note is now active in the patient record. The note will indicate that the student wrote the note and that it has been reviewed and approved by the preceptor.

Directions for Preceptor: How to Cosign Graduate Nursing Student Notes

- Access the patient record in the EMR.
- Access patients Notes and identify the “**Incomplete**” tab.
- Click on the note and hit “**Edit**”.
- Enter your cosigner name, if applicable. (MLPs would enter their associated physician name.)
- You are now able to edit the note as needed.
- Click on the “**Sign**” button.
- The note is now active in the patient record.
- The note is now active in the patient record. The note will indicate that the student wrote the note and that it has been reviewed and approved by the preceptor.

Notes

New Note Create in NoteWriter Addendum Copy Delete Sign Filter Load All Show My Notes Show Notes by ... My Last Note Time Mark Route Refresh Legend Search More

All Notes Provider Notes Nursing Notes Prog Notes Consults Procedures H&P Discharge Emergency Plan Of Care Periop Events Communication CM and SW Notes Radiology C

1 of 1 note displayed. All loaded.

Author Name	Author Type	Service	Status	Cosigner	Type	Note Time	File Time
Test, Inpatient Mlp, f Physician Assis	Adm- ACE Geri	Cosign Needed			Provider Progre	10/26/2015 10:56 AM	10/26/2015 10:57 AM

Testing "Share" Note
Note is appropriate

Revision History

Date/Time	User	Provider Type	Action
10/26/2015 10:57 AM	Test, Inpatient Mlp, PA-C	Physician Assistant	Sign
10/26/2015 10:56 AM	Test, Medical Student IV	(none)	Share

[View Details Report](#)

Entering Orders

1. Access the patient record in the EMR.
2. Click on "Manage orders"
3. Enter the order. You may add a message to the order if you wish. Click "Pend".
4. The note will appear under the saved work on the right.

1

2

Manage Orders

Active

Scheduled

aspirin EC tablet 325 mg
325 mg, Oral, Daily, First dose on Fri 3/30/12 at 1000

ceftRAXone (ROCEPHAN) 1 g in dextrose 5 % 50 mL IVPB
1 g Every 24 hours, Intravenous, at 100 mL/hr, First dose on Sun 3/30/14 at 0800

digoxin (LANOXIN) tablet 250 mcg
250 mcg, Oral, Daily, First dose on Fri 3/30/12 at 1000

furosemide (LASIX) injection 40 mg
40 mg Every 12 hours, Intravenous, First dose on Sun 3/30/14 at 0800

glimepiride (AMARYL) tablet 8 mg
8 mg, Oral, Every morning before breakfast, First dose on Fri 3/30/12 at 0730

insulin regular (HUMULIN R/NOVOLIN R) injection 0-12 Units
0-12 Units 3 times daily before meals, Subcutaneous, First dose on Sun 3/30/14 at 0800

warfarin (COUMADIN) tablet 7 mg
7 mg, Oral, Daily, First dose on Fri 3/30/12 at 1000
Hold if INR > 3 (3.5 if mechanical valve) and call prescriber

Continuous

dextrose 5 %-0.9 % sodium chloride infusion
Continuous, at 50 mL/hr, Intravenous, Starting Sun 3/30/14 at 0730

PRN

morphine injection 2 mg

Remove All

Pend

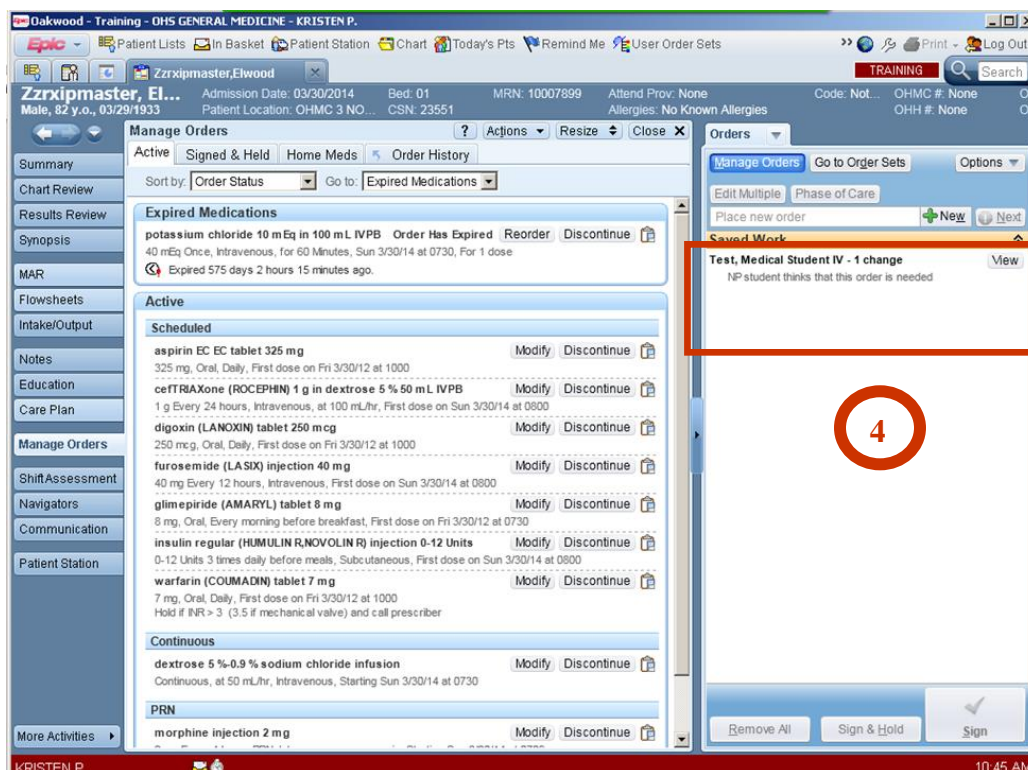
3

Is this work ready for others to view?

Ready Not Ready These orders will be visible to all users.

Add a message to these orders (200 character limit):

Pend



Directions for Preceptor: How to Cosign Graduate Nursing Student Orders

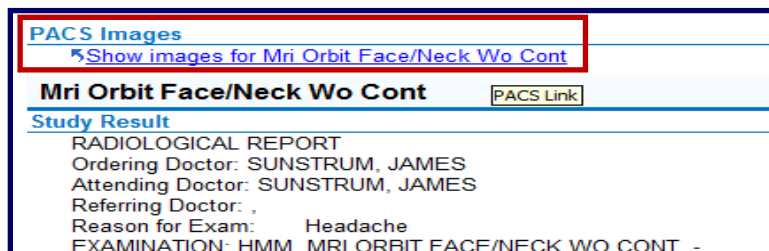
- Access the patient record in the EMR.
- Click on "Manage orders"
- View the "Saved Work" section.
- Click on "View".
- You may delete the order or manage thus unsigned work which is the edit function.
- Click on "Sign".
- The order is now active in the patient record.

Using PACS

Picture Archive Communication System: PACS enables radiology images such as x-rays and scans to be stored electronically and viewed on screens.

Launching PACS

- Click the PACS Image Link within the patient's radiology report. The image is automatically displayed.



- From SSO: Click the **PACS** option from the **toolbar** or **toolbar menu**.

Locating and Viewing Radiology Images

1. By **MRN**: Enter Medical Record Number in MRN field and press **Enter**
2. By **Name**: Enter patient's last name and first name in Patient Name field separated by a comma.
(e.g.: Smith, John) and press **Enter**.
3. Click the **plus (+)** sign next to the patient to display studies.
4. **Double click** the **study** to display.

Patient Directory				
Shortcuts	Close All	Patient Name	MRN	Exam Date
<div> <div>+</div> <div>Query</div> </div> <div> <div>+</div> <div>Patient Directory</div> </div> <div> <div>+</div> <div>Exception Handler</div> </div> <div> <div>+</div> <div>Personal Folders</div> </div>		demo, patient	000000002	
		DEMO, PATIENT ONE	test00000001	07/15/2005 0:43:01
		DEMO, PATIENT TWO	test00000002	07/15/2005 0:12:20
		✓ <input type="checkbox"/> MR - MRI BRAIN WO CONTRAST; Acc: 36; Referring: FLAHERTY,...		07/15/2005 0:12:20
		✓ <input type="checkbox"/> DX - PELVIS, HIPS INFANT MIN 2 V; Acc: 100; Referring: WEEKE...		10/18/2004 13:30:00
		DX - RIB BIL MIN 4 VIEWS W/PA CHEST; Acc: 102; Referring: WE...		10/14/2004 10:26:00
		✓ <input type="checkbox"/> DX - KNEE MIN 4 VIEWS; Acc: 98; Referring: WEEKES, JEREMIA...		10/12/2004 15:27:00
		DX - SPINE-LS MIN 4 VIEWS; Acc: 104; Referring: WEEKES, JER...		10/12/2004 13:40:40
		DX - SHOULDER MIN 2 VIEWS; Acc: 95; Referring: WEEKES, JE...		10/06/2004 18:03:32

Patient Directory

View Exams, 2 Patient(s) selected

DEMO, PATIENT

Sex: F, BirthDate: 08/08/1958, MRN: test00000001

Referring: WEEKES-JEREMIAH-DO...

Q

P

?

X

Q: Queue

P: Preferences

? Help

X: Log Out

Recent: 07/15/2005

07/15/2005 0:43:01

Acc# 7654321

07/15/2005 0:46:27

Acc# 7654321

07/15/2005 0:53:36

Acc# 7654321

07/15/2005 1:00:4

1 Key

test

1 Key

test

1 Key

TEST

1 Key

A

LS SPINE WO

LOC

Series #1

TE:1.6/TR:5/RM

5.0mm/10.0mm

15 Images

LS SPINE WO

SAG T1 FLAIR

Series #2

Click the Report Icon to open the transcribed report.

- Enlarge Image: Double click on the image.

- Lighten/Darken Screen Contrast: Press left mouse button) and move up/down/left/right on screen.

- Zoom In/Out: Place mouse over area and move mouse scroll button.

- Additional image options: Right-click over the image to display a menu.

Using MuseWeb

The **MUSE Web** Cardiology Information System consists patient data, including **EKG patient tracing** reports. Only tracings labeled as **CONFIRMED** have been read by an attending **cardiologist**.

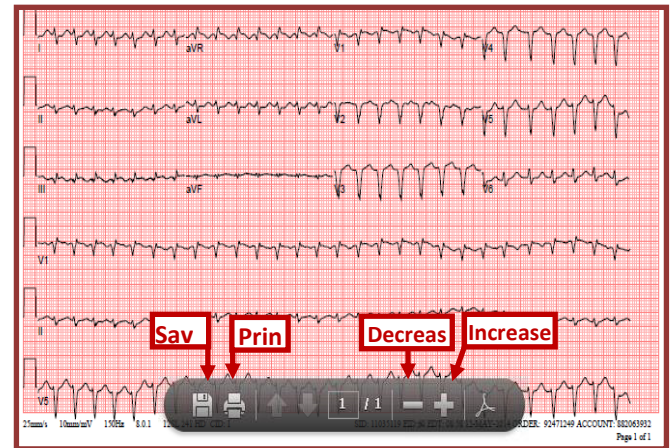
You can access reports the following 2 ways:

From the EMR:

1. Click the following **hyperlink** located in
2. the patient's procedure report:
[Show images for EKG 12 Lead Tracing Only](#)
3. The confirmed report will display. Select the options from the toolbar to **save**, **print**, **decrease** or **increase** the image size.

From the SSO Toolbar:

1. Click the **MUSE Web icon** on the **SSO toolbar**.
2. Enter the **Patient ID** which is their **MRN in the EMR**.
Or, Enter the **Patient Last Name** and **First Name**
3. Click the drop down arrow and select the **Site**.
4. Click the **Submit Query** button.
NOTE: Only the reports that were conducted at the hospital site selected will be displayed.
5. Click the patient **Name** to display their list of EKGs.



Patient ID: 0123456789
 Patient Last Name: test
 Patient First Name: patient
 Site: 01 OAKWOOD DEARBORN CENTER
 Submit Query

Matches found for: test, at site 01

Patient List		
Name	Patient ID	Date Of Birth
TEST.C.E.	000001369	N/A
TEST.ECG	123456789	16-NOV-1941
Test Name	11111111	N/A

6. Click the **EKG Report** for the specified **date** to display the tracing and the physician **interpretation**.

Reports			
Type	Date	Time	Status
ECG Report	05-DEC-2013	14:36	CONFIRMED (MOHAMAD)

The digitized EKG tracing will appear.

7. To **print** a copy, click the **printer** button located on the toolbar.
8. Additional view options are available in the Toolbar including **zoom** to increase and decrease the image view.

Print 7 66.67% 8

TEST: ECG ID: 123456789 21-JAN-2013 10:08:57 OAKWOOD DEARBORN CENTER

18-NOV-1941 (M) M Male - Caucasian 140 mm Hg 59 BMI 24.5 Low voltage QRS

Range: CP 40x388 mm 41 P-R-T max 28 3 41

Tachycardia QD Tachycardia

Referred by: MALLATT # Confirmed By: Dr. Cardiologist

