

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 **Beaumont Health-Oakwood's** electronic medical record (EMR) powered by Epic. You will complete your oneChart training on-line in Beaumont Health-Oakwood's 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 oneChart/Epic User 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 oneChart/Epic User ID will be provided to Faculty via email on the “Profile Completion Report”. 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?](#)

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 oneChart/Epic Login 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

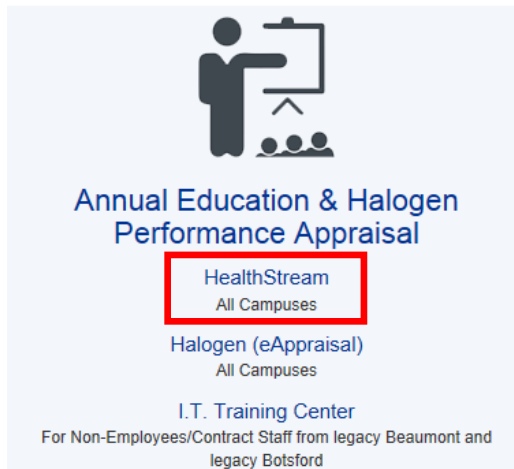
If You Forget Your Password

1. **Open the Password Self-Service Tool:** <https://pss.beaumont.org>
2. Enter your Beaumont oneChart/Epic 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.

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.

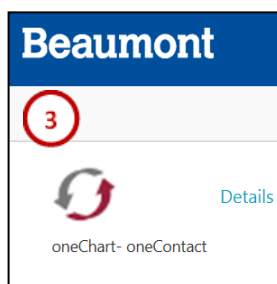
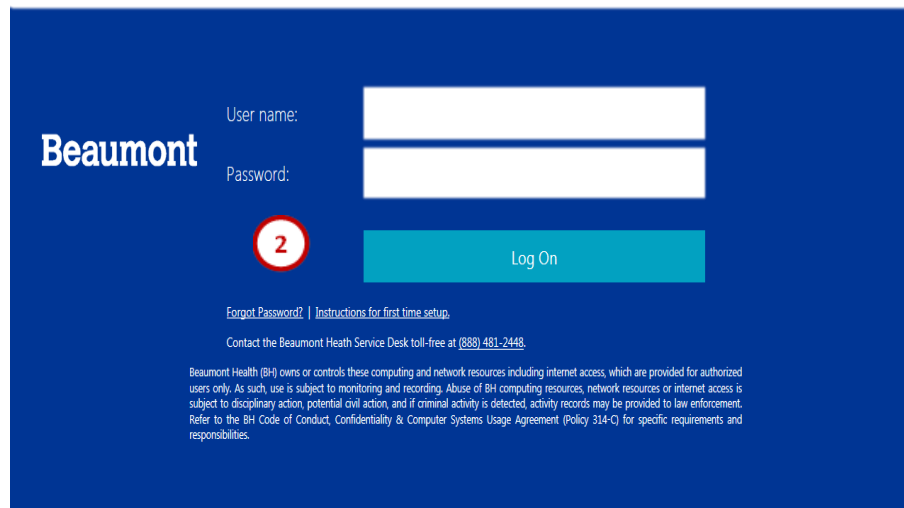
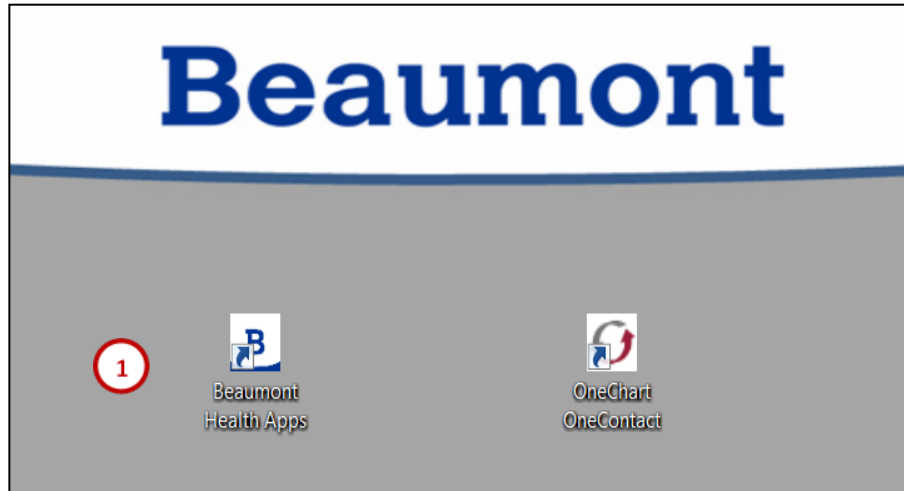
Helpful Hints

- 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.

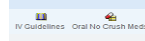
Notice: It takes 24 to 48 hours for your User ID to be ready after completing your Healthstream modules.

Signing on to oneChart/Epic

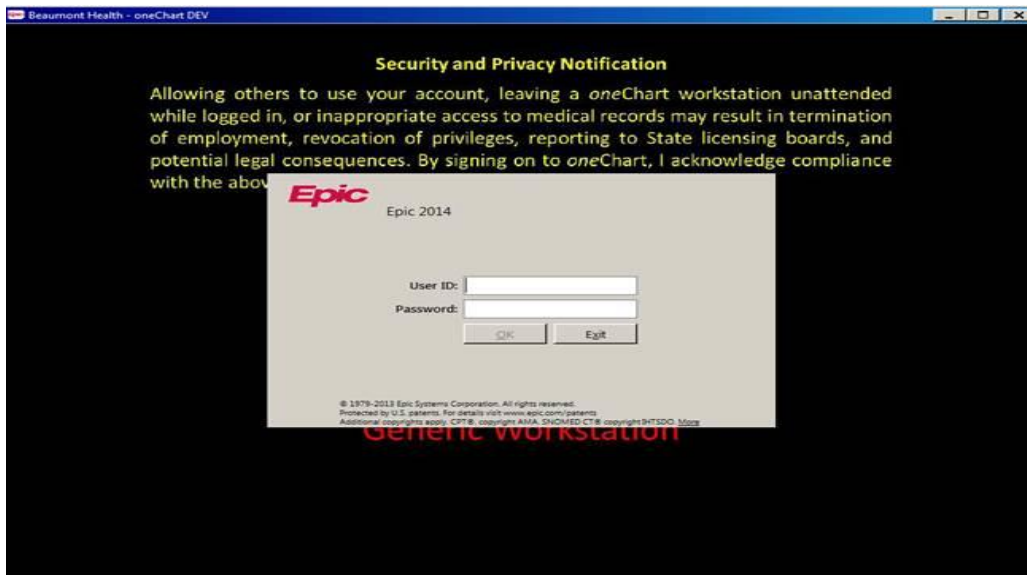
1. From your Desktop double click on Beaumont Health Apps Icon
2. Log in with your User name and Password
3. Double click oneChart- oneContact Icon



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.

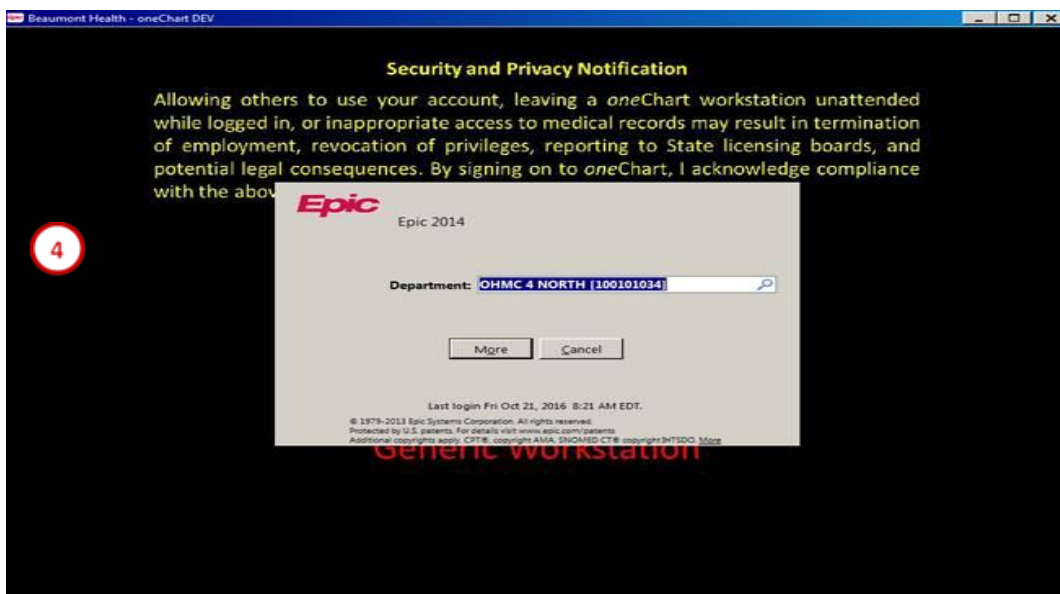


4. Enter Your User ID and Password



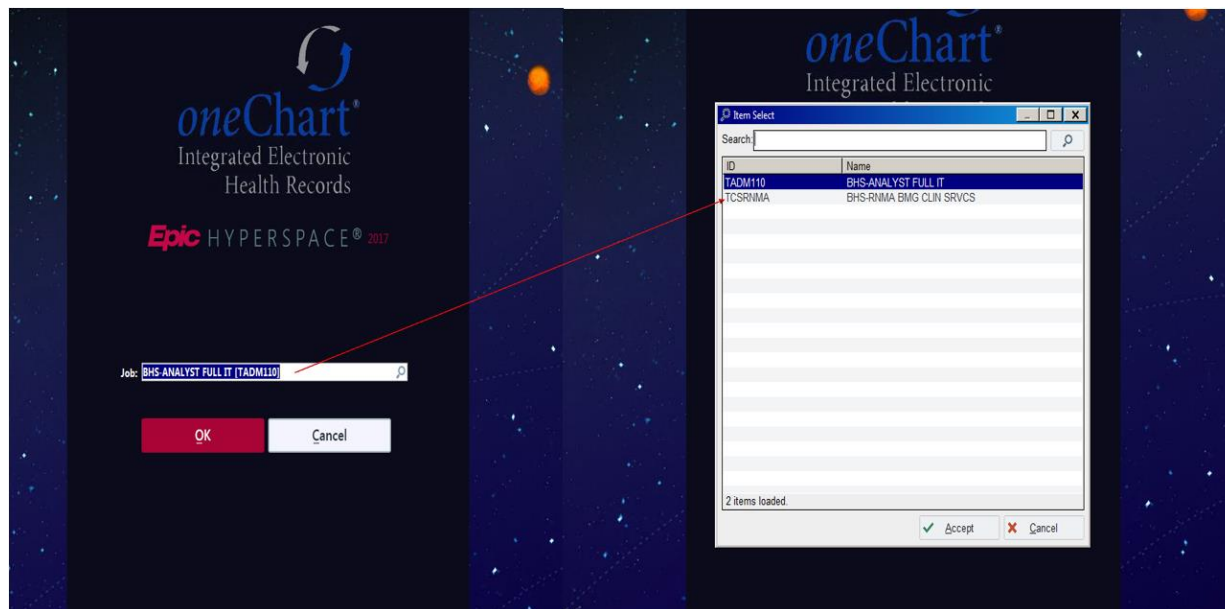
If you are at a Beaumont Health - Oakwood acute care site: type in the acronym for the acute care site you are assigned to for clinical. Hit “Enter”.

- 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

SearchRecent

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 Nort	
	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.

AcceptCancel

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:

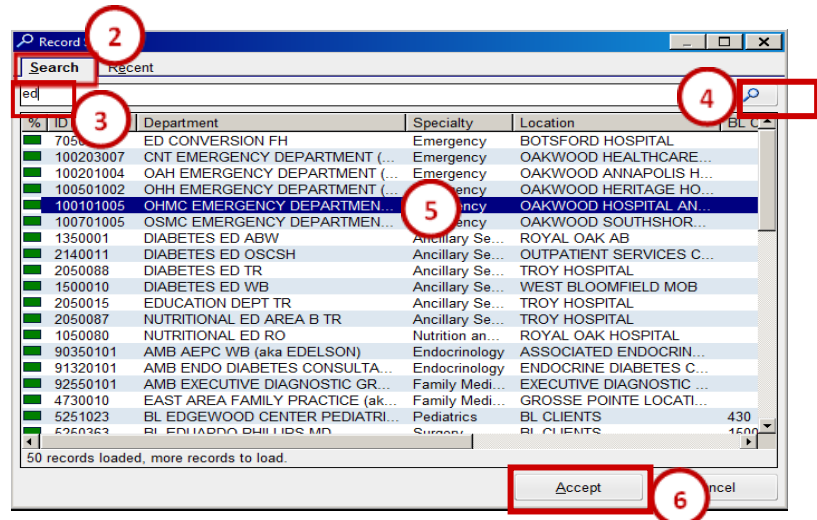
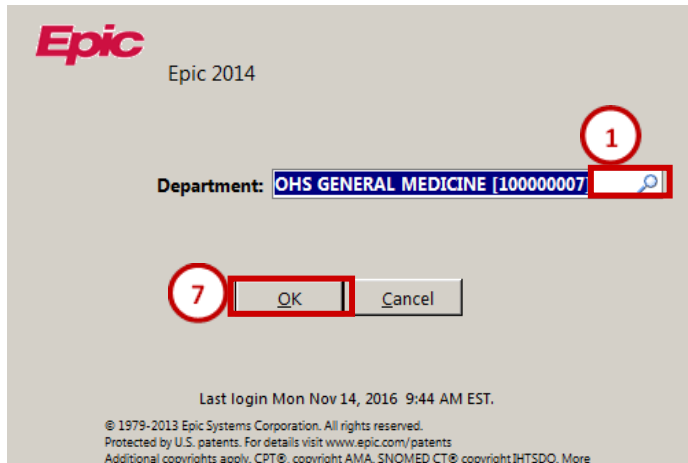
1. As a Dual Role (Student and Beaumont Employee) you will be assigned a unique oneChart/Epic User ID for your student access. It is referred to as an “SN#”.
2. This SN# will be provided to the Faculty via email or on the “Profile Completion Report”.
3. Use your “**Employee User ID**” and Password to 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

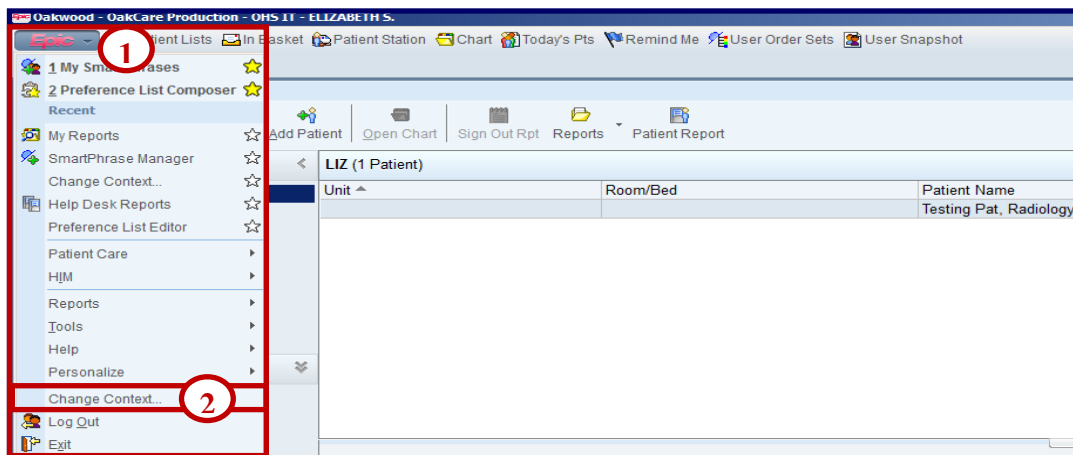
When Logging On:

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

6 records total, all records loaded.

Accept Cancel

%	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...

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

Remove

Accept Cancel

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...

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:

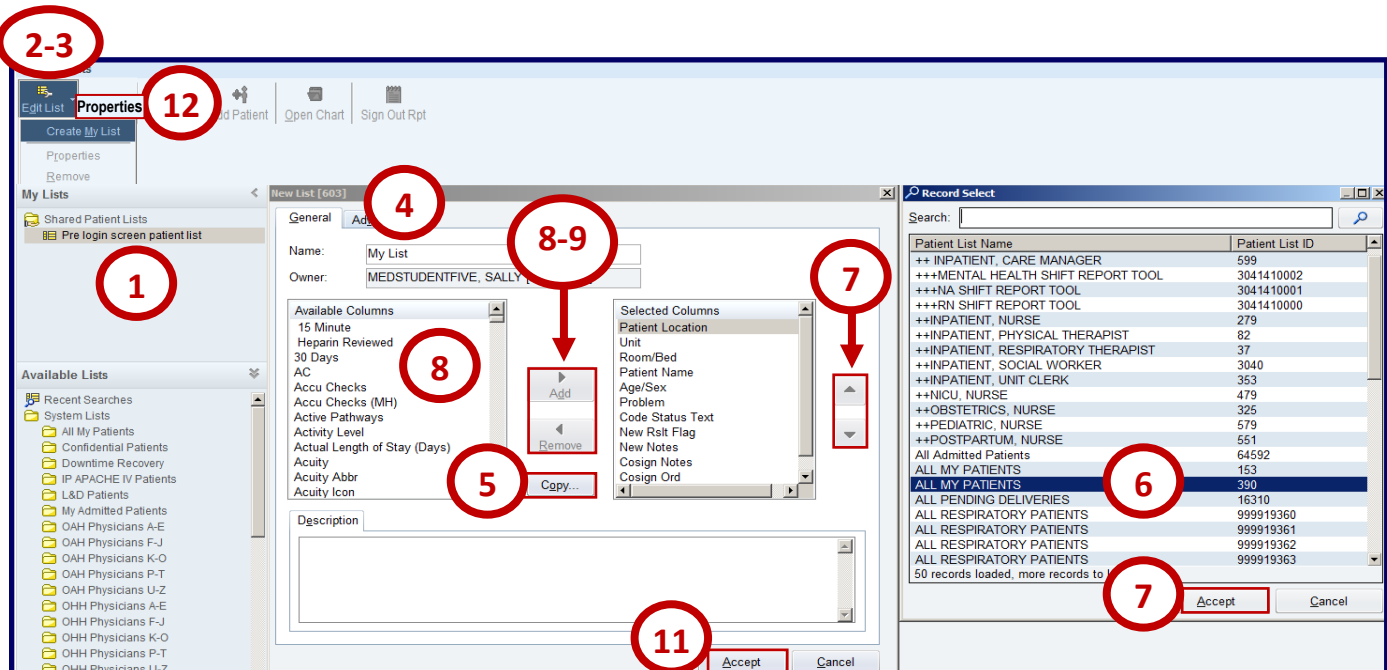
- How to cosign graduate student nursing notes-see page 20
- How to cosign graduate student nursing orders-see page 21

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**
- Actual Length of Stay (Days) & Hrs. in OBS will now be added as columns to your list.
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.

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).

The screenshot shows the 'Patient Station' window. At the top, the 'Patient Station' tab is selected (1). Below it, the 'Select Patient' tab is active (2). The 'Find Patient' button is highlighted with a red circle (3). The 'Recent Patients' tab is also visible (4). A table of recent patients is shown, with the first entry 'CHRYSLER, BOBBY' highlighted (5).

PATIENT NAME	MRN	DOB	Age	Sex	Street Address
CHRYSLER, BOBBY	999001675	04/04/2006	9 yrs	M	1234 Michigan Aven...
ALLERGY, ELLIE C	999222763	04/05/2004	11 yrs	F	98765 Oakwood Blvd
AORTA, EDWARD	999002218	04/05/1955	60 yrs	M	

The screenshot shows the 'Patient Station' window with the 'All' button highlighted (6). Below it, the 'Encounter' list is shown, with the first entry 'Admission' highlighted (7).

Encounter	Status	Date	Time	Location	Provider	Reason	CSN
Admission	ED Roomed	04/05/2015	1002	OHMC EMERGENCY D	Urgent, Jim, MD	FEVER	43281

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**

The screenshot shows the 'Summary' tab of the patient chart. The 'Facesheet' shortcut is highlighted (2). The 'Print' button is highlighted (3). The text 'ADT Facesheet' is entered (4). The 'Wrench' icon is highlighted (5). The 'Accept' button is highlighted (6).

Report	Display Name
1	IP Clinical Overview Overview
2	IP Index Physician Index
3	IP Comprehensive Flowsheet Comp Flowsheet
4	TXP Snapshot Report Snapshot Report
5	OAK MD IP Administer Procedures-B Blood Transfusion
6	ADT FACESHEET FOR IP PRINT Facesheet

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

New Results View

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 4/2/2015 1218	2 4/2/2015 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

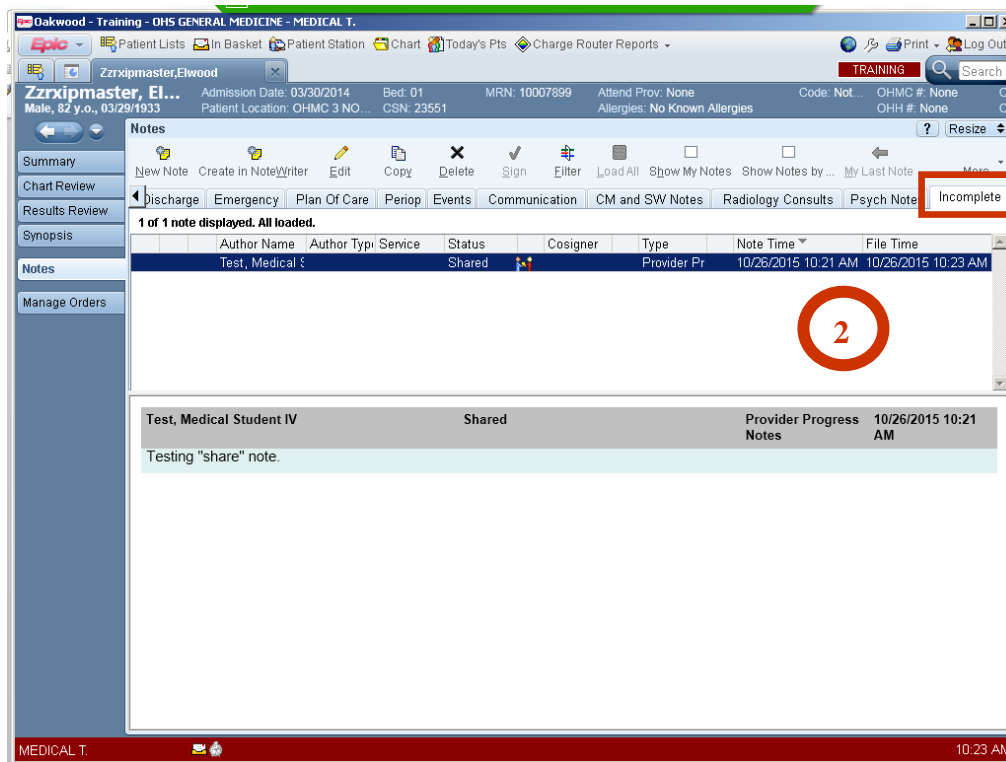
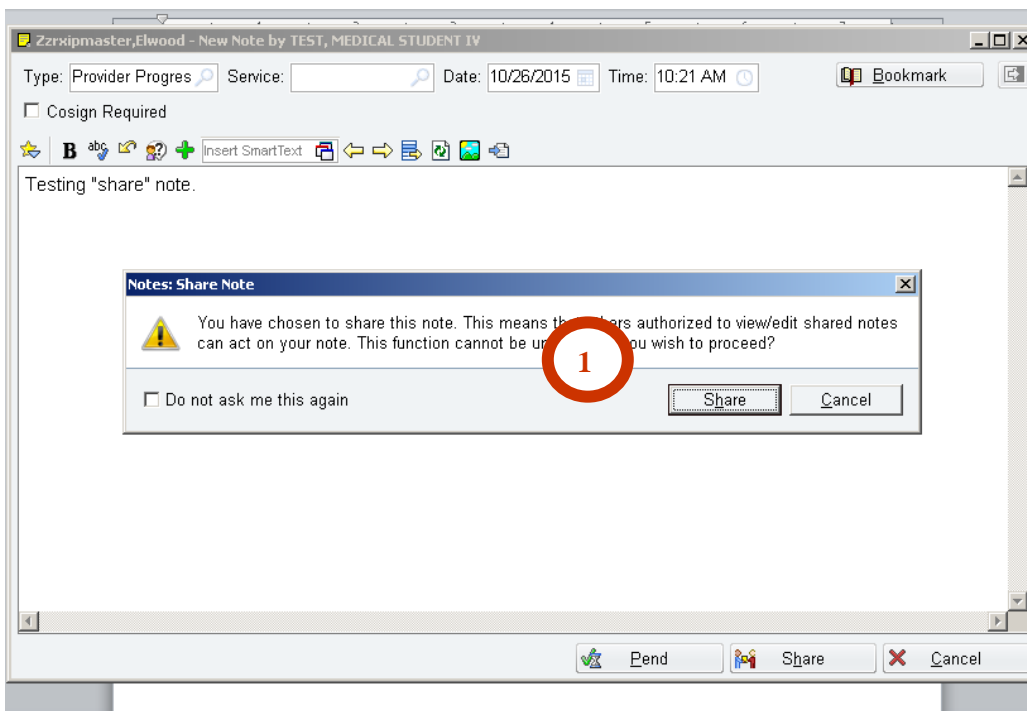
☐ Cosign Required

Bookmark

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

Test, Inpatient Mlp, PA-C	Physician Assistant	Cosign Needed	Adm- ACE Geriatric OH-D Only	Provider Progress Notes	10/26/2015 10:56 AM
Testing "Share" Note Note is appropriate					

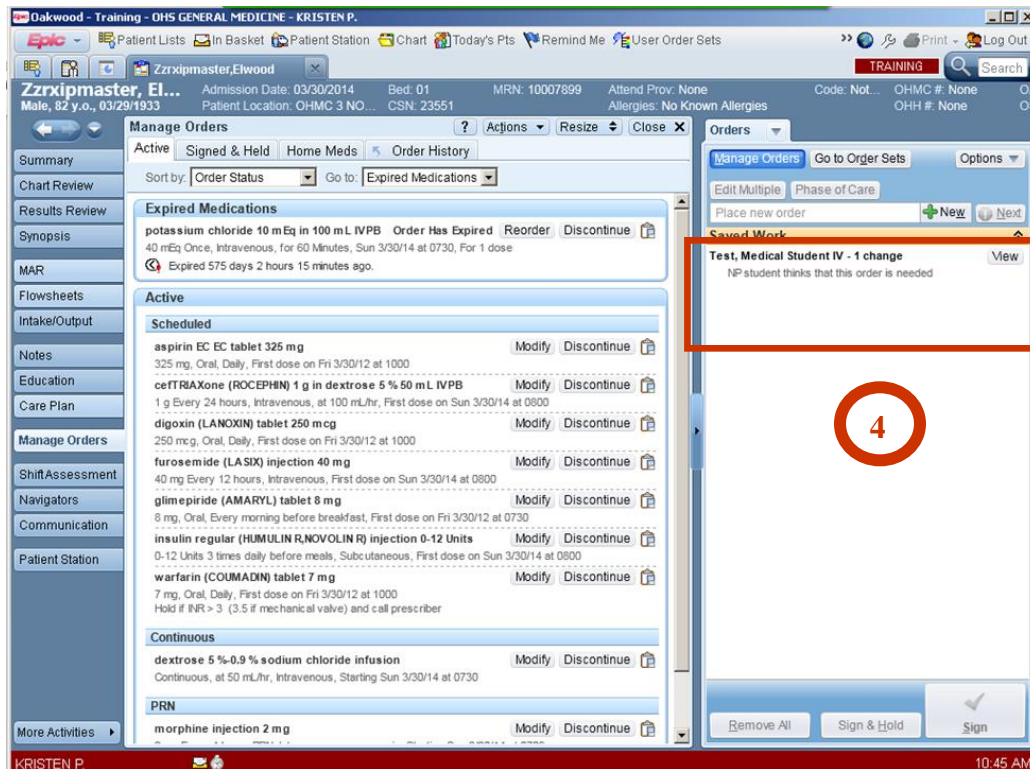
[Revision History](#)

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.



Directions for Preceptor: How to Cosign Graduate Nursing Student Orders

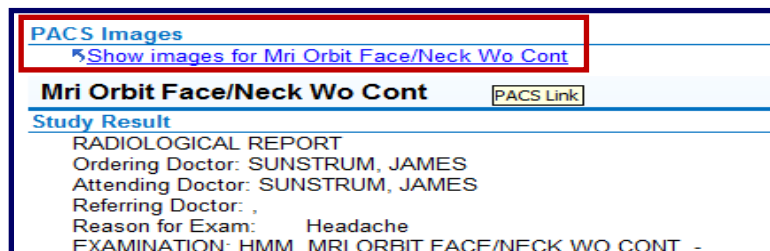
- Access the patient record in the EMR.
- Click on "Manage orders"
- View the "Saved Work" section.
- Click on "View".
- You may delete the order or manage thus unsigned work which is the edit function.
- Click on "Sign".
- The order is now active in the patient record.

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.

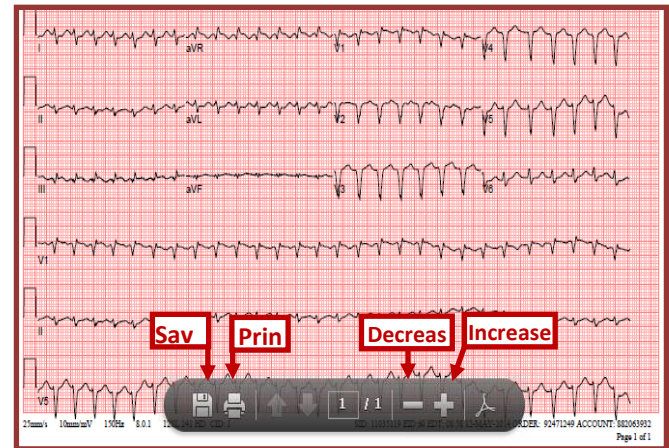
Using MuseWeb

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.*



The screenshot shows a web form titled "Patient Query Form" with a blue header. The form contains the following fields and elements:

- Patient ID:** A text input field containing "0123456789".
- Patient Last Name:** A text input field containing "test".
- Patient First Name:** A text input field containing "patient".
- Site:** A dropdown menu with "01 OAKWOOD DEARBORN CENTER" selected.
- Submit Query:** A red button with white text.
- Feedback:** A red circle with a white "2-" icon and a red star, indicating a rating or feedback score.

5. Click the patient **Name** to display their list of EKGs.

Matches found for: test, at site 01

Patient List			
	Name	Patient ID	Date Of Birth
5	TEST.C.F.	000001369	N/A
	TEST.FCG	123456789	16-NOV-1941
	Test_Name	111111111	N/A

- 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.

