oneChart/Epic Manual

For

Advanced Practice Nursing Students

Beaumont

Revised 8/1/2021

Table of Contents

Overview of oneChart/Epic Training **1**

oneChart/Epic Training for Nursing Students in HealthStream 1

Accessing HealthStream **2**

Obtaining Your User ID **2**

Creating a Password using Password Self-Service (PSS) New User **2-3**

How to Change Your Password/If You Forget Your Password **3-4**

Signing into Healthstream **4**

Accessing the Training Modules **5**

Signing on to oneChart/Epic for Graduate Nursing Students **6-8**

Dual-Role (Student and Beaumont Employee) Special Instructions **9**

Changing Context to a Different Department **10**

When Logging On 10

After Logging On 10-11

Cosigning **12**

How to cosign graduate student nursing notes 20

How to cosign graduate student nursing orders 22

Key Functions in oneChart/Epic **12-24**

Creating a Patient List Folder **12**

Adding Actual Length of Stay (Days) and Hours in Observation **13-14**

Adding & Removing Individual Patients **15**

Adding & Removing a System List **15**

Using Patient Stations to Open a Discharged Patient's Hospital Chart **16**

Printing a Facesheet **16**

Adding a Facesheet Shortcut **16**

Reviewing a Patient Chart **17**

Reviewing Patient Results **17**

Entering Notes **18-19**

Directions for Preceptor: How to Cosign Graduate Nursing Student Notes **20**

Entering Orders **21-22**

Directions for Preceptor: How to Cosign Graduate Nursing Student Orders **22**

Using PACS **22**

Launching PACS 22

Locating and Viewing Radiology Images 23

Using MuseWeb **24**

Overview of oneChart/Epic Training

oneChart is **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 the* ***Epic_IP_Medical Students eLearning*** *modules*, you do not have to repeat them.

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 learning management system. You will need to complete your online training at **least two days prior** to beginning your rotation or you will only have "view only" access to oneChart/Epic.

Please note, if you have completed oneChart/Epic learning modules at Beaumont Health facilities at Royal Oak, Grosse Pointe, Troy or Farmington Hills you are still **required** to complete the Epic_IP_Medical Students eLearning modules that are assigned to nursing students at Dearborn, Taylor, Trenton and Wayne sites.

Accessing HealthStream

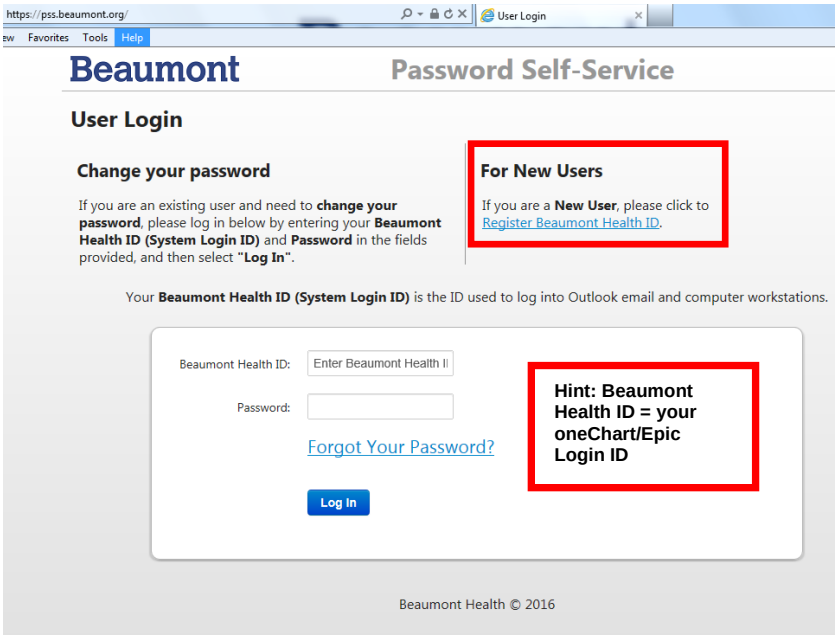
Please Note: Modules function best with Internet Explorer
Turn off Popup Blocker

First Create/Reset 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)

   - 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 or you have forgotten your password, you will need to reset it. (see screenshots & instructions below).



Creating a Password (Cont.)

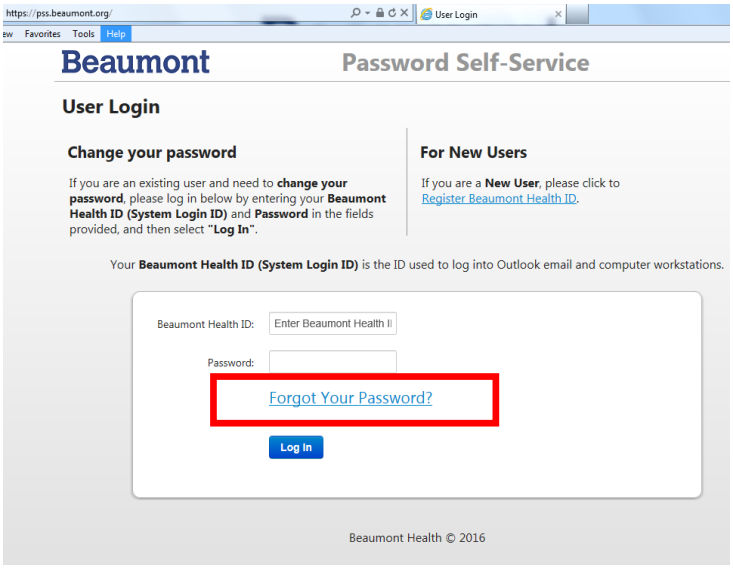
New User:

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 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.

How to Change/Reset Your Password

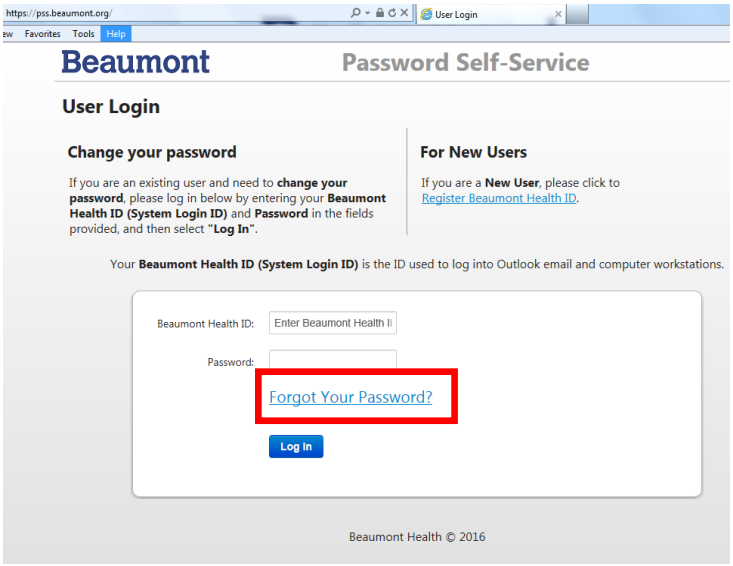
1. **Open the Password Self-Service Tool: https://pss.beaumont.org**
2. Click on the “Forgot Password” link and enter your Beaumont Health ID.
3. Type in any additional personal data and/or answers to challenging questions when prompted. If you do not remember your security answers, please reach out to the Beaumont Service Desk at 888-481-2448 to have these questions reset.
4. Create your new password which meets the Beaumont policy guidelines



If You Forget Your Password

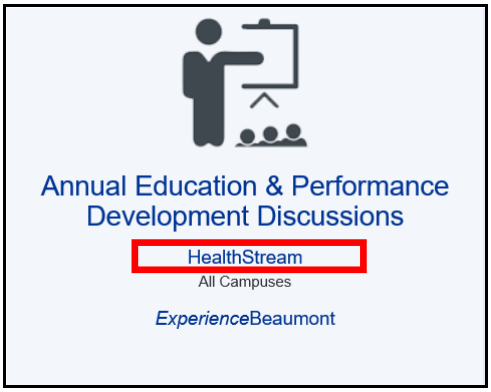
1. **Open the Password Self-Service Tool: https://pss.beaumont.org**
2. Enter your Beaumont oneChart/Epic Login ID.
3. Click the Forgot Your Password hyperlink.
4. Type in any additional personal data and/or answers to challenging questions when prompted.
5. Type in your new password which meets the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

If You Forget Your Password (cont.)



Signing into Healthstream:

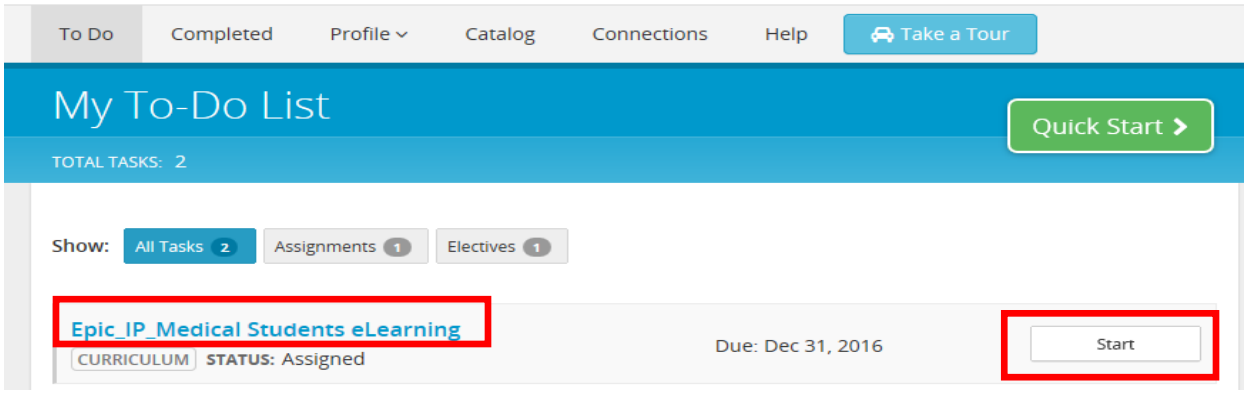
1. Go to **https://employee.beaumont.org**.
2. Click on ***Healthstream*** under "Annual Education & Halogen Performance Appraisal" section in the top left corner.



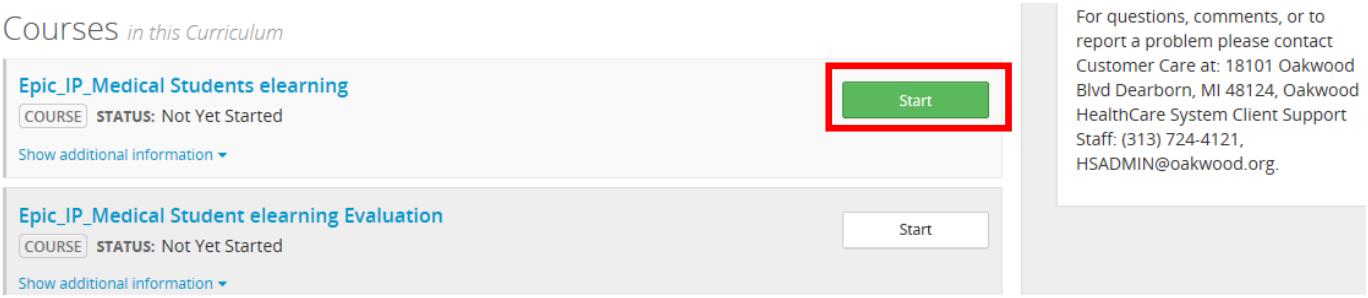
3. Sign in with your login ID followed by the @Beaumont.org (example: bh123fox@Beaumont.org). Please refer to your email received that includes your login information for your clinical placement.
4. Click "Next" and ***Healthstream*** will appear.

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.



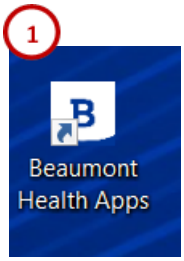
As a Curriculum, the modules are set up to be completed sequentially; therefore, you will need to pass each module before you can move to the next one.

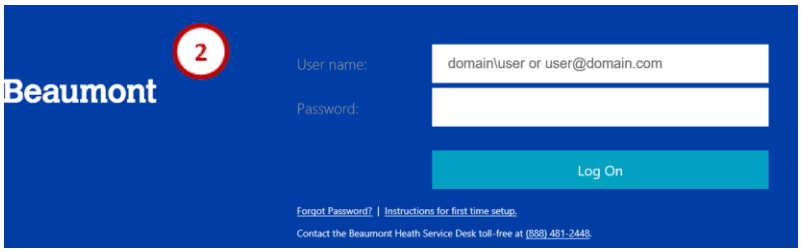
Please note:

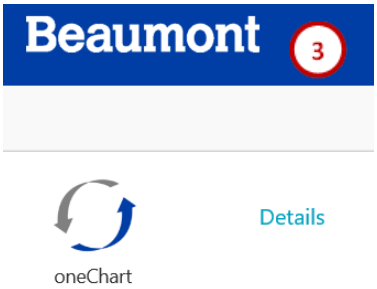
- If you need to exit the course in the middle of the eLearning Module, click the Exit button to save your progress.
- Please ignore the “due dates” indicated within HealthStream as these modules are required to be completed prior to the beginning of your clinical placement.
- It takes at least 48 business hours for your oneChart/Epic access to be activated after completing your oneChart/Epic modules.

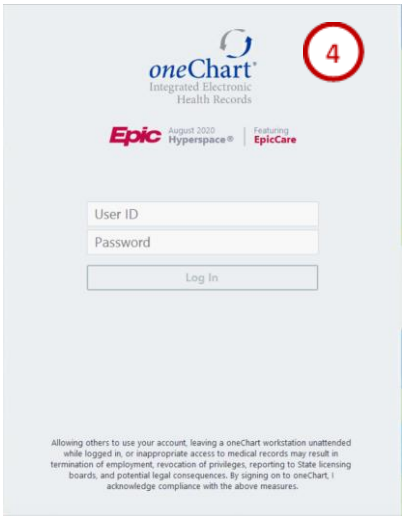
Signing on to oneChart/Epic

1. From your Desktop double click on Beaumont Health Apps Icon
2. Log in with your Username and Password
3. Double click oneChart Icon
4. Enter your User ID and Password

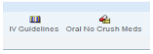








IMPORTANT NOTE: oneChart/Epic must be opened from the Beaumont Apps icon on your desktop to access the IV/IVP Guidelines and other links in the MAR.



Dual-Role (Nursing Students and Beaumont Employees)

*******Special Instructions*****

Signing into oneChart/Epic For Nursing Students Who Are Also A Beaumont Health Employees

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

1. **As a Dual Role (Nursing 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 you via email.**

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 may automatically open your oneChart employee access. You will need to log out or clear screen to get back to the oneChart login screen. If it does not work the first time, try a few times until you see the login screen. You will then log back into oneChart with your SN# and the same password you use as an employee. You can also try another computer or WOW station and it should allow you to login in.**

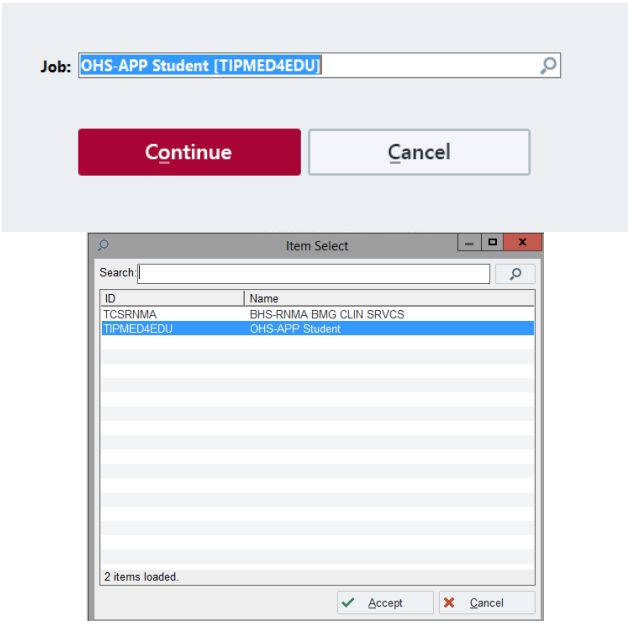
    b. **Once you are logged in you will follow the same instructions on selecting your department/Unit and Cosigner found on page 8.**

If you are still having issues logging out of your employee oneChart/Epic access and it does not allow you to login with your student user ID, please contact Laura Zahm at Laura.Zahm@Beaumont.org.

Please note: You will login to HealthStream the same way you do as an employee using your Beaumont email address as your user ID.

Choose the OHS Template:

Please Note: Students who have participated or are currently participating in clinical placements at both north and south sites will be required to choose the applicable template. South sites use **OHS** (Dearborn, Taylor, Trenton, Wayne) and North sites use **BHS** (Royal Oak, Troy, Grosse Pointe & Farmington Hills).



Choosing your Department/Unit & Cosigner:

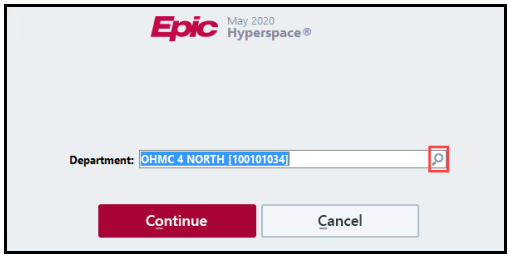
1. **VIEW ONLY" department will appear upon initial login**

2. **Type in the acronym for your assigned site. Hit "Enter". Please see screenshot below.**

OAH	Wayne
OHH	Taylor
OHMC	Dearborn
OSMC	Trenton

3. **Use the magnifying glass to search for the unit you are assigned to for your clinical placement under "Department".**

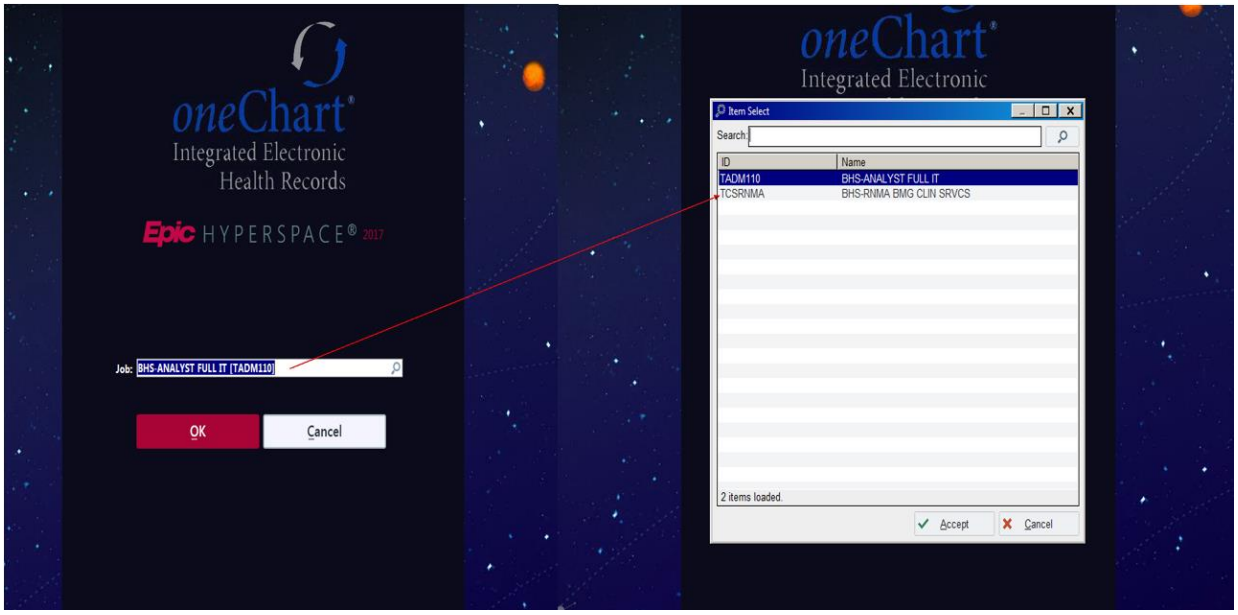
4. **Choose the unit you are assigned to from the drop-down list by highlighting it and hitting "Enter". See screenshot below.**

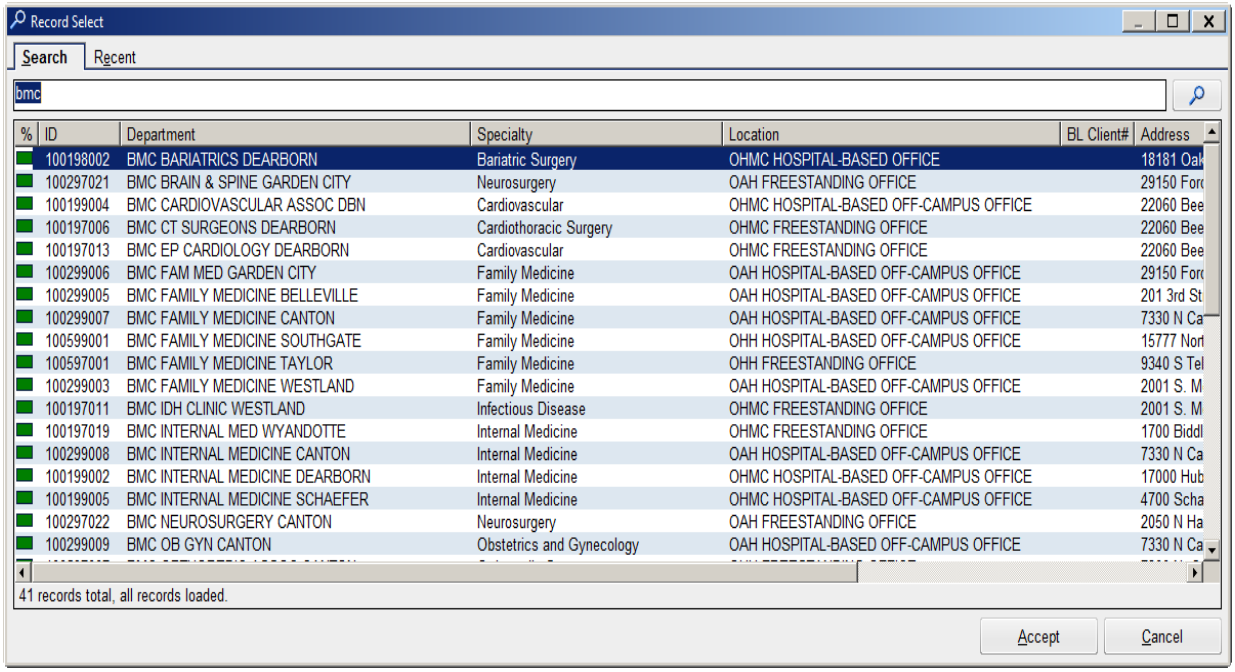


5. **Type in the last name of your faculty person's name if they are on site with you or your preceptor's name if you are working on site with a staff nurse. Hit "Enter". This allows them to cosign your documentation. You may also search for your Cosigner's name by using the magnifying glass.**

If you are at a Beaumont Health 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”.

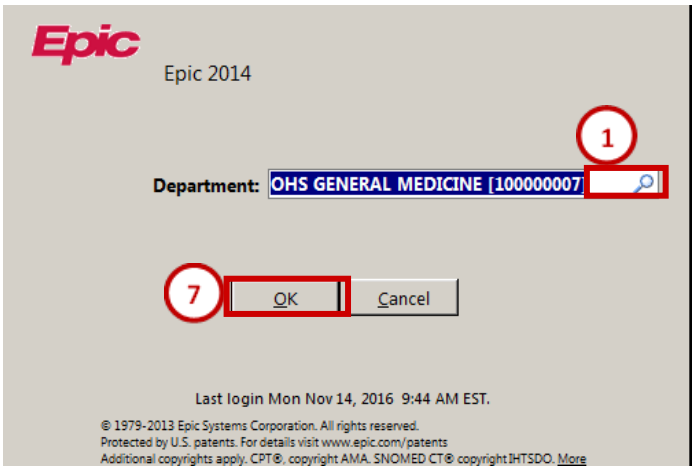


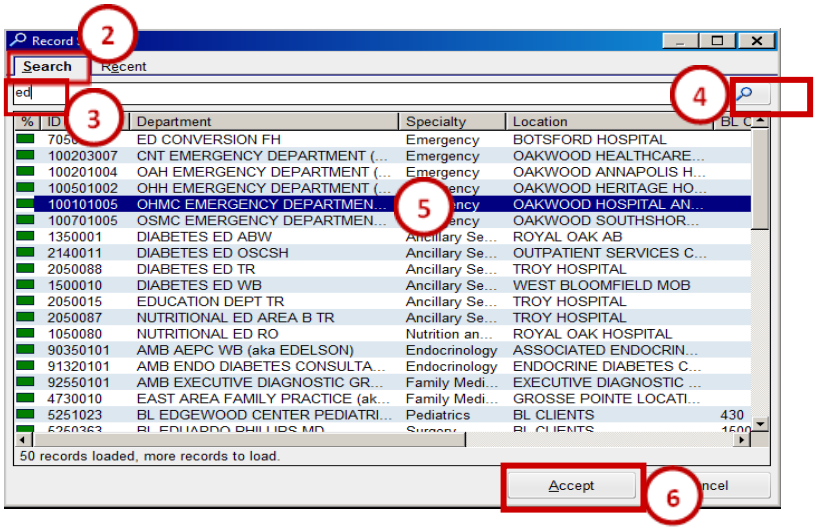


Changing Context to a Different Department for all Users

When Logging On:

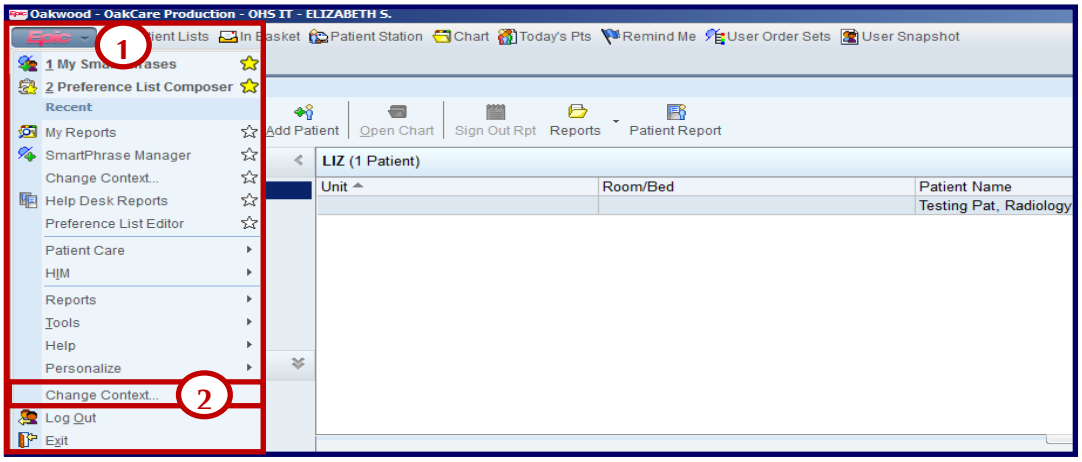
1. Click the Selection button
2. Click Search tab
3. Type in department; *for example*: ED
4. Click Selection
5. Click the ED Department Location
6. Click Accept.
7. Then, click OK.





After Logging On:

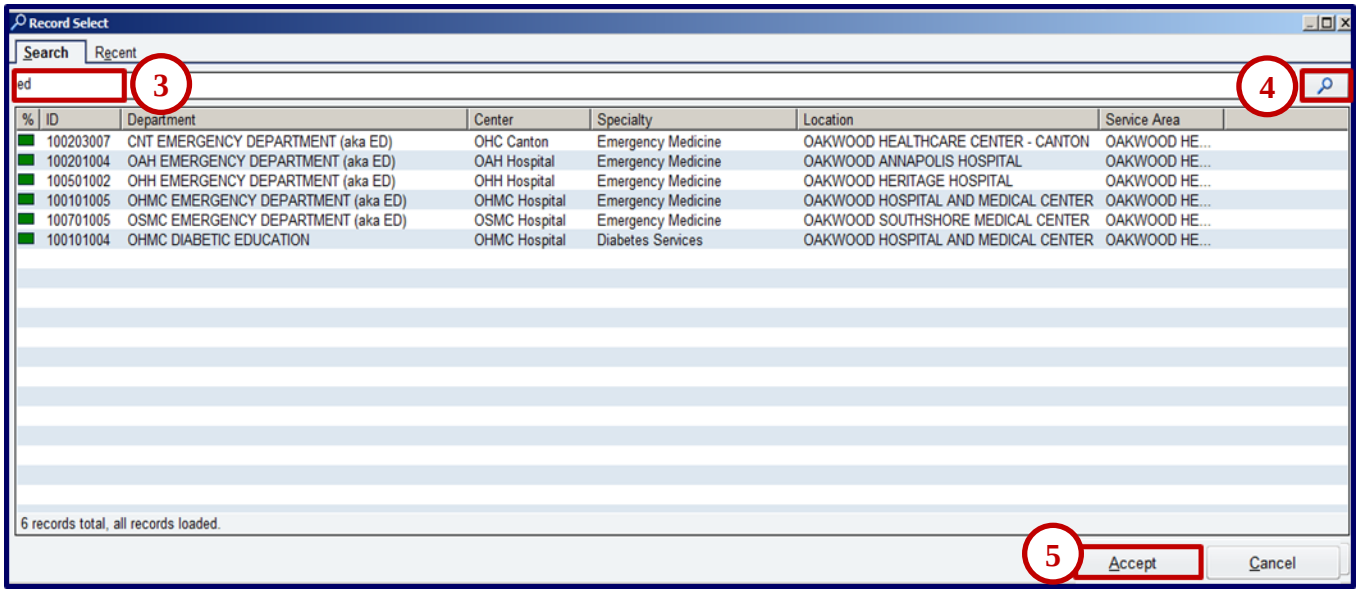
1. Click the Epic Menu
2. Click the Change Context Option



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**:

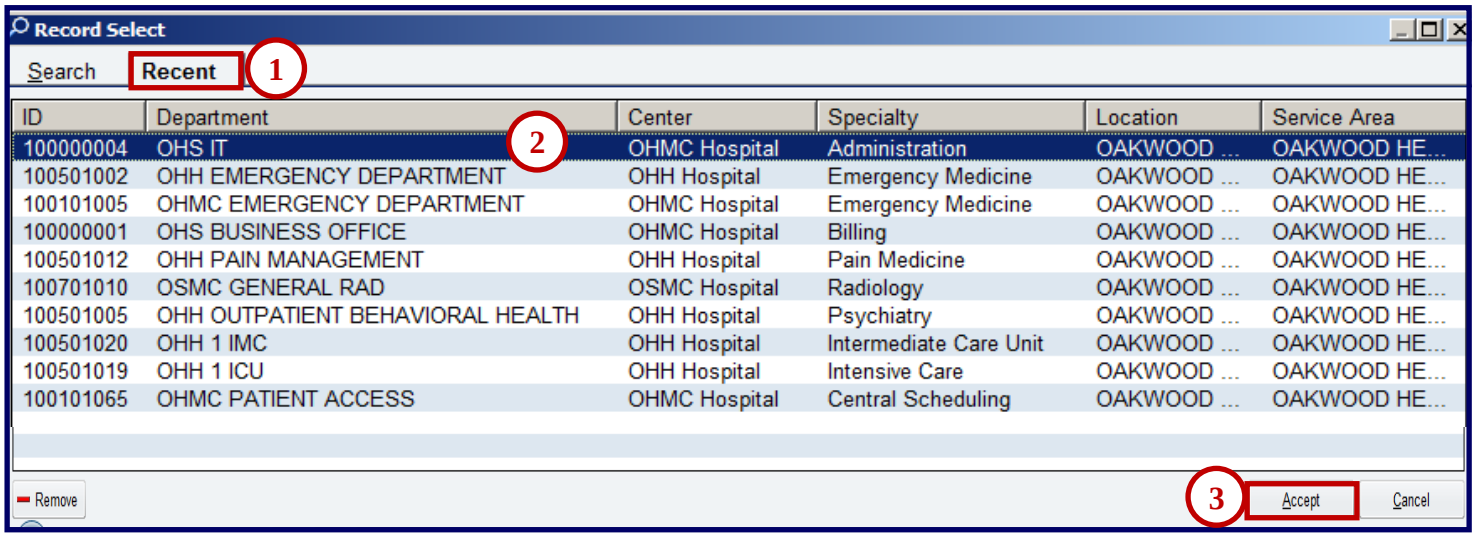
OB (Obstetrics)

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



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

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



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:

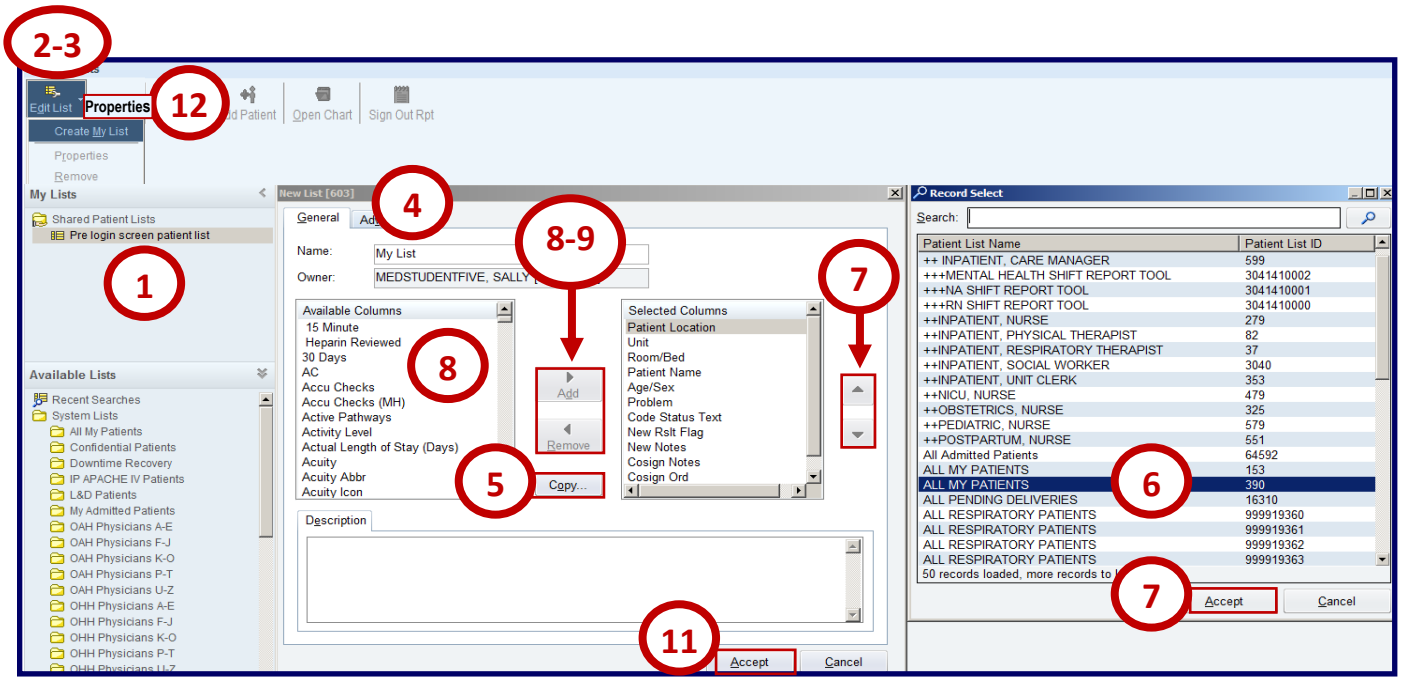
- How to cosign graduate student nursing notes-see page 20
- How to cosign graduate student nursing orders-see page 21

Key Functions in oneChart/Epic

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

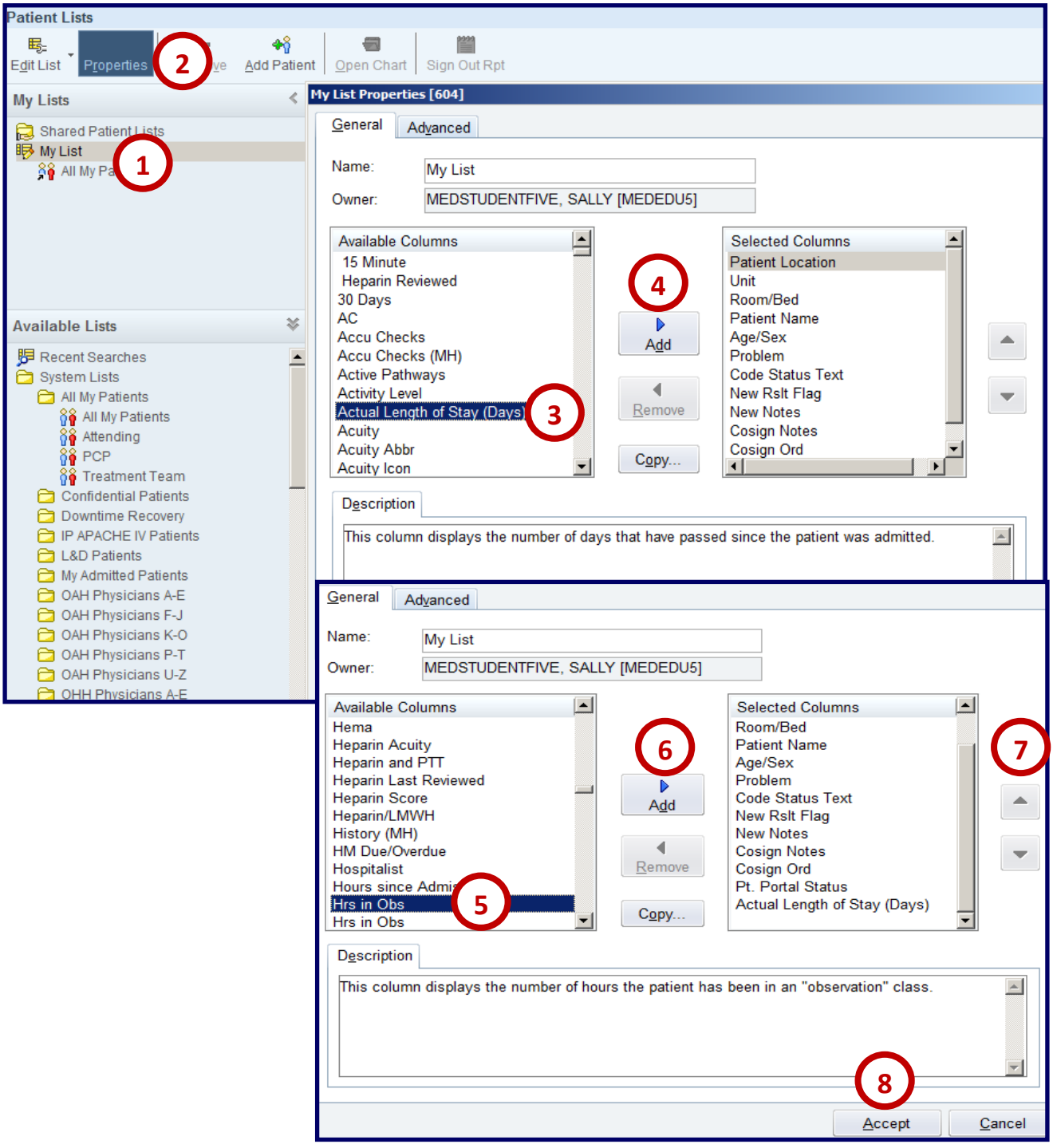
Creating a Patient List Folder

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**.



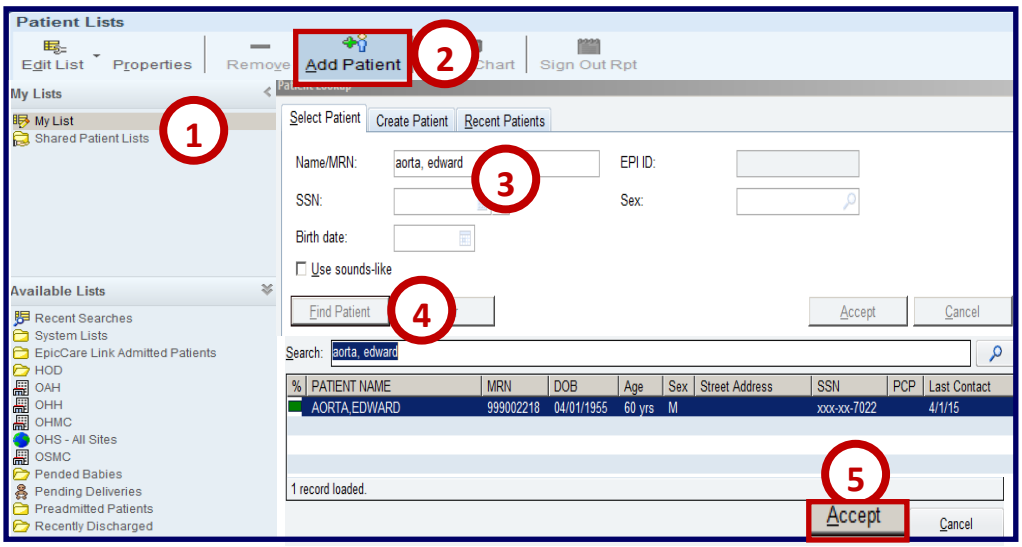
Adding Actual Length of Stay (Days) and Hours in Observation

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
2
Add Patient
Open Chart
Sign Out Rpt
My Lists
Shared Patient Lists
My List
1
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)
3
Acuity
Acuity Abbr
Acuity Icon
4
Add
Remove
Copy...
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 Admi
Hrs in Obs
5
Hrs in Obs
6
Add
Remove
Copy...
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)
7
Description
This column displays the number of hours the patient has been in an "observation" class.
8
Accept
Cancel

Adding & Removing Individual Patients

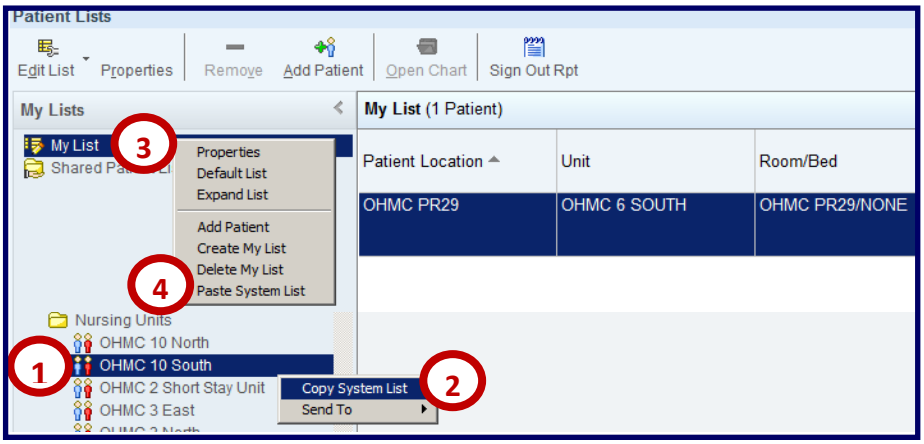
1. Select the **patient list**
2. Click the **Add Patient** option
3. **Type** in the **patient name** or **MRN**
4. Click **Find Patient**
5. **Select** correct **patient** and **Accept.**



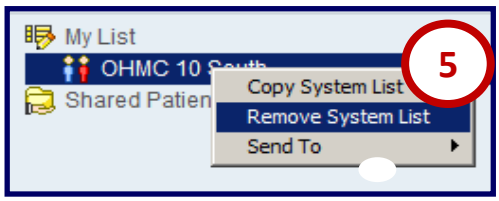
6. The **patient** is now **added** to your **list**, and will **remain there until** you **remove** as follows:
   a. Select **Patient**
   b. Click the **Remove** option in the toolbar.

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 **f**rom the shortcut menu.

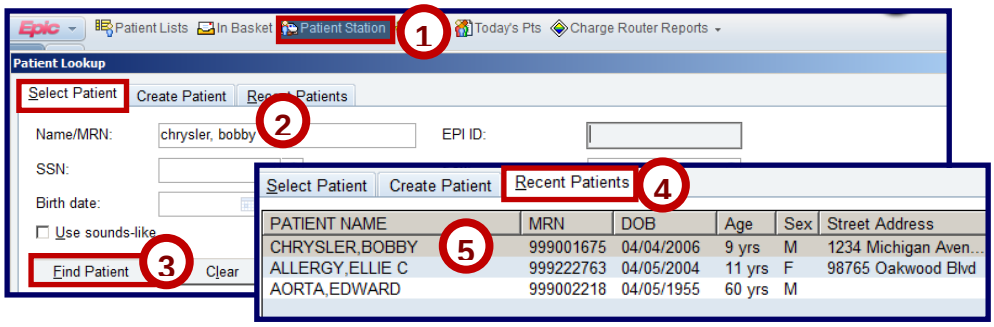


5. The **list** is now **added** to your **folder**, and will **remain there until** you **remove** as follows:
   a. Right-click on the **list**
   b. Click the **Remove System List** option from the menu.

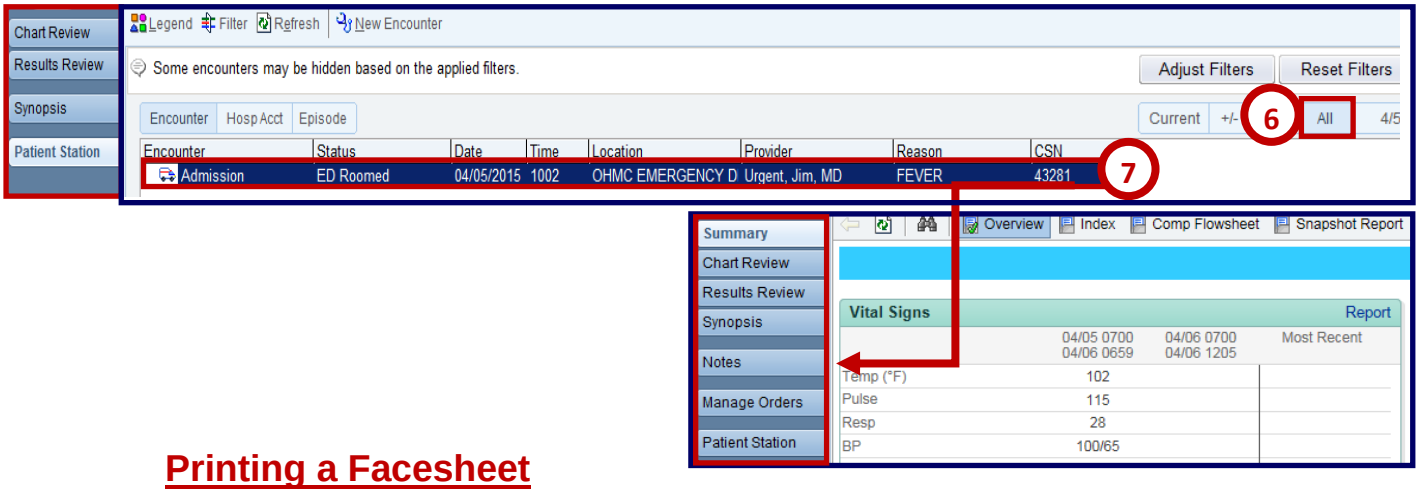


Using Patient Stations to Open a Discharged Patient's Hospital Chart

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).

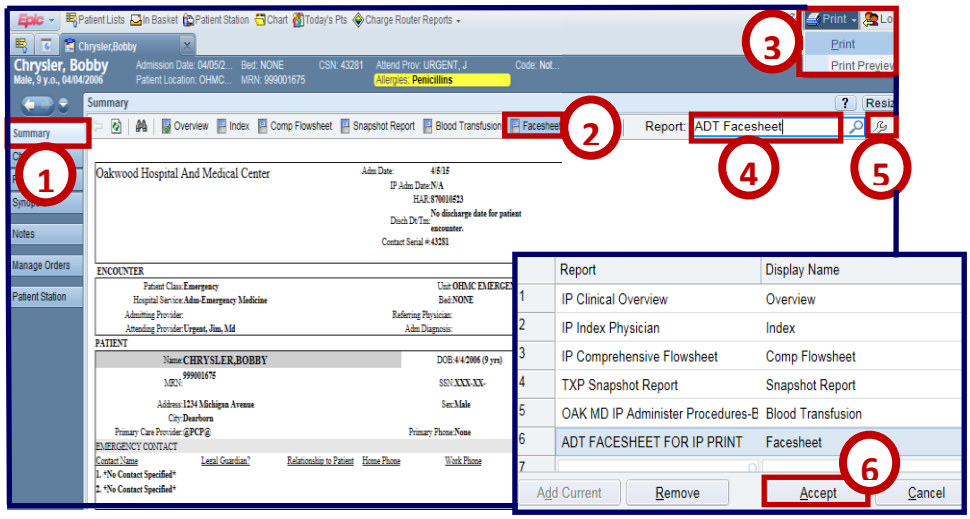


Printing a Facesheet

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

Adding a Facesheet Shortcut

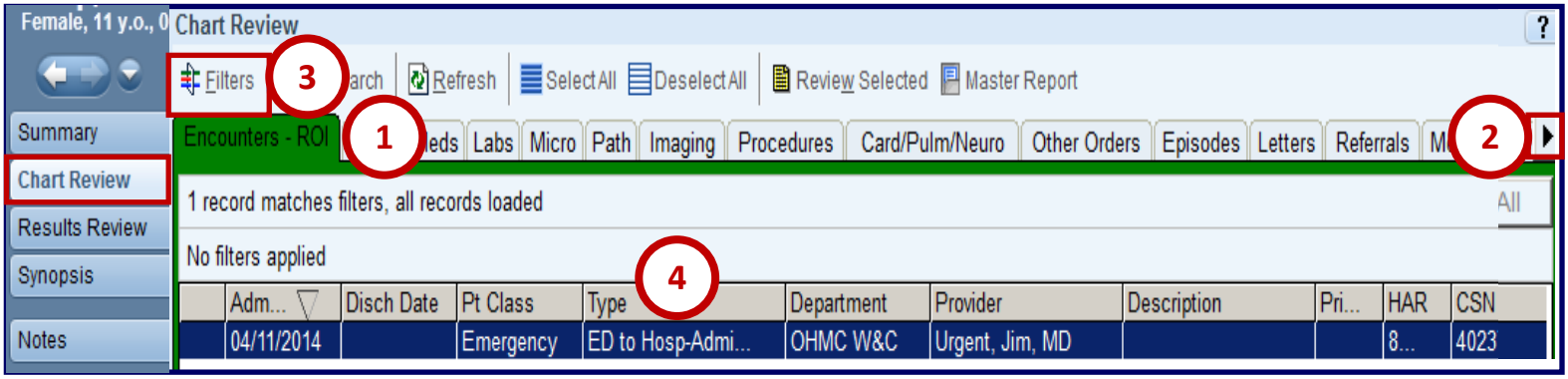
4. Type **ADT Facesheet**
5. Click **Wrench**
6. Click **Accept**



Reviewing a Patient Chart

Review historical patient information

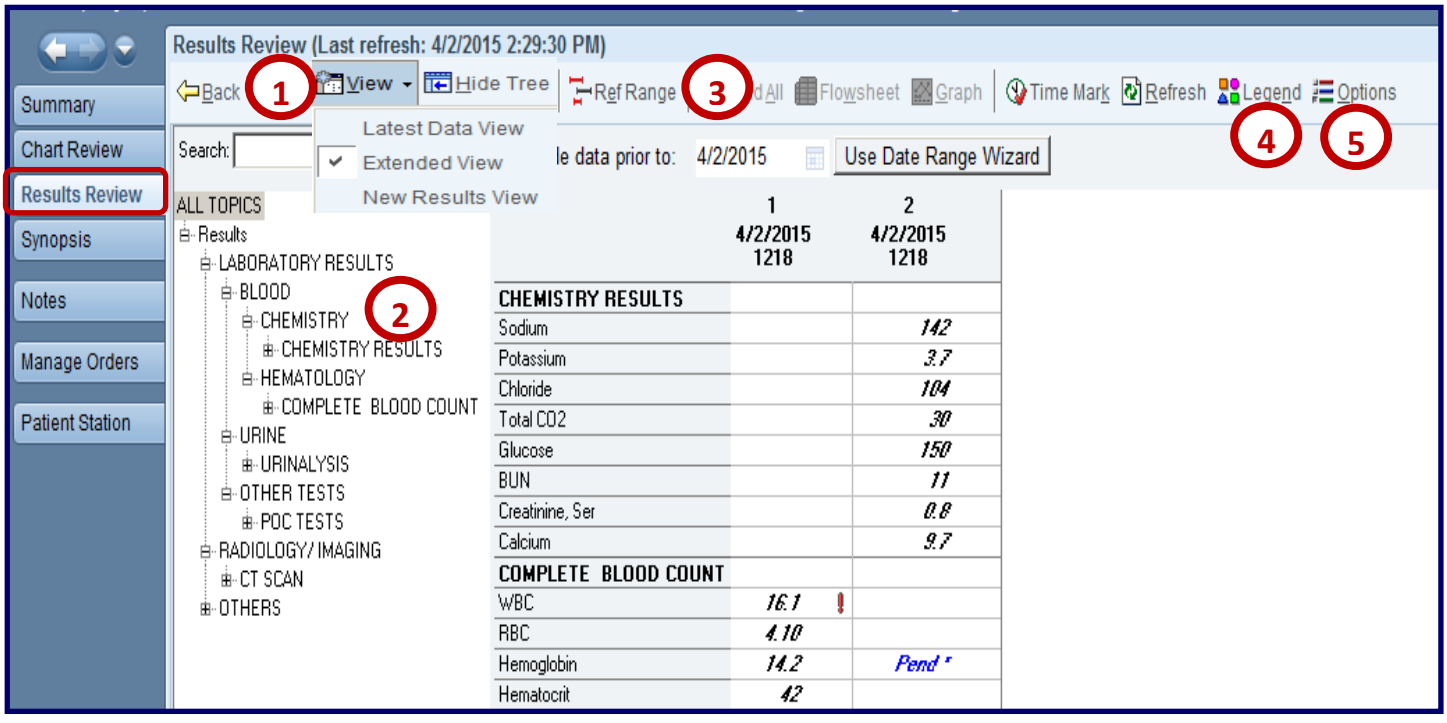
1. Select any tab to **display** key **patient data** (encounters, labs, imaging, notes)
   a. **Scanned documents** appear in the **Media** tab
2. Click the **horizontal scroll arrow** to display **all options**
3. Use the **filters** to further **sort** information
4. Click on any **column header**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



Reviewing Patient Results

Review key data including labs and imaging:

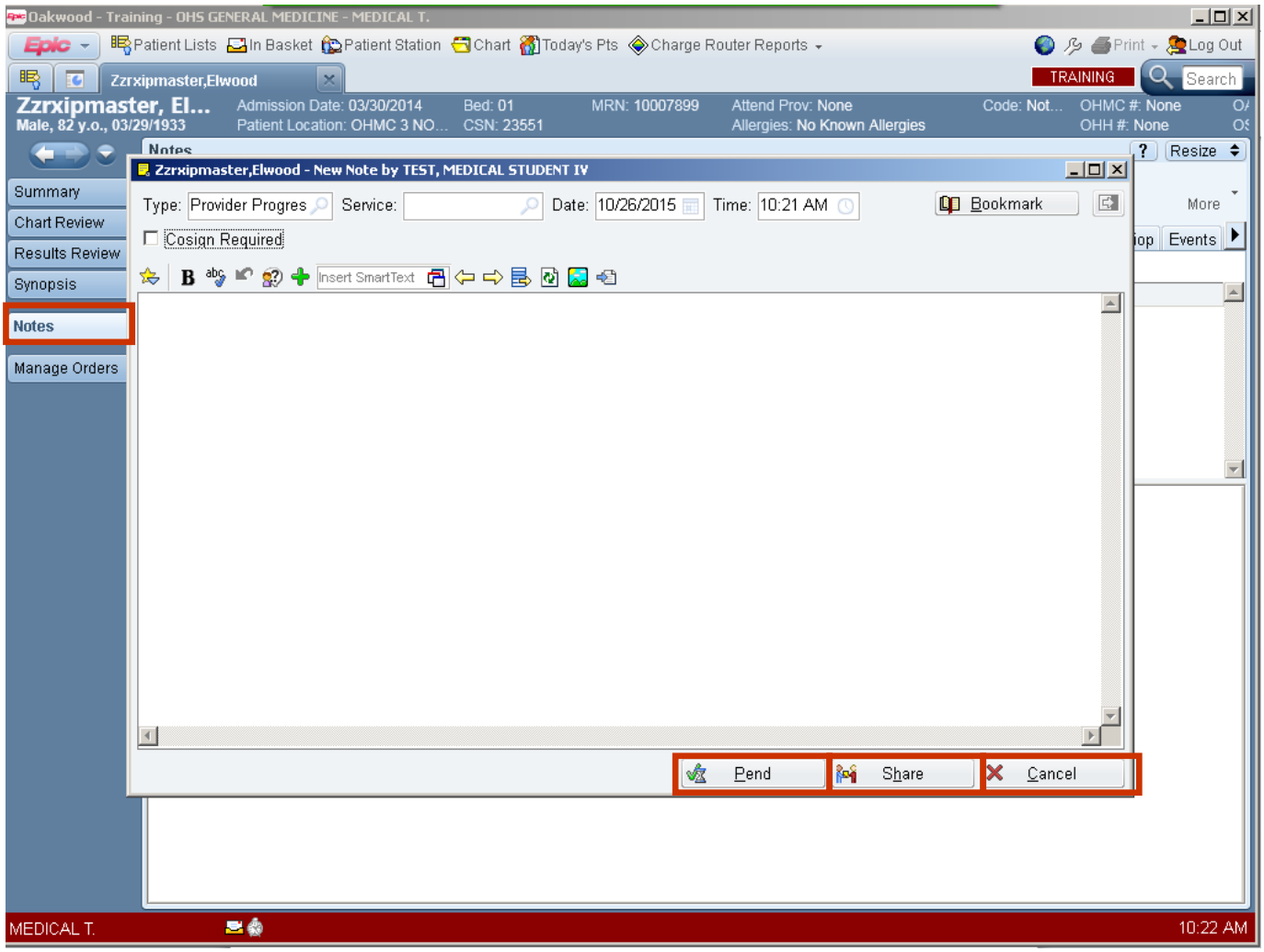
1. Select the **Extended View** to display results in columns by date:
2. **Narrow Results** by **highlighting** specific **results** or **typing** the **test** in the **Search** field.
3. **Place mouse over results**, or **select** the **Ref Range option** to **display reference ranges**
4. Click the **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).

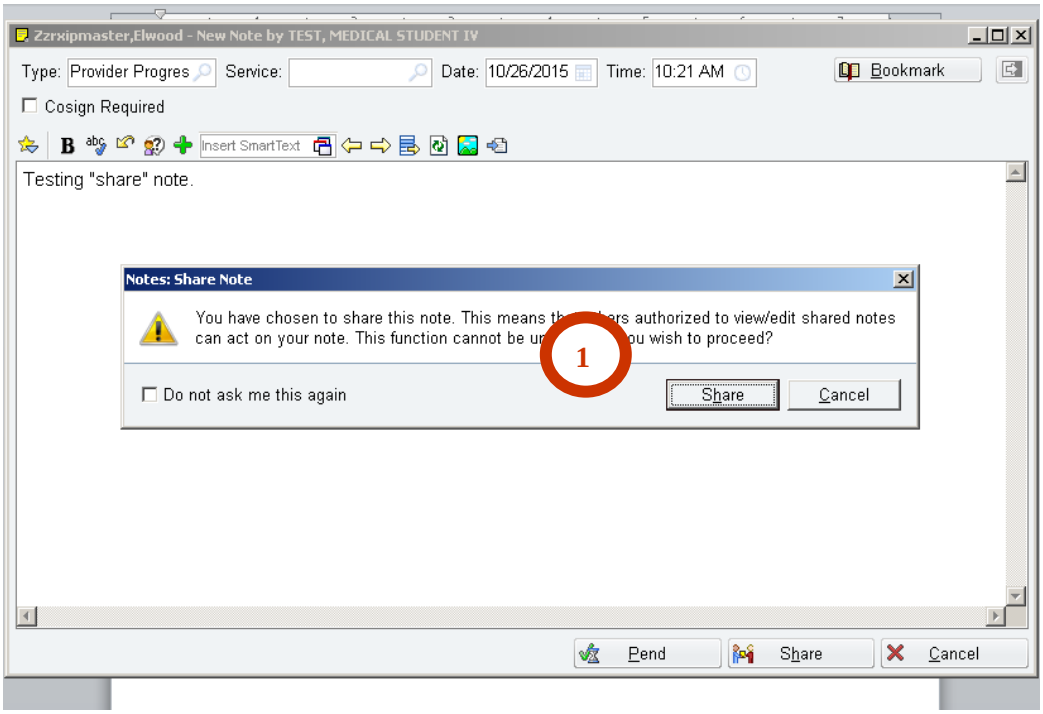


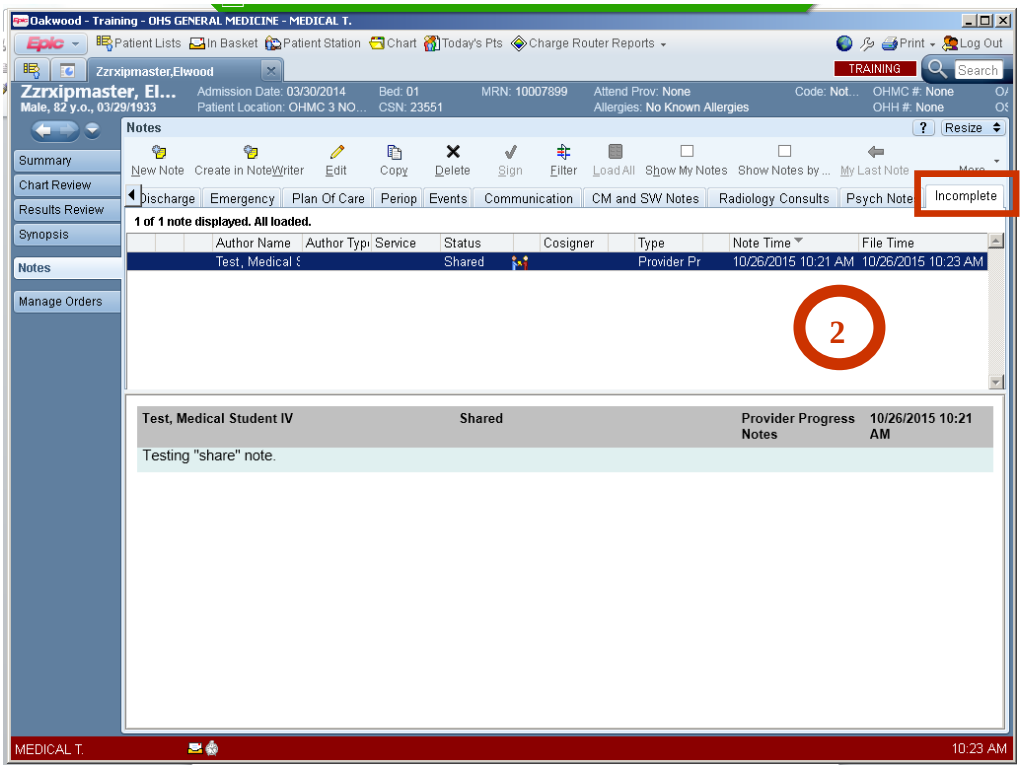
Entering Notes

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



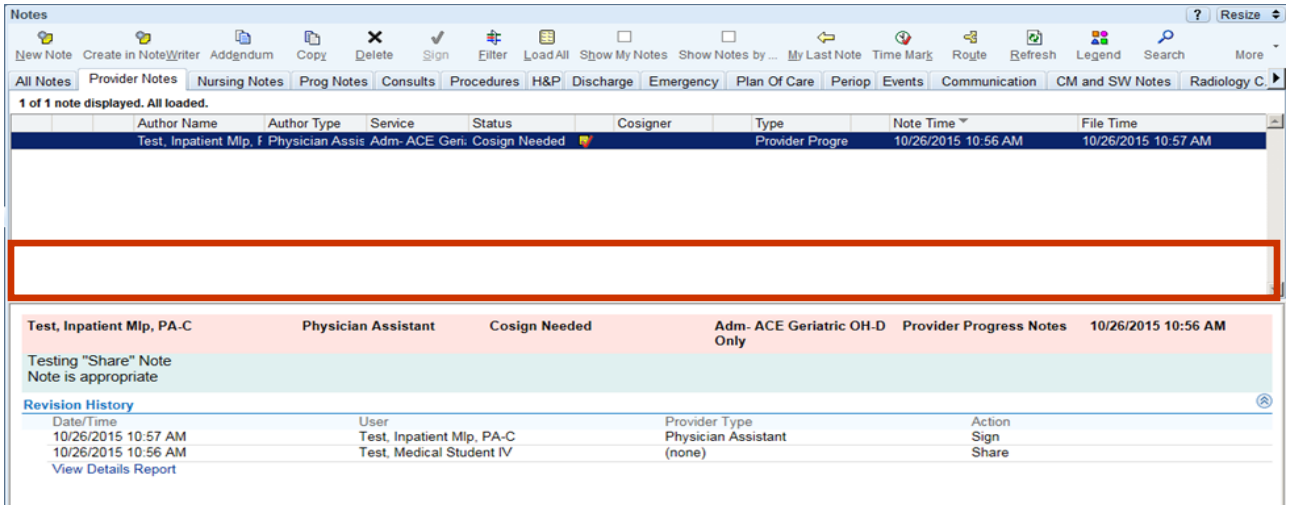




1. **Click "Share".**
   - Again, this saves the note as a draft. This means that others are authorized to view/edit shared notes can act on your note. This function cannot be undone.
2. The note is stored in the incomplete note folder.
   - Your preceptor cosigner will views the note from the active 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.

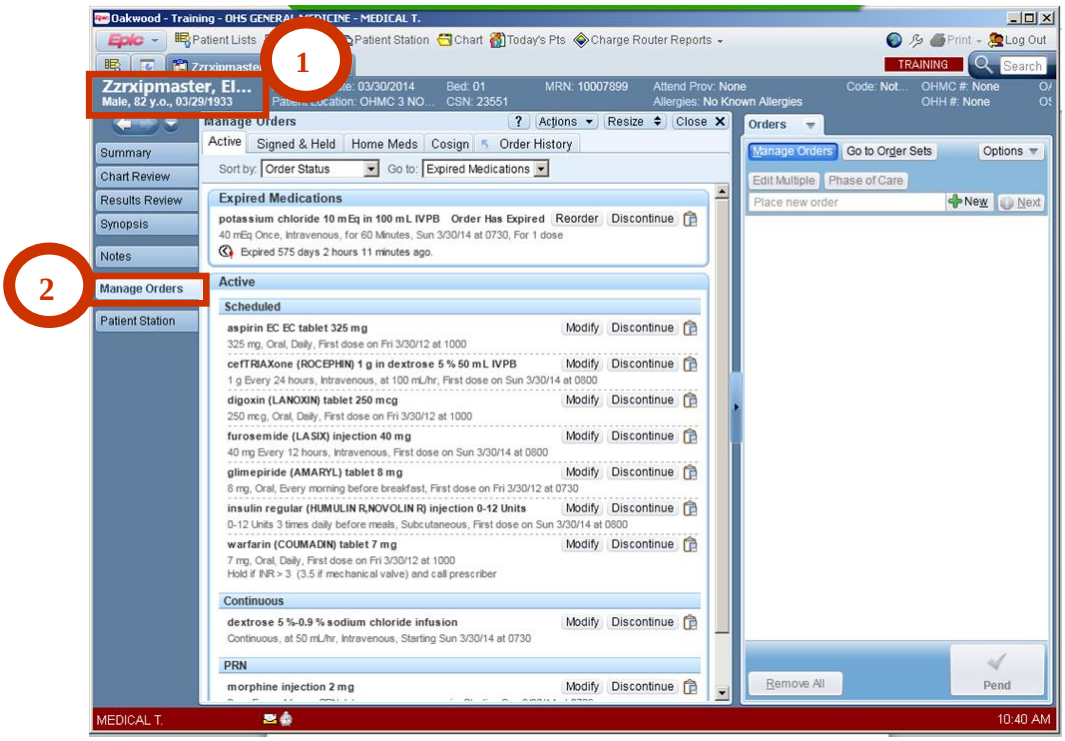
Directions for Preceptor: How to Cosign Graduate Nursing Student Notes

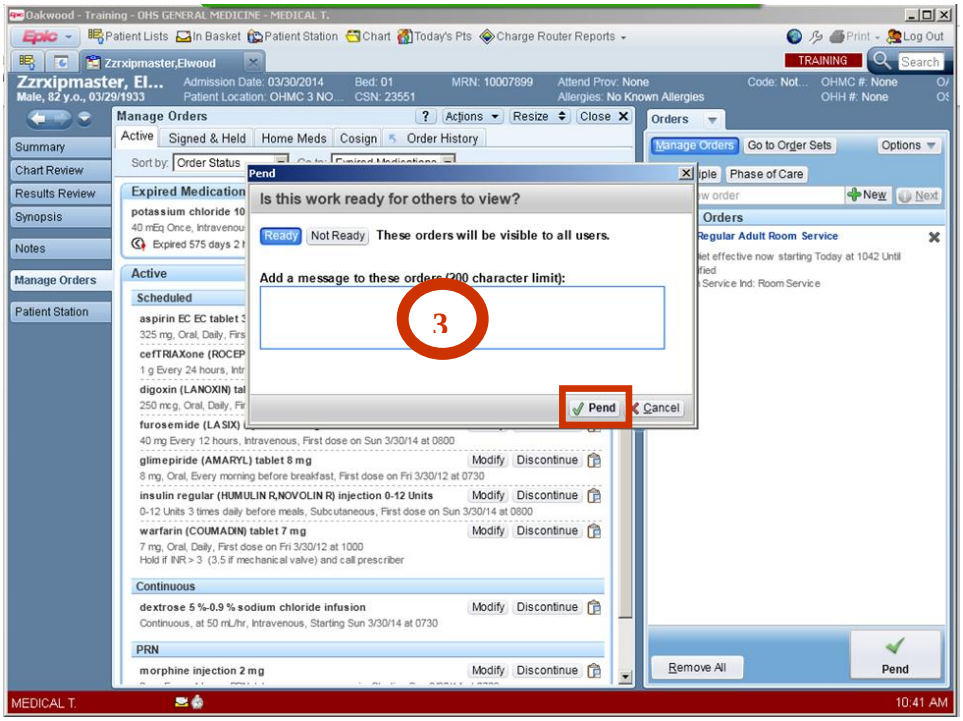
- Access the patient record in the EMR.
- Access patients Notes and identify the "**Incomplete"** tab.
- Click on the note and hit "**Edit".**
- Enter your cosigner name, if applicable. (MLPs would enter their associated physician name.)
- You are now able to edit the note as needed.
- Click on the "**Sign**" 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.

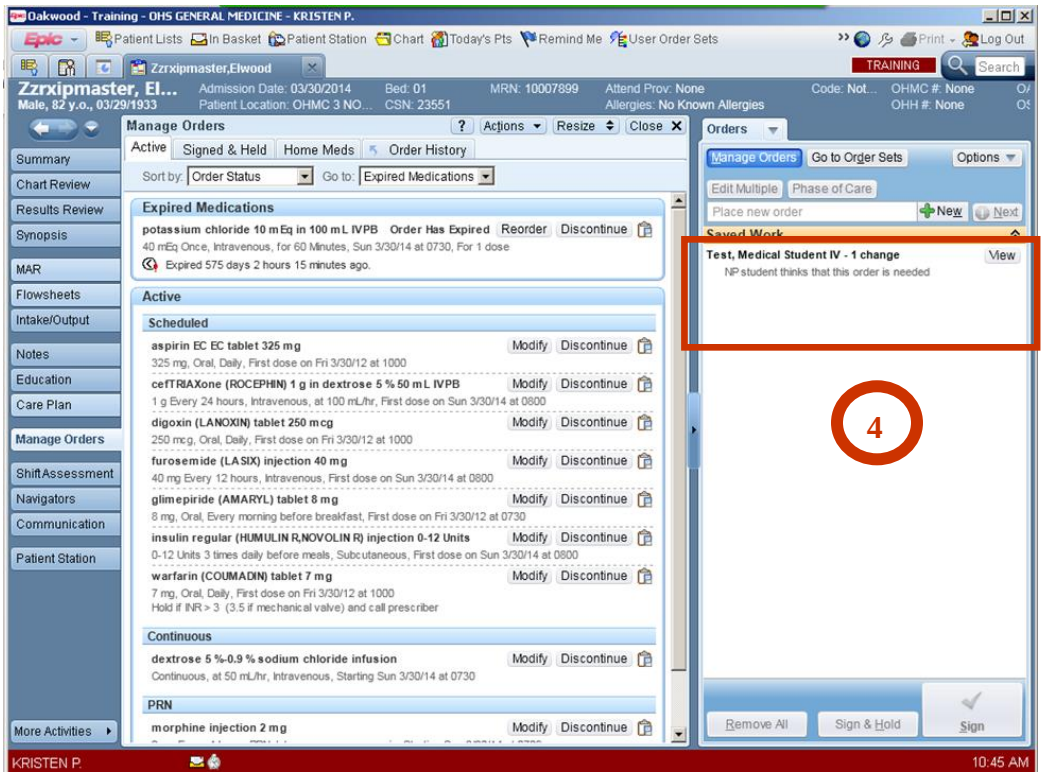


Entering Orders

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 your 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

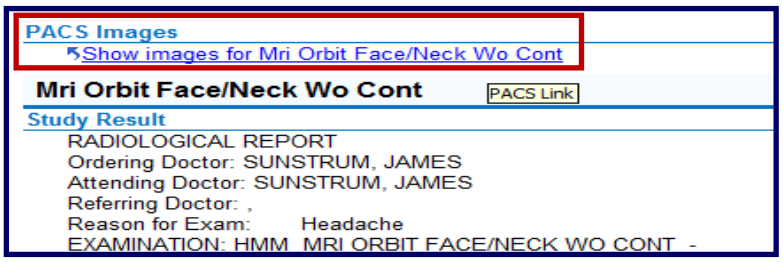
- Access the patient record in the EMR.
- Click on “Manage orders”
- View the “Saved Work” section.
- Click on “View”.
- You may delete the order or manage thus unsigned work which is the edit function.
- Click on “Sign”.
- The order is now active in the patient record.

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

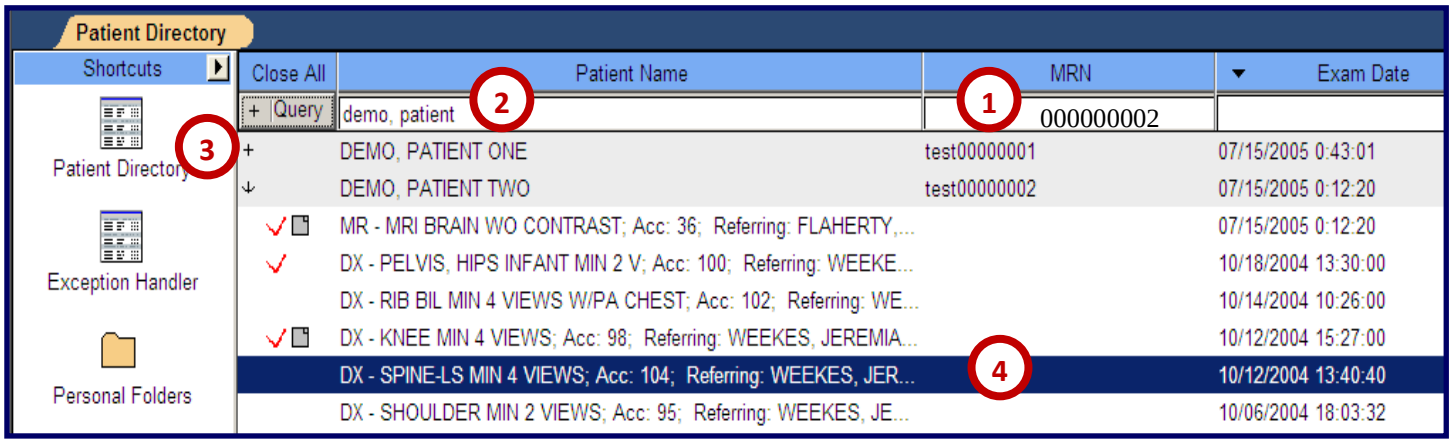
- Click the PACS Image Link within the patient’s radiology report. The image is automatically displayed.

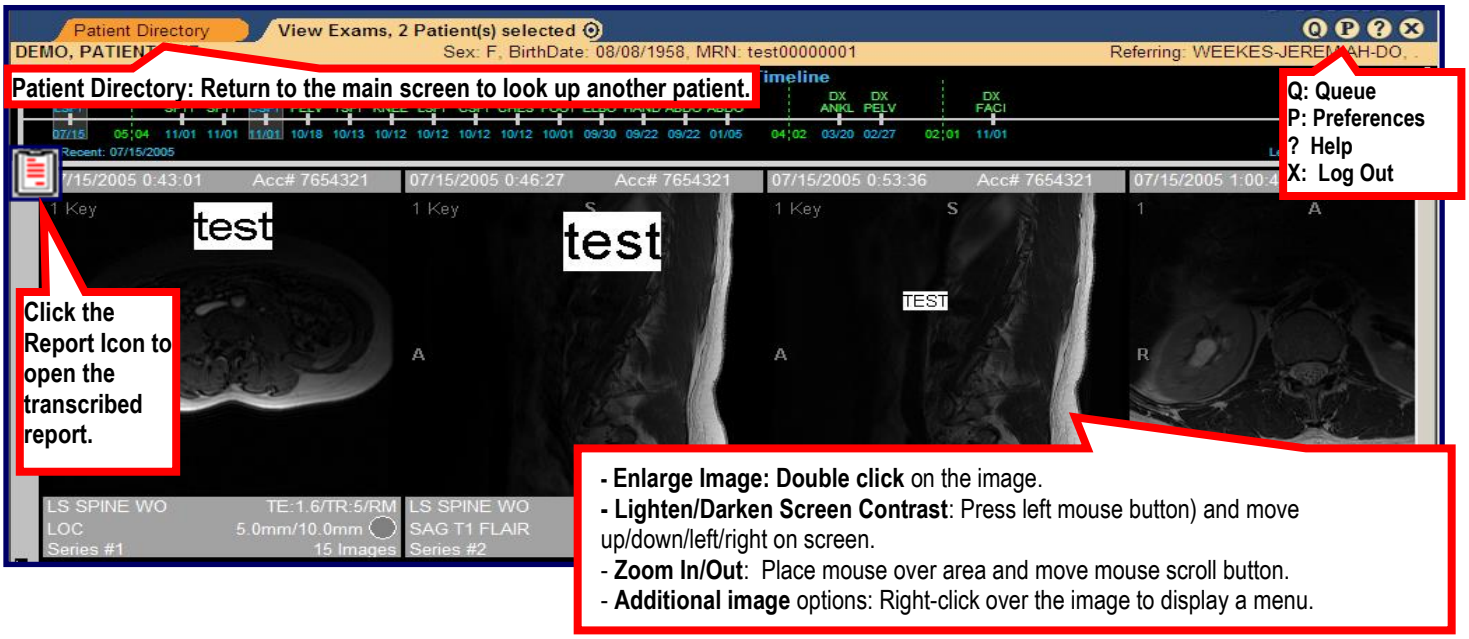


- **From SSO**: Click the **PACS** option from the **toolbar** or **toolbar menu**.

Locating and Viewing Radiology Images

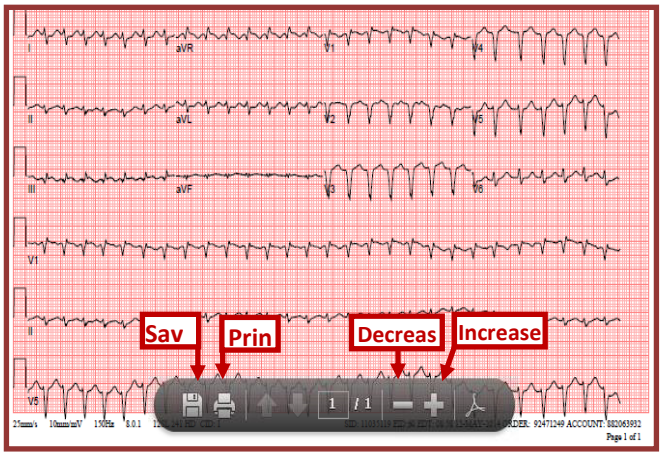
1. By **MRN**: Enter Medical Record Number in MRN field and press **Enter**
2. By **Name**: Enter patient's last name and first name in Patient Name field separated by a comma. (e.g.: Smith, John) and press **Enter**.
3. Click the **plus (+)** sign next to the patient to display studies.
4. **Double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





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

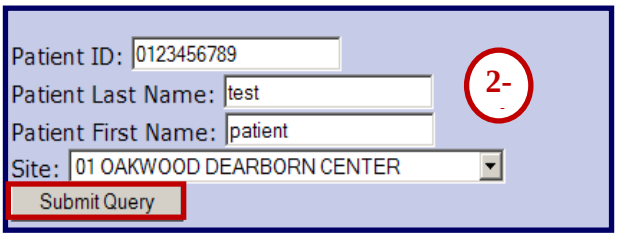
3. The confirmed report will display. Select the options from the toolbar to **save**, **print**, **decrease** or **increase** the **image size**.

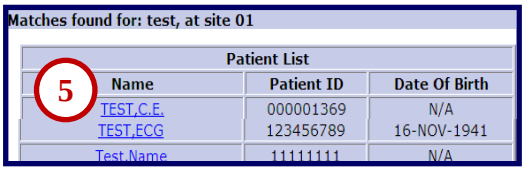
From the SSO Toolbar:

1. Click the **MUSE Web icon** on the **SSO toolbar**.
2. Enter the **Patient ID** which is their **MRN** in **the EMR**.

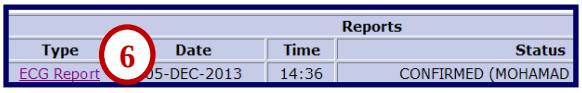
Or, Enter the **Patient Last Name** and **First Name**

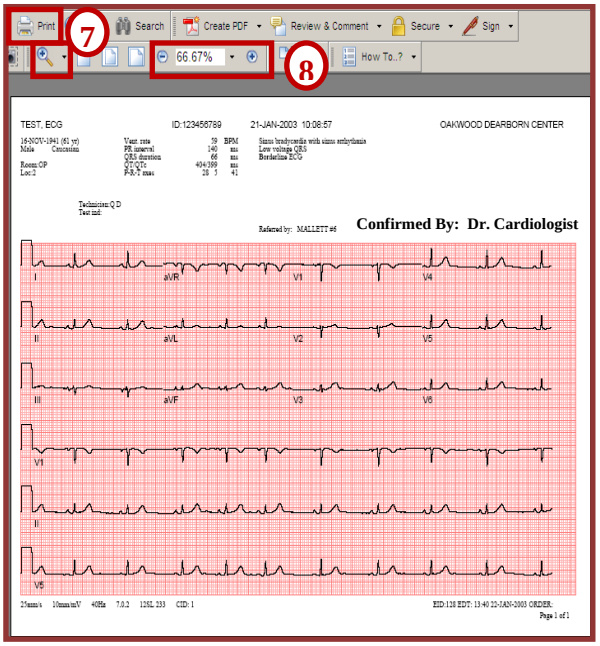
3. Click the drop down arrow and select the **Site**.
4. Click the **Submit Query** button.
   ***NOTE**: Only the reports that were conducted at the hospital site selected will be displayed.*
5. Click the patient **Name** to display their list of EKGs.





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



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.