

**oneChart**  
**Electronic Health Record**  
**Orientation Manual**  
*For*  
*Graduate*  
*Nursing Students*

**Beaumont**

<b>Overview of oneChart/Epic Training</b> .....	<b>1</b>
oneChart/Epic Training for Nursing Students in HealthStream .....	1
<b>Accessing HealthStream</b> .....	<b>2</b>
<b>Obtaining Your User ID</b> .....	<b>2</b>
<b>Creating a Password using Password Self-Service (PSS) New User</b> .....	<b>2-3</b>
<b>How to Change Your Password/If You Forget Your Password</b> .....	<b>3-4</b>
<b>Signing into Healthstream</b> .....	<b>4</b>
<b>Accessing the Training Modules</b> .....	<b>4-5</b>
<b>Signing on to oneChart/Epic for Graduate Nursing Students</b> .....	<b>6-8</b>
<b>Dual-Role (Student and Beaumont Employee) Special Instructions</b> .....	<b>9</b>
<b>Changing Context to a Different Department</b> .....	<b>10</b>
When Logging On .....	10
After Logging On .....	10-11
<b>Cosigning</b> .....	<b>12</b>
How to cosign graduate student nursing notes .....	20
How to cosign graduate student nursing orders .....	22
<b>Key Functions in oneChart/Epic</b> .....	<b>12-24</b>
<b>Creating a Patient List Folder</b> .....	<b>12</b>
<b>Adding Actual Length of Stay (Days) and Hours in Observation</b> .....	<b>13-14</b>
<b>Adding &amp; Removing Individual Patients</b> .....	<b>15</b>
<b>Adding &amp; Removing a System List</b> .....	<b>15</b>
<b>Using Patient Stations to Open a Discharged Patient’s Hospital Chart</b> .....	<b>16</b>
<b>Printing a Facesheet</b> .....	<b>16</b>
<b>Adding a Facesheet Shortcut</b> .....	<b>16</b>
<b>Reviewing a Patient Chart</b> .....	<b>17</b>
<b>Reviewing Patient Results</b> .....	<b>17</b>
<b>Entering Notes</b> .....	<b>18-19</b>
<b>Directions for Preceptor: How to Cosign Graduate Nursing Student Notes</b> .....	<b>20</b>
<b>Entering Orders</b> .....	<b>21-22</b>
<b>Directions for Preceptor: How to Cosign Graduate Nursing Student Orders</b> .....	<b>22</b>
<b>Using PACS</b> .....	<b>22</b>
Launching PACS.....	22
Locating and Viewing Radiology Images .....	23
<b>Using MuseWeb</b> .....	<b>24</b>

## 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](mailto:Laura.Zahm@beaumont.org)

**or Sandy Schmitt at**  
[Sandra.Schmitt@beaumont.org](mailto:Sandra.Schmitt@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 Popup 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

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 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.)

https://pss.beaumont.org/

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?](#)

Beaumont Health © 2016

## 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](mailto: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.

To Do Completed Profile Catalog Connections Help

My To-Do List

TOTAL TASKS: 2

Show:

[Epic\\_IP\\_Medical Students eLearning](#) Due: Dec 31, 2016

STATUS: Assigned

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*

<b>Epic_IP_Medical Students elearning</b> COURSE STATUS: Not Yet Started <a href="#">Show additional information</a> ▾	<b>Start</b>
<b>Epic_IP_Medical Student elearning Evaluation</b> COURSE STATUS: Not Yet Started <a href="#">Show additional information</a> ▾	<b>Start</b>

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.

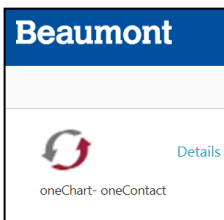
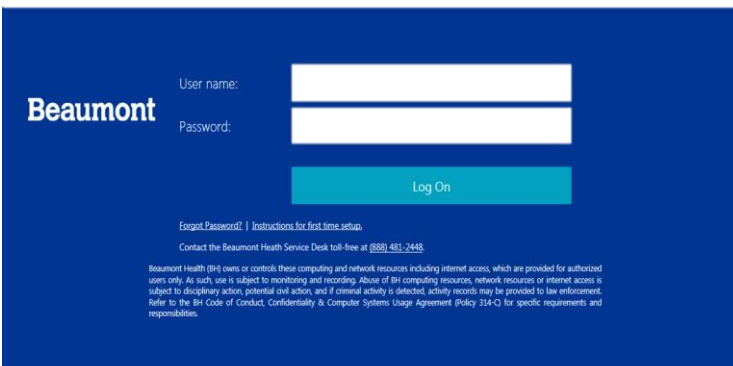
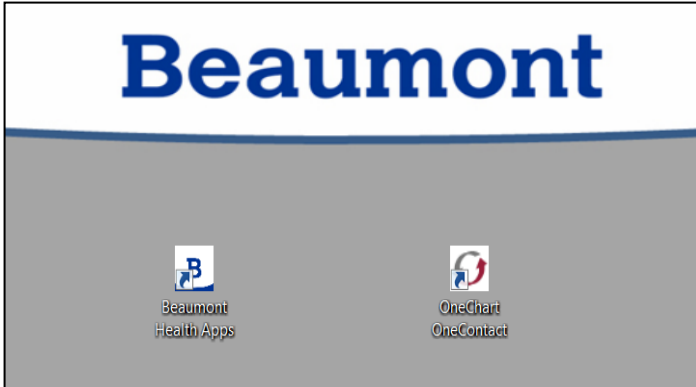
## **Helpful Hints**

- 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.

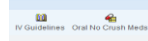
**Notice: It takes 24 to 48 hours for your User ID to be ready after completing your Healthstream modules.**

## 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

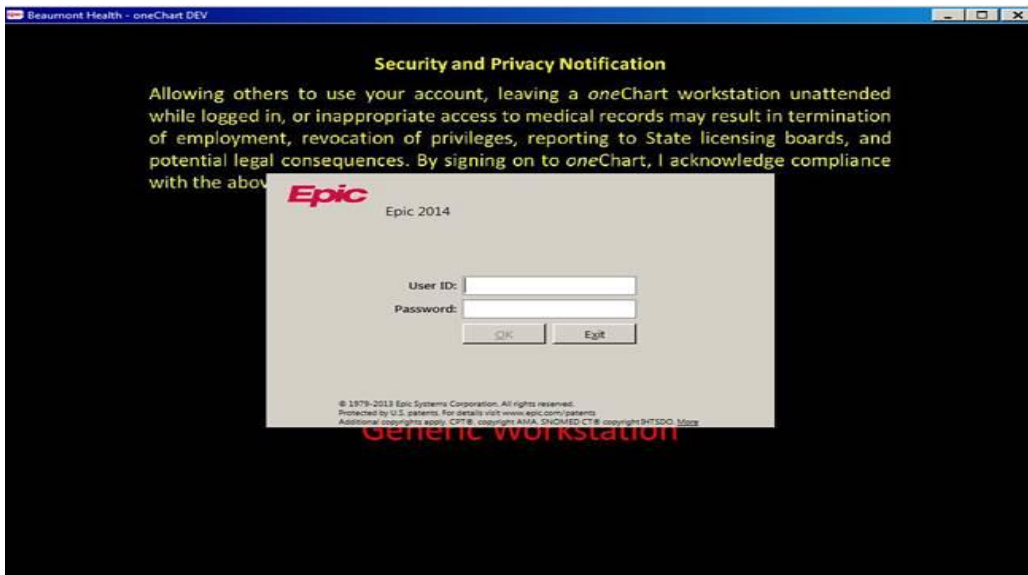


**IMPORTANT NOTE: oneChart/Epic** must be opened from the Beaumont Apps icon on your desktop to access the IV/IVP Guidelines and other links in the MAR.



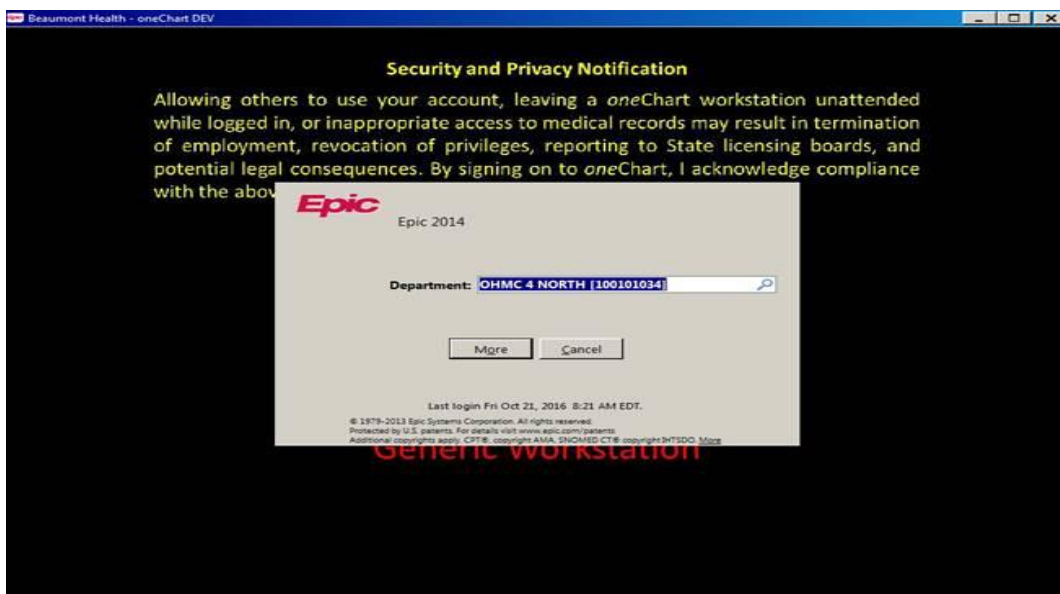


## Enter Your User ID and Password



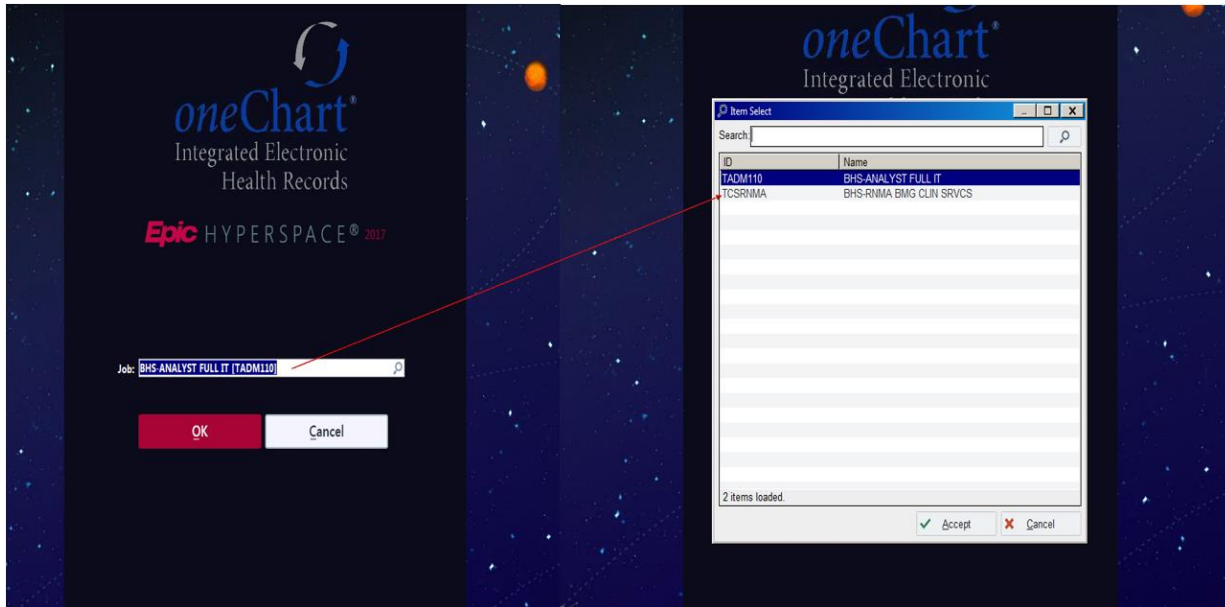
If you are at a Beaumont Health - Oakwood acute care site: type in the acronym for the acute care site you are assigned to for clinical. Hit "Enter".

- 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

omc

%	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 Norf
█	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:

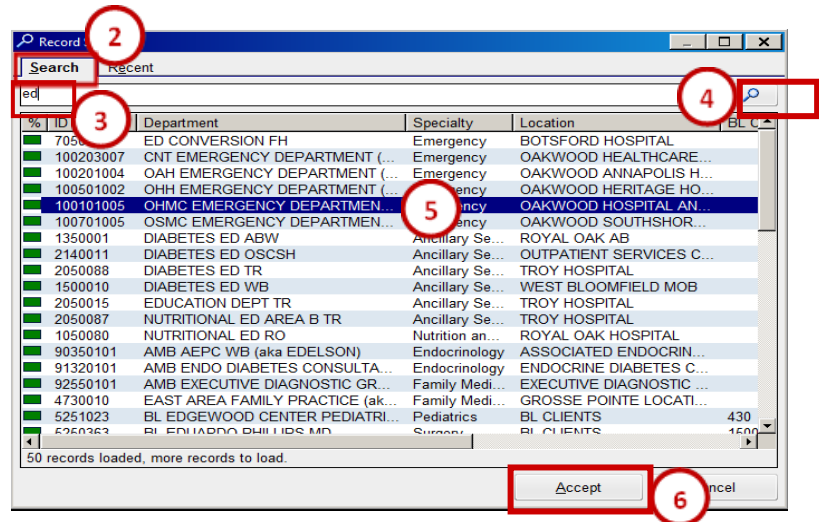
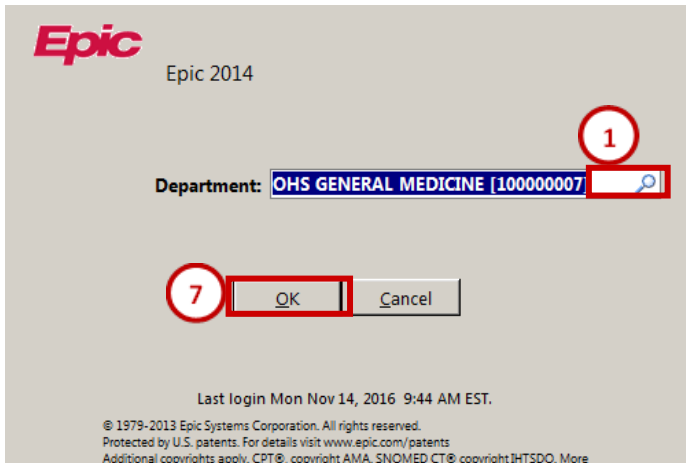
1. As a Dual Role (Student and Beaumont Employee) you will be assigned a unique oneChart/Epic User ID for your student access. It is referred to as an “SN#”.
2. This SN# will be provided to the Faculty via email or on the “Profile Completion Report”.
3. Use your “**Employee User ID**” and Password to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

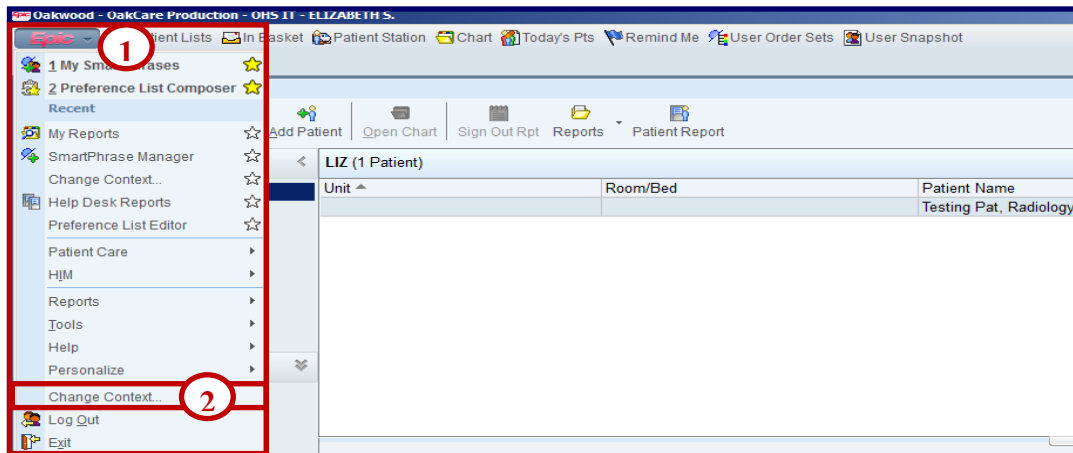
### When Logging On:

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.



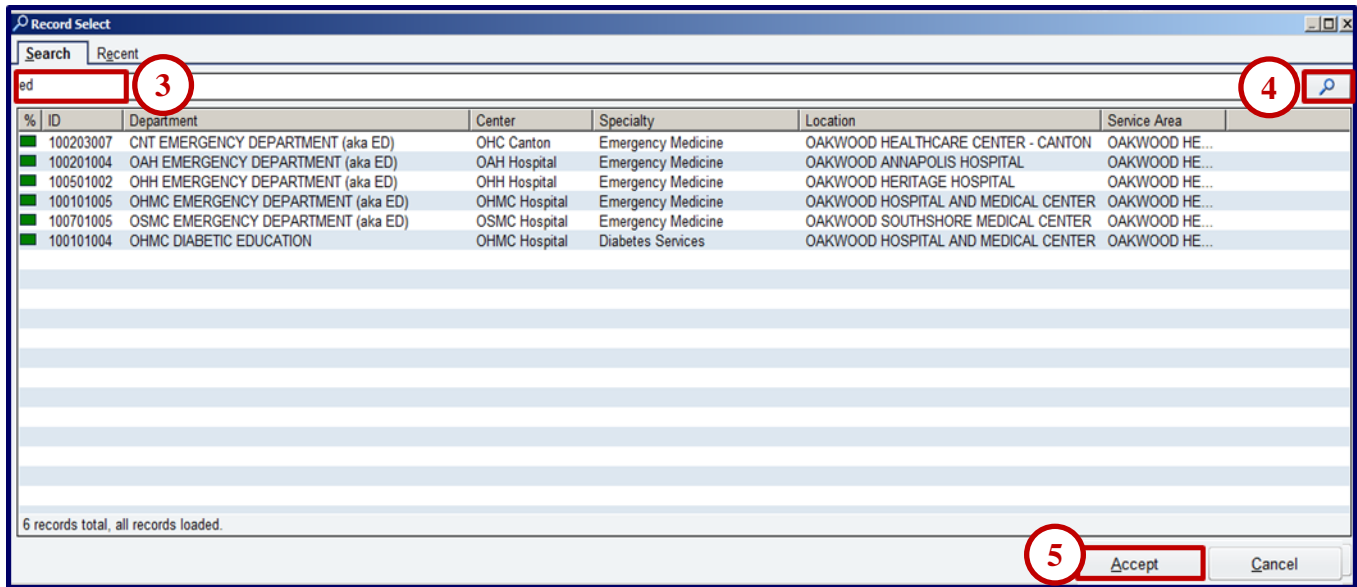
### After Logging On:

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



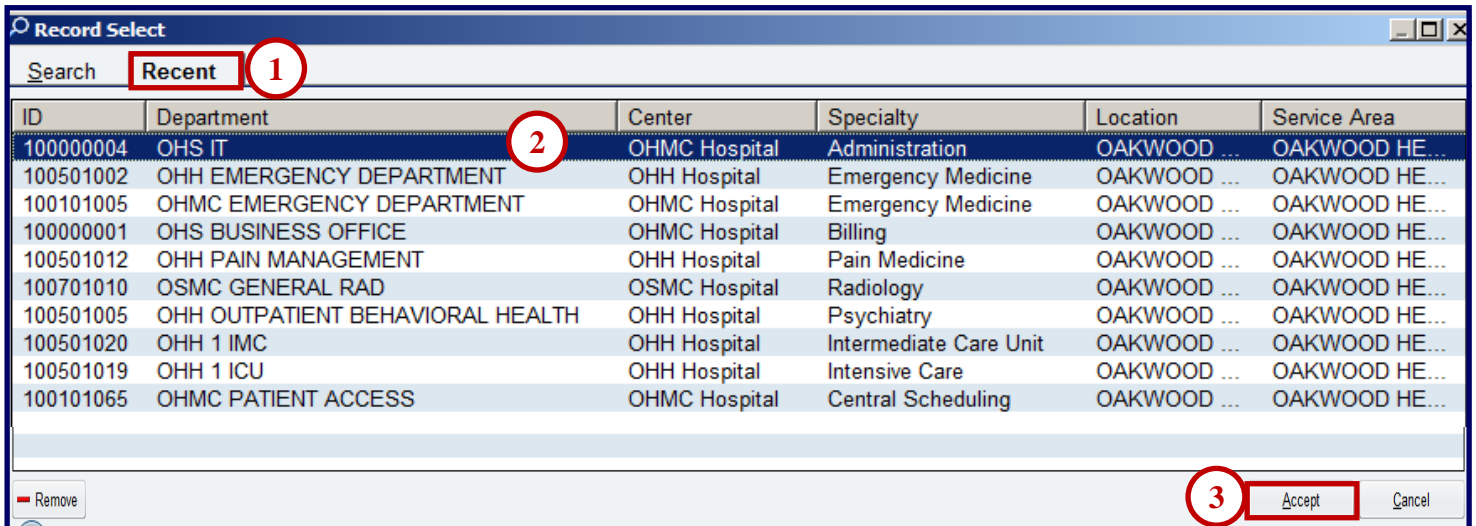
3. **Type** in the **department specialty** and **click Selection** in order to display departments that meet these criteria. For **example**, type **ED** in order to display all of the **ED departments**.
  - **Or**, type in the hospital abbreviation to display all departments: **OAH, OHH, OHMC, or 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**



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:

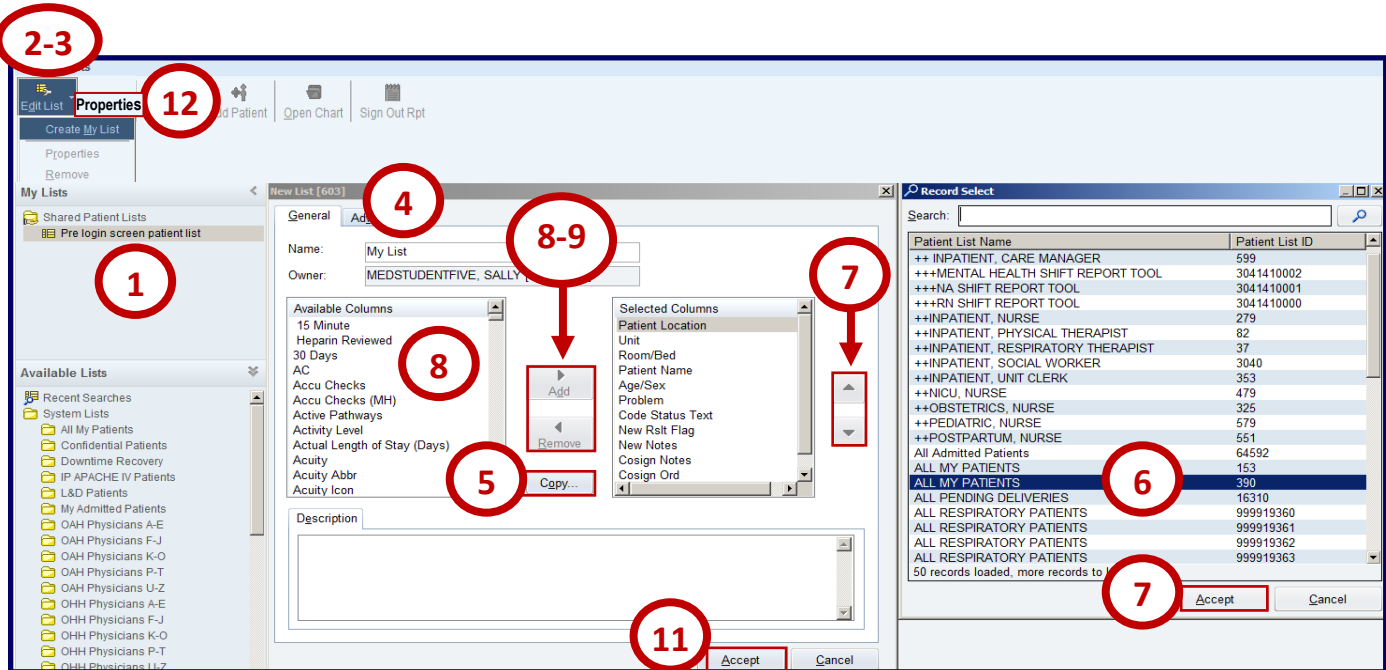
- How to cosign graduate student nursing notes-see page 20
- How to cosign graduate student nursing orders-see page 21

## 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**.



**1** My List

**2** Properties

**3** Actual Length of Stay (Days)

**4** Add

**5** Hrs in Obs

**6** Add

**7** Actual Length of Stay (Days)

**8** Accept

**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.

Advanced Tab:

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)

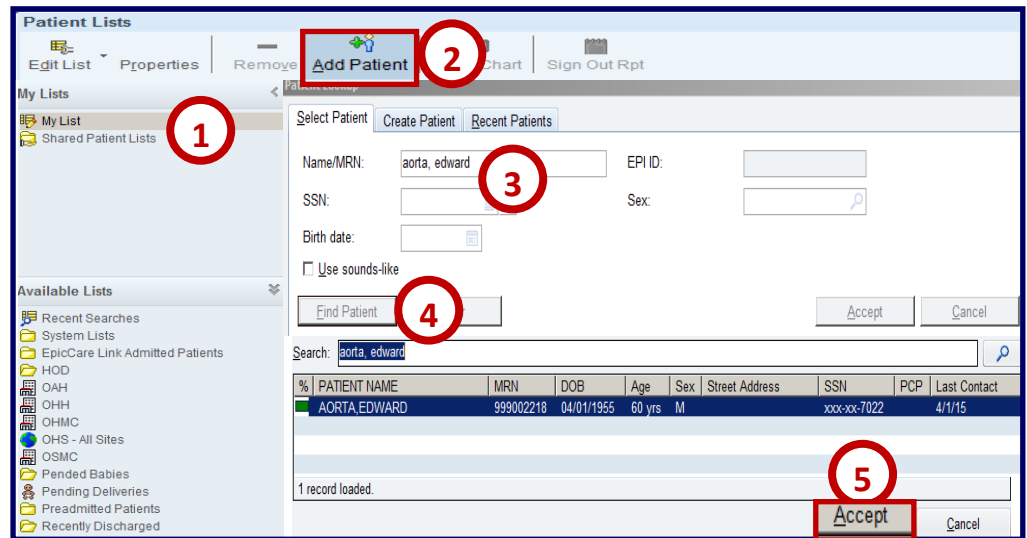
Description: This column displays the number of hours the patient has been in an "observation" class.

Accept | Cancel

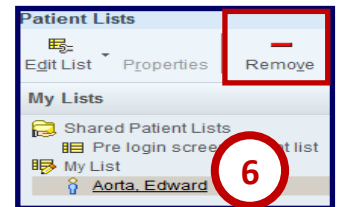


## Adding & Removing Individual Patients

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**.

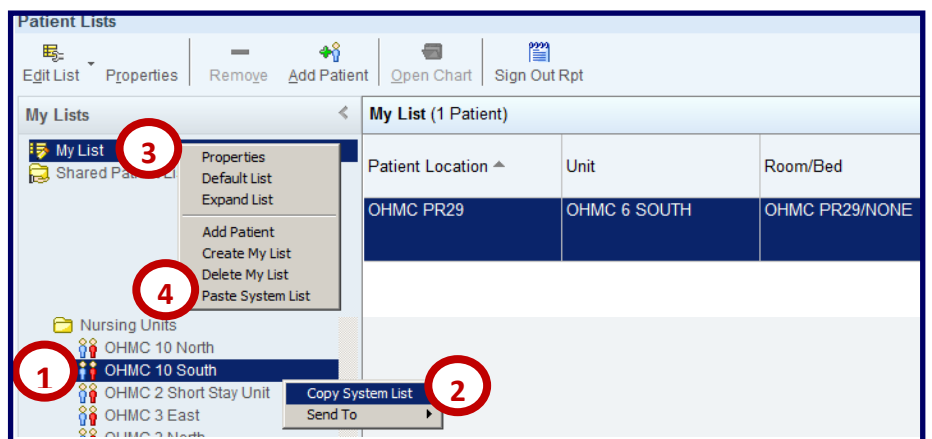


6. The **patient** is now **added** to your **list**, and will **remain there until you remove** as follows:
  - a. **Select Patient**
  - b. Click the **Remove** option in the toolbar.

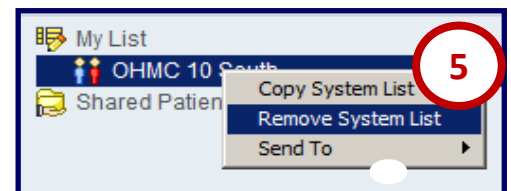


## Adding & Removing a System List

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 from the shortcut menu.

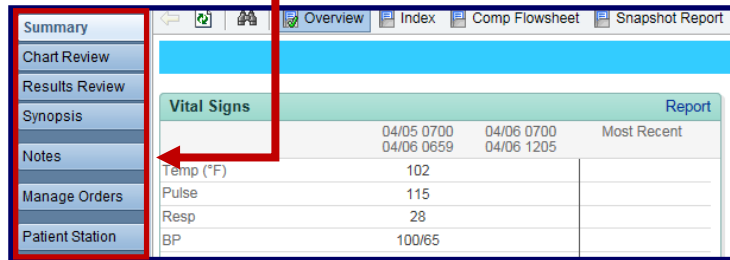
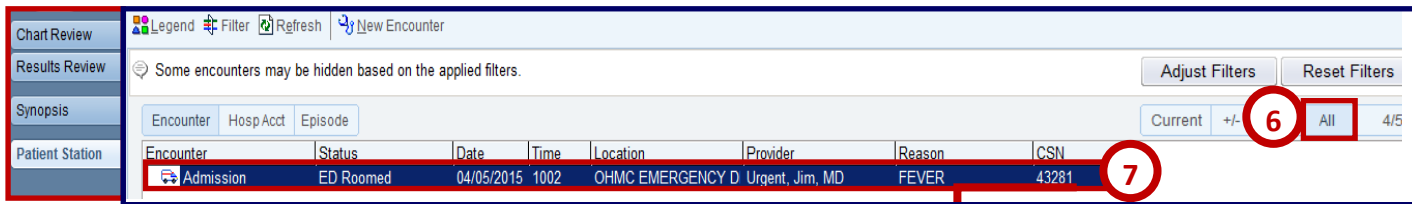
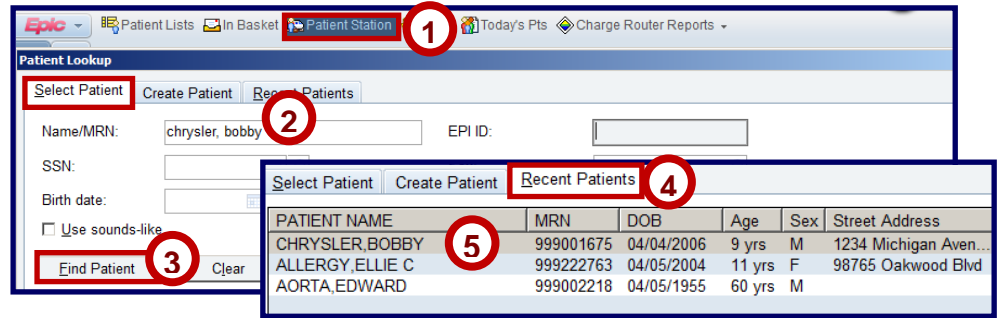


5. The **list** is now **added** to your **folder**, and will **remain there until you remove** as follows:
  - a. **Right-click** on the **list**
  - b. Click the **Remove System List** option from the menu.



## 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 station 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).

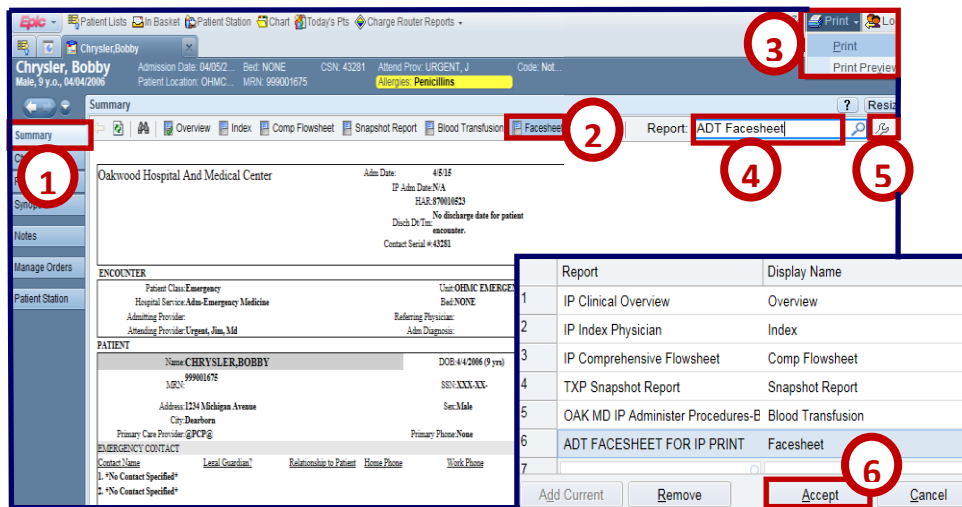


## Printing a Facesheet

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

## Adding a Facesheet Shortcut

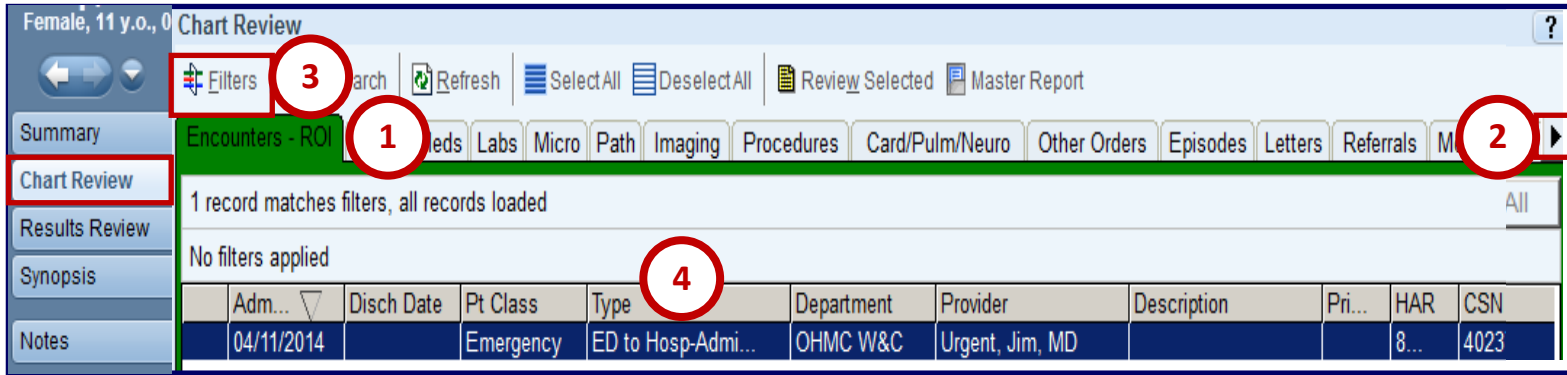
4. Type **ADT Facesheet**
5. Click **Wrench**
6. Click **Accept**



## 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

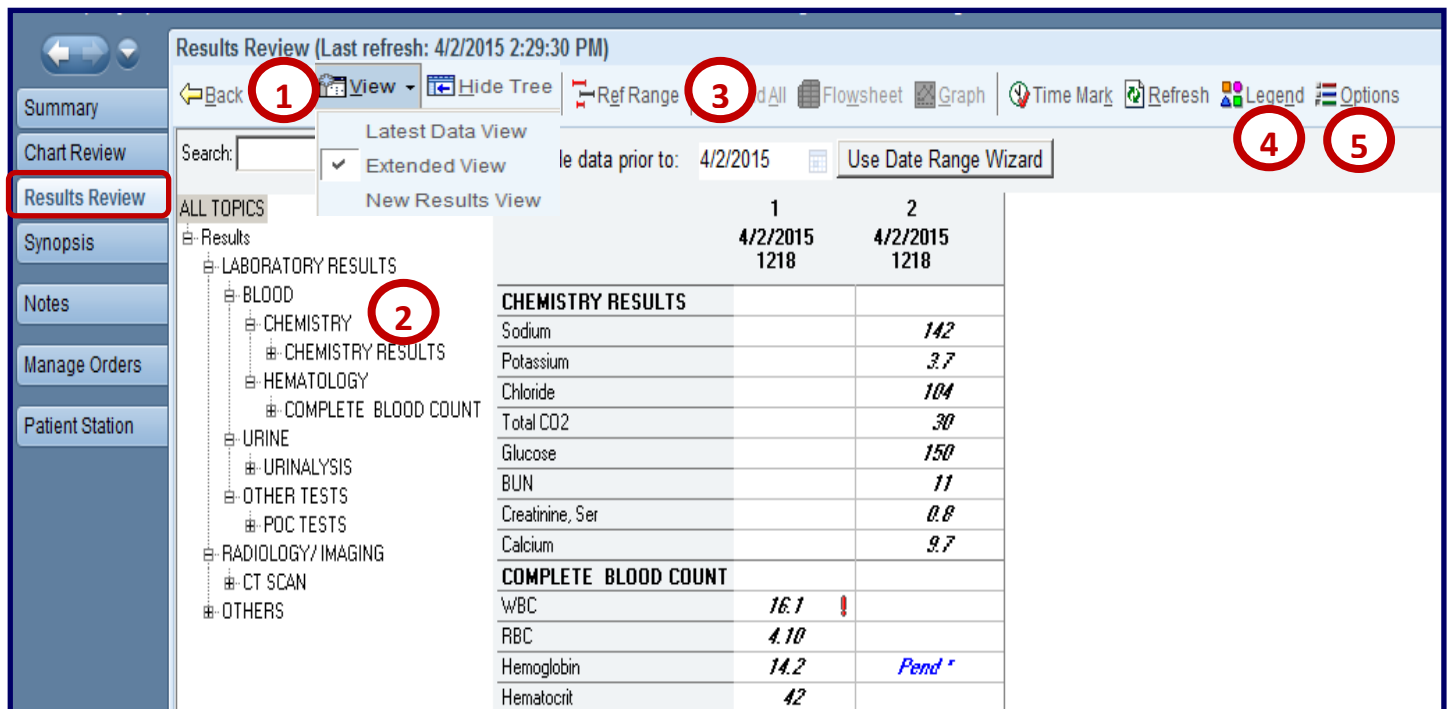
No filters applied

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

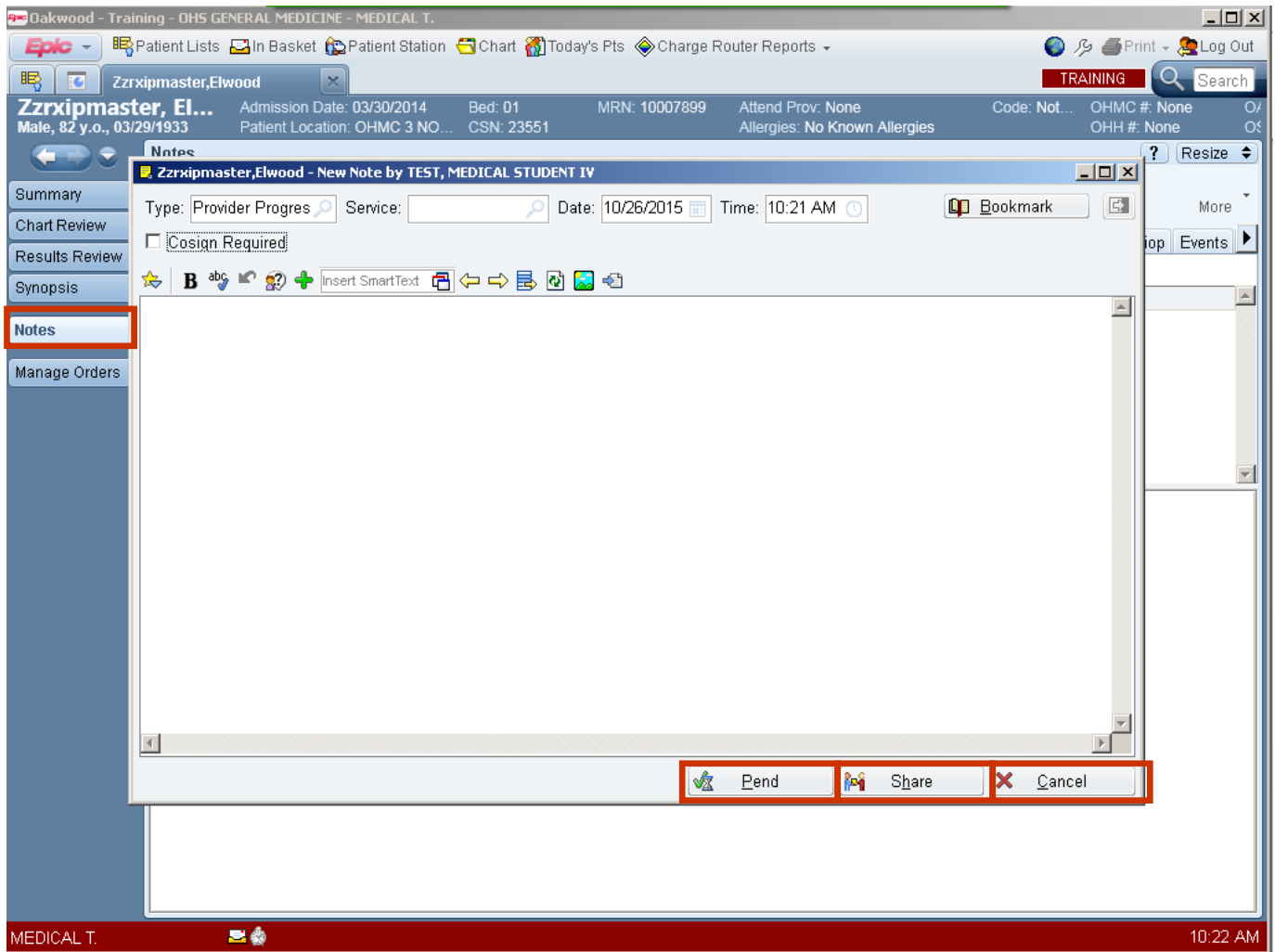
- Results
  - LABORATORY RESULTS
    - BLOOD
      - CHEMISTRY 2
        - CHEMISTRY RESULTS
        - HEMATOLOGY
          - COMPLETE BLOOD COUNT
      - URINE
        - URINALYSIS
      - OTHER TESTS
        - POC TESTS
      - RADIOLOGY/IMAGING
        - CT SCAN
      - OTHERS

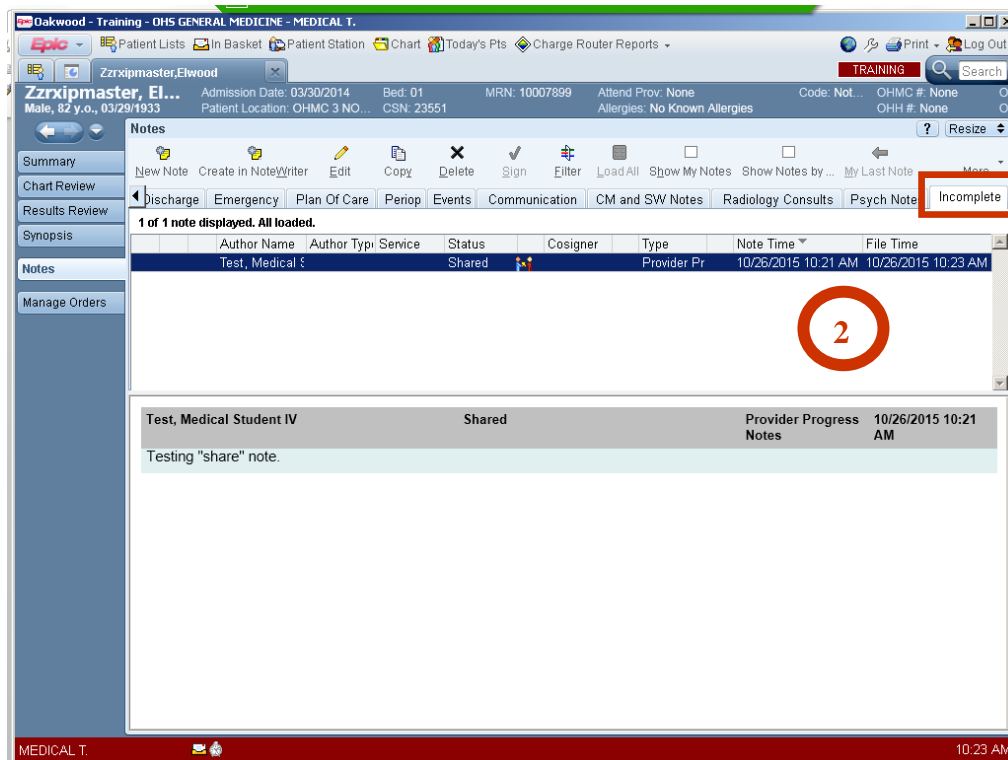
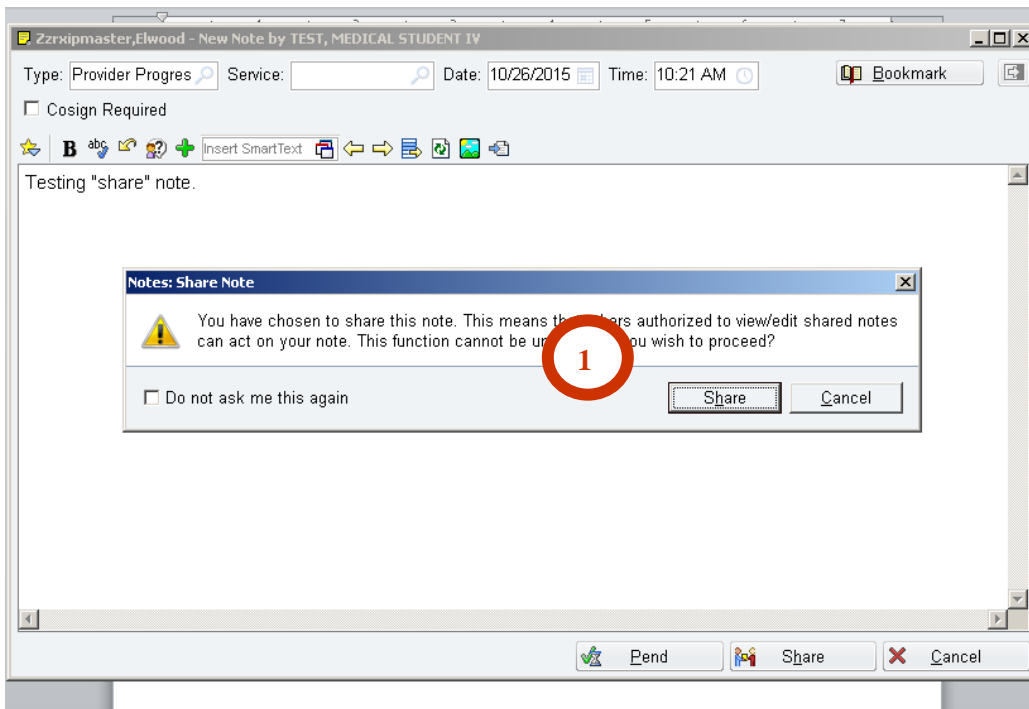
	1	2
	4/2/2015	4/2/2015
<b>CHEMISTRY RESULTS</b>		
Sodium		142
Potassium		3.7
Chloride		104
Total CO2		30
Glucose		150
BUN		11
Creatinine, Ser		0.8
Calcium		9.7
<b>COMPLETE BLOOD COUNT</b>		
wBC	16.1	!
RBC	4.10	
Hemoglobin	14.2	Pend *
Hematocrit	42	

## 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





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.

The screenshot shows the Epic Notes interface. At the top, there is a toolbar with various icons for note management. Below the toolbar is a navigation menu with tabs for different note types: All Notes, Provider Notes, Nursing Notes, Prog Notes, Consults, Procedures, H&P, Discharge, Emergency, Plan Of Care, Periop, Events, Communication, CM and SW Notes, and Radiology C. The main area displays a list of notes. The first note is highlighted in blue and has a status of 'Cosign Needed'. A red box highlights this status and the text 'Testing "Share" Note Note is appropriate' below it. Below the note list is a 'Revision History' table.

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

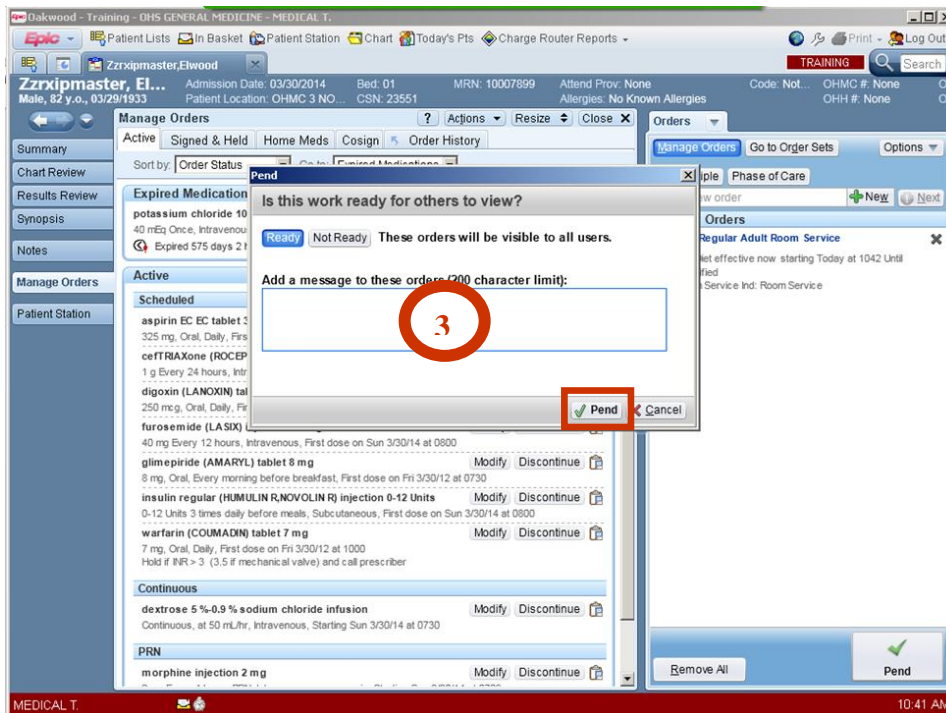
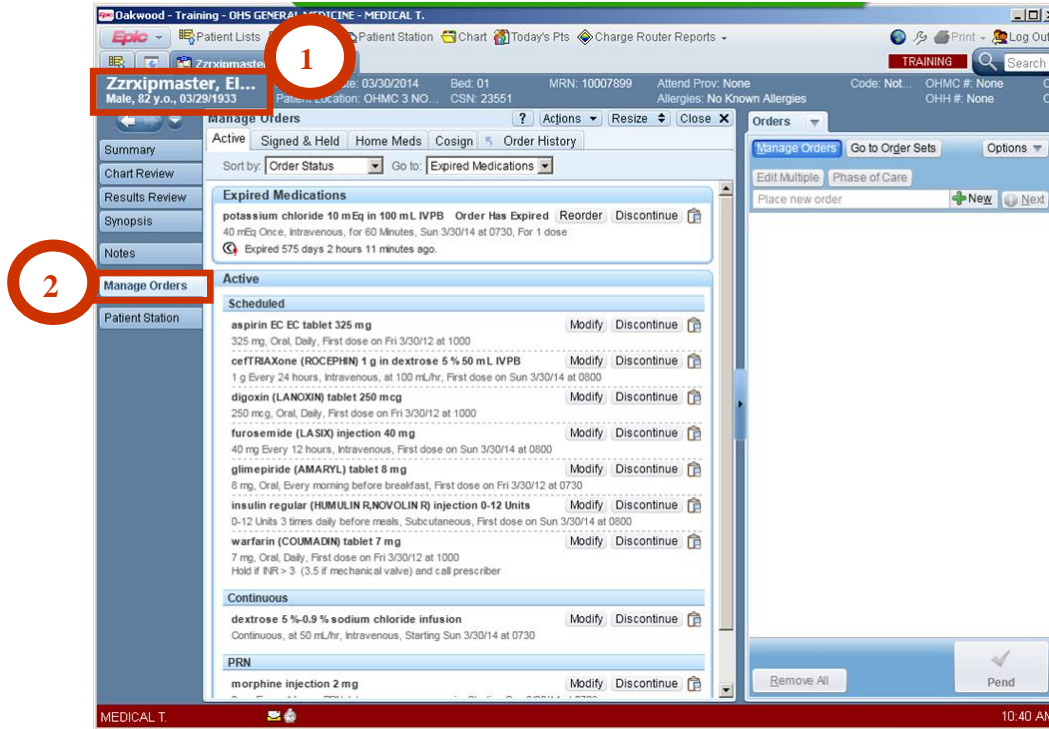
  

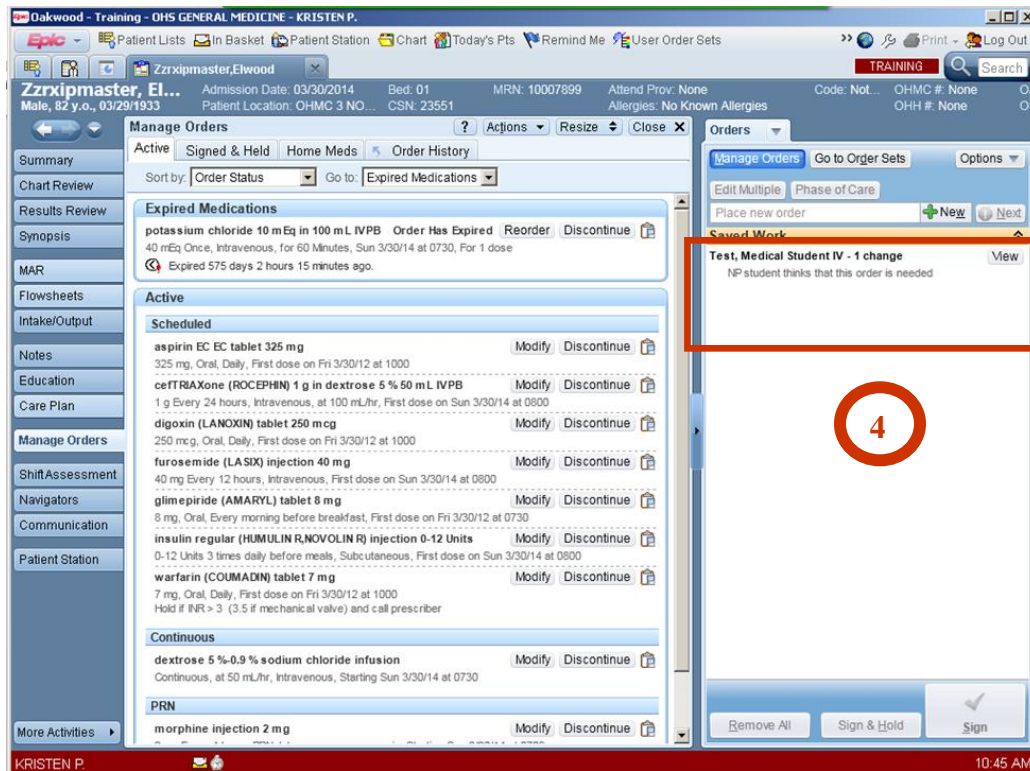
Date/Time	User	Provider Type	Action
10/26/2015 10:57 AM	Test, Inpatient Mlp, PA-C	Physician Assistant	Sign
10/26/2015 10:56 AM	Test, Medical Student IV	(none)	Share



## 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

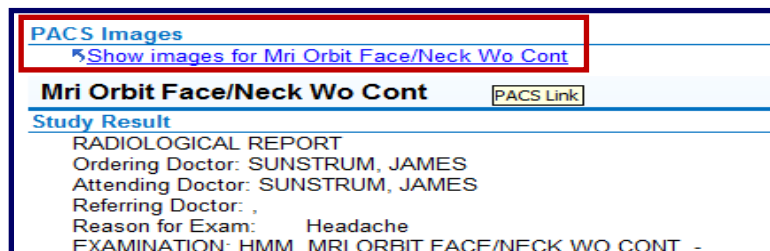
- Access the patient record in the EMR.
- Click on “Manage orders”
- View the “Saved Work” section.
- Click on “View”.
- You may delete the order or manage thus unsigned work which is the edit function.
- Click on “Sign”.
- The order is now active in the patient record.

## 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.

Patient Directory				
Shortcuts	Close All	Patient Name	MRN	Exam Date
	+ Query	demo, patient	000000002	
Patient Directory	+	DEMO, PATIENT ONE	test00000001	07/15/2005 0:43:01
	↓	DEMO, PATIENT TWO	test00000002	07/15/2005 0:12:20
Exception Handler	✓ <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
	✓ <input type="checkbox"/>	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
Personal Folders		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: Return to the main screen to look up another patient.

Q: Queue  
P: Preferences  
? Help  
X: Log Out

Click the Report Icon to open the transcribed report.

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

- 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.

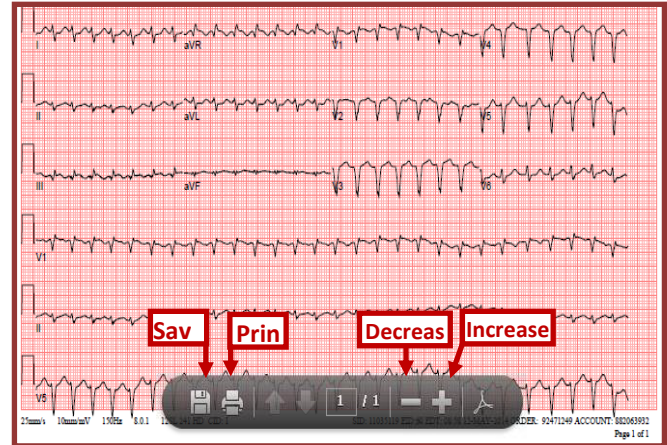
## Using MuseWeb

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:

Patient Last Name:

Patient First Name:

Site:

Matches found for: test, at site 01

Patient List			
	Name	Patient ID	Date Of Birth
5	<a href="#">TEST,C.E.</a>	000001369	N/A
	<a href="#">TEST,ECG</a>	123456789	16-NOV-1941
	<a href="#">Test_Name</a>	111111111	N/A

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

Reports			
Type	Date	Time	Status
<a href="#">ECG Report</a>	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.

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

18NOV1941 (M) M Male 140 lbs 5'08" Status: Inpatient with sinus entry/exit  
Chest: Normal Low voltage QRS  
ECG: Normal PR: 7 ms QRS: 84 ms QT: 380 ms QTc: 41 ms

Referral by: MALLETT # Confirmed By: Dr. Cardiologist

12-lead ECG tracing showing leads I, II, III, aVR, aVL, aVF, V1, V2, V3, V4, V5, V6.

