oneChart Electronic Health Record Orientation Manual For Graduate Nursing Students



Revised 3/26/19



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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.
- <u>If you already have completed this training</u>, 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, <u>all of which must be completed to get your</u> <u>oneChart/Epic access</u>:

- 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

or Sandy Schmitt at 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:

 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)

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	provided, and then select "Log In" Your Beaumont Health ID		used to lo	g into Outlook email and compu	Iter workstation
	Beaumont Health ID: Password:		rd?	Hint: Beaumont Health ID = your oneChart/Epic Login ID	ור
		Log In		Loginitz	┛
		Beaumont	Health © 2	2016	





New User:

- 1. Open the Password Self-Service Tool: <u>https://pss.beaumont.org</u>
- 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 <u>https://pss.beaumont.org</u> 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: <u>https://pss.beaumont.org</u>
- 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

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r Favorit	Beaumont User Login	Passv	vord Self-Service
	Change your password If you are an existing user and need password, please log in below by er Health ID (System Log) in D) and P provided, and then select "Log In".	ntering your Beaumont	For New Users If you are a New User, please click to Register Beaumont Health ID.
	Your Beaumont Health ID (Beaumont Health ID: Password:	(System Login ID) is the I Enter Beaumont Health II Forgot Your Passw	D used to log into Outlook email and computer workstations.
		Beaumon	t Health © 2016

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.)

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Favorites Tools Help		
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If you are an existing user and need password , please log in below by er Health ID (System Login ID) and P provided, and then select " Log In ".	ntering your Beaumont	If you are a New User , please click to <u>Register Beaumont Health ID</u> .
Your Beaumont Health ID ((System Login ID) is the ID	used to log into Outlook email and computer workstation
Beaumont Health ID:	Enter Beaumont Health II	
Password:	Forgot Your Passwo	rd?
	Log In	
	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: <u>bh123fox@Beaumont.org</u>).
- 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	😝 Take a Tour
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Show:	All Tasks 2 Ass	ignments 🚺	Electives 1			
	P_Medical Stude		ng	D	ue: Dec 31,	2016 Start







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	
Epic_IP_Medical Students elearning COURSE STATUS: Not Yet Started Show additional information -	Start
Epic_IP_Medical Student elearning Evaluation COURSE STATUS: Not Yet Started Show additional information -	Start

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.







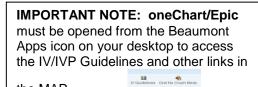
Signing on to oneChart/Epic

- 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

Beaumont		
Beaumonit	OneChari	
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	User name:		
Beaumont	Password:		
		Log On	
	Forgot Password? Instructions for	for first time setup,	
	Contact the Beaumont Heath Servi	rice Desk toll-free at (888) 481-2448.	
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Enter Your User ID and Password

Beaumont Health - oneChart DEV	- 0 ×
Security and Privacy Notification	
Allowing others to use your account, leaving a <i>one</i> Chart workstation unattended while logged in, or inappropriate access to medical records may result in termination of employment, revocation of privileges, reporting to State licensing boards, and potential legal consequences. By signing on to <i>one</i> Chart, I acknowledge compliance	
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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".

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Security and Privacy Notification	
Allowing others to use your account, leaving a <i>one</i> Chart workstation unattended while logged in, or inappropriate access to medical records may result in termination of employment, revocation of privileges, reporting to State licensing boards, and potential legal consequences. By signing on to <i>one</i> Chart, I acknowledge compliance	
with the abov	
Department: OHMC 4 NORTH [100101034]	
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Last login Fri Oct 21, 2016 8:21 AM EDT. © 1379-021 Bpic Spinner Corporation All rights reserved. Protected by U.S. paterns. For deally driv mww spic.com/paterns.	
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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".

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100297021	BMC BRAIN & SPINE GARDEN CITY	Neurosurgery	OAH FREESTANDING OFFICE	29150 For
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 For
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
				•





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#!

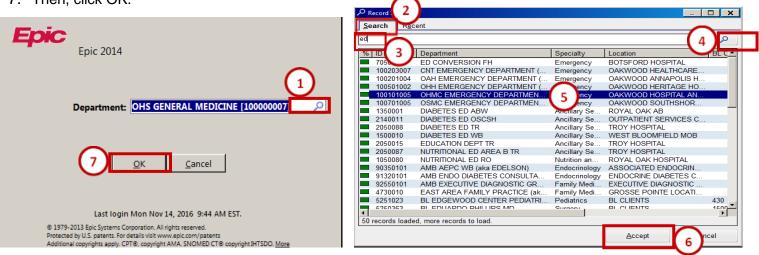




Changing Context to a Different Department for all Users

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

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E	pic 🧹 🚽 ient Lists 🖻	ln E	asket 🏦	Patient Station	n 🚭 Chart 🚮 Tod	ay's Pts 🌾 Re	mind Me	Ser Order Sets	😰 User Sn	apshot
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	Change Context 2									
9	Log Out									
P	Exit									

- 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

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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	
	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 SOUTHSHORE MEDICAL CENTER	OAKWOOD HE	
100101004	OHMC DIABETIC EDUCATION	OHMC Hospital	Diabetes Services	OAKWOOD HOSPITAL AND MEDICAL CENTER	OAKWOOD HE	
6 records total,	all records loaded.			\sim		
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Locate your previously selected departments from the 'Recent' tab:

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

Record Sele	ect								
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ID	Department	Center	Specialty	Location	Service Area				
100000004	OHS IT 2	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				
		•	-						
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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**.





2-3					
Properties Remove My List <	Open Chart Sign Out Rpt		X P Record Select		_ O X
Shared Patient Lists	General Ada		Search:		
III Pre login screen patient list	8-	9	Patient List Name	Patient List ID	
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	Owner: MEDSTUDENTFIVE, SALLY		+++MENTAL HEALTH SHIFT REPORT TOOL	3041410002	
	OWNER: MEDSTODENTITYE, SALET		+++NA SHIFT REPORT TOOL	3041410001	
	Available Columns	Selected Columns	+++RN SHIFT REPORT TOOL	3041410000	
	15 Minute	Patient Location	++INPATIENT, NURSE	279	
	Heparin Reviewed	Unit	++INPATIENT, PHYSICAL THERAPIST	82	
		Room/Bed	++INPATIENT, RESPIRATORY THERAPIST	37	
Available Lists	AC (8)	Patient Name	++INPATIENT, SOCIAL WORKER	3040	
Available Lists 🛛 👋	A any Ohanka	A == 10 ==	++INPATIENT, UNIT CLERK	353	_
Recent Searches	Accu Checks (MH)	Problem	++NICU, NURSE	479	
System Lists	Active Pathways	Code Status Text	++OBSTETRICS, NURSE	325	
All My Patients	Activity Level	New Rsit Flag	++PEDIATRIC, NURSE	579	
Confidential Patients	Actual Length of Stay (Days)		++POSTPARTUM, NURSE	551	
Downtime Recovery	Acuity	Cosign Notes	All Admitted Patients	64592	
P APACHE IV Patients	Acuity Abbr	Cosign Ord	ALL MY PATIENTS	153	
L&D Patients	Acuity Abbr Acuity Icon 5 Copy		ALL MY PATIENTS	390	
My Admitted Patients	y tour y tour		ALL PENDING DELIVERIES	16310	
Admitted Patients OAH Physicians A-E	Description		ALL RESPIRATORY PATIENTS	999919360	
OAH Physicians F-J			ALL RESPIRATORY PATIENTS	999919361	
OAH Physicians F-J		<u>~</u>	ALL RESPIRATORY PATIENTS	999919362	
OAH Physicians P-T			ALL RESPIRATORY PATIENTS 50 records loaded, more records to	999919363	
OAH Physicians U-Z			So records loaded, more records to		
				Accept <u>C</u> anc	cel
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OHH Physicians F-J					
OHH Physicians K-O					
OHH Physicians P-1 OHH Physicians LL-7		Accept Cancel			
UHH Physicians U-7					_

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

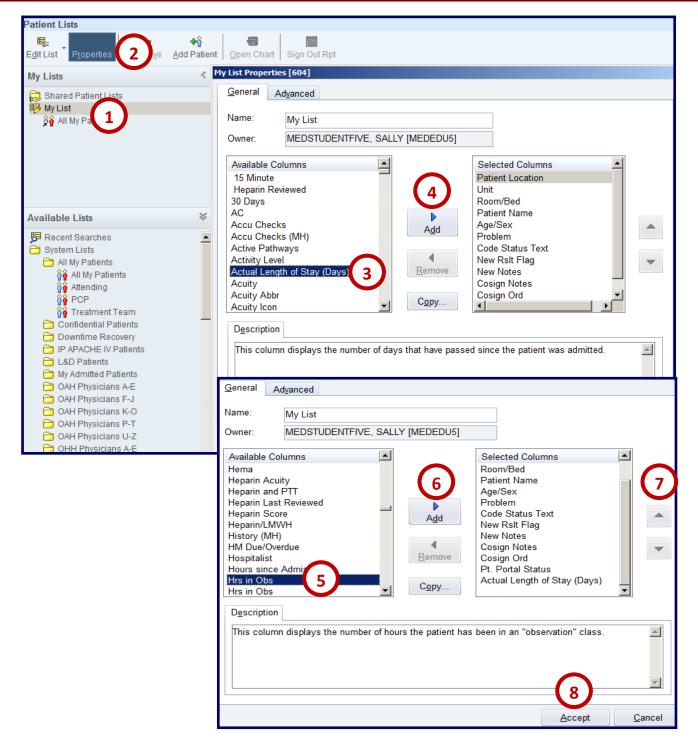
- 1. Select your patient list you wish to modify
- 2. Click Properties.
- 3. Select Actual Length of Stay (Days) from Available columns
- 4. Click Add
- 5. Select Hrs in Obs from Available Columns
- 6. Click Add

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.











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	
Edit List Properties Remov	
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IB My List Image: Shared Patient Lists 1	Select Patient Create Patient Recent Patients
	Name/MRN: aorta, edward EPI ID:
	SSN: Sex.
	Birth date:
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Available Lists 🛛 💝	
Recent Searches System Lists	Eind Patient 4
EpicCare Link Admitted Patients	Search: aorta, edward
C HOD	% PATIENT NAME MRN DOB Age Sex Street Address SSN PCP Last Contact
ана аранна а аранна а а а	AORTA,EDWARD 999002218 04/01/1955 60 yrs M xxx-xx-7022 4/1/15
ОНМС	
OHS - All Sites	
📓 OSMC	
Pending Deliveries	1 record loaded.
Preadmitted Patients	Accept
🗁 Recently Discharged	<u>Accept</u> <u>Cancel</u>

- 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.

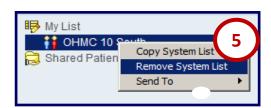
Patient Lists	
Edit List Properties	Remo <u>v</u> e
My Lists	
G Shared Patient List: ■ Pre login scree My List	s 6
Aorta, Edward	

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				
<mark>≣</mark> _ E <u>d</u> it List [™] P <u>r</u> operties	Remove Add Patie	nt Open Chart Sign Out	Rpt	
My Lists	<	My List (1 Patient)		
₩ List 3 Shared Pactor	Properties Default List Expand List	Patient Location A	Unit	Room/Bed
	Add Patient Create My List	OHMC PR29	OHMC 6 SOUTH	OHMC PR29/NONE
4	Delete My List Paste System List			
D Nursing Units				
		\sim		
	hort Stay Unit Copy Sy ast Send To	rstem List		

- 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
- 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:
- Click the Recent Patients tab which displays recently opened patient charts

Epic - 🦷 Patient Lists 🗳 In Bas	ket 😰 Patient Station 📊 👔 Today	's Pts � Charge Router Reports	•	
Patient Lookup				
Select Patient Create Patient	eom Patients			
Name/MRN: chrysler, bobby	2 EPI ID:			
SSN:	Select Patient Create Patient	Recent Patients		
Birth date:			, , ,	_
Use sounds-like	PATIENT NAME	MRN DOB	Age Sex Street Address	
	CHRYSLER, BOBBY 5	999001675 04/04/2006	9 yrs M 1234 Michigan Av	en
Eind Patient 3 Clear	ALLERGY,ELLIE C	999222763 04/05/2004	11 yrs F 98765 Oakwood E	Blvd
	AORTA,EDWARD	999002218 04/05/1955	60 yrs M	

- 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 **<u>patient's hospital chart</u>** 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).

Resp

BP

Chart Review	🎦 Legend 🕸 Filter 🐼 R	tefresh 🦓 <u>N</u> ew Encou	inter						
Results Review	Some encounters ma	Some encounters may be hidden based on the applied filters.							
Synopsis	Encounter Hosp Acc	t Episode						Current +/-	6 All 4/5
Patient Station	Encounter	Status	Date	Time Locati	ion Provider	Reason	CSN		
		ED Roomed	04/05/2015	1002 OHM(C EMERGENCY DI Urgent, Jim, MI	D FEVER	43281)	
					Commence	ା 🖉 🙀	😸 Overview 📮 Index	Comp Flowsheet	Snapshot Report
					Summary				
					Summary Chart Review				
					Chart Review	Vital Signs			Report
					Chart Review Results Review Synopsis		04/05 070 04/06 065	D 04/06 0700	
					Chart Review Results Review		04/05 070	D 04/06 0700	Report

Patient Station

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

Epic - Epic	atient Lists 🚨 In Basket 🏠 Patient Station 🚭 Ch	iart 🚮 Today's Pts Oharge F	Router Reports 🗸			Print 🗸 🧟 Lo
🖳 🖸 🖹 C	hrysler,Bobby					<u>Print</u>
Chrysler, Bo Male, 9 y.o., 04/04/			Prov: URGENT, J es: Penicillins	Code: Not.		Print Preview
	Summary				\sim $-$? Resiz
Summary	🖙 😧 🗛 📓 Overview 📄 Index 📮 C	omp Flowsheet 📲 Snapshot Re	port 📔 Blood Transfusion	Faceshe	e 2 Report: ADT Faces	heet 🔎 🎾
Synop	Oakwood Hospital And Medical Center	De	4/5/15 Adm Date.N/A HAR.870010523 sch DUTm. No discharge date for pati encounter. et Serial #:43281	ent	_ (4) (5)
Manage Orders	ENCOUNTER				Report	Display Name
Patient Station	Patient Class:Emergency Hospital Service:Adm-Emergency Medicine		Unit-OHMC EMERGE! Bed:NONE	1	IP Clinical Overview	Overview
	Admitting Provider: Attending Provider: Urgent, Jim, Md	R	ferring Physician Adm Diagnosis:	2	IP Index Physician	Index
	PATIENT Name CHRYSLER.BOBBY		DOB:4/4/2006 (9 yrs)	3	IP Comprehensive Flowsheet	Comp Flowsheet
	999001675 MEN:		SSN:XXX-XX-	4	TXP Snapshot Report	Snapshot Report
	Address:1234 Michigan Avenue City-Dearborn		SecMale	5	OAK MD IP Administer Procedures-B	
	Primary Care Provider:@PCP@		Primary Phone:None	6	ADT FACESHEET FOR IP PRINT	Facesheet
	EMERGENCY CONTACT <u>Contact Name</u> 1. *No Contact Specified* 2. *No Contact Specified*	Relationship to Patient Home Phone	Work Phone	7	d Current Remove	Accept 6 Cancel

28

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Reviewing a Patient Chart

Review historical patient information

- Select any tab to display key patient data (encounters, labs, imaging, notes)

 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	?
•	🛊 Eilters 3 arch 🔄 Refresh 📄 Select All 📄 Deselect All 🗎 Review Selected 🖷 Master Report	
Summary	Encounters - ROI 1 Jeds Labs Micro Path Imaging Procedures Card/Pulm/Neuro Other Orders Episodes Le	etters Referrals M 2
Chart Review	1 record matches filters, all records loaded	All
Results Review		
Synopsis	No filters applied	
-1-1-1-	Adm 🗸 Disch Date Pt Class Type 💙 Department Provider Description	Pri HAR CSN
Notes	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: 4/2/2	2015 2:29:30 PM)			
Summary		A Trentange	d <u>A</u> ll 📕 Flo <u>v</u>	<u>v</u> sheet <u>M</u> Graph	⊕Time Mark @Refresh Legend ≡Options
Chart Review	Search: ✓ Extended V	la data arianten 4/0	/2015 📰 🗌	Jse Date Range W	izard 4 5
Results Review	ALL TOPICS New Resul	ts View	1	2	
Synopsis	Ė-Results Ė-LABORATORY RESULTS		4/2/2015 1218	4/2/2015 1218	
Notes	BLOOD	CHEMISTRY RESULTS			
		Sodium		142	
Manage Orders		Potassium		3.7	
		T Chloride		104	
Patient Station		Total CO2		30	
		Glucose		150	
		BUN		11	
	POC TESTS	Creatinine, Ser		0.8	
	B-BADIOLOGY/IMAGING	Calcium		9.7	
	B-CT SCAN	COMPLETE BLOOD COUNT			
	B OTHERS	WBC	16.1 🚦		
		RBC	4.10		
		Hemoglobin	14.2	Pend *	
		Hematocrit	42		

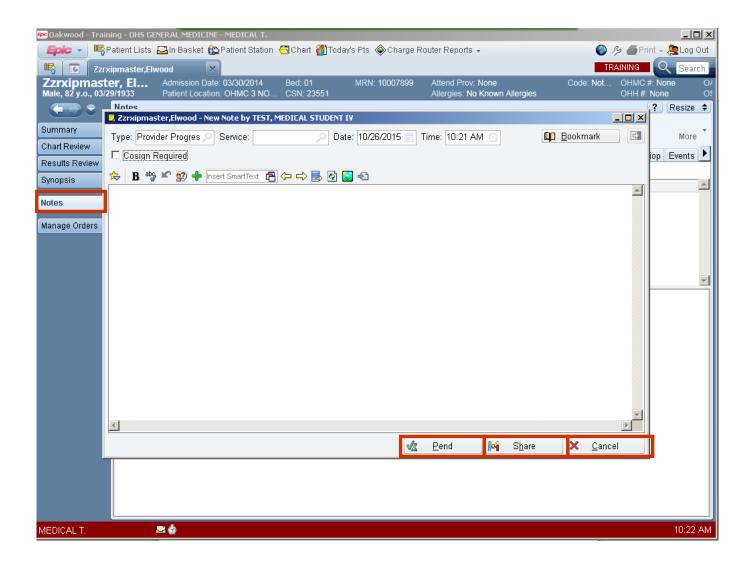




Entering Notes

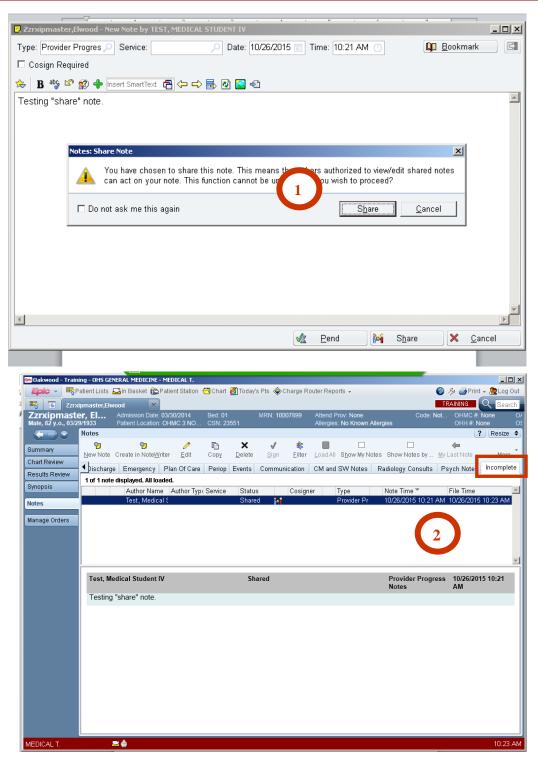
Create a note using NoteWriter, or your own customized template. Be sure to select your preceptor **cosigner**.

- **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.

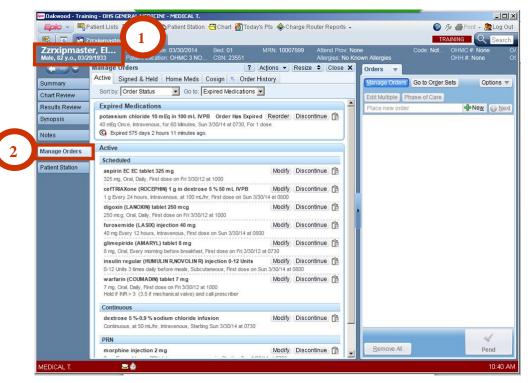
All Notes Provider N 1 of 1 note displayed.	ote <u>W</u> riter Add <u>e</u> ndun lotes Nursing Not All loaded.	Copy es Prog Note	X Delete	Sign sults Pr	-		bow My Notes		og <u>M</u> y Las		ime Mark	-3	2		2		
All Notes Provider N 1 of 1 note displayed.	lotes Nursing Not All loaded. uthor Name	es Prog Note	-	_	-		-		y <u>M</u> y Las	t Note 1	ime Mark						
1 of 1 note displayed.	All loaded. uthor Name		es Cons	sults Pr	rocedures	H&P Dis	scharge Em				_	Ro <u>u</u> te	<u>R</u> efresh	Legend	Search	1	More
A	uthor Name	Author Type						ergency Pla	Of Care	Periop	Events	Commun	ication	CM and SV	// Notes	Radi	ology C.
		Author Type															
Te	est Inpatient MIp F		Service	e	Status		Cosigner	1	уре		Note Ti	me 🔻		File Tir	me		
		Physician Ass	sis Adm-A	ACE Ger	ri: Cosign N	leeded 🗛	7	1	Provider Pro	ogre	10/26/2	015 10:56	5 AM	10/26/	2015 10:57	7 AM	
																	_
Test, Inpatient MIp	o, PA-C	Physicia	an Assis	stant	Cosig	jn Needec	d		ACE Geria	tric OH-	D Provi	der Prog	ress Note	es 10/26	6/2015 10:	:56 AI	м
		Physicia	an Assis	stant	Cosig	jn Needec	d	Adm- A Only	ACE Geria	tric OH-	D Provi	der Prog	ress Note	es 10/26	6/2015 10:	:56 AI	м
Testing "Share" N	lote	Physicia	an Assis	stant	Cosig	jn Needec	d		ACE Geria	tric OH-	D Provi	der Prog	ress Note	es 10/26	6/2015 10:	:56 AI	м
	lote	Physicia	an Assis	stant	Cosig	jn Needec	d		ACE Geria	tric OH-	D Provi	der Prog	ress Note	es 10/26	6/2015 10:	:56 AI	м
Testing "Share" N	lote	Physicia	an Assis	stant	Cosig	jn Needec	d		ACE Geria	tric OH-	D Provi	der Prog	ress Note	es 10/26	6/2015 10:	:56 AI	M
Testing "Share" N Note is appropriat	lote		an Assis	stant	Cosig	jn Needec			ACE Geria	tric OH-	D Provi	der Prog		es 10/26	6/2015 10:	:56 AI	
Testing "Share" N Note is appropriat Revision History	lote le		User		Cosig /lp, PA-C	jn Needeo	F	Only		tric OH-	D Provi		on	es 10/26	5/2015 10:	:56 AI	
Testing "Share" N Note is appropriat Revision History Date/Time	lote te 57 AM		User Test, Inp	patient M		jn Needeo	F	Only Provider Type		tric OH-	D Provi	Acti	on	es 10/26	5/2015 10:	:56 AI	

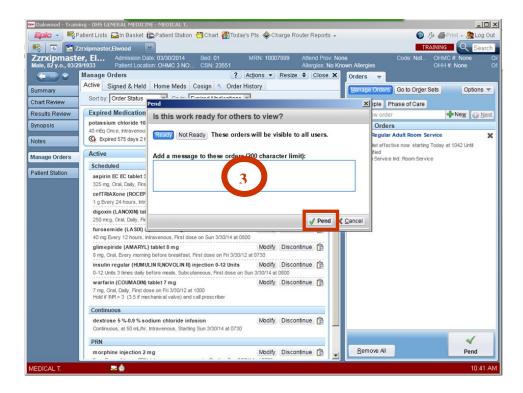




Entering Orders

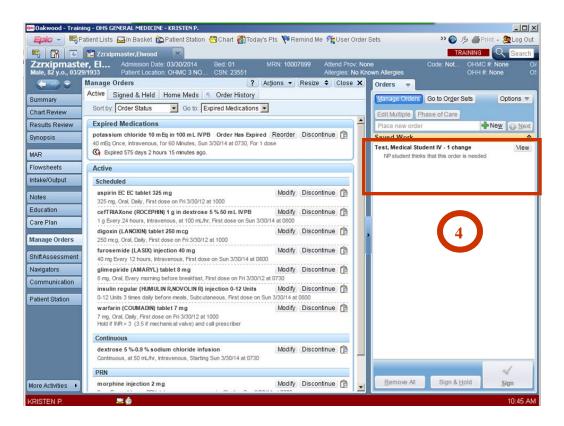
- 1. Access the patient record in the EMR.
- 2. Click on "Manage orders"
- 3. Enter the order. You may add a message to the order if your wish. Click "Pend".
- 4. The note will appear under the saved work on the right.











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.

PACS Images <u>Show images for Mri Orbit Face/Neck Wo Cont</u>							
Mri Orbit Face/Neck Wo Cont PACS Link							
Study Result							
RADIOLOGICAL REPORT							
Ordering Doctor: SUNSTRUM, JAMES							
Attending Doctor: SUNSTRUM, JAMES							
Referring Doctor: ,							
Reason for Exam: Headache							
EXAMINATION: HMM MRI ORBIT FACE/NECK WO CONT -							

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

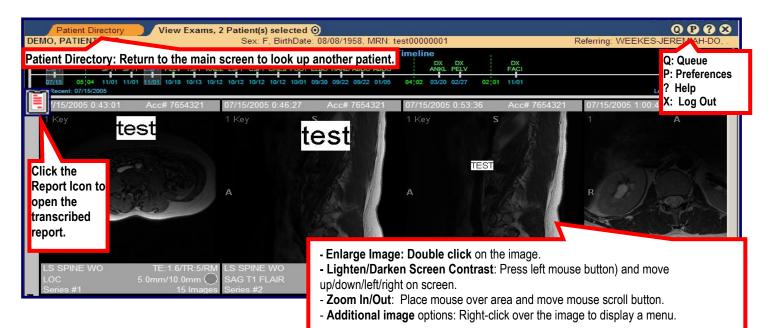




Locating and Viewing Radiology Images

- 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 2	1 00000002		
Patient Director,	+	DEMO, PATIENT ONE	test00000001	07/15/2005	0:43:01
	Ψ	DEMO, PATIENT TWO	test00000002	07/15/2005	0:12:20
	✓□	MR - MRI BRAIN WO CONTRAST; Acc: 36; Referring: FLAHERTY,		07/15/2005	0:12:20
	\sim	DX - PELVIS, HIPS INFANT MIN 2 V; Acc: 100; Referring: WEEKE		10/18/2004	13:30:00
Exception Handler		DX - RIB BIL MIN 4 VIEWS W/PA CHEST; Acc: 102; Referring: WE		10/14/2004	10:26:00
	✓□	DX - KNEE MIN 4 VIEWS; Acc: 98; Referring: WEEKES, JEREMIA	$\mathbf{}$	10/12/2004	15:27:00
Descent Felders		DX - SPINE-LS MIN 4 VIEWS; Acc: 104; Referring: WEEKES, JER	4	10/12/2004	13:40:40
Personal Folders		DX - SHOULDER MIN 2 VIEWS; Acc: 95; Referring: WEEKES, JE		10/06/2004	18:03:32







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.
- 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.

