

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

**Beaumont**

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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.
- If you already have completed this training: Go to [page 4](#) for instructions to print your User ID.

## 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

**Special instructions for nursing students who are also Beaumont Health Employees will be indicated in these yellow boxes. If you are a Beaumont Health employee, please be sure to carefully read the information in these yellow boxes throughout the manual.**

## 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

1. Your HealthStream ID# also known as your Beaumont Employee ID or PeopleSoft ID# will be emailed to you. Your HealthStream ID# is a unique 6 digit number. It will not begin with zero.
2. From Internet Explorer, go to [www.healthstream.com/hlc/beaumonthealth](http://www.healthstream.com/hlc/beaumonthealth)
3. **Sign In:** Enter your **6-digit HealthStream ID#** in the **User ID** field.
4. **Password:** Enter your **6-digit HealthStream ID#** in the **Password** field.

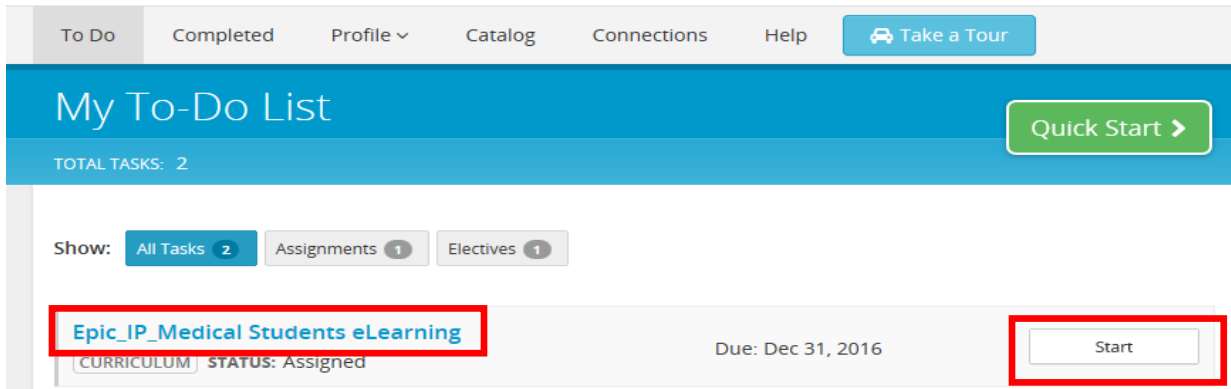
The screenshot shows the HealthStream login page. A red box highlights the 'Sign In' section with fields for 'User ID' and 'Password', and a 'Login' button. A red arrow points from the 'Login' button to a text box that says 'User ID: Enter the 6 digit HealthStream ID# that was given to you. Password: Enter the 6 digit HealthStream ID# that was given to you.' Another red box highlights a message: 'Your HealthStream ID# is also known as your Beaumont Employee ID or PeopleSoft ID#.' To the right, 'Login Instructions' are provided, including a 'PLEASE NOTE' section and 'Directions' for entering the ID and password. The page footer includes copyright information and contact details for Beaumont IT Customer Service.

5. The first time you log into HealthStream, you will be directed to reset your password.

The screenshot shows the 'Reset Your Password' page. A red box highlights the 'Old Password' field with an annotation: 'Old Password: Enter the 6 digit HealthStream ID# that was given to you.' Another red box highlights the 'New Password' and 'Confirm Password' fields with an annotation: 'Create your new password.' A third red box highlights the 'Submit' button with an annotation: 'Reenter your new password.' The page also features a message: 'Please reset your password to log in.' The footer contains copyright information and contact details for Beaumont IT Customer Service.

## HealthStream User Instructions

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



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

### Courses in this Curriculum

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

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.**

## Obtaining Your User ID

### Printing Your Electronic Letter (e-Letter) containing your User ID:

1. A staff person will need to sign you onto the computer for the first time.
2. Click on the **Internet icon**. You will automatically be directed to the **Beaumont Intranet** home page.
3. Click on **OakNet** (located on the top upper right portion of your screen).
4. Under **Quick links**, click the **Forms** option.
5. Click the **System Access Request link**.
6. Click **Employee Login for e-Letter** link and enter the requested information & then click **Submit**.
7. Click the **e-Letter link** and **print** your e-Letter (and any instructions included).

**Beaumont**  
HEALTH

The screenshot displays the Beaumont Health OakNet interface. At the top, there are navigation tabs: News, Nursing, Physicians, Directories, and Programs. Below these is the 'OakNet' header. On the left, there's a 'People Search' section with a search bar and a 'Go' button. Below that are 'PHONE DIRECTORIES' for Department, Employee, Physician, and Residents. A 'Quicklinks' section on the left has a list of links, with 'Forms' highlighted by a red box. The main content area shows 'Electronic Forms' with a list of 'Most Requested Forms', including 'System Access Request', which is also highlighted by a red box. To the right, there's a 'System Access Request Introduction' section with a list of links, where 'eLetter' is highlighted by a red box. Below this is an 'eSARF Login' form with fields for Zip Code, Last 4 digits Social Security Number, and Date of Birth, and a 'submit' button highlighted by a red box.

**Nursing students who are also Beaumont employees will NOT print an eLetter.** You will be assigned second template that you will use to do work here as a graduate nursing student. Refer to page 10 for instructions to log into oneChart when you are a graduate nursing student who is also a Beaumont employee.

**Your eLetter contains your User ID only; not your Password. The eLetter also gives you access to our Password Self-Service (PSS) website, where you must login and create your own password. There are directions and a link to the PSS website in your eLetter and below.**

## **Instructions for Registering for Password Self-Service (PSS)**

1. Go to [pss.beaumont.org](https://pss.beaumont.org/).
2. **First time users of PSS** will need to register as a “New User” in PSS.
3. Click on **Register Beaumont Health ID** under **For New Users**.

The screenshot shows the Beaumont Password Self-Service (PSS) website. The page has a header with the Beaumont logo and 'Password Self-Service'. Below this is a 'User Login' section. On the left, there is a 'Change your password' link and a paragraph explaining that existing users should log in by entering their Beaumont Health ID (System Login ID) and Password. On the right, there is a red-bordered box titled 'For New Users' which contains a link to 'Register Beaumont Health ID'. Below this, there is a login form with two input fields: 'Beaumont Health ID' and 'Password'. Below the fields is a link 'Forgot Your Password?' and a blue 'Log In' button. To the right of the login form is another red-bordered box with a 'Hint' stating: 'Hint: Your Beaumont Health ID is your user name from your eLetter NOT your 6 digit HealthStream ID#'. At the bottom of the page, it says 'Beaumont Health © 2016'.

4. The “Beaumont Health ID” is the system logon or also known as the LAN ID or User Name. You have received this in your eLetter.
5. Enter your date of birth, last four of social security number and zip code you indicated in ACE.
6. New users will be required to answer five challenge questions that they select.
7. PSS Registration can occur from your home pc, cell phone or work pc by accessing [pss.beaumont.org](https://pss.beaumont.org) from the internet.

**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 [pss.beaumont.org](https://pss.beaumont.org) from the internet.

**Nursing students who are also a Beaumont Health employee do not need to create a password. Rather, the student will use the same password that they use to sign in as an employee. Refer to Page 10 for directions on how to log into oneChart for Beaumont employees who are also a nursing student.**

## How to Change Your Password

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

**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

## If you forget your Password

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

**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:

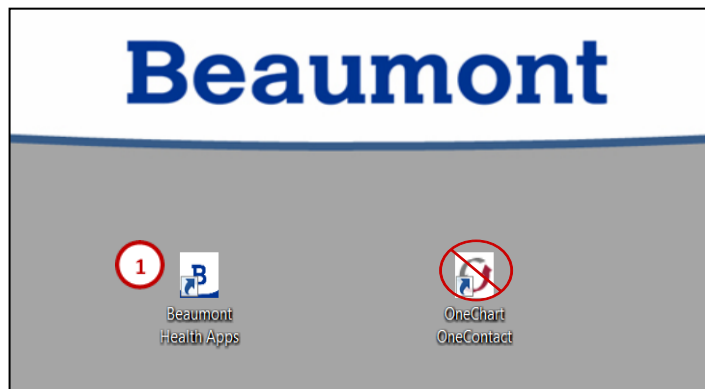
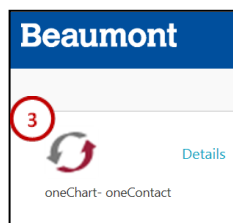
[Forgot Your Password?](#)

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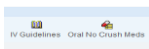


## Signing on to oneChart/Epic

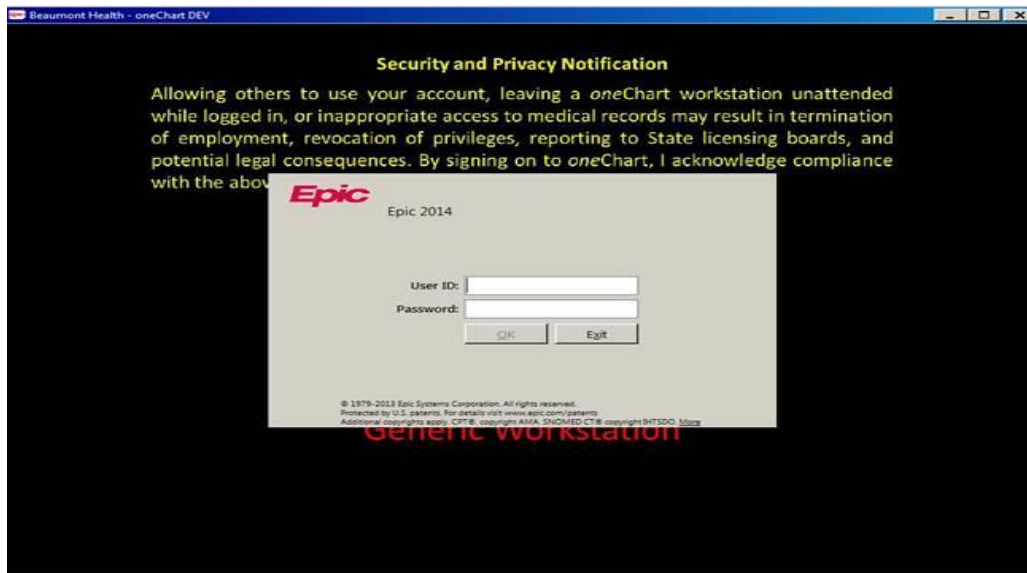
1. From your Desktop double click on Beaumont Health Apps Icon
2. Log in with your User name and Password
3. Double click oneChart- oneContact Icon

**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.

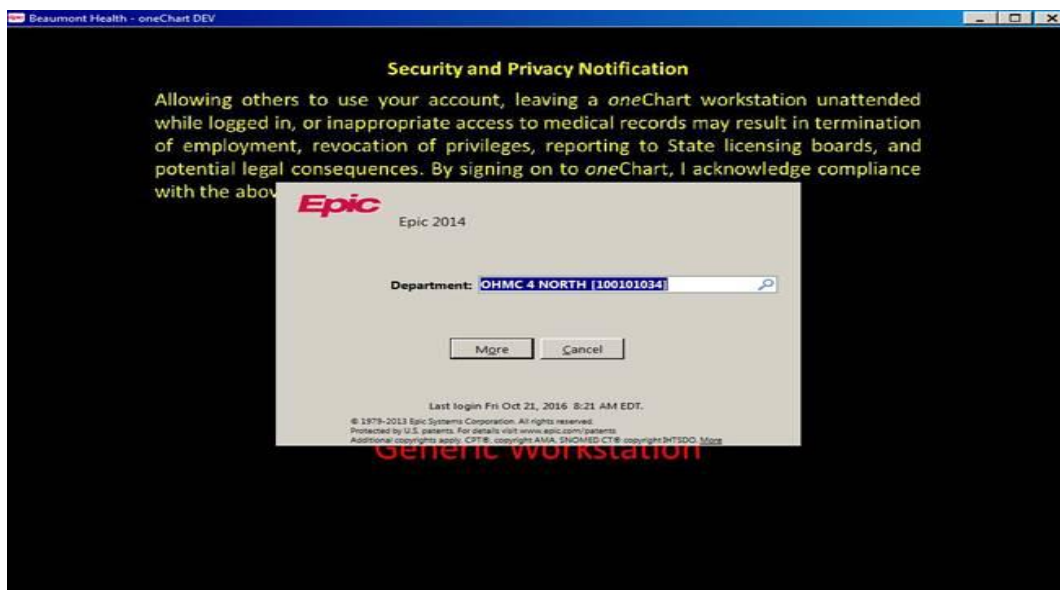


## Enter Your User ID and Password



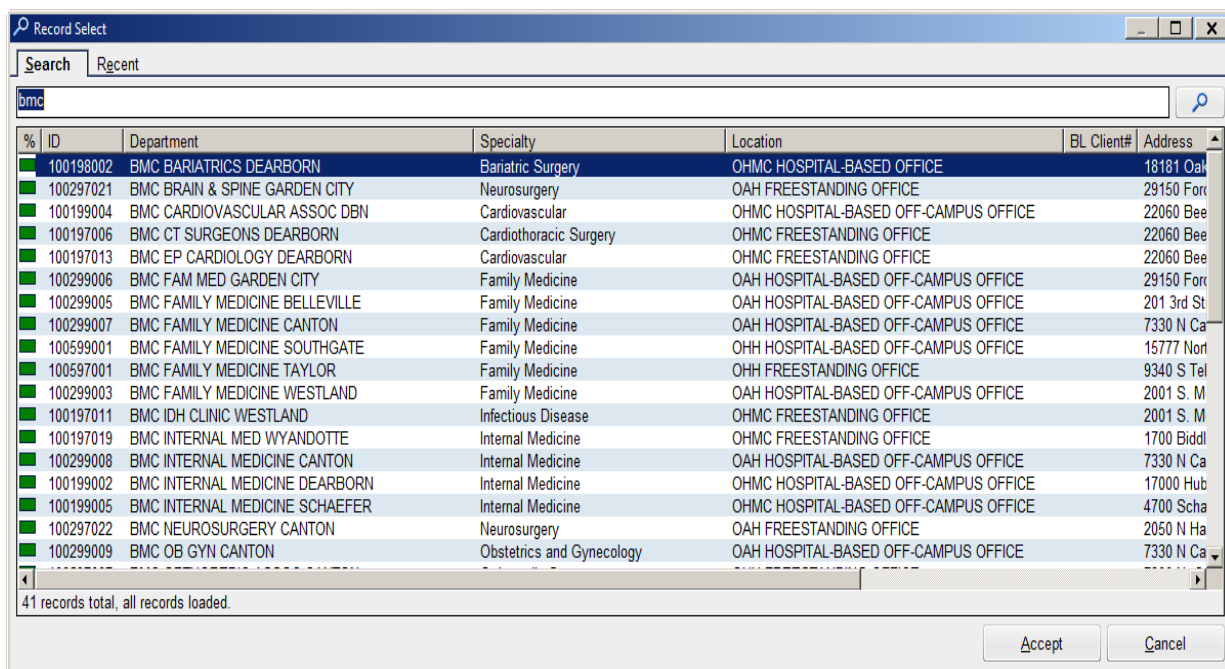
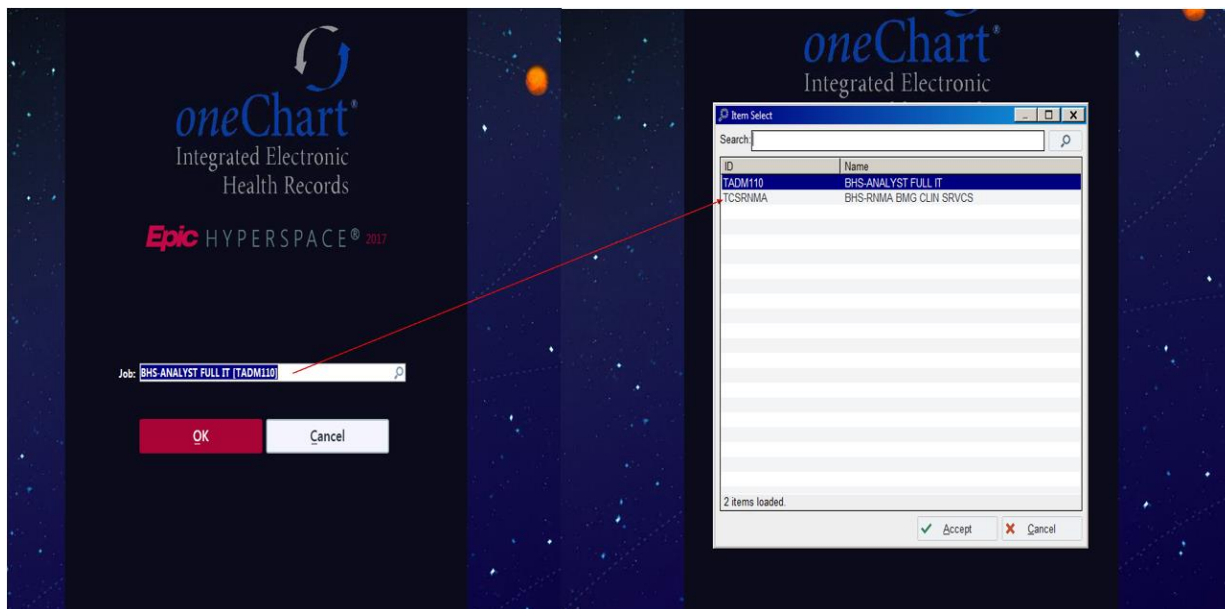
If you are at a Beaumont Health - Oakwood acute care site: type in the acronym for the acute care site you are assigned to for clinical. Hit "Enter".

- 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”.



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

Depending on your job role, you will either being given an SN# or an additional drop down option when you are on site as a graduate student.

### **If you receive SN #:**

1. Use your employee User ID and Password to log on to the computer.
2. From your Desktop Double Click on Beaumont Health Apps Icon.
3. Double click OneChart- OneContact 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.

### **If you do not receive SN #:**

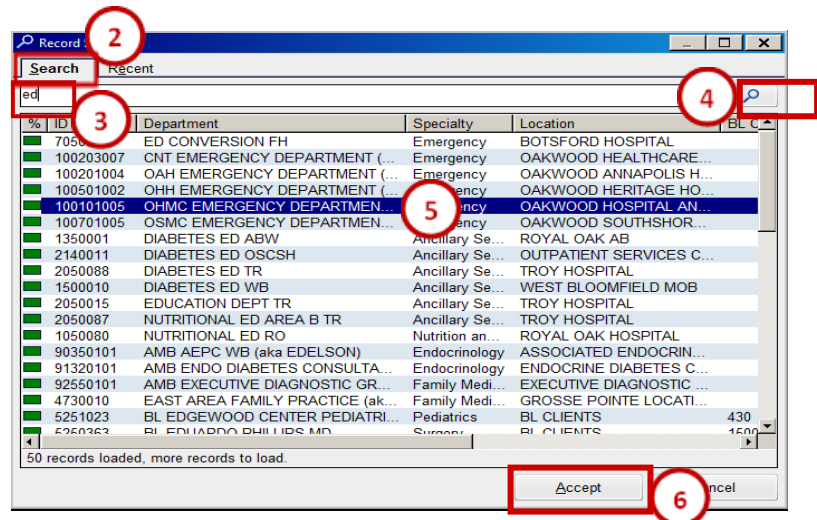
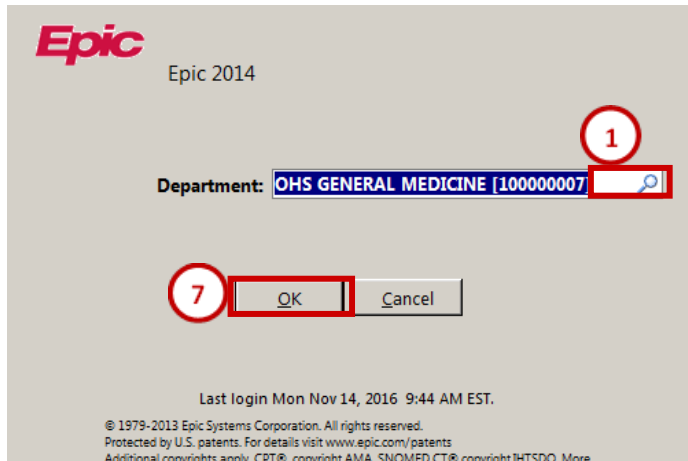
You will be assigned two templates in the EMR. One is the template you use to do your work here as an employee. The second is the template that you will use to do work here as a graduate nursing student.

**When you log on, the system automatically defaults to your employee template. You will need to choose “Med Student 4” from the drop down option in order to have graduate nursing student functionality at an acute care site or “TCSRMA” for graduate nursing student functionality at an ambulatory site or physician clinic.**

## Changing Context to a Different Department for all Users

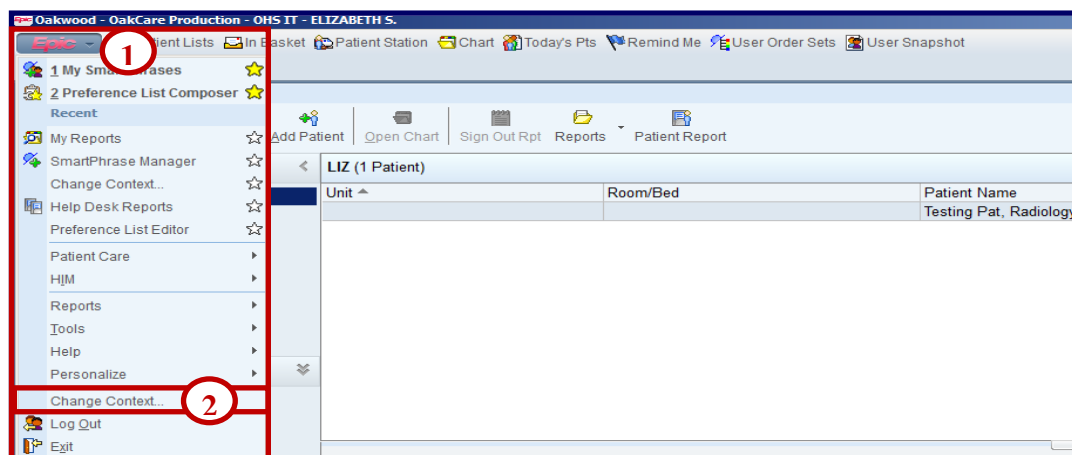
### When Logging On:

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**

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

6 records total, all records loaded.

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

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

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

## Cosigning

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

### Directions for preceptor:

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

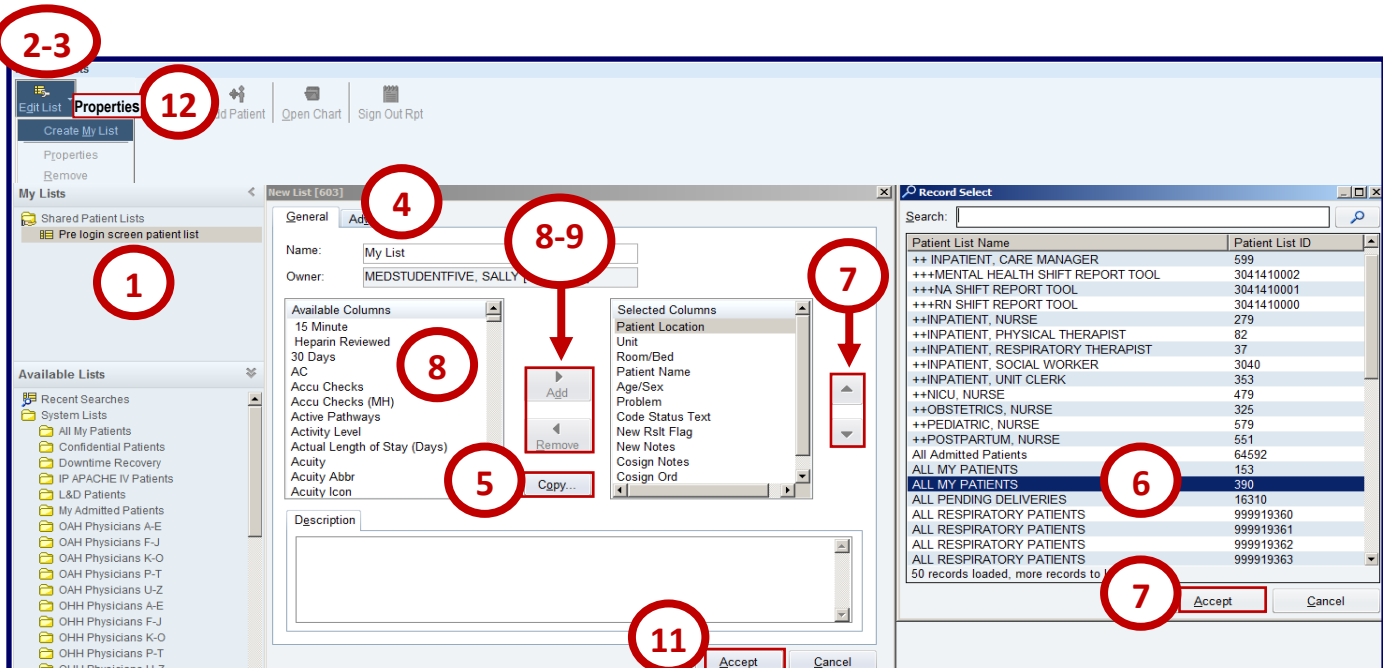


## Key Functions in oneChart/Epic

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

### Creating a Patient List Folder

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



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

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

The screenshot displays the 'Patient Lists' interface in oneChart/Epic. The top navigation bar includes 'Edit List', 'Properties' (2), 'Add Patient', 'Open Chart', and 'Sign Out Rpt'. The left sidebar shows 'My Lists' with 'My List' (1) selected. Below it, 'Available Lists' shows various patient categories. The main area is titled 'My List Properties [604]' and has two tabs: 'General' and 'Advanced'. The 'Advanced' tab is active, showing 'Name: My List' and 'Owner: MEDSTUDENTFIVE, SALLY [MEDEDU5]'. Below this are two lists: 'Available Columns' and 'Selected Columns'. In the first instance, 'Actual Length of Stay (Days)' (3) is selected in the 'Available Columns' list, and the 'Add' button (4) is highlighted. In the second instance, 'Hrs in Obs' (5) is selected in the 'Available Columns' list, and the 'Add' button (6) is highlighted. The 'Selected Columns' list (7) shows 'Actual Length of Stay (Days)' and 'Hrs in Obs' added. The 'Description' field at the bottom right (8) contains the text: 'This column displays the number of hours the patient has been in an "observation" class.' The 'Accept' button is highlighted at the bottom right.



## Adding & Removing Individual Patients

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

**Patient Lists**

My Lists: My List, Shared Patient Lists

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

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

Select Patient: Create Patient, Recent Patients

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

Search: aorta, edward

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

1 record loaded. Accept Cancel

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

**Patient Lists**

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

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

My List: 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**

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

My Lists: My List, Shared Patient Lists

My List (1 Patient)

Patient Location	Unit	Room/Bed
OHMC PR29	OHMC 6 SOUTH	OHMC PR29/NONE

Nursing Units: OHMC 10 North, **OHMC 10 South**, OHMC 2 Short Stay Unit, OHMC 3 East

Context Menu: Properties, Default List, Expand List, Add Patient, Create My List, Delete My List, **Paste System List**

Copy System List Send To

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

**My List**

OHMC 10 South

Shared Patient Lists

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

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

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

**Patient Lookup**

Select Patient Create Patient Recent Patients

Name/MRN: chrysler, bobby EPI ID: SSN: Birth date: Use sounds-like

Find Patient Clear

**Recent Patients**

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

**Patient Station**

Encounter Hosp Acct Episode

Encounter Status Date Time Location Provider Reason CSN

Admission ED Roomed 04/05/2015 1002 OHMC EMERGENCY D Urgent, Jim, MD FEVER 43281

Adjust Filters Reset Filters

Current +/- All 4/5

**Summary**

Chart Review Results Review Synopsis Notes Manage Orders Patient Station

**Vital Signs**

	04/05 0700	04/06 0659	04/06 0700	04/06 1205	Most Recent
Temp (°F)		102			
Pulse		115			
Resp		28			
BP		100/65			

## 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**

**Summary**

Overview Index Comp Flowsheet Snapshot Report Blood Transfusion Facesheet Report

ADT Facesheet

Print Print Preview

**ADT Facesheet**

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

Add Current Remove Accept Cancel

## 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 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).
- 6.

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

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

Search:

Latest Data View

Extended View

New Results View

ALL TOPICS

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

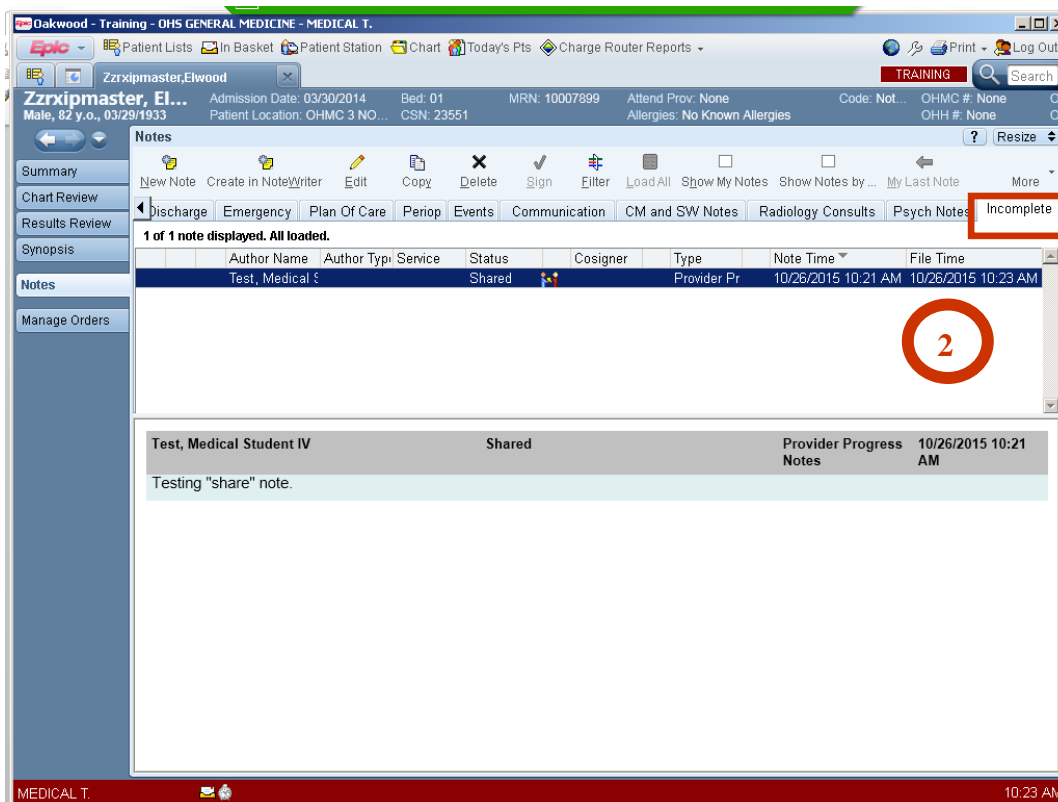
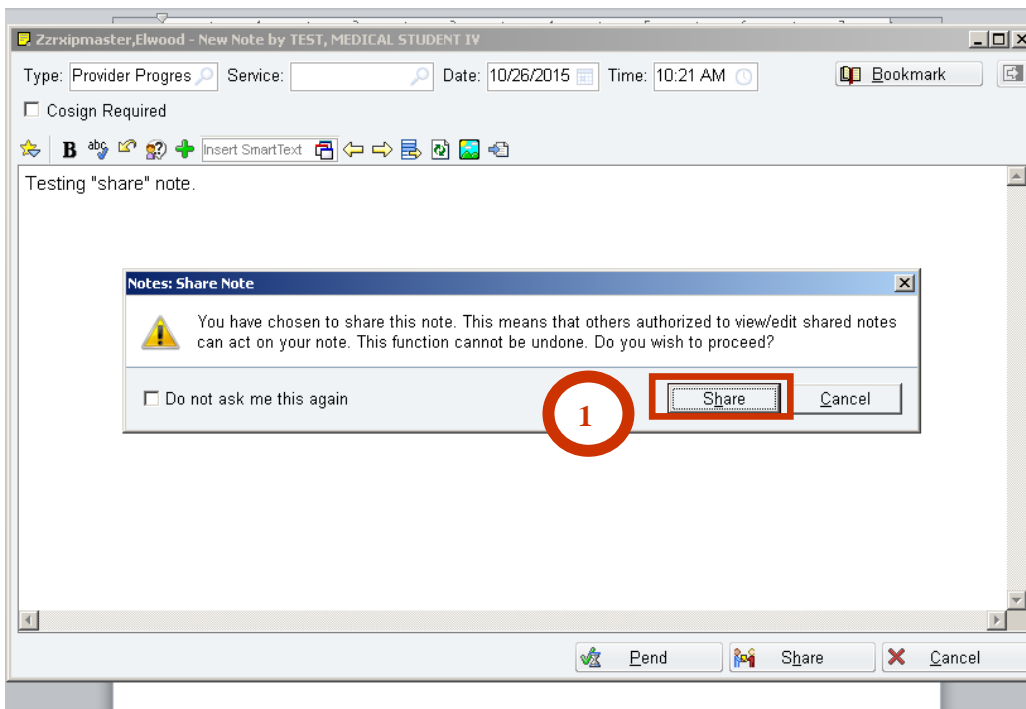
|                             | 1<br>4/2/2015<br>1218 | 2<br>4/2/2015<br>1218 |
|-----------------------------|-----------------------|-----------------------|
| <b>CHEMISTRY RESULTS</b>    |                       |                       |
| Sodium                      |                       | 142                   |
| 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

The screenshot displays the Epic oneChart interface for a patient named Zzrxipmaster, Elwood. The main window is titled "Zzrxipmaster, Elwood - New Note by TEST, MEDICAL STUDENT IV". The interface includes a top navigation bar with options like "Patient Lists", "In Basket", "Patient Station", "Chart", "Today's Pts", and "Charge Router Reports". A search bar is visible on the right. The patient's information is shown at the top, including admission date (03/30/2014), bed (01), MRN (10007899), and allergies (No Known Allergies). The "Notes" tab in the left sidebar is highlighted. The main note area is empty, with a toolbar for text editing and a "Cosign Required" checkbox. At the bottom of the note window, there are three buttons: "Pend", "Share", and "Cancel", which are highlighted with a red box.



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

## Directions for Preceptor: How to Cosign Graduate Nursing Student Notes

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

Notes

1 of 1 note displayed. All loaded.

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

Test, Inpatient Mlp, PA-C      Physician Assistant      Cosign Needed      Adm- ACE Geriatric OH-D      Provider Progress Notes      10/26/2015 10:56 AM

Testing: Share Note  
Note is appropriate

Revision History

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

[View Details Report](#)

## Entering Orders

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

Oakwood - Training - OHS GENERAL MEDICINE - MEDICAL T.

1

Zzrxipmaster, El...  
Male, 62 y.o., 03/29/1933

2

Manage Orders

Active    Signed & Held    Home Meds    Cosign    Order History

Sort by: Order Status    Go to: Expired Medications

Expired Medications

potassium chloride 10 mEq in 100 mL IVPB    Order Has Expired    Reorder    Discontinue

40 mEq Once, Intravenous, for 60 Minutes, Sun 3/30/14 at 0730, For 1 dose

Expired 575 days 2 hours 11 minutes ago.

Active

Scheduled

aspirin EC tablet 325 mg    Modify    Discontinue

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

ceftiraxone (ROCEPHAN) 1 g in dextrose 5% 50 mL IVPB    Modify    Discontinue

1 g Every 24 hours, Intravenous, at 100 mL/hr, First dose on Sun 3/30/14 at 0800

digoxin (LANOXIN) tablet 250 mcg    Modify    Discontinue

250 mcg, Oral, Daily, First dose on Fri 3/30/12 at 1000

furosemide (LASIX) injection 40 mg    Modify    Discontinue

40 mg Every 12 hours, Intravenous, First dose on Sun 3/30/14 at 0800

glimepiride (AMARYL) tablet 8 mg    Modify    Discontinue

8 mg, Oral, Every morning before breakfast, First dose on Fri 3/30/12 at 0730

insulin regular (HUMULIN R, NOVOLIN R) injection 0-12 Units    Modify    Discontinue

0-12 Units 3 times daily before meals, Subcutaneous, First dose on Sun 3/30/14 at 0800

warfarin (COUMADIN) tablet 7 mg    Modify    Discontinue

7 mg, Oral, Daily, First dose on Fri 3/30/12 at 1000

Hold if INR > 3 (3.5 if mechanical valve) and call prescriber

Continuous

dextrose 5%-0.9% sodium chloride infusion    Modify    Discontinue

Continuous, at 50 mL/hr, Intravenous, Starting Sun 3/30/14 at 0730

PRN

morphine injection 2 mg    Modify    Discontinue

Remove All    Pend

MEDICAL T.    10:40 AM



Medical T 10:41 AM

KRISTEN P. 10:45 AM

## 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.

|   |                           |
|---|---------------------------|
| <b>PACS Images</b>  |                           |
| <a href="#">Show images for Mri Orbit Face/Neck Wo Cont</a> |                           |
| <b>Mri Orbit Face/Neck Wo Cont</b>                          | <a href="#">PACS Link</a> |
| <b>Study Result</b>   |                           |
| 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

- By **MRN**: Enter Medical Record Number in MRN field and press **Enter**
- 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**.
- Click the **plus (+)** sign next to the patient to display studies.
- Double click** the **study** to **display**.

| Patient Directory                   |   |              |     |                     |
|-------------------------------------|---|--------------|-----|---------------------|
| Shortcuts                           | Close All   | Patient Name | MRN | Exam Date           |
| <b>3</b>                            | <b>2</b>  | <b>1</b>     |     |                     |
| <b>+</b> Query                      | demo, patient   | 000000002    |     |                     |
| <b>+</b>                            | DEMO, PATIENT ONE   | test00000001 |     | 07/15/2005 0:43:01  |
| <b>↓</b>                            | DEMO, PATIENT TWO   | test00000002 |     | 07/15/2005 0:12:20  |
| <input checked="" type="checkbox"/> | MR - MRI BRAIN WO CONTRAST; Acc: 36; Referring: FLAHERTY,...    |              |     | 07/15/2005 0:12:20  |
| <input checked="" type="checkbox"/> | DX - PELVIS, HIPS INFANT MIN 2 V; Acc: 100; Referring: WEEKE... |              |     | 10/18/2004 13:30:00 |
| <input checked="" type="checkbox"/> | DX - RIB BIL MIN 4 VIEWS W/PA CHEST; Acc: 102; Referring: WE... |              |     | 10/14/2004 10:26:00 |
| <input checked="" type="checkbox"/> | DX - KNEE MIN 4 VIEWS; Acc: 98; Referring: WEEKES, JEREMIA...   |              |     | 10/12/2004 15:27:00 |
| <input checked="" type="checkbox"/> | DX - SPINE-LS MIN 4 VIEWS; Acc: 104; Referring: WEEKES, JER...  | <b>4</b>     |     | 10/12/2004 13:40:40 |
| <input checked="" type="checkbox"/> | 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.

test

test

TEST

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**.

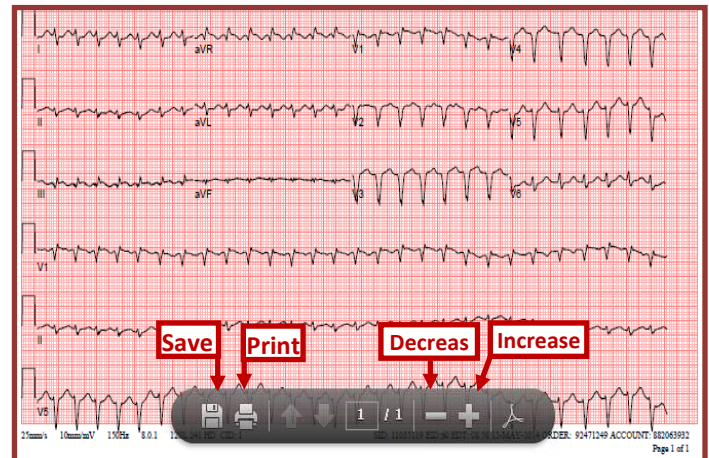
**You can access reports the following 2 ways:**

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

Matches found for: test, at site 01

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

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

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

**The digitized EKG tracing will appear.**

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

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

16-NOV-1941 (M) M Male 160 cm 66 kg 140 mmHg 46 mmHg 40/60/39 mmHg 28 3 41

Yeast test PR interval 180 ms QRS duration 46 ms QT/QTc 380/380 ms P-R-T axis 28 3 41

Technician: QD Test no: 123456789 Referred by: MALLETT# Confirmed By: Dr. Cardiologist