

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.

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 EXPERINCE 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

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
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 interface. A red box highlights the 'Sign In' section with the 'User ID' and 'Password' fields, and a green 'Login' button. A red arrow points from a text box to the 'User ID' field. Another red box highlights the 'Login Instructions' section, which includes a 'PLEASE NOTE' and 'Directions' for logging in. The 'PLEASE NOTE' states: 'PLEASE NOTE: To log into HealthStream you will need to know your Beaumont Employee ID also known as your PeopleSoft ID number. This six (6) digit number can be found on your paystub and/or by accessing the link for the PeopleSoft HCM Self-Service Login available if you are within the Beaumont IT network/environment.' The 'Directions' list: '1. Enter your 6 digit Employee ID number also known as your PeopleSoft ID' and '2. Enter your Employee ID number also known as your PeopleSoft ID for your password'. Below this, it says: 'Once you log into HealthStream you will be directed to create a new password to use in the future. (Your default password is your PeopleSoft ID number)'. An example is given: 'Example: Nancy Nurse PeopleSoft ID is 111222'. Further instructions: 'i. For the HealthStream User ID Nancy would input for her PeopleSoft ID 111222' and 'ii. For the HealthStream Password Nancy would input her PeopleSoft ID 111222. When prompted she would create a new password'. At the bottom, it says: 'Problems with Access to HealthStream - Call Beaumont IT Customer Service at 888-481-2448. Questions regarding Assignments - Ask your manager or email HSADMIN@beaumont.org'. Copyright information at the bottom reads: 'Copyright © 2017 All Rights Reserved. Build 13.01.26.895.54'.

Your HealthStream ID# is also known as your Beaumont Employee ID or PeopleSoft ID#.

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.

Login Instructions

PLEASE NOTE: To log into HealthStream you will need to know your Beaumont Employee ID also known as your PeopleSoft ID number. This six (6) digit number can be found on your paystub and/or by accessing the link for the [PeopleSoft HCM Self-Service Login](#) available if you are within the Beaumont IT network/environment.

Directions:

1. Enter your 6 digit Employee ID number also known as your PeopleSoft ID
2. Enter your Employee ID number also known as your PeopleSoft ID for your password

Once you log into HealthStream you will be directed to create a new password to use in the future. (Your default password is your PeopleSoft ID number)

Example: Nancy Nurse PeopleSoft ID is 111222

- For the HealthStream User ID Nancy would input for her PeopleSoft ID 111222
- For the HealthStream Password Nancy would input her PeopleSoft ID 111222. When prompted she would create a new password

Problems with Access to HealthStream - Call Beaumont IT Customer Service at 888-481-2448
Questions regarding Assignments - Ask your manager or email HSADMIN@beaumont.org

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

The screenshot shows the HealthStream password reset interface. A red box highlights the 'Reset Your Password' section with the 'Old Password', 'New Password', and 'Confirm Password' fields, and a green 'Submit' button. A red arrow points from a text box to the 'Old Password' field. Another red box highlights the 'New Password' field. A third red box highlights the 'Submit' button. The page has an orange header that says 'Please reset your password to log in.' The 'Reset Your Password' section includes: 'Old Password*', 'New Password*', and 'Confirm Password*'. Copyright information at the bottom reads: 'Copyright © 2017 All Rights Reserved. Build 13.01.28.895.54'.

Create your new password.

Old Password: Enter the 6 digit HealthStream ID# that was given to you.

Reenter your new password.

Reset Your Password

Old Password*

New Password*

Confirm Password*

Submit

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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

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).

The screenshot displays the Beaumont Health OakNet intranet interface. The top navigation bar includes 'News', 'Nursing', 'Physicians', 'Directories', and 'Programs'. The main content area is divided into several sections:

- People Search:** A search box for 'Last Name, First Name' with a 'Go' button.
- PHONE DIRECTORIES:** Buttons for 'Department', 'Employee', 'Physician', and 'Residents'.
- Quicklinks:** A list of links including 'Service Excellence', 'Payroll', and 'Forms' (highlighted with a red box).
- Electronic Forms:** A section titled 'Most Requested Forms' with a list: 'Time Off - CTO', 'Surgical/Medical/Other Procedure', 'Employee Timekeeping Record Correction Form' (highlighted with a red box), and 'Corrective Action'.
- System Access Request Introduction:** A section explaining the SARF process. It includes a list of links: 'eLetter' (highlighted with a red box), 'Employee Login for eLetter', 'Check Status', and 'SARF Instructions'.
- System Access Request Form:** A form titled 'System Access Request' with instructions: 'To gain access to Oakwood computer systems, it is necessary to complete a System Access Request Form (SARF). Once the SARF is completed, the form will automatically route to the approver's Outlook email box.' It includes a list of links: 'Employee Login for eLetter' (highlighted with a red box), 'Check Status', 'SARF Instructions', and 'eLetter Instructions'. A 'submit' button is highlighted with a red box.
- eSARF Login:** A section for logging in with OHSNET LAN ID. It includes fields for 'Zip Code', 'Last 4 digits Social Security Number', and 'Date of Birth', along with a 'submit' button.

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.
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**.

https://pss.beaumont.org/

ew Favorites Tools Help

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: Your Beaumont Health ID is your user name from your eLetter NOT your 6 digit HealthStream ID#

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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 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 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?](#)

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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:

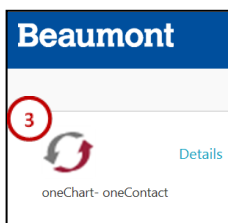
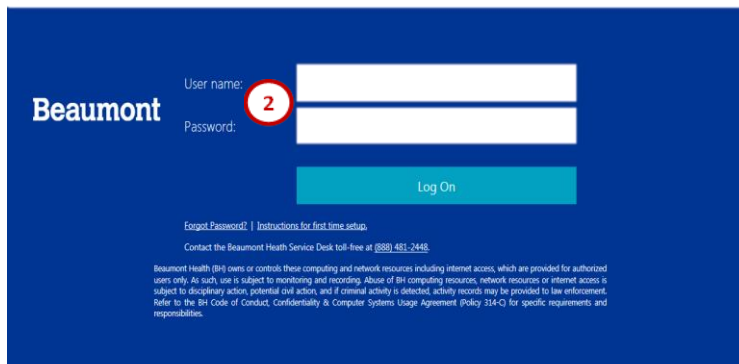
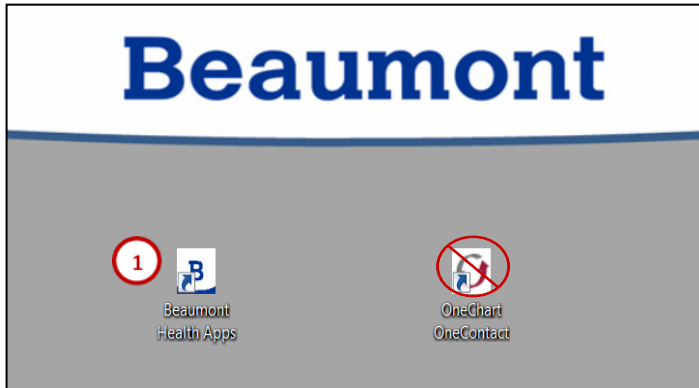
Password:

[Forgot Your Password?](#)

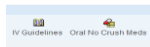
Beaumont Health © 2016

Signing on to oneChart/Epic

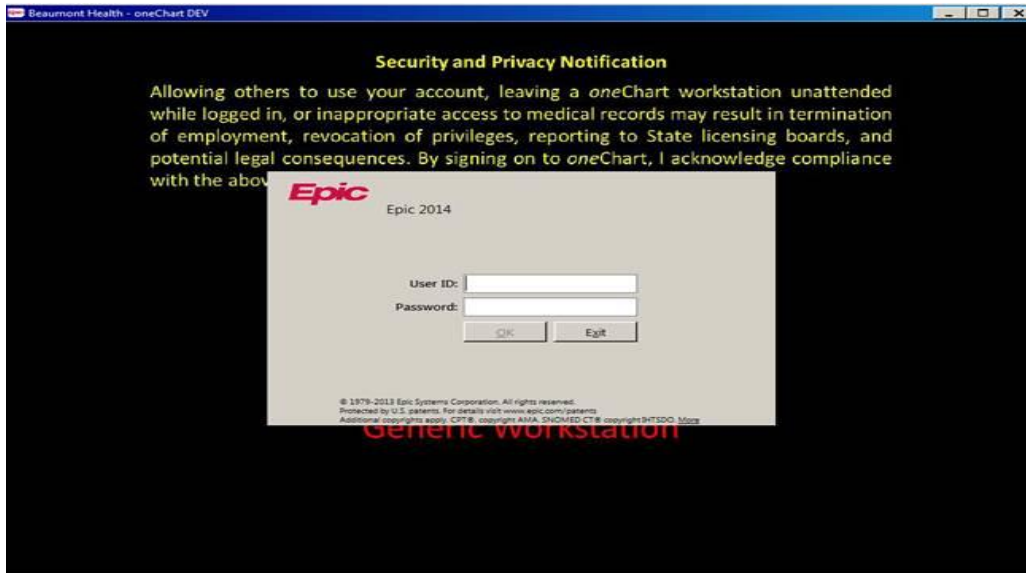
1. From your Desktop double click on Beaumont Health Apps Icon
2. Log in with your User name and Password
3. Double click oneChart- oneContact Icon



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.

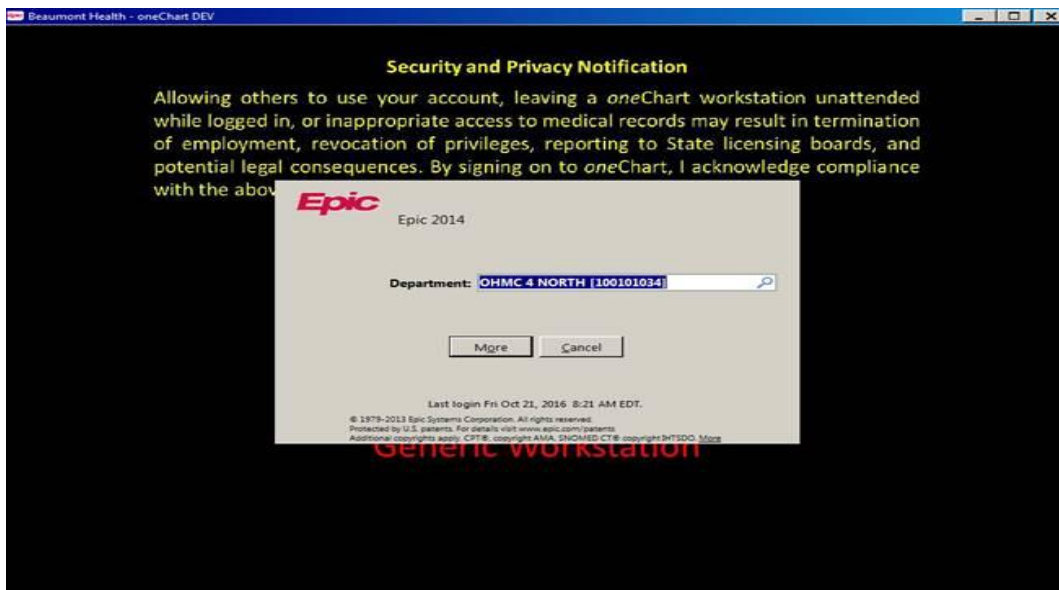


Enter Your User ID and Password



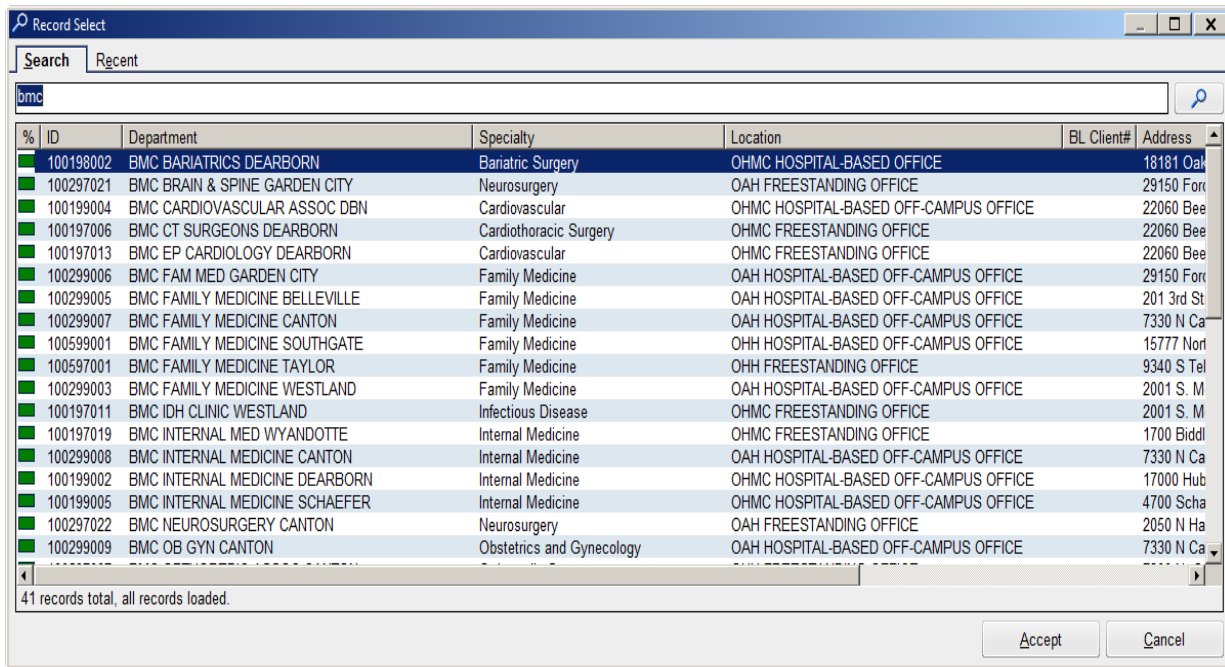
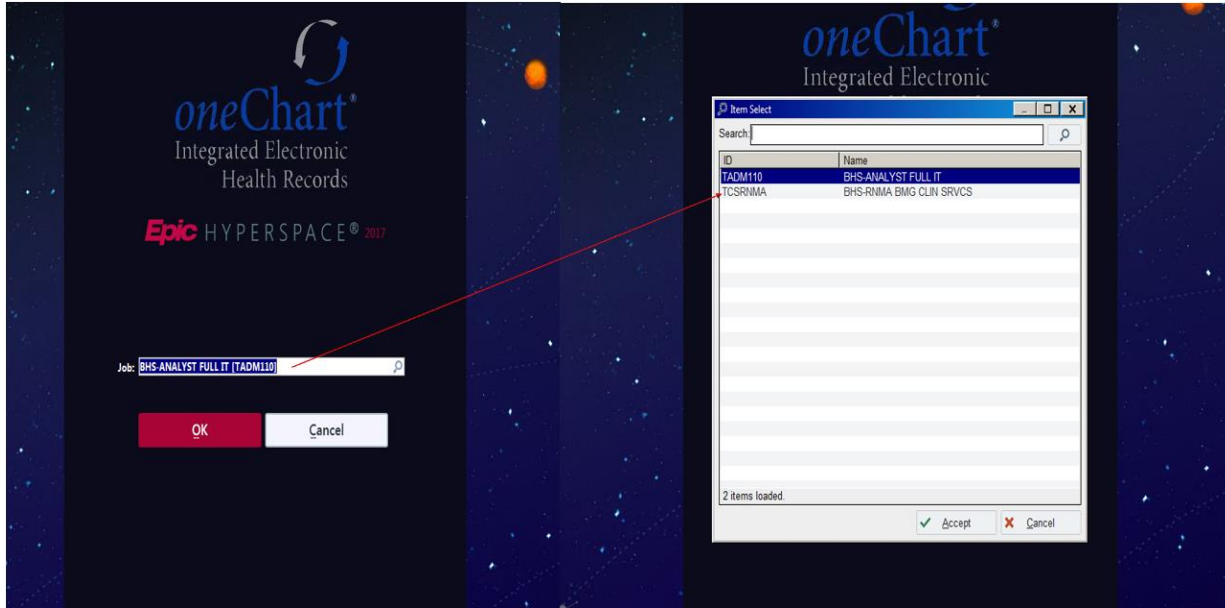
If you are at a Beaumont Health - Oakwood acute care site: type in the acronym for the acute care site you are assigned to for clinical. Hit "Enter".

- 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 #:

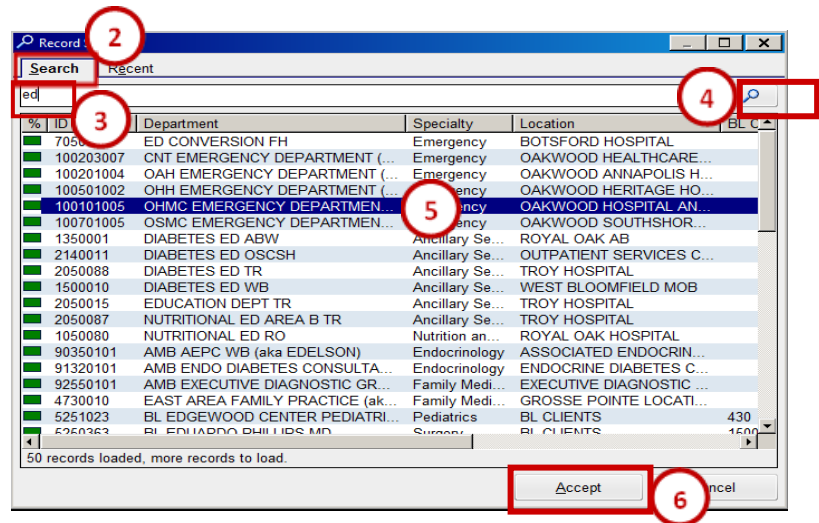
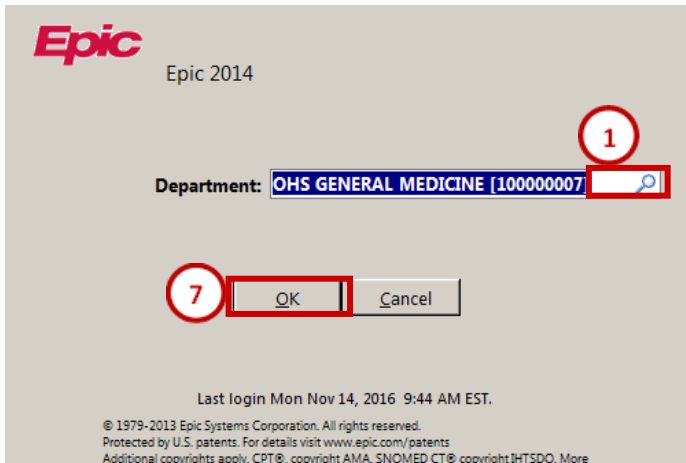
You will be assigned two templates in the EMR. One is the template you use to do your work here as an employee. The second is the template that you will use to do work here as a graduate nursing student.

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

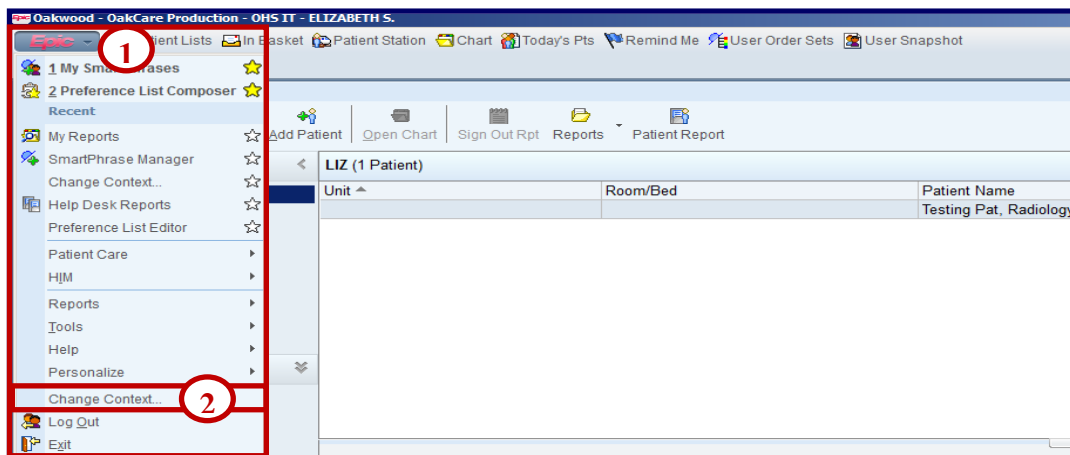
When Logging On:

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.



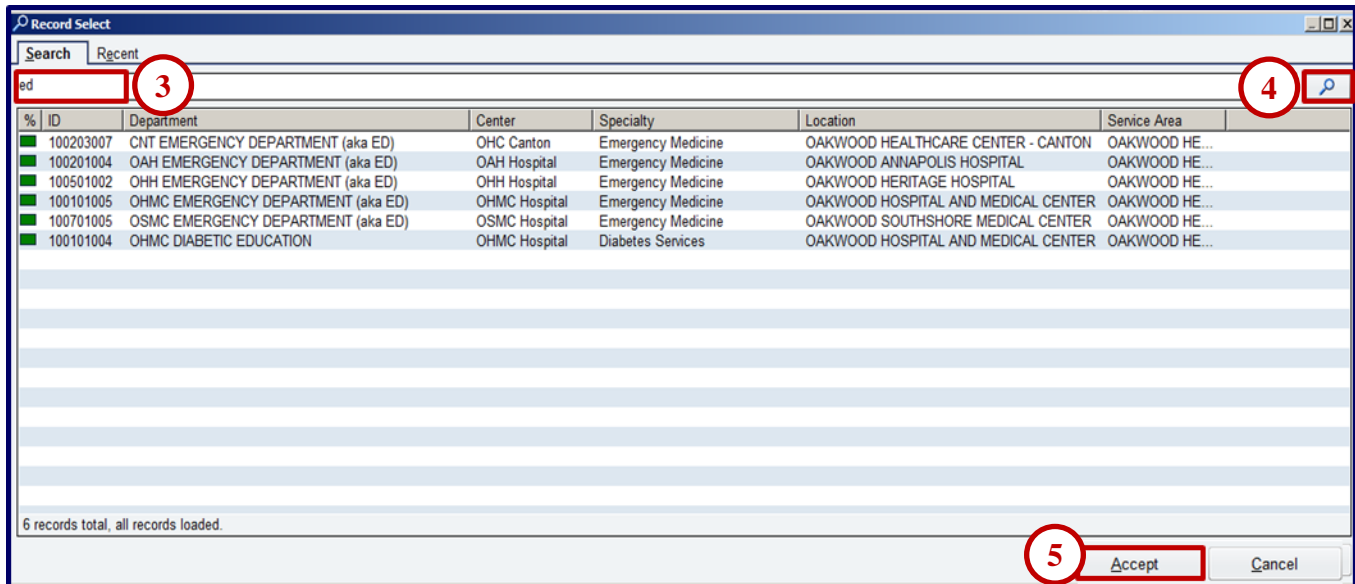
After Logging On:

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



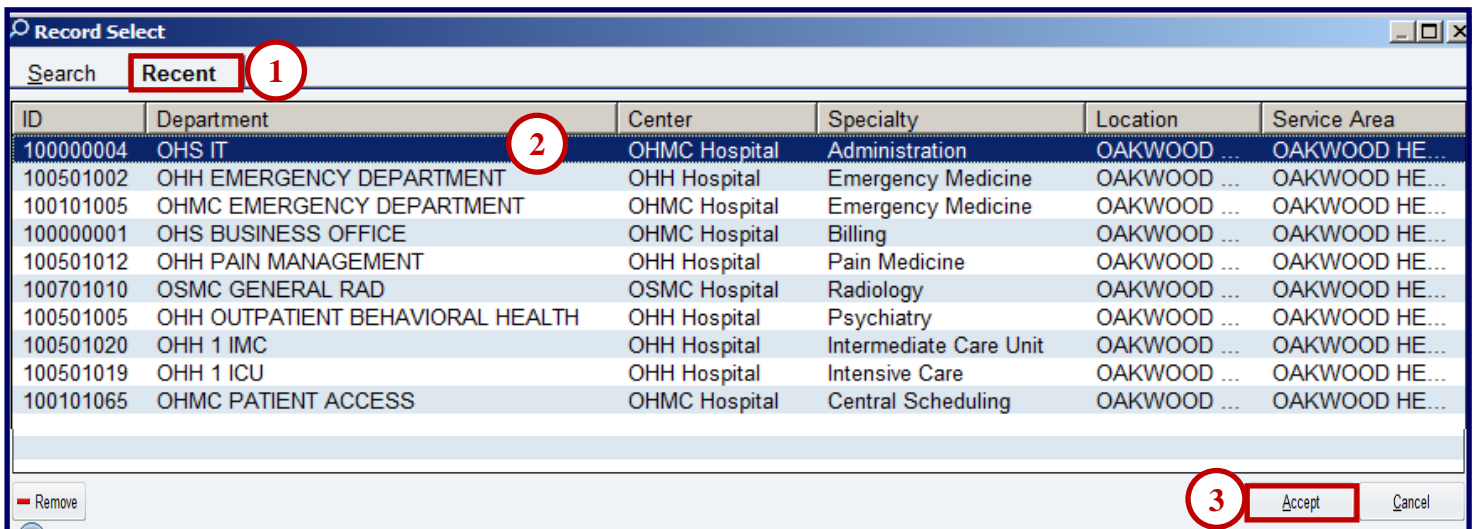
3. **Type in the department specialty and click Selection** in order to display departments that meet these criteria. For **example**, type **ED** in order to display all of the **ED** departments.
 - Or, type in the hospital abbreviation to display all departments: **OAH, OHH, OHMC, or OHSC**
4. Click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



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:

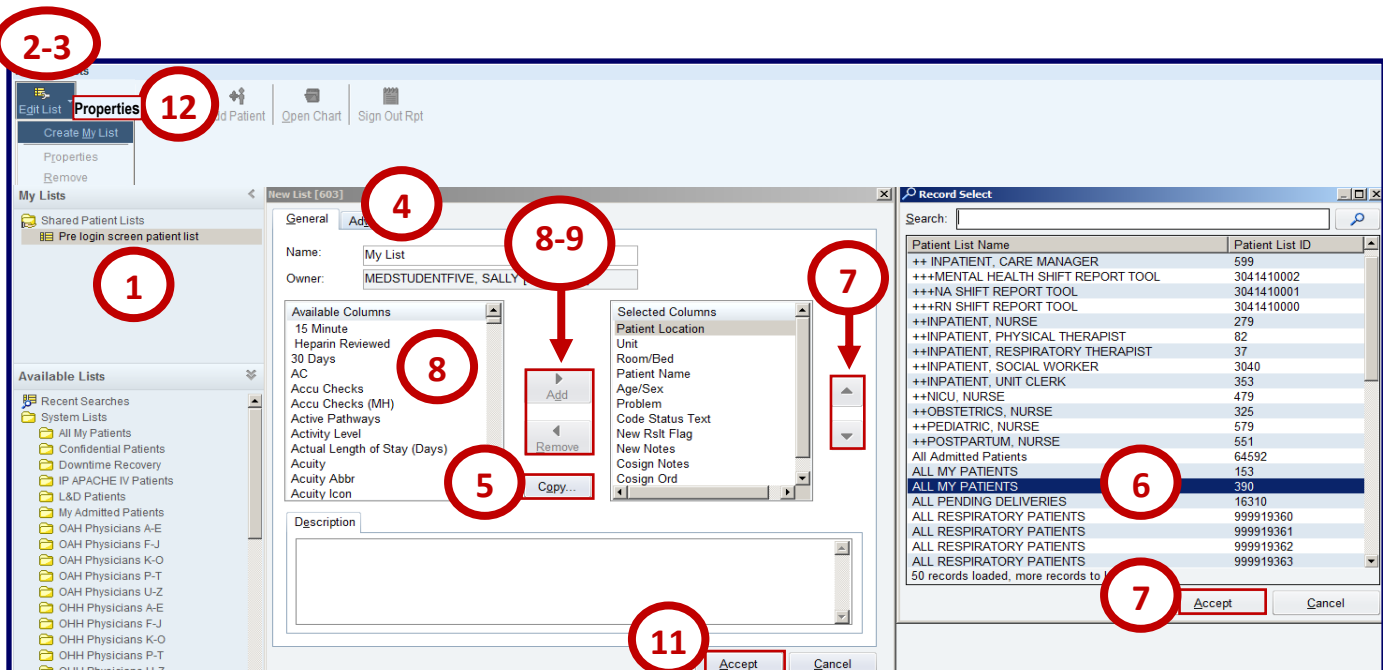
- How to cosign graduate student nursing notes-see page 20
- How to cosign graduate student nursing orders-see page 21

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** 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 with the 'My List Properties [604]' dialog box open. The dialog is divided into two sections. The top section shows the 'Actual Length of Stay (Days)' column being added to the 'Selected Columns' list. The bottom section shows the 'Hrs in Obs' column being added to the 'Selected Columns' list. Red circles with numbers 1 through 8 highlight the steps described in the text.

Step 1: Select your patient list you wish to modify. (My List is selected in the 'My Lists' pane).

Step 2: Click Properties. (The 'Properties' button is highlighted in the top toolbar).

Step 3: Select Actual Length of Stay (Days) from Available columns. (The 'Actual Length of Stay (Days)' column is highlighted in the 'Available Columns' list).

Step 4: Click Add. (The 'Add' button is highlighted in the 'Available Columns' section).

Step 5: Select Hrs in Obs in Obs from Available Columns. (The 'Hrs in Obs' column is highlighted in the 'Available Columns' list).

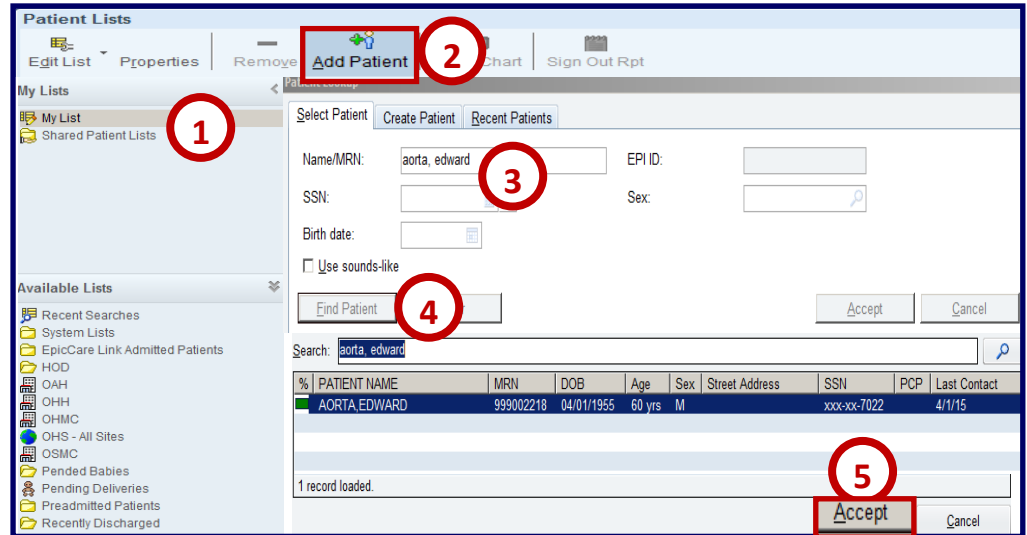
Step 6: Click Add. (The 'Add' button is highlighted in the 'Available Columns' section).

Step 7: To move column headers, select the column header and click the up/down arrows. (The 'Actual Length of Stay (Days)' and 'Hrs in Obs' columns are selected in the 'Selected Columns' list, and the up/down arrows are highlighted).

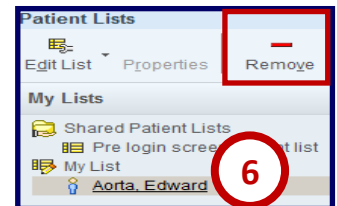
Step 8: Click Accept. (The 'Accept' button is highlighted at the bottom of the dialog).

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**.

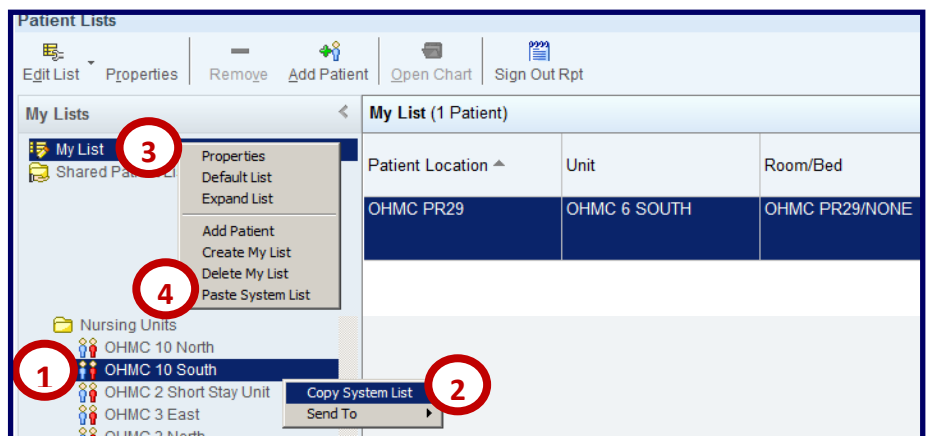


6. The **patient** is now **added** to your **list**, and will **remain there until you remove** as follows:
 - a. Select **Patient**
 - b. Click the **Remove** option in the toolbar.

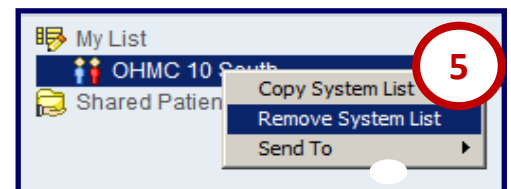


Adding & Removing a System List

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.

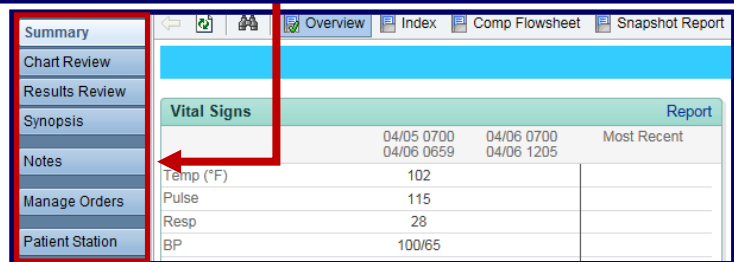
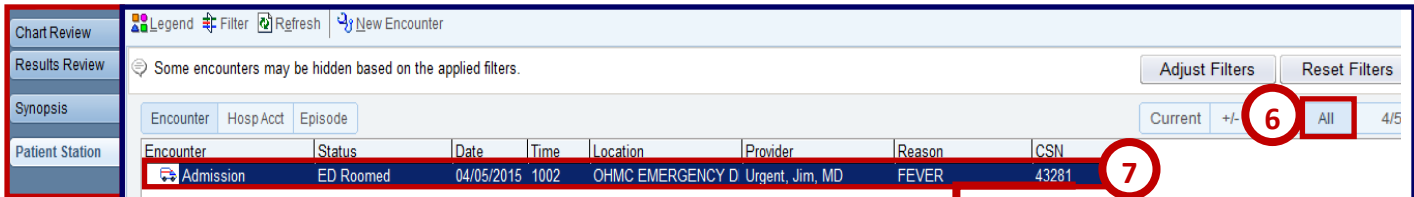
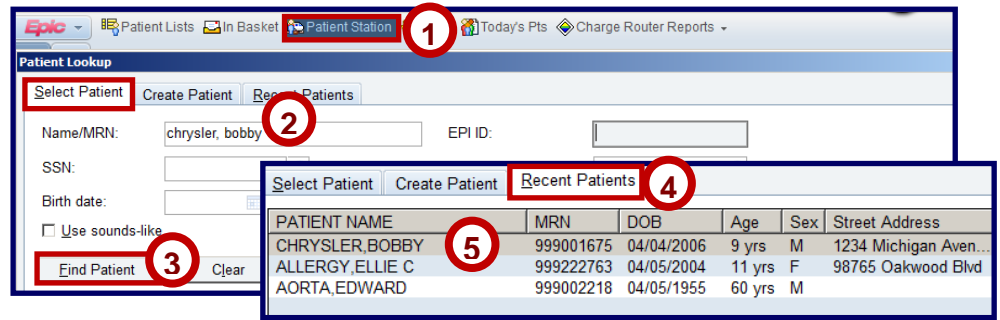


5. The **list** is now **added** to your **folder**, and will **remain there until you remove** as follows:
 - a. Right-click on the **list**
 - b. Click the **Remove System List** option from the menu.



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 their encounters. You will only be able to review their results.
6. If you need to **open the patient's hospital chart** in order to **print a facesheet** or **add a note** (for example), click **All** to display **all of their encounters** (each time they received care at the hospital)
7. Double-click on the selected encounter to open their hospital chart with all available activities listed, including Summary (to print a facesheet); and Notes (to add a note).

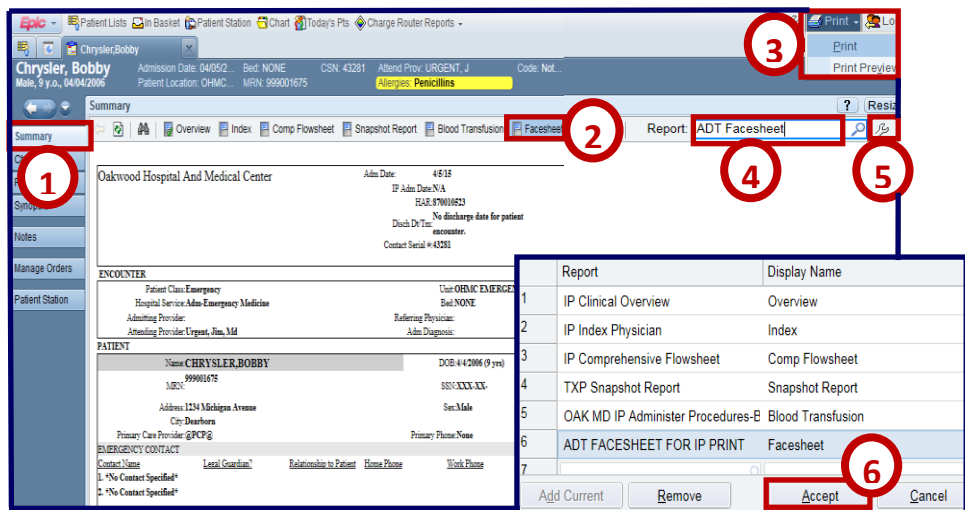


Printing a Facesheet

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

Adding a Facesheet Shortcut

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



Reviewing a Patient Chart

Review historical patient information

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

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 1 record matches filters, all records loaded All

Synopsis No filters applied 4

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 All Flowsheet Graph Time Mark Refresh Legend 4 Options 5

Search:

Latest Data View
Extended View
New Results View

Use Date Range Wizard

	1 4/2/2015 1218	2 4/2/2015 1218
CHEMISTRY RESULTS		
Sodium		142
Potassium		3.7
Chloride		104
Total CO2		30
Glucose		150
BUN		11
Creatinine, Ser		0.8
Calcium		9.7
COMPLETE BLOOD COUNT		
WBC	16.1	!
RBC	4.10	
Hemoglobin	14.2	Pend *
Hematocrit	42	

Entering Notes

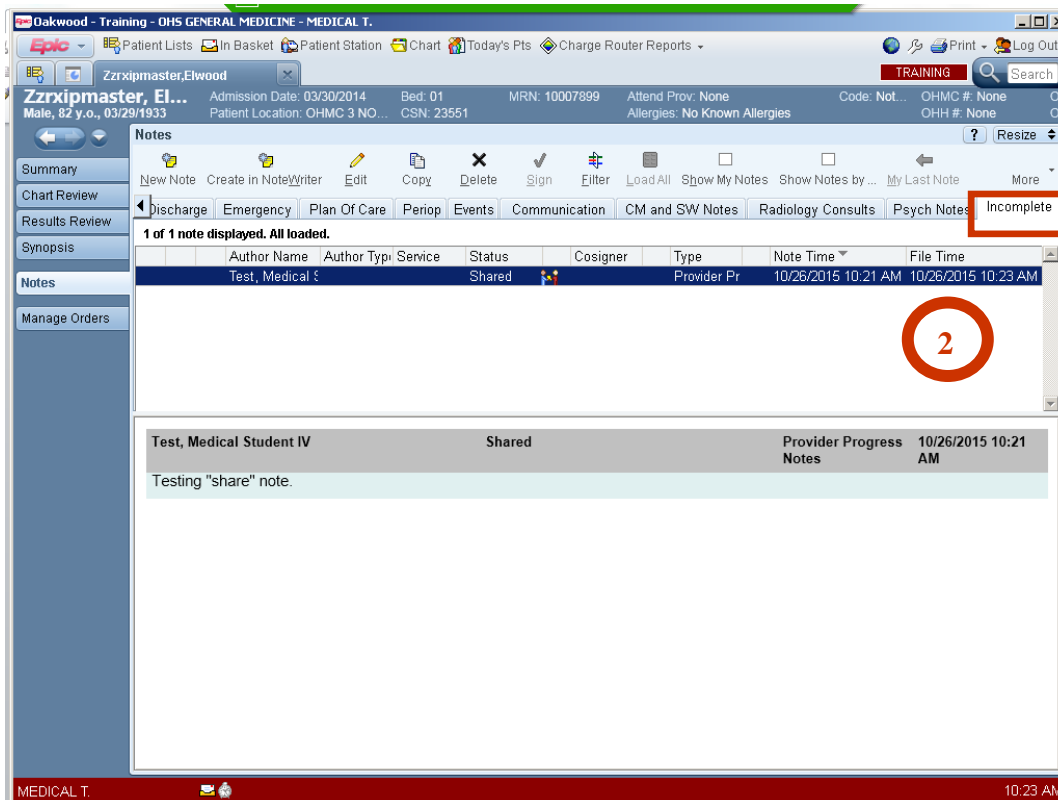
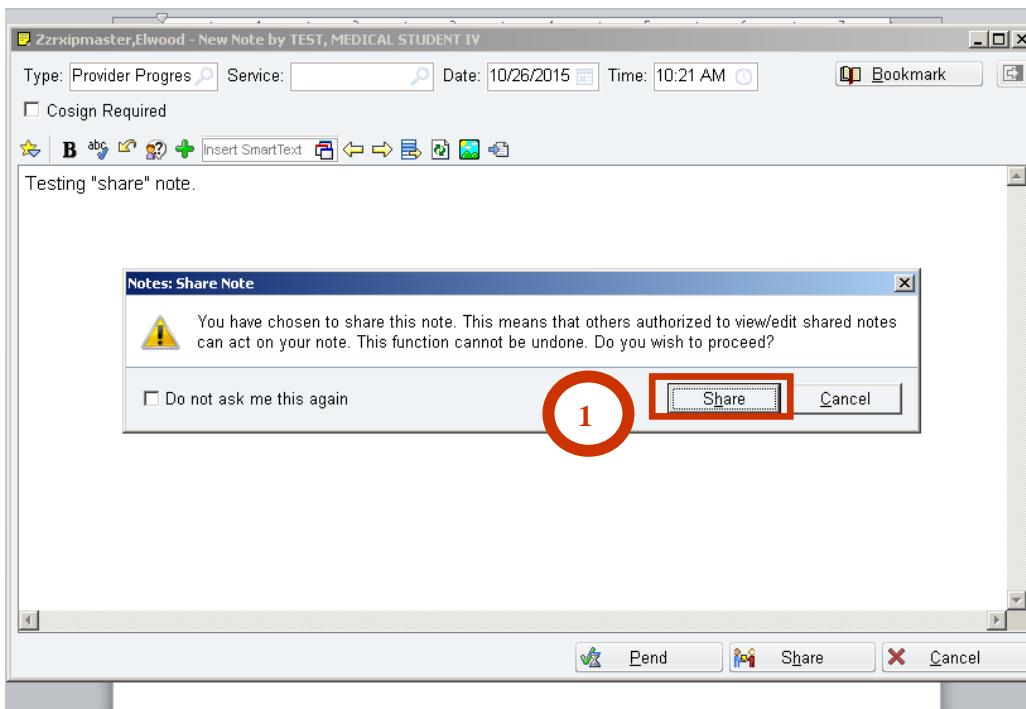
Create a note using NoteWriter, or your own customized template. Be sure to select your preceptor **cosigner**.

- **Sign**- Your note will be displayed in the Notes activity. The status displays that your cosigner's signature is needed. The **preceptor** cosigner will **review** your **note**; apply any **edits**, and then **Sign**.
- **Pend**—Saves as a draft, only original author can see the note
- **Share**—Saves as a draft. This means that others are authorized to view/edit shared notes can act on your note. This function cannot be undone.
- **Cancel**—Deletes draft

The screenshot displays the Epic oneChart interface for a patient named Zzrxipmaster, Elwood. The patient's information, including admission date (03/30/2014), bed number (01), MRN (10007899), and patient location (OHMC 3 NO...), is visible at the top. The main window shows a 'New Note' form with the following details:

- Type:** Provider Progress
- Service:** (empty field)
- Date:** 10/26/2015
- Time:** 10:21 AM
- Cosign Required:** (checkbox is unchecked)

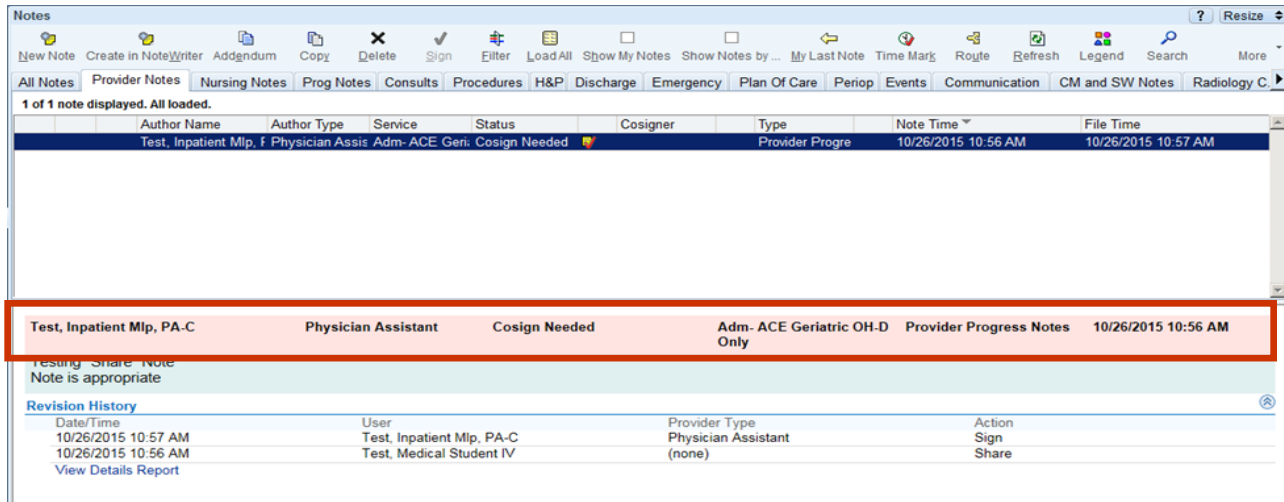
The left sidebar contains navigation options: Summary, Chart Review, Results Review, Synopsis, **Notes** (highlighted with a red box), and Manage Orders. At the bottom of the note editor, three buttons are highlighted with a red box: **Pend**, **Share**, and **Cancel**.



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

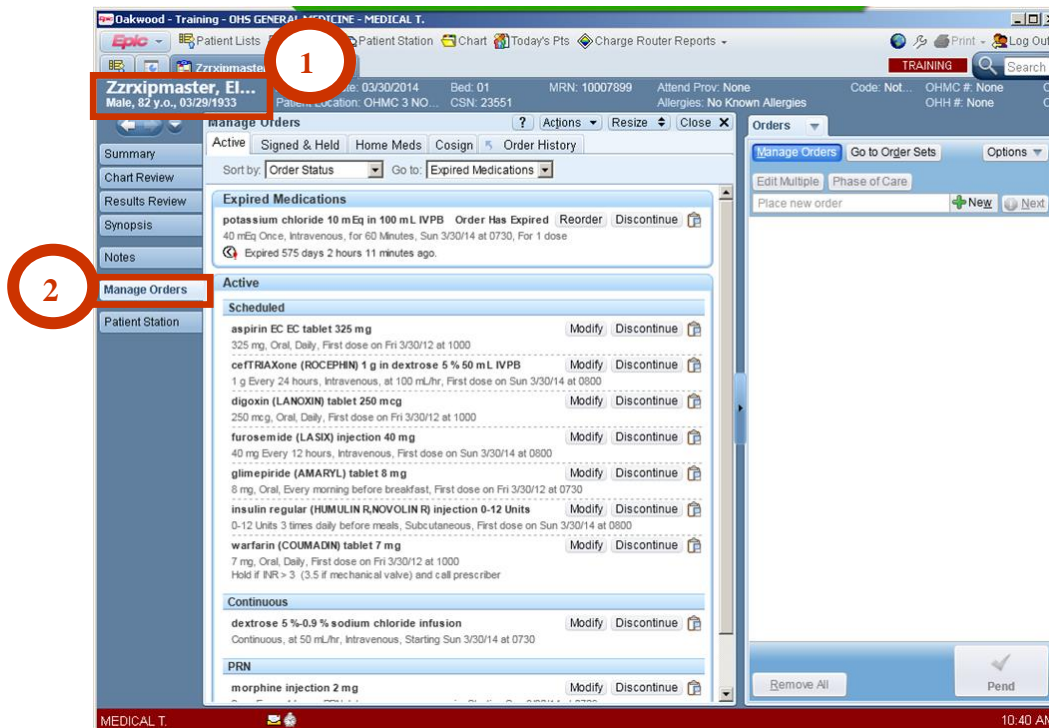
Directions for Preceptor: How to Cosign Graduate Nursing Student Notes

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



Entering Orders

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



Is this work ready for others to view?
Ready Not Ready These orders will be visible to all users.
Add a message to these orders (200 character limit):
[Text Area]
[Pending] [Cancel]

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 15 minutes ago.

View

Directions for Preceptor: How to Cosign Graduate Nursing Student Orders

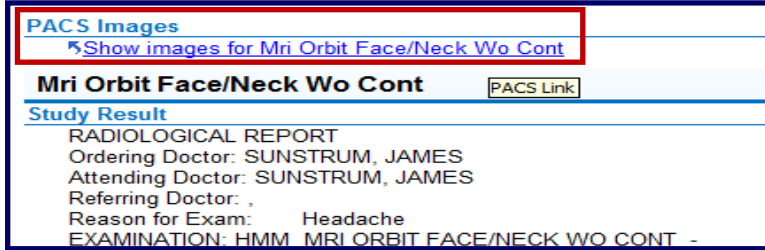
- Access the patient record in the EMR.
- Click on “Manage orders”
- View the “Saved Work” section.
- Click on “View”.
- You may delete the order or manage thus unsigned work which is the edit function.
- Click on “Sign”.
- The order is now active in the patient record.

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

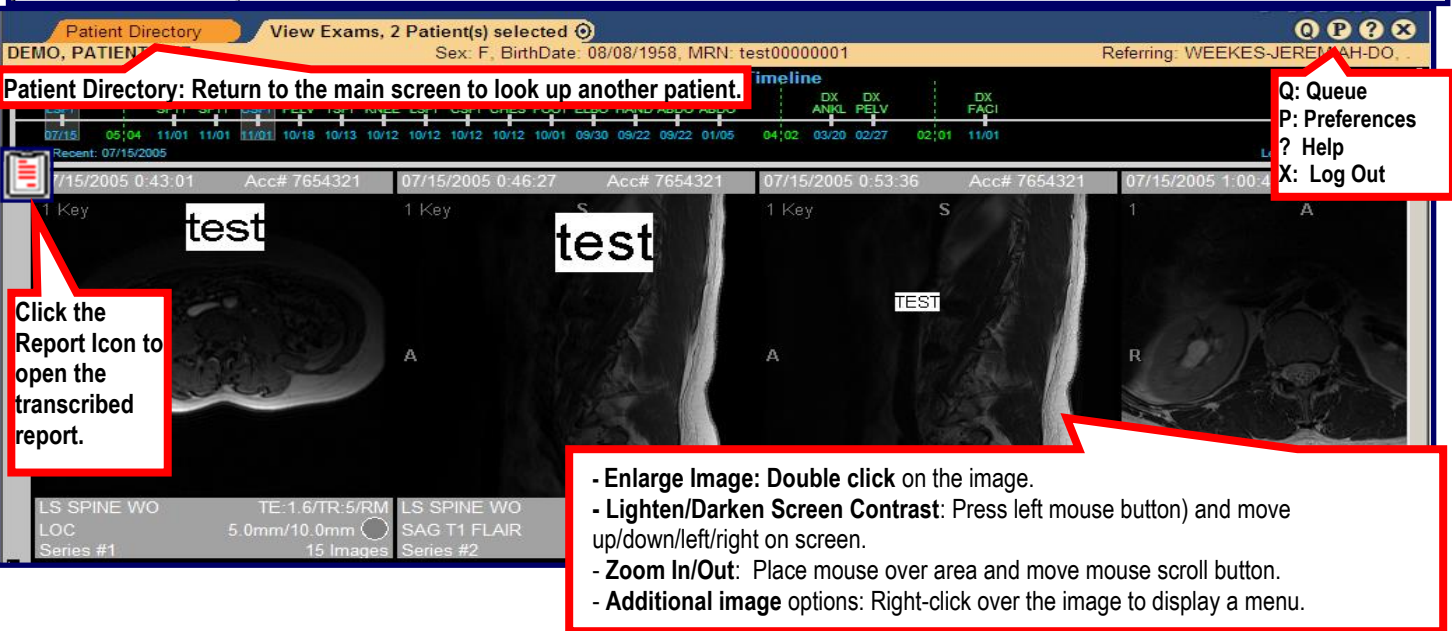
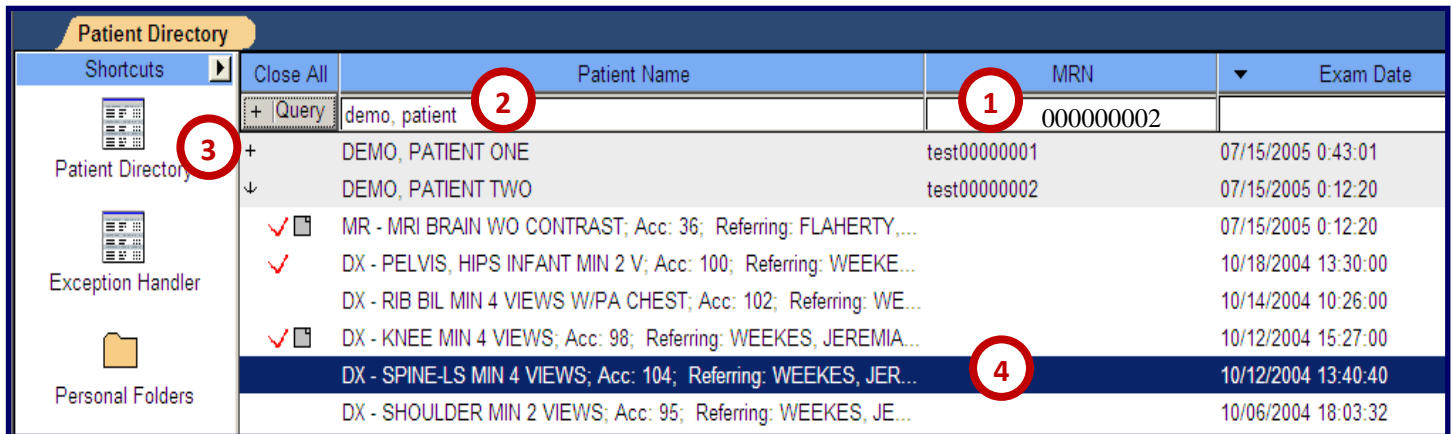
- Click the PACS Image Link within the patient's radiology report. The image is automatically displayed.



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

Locating and Viewing Radiology Images

- 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**.



Using MuseWeb

The **MUSE Web** Cardiology Information System consists patient data, including **EKG patient tracing** reports. Only tracings labeled as **CONFIRMED** have been read by an attending **cardiologist**.

You can access reports the following 2 ways:

From the EMR:

1. Click the following **hyperlink** located in
2. the patient's procedure report:
[Show images for EKG 12 Lead Tracing Only!](#)
3. The confirmed report will display. Select the options from the toolbar to **save**, **print**, **decrease** or **increase** the image size.

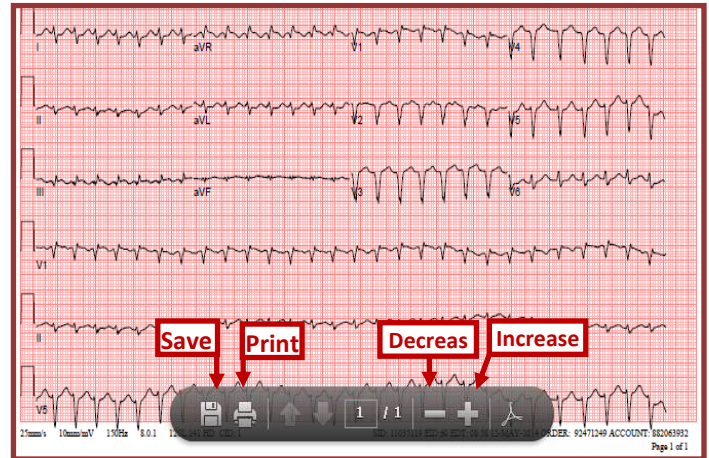
From the SSO Toolbar:

1. Click the **MUSE Web icon** on the **SSO toolbar**.
2. Enter the **Patient ID** which is their **MRN in the EMR**.
Or, Enter the **Patient Last Name** and **First Name**
3. Click the drop down arrow and select the **Site**.
4. Click the **Submit Query** button.
NOTE: Only the reports that were conducted at the hospital site selected will be displayed.
5. Click the patient **Name** to display their list of EKGs.

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

The digitized EKG tracing will appear.

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



Patient ID:

Patient Last Name:

Patient First Name:

Site:

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	111111111	N/A

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

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

16-NOV-1941 (M) M Male Cerebral 79 BPM 59 sec 5mm lead(s) with sinus entry/class Low voltage QRS 46 sec 46 sec 46 sec 46 sec 46 sec 46 sec 46 sec 46 sec 46 sec 46 sec 46 sec 46 sec

Referred by: MALLETT# Confirmed By: Dr. Cardiologist