

## Clinical Information System

Login problems? Call HELP desk 4825

Other Questions? Call Care Manager pager 977-1603

Care Manager system:

VS, I&O, lab & x-ray results, and nursing, OT, PT, RT, SW, RD notes. Results are immediately available once resulted.

- ❑ **Login:** (all lowercase letters) "d" (for doctor), first initial, and first six letters of last name.

"**Password**" is an assigned number, also used for the EPRS system. **Note:** Use "Tab" to move your cursor from login to the password field

### Select patient

"Single click" on the button labeled "Patient". A census list of the unit based on your location will be seen. Use this screen to change depts, see discharged pt info, and use the search function.

### Reviewing Orders

Review orders by selecting the Order button.

### Reviewing data

Select the "button" labeled **Flowsheet**. This brings you to a menu in which you can review lab results, radiology results, and all documented information.

Button Bar Function Left to right across screen.

- ❑ **New Report**-Multiple reviews available. Review any dept notes i.e. SW, OT/PT, RT, Dieticians, Nursing etc. Also select a pt composite "critical care flowsheet" view VS, drips, I&O, selected labs, and vent data.
- ❑ **Patient**- Select a patient
- ❑ **Gateway**-Go to HBO Star system
- ❑ **VS/I&O**-View all vital signs and I&O values
- ❑ **VS/IV Meds**-view VS w/medicated drips
- ❑ **I&O-Hour**-View I&O by hour (bold line divides shift)
- ❑ **I&O Shift**-view I&O by shift w/24hr total (runs 6a-6p)
- ❑ **Meds**-displays meds given over last 24 hr
- ❑ **Resp**- displays respiratory tx/vent info &ABGs
- ❑ **NeuroSrg**- displays MAP, Vent Fio2, Glasgow coma scale, brain temp, PBTO2 & medicated drips
- ❑ **Labs**-View all lab, see list of lab resulted for specific pt. Select 2 or 3 labs to view i.e. basic, hemogram, PTT or all labs. To get list back push "Ctrl L"
- ❑ **Rad**-View all radiology reports resulted. Select report to view or all, click on OK. Then select the "Notes" button to see full printed report beginning with most recent. To get list back push "Ctrl L"
- ❑ **Notes**- selecting this button opens all text annotations on the current screen into a readable format
- ❑ **Configure**-Select to reconfigure view for longer time span (default is 7 days), font, sequencing

**Note:** Right click in a cell provides detail for that particular cell.

### Create personal census list

1. Select button labeled "**Patient**"
2. Highlight name with one click
3. Select the option "**Relationship**" (located top left side of screen)
4. As a resident, "**Resident**" will be the only option. As a medical student, "**Med Student**" will be the only option.

5. Select the relationship option "**Resident**" or "**Med Student**". A message appears that says "**Assignment succeeded**" then OK
6. Assign multiple patients throughout the building, & when completed, double click on a patient to return to the Health view menu. (main menu)

### Generating 24 hr Summary Report

Report includes **all lab results**, VS, I&O, certain pieces of info from PT, C Rehab, OT, SW, Dietitian, and RT documentation within the last 24 hours

Printing patient summary

1. Select the menu option "**Reports**" or "**Print Reports Menu**"
2. Select Patient Summaries & then "**Patient Summary/per Staff**". Your name will appear at the top of the screen as the **STAFF NAME**.
3. The system will give you a message to select **POP**, if a list pops up select name followed by **MD**
4. Select "**Send**" to request the report, then select the return key, this will return you to the previous menu.
5. Can print same list using attending name

A report will print on each patient on the relationship set up. **Patients will remain on the list until discharge** or unassigned.

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HBO Star system: Includes Orders placed, Laboratory and Radiology results, and medication profile. Outpatient data can also be seen through the HBO Star system.

**Navigation** is primarily by the keyboard, not windows based. Use "dash '-' then enter" to get list and "period '.' then enter" to go back a page.

Main Menu:

**Lab results**-type in pt last name, then "-" enter, select the correct patient by typing in number to the left of the name. Most recent lab order will appear, select item # to see results. Note the order status listed down the right side of the screen. Follow options at the bottom of the screen as needed.

**Radiology results**-Select patient as described above or choose "=" to get the same patient. A list of radiology results will appear, select the option # to view results. Follow function key prompts at the bottom of page to move around.

**Physician Pharmacy Profile**-Includes formulary info, drug food interactions, and patient profile inquiry. Pt profile inquiry lists current medications or by meds, solutions, or both based on your answers to screen prompts.

**Census**-Select **Print Census** to get physician's list, then select "Physician Patient List". You will then need to indicate which physician or group to print by typing the first few letters then dash, enter. Follow prompts at bottom of screen.

**Optio Reprint Function**-to print forms. This is primarily used by Residents and Med Students for Progress notes and consents. Always put the patient's name on any form printed. Specific instructions are on the unit.

**Order Review**-Select patient by typing in portion or all of name followed by a "dash". Current orders will display if follow default of all depts. List starts with most current orders.