Patients Lists

Rounds Patients

- Includes ONLY inpatients and ED patients
- All patients which you or coverage provider are associated as Attending, Admitting, PCP, Family, or Other

All My Patients

- Includes inpatients AND outpatients
- All patients which you are associated as ED, Attending, Admitting, PCP, Family, or Other

Scheduled Outpatients

- Includes outpatients which you or coverage provider are listed as the Attending provider

Any Location

- List of patients within a specific location

Discharge Patients

- List of recently discharge patients which you or coverage provider are associated to

Printing Rounds/My All Patients list

- Click the Hamburger button (beside your name)
- Select 'Report' from drop-down menu
- In List Format, select **'Physician Rounding List'**
- Click the Print button

Adding a patient to Rounds/My All Patients list

- Click Hamburger button
- Select **'Add Patient'** from drop-down menu
- Use the search tool to locate patient
- Select the visit from the list
- Chose the appropriate lists to add the patient

Sign Out Comments

The Sign Out feature allows you to leave notes for the receiving provider coming on duty. Sign Out notes are only visible to providers who belong to the same Provider Group.

Sign Up

Signing up as an Other Provider is available for all Consultants. This allows you to automatically receive copies of the patient's results/reports.

- Highlight a patient in the Rounds Patients list
- Click Hamburger button
- Select **'Sign Up'** from the drop-down menu
- Sign Up window allows you to Sign Up as a new provider or replace another provider

Building Coverage

Allows you to add physicians or groups you are covering for. Click Coverage button and select **'Edit'** coverage.
A provider has the ability to setup coverage using the following:

Favourites: Creating a custom favourite of one or more providers

Provider Groups: Ability to cover all providers within a group or select specific providers within a group

Provider: Cover a specific provider using the Search tool.

Tip: The quick Search feature only looks for Physcians. Click the Magnifying Glass icon to open the Advanced Search and modify the search fields to include specific provider types or specialities.

Provider Teams: Cover a team list that is manually managed by a specific specialty team

Creating a Coverage Favourite

- In the Coverage routine, select the providers or group of providers you wish to cover
- Click the **'Add New Favourite'** button
- Enter a name for the new favourite
- Click the **'Save'** button

E-Sign

If there is a document or order to be signed on a patient, a counter will appear in the top right corner of the **'Sign'** button. The counter identifies the total number of unsigned documents/orders.

- Click the 'Sign' button to access the Sign List
- The Sign List organizes unsigned items into 2 buckets: (1) Orders and (2) Documents

Orders:

- Automatically adds checkmark to all orders
- Click on the checkmark beside any order to remove it from the selected list
- Use the footer buttons to 'Reject' or 'Sign' orders
- Click the Sign button in the 'Review and Sign' window to enter your PIN once to sign off the selected list of orders.

Documents:

- First document in the bucket is automatically selected
- Click on any other documents to flag them for signing/editing
- Use the footer to 'Edit' the note, 'Edit Signers/CC's', or 'Submit' to sign the notes
- Click the Sign button in the 'Review and Sign' window to enter your PIN once to sign off the selected list of documents.

Workload

If there is a message or deficiency on a patient chart, a counter will appear in the top right corner of the **'Workload'** button.

- The WKD (Workload) bucket will display any messages to the provider.
- Click the 'Complete' button on messages to remove them from the bucket.
- The 'Def' (Deficiency) bucket will display any deficiencies on patient charts.

Navigating WebChart/EMR

Summary: Default entry to the patient's chart. Allows each provider a customzied view of clinical data widgets. Use the 'Gear' icon to add, remove, or move widgets within the Summary panel.

Diagnostics: View Labs, Imaging, Microbiology, Pathology, Blood Bank, Cardiovascular results.

Provider Notes: Documentation of notes, dictated notes, scanned documents, etc. Can be sorted or filtered by date, subcategory, or specialty.

Nurse/Allied Health: Documentation of assessments and interventions. Can be sorted or filtered by date or subcategories.

Medications: View current active medications, home meds, infusion/titrations, or history.

Activity: Log of all activity saved in the EMR. Includes option to filter by timeframe or subcategories.

Flowsheets: Customized view of care-specific clinical data for trending purposes.

History & Problems: Allows the provider to view or edit the patient's history and/or problems

Administrative: Patient demographics, insurance, and legal information.

Other Clinical: Allergies, Blood Bank Summary, Care Team, Immunizations, Growth Chart, etc.

Patient Header

General patient info displays here:
Ht/ Wt/ BMI/ BSA/ DOB/ Age/ sex/ MRN#/Acct#

- Click the Acc# to view other visits
- Click the Code Status to view current/history

Click on the 🛈 for more information (ie. Allergies)

Problem & History List

Adding Problems & History

1. Open the Problems & History List routine
2. Click in the 'Search for' field
3. Start typing the problem you want to add.
Tip: only type enough letters to find the problem you are looking for. Type more letters of the problem name to narrow the search.
4. Locate the problem from the search list and select 1 of 3 options: Active, History, Both.
5. The problem will now appear in the list. Use the Search field again to add more problems or history if necessary.

Editing Problems & History

1. Click on the name of problem to view the details of the problem.
2. Click below the 'Onset' heading if you wish to add a date of onset for each problem.
3. You can move problems to a different list if you want using the Add To/Move To buttons.
4. You can assign each problem a 'Status', 'Category', and 'Comment'. The problem comment is viewable between patient visits.

Tip: All history items default to the 'Medical' category. Update the problem category to 'Surgical' to ensure surgical history is categorized appropriately.

Note: Resolved/Inactive/Rule-Out problems appear below the Active Problem list

interchange

PHYSICIANS QUICK REFERENCE GUIDE

Quick Reference Guide Topics:

- Patient List
- Sign Up
- Building Coverage
- E-sign
- Workload
- Navigating Webchart/EMR
- Patient Header
- Problem List

YOU ARE NOT FINISHED UNTIL YOU TYPED YOUR PIN AND PRESSED THE **'ENTER'** KEY!

Click the Refresh icon from the patient header to update chart information periodically.

Hover hand indicates interactive cell or field.