Unit Clerk Agenda

Course Timing and Capacity

4.5 hours

Up to 15 participants

Target Audience

Intended for inpatient staff working as a Unit Clerk (also known as Ward Clerk) in in the Acute Care (TGH, TWH, & PMH) sites at UHN. *Staff working in this capacity at Rehab (UC, LC, BC, RC) sites should register for/ attend TR - EPR IP REG training.*

Staff requiring additional content: For staff working in areas such as the Intensive Care Units (ICU) or Critical Care Unit (CCU), that directly admit patients, an additional **30 minutes** will be added at the end of the class to cover the topics of Registration and IP Visit Creation.

Course Topics

Introduction

Intro to EPR Review (Main Desktop & Pt Desktop

Visit Activation and Patient Check-in

Order Entry

Change Physician

MOE/MAR Order Sets

Transfers, Discharges and Discharge Reversals

Assign Interfacility Transfers eManual Topic

Bed Swaps

Out of Service Beds

Introduction to Electronic Whiteboard

Transfer Report

Registration and Inpatient Visit Creation (Optional)

Course Evaluation