

ELECTRONIC PATIENT RECORD FOR CLINICAL RESEARCH COORDINATORS

LOGGING IN TO THE SYSTEM



1. Double **{click}** on the **EPR** Icon
2. **Enter** your **User ID** and **Password**
3. **{Click}** the **OK** button to proceed

DATE AND TIME FORMATS

Full Date ddmmyy 230506 - May 23, 2006

Time 24 hr clock 1400 - 2 pm

Combo date, space, time 230506 0900 - May 23, 2006 at 9 am

Special Formats:

N (Now) current date and time

T (Today) current date

Shortcuts

N-5 5 minutes ago

N+5 5 minutes from now

N-1h 1 hour ago

N+2h 2 hours from now

T-1 Yesterday

T+1 Tomorrow

T-1 0800 Yesterday at 8am



READING THE TRANSACTION LINE



4. **Select** - anytime the transaction line says to "**select**" it is telling you to select from the options above the transaction line
5. **Enter** - anytime the transaction line says to "**Enter**" it is telling you to type your own text into the transaction line
6. **Choose** - anytime the transaction line says to "**choose**" it is telling you to select from the buttons that appear below the transaction line

NAVIGATION BUTTONS



1. The **OK** button allows you to proceed to the next step
2. The **Back** button will take you back one screen only. In the chart review section you can use back as much as needed in order to get back to the desired screen
3. **Cancel** will allow you to terminate your active task

KEEP AND GOTO BUTTON

The **Keep** button will take you to your save options even if your info is not complete

The **Goto** button resets the transaction line to allow the "select field to edit" prompt

COMMONLY USED TERMS

Bed Status

VAC	Bed is vacant
HK	Bed Being Cleaned
PT	Pending Transfer
PD	Pending Discharge

Visit Types

IP	Inpatient
OP	Outpatient
EP	Emergency Patient
SP	Same Day Patient
CP	Clinic Patient

Patient Status

Active	Current Visit
Scheduled	Future Visit
Discharged	Discharged Visit

Frequencies

qod	Every other day
hs	At bedtime
qhs	Daily at bedtime
q_days of week	Every__
q_h	Every__hours

Test Status

Scheduled	Test has been ordered
Collected	Sample Collected
In Progress	Test received by lab
Partial	Partial results entered by lab
Unverified	Results to be verified
Resolved	Test unable to be completed
Completed	Test Completed
Corrected	Result changed
Cancelled	Test Cancelled

Result Status

Underlined Abnormal

Red Text Critical



PATIENT SEARCH OPTIONS

1. Last name,First name - Super, Kathy
2. Last name - Super
3. MRN (Medical Record Number) 1234567
4. OHIP Number (always put the letter "O" before the OHIP number) - o1234567890
5. Wild card search - Sup-, K-



ADVISORIES



Advisories display potential therapeutic conflicts within a Patient's past/current/proposed drug therapy The Advisory screen appears during the order entry process when a user orders a specific drug that has drug-drug, food-drug interaction or lab-lab interaction

Critical (Mandatory) advisories

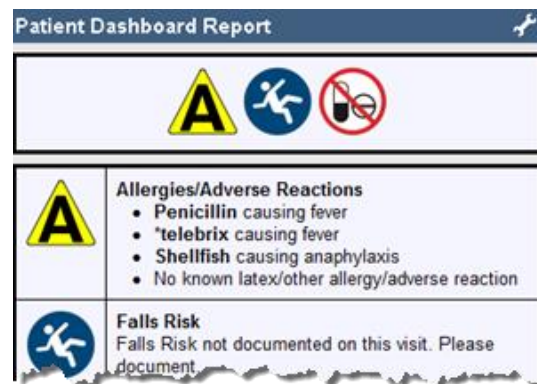
Non-Critical (Non-Mandatory) advisory

Note: Critical advisories must be addressed by the MD in order to complete your order

ALLERGY ASSESSMENT

Prior to ordering medications an Allergy Assessment should be completed and documented.

Allergy information can be found on the Patient Dashboard Report located on the patient desktop and can also be viewed by clicking/hovering on the red caution triangle.



ORDER ENTRY

1. **Select Order Entry** from Pt. Shortcuts.

Review all active orders appearing in Order History to ensure no duplicate orders made

2. **Select Order Set** (folder structure) OR **Procedure Search** (text-based search)

Using the Order Set Tab:

1. **Select** the **Order Set tab**.
2. **Choose desired folder** by clicking once.
3. **Select procedure/med** and **{click}** on the **Add Order** button.

Read transaction line and enter additional info if required

4. Once orders are complete, **select Order Summary** and **Accept Order** buttons to Save

Using the Procedure Search Tab:

1. **Select** the **Procedure Search** tab
2. **Type** the **name** of the procedure/med and **{click} search**.

When using procedure search, enter partial medication name followed by a "-"(dash) to be used as wildcard search (e.g. acetaminophen, type acet-)

Multiple medications can be searched for by using a comma "," for separation in the search screen

3. **Select** the **dose**; route and frequency options and **{click} add order**.
4. **Select Order Summary** and **Accept Orders** buttons to save.

TELEPHONE ADVICE

1. Under Patient Shortcuts **select Unscheduled Procedures**
2. **Select Telephone Advice**
3. **Enter** the **date** and **time** of the call
4. **Enter who** you spoke with
5. **Enter Phone Number**
6. **Enter Reason for Call**
7. **Enter** the **Information Given**

If more information needs to be documented, choose the Goto button and select Document more advice.

8. Once information has been recorded in this field, **{click}** on the "x" to exit the screen so the information can be saved in the field.

The documented by field is automatically defaulted to the persons ID.

9. **Accept** the **documentation**.

EDITING ORDERS

All 4 options are located at the bottom of the "Order History Screen".



To Change/DC/Hold/Unhold a medication:

1. **Highlight** the **medication** from list of orders.
2. **{Click}** the **desired button** (Change/DC/Hold/Unhold).
3. **Enter** the specific **time** for function to begin or accept default time ("now").

Change:

1. **Select** the **field** to be changed and make any necessary modifications, e.g. Dose. All options can be changed with the exception of the ROUTE.

DC:

It is essential to discontinue orders when a patient is leaving the unit to non-MOE/MAR unit or ICU

Note: Ensure that the Active Medication Transfer Report is printed before meds are D/C'd.

Note: When discontinuing a medication order, ALL outstanding doses (events) for that medication will be automatically marked for deletion and will be cleared from the MAR. ALL outstanding non-medication events for a procedure will NOT be automatically marked for delete.



The EPR eManual provides step-by-step instructions for EPR users. Regularly check the eManual as the content is constantly being updated. It is conveniently accessible from the first icon on the toolbar in EPR.

Call H-E-L-P (4357) internally or (416)340-4800x 4357 to reach the Helpdesk 24 hours a day, 7 days a week.