


# ELECTRONIC PATIENT RECORD (EPR) – New RN TIP SHEET

## LOGGING ON

1. **{Double click}** on the **EPR Icon** 
2. **{Enter}** your **ID** and **password** (you will be prompted to change your password upon first logging in, and then every 90 days thereafter)
3. **{Click}** the **"OK"** button to proceed

## DATE AND TIME FORMATS

**Full Date** ddmmyy → 191007 – Oct 19, 200  
**Time** 24 hr clock → 1400 – 2 pm  
**Combo** date, space, time → 191007 0900 – Oct 19, 2007 at 9 am

### Special Formats:

**N (Now)** current date and time  
**T (Today)** current date

### Shortcuts:

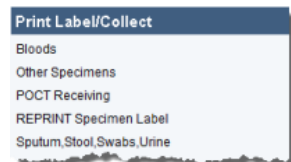
**Minutes** n-5 (5 min ago)/n+5 (5 min from now)  
**Hours** n-1h (1 hr ago)/n+1h (1 hr from now)  
**Days** t-1 (yesterday)/t+1 (tomorrow)  
**Combo** t-1 0800 (yesterday at 8 a.m.)

## PATIENT SEARCH OPTIONS

- Last name, First name
- Last name
- MRN → 3039875
- OHIP → o1236545646
- Visit → v98765432
- Wildcard (use a hyphen) → Sup-, K-

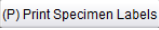
**NOTE:** The search field is not case sensitive

## SPECIMEN COLLECTION



- From the Print Label/Collect block on the patient desktop, **{select}** the **specimen type** you want to collect.
- **{Choose}** the **specimen** to collect (Bloods, Sputum, etc).

The first screen you come to is the collection screen. This is where you will document the specimen was collected once you print the label.

- **{Choose}**  and then **{click}** **OK** for the **collection cut off date/time**.
- **{Select}** the **specimen** that you want the label printed for.
- Once the specimen has been collected, you must go back to document the collection in the collection screen.

**Note:** if you are going to print the label and immediately collect, you can choose to print label/collect.

## READING THE TRANSACTION LINE

**Select** – anytime the transaction line says to **"select"** it is telling you to select from above the transaction line area ↑

**Enter** – anytime the transaction line says to **"Enter"** it is telling you to type in your own text

**Choose** – anytime the transaction line says to **"choose"** it is telling you to choose from below the transaction line area ↓

## COMMONLY USED TERMS

### Bed Status:

VAC	Bed is vacant
OCC	Bed is occupied
HK	Bed is being cleaned
PT	Pending Transfer
PD	Pending Discharge

### Visit Types:

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

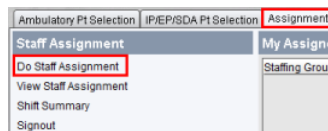
### Test Status:

Scheduled	Test has been ordered
Collected	Sample has been collected
In Progress	Test has been received by lab
Partial	Partial results have been entered by lab
Unverified	Result still to be verified
Resolved	Test unable to be done
Completed	Test has been complete
Corrected	Original result has changed
Cancelled	Test has been cancelled

### Result Status:


Normal Text	Normal result
Black Underlined	<b>Abnormal result</b>
Red Text!	<b>Critical result!</b>

## STAFF ASSIGNMENT



1. From the main desktop, **{click}** on the **Assignment** tab.
2. **{Choose}** **Add** and **{select}** the **floor** for the patient list.
3. **{Enter}** the **date and time** the assignment begins.
4. **{Select}** the **date and time** you want to add your patients to.
5. **{Choose}** **Add** and **{select}** the **patients** you are assigned to. **{Click}** **OK**.
6. **{Click}** **OK** again to accept the patients.
7. **{Choose}** **Accept Assignments**.

## HELP

**EPR eManual:** Provides step-by-step assistance to EPR users (the eManual is for EPR functionality only). To access this manual, **{click}** on the **EPR eManual** button  from the top toolbar, select the desired topic, or enter search by keyword.

### TELEPHONE HELP:

Call **H-E-L-P** (4357) from any phone at UHN or (416)340-4800x 4357. The Service Desk is available 24 hours a day, 7 days a week.