

ELECTRONIC PATIENT RECORD (EPR) PHYSICIAN 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 ddmmmyy → 191007 – Oct 19, 2007
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 → 01236545646
- Visit → v98765432
- Wildcard (use a hyphen) → Sup-, K-
- Unknown character (asterisk) → "s*per" (super)

NOTE: The search field is not case sensitive

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

Test Status:

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

Result Status:

Normal Text	Normal result
Black Underlined	Abnormal result
Red Text!	Critical result!

PHYSICIAN INBOX

The Physician Inbox lists action & review items as well as orders placed on your behalf.

- It is advisable to check the inbox at minimum once every 8 hrs
- It is not recommended to sign-off more than 10 items at a time
- Double-click any item to view the full details and sign-off
- Use **Physician Assignment / Sr. Med Student Assignment** to enable Inbox & My Patient lists

HELP

EPR eManual: Provides step-by-step assistance to Electronic Patient Record users (the eManual is for system functionality only). To access this manual, {click} on the **EPR eManual** button

Online Tutorial or Interactive eModules: Provides education tutorials/modules of desktop functionalities and are found on the SIMS Education webpage on the Corporate Intranet.

Lexicomp: Accessed on the top toolbar, it provides summaries and detailed monographs for drugs, disease, alternative medicine, toxicological managements, reproductive risks and emergency care.

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

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 there are allergies or potential drug-drug, food-drug or lab-lab interactions

Two types of advisories will appear:

 **Critical (Mandatory) advisories:** This advisory must be addressed to complete the medication order

 **Non-Critical (Non-Mandatory) advisories**

EDITING ORDERS

The four editing options (**Change, DC, Hold, & Unhold**) are located at the bottom of the Order History Screen.

To Change/DC/Hold/Unhold a medication:

1. **Highlight** the medication from the list of orders
2. **{Click}** the desired button/action
3. Accept the default of **Now**. **It is not recommended to enter future date/time for change/DC/Hold/Unhold due to potential patient safety risks.**
4. Continue entering required information.
5. Review the orders.
6. Select **Order Summary** then **Accept Order**.

Change - All options can be changed with the exception of **Route**.

DC - When a **medication** order is discontinued, all outstanding doses will be automatically marked for delete and cleared from the MAR.

Note: that if required, you can print the **Active Medication Transfer Report** before meds are DC'd.

To Copy Orders:

Copying orders will save the user from having to re-create the same order. **Note: do not** copy orders from a visit at another facility (e.g. TGH to TWH and vice versa). Ensure that you verify the proper visit when copying medication orders (i.e. IP visit at current site). This can be verified in the Pt's Visit History screen, in All UHN Patient Search, taking note of the visit date/time

1. Go to the **Order History** tab, select "**All Orders**" and use the **Update List** filter options to see Expired or DCed orders (All Order Type), or select previous visits from the Visit section and use Update List.
2. **Select** the desired ordered procedure
3. **{Click}** the **Add Order** button
4. Review the orders
5. Select **Order Summary** then **Accept Order**

ORDER ENTRY

1. Select **Order Entry** from the **Patient Shortcut** area within the Patient Desktop.
2. **Review** all active orders from the **Order History** screen to ensure no duplicate orders are placed.
Note: Orders may be sorted alphabetically by clicking on the column header named "**Procedure**".
3. Select the **Order Selection** or **Search Tab**.

Using the Order Selection Tab:

1. Select the **Order Selection tab**.
2. **Choose** the desired folder by single-clicking.
3. Select procedure/med and **{click}** on the **Add Order** button.
4. Enter all additional information as required.
5. Once the order is complete, select **Order Summary**, review the orders for accuracy and adjust as necessary. For example, if the medication start time is tomorrow or later this evening and the patient requires a dose now, use the **Add "Now" Event** button to create one. **{Click}** the **Accept Order** buttons to **save** the orders.

Using the Search Tab:

1. Select the **Search tab**.
2. Type in the name of the procedure/med and **{click}** **Search**. Use a partial search by typing in part of the name followed by a dash (example: **acet-**).
3. Select the **dose; route** and **frequency** options and **{click}** **Add Order**
4. **{Click}** **Order Summary**, review the orders for accuracy and adjust as necessary. For example, if the medication start time is tomorrow or later this evening and the patient requires a dose, now, use the **Add "Now" Event** button to create one. **{Click}** the **Accept Order** buttons to **save** the orders.

Common Frequency Abbreviations:

q_d → every _ day
q_h → every _ hours
q odd day → every other day, odd
q even day → every other day, even
now → ASAP, results sent to regular lab
STAT → ASAP, results sent to Rapid Response Lab
qmeal → with each meal
q_days of week → every specified day of the week

CHART REVIEW

Use **Chart Review** to find **patient results** and **Orders**. Remember that **Chart Review is a Read only section** of the system and therefore **NO editing** can be done here. Here are some examples of information that can be found:

Orders	→ A place where you can review orders by Primary orders (this visit) or Order blocks (all UHN visits)
Hematology	→ Here you will find results from tests related to hematology, and be able to see them charted
Radiology	→ To view the radiologist's reports on the complete film history, use Report Query to view images and listen to dictation
Medications	→ To view all medications, view a med summary or a med profile and the respective details
All Events	→ Sorted chronologically are patient events such as: medication doses, labs, assessments, nutrition, clinic notes, letters, admission & discharge information
Combined Results	→ Sorts all results/reports in chronological order