

# ELECTRONIC PATIENT RECORD FOR UNIT CLERKS

## 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
HP	Home Visit
RP	Referred Visit

### 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

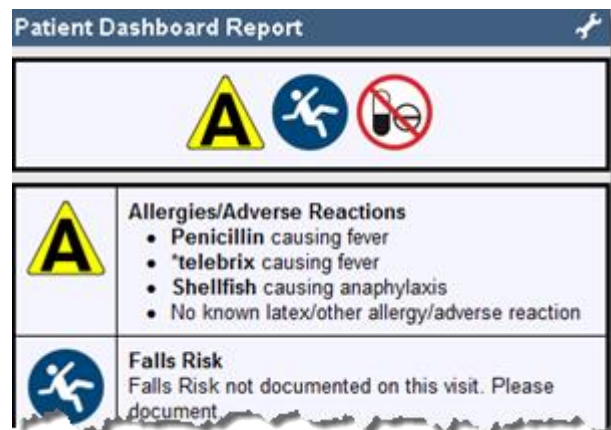
**Note:** Critical advisories must be addressed by the MD in order to complete your order.

## ALLERGY ASSESSMENT

Prior to ordering medications and/or diets an Allergy Assessment must be completed for the visit.

**IMPORTANT NOTE:** If food allergies are subsequently updated or re-verified, the existing diet must be re-entered.

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.



## DIET ORDER ENTRY

1. Select **Order Entry** from the **Patient Shortcuts Tab**.
2. Select the appropriate **Order Type**.  
(Unit clerks/admin should select "written" )
3. The **current date and time** will automatically populate (use the drop down menu to change).
4. Select the appropriate **Order Author** (or use the search function to find another Order Author).
5. Select the **Order Selection** tab.
6. Choose the **All Nutrition** folder (click once to open)
7. Select the type of diet and **{click}** on the **Add Order** button.
8. **{Click}** the **Order Profile** tab to edit the order (i.e. to specify vegetarian diet).
9. Read the **Transaction Line** (the system prompt) and enter any additional info, as required.
10. If there are any free-text food allergies, enter these in the **Comment** field (to appear in the Nutrition System).

**Tip:** Refer to Patient Dashboard for the food allergen with a yellow highlight and asterisk.

### 11. **{Click}** Order Summary and Accept Order

#### IMPORTANT

When editing a diet order, you must start a new diet order or copy the existing order (and modify the copied order). Never use the change button option because it will not communicate with the Nutrition System.

#### REMINDER

In the event that food allergies are updated or re-verified, the existing diet must be re-entered. The 'Copy' feature can be used for this purpose.

**Remember** the cut off times for diet orders. If you are not meeting these times, it is important to call the nutrition department for a tray for the next meal.

## COMMUNICATION NOTE

1. Under Patient Shortcuts **select Unscheduled Procedures**
2. **Select Communication Note**
3. **Enter the date and time**
4. **Select Method of Contact**
5. **Enter who** you spoke with
6. **Enter Phone Number**
7. **Enter Reason for communication**
8. **Enter the Information Given**

If additional information is required, **choose** the **Goto** button and **select** the **Additional Details** field.

9. Once information has been recorded in this field, **{click}** on the "x" to exit; click **Save**

The **Documented by** field is automatically defaulted to the persons ID.

10. **Accept** the **documentation**.

## EDITING DIET ORDERS

Never use the Change button when editing orders. You can reorder a diet from scratch (you do not have to discontinue a diet, it will automatically be replaced). Alternatively, a diet order may be copied and edited from the copied order. This is a good option for complex diets where only one field needs to be edited (i.e. consistency, modifier or supplements).

### Edit a Diet Order using the Copy Orders Button

1. Select diet order from the **Order History** tab and **{click}** on the **Copy Orders** button.

Procedure	Order Information	Status	Discontin...	Visit Time	Order Time	Author	Kardex	Specialty
<b>Medications</b>								
morphine	10 mg inj IM q4h	active		17-Jan-0...	21-Jul-05	Medicat...	Medicat...	Internal...
morphine	10 mg inj IV-int q...	active		17-Jan-0...	21-Jul-05	Medicat...	Medicat...	Internal...
nitroglycerin	0.4 mg aerosol S...	active		17-Jan-0...	21-Jul-05	Medicat...	Medicat...	Internal...
Paper - heparin I...	refer to paper order	active		17-Jan-0...	15-Nov-0...	Medicat...	Medicat...	Internal...
<b>Nutrition</b>								
Therapeutic diab...	qmeal full no rest...	active		17-Jan-0...	18-May-1...	Orderin...	Nutritio...	Internal...
<b>Radiology/Nuclear Medicine</b>								
Chest X-Ray	26Jan Rout	active		17-Jan-0...	26-Jan-0...	Orderin...	Radiolo...	Internal...

2. From the **Preview** pane (at top) select the diet you just copied and **{click}** on **Edit**
3. An advisory screen appears to inform of a duplicate procedure. **{Click}** on the **Order Profile** tab to bypass.

Op	Procedure	Order Information	Start Time	Type	Advisory	Remove
<input checked="" type="checkbox"/>	Therapeutic diabetic	qmeal full no restriction diabetic	18-May sup	new		
<input type="checkbox"/>	1500kcal/170 g CHO controlled	1500kcal/170 g CHO controlled	none			

4. **Edit** the **fields that need changing** and then process the order. **{Click}** on **Order Summary** and **Accept Order**.

## HELP



**EPR eManual** can be found on the tool bar in EPR.

Topic suggestions for the EPR eManual:

- Patient Registration
- Visit Creation
- Visit Activation
- Health Care Validation
- Changing Visit Time or Date
- Canceling Visits
- Converting a Visit

**Service Desk** – for any hardware or software issues, call extension **4357**.

## PATIENT REGISTRATION

### Supplementary Postal Code Options

**X0X 0X0** – No Fixed Address  
**I0I 0I0** – Incorrect Address  
**U0U 0U0** – Unconscious