

ELECTRONIC PATIENT RECORD HELP



EPR eManual: Step-by-step assistance for EPR users (system functionality only, contains no clinical information). To access **click** the **purple book icon** at the top left of your EPR screen.



TELEPHONE HELP: Call **H-E-L-P (4357)** from any UHN phone or 416-340-4800 x4357. Available 24 hours a day, 7 days a week.

READING THE TRANSACTION LINE

Select – when it says “**select**”, make a selection from above the transaction line area .

Enter – when it says to “**enter**”, type your own text.

Choose – when it says to “**choose**”, choose from below the transaction line area .

ORDER ENTRY

1. Select **Order Entry** from the **Patient Shortcut** area within the Patient Desktop.
2. **Review/edit** all active orders from the **Order History** screen to ensure no duplicate orders are placed.
3. Select the **Order Selection** tab or the **Search** tab to place new orders.

Using the Order Selection Tab:

1. Choose the desired folder by single-clicking.
2. Select procedure/med & frequency and **click Add Order**.
3. Enter all additional information as required.
4. Once the order is complete, **click Order Summary** to review orders for accuracy and adjust as necessary. **Note:** If a medication start time is tomorrow or later this evening and the patient requires a dose now, **click Add “Now” Event**.
5. **Click Accept Order** to **save** the order(s).

Using the Search Tab:

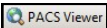
1. Enter the name of the procedure/medication and **press Enter**.
2. Use a partial search by typing part of the name followed by a dash (example: vanco-).
3. Select the dose; route and frequency options and **click Add Order**.
4. **Click Order Summary** to review the orders for accuracy and adjust as necessary. **Note:** if a medication start time is tomorrow or later this evening and the patient requires a dose now, **click Add “Now” Event**.
5. **Click Accept Order** to **save** the order(s).

POWERCHART TIP SHEET

HELP

Telephone the HelpDesk at x4357 (H-E-L-P) Available 24/7
View online eLearning at <https://mountsinai.myabsorb.ca>
Systems Education training department x2100

Reviewing patient information

X rays: PACS button from the toolbar 

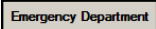
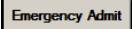
Lab results: General Lab page

Orders: Orders Page

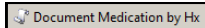


Medication Administration: MAR Summary page

Dictated Reports: Microbiology, Pathology & Cytology, Radiology, Reports pages

Admitting The Patient

1. Open the **Emergency Department** patient list 
2. Open the patient's chart
3. Place the “**Admit To**” order (*the outpatient visit will be discharged and a new inpatient visit created. Any orders present in the outpatient visit will be discontinued*)
4. Close the patient's chart
5. Open the **Emergency Admit** patient list 
6. Open the patient's chart
7. Place the admission orders and orders you wish

Medication Reconciliation upon Admission

1. Open the **Orders** Page
2. Click **Document Medication by Hx** 
3. Click **Unable to Obtain, Use last Compliance** or to add a new medication, click **+Add** 
4. Search for medication name
5. Confirm details and compliance information
6. Click **Document History** 

To convert to an inpatient order:

1. Open the Medication List Page
2. Right click on the medication and select **Convert to Inpatient Order**

EDITING ORDERS IN EPR

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

To Change/DC/Hold/Unhold an Order:

1. **Single-click** the order from the list of orders.
2. **Click** the desired button/action at the bottom of the screen.
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. **Select Order Summary.**
6. Review the orders. **Note:** If a medication start time is tomorrow or later this evening and the patient requires a dose now, **click Add 'Now' Event.**
7. **Click Accept Order** to **save** the order(s).

Change - All options can be changed with the exception of route. For route changes discontinue and re-order with the new route.

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

PHYSICIAN INBOX



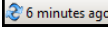
- The **Inbox** lists action & review items as well as orders placed on your behalf.
- It is advisable to check the inbox at least once **every 8 hours**.
- **Double-click** any item to view the **full details** and sign-off.
- Use **MD Assignment** to enable **Inbox & My Patient** lists.
- Use **Chart Review** to view results after they have been signed-off and removed from the Inbox.

Result Status:

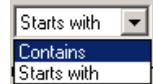
Regular Text	Normal result
Black, Bold & Underlined	Abnormal result
Red, Bold with "!"	Critical Result!

POWERCHART TIP SHEET

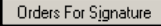

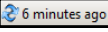
Placing An Order

1. Open the **Orders Page**
2. Review the active orders ensuring no duplicate orders are placed
3. Click **+Add** 
4. Search for order
5. Complete order details window
6. Click **Sign** 
7. Click **Refresh** 

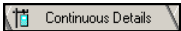
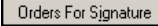

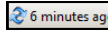
You can search using **"Contains"** or **"Starts With"**




Cancelling An Order (or Reordering An Order)

1. From the **Orders Page**, right click on the order
2. Select **Cancel/DC (or Cancel/Reorder)**
3. Click **Orders for Signature** 
4. Click **Sign** 
5. Click **Refresh** 

Change An IV rate




1. From the **Orders Page**, right click on the order
2. Select **Modify**
3. Open the **Continuous Infusion** tab 
4. Enter a new **Rate**
5. Click **Orders for Signature** 
6. Click **Sign** 
7. Click **Refresh** 

Cosign Orders

1. From the **Orders Cosign Page**, select **All Orders To Approve**
2. Click to select all orders you wish to cosign
3. Click **Cosign** 

Note: RN and Allied orders are active as soon as they are placed. Med Student orders are active only after being cosigned.

Entering an Allergy

1. Open the **Allergy Page**
2. Click **+Add** 
3. Enter an allergen and click **Search** 
4. Double click on the appropriate allergen from the list
5. Backspace over the allergen field, enter the reaction and click **Search** 
6. Double click on the appropriate reaction from the list
7. Complete any additional relevant details
8. Click **OK** 