


# Electronic Patient Record (EPR) – Pharmacy Tip Sheet

## LOGGING ON

1. **Double click** on 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 e.g. 191007 = Oct 19, 2007  
**Time** 24 hr clock e.g. 1400 = 2 pm  
**Combo** date, space, time e.g. 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.)

## ADVISORIES

The Advisory screen appears during the order entry when there is a conflict with a documented allergy or a potential drug-drug interaction. Non-medication procedures may also generate an advisory.

Follow the **action indicated** to proceed with the order, **or** click **Return** if you do not want continue with the order.

Three types of advisories will appear:



**Critical (Mandatory) advisories:** This advisory must be addressed with a comment to continue with the order.



**Non-Mandatory advisories:** This advisory is informational and does not require a comment to continue.



**Error advisory:** You can not perform this action. Follow the on screen instructions.

## TRANSACTION LINE PROMPTS

**Select** – if the transaction line says to “Select” you may select from a list of items above the text box ↑

**Enter** – if the transaction line says to “Enter” you may type text in the text box

**Choose** – if the transaction line says to “Choose” you may click on an option button below the text box ↓

### Bed Status

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

### Visit Types

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

### 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!**

## PATIENT SEARCH OPTIONS


- Last name,First name → Doe,Jane
- Last name → Doe
- MRN → 3039875
- OHIP → o1236545646
- Visit → v98765432
- Wildcard (use a hyphen) → D-, J-

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

## HELP

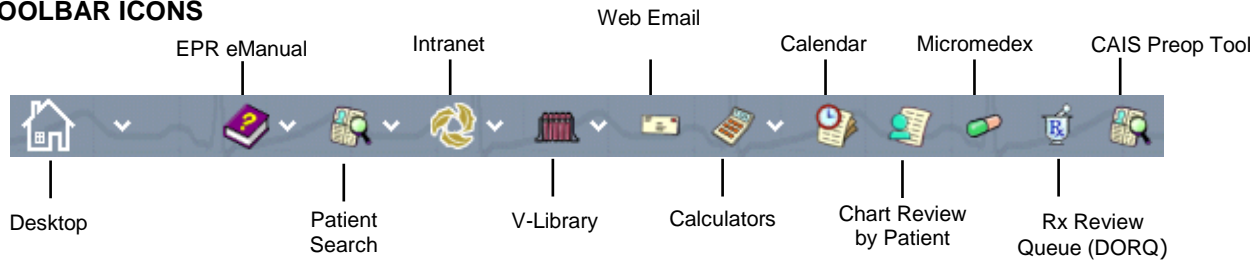
**EPR eManual:** Provides step-by-step assistance to EPR users (the eManual is for EPR functionality only). To access the manual, click on the **EPR eManual** icon  on the main toolbar, then select the desired topic, or search by keyword.

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

**Micromedex:** Accessed on the main toolbar  Micromedex 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) or (416)340-4800x 4357 from any phone at UHN. The Service Desk is available 24 hours a day, 7 days a week.

## TOOLBAR ICONS



## ORDER ENTRY

1. Select **Order Entry** from the Pt. Shortcut menu.
2. Indicate **Order Type** (Direct, Written, Verbal or Telephone) and **Order Author** (if not Direct).
3. **Review** all active orders appearing in Order History to ensure **no duplicate** or **conflicting** orders are entered.
4. Select **Order Selection** or **Search**.

### Using the Order Selection Tab:

1. Select the **Order Selection** tab.
2. Choose the desired folder by clicking on it once.
3. Select procedure/med and click on the **Add Order** button.
4. Enter all additional information.
5. Once order block is complete, select **Order Summary** and **Accept Order** buttons to save the order block.

### Using the Search Tab:

1. Select the **Search** tab.
2. Type the name of the procedure or medication and click search. Use a partial search by typing in part of the name followed by a dash. **e.g. acet-**
3. Select the **dose**; **route** and **frequency** options and click **add order**.
4. Select **Order Summary** and **Accept Orders** buttons to save the order block.

## EDITING ORDERS

The **Change**, **Discontinue**, **Hold**, & **Unhold** buttons are located at the bottom of the Order History Screen.

### To edit an order:

1. **Highlight** the procedure in the Order History list.
2. Click the desired button.
3. Accept the default of **Now**. It is **not** recommended to enter a past or future date/time. **Note:** If editing a **Now** or **One-time dose**, you have to **select the event** displayed.
4. Enter the required information.
5. Review the orders.
6. Select **Order Summary** then **Accept Order**.

**Note:** For medication order **changes**, 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. If required, print the **Medication Transfer Report** before all meds are discontinued as only active meds appear on the MTR.

### Copying Orders:

In **Order History**, select **All Orders**, the **visit** (if not current visit) and then **Update List**.

1. In the **Order History** list
2. Select the desired **order**.
3. Click the **Add Order** button.
4. Select **Order Summary** and review the order block.
5. **Accept Order**.

**Note:** Do **not** copy orders from a visit at another facility.

## 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 editing cannot be done here. Here are some examples of information that can be found:

<b><u>All Orders</u></b>	A place where you can review Primary orders (this visit) or Order blocks (all UHN visits).
<b><u>Laboratory</u></b>	Results from various lab tests, by lab category e.g. Hematology.
<b><u>Med Summary</u></b>	Lists active medication order details organized by medication type (scheduled, prn, conditional).
<b><u>Med Profile</u></b>	Lists all active medications with the product details, the first and last administration time and discontinue time (if applicable).
<b><u>All Events</u></b>	Sorted chronologically are events such as: medication doses, labs, assessments, nutrition, clinic notes, letters, admission & discharge information.
<b><u>Combined Results</u></b>	Sorts all results/reports in chronological order.
<b><u>Common Trends</u></b>	Results and documentation in a trended view.

## PRODUCT SELECTION

Product Selection edits the product that is dispensed by Pharmacy. This is normally done in Centricity, however if it is too late to make the change in Centricity, or Centricity is not available, the order can be changed in the EPR. There are 2 ways to do this.

1. Change the order by resending to Centricity and changing product in Centricity
  - Use the **Change** button and add a **comment** to notify clinicians the **change is related to product supplied**. This will send the order back to Centricity.
2. Change the order by doing manual product selection in EPR.
  - Use the **Change** button to delete and reselect the dose. Add a **comment** as above.
  - At the Product Selection screen, click **Perform Manual Selection** and enter the required details.

**Note:** When production selection is the reason for the change, a comment should always be entered in the order to explain why the order is being changed.