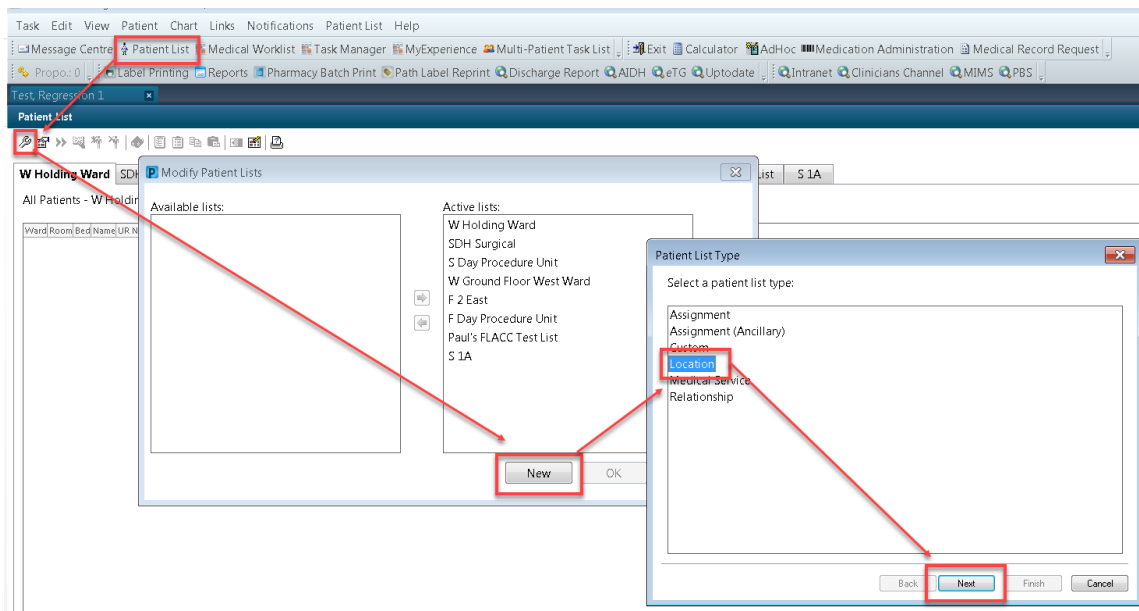


EMR Quick Reference Guide

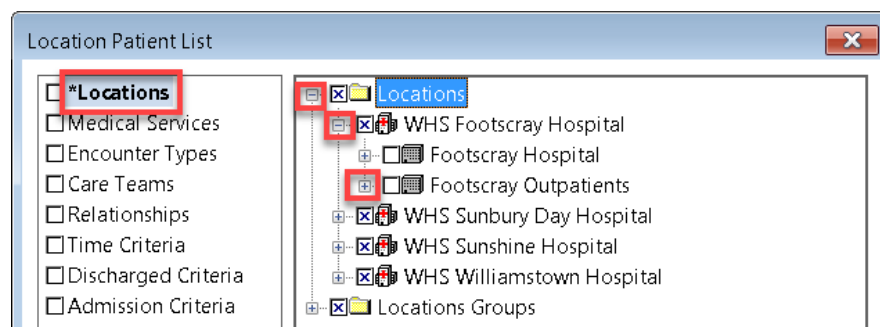
PAC - Nurse Patient List and Documentation

1. Create a Patient List

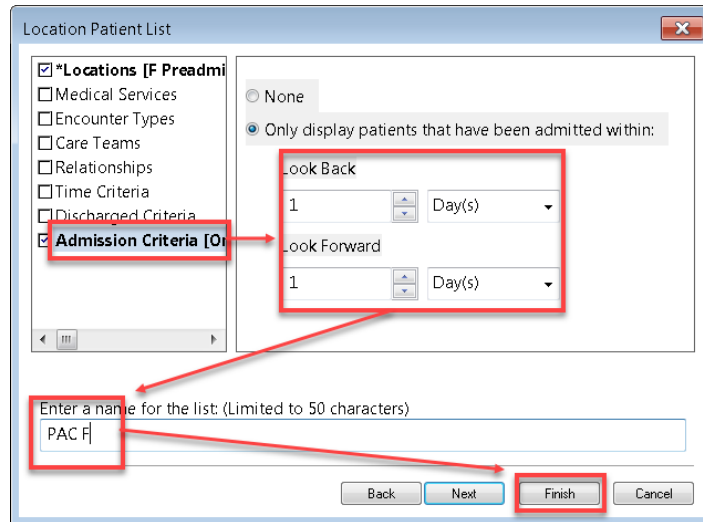
- Click **Patient List** from the navigation tool bar.
- Click the Spanner icon and choose **New**
- Select the **Patient List Type: Location** and Click **Next**



- Click on the "+" to expand the list of Locations
- Click on the "+" to expand the required hospital.
- Click on the "+" to expand the Outpatient Clinics and Tick all of the Pre Admission Clinics at that Campus (Note: Don't click **Next**).



- Click on **Admission Criteria** and choose **Only display patients that have been admitted within:** and select the **Look Back** and **Look Forward** criteria as **1 Day(s)**.
- Rename the Patient List to **PAC F** or **PAC S** as appropriate and Click **Finish**. Note: you only need to do this once for each campus as the list will update as patients are admitted to and discharged from a clinic.



- It is now possible to select individual patients from **Care Compass**.

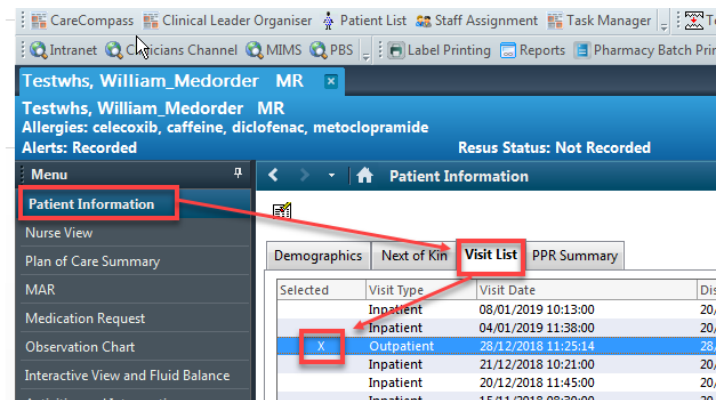
2. Search for individual Patients (not found on the list):

- Type the patient's MRN into the **MRN Search** bar in the top Right of the screen and press **ENTER**.



3. Check that the correct encounter is selected:

- Click on **Patient Information** in the TOC and open the **Visit List** Tab
- There is an "X" next to the currently selected encounter. If this is not the correct encounter... Double Click on the correct encounter to select it. Refresh the screen.



4. Pre Admission Nurse - Health Questionnaire:

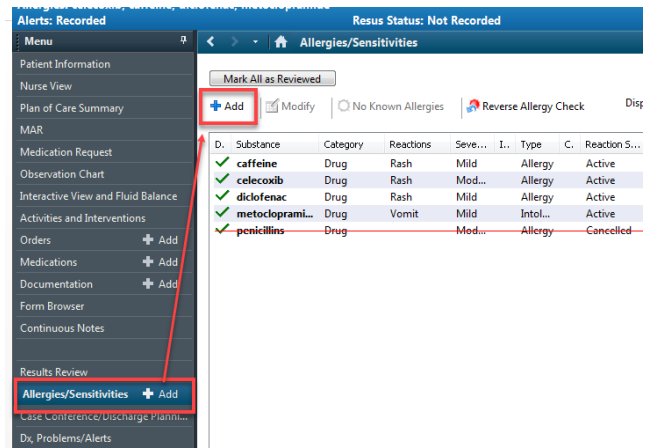
- Click on **Documentation** in the TOC and open the **+Add** Button.
- Choose **Type:** is **"Case Conference Note"**
- Select **Free Text Note** from the template list and click **OK**.

- Type a full stop (.) and a list of Auto text options will appear.
- Select the **.PACNurseQuestionnaire** option and press **ENTER**.
- The F3 key is used to Tab to the next underscore character in the text.
- **Warning:** do NOT use the Tab key.
- The Mouse can be used to navigate to anywhere on the page.
- Any of the text on the page can be edited. Answers are not restricted to one line. Any data entered into the Questionnaire does NOT appear elsewhere in the EMR.
- Click **Sign/Submit** to submit the document and make it visible to other users.
- Important Note: You MUST change the title of the document according to the format: **PAC NURSE HealthQ PROCEDURE NAME** (eg. PAC NURSE HealthQ LTKR)

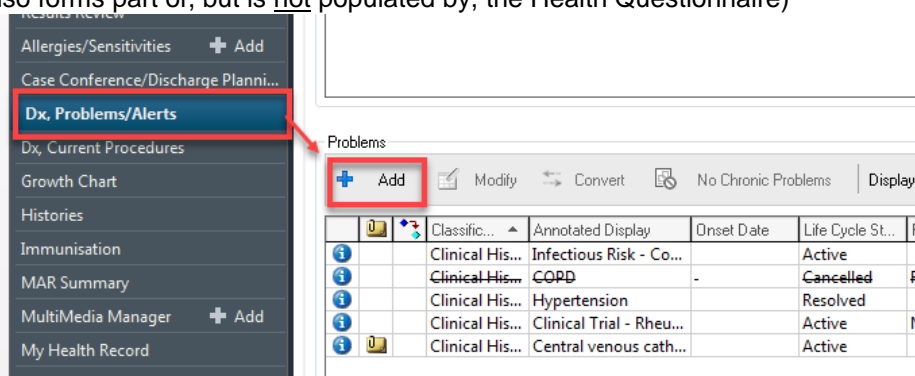
5. Recording vital signs and dealing with Alerts:

- Click on **Observation Chart** in the TOC and Click on any of the **+Add** buttons to open the **Observation Vital Signs** Powerform.
- Enter your observations into the appropriate fields (Note: you do NOT need to fill in all of the fields).
- **Green Tick** to save your results.
- If an alert is generated by abnormal observations then you may cancel the alert for 30 mins and must notify the JRMO of the situation.

6. Check and Update Allergies:
 (Note: this also forms part of, but is not populated by, the Health Questionnaire)



7. Check and Update Problems and Alerts:
 (Note: this also forms part of, but is not populated by, the Health Questionnaire)



8. Document Home Medications by History:

- Choose **Orders** from the TOC and click on the **Document Medication by History** Tab to open a new window.
- Click the **+Add** button to add new medications, if required.
- If the patient has ceased a medication then Right Click and Select **Complete**.
- **Important Note:** Do not select any other right click options as they will alter the record from the previous admission.
- Click **Document History** to save the edited record.

