Pre-Admission Clinic – Nurse Patient List & Documentation

Digital Health
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Quick Reference Guide

This Quick Reference Guide will explain how to:

Create a patient list and the relevant nursing documentation in Preadmission Clinic

PowerChart – Cerner EMR

**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**
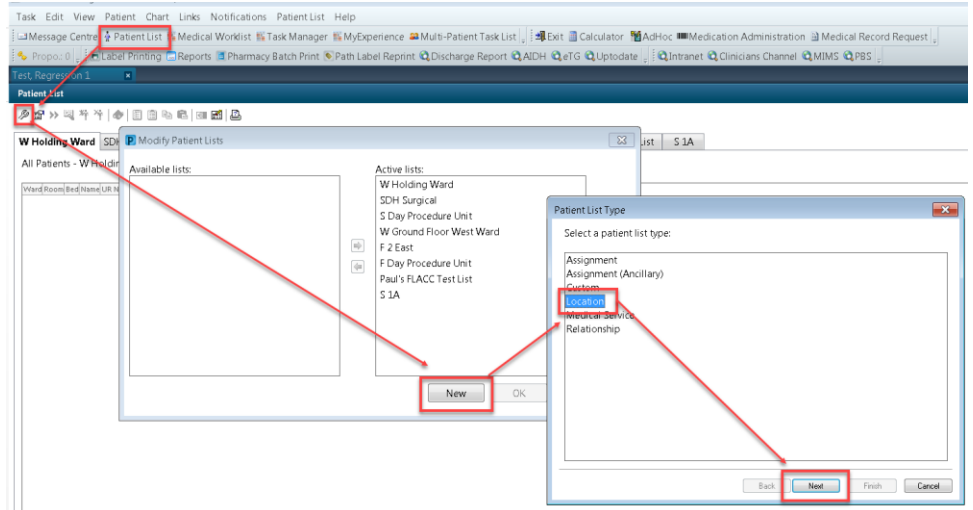
- Click on the "**+**" to expand the list of Locations
- Click on the "**+**" to expand the required hospital.
- Click on the "**+**" to expand the Outpatient Clinics and Tick all of the Pre Admission Clinics at that Campus (Note: Don't click **Next**).
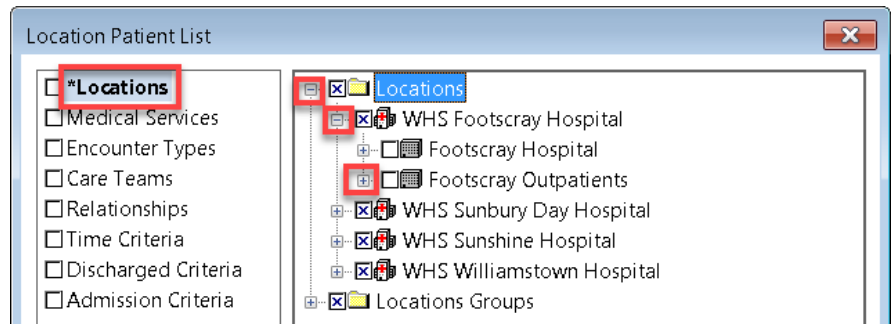
- Click on **Admission Criteria** and choose **Only display patients that have been admitted within:** and select the **Look Back** and **Look Forward** criteria as **1 Day(s)**.
- Rename the Patient List to **PAC F** or **PAC S** as appropriate and Click **Finish**. Note: you only need to do this once 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**

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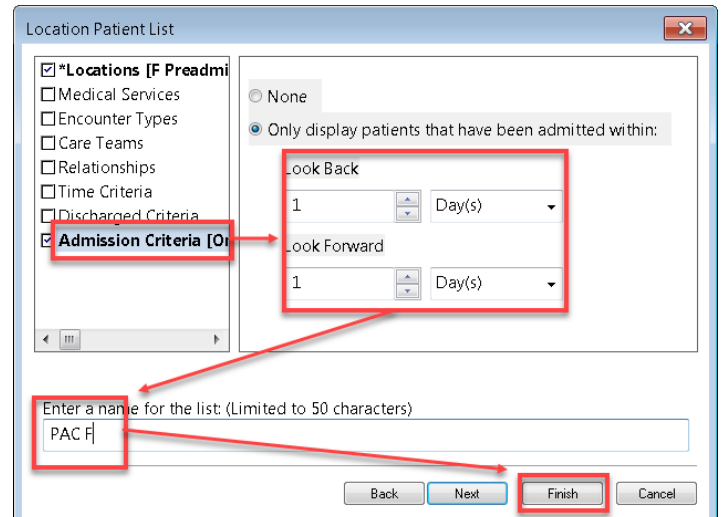
2.   Search for individual Patients (not found on the list):

- 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.
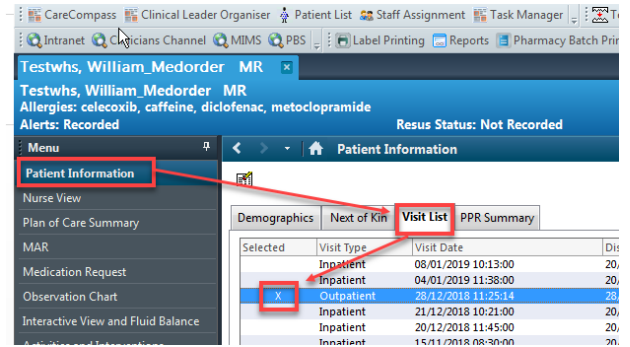
4.   Pre Admission Nurse - Health Questionnaire:

- 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**.
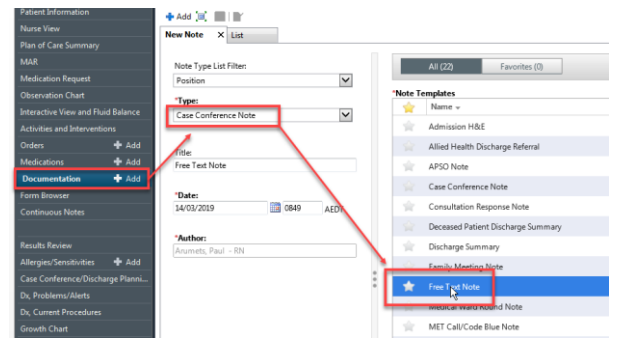
- Type a full stop (**.**) and a list of Auto text options will appear.
- Select the **.PACNurseQuestionnaire** option and press **ENTER**.
- The F3 key is used to Tab to the next underscore character in the text. Warning: do NOT use the Tab key.
- The Mouse can be used to navigate to anywhere on the 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)
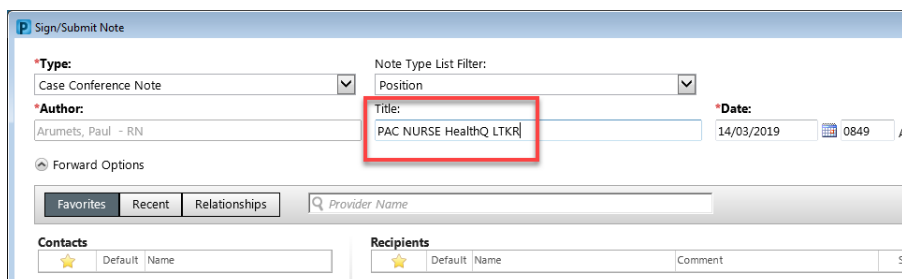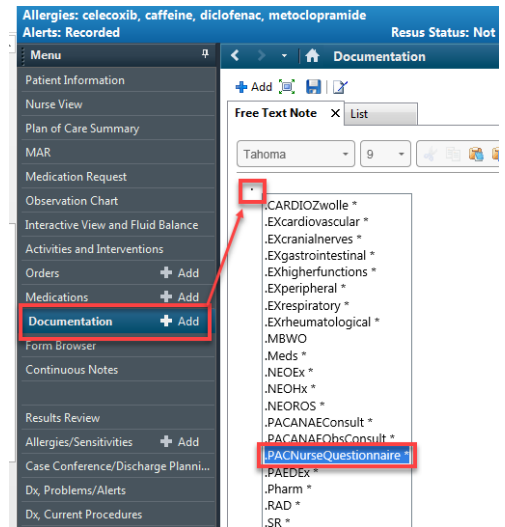
5. **Recording vital signs and dealing with Alerts:**

- 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.
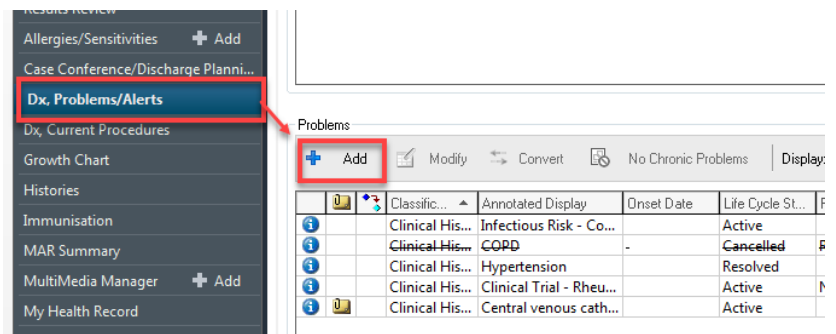
6. **Check and Update Allergies:**

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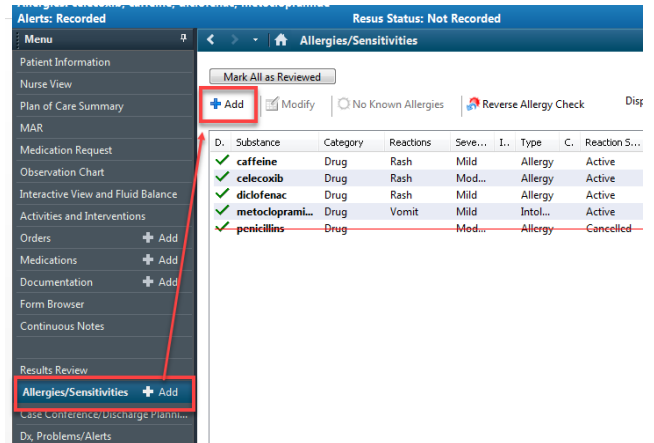
7. **Check and Update Problems and Alerts:**

(Note: this also forms part of, but is <u>not</u> 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.