

# Tracking Board – Accessing/Selectin Tracking Boards and Logging Out

Digital Health Quick Reference Guide

# This Quick Reference Guide will explain how to:

Effectively use the Tracking Boards in the Cerner Millennium system

#### **Definitions:**

**Tracking Board** – Enables staff to see all of the patients in every area of care and understand whose providing care, what care is required and what stage of their visit a patient is at

### **Accessing Tracking Boards**

- 1. Log into EMR
- 2. Navigate to the Navigation Toolbar and locate the 'Tracking Board' button

| - 0 X  |
|--|
|  |
| iser 🖃 Message Centre 👫 CDU Scheduled Worklist 🏅 |
|  |
|  |
|  |
| i  |

#### 3. List of tracking boards available opens

| Tracking Board     |                     |                       |                        |                   |                      |                        |                     |                                 |                   |                 |                | Full screen      | 🖶 Print 🥠 O minutes ago |
|--------------------|---------------------|-----------------------|------------------------|-------------------|----------------------|------------------------|---------------------|---------------------------------|-------------------|-----------------|----------------|------------------|-------------------------|
| WTN ED Diet WTN I  | ED Results Review   | VTN ED Open Referrals | CDU - Current Patients | CDU - Discharge   | SH HITH ONC - Cur    | ent Patients SH HITH ( | NC - Discharge Sunk | oury Day Unit - Current Patient | s Sunbury Day Uni | t - Discharge B | irthing        | MAC Providers    | Ward 7 Ward 8           |
| FH ED All Beds SSU | FH ED Bed Managemen | t 🔰 FH ED Left Dep    | FH ED Lookback         | FH ED Diet        | FH ED Results Review | FH ED Open Referrals   | WTN Available Staff | WTN ED Admin                    | WTN ED All Beds   | WTN ED Bed Mana | agement        | WTN ED Left Dept | WTN ED Lookback         |
| SH Available Staff | SH ED Admin         | SH ED All Beds        | SH ED All Beds SSU     | SH ED Bed Manager | ment SH ED Left      | Dept SH ED Lookb       | ack SH ED Diet      | SH ED Results Review            | SH ED Open Ref    | errals FH Av    | vailable Staff | FH ED Admin      | FH ED All Beds          |





## **Selecting Tracking Boards**

- 1. Choose the appropriate tracking board based on desired area or department
- 2. Click on the corresponding Tracking Board to access the list of patients and patient information

| itient:          |            | WR: 3 Total: 7  | Av LOS: 977:29 N  | Aedian LOS: 479:05 Filter: <n< th=""><th>lone&gt;</th><th>•</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></n<> | lone>   | •          |          |                           |                     |        |       |            |                   |          |   |  |
|------------------|------------|---|-------------------|---|---------|------------|----------|---------------------------|---------------------|--------|-------|------------|-------------------|----------|---|--|
| • 🖬 🔘 🖻 🛄 I      | <b>*</b> * |   |                   |   |         |            |          |                           |                     |        |       |            |                   |          |   |  |
| Location         |            | LOS (Check-In)  | Date of Treatment | t Name  | UR      | DOB        | Sex/Age  | Allerg Referring Consulta | nt Reason for Visit | Path T | To Do | Activities | Pharmacy Comments | Comments |   |  |
| Hold, Holding Be | ю          |   |                   |   |         |            |          |                           |                     |        |       |            |                   |          | 1 |  |
| R04,Ch13         | Inpatient  |   |                   | Oncology, Trackingboard<br>SIR  | 7000769 | 01/02/1980 | 43 years | Green, Michael - S        | SN Preadmit         | 19/0   | 1 🛋   |            |                   |          |   |  |
| R04.Ch14         |            |   |                   |   |         |            |          |                           |                     |        |       |            |                   |          |   |  |
| R04.Ch15         |            |   |                   |   |         |            |          |                           |                     |        |       |            |                   |          |   |  |
| R04.Ch16         |            |   |                   |   |         |            |          |                           |                     |        |       |            |                   |          |   |  |
| R05,Ch17         | Inpatient  | 479.05  | 09/05/2023 10:00  | Research, Nursing MRS   | 2000996 | 21/02/1983 | 40 years | Herath, Dishan - S        | N CT - Trial CX 12  | 3 9/0  | î     |            |                   |          |   |  |
| R05,Ch18         |            |   |                   |   |         |            |          |                           |                     |        |       |            |                   |          |   |  |
| R05,Ch19         |            |   |                   |   |         |            |          |                           |                     |        |       |            |                   |          |   |  |
| R05,Ch20         |            |   |                   |   |         |            |          |                           |                     |        |       |            |                   |          |   |  |
| R06,Ch21         |            |   |                   |   |         |            |          |                           |                     |        |       |            |                   |          |   |  |
| R06,Ch22         | Inpatient  | 1649.51   |                   | RESEARCH, HCV MS  | 2000769 | 28/06/2002 | 20 years | Gard, Grace - SMC         | Not Specified       |        |       |            |                   |          |   |  |
| R06,Ch23         |            |   | -                 |   |         |            |          |                           |                     |        |       |            |                   |          |   |  |
| R06,Ch24         |            |   |                   |   |         |            |          |                           |                     |        |       |            |                   |          |   |  |
| R06,Ch25         |            |   |                   |   |         |            |          |                           |                     |        |       |            |                   |          |   |  |
| R06,Ch26         |            |   |                   |   |         |            |          |                           |                     |        |       |            |                   |          |   |  |
| R06,Ch27         |            |   |                   |   |         |            |          |                           |                     |        |       |            |                   |          |   |  |
| RM,Clinical Tria |            |   |                   |   |         |            |          |                           |                     |        |       |            |                   |          |   |  |
| RM,Consult Roo   |            |   |                   |   |         |            |          |                           |                     |        |       |            |                   |          |   |  |
| RM,Interview Ro  |            | and the second se |                   | RESEARCH, DEMO MS   | 2000410 | 0010010050 |          | Therath, Dishan - S       |                     |        |       |            |                   |          |   |  |
| RM,Treatment F   | conpatient |   |                   | RESEARCH, DEMO MS   | 2000410 | 02/08/1958 | 64 years | O Herath, Dishah - 3      | N INAINING          |        |       |            |                   |          |   |  |
| RM, Trolley Hold | 11         |   | 11                |   |         |            |          |                           |                     |        |       |            |                   |          |   |  |
| RM, Trolley Hold | 11         |   |                   |   |         |            |          |                           |                     |        |       |            |                   |          |   |  |
| Waiting Room     |            | 329.05  | 17/05/2023 12:00  | Cstest, Kim's Patient MS  | 1828195 | 22/01/1995 | 28 years | Greenberg, Sally          | SReport Testing     |        |       |            |                   |          |   |  |
| Waiting Room     | Inpatient  | 285 37  |                   | Scheduledworklisttest,<br>Testing MR  | 2001163 | 15/12/1992 | 30 years | Greenberg, Sally          | STreatment          |        | R     |            |                   |          |   |  |
| Waiting Room     | Inpatient  | 117-25  | 25/05/2023 10:59  |   | 2001197 | 15/12/1992 | 30 years | Greenberg, Sally          | Schemo              |        |       |            |                   |          |   |  |

# Logging Out

- 1. Once you have finished using the tracking board, remember to log out of the EMR system to ensure data security
- 2. Click on the Cross in the Corner to Close Power Chart

