



## 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

## Check In/Check Out

1. To Check In at the beginning of your shift you would click on the following



2. The following screen opens fill in the required information e.g. Provider Role, Team, Default Relation (ED specific)

Bed	Arrival Time	A	Prt	Alc	Name	URN
Consult Room 48,CR48	13/02/2023 14:				INTEGRATIONTESTTHREE, W	2000292
Rm 31,SS31	01/03/2023 15:				Intubating, Testing MS	2000593
Rm 32,SS32	09/03/2023 13:				Practicecb, Trackingb MS	2000569
Rm 34,SS33	17/03/2023 10:				Testingingcounter, Deletingtwo	2000747
Rm 34,SS34	29/03/2023 02:				Vinah, Maccancel MS	2000834
Rm 36,SS36	11/04/2023 15:				VPOCTEST, EIGHTEEN MS	2000786
Rm 35,SS35	13/04/2023 15:				Vpdctest, Twentyfour MRS	2000803
Hold,B01	13/04/2023 15:				Vpdctest, Twentyfive MS	2000805
Consult Room 46,CR46	08/06/2023 10:				SPARE SID, WC MISS	1828953
Rm 28,SS28						
Rm 29,SS29						
Rm 30,SS30						
SSI Rm 35,SSI35						
Short Stay Room 28,SS28						
Short Stay Room 29,SS29						
Short Stay Room 30,SS30						
Short Stay Room 31,SS31						
Short Stay Room 32,SS32						
Short Stay Room 33,SS33						
Short Stay Room 34,SS34						
Short Stay Room 35,SS35						
Consult Room 47,CR47						
Consult Room 49,CR49						
Consult Room 50,CR50						
Fetal Monitoring 39,FM39						
Fetal Monitoring 40,FM40						
Fetal Monitoring 41,FM41						
Fetal Monitoring 42,FM42						
Fetal Monitoring 43,FM43						
Fetal Monitoring 44,FM44						
Fetal Monitoring 45,FM45						
Holding Bed,B01						
Defence 01,DEF1						



3. Then Click OK
4. The Check Out Icon appears



5. To Check Out click on the above icon
6. The following screen opens remove yourself from team

**Provider Checkout** ✕

**\*Provider:**   **Display Name:**  **\*Provider Role:**

**Default Location:**   **Default Relation:**

**Provider Comment:**

**Associated Provider Color**

**Available Teams:**  **Assigned Teams:**

Blue	<-Remove	
Yellow		
Purple		
Orange		

**Assigned Team Locations:**

**Assigned Patients:**

**Reassign to Provider:**  All providers

<input type="text" value=""/>	
Provider	Patient

Available Provider  Available Reviewer

7. Then click OK Check In icon appears again