

SYSTEM CONFIDENTIALITY ISSUES:

Patient information, including orders and test results are confidential and made available only to personnel who need to have access to this information.

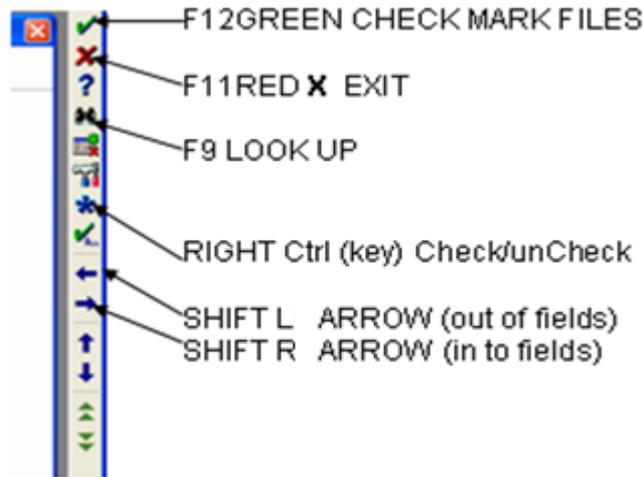
Personal passwords are assigned to all Memorial Medical Center Hospital Patient Care Documentation Module users. This password will provide appropriate access to system routines and patient information. Your password identifies you by name, and activity performed under your password. **NEVER** use anyone else's password and **NEVER** allow anyone to use yours. You are held accountable for any activity performed under your password. The password and confidentiality policy will be strictly enforced, as your password serves as your legal electronic signature. Use of another's password is the same as forging their signature to your work. Your legal electronic signature must match the name on your current professional license or certificate. You will need to contact MIS if you have a name change or if you would like your password changed.

Always exit completely when you are finished using a terminal, even if you are only going away from the terminal for a brief time. This will prevent others from using the system with your personal password.

NOTE: Going to the "Magic Key" button, you will get a pop-up window allowing you an opportunity to "SUSPEND SESSION". This will place your computer into a suspended state while you leave the area momentarily. **YOUR SESSION WILL BE SUSPENDED FOR 6 MINUTES.**

Methodology

- **Nursing Standards of Practice**: Standards of Practice (Interventions) define what the staff does for or with patients and their significant others in order to provide care. The Nursing Standards of Practice are interventions unique to individual care areas (i.e. Cath Lab, Med/Surg units, ICU's, etc.) that were developed by area clinical experts. These are basic nursing interventions appropriate for any patient in the care area. The Standards of Practice were developed using national nursing standards, specialty nursing organization standards, as well as other current references.
- **Age Development Guidelines**: Placed on every patient's plan of care. Guidelines of developmental needs based on patient age.
- **Patient specific problems**: Triggered from the Admission Assessment and/or added throughout the patient's stay.



F12-OK,FILE,SEND,SAVE

F11-EXIT

F10-DELETE LINE

F9 –LOOK UP (HOW TO ANSWER QUESTIONS)

F8-SCROLL DOWN

F7-SCROLL UP

F6-PREVIOUS FIELD

F5-RECALL INFO in DC Instructions ONLY

R (CTRL)-SELECT CHECK

SHIFT R CTRL-SELECT ALL

PAGE UP KEY

PAGE DOWN KEY

R ARROW-TO FORMS DETAIL

L ARROW -EXIT

STATUS BOARD (#10.): This will be the main module you will work from. You can place your entire patient assignment on the board. From this board you can then access the Allergies, Administrative Data, , Process Interventions, Orders, PCI, E-mail, eMAR etc...

- **To place patients on STATUS BOARD**: click on Location, Find Patient, or Manage List icons. You can use your scanner to scan the patient ID band.
- **Location** - click Location then choose location (This will not save the patient when you exit)
- **Find Patient** - click Find Patient, type patient's last name or scan ID band. You will be prompted SEX and BIRTHDATE; [ENTER] through prompt. (This will not save the patient when you exit)
- **Manage List** - Manage List allows you to save/delete patients on the STATUS BOARD.

Two options to add patients

By Name

Type in last name or partial name and hit [ENTER]

Patient: RN [Clear] 0 of 0

Room/Bed	Current Patient	Age/Sex	Acuity	Assigned
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Search dialog: Sex, Birthdate

Select patient from lookup and answer prompt

Select: 3

Name	Account #	Status	Date	Location	Unit #
1 RN,C	NM0000010859	ADM IN	06/08/09	NM.0301-1	NM00000228
2 RN,C	NM0000030003	D16 IN	06/05/09	NM.0401-1	NM00000228
3 RN,EIGHT			06/11/09	NM.0310-1	NM00000006
4 RN,EIGHT			06/11/09	NM.0309-1	NM00000006

Yes/No Confirmation dialog: Is this the one? [Yes] [No]

Name will default into patient section

Patient: [Clear] 1 of 1

Room/Bed	Current Patient	Age/Sex	Acuity	Assigned
NM.0310 1	RN,EIGHT	28 F		

Click on Assign and then Replace/Append

[Replace will replace your existing patient list. Append will only add or delete the changes you have just made]

Buttons: Location, Assign, Unassign

File Options dialog: What would you like to do with pre-existing assignments? [Replace] [Append] [Cancel]

or By Location

Click on "Location"

Patient 0 of 0

<input checked="" type="checkbox"/>	Room/Bed	<input checked="" type="checkbox"/>	Current Patient	Age/Sex	Acuity	Assigned
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Choose location
and click "Ok"

MIS Location Lookup

Mnemonic	Name
NM.2E	2E LABOR & DELIVERY
NM.2EAP	LABOR & DELIVERY ANTEPARTUM
NM.2W	2W OBSTETRICS/GYNECOLOGY
NM.3RD	3RD MEDICAL SURG/ONCOLOGY
NM.4TH	4TH MEDICAL SURG/CARDIO
NM.6TH	6TH FLOOR
NM.ADM	MAIN ADMISSIONS
NM.ADMA	AM ADMIT
NM.ADME	ED ADMISSIONS
NM.ADMH	HEALTHPLEX ADMISSIONS
NM.ADML	LAB ADMISSIONS
NM.ADMN	ADMINISTRATION
NM.ANES	ANESTHESIA
NM.ANTC	ANTICOAGULATION MGMT

Next click patients name
you are assigned to
(name will turn Blue)

If you know you will be getting a
patient, include empty room
when making your assignment.
Pt's name will default in when pt
admitted
then

Click on 'ASSIGN'

Patient 5

✓	Room/Bed	✓	Current Patient	Age/Sex	Acuity	Assign
	NM.0305	1	RN, ONE	99 F		
	NM.0305	2	RN, TWO	89 F		
	NM.0307	1	RN, THREE	79 F		
	NM.0307	2	RN, FOUR	69 F		
	NM.0308	1	RN, FIVE	59 M		
	NM.0309	1	RN, SIX	49 M		
	NM.0309	2	RN, SEVEN	39 F		
	NM.0310	1	RN, EIGHT	28 F		
	NM.0311	1	RN, TEN	98 F		
	NM.0311	2	BB FOUR, TEST	69 F		
	NM.0312	1	BB FIVE, TEST	59 M		
	NM.0313	1	BB SIX, TEST	49 F		

Your initials will
appear in the
Assigned
column.

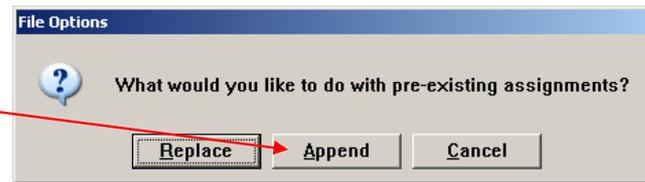
Now click on File to
save your list

Patient 0 of 51

✓	Room/Bed	✓	Current Patient	Age/Sex	Acuity	Assigned
	NM.0307	2	RN, FOUR	69 F		
	NM.0308	1	RN, FIVE	59 M		JXW
	NM.0309	1	RN, SIX	49 M		JXW
	NM.0309	2	RN, SEVEN	38 F		JXW
	NM.0310	1	RN, EIGHT	28 F		JXW
	NM.0311	1	RN, TEN	98 F		JXW
	NM.0311	2	BB FOUR, TEST	69 F		
	NM.0312	1	BB FIVE, TEST	59 M		
	NM.0313	1	BB SIX, TEST	49 F		
	NM.0313	2	BB SEVEN, TEST	38 M		
	NM.0314	1	BB EIGHT, TEST	28 F		
	NM.0315	1	BB NINE, TEST	18 M		

You will then click on
 “Append” this will
 add to your existing
 patient list

(Replace will replace your
 current list with only the
 changes that you just did)



Your assigned
 patients will be on
 your S tatus Board

NUR.COCSNM (NMLCSNB/NMD.TEST.MIS/339/COCSNM) - Ketcherside,JoAnn

My List of Patients (Last Updated: 07/07/09 0921)

LOCATION	NAME	NEXT MED	new results	Last Pain Med
ROOM	AGE DOB SEX	Call Patient	RESTRAIN DATE	ALLERGIES
NM.3RD	RN,FIVE			06/15/09 0919
NM.0308-1	59 05/05/50 M			+Ranitidine
NM.3RD	RN,SIX			06/15/09 1520
NM.0309-1	49 06/06/60 M	ELVIS		+CLAMS
NM.3RD	RN,SEVEN			
NM.0309-2	39 07/07/70 F			+No Known Dr
NM.3RD	RN,EIGHT			
NM.0310-1	28 08/08/80 F	CAT		+Iodine
NM.3RD	RN,TEN			06/12/09 1420
NM.0311-1	98 10/10/10 F			+Latex

Allergies

Admin Data

Assessment

Process Int

Plan of Care

Pt Notes

PI Loc/List

Orders

Review

If assigned another patient simply follow the
 routine of adding patient By Name

Unassigning a patient/room

Access your
Manage list

- Click every room you wish to **KEEP**. The only room in **Blue** is the one you no longer want.

Patient 1 of 5

✓	Room/Bed	✓	Current Patient	Age/Sex	Acuity	Assigned
	NM.0308 1		RN,FIVE	59 M		JXW
	NM.0309 1		RN,SIX	49 M		JXW
	NM.0309 2		RN,SEVEN	39 F		JXW
	NM.0310 1		RN,EIGHT	28 F		JXW
	NM.0311 1		RN,TEN	98 F		JXW

- Click Unassign and your initial will turn **Red**.

Patient 0 of 5

✓	Room/Bed	✓	Current Patient	Age/Sex	Acuity	Assigned
	NM.0308 1		RN,FIVE	59 M		JXW
	NM.0309 1		RN,SIX	49 M		JXW
	NM.0309 2		RN,SEVEN	39 F		JXW
	NM.0310 1		RN,EIGHT	28 F		JXW
	NM.0311 1		RN,TEN	98 F		JXW

- Click on File

- Answer Prompt to File





Points to remember



- When “Managing List” your Name will always appear in the User section
- Your previous list will appear just like it does presently.
- You can include “Empty” rooms if you know you will be getting a patient so that when you get the patient to that room your Status Board will automatically update with the New patient.
- A patient is “selected” when their Name is highlighted in **BLUE**.
- Always **“FILE”** after Assigning/Unassigning patients to your list.