

# Influenza Like Illness (ILI) ED Provider Documentation Exercise Guide

LAST UPDATED 4/10/2020

The goal of this exercise is to provide instructions on how to practice using some of the ED Provider documentation tools for the Influenza Like Illness (ILI) Surge Clinics.

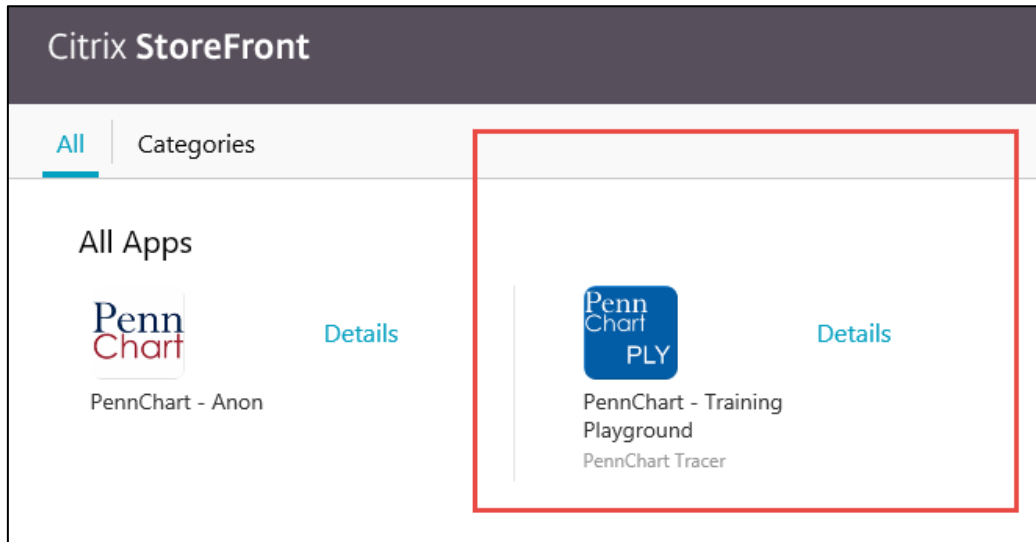
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## ACCESSING THE PLAYGROUND ENVIRONMENT

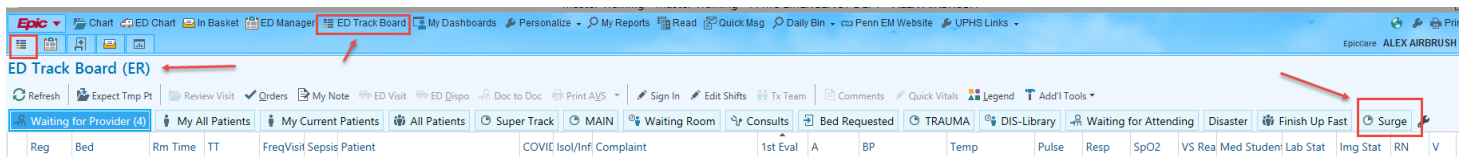
1. To enter the Playground, do the following:
  - a. Click [this link](#)
2. Once there click the PennChart Training Playground.



3. Log into the training environment with one of the training logins (**PROD logins WILL NOT work in training environments**)

Login	Password	Provider Last Name	Login	Password	Provider Last Name
trn10010	train	Airbrush	trn10020	train	Bolt
trn10011	train	Airdrill	trn10021	train	Caliper
trn10012	train	Airfilter	trn10022	train	Caster
trn10013	train	Airhose	trn10023	train	Caulkgun
trn10014	train	Airpunch	trn10024	train	Cementmixer
trn10015	train	Anglegrinder	trn10025	train	Chisel
trn10016	train	Anvil	trn10026	train	Clamp
trn10017	train	Arcwelder	trn10027	train	Conveyor
trn10018	train	Balpein	trn10028	train	Coupler
trn10019	train	Blowtorch	trn10029	train	Craftsmen

4. Use Login Department 5412 (PPMC Emergency Department)
5. To review patients in the ED Track Board View, select the Surge tab.




6. To review patients in the ED Manager, select the Surge care area.



## SIGN IN

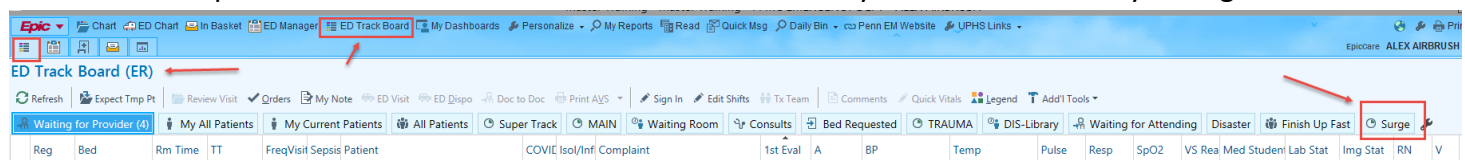
Note: You are expected to sign in every shift.

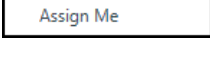

1. Click **Sign In** in ED Track Board toolbar 
2. Complete information of Current Role, choose **Resident** (this may be different in real time)
3. Enter shift hours. Click **8** for Length (hours)
4. Click **Accept**

## FINDING MY PATIENTS AND ASSIGNING TO TREATMENT TEAM

1. Identify your patient from the **Surge** view:

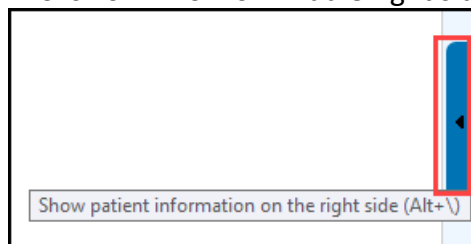
NOTE: Your patient's last name will be the same last name as your last name from your login.



2. Right click on any patient name and click **Assign Me** . This will add your name to the patient's treatment team. It will take the patient off the **Waiting for Provider** view and add the patient to the **My Current Patients View** 
3. Right click again and click **First Provider Eval**.
4. As the resident, right click again and click **Treatment Team** and assign Attending

## REVIEW INFORMATION

1. Click on Arrow on middle right side of screen to open the Side by Side Track Board view



2. With Side by Side view open, you can review information related to the current ED visit using the available tabs across the top. **NOTE: no information will be available in the Playground version but history, medications and allergies will be.**
  - a. **Triage:** can note patient's chief complaint, recent vital signs, treatment team, allergies, history, home meds.
    - **Scroll to bottom of section and review all information**

Scroll to see all data

will change to

✓ Mark All as Reviewed

- **Click Mark All as Reviewed**

b. **Workup:** current lab, imaging, ECG results, consults

c. **Reports:** Topic-focused information (notes, labs, radiology, vitals, etc.)

d. **DO NOT USE** My Note to open a note for the patient. Do this from within the chart.

## OPEN THE CHART

1. *Double click* on the patient name to open the chart

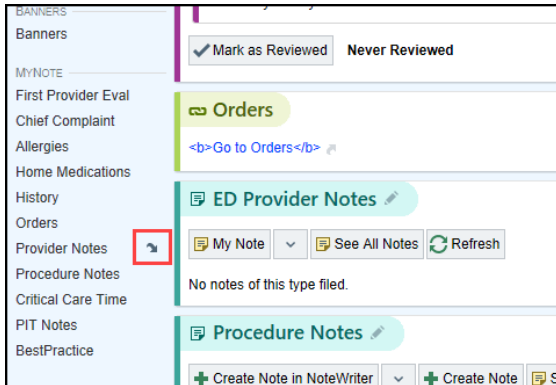


2. You will automatically open to the ED Visit Activity

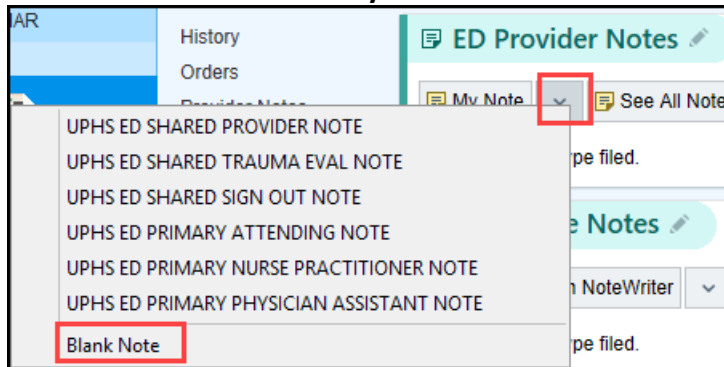
3. Review information in this navigator

## WRITING A NOTE

1. *Hover* over Provider Notes and *click* arrow or *scroll* down to **ED Provider Notes** section. **DO NOT** click on Provider Notes as it will open the standard ED Note Template which is not the template to use.



2. *Click* down arrow next to **My Note** and *click* **Blank Note**. This will open the sidebar on the right



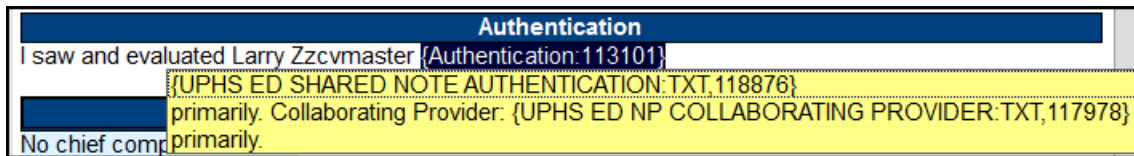
3. *Enter* .EDCOVID Smartphrase in the blank space of the note to open the note template. Can follow the *ED Surge Tent PennChart FAQ* document to add a speed button for the note template in production

4. Double click on the note template to open the note



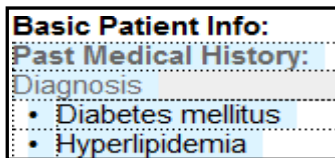
5. Press F2 to go to the next required element of the note

a. SmartList – Left click to make your selection, right click to confirm the selection



b. \*\*\* (Wildcard) – When highlighted, type your free text

c. SmartLink – Blue highlighted areas of the note that pull from another area of the chart (i.e. PMH)



i. These areas can be updated by performing documentation in the appropriate field and

then choosing the Refresh icon

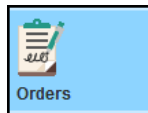


6. Review the note to see if there are any other modifications you'd like to make (i.e. Physical Exam or other areas of the note)

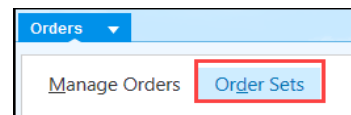
7. When complete, click **Share** (Only residents will Share the note. Follow the Workflow document in real time for guidelines related to your role)

## PLACE ORDERS

1. Click **Orders Activity**



2. To place the Covid Order Set, click **Order Sets** from right sidebar

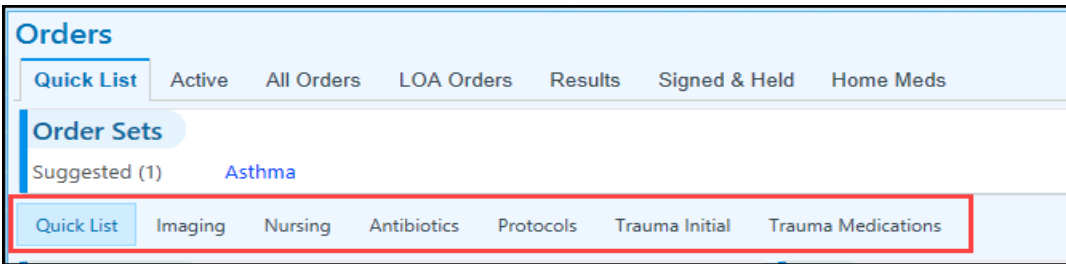


3. Click on COVID PUI order set

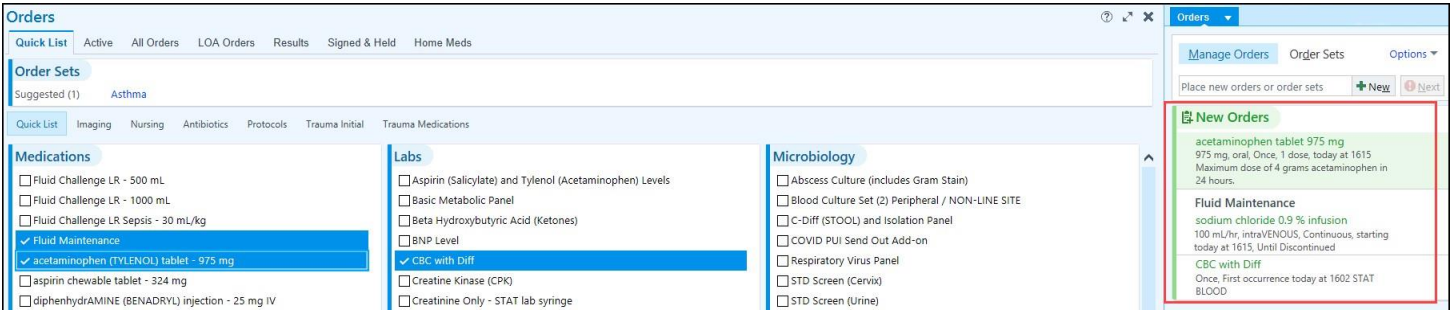


4. This will open the specific orders necessary for Covid-19 patients with some orders pre-selected

5. You also have the Quick List of common ED orders. It is broken into sections such as Quick List, Imaging, Nursing, Antibiotics, etc. This is how you can place a single order or a few orders.



6. Click Acetaminophen, CBC with Diff. Note they are listed in the right sidebar for review prior to signing.



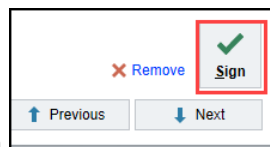
7. To edit an order, click on it from the sidebar. Click **Acetaminophen**
8. Make changes as you wish and click **Accept**.
9. Click **Fluid Maintenance**. Choose Sodium Chloride 0.9% infusion

Some orders will have a Red Stop sign indicating there is required fields to complete prior to signing. Complete the fields as needed and click **Accept**

10. Sign orders

## DISCHARGE MY PATIENT

1. From ED Visit Activity, click **Disposition** tab
2. Complete the fields such as **Departure Condition**, **Patient Instructions**, etc.
3. Click **COVID PUI** from the **SmartSets** section
4. Choose appropriate orders for discharge



5. Sign orders at bottom of SmartSet section

**NOTE:** Due to the training environment, you will not be able to print the AVS and discharge the patient. This exercise is complete after signing the discharge orders.