# 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 <u>this link</u>
- 2. Once there click the PennChart Training Playground.

Citrix <b>StoreFront</b>	
All Categories	
All Apps Penn Chart PennChart - Anon	PennChart - Training Playground PennChart Tracer

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.

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ſ														EpicCare	ALEX AIRBRUSH						
Ē	D Track Board (ER)																				
🕄 Refresh 📲 Expect Tmp Pt 📑 Review Visit 🗸 Orders 🗟 My Note 👳 ED Visit 🐡 ED Dispo - 🗄 Doc to Doc 🖶 Print AVS 👻 🖍 Sign In 🖋 Edit Shifts 🐳 Tx Team 📄 Comments 🖉 Quick Vitals 🚼 Legend 🕇 Add1 Tools •											<b>~</b>	_									
🔐 Waiting for Provider (4) 🛊 My All Patients 🛊 My Current Patients 🏟 All Patients 🕲 Super Track. 👁 MAIN 👒 Waiting Room 🦞 Consults 🔁 Bed Requested 👁 TRAUMA 👒 DIS-Library 🖧 Waiting for Attending. Disaster 🐞 Finish Up Fast. 👁 5											urge 🎤										
	Reg	Bed	Rm Time	т	FreqVisit S	epsis Patient		COV	IE Isol/Infl C	omplaint	1st Eval	Α	BP	Temp	Pulse	Resp	SpO2	VS Rea Med	Studen Lab Stat	Img Stat	RN V

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



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 ED Chart
 ED Chart
 ED Manager
 ED Track Board
 My Dashboards
 Personalize
 My Reports
 Read
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 Daily Bin
 Penn EM Website
 UPHS Links

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MAIN ED (3 of 152 occupied	)					SUPER TRACK (*	1 of 55 occupied)									
Bed 🔺 Fall Patient	CC	A	Comn Tran Time RN	ATT	Provid D2E N2N Bed Visit Abr Orde C/ Sta A	Bed ▲ Fall	Patient	CC	A	Comn	Tran Time RN	ATT	Provid D2E 1	I2N Bed	/isit Abr O	rde Ci Sta 🔨
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### SIGN IN

Note: You are expected to sign in every shift.

- 🖉 Sign In 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

My Current Patients 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	ge to Mark All as Reviewe	d
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#### 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 ED Visit
- 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
  - SmartList Left click to make your selection, right click to confirm the selection

Authentication
I saw and evaluated Larry Zzcvmaster {Authentication:113101}
{UPHS ED SHARED NOTE AUTHENTICATION:TXT,118876}
primarily. Collaborating Provider: {UPHS ED NP COLLABORATING PROVIDER:TXT,117978}
No chief comp <mark>primarily.</mark>

- 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)

Basic Patient Info:
Past Medical History:
Diagnosis
<ul> <li>Diabetes mellitus</li> </ul>
<ul> <li>Hyperlipidemia</li> </ul>

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



Orders 🔻	
Manage Orders	Or <u>d</u> er Sets

- 2. To place the Covid Order Set, click Order Sets from right sidebar
- COVID PUI 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.

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Orders								
Quick List	Active	All Orders	LOA Ord	lers Resi	ults Signed &	Held	Home Meds	
Order Sets	5							
Suggested (1)	) As	thma						
Quick List	Imaging	Nursing	Antibiotics	Protocols	Trauma Initial	Trau	ma Medications	
								•

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

Orders			@ 🗸 🗙	Orders 🔻
Quick List Active All Orders LOA Orders Results Signed &	Held Home Meds			Manage Orders Order Sets Options -
Suggested (1) Asthma				Place new orders or order sets • New Overst
Quick List Imaging Nursing Antibiotics Protocols Trauma Initial	Trauma Medications			自 New Orders
Medications	Labs	Microbiology	^	acetaminophen tablet 975 mg 975 mg, oral, Once, 1 dose, today at 1615 Maximum dose of 4 grams acetaminophen in 24 hours.
Fluid Challenge LR - 1000 mL Fluid Challenge LR Sepsis - 30 mL/kg Fluid Challenge LR Sepsis - 30 mL/kg Fluid Maintenance	Basic Metabolic Panel Beta Hydroxybutyric Acid (Ketones)	Blood Culture Set (2) Peripheral / NON-LINE SITE C-Diff (STOOL) and Isolation Panel COVID PUI Send Out Add-on		Fluid Maintenance sodium chloride 0.9 % infusion 100 mL/hr, intraVENOUS, Continuous, starting todav at 1615. Until Discontinued
acetaminophen (TYLENOL) tablet - 975 mg     aspirin chewable tablet - 324 mg     diphenhydrAMINE (BENADRYL) injection - 25 mg IV	CBC with Diff Creatine Kinase (CPK) Creatinine Only - STAT lab syringe	Respiratory Virus Panel		CBC with Diff Once, First occurrence today at 1602 STAT BLOOD

- 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.

