

# Need Help?

Issues with **EMR** SCM

Call **Physician Support**

**819-7070**

Issues with Citrix **log-on/Password**

Call Flagler IS **Helpdesk**

**819-4475**

**After hours, weekends & Holidays**

**819-4347**

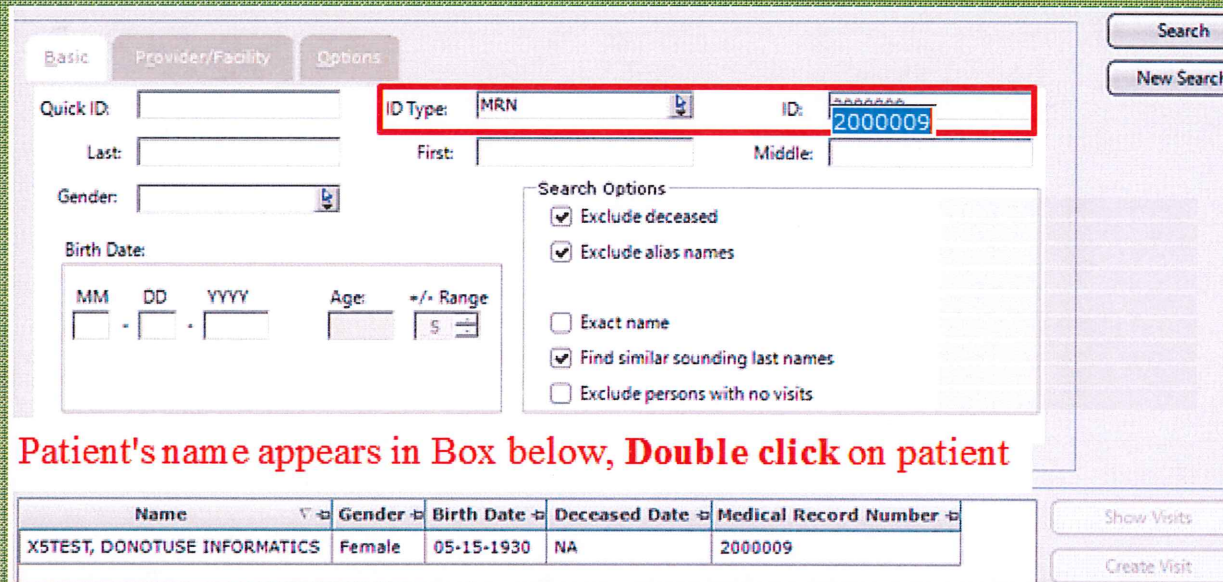
**Flagler Hospital Switchboard 904-819-4347**



# Find & Save Patient to New List

**Find a patient:** Click on  **Find Patient** ICON. (top toolbar)

*ID Type:* MRN > Enter patient's M# in *ID* Field > click Enter on keyboard



Search Options

- Exclude deceased
- Exclude alias names
- Exact name
- Find similar sounding last names
- Exclude persons with no visits

Name	Gender	Birth Date	Deceased Date	Medical Record Number
XSTEST, DONOTUSE INFORMATICS	Female	05-15-1930	NA	2000009

Patient's name appears in Box below, **Double click on patient**

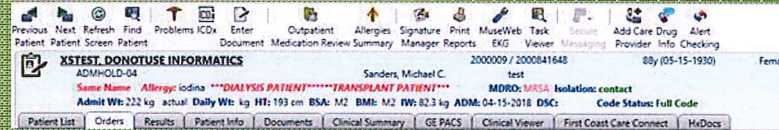
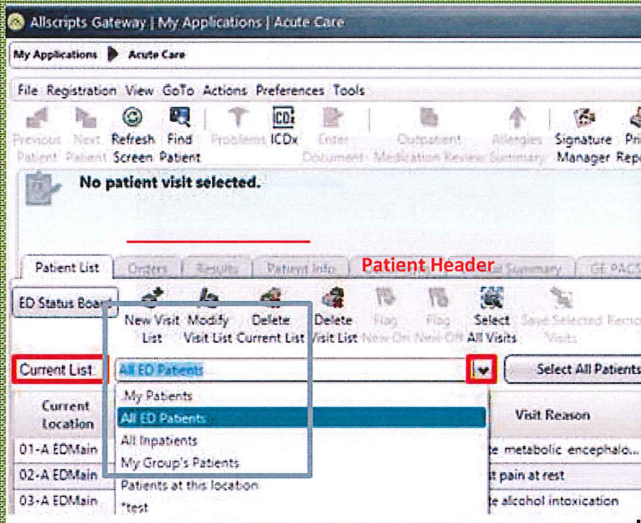
**Verify:** Admit Date, Visit Status, Name & last 3 or 4 digits of Visit ID

Admit Date	Visit Type	Care Level	Assigned Locat...	Visit Status	Visit Patient Name	Visit MRN	Visit ID
041518	Inpatient	Acute Care	ADMHOLD-04	ADM	XSTEST, DONOTUSE...	2000009	2000841648
110817	Inpatient	Acute Care	ADMHOLD-02	DSC	XSTEST, DONOTUSE...	2000009	2000761596
081117	Inpatient	Acute Care	ADMHOLD-02	DSC	XSTEST, DONOTUSE...	2000009	2000717844
062317	Inpatient	Acute Care	ADMHOLD-01	DSC	XSTEST, DONOTUSE...	2000009	2000693596
062317	Inpatient	Acute Care	ADMHOLD-03	DSC	XSTEST, DONOTUSE...	2000009	2000693592
062217	Inpatient	Acute Care	ADMHOLD-09	DSC	XSTEST, DONOTUSE...	2000009	2000693552
062217	Inpatient	Acute Care	ADMHOLD-07	DSC	XSTEST, DONOTUSE...	2000009	2000693549
062217	Inpatient	Acute Care	ADMHOLD-06	DSC	XSTEST, DONOTUSE...	2000009	2000693502

Double click on correct encounter & patient go to *Temporary List*.

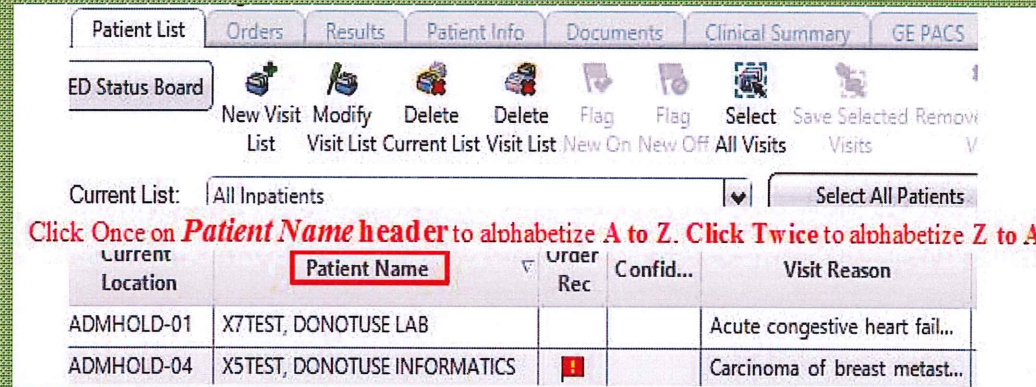
# Another way to Find Patient

Go to *Current List* > click the arrow > select *All ED Patient* or *All Inpatient* > Click on patient > Appears in Header



Click on *Patient Name Column* to sort A-Z or Z-A

Sort any Column > Click in Column Header



# Save Patient to New List to review later

Click *Save Selected Patients* > Click radio button *New List Name* > & name it > click *OK*

Current List:	Temporary List	Select All Patients	1 Visit(s)	Save Selected Patients...				
Patient Name	Patient ID / Visit Number	Birthdate	Current Location	Visit Status	Admit Date	Admit Time	Provider	To Sign
XSTEST, DONOTUSE IN...	2000009/2000841648	05-15-1...	ADMHOLD-04	ADM	04-15-20...	03:21	Sanders, Michael C.	

Add Patient to Selected List

Replace Patients on Selected List

**New List Name**

Patient Access Group

OK Cancel Help

sis  
Tele - Stroke  
TEST pts

Select patient > all Icons & Tabs available & info populates *Patients Header*


**\* Enter All Orders:** from *Enter Orders Icon in Patient Header*

Icons →

Previous Next Refresh Find Problems ICDx Enter Outpatient Allergies Signature Print MuseWeb Task Secure Add Care Drug Alert  
Patient Patient Screen Patient Document Medication Review Summary Manager Reports EKG Viewer Messaging Provider Info Checking

**XSTEST, DONOTUSE INFORMATICS** 2000009 / 2000841648 88y (05-15-1930) Female  
ADMHOLD-04 Sanders, Michael C. test  
Same Name Allergy: iodina \*\*\*DIALYSIS PATIENT\*\*\*\*\*TRANSPLANT PATIENT\*\*\* MDRO: MRSA Isolation: contact  
Admit Wt: 222 kg actual Daily Wt: kg HT: 193 cm BSA: M2 BMI: M2 IW: 82.3 kg ADM: 04-15-2018 DSC: Code Status: Full Code

Tabs → Patient List Orders Results Patient Info Documents Clinical Summary GE PACS Clinical Viewer First Coast Care Connect HxDocs

Left of the patient's name is the Enter Orders Icon  to verify Patient, Room Number and Allergies prior to placing orders, also vital signs for emergency room patient or admission weight, daily weights and BMI for inpatient. Admission date, admitting physician, MRN/Visit ID, age, birthday, sex, isolation type, code status and other info.

# Overview



Icons = Things to Do

Tabs = Things to View

Icons

Enter Orders

Tabs

File Registration View GoTo Actions Preferences Tools

Previous Next Refresh Find Problems ICDx Enter Outpatient Allergies Signature Print MuseWeb Task Secure Add Care Drug Alert

Patient Patient Screen Patient Document Medication Review Summary Manager Reports EKG Viewer Messaging Provider Info Checking

**X5TEST, DONOTUSE INFORMATICS** 2000009 / 2000841648 88y (05-15-1930) Female  
ADMHOLD-04 Sanders, Michael C. test

Same Name Allergy: iodina \*\*\*DIALYSIS PATIENT\*\*\*\*\*TRANSPLANT PATIENT\*\*\* MDRO: MRSA Isolation: contact  
Admit Wt: 222 kg actual Daily Wt: kg HT: 193 cm BSA: M2 BMI: M2 IW: 82.3 kg ADM: 04-15-2018 DSC: Code Status: Full Code

Patient List Orders Results Patient Info Documents Clinical Summary GE PACS Clinical Viewer First Coast Care Connect HxDocs

ED Status Board

New Visit Modify Delete Delete Flag Flag Select Save Selected Remove Selected Select Visit Define Save Sort Reset Sort  
List Visit List Current List Visit List New On New Off All Visits Visits Visits List Column Sort Order Order Order

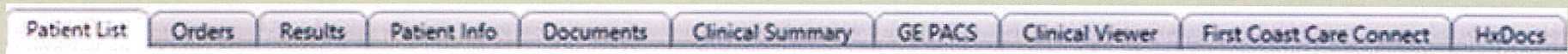
Current List: \*test Select All Patients 1 Visit(s) Save Selected Patients...

Current Location	Patient Name	Order Rec	Confid...	Visit Reason	Provider	Visit Status	Admit Date	Admit Time	RN Assignment
ADMHOLD-01	X7TEST, DONOTUSE LAB			Acute congestive heart fail...	zModel, Physician	ADM	02-16-20...	15:43	Cristine
ADMHOLD-04	X5TEST, DONOTUSE INFORMATI...			Carotid stenosis	Sanders, Michael C.	ADM	04-15-20...	03:21	MONIKA
5011-01 3East	BACON, BURGER			Smoke inhalation	zModel, Physician	ADM	06-08-20...	22:54	Kristen
5025-01 5West	Chemfemale, Centaur			Acute on chronic respirator...	zModel, Physician	ADM	06-12-20...	15:05	AMY 1757
8008-01 8East	Chemmale, Centaur			Cerebrovascular disease	zModel, Physician	ADM	06-04-20...	20:42	Dan 5592
3027-01 ICU	CHOCOLATE, BROWNIES			Hemorrhagic stroke	zModel, Physician	ADM	06-11-20...	21:28	JESSICA 1760

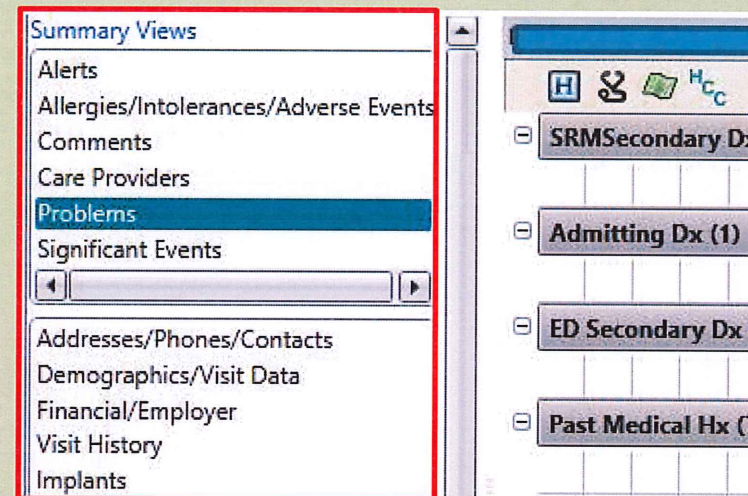
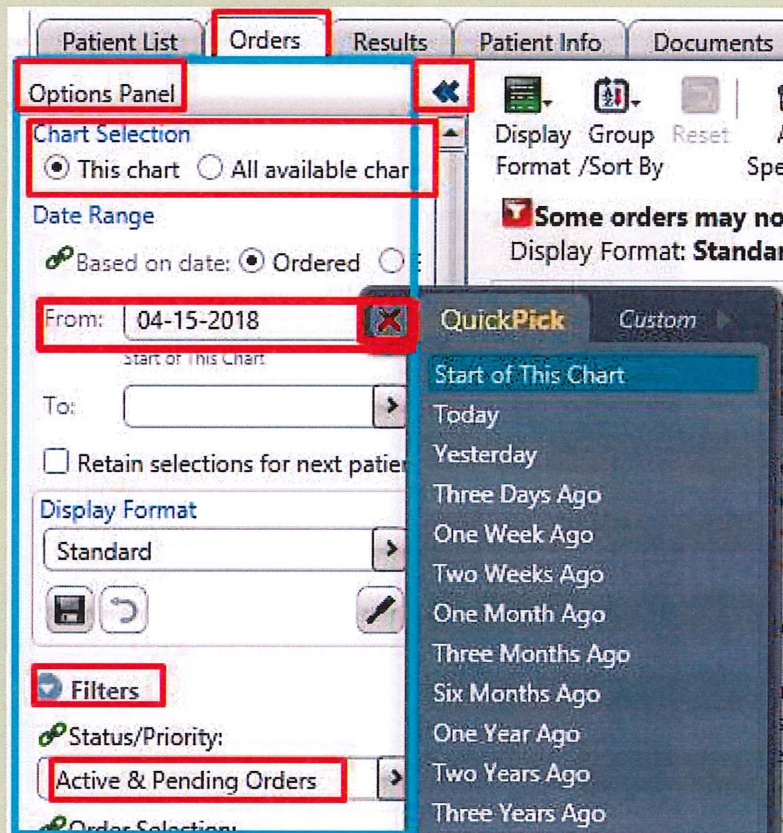


# Tabs: to view

Orders, Results, Documents GE PACS Patient Info 1<sup>st</sup> Coast Care Connect, Clinical Summary or Clinical Viewer & HxDocs



Most tabs have **Option Panel on left**, which can be useful. Select *this chart or all available*, from when? use arrow to select time frame



# Tabs: things to view & some to things to Do

## Slide Colors

Lt Blue **Results** (view X-rays, labs, EKGs & more)

Lt Blue **GE PACs** (view images, X-rays/CT)

Lt Blue Blue **HxDocs** (View Only: Current, Historical Documents & Procedure Notes)

Lt Blue Blue **Clinical Viewer & Summary** (view Snapshot/Summary of patient)

Peach **Orders** (view Orders/Order History, Enter & DC Orders)

Blue **Documents** (view documents, modify/append/Cancel Documents)

Pink **Patient Info** (Care Providers, Problems (Dx), Demographics, Financial, Visit Hx, Implants)

Pink **First Coast Care Connect** (Data form outside FH inpatient record.  
Clinical Data from BMC) Blue