Need Help?

Issues with EMR SCM
Call Physician Support
819-7070

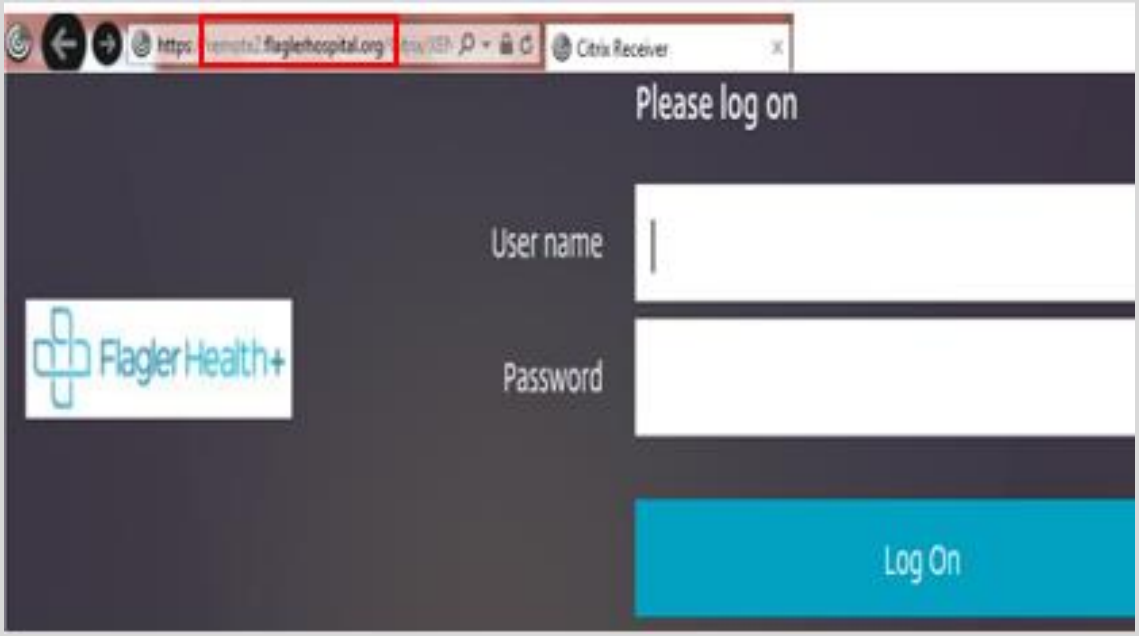
Issues with Citrix log-on/Password
Call Flagler IS Helpdesk
819-4475
After hours, weekends & Holidays
819-4347

Flagler Hospital Switchboard 904-819-4347

Flagler Hospital

How to remote in/log-in SCM, Flagler Hospital (FH)

Remote In using; ***remote2.flaglerhospital.org***
download citrix, enter user ID & Password to access Citrix (***same as Allscripts***)



Issues with FH Citrix log-on/Password

Call Flagler IS Helpdesk

819-4475

After hours, weekends & Holidays

819-4347

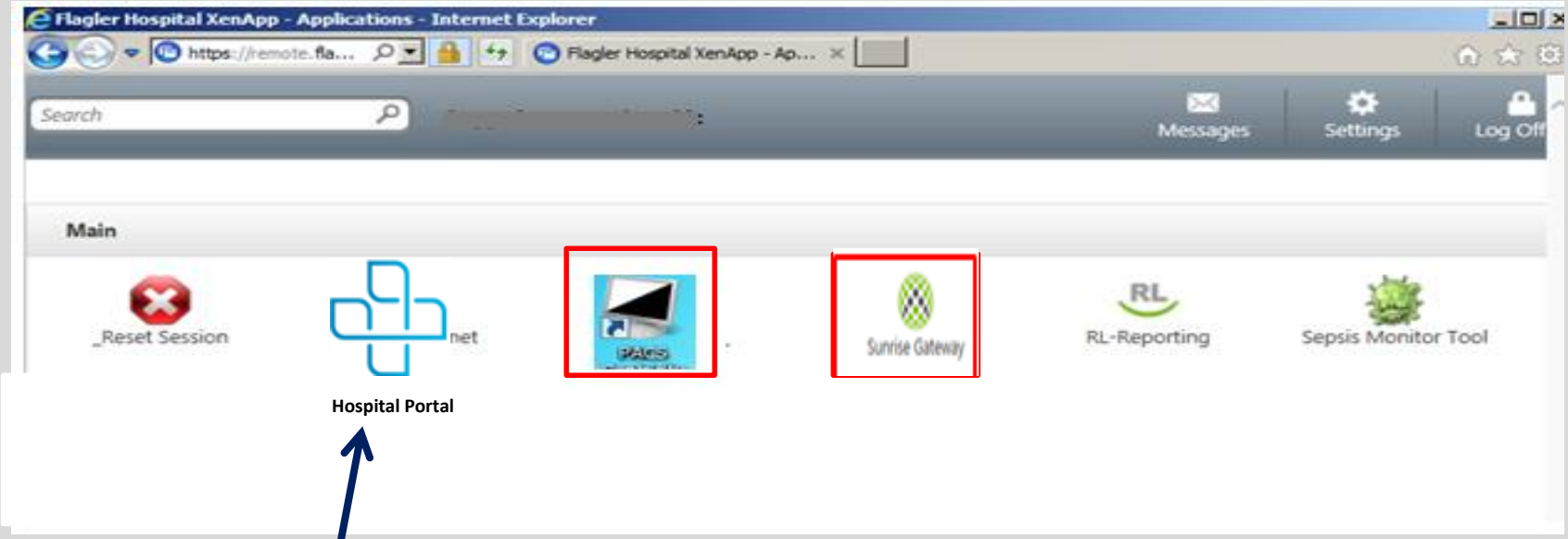
Flagler Hospital

Click on Sunrise Gateway Icon

> enter user ID & Password to access EMR, can view X-Ray Images from within the EMR

Click on PACs Icon

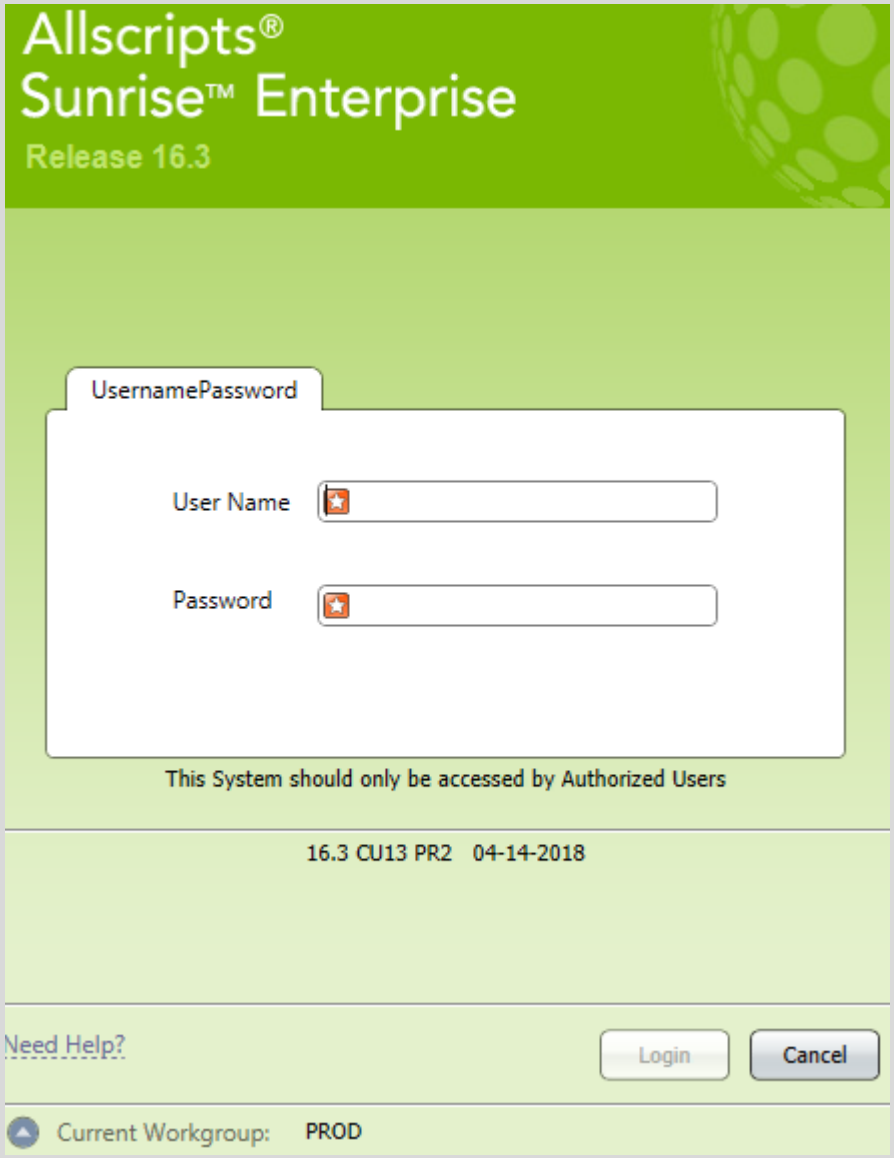
to view X-Ray/ CT Images, enter user ID & password in *ALL upper case (caps)*



Click on Hospital Portal Icon **for <u>Email</u>, to <u>Reset Password</u> or <u>Request EMR Changes</u> to <u>Notes or Order Set</u> templates**

Enter user ID & PW to access Sunrise Clinical Manager (Allscripts-SCM)

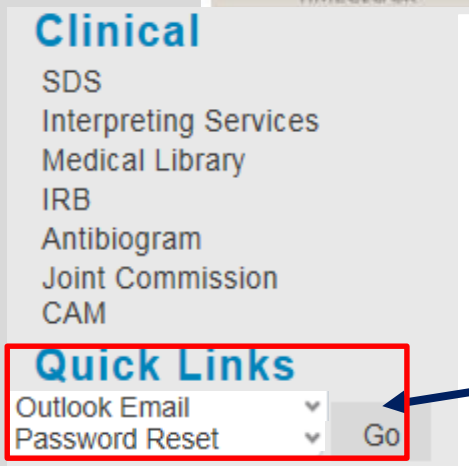
Sunrise Gateway



Issues with EMR SCM
Call Physician Support
819-7070

Flagler Hospital

Click on Flagler Intranet or Hospital Portal Icon



Read Email & Reset Password

Middle, Left of page > QUICK LINKS

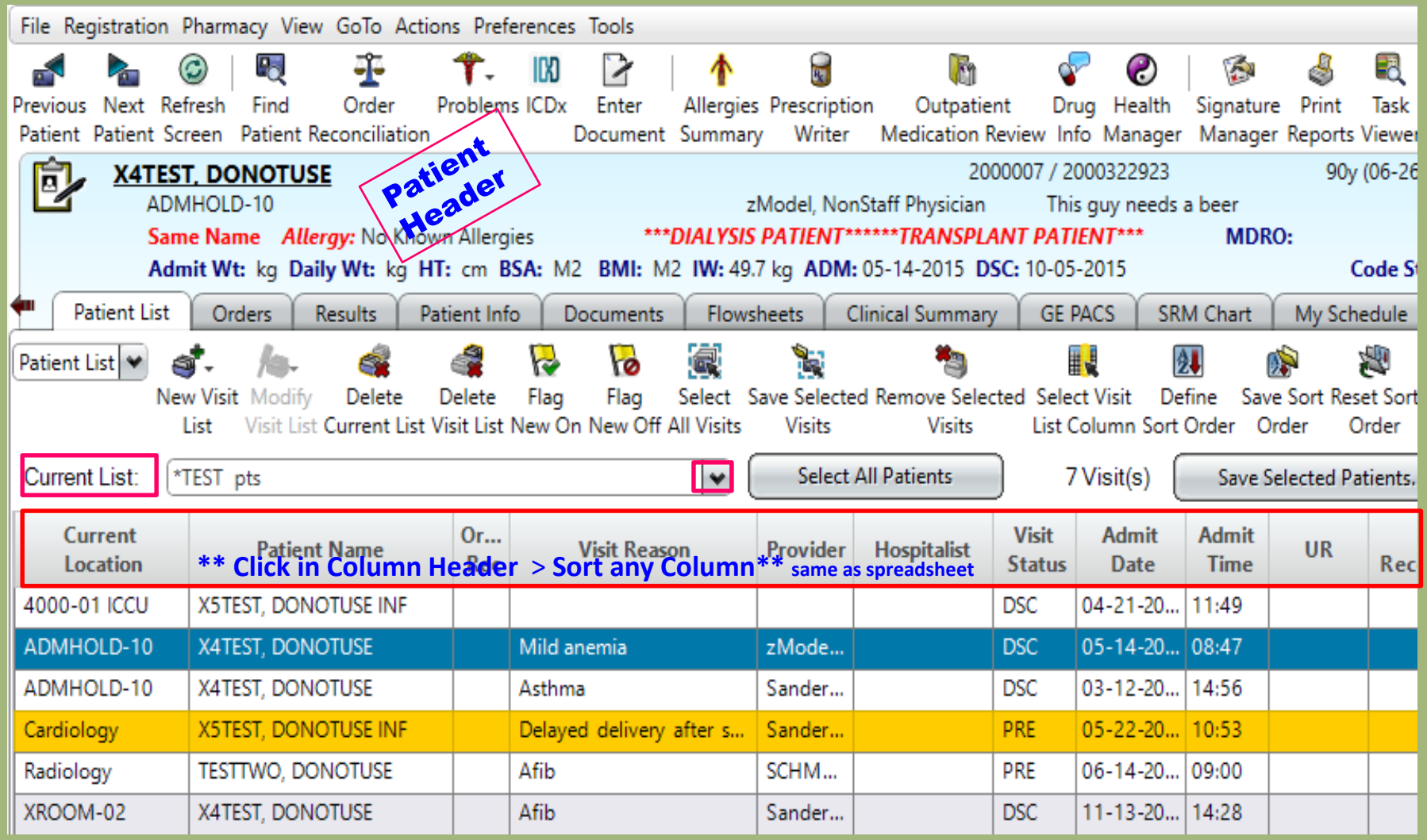
click ARROW > select PASSWORD RESET > click GO

Find & Save Patient Not on your List

Find Patient from a list: Go to *Current List* > click **arrow** >

Select list (*Your List* or *All Inpatient*) > Click on patient > Appears in Patient Header

Click in Column Header > Sort any Column



Current Location	Patient Name	Or...	Visit Reason	Provider	Hospitalist	Visit Status	Admit Date	Admit Time	UR	Rec
4000-01 ICCU	X5TEST, DONOTUSE INF					DSC	04-21-20...	11:49		
ADMHOLD-10	X4TEST, DONOTUSE		Mild anemia	zMode...		DSC	05-14-20...	08:47		
ADMHOLD-10	X4TEST, DONOTUSE		Asthma	Sander...		DSC	03-12-20...	14:56		
Cardiology	X5TEST, DONOTUSE INF		Delayed delivery after s...	Sander...		PRE	05-22-20...	10:53		
Radiology	TESTTWO, DONOTUSE		Afib	SCHM...		PRE	06-14-20...	09:00		
XROOM-02	X4TEST, DONOTUSE		Afib	Sander...		DSC	11-13-20...	14:28		

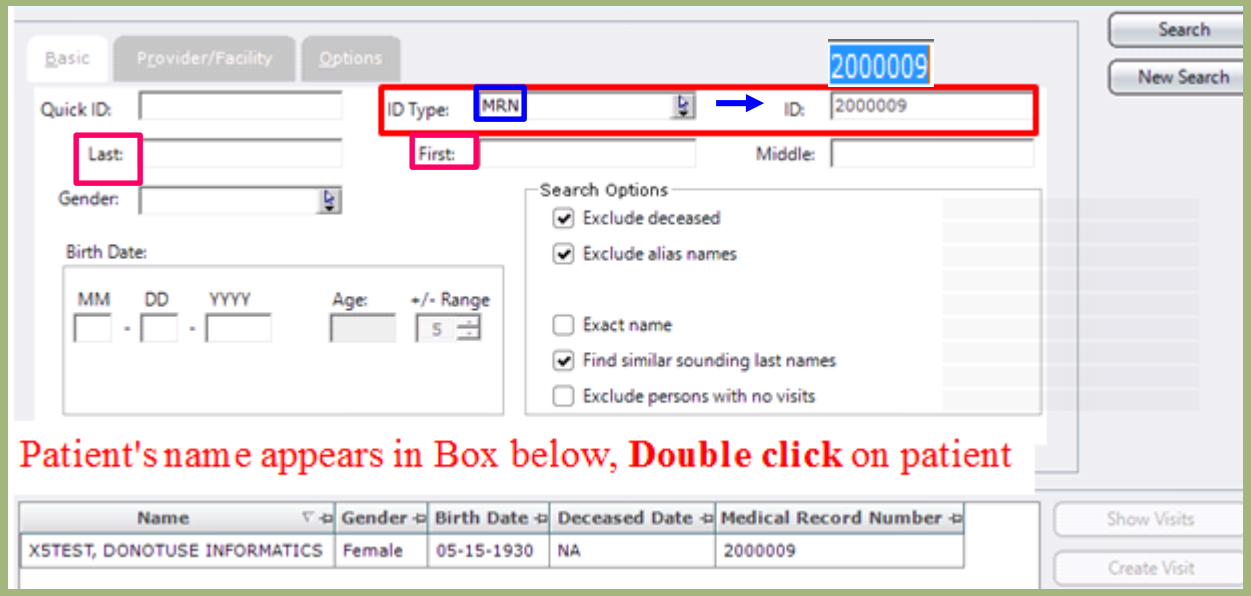
Consults will auto populate on your list

Sort any Column, Click on Header

Flagler Hospital

Find a patient *not* on your list: Click on Find Patient ICON. (top toolbar)

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



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

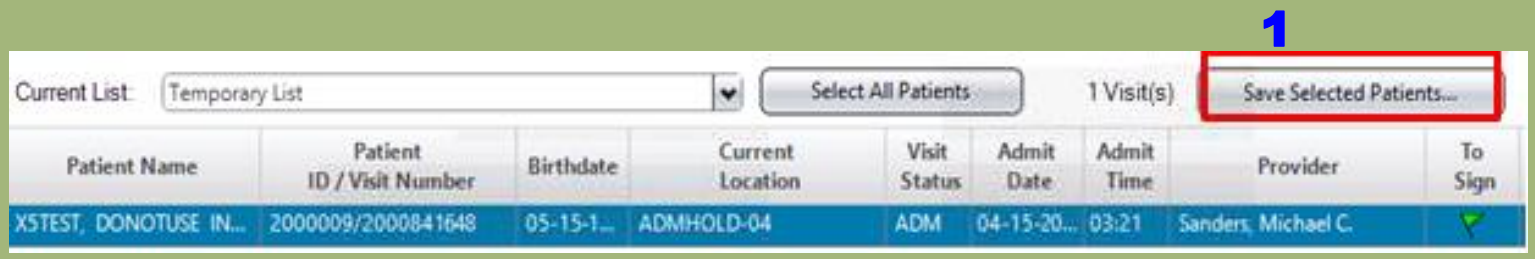
Admit Date	Visit Type	Care Level	Assigned Locat...	Visit Status	Visit Patient Name	Visit MRN	Visit ID
041518	Inpatient	Acute Care	ADMHOLD-04	ADM	X5TEST, DONOTUSE...	2000009	2000841648
110817	Inpatient	Acute Care	ADMHOLD-02	DSC	X5TEST, DONOTUSE...	2000009	2000761596
081117	Inpatient	Acute Care	ADMHOLD-02	DSC	X5TEST, DONOTUSE...	2000009	2000717844
062317	Inpatient	Acute Care	ADMHOLD-01	DSC	X5TEST, DONOTUSE...	2000009	2000693596
062317	Inpatient	Acute Care	ADMHOLD-03	DSC	X5TEST, DONOTUSE...	2000009	2000693592
062217	Inpatient	Acute Care	ADMHOLD-09	DSC	X5TEST, DONOTUSE...	2000009	2000693552
062217	Inpatient	Acute Care	ADMHOLD-07	DSC	X5TEST, DONOTUSE...	2000009	2000693549
062217	Inpatient	Acute Care	ADMHOLD-06	DSC	X5TEST, DONOTUSE...	2000009	2000693502

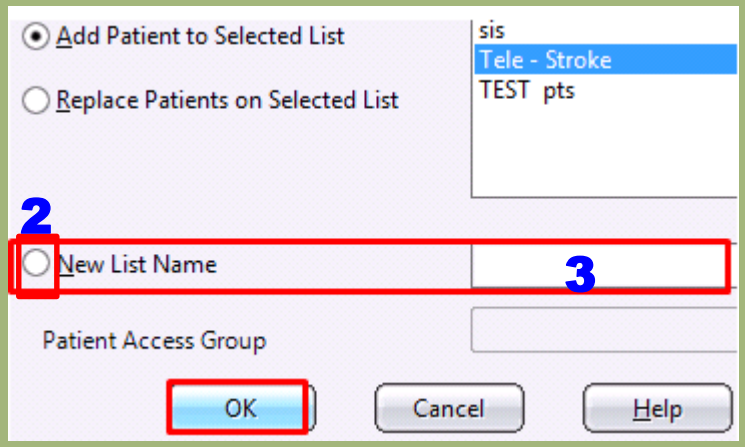
Double click on correct encounter & patient go to ***Temporary List***.

Flagler Hospital

Save Patient to New List

1. Click ***Save Selected Patients***
2. Click ***New List Name***
3. **Name it** & click ***OK***





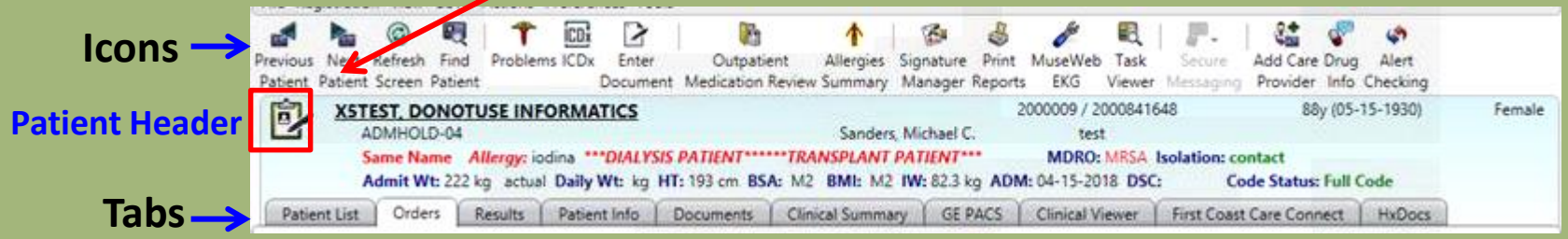
Any list with ✱ in front,

you must maintain patients on list (add & remove)

Flagler Hospital

Select patient > all <u>Icons & Tabs</u> available & info populates ***Patient Header***

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



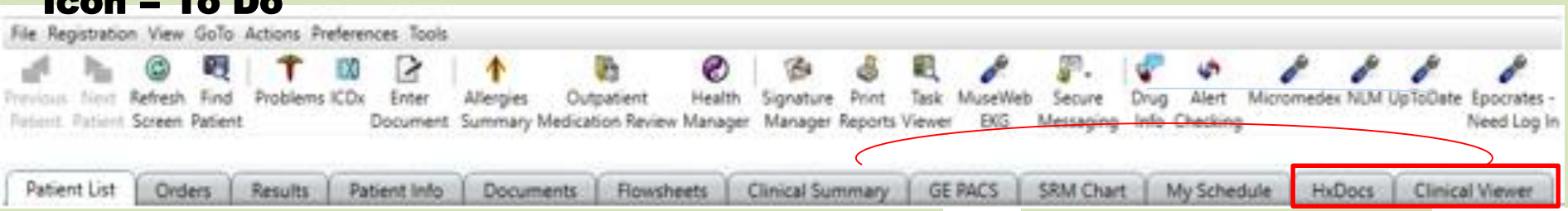
<u>Left of the patient's name is the Enter Orders Icon</u> **to verify Patient, Room #, & Allergies prior to placing orders,** also **vital signs** (for ED patient) or **weight & BMI** (for inpatient). Admission date, admitting physician, MRN/Visit ID, age, birthday, sex, isolation type, code status and other info.

Flagler Hospital

Overview

Sunrise Gateway

Icon = To Do



Tab = To View

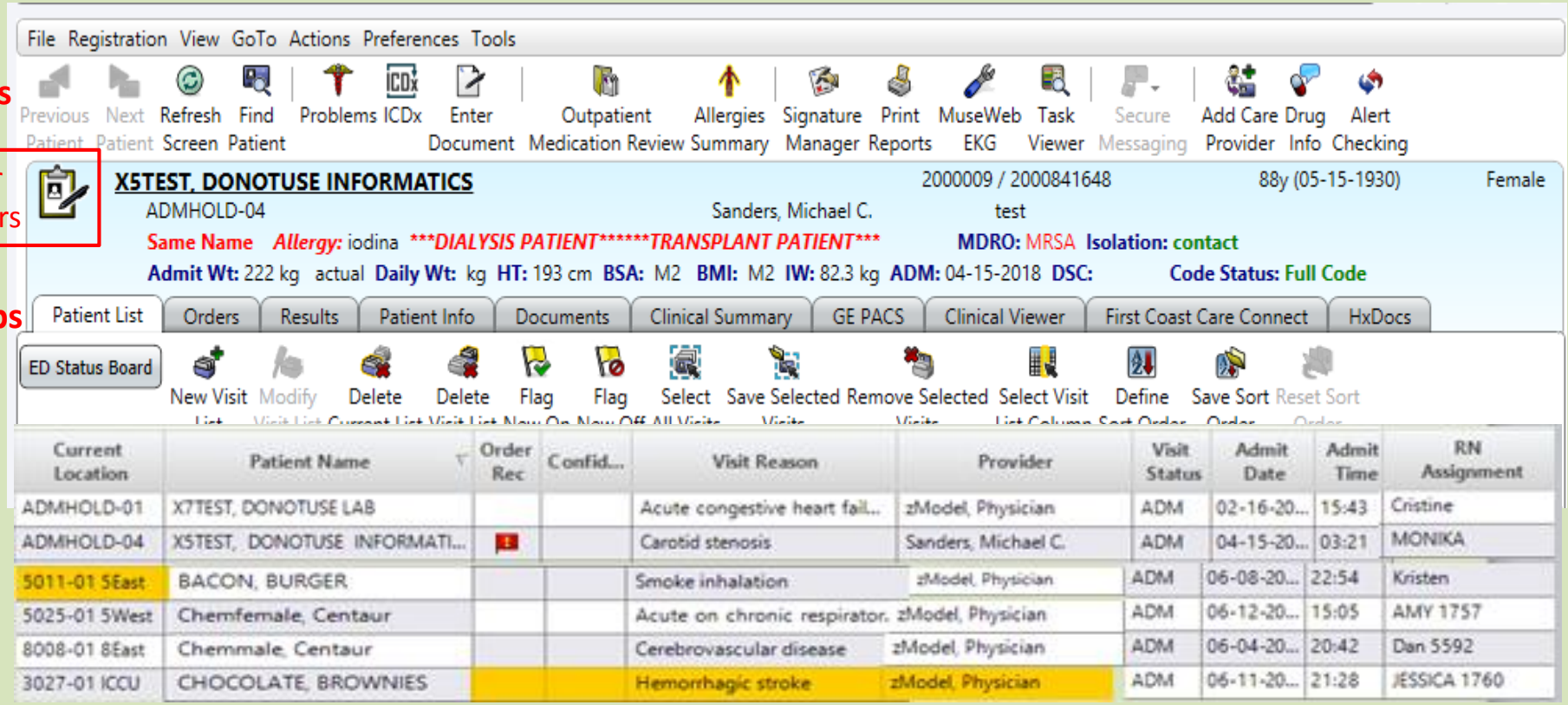
VS, basic Labs, Meds & PMH

X-Rays

All Notes
Current/Historical
Procedure Notes
Cardiology Studies

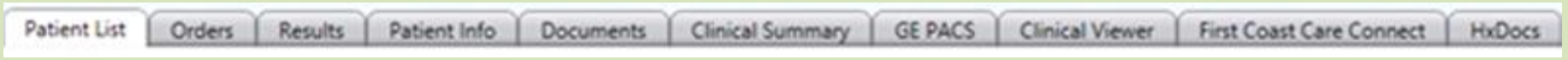
VS, basic Labs, Meds & PMH

Icons = Things to Do
Tabs = Things to View

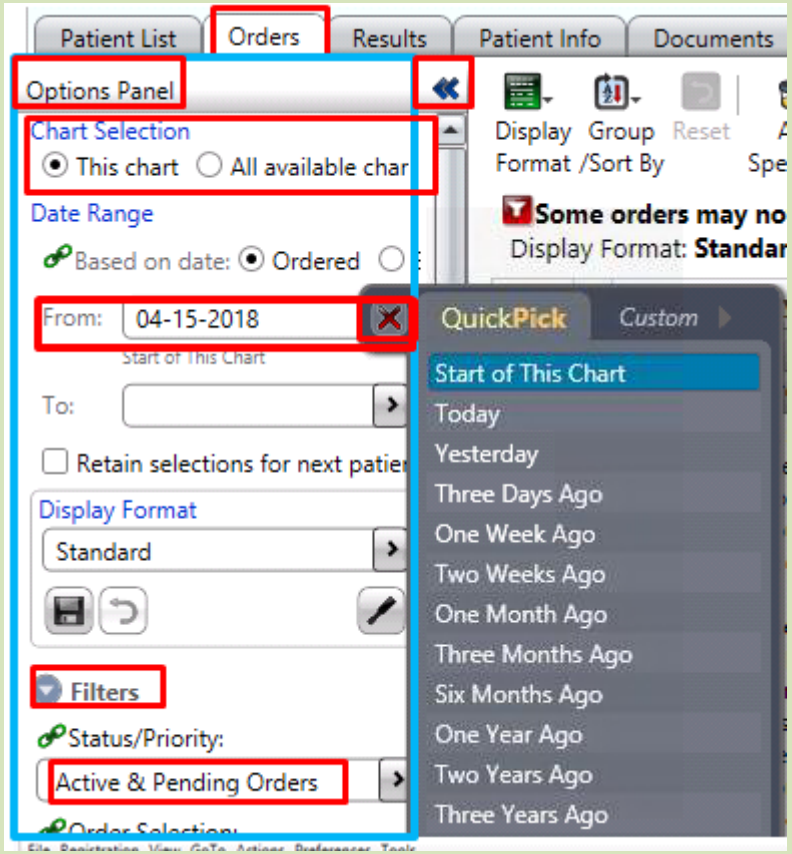


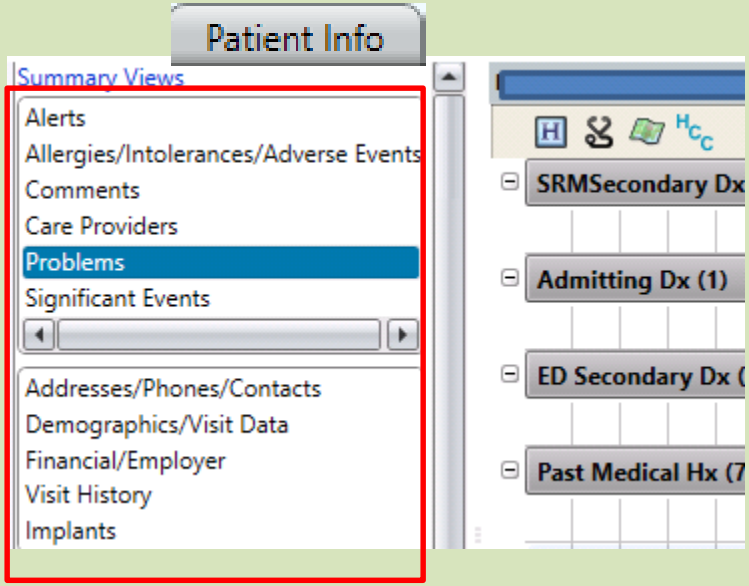
Flagler Hospital

Tabs: to view Orders, Results, Documents, GE PACS, Patient Info, Clinical Summary or Clinical Viewer, HxDocs & *1st* Coast Care Connect



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





Flagler Hospital

Tabs: things to view & some things to DO *(modify & append Documents & modify & DC Orders)*

Slide Colors

Lt Blue **Results** (view Rads, labs, EEG, EKGs, EP Studies studies & Pulmonary Studies)

Lt Blue **GE PACs** (view Rad Images & Reports)

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

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

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

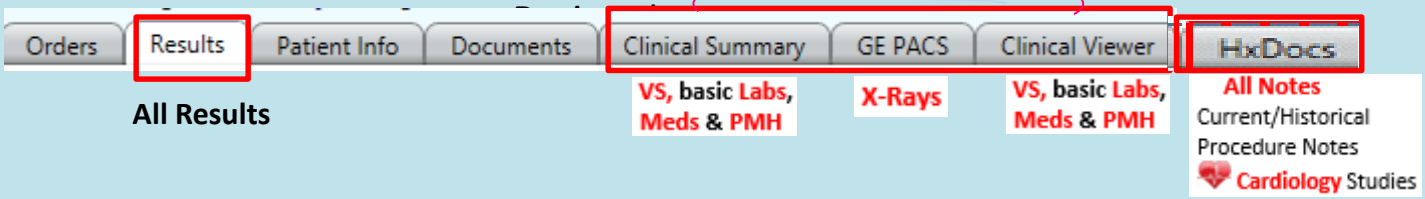
Blue **Documents** (view documents, modify/append/Cancel Documents)

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

Flagler Hospital

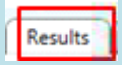
Results

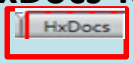
Results (Rad, Lab, EEG, EKG, EP & Pulmonary Studies)



3 ways to View EKGs: from **Results Tab**,

Icon, & **HxDocs Tab**



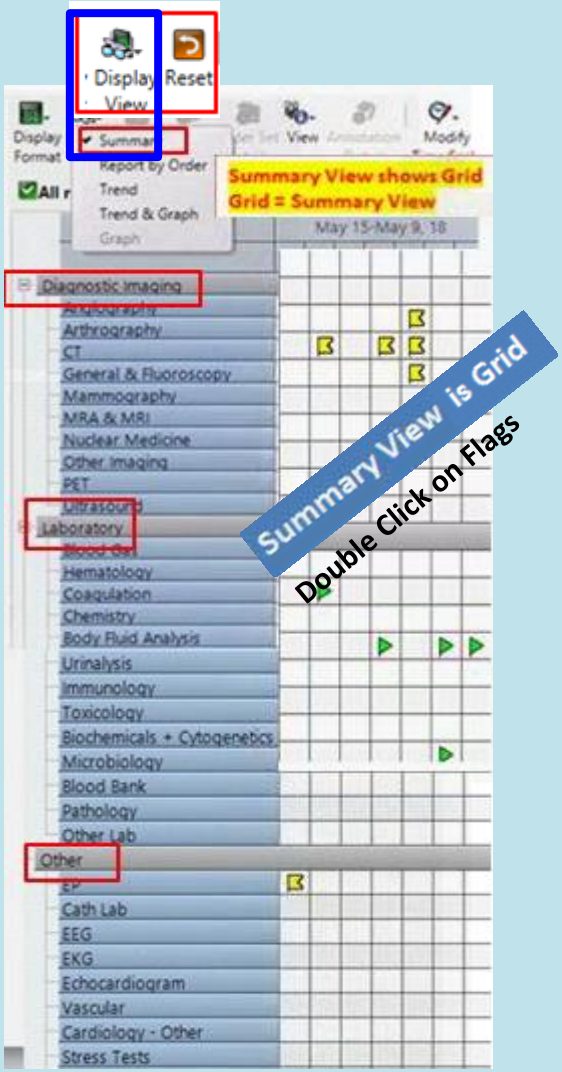


Flagler Hospital

View Results from Results Tab

- Diagnostic Imaging (report only)
- Labs
- Other (**EEG**, EKG, **Cardio & Pulm. Studies**)

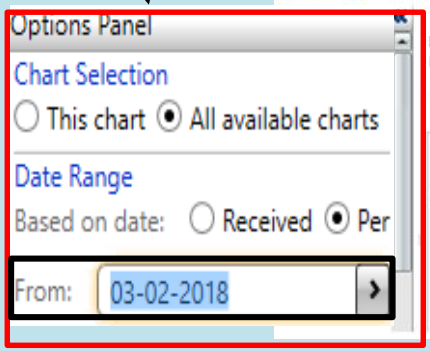
View this Visit: Click ***Reset Icon*** gets back to ***Summary View***

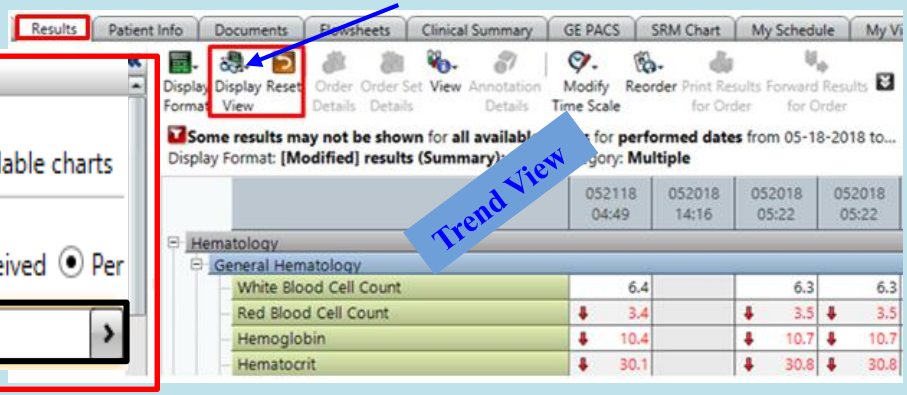


View Multiple Visits Results:

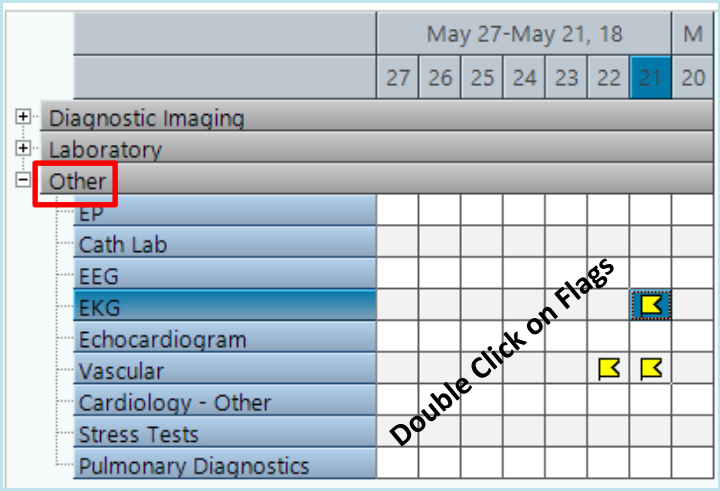
Option Panel > All Available Charts > From (date range)

Click ***Display View Icon*** > ***Summary*** for ***Multiple Visits***

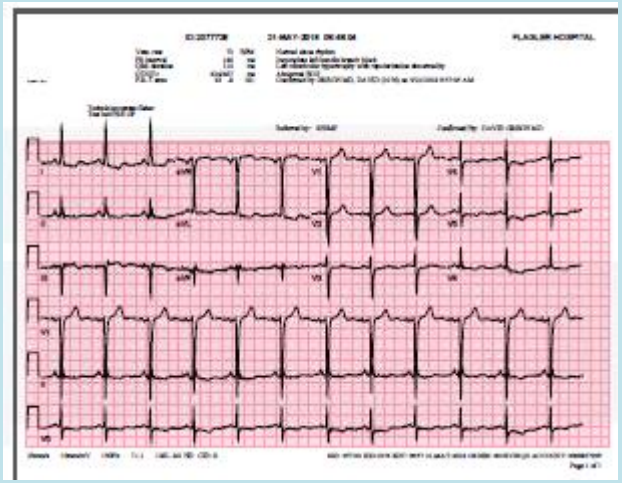




Flagler Hospital



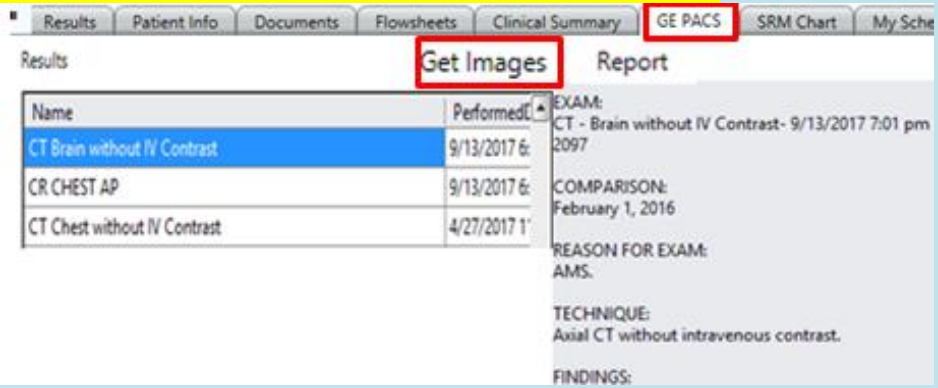
Cardiology Studies & EKG

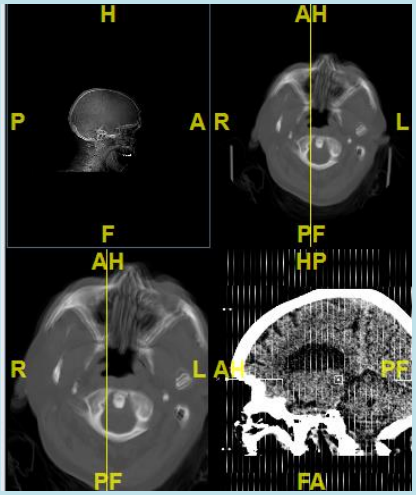


Radiology

View Images & Report

From **GE PACs Tab** > Get Image

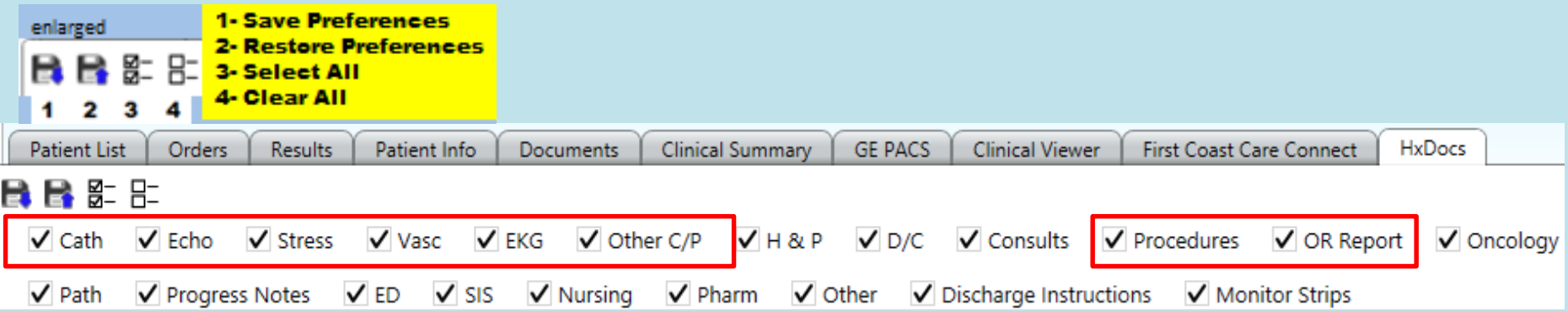




Flagler Hospital

View Studies & Procedure Reports

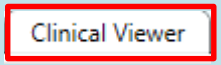
From HxDocs Tab > Select Procedure(s) to view



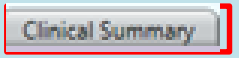
Flagler Hospital

Snapshot/Summary of patient

Clinical Viewer



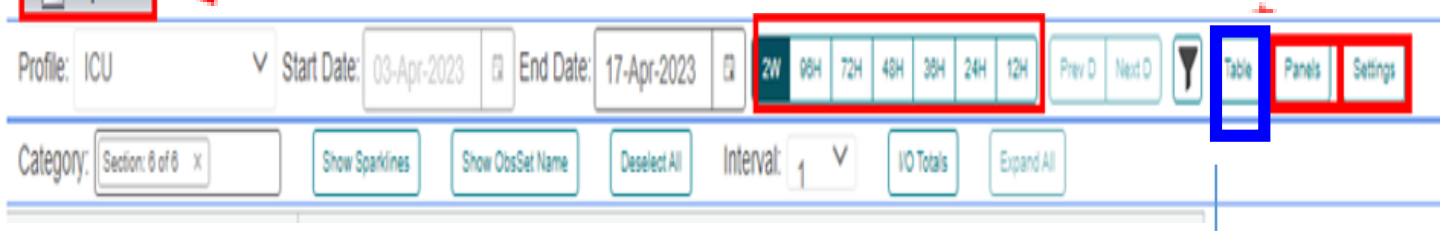
Clinical Summary



Clinical Viewer

Flagler Hospital

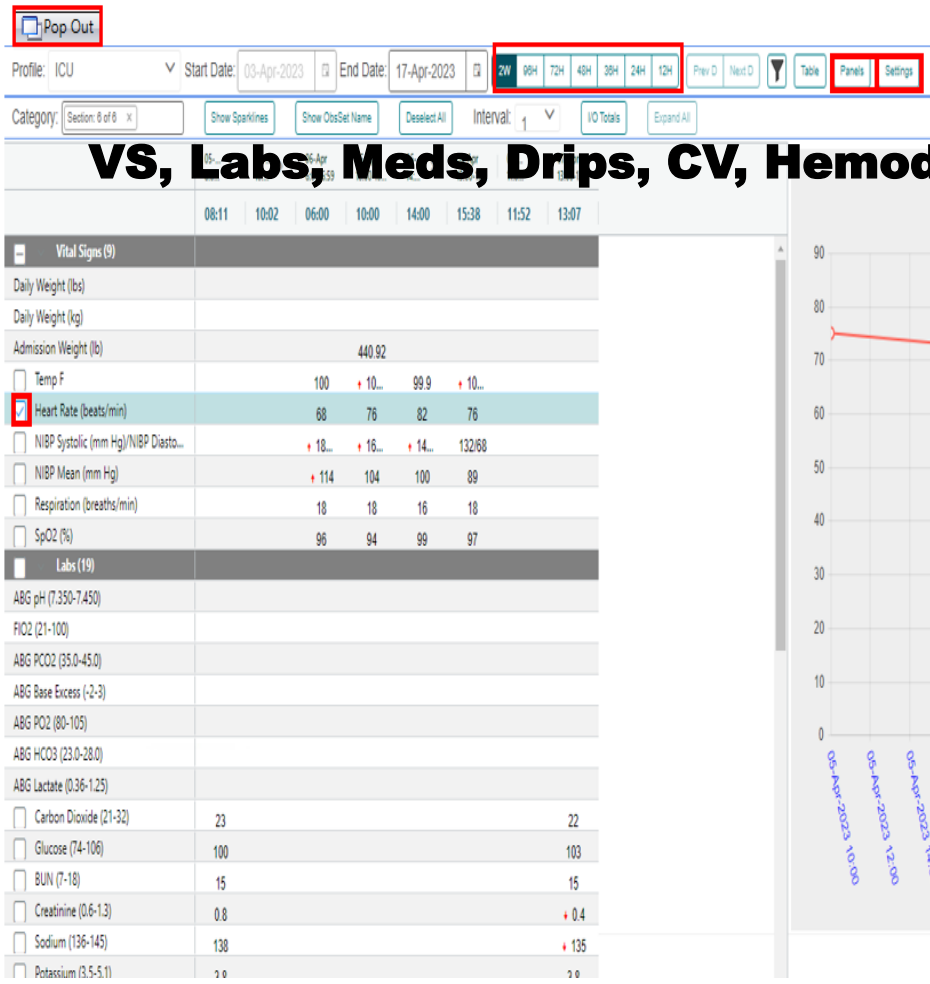
Pop Out ← Use Pop Out Button to view Clinical Viewer when doing Note



Clinical Viewer

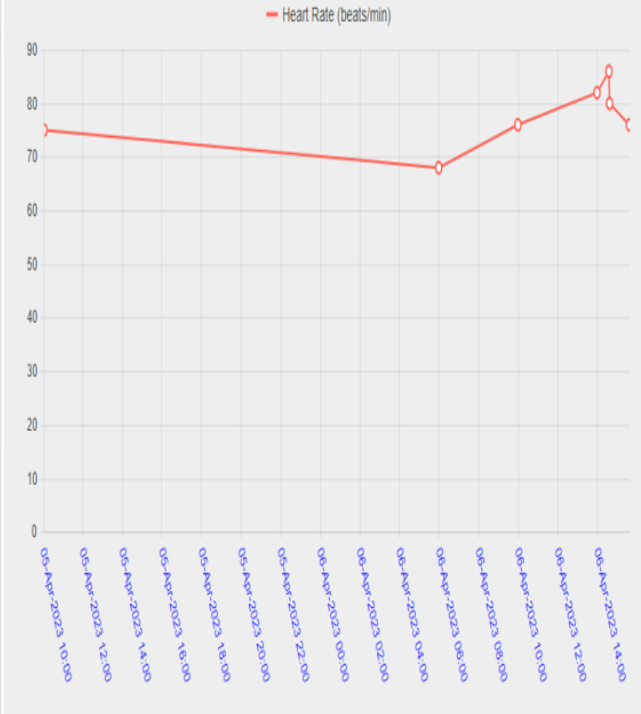
Options at Top, Add for ✔Graph, Panels Box, Click Pop Out when doing note

Table View

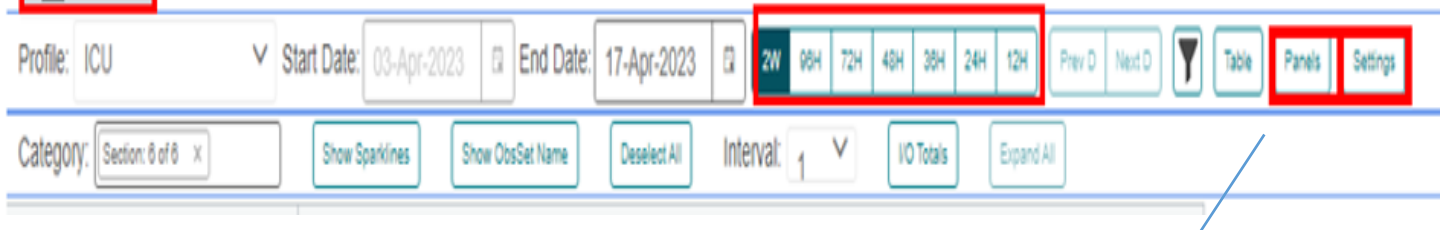


VS, Labs, Meds, Drips, CV, Hemodynamics & more

	08:11	10:02	06:00	10:00	14:00	15:38	11:52	13:07
Vital Signs (9)								
Daily Weight (lbs)								
Daily Weight (kg)								
Admission Weight (lb)				440.92				
Temp F			100	↑ 10...	99.9	↑ 10...		
Heart Rate (beats/min)			68	76	82	76		
NIBP Systolic (mm Hg)/NIBP Diasto...			↑ 18...	↑ 16...	↑ 14...	132/68		
NIBP Mean (mm Hg)			↑ 114	104	100	89		
Respiration (breaths/min)			18	18	16	18		
SpO2 (%)			96	94	99	97		
Labs (19)								
ABG pH (7.350-7.450)								
FIO2 (21-100)								
ABG PCO2 (35.0-45.0)								
ABG Base Excess (-2-3)								
ABG PO2 (80-105)								
ABG HCO3 (23.0-28.0)								
ABG Lactate (0.36-1.25)								
Carbon Dioxide (21-32)	23						22	
Glucose (74-106)	100						103	
BUN (7-18)	15						15	
Creatinine (0.6-1.3)	0.8						↑ 0.4	
Sodium (136-145)	138						↑ 135	
Potassium (3.5-5.1)	3.9						3.9	



Pop Out ← Use Pop Out Button to view Clinical Viewer when doing Note



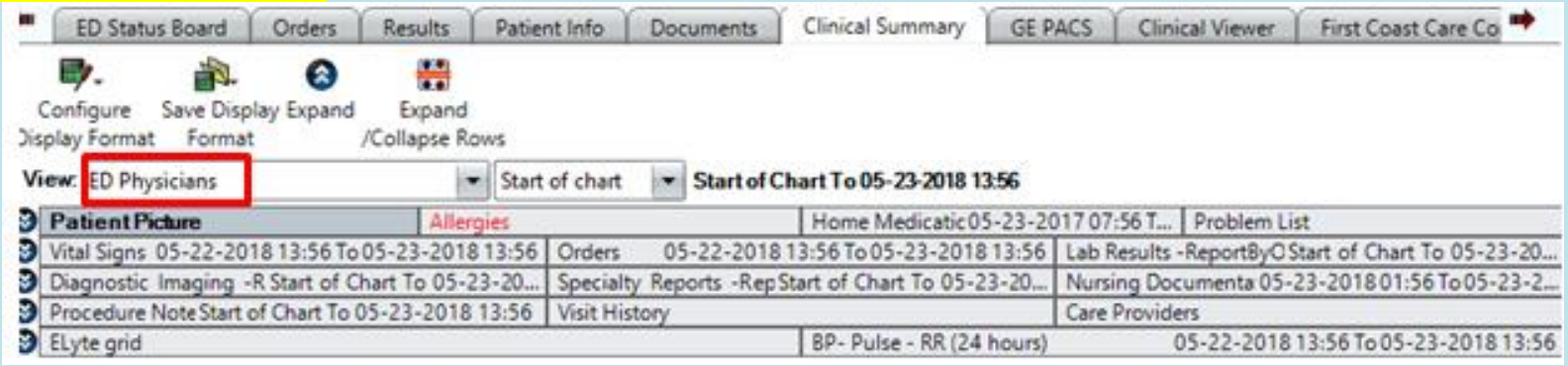
Options in Blue/Green Panel View

Active Meds, Allergies, Health Issues (Problems), Micro, Image Reports, Significant Events, Alerts, Status, & Drips

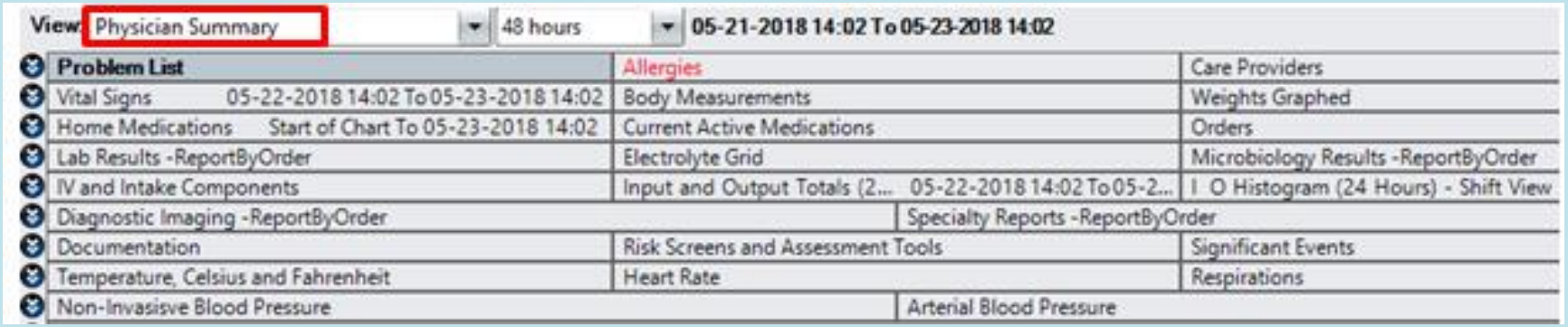
Clinical Summary

Patient Snapshot Different views by Role

ED Patients



Inpatients, code yellow



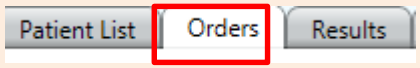
Flagler Hospital

Orders: Enter, View, DC & View Order History

Enter Orders

From Orders Icon

View & DC Orders

From Orders Tab 

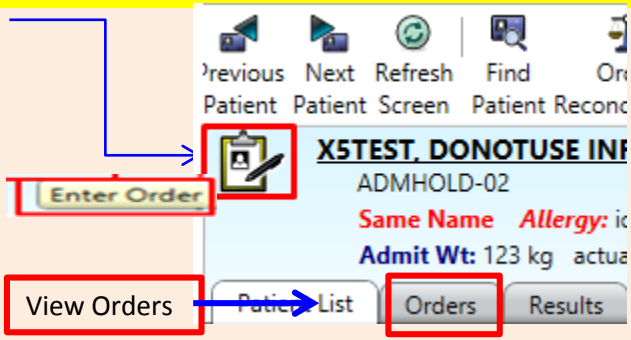
View Order History

Right click on order
View > Hx > Status

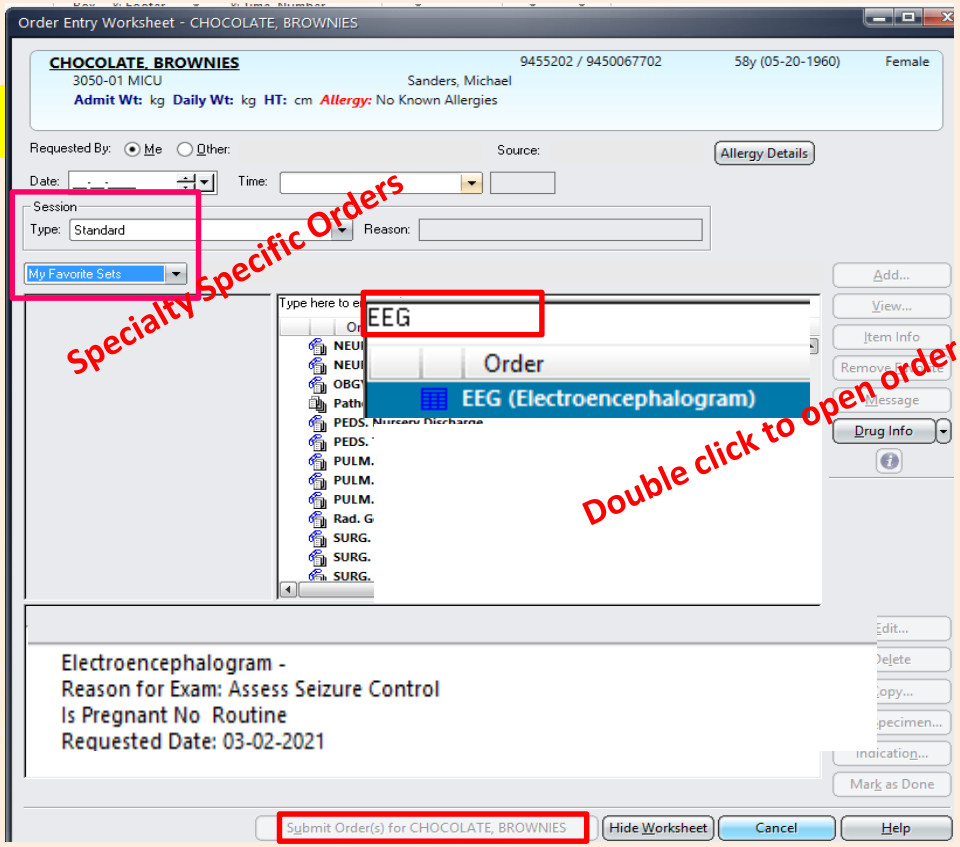
Function	When	Who Entered
New	11-27-2015 12:56	Sager, Justin (DO)
Modified	11-27-2015 13:00	Ogden, Jessica (Pharmacist)
Acknowledged	11-27-2015 14:17	Spann-Caride, Kerry (RN)
Acknowledged	11-27-2015 14:17	Spann-Caride, Kerry (RN)
Acknowledged	11-27-2015 14:17	Spann-Caride, Kerry (RN)
Discontinued	12-02-2015 11:48	Menefee, Shirley (Pharmacist)
Acknowledged	12-02-2015 11:55	Oster, Ashley (RN)

Flagler Hospital

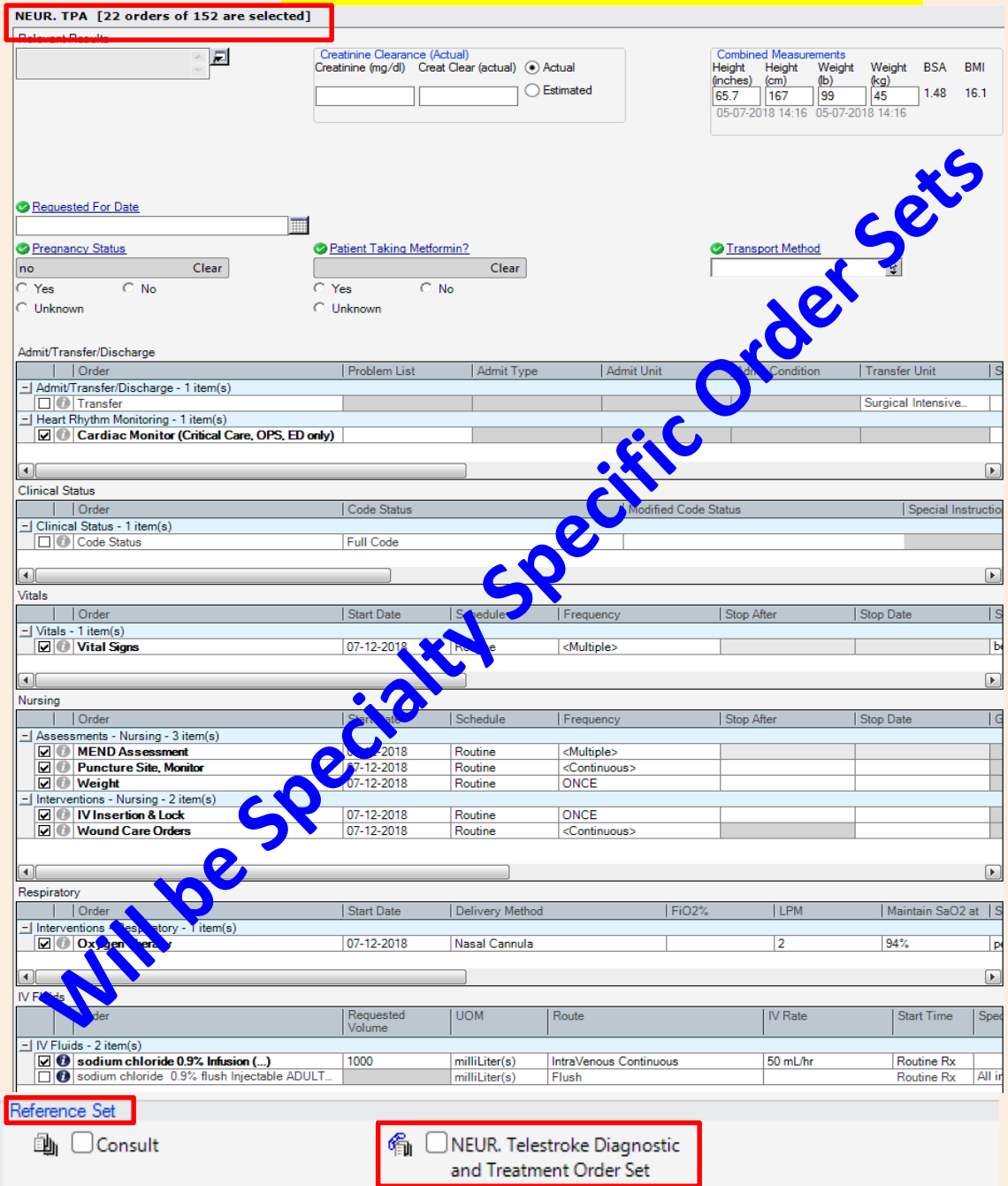
Enter All Orders: from Enter Orders Icon in Patient Header



Enter Orders



Enter Orders



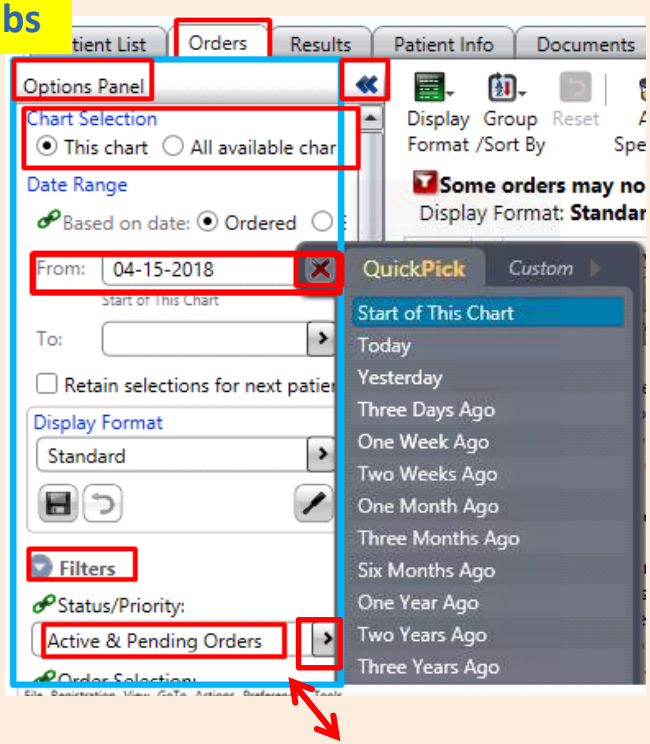
Will be Specialty Specific Order Sets

Flagler Hospital

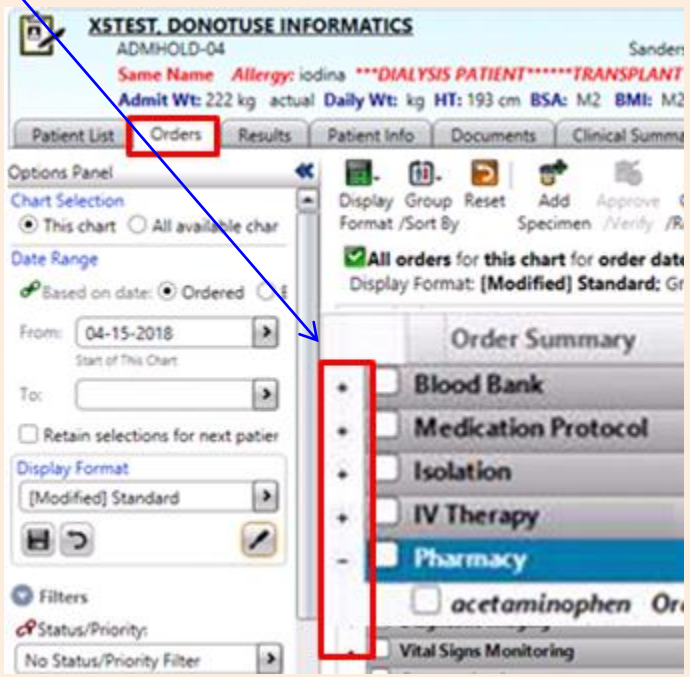
View Orders > click *Orders Tab:*

Option Panel on left, select *this chart or all available*, from when? *use arrow select time frame*
Filters: Use *Active & Pending* or *No Status Filter* to view all orders: discontinued, canceled or completed

Tabs



click on the ➕ ➖ **to expand or collapse the order Section**



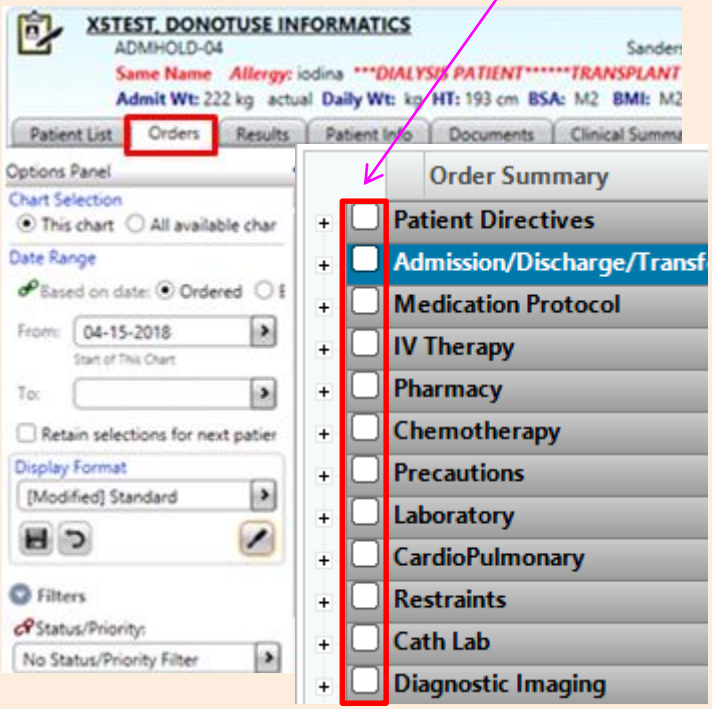
Filters: Click *Active & Pending* or

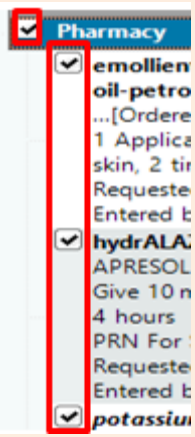
***No Status Filter* to view All Orders:** *Discontinued, Canceled or Completed & Active*

Flagler Hospital

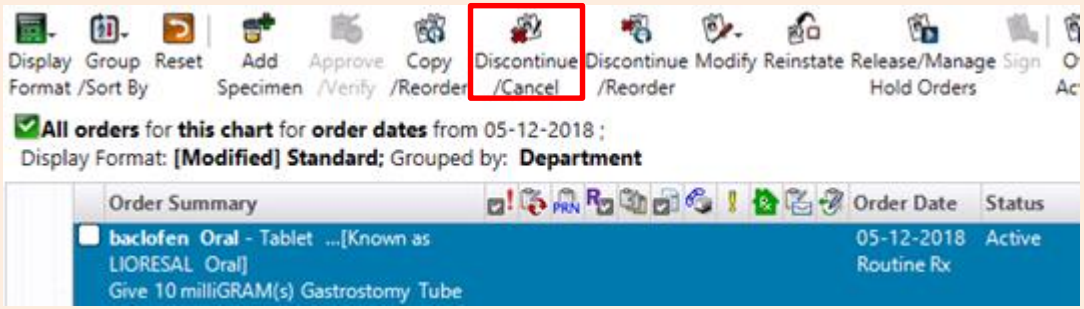
Discontinue Orders

Careful not to check Order Section Box to DC Order – will DC ALL Orders





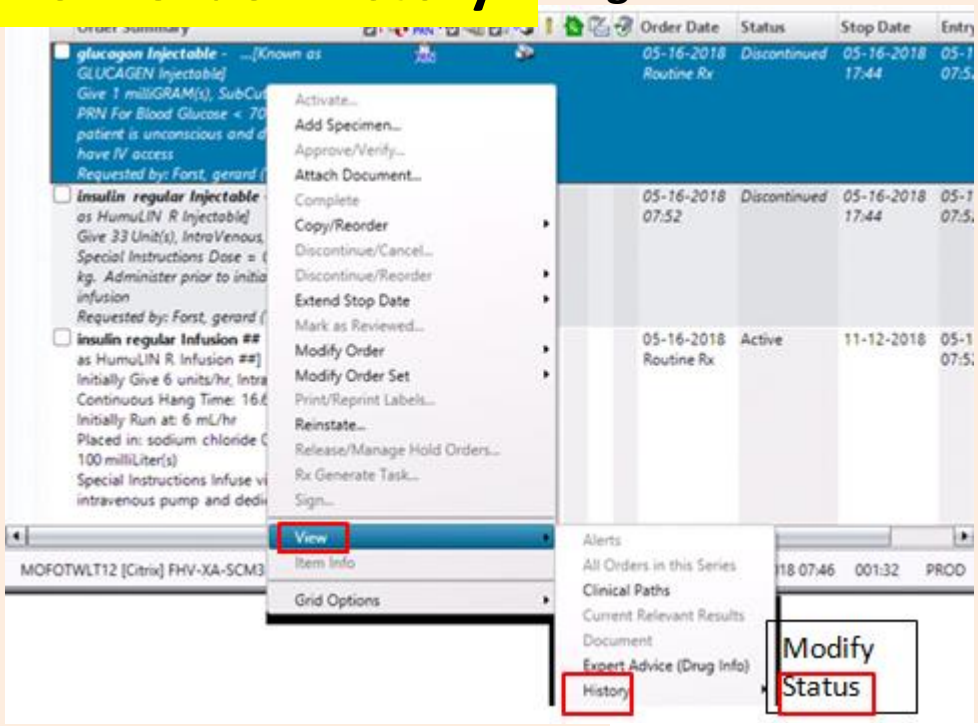
Highlight order > Right click to DC/Cancel or click Discontinue/Cancel ICON



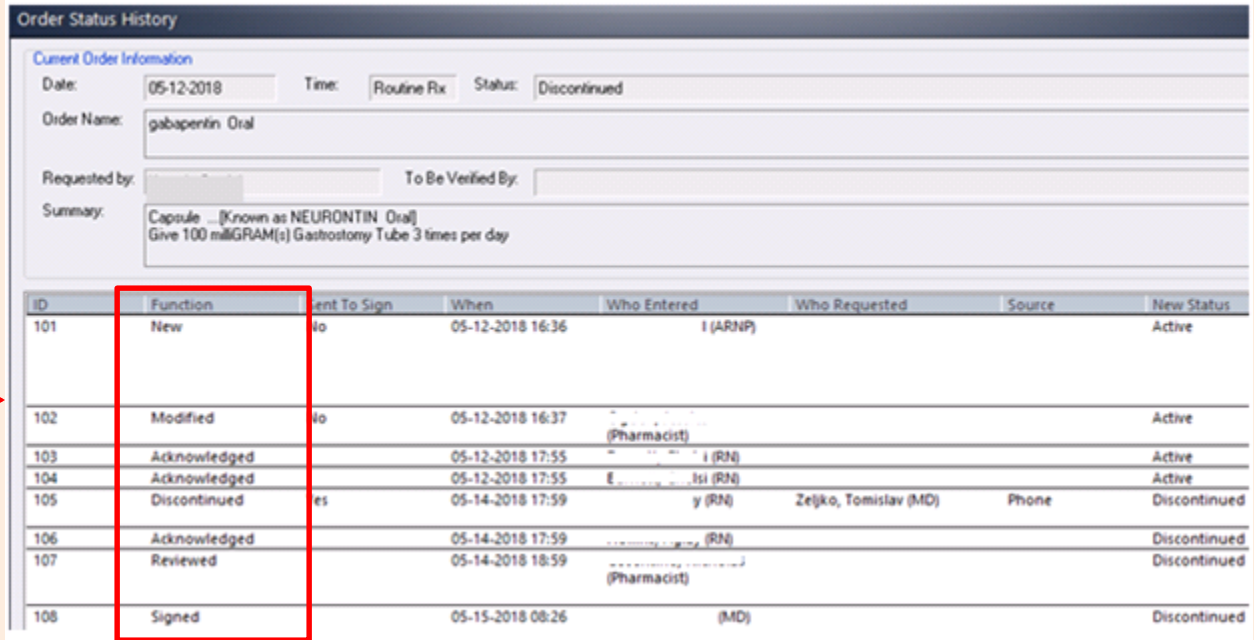
Flagler Hospital

View Order History

Right click on Order > View > History > Status



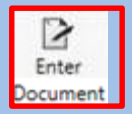
Order History →



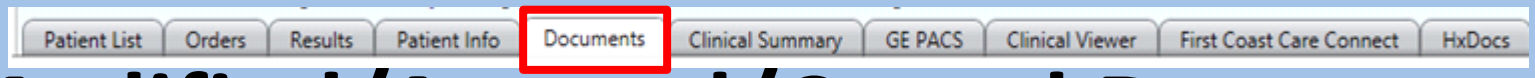
Flagler Hospital

Documents

Enter Document



From Documents Icon



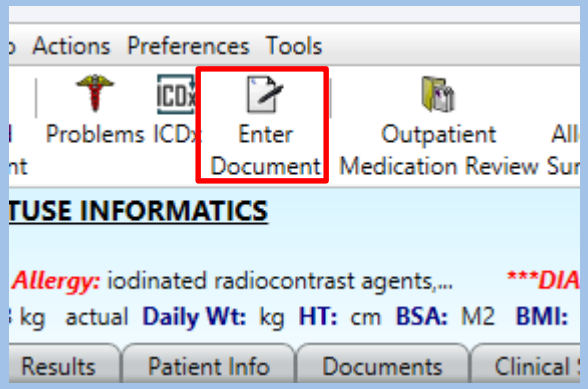
Modified/Append/Cancel Documents

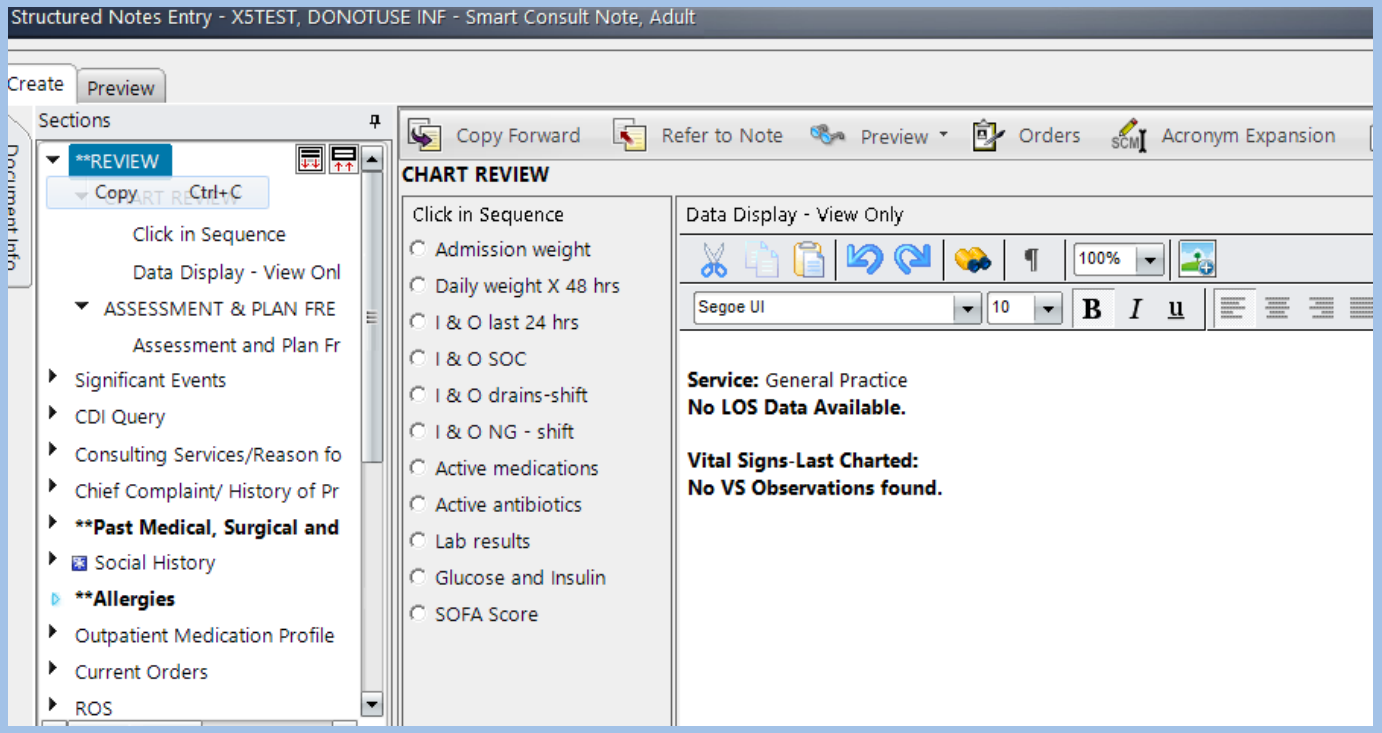
From Documents Tab

Flagler Hospital

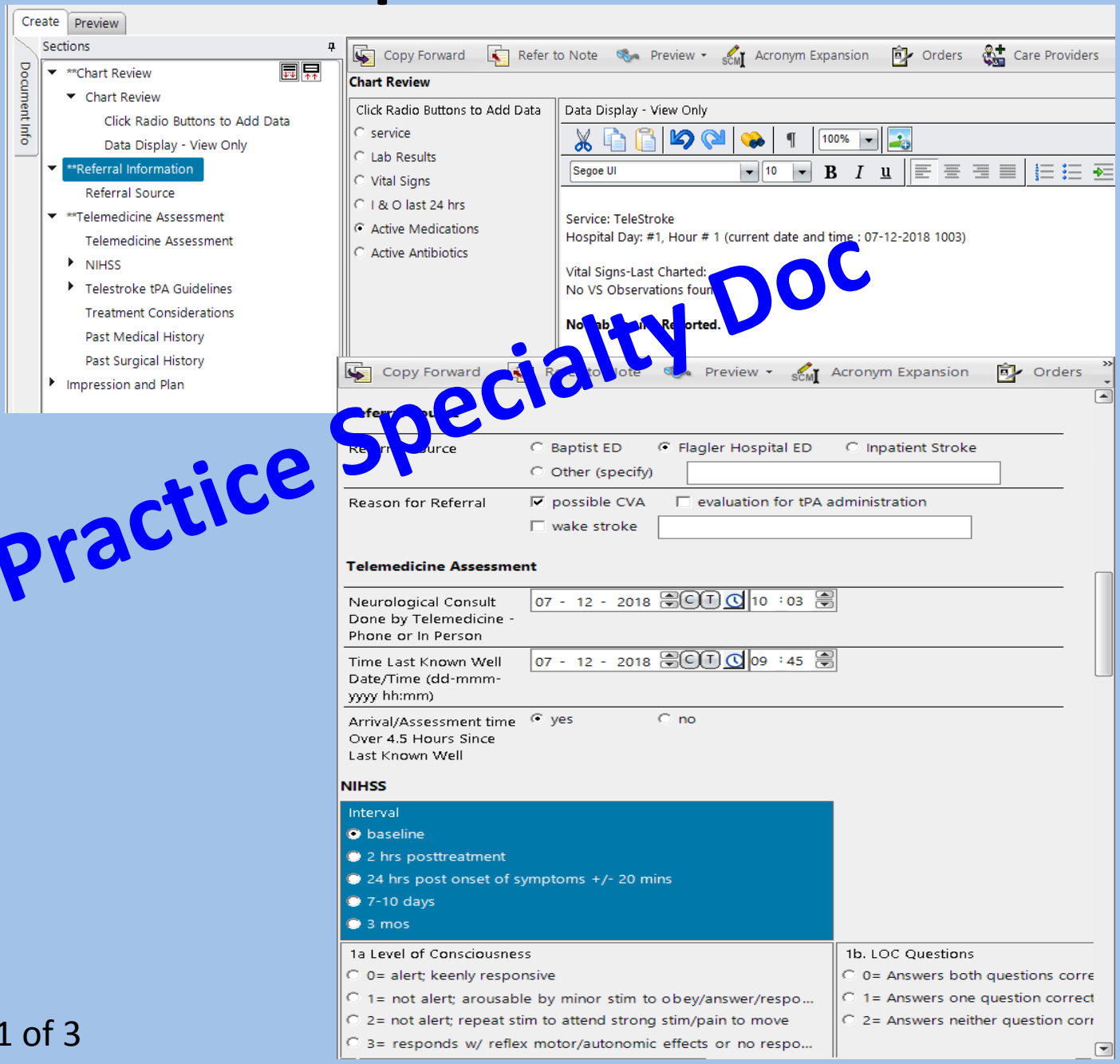
Enter Document from *Top Toolbar*

Enter Document Icon





Sample Treatment Note



Practice Specialty Doc

Flagler Hospital

Sample Treatment Note
continued

Practice Specialty Doc

3. Visual
- ○ 0= No visual loss
- ○ 1= Partial hemianopia
- ○ 2= Complete hemianopia
- ○ 3= Bilateral hemianopia (blind including cortical blindness)

4. Facial Palsy
- ○ 0= Normal symmetrical movements
- ○ 1= Minor paralysis (flat nasolabial fold, smile asymmetry)
- ○ 2= Partial paralysis (total/near total of lower face)
- ○ 3= Complete paralysis of one or both sides

5a. Motor Arm, Left
- ○ 0= No drift
- ○ 1= Drift
- ○ 2= Some effort against gravity
- ○ 3= No effort against gravity
- ○ 4= No movement
- ○ UN= Amputation or joint fusion (explain)

5b. Motor Arm, Right
- ○ 0= No drift
- ○ 1= Drift
- ○ 2= Some effort against gravity
- ○ 3= No effort against gravity
- ○ 4= No movement
- ○ UN= Amputation or joint fusion (explain)

6a. Motor Leg, Left
- ○ 0= No drift
- ○ 1= Drift
- ○ 2= Some effort against gravity
- ● 3= No effort against gravity
- ○ 4= No movement
- ○ UN= Amputation or joint fusion (explain)

6b. Motor Leg, Right
- ○ 0= No drift
- ○ 1= Drift
- ○ 2= Some effort against gravity
- ○ 3= No effort against gravity
- ○ 4= No movement
- ○ UN= Amputation or joint fusion (explain)

7. Limb Ataxia
- ○ 0= Absent
- ○ 1= Present in one limb
- ○ 2= Present in two limbs
- ○ UN= Amputation or joint fusion (explain)

8. Sensory
- ○ 0= Normal; no sensory loss.
- ○ 1= Mild-to-moderate sensory loss
- ○ 2= Severe to total sensory loss

9. Best Language
- ○ 0= No aphasia; normal
- ○ 1= Mild-to-moderate aphasia
- ○ 2= Severe aphasia
- ○ 3= Mute, global aphasia

10. Dysarthria
- ○ 0= Normal
- ○ 1= Mild-to-moderate dysarthria
- ○ 2= Severe dysarthria
- ○ UN= Intubated or other physical barrier (explain)

11. Extinction and Inattention (formerly Neglect)
- ○ 0= No abnormality
- ○ 1= Visual, tactile, auditory, spatial, personal inattention
- ○ 2= Profound hemi-inattention/extinction > 1 modality

NIH Stroke Scale Total

NIHSS Results
- ○ 0 (no Stroke)
- ○ 1-4 (minor stroke)
- ○ 5-15 (moderate stroke)

Flagler Hospital

Sample Treatment Note continued

Telestroke tPA Guidelines

TPA PROTOCOL GUIDELINES

ABSOLUTE CONTRAINDICATIONS:

- ☐ arterial puncture at a non-compressible site within 7 days
- ☐ current use of direct thrombin inhibitors or direct factor Xa i...
- ☐ SBP>185 or DBP>110 despite treatment
- ☐ recent intracranial/spinal sx, head trauma or CVA (<3 mos)
- ☐ history of intracranial hemorrhage/aneurysm, vascular malfo...
- ☐ history of: brain tumor
- ☐ active internal bleeding (< 22 days)
- ☐ platelets <100,000
- ☐ PT > 15
- ☐ Heparin received within 48 hours with elevated PTT
- ☐ INR > 1.7
- ☐ known bleeding diathesis
- ☐ suspicion of subarachnoid hemorrhage
- ☐ CT demonstrates ICH or parenchymal hypodensity > 1/3 cere...

RELATIVE CONTRAINDICATIONS

- ☐ recent surgery or trauma <14 days
- ☐ seizure at onset
- ☐ recent GI or urinary tract hemorrhage within 21 days
- ☐ acute Myocardial Infarction or Pericarditis within 3 months
- ☐ IV/IA Thrombolytic (IV-tPa) within 24 hrs (here/elsewhere)
- ☐ glucose <50 or >400
- ☐ increased risk of bleeding due to co-morbid conditions
- ☐ pregnancy
- ☐ life expectancy <1 year severe co-morbid illness
- ☐ comfort measures only (CMO) on admission
- ☐ patient/family refusal
- ☐ rapid improvement or stroke severity too mild

tPA Exclusion - Other Related Factors for Consideration

OTHER RELATED FACTORS FOR CONSIDERATION

- ☐ stroke severity too severe with NIH score >25
- ☐ ED team unable to determine eligibility
- ☐ in-hospital time delay
- ☐ no IV access

Treatment Considerations

TPA ADMINISTRATION ○ Patient meets criteria for tPA ○ Patient does NOT meet criteria for tPA

Past Medical History

● Show all available ○ Show selected only 0/0

Problems List Review Status:

☑	HCC	Problem	Display Name	Type	Status	Scope	Code	Onset Date

Past Surgical History

● Show all available ○ Show selected only 0/0

Problems List Review Status:

Treatment Plan

Treatment Plan

Practice Specialty Doc

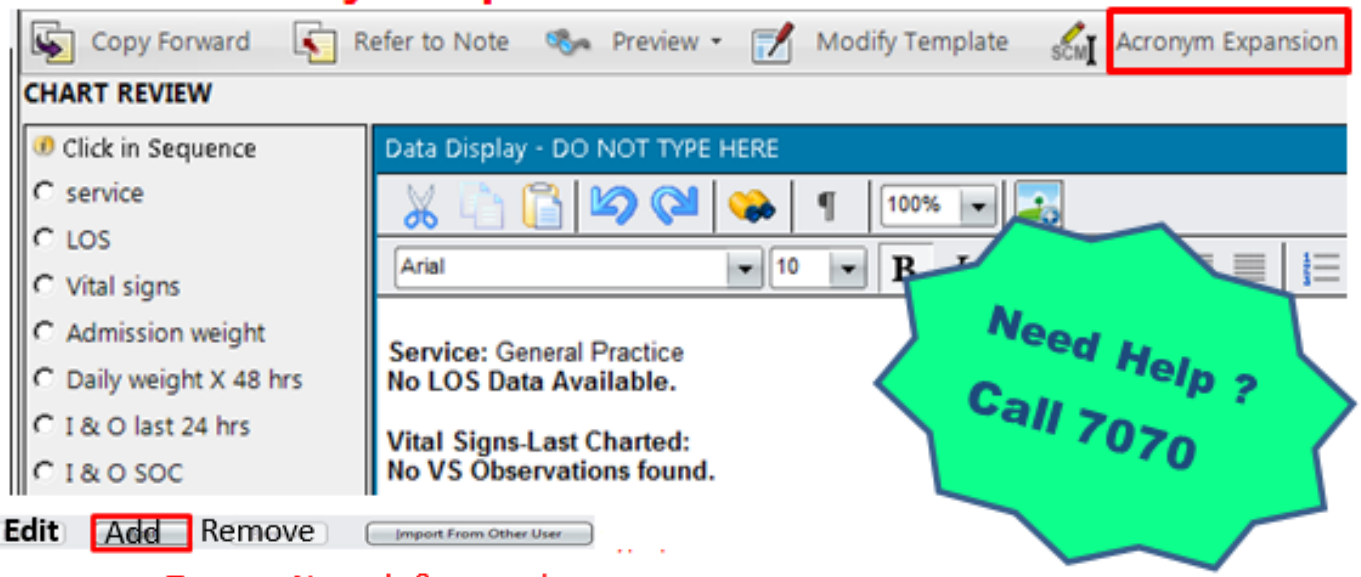
Flagler Hospital

Build Acronyms

Build a template if you Always say the same thing

From Enter Documents Icon

1- Go to **Notes** > click on **Acronyms Expansion**



Click **ADD** Edit Add Remove Import From Other User

2- Type .bye & click enter Type . Name it & type what to want to say

Findings discussed with patient. All questions answered and concerns addressed. Appropriate medication usage and follow up instructions given to the patient. The patient feels comfortable going home. The patient demonstrates understanding of all instructions given.

Acronym:

.bye

This example type **.bye** **click enter & phrase appears**

Expanded Text:

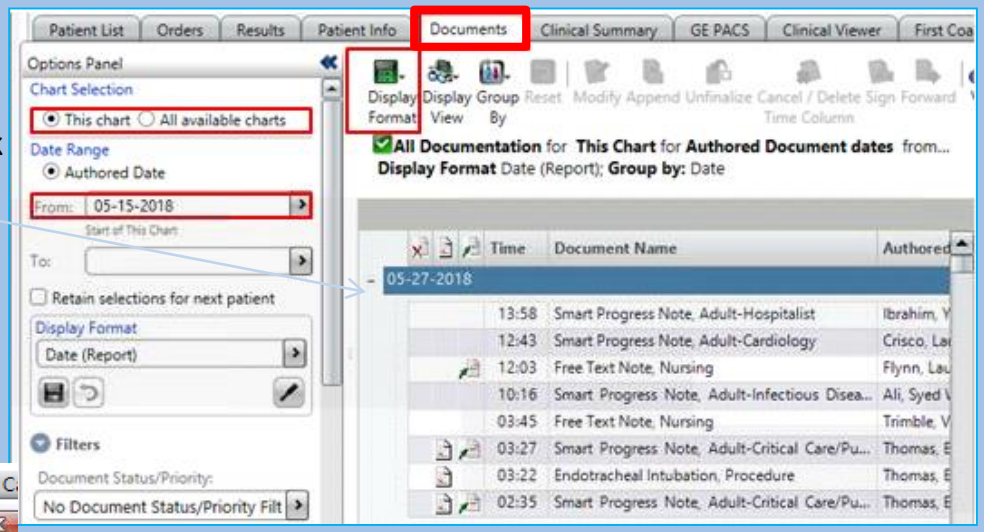
Findings discussed with patient. All questions and concerns addressed. Appropriate medication usage and follow up instructions given to the patient. The patient demonstrates understanding of all instructions given and feels comfortable going home.

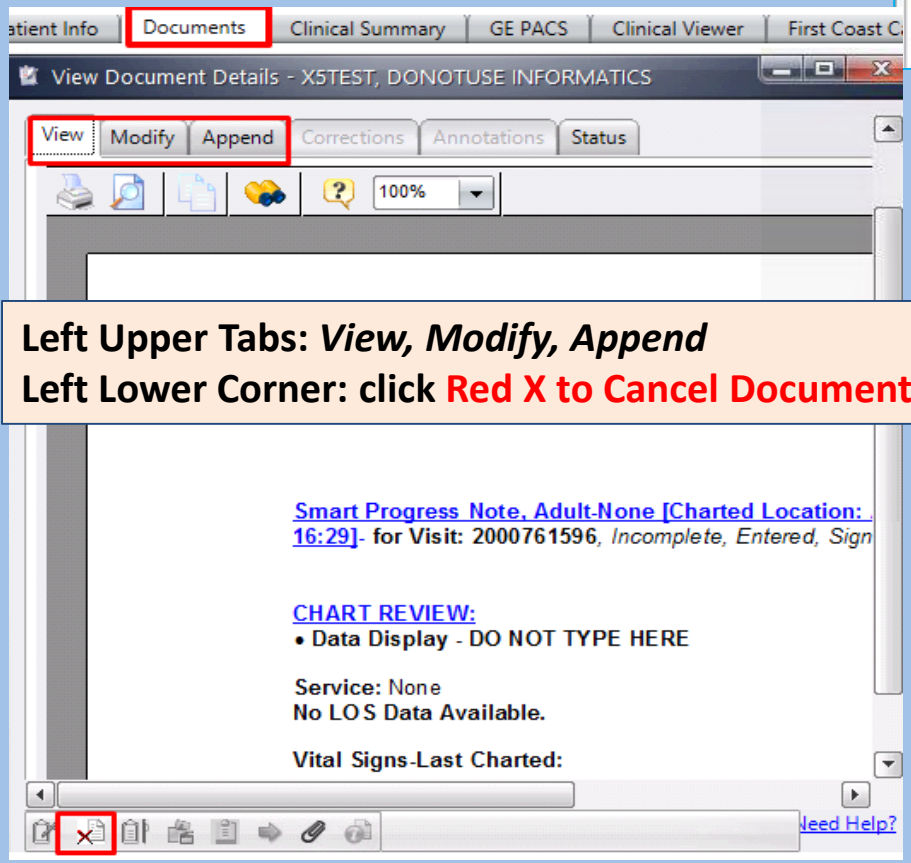
Flagler Hospital

Modified/Append/Cancel Document

From Documents Tab

Click on Documents Tab > Double Click Document to open





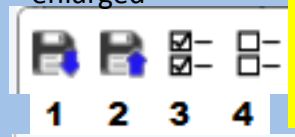
Left Upper Tabs: *View, Modify, Append*
Left Lower Corner: click Red X to Cancel Document

Flagler Hospital

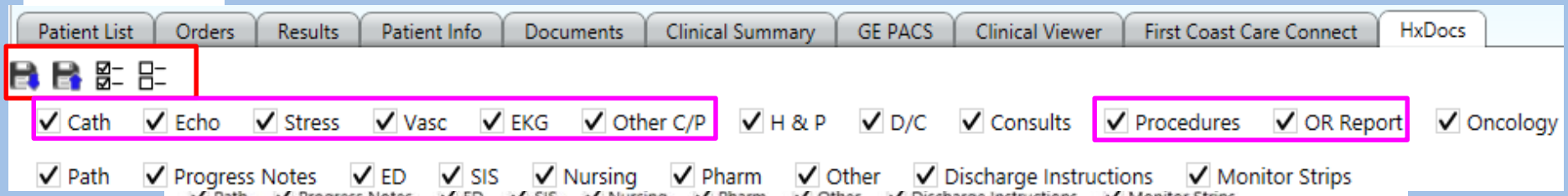
HxDocs (*View ONLY*: Current, Historical Documents, Procedures & Studies)

First Coast Care Connect | HxDocs

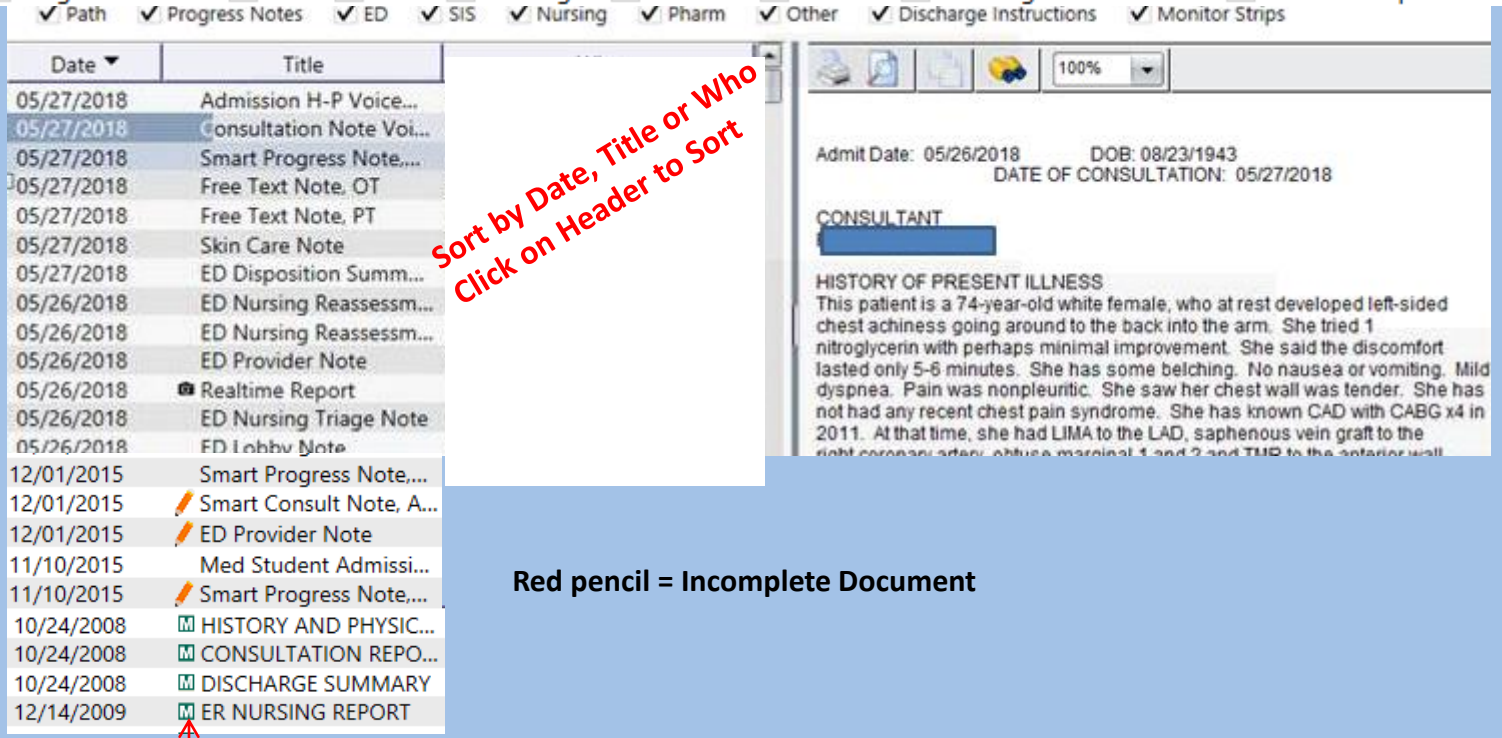
enlarged



1- Save Preferences
2- Restore Preferences
3- Select All
4- Clear All



7/1/2013
Started w/
Allscripts



Sort by Date, Title or Who
Click on Header to Sort

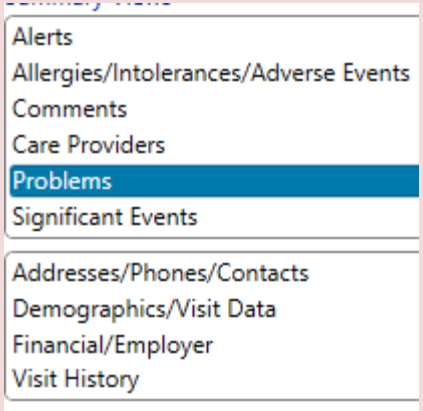
Red pencil = Incomplete Document

Historical Documents
2003 – 6/31/2013 From Meditech

Flagler Hospital

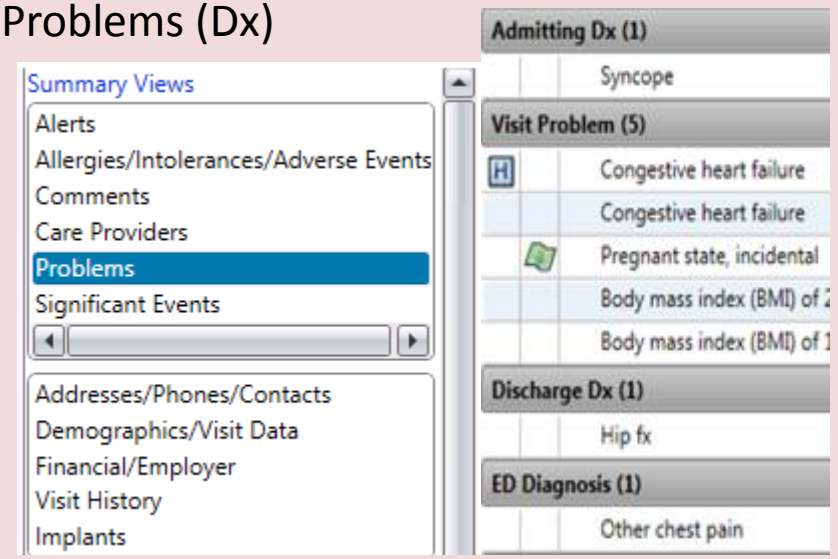
Patient Info

Patient Info (Care Providers, Problems (Dx), Demographics, Financial, Visit History, Implants)

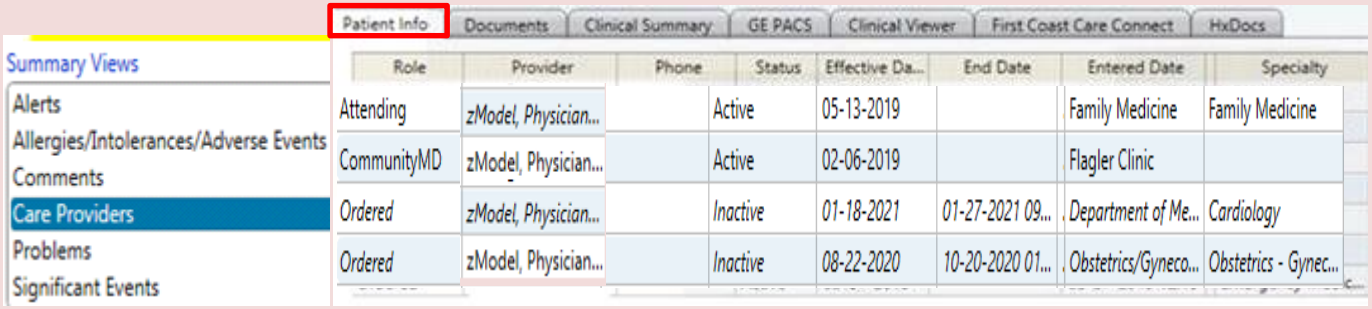


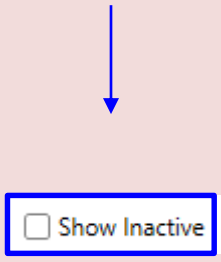
Patient Info Tab

Problems (Dx)



Care Providers

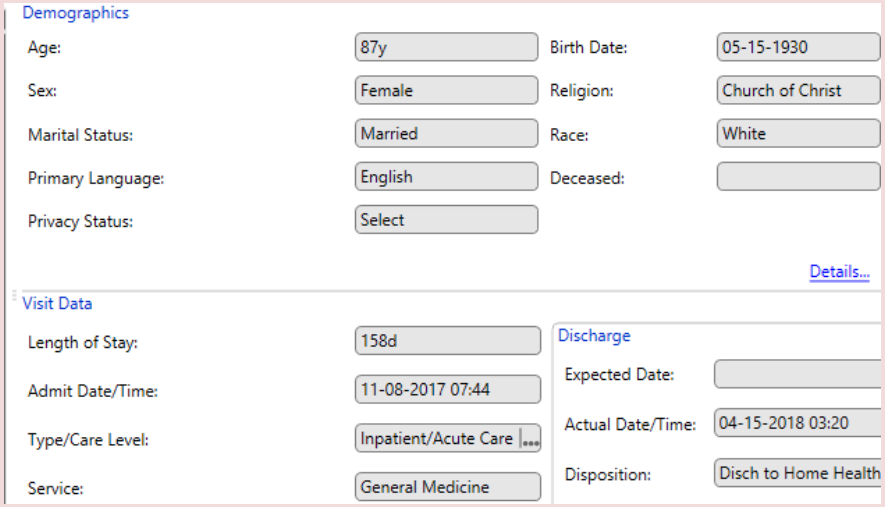




Flagler Hospital

Patient Info Tab

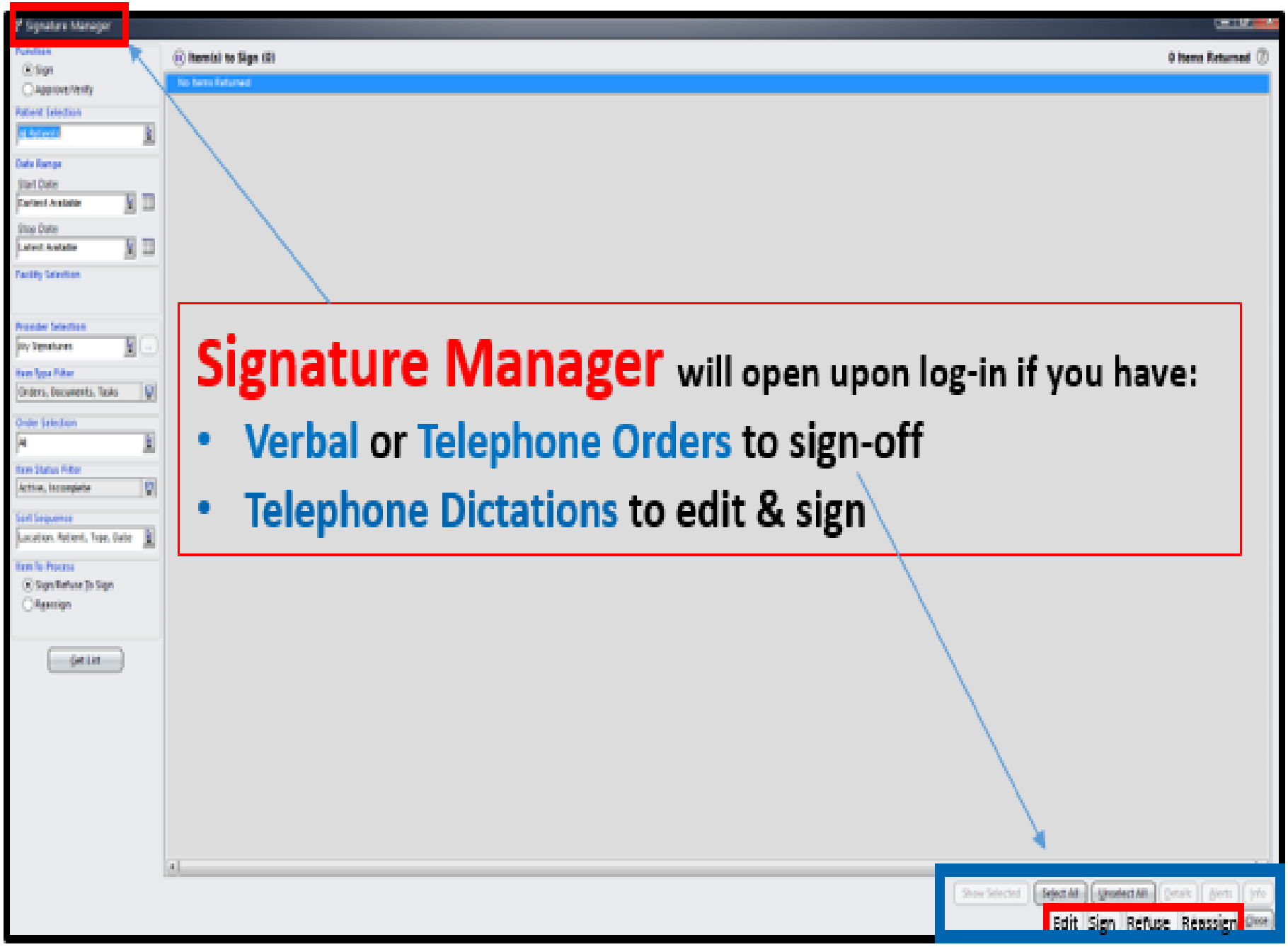
- Addresses/Phones/Contacts
- Demographics/Visit Data
- Financial/Employer
- Visit History



Visit History: Include Community Records

Admit/Reg. Date	Discharge Date	Type/Care Level	Facility	Location	Provider	Provider Speci...	Visit Reason
08-20-2019 14:46	10-08-2019 10:30	Inpatient/Acute Care	Flagler Hospital	ADMHOLD-02			Atrial fibrillation
11-08-2017 07:44	04-15-2018 03:20	Inpatient/Acute Care	Flagler Hospital	ADMHOLD-02	Sanders, Michael C.	Family Medicine	Bunion
06-19-2013 07:34	08-08-2013 16:02	Inpatient/Acute Care	Flagler Hospital	3056-01 MICU	Zub, Christopher Jos...	Family Medicine	Calculi, ureter
01-13-2016 11:26	02-01-2016 16:22	Inpatient/Acute Care	Flagler Hospital	ADMHOLD-03	test, Moe	Care Coordinat...	Chest pain radiating to jaw
02-05-2015 10:23	02-05-2015 23:59	Outpatient/Outpati...	Flagler Hospital	Radiology	Scales, Erin	Family Medicine	Chronic airway obstruction, not elsewhere
11-07-2016 15:06	03-06-2017 08:41	Inpatient/Acute Care	Flagler Hospital	ADMHOLD-02	zModel, Physician	Cardiology	Chronic obstructive pulmonary disease
10-11-2019 12:07	02-10-2020 11:36	Inpatient/Acute Care	Flagler Hospital	ADMHOLD-07	zModel, Physician	Cardiology	Colon cancer
12-17-2018 09:10	08-20-2019 14:44	Inpatient/Acute Care	Flagler Hospital	ADMHOLD-01	Sanders, Michael C.	Family Medicine	Coronary artery disease
10-09-2019 12:37	10-10-2019 10:53	Inpatient/Acute Care	Flagler Hospital	ADMHOLD-07	Sanders, Michael C.	Family Medicine	Cough
09-09-2015 15:12	09-09-2015 16:01	Inpatient/Acute Care	Flagler Hospital	ADMHOLD-03	Sanders, Michael C.	Family Medicine	CVA (cerebrovascular accident due to intra
03-29-2017 08:48	05-23-2017 11:48	Inpatient/Acute Care	Flagler Hospital	ADMHOLD-03	Sanders, Michael C.	Family Medicine	Diabetes
05-21-2015 08:15		Outpatient/Outpati...	Flagler Hospital	Flagler Imagin...	SCHMD, Generic	Family Medicine	Diabetic ketoacidosis
07-20-2015 11:15		Outpatient/Outpati...	Flagler Hospital	Flagler Imagin...	SCHMD, Generic	Family Medicine	Diverticulitis of colon (without mention of
10-13-2020 12:10	10-13-2020 23:59	Outpatient/Outpati...	Flagler Hospital	Greenway Out...	Sanders, Michael C.	Family Medicine	Encounter for administrative examinations
11-03-2020 09:22	11-03-2020 23:59	Outpatient/Outpati...	Flagler Hospital	Greenway Out...	Sanders, Michael C.	Family Medicine	Encounter for screening mammogram for

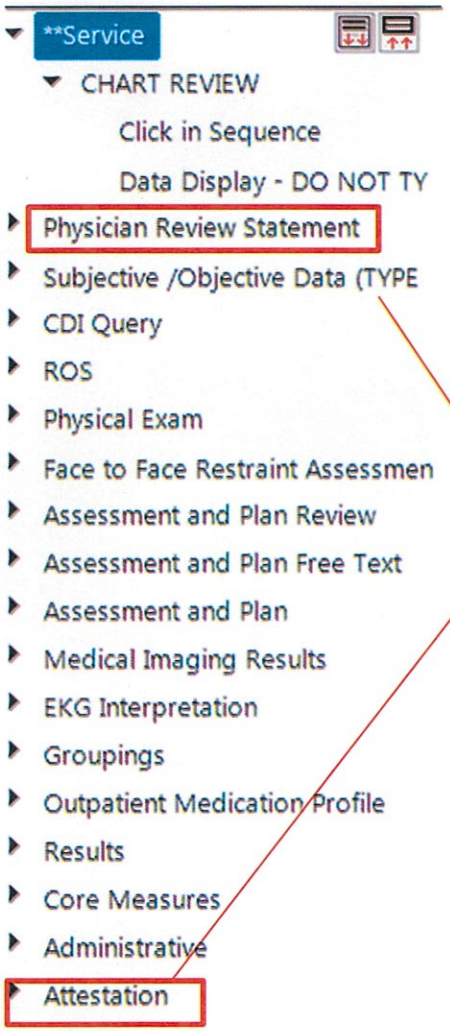
Flagler Hospital

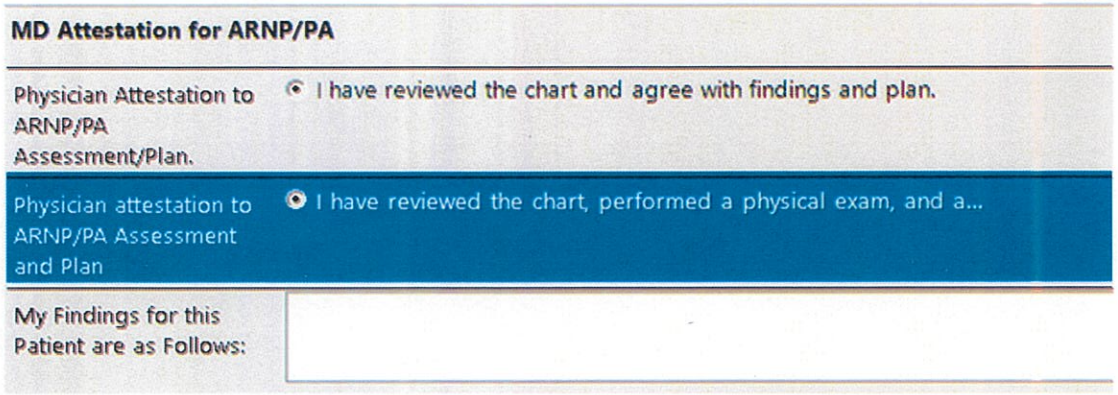

Signature Manager
Item(s) to Sign (0)
0 Items Returned
Signature Manager will open upon log-in if you have:
• Verbal or Telephone Orders to sign-off
• Telephone Dictations to edit & sign
Edit
Sign
Refuse
Reassign

UFHealth ST. JOHNS

Flagler Hospital

Physician Attestation





MD Attestation for ARNP/PA:

- **Physician Attestation to ARNP/PA Assessment/Plan.**
- **Physician attestation to ARNP/PA Assessment and Plan**

I have reviewed the chart and agree with findings and plan.

I have reviewed the chart, performed a physical exam, and a face to face diagnostic evaluation. I agree with findings and plan.

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