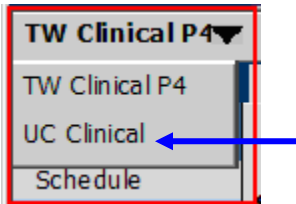


Tracking Board and EHR Vocabulary

UC CLINICAL VIEW

SRN nurses and After Hours Pediatrics nurses who also work in UC will have a dropdown option at the junction of the horizontal tool bar and the vertical tool bar. Use UC Clinical view when working in UC.



E.H.R. Vocabulary

Below is a list of terms that are associated with the E.H.R. and will be used throughout this training class.



Drop Down (Menu / List)

- A list of choices on a computer screen that is hidden until you choose to look at it (Cambridge Dictionaries Online, 2016)



Horizontal Tool Bar

- A row of buttons that are clicked to select various functions within a software application or web browser (Dictionary.com, 2010)



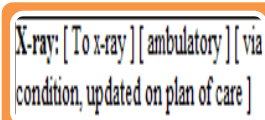
Hyperlink

- A highlighted word or picture that you can click on with a computer mouse to go to another place in the same or different document or web page (Mirriam Webster Dictionary Online, 2016)



Patient Banner Bar

- Horizontal bar across top of clinical desktop which displays patient information (Galen Healthcare Solutions, 2014).



Text Template(s)

- Customizable groups of words that save users from free texting or excessive typing. Typically used as "the model" as most meet chart audit & billing criteria.



Vertical Tool Bar

- A column of selections that can be clicked to open various functions within the Electronic Health Record

Tracking Board and EHR Vocabulary

E.H.R. = Electronic Health Record

EHR Guidelines: Patient Information

- Do NOT LEAVE patient information on the monitor where others can view it
- Review data elements with each patient before entering into EHR.
- Review previous entries, noting if there is significant change in the patient's status. Report changes to the provider.

Computer Training Etiquette: Please do not click ahead, always wait for instructor's directions because you may get lost or crash your computer otherwise. Thank you in advance for your kind consideration towards other class members.

TRACKING BOARD VIEWS

Waiting = Patients in the Status of Wait and Triaged in Waiting Room

All = are all waiting patient plus Ready, Seen, and Waiting for Discharge, Transfer or Admit

Active = **Waiting + Treatment views** for all patients in UC

Active Clinic – All patients inside the UC clinic

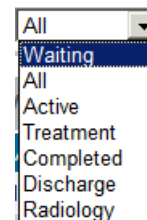
Active ORC – All patients in Outdoor Respiratory Clinic

Treatment = are patients in the Status of Triaged in room, Ready, Seen, Xray Ordered / Scheduled / Back, Waiting for Discharge, Physician Discharge, Waiting for Transfer or Waiting for Admit

Completed = Patient's chart that have been completed by provider

Discharge = Nurse discharge, Nurse Admit and Nurse Transfer

Radiology = View for XR dept. Includes Xray Ordered & Scheduled as well as Patient in Xray. (Both UC clinic and ORC)



OVERVIEW OF UC TRACKING BOARD

Vertical Tool Bar

- UC Clinical
- Tracking Board
- Break Link
- Local Desktop
- Hide YTB
- Site: Sharp Rees Stealy - Grossmont Medical
- Current View: All
- Date: Today
- Last Refresh: 8:22:37 AM
- Tools
- Help
- Logout

Annotations:

- Ensure current view "UC Clinical"** (points to UC Clinical)
- Make sure location correct** (points to Break Link)
- Acuity of patient** (points to AC Reason for Visit)
- Location: L = LMUC (site) followed by room / location** (points to Location)
- Gender** (points to G)
- Age** (points to Age)
- MD1: Sees Pt / MD2: Supervisor** (points to MD1, MD2)
- Refresh** (points to Refresh icon)
- Status** (points to Status column)
- Click to open another tracking board screen** (points to Refresh icon)
- Orders: Flashing = New** (points to flashing status)
- User name of nurse assigned to pt** (points to RN)
- Reason for visit / Comments PRN** (points to Reason for Visit)
- Names Blacked out for Patient Confidentiality** (points to a redacted name)
- Sequence #: Orderpt placed in TW** (points to SEQ)
- Length of stay. Starts @ reg.** (points to LOS)
- Comments:** (points to Comments column)
- NewPt / Back to XR** (points to Comments)

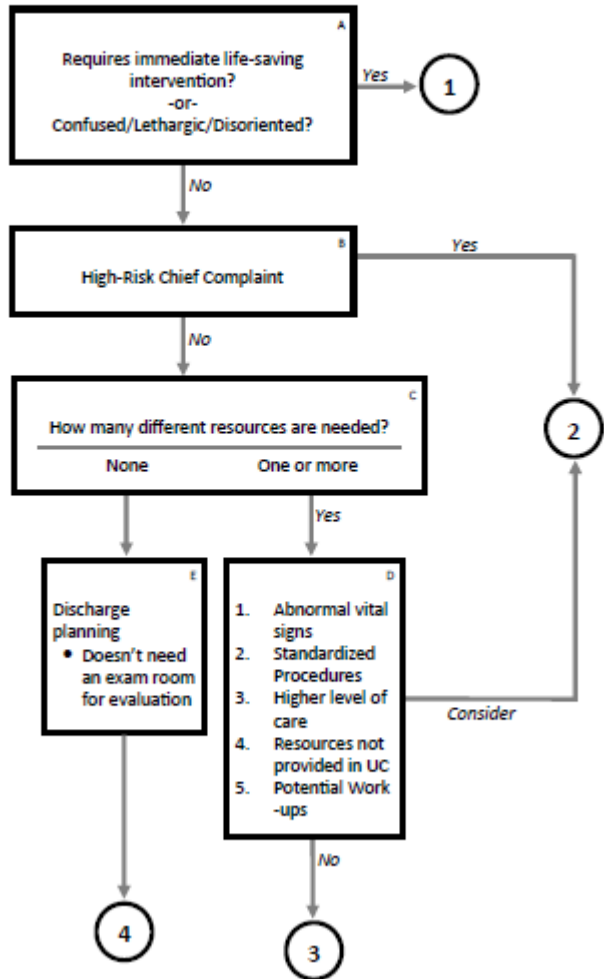
SEQ	G	Age	AC Reason for Visit	Location	LOS	MD1	MD2	RN	Status	Comments
0-001	F	30Y	SOE/BACK PAIN	L-2	0-01	KISLE	KOSRO	SEEN	EST/HMO	
0-002	F	54Y	FOB IN EYE	L-1	0-01	DEAL	OSBCH	SEEN	EST PPO	
0-003	M	45Y	NECK PAIN	L-8			WALD3	SEEN	EST/HMO	
0-004	M	50Y	FU/IV	L-A			HUNJ3	SEEN	EST/HMO	
0-005	M	65Y	COUGH	L-H			OSBCH	SEEN	EST/HMO	
0-006	M	5Y	COUGH/POSS EAR INF	L-1			HUNJ3	TRRM	EST/HMO	
0-007	F	55Y	FU/IV	L-F	0-14		HUNJ3	TRRM	EST/HMO	
0-008	F	25Y	VAGINAL OORR		0-02			WAIT		

Tracking Board and EHR Vocabulary

SRS UC RN Triage Process

Modified Emergency Severity Index (ESI)

Final (6.27.19)



Key RN Triage ESI Numerical Assignment	
LVN must verify index rating with RN	
1	1. Immediate bed placement 2. Notify physician and Charge Nurse 3. Call 911 as needed
2	Urgent bed placement; potential work-ups
3	Begin standardized procedures as needed; non-urgent; place in lobby and check as needed
4	1. Fast Track when possible 2. Treat and release

Definition of Resources	
Resources	Not Resources
Labs (blood)	History and physical
ECG, multiple x-rays, CT-MRI-ultrasound, advanced imaging	Isolated extremity x-ray
IV fluids (hydration), saline or heplock	POC testing
IV or nebulized medications, non-immunizations, IM injections	PO, immunizations, prescriptions
Consults for direct admit and higher level of care	Phone call to PCP or specialty
Procedures (lac repair, Foley cath, ear lavage, pelvic)	Simple wound care (dressings, recheck)
Crutches, orthoglass, splints	Pre-formed splints, slings
Eye injuries needing slit lamp	Visual acuity only

Tracking Board and EHR Vocabulary

UC Statuses in Tracking Board

Registration – Patient has been registered by the front desk and is in TW system now.

Triaged in Waiting Room – All rooms were full, so patient was sent back to lobby after triage.

Ready – Ready to be seen by provider.

Seen – Patient has been seen by provider.

Xray Ordered – Patient’s Xrays have been ordered.

Xray Scheduled – Xray visit has been scheduled by the radiology department.

Patient in Xray – Patient currently in radiology department.

Back from XR – Patient is back from the radiology department.

911 – Provider designation to call 9-1-1.

Provider Discharge – Provider discharges the patient with instructions, work note, etc. Some nursing intervention may be required.

Provider Verbal Discharge – Provider discharges patient and no nursing intervention required.

Provider Transfer – Provider transfers patient to a different facility.

Provider Admission – Provider directly admits patient to the hospital.

Nursing Discharge – Nurse completes the discharge process. Nurse completes charges & documentation. Chart ready for the provider to complete the visit.

Nursing Discharge in Progress – Informs others that another nurse is already taking care of the DC process so it is not duplicated.

Nurse Transfer – Nurse transfers patient to a different facility. Nurse completes charges & documentation. Chart ready for the provider to complete the visit.

Nursing Admission – Nurse directly admits patient to the hospital.

911T – Nurse sends a patient to a higher level of care using 9-1-1 transport team.

****This needs to be the last status; do not change to “Nursing Discharge” or “Nursing Transfer”****

Tracking Board and EHR Vocabulary

UC Tracking Board Icons



ECG Instructions



Laboratory



Radiology



Other Tests (i.e. POC test)



Meds/Immunizations



F/U Referral



Instructions/Precautions

O = Ordered**
I = In progress – Active
R = Resulted
C = Complete



Note: ** Will display as **ORDERED** with at least one of the orders in the categories on Hold for activation

Time to Practice on the Tracking Board

Pretend that you are about to go and triage a patient. You want to notify your colleagues that you are taking the next patient.

- 1) Look for empty rooms & choose pt on tracking board

SEQ	Patient Name	G	Age	AC	Reason for Visit	Location	LOS	MD1	MD2	RN	Status	Icons	Comments
7-001	CBTRAIN, ELMO	M	43Y		COUGH	C-1	169.44	CARUL			NDCH	O, I, R, C	blood pressure 190/60
7-002	CBTRAIN, ANGELINA	F	38Y		HEADACHE						NDCH	I, O, R, C	please discharge order
7-003	CBTRAIN, ARTHUR	M	41Y		SORE THROAT						WAIT		
7-004	CBTRAIN, MAYA	F	32Y		abd pain						NDCH	I, O, R, C	
7-005	CBTRAIN, BARNEY	M	57Y		UTI SX						NDCH	I, O, R, C	Blood pressure 190/60

- 2) Change “location” to assigned bed / room #
- 3) Assign pt to yourself (pick a nurse from selection)

SEQ	Patient Name	G	Age	AC	Reason for Visit	Location	LOS	MD1	MD2	RN	Status	Icons	Comments
7-001	CBTRAIN, ELMO	M	43Y		COUGH	C-1	169.47	CARLA			READY	O, I, R, C	blood pressure 190/60

- 4) You’ve just finished triaging patient. Now, change patient’s status to “READY”
- 5) The tracking board is too full, now you want to just see your assigned patients (click on funnel next to RN)

