Entering Pharmacy Information

Locate the blue "i".

Centricity® Framework - Microsoft Internet Explorer provided by SHARP HealthCare Default Setting						
UC Clinical	📾 Break Link 📄 Hide <u>V</u> TB					
Charges	Encounter Form Diagnosis Visit Charges Procedure Cha	rges Manage My Groups				
Patient Schedule Charges	RGTEST, CHERI Select Patient	í.	MARTINEZ, ALBERT	FYI: FYI Security: No Restricted Data		
Chart	Encounter Form		a fina			

The "Patient Profile Dialog" box will pop up. Click the blue "Pharmacy" link

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Update	There are no	tems to show in this view	Add Alert		
Clinical Info Demographics Preferred Co	mmunication	Community Info Employer/	Contact Insurance Rx Bene	fit Plan Pharmacy	atient Care Team
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Retail Pharmacy	Default	Address	City	State Set As D	Default Remove
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Detail Dialog Select Retail Pharmacy Personal © Site List ©	All 🕝 Alpha	C Frequ	ency of Use	☐ Save as	Defaul	t View			<u>_ 🗆 X</u>
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Patient P	rofile Dialog				×
	FYI				×
Update			Date A	40060	Step 9: Close the dialog box by clicking the "X"
Add/Edit	Remove	Last Eligibility Che	ck: 5/27/2013 12:01:07 AM		Check Eligibility
Retail Pharmacy SHARP REES-STEALY	PHARMACY (D. Y	Address 300 Fir Street	City SAN DIEGO	State CA	Set As Default Remove
Mail Order S	tep 8: Confirm this harmacy	is the correct ew	City	State	
Print					Save Cancel

- 1) Do not delete other pharmacies. Ensure the pharmacy that they would like to pick up their medications from today has a "Y" under default. If it does not, simply highlight and select "set as default" button.
- 2) If the patient wants to pick up from a military pharmacy or printed RX:
 - a. First, change radio button to "all"
 - b. Type "DOD" under "search"
 - c. Select correct pharmacy

Opening an Urgent Care Nursing Note

Option #1: From the RIGHT lower quadrant (Chart Viewer) in the Chart view, select "New" then click "Note"



Option # 2: Click Note Icon (Do not click the dropdown – it is an extra step!)

The Note Selector will Pop-up

Note Selecto	r						23
SRSDT, He	nrydesmony 05-May-1977	(39y) M			Appointment: 16	6-Mar-2017	Q,
Create New							
Style:	Note O V10 Note	C Unstructu	red				
Specialty:	Urgent Care	•	Visit Type:	UC Nursing Note		-	
Owner:	TEST, UCRN6	•	🔾 Appt Type	e: Urgent Care Visit (UCV)			

- 1. Style: Note
- 2. Specialty: Urgent Care
- 3. Visit Type: UC Nursing Note
- 4. Owner: Nurse assigned to patient on tracking board
- 5. Click OK

ENTERING INFORMATION IN NOTE

Note	
UC Nursing Note - G TEST, U	CRN6 CRN6 CRN6 CRN6 CRN6
<u>۳</u> <	Save & Close Save Close
□ Travel Screening UC RN Travel Screening ■ Rease □ Contrate □ Contrate □ Contrate □ Contrate □ Contrate □ Contrate □ Med/Al □ Med/Al □ Wursing □ Cantrate □ Contrate □ Med/Al □ C Document □ Commissease □ Commissease □ Educat □ Patie on SRS UC □ UC R ion □ UC F L Supmar □ UC F L Supmar □ Rea UC	Travel Screening UC RN Travel Screening Travel Screening Foreign Travel Vent Screening Vent Screening
	* Reason For Visit
	* Contraception
	* Allergies
	✤ Current Meds
	× Med/Allergy History
	∗ Vitals
	* Nursing Documentation

- **1. Enter travel screening information.** If answer to foreign travel is "No", you do not need to answer the remaining questions.
 - a. Enter signature stamp. UCRN(enter #)
- 2. Click on "Reason for Visit" from vertical tool bar (VTB).

Note		
UC Nursing Note 🝷 😘 TEST, UC	RN6 - Q Status: Needs Input	🗗 💟 🗐
₽	🗐 🌆 🔤	Save & Close Save Close
Travel Screening	* Travel Screening	
UC RN Travel Screening		
Reason For Visit	* Reason For Visit	
Reason for Visit	Dessen for Visit	
Contraception	Reason for visit	
Contraception SRS UC	Reason for Visit	
Allergies	Core threat without couch x2 days	
Current Meds	Sole and at wandat cough x5 days.	<u>^</u>
Med/Allergy History		
Med Allergy History SRS		
Vitals		
Nursing Documentation		-
UC RN Nursing Document		
Communicable Disease		
Communicable Disease S		

Enter 1-2 sentences maximum! What does the provider need to see & how long the patient has had the symptom(s).

Sign after reason for visit.

Here's how to set up your signature:

- 1. From the Chart Viewer, click on the macros icon from the top right hand corner: \square
- 2. Click "Manage Macros"



3. Click on the "Create" button in the "Manage Macros" window:

🖳 Manage Macros									23
	8			Include Enterprise					
Shortcut	Y	Expanded Text	Y	Description	Y	Owner	Y	Inactive	
			There are no items to	show in this view					
\frown									
Create	dit Copy	Inactivate						Clo	ose

- 4. In the shortcut field, type what you would like that macro to be called. You may use any shortcut that you want (i.e. either ".n" for name or .(your first initial))
 - a. In this example, we will name it ".l" (for Leslie).
- 5. For signature:
 - a. Type your name, credentials

Pharmacy Info, Macros, Nurses Note

Create New Macro	0	
Owner:	INACTIVATED, PHI Z.	
Shortcut:	1	Alphanumeric only
Description:		
	Leslie Dela Cruz-Torio, PhD, RN,	

- b. Then click on "show merge fields" button.
- c. Select [mm/dd/yyyy] Date (not encounter date)
- d. Select [23:59] (Time: HH:MM 24 hour) (not encounter time)
- e. Save
- f. Follow these same steps to set up a time shortcut. This will come in handy later.

rtcut:	Alphanumeric only			
cription:			>> Hide Merge Field	
	Leslie Dela Cruz-Torio, PhD, RN, [mm/dd/yyyy] [23:59]	MergeField	MergeField Text	
		[oth]	OtherNumber	
		[addr]	Patient Address	
		[age]	Patient Age	
		[patcell]	Patient Cell Phone: patcell	
		[dob]	Patient DOB	
		[ethnicity]	Patient Ethnicity: ethnicity	
		[boy/girl]	Patient Gender: boy or girl	
		[He/She]	Patient Gender: He/She	
		[him/her]	Patient Gender: him/her	
		[His/Her]	Patient Gender: His/Her	
		[M/F]	Patient Gender: M or F	
		[male/female]	Patient Gender: male or female	
		[man/woman]	Patient Gender: man or woman	
		[mrn]	Patient MRN	
		[preflang]	Patient Preferred Language: prefl	
		[race]	Patient Race: race	
		[pcp]	PCP	
		[rcp]	RCP	
		[rfp]	RFP	
		[23:59]	Time: HH:MM 24 hour	
		[HH:MM AM/P.	Time: HH:MM AM/PM	

3. Click on "Contraception". Double click method used by patient between the {brackets} > this will bold the text which will appear in chart. We call these, "text templates". You may also free text (i.e. hysterectomy, etc.), Only items that are in bold will be saved to note.

a. Click A	opry when complete.	
Note		
UC Nursing Note 🔹 😘 TEST, UC	RN6 - Q Status: Needs Input	2 🖾 🗐
₽. <	€ ● ● ●	Save & Close Save Close
 Travel Screening UC RN Travel Screening Reason For Visit Reason for Visit Contraception Contraception 	Contraception Contraception SRS UC BC Method: [OCP] [IUD] [Other]	Vrgent Care
Contraception SRS UC Allergies Current Meds □ Med/Allergy History Med Allergy History SRS Vitale		Contraceptive Method
 Nursing Documentation UC RN Nursing Document Communicable Disease Communicable Disease S Education Patient Education SRS UC Disposition UC RN Disposition Plan UC Plan (Clinical Summar) 	Speij Check Clear <u>T</u> ext	E
 □ Results/Data UC Results 		

a. Click "Apply" when complete.

If you make a mistake, you can RIGHT click \rightarrow undo.

4. Click "Allergies" in VTB:

a. Verify listed allergies with patient (if any listed)

Allergies		
Current Meds	* Allergies	
Med/Allergy History	All Turne I Deer Nameded	Lock
Med Allergy History SRS	An ype rec. Needed	LUCK
Vitals	Medication	
Nursing Documentation		
UC RN Nursing Document	Penicillins	
Communicable Disease		
Communicable Disease S		
Education		
Patient Education SRS UC		
Disposition	New Edit Print Allergy List Show Show All Hide All View Annotation	=
UC RN Disposition		

b. Ensure that the reactions are also included on listed allergies.

i. RIGHT click on allergy in note section \rightarrow Edit \rightarrow Click on magnifying class for a list \rightarrow select appropriate reaction(s) \rightarrow Click "OK".

🖳 Allergy Details	
SRSDT, Henrydesmony 05-May-1977 (39y) M	Appointment: 16-Mar-2017
🖽 🏥 Latex Gloves MISC	<u>^</u>
Status : Active •	Reactions :
Category :	
ReactionDate :	Image: Second
Last Update : 21-Mar-2017	
Action Taken :	
Link Unverified Allergen:	E
* Annotations	
Existing Annotations: New	w Annotation:
•	-
	Clear
Audit	<u>O</u> K <u>C</u> ancel

- c. If patient has a new allergy, click "New". This will open the "Add Clinical Item" window. Just select or search for the appropriate allergy.
 - i. Can't find what you are looking for? Change radio button to "non-medication" as needed.
 - ii. Remember to double click on the allergy and add reaction to new allergies.
 - iii. Click "OK" when complete.
 - iv. Click "Commit" button at the top (will be highlighted in yellow if new information entered).
 - v. Save & Continue, as needed.

🖳 Add Clinical Item		
SRSDT, Henrydesmony 05-May-1977 (39y) M	Appointm	ient: 16-Mar-2017
😐 🕶 🔁 📃 🔁	History Builder Orders	.
☆ Problems	Active PMH PSH Fam Hx Social Hx Allergies Med Hx Immun Hx	Chief Complaint
Active Problems 💌 My Priority 💌 😘 🗐 🙀	Q My Favorites O OFF	Non-Medication
Name	No Known Allergies	
My Priority	No Known Drug Allergies	* L X
Health Maintenance/Risks	Dilantin	AMY
Health Maintenance	Esomeprazole Sodium SOLR	BNZ
< >	Ibuprofen CAPS	
New Edit CareGuide Resolve	Latex Exam Gloves MISC	
	Peanuts Bandages MISC	PP
* Medications	Penicillins	EQ
♦ Orders	Sulfa Antibiotics	77
☆ Allergies	Vicodin TABS	FR
All 🔹 Type 💌 Rec: Needed 🗐 🚆		GS
Medication		нт
Latex Gloves MISC : Itching; Rash;		
Penicillins		
		V
		κw
Cancel Entry 👻		
DUR Alerts: Drug-Drug (0) PAR (0) Diseas	se (0) Dup Therapy (0) Dose (0)	
	ОК	Cancel

d. If you accidentally entered the wrong information or on the incorrect patient, simply:i. Click on the RIGHT side of screen and click on the "Allergies" tab.



- ii. Select the incorrect information (it should be greyed)
- iii. RIGHT click
- iv. Select "Entered in Error"

5. Current Meds Section:

UC Nursing Note 👻 😘 BLAKE, G	ERARD - Q. Status: Needs Input	7
E. <	🔄 👫 🔜 Save & Close Save	Close
Travel Screening	* Travel Screening	
UC RN Travel Screening	· Breeze Fer Meit	
Reason For Visit	* Reason For Visit	
Reason for Visit	× Contracention	
Contraception SRS UC	V Contracoption	
Allergies	* Allergies	
Current Meds		
Med/Allergy History	☆ Current Meds	
Med Allergy History SRS	Alpha 🔻 🖽 🛛 Rec: Needed	k
Vitals	No Penoted Medications Recorded	- 1
Nursing Documentation		
Communicable Disease		
Communicable Disease S		
Education		
Patient Education SRS UC		
Disposition	View Med Hx Rx Verify/Add Record D/C Order D/C Temp Defer Complete On	÷
LIC RN Disposition		

- **a.** Select "No Reported Medications" if patient is not taking medications.
- **b.** If medications are listed, review with patient.
 - i. If patient is no longer taking a listed medication, make note in "Med / Allergy History". Note that UC Nurses can only "Complete" prn pain medications that were prescribed by the UC or completed course of antibiotics that were prescribed by anyone.
- **c.** Click on "Med Hx" if the patient is taking medications that are not yet listed in the E.H.R. Enter medications, supplements & natural remedies that the patient is taking.
 - i. Made a mistake? Right click \rightarrow "Enter in Error"
 - **ii.** Select "wrong patient" if entered on wrong patient chart. Choose" wrong data" if the incorrect medication was inadvertently entered.

Change Status	
SRSDT, Buffywilson 06-Jun-1969 (47y) M	Appointment: 16-Mar-2017
Change Status To: Entered in Error Clear All As Of: 24Mar2017 Wrong Patient V Data Wrong	Defer For: 0
Text (50 Chars)	
	OK Cancel

6. Single Click on "Med/Allergy History" section and then click on "Med / Allergy History" text template to display free text box (see below). When complete, click "Apply".

Note	
UC Nursing Note 🝷 😘 DELACR	UZ, LESLIE - Q. Status: Needs Input
₽ <	●■ ●→ 🔤
 Travel Screening UC RN Travel Screening Reason For Visit Reason for Visit Contraception Contraception SRS UC Allergies Current Meds Med/Allergy History Med Allergy History SRS Vitals Nursing Documentation UC RN Nursing Document Communicable Disease Communicable Disease S Education 	Med Allergy History SRS UC Medications [Denies home medications] [Pt does not know home medications] [Unable to obtain medication information] [Pt. states taking all medications listed as prescribed] [Denies taking the following medications:][Enter names of medications here] [Takes the following medication from][Enter country][Enter name of medication] Allergies [Verified current allergies] [Denies allergies to][Enter allergies pt denies here] [Unable to obtain allergy information]
 Patient Education SRS U Disposition UC RN Disposition Plan UC Plan (Clinical Summar Results/Data UC Results Signatures 	Spell Check Apply Clear Text

7. Vital signs

Click on "Vitals" from the vertical tool bar. To enter new VS, either click "New" or the symbol. This will open the vital signs "order details" window. Enter vitals here.

🖳 Order Details	
SRSDT, Henrydesmony 05-May-1977 (39y) M	Appointment: 16-Mar-2017
🖽 🧰 Vital Signs	
For: [0] ¥	
Status: Active - Details	
Order Results Goals	
Blood Pressure: mm Hg Location: Position:	= ^
151/78 - 23Mar2017	
Bland Breesure Not Obtained:	
	E
Blood Pressure Method: 🔹 🔹	
Pulse: Bpm Location: Quality: Quality:	• =
Respiration: UB Quality: 24 - 23Mar2017	
Temperature: ■ C C F Method: ■ 98.7 F - 23Mar2017 ■	
Height: 🔠 ^{ft} 🔠 İİİn Com © in 📥	BM
	OK Cancel

8. Click on "Nursing Documentation" on vertical tool bar.

- a. Use ** entry definition (star-star-space-space) and MILITARY time when free texting new entries. For the military time simply use your .t macro. The text templates all start with ** and include an automatic time stamp.
- b. You MUST use all "IV" text templates to ensure that we are capturing all necessary information for coding and compliance.
- c. Make sure that you sign, date & time (military) your entry (can use macros). We will set them up with you on Day 2 of training.
- d. Click "Apply" when you are done documenting.
- e. Click "Save & Close".

Note			
UC Nursing Note 🝷 😘 BLAKE, G	ERARD - Status: Needs Input		đ
E <	éa 👫 🔤		Save & Close Sa
 Travel Screening UC RN Travel Screening Reason For Visit Reason for Visit Contraception Contraception SRS UC Alleging 	Med/Allergy History Vitals Nursing Documentation UC RN Nursing Documentation		
Allergies Current Meds Med/Allergy History Med Allergy History SRS Vitals Nursing Documentation UC RN Nursing Document Communicable Disease Communicable Disease S Education Patient Education SRS UC Disposition UC RN Disposition Plan UC RN Disposition Plan UC RN Disposition Plan UC Results Audit Details Signatures	** 1146 Pt given warm blanket & water for comfort. Dr. Blake at bedside. Kristin Bunsold, RN, BSN 03/24/2017 11:47	Urgent Care ☆ E-CT/MRI ☆ E-Family ☆ E-Informed Provider ☆ E-Informed Provider ☆ E-Intake Info ☆ E-Pain ☆ E-Pelvic ☆ E-Porvider ☆ E-Porvider ☆ E-Porvider ☆ E-Specimen ☆ E-Utrasound ☆ E-Verbal Order ☆ E-X-ray ☆ T-Ear Irrigatrion ☆ T-Entry Definition	
	Spell Check Clear Text]	

Any patient that you mask or requires a mask (i.e. – patient who presents with cough), do address the text template C-PPE.



Deleting Duplicate Note:



Charted on the wrong patient or started a second nursing note? Oops! Don't worry, there is a way to fix it!

- 1) If you have not saved and closed the note \rightarrow click "close" and select, "do not save".
- 2) If you have already saved note \rightarrow highlight the note in chart viewer \rightarrow double click \rightarrow task
 - a. The task detail box will open \rightarrow choose HIM Team in the drop down \rightarrow Task type : Correct Note \rightarrow Comment: "Please invalidate note- wrong patient or started a second note in error" \rightarrow click ok

ask Details					-
ask Filters					
○ <u>1</u> Not about a pat	ient @ <u>2</u> Co	oncerning pa	atient RGTEST,L	AVENDER	
Assign To: C <u>U</u> ser	• Team	Task:	Correct Note		•
HIM Team	III All	Priority:	Routine 💌	Status: Active	

b. If you want to be notified via task when HIM has removed the note, simply check this area:

Create Notify Task When: 🔽 Complete	🗆 Overdue
Notify: DELACRUZ,LESLIE	Priority: Routine
✓ Delegate	OK Cancel

Super User Contact List

Please contact your site super-user if you have any questions about Touchworks (TW) or would like additional tips, tricks or shortcuts once you've become accustomed to the TW system.