

EMR-PCS Training for Student Nurses

LOGGING ON TO COMPUTERS:

USER ID: hc-train18

PASSWORD:HCHtraining5

LOGGING ON TO MEDITECH:

- Double click the Meditech icon on your computer desktop
- Enter your username. Type **HC** followed by the first five letters of your last name and your first initial. You may have numbers at the end **if** your name is common. <TAB> KEY
- Type in your password. You will only see asterisks so your password will remain confidential. This is a one-time password that you will be prompted to change; your new password must be at least 8 characters (letters and/or numbers). <ENTER> KEY

Click on the **Status Board – BMV / PCS** link at the top of your Menu List:BMV= Bedside Medication Verification/PCS=Patient Care System

STATUS BOARD

What is a status board? It is a work list of all patients assigned to you.
The first time you go into your status board it will be blank

STATUS BOARD FOOTER BUTTONS



My List: You will be defaulted to “My List” and once you have added patients to your board this is be a listing of those patients.

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Locations: Clicking this button will prompt a display of all the different units/floors in the hospital. **ONLY** click on the floor you are working on.

Remove From List: to remove selected patients from your Status Board

Add to List: to add selected patients to your Status Board.

ADDING PATIENTS TO YOUR STATUS BOARD/MY LIST

Exercise:

- Click on the **<Locations>** Footer Button
- Choose the floor you are assigned to
- The census for that particular floor will display
- Place a **checkmark** in the small box to the left of the patients name
- Click the **<Add to List>** footer button.

In order to view your status board, you must

- Click the **<My List>** (looks like nothing happens)

*****Note***** to add only one patient to your Status Board, simply highlight that patient and click **<Add to List>**, then **<My List>**

REMOVING PATIENTS FROM YOUR STATUS BOARD

To remove an **individual** patient,

- Highlight the patient (**in green**)-when a patient or medication or intervention are clicked green the systems recognizes that as the current item you are working on
- Click **<Remove from List>** footer button.

To remove **multiple** patients,

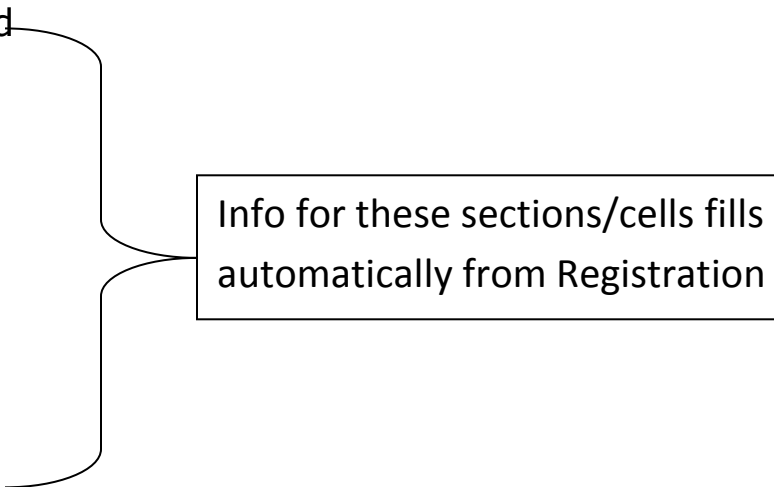
- Place a checkmark in the small box to the left of each patient's name you wish to remove

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- Click the <**Remove from List**> footer button.

STATUS BOARD

The “work list” displays:

- Room and bed
 - Patient name
 - Physician
 - Diagnosis
 - Service Date
 - Age/Sex
- 
- Info for these sections/cells fills in automatically from Registration
- Diets fills in once a diet has been ordered in POM
 - Isolation & Precautions - info fills in once the Isolation and Precaution query is answered by the nurse when completing the ADM Safety Assessment
 - Orders
 - Next Scheduled Med; will turn **PINK** when due
 - Next Schedule Int – will display the Next Scheduled intervention (also in pink)

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RIGHT-SIDE MENU PANEL

Interventions: Takes you to the work list for documenting our assessments; **DOUBLE CLICK ON THE INTERVENTION** NAME TO OPEN UP ASSESSMENT. Some Interventions have multiple items within them a "GO-TO" box, which indicates several sections make the completed intervention.

Outcomes; are the patient goals from the care plan

eMAR; is the the med list where we perform BMV; SCAN PATIENT'S BRACELET AND SCAN MEDICATION TO ADMINISTER or CLICK <NON-ADMIN> IN FOOTER IF NOT GIVING A "PINK" MED

IV Spreadsheet; linked to the eMAR

Transfusions, Assign Care Providers, Process Plans, Schedule: These are grayed out as you do not have access to these routines. This is where the nurse documents medications, IV's and blood transfusions, etc

Special Panels: Access to information documented on different systems.

Notes: Use this button to write a note or enter information not covered by any other assessment. The nurses will be using this button.

EMR: This button takes you to the electronic medical record. Review this in detail as this is where we will now be viewing the information documented on the patient;LABS,IMAGES,H&P,ORDER HISTORY & more.

Orders, Allergies and Patient Instructions, Reconcile Meds and Discharge: Grayed out as we do not have access to these functions

Exit PCS: Brings you out of the status board and back to your menus

- **<Return>** brings you back a screen

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- **<Save> Student Nurse access allows you to view the chart through the EMR panel and "chart" all your actions, BUT never allows the <SAVE> feature. (unless co-signed by a HCH RN) therefore you can practice charting but will need to <clear assessment> (2nd click in the footer) to leave an intervention, or sign-out**

Query: The questions that we answer on different assessments. There are a number of different types of queries we will be answering.

- **Comment:** a free text line. Limited to 75 characters
- **Date:** when you click on the box, a little calendar will pop up to enter a date
- **Group:** a response with multiple choices where you can select only **one option. A small circle** or "radio dial" is what you click.
- **Severall:** a response with multiple choices where you are allowed to **select as many options as you need. A small square** is what you will click.
- **Text:** a box that allows unlimited free text
- **Date:** when you click on the box, a little calendar will pop up to enter a date
- **Number/Quantity:** a response where an amount is entered. The difference is that a number query allows a whole number while a quantity allows a decimal. When you click the box, a calculator pops up. You can use the mouse or keyboard to enter the number. Many of these queries have limits placed which is indicated by the input range under the calculator.