

FirstNet FlashNotes

St. Luke's Hospital Emergency Department Chesterfield, Missouri

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#5
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GOOD HOUSEKEEPING

In the first months of using Firstnet we have (inevitably) left some loose ends. The time has come to clean up the clutter, in particular unsigned notes. The hospital cannot bill for our services unless the chart has been completed and signed. The techniques that follow should be performed on a regular basis, preferably before and after each shift. The first place to go is the Worklist tab. Click the tab to begin, then:

1. Double-click the arrowhead to the left of the patient's name to open the chart.
2. Scan the chart for completion and sign if the "Sign" icon is white.
3. If it is "grayed out" check the Navigator pane at left for an Addendum (or another copy of the note.)
4. Click Addendum if present and click the sign icon if necessary

If both of these are signed, you may have a chart for which a physician note was "requested" by an ED nurse. One of the main reasons this happens is because the physician forgot to assign him or herself to the patient on the Tracking List prior to signing the chart. (This most commonly happens to Express Care and pediatric physicians who know they are in charge of all the patients in their respective areas.) To clear this type of chart, do the following:

1. Select the Worklist tab
2. Click the word "Request" in the "PowerNote ED" column (or the arrow to the right of "Request")
3. This will drop down a menu
4. Click "Cancel" on the menu.
5. This chart will be cleared on the next refresh of the screen

Age	Sex	Chief Complaint	Arrival Time	To Do	DR	Discharge Disposition	PowerNote ED	Checkout Time
24 y	F	ESOPHAGEAL REF	10/17/2007 14:07		DSL	HOME OR SELF	Request	10/17/2007 18:07
38 y	F	ABDOMINAL PAIN	10/17/2007 14:09		DSL	HOME OR SELF	Cancel	10/17/2007 17:41
85 y	F	PT LEFT AGAINST	10/17/2007 14:32		DSL	AGAINST MEDICAL	Collected	10/17/2007 18:04
63 y	F	DIZZY UNKNOWN	10/17/2007 15:32		DSL	HOME OR SELF	Not Reviewed	10/17/2007 19:07
83 y	F	ALTERED MENTAL	10/17/2007 18:30		DSL	13329050	Complete Inlab	10/17/2007 18:24

GOOD HOUSEKEEPING PART II

The Worklist holds unsigned reports for five days. Following that, they can be found in the Unsigned Notes Report. Here is the process of completing these charts:



1. Click the Reports icon on the toolbar (1)
2. Double-click "Emergency" (2), then Unsigned Notes Report (3) and "OK" (4)
3. The Unsigned Notes Report appears. Click the "Print" button at bottom right to make a copy.
4. Use the Financial Nbr (5) to find the unfinished chart
5. Back on the main Tracking List toolbar, click the Lookup icon (6)
6. Type the Financial number in the Account # field of the Patient Search screen
7. Click "Search" (8)
8. Double-click the chart that appears in the lower search pane (9)
9. Sign the chart or Addendum and move to the next chart on your list

Author	Patient	Financial Nbr	Note Title	Update Dt
FirstNet Org	Smith, Samuel	725001169	Abdominal pain, Vomiting	17-OCT-2007 19:18:52.00
M.D.	Samuels, Samantha	723200729	Ches	
M.D.	Trimmer, Eric	725000942	Ches	
M.D.	Alameda, Freida	7275001141	Year	

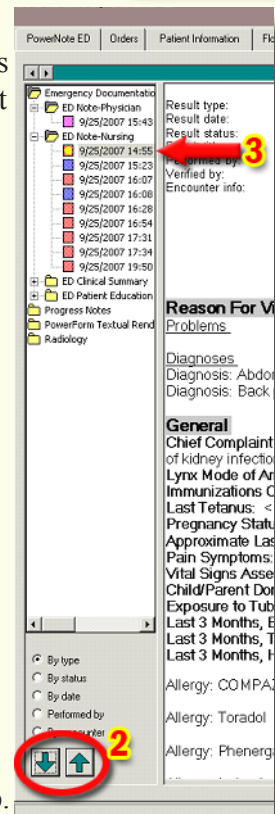
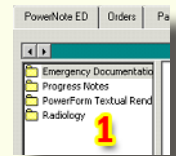
- You may encounter locked charts (that must be signed by another user) or charts that lock the system and require a re-start of FirstNet. These technical issues are being worked out.
- In approximately 12 weeks the Worklist and Unsigned Notes Report will be replaced by an "InBox" with live links containing all charts requiring your signature or co-signature.

BACK TO THE PRESENT: GETTING HISTORY TO REPEAT ITSELF

Before seeing the patient, it is helpful to get some background. There are three places to find this information: the Triage note, prior ED physician PowerNotes, and Transcription in Webpins.

To scan the Triage note:

1. Click the Docs tab in PowerNote. On your first visit to this tab the main pane is blank and the folders with available notes are closed (1).
2. While you can double-click on individual folders and notes in the top of the Navigator pane to open them, it is easier to use the large arrows at the bottom left of the pane. (2)
3. Clicking the “down” arrow opens each note in the list in sequence (3), allowing you to pick the best notes for the information you seek. Be sure to check the dates. As patients accumulate visits, all their notes will appear in these folders. You will want to look at the most recent set of nurses notes.



Copying Past Medical History from a Physician PowerNote

1. In the ED Note-Physician folder select a prior note by double-clicking it or by using the large arrows at the bottom of the pane to move to the note (2)
2. Locate the past history section of the note
3. Left-click and hold down the left mouse button as you drag over the pertinent material.
4. Release the left mouse button. The selected text will have a black background.
5. Simultaneously press the <Ctrl> and <C> keys on your keyboard to copy the selected text.
6. Click the PowerNote tab to return to your note.
7. On the Navigator pane, click the Past Medical/Surgical/Family/Social history section.
8. Click “Other..” at the end of the section to open the free-text box
9. Simultaneously press <Ctrl> and <V> to paste the information into your note.

Copying Past Medical History from Webpins

1. Open Webpins from the icon at the top of the page in PowerNote, or from your desktop.
2. Open the Transcription section and choose a note
3. When you find a good Problem List for the patient, use the same copy and paste procedure used for a prior PowerNote starting with Step 3.



Two new Patient Education instructions have been added:

1. Missing the free-text comment box in Discharge 1-2-3? Search for “Additional Instructions” and select. Then free-text to your heart’s content.
2. Need a form to order outpatient tests? Search for “Outpatient Testing Request” and enter the type of test you are ordering. Sign this form to make it a legal order.



116 medication orders have been added specifically for the ED so that the default frequency is “Once”. These are “outside” of the Caresets and are therefore searchable. Please forward suggestions for additions to the list.



Correction: Search for Special Procedures under “SP”, not “Special”