Psychiatrist/Behaviorist

Rounding

Discharging a Patient: From Inpatient Unit

Contact Support

About this Guide
1st Time:
Create “My Patient List”
→ Hospital specific folder
→ Physician Groups
 or by unit
→ Drag list to your “My Patient List”
Next Time:
“My Patient List”
→ Determine where to start rounding based on data. Print as necessary.
Find Patient

Find Patient’s Location if Name is Known

Patient Name Known:
“My Patient List”
→ Highlight the list you want to add patient to
→ Add patient
→ Patient Look Up screen-type patient name using the 3,3 rule (1st 3 letters last name, 1st 3 letters first name)
Find Patient

Find Patient’s Location if Name is Known

→ Find & select correct patient using the DOB as a 2\textsuperscript{nd} Identifier
→ Choose correct encounter
→ Accept
Find Patient

Find Patient’s Name if Unit is Known

Patient Unit Known:
Your Hospital Folder → Your Hospital Units list → Click on + sign select unit → select patient → left click and drag patient to your “My Patient List”
InBasket

Review dictation in eScription and Sign if necessary

Chart Deficiencies
→ Co-Sign Orders
→ Review Results
→ Review Transcriptions
InBasket

Correct or Edit and Sign eScription Transcription

Transcription Folder
→ See list of Transcriptions
→ Select appropriate transcription
→ Choose to Edit, Reject or Accept (Sign)
Direct Admit or Periop (Pre-Op) Navigators:
Go to Order Reconciliation section to: Review Prior to Admission Medications tab, Reconcile Prior to Admission Medications tab, Place New Admission Orders tab, Review and Sign Orders tab
ED Admission, Transfer, or Periop (Post Op-Inpatient) Navigators: Go to Order Reconciliation section to: Review Current Orders tab, Reconcile Prior to Admission Medications tab, Place Orders Upon Transfer tab, Review & Sign Orders tab
Discharge or Periop (SDS/Discharge) Navigators: Go to Order Reconciliation section to: Reconcile Medications for Discharge tab, New Orders for Discharge tab, Review & Sign Orders tab
Admitting a Patient by Telephone

Review history and presentation (by telephone) with Intake

No Change
(May supplement discussion with online review as outlined below in Rounding on New Patient Section)
Admitting a Patient by Telephone

Give Admission Orders (by telephone)

2 Options:

1) No Change.

2) Enter Orders directly in EHR Admission Navigator
   → Order Sets or Orders
Consult on a New Patient

Review PES/Intake Assessment

Patient Summary
→ Flowsheets hyperlink
→ Select BH Initial Behavioral Health Evaluation IP flowsheet
→ Select Date Range
→ View Report Information
Consult on a New Patient

Discuss Patient with Attending Physician

No Change
Consult on a New Patient

Print Face Sheet

Patient Summary
→ Face Sheet Report
→ Print
Consult on a New Patient

Review Notes of All Disciplines

Notes
⇒ All Tab
⇒ Review notes
Consult on a New Patient

Review Labs

Results Review
→ Select Date Range
→ Navigate tree on left
Consult on a New Patient

Review Medications (Administration)

Synopsis Activity
→ Select Timeframe
→ Medication Folder
or Select MAR Activity and Review
Consult on a New Patient

Review VS

Consult Navigator → Review VS Section
Consult on a New Patient

See Patient

No Change
Consult on a New Patient

Write Consult Notes

Dictate as done currently or enter directly in EHR
Consult Navigator → Consult Notes
→ Type or use SmartTools
→ Click Checkbox to Associate Consult Orders with Note
Consult on a New Patient

Follow-Up (by telephone) with Attending Physician

No Change
Consult on a New Patient

Write Orders as Needed

Consult Navigator
→ Orders
→ Order Sets or individual Order Entry as desired
Rounding

Review Labs & Imaging Studies

Results Review
► Select Date Range
► Navigator Tree on left
Notes
→ All tab
→ Review notes
Rounding

Review Medications

Synopsis Activity
→ Select Timeframe
→ Medication Folder
Rounding

Review Sticky Notes

All Navigators → Sticky Notes section
Rounding

Review Allergies, Code Status, Isolation

Patient Header
Rounding

Review Vital Signs

Patient Summary Activity ➔ TOC Report
Rounding/Consult Navigator
→ Vitals-36Hr,
I&O 72-Hr sections
Rounding/Consult Navigator
→ Co-Sign Orders section
→ Co-Sign Orders
Rounding

Examine Patient

No Change
2 Options:

1) **Add new orders:**
Rounding Consult Navigator → Orders → Order Sets or individual Order Entry entry as desired
2) **Manage currently active orders**: Rounding Navigator → Orders section → Modify or Discontinue
Rounding Navigator
→ Progress Notes
→ Type or use SmartTools
Rounding

Write Consult Notes

Consult Navigator
→ Consult Notes
→ Type or use SmartTools
Discharging a Patient From Inpatient Unit

Review Labs & Imaging Studies

Results Review
→ Select Date Range
→ Navigate Tree on left
Discharging a Patient From Inpatient Unit

Review Notes of All Disciplines

Notes
→ All tab
→ Review Notes
Discharging a Patient From Inpatient Unit

Review Medications

Discharge Navigator → Discharge Summary section
Discharging a Patient From Inpatient Unit

Review VS, I&O

Discharge Navigator → Vitals-36Hr, I&O 72-Hr sections
Discharging a Patient From Inpatient Unit

Co-Sign Outstanding Orders

Discharge Navigator ➔ Co-Sign Orders section
Discharging a Patient From Inpatient Unit

See Patients to be Discharged

No Change
Discharging a Patient From Inpatient Unit

Reconcile Medications

Discharge Navigator
→ Order Reconciliation section
→ Reconcile Medications for Discharge tab,
New Orders for Discharge Tab (Fill out Discharge Order), Review & Sign Orders Tab
Done through Order Reconciliation section.

Medications for discharge will be sent electronically to the patient’s pharmacy through E-prescribe or E-Fax.

If no default pharmacy listed for patient, a paper prescription will print...
... All Schedule 2 meds & Schedule 3-5 meds for MCAL patients, must be manually written on security paper and given to patient. A reminder will print once orders are signed.
Discharging a Patient From Inpatient Unit

Write DC Order, indicate follow up appt, labs, etc.

Done in the Order Reconciliation process
Discharging a Patient From Inpatient Unit

Complete Discharge Instructions for Patient

Discharge Navigator
→ Discharge Instruction
→ Type Instructions or select
Go to References/Attachments or use SmartTools
Discharging a Patient From Inpatient Unit

Progress Notes

Discharge Navigator ➔ Progress Notes ➔ Type or use SmartTools
Discharging a Patient From Inpatient Unit

Complete Discharge Summary

2 Options:

1) Enter Discharge Summary directly in EHR: Discharge Navigator → Discharge Summary → Type or use SmartTools

More >
2) **Dictate as you do today & Enter a brief Discharge Note in EHR:**

- Discharge Navigator
- Discharge Summary
- Type or use SmartTools
Discharging a Patient From Inpatient Unit

Problem List

Discharge Navigator
→ Problem List
→ update as appropriate
Discharging a Patient From Inpatient Unit

After Visit Summary

Discharge Navigator ➔ After Visit Summary ➔ Preview/Print AVS Hyperlink
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About this Guide

This is an interactive pdf file designed to help medical personnel operate the Sutter Health EHR system. It is designed to be used on a touchscreen smartphone. Particularly with iPhone version 4, you may need to install a PDF Reader App for your phone to view this file correctly. I recommend the free Adobe Reader.
About this Guide

Tap or swipe the the right or left side of your screen to flip thru pages. Use the tall button on the lower left to navigate to jump to the table of contents.

Better yet, with your pdf reader’s built in bookmark, chapter navigation, & search functions, you can quickly access actions and their sub actions.
About this Guide

To contact support, use the mail icon on the bottom.

If you find a flaw in the EHR system, use the Report an EHR problem option.

If you have a question using the EHR, use the Email an informatics option.

Lastly, if you have a question or a suggestion for
About this Guide

this guide, use the Report a Tip Sheet Problem.

Find the latest guide http://mysutter/SHWBR/Resources/QDS/SWD/EHR/Pages/default.aspx

Thanks For Reading.
Sutter Health
Communications Department