Physician Notes

The Physician Main Access screen consists of Easy Access buttons which provide shortcuts to charting tasks:

Physician Main Access Screen

Physician Access	Chart Review	Cosign	Charting	Reports	Other
Main Menu	Cert/Recerts Due	Co-Sign Order Changes	H & P	60 Day Nsg Overview	Write Internal Memo
	Current Orders (View)	Co-Sign Monthly Orders	Write an Assessment	Weekly Weight Graph	Schedule
	Nurses Notes	Incident/ Rehab Review	Write Orders	Daily Blood Glucose Graph	
	Department Notes		Medicare Certs/Recerts	Current Orders	
	Lab Review			Status Summary	
	View/Edit Physician Notes				
	Scanned/ Signed Documents				
	View Chart				

Chart Review

To access a button underneath Chart Review, click onto the desired button, select name(s), and click OK. If prompted to do so, also enter in a Start/End Date or select an option under Period. If loading a view screen, you may also have to click Go after selecting date ranges. Below describes what will display in each button. Most buttons below are View screens (except for Cert/Recerts Due). A few things to be aware of in View Screens:

To increase font size, click onto More… and click onto the big "A" until the desired size appears.

Clicking onto More… also gives access to the Print button.

If adjusting the **Date From** or **Date To**, click Go to update the screen with the new date range.

Cert/Recerts Due

The **Cert/Recerts Due** button loads a calendar report showing Medicare recertification due dates for residents selected. Click the Cert/Recerts Due button and select the residents for whom you wish to view due dates. To adjust dates shown in the report, click onto **Control,** change the date range, and click **OK**. A Calendar Report will appear and may be printed from this screen if desired. Click **Exit** to return to the Access screen.

Current Orders (View)

This button will open a view screen with the selected resident(s) current physician and nursing orders.

Nurses Notes

This button will open a view screen with the selected resident(s) nurses notes for the specific date range.

Department Notes

The **Department Notes** button will open a selection screen where the user can select which department notes they are interested in seeing. The options available to view are: Dietary Notes, Social Service Notes, Activity Notes, and Therapy Progress Notes.

Lab Review

The **Lab Review** button will start by prompting the user with a date selection box. Once a date range is selected, click **OK** and **Go**. All lab results (including scanned in results) from Nurses Notes will populate into this view screen. Click **Exit** to return to the Access screen.

View/Edit Physician Notes

The **View/Edit Physician Notes** button will open all assessments and notes that have been entered in by the physician. Select date range by going to **Control**, clicking **OK**, and then **Go**.

Scanned/Signed Documents

The **Scanned/Signed Documents** button will display a view screen with any documents that have been scanned into the system or electronically signed within the system. This may include POLST, Lab/Xray Results, Insurance Cards, Advance Directives, etc. To view a document, click the blue file folder over the scroll.

View Chart

The View Chart button allows the user to review selected information. Select the desired name(s) and click **OK**. Once inside the View Screen, click either **Topic** or **Task**, and select the desired Section/Topic or load the desired Task. Then click **Go**. To narrow the dates for review, click onto **Date From** and/or **Date To** and click **Go**. The View screen may be printed by clicking on the **Print** button located under the **More…** option. Click **Exit** to return to the Nurse Access screen.

- Adjust the font size by clicking **More…** and clicking on the big or little "A."

- Search for words within the view screen by clicking **More…** and onto the magnifying glass symbol. Type in the text to be searched and click OK. This feature will search both words that were clicked on within a topic as well as free text.
    - Click the arrow to the right of the search feature to have it bring you to the next found word.

Topic

Clicking onto **Topic** allows the user to navigate through the Sections and Topics that they have access to. Users may even select a specific word within a topic to narrow their search down further. For example, if a user wants to view any "Observed Falls," they would click Topic > Nursing > Double click into Fall Note > click onto the "observed fall" word and click **OK** and then **Go**.

Task

Clicking onto **Task** allows the user to load a pre-determined task item. Once a task is highlighted, click **Load**, and **Go**. Examples of Tasks include: Blood Pressures, Diagnoses, Fall Lis Past 31 Days, Infections – Unresolved, Medication Review (Psychotropics), Pain Review, and Vital Signs.

Control Button

The Control button within the View screen gives the user more options as to how they would like to view the information. Some more popular options within here are listed below:

- Filter Tab
    - *D/C'd Entries* – Displays all discontinued entries.
    - *Users* – Use this to narrow down the charting being viewed based on the user(s) who entered it in. This is a great tool for auditing specific user(s) charting.
    - *Free Text* – Allows the user to search within the charting on the view screen for a specific free typed word. If wanting to search through all the fall notes for a specific caregiver's name, simply enter the name in the Free Text box, click OK and Go.
- Look Tab
    - *Separator* – For ease of viewing, the user may choose to add lines/spaces between entries or topics.
    - *Order* – Allows the user to determine the order in which the entries display on the screen.
    - *Show Name of Initials* – Displays the full name and title of the person who entered/discontinued each entry.
    - *Free Text Highlighter* – Used frequently in troubleshooting as it will turn all free text on the view screen blue.
    - *Show Topic Name* – Displays the topic that the entry was documented in.

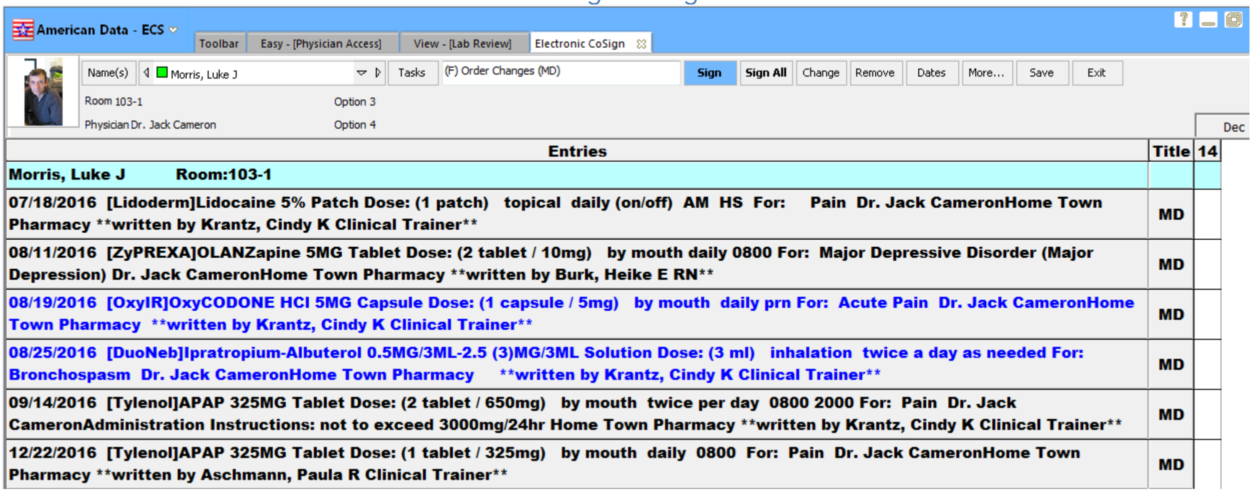
Cosign

Co-Sign Order Changes

The **Co-Sign Order Changes** button will open a screen showing physician order changes that have not yet been co-signed by the physician.

Click the **Co-Sign Order Changes** button. Select all resident name(s) for which you would like to co-sign orders for. The Order Changes co-sign screen will appear for the residents selected, showing both new and discontinued entries:

Order Changes CoSign Screen



Click in the box under the date to enter the user's initials and co-sign the entry. Scroll down to review additional entries. Entries may be co-signed all at once using the **Sign All** button at the top of the screen. When finished, click **Save** and the **Exit** button to return to the prior Access screen.

Co-Sign Monthly Orders

The **Co-Sign Monthly Orders** button opens a screen showing current physician orders. Typically, this function is used to sign order renewals according to facility policy. The orders are reviewed and co-signed using the steps as described above for co-signing order changes.

Incident/Rehab Review

The **Incident/Rehab Review** button opens a screen showing nursing documentation of incidents and therapy documentation of evaluations and re-evaluations that have not yet been co-signed by a physician. The entries are reviewed and co-signed using the steps as described above for co-signing order changes.

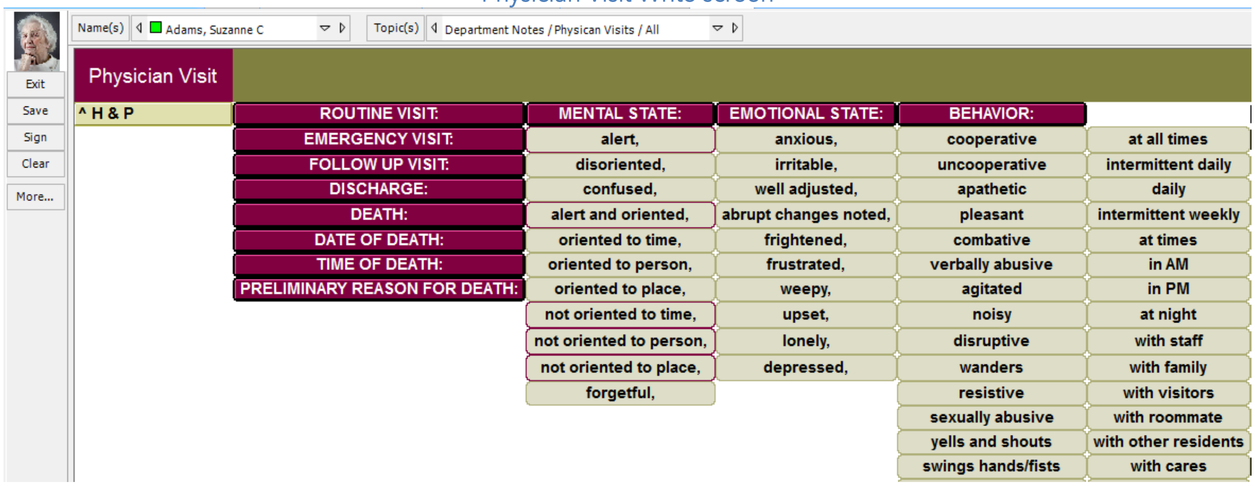
Charting

1. From the Physician Access menu, click into the charting button you would like to make an entry in.
2. Select resident name and click **OK**. Select more than one resident by holding CTRL key on the computer keyboard.

- A 2-way split screen will appear. The top half of the screen is a Write screen and the bottom half is a view screen. The view screen will display previous notes and other pertinent information.

3. Document by working from left to right on the screen. Add free type in where needed.
4. When finished documenting on this screen, click the **Sign** button at the end. (If multiple names were selected, click the right arrow to the right of the resident's name to move onto the next name.)

Physician Visit Write screen



Reports

Any of the reports may be printed by selecting the printer icon at the top of the preview page. Click the **Exit** button to return to the Access screen.

60-day Nsg Overview

Clicking the **60-day Nsg Overview** button opens a report showing entries from the past 60 days in the areas of nurse charting, vital signs, blood glucose values, and physician and nursing orders for the selected residents.

Weekly Weight Graph

Clicking the **Weekly Weight Graph** button opens a report on selected residents showing a graph of weights for the past 12 weeks, as well as the selected resident's Nutrition Care Plan.

Daily Blood Sugar Graph

Clicking the **Daily Blood Sugar Graph** button opens a report on selected residents showing the daily blood glucose values for the past 2 weeks.

Current Orders

The **Current Orders** button will load a preview of the current Physician Orders in a report format. This format may include additional information such as diagnoses, room number, and resident's date of birth.

Status Summary

Clicking the **Status Summary** button runs a report that shows the resident's code status, most recent set of vital signs, allergies, diagnoses, new physician orders (past 7 days), weight/vital changes (past 7 days), nurses notes (past 7 days), meal intake (past 7 days), and fluid intake (past 7 days). The report may be printed using the printer icon at the top of the screen. Click the **Exit** button at the top of the screen to return to the Access screen.

Other

Write Internal Memo

1. From the Physicians Access menu, click on the **Write Internal Memo** button.
2. Once in the Internal Memo topic, the user will be presented with a pop up that states, "This task has residents associated with it. Do you want to override your currently selected residents?" Always click **Yes**. (Messages written in this topic most likely will not have anything that belongs in their medical record, which is why a fake resident is created to attach to this Internal Memo task so that all the messages written are on the fake resident's record.)
3. Document the message to be sent.
4. Make sure to select to whom the message will be sent. The user can choose a user group(s), or click **pick user on Save** for a user list to pop up once the entry is saved; the user can then select the individual(s) to whom the message will be sent.

Schedule

Click **Schedule** to display the daily schedule for the selected residents. This will display any appointments for today. Click onto the **Week**, **Month**, or **Year** to see other appointments; or the right/left arrows to navigate amongst different dates. Click **Exit** to return to the Access screen.