ADVANCED CLINICALS WITH CPOE
Bulletin

hCare — Advanced Clinicals with CPOE

Volume 3

COLOR CODING - BUTTONS

Pt Summary
Special Panel
Daily Review

Black (or dark gray) type indicates that more information can be accessed by clicking the button.

Order History
Vital Signs

Blue type indicates new information not seen by user.

More Less

Grayed-out or "low lit" type indicates no information or routine is not accessible.

WE HEARD YOU

Need to request a process/system enhancement?
We have a process for requesting Advanced Clinicals system enhancements that is easy to use and allows for tracking your enhancement request. Contact your Physician Support Coordinator, Director of Clinical Applications or EBOS specialist for more information.

Q & A

Q. Where can I find my patients H & P from a previous visit?

A. There are several methods to accomplish this task. The **QUICKEST** method – select **Other Reports – Lifetime Summary H & P.**

Selected Visit | Lifetime Summary
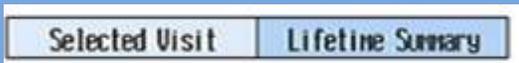
QUICK ANSWERS

Q. Do I have to fill out every field listed in PDoc?
A. No. Field not completed are not included in the note.

**Q. Can I share my password with my office staff/nurse.**
A. No. This is an important security issue.
DO NOT SHARE.

ADDING DETAILS

Detail may be added to any specific finding by typing free text in the **Comment** box. Some items consistently require added detail selected through a drop down list.
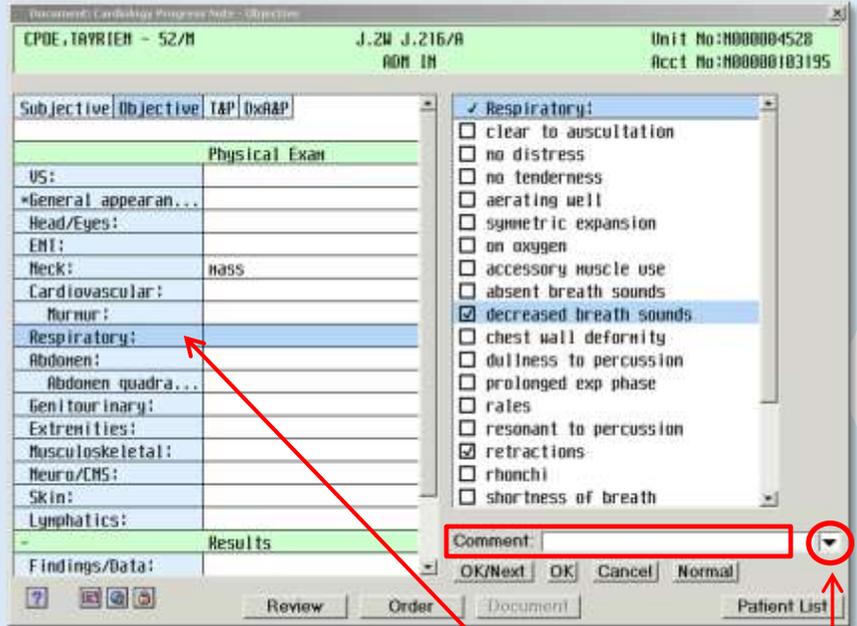
Select "**Decreased breath sounds**" in the **Respiratory** component. Notice the **Comment** field has a drop down arrow.
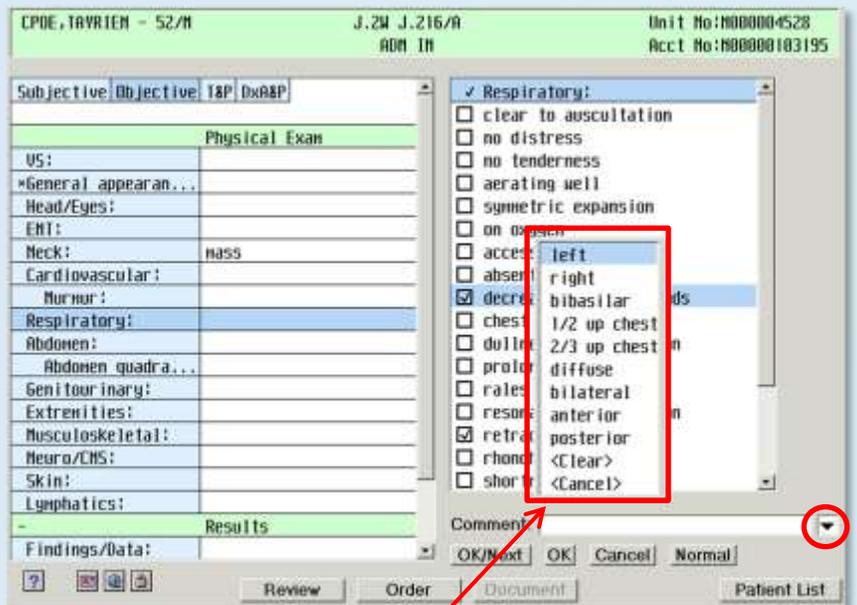
Click the down arrow to see **predefined comments** to add detail to the exam component.

Understanding "Status" in PDoc Notes.

PDoc *Status* indicates what actions have taken place, and what needs to be completed. The terms are defined as follows:

hCare — pDoc Note Saved Status

Status	View in pDoc (by all providers)	View in Clinical Review (by all clinical staff)	Final?	Use in Medical Decision Making?
Temp	Yes			No
Pending	Yes			No
Draft	Yes	Yes		No
Signed	Yes	Yes	Yes	Yes
Final Signed	Yes	Yes	Yes	Yes

Notes:
- Temp notes are created when computer crashes or times out.
- Signed notes can be amended.
- "Final signed" are notes that have a co-signature applied (such as the supervising physician for a resident).

- **TEMP** – The Note was automatically saved after a number of seconds of inactivity. The Note can be viewed only by the author, and will remain in **Temp** status until the author takes action. It cannot be viewed in PCI or Clinical Review.
- **PENDING** – The Note is incomplete. The Note is available for editing only to providers assigned to the Note. No electronic signature is filed for a **Pending** status. Notes saved at a **Pending** status are sent to Clinical Review, but the content of the Note is not viewable in PCI or Clinical Review.
- **DRAFT** - In Draft status, the Note is probably complete, but may need additional review prior to signing. A Draft Note can be edited only by the provider assigned to the Note. No electronic signature is filed for a Draft status Note. It is viewable by everyone.
- **SIGNED –** Note has been signed by one or more providers but still requires additional co-signatures before going to an E-signed status.
  - *Signed* notes may only be appended - meaning that existing data cannot be changed. Data can be added to the note via an amendment that will permit the electronic medical record to maintain integrity by not allowing editing of existing signed data.
- **E-SIGNED** – This is a system-generated function that is applied after all signature requirements are met.
- **CANCELLED** – If Cancel is selected, the Select Cancel Reason screen appears. Choose the cancellation reason from the list, or enter a free text reason for cancellation. No electronic signature is filed for a Cancelled Status. Notes saved at a Cancelled status are sent to Clinical Review, but the content of the Note is not viewable.

Select Cancel Reason
- Mistaken entry
- Other
- Wrong Account
- Wrong Note Type
- Wrong Patient

Other:

OK   Cancel

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Questions? Comments? Suggestions for future Bulletins?
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