Web Acute Status Board Tip Sheet

Navigation

Return To	Navigate to other locations open in the system
Home	Navigate to Web Acute or Ambulatory locations
Chart	Open Chart for selected patient
Document	Open Documents for selected patient
Orders	Open Orders for selected patient
Discharge	Open Discharge plan for selected patient
Sign	Sign orders or documents.
Workload	Access internal communications page where you can send and receive messages and review critical results
Menu	Change preferences or PIN and access external links
	Report an issue or log off
Suspend	Suspend your session so you can re-access the same point at a later time or location

Search for a Patient

Type the name into the "Find Patient" tab and a pop up will appear to guide you to the correct chart.

Find Patient

My Workload

My Workload will display any tasks assigned to you, such as consult requests, documents to sign and chart deficiencies. Select an item from My Workload to manage the messages and tasks for the item from the main workload screen.

Sign Up

1. Highlight the patient.
2. Select the menu button next to your name.
3. An Edit Provider Fields screen will display. Select **Sign Up**, or you may type in the name of the provider taking over for you and select **Replace**.
4. Click Save.

Viewing Results from the Status Board

The Activity Log button enables you to display recent vital signs, intake and output and test results for a patient.

View Activity Log

1. Click the Activity Log button on the status board for the patient you would like to view. LAB IMG DEPT NOTE
2. The Activity log for the patient displays on the right side of the screen.
3. Select a test result or report to open the full display.

Bold Text - Indicates new results

Red Text - Indicates abnormal results

Status Board Columns

Papd,Eighte...	Patient Name
67 F	Patient Age and Gender
V.ICU/ICU.0...	Patient Location
Ma,Maria Karasmanis,Ge... Stanley-Smolk... Jimenez,Adria...	Providers affiliated to the patient
Reminder to review patient's vitals	Personal Note that is not part of the patient's permanent record.

Add Patient

1. Select the menu button next to your name.
2. Select **Add Patient**
3. Search for the patient.
4. Select the correct patient to add.
5. An Add to Rounds List prompt will display.
6. Click **Yes**. The patient is now added to your Rounds List.
7. Click **Close**

Remove Patient

1. Highlight the patient to remove.
2. Select the menu button next to your name.
3. Select **Remove Patient**
4. Click **Yes**. The patient is now removed from your Rounds List.

Build Provider Cover

1. Click on the Build Cover button
2. Click the "Edit Coverage" option to make changes to provider coverage (Hide Coverage / Edit Coverage)
3. Type the Surname, First name of the provider you are covering into the search bar (Search providers)
4. Select the correct provider from the drop down menu. You will see their name appear in a green bubble after selection.
5. Repeat steps 2 and 3 to add additional providers to your Build Cover list.
6. Click Save to save the displayed selections in green as your current coverage list.

Remove Provider Cover

1. Click Clear to remove all existing coverage.

or

1. Click on the person you want to deselect in the display panel. When the bubble turns from green to white, they have been removed from your coverage list.
2. Click Save to apply your changes.

Provider Team

Provider Teams are used when a team follows patients throughout the hospital.

Add/Remove Patients from Provider Team

1. Highlight the patient and select **Modify Provider Team** from the menu.
2. Select or deselect the provider team and click Save

Sign Out

Use Sign Out to enter important comments for signing out your patient. The comments are visible to other providers in your provider group.

1. Click the Sign Out button.
2. Select the comment field for the patient.
3. Click in the Sign Out Comment field and enter your comment.
4. Click Save
5. Click the Rounding button to return to the Rounds Patients list.

Patient Lists

Change Patient List

1. Click on the patient list button Rounds Patients 24 that indicates the patient list you are currently viewing.
2. From the drop down menu, select the list you want to view from the **Recent Lists**, or click Show All Lists > to see all available lists.

Patient Lists

Rounds Patients	Patients assigned to you
Provider Team Patients	Lists patients under the care of a team
Discharged Patients	Patients recently discharged
Emergency Patients	ED patients you are a provider for
Emergency Location	ED patients by location
Scheduled Outpatients	Outpatient appointments under your name
Surgical Cases	List of scheduled surgeries
Hold Queue	Displays patients for whom a Hold Queue routine has been initiated
My All Patients	Displays all patients associated to you
My Consultations	Displays all active consult requests
Recent Visit Activity	Displays admissions events within the last 7 days for patients you are associated with
Personal List	Patients that have been manually added
Recently Accessed	Patients you have accessed recently
Admissions by Date	Patient admissions by date
Discharge by Date	Patient discharges by date
Any Location	Patients within specified locations

Print a Patient List Report

1. Select the menu button next to your name.
2. Select **Report**
3. Select the facility and format and click **Print.**