# Web ED Tip Sheet

## Navigation

| | |
|---|---|
| E Return To | Navigate to other locations open in the system |
| Home | Navigate to Web Acute or Ambulatory locations |
| Trackers | Return to the ED Tracker. |
| 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 |
| 52 Sign | Sign orders or documents. |
| 5 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 |
| Suspend | Suspend your session so that you can re-access at the same point at a later time or location |
| | Initiate the call back routine |
| | Select hamburger menu next to your name to use call-in reception, manage call backs or place admission requests |

## Order/Result Scroll

The right side of the tracker screen includes buttons for each patient that allow access to the latest information about a patient's orders and results.

BP Pulse Resp Temp O2 Sat 98% (RA)

Lab | Mar | Care | RAD | Referral | Protocol f... | Communicat... | ADT | US

New Vital signs will display with a blue background. Click or tap the vital signs banner to open a flowsheet view.

BP 96/40 Pulse 102 Resp 20 Temp 38.1 C O2 Sat 92%

| | |
|---|---|
| RAD | Order placed but no results yet |
| BBK | New, unviewed results |
| LAB | Results have been viewed |
| LAB | Abnormal results |
| Lab | Critically abnormal results |
| Mar | Use the MAR button to check medication administrations on a patient |

## 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

## Patient Sign Up

To sign up for a patient, click the Sign Up button for the patient.

### Sign Up Options

| | |
|---|---|
| Sign Up | Add yourself as the physician of record |
| Add to My List | Assign the patient to your "My List" |
| Edit Providers | Change the provider for a patient |
| Ready for Discharge | Indicate patient is ready to be discharged |
| Move Patient | Move patient to a different tracker |

## ED Trackers

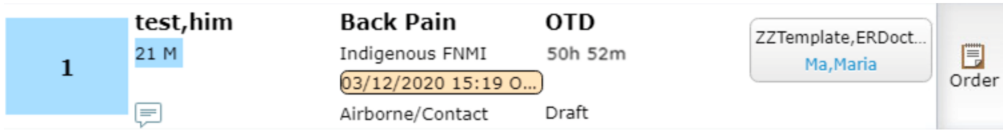
**My List** tracker shows all the patients with visits for whom you are named as Attending, Admitting or have signed up for. Toggle between ED trackers by selecting the desired tracker.

ED All 9 | TBS (To Be Seen) 1 | My List 0 | ED Waiting Room 3

Additional trackers can be viewed by clicking the drop down button.

CARE4

## Tracker Display




| | |
|---|---|
| 1 | CTAS |
| test,him | Patient Name |
| 21 M | Patient age and sex |
| (comment icon) | Comment |
| Back Pain | Chief Complaint |
| Indigenous FNMI | |
| 03/12/2020 15:19 O... | |

| | |
|---|---|
| Airborne/Contact | |
| OTD | Patient Location |
| 50h 52m | Length of Stay |
| Draft | Document Status |
| ZZTemplate,ERDoct... Ma,Maria | Providers |
| Order | Quick launch to Orders |

## Call-In Reception

Use the Call-In Reception routine to enter or edit pertinent patient demographic and clinical information for patients who have not yet arrived at the Emergency Department.

### Access Call-In Reception

1. Click the menu option ☰ next to your name
2. Select Call-In Reception

### Enter a New Call-In Patient

1. Select <New> on the left side.
2. Answer all required fields that appear with a red asterisk.
3. Click **Save**.

## Sign Outs

### Add Patients to Sign Out Queue

1. Click **the Sign Up/Out** button for the patient and choose **Queue for Sign Out**

### Sign Out Patients

1. Go to the Sign Outs Tracker
2. Select the patient from the list.
3. Enter a **Sign Out Comment**

### Accept Sign Out Patients

1. Go to the Sign Outs Tracker
2. Highlight the patient.
3. Click Accept Sign Out to accept the patient.

## Call Back and Alert

Use the call back routine when an already discharged patient from ED is required to be notified for results that were pending at the time of discharge.

### Access Call Back Routine

1. Click the call back alert icon

or

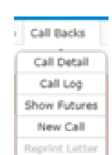
1. Click the menu option ☰ next to your name
2. Select Call Backs

### Call Back Routine

- A list of patients with high priority results will display with a status of the call.
- Highlight the patient to view additional information

| | |
|---|---|
| View Document | Access documents from patient's chart |
| Edit Call | Edit call details |
| Pt Demographics | Access demographic information |

### Enter a New Call




1. From the main screen highlight the patient and select **New Call** from the Call Backs drop down menu.
2. Enter all the call information.
3. Click **Save**.

## ED Widgets

To access Emergency Department specific widgets in the patient chart, type "ED" when searching for widgets.