



Provider – Day in the EXPANSE Life

START OF SHIFT

- Log onto the device of your choice.
- Sign into **EXPANSE**. Select the drop down "Home" button and select area of practice: **Ambulatory**, **ED**, or **Acute**.
- Module: **Web Acute / Web ED**
 - View your **Rounds List** in Web Acute and the **ED Trackers** in Web ED
 - Complete physician-physician handover as per site
 - Build coverage by selecting "**Edit Coverage Icon**" to view patients from other groups / physicians
 - Sign up for patients by selecting a patient, then the **hamburger button** and then click on **Sign Up**
- Open a patient's chart to review and prioritize each patient's medical needs
 - Navigate to **Orders** for entering orders
 - Navigate to **Documentation** for patients to enter new documentation
- Module: **Web Amb**
 - View your clinic schedule by logging into Web AMB on the clinical home screen
 - Navigate to **Orders** for entering orders
 - Navigate to **Documentation** for patients to enter new documentation

DURING SHIFT

- Web Acute / Web ED**
 - Sign up for your patients
 - Web Acute: Via the **Hamburger Button**
 - Web ED: Via the **Sign Up** button on the TBS Tracker
 - Review any applicable results in patient's chart
 - Complete **Ordering (CPOE)** by selecting a patient, selecting **Orders** and ordering medications, diagnostic tests, etc.
 - Complete documentation on your patients by clicking "**Document**"; **Dragon (DMO)** can be used for dictation
 - Discharge an admitted patient by selecting **Discharge Plan** or searching for the '**Discharge Summary**' Document in the
 - Enter a **post discharge** outpatient/Clinic Office Appointment Booking to have clerical / nursing support to book outpatient referrals / appointments
 - Reconcile **Problems**, complete medication reconciliation, and write **new prescriptions** within the Discharge section
- Web Amb**
 - Open **Web Amb** to view the clinical home screen; this screen will display your schedule
 - Click on the patient's name to **open** their chart.
 - Navigate through the **folders** to view the patient's chart (diagnostics, Nurse/Allied Health, Medications, History etc.)
 - Navigate to **Orders** for entering orders
 - Navigate to **Documentation** for patients to enter new documentation
 - Complete **orders and documentation** for all the patients who come to the clinic

END OF SHIFT

- Web Acute / Web ED**
 - Complete any outstanding **ordering** and/or **documentation** before end of shift
 - Complete physician-physician handover as per site
 - Web Acute: incoming or outgoing physicians can use the **Sign-Up** routine to hand over patients or use the **Future Change of MRP** order
 - Web ED: Outgoing physicians queue patients up for **Sign Out** via their **My List**.
- Web Acute / Web ED**
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