

# CARE4 MODULE NAME: PCS

## Clerical Status Board Lists and Overview

**Overview** – This document provides an overview for clerks on the Clerical PCS Status Board.

The status board provides users with the following:

- Ways to access patients
- Create a user specific list
- Provide a high-level view of patient information

**Lists** – there are four list choices

### 1. Any Location

- This is the default list when opening the Status Board
- Displays a list of all the patient location/unit

Click on Any Location

- Select the location and all patients admitted to that unit will display in alpha order
  - Click the carat beside the name and the list will sort in reverse alpha
  - Click again and the list resorts in alpha order
- In the same name column, click in the cell beside the room/bed number and the list sorts by room/bed number
- Click the name cell for the patient you want to access the chart, and the row turns green to indicate that the patient is selected

### 2. Recently Accessed

- Displays a list of patients you have recently accessed

### 3. Find Account

- Provides the ability to search and select a patient in many ways that includes
  - Name, Account Number, Medical Record Number (MRN), Health Card Number, Provider, Location or Service Date

### 4. My List

- A customized list of patients can be created
- Typically used by nursing to reflect their patient assignment

## Clerical Status Board Overview

| 1 | 2        | 3                             | 4  | 5 | 6 | 7 | 8          | 9            | 10      | 11       | 12      | 13          | 14  | 15  | 16               | 17           |
|---|----------|-------------------------------|--|---|---|---|------------|--------------|---------|----------|---------|-------------|-----|-----|------------------|--------------|
|   | T Loc    | Rm/Bed<br>Age/Sex<br>Adm Date | Name<br>Attending MD<br>Special Indicators                         | C | F | R | Admit Dx   | Surveillance | Prec    | Ack      | APPTS   | New Results | UNC | HCC | Diet             | TR/DC        |
|   | Opera... | 56 F<br>14/06/2021            | Compu...<br>Lee,Michael Hunsu<br>Falls Risk - Potential Reactiv... | Y | F | Y | Cellulitis |              | Drop... | Ack-M... | EXT APP |             | UNC |     | 24/06/2021 11:44 | NPO Diet (V) |

- 1: Open Chart – this allows the user to launch into the patient EMR
- 2: Temporary Location – Indicates if the patient has been temporarily located and to what location
- 3: Patient information (Room/Bed, Age/Sex, Admission Date and Service)
- 4: Patient information (Patient Name, Attending MD and Special Indicators)
  - Male = Blue Female = Pink Gender Neutral = Wheat
  - Same Name Alert = Yellow
- 5: Confidential – will display “C” when this flag is added to patient chart
- 6: Falls – will display “F” in this column when falls Special Indicator is added to the patient chart

## Clerical Status Board Overview Cont'd

- 7:** Potential Reactive Behaviour – Will display “Y” when Potential Reactive Behaviour Special Indicator is added to the patient chart
- 8:** Admission diagnosis
- 9:** Surveillance – will populate COVID positive profile based on positive lab result
- 10:** Additional Precautions – will populate type of precautions based on order entry or ED/IPAC/Registration screening
- 11:** Acknowledge Orders – will show as “Ack-Med” when orders have been entered that require Acknowledgment
  - Clicking in the cell will launch to Orders
  - Clerks are to remind clinicians that there are orders
  - This will help in notifying clerks that there are orders that need action – Example Appointments
- 12:** Appointments – Indicates that there are Out of Hospital Exams/Procedures needing to be arranged or post discharge follow-ups needing to be booked. Clicking in the cell will open the chart and take you to the current orders screen to review the order details
- 13:** New Results – lab, microbiology, diagnostic imaging results etc.
  - Yellow = Abnormal    Red = Critical
- 14:** Uncollected – will show “UNC” when there are specimens that still need to be collected
- 15:** Home and Community Care – responses back from Home and Community Care
- 16:** Diet Order
- 17:** Transfer/Discharge – will show “TR” or “DC” when a physician has entered transfer or discharge orders