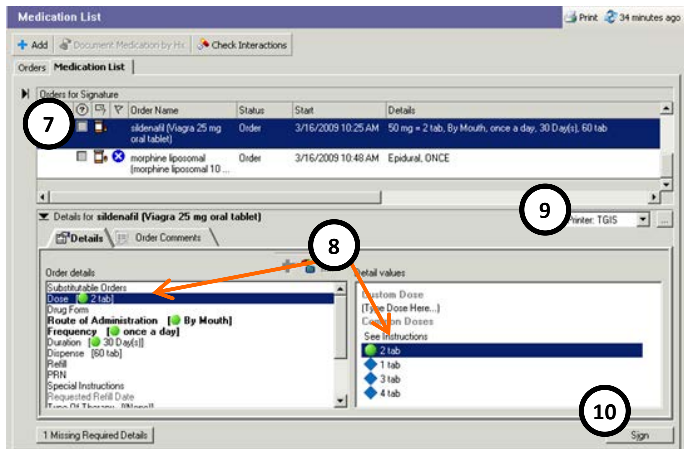
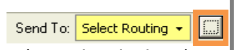
Write Prescriptions (continued)

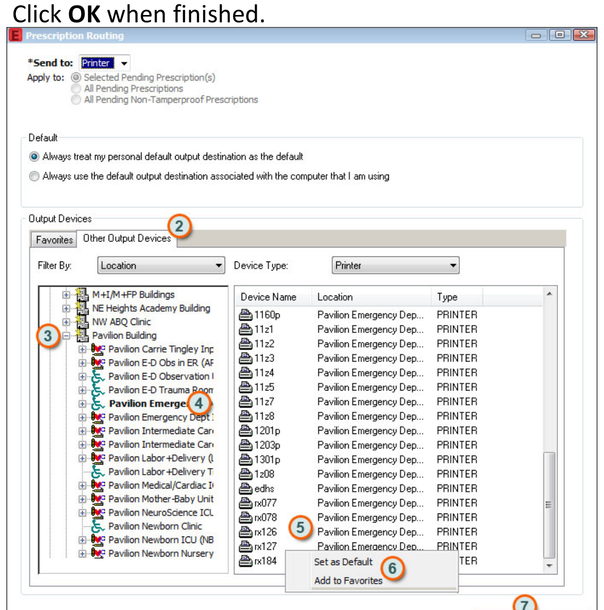
7. Highlight each **medication** to complete Rx details.
8. In the lower pane, click a **field** on the left then select a **value** on the right.
9. Verify a default **Rx Printer** is listed. (see below)
10. Click **Sign**. *The prescriptions print, and the Medication Reconciliation window appears.*
11. Click **Reconcile and Sign**. (not shown)
    NOTE: A blue circle indicates a required field that needs to be completed before Sign is available.



Rx Printer Selection

Set a default printer to expedite writing prescriptions.
While entering a prescription,

1. Click the **ellipsis.** (#9 in graphic above) 
   The Prescription Routing window opens. (graphic below)
2. Click **Other Output Devices** tab.
3. Click **+** next to UNMHSC/University Hospital and then click **+** next to Pavilion Building for UNM. Click **+** next to UNMHSC/Sandoval Regional Medical Center and then click **+** next to Sandoval Regional Medical Center for SRMC.
4. Click on your location (not on the +).
5. Scroll to the bottom of the right pane and right-click each printer beginning with **RX**.
6. Click **Set as Default** and/or **Set as Favorites**.
7. Click **OK** when finished.

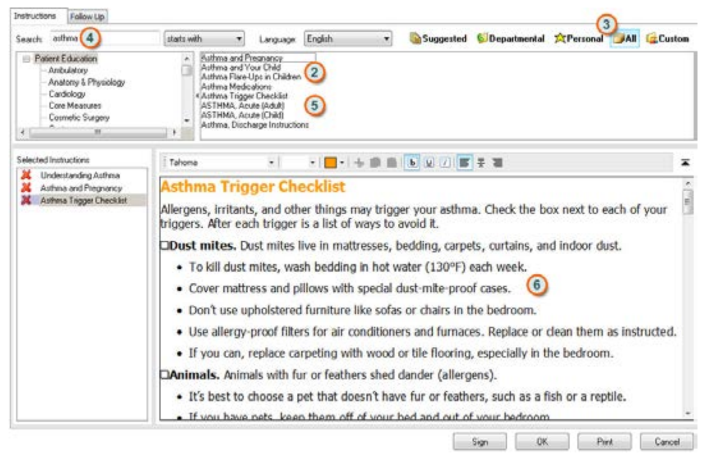


Discharge continued

Patient Education

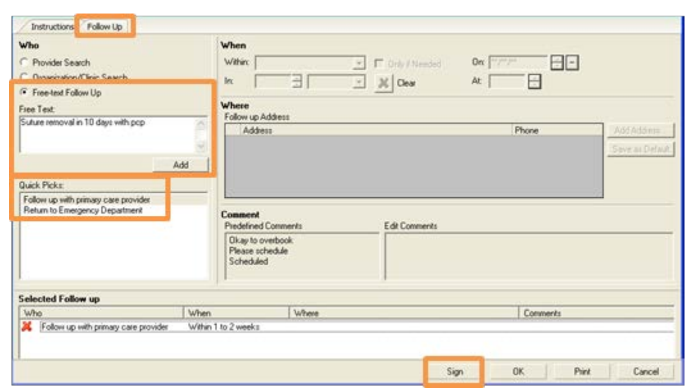
1. Click **Pt Education** in PowerNote in the Impression and Plan section.
   NOTE: If this appears, select **ED Tracking Group** and **OK**.

2. Either the *Suggested* or *All* folder will open. Double-click the **leaflet** you wish to use. Leaflets are based on the diagnosis. You MUST select at least one.
3. To find a leaflet that is not suggested, Click **All** or **Custom**.
4. Type a **search word** into the Search field.
5. Double-click the **leaflet** you wish to use.
6. Type any additional instructions directly into the form.



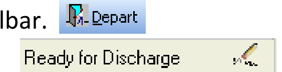
Follow Up

7. Click **Follow Up** tab while in Patient Education.



8. Select **Free Text Follow-up** radio button and type follow-up instructions. When finished, click **Add**. (Alternatively, select a Quick Pick.)
9. Click **Sign**. *The PowerNote appears.*
10. Sign the PowerNote. (not shown)

Ready for Discharge

1. Click **Depart** on the FirstNet toolbar.
2. Click **Ready for Discharge** pencil  to discharge the patient.
3. Click **Print** and then click **Sign**. 
   NOTE: A Discharge icon is placed on the tracking board.

PowerChart Quick Reference Guide

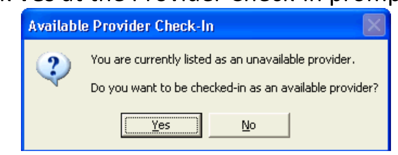
FirstNet Basics

Revised 12.24.15

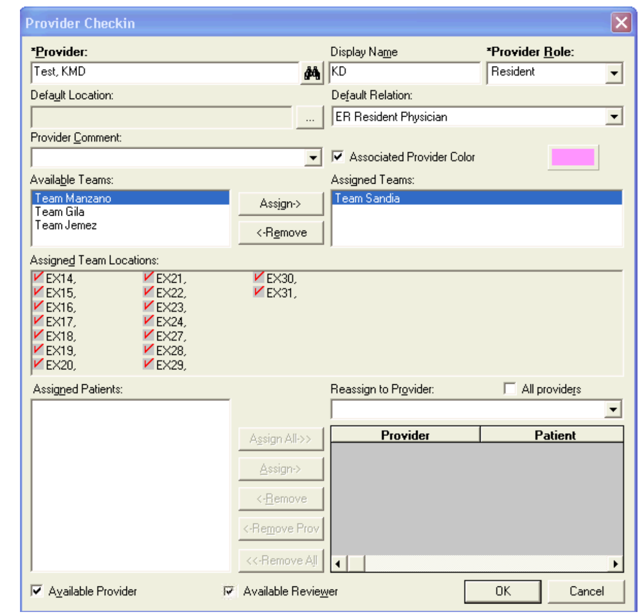
Login and Check-in

Firstnet

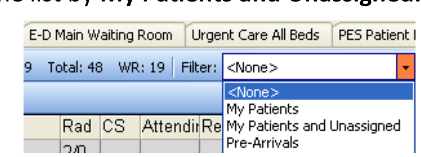
1. Login to FirstNet.
2. Check in at the start of your shift.
   a. Click **Yes** at the Provider Check-in prompt.



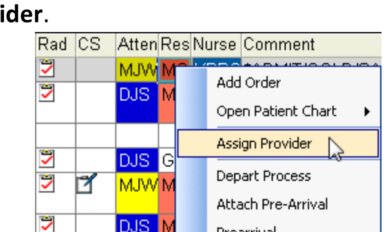
   b. Enter your initials for Display Name.
   c. Assign your **Provider Role**.
   d. Assign **Default Relation**.
   e. Click the **Associated Provider Color** checkbox and set color. The system saves the entered information.
   f. Ensure the **Available Provider** and **Available Reviewer** checkboxes at bottom are selected.



   g. Click **OK.** *The Tracking Board opens.*
3. Select a **Pod**. 
4. Filter the list by **My Patients and Unassigned.**

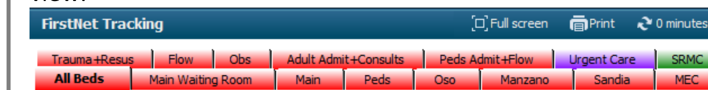


5. Assign yourself to a patient by:
   a. Right-click the Attending or Resident field for your patient.
   b. Choose **Assign Provider.**
   Your initials display in the column.

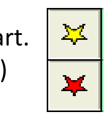


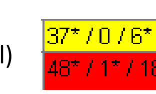
Tracking Board Tabs

The tabs indicate the patient locations by pod. Click a tab to view.



Tracking Board Columns:

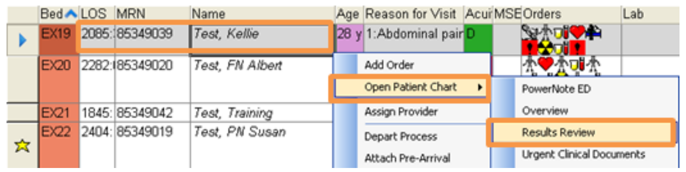
- **Gray box** – Double-click to open patient chart. Displays a star to indicate abnormal (yellow) or critical (red) results. 
- **Bed** – Location of the patient.
- **LOS Indicator -** Length of Stay Indicator.
- **LOS** – Length of Stay.
- **MRN** – Medical Record Number.
- **Name** – Patient Name.
- **Age** – Of the patient. (Pink is female and Blue is male.)
- **Reason for Visit** – Complaint entered during nurse triage.
- **Acuity** – 5 levels of Acuity. (A is highest.)
- **Temp –** Temporal Temperature.
- **HR –** Monitored Heart Rate.
- **BP –** Blood Pressure.
- **RR –** Respiratory Rate.
- **Sp02 –** Oxygen Saturation.
- **MSE –** Medical Screening Examination.
- **Orders** – Lists existing orders.
  Rest mouse on icon to view description.
  - Admit Bed Request
  - Consult Request
  - Discharge

- **Lab** – Displays result totals.
  (total ordered/total critical/total abnormal)
  Double click field to view results. 
- **Rad** – Displays result totals.
  Checkmark icon indicates all are completed.
  (total ordered/total completed)
  Right click field to view list of orders. 
- **CS** – Indicates orders need co-signature.
- **Sticky Note Indicator** – Sticky note entered.
- **Attending** – Displays initials of assigned Attending.
- **Resident** -- Displays initials of assigned Resident.
- **Nurse** – Displays initials of assigned Nurses.
- **C/A/P (Caution Action Plan)** – Free text field used to enter patient updates or information.

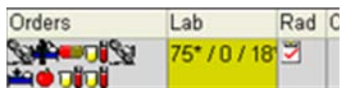
Open Patient Chart

There are two methods for opening a patient chart:

- Double click **gray box** at the beginning of the patient row. 
- Right-click the patient name row, then Open Patient Chart, then click the area of the chart to open from the Menu.



View Result Details

1. Double-click within any of the below columns to open the **Quick Flowsheet**. 
2. Click **tabs** at top to view category results.
3. Click **Flowsheet** to view the **All Results Flowsheet**.

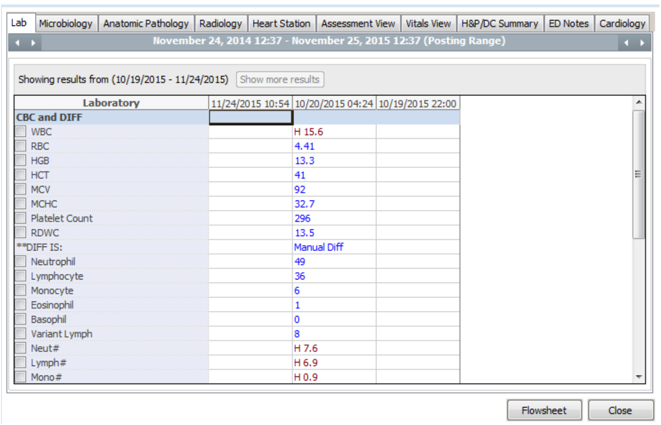
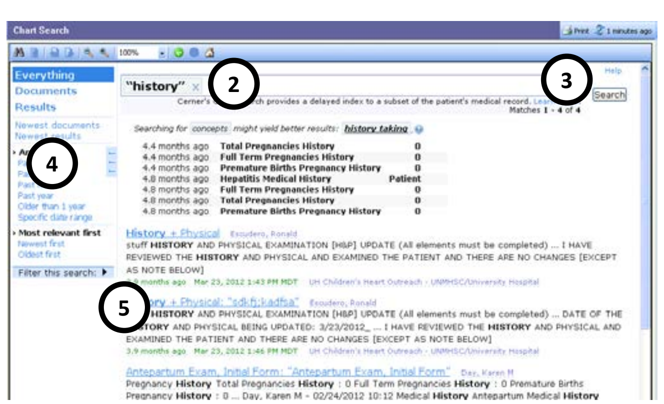


Chart Search

Chart Search allows searches within a patient's chart for text such as in clinical notes, diagnostic reports, labs, etc.

Open a patient's chart:

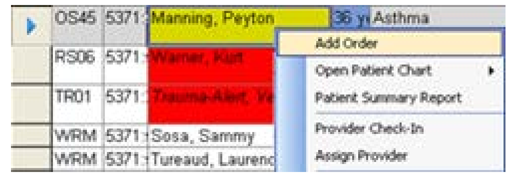
1. Click **Chart Search** on the left hand table of contents.
2. Type a **search word** into the Search Bar. Chart Search automatically offers suggestions.
3. Select a suggested search word or leave the word you typed and then click the **Search** button. A list displays.
4. Use the left hand menu to narrow returned options.
5. Click a **link** to open the document.



PowerOrders

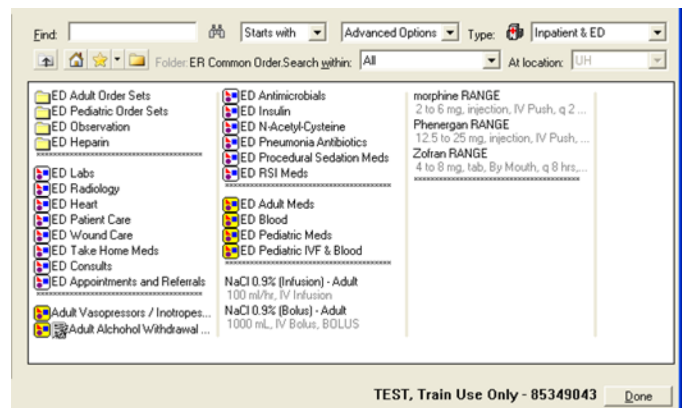
To enter orders:

1. Right-click the patient's name on the Tracking List and select **Add Order**.



2. Click **Add**. 

The order window opens. Orders may be added using any of 3 options: Caresets, PowerPlans, and single orders.

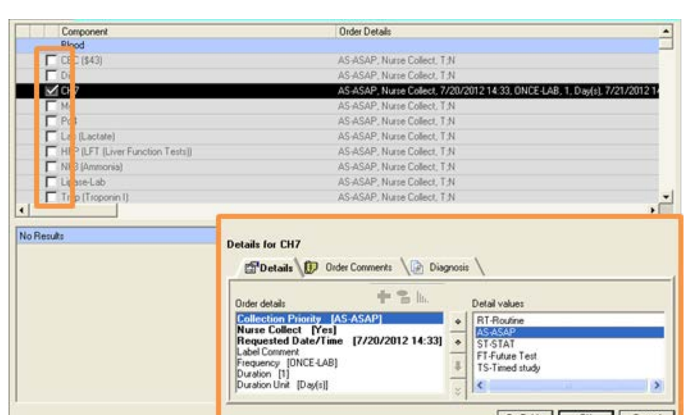


Caresets

Caresets are a convenient way to enter the most frequently used orders in the ED.

Be sure to familiarize yourself with the orders contained in each Careset! As an example, ED Labs contains orders for serum, recurring labs, iStat & POC, urine, microbiology, toxicology, paracentesis, blood bank and more.

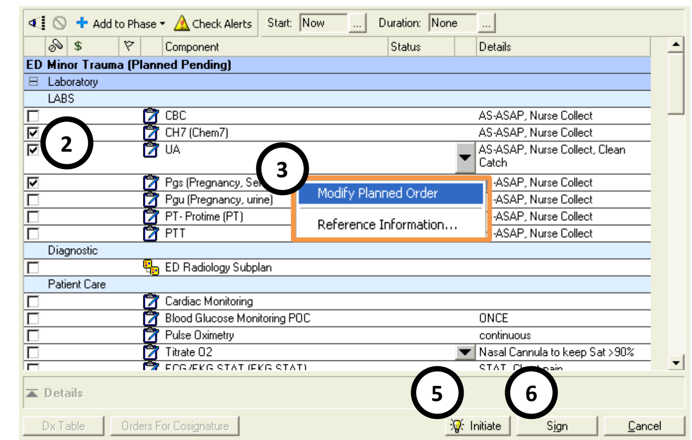
1. Click a **Careset** to select. The Careset window opens.
2. Click each **order box** to select orders.
3. Complete order details for each order in the lower pane.
4. Click **OK**.



Continue to next column

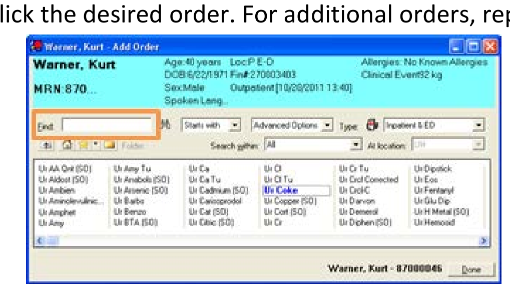
PowerPlans

1. Click a **PowerPlan** and then click **Done**. The PowerPlan window opens. (Some PowerPlans are found in listed folders.) Adult Alcohol Withdrawal Protocol: CIWA
2. Click each **order box** to select orders.
3. Right-click order to Modify details.
4. Complete order details for each order in the lower pane.
5. Click **Initiate**.
6. **Click Orders for Signature** (not shown) and then **Sign**.

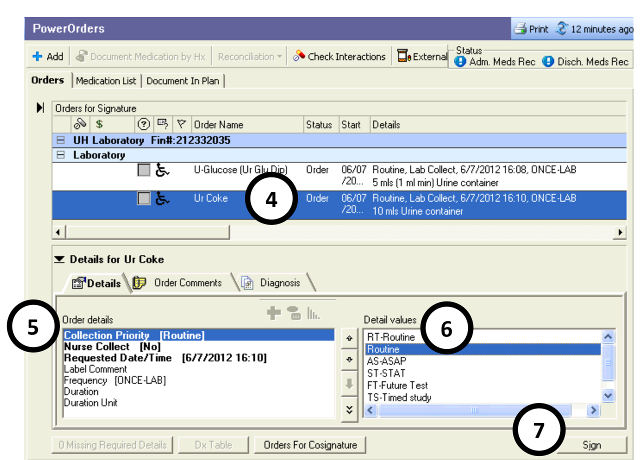


Search for Order

1. Type the order name into the Find field.
2. Click the desired order. For additional orders, repeat.



3. Click **Done**. The Search window closes.
4. Highlight **order** for completion.
5. For each order, click field on left pane.
6. Make selection on right pane.
7. Click **Sign** when finished.



Discharge

From within **Impression and Plan** in PowerNote, complete the following items for discharge:

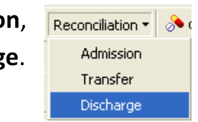
Diagnosis: Each note must have a diagnosis recorded.

MSE: Select an MSE (Medical Screening Exam) Status and enter a time.

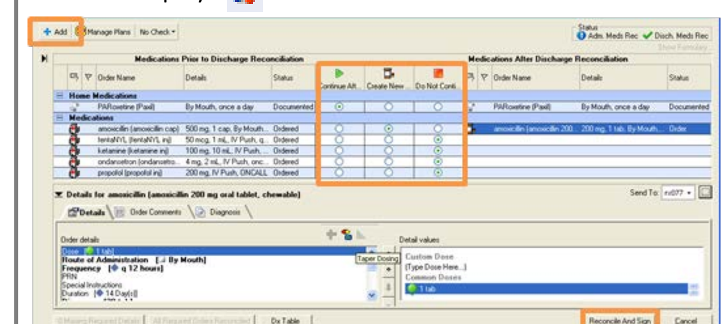
- Emergent medical condition exists
- Emergent medical condition stabilized
- Medical screening exam determination ongoing

Disposition: Each note must have a disposition recorded.

Medication Reconciliation and Prescriptions:

1. Click **Prescription Writer**. *The Medication List opens.*
2. Click **Reconciliation**, and then **Discharge**. 
3. Use the **radio buttons** to indicate: Continue, Create and Discontinue. Discontinued medications will not be listed on the discharge paperwork that is given to the patient.

Note: When a patient is no longer taking a medication, this icon will display.



Write Prescriptions:

1. To write a new prescription, click **Add**. (graphic above)
2. Type the **medication name** in the Find field.
3. Single-click the **medication** to select. *The Order Sentence window appears.*
4. Select the **order sentence** that is closest to what you want and then click **OK**. The medication is added to the scratch pad (underneath the search window) for order detail editing.
5. Repeat #'s 2 & 3 for additional medications.
6. Click **Done** to close the Search window. *The Order Entry window appears.* **Continue to back page for steps.**