

eSummit ASAP Resident Provider Quick Training Guide

This guide assumes you already have experience using inpatient Epic.

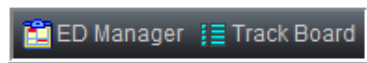
Logging in to eSummit ASAP



Access eSummit through the desktop icon on all workstations throughout the hospital.

Log in context: Be sure your log in context is **SJH Emergency Services**. You must be logged into the correct department in order to see ASAP views.

Your home view will be the **ED Track Board**. The **ED Manager** will be your other main view. Both are available in the Epic Hyperspace toolbar at the top of your screen.



ED Track Board Overview

The ED Track Board provides a snapshot of patient activity in the emergency department. This is the primary work space for documenting patient care during a shift. Notice several different tabs allow users to sort patients by care area. Residents work in the purple care area.

Patients change color according to their status. This color change is seen in the Bed column and is used by staff for tracking. Right click on a patient to view what their status is in the cascading menu there. Red, for example, means “ready for physician”.

Icons in the Lab and Rad columns change as tests are completed. Hover over items in the columns for additional information.

By default, patients are sorted by room number. Click on a row header, like Name, to sort a different way.



ED Manager Overview

In the ED Manager, all of the patients in the ED can be viewed at once, including where they are roomed and how they are progressing through their visit (status). Waiting room and expected patients are roomed by staff from the ED Manager. Currently signed in staff are listed here, also.



Sign In For Your Shift

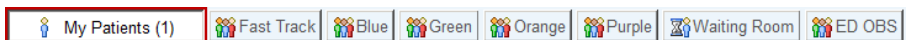
In order to be seen as available for patient assignments, you must “sign in for your shift”. From the track board or the manager, click the **Sign In** button in the toolbar and Accept. After signing in, your name will be listed in the Current Staff list in ED Manager.

Assign Yourself to Patients

You will assign yourself to patients so your name appears on their treatment team and on the track board. You can assign yourself 3 ways:

- Track board: Right click on a single patient or multi-select several patients, right click, and choose **Assign Me**.
- Manager: Right click on a single patient and choose **Assign Me**
- Manager: Drag and drop your name in the Current Staff list onto the patient you wish to assign yourself to.

Now that you have assigned yourself to patients, you can view just your patients under the **My Patients** or **Mine + Unassigned** tab on the track board.



Reviewing Patient Information

Now that you have your patients, there are several ways to view information about each one.

- **Report Viewer:** Click the paper icon at the top right of the track board to turn on the Report Viewer in the bottom part of the screen. As a patient is selected on the board, summary reports about that patient appear in this section, making it efficient to see up to the minute data and results.

| Bed | Patient | Acuity | BH | In ED | CC | MD | PA/NP | RES | RN | N... | H... | M... | OV... | P... | E... | RT | Sticky | C | Lab | Rad | R |
|------|--------------------|--------|----|--------|---------------------|------|-------|-----|---------|------|------|------|-------|------|------|----|--------|---|-----|-----|---|
| OVFU | Stiggaed, Sjh... | | | 232... | | PE | | | | | | | | | | | | | | | |
| | Stiggaelink, Or... | | | 779... | Heart Failure | S(H) | | | | | | | | | | | | | | | |
| ED17 | Test, Apple (...) | 4 | | 487... | Pain with Unination | PS | | | KIM ... | | | | | | | | | | | | |
| ED15 | Test, Grape (...) | 3 | | 487... | Cough; Fever | AZM | | RS | KIM ... | | | | | | | | | | | | |
| ED12 | Test, Mango (...) | 2 | | 487... | Cough; Dizziness | AZM | | RS | KIM ... | | | | | | | | | | | | |
| ED13 | Test, Pati... | 4 | | 801... | Abdominal Pain... | | | | | | | | | | | | | | | | |

| Date and Time | Temp | Temp Source | Pulse | Resp | BP | SpO2 | O2 Source | Height | Weight | Who |
|---------------|---------------------|-------------|-------|------|---------------|------|---------------------|--------|--------|-----|
| 06/08/15 1410 | 102 °F (38.9 °C) | Oral | 118 | 24 | 88/60 mmHg | 91 % | NC-Nasal cannula | -- | -- | KRV |
| 11/21/14 1556 | 98.6 °F (37 °C) | -- | 60 | -- | -- | 95 % | -- | -- | -- | JAK |

- Triage Summary, Results, Vitals/Pain, Facesheet, and Sticky Note are default reports.
- Additional reports are available via the search field on the right. Use the wrench icon to permanently add reports to the Report Viewer.
- A **Sticky Note** represents staff communication that can be viewed by all team members on the Track Board. Click the Sticky Note tab> Comment> type a free text comment. Sticky notes are edited and removed the same way. All ED staff can use Sticky Notes.

| Bed | Patient | A... | BH | In ED | CC | MD | PA/NP | RES | RN | N... | E... | RT | Sticky | C | Lab | Rad | R |
|------|-----------------|------|----|--------|------------|-----|-------|-----|---------|------|------|----|-----------------------|---|-----|-----|---|
| ED17 | Test, Apple ... | 4 | | 487... | Pain wi... | PS | | | KIM ... | | | | Awaiting Med Card bed | | | | |
| ED15 | Test, Grape ... | 3 | | 487... | Cough;... | AZM | | RS | KIM ... | | | | | | | | |
| ED12 | Test, Mang... | 2 | | 487... | Cough;... | AZM | | RS | KIM ... | | | | | | | | |
| ED13 | Test, Pati... | 4 | | 801... | Abdom... | | | | | | | | Surg to eval | | | | |

| Staff Communication |
|-----------------------|
| Awaiting Med Card bed |

Last edited by Physician SJ Ed, MD on 06/08/15 at 1430

- **Activity Menu** within the chart—This is the same as the inpatient view of the chart—Chart Review, Results Review, etc.

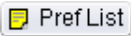
ED Navigator

In ASAP, the patient's chart will open to the ED Navigator, where you'll do most of your documentation. Important points:

- **Allergies** must be marked as reviewed before orders can be placed.
- **Prior to Admit Meds** will have a basic review done by nursing. Providers should also review and update the home meds before placing orders, but do NOT click Mark as Reviewed. The ED pharmacist will perform a thorough medication review if the patient is admitted.

Orders

- **Order Sets** specific to the ED begin with "ED xxx". Remember to right-click and save frequently used ED order sets to your favorites for faster workflow.

Under **Orders**, use the search box to place single orders. The  will show you a list of ED specific orders.

*Use the **Manage Orders** activity to modify or discontinue active orders.

Notes

Begin a note either from the track board by selecting a patient and clicking the **My Note** button in the toolbar, or from within the chart by clicking the **Provider Notes** link in the ED navigator. Your note will be correctly filed as an ED Provider Note type either way.

- You must choose an attending as the **Cosigner**.
- Use the **.SJEDTemplate** smartphrase to start your note and then **Share**, don't Sign while the note is in process.
*See last page for how to add this smartphrase to your list.
- All ED Provider Notes must then be completed and **Signed** by you before leaving your shift.
- Before signing a note, a **Clinical Impression** must be added in the ED Navigator. Then refresh the note. This will ensure that the most recent information is populated into the note and the chart can be marked as completed.

Results

The status of lab and imaging results is displayed as an icon on the track board. When results are ready, they can be viewed in the **Results Report** in the Report Viewer of the Track Board. Test results are also viewable in **Results Review** as in the inpatient world.

| Be | D. | Patient | A... | In... | CC | S... | MD | NP/.. | RN | C... | N... | P... | E.. | RT | Sticky | Lab | R.. |
|------|----|----------------|------|-------|----|------|-----|-------|----|------|------|------|-----|----|--------|-----|-----|
| E... | | Him, T (59... | | 1... | | ... | DMK | RS | | | | | | | | | |
| E... | | Testing, S ... | | 1... | | ... | | RS | | | | | | | | | |
| E... | | Tempnew, ... | | 1... | | ... | | MS... | | | | | E | | | | |
| E... | | Testing, 1 ... | | 3 | | ... | | RS | | | | | | | | | |

← Triage Summary **Results** Vitals/Pain » Report: Results

Lab Results

PT/INR (Final result) [Component \(Lab Inquiry\)](#)
Result Time: 01/07/14 INR: 2.0


CBC w/Diff (Final result) [Component \(Lab Inquiry\)](#)
Result Time: 01/07/14 WBC: 7.5 RBC: 18 HGB: 35 MCV: MCH: MCHC: Platelet Count: RDWCV: MPV


Disposition

Work through the Disposition section as you would for an inpatient.

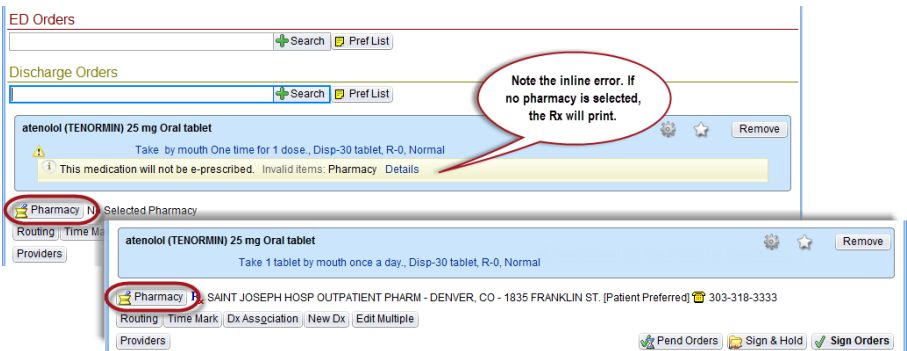
- Clinical Impression: **Add** a diagnosis using the search field or select a problem from the Problem List then click **Add to Impressions**. Remember to refresh your Provider Note after adding a clinical impression so it will appear there.
- Discharge Instructions: Do NOT add the suggested discharge instructions. They will not be formatted correctly. Instead, click on the **Go to References/Attachments** link and add discharge handouts there. The handouts are available in several languages. Use the **Language** selection box on the right to choose a language other than English.
- Disposition: Completing the **Disposition** changes the patient's color on the track board, communicating their readiness for discharge or admission to staff.

Discharge Instructions
[Go to References/Attachments](#)
Suggested Discharge Instructions:
PNEUMONIA, ADULT (ENGLISH)
PNEUMONIA, ADULT (RUSSIAN)
PNEUMONIA, ADULT (VIETNAMESE)

- Comm Mgt: Use this section to write and print a school/work release for a patient. New Communication> Patient> Other> [HN AMB GEN: TO WORK] complete the template>  and choose a printer.
- Prescriptions using ePrescribe: Order medication(s) under **Discharge Orders**. Select **Normal** class if not already selected (not Print).

Class:  **Normal** Print No Print Sample OTC Phone In

Prescriptions should be sent electronically to the SJH Outpatient Pharmacy during pharmacy business hours. Click the Pharmacy button to select the Outpatient Pharmacy or the patient’s preferred pharmacy.



ED Orders

Discharge Orders

atenolol (TENORMIN) 25 mg Oral tablet

Take by mouth One time for 1 dose., Disp-30 tablet, R-0, Normal

This medication will not be e-prescribed. Invalid items: Pharmacy Details

Note the inline error. If no pharmacy is selected, the Rx will print.


Pharmacy Selected Pharmacy

SAINT JOSEPH HOSP OUTPATIENT PHARM - DENVER, CO - 1835 FRANKLIN ST. [Patient Preferred] 303-318-3333

Pend Orders Sign & Hold Sign Orders

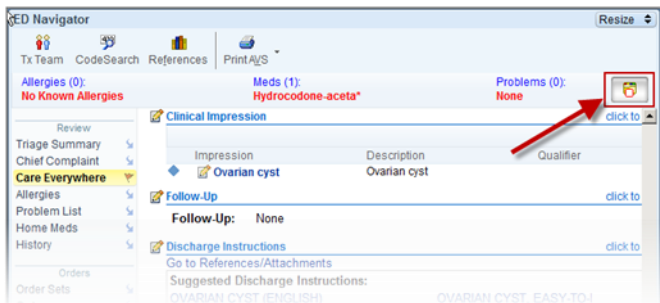
When the script is signed, **Normal** sends it electronically to the pharmacy if not a controlled medication requiring a signature. Controlled meds will print automatically at the nearest printer.

(Note: Kaiser prescriptions can be ePrescribed to the SJH OP Pharmacy, but KP pharmacies do not participate with the ePrescribe program.)

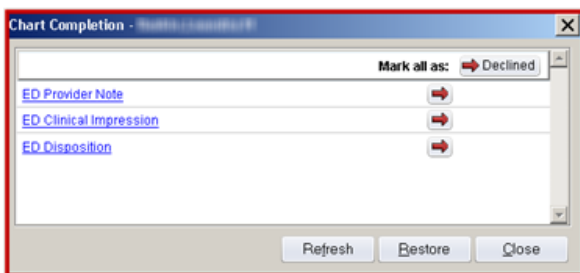
Tip: Click the  **PrefList** button in the Discharge Orders section to view commonly ordered ED discharge medications.

Complete the Chart

After refreshing and signing your note, complete the chart by clicking the Charting Complete button. Incomplete charts will fire reminder messages to your inbasket.



If there are outstanding reminders, the Chart Completion window appears to display which items

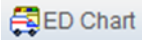


need to be addressed. Click on the blue hyperlink and you will be launched into that area of the chart to address the reminder.

Transfer a Patient to ED Obs

This workflow will be addressed by the attending when the need arises.

Review Patient Information After Discharge

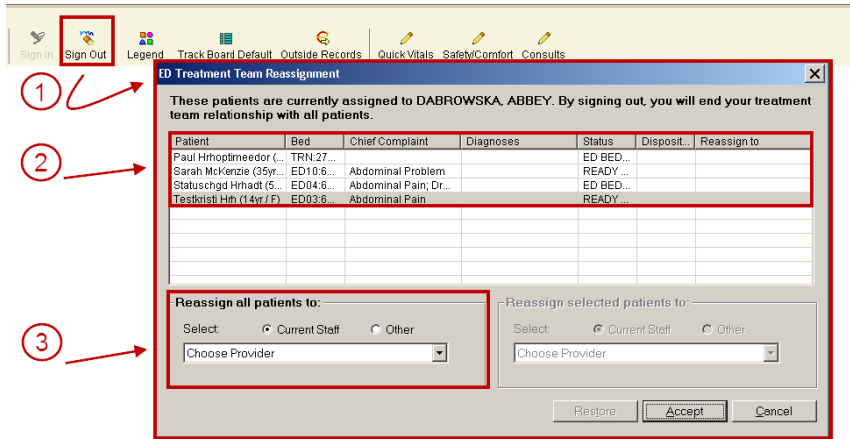
 > Recent Patients tab or search by name under the Select Patients tab.

Inbasket

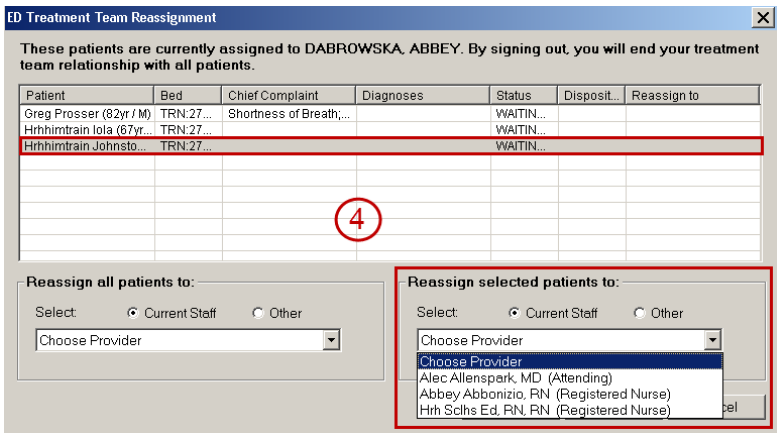
The Inbasket functions the same in ASAP as it does in Inpatient. Review your Inbasket to be sure all your charts have been completed at the end of each shift.

Sign Out and Reassign Patients

Remember to sign out at the end of your shift. When you click the **Sign Out** button (1), the ED Treatment Team Reassignment window appears. The list of patients assigned to you appears in the top half (2).



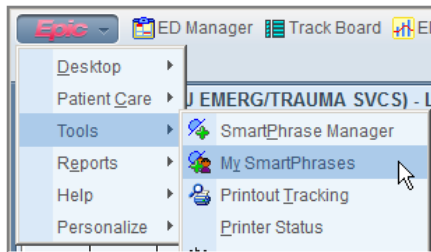
- By only clicking **Accept**, all patients will be removed from your care.
- You can **Reassign all patients to** another caregiver by choosing a provider from the drop down menu for current staff (3).
- You can **Reassign selected patients** by highlighting a patient name and then choosing a provider from the drop down menu for current staff.



*How to Add a Smartphrase

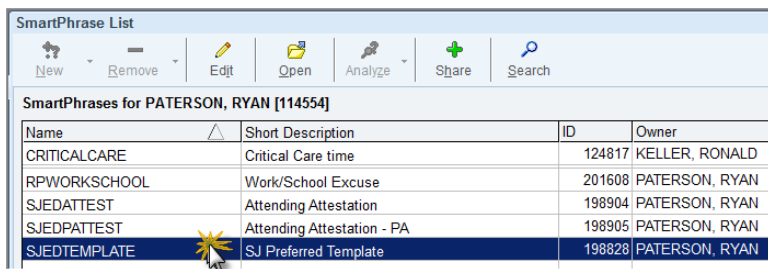
When starting a note using a smartphrase (or “dotphrase”) template, you may need to add another user’s smartphrase to your personal list in order to use it.

1. Go to: **Epic button> Tools> My SmartPhrases**



2. Click **Open** in the toolbar and type in the owner’s name to search.

3. Locate the desired smartphrase in the owner’s list and double click it.



SmartPhrase List

New Remove Edit Open Analyze Share Search

SmartPhrases for PATERSON, RYAN [114554]

| Name | Short Description | ID | Owner |
|--------------|----------------------------|--------|----------------|
| CRITICALCARE | Critical Care time | 124817 | KELLER, RONALD |
| RPWORKSCHOOL | Work/School Excuse | 201608 | PATERSON, RYAN |
| SJEDATTEST | Attending Attestation | 198904 | PATERSON, RYAN |
| SJEDPATTEST | Attending Attestation - PA | 198905 | PATERSON, RYAN |
| SJEDTEMPLATE | SJ Preferred Template | 198828 | PATERSON, RYAN |

4. Under the **Owners & Users** tab, click the **Add Myself** button at the bottom of the list of users on the right.

5. **Save** the edited list and view the smartphrase in your Smartphrase List.

If the owner updates the smartphrase, your version will be automatically updated unless you make edits to the template and save it as your own version.