From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Use CareCompass

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This Quick Reference Guide (QRG) reviews using CareCompass in PowerChart.

Common Buttons & Icons

List Maintenance	**List Maintenance** button
Establish Relationships	**Establish Relationships** button
Add Patient	**Add Patient** button
	Isolation icon
	High Risk icon
	Order/Results icon(s)

	Exclamation Point icon
	Eyeglasses icon
Mark as Reviewed	**Mark as Reviewed** button
Document	**Document** button
Not Done	**Not Done** button
	Sign icon
40 minutes ago	**Refresh** icon

Establish Relationship

- **From Care Compass:**

STEP 1: Click **No Relationship Exists**. The Establish Relationships window displays.

STEP 2: Click the **Relationship** drop-down arrow.

STEP 3: Make the appropriate selection from the menu; then, click **Establish**.

Review Patient Tasks

- **From Care Compass:**

STEP 1: Hover over the patient's name in the list.

STEP 2: Click the **Right Arrow** icon. A window detailing the patient's tasks displays.

NOTE: You can hover over icons and text in the patient's row to display popups with additional information. Use the Activity Timeline to view tasks by when they are due.

View New Results and Orders

- **From Care Compass:**

NOTE: The New Results/Orders icons display within the patient list when a patient has orders or results that need to be reviewed.

STEP 1: Click the **Results/Orders** icon in the upper right corner of the page. A window displays a breakdown of your patients and their results and orders.

NOTE: STAT orders or critical lab results display with red text.

STEP 2: Click the appropriate patient from the list. The patient's Items for Review window displays.

NOTE: STAT orders or critical lab results display with red text and Exclamation Point icon orders with an Eyeglasses icon indicate that a nurse has not reviewed.

STEP 3: Click **Mark as Reviewed** once orders and results have been addressed.

Mark Patient's Orders as Reviewed

- **From Care Compass**

STEP 1: Click the **Order/Results** icon next to the patient's name in the list.

NOTE: In the Items for Review window, all orders are automatically selected. Clear the check box for any order that has not been reviewed.

STEP 2: Click **Mark as Reviewed.**

Document Patient Tasks

- **From Care Compass**

STEP 1: Click the number icon in the Activities column. The patient's task list displays.

NOTE: Use the tabs at the top to sort the patient's task. Use the 2 Hours, 4 Hours, and 12 Hours buttons to view the tasks in that time frame.

STEP 2: Click the appropriate task. The patient's chart opens to the correct documentation page.

STEP 3: Document the information for the patient; then, click the **Sign** icon.

NOTE: Click the Refresh icon to update the task list once a task is complete.

Document Not Done Tasks

- **From Care Compass**

STEP 1: Click the number icon in the Activities column. The patient's task list displays.

STEP 2: Click the appropriate task.

STEP 3: Click **Not Done.** The Not Done task window displays.

STEP 4: Select the appropriate reason from the drop-down menu.

NOTE: If appropriate, add a comment detailing the reason.

STEP 5: Click the **Sign** icon.