

From the Office of Clinical Informatics Quick Reference Guide (QRG) Document an ED Assessment January 5, 2021

This Quick Reference Guide (QRG) reviews documenting an ED assessment.

Common Buttons & Icons

| 1 | Activities icon |
|--------|--------------------------|
| E | Document icon |
| ŧ | Review and Not Done icon |
| 1 | Sign icon |
| arresh | Refresh button |

Review Patient Activities

- From the ED LaunchPoint screen:
- **<u>STEP 1</u>**: Click the Activities icon in the patient row. The patient Activities tab displays.
- **<u>STEP 2</u>**: Review the activities for the patient.

Document an Assessment

- From the patient Activities tab:
- **<u>STEP 1</u>**: Click the **Document** icon next to the assessment activity.
- **<u>STEP 2</u>**: Click the **Document** button. The patient's chart opens to the IView and I&O.
- **<u>STEP 3</u>**: Click the **Current Time** cell for the assessment.
- **<u>STEP 4</u>**: Document all the fields as appropriate for the patient.
- NOTE: Use the Tab key to proceed to the next cell.
- **<u>STEP 5</u>**: Click the Sign icon. Then, close the patient's chart to return to ED LaunchPoint.
- **<u>STEP 6</u>**: Click the **Refresh** button in the Activities tab to confirm all activities are complete.
- **<u>STEP 7</u>**: Click Close once all activities are documented.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.