

SCM Buttons and Icons Quick Reference

Toolbar Buttons

Click the **Next Patient** or the **Previous Patient** icon to view information on those patients highlighted on the *Patient List*.



The middle button returns you to the Patient/Temporary List.



Refresh Screen
Updates the current view. Be sure to refresh often to ensure accurate information.



Enter Order Used to place orders for a patient by opening the Order Entry Worksheet.



Find Patient Opens the Find Patient window, allowing you to search for patients.



Find Visit Opens the Find Visit window to search for patient visits by patient name, your role, provider, location, service, or visit statuses.



Enter Health Issue
Opens a window for a new diagnosis or health issue.



Enter Document Used to enter ED Triage and Disposition (Dispo) Notes.



Allergies Summary
Allows you to add allergies or view active and inactive allergies on a patient.



Signature Manager
Allows a view of all items that need a signature or verification.



Prescription Writer
Opens the Outpatient Medication Profile to enter the patient's home medications (*being used in the ED only*) and create prescriptions (*not being used at this time*).



Print Reports Allows you to print up an area of the electronic charts. This button however is not available in all sections.



Add Care Provider
Opens a window to add yourself or someone else as a care provider for a selected patient.

This icon is accessible once a patient chart is opened/ highlighted.



Temporary Location
Used to find the patient location or change the location.



More Header Displays additional information on the selected patient such as admit date, length of stay, birth date, allergies, and providers.



Remove Patient
Removes selected patient(s) from a special or temporary patient list.



Sort List opens the list sort criteria window to sort the Patient List criteria (i.e., visit date, admission date, etc.).



Save Time Scale for the next time you review results, documents, and flowsheets



Suspend Session



Logoff Logs you off Clinical Manager.



Context-sensitive help Use to get context-sensitive help.


Patient List Icons

Green Flag	<i>New Results</i>	New results within a normal range have been received
<i>To Sign</i>		New orders require a signature
<i>To Verify</i>		New orders need to be verified by you
<i>New Orders</i>		New orders have been entered





<i>New Alerts</i>	At least one of the new alerts has a low or medium priority
<i>New Documents</i>	New documents have come in
<i>Orders Pending Review</i>	An order has reached the predefined number of days before the review date (<i>not being used at this time</i>)
<i>Check Orders</i>	New orders have been entered that may require acknowledgement, review, or further actions







Red Flag 

<i>New Results</i>	At least one abnormal Test Results has posted
<i>To Sign</i>	New orders need to be signed <i>by you</i>
<i>New Orders:</i>	At least one STAT order has been written
<i>New Alerts</i>	At least one of the new alerts has a high priority
<i>Orders Pending Review</i>	At least one order has passed its review date (<i>not being used at this time</i>)
<i>Check Orders</i>	New order(s) that is STAT have been entered that may require acknowledgement, review, or further actions
<i>Unack Alerts</i>	Unacknowledged alerts exist for this patient












 **Flag New** Indicates you are tracking new information for the patient's chart.









Results Icons

	Low numeric result.
	Critically low numeric result.
	High numeric result.
	Critically <i>high</i> numeric result.

	Abnormal non-numeric results such as radiology results.
	<i>Critically</i> abnormal non-numeric results.
	Result has undisplayed textual data. Click the icon to view the complete text.
	Result has been changed. Click the icon to view results history.
	Indicates a filter is set. You are viewing only a subset of the information for this patient.
	A cluster result.

Orders Icons

	Conditional order
	Standard order set
	Order set with multi-order form
	Linked order set
	Linked order set with multi-order form
	Order is a member of a linked order set
	Order has been modified and has a history
	A STAT order
	The order has been modified and has a history.
	A hold order
	Enter Order places an order for a patient by opening the Order Entry Worksheet.

	There are unsubmitted orders. You must submit or cancel orders for the current patient prior to switching patients or logging off.
	A master repeat order
	A repeat occurrence
	There is an alert on the order.
	Master order of an order series
	Child order of an order series
	Order is pending verification of a maintenance action (e.g., DC).
	Order requires additional information before it can be submitted



**For additional help:
NSLIJ I.T. Help Desk
(516) or (718) 470-7272**