

Sunrise ED Manager Quick Reference Guide



General Information

Results

Documentation

For additional help, please call
(516) or (718) 470-7272

Basic System Information

Log on/off ED Manager

Logging On



1. Click the ED Manager icon.
2. Type your user name and password.
3. Click OK.

Logging Off

1. Click the Log off icon (exit door) to properly exit the system.

Note: It is important to log off each time you step away from the system to ensure that the application closes properly. Remember that your electronic signature will act as your "signed" signature.

Change password

Whenever you are prompted or feel your security is compromised, do the following to change your password.

1. From the menu, select **Preferences > Change Password**.
2. Type the existing password in the **Old Password** field.
3. Type a new password in the **New Password** field, and then retype the same new password in the **Confirm New Password** field.
4. Click **OK**. A box displays confirming that the password has been changed.
5. Click **OK** to return to ED Manager.

Status Boards

Tab views

ED Status Board | Orders | Results | Patient Info | Documents | Clinical Summary

Department: LIJ ED | View: - Adult Status Board-

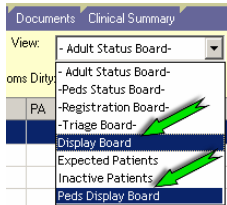
Active Patients: 206 | Waiting Room: 1 | Rooms Dirty: 0

Department	The default LIJ ED (Emergency Department) is displayed. Only patients who are in the LIJ ED are listed.
View	List of predefined boards within your ED area.
Active Patients	The total number of patients who are registered.
Waiting Room	Patients who have been placed in the waiting room by the Triage nurse.
Display Board(s)	Two display boards are available for viewing: Adult and Peds. Display Board permissions are restricted to LCD/large screen display monitors.
Patient List View	Toggle the ED Status Board tab and the SCM core Patient List.
Inactive Patients	Patients who have been discharged, transferred, admitted and have physically left the ED.
Expected Patients	Not currently used.

Display Boards

View the Display Board

1. From the View pick list, select either the Adult (called Display board) or Peds Display board.
2. Click the Display Board button.



Close the Display Board

1. In the Display Board, click Close.
2. Click Yes to close the Display Board and return to the Status Board.

Columns

Flag: This column displays icons (colored balls or a physician) that reflect the choices the Triage Nurse selected.

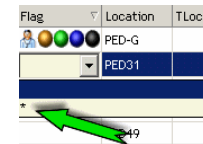
Green: Indicates a patient with an altered mental status.

Orange: Indicates pneumonia.

Blue: Indicates a patient who is having an MI.

Black: Indicates that a patient answered **yes** to any or all of the suicide questions in the Triage Note.

The physician icon displays when a Psych consult is identified after triage. To display this icon, double-click the cell in the Flag column for the appropriate patient and select the * (asterisk).



Bottom Buttons on the Status Boards

Settings	Not currently used.
Refresh	Brings the information up to date.
Personnel Assignment	Not currently used.
Apply Shift	Not currently used.
Find Patient	Finds Patients using the Search function
Add Patient	Not currently used.
Triage	Opens the electronic Triage Note.

Columns

RN, MD/PA/Fellow assignment

View "Patient Relationships" *

Comments

Comments can be entered in the free-text Comments field for either a patient or a location. Only clinical comments should be entered in this field.

- **Location**

If a patient is assigned to a location that has an existing comment, the comment field is cleared when the patient is moved to that location.

When the patient is moved from that location, the previous comment redisplay.

- **Patient**

If a patient has a comment field in the Comment field, the comment moves with the patient.

To enter a comment on a patient or patient location:

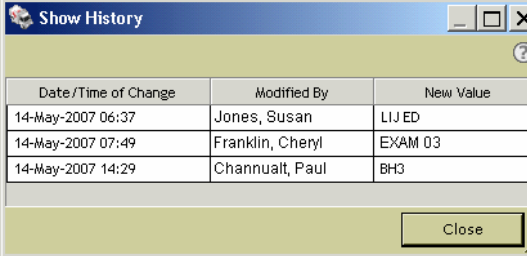
1. Select the patient or location for which you want to enter a comment for.
2. Double-click the Comments cell for the patient or location.
3. Type a clinical comment.

Note: You can hover over the Comment's cell to display the full text of the comment. If patients are moved from a location, the comments made will stay in that field.

Viewing History

History of changes to patient data

1. Select the patient on the Status Board.
2. Right-click the cell for one of the columns.
3. Select Show History. The Show History dialog window displays:



Date/Time of Change	Modified By	New Value
14-May-2007 06:37	Jones, Susan	LIJ ED
14-May-2007 07:49	Franklin, Cheryl	EXAM 03
14-May-2007 14:29	Channuait, Paul	BH3

The history of changes is maintained for the following columns:

- Location
- Temporary location
- Comments
- All provider columns
- All columns with free-text fields

Change Patient Location

To move the patient to a new or different location:

1. Select the patient you want to move.
2. Double-click in the **Location** column.
3. Select the new location.

Flag	Location	TL
EXAM13		
MHW2		
HW33		
	WADLT	
	PWPED	
	TRMTA	
	TRMTB	
	TRMTC	
	WABH	
	WADLT	
	WCHR	
	WFTBK	
	ANNX23	

Assign patient to temporary location

When a patient goes to another department for testing or to have a procedure performed and will return to their assigned location afterwards, a temporary location is used.

Important! *It is very important to maintain the patient's current location in the system.*

1. Select the patient to move.
2. Double-click the TLoc column cell.
3. Select the temporary location. The patient is assigned to both the original location and the temporary location.

Note: The length of time during which the patient is in the temporary location displays in the LAL column.

Change Patient Location

Remove a patient from a temporary location

1. When the patient returns from the temporary location, double-click the Temp column cell for the patient.
2. Select the blank value.

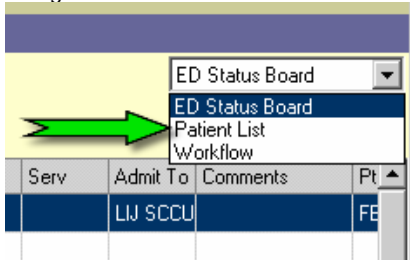
Location	TLoc	LAL
EXAM13		
MHW2		
HW33		
WADLT		
ANNX20	ED-CT	
ANNX21	ED-NM	
ANNX22	ED-DT	
ANNX23	ED-US	
ANNX24	ED-XR	


Note: When the blank is selected, the temporary location and the calculated time spent at this location (LAL) are removed from the Status Board.

Find Patient

Note: The Find Patient icon will be grayed-out until you change the view to the Patient List.

1. Change the view to the Patient List.



2. Click the Find Patient icon .
3. Type the first few letters of the patient's last name.
4. Click Search.

Name	Gender	Birth Date	Deceased Date
SMALL, ZETTA	Female	12-May-1923	
SMILLIE (HALPIN, ILYNE)	Female	01-Jul-1951	
SMITH (CANDPY, MOM)	Female	01-Jan-1900	

Find Patient (cont'd)

5. Select the patient from the list.
6. Click the Show Visits button.
7. Select the visit: either double-click it or highlight the visit and click OK.

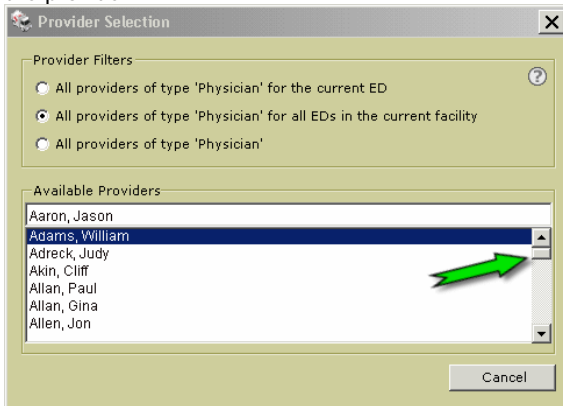
Admit Date	Type / Care Level	Location
16-Apr-2007	Emergency/Emergency	LJ ED

8. The patient is added to a Temporary List. This list is only active during the current session.

Patient Relationships

Assign a provider to a patient or location on the Status Board

1. Select the patient or location where you want to assign a provider.
2. Double-click in the Resident, PA, Attending or Fellow column.
3. Find the provider's name and select it.
4. Optionally, click More Providers. This opens a window to find the provider.



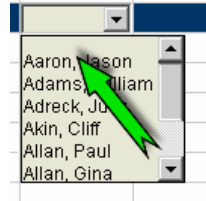
If you can't find the provider's name in the list, click the **All providers of type 'Physician'** button.

5. After selecting the name, it is added to the appropriate column.

Patient Relationships

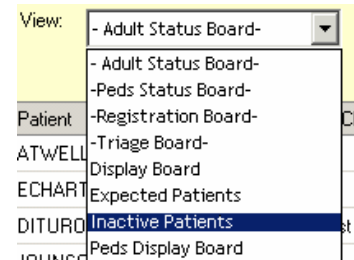
Remove a provider from a patient or location on the Status Board

1. Double-click the provider name assigned to the patient.
2. Click the blank value at the top of the list to clear the cell.



View inactive patients

1. Select the Inactive Patients view.



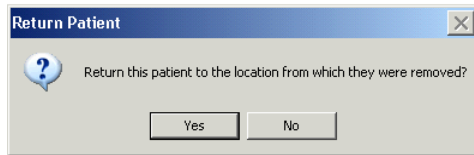
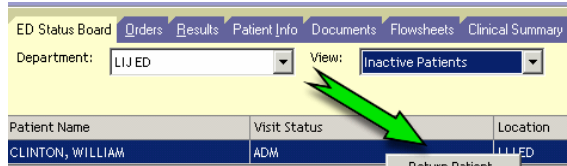
Remove a patient (make inactive)

1. On the Status Board, right-click the patient's name.
2. Select Remove Patient.

Patient Relationships

Return a patient (make active)

1. In the Inactive Patients view, right-click a patient.
2. Click Return Patient.



3. Click **Yes** to confirm that you want to return the patient. The patient's information is removed from the Inactive Patients list and added to previous location on the Active Status Board.

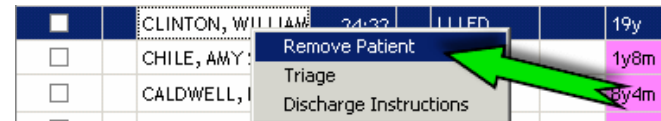
Patient Relationships

When you are certain you wish to remove the patient permanently from the department.

Remove a discharged patient

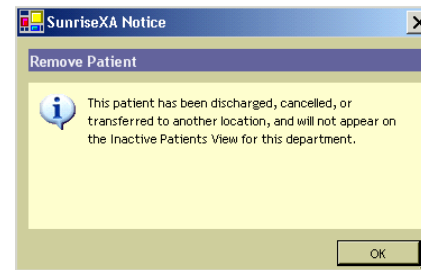
WARNING!! If a patient is admitted as an LJJ inpatient and is remaining in the ED for treatment, do not remove the patient from the Status Board. If done, the patient cannot be put back on the Status Board.

1. Right-click anywhere on the patient row.



Deleted: Note: The Location column should be changed instead to reflect "AOU".

A message displays, stating that the patient was discharged or transferred, and will not appear in the Inactive Patient list.



Viewing Results

Results may be viewed from the Status Board or the Results tab.

From the Status Board

A ratio indicates the number of orders completed compared to the number of orders entered.

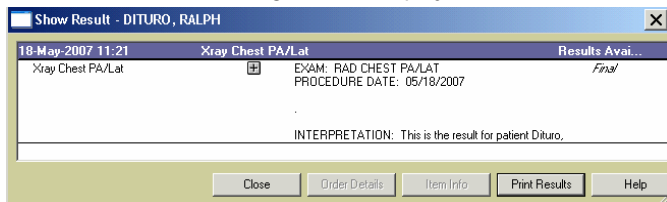
1. Double-click either the lab or x-ray cell.

Lab	X-Ray	Rad	In
1:3			
AUA1		RESF	
	AUA2	1:2	

Abbreviations Used:

PEND	Ordered	AUA1	Pending collection
SPRV	Specimen received	AUA2	Active
PERF	Performed	AUA3	Ordered
RESF	Results available	COMP	Completed
RESC	Modified results available	PDVR	Pending verification

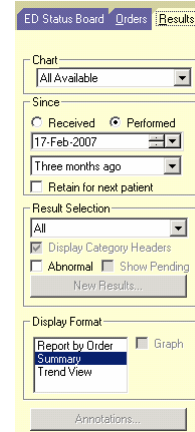
2. The Show Result dialog window displays.



Viewing Results

From the Results tab

1. Select a patient from the Status Board.
2. Click the Results tab.
 - “This Chart” means this visit. “All Available” displays the results from all the patient’s charts.
 - The “Since” section lets you choose how far in the past you want to display results from.



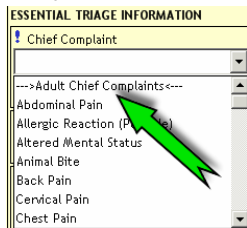
3. From the Display Format, select:
 - a. **Summary** - Specific results exist for a given date.
 - b. **Report by Order** - Associated with an order.
 - c. **Trend View** - The results side by side for trending.

Documentation

Triage Note

1. Select the patient.
2. Click the Triage button. The Triage Note opens.
3. **Do not** change the Authored Date, Authored By, Co-Signatures and Flag As areas.
4. Enter the appropriate Triage information in the subsequent sections.

Note: The two required fields in the Triage note are *Chief Complaint and Acuity*. The first half of the drop-down selections are for adult patients and the second half are for Peds patients.



- If you want to undo the complaint, type in a complaint not on the list or right-click the complaint field and choose Delete Data.



- If a complaint is entered in both fields, they will both display in the Chief Complaint column.

Documentation

(Triage Note – Continued)

5. Entering a weight:

Temp (F)	Temp (C)	Temp Source
<input type="text"/>	<input type="text"/>	<input type="text"/>
Resp Rate	Resp Quality	Pulse Ox
<input type="text"/>	<input type="text"/>	<input type="text"/>
Weight (lbs)	Mass (kg)	Mass (kg) - Pediatric
<input type="text"/>	<input type="text"/>	<input type="text"/>

When entering a weight for:

Patient type	Use the
Adult	First two fields on the left side of the note
Pediatric	Mass (kg) field marked Pediatric

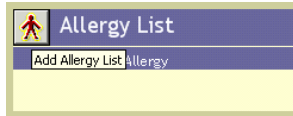
6. In the Prior Medical History (PMH) and Prior Surgical History (PSH) areas of the note there are separate selections for Peds and Adult.

Documentation

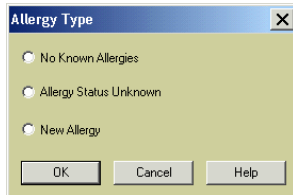
(Triage Note – Continued)

7. Add an allergy

- a. Click the Add Allergy List icon.



The Allergy Type window opens.



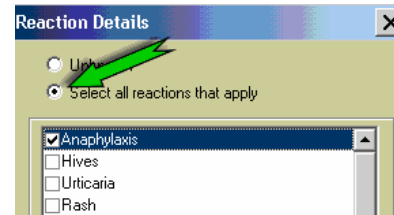
- b. Select the appropriate button. The top two selections are placed on the allergy list if selected. Clicking New Allergy opens Add Allergy window.



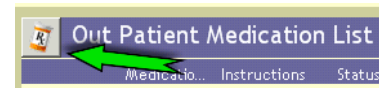
Documentation

(Triage Note – Continued, Step 7c)

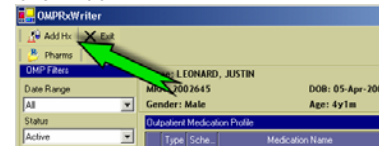
- c. After selecting the Type and Allergen, click the Add Reaction button.



- d. Click the **Select all reactions that apply** button.
 - e. Select the appropriate reactions and then click OK.
 - f. All the remaining fields are optional, fill them in as necessary and click OK when done.
8. Enter outpatient medications (to track prescriptions, over the counter medications, and herbal remedies the patient is taking).
 - a. Click the Outpatient Medication icon.



- b. Click Add Hx.



Documentation

(Triage Note – Continued, Step 8c)

- c. In the Drug Search field, type the first few letters of the medication, herb, or supplement.

The screenshot shows the 'Add Hx Med' window with a 'Drug Search' field containing the text 'child'. Below the search field, a list of medications is displayed, including 'Child Tylenol Cold Multi-Symptom Plus Cough', 'Childrens Chewable Multivitamins', 'Childrens Ibuprofen Berry', 'Childrens Kapectate', 'Childrens Night Time', and 'Childrens NyQuil'. At the bottom of the window, there are fields for 'Dose' (set to 0.00), 'Dosage Units', 'Route', and 'Frequency'.

- d. Click the name of the drug or supplement.
- e. Add the dosage units, route, frequency, days, and refills. The medication quantity is automatically calculated.
- If the medication should be prescribed on an ongoing basis, select the Continuous checkbox.
 - Optionally, change or clear the start and/or end date for the medication. If you clear the start date, the medication's Start Date column in the Outpatient Medication Profile is blank.
- f. If the medication is a liquid taken orally and the item has a generic ID in the database, select the Autocalculate check box to calculate the dosage.
- g. If you change information in the medication, click in the Dose field or Days field to recalculate the quantity.
- Optionally, clear the Auto check box to prevent the instructions from changing when you select different dosing information.

Documentation

(Triage Note – Continued, Step 8h)

- h. If you select the Auto checkbox and click in the Dose or Day field, the instructions text automatically reflects any changes to the dosing information.
- Optionally, select the Edit check box to enter any free-text instructions for the medication. To prevent the instructions from being edited, uncheck the Edit check box.
 - Optionally, to clear all of the instructions click Clear.
- i. Click the Submit button.

The screenshot shows the OMPRxWriter window with patient information: Name: LEONARD, JUSTIN; MRN: 002645; DOB: 05-Apr-2003; Gender: Male; Age: 4y1m. The 'Submit' button is highlighted with a green arrow.


The item displays in the Recent OMP Entries area.

The screenshot shows the 'Recent OMP Entries' area with a list of medications. The entry 'Apatate oral tablet' is highlighted with a green arrow. The list also includes 'Apatate oral liquid', '1000 BC intravenous sol', 'Allbee-C 800 oral tablet', 'Allbee-C oral tablet', 'Animal Shape Vitamins c', 'Animi-3 oral capsule', and 'Apatate oral liquid'.

- j. When you are finished adding all the medications, click Exit at the top of the screen.

Documentation

Disposition Note

1. Click the Documents icon on the icon bar .
2. Type a "D" in the manual entry field.
3. Double-click Disposition Notification under Document Name.

Searching for d

d

Document Name

Disposition Notification

You can also use Start of Browse to find a Dispo Note.

Start Of Browse Content of '/Emergency Dept'


Emergency Dept

Type here to enter document

Document Name

Triage Note

Disposition Notification



4. Choose the disposition.

Disposition ADM XFER LWOBE AMA EXP

D/C

Note: If you choose ADM, go to step 0.
Anything other than ADM, go to step 10.

Documentation

(Dispo Note – Continued, Step 5)

5. Choose the division.

Disposition					
Disposition	<input checked="" type="radio"/> ADM	<input type="radio"/> XFER	<input type="radio"/> LWOBE	<input type="radio"/> AMA	<input type="radio"/> EXP
	<input type="radio"/> D/C				
Division	<input checked="" type="radio"/> LIJ	<input type="radio"/> HILLSIDE	<input type="radio"/> SCH		
Admitting Service	<input type="radio"/> MED	<input type="radio"/> GYN	<input type="radio"/> ORTHO	<input type="radio"/> OPTH	<input type="radio"/> URO
	<input checked="" type="radio"/> CARD	<input type="radio"/> DENT	<input type="radio"/> OB	<input type="radio"/> NEURO	<input type="radio"/> OTOL
	<input type="radio"/> PSYCH	<input type="radio"/> NEURS	<input type="radio"/> SURG		
Special Needs	<input checked="" type="radio"/> CCU	<input type="radio"/> CTI	<input type="radio"/> ICU	<input type="radio"/> PCU	<input type="radio"/> TEL
	<input type="radio"/> MSSU				
Diagnosis	<input type="text" value="Right Ventricular Hypertrophy"/>				
Care Provider Track	<input checked="" type="radio"/> HOUSE STAFF	<input type="radio"/> PA			

If you choose:

- LIJ, go to step 6.
 - Anything other than LIJ, go to step 7.
6. Choose Service/ Special Needs (if applicable).
 7. Type in diagnosis.
 8. Select Care Track – House Staff/PA.
 9. To add the admitting physician as a care provider:
 - a. Click the Add Care Provider icon.
 - b. Choose the Type, then Role (Admitting-ED).
 - c. Type a few letters of the last name in the Name field.
 - d. Select the name from the list and then click OK.
- Note:** Only use manual entry if the provider is not in list.
The name must include first and last name.
10. Click Submit.