

# ED Manager

## Quick Reference Guide

### Toolbar Buttons



**Refresh** Updates the Status Board. The default ED Manager auto refresh is 60 seconds.



**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 Document** Used to enter Disposition (Dispo) Notes.



**Allergy Summary** Allows you to add Allergies or view active and inactive allergies of a patient.



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



**Outpatient Medication** Opens the Outpatient Medication Profile to enter the patient's home medications and use Prescription Writer.



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

Once a chart is opened, this icon is accessible from all chart sections.



**Additional Information** Such as admit date, length of stay, birth date, allergies and providers.



**Exit Door** Logs you off ED Manager



**On Line Help** Help pointer, which you can use to get context-sensitive help.



**Color Coded Flags** Correspond to flags selected in Triage Note.

**Green** – Altered Mental Status

**Orange** – Pneumonia

**Blue** – Acute MI

**Person** – Psychiatric Evaluation

**Black** – Suicide Risk: Activated from the Triage Note when suicide questions are answered yes.

### Status Board Columns

**TLoc**

**Temporary Location** that the patient is placed in a temporary location when they are taken for tests outside the department.

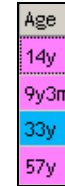
**LAL**

**Length At Location** is the time the patient is in a temporary location.



### Triage Acuity Levels

- 1 – Red
- 2 – Yellow
- 3 – Green
- 4 – Blue



**Patient's Sex:** Color codes on the Age state the patients sex:

- Blue: Male
- Pink: Female



### Name Alert

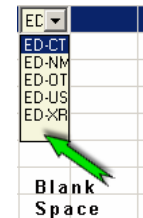
Indicates there is another patient with the same or similar name.



### Removing a Name Alert

Double-click in the Alert (**Stop sign**) cell for the patient.

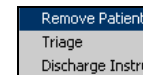
Select the **blank line** in the drop-down field.



### Entering/Removing a Temporary Location (TLoc)

Double-click the **TLoc cell** for the patient. Select the Temporary location in the dropdown field.

Upon return to the ED, select the blank space under XR to remove them from the TLoc.



### Remove a patient from the Status Board

On the Status Board:

1. Right-click on the patient name.
2. Select Remove Patient. Used only when the patient has physically left the ED permanently.

**ISO** **Isolation** for when a patient has an isolation precaution. The choices are Airborne, Droplet, Contact, Reverse, and Travel

Find Patient

Not currently used

Add Patient

Not currently used

Triage

**The Triage button opens the electronic Triage Note**

**For Additional Help:**

Call the Help Desk at (718) or (516) 470-7272

**RN or MD/PA, Fellow** **Assign yourself** to the patient by:

1. Double click on your role
2. Type in your name or choose from a list
- 3.

Call the CIS Training Department for additional materials at: (516) 719-3153

**IncR** **Incomplete Registration** cell will be checked if the patient has not completed registration.

**Admit To** The room/bed assigned to a patient that has been admitted.

**Comments** **Clinical** comments in relation to the patient or the patient room.

**Patient Complaint** The patient's description of the reason for coming to the ED that was entered verbatim into Invision.

**SCM Tabs**

**Patient Info** This tab contains additional information such as emergency contact, insurance information and other pertinent information.

**Documents** Triage and Dispo Notes are available in this tab.

**Flowsheets** *Will be available in Phase II to show Multi-disciplinary documents on the patient.*

**Clinical Summary** Displays quick view information on orders, results, care provider information and clinical documents.



**Status Board Buttons**

Settings

Not currently used

Refresh

**Brings the most up-to-date data.**

Personnel Assignment

Not currently used

Apply Shift

Not currently used