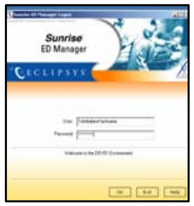
North Shore LIJ North Shore-Long Island Jewish Health System

SCM General Information
Quick Reference Guide

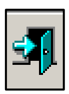
Logging onto SCM



1. Double click on the Eclipsys icon to display the logon window.
2. Enter your user ID and password in the specified fields, and then press Enter.

Note: *The first time you logon to SCM, you will be prompted to change your password.*

Logging Off SCM



1. Click the Door with the Arrow on the Toolbar to exit Eclipsys.

Or

1. Click File from the Menu Options
2. Select Logoff

Changing your Password

1. Click Preference from the Menu Options.
2. Select Change Password.
3. The Change password box appears.
4. Type in your old password, enter your new password and then confirm your new password.

"Your password has been changed" messaged appears.

Patient Lists

Creating a Personal Patient List

***Note**: You must maintain lists you create. Patients will not automatically add or drop from personal lists as they are admitted or discharged.*

1. Click the Patient List tab.

2. Select any criteria-based list from your Current List drop-down box (those without an asterisk).
3. Press and hold the Ctrl key.
4. Click the desired patients' names.
5. With the names highlighted, click the Save Selected Patients... button.
6. Select Add or Replace patients to an existing list, or Create a new list name.
7. Click OK

Note: When "Create a New List" is selected you must name the list.

Creating a Criteria-Based List

1. Click Patient List tab.
2. Click File from the menu bar.
3. Select Maintain List.
4. Click New.
5. Click on one or more tabs for criteria:

<u>Tabs</u>

Role

a) Check the box that indicates you want to create a list where you are a provider.

Select appropriate role(s).

Providers:

a) Type partial name in the provider field.
b) Select the provider name from the list.
c) Select Role from the role drop-down list.

Service: Select the Service, if needed.

Visit Status:

a) Check List Currently Admitted/Registered or List Patients with Specified Event.
b) Select a Status from the drop-down list and a date or date range.

***Note**: For currently admitted patients, you do not need to select this tab.*

6. Click OK
7. Type the name for your list in the List Name field. Click OK

Finding a Patient

1. Click the Patient List tab.
2. Click Find Patient icon  (on the toolbar).
3. Click the Name, Identification, Provider, or Other tab.
4. Enter the required information.
5. Click Search.
6. Select the patient from Search Click Show Visits.
7. Select a visit.
8. Click OK

Note: *A Temporary List is created.*

Adding a Patient to a Personal Patient List

1. Click the Patient List tab.
2. Located the patient from the Patient list or "Find Patient" icon.
3. Click the "Save Selected Patient" button.
4. The Save Selected Patient window opens.
5. Select the "Add Patient to Selected List" radio button.
6. Select the Patient List the patient is to be added
7. Click the OK button.

Deleting Patient from a Personal List

Select the patient's name (from your patient list).

Click on the Remove Patient ButtonThe patient is removed from the list.

Flags

Flags show on the Patient List tab in the appropriate columns and on the Results tab in the Summary display.

Green Flag

New Results	*Results have been posted*
New Orders	*New orders have been entered*
Signature	*New Orders need signature or verification*

Red Flag

New Orders	*Stat Order*
Results	*Abnormal Results*
To Sign	*New Orders*
Unack Alert	*Alerts that were not viewed*

Turning Flags On or Off

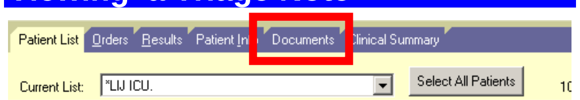
The *Flag New* feature tracks all new information for the patient 2 hours prior to turning the feature on.

1. For a Single Patient, double-click in the NEW FLAG column. An ✖ appears in the cell.
2. For Multiple patients. Hold control or shift to select your patients
3. Go to Action on the menu bar.
4. Click Flag New – On
5. Answer Yes to the question.
6. An ✖ appears in the New Flag cells.
7. Repeats steps listed above to turn off flags.

Clearing a Flag

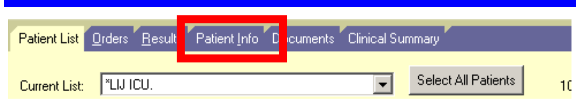
1. From the Patient List, double-click a flag.
2. The New (Orders or Results) window opens. You can scroll through the list presented.
3. When finished, click the Clear Flag button to clear that flag from your list and close the window.

Viewing a Triage Note



Select the Documents Tab. Locate the Triage Note and double click on the specific note

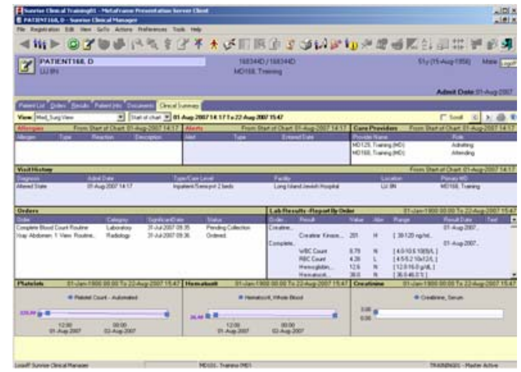
Patient Info



The Patient Info tab contains functions to view such as visit history, allergies, health issues, patient contacts, address and telephone numbers, discharge dates, height and weight, care providers, comments, significant events, insurers, and employers.

Clinical Summary

Click in the Scroll box to view complete summary. To view the complete information per item Right Click on the item and choose Show History.



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