

1. Introduction

Welcome to the CPOE Provider Training Course.

The purpose of this course is to teach you to use the *Cerner Millennium* solutions in your department. During this course, you will view several demonstrations and practice different activities that simulate your day-to-day tasks.

This guide was designed to help you learn the process of using Message Center, navigating the patient chart, viewing patient information, viewing results, placing orders, taking notes, and the depart process. Most, but not all, of the information in this guide is covered during your training course. Some sections have been added for reference purposes and additional information.

This guide includes pictures of various windows to familiarize you with use. As you move through the guide, you can see repetitive information. This is intended to assist you in selecting the proper solution for the task you are performing.

Information Security Confidentiality

When dealing with computerized healthcare records, specific confidentiality and security issues must be followed to protect the patient. There are also increasing HIPAA and JCAHO regulations that dictate how these records are handled.

- Cabell Huntington Hospital has a specific confidentiality and information security policy.
- When selecting a password, do not choose anything obvious, such as your birth date, or spouse and children's names.
- Create a password that consists of small or capital letters mixed with numbers (Alpha Numeric) as these are the stronger password.
- Password must have a minimum of 6 characters.
- Use a password that is easy for you to remember but difficult for others to figure out.
- Do not tell anyone your password. Do not let anyone use your password.
- The system requires you to change your password every 90 days.
- The system keeps an audit trail, or record, of who enters each chart and when. It records who read the chart and who recorded each piece of information in the chart.

Note that clicking a mouse button is different from pressing (or dragging) a mouse button, which implies that you hold the button down without releasing it.

Context menu – Available when you right-click text, objects, or other items.

Cursor – The flashing marker that tells you where you are on the screen.

Default – Preset information in the system that automatically displays when you sign on to the system or when you access certain cells that must be completed.

Demographics – Patient information.

Double-click – Tapping a mouse button twice in rapid succession. Note that the second click must immediately follow the first; otherwise the program interprets them as two separate clicks rather than one double-click.

Maximize – Located on the menu bar or title bar of the active window, it is used to maximize the window to a button on the *Windows* taskbar.

Minimize – Located on the menu bar or title bar of the active window, it is used to minimize the window to a button on the *Windows* taskbar.

Patient demographics – Information defined for the person or encounter. Demographic information includes the current location (for example, nursing station, room, and bed), age, birth date, gender, and maiden name.

Right-click – Click the right mouse button. A right-click opens the Context menu with a list of options.

Scroll bar – Located on the right and bottom of some screens and is used to adjust the view on screen.

Shortcut menu – Available when you right-click text, objects, or other items.

Title bar – Located at the top of each window and is used to identify in which window you are currently working.

Toolbar – A toolbar can contain buttons with images (the same images you see next to corresponding menu commands), menus, or a combination of both.