

8. Open a Patient Chart

Surgical Case Selection

Select Locations

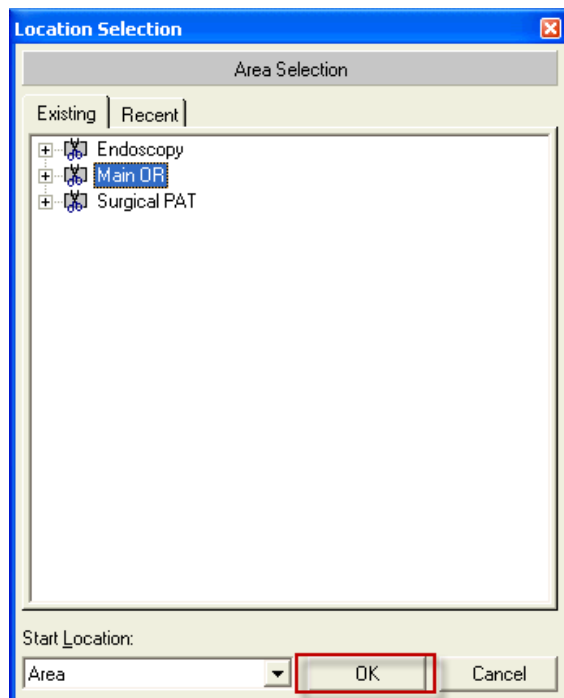
1. From the desktop, double-click the *SurgiNet* icon.
2. Log on with your user name and password.
3. The Case Selection window opens

Note: The first time you log in, the Location Selection window will open.

4. Click Location.



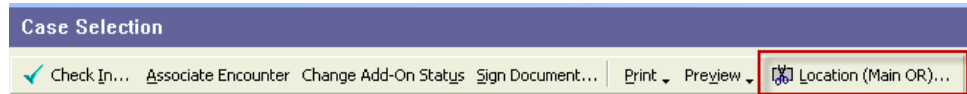
5. Select an area from the list.



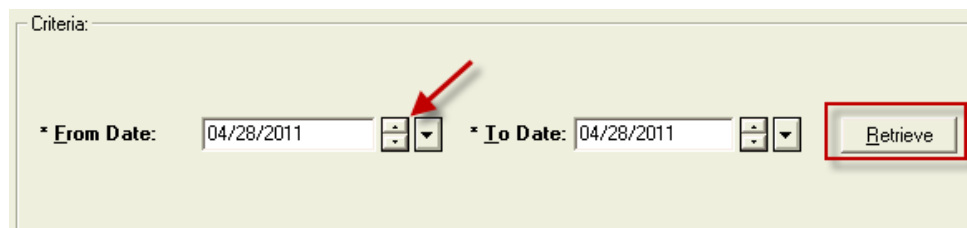
6. Click OK.

Select a Patient by Surgery Date

1. From the desktop, double-click the *SurgiNet* icon.
2. Log on with your user name and password.
3. The Case Selection window opens.
4. Verify the location at the top of the window.



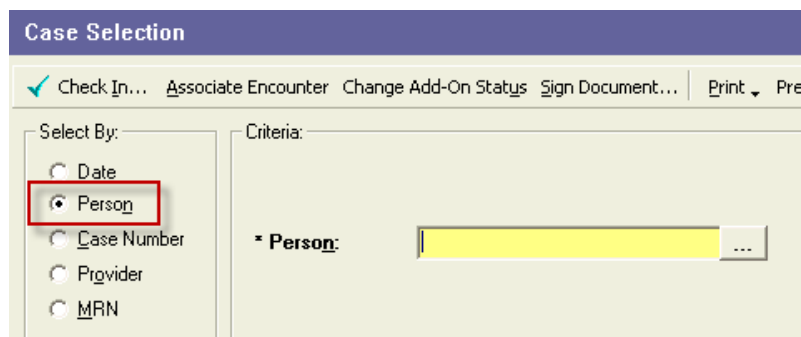
5. Select a desired date by clicking the large arrow right of the From Date box.
6. In the To Date box type the letter T for today.



7. Click Retrieve.
8. Find your patient; verify that the patient's FIN number and encounter is correct.
9. Double-click to open.

Select a Person

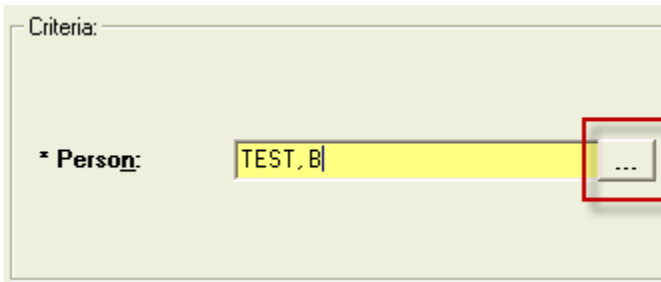
1. From the desktop, double-click the *SurgiNet* icon.
2. Log on with your user name and password.
3. The Case Selection window opens.
4. Verify the location at the top of the window.
5. Select the Person option.



6. Enter either the person's full name or partial name in the Person box.

Note: If you entered the full name, the Retrieve button is available.

7. Click the Ellipses button to open the Person Search dialog box

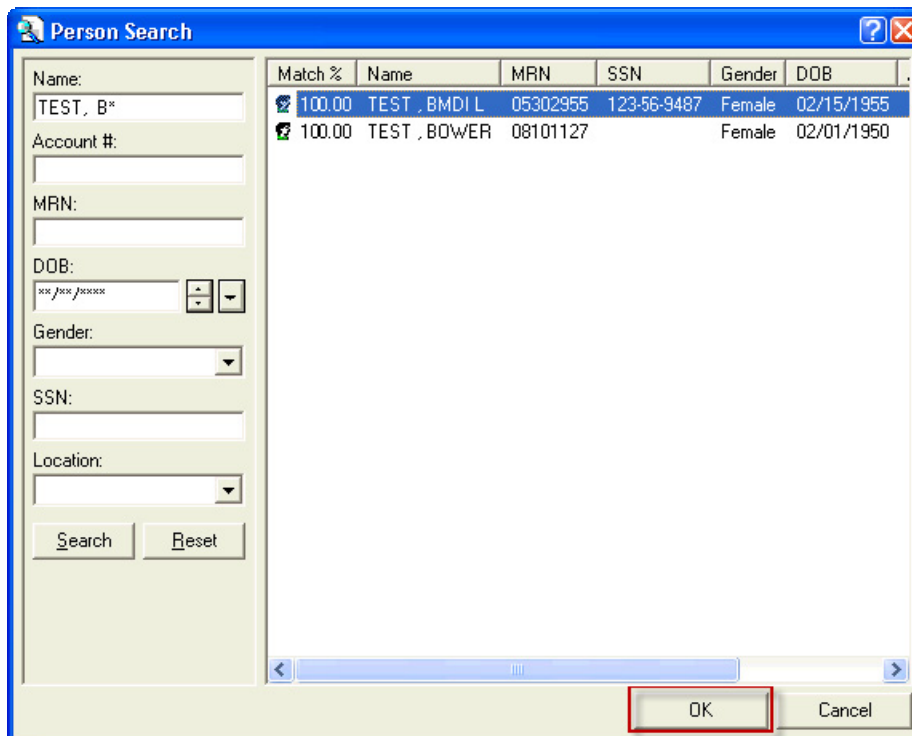


8. The Person Search dialog box opens with a list of persons that most closely match the name you entered.

Note: You also can enter patient data in the appropriate fields. The more information you enter, the closer the system can come to a direct match.

9. Select a name from the list of patient records that are returned.

10. Click OK to save the selection and exit the dialog box.



11. The selected name is displayed in the Person box.

12. Click Retrieve to display a list of cases scheduled for that patient.

13. A list of persons that most closely match the name you entered is listed at the bottom of the window.

14. Double-click the correct case to open.

Select a Patient by Case Number

1. From the desktop, double-click the *SurgiNet* icon.
2. Log on with your user name and password.
3. The Case Selection window opens.
4. Verify the location at the top of the window.
5. Select the Case Number option.

6. Enter the case number.

7. Click Retrieve.

Select a Case by Provider

8. From the desktop, double-click the *SurgiNet* icon.
9. Log on with your user name and password.
10. The Case Selection window opens.
11. Verify the location at the top of the window.
12. Select the Provider option.

The screenshot shows a search criteria window. On the left, under 'Select By:', there are radio buttons for 'Date', 'Person', 'Case Number', 'Provider', and 'MRN'. The 'Provider' option is selected and highlighted with a red box. On the right, under 'Criteria:', there are three fields: '* Provider:' with a text input field, '* From Date:' with a date picker, and '* To Date:' with a date picker. A 'Retrieve' button is located at the bottom right.

13. Enter the required details.

14. Click Retrieve.

Select a Case by MRN

1. From the desktop, double-click the *SurgiNet* icon.
2. Log on with your user name and password.
3. The Case Selection window opens.
4. Verify the location at the top of the window.
5. Select the MRN option.

The screenshot shows a search criteria window. At the top, there is a menu bar with options like 'Check In...', 'Associate Encounter', 'Change Add-On Status', 'Sign Document...', 'Print', 'Preview', and 'Location (Main OR)...'. Below the menu bar, under 'Select By:', there are radio buttons for 'Date', 'Person', 'Case Number', 'Provider', and 'MRN'. The 'MRN' option is selected and highlighted with a red box. On the right, under 'Criteria:', there is a field for '* MRN:' with a text input field. A 'Retrieve' button is located at the bottom right.

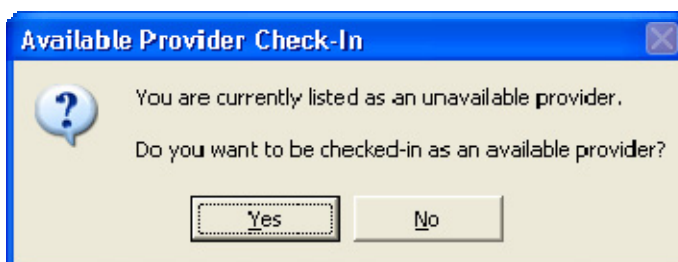
6. Enter the MRN.

7. Click Retrieve.

Open a Chart from the Tracking List

Provider Check-In

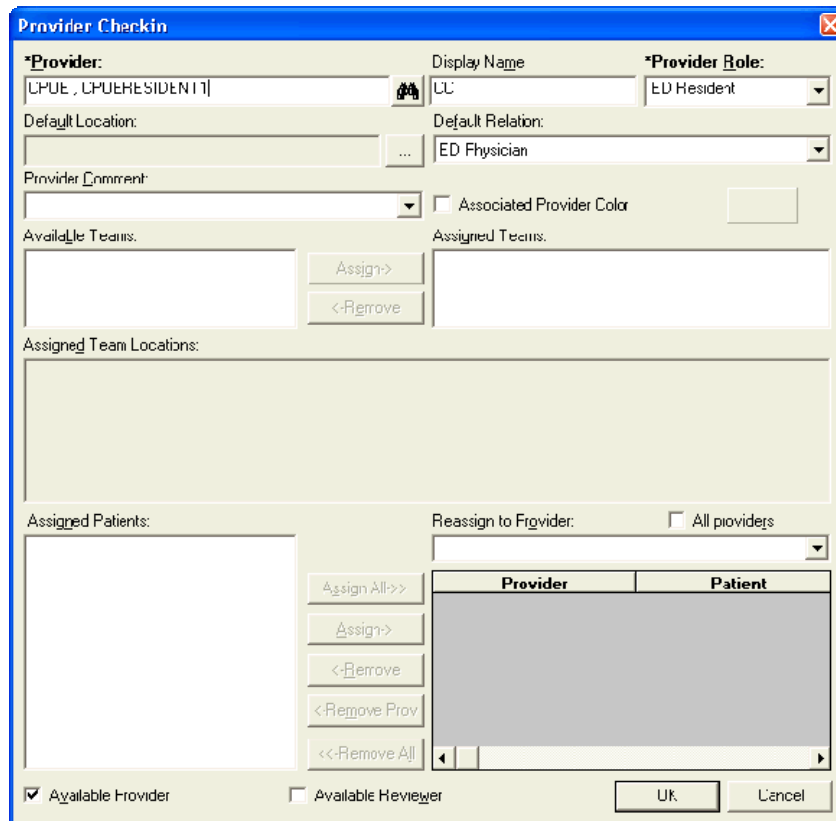
The first time you log on to *FirstNet* at the beginning of your shift, you are asked if you want to check in as an available provider.



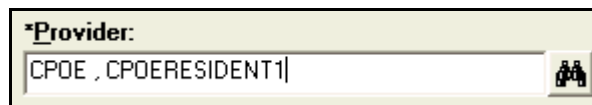
1. Click No if you are not a care provider.
2. If you do not receive this message, you need to select Check-In from the Provider menu.



The Provider Check-In dialog box opens.



3. Verify your name is correct in the Provider box.



- In the Display Name box, enter your initials. In the Provider Role box, verify that your role is correct.

A screenshot of a text input field labeled "Display Name" containing the text "CC".

- From the Default Relation list, select the appropriate default relationship.

A screenshot of a dropdown menu labeled "Default Relation:" with "ED Physician" selected.

Note: This is the relationship that is associated with your name when you open this patient’s chart. This relationship must be declared and is saved in the system to ensure that everyone opening a patient chart has an appropriate reason to do so.

- Click the box next to Associated Provider Color. Select your color and click OK.
- Select the Available Provider and Available Reviewer options if they apply to you.

A screenshot of a form with two checkboxes: "Available Provider" (checked) and "Available Reviewer" (unchecked). There are "OK" and "Cancel" buttons to the right.

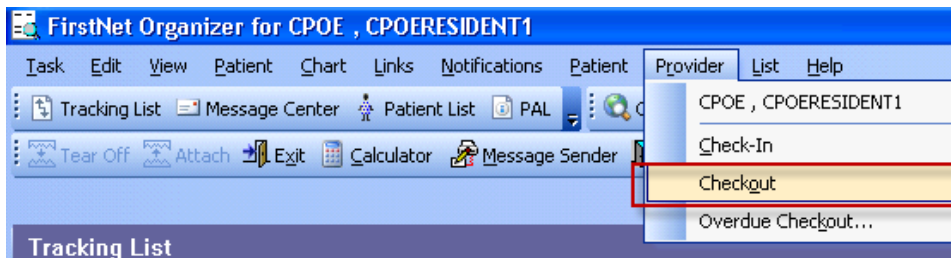
- Click OK.

Provider Check-Out

When your shift ends, you must check out as a provider. Completing this step prompts you to check in automatically during your next shift when you log on to *FirstNet*. Other clinicians on staff also see that you no longer are available for patient care.

To check out of *FirstNet*, complete the following steps:

- From the Provider menu, select Checkout.



The Provider Checkout dialog box opens.

- From the Reassign to Provider list, select a provider to reassign assigned patients.

- Select patients to reassign.

- Click the Assign All->> and Assign-> buttons to assign patients to another provider.
- Deselect the Available Provider option.



- Click OK.

Open the Patient Chart


- Locate the patient on the tracking list and click the box at the beginning of the row.

ER All Beds	IC All Beds	Triage/AWR	Doctor	ED DR to See	IC DR to See	Provider List	Checkout	Pending L			
All beds (54/54)											
Bed	BeAc	St	Sp	ConName	Age	SeAll	Reason for Visit	LOS	DR	Wt (Kg)	f
ER01,0	2			TEST , ALPHA	66 y	Fe	1: Chest pain	06 06:35	ET	100.00	
ER02,0	2			TRAINCPOE , ALPHA	71 y	Fe	1: Chest pain	00 25:36		90.00	
ER03,0	3			TRAINCPOE , BETA	69 y	M	1: Abdominal pain	00 25:35		75.00	

- Double-click the triangle at the beginning of the patient's row. This opens the patient's chart to the ED Summary section.

Bed	BeAc	St	Sp	ConName
ER01,0	2			TEST , ALPHA

Open a Chart from the Rounds List

- To open a patient chart from the Rounds List in *PowerChart*, click Rounds List  . The Patient List organizer opens.
- Select a patient from your Rounds List organizer.

Rounds List						
Admitting Physician						
Name	Location	Age	Attending MD	Resuscitati	Allergies	IV
BUILD , PEDS	5311 0	3 years	WERTHAMMER , JOSE			
BUILD , SURGICAL	2119 0	57 years	CORNELL , JOHN E			
test , ann		53 years				
TEST , ANNIE		20 years	Test , MD2			
TEST , BMDI	4306 0	37 years				
TEST , BUILD CPOE		71 years	HOLMES , ALLEN J			
TEST , CHEUNG	2708 0	30 years	CHEUNG , FELIX H; Test			
Test , Codeupgrade	5702 0	32 years	Test , Physician2			

3. Double-click a patient on the list.
4. The chart opens in a separate Patient Chart window, leaving the Organizer running in its own separate window.

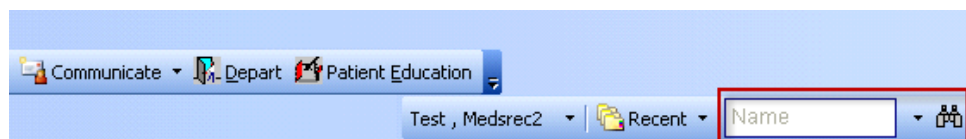
Note: If you do not have an established relationship with the patient documented in *PowerChart*, you are prompted to establish a relationship prior to opening the patient's chart. Select your Relationship, and click OK.

Locate and Open a Chart by Searching for a Patient

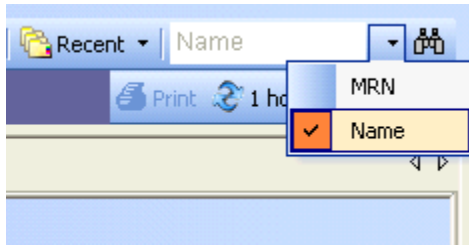
If a patient is not located on one of your current lists, you need to search for the patient.

Search using the Patient Defining Area

1. Navigate to the Person Search box located in the Patient Defining area.

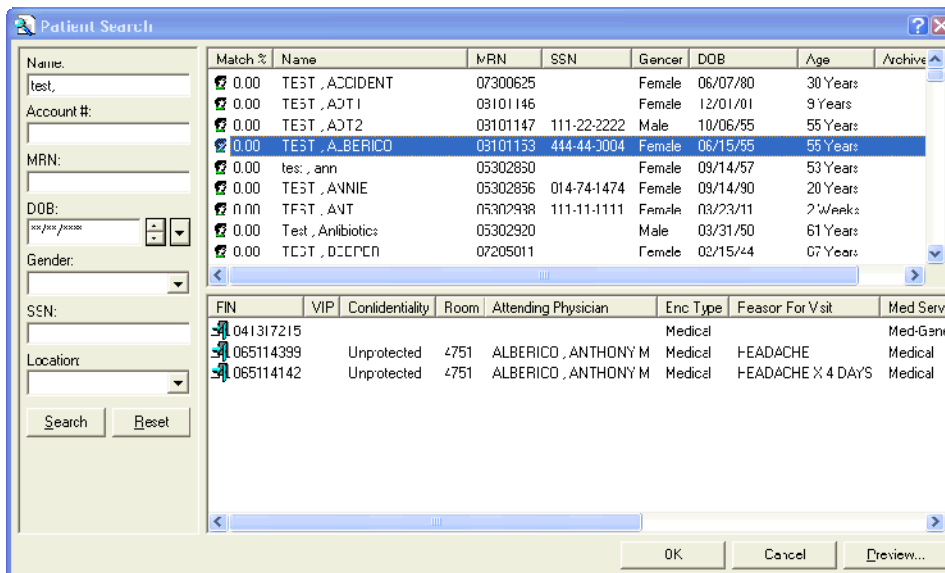


2. Click the downward arrow to the right of the search box to select whether to search by Patient Name or by MRN. Click your preference.



3. Your choice is listed in light gray in the search box.
4. Search for the patient by typing in the patient identifiers into the Patient Search box.

- Search by Patient Name – Type all or part of the patient’s last name in the search box and press ENTER.
- Search by MRN – Type the patient’s MRN into the search box and press ENTER.



Note: If more than one match is found, a Patient Search window opens with details about the matches.

Note: Ensure you select the appropriate Encounter from the lower pane of the Patient Search box.

5. The chart opens in a separate Patient Chart window, leaving the Organizer running in its own separate window.

Note: If you do not have an established relationship with the patient documented in *PowerChart*, you are prompted to establish a relationship prior to opening the patient's chart. Select your Relationship, and click OK.

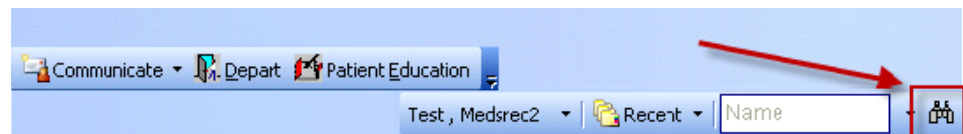
Search using the Patient Search Window

If you want to perform a detailed search for a patient, or if the Patient Defining search box finds multiple matches, the Patient Search window runs and displays search results with greater detail.

The Patient Search window allows you to search by any combination of patient identifier including Last Name, First Name, Middle Initial, SSN, DOB, MRN, Gender, or Encounter No.

Complete the following steps to find and open a chart using the Patient Search window:

1. Click the Binoculars in the Patient Defining Area to open the Patient Search Window.



2. Type all or part of the patient identifiers in one or more of the search boxes, and click Search.

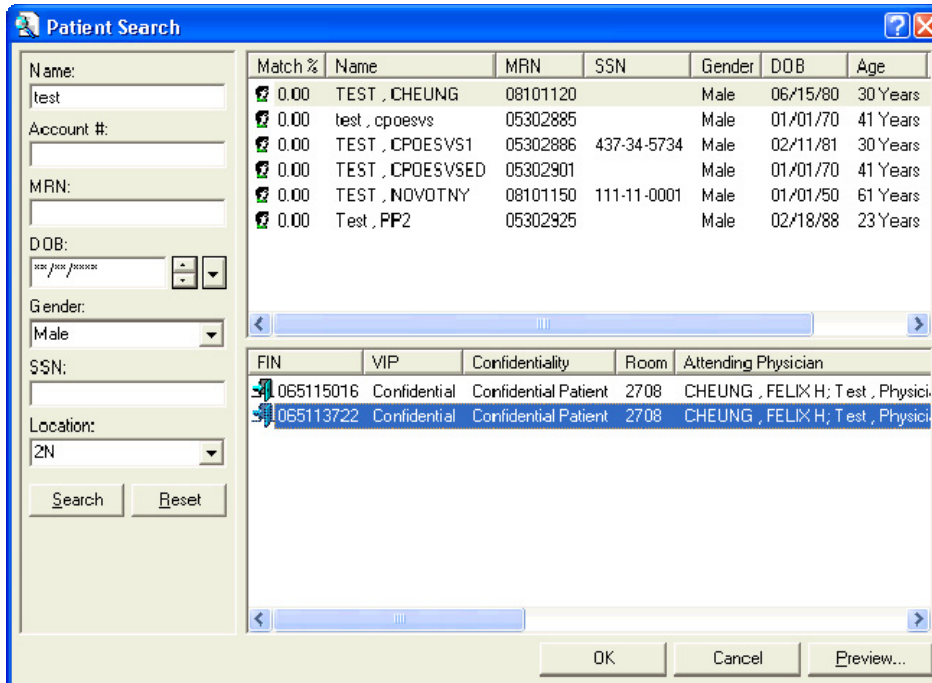
A screenshot of the 'Patient Search' window. The window has a title bar with a question mark and a close button. On the left side, there are input fields for 'Name', 'Account #', 'MRN', 'DOB', 'Gender', 'SSN', and 'Location'. The 'Name' field contains the text 'test'. Below these fields are 'Search' and 'Reset' buttons. On the right side, there is a table with columns: 'Match %', 'Name', 'MRN', 'SSN', 'Gender', 'DOB', and 'Age'. Below this table is another table with columns: 'FIN', 'VIP', 'Confidentiality', 'Room', and 'Attending Physician'. At the bottom of the window are 'OK', 'Cancel', and 'Preview...' buttons.

Match %	Name	MRN	SSN	Gender	DOB	Age
0.00	TEST, CHUNG	00101130		Male	03/15/00	30 Years
0.00	test, cpnesvs	05302885		Male	01/01/70	41 Years
0.00	TEST, CPOESVS	05302886	437-34-5734	Male	02/11/81	30 Years
0.00	TEST, CPOESVSED	05302901		Male	01/01/70	41 Years
0.00	TEST, NOVOTNY	08101150	111-11-0001	Male	01/01/50	61 Years
0.00	Test, PP2	05302925		Male	02/10/00	20 Years

FIN	VIP	Confidentiality	Room	Attending Physician
065115016	Confidential	Confidential Patient	2708	CHE JNG, FELIX H; Test, Physi
065113722	Confidential	Confidential Patient	2708	CHE JNG, FELIX H; Test, Physi

3. Select the appropriate patient in the top pane.
4. The patient's encounters are listed in the bottom pane. If necessary use the horizontal scroll bar to view the details for each encounter.

Note: It is important to select an active encounter. Sometimes orders and documentation are missing or not complete if information is placed on the incorrect visit.

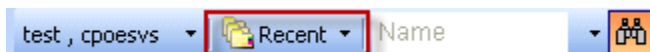



5. In the bottom pane, select the appropriate encounter.
6. Click OK to open the patient's chart.

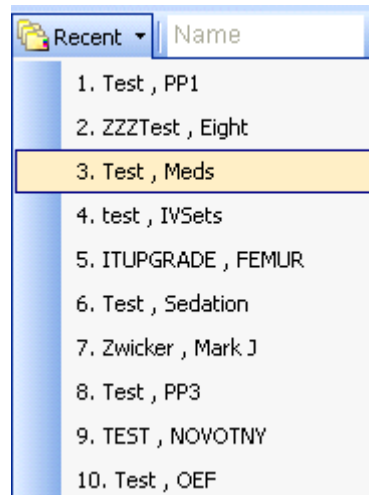
Note: If you do not have an established relationship with the patient documented in *PowerChart*, you are prompted to establish a relationship prior to opening the patient's chart. Select your Relationship, and click OK.

Open a Recently-Opened Chart

The Patient Defining Area maintains a record of the five charts you accessed most recently. Complete the following steps to open a recently-opened chart:

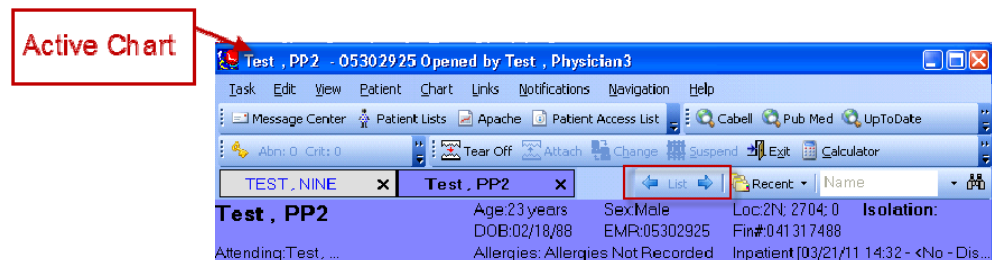


1. Navigate to the Patient Defining area and click the downward arrow on Recent .
2. Select the patient's chart from the list.



Open Previous or Next Chart on Patient List

When you are in an active patient chart opened from a patient list, you can navigate from chart to chart within the patient list by clicking the right arrow to go to the next chart on the list, or the left arrow to go to the previous chart on the list.



Note: When you are in a patient's chart, their name is in the Title bar at the active patient chart.