Clinician Hub Cheat Sheet

- 1. Log in to Clinician Hub with the user name and password assigned by IT
- 2. The items on the top Blue Bar CENSUS, WORKQUEUE, SCHEDULE, DEFICIENCIES are explained below.

Census- this shows the patients that are in a bed at the selected facility. The patients can be filtered by the items on the left banner (relationships, provider, location, facility, status etc.). These filters can be saved for future use.

B	WORKOLFLE	SCHETOLI F	DEFICIENCIES V	Patient Name (٥	RECENT .	
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<u>Workqueue</u>- this tab will show items that need your attention. Things like Incomplete prescriptions, need to sign off orders, new lab results, need to complete or sign documents, Deficiencies for medical records can be addressed here.

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	KQUEUE	C							
			I	npatient, Acute O	•	✓ Se	lect All		•
All (11)	Results (1)	Documents (4)	G	eneral Alerts (0)	R	x (2)	Orders (4)	Pt Mgmt (0)	Pt F
ITEM N DESCRI				PATIENT NAME DOB (AGE)			ITEM AGE	COMMENT	
New La Sed Ra	aboratory Results te	- Sign (3)		TEST, PAIN3 19-Aug-1958 (63Y))		8 months ago		
	ff for Orders ff: Telephone Ord	ler sign-off needed		DRIGGERS, SADIE 25-Nov-1934 (87Y)			3 months ago	Reassigned from I	PALME
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	ff for Orders ff: Protocol order	sign-off needed		TEST, PAIN3 19-Aug-1958 (63Y))		1 year ago		
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	plete Prescriptio are unsubmitted	on(s) (1) prescriptions in the R	x	TEST, ARMOUR 15-Feb-2016 (5Y)			3 years ago		
	ete Document ff required for Cli	nical Document ED_G	e	CURL, JAMES R 29-Aug-1935 (86Y))		3 years ago		
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<u>Schedule</u> - Here you can view your scheduled Hospital Procedures for a selected date or time period. The calendar can be expanded to view a 3-month time frame.

<u>Deficiencies</u> - This will launch in to One Content where medical records assigns chart deficiencies.

- The search box allows you to enter Patient name, Visit ID or Medical Record number to find patients who are not in a designated bed or that have been discharged. You can also do a Patient Search on the next bar.
- The Recent drop down shows patient that you have searched recently.

The icons below from left to right are Refresh, Appointments, Referential Content/Patient Education, and Personal Web links. These icons are rarely used.



<u>Manage Macros</u>- Allows You to build Macros and import Macros to use in Documentation. This can be used for frequently used text.



<u>Reports</u>: You can access reports and print as needed from the Select Action box.



After selecting a patient, you will see a screen with specific tabs for completing necessary task.

<u>The Overview Tab</u> will show a general view of the whole patient. Things like Intake and Output, Medications, Results, Allergies etc. will be accessible from this tab.

TEST, P		overnew ordering	RX WRITER FLOWSHEETS PROF	ILE DOCUMENTATION	MEDICAL RECORD SCHE	OULE REPORT	S CREATE DOCUMENTICOAL MORE		crost 🔅
19-Aug-19 PAIN MAN		Intake and Output			2 🗈	Advance Dis	rectives		Manage
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		C SF Glucose Tube #1 Status Final	Column Time (1444-3021 1)	29	٦	Unknows			

<u>Ordering</u> Tab is where orders are placed, viewed, and Medication Reconciliation is completed.

OVERVIEW	OR	DERING R	X WRITER	FLOWS	HEETS	PROFIL	E	DOCUMENTAT	ION	MEDICAL R	ECORD	SCH	EC
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02/19/202	0 09:24	Amylase		Onc	e Date	s Met			02/19	/2020 09:24	02/19/2	2020	0

<u>The Order Queue</u> will display all orders. For Orders in this window you can do any of the following:

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Submit	Hold	Disco	ntinue	Ca	ncel Req	Resume	Renew	ſ

The **SEARCH** will allow you to search for any orders by entering a key word. You can search All orders available or by choosing order types from the drop down and enter a key word.

<u>The Favorite Orders</u> will allow you to save frequently used Orders or Order Sets so you don't have to search for them each time. To save an order to the Favorites: search for the order, and select the flag on the far right of the order. This will place it in the Favorite Order tab.

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<u>Medication Reconciliation</u> allows for the Medication Reconciliation for Admission/Transfer/Discharge to be completed here. Select Cont, Def, Mod, DC for each medication. Once all medications have been addressed the COMPLETE tab in the far, left, bottom will be available. You can also save as draft or cancel draft. You can also add orders from this screen by selecting the add order in the bottom right.

dmission Draft - Home & Inpatient Meds	Home Medication(s) Last Verified: 1	12/17/2015 💊 View Home Heds List Medic: by thempeutic class (Ive separate)
rouping by: Therepeutic Class A		
Name	Dose, Route, Frequency	
nalgesics - Opioid		
INDROCODORE BITARTRATE (INDROcodore Bitertrate Oral 12 hr Geo)	10 miligram oral every 12 hours Comments: swallow whole; do not crush, chew, break, dissolve, or cut	Cont Def Mod DC
nticonvulsants		
GABAPENTIN (Gabapentin Oral)	200 milligram oral 2 times per day	Cont Def Mod DC
ntihypertensive Therapy Agents		
LISINOPEL (Isinoril Oral)	20 miligram oral every day	Cort Def Mod DC

<u>RX WRITER</u> is for electronic Prescription writing. Here you can view the patients RX profile and select medications to prescribe. The Prescription Drug Monitoring Program (PDMP) query can be viewed here.

By selecting Add New you can search for medications to prescribe. The patient Home Medications are listed to the right. When a medication is selected, dosing descriptions populate and once selected the prescribing information must be entered and saved. The prescription will then be place on the pending list.

The Pending prescriptions allow you to see what prescriptions are pending transmission and gives reasons they are pending. You can hover over with the mouse to see what the status symbol needs to complete the task.

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its precipito for yar palent. To gabet a pharmacy and submission method, cick	vicio for var upitert.								

By selecting Continue on the pending list, the Submit Prescriptions window opens and the Destination Pharmacy is chosen. Once complete, Select SUBMIT.

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(UNK) Generic O	TC: ibuprofen 200 m	g capsule 🗸		w 😮			
200 milligra Days Refills:	00 mg capsule <i>(su</i> m(s) (1 capsule) o : 0 w this line not sen	orally every 6 h	iours as	needed for pain			
Sig							
Dose: *	Unit: *	R	oute: *			Frequency: *	
200	milligram	-	oral		•	every 6 hours (q6h)	•
Special Instruct	tions:						
Reason For	Prescription (in	dications) A	dd/Edit	ICD Code			!
pain				ring			
Dispense * ** Quantity Suffi	*Quantity is requ		ronically Days	send. Manually	enter quanti	ty.**	
Quantity:			r capsule	e(s)			
O Pre-package:			1				

<u>Flowsheets</u> allow you to view the selected items. You can view I&O, MAR, RESULT, and Nursing flowsheets.

PROFILE allows you to view and edit the patient history/medical data. This information is entered by the nursing staff on patient admission and follows the patient for each additional visit. Changes can be made by either EDIT or ADD to each section. You must Save and Verify when changes are made. You can customize your view by selecting the INDEX button and then CUSTOMIZE to select/deselect or change the order of the sections available and SAVE. This customization will follow for every patient you view.

DOCUMENTATION allows for adding Notes for the patient visit.

TEST, AGGRAVATING	IC 10: 93255600 OVERVI	EW ORCERING	FLOWSHEETS PRO	FLE DOCUMENTATION	MEDICAL RECORD	SCHEOULE F	REPORTS	CREATED	OCUWENT/CD41	MURE		*			CLOSE
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With Templates highlighted, search for the note type, or select it from the list of notes, and <u>double click it to add it</u> (If you change All Types to Base it will shorten the Note list) On future template search the frequently used Notes will be at the top in MOST frequently used.

0	CUMENT(CDA) MORE		CLOSE (
	Note wing w Templates	Results Orders	Prior Notes
	Templates	Re	set to Default
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	Acute Visit		
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	Most frequently used (9)		
	R Discharge Instructions - Basic		Base
	_OH Consultation Note OMC		Base
	_OH Discharge Summary Note		Base
	_OH ED_Abdominal_Pain_OMC		Base
	_OH ED_Eye_Complaint_OMC		Base
	_OH ED_General_Adult_OMC		Base
ļ	Consultation Note PGN		Base
	History and Physical Note PGN		Base
	Operative Note PGN		Base
	All (33)		
	_OH Operative Note OMC		Base
	_OH Procedure Note OMC		Base
	_OH Progress Note OMC		Base
	_OH Transcription Note OMC		Base
	Class Example 1		Base
	Consultation Note PGN		Base
	Discharge Instructions - Basic		Base
	Discharge Instructions - Behavioral Health		Base

When the Note is complete, either Sign to finalize the Note or Save to be able to edit later.

<u>Medical Record</u> will launch you to One Content to view the patient chart.

<u>Schedule</u> will allow a view of your patients scheduled for procedures.

<u>Reports</u> will allow you to view specific information in Report form.

My Workqueue on the right will allow you to complete sign off task, view new results, and show alerts for task that need completion.

Documented on wrong Note: Remove / Cancel Entire Encounter -

		For	ounter Management						
	F Get Encounters 🚫 Clear V								
Encounter Date Range		Patient Name		Visit	Trpe	Encounter Start	Status	Location	Last M
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	+(Secured) JAN, SMFA			0003171359	IN Fluid	05/20/2021 07:04		3 SOUTH 3 SOUTH 46/1	05/20/2
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All Patients	KENNEDY, PATRICK			0003178159	Daily Focus	05/20/2021 03:44	0	EDW NURSING STATION EDW WR BED 01	05/29/2
Incomplete Admission Assessments	KENNEDY, PATRICK			0003178159	Daily Focus	05/20/2021 03.41	0	EDW NURSING STATION EDW WR BED 01	05/20/2
Co-Signature Required	KENNEDY, PATRICK			0003178159	Daily Fecus	05/20/2021 03:41		EDW NURSING STATION EDW WR BED 01	05/20/2
Entered By: RAJNSH, VIKASH	KENNEDY, RATRICK			0003178159	Daily Focus	05/20/2021 03:39	0	FOM MURSING STATION FOM WE BED 01	05/20/2
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	CCS. CHLD			0003185975		03/11/2021 07:19		3 SOUTH 3 SOUTH/101/1	03/11/2
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	KENNEDY, INTRICK			0003178159		01/22/2021 04:16		EDM MURSING STATION EDM WR BED 01	01/22/2
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	StrikelAmend Selected Encounter	Close Selected Encounter	Inquiry						
	Co-Sign Selected Encounter	Strike Entire Selected Encounter		-					

Video:

https://allscripts.mediaplatform.com/#!/video/18392/p aragon-v20.1-clin-doc-demo?t=0