EMR Web Training Script

Course: The EMR Desktop Overview

Learning Objective: To understand the purpose and basic functionality
                                      of the EMR Desktop including the Documents tab

Video Length: 3 minutes, 31 seconds

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Desktop

This is the Desktop and is the first page that opens after you log in.
Starting with the top of the page you have a title bar which tells you what system you are using, who you are logged in as, what Location of Care you are in and the date, time and in brackets which page you are on currently.

The desktop summary tab acts as your information center listing today's appointment schedule, alerts and flags and documents in list format.

To view your alerts and flags in greater detail click the alerts and flags tab.
Alerts and Flags act as post-it-notes and are great ways to communicate but should not be used for permanent patient documentation.
Selecting the flag will show the text in the viewer panel at the bottom of your screen.
You will learn how to reply to, remove and start new flags during a separate tutorial in Right Knowledge called "Alerts and Flags".

To view your documents in greater detail click on the documents tab. Documents are permanent records from patient charts which have been sent to you for review and signature.
On the left side of the documents tab there is a filter which categorizes the documents allowing you to choose which set of documents you would like to work on first.
For example, if you are in the habit of coming in the clinic every day and signing off on your labs first, you may do that by clicking this lab category.
Single clicking the document shows the text in the viewer panel at the bottom of the screen.
To add your signature to a particular document highlight it and click the Sign button.
This automatically adds your signature to the bottom of the document and pushes the signed document to the patient's chart – removing it from your desktop.
If you need to follow up on the lab or test results you should be signing it from the patient's chart.
To do this, Double click the document to take you to the chart. Add your signature by highlighting it and clicking the sign button. (scroll down and show the signature)

To return to the Desktop from the chart, click the Desktop button.

When you are finished with the filter click on the "All Documents" folder.

Now, let's look at some of the icons which are associated with these Documents.
The Pencil icon indicates the Document is on hold for you to open and comment on.
The Paperclip indicates there is an attachment which you can view simply by clicking this button and choosing the name of the document.
Attachments are simply papers or photographs scanned into an Adobe Acrobat format and cannot be altered once in the chart.
The yellow plus sign indicates there is an append added to this particular document.
The yellow A is the appended portion of the document.

It is a good idea to return to your Desktop Summary when you are finished signing off on your Documents. This way you are able to see any schedule changes and if any new flags have been sent to you.