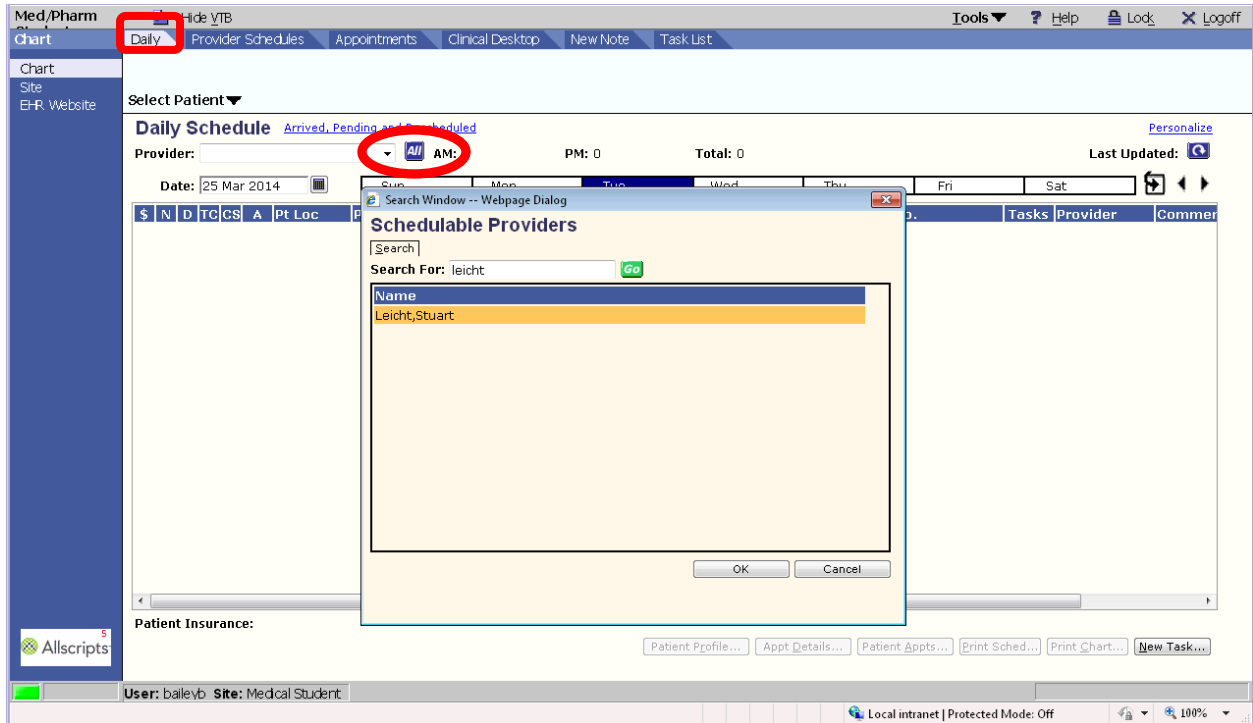


# Medical Student's Role in Allscripts

## DAILY SCHEDULE

You can view any physician's schedule. Click on the blue All button and search by last name for your provider. Highlight and click OK



Select Patient ▼

**Daily Schedule** [Arrived, Pending, Rescheduled, No Show](#) [Personalize](#)

Provider: All Providers **All** AM: 2 PM: 0 Total: 2 Last Updated: 03/25/2014 9:58 AM

Date: 25 Mar 2014 Sun Mon **Tue** Wed Thu Fri Sat

\$	N	TC	CS	A	Pt Loc	Pt Status	Time	Patient	MRN	Type	Dur	Provider	Comments
				Arr			08:00 AM	Allscripts,Cameron	ZZZAHS05	0	15	ALLSCRIPTS,Fami Migraines	
				Pen			08:30 AM	Allscripts,Frank	ZZZAHS09	0	15	ALLSCRIPTS,Fami F/U BP	

## CLINICAL DESKTOP

Clicking once on the patient's name pulls them into the Patient Banner. You can view their demographic info. Double clicking on their name takes you to their chart (the Clinical Desktop).

The screenshot shows the Quillen Desktop EHR interface. The patient banner at the top displays the name [R] Allscripts, Cameron, along with demographic information: Age: 25 years, Sex: F, DOB: 03/07/1991, MRN: ZZZAHS05, HPhone: (802)555-1115, Other: 1234567, Note: Select, FYI, Security: FYI. The Clinical Desktop tab is highlighted in the navigation menu. The main content area shows a list of active problems, including Abdominal Pain 789.00, Allergic Rhinitis 477.9, Aspiration Pneumonia 507.0, Cervical Disc Degeneration 722.4, Cervical Spondylosis 721.0, Diabetes Mellitus 250.00, Neck Pain 723.1, Screening Exam V82.9, and Thoracic Disc Degeneration 722.51. Below the list is a table of vital signs and findings.

Data Includes: All		01 Nov 2013	16 Oct 2013	27
Item Name	Graph	9:06 AM	1:41 PM	2:35 PM
Systolic	<input type="checkbox"/>	120		220
Diastolic	<input type="checkbox"/>	80		100
Temperature	<input type="checkbox"/>			
Heart Rate	<input type="checkbox"/>			
BMI Calculated	<input type="checkbox"/>			
BSA Calculated	<input type="checkbox"/>			
Height	<input type="checkbox"/>			
Weight	<input type="checkbox"/>			
How many times in the past year...	<input type="checkbox"/>		B. (1-4)	
How many times in the past year...	<input type="checkbox"/>		A. (0)	

The Clinical Desktop is where you can view all of the patient's information. There are a series of tabs that allow you to sort through their chart. On the left, you'll see the following tabs: Problem, Notes, Labs, Procedures, Imaging, Chart, Worklist.

Problem	Notes	Labs	Procedures	Imaging	Chart	Worklist
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**Problem:** the patient's active problems, past medical history, family history, past surgical history, and social history.

**Notes:** The patient's notes from any provider/specialty within the MEAC/Family Medicine system.

**Labs:** All labs that have been resulted.

**Procedures:** Any procedures that have been returned (these are scanned documents)

**Imaging:** Also scanned, as we don't have a direct interface with any of the imaging centers

**Chart:** All of the notes, labs, procedures, imaging and any administrative paperwork. The entire chart. Can be sorted in a variety of ways

**Worklist:** Any items that need to be authorized will show up here. (You won't need to worry about this tab)



HMP/Reminders	Growth Chart						
Vital Signs	Meds	Orders	Allergies	Immunizations	Flowsheets		

The section on the right contains the vitals, meds and orders, as well as a variety of flowsheets and tables.

**Vital Signs:** Shows all vital signs taken on the patient

**Meds:** Defaults to the patient's *Current Meds*, but can change the drop down to look at past meds and all meds

**Orders:** Defaults to the patient's *Current Orders*, but can change the drop down to look at past orders and all orders

**Allergies:** Patient's allergies, both medication and non-medication

**Immunizations:** Flowsheet of all immunizations that the patient has received

**Flowsheets:** Various flowsheets that apply to specific specialty (such as anticoagulation flowsheet, diabetes flowsheets, etc.)

**HMP/Reminders:** Essentially, the chart in a table format. Every order is linked to a diagnosis, so you can view everything that has been ordered for each of the patient's diagnoses.

**Growth Chart:** Growth charts (normative only)

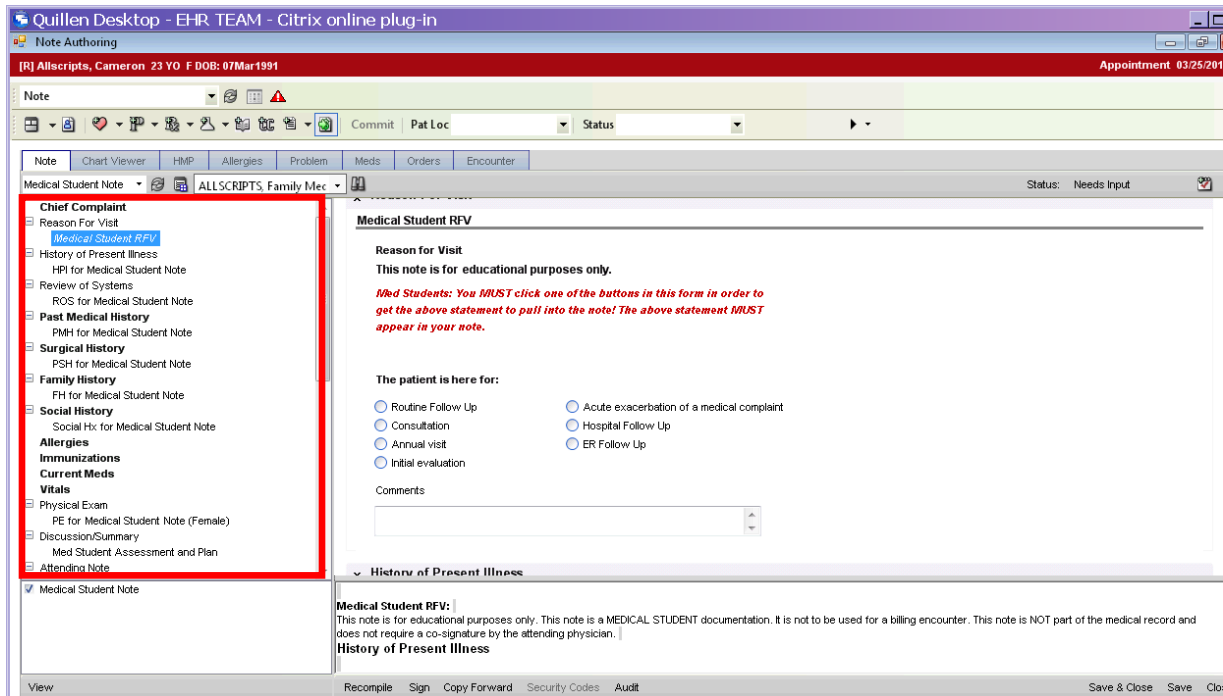
## NOTES

Medical students can create notes; however, you are required to use a specific, medical student-only note (as it can't be used for billing purposes).

To start a note, make sure that the patient you are documenting on is in the banner, and then click on the New Note tab.

The screenshot shows the EHR interface with a patient banner for Cameron Allscripts. A 'Note Selector' dialog box is open, allowing the user to create a new note. The 'Style' is set to 'Note', 'Specialty' is 'Medical Student', and 'Visit Type' is 'Medical Student Note'. The 'Owner' is 'ALLSCRIPTS, Family Medicine'. The 'Chief Complaint' section is currently empty.

In the Visit Type field, choose **Medical Student Note** (the only option) Click OK

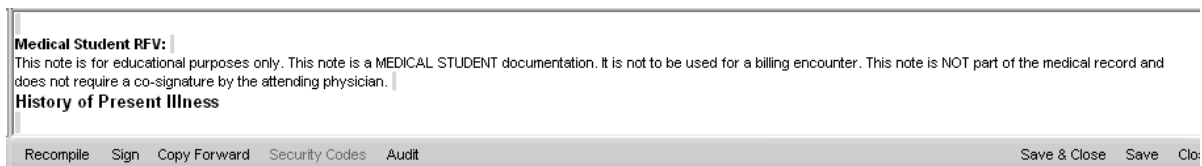


This is the Table of Contents. This is how you will navigate through the note. When you click on a heading (such as Reason for Visit, or Review of Systems), that section will open up on the right.

**Make sure you fill out the Reason for Visit section on EVERY NOTE! This pulls in the disclaimer that this note is not to be used for billing purposes.**

Each section has a series of boxes that you can click. There is also a Comments box in each section where you can free text. If you type in the Comments box, make **SURE** you press the Tab key when you are finished, or else the text won't flow into the note.

The note will populate into the bottom section of the note as you type.



To view the full note, you can click View (bottom left-hand corner) and see the note that you are creating.

Medical Student Note

**Medical Student RFV:**  
This note is for educational purposes only. This note is a MEDICAL STUDENT does not require a co-signature by the attending physician.

**History of Present Illness**

Recompile Sign Copy Forward Security Codes Audit

Quillen Desktop - EHR TEAM - Citrix online plug-in

Note Output

[R] Allscripts, Cameron 23 YO F DOB: 07Mar1991 Appointment 03/25/2014

Medical Student Note Owner: ALLSCRIPTS, Family Medicine Status: Needs Input

Medical Student Note

**History of Present Illness**

Cameron Allscripts is a 23 year old female who presents in clinic today for abdominal pain and confusion. Patient is anxious

**Review of Systems**

**Constitutional:** negative.  
**Eyes:** negative.  
**ENT:** negative.  
**Cardiovascular:** negative.  
**Respiratory:** negative.  
**Gastrointestinal:** negative.  
**Genitourinary:** negative.  
**Musculoskeletal:** negative.  
**Integumentary:** negative.  
**Neurological:** negative.  
**Psychiatric:** negative.  
**Endocrine:** negative.  
**Hematologic/Lymphatic:** negative.

**Past Medical History**

1. History of Esophageal Reflux 530.81
2. History of Nicotine Dependence 305.1
3. History of Short Stature 783.43

Cameron Allscripts is a 23 female who has a past medical history of anxiety, fatigue and shortness of breath.

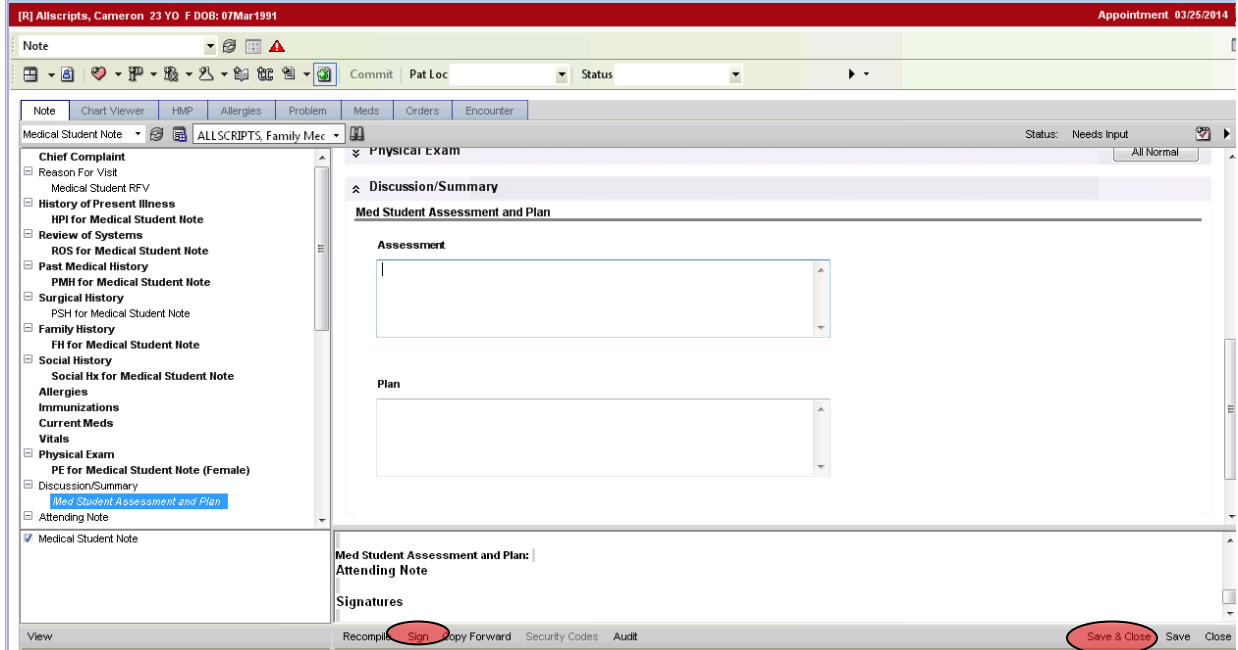
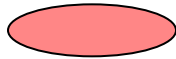
**Surgical History**

1. History of Appendectomy

Sign Audit **Close** Document Hx

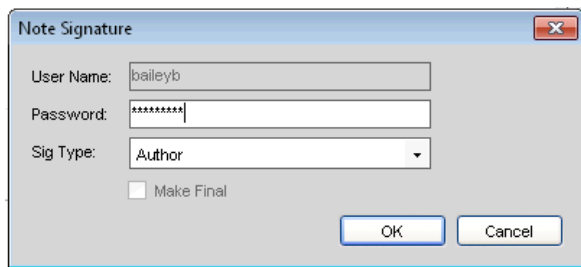
10:26 AM

This is a "read only" page. You can't make changes on this screen, so to get back to the edit mode, click Close.



Fill out all of the sections of the note, and when you are finished with the note, click Sign. If you need to Save & Close the note before signing off on it, you can click Save & Close, and then finish it up later.

When you click Sign, you will get a box asking for your password. This is your Allscripts password.



Once you click OK, you'll get a task details box. This is so you can send a task to whoever needs to review/sign off on your note.

Change the Assign To: radio button from Team to **User**, and then from the drop down, choose the person who needs to sign off on the note. If their name isn't in the drop down, click on the blue **All** button and search for them. (Once you search once, they'll be in the drop down the next time)

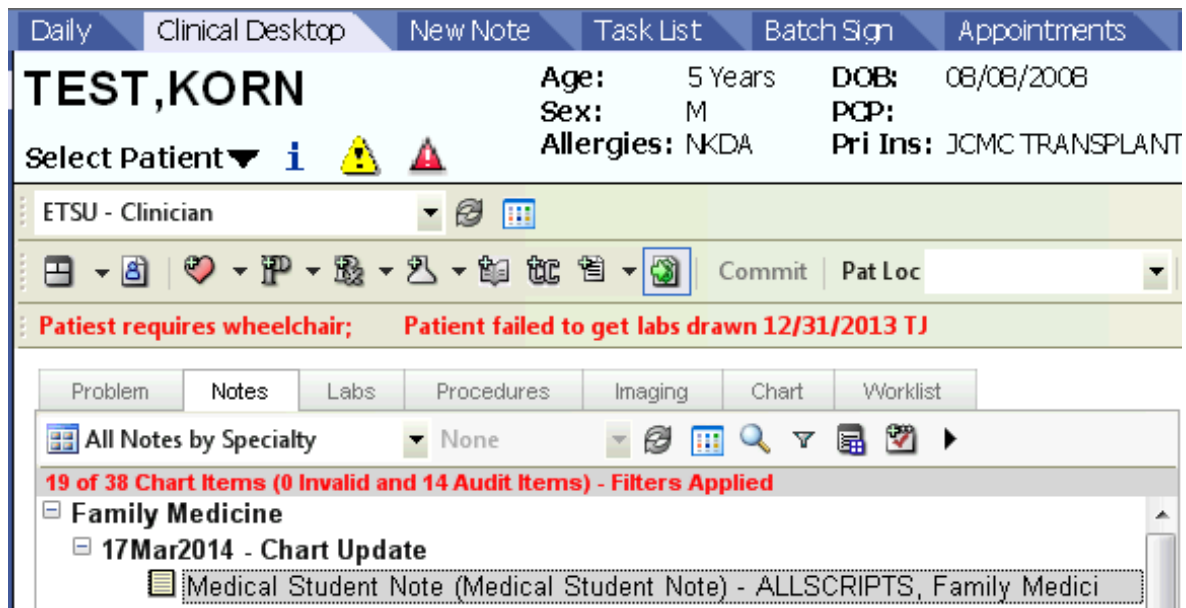
You don't have to put anything in the Comments field. Just pull in their name and click OK.

Once the attending (or resident) gets the task, they will go into the note and fill out the Attending Note form. If they disagree with your evaluation, they will indicate that in the note.

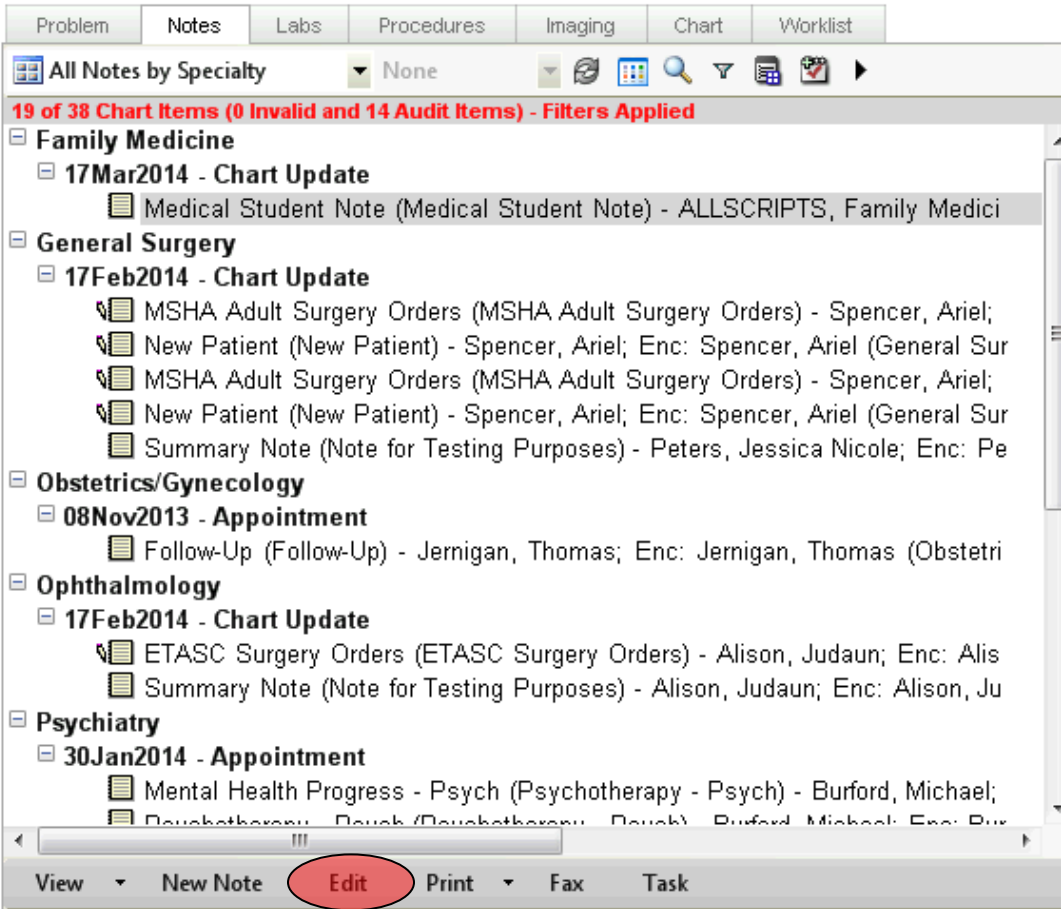
They may also send you a task to let you know their thoughts, so make sure you check your task list every time you are in the clinic. You can also go in and look at



the note by clicking on the Clinical Desktop tab and then double clicking on the note icon. This will open the note as a "read-only" document.



To finish up a note that you just saved and closed (but didn't sign), highlight the note and choose Edit from the toolbar.



*Note: If a note has a pencil next to it, it has not yet been finalized, so you can edit it and finish your documentation. However, if the note does NOT have a pencil, it has been finalized by either an attending MD or a resident and making changes to the note will cause them to have to sign off on it again. So remember - **double click to read. Highlight and edit to make changes.***

## Tasking

Tasks are how we communicate with each other regarding the patients within Allscripts. It's basically patient-centered email.

The screenshot shows the Allscripts interface for a patient named Cameron Bailey. The 'Task List' tab is selected. The patient's information is displayed at the top, including age (23 Years), sex (F), and MRN (ZZZAH505). Below this, a table lists the tasks assigned to the patient. The table has columns for Task, Patient, Assigned To, Created By, Created On, Status, ID, Due, and MRN. One task is listed: 'Co-Sign Note' assigned to Logan, Jennifer, created by Bailey, Benjamin on 03/25/2014 at 10:35. Below the table, there are two sections: 'Comments' and 'Task About'. The 'Comments' section shows a comment from Bailey, Benjamin dated 25 Mar 2014 10:35 AM, stating 'TASK CREATED'. The 'Task About' section shows details for the task, including the note date (25 Mar 2014 10:32 AM), note type (Medical Student Note), and note owner (ALLSCRIPTS, Family Medicine). At the bottom of the interface, there are several buttons for task management, including 'New...', 'Reply...', 'Reassign...', 'Remove...', 'Copy To Note', 'Details...', 'Original...', 'Print List...', and 'Print Task...'. The 'Reply...' button is highlighted with a red box.

P	D	Task	Patient	Assigned To	Created By	Created On	Status	ID	Due	MRN
		Co-Sign Note	Allscripts,Cameron	Logan,Jennifer	Bailey,Benjamin	03/25/2014 10:35	Active	2074157		ZZZAH505

**Comments:**  
Bailey,Benjamin - 25 Mar 2014 10:35 AM  
TASK CREATED

**Task About:**  
Note Date: 25 Mar 2014 10:32 AM  
Note Type: Medical Student Note  
Note Owner: ALLSCRIPTS, Family Medicine

To view a task, highlight it and read the **Task About** and **Comments** fields at the bottom.

To reply, click **Reply** and type your comments in the Comment field. Make sure that the person you are sending the task to is in the **Assign to** field at the top.

Task Reply -- Webpage Dialog

### Task Reply

Patient: Allscripts,Cameron      Sex: F    DOB: 07 Mar 1991    MRN: ZZZAHS05

Assign To:  User     Team    Task: Co-Sign Note

Logan,Jennifer        Priority: Routine    Status: Active

**Comment:**  
Please call patient

**Comment History:**  
Bailey,Benjamin - 25 Mar 2014 10:35 AM  
TASK CREATED

Click OK.

To send the task to someone else, click **Reassign**. Pull in the correct recipient.

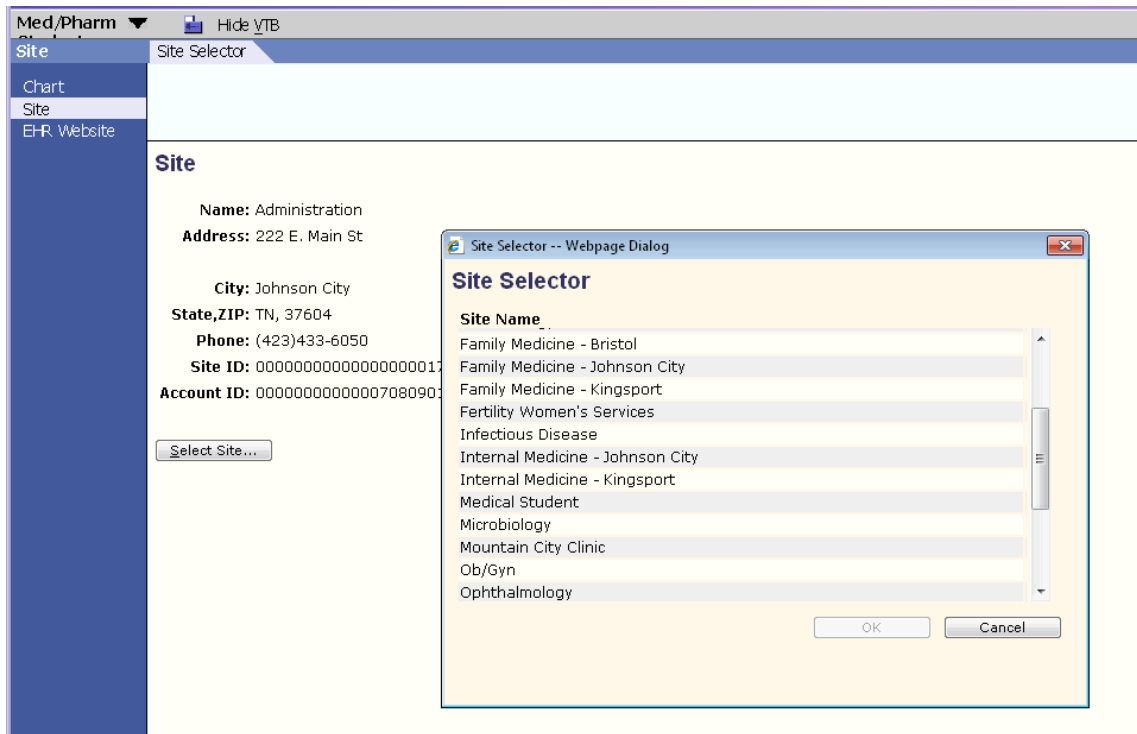
Of note, you can send tasks to either individuals or teams. Each clinic has a nursing team, which allows you to send your task to multiple nurses, in case someone is out. Ask your preceptor about the teams.

Once you are finished with a task, you can click Done. Always document any action you have taken, however, before completing a task.

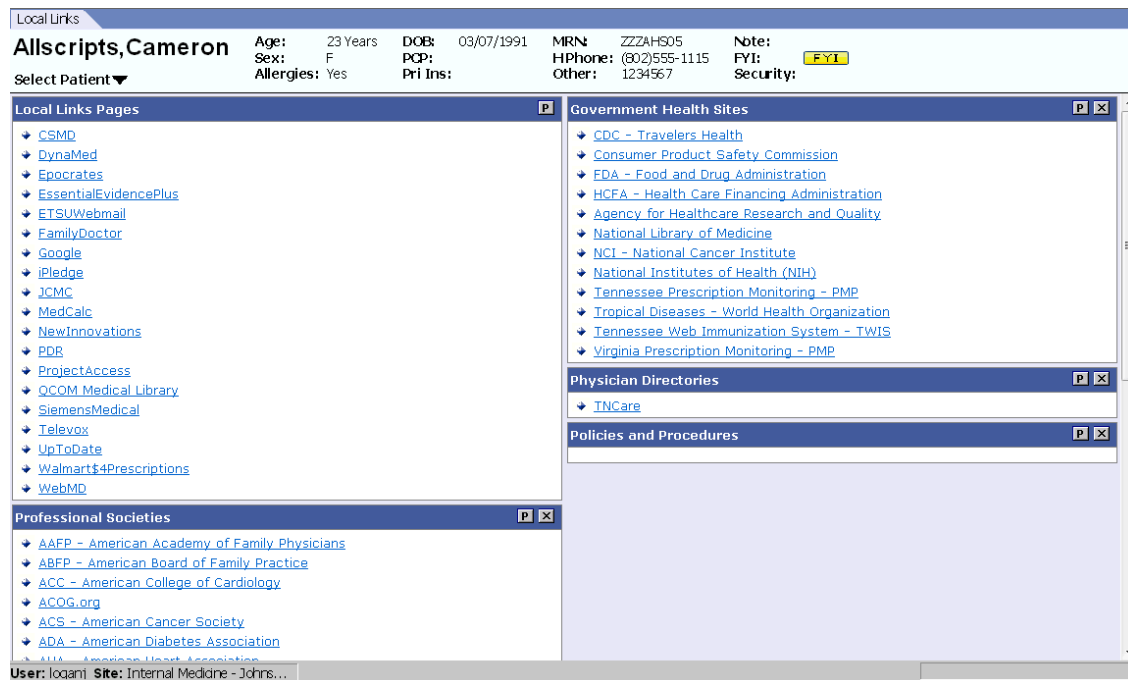
### *Extras*

On the vertical toolbar (on the left side of your screen), you have 4 options; Chart (which is where we have been working, above); Site; Internet Links, and EHR Website.

Site: This is where you will choose your location. Make **sure** you are logged in to your correct clinic every time you log in.



Internet Links: These are a series of shortcuts to some of the most-visited websites.



EHR Website: This is a direct link to our website. We have training modules, how-to documents, Meaningful Use information, and other fun stuff on the site. Feel free to check it out!

