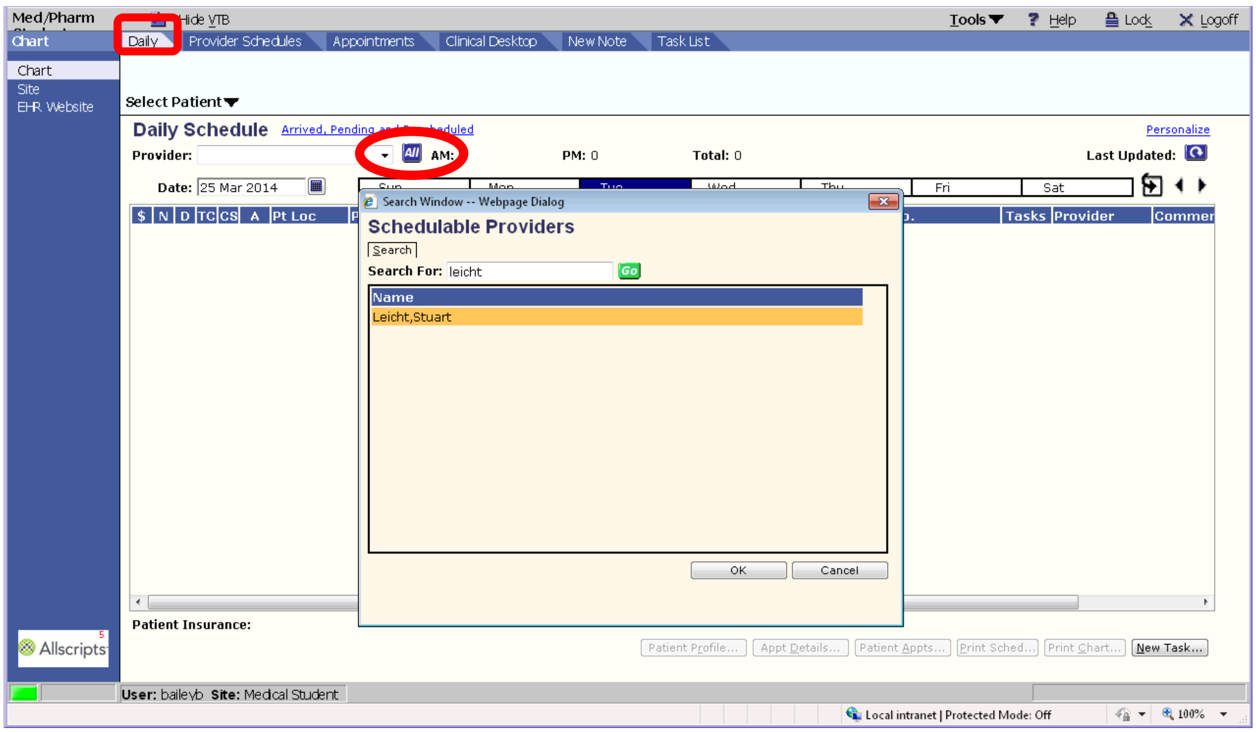
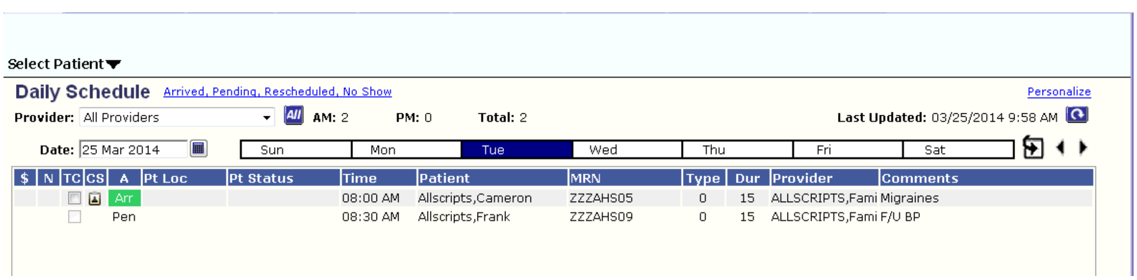
Medical Student's Role in Allscripts

DAILY SCHEDULE

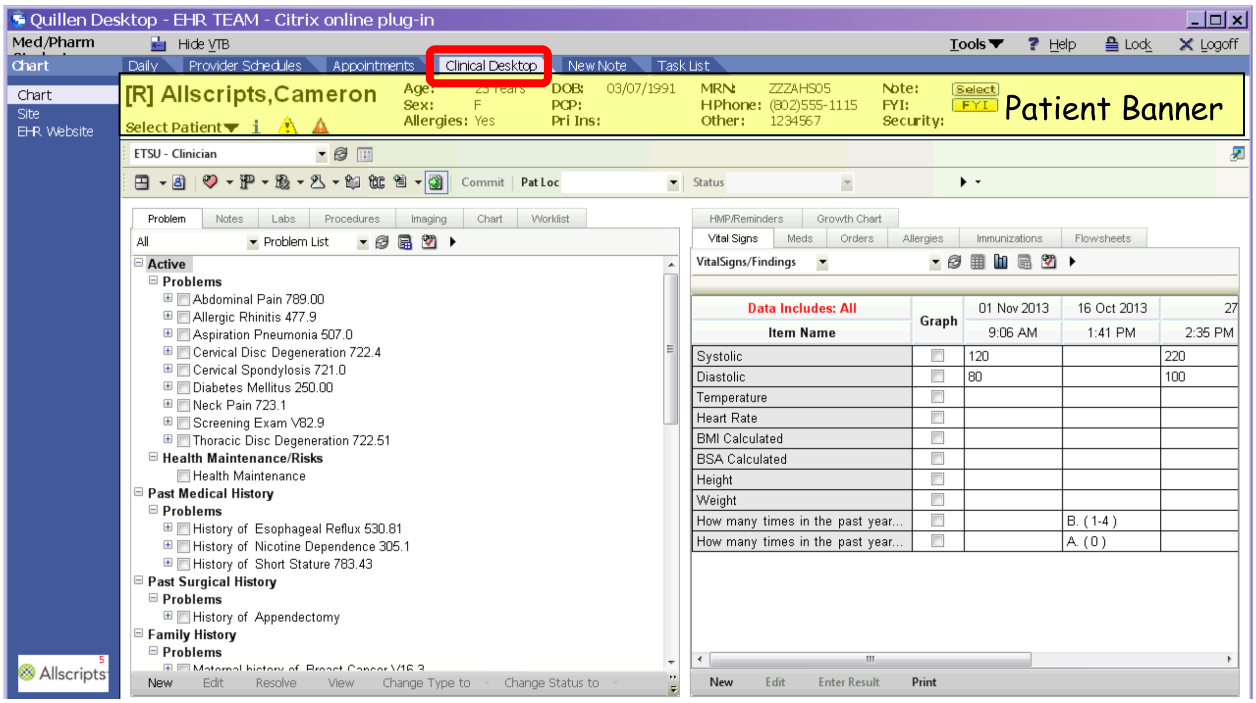
You can view any physician's schedule. Click on the blue All button and search by last name for your provider. Highlight and click OK





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 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: 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.

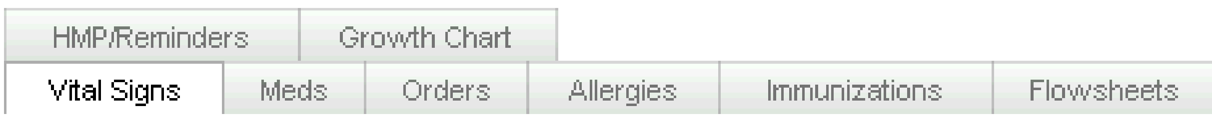
Labs: All labs that have been resulted.

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)



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.)

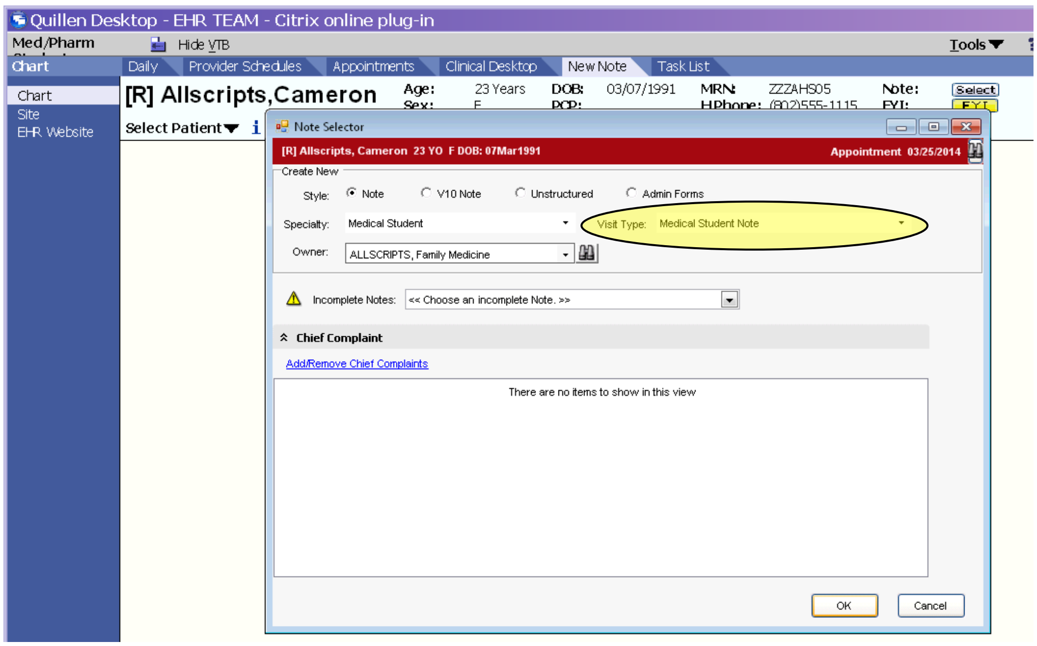
HMP/Reminders: Essentially, the chart in a table format. Every order is linked to a diagnosis, so you can view everything that has been ordered for each of the patient's diagnoses.

Growth Chart: Growth charts (normative only)

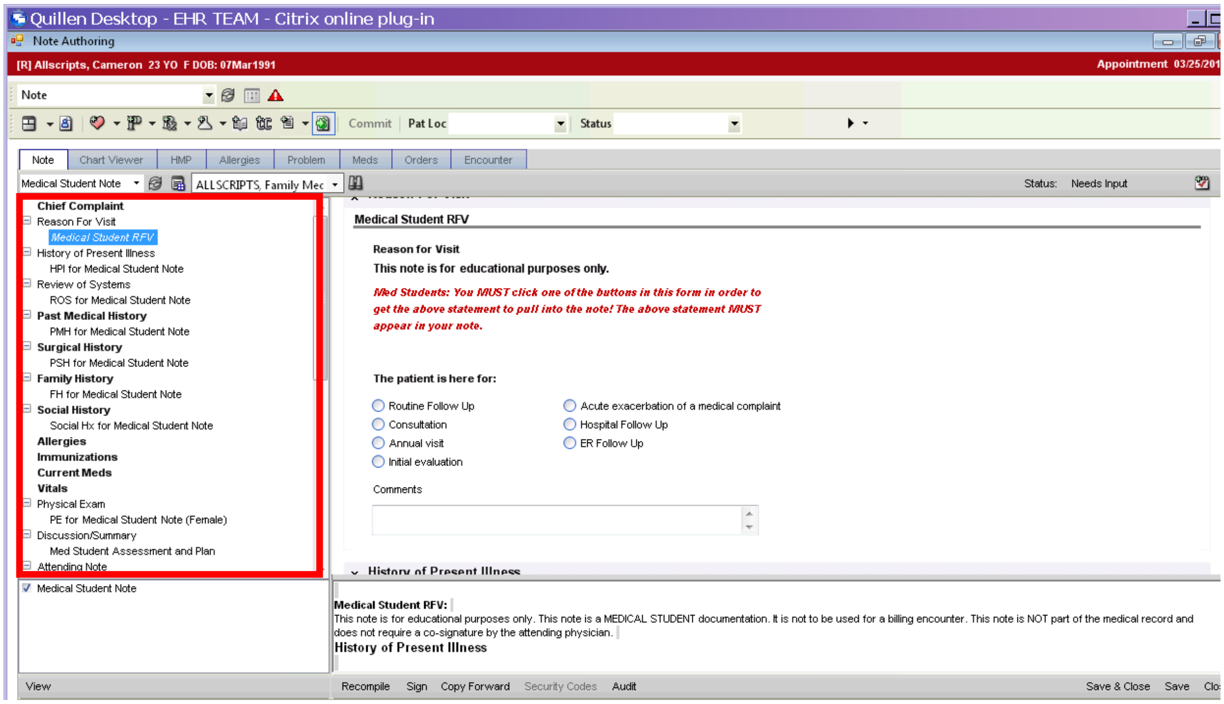
NOTES

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.



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

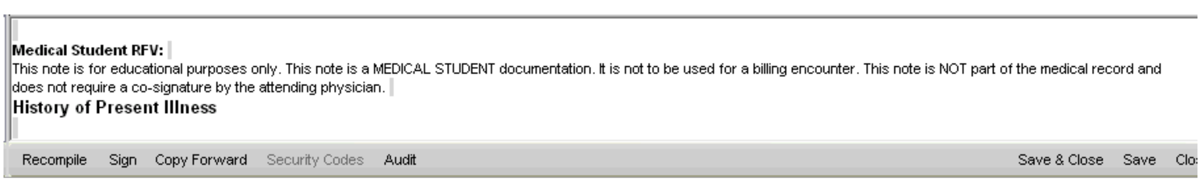


This is the Table of Contents. This is how you will navigate through the note. When you click on a heading (such as Reason for Visit, or Review of Systems), that section will open up on the right.

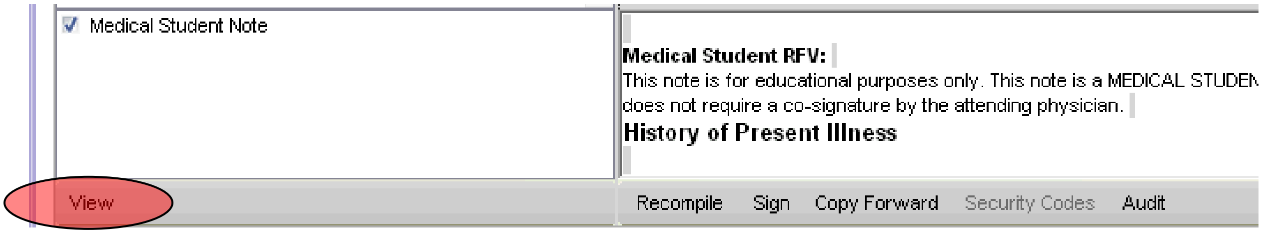
Make sure you fill out the Reason for Visit section on EVERY NOTE! This pulls in the disclaimer that this note is not to be used for billing purposes.

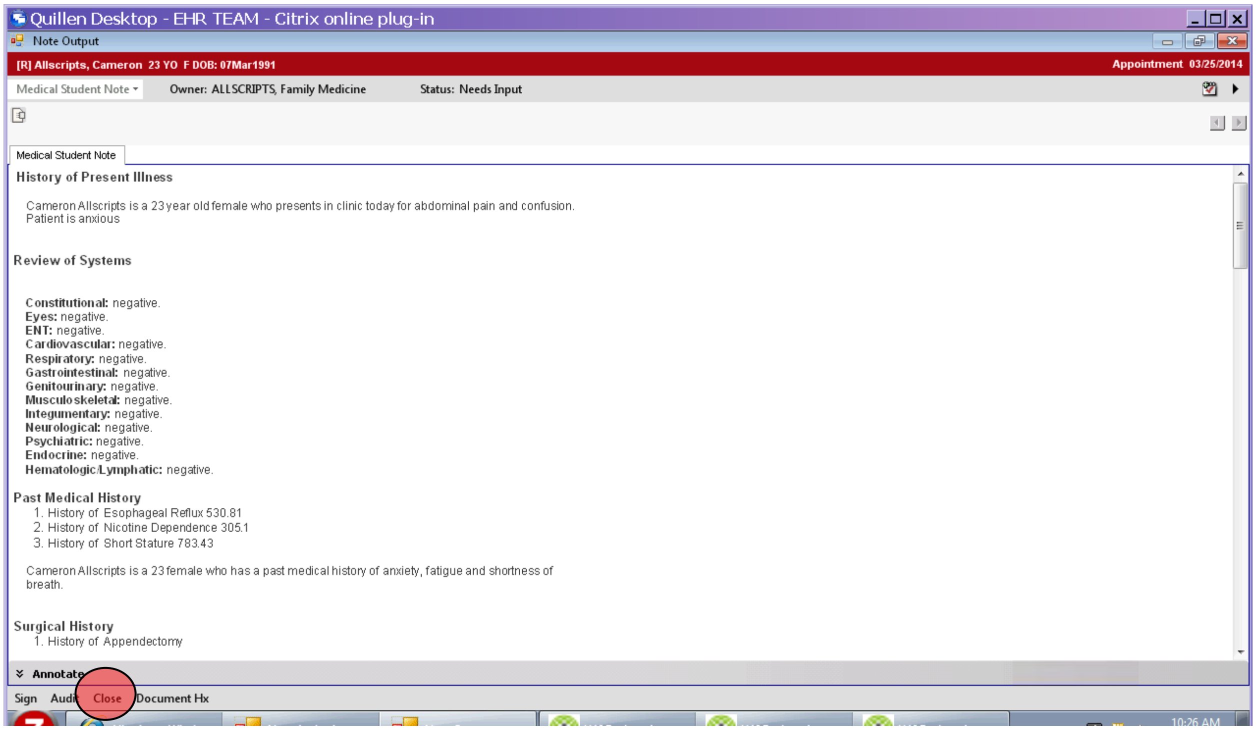
Each section has a series of boxes that you can click. There is also a Comments box in each section where you can free text. If you type in the Comments box, make SURE you press the Tab key when you are finished, or else the text won't flow into the note.

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

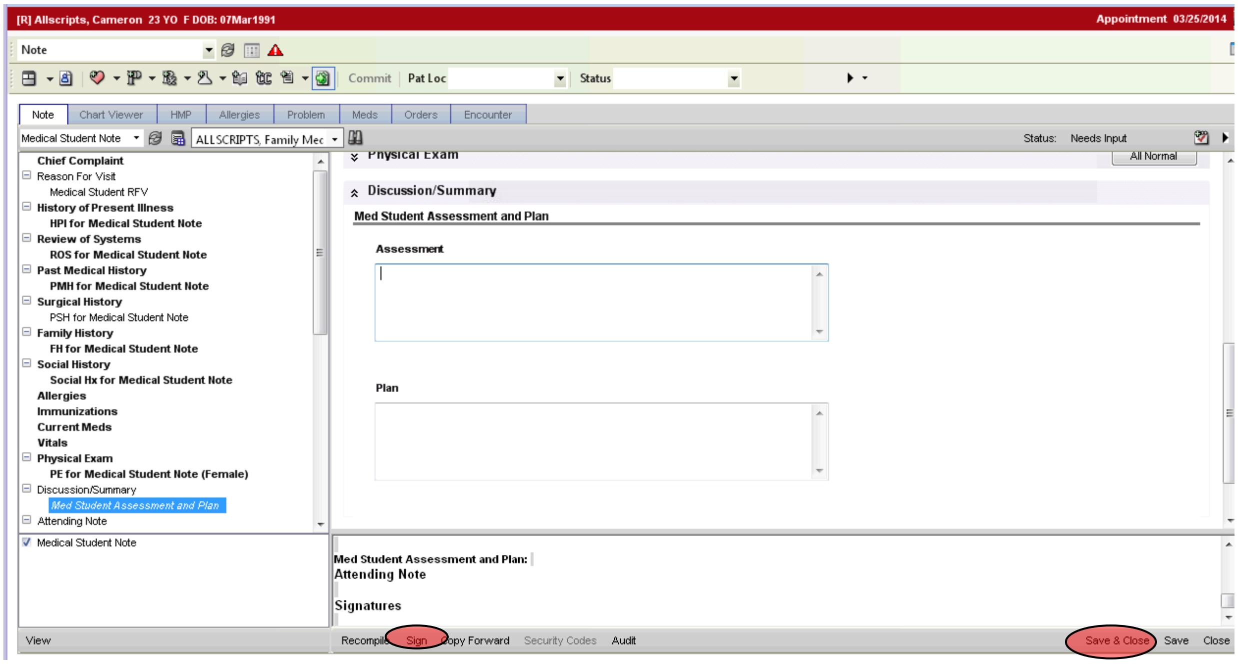


To view the full note, you can click View (bottom left-hand corner) and see the note that you are creating.



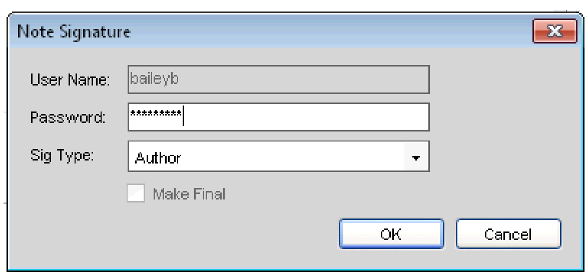


This is a "read only" page. You can't make changes on this screen, so to get back to the edit mode, click Close.

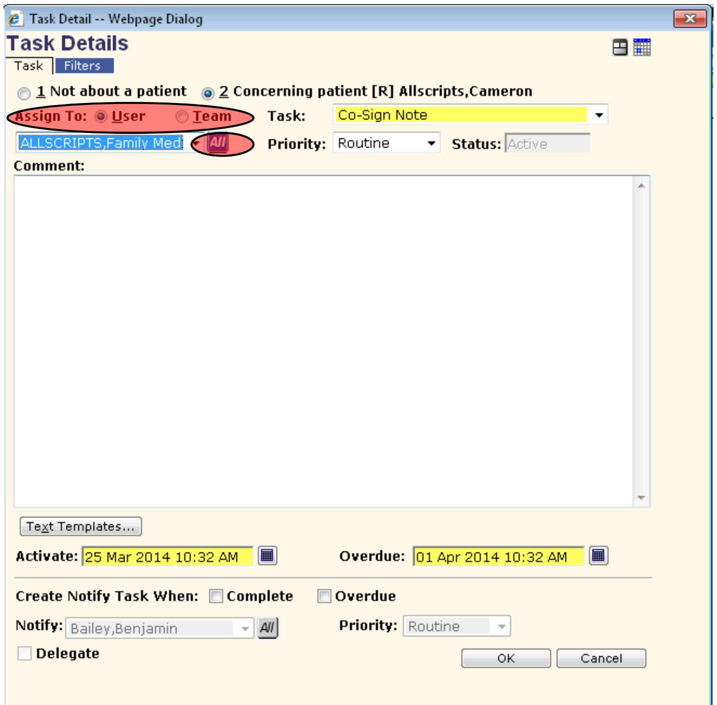


Fill out all of the sections of the note, and when you are finished with the note, click Sign. If you need to Save & Close the note before signing off on it, you can click Save & Close, and then finish it up later.

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



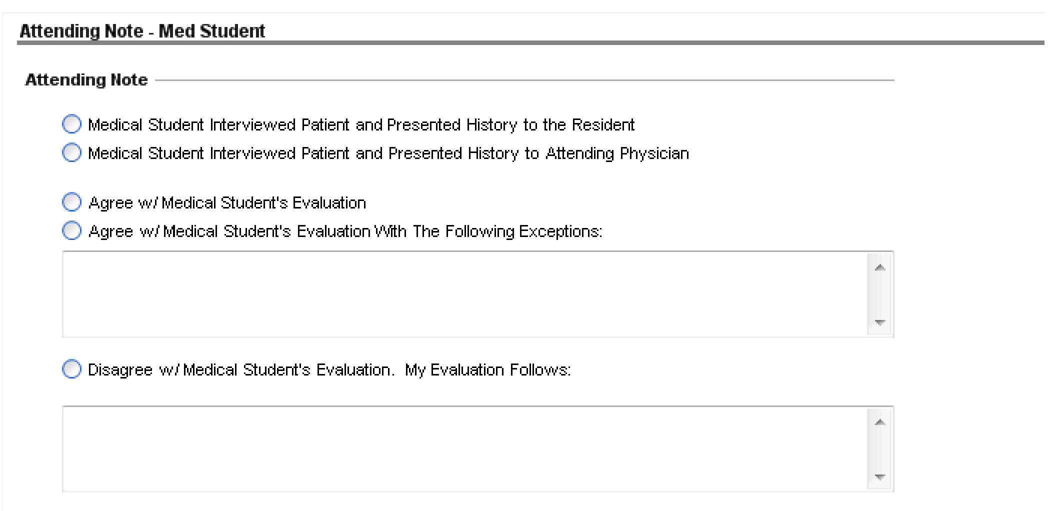
Once you click OK, you'll get a task details box. This is so you can send a task to whoever needs to review/sign off on your note.



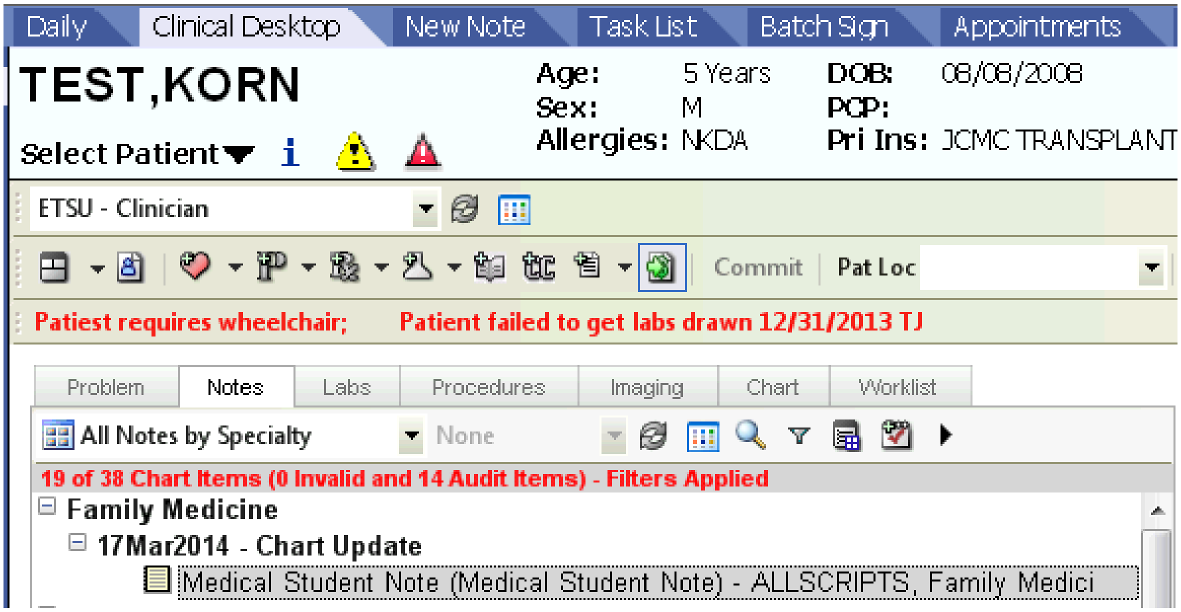
Change the Assign To: radio button from Team to **User**, and then from the drop down, choose the person who needs to sign off on the note. If their name isn't in the drop down, click on the blue **All** button and search for them. (Once you search once, they'll be in the drop down the next time)

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

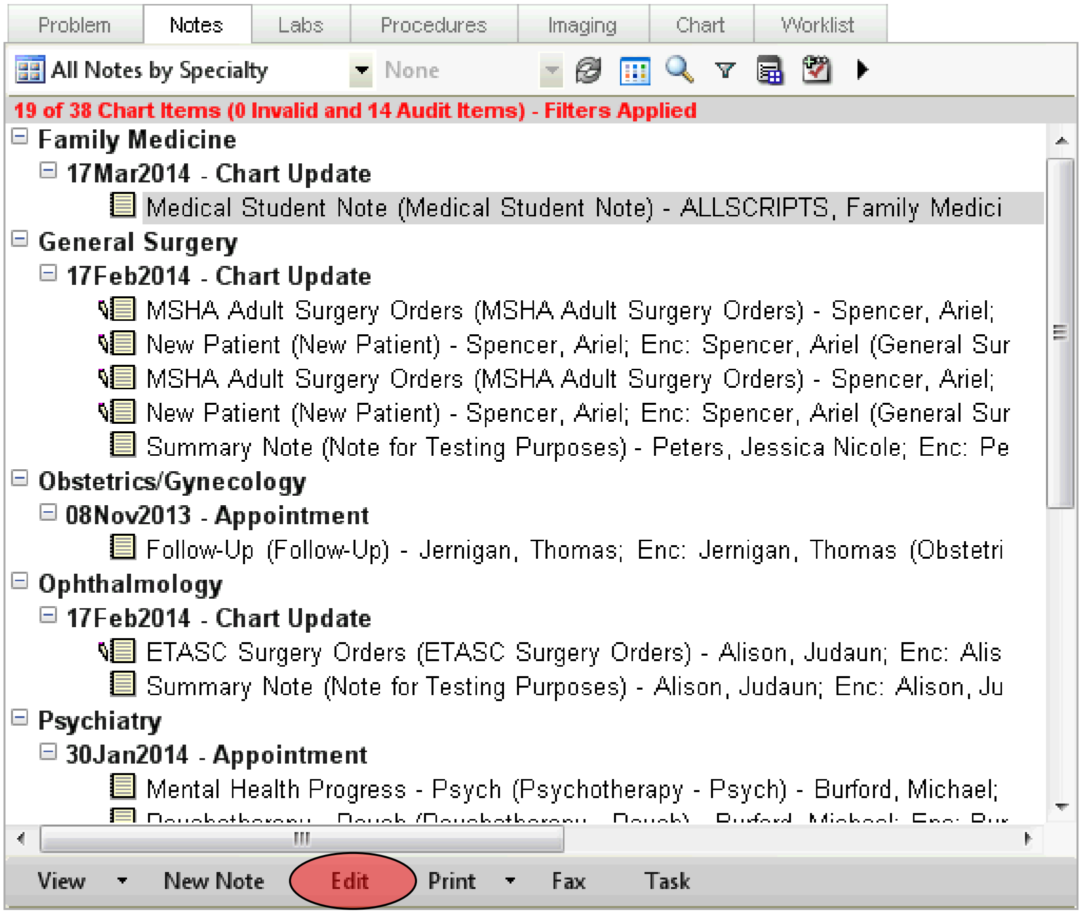
Once the attending (or resident) gets the task, they will go into the note and fill out the Attending Note form. If they disagree with your evaluation, they will indicate that in the note.



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.



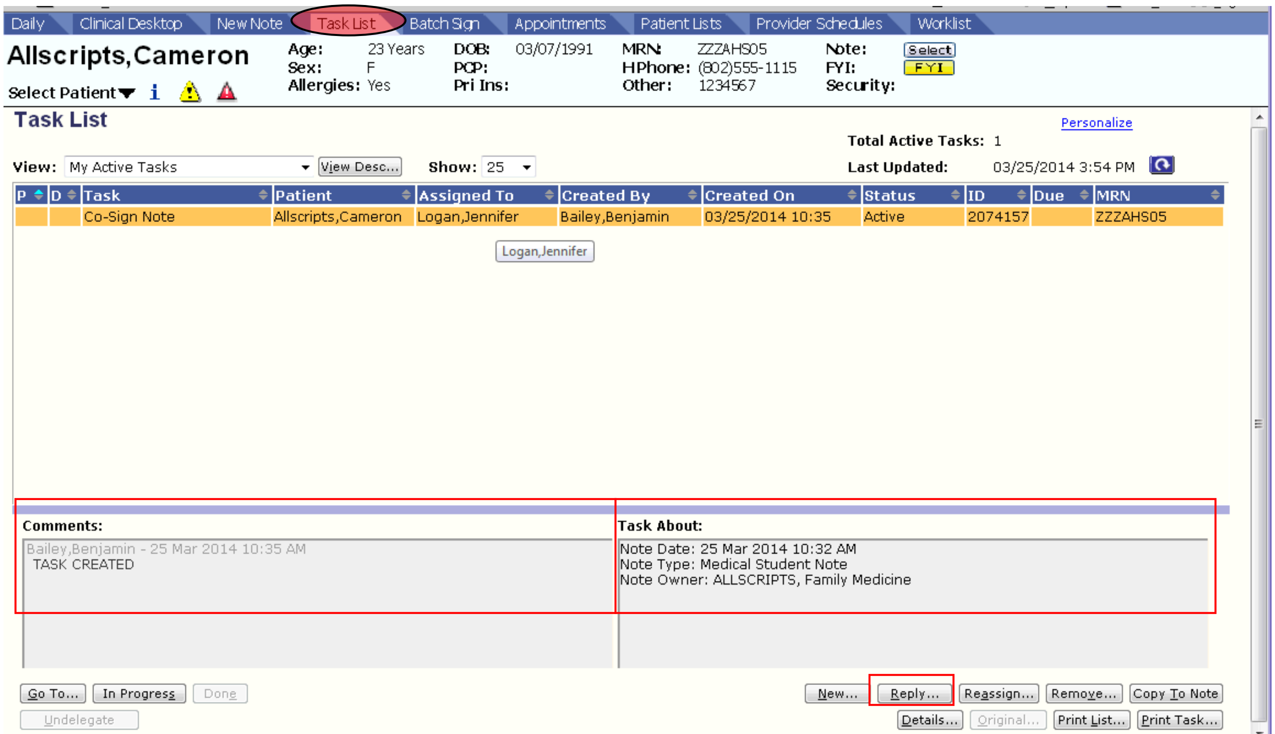
To finish up a note that you just saved and closed (but didn't sign), highlight the note and choose Edit from the toolbar.



*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.*

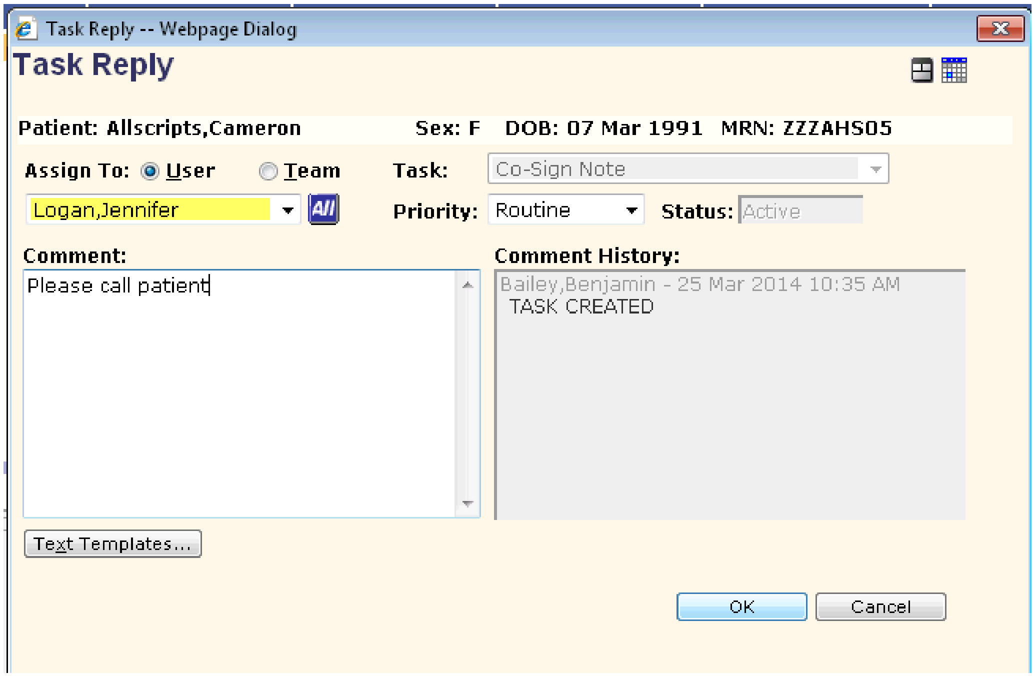
Tasking

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



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.



Click OK.

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

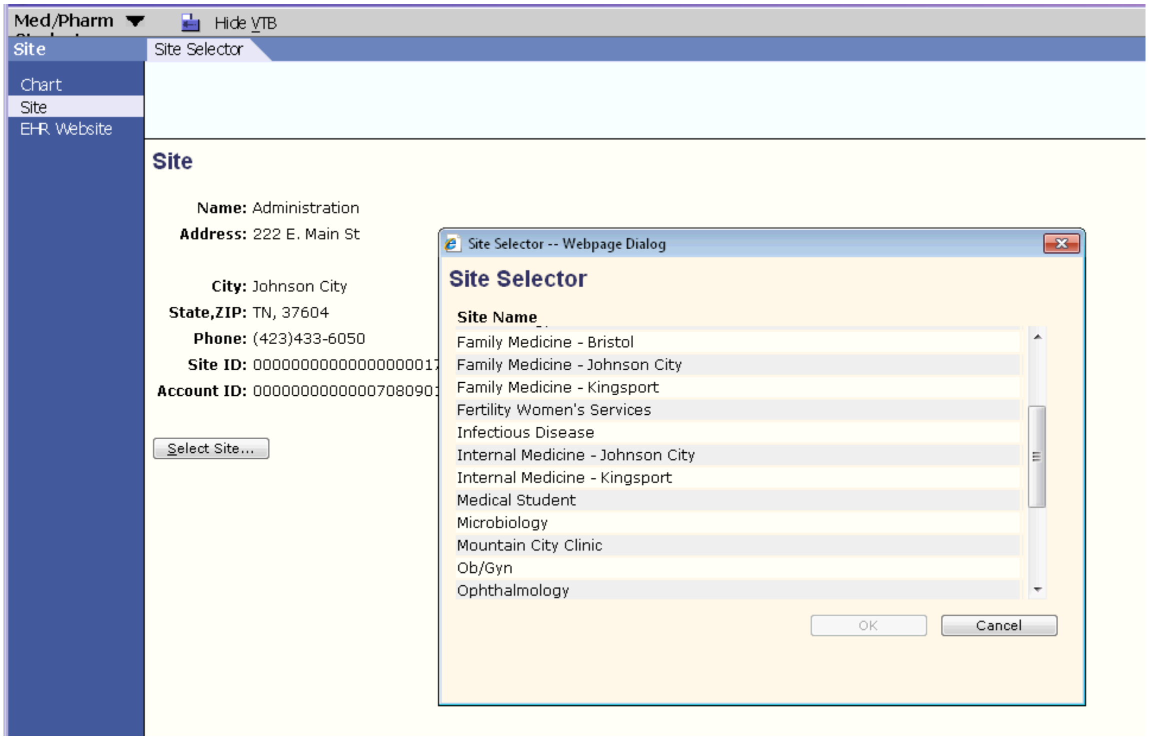
Of note, you can send tasks to either individuals or teams. Each clinic has a nursing team, which allows you to send your task to multiple nurses, in case someone is out. Ask your preceptor about the teams.

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

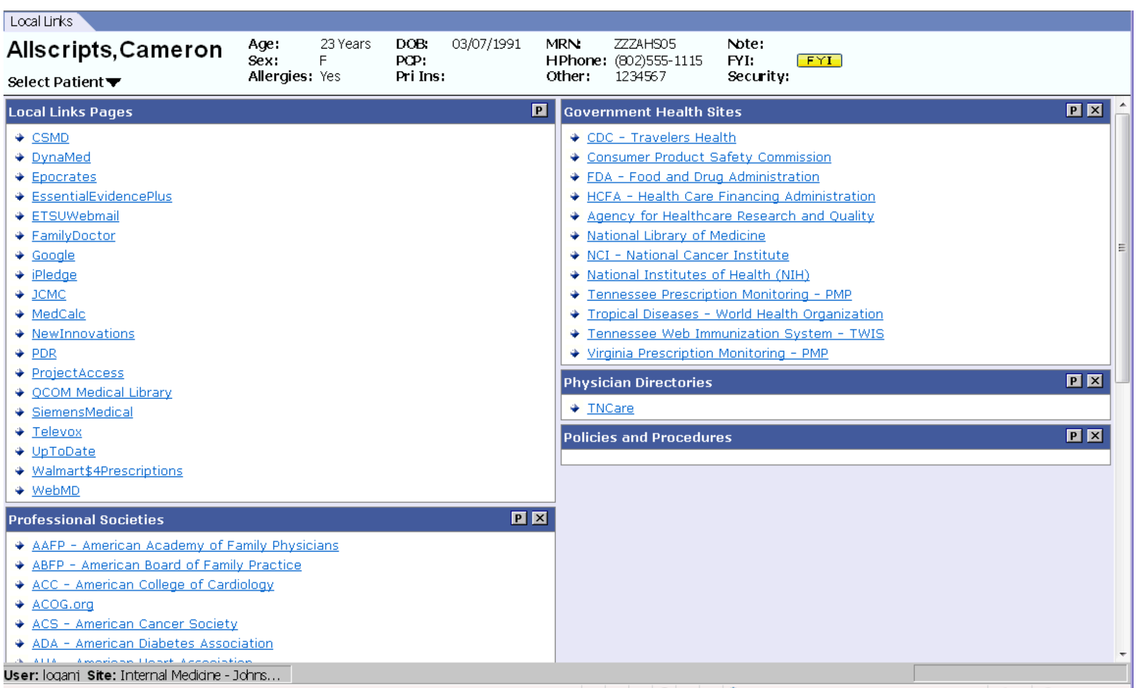
Extras

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!