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Epic emr cheat sheet

Epic emr smart phrases cheat sheet. Epic emr cheat sheet for nurses. Macros on epic.
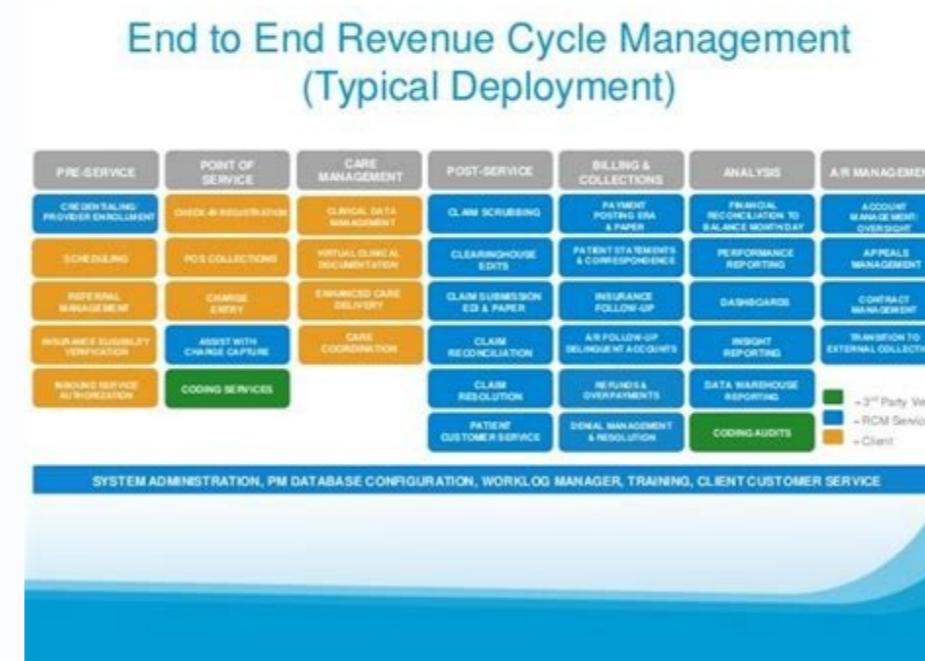
Epic trainer Evelyn Chen keeps her instructions simple when she teaches new employees how to navigate the electronic medical record system that spans Johns Hopkins Medicine. There will be plenty of time later for users to tailor the system to their departments and roles. "The users are already overwhelmed with the amount of features to learn," says Chen, who was a "super user" nurse at Howard County General Hospital when it adopted Epic in 2013 and is now a principal trainer for ClinDoc, the Epic module for inpatient clinical documentation. Chen is also leading efforts to update the resources that are available, rolling out new tip sheets to help make time in front of a computer more logical and efficient. Some of the new information will help users prepare for quarterly upgrades to Epic, which will add features and change the look of the templates. All upgrade materials are posted on this upgrade page and may include quick start guides, PowerPoint slides, recordings and tip sheets. (You must have an active JHED ID in order to access the links in this article.) The information is divided by provider and role, so cardiology nurses, for example, can click on their designated portal for updates, while other portals are specific for anesthesiologists, chaplains, pharmacists and others. Quick start guides (QSGs), which provide overviews of Epic use by role, can be found under Additional Resources within the role-specific pages. metodo charango horacio duran pdf QSGs with the blue JHM logo have been updated for 2019. Where to Find Additional Resources An Epic Tips and Tricks link can be found by clicking the Epic button on the top left after logging in, and then going to the Help section. News about current Epic features coming to production are posted in Epic News. To receive relevant information by email when it becomes available, fill out the form that can be reached by clicking "page" on the top left of the screen, then the "Alert Me" button. You can also review the tip sheet on how to set up alerts. Find resources and reports on the Epic toolbar by going to the My Dashboards workspace and selecting the template specific to your role and entity, then linking to resources or running reports. Several roles have Learning Home dashboards that contain specific training materials and links within Epic. Tips for Personalizing Epic Use Epic SmartTools to automate your documentation. SmartLinks pull information from the patient record into the documentation; SmartTexts auto-populate a larger block of text after a few characters are typed. Add the SmartTexts you use most often as favorites. SmartPhrases are similar to SmartTexts, but can be personalized. A new "Personalize" button on the Epic toolbar helps tailor SmartPhrases, order sets and preference lists. Refer to this Personalization Guide to find a list of tip sheets for personalizing what you use frequently. Then find the relevant tip sheets on the Tips and Tricks page. Additional Tips Make sure to log in to the correct department, because the system's navigators are designed for the workflow in each specific area. If you log in to the wrong department, use the Epic button and then click "Change Context" to quickly log in to another department without logging out of Epic. Document in real time, or as close to it as possible. Real-time documentation is particularly important for clinicians who use flowsheets to record numbers-based data, such as weight or blood pressure, because it ensures that the information is available to the patient's care team. Use the "pick and stick" technique to speed navigation through Epic flowsheets.

Click on the "Doc Detail Report" link on the right side of the flowsheet screen. Then left-click to pick the option, and right-click to make it stick. icao annex 14 2020 pdf This will automatically advance the cursor to the next flowsheet row, eliminating the need to scroll up and down.
This trick is a particular time-saver for nurses, respiratory therapists and others who document frequently in flowsheets. themes in pride and prejudice with quotes
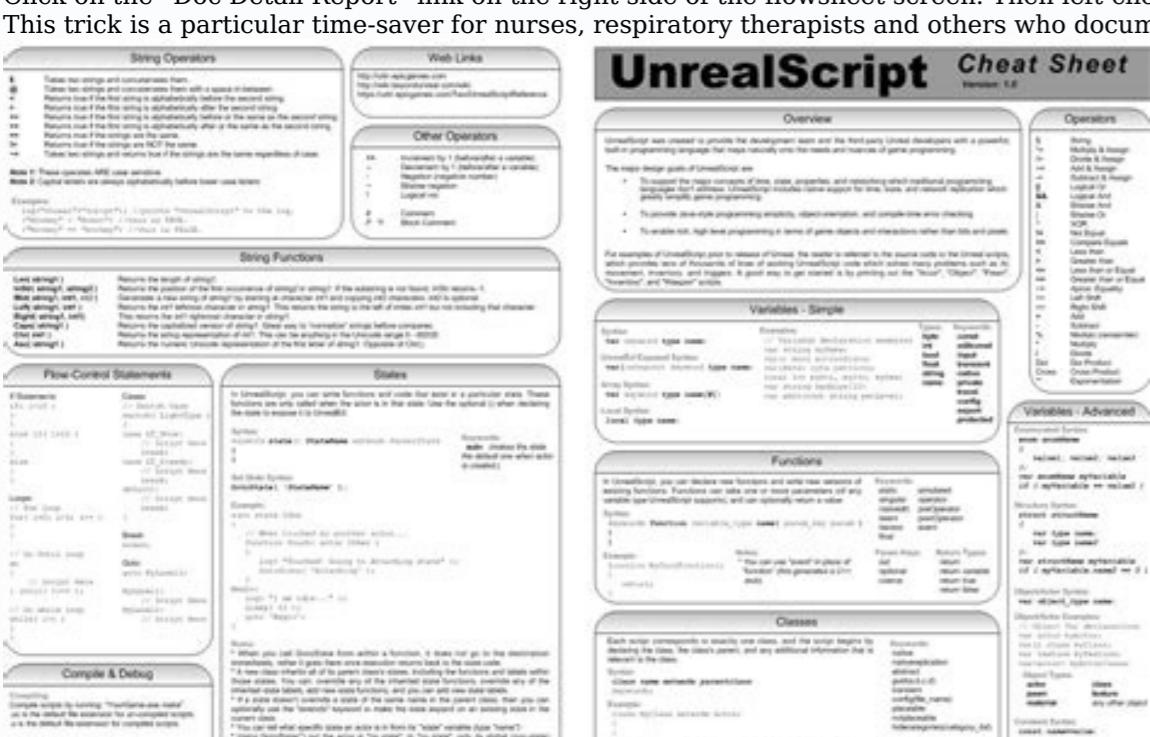
Use filters to find information quickly. For example, a clinician can filter the encounters or notes in Chart Review to narrow down the search. big_ideas_math_geometry_answers_texas_edition.pdf Use the Chart Search (within a chart, press the control key and spacebar) to quickly search for something in the patient's chart.
To search for an activity or function (in or outside a chart), type a few letters of the name of the activity but don't press the enter key right away. safe haven nicholas sparks pdf free download

After a moment, a list of matching Epic activities will pop up. You can also highlight a word with your mouse, right-click and select "Search for Selected Word." Look before clicking to make sure that the correct patient is being documented and that accurate information has been added to the record. In orders or medication-related documentation, do not use abbreviations that are easy to misread.
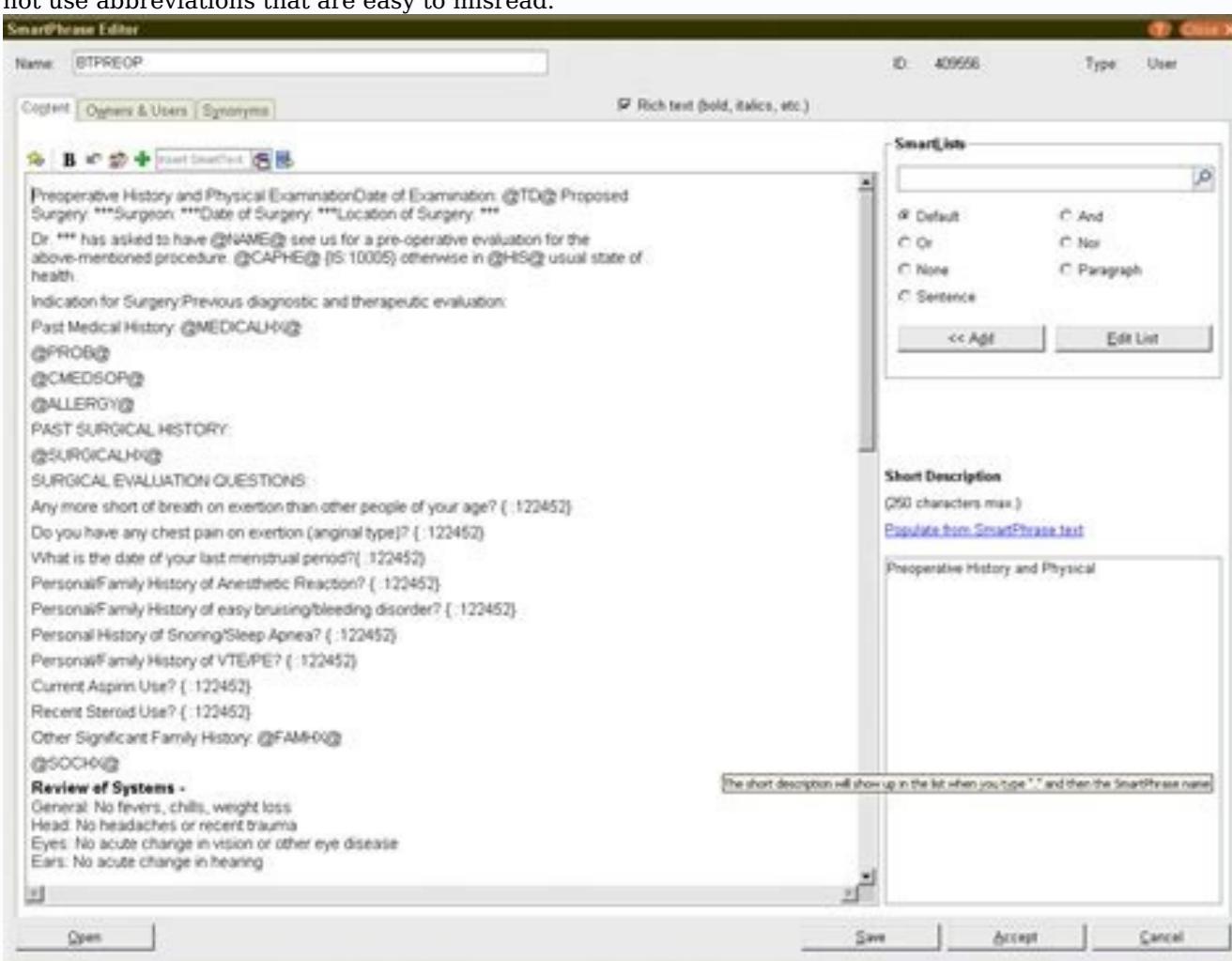
For example, IU, for international unit, could be confused with IV. Use of other abbreviations is strongly discouraged.

EHR BURNOUT
Don't Buy an EHR That May Lead to Burnout

High Latency Response

1. **Delayed Control Response**
Drop Down, Radio Buttons, Check boxes or any GUI Controls should be instantaneous

2. **Delayed Data Refresh Rate**
All changed information on networked computers should sync open windows every 30-60 seconds

3. **Delayed Data Viewing**
Most records should be accessed nearly instantaneously

Poor Workflow

1. **Too Many Steps**
All areas of patient records should be accessed and updated within 2-3 mouse clicks.

2. **Too Many Pop-Up Windows**
Interface designed should use navigating tabs in one window instead of pop-up windows.

3. **Too Much Information**
Interface layout should organize data without overloading the user with information

4. **Non-Intuitive Layout**
Layout should be designed in a way the user normally documents

Poorly Integrated PM

1. **Missing PM Functions**
EHR should integrate with all administrative functions needed to run a practice

2. **Too Dependent on 3rd Party API's**
All administrative functions should be built by the same EHR vendor

3. **Too many steps**
Navigation within and between patient accounts should be fast, easy and seamless

Too Many Errors

1. **Hard Errors**
There should never be errors that require the system to either shut down or restart

2. **Soft Errors**
Errors that prevent certain data entry should happen rarely

Infographic By:
WonderDoc, LLC

Johns Hopkins' medical concierge services offer complimentary assistance with appointments and travel planning. Request free assistance: All fields required * Learn Epic Health Shortcuts for Windows Action Epic Health Shortcut keys Send an open window to the back Alt + Esc Cut Ctrl + X Copy Ctrl + C Paste Ctrl + V Find Ctrl + F Replace Ctrl + H Select all Ctrl + A Print Ctrl + P Undo Ctrl + Z Select text Shift + Arrow keys Move across words in the text Ctrl + Arrow keys Select text by a word at a time instead of each letter Ctrl + Shift + Arrow keys Delete previous word/character block Ctrl + Backspace Delete the next word/character block Ctrl + Delete Open Windows Task Manager Ctrl + Shift + Esc Lock windows if you are logged in to a shared workstation Win + L Minimize all windows Win + M Undo minimize all windows Win + Shift + M Toggle bold formatting Ctrl + B Toggle italic formatting Ctrl + I Toggle underline Ctrl + U Move the window to fill half of the screen Win + Right & Left Arrow key Maximize window Win + Up Arrow key Decrease the size of the window Win + Down Arrow key When using bullet points, move to the next bullet Tab Return bullet point to the left Shift + Tab Move the cursor to the location / URL bar Alt + D Close the tab or browser window Ctrl + W When Explorer is already up, open a new tab Ctrl + T Delete a file, bypassing the Recycle Bin Shift + Delete Create a new folder Ctrl + Shift + N Rename a file F2 Action Epic Shortcuts Open the Epic Button menu Alt Jump to the Epic search function Ctrl + Spacebar Open Paging System Ctrl + 1 Go to Patient Lists workspace Ctrl + 2 Open Patient Station Ctrl + 3 Secure your Epic workstation Ctrl + Alt + S Logout of Epic Ctrl + Alt + L Action Epic Shortcut keys Close the Workspace (chart) Ctrl + W Open the menu for More activities Ctrl + D Move to the next row Tab Move to the previous row Shift + Tab Quickly select choices in the drop-down menu A – Z Move the cursor to the next choice in the list UP & Down Arrow key Save the selection and move to the next row Enter Remain in the row but choose more than one item ; Add comments to rows F6 Navigate to the previous section F7 Navigate to the next section F8 Close section or note F9 Open Manage Orders Activity Ctrl + O Open the sidebar of Manage Orders Activity Alt + M Open Order Sets Alt + D Place the cursor in the New Order field in Sidebar Alt + W Open the window to Sign orders Alt + S Open the comment box in the Order Composer window F6 Today (current date or relative date) T Week (relative date) W Month (relative date) M Year (relative date) Y Now N Hour H Action Epic Shortcut keys Move the cursor to the next line of text Down Arrow key Move the cursor to the previous line of text Up Arrow key Move the cursor to the end of the current line of text End Move the cursor to beginning of the current line of text Home Move the cursor to the end of the text Ctrl + End Moves cursor to beginning of the text Ctrl + Home Moves cursor to next word Ctrl + Right Arrow key Moves cursor to the previous word Ctrl + Left Arrow key Highlight from the cursor position to the end of the line of text Shift + End Highlight from the cursor position to beginning of the line of text Shift + Home Highlight the line below the current one Shift + Down Arrow key Highlight the line above the current one Shift + Up Arrow key Highlight one character to the right of the cursor Shift + Right Arrow key Highlight one character to the left of the cursor Shift + Left Arrow key Highlight from the cursor position to the end of the word Ctrl + Shift + Right Arrow key Highlight from the cursor position to beginning of the word Ctrl + Shift + Left Arrow key READ NEXT: Related Articles