eMAR

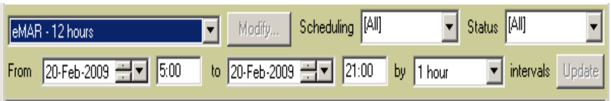
The Worklist Manager displays a list of your selected patient (s) tasks and medications for the displayed period.

Anything currently documented on inpatient medication administration, continue that in EMR. **Outpatients will remain the same for now.**

The standard eMar view timeframes are:

- 12 hour shift (+ 2 hours before and 2 hours after)
- 24 hour shift
- 8 hour shift (+ 2 hours before and 2 hours after)

The filters at the top of the window allow you to change the Worklist view in a number of ways to display the information you wish to see. Click the drop-down arrow for the field you wish to filter and select the appropriate option(s).



Worklist Manager

The Worklist Manager is used to view tasks that have been done and those that need to be done for patients. This is also where tasks are documented against, such as "marked as done" or "not done".

Colors Used in the Worklist Manager

Color	Description
	Cyan background indicates a continuous task.
	Magenta background indicates a PRN task.
	Yellow background indicates a scheduled task.
	Red background indicates an overdue task.
	Blue background indicates a manual scheduled task.
	Purple background indicates a conditional order/task.
√	White background and a check mark indicate all occurrences are recorded.
	White background without a check mark indicates no occurrence within the designated time frame.
	Green trough indicates unscheduled tasks.
	Yellow trough indicates provisional tasks where the order was placed after the last scheduled time for today. The trough enables you to perform the task sometime within the trough time frame if desired.
	Magenta trough indicates scheduled or non-scheduled PRN tasks.

University Hospitals

Electronic Medical Record

Research

Workflow Brochure

Patient List Display

Research staff will not see new patient lists. Lists will need to be created via finding a patient, or via a Criteria List.

Finding a Patient

1.  Click the **Find Patient** icon located on the Icon Toolbar.

2. Click the **Name**, **Identification**, **Provider** or **Other** tab.

3. Type your **search request**. *(e.g., Last Name>Smith.)*

4. Click **Search**.

5. Select the **patient** from the Search Results.

6. Click the **Show Visits** button.

7. Highlight the **correct visit**.

8. Click **Save Selected Patients** to save to a Personal List.

OR

9. Click **OK** to save to a Temporary List.

Adding a Care Provider

1. Highlight the **Patient's Name** from the Patient List.

2.  Click the **Add Care Provider** icon.

3. Choose a Type and Role in the Adding New Care Providers Dialog Box.

    - Types and Roles available are:

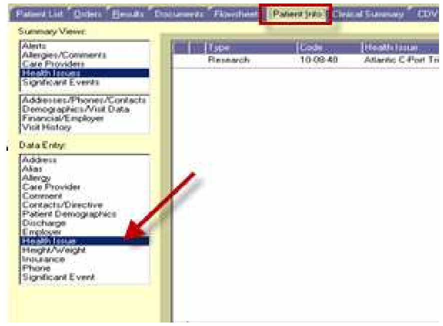
Type	Role
Nurse	Research Coordinator
Monitoring	Population Tracking

1. Click **OK.**

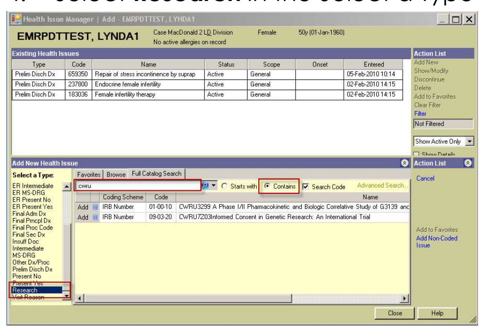
Entering Health Issues

Health Issues are entered via the Patient Info Tab based on Consent and Eligibility.

1. Select **Patient Name** from the Patient List.
2. Click the **Patient Info** tab.
3. Click **Health Issues** in the Data Entry section of the Patient Info Tab.

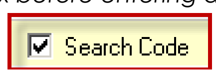


4. Select **Research** in the Select a Type section.

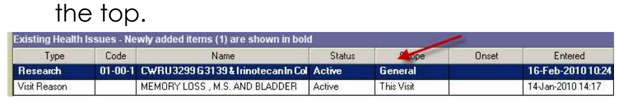


5. Search for **Research Protocol name** or **IRB Number.**

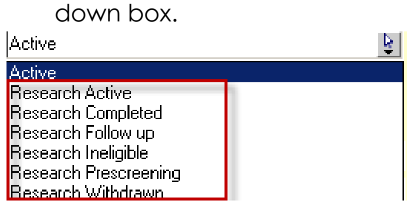
***NOTE**: If searching for and IRB code, click the **Search Code** box before entering an IRB number.*



6. Click **Add.**
7. Double click the added **Health Issue** located at the top.



8. Select the **Research Type** from the Status drop down box.



Type any notes that you will need for this research in the **Description** box.

9. Click **Close**.

Update Patient Information

Research staff will enter or update the following patient information as appropriate:

- Allergies
- Significant Events
- Home Medications

Research Order Entry

DCRU Order Set

Research

Role	Workflow
	• Sign into the EMR • Find a patient • Create patient lists by finding a patient, or by creating Criteria Lists. • Add a Care Provider to each patient. • Add a Health Issue to each patient. Be sure to mark each Health Issue as it is related to the Research Status.

Investigational Medicines

Role	Workflow
Inpatient	• Fax Order to Investigational Pharmacy • Michael Banchy enters into the system • eMAR- sign off medications
Outpatient	• Fax Order to Investigational Pharmacy • eMAR- sign off medications
Other Areas	• Remains on Paper