Inpatient Provider User Guide

Place your cursor anywhere on the topic name and Click to move directly to that topic.

Logging In to the Inpatient Unit

1. Log into Epic using your current User ID and Password

2. Click the selection button and search **HFHS Provider Medicine**.
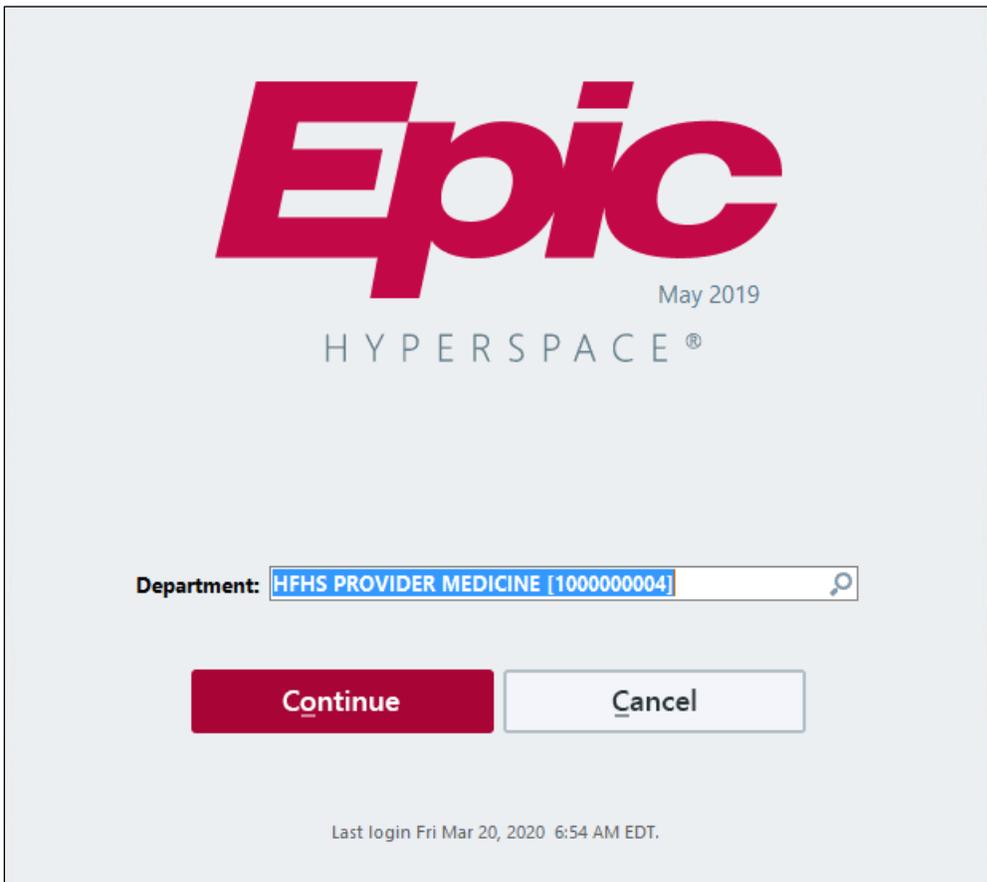
Reviewing your Patient List

Patient Lists is your hub for finding patients in the hospital and managing patient assignments. To open Patient Lists, select the workspace tab. From here, you can:

A. See lists of patients you're following and patients who need specialty consults.

B. View a report about a patient without opening the chart. Click the report toolbar buttons to switch reports.

C. Search for other patients.

D. Double-click a patient to open his chart.

Find Patients Assigned to you

When you log in, the All My Patients list within your My Patients folder shows the admitted patients you're following. Patients appear on this list automatically when you're assigned to their treatment team. In other words, the All My Patients list includes patients to whom you're assigned as the admitting, attending, consulting, or primary care physician. Admissions staff might assign you, or you might assign yourself when consulting on a patient. When you're removed from a patient's treatment team, the patient is removed from this list.

Assigning yourself to the Patient's Treatment Team

- Highlight your patient and right-click to get the dropdown list of choices. Click Treatment Team. Click Assign Me to be added to that patient's Treatment Team.

Please Note: Inside the patient's chart you can click on TT in the Patient Header to assign yourself to the patient or add their PCP.
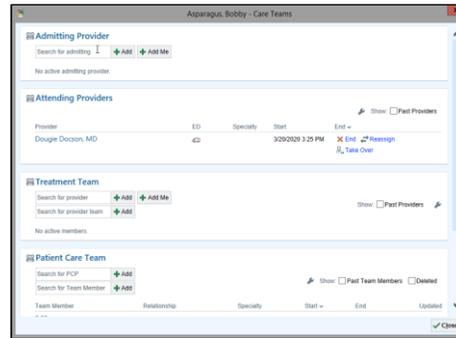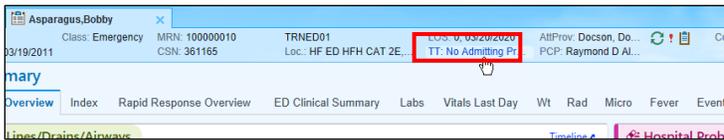
Opening your patient's chart

- Double-click the Patient. You will have a tab with the patient's name. On the left side you will see Activities. It defaults to Summary Activity.
  1. The Summary Activity: Reports of patient information (Overview, Index, Rapid Response, etc.) for the current encounter.
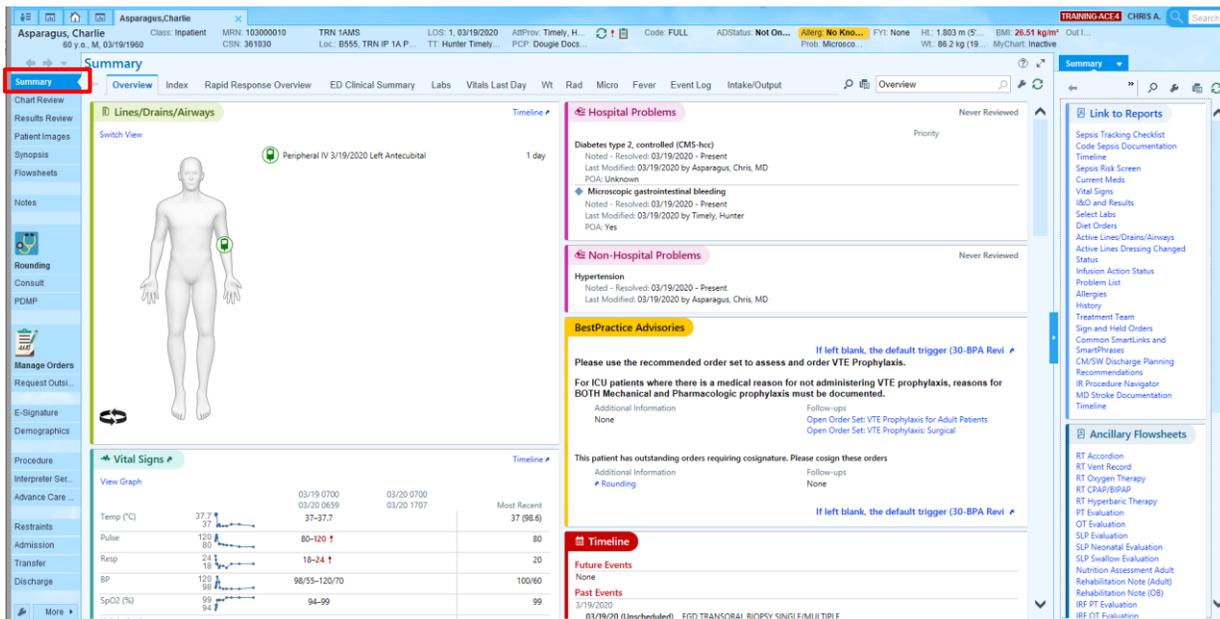
  2. Results Review: View current and past lab results, search for specific results and choose to view only new results.
     Synopsis: View Correlations between vitals and events.
     Manage Orders: View all orders since admission, including discontinued orders.

Rounding

1. To open the Rounding Navigator, click the Rounding Activity on the left.
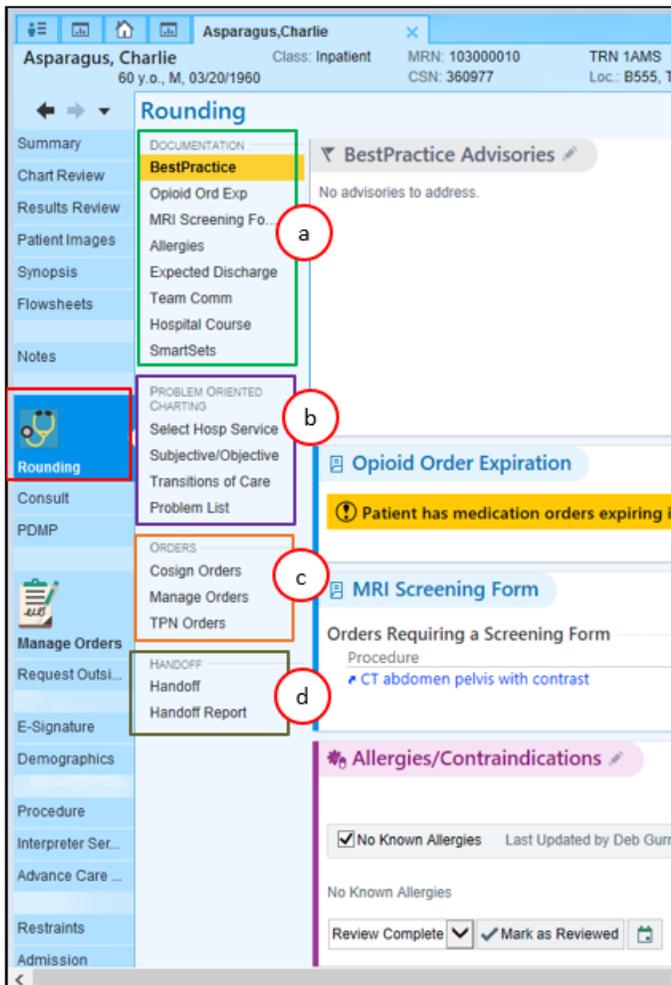
Next, go through the sections in the Table of Contents to complete your documentation 📎.

a. Documentation-Address any BPAs that come up. Review Allergies. You can access Hospital Course and SmartSets.
b. Problem Oriented Charting-This is where you can create your note for your patient.
c. Orders-You can access Manage Orders and take care of any orders needing your Cosign.
d. Handoff-Specialty Handoff notes can be created here to share with your team.

Creating your Progress Note
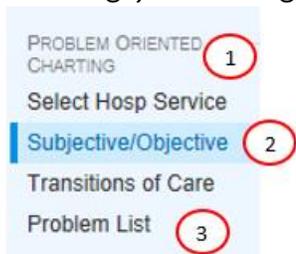
1. Click **Select Hosp Service**. You must enter your hospital service the 1st time and then it will default after that.

2. Click **Subjective/Objective**. Your note template will open in Notewriter. You will have a ROS and Physical Exam to help you complete your documentation. Your information will show up in the Sidebar. You can also type right in the note any addition information. Click **Accept.**
3. Click **Problem List**. You can review/add/resolve the appropriate problems.   Click the appropriate **Create Current Assessment & Plan Note** for each problem you need to document. Click **Mark as Reviewed**. Click **Generate Note** to create the final Progress Note. Click **Sign** to File the Note.

Manage Orders

Active Tab- From this tab, you can not only see a list of all the patient's active orders, but you can also modify, discontinue, and enter new orders. On the right side of the screen is the Orders sidebar. From the sidebar you can enter new orders individually or by using an Order Set.

The Signed & Held tab shows you a list of all the patient's signed and held orders. Remember, orders that are signed and held are authorized but not yet active. From this tab, you can review signed and held orders and release them if there is a need for the order to become active.

On the Home Meds tab, you can see a list of the patients prior to admission medications and add to the list if the patient tells you they are taking a medication that is not already documented.

Completed & Pending, is where you can review orders that have been completed as well as the patient's pending, or signed & held, orders.

Manage Orders ⑦ ⤢ ✕

Active | Signed & Held | Home Meds | **Completed & Pending** | Order History

📄 **Completed & Pended Orders** ↻ ⌃

Completed Orders Expand | Hide
(From admission, onward)

Start		Ordered
03/19/20 1008	› Admit to Inpatient [759018] Once Completed	03/19/20 1016
03/19/20 1003	› Bed Request [759013] Once Completed	03/19/20 1016
03/19/20 1000	sodium chloride infusion 1,678 mL [758746] Once	03/19/20 1016
03/19/20 1000	moxifloxacin (AVELOX) 400 mg in sodium chloride (ISO-OSM) 250 mL IVPB PREMIX [758903] Once	03/19/20 0920

ADT-Related Orders Comment

Admission Orders
Admit to Inpatient
　Department: --　　　　　　　Service: Internal Medicine
　Level of care: --　　　　　　Diagnosis: --
　Condition: --　　　　　　　Expected length of stay: --
　Expected admit date: --　　　Expected discharge date: --
　Senior admitting resident: --　Admitting intern: --

Transfer Orders
Bed Request
　Department: --　　　　　　　Service: Cardiac ICU
　Level of care: --　　　　　　Diagnosis: --
　Condition: --　　　　　　　Expected length of stay: --
　Expected discharge date: --　Attending provider: --

📄 **Pending Orders** ↻ ⌃

Pending Orders Expand | Hide
(From admission, onward)

Start		Ordered
Signed and Held	simvastatin (ZOCOR) tablet 40 mg [758909] Nightly	Signed and Held
Signed and Held	Full Code [758930] Continuous (0 of 1 released)	Signed and Held
Signed and Held	Up as tolerated [758936] Until discontinued (0 of 1 released)	Signed and Held
Signed and Held	Diet NPO [758943] Diet effective now (0 of 1 released)	Signed and Held
Signed and Held	I/O [758950] Every shift (0 of 1 released)	Signed and Held
Signed and Held	Weigh patient daily [758957] Daily (0 of 1 released)	Signed and Held
Signed and Held	Fall precautions [758963] Continuous (0 of 1 released)	Signed and Held
Signed and Held	ciprofloxacin (CIPRO) injection 400 mg [758970] Every 12 hours	Signed and Held
Signed and Held	vancomycin (VANCOCIN) injection 1,000 mg [758978] Every 12 hours	Signed and Held
Signed and Held	Glucose, random [758985] Every 2 hours (0 of 1 released)	Signed and Held
Signed and Held	› Wound ostomy eval and treatWound/Skin Impairment [758992] Once (0 of 1 released)	Signed and Held
Signed and Held	enoxaparin (LOVENOX) syringe 80 mg [758999] 2 times daily	Signed and Held
Signed and Held	insulin regular (HumuLIN R,NovoLIN R) 1 Units/mL in sodium chloride 0.9% 100 mL infusion [759006] Continuous	Signed and Held

Finally, you can use the Order History tab to view a list of all orders and the changes to them that have occurred throughout the admission.

Manage Orders ⑦ ⤢ ✕

Active | **Signed & Held** | Home Meds | Completed & Pending | **Order History**

Last 72 Hrs | Since Admit | Active Meds | Active Non-Meds | Conditional Orders | Phases of Care | Orders By Order Sets | ❌ Discontinue | Reorder | Modify Order | Reprint

Event time	Event	Order	Route	Current Status	Last Administered	Order Type	Ordering Provider	Link
3/19/2020 1016	New order	Admit to Inpatient		Completed		ADT	Sam Stethoscope, MD	
3/19/2020 1016	New order	Bed Request		Completed		ADT	Sam Stethoscope, MD	
3/19/2020 0920	New order	moxifloxacin (AVELOX) 400 mg in sodium chloride (ISO-OSM) 250 mL I...	Intravenous	Completed	400 mg	Medications	Dougie Docson, MD	
3/19/2020 0902	New order	norepinephrine bitartrate (LEVOPHED) 16 mg/250 mL in 0.9% Sodium...	Intravenous	Active	0.1 mcg/kg/min	Medications	Dougie Docson, MD	
3/19/2020 0902	New order	Catecholamines, plasma		Active		Lab	Dougie Docson, MD	

Consults

Consult notes are similar to other notes, but you need to associate them with a consult order. You also need to select your hospital service and update the problem list information as necessary. Follow these steps to create a Consult Note:

1. Click Consult navigator click Select Hosp Service and make sure your service is listed.
2. Click the Problem List section. Update and resolve current problems. Add new problems. Prioritize and sort problems
3. Click the appropriate Create Current Assessment & Plan Note hyperlink for each problem you need to document against.
4. In the SmartTool window, enter the information for the assessment and plan documentation, and click Accept. Repeat Steps 3 and 4 to document the assessment and plan for other problems.
5. Click Mark as Reviewed.
6. Click Consult Notes.
7. In the New Note window, enter the appropriate department in the Service field.

8. Select the order associated with your consult note. This tells Epic when you sign that the consult is completed
9. Complete your consult note as usual.
10. Click Sign. When you sign the note, the consult order is marked complete and the patient is removed from your specialty's consults list in Patient Lists.
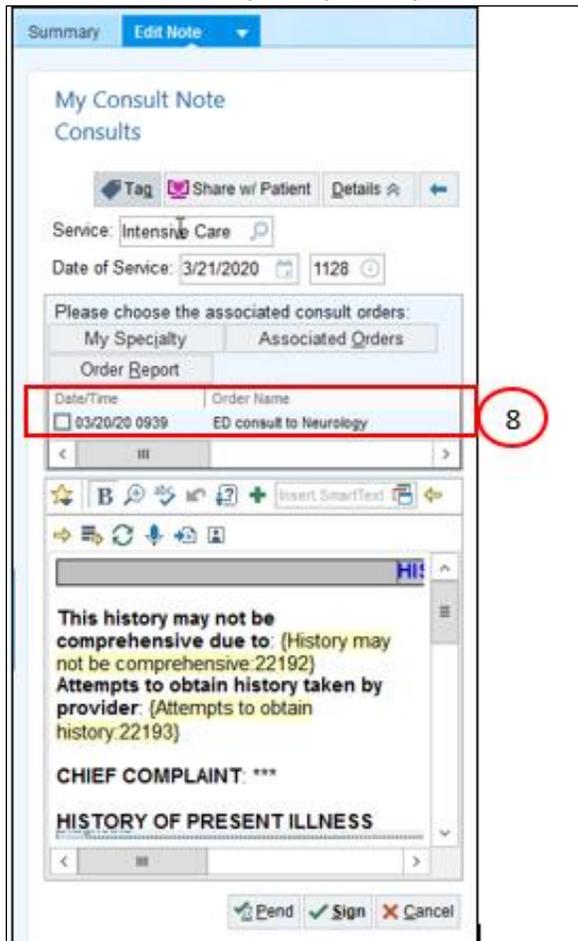
Remember if patient is admitted, the patient needs a note type called H & P. If the Consult note is completed and then the patient is admitted, use the Create H&P section of the Admission navigator to create the H&P note that references the Consult note. The H&P must also include a heart and lung assessment if these were not a part of the Consult note. If the decision to admit the patient is made before writing the consult note, write an H&P note, and then, create Consult note that references the H&P note.

Admission

When admitting a patient, use the Admission Navigator.

Next, go through the sections in the Table of Contents to complete your documentation .

a. Documentation-Address any BPAs that come up. Review **Allergie**s. Review **History**. **Mark as Reviewed** if you review any of these areas with the patient or the patient's family
b. Problem Oriented Charting-This is where you can create your note for your patient.
c. Orders-You can access Manage Orders and take care of any orders needing your Cosign.
d. Measures- Access the PHQ-9.
e. Handoff-Specialty Handoff notes can be created here to share with your team.

Creating your H&P

1. Click **Admission** navigator click **Select Hosp Service** and make sure your service is listed.
2. Click the **Problem List**. Update and resolve current problems. Add new problems. Prioritize and sort problems
3. Click the appropriate **Create Current Assessment & Plan Note** hyperlink for each problem you need to document against.
4. In the SmartTool window, enter the information for the assessment and plan documentation, and click Accept. Repeat Steps 3 and 4 to document the assessment and plan for other problems.
5. Click **Mark as Reviewed**.
6. Click **H&P**. The popup box to select the appropriate template will open. Select your template and click **Accept**.
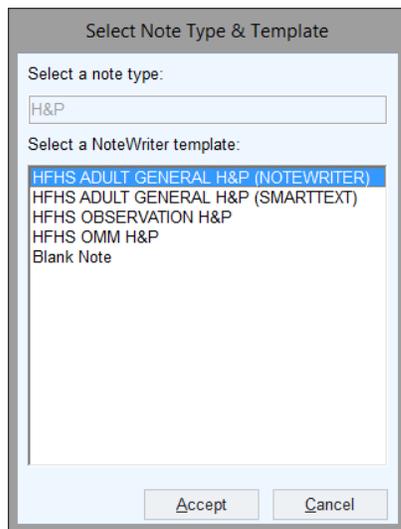
7. If you select HFHS Adult General H&P (NoteWriter) you will have HP, ROS and Physical Exam tabs to help you complete your documentation. Your information will show up in the Sidebar. You can also type right in the note any addition information. Click **Accept** to complete your note.

Order Reconciliation

Ord Rec Sign vs Ord Rec Sign & Hold:

- **Order Rec Sign**-if the patient is on the floor
- **Order Rec Sign & Hold**-if the patient is in the ER but going to be sent to the floor.

For this example: select Ord Rec Sign

Defaults to Review Current Orders- From this tab, you can not only see a list of all the patient's active orders, but you can also modify, discontinue, and enter new orders. On the right side of the screen is the Orders sidebar. From the sidebar you can enter new orders individually or by using an Order Set.
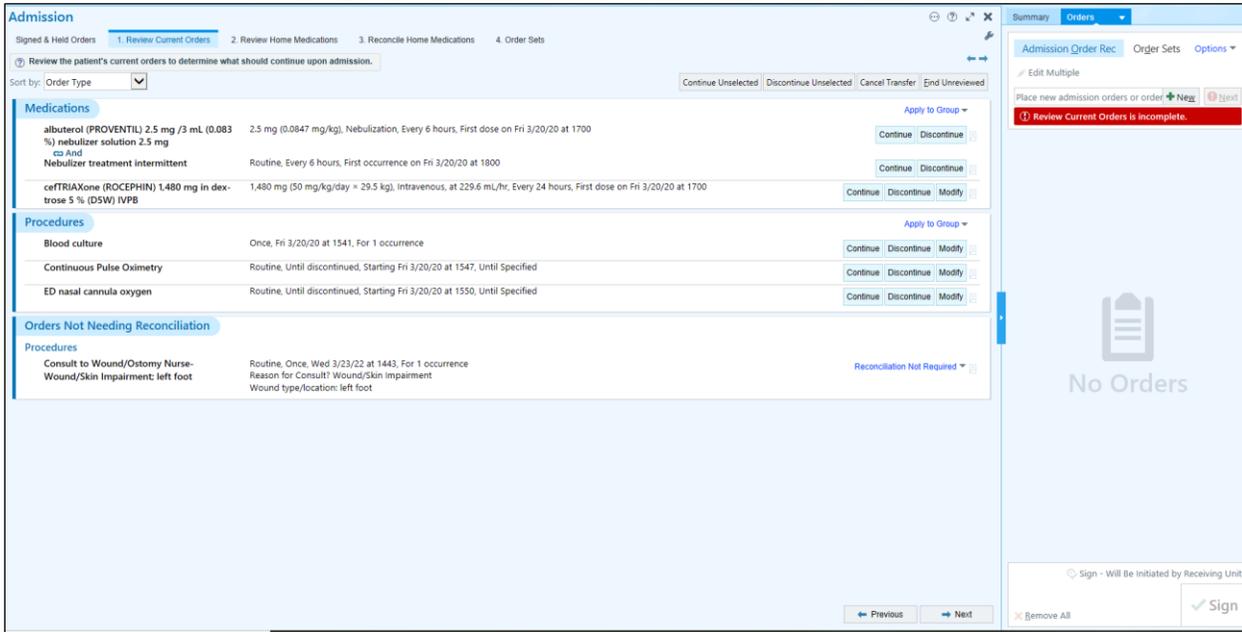
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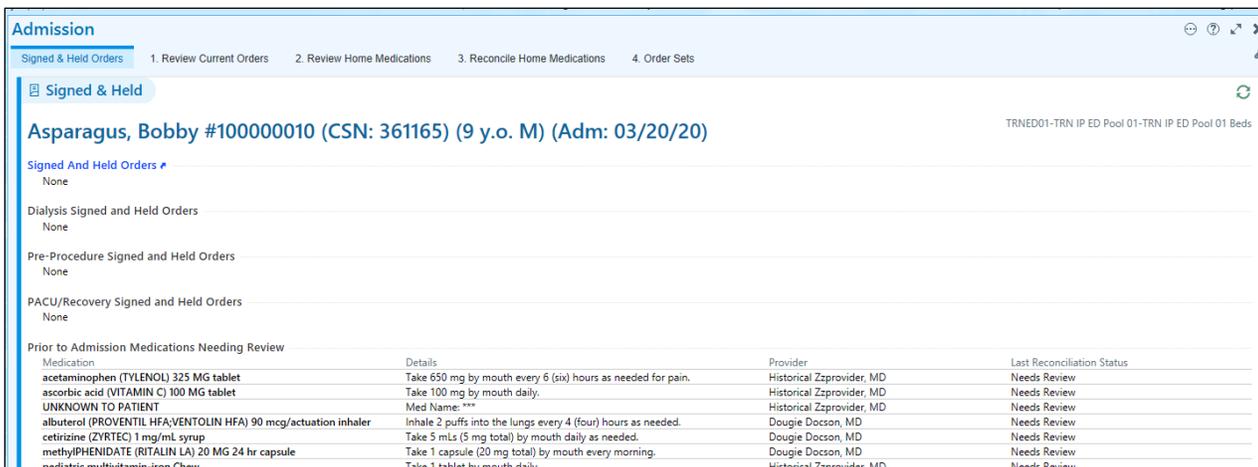
On the Review Home Meds tab, you can see a list of the patients prior to admission medications and add to the list if the patient tells you they are taking a medication that is not already documented.

On the Reconcile Home Medications tab, you can decide to Order/Don't Order/Replace/Discontinue Home Meds while the patient is in the hospital.

Finally, you can use the Order Sets tab to place your Admission Order. Review and Sign your orders.

Transfer

1. Use the Transfer Navigator.
2. Consider clinical suggestions, called Best Practice Advisories◻ Select Hosp Service
3. Hospital Course – This section is to input information about what has already happened during the patient hospitalization. This section will pull into the Discharge Summary.
4. Review and update the problem list.
5. Write a transfer note.
6. Reconcile medications is done by the receiving unit.
7. Transferring unit needs to write a transfer order.   Click **Sign-Will be initiated by Receiving Unit**.
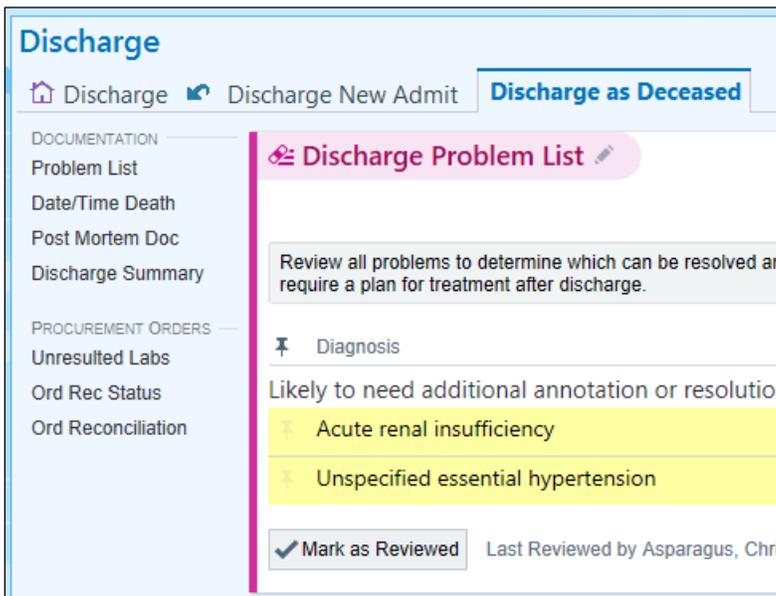8. Cosign orders.

Discharge

The discharge navigator includes three tabs. The first is Discharge, with is discharging a patient to home or a non-Henry Ford facility. Next Discharge New Admit tab is what you will use if you are discharging the patient and sending them to a Henry Ford facility with a different hospital license that is using Epic, for example to rehab or hospice. Completing the Discharge-Readmit order rec from this navigator allows you to sign-and-hold orders that can be released once the patient arrives at their new location. The final tab is Discharge as Deceased which is self-explanatory.
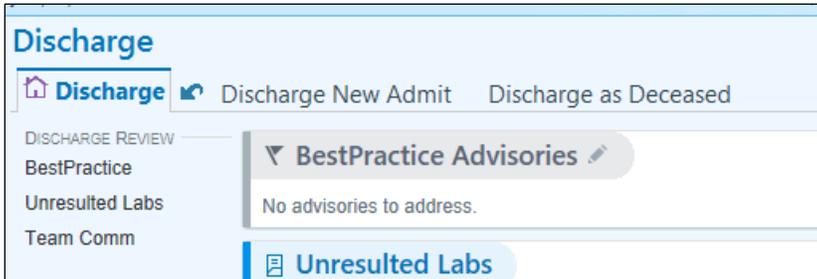
Please note for Discharge as Deceased you will need to review and complete the following:

1. Problem List
2. Date/Time Death- Only Providers can enter in this information.
3. Discharge Summary
4. Ord Reconciliation- Discontinue Orders

Discharging a Patient Home

Discharge

🏠 **Discharge** ↩ Di

DISCHARGE REVIEW
BestPractice
Unresulted Labs
Team Comm

DISCHARGE WORKFLOW
Cosign Orders
Rx Routing
Verify Rx Benefits
Outside Meds ←
MAPS PDMP
Med Reconciliation
Ord Rec Status
Communications

Discharge Workflow: You can complete Med Reconciliation, MAPS PDMP, Verify Rx Benefits, and Cosign Orders

FACE TO FACE
Face to Face Note

DISCHARGE INSTRUCTIONS
Future Appts
Follow-Up Providers
Signs & Symptoms
Discharge Inst ←
Patient Belongings
Print Belongings

Discharge Instructions: Enter any instructions for your patient.

DISCHARGE SUMMARY
Select Hosp Service
Hospital Course ←
Problem List
Discharge Summary

Discharge Summary: Complete your Hospital Course, Review Problem list and Create your Discharge Summary

AFTER VISIT SUMMARY
Add Med Details
Preview AVS ←
Discharge Status

After Visit Summary: You are able to add med details, preview the AVS, and review discharge status

Observation Patients

For Observation Patients use the Obs Navigator Activity. There are four tabs. The first tab, Obs Intake has all the tools for Admission, the next tab is Obs Rounding for your Progress Note, the next tab is Obs to Inpatient which you can use if the patient is being changed from Observation to Inpatient, and the final tab, is Obs Discharge.