



LET'S START THE SHIFT:

- 💡 Launch EPIC
- 💡 Login with your credentials/ TAP badge
- 💡 A sign-in pop up screen will appear
 - EDIT: Start Time
 - EDIT: End Time (
 - **NOTE**: Make sure to add 30 minutes to your end time in order to see end of shift meds)
 - SKIP: Contact # (unless your unit uses Cisco Phones)
 - EDIT: Comment section: Enter Vocera (If your unit uses Vocera)
- 💡 Your department will automatically appear
 - Select your patients
- 💡 Select **SIGN IN** located in the bottom right corner.

UNDERSTANDING THE BRAIN:

- 💡 After signing in, EPIC will automatically take you to the **BRAIN**
- 💡 Let's look at each section to understand the Brain:
 - On the left hand side it will begin with the patients' information. You will see: Patient Name, Age, Sex, DOB, MRN, Location, Attending, Primary Problem, Allergies, Code Status, Isolation, Notifications
 - Directly next to this section, you will see 4 tabs in a column: ORDERS, LABS, PRN, A, S, D
 - **ORDERS**: You will see a notification if new orders are placed that need to be acknowledged
 - **LABS**: You will see a notification if there are labs that need to be collected
 - **PRN**: If you click on this it will show you the PRN medications that the patient has available
 - **A, S, D**:
 - A: Admission quality measures and admission required documentation
 - S: Current shift required documentation
 - D: Before discharge required documentation
 - The next column will inform you if any prior shifts had any missing documentation/tasks. This does not necessarily mean the prior shift. It can be from multiple shifts ago.
 - Before your start time column, you will see an hour prior to your shift. If there is a **GREEN CHECK MARK**, this will indicate all prior shift documentation/tasks have been completed.
- 💡 What each symbol means:
 - **RED CLIPBOARD**: To do list. If you select this, it will show you what needs to be done. You are able to complete the task directly from the brain.

- **VIAL:** Labs that need to be collected. If you select this, it will show you what needs to be collected. You are able to print your labels for the blood draw from the brain.
 - **MORTAR AND PESTLE:** Medications that need to be given. You are able to scan the patients' wristband and administer medication from the brain.
 - **EXCEL SPREADSHEET:** Assessments that need to be documented. If you select this, you are able to document directly from the brain.
 - **NOTE:** Any icon with an UP ARROW will indicate that something is high priority.
- 💡 You are also able to create personal tasks for yourself to keep yourself on track. For example, if you are charge and need to check crash carts. You are able to create a personal task with a time and it will populate on the brain for you.

UNDERSTANDING THE PATIENT LIST:

- 💡 If you do not like the brain, this is the other option you are able to utilize.
- 💡 All of your patients will display in rows (similar to Allscripts)
- 💡 Let's look at each section to understand the Patient List:
 - The first column you will see is the **BED/LOCATION:** It will display the Patients Unit and Room Number
 - The second column you will see is the **PATIENT:** It will display the Patients' Name, Age and Sex
 - The third column you will see is the **PROBLEM:** It will display the primary problem for admission.
 - The fourth column you will see if the **RN NOTIFICATIONS:** It will display your new results flag, new notes and overdue medications
 - The fifth column you will see is **ORDERS MANAGEMNT:** It will display if there are signed and held orders
 - The sixth column you will see if **PRIMARY CONTACTS:** It will display the attending of the patient.
 - The seventh column you will see is **CODE STATUS:** It will display the patients' code status.
 - The eighth column you will see is **INFECTION/ISOLATION:** It will display patients' isolation status
 - The ninth column you will see is **PRECAUTION:** It will display if the patient is on precautions
 - The tenth column you will see is **SHIFT DOC:** It will display required shift documentation
 - The eleventh column you will see is **DISCHARGE MED REC COMPLETE:** If there is a check, the med rec has been completed. If there is a caution symbol, it still needs to be completed.
 - The final column you will see is **MED ADMIN COSIGN NEEDED:** It will display if you need to sign off on a co-sign
 - **NOTE: YOU ARE ABLE TO CUSTOMIZE THIS TO WHATEVER COLUMNS YOU CHOOSE! *LIKE ALLSCRIPTS***
- 💡 For a quick overview of the patient, simply single click on the patient.
- 💡 To open the patients' chart, simply double-click on the patient.