

# Helpful Hints

## HOW TO LOOK UP PATIENT BEING ADMITTED TO YOUR UNIT:

- 💡 Select **UNIT MANAGER** in the top left corner of the EPIC screen. (Below the EPIC drop down menu).
  - **NOTE:** can also click: CTRL + SHIFT + 3.
- 💡 It will prompt you to select your unit manager: you will select the unit you are on. (In the PLY environment select GEA 1 S).
- 💡 You will see the list of all the patients currently admitted to your unit.
- 💡 At the bottom of the screen you will see: **INCOMING TRANSFERS & ED ADMITS**, followed by a list of patients.
- 💡 Select the patient that is assigned to the unit, and at the top of the page you will see a mini tab labeled: **OPEN CHART**. If you select this you can go into the patients chart and review all information needed.
  - **NOTE:** ED TRANSFER SUMMARY will have all basic information/documentation from ER.
  - **NOTE:** There is a section labeled ED NOTES REPORT with a hyperlink titled: CURRENT VISIT NOTES that will take you to the notes that have been written for this patient.
  - **NOTE:** You can modify the view of this screen in order for it to make sense to you. Once it is adjusted, it will stay like this for every patient moving forward.

## HOW TO PULL A PATIENT OVER TO YOUR UNIT:

- 💡 On the **UNIT MANAGER** screen, select the patient under the **INCOMING TRANSFERS & ED ADMITS** section that is being admitted.
- 💡 Right-Click on the patient and select **COMPLETE TRANSFER**, it will then pop up showing you which room/bed the patient is going into; If needed you **ARE** able to edit the details to change the room/bed.
  - **NOTE:** You can also drag and drop instead of Right-Clicking.
  - **NOTE:** If you drag and Drop the wrong patient, you can drag and drop back to the **INCOMING TRANSFERS & ED**

**ADMITS** section.

## HOW TO ASSIGN YOURSELF TO THE PATIENT ONCE ADMITTED TO UNIT:

- 💡 From the Patient List screen, type the patients' MRN into the search bar and click ENTER.
  - **NOTE:** Can also search by patients' name; I find it easier to search by MRN.
- 💡 It might show that there are no results. Click the "**CURRENT LOCATION**" tab. Once the patient is there, Right-Click and "ASSIGN ME"
- 💡 The patient will now be on your patient list.