CPSI Clear direction

To Access Flowcharts

- Flow charts can be accessed from the Virtual Chart
- Click on the Flowchart tab at the top
- A drop down menu will appear, click on Flowcharts
- A menu will appear with all active Flowcharts that are currently in use. Click on your desired Flowchart
- If your Flowchart is not visible, click on the "New" button at the bottom of the menu set.

A new listing of Flowcharts will now be visible, choose your desired Flowchart

To access the Virtual Chart

- Log onto CPSI
- Click POC access
- If you have declared any patients it will take you to the "My Patients" tab on the screen.
- If you have not declared any patients it will take you to the "Census" tab
- Click on the desired patients name, this will automatically take you to the Virtual Chart.

Documenting on a Flowchart

- Select the first question
- The question is in the blue title bar, the answers are below.
- Choose an answer, or click in the box to open up free text option.
- Click next, and do the same for the next question
- Once complete the questions will stop and you will be brought back to the original flowchart with your answers displayed
- If you hit "update" you will be kicked out of that time frame, further charting will be documented under a different time period

To change a time frame, click on the "current time" option within the question of the flow chart. Change to the desired time, further documentation will now be charted under that changed time frame

To declare a Patient as "My patient"

- Locate your patient on the "Census" tab
- Click on the + sign, this will move your patient to the "My Patient" tab
- Click on the desired patients name, this will automatically take you to the Virtual Chart.

To Change a Time Frame

- To change a time frame, click on the "current time" option within the question of the flow chart. Change to the desired time, further documentation will now be charted under that changed time frame

Components of the Virtual Chart

- Patient demographics
- Most recent vital signs are available with the date and time and the name of the last person who entered vital signs
- Updated list of immunizations and allergies
- All results are available, i.e.: lab results, imaging etc...
- Staff communication notes

Documenting Vital Signs and Height & Weight

- Vital signs are within Electronic Forms and Flowcharts
- You may use the on screen keys or the actual keyboard to enter your answers
- These answers will then be distributed throughout the system and will appear on your virtual chart
- When completed click "next" or "update" to exit

Height, Weight, and Blood pressure are government required therefore you will see them on a majority of flowcharts and E-forms. Please be sure to complete them when you see that they are blank

To Access Electronic Forms (E-Forms)
- Can be accessed from multiple places

To access E Forms from the Virtual Chart
- Click on the Electronic Forms tab at the top
- Top section of list are forms that have already been opened. The bottom list are blank forms that are available to you
- Choose your desired form by double clicking on it.
- Data attached to a data base will automatically populate.
- Complete the form

Click on the Save & Exit icon to save the record

Administration of Medications
- Choose "Pharmacy" tab at the top of your Virtual Chart
- Select "Medication Verification Administration"
- With the curser in the patient name, bar scan the ID band
- With the curser in the "NDC#" section bar scan the med
- Answer all questions
- For second med go back to step 1 and do the same
- "Med count" will increase with each additional med. This number should match the amount of meds you are about to administer to your patient.
- Click update or exit to exit back to pharmacy screen.

To view 24 hour EMR

- Choose pharmacy tab from the top of your "Virtual chart"
- Select 24 hour EMR
- You will see the list of meds due for your patients.
- Each med will be color coded. A color legend is provided for review
- Scheduled meds will appear as an "S" given as a "G" and omitted as an "O"

Patient Education on Medications

- "Pharmacy" tab or "Education" tab from the virtual chart
- Select Patient Drug Information
- Current medications that the patient is on will appear in the screen, if you are looking for a new med, click alpha search and enter the desired drug name; hit enter
- Select the desired drug and "add selected", this will move your drug from the left side of the screen to the right side.
- Click process
- Select print, and now exit out. This information will now attach to your patients medical record.

Select the back arrow to exit back to your virtual chart

Med Act (Kardex)

- The medact is CPSI's version of our Kardex
- The medact will appear when you first access the patients or can be seen through the Virtual chart tab
- Medact gives a summary of nursing orders, also where meal consumption is entered
- To document meal consumption, double click on the diet, enter amount consumed. Update to go back to medact
- To address items to show completion or action taken. Double click on the action item then answer the question
- Your status will update as you update on the action.

Attaching a wound photo

- o Click on images from the patients virtual chart
- o Plug your camera's USB port into the computer
- o Select add file and choose the radio button labeled PC
- o Select "wound" for your file description
- o Click on the binocular icon and search for your picture on the camera
- o Click save file
- o Give your image a specific name i.e.: wound site, date
- o Click ok

Photo is now available for viewing within the image

Patient Education Documents

- These documents are to be used to provide your patients with education on their illness or disease process
- Click on the "Education" tab within your virtual chart
- Choose "Patient Education Documents"
- You may choose to search by category or alpha, hit enter and choose your desired topic from the list provided.
- Select which information you would like to provide to your patient, general care, inpatient, discharge etc.
- Print the document, this will allow the document to attach to the patients record.

Choose the back arrow to return to your virtual chart

Nursing Documentation of Education

- Select "Education" within the virtual chart
- Select education on the drop down menu that appears
- Click on "input" to enter a new entry or "review"
- Choose topic, there are 2 pages, "Next Page" to go to pg 2.
- Select the first topic line in the left hand corner; always choose this first topic line if you do not your documentation will not be accurate.
- Choose answers to the question, more than one answer is ok
- Select the "next question" button to move on
- When all questions have been answered the system will return you to the main education menu of "input" and "review".

Click exit to return to the virtual chart.

Diabetic Record & Glucose entries

- To enter your glucose entries or insulin coverage select "Diabetic Record" from your virtual chart
- Choose Diabetic Record
- To enter glucose readings select "INPUT"
- Choose Record blood glucose levels and enter the level into the screen. Hit enter, then hit ok

From this screen you may also review previous glucose entries either by graphical presentation or cumulative review.