



UNIVERSITY HOSPITAL

Newark, New Jersey

# Clinical Systems

2019 - 2020



# Electronic Medical Record

**Epic** is the official electronic medical record used at UH:

- All providers must complete training prior to access being granted to any clinical system.
- Inpatient and Outpatient
- Multiple application modules including
  - Ambulatory (95% complete)
  - ASAP (ED)
  - OpTime (OR, MSP, SDS)
  - CPOM (Orders)
  - ClinDoc (Clinical Documentation)
  - Stork (OB/GYN only)
  - Radiant (Radiology)
  - Beaker (Clinical Lab)
  - Kaleidoscope (Ophthalmology)
  - Phoenix (Transplant)
  - Beacon (Oncology)
- Epic online and in-class training is based on ***provider specialty and modules.***





## Additional Systems

### Logician

Outpatient EMR system for  
Historical information

Clinics that have not yet  
converted to EPIC will still be  
on Logician

Some of the MD practices are  
using Logician

### Cerner

CoPath Pathology System  
Results are in Epic



### Sovera

Electronic scanning system

Similar format to a paper  
chart

Since implementation of Epic  
ClinDoc, Sovera is used for:

- Scanning paper portion of  
medical record, i.e. consents
- Reviewing “only” old medical  
records
- Passwords provided by  
H.I.M Staff






## Order-Sets (Medical Management Tools)

Standard process for assessing need and building order sets:

- Small group meets monthly
- Multidisciplinary team ensures all elements are included and meet best-practice standards
- If an order set is needed, complete form, send to office of CMO
- Form can be found on UH Net

[www.uhnj.org/uhnetweb](http://www.uhnj.org/uhnetweb)

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**Order Set Request Form**  
*(To Be TYPED and Completed by the Requestor)*  
*Incomplete application will not be considered (or) will be postponed for discussion.*

If you have any questions, please feel free to contact Dr. Adkin's Office (973-972-0442).

Date of the request: \_\_\_\_\_

| Requesting physician or Staff (Print) | Signature | Date  |
|---------------------------------------|-----------|-------|
| _____                                 | _____     | _____ |

| Office phone or pager | E-mail address | Specialty | Division/Title |
|-----------------------|----------------|-----------|----------------|
| _____                 | _____          | _____     | _____          |

**REQUIRED:** Chief of Service or Division/service designee (print) \_\_\_\_\_ Signature \_\_\_\_\_ Specialty \_\_\_\_\_ Date \_\_\_\_\_

ORDER SET REQUEST DESCRIPTION / INFORMATION:

NEW ORDER Set (Attach typed, written or formatted order set)

1. Requesting SERVICE:
2. Rationale for the new order set (select all that applies)
  - High Volume
  - High risk patient
  - High risk drug
  - Meaningful Use Requirement
  - Standardized Protocol
  - Other: \_\_\_\_\_
3. Anticipated use annually

|         | < 100 | 100 - 500 | 501 - 1000 | > 1000 |
|---------|-------|-----------|------------|--------|
| In-Pt:  | < 100 | 100 - 500 | 501 - 1000 | > 1000 |
| Out-Pt: | < 100 | 100 - 500 | 501 - 1000 | > 1000 |

MODIFY/CHANGE existing Order Set (Attach a printed copy of existing order set with changes marked)

Order Set  
Orders

Order Sets

SEARCH

ADD

ADVANCED

MED IP CARDIO DISCHARGE CHF

SA

To print existing order set

Open Order Set preview

Previous

Next

| Order set#                             | Order Set Committee USE ONLY                | Priority:                                      |
|--|---|--|
| Auxiliary Procedure Review Sent: _____ | Procedure review complete date: _____       | <input type="checkbox"/> Patient safety (2-4h) |
| Nursing Review Sent: _____             | Nursing Review Complete: _____              | <input type="checkbox"/> High (1-3 days)       |
| Medication completion date: _____      | Validation/Revision required: <b>yes/no</b> | <input type="checkbox"/> Medium (7 days)       |
| Final Validation Date: _____           | Migrated to Production: _____               | <input type="checkbox"/> Low (2-3 weeks)       |
|  |   | <input type="checkbox"/> Request denied        |

Version 1 (3-2013)



# Downtime

## **Planned Downtime:**

Scheduled for **Sundays at 12:01am** or other times defined in advance by the hospital for minimal operational impact. Downtime can be considered planned but emergent.

## **Unplanned Downtime:**

Unscheduled, interrupted Epic access caused by a network outage, power outage, disrupted interface with ancillary systems, application or server crashes, etc.

## **What does it mean to me?**

All services and functions revert to a paper system and “recovery” is performed when the system returns.

## **Business Continuity Plan (BCA)**

The process for handling a planned or unplanned Epic System downtime.



## Downtime Order Form

- Order form will be blank except for signature notations on the side.
- Nursing will manage the release of all forms during a downtime event.



**The UNIVERSITY HOSPITAL**  
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Newark, New Jersey 07103-2425  
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PHYSICIAN ORDER

**PHYSICIAN'S ORDER SHEET**  
ALL DRUGS DISPENSED AS PER DRUG FORMULARY. CONTENTS ARE SAME BASIC DRUG AS PRESCRIBED BUT MAY BE OF ANOTHER BRAND.

USE PATIENT IMPRINT

**CONVERSION / DOWNTIME**

**DO NOT USE THIS SPACE**  
For Medical Records Use Only

**ORDERS CONVERTED TO EPIC**  
Date/Time Entered: \_\_\_\_\_  
(1) Name/Title (print): \_\_\_\_\_  
Signature: \_\_\_\_\_  
(2) Name/Title (print): \_\_\_\_\_  
Signature: \_\_\_\_\_

**Please Note: No medications and no IVs!**

Attending Full Name (print): \_\_\_\_\_

Condition (circle one):      Stable      Guarded      Critical

Code Status (circle one):      Full      No

Problem List (include new diagnoses and those present on admission):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vital Signs: \_\_\_\_\_

Nursing: \_\_\_\_\_

Diet: \_\_\_\_\_

Activity: \_\_\_\_\_

Labs: \_\_\_\_\_

Consults: \_\_\_\_\_

Therapies: \_\_\_\_\_

Special (including respiratory, vents): \_\_\_\_\_

**Radiology Orders:** Use existing radiology order form and scan as usual.

**Non-Invasive Cardiology, Neuro and/or Vascular Orders:** Use existing order forms and ATTACH top white sheet to this conversion order form. Place yellow carbon in chart.

Print Name/Signature of Provider Writing Order: \_\_\_\_\_ ID#: \_\_\_\_\_ Beeper: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Countersignature if Required: \_\_\_\_\_ ID#: \_\_\_\_\_ Beeper: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Registered Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

STAMP HERE

White - Conversion Team      Canary - Chart

CONVERSION / DOWNTIME

CONVERSION / DOWNTIME



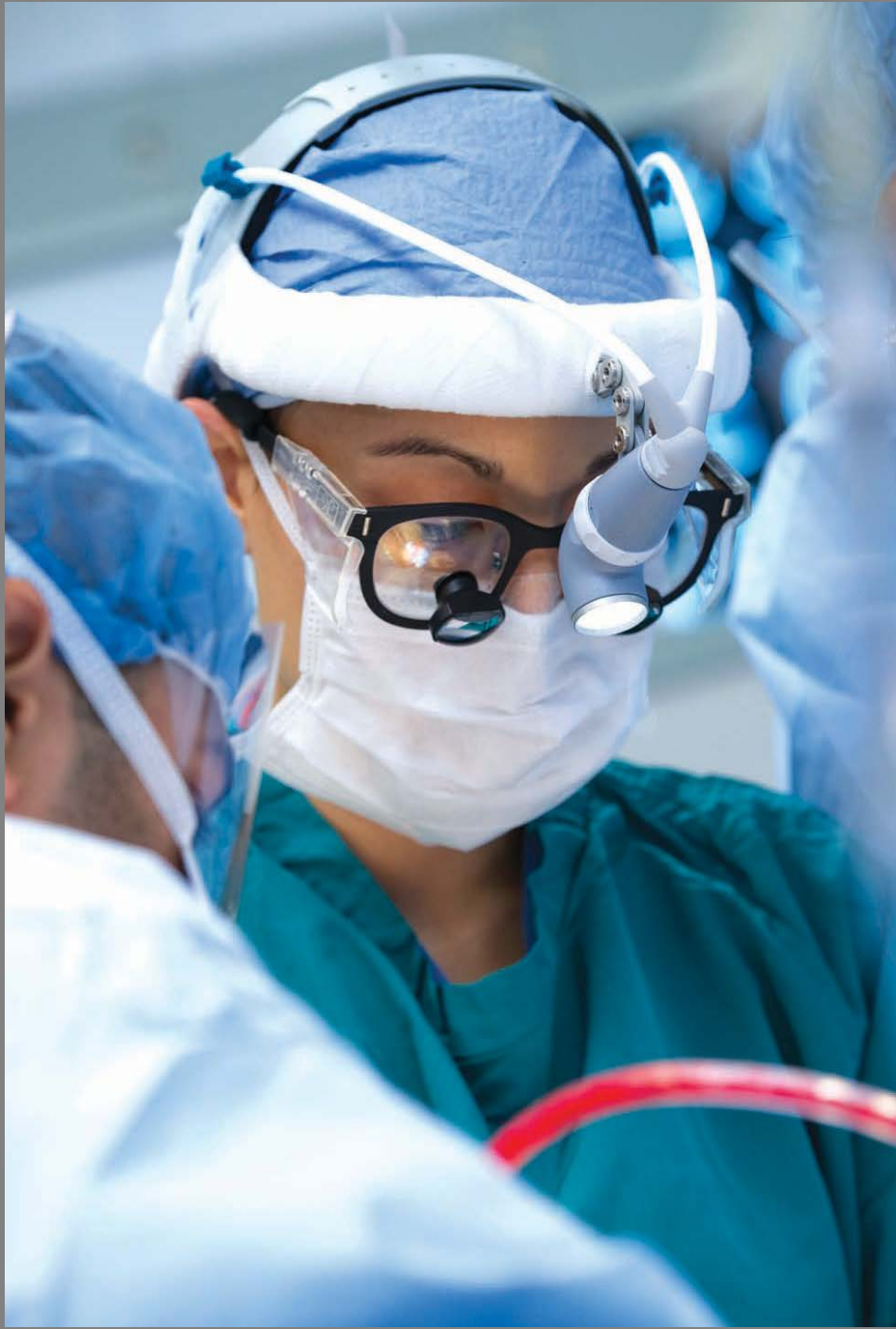
## My Chart

- Patient Portal gives patients access to parts of their medical record.
- Mobile apps are available for MyChart.
- Proxy access available for pediatric and adult relationships.
- Encouraging patients to register for and use MyChart is the responsibility of all care providers.
- Enrollment information is found on the Epic After Visit Summary (AVS).
- Marketing flyer is available throughout UH locations.

The collage features several pieces of MyChart marketing material:

- Top Left Brochure:** Titled "About MyChart", it explains that MyChart gives users online access to their health information, including recent lab results, appointment dates, medications, and immunizations. It emphasizes convenience and the ability to connect to the health team from anywhere.
- Top Right Brochure:** Titled "Welcome to MyChart", it features a "Get connected to your health" button and a photo of a doctor and patient.
- Bottom Left Brochure:** Titled "Get instant access to your medical information by using MyChart", it shows a doctor and a patient looking at a laptop.
- Bottom Center Flyer:** Titled "You see what your doctor sees using MyChart", it lists benefits such as viewing medical information, managing appointments, accessing family records, and signing up for the service.
- Bottom Right Brochure:** Titled "mychart Get connected to your health", it shows a doctor holding a tablet displaying the MyChart interface.





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**SOVERA**

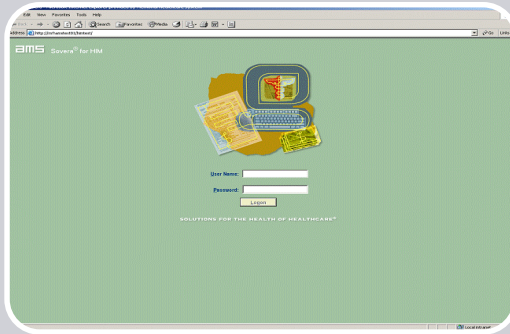
**Health Information Management**

CLINICAL SYSTEMS

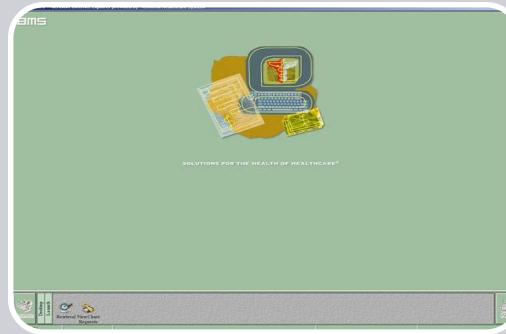




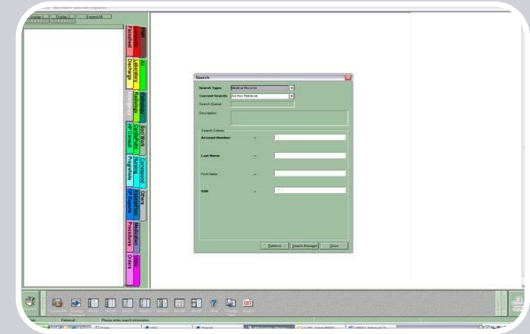
## Chart Retrieval Guide



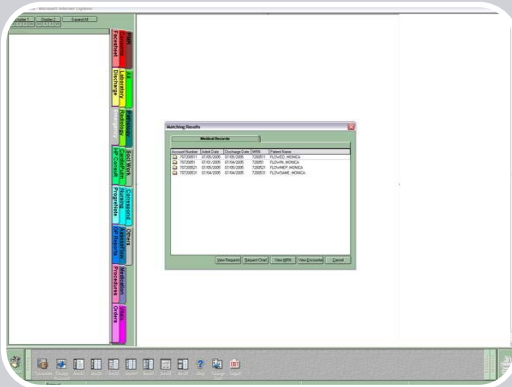
1. At the log in screen, enter your current user ID, password, and press “Logon” or ENTER. Another screen will pop up with a message about maintaining the confidentiality of records, click on “I Agree”.



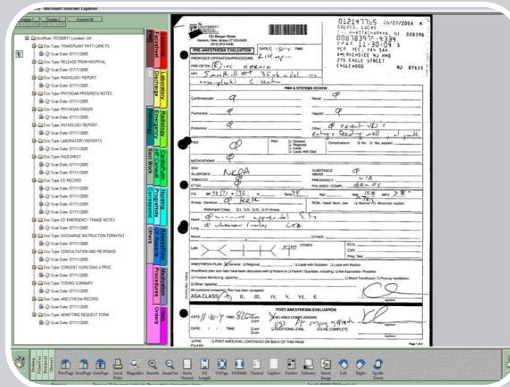
2. To begin retrieving charts, click on the “RETRIEVAL” icon that looks like a magnifying glass.



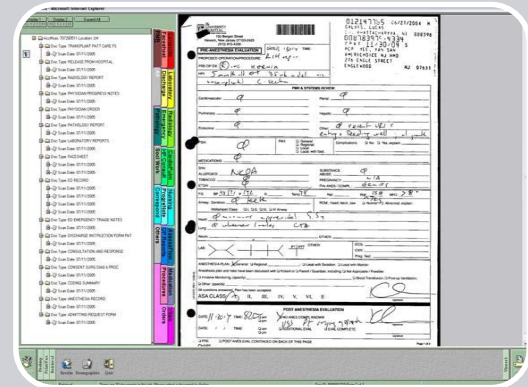
3. The SEARCH window pops up. There is no need to change information in the top two fields of the SEARCH window, simply enter the Account number for the chart you are retrieving. Click on the “Retrieve” button at the bottom of the window, or press ENTER.



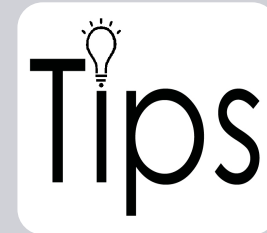
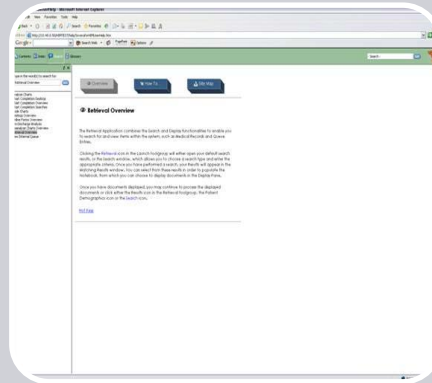
4. When retrieving a chart with multiple visits, select the visit you want by double clicking on the line item of that encounter or click once on the encounter and then click on the “View Encounter” button at the bottom of that window.



5. The chart will display. To view a certain portion of the chart, click on the appropriate tab. Selected tab will be grayed out. Select the “All” tab to view all documents. The icons to navigate the chart now appear in the menu bar at the bottom of your screen next to the vertical “Viewer” bar.



6. To go back to the search window displaying multiple visits, click on the vertical “Retrieval” bar that appears on the lower right side of the menu bar. Then click on the “RESULTS” icon. The visit window will pop back up.

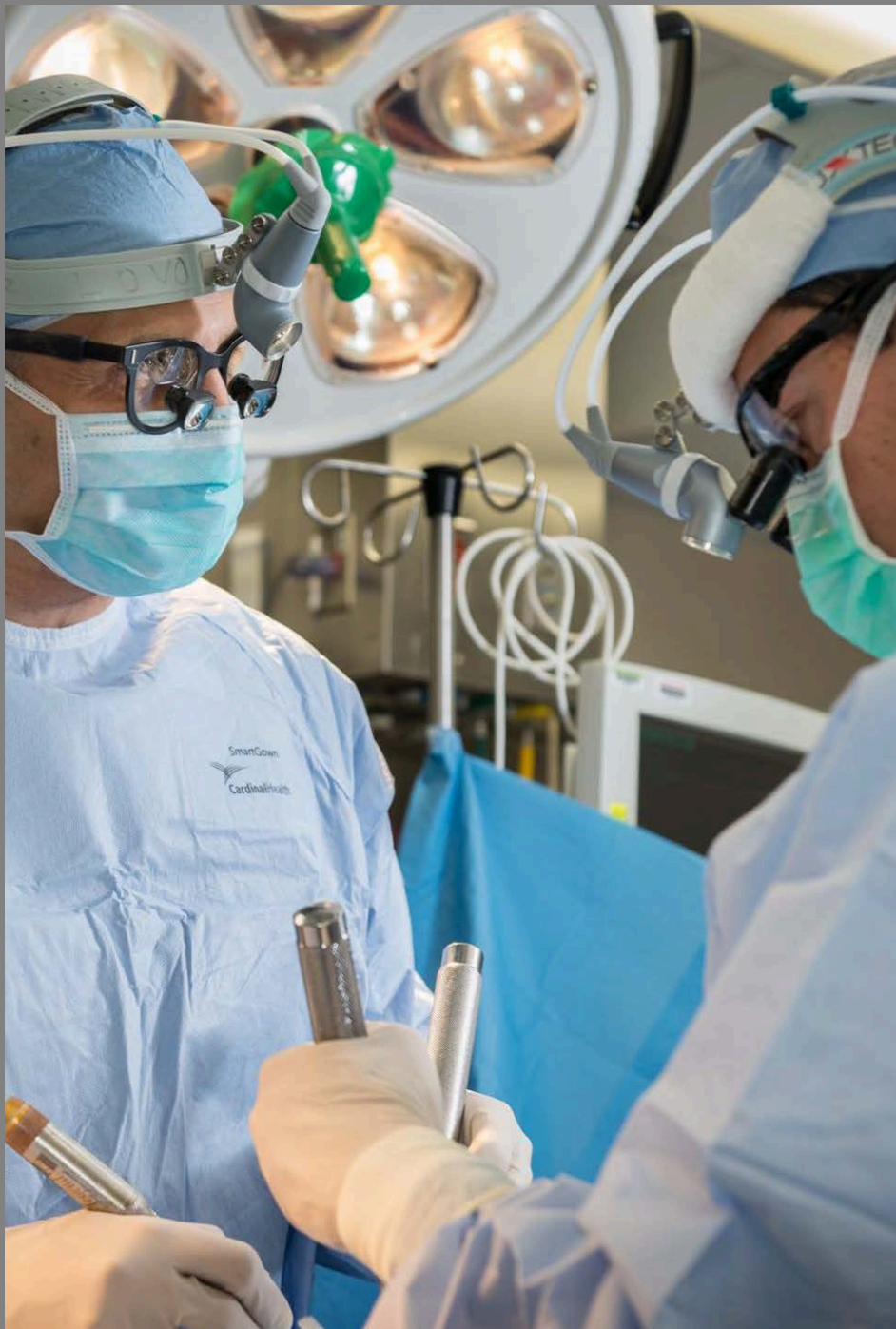


7. For more information on the Retrieval application or any topic related to Sovera for HIM, select the Desktop (from the bottom left toolbar), Help, and search for the word "Retrieval".

8. To log off, click on the vertical "Desktop" bar (next to the large SEARCH button). A new set of icons appear in the menu bar at the bottom of the screen. Click on the "EXIT" icon to logoff the system completely or simply click on the red X in the upper right hand corner.

**F7** = Forward Document  
**Shift + F7** = Back Document  
**F8** = Forward Page  
**Shift + F8** = Back Page





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Thank You