Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
CareAware Connect Nursing App

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This Quick Reference Guide (QRG) reviews the workflow for registered nurses using handheld devices to review patient lists and chart, document patient information, administer medication, and collect specimens.

Overview of the Patient List and Patient Chart

Assume that you are logged into the Messenger application.

➢ From the Home Screen:

STEP 1: Tap **Nursing App.**

NOTE: If you want to access the CareAware table of contents (TOC), use the circular icon at the top left corner of the screen. To select a specific patient from the patient list, tap the people icon in the top right corner of the screen.

STEP 2: To review information on a specific patient, tap **Select a patient.**

NOTE: The patient list populates from Cerner PowerChart and displays all your current patients. You can display all patient locations using the drop-down arrow.

STEP 3: Tap the **Patient List** drop-down arrow.

STEP 4: To sort the results, tap the **Sort** icon. Then tap the **Sort by** drop-down arrow.

STEP 5: Tap the **Save** button.

STEP 6: To search for a specific patient, tap the **Patient List** drop-down arrow.

STEP 7: Tap **Patient Search**.

NOTE: You can search for a patient by encounter information or using patient information, including name, date of birth, medical record number, or phone number.

STEP 8: Tap **Patient List**.

NOTE: If you have a patient list in Cerner PowerChart, the same patient list displays in the Nursing App.

- Notice the patient names display with a blue hyperlink. When you tap the link, you access more in-depth patient information.
- When you don't have an established relationship with the patient, a message displays prompting you to create a relationship. You have several relationship options: patient

inquiry, quality review, registered nurse, BTG Mental Health Access, and BTG Substance Abuse Access.

STEP 9: To establish a relationship with a patient, tap the patient's name.

STEP 10: Tap **Registered Nurse**; then tap Continue **Continue**.

NOTE: **Now that you've designated your relationship with the patient you return to the patient list. A right arrow displays beside the patient's name so you can access more patient information.**

STEP 11: Tap the right arrow beside a patient's name.

NOTE: **Here you can review information such as patient allergies and chief complaints. Scroll down the list to review more information.**

STEP 12: To review patient demographic details, tap the **Blue Banner** at the top of the screen.

STEP 13: Tap an item to display that item's details.

NOTE: **You can view demographics, encounter details, care team, family contacts, insurance information and preferred pharmacies.**

STEP 14: Tap the × **Close** button.

STEP 15: If necessary, tap the refresh to update the screen. Then tap the **Patient Chart Menu** icon in the top right corner of the patient's record.

NOTE: **You can tap any item in the list to jump to that section.**

STEP 16: Tap **Items for Review.**

NOTE: **The red diamond icon indicates there are STAT items for review. The number beside the item indicates the number of items to review.**

STEP 17: To mark an item as reviewed, tap the check box to the left of the item then tap Review **Reviewed**.

STEP 18: To return to the patient's chart, tap the × **Close** button.

STEP 19: Tap the **Patient Chart Menu** icon or scroll down the screen to review patient information such as allergies, vitals, pain level, temperature, blood pressure, heart rate, and lab information.

Document in the Patient Chart

You can use your handheld device to only document the patient's vitals, add a problem, and add a photo to the media gallery. For all other areas of the patient chart, use the terminal at the nurse's station.

- From the patient chart:

STEP 1: Tap the **Patient Chart Menu.**

STEP 2: Tap **Vitals** to begin documenting.

STEP 3: Tap the **Document New** drop-down arrow.

NOTE: **Here you can document either pain scales and assessments, or vitals and measurements charting.**

STEP 4: Tap **Vitals and Measurements Charting.**

NOTE: **The system defaults to the current date and time. If necessary, you can change this information.**

STEP 5: Tap the **Temperature** field.

STEP 6: Use the number pad to enter the patient's temperature; then tap **Enter**.

STEP 7: Scroll down and enter any appropriate information for the patient.

STEP 8: Tap the **Cuff Location** drop-down arrow to note the arm where the blood pressure was taken.

NOTE: **The system knows whether you're entering a numeric field or an alphabetic field. You can type information directly into the field or select one of the options in the list.**

STEP 9: To enter a comment, tap the **Folder** icon next to the cuff location.

STEP 10: Type the comment and tap **Enter** to save.

NOTE: **A green circle icon displays indicating there is a comment for the entry.**

STEP 11: To change the field name entry to some other heading, such as sitting pulse, tap the **Ellipsis**.

STEP 12: When you finish entering the vitals tap **Sign.**

STEP 13: If the vitals aren't updated, tap **Refresh.**

STEP 14: Right arrows display beside each entry. These indicate more details for the entry. Tap the right arrow beside blood pressure.

STEP 15: Add a problem for the patient. Scroll down and tap the **Plus** icon.

STEP 16: Document the problem as specific to this visit or an ongoing problem.

STEP 17: To search for a problem, type the first few letters of the problem and tap **Search**.

STEP 18: Tap the appropriate problem from the list.

STEP 19: To add additional details to the problem, tap the **Ellipsis** beside the newly added problem.

STEP 20: To add an image, scroll down to the Media Gallery and tap the **Plus** icon. Then tap the **Camera** icon.

STEP 21: If you're dissatisfied with the image, tap the red X and try again. If you're happy with the image tap the green checkmark.

NOTE: The system names the image according to the date and time of capture. If necessary, change the name to something more descriptive. You can also choose the folder where the image will be saved by tapping the radio button next to the folder name.

STEP 22: Tap SAVE **Save** to retain the captured image.

Document Medication Administration

- From the TOC:

STEP 1: Tap **Medication Administration**.

STEP 2: Review the list of patient medications.

NOTE: Medication administration can be viewed for the previous 2 hours, 4 hours, 12 hours, or 24 hours.

STEP 3: Use the **View** drop-down arrow to change the view duration.

STEP 4: Tap any right arrow beside the medication name to see additional details about the medication.

STEP 5: Tap the blue hyperlinks under **Pending Administration** to access more information about the medication administration. Then tap the left arrow to return to the medication list.

NOTE: You can also review order comments on this screen.

STEP 6: To begin administering a medication, tap the check box beside the medication name. Then tap Next **Next.**

STEP 7: The pharmacy verification screen displays. Tap Continue **Continue.**

STEP 8: If an alert displays, follow the onscreen directions. Then tap Continue **Continue** again.

STEP 9: Scan the patient's wrist band. Press and hold either scanning button on the side of the device.

<u>NOTE</u>: **The blue progress bar under the directions shows scanning progress.**

<u>STEP 10</u>: Scan any additional medications. In the event there is an underdose warning, you scan an additional dose of the medication until the dosage matches the prescription.

<u>STEP 11</u>: When the dosages match, tap **Apply**.

<u>STEP 12</u>: If required fields need to be completed, tap the right arrow beside the medication you scanned.

<u>STEP 13</u>: Tap **View Required**.

<u>STEP 14</u>: Review the additional information on the required field. Tap the right arrow.

<u>STEP 15</u>: Tap the **Indication** drop-down arrow and select a reason for the medication administration. Then tap **Save**.

<u>STEP 16</u>: When there are no more required fields, tap **Save**.

<u>STEP 17</u>: When the directions at the top of the screen display with a green checkmark and a completed progress bar, tap **Sign**.

<u>NOTE</u>: **To administer medication when the scanner doesn't work the steps are identical except for the scanning steps.**

<u>STEP 18</u>: Tap the check box for the medication to be administered.

<u>STEP 19</u>: Tap **Next**.

<u>STEP 20</u>: Address any alerts as you did when using the scanner. Instead of scanning the patient's wrist band, tap the ellipsis beside Administration.

<u>NOTE</u>: **Here you can add a witness, chart not given, or override the scan. Don't use the Remove option because it removes the order and cancels it. Using the Witness option is similar to witnessing it in PowerChart. The witness searches for their name on the device and reviews the medications by tapping review. When all medications have been reviewed, the Witness Summary displays. The witness enters their Cerner password and taps Save to return to Administration View.**

<u>STEP 21</u>: When the scanner is broken, tap **Scan Override**.

<u>STEP 22</u>: Tap the **Reason** drop-down arrow and designate a reason for the patient scan override.

<u>STEP 23</u>: To confirm the override reason, tap **Apply**.

<u>STEP 24</u>: Sign the override. Tap **Sign**.

<u>STEP 25</u>: Tap the **Reason** drop-down arrow to add a reason for the medication scan override.

STEP 26: To confirm the override reason, tap **Apply**.

Document Specimen Collection

- From the TOC:

STEP 1: Tap **Specimen Collections**.

STEP 2: Set up your collection filters.

NOTE: **The first time you access specimen collection, you set up filters. These filters remain until you change them. You can set a personal filter or the default filter. You can set the filter to view the last two hours or more by tapping the view drop-down arrow. You add specimen types from this drop-down arrow. And you can select the priority of the collection. If you need to remove a specimen collection or priority option, tap the corresponding X.**

STEP 3: Tap the **Save as personal filter** check box.

STEP 4: Tap **Apply**.

NOTE: **The Activity List displays. For specimen collection, you scan the specimen label then scan the patient's wrist band. You use the icons at the top left corner of the screen to change the filters you just set, refresh the specimen collection list, or enable various functions. STAT or urgent orders display with a red diamond. By default, all the collections are selected. Overdue orders display with a red circle beside them.**

STEP 5: Tap the **Ellipsis** icon to examine more collection options.

NOTE: **From this menu you can print labels or reschedule a collection. It's important to avoid using the chart not collected option; it cancels the order so that no other clinician can collect the specimen. If this option is selected the provider must put in new orders.**

STEP 6: Tap **Print Labels.**

NOTE: **Enter the name of the printer you want to use, or you can scan the printer barcode to select the printer.**

STEP 7: Tap **Print**.

STEP 8: The collection process is the same whether you collect multiple specimens or one. To collect a single specimen with a working scanner, tap **Select All** to deselect all orders.

STEP 9: Scan the label you previously printed.

STEP 10: If you want to modify the collection method, tap the **right arrow**.

STEP 11: Tap the **Ellipsis** icon.

NOTE: **You can modify the date and time for the collection, indicate a partial collection, or reset the collection or Print labels. Do not select Chart Not Collected; this option cancels the order and forces the provider to re-enter the order for the lab draw.**

STEP 12: Tap **Modify Collection Method** and select a method.

STEP 13: Tap **Sign.**

STEP 14: Scan the patient's wrist band and tap **Sign.**

STEP 15: To collect a single specimen when the scanner is not working, tap **Select All** to remove the checkmark.

STEP 16: Tap the specimen you want to collect.

STEP 17: Tap **Collect.**

STEP 18: If your scanner isn't working, designate a reason for not using it. Tap the **Reason for accession override** drop-down arrow.

STEP 19: Tap **Malfunctioning Scanner.**

STEP 20: Tap **Apply.**

STEP 21: Tap the right arrow to modify the collection method.

STEP 22: Tap the **Ellipsis** icon.

NOTE: **You can modify the date and time for the collection, indicate a partial collection, or reset the collection or Print labels. Do not select Chart Not Collected; this option cancels the order and forces the provider to re-enter the order for the lab draw.**

STEP 23: Tap **Modify Collection Method** and select a method.

STEP 24: Tap **Apply.**

STEP 25: Tap **Sign.**

STEP 26: The patient's wrist band needs to be scanned. If the scanner isn't working, designate the reason for the override. Tap **Override.**

STEP 27: Select the reason for the patient override, then tap **Sign.**