Northern Light Health.

This Quick Reference Guide (QRG) provides an overview of PathNet.

Introduction to PathNet

This introduction to PathNet provides a review of how to log on and log off the application, customize the AppBar, and search for a patient.

Log on, Navigate, and Log Off PathNet

We begin with the Cerner AppBar Login screen. The AppBar allows you to quickly and easily open Cerner Millennium applications without having to log on to each application you open. It is customized by role, so your application list may start with certain options already populated onscreen. Some applications have been pre-selected, but you may want to add additional applications for your day-to-day workflow.

Log On

➢ **From the Cerner AppBar Login screen:**

STEP 1: To log on, enter your unique username and password.

- Click the Username field; then type your username.
- Click the Password field; then type your password.
- Click [OK].
- The AppBar opens.

Navigate

STEP 1: To see the customization options, click the AppBar icon.

a) Click Customize.

- The Customize Cerner AppBar window displays.
- On the Options tab, you can modify the AppBar's general functions, such as choosing whether the AppBar stays at the top of your screen or if it can float and be moved around.
- If you select Always on Top, this means that the AppBar will not allow another window to display on top of it. You can still move the AppBar around, but it will always display on top of other screens.
- You can also choose whether you want to display large or small buttons, using the check box.

b) Click the [Buttons] Tab to add application buttons to the bar.

NOTE: This tab allows you to choose which buttons display in the AppBar, and if you would like to see them in a particular order.

c) Select or clear the check boxes to include or remove them from the AppBar.

    d) Scroll down to see more options in the alphabetical list.

    e) Select the Container Inquiry check box to add it to your AppBar.

        ▪ A Container Inquiry icon populates in the bar.

NOTE: Your changes will not be applied until you have confirmed your customizations using the OK button.

    f) Select the Label Reprint check box.

    g) Click the Product column header.

        ▪ The list updates according to your selection displaying the PathNet Collection and PathNet General applications.

NOTE: You can sort your application list by clicking on either the Application or Product column header.
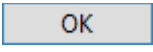
    h) Select the Modify Collections application check box.

    i) Select the Pending Inquiry application check box.

    j) Click the Application column header.

        ▪ The list updates according to your newly sorted selection.

    k) Select the Discern Reporting Portal check box.

    l) Scroll up to see all the applications that have been selected.

NOTE: At the top of the list, you can see all the applications that you have chosen to display on your AppBar.

NOTE: The most recently added selection may not appear with your other selections.

    m) To update the list, click the Application column header again.

NOTE: As the list updates, your most recent selections move to accompany the others at the top of the Customize list.

    n) You can also rearrange the order of the buttons; click the name of the button, then use the up and down arrows to move it to the desired spot.

    o) You can organize your AppBar more by inserting or deleting spaces, which moves all the following buttons to the next line or removes the space.

    p) Click OK .

STEP 2: You return to your newly organized AppBar.

NOTE: To figure out which button corresponds to which app, you can always hover to discover the individual name of the app.

STEP 3: Hover over the first gold icon in your list; notice it is called the Department Order Entry icon.

Log Off

STEP 1: To begin logging out of the AppBar, click the AppBar icon.

- A menu displays.

NOTE: If you are temporarily going to be away from your desk, it is always a good idea to suspend the AppBar. This will leave it at the bottom of the screen, so you can just enter your password to log back on.

NOTE: If someone else needs to use the AppBar, you can use the change user function.

NOTE: Once you are done for the day, you need to completely close out of the AppBar.

STEP 2: To close out of the AppBar, click Exit.

- You return to the Cerner Login screen.

Search for a Patient

Throughout your daily workflow, you will need to search for specific patients.

You are already logged on to AppBar:

STEP 1: Click the Department Order Entry icon.

STEP 2: Click the Search icon.

- The Patient Search window opens.

You have the option to search for a patient by their medical record number (MRN) or name.

Best practice is to perform your search using your patient's name.

Search by Name

STEP 1: Click the Search icon.

- The Patient Search window opens.

STEP 2: Click the Name field.

STEP 3: Type your patient's name following this format: Part of the patient's last name, asterisk, comma, space, part of their first name, asterisk.

- Name search example: test*, pathnet*

NOTE: By using an asterisk, all the patients that have "test" within their last name are pulled up.

STEP 5:   Click [Search].
- Your results populate onscreen.

NOTE: To ensure that you select the correct patient, always use a second identifier, such as date of birth.

NOTE: If you run into a common name that has multiple matches, you may need to go more in depth by verifying the patient's address, phone number, or the last 4 digits of their SSN.

STEP 6:   To try another search, click [Reset].
- Your search fields clear.

Search by MRN

STEP 1:   Click the [🔍] Search icon.
- The Patient Search window opens.

STEP 2:   Click the MRN field.

STEP 3:   Type the patient MRN.

STEP 4:   Click [Search].
- Your results populate onscreen.

After Your Patient Search

STEP 1:   When your search results populate onscreen, review the patients listed and select the correct patient by clicking on the patient name.
- The patient encounters display on the bottom half of the screen, with details such as registration date, facility, and encounter type.

STEP 2:   Click on the appropriate encounter.

NOTE: Discharge dates are when the encounter was closed out. You will not use encounters that have been discharged.

NOTE: When selecting an encounter, you want an encounter that has the correct date and a matching attending physician, so that it matches the order on your requisition.

STEP 3:   Click [OK].
- You return to the Department Order Entry window, and your patient's information is now displayed in the patient banner.
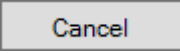
<u>To Customize this application</u>

After your patient search, from the Department Order Entry window:

STEP 1:   **At the top of the screen, click Task.**

STEP 2:   In the drop-down menu, click Define Default Values.

NOTE: The Define Default Values window opens.

NOTE: You can enter in the label printer that you use so that it automatically defaults whenever you use the app.

STEP 3:   If you don't want to set your default printer now, click [Cancel] .

STEP 4:   At the top of the screen, click Customize.

NOTE: From the drop-down list, you can choose to customize the columns that appear in your scratch pad at the bottom of the screen or in the status bar. This enables you to view the information the way you want.

STEP 5:   At the top of the screen, click View.

STEP 6:   In the drop-down menu, click Patient.
- In this submenu, you can set the default for how you look up a patient. You can set to search by Name, MRN, SSN, or FIN.

STEP 7:   To close out of the Department Order Entry window, click the [X] Close button.
- You return to the AppBar.