Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Use the RT CareCompass

December 17, 2019

This Quick Reference Guide (QRG) reviews using the RT CareCompass.

Common Buttons & Icons

Establish Relationships	**Establish Relationships** icon
	Eyeglasses icon
List Maintenance	**List Maintenance** icon
	Refresh icon

Work with Patient Lists

- **Create a New Patient List from Care Compass:**

STEP 1: Click **List Maintenance** icon.

STEP 2: Click **New** to create a new patient list.

- Choose the desired parameters for the new list and click **Finish.**

- **Activate a Patient List from Care Compass:**

STEP 1: Click the **List Maintenance** icon.

STEP 2: Click the list you want to activate in the **Available list** pane.

STEP 3: Click the **Right Arrow** icon between the **Active** and **Available** panes to move the selected list to the **Active lists** pane.

Establish a Patient Relationship

- **From Care Compass:**

STEP 1: Click the **Patient List** drop-down arrow.

STEP 2: Select the appropriate patient list.

STEP 3: Click **Establish Relationships.**

NOTE: All patients are selected as default. Click the check box to unselect a patient.

STEP 4: Click the **Relationship** drop-down arrow.

STEP 5: Click the appropriate relationship.

STEP 6: Click **Establish.**

Mark an Order as Reviewed

- **From Care Compass:**

STEP 1: Select the orders from the list of items for review as appropriate. Orders listed with an eyeglasses icon need to be reviewed.

NOTE: Orders can only be reviewed in Care Compass for twelve hours.

STEP 2: Click **Mark as Reviewed**.

STEP 3: Click the **Refresh** icon.

Document a Task using the Timeline

- **From Care Compass:**

STEP 1: Click the time of the task you wish to document.

NOTE: Use Overdue to document overdue tasks using the same workflow.

STEP 2: Click the appropriate patient's name.

STEP 3: Review patient's MRN and FIN to confirm you have the correct patient.

STEP 4: Review the different tabs as needed to review of assigned tasks.

STEP 5: Click the task to be documented.

NOTE: You can document more than one task at a time. Click all relevant tasks needing documentation.

STEP 6: Click **Document**.