PIE Provider Quick Reference Sheet

(Note: Available functions will vary by User type)

Click the ? button for help

Login

→ **Within the hospital** - Log into Novell and double-click *PCS MHCC* icon
→ **Outside the hospital** - Open the Internet browser, and enter *pcn.mclaren.org*
→ Select IRMC from the list of sites
→ Enter *User ID* & *Password* and click *Login*
→ **Forgot Password?** – Click link, enter Login ID or E-mail Address, answer pre-set question (See My Security, reset password

Logoff

→ Click *Log Off* in My Links section of Menu Bar

Screen Header

→ **Scrolling Message Line** relays important information
→ Click **Hospital Logo** to display default home page
→ Click **PIE Logo** to display default User page

Menu Bar

→ Appears at left side of every screen
→ **Menu Section** - Pre-defined links
→ **My Links Section** - Pre-defined and customizable links (See My Settings)
→ Click link to activate function or display sub-menu

Patient Search

→ Located at the top of every screen
→ Search by name in various formats, medical record number, or patient account numbers
→ Click link for Advanced searches
→ Click **?** button for directions

Physician / Provider Search

→ From the Menu bar select **Search / Physician/Provider Search**
→ Enter search criteria and click **Search** button
→ Click desired name if multiple names result

Home Page

→ Default home page contains link to various PIE features
→ Select personal home page by clicking **Use as Homepage** button on desired page or select from **My Settings** screen

Census Screens

→ From the menu bar select **Census/Worklists,** then **Inpatient** or **Outpatient**, then the **desired unit**
→ Click and drag column titles to rearrange column order
→ Click and drag column margins to resize columns
→ Click **Customize** button to add or remove columns
→ Use **Print Controls** on the right side of the title bar to print the displayed census, a rounds census, the snapshot, or the face sheet for selected patient(s)
→ Click **Use as Homepage** button to set current census as personal home page
→ Click **Add to My Links** button to add shortcut to My Links section of menu bar
→ Click **Return** button to return to pervious unit list
→ Hover over patient in list to display information pop-up window
→ Click patient in list to display patient information display

Patient Information Display

→ Select a patient from a census list to display clinical information
→ Click tab to view desired information category:
- **Snapshot** – displays Cumulative Labs, Non-Lab Results, and Outstanding Orders for past 24 hours
- **All Results** – displays Lab, Radiology, and Blood Bank results – use controls to refine result list – click item to view results – click PACS button to view x-rays
- **Labs -** displays Lab results – use controls to refine result list – click item to view individual results or panel view
- **Cumulative Results -** displays Lab results in a tabular format with graphing option
- **Rads** – displays Radiology results – use controls to refine result list – click item to view individual results with PACS option
- **Orders** – displays medical orders for Lab, Radiology, Respiratory, Blood Bank, & Pathology along with status
- **Demographics –** displays most recent demographic info, guarantor, and emergency contact info
- **Encounter Details** – displays a variety of information related to a specific patient encounter
- **Encounter History -** displays a list of encounters associated with the selected patient and provides access to the records for those encounters
- **Providers** - displays the providers associated with the selected patient encounter
- **Census History** - displays the patient status at specific event points during the selected encounter
- **Medical Record –** provides access to the electronic medical record

→ Use **Patient List** on the right side of screen to move from patient to patient

My Security Screen

→ From the My Links section of the Menu Bar select **My Security**
→ Enter your password to activate the page
→ Change your password with the **Password** tool, enter your **Secret Question / Answer,** and **Email Address** for forgotten password verification, or use the **Confidentiality Agreement** tool to review this document

My Settings Screen

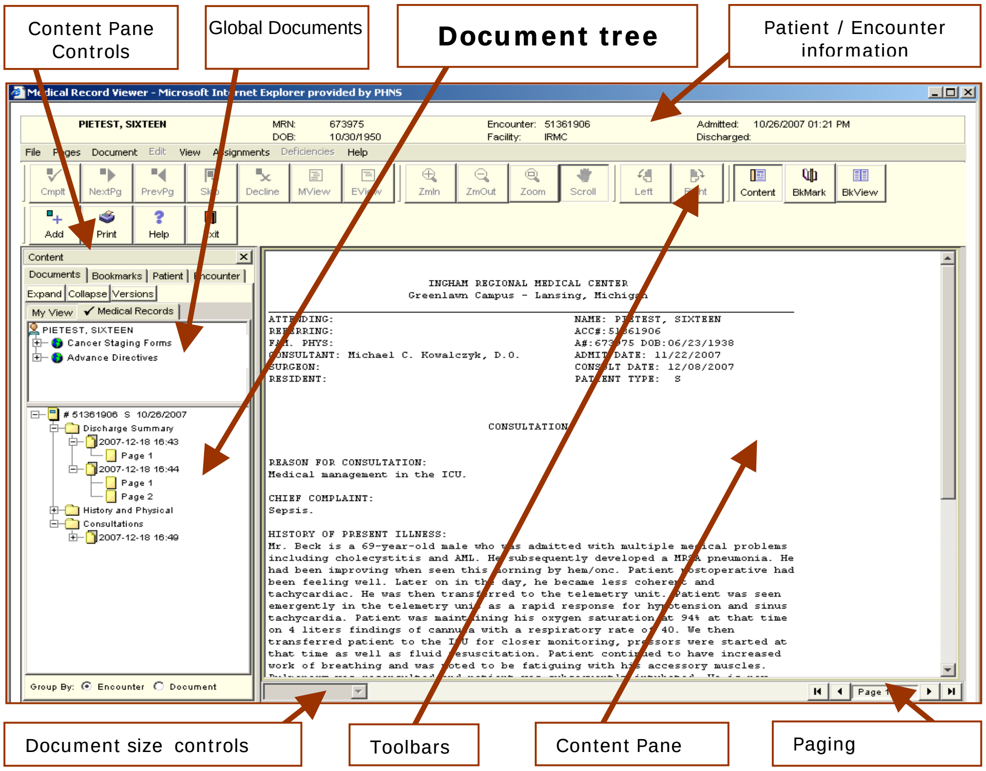
→ From the My Links section of the Menu Bar select **My Settings**
→ Use the **Home Page** tool to set the Home page, the **Patient Information Default View** tool to set the default patient information tab, the **Snapshot time** and **Number of rows per page** to set those defaults, the **Census Include/Exclude Implied** tool to control display of implied patients, the **Census - Require Room / Bed for Personal Census** and the **Census – Require Room / Bed for Group Census** to show or hide patients not in a numbered bed, the **Patient Search** tool to limit displays to active patients, and the **My Links** tool to customize this section of the Menu Bar

PHNS Service Desk

(800) 443-2026

Medical Record Viewer

(Note: Available functions will vary by User type)



Document types are represented by tabs in the document tree. Tabs appear only if the record contains that document type

The **Global Documents** tabs (globe icons) contain documents that transfer across all encounters

Each transcription will display a date/time stamp corresponding to when the document was placed in the system

ACTIVE patient records - select the patient from a current census name list

ARCHIVED patient records - select the desired encounter from the patient's **Encounter History list**

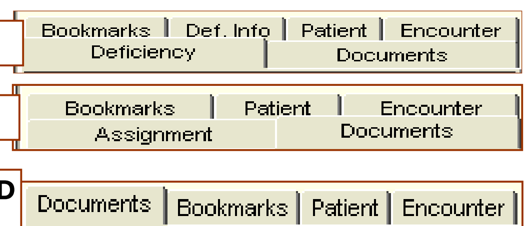
The document tree can be grouped by **Encounter** or **Document** - The ***Encounter view*** displays the documents for the *single selected encounter* with pages organized sequentially in chart order. The ***Document view*** groups encounters (most recent to earliest) under each document type

The **Content Pane Controls Tabs** are used to manage the document displayed in the content pane and will vary depending on viewer mode in use

DEFICIENCIES

WORKFLOW

MEDICAL RECORD VIEWER



TOOLBARS

The display of the 9 available toolbars is controlled from the menu bar by selecting **View / Toolbars / [Desired Toolbar]**

DEFICIENCIES - Used to process chart deficiencies
ZOOM - Used to re-size the displayed image
ASSIGNMENTS - Used to process workflow assignments
ROTATE - Used to re-orient the displayed image
VIEW - Used to customize the image display and use bookmarks
EDIT - Used to edit document text when in the Signature mode
STANDARD - Provides access to standard viewer functions
PAGES - Provides access to standard pagination functions
SIZE - Controls the document size in relation to the viewer window

CONTENT PANE CONTROL TABS

Deficiency Information (Def. Info) Tab – info about the selected deficiency

Patient Tab - contains information about the patient

Encounter Tab - displays information about the selected encounter

Deficiency Tab - displays the Deficiency Document tree

Assignments Tab - displays the document tree containing the document linked to the current assignment

Documents Tab - displays document tree containing for the selected encounter

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DEFICIENCY COMPLETION

→ Click Deficiency button on menu bar to display deficiency worklist
→ Select deficiency type (Dictation, Signature, or Missing Text)
→ Select deficiency worklist (Personal or Group)
→ Note that deficiency can be declined by selecting and clicking **Decline** button
→ Deficiency worklist can be printed by clicking the **Print** button
→ Select individual deficiencies and click **Process** button or click **Process All** button
→ Enter **PIN Number** for Signature or Missing Text deficiencies
→ **Document tab** provides quick access to rest of record for all deficiency types
→ **SIGNATURE** – View each page of document and click **Sign** button – note that text can be edited prior to signature
→ **DICTATION** – Use viewer to review document and click **Complt** button
→ **MISSING TEXT** – Enter text in text box and click **Complt** button