

1. Go to <https://emrtestvdi.nychhc.org/portal/webclient/index.html#/>
2. Log in with your username and password. Same as email.
3. Click H2O PLY
4. Log in with med username: trn19010, trn19011.. up to trn19019 or surgery username trn35010-35019, password train
5. Use EL IP... floor
6. Create **Patient List** by clicking the wrench icon and then *Create List*. Fill in the *Name* of the list ie Team List, then click the *Copy* button. In the *Or, copy from* field, type "481964" and click *Accept*. You now have a new list template with updated columns. You can choose to further customize your list by right clicking on the list and then *Properties*. Other helpful columns are: Weight, CrCl, Admission Med Rec Complete.
 - a. You can now drag and drop your team under list. Go to *Available Lists* in the bottom left. Click *Elmhurst* folder, then *Elmhurst Teams – Primary*. Find your team and drag and drop into your patient list above.
 - b. Consider creating other lists of patients you'd like to keep track of: "Interesting Patients," "Discharged with Pending Labs," "Upgraded Patients"
7. **Sign in** for your patients at the start of each day and set sign out time.
8. Use **Summary** tab to quickly view information from current encounter/admission.
 - a. Click the wrench in the top right corner to add, remove, rearrange tabs.
 - b. ie Overview, Vitals, Fever, Intake/Output, Labs, Glucose, Micro30d, Rad, Meds Hx, FS, Weight, ED Summary etc
 - c. **Meds Hx** shows administered and future medications
9. **Chart Review** tab shows reports from current encounter or admission in addition to reports from prior encounters.
 - a. When viewing **Meds**, sort by date to see active medications.
 - b. When viewing lab reports, "Collected" means that the label is printed but NOT necessarily drawn. "In Process" means that the sample has been sent to the lab.
 - c. The **Labs** tab is particularly helpful when using filters, for example "Surgical Pathology."
 - d. View scanned documents in **Media**. This is helpful for EMS report, EKGs, photos, etc.
10. Can use **Results Review** tab to see data in a spreadsheet and to search for specific studies.
11. Check **Care Everywhere**  to see data from other institutions (ie NYU Langone, Weill Cornell, etc).
12. Use **Admission** tab/navigator to complete admissions.
 - a. Complete the admission *Med Rec* within 24 hours of admission.
 - b. Utilize order sets (ie GEN Admission Adult).
 - c. Update the *Problem List, Allergies, and History*.
13. Use **Discharge** tab/navigator to complete discharges
 - a. Complete discharge medication reconciliation and discharge medication orders.
 - b. Update the *Hospital Course*
14. Can use **Notes** tab for all notes
 - a. Can take note templates/dot phrases from other users by clicking **EPIC** button in top left > *My Smart Phrases*. Then type the name (last, first) of who you want to take from in the *User* textbox. Right click on the dot phrase you want to take and click *Add to My SmartPhrases*. Now you can use that dot phrase by typing "." followed by the name.

- b. ie if you search user “Thompson, Robert” you can add .IMADMIT for H&P, .IMPROG for progress notes, .IMDCSUM for discharge summaries, and .IMTRANSFER for transfer notes
- 15. In the **Orders** tab, favorite orders that you frequently use.
 - a. Create an order exactly how you want it to be saved (ie CBC – Priority: STAT, Freq: once, At: N). Then hover over the order and click the star icon. Name your order to reflect specific details (ie STAT CBC). Organize your order in favorites by clicking *New* and typing a category (ie STAT Labs). You can select this category in the future by typing it in the *Section* textbox.
 - b. Categorize your orders - ie daily labs, STAT labs, IVF, imaging, medications, order sets.
- 16. Update **Handoff** using IPASS format everyday