Inpatient Med/PA/NP Student Epic Training Exercise Booklet

All exercises can be accomplished using the Playground Environment of Epic and the practice log-in provided by your Epic trainer or found on the Learning Dashboard (see exercise 6) use SVG MD Surgical Department if you are in WI, and SJS Medical Department if you are in IL

Exercise 1: Find Patients

As Medical students you will not have access to create a list of the patients you are following, however, you will be able to save your attending's list of patients and various unit lists as favorites to quickly find your patients.

1. Save your Attending's list of patients as a favorite

- From the patient lists screen open the **hospital folder** under available lists (SVG for WI, and SJS for IL)

- Physician lists are organized alphabetically by last name, choose any physician from the list

- **Right click** on your chosen provider's name and select **Save as Favorite**
  - Depending on your location this may not be your actual attending provider. They will also not have any patients in their list in the training environments due to HIPPA concerns
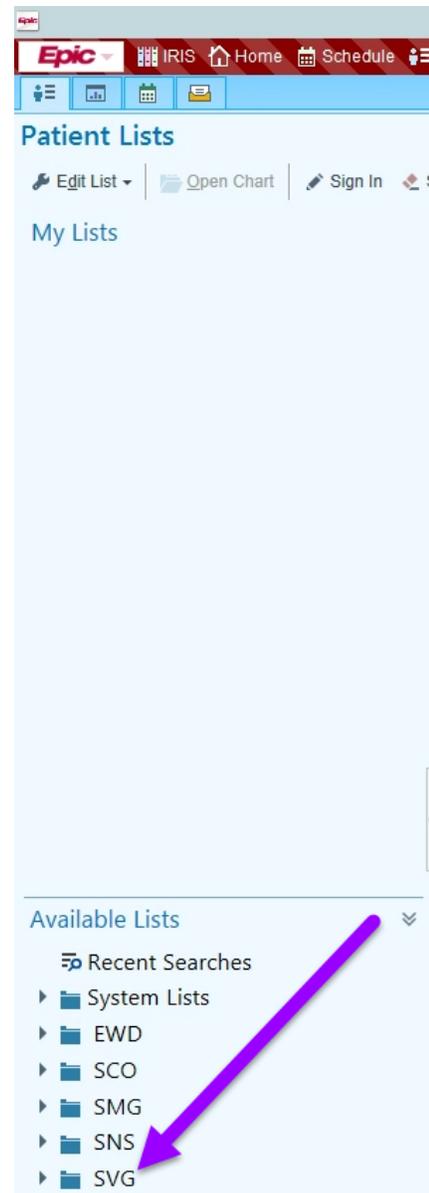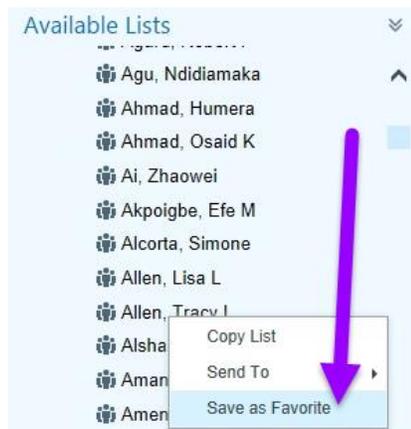
Your provider's list is now saved as a favorite in your Favorite Lists folder

2. Save the Emergency Department as a favorite as well
- Open the **Units folder** for the hospital (SVG for WI and SJS for IL)

- **Right Click** on Emergency Dept and select **Save as Favorite**

Your Favorite Lists folder now contains your attending's list of patients and the list of patients currently in the Emergency Dept.
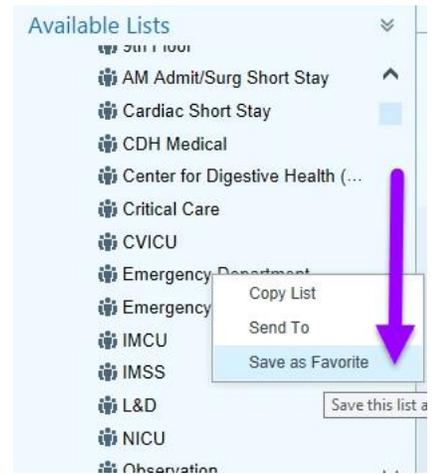
Click on the name of either list to see all the patients in that list.

3. Searching for you patient's name is a quick way to find a new patient that may not be assigned to your attending's list yet
- Search for your **Charlie** patient (last name provided with log in information) in the **Search all Admitted** field on the Patient lists screen
  - Search by patients last name, first name
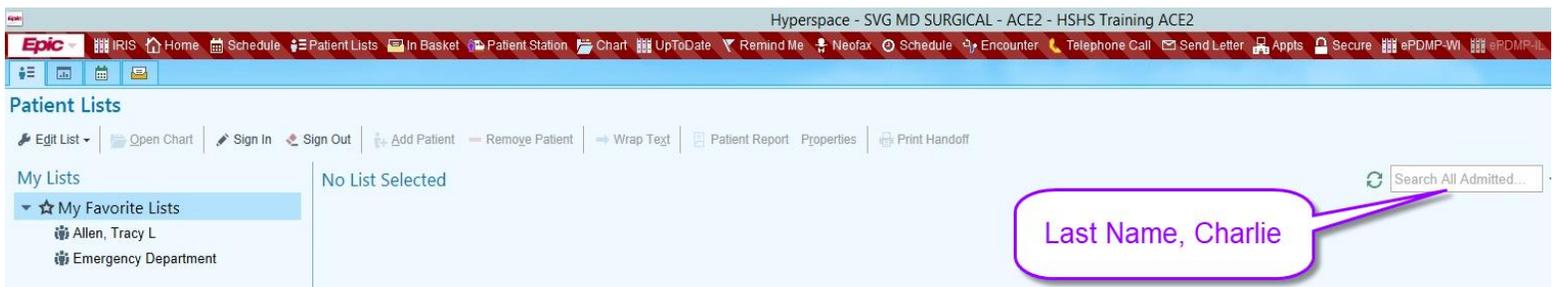
- **Double click** on your patient's name to open their chart

Exercise 2: Open and Search Patient's Chart

1. To open your patient's chart **double click** on your patient's name on the Patient Lists screen
2. Search the chart to see if Charlie has a history of diabetes: _____

   - To quickly search Charlie's chart type what information you are looking for in the search field of the storyboard on the left side of the chart.

3. From the **storyboard** find the following information about Charlie
   - What is Charlie's principal problem?

     _____

   - What was Charlie's last HGB level?

     _____

   - Does Charlie have any allergies on file?

     _____

   - Does Charlie have any PRN medications ordered?

     _____

   - *Hint:* hover over any area of the storyboard to get useful information and save time clicking through the chart
   - *Hint:* abnormal results are indicated by a red exclamation mark

The tabs on top of the screen organize the chart, use the **Summary**, **Chart Review** and **Results Review** tabs to answer the following questions:

1. What was Charlie's most recent temperature? _____

2. Does Charlie have any previous CT scans in our system? _____

3. Click on the encounter from yesterday, who performed the surgery/procedure?

   _____

4. Does Charlie have any abnormal results listed? What are they?

   _____

Exercise 3: Write a Note

Use the **Notes** tab on the top of the screen to open the notes section of the chart. Within this activity you will find notes from the current admission and be able to write notes as well.
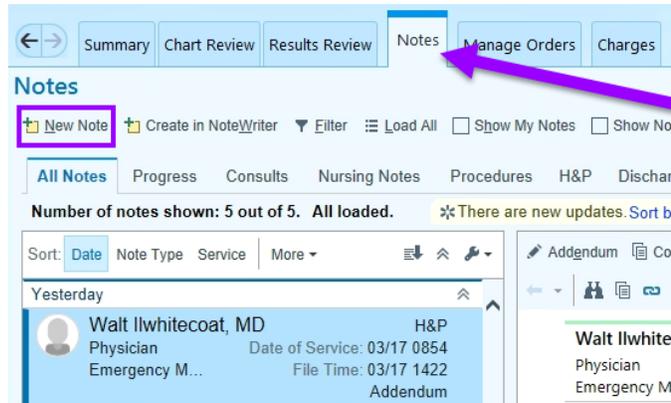
1. Write a progress note for Charlie
   - Click **New Note**

   - Enter the type of note: **progress note,** and the service you are working with

   - As a student you will be **required to have a co-signer** for all notes, enter Dr. Chris Vegetable (WI) or Dr. Chris Buttercrunch (IL) as your co-signer

   - search for **Adult Daily Progress Note** template

   - complete the note using the **Subjective, Objective, and Assessment/Plan** quick buttons on the top of the note

   - When finished click **Sign**
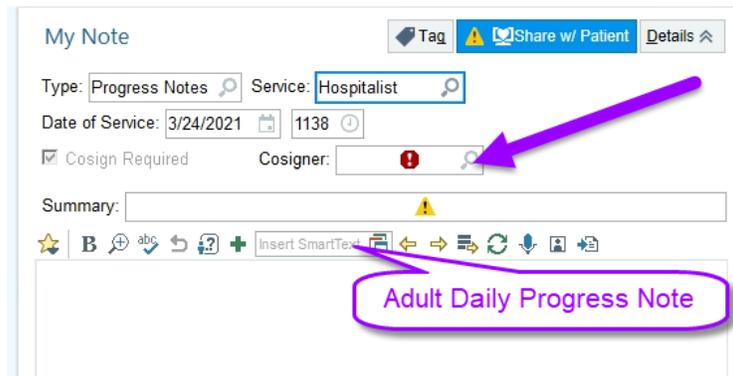
2. Write another progress note for Charlie
   - Search for COPD template and select "**Obstructive Lung Disease**" template

   - Use the **F2 key** on the keyboard to fill in all the areas in brackets to complete the note
     - Remember: "left click to pick, right click to stick"

   - When finished **sign** the note
     - your co-signer will receive a message that your note needs to be co-signed, for one of your notes to be considered billable your attending must add to, or addend, your note.

3. To practice writing other notes click **Create in Notewriter**
   - Click **magnifying glass** and select **Medical Student Note**

- There are various note templates to practice in here select the chosen note, and click **accept**

Exercise 4: Admission Navigator

Use the **Admission Navigator** to admit, discharge, or enter orders for Charlie (click the **admission tab** on the top of the screen)
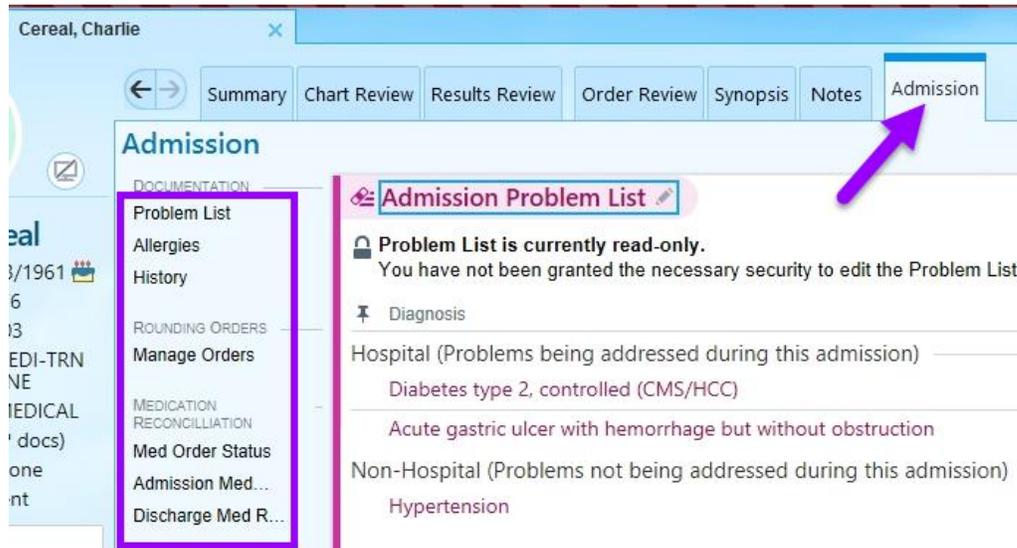
A navigator in Epic will walk you through necessary documentation for certain activities for your patient, such as admitting, discharging, etc.

- o The column on the left side of the screen in a **table of contents** of the documentation, open each section by clicking on the name in the table of contents or the section header

As students we will have very abbreviated versions of these navigators and limited access in what we can document. Many sections will have a "read only" statement, we cannot document in those sections

Use the table of contents (left hand column) to work through the following activities/questions:

1. What are the 2 problems being addressed during this admission?

   _____

2. Does Charlie have any allergies? _____

3. Has Charlie had any surgeries in the past? If so, what procedure was performed?

   _____

4. Click **manage orders** in the table of contents to place, modify, and discontinue orders

Manage Orders

| Active | Signed & Held | Home Meds | Cosign | Order History |

View by: Therapeutic Class | Go to: Expiring Medications

Expiring Medications

| Dextrose-Sodium Chloride 5-0.9 % SOLN | 100 mL/hr, Intravenous, at 100 mL/hr, Continuous, Starting Tue 3/23/21 at 0740, Until Thu 3/25/21 at 0700 🕐 Expires in 18 hours 58 minutes | Reorder | Let Expire | Modify | Discontinue |
| pantoprazole (PROTONIX) 80 mg in sodium chloride 0.9 % 250 mL infusion | 8 mg/hr (25 mL/hr), Intravenous, at 25 mL/hr, Continuous, Starting Tue 3/23/21 at 0840, Until Wed 3/24/21 at 2100 🕐 Expires in 8 hours 58 minutes | Reorder | Let Expire | Modify | Discontinue |

Cardiovascular Agents

| furosemide (LASIX) tablet 20 mg | 20 mg, Oral, Daily, First dose on Tue 3/23/21 at 0915, Until Discontinued | | | Modify | Discontinue |

- Change Charlie's **Oxygen Therapy** order from continuous to PRN
    - Click **Modify** next to the oxygen order

- Discontinue Charlie's **Zofran order**
    - Click **Discontinue** next to Zofran order

- Enter in an order for Tylenol
    - Search for **Tylenol** in the search field on the top right
    - Choose a Tylenol option from the list, click **accept**
   - Click on the name of the order to adjust details
    - Click **sign**

Manage Orders   Order Sets   Options ▾

Place new orders or order sets   ➕ New   ❗ Next

Tylenol

- Change the Lasix order from tablet to IV form
5. *Hint*: we cannot modify orders to change the route, the original order (tablet form) must be discontinued, and a new order, in IV form, must be entered

- When finished click **Pend-** the orders will be reviewed, changed as necessary, and signed by your attending provider

Click admission tab to continue through the admission navigator

6. **Medication reconciliation** is an important task when admitting, transferring, or discharging a patient. Click **Admission Medication Reconciliation** in the table of contents to open this 4 step process for Charlie's admission. (Students will only have access to pend these orders, the attending provider will review and sign the orders entered)
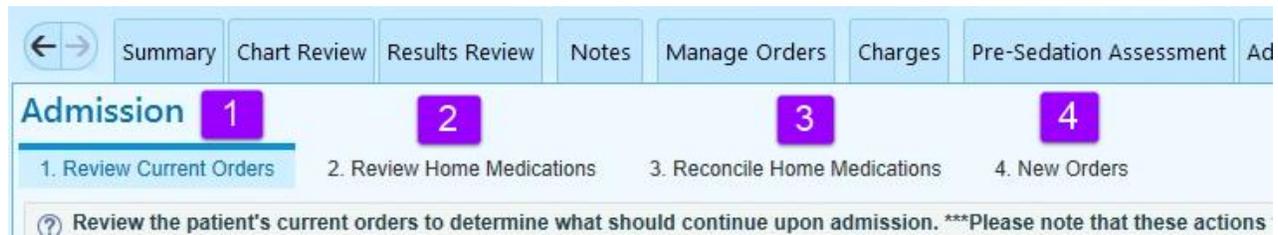
- Continue all of the current orders (click **continue unselected)**
  - Click **let expire** for both continuous orders

- Click **mark as reviewed** on the review home medications step

- Reconcile for home medications
  - Nothing to reconcile, continue to step 4

- New orders
  - Add any new order you would like

- Click **Pend** (bottom right of the screen)

Exercise 6: Learning Dashboard

The Learning Dashboard is your Epic reference tool and is updated regularly

1. Open the **Learning Dashboard** (click the bar graph icon)- you may need to search for the learning physician dashboard, click the downward arrow next to the dashboard name and type learning in the search field, select learning physician

2. The right side of the learning dashboard in reserved for Inpatient Providers, there are some specialties listed below the **Specialty Supplements** section (OB/GYN, Psychiatric care, surgeon)

   - Open the **Inpatient Handouts** section (click the double grey arrows) and review the information on the **21ˢᵗ Century Cures Act**.
     - o Open the information by clicking on the carrot/arrow to the left of the title
     - o Select any handouts that you would like to review

   - Upgrades happen typically every spring and every fall, any changes that will affect your role in Epic will be communicated through the purple **Inpatient Provider Upgrade** section.
     - o *Please visit this area before a planned upgrade to learn about upcoming changes*.
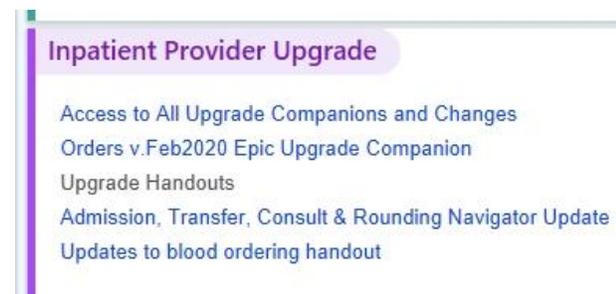
   - Find additional practice log in information in the **IP Provider Playground/Sandbox Practice Documents** section – be sure to select your appropriate role and state

   - Epic E-learning videos are available under the **Training Quick Links** section

     - o Scroll to the **Inpatient** section and view the **EpicCare Inpatient Using the In-Basket** video and other videos that you find helpful.