














EMR Panels

Microbiology 	Allows you to view specimens for either a selected visit or the lifetime summary. Click the  to see the microbiology report.
Blood Bank 	Displays blood product summary, blood bank tests and transfusion history.
Pathology 	Shows pathology specimens in reverse chronological order. Click on the  to see the report.
Imaging 	Displays Imaging reports such as MRIs and chest xrays. Click the  to see the report.
Other Reports 	Shows transcribed reports such as H & Ps, discharge summaries and Op Notes.
Care Trends 	Displays a group of panels grouped by body system and special categories.
Care Activity 	Shows nursing assessments, intervention, outcomes and plans of care.
History 	Displays a group of panels that shows responses to questions asked by nursing during the Medical History Assessment.
Summary 	Contains general information about an account and the selected visit.
Med Reconciliation 	Shows a screen from which you can print all of the patient medications. Choose the appropriate meds for your patient using this paper report.

Troubleshooting

Password forgotten? Questions about PWM or EMR?

Call the Information System Help Desk

Extension 4747 or (815)489-4747

Confidentiality

All patients who receive their care in the SwedishAmerican Health System are entitled by law to privacy. All of the information in their electronic and paper medical record is sensitive and should be considered confidential. Health System personnel may not access the computer system to review their own personal medical information or that of immediate family members, relatives, friends, acquaintances, and co-workers. Patient information should not be accessed by anyone not directly involved in the care of that patient or otherwise required to access such information to perform their specific job duties. Breach of confidentiality or questionable conduct by Health System personnel will not be tolerated and will result in the initiation of disciplinary action up to, and including, termination. A breach by non-Health System employees will result in loss of system access.

SwedishAmerican Health System

Guide to using PWM and EMR

Physician Care Manager (PCM) provides direct access via an easy to use desktop portal to the information and functions used daily to direct patients' care.

Provider Workload Manager (PWM) is the desktop portal component of PCM, which displays notifications including new patient results, new admissions, discharges or patient transfers that have occurred since you last logged in.

Enterprise Medical Record (EMR) is the clinician's source for viewing patient information.



To Log-on



Double click on the green Meditech Client Server icon. Enter your user name and password, in either upper or lower case. Only asterisks will appear in the password field for security purposes. Press the enter key.

Symbols

The following symbols are related to result information.

Symbols	Description
H	The result is above the normal range.
L	The result is below the normal range.
Comment 	A comment is associated with the result.
Asterisk *	The result is in the critical range.
Abnormal Delta Difference Flag 	LAB performs a delta check on specimen results.
abn	The result is a non-numeric abnormal result.

Colors

Text color and background color indicate both availability of data and result ranges.

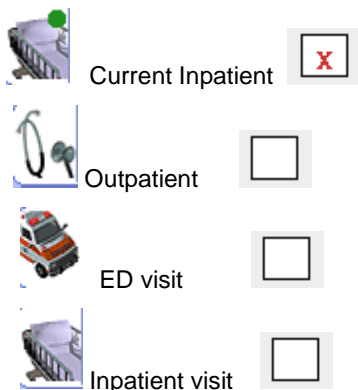
Color	Description
Blue text on light blue background	You can click on this option to view data.
Blue text on white background	This is the selected option (you are viewing this panel).
Red text on light blue background	You can click on this option to view new data since you last viewed this individual's information.
Faded text on light blue background	No data is available for you to view.
White background	The result is in the normal range.
Yellow background	The result is in the abnormal range.
Red background	The result is in the critical range.

Selecting Visits

On the Visit Selection screen, information appears in reverse chronological order by episode of care (visit). You can then select one or more visits for this individual. Each visit has an associated icon.

To view	Click on the
A single visit	Icon or the text in the white box.
More than one visit	Associated x-box. A red x appears as you select each visit. Then click on the View selected visits menu option.
All visits for the record	View all visits menu option.











Visit ICONS



PWM Desktop

Priority Panel	Shows notifications including Admissions, discharges and transfers (ADT). Click the + sign to see new ADT information
Hospital Panel	Shows hospital-related patients, which will likely be the same as All.
Inpatient Panel	Takes you directly to your rounds list. This shows all patients with whom you are associated.
Covering For:	Shows the name of the provider(s) for whom you are covering. To choose providers to cover, click the Cover Selections button. Type in the name of the provider and choose from the list. You may Save as Favorite by clicking button at bottom of screen. Click OK to return to rounds list. See covering provider name at top of screen.
My Admitted	Shows your Inpatients.
My Discharged	Shows your discharged patients for the past 7 days.
To Print Rounds List	Click Print List button at bottom of screen. Identify the report by hitting the enter key and a list of report options appears. Click on Rounds Report. A box titled report parameters appears. Click List Only then confirm that SAH has a dot next to it. Click Print, choose printer, click OK. When report prints, click cancel to return to rounding list.
Cover button	Shows list of notifications about patients for whom you are covering.
My List	Shows only your patients.
Change Facility	Click this to change facility from SAH to SAB.
OutpatientPanel	Shows list of your outpatients.
Emergency Panel	Shows list of your patients in the ED in the past 7 days.
Any Record Panel	To find any patient, click the Any Record Panel. Search for a patient using a variety of methods including patient name and social security number. Enter patient information. Click either active inpatients or all patients. Click OK. The patient name with all identifying information including room number, will appear. Double click on the magnifying glass to go directly to the patient chart in EMR.

EMR Panels

Record List 	Returns to the patient list.
Other Visit 	Allows you to see other visits. If there is historical information available in PCI prior to March 1, 2009, View PCI will be highlighted. Click this to go directly to PCI.
Special Panels 	View a wide range of visit data from a single inpatient visit.
24 Hour 	Shows information from past 24 hours and preceding 4 days, including Vital Signs, I and O, lab results and diagnostic reports.
Vital Signs 	Displays temperature, pulse rate, respiratory rate, and blood pressure measurements.
I & O 	Displays intake and output values.
Notes 	Contains a group of panels that provide access to patient notes written by care providers.
Medications 	Displays the medications ordered during a visit. The 3 buttons at the top allow you to view active, discontinued or all medications.
Order History 	Displays all orders for the selected visit.
Laboratory 	Defaults to the Lifetime summary where you will see most recent results regardless of visit. If result is yellow, it is abnormal. If result is red, it is critical. To trend your patient's lab results, click on the lifetime summary then click the data item you wish to trend. You will see all dates including prior visits.

If any of the panels are **red**, it means there is new information that you have not seen.