

## SCVMC Computer Access

### 1. To Set Up Your Account

#### Windows Logon:

- Username: Your first name, dot, last name (eg. mickey.mouse)
- Password: To set up an account use: Abcd1234
- Change your password once you can log on. The rules are as follows: needs to be between 8- 16 characters. You may **not** use your name.

The password must include the following:

- Capital letter/s
- Lowercase letters
- Numbers
- No spaces!

(eg. Niceday3 or 57Bread)

### 2. To Access Patient Charts

- Log on to Computer
- Click: Healthlink Web (white triangles on green background)
- Sign in: using your username and password
- Click: Healthlink PRD-Live (white triangles on green background)
- Log on to Epic:
  - Change to Pediatrics (click on VMC Peds) and accept
  - Enter co-signer (type in Hrycyk) and accept
- On left side:
  - Click- Systems List
  - Click- iUnits
  - Find VMC Pediatrics
  - Click on your patient

## Patient Info from Computers at SCVMC

### 1. H & P

- Click: Notes (left side menu)
- Click: H & P tab on top
- Click on subsequent physician notes (for progress notes)

### 2. Medications

- Click: MAR (left side menu)
- This shows Scheduled Meds, Continuous Meds and PRN Meds. Time column indicates the meds you will give. (Scroll down and/or over to see all during your shift)

### 3. H.O. Limits per MD order

- Click: Orders (left side menu)
- Scroll down
- Under 'Other Orders' you will see Notify Physician For and the parameters will be listed

### 4. Labs

- Click: Results Review (left side menu)
- Click on labs-last 30 days
- Click: Accept and read the labs. (There should be *some* labs on the Overview sheet given to you)
- Hint: If you hover the cursor over a high/low result, it will show the 'normal' for that lab!

## Patient Assessment Info for Pedi Patients at SCVMC

Click: Flowsheet (left side menu)

1. It opens to Ped VS (tab on top)
  - this is where you will document all vital signs
2. Ped. Patient Care Summary (tab on top)
  - this is where you will document your assessment
  - Humpty Dumpty assessment is under SAFETY
  - Braden pedi skin assessment is under SKIN
3. Peds I & O (tab on top)
  - all intakes, urine, stool, drains are documented here

### Assigning a patient to yourself

Some people forget to 'unassign' their patient at the end of the day. In order to over-ride this issue, please assign your patient as follows:

- Right click on your patient
- Do NOT click Assign me, click Treatment Team
- Under the Treatment Team section, click +Add (Search for Provider)
- Add the auto End Date and End Time
- The computer will automatically drop you off the team at the end time!

### Extra Resources

- Mosby's Skills: skill rationale, procedures, etc
- ClinicalKey: diseases, articles, books, scales, etc