



Your Medical Logo Here

app design by ericgrossdesign.com

Newborn

Day In the Life Tip Sheet

Release 11.01.2013 - Newborn

Newborn

Admit a Patient

Write a Progress Note

Discharge a Patient

Place an Order

Check Labs, Imaging
Studies Reports

Print a Facesheet

More >



Newborn

To Order VNA
at Discharge

Contact Support

About this Guide

Informaticists



[< Back](#)

To Admit a Patient

1. On patient list screen highlight patient name
2. Double click to open chart, will open to Patient Summary window
3. To review prenatal labs click on Maternal Data within TOC in this Patient Summary window
4. To review weight, vitals, glucose, etc click on Infant VS -click on 24 hr view

[More >](#)



To Admit a Patient

5. Examine baby

6. Next update problem list, click on Problem list tab (left side of screen), enter problem/s (V30.00=single vaginal del, V30.01=Single C/S), click mark as reviewed

7. To write note, click on Neo Admission activity tab (lower left corner), click on H&P notes, in window at upper left under service:



[< Back](#)

[More >](#)

To Admit a Patient

type ped. In large box enter template (use smart phrase .neowbwbfulladmit or find under favorites). Use F2 and enter keys to move through and fill in template.

8. Click sign note at end or pend if it is not complete



[< Back](#)

Write a Progress Note

1. On Patient List Screen highlight patient name, double click to open chart. Opens to patient summary page

2. To review vitals, %weight change, Tc bili, click on Infant VS-24 hrs view. To find hearing screen results and O2 sats click on Newborn Discharge tab

3. Examine baby

[More >](#)



Write a Progress Note

4. To write note, go to Neo Rounding activity tab (lower left) then click on Progress notes. Type ped under service. Enter template (find under favorites or use smart phrase

.neowbwbfullprogress.)

Use F2 and enter keys to move through and fill in template.

5. Sign or pend note



[< Back](#)

To Discharge a Patient

1. On Patient List screen highlight patient name, double click to open chart
2. To review vs, weight, tcbili click on Infant VS--24 hrs view. To find hearing screen results, O2 sat results, Hep B imm with date given click on Newborn Discharge tab
3. To write note go to Neo Discharge activity tab (lower

[More >](#)



To Discharge a Patient

left), then click on Discharge summary. Type ped under service. Enter template (under favorites or use smart phrase . neowbwbfulldischarge). Use F2 and enter keys to fill in template.

4. Sign or pend note (note can be completed after discharge order signed!)

5. Click on Allergies tab



[< Back](#)

[More >](#)

To Discharge a Patient

((middle left), type NKDA or otherwise as appropriate, then click on mark as reviewed. If NKDA already entered click on mark as reviewed.

6. To write simple discharge order click on order reconciliation, go to Step 2, click on don't prescribe for each in-patient med (unless there are meds to be taken after discharge.) go to Step



< Back

More >

To Discharge a Patient

3, click on word discharge which opens box with detailed d/c info. (If additional d/c orders enter in additional order box which is found above.) for dispo--click on home, in d/c date box type T for today, hit accept. Next go to Review and Sign tab and click on sign on next page.

[< Back](#)



To Place an Order

1. Click on Order Entry button (middle left)
2. Click on Pref List (top middle of tool bar). First time only check box Only Favorites (upper left). Opens to screen with most commonly placed orders.
3. Check boxes as apply and then click on Accept.
4. On next screen click, order/s will appear in list.

[More >](#)



To Place an Order

Click on order details (text in blue) to change order status (e.g from routine to stat)



[< Back](#)

To Check Labs, Imaging Studies Reports

1. Click on Results Review tab (left side of screen)
2. First time only select a date range, highlight preference, check box Start with date range filter enabled, then click on set default (bottom of screen), then click to accept.
3. Any labs or studies performed will appear on left. To view click on test, results will be listed under

[More >](#)



To Check Labs, Imaging Studies Reports

word data or will see an icon (piece of paper with blue flower). Double click on icon to open and review result.

4. Once reviewed click on Time Mark (middle of tool bar). This will remove the blue flower from icon indicating this result has been reviewed.



[< Back](#)

Print Facesheet

1. Click on Patient Summary tab
2. In tool bar at top of screen, click on arrows to expand choices, click on Billing RPT
3. Click on Print (upper right)



To Order VNA at Discharge

1. Click on Neo Discharge Activity tab (lower left).
2. Click on order reconciliation
3. Go through routine discharge protocol (see Tipsheet #1)
4. At Step 3, click on Pref list icon (to right of additional order search box)
5. Check in-patient box (upper left) , and make sure

[More >](#)



To Order VNA at Discharge

that only favorites is also checked (upper right)

6. Opens to order preference list. Check Consult to home health (bottom of list under Other-misc). Click accept.

7. See order listed. To add details click on word Routine (in blue). Add reason for consult (click on search icon in box) and any



< Back

More >

To Order VNA at Discharge

other pertinent details in comments box, then click accept.



[< Back](#)

Contact Support

EHR Medical Help Desk (**Press Option 3**)

1-888-888-XXXX

Report an EHR Problem.

EHRServiceDesk@email.org

Question about EHR?

WBRInformatics@email.org

Report a Tip Sheet Problem.

www.ericgrossdesign.com

List of Informaticists via Campus



Lead Informaticist



Name Lname, ACR

888.123.4567

name@email.org

Insert description text regarding the informaticists role in the development and build of the EHR software.



Primary Campus



Name Lname, MD

888.123.4567

name@email.org



Longlastname, MD

888.123.4567

name@email.org



Secondary Campus



Name Lname, MD

888.123.4567

name@email.org



Name Lname, MD

888.123.4567

name@email.org



Tertiary Campus



Name Lname, MD

888.123.4567

name@email.org



Name Lname, MD

888.123.4567

name@email.org



About this Guide

This is an interactive pdf file designed to help medical personnel operate the Medical Team EHR system. It is designed to be used on a touchscreen smartphone. Particularly with iPhone version 4, you may need to install a PDF Reader App for your phone to view this file correctly. I recommend the free Adobe Reader.

[More >](#)



About this Guide

Tap or swipe the the right or left side of your screen to flip thru pages. Use the tall button on the lower left to navigate to jump to the table of contents.

Better yet, with your pdf reader's built in bookmark, chapter navigation, & search functions, you can quickly access actions and their sub actions.



[< Back](#)

[More >](#)

About this Guide

To contact support, use the mail icon on the bottom.

If you find a flaw in the EHR system, use the Report an EHR problem option.

If you have a question using the EHR, use the Email an informatics option.

Lastly, if you have a question or a suggestion for



[< Back](#)

[More >](#)

About this Guide

this guide, use the Report a Tip Sheet Problem.

Find the latest guide http://websiteHidden/Request_of_client

Thanks For Reading.
Medical Team
Communications Department

[< Back](#)

