

### Patient Info

Patient List	The patient list is a summary of patients on any particular team (ICU, Wards, Blue). You can sort by any column with the Up or Down symbol. To edit a patient to add or update information, click the pencil icon next to the patient name.
Add Patient	Click Add Patient from the Patient List menu or the Add New Patient button in the upper right corner. If your institution's EMR integrates with e-Handoff, you will see autosuggestions for EMR patients on the patient first and last name, and medical record fields. Add the initial patient information, create the record, then use the rest of the fields to add additional patient data.
Search	You can search for current or archived patients by name, medical record, your userid, admit or discharge dates, or strings within any text field. Depending on how your institution saves the data, you might also be able to bring back archived patient data in the case of a readmit. You can also export the results of your search to a spreadsheet.
Welcome	This is the screen you see when you first activate your account. The Welcome screen shows a list of all teams to which you have been granted access, as well as some getting started info.

### Adding/Editing Patients

When editing patients you will see a screen of various input fields that have been determined by your program to match your handoff workflow. If your institution's EMR integrates with e-Handoff, you can start typing in a patient's first or last name or medical record and see a list of matching patients from your EMR. You may also see existing patients that are on a different team. A patient can be on two or more teams at the same time, sharing demographic data, but each team can also track separate workflow items. To set an alert, click the chili pepper on any text field, and the values will show up in the Alert section in the upper right corner, until turned off. You can also click the `[]` to place a bracket inside a field, or the check mark to indicate a task has been completed. While editing, your data will be autosaved every 60 seconds as well as if you are timed out.



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### Reports

Single Patient Print	Use this option to print a To Do List or Census report for just one patient.
To Do List	This is a summary report that can be used for rounding. The fields can match the input screen exactly, but an administrator can also choose to customize the fields if desired.
Census List	A more compressed report with less fields, room for notes, and fishbone charts for lab values.
Custom Reports Defined for Team	Your team can create custom reports to suit your requirements. An administrator can create or make changes to these.
Handoff Report (Admin Only)	This report is a summary of patient transitions by program, team or resident. This option is only viewable by administrators.
Medical Errors Report (Admin Only)	If medical error tracking is turned on for your team or program, you can use this report to get a list of the errors and severity. This option is only viewable by administrators.

### Team Info

Edit Team Info	Here is where you can edit the team information at the top of every screen and report, for instance a list of physicians' phone numbers or commonly called departments.
Switch Team	Use this option to switch to another team, such as from Peds Wards to Peds ICU.
Combine Teams	You can combine two or more teams into one list. Whichever team is combined first will have the default layout for the other teams, even if they have different layouts.
Team Documents	An administrator can upload commonly used documents such as PDFs of instructions, schedules or patient forms for everyone on the team to access.



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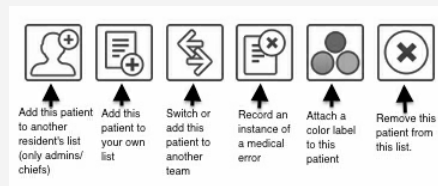
### My Info

My Patient List	This is a list of patients you have saved or that a chief resident has added for you. Patients on your list will stay even if the patient has been removed from the team's list. This is useful for family followup, or case tracking.
My Profile	Here is where you can update your email address, password and security questions. <b>If you update your email address it will also change your userid.</b>

### Patient Tools

The Patient Tools icons on each patient row help you perform different functions.

### Patient Tools Icons



### FAQ

How do I set or remove an alert on a patient?

| Edit the patient, then click the chili pepper on or off

Where can I see discharged patient info?

| Patient Info, Search

How can I update the info at the top of each report?

| Team Info, Edit Team

Where can I change the color labels?

| Team Info, Edit Team

How can I set an alert for the whole team?

| Team Info, Edit Team

How can I get access to another team I'll be rotating on?

| You must get permission from your residency coordinator