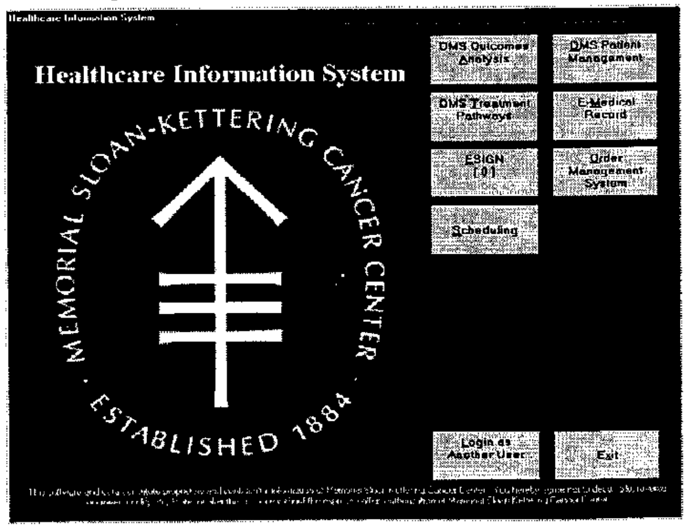
Healthcare Information System (HIS)
GME Quick Reference Guide

Version 4 **June 2002**

The Healthcare Information System (HIS) software brings together data about a single patient and makes it conveniently accessible.



Data include:

- Laboratory results
- Pathology results
- Radiology results
- Surgery events
- Chemotherapy profiles
- Electronic Order Entry
- Electronic Medical Record
- Treatment Pathways and Guidelines

Classes are available. To schedule, contact the **Training Line x123-2113, or 646-227-2113.**

INSIDE THIS ISSUE

This Quick Reference Guide is designed for Graduate Medical Staff.

For technical assistance, please call the HELP DESK x123-3337 or 646-227-3337.

Security:

- Each MSKCC employee is responsible for maintaining the secrecy of his/her password.
- A **password is equivalent to both a key and a signature**, and must not be given to any user or any person for any reason.
- Access to patient information is granted on a "need to know" basis.

Confidentiality:

- Only inquire on patient information for the patients who you are responsible for monitoring.
- The law requires us to protect the privacy of our patients and their families.
- Abuse of this law may result in disciplinary action which could result in termination of employment.

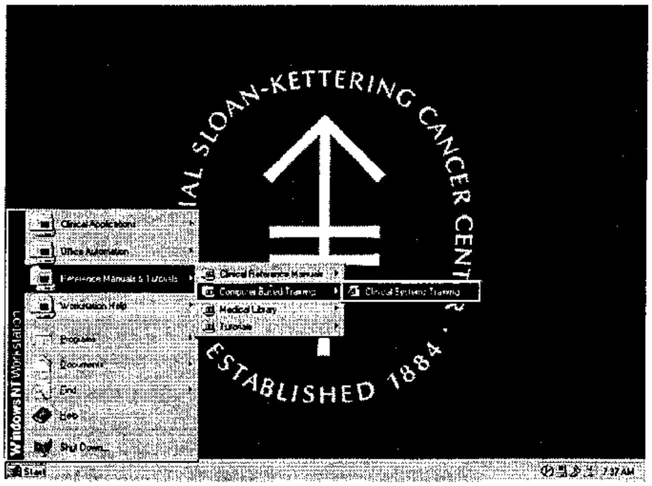
Auditing:

- HIS can track which users have accessed any given patient record.

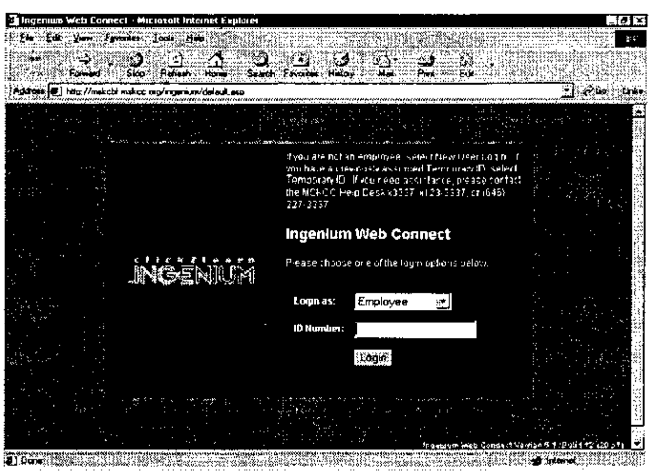
Web-Based Training:

Staff can access this training whenever and wherever it is needed:

- Outside MSKCC: Use the following address: http://mskcbt.mskcc.org
- Inside MSKCC: Use any standard MSKCC workstation as follows:



1. Click the **Start** button.
2. Select **Reference Manuals & Tutorials.**
3. Highlight **Computer Based Training.**
4. Click **Clinical Systems Training.**



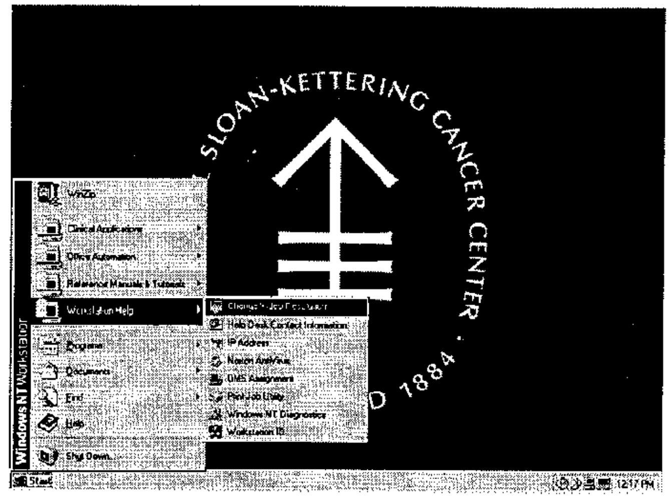
1. Type your Employee ID number, and click **Login**.
2. If you are not an employee, select **New User Login**. (Fellows, residents, interns, and medical students should select **House Staff** as the **Job Role**.)
3. If you have a previously assigned **Temporary ID**, select **Temporary ID**.

Changing Video Resolution:

Different software applications may require that you change the video resolution display setting on your computer monitor. There are two available video resolution options on any standard MSKCC workstation:

a.) 1024x768
b.) 800x600

If needed, you may change the video resolution as follows:



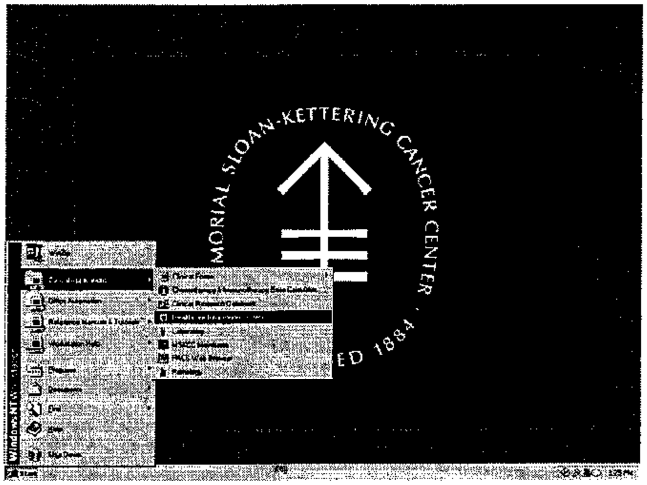
1. Click the **Start** button.
2. Select **Workstation Help.**
3. Click **Change Video Resolution.**

OR, double-click on the **Change Video Resolution** icon in the lower right hand corner of your screen near the system clock:

The setting you are currently using will appear "greyed out." You can choose the "other" setting to reset your resolution.

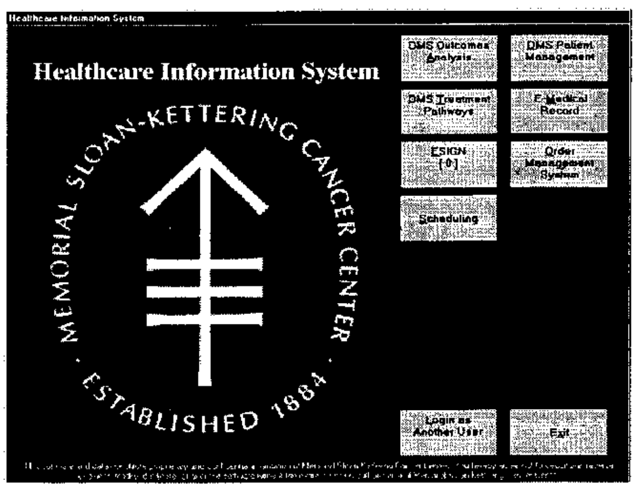
Resources:

- *For technical assistance, please call the **HELP DESK** x123-3337 or 646-227-3337.*
- *For HIS questions and classes, please call the **Training Line** x123-2113 or 646-227-2113.*



Logon to HIS:

1. Click the **START** button on the task bar.
2. Choose **Clinical Applications.**
3. Highlight **Healthcare Information System.**
4. Enter your HIS ID and password.
   (The first time you logon with your HIS ID, you will be prompted to change your password.)
5. Click **OK.**



Healthcare Information System (HIS):

- HIS is an integrated software application. Each button, or module, represents a software system accessible through HIS.
- Access to the systems on this screen is based on your privledges.

Order Management System (OMS) Button

Getting Started with Patient Lists:

The first time you sign on to the Order Management System (OMS) you will see that two Patient Lists have already been created: An Inpatient list and an Outpatient List. These lists are generic and must be modified by you in order to correctly display the patients for whom you will be placing orders and reviewing results.

Modifying a Patient List:

1. With the list to be modified displayed on the screen, click **File~Maintain List~Modify.**
2. Under the **Your Role** tab, if the checkbox is checked, uncheck it.
3. If you are working in a specific location, click on the **Location** tab. In order to select specific locations (rather than all Inpatient or all Outpatient locations), Remove 'Outpatient' or 'Inpatient' from the **Selected Locations** window . Locate the desired location(s) from the **Available Locations** window. Highlight and click the **Add** button to add it to **Selected Locations**.
4. If you are working with a specific Attending, click on the **Providers** tab, enter the Attending's last name in the 'Provider Name' field. When the name appears, highlight it and click **Add**. You can display more than one provider on a list.
5. Do NOT use the Service tab. If this is an Inpatient list, you are finished, click **OK** and rename your list.
6. If this is an Outpatient list, and you wish to modify the date range for the list, click on the **Visit Status** tab and select the appropriate date range. Click **OK**, and rename your list.

Finding a Patient

You may also need to locate an individual patient, one not on your patient list:

1. Click **File~Find Patient**.
2. Click on the **Identification** tab. Enter the patient's MRN in the ID field and click **Search**.
3. Double-click on the patient's name and then double-click on one of the patient's visits.
4. The patient will be placed on a 'Temporary' patient list that will be deleted when you log off the system.
5. If you want to save this patient to a 'User-defined Patient List', highlight the patient and click the **Save Selected Patients** button.
6. You can either save this patient to an existing user-defined list or create a new 'User-Defined List.'

Signing Orders

All orders that are requested by you, but are entered into OMS by another user as a Transcribed or Verbal order, must be signed electronically in OMS.

Unsigned orders are indicated by the presence of a Flag in the To Sign column on the Patient List.

- Red flags indicate that you have orders to sign
- Green flags indicate that this patient has orders to be signed, but NOT by you.

To sign orders where there is a Red Flag displayed:

1. Double-click on the Red flag in the **To Sign** column.
2. Review the orders.
3. Click the **Sign** button.
4. Click the **Close** button.

Placing Orders

To place orders for a patient, simply click the Enter Order icon, located to the left of the patient's name near the top of the screen.

To select orders using a pre-defined order set, click on the branches of the order browser until the order set appears in the order window. Commonly used order sets are found under the **PAT** and **DMS Teams** branches.

To select individual orders:

1. Enter the name (or partial name) in the area: **[Type here to enter order name]**.
2. Select the order from the order window by double-clicking on the order.

Whether placing orders from an order set or placing an individual order, all required fields on the form must be completed prior to the order being submitted. Required fields are identified by a blue star to the left of the field on the order entry form.

Once all orders for the patient have been selected, click on the **Submit** button, enter your password, and click **OK**.

Viewing Results

To view results, click on the **Results** tab.

Results available in OMS are:

1. Labs
2. Radiology
3. Pathology

You are responsible for any Electronic Orders which are placed using your HIS ID.

DMS Patient Management Button

Patient Information:

1. Click on **DMS Patient Management** button.
2. View the patient name, MRN, birthdate and disease pathway name, in the upper right hand corner. This patient information will display in **RED** if the patient is deceased.
3. View the Vital Status, Patient Status, and Activity Status.
4. View Disease Management Team information if the patient is currently on a disease pathway.
5. View Emergency Contact, Healthcare Proxy, Contact MD, Insurance, Guarantor and Employer information by clicking on any of the blue tabs in the lower left corner.

Pathway:

1. Click on the blue **Pathway** tab on the right hand side of the screen.
2. If the patient is NOT on a disease pathway, this screen will be blank.
3. If the patient is on a disease pathway, the map will be drawn graphically.
4. The pink outline highlights the patient's progress throughout the disease pathway.
5. The blue patient icon indicates where the patient is located currently in the algorithm.
6. There are **three types of pathsteps**.
   1.) green action boxes, capturing both financial and clinical data;
   2.) blue decision diamonds
   3.) red disease outcomes ovals
7. Display the previous or next page of the disease pathway by double-clicking on the top most or bottom most steps.
8. Additional information can be viewed using the grey tabs located below the pathway page.

Allergy/Chemo:

1. Click on the blue **Allergy/Chemo** index tab on the right side of the screen.
2. This display shows ***dispensed*** chemotherapy and chemotherapy related medications. To confirm ***administration***, refer to the Electronic Medical Record.
3. Allergies entered by the pharmacy are listed in the upper left corner.
4. For take-home medications, click on the **Show Details** button in the Daily Dose column to display the details.
5. Double click any row to display the order details for that row.
6. Drugs in the color red indicate that more than one instance of the same drug order was dispensed on the same day via the same route.
7. The default display shows **Chemo Only** drugs.
8. Click the **Supportive Meds** radio button to view only chemotherapy-related drugs. (Supportive medications (i.e. antiemetics) display in the color green.
9. To view both chemotherapy and chemotherapy-related drugs, click the **Chemo and Supportive Meds** radio button.
10. To narrow your search, click the **Drug Filter** button at the top of the screen to filter by **Date Range**, **Drug** and/or **Route**.
11. To clear the filter, click on the **Drug Filter On** button, and then click **Filter**.
12. Click the **Help** button for additional details.

Current Disease Management Teams:

Breast	Leukemia
CNS	Lung
Colorectal	Lymphoma
GI-Upper	Melanoma
GU	Pediatrics
Gynecology	Primary Bone
Head & Neck	Sarcoma
Hematology	Wellness & Screening
Hepatobiliary	

Entering Surgical Complications and Toxicities:

1. Click on the blue **Complication/Toxicity** tab on the right hand side of the screen.
2. Highlight a **Subcategory.**
3. Highlight a corresponding **Complication/Toxicity**.
4. Highlight a corresponding **Grade/Criteria**.
5. Click the **Add** button in the lower right hand corner.
6. Highlight a corresponding **Surgery Event** (Surgery Events are viewable within 48 hours post-op. If the desired surgery event is not displayed, select "**NOT AVAILABLE**."
7. Click the **Add** button (if the chosen Surgery Event has multiple procedures, click on the appropriate Surgical Procedure(s) to select or click the **Select All** button, and click the **Add** button).
8. Enter the date of the complications/toxicity (the default will be today's date).
9. Click **OK.**
10. Click **Save.**

DMS Treatment Pathways Button

Viewing Guidelines:

1. Click on the **DMS Treatment Pathways** button from the HIS screen.
2. Select **Master Lists** from the menu bar.
3. Highlight **Guidelines** (non-patient specific).
4. From the **Guideline Document** list, highlight the name of the guideline you wish to view.
5. Click **View**.
6. When you have finished reading the document, click the **X** in the upper right-hand corner.

E-Medical Record Button

Retrieving Patient Records (3 ways):

1. You may select the **E-Medical Record** button on the **HIS** screen.
2. From **Order Management System**, after selecting your patient and visit, click on **Tools** from the menu bar and **Go to Reports.**
3. From **DMS Patient Management**, after selecting your patient, click on the blue **Reports** tab.

Viewing Tabs:

1. **Category View**: This is the default view, which lists all documents in a document category across outpatient and inpatient episodes of care.
2. **Encounter View**: This lists all documents within a particular encounter. All outpatient activity will be listed under OUTPATIENT, BREAST CENTER or REGIONALS encounters. Each inpatient admission will be listed separately by discharge date.

Document Viewing:

1. Click once on the document you wish to view.
2. To expand the document-viewing panel, move the mouse pointer over the gray vertical bar between the panes. Click, hold and drag the mouse pointer left or right to adjust the amount of space allocated to each panel.

Sorting Documents:

Service Date in reverse chronological order is the default sort. To change the sort order,

1. Select **File** from the menu bar.
2. Highlight **Sort.**
3. Select **Service Date**.
4. Click **Remove.**
5. Select new sort criteria.
6. Select **Add.**
7. Click **OK**.

Filter:

There are several ways that you can search quickly and efficiently through the Electronic Medical Record.

1. Select **File** from the menu bar.
2. Highlight **Filter.**
3. Four types of filters are:
   - **Type/Set**: Select the document type, set or smart document set for filtering documents.
   - **Category:** Select the categories for filtering.
   - **Dates**: Select the dates for filtering.
   - **Physicians**: Select electronically signed documentation by attending physician.
4. Click **OK.**
5. To clear the filter, select **File** from the menu bar.
6. Highlight **Clear Filter.**

Smart Document Sets:

Smart Document Sets are sets of documents which are defined in a package within a timeframe. A typical Smart Doc Set may include the last Follow Up Note, Radiology Report and Pathology Report within the last 18 months. Most services have defined a Smart Doc Set for use when seeing patients in clinic.

1. Select **File** from the menu bar.
2. Highlight **Filter.**
3. Click on **Smart Document Set**.
4. Click the **Choose** button.
5. Select the Smart Document Set you would like to apply.
6. Click **OK**.
7. To clear the filter, select **File** from the menu bar.
8. Highlight **Clear Filter.**

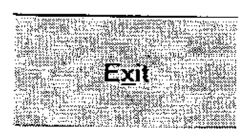
An audit trail is created when an Electronic Medical Record is accessed using your HIS ID.

Multipatient Searches:

1. Select **E-Medical Record** from the HIS screen.
2. Select **File~Search** from the menu bar.
3. Enter the patient's MRN (or perform a name search by changing the value in the Search By field to Name and entering the patient's name – Last Name, first name and gender – in the search field).
4. Click **Search.** The patient(s) matching your search criteria will display.
5. Select **File** from the menu bar again to begin searching for the next patient.
6. Repeat steps 3 – 4.
7. To clear a patient(s), select **File** from the menu.
8. Highlight **Clear Patient**, or **Clear All Patients**.

Electronic Medical Record Resources:

See the Clinical Information Center web page **http://mskweb.mskcc.org/cic/** for further reference. Select the **OmniVision Guide** button in the lower left hand corner of the CIC web page.



Login As Another User: Click this button to logout of HIS and return to the HIS sign-on. Another user may then type his/her HIS ID and password to access HIS.

Exit: Click this button to logout of HIS and return to the Start button. To access HIS again, click on the Start button, select Clinical Applications and highlight Healthcare Information System.