

# Clinician Hub Cheat Sheet

1. Log in to Clinician Hub with the user name and password assigned by IT
2. The items on the top Blue Bar CENSUS, WORKQUEUE, SCHEDULE, DEFICIENCIES are explained below.

**Census**- this shows the patients that are in a bed at the selected facility. The patients can be filtered by the items on the left banner (relationships, provider, location, facility, status etc.). These filters can be saved for future use.



**Workqueue**- this tab will show items that need your attention. Things like Incomplete prescriptions, need to sign off orders, new lab results, need to complete or sign documents, Deficiencies for medical records can be addressed here.

**MY WORKQUEUE**

Inpatient, Acute O...  Select All

All (11) Results (1) Documents (4) General Alerts (0) Rx (2) Orders (4) Pt Mgmt (0) Pt F

ITEM NAME DESCRIPTION	PATIENT NAME DOB (AGE)	ITEM AGE	COMMENT
New Laboratory Results - Sign (3) Sed Rate	TEST, PAIN3 19-Aug-1958 (63Y)	8 months ago	
<b>Sign Off for Orders</b> Sign-Off: Telephone Order sign-off needed	DRIGGERS, SADIE W 25-Nov-1934 (87Y)	3 months ago	Reassigned from PALMEI
<b>Sign Off for Orders</b> Sign-Off: Telephone Order sign-off needed	TEST, PAIN3 19-Aug-1958 (63Y)	5 months ago	
<b>Sign Off for Orders</b> Sign-Off: Protocol order sign-off needed	TEST, PAIN3 19-Aug-1958 (63Y)	1 year ago	
<b>Sign Off for Orders</b> Sign-Off: Protocol order sign-off needed	TEST, PAIN3 19-Aug-1958 (63Y)	1 year ago	
<b>Incomplete Prescription(s) (1)</b> There are unsubmitted prescriptions in the Rx...	TEST, PAIN3 19-Aug-1958 (63Y)	1 year ago	
<b>Incomplete Prescription(s) (1)</b> There are unsubmitted prescriptions in the Rx...	TEST, ARMOUR 15-Feb-2016 (5Y)	3 years ago	
<b>Complete Document</b> Sign-off required for Clinical Document ED_Ge...	CURL, JAMES R 29-Aug-1935 (86Y)	3 years ago	
<b>Complete Document</b> Sign-off required for Clinical Document Adden...	ADDISON, JEFFERY BERNARD 16-Nov-1967 (54Y)	3 years ago	
<b>Complete Document</b> Sign-off required for Clinical Document ED_Ge...	ADDISON, JEFFERY BERNAR 16-Nov-1967 (54Y)	3 years ago	
<b>Complete Document</b> Sign-off required for Clinical Document ED_Ge...	ADDISON, JEFFERY BERNAR 16-Nov-1967 (54Y)	3 years ago	

**Schedule** - Here you can view your scheduled Hospital Procedures for a selected date or time period. The calendar can be expanded to view a 3-month time frame.

**Deficiencies** - This will launch in to One Content where medical records assigns chart deficiencies.

- The search box allows you to enter Patient name, Visit ID or Medical Record number to find patients who are not in a designated bed or that have been discharged. You can also do a Patient Search on the next bar.
- The Recent drop down shows patient that you have searched recently.

The icons below from left to right are Refresh, Appointments, Referential Content/Patient Education, and Personal Web links. These icons are rarely used.



**Manage Macros**- Allows You to build Macros and import Macros to use in Documentation. This can be used for frequently used text.



**Reports:** You can access reports and print as needed from the Select Action box.

PATIENT SEARCH Options...

Patient Name (Name, DOB, MRN, Visit ID)

Select An Action...

- Rounding Report
- SBAR Report
- My Requests Report
- My Deficiencies Report
- WQ Summary by User Report
- WQ Summary by User and Category Report
- WQ Active Items by User Report
- WQ Items for Patient Visit Report

Visit ID: 10302873  
Attending: HAND, JOSEPH, Admit: 01-Feb-2022 14:2  
[Create Task/Message](#)  
[Additional Visits\(6\)](#)

Visit ID: 10302903  
Attending: HAND, JOSEPH, Admit: 01-Feb-2022 17:1

After selecting a patient, you will see a screen with specific tabs for completing necessary task.

**The Overview Tab** will show a general view of the whole patient. Things like Intake and Output, Medications, Results, Allergies etc. will be accessible from this tab.

TEST, PAIN3

Overview | OBSERVING | RX WRITERS | PLANS/SHEETS | PROFILE | DOCUMENTATION | MEDICAL RECORD | SCHEDULE | REPORTS | CREATE DOCUMENTAL | WORK

Intake and Output

DATE	IN	OUT	ADMISSION
11/21/2021	0	0	
11/22/2021	0	0	
11/23/2021	0	0	
11/24/2021	0	0	
11/25/2021	0	0	
11/26/2021	0	0	
11/27/2021	0	0	
11/28/2021	0	0	
11/29/2021	0	0	
11/30/2021	0	0	

Medications - Home

ALL MEDS

- 1 **Coloquintin** 250mg po qd 3 times per day
- 2 **HYDROCODONE Bitartrate Extended Release 10 base Capsule** 10 capsules po qd with water 12 hours
- 3 **LAMOTRIGINE** 25 capsules po qd

Results

CMP Test Process Date #1

CMP Blood Test #1

**Ordering** Tab is where orders are placed, viewed, and Medication Reconciliation is completed.

OVERVIEW ORDERING RX WRITER FLOW SHEETS PROFILE DOCUMENTATION MEDICAL RECORD SCHEE

**Order Queue** **Search**

Show Active Only Look Back Current Visit Group By Location All Locations save/test/restore

Submit Hold Discontinue Cancel Req Resume Renew Reorder RX Relationships RX Alerts Co-Sign Clipboard

Last Modified	Description	Freq	Order Status	Processing Status	Order Date/Time	Start
08/17/2021 16:13	O2 Per Nasal Cannula To Keep SATS > 92%	Once	Dates Met		08/17/2021 16:13	08/17/2021 0
05/13/2021 13:31	CSF Glucose Tube #1	Once	Dates Met		05/13/2021 13:31	05/13/2021 0
05/13/2021 13:31	CSF Total Protein Tube #1	Once	Dates Met		05/13/2021 13:31	05/13/2021 0
10/22/2020 13:02	MAKO CT Surgery care	Once	Dates Met		10/22/2020 13:02	10/22/2020 1
07/28/2020 09:02	Sed Rate	Once	Dates Met		07/28/2020 09:02	07/28/2020 0
07/26/2020 23:13	CMP	Once	Discontinued		07/22/2020 01:41	07/22/2020 0
07/26/2020 23:13	CBC (No Auto Diff)	Once	Discontinued		07/22/2020 01:30	07/22/2020 0
04/21/2020 10:12	Culture_Urine	Once	Dates Met		04/21/2020 10:12	04/21/2020 0
02/19/2020 09:30	Amylase	Once	Dates Met		02/19/2020 09:30	02/19/2020 0
02/19/2020 09:24	Amylase	Once	Dates Met		02/19/2020 09:24	02/19/2020 0

The **Order Queue** will display all orders. For Orders in this window you can do any of the following:

Show Active Only Look Back Current Visit Group By

Submit Hold Discontinue Cancel Req Resume Renew

The **SEARCH** will allow you to search for any orders by entering a key word. You can search All orders available or by choosing order types from the drop down and enter a key word.

The **Favorite Orders** will allow you to save frequently used Orders or Order Sets so you don't have to search for them each time. To save an order to the Favorites: search for the order, and select the flag on the far right of the order. This will place it in the Favorite Order tab.

OVERVIEW ORDERING RX WRITER FLOW SHEETS PROFILE DOCUMENTATION MEDICAL RECORD SCHEDULE REPORTS CREATE DOCUMENT(CDA) MORE

**Order Queue** **Search** **Favorite Orders** **Medication Reconciliation**

Search (enter) [X] Screen Results

Description	Order Group
DR_BROOKS TOTAL_HIP	OS
DR_CASKEY SPEEY TOTAL_HIP	OS
DR_HOER TOTAL_HIP	OS
DR_HYERBROOKS TOTAL_HIP	OS
DR_WOOD TOTAL_HIP_1	OS
TOTAL_HIP_GENERIC	OS
Stat	OT
TOT_HIP_Ambulatory_Arrestor	OT

OVERVIEW ORDERING RX WRITER FLOW SHEETS PROFILE DOCUMENTATION MEDICAL RECORD SCHEDULE REPORTS CREATE DOCUMENT(CDA) MORE

**Order Queue** **Search** **Favorite Orders** **Medication Reconciliation**

Search (enter) [X] Screen Results

Description	Order Group	SI
DR_BROOKS TOTAL_HIP	Order Set	
DR_CASKEY SPEEY TOTAL_HIP	Order Set	
DR_HOER TOTAL_HIP	Order Set	
DR_HYERBROOKS TOTAL_HIP	Order Set	
DR_WOOD TOTAL_HIP_1	Order Set	
TOTAL_HIP_GENERIC	Order Set	

**Medication Reconciliation** allows for the Medication Reconciliation for Admission/Transfer/Discharge to be completed here. Select Cont, Def, Mod, DC for each medication. Once all medications have been addressed the COMPLETE tab in the far, left, bottom will be available. You can also save as draft or cancel draft. You can also add orders from this screen by selecting the add order in the bottom right.

Admission Draft Home & Treatment Medic Home Medication(s) Last Verified: 12/17/2015 View Home Medic List Medic List

Grouping by: Therapeutic Class Therapeutic Class without RX

None Dose Route Frequency

Analgesic - Opioid 10 milligram oral every 12 hours  
 Category: swallow whole; do not crush, chew, break, dissolve, or cut [Cont] [Def] [Mod] [DC]

Antiepileptic 200 milligram oral 2 times per day  
 Category: [Cont] [Def] [Mod] [DC]

Antihypertensive Therapy Agent 20 milligram oral every day  
 Category: [Cont] [Def] [Mod] [DC]

**RX WRITER** is for electronic Prescription writing. Here you can view the patients RX profile and select medications to prescribe. The Prescription Drug Monitoring Program (PDMP) query can be viewed here.

By selecting Add New you can search for medications to prescribe. The patient Home Medications are listed to the right. When a medication is selected, dosing descriptions populate and once selected the prescribing information must be entered and saved. The prescription will then be place on the pending list.

The Pending prescriptions allow you to see what prescriptions are pending transmission and gives reasons they are pending. You can hover over with the mouse to see what the status symbol needs to complete the task.

OVERVIEW ORDERING RX WRITER FLOW SHEETS PROFILE DOCUMENTATION MEDICAL RECORD SCHEDULE REPORTS CREATE DOCUMENT(CDA) MORE

**Rx Writer**  
 Create a prescription for your patient.

Pending Rx Profile

Total: 1 Prescription

Alerts	Formulary	Prescription	Quantity to Dispense	Additional Info	Last Modified By	Status	Remove
	UNK	gabapentin Oral (gabapentin allowed) 200 milligrams oral 2 times per day Quantity Sufficient for Refill: 3	[X]	"Sufficient for" quantity not eligible for electronic submission	WEB ADMIN, web On 07/22/2020 01:40 AM		

Create a prescription for your patient. To select a pharmacy and submission method, click Continue.

By selecting Continue on the pending list, the Submit Prescriptions window opens and the Destination Pharmacy is chosen. Once complete, Select SUBMIT.

**Ibuprofen**

Dispense As: \*  
 [(UNK) Generic OTC: ibuprofen 200 mg capsule]  DAW <sup>2</sup>

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**Preview**

ibuprofen 200 mg capsule (substitutions allowed)  
 200 milligram(s) (1 capsule) orally every 6 hours as needed for pain  
 Days Refills: 0  
 Details below this line not sent to pharmacy:  
 Indication(s): pain <sup>14</sup>

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**Sig**

Dose: \* Unit: \* Route: \* Frequency: \*  
 200 milligram oral every 6 hours (q6h)

Special Instructions:  
 as needed for pain

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Reason For Prescription (indications)	Add/Edit	ICD Code	Not ICD
pain		Find	

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**Dispense** \* \*\*Quantity is required to electronically send. Manually enter quantity.\*\*

Quantity Sufficient For:  Days

Quantity:  capsule(s)

Pre-package:

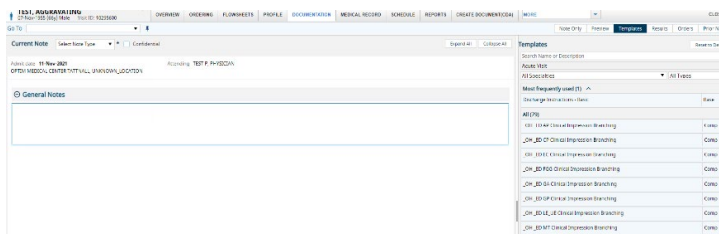
---

Save as Template

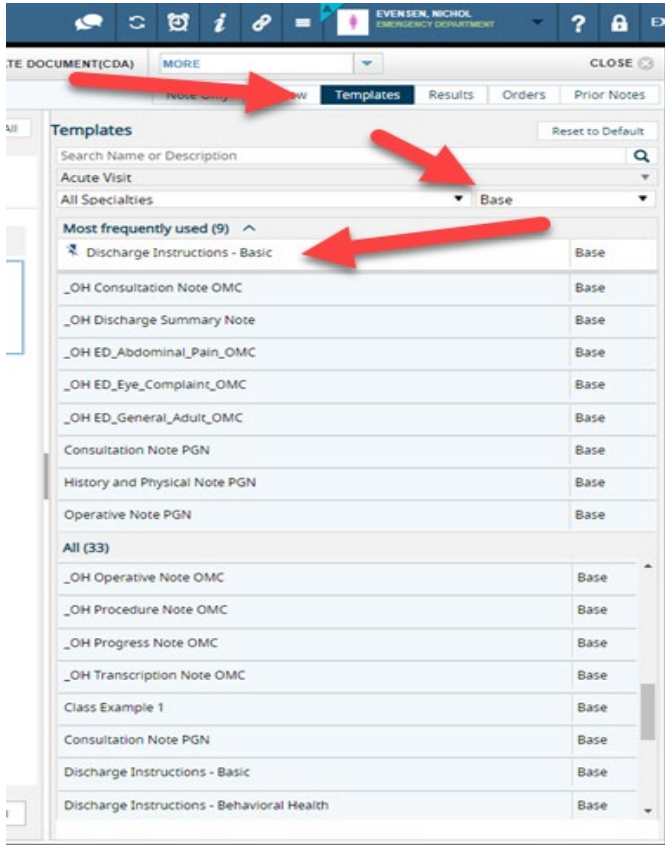
**Flowsheets** allow you to view the selected items. You can view I&O, MAR, RESULT, and Nursing flowsheets.

**PROFILE** allows you to view and edit the patient history/medical data. This information is entered by the nursing staff on patient admission and follows the patient for each additional visit. Changes can be made by either EDIT or ADD to each section. You must Save and Verify when changes are made. You can customize your view by selecting the INDEX button and then CUSTOMIZE to select/deselect or change the order of the sections available and SAVE. This customization will follow for every patient you view.

**DOCUMENTATION** allows for adding Notes for the patient visit.



With Templates highlighted, search for the note type, or select it from the list of notes, and **double click it to add it** (if you change All Types to Base it will shorten the Note list) On future template search the frequently used Notes will be at the top in MOST frequently used.



When the Note is complete, either Sign to finalize the Note or Save to be able to edit later.

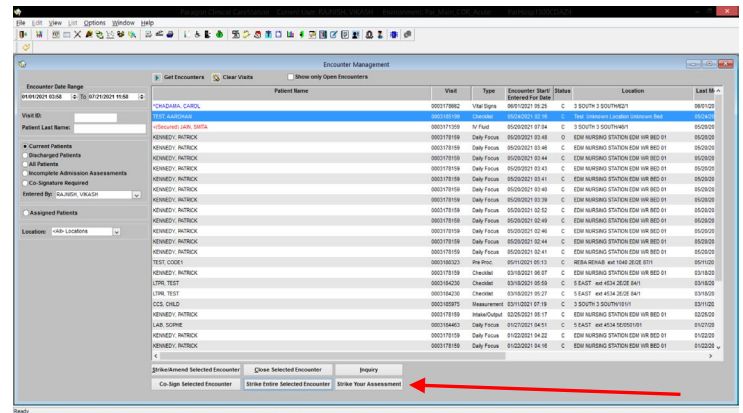
**Medical Record** will launch you to One Content to view the patient chart.

**Schedule** will allow a view of your patients scheduled for procedures.

**Reports** will allow you to view specific information in Report form.

**My Workqueue** on the right will allow you to complete sign off task, view new results, and show alerts for task that need completion.

**Documented on wrong Note: Remove / Cancel Entire Encounter -**



**Video:**

<https://allscripts.mediaplatform.com/#!/video/18392/p-aragon-v20.1-clin-doc-demo?t=0>