



CPSI Community Health System

Medication Reconciliation Report Page 2 of 5

From beginning of stay
Printed: 5/10/12 at 15:13

SMITH ELLA KATHERINE Number: 357388
ATTN: RAXTER JAMES Age: 30
Sex: F
Room: 010-2
MRN: 000128
ALLERGIES: Penicillin Latex
Penicillin
DIAGNOSIS: CEREBRAL ART ODO UNFREQ W CI
HT: 55 in WT: 105 lbs B: 5 28 50.75 kg 5018.6 gms BSA: 1.68 m²

All Medications:

Medication:	Dose:	Freq:	Route:
LIDOCAINE 5% OVER TWO MIN	100 MG Start: 06/09/11 12:00 Stop: 02/23/12 11:04 N	X1	IV PUSH <input type="checkbox"/> CONT <input type="checkbox"/> DISCONTINUE
MORPHINE 2MG EVERY 4 HRS FOR CHEST PAIN	5 MG Start: 06/09/11 11:10 Stop: 02/23/12 11:05 N	PRN Q4H (AS NEEDED)	IM OPTION <input type="checkbox"/> CONT <input type="checkbox"/> DISCONTINUE
NO-MORPHINE	0 Start: 06/09/11 15:10 Stop: 02/23/12 11:05 N	4 TIMES DAILY (QID)	<input type="checkbox"/> CONT <input type="checkbox"/> DISCONTINUE
SBG Insulin U-100 Inj(Human) Start: 06/09/11 15:14	Der Protocol Stop: 02/23/12 11:05 N	PRN	<input type="checkbox"/> CONT <input type="checkbox"/> DISCONTINUE
ACETAMINOPHEN (TYLENOL) FOR PAIN OR TEMP>100.0	650 MG Start: 05/20/11 18:40 Stop: 02/23/12 11:05 N	PRN EVERY 4 HOURS	ORAL <input type="checkbox"/> CONT <input type="checkbox"/> DISCONTINUE
ACETAMINOPHEN (TYLENOL) FOR PAIN OR TEMP>100.0	650 MG Start: 11/16/11 08:32 Stop: 05/02/12 15:00 A	PRN EVERY 4 HOURS	ORAL <input type="checkbox"/> CONT <input type="checkbox"/> DISCONTINUE
NO-MORPHINE	0 Start: 12/14/11 10:19 Stop: 04/25/12 14:58 D	AC TID	<input type="checkbox"/> CONT <input type="checkbox"/> DISCONTINUE
NO-MORPHINE	0 Start: 12/14/11 10:23 Stop: 02/23/12 11:06 N	2 TIMES DAILY (BID)	<input type="checkbox"/> CONT <input type="checkbox"/> DISCONTINUE
CARBONATE COMB Start: 12/14/11 10:32	0 Start: 12/14/11 10:32 Stop: 02/23/12 11:06 N	AC TID	<input type="checkbox"/> CONT <input type="checkbox"/> DISCONTINUE
MORPHINE PCA	1 SA PRN		

Med continued on next page

Date: Time: Signature:

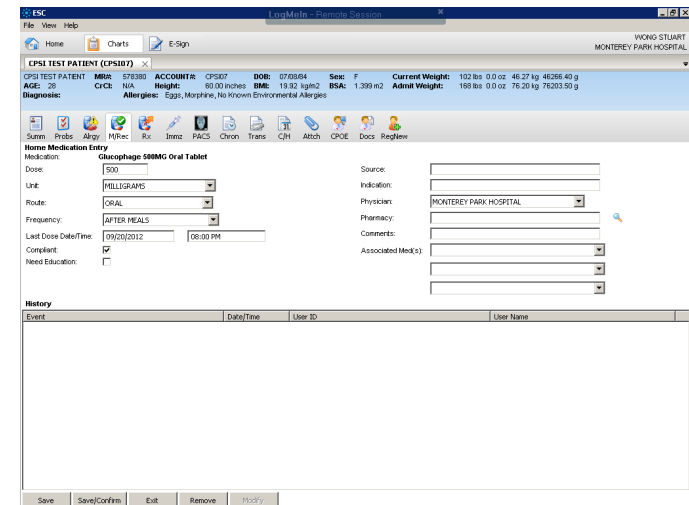
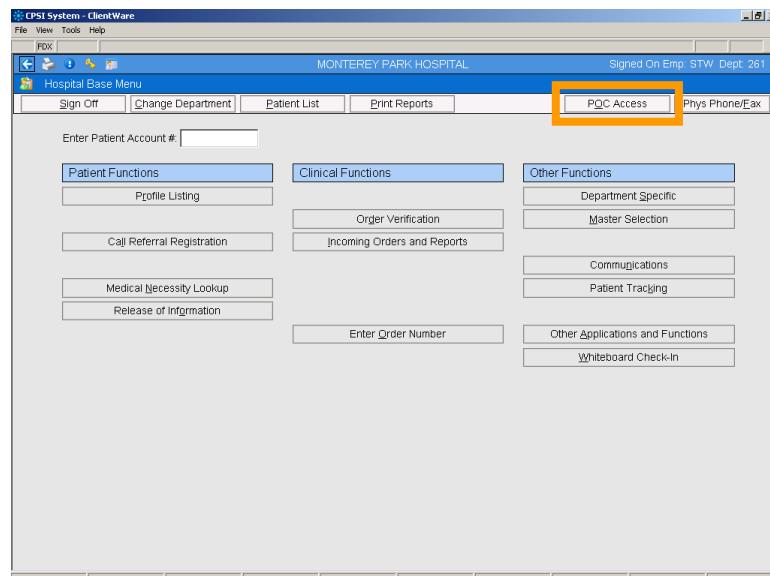
Table of Contents

Accessing the Virtual Chart	2
Adding a Patient to “My Patient” List	3
Components of the Virtual Chart	4
Medact (Kardex)	5
Accessing Electronic Form (E-Form)	6
Accessing Flowchart	8
Documentation on Flowchart	9
Documenting Vital Signs, Height & Weight	10
Diabetic Record & Blood Glucose Entries	11
Accessing 24 Hour EMAR	12
Documenting the Medications Administration via Med-Verify	13
Patient Education on Medications	15
Patient Education Documents	17
Medication Reconciliation	18



ACCESSING THE VIRTUAL CHART

- ♦ Log on to CPSI
- ♦ Click POC Access
- ♦ If you have declared any patients, it will take you to the “My Patient” tab on the screen.
- ♦ If you have NOT declared any patient, it will take you to the “Census” tab.
- ♦ Click on the desired patient’s name, this will automatically take you to the Virtual Chart.



- ♦ After all home medications are entered. Exit the medication reconciliation module by clicking the “X” on the right upper corner.
- ♦ The system will return to the Virtual Chart. Click “Pharmacy” and select “Med-Reconciliation Report”.
- ♦ Click the “All Medication” button.
- ♦ A “Medication Reconciliation Report” will be generated in Adobe Acrobat. Print and give this report to the physicians to complete. Fax the completed report to pharmacy as admission medication order.
- ♦ A sample copy of the *Medication Reconciliation Report* is in the next page.



MEDICATION RECONCILIATION

- Click Choose “**Pharmacy**” tab in Virtual Chart
- Select “**Medication Reconciliation**”
- The medication reconciliation module will open up automatically. Click the “**Add Home Med**” button to add new home medication.

Click here to add new home medications

- Type the name of the medication in the text box and press “**Enter**” on you keyboard. Do not click the “**Custom**” button unless you are unable the location the medication in the list below.
- Double click on the desire medication. Input the frequency, last dose time, and all appropriate information.
- If all information is confirmed by the patient, click “**Save/Confirm**” button. Otherwise, click “**Save**” button.

ADDING A PATIENT TO “MY PATIENT”

- Locate your patient on the “**Census**” tab
- Click on the + sign, this will move your patient to the “My Patient” tab
- Click on the desired patient name, this is automatically take you to the Virtual Chart.

Room	Name	Number	Stats	Medical Record	Physician	Location	Min
502-8	NGUYEN DAV				NGUYEN DAV	Select Location	+
212-1	DANESHAGAR				DANESHAGAR	Select Location	+
501-5	NGUYEN DAV				NGUYEN DAV	Select Location	+
202-1	DANESHAGAR				DANESHAGAR	Select Location	+
503-5	NGUYEN DAV				NGUYEN DAV	Select Location	+
804-1	DANESHAGAR				DANESHAGAR	Select Location	+
503-7	WIJESSEKERA				WIJESSEKERA	Select Location	+
206-2	DANESHAGAR				DANESHAGAR	Select Location	+
502-3	NGUYEN DAV				NGUYEN DAV	Select Location	+
501-1	LU JOSEPH				LU JOSEPH	Select Location	+
209-1	HWANG JASO				HWANG JASO	Select Location	+
802-2	REYES BENI				REYES BENI	Select Location	+
501-2	NGUYEN DAV				NGUYEN DAV	Select Location	+



COMPONENTS OF THE VIRTUAL CHART

- ◆ Patient's Demographic information
- ◆ Most recent vital signs are available with the date, time, and the initial of the person who entered into the system
- ◆ Updated list of immunization and allergy information
- ◆ All results are available, such as laboratory result, imaging, and etc.
- ◆ Staff communication notes

The screenshot displays the CPSI System - ClientWare interface for Monterey Park Hospital. The patient is identified as TEST PATIENT CPSI, CPSI06, a 28-year-old female, 160.00 lbs, in room O/P. The interface includes tabs for Patient Care, Flow Charts, Discharge, Medical Records, Order Review, Pharmacy, ChartLink, Medact, Reports, Printing, Electronic Forms, MultiDisc, Diabetic Record, Transfer, Order Entry, Education, and Results. The main content area shows patient demographics, including diagnosis (TESTING DM), admit date (00/00/00), attending physician (MONTEREY PARK HOSPITAL), and primary physician (000000). It also lists allergies (No Known Allergies), immunizations, and vital signs (Temp 98.5, Pulse 75, Resp 18, BIP 120/80, O2 Sat 100, all recorded on 09/19 09:39 by STW RN). A staff communication section is at the bottom right.



PATIENT EDUCATION DOCUMENTS

- ◆ These documents are to be used to provide your patients with education on their illness or disease process
- ◆ To access, click on the “**Education**” tab in the Virtual Chart
- ◆ Choose “**Patient Education Documents**”
- ◆ Click “**Search by Category**” or “**Search by Alpha Lookup**” accordingly. Choose your desired topic from the list provided.
- ◆ Select which information you would like to provide to your patient regarding general care, inpatient care, post-hospitalization care, etc.
- ◆ The selected documents will now appear in *Microsoft Word*.
- ◆ Click the “**Print & Save**” button in *MS Word* to print. Click the “**X**” button at the right upper corner to exit. This information will now attach to your patient’s medical record. Provide this information to patient per hospital policy.
- ◆ Click on the “**Back arrow**” button on the upper left corner of the screen to return to the Virtual Chart.
- ◆ Document Education provided on the Interdisciplinary Patient/Family Education Record E-form. (Refer to “*Accessing Electronic Form*” section on how to access)



- ◆ Check the **“Print in Spanish”** button if the patient’s primary language is Spanish.
- ◆ Click the **“Process”** button and the system will generate the **“Patient Drug Information”** sheet in *Adobe Acrobat*.
- ◆ Click the **“Print”** button in *Acrobat* to print. Click the **“X”** button at the right upper corner to exit. This information will now attach to your patient’s medical record. Provide this information to patient per hospital policy.

Print

Exit

MONTEREY PARK HOSPITAL
Patient Drug Information
Printed: 09/29/12 18:49 Page 1 of 4

ACETAMINOPHEN (TYLENOL) TAB : 325MG

Instructions: FOR MILD PAIN
FOR TEMP >101

Not to exceed 3250mg/day {5 times a day}
from all sources of **Tylenol**

Acetaminophen (By mouth)

Acetaminophen (a-seet-a-MIN-oh-fen)

Treats minor aches and pain and reduces fever.

Brand Name(s): Tylenol, Tylenol Children's, Tylenol Extra Strength, Tylenol Arthritis, Quality Choice Non-Aspirin, TopCare Pain Relief, Good Neighbor Pharmacy Pain Relief, Rite Aid Acetaminophen, APAP Arthritis, Mapap, The Medicine Shoppe Pain Reliever, Leader Pain Reliever, Apra, APAP, Silapap Children's

There may be other brand names for this medicine.

When This Medicine Should Not Be Used:

You should not use this medicine if you have had an allergic reaction to acetaminophen.

How to Use This Medicine:

Capsule, Liquid Filled Capsule, Liquid, Powder, Tablet, Chewable Tablet,

MEDACT (KARDEX)

- ◆ The Medact in CPSI’s version of our Kardex
- ◆ The Medact will appear when you first access the patient virtual chart
- ◆ You may also select **“Medact”** from the virtual to view it
- ◆ The Medact will give you a summary of nursing orders that are to be done
- ◆ You will need to address those items to show completion or action taken. Double click on the action item then answer the question.
- ◆ Your status will update as you update on the action

CPSI System - ClientWare

MONTEREY PARK HOSPITAL

Signed On Emp: STW Dept: 261

TEST PATIENT CPSI CPSI06 Age: 28 Sex: F Height: Weight: 160.00 lbs Room: O/P

Flow Charts Discharge Medical Records Order Review Pharmacy ChartLink Medact Reports

Printing Electronic Forms MultDisc Diabetic Record Transfer Order Entry

Patient Location: Select Location

Demographics

Diagnosis TESTING BML 0

Admit Date 00/00/00 DOB 07/09/1984

Attending Phy MONTEREY PARK HOSPITAL

Second Phy 000000

Primary Phy 000000

Consulting Phy1

Emer. Contact AHMC MPH

Emer. Phone 562-570-9000

Adv. Directives N

Diet Language ENG

Smoke 4 - Never

MR number 578379

Vital Signs

Temp 98.5 09/19 09:39 STW RN

Pulse 75 09/19 09:39 STW RN

Resp 18 09/19 09:39 STW RN

B/P 120/80 09/19 09:39 STW RN

O2 Sat 100 09/19 09:39 STW RN

Allergies

Immunizations

1 No Known Allergies

Staff Communication



ACCESSING ELECTRONIC FORM (E-FORM)

- ◆ Click on the “**Electronic Forms**” tab in Virtual Chart
- ◆ A drop down menu will appear. Select “**Electronic Forms**”.
- ◆ A new Window will appear, and the top section will be electronic forms that have been previously opened or documented. The bottom section will be current blank E-forms that are available to you.

The screenshot shows the 'Electronic Forms' window in the CPSI System. It has a menu bar with 'File', 'View', 'Tools', and 'Help'. Below the menu bar is a toolbar with 'Refresh', 'Post Superbill', and 'Show Deleted'. The main area is divided into two sections: 'Previously Selected Forms' and 'Available Forms'. The 'Previously Selected Forms' section contains a table with columns: Title, Last Updated On/By, Created On, and Locked On/By. The 'Available Forms' section contains a table with columns: Category, Title, and Version.

Title	Last Updated On/By	Created On	Locked On/By
PRE-OPERATIVE CHECK LIST	08/17/12 09:55 STUART WONG	08/17/12 09:55	

Category	Title	Version
MPHER	ER: FOCUS ASSESSMENT	1
MPHER	ER: TRIAGE FORM	1
MPHER	ER: VITAL SIGNS & NURSING INTERVENTIONS	1

- ◆ Click on the desired E-form
- ◆ All demographic data will be populated automatically by the system



PATIENT EDUCATION ON MEDICATIONS


- ◆ Click Choose “**Education**” tab in Virtual Chart
- ◆ Click “**Patient Drug Information**”
- ◆ The medications that the patient is currently on will appear in the screen.

The screenshot shows the 'Patient Drug Information' window in the MPH Test System. It has a menu bar with 'File', 'View', 'Tools', and 'Help'. Below the menu bar is a toolbar with 'Admit Dt/Tm' and 'Disch Dt/Tm'. The main area is divided into two sections: 'Current Medications' and 'Alpha Search'. The 'Current Medications' section contains a list of medications. The 'Alpha Search' section contains a text input field and a 'Print in Spanish?' checkbox. A purple arrow points to the 'Print in Spanish?' checkbox with the word 'Spanish' written next to it.


Name
ACCUCHECK
ACETAMINOPHEN (TYLENOL) TAB : 325MG
AMIODARONE (CORDARONE) TAB : 200MG
ASCORBIC (VITAMIN C) TAB : 500MG
ASPIRIN CHEW TAB : 81MG
CALCIUM ACETATE (PHOSLO) TAB : 667MG
CLONIDINE (CATAPRES) TAB : 0.1MG
CLOPIDOGREL (PLAVIX) TAB : 75MG
CYMBALTA (DULOXETINE) 30MG CAP
DEXTROSE 50% SYRINGE : 50ML
DOCUSATE SODIUM (COLACE) CAP : 100MG
DUONEB 2.5MG-0.5MG/3ML
ENOXAPARIN (LOVENOX) SYRG : 30MG/0.3ML
EPOETIN (PROCRIT) MD : 1000 UNITS/0.1ML
SUAIFENESIN 200MG/10ML
HEPARIN SOD 1000 UNITS/ML INJ : 10ML
INSULIN (NOVOLIN R) INJ : 100 UNITS/ML


- ◆ Click “**Alpha Search**” radio button at the top and enter the desired drug name to select any drugs not listed under the “**Master List**”
- ◆ Click and highlight the desired drugs in the “**Master List**” and click “**Add Selected**” button at the bottom will move the drugs to the “**Selection List**”



-  Save your entries by clicking the save button on the left hand side of the screen.

[illegible]

-  To exit and save the E-form, click “**Exit and Save**” button.

-  To cancel the entry and exit the E-form, click “**Cancel and Exit**” button.

Reminder

Frequently clicking on the save button is recommended in case of any hardware or network issues.



ACCESSING FLOWCHART

- ◆ Click on the “**Flow Charts**” tab in Virtual Chart
- ◆ A drop down menu will appear. Select “**Flow Chart Menu**”.
- ◆ “**Flow Chart Selection**” menu will appear. All existing and previously documented flowcharts will appear. Click on flowchart to open.
- ◆ Select “**New (all)**” radio button at the bottom of the menu to view all available flowchart.
- ◆ Click on appropriate flowchart to start documentation.

Flow Chart Selection for TEST PATIENT CPSI

Flow Chart Type	Day	Status
Dietary: Nutritional Screening Asmnt	N/A	
ICU: Assessment Flowchart	N/A	
ICU: Vital Signs and I&O Flowchart	N/A	
MS/TELE: ASSESSMENT	N/A	
MS/TELE: Vital Signs, I&O and ADL	N/A	
Neuro Flowchart	N/A	
Newborn: Assessment Flowchart	N/A	
Newborn: Vital Signs and I&O Flowchart	N/A	
OB/GYN: Postpartum Assessment Flowchart	N/A	
OB/GYN: Postpartum VS, I&O & Activity FC	N/A	
OT: Acute OT Daily Flowchart	N/A	

☐ Existing ☒ New (all) ☐ New (dept)

Select a new flowchart from the list (or click "Existing").

Exit

Search



DOCUMENTING THE MEDICATIONS ADMINISTRATION VIA MED-VERIFY

- ◆ Click on the “**Pharmacy**” tab in Virtual Chart
- ◆ Select “**Med-Verify**” and click “**Verification For Any Patient**”

PatMed Verification

Options

Verification For Any Patient

Med Schedule for My Patients

Enter: Exit

- ◆ Click on the “**Patient**” text box and ensure the cursor blinking in the box.

1: Scan Patient ID

Patient

2: Scan NDC/Enter Information

NDC# Med Count:

Make sure the cursor is blinking in this box before scanning the patient's ID band



ACCESSING 24 HOUR EMAR

- Click on the “Pharmacy” tab in Virtual Chart
- Select “24hr EMAR”
- You will see the list of medications for the patient

- Each medication will be a color-coded block. A color legend is provided for review.
- Schedule medication will appear as an “S”. Given medication will show as a “G”, and omitted medication will show as an “O”.

DOCUMENTATION ON FLOWCHART

- Select the first question that you wish to begin your documentation.
- The question will be displayed in the blue title bar. The suggested answer will be listed at the bottom for your selection.



DOCUMENTING VITAL SIGNS, HEIGHT & WEIGHT

- ♦ Vital Signs Combo Boxes are within Electronic Forms and Flowcharts
- ♦ You may use the on-screen keypad or the actual keyboard to enter your answers.
- ♦ The entry from the on-screen keypad will only go into the highlighted textbox only.
- ♦ These answers will be distributed through the system and will appear on your Virtual Chart.
- ♦ Click “**Next**” to complete

CAUTION

- ♦ The height, weight, and blood pressure are government required patient information. Therefore, you will see them on a majority of the flowchart and E-forms. Please be sure to complete all boxes within the combo box.
- ♦ The source of vital signs and weight are **REQUIRED**. For example, you are required to input the site where you obtained the temperature, such as oral, rectal, tympanic, or etc



DIABETIC RECORD & BLOOD GLUCOSE ENTRIES

- ♦ To enter your glucose entries or insulin coverage, select “**Diabetic Record**” from the Virtual Chart
- ♦ Select “**Diabetic Record**”
- ♦ To enter glucose readings, click “**Input**” button.

- ♦ Click “**Record Blood Glucose Level Only**” button, and enter the value into the textbox. Click **OK** to complete.
- ♦ From this screen, you may also review previous glucose entries by clicking “**Graphical Review**” or “**Cumulative Review**”.