

1. Login to CPSI. Go to Patient Whiteboard. Click “Numeric Lookup”

The screenshot shows the CPSI System - ClientWare interface for Monterey Park Hospital. The top bar includes the hospital name and user information: "Signed On Emp: STW Dept: 872". Below this is a navigation bar with buttons for "Sign Off", "Time Clock", "Ad Hoc", "Review Vitals", "QD and Curr Meds", "Patient List", "Verify Orders", "Med-Verify", "Print Reports", and "Change Default Printer". The main area has tabs for "Census", "My Patients", "Other Functions", and "POC Reports". A table displays patient information with columns: Room, Name, Number, Stats, Medical Record, Physician, Location, and Min. The table contains three rows of data. At the bottom left, there are "Refresh" and "Numeric Lookup" buttons. A large red arrow points to the "Numeric Lookup" button.

Room	Name	Number	Stats	Medical Record	Physician	Location	Min
CPSI TEST		CPSI16			MONT PARK	Select Location	-
CPSI TEST		CPSI18			MONT PARK	Select Location	CL
800-K	CPSI TEST	CPSI58		593921	CPOE TEST2	Select Location	-

2. Enter the patient account number: 312336, and click “OK”

The screenshot shows a "Numeric Lookup" dialog box. It has a title bar with a question mark icon. The main area contains the text "Enter account number:" followed by a text input field containing the number "312336". Below the input field is an "OK" button.

3. Click “Yes” to continue.

The screenshot shows a "Warning" dialog box. It has a title bar with a question mark icon. The main area contains the text "Patient has been discharged. Continue?". Below the text are two buttons: "Yes" and "No". A large red arrow points to the "Yes" button.

4. Click “Exit” to continue.

Intervention	Status	Changed
Diet: 2000 ADA {CONSISTENCY: _REGULAR_____	Recorded	08/08/13 13
Admit/Cond/Code Status/Dx		
Admit Inpatient to Labor & Delivery	Verified	08/06/13 10
Admit Inpatient Postpartum	Verified CL	08/07/13 12
Intake & Output:		
I&O Q Shift	Verified CL	08/07/13 12
Tubes/Drains:		
D/C Foley Cath in 24 hours	Verified CL	08/07/13 12
Activities:		
Ambulate in PM PRN	Verified CL	08/07/13 12
Hygiene / ADL:		
May shower/Shampoo beginning: pod 1	Verified CL	08/07/13 12
Misc Nursing Order		
Ice Chips Ok	Verified CL	08/07/13 12
Advance diet as tolerated	Verified CL	08/07/13 12

Buttons: New, Discontinue, Discontinue All, Review, Verify, Associate, Exit

5. Click the “Late Entry” button

MONTEREY PARK HOSPITAL Signed On Emp: STW Dept: 872

Patient Care CERVANTES ERIKA N 312336 Age: 27 Sex: F Height: 60.00 in. Weight: 187.00 lbs Room: 804-1

Flow Charts Discharge Medical Records Diabetic Record Pharmacy ChartLink Medact

Printing Electronic Forms MultiDisc End of Shift Transfer Order Entry Education

Patient Location: Select Location Chart Type: OB-GYN

Current date & time

Note Entry Images Late Entry

Transfer Discharge

Phy Prob List

Results Graph Results New Only All

Result

%LYMPH 08/11/13 07:01 17.5 L

%MONO 08/11/13 07:01 9.6 H

BUN 08/11/13 07:01

CREATININE SERUM W E 08/11/13 07:01

CULTURE PLACENTA 08/07/13 11:24

HCT 08/11/13 07:01 33.6 L

HGB 08/11/13 07:01 11.4 L

Staff Communication

Demographics

Diagnosis INDUCTION BMI 36.52

Admit Date 08/06/13 DOB 07/12/1986

Attending Phy JUAREZ MARGARET

Second Phy 000000

Primary Phy 000000

Consulting Phy1

Emer. Contact VALADEZ JOSE

Emer. Phone 323-458-9375

Adv. Directives N

Diet 2000 ADA Language ENG

Smoke 4 - Never

MR number 599118

Vital Signs

Temp 98.4 08/11 18:51 BER RN

Pulse 108 08/11 16:50 LMF LVN

Resp 20 08/11 16:50 LMF LVN

B/P 129/79 08/11 16:50 LMF LVN

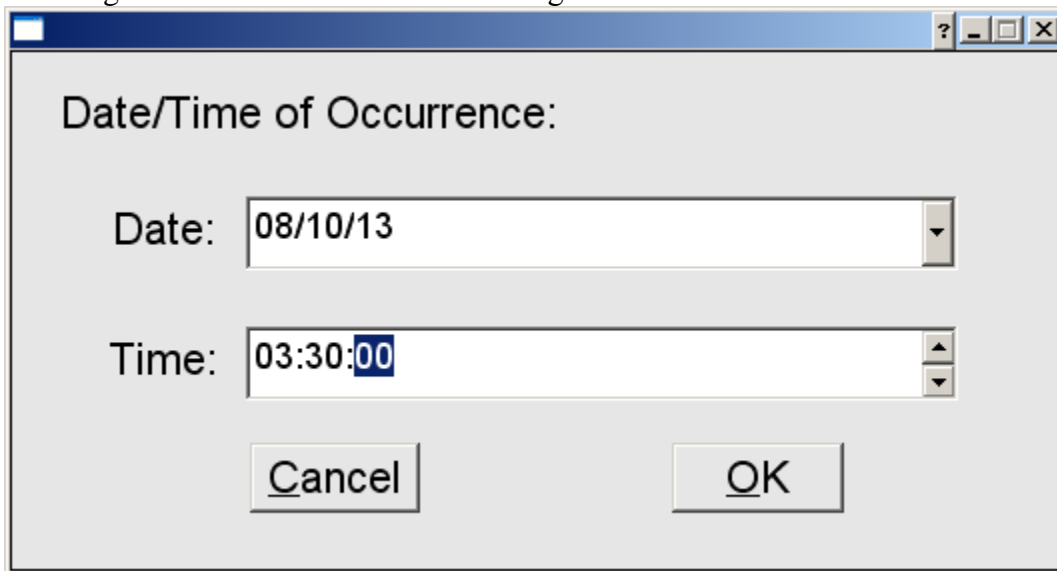
O2 Sat 96 08/11 16:50 LMF LVN

Allergies Immunizations

P. Allergy Reaction(s)

1 Penicillin

6. Change the date to “08/10/13” and change the time to “03:30:00”. Click “OK” to proceed



A dialog box titled "Date/Time of Occurrence:" with a standard Windows window border. It contains two input fields: "Date:" with the value "08/10/13" and "Time:" with the value "03:30:00". The "Time:" field has a blue selection highlight on the "00" seconds part. At the bottom are "Cancel" and "OK" buttons.

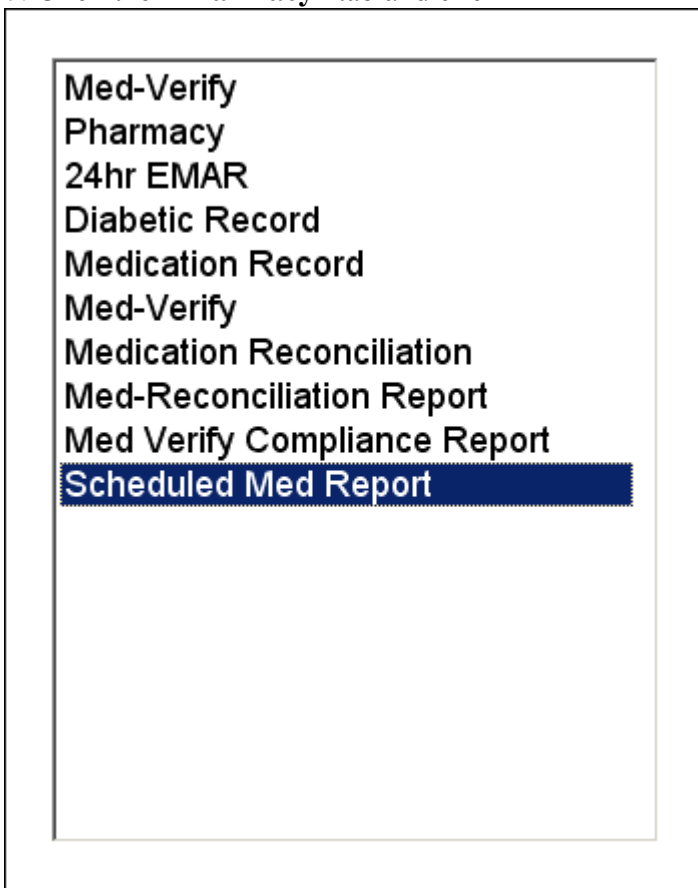
Date/Time of Occurrence:

Date: 08/10/13

Time: 03:30:00

Cancel OK

7. Click the “Pharmacy” tab and click “24hr EMAR”



A list of menu items within a window. The items are: Med-Verify, Pharmacy, 24hr EMAR, Diabetic Record, Medication Record, Med-Verify, Medication Reconciliation, Med-Reconciliation Report, Med Verify Compliance Report, and Scheduled Med Report. The "Scheduled Med Report" item is highlighted with a blue background.

Med-Verify
Pharmacy
24hr EMAR
Diabetic Record
Medication Record
Med-Verify
Medication Reconciliation
Med-Reconciliation Report
Med Verify Compliance Report
Scheduled Med Report

8. Click “CLINDAMYCIN”

CPSI System - ClientWare

File View Tools Help

FDX 2 1 TOUCH

24 HR MAR for CERVANTES ERIKA N (312336) Rev Dt: 08/10/13 Room: 804-1

DOB: 07/12/1986 Allergies Color Legend Order Legend

Start Dt/Tm Description Legend: S-Scheduled, G-Given, O-Omitted

Stop 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

0807 0955 M-M-R II VACCINE

0807 0955 0.5 ML X1

0807 0955 ADACEL (TDAP) 0.5ML SYRINGE

0807 0955 0.5 ML X1

0807 0955 SIMETHICONE (MYLICON) CHEW TAB : 80MG

0810 0955 2 TAB TID

G S G G

0808 0900 FUROSEMIDE (LASIX) INJ : 20MG/2ML

20 MG DAILY

S G

0807 1800 GENTAMICIN 120MG/NS 10 PREMIX IVPB*** *

0814 1800 200 ml/hr Q8H

S S G S G

0807 1800 CLINDAMYCIN IVPB View Components

100 ml/hr Q8H

S S G S G

PgDn +Day -Day Linked Sched PRN IV All Label Exit

9. You should see the date & time “08/10/13 03:30” blinking. If not, go back to step 5 and repeat again.

CPSI System - ClientWare

File View Tools Help

FDX 23 37 TOUCH

I.V. Medication for CERVANTES ERIKA N Room: 804-1

Medication, Dose /Schedule Last

CLINDAMYCIN IVPB C 08/11 02

100 ml/hr Q8H 1717 00

CLINDAMYCIN (900 MG View Components

D5W IV SOLN 1 100 ML

CLEOCIN 900 MG/D5W 100 ML

DOB: 07/12/1986 ACCT: 312336

Previous Administration Records

1.08/09 11:30 (MAC RN)	Givn:IV PIGGY	900 MG
2.08/09 20:01 (BER RN)	Givn:IV PIGGY	900 MG
3.08/10 14:11 (CMA RN)	Givn:IV PIGGY	900 MG
4.08/10 22:00 (YOK RN)	Givn:IV PIGGY	900 MG
5.08/11 06:03 (YOK RN)	Givn:IV PIGGY	900 MG
6.08/11 17:17 (CYN RN)	Givn:IV PIGGY	100 ML
08/10/13 03:30		

Up

Change Date & Time

Medication Given

Med Omitted or Discontinued

View ChartLink Data

Copy Forward and Discontinue

Amend Data

Results

Med Verify

Vw all Comps

Exit

Dwn

10. Click the “Medication Given” button in the middle

CPSI System - ClientWare

File View Tools Help

FDX 23 37 TOUCH

I.V. Medication for CERVANTES ERIKA N Room: 804-1

Medication, Dose /Schedule	Last
CLINDAMYCIN IVPB	C 08/11 02
100 ml/hr Q8H	1717 00
CLINDAMYCIN (900 MG	View Components
D5W IV SOLN 1 100 ML	
CLEOCIN 900 MG/D5W 100 ML	

DOB: 07/12/1986 ACCT: 312336

Previous Administration	Records
1.08/09 11:30 (MAC RN)	Givn:IV PIGGY 900 MG
2.08/09 20:01 (BER RN)	Givn:IV PIGGY 900 MG
3.08/10 14:11 (CMA RN)	Givn:IV PIGGY 900 MG
4.08/10 22:00 (YOK RN)	Givn:IV PIGGY 900 MG
5.08/11 06:03 (YOK RN)	Givn:IV PIGGY 900 MG
6.08/11 17:17 (CYN RN)	Givn:IV PIGGY 100 ML

08/10/13 03:30

Up

Change Date & Time

Medication Given

Med Omitted or Discontinued

View ChartLink Data

Copy Forward and Discontinue

Amend Data

Results

Med Verify

Vw all Comps

Exit

Dwn

11. Click “IV PIGGY”

CPSI System - ClientWare

File View Tools Help

FDX 19 1

I.V. Medication for CERVANTES ERIKA N Room: 804-1

Medication, Dose /Schedule	Last
CLINDAMYCIN IVPB	C 08/11 02
100 ml/hr Q8H	1717 00
CLINDAMYCIN (900 MG	View Components
D5W IV SOLN 1 100 ML	
CLEOCIN 900 MG/D5W 100 ML	

DOB: 07/12/1986 ACCT: 312336

RECTAL

SUBCUTANEOUS

TRANSDERMAL

ORAL

IV PIGGY

SUBLINGUAL

IM OPTIONS

IV PUSH

OTHER

Sched Dt: >

Sched Tm: >

Conn - Existing Site

Pain Flowsheet

Exit-No Update

Dose:

12. Enter “1” in the dose and press “Enter”

CPSI System - ClientWare

File View Tools Help

FDX 23 23

I.V. Medication for CERVANTES ERIKA N Room: 804-1

Medication, Dose /Schedule	Last	
CLINDAMYCIN IVPB	C	08/11 02
100 ml/hr Q8H		1717 00
CLINDAMYCIN (900 MG		View Components
D5W IV SOLN 1 100 ML		
CLEOCIN 900 MG/D5W 100 ML		

DOB: 07/12/1986 ACCT: 312336

Medication Site: IV PIGGY Comment:

RECTAL SUBCUTANEOUS OPTIONS TRANSDERMAL

ORAL IV PIGGY SUBLINGUAL

IM OPTIONS IV PUSH OTHER

Sched Dt: > Conn - Existing Site Pain Flowsheet

Sched Tm: >

Exit-No Update Dose: Add Comment Update

13. Select “EA”

Dosage Unit

Select dosage unit

MG

ML

EA

14. Click the blinking "Update" button

CPSI System - ClientWare

File View Tools Help

FDX 19 1

I.V. Medication for CERVANTES ERIKA N Room: 804-1

Medication, Dose /Schedule	Last
CLINDAMYCIN IVPB	C 08/11 02
100 ml/hr Q8H	1717 00
CLINDAMYCIN { 900 MG	View Components
D5W IV SOLN 1 100 ML	
CLEOCIN 900 MG/D5W 100 ML	

DOB: 07/12/1986 ACCT: 312336

Medication Site: IV PIGGY Comment:

RECTAL SUBCUTANEOUS OPTIONS TRANSDERMAL


ORAL IV PIGGY SUBLINGUAL

IM OPTIONS IV PUSH OTHER

Sched Dt: > Conn - Existing Site Pain Flowsheet

Sched Tm: >

Exit-No Update Dose: 1 EA Add Comment



15. Click the blue date & time to finish

CPSI System - ClientWare

File View Tools Help

FDX

MONTEREY PARK HOSPITAL Signed On Emp: STW Dept: 261

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Flow Charts Discharge Medical Records Diabetic Record Pharmacy ChartLink Medact Reports

Printing Electronic Forms MultiDisc End of Shift Transfer Order Entry Education Re

Patient Location: Select Location Chart Type: OB-G

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Allergies Immunizations

P..	Allergy	Reaction(s)
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O2 Sat	96	08/11 16:50	LMF LVN

