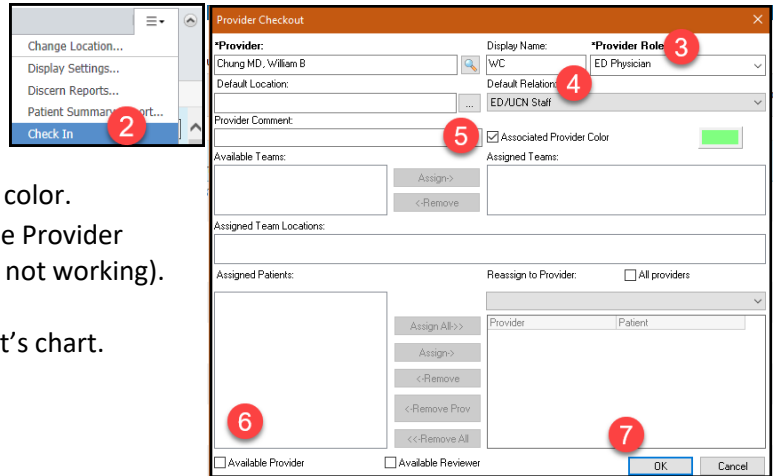


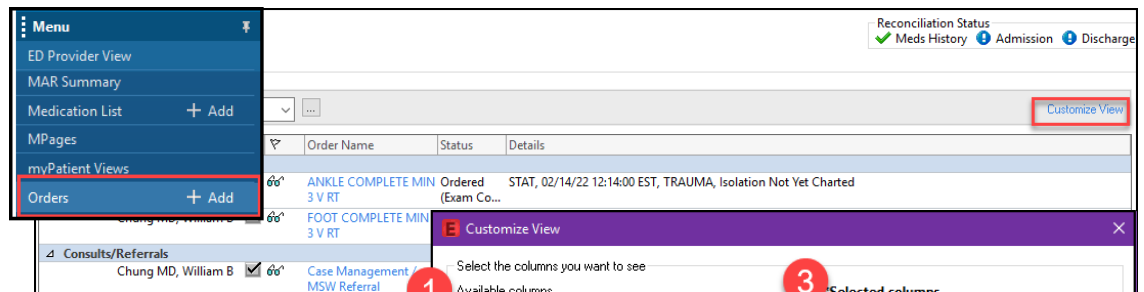
Logging In

1. Log in to FirstNet.
2. Select **Check In**.
3. Select Provider Role: **ED Physician, MLP or Resident**.
4. Select Default Relation: **ED/UCN Staff**.
5. Click **Associated Provider Color** and select a color.
6. Uncheck **Available Provider** (Leave Available Provider checked if you are working; uncheck if you are not working).
7. Click **OK**.
8. Click on the patient's name to open the patient's chart.

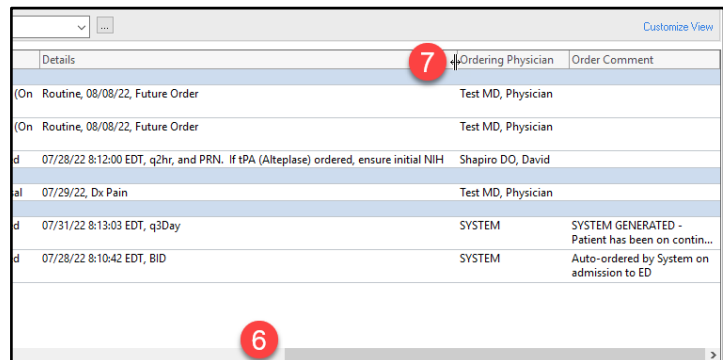
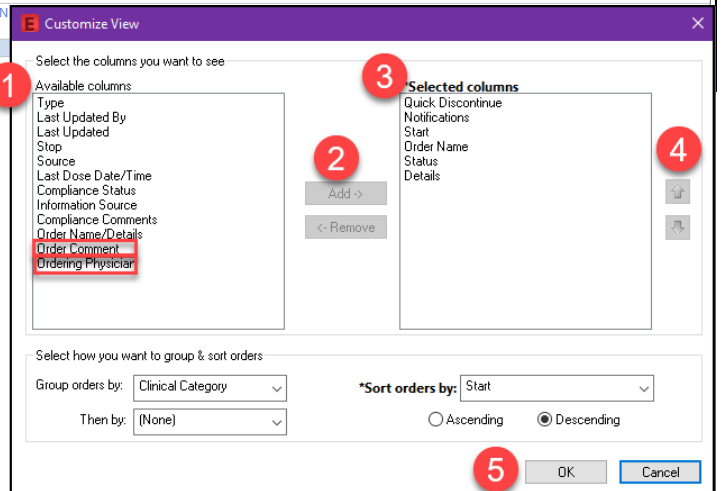


Orders Page Customizations

On the dark blue menu on the left side of the page of the patient's chart, select **Orders** to go to the Orders page. Click **Customize View** to bring up a Customize View window that allows the user to make customizations to the Orders Flowsheet.

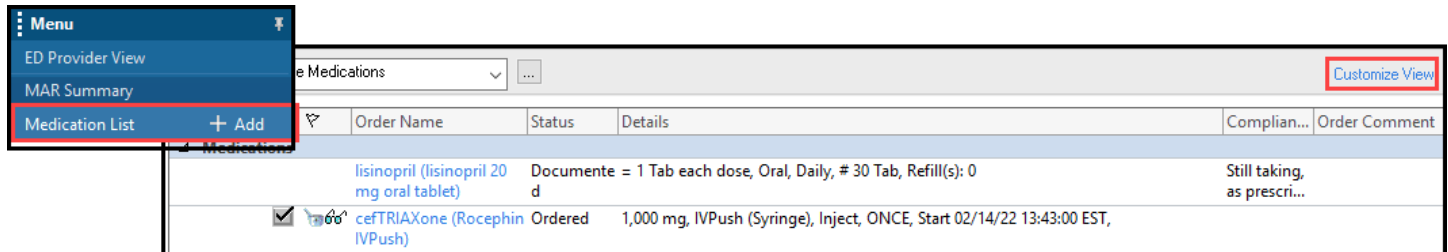


1. Hold the Ctrl button and select **Ordering Physician** and **Order Comment**.
2. Click on **Add**.
3. **Ordering Physician and Order Comment** will show in ***Selected columns**.
4. Choose the up or down arrow to order the columns (optional).
5. Select **OK**.
6. At the bottom of the Orders page, move the scrollbar to the right.
7. Hover over the vertical line next to Ordering Physician until the cursor changes to two vertical lines. Click on the line and drag it closer to Details.
8. Move the scrollbar back to the left to ensure that all columns now fit on the page. The scrollbar should disappear.

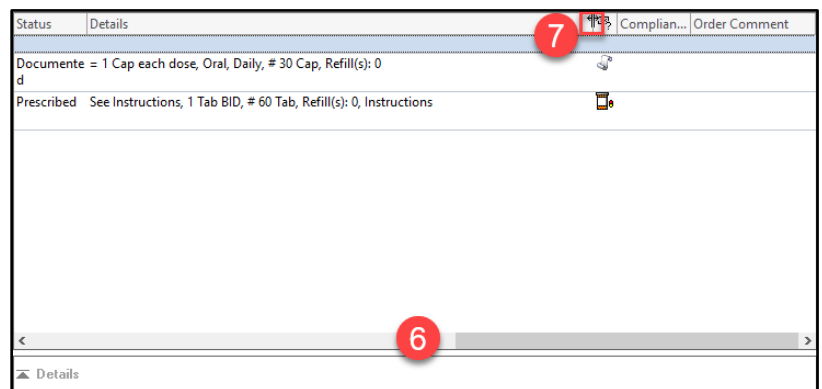
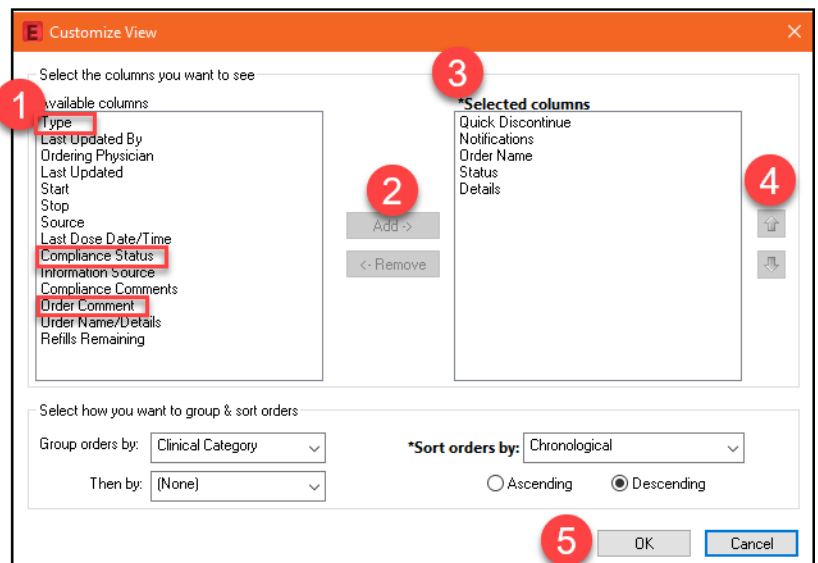


Medication List View

On the dark blue menu on the left side of the page of the patient's chart, select **Medication List** to go to that page. Click **Customize View** to bring up a Customize View window that allows the user to make customizations to the Medication List.

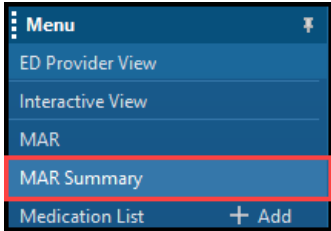


1. Hold the Ctrl button and Select **Type**, **Compliance Status**, and **Order Comment**.
2. Click on **Add**.
3. Type, Compliance Status and Order Comment will show in ***Selected columns**.
4. Choose the up or down arrow to order the columns (optional).
5. Select **OK**.
6. At the bottom of the Medication List page, move the scrollbar to the right.
7. Hover over line next to the Type symbol until the cursor changes to two horizontal lines. Click on the line and drag it closer to Details.
8. Move the scrollbar back to the left to ensure that all columns now fit on the page. The scrollbar should disappear.

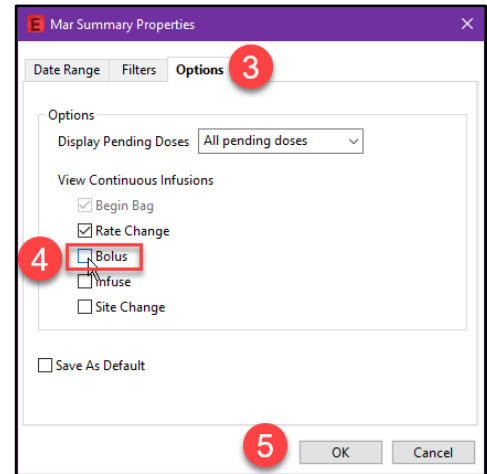
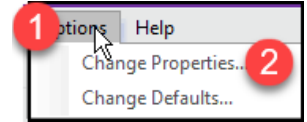


MAR Summary

On the dark blue menu on the left side of the page of the patient's chart, select **MAR Summary**.



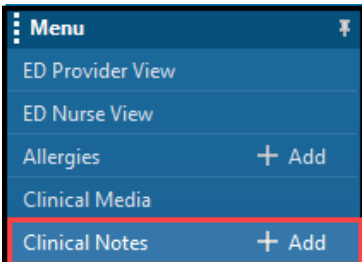
1. Click **Options** in the gray toolbar at the top of the page.
2. Click **Change Properties**.
3. In the Mar Summary Properties Window that opens, click on the **Options** tab.
4. Check **Bolus**.
5. Click **OK**.



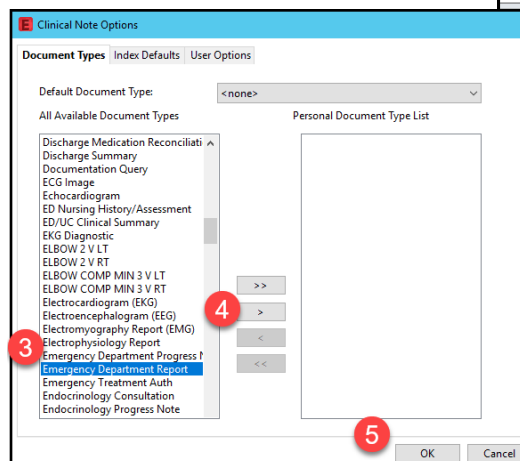
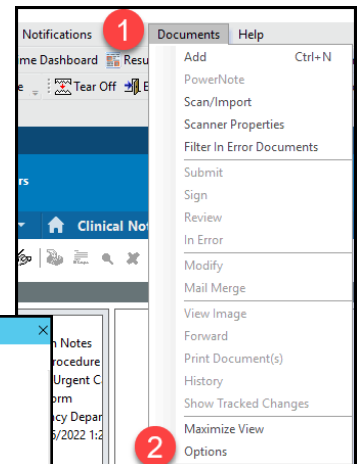
This ensures that all medications that had been given to the patient within the last 4 days at another Munson facility utilizing Cerner can be viewed within the MAR Summary.

Clinical Notes

On the dark blue menu on the left side of the page of the patient's chart, select **Clinical Notes**.



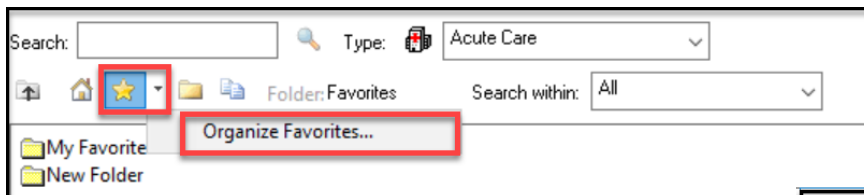
1. Click **Documents** in the gray toolbar at the top of the page.
2. Click **Options**.
3. Select **Emergency Department Report** and/or **Urgent Care Report**.
4. Click **>**.
5. Select **OK**.



Configuring Favorite Folders

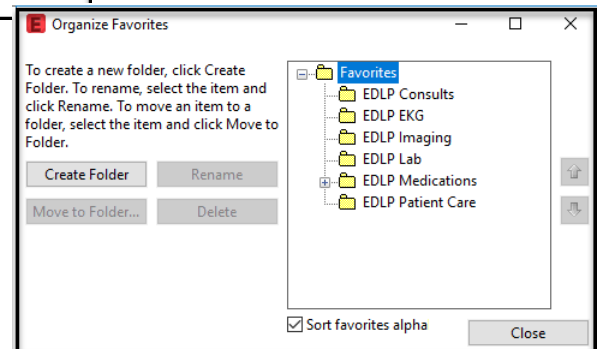
For personal order favorites to appear in the LaunchPoint Patient Summary Tabs, the folder names must match the folder names defined in the configuration. If personal favorite folders are not already configured, you must configure them.

From the orders menu, click **add order**. Select the **drop-down arrow** next to the Star/Favorites icon, click **Organize Favorites...**

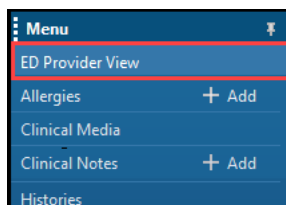


- In the Add Favorites dialog box, click **Create Folder**.
Note: If you have an existing folder(s), you can simply rename it. i.e., Lab Folder, could be renamed to EDLP Lab
- Enter the folder names exactly (case sensitive) as they are displayed below and click **CLOSE**.

a. EDLP Consults	d. EDLP Lab
b. EDLP EKG	e. EDLP Medications
c. EDLP Imaging	f. EDLP Patient Care



Provider View Customizations

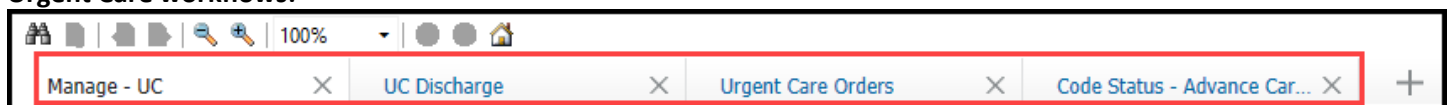


On the dark blue menu on the left side of the page of the patient's chart, select **Provider View**. On the tabs below the blue banner bar, confirm the following four workflows (click the X next to the rest of the tabs to discard):

Emergency Department workflows:



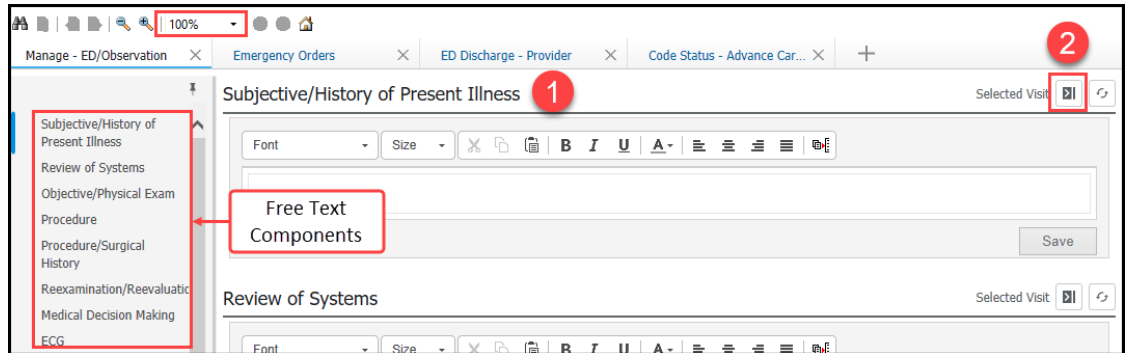
Urgent Care workflows:



Contextual View

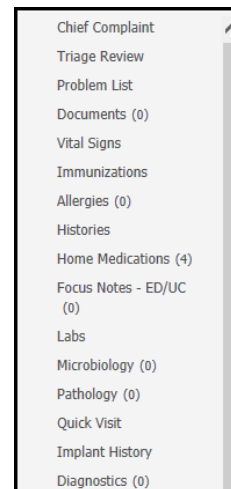
1. On any of the workflow MPages in the Provider View, scroll to find a free text component.
2. Click on the **Contextual View Icon**.

Note: If the icon does not display, the user may need to reduce the magnification settings.



Customizing Components in Workflow MPage(s)

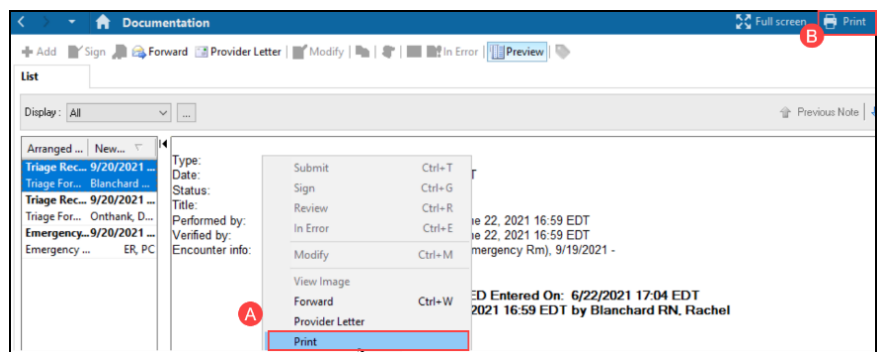
To rearrange a Component: Left Click and drag to the preferred order.
Suggested Manage Workflow order:



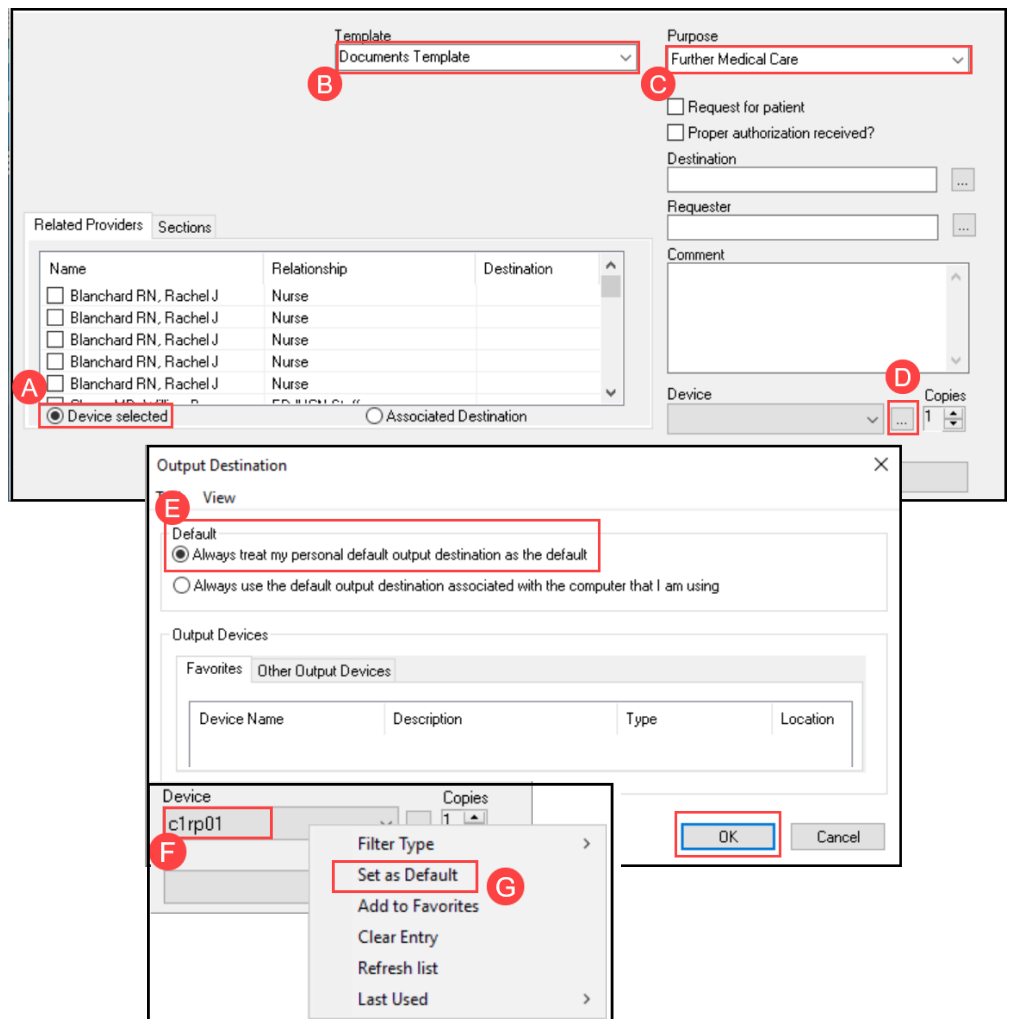
Printer Setup

Medical Record Request (MRR) printing: MRR

1. Navigate to the document and:
 - a. **Right Click** in the document, **select print** or
 - b. Click the **printer icon** from the toolbar.
2. Once the MRR window is open, **select:**
 - a. **Device selected**
 - b. Template: **Documents Template**

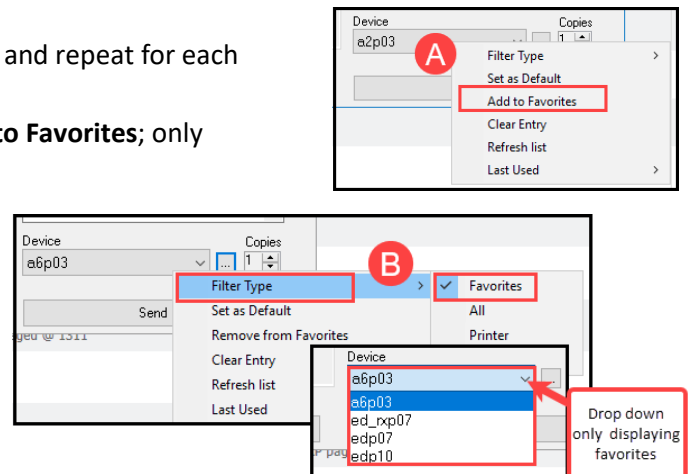


- c. Purpose: **Further Medical Care**
- d. **Click the ellipsis**, opening the Output Destination window.
- e. **Set the Default** to: *Always treat my personal default output destination as the default*. Click **OK**.
- f. Device: Scroll to find and **select the printer** you most frequently print to. (For additional details on printer names at your facility, visit Clinical EHR Education > Provider Discharge > ED and UC Printer Names.)
- g. **Right-click on the Device name**, click **Set as Default** (this also adds the printer to your favorite list).



Configuring Multiple Printers

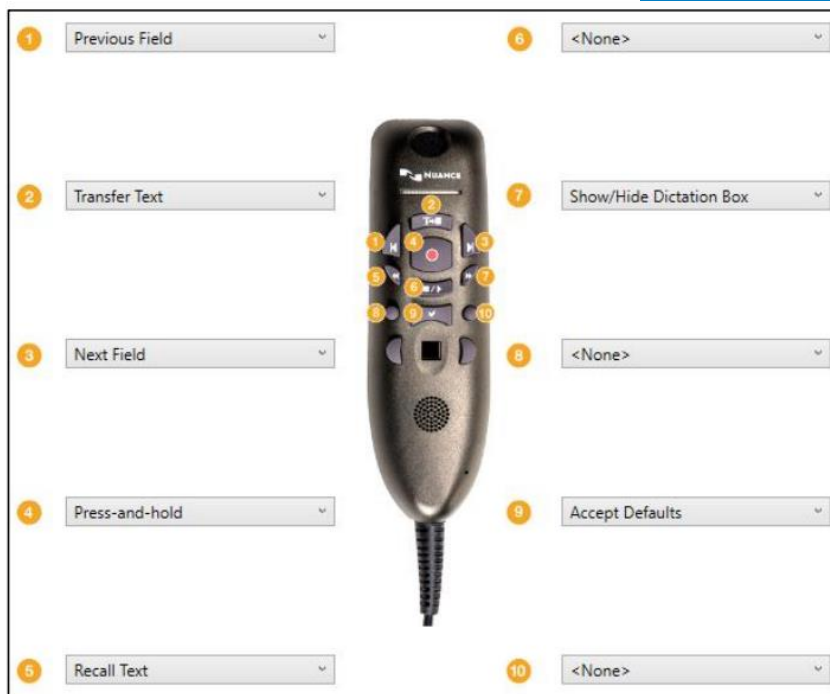
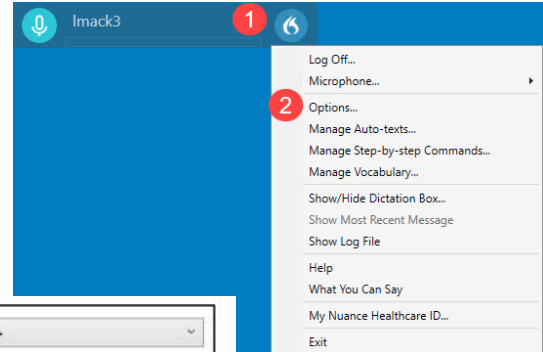
3. **Select the Device name** (repeat step F above)
 - a. **Right-click the Device name** click **Add to Favorites** and repeat for each printer until all your printers have been added.
 - b. **Right click on Device** and **change your Filter Type to Favorites**; only favorites will display in the Device drop down.



Dragon Medical One

Dragon Medical One customizations (the PowerMic must be attached to access all options):

1. Open the application and click the flame icon.
2. Select **Options**.
3. Within the General section select **Optimize for Rapid Navigation**.
4. Within the Dictation Box section select **Formatted Text**.
5. Within the Microphone Buttons section make the following selections:



6. Click **Apply All**.