FirstNet Customizations for Urgent Care Clinical Staff

Login and Check In

1. Log in to FirstNet.
2. **Check In**.
3. Select Provider Role: all clinical staff choose **ED Nursing Staff**.
4. Select Default Relation: **ED/UCN Staff**.
5. Check ☑ **Associated Provider Color**.
6. Uncheck ☐ **Available Provider** (unless you are working and should be checked in).
7. Click **OK**.
8. Use Waiting Room filter with the **All Beds** tab to view all patients (add the Empty Beds filter when moving patients).
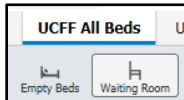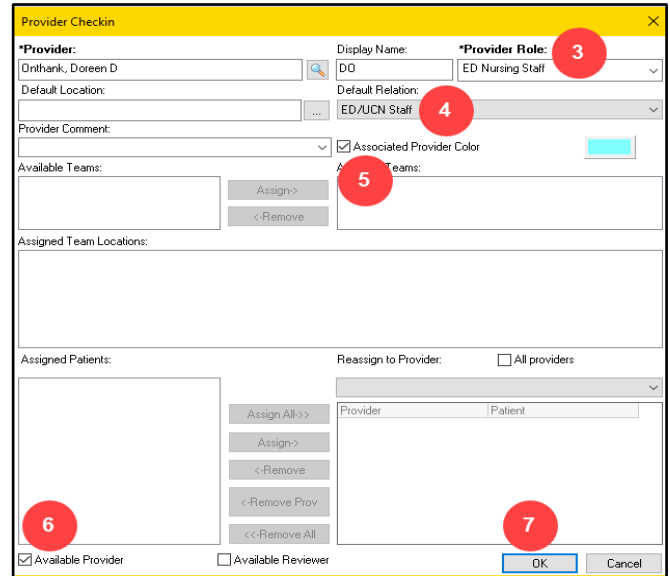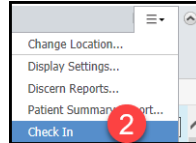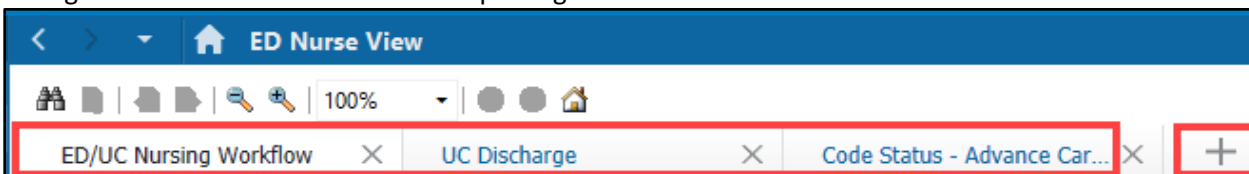
9. Click on a patient's name to open the patient's chart to ED Nurse View section of the patient's chart.
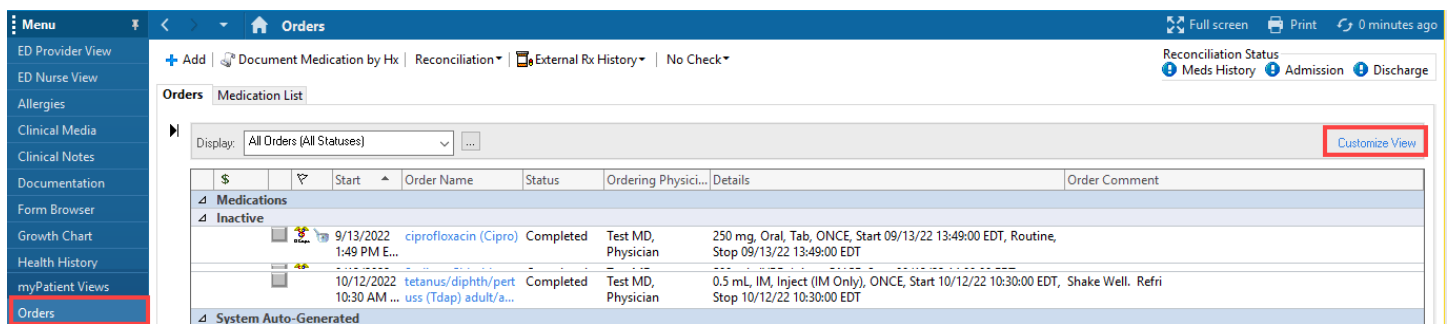
Nurse View Customizations

Configure with the tabs shown. Use the plus sign to add tabs. Click the X next to a tab to discard tabs.
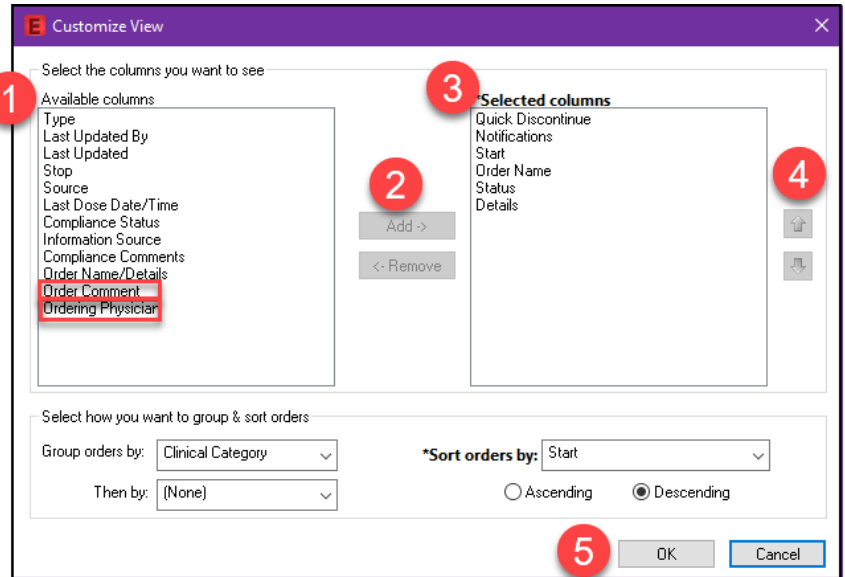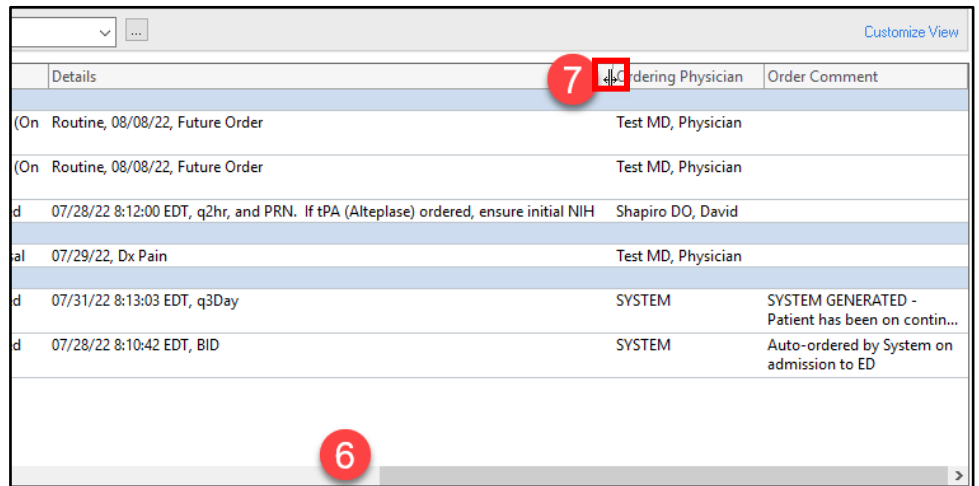
Orders Page Customizations

- Select **Orders** to go to the Orders page.
- Click **Customize View.**

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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**.
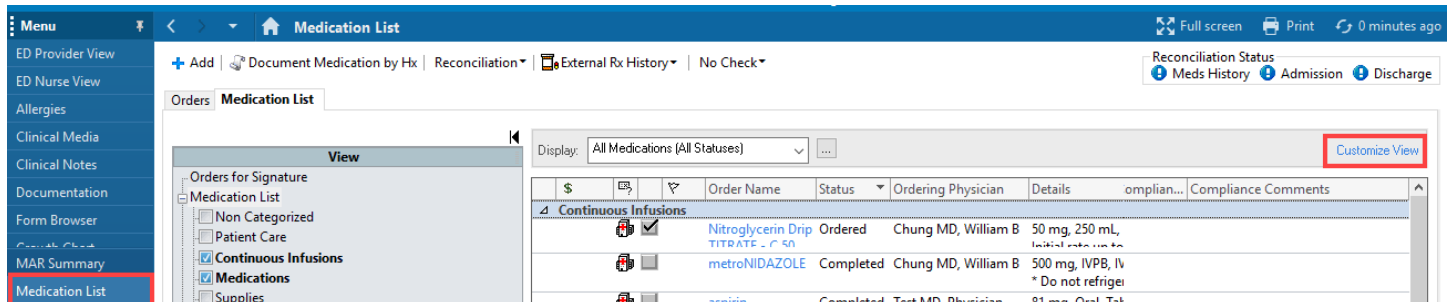4. Use the up or down arrows to order the columns
5. Select **OK**.

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 column.
8. Move the scrollbar back to the left to ensure that all columns now fit on the page. The scrollbar should disappear.
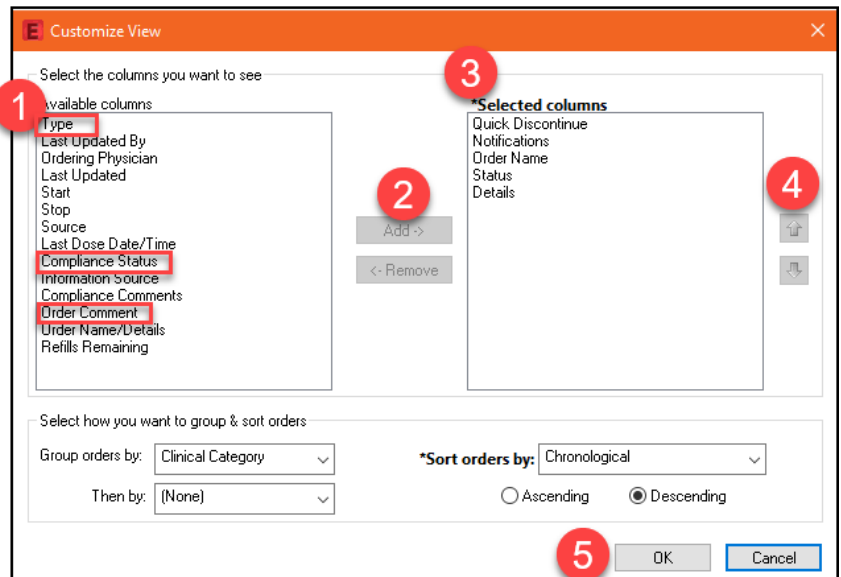

Medication List Customizations

- Open to **Medication List.**
- Click **Customize View.**

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. Use the up or down arrows 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 column.
8. Move the scrollbar back to the left to ensure that all columns now fit on the page. The scrollbar should disappear.

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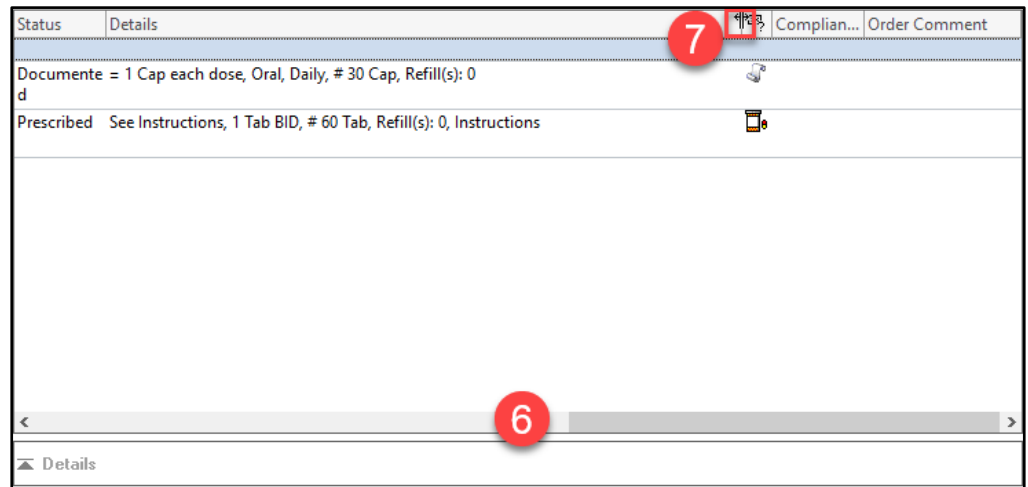
Allergies

Open the patient's chart to **Allergies.**
- Use the **Filter by Status** drop down arrow to set to **Active** to see current allergies, or to **All** to see current and canceled allergies.


Click **Add**
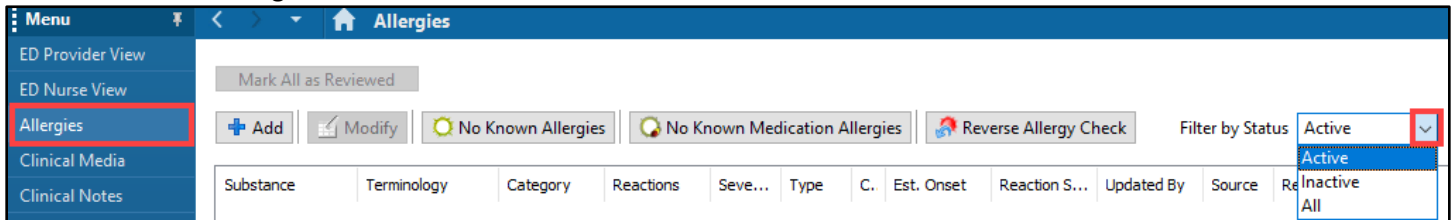
1. Click in the **Substance** box.
2. Right-click on the **Common Drug Allergies** folder towards the bottom of the page.
3. Click on **Set as Home Folder**.

Clicking in the **Substance** box after this will cause a list of the most common drug allergies to show at the bottom of the page. Double click on one of these substances to pull it into the Substance box.
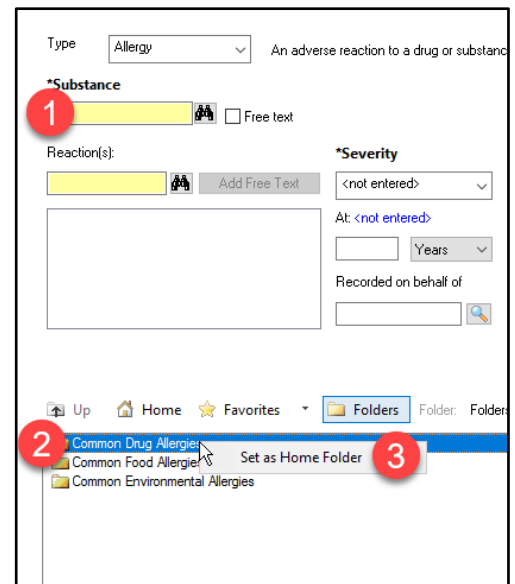
4. Click in the **Reaction(s)** box.
5. Right-click on the **Common Reactions** folder towards the bottom of the page.
6. Click **Set as Home Folder**.

Clicking in the **Reaction(s)** box after this will allow the most common reactions to show in the box at the bottom of the page. Double click on one of these reactions to pull it into the box under **Reaction(s)**.
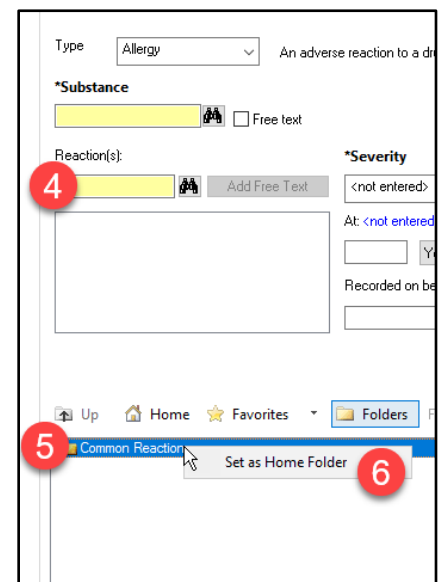
MAR Summary

Open the patient's chart to **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**.
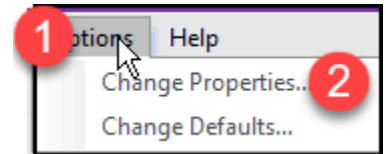
This ensures that all medications that had been given to the patient within the last 4 days at another Munson facility utilizing Cerner can be viewed within the MAR Summary.
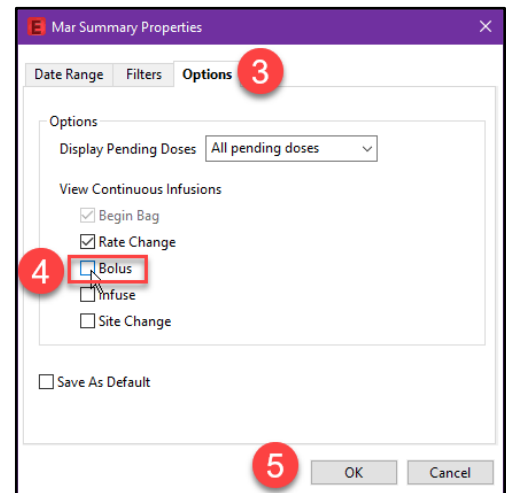
Patient Pharmacy

If [Patient Pharmacy] does not show in the top gray toolbar:

1. Click on the double arrows at the far right of the gray toolbar.
2. Click **Add or Remove Buttons**.
3. Click **Customize**.
4. Ignore the Customize Tool Bars window that pops up. Find the **Patient Pharmacy** button now located in the gray toolbar and click and drag next to **Medication Administration**.
5. Click **Close** on the Customize Tool Bars window, and the gray toolbar will go back to its standard appearance, with **Patient Pharmacy** now visible within the toolbar.
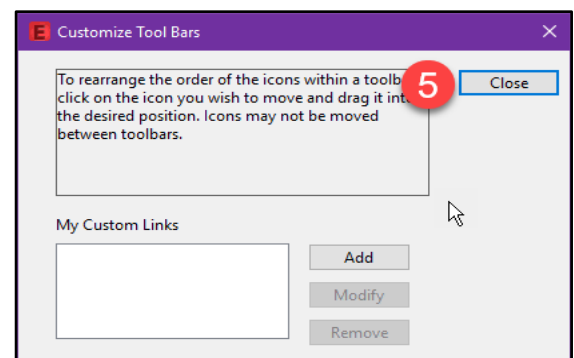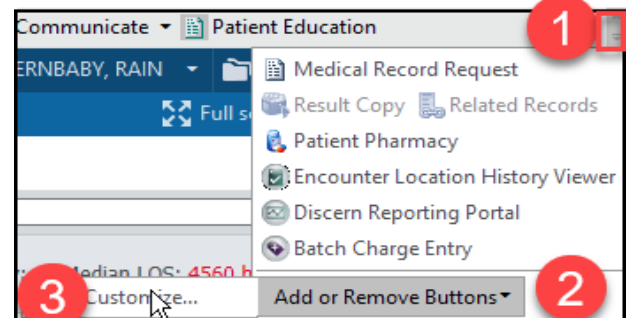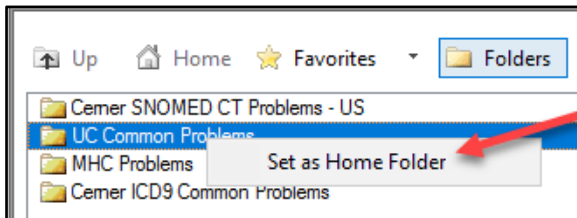
Set UC Common Problems Folder as Home Folder

1. From within the **Urgent Care Intake** form open **Problems and Diagnosis** from the navigator.
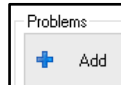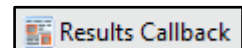
2. Click the **Add** button under Problems.

3. At the bottom of the Problems window, right click on **UC Common Problems** folder.

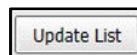4. Click **Set as Home Folder.**

Results CallBack Set Up for Charge Nurses

1. From the main toolbar at the top of the screen click on the **Results CallBack** button.

2. Configure **Criteria Lists, Facilities,** and **Locations** as shown below.

3. Click **Update List** after each view configuration.

   a. Use the dropdown arrow daily to check **Follow Up**; then change back to UC Lab Callbacks . There is no need to reset the Facilities and Locations options when switching between Criteria Lists options.

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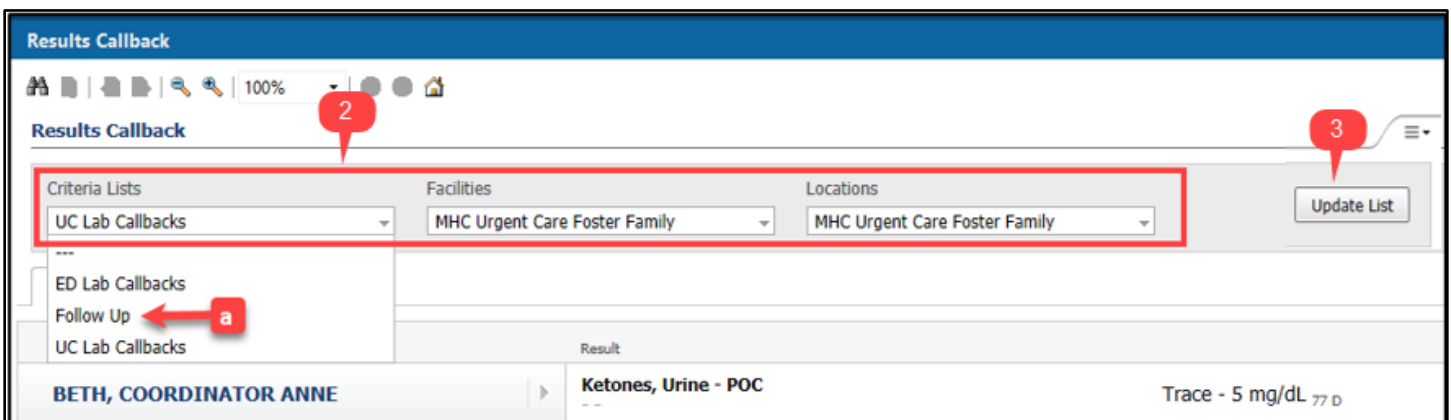
Printer Setup

Medical Record Request (MRR) printing: MRR
1. Navigate to the document and:
   a. Right Click in the document and 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 to open 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 > Clinical Staff Discharge > ED and UC Printer Names.)
   g. Right-click on the Device name and select **Set as Default.** This adds the printer to your favorite list.
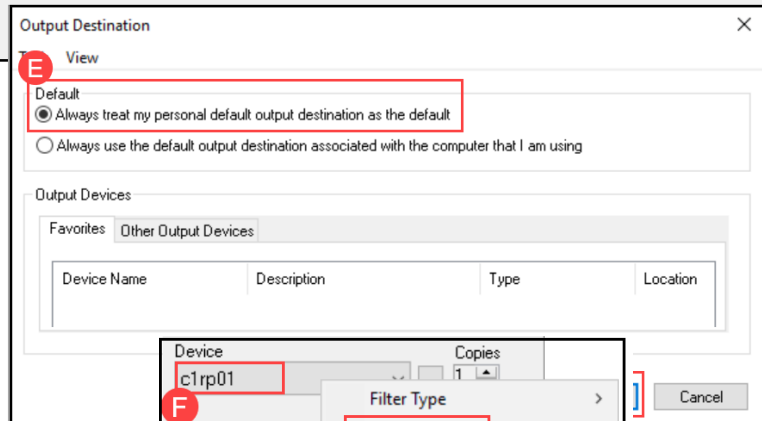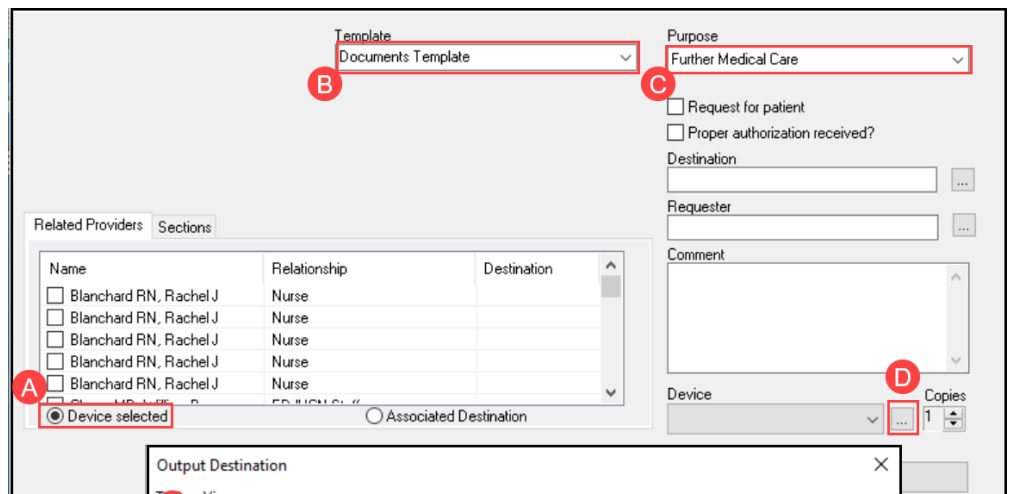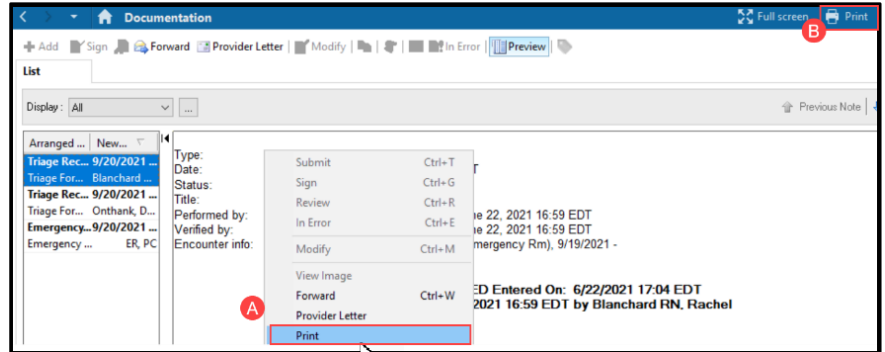
Configuring Multiple Printers

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