

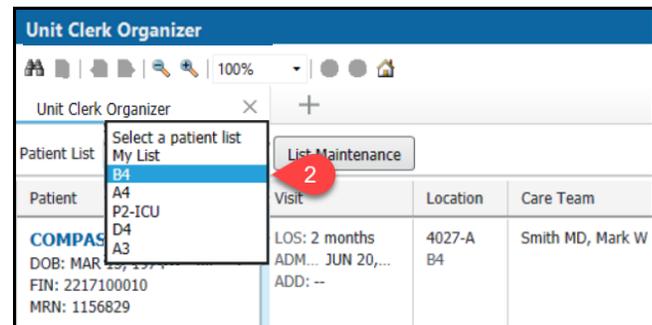
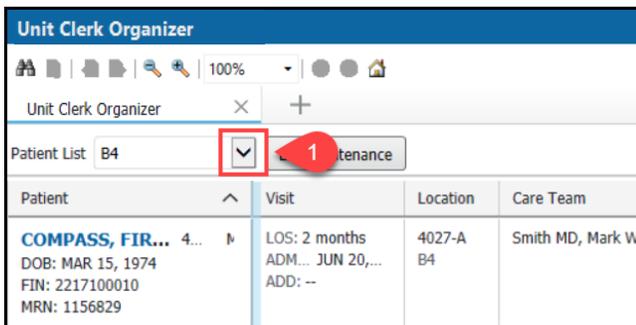
Overview

The Unit Clerk Organizer is an electronic patient list that organizes the user's workflow by providing a variety of information about the patient without having to open their chart.

Patient List Drop-Down

To view the appropriate list of patients, the correct patient list needs to be selected:

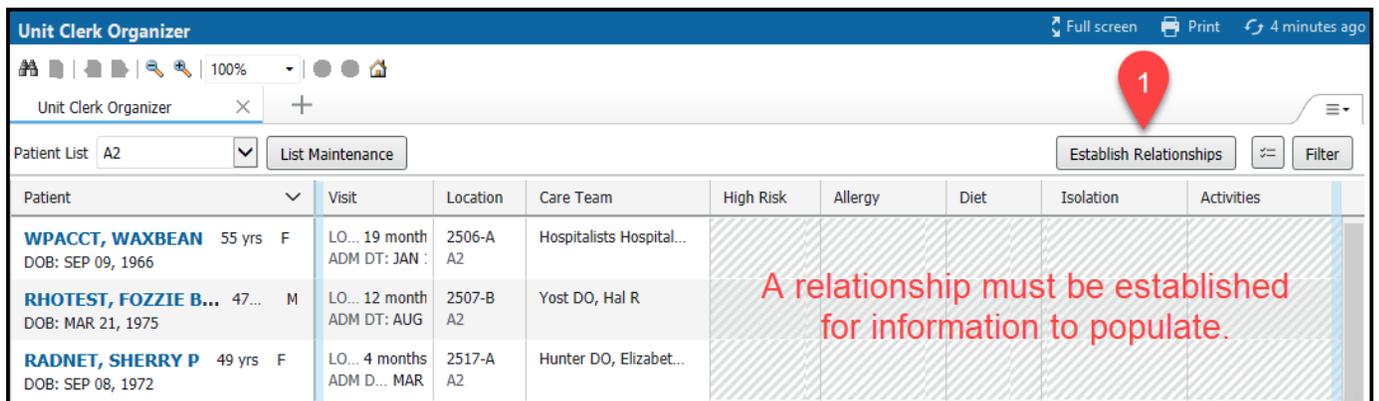
1. Click the **Patient List** drop-down.
2. Select the correct patient list.



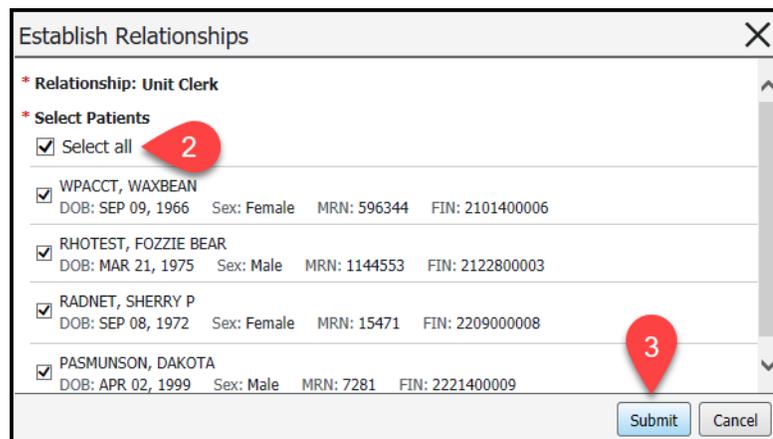
Establish Relationship

To view the information in the columns you must establish a relationship with the patients.

1. Click on the **Establish Relationship** button.



2. Check the **Select all** box.
3. Click the **Submit** button.

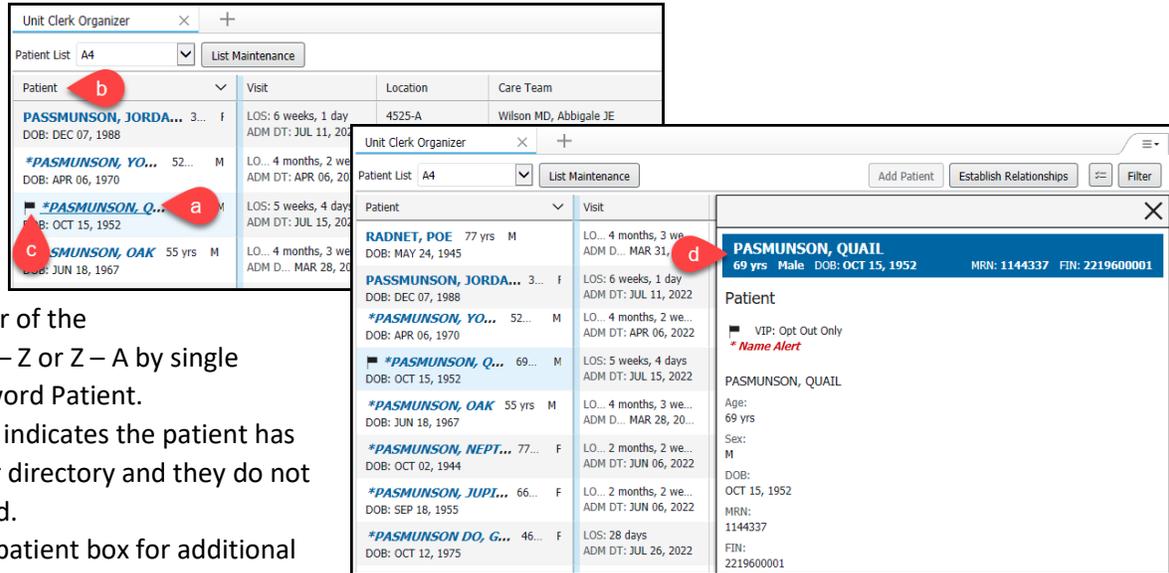


Columns

The Nursing Assistant Organizer is divided into 14 columns. The associated box in each column will pull forward additional information once clicked:

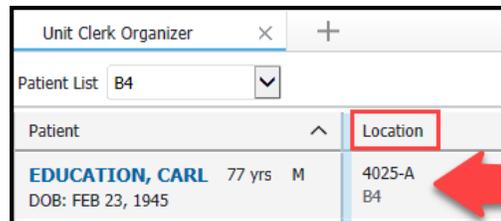
1. Patient

- a. Single click on the patient's name hyperlink to get into the patient's chart.
- b. Re-sort the order of the patients from A – Z or Z – A by single clicking on the word Patient.
- c. A black flag icon indicates the patient has opted out of our directory and they do not want to be found.
- d. Click within the patient box for additional information.



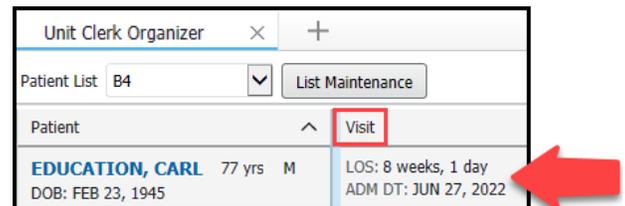
2. Location

- a. Shows the patient's room number, bed, and location.



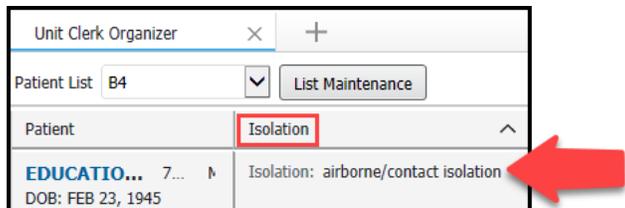
3. Visit

- a. Will show LOS (Length of Stay) and ADM (Admission Date) face-up.



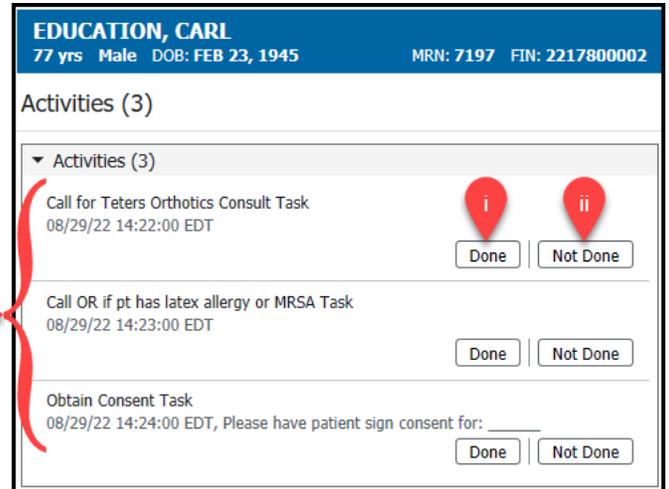
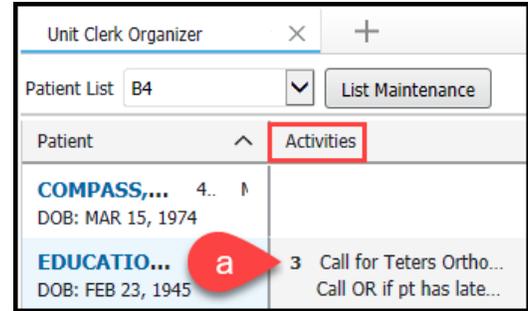
4. Isolation

- a. If the patient is in isolation, the type of isolation will display in the box.



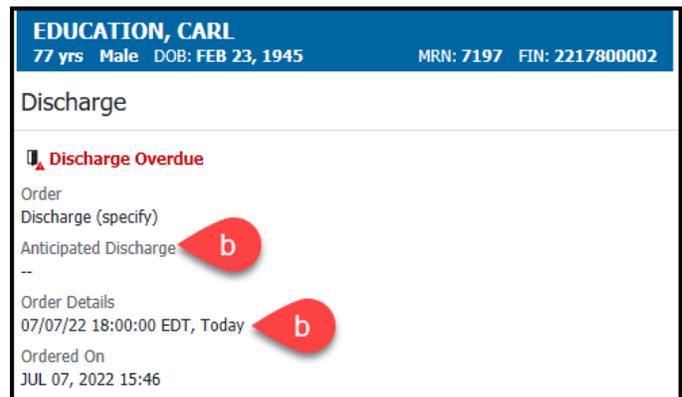
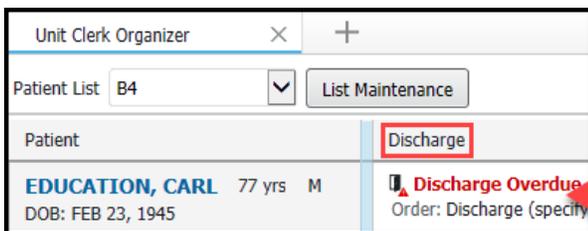
5. Activities

- a. Within the Activities box are tasks. Tasks are charting reminders that have been generated by admission to unit or orders. If there are tasks due, the number and name(s) of the tasks will appear in the box. Click within the box to open the tasking window.
 - i. Unit Clerks only see the tasks that apply to them.
 - ii. Once a Task is completed it will be removed from the list.
 - iii. Overdue tasks show up in red either 31 or 61 minutes after they are due.
- b. The tasking window will show the tasks that you have due. To complete a task, you have two options:
 - i. **Not Done** - used when a task is not completed.
 - ii. **Done** - used when task is completed.



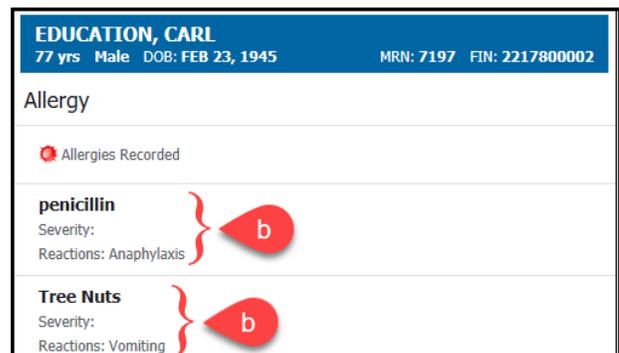
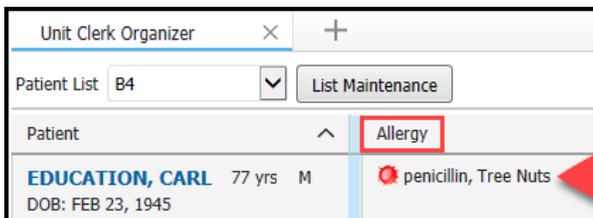
6. Discharge

- a. When the patient has an order for discharge the word 'Discharge' will appear in the box. Click within the box to see additional information.
- b. The details box will show information related to the discharge order.



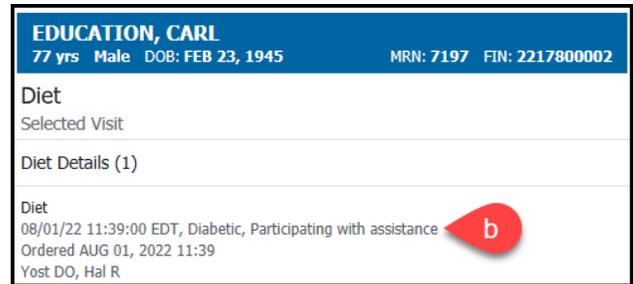
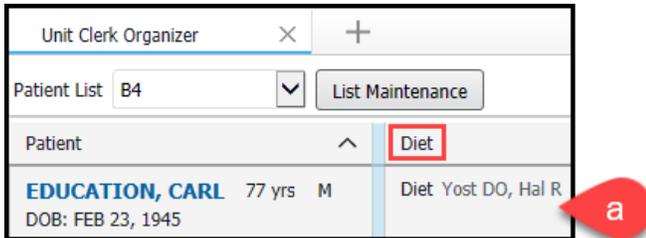
7. Allergy

- a. Icons and allergies will appear face-up in the box to identify if the patient has No Known Allergies, No Known Medication Allergies, Allergies or No Allergies Recorded. Click within the box for additional information.
- b. Severity and reaction will appear in the details box.



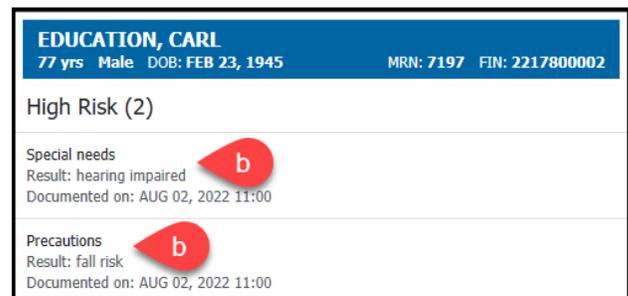
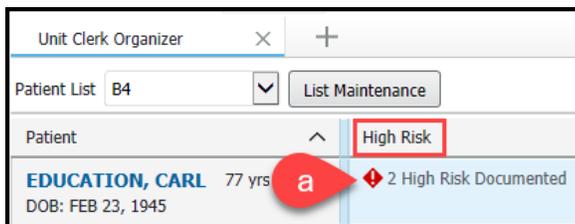
8. Diet

- When the patient has a diet ordered the word 'Diet' and the ordering provider will appear face-up in the box. Click within the box for additional information.
- The details box will show information related to the diet order.



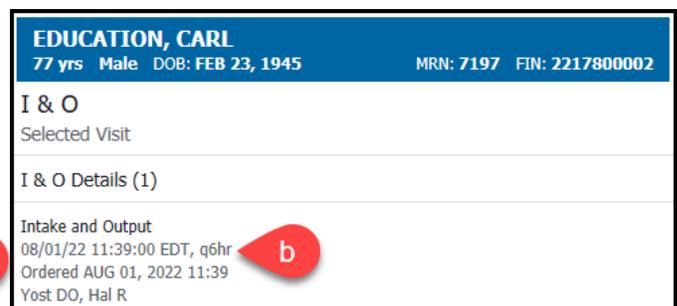
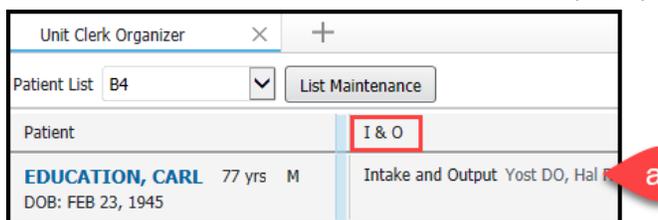
9. High Risk

- The high risk icon and the number of high risk items will appear in the box. Click within the box for additional information.
- High risk items appear in the details box.



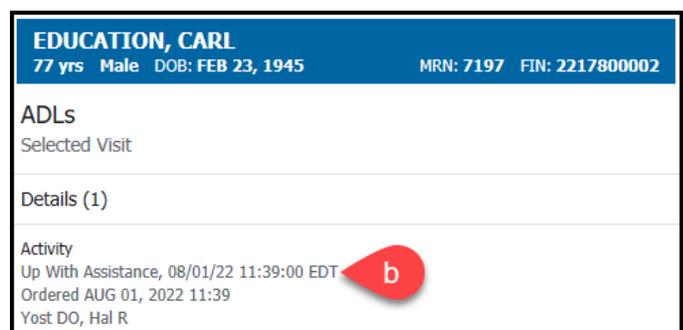
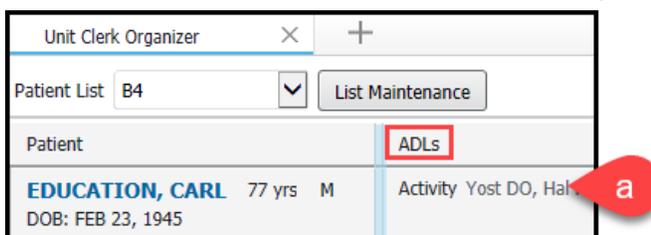
10. I & O

- When the patient has intake and output orders the words 'Intake and Output' and the ordering provider will appear face-up in the box. Click within the box to see additional information.
- The details box will show the ordered frequency.



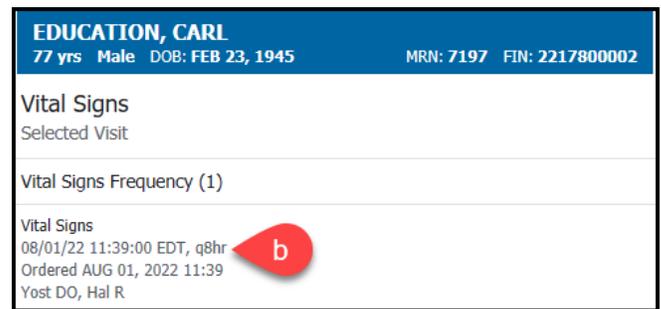
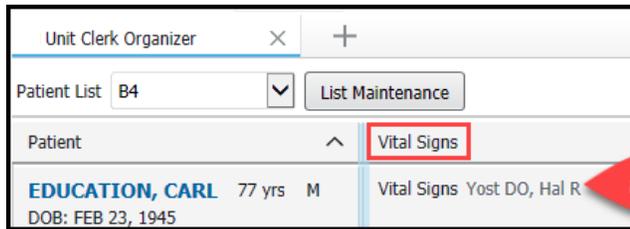
11. ADLs

- When the patient has activity orders the word 'Activity' and the ordering provider will appear in the box. Click within the box for more information.
- The details box will show the ordered activity.



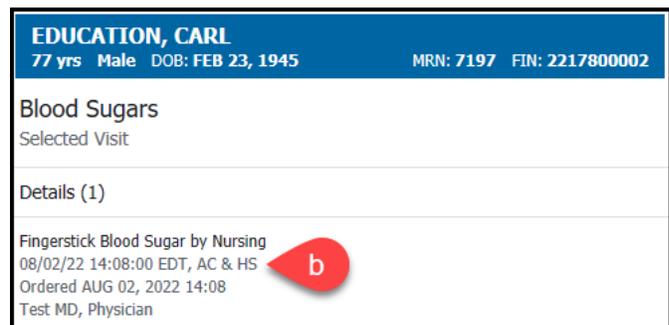
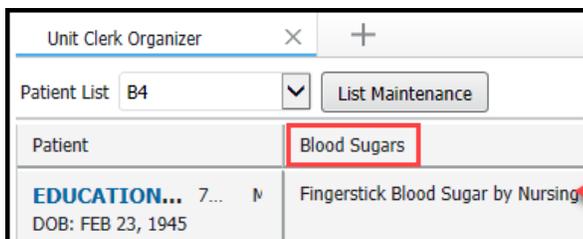
12. Vital Signs

- When the patient has vital signs ordered the words 'Vital Signs' and the ordering provider will appear face-up in the box. Click within the box for additional information.
- The details box will show the ordered frequency.



13. Blood Sugars

- When the patient has blood sugars ordered 'Fingerstick Blood Sugar by Nursing' will appear in the box. Click within the box for additional information.
- The details box will show the ordered timeframes.



14. Care Team

- Initially appears blank, click within the box to set the column to display the information.
- Select Display Physician. This will display the admitting physician face up on the Unit Clerk Organizer.
- The Display Nurse and Assigned Nurses area are not functioning at this time.

