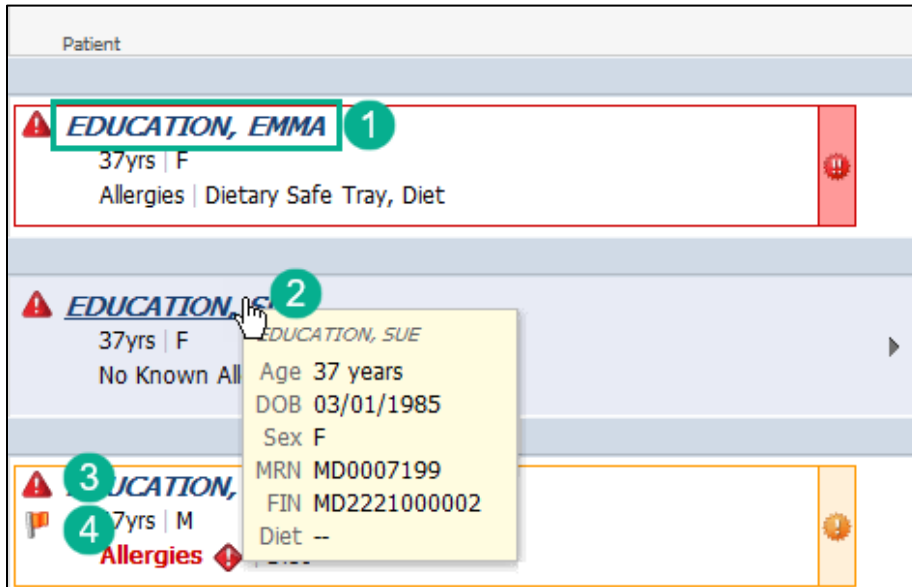
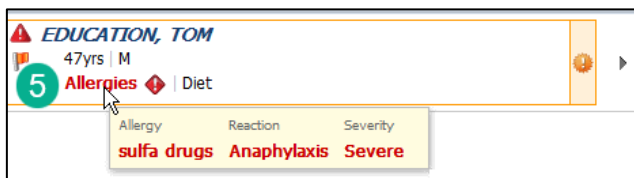


**Patient Column Functions**

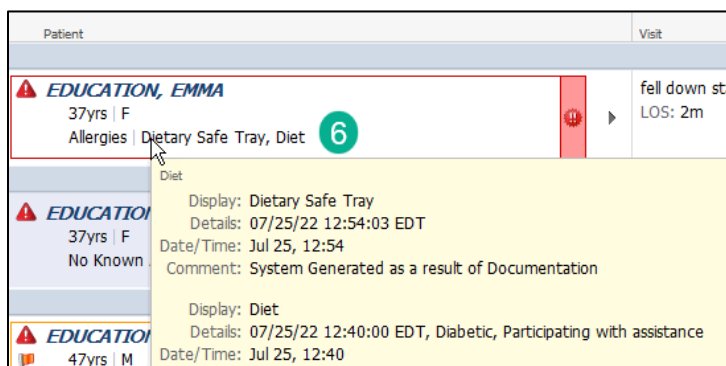
1. Clicking on the patient's name will open the chart.
2. Hovering over the patient's name will display additional information: Age, DOB, Sex, MRN, FIN, Diet.
3. Hovering over the High Risk icon will display any documented high risks known for the patient.
4. Hovering over the Confidential icon displays the patient's VIP status.



5. Hovering over Allergies will display a list of the patient's allergies with corresponding reaction and severity level.
  - o Allergies written in red text indicate an allergy with a Severity level of Severe.

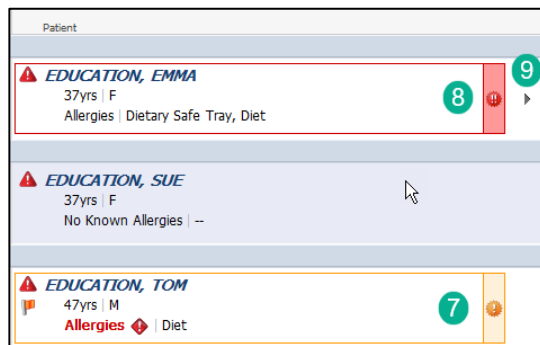


6. Hovering over diet will display diet type.

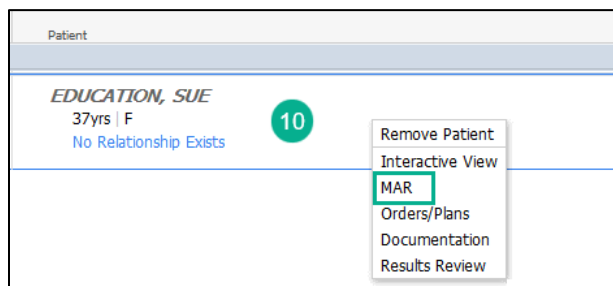


**Patient Column (continued)**

7. An orange highlight box around patient's name and icon indicates new results and/or orders.
  - o Clicking on the icon will display the results and/or orders.
8. A red highlight box around the patient's name and icon indicates new critical results and/or STAT/Now orders.
  - o Clicking on the icon will display the results and/or orders.
9. Hover in the Patient Column. An arrow will appear on the right. Clicking on the arrow will open the Activities column.

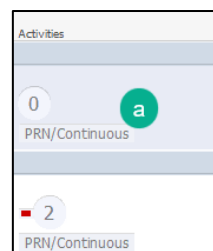
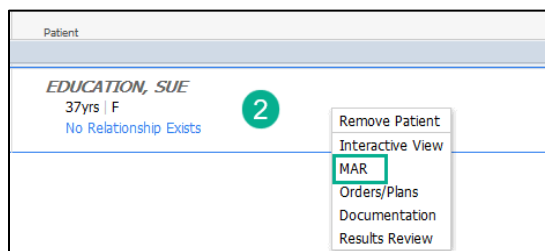
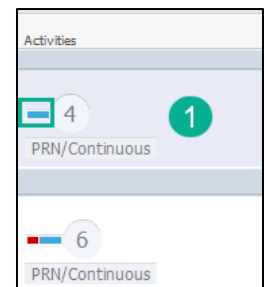


10. Right click in the patient name column to open shortcut links to specific areas of the patient's chart, including the MAR.



**Documenting Medications**

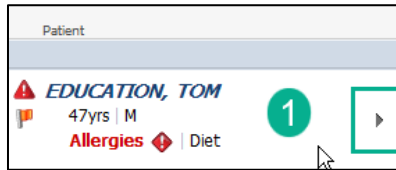
1. A blue line in the Activities Column indicates medications that are currently due.
  - a. A red line is overdue tasks and medications.
  - b. A gray line is overdue other tasks.
2. Right click in the patient's name box and selects MAR. Document medication.
  - a. Refresh CareCompass and blue line will be gone if all medications that were due have been administered.



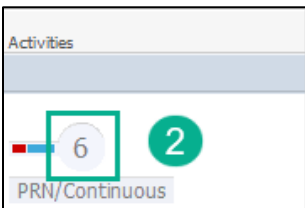
## Opening the Activities Column

There are multiple ways to open the Activities Column.

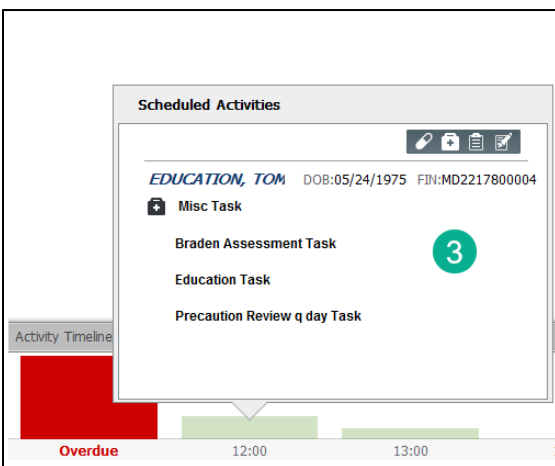
1. Hover in the Patient Column. An arrow will appear on the right. Click on the arrow to open the Activities column.



2. In the Activities Column, click on the circled number to view tasks.

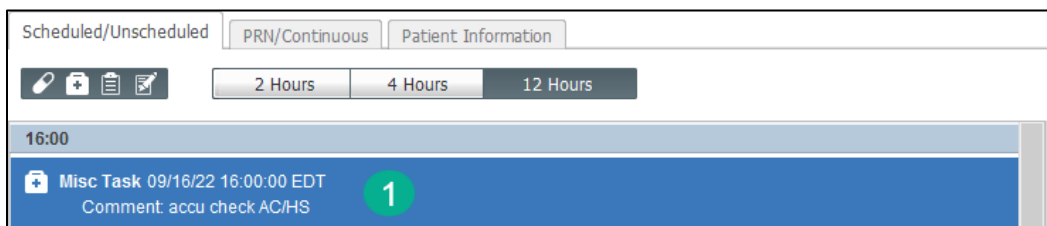


3. Click on the green/red columns in the Activity Timeline and select a task to open the patient's Activities Column.



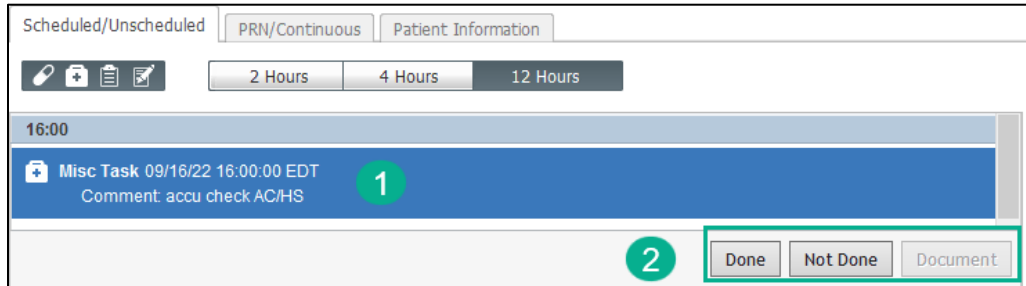
## Documenting Tasks in the Activities Column

1. Select the correct task to document on.

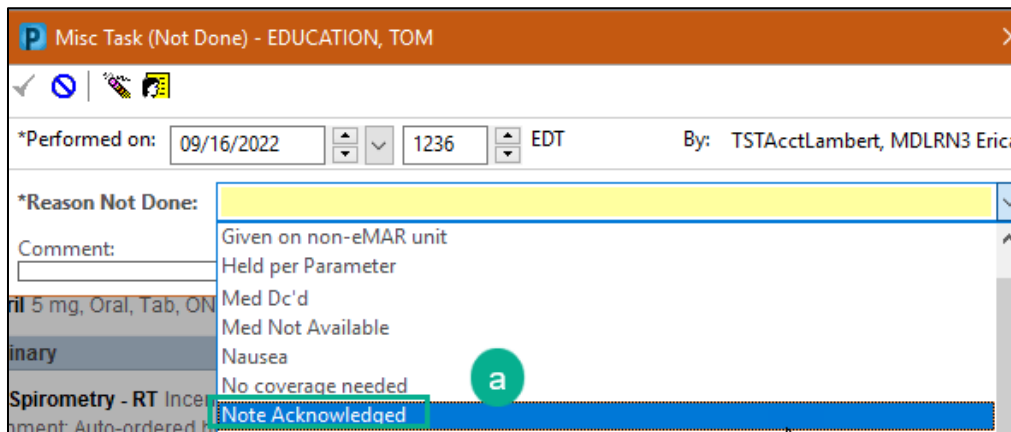


Documenting Tasks in the Activities Column (continued)

2. Click the appropriate documentation button.



a. The task shown above can be documented as Done or Not Done – reason not done: 'Note Acknowledged'.



3. Refresh CareCompass after the task has been completed.