

RESOURCE AND PATIENT MANAGEMENT SYSTEM

IHS Emergency Department Dashboard

(BEDD)

User Manual

Version 2.0 Patch 10 April 2025

Office of Information Technology Division of Information Technology

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Preface

The purpose of this manual is to provide the user with the information required to use the Indian Health Service (IHS) Emergency Department Dashboard (EDD).

1.0 Introduction

Emergency Department Dashboard (EDD) is a tool that electronically enables facilities to run and manage their emergency and or urgent care clinics. It is dependent on the Resource and Patient Management System (RPMS) Emergency Room System (ERS) in the AMER namespace. EDD was built on the ERS foundation to enhance patient flow and provider communication.

EDD can be set up to operate as a standalone icon on the staff computer or can be accessed from within the RPMS Electronic Health Record (EHR) application.

EDD gets its data and updates from one of four ways: ERS, Dashboard Edit, EHR data, or a combination of all three.

2.0 System Navigation

This section outlines a typical workflow for using the EDD. Be advised that some of these steps may be different for a given site.

Viewing the main dashboard display.

- 1. Admit a **patient** via the **BEDD IN** option in the EDD or the **RPMS AMER ADMISSION** option, which will register the patient on the dashboard (in the Check-In section).
- 2. Triage the **patient**, which moves the patient into the **Triaged** section of the dashboard.
- 3. Enter Chief Complaint information.
- 4. Assign the **patient** to a room.
- 5. Update various informational **visit windows**.
- 6. Update **injury** information.
- 7. Update general visit information.
- 8. Update Emergency Department (ED) consult information.
- 9. Update procedure information.
- 10. Update **diagnosis** information.
- 11. Remove from **room**.
- 12. Discharge.
- 13. Run dashboard reports.

2.1 Viewing/Adjusting the Main Dashboard Display

After logging into the ED Dashboard, the user is presented with a listing of all patients currently being tracked. Figure 2-1 shows a sample ED Dashboard display.

Last update: May 05, 2023@15:42:31 BEDD IN Discharges Manager Reports Log Out	
Check-In Wtg Med Wtg Triaged Wtg Med Wtg Rooms/Wtg Med Wtg Pend/Wtg Med Wtg Med LOS 4 571 154 1 181 181 1 155 267 Check-In Hide Triage Room Management Pending Documentation	
Waiting Check-In MSE Wait Patient (gender) DOB (age) Chart Presenting Clinic Info Actions Reg	
Triage OHide Check-In Room Management Pending Documentation	
MSE Wait LOS ESI Time Patient (gender) DOB (age) Chart Chief Complaint Order Activity Clin	aic First Triaged By Provider Consult Info Actions Reg
181 181 2 12:42 DEMO_PATIENT EIGHT_(E) 07/08/75 (47 YRS) 108936 TESTING BEDD URGENT CAR	E TEST No . CRm Page Obsv O TrgRpt NO
252 252 4 13:33 DEMO. PATIENT TWELVE (F) 12:28:83 (39 YRS) 102058 PRESENTING COMPLAINT EMERGENCY	MEDICINE TEST Yes . ORm Page Obsv OTrgRpt NO
180 180 5 12:42 DEMO. PATIENT SEVEN (F) 10 29:35 (87 YRS) 101046 TESTING BEDD EMERGENCY 2	MEDICINE TEST No . ORm Page Obsv OTrgRpt NO
282 282 14:20 DEMO. PATIENT FIFTEEN (F) 11/01/95 (27 YRS) 109604 PRESENTING COMPLAINT TRIAGE	TEST No . Rm Page Obsv TrgRpt NO
Room Management DHide Check-In Triage Pending Documentation	
Waiting LOS Room ESI Patient (gender) DOB (age) Chart Chief Complaint Order Activity Clinic	Nurse Provider Consult Info Actions Reg
181 402 ED-1 4 DEMO. PATIENT FOUR (F) 12/09/65 (57 YRS) 102590 testing EMERGENCY MEDICINE	TEST No . ORm Page Obsv O TrgRpt NO
Pending Documentation O Hide Check-In Triage Room Management	
Waiting Mise Wait ESI Time Patient (gender) DOB (age) Chart Chief Complaint Order Activity Clinic Nurse Provid	der Consult Info Actions Reg
155 462 4 13:07 DEMO. PATIENT THREE (M) 09/21/60 (62 YRS) 109886 testing patch 7 ED MAIN TEST	No . Rm Page Obsv TrgRpt NO

Figure 2-1: Main ED display

2.1.1 Hiding ED Sections

Users can customize their ED dashboard display by hiding sections they do not need to see. For example, someone overseeing Check-Ins may not need to see the patients in the **Room Management** or **Pending Documentation** areas. To hide a particular section during the user's current work session, click the appropriate **Hide** box as shown in Figure 2-2. Once the box has been selected, that section will no longer appear. For example, in Figure 2-3, the **Hide** box in the **Pending Documentation** section has been selected.

Last update: May 05, 2023@15:42:31 BEDD IN	Discharges Manager	Reports Log Out							
Check-In Wtg Med Wtg Triaged Wtg Med Wtg 4 571 154 154 154 154 154 154 154 154 154 154 154 154 156 15	Rooms Wtg Med Wtg P 1 181 181 1	end Wtg Med Wtg Med LOS 155 155 267	3						
Check-In GHide Iriage Room	Management Pending	Documentation							
Waiting Check-In MSE Wait Patient (gender) DOB (age) Chart Presenting Clinic I	Info Actions Reg							
Triage DHide Check-In Ro	om Management Pen	ding Documentation							
MSE Wait LOS ESI Time Patient (gender)	DOB (age) Chart	Chief Complaint	Order Activity	Clinic	First Triaged By	Provider Consul	t Info	Actions	Reg
181 181 2 12:42 DEMO, PATIENT EIGHT (F)	07/08/75 (47 YRS) 108936	TESTING BEDD		URGENT CARE	TEST	No		⊂Rm Page ⊂Obsv ⊂1	irgRpt <mark>NO</mark>
252 252 4 13:33 DEMO, PATIENT TWELVE (F	E) 12/28/83 (39 YRS) 102058	PRESENTING COMPLAINT		EMERGENCY MEDICINE	TEST	Yes		○ Rm Page ○ Obsv ○ 1	irgRpt <mark>NO</mark>
180 180 5 12:42 DEMO, PATIENT SEVEN (F)	10/29/35 (87 YRS) 101046	TESTING BEDD		EMERGENCY MEDICINE	TEST	No	·	○Rm Page ○Obsv ○1	lrgRpt <mark>NO</mark>
282 282 14:20 DEMO, PATIENT FIFTEEN (F	E 11/01/95 (27 YRS) 109604	PRESENTING COMPLAINT		TRIAGE	TEST	No		○ Rm Page ○ Obsv ○ 1	lrgRpt <mark>NO</mark>
Room Management	Check-In Triage I	Pending Documentation							
Waiting LOS Room ESI Patient (gender)	DOB (age) Chart	Chief Complaint Order Activ	ity C	linic Nurse Prov	ider Consult Inf	o Acti	ons	Reg	
181 402 ED-1 4 DEMO, PATIENT FOUR O	E) 12/09/65 (57 YRS) 10259	0 testing	EMERGEN	CY MEDICINE TEST	No .	Rm Page O	Obsv O	TrgRpt NO	
Pending Documentation	lide <u>Check-In</u> <u>Triag</u>	e Room Management							
Waiting MSE ESI Time Patient (gender)	DOB (age) Cha	rt Chief Complaint Order Act	ivity Clinic	Nurse Provider Consult I	nfo A	ctions	Reg		
155 462 4 13:07 DEMO, PATIENT THREE	(M) 09/21/60 (62 YRS) 1098	IS6 testing patch 7	ED MAIN	TEST No	ORm Page	Obsv OTrgRpt	NO		

Figure 2-2: Hiding Sections of the Main Dashboard

Last update: May 05, 2023@15:51:43 BEDD IN	Discharges Manager	Reports Log Out							
Check-In Wtg Med Wtg Triaged Wtg Med Wtg 4 607 163	Rooms Wtg Med Wtg I 1 190 190 I	Pend Wtg Med Wtg Med LOS 1 164 164 276	S						
Check-In DHide Triage Room M	Management Pendir	g Documentation							
Waiting Check-In MSE Wait Patient (gender) DOB (age)	Chart Presenting Clinic	Info Actions Reg							
Triage Dide Check-In Roo	om Management Pe	nding Documentation							
MSE Wait LOS ESI Time Patient (gender)	DOB (age) Char	t Chief Complaint	Order Activity	Clinic	First Triaged By	Provider Cons	ult Info	Actions	Reg
190 190 2 12:42 DEMO, PATIENT EIGHT (F)	07/08/75 (47 YRS) 10893	6 TESTING BEDD		URGENT CARE	TEST	No		○ Rm Page ○ Obsv ○	TrgRpt <mark>NO</mark>
261 261 4 13:33 DEMO, PATIENT TWELVE (F) 12/28/83 (39 YRS) 10205	8 PRESENTING COMPLAINT		EMERGENCY MEDICINE	TEST	Yes		🔍 Rm Page 🔍 Obsv 🔍	TrgRpt NO
189 189 5 12:42 DEMO, PATIENT SEVEN (F)	10/29/35 (87 YRS) 10104	6 TESTING BEDD		EMERGENCY MEDICINE	TEST	No		○Rm Page ○Obsv ○	TrgRpt <mark>NO</mark>
291 291 14:20 DEMO. PATIENT FIFTEEN (F) 11/01/95 (27 YRS) 10960	4 PRESENTING COMPLAINT		TRIAGE	TEST	No		🔍 Rm Page 🔍 Obsv 🔍	TrgRpt NO
Room Management DHide	Check-In <u>Triage</u>	Pending Documentation							
Waiting LOS Room ESI Patient (gender)	DOB (age) Cha	rt Chief Complaint Order Activ	rity C	Clinic Nurse Prov	ider Consult Info	A	tions	Reg	
190 411 ED-1 4 DEMO, PATIENT FOUR (F) 12/09/65 (57 YRS) 1025	90 testing	EMERGEN	CY MEDICINE TEST	No .	ORm Page	Obsv 🤇	⊖ TrgRpt <mark>NO</mark>	
Pending Documentation	iide <u>Check-In</u> <u>Tria</u>	ge <u>Room Management</u>							

Figure 2-3: Hiding the Pending Documentation section

2.1.2 Reg Column Description

The **Reg** column on the main display is used to indicate whether the patient's registration file was updated on the current date. For example, the user would have accessed **RPMS Patient Registration (AG)** and edited one of the patient's fields. If an edit was not made, it displays **No** with a yellow background as indicated in Figure 2-4.

Waiting	Check-In	Patient (gender)	DOB (age)	Chart	Presenting	Clinic	Info	Actions	Res
9297	08/16/2012 03:00	TEST,BARBARA (F)	(17 YRS)	115212	PAIN	URGENT CARE	Paged for Triage on Aug 16, 2012 12:39:22 by E ANOTHER LINE 8/16/2012 12:40:29; Paged for Triage on Aug 16, 2012 12:40:55 by	OT ORm Page Obsv O TrgRpt	NO

Figure 2-4: Reg column

If a change is made, as in the case of modifying a street address, it displays a **Yes** with a white background as shown in Figure 2-5.

Waiting	Check-In	Patient (gender)	DOB (age)	Chart	Presenting	Clinic	Info	Actions	Reg
9299	08/16/2012 03:00	<u>test barbara</u> (F)	(17 YRS)	115212	PAIN	URGENT CARE	Paged for Triage on Aug 16, 2012 12:30-33 to ANOTHER LINE 8/16/2012 12:40:29; Paged for Triage on Aug 16, 2012 12:40:55 by	Page Coosv O TrgRpt	a Yes

Figure 2-5: Updated registration

Finally, a check is performed on the patients **AG Tribe of Membership** field (AG page 2). If the tribe is **NON-INDIAN BENEFICIARY**, **NoBens** is attached as a suffix to the value in the **Reg** column as indicated in Figure 2-6.

Waiting	Check-In	Patient (gender)	DOB (age)	Chart	Presenting	Clinic	Info	Actions	Reg
9301	08/16/2012 03:00	TEST,BARBARA (F)	(17 YRS)	115212	PAIN	URGENT CARE	Paged for Triage on Aug 16, 2012 12:39:22 by ANOTHER LINE \$16:2012 12:40:29 Paged for Triage on Aug 16, 2012 12:40:55 by	Page O Cav O TrgRpt	Yes; NoBens

Figure 2-6: Non-Indian beneficiary indicator

2.2 Admitting the Patient to the EDD

A patient can be admitted to the EDD using the existing **AMER ADMISSION** option in RPMS or by using the **BEDD IN** option in the EDD. The following sections describe these steps in further detail.

2.2.1 Admit Patient via AMER

In order to display a patient in the EDD, the patient must first be admitted to the ED. One option to do this is by utilizing the **AMER ADMISSION** menu option in RPMS as documented in the *Emergency Room System (AMER) Version 3.0 Patch 13 User Manual*.

2.2.2 Admit Patient via BEDD IN

A second method used to admit a patient to the EDD is the **BEDD IN** option.

Note: With the release of BEDD v2.0 p4, sites can now print wristbands directly from BEDD instead of having to print from the **RPMS PPW** option.

This new option is accessible from the main EDD display as shown in Figure 2-7.

Last update: Apr 25, 2023@15:09:07 BEDD IN Discharges Manager Reports Log Out
Check-In Wtg Med Wtg Med Wtg Med Wtg Med Wtg Med LOS Check-In Hide Triage Room Management Accessing the Admit Patient to Dashboard Patient to Dashboard Patient to Dashboard
Waiting Check-In MSE Patient (gender) DOB (age) Chart Presenting Clinic Info Actions Reg
Triage Dide Check-In Room Management Pending Documentation
MSE UOS ESI Time Patient (gender) DOB (age) Chart Chief Complaint Order Activity Clinic First Triaged By Provider Consult Info Actions Reg
Room Management DHide Check-In Triage Pending Documentation
Waiting LOS Room ESI Patient (gender) DOB (age) Chart Chief Complaint Order Activity Clinic Nurse Provider Consult Info Actions Reg
Pending Documentation DHide Check-In Triage Room Management
Waiting MSE Wait ESI Time Patient (gender) DOB (age) Chart Chief Complaint Order Activity Clinic Nurse Provider Consult Info Actions Reg

Figure 2-7: BEDD IN button

Click the **BEDD IN** button on the main EDD window to display the **Admit Patient to Dashboard** dialog as shown in Figure 2-8.

Admit Patient t	to Dashboard
*Patient Lookup	Search Results 50 V
*Select Patient:	
*Admission Date/Time:	*Visit Type *Clinic Type
*Dresenting Complaint	
Presenting Comptaint.	
Anna Alana	
Save/Close Save/Ed	Cancel
ransfers:	
Transfer from another facility:	Transferred from:
V A A A A A A A A A A A A A A A A A A A	N distance in the second secon
viode of transport to the EK.	Medical attendant present during transfer.
leans of Arrival:	
Mode of transport to the ER:	Ambulance Number:
UP CN/Dilling Number	
incerv Dutning rounider.	Amoutance Company:
Trauma Activation:	
Trauma Activation during visit:	Trauma Activated Provider: Show All Trauma Activated Date/Time:
rint Options:	
Print Labels	Number of copies: V Printer: V
Print Routing Slip	Number of copies: V Printer: V
Print Med-Rec Worksheet	Number of copies: V Printer: V
Print BEDD Routing Slip	Number of copies: V Printer: V
Print Embossed Card	Number of copies: V Printer: V
Print PPW Wristband	Number of copies: V Printer. V

Figure 2-8: Admit Patient to Dashboard Display example

Note: The choice of available print options at the bottom is controlled by the EDD setup definition for the site.

Admitting a patient to the EDD follows a process similar to the AMER ADMISSION process. Upon entering the Admit Patient to Dashboard dialog, the user is prompted to look up the desired patient in the Patient Lookup field as shown in Figure 2-9. Patients can be located by entering their last name, first name, DOB, the first letter of their last name followed by the last four digits of their SSN or their HRN. After entering the desired information, either click the Search button to perform the lookup or press the Tab key to perform the lookup and jump directly to the Select Patient listing.

Patient Lookup *Administion Date Time: *Visit Type *Clinic Type *Clinic	Admit Patient t	o Dashboard				
*Admission Date Time: *Visit Type *Clinic Type Selecting the patient to admit or edit *Presenting Complaint: *Transfer: *Transfer from another facility: Transferred from: *Transfer from another facility: Transferred from: *Mode of transport to the ER: Medical attendant present during transfer: * Mode of transport to the ER: Medical attendant present during transfer: * Mode of transport to the ER: Medical attendant present during transfer: * * * * * * * * * * * * * * * * * * *	*Patient Lookup			Search Res	ults 50 🗸	
*Admission Date Time: *Visit Type *Chnic Type Selecting the patient to admit or edit *Presenting Complaint: *Save/Close Save/Edit Cancel Save/Close Save/Edit Cancel Transfer from another facility: Transferred from: Mode of transport to the ER: Medical attendant present during transfer: Mode of transport to the ER: Ambulance Number: Mode of transport to the ER: Ambulance Company: * Trauma Activation HRCN Billing Number: Ambulance Company: * Print Selecting the patient to admit or edit * Print Labels Number of copies: * Printer: Print Labels Number of copies: * Printer: * Print BEDD Routing Slip Number of copies: * Printer: * Print BeDD Routing Slip Number of copies: * Printer: * Print Embossed Card Number of copies: * Printer: * Print Embossed Card Number of copies: * Print Print Print Stop Number of copies: * Print Print Print Stop Number of copies: * Print Print Print Print Print Printer: * * * * * * * * * * * * *	*Select Patient:					
Presenting Complaint: Save/Close Save/Edit Cancel Transfer from another facility: Transferred from: Mode of transport to the ER: Medical attendant present during transfer: Means of Arrival: Mode of transport to the ER: Ambulance Number: HRCN Billing Number: Ambulance Company: Trauma Activation Trauma Activation during visit: Trauma Activated Provider: Show All Trauma Activated Date Time: Print Options: Print Routing Slip Number of copies: Print Reuting Slip Number of copies: Print Print Reuting Slip Number of copies: Print Print BEDD Routing Slip Number of copies: Print Print Embossed Card Number of copies: Print Print PW Wistband Number of copies: Print Print PW Wistband 	*Admission Date/Time:	*Visit Type	*Clinic Type	~	Selecting the patie	nt to admit or edit
SaveEdt Cancel Transfer from another facility: Transfer for another facility: Transfer from another facility: Transfer for another facility:	*Presenting Complaint:					
SaveEdt Cancel Transfer from another facility: Transferred from: Transfer from another facility: Transferred from: Mode of transport to the ER: Medical attendant present during transfer: Mode of transport to the ER: Ambulance Number: HRCN/Billing Number: Ambulance Company: Trauma Activation Trauma Activated Provider: Show All Trauma Activated Date Time: Print Options: Printer: Y Print Routing Slip Number of copies: Printer: Y Print BeDD Routing Slip Number of copies: Printer: Y Print BEDD Routing Slip Number of copies: Printer: Y Print BEDD Routing Slip Number of copies: Printer: Y Print PWW Wristband Number of copies: Printer: Y					2	
Transfer from another facility: Transferred from: Transfer from another facility: Transferred from: Mode of transport to the ER: Medical attendant present during transfer: Mode of transport to the ER: Ambulance Number: HRCN Billing Number: Ambulance Company: HRCN Billing Number: Ambulance Company: Trauma Activation Trauma Activation during visit: Trauma Activated Provider: Show All Trauma Activated Date Time: Trauma Activation during visit: Trauma Activated Provider: Show All Trauma Activated Date Time: Print Options: Print Options: Print Routing Slip Number of copies: Printer: Print Routing Slip Number of copies: Printer: Print BEDD Routing Slip Number of copies: Printer: Print BEDD Routing Slip Number of copies: Printer: Print Print BEDD Routing Slip Number of copies: Printer: Print Print PWW Wristband Number of copies: Printer: Print PPWW Wristband Number of copies: Printer: Print PPWW Wristband Number of copies: Printer: Print PWW Printer: Pr	Save/Close Save/Edi	Cancel				
*Transfer from another facility: Transferred from: Wode of transport to the ER: Medical attendant present during transfer: Mode of transport to the ER: Ambulance Number: Mode of transport to the ER: Ambulance Company: HRCNBilling Number: Ambulance Company: Trauma Activation HRCNBilling Number: Ambulance Company: Print Activation during visit: Trauma Activated Provider: Show All Trauma Activated Date Time: Trauma Activation during visit: Trauma Activated Provider: Show All Trauma Activated Date Time: Print Options: Print Deptions: Print Bebls Number of copies: Printer: Print Med-Rec Worksheet Number of copies: Printer: Print Med-Rec Worksheet Number of copies: Printer: Print BEDD Routing Slip Number of copies: Printer: Print BEDD Routing Slip Number of copies: Printer: Print PWW Wristband Number of copies: Printer: Print PPW Wristband Number of copies: Printer:	Transfers:					
Medical attendant present during transfer:	*Transfer from another facility:	Transferred from:	~			
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Means of Arrival: Mode of transport to the ER: Ambulance Number: HRCN/Billing Number: Ambulance Company: Trauma Activation Trauma Activation during visit: Trauma Activated Provider: Show All Trauma Activated Date Time: Print Options: Print Labels Number of copies: Printer: Print Routing Slip Number of copies: Printer: Print Med-Rec Worksheet Number of copies: Printer: Print BEDD Routing Slip Number of copies: Printer: Print BEDD Routing Slip Number of copies: Printer: Print BEDD Routing Slip Number of copies: Printer: Print Endowsed Card Number of copies: Printer: Print Print Funder: Print PWW Wristband Number of copies: Printer:						
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Trauma Activation during visit: Trauma Activated Provider: Show All Trauma Activated Date Time: Print Options: Print Labels Number of copies: Printer: Print Med-Rec Worksheet Number of copies: Printer: Print BEDD Routing Slip Number of copies: Printer: Print Endossed Card Number of copies: Printer: Print PPW Wristband Number of copies: Printer:	Trauma Activation:					
Print Dytions: Print Labels Number of copies: Printer: Print Med-Rec Worksheet Number of copies: Printer: Print BEDD Routing Slip Number of copies: Printer: Print BEDD Routing Slip Number of copies: Printer: Print	Trauma Activation during visit:	Trauma Activated Provider: Sk	iow All Trauma Activated	l Date Time:		
Print Labels Number of copies: Printer: Print Routing Slip Number of copies: Printer: Print Med-Rec Worksheet Number of copies: Printer: Print BEDD Routing Slip Number of copies: Printer: Print Embosed Card Number of copies: Printer: Print PPWW Wristband Number of copies: Printer:	Print Options:					
Print Routing Slip Number of copies: V Print Med-Rec Worksheet Number of copies: Printer: Print BEDD Routing Slip Number of copies: Printer: Print Embosed Card Number of copies: Printer: Print PPW Wristband Number of copies: Printer:	Print Labels	Number of copies:	Printer:		*	
Print Med-Rec Worksheet Number of copies: Y Print BEDD Routing Slip Number of copies: Y Print Embossed Card Number of copies: Y Print PPW Wristband Number of copies: Y	Print Routing Slip	Number of copies:	Printer:		~	
Print BEDD Routing Slip Number of copies: Y Print Embossed Card Number of copies: Y Print PPW Wristband Number of copies: Y	Print Med-Rec Worksheet	Number of copies:	Printer:		×	
Print Embossed Card Number of copies: V Printer: V Print PPW Wristband Number of copies: V Printer: V	Print BEDD Routing Slip	Number of copies:	Printer:		×	
Print PPW Wristband Number of copies: V Printer: V	Print Embossed Card	Number of copies:	Printer:		×	
	Print PPW Wristband	Number of copies:	Printer:		~	

Figure 2-9: Selecting a Patient to Admit or Edit example

Once the lookup has been performed and the focus is on the **Select Patient** field, either click the **Arrow** button to display the list of results or press and hold the **Alt** key and then press the **Down Arrow** key to access the list of results using only the keyboard. The list of results displays as shown in Figure 2-10.

Admit Patient to Dashboard
*Patient Lookup TESTA Search Results 50 v
"Select Patient:
· · · · · · · · · · · · · · · · · · ·
TESTALIAS NAME (DEMO, PATIENT EHI) (F) - DOB: 01/02/1965 HRN: 118844 TESTALIAS (TEST.NEWDEMO - new') (F) - DOB: 12/13/1948 HRN: 21567 TESTAMELUE (F) - DOB: 05/22/2022 HRN: 652555 TESTAMERONE (M) - DOB: 11/01/1965 HRN: 7134
TEST,AMY (F) - DOB: 12/23/1934 HRN: 679458
TESTANGELINA CRYSTALE (F) - DOB 07/08/1997 HRN: 140437
IESIANK(F) - UUB: V6V08/1994 HKK: 445977
Transfer from another facility: Transferred from: Mode of transport to the ER: Medical attendant present during transfer:
Means of Arrival: Mode of transport to the ER: Ambulance Number:
HRCN/Billing Number: Ambulance Company:
Trauma Activation:
Trauma Activated Date Time
Print Options:
Print Labels Number of copies: V Printer: V
Print Routing Slip Number of copies: Printer:
Print Med-Rec Worksheet Number of copies: V Printer: V
Print BEDD Routing Slip Number of copies: V Printer: V
Print Embosed Card Number of copies: V Printer: V
Print PPW Wristband Number of copies: V Printer: V
Save/Close Save/Edit Cancel

Figure 2-10: Patient Lookup Search Results example

Use the **Down Arrow** and **Up Arrow** keys or the mouse to select a patient. If the patient is already admitted to the EDD, a dialog (Figure 2-11) displays asking whether the user would like to edit the existing patient visit. Select **OK** to load the information already entered for the visit and allow it to be changed.

ⓒ ④ X Ü ⋒ 昌			
Admit Patient to Dashboard			10.155.137.69:57772 says
*Patient Lookup TEST	Search	Res	This patient is currently admitted to the ER. Do you want to edit his/her admission data?
*Select Patient:			OK Cancel
*Admission Date Time: *Visit Type *Presenting Complaint:	~		
Save/Close Save/Edit Cancel			
Transferred from: Transferred from: Mode of transport to the ER: Medical attendant present during transfer:			
Means of Arrival: Mode of transport to the ER: HRCN/Billing Number: Ambulance Company:			
Trauma Activation: Trauma Activation during visit: Trauma Activated Provider: Show All Trauma Activated	1 Date/Time:		
Print Options:			
Print Labels Number of copies: Printer: Printer			
Print Routing Sup Number of copies: V Printer:			×
Print BEDD Routing Slip Number of copies: V Printer:			×
Print Embossed Card Number of copies: V Printer:			v
Print PPW Wristband Number of copies: V Printer:			▼
Save/Close Save/Edit Cancel			

Figure 2-11: Existing ED Visit Message dialog example

If a new patient/visit is selected, the dialog will become enabled for data entry. Several fields (Visit Type, Clinic Type, Transfer from another facility, Mode of transport to the ER) will be populated with default information. The print options will be enabled and populated as defined in Section 4.3.16. See Figure 2-12 for a sample screenshot of the initial admission information. In order to save the patient admission record, some fields (Admission Date/Time, Visit Type, Clinic Type, Presenting Complaint, and Transfer from another facility) must be populated.

Patient Lookup TEST			Search Results 50 -	
Select Patient: ESTALIAS NAME IDEMO PATIF	ENT EHIL(E) - DOB: 01/02/1965	HRN: 118844 🗸		
Admission Date/Time:	*Visit Type	*Clinic Ty	pe	
2/13/2024 10:13	UNSCHEDULED	 EMERGEN 	ICY MEDICINE -	
Presenting Complaint:				
ESTING				
Save/Close Save/Ed	it Cancel			
Save/Ed	Cancer			
ransfers:				
Transfer from another facility:	Transferred from:			
/es ▼	OTHER	`		
lode of transport to the ER:	Medical attendant p	resent during transfer:		
DIVATE VEHICLE TRANSFER	Mo M			
PRIVATE VEHICLE TRANSFER	✓ No ✓			
PRIVATE VEHICLE TRANSFER	V No V			J
PRIVATE VEHICLE TRANSFER eans of Arrival: lode of transport to the ER:	No Ambulance Num	ber]
PRIVATE VEHICLE TRANSFER leans of Arrival: fode of transport to the ER:	No Ambulance Num	ber:]
PRIVATE VEHICLE TRANSFER leans of Arrival: fode of transport to the ER: RCN/Billing Number:	No Ambulance Num Ambulance Com	ber:]
PRIVATE VEHICLE TRANSFER leans of Arrival: fode of transport to the ER: IRCN/Billing Number:	No Ambulance Num Ambulance Com	ber: pany:]
PRIVATE VEHICLE TRANSFER leans of Arrival: fode of transport to the ER: IRCN/Billing Number:	No Ambulance Num Ambulance Com	ber: pany: V		
PRIVATE VEHICLE TRANSFER Teans of Arrival: Tode of transport to the ER: IRCN/Billing Number: auma Activation: rauma Activation during visit:	No Ambulance Num Ambulance Com Trauma Activated Provider:	ber: pany: Show All Trauma Activ	ated Date/Time:]]]
RIVATE VEHICLE TRANSFER leans of Arrival: fode of transport to the ER: IRCN/Billing Number: rauma Activation: rauma Activation during visit: vo v	No Ambulance Num Ambulance Com Trauma Activated Provider:	ber: pany: Show All Trauma Activ:	ated Date/Time:	
PRIVATE VEHICLE TRANSFER feans of Arrival: fode of transport to the ER: IRCN/Billing Number: rauma Activation: rauma Activation during visit: to v	No Ambulance Num Ambulance Com Trauma Activated Provider	ber: pany: Show All Trauma Activa	ated Date/Time:]]]
RIVATE VEHICLE TRANSFER leans of Arrival: lode of transport to the ER: IRCN/Billing Number: rauma Activation: rauma Activation during visit: vo v int Options:	No Ambulance Num Ambulance Com Trauma Activated Provider:	ber: pany:	sted Date/Time:]]]
PRIVATE VEHICLE TRANSFER leans of Arrival: fode of transport to the ER: IRCN/Billing Number: rauma Activation: rauma Activation during visit: No ~ int Options: Print Labels Print Labels	No Ambulance Num Ambulance Com Trauma Activated Provider: Vumber of copies: Number of copies:	ber: pany:	ated Date/Time:]]]
PRIVATE VEHICLE TRANSFER leans of Arrival: Aode of transport to the ER: IRCN/Billing Number: rauma Activation: rauma Activation during visit: vo v rint Options: Print Labels Print Routing Slip Dean Mod Rey Work	No No Ambulance Num Ambulance Com Trauma Activated Provider: Number of copies: Number of copies: Number of copies:	ber: pany: Show All Trauma Active Printer: Printer: Printer:	ated Date/Time:]]]
PRIVATE VEHICLE TRANSFER leans of Arrival: Mode of transport to the ER: IRCN/Billing Number: rauma Activation rauma Activation during visit: No visit: Vint Options: Print Routing Slip Print Med-Rec Worksheet Print Med-Rec Worksheet Print Med-Rec Worksheet	No No Ambulance Num Ambulance Com Trauma Activated Provider: Number of copies: Number of copies: Number of copies: Number of copies:	ber: pany: Show All Trauma Activ: Printer: Printer: Printer: Printer:	ated Date Time:]]
PRIVATE VEHICLE TRANSFER Leans of Arrival: Aode of transport to the ER: RCN/Billing Number: rauma Activation during visit: vo v rauma Activation during visit: vo v rauma Activation Slip Print Labels Print Routing Slip Print Med-Rec Worksheet Print BEDD Routing Slip Print BEDD Routing Slip Print Med-Rec of Cad	No Ambulance Num Ambulance Com Ambulance Com Trauma Activated Provider Number of copies:	ber: pany:	ated Date Time:]]
PRIVATE VEHICLE TRANSFER Leans of Arrival: Mode of transport to the ER: IRCN/Billing Number: rauma Activation during visit: v → rint Options: Print Cubels Print Med-Rec Worksheet Print Med-Rec Worksheet Print BEDD Routing Slip Print BEDD Routing Slip Print Embossed Card Print Hembossed Card	No Ambulance Num Ambulance Com Ambulance Com Trauma Activated Provider: Number of copies: Number of cop	ber: pany: Show All Trauma Activi Printer: Printer: Printer: Printer: Printer: Printer: Printer:	ated Date/Time:	

Figure 2-12: Default Admission example

The Admit Patient to Dashboard dialog restricts data entry much like the AMER ADMISSION option does. Certain fields will only be editable if specific information is entered in other fields on the form. For example:

- 1. If the Transfer from another facility field is set to No, the Transferred from, Mode of transport to the ER, and Medical attendant present during transfer fields will be disabled. The Mode of transport to the ER field in the Means of Arrival section, however, will be enabled.
- 2. If the Transfer from another facility field is set to Yes, the Transferred from, Mode of transport to the ER, and Medical attendant present during transfer fields will be enabled. In this situation, the Mode of transport to the ER field in the Means of Arrival section will be disabled.
- 3. If the **Mode of transport to the ER** field in the **Means of Arrival** section is enabled, and the user selects in the field that contains the word AMBULANCE (all upper case) then the **Ambulance Number**, **HRCN/Billing Number**, and **Ambulance Company** fields will be enabled. Otherwise, the fields will remain disabled.

The **BEDD IN** feature provides users the ability to print various documents relating to the patient admission. If the selected patient is already admitted to the ED, the print options will initially be unselected. To reprint, select the check box next to the desired document.

All documents that are selected for printing will print (the specified number of copies) to the selected printer for each document.

Upon completing data entry, the user can click the **Save/Close** button to save the admission information and return to the main dashboard or they can click the **Save/Edit** button to save the admission information and get transferred to the patient edit dialog. Clicking **Cancel** will return the user to the main dashboard without saving any changed.

2.3 Triage Patient and Triage Actions

Once the patient is admitted, triage information can be added before or after assigning the patient to a room. By selecting the patient's name in the **Patient (sex)** column indicated in Figure 2-13, the user is taken to the **Patient Edit** dialog as shown in Figure 2-14.



Figure 2-13: Click to Select the Patient to Edit

Admission Information	Patient Information	Injury Informatio	n <u>Room Information</u>	Visit Information
Check-In 12/04/2024 12:05 *Clinic Type EMERGENCY MEDICINE	Presenting Complaint Test			
*Emergency Severity Index	*Triage Nurse:	Show All *T	riage Nurse Date/Time iage Provider Date/Time	
Trauma Activation During Visit:	Trauma Activated Provider:	Show All Tra	auma Activated Date/Time:	_
Add/Edit Chief Complaint				

Figure 2-14: Patient Edit window example

Triage information is entered into the **Admission Information** section of the **Patient Edit** window that includes the following as indicated in Figure 2-14:

- Presenting Complaint
- Initial Acuity
- Triage Nurse
- Triage Nurse Date/Time
- Triage Nurse
- Clinic Type
- Chief Complaint
- Triage Provider
- Triage Provider Date/Time fields (if enabled)

To enter or edit **Chief Complaint** information, click the **Add/Edit Chief Complaint** button Figure 2-15. You'll be taken to the **ED Chief Complaint** page Figure 2-16.

	Patient Edit
Discharge	/OBS/DNA Save/Close Cancel
Patient Information	Admission Information Injury Information Room Information Visit Information
Patient (Gender) DEMO, LAB SIX	X (M) DOB (Age) 01/22/01 (23 YRS) Chart 621343
Allergies Patient has answere	ed NKA PCP TEST, TOM
Patient Flags Patient does not I	have any assigned flags
Admission Information	Patient Information Injury Information Room Information Visit Information
Check-In	Presenting Complaint
12/02/2024 09:23	TEST
*Clinic Type	
*Emergency Severity Index	*Triage Nurse: Show All *Triage Nurse Date/Time
~	
	Inage Provider Show All Inage Provider Date Time
Trauma Activation During Visit:	Trauma Activated Provider: Show All Trauma Activated Date/Time:
Add/Edit Chief Complaint	

Figure 2-15: Admission Information (Triage) and Add/Edit Chief Complaint button

ED Chief Complaint						
Pa	tient (Gender) DEMO, PATIENT ONE (F)	OOB (Age) 11/27/15 (7 YRS) Chart 000123	Close			
Complaint	Modified	Modified By				
	Enter a new Chief Complaint or *Note - you can d Save@Gose Save	select an existing Complaint to edit or delete only edit your own Complaints	,			

Figure 2-16: Chief Complaint dialog

The **ED** Chief Complaint page allows one or more chief complaints to be added to the patient visit. To add more than one chief complaint, enter the complaint in the complaint box and click **Save**. The saved complaint displays as shown in Figure 2-17.

ED Chief Complaint							
Patient (Gender) DEMO,PA	TIENT ONE (F) DOB (Age) 11/27/15 (7 YRS)	Chart 000123 Close					
r	Jr.						
Complaint	Modified	Modified By					
This is the first chief complaint.	05/05/2023 09:12	EVERETT,BRIAN E					
	Enter a new Chief Complaint or select an existing Complaint to edit or delete *Note - you can only edit your own Complaints						
	SaveiClose Save Delete Close						

Figure 2-17: Example of saved chief complaint

Existing chief complaints can be edited by clicking the link for the complaint at the table at the top. To delete an existing complaint, click the appropriate complaint to remove in the table at the top and click the **Delete**. To return to the main edit page, click **Save/Close** if a complaint has been selected or click **Close**. Figure 2-18 shows how a saved chief complaint appears on the BEDD edit dialog.

	Patient Edit								
Discharge	DBS/DNA Save/Close Cancel								
Patient Information	Admission Information Injury Information Room Information Visit Information								
Patient (Gender) DEMO, PATIEN	T EHI (F) DOB (Age) 01/02/65 (59 YRS) Chart								
Allergies AMPICILLIN	PCP								
Patient Flags Patient does not I	have any assigned flags								
Admission Information	Patient Information Injury Information Room Information Visit Information								
Check-In	Presenting Complaint								
12/13/2024 10:13	TEST								
*Clinic Type EMERGENCY MEDICINE V									
*Emergency Severity Index	*Triage Nurse: Show All *Triage Nurse Date Time								
· · · ·	Triage Provider Show All Triage Provider Date/Time								
No V	Irauma Activated Provider: Show All Tauma Activated Date Time.								
Add/Edit Chief Complaint									
Chief Complaint	Modified Modified By								
CHIEF COMPLAINT	12/13/2024 10:20 BARKER,MELANA								

Figure 2-18: Edit Showing an Entered Chief Complaint dialog example

Enter additional triage information for the patient visit, including the **Emergency Severity** Index, the **Triage Nurse** (and **Triage Nurse Date/Time**) and the **Triage Provider** (and **Triage Provider Date/Time**) if applicable as indicated in Figure 2-19.

Patient Edit						
	I attent Edit					
Discharge	LWOBS/DNA Save/Close Cancel					
Patient Information	Admission Information Injury Information Room Information Visit Information					
Patient (Gender) DEMO, PATIEN	TENT EHI (F) DOB (Age) 01/02/65 (59 YRS) Chart 118844					
Allergies AMPICILLIN	PCP					
Patient Flags Patient does not	not have any assigned flags					
-						
Admission Information	Patient Information Injury Information Room Information Visit Information					
Check-In	Presenting Complaint					
12/13/2024 10:13	TEST					
*Clinic Type EMERGENCY MEDICINE						
*Emergency Severity Index	*Triage Nurse: Show All *Triage Nurse Date Time					
3 - URGENT 🗸	TEST.TOM 2 12/13/2024 10:36					
	Triage Provider Show All Triage Provider Date Time					
	12/13/2024 10:36					
Trauma Activation During Visit:	sst: Irauma Activated Provider: Show All Irauma Activated Date Time:					
Add/Edit Chief Complaint						
Chief Complaint	Modified Modified By					
CHIEF COMPLAINT	12/13/2024 10:20 BARKER,MELANA					

Figure 2-19: Entering Emergency Severity Index, Triage Nurse Info and Triage Provider Info example

A description of each field is as follows:

Clinic Type

If your site has more than one clinic type defined (triage, urgent care, emergency medicine), then select the proper choice from the list.

Emergency Severity Index (ESI)

Choose one of the choices from the list that best represents the patients ESI value. This is a required field for discharge. ESI's have correlating colors (Figure 2-20).

Triage	Triage DHide Check-In Room Management Pending Documentation													
Waiting	MSE Wait	LOS	ESI	Time	Patient (gender)	DOB (age)	Chart	Chief Complaint	Order Activity	First Triaged By	Provider	Info	Actions	Reg
1m	3m	3m	1	08:49	DEMO, BOSSY (M)	06/07/89 (35 YRS)	789789	ESI 1		TEST, U			○Rm Page ○Obsv ○TrgRpf	t <mark>NO</mark>
1m	3m	3m	2	08:49	DEMO, CHILDA (F)	12/15/20 (3 YRS)	T00007	ESI 2	2 HOLD RX;	TEST, U			○Rm Page ○Obsv ○TrgRpt	t <mark>NO</mark>
1m	2m	2m	3	08:49	DEMO, CHILDTWINA (F)	12/19/21 (36 MOS)	T00011	ESI 3		TEST, U			○ Rm Page ○ Obsv ○ TrgRpt	t <mark>NO</mark>
1m	2m	2m	4	08:49	DEMO, DEBRA LENORE (F)	09/14/58 (66 YRS)	741258	ESI 4		TEST, U			○Rm Page ○Obsv ○TrgRpt	t <mark>NO</mark>
0m	2m	2m	5	08:50	DEMO, CHENELL TYLEIGH (F)	08/01/07 (17 YRS)	005432	ESI 5		TEST, U			ORm Page Obsv OTrgRpf	t <mark>NO</mark>

Figure 2-20: ESI Correlating Colors

Triage Nurse

Select the name of the Triage Nurse who performed triage on the patient. The list will show any provider who has been assigned the **AMERZNURSE** security key. If you want to select a user that is not in the list, select **Show All** to update a list with all providers. When a Triage Nurse has been selected, the current date/time will automatically be populated in the **Triage Nurse Date/Time** field. If more than one Triage Nurse was present during triage, they can be entered by selecting their name from the list. If a Triage Nurse was already on file for the patient visit, a message similar to Figure 2-21 displays. Press **OK** to enter the new triage nurse.



Figure 2-21: Adding an additional Triage Nurse to a visit

When a second Triage Nurse has been selected, the **Triage Nurse Date/Time** field will be populated with the current date/time and displays as shown in Figure 2-22.

*Emergency Severity Index *	'Triage Nurse TEST,NURSE TWO	Show All	*Triage Nurse Date/Time [VERIFY 05/05/2023 14:32	DATE/TIME]
Add/Edit Chief Complaint	friage Provider	Show All	Triage Provider Date/Time	Enable
		▼ □		

Figure 2-22: Updated Triage Nurse Date/Time Field After Adding Another Triage Nurse

In addition, the **Provider History** table at the bottom of the edit page will be updated to contain the original triage nurse information as shown in Figure 2-23.

1	Provider History							
	Туре	Name	First Seen	Delete Entry				
	TRIAGE NURSE	TEST,NURSE ONE	05/05/2023 14:20					

Figure 2-23: Provider History Table After Second Triage Nurse Added to Visit

To remove an existing **Triage Nurse** from the **Provider History**, select the **Delete Entry** box next to the entry to remove. A confirmation message will prompt the user to confirm whether they want to delete the entry or not (Figure 2-24). Clicking **OK** will remove the **Triage Nurse** from the patient visit.



Figure 2-24: Delete Confirmation warning message

Triage Provider

Depending on the Triage Provider setting described in Section 4.3.13, the **Triage Provider** field might not be visible, or it might be visible but disabled. If the **Triage Provider** is visible but disabled, select the **Enable** box next to the **Triage Provider Date/Time** field to allow a Triage Provider to be entered.

To enter a **Triage Provider**, select the **name** of the Triage Provider who performed triage on the patient. The list will show any provider who has been assigned the **AMERZPROVIDER** security key. If you want to select a user that is not in the list, select the **Show All** box and the list will be updated with all providers.

When a **Triage Provider** has been selected, the current date/time will automatically be populated in the **Triage Nurse Date/Time** field. In addition, if a **Medical Screening Exam Time (MSET)** has not yet been populated for the patient visit, the MSET will also be set as the current date/time while the **ED Provider** field will be populated with the Triage Provider and the current date/time.

If more than one Triage Provider was present during triage, they can be entered by selecting their name from the list. If a Triage Provider was already on file for the patient visit, a message similar to Figure 2-25 displays. Press **OK** to enter the new triage nurse.



Figure 2-25: Adding an Additional Triage Provider to a Visit

When a second **Triage Provider** has been selected, the **Triage Provider Date/Time** field will be populated with the current date/time and displays as shown in Figure 2-26.



Figure 2-26: Updated Triage Provider Date/Time Field After Adding Another Triage Provider

In addition, the Provider History table at the bottom of the edit page will be updated to contain the original Triage Provider information as shown in Figure 2-27.



Figure 2-27: Provider History Table After a Second Triage Nurse was Added to the Visit

To remove an existing Triage Provider from the Provider History, select the **Delete Entry** box next to the entry to remove. A confirmation message will prompt the user to confirm whether they want to delete the entry or not (Figure 2-28 and Figure 2-24). Clicking **OK** will remove the **Triage Nurse** from the patient visit.



Figure 2-28: Delete confirmation message

To complete the **Triage** process, click the **Save/Close** button. The patient will then be moved to the **Triaged** section of the EDD as indicated in Figure 2-29.



Figure 2-29: Patient Moved to Triaged Section example

Using Auto Note Actions

If the **Auto Note** box is selected in the setup definition (as documented in Section 4.3.9), actions can also be performed such as **Room Page**, **Observation**, and **Triage Report** for the patient listed in the **Triage** section as indicated in Figure 2-30.



Figure 2-30: Auto Note Actions example

Checking the various actions will auto-populate the **notes** section in the **Info** column. See Figure 2-31 and Figure 2-32 for the results of checking the **Rm Page** action.



Figure 2-31: Pop-up Displaying After User Clicks the Rm Page Button Confirming Added Message

Last update: May 05, 2023@09-30-07 BEDD IN Disonarges Manager Reports Log Out										
Check-In Wig Med Wig Med Wig Med Wig Med Wig Med LOS 100 112 12 120 150										
Check-In OHde Irisge Room Management Pending Documentation										
Waiting Check-In MSE Patient (gender) DOB (age) Chart Presenting Clinic Info Actions Reg										
Triage OHide Check-In Room Management Pending D	ocumentation									
MSE Wait LOS ESI Time Patient (gender) DOB (age) Chart Chief Complaint	Order Activity	Clinic	First Triaged By	Provider	Consult	Info	Actions	Reg		
Done 150 5 09:18 DEMO. PATIENT ONE (P) 11/27/15 (7 VRS) 000123 This is the first chief complaint.		EMERGENCY MEDICINE	TEST	TEST	No	Paged for Room on May 05, 2023 09:27:01 by	CRm Page Obsv TrgRpt	NO		
Room Management DHide Check-In Triage Pendin	Documentatio	2								
Waiting[LOS]Koom[ESI]Patient (gender)]DOB (age)[Chart[Chief Complaint[Order Activity[Clinic[Nurse]Provider[Consult][Info]Actions[Reg]										
Pending Documentation Dide Check-In Trage Room Management										
Waiting MSE ESI Time Patient (gender) DOB (age) Chart Chief Complaint Order	Pending Documentation Internation Check-la Trage Recom Management Waiting [MSE Ex1 Time Patient (gender) DOB (ago) Char (Chief Complain Order Activity Clink Nure Provider Consult Info Actions Reg									

Figure 2-32: Room Page Note Displays in the Info Section

Clicking the **Obsv** button will post a note stating that the patient was observed as shown in Figure 2-33. The action will result in an entry getting placed in the **Info** box as shown in Figure 2-34.

	/BEDD.csp					0 छ ☆	* 🗆 (1 E
localhost:57772 says						т		**
Last update: May 05, 2023@09:34:02 BEDD IN Discharges M	Message Added: Pt Obs	erved on May 05, 20	23 09:34:24	by				
Check-In Wtg Med Wtg Triaged Wtg Med Wtg Rooms Wtg Med 1 16 16 Check-In Hide Triase Room Manasement	ckLa Nitg Med Wig Triaged Wig Med Wig Room/Wig Med V							
Waiting Check-In MSE Patient (gender) DOB (age) Chart Presenting	ng Clinic Info Actions Reg							
Triage OHide Check-In Room Management	Pending Documentation							
MSE Wait LOS ESI Time Patient (gender) DOB (age) Chart Ch	hief Complaint Order Activity	Clinic	First Triaged By	Provider	Consult	Info	Actions	Reg
Done 154 5 09:18 DEMO. PATIENT 11/27/15 (7 ONE.(E) 11/27/15 (7 YRS) 000123 This i	is the first chief plaint.	EMERGENCY MEDICINE	TEST	TEST	No	Paged for Room on May 05, 2023 09:27:01 by EVERETT,BRIAN E;	○Rm Page ○C ○TrgRpt	bsv NO
Room Management OHide Check-In Tri	iage Pending Documentation	9						
Waiting LOS Room ESI Patient (gender) DOB (age) Chart Chief Co	iting[LOS]Room[ESI]Patient (gender)[DOB (age)]Chart[Chief Complaint[Order Activity[Clinic[Nurse]Provider[Consult][Info]Actions[Reg]							
Pending Documentation OHide Check-In	Triage Room Manager	nent						
Waiting MSE ESI Time Patient (gender) DOB (age) Chart Chief Co	omplaint Order Activity Clinic	Nurse Provider Consul	t Info Action	is Reg				

Figure 2-33: Message Shown When Obsv Button is Clicked

Last update: May 05, 2023 g 09-38:19 BEDD IN Discharges Manager Reports Log Out							
Check-In WtgD/ded Wtg Tringed WtgD/ded Wtg Recomp Pend WtgD/ded Wtg Med LOS 1 20 20 155 155 155							
Check-In OHide Triage Room Management Pending Documentation							
Waiting Check-In MSE Waien (gender) DOB (age) Chart Presenting Clinic Info Actions Reg							
Triage OHide Check-In RecentManagement Pending Documentation							
Mise Wait LOS ESI Time Patient (gender) DOB (age) Chart Chief Complaint Order Activity Clinic First Triaged By Provider Consult Info	Reg						
Does 15 5 90:18 <u>PATIENT OVE</u> 1127/15 / (E) 000123 This is the first chief ENERGENCY MEDICINE TEST No Pages for Room on May 05, 2023 09:27:01 by Complaint On Pages							
Room Management OHide Checklin Triage Pending Documentation							
Waiting LOS [Room [ESI [Patient (gender) [DOB (age)] Chard Chief Complaint [Order Activity [Clinic [Nurse [Provider [Consult] Info] Actions] Reg	Waiting[LOS]Room[ESI][Patient (gender)]DOB (age)[Chart][Chief Complaint]Order Activity [Clinic [Nurse]Provider [Consult]Info]Actions[Reg]						
Pending Documentation DHide Check-In Trage Recom Management							
Waiting With [ISI] Time Patient (gender) DOB (ago) Charl Chief Complaint Order Activity Clinic Nurse Provider Consult Info Actions Reg							

Figure 2-34: Info Box After Clicking the Obsv Button

Selecting **TrgRpt** displays a triage report for the patient as indicated in Figure 2-35. Once the report is displayed, click the **Return to ED Tracking Board** link on the upper left of the triage report.



Figure 2-35: Triage Report example

If the user selects the **Rm Page** or **Obsv** action, the **General Information/Notes** section found on the **patient edit** page will also be populated with the actions taken. See Figure 2-36 for a sample display.

General Information/Notes: Paged for Room on May 05, 2023 09:27:01 by	; Pt Observed on May 05, 2023 09:34:24
Discharge LWOBS/DNA	Save/Close Cancel

Figure 2-36: Actions Recorded in the General Information/Notes Section

2.4 Primary Nurse/Assign Patient to Room

To assign a Primary Nurse to the patient visit, on the **Patient Edit** page, in the **Room Information** section, select a **Primary Nurse** from the list. The list will be composed of all providers that hold the **AMERZNURSE** security key. If you want to select a primary nurse that is not in the list, click the **Show All** button next to the field and a list of all providers will be generated.

Once a primary nurse has been entered in the **Primary Nurse** field, the **Primary Nurse Date/Time** field will automatically be populated with the current date/time. The time can be changed if necessary. Like the **Triage Nurse/Provider** fields, more than one Primary Nurse can be entered. Follow the steps described for the Triage Nurse/Provider to add, edit, or remove additional Primary Nurses.

To assign a patient to a room, go to the **Patient Edit** page by selecting the patient's name on the dashboard and enter the room assignment in the **Room Information** section, then press the **Save/Close** button as indicated in Figure 2-37. The user is then returned to the main window.



Figure 2-37: Assign Patient to a Room and Assigning Primary Nurse Information

The patient now displays in the **Room Management** section of the EDD as indicated in Figure 2-38.



Figure 2-38: Patient Moved to Room Management Section

2.5 Update Additional ED Data

Various additional informational elements exist that can be entered and tracked via the **ED Dashboard**. These include injury, general visit, consult, procedure, and diagnosis information.

Each of these elements is accessed by clicking the patients name anywhere on the EDDs main window, which takes the user to the **Patient Edit** dialog.

Note: A pop-up dialog, indicating that a **Save** will be performed, appears to the user as they move between sections and add data to the various injury, general visit, consult, and procedure and diagnosis sections.

2.5.1 Injury Information

Indicate that the visit was caused by an injury by clicking the **Yes** field in the **Injury Information** section of the **Patient Edit** dialog and clicking the **Add Injury Information** button (Figure 2-39). A pop-up will indicate that changes will be saved when the user clicks OK to continue or **Cancel**. Click **OK** to display the **Injury Worksheet** dialog (Figure 2-40).

Injury Information
Was this visit caused by an injury? ONo OYes Add Injury Information
Discharge Save/Close Cancel

Figure 2-39: Injury Information Section of Patient Edit dialog

Patient (Gender) DEHO,PATIENT ONE (7) DOB (Ago) 11/27/15 (7 YRS) Chart 000123 Saw Cancel Injury Information * Town village where injury occurred * Cause: [vio Cools Selected - V * Setting * Cause: [vio Cools Selected - V * Setting * Safety Used * Exact MVC Location Was this Work Related? • No • Yes Injury Details Injury Details Please Collect the following Information (if applicable): At Fault Information Please Collect the following Information (if applicable): At Fault Party Name		Injur	y Worksheet		
Injury Information * Town village where injury occurred [* Date and time of injury [] Cause Lookup: * Cause: [Yo Goole Selected.~] * Setting Safety Used * Setting Safety Used Exact MVC Location Exact MVC Location Was this Work Related? • No • Yes Injury Details Injury Details At Fault Information Please Collect the following Information (if applicable): At Fault Party Name At Fault Party Address Driver Insurance Name Driver Insurance Address Driver Insurance Policy Number If a think party is one other than the name of Insured, Please Ist name and phone number where you may be reached: Vorker's Compensation Information Employer Name Employer Name Employer Only Zap Employer Phone	Patient (Gender) DEMO, PATIENT ONE (F)	DOB (Age) 11/27/15 (7 YRS)	Chart 000123	Save	Cancel
* Town 'village where injury occurred [* Date and time of injury [Cause Lookup: * Cause: 'too Code Selected - V * Setting Safety Used Exact MUC Location Was this Work Related? ^ No ^ Yes Injury Details At Fault Information Please Collect the following Information (if applicable): At Fault Party Name At Fault Party Name At Fault Party Name Driver Insurance Name Driver Insurance Policy Number If a fult party is some other than the name of Insured, Please Ist name and phone number where you may be reached: Vorker's Compensation Information Employer Name Employer Address Employer Address Employer Address Employer City, ST Zip Employer Phone	Injury Information				
Cause Lockup: * Cause: two Code Selected. * Setting Safety Used Exact MVC Location Was this Work Related? No O Yes Injury Details AF Fault Information Please Collect the following Information (if applicable): AF Fault Party Name AF Fault Party Name AT Fault Party Address Driver Insurance Name Driver Insurance Rolares Driver Insurance Policy Number If at fault party is some other than the name of Insured. Please int name and phone number where you may be reached: Vorker's Compensation Information Employer Name Employer Name Employer City, ST Zip Employer Phone	* Town/village where injury occurred	* Date and time of injury			
* Setting Safety Used Safety Ores Ores Safety Ores Saf	Cause Lookup: * Cause: No Code Selected - V]			
Exact MVC Location Was this Work Related? No Yes Injury Details At Fault Information Please Collect the following Information (if applicable): At Fault Party Name At Fault Party Name At Fault Party Address Driver Insurance Name Driver Insurance Name Driver Insurance Policy Number If at fault party is some other than the name of Insured, Please list name and phone number where you may be reached: Driver S Compensation Information Employer Name Employer Name Employer Otty, ST Zip Employer Phone Employer Phone	* Setting Safety Used	~			
Was this Work Related? No Yes Injury Details Injury Details At Fault Information Please Collect the following Information (if applicable): At Fault Party Name At Fault Party Name At Fault Party Address Driver Insurance Name Driver Insurance Name Tite Information Driver Insurance Policy Number Tite Information Flease list name and phone number where you may be reached: Information Worker's Compensation Information Employer Name Employer Otity, ST Zip Employer Phone	Exact MVC Location				
Injury Details At Fault Information Please Collect the following Information (if applicable): At Fault Party Name At Fault Party Address Driver Insurance Name Driver Insurance Address Driver Insurance Policy Number If at fault party is some other than the name of Insured, Please list name and phone number where you may be reached: Worker's Compensation Information Employer Name Employer Otity, ST Zip Employer Phone	Was this Work Related? ONo OYes				
At Fault Information Please Collect the following Information (if applicable): At Fault Party Name At Fault Party Address Driver Insurance Name Driver Insurance Address Driver Insurance Policy Number If at fault party is some other than the name of Insured, Please list name and phone number where you may be reached: UNOREY'S Compensation Information Employer Name Employer Name Employer Otity, ST Zip Employer Phone Employer Phone	Injury Details				
At Fault Information Please Collect the following Information (if applicable): At Fault Party Name At Fault Party Name At Fault Party Address Driver Insurance Name Driver Insurance Policy Number If at fault party is some other than the name of Insured, Please list name and phone number where you may be reached: Worker's Compensation Information Employer Name Employer Otiry, ST Zip Employer City, ST Zip Employer Phone					
At Fault Information Please Collect the following Information (if applicable): At Fault Party Name At Fault Party Address Driver Insurance Name Driver Insurance Policy Number If at fault party is some other than the name of Insured, Please list name and phone number where you may be reached: Worker's Compensation Information Employer Name Employer Otty, ST Zip Employer City, ST Zip Employer Phone					
At Fault Information Please Collect the following Information (if applicable): At Fault Party Name At Fault Party Address At Fault Party Address Driver Insurance Name Driver Insurance Address Driver Insurance Policy Number If at fault party is some other than the name of Insured, Please list name and phone number where you may be reached: Worker's Compensation Information Employer Name Employer Name Employer City, ST Zip Employer City, ST Zip Employer Phone		//			
Please Collect the following Information (if applicable): At Fault Party Name At Fault Party Address Driver Insurance Name Driver Insurance Name Driver Insurance Address Driver Insurance Policy Number If at fault party is some other than the name of Insured, Please list name and phone number where you may be reached:	At Fault Information				
At Fault Party Name	Please Collect the following Information (if applicable):				
At Fault Party Address Driver Insurance Name Driver Insurance Address Driver Insurance Policy Number Ti at fault party is some other than the name of Insured, Please list name and phone number where you may be reached: Worker's Compensation Information Employer Name Employer Name Employer City, ST Zip Employer City, ST Zip Employer Phone	At Fault Party Name				
Driver Insurance Name	At Fault Party Address				
Driver Insurance Address Driver Insurance Policy Number If at full party is some other than the name of Insured, Please list name and phone number where you may be reached: Worker's Compensation Information Employer Name Employer Address Employer City, ST Zip Employer Phone	Driver Insurance Name				
Driver Insurance Policy Number	Driver Insurance Address]		
If at fault party is some other than the name of Insured, Please list name and phone number where you may be reached: Worker's Compensation Information Employer Name Employer Name Employer City, ST Zip Employer Phone	Driver Insurance Policy Number				
Please hist name and phone number where you may be reached: Worker's Compensation Information Employer Name Employer City, ST Zip Employer Phone	If at fault party is some other than the name of Insured,				
Worker's Compensation Information Employer Name Employer Address Employer City, ST Zip Employer City, ST Zip	Please list name and phone number where you may be reached:				
Worker's Compensation Information Employer Name Employer Address Employer City, ST Zip Employer City, ST Zip		1			
Employer Name Employer Address Employer City, ST Zip Employer City, ST Zip	Worker's Compensation Information				
Employer Address Employer Phone	Employer Name	٦			
Employer City, ST Zip Employer Phone	Employer Address				
	Employer City ST Zin	Employer Phone			
I Save Cancel	Save Cancel	Limployer r none			

Figure 2-40: Injury Worksheet dialog

Required data is indicated by fields identified with an asterisk (*), which include the following:

- Town/village where injury occurred: This is a free-text field.
- **Date and time of injury**: This date and time must be prior to the admission date and time.
- **Cause**: To enter a cause, type a search string in the **Cause Lookup** field and press the tab key once. This will initiate an ICD10 lookup. Results will be returned in the **Cause** box. Select the appropriate ICD10 code from the list of results.
- Setting: The setting in which the injury occurred. This is set of pre-populated choices.

2.5.2 Visit Information

General visit information is entered in the **Visit Information** section of the **Patient Edit** dialog (Figure 2-41).



Figure 2-41: Visit Information Section of the Patient Edit dialog

2.5.2.1 Visit Information Section Fields

The Visit Information section of the Edit page allows the user to enter information, such as the Medical Screening Exam Time, the ED Provider (and ED Provider Date/Time), the Decision to Admit Time, ED Consults, Procedures, Visit Diagnosis, and whether a Code Blue occurred during the visit.

Medical Screening Exam Time

This field should be populated with the date/time that the patient was first seen by a provider. Populating this field will automatically populate the **ED Provider Date/Time** field if the **ED Provider** column is blank

ED Provider

This field should be populated with the ED Provider for the visit. If the patient sees more than one ED Provider, an additional provider (and **ED Provider Date/Time** field) can be added similar to how additional **Triage Nurse/Provider** and **Primary Nurses** are added.

Decision to Admit Time

This field should be populated with the date/time that the decision was made to admit the patient.

2.5.2.2 ED Consults

By clicking the **ED Consult Information** button (^{ED Consult Information}) on Figure 2-41, the user can enter consult information in the **ED Consult Worksheet** as indicated in Figure 2-42. The user can enter multiple consults.

	ED Consult Worksheet					
Patient (Gender) DEMO,	PATIENT ONE (F)	DOB (Age) 11/27/15 (7 YRS)	Chart 000123 Close			
Consult Service	Consultant	Date and Time Notified	Date and Time Seen			
1	1		n			
*Consultant Service:		×				
*Consultant:		×				
Date & Time notified:						
*Date & Time seen:						
	*Enter the	letter " N " in the date fields to auto-populate the current	date and time			
		General Information/Notes:				
		Save Delete Close				

Figure 2-42: Consult Worksheet dialog

2.5.2.3 ED Procedures

By clicking the **Procedure Information** button (Procedure Information) on Figure 2-41, the user can enter procedure information in the **ED Procedure Worksheet** as seen in Figure 2-43. Multiple procedures can be entered.

Patient (Gender) DEM	ED Procedure Worksheet Patient (Gender) DEMO, PATIENT ONE (F) DOB (Age) 11/27/15 (7 YRS) Chart 000123 Close						
Procedure	Staff	Start Date & Time			End Date & Time]	
*Procedure:				▼			
Staff for Procedure:			~]			
Start Date & Time:							
End Date & Time:							
	*Enter the letter "N" in the date fields to auto-populate the current date and time General Information/Notes:						
		Delute	Class	1			
		3	ave Delete	Close			

Figure 2-43: Procedure Information dialog

2.5.2.4 Diagnosis

By clicking the **Diagnosis Information** button (^{Diagnosis Information}) in Figure 2-41, the user can enter diagnosis information in the **ED Diagnosis Worksheet** as shown in Figure 2-44. The user can enter multiple diagnoses.

Note: A diagnosis is required. If no diagnosis entry is on file yet for the visit, a **ZZZ.999 UNCODED DIAGNOSIS** entry will be filled in. The narrative will need to be filled in by the user and the entry will need to be saved.

To enter a diagnosis, type a string to search on in the column to the right of the **Search for Diagnosis** label and press the **Tab** key once. This will initiate an ICD10 lookup. Results will be returned in the field located below the **Search for Diagnosis** label. Select the appropriate code from the list.

ED Diagnosis Worksheet						
Patient (Gender) DEMO, PATIENT ONE (F)		DOB (Age) 11/27/15 (7	YRS)	Chart 000123	Close	
Code Diagnosis Diagnosis Narrat	ive	Primary Diagr	iosis	Injury Related		
Search for Diagnosis:		777 000	1			
ZZZ.999 - Uncoded diagnosis V		222.000	J			
*Code:	ZZZ.999					
*Diagnosis:	Uncoded diagnosis					
*Diagnosis Narrative:						
*Primary Diagnosis:	Yes 🗸					
Injury Related:	No 💙					
Save/Close Save Delete Close						

One entry (and only one entry) must be listed as a primary diagnosis.

Figure 2-44: ED Diagnosis Worksheet dialog

2.5.3 Additional Notes

Additional general notes can be added on the **Patient Edit** dialog by entering freetext notes in the **General Information/Notes** section (Figure 2-45) and clicking the **Save/Close** button.

General Information/Notes:	
Paged for Room on May 05, 2023 09:27:01 by	; Pt Observed on May 05, 2023 09:34:24
Discharge LWOBS/DNA	Save/Close Cancel

Figure 2-45: General Information/Notes Section of the Patient Edit dialog

2.5.4 Actions Report

Additional general notes that are added on the **Patient Edit** dialog are saved and are able to be viewed in the **Actions Report**. This is located in the **ERS/BEDD Reports** section and provides the user with the ability to select a patient, apply a specific date range and select a specific visit before running a report Figure 2-46. After selecting **Run Report** the user will see the **Actions Report** (Figure 2-47).

1	Actions Report		
	Patient Lookup Demo,Angie	Results 50 V Search DEMO.ANGELA - ANGIE (F) - DOB: 01/01/2000 HRN: 2233	344 🗸
	Enter the Beginning Date 06/30/2024 Enter the Ending Date 12/3/2024	Get Visits *Select Visit: 12/02/2024 10:08 PPN Column >	Report

Figure 2-46: Actions Report fields dialog

©		
Actions Report		
Patient (Gender): DEMO,AN DOB (Age): 01/01/00 (24 YR Chart: 223344 Check-In: 12/02/2024 10:08 Presenting Complaint: PPN Column	IGELA - ANGIE* (F) S)	
Triage Nurse	First Soon]
mage Hurse	12/02/2024 10:09	
	1	
ED Provider	12/03/2024 11:44	
Room Assignment Date/Time ED 01 12/2/2024 10:09		
MSE Date/Time: Decision to Admit Date/Time	e:	
Discharge Nurse: Discharge Provider:		
Departure Date/Time:		
Entering notes in this section will This inform placed in the General Information	be viewable in the Actions Rep nation will be time stamped and Notes section. Dec 03, 2024 1	ort. Dec 03, 2024 13:11:23 by I is useful when looking up historical notes 3:13:51 by

Figure 2-47: Actions Report dialog

2.5.5 Trauma Registry and Trauma Activation Report

Upon admitting a patient in BEDD IN, users have the option to select the **Trauma Activation** field (Figure 2-48). This field is also present in the **Patient Edit** dialog (Figure 2-49). Sites that receive traumas and/or have a trauma activation team have the ability to generate a **Trauma Activation Report** by selecting the **Reports** button and entering the dates for desired time frame (Figure 2-50). After selecting **Run Report** the user will see the patients who've had a trauma activation (Figure 2-51).

ⓒ ⊛ X ଅ ⋒ 🖶			
Admit Patient to Dashboard			
*Patient Lookup test	Search	Results 50 🗸	
*Select Patient: TEST.JUST (M) - DOB: 12/01/2000 HRN: 512378			
*Admission Date/Time: *Visit Type *Clinic Type 12/04/2024 11:40 UNSCHEDULED * TRIAGE	•		
*Presenting Complaint: Trauma Activation			
Save/Close Save/Edit Cancel			
Transfers: *Transfer from another facility: No Mode of transport to the ER: V Medical attendant present during transfer:			
Means of Arrival: Mode of transport to the ER: Ambulance Number: PRIVATE VEHICLE/WALK IN HRCN/Billing Number: Ambulance Company: Y			
Trauma Activation: Trauma Activation during visit: Trauma Activated Provider: Show All Trauma Activated Yes V	l Date/Time:		

Figure 2-48: Trauma Activation in BEDD IN dialog

ⓒ ⊕ X Ü ⋒ ≞	
	Patient Edit
Discharge LWOBS/DNA Save/Cl	Cancel
Patient Information Admission Information	Injury Information Room Information Visit Information
Patient (Gender) DEMO, LAB SIX (M)	DOB (Age) 01/22/01 (23 YRS) Chart 621343
Allergies Patient has answered NKA	PCP TEST,TOM
Patient Flags Patient does not have any assigned flags	
Admission Information Patient Information	Injury Information Visit Information
Check-In Presenting Complaint	
*Clinic Type EMERGENCY MEDICINE V	
*Emergency Severity Index 2 - EMERGENT	*Triage Nurse Date/Time 12/04/2024 09:35
Triage Provider Show All TEST,TOM	Triage Provider Date/Time 12/04/2024 09:35
Trauma Activation During Trauma Activated Provider: Show Visit: Ves V	Trauma Activated Date/Time:

Figure 2-49: Trauma Activation in Patient Edit dialog

Trauma Activation Report						
Enter the Beginning Date	12/4/2024	Enter the Ending Date	12/4/2024	Selection Date Range	Admission Run Report	

Figure 2-50: Trauma Activation Report fields dialog

) 🕑 💥 🕑 🔓										
										ERS/BEDD Reports Menu
Trauma Activation Report Between the Admission Dates of										
				12/01/2	024 And	d 12/	4/2024			
Check-In	Check-In Arrival Patient Presenting Complaint Chart Age Sex DOB Emergency Severity Index (ESI) Trauma Activated Provider Trauma Activated Date Time					Trauma Activated Date/Time				
12/02/2024 09:23	PRIVATE VEHICLE/WALK IN	DEMO,LAB SIX	fever	621343	23 YRS	M	01/22/01	2	TEST,TOM	12/04/2024 12:18
12/04/2024 12:05	PRIVATE VEHICLE/WALK IN	TEST,JUST	Trauma Activation	512378	24 YRS	M	12/01/00		TEST,TOM	12/04/2024 12:05

Figure 2-51: Trauma Activation Report dialog

2.6 Remove Patient from Room

The user can elect to remove the patient from the room before actual discharge in order to free up the room for another patient. This step is completely optional if the patient is being discharged, as the patient will be removed from the room in the event of performing the discharge step.

To remove the patient from a room, select the **Remove from Room** option button in the **Room Information** section of the **Patient Edit** dialog and press the **Save/Close** button as shown in Figure 2-52. The patient will then appear in the **Pending Documentation** section of the dashboard as indicated in Figure 2-53.

Room Information	Patient Information	Admission Information	Injury Information	Visit Information
Primary Nurse TEST,NURSE TWO	Show All © Primary Nurs	se Date/Time 05/05/2023 09:-	47	
Room Assignment ED-1	Date/Time Assigned 05	5/05/2023 09:47 R	lemove from Room 🗅	Return to Triage
• ED-2 • ED-3 • ED	0-4 O ED-5 O F	T-6 O FT-7		
Occupied Rooms				
• ED-1				
Discharge LWOBS/0	DNA Save/C	Close Cancel		

Figure 2-52: Removing from Room and Save button

Last update: May 05, 2023@10:31:23 BEDD IN Discharges Manager Reports Log Out							
Check-In Wtg Iringed Wtg Room: Wtg Med Wtg Med IOS 1 0 0 211 100<							
Check-In OHide Triage Room Management Pending Documentation							
Waiting Check-In MSE Patient (gender) DOB (age) Chart Presenting Clinic Info Actions Reg							
Triage OHide Check-In Room Management Pending Documentation							
MSE LOS ESI Time Patient (gender) DOB (age) Chart Chief Complaint Order Activity Clinic First Triage	MSE Wait LOS ESI Time Patient (gender) DOB (age) Chart Chief Complaint Order Activity Clinic First Triaged By Provider Consult Info Actions Reg						
Room Management Generation G							
Waiting LOS Room ESI Patient (gender) DOB (age) Chart Chief Complaint Order Activity Clinic Nurse	Provider Consult Info Actions Reg						
Pending Documentation							
Waiting MSE Wait ESI Time Patient (gender) DOB (age) Chart Chief Complaint Order Activity Clinic	c Nurse Provider Consult Info Actions Re	leg					
0 Done 5 10:31 DEMO. 11/27/15 (7 000123 This is the first DEMERSTRATE VRS) 000123 This is the first Chief complaint. MEDICINE	YY TEST TEST Yes Paged for Room on May 05, 2023 09:27:01 by Community (Campage Observed on May 05, 2023 09:34:24 by Community (Campage Observ	0					

Figure 2-53: Patient Moved to Pending Documentation section

2.5.1 Return Patient to Triage from Room

To return a patient, who is currently in a room, back to **Triage**, select the option button under **Room Information** located on the **Patient Edit** dialog then press **Save/Close** as seen in Figure 2-54. The patient will return to the **Triage** section on the **ED Dashboard**.

Room Information	Patier	nt Information	Admission	1 Information	Injury Info	ormation	Visit Information
Primary Nurse	Show .	All Primary Nur	se Date/Time		_		
Room Assignment	Date/Tin	ne Assigned		ORemo	ove from Room	O Return to	Triage
O ED 01	O ED 02	D ED 03	O ED 04	O ED 05	O ED 06	O ED 07	O ED 08
Trauma 01Overflow 2	 Trauma 02 Overflow 3 	🔿 Trauma 03	○ ED 9	○ ED 09	O OBS1	O ED 10	Overflow 1
Occupied Rooms							
Discharge	LWOBS/DNA	Sav	e/Close	Can	cel		

Figure 2-54: Patient Moved From Room Back to Triage dialog

2.7 Discharge Patient

There are two ways to discharge a patient from EDD, through the standard discharge functionality and through the new Left Without Being Seen/Did Not Answer (LWOBS/DNA) discharge functionality. The LWOBS/DNA allows users to discharge patients where required patient information is not known, such as those who may have left without being seen or left against medical advice. Both discharges are described below.

2.7.1 Regular Discharge

On the **Patient Edit** dialog, click the **Discharge** button. The EDD will validate that information required before proceeding with a discharge action has been entered. If any information is missing, the user is notified with one or more pop-up messages that additional information is required (Figure 2-55). If no additional data is needed, a confirmation pop-up message displays that any changes will be saved (Figure 2-56). Then the **Patient Discharge** dialog displays as shown in Figure 2-57.

Visit Information	Patient Information Admission Information Injury Information
Medical Screening Exam Time	Message from webpage
Decision to Admit Time	Primary Diagnosis Code is Required
ED Consults No Yes ED Co	nsı
Procedures No Yes Proce	dur OK
*Diagnosis No OYes Diagnosis 	OSIS miormation
Code Blue • No • Yes	
Discharge LWOBS/D	NA Save/Close Cancel

Figure 2-55: Primary Diagnosis Code is Required pop-up message

Discharge LWOBS/DNA Save/Close Patient Information Admission Information Injury	localhost:57772 says Any changes will be automatically saved whe page	n transferring to a new		
Patient (Gender) DEMO, PATIENT ONE (F)	DOB (Age) 11/27/15 (7 YRS) Char	rt 000123		
Allergies No Allergy Assessment	PCP TEST,I	PROVIDER TWO		
Admission Information Patient Information Injury Infor	mation <u>Room Information</u> <u>Visit Information</u>			
Check-In Presenting Complaint				
05/05/2023 07:00 Testing BEDD patch 7 - presenting comp	laint			
*Clinic Type				
*Emergency Severity Index *Triage Nurse Show All *Triag	e Nurse Date/Time			
5 - ROUTINE V TEST,NURSE ONE V 05/05	/2023 09:17			
Add/Edit Chief Complaint Triage Provider Show All In TEST, PROVIDER TWO V 0 05	5/05/2023 09:18			
Chief Complaint	Modified	Modified By		
This is the first chief complaint.	05/05/2023 09:12	EVERETT,BRIAN E		
Injury Information Patient Information Admission	Information <u>Room Information</u> <u>Visit Informatio</u>	<u>a</u>		
Was this visit caused by an injury? ONe OYes Add Injury Information				
Discharge LWOBS/DNA Save/Close	Cancel			

Figure 2-56: Changes Are Automatically Saved pop-up message

		Patient Discharge			
Complete Discharge Cancel					
Patient Information					
Patient (Gender) DEMO, PATIENT ONE (F) DOB (Age) 11/	(27/15 (7 YRS) Chart 000123				
Allergies No Allergy Assessment	PCP TEST, PROVIDER TWO]			
Admission Information					
Check-In 05/05/2023 07:00 Presenting Complaint: This is the first chief complaint	nt.				
Emergency Severity Index 5-ROUTINE V Triage Nurse Date/Time 05/05/2023	09:17 Triage Nurse TEST,NURSE ONE				
Clinic Type EMERGENCY MEDICINE V Itriage Provider Date/Time 05/05/2023 09:18	Triage Provider TEST, PROVIDER TWO				
Injury Information					
Was this visit caused by an injury?					
Visit Information					
Primary Nurse TEST/NURSE TWO V Primary Nurse Date/Time 05/05/2023 09:47	J				
Medical Screening Exam Time 05/05/2023 09:18 ED Provider TEST, PROVIDER	TWO V ED Provider Date/Time 05/05/2023 09:18				
Decision to Admit Time					
Date of	ad Time See	Comple			
Consult Service Date as DERMATOLOGY 5/5/202	ud Time Seen (3-10:03	Cossult TESLPROVIDER FOUR			
Procedures VES	ud Time Seen 23 10:03	Cossule TEST/PROVIDER FOUR			
Countle Service DERMATOLOGY Service Precedures Precedures	d Time Seu	Ceasele TEST/PROVIDER FOUR			
Countil Service Descard Descard Descard Service Precedures Precedures Descard Descard	nd Time Seu	Cessule TEST/PROVIDER FOUR			
Countil Service Date at Descattor Procedures Presedures Presedures Descattor Descattor Ves	nd Time Sen	Cessule TEST.provider FOUR			
Constant Service Date at Description Description Procedures Procedures Procedures Description Description	Prime	Cestult TEST, PROVIDER FOUR			
County Service Date at [DBBMATOLOGY] Procedures 5:5:202 Procedures [DBBMATOLOGY] [DRISSING CHANGE] Dagnosis Dagnosis YES [Code [Disgustis [ZZ:999] [This is the Dagnosis Narrative for zzz 999	Prime Y1S	Cessult TEST.provider FOUR			
Countil Service Date at [D3:BMATOLOGY Procedures [55:202 Procedures [D4:SSING CHANGE Dagnosis VES Code [Diagnosis [ZZZ:999] [This is the Diagnosis Narrative for zzz.999 Code Illue NO	21 10:03 Prince V1:S	Consult ITST/PROVIDER FOUR			
Consult Service Date at [D3:BMATCLOCGY Procedures [Ps:S202 Procedures [D4:SSING CHANGE Diagnosis VES Code [Diagnosis] ZZZ 999 [This is the Diagnosis Narrative for zzz 999 Code Blue NO	211003	Costok TEST/PROVIDER FOUR			
County Service Date at Distance Procedures \$5:202 Procedures [Procedures [PRESSING CHANGE Diagnosis Dagnosis YES Code Diagnosis ZZZ 999 [This is the Diagnosis Narrative for zzz 999 Code Diagnosis Narrative for zzz 999 Code Hue NO Provider History Type [Name First Sees] Provider History	Prime Sen	Consult TEST/PROVIDER FOUR			
Consult Service Date at [DBBMATOLOGY] Procedures [SS:202 Procedures [DBBMATOLOGY] Dagnosis YES Code [Disposition Information	Prime Sen	Cestule TEST.provider FOUR			
County Service Date at 103500000000000000000000000000000000000	noferred V	Consult IISSLPROVIDER FOUR			
Consult Service Date at DISBATOLOGY 55:202 Procedures VEE Procedures [PRESSING CHANGE: Dagnosis Dagnosis VEE Code Code ithus NO Code ithus NO Code ithus NO Code ithus NO Provider History Type/Name/First Sees Disposition Information Where In Follow up Instructions Where In	Inter Sen	Consult ITST/PROVIDER FOUR			
Consult Service Date at DERMAINDEDGY 55:202 Procedures E DRESSING CHANCE: E Dagnosis VES Code Diagnosis [ZZ.999] [This is the Diagnosis Narrative for zzz.999] Code Illae BO E Previder Hintery [Type First Sees] Disposition Information *Inial Acuity *Disposition *Fieldow up Instructions *Where The Frillow up Instructions *Where The Frillow up Instructions *Disposition *(PRIMARY) *Disposition	Inter See	Consult ITST/PROVIDER FOUR			
Constit Service Date at DEBMARTOLOGY DS5202 Procedures DS5502 Procedures DS5502 Dagnosis VES Dagnosis VES Code Diagnosis [ZZ 999 [This is the Diagnosis Narrative for zzz 999 Code Ibis is the Diagnosis Narrative for zzz 999 Code Ibis is the Diagnosis Provider History Type [Frame [First Sees] Disposition Information Where In Follow up Instructions *Doposition "URIMARY) Provider who signed PCC form TESTFROYCER TWO "Dispusition Laformation *Diagnosis	andfired Viscon All	Consult IISI/PROVIDER FOUR			

Figure 2-57: Patient Discharge dialog

In order to discharge the patient, disposition information must be entered in the **Disposition Information** section in the **Discharge Patient** dialog (Figure 2-58). Upon entering the information, click the **Complete Discharge** button to start the discharge process.

Disposition Information
*Final Acuity 🔽 *Disposition 🔽 Where Transferred
Follow up Instructions
*(PRIMARY) Provider who signed PCC form 🔽 *Discharge Nurse
*Departure Date/Time
Complete Discharge Cancel

Figure 2-58: Disposition Information Section of the Discharge dialog
The required discharge fields are:

- Final Acuity
- Disposition
- Primary Provider who signed PCC form
- Discharge Nurse
- Departure Date/Time

After clicking the **Discharge** button, the Complete Discharge verification is presented asking the user to complete the discharge (Figure 2-59).

Injury Information Was this visit caused by an injury? Visit Information Primary Nurse TESTINURSE TWO Primary Nurse Date Medical Screening Exam Time 05/05/2023 09:18 Decision to Admit Time ER Consult Notified YES	Docalhost:57772 says Complete Discharge?	ОК Cancel			
Consult Service Date	and Time Seen	Consult			
DERMATOLOGY 5/5/2	023 10:03	TEST, PROVIDER FOUR			
Procedures YES Procedures DRESSING CHANGE Diagnosis YES Code Diagnosis ZZZ.999 This is the Diagnosis Narrative for zzz.999 Code Blue NO	Prime YES				
Provider History Type Name First Seen					
Disposition Information					
*Final Acuity 1 V *Disposition HOME	✓ Where Transferred	~			
Follow up Instructions APPT AND INSTRUCTIONS GIVEN					
Show All Show All *Discharge Nurse TEST.NURSE FOUR *Departure Date Time 05/05/2023 10:59					
Complete Discharge Cancel					

Figure 2-59: Confirm Discharge dialog

After clicking OK, the patient will be removed from EDD and AMER (Figure 2-60).

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April 2025	

Figure 2-60: Patient Removed from EDD and AMER dialog

2.7.2 LWOBS/DNA Discharge

Patients who leave the ED without being seen or leave against medical advice can now be discharged from EDD using the new LWOBS/DNA functionality. On the **Patient Edit** dialog, click the **LWOBS/DNA** button. The normal edit checks that are performed on a regular discharge will be bypassed, allowing the user to switch to the discharge dialog. Upon clicking the **LWOBS/DNA** button, the dialog shown in Figure 2-61 displays.

BUSA - CHITT Main F1Q2T-BUSA-Main F1Q2T-BUSA Discharge LWOBS/DNA Save/Close Patient Information Admission Information Injury In	Iocalhost:57772 says Any changes will be automatically saved when transferring to a new page OK Cancel
Patient (Gender) DEMO, PATIENT TWO (M) I Allergies No Allergy Assessment Admission Information Patient Information Injury Inform	DOB (Age) 10/18/14 (8 YRS) Chart 000456 PCP
Check-In Presenting Complaint O5/05/2023 05:00 *Clinic Type EMERGENCY MEDICINE ▼ *Emergency Severity Index Add/Edit Chief Complaint Presenting Complaint *Triage Nurse Show All Triage Show All Triage Show All Triage Triage Show All Triage Show All Show All Triage Show All Triage Show All Show All	Nurse Date/Time ge Provider Date/Time Enable

Figure 2-61: Selecting the LWOBS/DNA Discharge button

Once the user clicks the **OK** button in the pop-up message, the **Patient Discharge** dialog displays (Figure 2-62). This dialog differs from the standard discharge dialog as only the **Disposition** and **Departure Date/Time** fields are now required.

Patient Discharge
Complete Discharge Cancel
Patient Information
Patient (Gender) DEMO, PATIENT TWO (M) DOB (Age) 10/18/14 (8 YRS) Chart 000456
Allergies No Allergy Assessment PCP
Admission Information
Check-In 05/05/2023 05:00 Presenting Complaint: testing BEDD
Emergency Severity Index 🗸 Triage Nurse Date/Time Triage Nurse 🗸
Clinic Type EMERGENCY MEDICINE V Triage Provider Date/Time Triage Provider
Injury Information
Was this visit caused by an injury?
Visit Information
Primary Nurse Date/Time
Medical Screening Exam Time ED Provider Date/Time
Decision to Admit Time
ER Consult Notified NO
Procedures NO
Diagnosis NO
Code Blue NO
Provider History Type Name First Seen
Disposition Information
Final Acuity 💙 *Disposition 💙 Where Transferred 💙
Follow up Instructions 🔽 🗸
(PRIMARY) Provider who signed PCC form
*Departure Date/Time
Complete Discharge Cancel

Figure 2-62: LWOBS/DNA Patient Discharge dialog

The **Disposition** field also contains only those dispositions defined as being related to LWOBS/DNA (along with the REGISTERED IN ERROR disposition). This definition occurs in the AMER Facility Parameter setup option in the **Select LWOBS/DNA DISPOSITIONS** multiple entry. See Figure 2-63, which shows the LEFT WITHOUT BEING SEEN and AMA dispositions defined as LWOBS/DNA dispositions. Figure 2-64 shows the defined LWOBS/DNA dispositions (along with REGISTERED IN ERROR) in the discharge dialog.

***** * Facility Setup Menu * * Indian Health Service * Version 3.0 2016 DEMO HOSPITAL CNS Add/Edit ER CONSULTANT SERVICE list Add Local ER Facilities LOC MGRP ER Alerts Mail Group Edit OPT ER Options Transportation-Disposition-Procedures SET Facility Parameter setup FIX Run AMER Cleanup Utility You have PENDING ALERTS Enter VA to jump to VIEW ALERTS option Select Table and Parameter Setup <TEST ACCOUNT> Option: SET Facility Parameter setup Select ER PREFERENCES LOCATION: 2016 DEMO HOSPITAL LOCATION: 2016 DEMO HOSPITAL// DEFAULT HOSPITAL LOCATION: ED WALK-IN// LABEL PRINTER NAME: PER// OUEUE LABELS: YES// CHART PRINTER NAME: PER// SEND .9999 CODES TO PCC: YES// DISABLE TRIAGE PROVIDER ENTRY: NO// ENABLE AUTOMATIC CHECK-OUT: YES// Select ER CLINIC: ED MAIN// ER CLINIC: ED MAIN// LINK TO HOSPITAL LOCATION: ED MAIN// Select ER CLINIC: DEFAULT ER CLINIC: EMERGENCY MEDICINE// Select LWOBS/DNA DISPOSITIONS: LEFT WITHOUT BEING SEEN // ? Answer with LWOBS/DNA DISPOSITIONS Choose from: LEFT WITHOUT BEING SEEN AMA LWOBS You may enter a new LWOBS/DNA DISPOSITIONS, if you wish ONLY ALLOW DISPOSITION TYPE ENTRIES Answer with ER OPTIONS NAME Do you want the entire ER OPTIONS List?

Figure 2-63: AMER Option to Define LWOBS/DNA Dispositions screen

Patient Discharge
Complete Discharge Cancel
Patient Information
Patient (Gender) DOB (Age) 10/18/14 (8 YRS) Chart 000456
Allargies No Allergy Assessment PCP
Admission Information
Clack-in (05/05/2023 05:00 Presenting Complaint: testing BEDD
Emergency Severity Index 🗸 Triage Nurse Date Time Triage Nurse
Clinic Type EMERGENCY MEDICINE V Triage Provider Date Time Triage Provider
Injury Information
Was this visit caused by an injury?
Visit Information
Primary Nurse V Primary Nurse Date Time
Medical Screening Exam Time ED Provider V ED Provider Date Time
Decision to Admit Time
ER Consult Notified HO
Procedures (HO
Disgnois HO
Code Blue NO
Provider Hintory [Type]Name[First Seen]
Disposition Information
Final Acuity 🔍 *Disposition 🔍 Where Transferred 🔍
Follow up Instructions AMA
UVOBS Show All Show All Show All OPALIARY) Provider who signed REGISTERED IN ERROR V Discharge Nurse V
*Departure Date Time
Complete Discharge Cancel

Figure 2-64: LWOBS/DNA Option Showing Defined Dispositions dialog

Once the **Disposition** and **Departure Date/Time** fields (at minimum) have been entered, click the **Complete Discharge** button to complete the patient discharge. After clicking **OK** on the discharge confirmation pop up that then displays (see Figure 2-65), the patient will be discharged from the ED. Control will return to the main dashboard display and the patient will no longer display (Figure 2-66).

localbost 57772 save
Consists 7/72 Says
Complete Discharger
Complete Discharge Cancel OK Cancel
Patient Information
Patient (Gender) DEMO, PATIENT TWO (M) DOB (Age) 10/18/14 (8 YRS) Chart 000456
Allergies No Allergy Assessment PCP
Admission Information
Check-In 05/05/2023 05:00 Presenting Complaint: testing BEDD
Emergency Severity Index 🗸 Triage Nurse Date Time Triage Nurse 🗸
Clinic Type EMERGENCY MEDICINE 🗸 Triage Provider Date/Time Triage Provider
Injury Information
Was this visit caused by an injury?
Visit Information
Primary Nurse Virse Date/Time
Medical Screening Exam Time ED Provider V ED Provider Date Time
Decision to Admit Time
ER. Consult Notified NO
Procedures NO
Diagnosis INO
Code Blue NO
Provider History Type Name First Seen
Disposition Information
Final Acuity V *Disposition LEFT WITHOUT BEING SEEN V Where Transferred
Follow up Instructions 🔹 🗸
PRIMARY) Provider who signed PCC form Discharge Nurse
*Departure Date/Time 05/05/2023 11:25
Complete Discharge Cancel

Figure 2-65: Complete Discharge confirmation message

Last update: May 05, 2023@11:28:07 BEDD IN Discharges Manager Reports Log Out				
Check-In Wtg Med Wtg Med Wtg Med Wtg Rooms Wtg Med Wtg Pend Wtg Med Wtg Med LOS				
Check-In DHide Triage Room Management Pending Documentation				
Waiting Check-In MSE Wait Patient (gender) DOB (age) Chart Presenting Clinic Info Actions Reg				
Triage DHide Check-In Room Management Pending Documentation				
MSE LOS ESI Time Patient (gender) DOB (age) Chart Chief Complaint Order Activity Clinic First Triaged By Provider Consult Info Actions Reg				
Room Management DHide Check-In Triage Pending Documentation				
Waiting LOS Room ESI Patient (gender) DOB (age) Chart Chief Complaint Order Activity Clinic Nurse Provider Consult Info Actions Reg				
Pending Documentation DHide Check-In Triage Room Management				
Waiting MSE Wait ESI Time Patient (gender) DOB (age) Chart Chief Complaint Order Activity Clinic Nurse Provider Consult Info Actions Reg				

Figure 2-66: Main Dashboard Display Showing the Patient has been Discharged

2.7.3 Discharge Reporting

To display a list of discharges by date from the **EDD** dialog, click the **Discharges** button at the top of the dashboard (Figure 2-67) and the user is presented with the **Emergency Department DISCHARGES** dialog as indicated in Figure 2-68.



Figure 2-67: Discharges button

Emergency Department DISCHARGES					
Manager Dashboard Last update: May 05, 2023 12:03:27					
Discharge From Date 5/4/2023 Discharge To Date 5/5/2023 Show					
DISCHARGES					
Discharge ESI Patient	t (gender)	DOB (age)	Chart	Disposition	
05/05/2023 08:41 1 DEMO, PATIEN	T THIRTEEN (M) 01	1/13/86 (37 YRS) 108202	LEFT WITHOUT BEING SEEN	
05/05/2023 10:59 5 DEMO, PATIEN	T <u>ONE (F)</u> 11	1/27/15 (7 YRS)	000123	HOME	
05/05/2023 11:25 DEMO,PATIEN	<u>TTWO (M)</u> 10	0/18/14 (8 YRS)	000456	LEFT WITHOUT BEING SEEN	

Figure 2-68: Emergency Department DISCHARGES dialog

Enter the date range that you want to report on and click the **Show** button as indicated in Figure 2-69.

Emergency Department DISCHARGES					
Manager Dashbo	Manager Dashboard Last update: May 05, 2023 12:05:30				
Discharge From I	Date [4/1/2023 Discharge To Date	5/5/2023 Sh	w	
DISCHARGES					
Discharge	ESI	Patient (gender)	DOB (age)	Chart	Disposition
04/28/2023 12:27	1	DEMO, PATIENT TWO (M)	10/18/14 (8 YRS)	456	HOME
05/01/2023 09:08	5	DEMO, PATIENT THREE (M)	09/21/60 (62 YRS)	109886	ADMIT
05/01/2023 09:29	1	DEMO, PATIENT ONE (F)	11/27/15(7YRS)	123	ADMIT
05/01/2023 10:56		DEMO, PATIENT TWO (M)	10/18/14 (8 YRS)	456	LEFT WITHOUT BEING SEEN
05/02/2023 04:00	3	DEMO, PATIENT THREE (M)	09/21/60 (62 YRS)	109886	HOME
05/02/2023 05:50	2	DEMO, PATIENT FOUR (F)	12/09/65 (57 YRS)	100581	ADMIT
05/02/2023 09:00	2	DEMO, PATIENT FIVE (F)	09/23/54 (68 YRS)	112691	HOME
05/02/2023 11:00	2	DEMO, PATIENT SEVEN (F)	10/29/35 (87 YRS)	101046	HOME
05/02/2023 15:12	3	DEMO.PATIENT SIX (F)	12/10/76 (46 YRS)	101082	HOME
05/02/2023 15:40	3	DEMO, PATIENT EIGHT (F)	07/08/75 (47 YRS)	108936	ADMIT
05/05/2023 08:41	1	DEMO, PATIENT THIRTEEN (M)	01/13/86 (37 YRS)	108202	LEFT WITHOUT BEING SEEN
05/05/2023 10:59	5	DEMO, PATIENT ONE (F)	11/27/15(7YRS)	000123	HOME
05/05/2023 11:25		DEMO PATIENT TWO (M)	10/18/14 (8 YRS)	000456	LEFT WITHOUT BEING SEEN

Figure 2-69: List of Discharges by Date Range example

Select a visit by clicking the **patient's name**. This will bring up a discharge summary of the visit (Figure 2-70). Click the browser back button to return to the discharge listing.

Boo Discharge Summary				
Patiest Information				
Paties (Grader) (DEMO. PATIENT ONE (F) DOB (Arr) [11/27/15 (7 VRS)] Class? [000123				
Allervie (In Allervie Assessment PCP) test PROVIDER TWO				
Administer Information				
Carchala 05/05/2023 07:00 Ciaixi ENERGENCY MEDICINE				
Pre-sails Councilia: Testion BEDD patch 7 - presenting complaint				
Viel Two (INSCRETATION FOR TAXABLE VIELDE TEAMSEE) Medical American Press (INC				
The second				
Triage Previder Date Time (05/05/2023 09:18 Triage Previder TEST, PROVIDER TWO				
Room Information				
ER Room ED-1 ER Room Assigned 05/05/2023 09:47				
Injury Information				
Iajury Related (NO				
Occupation Related				
Visit Information				
Primary Nurse TEST, NURSE TWO Primary Nurse Time (05/05/2022 09:47				
Medical Screening Exam Time (BS/05/2022 09:18 Decision to Admit Time				
ED Provider TEST, PROVIDER TWO ED Provider Date Time (05/05/2023 09:18				
ER Consult Notified VES				
[Consult Service [Date and Time Seen [Consult				
DERMATOLOGY BA/05/2023 16.03 IISLT/FOV/DER/FOUR				
[h]				
INVENTOR DESSING CHANGE				
Diagonii Provider Narrative				
[ZZZ-999 [This is the Diagnosis Narrative for 272,999				
Code Bise				
Provider History Type (Name First Seea				
Disposition Information				
Final Aculty 1 Disposition (HOME				
Follow Up Isstruction: [APPT AND INSTRUCTIONS GIVEN				
(PRIMARY) Provider who signed PCC form [TEST_PROVIDER TWO Disclarge Nurve [TEST_AURSE FOUR				
Departure Time 05/05/2023 10:59				
Technical Use Oaly: Obj1d 234 Dfs 7207 Vise [247233 AmerVisi [230				

Figure 2-70: Patient Discharge Summary dialog

2.8 ED Dashboard Reporting

A number of management reports can be generated, provided the user has access to the **Reports** Button. To access the report dialog from the EDD main page, click **Reports** (Figure 2-71). The **ERS/BEDD Reports** dialog will be shown (Figure 2-72), then select **Run Report** after selecting a specific report to process (Figure 2-73).

User Help Refresh Clear Tools	
PRIVACY PATIENT CHART RESOURCES RCIS DIRECT WebMail EPCS	ED Dashboard
Back Forward Stop Refresh Home Print	
Last update: May 01, 2023@13:42:58 BEDD IN Discharges Manager Reports	
Check-In Wtg Med Wtg Triaged Wtg Med Wtg Rooms Wtg Med Wtg Pend Wtg Med Wtg Med LOS	
Check-In DHide Triage Room Management Pending Documentation	
Waiting Check-In MSE LOS Patient (gender) DOB (age) Chart Presenting Info Actions Reg	
Triage DHide Check-In Room Management Pending Documentation	
Waiting MSE UOS ESI Time Patient (gender) DOB (age) Chart Chief Complaint Order Activity First Triaged By Provider Consult I	nfo Actions Reg
Room Management DHide Check-In Triage Pending Documentation	
Waiting MSE UOS Room ESI Patient (gender) DOB (age) Chart Chief Complaint Order Activity Nurse Provider Consult Info Action	15 Reg
Pending Documentation	
Waiting MSE Wait LOS ESI Time Patient (gender) DOB (age) Chart Chief Complaint Order Activity Nurse Provider Consult Info Action	sReg

Figure 2-71: Reports button

User Help Refresh Clear Tools							
PRIVACY PATIENT CHA	RT RES	OURCES	RCIS	DIRECT We	вМаil	EPCS	ED Dashboard
🔶 🔶 😣 🖓 🎒							
Back Forward Stop Refresh Home Print							
Manager Dashboard							
				FRS/B	EDD Ror	orte	
					EDD Rep	10115	
Admission Activity							
Enter the Beginning Admission Date	5/1/2023	Enter the Ending Ac	dmission Date	5/1/2023	Run Report	1	
	1			J). <u>-</u>	•	
Central Log Report							
Enter the Beginning Date 5/1/2023	Enter the l	Ending Date 5/1/202	23 Se	lection Date Rang	e Admission 🗸	Run Report	
·							
Check-In by hour							
Enter the Beginning Admission Date	5/1/2023	Enter the Ending Ac	dmission Date	5/1/2023	Run Report	Ī	
	J• 3)				i	<u> </u>	
Length of Stay by Emergency Severit	y Index						
		[71	
Enter the Beginning Admission Date	5/1/2023	Enter the Ending Ac	dmission Date	5/1/2023	Run Report		
Discharge Activity by hour							
Discharge french, sy hour							
Enter the Beginning Discharge Date	5/1/2023	Enter the Ending Di	ischarge Date	5/1/2023	Run Report		
	ll	Later the Lucing D	ocanige 2 are		· · · ·		
Room Utilization							
						ī	
Enter the Beginning Admission Date	5/1/2023	Enter the Ending Ac	dmission Date	5/1/2023	Run Report		

Figure 2-72: ERS/BEDD Reports dialog

Manager Dashboard				
			ERS/BEDD	Reports
Admission Activity				
Enter the Beginning Admission Date	5/5/2023 Enter the E	nding Admission Date 5/5/202	3 Run Report	
Central Log Report				
Enter the Beginning Date 5/5/2023	Enter the Ending Date	5/5/2023 Selection D	ate Range Admission 🗸 🛛 R	un Report

Figure 2-73: Run Reports button

For each of the reports listed, select the appropriate beginning and ending date for each and click the corresponding **Run Report** button. The browser will then display the requested report. To return to the manager dialog, click the **ERS/BEDD Reports Menu** link in the upper right corner of any report.

Current reporting options are as follows:

• Admission Activity (Figure 2-74, Figure 2-75, and Figure 2-76)

		ERS/BEDD Reports Menu
ERS Admission Summary		
Between the dates of		
5/5/2023 And 5/5/2023		
Emergency Severity Index (ESI)	Total	
5	1	
BLANK	1	
Total	2	
Arrival Mode	Total	
BLANK	1	
PRIVATE VEHICLE WALK IN	1	
Total	2	
		1
Disposition	Total	
HOME	1	
LEFT WITHOUT BEING SEEN	1	
Total	2	
		1
Injury	Total	
NO	2	
Total	2	

Figure 2-74: ERS Admission Summary Report



Figure 2-75: Central Log Report

		ERS	BEDD Reports Menu
ED Check-In S	ummary by Hour		
Between the dates of	5/5/2023 And 5/5/2023		
Date	Hour	Total	
May 05, 2023	05:00	1	
May 05, 2023	07:00	1	
Total		2	

Figure 2-76: ED Check-In Summary by Hour

• Length of Stay by Emergency Severity Index (Figure 2-77)

																												ERS	BEDD	Reports	Menu
												Length o	of Stay	By Em	ergen	icy Sev	erity	Index	(E	SI)											
														Betwe	en the	dates of															
Ī														5/5/20	23 And	5/5/2023															
:	SI Presenting Complaint	Disposition	LOS	Check-In	Patient	Chart	Age	Sex DO	6 Clin	inic I	Diagnosis	ED Provider	Medical Screening Exam Time	Primary Nurse	Decision to Admit Dt/Tm	Initial Triage Dt/Tm	li- irg Roon	Original Room Dt/Tm	Trg- Rm Wtg	Departure Dt/Tm	Rm- DC Wtg	rimary Provider	Discharge Nurse	Final Acuity	Injury	Consult	PCP	AMERVSIT	овло	VIEN	DFN
	testing BEDD	LEFT WITHOUT BEING SEEN	385	05/05/2023 05:00	DEMO,PATIENT TWO	000456	8 YRS	м 10/7	18/14 EMI MEI	ERGENCY										05/05/2023 11:25					NO	NO		231	235	247234	7209
	Testing BEDD patch 7 - presenting complaint	HOME	239	05/05/2023 07:00	DEMO,PATIENT ONE	000123	7 YRS	F 11/2	27/15 EMB MEI	dERGENCY EDICINE	ZZZ.999	TEST,PROVIDER TWO	05/05/2023 09:18	TEST,NURSE TWO		05/05/2023 09:17	37 ED-1	05/05/2023 09:47	30	05/05/2023 10:59	72 T	EST,PROVIDER WO	TEST NURSE FOUR	1	NO	YES	TEST,PROVIDER TWO	230	234	247233	7207

Figure 2-77: Length of Stay by Emergency Severity Index

• Discharge Activity by hour (Figure 2-78)

			ERS/BEDD Reports Menu
ED Discharge	Summary by Hour		
Between the dates of	of 5/5/2023 And 5/5/2023		
Date	Hour	Total	
May 05, 2023	08:00	1	
May 05, 2023	10:00	1	
May 05, 2023	11:00	1	
Total		3	

Figure 2-78: ED Discharge Summary by Hour

• Room Utilization (Figure 2-79)

		ERS/BEDD Reports Menu
	ERS Room Utilization by I	Hour
	Between the dates of	
	5/5/2023 And 5/5/2023	
H	May 05, 2023	
ł	HOUR	ED-1
	09:00	1
	TOTAL	1
I		

Figure 2-79: ERS Room Utilization by Hour

2.9 Whiteboard Display

The BEDD application contains a new way of displaying the ED Dashboard called the **Whiteboard**. The Whiteboard is a customizable display of the ED Dashboard that allows non-PII information to be displayed. This is useful if a site wants to set up a display in a public area (that would require minimal information to be displayed) or in a nurse's station (where more information could be displayed).

2.9.1 Logging into the Whiteboard

To log into the **Whiteboard** in **Standalone Mode**, click the **Dashboard** desktop icon just as if you were going to log into the regular dashboard. The dialog shown in Figure 2-80 displays. Any user with regular EDD access can log into the Whiteboard by typing in their **Access/Verify** information and clicking the **Whiteboard Login** button.

A special whiteboard account has also been created with which users can log on. The Access Code for the special account is **Whiteboard**. The Verify Code initially comes set as null. A new Verify Code can be entered or modified by entering a new value in the **Whiteboard Verify** field in the **Whiteboard Display Settings** section of the **Setup** menu.

To log in using this new account, enter **Whiteboard** for the **Access Code**, the **Verify Code** (if one has been defined), and then click the **Whiteboard Login** button. A display similar to Figure 2-81 displays (actual column shown will vary depending upon the whiteboard custom settings-refer to Section 4.3.24 for further details).

Welcome to the BEDD Emergency Room Dashboard
Standalone/Whiteboard Login
Access Code:
Verify Code:
Select the Site
Login Whiteboard Login
Integrated Dashboard/EHR users must re-launch the Dashboard from EHR to re-establish the link with EHR

Figure 2-80: ED Dashboard Login dialog

	Last upda	te: 1	May 05, 2	023@	12:45:37					
	Check	-In		□Hi	de					
	Waiting	Pati	ent (Age)		Presenting		Info			
	105	D. P.	(27 YRS)	PRE	SENTING COMP	LAINT	-			
	75	D. P.	(39 YRS)	PRE	SENTING COMP	LAINT	-			
	Triage	•		□Hi	de					
	Waiting	ESI	Patient (Age)	Chief Complain	Orde	r Activity	First Triaged By	Provider	Info
	3	2	D. P. (47)	YRS)	TESTING BEDD			TEST, NURSE THREE		
	3	5	D. P. (87)	YRS)	TESTING BEDD			TEST, NURSE THREE		
Room Management DHide										
	Waiting	ESI	Patient (Age)	Chief Complaint	Order	Activity	Nurse	Provider	Info
	4	4	D. P. (57	YRS)	testing			TEST, NURSE FIVE		-
	4	4	D. P. (62)	YRS)	testing patch 7			TEST, NURSE THREE		
	Pendi	ng I	Docum	enta	ation	ПН	lide			
	Waiting	ESI	Patient (A	Age)	Chief Complaint	Order A	Activity	Nurse Provider Info		

Figure 2-81: Whiteboard Display example

3.0 Package Management

3.1 Package Access

User access to the EDD is controlled by RPMS security keys. The BEDD application includes six security keys:

- AMERZPROVIDER
- AMERZNURSE
- AMERZPARA
- BEDDZWHITEBOARD
- BEDDZMGR

• BEDDZDASH

These keys are documented in Section 3.4 of the *IHS Emergency Department Dashboard Technical Manual.*

3.2 Controlling Nurse/Provider Role Selection Choices

The ED Dashboard relies on the following **AMER** security keys to control what personnel appear in the nurse/provider selection lists.

3.2.1 AMERZNURSE Security Key

Personnel holding the AMERZNURSE security key will show up in the lists in the **BEDD Triage Nurse**, **Primary Nurse**, and **Discharge Nurse** fields. If a user wants to select someone other than a holder of the AMERZNURSE security key, they have to select the **Show All** box next to the list to generate a list of all providers.

3.2.2 AMERZPROVIDER Security Key

Personnel holding the **AMERZPROVIDER** security key will show up in the lists in the **BEDD Triage Provider**, **ED Provider**, and **(PRIMARY) Provider** who signed PCC form fields. If a user wants to select someone other than a holder of the **AMERZPROVIDER** security key, they have to select the **Show All** box next to the list to generate a list of all providers.

3.3 Automatic Check-Out from PIMS upon BEDD/AMER Discharge

The AMER/BEDD applications can be set up to check-out patients from their PIMS appointments when they are discharged from AMER/BEDD visits. For instructions

on how to turn on (or off) this functionality refer to Section 3.1.5 of the *Emergency Room System User Manual* released with AMER v3.0 p3.

4.0 Package Operation

Before using the EDD application, it must be set up to meet the needs of the site with respect to clinic information, and how the application will behave while admitting, processing, and discharging patients.

Someone with EDD manager access is required to set up bed locations, site information, and other settings before the application is used.

4.1 Access the EDD Manager Options

4.1.1 Login to the EDD Application

Double-click the icon on your desktop to access the EDD or enter the dashboard via the appropriate **EHR** tab. Based on the user settings at the site, you may first be presented with an initial login dialog as shown in Figure 4-1. If the login dialog shows up, enter your credentials for logging onto the Ensemble server and click the **Login** button.

User Name	
Password	

Figure 4-1: Ensemble login dialog

At this point, the **BEDD** login dialog should display. Provide the users **RPMS ACCESS/VERIFY** information (Figure 4-2). If accessing via the EHR, the users' credentials may already have been entered with the initial login to RPMS via the current EHR session, and the user may not see the dialog in Figure 4-2.

Welcome to the BEDD Emergency Room Dashboard
Standalone/Whiteboard Login
Access Code:
Verify Code:
Select the Site
Login Whiteboard Login
Integrated Dashboard/EHR users must re-launch the Dashboard from EHR to re-establish the link with EHR

Figure 4-2: BEDD Emergency Room Dashboard login dialog

4.1.2 Go to the Manager Dialog

After the user logs in, the user will see the main **EDD** dialog in Figure 4-3. The user should then click the **Manager** button on the top right as indicated below in Figure 4-3.

Last update: Apr	03, 2023@	06:49:19 BED	D IN Dis	scharges	nager	Reports						
Check-In Wtg 1 3881	Med Wtg 3881	Triaged Wtg 1 3880	Med Wtg 3880	Rooms Wtg N 2 7753 3	Med Wtg 8876	Pend Wtg M 1 3873 34	fed Wtg 873 3882	LOS				
Check-In	⊠ <mark>H</mark> i	de <u>Triage</u>	Room Man	agement	Pending	g Documentation						
Triage	□H	de <u>Check-In</u>	Room 1	Management	Pen	nding Documentati	on					
Waiting MSE Wait	.OS ESI T	ime Patient (ge	nder)	DOB (age)	Chart	Chief Complaint	Order Activity	First Triaged By	Provider	Info	Actions	Reg
13880 Done 1	3883 3 1·	1:09 TEST. PATIE	NT (F) 10/0	01/21 (18 MOS)	120000	Dizzy		FLOOD, WILLIAM	FLOOD		○Rm Page ○Obsv ○TrgRpt	NO
Poom Man	Room Management BHide Check-In Triage Pending Documentation											
Room Mana												

Figure 4-3: Main EDD dialog-Manager button

The first dialog to appear is the **Manager** dialog, and it will default to the **Rooms** definition page as seen in Figure 4-4. Note that unlike Figure 4-4, the user's particular site will not have rooms defined yet and that definition will be performed in the next step.

	Report	5	Rooms	Warnings	DashBoard	Record	l Lock	Setup
	Results:	6 Page:	: < < <mark>1</mark> >> >	of 1				
	Room	Setu	р					
					~	•	~	
		#	Room Nam	e	Status		Occupied	
		1	MUPrep 1		Active		No	
		2	MUPrep 2		Active		No	
		3	MUPrep 3		Active		No	
		4	MUPrep 4		Active		No	
		5	MUPrep 5		Active		No	
		6	MUPrep 6		Active		No	
Ed	it Room	Info						
R	oom Na	ime: New	Status: O Active O Delete	No Longer Used 〇 Cancel	Temporarily Unavailable	Occupi ⊖Yes	ed: ONo	

Figure 4-4: Room Definition dialog

4.2 Add ER Room Location

In the dialog defined in Figure 4-4, the user enters the room name being added into the **Room Name** label at the bottom. In the **Status** section select **Active** and under **Occupied** section select **No**. Press the **Save** button and the room will be added as in Figure 4-5.

Rep	orts		Rooms	Warnings	DashBoard	Record	ord Lock Setup			
Resu	ılts: 6	Page	: < - « <mark>1</mark> »	> of 1						
Roo	om	Setu	р							
						~				
		#	Room Na	ime	Status		Occupied			
		1	MUPrep 1	1	Active		No			
		2	MUPrep 2	2	Active		No			
		3	MUPrep 3	3	Active	<i>(</i>	No			
»		4	MUPrep 4	1	Active	Message from webpage				
		5	MUPrep 5	5	Active	Eaus Complet				
		6	MUPrep 6	6	Active	save complet	le.			
dit Ro	om	Info					ĸ			
Room	Nai	me:	Status:							
MUPre	ep 4		 Active 	○No Longer Used	l 🔿 Temporarily Una	vailable OYes	s 🖲 No			
Save)	New	Delete	Cancel						

Figure 4-5: Add ER room dialog

Note that when adding or changing a room, it can be flagged as **No Longer Used** or **Temporarily Unavailable**. The user can also update the room to be listed as **Occupied** preventing any patients from being assigned the location.

4.3 Access Setup and Configure Options

After the bed locations are added and while still in the room definition dialog shown in Figure 4-4, click **Setup** in the upper right corner as indicated in Figure 4-6 and the user will be taken to the site **Setup** dialog in Figure 4-7.

F	Report	S	Rooms W	arnings	DashBoard	Record	d Lock	Setup
	Results:	6 Page	: $ \langle \langle \langle 1 \rangle \rangle \rightarrow \text{ of } 1 \rangle$					
	Room	i Setu	р					
						~		
		#	Room Name		Status		Occupied	
		1	MUPrep 1		Active		No	
		2	MUPrep 2		Active		No	
		3	MUPrep 3		Active		No	
	»	4	MUPrep 4		Active		No	
		5	MUPrep 5		Active		No	
		6	MUPrep 6		Active		No	
Edi	t Roon	n Info						
M	oom Na UPrep Save	ame: 4 New	Status: • Active ONc Delete	Donger Used O	Temporarily Unavailab	Occupi le ⊖Yes	ied: ⊛ No	

Figure 4-6: Room Definition dialog—Setup button

1# 10	ISMTPS	FRVFR	SiteName	
1	1		2016 DEMO HOSPIT	AL
2	2		Whiteboard Display	
d Contains Contains			•	
a system setup				
em Preterences-				
SMTPSERVI	(R:	Phone: S	creen Timeout (in seconds)	
perate Dashboard Star	d Alone: Use more that	in I Clinic: Show Daily	Summary on Dashboard:	
ow Used Rooms: She	w Provider: Show Nur	se: Show Consult:		
			al CHR Balance - City	
e Autovote: Ose Con	in board: Print Triage	Report upon Save. Swi	en Erik Patient on Edit	
riage Provider				
Hidden (Field Not I	(Use) () Default As Di	isabled (Can He Enabled	Always Enabled	
ustom Column Displa	y			
-Check-In-				
Hide Waiting: Hi	de MSE wait: Hi	ide LOS:		
Triage				
Hide Waiting: Hi	de MSE Wait: Hi	ide LOS:		
Room Management	L MER MAIL	1.00		
Hide Waiting: Hi	de MSE Wait: Hi	de LOS:		
-Pending Documentat	ion			
Hide Waiting: Hi	de MSE Wait: Hi	ide LOS:		
Print Labels (Defaul Print Regular Routin Optional Documents Med-Rec Worksheet	t to 'Yes'): g Slip (Default to 'Yes') Print Enable:	# Copies:	Default Printer:	
BEDD Routing Slip	Print Enable:	I Copies:	Default Printer:	× .
Wristband/Embosse	d Card Print Enable:	# Copies:	Default Printer:	
PPW Wristband Prin	it Enable:	# Copies:	Default Printer:	-
no klasse plaste 22	ferences			
DD Nurse Display Pre	 Last Name, First In 	nitial 🗇 Last Initial, First	Initial. O Last Three, First Two.	O Last Name
Last Name, First Name				
Last Name, First Name				
DD Nurse Display Pre Last Name, First Name r Specific Preferences r Name:				
DD Nurse Display Pre Last Name, First Name r Specific Preferences r Name:	Lockup User			
uto Nurse Display Pre .ast Name, First Name r Specific Preferences r Name: utient Name Format E	tantup there isplay-			
ast Name, First Name r Specific Preferences r Name: utient Name Format E Last Name, First Na	isolay	st Initial 🔿 Last Initial.	First Initial. 🕕 Last Three, First	Two.
LID warse Display Pre Last Name, First Name r Specific Preferences r Name: latient Name Format E Last Name, First Na ide DOB: Hide Cc	toptop Uses toplay- me O Last Name, Fin mplaint: Hide Gend	st Initial 🗇 Last Initial. der:	First Initial. 🔿 Last Three, First	Two.
LID Murse Display Pre Last Name, First Name r Specific Preferences r Name: Latient Name Format E Last Name, First Na ide DOB: Hide Cc	Risplay me O Last Name, Fin mplaint: Hide Gend	st Initial 🔿 Last Initial. der:	First Initial. O Last Three, First	Two.
DD Nurse Display Pre Last Name, First Name r Specific Preferences r Name: Latient Name Format E Last Name, First Ni ide DOB: Hide Co liteboard Display Settii	Instantions Isplay me O Last Name, Fin mplaint: Hide Gend B5-	st Initial 🔿 Last Initial. der:	First Initial. O Last Three, First	Fwo.
DD ynarse Dioplay Pre Last Name, First Name r Specific Preferences r Name: Latent Name Format E Last Name, First Ni ide DOB: Hide Cc intelsoard Display Settin iteboard Display Settin	International In	st Initial 🔿 Last Initial. der:	First Initial. O Last Three, First	Two.
nr vense Display Pre- cast Name, First Name et Specific Preferences et Name: Last Name, First Na de DOB: Hide Ce last Name, First Ni de DOB: Hide Ce liteboard Display Settin ieboard Display Settin	tisplay me Last Name, Fin mplaint: Hide Gend 185 hiteboard Verify:	st Initial 🗇 Last Initial. der:	First Initial. O Last Three, First	Ivo.
nr search Display Pre- cast Name, First Name er Specific Preferences er Name: Last Name, First Ni ide DOB: Hide Cc itchcoard Display Settli itchcoard Display Settli itchcoard Access: W itchcoard Access: Show	heplay- me last Name, Fin mplaint: Hide Gend gs- hiteboard Verify: Age: Show Provide	st Initial O Last Initial. der: er: Show Nurse: S	First Initial. O Last Three, First	Two.
Ar vane Display Pre- ast Name, First Name vr Specific Preferences r Name: Latent Name, First Name Latent Name, First Name, Latent Name, Stratege Name, First Name, Latent Name, Stratege Name,	hisplay- me Last Name, Fin mplaint: Hide Gend hiteboard Verify: Age: Show Provide plaint: Show Chart	st Initial O Last Initial. der: er: Show Nurse: S	First Initial. Last Three, First	Two.
ALT Yourd Display Pro- act Name, First Name. Control Specific Preferences Name: Last Name, First Na- last Name, First Na- Na- Name, First Na- Name, First Name, First Name, First Na- Name, First Name, First Nam	Bioplay Highay mplaint: Hide Gend Hide Gend Hide Send Hiteboard Verify: Age: Show Provide plaint: Store Chart	st Initial O Last Initial. der: er: Show Nurse: S Number: Show Rose	First Initial. O Last Three, First how Orders: Show Name: 	fws.

Figure 4-7: BEDD Manager Setup dialog

In order to make modifications to a site that is displayed, click the site name in the **ED Dashboard Setup** section to make it active as indicated in Figure 4-8.

Re	ports	Roo	ms	Warning	s Das	shBoard	Reco	rd Lock	Setup			
	ED Da	ishboa	rd Setup)								
		#	ID		SMTPSERVEF	2		SiteName				
	*	1						2016 DEM	O HOSPITAL			
		2	2	2	/			Whiteboard	I Display			
Dasi	board S ystem Pr D: Operate	ystem S reference SMTP	etup es SERVER ard Stand	: Alone:]	Phone:	Scree	en Tur	lick on th	ne line of t] :he	e site that you	
	D Show Us	ed Roos	ms: Show	Provider	Show Nurse: 8	Show Consult:	v	vant to e	dit to mak	e	it active	
	□ Use Auto ⊠	Note: 1	Use Comr	n Board:	Print Triage Rep	ort upon Save: 1	Switch EF	IR Patient on I	Edit:			

Figure 4-8: Site settings

Site data is automatically populated with INSTITUTION file (#4) entries that are pointed to by the MEDICAL CENTER DIVISION file (#40.8), and new sites can only be added by clinic or hospital management. If the appropriate sites are not displaying, contact the RPMS system administrator for this installation.

The following options on the site-setup dialog are available to configure the behavior of the EDD application. Screen shots, where appropriate, will indicate how the setting affects the display of the information in the EDDs main page.

4.3.1 Screen Timeout (in Seconds)

This value affects how long users can remain on a screen before it times out when they are logged into the EDD application. For example, if the screen timeout is set at 300 seconds and a user opens up a patient in edit mode, the screen will exit the patient edit page and return to the main EDD page after 300 seconds of being opened.

The property also controls how long a patient will remain locked, if a user edits a patient and then closes their browser while still in edit mode. The EDD will automatically unlock the patient for editing at a time of 30 seconds plus whatever value is stored in the Screen Timeout property.

4.3.2 Operate Dashboard Stand Alone

Not implemented.

4.3.3 Use More than One Clinic

For sites that use multiple clinic areas (for triage, urgent care, etc.), selecting this property displays the **Clinic** column in the dashboard under the **Triaged**, **Room Management** and **Pending Documentation** sections as indicated in Figure 4-9.

Last update: May 05, 2023@13:20:26 BEDD IN [Discharges Manager Reports	Log Out				
Check-In Wtg Med Wtg Triaged Wtg Med Wtg I 2 250 125 2 76 38 1	Rooms Wtg Med Wtg Pend Wtg Med 1 39 39 1 13 13	Wtg Med LOS 125				
Check-In OHide Triage Room M	Management Pending Documentati	29		_		
Waiting Check-In MSE Patient (gende	der) DOB (age) Chart	Presenting	Clinic	lufo	Actions	Reg
140 05/05/2023 11:00 140 DEMO. PATIENT FIE	FTEEN (F) 11/01/95 (27 YRS) 109604 PF	RESENTING COMPLAIN	TRIAGE	. Trg I	Page ORm Page OO	bay O TrgRpt NO
110 05/05/2023 11:30 110 DEMO PATIENT TW	WELVE (F) 12/28/83 (39 YRS) 102058 PF	ESENTING COMPLAIN	EMERGENCY MEDICINE	Trg I	Page 🔍 Rm Page 🔍 O	bsv TrgRpt NO
Triage OHide Check-In Room	om Management Pending Documer	itation				
MSE LOS ESI Time Patient (gender)	DOB (age) Chart Chief Compl	aint Order Activit	Clinic F rst	Triaged By Pr	rovider Consult Info	Actions Reg
39 39 2 12:42 DEMO, PATIENT EIGHT (F) 0	07/08/75 (47 YRS) 108936 TESTING BE	DD	NT CARE T ST		No	○ Rm Page ○ Obsv ○ TrgRpt <mark>NO</mark>
38 38 5 12:42 DEMO, PATIENT SEVEN (F)	10/29/35 (87 YRS) 101046 TESTING BEI	DD EMER	GENCY MEDICINE T ST		No .	© Rm Page © Obsv © TrgRpt NO
Room Management GHide G	Check-In Triage Pending Docur	nentation				
Waiting LOS Room ESI Patient (gender)	DOB (age) Chart Chief Com	laint Order Activit	Clinic	se Provider C	Consult Info	Actions Reg
39 260 ED-1 4 DEMO. PATIENT FOUR (E)	E) 12/09/65 (57 YRS) 102590 testing	EMEI	RGENCY MEDICINE	T	No . Rm Pi	age Obsv OTrgRpt NO
Pending Documentation OHi	lide <u>Check-In</u> <u>Triage</u> <u>Room</u>	Management				
Waiting MSE Wait ESI Time Patient (gender)	DOB (age) Chart Chief Cor	aplaint Order Activity O	Clinic Jurse Provider C	onsult Info	Actions	Reg
13 320 4 13:07 DEMO, PATIENT THREE (5	(M) 09/21/60 (62 YRS) 109886 testing pat	ch 7 ED	MAIN EST N	•	Rm Page Obsv O	TrgRpt NO

Figure 4-9: ED Dashboard with Use more than 1 Clinic property set

4.3.4 Show Daily Summary on Dashboard

Not Implemented.

4.3.5 Show Used Rooms

Not Implemented.

4.3.6 Show Provider

Display the **Provider** column in the dashboard under the **Triaged**, **Room Management** and **Pending Documentation** sections as indicated in Figure 4-10.

Last update: Apr 03, 2023/g06:49	32 BEDD IN Discharg	m Manager	Repo	rta								
Check-In Wig Med Wig Triage	d Wig Med Wig Rooms V 22 22 3	Vtg Med Wtg 004 3996	Pend 70	Fig Med Wig Me 993 3993 40	o2							
Check-In Ottee	Triage Room Managem	ent Pend	ing Decu	mentation								
Waiting Check In MSE LOS Pa	tient (gender) DOB (age) Cl	hart Presenting	Info Act	ions Reg								
Triage Olide	Check-In Room Manag	ement 2	Pending D	ocumentation			_					
Waiting MSE LOS ESI Time	Patient (gender)	DOB (ags)	Chart 6	Chief Complaint Or	rder Activity	First Triaged By	Provider	afo	Action	15	Reg	
22 Done 1000 08:27 5	EABOY LUCINDA E (F) 07	16/51 (71 YRS)	105715	Chest Pain	FL	OOD, WILLIAM	FLOOD	0	Rm Page 006	w OTrg3	Rpt NO	
Room Management	Hide Check.la	Teiage	Pending	Documentation			_					
Room Management	OHide Check.ls Patient (gender)	Triage DOB (age)	Pending Chart	Documentation Chief Complaint	Order Activity	Nurse	Prov	der 1	do	Actions		Reg
Management Vaiting MSE Wait LOS Room ESI MATE MARE LOS Room ESI	Hide Check.ls Patient (gender) KING BETTYANN (F) 08-1	Triage DOB (age) 17 64 (58 YRS)	Chart A	Deconventation Chief Complaint Ibdominal Pain	Order Activity	Nurse BARKER, MEL	Prov	der 1	də Ras Page	Actions Obuv	TraRpt	Reg
Management Vairing MSE Wait LOS Reem ESI Management MSE LOS Reem ESI ESI Management MSE LOS Reem ESI ESI Management MSE LOS Reem ESI ESI Management MSE LOS ESI ESI	Hide Check.ls Patient (gender) KING BETTY ANN (F) 08-1 TESTING.REG (F) 01-0	Triage DOB (age) 17 64 (58 YR5) 01 15 (8 YR5)	Pending Chart 0 101994 A 137956 B	Chief Complaint biocummal Pain tilateral Leg Swelling	Order Activity	Nurse BARKER, MEL	ANA ZIEG	der 1 ER	do Rm Page O Rm Page	Actions = Obuv = Obuv	TrgRpt O TrgRpt	Reg NO NO
Management MSE Wair LOS Room ESI MID MOD Part MOD Part ED 02 3 3 Dete Dete ED 04 3 3 Dete ED 9 3 3 3	OHsite Chack.ls Parient (gender) KING, BETTY ANN (F) 08-1 TESTING, REG. (F) 01-0 TESTING, REG. (F) 10-0	Triage DOB (age) 17.64 (38 YR5) 01.15 (8 YR5) 01.21 (18 M05)	Pending Chart 0 101994 A 137956 B 120000 D	g Documentation Chief Complaint Understal Leg Swelling Nazy	Order Activity	Narse BARKER, MEL BARKER, MEL	Prov ANA ZIEGI ANA FLOO	der 1 ER D	do Ran Page Ran Page	Actions • Obut • Obut • Obut	TryRpt O TryRpt TryRpt	Reg NO NO
Management Waiting MASE Wait LOS Room LSI Mathematical State MASE LSI LSI LSI Mathematical State LSI LSI LSI LSI Mathematical	OHde Check.ls Patient (gender) I KING. BETTY ANN IP: 08:1 III: TESTING. REG.(P) 010 TESTING. REG.(P) 100 I OHde Q	Triage DOB (age) 1 17 64 (38 YR5) 1 10 15 (8 YR5) 1 10 121 (18 MO5) 1 heck-in In	Peoding Chart 101994 A 137956 B 120000 D istee	e Documentation Chief Complaint Indocessed Pass Indocessed Leg Swelling Nazy Room Manapement	Order Activity	Nurse BARKER, MEL BARKER, MEL	ANA ZIEGI ANA FLOO	der 1 ER D	do Rm Page Rm Page Rm Page	Actions = Obut = Obut = Obut	TrgRpt O TrgRpt TrgRpt	Reg NO NO
Room Management Waiting MSE LOB Room ESI 11 Dete 100 ED 02 3 11 Dete 100 ED 03 3 Pending Documentation MSE LOS ESI Time Patiet	Hide Check Ja Patient (gender) 1 KING: BETTY ANN (P) 061 1 TESTING: JEG_T) 01 0 IST PATIENT (P) 100 I IRde It (gender) DOB (ag	Triage DOB (age) 17.64 (58 YR5) 12.15 (8 YR5) 11.21 (18 M05) heck-in 17. pt) Chart C	Pending Chart Chart A 101994 (A 137956 (B) 120000 (D) 120000 (D) 120000 (D) 120000 (D) 120000 (D) 120000 (D)	Chief Complaint Chief Complaint Iddeninal Pain Iddenial Leg Swelling Nazy Recen Manapement uplaint Order Activi	Order Activity	Nurse BARKER, MEL BARKER, MEL	ANA ZIEGI ANA FLOO	der 1 ER D	de Ren Page Ren Page Ren Page	Actions • Obay • Obay • Obay • Obay • Obay	TrgRpt O TrgRpt TrgRpt	Reg NO NO
Boom Management Waitie Waite Waite LOS Room EM Waite Waite LOS Room EM ED 02 Waite Waite EM ED 02 3 Dene Vaite ED 02 3 3 Pending Documentation NSE Name Patier Wait LOS EST Time Patier Wait LOS EST Time Patier	Hide Check Ja Patient (gender) 1 KING: BETTY ANN FP 04: I 1 TESTINO. REG. (P) 01:0 TEST PATIENT (P) 10:0 1 Hide et (gender) DOB (ag L. ADAMLE (M) 07:17:55 (67)	Traige DOB (sge) 17.64 (55 YR5) 17.64 (55 YR5) 17.15 (8 YR5) 17.15 (8 YR5) 17.12 (18 M05) http://pi.org/construction pt) Chart YYR5) 100806	Pending Chart 101994 A 137956 B 120000 D 120000 D 1200000 D 120000 D 120000 D	Chief Complaint Chief Complaint Iddeninal Pain Iddenial Iddenia	Order Activity	Nerse BARKER, MEL BARKER, MEL 14 14 15 14 14 15 14 10 10	ANA ZIEGI ANA FLOO	der 1 ER D	do Ren Page Ren Page Ren Page Actions	Actions Cobus Cobus Cobus Cobus Rag gRpt NO	TışRşı ⊖TışRşı TışRşı	Reg NO NO

Figure 4-10: Provider column

4.3.7 Show Nurse

Display the **First Triaged By** column under the **Triage** section and the **Nurse** columns in the dashboard under the **Room Management** and **Pending Documentation** sections as indicated in Figure 4-11.



Figure 4-11: Nurse column

4.3.8 Show Consult

Display the **Consult** column in the dashboard under the **Triaged**, **Room Management** and **Pending Documentation** sections as indicated in Figure 4-12.



Figure 4-12: Consult column

4.3.9 Use AutoNote

Selecting the Use AutoNote property will cause the Actions column to be displayed in the ED Dashboard Check-In, Triaged, Room Management or Pending Documentation sections.

The Actions properties allow the Notes field to be auto-populated when the Trg Page (Triage Page), **Rm Page** (Room Page) or **Obsv** (Patient Observed) options are selected. See Figure 4-13 for an ED Dashboard with the Actions column set to display. These actions are described in Section 2.3.

Last update: May 05, 2023@13:42:34 BEEDD IN Check.In[Wtg] Med Wtg] Triaged Wtg [Med Wtg] Med Wtg] 1 162 129 60 Check.In Hide Triaged Room Room	Discharges Manager Rooms Wtg Med Wtg Pe 1 61 61 1 1 Management Pending Pending Pending	Reports Log Out md Wtg Med Wtg Med LOS 35 35 147 Documentation Med LOS Med LOS											
Waiting Check-In MSE Patient (gender) DOB (age) Chart Presenting Clinic Inf Actions Reg													
Waiting Check-In Wait Wait Patient (gender) DOB (age) Chart Presenting Clinic Inf Actions Reg 162 05/05/2023 11:00 162 DEMO_PATIENT FIFTEENTED [11:0195/C7 YRS) 109604 PRESENTING COMPLAINT [TRIAGE . O Trg Page O Run Page O Buge NO													
Triage DHide Check-In Ros	m Management Pend	ing Documentation											
Triage Hole Classical Room Management Pending Documentation MSE [Jose] ESI Time Patient (gender) DOB (age) Chief Complaint Order Activity Clinic First Triaged By Provider Consult Info Actions Reg													
61 61 2 12:42 DEMO. PATIENT EIGHT (F)	07/08/75 (47 YRS) 108936	TESTING BEDD		URGENT CARE	TEST	No .	CRm Page Obsv TrgRpt NO						
132 132 4 13:33 DEMO_PATIENT TWELVE (E	12/28/83 (39 YRS) 102058	PRESENTING COMPLAINT	l l	EMERGENCY MEDICINE	TEST	Yes .	○ Rm Page ○ Obsv ○ TrgRpt <mark>NO</mark>						
60 60 5 12:42 DEMO. PATIENT SEVEN (F)	10/29/35 (87 YRS) 101046	TESTING BEDD		EMERGENCY MEDICINE	TEST	No .	Rm Page Obsv TrgRpt NO						
Room Management Dide	Check-In Triage P	ending Documentation											
Waiting LOS Room ESI Patient (gender)	DOB (age) Chart	Chief Complaint Order Activ	ity Cl	inic Nurse Prov	ider Consult Info	Actions	leg						
61 282 ED-1 4 DEMO. PATIENT FOUR (F) 12/09/65 (57 YRS) 102590	testing	EMERGENC	Y MEDICINE TEST	No . Rm	Page Obsv	O TrgRpt C						
Pending Documentation	ide <u>Check-In</u> <u>Triage</u>	Room Management											
Waiting MSE Wait ESI Time Patient (gender)	DOB (age) Char	rt Chief Complaint Order Act	tivity Clinic	Nurse Provider Consult I	info Actions	Feg							
35 342 4 13:07 DEMO, PATIENT THREE (M) 09/21/60 (62 YRS) 1098	36 testing patch 7	ED MAIN	TEST No	ORm Page Obsv	TrgRpt NO							

Figure 4-13: AutoNote actions

4.3.10 Use Comm Board

Not Implemented.

4.3.11 Print Triage Report on Save

Not Implemented.

4.3.12 Switch EHR Patient on Edit

If this box is selected, when utilizing the dashboard within EHR, whenever a patient is edited on the dashboard, the EHR patient and visit will automatically switch to the patient and visit being edited in the dashboard. If the box is not selected, the switch will not occur.

Note: This setting only applies to EHR mode.

When utilizing standalone mode, the patient/visit will not switch upon a patient edit.

4.3.13 Triage Provider

On the Setup dialog there is the ability to hide, disable, or enable the **Triage Provider** field under **Edit Page Admission Information** section. Users can set up this function in the **Dashboard System Setup** dialog by selecting the preferred option button as shown in Figure 4-14. For sites that never use a triage provider this setting can be set to **Hidden**.

For sites that occasionally use a triage provider, the second option of **Default As Disabled (Can be Enabled)** should be used. For sites that frequently use a triage provide, the **Always Enabled** selection should be used.

Note: The AMER application has its own setting to control whether a triage provider should be prompted for or not. Refer to Section 3.1.5 of the *Emergency Room System (AMER) User Manual* for directions on how to adjust that setting.

-Dashboard	System Setup Preferences			
ID: 6	SMTPSERVER:	Phone:	Screen Timeout (in seconds)	
Show	Used Rooms: Show Provider: Show Prov	ow Nurse: Show (Consult:	
Use A	utoNote: Use Comm Board: Prin	t Triage Report up	on Save: Switch EHR Patient on Edit:	
OH	idden (Field Not In Use) ODefau	lt As Disabled (Ca	n Be Enabled) (Always Enabled	

Figure 4-14: The Triage Provider setting

Figure 4-15 displays the user view in the **Patient Edit** dialog if the **Triage Provider Always Enabled** option button was selected.

User Help Refresh Clear Tools	4				
PRIVACY B	TIENT CHART RESOURCES	RCIS DIRECT WebMai	EPCS	ED Dashboard	QO Wizad
Back Forward Stop Refre Ho	ne Print				
		Patient Edi	t		
Discharge	WOBS/DNA Save/Close	Cancel			
Patient Information	Admission Information Injury I	Information Room Information	Visit Information		
Patient (Gender) DEMO, ADU	T ALPHA (F) DOB (Ag	e) 01/01/80 (43 YRS) Ch	art T00029		
Allergies HONEY		PCP			
Admission Information	Patient Information Injury Infor	mation Room Information	Visit Information		
Check-In	Presenting Complaint				
04/28/2023 11:23	TEST		~		
*Clinic Type EMERGENCY MEDICINE			~		
*Emergency Severity Index	*Triage Nurse Show All *Triage N	Nurse Date/Time			
Add/Edit Chief Complaint	Triage Provider Show All Triage Pro	ovider Date/Time			



4.3.14 BEDD Nurse and Provider Display Preferences

A nurse's and provider's name can be displayed in multiple formats on the ED Dashboard main page. The format of the nurse and provider display can be changed to include just the last name or a combination of the first and last names.

This can be useful in sites with many staff having similar names. See Figure 4-16 for the available nurse's and provider's name display formats. The nurse's and provider's name displays in the chosen format in the **Triage**, **Room Management**, and **Pending Documentation** section. Figure 4-17 shows an example of the complete nurse's and provider's name showing on the ED dashboard main page.

User	Patient	Refresh Data	Tools	Help	eSig	Clear	Clear and Lock	Community Alerts	Dosing Calculator	Rx Print Settings	GRU - Audit Lo	g Univer		
	PRIVA	CY V	PA	TIENT C	HART	X	RESOURC	ES	RCIS	ED Dashbo	band	DIRECT		
€	\$ 🕙	🙂 🏠												
		Optional Do	cumen	ts										
		Med-Rec W	orkshe	et Prin	t Enal	ble:	# C	opies:	Default	Printer:				
		 Image: A set of the set of the							-		-			
		BEDD Rout	ting Sli	ip Prin	t Enab	ole:	# C	opies:	Default	Printer:				
		Wristband/Embossed Card Print Enable:				e: # C	opies:	Default	Default Printer:					
		PPW Wristb	and Pr	int En	able:		# C	opies:	Default	Printer:				
		Image: A start of the start							*		*			
	BED @ La	D Nurse Dis 1st Name, Fii	play Pr rst Nar Display	referer ne () Prefe	ices Last N	Name, F	irst Initial 🔾)Last Initial. First	Initial. OLast 7	Three, First Two). OLast Nan	ae		
	OLa	ist Name, Fi	rst Nar	ne O	Last N	, Name, F	First Initial 🔾	Last Initial. First	Initial. OLast 7	Three, First Two	o. 🖲 Last Nan	ne		

Figure 4-16: BEDD Nurse and Provider Display Preferences section

Last updat	e: Dec	04, 2024@	09:38:	57 [BEDD	IN	Discharges	Manager	Rep	orts												1
Check-In	Wtg 6d 21h	54m 6d 2	Wtg 1h 54r	m 2	Friageo ?	d Witg 3 3m	Med Wtg 1m	Rooms Wtg 1 21h 53r	Me m 21	ed Wtg h 53m	Pend 1	Wtg 21h 5	Med W 2m 21h 52i	tg M n 2.	d 15m							
Check	-In	OHi	de	Triage		Room N	lanagement	Pendin	g Doci	umentati	ion											
Waiting	: C	heck-In	1	ISE Vait	I	.os	Patier	it (gender)	D	OB (age	e) C	hart	Presenting		Clinic	Info	Reg					
6d 21h 54	11/27	/2024 11:4	4 6d 2	1h 54n	n 6d 2	1h 54m	DEMO. L	B THREE (M)	05/04	87 (37	YRS) 44	15588	dizzy	EMERO	GENCY MEDICINE		NO					
Triage		OH	de	Check	-In	Ree	m Manager	aent Per	nding I	Docume	ntation						-					
Waiting	MSE Wait	LOS	ESI	Time	P	atient (gender)	DOB (age	e)	Chart	Chief C	ompla	aint Order A	ctivity	Clinic		Firs	t Triaged By	Provider	Consult	Info H	Reg
3m	2d 15m	2d 15m	2	09:35	DEMO	D. LAB	SIX (M)	01/22/01 (23 1	YRS)	621343	fever				EMERGENCY MED	ICIN	E TES	T, TOM	TEST, TOM	No		NO
0m 1	Done	1d 18h 26m	2	09:38	DEMO	D. LAB	SEVEN (M	03/04/66 (58 3	YRS)	342312	chills				EMERGENCY MED	ICIN	TES TES	T, TOM	TEST, TOM	No		NO
Room	Mana	gement			□Hi	ide 🕻	Check-In	Triage	Pendir	ng Docu	mentatio	m										
Waiting	MSE	LC	os	Room	ESI		Patient (g	ender)	D	OB (ag	e) C	hart	Chief Complain	ıt	Order Activity		Cinic	Nurse	Provider	Consu	lt Info	Reg
21h 53m	15d 23h 26m	15d 23 26m	h	ED 03	4	DEMO (E)	BABY T. B	ETTY - BETS*	04/19 MOS)/22 (32)	09	9891	sck	1 A	ACTIVE RX; 1 HOLI X;	D	TRIAGE	TEST, TOM	TEST, TOM	No	-	NO

Figure 4-17: BEDD Displaying Nurse and Provider Name dialog

4.3.15 Custom Column Display

Each of the sections displaying on the dashboard can be configured to hide some information that staff may not need to view. This can make the dashboard easier to read, especially when a large number of patients are present. Each section (Check-in, Triage, Room Management, and Pending Documentation) can be customized to Hide Waiting, Hide MSE (medical screening evaluation) Wait Time, Hide LOS (length of stay).

All of these can be viewed or hidden on the dashboard by selecting the appropriate box as shown in Figure 4-18.

Hide Waiting:	Hide MSE Wait:	Hide LOS:
Triage		
Hide Waiting:	Hide MSE Wait:	Hide LOS:
Room Managen	nent	
Hide Waiting:	Hide MSE Wait:	Hide LOS:
Pending Docum	entation	
Hide Waiting:	Hide MSE Wait:	Hide LOS:

Figure 4-18: Custom Column Display Setting dialog

4.3.16 Printing Preferences

The **BEDD IN** option allows users to print various documents associated with the visit. The following settings control the printing of these documents and also provide the ability to populate default device choices and the number of copies to print.

4.3.16.1 Print Labels (Default to Yes)

Selecting or unselecting the **Print Labels (Default to Yes)** check box as shown in Figure 4-19 will cause the **Print Label** option in BEDD IN to default to printing turned on or off for the labels for any new patient visit.

Defaulting to print as well as the values of the **# Copies** field and **Default Printer** field will be populated once a patient is selected. See Figure 4-20 to see how these settings affect the **Print Label** settings in BEDD IN. In this example, the chosen setting will default the **Print Labels** option in BEDD IN to print the labels on any new patient visit.

Print Labels (Default to 'Yes'):	# Copies:	Default Printer:	
	1	PAADMIN	•

Figure 4-19: Print Labels default settings

✓ Print Labels	Number of copies:	1	K	Printer:	PAADMIN	K	
			_			_	

Figure 4-20: Print Labels option in BEDD IN display

4.3.16.2 Print Regular Routing Slip (Default to Yes)

Selecting or clearing the **Print Regular Routing Slip (Default to Yes)** check box as shown in Figure 4-21 will cause the **Print Regular Routing Slip** option in BEDD IN to default to printing turned on or off for the routing slips for any new patient visit.

Defaulting to print as well as the values of the **# Copies** field and **Default Printer** field will be defaulted in as well once a patient is selected. See Figure 4-22 to see how these settings affect the **Print Regular Routing Slip** settings in BEDD IN. In this example, the check box is not selected, so in BEDD IN the routing slips will not default to print on any new patient visit.

Print Regular Routing Slip (Default to 'Yes'):	# Copies:	Default Printer:
	2	P-EPS1

Figure 4-21: Print Regular Routing Slip Check Box and Default Settings

Print Routing Slip	Number of copies:	\leq	Printer:	

Figure 4-22: Print Routing Slip Check Box in BEDD IN Display

4.3.16.3 Med-Rec Worksheet Print Enable

Selecting the **Med-Rec Worksheet Print Enable** check box as shown in Figure 4-23 will control whether the **Print Med-Rec Worksheet** option will be available in **BEDD IN** and the **AMER ADMISSION** option.

If the box is selected, the print option appears in BEDD IN and any values saved in the **# Copies** field and **Default Printer** field are defaulted in once a patient is selected (see Figure 4-24). In this example the check box is selected, so in BEDD IN the Med-Rec will be available for printing. For a new visit, the option will default to print while for an existing visit, the option displays but will not be selected to print.

Med-Rec Worksheet Print Enable:	# Copies:	Default Printer:
	3	P-EPS2

Figure 4-23: Med-Rec Worksheet Print Enable default settings

Print Med-Rec Worksheet	Number of copies:	3	~	Printer:	P-EPS2	$\overline{}$
		_				-

Figure 4-24: Med-Rec Worksheet print enable settings in BEDD IN display

In the **AMER ADMISSION** option, if the box is selected, the user will be prompted to print a Med-Rec Worksheet as part of the **AMER ADMISSION** option. See Figure 4-25 for an example of this option.

Select printer for PATIENT MEDICATION WORKSHEET
DEVICE: HOME// 0;80;9999 Virtual
PRINTED ON 10/10/2016 14:18 PAGE: 1 ***ALERT*** PATIENT COPY *** PATIENT COPY *** ALERT ***
2013 DEMO HOSPITAL PATIENT MEDICATION RECONCILATION PATIENT APPOINTMENT: 10/10/2016 14:18 LOCATION: ENERGINCY MEDICINE
PATIENT NAME: SEX: MALE CHART # DOB:
ALLERGIES: No Allergy Assessment
No Medications Found
I am unsure of any outside medications and/or over the counter medications and dosages. I will bring my medications on my next visit.
Patient: Please list any outside medications not received at any
2013 Dewo Hoseniac Pharmacy
OVER THE COUNTER MEDICATIONS
Patient: Please list any OVER the Counter Medications
NEW/PLANSE MEDICATIONS
Enter RETURN to continue or '*' to exit:
ER admission data collection is now complete. Thank you.

Figure 4-25: AMER ADMISSION excerpt for Med Rec Worksheet print

4.3.16.4 BEDD Routing Slip Print Enable

Selecting the **BEDD Routing Slip Print Enable** check box as shown in Figure 4-26 will control whether the **Print BEDD Routing Slip** option will be available in the **BEDD IN** and **AMER ADMISSION** options. If the check box is selected, the **Print** option appears in BEDD IN, and any values saved in the **# Copies** field and **Default Printer** fields will be defaulted in once a patient is selected (see Figure 4-27).

In this example, the check box is selected, so in BEDD IN the **Print BEDD Routing Slip** option will be available for printing. For a new visit, the option will default to print while for an existing visit, the option displays but will not be selected to print.

BEDD Routing Slip Print Enable:	# Copies:	Default Printer:
	4	PAMED1

Figure 4-26: BEDD Routing Slip Print Enable Default Settings

Figure 4-27: Print BEDD Routing Slip settings in BEDD IN display

From the **AMER ADMISSION** option, if the box is selected, the user will be prompted to print a BEDD Routing Slip as part of the **AMER ADMISSION** option. See Figure 4-28 for an example of this option.

Do you want to PRINT a routing slip? YE	5//	
FILE ROOM PRINTER: PAMED1// 0 Virtual		
FACILITY: 2013 DEMO HOSPITAL PAGE 1 OUTPATIENT ROUTING SLIP	**Confidential Patient Data	**
DEMO,LOUIS HRCN: H	APPT DT: 8/28/2017@11:	59
CURRENT APPOINTMENTS TIME CLINIC 11:59 AM WI PA EMERGENCY DEPARTMENT	LOCATION ERD	PHONE 928-669-3296
DATE PRINTED: Aug 28, 2017@11:59:52 Requested by: RN		
Setting data for Dashboard		
ER admission data collection is now com	plete. Thank you.	

Figure 4-28: AMER ADMISSION excerpt for Print BEDD routing slip

4.3.16.5 Wristband/Embossed Card Print Enable

Selecting the **Wristband/Embossed Card Print Enable** check box as shown in Figure 4-29 will control whether the **Print Embossed Card** option will be available in the **BEDD IN** and **AMER ADMISSION** options.

If the check box is selected, the **Print** option appears in **BEDD IN** and any values saved in the **# Copies** field and **Default Printer** field will be defaulted once a patient is selected (see Figure 4-30). In this example, the check box is selected, so in BEDD IN the **Print Embossed Card** option will be available for printing. For a new visit, the option will default to print, while for an existing visit, the option displays but not be selected to print.

Wristband/Embossed Card Print Enable:	# Copies:	Default Printer:
	5	PAMED2

Figure 4-29: Wristband/Embossed Card Print Enable Check Box and Default Settings



Figure 4-30: Print Embossed Card check box in BEDD IN display

In the **AMER ADMISSION** option, if the check box is selected, the user will be prompted to print an embossed card as part of the **AMER ADMISSION** option. See Figure 4-31 for an example of this option.

Enter number of labels to print: (0-50): 4//
LABEL PRINTED: NULL // 0.80-0000 Virtual
LADEE PRIVIER. NOL/ 0,80,9555 VIIIdal
M
05/23/04 PARKER
M
05/23/04 PARKER
M
05/23/04 PARKER
M
05/23/04 PARKER
Do you want to PPINT a routing slin? VES//
to you mane to Print a roading slip: 123/7

Figure 4-31: AMER ADMISSION Excerpt for Wristband/Embossed Card Printing

4.3.16.6 PPW Wristband Print Enable

Selecting the **PPW Wristband Print Enable** check box as shown in Figure 4-32 will control whether the **PPW Wristband Print Enable** option will be available in BEDD IN.

If the check box is selected, the print option displays in BEDD IN and any values saved in the **# Copies** field and **Default Printer** field will be defaulted once a patient is selected (Figure 4-33). In this example, the check box is selected, so in BEDD IN the **Print PPW Wristband** option will be available for printing. For a new visit, the option will default to print, while for an existing visit, the option displays but not be selected to print.

PPW Wristband Print Enable:	# Copies:	Default Printer:
	1 💌	ZEB_IV_BCMA

Figure 4-32: PPW Wristband Print Enable Default Settings

	✓ Print PPW Wristband	Number of copies:	1	~	Printer:	ZEB_IV_BCMA	~	
_								

Figure 4-33: Print PPW Wristband in BEDD IN display

4.3.17 User-Specific Preferences

4.3.17.1 User Name

Select the desired user for whom to change preferences.

4.3.17.2 Patient Name Format Display

Setting that determines how patient name is displayed in dashboard. The following four options are available:

- 1. Last Name, First Name
- 2. Last Name, First Initial
- 3. Last Initial, First Initial
- 4. Last Three (characters), First Two (characters)

4.3.17.3 Hide DOB

Hide the **DOB** column in the dashboard under the **Check-In**, **Triaged**, **Room Management**, and **Pending Documentation** sections.

4.3.17.4 Hide (Chief) Complaint

Hide the **Chief Complaint** column in the dashboard under the **Triaged**, **Room Management**, and **Pending Documentation** sections.

4.3.17.5 Hide Sex

Hide the Sex information, displayed in the Patient column, in the dashboard under the Check-In, Triaged, Room Management, and Pending Documentation sections.

4.3.18 Whiteboard Display Settings

The Whiteboard Display Settings can be accessed by clicking the **Whiteboard Display** entry in the table at the top of the setup dialog (just below the 2016 Demo Hospital below) shown in Figure 4-34.

R	eports	Roon	ns	Warnings	DashBoard	Recor	d Lock	Setup		
	ED Das	shboard	Setu	р						
		#	ID		SMTPSERVER		SiteName			
		1		1			2016 DEM	O HOSPITAL		
	»	2		2			Whiteboar	d Display		
-D	ashboard	System S	Setup]	

Figure 4-34: Select the Whiteboard Display

All users with the **BEDDZMGR** security key can view the Whiteboard settings. However, only users holding the **BEDDZWHITEBOARD** security key are able to change those settings. The Whiteboard settings display as shown in Figure 4-35.

-Whiteboard I Whiteboard A	Display Settings Access: Whiteboa	rd Verify:						
Whiteboard	Access: Show Age:	Show Provider:	Show	v Nurse:	Show	v <mark>Order</mark> s:	Show Name:	
Show Info:	Show Complaint:	Show Chart Nu	mbe <mark>r</mark> :	Show Ro	oom:	Show ES	5I:	

Figure 4-35: Whiteboard Display Settings

Whiteboard Access

The standard whiteboard access code value displays. The value cannot be changed.

Whiteboard Verify

The verify code to be used to login to the dashboard in whiteboard mode. On initial installation, this field is set to null. A code can be added (or changed) as desired.

Whiteboard Access (Check Box)

Not implemented for p1.

Show Age

Show the age information displayed in the **Patient** column, in the whiteboard under the **Check-In**, **Triaged**, **Room Management**, and **Pending Documentation** sections.

Show Provider

Show the **Provider** column in the dashboard under the **Triaged**, **Room Management**, and **Pending Documentation** sections.

Show Nurse

Show the Nurse column in the dashboard under the Triaged, Room Management, and Pending Documentation sections.

Show Orders

Show the Order Activity column in the dashboard under the Triaged, Room Management, and Pending Documentation sections.

Show Name

Show the **Patient** column in the dashboard under the **Check-In**, **Triaged**, **Room Management**, and **Pending Documentation** sections.

Show Info

Show the Info column in the dashboard under the Check-In, Triaged, Room Management, and Pending Documentation sections.

Show (Chief) Complaint

Show the Chief Complain column in the dashboard under the Triaged, Room Management, and Pending Documentation sections.

Show Chart Number

Show the **Chart** column in the dashboard under the **Check-In**, **Triaged**, **Room Management**, and **Pending Documentation** sections.

Show Room

Show the Nurse column in the dashboard under the Room Management sections.

Show Emergency Severity Index (ESI)

Show the **ESI** column in the **Triaged**, **Room Management**, and **Pending Documentation** sections on the whiteboard.

4.4 Warnings

The dashboard display allows the display of warnings to alert staff of patients who may have been waiting for excessive times. These can be customized by the site to display distinct colors and/or symbols for the following time period measurements:

- Check in Wait Time–The number of minutes the patient has remained in the check-in area without being triaged.
- **Triage Wait Time**—The number of minutes the patient has been waiting for a room since the time that they were triaged.
- LOS (total time) The total number of minutes the patient has been in the ED since they first checked-in.
- **Medical Exam Time**—The number of minutes the patient has been waiting to be seen by a provider.
- Room Management Wait Time–The number of minutes the patient has been in a room.

To set warnings navigate to the manager menu and click the link for warnings as shown in Figure 4-36.

Reports	Roo	ms	Warnings		DashBoard	Record Lock	Setup
< <<	>>]	>	Page 1	of 2			
Marninge							

Figure 4-36: Link to the Warnings definitions

The **Warnings** dialog includes the list of current warnings for the system as well the ability to edit or add new warnings, enable, or disable any warnings, change the color or symbol, or change the time before a warning appears. Instructions are on the screen.

R	eports	Rooms	Warnings	Das	hBoard Re	ecord Lock Setu	ıp	
	< <<	>> >	Page 1 of 1					
	Warnings	í						
		#	EDStatus		WaitTime	Color	Symbol	Warning Status
			No Results					
– Wa	rning Setup							
W	arning Type	<u> </u>	Exceeds Time (mi	ins)*:	Color+: 9 none [yellow green aqua pale green	Symbol~+: Warning Status:	×	
					 orange light sky blue magenta tan 			
					○ lavender ○ red			
	Save Add	Delete						
* ~ +	Enter the tir Choose from A Symbol a	ne in minutes n one of the i nd/or a Color	s to wait before activat following symbols: !, (r must be entered.	ting the @, #, \$	warning. Response sl , %, ?, *, ~, + or =.	whole number (les	ss than 10 digits) greate	er than 0.

Figure 4-37: Initial Blank Warnings Display dialog example

4.4.1 Setting up a New Warning

To set up a new warning, perform the following steps:

1. Click Add at the bottom of the warnings page as shown in Figure 4-38.

Reports	Rooms	Page 1 of 1	DashBoard R	ecord Lock	Setup	
Warning	js					
	#	EDStatus	WaitTime	Color	Symbol	Warning Status
		No Results				
Varning Setu	p					
Save of	In Delete	Exceeds Inne	(minis)*: Color+: onone yellow green orange light sky blue magenta tan lavender red	Symbol-+: Warnin	g Status:	
* Enter the t ~ Choose fr + A Symbol	ime in minut om one of the and/or a Col	tes to wait before acti e following symbols: or must be entered.	ivating the warning. Response si !, @, #, \$, %, ?, *, ~, + or =.	hould be a whole nu	mber (less than 10 digits) g	greater than 0.

Figure 4-38: Clicking Add to Create a New Warning

2. In the **Warning Type** property, select the appropriate **warning** from the list as shown in Figure 4-39.
| | # | EDStatus | WaitTime | Color | Symbol | Warning Status |
|---|---|--|---|--------------------|--------------------------------|----------------|
| | | No Results | | | | |
| arning Setup | , | | | | | |
| heck-In Wa
riage Wait
OS
fedical Exa
loom Mana; | e:
iit Time
Fime
m Time
gement Wait | E ceeu Iime | (mms): Color+:
o none
yellow
aqua
pale green
orange
light sky blue
magenta
tan
iavender
red | | ng Statiou: | |
| Enter the ti
Choose fro
A Symbol : | ma in minut
m one of the
md/or a Col | er to weit before act
e following symbols:
or must be entered. | ivating the warning. Response :
: !, @, #, \$, %, ?, *, ~, + or =. | hould be a whole m | omber (less than 10 digits) gr | reater than 0. |

Figure 4-39: Selecting the Warning Type

3. In the **Exceeds Time (mins)** property, enter the **number of minutes** to wait before activating the warning. For example, when entering the number **60**, the warning displays after **60 minutes**. In the following example (Figure 4-40), a warning period of **300 (minutes)** was entered.

Reports	Rooms	Warnings	Das	hBoard R	ecord Lock	setu	ıp	
< <<	>> >	Page 1 of 1						
Warning	s							
	#	EDStatus		WaitTime	Color		Symbol	Warning Status
		No Results						
Warning Setu)	•						
Warning Typ Check-In Wa	e: t Time	Exceeds Time (mi 30d	ns)*:	Color+: onone yellow green aqua pale green orange light sky blue magenta tan lavender red	Symbol~+:	Warning Status:		
Save Ad	d Delete me in minute	es to wait before activat	ing the	warning. Response s	nould be a v	vhole number (les	is than 10 digits) gre	ater than 0.
~ Choose fro + A Symbol	m one of the and/or a Colo	following symbols: !, (or must be entered.	ġ, #, \$, %, ?, *, ~, + or =.				

Figure 4-40: Entering the Exceeds Time (mins) Value

4. Select a **Color** from the available choices (Figure 4-41). In this example, a color of yellow was selected.

Warnings					
#	EDStatus	WaitTime	Color	Symbol	Warning Status
	No Results				-
ning Setup					
rning Type: eck-In Wait Time	Exceeds time (mins)*: 300	Coldre: onone eyellow green orange ight sky blue magenta tan lavender red	symool+: Warning status:	×	

Figure 4-41: Selecting a Color to Use for the Warning

5. Select a **Symbol** to use for this warning. The allowable symbols are displayed at the bottom of the page. A symbol and/or a color must be entered. They cannot both be blank. In the example an asterisk (*) was chosen (Figure 4-42).

< <<	>> >	Page 1 of 1				
Warning	js					
	#	EDStatus	WaitTime	Color	Symbol	Warning Status
		No Results				
rning Setu	p					
Save A	it Time	300	 none yellow green aqua pale green orange light sky blue magenta tan lavender red 		×	
Enter the Choose fr A Symbol	om one of the and/or a Col	es to wait before activating following symbols: !, @, : or must be entered.	the warning. Response si #, \$, %, ?, *, ~, + or =.	ould be a whole number (le	ess than 10 digits) great	er than 0.

Figure 4-42: Selecting a Symbol to Use for the Warning

6. Select **Enabled** from the **Warning Status** list and click **Save** to save the new warning.

The warning appears as shown on the main dashboard display (Figure 4-43).

3 783	Med Wtg Tria 331 4	ged Wtg Med Wtg 1 887 233	Rooms Witg Med 1 1 260 260	Vtg Per	d Wtg Med 234 234	Wite Med LOS												
Check-In	C Hide	Iriage Room Ma	anagement	Pending D	ocumentation	9												
Waiting Che	eck-In Wait	Patient (gend	ler) D	OB (age)	Chart	Presenting	Clin	nie I	ifo	A	tions		Reg					
331 5.05/2	023 11:30 331	DEMO, PATIENT SIX	TEEN.(E) 01/01	80 (43 YF	LS) T00001	esting warnings	EMERGENCY	MEDICINE	101	Trg Page O Rm 1	age Obsv	○ TrgRpt	NO					
391 5/05/2	023 10:30 391	DEMO, PATIENT ELE	VEN.(M) 05/25	64 (58 YF	LS) 103506	esting warnings 1	EMERGENCY	MEDICINE	01	Trg Page ORm I	age Obsv	TrgRpt	NO					
01 05/05/2	023 16:00 61	DEMO, PATIENT THI	RTEEN (M) 01/13	86 (37 YF	LS) 108202 t	esting warnings	EMERGENCY	MEDICINE	01	Trg Page ORm	age Obsv	○ TrgRpt	NO					
Triage	C Hide	Check-In Room	Management	Pendir	g Document	ation												
MSE Wait LOS ESI	Time P:	tient (gender)	DOB (age)	Chart	Chief (Complaint	Order Activity	Clin	ic .	First	riaged By	Provider	Consult	Info	A	ctions		Reg
260 260 2	12:42 DEMO P	ATIENT EIGHT.(E)	07/08/75 (47 YRS)	108936 T	ESTING BE	DD		URGENT CAP	E	TEST, NU	RSE THREE		No		Rm Page	Obsv	TrgRpt	NO
200 200 2			12/20/02 /20 VPC	102058 P	RESENTING	GCOMPLAINT		EMERGENCY	MEDIC	INE TEST, NU	RSE FOUR		Yes		ORm Page	Obsv (TrgRpt	NO
200 200 2 331 331 4	13:33 DEMO. P	ATTENT TWELVE (F)	10 20 00 (00 1000)										16		D. D		-	
260 260 2 331 331 4 259 259 5	13:33 DEMO. P 12:42 DEMO. P	ATIENT SEVEN (E)	10/29/35 (\$7 YRS)	101046 T	ESTING BE	DD		EMERGENCY	MEDIC	CINE TEST, NU	RSE THREE		No		run rage	Obsv	IrgRpt	
200 200 2 331 331 4 259 259 5 361 361	13:33 DEMO, P 12:42 DEMO, P 14:20 DEMO, P	ATIENT SEVEN (F) ATIENT FIFTEEN (F)	10 29 35 (87 YRS) 11 01 95 (27 YRS)	101046 T 109604 P	ESTING BE RESENTING	DD G COMPLAINT		EMERGENCY TRIAGE	MEDIC	TEST, NU	RSE THREE RSE ONE		No		Rm Page	Obsv Obsv	TrgRpt TrgRpt	NO
200 200 2 331 331 4 259 259 5 361 361 Room Man	13-33 DEMO P 12:42 DEMO P 14:20 DEMO P agement	ATIENT FIFTEEN (F)	10 29 35 (87 YRS) 11 01 95 (27 YRS) teck-In Triat	101046 T 109604 P	ESTING BE RESENTING	DD G COMPLAINT		EMERGENCY	MEDIC	TEST, NU	RSE THREE RSE ONE		No		Rm Page	Obsv Obsv	TrgRpt	NO
200 200 2 331 331 4 259 259 5 361 361 Room Man Waiting LOS R	13-33 DEMO, P 12-42 DEMO, P 14-20 DEMO, P 14-20 DEMO, P agement	ATIENT SEVEN (F) ATIENT FIFTEEN (F) O Hide O Patient (gender)	10 29 35 (87 YRS) 11 01 95 (27 YRS) 11 01 95 (27 YRS) beck-In Triag DOB (age)	101046 T 109604 P 2 Per Chart (0	ESTING BE RESENTING ding Docum Chief Compl	DD G COMPLAINT	n (EMERGENCY TRIAGE	MEDIC	TEST, NU	RSE THREE RSE ONE Provider Cor	sult Info	No	Act	Rm Page	Obsv Obsv Reg	TrgRpt	NO

Figure 4-43: Display of a Check-In Warning over 300 Minutes example

4.4.2 Editing an Existing Warning

1. On the **Warnings** page, in the table at the top, select the **warning** that you want to edit (Figure 4-44).

< <<	>> >	Page 1 of 1				
Warning	S					
	#	EDStatue	WaitTime	Color	Symbol	Warning Statue
>>	1	Check-In Wait Time	300	yellow	*	Enabled
arning Setu	p					
Save Ad	d][Delete]	300	 none yellow green aqua pale green orange light sky blue magenta tan lavender red 	* Enabled		
Enter the ti Choose fro A Symbol	ime in minute om one of the and/or a Colo	es to wait before activating t following symbols: !, @, #, r must be entered.	he warning. Response s , \$, %, ?, *, ~, + or =.	hould be a whole number (le	ss than 10 digits) grea	ater than 0.

Figure 4-44: Selecting the Warning to Edit

2. Make the desired changes to the **selected warning** (Figure 4-45).

Varnings	> Page 1 of 1		Incluine Each Se	ap	1
#	EDStatus	WaitTime	Color	Symbol	Warning Status
»	1 Check-In Wait Time	300	yellow	*	Enabled
Warning Type: Check-in Wait Time Save Add Dele * Enter the time in n ~ Choose from one + A Symbol and/or a	Exceeds Time (mins)* 4100 te nimutes to wait before activating t f the following symbols: 1, @, # Color must be entered.	Color+: onone onone orange light sky blue magenta tan lavender red the warning. Response \$, 9%, ?, *, ~, + or =.	Symbol-+: Warning Statu Enabled	s: ess than 10 digits) g	reater than 0.

Figure 4-45: Editing an Existing Warning

3 1268	1 4297	Atg In	16751 4100	tg Kooms w	226 4226	Pend W	tg 33ed wtg 3	297										
Check-In		Hide	Iriage Room N	Ianagement	Pending	Documentati	00 14000 1114											
	neck-In	MSE	Patient (gen	der)	DOB (age) Chart	Presenting	Cli	nic I	nfo		Actions		Reg				
4297 (5/05/	2023 11:3	0 4297 D	EMO, PATIENT SE	XTEEN (F)	1/01/80 (43 1	(RS) T00001	testing warnings	EMERGENCY	MEDICINE	O Trg I	age ORn	Page Obs	v O TrgRpt	NO				
4357 08/05	2023 10:3	4357	EMO, PATIENT EL	EVEN (M)	5/25/64 (58 1	(RS) 103506	testing warnings	1 EMERGENCY	MEDICINE	Trg I	age Rn	Page Obs	v O TrgRpt	NO				
4027 05/05/	2023 16:0	00 4027 I	EMO, PATIENT TH	IRTEEN (M)	1/13/86 (37 1	(RS) 108202	testing warnings	EMERGENCY	MEDICINE	O Trg I	age ORm	Page Obs	v O TrgRpt	NO				
Triage	Ċ	Hide	Check-In Roo	m Management	Penc	ling Documer	tation											
MSE LOS ES	Time	Pati	ent (gender)	DOB (age) Chart	Chief	Complaint	Order Activity	Clin	uic.	Firs	t Triaged By	Provider	Consult	Info	2	Actions	
4226 4226 2	12:42	EMO. PAT	TIENT EIGHT (F)	07/08/75 (47 1	(RS) 108936	TESTING B	EDD	1	URGENT CAR	E	TEST, N	URSE THRE	E	No		Rm Page	Obsv	TrgRpt
4297 4297 4	13:33 D	EMO. PA	HENT TWELVE (F	12/28/83 (39 1	(RS) 102058	PRESENTIN	G COMPLAINT		EMERGENCY	MEDICINE	TEST, N	URSE FOUR		Yes		Rm Page	Oper.	O TrgRpt
4225 4225 5	12:42	EMO PAT	TIENT SEVEN (E)	10/29/35 (87 1	(RS) 101046	TESTING B	EDD		EMERGENCY	MEDICINE	TEST, N	URSE THRE	E	No		Rm Page	Obsv	TrgRpt
4327 4327	14:20 D	EMO, PA	TIENT FIFTEEN (F	11/01/95 (27 3	(RS) 109604	PRESENTIN	G COMPLAINT		TRIAGE		TEST, N	TURSE ONE		No		Rm Page	Obsv	O TrgRpt
Room Mar	agem	ent	Hide	Theck-In	Triage P	ending Docus	mentation											040
Waiting LOS	Room ES	I P	atient (gender)	DOB (age	e) Chart	Chief Comp	laint Order Activ	vity (linic	Na	irse	Provider C	onsult Info		Actio	ns	Reg	
4226 4447	ED-1 4	DEMO.	PATIENT FOUR (F	12/09/65 (57	YRS) 102590	testing	1	EMERGEN	CY MEDICINE	TEST, NU	RSE FIVE	N	•	Rm Pa	ige C	lbsv O Trg	Rpt NO	
Pending D	ocume	ntation	O H	ide Check-Is	n Triage	Room	Management											
Waiting MSE Wait	ESI Tim	e P	atient (gender)	DOB (a	ge) Cha	rt Chief Con	aplaint Order Ac	tivity Clinic	Nur		Provider C	onsult Info	1	Actions		Reg		
	_							and a second	THE OWNER AND ADDRESS	TAXABLE I						-		

Figure 4-46: Updated Warning Display

4.4.3 Disabling or Deleting a Warning

- 1. To disable or delete an existing warning, select the **warning** in the table at the top.
- 2. To disable an existing warning, change the warning status value to **Disabled** and click **Save** to save (Figure 4-47). The warning will no longer be applied on the main dashboard page. To re-enable the warning, select **Enabled** from the **Warning Status** list, and click **Save**.

141		rage i ot i				
warning	s		_	-		
	#	EDStatus	WaitTime	Color	Symbol	Warning Status
»		1 Check-In Wait Time	4100	red	ļ	Enabled
rning Setu	p					
		Encode Time (mine)*	Calasta	Countral in Themaine	Cardena	
arning Typ	be: A Time	Exceeds Time (mins)*:	Color+:	Symbol~+: Warning	Status:	
neck-in vva	it time	4100	O none	Disabled	<u>·</u>	
			O yenow			
) green			
			⊖ aqua			
			O pale green			
			⊖ orange			
			O light sky blue			
			o magenta			
			⊖ tan			
			○ lavender			
			💿 red			
Save Ar	Delete		-			
Javo AU	Delete					
Enter the t	ime in minut	es to wait before activating th	he warning. Response s	hould be a whole num	ber (less than 10 digits) g	reater than 0.
	om one of the	following symbols: (7) #	$S_{0} = 0.7 + 0.7 = 0.07 = 0$			

Figure 4-47: Disabling an Existing Warning

3. To delete an existing warning, after selecting the warning from the table at the top, click **Delete**. You will be prompted to confirm whether you want to delete the warning or not. Press **OK** to delete the warning (Figure 4-48).

EDStatus Check-In Wait Time Exceeds Time (mins)*: [4100	WaitTime 4100 Color+: ○ none	Color red Symbol-+: Warning Status:		Disabled	ОК	Cancel
EDStatus Check-In Wait Time Exceeds Time (mins)*: [4100	WaitTime 4100 Color+: Onone	Color red Symbol~+: Warning Status:	 	Disabled		
Check-In Wait Time Exceeds Time (mins)*: 4100	4100 Color+: :	red Symbol~+: Warning Status:		Disabled		
Exceeds Time (mins)*: 4100	Color+: Onone	Symbol~+: Warning Status:	r.			
Exceeds Time (mins)*: 4100	Color+: O none	Symbol~+: Warning Status:				
	yellow green aqua pale green orange light sky blue magenta tan lavender e red					
		 aqua pale green orange light aky blue magenta tam lavender red) aqua) pale green) orange) light sky blue) magenta) tan) lavender @ red 	 aqua paie green orange light sky blue magenta inm lavender red 	 aqua pale green orange light sky bine magenta tan lavender red 	 aqua pale green orange light sky blue magenia tan lavender red

Figure 4-48: Deleting an Existing Warning

4.5 PPN Parameters

This application uses the AUPN DISPLAY PPN parameter functionality. This parameter is defaulted to OFF. If the site has turned on the Patient Preferred Name (PPN) parameter, then the PPN will display in the BEDD application. Once enabled the PPN will display in the BEDD Edit page, ED Chief Complaint, Injury Worksheet, ED Consult, ED Diagnosis, Patient Discharge pages, Discharge Reports, Central Log Report, and Length of Stay by ESI Reports. For more information on PPN, the *Patient Preferred Name Implementation Guide* can be found on the RPMS application website.

4.5.1 Display or Hide PPN on BEDD

1. To enable PPN on BEDD in the specified **PPN** column select the **Manager** button on top of the **BEDD** dialog, select **Setup** and **Site Name** in table. In the **Dashboard System Setup**, under **Display Patient Preferred Name** select the option button **Show in PPN** column then **Save** (Figure 4-49). Figure 4-50 shows the **PPN** column on BEDD.

oystem i	Fielefences			
ID:	SMTPSERVER:	Phone:	Screen Timeout (in seconds)	
3				
Show L	Jsed Rooms: Show Provider:	Show Nurse: Show Consult	t: -: Switch EHR Patient on Edit:	
Use Au	toNote: Use Comm Board: F	This mage Report upon Save	. ownen briter unen on bon.	
Use Au	toNote: Use Comm Board: F			

Figure 4-49: Display PPN in Specified Column example

ⓒ ⊕ X Ü ♠ 틈																						
Last updat	e: Dec 02, 2	2024@10:1	0:30 BED	DIN	Discharges Ma	nager	Reports	6														
Check-In Wtg Med Wtg Triaged Wtg Med Wtg Med Wtg Med LOS 2 4d 23h 13m 2d 11h 36m 1 0m 0m 1 1m 1m 0m 0m <t< td=""><td></td><td></td><td></td><td></td><td></td></t<>																						
[2] [4d 23h 13m] [2d 11h 36m] [1] [0m] [1] [1m] [1m] [0m] [0m] [2d 11h 36m] Check-In Hide Triage Room Management Pending Documentation																						
Check-In Hide Trippe Room Management Pending Documentation Waiting Check-In MSE Wait LOS Patient (gender) Parferred Preferred DOB (age) Chart Presenting Clinic Info Reg														Ľ.								
waiting	C Bec	K-18	Wait	105	Patient (geno	ery	Patient N	ame	DOD (age)	00044	6400	Fresenting	ENTER	CIRC	EDICIDE	LBR	Keg					
47m	12/02/202	24 09:23 47	m a	m zen zon	DEMO. LAB SIX	(M)			01/22/01 (23 Y	RS) 62	1343	fever	TRIA	GE	EDICINE	i.	Yes					
Triage		OHide	Check-In	Re	om Management	Per	iding Docy	ment	ation													
Waiting	MSE Wait	LOS	ESI Tim	•	Patient (gender)	Pr	eferred ent Name	r	DOB (age)	Chart	Chi	ef Complain	at Ord	ler Activity	Clinic	F	irst T	riaged By	Provide	r Consult	Info	Reg
Om	13d 23h 58m	13d 23h 5	8m 4 10:1	DEMO	BABY T. BETTY	E BET	ŝ	04/19	9/22 (31 MOS)	099891	lick		1		TRIAGE				ri —	No		NO
Room	Manager	ment	01	Hide	Check-In Tria	ige 1	Pending D	ocum	entation													
Waiting	MSE Wait LOS	Room ESI	Patient (g	ender)	Preferred Patient Name	DOB (a	ige) C	hart	Chief Compla	aint Or	der A	ctivity Cl	linic	Nu	rse	Pro	vider	Consult	Info Reg			
lm	2m 2m 1	ED 01 3	DEMO ANO	JELA (E	ANGIE 01	01/00 (2	4 YRS) 22	3344	PPN Column			TRL	AGE				3	No	NO			
Pendin	ng Docur	nentatio	n	OH	lide <u>Check-In</u>	Triag	ee Ro	em.M	lanagement													
Waiting	MSE Wait	ESI Time I	Patient (gend	ler) Pr Pati	referred ent Name DOB (a)	e) Char	t Chief C	ompli	aint Order Ac	tivity C	linic	Nurse Prov	ider (Consult Inf	Reg							

Figure 4-50: PPN Column on BEDD dialog

To enable PPN in the Patient column select the Manager button on the top of the BEDD dialog, select Setup and Site Name in table. In the Dashboard System Setup, under Display Patient Preferred Name select the option button Show in Patient Column then Save (Figure 4-51). Figure 4-52 shows the PPN in the Patient Name column.

, sicili .	references		
ID:	SMTPSERVER:	Phone:	Screen Timeout (in seconds)
3			
Operat	e Dashboard Stand Alone: Us	se more than 1 Clinic: Show	Daily Summary on Dashboard:
Show L	Jsed Rooms: Show Provider:	Show Nurse: Show Consul	t:
Use Au	toNote: Use Comm Board: F	Print Triage Report upon Sav	e: Switch EHR Patient on Edit:
		~	
Dical	Datiant Drafarrad Nama (Dr	Achhoard Uagal	

Figure 4-51: Display PPN in Patient Column



Figure 4-52: Display PPN in Patient Column dialog

 To Hide PPN select the Manager button on the top of the BEDD dialog, select Setup and Site Name in table. In the Dashboard System Setup, under Display Patient Preferred Name select the option button Hidden (Do Not Display) then Save (Figure 4-53). PPN will not show on BEDD.

	SIMIL SDICT DIC.		Phone:	Screen Tin	neout (in seconds)
Operate I	Dashboard Stand Ale	one: Use more t	han 1 Clinic: Show	w Daily Summary o	n Dashboard:
✓		\checkmark			
how Use	d Rooms: Show Pr	ovider: Show N	urse: Show Consu	ilt:	
2					
se AutoN	Note: Use Comm B	oard: Print Trias	ge Report upon Sa	ve: Switch EHR Pa	tient on Edit:
٦					

Figure 4-53: Hide PPN so the PPN Does Not Show on BEDD dialog

4.5.2 PPN Lookup in BEDD IN

Patient Lookup in BEDD IN allows for users to type in patients preferred name select **Search** and then Select Patient from the list (Figure 4-54).

ⓒ ∋ X Ü 🏠 🖨			
Admit Patient to Dashboard			
*Patient Lookup Demo,Amy		Search	Results 50 🗸
*Select Patient:	li i		
DEMO, AMERIE - AMY* (F) - DOB: 05/26/1998 HRN: T76914	*Clinic Type	~	

Figure 4-54: PPN Lookup in BEDD IN dialog

4.6 Patient Flags

Patients presenting with Local and National Flags are easily detectable and provide users with the ability to hover over the denoted ">>" symbol that is located in the **Patient** column on BEDD Figure 4-55. By selecting the patient, the user is brought to the **Patient Edit** dialog and is able to view Patient Flag Information in greater detail Figure 4-56.

$oldsymbol{\Theta}$ \otimes \textcircled{O} \textcircled{O} \textcircled{O} \textcircled{O}					
ast update: Dec 05, 2024@08:18:37 BEDD IN Discharges Manager Reports					
Check-In Wtg Med Wtg Med Wtg Med LOS 1 5m 5m 0m 0m 0m 0m 5m 5m					
Check-In DHide Triage Room Management Pending Documentation					
Vaiting Check-In MSE Wait LOS Patient (gender) IOB (age) Chart Presenting Info Actions Reg					
m 12/05/2024 08:13 5m 5m >>DEMO, MAONE (F) 03/0 /75 (49 YRS) 000066 Flag Alert . OTrg Page ORm Page Obsv OTrgRpt NO					
Triage Dide Check Flag(s): ent Pending Documentation					
Vaiting MSE UOS ESI Time Patient (-See Edit Page for Flag Details Chief Complaint Order Activity First Triaged By Provider Info Actions Reg					
Room Management					
Waiting MSE LOS Room ESI Patient (gender) DOB (age) Chart Chief Complaint Order Activity Nurse Provider Info Actions Reg					
Pending Documentation DHide Check-In Triage Room Management					
Vaiting MSE US ESI Time Patient (gender) DOB (age) Chart Chief Complaint Order Activity Nurse Provider Info Actions Reg					

Figure 4-55: Patient Flag on BEDD Denoted by ">>"

⊙ ⊙ X Ü ⋒ 🖶			
Patient Flag Information:			
1. Flag Name: <do not="" use=""> Category: II (LOCAL) Type: OTHER</do>			
Assignment Narrative: This patient is not for general testing use.			
Assignment Details: Initial Assignment: Jul 31, 2024 Approved By: DEMO,PROVIDER MN Next Review Date: N/A Owner Site: 2017 DEMO CLINIC TEHRC. (2017 DEMO CLINIC TEHRC)			
Originating Site: 2017 DEMO CLINIC TEHRC (2017 DEMO CLINIC TEHRC) Progress Note Linked: NO			
Discharge LWOBS/DNA Save/Close Cancel			

Figure 4-56: Patient Flag Information in Patient Edit dialog

Appendix A Rules of Behavior

The Resource and Patient Management (RPMS) system is a United States Department of Health and Human Services (HHS), Indian Health Service (IHS) information system that is *FOR OFFICIAL USE ONLY*. The RPMS system is subject to monitoring; therefore, no expectation of privacy shall be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

All users (Contractors and IHS Employees) of RPMS will be provided a copy of the Rules of Behavior (RoB) and must acknowledge that they have received and read them prior to being granted access to a RPMS system, in accordance IHS policy.

- For a listing of general ROB for all users, see the most recent edition of *IHS General User Security Handbook* (SOP 06-11a).
- For a listing of system administrators/managers rules, see the most recent edition of the *IHS Technical and Managerial Handbook* (SOP 06-11b).

Both documents are available at this IHS Web site: <u>https://security.ihs.gov/</u>.

The ROB listed in the following sections are specific to RPMS.

A.1 All RPMS Users

In addition to these rules, each application may include additional RoBs that may be defined within the documentation of that application (e.g., Dental, Pharmacy).

A.1.1 Access

RPMS users shall:

- Only use data for which you have been granted authorization.
- Only give information to personnel who have access authority and have a need to know.
- Always verify a caller's identification and job purpose with your supervisor or the entity provided as employer before providing any type of information system access, sensitive information, or nonpublic agency information.
- Be aware that personal use of information resources is authorized on a limited basis within the provisions *Indian Health Manual* Part 8, Information Resources Management, Chapter 6, Limited Personal Use of Information Technology Resources.

RPMS users shall not:

- Retrieve information for someone who does not have authority to access the information.
- Access, research, or change any user account, file, directory, table, or record not required to perform their *official* duties.
- Store sensitive files on a PC hard drive, or portable devices or media, if access to the PC or files cannot be physically or technically limited.
- Exceed their authorized access limits in RPMS by changing information or searching databases beyond the responsibilities of their jobs or by divulging information to anyone not authorized to know that information.

A.1.2 Information Accessibility

RPMS shall restrict access to information based on the type and identity of the user. However, regardless of the type of user, access shall be restricted to the minimum level necessary to perform the job.

RPMS users shall:

- Access only those documents they created and those other documents to which they have a valid need-to-know and to which they have specifically granted access through an RPMS application based on their menus (job roles), keys, and FileMan access codes. Some users may be afforded additional privileges based on the functions they perform, such as system administrator or application administrator.
- Acquire a written preauthorization in accordance with IHS policies and procedures prior to interconnection to or transferring data from RPMS.

A.1.3 Accountability

RPMS users shall:

- Behave in an ethical, technically proficient, informed, and trustworthy manner.
- Log out of the system whenever they leave the vicinity of their personal computers (PCs).
- Be alert to threats and vulnerabilities in the security of the system.
- Report all security incidents to their local Information System Security Officer (ISSO)
- Differentiate tasks and functions to ensure that no one person has sole access to or control over important resources.
- Protect all sensitive data entrusted to them as part of their government employment.

• Abide by all Department and Agency policies and procedures and guidelines related to ethics, conduct, behavior, and information technology (IT) information processes.

A.1.4 Confidentiality

RPMS users shall:

- Be aware of the sensitivity of electronic and hard copy information and protect it accordingly.
- Store hard copy reports/storage media containing confidential information in a locked room or cabinet.
- Erase sensitive data on storage media prior to reusing or disposing of the media.
- Protect all RPMS terminals from public viewing at all times.
- Abide by all Health Insurance Portability and Accountability Act (HIPAA) regulations to ensure patient confidentiality.

RPMS users shall not:

- Allow confidential information to remain on the PC screen when someone who is not authorized to that data is in the vicinity.
- Store sensitive files on a portable device or media without encrypting.

A.1.5 Integrity

RPMS users shall:

- Protect their systems against viruses and similar malicious programs.
- Observe all software license agreements.
- Follow industry standard procedures for maintaining and managing RPMS hardware, operating system software, application software, and/or database software and database tables.
- Comply with all copyright regulations and license agreements associated with RPMS software.

RPMS users shall not:

- Violate federal copyright laws.
- Install or use unauthorized software within the system libraries or folders.
- Use freeware, shareware, or public domain software on/with the system without their manager's written permission and without scanning it for viruses first.

A.1.6 System Logon

RPMS users shall:

- Have a unique user identification/account name and password.
- Be granted access based on authenticating the account name and password entered.
- Be locked out of an account after five successive failed login attempts within a specified time period (e.g., one hour).

A.1.7 Passwords

RPMS users shall:

- Change passwords a minimum of every 90 days.
- Create passwords with a minimum of eight characters.
- If the system allows, use a combination of alpha-numeric characters for passwords, with at least one uppercase letter, one lower case letter, and one number. It is recommended, if possible, that a special character also be used in the password.
- Change vendor-supplied passwords immediately.
- Protect passwords by committing them to memory or store them in a safe place (do not store passwords in login scripts or batch files).
- Change passwords immediately if password has been seen, guessed, or otherwise compromised, and report the compromise or suspected compromise to their ISSO.
- Keep user identifications (IDs) and passwords confidential.

RPMS users shall not:

- Use common words found in any dictionary as a password.
- Use obvious readable passwords or passwords that incorporate personal data elements (e.g., user's name, date of birth, address, telephone number, or social security number; names of children or spouses; favorite band, sports team, or automobile; or other personal attributes).
- Share passwords/IDs with anyone or accept the use of anothers password/ID, even if offered.
- Reuse passwords. A new password must contain no more than five characters per eight characters from the previous password.
- Post passwords.
- Keep a password list in an obvious place, such as under keyboards, in desk drawers, or in any other location where it might be disclosed.

• Give a password out over the phone.

A.1.8 Backups

RPMS users shall:

- Plan for contingencies such as physical disasters, loss of processing, and disclosure of information by preparing alternate work strategies and system recovery mechanisms.
- Make backups of systems and files on a regular, defined basis.
- If possible, store backups away from the system in a secure environment.

A.1.9 Reporting

RPMS users shall:

- Contact and inform their ISSO that they have identified an IT security incident and begin the reporting process by providing an IT Incident Reporting Form regarding this incident.
- Report security incidents as detailed in the *IHS Incident Handling Guide* (SOP 05-03).

RPMS users shall not:

• Assume that someone else has already reported an incident. The risk of an incident going unreported far outweighs the possibility that an incident gets reported more than once.

A.1.10 Session Timeouts

RPMS system implements system-based timeouts that back users out of a prompt after no more than 5 minutes of inactivity.

RPMS users shall:

• Utilize a screen saver with password protection set to suspend operations at no greater than 10 minutes of inactivity. This will prevent inappropriate access and viewing of any material displayed on the screen after some period of inactivity.

A.1.11 Hardware

RPMS users shall:

- Avoid placing system equipment near obvious environmental hazards (e.g., water pipes).
- Keep an inventory of all system equipment.

• Keep records of maintenance/repairs performed on system equipment.

RPMS users shall not:

• Eat or drink near system equipment.

A.1.12 Awareness

RPMS users shall:

- Participate in organization-wide security training as required.
- Read and adhere to security information pertaining to system hardware and software.
- Take the annual information security awareness.
- Read all applicable RPMS manuals for the applications used in their jobs.

A.1.13 Remote Access

Each subscriber organization establishes its own policies for determining which employees may work at home or in other remote workplace locations. Any remote work arrangement should include policies that:

- Are in writing.
- Provide authentication of the remote user through the use of ID and password or other acceptable technical means.
- Outline the work requirements and the security safeguards and procedures the employee is expected to follow.
- Ensure adequate storage of files, removal, and nonrecovery of temporary files created in processing sensitive data, virus protection, and intrusion detection, and provide physical security for government equipment and sensitive data.
- Establish mechanisms to back up data created and/or stored at alternate work locations.

Remote RPMS users shall:

• Remotely access RPMS through a virtual private network (VPN) whenever possible. Use of direct dial in access must be justified and approved in writing and its use secured in accordance with industry best practices or government procedures.

Remote RPMS users shall not:

• Disable any encryption established for network, internet, and Web browser communications.

A.2 RPMS Developers

RPMS developers shall:

- Always be mindful of protecting the confidentiality, availability, and integrity of RPMS when writing or revising code.
- Always follow the IHS RPMS Programming Standards and Conventions (SAC) when developing for RPMS.
- Only access information or code within the namespaces for which they have been assigned as part of their duties.
- Remember that all RPMS code is the property of the U.S. Government, not the developer.
- Not access live production systems without obtaining appropriate written access and shall only retain that access for the shortest period possible to accomplish the task that requires the access.
- Observe separation of duties policies and procedures to the fullest extent possible.
- Document or comment all changes to any RPMS software at the time the change or update is made. Documentation shall include the programmers' initials, date of change, and reason for the change.
- Use checksums or other integrity mechanism when releasing their certified applications to assure the integrity of the routines within their RPMS applications.
- Follow industry best standards for systems they are assigned to develop or maintain and abide by all Department and Agency policies and procedures.
- Document and implement security processes whenever available.

RPMS developers shall not:

- Write any code that adversely impacts RPMS, such as backdoor access, Easter eggs, time bombs, or any other malicious code or make inappropriate comments within the code, manuals, or help frames.
- Grant any user or system administrator access to RPMS unless proper documentation is provided.
- Release any sensitive agency or patient information.

A.3 Privileged Users

Personnel who have significant access to processes and data in RPMS, such as, system security administrators, systems administrators, and database administrators, have added responsibilities to ensure the secure operation of RPMS.

Privileged RPMS users shall:

- Verify that any user requesting access to any RPMS system has completed the appropriate access request forms.
- Ensure that government personnel and contractor personnel understand and comply with license requirements. End users, supervisors, and functional managers are responsible for this compliance.
- Advise the system owner on matters concerning information technology security.
- Assist the system owner in developing security plans, risk assessments, and supporting documentation for the certification and accreditation process.
- Ensure that any changes to RPMS that affect contingency and disaster recovery plans are conveyed to the person responsible for maintaining continuity of operations plans.
- Ensure that adequate physical and administrative safeguards are operational within their areas of responsibility and that access to information and data is restricted to authorized personnel on a need-to-know basis.
- Verify that users have received appropriate security training before allowing access to RPMS.
- Implement applicable security access procedures and mechanisms, incorporate appropriate levels of system auditing, and review audit logs.
- Document and investigate known or suspected security incidents or violations and report them to the ISSO, Chief Information Security Officer (CISO), and systems owner.
- Protect the supervisor, superuser, or system administrator passwords.
- Avoid instances where the same individual has responsibility for several functions (i.e., transaction entry and transaction approval).
- Watch for unscheduled, unusual, and unauthorized programs.
- Help train system users on the appropriate use and security of the system.
- Establish protective controls to ensure the accountability, integrity, confidentiality, and availability of the system.
- Replace passwords when a compromise is suspected. Delete user accounts as quickly as possible from the time that the user is no longer authorized system. Passwords forgotten by their owner should be replaced, not reissued.
- Terminate user accounts when a user transfers or has been terminated. If the user has authority to grant authorizations to others, review these other authorizations. Retrieve any devices used to gain access to the system or equipment. Cancel logon IDs and passwords and delete or reassign related active and backup files.

- Use a suspend program to prevent an unauthorized user from logging on with the current users ID if the system is left on and unattended.
- Verify the identity of the user when resetting passwords. This can be done either in person or having the user answer a question that can be compared to one in the administrator's database.
- Shall follow industry best standards for systems they are assigned to and abide by all Department and Agency policies and procedures.

Privileged RPMS users shall not:

- Access any files, records, systems, etc. not needed to perform their duties
- Grant any user or system administrator access to RPMS unless proper documentation is provided.
- Release any sensitive agency or patient information.

Glossary

Emergency Room System

Refers to the RPMS ERS application (in the AMER namespace). The EDD is integrated with the ERS application, so information gets transferred back and forth between the two applications.

RPMS Patient Care Component

Refers to functions within RPMS as a clinical data repository, storing visit-related data about a patient.

Acronym List

Acronym	Meaning
DOB	Date of Birth
ED	Emergency Department
EDD	Emergency Department Dashboard
EHR	Electronic Health Record
ER	Emergency Room
ERS	Emergency Room System
HHS	Health and Human Services
HRN	Health Record Number
IHS	Indian Health Service
LWOBS/DNA	Left Without Being Seen/Did Not Answer
OIT	Office of Information Technology
PPN	Patient Preferred Name
RPMS	Resource and Patient Management System

Contact Information

If you have any questions or comments regarding this distribution, please contact the IHS Service Desk.

Phone: (888) 830-7280 (toll free)

- Web: <u>https://www.ihs.gov/itsupport/</u>
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