



RESOURCE AND PATIENT MANAGEMENT SYSTEM

IHS Emergency Department Dashboard

(BEDD)

User Manual

Version 2.0 Patch 10
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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	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 Hide [Check-In](#) [Room Management](#) [Pending Documentation](#)

MSE Wait	LOS	ESI	Time	Patient (gender)	DOB (age)	Chart	Chief Complaint	Order Activity	Clinic	First Triaged By	Provider	Consult	Info	Actions	Reg
181	181	2	12:42	DEMO PATIENT EIGHT (F)	07/08/75 (47 YRS)	108936	TESTING BEDD		URGENT CARE	TEST		No		<input type="radio"/> Rm Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO
252	252	4	13:33	DEMO PATIENT TWELVE (F)	12/28/83 (39 YRS)	102058	PRESENTING COMPLAINT		EMERGENCY MEDICINE	TEST		Yes		<input type="radio"/> Rm Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO
180	180	5	12:42	DEMO PATIENT SEVEN (F)	10/29/35 (87 YRS)	101046	TESTING BEDD		EMERGENCY MEDICINE	TEST		No		<input type="radio"/> Rm Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO
282	282		14:20	DEMO PATIENT FIFTEEN (F)	11/01/95 (27 YRS)	109604	PRESENTING COMPLAINT		TRIAGE	TEST		No		<input type="radio"/> Rm Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO

Room Management Hide [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		<input type="radio"/> Rm Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO

Pending Documentation Hide [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
155	462	4	13:07	DEMO PATIENT THREE (M)	09/21/60 (62 YRS)	109886	testing patch 7		ED MAIN	TEST		No		<input type="radio"/> Rm Page <input type="radio"/> Obsv <input type="radio"/> 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	Rooms	Wtg	Med Wtg	Pend	Wtg	Med Wtg	Med LOS
			4	571	154	1	181	181	1	155	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 Hide [Check-In](#) [Room Management](#) [Pending Documentation](#)

MSE Wait	LOS	ESI	Time	Patient (gender)	DOB (age)	Chart	Chief Complaint	Order Activity	Clinic	First Triaged By	Provider	Consult	Info	Actions	Reg
181	181	2	12:42	DEMO PATIENT EIGHT (F)	07/08/75 (47 YRS)	108936	TESTING BEDD		URGENT CARE	TEST		No		<input type="radio"/> Rm Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO
252	252	4	13:33	DEMO PATIENT TWELVE (F)	12/28/83 (39 YRS)	102058	PRESENTING COMPLAINT		EMERGENCY MEDICINE	TEST		Yes		<input type="radio"/> Rm Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO
180	180	5	12:42	DEMO PATIENT SEVEN (F)	10/29/35 (87 YRS)	101046	TESTING BEDD		EMERGENCY MEDICINE	TEST		No		<input type="radio"/> Rm Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO
282	282		14:20	DEMO PATIENT FIFTEEN (F)	11/01/95 (27 YRS)	109604	PRESENTING COMPLAINT		TRIAGE	TEST		No		<input type="radio"/> Rm Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO

Room Management Hide [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		<input type="radio"/> Rm Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO

Pending Documentation Hide [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
155	462	4	13:07	DEMO PATIENT THREE (M)	09/21/60 (62 YRS)	109886	testing patch 7		ED MAIN	TEST		No		<input type="radio"/> Rm Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	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	Rooms	Wtg	Med Wtg	Pend	Wtg	Med Wtg	Med LOS
			4	607	163	1	190	190	1	164	164	276

Check-In Hide [Triage](#) [Room Management](#) [Pending Documentation](#)

Waiting	Check-In	MSE Wait	Patient (gender)	DOB (age)	Chart	Presenting	Clinic	Info	Actions	Reg

Triage Hide [Check-In](#) [Room Management](#) [Pending Documentation](#)

MSE Wait	LOS	ESI	Time	Patient (gender)	DOB (age)	Chart	Chief Complaint	Order Activity	Clinic	First Triaged By	Provider	Consult	Info	Actions	Reg
190	190	2	12:42	DEMO PATIENT EIGHT (F)	07:08:75 (47 YRS)	108936	TESTING BEDD		URGENT CARE	TEST		No		<input type="radio"/> Rm <input type="radio"/> Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO
261	261	4	13:33	DEMO PATIENT TWELVE (F)	12:28:83 (39 YRS)	102058	PRESENTING COMPLAINT		EMERGENCY MEDICINE	TEST		Yes		<input type="radio"/> Rm <input type="radio"/> Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO
189	189	5	12:42	DEMO PATIENT SEVEN (F)	10:29:35 (87 YRS)	101046	TESTING BEDD		EMERGENCY MEDICINE	TEST		No		<input type="radio"/> Rm <input type="radio"/> Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO
291	291		14:20	DEMO PATIENT FIFTEEN (F)	11:01:95 (27 YRS)	109604	PRESENTING COMPLAINT		TRIAGE	TEST		No		<input type="radio"/> Rm <input type="radio"/> Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO

Room Management Hide [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
190	411	ED-1	4	DEMO PATIENT FOUR (F)	12:09:65 (57 YRS)	102590	testing		EMERGENCY MEDICINE	TEST		No		<input type="radio"/> Rm <input type="radio"/> Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO

Pending Documentation Hide [Check-In](#) [Triage](#) [Room Management](#)

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	Reg
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	<input type="radio"/> Rm <input type="radio"/> Page <input type="radio"/> Obsv <input type="radio"/> 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	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	<input type="radio"/> Rm <input type="radio"/> Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	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 E ANOTHER LINE 8/16/2012 12:40:29; Paged for Triage on Aug 16, 2012 12:40:55 by	<input type="radio"/> Rm <input type="radio"/> Page <input type="radio"/> Obsv <input type="radio"/> 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.



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.

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.

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

*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
- TESTAMELIE (F) - DOB: 05/22/2022 HRN: 852555
- TESTAMERONE (M) - DOB: 11/01/1965 HRN: 7134
- TESTAMY (F) - DOB: 12/23/1934 HRN: 679458
- TESTANGELINA CRYSTALE (F) - DOB: 07/08/1997 HRN: 140437
- TESTANN (F) - DOB: 06/08/1964 HRN: 445577

Transfers:

*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 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 Embossed Card Number of copies: Printer:
- Print PPW Wristband Number of copies: Printer:

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.

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.

Admit Patient to Dashboard

*Patient Lookup TEST Search Results 50

*Select Patient:
TEST, ALIAS NAME [DEMO, PATIENT EHI] (F) - DOB: 01/02/1965 HRN: 118844

*Admission Date Time: 12/13/2024 10:13 *Visit Type: UNSCHEDULED *Clinic Type: EMERGENCY MEDICINE

*Presenting Complaint:
TESTING

Save/Close Save/Edit Cancel

Transfers:

*Transfer from another facility: Yes Transferred from: OTHER

Mode of transport to the ER: PRIVATE VEHICLE TRANSFER Medical attendant present during transfer: No

Means of Arrival:

Mode of transport to the ER: Ambulance Number:

HRCN/Billing Number: Ambulance Company:

Trauma Activation:

Trauma Activation during visit: No Trauma Activated Provider: Show All Trauma Activated Date Time:

Print Options:

<input type="checkbox"/> Print Labels	Number of copies: <input type="text"/>	Printer: <input type="text"/>
<input type="checkbox"/> Print Routing Slip	Number of copies: <input type="text"/>	Printer: <input type="text"/>
<input type="checkbox"/> Print Med-Rec Worksheet	Number of copies: <input type="text"/>	Printer: <input type="text"/>
<input type="checkbox"/> Print BEDD Routing Slip	Number of copies: <input type="text"/>	Printer: <input type="text"/>
<input type="checkbox"/> Print Embossed Card	Number of copies: <input type="text"/>	Printer: <input type="text"/>
<input type="checkbox"/> Print PPW Wristband	Number of copies: <input type="text"/>	Printer: <input type="text"/>

Save/Close Save/Edit Cancel

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

The screenshot displays the 'Admission Information' section of the Patient Edit window. It features several input fields and dropdown menus. The 'Check-In' field shows '12/04/2024 12:05'. The '*Clinic Type' dropdown is set to 'EMERGENCY MEDICINE'. The '*Emergency Severity Index' dropdown is empty. The 'Trauma Activation During Visit' dropdown is set to 'No'. The 'Presenting Complaint' text area contains the word 'Test'. The '*Triage Nurse' dropdown is empty. The 'Triage Provider' dropdown is empty. The 'Trauma Activated Provider' dropdown is empty. There are three 'Show All' checkboxes, each followed by a 'Date/Time' field, all of which are currently empty. At the bottom left, there is a button labeled '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.

The screenshot shows the 'Patient Edit' interface. At the top, there are buttons for 'Discharge', 'LWOBS/DNA', 'Save/Close', and 'Cancel'. Below this, there are tabs for 'Patient Information', 'Admission Information', 'Injury Information', 'Room Information', and 'Visit Information'. The 'Patient Information' tab is active, showing fields for Patient (Gender) 'DEMO,LAB SIX (M)', DOB (Age) '01/22/01 (23 YRS)', Chart '621343', Allergies 'Patient has answered NKA', and PCP 'TEST,TOM'. Patient Flags are set to 'Patient does not have any assigned flags'. The 'Admission Information' tab is also visible, showing 'Check-In' '12/02/2024 09:23', 'Presenting Complaint' 'TEST', and various triage and trauma activation options. A red box highlights the 'Add/Edit Chief Complaint' button at the bottom left of the Admission Information section.

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

The screenshot shows the 'ED Chief Complaint' dialog box. At the top, it displays Patient (Gender) 'DEMO,PATIENT ONE (F)', DOB (Age) '11/27/15 (7 YRS)', and Chart '000123'. Below this, there are fields for 'Complaint', 'Modified', and 'Modified By'. A large text area is provided for entering the chief complaint. Below the text area, there are buttons for 'Save/Close', 'Save', 'Delete', and 'Close'. A note at the bottom of the dialog states: 'Enter a new Chief Complaint or select an existing Complaint to edit or delete. *Note - you can 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.

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.

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

Discharge | LWOB/DNA | Save/Close | Cancel

Patient Information | Admission Information | Injury Information | Room Information | Visit Information

Patient (Gender) DEMO,PATIENT EHI (F) | DOB (Age) 01/02/65 (59 YRS) | Chart 118844

Allergies AMPICILLIN | PCP

Patient Flags Patient does not have any assigned flags

Admission Information | Patient Information | Injury Information | Room Information | Visit Information

Check-In: 12/13/2024 10:13

*Clinic Type: EMERGENCY MEDICINE

*Emergency Severity Index: 3 - URGENT

Presenting Complaint: TEST

*Triage Nurse: TEST.TOM | Show All: 12/13/2024 10:36

Triage Provider: TEST.TOM | Show All: 12/13/2024 10:36

Triage Nurse Date Time: 12/13/2024 10:36

Triage Provider Date Time: 12/13/2024 10:36

Trauma Activation During Visit: No

Trauma Activated Provider: | Show All: | Trauma 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).

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 ○ TrgRpt	NO
1m	3m	3m	2	08:49	DEMO_CHILD (F)	12/15/20 (3 YRS)	T00007	ESI 2	2 HOLD RX,	TEST, U			○ Rm Page ○ Obsv ○ TrgRpt	NO
1m	2m	2m	3	08:49	DEMO_CHILDTW (F)	12/19/21 (36 MOS)	T00011	ESI 3		TEST, U			○ Rm Page ○ Obsv ○ TrgRpt	NO
1m	2m	2m	4	08:49	DEMO_DEBRA L (F)	09/14/58 (66 YRS)	741258	ESI 4		TEST, U			○ Rm Page ○ Obsv ○ TrgRpt	NO
0m	2m	2m	5	08:50	DEMO_CHENELL (F)	08/01/07 (17 YRS)	005432	ESI 5		TEST, U			○ Rm Page ○ Obsv ○ TrgRpt	NO

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.

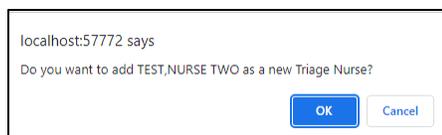


Figure 2-21: Adding an additional Triage Nurse to a visit

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 Show All *Triage Nurse Date/Time [VERIFY DATE/TIME]
 TEST,NURSE TWO 05/05/2023 14:32

Add/Edit Chief Complaint Triage 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.

Provider History			
Type	Name	First Seen	Delete Entry
TRIAGE NURSE	TEST,NURSE ONE	05/05/2023 14:20	<input type="checkbox"/>

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.

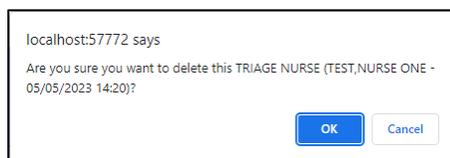


Figure 2-24: Delete Confirmation warning message

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.

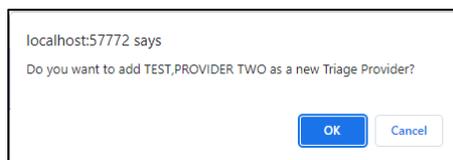


Figure 2-25: Adding an Additional Triage Provider to a Visit

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.

Provider History			
Type	Name	First Seen	Delete Entry
TRIASGE NURSE	TEST,NURSE ONE	05/05/2023 14:20	<input type="checkbox"/>
TRIASGE PROVIDER	TEST,PROVIDER THREE	05/05/2023 14:53	<input type="checkbox"/>

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.

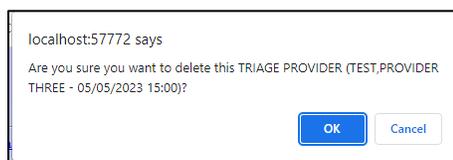


Figure 2-28: Delete confirmation message

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.

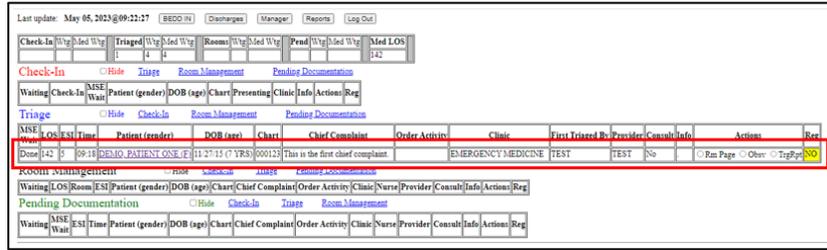


Figure 2-29: Patient Moved to Triaged Section example

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.

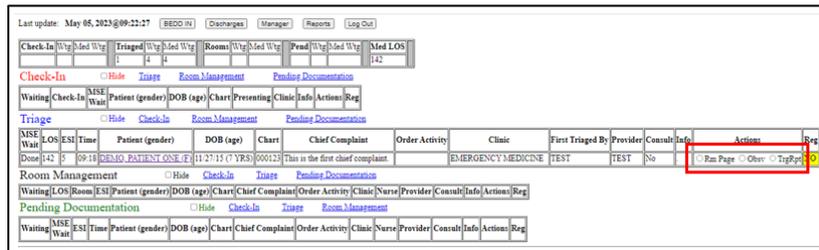


Figure 2-30: Auto Note Actions example

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.

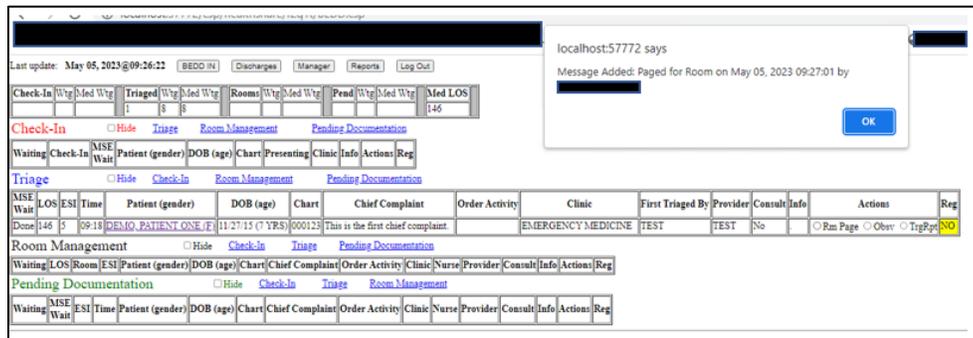


Figure 2-31: Pop-up Displaying After User Clicks the Rm Page Button Confirming Added Message

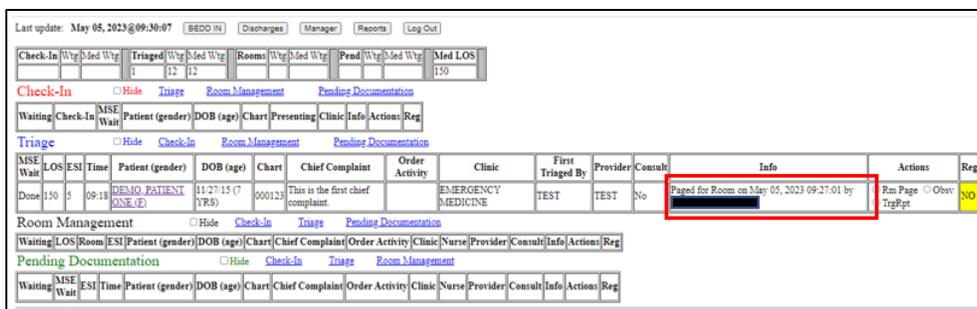


Figure 2-32: Room Page Note Displays in the Info Section

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.

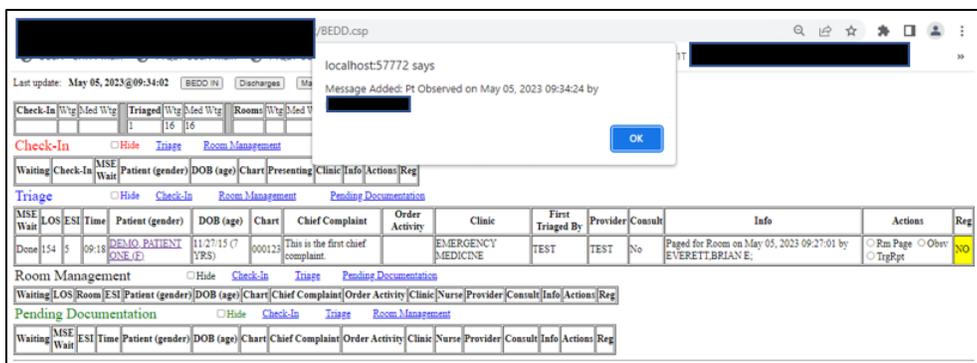


Figure 2-33: Message Shown When Obsv Button is Clicked

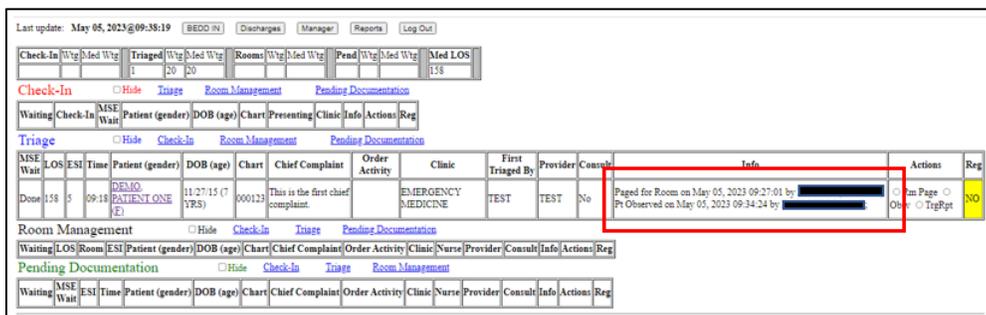


Figure 2-34: Info Box After Clicking the Obsv Button

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.

Return to ED Tracking Board

BEDD ED Triage Report

ALERT THIS PAPER CONTAINS HEALTH INFORMATION *** ALERT ***

DEMO.PATIENT ONE
Chart Number: 123 - FEMALE - DOB: 11/27/2015

Patient Allergies: No Allergy Assessment

TRIAGE LEVEL: 5
Chief Complaint:

Measurements:

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 [REDACTED]; Pt Observed on May 05, 2023 09:34:24 by [REDACTED]

Discharge LWOB/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.

Room	Nurse	Status	Info
2	169 ED-1 5	DEMO PATIENT ONE (E)	Paged for Room on May 05, 2023 09:27:01 by [redacted] Pt Observed on May 05, 2023 09:34:24 by [redacted]

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).

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

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 () 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.

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.

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.

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 free-text notes in the **General Information/Notes** section (Figure 2-45) and clicking the **Save/Close** button.

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).

Figure 2-46: Actions Report fields dialog

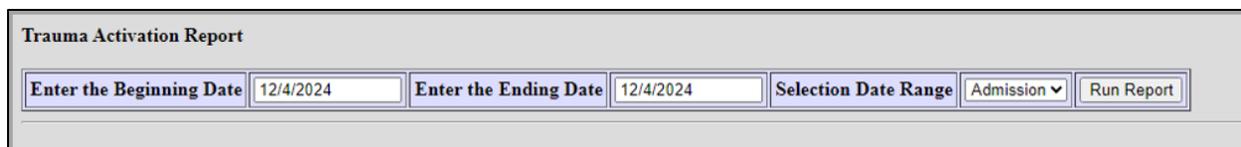
Figure 2-47: Actions Report dialog

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).

Figure 2-48: Trauma Activation in BEDD IN dialog

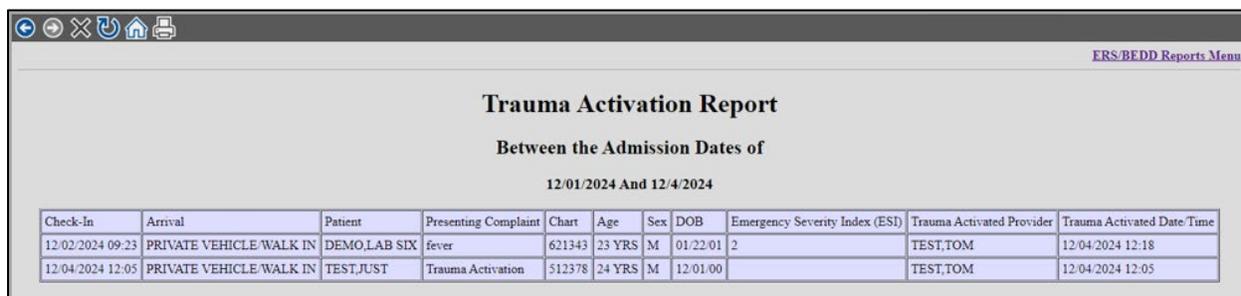
Figure 2-49: Trauma Activation in Patient Edit dialog



Trauma Activation Report

Enter the Beginning Date Enter the Ending Date Selection Date Range Admission

Figure 2-50: Trauma Activation Report fields dialog



Trauma Activation Report
Between the Admission Dates of
12/01/2024 And 12/4/2024

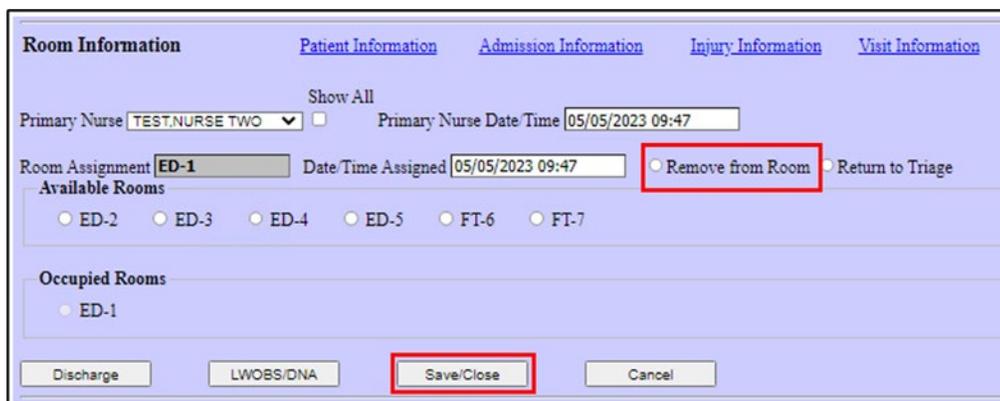
Check-In	Arrival	Patient	Presenting Complaint	Chart	Age	Sex	DOB	Emergency Severity Index (ESI)	Trauma Activated Provider	Trauma Activated Date/Time
12/02/2024 09:23	PRIVATE VEHICLE/WALK IN	DEMO,LAB SIX	fever	621343	23 YRS	M	01/22/01	2	TEST,TOM	12/04/2024 12:18
12/04/2024 12:05	PRIVATE VEHICLE/WALK IN	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](#)

Show All

Primary Nurse Primary Nurse Date/Time

Room Assignment Date/Time Assigned Remove from Room

Available Rooms

ED-2 ED-3 ED-4 ED-5 FT-6 FT-7

Occupied Rooms

ED-1

Figure 2-52: Removing from Room and Save button

Waiting	MSE Wait	ESI	Time	Patient (gender)	DOB (age)	Chart	Chief Complaint	Order Activity	Clinic	Nurse	Provider	Consult	Info	Actions	Reg
0	Done	5	10:31	DEMO PATIENT LONE (D)	11/27/15 (7 YRS)	000123	This is the first chief complaint.		EMERGENCY MEDICINE	TEST	TEST	Yes	Paged for Room on May 05, 2023 09:27:01 by [REDACTED]; Pt Observed on May 05, 2023 09:34:24 by [REDACTED]	<input type="radio"/> Rm Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO

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 Patient Information Admission Information Injury Information Visit Information

Show All

Primary Nurse: [Dropdown] Primary Nurse Date/Time: [Text]

Room Assignment: [Text] Date/Time Assigned: [Text] Remove from Room Return to Triage

Available Rooms

ED 01 ED 02 ED 03 ED 04 ED 05 ED 06 ED 07 ED 08
 Trauma 01 Trauma 02 Trauma 03 ED 9 ED 09 OBS1 ED 10 Overflow 1
 Overflow 2 Overflow 3

Occupied Rooms

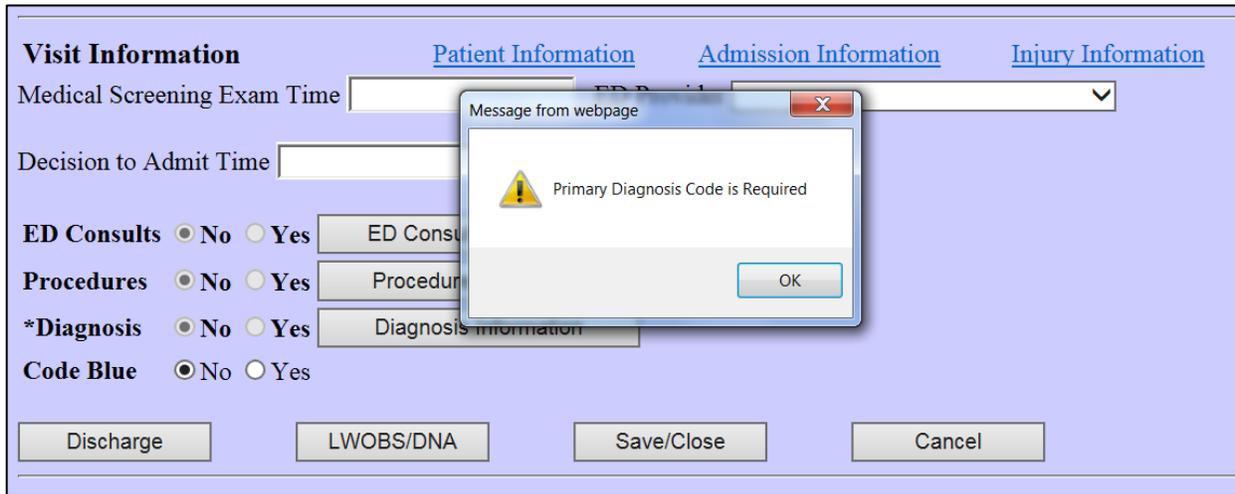
Figure 2-54: Patient Moved From Room Back to Triage dialog

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.



The screenshot displays the 'Patient Edit' dialog box with a light blue background. At the top, there are four tabs: 'Visit Information' (selected), 'Patient Information', 'Admission Information', and 'Injury Information'. Below the tabs, there are several input fields and radio buttons. The 'Medical Screening Exam Time' field is partially visible. Below it is the 'Decision to Admit Time' field. Further down, there are three rows of radio buttons: 'ED Consults' (No selected), 'Procedures' (No selected), and '*Diagnosis' (No selected). Below these is the 'Code Blue' section with 'No' selected. At the bottom of the dialog, there are four buttons: 'Discharge', 'LWOBS/DNA', 'Save/Close', and 'Cancel'. A pop-up message box is overlaid on the dialog, titled 'Message from webpage'. It contains a yellow warning triangle icon and the text 'Primary Diagnosis Code is Required'. There is an 'OK' button at the bottom right of the pop-up message.

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

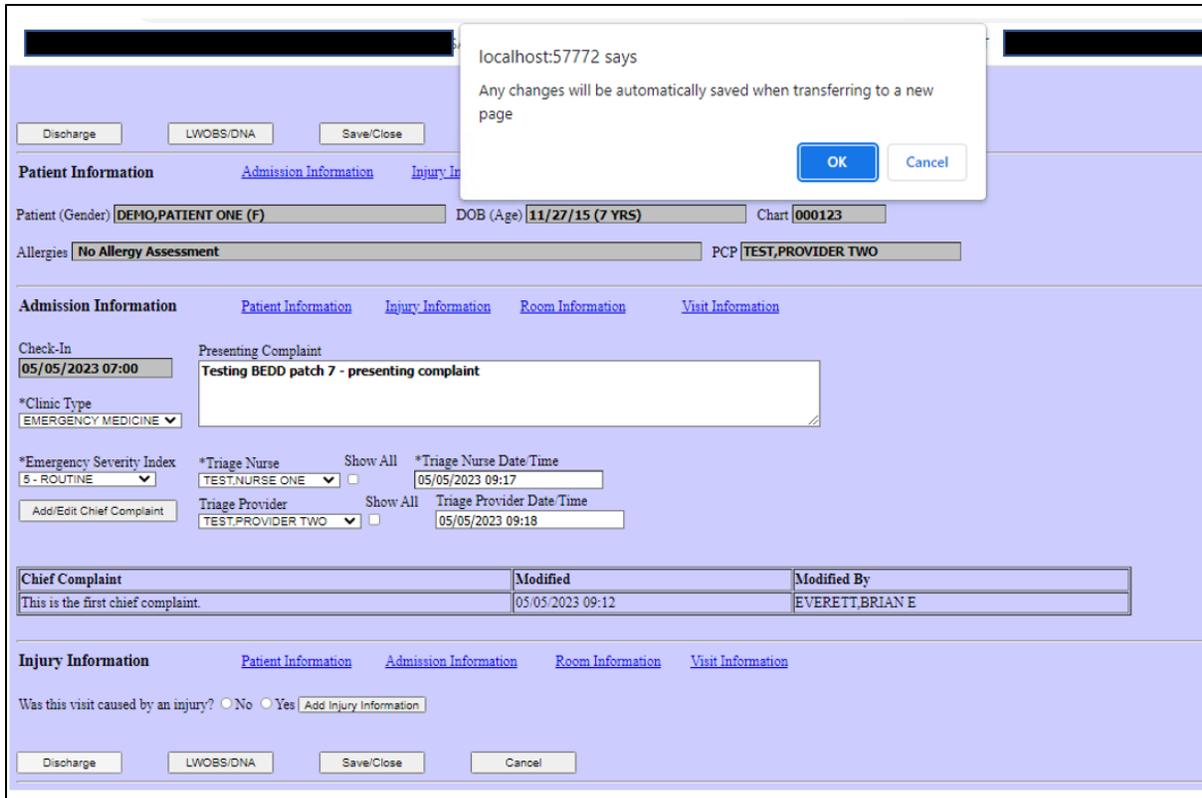


Figure 2-56: Changes Are Automatically Saved pop-up message

Patient Discharge

Patient Information

Patient (Gender) DOB (Age) Chart

Allergies PCP

Admission Information

Check-In Presenting Complaint

Emergency Severity Index Triage Nurse Date/Time Triage Nurse

Clinic Type Triage Provider Date/Time Triage Provider

Injury Information

Was this visit caused by an injury?

Visit Information

Primary Nurse Primary Nurse Date/Time

Medical Screening Exam Time ED Provider ED Provider Date/Time

Decision to Admit Time

IR Consult Notified

Consult Service	Date and Time Seen	Consult
DERMATOLOGY	5/5/2023 10:03	TEST.PROVIDER FOUR

Procedures

Procedures

Diagnosis

Code	Diagnosis	Prime
ZZZ-999	This is the Diagnosis Narrative for zzz-999	YES

Code Blue

Provider History

Type	Name	First Seen
------	------	------------

Disposition Information

*Final Acuity *Disposition Where Transferred

Follow up Instructions

*(PRIMARY) Provider who signed PCC form Show All *Discharge Nurse Show All

*Departure Date/Time

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

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).

The screenshot shows a web application interface with a modal dialog box. The dialog box, titled 'localhost:57772 says', contains the text 'Complete Discharge?' and two buttons: 'OK' and 'Cancel'. The background form is partially obscured but shows several sections:

- Injury Information:** 'Was this visit caused by an injury?' with a text input field.
- Visit Information:** Includes dropdowns for 'Primary Nurse' (TESTNURSE TWO) and 'ED Provider' (TEST.PROVIDER TWO), and text inputs for 'Primary Nurse Date/Time' (05/05/2023 09:47) and 'ED Provider Date/Time' (05/05/2023 09:18).
- Consult Service Table:**

Consult Service	Date and Time Seen	Consult
DERMATOLOGY	5/5/2023 10:03	TEST.PROVIDER FOUR
- Procedures Table:**

Procedures
DRESSING CHANGE
- Diagnosis Table:**

Code	Diagnosis	Prime
ZZZ.999	This is the Diagnosis Narrative for zzz.999	YES
- Disposition Information:** Includes dropdowns for '*Final Acuity' (1), '*Disposition' (HOME), and 'Where Transferred'. It also has a dropdown for 'Follow up Instructions' (APPT AND INSTRUCTIONS GIVEN) and dropdowns for '*Discharge Nurse' (TEST.NURSE FOUR) and '*PRIMARY) Provider who signed PCC form' (TEST.PROVIDER TWO).
- Buttons:** 'Complete Discharge' and 'Cancel' are visible at the bottom of the form.

Figure 2-59: Confirm Discharge dialog

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

Last update: May 05, 2023@11:04:19 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

Check-In Hide [Triage](#) [Room Management](#) [Pending Documentation](#)

Waiting	Check-In	MSE Wait	Patient (gender)	DOB (age)	Chart	Presenting	Clinic	Info	Actions	Reg

Triage Hide [Check-In](#) [Room Management](#) [Pending Documentation](#)

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 Hide [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 Hide [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 2-60: 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.

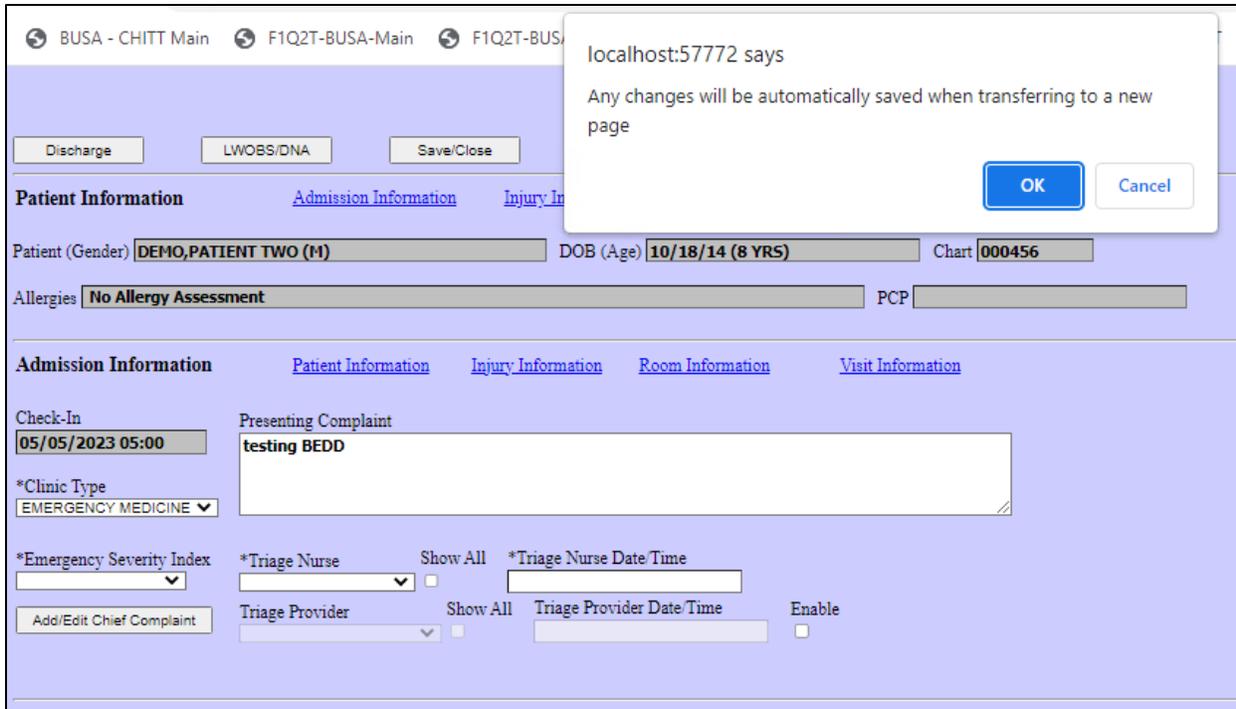


Figure 2-61: Selecting the LWOBS/DNA Discharge button

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

Patient Information

Patient (Gender) DOB (Age) Chart

Allergies PCP

Admission Information

Check-In Presenting Complaint:

Emergency Severity Index: Triage Nurse Date/Time Triage Nurse

Clinic Type Triage Provider Date/Time Triage Provider

Injury Information

Was this visit caused by an injury?

Visit Information

Primary Nurse Primary Nurse Date/Time

Medical Screening Exam Time ED Provider ED Provider Date/Time

Decision to Admit Time

ER Consult Notified

Procedures

Diagnosis

Code Blue

Provider History

Type	Name	First Seen

Disposition Information

Final Acuity *Disposition Where Transferred

Follow up Instructions

(PRIMARY) Provider who signed PCC form Show All Discharge Nurse Show All

*Departure Date/Time

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
LOC   Add Local ER Facilities
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//
QUEUE 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) 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 Primary Nurse Date/Time
 Medical Screening Exam Time ED Provider 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 AMA
 LEFT WITHOUT BEING SEEN
 LWOBSS
 REGISTERED IN ERROR Show All Discharge Nurse Show All
 (PRIMARY) Provider who signed *Departure Date/Time

Complete Discharge Cancel

Figure 2-64: LWOBSS/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).

localhost:57772 says
Complete Discharge?

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: Primary Nurse Date/Time:
 Medical Screening Exam Time: ED Provider: 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 LEFT WITHOUT BEING SEEN Where Transferred:
 Follow up Instructions:
 (PRIMARY) Provider who signed PCC form: Show All Discharge Nurse: Show All
 *Departure Date/Time 05/05/2023 11:25
 Complete Discharge Cancel

Figure 2-65: Complete Discharge confirmation message

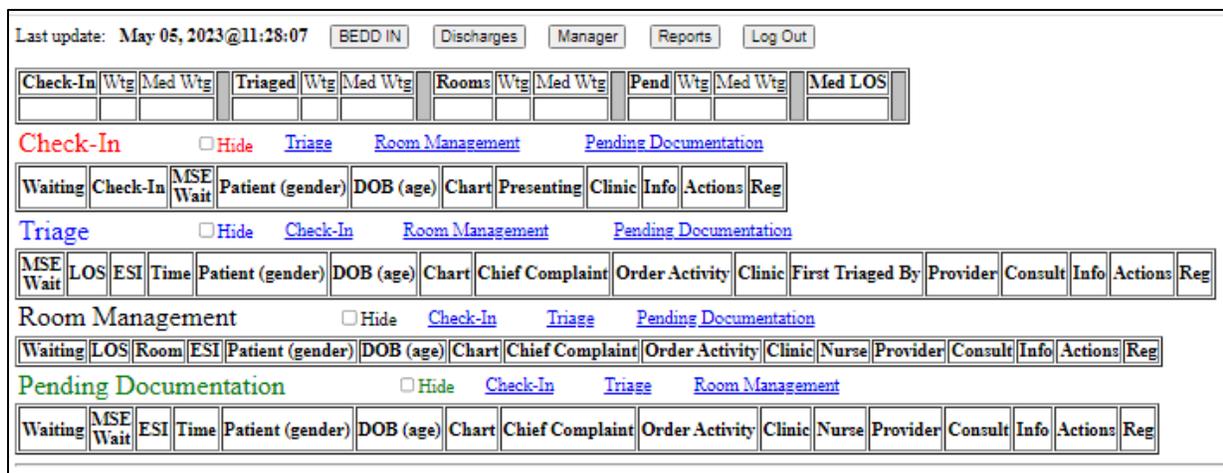


Figure 2-66: Main Dashboard Display Showing the Patient has been Discharged

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.

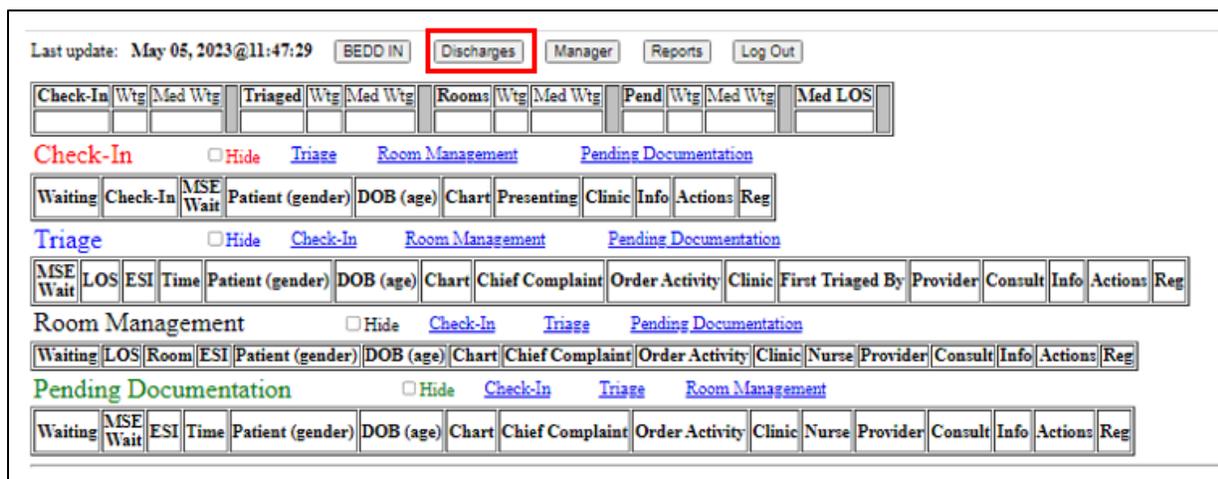


Figure 2-67: Discharges button

Emergency Department DISCHARGES

Manager Dashboard Last update: May 05, 2023 12:03:27

Discharge From Date Discharge To Date

DISCHARGES

Discharge	ESI	Patient (gender)	DOB (age)	Chart	Disposition
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 (7 YRS)	000123	HOME
05/05/2023 11:25		DEMO PATIENT TWO (M)	10/18/14 (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 Dashboard Last update: May 05, 2023 12:05:30

Discharge From Date Discharge To Date

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 (7 YRS)	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 (7 YRS)	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.

Discharge Summary

Patient Information
 Patient (Gender) DEMO,PATIENT ONE (F) DOB (Age) 11/27/15 (7 YRS) Chart 090123
 Allergies: No Allergy Assessment PCP TEST,PROVIDER TWO

Admission Information
 Check-In 05/05/2023 07:00 Clinic EMERGENCY MEDICINE
 Presenting Complaint Testing BEDD patch 7 - presenting complaint
 Visit Type UNSCHEDULED Transport Mode PRIVATE VEHICLE TRANSFER Medical Attendant Present NO
 Emergency Severity Index 5 Triage Nurse Date Time 05/05/2023 09:17 Triage Nurse TEST,NURSE ONE
 Triage Provider Date Time 05/05/2023 09:18 Triage Provider TEST,PROVIDER TWO

Room Information
 ER Room ED-1 ER Room Assigned 05/05/2023 09:47

Injury Information
 Injury Related NO
 Occupation Related

Visit Information
 Primary Nurse TEST,NURSE TWO Primary Nurse Time 05/05/2023 09:47
 Medical Screening Exam Time 05/05/2023 09:18 Decision to Admit Time
 ED Provider TEST,PROVIDER TWO ED Provider Date Time 05/05/2023 09:18
 ER Consult Notified YES

Consult Service	Date and Time Seen	Consult
DERMATOLOGY	05/05/2023 10:03	TEST,PROVIDER FOUR

Procedures
 DRESSING CHANGE

Diagnosis **Provider Narrative**
 ZZZ,999 This is the Diagnosis Narrative for zzz,999

Code Blue

Provider History
 [Type] [Name] [First Seen]

Disposition Information
 Final Acuity 1 Disposition HOME
 Follow Up Instructions APPT AND INSTRUCTIONS GIVEN
 (PRIMARY) Provider who signed PCC form TEST,PROVIDER TWO Discharge Nurse TEST,NURSE FOUR
 Departure Time 05/05/2023 10:59

Technical Use Only: ObjId 234 Dts 7207 Vies 247233 AmerVisit 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).

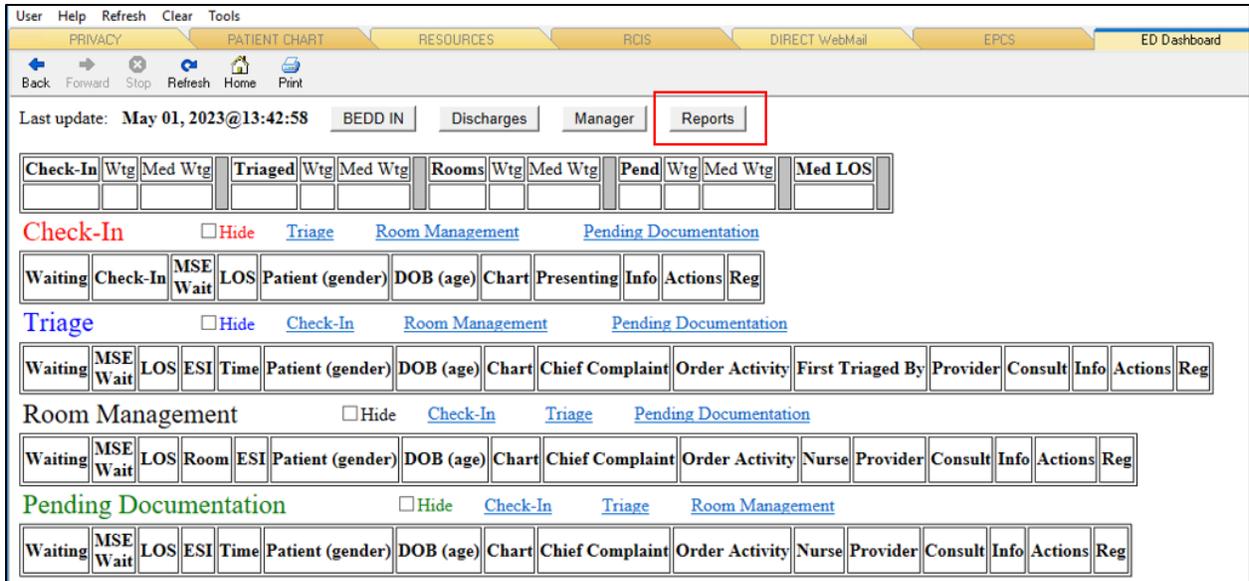


Figure 2-71: Reports button



Figure 2-72: ERS/BEDD Reports dialog

ERS/BEDD Reports Menu

ED Check-In Summary 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 of Stay By Emergency Severity Index (ESI)

Between the dates of 5/5/2023 And 5/5/2023

ESI	Presenting Complaint	Disposition	LOS	Check-In	Patient	Chart	Age	Sex	DOB	Clinic	Diagnosis	ED Provider	Medical Screening Exam Time	Primary Nurse	Decision to Admit	Initial Triage Dr. Tm	IC- Triage Wtg	Room	Original Room Dr. Tm	Trg. Room Wtg	Departure Dr. Tm	Re-DC Wtg	Primary Provider	Discharge Nurse	Final Acuity	Injury	Consult	PCP	AMERX/SIT	OB/ID	V/EN	DFN
3	heating BEDD patch 7 - presenting complaint	LEFT WITHOUT BEING SEEN	385	05/05/2023 05:00	DEMO PATIENT TWO	000456	8 YRS	M	10/18/14	EMERGENCY MEDICINE											05/05/2023 11:25					NO	NO		231	235	247234	7209
2	heating BEDD patch 7 - presenting complaint	HOME	239	05/05/2023 07:00	DEMO PATIENT ONE	000123	7 YRS	F	11/27/81	EMERGENCY MEDICINE	ZZZ 999	TEST PROVIDER TWO	05/05/2023 09:18	TEST NURSE TWO		05/05/2023 09:17	157	ED-1	05/05/2023 09:47	30	05/05/2023 10:59	72	TEST PROVIDER TWO	TEST NURSE FOUR	1	NO	YES	TEST PROVIDER TWO	250	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 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 Hour

Between the dates of 5/5/2023 And 5/5/2023

May 05, 2023	
HOURLY	ED-1
09:00	1
TOTAL	1

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

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 update: May 05, 2023@12:45:37

Check-In Hide

Waiting	Patient (Age)	Presenting	Info
105	D. P. (27 YRS)	PRESENTING COMPLAINT	.
75	D. P. (39 YRS)	PRESENTING COMPLAINT	.

Triage Hide

Waiting	ESI	Patient (Age)	Chief Complaint	Order Activity	First Triageed 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 Hide

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		.

Pending Documentation Hide

Waiting	ESI	Patient (Age)	Chief Complaint	Order 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.

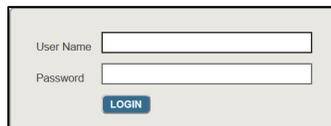

 A screenshot of a login dialog box. It contains two text input fields: "User Name" and "Password". Below the "Password" field is a blue button labeled "LOGIN".

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.


 A screenshot of the "Welcome to the BEDD Emergency Room Dashboard" login dialog. The title is "Welcome to the BEDD Emergency Room Dashboard". Below it is the subtitle "Standalone/Whiteboard Login". There are three input fields: "Access Code:", "Verify Code:", and "Select the Site:". Below "Select the Site:" is a dropdown menu. At the bottom of the dialog are two buttons: "Login" and "Whiteboard Login". A note at the bottom reads: "**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.



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.

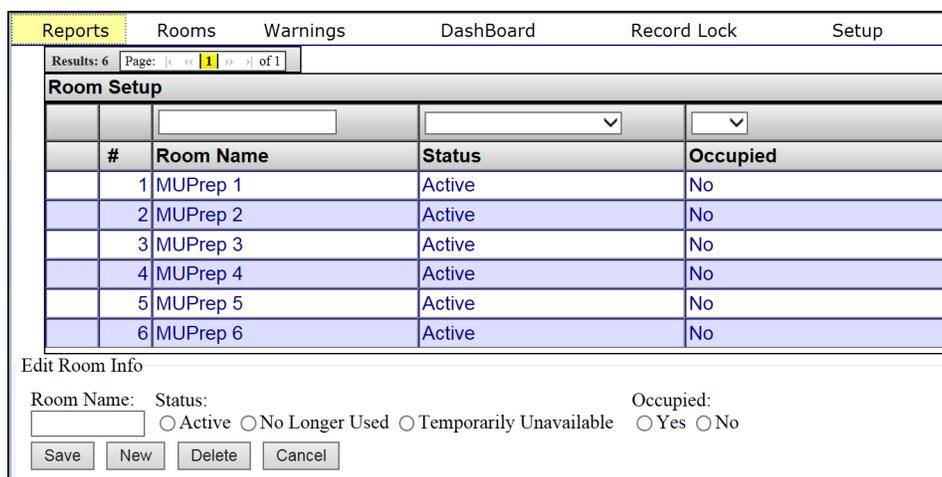


Figure 4-4: Room Definition dialog

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.

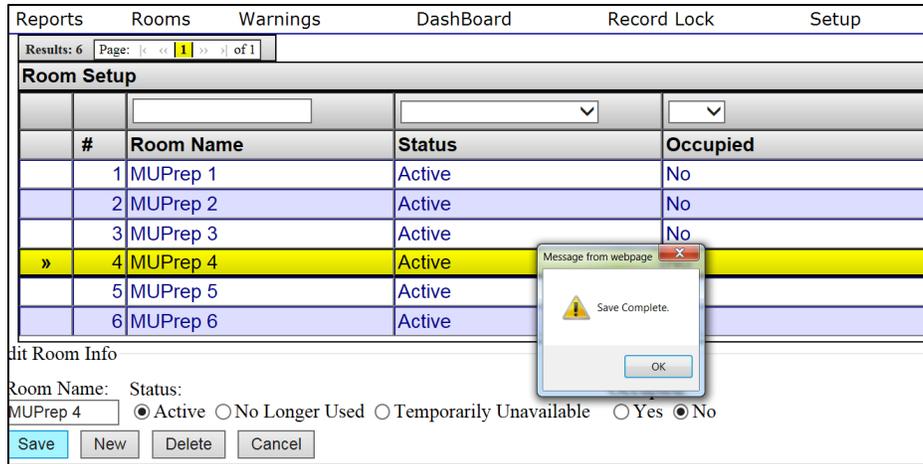


Figure 4-5: Add ER room dialog

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.

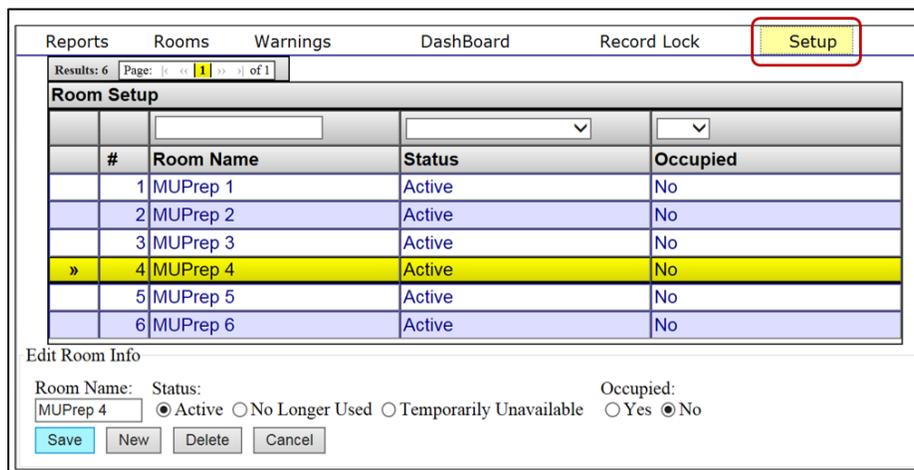


Figure 4-6: Room Definition dialog—Setup button

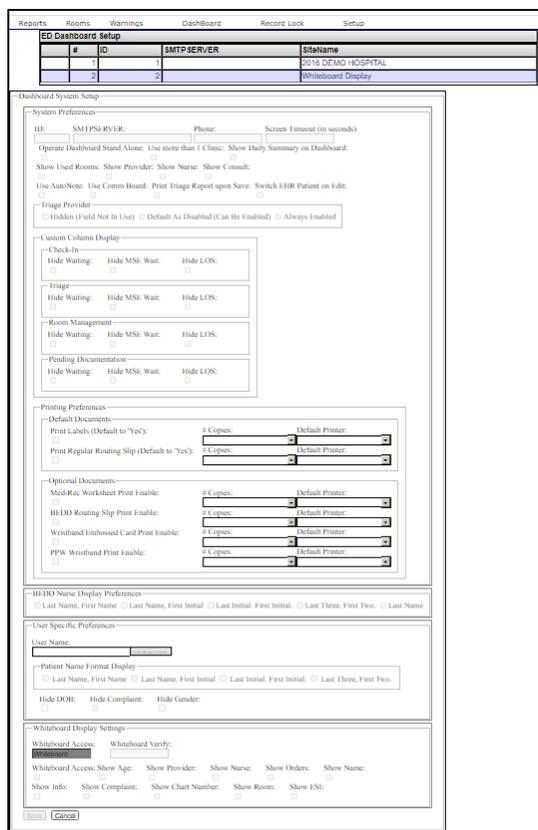


Figure 4-7: BEDD Manager Setup dialog

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.

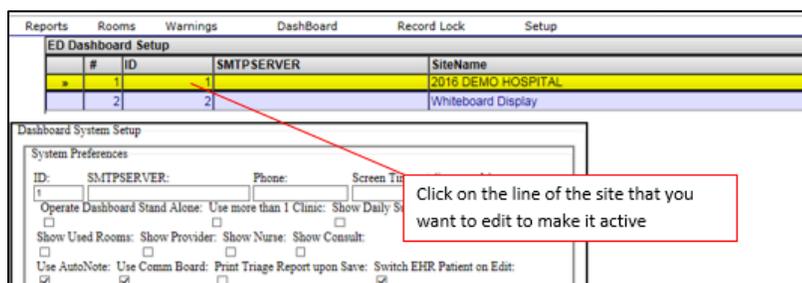


Figure 4-8: Site settings

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	Rooms	Wtg	Med Wtg	Pend	Wtg	Med Wtg	Med LOS			
2	250	125	2	76	38	1	39	39	1	13	13	125			
<input type="checkbox"/> Hide <input type="checkbox"/> Triage <input type="checkbox"/> Room Management <input type="checkbox"/> Pending Documentation															
Waiting	Check-In	MSE Wait	Patient (gender)	DOB (age)	Chart	Presenting	Clinic	Info	Actions	Reg					
140	05-05-2023 11:00	140	DEMO_PATIENT_FIFTEEN(F)	11-01-95 (27 YRS)	109604	PRESENTING COMPLAIN	TRIAGE		<input type="radio"/> Trg Page <input type="radio"/> Rm Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO					
110	05-05-2023 11:30	110	DEMO_PATIENT_TWELVE(F)	12-28-83 (39 YRS)	102058	PRESENTING COMPLAIN	EMERGENCY MEDICINE		<input type="radio"/> Trg Page <input type="radio"/> Rm Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO					
<input type="checkbox"/> Hide <input type="checkbox"/> Check-In <input type="checkbox"/> Room Management <input type="checkbox"/> Pending Documentation															
MSE Wait	LOS	ESI	Time	Patient (gender)	DOB (age)	Chart	Chief Complaint	Order Activit	Clinic	First Triaged By	Provider	Consult	Info	Actions	Reg
39	39	2	12:42	DEMO_PATIENT_EIGHT(F)	07-08-75 (47 YRS)	108936	TESTING BEDD		URGENT CARE	TEST		No		<input type="radio"/> Rm Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO
38	38	5	12:42	DEMO_PATIENT_SEVEN(F)	10-29-35 (87 YRS)	101046	TESTING BEDD		EMERGENCY MEDICINE	TEST		No		<input type="radio"/> Rm Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO
<input type="checkbox"/> Hide <input type="checkbox"/> Check-In <input type="checkbox"/> Triage <input type="checkbox"/> Pending Documentation															
Waiting	LOS	Room	ESI	Patient (gender)	DOB (age)	Chart	Chief Complaint	Order Activit	Clinic	Nurse	Provider	Consult	Info	Actions	Reg
39	260	ED-1	4	DEMO_PATIENT_FOUR(F)	12-09-65 (57 YRS)	102590	testing		EMERGENCY MEDICINE	EST		No		<input type="radio"/> Rm Page <input type="radio"/> Obsv <input type="radio"/> TrgRpt	NO
<input type="checkbox"/> Hide <input type="checkbox"/> Check-In <input type="checkbox"/> Triage <input type="checkbox"/> Room Management															
Waiting	MSE Wait	ESI	Time	Patient (gender)	DOB (age)	Chart	Chief Complaint	Order Activit	Clinic	Nurse	Provider	Consult	Info	Actions	Reg
13	320	4	13:07	DEMO_PATIENT_THREE(M)	09-21-60 (62 YRS)	109886	testing patch 7		ED MAIN	EST		No		<input type="radio"/> Rm Page <input type="radio"/> Obsv <input type="radio"/> 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.

The screenshot shows the dashboard interface with three sections: Check-In, Triage, Room Management, and Pending Documentation. In the Triage section, the 'Provider' column is highlighted with a red box. In the Room Management section, the 'Nurse' and 'Provider' columns are highlighted with red boxes. In the Pending Documentation section, the 'Nurse' and 'Provider' columns are highlighted with red boxes.

Check-In	Wtg	Med Wtg	Triaged	Wtg	Med Wtg	Rooms	Wtg	Med Wtg	Pend	Wtg	Med Wtg	Med LOS
1			22	22		3	8004	1996	1	1993	1993	4002

Waiting	Check-In	MSE	LOS	ESI	Time	Patient (gender)	DOB (age)	Chart	Chief Complaint	Order Activity	First Triaged By	Provider	Info	Actions	Reg		
Done	22	Done	06-27	06-27	08:27	SEABOY LUCINDA E (F)	07-16-51 (71 YRS)	105715	Chest Pain		FLOOD, WILLIAM	FLOOD		Run Page	Obsv	TrgRpt	NO

Waiting	MSE	LOS	Room	ESI	Time	Patient (gender)	DOB (age)	Chart	Chief Complaint	Order Activity	Nurse	Provider	Info	Actions	Reg		
Done	06-27	06-27	ED 02-3	06-27	08:02	KING BETTY ANN (F)	08-17-64 (58 YRS)	201994	Abdominal Pain		BARKER, MELANA			Run Page	Obsv	TrgRpt	NO
Done	06-27	06-27	ED 04-3	06-27	10:01	TESTING REG (F)	01-01-15 (8 YRS)	117956	Bilateral Leg Swelling			ZIEGLER		Run Page	Obsv	TrgRpt	NO
Done	06-27	06-27	ED 9-3	06-27	10:01	TEST PATIENT (F)	10-01-21 (18 MOS)	220000	Dizzy		BARKER, MELANA	FLOOD		Run Page	Obsv	TrgRpt	NO

Waiting	MSE	LOS	ESI	Time	Patient (gender)	DOB (age)	Chart	Chief Complaint	Order Activity	Nurse	Provider	Info	Actions	Reg		
Done	2	14-16	14-16	14:16	RANDALL ADAM J (M)	07-17-55 (67 YRS)	100806	Vomiting		BARKER, MELANA	FLOOD		Run Page	Obsv	TrgRpt	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.

The screenshot shows the dashboard interface with three sections: Check-In, Triage, Room Management, and Pending Documentation. In the Triage section, the 'First Triaged By' column is highlighted with a red box. In the Room Management section, the 'Nurse' column is highlighted with a red box. In the Pending Documentation section, the 'Nurse' column is highlighted with a red box.

Waiting	Check-In	MSE	LOS	ESI	Time	Patient (gender)	DOB (age)	Chart	Chief Complaint	Order Activity	First Triaged By	Provider	Info	Actions	Reg		
Done	22	Done	06-27	06-27	08:27	SEABOY LUCINDA E (F)	07-16-51 (71 YRS)	105715	Chest Pain		FLOOD, WILLIAM	FLOOD		Run Page	Obsv	TrgRpt	NO

Waiting	MSE	LOS	Room	ESI	Time	Patient (gender)	DOB (age)	Chart	Chief Complaint	Order Activity	Nurse	Provider	Info	Actions	Reg		
Done	06-27	06-27	ED 02-3	06-27	08:02	KING BETTY ANN (F)	08-17-64 (58 YRS)	201994	Abdominal Pain		BARKER, MELANA			Run Page	Obsv	TrgRpt	NO
Done	06-27	06-27	ED 04-3	06-27	10:01	TESTING REG (F)	01-01-15 (8 YRS)	117956	Bilateral Leg Swelling			ZIEGLER		Run Page	Obsv	TrgRpt	NO
Done	06-27	06-27	ED 9-3	06-27	10:01	TEST PATIENT (F)	10-01-21 (18 MOS)	220000	Dizzy		BARKER, MELANA	FLOOD		Run Page	Obsv	TrgRpt	NO

Waiting	MSE	LOS	ESI	Time	Patient (gender)	DOB (age)	Chart	Chief Complaint	Order Activity	Nurse	Provider	Info	Actions	Reg		
Done	2	14-16	14-16	14:16	RANDALL ADAM J (M)	07-17-55 (67 YRS)	100806	Vomiting		BARKER, MELANA	FLOOD		Run Page	Obsv	TrgRpt	NO

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.

The screenshot shows the ED Dashboard interface. At the top, there are navigation links: 'Last update: May 05, 2023@13:34:43', 'BEDD IN', 'Discharges', 'Manager', 'Reports', and 'Log Out'. Below this are summary statistics for 'Check-In', 'MSE Wait', 'Triage', 'Room Management', and 'Pending Documentation'. The main content area is divided into four sections: 'Waiting', 'Triage', 'Room Management', and 'Pending Documentation'. Each section contains a table of patient data. In the 'Triage' section, the 'Consult' column is highlighted with a red box. In the 'Room Management' section, the 'Consult' column is also highlighted with a red box. In the 'Pending Documentation' section, the 'Consult' column is highlighted with a red box.

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.

The screenshot shows the ED Dashboard interface with the 'Actions' column visible in all four main sections. At the top, there are navigation links: 'Last update: May 05, 2023@13:42:34', 'BEDD IN', 'Discharges', 'Manager', 'Reports', and 'Log Out'. Below this are summary statistics for 'Check-In', 'MSE Wait', 'Triage', 'Room Management', and 'Pending Documentation'. The main content area is divided into four sections: 'Waiting', 'Triage', 'Room Management', and 'Pending Documentation'. Each section contains a table of patient data. In the 'Waiting' section, the 'Actions' column is highlighted with a red box. In the 'Triage' section, the 'Actions' column is highlighted with a red box. In the 'Room Management' section, the 'Actions' column is highlighted with a red box. In the 'Pending Documentation' section, the 'Actions' column is highlighted with a red box.

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.

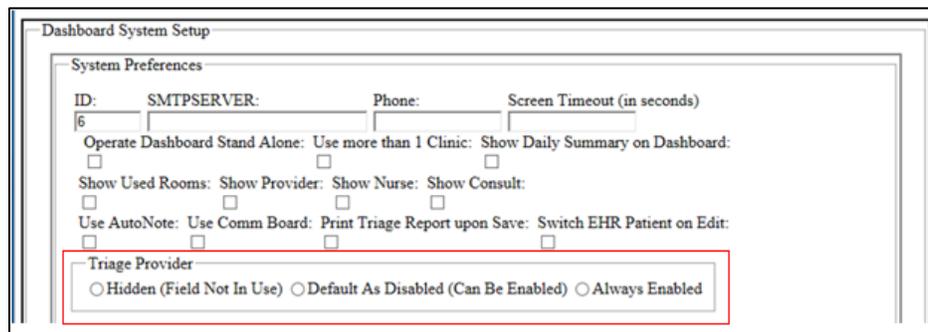


Figure 4-14: The Triage Provider setting

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

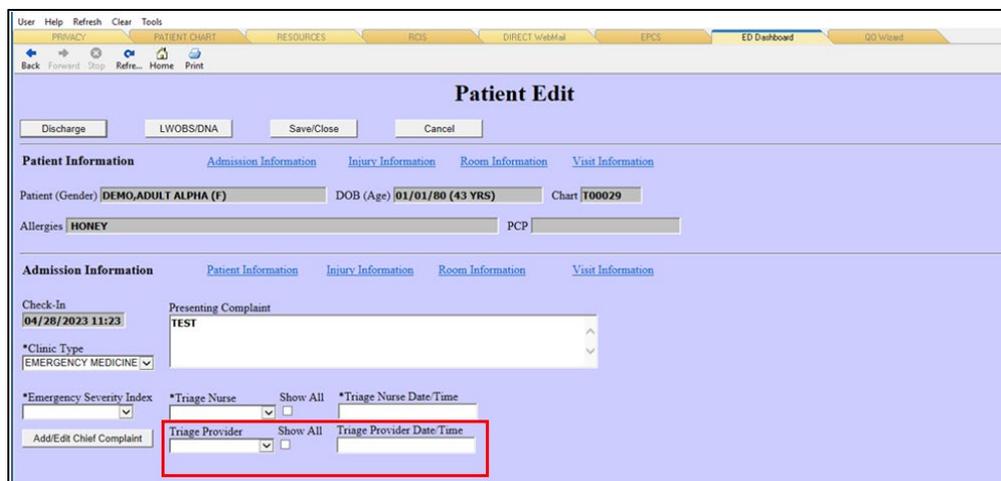


Figure 4-15: Triage Provider Section Shown as Enabled on Patient Edit dialog

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.

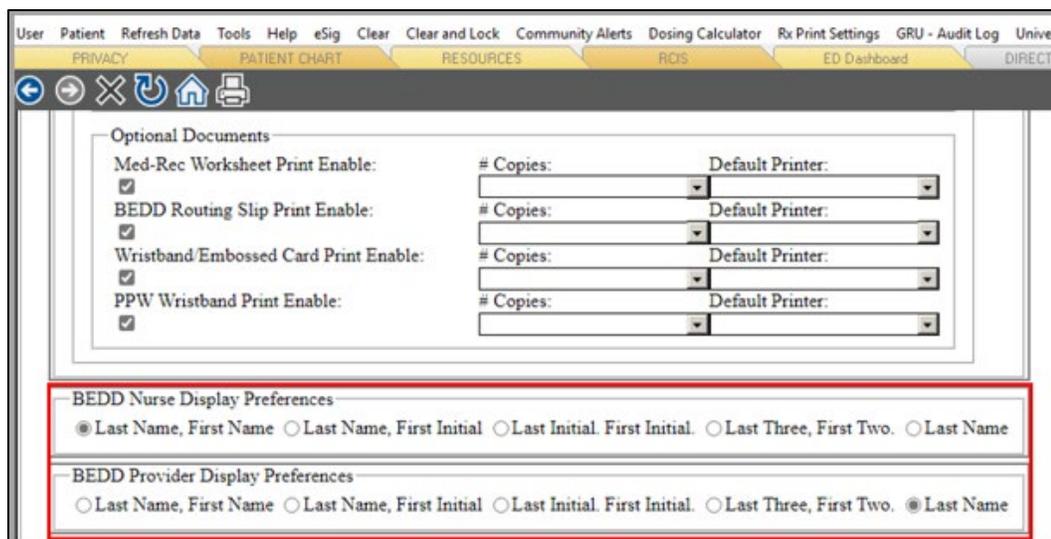


Figure 4-16: BEDD Nurse and Provider Display Preferences section

The screenshot shows the BEDD dashboard interface. At the top, it displays the last update time as 'Dec 04, 2024@09:38:57' and navigation tabs for 'BEDD IN', 'Discharges', 'Manager', and 'Reports'. Below this are summary statistics for 'Check-In', 'Triage', 'Room Management', and 'Pending Documentation'. The main content area is divided into three sections: 'Check-In', 'Triage', and 'Room Management'. Each section has a 'Hide' checkbox and a 'Pending Documentation' link. The 'Triage' section is highlighted with a red box around the columns: 'First Triaged By', 'Provider', 'Consult', and 'Info Reg'. The 'Room Management' section shows a patient named 'DEMO BABY T. BETTY - BETS*' with a 'Nurse' listed as 'TEST, TOM' and a 'Provider' listed as 'TEST, TOM'.

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.

The 'Custom Column Display' dialog box is shown with the following settings:

- Check-In:** Hide Waiting: Hide MSE Wait: Hide LOS:
- Triage:** Hide Waiting: Hide MSE Wait: Hide LOS:
- Room Management:** Hide Waiting: Hide MSE Wait: Hide LOS:
- Pending Documentation:** 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:
<input checked="" type="checkbox"/>	1	PAADMIN

Figure 4-19: Print Labels default settings

<input checked="" type="checkbox"/> Print Labels	Number of copies: 1	Printer: PAADMIN
--	---------------------	------------------

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:
<input type="checkbox"/>	2	P-EPS1

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

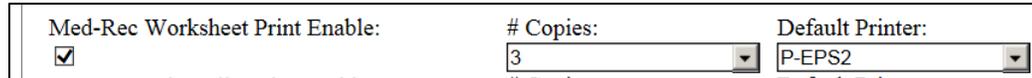
<input type="checkbox"/> Print Routing Slip	Number of copies:	Printer:

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

4.3.16.3 Med-Rec Worksheet Print Enable

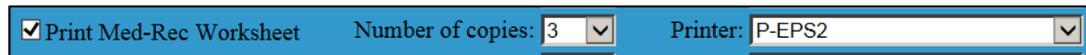
Selecting the **Med-Rec Worksheet Print Enable** check box as shown in Figure 4-23 will control whether the **Print Med-Rec Worksheet** option will be available in **BEDD IN** and the **AMER ADMISSION** option.

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.



A screenshot of a settings panel with a white background and a thin black border. It contains three fields: 'Med-Rec Worksheet Print Enable:' with a checked checkbox, '# Copies:' with a dropdown menu showing '3', and 'Default Printer:' with a dropdown menu showing 'P-EPS2'.

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



A screenshot of a settings panel with a blue background and a thin black border. It contains three fields: a checked checkbox labeled 'Print Med-Rec Worksheet', 'Number of copies:' with a dropdown menu showing '3', and 'Printer:' with a dropdown menu showing 'P-EPS2'.

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 RECONCILIATION
 PATIENT APPOINTMENT: 10/10/2016 14:18
 LOCATION: EMERGENCY MEDICINE

PATIENT NAME: [REDACTED] SEX: MALE
 CHART #: [REDACTED] DOB: [REDACTED]

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.

OUTSIDE MEDICATIONS
 Patient: Please list any outside medications not received at any 2013 DEMO HOSPITAL Pharmacy

OVER THE COUNTER MEDICATIONS
 Patient: Please list any OVER the Counter Medications

NEW/CHANGE 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: <input checked="" type="checkbox"/>	# Copies: 4	Default Printer: PAMED1
--	----------------	----------------------------

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

<input checked="" type="checkbox"/> Print BEDD Routing Slip	Number of copies: 4	Printer: PAMED1
---	---------------------	-----------------

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? YES//
FILE ROOM PRINTER: PAMED1// 0 Virtual
FACILITY: 2013 DEMO HOSPITAL          **Confidential Patient Data**
PAGE 1  OUTPATIENT ROUTING SLIP
DEMO, LOUIS                          HRCN: ██████████
  DOB: 04/29/████████                 APPT DT: 8/28/2017@11:59
715 FIESTA
ALB, NEW MEXICO 87119

  **CURRENT APPOINTMENTS**
  TIME      CLINIC                LOCATION      PHONE
11:59 AM WI PA EMERGENCY DEPARTMENT ERD           928-669-3296

DATE PRINTED: Aug 28, 2017@11:59:52
Requested by: ██████████ RN

Setting data for Dashboard...
ER admission data collection is now complete. 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: <input checked="" type="checkbox"/>	# Copies: 5	Default Printer: PAMED2
--	----------------	----------------------------

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

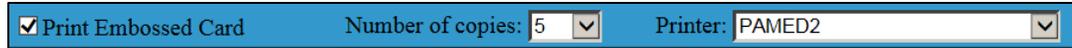


Figure 4-30: Print Embossed Card check box in BEDD IN display

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.



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.

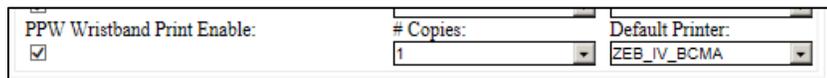


Figure 4-32: PPW Wristband Print Enable Default Settings



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, Triage, Room Management**, and **Pending Documentation** sections.

4.3.17.4 Hide (Chief) Complaint

Hide the **Chief Complaint** column in the dashboard under the **Triage, 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, Triage, 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.

ED Dashboard Setup				
#	ID	SMTPSERVER	SiteName	
1	1		2016 DEMO HOSPITAL	
»	2	2	Whiteboard Display	

Dashboard System 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.

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.

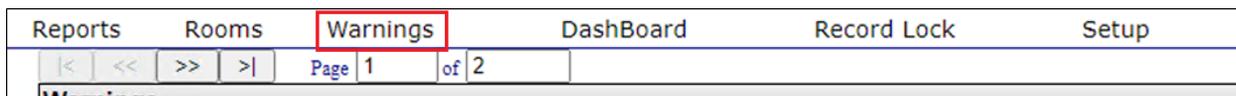


Figure 4-36: Link to the Warnings definitions

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.

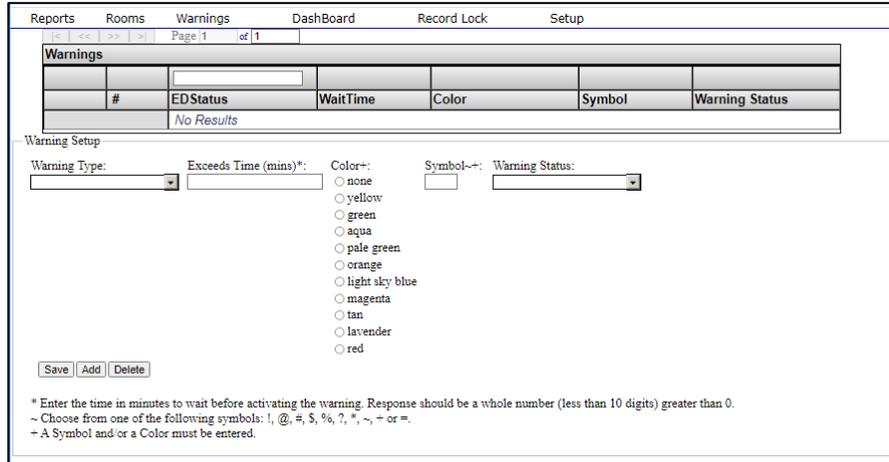


Figure 4-37: Initial Blank Warnings Display dialog example

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.

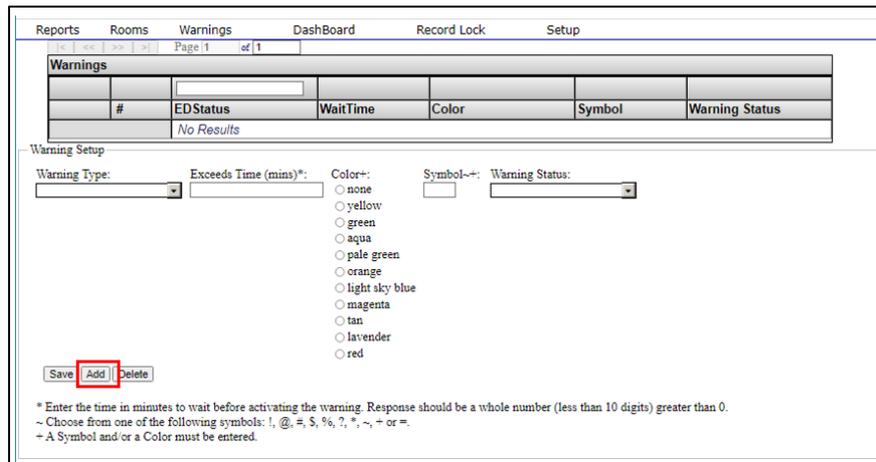


Figure 4-38: Clicking Add to Create a New Warning

2. In the **Warning Type** property, select the appropriate **warning** from the list as shown in Figure 4-39.

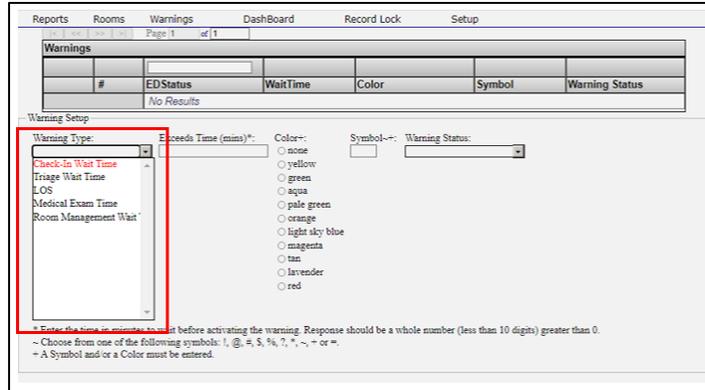


Figure 4-39: Selecting the Warning Type

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.

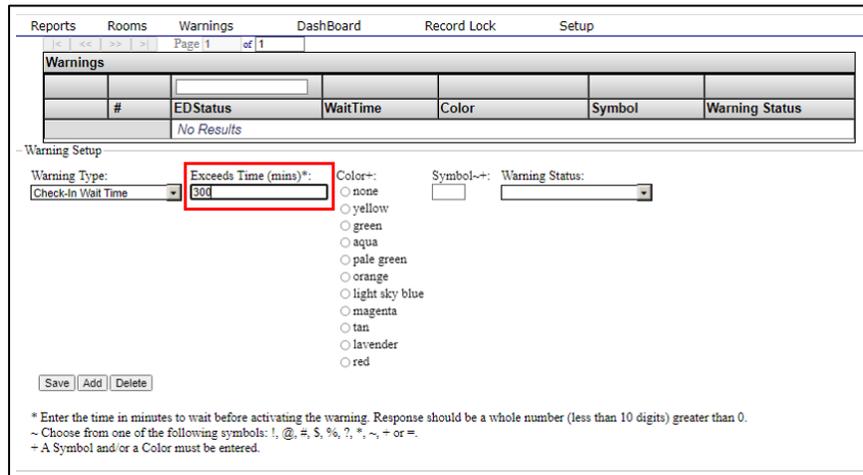


Figure 4-40: Entering the Exceeds Time (mins) Value

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

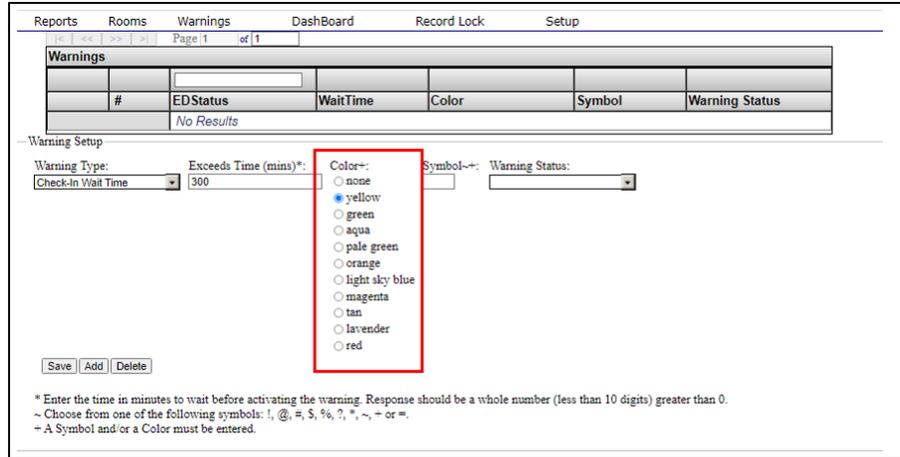


Figure 4-41: Selecting a Color to Use for the Warning

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).

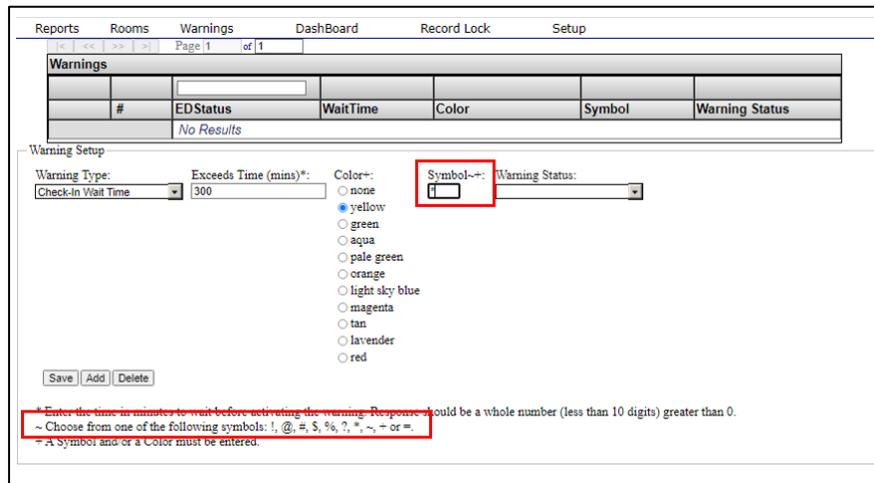


Figure 4-42: Selecting a Symbol to Use for the Warning

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).

The screenshot shows a dashboard with several tabs: Check-In, Triage, Room Management, and Pending Documentation. The 'Check-In' tab is active, displaying a table with columns for MSE, Wait, Patient (gender), DOB (age), Chart, Presenting, Clinic, Info, and Actions. A row for 'DEMO PATIENT ELEVEN' is highlighted in yellow, indicating a warning. Below this, there are sections for 'Triage' and 'Room Management' with their respective data tables.

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).

The screenshot shows the 'Warnings' page with a table containing one warning: '1 Check-In Wait Time' with a wait time of 300 minutes, color of yellow, and status of Enabled. Below the table is the 'Warning Setup' form, which includes a dropdown for 'Warning Type' (set to 'Check-In Wait Time'), a text input for 'Exceeds Time (mins)*' (set to 300), a radio button selection for 'Color' (set to 'yellow'), a text input for 'Symbol' (set to '*'), and a dropdown for 'Warning Status' (set to 'Enabled'). There are 'Save', 'Add', and 'Delete' buttons at the bottom of the form.

Figure 4-44: Selecting the Warning to Edit

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

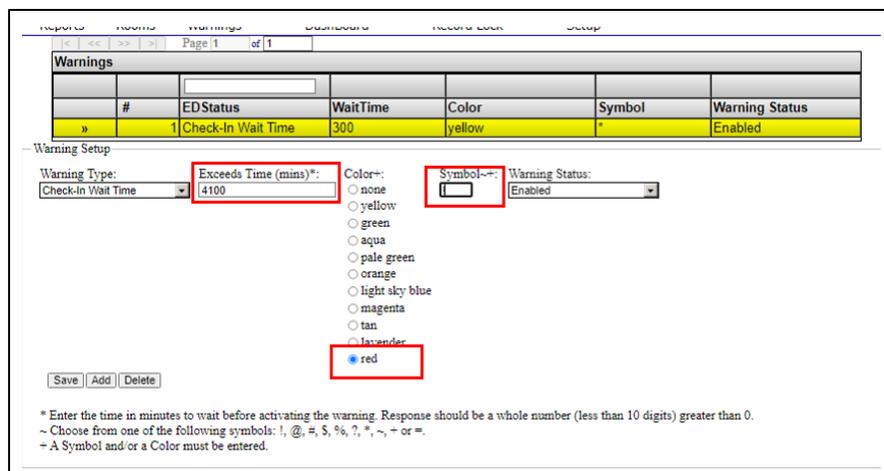


Figure 4-45: Editing an Existing Warning

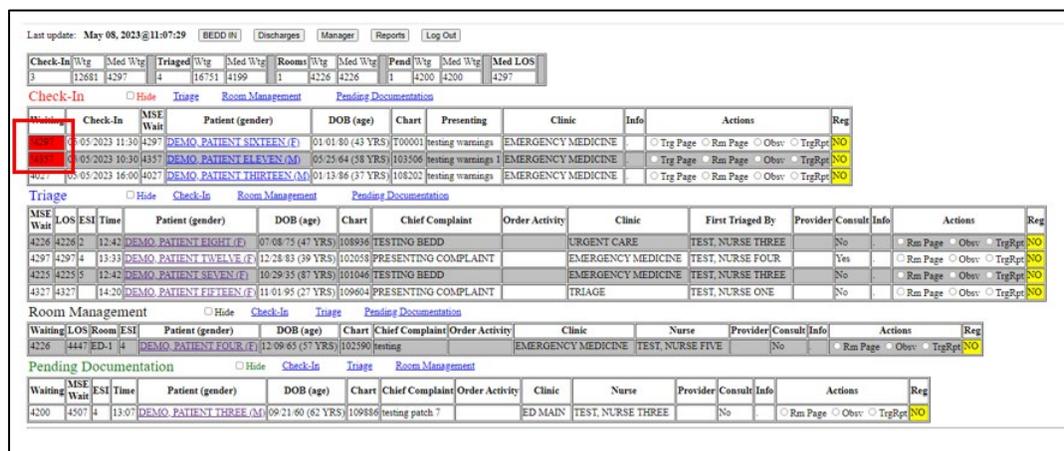


Figure 4-46: Updated Warning Display

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**.

#	EDStatus	WaitTime	Color	Symbol	Warning Status
1	Check-In Wait Time	4100	red	!	Enabled

Warning Setup

Warning Type: Exceeds Time (mins)*: Color:- none yellow green aqua pale green orange light sky blue magenta tan lavender red

Symbol:- Warning Status:

* Enter the time in minutes to wait before activating the warning. Response should be a whole number (less than 10 digits) greater than 0.
 ~ Choose from one of the following symbols: !, @, #, \$, %, ^, *, -, = or =.
 - A Symbol and/or a Color must be entered.

Figure 4-47: Disabling an Existing Warning

- 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).

localhost:57772 says

Are you sure you want to delete this warning?

#	EDStatus	WaitTime	Color	Symbol	Warning Status
1	Check-In Wait Time	4100	red	!	Disabled

Warning Setup

Warning Type: Exceeds Time (mins)*: Color:- none yellow green aqua pale green orange light sky blue magenta tan lavender red

Symbol:- Warning Status:

* Enter the time in minutes to wait before activating the warning. Response should be a whole number (less than 10 digits) greater than 0.
 ~ Choose from one of the following symbols: !, @, #, \$, %, ^, *, -, = or =.
 - A Symbol and/or a Color must be entered.

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.

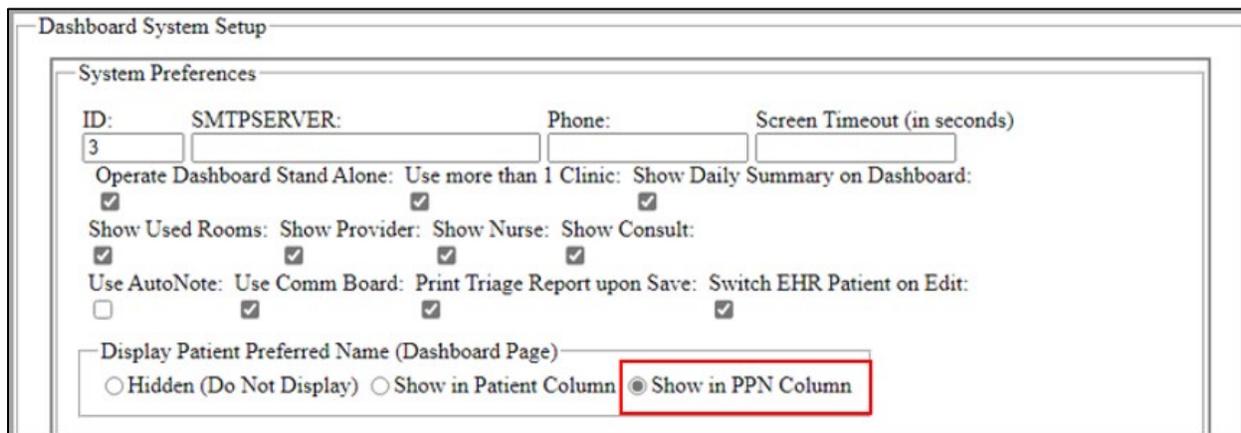


Figure 4-49: Display PPN in Specified Column example

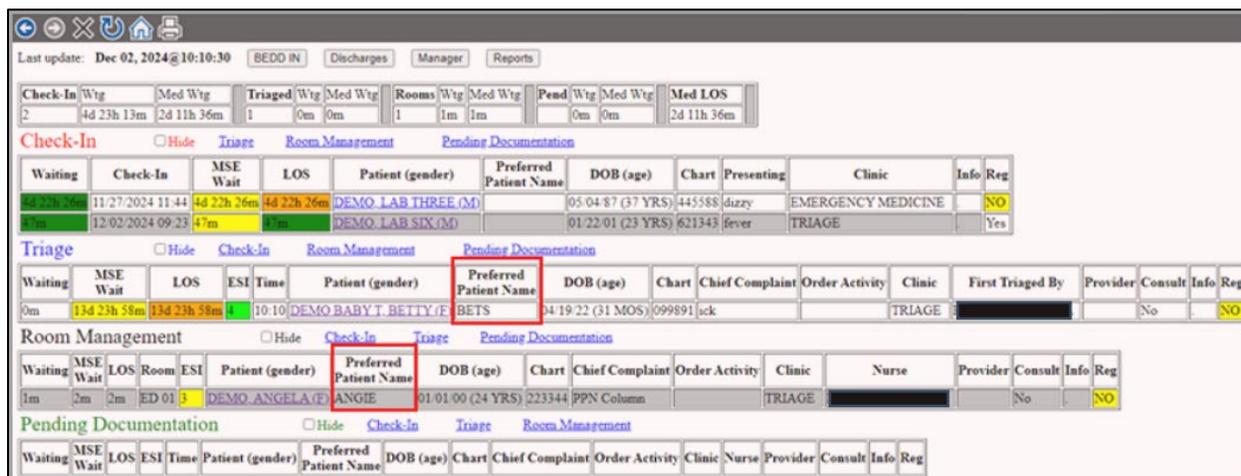


Figure 4-50: PPN Column on BEDD dialog

2. 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.

Dashboard System Setup

System Preferences

ID: SMTPSERVER: Phone: Screen Timeout (in seconds)

Operate Dashboard Stand Alone: Use more than 1 Clinic: Show Daily Summary on Dashboard:

Show Used Rooms: Show Provider: Show Nurse: Show Consult:

Use AutoNote: Use Comm Board: Print Triage Report upon Save: Switch EHR Patient on Edit:

Display Patient Preferred Name (Dashboard Page)

Hidden (Do Not Display) Show in Patient Column Show in PPN Column

Figure 4-51: Display PPN in Patient Column

Last update: Dec 02, 2024@10:25:15 BEDD IN Discharges Manager Reports

Check-In	Wtg	Med Wtg	Triaged	Wtg	Med Wtg	Rooms	Wtg	Med Wtg	Pend	Wtg	Med Wtg	Med LOS
2	4d 23h 43m	2d 11h 51m	1	15m	15m	1	16m	16m		0m	0m	2d 11h 51m

Check-In Hide Triage Room Management Pending Documentation

Waiting	Check-In	MSE Wait	LOS	Patient (gender)	DOB (age)	Chart	Presenting	Clinic	Info	Reg
4d 22h 41m	11/27/2024 11:44	4d 22h 41m	4d 22h 41m	DEMO LAB THREE (M)	05/04/87 (37 YRS)	445588	dizzy	EMERGENCY MEDICINE		NO
1h 2m	12/02/2024 09:23	1h 2m	1h 2m	DEMO LAB SIX (M)	01/22/01 (23 YRS)	621343	fever	TRIAGE		Yes

Triage Hide Check-In Room Management Pending Documentation

Waiting	MSE Wait	LOS	ESI	Time	Patient (gender)	DOB (age)	Chart	Chief Complaint	Order Activity	Clinic	First Triaged By	Provider	Consult	Info	Reg
15m	14d 13m	14d 13m		10:10	DEMO BABY T. BETTY. BETS* (F)	04/19/22 (31 MOS)	099891	ick		TRIAGE			No		NO

Room Management Hide Check-In Triage Pending Documentation

Waiting	MSE Wait	LOS	Room	ESI	Patient (gender)	DOB (age)	Chart	Chief Complaint	Order Activity	Clinic	Nurse	Provider	Consult	Info	Reg
16m	17m	17m	ED 01	3	DEMO ANGELA - ANGIE* (F)	01/01/00 (24 YRS)	223344	PPN Column		TRIAGE			No		NO

Pending Documentation Hide Check-In Triage Room Management

Waiting	MSE Wait	LOS	ESI	Time	Patient (gender)	DOB (age)	Chart	Chief Complaint	Order Activity	Clinic	Nurse	Provider	Consult	Info	Reg

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.

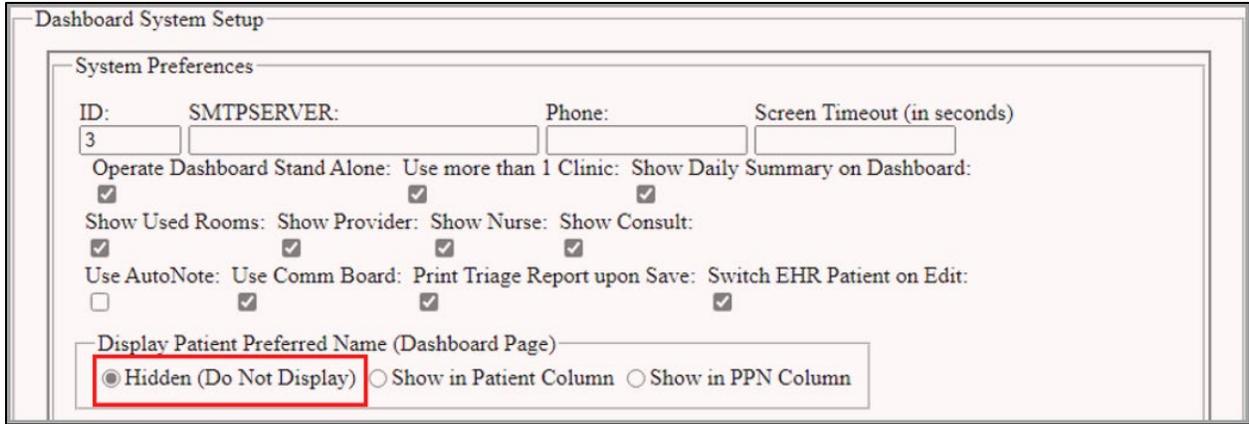


Figure 4-53: Hide PPN so the PPN Does Not Show on BEDD dialog

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).

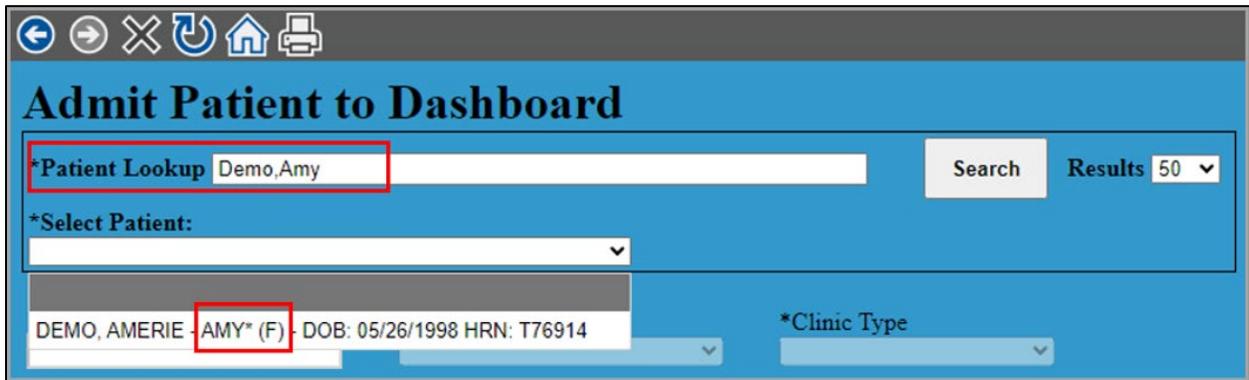


Figure 4-54: PPN Lookup in BEDD IN dialog

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.

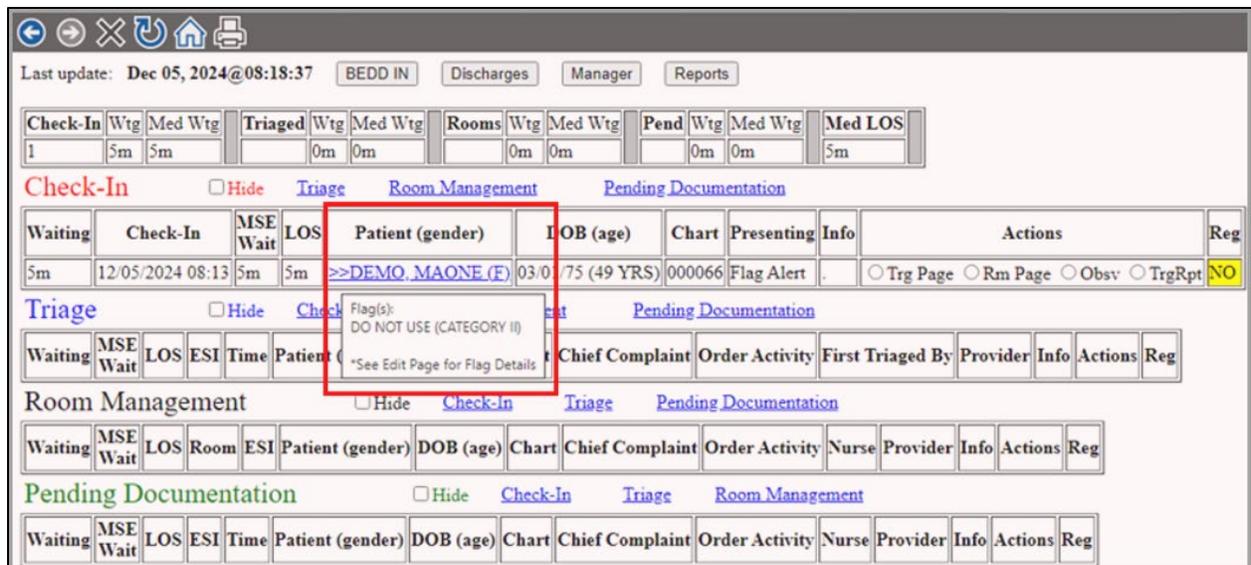


Figure 4-55: Patient Flag on BEDD Denoted by ">>"

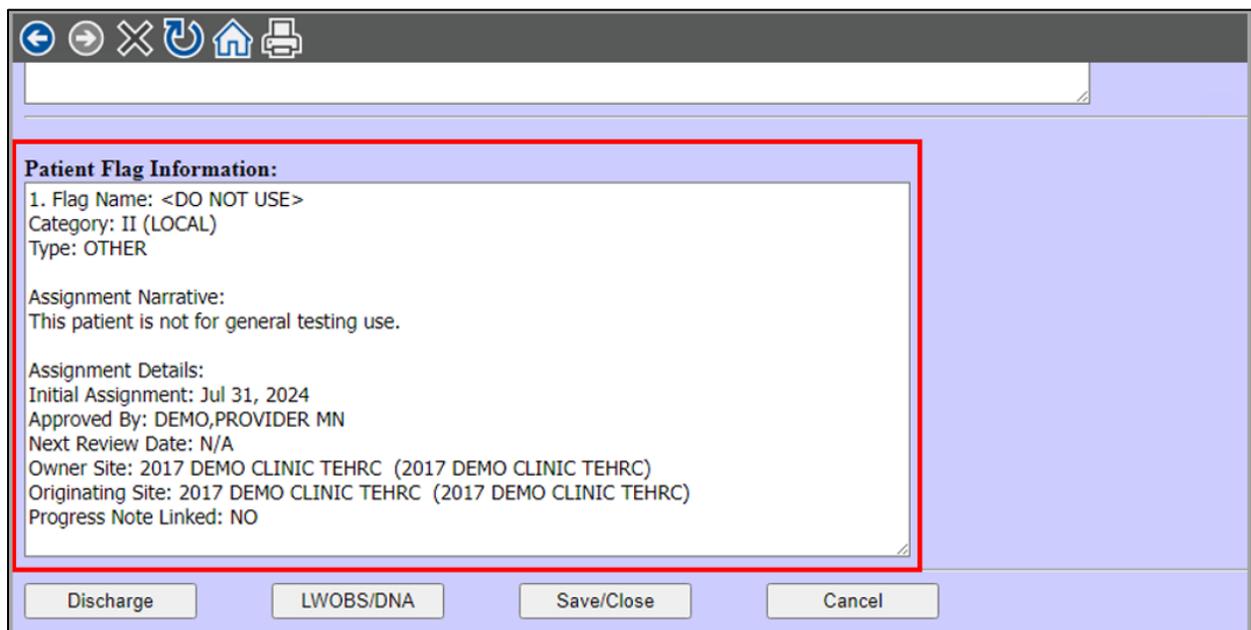


Figure 4-56: Patient Flag Information in Patient Edit dialog

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: <https://security.ihs.gov/>.

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 another's 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: <https://www.ihs.gov/itsupport/>

Email: itsupport@ihs.gov