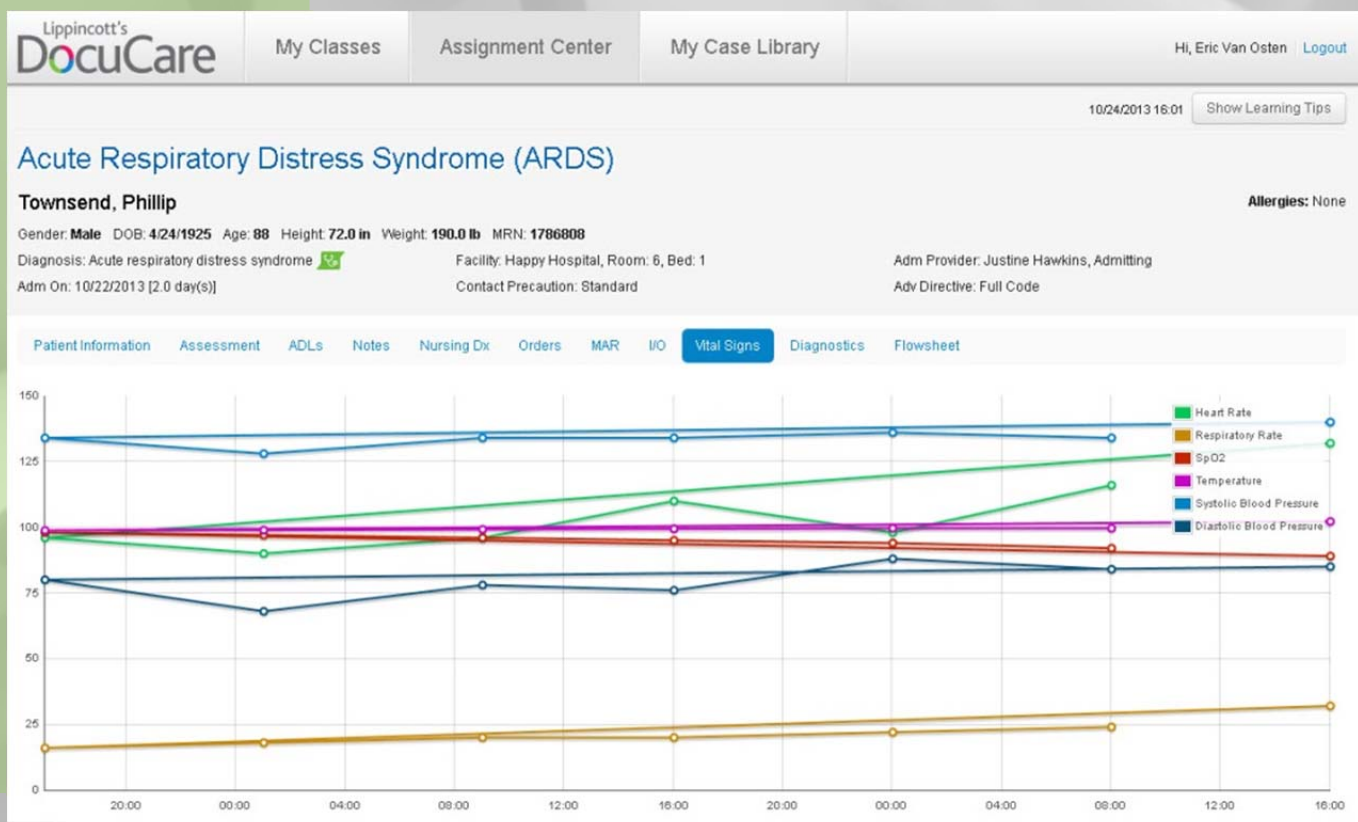


Lippincott's DocuCare

Student User Guide 2.0-2.4



Student User Guide 2.0-2.4

Welcome to Lippincott's DocuCare! DocuCare is an online tool designed to help you learn how to document patient care in a simulated electronic health record system. Your instructor is using DocuCare as part of your course, and will be assigning patient cases and/or clinical work through this platform.

Please take a few minutes to review the instructions for using the system here.

Need help? Contact our technical support team via email (techsupp@lww.com) or phone (800-468-1128) during the following hours:

Sunday: 4:00 p.m.-12:00 a.m. (Eastern)

Monday-Thursday: 8:00 a.m.-12:00 a.m. (Eastern)

Friday: 8:00 a.m.-7:00 p.m. (Eastern)

Thank you for purchasing access to Lippincott's DocuCare.

User Guide: Table of Contents

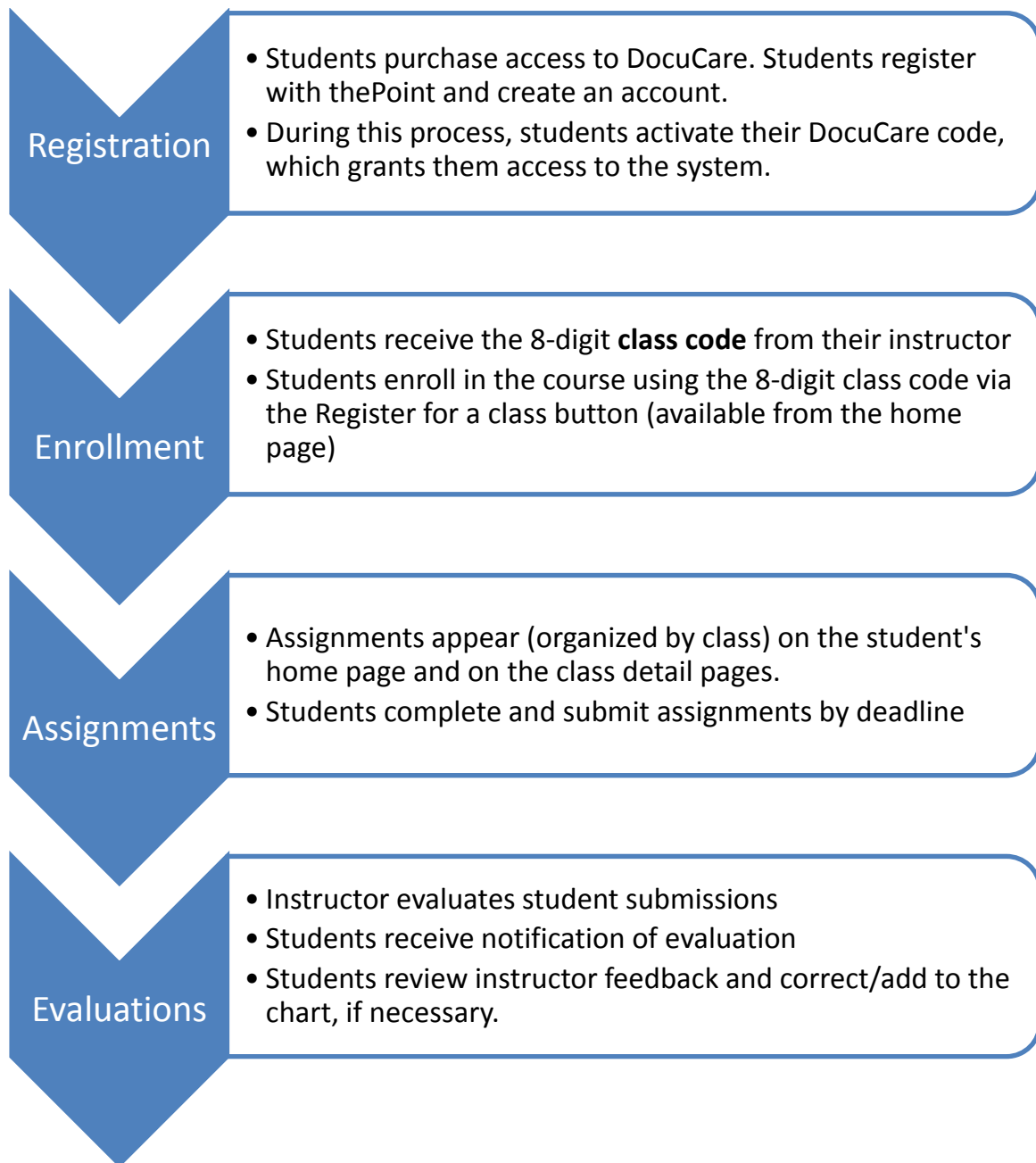
In this guide The following topics are included in this guide.

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Process Overview

Overview

The process for enrolling in courses and accessing and submitting assignments is shown below.



Navigation Overview

Overview

An overview of the navigation system for Lippincott's DocuCare is provided below.

My Classes [Register for a class](#)

Active Classes

[Nursing Fundamentals](#)

Section: 2a
Term: Fall 2013
Instructor(s): Eric Van Osten
 Eric Vanosten
 Eric DocuCare
 Senor Eric
 Renee Altier

Assignments

Assignments due in the next 14 days:

| Assignment Name | Due Date | Status | |
|-----------------------------------|--------------------|-----------------------|------------------------|
| Watkins, Vernon T | Test for hyperlink | Due: 12/17/2013 00:00 | Started, Not Submitted |
| Minos, Daniel H | Test for Nancy | Due: 12/19/2013 00:00 | Not Started |

| Click... | To... |
|---|---|
| Register for a class (button) | <ul style="list-style-type: none"> Register for your instructor's class so that you can see his/her assignments and announcements. You will need an 8-digital class code in order to do this. |
| My Classes home page | <ul style="list-style-type: none"> View all of your DocuCare classes View and open assignments due in the next fourteen days View new instructor feedback for submitted assignments |
| <class name> hyperlink (e.g., Nursing Fundamentals) | <ul style="list-style-type: none"> Access all of your assignments (all due dates) Add a new clinical patient chart Review instructor feedback Edit your existing charts/cases |

Registering for thePoint

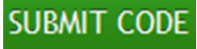

Before you begin

Before registering, you must have purchased a 12-digit activation code (that enables you to access DocuCare).




Note: Student access codes can be found on purchased access cards. You may also receive an electronic code from your instructor.

Procedure

Follow these steps to register for thePoint.

| Step | Action |
|------|--|
| 1 | Go to http://thepoint.lww.com/activate . |
| 2 | Enter <your 12-digit access code> and click  . Note: Student access codes can be found on selected books (located inside the front or back cover), product boxes, cards inside CD and DVD cases, and/or purchased access cards. You may also have received an electronic code from your instructor. |
| 3 | Enter <your e-mail address>. |
| 4 | Select the appropriate button to indicate if you have a password. Do you have a password? <input type="radio"/> No, I am new. <input type="radio"/> I'm not sure. Please check for me. <input type="radio"/> Yes, I have a password. |
| 5 | Click on the checkbox <input type="checkbox"/> if you want the website to remember you the next time you visit. |
| 6 | Click  . |
| 7 | Select <input checked="" type="radio"/> I'm A Student to indicate your status. |

Registering for thePoint, Continued

| Step | Action |
|------|---|
| 8 | Click  . |
| 9 | Follow prompts to fill out the required fields. Note: The e-mail address and password you choose during registration will be your log-in name and password for Lippincott's DocuCare. Passwords are case sensitive, must contain 6-20 alphanumeric characters, and contain no spaces. |
| 10 | Click the Opt Out of E-mails checkbox <input type="checkbox"/> if you do not want to receive promotional and marketing e-mails from Lippincott Williams & Wilkins. |
| 11 | Read the Terms & Conditions and agree to them by clicking on the check box <input type="checkbox"/> . |
| 12 | Click  . Result: You have successfully redeemed your access code and now have access to Lippincott's DocuCare. You will receive an e-mail confirming your registration with thePoint from customer service. |
| 13 | Click  . |
| 14 | Click "Launch DocuCare" to enter Lippincott's DocuCare. Note: The first time you launch Lippincott's DocuCare, you will need to complete an initial account set-up. You will only have the option to do this once. Reference: See Initial Account Set-up later in this guide. |

Initial Account Set-Up





Before you begin

Before you set up your account, you must register with thePoint and create an account.

Reference: See Registering for thePoint earlier in this guide.

Procedure

Follow these steps to set up your account.

| Step | Action | | | | |
|---|---|--|--|---|---|
| 1 | <p>Log in to Lippincott's DocuCare. You can log into the program in two (2) different ways:</p> <table border="1"> <tr> <td> <p>Go to: http://thepoint.lww.com</p> </td><td> <ul style="list-style-type: none"> Click . Click Launch DocuCare to enter Lippincott's DocuCare. Enter: <ul style="list-style-type: none"> <your e-mail address> <the password you selected during Registration>. </td></tr> <tr> <td> <p>Go to : http://www.lwwdocucare.com</p> </td><td> <ul style="list-style-type: none"> Enter: <ul style="list-style-type: none"> <your e-mail address> <the password you selected during Registration>. </td></tr> </table> | <p>Go to: http://thepoint.lww.com</p> | <ul style="list-style-type: none"> Click . Click Launch DocuCare to enter Lippincott's DocuCare. Enter: <ul style="list-style-type: none"> <your e-mail address> <the password you selected during Registration>. | <p>Go to : http://www.lwwdocucare.com</p> | <ul style="list-style-type: none"> Enter: <ul style="list-style-type: none"> <your e-mail address> <the password you selected during Registration>. |
| <p>Go to: http://thepoint.lww.com</p> | <ul style="list-style-type: none"> Click . Click Launch DocuCare to enter Lippincott's DocuCare. Enter: <ul style="list-style-type: none"> <your e-mail address> <the password you selected during Registration>. | | | | |
| <p>Go to : http://www.lwwdocucare.com</p> | <ul style="list-style-type: none"> Enter: <ul style="list-style-type: none"> <your e-mail address> <the password you selected during Registration>. | | | | |
| 2 | The orientation page will appear with a series of links to training documents and other helpful information. | | | | |
| 3 | <p>Locate and select the  button on the top right corner of the screen to enroll in your instructor's specific class and to access his/her specific assignments.</p> | | | | |

Registering for a New Class


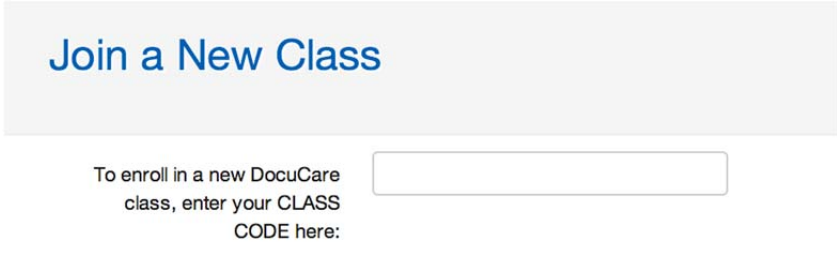


Before you begin

Before you can enroll in a new course you must set up your account.

Reference: See Initial Account Set-Up earlier in this guide.

Procedure

To register for a new class, you must have the 8-digit class code provided by your instructor. The class code allows you to see your instructor's specific assignments and instructions. Follow these steps to enroll in a new class:

| Step | Action |
|------|--|
| 1 | Click  in "My Classes." |
| 2 | <p>Locate and select the button on the top right corner of the screen. You will be taken to a new page where you can enroll in your specific DocuCare class.</p> <p>You should have received an 8-digit class code from your instructor. Enter it in the Class Code field. Enter the 8-digit class code provided by your instructor in the textbox provided.</p>  <p>The screenshot shows a light gray box with the text "Join a New Class" in blue. Below it, there is a label "To enroll in a new DocuCare class, enter your CLASS CODE here:" followed by a white text input field.</p> |
| 3 | <p>Click .</p> <p>Result: You will be taken your course home page. From here, you can see your instructor's class instructions and open assignments. You can also begin charting (using a blank chart) via the  button.</p> |

Completing an Assignment (Non-Clinical)

Before you begin


Before you can view and complete assignments, you must be enrolled in your instructor's class.

Note: This topic pertains to completing an assignment based on fictitious clinical data (completed in classrooms, simulation labs, and/or at home). If you would like information on completing an assignment with actual patients (completed at a medical facility), see Creating a Clinical Case later in this guide.

Reference: See Registering for a New Class (on pages XX-XX).

Procedure

Follow the below steps to complete an assignment.

| Step | Action | | | | | | | | | | | | | | | | | | |
|----------------------------------|---|---------------|--------|------------------------------------|------------------------------------|---------------------|-----------------|--------|----------------------------------|----|-----------|------|------------------------------------|------------------------------------|------------|----------------------------------|---------------------------|----------------------------------|----------------------------|
| 1 | <p>Click <i><course name></i> on the home page. A page with a list of assignments related to the course will display (“Census/Active Assignments”). Locate and select the specific <i><assignment name></i> you want to complete.</p> <div><p>Census (Active Assignments)</p><table><tr><th>Name</th><th>Age</th><th>Date of Birth</th><th>Gender</th><th>Admitting Diagnosis</th><th>Assignment Type</th><th>Due By</th></tr><tr><td>Rowlings, Albert</td><td>62</td><td>3/13/1951</td><td>Male</td><td>At Risk for Cardiovascular Disease</td><td>Cardiovascular Physical Assessment</td><td>12/15/2013</td></tr></table></div> <p>You can also click directly into the <i><assignment name></i> from the “My Classes” page as long as it is due within the next 14 days. (Assignments due in the next fourteen days are visible from your My Classes home page.)</p> <div><h2>My Classes </h2><div><p>Active Classes</p><div><p>Nursing Fundamentals</p><p>Section: 2a</p><p>Term: Fall 2013</p><p>Instructor(s): Eric Van Osten Eric Vanosten Eric DocuCare Senor Eric</p></div><div><p>Assignments</p><p>Assignments due in the next 7 days:</p><table><tr><td>Start Simulation</td><td>Due: 11/1/2013 3:00:00 PM</td></tr><tr><td>Rowlings, Albert</td><td>Due: 12/15/2013 5:00:00 AM</td></tr></table></div></div></div> <p>Result: A page displaying DocuCare’s simulated chart appears. From here, you can begin reviewing and adding content to the record.</p> | Name | Age | Date of Birth | Gender | Admitting Diagnosis | Assignment Type | Due By | Rowlings, Albert | 62 | 3/13/1951 | Male | At Risk for Cardiovascular Disease | Cardiovascular Physical Assessment | 12/15/2013 | Start Simulation | Due: 11/1/2013 3:00:00 PM | Rowlings, Albert | Due: 12/15/2013 5:00:00 AM |
| Name | Age | Date of Birth | Gender | Admitting Diagnosis | Assignment Type | Due By | | | | | | | | | | | | | |
| Rowlings, Albert | 62 | 3/13/1951 | Male | At Risk for Cardiovascular Disease | Cardiovascular Physical Assessment | 12/15/2013 | | | | | | | | | | | | | |
| Start Simulation | Due: 11/1/2013 3:00:00 PM | | | | | | | | | | | | | | | | | | |
| Rowlings, Albert | Due: 12/15/2013 5:00:00 AM | | | | | | | | | | | | | | | | | | |

- 2 Click on on the top of the chart to read the instructions from your instructor (if s/he has created any specific instructions or learning objectives for your assignment).

Wednesday, December 11, 2013 11:50:11

Show Learning Tips Hide Instructions Review Submit Back to Census

Instructions

Please complete at least three focused assessments and enter 4 vitals signs. Please also enter noted trends via Nursing Notes.

Learning Objectives

1. Learn how to document a vital signs assessment. 2. Learn how to read vital signs trends.

Click on “Back to Census” to return to your main assignments page for the class.

- 3 Click on any of the patient chart tabs to review and complete requested case data. The main tabs (Patient Information, Assessment, ADLs, Notes, Nursing Dx, Orders, MAR, I/O, Vital Signs, Diagnostics, Flowsheet) are visible at the top. You can also access sub-tabs within specific tabs that include more screens for data review/entry.

Cardiovascular Physical Assessment

Rowlings, Albert

Gender: Male DOB: 2/20/1951 Age: 62 Height: 444.0 in Weight: 46.0 lb MRN: 84938

Diagnosis: At Risk for Cardiovascular Disease Facility: Bacons Clinic, Room: 6 Adm Provider: NEW

Adm On: 10/25/2013 [3.0 day(s)] Contact Precaution: Standard Adv Directive: Full Code

Patient Information Assessment ADLs Notes Nursing Dx Orders MAR I/O Vital Signs Diagnostics Flowsheet

Demographics Current Visit Previous Visits Current Care Providers Allergies

Cardiovascular Physical Assessment

Rowlings, Albert

Gender: Male DOB: 2/20/1951 Age: 62 Height: 444.0 in Weight: 46.0 lb MRN: 84938

Diagnosis: At Risk for Cardiovascular Disease Facility: Bacons Clinic, Room: 6 Adm Provider: NEW

Adm On: 10/25/2013 [3.0 day(s)] Contact Precaution: Standard Adv Directive: Full Code

Patient Information **Assessment** ADLs Notes Nursing Dx Orders MAR I/O Vital Signs Diagnostics Flowsheet

Neuro Cardio Respiratory GI GU Musculoskeletal Mental Health Pain Scale Integumentary Vascular Access

Note: You can click on **Show Learning Tips** to enable helpful medical/nursing explanations for specific material within each screen on the patient chart. You can hide these at any time by clicking on the same button. This is always visible at the top right corner of your screen. (Note learning tips below in parentheses).

Minos, Daniel H

Gender: Male DOB (Date of Birth): 8/22/1971 Age: 42 Height: 72.0 in (183 cm) Weight: 161.0 lb (73 kg) MRN (Medical Record Number): 195376

Diagnosis: Adverse Drug Reaction Facility: Happy Hospital, Room: 526, Bed: 1 Adm Provider (Admitting Provider): NEW

Adm On (Admitted On): 12/11/2013 08:43 [0.0 day(s) (Length of Stay)] Contact Precaution: Standard Adv Directive (Advance Directive): Full Code

Cardiovascular Physical Assessment

Rowlings, Albert

Gender: **Male** DOB (Date of Birth): **2/20/1951** Age: **62** Height: **444.0 in** (1129 cm) Weight: **46.0 lb** (21 kg) MRN (Medical Record Number): **84938**

Diagnosis: At Risk for Cardiovascular Disease

Facility: Bacons Clinic, Room: 6

Adm On (Admitted On): 10/25/2013 [3.0 day(s) (Length of Stay)]

Contact Precaution: Standard

Alert! Depending on the device you use to view DocuCare AND your screen resolution, the screen appearance will vary. The chart adapts automatically to work with tablet devices so the content is easier to review on a smaller screen. **Even if you are on a regular laptop/desktop, if your screen resolution is under 1024 x 768, DocuCare tabs will display vertically.**

Saturday, October 26, 2013 16:48:40

Traditional PC/Mac layout

Cardiovascular Physical Assessment

Rowlings, Albert

Gender: **Male** DOB: **8/29/1951** Age: **62** Height: **444.0 in** Weight: **46.0 lb** MRN: **84938**

Diagnosis: At Risk for Cardiovascular Disease

Facility: Bacons Clinic, Room: 6

Adm On: 10/25/2013 [1.0 day(s)]

Contact Precaution: Standard

Patient Information

Assessment

ADLs

Notes

Nursing Dx

Orders

MAR

I/O

Demographics

Current Visit

Previous Visits

Current Care Providers

Allergies

Cardiovascular Physical Assessment

Rowlings, Albert

Gender: **Male** DOB: **11/5/1950** Age: **62** Height: **444.0 in** Weight: **46.0 lb** MRN: **84938**

Patient Information

Demographics

Medical Record Number: 84938

Gender: Male

Date of Birth: 11/5/1950

Age: 62

Height: 444.0 in

Weight: 46.0 lb

SSN: xxx-xx-0985

Address: 6744 Haven Boulevard
Anytown, SC 29455

Home Phone:

Work Phone:

Aliases/Nicknames:

Next Of Kin:

Marital Status: Widowed

Religion: Christian

Race/Ethnicity: White/Caucasian

Primary Language:

Occupation: Retired College Professor

Employer: University of Examples

Insurance:

Assessment

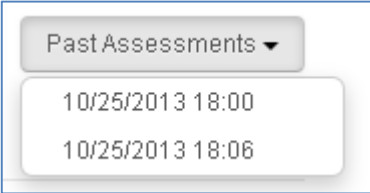
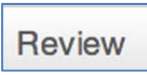
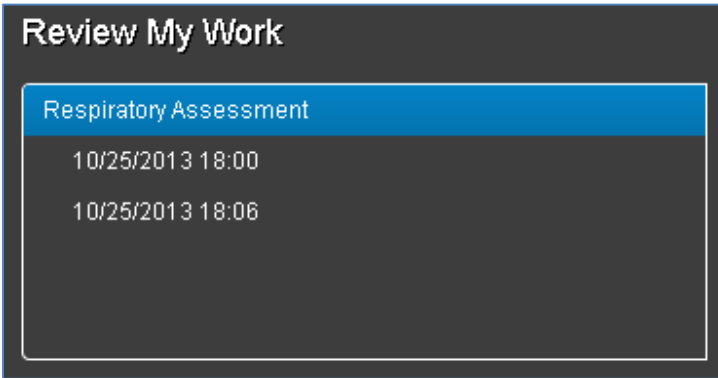
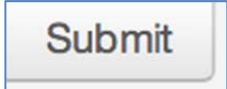
ADLs

Notes

Nursing Dx

Orders

Tablet friendly-screen

| | |
|---|---|
| 4 | <p>Review and enter new data as you proceed through the chart by clicking the appropriate save or sign button.</p> <p>Alert! You will not be asked to save the chart as a whole; rather, you will be saving new data/edits screen-by-screen. It is crucial that you remember to sign or save each individual screen as you progress through your assignment and patient chart.</p> <p>New! You can now access and edit previously saved assessment entries via the “Past Assessments” drop-down menu on the right of each screen (listed with timestamps). Simply click on the entry’s data/timestamp to edit or delete it.</p>  <p>Once you’ve submitted your assignment to the instructor, you cannot edit the data again unless the instructor asks you to revise your chart. Previously saved entries will be read-only, though you can add to the chart until your assignment due date has passed.)</p> |
| 5 | <p>Click  (located on the top right corner of the screen) to review any work you completed.</p> <p>Result: A black box will appear with all of your entries in the chart to date. You can click on individual timestamps to review and edit the work you’ve completed so far. You can continue to add to the chart until you are ready to submit your assignment to your instructor.</p>  <p>Need to see more of the chart? Scroll down and the review box will follow by floating on the screen.</p> |
| 6 | <p>When you are ready to submit your assignment to your instructor, locate and select the  button (located at the top right corner of the screen). A black box will appear. From here, you can add a note for your instructor, elect to review your chart one last time, or submit your work for your instructor’s review.</p> |

Alert! Once submitted, you cannot edit any of your entries (though you can add to the chart until the assignment due date has passed).

Submit Assignment

You are about to submit your work. Once your work is submitted, it will become read-only (you will not be able to change it).

[Review your work](#)

Notes


Submit for Instructor Review

Creating a Clinical Chart

Before you begin

Before you create a clinical case you must enroll in a class.

Note: This topic pertains to creating a clinical chart based on actual patient data (completed at a medical facility), though some instructors may use this template for

simulated patient assignments as well. The  function allows students to document any patient data in a completely blank chart.

Note: In accordance with HIPAA (Health Insurance Portability and Accounting Act of 1996), Lippincott's DocuCare will not allow students to enter:

- specific patient name
- social security number
- occupation or employer
- insurance
- patient addresses or phone numbers
- next of kin
- any biological identifiers (e.g., finger print, retina scan), or
- age (students will be directed to select patient age from a range of ages and the system will generate a false birthdate).

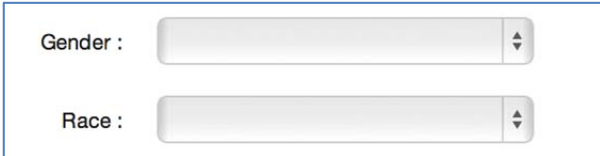


Reference: See Registering for a New Class (presented earlier in this guide).


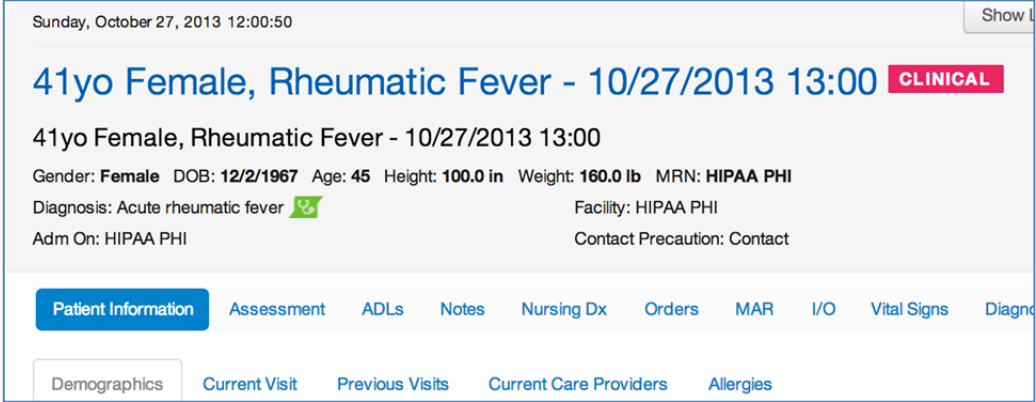
Procedure

Follow these steps to create a new patient chart (blank).

| Step | Action | | | | | | |
|---|---|--|----------|---|-----------------|--------------------------------------|-----------------|
| 1 | Click <Class Name > on the DocuCare home page (My Classes). Result: A page with a list of all active assignments related to your class will display. | | | | | | |
| 2 | Determine the type of clinical case you want to create: <table border="1"> <tr> <th>If you want to create a clinical case...</th><th>Then ...</th></tr> <tr> <td>For an assignment an instructor has given you</td><td>• Go to Step 3a</td></tr> <tr> <td>To add your own patient from scratch</td><td>• Go to Step 3b</td></tr> </table> | If you want to create a clinical case... | Then ... | For an assignment an instructor has given you | • Go to Step 3a | To add your own patient from scratch | • Go to Step 3b |
| If you want to create a clinical case... | Then ... | | | | | | |
| For an assignment an instructor has given you | • Go to Step 3a | | | | | | |
| To add your own patient from scratch | • Go to Step 3b | | | | | | |
| 3a | If you are completing an assignment an instructor has given you (a clinical assignment): | | | | | | |
| | | | | | | | |

| | |
|----|--|
| | <ul style="list-style-type: none"> Click <assignment name> under the Census (Active Assignments) list to begin. <p>Result: A page displaying the clinical record input screen will display. If your instructor has provided instructions for the clinical assignment, you will be able to view them by clicking on the “Show Instructions” button on the top right corner of the screen.</p> |
| 3b | <p>If you are adding a patient chart on your own: Click Add new patient.</p> <p>Result: A page displaying the clinical record input screen will display and will be available for your case creation.</p> |
| 4 | <p>Enter the <clinical descriptor>. Note: You should NOT use the actual patient’s name. Instead, use a generic name (e.g. 41yo Male, COPD).</p> |
| 5 | <p>Enter the date and time of the clinical, and how long the patient has been in the hospital. You can enter a previous date (so you can document a clinical rotation completed earlier in the week/month).</p> <p>You will also be asked to document the patient’s length of stay in the hospital.</p> <p>At what time did your clinical start?: <input type="text" value="mm/dd/yyyy"/> <input type="text" value="HH:mm"/></p> <p>How long has the patient been in the hospital?: <input type="text" value=""/> hours <input type="text" value=""/> days <i>No need to record hours unless your patient has been in the hospital for less than 1 day.</i></p> |
| 6 | <p>Select the range of patient age from the Age drop-down menu. The system will automatically assign a (false) birthdate to the patient within the designated range.</p> <p>Age : <input type="text" value="Infancy (0-18 months)"/> <i>Due to HIPAA, we do NOT detail date of birth</i></p> |
| 7 | <p>If your patient is under 18 years of age, you will be asked to designate any present guardians:</p> <div> <p>Family members (and/or guardians) present:</p> <p><input type="checkbox"/> Mother</p> <p><input type="checkbox"/> Father</p> <p><input type="checkbox"/> Grandmother</p> <p><input type="checkbox"/> Grandfather</p> <p><input type="checkbox"/> Step-father</p> <p><input type="checkbox"/> Step-mother</p> <p><input type="checkbox"/> Aunt</p> <p><input type="checkbox"/> Uncle</p> <p><input type="checkbox"/> Sister</p> <p><input type="checkbox"/> Brother</p> <p><input type="checkbox"/> Court appointed guardian</p> <p><input type="checkbox"/> Foster</p> <p><input type="checkbox"/> Other <input type="text"/></p> </div> |

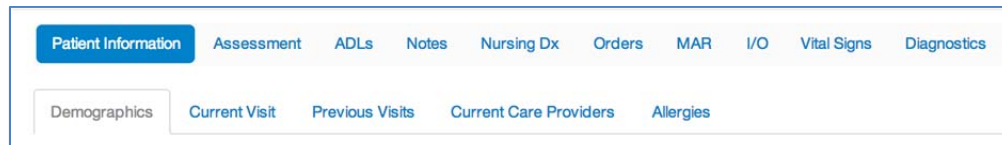
| Step | Action |
|------|---|
| 8 | <p>Select patient gender and race from the Race drop-down menu.</p>  |
| 9 | <p>Enter the patient's height and weight:</p> <p>Height : </p> <p>Weight : </p> |
| 10 | If the patient is aged 0-18 months, enter the patient's Head Circumference. |
| 11 | Select patient's marital status from the Marital Status drop-down menu. |
| 12 | Select the patient's religion from the Religion drop-down menu. |
| 13 | Select the appropriate Advance Directive option from the Advance Directive and Caution-down menu. |
| 14 | Select the appropriate Contact Precaution option from the Contact Precaution drop-down menu. |
| 15 | If desired, you can also add up to 6 secondary diagnoses. To do this, check the box next to 'Add Secondary Diagnosis." You can then add additional diagnoses using the same methods as you did when creating the primary admitting diagnosis (outlined in step 16). |


| Step | Action | | | | | | | | |
|--|--|--|----------------|------------------------------|---|----------|--|--|--|
| 16 | <p>Select the <i><source of the patient's primary admitting diagnosis></i> from drop-down list</p> <p>Diagnosis: <input type="text" value="Select Source"/> ▼ :</p> <table border="1"> <thead> <tr> <th>If you want the source of the diagnosis to be...</th><th>Then select...</th></tr> </thead> <tbody> <tr> <td>Lippincott's Nursing Advisor</td><td> <ul style="list-style-type: none"> • Search and enter keywords to search Lippincott DocuCare's library of Diseases and Conditions. • Click on the <i><name of the Disease or Condition></i>. </td></tr> <tr> <td>Your own</td><td> <ul style="list-style-type: none"> • Browse by Category to browse Lippincott's DocuCare's library of Diseases and Conditions. • Click on the <i><name of the Disease or Condition></i>. </td></tr> <tr> <td></td><td> <ul style="list-style-type: none"> • Create your own. • Enter <i><a diagnosis></i>. • Enter <i><a URL for the source of the diagnosis></i> (if applicable). </td></tr> </tbody> </table> | If you want the source of the diagnosis to be... | Then select... | Lippincott's Nursing Advisor | <ul style="list-style-type: none"> • Search and enter keywords to search Lippincott DocuCare's library of Diseases and Conditions. • Click on the <i><name of the Disease or Condition></i>. | Your own | <ul style="list-style-type: none"> • Browse by Category to browse Lippincott's DocuCare's library of Diseases and Conditions. • Click on the <i><name of the Disease or Condition></i>. | | <ul style="list-style-type: none"> • Create your own. • Enter <i><a diagnosis></i>. • Enter <i><a URL for the source of the diagnosis></i> (if applicable). |
| If you want the source of the diagnosis to be... | Then select... | | | | | | | | |
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| Your own | <ul style="list-style-type: none"> • Browse by Category to browse Lippincott's DocuCare's library of Diseases and Conditions. • Click on the <i><name of the Disease or Condition></i>. | | | | | | | | |
| | <ul style="list-style-type: none"> • Create your own. • Enter <i><a diagnosis></i>. • Enter <i><a URL for the source of the diagnosis></i> (if applicable). | | | | | | | | |
| 17 | <p>Click . You will then be taken to your new, blank clinical chart, where you can begin charting all of your patient's assessment and other data. A pink CLINICAL banner will differentiate this chart from your instructor's assignments. Note that certain information will simply be listed as HIPAA PHI for patient privacy protection.</p>  | | | | | | | | |


18

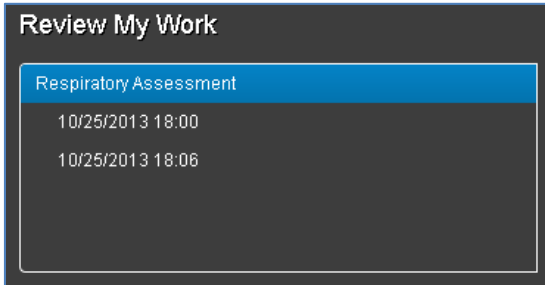
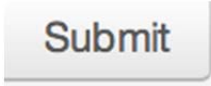
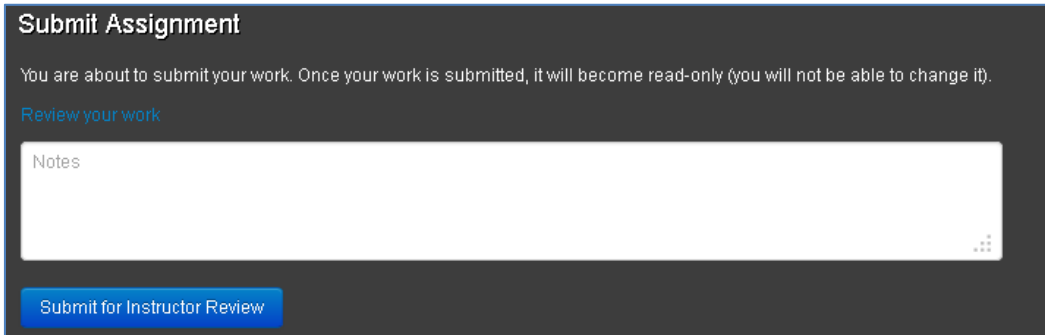
Click on each tab within the chart to document your patient's information and care.

Note: To ensure patient privacy, you are not allowed to edit or add to the Patient Information > Demographics or Patient Information > Current Visit screens. You can add
Click on each tab within the chart to document your patient's information and car.



Gender: **Female** DOB: **12/2/1967** Ag
Diagnosis: Acute rheumatic fever 
Adm On: HIPAA PHI

Tip! You will notice green stethoscope logos are available in both clinical and simulated case charts in DocuCare. These are called “SmartSense” links and they offer you robust and regularly updated clinical reference content. By selecting the SmartSense logo , you can access more information on a disease, condition, skill, or medication. Clicking on the SmartSense logo will open a new page. It will not close the chart or screen you are working on.

| | |
|----|--|
| 19 | Click the “Save Assessment,” “Save,” or “Sign” buttons as you complete the information required in each tab. Modifications that are not saved in each tab will be lost. |
| 20 | <p>Click “Review” at the top to review any work you completed.</p> <p>Result: A pop-up window showing any data you entered into DocuCare. You can click on individual timestamps to review and edit the work you’ve completed before submitting your chart to your instructor for his/her review. You can scroll down and the review box will follow by floating on the screen.</p>  |
| 21 | <p>When you are ready to submit your completed patient chart to your instructor, locate</p>  <p>and select the button (located at the top right corner of the screen). A black box will appear. From here, you can add a note for your instructor, elect to review your chart one last time, or submit your work for your instructor’s review.</p> <p>Alert! Once submitted, you cannot edit any of your entries (though you can add to the chart until the assignment due date has passed).</p>  |
| 22 | Click on “Back to Census” to return to your complete Census/Assignments for the class or the My Classes home page to review your collective assignments and instructor feedback across all of your DocuCare classes. |

Editing Your Charts/Assignments

Before you begin

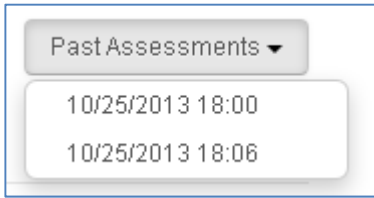
Before you can edit an assignment or clinical case/chart, you must have created it or be able to access a chart created by your instructor.

Note: You cannot edit a chart after you submit it UNLESS your instructor has asked you to revise the chart (after evaluation). Once your work is submitted, it will become read-only and you will not be able to change it. You can add new data to your patient's chart/assignment until the assignment date has passed.

Reference: See Completing an Assignment (non-clinical) and Creating a Clinical Assignment earlier in this guide.

Procedure

Follow these steps to edit an assignment or clinical case.

| Step | Action |
|------|---|
| 1 | Click <i><class name></i> on the My Classes home page. Result: A page with a list of assignments related to the class will display. |
| 2 | Click <i><assignment or chart name></i> under the Census (Active Assignments) list to open your assignment or patient chart. Result: A page displaying your patient's chart will display. |
| 3 | Click on your chart and modify data as necessary. You can edit and delete patient data as you see fit. |
| 4 | Save data as you complete the information required in each tab by clicking the appropriate save or sign button. Past saved info will be accessible via the "Past Assessments" drop-down menu on the right, which summons timestamps. Clicking on them allows you to edit and re-save information. (Note: once work is submitted to the instructor, it cannot be edited; it will be read-only.)  |

Reviewing Instructor Feedback and Revising Your Charts (as necessary)




Before you begin

Before you can review feedback from your instructor you must submit an assignment or clinical case.

Reference: See Submitting an Assignment or Clinical Assignment earlier in this guide.

Procedure

Follow these steps to review feedback from your instructor.

| Step | Action | | | | | | | | | | | | | | |
|--|--|---|----------------------|---------------------|-----------------|------------------------|--------------|-------------------|--|----------------------|---|----------------|----------|-----------------|------------------------|
| 1 | <p>Access instructor feedback. You can access your instructor’s evaluation data both on the My Classes home page and on the class specific details page. There are a number of status options for each assignment/chart that dictate your next steps with the chart:</p> <ul style="list-style-type: none">• Your instructor can simply add comments and mark the chart as “Reviewed.” (Evaluation Status: Reviewed or Reviewed, Has Comments)• Your instructor can mark the chart as “Satisfactory” or “Needs Improvement.” You’ll also be able to see if s/he has added comments.• Your instructor can ask you to revise and re-submit the chart. If this is noted, you will be expected to open the chart, make any recommended revisions, and re-submit it to your instructor for his/her review. <p>Click on the Assignment/Patient Name to review your instructor’s evaluation and if necessary, to update and revise your chart.</p> <div><p>Active Assignments with Instructor Feedback</p><table><tr><th>Patient ID</th><th>Date of Birth/Gender</th><th>Admitting Diagnosis</th><th>Assignment Name</th><th>Assignment Type</th><th>Submitted on</th><th>Evaluation Status</th></tr><tr><td>Right Now Test - 9/11/2013 10:32</td><td>11/27/1964 (49 YO M)</td><td>Acne vulgaris </td><td>Not Applicable</td><td>Clinical</td><td>9/11/2013 10:37</td><td>Reviewed, Has Comments</td></tr></table></div> | Patient ID | Date of Birth/Gender | Admitting Diagnosis | Assignment Name | Assignment Type | Submitted on | Evaluation Status | Right Now Test - 9/11/2013 10:32 | 11/27/1964 (49 YO M) | Acne vulgaris  | Not Applicable | Clinical | 9/11/2013 10:37 | Reviewed, Has Comments |
| Patient ID | Date of Birth/Gender | Admitting Diagnosis | Assignment Name | Assignment Type | Submitted on | Evaluation Status | | | | | | | | | |
| Right Now Test - 9/11/2013 10:32 | 11/27/1964 (49 YO M) | Acne vulgaris  | Not Applicable | Clinical | 9/11/2013 10:37 | Reviewed, Has Comments | | | | | | | | | |
| 2 | <p>Review the individual screens’ feedback by clicking on their timestamps and reading the status and notes from your instructor. Make revisions as necessary.</p> <p>If your instructor has asked you to correct and re-submit your work, you can edit the chart and re-submit it as soon as you’ve made all of the required edits/revisions.</p> | | | | | | | | | | | | | | |

Review Instructor Feedback

Your instructor has provided you with feedback for your submitted work. To review overall feedback, click on the "Full Assignment" text below. To review feedback for individual items, click on each item listed in the box below. You can add new data to the chart (based on your instructor's feedback). You cannot change previously submitted items. You can then submit the assignment to your instructor (though you must go back to your Census, open the chart again, and submit it).

Evaluation Areas:

| |
|-----------------|
| Full Assignment |
| 9/11/2013 09:37 |
| Nursing Note |
| 9/11/2013 09:34 |
| Vital Sign |
| 9/11/2013 09:34 |

☐ Satisfactory
☐ Needs Improvement

Comments