Essentris Tips

Be sure to ENTER your entries into the record!

Flowsheet Entries

Abbreviations Are Used as Needed

- Click in cell to view the meaning.

Data Edited After Saving

- The data appears in reverse-video. 125

Data Deleted After Saving

- An aqua box confirms the deletion.

Select **View Edit History** ( ) to view all entries for the selected field.

Remember, **time** is entered using a 2400 clock!

Always check that you have the correct patient chart before you start charting!

If Essentris functions appear grayed out, then a patient's chart has NOT been selected.

Annotations:

To view an annotation on a flowsheet, click in a cell with an asterisk and click the **Annotation** icon ( ). On a status board, hover your mouse over the asterisk to view the annotation:

Black * on Flowsheets **Green** * on the Status Board

Password:

Essentris user passwords expire every 90 days. You will be notified on the *Validation Dialog* box when you log in that it has expired. Click the **Change Password** button. (*Note:* You will need to know your old password to create a new password.)

Check with your facility regarding any limits to reusing the same passwords.

To change your password from the **Tools** menu, click **Change Password.**

Your password must contain:

- At least one alpha and numeric
- At least one upper case and lower case
- Minimum of eight (8) characters

Printing a Single Note:

View the note and click the **Printer** icon ( ). Remember, the note will print to the printer configured for your computer.

Printing Specific Notes/Flowsheets:

1. Select patient.
2. Select **File → Print Chart** in the Menu bar.
3. Hold **CTRL** key and select reports to print.
4. Click **Print Selected Reports.**
5. Enter password.

Printing the Entire Chart:

1. Select patient.
2. Select **File → Print Chart** in the Menu bar
3. Click **Print LOS Record.**
4. Select printer.
5. Enter password.

Allergies: To view more allergies, hover on "Multiple."

Ancillary

Find Patient

1. Select **Admin** and then **Find Patient** in the Applications pane.
2. Enter Last Name or FMP-SSN in *Admin* dialog box.
3. Select **Active** and/or **Archived** check box.
4. Click **OK.**

Matching results display in the Patient pane behind *Admin* dialog box. Double-click on patient to view chart. Chart may be in Disch (Discharge Unit).

View Flowsheet

- From *Patient Control* screen, select **Flowsheets** in the Applications pane.
- Select type of flowsheet.
- Navigate with scroll bars, up and down and left to right.

View Notes

- From *Patient Control* screen, select **Notes** then **Notes Menu** in the Applications pane.
- Top section is **Care Plans;** bottom section is patient **Notes.**

Default will show one-time notes at top with the current day's notes below.

- One-time notes have note time of N/A.
- Click to view ALL notes for current stay.
- Click to view notes for specific day.
- Click to view specific category of notes.
- Click on column header to place notes in ascending order.
- Double-click on note to view.
- Click or press **CTRL+F** to find any item within the note.

View Orders

- From *Patient Control* screen, select **Orders** then **Order Entry** in the Applications pane.

All active orders will display by category.

To view D/C'ed orders, click , select D/C'ed, and click **OK,**

View Summary Screens

- From *Patient Control* screen, select **Summary Screens** then select desired Summary Screen in the Applications pane.
- Click to enter new time to view.
- Click to enter time interval to view.

Quick Reminders

Vital Signs Flowsheet:

Vital Signs	Entered manually or using Read Monitor function.
Set IV Drip by Dose	ddose *(e.g., d5 sets dose at 5)*
Set IV Drip by Rate (ml/hr) *(calculates dose)*	100 *(don't use d)* *Note: The rate also appears in the corresponding time column on the I&O Flowsheet.*

For an **event** in a **Vital Signs Plot**, click in plot section, select a choice and/or type text (to do both, click on the choice then click + and type the text).

Intake & Output Flowsheet:

Totals	Hourly on bottom, shift on side
Hang New Bag	^amount (e.g., ^1000) ^1000
Change Rate	@rate *(e.g., @125)* @125
Change Site	~ to indicate a change in IV site
Number of Bag	# to indicate bag number
Incremental Increase in Output	**+** indicates more than one output entry per hour
Discontinued Fluid	Stop bracket with gray bar

To view **multiple rate changes** in an hour, click **Describe Item** icon (i).

Medications Flowsheet:

Med Given	Dose + initials
Med Not Given	"Held" + initials
Green Border	Medication due
Red Border	Medication past due at least 1 hour
Remark	A comment added to the Med Details after the med was ordered; sensitive to date/time entered
Discontinued Meds	Stop bracket with gray bar

Treatment Flowsheet:

Green Border	Treatment due
Red Border	Treatment overdue
Treatment Done	X + initials
Discontinued Tx	Stop bracket with gray bar

Tubing/Site Changes:

Only document this information on the Treatment Flowsheet! (This information is no longer charted on the MAR.)

Any Flowsheet:

Start Row Indicator	Indicates where charting should begin on this row.
Stop Row Indicator	Row disappears when Stop Row indicator is off the screen.
Find an Item	**CTRL+F**

How to Correct FMP – SSN (MRP)

Before entering patient in CHCS:

1. Find the patient (see page 1).
2. Select patient.
3. Select **Notes** then **Notes Menu** in the Applications pane.
4. Click the **New Note** icon ( ),
5. Select Admission Date note.
6. Change the FMP – SSN to the correct number using dashes.
7. Save the note.

To Correct Duplicate Charts

Correct Chart = Chart with documentation
Duplicate Chart = Chart with no Documentation

1. Move duplicate chart to NOBED unit.
2. On **duplicate chart,** open the Admission Data note.
3. Change the FMP to 99.
4. Change the patient name to Duplicate Patient.
5. Save the note.
6. If possible, manually archive the chart (Sys Admin permission).
7. On **correct chart,** open the Admission Data note.
8. Change the FMP – SSN to correct number.
9. When another CHCS transaction is sent, the chart will be updated.