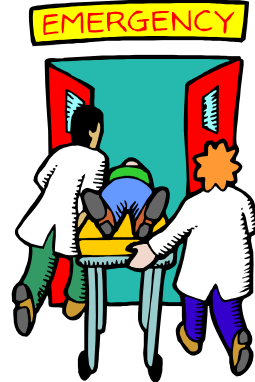


ACADEMIC ASSOCIATE COMPUTER MANUAL



St. Luke's/Roosevelt Academic Associate Program

-NEW YORK CITY-

2010-2011

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Introduction

As an Academic Associate, you have the unique job of having to screen patients for various studies. Your contributions are integral to the continued development of clinical research at the St. Luke's and Roosevelt Hospitals.

To do the job efficiently, it is essential for you to understand the ins and outs of the hospital computers. This tutorial is designed just for that – to introduce you to the basics of computer resources at the hospitals. Among other things, this mini-manual will teach you how EMSTAT works and how the AA databases should be handled.

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Computer Basics

I. Logging In

1. If the computer is not logged into the system, you will see the login window.

- ❑ Press **Ctrl + Alt + Del**.



2. Enter the following:

- ❑ **Username:** academic
- ❑ **Password:** associate1

3. Click **OK**.



II. Accessing the P:Drive

1. Double-click the **My Computer** icon on the Desktop.



2. Double click the drive “**Academic on Stl-1/vol1/common/science’ (P:)**...” or from the desktop, click on the “**Academic**” icon.



3. This drive holds all the shared folders and files for the AAs. You will use this drive to:

- ❑ access the study databases
- ❑ print extra copies of the screening sheets, study cheat sheets, and/or study forms.
- ❑ Sign in and sign out



Note: The P:drive contains several files.

- ❑ Each study has a file
- ❑ There is also the AA Attendance File
- ❑ The AA Computer Programs and Documents file contains forms, the shift checklist, enrollment tracking database, the “patients screened” spreadsheet

III. Checking the Network Connection

1. If when you came to your AA shift, the computer was already logged in for you, check to make sure that you still have a network connection available. (The connection times out after some idle time.)



2. You can check your connection by going to **My Computer** and seeing whether or not the network drives (such as L:) appear. If they do not, then your network connection has timed out.

3. To remedy this, restart the computer.

Note: If you are unable to see the Windows layout (the start menu, desktop, etc), even after minimizing all your screens, press **Ctrl + Alt + Del** → **Shut Down** → **Shut Down and Restart**.



4. Once the computer restarts, you will be taken to the **Novell Login** prompt. Follow the previous instructions for logging in.



IV. Using the Databases

1. One of your responsibilities is to enter completed study sheets into the databases on the computer. The database files are located on the P:Drive and display the Microsoft Access icon:



2. To open a database, simply double-click on the database file (the database is named after its corresponding study, and is located in the file with the study's name on it).

3. You may see a Microsoft Access message pop up saying that you cannot make changes to the database. Click **OK**. (The message can be disregarded for our purposes).

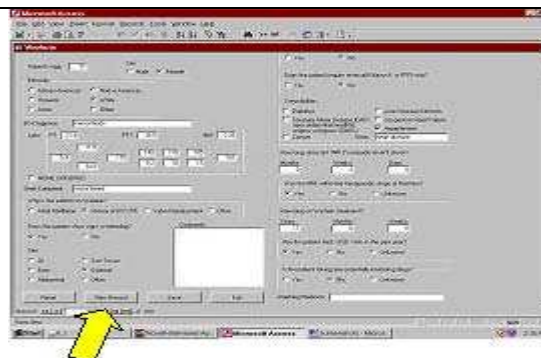


4. The database will open and you will be able to enroll the applicable patients.



5. You can maximize the database windows for easier viewing.

Some databases will open with an *example form* already filled out. In that case, before inputting any data, scroll down to the end of the form and click **New Record**.

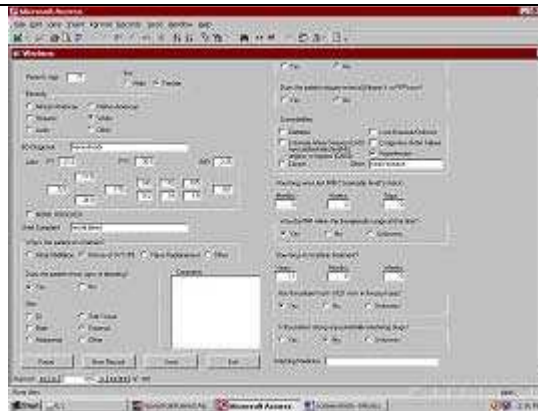


6. Fill out the form by entering the required data for each field.

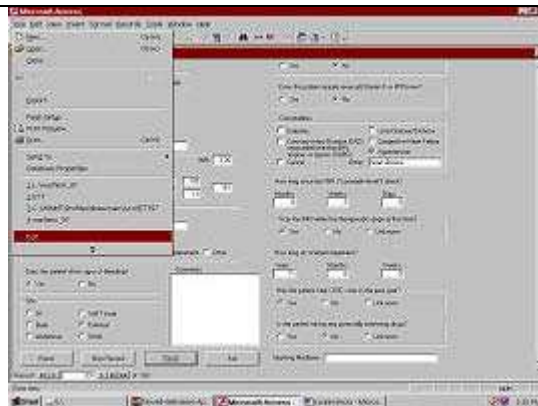
When you are done, click **Save**.

Choose **New Record** to enter new data.

Note: Before saving, don't forget to scroll up and down to ensure everything is filled out.



7. To exit the database, select **File → Exit**.



V. Printing

1. The P:Drive also includes all the documents (study sheets, patients screened forms, etc.) pertinent to the AA position.



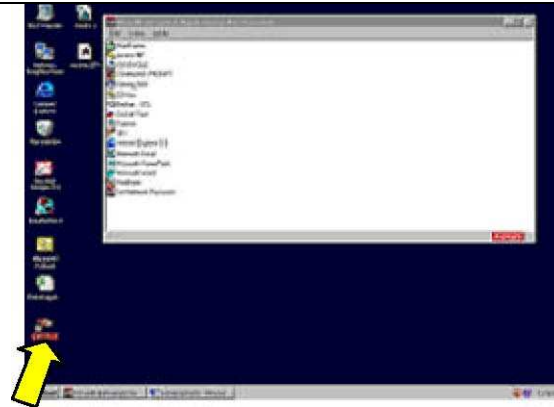
2. To print extra copies of any AA document, print to the ER printer located by the AA desk.



Using EMSTAT

I. Logging In

1. Double-click on the **EMSTAT** icon to open the application.



2. Click anywhere on the screen and the **EMSTAT** login screen will pop up.



3. Enter your personalized login name and password. You should be able to login after you submit your EMSTAT confidentiality agreement. Your login name will be your first name initial followed by your last name. If you did not receive one, email academic.associate@gmail.com.

For example, if you were Joe Schmo, your login would be "jschmo."

The default password is "password."



4. Once you are logged in, you will be able to navigate through the entire system. Read ahead to learn the basics of using EMSTAT.

“Chart Rack” View

II. Basics

1. Look at the bottom row of tabs in the EMSTAT application. They correspond to the various departments.

For our purposes, we are only concerned with the following sections:

- Fast Track
- Main ED
- Peds

maximized view



(Fast Track (4) / Main Ed (14) / Peds (4) / Post Discharge (15) / F&B)

2. If you prefer to view all the patients that need to be screened on one page (rather than going through Main Ed, Peds, and Fast Track separately), click on the **View** tab on the top of the screen. In the pop-up screen that appears, check the following boxes:

- Fast Track
- Main ED
- Peds

3. If you used the **View** tool mentioned above, you can now click on the “View” tab in the bottom panel. You will see the Fast Track, Main Ed, and Peds patients listed together.



4. Important Abbreviations:
Rm – patient’s room
 C2a: cardiac room 2a
 CT: CAT scan
Nurs – patient’s nurse
Res – resident (the one you contact most often for patient info)
Phys- emergency physician
TID: time patient spent in ED (sorted according to duration of time)
PV: Previous visits
Age in Pink for female, Blue for male



5. Team Codes:
 To find out to which team the patient belongs, check the colour of the patient’s doctor.

- Red Team:* Black on Red
- Green Team:* Black on Green
- Blue Team:* White on Blue
- Yellow Team:* Black on Yellow
- Pediatrics:* Black on Aqua Blue
- Fast Track:* White on Pink

6. Patient’s Doctor: The fastest way to check the patient’s doctor is to look under the **Res** (resident) column.

If a resident has been assigned to the patient, then contact that person for questions.

If it says “none” or “→” in the **Res** box, then the person to contact is the physician (whose name is in the **Phys** column).



7. The names in the EMSTAT **Res** and **Phys** columns are abbreviations. Click on the **Res** or **Phys** cell to see the full names of the resident/ physician for a patient.



8. **Sorting:** To sort the patients, simply click on the column name that corresponds to your intended sort criteria.

For example, often it is helpful to have the patients sorted by time spent in the ER. To do this, click on the **TID** subheading and your life will be made much easier.

As you can imagine you can use other “sort” criteria as well.



9. To see a patient’s chart, double-click on his or her name.

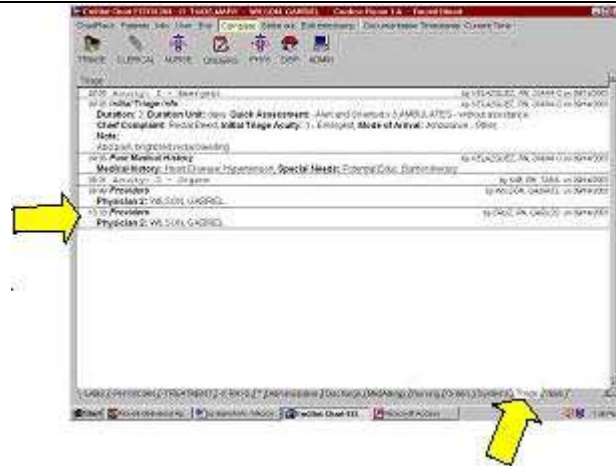
Read on to learn how to extract valuable information from it.



III. Extracting Medical History

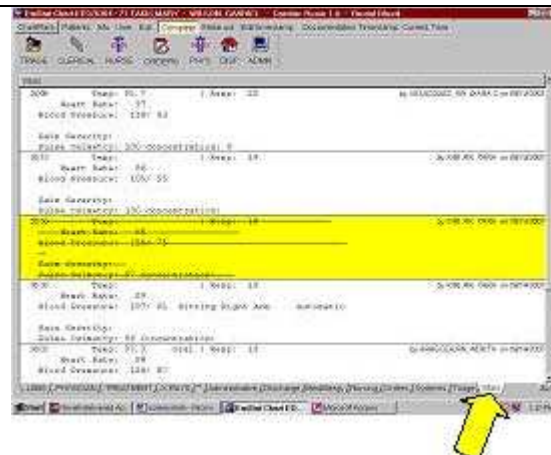
1. At the bottom of the page where you see the tabs “All”, “Pending”, etc. scroll to the right to see the “**Triage**” tab.

Here you can view the patient’s past medical history, chief complaint, and presenting symptoms.



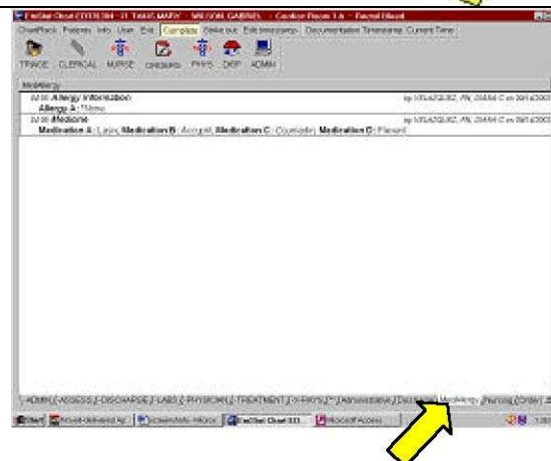
2. In the “**Vitals**” tab to the right of “**Triage**” you can find the patient’s vital signs (i.e. pulse, respiratory rate, blood pressure, etc.).

For example, these vital signs are necessary for the UA Dip study.



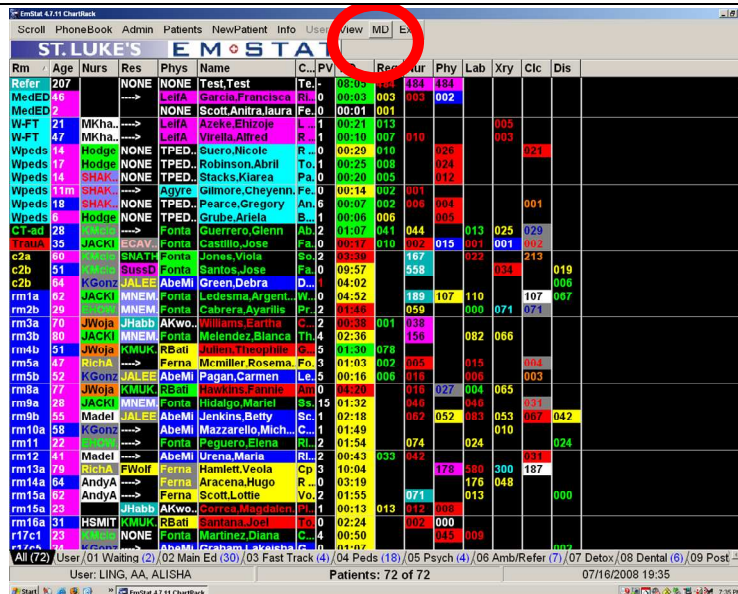
3. The medicines that the patient is taking are listed under the “**MedAllergy**” tab.

Note: when it says “Other” or “Further Assessment Required,” it is your job to find whether the patient is taking anything that we are interested in. You can either ask the patient yourself or ask the patient’s doctor for this information.

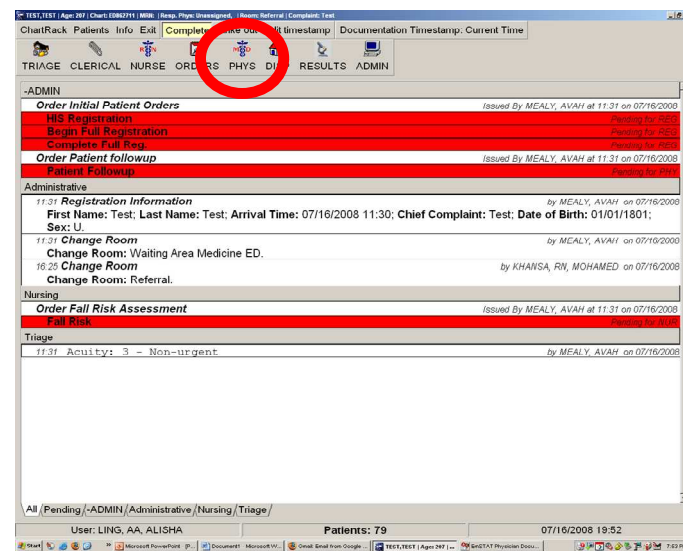


III. Extracting Medical History Using PhysDoc

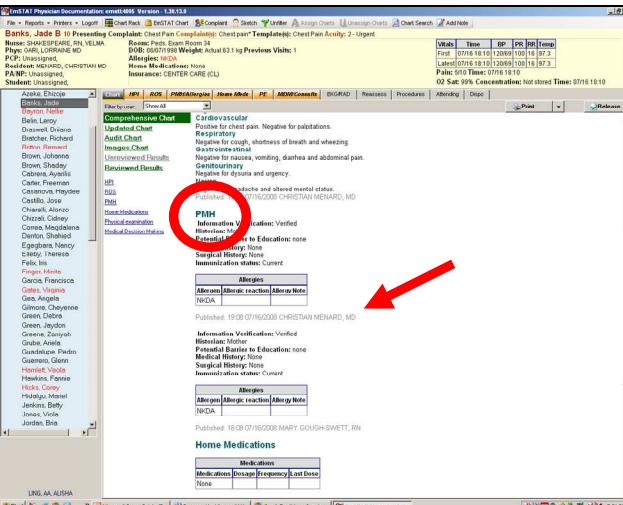
Click on the MD tab while in chart rack to find patient's past medical history, physical exam findings, etc.



Or, click on "Phys" while in the patient's actual chart.



You will find past medical history under PMH. Make sure to only use information recorded by an MD or DO.

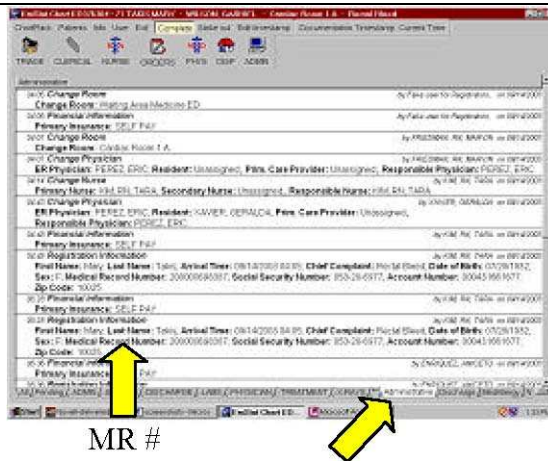


IV. Extracting Administrative Info

1. You can see a detailed account of all the people in charge of the patient by using the **Admin** tab (once you are in the patient's chart).

Here you can also retrieve the patient's Medical Record Number (MR#), which is used often for identification purposes so be sure you know where to find it.

Go to **History** then choose the **Admin** tab; next click on **previous visits** then enter the MR number.



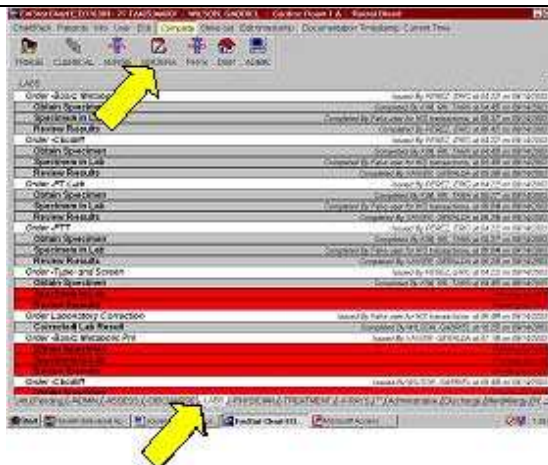
V. Extracting Lab Results

1. Now let's get to the fun part: lab results!

The lab results can be accessed from the **LABS** tab in the patient's chart. The labs that appear are the ones that have been ordered for that patient.

2. To see the lab results, first click on **ORDERS** up on top.

You can also select **RESULTS** up on top.



NEVER CLICK ON THE RED STRIPE!!!

3. In the top panel, select **Patient Results**.



4. When you see the screen on the right, click on the drop-down menu where it says “Results.”

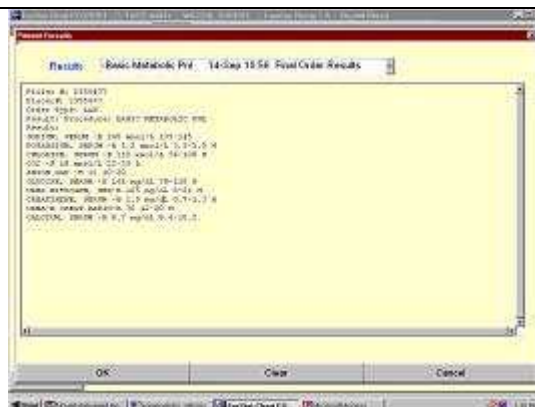


5. An **Order Results** window will pop up.



6. Once you select the lab of your choice, you will be automatically taken to a **Results** screen.

You navigate the labs using the **previous** and **next** tabs on the right of the screen.



7. Understanding lab values

The lab values are usually written as follows:

Tested field – result | normal range

e.g.) SODIUM, SERUM – B 140 mol/L 135-145

SODIUM, SERUM was tested

Lab result: 140 mol/ L

normal range of values for test: 135-145 mol/ L

When you are asked to supply a lab result, you can just write down the first number you see; no need to include the power factor (10^x) or units. In the example, you would just write “140.”

```

  Piller #: 2335477
  Piller#: 2335477
  Order Type: LAB
  Result: Procedure: BASIC METABOLIC PNL
  Result:
  SODIUM, SERUM -B 140 mmol/L 135-145
  POTASSIUM, SERUM -B 5.2 mmol/L 3.5-5.0 H
  CHLORIDE, SERUM -B 110 mmol/L 96-108 M
  CO2 -B 18 mmol/L 22-33 L
  ANION GAP -B 13 10-20
  GLUCOSE, SERUM -B 161 mg/dl 70-110 H
  UREA NITROGEN, SER -B 105 mg/dl 8-21 H
  CREATININE, SERUM -B 1.5 mg/dl 0.7-1.3 H
  UREA-N CREAT RATIO-B 70 12-20 H
  CALCIUM, SERUM -B 8.7 mg/dl 8.4-10.2
  
```


8. To check other lab values, simply click on the scroll-down menu on top and select the lab of your choice.



9. When finished, click **Cancel** to get to the menu on the right.

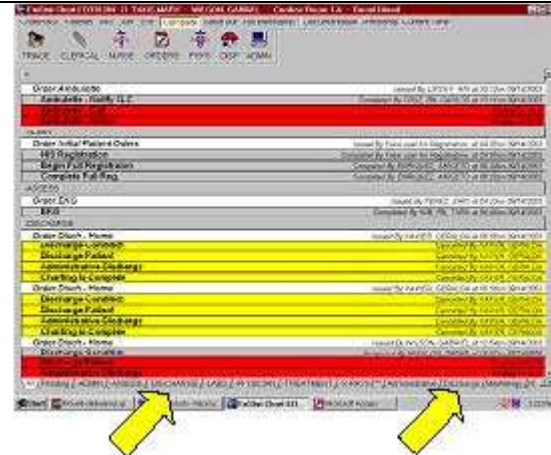
10. Click **OK** to be taken back to the patient's chart.



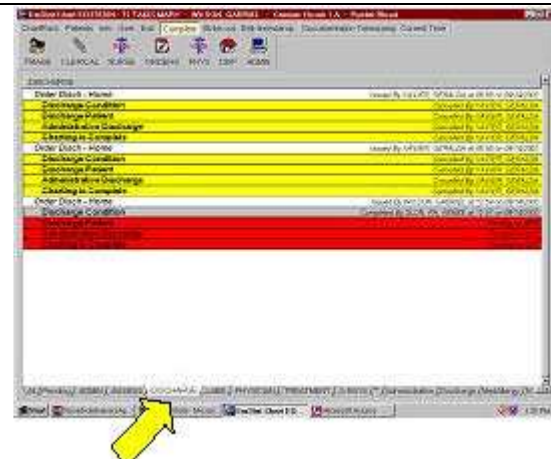
VI. Extracting Discharge Info

1. Knowing the patient's final diagnosis will be important for many of the studies. When a patient is discharged, you will see 2 discharge tabs in their medical chart: **DISCHARGE** and **Discharge**.

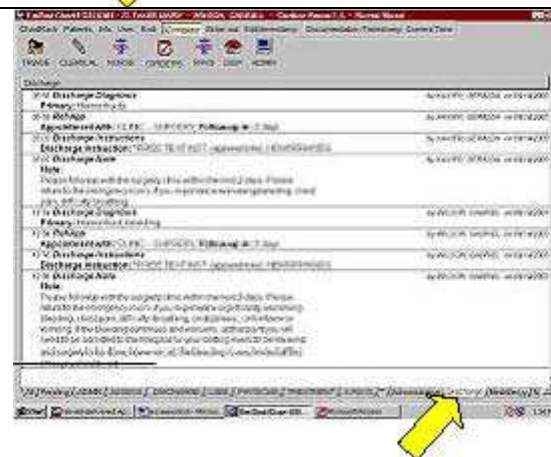
Each offers its own important information.



2. The first discharge tab **DISCHARGE** tells you whether the patient is being admitted into another hospital department or is going to be sent home.



3. The second discharge tab **Discharge** provides the discharge diagnoses. Discharge notes are also appended to this section.

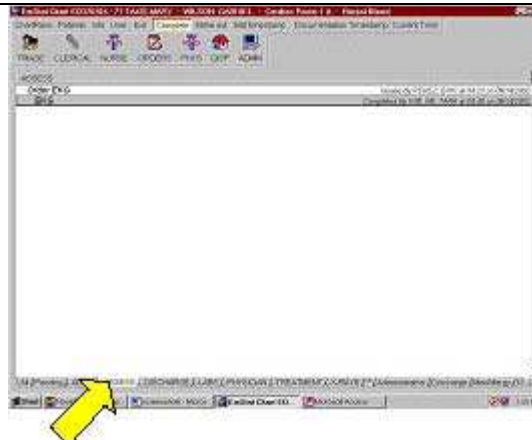


4. Sometimes for discharged patients who are no longer in the main chart rack of EMSTAT, you need to go to the **Admin** tab on top. Click on **Discharged Patients** and select the patient's name. Next, select **View assessment sheet online** and wait for a PDF to pop up with the information.

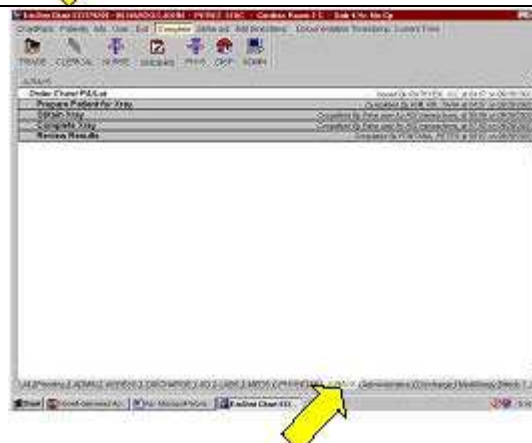
VII. EKGs, X-Rays, etc.

1. To determine whether a patient has had an EKG done, check the **ASSESS** tab.

Note: If, for a given patient, you don't see some of the tabs mentioned in this tutorial, don't panic. In each chart, only the pertinent sections appear.

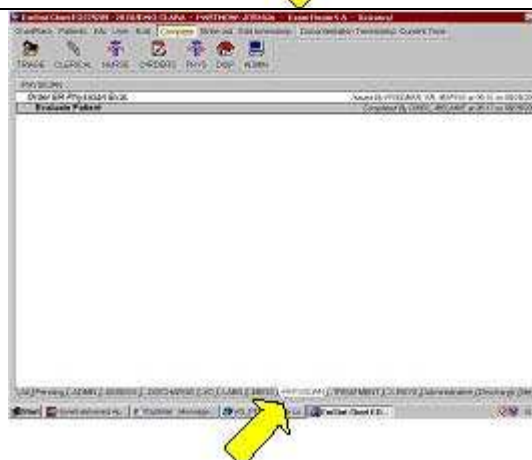


2. X-ray orders and results are under the **X-RAYS** tab in the patient's chart. The results can be reviewed from the same place as the lab values.



3. The **PHYSICIAN** tab at the bottom can be used to check whether or not the doctor has evaluated the patient yet. If the doctor has not yet seen the patient, you will see the evaluation pending (with a red background).

It is safer to ask the doctor questions about the patient once the patient has been evaluated.



4. To close the current chart and to return to the main menu, click on **Chart Rack** in the upper left hand corner.

