**RN TIP SHEET for Care Organizer Changes:**

* Labs will display by time due in the TO DO List
* Can see what is due 12h back and 12h forward
* STAT Labs will also display in Overdues after 30 minutes
* Routine orders will also display in Overdues after 60 minutes
* Labs will remain in Overdues for 72h to display outstanding tests such as troughs

**How to Complete Labs in Care Organizer**

* To remove the labs from your “To Do” or “Overdues” list, it must be Completed in Care Organizer once specimen is sent
1. Click on the Complete button in the header of Care Organizer
2. In the window that opens up, select the order(s) you wish to complete
3. Click on the Complete Button
4. The Lab will be marked as “Charted”
5. Close the Window

The lab due time(s) will be removed from your work list.

**\*Care Partners** and **Registered Nurses** will both need to Complete Labs they have drawn or collected.\*

**ReSet Unit and Shift in Create Assignment:**

1. Click **Create Assignment**
2. Click on **Provider type** – select RN
3. Click **Care Relationship** -Select **Primary nurse**
4. Click **Shift** -Select Days or Nights
5. Click **Pt Dept** -Select your unit
6. Click on **File**- **Save Configuration**
7. ***Always*** click on **EXIT** to save configuration, here and exiting HED!

Make sure **Worklist** is checked in To DO view to see times labs scheduled times!













**Configuration for RN**

1. Log into HED. Select **View**
2. ***RNs*** - Click on IV, Meds, and **Orders**
3. Click on **Configure**



1. Select the **Include** radio button
2. *Select:*
	1. *MEDS*
	2. *MEDS-RT*
	3. *LAB*
3. Click **Add >>** to move to
 to the Included Group.
4. Then select **OK**

