**Content Outline:**

* [Steps to Create an Assignment](#a)
* [6 Steps to Administer a Med](#b)
* [Steps to Hang an IV bag](#c)
* [Steps to DC IV Fluids](#d)
* [Reports](#e)
* [Steps to Configure the CO Screen](#f)
* [Steps to Confirm Single Med Order](#g)
* [Steps to Confirm Multiple Med Orders](#h)
* [Steps to Co-Sign at Point of Care](#i)
* [Steps to Co-Sign Retroactively](#j)

**Steps to Create an Assignment:**

1. Click on Create Assignment button

2. In the pop up that comes up select Provider Type RN

3. Select Shift in pop up and click OK

4. Check the hours of shift –TIPS: add 45 min to end time to give you time after shift to chart; select 1445-2345 for 3-11 shift

5. Select Primary Nurse for Care Relationship

6. Click on Search and type in your last name

7. Go to Pt. Department and select your floor

8. Select your patients (hold Control to select more than one)

9. Click on Assign

\*Go to File and select Save Configuration to keep these settings

**6 Steps to Administer a Med:**

1. Select Patient

2. Click On HED

3. Select Admin RX Tab

4. Scan the medication

5. Scan the patient’s wristband

6. Administer med & Confirm administration

\*Medications should be scanned at the bedside

**Steps to Hang an IV Bag:**

1. Select Patient in CO

2. Click on IV Manage Button in CO

3. Scan Label/bag

4. Click on Save

5. Click Exit

Chart all IV fluid intake in I &O tab

**Steps to DC IV Fluids:**

1. Select Patient in CO

2. Select IV Manage Button in CO

3. Single Click on the fluid in IV Manage

4. Click End Bottle

5. Click Save

6. Click Exit

**Reports:**

1. Print reports on transfer to nonimplemented unit or procedural area
2. Sign on to HED
3. Click on HED button in CO
4. On HED main menu click on Reports
5. Click on Transfer
6. In dropdown select the report to print
7. Change time frame to show 4 days
8. Click on Send
9. Click on Return
10. Repeat process to print each report

\*Required reports for a patient transfer – Meds Admin, IV Admin, Overdues, Procedural area – above + VS I &O, Assess and Interventions.

**Steps to Configure the CO Screen:**

1. Click on column headings

2. Drag to area you want it to display

3. Click on View

4. Click on Configure

5. Select your default Care Relationship – Primary Nurse

6. Under Available Groups Select PHM

7. Click on Exclude

8. Click on Add

9. Click on Pt List and choose top to display census or assigned pts. in top of screen

10. Click OK

\*ALWAYS EXIT USING EXIT BUTTON TO SAVE THESE CHANGES

**Steps to Confirm Single Med Order:**

1. Single Click on the yellow Highlighted med in CO

2. Click on Confirm

3. Compare POS to confirm screen

4. Click on Confirm if order matches

5. If they don’t match, send message to pharmacy

6. Click OK

**Steps to Confirm Multiple Med Orders:**

1. Click on View in CO

2. Click on Confirm/Unconfirmed

3. Compare POS to confirm screen of 1st med

4. Click on Confirm if order matches

5. Click OK

6. Next unconfirmed order automatically pops up

7. Click Stop Confirming to end the loop

**Steps to Co-sign at Point of Care:**

1. Administer your med per protocol with person beside you-don’t sign off

2. Click on the med result while you are signed on

3. Click on Click to Co-Sign

4. Have co-signer fill in the prompts for the User ID and password

5. Click OK – the co-signers name is placed in the cosign field

6. Click Save

**Steps to Co-sign Retroactively:**

1. Original documenter signs off

2. Co-signer signs on to HED

3. Co-signer clicks on documented med

4. Click on Click to co-sign

5. Co-signers info autofills the form

6. Click Save