**Content Outline:**

* [Documentation Outline](#DocumentationOutline)
* [Support Teams](#SupportTeams)

**Documentation Outline:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Adult ED Patient | Adult Admitted/ Observation | Peds ED Patient | Peds Admitted/ Observation |
| Nursing Documentation | HED; Level 1 documented on paper | HED | HED; level 1 documented on paper | HED |
| Medication Administration | Order Tracker | Admin-RX | paper MAR  | paper MAR |
| Triage | ED Whiteboard triage form |   | ED Whiteboard triage form |   |
| Social Screening/Admission History | StarForm-ED nursing screening | Adult Admission History Form | don't use | Peds Admission History Form |
| Handover |   | handwritten/faxed or called report depending on receiving unit |   | OPC and/or verbal |
| Nursing Plan of Care | n/a | paper form from e-docs | n/a | HED-priority problems |
| Order Tracker use | Used for order notification and MAR | Used for order notification | Used for order notification | Used for order notification |
| AMA/LWBS | StarPanel form |   | Paper form |   |
| Discharge Process | ED Discharge application (StarPanel) | Wiz Discharge Process | ED Discharge application (StarPanel) | Wiz Discharge Process |

**Support Teams:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Documentation Tool** | **Used by** | **How Staff Access the Tool** | **Application** | **Support Team** | **Features** |
| Triage Form | Adult EDPeds ED | Through the ED Whiteboard, by clicking on Patient Acuity Column (A column) | ED Whiteboard  | EDIS | Completed once on all PatientsAllergy editor and MLT are imbedded in the form—Support by Patient Summary Service (PSS) team. Triage Form is saved to StarPanel under All Documents as Emergency Department Nurse Triage |
| Order Tracker (OT) | Adult EDPeds ED | Through the ED Whiteboard, by clicking on OT column. Can only be accessed on authenticated ED Whiteboards (those are on workstations in EDs) | ED Whiteboard | EDIS | Not all HEO/Wiz orders go over to OT. This is by design. See further OT information on call manual. |
| Peds ED documentation in HED ESI 2-3 or ESI 4-5 tabs | Peds ED documents for Emergency visit patient | HED icon | HED | HED |  |
| Nurse AMA-LWBS(Leaving Without Being Seen or Against Medical Advice) | Adult ED onlyPeds ED documents this on a paper form | Through the ED Whiteboard, by clicking on the MRN column for the patient and selecting Nurse AMA-LWBS | StarPanel | StarSupport |  |
| Social Screening | Adult ED onlyPeds ED documents this on paper | Through the ED Whiteboard, by clicking on the MRN column for the patient and selecting Social Screening | StarPanel | StarSupport | Includes Learning Readiness, Nutritional Screen, Functional Screen, Tobacco and Alcohol Use, Skin/Pressure Ulcer Screen, Fall RiskCompleted once on all patients |
| Resident History and Physical | Adult EDPeds ED | Accessed through ED Whiteboard under patient’s MRN column | StarPanel | StarSupport |  |
| ED Discharge with RxStar | Adult EDPeds ED | Created to replace Discharge 1,2,3. Accessed through ED Whiteboard under D/C column on any clinical workstation in EDs.  | StarPanel RxStar | StarSupport (Zhao Zuo)Printer itself supported by Lan Manager, print troubleshooting supported by Zhao Zuo | Content for discharge Instructions comes from Discharge 1,2,3See additional information on Call ManualAdult ED Printers: Pod A: HGF1Pod B: HEFBTriage: HFE1Peds ED Printers:Peds MD Area: HF60Peds OBS Area: HF5APeds Triage Area: HH32Doctor Office Tower 8th Floor: HG15 |
| ED Registration Forms | Adult ED onlyPeds ED | Accessed through ED Whiteboard under patient’s MRN column | StarPanel | StarSupport | Includes Consent to Treat, Authorization to Post Name in ED, and HIPAA information.Completed on patient arrival to ED. Signature pad used so signature captured electronically.  |
| ED Patient Summary | Adult EDPeds ED(forms are different for the different units) | Accessed through ED Whiteboard under patient’s MRN column and under P column | ED Whiteboard | EDIS | PCP information captured hereAlso known as Plan Page. Plan for patient can be recorded here. In Peds ED, the referring provider name and phone number are captured from ED Expect form and if callback is requested, plan column on the ED Whiteboard turns red to alert Communication Coordinators and Providers. |
| ED Expect Form | Adult EDPeds ED | Access Center or charge nurse creates form, accessed from Black Toolbar of StarPanel. Need to be on special team to create form | StarPanel | StarSupport (Tina Kurtz) | See separate instructions on call manual for this form.  |
| Adult or Pediatric Nursing Admission History | Adult EDPeds EDFor inpatients and obs pts. | Accessed through patient’s chart in StarPanel | StarPanel | StarSupport |  |
| HED flowsheets and Admin-Rx | Adult ED-HED for treat & release and admitted patients Admin-rx for inpatients and obs.Peds ED-HED or both treat & release and inpatients and obs in Peds ED. No Admin-Rx | Accessed via Desktop | HED/Admin-Rx | HED | HED opens to Vitals I&O tab in Peds ED, care organizer only shows in Adult ED |
| RxStar within StarPanel for inpatient population |  | Accessed as for inpatient areas | RxStar: StarPanel | RxStar Supported by RxStar Team | Single tray tamper proof printers: These are where prescriptions print when wiz discharge is completed for admitted patients discharged from the EDAdult ED: (located in B Pod MD Area) YBJAPeds ED: Located in Observation area desk |