



EHR Tutor Instructor Tipsheet: Patient Chart Library – Creating and Copying Patient Charts

One of the best resources that EHR Tutor offers is the ability to use patient charts from the Patient Chart Library with your activities. A patient chart from the Library can be copied over and over again when used with activities. Student charting is done on the copies, while the chart in the Library remains unchanged and available for future copies.

Patient Chart Library Overview

You can copy, edit, create and save patients and their charts in the Patient Chart Library.

(You do not add patient charts to activities from the Patient Chart Library. Patient charts are attached to activities by starting from the Courses page and then clicking Manage Activities/View Student Charting.)

After logging into your school click **Patient Chart Library** from the left menu access the Library.

You will see Library patients listed.

Patient Chart Library

The Patient Chart Library is a list of EHR Tutor provided Patient Charts and the Patient Charts created by any instructor at your school. Patients Charts from the Library are added to an Activity when creating or editing Activities.

Create New Chart **3**

Show 10 entries

Search: **4**

Patient Name	MRN	Sex	Patient Age 5	Patient Description	Patient Owner	Chart Type	?	?	?
	5485				Demo_TeacherTwo	run	Create a Copy	Edit Chart	Delete Chart 2
A Test	5651	M	14 year old		Demo TeacherThree	inpatient	Create a Copy	Preview Chart 1	

1 EHR TUTOR Library charts- If this is your first time using EHR tutor, you will only see the Patient charts created by EHR Tutor. You cannot edit these original charts, but you can **Click Create a Copy** and then edit your copy. You should change the patient's name for your copy to something that will not be confused with the original and is meaningful for your purposes. You can also click **Preview** to see a read only version of the chart. This will allow you view the chart just to see what documentation is included.

2 Instructor copies of Library patients- Any Library patients copied by an instructor also appears in the Patient Chart Library. You can click **Create a Copy** to make a copy of any existing patient. You can click **Edit Chart** to make changes or additions to the chart, or to view the chart just to see what documentation is included.

3 Create New Chart- Click this button to create a new patient from scratch. Your new patient will have no charting until you click the **Edit Patient Data** link and enter documentation yourself using the flowsheets or the other forms. See page 2 of this Tipsheet.

4 Search- You can search for names, diagnosis, specific interventions and will find patients that have that information listed within the patient list. This makes it easy to reuse patients throughout your curriculum.

5 Sort- Use the Arrows at the top of any column to sort by that criteria

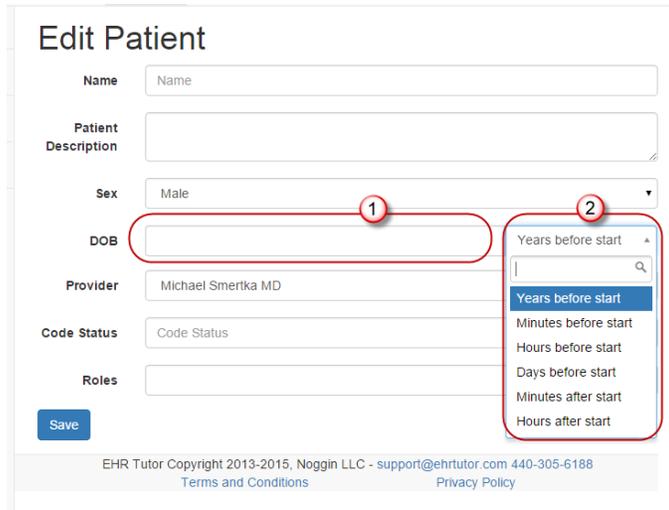
Important! The Library patients are meant to be copied into activities. Do not use them directly from the Library for teaching, e.g. if you are projecting an example onto a screen during lecture. This could result in accidental changes to the Library patient chart. Instead, attach a copy of the Library patient to an activity to be used for your teaching.

Create a New Patient Chart

Click **Patient Chart Library** from the tabs on the left side of the page.

Then Click the **Create New Chart** button.

The Edit Patient page opens.



Enter the information for your patient.

Keep in mind HIPPA mandates!

Important! When entering the DOB note that there are two fields involved with this entry.

When creating charts in the Patient Chart Library, the dates and times are not entered in a conventional date and time notation. Date and time information is entered related to what the instructor wants the student to see when the chart is first opened.

Example: The instructor wants the patient to be 40 years old when the student opens the chart.

1 Enter 40 in the blank DOB field.

2 Select Years before start from the dropdown list.

When the student opens the chart for the first time, the system will look at the directions for the birthdate and it will enter a date that is 40 years before the start date (Which is the date the student opens the chart)

The Description field is used to enter information that you may want to search for at a later time. (Example: PCA, Diabetic, IV, Insulin orders.) Students do not see this description.

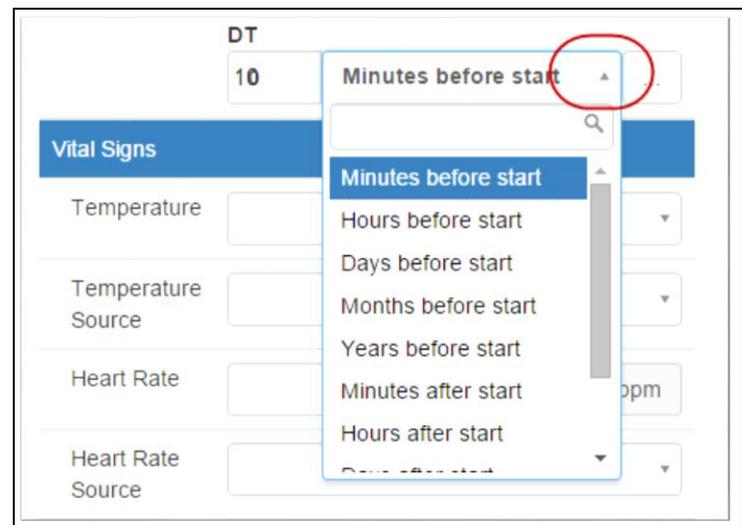
When you have completed this form, click **Save**. The chart will open.

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Documenting in a Library Patient Chart

When documenting in a Library Chart you will add the information you want using the appropriate flowsheets and forms found along the left side of the page.

When instructors document in charts in the Patient Chart Library, the dates and times are not entered using a conventional notation. Date and time information is entered as a specific amount of time before or after the start of the activity. The start of the activity begins when the student opens the chart for the first time.



Notice that you do not have a date and time field. Instead you will indicate how long before or after the start of the activity for each charting entry you make. Click on the drop down arrow to see and select the relative time units. In this case 10 was entered for the quantity and Minutes before start was selected for the unit.

When students open the chart it will appear as it always has, with conventional formatting for dates and times. It is that Easy!

Using Advanced Options to set a Start Time with the Scenario Clock

The purpose for the **Advanced Option of Set or Remove Start Time** is to give you the ability to enter documentation on your Library patients that will appear at *specific times of day*, no matter when the chart is opened. This option is only necessary if you have a scenario that requires the student to see information that occurs at a specific time of day (Breakfast, Lunch, Bedtime, etc).

When the Start Time is set, the activity will always use a Scenario Clock instead of real time.

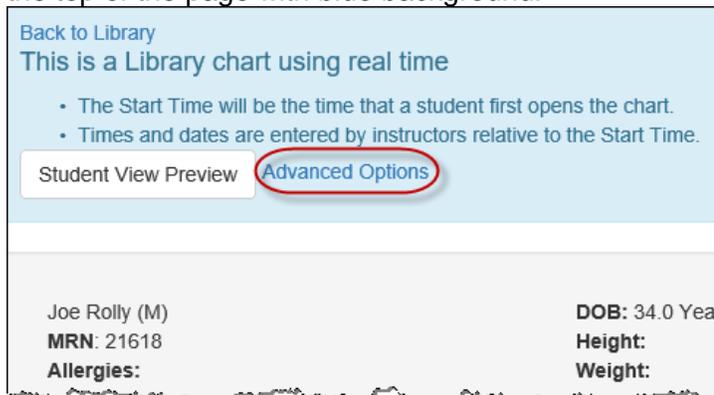
When the Student is charting time defaults to Scenario Clock time instead of real time, so that student charting can appear at an appropriate time of day related to the prebuilt charting times.

Let's see how to use the Advanced Options to set a Start Time.

1. Go to Patient Chart Library and click **Create New Chart** or **Edit Chart**.

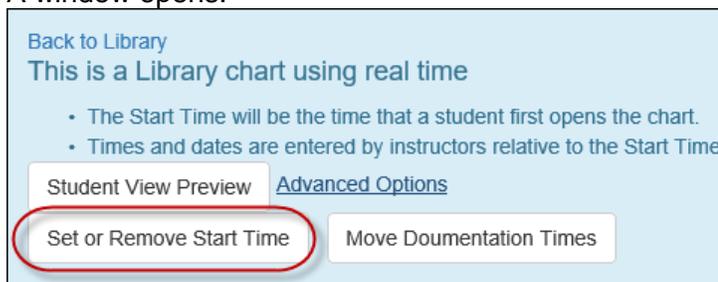
If you are creating a new patient, you will need to first enter the patient information related to name, dob, provider etc and then click the **Save** button.

When the chart opens, the following text appears at the top of the page with blue background.



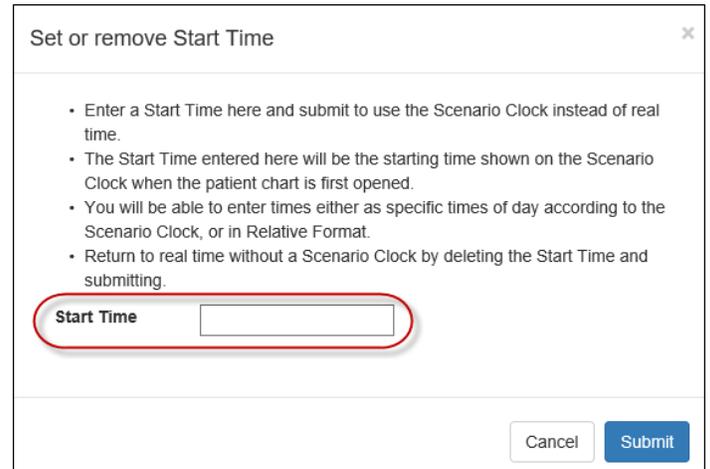
2. Click the **Advanced Options** link.

A window opens.



3. Click the **Set or Remove Start Time** button.

A pop up window opens with a reminder of how the Start Time works.



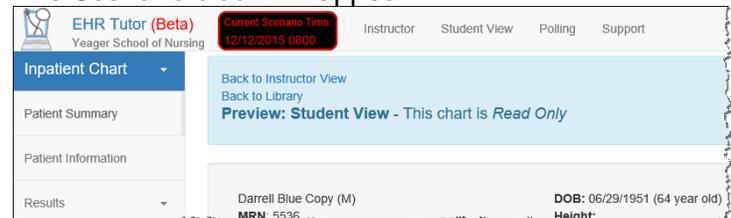
4. Enter the Start Time for the activity.(ex: If your scenario is about insulin given at breakfast you may want to set the clock to begin at 0800.)

(Remember that this is the time that will appear on the scenario clock when the students open the chart.)

5. Click **Submit**

The Start Time will be displayed at the top of the chart as a reminder to you as you build your chart in the Patient Chart Library. From this point on, the times you enter will be relative to the displayed Start Time.

When the student opens the chart for the first time, The Scenario clock will appear.



The clock will run as the activity progresses and the student documentation will reflect the Current Scenario Time rather than real time.

To Remove the Scenario Clock and Revert to Real Time

If you decide that you would like to revert back to using real time for the chart instead of the Scenario Clock time, you can. Simply repeat the steps of clicking **Advanced Options** and then click the **Set or Remove Start Time** button. Delete the time in the Start Time box, leaving it blank. Click **Submit**.

The chart will now open without the Scenario Clock and will use real time instead of Scenario Clock time. All documentation times that were built relative to the set Start Time for the Scenario Clock will no longer be by a fixed time of day. Times will now be relative to the *real time* start of the activity, i.e. when the chart is first opened.

Student View Preview

If you want to view the chart as a student would see it with conventional time and date format, click the **Student View Preview** button found near the top of the chart pages.

Preview: Instructor View - This chart is *Read Only*

- If you want to edit this patient for use in your activities please Make a copy of this patient.
- All dates and times are entered relative to the start of the activity.

Student View Preview

Make a copy of this Patient

To return to Instructor View from Student View, click the link found at the top of Student View pages labeled, **Back to Instructor View**.

Each time you click the **Student View Preview** button, you will see a current copy including all recent edits you may have made to this chart.

This *Read Only* copy is what your students will see when they open the chart for the first time to create their own copy of the chart.

To return to Instructor View from Student View, click the link found at the top of Student View pages labeled, **Back to Instructor View**.

Important! If a student has already opened this patient chart for an activity before your changes are made, the new changes will *not* be transferred to the copy of the student chart that was previously created.