



# EHR Tutor Instructor Tipsheet:

## Patient Chart Library- Upgrade information-Relative Time

### 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*

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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.



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

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

Set or remove Start Time ✕

- Enter a Start Time here and submit to use the Scenario Clock instead of real time.
- The Start Time entered here will be the starting time shown on the Scenario Clock when the patient chart is first opened.
- You will be able to enter times either as specific times of day according to the Scenario Clock, or in Relative Format.
- Return to real time without a Scenario Clock by deleting the Start Time and submitting.

**Start Time**

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.

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### 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.

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.