

HMS CLINICAL VIEW HOW TO...

How to:

Find a Patient

When you log in, you will see a default list of patients.

- If you see your patient's name, double click on the name and go to their chart
- If the patient is NOT on the list, there are multiple options:
 - Uncheck "group override" then check "all patient override"
 - Type the patient name in the search field and click on "search"
 - Go to the additional searches icon (flashlight) and select the information you do know from the list and click "search"

How to:

Find Previous Encounter Data

Previous encounters are the same as previous admissions. Double click on the patient's name.

- Click the encounter list icon (Rolodex). A new window opens with a list of previous admissions.
- Double click the previous admission that you need.
- The older data is now displayed in your four quadrant view.

How to:

Grant Coverage to another Physician

Only a physician may grant coverage to another physician. This option allows for coverage when a doctor covers another doctor, or consults another doctor.

- Click the grant cross coverage icon (two people shaking hands). A new window will open.
- Select the name of the doctor to grant coverage to. You may specify the specific patient and the start and stop dates for coverage.
- This list will also show you current grants and exclusions.

How to:

Change User Preferences

The order and the four quadrants can be customized. The names of the tabs can be changed as well. Double click on the patient's name.

- Click the preference options icon (pointing finger)
- A new window pops up. Select the options that are appropriate for you on the general tab.
- Click on "organize tabs."
- Open each list by clicking on the key down the right side of the screen. Note that the number one to four designates the four quadrants in the main view.
- Right click a chart component to see the options.

- You can rename the component to your liking. Note: this only changes it for you, not all users.
- You can move the component to another folder.
- You can select the component as a default by moving the mouse down to initial medical record position and selecting first, second, etc.
- Click “save tabs” at the bottom of the pop up and then close.

How to:

Set up and View Graphs

Graphs are set up by the individual user. Some graphs may be set up by the facility for all users to access. Double click on the patient’s name.

- Click on the graphing options icon (red line graph).
- Click on “new user graph.” Select the components you wish to graph by double clicking them.
- If this is a one-time use, click the graph at the bottom of the page.
- If you want to use this graph again, click graph and save at the bottom of the page.
- Click “previous” to return to the four quadrant view.

How to:

Access the Clinical History Profiles

The clinical history profile is the central repository for information. All departments that have access to the clinical history profile may add information. In clinical view, you may only view the information, not enter information. Double click on the patient’s name.

- Click the clinical history profile icon (dark blue Caduceus)
- Click the tab with the information you are looking for.

If you have any questions, please contact:

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