

Preceptor Instructions – Medical Students in ED

Reports to be signed will appear in your Sign List:



To edit the student's note and enter the required responses, select the Edit Document button to launch the document.

Entergency Dept. Note Nonportal Preview Ready for Discharge Uppicals							
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ED Note Discharge Flan	ED Note Discharge Plan Procedures/Billing CritCare						
Emergency Dept Note N	Ionportal Add Content Rapid Typicals View Previous 🖆 🕇						
✓ Discharge ····							
*Final Diagnosis (Required)	Click to Enter Discharge Problem						
Medications	No Known Home Meds						
Post-Discharge Orders	Click to Enter Post-Discharge Orders						
CallBack Reminder	Click to Enter CallBack Reminder						
Stand Alone Forms	Click to Enter Stand Alone Forms						
Instruction Sheets for Home	Click to Enter Instruction Sheets for Home						
Patient Instructions	Click to Enter Patient Instructions						
2 *Disposition Instructions (Required)	(MD Discharge) (RN Discharge) (Consultation) (Handover) (Admit to Ward) (Admit to CCU/OR/ICU)						
	(LWBS/AMA) (Expired) (Interfacility Transfer) (CDU/Observ)						
ED Provider	Preceptor Web,IH MD Test						
ED Resident	Avery,Danica Jad						
Other Providers	Click to Enter Other Providers						
3 rocedures/Billing Add o	Content Rapid View Previous =						
V COMPLEXITY Rapid							
* ED C * ED Complexity							
V FFS INCENTIVE CODES Rapid							

When all of the mandatory fields have been completed, click Sign and enter PIN to finalize.



Preceptor Instructions – Residents in ED

Preceptor

From your tracker you will now see the patient that your resident assigned to you. **To review and sign the document, you must click on the Sign List button.** Do not access through the Document panel.

E 1 Return To Ho	∄ 	Trackers				Chart	Document	Orders	2 Discharge		->	Sign 150	Workload	i Monu	٠	× Close
📃 IH MD	Test P	recepto	r Web, M	D						Royal Inland Hospital 👻 😍 Priority Call Back	C	Find Pat	ient			Q
My List 🚺				Zone 1 My&TBS 44	8.8	Zone 2	My&TBS	1		Zone 3 My&TBS 0	- M	ore Lists				•
RIH-STWR4		Trans.	Ind	asilva,Plis		Burn	a.a									
	3	66 F	34m Seen	Preceptor Web, IH MD Test IH MD Resident	I-Signed			0	rder							

Reports to be signed will appear in your sign queue: your draft reports, as well as student and resident reports.

Return To Home Workload Compose Sign Fac: Royal Inland Hospita	ı	34 Sign	••• ? More Help	(IP) User	× Close
Sign List C	Docker-Edmwpl,Harry Edm Only				
> Orders (4)	🚬 🗄 2y 9m M 02/02/2022 He/Him/His 🕧				
V Documents (30)	PCP				
Sort By: Date +	A Required response or code	Add Statement	Edit Docume	nt Si	gn (0)
Docker-Edmwpl,Harry Edm Only 2/M KA0010128/25 07:18	Principal IH MD Test Preceptor Web, MD Contributors IH MD Test Resident, MD			_	
Emergency Dept Note Nonportal	IHA ** TEST EXPANSE 2.2 **				

To add notes of your own and enter the required responses, select the Edit Document button to launch the document. The note the resident originally signed will be captured for audit purposes. The notes the preceptor signs will appear separately and beneath the resident's documentation.

		IHA	** TEST EXPANSE 2.2 **		
		Er	mergency Dept Note		
Patient Name: Saget-Acuwpl,Bob Date of Birth: 30/10/1964 Emergency Provider: Preceptor Web,IH MI Date: 22/11/24 13:23	Medical Record Number: KA00000208 Patient Status: Emergency Department Account Number: KA0010151/25 Initialization Date: 22/11/24 13:23				
<pre>CDr IH MD Test Resident; MD - Last Filed: 2 PHYSICIAN ASSESSMENT</pre>	2/11/24 13:31 PST>	Nu	rse Notes (Newest on Top)		
	Nursing Note:		30/10/24 1124zzzzz		
	Nursing Note:		30/10/24 1123		
These are the Resident notes added by	resident, per Resident 1	Manual in	structions.		
<pre><dr -="" assessment<="" fi="" ih="" last="" md="" physician="" pre="" preceptor="" test="" web,=""></dr></pre>	iled: 22/11/24 13:44 PST>	Nu	rse Notes (Newest on Top)		
	Nursing Note:		30/10/24 1124zzzzz		
	Nursing Note:		30/10/24 1123		
This is the Preceptor applying edits I've removed the notes entered by the Adding a further line.	to the notes entered by Resident completely.	the Resid	ent - I'm modifying this line.		



On the Discharge Plan, complete the required Final Diagnosis, Complexity and Disposition fields.

Emergency Dept Note Nonportal Preview Ready for Discharge Typicals							
Principal IH MD Test Preceptor Web, MD Contributors I H MD Test Resident, MD Last Saved at 28/11/24 07:51 PST							
ED Note Discharge Plan	Procedures/Billing CritCare						
 Emergency Dept Note N Discharge 	onportal Add Content Rapid Typicals View Previous 🍋 🦷						
Pinal Diagnosis (Required)	Click to Enter Discharge Problem						
Medications	No Known Home Meds						
Post-Discharge Orders	Click to Enter Post-Discharge Orders						
CallBack Reminder	Click to Enter CallBack Reminder						
Stand Alone Forms	Click to Enter Stand Alone Forms						
Instruction Sheets for Home	Click to Enter Instruction Sheets for Home						
Patient Instructions	Click to Enter Patient Instructions						
*Disposition Instructions (Required)	MD Discharge (RN Discharge Consultation Handover) (Admit to Ward (Admit to CCU/OR/ICU) LWBS/AMA) (Expired (Interfacility Transfer) (CDU/Observ)						
ED Provider	Preceptor Web,IH MD Test						
ED Resident	Avery,Danica Jad						
Other Providers	Click to Enter Other Providers						
3 rocedures/Billing Add c	Content Rapid						
V COMPLEXITY Rapid							
* ED C * ED Complexity Refer 1 = 2 = 3 = CDU = TTL =							
V FFS INCENTIVE CODES [Rapid]							

When all of the mandatory fields have been completed, click Sign and enter PIN to finalize.



IMPORTANT!

If you discover you have created documentation in error (incorrect patient/account/template):

- Immediately create an addendum stating "This report has been created on the wrong
- patient/account/template and will be cancelled. Please ensure your records are updated accordingly."
- Create the document on the correct patient/account/template

• Email <u>DocumentationSupport@interiorhealth.ca</u> with patient and report demographics so that we can remove the report from the patient's EMR.

If you discover a typo/text error in your document:

- Create an addendum to correct or clarify the text error.
- If the error cannot be clarified in an addendum, email <u>DocumentationSupport@interiorhealth.ca</u> with report details and we will assist in correction.

Support Information (All)

Our Medical Documentation team regularly audits Resident documentation. We will contact you if your documentation requires attention.

For Documentation questions, quality issues or corrections, email <u>DocumentationSupport@interiorhealth.ca</u> For technical support please contact IMIT SERVICE DESK: 1-855-242-1300 or <u>servicedesk@interiorhealth.ca</u>