

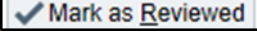


## Inpatient Admission Navigator

When admitting a patient, **ALWAYS** use the **Admission Navigator**, ALL required documentation is here.

### Admission Navigator

Complete the **important tasks** in the "Table of Contents" as part of the admission process.

### Important Admission Documentation



- Problem List:** Review and update medical problems and click  designate a **Principle Problem** in the Problem List by checking  in the row.
- Cosign Orders:** Click the **Sign All Orders**.
- Allergies:** Review and update allergies and click **Mark as Reviewed** or **Unable to Assess**.
- History:** Review and update history and click **Mark as Reviewed**.
- Admission Orders:** Completing **Medication Reconciliation** is the first step in placing Admission Orders. A. Review Current Orders, B. Reconcile Home Medications, C. Use an Admission Order Set. Required fields  must be completed. **Sign Orders** when done.
- H&P Notes:** Use a **NoteWriter** or write a note with **SmartTools**, free text, or Dragon.

## Discharge Navigator

When discharging a patient, **ALWAYS** use the **Discharge Navigator** to complete ALL required documentation.

### Discharge Navigator

Complete the **important tasks** in the "Table of Contents" as part of the discharge

- 24-Hr Results and Unresulted Labs:** Review the last day's results and unresulted labs.
- Appointments:** Place any specific instructions for appointments to appear in the After-Visit-Summary (AVS).
- Cosign Orders:** Cosign All Orders so the chart is now completed.
- Problem List:** Review and update the problem list in the **Problem List** section, resolving any problems that have been addressed. When you're done, click .
- Discharge Orders:** Medication Reconciliation at Discharge is a mandatory step that must be completed. Then use a Discharge Order Set for all your other patient orders.
- Instructions:** Include any other instructions you want to give to your patient.
- Discharge Summary:** Write a discharge summary note about the admission in the section. Click  **Create Note** to write a note with **SmartTools** or free text or Dragon.
- After Visit Summary:** Preview the After Visit Summary (AVS), the nurse will add more instructions and print or provide an electronic copy for the patient.