

The Ten Commandments for Good Charting in Epic

(and how to avoid Joint Commission hell)

1. Thou shalt always use the Admission Navigator when admitting a patient

- ~ The **Admission Navigator** is the best place to complete all the required documentation for admission, such as the Allergy review, Prior to Admission Medication, and VTE Prophylaxis (via an Order Set).

2. Thou shalt always review Allergies on every patient

- ~ Update if needed and then click **Mark as Reviewed**.

3. Thou shalt always address VTE Prophylaxis on every patient

- ~ Always specify a reason if no VTE prophylaxis is ordered.

4. Thou shalt always do Medication Reconciliation on every patient

- ~ This is an important Joint Commission standard, do this in the Admission, Transfer, or Discharge Navigators.

5. Keep hallowed the Principle Diagnosis and the Problem List

- ~ A principle problem must be specified on every patient and the Problem List updated, these are important multi-disciplinary patient care tool.

6. Sign all orders that need Cosign

- ~ The **Cosign** tab in the **Orders** activity tab is an easy one click process to **Sign All Orders**. Make a habit of going here every time you enter a patient's chart, this will save you many clicks later.

7. Honor thy Consultant

- ~ You must directly contact a Consultant when placing a STAT consult order. When ordering a routine consult, it is ideal but not mandatory to contact the consulting provider directly.

8. Thou shalt Link your Consult Note to the Consult Order when doing a consult

- ~ Linking your note to the order helps complete the order process, so "Incomplete" consult orders do not need to be followed up by the nurse.

9. Thou shalt always use the Discharge Navigator when discharging a patient

- ~ The **Discharge Navigator** is the best place to complete all the required documentation for discharge, such as the Discharge Medication Reconciliation, Problem List update, and Orders (via an Order Set).

10. Thou shalt not covet the paper chart

- ~ We are on an Epic journey to a place of enhanced patient care and safety. Reaching this goal will take time and effort, but now we have a powerful tool to help us achieve this objective.