

Accessing Allscripts from Workspace

Allscripts Sunrise Clinical Manager (SCM) is the electronic medical record for the DeKalb operating unit (DOU) and is available from within Emory Workspace.

1. Add the **Allscripts Remote OFFSITE icon** to your Favorites in Workspace.
2. When you log into Workspace, click on Apps



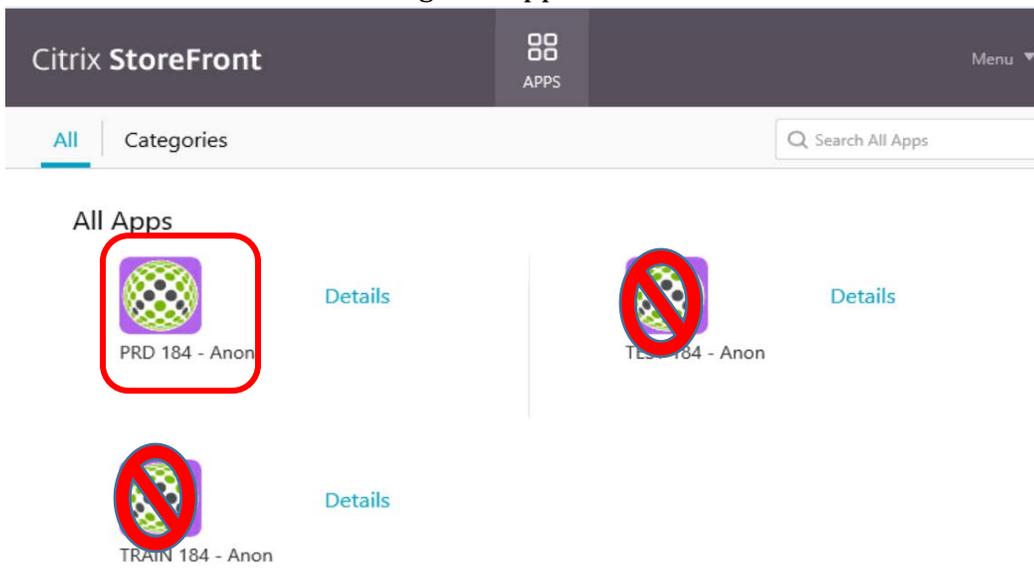
3. Within Apps, search for Allscripts



4. Click the star next to the **Allscripts Remote - Use OFFSITE Only** icon and then click on Add to Favorites



5. Open the AllScripts icon – this will open another window. Log into Allscripts by clicking on the PRD184 – ANON icon and using the supplied credentials.



NOTE: When you log into Allscripts, if you get an error message that your workstation isn't in the database, then you chose the incorrect Allscripts icon.

View Only Access

Viewing Orders, Results, and Documents



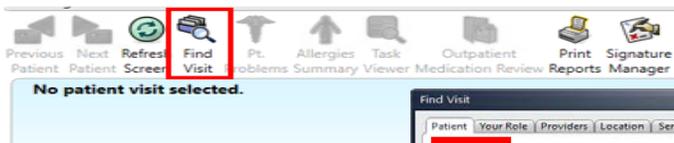
Workforce members, employees, trainees, staff, providers, and physicians should only access PHI in order to perform their job duties; the type and amount of PHI that they access should be limited to that which is necessary to perform the job duty at hand. Access to and use of PHI and determination of minimum necessary requirements is based on the specific role of the individual.

If this is the first time you have logged into SCM, you will initially see a blank gray box like below. Click on the arrow at the bottom to expand the sidebar and click on Acute Care to launch the application. You can close the sidebar when done.



Searching for a Patient

1. To search for a patient, click on the “find visit” icon.



2. Once the find visit window opens, you can search based on the patients name, mrn, or visit id.

Visits Matching Search Criteria						
Name	Bath Date	Location	Visit Status	Admit Date	Type / Care Level	Patient ID

Note: the Visit ID (account number) is the most accurate way to search.

View Only Access

Selecting a Patient

1. Select a patient from the patient list and click on the desired tab (orders, results, or documents).

xxTest_DontSendMedications
Quest 01
Allergies:codeine, lidocaine
Is Pregnant: No Has an active Patient Portal Account

Patient List **Orders** Results Patient Info Documents Flowsheets Clinical Summary Clinical DataViewer

New Visit Modify Delete Delete Flag Flag Select Save Selected Remove Selected Select Visit Define Save Sort Reset Sort
List Visit List Current List Visit List New On New Off All Visits Visits Visits List Column Sort Order Order Order

Current List: Quest Select All Patients 2 Visit(s) Save Selected Patients...

Assigned Location	Patient Name	Privacy Status	Pt Code...	Nurse	Check Orders	Order Rec	Patient ID / Visit Number	Provider	Visit Reason	Flag New	New Resu...	Visit Type
Quest 01	xxTest, DontSend...						30268606/224057...	Pollock, Mark	Test Patient			Recurring
Quest K...	XXTEST, JIMOBQ...						10080372/200009...	Test, brentt	Sick			Surgery...

Single click to select patient

Viewing Orders

1. After clicking on the orders tab, you can view the order summary. To view order details, right click on the desired order and select view.

Note: be sure to check the order filters panel

Patient List **Orders** Results Patient Info Documents Flowsheets Clinical Summary Clinical DataViewer

Options Panel
Chart Selection
Date Range
Display Format
Filters
Status/Priority
Order Selection
Department
Rx Verified
Display Styles

Some orders may not be shown for this chart for entry dates from Sep-22-2019;
Display Format: Order Entry Session; Filtered by: Status/Priority; Grouped/Sorted by: Order Entry Session Date

Order Summary

Sep-22-2019 16:35, Requested by: Chaudhari, Nikulkumar (MD)

Critical Care Initial Orders

Admission

Patient Diagnosis, Bed Assignment, Inpt or Obs
Status: Admit to Inpatient. I expect the LOS to be great
Dx: acute respiratory failure
Level of Care: INTENSIVE CARE.
Service: Critical Care, Adult

Code Status - Full Code

Activity

Respiratory Care

Critical Care Ventilator Initiation and Management

Vent Management by Resp Care

Ipratropium-albuterol (Duoneb) -
3 milliliter(s) nebulizer every 4 hours
TO BE ADMINISTERED BY RESPIRATORY THERAPY
albuterol sulfate 3mg=albuterol (base)2.5mg

Order Date Status Stop Date Entry Date

Sep-22-2019 Ordered Sep-22-2019 16:35

2- Active Sep-22-2019 16:35

2- Active Sep-22-2019 16:35

0/3

0/2

0/1

2- Ordered Oct-22-2019 Sep-22-2019 16:35

Order Details

Order Set

Order/Task Summary

Repeat Orders

Results for this Order

Task Schedule

Double click

View

Filters

View Only Access

Viewing Results

1. After clicking on the results tab, you can view the results report by double clicking on the flags within the grid. Radiology results display yellow flags and lab results display red/green flags.

*** Note: you can change the display style in the option panel ***

The screenshot shows a software interface with a top navigation bar containing tabs for Patient List, Orders, Results, Patient Info, Documents, Flowsheets, Clinical Summary, and Clinical DataViewer. The 'Results' tab is selected. Below the navigation bar is an Options Panel with various settings for chart selection, date range, and display format. A central grid displays results for the dates Sep 22-25, with various medical categories like Cardiology, Laboratory, and Toxicology. A red box highlights a red flag in the Toxicology row, with a yellow callout box saying 'Double click'. A blue callout window shows a detailed view of the toxicology results for 'Sep-22-2019 13:41 Toxicology Screen, Urine'.

Test Name	Result	Final Result
Amphetamine Screen, Urine	NEGATIVE	[NEGATIVE]
Barbiturate Screen, Urine	NEGATIVE	[NEGATIVE]
Benzodiazepine Screen, Urine	POSITIVE	[NEGATIVE]
Cocaine Screen, Urine	POSITIVE	[NEGATIVE]
Opiate Screen, Urine	NEGATIVE	[NEGATIVE]
THC Screen Urine	POSITIVE	[NEGATIVE]

View Only Access

Viewing Documents

1. After clicking on the documents tab, you can view the document details by double clicking on the document name.

Note: you can change the document selection type from the option panel

Options Panel

From: Sep-22-2019
Start of This Chart

To: []

Retain selections for next patient

Display Format
[Modified] Document View

Filters

- Document Status/Priority:
No Document Status/Priority Filter
- Document Selection: **Physician Notes**
- Type/Category:
No Type/Category Filter
- Signature Status:
No Signature Status Filter
- Revision Status/Author:
No Revision Status/Author Filter

Display Styles

Display View:
Report

Date of Ser	DOS Time	Time	Document Name	Documen	Revisio	Signature Sta	Docum	Last Updated B	Last Updated On	Authored	Signed	Co-Signer(s)
Sep-25-2019	15:29	15:29	Case Management Notes	Complete	Revised	Signed in Full	General	PSCMServices, ...	Sep-25-2019 15:29	Interfaces, Unassigned (IT)	Sep-25-2019 15:29	
Sep-25-2019	13:41	13:41	Rx Pharmacokinetics Consu...	Complete	Entered	Signed in Full	General			Nguyen, Anh (RPh)	Sep-25-2019 13:55	
Sep-25-2019	11:07	11:07	Hospitalist Critical Care Pro...	Final	Entered	Signed in Full	General			Chaudhari, Nikulkumar (MD)	Sep-25-2019 12:03	
Sep-25-2019	11:02	11:02	Rx Nutritional Support Con...	Complete	Entered	Signed in Full	General			Langley, Megan F (RPh)	Sep-25-2019 11:04	
Sep-25-2019	10:19	10:19	Physician Consult Note-Inf...	Incomple...	Entered	Signed in Full	General			Dretler, Robin (MD)	Sep-25-2019 10:39	
Sep-24-2019	20:15	01:15	Event Note	Complete	Entered	Signed in Full	General			Getty, Gillian A (RN)	Sep-25-2019 01:30	
- Sep-24-2019												
Sep-24-2019	16:03	16:03	Rx Pharmacokinetics Consu...	Complete	Entered	Signed in Full	General			Nguyen, Anh (RPh)	Sep-24-2019 16:10	
Sep-24-2019	12:54	12:54	Hospitalist Critical Care Pro...	Final	Revised	Signed in Full	General	Chaudhari, Nik...	Sep-24-2019 16:31	Taylor, Jamie S (PA)	Sep-24-2019 13:37	
Sep-24-2019	10:43	10:43	Rx Nutritional Support Con...	Complete	Entered	Signed in Full	General			Sheth, Rupal B (RPh)	Sep-24-2019 10:47	
- Sep-23-2019												
Sep-23-2019	18:50	18:50	Event Note-Critical Values	Complete	Not Re...	Signed in Full	General	Chaudhari, Nik...	Sep-23-2019 20:31	McNaughton, Ryan G (RN)	Sep-23-2019 18:53	Chaudhari, Nikulku
Sep-23-2019	18:16	18:16	Rx Pharmacokinetics Consu...	Complete	Entered	Signed in Full	General			Nguyen, Anh (RPh)	Sep-23-2019 18:27	
Sep-23-2019	13:04	13:04	Rx Nutritional Support Con...	Complete	Entered	Signed in Full	General			Langley, Megan F (RPh)	Sep-23-2019 13:11	
Sep-23-2019	10:53	10:53	Hospitalist Critical Care Pro...	Final	Entered	Signed in Full	General			Chaudhari, Nikulkumar (MD)	Sep-23-2019 11:26	

The document status is also displayed on this tab.

View Only Access

Viewing the Patient's Visit History

1. Highlight the patient on the Patient List, and click on the Patient Info tab

Assigned Location	Privacy Status	Patient Name	Provider	Visit Reason	Flag New
ER-Triage		xxTest, Femal T	Chou, Jeremy	VAGINAL & ABD PAL...	

2. The visit history is listed. If you need to open the record from a specific visit, highlight the visit you want to view and click on "Open Visit(s)" at the bottom right of the screen

Admit/Reg. Date	Discharge Date	Type/Care Level	Facility	Location
Aug-25-2016 12:44	Aug-25-2016 15:53	Emergency/Emergency	DeKalb Medical	ER-Triage
Aug-25-2016 10:42		Emergency/Emergency	DeKalb Medical	ER-Triage
Jun-19-2016 11:49	Jun-19-2016 16:24	Emergency/Emergency	Hillandale	H1ED-Triage
Jun-12-2016 19:50	Jun-13-2016 02:06	Emergency/Emergency	Hillandale	H1ED-Triage
Jun-11-2016 10:30	Jun-11-2016 23:59	Outpatient/Outpatient	Hillandale	Hill Radiology -
May-12-2016 00:11	May-12-2016 04:14	Emergency/Emergency	Hillandale	H1ED-Triage
May-11-2016 18:47	May-11-2016 20:04	Emergency/Emergency	Hillandale	H1ED-Triage
Mar-01-2013 10:18	Mar-01-2013 23:59	Outpatient/Outpatient	DeKalb Medical	Diagnostic Imaging...

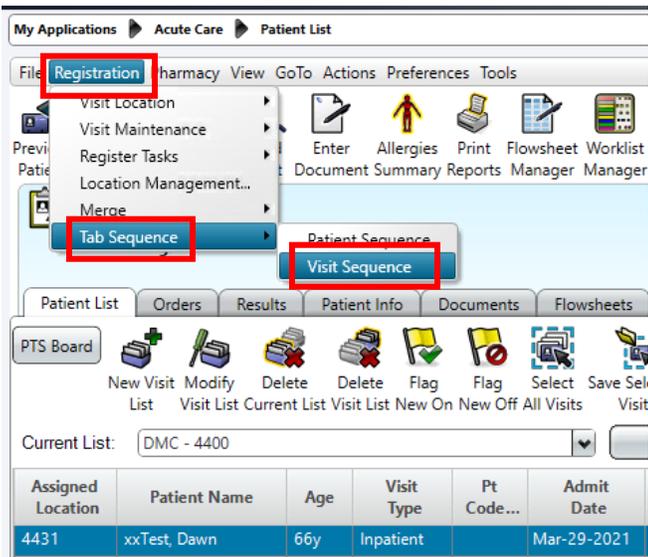
3. The patient's chart you are wanting to view will be on your Temporary List and you can view information as described previously.

Patient Name	Patient ID / Visit Number	Birthdate	Current Location
xxTest, Femal T	30057941/223327491	22-Oct-...	H1ED-Triage

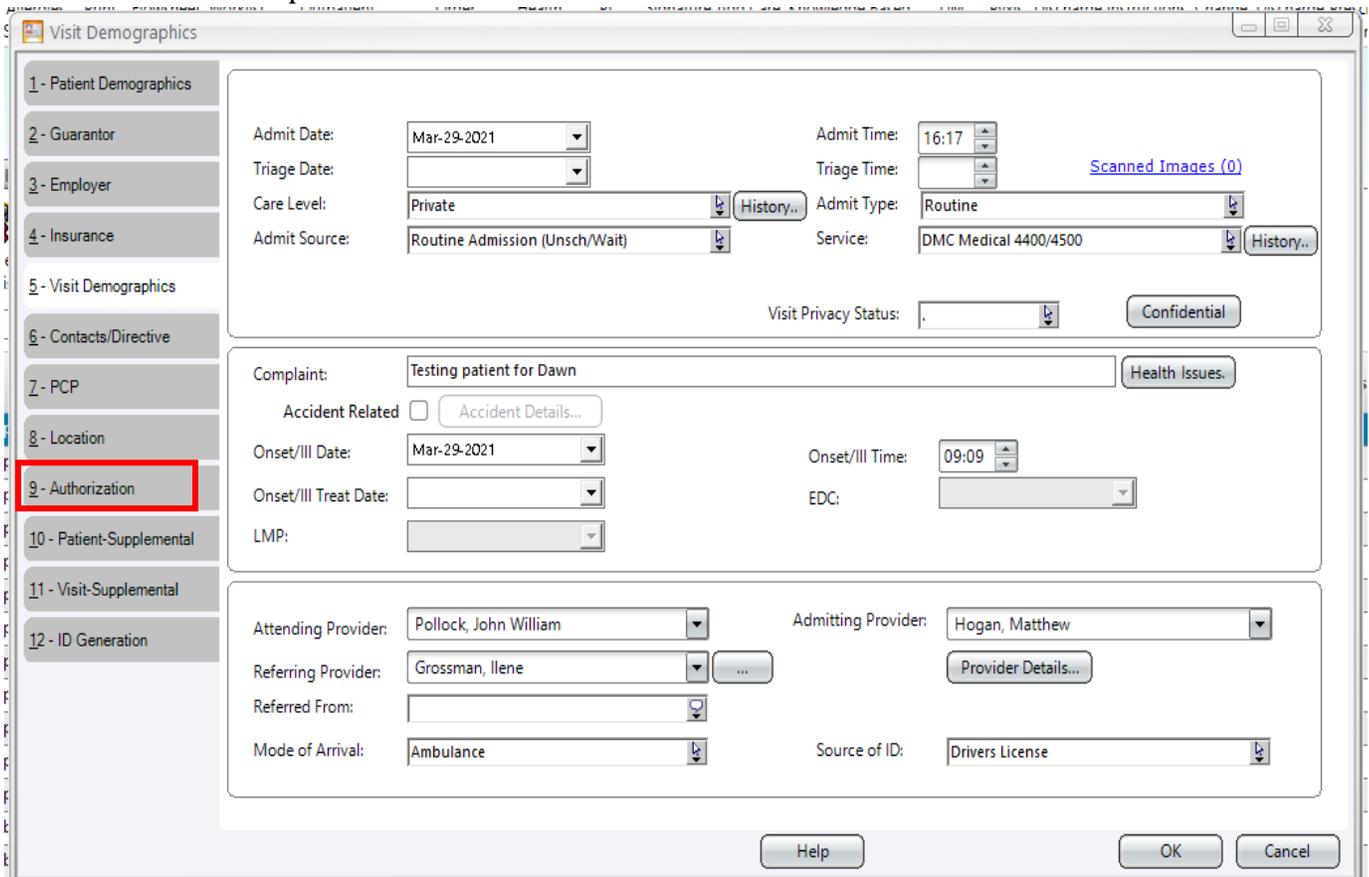
View Only Access

Viewing the Authorization Number in Allscripts

1. While logged into Allscripts SCM, highlight the patient’s name that you need to obtain the authorization number. Click on the file menu items as shown below(Registration → Tab Sequence → Visit Sequence).



2. A new window will open. Click on the “9-Authorization” tab.



View Only Access

3. In the Authorization Summary, you can hover over the Auth # field to see the full number

Scanned Images (0)

View: All Authorizations connected to the Visit in Context Carrier/Plan/Ins.Person: <All Active Carriers>

Int...	Crea...	Effec...	Expi...	Carrier/Plan/I...	Service	Care Level	Status	Auth #	PRO
92...	Mar...			Cigna/Cigna C...			Com...	23425345	

4. Or you can double click the row to open the Edit Authorization window. The full authorization number and status will be at the bottom. Click Cancel to close the window.

Edit Authorization

Contact Information
Carrier/Plan/Ins.Person: Cigna/Cigna CH FD PPO/ Internal ID: 922509
Agency:
Contact:
Email:
Phone: Ext: Fax:

Authorization Initiation
Date/Time: Mar-29-2021 16:21
Initiated By: Kessler, Lynn

Authorization Details
Request
Authorization Type: Admission Review Request Type: Initial
Requester: Person Non-person ID:
Serving: Person Non-person ID:
Referring: Person Non-person ID:
Approver: Service: Care Level:
Service Type:
Requested Start: Duration: End:
of Svcs/Units: By: Used:
 Other Clinical Information
Notes:

Approval
Authorization #: 23425345 PRO Auth #:
Previous Auth #: Tracking ID:
Auth Status: Complete Effective Date: To:

5. When finished, click Cancel to close the Visit Sequence window.

Authorization Summary

1- Patient Demographics
2- Guarantor
3- Employer
4- Insurance
5- Visit Demographics
6- Contacts/Directive
7- PCP
8- Location
9- Authorization
10- Patient-Supplemental
11- Visit-Supplemental
12- ID Generation

View: All Authorizations connected to the Visit in Context Carrier/Plan/Ins.Person: <All Active Carriers>

Int...	Crea...	Eff...	Ex...	Carrier/Plan/I...	Service	Care Level	Status	Auth #	PRO...	Rem...	Auth T...	N...	Referring...	Referrin...	Service ...
92...	Mar...			Cigna/Cigna C...			Co...	23425345		0	Admiss...				

Associated Visits

Visit #	Visit Dt/Tm	Attending	Service	Care Level	Visit Status	Discharge Dt/Tm
731001150	29-Mar-2021 04...	Pollock, John William	DMC Medical 4400/4500	Private	ADM	