

Logging into the System

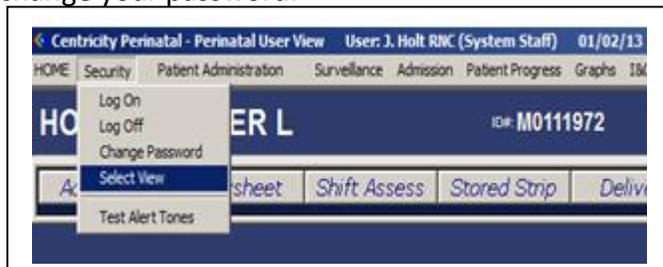
1. To log In-Press F12 or go to the menu bar and click “Security” and select “Log On”
2. Enter your user ID which is the same as your Meditech log-in: JH1234
3. For the first log-in, enter the temporary password that was provided to you. Passwords are case-sensitive. It is required that you change your password and keep your password private.
4. Individual log-ins and passwords are the equivalent of putting your signature on a documentation form. When you are finished with your documentation, remember to LOG OFF by selecting “Log Off” from the menu bar in L&D or clicking the “X” in the upper right corner to “STOP Centricity Perinatal” on thin clients or WOWs.
5. After you log-in, you are given the opportunity to select a patient (see patient selection procedures later in this document).

Changing Your Password

The password must be greater than 4 characters, cannot be the same as your user log-in and will be reset every 6 months. CPN will warn you 2 weeks in advance of the expiration date to change your password.

Once you have logged on, use these steps to change your password:

1. CLICK *Security* on Menu.
2. CLICK *Change Password*.



3. Type in your **current** password. (Remember: Passwords are case sensitive.)
4. TAB.
5. Type in your **new** password.
6. TAB.
7. Type in your **new** password **again**.
8. CLICK *Change*. If you performed these steps correctly, you will receive a confirmation.
9. If you made a mistake, you will see the following message displayed: “*The current password is invalid or the new and confirmation passwords did not match, please try again.*”
10. Repeat steps 1 - 8 once again.

Overview of the Screen

Each documentation screen in CPN is oriented in the same manner with the same functionality.

1. Title bar: this shows the user view you are viewing (Perinatal – L&D, Postpartum & Nursery). It also has the logged-in user’s name – this is the person who will be recorded as performing the documentation.
2. Menu bar: allows navigation, sometimes as a secondary place to find forms/charts. Patient Progress is the main place to find documents if not on the quick keys.
3. Patient banner: this is the patient who will be charted on with associated information. The information “flies” to the banner bar from elsewhere – it is not a place for documentation, but a quick view of pertinent information.
4. Quick keys: These keys allow navigation to documentation forms and charts that are grouped by topic.
5. Function keys are another way to navigate through the system.

F1	F2	F3	F4	F5	F6
Help	F2-Home	F3-Select Pt	F4-Create Pt	F5-Transfer	F6-Discharge
F7	F8	F9	F10	F11	F12
F7-Change ID	F8-Active Beds	F9-Stored Strip	F10-Chalkboard	F11-OnCall	F12-Logoff

Interaction of CPN and Meditech

We have an ADT (Admission, Discharge, Transfer) interface that sends patient information from Meditech into CPN. Demographic information will be sent and updated with each visit to L&D as long as the same M# is used. Height, weight and allergies also flow across this interface to populate the fields in CPN.

1. For patients having an NST or OB check, the patients will be found in Undelivered-Hold or the MD review unit if they have recently been seen for an OB check or NST. Staff will need to remember to move them to the room they are currently in on the chalkboard so EFM tracings can be recorded under their chart.
2. For scheduled admits (inductions, c-sections), the patient will automatically be placed in the assigned bed.
3. Newborns will be pre-admitted when the mother is in active labor or upon admission for a scheduled c-section. The ADT feed will automatically place the newborn in the Newborn Pre-Admit unit.

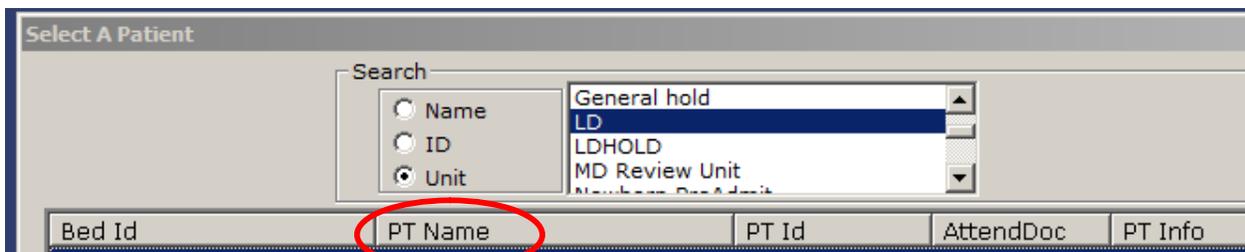
4. All transfers within the departments will be done by staff.
5. If a pregnant patient leaves the hospital while still pregnant (OB check, NST, 23 hour OBV, antepartum stay), she should be transferred to the MD Review Unit for MD signature on the charting. The only time a patient should be discharged from Meditech is when she delivers.
6. Discharges from inpatient statuses will be automatically done by Meditech. This will move the patient's record from the bed location to the HOLD beds within the last unit they were in (OB Hold for Postpartum, NUR Hold for Nursery, LD hold for L&D).

Cold Feed is a process where documentation will be automatically sent from CPN to Meditech on discharge of the mother and baby. A PDF document will be sent from CPN to the "Report" section of EMR in Meditech within 24 hours – 1 week after discharge. This will allow other departments to see the patient history. This process will be implemented after go-live.

Selecting a Patient via the Menu: By Unit

After logging on, if you did not select a patient at that time, use these steps to select a patient by unit:

1. CLICK *Patient Administration* on the Menu.
2. CLICK *Select Patient*. A list of patients in the default unit will be displayed. The unit will be highlighted at the top of the screen.
3. CLICK on the desired unit at the top of the screen. Patients in that unit will be displayed. To alphabetize the names in the unit, click on the gray bar "PT Name." You can skip to the first letter of the last name by typing in a letter (S for Smith).
4. CLICK on the desired patient. This will highlight the patient's name.
5. CLICK *Select* at the bottom of the screen.
6. The patient's information will be displayed on the Patient Banner.



Selecting a Patient via the Menu: By Patient Name

After logging on, use these steps to select a patient name:

1. CLICK *Pt Administration*, on the Menu.
2. CLICK *Select Patient*. A Roster of patients in the default unit will be displayed. The unit will be highlighted at the top of the screen.
3. CLICK *Name* under *Search* at the top of the screen.
4. Type in the first three letters of the patient's last name.
5. CLICK *Search*. A list of patients meeting the criteria will be listed.
6. CLICK on the desired patient. This will highlight the patient's name.
7. CLICK *Select* at the bottom of the screen.
8. The patient's information will be displayed on the Patient Banner.

The screenshot shows a window titled "Select A Patient". At the top, there is a "Search" section with three radio buttons: "Name" (selected), "ID", and "Unit". To the right of these buttons is a text input field containing "Holt" and a "Search" button. Below the search section is a table with the following columns: "PT Name", "PT Id", "Bed Id", "AttendDoc", "PT Info", and "Pdots". The table contains two rows of data:

PT Name	PT Id	Bed Id	AttendDoc	PT Info	Pdots
HOLT, JENNIFER L	M0111972	LD.102-1			MDR-CPI
Holt, Baby boy	m0111012	NUR.N-15			MDR-CPI

Selecting a Patient via the Menu: By ID

In a similar manner as above, you can search by the M # by selecting the radio button in front of ID, then typing in the entire Medical Record Number, including the "M0" (M0123456).

Selecting a Patient via the Chalkboard

After logging on:

1. CLICK *Pt Administration* from the Menu.
2. Select the desired chalkboard.
3. RIGHT-CLICK on the desired patient.
4. CLICK *Select* from the drop down menu.
5. The desired patient will be displayed on the Patient Banner.

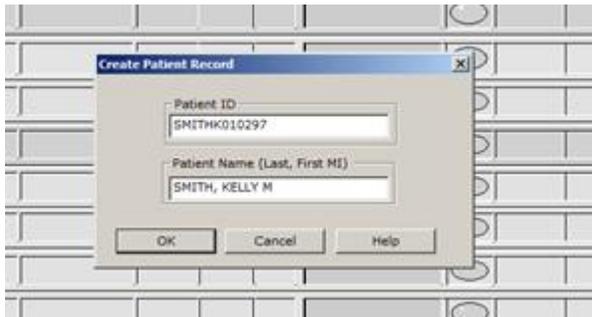
Admitting a Patient via Menu: Patient Administration

After logging on:

1. CLICK *Pt Administration* on the Menu.
2. CLICK *Create a Patient Record*.
3. This screen will be displayed.

4. CLICK on the desired bed.
5. CLICK *Select*.
6. Type in the Patient ID on the first line of the Create a Patient Record screen.
7. TAB.
8. Type in the patient's name on the second line. Format: Last name, First name, MI.
9. CLICK *OK*.

Admitting a Patient During “DownTime”



Because CPN aims to create one record for each patient, it is important to always search for a patient before creating a new record. If you cannot find the patient record during a search, select “Create Patient Record” under Patient Administration on the menu.

1. Patient ID should be the patient's last name, first initial, DOB with no spaces...SMITHK010297.
2. Patient name should be typed in as pictured above. This allows you to begin fetal monitoring and documentation on the patient.
3. Once the Meditech ADT feed is back online, notify a system manager by email to notify them to merge the created/downtime record and the ADT record from Meditech.

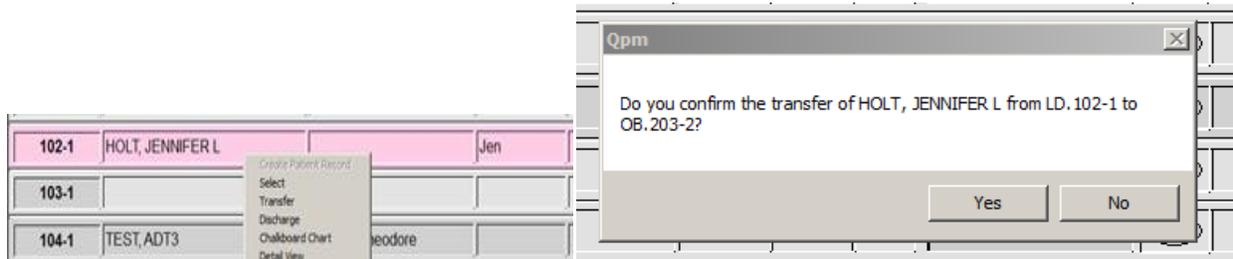
Transferring a Patient to Another Unit via the Menu: Patient Administration.

If already logged on, select the patient to be transferred. Make sure the correct patient is in the Patient Banner.

1. CLICK *Pt Administration* on the menu.
2. CLICK *Transfer*.
3. Under the Search box, CLICK the unit where the patient will be transferred.
4. CLICK on the desired bed in the selected unit. This will highlight the bed.
5. CLICK *Select*. A confirmation notice will be displayed.
6. CLICK *Yes*, this will confirm the transfer.

Transferring a Patient to Another Bed via the Chalkboard

1. CLICK *Pt Administration* from the Menu.
2. CLICK desired chalkboard.
3. RIGHT-CLICK on the desired patient/room.
4. CLICK *Transfer*. A wheelchair will be displayed.
5. Move the wheelchair to the desired location/bed.
6. CLICK on the destination location/bed.
7. Confirm the transfer by CLICK *Yes*



Discharging a Patient via the Menu: Patient Administration

If already logged on:

1. Select patient to be discharged. (Patient name will then be displayed in the Patient Banner.)
2. CLICK *Pt Administration* from the menu.
3. CLICK *Discharge*.
4. Confirm the discharge, CLICK *Yes*.
5. The patient will be moved into a Hold Bed in the current unit. If you have discharged the wrong patient, you can transfer the patient from the Hold Bed to the correct location.

Discharging a Patient via the Chalkboard

If already logged on to Centricity Perinatal:

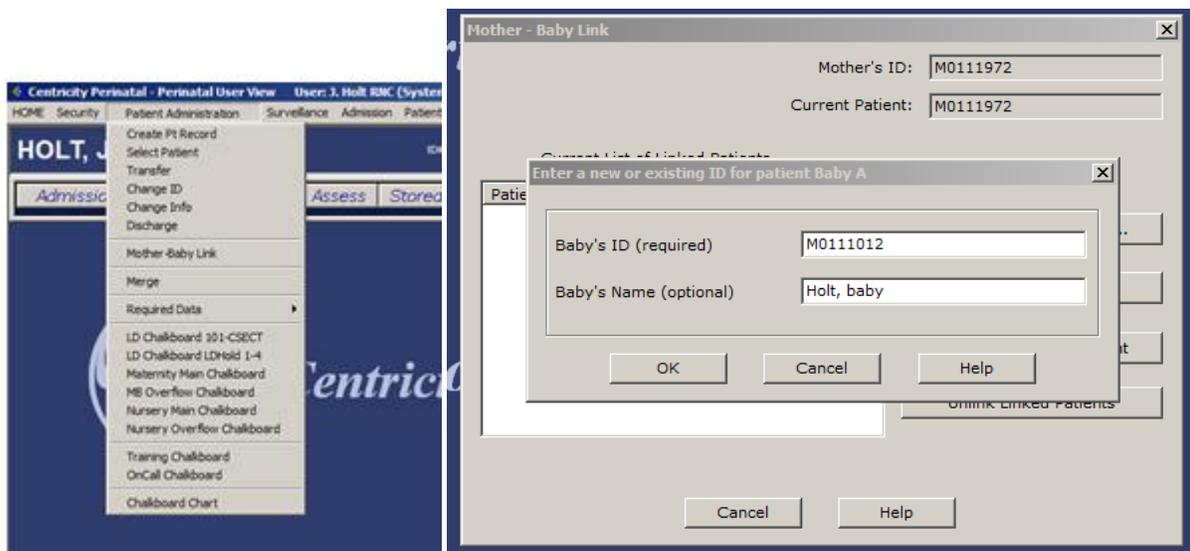
1. CLICK *Patient Administration* on the Menu.
2. CLICK desired chalkboard.
3. RIGHT-CLICK on the desired patient.
4. CLICK *Discharge*.

5. Confirm the discharge, CLICK Yes.
6. The patient will be moved into a Hold Bed in the current unit. If you have discharged the wrong patient, you can transfer the patient from the Hold Bed to the correct location.

Mother-Baby Link

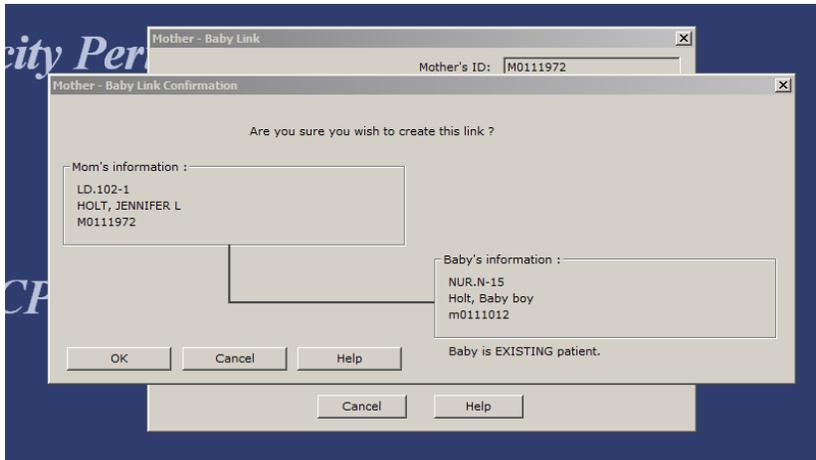
In order to provide accurate information to the baby's record from the mother's documentation, it is imperative to link the correct mother and baby records. Babies will automatically be admitted to the Newborn PreAdmit Unit and should be linked once an M# is available.

1. Select mother so that her name is displayed in the patient banner.
2. CLICK *Patient Administration* from the Menu, CLICK *Mother Baby Link*.
3. Click **Create Baby Record**.
4. Enter Baby's ID number (M# including the M0). You can leave the baby's name blank as CPN will auto fill the baby's name. This allows the user to verify that the link is correct.

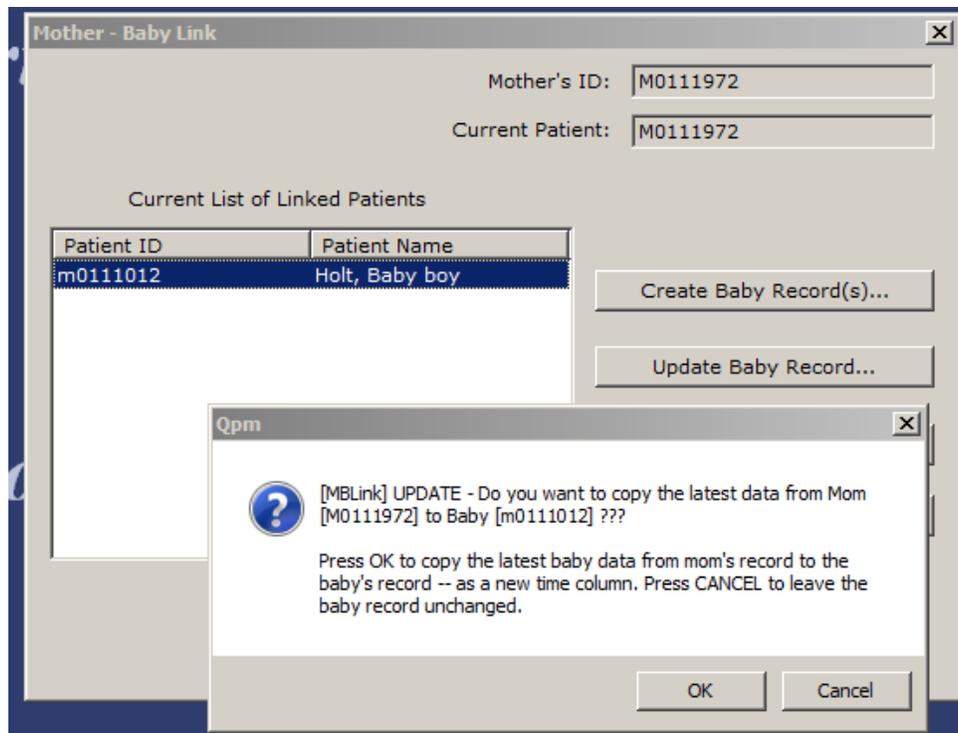


5. Confirm the correct link. Click OK. Babies who are pre-admitting will be listed as an EXISTING patient.

CPN Training Materials – Basic Patient Navigation



6. A successful link message will be displayed. Click OK.
7. Option to link Baby B displays when there are multiple births. Use the same procedure as above.
8. To have the data transmitted from mother to baby, highlight the baby you want to receive the information and click *Update Baby Record*. Ensure you have the correct baby again before updating the record. Click ok to confirm. This step can be completed many times. If mother's record is updated, you have to complete this process again to provide the most updated information to the baby's record.



9. You can *Unlink Linked Patients* if incorrect patients have been linked together.
 - a. Select the mother's name in the patient banner.
 - b. Select *Mother-Baby Link*
 - c. Highlight baby's name
 - d. Select *Unlink Linked Patients*. All data will be separated. Please contact a **system manager** or **super user** if you have to complete the "unlink" process so we can ensure all data is appropriately separate and documentation is correct.

Printing

After Cold Feed processes are implemented, we will not need to print anything from CPN except discharge instructions that will be signed by the patient. Printing is done by selecting the Print option on the Menu Bar.



1. L&D staff will print all outpatient records, whether or not the patient is admitted. NST and OB checks will be placed in the prenatal record folder in the MD file area for signature as we do now. If the patient is admitted after an outpatient visit, L&D will print the outpatient portion only and will send the outpatient record to send with the chart upstairs for MD review.
2. Patients who are transferred from L&D to a higher level of care will have their complete record printed by L&D before discharge.
3. Postpartum staff will print the mother and baby record upon discharge from the hospital.