

# **ARN Tips Sheet**

## **Signing into Epic as ARN**

- Sign in > role > attending nurse
- Click check box next to unit name > select all

## **How to wrench in various team members:**

- Click "My Patients" list > properties > available columns > top right hand search bar
- Helpful columns to add:
  - PT (Treatment Team)
  - Case Manager
  - SIC Date
  - Length of stay (inpatient)
  - Registered Nurse
  - Attending
  - Assigned OT
  - Healthcare Proxy?
  - COVID-19

## **Updating bed board**

- How to change Attending
  - Highlight pt > right click > treatment team > click "reassign" under Attending Providers
  - Discharge date > open pt chart > Navigators > discharge home > expected discharge (left side column) > select date and add comments as needed
    - For example, d/c home pending pt tolerates PO pain meds for 24hrs
  - Once discharge is confirmed for the day > highlight pt > click definite discharge > yes
    - You can cancel this later if the discharge falls through (orange exclamation mark will show up instead of checkmark)

## **Epic documentation**

- Progress Note
  - Write note as you would as the staff nurse and just change heading to say Attending Nurse Progress Note
  - Useful to write a note if there is a particularly complicated dispo plan
  
- Care Coordination Note
  - Chart Review > wrench in "care teams" > click "Patient Care Coordination Note" hyperlink to edit
    - This stays in the patient chart after discharge so helpful for recurrent issues
    - Don't delete notes written by other providers, just add your note at the bottom
  
- Nursing Handoff
  - Create your own dot phrase to organize and standardize for your unit
    - Consults
    - HCP
    - Dispo plan/barriers
    - Possible scripts/PAs needed
    - F/u appt
  
- Getting to know me
  
- Sticky notes

## **PAs**

- To see if an outpatient provider wrote a prescription
  - Chart review > Meds tab > scroll down to see ambulatory (AMB) meds
    - You can see who prescriber was and which pharmacy med was sent to
- You can pay copays over the phone with credit card at MGH outpatient pharmacy
- Meds that usually require PA include opioid pain meds, liquid meds, and anything expensive
- You can also wrench in column in Epic "Common Prior Auth Meds"