

## **TIP SHEET** HOSPITAL INFORMATION SYSTEM (HIS)

#### **Oncology** – Infusion Centre Depart

Targeted Users: <u>Nurse – Oncology Ambulatory, Oncology Reg/Sched Clerk</u>

1. Manage and document IV Site in Interactive View (I-View)



2. Manage **Tracking Board activities/ tasks** if needed. Make sure there are no tasks or events that are outstanding. To complete an event, right click the event icon and update the status to complete.

frack	cing Board													
nfusi	ion Therapy Inf	usion Therapy Check Out												
Pati	ent: ZZONC. DOM	NNA - Filter: <	None>	-										
<u>.</u>	• •	. m												
	Location	Name	Birth Date	MRN	Reason for Visit	Allergies	Isolation	RN/RPN	MRP	Activities	Events	IV Stop	LOS	Comments
	Pod A 1	ZZONC, MELVIN	1996-Feb-12	11002568	test	Q			Salib, N	lar 👻			3490:14	
	Pod A 1	ONCTEST, MQADTF	1950-Jan-01	11002803	NEW PATIET FO	el.		NN; LP	Lee, Lin	da	2		2000:28	
	Pod A 1	ZZONC, KITTY	2000-Apr-13	11003034	testing	0		POD A	Salib, N	lar	<del>12</del> 2		2023:06	
	Pod A 1	ZZONC, BRIANNA	2001-Feb-02	11000509	Testing	0			Test, IM	ю 💊			7:46	
	Pod A 2	ONCTEST, MQADTT	1950-Jan-01	11002761	TESTING ADT	aj		NN	Salib, N	lar	100		1879:49	
	Pod A 3	ZZONC, STRAWBER	2000-Oct-10	11054374	test	Q		RS	Salib, N	lar 💊	st.	QT-	657:17	
	Pod A 4	ZZONC, DONNA	1967-Nov-04	11000342	RAD ONC	0			NHS Te	sti 🐈	and the second s		48:50	
	Pod A 5	ZZONC, TIGER	1989-Mar-21	11054270	testing	0	Yes		Salib, N	lar 💊	RÍ.	Ŷ	535:48	
	Pod A 6													
	Pod B 1													
	Pod B 2	ONCPP, JO	1999-Feb-14	11002923	testing	o		NN	Salib, N	lar 💊	<b>16</b>		657:20	
	Pod B 3													



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3. Document patient education discussion on Patient Education, Infusion/Oncology I-View section.



4. If needed, print **Treatment Calendar.** Open the patient's chart. Navigate to Oncology, select the Treatment Calendar tab and click the printer Icon. Complete any necessary documentation and click Print.

Task Edit View Pa	ford Char	t Links Mangation Halp										
GHome SMulti-Patie	ent Task List	🎬 Order Tracking Worklist Tracking Board 🎍 Patient	List 🖃 Message Center 🌇 e	Coach 🜇 Dynamic Worklist 🌇 Refenal Management 🜇 Or	scology Nevigetor Worklist	Cardiovascul	er "					
🕄 Oracle Bridge 🕄 Cân	ical Educatio	n 🕰 Service Desk Help 🛍 HDS ESPIN 🖕										
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ZZONC, DONNA											ist -> 🕋 Recent	<ul> <li>Name</li> </ul>
ZZONC, DO	NNA	MRN:110003	42	Allergies: milk		Attendin	g:NHS Test01, I	Physician - Medica	al Oncology/Hae	Loc SC CHEMO;	Pod A 4	
Admin Sector	nale	D08:04/Nov	/1967	Age:57 years		Dose Wt	65.000 kg (04-1	Nov-2024)		HCNLON 9999-9	99-999	
Code Statue	NO USE A		o Usta Available>	Alerts: No Alerts Documented		Recurring	FIR: 22-40067	a lateu ne 2024-a	spess (25204) Los			Bains Colomba
Mana .	•	C . Oncelogy									25 rul scene 1	a nation of the
Nurse View	_	Ascending colon cancer   Auth (Verfied)										
	_	Provide and Transformed and Transf	and COD Involution									
		Pressure Pressure Carthan Presser Ressour	sta ccomonaronos									
	_	M B B B 4 4 100% - 0 0	2									
		Calendar Items		Calendar List	😴 Display all day	5 44 4 5W	10K5 1 1 1					=6
	+ Ass	a Appointments		November 2024		Sun	Mon	Tue	Wed	Thu	Pri .	Sat
		New Medication Review ONC	704/11/2024	Sun 3		2		4	6 MIN, 2024			
		New Medication Review ONC	*04/11/2024	Mon 4 8:254M EST New Medication Review ONC			-					
		a Regimen Appointments		ESTAPLEST New Medication Kenes Onc.								
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		a 🀱 Cycle 2 - 220NCP Bladder CESPEU		Wed 6								
	+ Add	⊿ Scheduling/Communication		Wed 5 The 7 195/2027 Fe 8 Set 9		10	-	11	11	54	15	16
		ONC Systemic Treatment - Days 1	108052034	Fei 0								
	kation List + Add	A M Cycle 3 - 220NCP Bladder CESPFU		Sut 9								
Medication Unit + Add Diagnoses and Problems Clinical Media + Add		a Scheduling/Communication ORC Sectors: Treatment - Data 1 105/06/2024		Sun 10 Mon 11 Tue 12								
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Patient Information a M Optie 4 - zzONCP Bladder CISPFU Appointments a Scheduling/Communication			Thu 14									
Appointments Stat/Step Time Clinical Research Fatient Preferred Pharmacy		2 Schedung/commission		Fei 15								
		a M Cycle 5 - 220NCP Bladder CISPFU		Sat 16								
				Sun 17								
		⊿ Scheduling/Communication		Pice 10		24	25	26	27	28	29	20
Clinical Connect		OWC Systemic Treatment - Days 1	*31/07/2024	Wed 20								
		a 30 Cycle 6 - zzONCP Bladder CESPFU a Scheduling/Communication		Thu 21								
				Pet 22								
		ONC Systemic Treatment - Days 1	*28/08/2024	Sat 23								
		a 15 ONC Areas CREPPACE (W)		Sun 24		1 DEC, 2004	2	3	4	5		7
		a M Cycle 2 - ONCP Arus CRBPPACL(W)		Mon 25					·			
		a Scheduling/Communication		Wind 27								
		ONC Systemic Treatment - Days 1	10/06/2004	Thu 20								
		ONC Systemic Treatment - Davis R	24/6/2024	V 66.20		4						

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5. Update **Tracking Board location to Check Out tab** by double clicking the patient's location. The "Select location" window opens. Select "IV Check Out" then click OK. This will remove the patient from the Tracking Board and will move it to the Check Out tab.



6. Nurse checks out the patient in Ambulatory Organizer (automatically updates the scheduling book status). In the Ambulatory Organizer, click the Checked In status, then select Check Out.

4 August 15, 20						
August 15, 20	)24 🛄 🕨 Pat	ients for: 🍿 SC ONC A Pod ; 🗰 SC ONC B Po	d ; 🗰 SC ONC C Pod ; 🗰 SC ONC D Pod 🗸			
Time	Duration	Patient	Details	Status (as of 6:26)	Notes	
8:00 AM SC ONC D1	15 mins	ZZONC, SCHEDORDTEST 50 Years, Female	ONC PICC Removal	Confirmed SC ONVAD	Reason for Visit : test	
8:25 AM SC ONC B1	2 hrs 30 mins	ZZONC, DONNA 57 Years, Female	ONC CTX- Infusion Appointment	Checked In	Reason for Visit : AC+PEMB	
9:00 AM SC ONC A1	5 hrs	ONCPP, JO 25 Years, Female	ONC CTX- Infusion Appointment	No Show Check Out	Reason for Visit : CHOP+OBIN	
9:15 AM SC ONC B6	1 hr 30 mins	ZZONC, SCHEDORDTEST 50 Years, Female	ONC PICC Insertion	Lab Drawn DI Completed Seen by Allied Health	🔛 Reason for Visit : test	
10:45 AM SC ONC A2	30 mins	ZZONC, SCHEDORDTEST 50 Years, Female	ONC PICC Withdrawal Occ	Seen by PSW Seen By MRP Seen By Med Student/Resident	Reason for Visit : test	
	1 hr 5 mins	No appointments		Core Du Nume		

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7. If the Nurse forgets to check out the patient, the **Clerk** may check out the patient in the **scheduling book** by right clicking the patient's appointment, select **Actions** and click **Check Out.** 





