

Paragon[®]

WebStation for Physicians

(WSP) CMU CMED Student User Manual

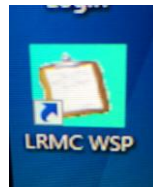


LAPEER REGION

CMU

CENTRAL MICHIGAN
UNIVERSITY

ACCESSING WSP



Within Hospital: Double click the “LRMC WSP” icon

Outside Hospital:

- Open Internet Explorer and enter web address: <http://wsp.mclaren.org>
 - **Note: Internet Explorer version 7.0 or higher must be used**
 - **If you have never accessed WSP on your computer, you must first complete the necessary setup on Homepage. Click the “WSP Setup Instructions” link at the top of the screen. When appropriate, click the hyperlinks within the document to complete the necessary tasks. Click “Run” or “OK” when prompted.**
- Click the appropriate “WebStation for Physicians” link for your site

Initial Screen/ Homepage:

The McLaren Health Care logo, featuring a stylized blue and white 'M' icon followed by the text "McLaren" in a large, bold, blue font, and "HEALTH CARE" in a smaller, blue, sans-serif font below it.A photograph showing a surgical team in an operating room, wearing blue scrubs and masks, focused on a patient.

WebStation for Physicians Landing Page

WSP Setup

WSP Tools WSP Setup Instructions

McLaren Flint	McLaren Lapeer Region
McLaren Flint WebStation for Physicians Password Reset Password Reset Instructions New Info Med Staff Dept and Committee Meetings 2016 Computer Training Materials	McLaren Lapeer Region WebStation for Physicians Password Reset Boarding Instructions Guidelines for the Management of Anticoagulant Agents LAP IP Only List Pre-Admission / Pre-Procedure Information Surgery / Procedure Information Physician Directory Staff Calendar ICD-10 Tip Sheet 2015 Medical Staff Meeting Assignments Request for Peer Review Form Note: A.I.D.E.T. Acknowledge Introduce Duration Explanation Thank You *EVERY TIME*
McLaren Macomb	
McLaren Macomb WebStation for Physicians Password Reset Password Reset Instructions WSP CPOE Training Material Version 12 Upgrade: Introduction and Training Guide	

For your very first login, you must change the temporary default password you were given, to one of your choice:

- Click the McLaren Lapeer Region “Password Reset” link from the homepage (<http://wsp.mclaren.org>)
- Type in the username and password given to you and click the “Login” button
- It should prompt right away to change the password
- Type in the current temporary password, then enter your new password and confirm the new password by typing it again.
- Click the “Login” button (password is now updated)
- Click the “Logout” link (located at top of screen just to the left of “Edit Information”)
- Return to the website: <http://wsp.mclaren.org> and click on the “Lapeer WebStation for Physicians” link

Lapeer Login Page:

MCKESSON
Empowering Healthcare

Paragon WebStation for Physicians

Domain:

Username:

Password:

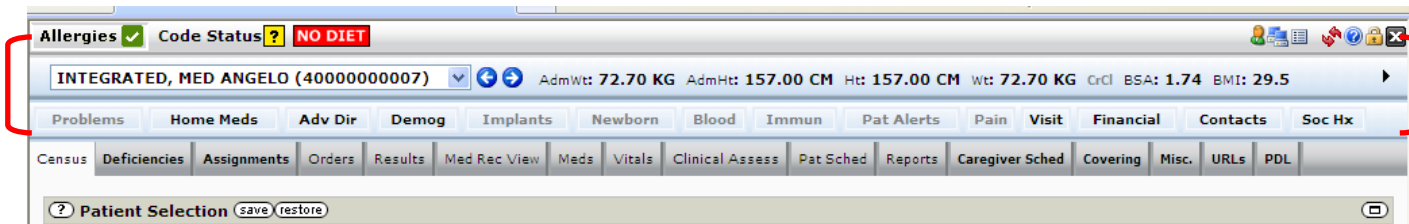
Environment: ▼

NOTE- Drug screening information is provided using reference data from the MedKnowledge Framework component of First DataBank. FDB disclaimer: The information contained in the First DataBank databases is intended to supplement the knowledge of physicians, pharmacists, and other healthcare professionals regarding drug therapy problems and patient counseling information. This information is advisory only and is not intended to replace sound clinical judgment in the delivery of healthcare services. First DataBank disclaims all warranties, whether expressed or implied, including any warranty as to the quality, accuracy, and suitability of this information for any purpose. Copyright 2007 First DataBank, Inc.

Domain: MCLAREN.ORG
Username: username given to you
Password: new password you just updated
Environment: Paragon LIVE

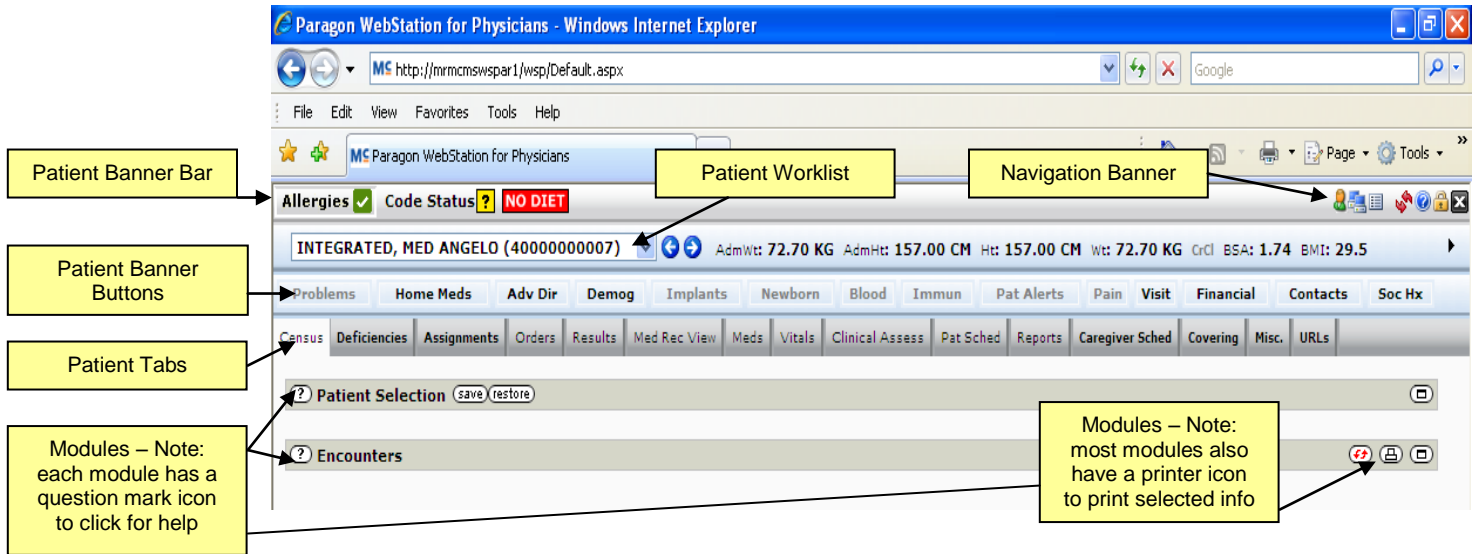
General Information and Navigation Tips

Patient Banner



The first 3 bars are referred to as the “Patient Banner”. The following table describes the icons that can be displayed in the top left line of the patient “banner”:

Icon	Description
	The red allergies icon displays if allergies have been entered. If you click the allergies icon, the allergy info displays. Click the allergies icon again to collapse the data.
	The green allergies icon displays if “No known allergies” or “No known drug allergies” has been entered.
	The yellow allergies icon displays if no allergy info has been entered or “No known allergy information available” has been entered. If you hover the mouse over the icon, “No Allergy Information” displays.
	This icon displays if a Code Status order does not exist for the patient. If a Code Status order does exist for the patient, the Code Status description displays in the Patient Banner (up to 12 characters). If the description is longer than 12 characters, the first 9 characters display, followed by 3 periods to indicate there is more text available. You can hover the mouse over the Code Status to view the tool tip, which will display the complete description.
	The NO DIET icon displays if no active diet order exists for the patient. The NPO icon displays if the patient has an active NPO diet order.
	The pregnant icon displays if the pregnant value is set at “yes” in the patient’s visit record.



- **To log off:** Click the sign out button in the navigation bar

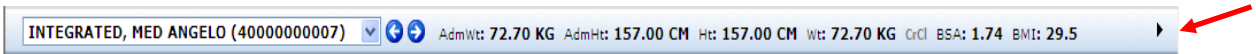


- **NOTE:** If you do not perform any activity for 30 minutes, the system will automatically log you out.

- **To access the help function:** Click the help button in the navigation bar



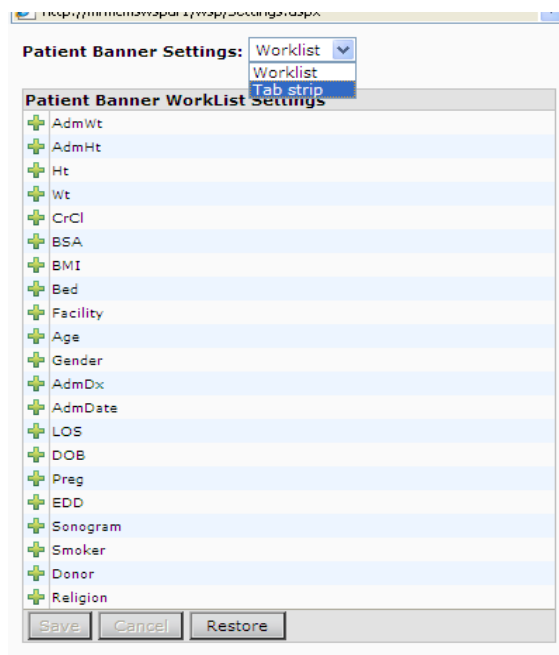
- **To expand the information displayed in the Patient Banner:** Click the arrow to show all the patient banner data fields. Click the arrow again to collapse.



- **To Customize your Patient Banner:** Click the display settings button in the navigation bar



- From the Patient Banner Settings dropdown, select whether you would like to customize the Worklist patient information that is displayed for each patient (in 1st blue bar), or which Patient Banner buttons are displayed in your tab strip
- After making your desired changes (adding/removing different settings, changing display order), click the "Save button"



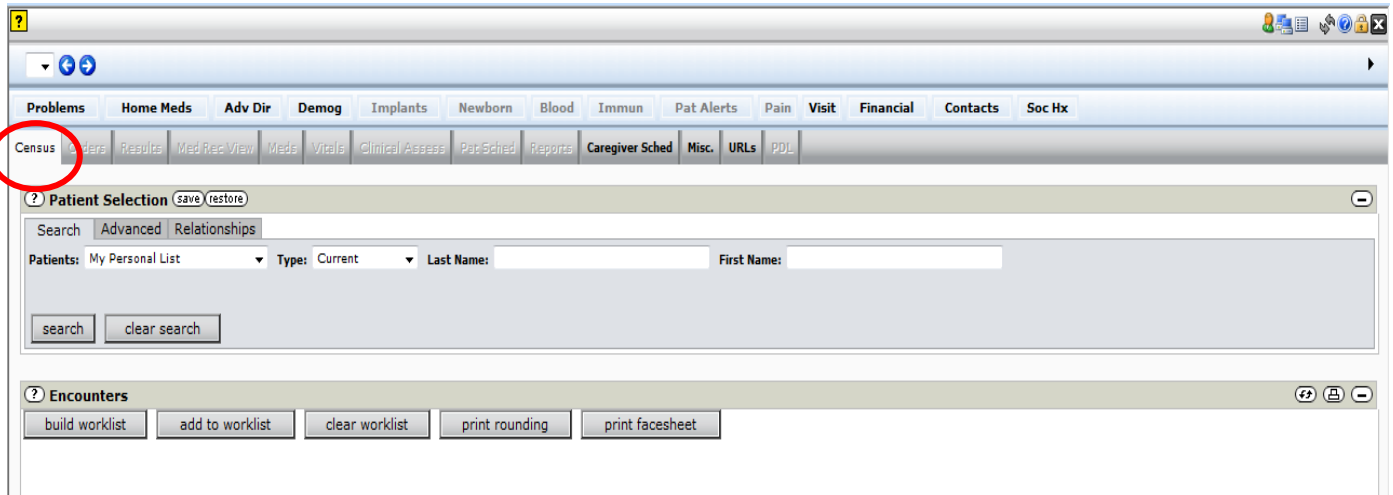
Patient Banner Buttons

- **Prob. & Proc.** – Displays the problems and procedures entered for the patient. It includes the description, status, date, and note (if applicable). Click the “Edit Problems and Procedures” link to add or edit the Problems and Procedures.
- **Pre-arrival Meds** – Displays medications that were taken or administered prior to hospital arrival. Example: medications given by EMS.
- **Home Meds** – Displays the home medications entered in the Patient Profile. To add or edit the home medications; click the “Edit Home Meds” link.
- **Adv Dir** – Displays the patient’s advanced directive from the visit record.
- **Demog** – Displays the demographic data for the patient. To edit some aspects of the demographics, click the “Edit Patient Detail” link.
- **Implants** – Displays the implants entered in the Patient Profile. To add or edit implants, click the “Edit Implants” link.
- **Newborn** – Displays the newborn data entered in Clinical CareStation. Includes the mother’s name, mother’s visit ID, mother’s medical record number, birth weight, and APGAR scores.
- **Blood** – Displays the blood information including the blood product and number of units.
- **Immun** – Displays the immunizations entered in the Patient Profile. To add or edit immunizations, click the “Edit Immunizations” link.
- **Pat Alerts** – Displays the patient alerts entered for the patient across the clinical and non-clinical applications. The Patient Alerts tab provides important patient specific information that you may need to know. Examples include: “Patient is combative”, etc.
- **Pain** – Displays the pain assessments entered in Clinical CareStation within the last 24 hours. The hour displays across the top, the date displays across the bottom and the color coded pain scores display in the center.
- **Visit** – Displays the patient’s visit information. To edit some aspects of the visit information, click the “Edit Patient Detail” link.
- **Financial** – Displays the financial/insurance data for the patient’s visit.
- **Contacts** – Displays the relationships entered for the patient. To edit some aspects of the contact information; click the “Edit Patient Detail” link.
- **Social Hx** – Displays the patient’s social history including the Age and Smoke indicator.
- **Vitals** – Displays a flowsheet of vital signs entered within the last 72 hours. Up to 6 separate date/time columns will appear
- **Alcohol** – Displays alcohol use if entered in Clinical CareStation
- **Tobacco** – Displays tobacco use if entered in Clinical CareStation
- **Rec Drug** – Displays recreational drug use if entered in Clinical CareStation
- **Fam Hist** – Displays any family history that is entered in Clinical CareStation

NOTES:

- Once you click on one of the above buttons to view the data, you have to click it again to minimize the information.

Initial Screen (Census Tab)



When you first log in, the system defaults to open the “Census” tab. The Census tab includes 2 modules, “Patient Selection” and “Encounters”.

Patient Selection Module

3 Patient Selection Tabs

- **Search** – Allows you to do a general “Name” search
- **Advanced** – Allows you to search with advanced criteria
- **Relationships** – Physician only function

Click on the “Advanced” Tab for more search criteria



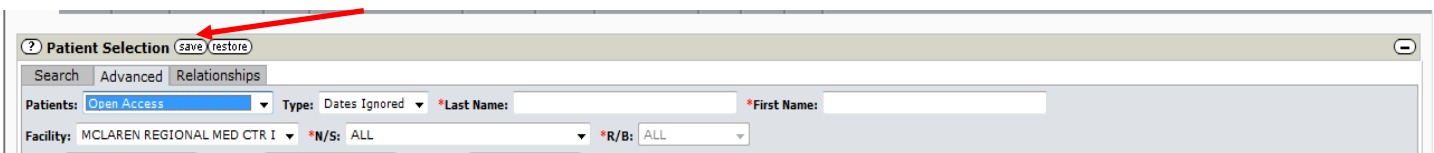
To search for a patient:

Patients: Type: *Last Name: *First Name:

- Click on the “Patients:” drop down arrow

- Click **“Open Access”**
- Make sure appropriate facility is chosen
- **If searching for a current inpatient**
 - **“Type:” = Current**
 - **“Bed Filter:” = In Bed**
- **If searching for discharged patient**
 - **“Type:” = Dates Ignored**
 - **“Bed Filter:” = ALL**
- Enter Last Name, First Name, or whatever search criteria you prefer
- Click the **“search”** button

TIP: After selecting **“Open Access”** (2nd bullet), you can click the **“save”** button on the module bar to make it your new default. Then, every time you log in, it will open directly to the open access screen and you can simply enter your search criteria and click **“search”**.



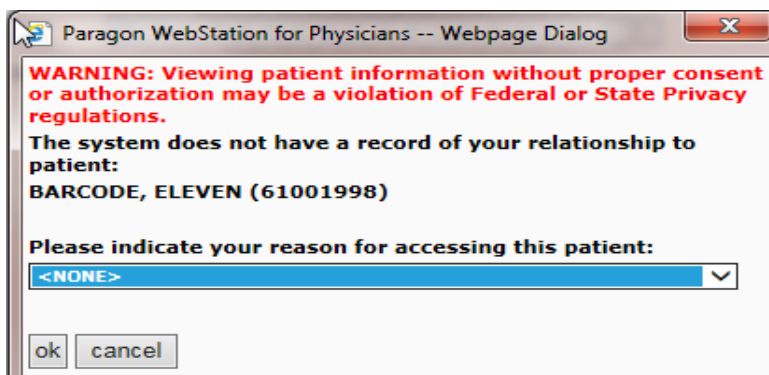
- After you click the **“search”** button, your search results will display at the bottom of the screen in the **“Encounters”** module

Encounters Module

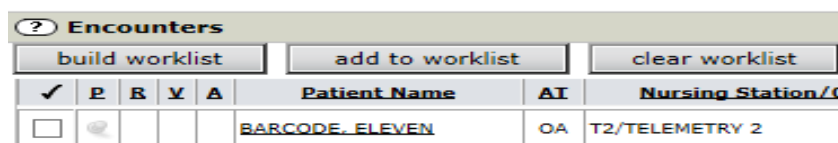
- Click the box in the leftmost column to place a checkmark in front of the correct patient and encounter, then click the **“add to worklist”** button

A screenshot of the 'Encounters' module in the Paragon WebStation. The interface shows a search bar at the top with 'Open Access' selected. Below the search bar, there are dropdown menus for 'Type' (set to 'Dates Ignored') and 'Facility' (set to 'MCLAREN REGIONAL MED C'). There are also input fields for '*MRN:' and '*Visit ID:'. A 'search' button is visible. Below the search bar, there is a table of search results. The first row is highlighted. A yellow callout box points to the 'add to worklist' button, with the text '1) Select pt by placing checkmark'. Another yellow callout box points to the 'add to worklist' button, with the text '2) Click “add to worklist” button'. A third yellow callout box points to the patient information in the table, with the text '3) Patient is now displayed in the “Worklist”, so you can view their patient information (Medical Record)'. The table has columns for Patient Name, AT, Nursing Station, Room/Bed, Complaint, Admit Date, Discharge Date, Status, DOB, Age, Sex, Visit ID, MRN, Type, and Service Code. The first row of data is: INTEGRATED, MED ROSE, OA, UNKNOWN_LOCATION, UNASSIGNED, BACK PAIN lumbar fracture, 04/03/2011 11:52, Admit, 07/05/1949, 61Y, F, 4000000010, 130000010, Medical, Medical Inpatient.

- **NOTE:** The security bypass screen appears. Click the drop down arrow and select the appropriate reason for viewing patient, then click the “OK” button to proceed.



NOTE: Patients must be added to your worklist so you have access to all of their patient information tabs. You do not click on their name from the “Encounters Module”. You must first add them to your worklist to view information.



Buttons:

Build worklist – Clicking this button will add ALL visits that are currently displayed in the Encounters module to your worklist (regardless of which encounters have been selected). **Be very careful with this button** – it is better to use the “add to worklist” button unless you understand this implication.

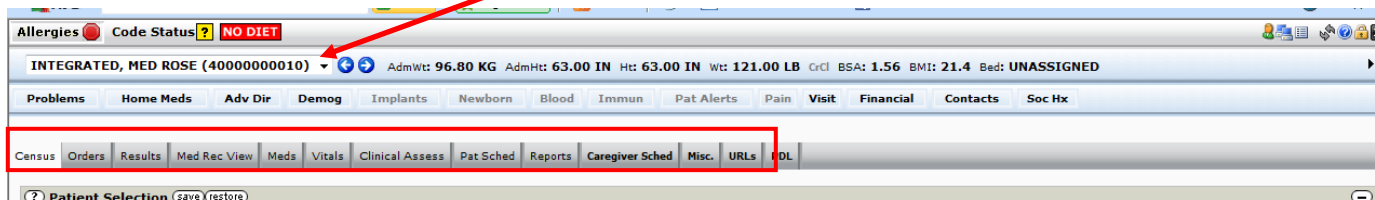
Add to worklist – Click this button to add one or more selected patients to your worklist (by first clicking the box in the leftmost column to insert checkmark)

Clear worklist – Clicking this button removes all patients in your worklist

Tabs

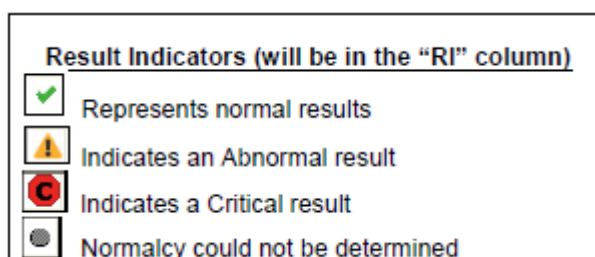
Viewing Patient Information

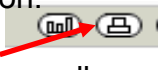
**** Remember: The name currently displayed in the worklist is whose information you are viewing.**




- **Census** – Previously covered on page 6. Includes the “Patient Selection” module and the “Encounters” module.

- **CPOE** - Computerized Physician Order Entry – (View only).
- **Documentation** – Electronic Physician Documentation/Dictations – (View only).
- **Orders** – the Orders tab contains two modules:
 - **Non-Pharmacy Orders** – This module displays non-pharmacy orders
 - **Diet Orders** – This module displays the diet order history for the patient.
- **Results** - Displays Laboratory, Radiology, and Pathology results. Please see the following results indicators:



- **Laboratory tab** – Displays Lab results
 - To view results, select one or more results by placing a checkmark in the box in front of a result, then the “detail” button, or click the result name to view one specific result.
 - If you select multiple, or all tests, (by clicking the checkmark above the checkbox column), then click the “detail” button, you can then use the right or left arrows to move back and forth between the selected results.
 - You can change the default search time frame, by clicking the drop down and selecting a new time frame. Click the “save” button to make it default.
 - Click any column heading to sort by that column.
 - To trend: click the checkbox to select one, several, or all results, and then click the “trend” button. From that screen you can change the trending time frame.
 - **Note:** If you select all results by clicking the checkmark above the checkbox column, then click the “trend” button, it will show all results on one screen.
 - To print: select a result, and then click the “detail” button.
 - Click the printer icon in the module bar 
 - You can print multiple results from the “trend” screen as well

- **Radiology tab** – Displays Radiology results and images
 - To view results, select one or more results by placing a checkmark in the box in front of a result, then the “detail” button, or click the result name to view one specific result.
 - If you select multiple, or all tests, (by clicking the checkmark above the checkbox column), then click the “detail” button, you can then use the right or left arrows to move back and forth between the selected results.
 - You can change the default search time frame, by clicking the drop down and selecting a new time frame. Click the “save” button to make it default.
 - Click any column heading to sort by that column.
 - To view the PACS Radiology image, click the camera icon  in the “**Img**” column.
- **Radiology Images** – Displays preliminary images before the report is available.
- **Cardiology/Cardio Images** – McLaren does not use, will be blank
- **Other** – Displays any “other” results

- **Med Rec View** - From this tab, WSP will launch the HPF/EMR Medical Record system. **You will view all Medical Records and previous charts from this tab.**

- **Meds** – Displays the pharmacy orders (medications) for the currently selected patient.

- **Vitals** – Includes the following four modules:
 - **Non-reviewed** – Displays all new, non-reviewed significant/abnormal vital signs, measurements, and intake/output data entered by Nursing staff in the Clinical CareStation system.
 - **Patient Vitals** – Displays vital signs for the patient including: blood pressure, pulse, temperature, respiration, O2 saturation, height, and weight. Click the “BP-P-T-R graph” button to quickly graph the patient’s blood pressure, pulse, temp, and respirations.
 - **Measurements** – Displays patient’s measurements. Measurements are facility defined, but may include such things as Cardiac Output, Blood Glucose Monitoring, etc.
 - **Intakes and Outputs** – Displays the patient’s intake/output types, amounts, and totals. Graphing of intakes/outputs is by daily total. The “Descending within group” check box provides the ability to sort data within I & O groups in ascending or descending order.

- **Clinical Assess** – Includes the following two modules:
 - **Non-reviewed Clinical Assessments** – Displays all new, non-reviewed significant assessments and progress notes for the patient as entered by the Nursing staff in the Clinical CareStation system.
 - **Clinical Assessments** – Displays assessments data for the patient as entered by the Nursing staff in the Clinical CareStation system. Click the “Report” drop down for an alphabetized list of all Nursing documentation categories. If there is a certain assessment you view most often, select the desired assessment and time-frame, then click the “save” button to make it your default for subsequent logins.
- **Pat Sched** – Displays all procedures scheduled for the patient via Resource Scheduling or OR Management. You can change the time-frame and/or status.
- **Reports** – Allows you to select, view and print the Patient Profile, Audit History and the CDC growth charts reports.
 - If you select the “Patient Profile” report, you can check/uncheck the sections you would like to include or exclude on the report. Click the “Run Report” button to view/print selected sections, and you can click the “Save Parameters” button if you would like to save the selected parameters for subsequent logins.
- **Misc.** – Allows you to perform a provider search and view their primary office address, phone and fax number.
- **URLs** – Allows you to create URL favorites to launch right from WSP.
 - Click the “add” button
 - In the “URL Description” field, enter a description for the website
 - In the “URL” field, enter the website
 - Click “Save”

CONTACT INFORMATION

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Rudy Hunt, Customer Service Associate: Lapeer	810-955-8130

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