Admission Process: Module 1.1

Definitions

**StarPanel:** Vanderbilt’s electronic medical record system used to collect and save medical information from both inpatient and outpatient visits for all Vanderbilt patients.

**Virtual Clinical Workstation:** A virtual desktop is similar to a cloud server desktop that can be accessed from multiple computers. Using this type of desktop will allow you to leave programs open throughout your shift and be able to easily access them from any CWS in the hospital.

Steps

**Accessing StarPanel**

1. Log on to a virtual Clinical Workstation (CWS) using your VUNet ID.
   *To use a virtual desktop, make sure both boxes on the log on screen are check-marked.*

2. Desktop icons are listed in alphabetical order. Double click on one of the StarPanel icons as it is the preferred method for accessing StarPanel.
3. The StarPanel interface is identified by a black menu bar on the left side of the screen, yellow and white navigational tabs at the top, and “Frames” in the screen center where data/information is displayed.
Finding a Patient

1. There are several ways to locate a patient in StarPanel. Enter the patient’s name (Last, First), Medical Record Number (MRN), or SS# (including dashes) into the Patient Search box at the top of the Black Menu Bar and click the magnifying glass. If the patient is already admitted or in the ED, you may also find your patient through “Inpt Census” by selecting a “Location”, a “Service,” or an “Inpatient team”. *Patients may also be located through the Scratch Census that will be discussed later in this presentation.*

2. After typing patient name a list of matching patients display. To open the patient’s medical record, click on the correct patient’s name. Be sure to verify MRN and Date of Birth.

Navigating

1. Use the tabs at the top of the screen to navigate StarPanel. Yellow tabs are patient specific. White tabs allow you to access a list of patients.

Click learningexchange@vanderbilt.edu to email for additional support.
2. When selecting a location, service, or team from Inpt Census a list of patients’ names will display under the white, Pt.Lists tab. The location, team, or service name will display at the top of the patient list. Other demographic information and quality indicators are displayed for the list of patients. This list is customizable.

Opening a Patient’s Chart

1. To open a patient’s chart, click on the medical record number to the left of the patient’s name. This action will open the patient’s entire medical record and could take more time depending on the amount of information it contains.

Blue links are actionable items.
2. Selecting the Medical Record Number opens the patient’s complete medical record, which will appear under the yellow tab, Pt.Chart. A list of all chart documents (including inpatient and outpatient encounters) displays in the first frame in reverse, chronological order.

3. When a blue bar appears on the left side, it indicates an inpatient encounter and will display the patient’s location. The absence of a bar indicates an outpatient encounter.
4. For patients with a long history, it may take longer to open the chart using their MRN vs. the Actions Menu. Selecting Actions to the right of the patient’s name opens a menu of options to navigate and access forms and specific portions of a patient’s medical record.
   a. The Actions menu next to a patient’s name is directly linked to that specific patient.
   b. The MDs Actions menu displays selections commonly used by providers.

   ![Highlighted selections represent frequently accessed portions of the patient’s chart.]

   If the blue text next to the patient’s name in the Actions menu does not say “MDs,” click on “[Change]” and select MDs from the drop down menu.