Admission Process: Module 1.3

Definitions

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

Actions Menu: Contains links that allows users to access specific sections of a patient’s EMR or open forms for documentation.

Steps

History and Physical:

1. From a CWS, double click on the StarPanel icon →
2. Locate patient in StarPanel.
3. Once patient has been located, open the patient’s chart by clicking on the patient’s Medical Record Number (MRN), and use yellow tabs to access “Forms” to initiate the electronic History and Physical.

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4. Clicking on “History and Physical” will display all forms under that category. Choose the appropriate form by clicking on the name of the form.

5. H&P will open, automatically filling in your name, patient name and Medical Record Number (MRN).

6. Meds List Tool (MLT) displays a list of patient’s home medication list. To update, click “Edit”
a. Update medication list on Right to reflect current medications. Click medication name to edit.

b. Edit a medication by clicking on the medication’s name. It will expand to allow for editing the dose, frequency, route, duration, and comments.

c. Changes made to the list will be displayed for review prior to sending the updated list to the patient summary.
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7. Verify and edit allergy history to ensure accuracy
   a. To add a new allergy, click “New”

   i. “Enter Allergy” popup box will appear

   ii. After selecting appropriate option, complete other fields and click “Finish” if done or “Add Another” to add another allergy.
b. To delete an entry, click on red “X”

i. Provide reason for deletion

ii. Entry will now appear with strike-through and “Undo” button will display

c. To edit existing allergy, click the allergy’s name for “Update Allergy” box to appear.

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d. When finished editing, click “Save” to keep changes.


a. The Family History Editor will display.

b. Enter detailed historical information for each family member if known.
c. Clicking on the star next to the name of the Condition will save this as a *favorite* making it easier to locate when documenting Family History on future patients.

<table>
<thead>
<tr>
<th>Family History</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>No Known History</td>
</tr>
<tr>
<td>X</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>


d. To document no history of a specific condition in the family or for a specific family member, check the “No Known History” box next to the Condition. Then “Save.”

<table>
<thead>
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</tr>
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<tbody>
<tr>
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</tr>
<tr>
<td>X</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

e. The completed Family History will display after edits have been saved.

**Family History:** [edit] [refresh]

Mother: 1) Hypertension  
Family: 1) No known history of Cerebrovascular accident

9. To include pertinent lab results in the History and Physical, click on the blue “Lab Results” link to expand the list. Then click on individual lab results to be included.

Lab Results (Click to expand/collapse)

Perinatal Laboratory Findings:

Labs selected will display in this textbox. Only the results listed here will appear in the H&P.
10. To add radiology reports, click on “Select Radiology Reports.”

a. A yellow pop-up window will appear. Select the radiology to include by clicking on the name of the report.

b. To close the yellow pop-up window, scroll to bottom and click “Close.”
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11. Under Assessment and Plan, it is vital to complete the Synopsis and Problems list as they will automatically populate both daily progress and the discharge summary notes. Click inside text box to begin entering information.
   a. Synopsis is a brief summary of why the patient is being admitted.
   b. Identify and enter patient problems and designate Primary Diagnosis.

12. Estimated discharge date must be addressed on admission.
13. Click on “Change Estimated DC” and select the estimated date of discharge and identify unmet discharge needs that apply.

14. Option selected will then appear in text box.

Data entered here WILL NOT be displayed as part of this History and Physical.

Change Estimated DC: 2016-06-30

15. Click “Complete” if finished or “Save As Draft” to complete later.