

Top Tips for the Real World



Health Unit Coordinator

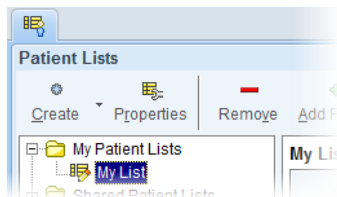
Working as a Health Unit Coordinator on the unit can be a bit chaotic! Epic is meant to help you streamline your workflow so that your days go much more smoothly. Be sure to check out these tips to see if any of them can make your daily work load a bit lighter.

Patient Lists

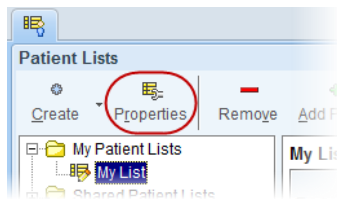
Daily Audits: Add Allergies, Primary Team, Account Number and other columns to your My List

You may have created some wonderful lists already, but be sure to have these helpful columns!

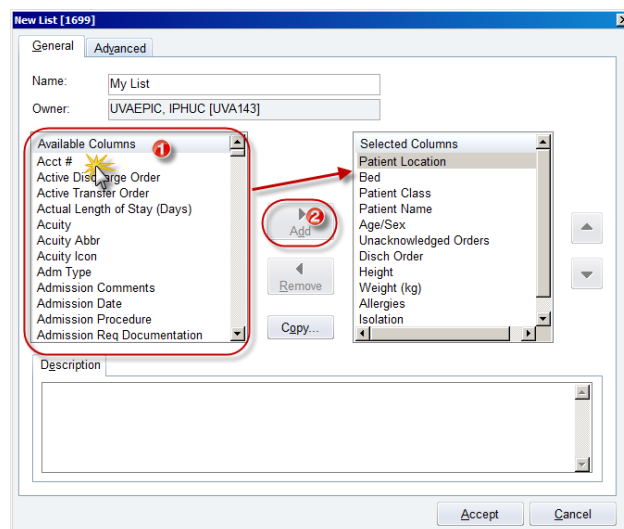
- 1) From the Patient Lists activity, be sure that you have your My List highlighted in blue.



- 2) Click on Properties from your main activity tool bar.



- 3) In the My List Properties window that opens, click on any item under Available Columns. Once selected, it turns blue. Click on the Add button to add it to your Selected Columns. You can use the arrow buttons on the right hand side to move each column up and down until your My List appears the way you want it to under the Header preview section.



Some recommended columns to add:

Acct #: The last four digits of the Account Number are the same four digits you give to a patient's Care Partner. This will be their Care Partner code.

Allergies: It is important that we document any and all allergies a patient might have, even if they have No Known Allergies. If it displays No Known Allergies, it means that our clinicians have asked the question. If it displays Unknown: Not on File, it means that none of our staff have asked the patient yet. Be sure to help them remedy that!

Anticipated Discharge Date: This is one way of finding out what patients might be going home that day. Just remember that if the patient's LIP hasn't updated this information recently, it might not be true.

Care Partner – Primary: A convenient way to see whether or not any of the patient's on the unit have a Care Partner, and if so, what is the best number to reach them.

Diet Orders and Comments with Display Name: Easiest way of looking to see whether or not you can get that patient a cup of ice or a packet of graham crackers.

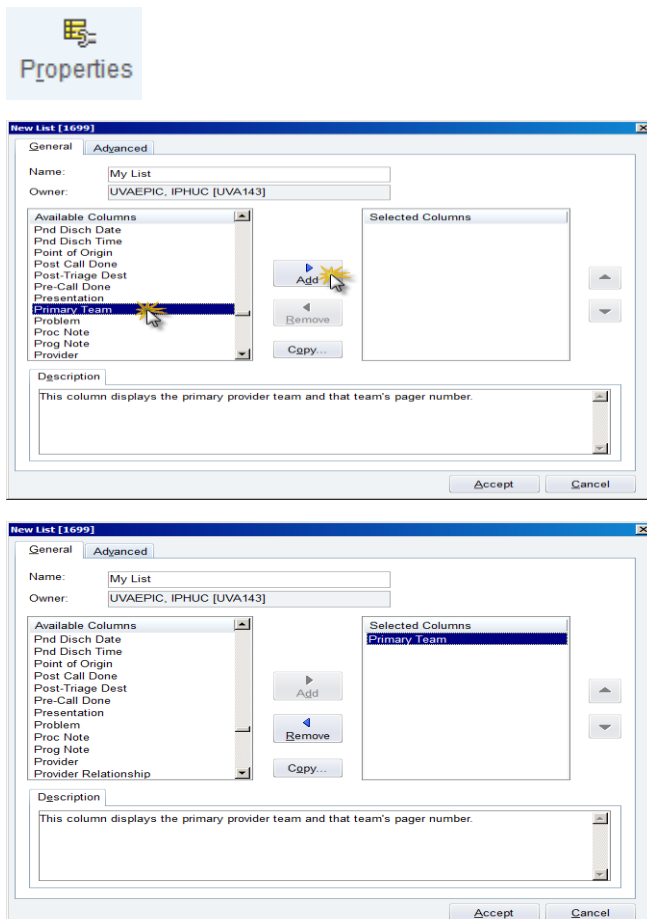
Primary Team: Displays the team responsible for this patient's care. If it is blank, then it is your responsibility to track down and figure out what team is caring for your patient.

Assigning Patients to a Primary Team

Who do you page?! The Primary Team!

It is an expectation at UVA Health System that every patient be assigned to a Provider Team and have at least one Provider Team be their Primary Team. Typically, this will be the HUC's responsibility to make sure that every patient on their unit has been assigned to a Provider Team.

In order to do this, please be sure to add **Primary Team** as a column on the My List you have made. If you skipped this step and need to go back to modify your My List, please click on the **Properties** button.



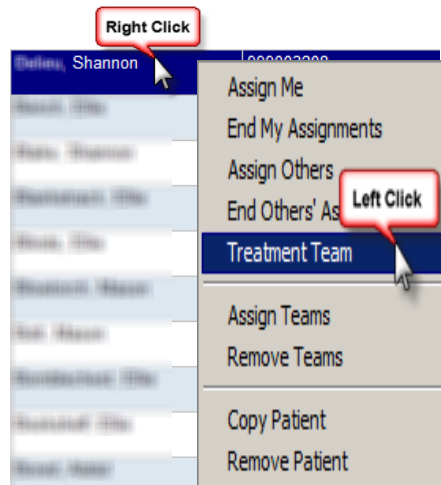
Ensure all Patients have a Primary Provider Team listed

Once you have added this column to your My List, you will now be able to see at a glance whether or not the patients on your Unit have been assigned a Primary Team. If you notice that someone doesn't have a Primary Team listed, go ahead and make sure the patient gets one.

3 Central (120 Patients) as of 0818

Patient Location ^	Bed	Patient Class	Patient Name	Age/Sex	Unackn Orders	Disch Ord	Height	Weight (kg)	Allergies	Isolation	Code Status Text	Primary Team
UVHE 3 CENTRAL	TRN3C	Inpatient	DaffyDuck, Lyle	45 y.o. / M	Yes	Yes			Peanut-derived		FULL	
UVHE 3 CENTRAL	TRN3C	Inpatient	Daredevil, Lyle	45 y.o. / M	Yes	Yes			Peanut-derived		FULL	
UVHE 3 CENTRAL	TRN3C	Inpatient	Cyclops, Lyle	45 y.o. / M	Yes	Yes			Peanut-derived		FULL	
UVHE 3 CENTRAL	TRN3C	Inpatient	TheCrimsonAvenger, Lyle	45 y.o. / M	Yes	Yes			Peanut-derived		FULL	
UVHE 3 CENTRAL	TRN3C	Inpatient	Conan, Lyle	45 y.o. / M	Yes	Yes			Peanut-derived		FULL	
UVHE 3 CENTRAL	TRN3C	Inpatient	CliffordtheBigRedDog Lyle	45 y.o. / M	Yes	Yes			Peanut-derived		FULL	
UVHE 3 CENTRAL	TRN3C	Inpatient	Cinderella, Lyle	45 y.o. / M	Yes	Yes			Peanut-derived		FULL	
UVHE 3 CENTRAL	TRN3C	Inpatient	ChipnDale, Lyle	45 y.o. / M	Yes	Yes			Peanut-derived		FULL	
UVHE 3 CENTRAL	TRN3C	Inpatient	Dynamo, Lyle	45 y.o. / M	Yes	Yes			Peanut-derived		FULL	
UVHE 3 CENTRAL	TRN3C	Inpatient	CharlieBrown, Lyle	45 y.o. / M	Yes	Yes			Peanut-derived		FULL	
UVHE 3 CENTRAL	TRN3C	Inpatient	DragonTales, Lyle	45 y.o. / M	Yes	Yes			Peanut-derived		FULL	

- 1) Right-click on your patient's name.
- 2) Left-click on **Treatment Team**.



- 3) In the Treat Team Assignment window that opens, type the name of the Provider Team that the patient should be assigned to in the Search for provider team field and click the Add button.

Shannon, Shannon - Treatment Team Assignment

Admitting and Attending Providers

Search for admitting Past Providers

Search for attending

Provider Start End

Admitting Provider

Martin Stitch, MD

Attending Provider

Martin Stitch, MD Phone: 434-924-1122 6/12/2012

Treatment Team

Search for provider Past Providers Options

ped

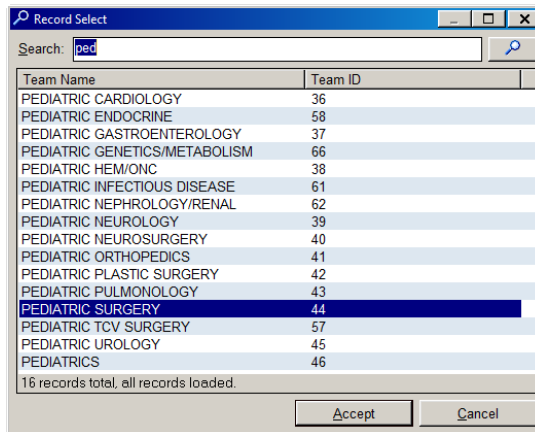
Provider Relationship Start End

Patty Del Mar, RN Registered Nurse Phone: 434-924-1122 6/12/2012

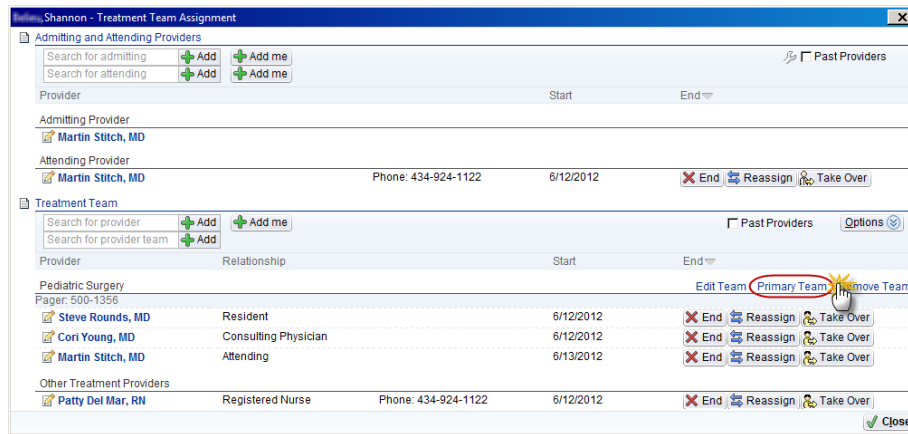
Steve Rounds, MD Resident Phone: 434-924-1122 6/12/2012

Cori Young, MD Consulting Physician Phone: 434-924-1122 6/12/2012

4) Select the **Provider Team** you wanted to find and click Accept.



5) Click Primary Team to make the Provider Team you added the Primary Team for your patient. Once done, click Close.



6) Congratulations! You've added your patient as a part of the Provider Team and made that team his or her Primary Team. Look at your My List now!

Patient Location	Bed	Patient Class	Patient Name ^	Age/Sex	Unackn Orders	Disch Ord	Height	Weight (kg)	Allergies	Isolation	Code Status Text	Primary Team
UVHE 7 CENTRAL	TRN7C	Inpatient	Shannon, Shannon	11 y.o. / F			1.448 m (4' 9")	44.5	No Known Allergies		FULL	Pediatric Surgery 500-1356

Please remember to repeat this process as necessary. Double-check with the nurses you are working with that the patient has been associated with the correct Provider Team. If not, please take the initiative to fix it.

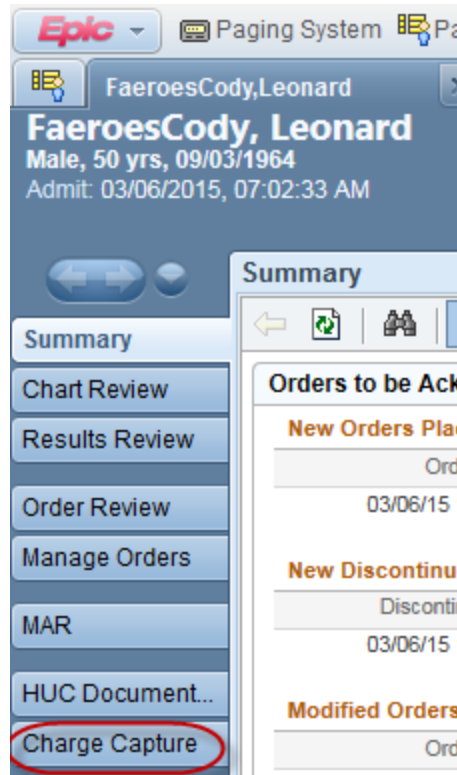
Charge Capture

In order to make sure that UVA Health System is reimbursed for the supplies used during a patient's stay, it is the unit's responsibility to capture these charges.

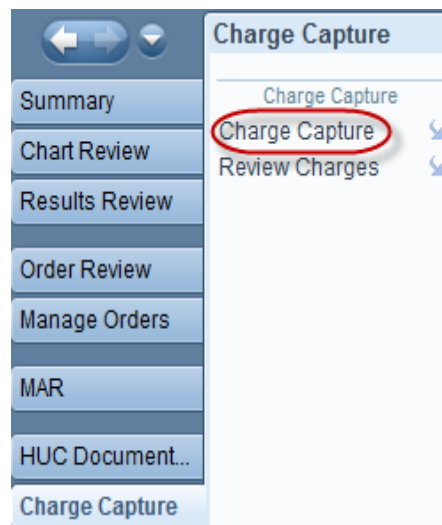
The Charge Capture sheet that is handed to you whenever a supply is used is [Form 110166: UVA Hospital Daily Charge Capture Form](#). It is a direct replica of what is found in Epic.

In order to Capture Charges, follow these steps using the form that was handed to you by a clinician.

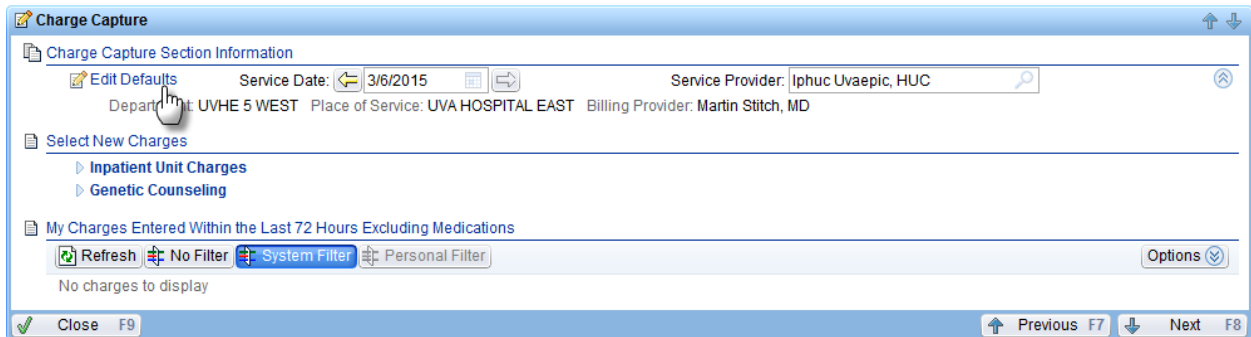
- 1) From the list of activity tabs on the left hand side of the opened patient's chart, click on Charge Capture.



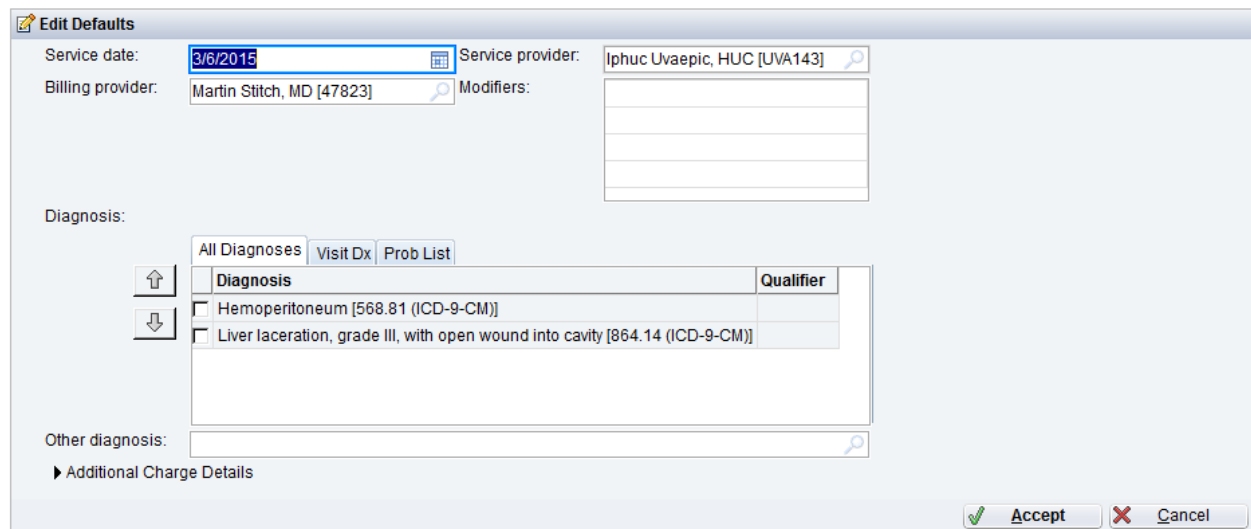
- 2) Once the Charge Capture navigator opens, click on Charge Capture from the table of contents on the left hand side.



- 3) Wherever there is **blue text that is underlined when hovered over**, there is a hyperlink. Hyperlinks will expand or jump you to another section within the chart where there is more information to be found. The information under Charge Capture contains two hyperlinks: Default Charge Information and INPATIENT UNIT CHARGES.



- 4) By clicking on Edit Defaults, that hyperlink expands into a section where you can document more information.



Service date – This is the date of when the patient received either the service or the item used.

Department – By default, this field is filled in with the department you’re logged into. However, if your patient received a service/supply item elsewhere, this field can be changed to reflect the actual department where it happened.

Place of service – This should always be UVA Hospital East.

Service provider – This is either the person who performed the service or is responsible for this patient’s care. On the paper form, this is the Clinician Name.

Billing provider – This should be the patient’s Attending physician.

As a warning, no charges can be filed without the Billing provider.

- 5) **INPATIENT UNIT CHARGES** expands to **PROCEDURES** and **SUPPLIES**. The items that you find in Epic are the exact same as those found on the Charge Capture sheet. It’s a simple matter of checking the appropriate boxes and clicking File Charges.

- Abdominal Paracentesis
- Apply Short Arm Cast
- Arterial Line Insertion
- Blood Patch, epidural
- Bone Marrow Aspiration
- Bone Marrow Biopsy
- Bronchoscopy Diagnostic with washings
- Burr Treatment without Anesthesia, Large
- Burr Treatment without Anesthesia, Medium
- Burr Treatment without Anesthesia, Small
- Burr Hole-evacuation extra/subdural hematoma
- Cardiopulmonary Resuscitation, CPR
- Central Line Insertion 5 years or older
- Central Line Insertion, <5 years of age
- Chemo Administration, Intrathecal
- Chest Tube Insertion
- Circumcision
- Debridment Non-selective w/o anesthesia
- Debridment/Removal Devital Tissue <20 w/o Anes

- Debridment/Removal Devital Tissue >20 w/o Anes
- Endotracheal Intubation
- Esophagogastric Tamponade with balloon
- Fluid Pressure measurement, muscle
- Foley Catheter Insertion, Complex (done by MD only)
- Foley Catheter Insertion, simple
- ICP Bolt/Ventriculostomy Insertion
- In and Out Urinary Catheterization
- Inject Neurolytic Lumb/Caud
- Intra-Aortic Balloon Assist Device, Insertion
- Intra-Aortic Balloon Assist Device, Removal
- Lumbar Drain Insertion
- Lumbar Puncture, Diagnostic
- Lumbar Puncture, Drain CSF
- Lumbar/Sacral Spinal drug injection
- Measure Post-Void Urine by US
- Nasal/Sinus Endoscopy
- Negative Pressure Wound Treatment <50 sq cm
- Negative Pressure Wound Treatment >50 sq cm

- Newborn Hearing Screen
- Open Chest Cardiac Massage
- PICC Line Insertion, <5 years
- PICC Line Insertion, >5 years
- Peritoneal Dialysis (per treatment)
- Renal Biopsy - Percutaneous
- Spinal Tap, High Volume
- Suprapubic Catheter Insertion
- Swan Ganz Catheter Insertion
- Temporary External Pacing
- Temporary Pacemaker Insertion
- Thoracentesis
- Thoracotomy for Post-op Complications
- Trach Tube Change
- Tracheostomy, Emergent
- Tracheostomy, planned, 2 years or older
- Tracheostomy, planned, <2 years of age
- Transplant Stem Cell/Bone Marrow Allogenic
- Transplant Stem Cell/Bone Marrow Autologous

UVA HOSPITAL DAILY CHARGE CAPTURE FORM

UNIT _____

NEW CHARGES					
Date	Quantity	Procedures	Date	Quantity	Procedures
		<input type="checkbox"/> Abdominal Paracentesis, Initial Procedure			<input type="checkbox"/> Apply Short Arm Cast
		<input type="checkbox"/> Apply Short Leg Cast			<input type="checkbox"/> Arterial Line Insertion
		<input type="checkbox"/> Blood Patch, epidural			<input type="checkbox"/> Bone Marrow Aspiration
		<input type="checkbox"/> Bone Marrow Biopsy			<input type="checkbox"/> Bronchoscopy Diagnostic with washings
		<input type="checkbox"/> Burr Treatment without Anesthesia, Large			<input type="checkbox"/> Burr Treatment without Anesthesia, Medium
		<input type="checkbox"/> Burr Treatment without Anesthesia, Small			<input type="checkbox"/> Burr Hole-evacuation extra/subdural hematoma
		<input type="checkbox"/> Cardiopulmonary Resuscitation, CPR			<input type="checkbox"/> Central Line Insertion 5 years or older
		<input type="checkbox"/> Central Line Insertion, <5 years of age			<input type="checkbox"/> Chemo Administration, Intrathecal
		<input type="checkbox"/> Chest Tube Insertion			<input type="checkbox"/> Debridment Non-selective w/o anesthesia
		<input type="checkbox"/> Debridment/Removal Devital Tissue <20 without anesthesia			<input type="checkbox"/> Debridment/Removal Devital Tissue >20 without anesthesia
		<input type="checkbox"/> Endotracheal Intubation			<input type="checkbox"/> Esophagogastric Tamponade with balloon
		<input type="checkbox"/> Fluid Pressure measurement, muscle			<input type="checkbox"/> Foley Catheter Insertion, Complex (done by MD only)
		<input type="checkbox"/> Foley Catheter Insertion, simple			<input type="checkbox"/> ICP Bolt/Ventriculostomy Insertion
		<input type="checkbox"/> In and Out Urinary Catheterization			<input type="checkbox"/> Inject Neurolytic Lumb/Caud
		<input type="checkbox"/> Intra-Aortic Balloon Assist Device, Insertion			<input type="checkbox"/> Intra-Aortic Balloon Assist Device, Removal
		<input type="checkbox"/> Lumbar Drain Insertion			<input type="checkbox"/> Lumbar Puncture, Diagnostic
		<input type="checkbox"/> Lumbar Puncture, Drain CSF			<input type="checkbox"/> Lumbar/Sacral Spinal drug injection
		<input type="checkbox"/> Measure Post-Void Urine by US			<input type="checkbox"/> Nasal/Sinus Endoscopy
		<input type="checkbox"/> Negative Pressure Wound Treatment <50 sq cm			<input type="checkbox"/> Negative Pressure Wound Treatment >50 sq cm
		<input type="checkbox"/> Open Chest Cardiac Massage			<input type="checkbox"/> PICC Line Insertion, <5 years
		<input type="checkbox"/> PICC Line Insertion, >5 years			<input type="checkbox"/> Peritoneal Dialysis (per treatment)
		<input type="checkbox"/> Transplant Stem Cell/Bone Marrow Allogenic			<input type="checkbox"/> Transplant Stem Cell/Bone Marrow Autologous
		<input type="checkbox"/> Renal Biopsy - Percutaneous			<input type="checkbox"/> Spinal Tap, High Volume
		<input type="checkbox"/> Suprapubic Catheter Insertion			<input type="checkbox"/> Swan Ganz Catheter Insertion
		<input type="checkbox"/> Temporary External Pacing			<input type="checkbox"/> Temporary Pacemaker Insertion
		<input type="checkbox"/> Thoracentesis			<input type="checkbox"/> Thoracotomy for Post-op Complications
		<input type="checkbox"/> Trach Tube Change			<input type="checkbox"/> Tracheostomy, Emergent
		<input type="checkbox"/> Tracheostomy, planned, 2 years or older			<input type="checkbox"/> Tracheostomy, planned, < 2 years or older

Both of these forms display the exact same items for charging!

- 6) One of the things you may notice as you hover over charges is that they turn blue. This means that they are a hyperlink! One of the special things you can do in a single item charge is change the quantity of the item.
- 7) When you're ready to File Charges, every charge you've placed a checkmark next to appears under Charges to Be Filed. If you didn't mean to select one of the charges, click the X on the right hand side of the window. It will remove that charge prior to Filing it.

Review Selected Charges

File Charges							
Description	Code	Dx	Service Date	Service Prov	Modifiers	Qty	Status
HC BX BONE MARROW NEEDLE	1004459		3/6/2015	Iphuc Uvaepic, HUC		1	New

- 8) If you charge an item accidentally, it can be removed! Simply click on Charge Capture and look at the section for My Charges for the Last 72 Hours Excluding Medications. To the far right of any charge you've dropped is an X. To delete the charge, click on that X. A window will pop up confirming your decision to delete this charge.

My Charges Entered Within the Last 72 Hours Excluding Medications

Refresh No Filter System Filter Personal Filter Options							
Description	Code	Dx	Service Date	Service Prov	Modifiers	Qty	Status
HC BX BONE MARROW NEEDLE	1004459		3/6/2015	Iphuc Uvaepic, HUC		1	Filed