

Rounding (CORES)

Rounding (CORES) is a patient hand-off, rounding, and sign-out tool.

- ① *Patients must be manually added and deleted from lists.*
 1. Click **Rounding (CORES)**.
 2. Select the Facility, Service, and Team.
 3. Click **Go To Patient List**.
- ① *Once the Patient List loads, it will be the Default. The Default can be changed by repeating the steps above.*
 4. If necessary, use the drop-down filters at the top of the columns to filter the list further.
 5. Use **Sign Out** (to update **Primary Contact**) and **Update Attending**.
 6. Update patient information by clicking on the **MRN** from the Rounding patient list.
- ① *A Patient Chart can be opened by clicking the ORCA icon or the words Open Chart.*
 7. Select **Manage Contacts** from the **More** menu to update team contact information.

- ① *Detailed instruction for using Rounding (CORES) are available by clicking the help icon within the program.*

8. Select **My Preferences** from the **More** menu to set list preferences and enter pager information.
 9. Select **Team Preferences** from the **More** menu to set up team text paging.
 10. Click **Sign Out** to record handoff.
- ① *Help icons are located throughout Rounding to provide information about how to use features in Rounding.*

Update Long Term Problems

Long-term problems entered in Rounding (CORES) will display in ORCA.

1. Click on the **MRN** on the Rounding patient list.
2. In the Long-Term Problems section, enter a problem in the search field.
3. Select desired result and select **This Visit, Ongoing, or Both**.
4. Long Term Problems can be added in Rounding (CORES) but can only be modified by clicking on the **Diagnoses & Problems** menu item in the patient chart.
5. Click **Save and Exit**.

Enable Text Paging

Rounding (CORES) allows the user to enter a pager that can receive text pages. This is then published in the Chart Summary of ORCA and on the Rounding (CORES) patient list so that other staff can send the primary contact a text page.

1. When prompted with a 'Pager Number Required' message, click **Fix Now**. May also access **My Preferences** under the **More** menu.
 2. The My Preferences page opens.
 3. Enter a 10 digit pager number (no dashes) into the Pager Number field.
 4. Select the appropriate carrier (look on the pager).
 5. Check **Enable Text Paging**.
 6. Click **Save**.
 7. Click **OK** to the verification message.
 8. When the page goes off, enter the 5 digit code into the Verification Number field.
 9. Click **Verify**.
 10. Click **Save**.
- ① *Your contact information will now include a pager icon that will allow other users to send you a text page.*