

## ORCA Rounding (CORES)

### Set Default Patient List



1. Next to **My Team**: select the **Facility**, then **Service**, **Team** and **Sub-team** you wish to view.
  - For single selection click the blue text
  - For multi-select, click the desired boxes and **Apply**
2. Click **Go To Patient List** to display list with selected filters.
3. The system will retain your selections as the default until they are changed.

### ORCA Rounding Tools

**Announcements:**  Announcements

- Important information and messages. Rounding (CORES) will default open to this page when new information is posted.

**Patient List:**  Patient List or  Go To Patient List

- Displays the patient list with the selected filters.

**Locate Patient:**  Locate Patient

- Alphabetically displays all patients with a list of their CORES teams and contacts.

**More:**  More ▼

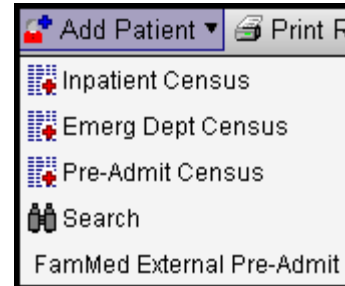
- Manage team contacts, set individual and team preferences, additional links

## Patient List Tools

While viewing the patient list, the following options are displayed.

### Add Patient

1. Click the down arrow and select method for adding the patient to the CORES Patient List.
  - **Inpatient Census:** Displays current inpatients.
  - **Emerg Dept Census:** Shows all patients admitted to the Emergency Department within the last 24 hours.
  - **Pre-Admit Census:** Lists all patients with a pre-admit encounter.
  - **Search:** Opens a patient search window. Look up the patient by MRN or name.
    - Select the correct encounter.
2. Check the box in front of the patient name(s) and click the **Add Selected Patients** button.
3. Set team as **Primary** or **Non-Primary** (required).
4. Select the **Attending** and **Primary Contact:** if known.



### Print Report

1. Select and filter the Patient List you wish to use to generate the report.
2. Select the desired report from the **Print Report** drop down menu.



*Each report displays slightly different information*

3. When the dialog box opens, select the desired **Sort** option.
4. Use white check boxes under **Print:** to indicate what you want included in the printed report.
5. Click **Sign-Out** if also signing in/out or **Just Print.**
6. Select the desired printer.
7. Click **Print.**

## Sign Out

Use **Sign Out** to select or change the resident on call as Primary Contact.

1. Click **Sign Out**.
  - A **Batch Change** column becomes visible in the Patient List. Uncheck any patients who will not be followed by the updated Primary Contact.
2. Select a name from the **Quick Pick List:** or click **Search for Provider** if name is not visible.
3. Click **Update**.

## Update Attending

Updates the team Attending for patients on an ORCA Rounding (CORES) Patient List.

1. Click **Update Att** button
  - A **Batch Change** column becomes visible in the Patient List. Uncheck any patients who will not be followed by the updated Attending.
2. In the Provider Search window, select from the displayed names or search by name.
  - a. Enter providers Last Name and First Name if known.
  - b. Click **Search**.
  - c. Click the correct provider's name.
3. Press **Select**.

*Changes only apply to your team's list.*

## Update Patient Level Information on Rounding List

### Update Status

- Click on the patient's status. Choose ICU or Floor.

### Update Consult

- Click on the consult checkbox to indicate that your team is consulting on this patient.

## Update Sub-Team

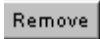
- Click on the sub-team value and select from the defined list. Not all CORES teams have defined sub-teams.

## Filtering and Sorting Data in the Rounding List


The team list provides the ability to sort patients, and to filter out patients.

- To sort, click on the column head name.
- To filter, use the drop down arrow to select parameters. Click **Apply Filter**.
- Patients not displayed do not print on reports.

## Removing a Patient

Click the  button and confirm that you want to remove the patient from the list. *This affects everyone that uses this team list.*

## Updating Patient Data in the Rounding Sheet

To update patient ORCA Rounding (CORES) information, from the patient list, click on the patient MRN or the icon in front of the MRN . The data update screen will open.

Information entered in Rounding (CORES) is shared in 3 ways

- **Patient level:** Everyone who adds this patient to their list will see this information.
- **Service Level:** All teams on the same service will see this information and your changes. For example, Internal Medicine A will see data changed by Internal Medicine B, but General Surgery will not see these changes.
- **Team level:** Not shared with any other team. For example. Internal Medicine A will NOT see data changed by Internal Medicine B.

Each field is labeled to identify how it is shared.

## Updating Data

In most fields you can type in the information, or select them from a drop down list. Always **SAVE** the information by clicking on the **Save** button before exiting or the updates will be lost.

## Medications

Medications are automatically imported from the pharmacy into ORCA Rounding (CORES).

## Filtering Medications

<input checked="" type="checkbox"/> collagenase topical: Topical QDay
<input type="checkbox"/> docusate: 250 mg PO BID

To keep a medication or a group of medications (Med, PRN, Infusion) from printing on the rounding report:

- Un-select the checkbox to the left of the medication, the medication will display as dark grey.

## Antibiotics

Notes:	Abx:
<input type="text"/>	<input checked="" type="checkbox"/>
Abx Start Date: 01-Feb-2011	<input type="text"/>

If a medication is checked as an antibiotic in the Abx field, it will:

- Provide a calendar to select the medication start date.
- The date will display in the Notes Field.
- Display that drug in the Abx section of the rounding report.

## Lists (Tubes/Lines/Drains and Procedures)

Procedures:	Start Date:
procedure 1	2-15-2011

- To add an item to a list, enter the text, select date (free-text or calendar) and click **Add**.
- To modify an item, update the information and **Save**.

## Saving Data

To save the any changes or updates, click the **Save** or **Save & Exit** button before closing the window. If there are changes pending, the **Save** or **Save & Exit** will display as pink.

Undo All	Save	Save & Exit	Exit
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## Other Updates and Options

### Setting the Primary Service/Team

To update the primary service/team:

- Click the [Make Primary](#) link.

### Opening the Patient Chart in ORCA

Click on the PowerChart icon and the patient chart will open.

- Always check the colored demographic banner to confirm that the chart has opened to the correct encounter before writing a note.

### Updating Contacts

To update the team contacts, select **Manage Contacts** form the **More** drop down menu

### The Alert Triangle



The Alert Triangle appears if an encounter is:

- ED
- Pre-Admit
- Outpatient
- Discharged

### Contact and Help

More help is available at the following links.



Or call the HelpDesk with concerns or questions about ORCA Rounding (CORES) 206-543-7012.