

Park in the parking garage on the east side of the hospital; free parking. Enter the facility on the east side, directly across from the parking structure.

OB is down the long hallway. Our hospital is designed with clear signage and directions, making it easy for you to navigate. You will eventually get to the Women's atrium and take those elevators to the second floor, where you will find the Labor and Delivery unit.

Code to all locked doors on both units: 1010#

## How to Upload COVID-19 and Flu Vaccine **Documentation**

## **HCA Healthcare Portal**

1. Open Safari on iPhone (or other Android browser) and go to https://hcacovidvaccine.com or use the QR code to the right from your smartphone camera app to launch the website. You can do this from your personal phone or one of the shared iMobile phones.

- 2. Follow the prompts; you will be asked to login with your 3/4 ID and provide colleague information.
- a. Click "I have a 3/4 ID" **Do not use "I do** not have a 3/4 ID"
- b. New Students: If you have not logged in before and set a network password, you will use your temporary password in the Password box. Your temporary password is the first letter of first name capitalized, the first letter of last name lowercase, and then @temp! So, if your name is Ann Jones, your temporary password is Aj@temp!

A passcode will be sent to your mobile device. Enter it and follow the prompts.

You'll be prompted to create a new, strong password. And, you're now enrolled in Identity Connect, which enables you to change your own password moving forward!

Please note: after this step it will automatically redirect you to the PEGA website. It will not allow you to log in. Please reopen the COVID portal using the QR Code above or https://hcacovidvaccine.com

Returning Students: attempt your last known password to access the system

For password support, you can contact HCA IT&S Support Desk at 1-800-265-8422.

Once you're able to sign in, follow the steps to record your vaccination status or decision.



HCA Healthcare, or request exemption

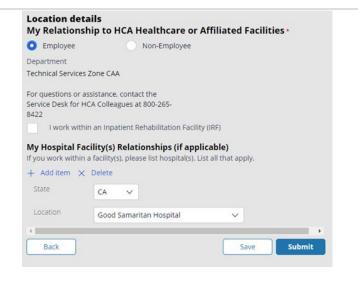


Click HERE to check your current COVID Vaccine Status

Thank you for your participation!

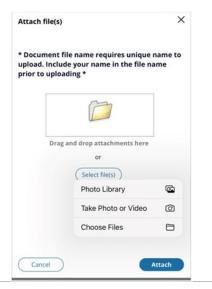


3. The next screen will require you to input the HCA facilities where you work. Complete your information by selecting the "Add Item" button, then choose the state (Nevada) and facility (i.e. Sunrise, MountainView, Southern Hills). If you work at multiple facilities, please select "Add Item" again to add another entry.



4. After submitting your answers for facility information, you will be asked to fill out the vaccine declaration. Upon selecting your decision, you will see another prompt asking for additional information. Fill out the prompts as needed or required.

When the prompt asks for an attachment, choose "Select File(s)" then "Take Photo or Video" and you can take a snapshot with your smartphone camera. You will still haveto complete additional fields such as vaccineand lot number. Once completed and submitted, you will be asked for a final confirmation before submission complete.



- Once you've completed submitting your form, make sure to completely close the browser. On iPhones, click the double square in the bottom right corner then click the 'x' to close out that browser.
- 6. Complete this step to erase your session history and protect your personal information from anyone else that has access to that phone (this is especially true on a shared phone). When trying to connect to hcacovidvaccine.com, if you see someone else's information still logged on, close the browser the same way to clear them out then proceed with your information.

Once you log in, if the PEGA system doesn't allow you to submit vaccine documentation, please contact COVID vaccination support:

CORP.workforcehealthandsafety@hcahealthcare.com



<u>For Flu:</u> follow same process, but with this link instead\*\*: https://s2.bl-1.com/h/dr177ky2?url=https://hcait-eecall-prod1.pegacloud.net/prweb/PRAuth/VaccineTrackerFlu



### Vaccination Portal

#### Welcome to HCA's Flu Vaccination Tracker

#### Resources

Follow the links below to consent to vaccination, document vaccination received external to HCA Healthcare, or request exemption



ATTENTION: COVID and Flu vaccination information is stored on a combined platform (PEGA). The platform will remember the last application (Flu or COVID) you accessed. Therefore, if you've reached this screen in error (e.g., trying to access Flu and see COVID) please clear your cache (Ctrl+Shift+Delete in Chrome).

Thank you for your participation!

\*\*ATTENTION: COVID and Flu vaccination information is stored on a combined portal (PEGA). The platform will remember the last application (Flu or COVID) you accessed. Therefore, if you've reach one of the screens in error (e.g., trying to access Flu and see COVID), please clear your cache (Ctrl+Shift+Delete in Chrome).

#### HCA/HealthOne Covid and Flu Verification via PEGA

Hello!

The 3-4 IDs in the table, which I will email to you once available, will be used for you to access Meditech (RMHC EHR), but will also be used to document your immunizations (COVID and Flu vaccine) within the HCA vaccine portal (PEGA). With the CMS mandate of the COVID vaccine for healthcare workers, HCA is required to ensure all our students are entered into the HCA vaccine portal (same requirement HCA has for all their employees). Please upload your COVID vaccine/exemption and Flu vaccine/exemption into the HCA system (please note: this is SEPARATE and IN ADDITION to the documentation you have provided in MyClinicalExchange).

#### Steps for you to take:

- 1. Please utilize your 3-4 ID (once provided) and review the attached instructions and links below for you to enter in your COVID/Flu vaccine status into the HCA vaccine system (PEGA).
  - a. Please complete your vaccine status in PEGA by end of clinical day #1 (ideally prior to your 1<sup>st</sup> day- link is accessible from outside hospital network)
  - b. If you have all documents ready (vaccine card or exemption paperwork), it should be quick to complete (5 minutes)
  - c. If you are is a current HealthONE employee or have completed a recent HealthONE rotation (and completed this process already), you can disregard as you do not need to complete again
- Please send me an email confirmation (sbenton@denvercollegeofnursing.edu) that you have completed this or screen shot of your submission screen (from PEGA) to me, so I can verify it was completed. Please do not submit vaccine cards/exemptions to me directly, as it needs to be in the HCA PEGA system.
- 3. If you are not complete by end of day #1, you cannot return to clinical until complete.
- 4. To document both COVID and Flu vaccine/exemption, you must use both links below. Please note: COVID and Flu vaccination information is stored on a combined portal (PEGA). The platform will remember the last application (Flu or COVID) you accessed. Therefore, if you've reached one of the screens in error (e.g., trying to access Flu and see COVID) please clear your cache (Ctrl+Shift+Delete in Chrome).

Please see attached directions and click the separate links below for access to each vaccine application/portal page.

\*\*ATTENTION: COVID and Flu vaccination information is stored on a combined portal (PEGA). The platform will remember the last application (Flu or COVID) you accessed. Therefore, if you've reach one of the screens in error (e.g., trying to access Flu and see COVID) please clear your cache (Ctrl+Shift+Delete in Chrome).

#### HCA/HealthOne Covid and Flu Verification via PEGA

COVID vaccine/exemption upload link or QR code:	How to Record your COVID-19 Vaccination Status or Decision Have your 3-4 ID. Go to <a href="https://hcacovidvaccine.com/">https://hcacovidvaccine.com/</a> Web address must be entered as listed above. 3. Click "I have a 3-4 ID".					
Flu vaccine/exemption upload link:	How to Record your Flu Vaccination Status or Decision  1. Have your 3-4 ID  2. Go to <a href="http://hcaflutrack.com/">http://hcaflutrack.com/</a>					
	Web address must be entered as listed above. 3. Click "I have a 3-4 ID".					

If you are having issues with uploading or accessing the HCA portal/PEGA site: please contact the PEGA system support email: <a href="mailto:CORP.workforcehealthandsafety@hcahealthcare.com">CORP.workforcehealthandsafety@hcahealthcare.com</a>

If you are specifically having issues with the 3-4 ID username not working (i.e. "invalid user" message), please contact the facility's IT Help Desk (this is the number at the bottom of the hospital desktop).

If you continue to have issues, please contact Nicole Hill: <u>Nicole.Hill@Healthonecares.com</u> or Stacey Carroll: <u>Stacey.Carroll@Healthonecares.com</u> (Student coordinators for HealthONE)

We appreciate your help with this to ensure all our students are meeting the requirements and have these vaccinations/exemptions documented within our system.

#### **Meditech Troubleshooting:**

CONTACT EDUCATION IF	EDUCATION	CONTACT IT IF			
For any access related issues (ex. Meditech(EDM, ORM), Pyxis, Vitals, CPN)  Please provide the following: Name 3/4ID Facility Dept/Floor Hostname Application name Specific error message (screenshot) or description of what is happening	Nursing Student Coordinators  Stacey Carroll  Stacey.Carroll@healthonecares.com  303-788-5395  Alex Smith (SRMC, SWED, ROSE, TMCA, PSL and NSUB)  Alex.Smith@healthonecares.com  303-788-5389	<ul> <li>If unable to login to the network or reset password.</li> <li>Unable to pull up patients in Meditech or can not access a specific location.</li> <li>IT Helpdesk</li> <li>303-584-2232</li> </ul>			



#### Complimentary Valet Parking

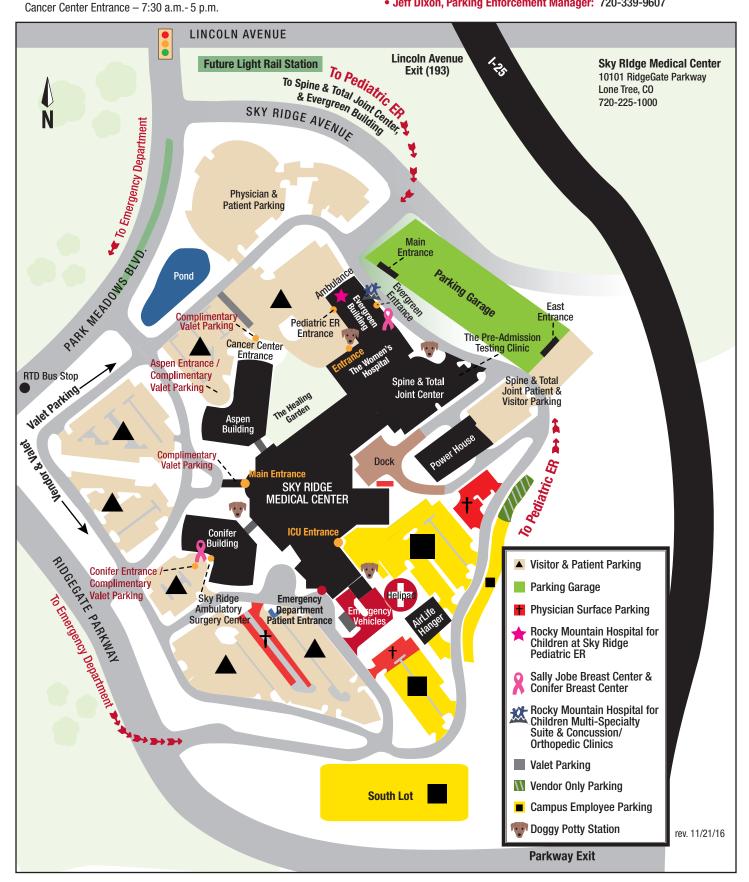
Valet Hours, Monday-Friday Main Entrance - 7 a.m.- 5 p.m. Aspen Entrance – 8 a.m.- 5 p.m. Conifer Entrance - 9 a.m.- 5 p.m.



#### • Lone Tree Link Shuttle Service

The Lone Tree Link free shuttle is available providing door to door service between Light Rail and Sky Ridge. Hours are 6 a.m.- 7 p.m., Monday-Friday.

• Jeff Dixon, Parking Enforcement Manager: 720-339-9607



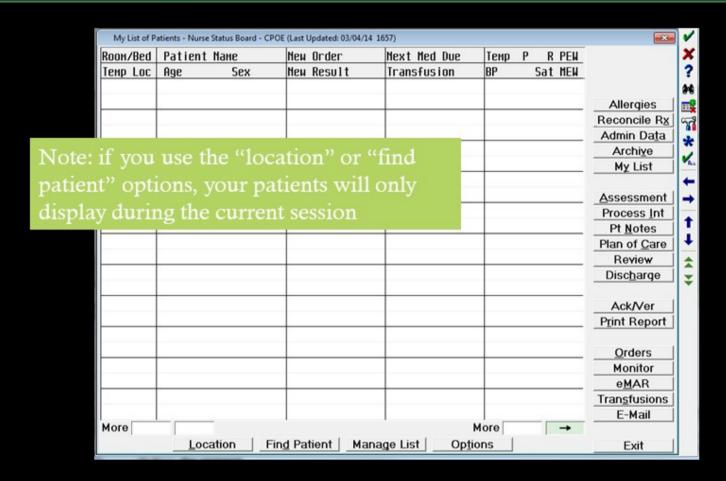


# HCA / HealthOne Meditech Review

# The Tool Bar and F keys

		File/Save (F12)
F6	Moves cursor to the previous field	Exit (F11)
F7	Moves cursor to the beginning of a list or top of page/section	Lookup (F9)
F8	Moves cursor to the end of a list or end of the	
10	page/section	Magic Key (^F12)
	1 0	Calculator
^F8	Shows parameters (related to Within Defined Parameters)	Select (Rt CTRL)
T11	Deite and a second (MITHOLITICA MINIO)	Select All (^Rt CTRL)
F11	Exits current screen (WITHOUT SAVING!)	
F12	Saves and Files documented information	
Rt CTRL	Makes a checkmark to select highlighted item. Press again to remove checkmark.	
^Rt CTRL	Checkmarks entire list. Press again to remove all checkmarks.	

# Setting Up the Status Board

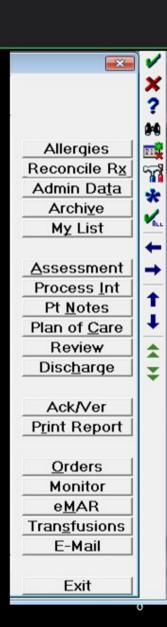


- 1. By Location to view all patients on a specific unit
- 2. Find Patient—useful when trying to find a certain patient.
- 3. By Manage List useful for making your daily assignments

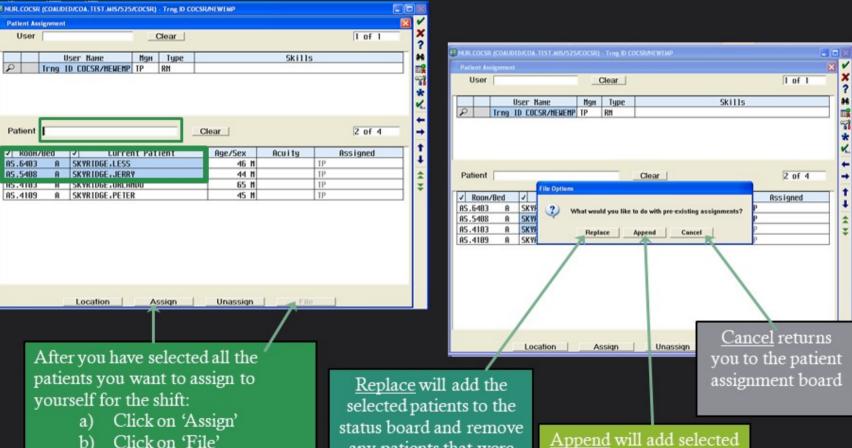
## MENU Keys

## Other important Menu Keys:

- <u>"Allergies"</u> displays a list of patient allergies.
- "My List" refreshes the status board to show your assigned patients.
- <u>"Process Interventions"</u> is where you will document assessments and vital signs.
- "Pt Notes" is to add a note or view notes.
- <u>"Review"</u> This allows you to view test/lab results, vitals signs, dictated reports, etc.
- <u>"eMAR"</u> is used to view the medication list and to give meds.



# Manage List/Assigning Patients



any patients that were

previously assigned.

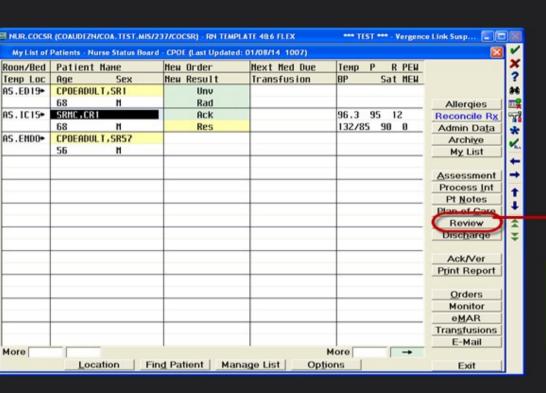
Append will add selected patients to the status board without deleting previously assigned patients.

## Status Board

MUR.COCSR (COAUDEZN/COA.TEST.MIS/118/COCSR) - MORRIS,MARDI *** TEST *** - Vergence Link On								
My List of I	My List of Patients - Nurse Status Board - CPOE (Last Updated: 02/03/14 1009)							
Roon/Bed	Patient Name	New Order	Next Med Due	Temp P R PEW		X		
Temp Loc	Age Sex	New Result	Transfusion	BP Sat MEW		?		
AS.CL05	SKYRIDGE, ALEX	Stat		98.6 45 20		24		
	53 M	Res	Ready	120/80 99 1	Allergies	咸		
AS.CL11+	SKYRIDGE, BETTY	Stat		99.0 96 26	Reconcile Rx	7		
	90 F	Res		100/55 95 3	Admin Data	*		
AS.CL24	SKYRIDGE, GAYLE	Stat		98.0 60 20	Archi <u>v</u> e	1		
	57 F	Res	Trans 1131	120/80 95 1	My List	*ALL		
AS.CL32>	SKYRIDGE, DAVID	Unc		98.6 80 21		+		
	9 M	Lab		176/78 100	<u>A</u> ssessment	-		
					Process Int	1		

- The status board screen is similar to a white board, enabling you to view current information about you patients.
- The first 3 columns remain static and remain visible at all times.

## Clinical Review



Black tabs: Information available

Grey tabs: NO Information available

Blue tabs: New Information available

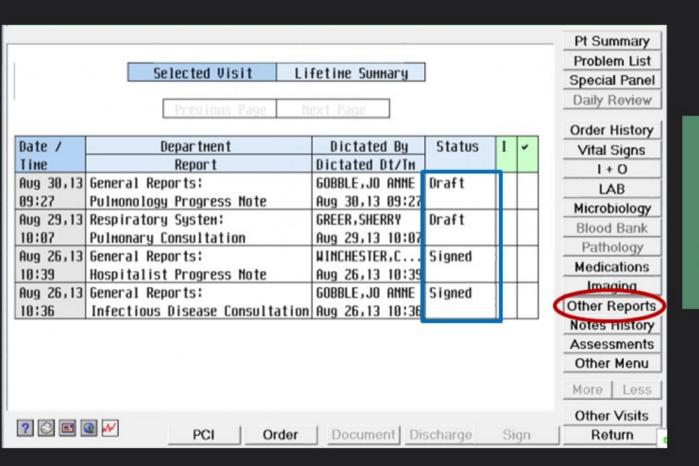
Special Panel Daily Review **Order History** Vital Signs I + OLAB Microbiology Blood Bank Pathology Medications **Imaging** Other Reports **Notes History** Assessments Other Menu Reconcile Meds More Less Other Visits Return

Pt Summary

Problem List

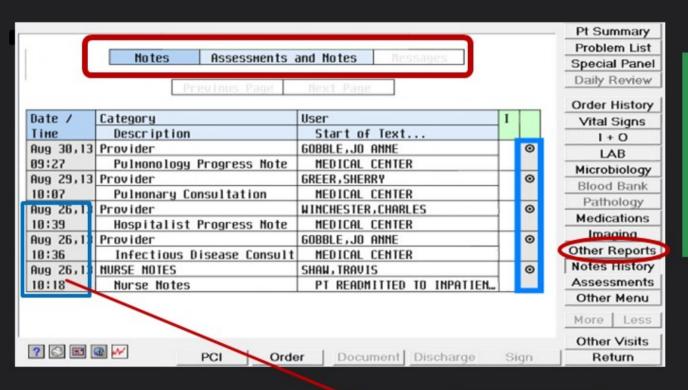
Clinical Review is simply the PATIENT'S chart, just in electronic form.

# Other Reports



Includes
Provider
Reports,
H&Ps, Echo
Reports, MD
Notes

# Notes History



#### Includes:

- Consult notes
- Nurse notes
- PT/OT notes
- Resp notes
- Dietary notes
- D/C summary
- Case Mgmt.

Click on the grey box to view the report

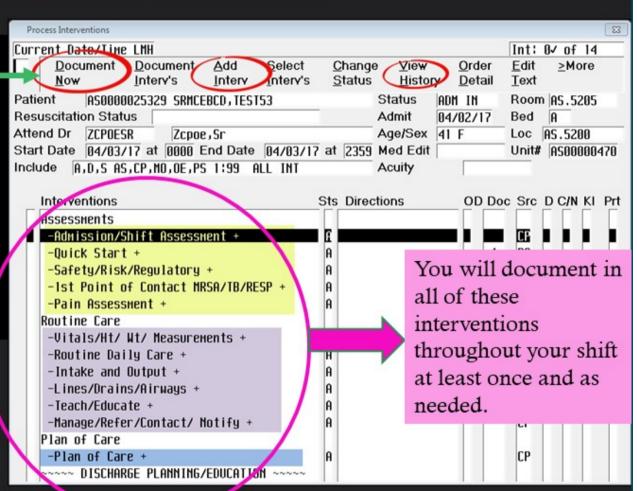
## **Process Interventions**

"The Verb Strip" = menu items

- \* "Document Now" (DN) to document.
- \* "Add Interv's" (AI) to add new interventions
- "View History" (VH) to view history of documentation; also used to edit or undo documentation errors.

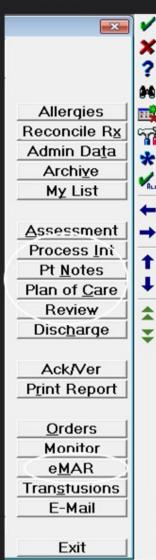
## To document on an intervention:

- Highlight the intervention
- Select Document Now

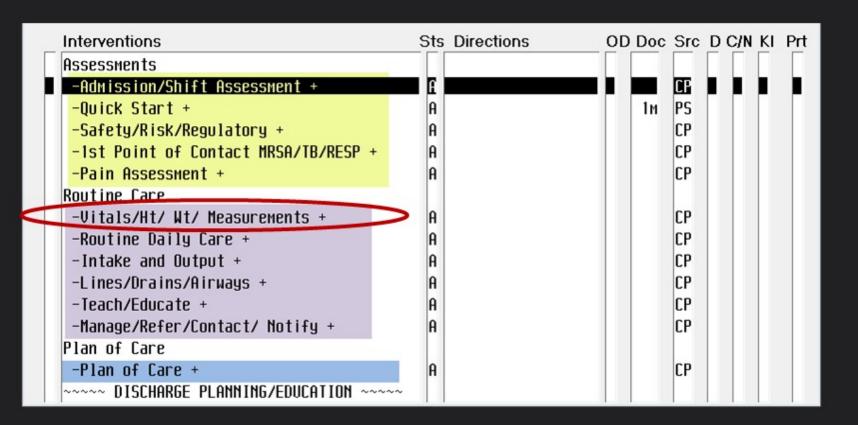


# Other Daily Documentation

- o Update Admin Data
- Pt Notes
- Review Status Board & Acknowledge Orders with preceptor (at LEAST every 2 hours)
- o eMAR- medication administration
- Clinical Review

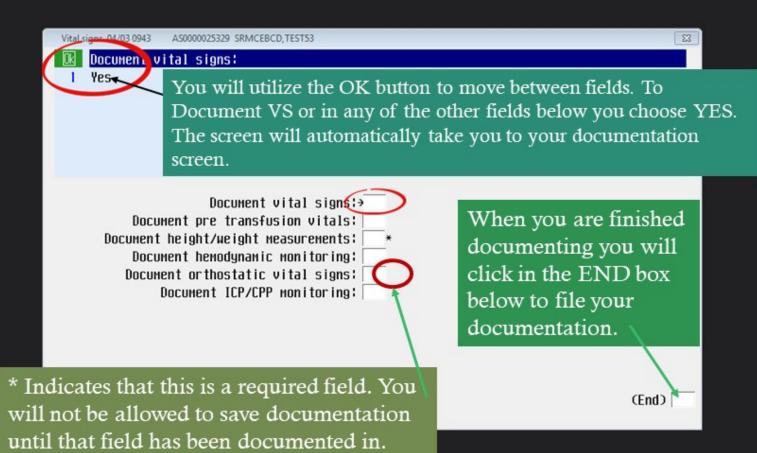


# Documenting Vital Signs

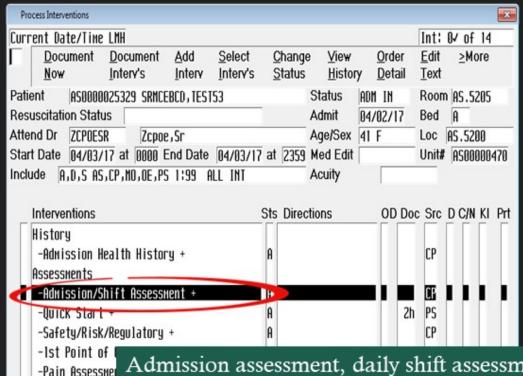


You can document Vital signs, Height, Weight, and other measurements from the above intervention.

# Documenting Continued



# New Admissions Assessment/ Daily Assessments/ Focused Reassessments



Douting Care

Select

1 Full (All) Systems
2 Selected Focus Systems

Admission assessment, daily shift assessments and focused reassessments are in the same intervention. You will choose which you would like to do from the options screen.

# Intake and Output

Intake and Output 04/03 1047 AS0000025329	SRMCEBCD,TEST53	×
	Complete your documentation Utilize the green OK button t Click END to save document	o skip fields
Oral ml:>  IV intake:  Nutrition amount:  Meals consumed:  Procedure intake:  Other measured intake:  Non BCTA blood:  Post	Urine: Stool: Stool: Output not measured: Emesis: Gastric drainage: Drain: Procedure output: void residual amount ml:	Peritoneal dialysis: Hemodialysis: CRRT:
		(End)

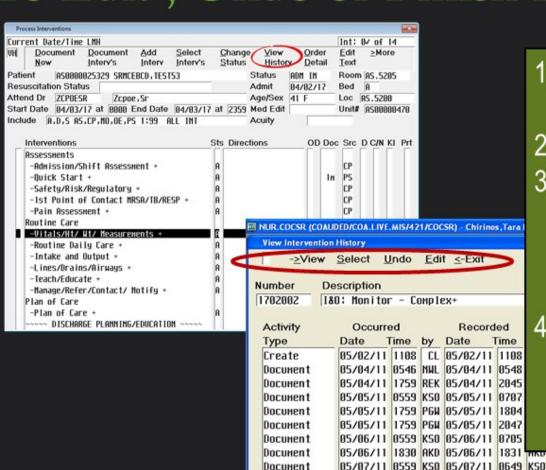
## To Edit, Undo or Finish Documenting

05/07/11 1820 KKW 05/07/11 1823 KKW

05/08/11 0559 JDN 05/08/11 0705 JDN

05/08/11 1730 HLM 05/08/11 1834 HLM 05/09/11 0559 JDN 05/09/11 0654 JDN

05/10/11 0559 MLH 05/10/11 0735 MLn



Document

Document

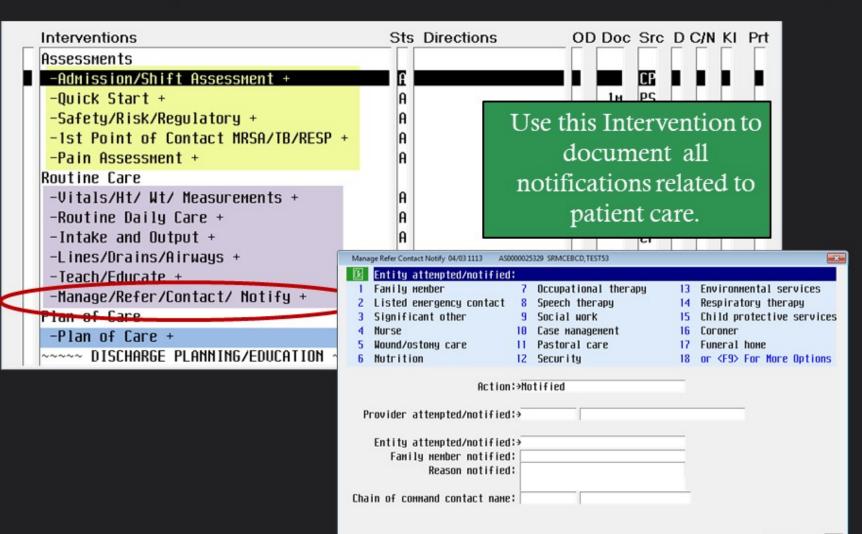
Document **Document** 

**Document** 

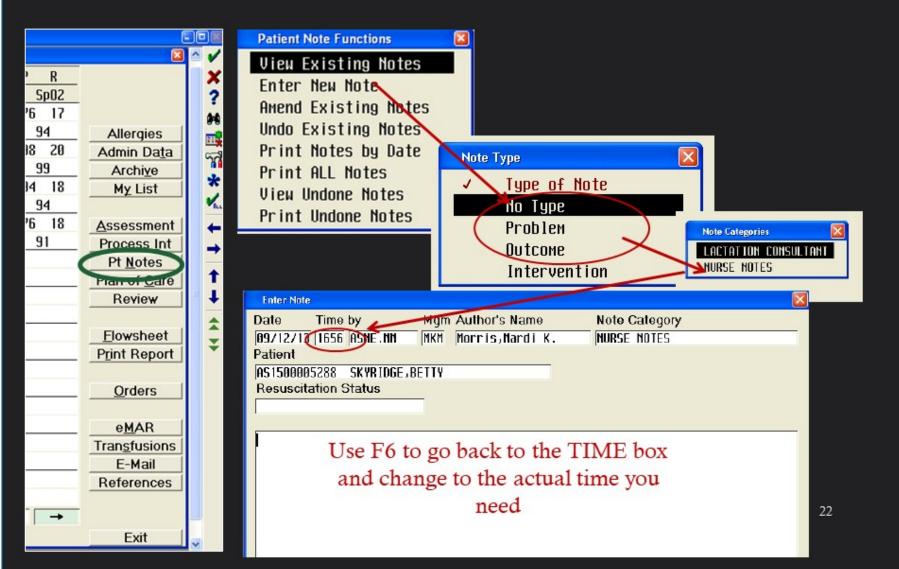
**DUCUMENT** 

- 1. Select the intervention you want to undo or edit/finish.
- 2. Click on View History.
- 3. Highlight the one you want to undo/edit and click on corresponding menu item at the top of the screen.
- You will have to enter a reason. (e.g. wrong patient, wrong time, etc.)

# Manage/Refer/ Contact/ Notify



## Patient Notes

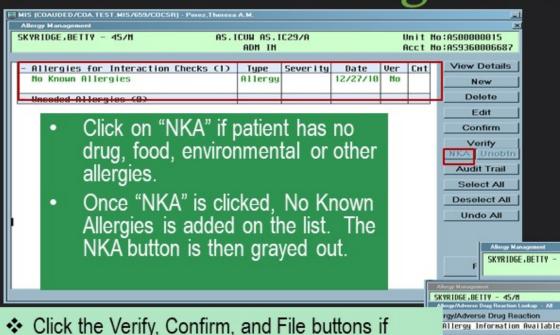


## No Known Allergies/ Unobtainable

New

Edit

SKYRIDGE, BETTY - 45/M



Allergies must be validated on all patients

AS.ICUM AS.IC29/A

Unit Ho: AS00000015 Acct No: AS9360006687 **View Details** 

New

NKA Unobtn

Audit Trail

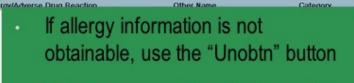
Select All

Deselect All Undo All

Return

Unit Mo: AS888888815

- allergies are correct
- Any UNCODED allergies must be deleted & reentered as Coded allergies in order to have allergy interaction checks.
- Misspelled or free text allergies will drop to UNCODED allergy list and will not be checked for interaction.



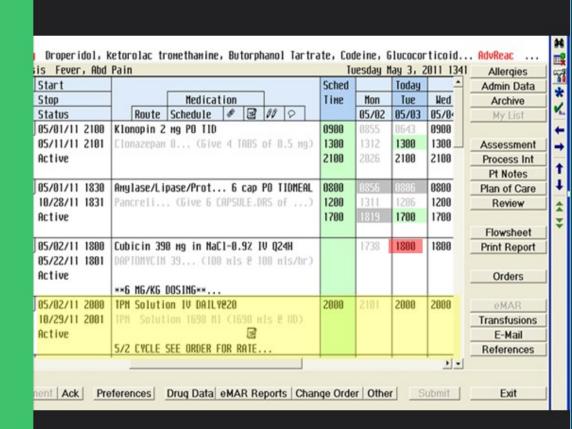
AS.ICUN AS.IC29/A

Enter a comment by clicking on the comment button.



## eMAR OVERVIEW

- Light Grey: Previously Given
- Green: Next dose due
- Red: Due now or overdue
- Full Grey Box: Dose note given
- ♦ Black: Future Doses
- Yellow: Medication
   D/C'd



## eMAR

Start Date/Time and Stop Date/Time

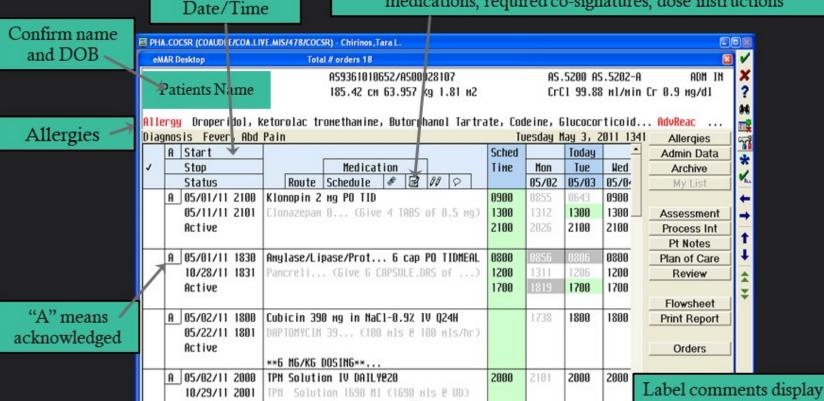
Active

Document Ack

Medication Profile Icons: Clicking on these icons will display information linked to that drug. This includes linked medications, required co-signatures, dose instructions

beneath medication name

directly on profile and also with dose instructions.



5/2 CYCLE SEE ORDER FOR RATE...

Preferences

Drug Data eMAR Reports | Change Order | Other

## Medication Reconciliation

My List of Patients (Last Updated: 04/03/17 0923) Nurse Status Board - CPOE								×				
Room/Bed	Patient	Наме	New	Order	Link	Next Med Due	Темр	Р	R	PEW		Protocol
Tемр Loc	DOB	S Age	New	Result		Transfusion	BP		Sat	MEW		
AS.5205-A	SRMCEBCD	, TEST53										
	10/10/75	F 41									_	Allergies
												Reconcile Rx
			(S)			s.	9.					Admin Da <u>t</u> a
												Archi <u>v</u> e
											-	M <u>y</u> List
												<u>A</u> ssessment
												Process <u>I</u> nt
											-	Pt <u>N</u> otes

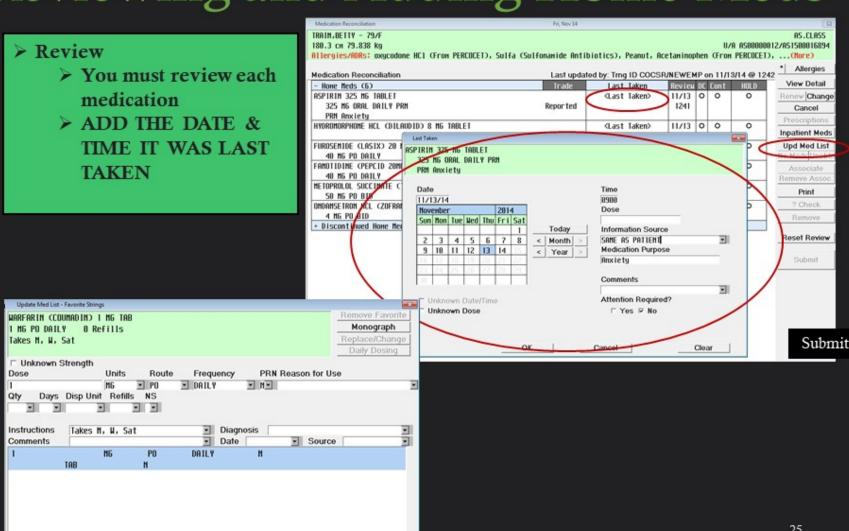
## Med Rec MUST be completed:

- Admission
- Transfer
- Discharge

## > Review

- ➤ You must review each medication
- ➤ ADD THE DATE & TIME IT WAS LAST TAKEN

# Reviewing and Adding Home Meds



Done

Cancel

# Scanning Patients & Meds

Scan patient armband.

• Barcode appears

#### Scan medication

- Barcode appears
- ♦ Asterisk appears
- "Return to eMAR"Returns to eMAR desktop
  (Does not file your work)
- "Save & Exit" Files your work and returns to status board
- "Save & Recompile" Files your work and returns you to that patient's eMAR

