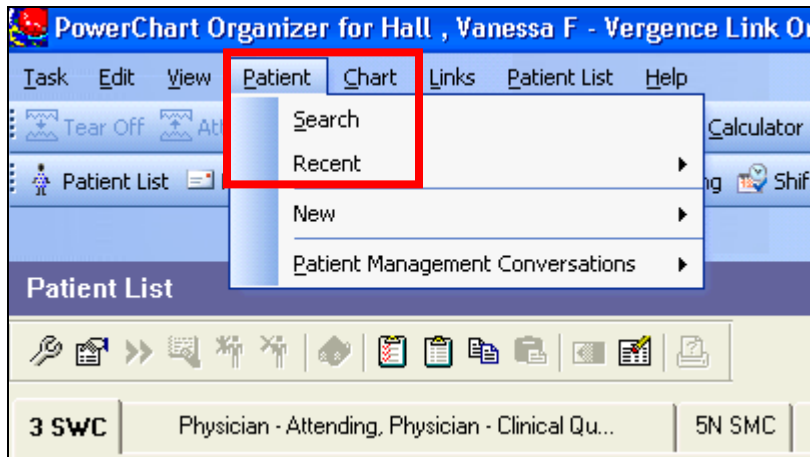




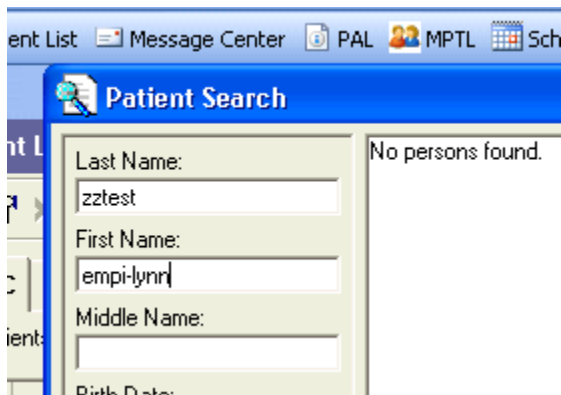
Print a Face Sheet from COMPASS Powerchart

After a successful login to the COMPASS system you can follow the steps listed below to print a face sheet from a patient's electronic medical record.

Step 1: Perform a patient search to find the correct EHR. From the upper toolbar click patient and select search from the dropdown. (Recent stores the last 5 charts opened).



Step 2: Enter the patient's information, such as first and last name and click the search button.



Step 3: A name is not always unique to one person, carefully select the appropriate patient using the criteria available.

| Match % | NFP | S... | Name | MRN | CMRN | Gender | Birth Date | Age | Archive Status |
|---------|-----|------|----------------------|--------------------|----------------|--------|------------|----------|----------------|
| 54.74 | | (... | ZZTEST, ADAM JANUARY | (1526904); (152... | (1787715); ... | Male | 04/26/80 | 30 Years | |
| 59.38 | | | ZZTEST, ESCRIPT | 999999100 | (2018683); ... | Female | 07/01/50 | 60 Years | |
| 54.63 | | | ZZTEST, EDPEDI | (7282923); 731... | (2087268); ... | Male | 09/09/04 | 5 Years | |
| 82.48 | | | ZZTEST, EMPI LYNNE | 45408; (62350)... | (2344744); ... | Female | 05/15/54 | 56 Years | |
| 55.39 | | | ZZTEST, ELMER | 62281; 3105293 | (2345851); ... | Male | 03/22/70 | 40 Years | |

Step 4: When a name in the search window is highlighted, the lower section displays the visit number associated with each hospitalization.

| Nurse Unit | Room | Bed | Reg Date | Disch Date | FIN NBR | Enc Type | Med Service | F |
|------------|------|-----|------------------|------------------|------------|------------------------------|--------------------|---|
| 4 SHC | H4MS | 05 | 04/20/2010 10:00 | 04/20/2010 10:00 | 8053766618 | IP Private/Semi Private room | Medicine | F |
| ED BH | | | 12/17/2009 11:02 | 12/17/2009 23:59 | 5018041679 | OP Emergency | Emergency Medicine | B |
| | | | 09/18/2009 00:01 | 09/18/2009 10:07 | 8052542759 | IP Private/Semi Private room | Medicine | V |

Step 5: Once you have identified the patient and click OK to open the record, the Patient's EMR opens.

- From the Menu, click Patient Information.
- From the row of tabs, click the Face Sheet tab.

ZZTEST, EMPI LYNNE Age:56 years Sex:Female Loc:
 Allergies: Contrast Dye, iodine I 131 tositumom... DOB:05/15/54 MRN:45408 Fin#:
 Provider: Clinical Weight: Preg Status:

Menu **Pt Information**

ICD Micro
 Micro
 Significant Nsg Notes
 Clinical Summary
 MAR
 MAR Summary
 Med Profile
 Visit Summary
 Forms
 Documents
 Pt Education
 Pt Information

Pt Demographics Visit List Relationships **Face Sheet** Census History Immunizations Immunization

Patient Demographics **Addresses**

Name: ZZTEST, EMPI LYNNE
 Race: American Indian/Eskimo/Aleu
 Ethnic Group: Non-Hispanic
 Religion: Christian Church

| Type | ADDRESS |
|------|--------------------------|
| home | 123 TEST L AUSTIN, TX |

Step 6: There are 2 options for printing the Face Sheet:

- Click task from the upper toolbar and then select print from the dropdown.

Task Edit View Patient Chart Links Help

Change Password Change Charge Entry Exit Calculator AdHoc PM Conversation Scheduling Appointment
 Change User Center PAL MPT Scheduling Shift Assignment Tracking List Tracking Shell PCRS List
 Reports
Print MRP Print
 Refresh Print
 Exit Print Screen

umom... Age:56 years Sex:Female Loc:
 tositumom... DOB:05/15/54 MRN:45408 Fin#:
 Clinical Weight: Pre

Menu **Pt Information**

ICD Micro
 Micro
 Significant Nsg Notes
 Clinical Summary
 MAR
 MAR Summary
 Med Profile

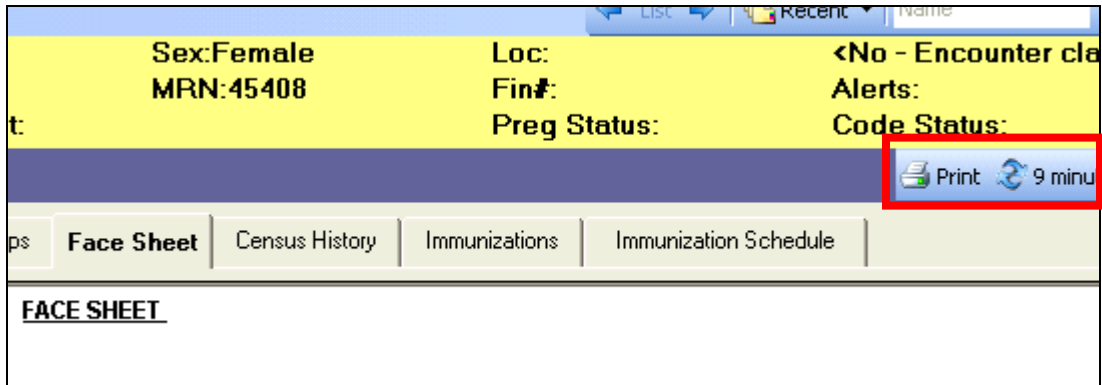
Pt Demographics Visit List Relationships **Face Sheet** Census History Immunization

FACE SHEET

Admit Info
 NFP Status: No
 Date/Time: 08/06/08 00:00
 Nurse Unit:
 Room:

Or,

- The Print icon is located to the right of the screen and under the yellow banner.



Step 7: Select correct printer options in regard to your home or office. Click the OK button.

