

EHR TUTOR STUDENT USER GUIDE

Use this guide to learn how to access EHR Tutor and document within a chart.

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Accessing EHR Tutor

Find the product card for EHR Tutor and click Modules and then the button to access Course Activities

The screenshot shows the 'My ATI' dashboard. At the top, there are tabs for 'Study Materials', 'Calendar', and 'Active Learning Templates', along with a 'Find a Product' button. Below this is a 'Study Materials' section with a 'Content Area' dropdown set to 'All'. There are several filter tabs: 'Learn', 'Assessments', 'NCLEX Prep', and 'REMOTE TESTING GUIDES & RESOURCES'. Below the filters, there are dropdowns for 'Type' (set to 'All') and 'Sort' (set to 'Name'), along with a 'Hide disabled products (1 hidden)' checkbox and an '+ Add a Product' button. The main area displays a grid of product cards. The 'EHR Tutor' card is highlighted with a red box. It is a 'Simulation' card with a 'Learn more' button and 'Modules (1)'. Other cards include 'Achieve', 'Active Stack® Pharmacology Flash Cards', 'ATI Plan - Student Orientation *NEW*', 'ATI TEAS SmartPrep', 'ATI TEAS SmartPrep 2.0', 'Civility Mentor', and 'Dosage Calculation and Safe Medication Administration 3.0'.

The screenshot shows a dialog box titled 'Merge and sync EHR Tutor account?'. The text inside reads: 'It appears you are accessing EHR Tutor for the first time from ATI. If you have previously created an account through EHR Tutor, would you like us to merge your accounts so that you do not lose any existing data?'. There are two buttons: 'NO THANKS' and 'YES, I HAVE AN ACCOUNT'. A yellow arrow points to the 'YES, I HAVE AN ACCOUNT' button. The dialog is part of a 'Simulation: EHR Tutor' and 'Module: Course Activities' window.

If you are accessing EHR Tutor from ATI for the first time and already have an EHR Tutor account, you will want to merge your accounts to make sure you don't lose any work previously completed.

Click **YES, I HAVE AN ACCOUNT**.

Enter the email address and password associated to your EHR Tutor account and then click **SIGN IN & MERGE ACCOUNT** to complete the merging process.

On the homepage, select a course from the Course Name dropdown. The activities associated with that course will then display below under Course Activities.

Select a course from the Course Name dropdown.

Activity Name	Patient(s)	Due Before	Grading
Test Activity 12.4.2020	Eleanor Sicane Webb		grade and comments: Eleanor Sicane Webb.
Test Activity 12.5.2020	Harsh Desai		

Activities associated with the selected course will display in a list below Course Activities.

Click the link to the activity to review your instructor's directions. You can also click the link to the patient chart to directly access the chart.

When an instructor has graded or commented on your charting, you will see a preview of the notes appear in this table. Access the chart again to see all grading feedback from your instructor.

If you do not see your course in the Course Name dropdown, but the instructor has provided a **course enrollment key**, click the **Add a Course** button, and enter the code provided by your instructor. If you do not have a course enrollment key, contact your instructor to be added to the course.

Chart Organization

	08/29/2022 1135	08/29/2022 1535	08/29/2022 2335	08/30/2022 1135
Heart Rate	87	110	98	110
Blood Pressure	128/78 MAP: 95	145/87 MAP: 106	132/80 MAP: 97	132/67 MAP: 89
Respirations	16	22	20	22
Temperature		98.2°F (Tympanic)		
SpO2 (%)	98%	98%	98%	87%
Pain	8	10	10	9

The **Patient Header** is always available at the top of the page and displays important patient information. Use the arrow next to the patient name to collapse the bottom half of the header.

The **center of the page** is your main work area where you will view and enter patient data. The content of this area changes depending on which documentation tab you click.

Use the **left navigation menu** to move through the chart's documentation tabs. For more information about what is contained within each tab, see [Quick Guide to Documentation Tabs](#).

How to Document Within Chart Tabs

Now let's look at the functionality within the documentation tabs.

Patient Summary

EHR Tutor
ATI University

Ben Ivanos Male, 09/01/1998 (24 years old), 70 in, 167 MRN: 65157

Attending: William Smith, MD Code Status: Full Code
Allergies: NKDA Comments: none

Inpatient Chart ▾
Patient Summary
Patient Information
Results ▾
Provider ▾
Allergies & Home Medications
Immunization Record
Notes
Flowsheets ▾
Screenings ▾

Patient Summary

Primary Concern: Multiple fractures
The Patient Summary is read only! To add or edit data you must open another page by clicking the appropriate tab to the left.

Vital Signs

	08/29/2022 1135	08/29/2022 1535	08/29/2022 2335	08/30/2022 1135
Heart Rate	87	110	98	110
Blood Pressure	128/78 MAP: 95	145/87 MAP: 106	132/80 MAP: 97	132/67 MAP: 89
Respirations	16	22	20	22
Temperature	98.2°F (Tympanic)			
SpO2 (%)	98%	98%	98%	87%
Pain	8	10	10	9

The **Patient Summary** provides an overview of important patient information, including the patient's primary concern, allergies, vital signs, orders, and lab results.

It is the first page you see when opening a chart. **The Patient Summary is read only!** Data entered in other tabs automatically displays in this tab.

Patient Information

Ben Ivanos Male, 09/01/1998 (24 years old), 70 in, 167 MRN: 65157

Inpatient Chart ▾
Patient Summary
Patient Information
Results ▾
Provider ▾
Allergies & Home Medications
Immunization Record
Notes
Flowsheets ▾
Screenings ▾
MAR

Patient Information UPDATE

Name
Ben Ivanos
Do not place any HIPAA PHI in this chart. Do not use the patient's real name, birthdate, Hospital, Hospital room number, etc...

Sex Assigned at Birth
Male

Gender Identity
Male

Pronouns
Pronouns

DOB
09/01/1998

Provider
William Smith, MD

Go to **Patient Information** to see the patient's name, sex, gender identity, pronouns, date of birth, provider, and code status. If you need to display newborn or pediatric documentation tabs, make sure that the patient age is correct. Depending on how your charting activity has been set up, you might not be able to edit this tab in the chart.

Notes

Ben Ivanos Male, 09/01/1998 (24 years old), 70 in, 167 MRN: 65157

Inpatient Chart ▾
Patient Summary
Patient Information
Results ▾
Provider ▾
Allergies & Home Medications
Immunization Record
Notes
Flowsheets ▾
Screenings ▾

Notes NEW NOTE

Show 10 entries Search: [] Next

Note Time	Note Type	Professional Role	Created By
01/03/2023 1504	Nursing Note	nurse	albina40 denney
09/01/2022 1120	Nursing Note	nurse	RN - Behavioral Health
07/22/2022 0935	Nursing Note	nurse	RN
08/29/2022 1135	History and Physical	physician	William Smith, MD
08/29/2022 1135	Nursing Note	nurse	RN

Abdomen distended, firm. Has not had a BM since admission. PCA with morphine. Fluids and fiber encouraged. SBAR to physician. Order received for stool softener and enema. PRN.

Showing 1 to 5 of 5 entries Previous 1 Next

To see the text of an existing note, click the **Blue Plus** icon that appears to the left of the note.

Click **New Note** to enter your own note.

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Notes

Professional Role: Nurse

Note Type: Nursing Note

Edit Date/Time: 01/03/2023 1504

SIGN

Select your **Professional Role** and the **Note Type**. Enter the text of your note and then click **Sign** to save your note. After signing, the note is added, with your name, to the list of notes.

Important: If you don't click sign, your note will be lost.

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Flowsheets

The flowsheets section of the chart contains documentation tabs that feature different types of entry fields used throughout the chart:

- [Text Entry](#)
- [Single Select](#)
- [Multi-Select](#)
- [Add Criteria](#)

Text Entry

Enter text or numerical values into a field.

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Vital Signs

View Vital Sign Graphs

Older Data

	KS 08/29/2022 2335	KS 08/30/2022 1135
Vital Signs		
Temperature		
Temperature Source		
Pulse	98 bpm	110 bpm
Pulse Source	Radial	Radial
Blood Pressure	132/80	132/67

NEW ENTRY

Click on **Flowsheets** and then **Vital Signs**.

If there have been previous entries, they display in columns with the creation information (initials, date, time) at the top of the column.

Click **NEW ENTRY** to chart data in a new column with a current date and time stamp.

VG 12/30/2020 0753 VG 12/30/2020 0808

Vital Signs

Temperature	100 °F	
Temperature Source		100.2
Pulse		98
		99.8

Select

Click into the open field for Temperature and enter a value. Note that any values previously entered in this field will display in a list from which you can select.

Single Select

Select a single option from a dropdown list.

The screenshot shows the 'Vital Signs' form with a 'Temperature' field set to '110 bpm' and a 'Temperature Source' dropdown menu open. The dropdown menu has a 'Select' label at the top and two options: '°C' and '°F'. An orange arrow points from the text box to the dropdown arrow.

Single select fields, such as the one on the Temperature row, are designated with an arrow to the right of the field. Click on it to open the dropdown list and select a value.

The screenshot shows the 'Vital Signs' form with the 'Temperature Source' dropdown menu closed. The selected value '°F' is now displayed to the right of the field. An orange arrow points from the text box to the '°F' selection.

The list closes and your selection displays. To remove your selection, click the X.

Multi-Select

Select multiple options from a dropdown list.

The screenshot shows the 'Eyes, Ears, Nose, Throat' section. The 'Eyes' field has a 'Select' dropdown menu. The 'Eyes' field description is 'Symmetrical, No drainage, Denies pain'. The 'Ears' field description is 'Symmetrical placement, No drainage, Hearing intact'.

Click on **Flowsheets** and then **Assessment**.

Multi-select fields look like the single select field, but they do not have an arrow at the right.

Scroll down to the Eyes, Ears, Nose, Throat section and find the *Eyes* field.

The screenshot shows the 'Eyes, Ears, Nose, Throat' section with the 'Eyes' field's multi-select list expanded. The list contains the following options: 'Symmetrical', 'Denies pain', 'No drainage', 'Asymmetrical', 'Exophthalmia', and 'Glasses'. The 'No drainage' option is highlighted. The 'Symmetrical' and 'Denies pain' options are already selected and shown as tags with an 'X' icon. An orange arrow points from the text box to the 'No drainage' option.

Click inside the field. The multi-select list expands. Select all items in the list that apply. You can remove a selection by clicking the associated X.

Add Criteria

Another method of charting on the flowsheets is Adding Criteria. The Add Criteria functionality allows you to add criteria to the left hand side of a flowsheet and then document actions performed related to those specific criteria in a time and date stamped column to the right. Examples of this can be found in Allergies & Home Medications, Immunization Record, and certain sections the Admission flowsheet.

Let's look at an example.

Click on **Flowsheets** and then **Admission**.

Click on **NEW ENTRY** and scroll down to the Allergies section.

Click **Add Allergen**.

Two columns of options display.

The options on the left define the criteria. In this case it is a specific allergy that we are documenting.

The options on the right enable you to indicate what *actions* you took regarding this particular allergy.

You can add another allergy by clicking **Add Allergy** again.

Important: You must make edits to **BOTH** columns before saving. If you do not select actions in the right column, you will see an error message.

Care Plan

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Care Plan NEW PROBLEM/NEED

Search:

Show 10 entries

Last Updated	Diagnosis / Problem	Status
01/03/2023 1632	test	ongoing

Showing 1 to 1 of 1 entries

To create a Care Plan or to view or edit an existing Care Plan, click the **Care Plan** tab in the left menu.

Click **New Problem/Need**.

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Care Plan SAVE

Last Updated: 01/03/2023 1633

Assessment

Open Sans

A form opens in which you can enter Care Plan information in text fields: Assessment, Diagnosis, Outcomes/Planning, Interventions, Evaluation, and Additional Information. Designate whether the issue is ongoing or resolved.

When finished, click **SAVE**. Like the Notes tab, saved Care Plans will appear in a table. To view an existing plan, click the blue plus (+) icon.

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Orders

On the Orders tab you can view existing orders and enter new orders. Follow the **steps** below to enter a new order.

Orders SIGN

Select an Order Search for an order

Order Type Written order

Approving Provider William Smith, MD

All orders to be cosigned by the provider. Orders not cosigned will not be saved.

Be sure to also select the **Order Type**:

- Written – Provider gave written orders.
- Verbal – Provider gave orders face to face.
- Telephone – Provider gave order by phone.

And the **Approving Provider**. (Note that in a real nursing situation, the provider would receive a message to cosign the order that was entered.)

Click the **Orders** tab in the left menu and then the **New Order** button.

To select a specific order, click inside the field and enter at least three letters of the name of a medication, activity, or procedure. If you don't find the order you want, try different words that could be used for the order. Although EHR Tutor does not contain every order that you would find in a clinical EHR used in hospital systems, it does have over 2,000 of the most common medications and clinical orders available. **If you find that an order is not available, search for the word "other." Select the appropriate generic order.**

The order form for a procedure contains the following fields:

- **Select Order** – Checked by default. If you have entered multiple orders, you can uncheck any that no longer apply before saving.
- **Frequency** – Indicate how often.
- **For How Long** – Indicate duration.
- **Schedule** – Select scheduled time, or times, for the procedure if there is one. (Note that PRN has no schedule.)
- **Start Date** – Pre-populated with the current date and time. Update as needed.
- **End Date** – The date/time to end the procedure.
- **Admin Instructions/Comments, Student Notes** – Free-form text fields to enter additional notes.

A slightly different order form opens if you are entering a medication. The following fields are specific to entering a medication order:

- **Dose** – The first field is for the number. The second field is for the unit from the list to the right.
- **Rate** (for IVs) – The first field is for the number. The second field is for the unit/time.
- **Route** – Select from the dropdown.

Click **Sign** to enter the order. Note by signing the order you are not authorizing it, as you do not have the legal authority. In a real situation, the provider must cosign the order.

Order Name	Status	Start Date	Details	Edit	Delete
MEDICATIONS					
acetaminophen	Active	08/23/2023 1601	325 mg, Every 4 Hours, Oral		
ASPIRIN	Active	08/16/2023 1601	81 mg, Every 4 Hours PRN, Oral		
digoxin	Active	08/23/2023 1601	0.25 mg, Every 2 Hours, Oral		
regular insulin	Active	08/23/2023 1601	Other-See Administration Instructions, Every 8 Hours, Intradermal		
sodium chloride 0.45%	Active	08/23/2023 1701	500 ml, Continuous, IV		
LABS					
Acetaminophen Level	Active	08/23/2023 1601	Once		
Complete Blood Count (CBC) with differential	Active	08/23/2023 1616	Once		
IMAGING					

After signing an order, the Orders page opens, displaying all orders entered. The Status column indicates the following:

- **Active** – The order is current.
- **Completed** – The order has been performed.
- **Discontinued** – The order has been cancelled.
 - Once you update an order to Completed or Discontinued, you are no longer able to edit it.
- **Past End** – The order was active for a period of time; the end date has passed, and the order expired.

- **Edit** – Add or change information attached to the order.

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