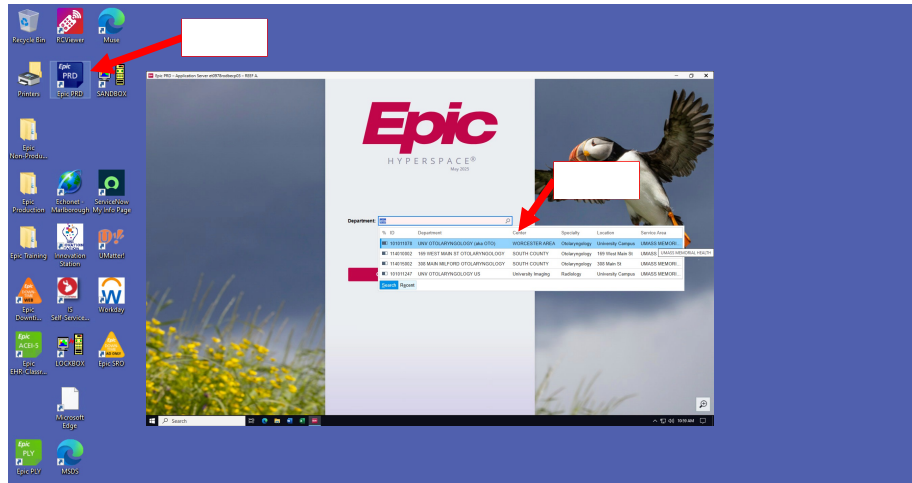


Accessing ENT through EPIC:

STEP 1: click on the EPIC PRD ICON

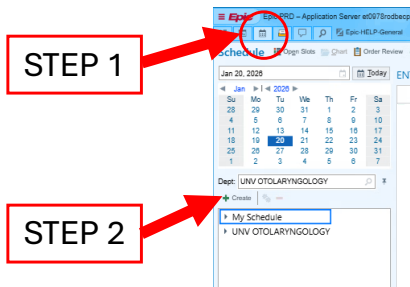
STEP 2: Set your department to “UNV Otolaryngology (aka OTO)”



Creating a schedule and adding faculty

STEP 1: In the top left corner, navigate to the schedule tab.

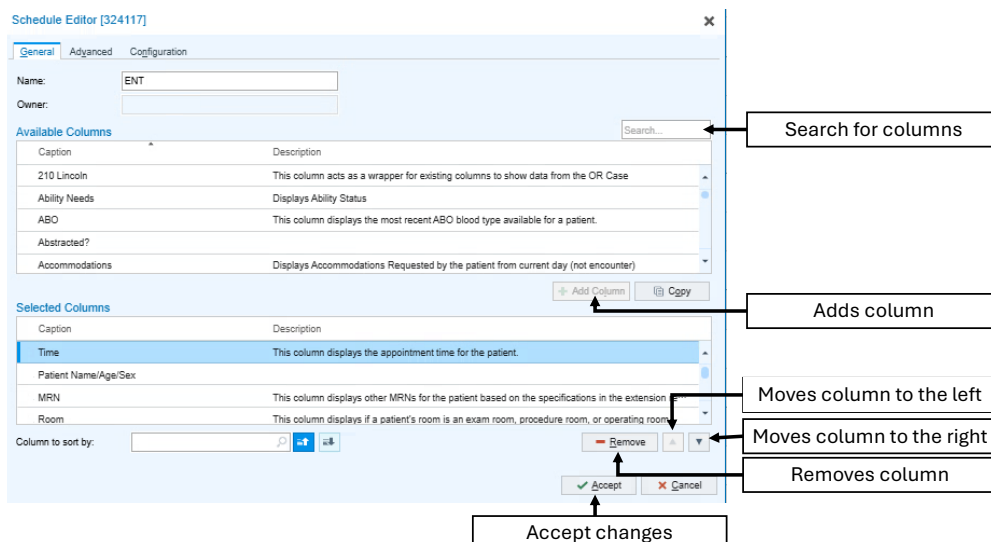
STEP 2: Hit “Create” to create a new schedule.



STEP 3: Name your schedule.

STEP 4: under the general tab, add the desired columns.

1. Remove all the selected columns by clicking on the rows in the bottom panel and hitting “remove.”
2. Add the following columns: Time, Patient Name/Age/Sex, MRN, Location/status, Status, Visit Description, Notes (and any other desired columns)
3. Column can be added by clicking on the desired column in the top panel and clicking “add column.”
4. Columns can be moved up or down by clicking on the arrows below the panel window.



STEP 5: Adding faculty schedules:

1. Go to the “configuration” tab.
2. Select “Provider [All Depts]”
3. Add the following providers:
 - Daniel Y. Kim
 - Ricardo M. Aulet
 - Divya Chari
 - Christopher J. Ito
 - Syed H. Kamil
 - Judith Kempfle
 - Neeraja Konuthula
 - Aaron Remenschneider
 - Hunter D. Archibald
4. Select “Accept”

Schedule Editor - ENT [324117]

General Advanced **Configuration**

Search by: ☐ Department ☒ Provider [All Depts]

Add provider/resource:

Selected Schedules

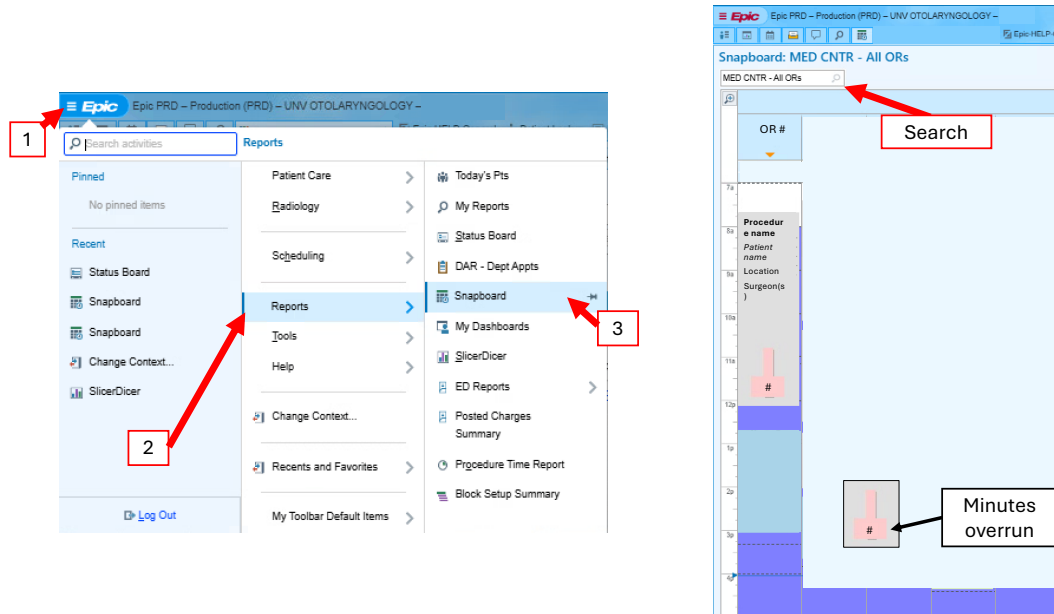
Archibald, Hunter D [All Depts]
Aulet, Ricardo M. Jr. [All Depts]
Chari, Divya A [All Depts]
Ito, Christopher J [All Depts]
Kamil, Syed H [All Depts]
Kempfle, Judith S. [All Depts]
Kim, Daniel Y. [All Depts]
Konuthula, Neeraja [All Depts]
Remenschneider, Aaron K [All Depts]

Accessing the OR schedule through the snapboard

You can view the cases, location and progress through the snapboard:

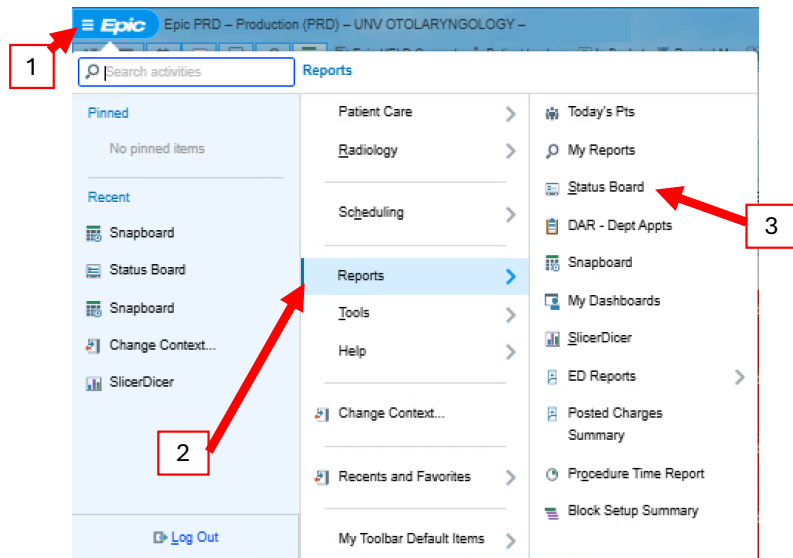
To access the snapboard:

- Click the “Epic” icon in the top left corner → click “Reports” → click “Snapboard.
- Search “MED CNTR – All ORs” in the search bar to view all running rooms and cases as below.



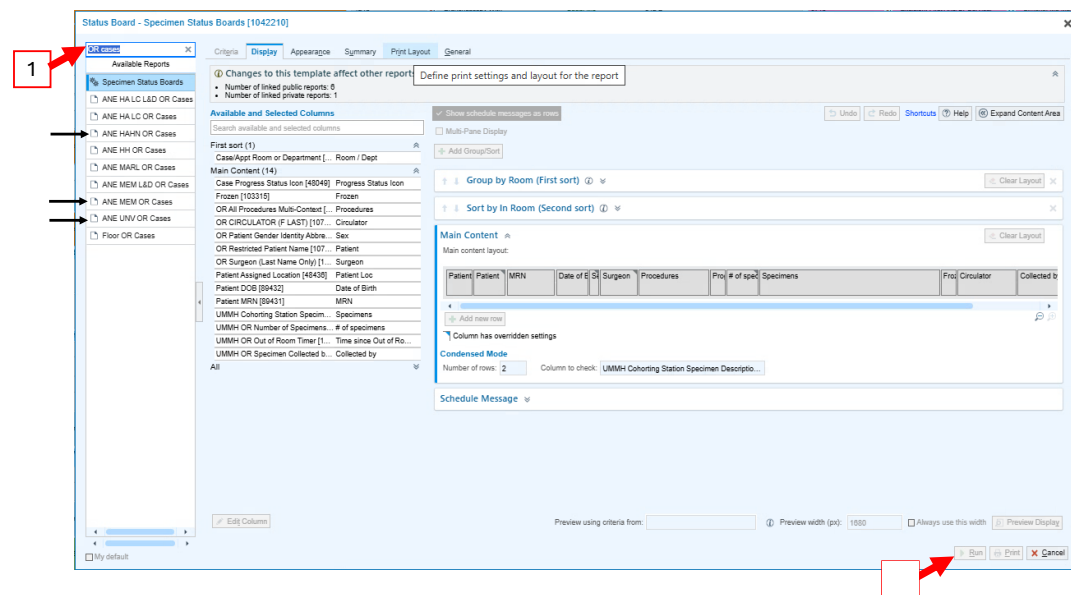
Accessing the OR schedule through the status board

STEP 1: Click the “Epic” icon in the top left corner → click “Reports” → click “Status Board.



STEP 2:

1. In the pop-up screen, type “OR cases” and choose your location:
 - a. ANE HAHN OR Cases → Hahnemann campus
 - b. ANE MEM OR Cases → Memorial campus
 - c. ANE UNV OR Cases → University campus
2. Click “Run” on the bottom right side



STEP 3:

- The entire schedule will be shown for the selected date.
- You can search by provider or patient name.
- Case details are explained as below.

Search provider/patient

Date

UNV OR 00

UNV OR 01

UNV OR 02

UNV OR 03

UNV OR 04

UNV OR 05

UNV OR 06

UNV OR 07

UNV OR 08

UNV OR 09

UNV OR 10

UNV OR 11

UNV OR 12

UNV OR 13

UNV OR 14

UNV OR 15

UNV OR 16

UNV OR 17

UNV OR Bedside

UNV PR 11

Location

Time

Patient name

Procedure

DOB / Sex

Anesthesiologist

Anesthesia type

S O N A R

SONAR: Surgeon, OR, Nursing, Anesthesia, Ready

In Prc

Pre Prc

Prc

Case Closing

Done

PACU Boarder

Phase I

Complete

Cancelled

Appt Sth

Appt Arrived

Appt Comp

Key