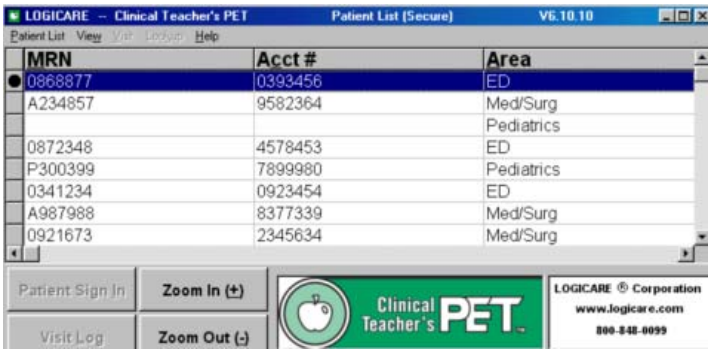
LogiCare
Nursing Perspective 2006

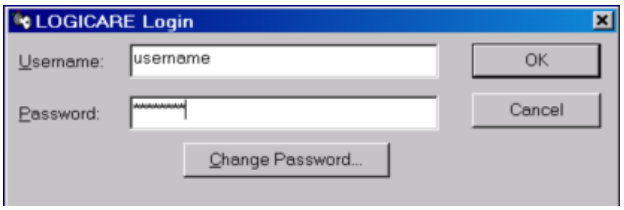
The LogiCare icon is located on the Desktop.
Double-click on the icon to launch the program.

Clinical Teacher's PET Client.lnk



Secure Patient List Screen

The first screen that you see will be the Secure Patient List. No patient names will appear on the List until you have logged in with your username and password.



Login Screen

From the Secure screen, press the **Enter** key on your keyboard to bring up the Login screen.

Enter your Username and Password. Your username will be the same as your Children'sNet username. Your initial password will be **logicare**.

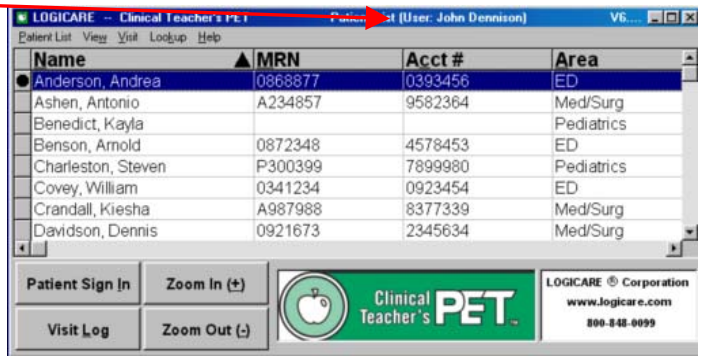
For problems with logging in or passwords, call x7700.

Viewing Patient Names

Your name will appear at the top of the screen, showing that you are currently logged in.

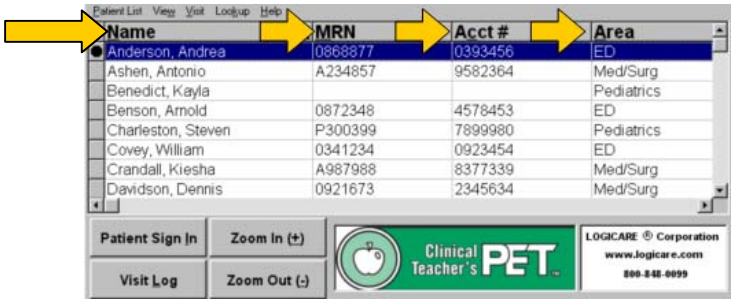
Once logged in, you will see the names of the patients.

- The patient list is specific to the unit where you are logging in. You will be able to view only the patients on this particular unit.
- The names will appear in alphabetical order.



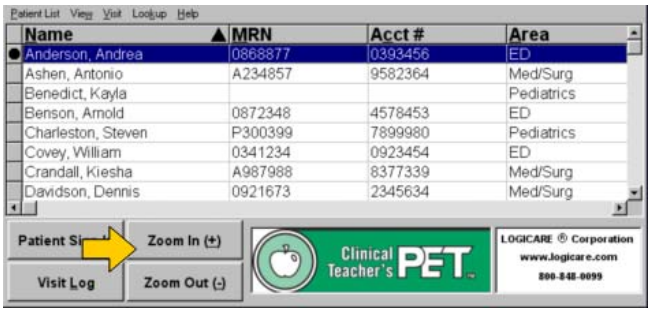
Sorting the List

You can sort the Patient List by Patient Name, Medical Record Number, Account Number and Service by clicking on that column's label.



Zoom Buttons

The **Zoom** buttons enable you to make the data on the screen larger or smaller.



Opening a Chart

Begin typing your patient's name to highlight the line, and press the **Enter** key to select.

- OR -

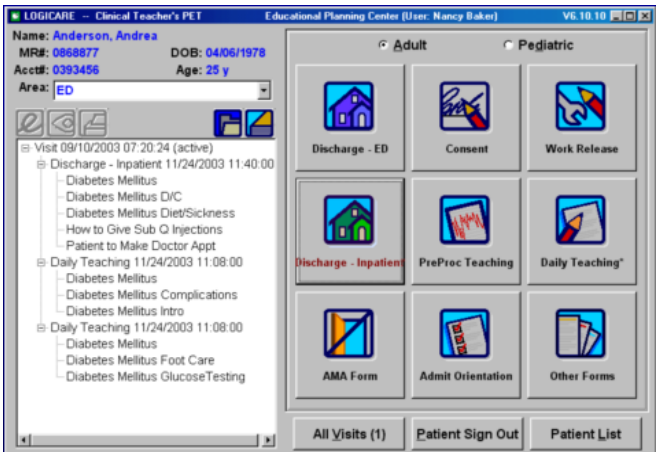
Double-click on your patient's name.

The Tree Window

The left side of the planning center screen shows the patient's name and demographics.

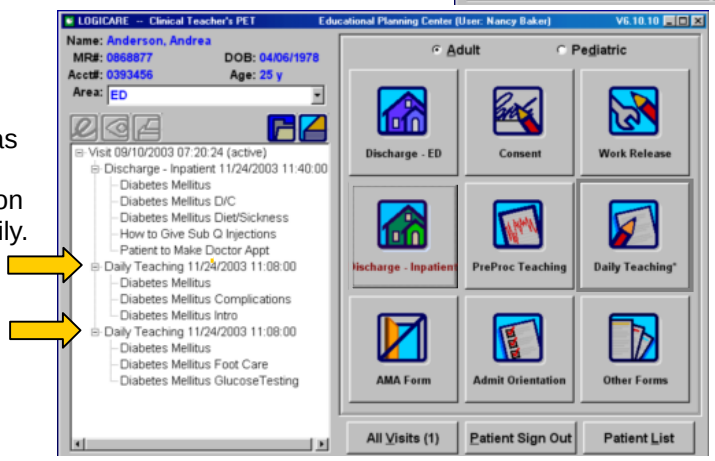
Below that is the "tree" window that displays the current and past visits and education history for each visit.

By double-clicking on a historical visit, its documents are then displayed below it.



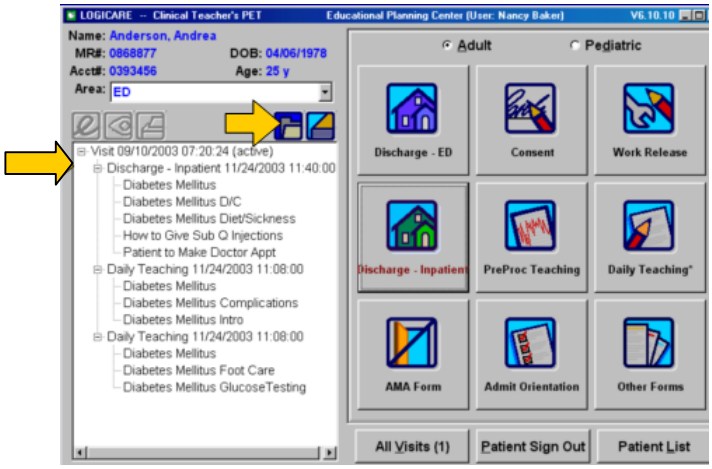
Daily Teaching

Daily Teaching documents are used as an educational tool to relay helpful information to the patient and family.



Visit Summary

When the **Visit Summary** button is selected, the patient's visits and documents are displayed as shown here.



Function Buttons

When a document is highlighted, you will have access to edit, view and print buttons.

The **edit** button allows you to open and edit the highlighted document.

The **view** button allows you to open and view the highlighted document.

The **print** button allows you to print the highlighted document.

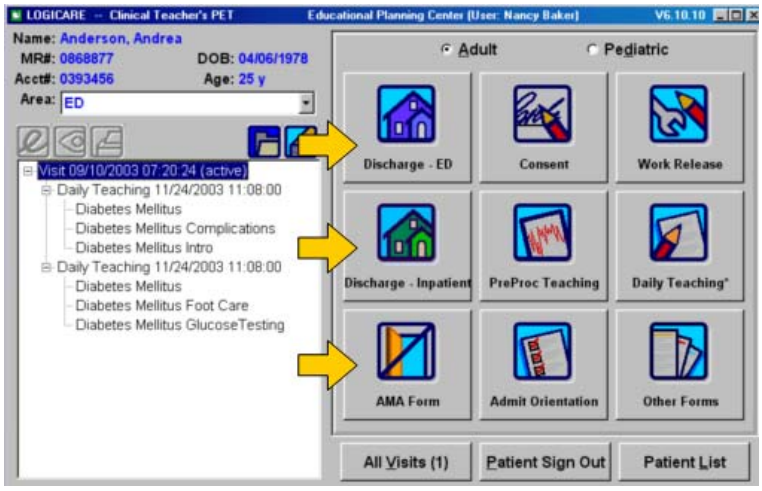
Click on the **Patient List** button or press the **Esc** key to return to the patient list.

Document Form Buttons

The right side of the **Educational Planning Center** is where you create new documents for your patient.

There are 6 different forms that can be used to create documents for your patients. The buttons for each will appear on the screen.

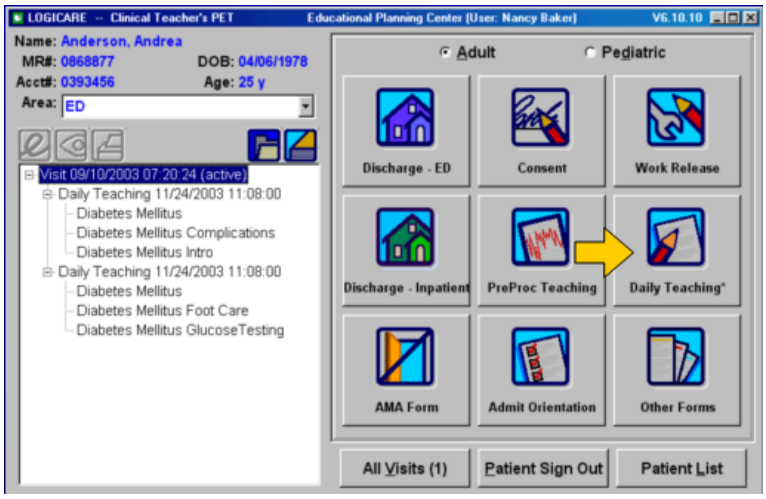
If your unit uses more than these 6 forms, additional forms can be found using the **Other Forms** button.

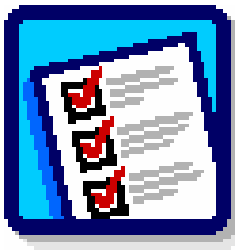


Existing Documents

An asterisk "*" on a button, like the one shown on the **Daily Teaching** button, means that someone has already created that type of form for the patient.

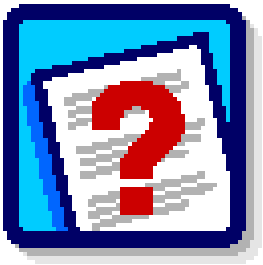
Note: If you click on a button that does not have an "*", the system will open a new form for you to complete.





Admit Orientation Button

To orient a patient to a new unit, click on the **Admit Orientation** button. Select the appropriate unit from the drop-down menu. Click **OK**. The document will populate with the appropriate unit orientation information. Click **Print**. Click **OK**.



Assess Learn Factors Button

The Assessment of Factors that Influence Learning Document will automatically load after the Admission Orientation Document is completed. The document also may be loaded by clicking on the **Assess Learn Factors** button. Select the appropriate learner(s). Follow the prompts throughout the assessment. Type your name and title. Click **Print**. Click **OK**.

Note: After completing this document, the Pain Fact Sheet will automatically generate. Click Print. Next, the Assessment of Learning after Pain Fact Sheet Teaching document will appear. Select one or more learners. Click **OK**. Type your name and title. Click **OK**. Click **Print**.

Assess Learn Daily Button

To document your daily teaching, click the **Assess Learn Daily** button. Follow the prompts.

Is the family available or teaching patient?
If No:

1. Type your name and title
2. Click **Print**

If Yes:

1. Choose the learner
2. Click **OK**
3. Select teaching topic(s) from the menu
4. Select **Other** to free text
5. Type your name and title
6. Click **Print**

Daily Teaching Button

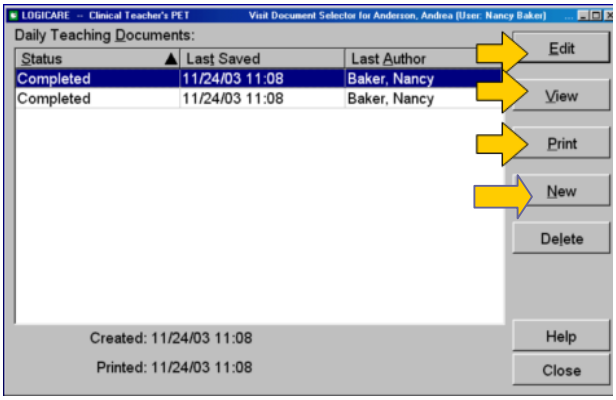
To generate teaching information for the patient/family, click on the **Daily Teaching** button. Type your name and title. Choose topic(s) from menu bar on the right side of the screen. Click **Print**. The Assessment of Learning for Daily Teaching document will then populate. Type your name and title. Click **Print**.

Editing, Viewing or Printing Existing Documents

If you select a button with a "*", the system will display a list of those documents.

You can then highlight an existing document and select the **Edit**, **View** or **Print** buttons.

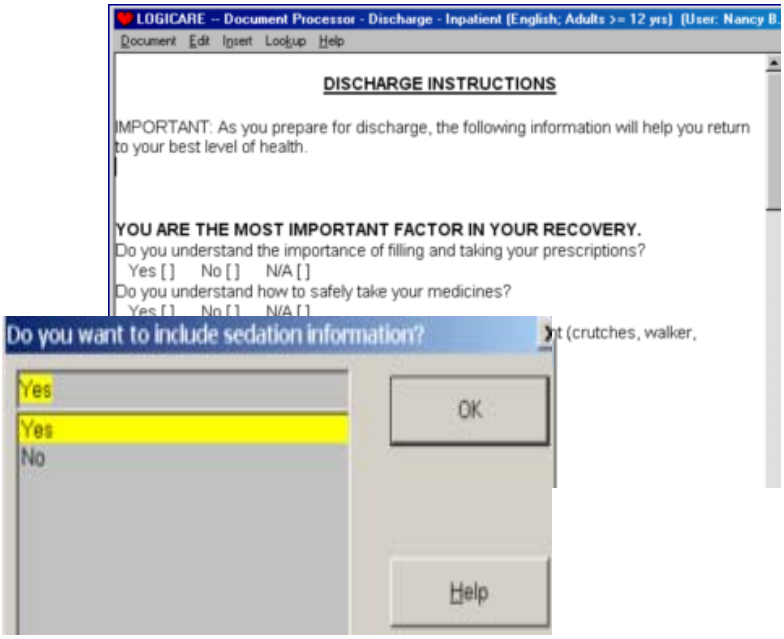
You can use the **New** button to create a new Daily Teaching document.

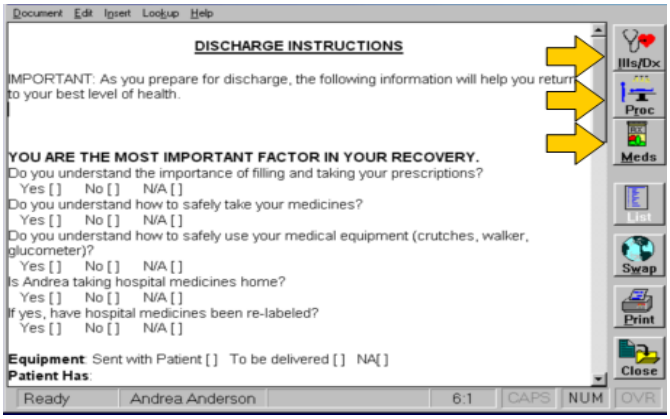


Document Processor

When you select a form to create, such as the Discharge Instruction, the **Document Processor** screen will appear. The introductory and closing paragraphs of the document will be displayed on the screen.

You also might be prompted with pop-up questions such as in the box shown here.



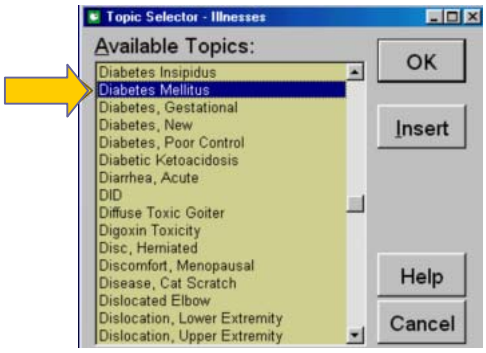


Menu Bar

You may insert desired topics (illnesses, medications, diets, etc.) into your document using the Menu Bar.

To insert a topic, click on the desired topic button.

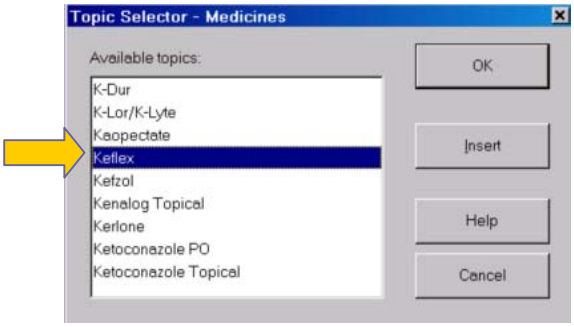
Insert Menu



When you select Illnesses/DX from a button or the Insert menu, a list of the available topics will appear.

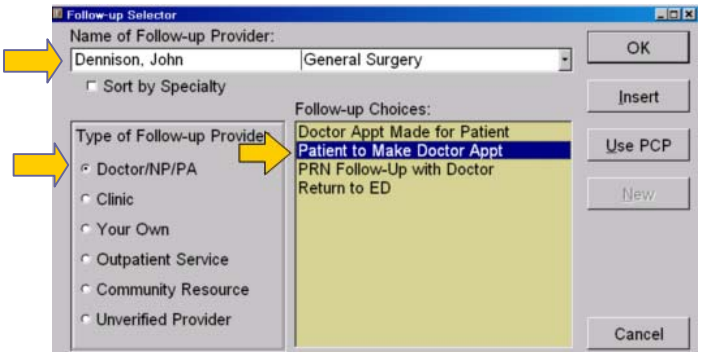
- Start typing the name of the topic you want. The list will scroll as you type.
- You can use the arrow keys ↑↓ on your keyboard to highlight the correct topic.
- Click the **OK** button or press the **Enter** key to insert the topic.

Insert Medications



When you select medications from a button or the insert menu, a list of medication options will appear.

- Start typing the name of the topic you want. The list will scroll as you type.
- You can use the arrow keys ↑↓ to highlight the correct topic.
- Click the **OK** button or press the **Enter** key to Insert the topic.



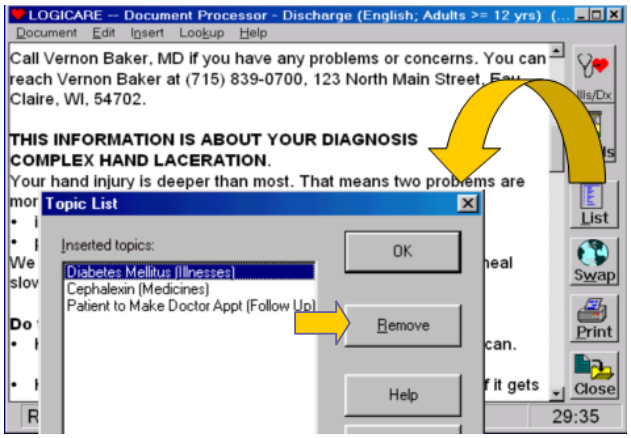
Follow-Up Topics

Select Follow-up from the Insert menu or click on the **Follow-up** button to insert a follow-up appointment.

Note: The system automatically defaults to Doctor/PA/NP as the Follow-up Provider. Click on another provider to select as needed.

To select a Follow-up Provider's Name and Follow-up Statement:

1) Start to type the Doctor's name, and the name list will open and scroll as you type.
2) Highlight a Doctor in the list.
3) Press the **Enter** key to close the list of doctors.
4) Select a follow-up statement choice, such as "Patient to Make Doctor Appt."
5) Click the **OK** button.



List Button

The **List** button will display the topics already inserted.

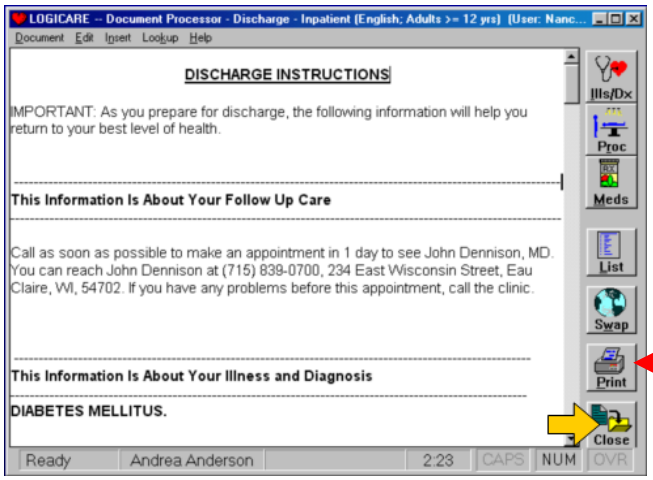
To remove a topic already inserted:

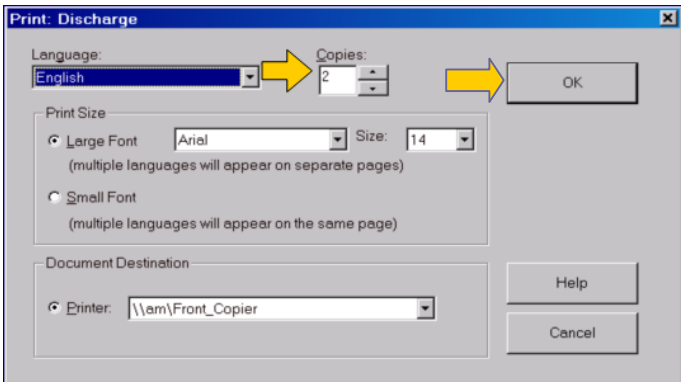
1) Highlight the topic you want to remove.
2) Click on the **Remove** button.
3) Click **OK**.

Save Document

To save your document to finish and print at a later date:

1) Click on the **Close** button.
2) Select **Yes** to save the document.





Print Document

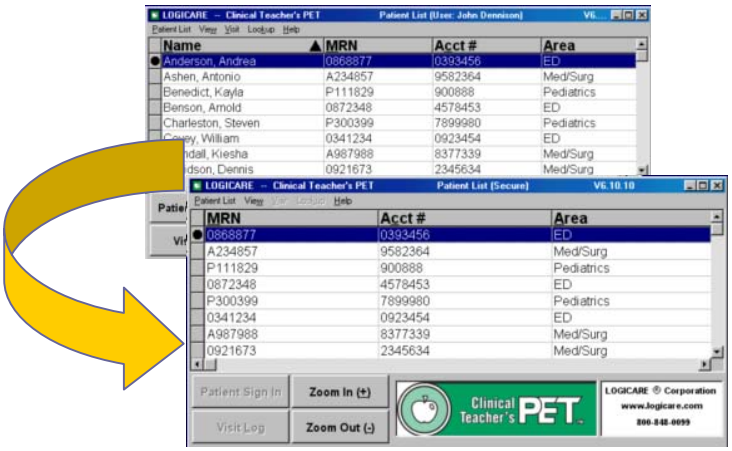
To print your document, click on the **Print** button.

The system will automatically print 2 copies: one for the chart and one for the patient.

Note: The chart copy is printed in smaller font in two-column format.

You can increase the number of copies to print in this field.

Click the OK button to print.



Logging Out

Press the **Esc** key on your keyboard to log out of the patient's chart.

After you are logged out, your name will no longer be displayed on the top of the screen.

Note: The system will automatically log you out after a set period of inactivity.