

**Lifetime Clinical
Record (LCR)
Guide
1999**

Lifetime Clinical Record (LCR) Guide

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Introduction: Lifetime Clinical Record

The Lifetime Clinical Record (LCR)[®] serves as an on-line clinical information database. LCR is patient centered and organizes data into an integrated long-term clinical record that is available wherever patients are seen.

Care providers need quick access to clinical data from a variety of systems in all the locations in which care is provided. The Lifetime Clinical Record (LCR) is designed to provide comprehensive clinical information regardless of where care is provided.

LCR will be an evolutionary clinical tool. The first stage of the LCR implementation will include radiology reports, demographic information, visit history, and diagnosis and procedure listings. Though not part of LCR, Micromedex[®] will be included as a menu option with the first stage of LCR. This feature provides toxicology, drug, and disease information, as well as numerous patient education handouts. Future stages of LCR will include laboratory data, transcribed reports from many departments (operative reports and discharge summaries), and possibly, medication profiles.

LCR is continuously being improved. We invite you to submit your comments and suggestions.

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1. THE BASICS

Notes:

Introduction

The Lifetime Clinical Record is a database software program that contains clinical and demographic information about patients. It is an effective communication alternative to the paper medical record by which clinicians can receive much of the clinical data they need to provide high quality patient care.

LCR provides long-term storage and retrieval of clinical data, such as laboratory results and radiology reports. Other patient data accessible via LCR includes patient demographics, visit history, past diagnosis and procedures, and in the future, transcribed dictation reports.

Confidentiality

All employees, residents, and students who use LCR to view patient information must sign an appropriate confidentiality agreement and use their own sign-on ID's are assigned by the Information Services Department. Sharing of individual sign-on IDs and passwords is prohibited. Careproviders should not share sign-on IDs or passwords with medical assistants or any other personnel.

Due to the nature of the service provided, all employees have a moral, ethical, and legal responsibility to respect the confidentiality of all information.

Unauthorized access, possession, release, disclosure, or other use of confidential information is a serious

Notes:

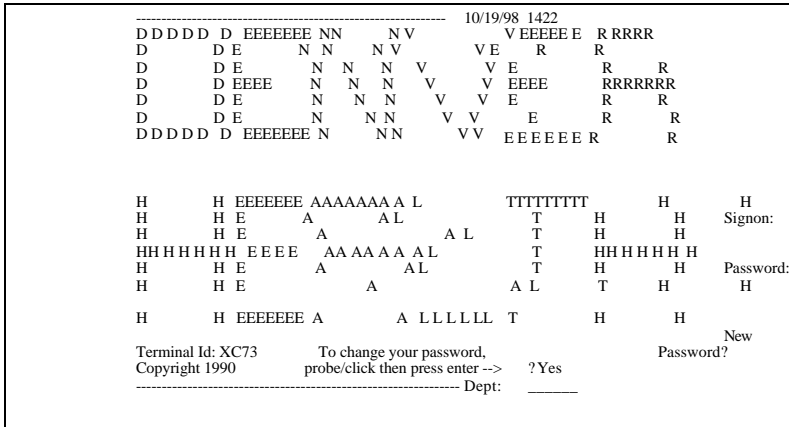
infraction and may result in termination upon the first offense.

Audit Trail

LCR will record ALL access of patient data to LCR in an audit trail. Random audits of patients and users will occur. If questionable access is suspected (or upon the request of patients who feel their confidentiality has been violated) an audit trail reviewer checks the sign-on of all LCR users who viewed the patient's data to determine if any unauthorized accesses occurred.

Signing on to LCR

All sessions begin at the Welcome Screen, as displayed in Step 1 below. You may be using a LCR terminal or a desktop computer, and you may reach the Welcome Screen in different ways.



Notes:

Signing off of LCR

You must sign off before leaving a computer or terminal with a LCR session for two reasons:

1. You will be unable to sign on from another computer or terminal unless you sign off.
2. LCR logs patient data look-ups by clinician sign-on IDs. You will be responsible for any access to information made using your sign-on ID. Someone may use your session to look at patient data using your sign-on ID.

Notes:

Password Guidelines

Problem	Fix
Must enter password	You pressed ENTER too soon. Type your secret password now, press enter.
Password has expired.	The ninety days has passed and you must now pick a new word. Follow on screen instructions to change your word. Type the old word, probe or click on the ? YES and press enter. On the selection page type your new word TAB and type the new again. Press enter to return to the sign on page. Follow on screen instructions.
Third attempt - logoff	You MAY have forgotten your pass word OR your sign on may not be correct. Call the HELP DESK to request that the password be set back to "USER" by MIS. The security officer will contact you when the password is reset. If you still have a problem ask the security officer to verify your USER ID. Be sure to note it where you can find if it necessary.

Notes:

Helpful Hints

- If the screen freezes, select CTRL_SHIFT Z
- To reset in a data entry field (field locked up), CTRL R
- To erase a field from cursor to right end, CTRL E
- Remember to always signoff, F11 twice
- Depending upon your terminal settings, menu items highlighted can be used or signify that data for that item is available
- An ! means that the item can be selected, by either putting in menu number in entry field, and hitting return, or selecting the item with your pointer and right clicking your mouse
- A ? means that the item can be selected, but then another function must be selected to apply
- F13 = SHIFT + F1F14= SHIFT + F2, etc.

Notes:

Using the Function Keys

Function Keys are labeled F1 through F12. These keys help you move around within LCR. The key is defined at the bottom of the particular screen you are in. Unlike entering data in a field, you do not have to press ENTER after pressing a function key.

Some function keys perform various tasks, depending upon the screen you are viewing. Others perform the same task consistently throughout LCR. The keys that consistently perform only one task are defined below:

- F1 = Patient Menu
- F2 = Return
- F4 = Move(scroll) to the left of the screen
- F5 = Move(scroll) to the right of the screen
- F6 = Previous Set
- F7 = Move up on the page of the current listing
- F8 = Move down on the page of the current listing
- F9 = Next Set
- F10 = Drill Down (after right clicking the test, click on this button)
- F11 = Signoff
- F12 = Ranges (after right clicking the test, click on this button) or will View Text

If you see PF1 or PF6 this is the same functionality as F1 or F6.

Notes:

2. VIEWING PATIENT DATA

Notes:

The Careprovider's View

After you have signed on, most of you will see the following screen. Nursing personnel will view a different screen which will have a menu selection for LCR. Options that appear on your screen now might be slightly different as we make improvements later.

Care Provider View	Patient Inquiry/Census Options	01/05/99 1219

<p>*** PATIENT INQUIRIES***</p> <p>Enter MR#: _____ or</p> <p>! 01 Find Patient Name/Number</p> <p>! 02 Find DHMC Inpatient by Name</p> <p>! 03 Select Pt by Nurse Station</p> <p>*** SELECT PT FROM LIST/CENSUS***</p> <p>! 10 Personal List</p> <p>! 11 Outpatient Schedule Options</p> <p>! 12 Future Func-NOT YET AVAILABLE</p>	<p>***MISCELLANEOUS OPTIONS***</p> <p>! 20 Future Func-NOT YET AVAILABLE</p> <p>! 21 Micromedex</p> <p>! 22 Resource Scheduling</p>	
		For Rad prior to 2/16/99, call Rad or use MR Imaging.
DATA IS CONFIDENTIAL--USE IS AUDITED		
		----- Enter # __
		! F11 Signoff & Enter
2MCENS01		

Notes: