

4. How to view and amend a document

- Click on tab
- Double click on the document you need to view/amend

Date of Service	DOS Time	Time	Document Name	Documen	Revisio	Signature Sta	Docum	Authored	Signed	Type	Master	Subcat	Specialty
08-Feb-2021													
08-Feb-2021	13:04	13:04	ED Clinical Assessment	Incomple...	Entered	Signed in Full	General	Meade, James (Nurse)	08-Feb-2021 13:06	Structure...	Asses...	Medical	Unknown
08-Feb-2021	12:44	12:44	ED Triage	Complete	Entered	Signed in Full	General	Meade, James (Nurse)	08-Feb-2021 12:48	Structure...	Asses...	Nursing	Unknown

- Click to change it or to cancel the document

5. How to use a flowsheet

- Click on the tab and select the flowsheet you need
- Click on to open the flowsheet and click inside the column you'd like to amend
- Right click on the section you would like to complete and select 'Add Single Time Column'
- Click on the section you want to complete and add the relevant information
- Make sure you save each time you input data

6. How to sign off a document using Signature Manager

- Double click on the icon in the toolbar to see the document that needs co-signing
- Double click to open the document you would like to review and then click on either or to complete the task

7. How to print

- Click on the print icon which can be found on the main toolbar. Select the report you would like to print and click Print

8. How to log off

- To safely log off of Sunrise EPR click on the log off button in the top right hand corner of the screen.

Need help? Contact IT Service Desk via the icon on your desktop or call ext 2808

Sunrise EPR

Quick Start Guide MIIU & ED Documentation

1. How to log in

Double click on the EPR logo on your desktop. Enter your username and password (the same as your Windows login).

2. Finding your patient

Your patients should appear in the Tracking Board when you log in. You can change department location by selecting the location you'd like to view from the View drop-down list. If you can't see them, check they have been admitted on TrakCare. If you select a patient from the tracking board you should see them appear in the Patient Banner (see below). Please make sure you have the correct patient selected before you enter any information or complete a task.

LAW, Lyndsey	Born 18-Mar-1970 (49y)	Gender Female	NHS No. Unknown
Address 21, Rydal Avenue, GL8 7FR	Phone and Email Unknown	MRN 10-0000-109	Location Bevan - Bay 01 - Bed 07
Allergy Status Unknown			

3. How to start a new document

- Select the patient you'd like to create a document for on the Tracking Board
- Click the enter document icon
- Select the document you require

Searching for ED

ED

Document Name

ED Clinical Assessment
ED Patient Transfer Handover
ED Safety Checklist
ED Triage

- Click
- Work through your document, entering information as required. Completing any mandatory fields marked with a red box
- When the document is complete uncheck the **incomplete** option and click . If you have started and need to finish the document later the document should be saved as **incomplete**