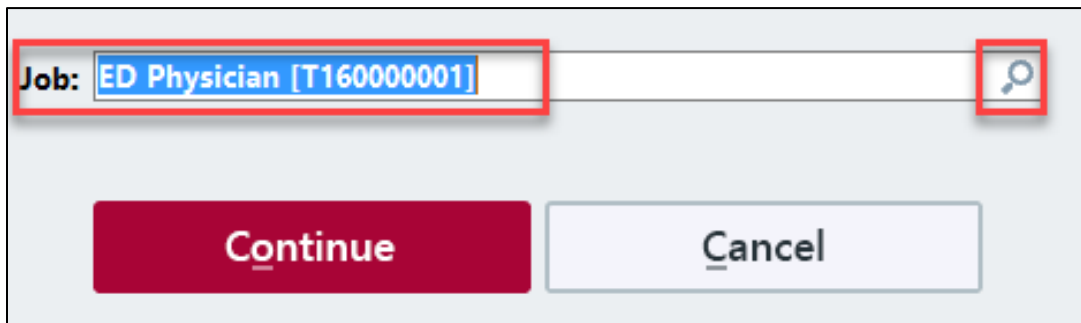


Title: VEP Urgent Care Log In/In Basket/Chart Check**Audience: MD****Application(s): Custody****Date: 2/25/2020****Author: Patrick Kneeland**

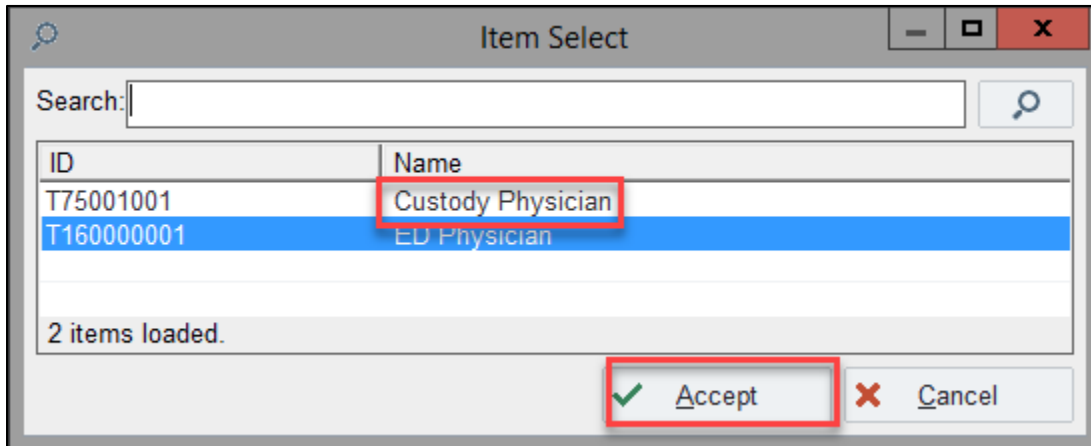
BRIEF OVERVIEW The new Urgent Care Unit in Custody has new workflows. Below is a tip sheet describing the new log in process, using a shared In Basket and finding the VEP physicians Chart Checks.

Logging In

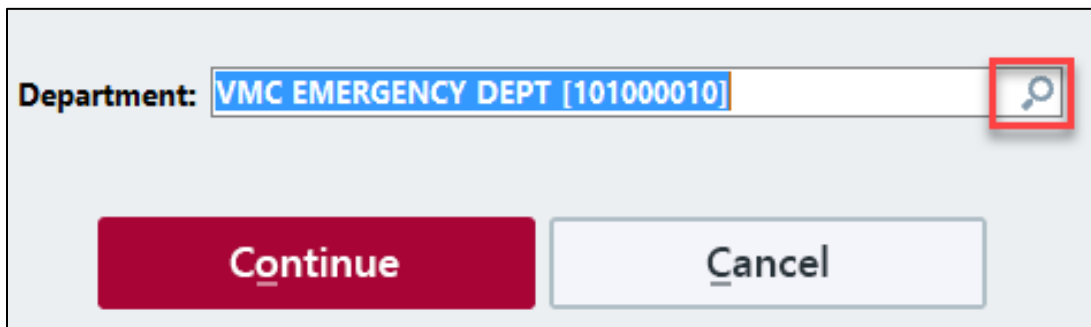
1. Use your normal Username and Password. Click the magnifying glass on the Job prompt.



2. Select your job for the day. Click Accept.

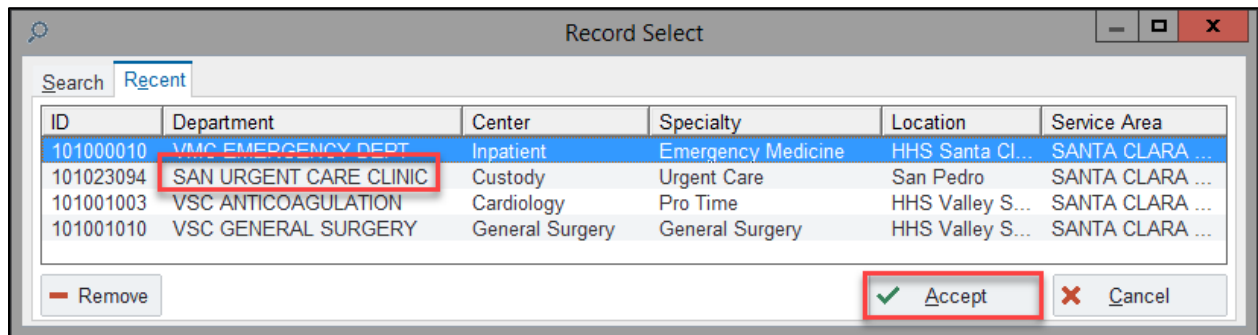


3. At the Department Prompt, click the magnifying glass.

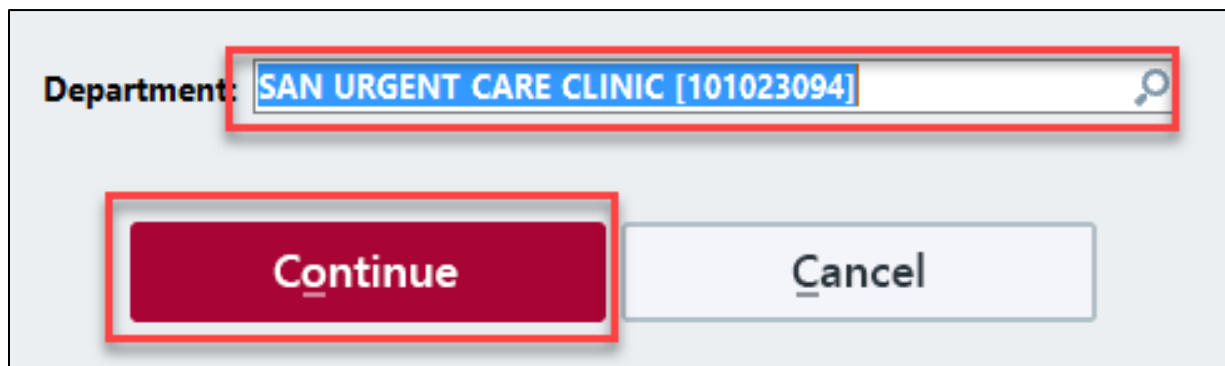




4. Select the Department you are working in (**San Urgent Care** if in Custody). Click Accept. If you do not see the Department use the Search tab to locate San Urgent Care.



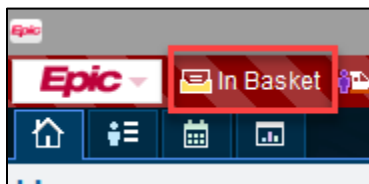
5. Click Continue.



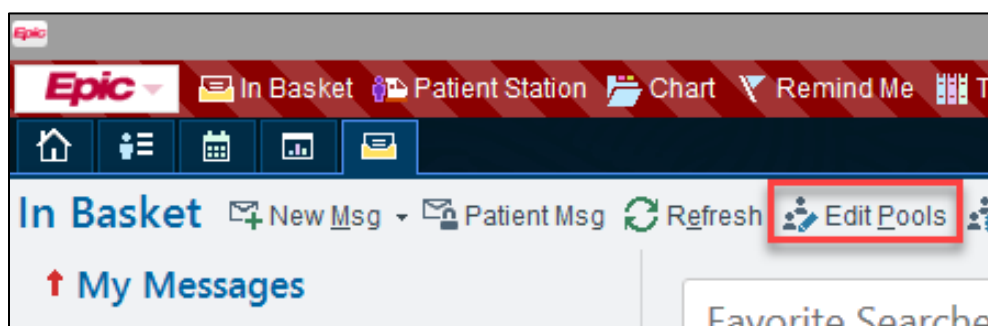
Group In Basket

All VEP Physicians will share a single Group In Basket to receive messages during their shift (such as lab results). Below is the workflow to toggle on and off the group In Basket between shifts.

1. Select the In Basket link from the Epic toolbar.



2. From the In Basket, select Edit Pools.





3. Click the SAN VEP Physicians pool to begin getting messages during your Custody shift. Click Accept. Turn this off when working in the ED.

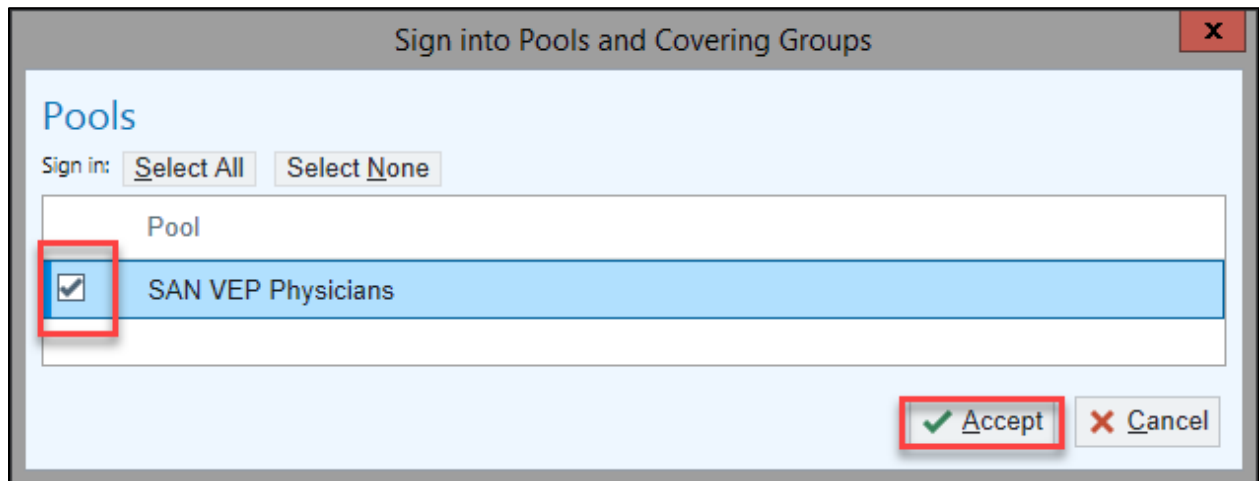
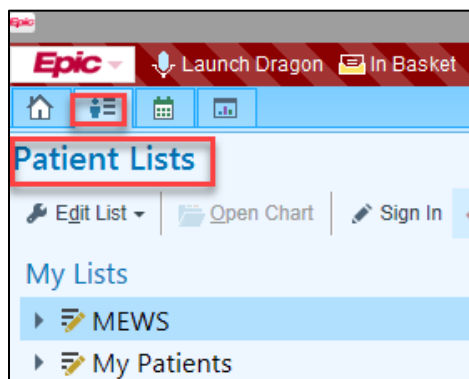
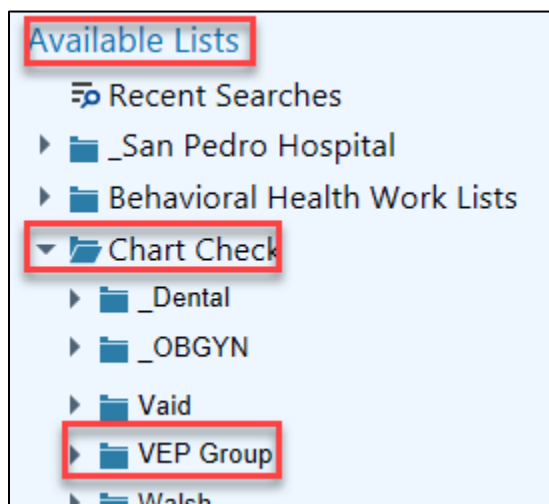


Chart Check Folder

1. Select the Patients Lists workspace.



2. Under Available List select Chart Check and you will see the VEPO Group folder.





3. Select the VEP Group folder and you will see the folders for **(San) VEP Lab Refusals** (lab refusals that need follow-up) and for **VEP Group (San)** (Chart Checks that need follow-up). Patients will only drop into the ELM Group folders if they have transferred to Elmwood following the Chart Check. These folders need to be checked.

