



Nursing Orientation Training

General Use Guide

UK Hosp, Staff Education, Sept 05

Careweb –only at work

Internet Explorer home page on nursing computers

Address  http://www.hosp.uky.edu/careweb/carehome.asp?PageName=General&Section=

UK UNIVERSITY OF KENTUCKY **ACADEMIC PROGRAMS** **ATHLETICS** **MEDICAL CENTER** **RESEARCH** **SITE INDEX** **Search MC** 

Campus Directory: Name ?

UK University of Kentucky [Make CareWeb Your Homepage](#)
Chandler Medical Center 

8/15/2005 - KOHL'S KENTUCKY KIDS CREW

Kentucky Children's Hospital and Kohl's will feature activities for children and their families from 4 to 6:30 p.m. Thursday, Aug. 18, at Hamburg Pavilion. Activities include a visit by Kohl's Kentucky Kids Crew, Kentucky Children's Hospital's emergency pediatric transport team, and the Lexington-Fayette Urban County Police and Fire Departments. Kohl's will present a major check to the Kentucky Children's Hospital to help purchase a new ambulance, as well as educational and promotional items for the Kohl's Kentucky Kids Crew. The event is open to the public.

8/15/2005 - Lab Instrumentation Update Wednesday August 17 11:00am – 2:00pm

The Clinical Lab is replacing aging cell counters. Because SCM and the laboratory computer, Misys, are interfaced, there must be a dead time to stop lab testing on old equipment and transition to the new instruments. As SCM users, this interruption will be transparent to you **EXCEPT** that the lab labels for **HEMOGRAM W/ OR W/O DIFFERENTIAL** will

Home

EVPHA

Patient Safety

Performance Improvement

Leadership Group

Physician

Nurses

Rehab Services

Pharmacy Services

Perioperative Svs

Respiratory Care

ICIS

PATIENT LINKS

- [Clinical Documents](#)
- [MagicWeb](#)
- [Patient Education](#)
- [Sunrise Clinical Viewer](#)

CLINICIAN LINKS

- [Bed Meeting Report](#)
- [Behavioral Standards](#)
- [CenterWatch](#)
- [Clinical Laboratory](#)
- [Inpatient Formulary](#)
- [Interpreters](#)
- [Lippincott Manual of Nursing](#)
- [Medical Library](#)
- [Medical Necessity Rules](#)
- [Micromedex](#)
- [MSDS](#)
- [Pharmacy Current Topics](#)
- [Newsletter](#)
- [Pharmacy Services](#)
- [Phone Directory](#)
- [Physician Directory](#)
- [Protocols](#)
- [Tissue Donation Requesters](#)

Net Learning

Go to the Learning Center website:

<http://www.mc.uky.edu/learningcenter/>



UKHealthCare



[New Mentee Application Form](#)
Due by August 19



[Fall Spanish Classes Announcement](#)
[Spanish Class Application Form](#)



Discover The Learning Center

[Basic Facts](#) [Staff](#) [Policies](#) [NetLearning](#) [Newsletter](#)



Click on the link to Net Learning

Net Learning link

Click on the link to login to Net Learning

To **login** to the Net Learning student interface, click on the following link: [Net Learning](#)



Also access at home via the internet if:

- Reduce security settings in your browser
- Allow pop-ups from the website

Net Learning – Login Screen

the learning center

Net Learning
The Ultimate Learning System

UKHealthCare
UNIVERSITY OF KENTUCKY

Student Interface Login

Participant ID:

Password:

Login Reset

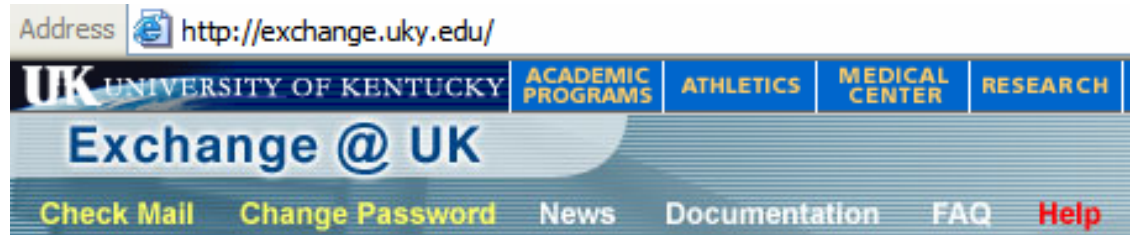
STEP 1: Type Participant ID in the box above
STEP 2: Click the Login button

Wed Aug 17 09:22:00 EDT 2005

ID = social security number (no slashes)
PW = 4 digits (birth month and birth day)
(password never expires)

Exchange Email

Website: <http://exchange.uky.edu/>



Microsoft Exchange Server

University of Kentucky, Lexington

- ✉ [Microsoft Outlook\(tm\) Web Access](#)
NOTE: Please type your domain in front of your user name (the domain is ad\)
- ✉ [Change Password](#)

Your email address = `id@email.uky.edu`
ex: `ukcmc2@email.uky.edu`

Exchange Email First time User

Change Password First before checking your mail

Password Rules

- Must be **8** characters
- Must have at least **1** upper and **1** lower case letter and **1** number **Example: Nursing1**
- Password expires every **90** days
- System remembers your last **10** passwords

Password issues: Contact the Support Center at 323-8586 (Open 24/7)

Change Password - Exchange Email

Click on **Change Password**

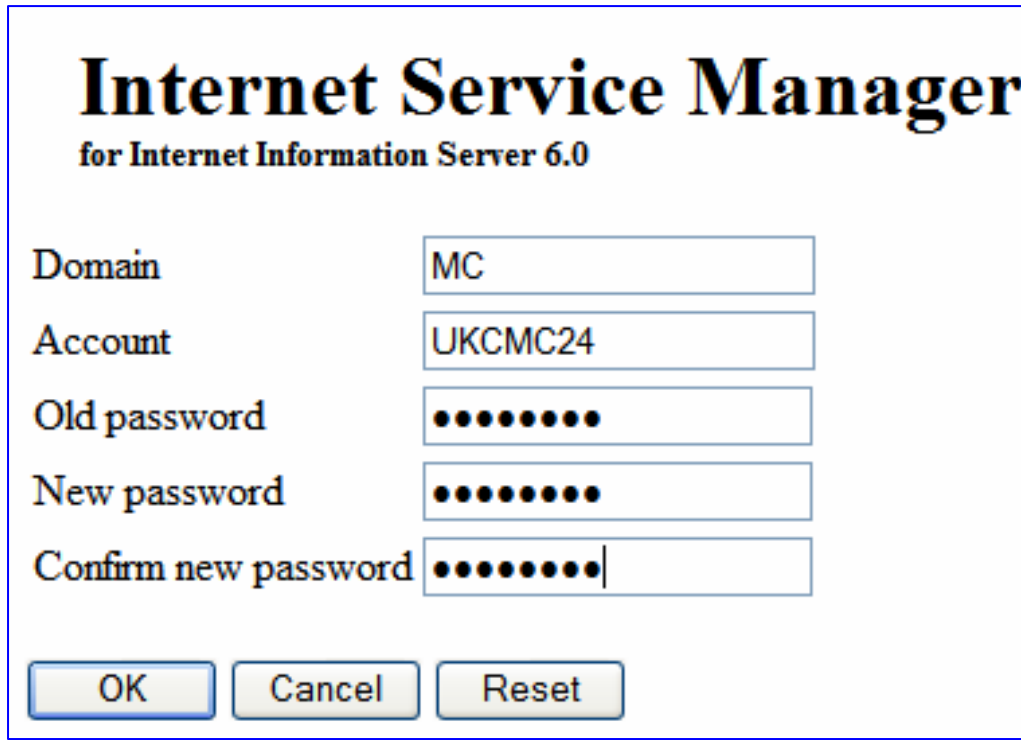


Microsoft Exchange Server

University of Kentucky, Lexington

- ✉ [Microsoft Outlook\(tm\) Web Access](#)
NOTE: Please type your domain in front of your user name (the domain is ad\)
- ✉ [Change Password](#)

Change Password - Exchange Email (cont.)



The screenshot shows a dialog box titled "Internet Service Manager for Internet Information Server 6.0". It contains five input fields and three buttons. The "Domain" field contains "MC". The "Account" field contains "UKCMC24". The "Old password" field contains ten dots. The "New password" field contains eight dots. The "Confirm new password" field contains eight dots and a vertical cursor. At the bottom are "OK", "Cancel", and "Reset" buttons.

Domain	MC
Account	UKCMC24
Old password	••••••••••
New password	••••••••
Confirm new password	••••••••

OK Cancel Reset

Domain = mc

Account = email id

Old Password = u\$ and the last 6 digits of your SSN

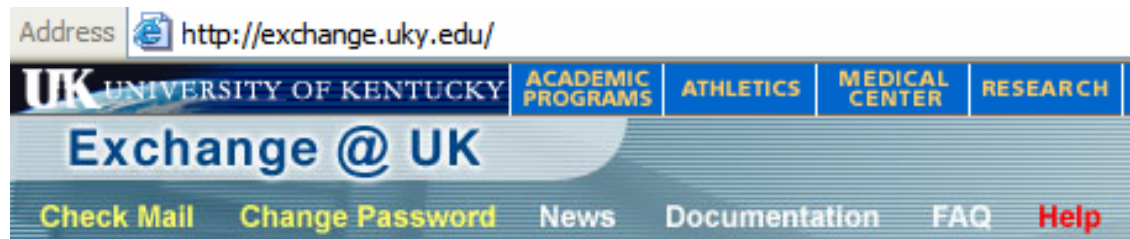
New Password = 8 characters

Confirm new password = 8 characters

Click OK

Login to Exchange Email

Click on Check Mail



Microsoft Exchange Server

University of Kentucky, Lexington

- [Microsoft Outlook\(tm\) Web Access](#)
NOTE: Please type your domain in front of your user name (the domain is ad\)
- [Change Password](#)

Login to Exchange Email (cont.)

Microsoft Office
Outlook Web Access
Provided by Microsoft Exchange Server 2003

Domain\user name:

Password:

Client (what's this?)

Premium

Basic

Security (what's this?)

Public or shared computer



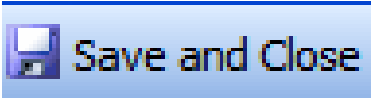
Private computer

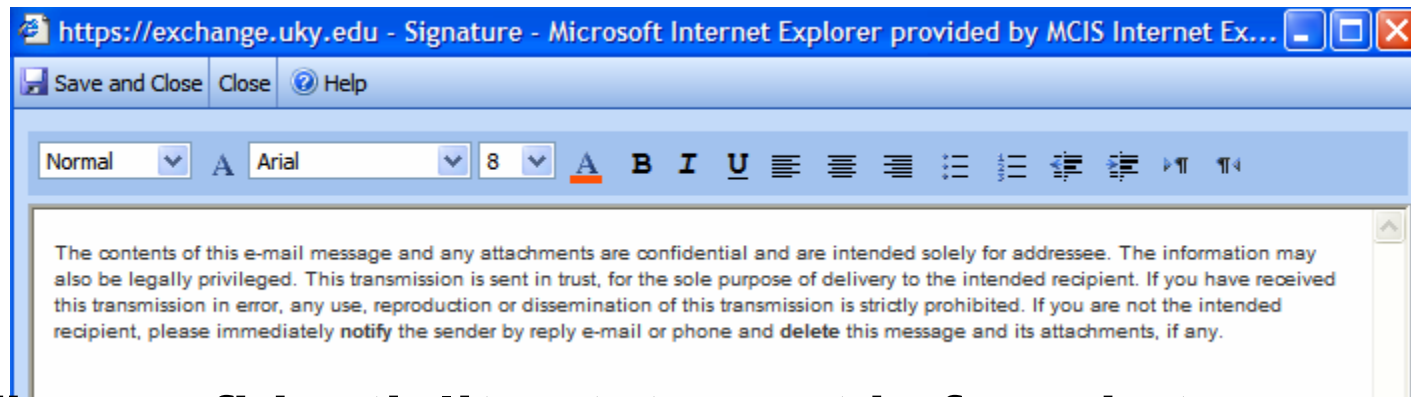
Domain\user = mc\email id

Password = your email pw

Click Log On button

Create a Signature

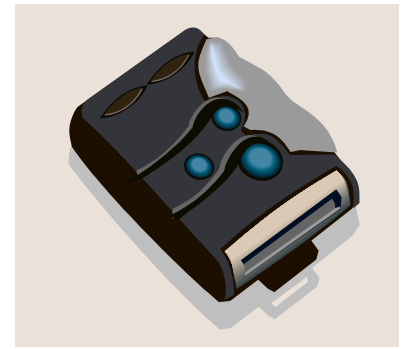
1. Click the Options button. 
2. Click Edit Signature. 
3. Type in the confidentiality statement.
4. Click Save and Close. 
5. Click Save and Close again.



The confidentiality statement is found at:

<http://www.mc.uky.edu/learningcenter/Manuals/Statement-of-confidentiality.htm>

BEEP and BPER Systems



BEEP is used to find out who is on-call for a specific department and service

BPER is used to find a physician's pager number

Accessing BEEP or BPER



Double click the UK Hosp icon on the desktop

Accessing BEEP or BPER (cont.)

The VTAM Application Menu screen opens.

1. Type **PROD** and press the *Enter* key

```
University of Kentucky Hospital
VTAM Application Menu

KEYWORD      APPLICATION
PROD         Production CICS System
ADMN         Administrative Systems
NA           NYAS Session Manager

To connect to your desired application, type the corresponding
keyword and press ENTER.

PROD█
```



Accessing BEEP or BPER (cont.)

2. Press the Pause/break key to clear the screen

3. Type **Beep** and press *Enter* to access **BEEP**

OR

Type **Bper** and press *Enter* to access **BPER**



Note: Case sensitivity is not an issue

Using BEEP

```
BEEP                *** U.K. CHANDLER MEDICAL CENTER ***
                    ONCALL DIRECTORY

MEDICAL DEPARTMENTS

01 ALLERGY/IMMUNOLOGY      14 FAMILY PRACTICE - CORB   27 NEONATOLOGY
02 ANCILLARY MED SERVICES  15 FAMILY PRACTICE - EKY    28 NEPHROLOGY
03 ANESTHESIOLOGY         16 FAMILY PRACTICE         29 NEUROLOGY
04 ANESTHESIOLOGY - PAIN  17 FAMILY PRACTICE - MORE  30 NEUROLOGICAL SURGERY
05 CARDIOLOGY             18 FAMILY PRACTICE - SPOR  31 OBSTETRICS/GYNECOLOGY
06 CARDIO INTERVENTIONAL  19 GASTROENTEROLOGY       32 OCCUPATIONAL MEDICINE
07 CHAPLAIN SERVICES      20 GERIATRICS              33 OPHTHALMOLOGY
08 CT SURGERY             21 HAND CALL               34 ORAL & MAXILLOFACIAL
09 DENTISTRY              22 HEMATOLOGY/ONCOLOGY     35 ORO FACIAL PAIN
10 DERMATOLOGY            23 INFECTIOUS DISEASE      36 ORTHOPEDIC SURGERY
11 DIAGNOSTIC RADIOLOGY   24 INTENSIVIST             37 OTOLARYNGOLOGY/ENT
12 EMERGENCY MEDICINE     25 INTERNAL MEDICINE       38 PATHOLOGY
13 ENDOCRINOLOGY         26 MAXILLOFACIAL TRAUMA    39 PEDIATRIC DENTISTRY

SELECT DEPT #: 8  DEPT CODE:          SERVICE CODE:          REG DUTY: N
ONCALL DATE (MMDDCCYY)          AND TIME (HHMM):          AM(A)/PM(P):

PF1 = EXIT

PRESS PF8 FOR MORE DEPARTMENTS
```



1. In the Select Department # area type the number of the department you want to view

2. Press *Enter*

Using BEEP (cont.)

```
BEEP                *** U.K. CHANDLER MEDICAL CENTER ***
                    ONCALL DIRECTORY

SERVICES FOR: CT SURGERY

01 CARDIAC SURGERY
02 THORACIC SURGERY

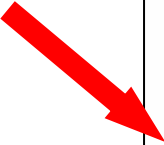
SELECT SERVICE #: 2 DEPT CODE: CTSURG SERVICE CODE:          REG DUTY N
ONCALL DATE (MMDDCCYY)      AND TIME (HHMM):          AM(A)/PM(P):

TO DISPLAY PERSONNEL IN DEPT OR SERVICE (SELECT SERVICE) AND PRESS PF6
PF1 = EXIT          PF3 = DEPT SCREEN          PF4 ONCALL INSTRUCTIONS/RULES
```



1. In the **Select Service #** area type the number of the service you want to view
2. Press *Enter*

Using BEEP (cont.)



```
BEEP                *** U.K. CHANDLER MEDICAL CENTER ***
                    ONCALL DIRECTORY
DEPT: CT SURGERY
SERV: THORACIC SURGERY
CALL      NAME              TITLE              BEEPER #      LOCATION
ORDER
  01      HANSLER, JOSEPH    1RESIDENT        2046
  02      JAHANIA, MOHAMMED S 7RESIDENT        4483
  04      FERRARIS, VIC      ATTENDING        3419
  01      HANSLER, JOSEPH    1RESIDENT        2046          YAMC
  02      JAHANIA, MOHAMMED S 7RESIDENT        4483          YAMC
  04      MULLETT, TIMOTHY    ATTENDING        4442          YAMC

DEPT CODE: CTSURG SERVICE CODE: THORACIC          REG DUTY: N
ONCALL DATE (MMDDCCYY):          AND TIME (HHMM):          AM(A)/PM(P):
TO DISPLAY ONCALL REC, POSITION CURSOR ON NAME DISPLAYED AND PRESS PF5
PF1 = EXIT          PF3 = SERVICE SCREEN          PF4 = ONCALL INSTRUCTIONS/RULES
ALL ONCALL DATA DISPLAYED FOR THE TIME PERIOD
```

The Call Order column indicates whom to page first, second, etc.

Using BEEP (cont.)

```
BEEP                *** U.K. CHANDLER MEDICAL CENTER ***
                    ONCALL DIRECTORY
DEPT: CT SURGERY
SERV: THORACIC SURGERY
CALL  NAME          TITLE          BEEPER #   LOCATION
ORDER
 01   HANSLER, JOSEPH  1RESIDENT  2046
 02   JAHANIA, MOHAMMED S  7RESIDENT  4483
 04   FERRARIS, VIC    ATTENDING  3419
 01   HANSLER, JOSEPH  1RESIDENT  2046      YAMC
 02   JAHANIA, MOHAMMED S  7RESIDENT  4483      YAMC
 04   MULLETT, TIMOTHY  ATTENDING  4442      YAMC

DEPT CODE: CTSURG SERVICE CODE: THORACIC          REG DUTY: N
ONCALL DATE (MMDDCCYY):          AND TIME (HHMM):          AM(A)/PM(P):
TO DISPLAY ONCALL REC, POSITION CURSOR ON NAME DISPLAYED AND PRESS PF5
PF1 = EXIT          PF3 = SERVICE SCREEN          PF4 = ONCALL INSTRUCTIONS/RULES
ALL ONCALL DATA DISPLAYED FOR THE TIME PERIOD
```

Other columns show the name, title, beeper #, and location.

If location is blank that = on-call at UK Hospital.

Placing a Page at UK Hospital

For UK 4-digit pager numbers



1. From a UK phone dial 3-3000
2. At the 1st prompt enter the 4-digit pager number
3. At the 2nd prompt enter the phone number for the paged person to call.

Placing a Page at UK Hospital

For outside 7-digit pager numbers



1. From a UK phone dial 9 to get an outside line
2. Dial the 7 digit pager number
3. Listen....may have to leave a voice message or have to enter the phone number for the paged person to call

Placing a Page at UK Hospital

For 3-digit VA pager numbers



1. From a UK phone dial 17-66 to connect to the VA paging system
2. At the 1st prompt enter the 3 digit pager number
3. At the 2nd prompt, leave a voice message

Using BEEP (cont.)

```
BEEP                *** U.K. CHANDLER MEDICAL CENTER ***
                   ONCALL DIRECTORY

DEPT: CT SURGERY
SERV: THORACIC SURGERY
CALL      NAME                TITLE                BEEPER #    LOCATION
ORDER
  01      HANSLER, JOSEPH      1RESIDENT          2046
  02      JAHANIA, MOHAMMED S  7RESIDENT          4483
  04      FERRARIS, VIC       ATTENDING           3419
  01      HANSLER, JOSEPH      1RESIDENT          2046        YAMC
  02      JAHANIA, MOHAMMED S  7RESIDENT          4483        YAMC
  04      MULLETT, TIMOTHY     ATTENDING           4442        YAMC

DEPT CODE: CTSURG SERVICE CODE: THORACIC                REG DUTY: N
ONCALL DATE (MMDDCCYY):                AND TIME (HHMM):                AM(A)/PM(P):
TO DISPLAY ONCALL REC, POSITION CURSOR ON NAME DISPLAYED AND PRESS PF5
PF1 = EXIT                PF3 = SERVICE SCREEN                PF4 = ONCALL INSTRUCTIONS/RULES
ALL ONCALL DATA DISPLAYED FOR THE TIME PERIOD
```

To get more details, press the **F4** key.

Exiting BEEP

```
BEEP                *** U.K. CHANDLER MEDICAL CENTER ***
                   ONCALL DIRECTORY

DEPT: CT SURGERY
SERV: THORACIC SURGERY
CALL      NAME                TITLE                BEEPER #    LOCATION
ORDER
  01      HANSLER, JOSEPH      1RESIDENT          2046
  02      JAHANIA, MOHAMMED S  7RESIDENT          4483
  04      FERRARIS, VIC       ATTENDING           3419
  01      HANSLER, JOSEPH      1RESIDENT          2046        YAMC
  02      JAHANIA, MOHAMMED S  7RESIDENT          4483        YAMC
  04      MULLETT, TIMOTHY     ATTENDING           4442        YAMC
```

```
DEPT CODE: CTSURG SERVICE CODE: THORACIC                REG DUTY: N
ONCALL DATE (MMDDCCYY):                AND TIME (HHMM):                AM(A)/PM(P):
TO DISPLAY ONCALL REC, POSITION CURSOR ON NAME DISPLAYED AND PRESS PF5
PF1 = EXIT                                PF3 = SERVICE SCREEN          PF4 = ONCALL INSTRUCTIONS/RULES
ALL ONCALL DATA DISPLAYED FOR THE TIME PERIOD
```

**1. When finished with Beep,
press the F1 key to exit.**

Accessing BPER

2. Press the Pause/break key to clear the screen
3. Type **Bper** and press *Enter* to access BPER


Note: Case sensitivity is NOT an issue.

Using BPER

BPER		*** U.K. CHANDLER MEDICAL CENTER ***			001
PERSONNEL DIRECTORY					
ALPHABETIC NAME LISTING					
	NAME	TITLE	DEPT	BEEPER1	BEEPER2
01	ABADIR, PETER	2RESIDENT	FAMEKY	6068539133	
02	ABEDI, NICK	4RESIDENT	SURG	4184	
03	ABORDO, MELECIO	ATTENDING	FAMEKY		
04	ABOUKOURA, FIRAS	ATTENDING	FAMEKY		
05	ABSHER, KIMBERLY	ATTENDING	PTHCYT	259-8022	7-5067
06	ACOB, MARC	ATTENDING	FAMCOR		
07	ADAMS, AIMEE	ATTENDING	PHAR	3009	
08	ADAMS, BETHANY	OT	SURG	1680	323-5870
09	ADAMS, YAL	ATTENDING	PHAR	3170	
10	ADKINS, BRIAN	3RESIDENT	EMER	4480	
11	ADKINS, GRETCHEN	ACTING INTERN	INTMED	3619	
12	AGRAWAL, SUNIL	2RESIDENT	INTMED	1818	
	KEY NAME: JONES		OR BPER#:		OR DEPT:
	LINE # FOR COVERAGE SELECTION OR ADD TEXT:				
	PF1 = EXIT		PF7 = PREY SCREEN		PF8 = NEXT SCREEN

1. To find a doctor's pager number, in the Key Name area type the doctor's last name you want to find.
2. Press *Enter*

Using BPER



```
BPER                                *** U.K. CHANDLER MEDICAL CENTER ***                                001
                                PERSONNEL DIRECTORY
                                ALPHABETIC NAME LISTING

  NAME                                TITLE                                DEPT                                BEEPER1                                BEEPER2
01 JONES, CHARLES                    ATTENDING                            INTMED                            4212
02 JONES, DANIEL                    ATTENDING                            FAMMOR
03 JONES, JASON                      1RESIDENT                            EMER                            2110
04 JONES, JENNIFER                  ACTING INTERN                        INTMED                            4127
05 JONES, KIMBERLY                  1RESIDENT                            PEDS                             2111
06 JONES, LARRY                    ATTENDING                            FAMMED                            4796                                323-6793
07 JONES, LAUREN                    2RESIDENT                            PEDDEN                            1741
08 JONES, NYCOLE                    1RESIDENT                            INTMED                            2117
09 JONES, RALEIGH                    ATTENDING                            OTO                             4739                                75097
10 JONES, TIM                      ACTING INTERN                        OTO                             3620
11 JONES, TYLER                    3RESIDENT                            PSYCH                            4539

KEY NAME: JONES                                OR BPER#:                                OR DEPT:
LINE # FOR COVERAGE SELECTION OR ADD TEXT:

PF1 = EXIT                                PF7 = PREV SCREEN                                PF8 = NEXT SCREEN
LAST SCREEN
```

The doc's pager number is found under the **Beeper1** column.

The **Beeper2** column shows an office contact number.

Exiting BPER

BPER		*** U.K. CHANDLER MEDICAL CENTER ***			001	
		PERSONNEL DIRECTORY				
		ALPHABETIC NAME LISTING				
	NAME	TITLE	DEPT	BEEPER1	BEEPER2	
01	JONES, CHARLES	ATTENDING	INTMED	4212		
02	JONES, DANIEL	ATTENDING	FAMMOR			
03	JONES, JASON	1RESIDENT	EMER	2110		
04	JONES, JENNIFER	ACTING INTERN	INTMED	4127		
05	JONES, KIMBERLY	1RESIDENT	PEDS	2111		
06	JONES, LARRY	ATTENDING	FAMMED	4796	323-6793	
07	JONES, LAUREN	2RESIDENT	PEDDEN	1741		
08	JONES, NYCOLE	1RESIDENT	INTMED	2117		
09	JONES, RALEIGH	ATTENDING	OTO	4739	75097	
10	JONES, TIM	ACTING INTERN	OTO	3620		
11	JONES, TYLER	3RESIDENT	PSYCH	4539		

KEY NAME: JONES OR BPER#: OR DEPT:
LINE # FOR COVERAGE SELECTION OR ADD TEXT:

PF1 = EXIT PF7 = PREV SCREEN PF8 = NEXT SCREEN
LAST SCREEN

When finished with Bper, press the F1 key to exit.

Closing BEEP or BPER

1. Press the Pause/break key to clear the screen.
2. Type **cesf**, press the space bar, and type **logoff**; press the *Enter* key.
3. The VTAM Application Menu screen will appear.
4. Close the window by clicking the “X” in the upper right hand corner.