



UKHealthCare

Patient Management Introduction

Participant Guide

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Objectives

After completing this course, you will know how to:

- Log-on and Log-off the Patient Management system
- Setup a new password
- Change the Pavilion
- Start a Function
- Search for Patients
- View Patient information using various functions
- Access and use the BEEP system
- Access and use the BPER system
- Place a page from a UK phone

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Accessing Patient Management (PM)

Log-on from the Vtam Application Menu Screen

To open Patient Management, click on the **UK Hosp** icon on your desktop or use the Start Menu, Programs, Hummingbird, UK Hosp. You will then see one of two screens.



If the Vtam Application Menu screen appears, you will see a screen similar to the one below.

```

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 ←.....

IP ADDRESS: 172.21.132.38
TELNET PORT: 03194
    
```

The steps to logon PM from this screen is as follows:

1. Type **PROD** and press the *Enter* key.
2. Press the *Pause/Break* key to clear the screen. * To access BEEP or BPER see Note 1.
3. Type **CESN** and press the *Enter* key.
4. Type your **Userid** and press the *Tab* key.
5. Type your **Password** and press the *Enter* key. (The password will not show when it is typed.)
6. A "Sign-on is complete" message appears at the bottom of the screen. Type **MPAC** and press the *Enter* key.
7. A menu may appear. Type any character beside the system you need and press the *Enter* key.

* **Note 1:** From a blank screen type **BEEP** or **BPER** to access respectively; when finished go back to step 3.

The PM **Function Selection** screen will appear similar to the one below.

```

PATIENT MANAGEMENT          UNIVERSITY HOSPITAL          10/20/05 08:
-----
          .....→ FUNCTION SELECTION -----
CENSUS INFORMATION
CENI CENSUS INQUIRY
CENS CENSUS STATISTICS
ADTS A/D/T SUMMARY
ADTA A/D/T ACTIVITY
ADTP ACTIVITY BY PATIENT

OTHER PM FUNCTIONS
INFO INFORMATION DESK INQUIRY
PATI PATIENT INQUIRY

MASTER FILE MAINTENANCE
CPII CPI INQUIRY
CPIR CPI CROSS REFERENCE
CPIX CPI COMBINE HISTORY
VISI VISIT HISTORY INQUIRY

SUPPORT FILE MAINTENANCE
EMPI EMPLOYER MASTER INQUIRY
INSI INSURANCE MASTER INQUIRY
PROI PROFESSIONAL MSTR INQUIRY
RAB ROOM & BED INQUIRY

UK FILE MAINTENANCE
SCNI CHART LOCATION INQUIRY

CLEAR-EXIT          INST.. B  PAY.. H  ENTITY.. 01
KU030PC          Page 1-of-1  User Id TRA056  Termid VMW1  Function PTMG
    
```


Log-off the PM System

When you properly log-off the PM system you will return to either the Vtam Application Menu screen or the UK screen depending on which screen initially opened when you clicked the UK Hosp icon. At that time it is safe to close the window by clicking on the X in the upper right hand corner of the screen.

The steps to log-off PM are as follows:

1. Press the *Pause/Break* key until you get to a blank screen.
2. At the blank screen, type **CESF LOGOFF** and press the *Enter* key.
3. If you return to the **Vtam Application Menu** screen, close the window.
4. If you return to the **Application Selection** screen, on the command line type **LOGOFF** and press the *Enter* key.



Setting New Passwords

The first time you log-on to PM and every 90 days thereafter, the system will prompt you to enter a new password. When this occurs you will see a message either at the top or bottom of the screen indicating “Your password has expired.” Also you will notice the blinking cursor will be located in the New Password area of the screen.

The password rules are as follows:

1. Passwords must be **6-8** characters in length. Special characters or spaces are not permitted.
2. Passwords are good for **90** days.
3. The system remembers your last **10** passwords. You cannot re-use a password until you use 10 different passwords.



TIP: Security recommends passwords be a combination of letters and numbers to make it more difficult for others to guess your password.

Password Problems

If you have any password issues, please call the UKHC ITS **Help Desk** at 323-8586. They are open 24/7 to help you with any password or technical issues.

Patient Safety, Privacy, and Confidentiality

When using PM or any other system containing patient information, always be sure you have identified the correct patient's information being viewed by verifying demographic data such as date of birth, social security number, or medical record number.



When you are finished viewing patient information, please logoff the system.

When sharing patient information with persons who have a right and need to know, please ensure you are in a private setting where others cannot hear or see the confidential information.

Please protect the privacy of your password to patient systems in order to ensure patient confidentiality.

As to the privacy of patients, all printed documents no longer being used which contain private patient information should be shredded or put in a secured confidentiality container.

Introducing Patient Management (PM)

Patient Management is the primary system used by UK Healthcare to register, admit, discharge and transfer patients. It gives you access to patient demographic information, visit details and history, chart locations and information on UK physicians, etc. It is a mainframe based program that is accessed in a windows environment utilizing the Hummingbird software.

Commonly used Keyboard Functions

When using PM, some keys will be used frequently. The following table identifies the key and its function when used:

PC Keys	Function of Key when using PM
Enter	Enters typed data into the system
Pause/Break	When logging on or off it clears the screen; within PM it returns you to the Function Selection screen
Tab	Moves the typing cursor forward to the next data entry field
Shift and Tab	Moves the typing cursor backward to the previous data entry field
End	Erases characters from the blinking cursor to the end of the field
Delete	Deletes 1 character to the right from where the cursor is blinking
Home	To move the cursor to the Last Name field on search screens
Backspace	Deletes 1 character to the left from where the cursor is blinking
F1 key	On any PM screen containing blue columnar headings, this key opens a help screen which gives definitions of blue columnar headings
F3 key	Takes you back to the previous category screen
F7 key	Scrolls you backward to the previous screen when viewing a list; only active when F7 is indicated at the bottom of the screen
F8 key	Scrolls you forward to the next screen when viewing a list; only active when F8 is indicated at the bottom of the screen
?	Use this key in any field to which you can tab in order to open a help screen

Uses of the *Enter* key - After you type something press the *Enter* key and PM acts on what you typed. If you press the *Enter* key from the **Function Selection** screen without typing anything, then PM returns to the last function used. When viewing the screens within a search (such as the All Records option found in CENI and PATI), the Enter key takes you forward to the next category screen, except on screens such as the Insurance screen. On that screen, press the *F9* key which is indicated at the bottom of the screen.

When using PM, pay close attention to the bottom of the screen. It will show you which Function keys are active on that screen.



TIPS: Once you have started a function within PM, to get back to the PM **Function Selection** screen, press the *Pause/Break* key. Or, to backup to a previous category screen, press the *F3* key. The *F3* key may be pressed more than once.

If you happen to **press the *Pause/Break* key too many times** you may get to a blank screen. If this happens and you are already logged on, type **MPAC** and press the *Enter* key to return to the PM **Function Selection** screen.

Changing Pavilions

Patient Management has 3 pavilions. Think of a pavilion as a physical location of patients. There are three pavilions in PM as follows:

H = Hospital

C = Cancer Centers

M = the Clinics

To change the pavilion, go to the PM **Function Selection** screen. Move the cursor to the **PAV** field at the bottom of the screen. Type the **pavilion code** (C, H, or M) and press the *Enter* key.

The only time the pavilion would need to be changed is when you need information on bedded patients in another building when doing a census type function like CENI.

Patient Management Functions

Starting a Function

You can start a PM function in one of three ways.

1. At the **Function Selection** screen type an "X" (or any character) in front of the function abbreviation (in white text) and press the *Enter* key.
2. Use the **right** mouse button to select a function on the **Function Selection** screen by clicking on the function name (to the right of the abbreviation).
3. In the **Function** field located at the bottom right of any screen in PM, type the function abbreviation and press the *Enter* key.

```

PATIENT MANAGEMENT                UNIVERSITY HOSPITAL                12/21/05  15:00
----- FUNCTION SELECTION -----
CENI  CENSUS INQUIRY                EMPI  EMPLOYER MASTER INQUIRY
CENS  CENSUS STATISTICS             INSI  INSURANCE MASTER INQUIRY
ADTS  A/D/T SUMMARY                 PROI  PROFESSIONAL MSTR INQUIRY
ADTA  A/D/T ACTIVITY                RAB   ROOM & REF INQUIRY
ADTP  ACTIVITY BY PATIENT
1     OTHER PM FUNCTIONS
XINFO INFORMATION DESK INQUIRY      SCNI  CHART LOCATION INQUIRY
PATI  PATIENT INQUIRY
2
MASTER FILE MAINTENANCE
CPII  CPI INQUIRY
CPIR  CPI CROSS REFERENCE
CPIX  CPI COMBINE HISTORY
VISI  VISIT HISTORY INQUIRY
3
CLEAR-EXIT                INST.. B  PAY.. H  ENTITY.. 01
KU030PC                   Page 1-of-1   User Id TRA059   Termid YMW1   Function scni

```

Information Desk Inquiry Function - INFO

This function allows you to see a list of all registered patients who are here today. It will also show inpatients discharged up to **10** days ago, as well as Emergency Room and 23-hour observation patients discharged up to 3 days ago. Ambulatory outpatients will be listed who are here from midnight to midnight.

This function shows census, room, bed, and phone number. For discharged patients it shows census and date of discharge.

At the **Patient Selection Parameters** screen, type the **patient's last name** and press the *Enter* key.



TIP: If known, it is best to type the patient's last name followed by a comma, press the *Space bar*, and type the patient's first name; follow by pressing the *Enter* key.

```

INFORMATION DESK INQUIRY  UNIVERSITY HOSPITAL      B H 01  12/21/05  10:2
----- PATIENT SELECTION PARAMETERS -----

Type all or part of the patient's last name....

.....> FAKE, ANDY

Sex....

YAP20NZ                               User Id TRA059      Termid YMW1  Function INFO
    
```

In the example above, a search was done for **Fake, Andy**. If the patient is in the list, his/her name will be found at the top of the list as illustrated below.

```

INFORMATION DESK INQUIRY  UNIVERSITY HOSPITAL      B H 01  12/21/05  10:31
Search starting with: FAKE, ANDY
----- PATIENT LISTING -----

Patient Name      Pv/Loca  Room-Bd  Tp  Phone      Age  Admit  Disch  Vis  Cnd  Ex
FAKE, ANDY       H/8S    853 -A   I  3231853   45Y  09/12
FAKE, AUNT BEA   H/8S    854 -A   I  3231854   70Y  02/09
FAKE, BARNEY FIFE H/8S    855 -A   I  3231855   65Y  02/09
FAKE, BIG DADDY  H/8S    859 -A   I  3231859   47Y  02/09
FAKE, BIG MOMMA  H/8S    858 -A   I  3231858   45Y  02/09
FAKE, CHIEF JOSEPH H/8S    864 -A   I  3231864  105Y  02/09
FAKE, EARNEST T  H/8S    861 -A   I  3231861   47Y  02/09
FAKE, OPIE       H/8S    856 -A   I  3231856   15Y  02/09
FAKE, SUZY Q     H/8S    860 -A   I  3231860   29Y  02/09
FAKE, TOMMIE     H/8S    862 -A   I  3231862   51Y  02/09
FANNIN, DAVID TROY H/4S    456 -A   I  3231456   11Y  03/08
FRALEY, ELSIE    H/4OUT   0       0       45Y  04/30
FRITTS, BETTY VIRGINIA C/3MCC  324 -A   I  3230324   51Y  11/26
GAINES, DUJUANA  H/4OUT  409B-3  0       4Y   10/06
GANNON, CLARA S  H/1ADM  102 -C   I  0000000   40Y  12/20
GARRETT, MELVIN  H/4W    474 -B   I  3231474   5Y   03/19

PF8-FWD

YAS37NZ                               User Id TRA059      Termid YMW1  Function INFO
    
```

Corporate Person Index Inquiry – CPII

This function contains a record of all patients seen at UKMC since UK Hospital opened in 1962. This function will provide demographic information on the patient. You will see the patient's name, sex, race, social security number, mother's maiden name, language, CPI number (medical record number), etc. **The CPI number is the Medical Record number (MR#)** with zero (es) at the front of it. In PM, both the patient and the patient's guarantor will get a CPI number. In fields marked CPI number, just type the MR#. If a person is both a patient and a guarantor, that person will have one CPI number that will allow you to search out all visits for which the person is a patient and/or a guarantor. Remember if they were born here, they have a CPI number. The CPI file is never purged.

How to Use the Search Parameters Screen and search Extensively

1. On most PM search screens your best search will be by a patient's **Medical Record number** (CPI number).
2. If the CPI number is not available, search by the patient's **Social Security number** (obtain that number from the patient). If a duplicate social security number is identified, this information should be forwarded to the Medical Records department.

When searching by CPI or Social Security number, do not use dashes or spaces and leave all other fields blank.

3. If the CPI and the Social Security numbers are not available, search by the **patient's legal name and date of birth**. To search by a patient's name type the **last name** on the **Last Name** line; press the *Tab* key and type the **first name** on the **First Name** line; press the *Tab* key to get to the **Birthdate** line and enter the **month, day** (2digits each) and the **year** (4 digits).

You can press the *Enter* key to start a soundex search that shows all names that sound like the one you typed. Or you can press the *F10* key (see the bottom of the screen) to search alphabetically.

```

CPI INQUIRY                UNIVERSITY HOSPITAL          B H 01  05/08/07  10:28
-----
CPI SEARCH PARAMETERS
-----
Last Name..  DRUMMOND
First Name .. JERRY
Middle Name ..
Title ..
Suffix ..
Sex ..
Race ..
Birthdate .. 06 15 1970 (MM DD CCYY)
Mom's Maiden Name..
State of Residence..

CPI Number ..
Social Security Nbr ....

PF9-SAME ACCOUNT   PF10-ALPHA SEARCH
YAP02NZ           User Id TRA059          Termid YHW1  Function CPII

```



- **TIP:** The cursor starts at the CPI number field. To quickly go to the **Last Name** field, press the **Home** key.

4. You can search for a patient by **legal name** and **mother's maiden name** and press the *Enter* key for a *soundex* search.
5. You can search by **legal name** only and press the *F10* key to do an *alphabetical* search.
6. You can search by full **legal name** or **last** name only with the **year of birth** (in case there is a typo with the birth date) and press the *Enter* key for a soundex search.

Remember to use the proper naming convention. The suffix is part of the first name field. For example: Jones, William Jr or Jones, William III.

You may need to do the alphabetical search several times. Try the wildcard (*) after the last name in case the proper naming convention was not used or to find hyphenated last names.

In the illustration above a search for Jerry Drummond was initiated. After pressing the *Enter* key, the following screen appears.

```

CPI INQUIRY                UNIVERSITY HOSPITAL                B H 01 12/21/05 11:04
Search starting with: DRUMMOND, JERRY
----- CPI PERSON SELECTION -----
Select Line Number 2 ← *AKA Indicator          Generated=G
          S R Ttl Sfx Y   DOB   Exp Cr   Soc Sec #
Mother's Maiden Name   St   CPI Nbr
01.  DRUMMOND, JERRY    * M W           06/15/1970   256-65-8971
     DAYIS              KY 009547555
02.  DRUMMOND, JERRY L M W           06/15/1970   256-65-8971
     DAYIS              KY 009547555
03.  DRUMMOND, JERRY LESTER * M W           06/15/1970   256-65-8971
     DAYIS              KY 009547555
04.
    
```

It prompts you to enter the line number of the patient you need to view. The line numbers are found to the left on the patient's name.



TIP: If you want help understanding the blue columnar heading abbreviations on this screen, press the *F1* key.

After selecting your patient by typing the line number and pressing the *Enter* key, you will see the following screen:

To see the second screen of the patient's demographic information, press the *Enter* key.

To search for a different patient, press the *F3* key to backup to the **Search Parameters** screen. You may have to press *F3* more than once.

```

CPI INQUIRY                UNIVERSITY HOSPITAL                B H 01 12/21/05 11:08
----- PERSON INFORMATION-I -----
CPI#.. 009547555   DOB 06/15/1970   SEX M   SS# 256-65-8971 #Alias(es).. 2
NAME.. DRUMMOND, JERRY L   Name Title.. Suffix.....
Adri.. 2500 NEWTOWN PIKE   Expire Dte. / /   Exp?.   Av Cd..
Zip... 40502           State... KY   Country... US   Bad Adr?.. Cred.
City.. LEXINGTON           County.... FAYET   Phone.. 859/272-8660
Pi H Ph1 859 2728660   Pi C Ph2 859 2268905   Pi S Ph3 859 3300875
ADVANCE DIR.. Y   DATE: 03/21/05   Organ Donor.. Y (Y/N)
Driver's Lic#..           Exp.Dte... / /   State.
Race.. W   Mar.Status.. M   Liv Arrng..           Language..... SPA
Vip... Practice Code... Nation..           Desc..
Rtg... Church Code.
Maiden Name.....
Hom's Maiden Name. DAYIS           Father's Name. WILLIAM DRUMMON
UK Emp/Stu.. Corp Level User Cde..           Prev CPI#.
PF9-ALIAS PF10-EMP HX PF11-COM HX PF12-ADR HX
YA101NZ           User Id TRA059           Termid YMW1 Function CPII
    
```

CPI Combine History --CPIX

If you can't find your patient with a Medical Record Number (MRN), try the function **CPIX** in case their CPI number was merged. Medical Records can combine medical record numbers (MRNs) if a duplicate medical record number has been reported.

```

CPI COMBINE HISTORY      UNIVERSITY HOSPITAL      B H 01  04/18/07  13:55
-----
----- CPI COMBINE HISTORY SEARCH PARAMETERS -----

CPI Number ..... 12689717
Medical Record Number...

PF9-SAME ACCOUNT
YAP21NZ                      User Id TRA050      Termid YMW4  Function CPIX
    
```

You can type the CPI number (same as MRN) that you have and press the **Enter** key.

This function will show you which MRN has been discarded (combined) and which MRN is the one retained for current use.

```

CPI COMBINE HISTORY      HOSPITAL      B H 01  04/18/07  14:04
SEARCH: CPI 009799305
-----
----- CPI COMBINE ACTIVITY -----
---CPI Combine---
Date   Time  By  CPI/Name  Med Rec  Inst  CPI/Name  Med Rec
01/05/07 09:54 GI  012689717 012689717 B      009799305 009799305
                JOHNSON, JUDY
                ADAMS, JUDY K

Discarded MRN
Retained MRN

YA388NZ                      User Id TRA050      Termid YMW4  Function CPIX
    
```

Note in this example the MRN **12689717** has been **discarded** and the current MRN which has been **retained** for this patient is **9799305**.

Patient Inquiry – PATI

This function gives access to information on all patient visits to UKMC for at least the last **13** months. You can use PATI to search for and select a patient as described above in the CPII section. After starting PATI and selecting your patient and visit date, the following screen appears:

```

PATIENT INQUIRY          UNIVERSITY HOSPITAL          B H 01 12/21/05 11:1
DRUMMOND, JERRY L       A -KENTUCKY CLINIC          009547555-528
----- PATIENT RECORD SELECTION -----
Place any character beside desired options.
.....▶ X ..All Records                ..Physician Information
      ..Guarantor Information          ..Visit Specific
      ..Insured 1                     ..Discharge/Departure
      ..Insured 2                     ..Clinical
      ..Nearest Relative/Newborn      ..UB Condition/Value/Occurrence
      ..Emergency Contact/Accident
      ..Insurance
YAS12NZ                User Id TRA059          Termid YMW1  Function PATI

```

Type an “**X**” or **any character** in front of any category you want to view and press the *Enter* key. To view all of the information available on the selected patient’s visit, type a character in front of **All Records** and press the *Enter* key.

Press the *Enter* key to move from one screen to the next screen. One exception to this will be on the **Insurance** screen where you will have to press the *F9* key to move to the next screen.

Census Inquiry – CENI

This function gives information on patients currently in a bed at UK Hospital or Markey Cancer Center. It includes inpatients, observation patients, leave of absence patients, and beds on reserve for patients.

This function can be one of the most useful searches for physicians. All of the search results can be printed. You can also search by patient name on this screen.

Nursing Unit Census – You can look up a nursing unit census of patients by typing in the **Location** field a location code such as **8S** for 8 South and pressing the *Enter* key.

```

CENSUS INQUIRY                UNIVERSITY HOSPITAL                B H 01 12/21/05 11:1
----- CENSUS INQUIRY PARAMETERS -----
Location... 8S                Room/Bed...                Status...

Staff Phys.                Name..
Staff Type. (A=Admitting    T=Attending    R=Resident    *=All
              P=Primary      F=Referring    X=External Referring)

By Group... (Y/N) Group Nbr.

By Patient Name..
Sex..... Race Code.....
Smoker..... (Y/N)                Vip's..... (Y/N)
Accommodation... Isolation Type.
Hospital Service.. Acuity Type...
Financial Class.. LOA Type.....
Birthdate..... Admit Date....
Age Range..... to                Length of Stay. to
Process Type.... (I/E/O)                Religion Code..
Overflow Code.... Church Code....

PF12-PRINT
YAP13NZ                User Id TRA059                Termid YMW1 Function CENI
    
```



TIP: If you are unsure of the Location code or the Hospital Service code, you can type a **?** in the respective field and press the *Enter* key to see a table with all the possible codes for that pavilion. **Remember**, the Pavilion impacts which code table and patients you will see when using Census type functions in PM. Change the pavilion from H to C for Cancer Centers to see all patients for either location.

In the example above a search for the **8S** Nursing unit was initiated. After pressing the *Enter* key, the following patient census information screen appears:

```

CENSUS INQUIRY                UNIVERSITY HOSPITAL                B H 01 12/21/05 11:1
----- PATIENT CENSUS INQUIRY -----

Select Line Number
  Loc Room-Bd Ac Y Is P Srv Fc Sx Rc Age Smk Rlg Loa Los Acu Cnd Ir Y
  Patient Name                Reserved For                Attending Physician
01. 8S 853 -A A                I NS F M W 45Y N                1196
    FAKE, ANDY                TIBBS, PHILLIP A
02. 8S 853 -B
03. 8S 854 -A A                I REN J F W 70Y N                3237
    FAKE, AUNT BEA                LUCAS, BRUCE A
04. 8S 854 -B
05. 8S 855 -A A                I REN J M W 65Y N                3237
    FAKE, BARNEY FIFE                KWOLEK, CHRISTOPHER
06. 8S 856 -A A                I TXL J M W 15Y N                3237
    FAKE, OPIE                RANJAN, DINESH
07. 8S 858 -A A                I TXL J F W 45Y N                3237
    FAKE, BIG MOMMA                RANJAN, DINESH

PF8-FWD
YAS04NZ                User Id TRA059                Termid YMW1 Function CENI
    
```

The available information shows unit census, room number/bed, accommodation code, patient type, service, sex, race, age, religion, leave of absence indicator, length of stay, patient's name, (or who the bed is reserved for), and the attending physician.

To print this census, press the *F3* key to backup to the prior screen (the initial Census Inquiry screen). From that screen press the *F12* key to print the census.

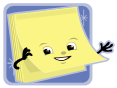
Physician Specific Census – Look at the Census Inquiry initial screen again. You can search for all of a physician’s bedded patients at UKMC by typing the doctor’s name or number in the appropriate field. You will also need to specify the doctor’s type(s). The codes for doctor types are as follows:

- A for Admitting T for Attending R for Resident
- X for External Referring F for Referring P for Private
- * for All types

After typing the appropriate doctor name or number and the Staff Type, press the *F12* key to print that census or press the *Enter* key to see that census on the screen.

Other Censuses – Look at the Census Inquiry initial screen again. You can search and print many types of censuses. You could search for a census of a particular religious affiliation for visiting clergy, or for patients whose birthday is today, etc.

You can also search for patients admitted to a medical service such as GME.



TIP: You can use this function to lookup/learn all kinds of abbreviations used in PM. Type a *?* in any field and press the *Enter* key.

Selecting a patient from the Census – For any type of census requested, you can select a patient from the census by typing the **line number** of the patient you want to view and press the *Enter* key. Then, as with the PATI function, you can view whatever available information you need about that visit.

CENSUS INQUIRY		UNIVERSITY HOSPITAL		B H 01 12/21/05 11:2															
----- PATIENT CENSUS INQUIRY -----																			
Select Line Number	1	*****																	
Loc	Room-Bd	Ac	Y	Is	P	Srv	Fc	Sx	Rc	Age	Smk	Rlg	Loa	Los	Acu	Cnd	Ir	Y	
Patient Name														Attending Physician					
01.	8S	853	-A	A		I NS	F	M	W	45Y	N			1196					TIBBS, PHILLIP A
02.	8S	853	-B																
03.	8S	854	-A	A		I REN	J	F	W	70Y	N			3237					LUCAS, BRUCE A
04.	8S	854	-B																
05.	8S	855	-A	A		I REN	J	M	W	65Y	N			3237					KWOLEK, CHRISTOPHER
06.	8S	856	-A	A		I TXL	J	M	W	15Y	N			3237					RANJAN, DINESH
07.	8S	858	-A	A		I TXL	J	F	W	45Y	N			3237					RANJAN, DINESH
YAS04NZ		PF8-FWD		User Id		TRA059		Termid		VMW1		Function		CENI					

Visit History Inquiry – VISI

You can inquire about all visits back to 1994 your patient has had or you can view multiple visits a patient may have had on a given day. Start the VISI function; search for your patient as indicated earlier.

```

VISIT HISTORY INQUIRY      UNIVERSITY HOSPITAL      B H 01 12/21/05 15:40
DRUMMOND, JERRY L                009547555
----- VISIT HISTORY SELECTION -----
Select Line Number 1

  Visit Ppt Fc  Adm/Vis Type Dis/Dep Dis Pav Loca Reference      Film Date
  Srv Dmsg  Other A/C#  Vn Ct From Thru  Reg Dte Physician
01. 5283 OA  J   10/10/05 3  2  M  OPHT 10/10/05 CONKLIN, JOHN D JR.
   OPH
02. 9600 OX  A   10/10/05 3  2  H  NESS  09/05/00 TIBBS, PHILLIP A
   NS
03. 4363 OA  F   12/28/04 3  1  H  ENDO  12/28/04 TIBBS, PHILLIP A
   KSE
04. 3309 II  F   11/05/03 3  03/17/04 1  H  SW    11/05/03 ARCHER, SANFORD
   ENT
05. 0350 OA  F   12/15/00 3  1  H  NESS  12/15/00 TIBBS, PHILLIP A
   NS

      PF8-FWD                PF11-MULTIPLE VISITS
YAS11NZ                User Id TRA059                Termid VMW1 Function VISI
    
```

For each patient visit you see the following:

Julian date	type of admission	financial class	pavilion
hospital service	location	number of visit notifications	physician

In the column marked **VN** (stands for Visit Notification) you can see how many visits the patient had on that day. In the example above, the patient had 2 visits on 10/10/2005.



TIP: To see the multiple visits, type the **line number** of that day and press the **F11** key.

You will then see the details of each visit on the selected day as illustrated below.

```

VISIT HISTORY INQUIRY      UNIVERSITY HOSPITAL      12/21/05 11:57
DRUMMOND, JERRY L                009547555-5283
----- PATIENT'S MULTIPLE VISITS -----

VISIT DATE/TIME  PPT FC TYPE DIS/DEP DIS PAV LOCA SRY PHYSICIAN
10/10/05 13:54  O A J   10/10/05  M  OPHT OPH CONKLIN, JOHN D JR.
10/10/05 13:41  O A J   10/10/05  M  ENT  ENT ARCHER, SANFORD
**** END OF DISPLAY ****
    
```

Admission/Discharge/Transfer Activity of a Patient -- ADTP

You can see patient admissions, discharges, and transfers for one visit or for all of the patient's visits by using this function. Patient visits may be seen for at least the last 13 months.

Log	Dte/Tm	Visit	Func	Actv	Eff Date/Time	Loc	Room-Bd	Ac	Srv	Tp	Dis	By	St
101005	1354	5283	YSNT	YSNT	10/10/05 13:54	OPHT			OPH			CED	A
101005	1347	5283	OPR	YSNT	10/10/05 13:41	ENT			ENT			CED	A
101005	1347	5283	OPR	OPR	10/10/05 13:41	ENT			ENT			CED	A
101005	1326	9600	YSNT	YSNT	10/10/05 09:30	NESS			NS			CED	A
122804	1051	4363	OPR	YSNT	12/28/04 10:15	ENDO			KSE			CED	A
122804	1051	4363	OPR	OPR	12/28/04 10:15	ENDO			KSE			CED	A

Check the upper right corner of the screen to see if the Medical Record number or account number is displayed. If the longer account number is displayed, then you are seeing activity for only a specific visit. If the Medical Record number is displayed, you are seeing activity for all of the patient's visits for at least the last 13 months.

A list showing some abbreviations used in the **Function** (Func) and **Activity** (Actv) columns are as follows:

Abbreviation	Meaning
ADM	Inpatient Admission
ADMN	Inpatient Newborn Admission
PAD	Preadmission
XFER	Transfer
LOA	Leave of Absence
DSCG	Discharge Inpatient
OPR	Outpatient Registration
OPRN	New Outpatient Registration
VSNT	Visit Notification
DPTR	Discharge of Outpatient or Emergency Dept Patient
ERLB	Registration of Emergency Labor Patient

Also note that a "C" at the end of most codes denotes a cancellation.

Patient Chart Location -- SCNI

This contains all chart information since 1962 when UK Hospital was first opened. This function shows the locations and statuses of patient charts, as well as the aliases of patients.

```

CHART LOCATION INQUIRY          UNIVERSITY HOSPITAL          12/21/05 13:05
DRUMMOND, JERRY L              009547555
----- Patient Chart Information -----
PATIENT NAME. DRUMMOND, JERRY L      Name Title.          Suffix.      Alias 2
CPI NUMBER..... 009547555  SEX... M  Race... W  Dob..... 06/15/1970
Social Security #. 256-65-8971      Phone..... 859 272-8660  Expired.
Adr1.. 2500 NEWTOWN PIKE            Adr2...
City.. LEXINGTON                    Zip.. 40502          State.. KY      US      County. FAYET
Mother's maiden name.. DAVIS        Father's name.. WILLIAM DRUMMON
-----
      Chart location      Last Activity  Status/Year  Box  Mcrfilm Yr
ANESTH ANESTHESIOLOGY    04062000    A    00
HOSPMR HOSP MED REC      03182004    A    03
KCSOPH KY CL SO OPTH     12282004    A    04
MEDCL  MEDICINE          03282000    A    00
NESI   NEURO SCIENCE     10102005    A    00
OPHTH  OPHTHALMOLOGY     10102005    A    05
OTOLAR OTOLARYNGOLOGY    10102005    A    05
-----
PF3-Select another patient  PF9-Alias  ←.....
YX021NZ                    User Id TRA059      Termid YMW1  Function SCNI
    
```

Don't forget to look for any other name the patient's chart might be under (for example, maiden name) by pressing the *F9* key for **Alias Names**. When ordering charts, provide all possible names with which the chart might be listed.

Employer Master Inquiry -- EMPI

This function shows employer information.

Insurance Master Inquiry -- INSI

This function shows insurance information.

Admission Discharge Transfer Activity -- ADTA

This function allows you to see groups of outpatients, inpatients, and/or Emergency patients for all patient transaction types within specified parameters such as dates and times.

Professional Master Inquiry -- PROI

This function allows you to see information on physicians licensed to practice at UKMC, in the state of Kentucky, and in other states, if they refer patients to UKMC. On the search screen, in the Professional Name field, type in the physician's name in the following sequence:

last name, type a comma, press the space bar, and **first name** (or initial) and press the *Enter* key.

Before pressing the *Enter* key, you can also tab to the Physician Type field and type a modifier such as UK, for just UKMC physicians.

```

PROFESSIONAL MSTR INQUIRY UNIVERSITY HOSPITAL      B H 01 12/21/05 13:0
----- PROFESSIONAL SEARCH PARAMETERS -----

Professional Name....  TIBBS, P  ←
                        or Id....

Record type..... P (P=Physician; A=AHP)

Physician Type.....  'AL'=All Physicians
                      'UK'=UK Physicians
                      'KY'=KY State Physicians
                      'OS'=Out of State Phys.

AP17NZ                               User Id TRA059      Termid VMW1      Function PROI
    
```

In the example below, I searched on Tibbs. Notice the Number Column lists the UK Doctor's number needed to order labs. For Dr. Tibbs, it shows his full name, UK doctor's number, his two specialties, and his UK MD's privilege codes are indicated. Privilege codes are: AARCSR. The abbreviations stand for admit, attend, refer, consult, surgery, and residency privileges. The professional status denotes whether professional is a physician, resident, student, etc. The staff column denotes whether the doctor is on active staff, teaching staff, suspended, etc. Less information is found for non-UKMC physicians.

```

PROFESSIONAL MSTR INQUIRY UNIVERSITY HOSPITAL      B H 01 12/21/05 13:14
Search starting with: TIBBS
----- PROFESSIONAL SELECTION -----
All Physician
Select Line Number      Number      Primary Group      Serv1 Serv2 Priv      Status
                        Number      Group
01. TIBBS, PHILLIP A    013310    SURG      NS      YYYYYY      A
02. TICER, LARRY S     099779    PATH
03. TIDAL, ABUBAKAR    119121
04. TIDAL, ABUBAKAR H. 209154
05. TIDAL, ABUBAKAR H. 212812    HO      MD3      YYYY
06. TIDMORE, HOLLIS D  020065    SURG      YAS     NNNN      P      I
07. TIDWELL, STEVE    125277
    
```

To see more information on a physician, type the physician's line number and press the *Enter* key.

1. Type your **Userid** and press the *Tab* key.
2. Type your **Password** (The password will not show when it is typed) and press the *Tab* key three times.
3. In the Group field, type **PUBLIC** and press the *Enter* key.
4. The Application Selection screen appears. On the command line, type **1** and press the *Enter* key.
5. Press the *Pause/Break* key to clear the screen.
6. Type **BEEP** and press the *Enter* key.

Using Beep

BEEP lists medical departments and special services alphabetically as illustrated below. It will show you staff that are on-call for the selected department and service. From this initial screen illustrated below, you can press the *F8* key (or you can press the *Enter* key) to see more departments.

```

BEEP                               *** U.K. CHANDLER MEDICAL CENTER ***
                                ONCALL DIRECTORY
MEDICAL DEPARTMENTS
01 ALLERGY/IMMUNOLOGY           14 FAMILY MEDICINE - CORB    27 NEONATOLOGY
02 ANCILLARY MED SERVICES      15 FAMILY MEDICINE - EKY    28 NEPHROLOGY
03 ANESTHESIOLOGY              16 FAMILY MEDICINE          29 NEUROLOGY
04 ANESTHESIOLOGY - PAIN       17 FAMILY MEDICINE - MORE   30 NEUROLOGICAL SURGERY
05 CARDIOLOGY                  18 FAMILY MEDICINE - 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 ORTHOPAEDIC 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 ◀
    
```

In the Select Dept # field, type the number of the department you wish to view. On the next screen type the number of the service you want to view. You can also select Ancillary Med Services to see nurses, administrators, technicians and others on-call. In the example above the CT Surgery department is being selected by typing 8 in the Select Dept # field.

After typing the Department number and pressing the *Enter* key, the Service screen will appear.

```

BEEP                *** U.K. CHANDLER MEDICAL CENTER ***
                   ONCALL DIRECTORY
SERVICES FOR: CT SURGERY
01 CARDIAC SURGERY
02 THORACIC SURGERY

SELECT SERVICE #: 1 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

```

To select a service, on the Select Service # line, type the **number of the service** and press the *Enter* key. In the example illustrated above, Cardiac Surgery is being selected by typing 1 on the Select Service # line. After pressing the *Enter* key you will see a screen similar to the following:

```

BEEP                *** U.K. CHANDLER MEDICAL CENTER ***
                   ONCALL DIRECTORY
DEPT: CT SURGERY
SERV: CARDIAC SURGERY
CALL ORDER      NAME                TITLE                BEEPER #      LOCATION
IF NOT UKMC
01      MCHUGH, PATRICK              1RESIDENT         2691
02      JAHANIA, MOHAMMED S         7RESIDENT         4483
04      RAMAIAH, CHAND              ATTENDING         4439
01      MCHUGH, PATRICK              1RESIDENT         2691      VAMC
02      JAHANIA, MOHAMMED S         7RESIDENT         4483      VAMC
04      RAMAIAH, CHAND              ATTENDING         4439      VAMC

DEPT CODE: CTSURG SERVICE CODE: CARDIAC      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

```

This screen shows you who on-call is **right now** as you look at it. You will need to read several columns on this screen to determine whom to page. The first column, Call Order shows numbers like 01, 02, 03, and 04. These are relative numbers explaining whom to page first, second, etc. The last column, Location if not UKMC indicates where the respective physicians are on-call. If that column contains a blank, the physician on that line is on-call only at UKMC. Another location that will be seen in this column is VAMC. In the illustration above, if you need a physician for CT Surgery, Cardiac Surgery service at UKMC you would call Wilson first. If there is no answer then call Jahania. If you need the Attending, call Douglas.



TIP: Once you find the department and service you need, press the *F4* key to get further details about on-call procedures specific to that area.

Backing up to Previous Categories

You can backup in the Beep system by pressing the *F3* key, which returns you to a previous category. This key will be identified at the bottom of the screen. For example, if you are looking at the on-call screen for a department and press *F3*, you will back up to the Services screen. From a Services screen, when you press *F3* it will return you to the beginning screen of Beep.

Personnel for the Month for a Department

To see all personnel of a department on-call for a month, start on the department screen. Type the number of the department and press the *F6* key. This will display the staff on-call for that entire department (all services) for the month. In the example below, the CT Surgery department was chosen by typing 8 in the Select Dept # line and pressing the *F6* key to see all personnel for CT Surgery for the month.

```

BEEP                               *** U.K. CHANDLER MEDICAL CENTER ***
                                DEPARTMENT/SERVICE PERSONNEL AT UKMC
                                DECEMBER, 2005

DEPT: CT SURGERY
SERV: CARDIAC SURGERY
NAME                               TITLE                BEEPER1            BEEPER2
CAMP, PHILLIP                     ATTENDING            4440                330-3324
JAHANIA, MOHAMMED S               7RESIDENT            4483
FERRARIS, VIC                    ATTENDING            3419                323-6494
MCKENZIE, SHAUN                  3RESIDENT            4220
CAYATASSI, WILLIAM               1RESIDENT            1746
TUANQUIN, LEONARD                1RESIDENT            4222
MULLETT, TIMOTHY                 ATTENDING            4442                323-1709
RAMAIAH, CHAND                   ATTENDING            4439
GIBSON, YANESSA                  6RESIDENT            4266
OWENS, JOSHUA                    1RESIDENT            2938
MCHUGH, PATRICK                  1RESIDENT            2691
ROYALTY, ROBERT                  1RESIDENT            2974
FIELDS, DAVID                    1RESIDENT            1970
KESZLER, JASON                   1RESIDENT            2127

PF6 = RETURN  ←.....
ALL PERSONNEL FOR SERVICE DISPLAYED

```

When you finish viewing the list for the month, press *F6* to return as indicated at the bottom of the screen.

On-call Information for a Different Date and Time

When you select an on-call screen without typing a date or time, it always shows information for the current date and time. You can view a past or future date by changing the date/time found at the bottom of the screen.

```

DEPT CODE: CTSURG SERVICE CODE: CARDIAC REG DUTY: N
ONCALL DATE (MMDDCCYY): 12312005 AND TIME (HHMM): 0800 AM(A)/PM(P): A
TO DISPLAY ONCALL REC, POSITION CURSOR ON NAME DISPLAYED AND PRESS PF5
PF1 = EXIT PF3 = SERVICE SCREEN PF4 = ONCALL INSTRUCTIONS/RULES

```

1. Press the *Tab* key to move the cursor to the Oncall Date (MMDDCCYY) field and type the **desired date** using the described format. This means 2 digits for the month and day and 4 digits for the year.
2. To change the time, press the *Tab* key to move the cursor to the Time (HHMM) field and type the **desired time** using the described format of 2 digits for both the hour and minute. Do not use military time format.
3. After entering the time, the cursor automatically moves to the AM (A)/PM (P) field. Type either **A** or **P** as needed.
4. Press the *Enter* key to see information for the indicated date and time.

To immediately report a mistake in the Beep system, contact the Paging/Communications Operators at 257-3700. During the business day you may report a mistake to a contact person within the department or contact Stacey Wilks at 323-5873.

Viewing Ancillary Medical Services

To view Non-Physician staff on-call, from the first Department screen type **2** (the number for Ancillary Medical Services) in the Select Dept # field and press the *Enter* key. A Services screen similar to the one illustrated below will appear.

```
BEEP                *** U.K. CHANDLER MEDICAL CENTER ***
                    ONCALL DIRECTORY
SERVICES FOR: ANCILLARY MED SERVICES

01 NURSING CASE MGRS, A THRU D          14 PHYSICAL/OCCUPATIONAL THERAPY
02 NURSING CASE MGRS, P THRU Z          15 PNEUMOGRAM LAB
03 NURSING BED COORDINATORS             16 PUBLIC AFFAIRS
04 NURSE COORDINATORS-CANCER PROG       17 RADIOLOGY ER TECHNICIAN
05 NURSING                               18 RADIOLOGY SUPERVISORS
06 NUTRITION SUPPORT SERVICE             19 RESPIRATORY CARE SUPERVISORS
07 PATIENT CLERICAL SERVICES            20 RESP THERAPY, ICU.....24HRS
08 PATIENT'S REPRESENTATIVE             21 RESP THERAPY, NON-ICU..7A-7P
09 PEDIATRICS NURSE                     22 RESP THERAPY, NON-ICU..7P-7A
10 PHARMACY SUPERVISORS                  23 SAFETY OFFICER
11 PHARMACY RESIDENTS                   24 SOCIAL SERVICE
12 PHARMACY RESEARCHER                   25 SPANISH INTERPRETER
13 PHLEBOTOMIST                          26 SPEECH PATHOLOGY

SELECT SERVICE #: 24 DEPT CODE: ANCMED 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
Press PF8 for More Services ◀*****
```

To view a particular service, type the desired service number in the Select Service # field and press the *Enter* key. In the illustration above, **24** was typed in the Select Service # field in order to see Social Services after pressing the *Enter* key.

You can view more Ancillary service areas by pressing the *F8* or *Enter* key.

Ancillary Medical Services contains on-call information for such persons as EKG Techs, Respiratory Therapists, the Infection Control Nurse, Social Services, etc.

BPER

Accessing the BPER System

BPER is accessed the same way as detailed in the Accessing Beep system detailed earlier in this manual. At the blank screen type **BPER** to access this system. A screen similar to the one illustrated below will appear.

BPER					*** U.K. CHANDLER MEDICAL CENTER ***					001
PERSONNEL DIRECTORY										
ALPHABETIC NAME LISTING										
NAME	TITLE	DEPT	BEEPER1	BEEPER2						
01 ABADIR, PETER	2RESIDENT	FAMEKY	6068539133							
02 ABBEYQUAYE, KOJO	ACTING INTERN	OTO	3620							
03 ABEDI, NICK	4RESIDENT	SURG	4184							
04 ABORDO, MELECIO	ATTENDING	FAMEKY								
05 ABOUKOURA, FIRAS	ATTENDING	FAMEKY								
06 ABSHER, KIMBERLY	ATTENDING	PTHCYT	259-8022	7-5067						
07 ACOB, MARC	ATTENDING	FAMCOR								
08 ADAMS, AIMEE	ATTENDING	PHAR	3009							
09 ADAMS, BETHANY	OT	SURG	1600	323-5870						
10 ADAMS, YAL	ATTENDING	PHAR	3170							
11 ADKINS, BRIAN	3RESIDENT	EMER	4480							
12 ADKINS, GRETCHEN	ACTING INTERN	INTMED	3619							
KEY NAME: JONES			OR BPER#:			OR DEPT:				
LINE # FOR COVERAGE SELECTION OR ADD TEXT:										
PF1 = EXIT			PF7 = PREV SCREEN				PF8 = NEXT SCREEN			

BPER gives you access to physicians with their pager numbers. The columns show the physician's name, title, and his/her home department. The Beeper1 column shows the pager number and the Beeper2 column shows an office contact number or a possible additional beeper number. To scroll down in the list, press the *F8* or *Enter* key. To scroll up in the list, press the *F7* key. The *F7* Previous Screen and *F8* Next Screen keys are indicated at the bottom of the screen when they are active.

Finding a Physician by Name

To quickly locate a physician by name, type all or part of the physician's **last name** in the Key Name field and press the *Enter* key. In the illustration above, the name Jones was typed. After pressing the Enter key, the screen will show all physicians with the last name you typed as illustrated below.

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										

Search by Beeper Number

You can also use BPER to search for a physician by his/her pager number. Erase the physician's name in the Key Name field by using the *Delete* or *End* key. Use the *Tab* key to move the cursor to the BPER# field. Type the beeper number and press the *Enter* key. The screen will show all physicians with the pager number that you typed. Whenever more than one physician is listed with the same beeper number, then they share that beeper and rotate on-call responsibilities.

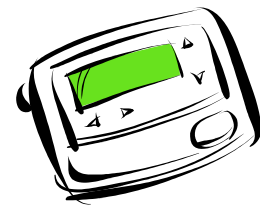
Search by Department

You may also use BPER to search for an alphabetical list of on-call persons for a department. Erase the physician's name in the Key Name field (if there is a name there). Erase the beeper number at the OR BPER# field (if there is a beeper number there). Use the *Tab* key to move the cursor to the OR DEPT field. Type a **department abbreviation** and press the *Enter* key. An alphabetical list of all physicians who take on-call in that department will appear. At the bottom of the screen, you will see a message. The message will indicate LAST SCREEN if all the personnel fit on one screen, or MORE SCREENS which indicates that you can press the F8 or *Enter* key to see more screens on on-call personnel for that department. Below is a list of the abbreviations for each department that can be used at the OR DEPT field.

Departmental Abbreviations used in BPER

allimm --Allergy/Immunology	intmed --Internal Medicine	pedpsy --Pediatric Psychiatry
anes --Anesthesiology	neonat --Neonatology	peds --Pediatrics
card --Cardiology	neuro --Neurology	phar --Pharmacy
ctsurg --CT Surgery	neusrg --Neurological Surgery	plastk --Plastic Surgery
dent --Dentistry	ob/gyn -- Obstetrics/gynecology	premed --Preventive Medicine
derm --Dermatology	ophth --Ophthalmology	psych --Psychiatry
digrad --Diagnostic Radiology	orals --Oral Surgery	pulm --Pulmonary
emer --Emergency	orofac --Oro Facial Pain	radmed --Radiation Medicine
endo --Endocrinology	ortho --Orthopedic Surgery	rehab --Rehab Medicine/PM
fammed --Family Practice	oto --Otolaryngology/Ent	renal --Renal
gas --Gastroenterology	path --Pathology	rheum --Rheumatology
ger --Geriatrics	pedden --Pediatric Dentistry	surg --Surgery
hemonc -- Hematology/Oncology	pedmed --Pediatric Medicine	uro --Urology
infdis --Infectious Disease		

Placing a Page from a UK Phone



Four Digit Pager Numbers

1. Dial 3-3000
2. At the first prompt, enter the 4 digit pager number
3. At the next prompt, enter phone number you want the paged person to call.

Seven Digit Pager Numbers

1. Dial 9 to get an outside line
2. Dial the 7 digit pager number
3. Listen to the directions for the specific pager. You may have to leave a voice message or be prompted to enter the phone number you want the paged person to call.

Three Digit VA Pager Numbers

1. Dial 17-6-6
2. When prompted, enter the 3 digit VA pager number
3. When prompted leave a voice message for the paged person.