

Clarity – Unit Coordinators

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Navigation

You will be logging into the Clarity training environment using the Username and Password you received prior to training.

When using Clarity, use **Internet Explorer**. This is the web browser that is used for build and testing by the vendor, making Internet Explorer the optimal browser to use. If you use another web browser, it will not function as smoothly, and you will notice differences in how things are displayed (pages will be in super small font).

If this is your first time logging in, you will see a few pop-ups that we will address.



Home Page

The Home Page is the first page you will see each time you log into Clarity. Here you will see updates and messages from Visonex about new releases, new events, or new Lunch-and-Learn opportunities. Keep an eye on this page for events you may want to participate in.

At the top of the page, you will **Northwest Kidney Centers – (Your Default Center Name)** and your name in the upper-right hand corner. It is helpful to double-check on who is logged in when using a shared workstation.

It is important to point out that while Clarity does have features that allows for messaging within the application, we will not be using this functionality. DO NOT MESSAGE PHYSICIANS IN CLARITY. This is not the physician's primary EMR and they will not be checking for messages. Please continue to use the methods of communication that you use now.

Under the Home Page on the left-hand side, you will see a list of menus. As you click through each menu, sub-menus appear.

Take a minute to look through the contents of each of the menus.

Let's do a quick review of what sub-menus & items you will find within each menu. We will work with a few of these menus/sub-menus during the training today.

Registration

Patient registration will still be done in TIME. TIME will interface with Clarity and you will see that information populate to the appropriate screens within this menu.



- Death Information (2746)
- Nursing Home History
- General Information
- Patient Status History
- Patient Height & Amputation History
- Patient Identifier History
- Patient Contacts
- Advance Directives
- Demographics
- Pre-Dialysis Information (2728)
- Transplant Information
- Patient Instability History
- Patient Clinic History

Patient

The Patient menu gives you the ability to view and/or update items outside of a patient's treatment. This is where you do things like-- document patient assessments, view a patient's care team, and view a patient's schedule.

Patient	Medications Management	>	Medication Management
-	Patient Infection		Prescription List
	Patient Chart View		Prescription List History
	Tests & Procedures		Medications
Treatments	Dialysis Accesses		Medications Review
	Immunizations		
Laboratories	Hospitalizations & Consultations		
Reports	Dietary Recommendations		
	Patient Care Team		
Haintenance	Allergy		
	Patient Action Values		
P Help	Physician Rounds History		
	Problem List		
	Notes		
_	Checklist History		
	Patient Schedule		
	Physician Orders		
	Patient Assessments		
	Document Management		

- Medication Management
- Patient Infection
- Patient Chart View
- Tests & Procedures
- Dialysis Accesses
- Immunizations
- Hospitalizations & Consultations
- Dietary Recommendations
- Patient Care Team
- Allergy
- Physician Rounds History
- Problem List
- Notes
- Checklist History
- Patient Schedule
- Physician Orders
- Patient Assessments
- Document Management (DocuWare)

Treatments

The Treatments menu is where you will find the information regarding a patient's Dialysis Prescription, Treatment documentation (In-Center = Real Time Charting (RTC) & Home = Visit Management), and Treatment History. Use RTC Status to track unentered treatments.

Treatments	Dialysis Prescriptions	>
₩	Visit Management	>
Laboratories	Primary Nephrologist Dashboard	
	Enter Treatments	
Reports	Treatment History	
	Sodium & UF Profiles	
Maintenance	Physician Rounding Dashboard	
2 Help	Clinic Working Schedule	
H help	RTC Status	
	Real-Time Charting	
	Treatment Alert	
	Physician Visit Request	
	Billing	>

- Dialysis Prescriptions
- Visit Management
- Primary Nephrologist Dashboard
- Enter Treatments
- Treatment History
- Sodium & UF Profiles
- Physician Rounding Dashboard
- Clinic Working Schedule
- RTC Status
- Real-Time Charting (RTC)
- Treatment Alert
- Physician Visit Request

You can use **RTC Status** to track unentered treatments (as a first step) prior to running the **Missed and Unentered Treatments** report. You will walk through how to run this report in the **Reports** section.

Laboratories

Lab results will be available in Clarity from Ascend. At this point in time, lab orders will continue to be ordered in Ascend. **Add/Edit Labs** are where the labs are stored within Clarity. Lab results can reviewed in other areas within Clarity—Reports, Patient Chart View, etc.



Reports

Reports are found with Report Wizard. You will be able to run Clinic reports and Patient reports. We will talk more about reports and how to run them later.



Machine Status

Machine Status will display all machines at the clinic (that have been active within the last 48 hours) and the patients that are running.

This screen will list which patients are on which machines and how long they have left on their run. You can change the unit it displays by selecting a different clinic from the drop-down. This information is automatically updated every minute. If you would to update it yourself click the **Search** button and this will refresh it.

Typically, when things are functional the station number will not having any colors/highlights. This screen can also help identify machines that are not sending information to Clarity. If the station number is highlighted in **red**, this indicates that there is a problem with the machine communicating to Clarity.

BBraun Direct Machine Status							
						Close Wind	dow
Clinic	Burien 🚿	Room	*ALL*	∨ Service	BBraunDirect	Sea	rch
Pause					Visonex Connecti	ion Status:	Not Applicable
Reset BBraun Direct S	Gervice						
Reset Controller							
No Treatments Currently R	lunning						
			Informa	tion display are	ea		
Last BBraunDirect Service Last Controller Reset	e Reset	Not Applicable Not Applicable					

Reports

There are two types of reports that you will use frequently within Clarity— **Clinic** reports and **Patient** reports. **Patient** reports will give you the selected report on a particular patient. Whereas **Clinic** reports give you the selected report within your clinic's population.

Let's begin by using reports by going to **Reports > Report Wizard.**



Select the **Clinic** or **Patient** radio button (depending on what type of report you want to run).

	Report Wizard
Advanced	l Mode
	Patient O Custom O Batch Reports
Report	Select Value
* Indicates a C	linic Report
Output Type	e: PDF 🗸 Run Report

In the drop-down menu, select the desired report. Select the appropriate **Patient Shift/Patient**, as needed.

Once you have selected your report, click **Run Report.** The report will be in a separate web browser window.

If you would like to run a **Clinic** report for multiple clinics, you can do so using **Advanced Mode**.

To use **Advanced Mode**, check the checkbox in **Report Wizard**.

Report Wizard		
Advanced Mode		
© Clinic ○ Patient ○ Custom ○ Batch Reports		
Report Select Value	~	
* Indicates a Clinic Report		
Output Type: PDF V Run Report		

Once **Advanced Mode** has opened, click the **Next** button.

Basic Mor	de				
	Patient O Custom	Batch Reports			
9	Category	Report Name			
Add V	/ascular Accesses	*Access Flow Rates	More Info	2 Selected Reports	
Add M	Medications	*Allergies by Patient	More Info	2 Select Value	
Add A	Anemia	*Anemia Adjustment	More Info	2	
Add T	Freatments	*Average Post Weight by Month	More Info	2	
Add T	Freatments	*Average UFR Over Threshold	More Info	2	
Add T	Freatments	*Average Weight Gains	More Info	2	
Add G	General Clinic	*Case Mix Adjustment Factors	More Info	2	
Add G	General Clinic	*Census	More Info	2	
Add C	Custom	*Clinic Anemia Trends	More Info	2	
Add T	Trends	*Clinic Average Blood Pressure Trends	More Info	Remove Selected	
1	2345678910	1112131415 of 15 Next>Last>			
Indicates a C	Clinic Report				_

Once the window opens, you will see you have multiple options to add multiple **Clinics, Shifts, Patient Status, Care Providers**, and **Groups**.

	Report V	Vizard	
Basic Mode			
Clinic Select Value 0 - Pending Admissions Auburn Kidney Center Broadway Kidney Center Burion Kidney Center	Select Value Burien Kidney Center	Select Value	ents
Only display events from chosen clinics.			
Select Value 1st Shift Mon-Wed-Fri 1st Shift Tue-Thu-Sat 2nd Shift Mon-Wed-Fri Rer	All Shifts	^	Show Patients
Patient Status	Select Value	~	Remove Patients
No Admit Outpatient Acute (AKI) Pending Start Pre Transplant	dd Outpatient Chronic Transient Active Home Dialysis Outpatient Acute (AKI)	~	
Care Provider	Select Value	^	
Rer	nove	~~	~
Group Select Value	Select Value	^	
Rer	nove	×	Previous
Output Type: PDF 🗸	Run Reports		

If desired, click **Show Patients** to verify the list of patients.

After your make your selections, click **Run Reports** and the report will be in a separate web browser window.

Daily Reports

Let's continue our discussion about reports by walking through the different reports that you will run on a daily or as needed basis.

1. Run Missed and Unentered Treatment report

- a. Go to **Reports > Report Wizard**
- b. Select the **Clinic** radio button
- c. In the drop-down menu, select the **Missed & Unentered Treatments** report
- d. Select the appropriate Patient Shift and Date Range
- e. Click **Run Report**—the report will be in a separate web browser window

	Report Wizard		
Advanced Mo	de		
● Clinic ○ Patie	nt O Custom O Batch Reports		
Report	*Missed & Unentered Treatments More Info		
* Indicates a Clinic	Report		
Patient Shift:	All Shifts		
Date Range	Select Value		
Start			
End			
Output Type: F	PDF 🔨 Run Report		

2. Communicate with RN as to which treatments have not been submitted

Daily Order Changes

- 1. Run Order Changes report
 - a. Go to **Reports > Report Wizard**
 - b. Select the **Clinic** radio button
 - c. In the drop-down menu, select the Order Changes report
 - d. Select the appropriate Patient Shift and Date Range
 - e. Click **Run Report**—the report will be in a separate web browser window

	Report Wizard
Advanced Mo	ode
● Clinic ○ Patie	ent \bigcirc Custom \bigcirc Batch Reports
Report	*Order Changes
* Indicates a Clinic	Report
Patient Shift:	All Shifts V
Date Range	Select Value
Start	
End	
Output Type:	PDF V Run Report

- 2. Print **Treatment Flowsheets** report for *patients with changes* to update the patients' binder
 - a. Go to **Reports > Report Wizard**
 - b. Select the **Patient** radio button
 - c. In the drop-down menu, select the **Treatment Flowsheets** report
 - d. Select the appropriate Patient and Date Range
 - e. Click **Run Report**—the report will be in a separate web browser window

Nursing Home Collaboration

- 1. Run Clinic Nursing Home History report
 - a. Go to **Reports > Report Wizard**
 - b. Select the **Clinic** radio button
 - c. In the drop-down menu, select the **Clinic Nursing Home History** report
 - d. Select the appropriate Patient Shift and Date Range
 - e. Click **Run Report**—the report will be in a separate web browser window.

● Clinic ○ Patie	ent \bigcirc Custom \bigcirc Batch Reports	
Report	*Clinic Nursing Home History	More Info
* Indicates a Clinic	Report	
Patient Shift:	Select Value	
Date Range	Select Value	
Start		
End		
Output Type:	PDF V	

- 2. Run **RTC Hemodialysis Treatment Information** report for any nursing home patients that ran during date range
 - a. Go to **Reports > Report Wizard**
 - b. Select the **Patient** radio button
 - c. In the drop-down menu, select the **RTC Hemodialysis Treatment Information** report
 - d. Select the appropriate **Patient** and **Date Range**
 - e. Click **Run Report**—the report will be in a separate web browser window

	Report Wizard
6	Patient: Hess, Pogo K - 07/15/1937 (Age 81) Primary Nephrologist: WINROW, ROBERT MICHAEL Green Bay- Willard Street - Outpatient Chronic - 1st Shift Mon-Tue-Wed-Thu-Fri-Sat MRN: 126766 Code Status: DO NOT RESCUSITATE
Advanced M	lode
◯ Clinic	ient \bigcirc Custom \bigcirc Batch Reports
Report	RTC Hemodialysis Treatment Information 🗡 More Info
Date Range	Select Value
Start	
End	
Output Type:	PDF V Run Report

Important Note about RTC Hemodialysis Treatment Information:

To get this report, the treatment must be posted. The nurse will have to ensure that documentation has been completed (as appropriate) and post the treatment.

3. Fax **RTC Hemodialysis Treatment Information** report to Nursing Home

Medic 911

Medic is contacted via 911. Follow the following steps to gather the appropriate information:

- 1. Print RTC Hemodialysis Treatment Information
 - a. Go to **Reports > Report Wizard**
 - b. Select the **Patient** radio button
 - c. In the drop-down menu, select the **RTC Hemodialysis Treatment Information** report
 - d. Select the appropriate **Patient** and **Date Range**
 - e. Click **Run Report**—the report will be in a separate web browser window

Important Note about RTC Hemodialysis Treatment Information:

To get this report, the treatment must be posted. The nurse will have to ensure that documentation has been completed (as appropriate) and post the treatment.

- 2. Print Patient Summary report and POLST
 - a. Go to **Reports > Report Wizard**
 - b. Select the **Patient** radio button
 - c. In the drop-down menu, select the **Patient Summary** report
 - d. Select the appropriate **Patient** and **Date Range**
 - e. Click **Run Report**—the report will be in a separate web browser window
 - f. POLST will be found in Docuware, as this document is scanned. Before looking for the document in Docuware, check the **Registration > Advance Directives** to see if there is a copy on file. If it is on file, you can find the link to Docuware under **Patient > Documentation Management** or in **Patient Chart View**.
- 3. Give reports to medic

Travel

A patient requests a copy of their vaccinations.

- 1. In **Reports > Report Wizard**, select and print the **Immunizations** report (patient report).
- 2. Print the H&P and 2728 from Docuware (Patient > Document Management).
- 3. Select and print current Dialysis Prescription from **Report Wizard > Patient Reports > Dialysis Prescription**
- 4. Print Comprehensive Interdisciplinary Assessment (CIA)

a. You can get this from **Patient > Patient Assessments > Comprehensive Interdisciplinary Assessment**



- b. Select the correct **Clinic**, **Patient**, and **History/Date**
- c. Print the CIA from your web browser

Comprehensive Interdisciplinary Assessment			
Select Clinic Select a Patient History	•	Date Submit	Print Report Change Checklist User: Kidney RN, Northwest

5. Print Monthly Labs for the patient by going to Reports > Report
 Wizard > select the Patient radio button > Monthly Labs: All report
 a. A separate browser window will pop up with your report.

Additional Reports

Clinic Hospitalizations & Consultations

- 1. Print Clinic Hospitalizations & Consultations
 - a. Go to **Reports > Report Wizard**
 - b. Select the **Clinic** radio button
 - c. In the drop-down menu, select the **Clinic Hospitalizations & Consultations** report
 - d. Select the appropriate Patient Shift and Date Range
 - e. Click **Run Report**—the report will be in a separate web browser window

Report Wizard						
Advanced Me	ode					
● Clinic ○ Patie	ent \bigcirc Custom \bigcirc Batch Reports					
Report * Indicates a Clinio	*Clinic Hospitalizations & Consultations					
Patient Shift:	Select Value					
Date Range	Select Value					
Start						
End						
Output Type:	PDF Y Run Report					

Medication Labels

1. Print Medication Labels

- a. Go to **Reports > Report Wizard**
- b. Select the **Clinic** radio button
- c. In the drop-down menu, select the **Medication Labels** report
- d. Select the appropriate Patient Shift and Date Range
- e. Click **Run Report**—the report will be in a separate web browser window

	Report Wizard							
Advance	Advanced Mode							
● Clinic 〇	Patient \bigcirc Custom \bigcirc Batch Reports							
Report	*Medication Labels More Info							
* Indicates a	Clinic Report							
Patient Shi	ift: Select Value							
Date Rang	e Select Value V							
Start								
End								
Shift	Time Range Initials							
First								
Second								
Third								
Fourth								
Output Typ	PDF V Run Report							

Hemodialysis Setup Information

1. Print Hemodialysis Setup Information

- a. Go to **Reports > Report Wizard**
- b. Select the **Clinic** radio button
- c. In the drop-down menu, select the **Hemodialysis Setup Information** report
- d. Select the appropriate Patient Shift and Date Range
- e. Click **Run Report**—the report will be in a separate web browser window

Report Wizard								
Advanced Mode								
● Clinic ○ Patie	ent O Custom O Batch Reports							
Report * Indicates a Clinic	*Hemodialysis Setup Information More Info Report							
Patient Shift:	Select Value							
Date Range	Select Value							
Start								
End								
Output Type:	PDF Y Run Report							

New Patient Workflow

1. Under **Registration > Patient Contacts**, select the patient's emergency contact. Check the **Emergency Contact** checkbox on the patient's emergency contact.

Emergency Contact	
Primary Contact	
Power of Attorney	
Comments	
	Add

- a. This will ensure that the emergency contact shows up in the appropriate reports and assessments.
- b. If the contact does not have a phone number, enter 000-000-0000
- 2. Scan consents into Docuware.
- 3. Update the patient's schedule

a. When a patient is admitted in Clarity, the patient's schedule will default to a MWF 1st shift Outpatient Chronic schedule.

Let's discuss the details of scheduling in Clarity.

Schedule Workflow

Updates to Patient Schedule

To make updates to a patient's schedule, go to **Patient > Patient** Schedule.



Select the appropriate **Patient**—either by searching with their first/last name or by selecting the **Clinic/Shift/Status** using the drop-down menus.

Select a Patient							
Clinic		Shift		Status			
Auburn Kidney Center	~	*ALL*	~	Outpatient Chronic	~		
Primary Nephrologist		Group					
ALL	~	*ALL*			~		
Last Name		First Name		Middle			
					Sea		

Once you have clicked on the appropriate patient, select the **Show Scheduled Series Configuration** radio button.

Patient Schedule										
Patient: Medical Record#:	: hedule	Show Sched	ule Series Cont	figuration	Change]				
<u>Type</u> Sta	art Date	End Date	Start Time	End Time	<u>Tx Type</u>	Admitting Clinic	<u>Shift</u>	<u>Status</u>	Room	Station
Regular Schedule 01,	/30/2019		06:00	09:00		Auburn Kidney Center	1st Shift Mon-Wed-Fri	Outpatient Chronic	Unassigned	Unassigned
					Add	d New 1 of 1				

Click the **Regular Schedule** hyperlink. Update the schedule as necessary (example—from MWF to TTS or TTS to MWF). You would make this type of update for new patients or patients that are changing their regular schedule.

Type	Start Date	End Date	Start Time	End Time	Tx Type	Admi	itting Clinic	Shift	Status	Room	Station
Regular Schedule	01/30/2019		06:00	09:00		Auburn	Kidney Center	1st Shift Mon-Wed-Fri	Outpatient Chronic	Unassigned	Unassigne
					Ade	<u>l New</u>	1 of 1				
Update Infori	nation										
Task		Update R	egular Sched	ule			\sim				
Start Time		06:00									
End Time		09:00									
		🗹 Monda	ay 🗹 Wed	Inesday	🗹 Friday						
Days		Tuesd	ay 🗌 Thu	rsday	Saturda	ay 🗆	Sunday				
Admitting Clinic		Auburn K	idney Center		~						
Room		Unassign	ed 💙								
Station		Unassign	ed 🗸								
Status		Outpatier	nt Chronic	\sim							
Тх Туре		Select Va	lue		~	'					
Comments							$\hat{}$				
Reason Transferre	d	Select Va	lue		~						
Referring Physician	ı	Select Va	lue		~						
Releasing Clinic		Select Va	lue				\checkmark				
Network Event		Select Va	lue				~				
Involuntary Discha	irge Reason	Select Va	lue				\sim				
Transfer Discharge	Subcategory	Select Va	lue				\checkmark				
Transient Reason		Select Va	lue				\sim				

Reschedule a Treatment

Let's say you have a patient who needs one treatment rescheduled. We will follow the same path we took before—**Patient > Patient Schedule**. Once you have selected the correct patient, click the **Show Complete Schedule** radio button.

This will show all of the patient's upcoming treatments. Select the date of the treatment to be rescheduled.

Show Cor	Show Complete Schedule O Show Schedule Series Configuration									
Date	Start Time	End Time	<u>Type</u>	<u>Tx Type</u>	<u>Status</u>	Admitting Clinic	Shift	Room	Station	
03/18/2019	06:00	09:00	Regular Schedule		Outpatient Chronic	Auburn Kidney Center	1st Shift Mon-Wed-Fri	Unassigned	Unassigned	
03/20/2019	06:00	09:00	Regular Schedule		Outpatient Chronic	Auburn Kidney Center	1st Shift Mon-Wed-Fri	Unassigned	Unassigned	
03/22/2019	06:00	09:00	Regular Schedule		Outpatient Chronic	Auburn Kidney Center	1st Shift Mon-Wed-Fri	Unassigned	Unassigned	
03/25/2019	06:00	09:00	Regular Schedule		Outpatient Chronic	Auburn Kidney Center	1st Shift Mon-Wed-Fri	Unassigned	Unassigned	
03/27/2019	06:00	09:00	Regular Schedule		Outpatient Chronic	Auburn Kidney Center	1st Shift Mon-Wed-Fri	Unassigned	Unassigned	
03/29/2019	06:00	09:00	Regular Schedule		Outpatient Chronic	Auburn Kidney Center	1st Shift Mon-Wed-Fri	Unassigned	Unassigned	
04/01/2019	06:00	09:00	Regular Schedule		Outpatient Chronic	Auburn Kidney Center	1st Shift Mon-Wed-Fri	Unassigned	Unassigned	
04/03/2019	06:00	09:00	Regular Schedule		Outpatient Chronic	Auburn Kidney Center	1st Shift Mon-Wed-Fri	Unassigned	Unassigned	
04/05/2019	06:00	09:00	Regular Schedule		Outpatient Chronic	Auburn Kidney Center	1st Shift Mon-Wed-Fri	Unassigned	Unassigned	
04/08/2019	06:00	09:00	Regular Schedule		Outpatient Chronic	Auburn Kidney Center	1st Shift Mon-Wed-Fri	Unassigned	Unassigned	
04/10/2019	06:00	09:00	Regular Schedule		Outpatient Chronic	Auburn Kidney Center	1st Shift Mon-Wed-Fri	Unassigned	Unassigned	
04/12/2019	06:00	09:00	Regular Schedule		Outpatient Chronic	Auburn Kidney Center	1st Shift Mon-Wed-Fri	Unassigned	Unassigned	
04/15/2019	06:00	09:00	Regular Schedule		Outpatient Chronic	Auburn Kidney Center	1st Shift Mon-Wed-Fri	Unassigned	Unassigned	
04/17/2019	06:00	09:00	Regular Schedule		Outpatient Chronic	Auburn Kidney Center	1st Shift Mon-Wed-Fri	Unassigned	Unassigned	
04/19/2019	06:00	09:00	Regular Schedule		Outpatient Chronic	Auburn Kidney Center	1st Shift Mon-Wed-Fri	Unassigned	Unassigned	
			Add I	New 12	2345678910	of 10 Next> Last>>>				

Once you select the date to be rescheduled, update the treatment, as appropriate. Click **Submit**.

Update Information						
Task	Update Regular Schedule					
Start Date	04/01/2019					
Start Time	06:00					
End Time	09:00					
Admitting Clinic	Auburn Kidney Center					
Room	Unassigned 🗸					
Station	Unassigned 💙					
Status	Outpatient Chronic 🗸					
Тх Туре	Select Value					

You would follow these steps if you needed to change the clinic for a one treatment. When you change the clinic, all of the orders for that day will be transferred to that clinic for that treatment only.

Other Scheduling Situations

We have a patient that will be on vacation next week. Staying in the **Patient Schedule** screen, select the patient we wish to document when they will be out on vacation.

Click the **Show Complete Schedule** radio button.

Click **Add New** at the bottom.

94/03/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (04/04/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (04/05/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (04/05/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (04/10/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (04/11/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (04/17/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (04/17/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (04/17/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (04/12/2019 06:00	Date	Start Time	End Time	Type	Tx Type	Status	Admitting Clinic
04/04/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (04/05/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (04/05/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (04/07/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (04/11/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (04/15/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (04/15/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (04/15/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (04/15/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (04/15/2019 06:00	04/03/2019	06:00	09:00	Regular Schedule	Center Hemodialysis	Outpatient Chronic	Auburn Kidney Cent
04/05/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (1) 04/08/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (1) 04/10/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (1) 04/11/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (1) 04/11/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (1) 04/11/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (1) 04/11/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (1) 04/11/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (1) 04/11/2019 06:00 09:00 Regular Schedule Center Hemodialysis Outpatient Chronic Auburn Kidney (1) 04/12/2/2019 <	04/04/2019	06:00	09:00	Regular Schedule	Center Hemodialysis	Outpatient Chronic	Auburn Kidney Cent
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Select the task the **Schedule Patient Vacation**. Enter the **Start Date** and **End Date**. Once you have completed the dates, click Submit.

Changes to Clinic Location, Modality, Primary Nephrologist, and Transplant Information

Clinic Location

If you have a patient that will be changing from one in-center clinic to another or from home hemodialysis clinic to an in-center clinic, you would make the updates in TIME (the registration system) and they would then flow into Clarity.

To ensure that your changes to the patient's clinic location have been updated, you can go to **Registration > General Information**. If you scroll to the bottom of the page, you will the Schedule subheading and **Default Clinic.**

		Schedule
Default Clinic	Auburn Kidney Center Please use the <u>Patient Schedule</u> to update clinic information.	
Use Clinic Lab Sched		
Shift	1st Shift Mon-Wed-Fri	

You will also be able to see the location change in **Clinic History** (**Registration > Patient Clinic History**).

Modality

If a patient's modality changes (for example from PD to Hemodialysis), you will make those changes in TIME first. Once those changes have been made, make the same changes in Clarity by going to **Registration** > **General Information**.

Scroll down to the Clinical Information section and select the drop-down menu for **Primary Modality** and select the appropriate value.

	Clinical Information				
Preferred Pharmacy	Select Value				
Mail Order Pharmacy	Select Value				
Preferred Hospital	Select Value 🗸				
Status	Outpatient Chronic V Date Status Changed 04/12/2018 00:00 Primary Modality Outpatient Hemo V				
	Select Value 🗸				
PD Patients	Date Method Selection Form Sent to Medicare				

You should be able to see any previous changes by going to **Registration > Patient Status History**.

IMPORTANT NOTE: A patient's **Status** flows from **TIME** to **Clarity**, but the **Modality** does not.

Primary Nephrologist

If you have a patient that will be changing to a different primary nephrologist, you would make the updates in TIME and they would then flow into Clarity. (This is the only registration item that does not go to the **Registration > General Information** screen).

To ensure those changes have been made in Clarity, go to **Patient > Patient Care Team**.

Patient Care Team							
Team Member	Care Team Role	<u>Billinq</u>	<u>Type</u>	Specialty	Start Date	End Date	
Physician Name	Primary Physician		Primary	Nephrology	01/30/2019		
Associate Clarity U	Associate Clarity User Associate Non-Clarity Physician Associate Physician Group						
≪ First < Prev 1	≪ First < Prev 1 Next> Last≫ 1-1 of 1 items						

Transplant Information

If you are notified that a patient has received a transplant, go to **Registration > Transplant Information.**

In the **Transplanted Kidney** field, select the **Yes** radio button and click **Submit.**

Transplant Information					
Transplanted Kidney	⊖ Yes ⊖ No				
Transplant Date					
Transplant Hospital 1	Select Value 🗸	Medicare Prov #			
Notes					
Transplant Hospital 2	Select Value 🗸	Medicare Prov #			
Notes					
Transplant Hospital 3	Select Value 🗸	Medicare Prov #			
Notes					
Prep Hospital Enter Date					
Prep Hospital	Select Value 🗸	Medicare Prov #			
Transplant Functioning?	Select Value \checkmark	If not, date of return to regular dialysis			
Transplant Candidate	Select Value	✓ Reason why not			
Transplant Wait List?	Select Value 🗸	Name of Wait List Select Value			
Comments		\Diamond			
		Submit			

Patient Care Team

In order to receive notifications of a patient's hospitalization, you will need to be a part of the **Patient Care Team**. To add yourself as member of the Patient Care Team, go to **Patient > Patient Care Team**.

Be sure you select the correct patient. Click the **Associate Clarity User** link

	Patient A One - 04	/01/194	1 (Age 78	change]	
List of Patient Care Team Members						
<u>Team Member</u>	Care Team Role	<u>Billing</u>	<u>Type</u>	Specialty	Start Date	End Dat
Trainer, Physician	Primary Physician	х	Primary	Nephrology	05/05/2019	
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Add/Edit Care Clarity User Start Date End Date Care Team Role	Associat Associat Next > Last Select Name Enter Start Date [Unit Coordinator				1-10	f 1 items

Select your name from the **Clarity User** drop-down menu. Enter a **Start Date** and select the **Care Team Role** of **Unit Coordinator**.

Scanning Records into Clarity

To scan documents in Clarity, you will have a couple of options of where you can scan documents depending where you are.

If you are already in a patient's chart, you can select the **Document Management** link (Patient Chart View, RTC, Visit Management). If the document is already digital, select **Upload New Document** in Docuware. Complete all of the fields—Document Name, Document Type, Date of Document.

If the document is not digital, you would start by scanning the document (not different from your current workflow). You would then click the **Document Management** link (Patient Chart View, RTC, Visit Management) and upload the newly scanned document. Complete all the fields—Document Name, Document Type, Date of Document.

If you not in a patient's chart, navigate to **Patient > Document Management** within Clarity. You search for your patient—either by MRN or first/last name. Just like we saw before, if you already have the document scanned, you would upload the document from here. If the document needs to be scanned, you would follow your current workflow and then follow the steps to upload.

Finding Scanned Documents in Clarity

To find documents that you have scanned into a patient's chart, you can go a couple of different places depending on where you are in the patient's chart.

If you are in a patient's chart (RTC, Visit Management, Patient Chart View), you click the Document Management link. You can search for the patient by MRN or first/last name and then filter based on the Document Type to find a specific document.

If you are not in a patient's chart, go to **Patient > Document Management**. Search for your patient (MRN or first/last name) and filter based on the Document Type you are looking for.

Patient Chart View

To review a patient's chart when you are not actively documenting, you can utilize **Patient Chart View**.

1. Go to **Patient > Patient Chart View** and select/search for your patient (if they are not already selected)

Patient Ch	art View				
Patient name					
Registration	Medications	Lab Results	Infections	Hospitalizations	Treatment History
Dialysis Accesses	Orders	Immunizations	Problem List	Notes	Reports

- 2. From here, you can review Registration Information, Lab Results, Treatment Results, etc.
- 3. Click through the various tabs to see how the information displayed
- If you are in Patient Chart View and need to start documenting a treatment in RTC or document a visit in Visit Management (for home patients), scroll to the bottom of the page and click the link to RTC or Visit Management.
 - a. This will open up a new tab in your web browser
 - b. It will require to re-enter the Clinic, Patient, and Date



5. You will also notice that depending on the tab you are in (for example—Medications), you can click the **Medications** button at the bottom and it will bring you to the **Medications** screen. This is where you can update and/or make any changes.

Help

Within Clarity, there are several available resources to help guide and troubleshoot. These **Quick Reference Guides** cover a multitude of topics and are available under the **Help > Quick Reference Guides**.

Clarity	102345 Visonex Demo - Gi
🔺 Home Page	
X Registration	Welcome Northwest Kidney R
Patient	Happy New Year!!
Crganization	IMPORTANT CLARI
Treatments	2019 User Group
Laboratories	Take part in our Educati
Reports	Interact, Learn, & Grow
Diaintenance	May 1st - May 3rd - Chi
	2010 4
Help	Release Documentation
	Quick Reference Guide
	Reference Material
	Contact Support Services
	Checklist/Report Samples
	Email Visonex

To find the Quick Reference Guide you are looking for you, you can open the category folders to find the topic you are looking or search for keywords in the Search box.



Click the \square icon to open the document as a PDF. If there is a \square icon, there is a video available to watch about the topic.

You can also find help materials, recorded Lunch-and-Learns, and videos under **Reference Material.**

Reference Material	
	Search
Resources	
> 🎚 Lunch and Learn Presentations	
> 🏓 Training Videos	
> 🔍 User Group Presentations	
2018 User Group Agenda 🗸 🔁	
Assessment/Checklist Edits for Clarity Users Reference Guide 🔻 🔁	
E-Signature Reference Guide 🐱 🔁	
New Clinic Request Form 🐱 🔁	
Nx2Me Patient Portal Viewer 🗸 🎽	

Sample reports are also available for your review under **Help > Checklist/Report Samples**. This can help give you an understanding of what information is output from each report.