Welcome to BJC ClinDesk2

- Web Based for improved access and mobility
- Improved Table of Contents including Sub-Categories and Horizontal Lab Cumulative Reports
- Enhanced displays for Allergies, Alerts, Medications, and Visit History

To access BJC ClinDesk2, double click the icon on the desktop or launch the internet browser and type in http://clinicaldesktop.bjc.org/

- Supported browsers are IE 7 and 8

Log In using your current Clinical Desktop username and password.

Hints

Do not use the back and forward buttons on the internet browser.
**Home Screen**
The default landing page is "Search Patients", unless you have set a personal preference in Account Settings to default this page to Census List or Personal List.

**Hints**

Use the **Account Settings** function to set your personal preferences for optimal use of the BJC Clinical Desktop screens. Multiple options are available for personalized customization for Patient Search screen, Census List searches, Personal List, and Chart view.

Use the **Links** option for access to select external applications or functions such as: HPF Assignment Worklist, HPF Deficiency Worklist, HPF Search LMR, BJH ESA Web, SLCH ESA Client, BJC Hits, or Announcements. Link availability is based on user role and permission. Additional links may be available.

The user may see this Deficiencies button next to the Switch Patient button on the left side of the page if there are HPF Deficiencies to address; click the button to work the deficiencies.

**Search by Patient, Census List, or Personal List**

**Type in Patient Name or Number**
DOB is an optional choice
Reset is available to clear fields and enter new criteria
Click Search to perform search

**Search by Patient**
Name or Number; optional date of birth field
Option to Hide or Show Advanced Search fields (Facility, Status, Gender, Number Type)
Click on Reset to clear fields to enter new criteria
Click on a patient's name to open the patient's record, or select multiple patients with the checkboxes and click view chart

**Search by Census**
Select Facility and Location
Click on Reset to clear fields to enter new criteria
Click on a patient's name to open the patient's record, or select multiple patients with the checkboxes and click view chart

**Search Personal List**
Provider or Group options
Advanced Search option to narrow by Facility, Status, Name
Click on Reset to clear fields to enter new criteria
Click on a patient’s name to open the patient’s record, or select multiple patients with the checkboxes and click view chart

**Log Out**
**Click on the Links button to connect to other applications**
**Click on the Account Settings button to set your personal preferences for screen views**
Hints

Checkboxes on each patient search screen to Add / Remove Patient(s) to / from Personal List

Ability to Sort on indicated Columns

Scroll Bar functionality to maneuver patient list

“Switch patient” function allows switching between patients when more than patient is selected, or all patients returned in the search if only one was selected

Sample of Returned Search Screen
Patient Record (Demographics, Visit History, Chart)

The default landing page is Chart. This can be changed in the Account Settings function. Within the patient record, access Demographics, Visit History, Chart.

Demographics
The Demographics page contains DOB, SSN, and other pertinent demographic information including Contact Information, and current Facility / Admitting information. Allergy, Alerts, and Directives information is also displayed.

Hints
The Allergies button has three different statuses:

- Yellow ? = Allergies status is unknown
- Green NKA = No Known Allergies
- Red/Orange = Active Allergens

The Allergies function shows a Summary of Allergens; click on the Print button to print. Click on the allergen to view details; click on the Print button to print allergen details.

Hints continued on next page....
Switch patient button, used to switch to previously viewed patients. If you select more than one patient from a search results list, you can also use it to switch between the multiple selections. If you select only one patient, you can use it to switch to any other patients on your search results list.

Visit History
The Visit History shows a line item for each visit. Options for Collapsed and Expanded views – click on a line item for each visit, or click the button for Expanded or Collapsed view. Click "Chart" or "View reports for this Visit" links to view only items for the selected Visit.

Legal Medical Record Link (LMR)
To print a list of visits, click on the Print button.
Visit History screen with a Visit expanded

Expanded view

Option to view reports for this visit
In Account Settings, in the Chart Tab, there are several options for customizing your own personal chart view preferences.

**Search feature** - type in the search criteria and click on the looking glass icon. (Search criteria is information contained in the document name / title or associated Clinician if applicable. For example, if Clinician / Physician name displays as dictating).

**Filter by visit date option**

If a Filter is turned on, the Filter symbol becomes flagged with a green box and checkmark to indicate Filter present.

Remove the Filter by using the Filter icon with a red box and X symbol.

Hints continued on next page....
Collapse Table of Contents feature to collapse the TOC with one click

Set the current Table of Contents Width as default

Move to the Previous Document or Next Document

Auto refresh on / off

Refresh table of contents

Apply a date filter. Options for Filter by today’s date or Filter by date range

Print Document (Ability to select multiple documents). Print icon is available after document is accessed.

Click to expand for content

Click to collapse the category or subcategory

Subcategories beneath each category only appear if there are results or documents for that subcategory

“Number box” on the category and subcategory indicates the count of items unviewed by the user in that category.
Example of Expanded Notes Section

Hints

Depending on the document type, other options will display, such as "version" if applicable, next page / previous page for multi-page documents, full screen and default screen views, print, rotate, etc.
Example of Expanded Imaging Section

This Imaging Section is expanded.

Each year is indicated by section.

The gray bar next to the report name indicates the status. (This example is Preliminary). Hover to see status information.

IMG indicates image available.

Click on the item to view it.

**Once you have selected an Image, view images either using the Expanded Viewer (Emageon “hard client”) or the Web Viewer (iConnect)**
Chart Hints

**Chart Table of Contents (TOC)**

*Summaries* are located at the top:
- Laboratory Cumulative Summary
- Microbiology Summary
- Vital Signs Summary
- Medication Orders Summary
  - Chemotherapy Summary – chronological
  - Chemotherapy Summary – medication
- Infection Control Summary

**Categories**
- All Documents
- Orders
- Monitoring*
- Laboratory*
- Imaging
- Diagnostics*
- Treatments*
- Notes*
- Emergency
- Administrative*
- Pulmonary Soap Notes for COPD Documents**

* Subcategories are available; see General Guidelines illustration on next page.
** Pulmonary Soap Notes are located at the bottom of the TOC but are a summary.
*Subcategories are available for the following Categories: *This is meant as a general guideline only. Note that this can change / be in ongoing flux depending upon the addition of new documents into the Clinical Data Repository, and document mappings.*

<table>
<thead>
<tr>
<th>Categories</th>
<th>Subcategories</th>
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<tbody>
<tr>
<td>Monitoring</td>
<td>Flowsheets</td>
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<td>Monitoring</td>
<td>Nutrition</td>
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<td>Monitoring</td>
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<td>Monitoring</td>
<td>Vital Signs</td>
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<tr>
<td>Laboratory</td>
<td>Discharge Cumulative Reports</td>
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<tr>
<td>Laboratory</td>
<td>Microbiology</td>
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<td>Pathology</td>
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<td>Cardiology</td>
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<td>Discharge Instructions</td>
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<td>EHR Clinical Notes</td>
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<td>Immunizations</td>
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<td>Surgical / Procedure</td>
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<td>Therapy - OT</td>
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<td>Therapy - PT</td>
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<td>Therapy - Speech</td>
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<td>Wound Care</td>
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<td>Admit Notes</td>
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<td>Case Management</td>
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<td>Clinical Summaries</td>
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<td>Discharge Summary</td>
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<td>Insurance</td>
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</tbody>
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Personal List and Groups

Manage your Personal list or Groups

Personal List

– Individual Access

Add or remove personal list access from users

Enter the name of the person you want to grant access to and click search

Click the box in front of the name of the correct person, and then click grant access

To remove their access, simply click the box in front of their name and click the remove access button

Personal List Access Links

Click Personal List – Individual Access to manage access to your personal list by others

Click Personal List – Group Access to manage access to your groups

Personal List – Individual Access

Add or remove personal list access from users
Groups
Accept and Decline invitations to groups

Click notifications to view new group invites

Current group membership and name.

Membership requests will display one at a time. Options to accept reject, defer and exit. Exit defers any remaining membership requests.

Create new groups, manage group membership

Select a group to modify its membership

Search for users to invite to join a group

Enter a name and click create to make a new group

Invite new members to a selected group

View and cancel current invitations

View and remove current group members
Account Settings

Use the Account Settings function to set your personal preferences for optimal use of the BJC Clinical Desktop screens. Multiple options are available for personalized customization of Patient Search, Census List, Personal List, Chart, and General settings.

Hints

After making changes to the Account Settings, click on the Save button to save the changes. To clear any changes made, click the Reset button. To return the options to the system default settings, click the Set To Default button.

General Tab

The Search Screen can be set to default to Patient Search, Census List Search, or the Personal List Search.

Use the drop down box to view and select the setting desired.

Search Patient Tab

Multiple options are available for setting the Search Patient screens to personalized preferences.

For each section, use the drop down boxes to view and select the settings desired.
Census List Tab

The Census List can be set to a specific Facility and Location.

Use the drop down boxes to view and select the settings desired.

Personal List Tab

Multiple options are available for setting the Personal List screens to personalized preferences.

For each section, use the drop down boxes to view and select the settings desired.
Multiple options are available for setting the Chart screens to personalized preferences.

Note that if you select a Category for Auto-Open, a checkbox becomes available for Auto-Open First Document; check this box if you would like the first document in the category to automatically open.

For each section, use the drop down boxes to view and select the settings desired. Additional settings pictured below are available if you scroll down.

- Table of Contents Paging Size:
  Settings from 5 to 50 results per page in increments of 5. Settings for either 100, 150, or 200 results per page.
- Preferred Patient Landing Screen: Demographics, Visit History, Chart
- Auto-Open Category:
  Ability to automatically default your settings to automatically open a category and ability to open the first document in the category. (The checkbox for Auto-Open First Document displays after the category has been selected).
- Display unseen counts: (Yes/No)
  Ability to show/hide number of unseen documents in chart.
- Display Dictating Person’s Name: Yes/No
- Hide Pending Labs: Older than X nbr days
- Hide Canceled Labs: Older than X nbr days
- Display document status (Yes/No)
  Ability to show/hide document status icons (preliminary, final, etc.) in chart.
- Display unseen states (Yes/No)
  Ability to show/hide indicators for documents viewed or not viewed in chart.
- Chart background color: default, dark gray or light gray.
- Colored tabs (CD1 style): On/Off
  Turn on the tab coloring similar to CD1 for the table of contents

For BJC ClinDesk 2 Support, please contact the BJC Customer Support Center at 314-362-4700.