

Neehr Perfect EHR Guide for Nursing Adjuncts

Welcome to Neehr Perfect! The Neehr Perfect EHR is where you and your students will be spending time exploring the electronic health record and documenting clinical work and assignments. This guide will help you get started and will list references to assist you in learning the EHR and using it with your students.

Overview of Neehr Perfect

Neehr Perfect networked educational Electronic Health Record (EHR) is a full-scale inpatient and outpatient EHR developed exclusively for education. It comes with additional resources in an easy-to-use, web-based platform. Neehr Perfect combines the realism of healthcare with the best informatics and simulation tools to prepare students for practice. Some of our features:

- Educational version of CCHIT and Meaningful Use certified EHR system currently in use in hospitals and clinics world-wide.
- This is the same EHR used in the Veterans hospitals and clinics around the country daily.
- 100% web-based.
- Personal and friendly live **Help Desk** support available **24/7** at **877-907-2186**
- Compatible with PC, MAC, iPad and select other tablets. The key to this is the availability of downloading the Citrix plug-in or Citrix app. If you can get Citrix on your device you can get into the EHR.

Getting Started

1. The first thing you need to do is verify with your lead faculty that you have been **pre-registered** with Neehr Perfect. Has your name been sent to Neehr Perfect as a faculty member? If so you are ready to get started!
2. Once that has been done you will need a copy of the **Instructor Guide**. Get the Instructor Guide from the lead faculty at your school.
3. Then you will need to **activate your subscription** by going to neehrperfect.com and clicking on the **SUBSCRIBE** link in the upper right corner of the web page. Complete all of the information. Once you submit your information by clicking 'Continue' you will receive an email with additional information and your **credentials** to get into Neehr Perfect and the EHR.
4. Check your email inbox, if you do not have an email from "donotreply" then check your Spam folder, the email sometimes goes there. The email will be from donotreply@neehrperfect.com
5. Once you have your credentials log in and start exploring!
 - a. Look around the **Faculty Collaboration Network** (upper right corner of the webpage when you log in to Neehr Perfect – before going into the EHR). The **Faculty Collaboration Network** has a **Help** tab. In this Help tab are training materials and videos that will help you use the EHR.
 - i. Tutorial - Instructor Guide
 - ii. Video Gallery - Charting Entry Areas in the EHR
 - iii. Video Gallery - Progress Notes
 - iv. Video Gallery - Records in the EHR

- v. Video Gallery - Submit, Evaluate Charting, Documentation
 - vi. User Guides - Faculty Options for Reviewing Student Work and Privacy in the EHR
- b. Complete the Scavenger Hunt(s) before your students do.
6. The **VERY FIRST THING YOU NEED TO DO** is complete the **Scavenger Hunt Level I EHR Orientation**. The Level I Scavenger Hunt will take you about 45 minutes to complete. Your lead faculty will provide you with the Scavenger Hunt Level I activity. In this Level I activity you will be getting acquainted with the EHR and learning how to navigate around inside a chart. *Even if you work with other EHRs, complete this Scavenger Hunt.*
- a. Watch the 3 videos that you will find in the Faculty Collaboration Network.
 - b. Complete the steps in the Scavenger Hunt Level I orientation.
 - c. You don't need to complete the note documentation unless your lead faculty asks you to.
7. Then spend some time exploring the EHR. Go through each tab. Spend time on the Cover Sheet and the Notes tab. Click (to open) Menus, right-click, left-click, double-click...get familiar with what is in the chart and how to get there.
- a. If the only place in the chart that you and your group of students will be using then focus on the Notes tab, know where everything is and what all you can do.
8. If you don't feel comfortable yet with the EHR complete the **Scavenger Hunt Level II Essential Skills**. It will take you a little further into the areas of the EHR and guide you through exploring the EHR. This is highly recommended for all faculty using the EHR.
9. The key to your success with Neehr Perfect is
- a. Completing Scavenger Hunt I and II
 - b. Feeling comfortable with the EHR – especially the areas you and your students will be working in
 - c. Asking for assistance from our Help Desk, your lead faculty, or a member of the Neehr Perfect teaching team

Staying One-Step Ahead of Your Students

1. Complete the Scavenger Hunt(s) before your students do.
2. Know where and how the students will document their work to submit to you. Refer to the guides:
 - a. **Neehr Perfect EHR Quick Guide to Documenting in Templates**
 - b. **Neehr Perfect EHR Quick Guide to Reviewing Students Work**
3. Know who to contact if you have questions.
 - a. **Help Desk: 877-907-2186** or support@neehrperfect.com
 - b. **Neehr Perfect teaching team:** teaching@neehrperfect.com

How Students Submit Their Clinical Work

1. All students should complete **Scavenger Hunt Level I EHR Orientation** before doing any assignments in the EHR.
2. Based on your institutions' plan and what your lead faculty tell you, your students will most likely:
 - a. Document in their personalized **ePortfolio**
 - i. This is a chart, like any other patient chart, in the EHR

- b. Document in the selected clinical **documentation note**
 - i. This could be a physical assessment note, care plan note, teaching note...
 - ii. Make certain the student knows which note to document in
 - iii. Refer to the guide, ***Neehr Perfect EHR Quick Guide to Documenting in Templates***
- c. Select you as the instructor to submit their work to
 - i. Student must select a co-signer – you – in order to document their note in the EHR.
- d. You will receive a notification of a note signed by them in their ePortfolio (if that is the chart the student is documenting in)

How You Review Your Students Clinical Work

1. You will receive a **notification** of a note signed by the student.
 - a. When you first log in to the EHR the **Patient Selection screen** appears. The bottom half of that screen are your **Notifications**.
 - b. Refer to the guide ***Neehr Perfect EHR Quick Guide to Reviewing Students Work***
2. You will review the note and provide feedback. How you provide the feedback will be determined by your lead faculty.
 - a. Refer to the guide, ***Neehr Perfect EHR Quick Guide to Reviewing Students Work***