Inpatient Clinical Student: View Only Access Quick Start Guide
View Only Access Guide

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Logging into Hyperspace

Access to Epic Hyperspace is based on security templates. As a student with INTEGRIS Health you will be allowed a view-only access to Epic Hyperspace so you will have access to your patients’ medical records. The first step to accessing your patients’ records in logging into the system.

1. Once you have logged into your workstation with the log in credentials provided to you, access the INTEGRIS Health homepage on Internet Explorer. On the home page you will see an icon for accessing VMI, shown below.

2. Select the icon on the right.

3. After logging in again select: Hyperspace PRDTRN icon

4. The Epic Hyperspace log in screen will prompt you to enter your User ID and Password. These are the same as you INTEGRIS Health credentials you logged into the system with. If the unit/department you are working on does not appear in the log in screen, use magnifying glass to search for the correct unit/department.

5. The home screen for you log in should look something like the view below.
We will now walk through some common functions you will need to know in order to view you patients’ medical records.
Becoming Familiar with Hyperspace.

Before diving into accessing the patient record you need to know some information about what you are seeing on the screen.

1. **The Epic button:** Clicking on this reveals a drop down of functionality and activities that your user security level has access to.
2. **Hyperspace Tool Bar:** Buttons for commonly used activities.
3. **Patient List:** Provides access to lists of patients you can access.
4. **My Dashboard:** Provides access to reporting dashboards.
5. **Schedule:** Provides access to list of your patients scheduled appointment.

See a list of patients on your unit

Use the Patient Lists activity to see lists of your patients or to look up patients by name in the Search field. If you leave Patient Lists, click the tab to open it again.

A. Lists of your patients (My Lists) are marked with an icon. My Lists can show just patients whose treatment team you're on or just patients in your unit. These lists often pull information from one or more system lists.

B. System lists (Available Lists) are based on certain criteria, such as patients with a consult order or patients who are in a certain location. These lists are marked with an icon.
Create your own My List

Often, your organization creates standard My Lists for you that appear when you first log in. Those lists automatically update with appropriate patients and columns for you. However, if you want to create your own My List, follow these steps:

1. Click **Edit List** and select **Create My List**.
2. Enter a name for your list in the Name field.
3. Click **Copy** and select the **NURSING STUDENT MYLIST**. This automatically selects the columns for your list.
4. Click **Accept**. Your My List appears in the My List pane.

Add patients to your My List

When you create your own My List, you need to add patients to it. To do so:

1. Right-click a system list that includes patients you want to add to your My List, such as your unit system list.
2. Click **Send To**.
3. Choose a My List to add the patients to.
4. The new list you created will now contain the copied list.

Quickly sort patient lists
Use these tips to make the Patient Lists activity more your own:

- Click a column header to sort patients by the information in that column. For example, click Patient Name to sort patients alphabetically by name.
- Change the size of panes in the Patient Lists activity by clicking and dragging the pane borders.
- Customize the columns that appear in a patient list by selecting the list and clicking Edit List.
- Easily find the patient lists you use most often. If you rarely use Available Lists, click to collapse that pane while keeping your My Lists visible.

Click to rearrange, add, and delete the reports that appear at the bottom of Patient Lists.
Search patient lists

1. Search for a patient in any of your My Lists by typing a few letters of his name in the Search field.
   - When you're typing a last and first name, separate them by a comma. For example, enter smi, joh.

2. If you don't find the patient you're looking for, click a suggestion button in the header to search a system list, such as All Admitted Patients.

![Image of patient list search results]

- Repeat a recent search by clicking its link in the Available Lists pane.
- Choose a different patient list to search by. Click ▼ next to the search field and select a list.

Find recently discharged patients

To find patients who were discharged within the last four days, search for them in System Lists. Open the folder under Recently discharged system list to the right of the screen in the patient list activity. A list of patients discharged will appear in the folders. There are four folders to choose from to find your discharged patients.

- To find a patient who was discharged more than four days ago, click Patient Lookup on the main toolbar.
- To document on patients who have been discharged for longer than 7 days, contact your administrator.
Becoming Familiar with Hyperspace—Part II

When you access a patient’s clinical record you will notice many new pieces to Hyperspace not available previously. This section will guide you through some of the more common pieces you will need to know while navigating the patient record.

1. **Patient Header**: This area displays demographic, registration, and other statistics about the patient. The information in the Patient Header remains constant regardless of which activity tab you are on.

2. **Activity Tabs**: Allow access to various part of the patient record. Each tab is explained in detail in the next section.

Viewing Your Patient’s Chart

Now that you can view a list of your patients it’s time to view an actual patient record.

1. Within your list of patients double click on the patient whose chart you wish to open. This action opens the patient chart. There are many new functions you have access to view.
2. The tabs to the left of the screen are referred to as Activity Tabs. Navigating through these will open access to different parts of the medical record.

3. The first to open is **Summary**. This will give an overview of the care received and as well as historical information about the patient.

4. **Chart Review** gives you access into the record. From here you can access a lot of information about the patient. Scrolling through each tab will reveal new information:
   a. **Snapshot**: Quick reference of registration related information.
   b. **Encounters**: A list of all recent inpatient and outpatient encounters.
      i. Clicking once on any encounter will open a section with details about the encounter.
   c. **Surgeries**: Contains same type of info encounters does, in relation to surgery history. Clicking on one will open a summary of the surgery.
   d. **Notes**: List of notes from providers or care team members. Again, clicking on one will open the note.
   e. **Meds**: List of medications the patient is taking.
      i. Unchecking the **Current Meds Only**, will reveal all medications the patient may have been on, that have been entered into Epic.
   f. **Media**: Lists items scanned into the patient clinical record.
   g. **Letters**: Correspondence to and from patient
   h. **Episode**: Depending on the box that is checked, will list the episodes of that treatment series.
   i. **Referrals**: List of all referrals to specialty care. Click on one to get information specific to that referral.
5. **MAR:** This is the electronic Medication Administration Record. There are many tabs under this activity that will give you specifics.

6. **View Flowsheet:** The Flowsheet is where the care team documents clinical information. Each tab within the activity will provide specific information to that area of patient care.

7. **Intake/Output:**

8. **More:** This will lead you to open additional activities.
   a. **FYI:** Allows you to view any FYI tags placed on the patient account.
   b. **Tx Team:** Allows you to view the assigned team members.