# Course-Based SimChart®: Navigating SimChart Empty EHRs

Your instructor may assign SimChart's empty electronic health records (EHRs) to have you document your clinical experience (either during or after the clinical), to work through a scenario in class or in lab and document the patient's details, or for your instructor to show the class what kind of documentation is appropriate for different scenarios.

1. To access a SimChart case study, first enter your course. Your institution may have it hosted on their LMS or the Evolve LMS.
2. Click on an Empty EHR assignment title to begin.
3. When you open this assignment type, you will see a screen that explains what you should do for the assignment. Your instructor has entered this information for you. Click **Start Assignment** below the instructions to set up your patient and begin using the EHR.

4. On the **Clinical Setup** screen, provide the necessary setup information including the **First day of clinical** (enter your clinical date, or today's date)**,** the **Patient identifier, Sex,** and **Date of birth,** and the provider's **First and last initial.** The Student info will be pre-filled for you.

   At the bottom from left to right are the **Start Charting** button to begin, or the **Discard Changes** button to re-enter new information. Click **Start Charting** to proceed.
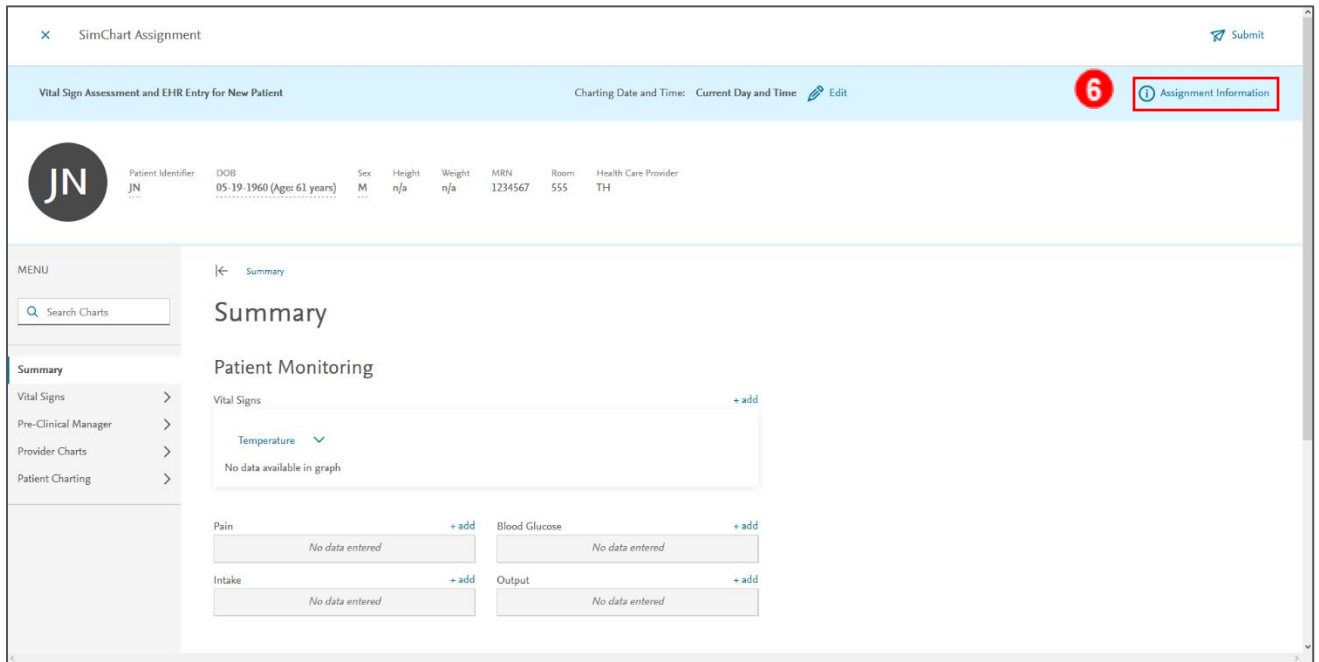


5. You will see a confirmation screen. Click **Continue** to proceed or **Edit** to return to the patient setup. Click **Continue** to enter the empty EHR.

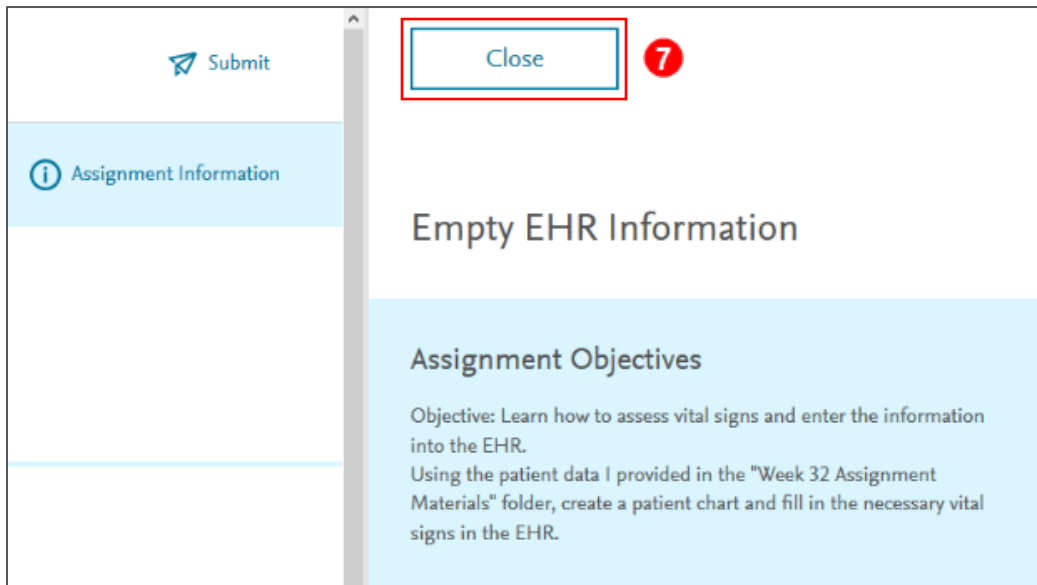6. Now you are in your patient's EHR and can enter data for your patient. Click **Assignment Information** in the top right at any time to review what you need to chart for this assignment.



7. The information panel comes in from the right, with the **Empty EHR Information.** Click the **Close** button at the top-left corner of this fly-out panel to return to the EHR.

8.  In the main navigation menu on the left side you can expand and collapse the menus to see various charts. You can also use the (a) **ChartFinder** tool (the **Search Charts** field at the top of the menu) to search for a chart directly if you are having trouble locating a chart.

    Click on the (b) **Vital Signs** charting type as an example to **expand** it.
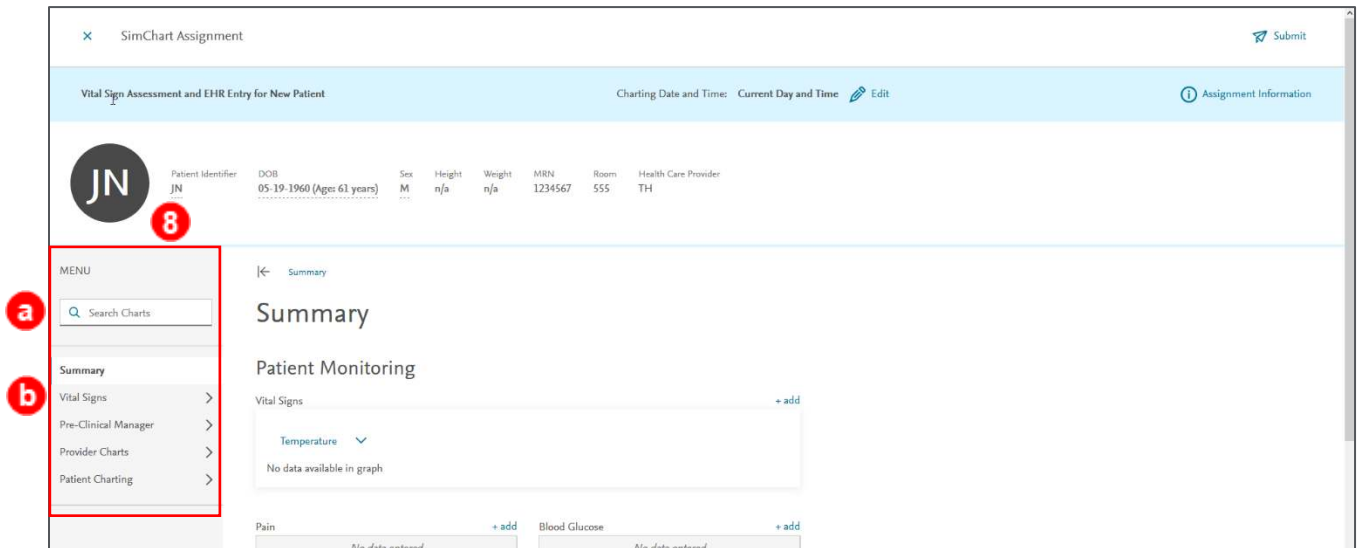


9.  To **collapse** this Vital Signs chart or any chart type, you can click the **blue back arrow** at the top left of this navigation section. As this assignment is asking for data entry in the Vital Signs chart, we want to remain in the section and click on the **Vital Signs** chart and enter data in the fields.
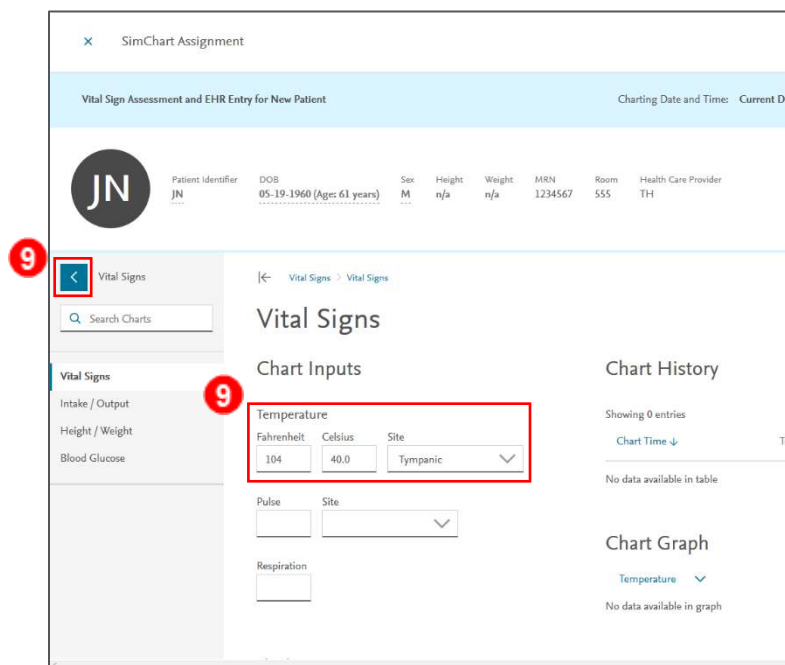
10. Any time you enter data into any chart, scroll to the bottom and click the **Save Changes** button to save your changes.
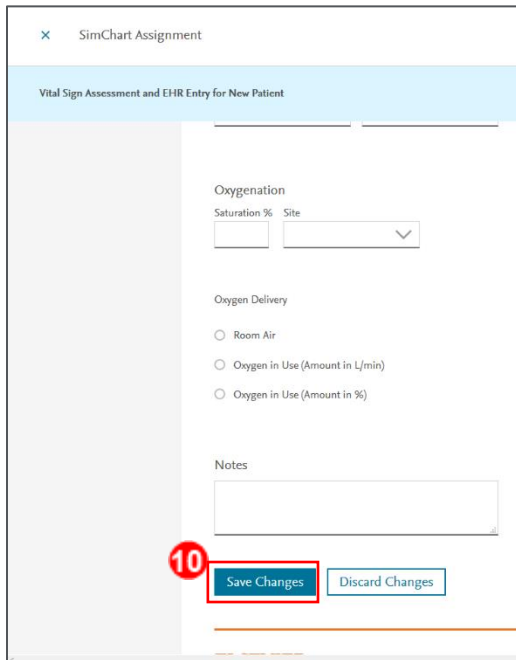


11. If you try to go to another screen without saving changes, a dialogue box warns you there is unsaved data, and allows you to **Stay** on the page to save it, or **Leave** the page without saving.



12. You will also get a warning box telling you if any data you are saving is outside of normal ranges. Click **OK** to confirm your data or click **Cancel** to return and adjust the data.
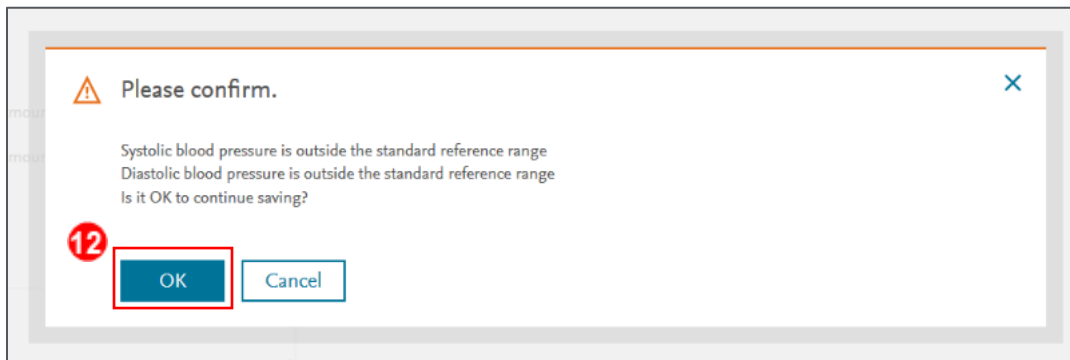
13. After saving, you will see a **confirmation** that your data was saved at the top center of the charting area. When you are finished recording all assignment data in the EHR, click the ⟁ **Submit** icon at the top right.
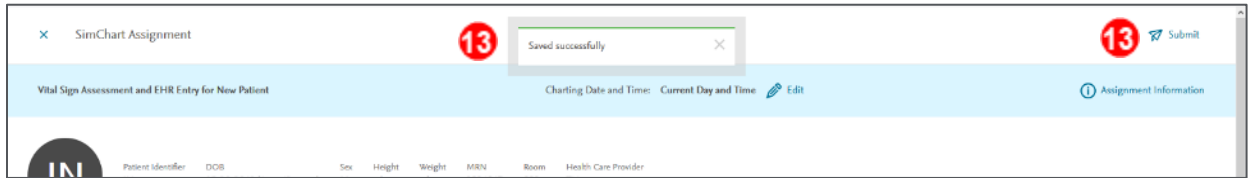


14. You will be asked to confirm that you are finished, as no further changes can be made once completed, and all unsaved work will be lost. You can click **Cancel** if you need to return. Click **OK** to confirm.
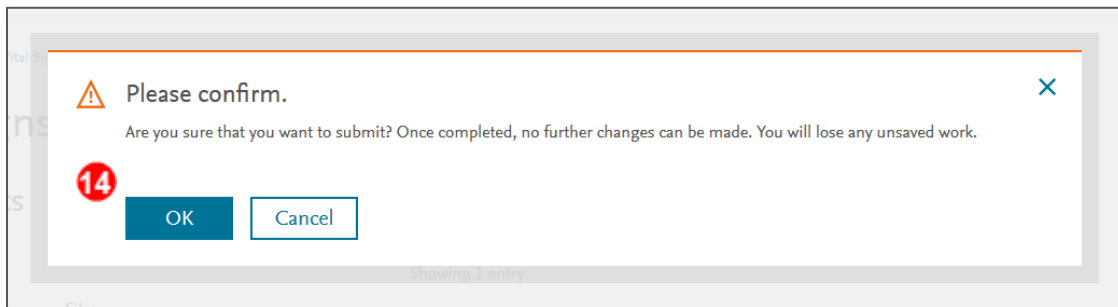


15. You will now see that the assignment was submitted for grading. Click **Back to Sherpath** to return to the Home page.
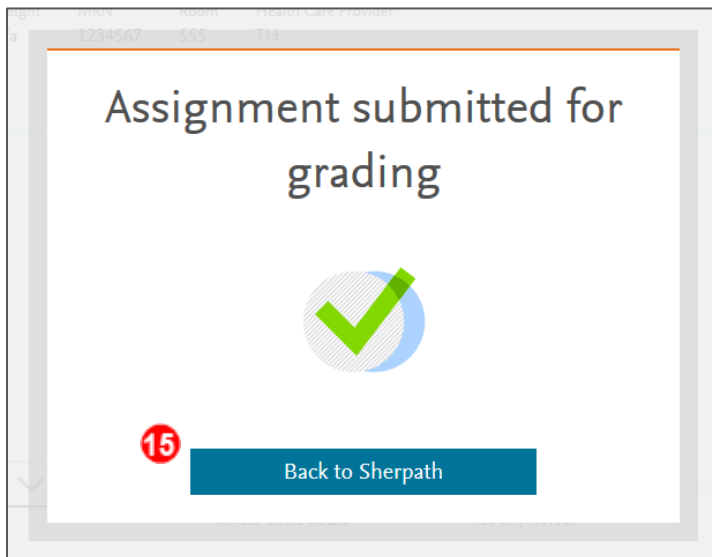
16. Back on the **Home** page, you see the EHR assignment is **complete.** You can click on the assignment title at any time to see its submission report.

17. On the **Submission report,** the top left shows your overall (a) **score,** and to the right and below that any (b) **Instructor Feedback,** (c) **Instructor Overall Comments,** and (d) **Instructor Chart Comments** (which you can access for each chart with its **fly-down arrow**). You can return to these later once the instructor has left comments.

    **NOTE:** Your instructor decides the scoring method of **pass/fail,** or **not graded** for each assignment.

    At the bottom of the submission report, you will see (from left to right) your (e) **Grade, Time of Submission, Total Time Spent, and Charts Completed.** Click the (f) **X** at the top left to return to the **Home** screen.

18. **NOTE:** Once your instructor leaves comments, you can return to the assignment. It will show how many charts have comments under (a) **Instructor Feedback** at the top right, and will have the (b) **Instructor Overall Comments** (if any) at the top of the main area, with the (c) **Chart Comments** below that.

Click the (d) **X** at the top left to return to the **Home** screen.
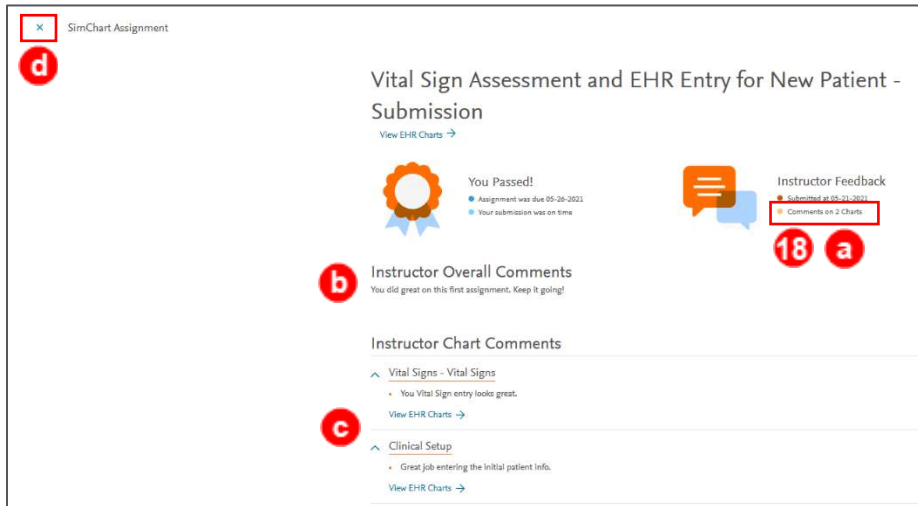


You have now navigated through the main parts of a SimChart empty EHR. You are now finished.

*END OF GUIDE*