

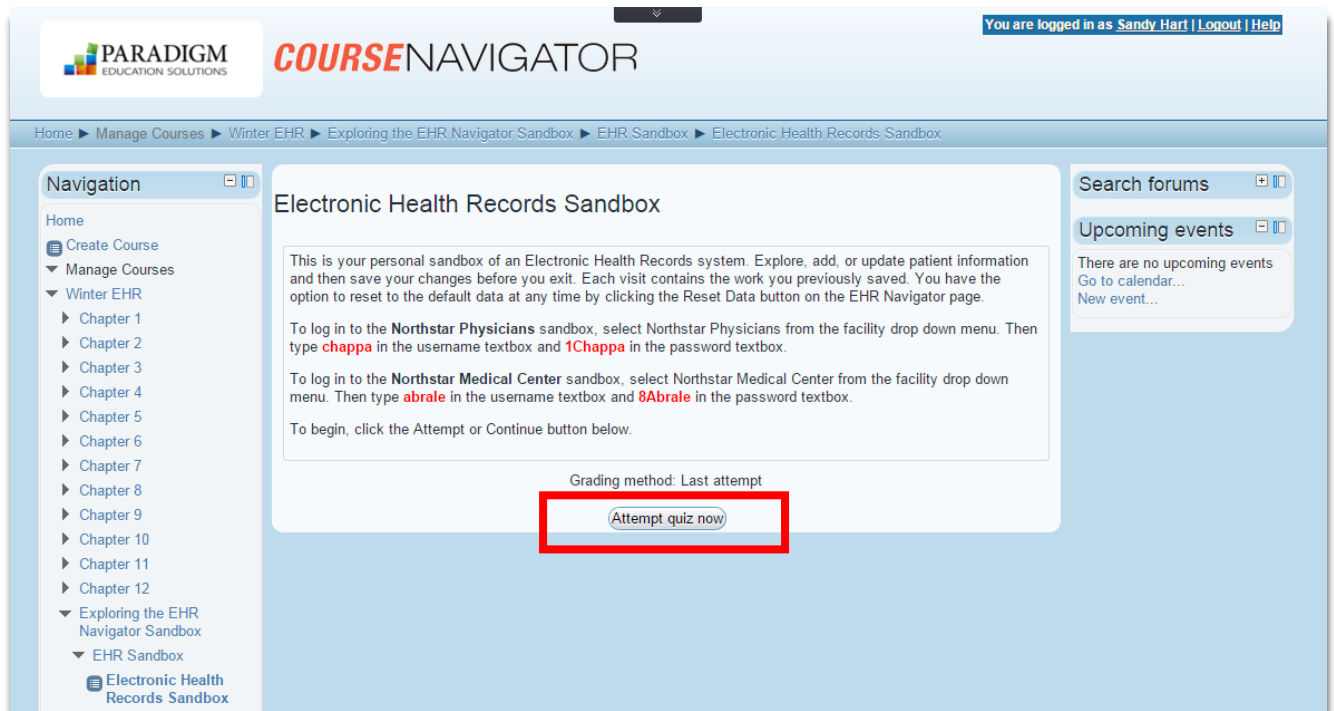
## LAUNCHING THE ELECTRONIC HEALTH RECORDS SANDBOX

The *Exploring Electronic Health Records* Navigator Sandbox courseware allows students unlimited practice by exploring the live EHR site and entering their own patient information.

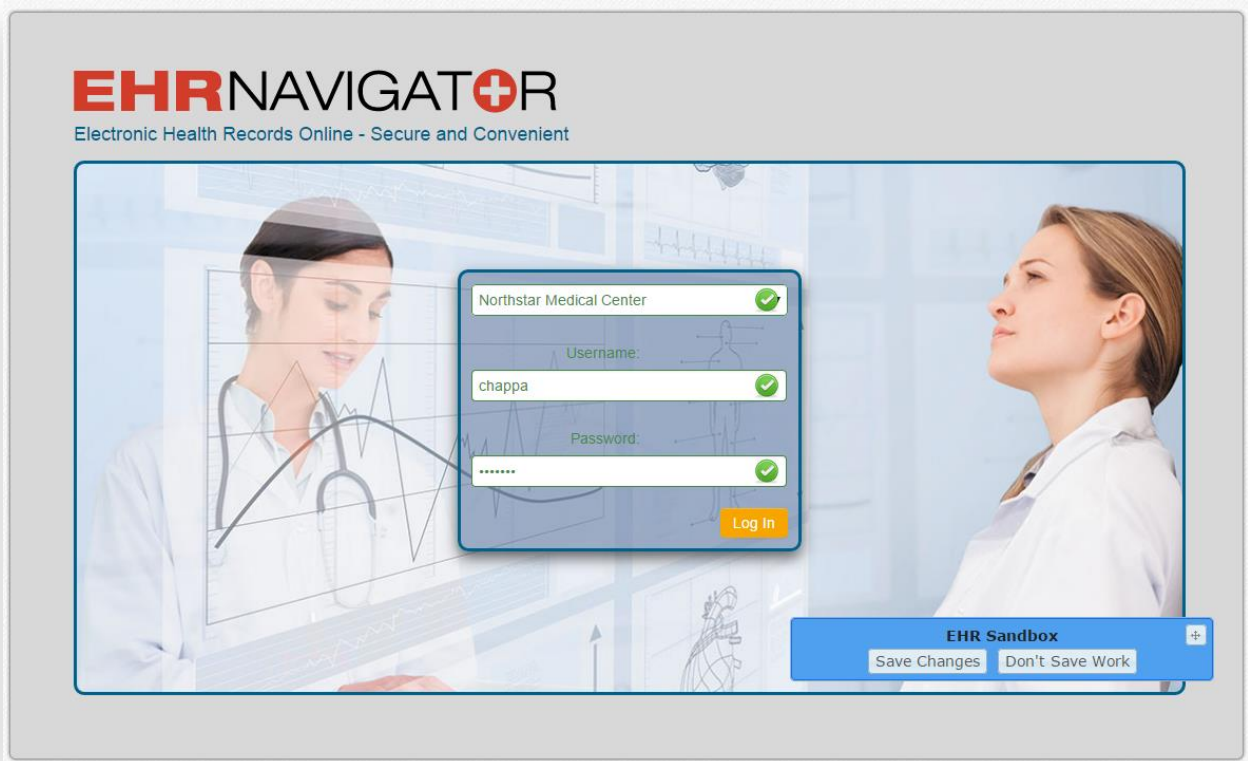
1. Select your course by clicking on the arrow next to Manage Courses and then your course title in the **Navigation** pane. Then click Exploring the EHR Navigator Sandbox.
2. On the Exploring the EHR Navigator Sandbox page, select the Electronic Health Records Sandbox link to be directed to the Sandbox main page.



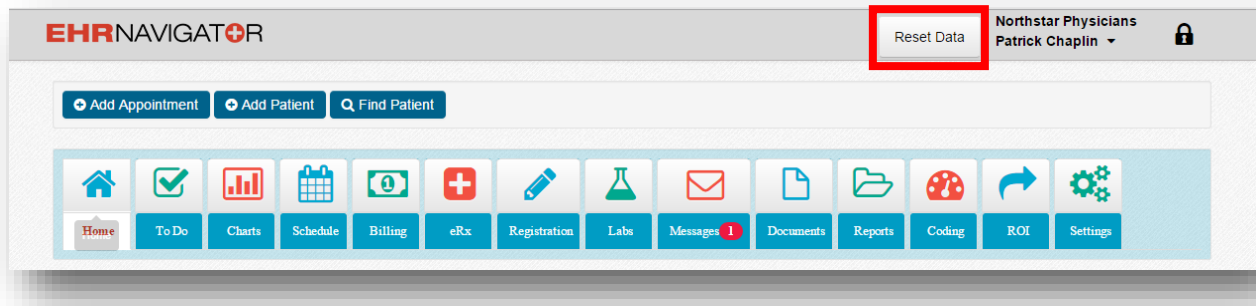
3. To begin, click the Attempt Quiz Now or Continue the Last Attempt button at the bottom of the page.



4. A blue bar appears allowing you to “Save Changes or Don’t Save Changes.” This box will remain on your screen through the duration of your time working in the sandbox. You can move the box around on the page. You can also change the size of the box. Once you have completed your session in the sandbox, you can click Save Changes to save your work and return to the Course Navigator, or you may click Don’t Save Changes to return to the Course Navigator without saving your work.
5. On the EHR Navigator Log In screen, enter the appropriate username and password. To log in to the Northstar Physicians sandbox, select **Northstar Physicians** from the facility drop down menu. Then type **chappa** in the username textbox and **1Chappa** in the password textbox. To log in to the **Northstar Medical Center** sandbox, select Northstar Medical Center from the facility drop down menu. Then type **abrale** in the username textbox and **8Abrale** in the password textbox.



6. Each visit contains the work that was previously saved. Students have the option to reset to the default data at any time by clicking the Reset Data button on the EHR Navigator page.

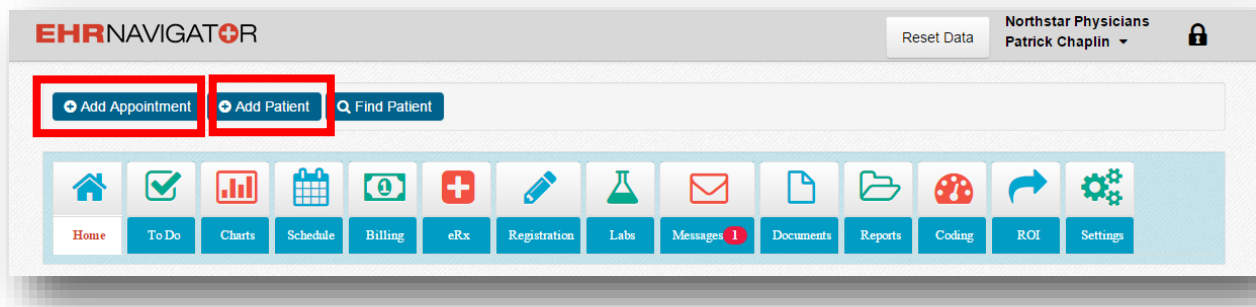


## USING THE EHR SANDBOX COURSEWARE

With this courseware students can create their own data in the EHR Navigator. The sandbox is the same live application used in the EHR Navigator assessments. Students have access to all of the tabs, screens, and functions they have previously learned about.

Some of the features students may wish to explore are:

- **Add Appointments:** Click on the Add Appointment button to enter appointment information in the dialog box. Or, students can also click on the Schedule tab to add appointments using the calendar feature.
- **Add Patients:** Click on the Add Patient button to enter patient, insurance, authorization, and balance information in the dialog box.



- **Interact with Patient Charts:** Click the Charts tab to search for patients and make changes to their data (such as adding and managing orders, adding clinical data, and adding prescriptions).
- **Add Documents:** Click the Documents tab to add and interact with documents.
- **Run Reports:** Click the Reports tab to run reports and merge MRN data.
- **Release Patient Information:** Click the ROI tab to release patient information.
- **Adjust Settings:** Click the Settings button to adjust the settings for users of the EHR Navigator.

Navigation menu: Home, To Do, **Charts**, Schedule, Billing, eRx, Adm/Disch, Labs, Messages 1, Documents, Reports, Coding, ROI, Settings

### Charts

Patient charts | Unsigned charts

Import | Export

Search by last name | Search by first name | Search by DOB | Search by record number | Clear Filters

10 records per page

Last name	First name	Gender	DOB	Record #	Last Accessed	Status	Actions
Ashfield	John	M	03/18/1953	585060		Active	View Edit Delete
Atwater	Jaiden	M	01/24/2012	585076		Active	View Edit Delete

