

# Lesson 1: Introduction to Sunrise Emergency Care

This lesson introduces Sunrise Emergency Care basics, such as how to log on and off the system and basic navigation.

## Learning Objectives

After completing this lesson, you should be able to:

- Demonstrate how to log on and off Sunrise.
- Understand the difference between the Sunrise Toolbar and the Tab Toolbars.
- Customize toolbar preferences.
- Navigate the Sunrise Gateway window.
- Access Sunrise Help.
- Identify data elements in the Patient Header display.

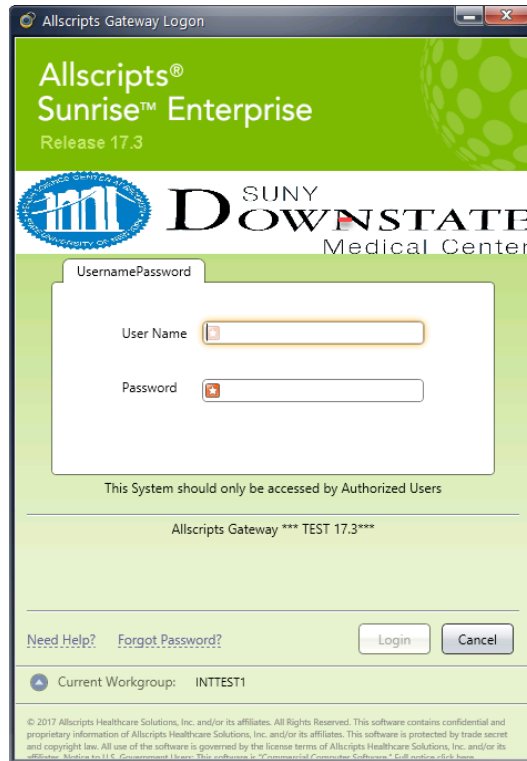
## Logging on to Sunrise

**SUNY Trainer Note:** This section may require updating based on your logon process for End Users at your facility.

### TO LOG ON TO SUNRISE:

1. Double-click the **Allscripts Gateway**  icon.

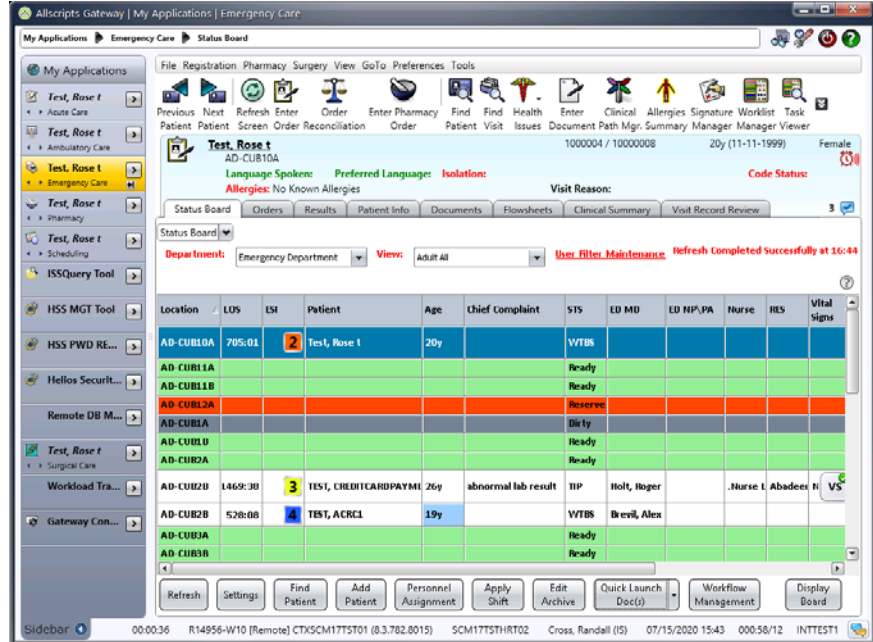
⇒ *The Allscripts Gateway Logon window appears.*



2. Type your **User Name** and **Password** in the respective fields, and then click **Login**.

⇒ *The Allscripts Gateway window opens with the **Status Board** tab displayed.*

**Note:** This is the Patient List of patients how they will appear for managing patient visit in the Emergency visit workflow.



The **My Applications** panel (left) may appear open by default upon logon.

You can open and work with any one of these applications in the **Allscripts Gateway** content area at a time. For example, since SUNY has already implemented **Sunrise Acute Care**, if your security allows, you can also access patients in the inpatient care locations.

3. In the **My Applications** panel, select the **Emergency Care** application.

**Note:** To close the **My Applications** panel, click the **Sidebar**  button (bottom left).

## Using the Allscripts Gateway Toolbar Buttons

The **Allscripts Gateway Toolbar** appears in the top-right corner of the **Allscripts Gateway** window.




The following topics describe the use of the Gateway Toolbar buttons.

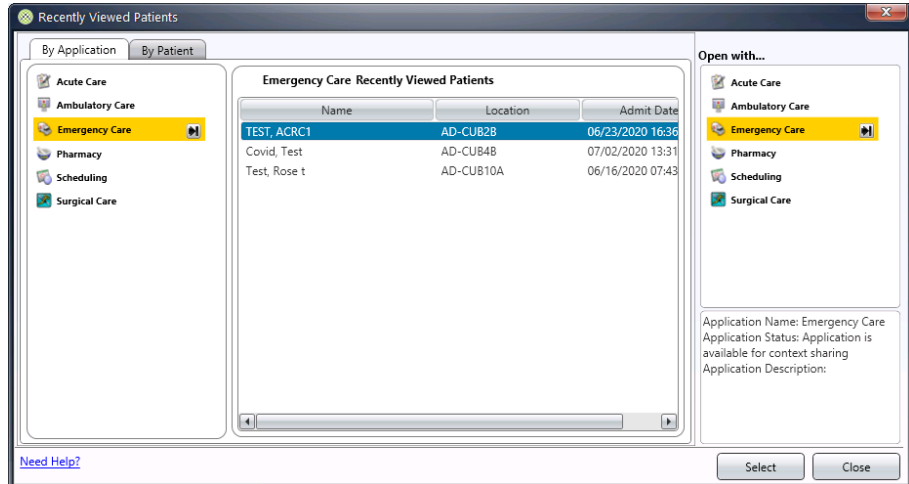
### Using the Recently Viewed Patients Button

The **Recently Viewed Patients** button enables you to select a patient name from the list of patients or visits you recently worked with and quickly access the patient record. This feature saves time when you are working with a few selected patients over a period of time.

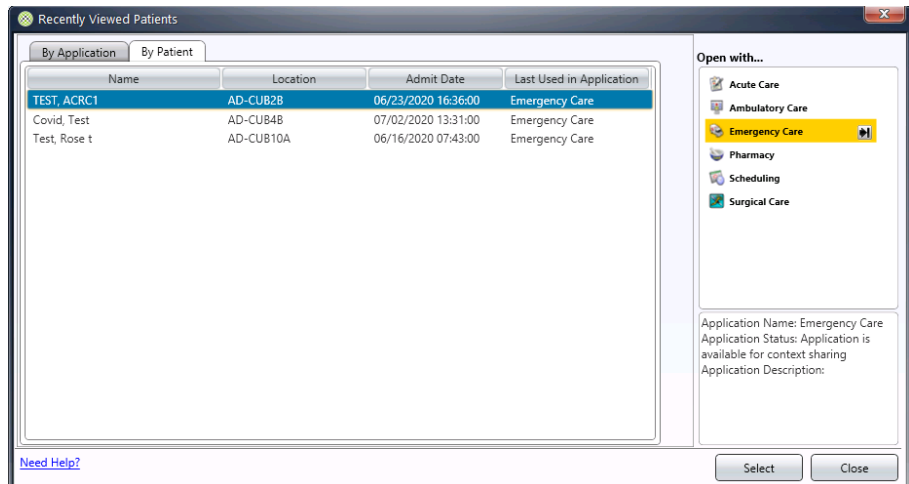
## TO VIEW RECENTLY VIEWED PATIENTS:

1. Click the **Recently Viewed Patients**  button.  
⇒ *The Recently Viewed Patients window appears.*
2. Click the respective tab to select the patient: **By Application** or **By Patient**.

### By Application tab view



### By Patient tab view



3. Select the patient from the list, and then click **Select** to place the patient chart in context.
4. Click **Select**.

## Setting User Preferences

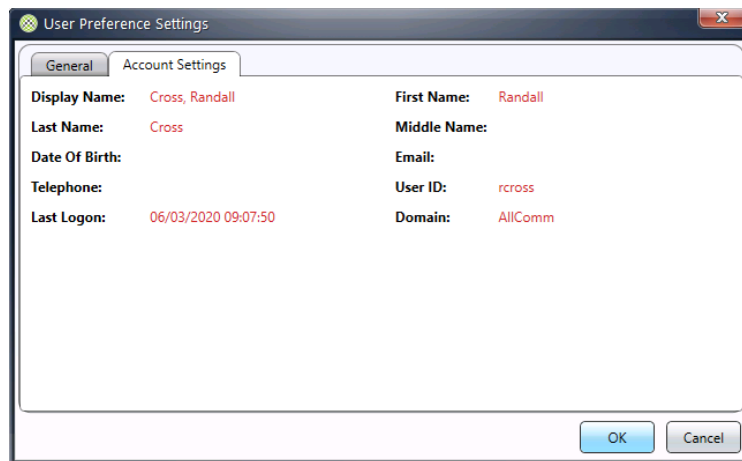
The **User Preference Settings** function enables you to set the default Sunrise Application to always default at logon when you have access to multiple Sunrise applications.

### TO SET THE DEFAULT APPLICATION:

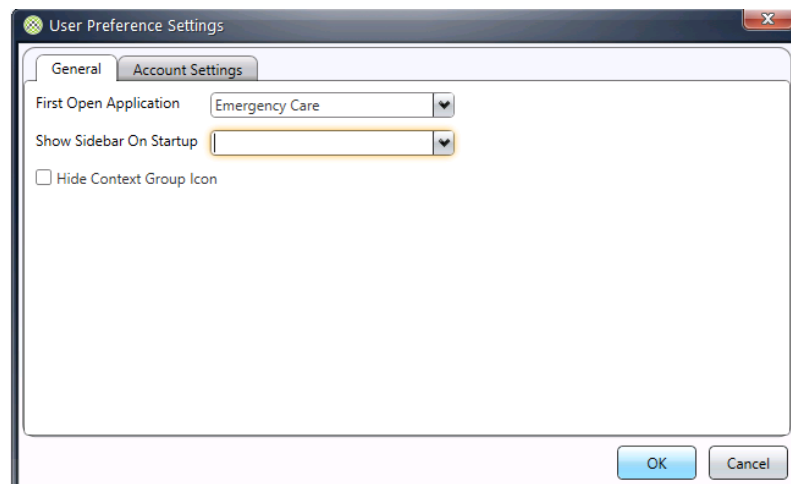
1. Click the **User Preferences**  button.

⇒ *The User Preference Settings window appears with the Account Settings tab displayed.*

**Note:** The **Account Settings** tab is a display only summary of your Sunrise account information and last logon.



2. Click the **General** tab.



3. In the **First Open Application** drop-down, select the application to appear as your default when you log on to Sunrise.
4. In the **Show Sidebar On Startup** drop-down, select **Yes** or **No** to show/not show the **Sidebar** when you log on to Sunrise.

5. Click **OK**.

## Using the Shutdown Allscripts Gateway Button

The **Shutdown Allscripts Gateway** button enables you to exit and close Sunrise. You must save data in any applications that have unsaved data before you log off.

**Important:** Allscripts recommendation is to always use the **Shutdown Allscripts Gateway** toolbar button instead of the 'X' as this does not warrant a 'clean' log off.

### TO LOG OFF SUNRISE:

- ▶ Click the **Shutdown Allscripts Gateway**  button.

**Note:** Based on the defined Citrix platform timeout, Sunrise will auto-log off after the defined number of minutes of inactivity. **When the auto-log off occurs, any unsaved data is lost.**

## Using the Launch Active Application Help Button

Sunrise provides context-sensitive help with quick, search-by-topic capabilities.

**SUNY Trainer Note:** Ensure this feature is turned ON in the Train Environment if you wish to demonstrate this feature.

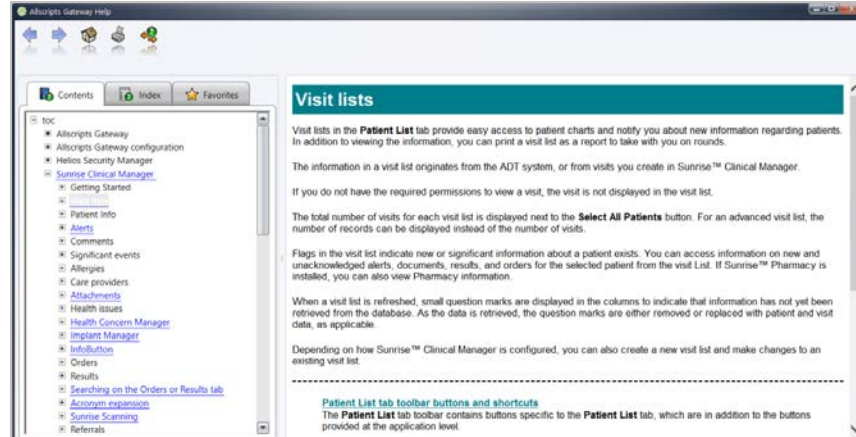
### TO LAUNCH SUNRISE HELP:

- ▶ Click the **Launch Active Application Help**  button or use your keyboard **F1** function.

You can also launch **Sunrise Help** from any Sunrise application window, and the Help topic details will display for that respective function.

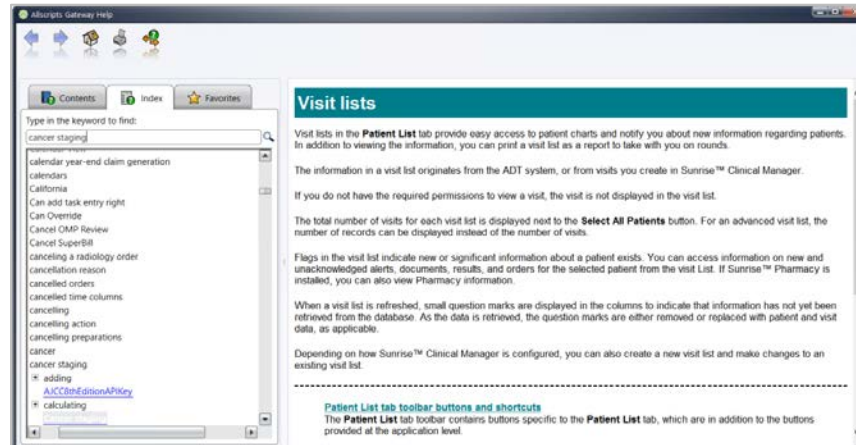
## Contents Tab

The **Contents** tab appears by default and allows you to view the contents according to topic. This is similar to a table of contents contained in a reference guide.



## Index Tab

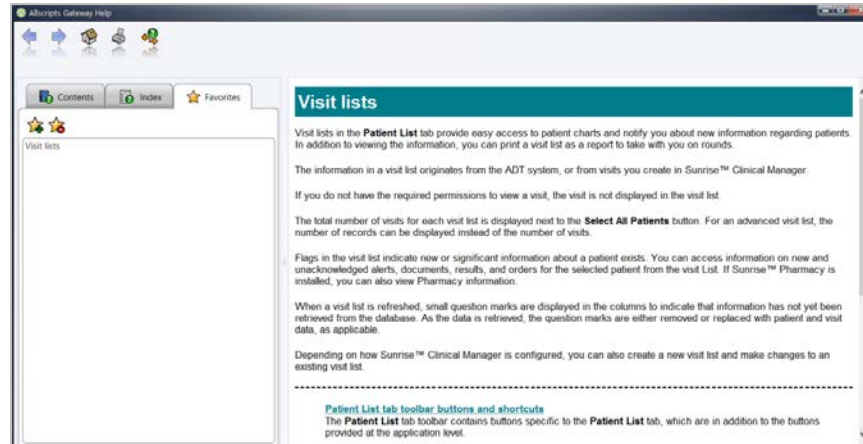
The **Index** tab allows you to search for help on system-supplied Sunrise topics sorted alphabetically.




## Favorites Tab

The **Favorites** tab provides single-click access to topics you save in a personalized list.

**Note:** Favorites only save to the current workstation. They do not follow a user by logon.



### TO SAVE A FAVORITE SUNRISE HELP TOPIC:

1. Open a topic using the **Contents** or **Index** tab.
2. In the **Favorites** tab, click the  icon.  
⇒ *The topic is saved to the Favorites list.*



## Navigating the Allscripts Gateway Window

This section describes the main components of the **Allscripts Gateway** window.

### Using the Sunrise Toolbar

The **Sunrise Toolbar** provides a set of graphic buttons that provide a quick launch to various Sunrise functions for adding information on a patient's chart (*for example, Enter Order, Enter, Enter Allergies, etc.*).



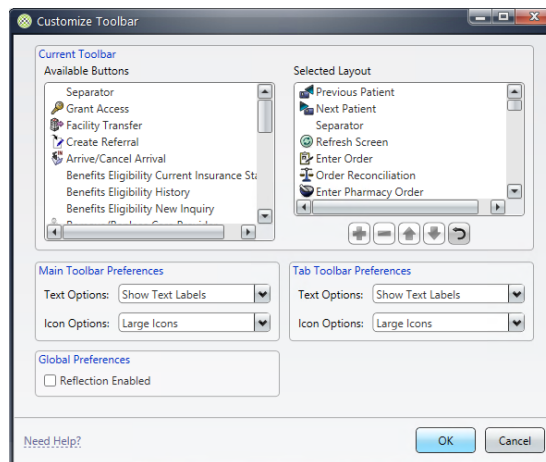
### Managing Toolbar Preferences

You can add or remove buttons on the **Sunrise Toolbar** to meet your personal preference.


#### TO MANAGE TOOLBAR PREFERENCES:

1. From the **Preferences** menu, select **Toolbar**.

⇒ *The Customize Toolbar window appears.*






2. **To add a button to the Sunrise Toolbar:**

- a). In the **Available Buttons** list, select the toolbar button to add.
- b). Click the  button.

⇒ *The button appears in the Selected Layout list.*

3. **To change the order that a toolbar button will display in the toolbar:**

- a). Select the button in the **Selected Layout** list.
- b). Click the **Up** () or **Down** () button.

4. **To remove a button from the main toolbar:**
  - a). In the **Selected Layout** list, select the toolbar button to remove.
  - b). Click the  button.
5. **To define Sunrise or Tab Toolbar Preferences:**
  - a). In the **Text Options** drop-down, select **Show Text Labels** or **No Text Labels** to show / not show text label descriptions.
  - b). In the **Icon Options** drop-down, select **Small Icons** or **Large Icons** to define the button display size.
6. Click **OK**.

## Using Tab-Level Toolbars

Each chart tab (for example, the **Orders** tab) provides a toolbar that allows you to perform actions specific to that respective tab only.

**Note:** You cannot add or remove buttons from a tab-level toolbar.



## Understanding the Patient Header Display

When you select a patient on the **Status Board**, the **Patient Header** displays defined data elements for the selected patient in context.



Data elements include:

- A** - Patient Name
- B** - Assigned Location
- C** - Language Spoken
- D** - Preferred Language
- E** - Isolation status
- F**: Allergies
- G** - Admit Date
- H** - Visit Reason
- I** - MRN / Visit ID
- J** - Discharge Date
- K** - Patient Portal (if enrolled)

**L** – Age (DOB)

**M** – Code Status

**N** - Gender

## Lesson Review

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