

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.

Allscripts Gateway Logon	×
Allscripts® Sunrise™ Enterprise Release 17.3	
Downstat Medical Cent	
UsernamePassword	
User Name	
Password 😰	
This System should only be accessed by Authorized Users	
Allscripts Gateway *** TEST 17.3***	
Need Help? Forgot Password? Login Cancel	
Current Workgroup: INTTEST1	
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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.



	/ Care 🍺 Statu										J 3	•	•
My Applications	File Registra	ition Pha	macy Su	irgery View GoTo Prefer			-			_			
Test, Rose t	Previous Ne		sh Enter	Order Enter Phare	nacy Fi	nd Find Health I			rgies Signati				
Test, Rose t		est, Rose	t.	Reconciliation Order	Pat	ient Visit Issues Do		ath Mgr. Sum / 10000008		ger Mana ly (11-11-	-	Fema	
Test, Rose t	6		ge Spoke	m: Preferred Langua	ge: <mark>Isol</mark>		sit Reaso	D .		Co	de Status		Ø
Test, Rose t	Status Bo			Results Patient Info	Docum			I Summary	Visit Recon	d Review		3	ę
Scheduling	Departmen	li Emer	gency Dep	ortment v View:	Adult All	- U	ser filter	Maintenance	Refresh Co	mpleted	Successfu		6:4
HSS MGT Tool 🕟	Location /	LOS	ESI	Patient	Age	Chief Complaint	sts	ED MD	ED NP\PA	Nurse	RES	Vital Signs	-
HSS PWD RE 🔉	AD-CUBIOA	705:01	2	Test, Rose t	20y		WTBS						
Helios Securit	AD-CUBI1A						Beady						
	AD-CUB11B						Ready						L
Remote DB M 🔊	AD-CUBIA						Dirty						
Test, Rose t	AD-CUBLB						Ready						
Surgical Care	AD-CUB2A						Ready						
Workload Tra 🔉	AD-CUB2B	L469:38	3	TEST, CREDITCARDPAYM	t 26y	abnormal lab result	ΠP	Holt, Roger		.Nurse	L Abadee	n VS	ŝ
Gateway Con 🔉	AD-CUB2B	528:08	4	TEST, ACRC1	19y		WTBS	Brevil, Alex					
,	AD-CUB3A						Ready						
	AD-CUB3B						Ready					Þ	G
	4												

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 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** witton.

⇒ The Recently Viewed Patients window appears.

2. Click the respective tab to select the patient: **By Application** or **By Patient**.

By Application tab view

Recently Viewed Patients				
By Application By Patient				Open with
😰 Acute Care	Emergency Care Recen	ntly Viewed Patients		🖉 Acute Care
Ambulatory Care	Name	Location	Admit Date	🐺 Ambulatory Care
😣 Emergency Care 💽	TEST, ACRC1	AD-CUB2B	06/23/2020 16:36	😔 Emergency Care 🛛 🛃
September 2015	Covid, Test	AD-CUB4B	07/02/2020 13:31	Search Pharmacy
🖏 Scheduling	Test, Rose t	AD-CUB10A	06/16/2020 07:43	🖏 Scheduling
🔀 Surgical Care				🔀 Surgical Care
				Application Name: Emergency Care Application Status: Application is available for context sharing Application Description:
Need Help?				Select Close

By Patient tab view

Name	Location	Admit Date	Last Used in Application	X Acute Care
EST, ACRC1	AD-CUB2B	06/23/2020 16:36:00	Emergency Care	Ambulatory Care
ovid, Test est, Rose t	AD-CUB4B AD-CUB10A	07/02/2020 13:31:00 06/16/2020 07:43:00	Emergency Care Emergency Care	Amountary Care Emergency Care Pharmacy Scheduling Surgical Care
				Application Name: Emergency Ce Application Status: Application is available for context sharing Application Description:

- 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** State 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.

Seneral A	Account Settings				
Display Name:	Cross, Randall	First Name:	Randall		
Last Name:	Cross	Middle Name			
Date Of Birth:		Email:			
Telephone:		User ID:	rcross		
Last Logon:	06/03/2020 09:07:50	Domain:	AllComm		
				ОК	Cancel

2. Click the **General** tab.

🛞 User Preference Settir	igs 🔤
General Account Se	ttings
First Open Application	Emergency Care
Show Sidebar On Startup	•
Hide Context Group Ic	on
(OK

- 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** ⁽²⁾ 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.



Allscripts Gateway Help	
Contents O Index Sevenites	Visit lists
toc Allscripts Gateway Allscripts Gateway	Visit lists in the Patient List lab provide easy access to patient charts and notify you about new information regarding patients. In addition to viewing the information, you can print a visit list as a report to take with you on rounds.
Helics Security Manager Sunrise Clinical Manager	The information in a visit list originates from the ADT system, or from visits you create in Sunrise ¹⁶ Clinical Manager.
* Getting Started	If you do not have the required permissions to view a visit, the visit is not displayed in the visit list.
Patient Info Alerts	The total number of visits for each visit ist is displayed next to the Select All Patients button. For an advanced visit list, the number of records can be displayed instead of the number of visits.
Comments Significant events Allergies	Flags in the visit list indicate new or significant information about a patient exists. You can access information on new and unacknowledged alerts, documents, results, and orders for the selected patient from the visit List. If Sumrise ^{IM} Pharmacy is instabled, you can also were Pharmacy information.
Care providers Attachments Health issues Health Concern Manager	When a visit list is referable, the adjustion marks are displayed in the columns to indicate that information has not yet been retrieved from the database. As the data is retrieved, the question marks are either removed or replaced with patient and visit data, as applicable.
Implant Manager InfoButton Orders	Uma, as injuncture Depending on how Summa ^{The} Clinical Manager is configured, you can also create a new visit list and make changes to an existing visit list.
Results Searching on the Orders or Results tab	
Acronym expansion Sunrise Scanning Referrals	Patient List tab toolbar buttons and shortcuts The Patient List tab toolbar contains buttons specific to the Patient List tab, which are in addition to the buttons provided at the application level

Index Tab

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

Alburgets Gateway Help		
The Contents The Index Area Fa	Visit lists	
ancer staging	Visit lists in the Patient List tab provide easy access to patient charts and notify yo In addition to viewing the information, you can print a visit list as a report to take with	
alendar year-end claim generation alendars alfornia an add task entry right	The information in a visit list originates from the ADT system, or from visits you creater of you do not have the required permissions to view a visit, the visit is not displayed in	
in Override incel OMP Review incel SuperBill	The total number of visits for each visit list is displayed next to the Select All Patient number of records can be displayed instead of the number of visits.	ts button. For an advanced visit list, the
nceling a radiology order ncellation reason ncelled orders	 Flags in the visit last indicate new or significant information about a patient exists. Yo unacknowledged aferts, documents, results, and orders for the selected patient from installed, you can also view Pharmacy information. 	
scelled time columns scelling scelling action scelling preparations	When a visit list is refreshed, small question marks are displayed in the columns to retrieved from the database. As the data is retrieved, the question marks are either data, as applicable.	
icer icer staging	Depending on how Sunrise TM Clinical Manager is configured, you can also create a existing visit list.	new visit list and make changes to an
adding ACC6thEditionAPIKey calculating	Patient List tab toolbar buttons and shortcuts The Patient List tab toolbar contains buttons specific to the Patient List tab, provided at the application level.	which are in addition to the buttons

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.



Allscripts Gateway Help	
Contents 🔯 Index 😭 Favorites	Visit lists
😰 🙃 Vien less	Visit lists in the Patient List tab provide easy access to patient charts and notify you about new information regarding patients In addition to viewing the information, you can print a visit list as a report to take with you on rounds. The information in a visit list originates from the ADT system, or from visits you create in Sunrise [™] Clinical Manager. If you do not have the required permissions to were a visit, the visit is not displayed in the visit list. The total number of visits for each visit list is displayed next to the Select All Patients button. For an advanced visit list, the
	number of records can be displayed instead of the number of visits. Flags in the visit its linkicate new or significant information about a patient exists. You can access information on new and unacknowledged alerts, documents, results, and orders for the selected patient from the visit List. If Summs ¹⁰ Pharmacy is installed, you can also view Pharmacy its missiled. You can also view Pharmacy its missiled is used to be a selected patient from the visit List. If Summs ¹⁰ Pharmacy is missiled. You can also view Pharmacy its missiled. You can also view Pharmacy
	When a visa is as is released, sinal question marks are coupled on the countries to marked minimum on the story to been released from the database. As the data is released, the question marks are either removed or replaced with patient and visit data, as applicable. Depending on how Sumits [™] Clinical Manager is configured, you can also create a new visit list and make changes to an existing visit list.
	Patient List tab toolbar buttoms and shortcuts The Patient List tab toolbar continus buttons specific to the Patient List tab, which are in addition to the buttons provide at the application level.

TO SAVE A FAVORITE SUNRISE HELP TOPIC:

- 1. Open a topic using the **Contents** or **Index** tab.
- 2. In the **Favorites** tab, click the 2 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
- \mathbf{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)

 \mathbf{M} – Code Status

 ${\bf N}$ - Gender



Lesson Review

Having completed 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.