

Welcome to Cass Regional Medical Centers' INTRANET Tutorial

Cass Regional Medical Center Employees- We are excited to now have an INTRANET to share important information within our Cass Regional "family". Thank you to the IS team who makes this exciting new form of communication possible! Please take time to complete the following tutorial so you will be able to keep up-to-date with important information and communication within our organization. Reminder that this site is "ever changing" so new items will most likely be added since the printing of this tutorial. If you have suggestions for content contact Lorrie Pulliam (IS). For questions on this tutorial; contact bhauck@cassregional.org or x 4980.

Complete this computer scavenger hunt to answer the following questions. When complete turn into your manager by December 31, 2013.

Step 1: go to your department computer (workstation) or access any computer in the organization and "double click" the icon CRMC Intranet on the desktop.



Step 2: When you open this icon, you will see the following screen. This is a great place to review our Mission Vision and Values should you forget! Please note on the left side of the screen are categories which contain shared information. Please "hover" your cursor over headings to view the subheadings in each category. You will need to open each sub heading below to answer the questions on the following page:



2800 East Rock Haven Road, Harrisonville, MO 64701



QUICK LINKS
ORGANIZATION
SERVICES
COMMITTEES
POLICIES / PROCEDURES
STAFF EDUCATION
COMMUNICATION
APPLICATIONS

Our Mission

Cass Regional Medical Center, a publicly owned healthcare organization, is committed to serving the communities of Cass County with: compassionate; customer-focused; and professional healthcare services.

Our Vision

For every life we touch, Cass Regional Medical Center will be known for the passion of our people and our commitment to service excellence, promoting wellness and expanding healthcare services for the communities we serve.

Our Values

Family; Stewardship; Kindness; Respectfulness; Dedication and Excellence.

Welcome to Cass Regional Medical Centers' INTRANET Tutorial

1. Move the mouse to "Quick Links"- *to date, the only heading right now is the Lunch Menu. This is where you can check to see what we are having for lunch!*

2. Move the mouse to "ORGANIZATION"

3. Move mouse down to find "Board of Trustees"

Name one member of the Board of Trustees: _____

Name all five members of our Leadership Team:

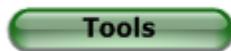
Name one of our clinics and provider in that clinic

Clinic

Provider

4. Move mouse to "SERVICES": Is your department listed yet? _____

Please note that at the bottom of each department page is a quick link to forms and tools as below:



5. Move mouse to "COMMITTEES": COMING SOON- NO CONTENT AT THIS TIME

6. Move mouse to "POLICIES & PROCEDURE" – Single click "MCN PROCEDURE MANUAL"

This is where you can access Cass Regional policies and procedures. If you have forgotten your password, you can click the "view only" screen to access the policies. Or, if you know your password you may click the login heading (ID: first initial, last name; PW: Individualized). This password can be reset by contacting an administrator: Carla Marchand, Karen Cochran or Barb Hauck.

- Single click MCN HealthCare – View Only; Single Click on Browse Manuals; scroll down to your department (if your department is not listed, choose Hospital Directives); click any category; open any policy of your choice and review.
- Find "Forms" – Look through "Forms" available on line; these will be most current.

7. Move mouse down to "STAFF EDUCATION"

- **Education Videos-** this is very exciting—videos from education programs will be downloaded to this site. Check out the Bariatric Video from May 2013 program with our very own Becca McConville, Dr. Voss and Dr. Costner!
- **Click on "ecareLearning"**
This is where you can access our annually required on-line Health and Safety modules: the "go live" target date is Oct 7, 2013 and due by Dec 31, 2013. Contact program administrators if you have difficulty opening this section. Karen Cochran or Barb Hauck. Reminder you will need ID and password for "**Student Login**".

ID: first four letters of last name, first initial of first name, last four of social

PW: first name (sometimes first name and middle name or middle initial)

Welcome to Cass Regional Medical Centers' INTRANET Tutorial

8. Move mouse to "COMMUNICATION"- Open each section:

Find "FAX numbers and cover sheets" print off a new cover sheet to fax.

Total Access Paging by Mobilfone-you can page from this site

Move down to GroupWise WebAccess and access your email—once open you will need your email login; see if you can open this page.

The next section applies to any employees that use or to refer to approved medical abbreviations, all clinical employees who provide Patient Care, use PACs, and/or HMS clinical documentation system. If this does not apply to you, you may **STOP** and end here.

Signature

Date

Section 2

9. Move mouse to "APPLICATIONS":

APPLICATIONS
Approved Abbreviations
ARtemis/eBroselow
HMS PACS
HMS Patient Care

Approved Abbreviations: Click on the first application: Approved Abbreviations. Then click on the "Do Not Use List" – review this list.



MEDABBREV.com

Abbreviation Search
Drug Search
Symbols and Numbers
Tables and Lists
National Laboratory Values
Do Not Use List
Introduction
Controlled Vocabulary
Primer
Pricing / Secure Ordering
Submit Suggestions/Queries
Each week this site is updated with new additions.
Help
Log Out

Abbreviation and Word Search

Abbreviation Search Word Search

Search

How to Use This Site:

Searching for the Possible Meanings of Abbreviations

Searching for all the abbreviation meanings that contain the word PROSTATE? [Expand](#)

Drug Search [Expand](#)

Special Feature [Expand](#)

Symbols and Numbers [Expand](#)

Medical Abbreviations: 32,000 Conversions at the Expense of G
Authored by Neil M Davis, 7th Edition, ISBN 978-0-937437-15-9
The web-version is based on 1997 book, which was released in Jan. 2001
Since Jan. 1, 2011, a total of 9,217 new entries have been added!
Send your suggestions by clicking [here](#).
Click [here](#) for help with this site.
Your IP Address: 24.25.245.194
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HMS PACS: – If you normally can access PACS, or assist physicians to access PACs, click this open to view the login and password page. If you do not have a login or password, you cannot open this page. No other tasks are necessary.

HMS: All employees who use HMS may access documentation here. You will need your ID and Password. Just open this heading to view the log in screen. No other tasks are necessary.

The next section is Artemis/eBroselow. All ACLS providers, RN/LPN/EMS will need to review this section and complete the competency. All others may STOP and end here.

Welcome to Cass Regional Medical Centers' INTRANET Tutorial

Signature

Date

Section 3:

Click on Artemis/eBroselow" – ACLS providers, RNs/LPNs/EMS . This is a wonderful resource for medications, resuscitation, seizure, rehydration etc. First begin by watching a few Training Videos. Click on training Videos.

Artemis/eBroselow

Artemis is a tool to simplify the timely delivery of precise treatment information. Artemis provides critical, size-specific therapeutic information in seconds to promote the prompt, competent and confident delivery of emergency care.

Artemis Software

Begin using the Artemis software now. Click the link above.

Resources

Access to frequently asked questions and slideshows on the features and functionality of Artemis.

Training Videos

Access to training videos demonstrating how to use Artemis.

***Note!**  Make sure you are in the WMV Format! You will not be able to view in any other format on your desktop workstation.

Please review Videos marked with a ★ #1, #3, #4, and #8 and answer the following questions.

Artemis Tutorial - WMV Format

The below videos and slideshows can be used for Artemis training. Basic requirements per user type are indicated in brackets. For example, nurses should minimally view the videos and slideshows marked with [Nurse]. Read the below [competency requirements](#) per user type.

Use your browser's "Back" button to get back to this page after viewing each of the below videos or slideshows.

If you are having trouble seeing the above .WMV files, then you can view them on [YouTube](#) or in [MP4 format](#).

- | | |
|---|---|
| ★ 1. General Introduction (Video Slideshow) | [EMS] [Nurse] [Physician] [Pharmacist] |
| 2. What's New in Artemis 3 | For all users of the earlier version of Artemis upgrading to Artemis 3. |
| ★ 3. Resuscitation | [EMS] [Nurse] [Physician] |
| ★ 4. Search | [Nurse] [Physician] [Pharmacist] |
| 5. Burns | [Nurse] [Physician] |
| 6. Logging Feature | [Nurse] [Physician] |
| 7. Barcode Scanning | [Nurse] [Pharmacist] |
| ★ 8. Quick References | [EMS] [Nurse] [Physician] |

Review Video #1: General Introduction

1. What must be selected before any medication is displayed?

True or False:

2. ____ Medications are shown in both dose (mg) and volume based on concentration (ml).
3. ____ Artemis cannot track or record when medications are administered.

Welcome to Cass Regional Medical Centers' INTRANET Tutorial

4. What is the benefit in using Artemis/ebroselow over a drug handbook or the Lexicomp link to medication encyclopedia? _____

Review Video #3: Resuscitation and answer the following questions

1. What are the three (3) ways to access medication doses under the Resuscitation Link?

Review Video #4: Search and answer the following question:

1. After selecting weight; name 2 of 4 ways to search for a medication?

Review Video #8: Quick References and answer the following question:

True or False

___ It is best to select a color (vs weight) when determining appropriate equipment size for ET tubes.

After you have reviewed the four training videos, go to Artemis Software.

Artemis/eBroselow

Artemis is a tool to simplify the timely delivery of precise treatment information. Artemis provides critical, size-specific therapeutic information in seconds to promote the prompt, competent and confident delivery of emergency care.



Artemis Software

Begin using the Artemis software now. Click the link above.

Resources

Access to frequently asked questions and slideshows on the features and functionality of Artemis.

Training Videos

Access to training videos demonstrating how to use Artemis.

Open the Artemis Software and complete the following questions.

RN/LPN/EMS Competency Questions:

1. A 22 month old presents to the ED/ICU having seizures. If she weighs 26 lbs (12 kg) what would your first doses of valium be with an established IV?
_____ dose? _____ ml?

Welcome to Cass Regional Medical Centers' INTRANET Tutorial

2. What would the initial fluid bolus amount at (20ml/kg) be for rehydration therapy for a child in the "red" zone with volume depletion or shock? _____
3. You are taking care of an 220 lb (200kg) male post surgery. The physician has ordered Fentanyl - 50 mcg single dose for severe pain. Using the artemis software, if the concentration is 50mcg/ml how much would you give? _____
for a 12kg child? _____
4. Using the resuscitation link, what is the adult dose for Amiodarone for pulseless VF/VT?
_____mg? _____ ml?
5. True or False

_____ You have a child in the "red zone" with vital signs 150 HR, 35 RR, 85 systolic BP.
Using the Quick Reference Link; these vital signs are within normal vital signs for this child.