Electronic Medical Records (EMR)

Using Logician

Getting Started
# Logician – Getting Started

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Logging in to the HealthTeam Network

1. Before you can begin a Logician session, you will need to first log onto the HealthTeam network. To do so when using a Desktop PC, press the Control, Alt, and Delete keys of your computer keyboard. This opens the Log on to Windows dialog box, where you will enter your HealthTeam User ID and password. When logging in to the HealthTeam network on a Tablet PC in your clinic, log in using your clinic’s generic HealthTeam network User ID and password. If you do not know that ID and password, either ask one of your colleagues in the clinic, or call the HealthTeam IS.

2. Verify that MSUFGP populates the “Log on to” field. If something else appears in that field of the log in screen, use the drop-down arrow of that field to locate and select MSUFGP.

3. Once the User ID, password and Log on location are set, click OK and the network connection will be established.

4. If you are unable to connect to the HealthTeam network, contact HealthTeam Information Systems (HealthTeam IS) for assistance; their number is (517) 355-6531.

Launching Logician

1. Once you have established a network connection, locate, then double-click on the Logician icon on your computer Desktop. The Logician icon has a white background, with a dark “L” on it, and the word “Logician” appears directly below it.

2. The Logician login screen opens; there you will enter your Logician User ID and password. Your Logician ID typically consists of the first 6 letters of your last name, followed by the first 2 letters of your first name. If you have entered your ID correctly, when you click into the Password field, the Location of Care should auto-populate with the name of your clinic; if it does not, then try entering your Logician ID again.

3. Type your password in the Password field; it must be 8 or more characters long and contain a combination of both numbers and letters. Furthermore, it may not closely resemble your Logician User ID.

4. The ID and password that you have entered will be authenticated; if everything matches up, your Logician Desktop summary will open on your screen. If, however, the login screen remains open and the Password field is highlighted in blue, then you have entered your password incorrectly and will need to try again. Be sure that the CapsLock button of your keyboard is not on, since your Logician password is case sensitive.

NOTE: Regardless of what computer you are using to connect to the HealthTeam network, or if you are logged on to the network with your clinic’s generic ID or your own, you will always log into Logician using your own Logician User ID and password.
Logician Desktop Summary

Your Logician Desktop Summary is the first screen you see when beginning a Logician session. At the top of the screen is the Title bar, which displays your name and location, as well as the current date and time. Beneath the Title bar is a menu bar, and directly below that is the Logician toolbar. Use the menus and toolbars to quickly navigate the various Logician screens and their components.

On the far right side of the Logician toolbar is the Exit button. When you are done working in Logician, click the Exit button to begin the log-out process. Also use the Exit button if you want to keep your Logician session active, but need to walk away from your computer for a few moments. Clicking the Exit button locks the screen, therein prohibiting unauthorized access to the system. This protects your own Logician identity, while at the same time safeguards the confidentiality of all HealthTeam patients.

To close entirely out of Logician from the login screen, click the Exit button there. This logs you out of Logician and closes the program.

Returning to your Desktop

If you lock the screen by clicking the Exit button during an active Logician session, then wish to return to that session, first verify that your Logician ID appears in the User ID field. If the User ID is someone other than yourself, delete that ID and type in your own in the User ID field. Next, click in the Password field and enter your password, then click OK. This returns you to the same place in Logician that you were in when you initially clicked the Exit button.
Today’s Appointments on your Logician Desktop Summary

When you first log into Logician you arrive at your Desktop Summary page. If you are a scheduling HealthTeam Provider, a view of your Appointments takes up the left column of your Logician window.

- Use the up and down arrows in the upper left corner of the Appointments windowpane to change the time increment displayed (15 minute intervals, 20 minute intervals, etc.).
- A black dot appears in front of a patient’s name in your list of Appointments when that patient is ‘arrived’ in your clinic’s front office.
- To see the reason for the scheduled patient’s visit, single-click directly on the patient’s name in the Appointment area of your Desktop window, then click the View Details button.
- Open the patient’s chart directly from the Appointments section of your Desktop by selecting that patient’s name (using a single-click), then clicking the Open Chart button.

You can get a better look at your Appointments, or those of other Providers in your clinic, by clicking the Appointments button on the Logician toolbar. Using this more detailed Appointments utility is discussed in more detail later in this documentation. (See Viewing Appointments.)

NOTE: The Appointments appearing in Logician are driven by what is scheduled in IDX; you cannot add, alter, or remove scheduled appointments directly from within Logician.

The Right Windowpane – Documents

The lower right portion of your Logician Desktop Summary page is devoted to patient-specific Documents that require your attention. A few examples of Documents are lab reports, transcription, phone notes, and office visits.

A Pencil appears in the far left column of Documents that have yet to be signed.

Click on one of the column headers to sort your Documents using different criteria.

By default, documents on your Desktop are sorted first by Priority, placing those that are urgent at the top of the list. Then, the remaining Documents are sorted chronologically; however, you can change the order in which they appear by clicking directly on any given column’s heading.

You can Open, Append, Route or Remove a Document from your Logician Desktop; use caution, though, when removing Documents, especially if they still require your attention!
Flags – Introduction

Flags, in the upper portion of the right windowpane, can be equated to email, only internal to Logician. You can send Flags to, and receive Flags from, anyone in the HealthTeam who has a Logician account. Flags can be easily replied to, or forwarded to, other Logician users, as well.

Viewing Flags and Removing Flags

To view a flag on your Logician Desktop, double-click directly on that flag; a split window opens, with your various flags and their properties listed in the top, with the content of a selected flag revealed down below. Once you have read a flag and no longer need it, you delete it by first selecting that flag, then clicking the Remove button. Please note, though, that once a flag has been removed, it cannot be retrieved.

Replying to a Flag

To reply to a flag that is currently selected, click the Reply button. This causes the Reply to Flag window to open, where you can type your response, then send it back to the flag’s original sender.

If you want to keep a copy of the flag on your Desktop even after you have replied to it, route it back to your Desktop when initially replying; otherwise, it is automatically removed from your Desktop. To do so, use the drop-down arrow by the To field to locate and select your own Logician ID, near the very top of that list.

NOTE: Other HealthTeam Logician users have access to your flags; as such, you will not want to use flags to communicate with colleagues anything of a personal nature.
Forwarding a Flag

1. Forward a flag to another HealthTeam Logician user by clicking directly on the flag, then clicking the Forward button.

2. Select the person(s) to whom you are forwarding the flag from the drop-down list of the To field, or use the Binoculars to locate and select someone else.

3. Make changes to the flag’s Properties as desired in the respective fields on the right.

4. Then, type the message in the lower portion of the Forward Flag window.

5. Once completed, click the Send button, and Logician will send your message, along with the content of the original message, to the designated recipient(s).

TIP: If you begin replying to, forwarding, or even beginning a new flag, then do not have time to complete it, click the Save button; this places the flag on your Desktop, where it remains until you have the opportunity to complete it and send it on its way!

Creating a New Flag

1. To create a new flag, click the New button of the Logician toolbar.

2. Designate the recipient or recipients in the To field by using either the drop-down list or the Binoculars. By default, the drop-down list is comprised of the other individuals in your clinic. Also, at the top of the list you will see the names of those to whom you have recently sent either a flag or document.
   a. If the desired recipient’s name does not appear in your drop-down list of the To field, click the Binoculars button.
   b. Either scroll through the list of Logician users on the Browse page, or go to the Search page and perform a search for the individual, typing in that person’s last name.

3. (Optional) If you inadvertently select a Logician user to whom you really do not want to send the flag, select that user’s name in the recipient list, then click the button
4. Add the pertinent information for the flag such as the Priority and Subject, then type the message itself in the lower portion of the screen.

5. Click Send, and Logician routes the flag to the Logician Desktop of the designated recipient(s).

**Attaching a Flag to a Chart**

A flag directly related to a specific patient can be attached to that patient’s chart. When opened, a flag attached to a chart opens in the foreground, with the patient’s chart opened in the background.

1. Open the patient’s chart to which you want to attach a flag.

2. Click the New button of the Logician toolbar; because you are doing so from within a specific chart, the patient’s name auto-populates the Attach to:, Patient: and Subject: fields of the flag.

3. Specify the desired recipient(s) of the flag.

4. Type the flag’s content in the Message area of the New Flag window.

5. Click the Send button.

**Converting a Flag to a Document**

If you feel that the content of a flag should become a permanent part of a patient record, you can convert the flag to a chart document. A flag must be attached to a specific patient before it can be converted to a Document. If it is not attached to a chart when you attempt to convert it, you will be prompted to identify the correct patient before you can proceed with the conversion. The steps here are going on the premise that the flag is already attached to a chart.

1. Select the flag that you wish to convert to a Document, then click the Convert Document button.

2. In the Convert Flag to Document window, select the appropriate Document Type from the options available in the drop-down list.

3. If necessary, change the Provider in the Provider field.

4. Enter a brief description of the message’s content in the Summary line.

5. Add additional text in the Note area, if desired.

6. Click Sign. This applies your electronic signature to the Document, and permanently saves the document in the patient’s chart.
Saving a Flag – Tip

Create a flag and save it to your own Logician Desktop to act as a reminder to you, analogous to those little sticky notes that many of us use and scatter across our real desktops. To create a reminder for yourself, click the New button, select your own User ID in the To drop-down list, set the priority to important or urgent, if applicable, and add a brief Subject. Then type what you would like to appear in the note and click Save. This places the flag on your Desktop; flags such as these are easily recognizable, as they are displayed in italics.

Chart Navigation and Layout

Finding a Patient Chart

To locate a patient’s Logician chart, click on the Desktop toolbar’s chart button; this should cause the Find Patient window to open. If, however, you have already been in a patient’s chart during the current session, you may need to click on the Find Patient button of the Charting toolbar, located on the far left side of that toolbar.

The default search criteria in the Find Patient window is Name, but you can also use the drop-down arrow to prompt Logician to search by other criteria, such as Date Of Birth, or Medical Record Number. When searching by Name, click in the Search for: field and enter the first few characters of the last name, followed by a comma and the first few characters of the first name. Next, click the Search button, and all HealthTeam patients who meet the criteria that you have set will be listed in the lower portion of the Find Patient screen.

Logician provides information in the search results section to help you verify that you have, in fact, found the correct individual. Open the patient’s chart by either double-clicking on the patient’s name in the search results, or click once on the patient’s name and then click the OK.

TIP: Be careful when searching for a patient in Logician who’s real name includes special characters such as apostrophes, hyphens or spaces; these are usually - but not always - removed from names when patients are initially entered in IDX (ex: Smith-Jones, John should be entered as SmithJones, John).
Opening a Chart from your Logician Desktop

Patient-specific documents such as lab results, phone notes and office visits that require your attention are routed to your Logician Desktop. When you double-click on one such document, Logician opens it directly in the patient’s chart. If you have difficulty double-clicking to open the document in the patient’s chart, click once directly on the document, then click the Open button.

Once you have completed working in the patient’s chart, you can go back to your Logician Desktop by clicking on the Desktop button, on the far left end of the Logician toolbar. Or, if you want to locate another patient’s chart, click the Find Patient button to open the Find Patient search utility.

The Patient Chart

The patient banner spans the width of a patient’s Logician chart, near the top of the screen, just below the Logician toolbar. This banner contains demographical information about the patient whose chart you are viewing. A few, but not all, pieces of information displayed in the patient banner are the patient’s name, date of birth, medical record number, and insurance and contact information. For the most part, that which is entered in IDX drives information displayed in the patient banner; as such, if you wish to change anything appearing in the banner, it must be changed directly in IDX.

A patient chart in Logician is set up with tabs that define specific areas of the chart, each of which contains important patient information. A few such areas, or chart sections, are: Problems, Medications, and Alerts. Additionally, the first ‘page’ of the chart is a summary, where you can view multiple facets of the patient chart in one screen.
While the information displayed on the chart summary page is valuable, much of the time you will find it necessary to see more detailed information. For example, if you want to see when a specific problem was diagnosed, and by whom, click on the Problems tab. There you select the problem from the list on the left, and its details appear on the right.

You may choose to view only the patient’s current problems by selecting Active Only; or, to see problems that have been recorded for the patient in the past yet are no longer active, click All. Logician differentiates active from inactive problems by highlighting in gray those that are inactive.

On the Medications tab you see the medications that the patient is taking, along with the associated doses, instructions, and number of refills that have been given. Just like with the Problems list, you may change your view of medications such that you see only the active medications, or all medications that have been documented in the patient’s Logician chart.
Alerts may be allergies that have been recorded for a patient and, if any, the related allergic reactions that were experienced. Additionally, in the lower portion of the screen you will find any directives that are on record; two examples of directives are Do Not Resuscitate and Organ Donor.

Printing a Chart Summary

On occasion you may find it necessary to print a patient’s Logician chart summary. To do so, first go to that patient’s chart, then click the Summary tab. Next, click on the Print button of the Logician toolbar; this opens the Print dialog box to open. Because we first clicked on the patient’s summary page, Chart Summary should already highlighted.

Indicate how many copies you want to print, and whether the header, which includes your location of care, should appear across the top of the printout. If necessary, change the printer, then click the Preview button. Once you have reviewed what the summary will look like when printed, click the Close button, then click Print. Click the Close button of the Print dialog box to return to the patient chart.
Printing a Specific Chart Document

If you need to print a specific document in a patient’s Logician chart, first go to the correct patient’s chart, then click on the Documents tab. Locate and select the document that you wish to print, then click the Print button of the Logician toolbar; this opens the print dialog box. Because we first selected a specific document to be printed, Select(ed) Documents should already be highlighted.

Next, indicate how many copies you want to print, and whether the header, which includes your location of care, should appear across the top of the printout.

If necessary, change the printer, then click the Preview button. Once you have reviewed what the summary will look like when printed, click the Close button, then click Print. Click the Close button of the Print dialog box to return to the patient chart.

Viewing Appointments

If you are a Provider or Nurse who sees patients, appointments scheduled in IDX under your name appear in the left column of your Logician Desktop. When a patient is ‘arrived’ in the front office, a black dot appears in front of that patient’s name in your appointment book.

Appointment Books

To view your own appointment book in more detail, or to see the appointment book of another provider in your clinic, click on the Appointments button (Appts) on the Logician toolbar. There you can easily view appointments on different dates, view your appointments for an entire week, open multiple appointment books in your clinic, and customize the screen in various other ways to make it more functional for you.

- Use the date feature on the left side of the Appointment book to change the display date; the up and down arrows change dates one day at a time, and the button with the three dots helps you to quickly jump to an exact date farther out.
- To display both the morning and afternoon appointments of a single day in two columns, click the Split button.
- To see a full week’s worth of appointments, click the Weekly button.
When you click the Select View button, you can open the appointment books of other providers in your clinic. Choose the desired book or books from the Book(s) drop-down list. To include canceled appointments and no-shows, click their respective boxes. Then, click OK and your settings will be applied to the appointment book window.

![Select View]

**Working in the Appointment Book**

- To open a scheduled patient’s chart directly from the appointment book, click once on that patient’s name, then click on the Open Chart… button, located in the lower left corner of the appointment book window.

![Appointment Book]

- To view the details of a patient’s scheduled visit, first select the patient in the Appointment book view by single-clicking directly on the patient’s name, then click the Details… button, located in the mid-lower portion of the Appointment book window.

- View a patient’s past and future scheduled appointments by selecting the patient’s name, then clicking the View Appointments… button.

- By clicking the Status… button, after having selected a patient’s name in your Appointment book, you can see if that patient’s current Appointment status.

- Check the Details… of a patient scheduled to see you by selecting that patient’s name, then clicking the Details… button.
Getting Help

Logician Help Online

When working in Logician, click on the Help menu to learn more about the various features and functions in Logician. Additionally, in most screens the Logician toolbar provides a Help on this Screen button, which opens the screen-specific help page; this button is located on the far right side of the toolbar, just to the left of the Exit button.

EMR Implementation Team

You can get help from the EMR Implementation team by calling (517) 353-0817. In addition to calling this number for general Logician assistance, this is where you should call if you get locked out of Logician. Alternatively, you can email the EMR Implementation team at EMRHelp@ht.msu.edu.

Also, you may find it helpful to check out the EMR website to learn about new and upcoming rollouts during the various stages of the Logician implementation at MSU’s HealthTeam. The address of the EMR website is http://www.emr.msu.edu.

HealthTeam Information Systems

In order to work in Logician you must first log onto the HealthTeam network; if you have difficulties doing so, call the HealthTeam Information Systems office at (517) 355-6531. This is also the number to call if you are experiencing difficulty with your computer system, in general, or if you are unable to print from your HealthTeam computer.

You can also submit a request for help from the HealthTeam Information Systems department by going to their website, at http://www.hit.msu.edu.