

SIMCHART® QUICK TIPS

Tips for Students When Using SimChart

1. Watch the **Guided Tour of the EHR in the Student Resources** when you log into SimChart for the first time.
2. Familiarize yourself with the **Quick Guides in the Student Resources**.
3. When you are finished documenting in each section of the EHR, click **SAVE**. **ONLY CLICK THE SAVE BUTTON ONCE** – clicking **Save** multiple times could cause your computer to freeze.
4. When working on a case study or simulation, select the **Pause** button (towards the middle of the top of the screen) whenever you need to step away from your computer or when you are not actively charting. You only have a limited amount of time to complete each phase. This will pause the clock ensuring you don't run out of time to complete your case study or simulation.
5. When working on a case study or simulation, you will receive a warning message when you have 5 minutes remaining to complete the phase. At the end of 5 minutes, you will lose any unsaved work. Save often.
6. When all charting is complete, select the **Submit** button in the upper-right corner. Once an assignment is submitted to your instructor, no further changes can be made.
7. Review and/or print the “**Finding your Saved Work**” Quick Guide in the Student Resources (**Student Resources > Getting Started > Finding Your Saved Work**). Data is saved in three different ways depending on the type of information charted. This Quick Guide will show you exactly how and where to find your saved work. Here are three ways work is saved:
 - » Saved work remains on the chart.
 - » Saved work becomes a Patient Charting Summary.
 - » Saved work is stored in a table, or a different location on the charting screen.
8. Familiarize yourself with the **Look Up Tables in the Student Resources**. Provided within the Look Up Tables folder are the drug formularies, laboratory tests, and a listing of medical diagnoses used in SimChart.
Hint: There is a section within Laboratory tests for panels. If you are looking for a test such as CBC, select the “Panels” category in the EHR.
9. Always hit the **Logout** button in the upper-right corner of the screen when closing out of SimChart.
If working in a case study or simulation, the **Logout** button will stop the clock allowing you to resume the assignment at the exact time you exited the application.

We're ready to help!

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