Lesson 2: Using the Status Board

This lesson introduces features and functions of the Status Board, which is used as the patient census list for managing patients during the emergency visit.

Learning Objectives

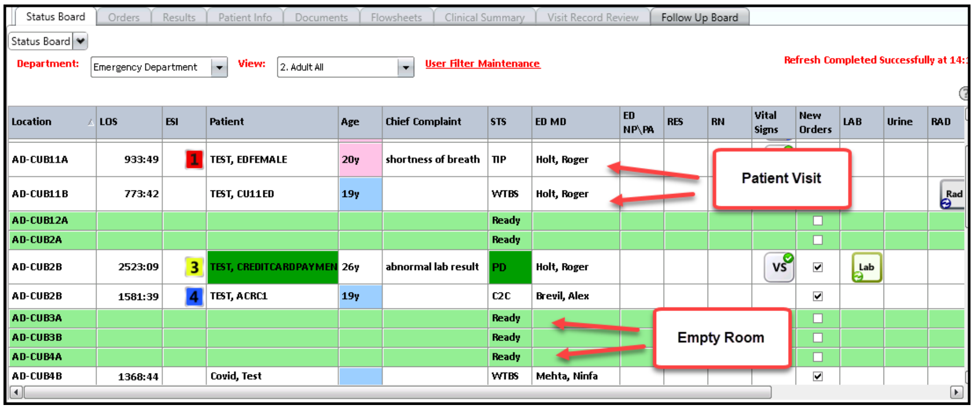
After completing this lesson, you should be able to:

- Understand the purpose and use of the Status Board.
- Select patients and navigate within the Status Board.
- Use sort and filter options to customize the Status Board view.
- Understand the Status Board column data elements and status alerts.

Understanding the Status Board

The **Status Board** is the patient census list used in the emergency care workflow. The patient appears on the **Status Board** upon registration to the ED location.

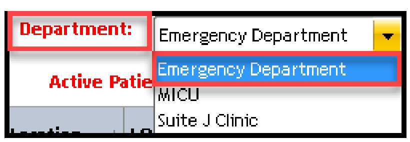
Each row on the **Status Board** displays information for a **Patient** or an empty **Location**.



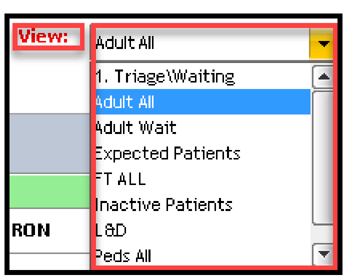
Understanding the Status Board Display Views

From the Status Board, you can switch between available **Views** that have been configured for use for various patient care workflows in the ED.

- **Department:** To display emergency care patients, select **Emergency Department**.



- **View:** Select from a pre-configured list of display **View** options that define the patients and patient data for your view preferences.



The following table provides a description of the **View** options configured for SUNY Emergency Department worflows.

View	Description
Triage\Waiting	Displays patients whose Location assignment is Triage or Adult Waiting Room (AD-WR).
Adult All	Displays patients whose Location assignment is any Adult ED location.
Adult Wait	Displays patients whose Location assignment is Adult Waiting Room (AD-WR).
Expected Patients	Displays patients who have been registered in a Pre-Reg (future arrival date) status to the ED.
FT All	Displays patients whose Location assignment is any Fast Track location.
Inactive Patients	Patients appear in this view after manual removal from the active Status Board view.
L&D	Displays patients whose Location assignment is an ED Labor & Delivery location.
Peds All	Displays patients whose Location assignment is an ED Pediatric location.
Registration	View configured for Registration workflow that includes ability to manage the patient's registration status: Complete vs. Incomplete.

Understanding the Status Board Summary Bar

In the **Triage\Waiting View**, a **Status Board Summary Bar** displays a status summary of the **patient** and **location** activity in the ED.

- **Active Patients:** The total number of **active** patients in the emergency department (all locations).
- **Waiting Room:** The total number of patients in the **Waiting Room** .
- **Ready:** The total number of beds with a status of **Ready**.
- **Dirty:** The total number of beds with a status of **Dirty**.

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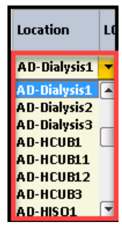
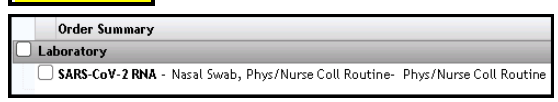
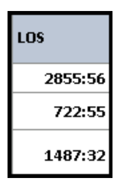
Understanding the Status Board Columns

Note: All columns are not configured to display in all **Views**, and some columns are configured to display in specific **Views** only, as defined by workflow, as noted in the table below.

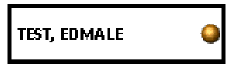
The following table provides a description of the **Status Board Columns** that have been configured for SUNY Downstate ED workflow.

Status Board Column	Description
Location	The patient's assigned location in the ED. **To update the location**: Double-click in the column cell and select a location from the drop-down.  Column Rules: • If the **SARS-CoV-2 RNA** (COVID) **order** is placed in the patients chart, the cell color will appear **yellow** shading.  
LOS	Auto-ticking time column that displays the total **Length of Stay** (number of hours and minutes that have elapsed since admitted to the ED). 
ESI	Displays the patient's most recent Acuity Level (1 – 5).  Column Rules: • Populates from the **ED Triage Note** documentation.
Patient	The patient's name. Auto-populates from registration. Column Rules:

<table>
<tr><th>Status Board Column</th><th>Description</th></tr>
<tr><td></td><td>

- If the patient's status (**STS column**) is **Pending Discharge (PD)**, the cell will appear **dark green** shading.

- If the **SARS-CoV-2 RNA (COVID) order** is placed in the patients chart, the icon displays.

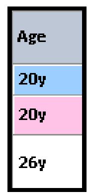


</td></tr>
<tr><td>Age</td><td>

The patient's age. Auto-populates from registration.

Column Rules:

- If the patient's gender = **Male**, the cell appears **blue** shading.
- If the patient's gender = **Female**, the cell appears **pink** shading.
- If the patient's gender = **not defined**, the cell appears **white** shading.

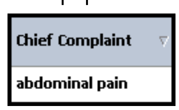


</td></tr>
<tr><td>Chief Complaint</td><td>

Displays the patient's chief complaint.

Column Rules:

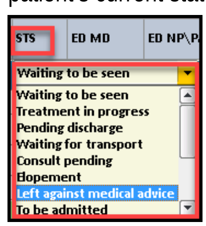
- Auto-populates from the **ED Triage Note** documentation.



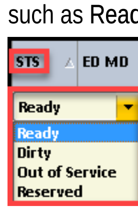
</td></tr>
<tr><td>STS</td><td>

The **Status** of the **patient** or **location**.

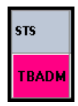
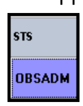
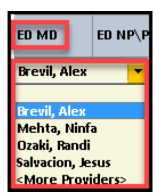
- If a patient is assigned to a location, the status value reflects the patient's current status, such as **WTBS** (Waiting to be seen).

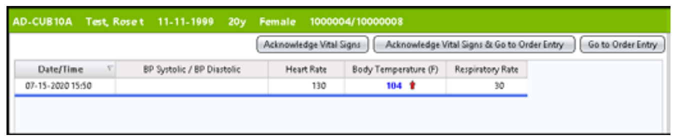


- If the location is empty, the value indicates the location status, such as **Ready**.

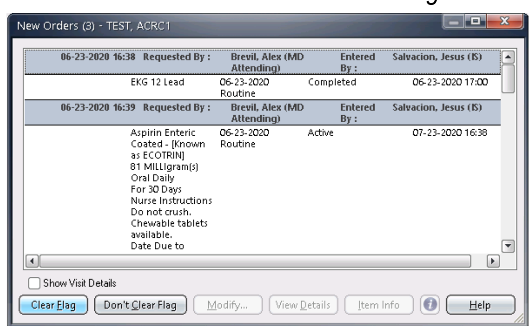


</td></tr>
</table>

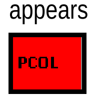
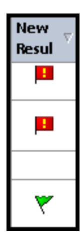
Status Board Column	Description
	To update the status: Double-click in the column cell and select a status from the drop-down. Column Rules: • When the patient's assigned location is **AD-WR** (Adult Waiting Room), the **STS** column auto-updates to **WFR** (Waiting for Exam Room). • When the patient's assigned location is **Triage**, the **STS** column auto-updates to **TBT** (To Be Triaged). • When the assigned **STS** is **PD** (Pending Discharge), the cell appears **dark green** shading.  • When the assigned **STS** is **TBADM** (To be admitted), the cell appears **teal** shading.  • When the assigned **STS** is **OBSADM** (Place in Observation), the cell appears **purple** shading. 
ED MD	Displays the name of the assigned **ED MD**. The staff resource's name must be manually assigned. **To assign a name:** Double-click in the column cell and select a name from the drop-down.  **To remove a name:** Double-click in the column cell and select the '**blank**' option at the top of the list.
ED NP/PA	Displays the name of the assigned **ED Mid-Level Provider**. The staff resource's name must be manually assigned. **To assign a name:** Double-click in the column cell and select a name from the drop-down.
Nurse	Displays the name of the assigned **ED Nurse**. The staff resource's name must be manually assigned. **To assign a name:** Double-click in the column cell and select a name from the drop-down.
RES	Displays the name of the assigned **ED Resident**. The staff resource's name must be manually assigned.

<table>
<tr><th>Status Board Column</th><th>Description</th></tr>
<tr><td></td><td>To assign a name: Double-click in the column cell and select a name from the drop-down.</td></tr>
<tr><td>Vital Signs</td><td>Displays an icon badge indicating a patient's vital sign status.
Vital Signs Normal
Vital Signs Abnormal
Vital Signs Critical
To view vital signs from the Status Board: Hover your cursor over the icon badge.


Note: When Vital Signs are Acknowledged, the icon is removed.</td></tr>
<tr><td>New Orders</td><td>Displays a checkmark when new orders have been placed in the patient's chart.


To view the orders from the Status Board: Double-click on the checkmark. The New Orders dialog window appears.


To clear the checkmark: Click the Clear Flag button.
To not clear the checkmark: Click the Don't Clear Flag button.
Note: When you clear the flag in your view, it does not clear the flag for other users.</td></tr>
<tr><td>Lab</td><td>Displays the Lab icon badge when Lab orders are placed in the patient's chart.
The appearance of the icon badge updates based on the status progression of the lab results
Note: Refer to Appendix A for description of the icon badge display rules.</td></tr>
<tr><td>Urine</td><td>Displays the Urine icon badge when Urine orders are placed in the patient's chart.</td></tr>
</table>

Status Board Column	Description
	The appearance of the icon badge updates based on the status progression of the lab results Note: Refer to **Appendix A** for description of the icon badge display rules.
RAD	Displays the  **icon badge** when **Radiology** orders are placed in the patient's chart. The appearance of the icon badge updates based on the status progression of the lab results Note: Refer to **Appendix A** for description of the icon badge display rules.
Comments	A free-text **cell** that may be used to communicate patient status/update to all ED staff. **To add free text:** Double-click in the cell and type the text.  **To remove text:** Delete the text from the cell.
COVID 19	Displays a status of the test result when a patient has the **SARS-CoV-2 RNA** (COVID) **order** placed in chart. Column Rules: • PCOL – Indicates the status of the order is **Pending Collection**. • RESF – Indicates **Results Final**. • COLL – Indicates specimen **Collected**. • If the status of the order has been **> 30 minutes**, the cell appears **Yellow** shading.  • If the status of the orders has been **> 60 minutes**, the cell appears **Red** shading. 
New Results	A flag displays indicating the patient has new results. A **green** flag indicates **normal numeric** results. A **red** flag indicates **abnormal numeric** results.  **To view the results from the Status Board:** Double-click on the **flag**. *The New Results dialog window appears.*
Isolation	On placement of the **SARS-CoV-2-RNA** order, the **Maintain Contact Isolation** and **Maintain Droplet Precautions**

Status Board Column	Description
	Nursing orders are automatically triggered and appear on the **Orders** tab. A status ratio indicates completion of the **Maintain Contact Isolation** order task. 

The following additional columns only appear in the noted **Status Board View(s)**.

Status Board Column	Description	Appears in View…
Visit Reason	Displays the patient's **Reason for Visit.**  Column Rules: • Auto-populates from **Registration.**	Triage\Waiting
Inc Reg	 Indicates Registration is not complete. This icon appears when a **Quick Registration** is done.  Indicates **Full Registration** is complete. This icon appears when the **REG Comp** column checkbox is selected.	Triage\Waiting Registration
REG Comp	Registration staff will manually check the box to indicate **Full Registration** is complete.	Triage\Waiting Registration
BedReq		L&D
C2C	Displays the  **icon badge** when the patient has active **Consult** orders. The icon is removed when the consult is completed.	L&D

Managing Status Board View Preferences

You can customize the **Status Board** view to meet your personal display preferences.

Resizing Columns

You can manually change the width of columns to display more or less information.

1. Hover your cursor over the grid line between columns.
2. When the double-arrow appears , click and drag the cursor left or right to size the column.

Locking/Unlocking Columns

When you have multiple columns in your view (or the size of your workstation display view) and scrolling is required, you may lose view of pertinent column information. You can **lock** a column to hold it in view while scrolling.

- Right-click on the column header to lock and select **Lock Columns.**

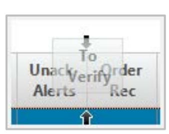
➪ *All columns from the locked column backwards appear gray-shaded.*

Note: To unlock a column, right-click on the column to unlock and then select Unlock Columns.

Moving Columns

You can manually change the location of a column to fit your view preferences.

1. Click and hold your cursor on the column to move.
2. Drag the column to the new location, and then release the cursor.



Sorting the View by Column

Click on any column header to sort **Ascending** or **Descending**. The initial click sorts the column in **Ascending** 

order. Click again to change the sort to **Descending** 

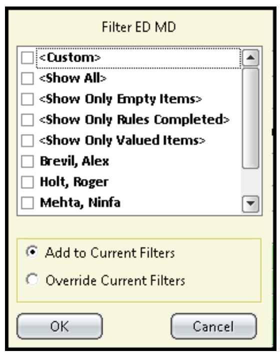
order.

Note: When you log off Sunrise, the column sort will revert to the default setting.

Filtering the View by Column

1. Right-click on the respective column header and select **Filter Column**.

⇨ *The Filter (column name) window appears.*



2. Select the column data element(s) to include in the filter.
3. Select one of the following options:
   - o **Add to Current Filters** to add the selections to any existing filters.
   - o **Override Current Filters** to add the selections and remove any existing filters.
4. Click **OK**.

Note: To clear the filter, select Show All in the filter list.

Creating Custom Filters

The **Filter Maintenance** function allows you to create your personal custom filters (**My Filters**) that will be saved from log on to log on. There are also a group of general system-supplied filters (**General Filters**).

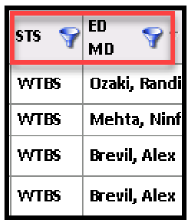
To access this function, click the **User Filter Maintenance** hyperlink to the right of the **View** drop-down.

If a filter is currently applied, the link appears **Filters Applied**.

TO CREATE A CUSTOM FILTER:

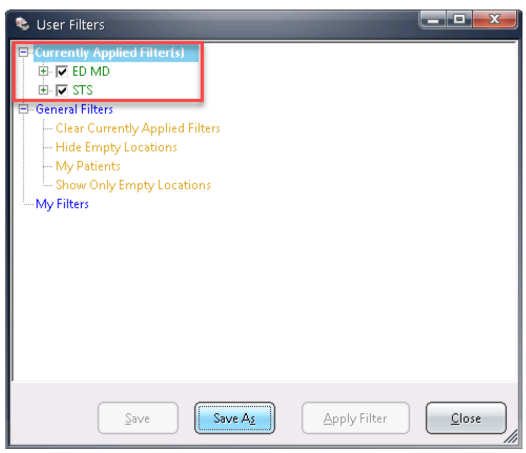
1. In the **Status Board**, apply the appropriate filter for the respective column(s).

   For this example: A filter is applied for all assigned **ED MDs** with a **Status** of **WTBS (Waiting to be seen)**.



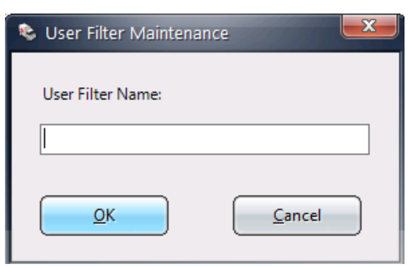
2. Click the **Filters Applied** hyperlink.

   ⇨ *The **User Filters** window appears with the **Currently Applied Filter(s)** option selected.*



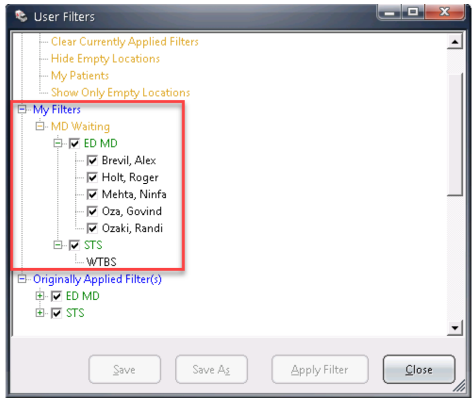
3. To save the applied filter, click **Save As**.

   ⇨ *The **User Filter Maintenance** dialog appears.*



4. Enter a description name in the **User Filter Name** field and click **OK**.

➪ *The saved filter appears in the **My Filters** list and the **Originally Applied Filter(s)** below it.*



Note: The **General Filters** section provides a list of general system-supplied filters. Select a filter option, and then click **Apply Filter**.

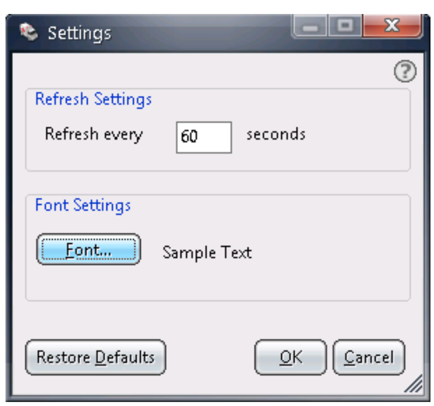
5. Click **Close** to close the window.

Changing the Status Board Refresh and Display Settings

Use the **Settings** window to change the automatic **Refresh** or **Font** settings for the Status Board.

- To access **Setting**, click the **Settings**  button at the bottom of the Status Board.

➪ *The **Settings** window appears.*



To Change Automatic Refresh Settings:

1. In **Refresh Settings**, change the **Refresh every # seconds** to a value of your preference.

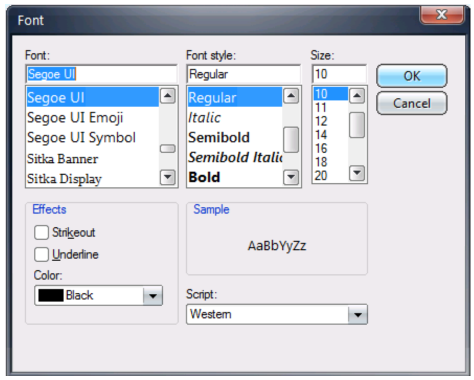
2. Click **OK**.

   Note: Click **Restore Defaults** to revert to the default settings.

TO CHANGE FONT SETTINGS:

1. In **Font Settings**, click the **Font** button.

   ⇨ *The **Font** window appears.*



2. Select the preferred font settings: **Font, Font style, Size**.
3. Click **OK**.

TO REFRESH THE STATUS BOARD MANUALLY:

- Click the **Refresh** 

  button at the bottom of the Status Board.

Lesson Review

Having completed this lesson, you should be able to:

- Understand the purpose and use of the Status Board.
- Select patients and navigate within the Status Board.
- Use sort and filter options to customize the Status Board view.
- Understand the Status Board column data elements and status alerts.

Appendix A

ED Status Board Column Icons and Badges

The following tables describe the icons and badges or other information you see in the columns on the Sunrise Emergency Care Status Board.

Note: More than one symbol may appear on an icon badge indicating multiple notifications apply for the patient.

ESI (Acuity)

Icon/Indicator	Description
1 2 3 4 5	The patient's ESI is equal to 1-5.

Lab

Icon/Indicator	Description
Lab	The Lab order is pending collection.
Lab	The Lab order status is collected.
Lab	The Lab order status is collected for longer than 29 minutes.
Lab	The Lab order status is received by performing department.
Lab	The Lab order status is 1 or more final results reviewed, or corrected results. The icon is not removed.
Lab	There are critical results for the Lab order.

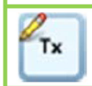
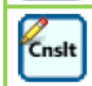
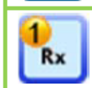
Urine

Icon/Indicator	Description
Urine	The Urine order is pending collection.
Urine	The Urine order status is collected.
Urine	The Urine order status is specimen received by performing department
Urine	The Urine order status is unreviewed results. The icon is not removed.
Urine	There are critical results for the Urine order.

Rad

Icon/Indicator	Description
Rad	The Radiology order is active.
Rad	The Radiology order is performed.
Rad	The Radiology order status is order complete/ results received. The icon is not removed.

Communication

Icon/Indicator	Description
	The patient has restraint orders.
	The bed is reserved.
	Registration is not complete. This icon appears when the IncompReg column check box is selected.
	Ready for Full Registration. This icon appears when the IncompReg column check box is selected and the physician is assigned.
	The patient has active nursing orders. The icon is removed when the order is marked complete.
	The patient has an active consult order. The icon is removed when the order is marked complete.
	The patient has a prescription in Prescription Writer. The number of orders appears in the circle.
	The patient has an active Microbiology order.
	The Microbiology order is collected.
	The Microbiology order status is specimen received by performing department.
	The Microbiology order status is unreviewed results.
	The patient has an active Infusion order. The icon is removed when all active orders have been marked done in eMar.
	The Infusion is started on the eMar.
	A new infusion is ordered while another is in progress

Dsp

Icon/Indicator	Description
Dispo	The patient’s disposition is pending discharge.
Dispo	The patient’s discharge is delayed.
Dispo	The patient left before triage (LBT), left without being seen (LWBS), or eloped or left against medical advice (AMA).
Dispo	The patient expired (EXP).
Dispo	The patient is being transferred (TRN).
HOLD	The patient’s admission is on hold.
Dispo	The patient’s admission order is active.
e 12	The patient had a previous ED visit within the number of hours shown in the circle.
30 i	The patient had a previous inpatient visit within the number of days shown in the circle.

Vitals

Icon/Indicator			Description
	VS	VS	The vital signs are normal values.
	VS	VS	There are abnormal values vital signs.
	VS	VS	There are critical values for vital signs.
	VS	VS	The vital signs are all acknowledged.