

Olive View Day 1 Orientation for Residents (Updated: 6/2022)
Same Day Clinic

Orchid Refresher

- ☐ Orchid Log in (if you need to update your password call x74522 or go to mylacounty.gov)
- ☐ Find the clinic Home screen and apply appropriate clinics
- ☐ Identify different patient statuses
- ☐ Claim a patient and change their visit status (**Remember to keep physical chart with you until patient discharge**)
- ☐ Enter patient chart and review
 - ☐ Vitals
 - ☐ Previous Documentation
 - ☐ Previous results/diagnostics
 - ☐ Medications and Allergies
- ☐ Enter diagnosis
- ☐ Add patient education and work/school excuse in Visit Summary
- ☐ Place general orders and "in office" orders that are and are not in the Pyxis
- ☐ Assign an attending to all lab and imaging orders
- ☐ Document encounters/write a note
- ☐ Steps for discharging a patient (Diagnosis, Med Rec, Clinic F/u, Visit Summary; take the chart to the front)
- ☐ Add a patient to float book
- ☐ Assess patient's insurance status and preferred language
- ☐ Use *Auto Text Copy Utility* and grab .dot phrases from Dr. Gordon or Petersen
- ☐ For Subspecialty clinics: If you have labs to follow up please send them Margarita Toscano via Orchid

General OV/Clinic Refresher

- ☐ Locate work rooms and bathroom
- ☐ Keep an eye on clinic flow (press refresh in orchid) patient care comes before finishing up notes
- ☐ On weekends the ward senior and the attending will arrive at 7:30 AM to do teaching and round, the intern will arrive at 10 AM and complete their shift at 10 PM
- ☐ Feedback Wednesday!
- ☐ All residents rotating through peds should be assigned a 10-15 talk to be giving during morning report on a gen peds topic of your choice – you will be assigned by a chief
- ☐ OV Guidebook (on the intranet and UCLApedres.com)
- ☐ Learn how to submit an SI report