Lesson 1: Introduction to Sunrise Emergency Care

This lesson introduces Sunrise Emergency Care basics, such as how to log on and off the system and basic navigation.

Learning Objectives

After completing this lesson, you should be able to:

- Demonstrate how to log on and off Sunrise.
- Understand the difference between the Sunrise Toolbar and the Tab Toolbars.
- Customize toolbar preferences.
- Navigate the Sunrise Gateway window.
- Access Sunrise Help.
- Identify data elements in the Patient Header display.
Logging on to Sunrise

**SUNY Trainer Note:** This section may require updating based on your logon process for End Users at your facility.

**TO LOG ON TO SUNRISE:**

1. Double-click the **Allscripts Gateway** icon.
   
   ⊮ The **Allscripts Gateway Logon** window appears.

2. Type your **User Name** and **Password** in the respective fields, and then click **Login**.
   
   ⊮ The **Allscripts Gateway** window opens with the **Status Board** tab displayed.

**Note:** This is the Patient List of patients how they will appear for managing patient visit in the Emergency visit workflow.
The My Applications panel (left) may appear open by default upon logon. You can open and work with any one of these applications in the Allscripts Gateway content area at a time. For example, since SUNY has already implemented Sunrise Acute Care, if your security allows, you can also access patients in the inpatient care locations.

3. In the My Applications panel, select the Emergency Care application.

   **Note:** To close the My Applications panel, click the Sidebar button (bottom left).

### Using the Allscripts Gateway Toolbar Buttons

The Allscripts Gateway Toolbar appears in the top-right corner of the Allscripts Gateway window.

The following topics describe the use of the Gateway Toolbar buttons.

#### Using the Recently Viewed Patients Button

The Recently Viewed Patients button enables you to select a patient name from the list of patients or visits you recently worked with and quickly access the patient record. This feature saves time when you are working with a few selected patients over a period of time.
TO VIEW RECENTLY VIEWED PATIENTS:

1. Click the **Recently Viewed Patients** button.

   ➡️ The *Recently Viewed Patients* window appears.

2. Click the respective tab to select the patient: **By Application** or **By Patient**.

   **By Application** tab view

   ![By Application tab view](image1)

   **By Patient** tab view

   ![By Patient tab view](image2)

3. Select the patient from the list, and then click **Select** to place the patient chart in context.

4. Click **Select**.
Setting User Preferences

The User Preference Settings function enables you to set the default Sunrise Application to always default at logon when you have access to multiple Sunrise applications.

TO SET THE DEFAULT APPLICATION:

1. Click the User Preferences button.

   The User Preference Settings window appears with the Account Settings tab displayed.

   Note: The Account Settings tab is a display only summary of your Sunrise account information and last logon.

2. Click the General tab.

3. In the First Open Application drop-down, select the application to appear as your default when you log on to Sunrise.

4. In the Show Sidebar On Startup drop-down, select Yes or No to show/not show the Sidebar when you log on to Sunrise.
5. Click **OK**.

**Using the Shutdown Allscripts Gateway Button**

The **Shutdown Allscripts Gateway** button enables you to exit and close Sunrise. You must save data in any applications that have unsaved data before you log off.

**Important:** Allscripts recommendation is to always use the **Shutdown Allscripts Gateway** toolbar button instead of the ‘X’ as this does not warrant a ‘clean’ log off.

**TO LOG OFF SUNRISE:**

- Click the **Shutdown Allscripts Gateway** button.

**Note:** Based on the defined **Citrix** platform timeout, Sunrise will auto-log off after the defined number of minutes of inactivity. **When the auto-log off occurs, any unsaved data is lost.**

**Using the Launch Active Application Help Button**

Sunrise provides context-sensitive help with quick, search-by-topic capabilities.

**SUNY Trainer Note:** Ensure this feature is turned ON in the Train Environment if you wish to demonstrate this feature.

**TO LAUNCH SUNRISE HELP:**

- Click the **Launch Active Application Help** button or use your keyboard **F1** function.

You can also launch **Sunrise Help** from any Sunrise application window, and the Help topic details will display for that respective function.

**Contents Tab**

The **Contents** tab appears by default and allows you to view the contents according to topic. This is similar to a table of contents contained in a reference guide.
Index Tab

The **Index** tab allows you to search for help on system-supplied Sunrise topics sorted alphabetically.

Favorites Tab

The **Favorites** tab provides single-click access to topics you save in a personalized list.

**Note:** Favorites only save to the current workstation. They do not follow a user by logon.
TO SAVE A FAVORITE SUNRISE HELP TOPIC:

1. Open a topic using the Contents or Index tab.
2. In the Favorites tab, click the icon.

⇒ The topic is saved to the Favorites list.
Navigating the Allscripts Gateway Window

This section describes the main components of the Allscripts Gateway window.

Using the Sunrise Toolbar

The Sunrise Toolbar provides a set of graphic buttons that provide a quick launch to various Sunrise functions for adding information on a patient’s chart (for example, Enter Order, Enter, Enter Allergies, etc.).

Managing Toolbar Preferences

You can add or remove buttons on the Sunrise Toolbar to meet your personal preference.

To manage toolbar preferences:

1. From the Preferences menu, select Toolbar.

   ➡️ The Customize Toolbar window appears.

2. To add a button to the Sunrise Toolbar:
   a). In the Available Buttons list, select the toolbar button to add.
   b). Click the button.

   ➡️ The button appears in the Selected Layout list.

3. To change the order that a toolbar button will display in the toolbar:
   a). Select the button in the Selected Layout list.
   b). Click the Up ( ) or Down ( ) button.
4. To remove a button from the main toolbar:
   a). In the Selected Layout list, select the toolbar button to remove.
   b). Click the button.

5. To define Sunrise or Tab Toolbar Preferences:
   a). In the Text Options drop-down, select Show Text Labels or No Text Labels to show / not show text label descriptions.
   b). In the Icon Options drop-down, select Small Icons or Large Icons to define the button display size.

6. Click OK.

Using Tab-Level Toolbars

Each chart tab (for example, the Orders tab) provides a toolbar that allows you to perform actions specific to that respective tab only.

Note: You cannot add or remove buttons from a tab-level toolbar.

Understanding the Patient Header Display

When you select a patient on the Status Board, the Patient Header displays defined data elements for the selected patient in context.

Data elements include:

A - Patient Name
B - Assigned Location
C – Language Spoken
D – Preferred Language
E – Isolation status
F: Allergies
G – Admit Date
H – Visit Reason
I – MRN / Visit ID
J – Discharge Date
K – Patient Portal (if enrolled)
L – Age (DOB)
M – Code Status
N – Gender
Lesson Review

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