

# DESIGNATED VISITOR FYI FLAG



**Target Audience:** DUHS INPATIENT RNS, CASE MANAGERS, INPATIENT AND ED FINANCIAL CARE COUNSELORS AND OPERATION ADMINISTRATORS.

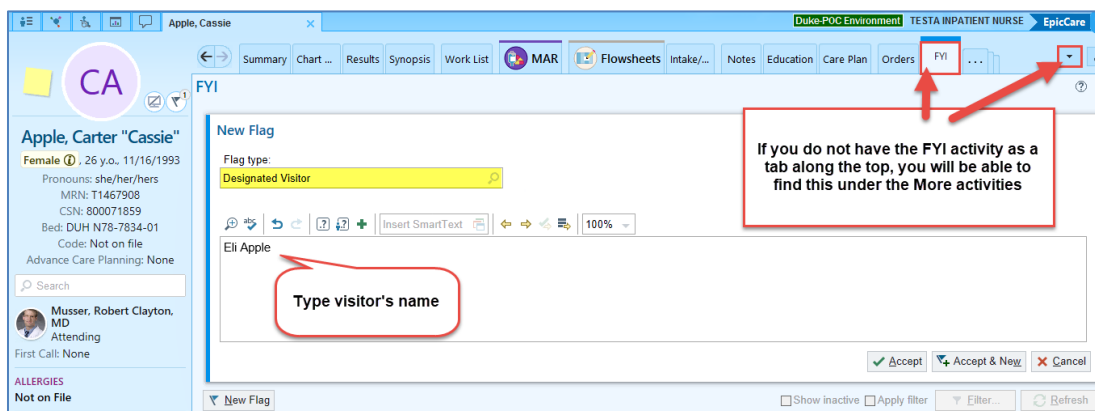
A new Designated Visitor FYI flag will be available starting 6/24/2020 to support the new visitor policy of allowing one designated visitor per patient. The flag can be added by inpatient nurses, case managers, Inpatient and ED Financial Care Counselors and operations administrators. The name of the patient’s designated visitor should be noted in the body of the FYI and should **not** be updated once designated. Leadership will have a report to help monitor.

## Adding the FYI Flag

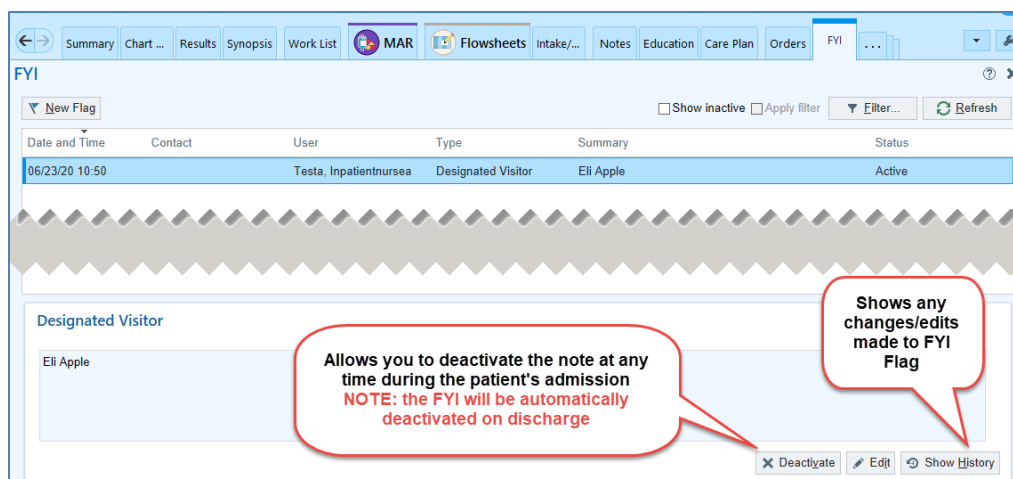
**NOTE:** If you are unable to add the Designated Visitor FYI flag:

- To reduce delay, call Admissions to have a Financial Care Counselor assist in getting the flag placed.
- Once the flag has been added, please call the Service Desk to open a request so that leadership can review whether access to the flag needs to be expanded.

1. Login to Maestro Care and open the patient’s chart to access the FYI activity.
  - a. The FYI activity can be found in a tab along the top. If not, click .
2. Click  (upper-left corner of screen).
3. Select “**Designated Visitor**” as the Flag type. Use the free-text field to type out the visitor’s name. Click **Accept**.



4. View the created Designated Visitor FYI Flag. FYI flag should **NOT** be updated once filed.



## Adding Designated Visitor Column to My Lists in Patient Lists

1. Click **Properties** (upper-left of Patient Lists).
2. Search for **Designated Visitor**. Double click to add to Selected Columns. Click Accept.
  - a. **NOTE:** There is a maximum of 25 columns that can be selected.
3. From Patient List, view newly added **Designated Visitor** column.
  - a. **NOTE:** double-clicking the patient's Designated Visitor cell will open the FYI activity in the patient's record.

**Patient Lists**

Edit List ▾ **Properties** Remove Patient Add Patient Wrap Text Open Chart MAR Doc Flowsheets Work List Arrived ▾

**My Lists**

- My Patients
  - Apple, Cassie
  - Beaker, Webster
  - Flintstone, Fred
  - Flintstone, Wilma
  - Inpatient, Ally Marie Jr., Esq.
  - All My Patients
- My Unit

**My Patients 5 Patients**

Patient Location	Unit	Room/Bed	Patient Name	Age/Gender	Designated Visitor	Visitor Exempt
4310-01	DUH N4300 GENERAL MEDICINE	4302/43...	Beaker, Webster	22 y.o. / Male	—	—
7834-01	DUH N7800 RENAL/...	7834/78...	Apple, Carter "Cassie"	26 y.o. / Transgender Female / Male-to-Female	Eli Apple	
9308-01	DUH N9300 ONCOL...	9308/93...	Flintstone, Wilma	69 y.o. / Female	Fred Flintstone	
9309-01	DUH N9300 ONCOL...	9309/93...	Flintstone, Frederick "Fred"	72 y.o. / Male	Betty Rubble	

## Reporting Workbench (only Nursing Leadership, OAs)

1. Access **My Reports**.
2. Click **Library**.
3. Type **Designated Visitor** into Search.
  - a. Each hospital will have their own report.
4. Click **Run**.
  - a. This will run a workbench report to show all patients with edited Designated Visitor FYI Flags at the selected hospital.

Epic Home Patient Lists Unit Manager Pt Station **My Reports** Revenue and Usage Status Board Charge Router Reports Chart Central Special Request Patient Flow Guidelines Duke-POC Envir

Reports x

**Library**

designated visitor Search Clear

My Reports

**Patient FYI Flags (ROI025A)** Show templates Collapse New report

Matching reports

- ★ Admitted Patients with **Designated Visitor** FYI Flag Edited Yesterday - DRAH (ROI025A-018)  
This report shows all patients admitted to DRAH with an active "Designated Visitor" FYI flag that was added/edited yesterday
- ★ Admitted Patients with **Designated Visitor** FYI Flag Edited Yesterday - DRH (ROI025A-017)  
This report shows all patients admitted to DRH with an active "Designated Visitor" FYI flag that was added/edited yesterday
- ★ Admitted Patients with **Designated Visitor** FYI Flag Edited Yesterday - DUH (ROI025A-016)  
This report shows all patients admitted to DUH with an active "Designated Visitor" FYI flag that was added/edited yesterday

Additional reports

Run Edit Details

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- b. **NOTE:** When you run the report, you may see a Report Message banner along the top of your screen. These notes are not archived so this message is not a concern.

**Report Message**  
This report uses the following columns for which some data may have been archived: Chart FYI - Note Text. Any data that has been archived will not display.

Flag Type	Patient Name	MRN	Current Unit/Room/Bed	Note Text	Entered By	Flag Created	Last Edit Date/Time	Last Edit User
Designated Visitor	Inpatient, Allison Marie Jr., Esq.	T1460216	DUH N43-DUH4312-4312-01	Jeffery Allen Inpatient III	INPATIENT NURSE, TESTA [9IPCD01A]	06/22/2020 09:45:12 AM	06/22/2020 09:45:12 AM	INPATIENT NURSE, TESTA [9IPCD01A]
Designated Visitor	Flintstone, Bambam	T1466626	DUH N93-DUH9307-9307-01	Fred Flintstone	INPATIENT NURSE, TESTA [9IPCD01A]	06/22/2020 11:03:35 AM	06/22/2020 12:09:13 PM	INPATIENT NURSE, TESTA [9IPCD01A]
Designated Visitor	Grandcentral, Teresa Admission	D1464064	DUH N23-DUH2305-2305-01	Chris Kappert	TEST ADT, INPATIENT FCC [9ADT01A]	06/22/2020 12:48:15 PM	06/22/2020 12:49:07 PM	TEST ADT, INPATIENT FCC [9ADT01A]
Designated Visitor	Flintstone, Frederick	T1467267	DUH N93-DUH9309-9309-01	Betty Rubble	INPATIENT NURSE, TESTA [9IPCD01A]	06/22/2020 01:47:07 PM	06/22/2020 01:58:55 PM	OPERATIONS DIRECTOR, TESTB [9IPCD05B]
Designated Visitor	Apple, Carter	T1467908	DUH N78-DUH7834-7834-01	Eli Apple	INPATIENT NURSE, TESTA [9IPCD01A]	06/22/2020 04:10:29 PM	06/22/2020 04:10:29 PM	INPATIENT NURSE, TESTA [9IPCD01A]
Designated Visitor	Beaker, Kidneyrecip	T1466755	DUH N92-DUH9201-9201-01	Jane Flask	ONCBCN IP/AMB NURSE, BCNRN [9ONCBCN03A]	06/22/2020 06:06:55 PM	06/22/2020 06:06:55 PM	ONCBCN IP/AMB NURSE, BCNRN [9ONCBCN03A]
Designated Visitor	Stork, Labor	T1460941	DUH N54-DUH5420-OB Triage Pool Waiting Room	Daddy Stork	IP OBI/L&D NURSE MANAGEMENT, TESTA [9OB10A]	06/22/2020 06:08:16 PM	06/22/2020 06:08:16 PM	IP OBI/L&D NURSE MANAGEMENT, TESTA [9OB10A]

**If Flag Created and Last Edit Date/Time differ, this tells the one running the report that the Designated Visitor FYI has been updated since initially entered in the patient's record**

**Note Text**  
Jeffery Allen Inpatient III

- c. **NOTE:** Running this report will allow you to view when the Designated Visitor FYI Flag was created and last edited. If these values differ, this means the flag has been updated since initially entered into the patient's record.