

To Get Started

- Tap on the categories drop-down list in the top right corner of the Palm screen. A PatientKeeper category is displayed on this list. Select it, and then tap on the icon labeled **PK**.
- If there is no PatientKeeper category, try looking for the PK icon in the Main or Unfiled categories.

Icon	Module	View
	Patient List	Your patient list, patient details
	Patient Summary	Summary of patient clinical data
	Patient Info	Patient demographics, visit information
	Inbox	Text-based system notices or patient alerts

Icon	Module	View
	Allergies	Allergy information
	Medications	Medication orders, details, and status
	Test Results	Test results for patient
	Lab Results	Lab results for patient
	Order Status	Order information for patient
	Vitals & I/Os	Vitals and intake/output information
	Clinical Notes	Clinical notes for patient
	Sign-out	Tasks or to-do lists related to patient care and transfer of care between providers
	Forms	Forms related to patient care that measure quality of patient care and institutional performance
	Provider Directory	Contact information for other providers
	Module button	Tap to access a drop-down list of all modules; located in bottom right corner

To Switch Modules

To view various types of patient data, you can switch modules. As you move from module to module, the same patient remains selected.

Via Module Tabs:



- Tap on one of the tabs located at the bottom of the screen. The system displays the corresponding patient data for that particular module.

Via Modules Drop-down List:

- Tap on the **Down Arrow**  that appears at the bottom right corner of the screen. Then tap on the name of the module that you want to display. You can also choose to lock your device; tap on the **Lock**  item in this drop-down list.

Dynamic Third Column (Patient List Module Only)

Choose the type of information (static or interactive) you want to see displayed in the dynamic third column.

1. Tap the heading of the third column, and then tap an item in the drop-down list to display it.
2. Select the kind of information you want to see. For example:
 - ❖ **To view static data**, you might select medical record number or reason for visit; tapping on that data does nothing.
 - ❖ **To view interactive data**, you can select either the **Lab Results** module to see the normalcy *status* of unviewed results, or select the **Test Results**, **Clinical Notes**, or **Medications** module to see the *number* of unviewed items for each patient in that module. Tap on the *status* or *number* to open the main screen of the specified module for a patient.

Note: If you are unable to resolve an issue, contact support via:

Icon	Meaning
	Word wrap - tap this icon when viewing text results that run off the screen; it wraps the text onto the next line.
	Important flag - indicates important clinical information.
	Green data expiration control - data from the server has been synchronized recently. With lightning bolt overlay - you have entered new data that needs to be submitted via sync.
	Red data expiration control - data from the server may be outdated. Tap on sync button to view last sync time. With lightning bolt overlay - you have entered new data that needs to be submitted via sync.
	Filter drop-down list - usually located in the upper right corner of the screen; used to filter the current display.
	Graph view - tap on this icon to view the data in graph form.

Icon	Meaning
	Reference Library - access to third party reference tools.
	Next and previous arrows - tap on these arrows to see the next or previous record.
	Help icon - tap this icon to view information and helpful tips. This icon can appear anywhere on the screen.
	Search - use graffiti to enter a word or phrase, and then tap on the search icon to find all instances of that phrase within a body of text.
	Details - tap on the details icon to see further information related to the current display.
	Abnormal status - indicates a lab result is abnormal.
	Critical status - indicates a lab result is critically abnormal.
	Linked order - indicates two or more separate medication orders that have a linked relationship to each other. Tap in the row of the linked medication to view the details of the order.
	Split order - indicates that more than a single medication is included in one medication order. Tap in the row of the split order to view the details for the split order.

To Manage the Inbox 

Inbox is a module that displays all your text-based system and patient messages.

1. Identify the message you wish to view, and then tap anywhere in its row. The **Message Details** screen is displayed. Then you can:
 - a. Tap either the **Acknowledge** button to remove the message from the list or the **View Again Later** button to keep the message on the list; or
 - b. If the message was generated from another module, there is a button with that module's name on it. Tap the button to open the module.

To Dismiss Messages:

Dismissed messages are removed from your handheld device.

- Tap the **Dismiss** button, and then tap **Expired**. All expired messages are removed.
- Tap the **Dismiss** button, and then tap **All**.

To Sync

- Tap the **Home** button  followed by the **Mobilizer** icon . Then tap the **Sync** button on the Mobilizer screen, **OR**
- Tap the **Module** drop-down list button  and select **Mobilizer**. Then tap the **Sync** button on the Mobilizer screen, **OR**
- Tap the **Data Expiration** control ( or ) and then tap the **Sync Now** button.

To Change the Handheld Password

1. Tap the **Module** drop-down list button  and select **Mobilizer**.
2. Tap the **Menu** button  at the bottom of your screen and select **Change Password**.
3. Enter your old password, then enter your new password twice.

You must also change your server password to match your handheld password. Consult your system administrator for instructions.

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