<table>
<thead>
<tr>
<th>Patient ID</th>
<th>Name</th>
<th>Gender</th>
<th>Phone</th>
<th>Status</th>
<th>Allergy Assessment Needed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>Coco, Puff</td>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1012</td>
<td>Private</td>
<td>Male</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1023</td>
<td>Private Guy</td>
<td>Male</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1034</td>
<td>Chord, Five</td>
<td>Male</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1045</td>
<td>Lawrence, Moe</td>
<td>Male</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Legend:**
- **YELLOW:** Indicates that the patient is in isolation
- **PINK:** Indicates an allergy assessment needs to be completed
- **The Attending Practitioner will pull from EPR**
- **Legend:** Left mouse click: `<Lt>` Right mouse click: `<Rt>`

**Allied Health Legend:**
- PT - Physiotherapy
- OT - Occupational Therapy
- SW - Social Work
- SLP - Speech Language Pathology
- RD - Registered Dietician
- RT - Respiratory Therapy
- SC - Spiritual Care
PMH Standard Whiteboard Quick Reference Guide

Log In Info
Steps 1-6

SIMS Whiteboard
1 Double click on the Icon

2 Enter your T number
Password:
Enter your password

3 Enter the User name + Password that you use for checking your UHN email

4 PMH Standard – [PROD] from the drop down menu

5 Select “Login”

6 Select your unit tab

Key Points

- The Whiteboard is a communication tool - the information entered is not stored. When the patient is discharged, the information is cleared for that patient.
- When the patient is assigned to a bed in the EPR: the patient name, attending physician (ATN), EPR cautions/allergies + length of stay (LOS) will populate
- There are 3 main areas: The Tool Tip Display Window (top left); the Bed Spaced/Emerg/Transfer area; rows with bed number + patient info.
- To hide all of the patient names on the Whiteboard, select: Hide Pt Names, on the log in screen Only the age and gender of the patients will display.
- If a patient is transferred to another bed, the information stored on the whiteboard will transfer with the patient.

To determine the meaning of a colour, symbol or letter: rest the cursor over the desired field. An explanation will appear in the Tool Tip Display Window.

To add/edit information on a patient, select the desired field. Note that the patient's name is always displayed as a header on the selected screen.

In general, a right click on your mouse (<Rt>) will give you a menu; a left click (<Lt>) will allow data entry. (If this is a field that allows manual data entry)

To set an RN name on the right click menu, on the Nurse column, <Lt> click and type in the name. The RN name will now appear on the right click menu.

You can enter a name under the MD/NP column by left clicking and typing the name in. This name will not appear on the right click menu.

To set an MD/NP name on the right click menu, you must enter the name on the Contact Tab under RESIDENTS.

Comments entered on the Comments column can be edited or deleted by double clicking on the comment. Note that all comments are all time stamped.

When selecting an option on the Allied Health, Transfer, CCAC, ALC and D/C columns, every choice selected will have a time stamp.

Vacant beds will be demonstrated as grey rows. A patient who is off the unit will have a grey row. (If the option for “Off Unit” is selected for that patient)

The Contact Tab is shared among all of the units that have tabs on your Whiteboard. To edit an entry, double click on the desired contact name.

Some units have more beds than can be displayed on the screen. Scroll down or select “Hide Bed Spaced/Emergency Transfer Patients” for a larger view.

Manage all of your open applications by selecting them from the task bar at the bottom of your screen. Avoid maximizing and minimizing applications.