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Overview

Lippincott Procedures provides detailed descriptions of procedures in a program that allows users to identify the procedure they need quickly and easily. Users can scroll through an alphabetical list, browse by discipline, category, or subcategory, or perform a search to identify a particular procedure. Each entry provides complete instructions, including the equipment needed, preparation guidelines, implementation steps, special considerations, patient teaching information, documentation, and references. Video clips are included to clarify complex procedures. Each procedure is linked with at least one quick list. Quick lists provide a quick, less-detailed version of a procedure when only an overview is needed. Managers can use the program as an integrated system for assessing and tracking staff competency. Each procedure is linked with at least one skills checklist and a procedure test that allows managers to assess staff performance.

Lippincott Procedures can be used as a reference source for staff and students and as a training management system to track skill competencies.



Customer and Technical Support

Customer and Technical Support are available by contacting Wolters Kluwer Customer Support at 1-844-303-4860 (international 301-223-2454). Customer Support representatives are available Monday through Thursday, 8 AM to Midnight EST; Friday, 8 AM to 7 PM EST; and Sunday, 4 PM to Midnight EST. Emergency after-hours Technical Support is available by calling 1-877-247-6843. You can email us anytime at LNS-Support@wolterskluwer.com. When contacting Customer and Technical Support for assistance, please provide the information from the following site to them: <http://procedures.lww.com/lnp/technical.do>.



Training

Live Training: WebEx Live Training is offered for administrators and non-administrators.

Training Currently Available:
(By clicking on the link below, you will be redirected to a registration form on our WebEx site.)
Lippincott Procedures - [Administrative Training](#)

Lippincott Procedures On Demand Training:
End-user staff training is available 24 hours a day, 7 days a week by simply clicking on the following links:
[General User Training](#)
[General User](#)

[Administrative Level Training](#)
[Level 1 Users](#)
[Level 1.5 Users](#)
[Level 2 Users](#)
[Administrators](#)



Remote User Log-in

You can permit users to access Lippincott Procedures from outside your facility. This would be any non-IP-authenticated location, such as from a remote computer, a tablet, or a smart phone. An administrator can assign a username and password to employees to grant them access outside the facility. Remote access to Administration Tools is available if permission is granted to the administrative user in the user profile.

Administrators may also turn on the option for general user self-enrollment in order for authenticated users to create a profile for remote access.



Landing Page

Your session starts on the Lippincott Procedures Landing Page.

Lippincott
Procedures


Medical Center
 - Medical Center Company Logo -

All Procedures Content
v
Q

Login
🏠
?

Select a Discipline (drag and drop to reorder)

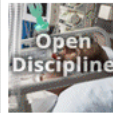
Nursing



The Nursing discipline provides real-time access to step-by-step nursing procedures and skills in a variety of specialty settings.

Set as default:


Respiratory Therapy



The Respiratory Therapy discipline provides real-time access to step-by-step respiratory therapy procedures and skills.

Set as default:

Custom discipline



You are able to add your own custom disciplines. It could be other health professions or other departments.

Set as default:

Announcements

Lippincott Procedures is here
The Lippincott Procedures website is available

Lippincott Announcements

iPad App Available!
A Lippincott Procedures iPad app is available for all users that have a username and password. Simply download from the AppStore!

From here you can select a discipline to view the selected discipline's procedures, enter a general search for a procedure, directly select a procedure from the search field, or view the Announcements from your institution and from Lippincott.



Select a Procedure

When you select a discipline on the Landing Page, the Procedures Selection Page displays.

Search Query All Procedures Content

Login

Nursing	# A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
All Nursing	12- or 24-hour timed urine collection
Behavioral Health	12-lead electrocardiogram (ECG)
Critical Care	12-lead electrocardiogram (ECG), pediatric
Emergency	15-lead electrocardiogram (ECG)
Long-Term Care	18-lead electrocardiogram (ECG)
Maternal-Neonatal	2-hour timed urine collection, pediatric
Medical-Surgical	24-hour timed urine collection using a pediatric urine collection bag, pediatric female
Neonatal Critical Care	24-hour timed urine collection using a pediatric urine collection bag, pediatric male
Oncology	24-hour timed urine collection, pediatric
Pediatric	Abdominal binder application
Pediatric Critical Care	Abdominal girth measurement, neonatal
Perioperative	Abruptio placenta patient care
	Accidental exposure to blood or body fluids, OR
	Active hallucinations patient care
	Acute dystonic reaction assessment and care

From here you can enter a general search for a procedure, browse and select a procedure, or directly select a procedure from the search field.



Direct Selection of a Procedure

To rapidly find the procedure that you need, you can immediately select the procedure name from the Search field. To directly select a procedure, follow these steps.

1. Begin typing the title of the procedure in the search field.
2. Lippincott Procedures displays a drop-down list of all the procedures that have the letters entered in their title.
3. If a discipline is defined in the search filter box, the results will be filtered to only that discipline.
4. Select the required procedure.

All Procedures Content

- Capillary blood gas sampling, pediatric
- Capillary blood gas sampling
- Capillary blood sampling, neonatal

5. Lippincott Procedures immediately displays the procedure selected.



Searching

To search for a procedure, skills checklist, or quick list follow these steps.

1. Type a keyword or phrase into the search box.

All Procedures Content

2. Select a specific discipline or all disciplines (All Content).

All Procedures Content

- Nursing
- Respiratory Therapy

3. Click the **Search** icon.



Lippincott Procedures returns a list of results (that contain your keyword or phrase in the title or full text). Search results are listed by: procedures, skills checklists, quick lists, images, and videos. To see results in one of these categories, click the appropriate link in the left margin.

Lippincott Procedures uses a flexible search engine that includes specific keywords and commands that allow for broad and very narrow search queries. Below is a description of the types of searches that you can perform.

General Search

If a query is entered without any of the specified keywords in the sections below, each word within the query is searched. The results are sorted by entities that contain the most or any of these words.

Example:

- cancer patient care — will search for documents that include **cancer**, **patient**, and **care**

Wildcard Search

To search for parts of words, add an asterisk (*) before the first character, after the last character, or at both ends.

Examples:

- trach* — will search for words that start with **trach**
- *vascular — will search for words that end with **vascular**
- *momano* — will search for words that start with, end with, or contain **momano**

Exact Phrase

To search for an exact phrase, surround the query with quotes.

Example:

- "blood pressure" — will search for this phrase only.

Boolean Search

To limit or expand a search, you can combine words and phrases using "and," "or," "not," or "w/."

Examples:

- "urine collection" and child — will search for documents that include the phrase **urine collection** and the word **child**
- "urine collection" or child — will search for documents that include the phrase **urine collection** or the word **child**
- catheter and not child — will search for documents that contain the word **catheter** but do not contain the word **child**
- urine w/5 collection — will search for documents that contain the word **collection** within 5 words of the word **urine**

Other Search Features

Stemming — If you search for the word **test**, the results will include documents that contain the word **test** and any word that stems from **test**, such as **tests**, **testing**, or **tested**.

Fuzzy searching — When you query a word or phrase in this search engine, it is processed by a spell checker. If there are any flags in that phrase, the search engine suggests in the results page that you may have meant to search for the "spell-checked" phrase instead. For example, if you query the word **cancre**, the results page will have a note at the top with the question: **Did you mean: cancer?** If preferred, you can click on this suggestion to perform a new search on the corrected phrase.

Thesaurus — The search engine uses a subset of Stedman's Medical Dictionary⁴ as a base for its programmable thesaurus. This allows you to query medical terms and their synonyms and return meaningful results. For example, if you search for the word **illness**, the engine will search for **illness** and **disease**.

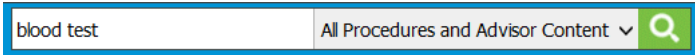
Hit Highlighting — After you submit a search, a results page appears. Within this results page, any occurrence of the searched phrase (and phrases that may have been related as synonyms) are highlighted for easy browsing. If you navigate to a procedure, you will find that each of the tabs related to that procedure also highlights the searched phrases. This allows you to search for a specific term, get quick results, and research this term within the content provided.

You also can find procedures by browsing the disciplines and categories in Lippincott Procedures.

All Procedures and Advisor Search

If you are a subscriber to both Lippincott Procedures and Lippincott Advisor. You also have the option to search across all Procedures and Advisor content. To do this, follow these steps.

1. Type a keyword or phrase into the search box.
2. The default search option is "All Procedures and Advisor Content" in the search drop-down selection list.



3. Click the **Search** icon.



4. The search results screen will first display the results for Lippincott Procedures and then, if desired you may select the Advisor tab to view the Lippincott Advisor results.

Showing results for: **blood test**.

Procedures **Advisor**

All Nursing Respiratory Therapy

Procedures (366)

Checklists (129)

Quick Lists (103)

Images (3)

Videos (2)

Sort By: Relevance

Fecal occult blood test, neonatal
Nursing
Fecal occult **blood testing** is used to detect the presence of **blood** in the stool of a neonate. A common occult

Fecal occult blood tests, pediatric
Nursing
Fecal occult **blood tests** are valuable for determining the presence of GI bleeding and for distinguishing between true melena a melena-like

Fecal occult blood tests
Nursing
Fecal occult **blood tests** (FOBTs) are valuable for determining the presence of GI bleeding and for distinguishing between true melena and melena-like

Blood and blood product transfusion
Nursing
The transfusion of **blood** and **blood** products can be a life-saving procedure, but it does have its risks .

Blood and blood product transfusion, pediatric
Nursing
Blood and **blood** product transfusion can be a life-saving procedure, but there are risks involved. Errors made



Browsing Procedures

To browse for a procedure, follow these steps.

1. Make a Discipline selection on the Landing Page. Lippincott Procedures displays a list of the categories and procedures that relate to the discipline you select.
2. Make a Category selection. Lippincott Procedures displays a list of the subcategories and procedures that relate to the category you select.
3. Make a selection from the subcategory list. Lippincott Procedures displays only those procedures that relate to the subcategory you select.
4. Select a procedure from the procedure selection list.

Lippincott Procedures displays the procedure selected.

You can also filter the procedure list by the first letter of the procedure title. To do this, simply select a letter in the blue bar above the procedure list. If no procedures begin with a given letter, that letter is grayed out.



Nursing ▾	# A B C D E F G H I J
All Nursing	Advance directives
Behavioral Health	Assessment techniques
Critical Care	Bedpan and urinal use
Emergency	Belt restraint application
Behavioral Health Care	Blood pressure assessment
Cardiovascular Care	Blood pressure assessment, neonate
Drug Administration	Blood pressure assessment, pediatric
Eye, Ear, and Nose Care	Body jewelry removal
Fundamental Procedures >	Body mechanics
Gastrointestinal Care	Cane use
Geriatric Care	Cold application
Infection Control	Discharge against medical advice
Intravascular Therapy	Documentation
Maternal-Neonatal Care	Dying patient care
Neurologic Care	Elastic bandage application
Orthopedic Care	Elbow restraint application, pediatric

Working with Procedures

Once you have selected a procedure, Lippincott Procedures gives you several options to proceed.



Medical Center

- Medical Center Company Logo -

Search Query
All Content ▾ 🔍
Login 🏠 ?

<< Browse All Documents
✉️ 🖨️

Blood pressure assessment
b c d e

Procedure 🔄
Skills Checklists ✓ Quick Lists 📄 Images 🖼️ Videos 🎥

- Introduction
- Equipment
- Preparation of Equipment
- Implementation
- Special Considerations
- Complications
- Documentation
- References
- Additional References

(View and Print Selected)

Blood pressure assessment

Reviewed: April 05, 2013

Introduction a

Defined as the lateral force exerted by blood on the arterial walls, blood pressure depends on the force of ventricular contractions, arterial wall elasticity, peripheral vascular resistance, and blood volume and viscosity. Systolic, or maximum, pressure occurs during left ventricular contraction and reflects the integrity of the heart, arteries, and arterioles. Diastolic, or minimum, pressure occurs during left ventricular relaxation and directly indicates blood vessel resistance.

Pulse pressure, the difference between systolic and diastolic pressures, varies inversely with arterial elasticity. Rigid vessels, incapable of distention and recoil, produce high systolic pressure and low diastolic pressure. Normally, systolic pressure exceeds diastolic pressure by about 40 mm Hg. Narrowed pulse

You can choose one of several tasks related to the procedure.





- a Read the full procedure.
- b Select and view skills checklists.
- c Select and view the quick lists.
- d Select and view the images.
- e Select and view the videos.



Reading a Procedure

By default, the full procedure displays when the procedure is first selected.

Blood pressure assessment output options ➔

Procedure  Skills Checklists Quick Lists  Images  Videos 

sections

- Introduction
- Equipment
- Preparation of Equipment
- Implementation
- Special Considerations
- Complications
- Documentation
- References
- Additional References

(View and Print Selected)

Blood pressure assessment

Reviewed: April 05, 2013 procedure full text

Introduction

Defined as the lateral force exerted by blood on the arterial walls, blood pressure depends on the force of ventricular contractions, arterial wall elasticity, peripheral vascular resistance, and blood volume and viscosity. Systolic, or maximum, pressure occurs during left ventricular contraction and reflects the integrity of the heart, arteries, and arterioles. Diastolic, or minimum, pressure occurs during left ventricular relaxation and directly indicates blood vessel resistance.

Pulse pressure, the difference between systolic and diastolic pressures, varies inversely with arterial elasticity. Rigid vessels, incapable of distention and recoil, produce high systolic pressure and low diastolic pressure. Normally, systolic pressure exceeds diastolic pressure by about 40 mm Hg. Narrowed pulse

Sections in the left column correlate to the full text that displays. Only selected sections display. To suppress the display of a section, clear the check in the corresponding box.

Output Options

To print the text of a procedure, click the printer icon. Only selected sections of a procedure with a checked box will print.





To email the link to a procedure, click the email envelope icon. You can send an email directly from Lippincott Procedures or from your own email. Email recipients must have network access to Lippincott Procedures and be IP authenticated to view the procedure.



Skills Checklists

To view a procedure's skills checklists, select the Skills Checklists tab.

Blood pressure assessment output options ➔

Procedure  Skills Checklists Quick Lists  Images  Videos 

Blood pressure assessment

Blood pressure assessment skills checklist full text

Objective: To measure a patient's blood pressure according to the standard of care.

- Gather and prepare the appropriate equipment.
- Perform hand hygiene.
- Confirm the patient's identity using at least two patient identifiers.
- Ensure that the patient has rested for at least 5 minutes and hasn't smoked or had caffeine for at least 30 minutes.
- Provide privacy.
- Explain the procedure.
- Position the patient either supine or sitting erect.
- Make sure that the patient is relaxed and comfortable.
- Remain quiet during blood pressure measurement and instruct the patient to do the same.
- Wrap the deflated cuff snugly around the patient's upper arm; if necessary, use the forearm, calf, or thigh.

A procedure may have more than one skills checklist associated with it. Skills checklists contain steps of the procedure in the order in which they should be performed.

Output Options

While viewing a skills checklist, you can print a hard copy. To do so, click the printer icon. Lippincott Procedures displays a form with additional information.

1. You can print a skills checklist with a date or can leave the date blank. The default option is to print without the date. If you want to print with a date, select the date by clicking the calendar icon.
2. Select an Examinee from the **Select an Examinee** drop-down list.
3. Select an Evaluator from the **Select an Evaluator** drop-down list.

4. Click the **Print** button.

When you click the email envelope icon while viewing a skills checklist, Lippincott Procedures emails the recipient a link to the skills checklist. Email recipients must have network access to Lippincott Procedures and be IP authenticated in order to view the skills checklist.



Quick Lists

When you need to review the steps of a procedure quickly, a quick list provides a helpful overview. To view a procedure's quick list, click the Quick Lists tab.

Blood pressure assessment

output options → ✉️ 🖨️

Procedure Skills Checklists **Quick Lists** Images Videos

Blood pressure assessment

Blood pressure assessment [quick list full text](#)

- Gather the equipment.
- Perform hand hygiene.
- Confirm the patient's identity.
- Explain the procedure to the patient.
- Position the patient properly.
- Wrap a deflated cuff snugly around the patient's arm; if necessary, use the forearm, calf, or thigh.
- Estimate the systolic blood pressure.
- Locate the brachial, dorsalis pedis, posterior tibial, or popliteal artery (depending on the measurement site) by palpation; center the bell of the stethoscope of the part of the artery where you detect the strongest beats; and hold it in place with one hand.
- Turn the thumbscrew on the rubber bulb of the air pump clockwise to close the valve.
- Pump up the cuff.
- Insert the stethoscope earpieces into your ears.
- Open the valve and slowly deflate the cuff.
- Note the systolic and diastolic pressures and then rapidly deflate the cuff.

Output Options

To print a quick list, click the printer icon.

To email a quick list, click the email envelope icon. Lippincott Procedures emails the recipient a link to the quick list. Email recipients must have network access to Lippincott Procedures and be IP authenticated in order to view the quick list.



Images

To view art and photographs that illustrate procedure skills, click the Images tab. Lippincott Procedures displays image captions and thumbnails in the left column.

Blood pressure assessment output options ➔


Procedure Skills Checklists Quick Lists Images Videos

Electronic Vital S...

Positioning the bl...

↑
image selections

Electronic Vital Signs Monitor



← **image display**

Click the caption of the image you want to see, and Lippincott Procedures displays the full-sized image and its caption in the right window.

Output Options

To print the image and its caption, click the printer icon.

To email the link to the images screen, click the email envelope icon. Lippincott Procedures emails the recipient a link to the images screen. Email recipients must have network access to Lippincott Procedures and be IP authenticated in order to view the image screen.



Videos

To view a procedure's video resources, click the Videos tab.

Blood pressure assessment output options ➔

Procedure Skills Checklists Quick Lists Images **Videos**

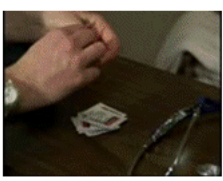
Disinfecting the e...

Estimating the sys...

Locating the brach...

Closing the valve

↑
video selections



Disinfecting the earpieces

Play Now

Select the video you want to play by clicking on its name in the left column. Lippincott Procedures displays your choice in the right window. Click the **Play Now** button. Lippincott Procedures launches the video in a separate window.

Closed captioning (English) is available once the video opens. Select the appropriate button on the lower right (differs by browser).

Output Option

To print the video thumbnail and its caption, click the printer icon.

To email a link to the video screen, click the email envelope icon. Lippincott Procedures emails the recipient a link to the video. Email recipients must have network access to Lippincott Procedures and be IP authenticated in order to view the video.



Assignments

You can have a procedure's test or skills checklist evaluation assigned to you to assess your knowledge of the procedure. To take a test or skills checklist, you must login to your account with your username and password. Once logged in, Lippincott Procedures displays the tests and skills checklists assigned to you on your **My Account** screen. If you are selected as a skills checklist Evaluator, the skills checklist evaluations that you must do are also listed on your **My Account** screen.

To login from any screen, select **Login** at the top of the screen. Lippincott Procedures displays the login box.

Lippincott Procedures

[Return to Lippincott Procedures](#)

<p>Login</p> <p>Username or Email Address</p> <input style="width: 90%;" type="text" value="Username or Email Address"/> <p>Password</p> <input style="width: 90%;" type="password" value="Password"/> <p><input type="button" value="Submit"/> <input type="button" value="Self Enroll"/></p> <p>Forgot Username or Password?</p> <p>Alternate Login Options</p> <p><input type="button" value="Active Directory"/> <input type="button" value="OpenAthens"/> <input type="button" value="Other Institution"/></p>	<p>Support</p> <p>If you are having difficulty logging in, please contact our technical support help desk at: 1-844-303-4860 (international 301-223-2454) or LNS-Support@wolterskluwer.com.</p> <p>Hours available: Monday through Thursday, 8 AM to Midnight EST Friday 8 AM to 7 PM EST Sunday, 4 PM to Midnight EST</p> <p>Emergency after-hours Technical Support is available by calling 1-877-247-6843.</p>
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To login, follow these steps.

1. Type a valid username or email address.
2. Type a valid password.
3. Click the **Submit** button.

Athens Login

Alternatively, you can select **OpenAthens** and login with your Athens authentication. See [Athens Authentication](#) later in this Help file.

Other Institution

When your company adopts the SSO authentication, users can access Lippincott Solutions products via the **Other Institution** login screen instead of the standard login screen. See [Other Institution](#) later in this Help file.

Lippincott Procedures Self-enrollment

If you do not have a user account, your facility may choose to provide a self-enrollment option for General users. If your facility has selected self-enrollment, the login screen will have a **Self Enroll** button to the right of the **Submit** button.

If you select the **Self Enroll** option, you must complete the following self-enrollment screen to be enrolled as a General User.

User Self-Enrollment

* = Required field

Email Address	First Name *	M.I.
<input type="text"/>	<input type="text"/>	<input type="text"/>
User Type	Last Name *	
<input type="text" value="General User"/>	<input type="text"/>	
Username * ?	I.D.	
<input type="text"/>	<input type="text"/>	
Password * ?	Department *	
<input type="text"/>	<input type="text"/>	
Confirm Password *	Job Title	
<input type="text"/>	<input type="text"/>	

If you have forgotten your username or password, click the [Forgot Username or Password?](#) link on the login screen. The following screen displays:

Password Help

Please enter the email associated with your account. An email will be sent to that address. The email will have your username and instructions for resetting your password.

Don't have an email address or an account? Select that checkbox and fill out the alternate form.

Email

I do not have an email address

Enter your email address and click **Submit** to receive your username and instructions for resetting your password. If you do not have an email address for an account, select that checkbox, enter your username, and fill out the following alternate form.

Lippincott Procedures

Your password has expired. Please enter a new password below following these guidelines:

Password must be at least 8 characters in length. It must contain at least one each of the following characters:

- upper case alphabetic
- lower case alphabetic
- numeric
- special character

Email Address:

I do not have an email address

Security Question #1:

Security Question #2:

Existing Password:

New Password:

Repeat:

On your **My Account** screen, Lippincott Procedures displays the procedure tests and skills checklist evaluations assigned to you. If you are selected as a skills checklist Evaluator, the skills checklist evaluations that you must do are also listed.



My Account

Tests and skills checklists assigned to you are listed on your **My Account** screen. If you are selected as a skills checklist Evaluator, the skills checklist evaluations that you must do are also listed on your **My Account** screen. From the **My Account** screen you can:

- Change your login password by clicking the [Edit](#) link.
- Review the procedure before taking the assigned test or skills checklist by clicking the [View Procedure](#) link.
- Take the procedure test by clicking the procedure test name or the [Take Test](#) link.
- Select a skills checklist Evaluator if a Group was selected when your Evaluator was assigned to you. Your skills checklist will be initiated for you by your Evaluator.
- Select the **Completed Assignments** tab to view your score and your results for all completed tests and skills checklists.

My Username and Password

Username: user@medicalcenter.com

Password: ***** ([Edit](#))

My Assignments

My Tests

The following Tests have been assigned to you: (Click the Test Name or [Take Test](#) to start the Test.)

Test Name	View Procedure	# of Attempts	Date Assigned	Due Date	Score Needed to Pass	
12- or 24-hour timed urine collection	View Procedure	1 of 3	04/09/2015	05/08/2015	100%	Take Test
15-lead electrocardiogram (ECG)	View Procedure	1 of 3	04/09/2015	05/08/2015	50%	Take Test

My Skills Checklists

The following Skills Checklists have been assigned to you: (Select an Evaluator from the Group and click Save. A request will be sent to your Evaluator to begin the evaluation.)

Skills Checklist Name	View Procedure	# of Attempts	Evaluator	Date Assigned	Due Date	
12- or 24-hour timed urine collection, indwelling urinary catheter specimen	View Procedure	1 of 3	Cook, Susan, 984486	04/09/2015	05/08/2015	<input type="button" value="Save"/>
12- or 24-hour timed urine collection, voided specimen	View Procedure	1 of 3	Select Evaluator	04/09/2015	05/08/2015	<input type="button" value="Save"/>
15-lead electrocardiogram (ECG)	View Procedure	1 of 3	Costello, Kimberly, kim	04/09/2015	05/08/2015	<input type="button" value="Save"/>
15-lead electrocardiogram (ECG)	View Procedure	1 of 3	Select Evaluator	04/13/2015	05/12/2015	<input type="button" value="Save"/>

My Skills Checklist Evaluations

You have the following Skills Checklist Evaluations waiting: (Click the Skills Checklist name to begin the Skills Checklist Evaluation with your Examinee.)

Skills Checklist Name	View Procedure	# of Attempts	Date Assigned	Due Date	Examinee
Advance directives	View Procedure	1 of 3	04/22/2015	05/20/2015	Cook, Susan, 984486
Discharge planning, long-term care	View Procedure	1 of 3	04/07/2015	05/06/2015	Costello, Kimberly, kim



Taking a Test

If you click the procedure name of an assigned test or the [Take Test](#) link, Lippincott Procedures displays the procedure test.

12- or 24-hour timed urine collection

When you begin the collection period for a voided urine specimen, what should you do after instructing the patient to void?

- Note the time, and save the urine in case a specimen is accidentally discarded.
- Note the time, and discard the urine collected from the voiding.
- Note the time, and put the urine collected from the voiding in a separate container to send to the laboratory.
- Note the time, and add the urine to the collection container.

Equipment required for a 24-hour urine collection includes:

- a 24-hour urine specimen collection container, gloves, and an ice-filled container or refrigerator.
- a 24-hour urine specimen collection container, gauze pads, and a 20-mL syringe.
- a 24-hour urine specimen collection container, normal saline solution, and povidone-iodine swabs.
- a 24-hour urine specimen collection container, an IV catheter, and a 3-mL syringe.

What should you do if the patient has an indwelling urinary catheter in place at the beginning of the urine specimen collection period?

- Change the catheter before beginning the collection period.
- Discard all urine in the collection bag at the start of the collection period.
- Remove the catheter during the collection period.
- Perform catheter care every hour during the collection period.

A 24-hour urine specimen is used to:

- test for pregnancy.
- provide information about the amount of substances found in urine.
- test for blood in urine.
- provide information about the average rate of excretion of hormones, proteins, and electrolytes.

Answer questions by selecting a radio button preceding each answer. If a question is not answered, the answer is considered incorrect. Select the **Reset** button to clear all of your answers or the **Cancel** button to close the test and return to your **My Account** screen. When you have answered all of the questions, click the **Submit Test** button at the end of the test.



Test Results

Lippincott Procedures displays your test score when you click the **Submit Test** button at the end of the test. The test score also will be registered on your **My Account** screen for you and on the **Assignment Records** screen for your supervisor.

Fall prevention

Taken by: Kim Gasda, kg01

Date Taken: 01/13/2016

Score: 8 of 9 (89%) – Passed

[View Results](#) | [Browse Procedures](#) | [My Account](#)

If you pass the test, the [View Results](#) link on the test result screen will display the questions, your answers, the correct answers, and the rationales for the correct and incorrect answers. The correct answer for each question displays in bold. If you answered the question correctly, a green check mark precedes your correct answer. If you answered the question incorrectly, a red slash in a circle precedes your incorrect answer.

Fall prevention

Score: 89% (8 of 9)

(Correct answers are in **bold**.)

Which type of medication can increase the risk of falls?

- Antibiotics
- Hypertensives
- Anti-inflammatory drugs
- Diuretics**

Rationale: Diuretics can cause orthostatic hypotension and urinary incontinence, which increase the risk of falls.

To prevent falls, make sure that:

- the bed has enough room on both sides for the patient to exit.**
- the bed wheels are locked.**
- the bed is in its highest position.
- the side rails on the bed are padded.

Rationale: Make sure that the wheels on the bed are locked at all times.

If you fail the test, the [View Results](#) link on the test result screen will display the questions, your answers, and the rationales for the correct answers. If you answered the question correctly, a green check mark precedes your correct answer. If you answered the question incorrectly, a red slash in a circle precedes your incorrect answer.

12- or 24-hour timed urine collection

Score: 40% (2 of 5)

Equipment required for a 24-hour urine collection includes:

- a 24-hour urine specimen collection container, gloves, and an ice-filled container or refrigerator.**
- a 24-hour urine specimen collection container, gauze pads, and a 20-mL syringe.
- a 24-hour urine specimen collection container, normal saline solution, and povidone-iodine swabs.
- a 24-hour urine specimen collection container, an IV catheter, and a 3-mL syringe.

Rationale: Equipment required for a 24-hour urine collection includes a 24-hour urine specimen collection container; gloves; preservative, if necessary; a bedpan, urinal, or bedside commode if the patient doesn't have an indwelling urinary catheter; a graduated container if measurement is necessary; an ice-filled container if a refrigerator isn't available; a label; a laboratory request form; a laboratory biohazard transport container; and patient-care reminders.

How should you intervene if a patient discards a voided urine specimen during the collection period?

- Collect one additional specimen after the intended stop time.**
- Continue specimen collection because the previously collected urine is sufficient for testing.
- Explain that the test is invalid and will need to be started over.
- Extend the collection time an additional hour.

At any time you can click the **My Account** link on the screen to view the status of your assigned and completed tests. You are also able to download a record of your completed test results, if desired.

**Skills Checklist Evaluation**

Your skills checklist evaluation will be initiated by your Evaluator. If a Group has been assigned to you as an Evaluator, select an Evaluator from the Group and click Save on your **My Account** screen.

Your Evaluator can add comments, score your evaluation, and check each step of the checklist.

Checklist Record	
Date <input type="text" value="05/23/2019"/>	Documentation Objective: To obtain a 12- or 24-hour timed voided urine specimen from a patient according to the standard of care.
Name: Costello, Kimberly Department: NP I.D.: kim	
Evaluator Name: Cook, Susan Evaluator Department: NP Evaluator I.D.: 984486	<input checked="" type="checkbox"/> Verify the practitioner's order for specimen collection. Comments
Discipline(s): Nursing Procedure: 12- or 24-hour timed urine specimen collection Checklist: 12- or 24-hour timed urine specimen collection, voided specimen	<input checked="" type="checkbox"/> Check with the laboratory to determine the proper collection container and preservative (if needed) for the ordered test. Comments
Select Evaluation Method <input type="button" value="v"/> <input type="radio"/> Meets criteria <input type="radio"/> Does not meet criteria	<input checked="" type="checkbox"/> Gather and prepare the equipment. Comments
Comments: <input type="text"/>	<input checked="" type="checkbox"/> Perform hand hygiene. Comments
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	<input checked="" type="checkbox"/> Confirm the patient's identity using at least two patient identifiers. Comments
	<input checked="" type="checkbox"/> Label the specimen collection container in the presence of the patient. Comments
	<input checked="" type="checkbox"/> Provide privacy. Comments
	<input checked="" type="checkbox"/> Explain the procedure to the patient and family. Explain that the patient should save and store all
	Y - Meets All (Yes) N - Does not meet All (No) I - Not Applicable (Ignore All)



Skills Checklist Evaluation Results

Your Evaluator can check off the steps and then saves the record. The checklist evaluation is not complete until the Evaluator selects "Meets criteria" or "Does not meet criteria" and then clicks Save. Once that is done the checklist evaluation cannot be further revised. When the Evaluator saves the completed checklist evaluation, the entry is sent to Completed Assignments on your **My Account** screen. Once the evaluation is complete, the record on the Assignment Record tab is also updated.

At any time you can click the **My Account** link on the screen to view the status of your assigned and completed skills checklists. You are also able to download a record of your completed checklists, if desired.



Administration Tools

Lippincott Procedures has an administrative component that can be accessed from any screen by clicking the Login link.

To login from any screen, select [Login](#) at the top of the screen. Lippincott Procedures displays the login box.

Lippincott Procedures

[Return to Lippincott Procedures](#)

Login	Support
Username or Email Address <input type="text" value="Username or Email Address"/>	If you are having difficulty logging in, please contact our technical support help desk at: 1-844-303-4860 (international 301-223-2454) or LNS-Support@wolterskluwer.com. Hours available: Monday through Thursday, 8 AM to Midnight EST Friday 8 AM to 7 PM EST Sunday, 4 PM to Midnight EST Emergency after-hours Technical Support is available by calling 1-877-247-6843.
Password <input type="text" value="Password"/>	
<input type="button" value="Submit"/> <input type="button" value="Self Enroll"/>	
Forgot Username or Password?	
Alternate Login Options <input type="button" value="Active Directory"/> <input type="button" value="OpenAthens"/> <input type="button" value="Other Institution"/>	

To login, follow these steps.

1. Type a valid username or email address.
2. Type a valid password.
3. Click the **Submit** button.

Athens Login

Alternatively, you can select **OpenAthens** and login with your Athens authentication. See [Athens Authentication](#) later in this Help file.

Other Institution

When your company adopts the SSO authentication, users can access Lippincott Solutions products via the **Other Institution** login screen instead of the standard login screen. See [Other Institution](#) later in this Help file.

If you have forgotten your username or password, click the [Forgot Username or Password?](#) link. The following screen displays:

Lippincott Procedures

Password Help

Please enter the email associated with your account. An email will be sent to that address. The email will have your username and instructions for resetting your password.

Don't have an email address or an account? Select that checkbox and fill out the alternate form.

Email

I do not have an email address

Enter your email address and click **Submit Request** to receive your username and instructions for resetting your password. If you do not have an email address for an account, select that checkbox, enter your username, and fill out the following alternate form.

Lippincott Procedures

Your password has expired. Please enter a new password below following these guidelines:

Password must be at least 8 characters in length. It must contain at least one each of the following characters:

- upper case alphabetic
- lower case alphabetic
- numeric
- special character

Email Address:

I do not have an email address

Security Question #1:

Security Question #2:

Existing Password:

New Password:

Repeat:

With Lippincott Procedures Administration Tools, you can view, update, and maintain:

- user information
- user location information (Note: You must contact Wolters Kluwer Customer Support to have User Locations enabled.)
- custom disciplines and categories
- custom procedures, skills checklists, quick lists, tests, notes, and comments
- procedure information including facility review information, procedure assignment to facilities, and search keywords
- assignments
- assignment records
- facility information
- update information
- community information

Administration Tools

- Users**
- Disciplines/Categories
- Content Management
- Assignments
- Assignment Records
- Facility
- Updates
- Community



Maintain Users and Groups without User Locations

To perform user maintenance tasks, click the **Users** tab. This feature lets you:

- add, edit, or delete users or groups
- import users
- export users



Adding Users

To add a user, follow these steps from the **Users** tab.

1. Click the **New User** button.
2. Type information into the text boxes, including User Type from the drop-down menu (see Table A).
 Username must be a minimum of five (5) characters. The username must be unique across all users of the Lippincott Solutions suite of products. As a result, we typically recommend using an email address if available.
 Password must be a minimum of eight (8) characters and must contain at least one (1) each of the following characters:
 - o upper case alphabetic
 - o lower case alphabetic
 - o numeric
 - o special character
3. Click the **Save** button.

Administration Tools

Users
Disciplines/Categories
Content Management
Assignments
Assignment Records
Facility
Updates
Community

Display Users and Groups:

Filter List All Users and Groups

Alderman, Sarah (Gen) sa001

Alexander, Heidi (Admin) 0542

Andrade, George (Gen) GA

Barnes, Kizzy, H. (Gen) 1133

Barnes, Tracy, G. (Gen) TGB-01

Blakley, Danita (L2) LA1

Bookmiller, Ruth (Admin) 1

Burns, Chris B. (Admin) A02

Copeland, Lori (L1.5) A01

Daveler, Pam (Gen) PD02

Enger, Jan (Gen) JE50

Gasda, Kim (Gen) KG01

Hawk, Sherry (Gen) SHA1

Hill, Beth (L2) BL05

Import/Export Users as a CSV File

Maintain User

Email Address	First Name: *	M.I.
<input type="text" value="sarah@medicalcenter.com"/>	<input type="text" value="Sarah"/>	<input type="text"/>
User Type: *	Last Name: *	
<input type="text" value="General User"/> ?	<input type="text" value="Alderman"/>	
Username: *	I.D.:	
<input type="text" value="sarah@medicalcenter.com"/>	<input type="text" value="sa001"/>	
Password: *	Department: *	
<input type="password" value="....."/>	<input type="text" value="Radiology"/>	
Confirm Password: *	Job Title:	
<input type="password" value="....."/>	<input type="text" value="RN"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

User Type	Access
General	All general options. No access to Administration Tools.
Level 1	All general options. Access to Users, Assignments, Assignment Records, Facility (Facility Analytics only), and Community.
Level 1.5	All general options. Access to Users, Content Management (Comments and Notes Administration only), Assignments, Assignment Records, Facility (Facility Analytics only), and Community.
Level 2	All general options. Access to Users (Two permission options - "All Permissions" and "Save Drafts Only"), Disciplines/Categories, Content Management, Assignments, Assignment Records, Facility (Facility Analytics only), Updates, and Community.
Administrator	All general options. Access to Users, Disciplines/Categories, Content Management, Assignments, Assignment Records, Facility, Updates, and Community.

Self enrolled users are displayed in an italic font in the Users and Groups list. Self enrolled users must log-in from within an authenticated site every 90 days to avoid access disruption. Administrators can change self-enrolled General users to standard General users by selecting the username in the list and clicking **Validate User**. A filter is available to view just these users.

Administration Tools

Users | Disciplines/Categories | Content Management | Assignments | Assignment Records | Facility | Updates | Community

Display Users and Groups:

Filter List: All Users and Groups

- Alderman, Sarah, (Gen) sa001
- Alexander, Heidi (Admin) 0542
- Andrade, George (Gen) GA
- Barnes, Kizzy, H. (Gen) 1133
- Barnes, Tracy, G. (Gen) TGB-01
- Blakley, Danita (L2) LA1
- Bookmiller, Ruth (Admin) 1
- Burns, Chris B. (Admin) A02
- Copeland, Lori (L1.5) A01
- Daveler, Pam (Gen) PD02
- Enger, Jan (Gen) JE50
- Gasda, Kim (Gen) KG01
- Hawk, Sherry (Gen) SHA1
- Hill, Beth (L2) BL05

Import/Export Users as a CSV File

Maintain User

<p>Email Address sarah@medicalcenter.com</p> <p>User Type: * General User</p> <p>Username: * sarah@medicalcenter.com</p> <p>Password: * ●●●●●●</p> <p>Confirm Password: * ●●●●●●</p>	<p>First Name: * Sarah</p> <p>Last Name: * Alderman</p> <p>I.D.: sa001</p> <p>Department: * Radiology</p> <p>Job Title: RN</p> <p style="text-align: right;"><input type="button" value="Save"/> <input type="button" value="Validate User"/> <input type="button" value="Cancel"/></p>
---	--



Importing Users

From the **Users** tab, you can import a list of users for Test and Skills Checklist Evaluation assignments. To do so, start by clicking the **Import Users** button. Lippincott Procedures refreshes the tab to display import options.

Import only New Users

Administrators and Level 2 users can use this option for importing additional users into Lippincott Procedures by supplying only those additional users in a CSV file.

Import a complete list of Users

Administrators can use this option to import a complete list of users for this facility.

- Usernames in the import file, but not currently on the Users tab, will be added as new users.
- Usernames that are currently on the Users tab, but not in the import file, will be deleted.
- Usernames that are currently on the Users tab, and are also in the import file, will have some, if not all, of their attributes updated. These updated user attributes are based on the import file's header specification.

Import Users

Import only New Users
This option is for importing additional users into Lippincott Procedures by supplying only those additional users in a CSV file.

Import a complete list of Users
This option is for importing a complete list of users for this facility.

- Usernames that are in the import file, but not currently on the Users tab, will be added as new users.
- Usernames that are currently on the Users tab, but not in the import file, will be deleted.
- Usernames that are currently on the Users tab, and are also in the import file, will have some, if not all, of their attributes updated. These updated user attributes are based on the import file's header specification.

Import Method:

Import only New Users

Import a complete list of Users

CSV File:

Once the upload is complete, your results will be displayed on the top of this page. If the CSV is validated and no errors are found, you'll be given the option to **Promote** or **Cancel** the process. You can return to this page at any time to monitor the process.

Download CSV Template

Please download a CSV template from the link below. The file will have a sample header for your CSV import file.

[Click here](#) to learn more about importing users.

Previous Import Status (automatically refreshed)

Uploaded	06/22/2016 04:25 pm
Date Completed	06/22/2016 04:26 pm
Status	

CSV file format

NOTE: It is important that you format the files according to the following instructions. If you do not, the program will not be able to import the file. If the file is formatted incorrectly, the program displays an error message informing you of the problem.

Lippincott Procedures expects each Examinee and Evaluator record within the CSV file to be formatted as shown below.

1. A heading row is required. The first cell in the first row of the CSV file must contain a "#" sign preceding the text header. The "#" sign will designate that the row is a heading row. The heading row will define the column contents and the disposition of the cell contents in that column.

Ordering of column headings can be random. However, it is important that the first column heading begins with a "#"

The headings (case insensitive) are (* denotes required fields):

- Username*
- Password*
- First Name*
- Middle Initial
- Last Name*
- User Type*
- Employee ID
- Department*
- Job Title
- Email Address
- Group Names (multiple groups must be separated by a pipe character (|).)
- Athens Username (for Athens-enabled users)
- User Locations* (required for User Locations enabled facilities; multiple User Locations must be comma delimited)

Click the **Download** button on the Import screen to download a CSV template file for your facility. The file will have a sample header for your CSV import file.

Example:

#Username	Password	First Name	Middle Initial	Last Name	User Type	Employee ID	Department	Job Title	Email Address	Group Names	Athens Username	User Locations
-----------	----------	------------	----------------	-----------	-----------	-------------	------------	-----------	---------------	-------------	-----------------	----------------

2. You can denote a field as relevant for the addition of new users only. The field will be ignored for all existing users. To denote a field as relevant for new users only, the parenthetical suffix (New Only) must be added to that column's heading. Please note: The Username column may not be designated as new only.

Example:

#Username	Password (New Only)	First Name	Middle Initial	Last Name	User Type	Employee ID	Department (New Only)	Job Title	Email Address	Group Names	Athens Username	User Locations
-----------	---------------------	------------	----------------	-----------	-----------	-------------	-----------------------	-----------	---------------	-------------	-----------------	----------------

In the above example, the fields for Password and Department will be added for new users only. Those fields will be ignored for existing users.

3. The "User Type" must be General, Level 1, Level 1.5, Level 2, or Administrator. The "Username" must be a minimum of five (5) characters. The "Password" must be a minimum of eight (8) characters and must contain at least one (1) each of the following characters:

- o upper case alphabetic
- o lower case alphabetic
- o numeric
- o special character

4. Examples of CSV records:

a. The Administrator does not want to alter the Password for existing users. The Password is added for new users only (Note: User Locations are enabled for this facility):

#Username	Password (New Only)	First Name	Middle Initial	Last Name	User Type	Employee ID	Department	Job Title	Email Address	Group Names	Athens Username	User Locations
js123		John		Smith	Administrator	JS001	Surgical Staff					Location A, Location B
jd123	Password1\$	Jane		Doe	General	JD001	Emergency Staff					Location C

b. The Administrator does not want to alter the User Type for existing users. The User Type is added for new users only:

#Username	Password	First Name	Middle Initial	Last Name	User Type (New Only)	Employee ID	Department	Job Title	Email Address	Group Names	Athens Username	User Locations
js123	Password1\$	John		Smith	Level 2	JS001	Surgical Staff					
jd123	Password1\$	Jane		Doe	General	JD001	Emergency Staff					

c. The Administrator in an "Athens-enabled" facility does not want to alter the Athens Username field for existing users. The Athens Username field is added for new users only:

#Username	Password	First Name	Middle Initial	Last Name	User Type	Employee ID	Department	Job Title	Email Address	Group Names	Athens Username (New Only)	User Locations
js123	Password1\$	John		Smith	Administrator	js123	Surgical Staff					
jd123	Password1\$	Jane		Doe	General	jd123	Emergency Staff				athens_username1	

Please note that you should not enable the General User self-enrollment option if you are managing users centrally and importing a complete list of users regularly. A full user file import deletes any user that is not on the list (which may mean the deletion of recent self-enrolled users accidentally if not on the file).

Automatic user processing via automated file transfer from your HR System:

For this method, a formatted full user list can be transmitted electronically from your HR system to the Lippincott Solutions FTP site for processing as often as daily.

To do this, we would need to set your facility up for the processing one time.

- A CSV file needs to be submitted in our standard import format as described above
- This file needs to be a full complete user list. We cannot do "add new only".
- The CSV import needs to be placed in a zip file.
- At any point you can place a new ZIP file containing the user feed CSV file out on the FTP (specific FTP details of which will come once set-up).
- The processor will run once every early morning.
- The processor will determine if you have placed a newer file out there and will automatically process it.
- You can use any filename. Although we'd suggest placing descriptive details such as: "YourFacility-UserFeed-2015-06-30.zip", that way if there are issues we can more easily direct to the problem file.

You will be asked to provide at least one email contact to receive import status reports. These reports will notify you of successful add, edit and delete users as well of any errors. You can then resolve the issue and we'll process that file in the next processor run. As a result, we recommend this feed be only set up with an export from their HR system or similar.

Each load will be processed as follows:

- Usernames that are in the import file, but not currently on the Users tab, will be added as new users.
- Usernames that are currently on the Users tab, but not in the import file, will be deleted.
- Usernames that are currently on the Users tab, and are also in the import file, will have some, if not all, of their attributes updated. These updated user attributes are based on the import file's header specification.
- If you do not want certain attributes to be overridden for existing users (like password), you need to specify those columns with the New only option discussed in our import instructions.
- General User self enrollment should not be used with this option as self-enrolled users will be overridden if not on your submitted import file.



Exporting Users

From the **Users** tab, Administrators can export their facility users in a CSV file. To export the CSV file for your facility click the **Export Users** button.

Import/Export Users as a CSV File

Import Users
Export Users

When the file is exported, all users' passwords will appear as *****. To update an existing user's password, simply replace the ***** with the new password. If the password is unchanged, simply leave the ***** as is.



Adding Groups

From the **Users** tab, follow these steps to add a group.

1. Click the **New Group** button.
2. Enter the Group name.
3. Move users from the **Users** list box to the **Group Members** list box using the arrow buttons between the two list boxes.
4. Click the **Save** button.

Administration Tools

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Display Users and Groups:

Filter List All Users and Groups

- Alderman, Sarah (Gen) sa001
- Alexander, Heidi (Admin) 0542
- Andrade, George (Gen) GA
- Barnes, Kizzy, H. (Gen) 1133
- Barnes, Tracy, G. (Gen) TGB-01
- Blakley, Danita (L2) LA1
- Bookmiller, Ruth (Admin) 1
- Burns, Chris B. (Admin) A02
- Copeland, Lori (L1.5) A01
- Daveler, Pam (Gen) PD02
- Enger, Jan (Gen) JE50
- Gasda, Kim (Gen) KG01
- Hawk, Sherry (Gen) SHA1
- Hill, Beth (L2) BL05

New User
New Group
Delete

Import/Export Users as a CSV File

Import Users
Export Users

Maintain Group

Group Name:

Users:

Filter List

- Alderman, Sarah
- Alexander, Heidi
- Andrade, George
- Daveler, Pam
- Enger, Jan
- Gasda, Kim
- Hawk, Sherry

>
<

Group Members:

- Barnes, Tracy, G.
- Blakley, Danita

Save
Cancel

Groups may also be added by importing Group Names via the import functionality. If a user belongs to multiple groups, separate each group with a |.
For example: ER Admissions|Home Care|The Critical Group|Bariatric|Admin Group



Editing User or Group Information

From the **Users** tab, you can edit user or group information by following these steps.

1. Select a user or group from the display users and groups list. Lippincott Procedures refreshes the tab with the user's or group's information.
2. Make the changes you want to the user's or group's information.
3. Click the **Save** button.



Deleting a User or Group

From the **Users** tab, you can delete a user or group by selecting a name from the display users and groups list and clicking the **Delete** button.

During an "Import a complete list of Users" import, if all members are removed from a group, it will be deleted.



Maintain Users and Groups with User Locations

Note: You must contact Wolters Kluwer Customer Support to have User Locations enabled.

User Locations provide facility administrators with the ability to separate users into one or more facility or department locations without having separate procedures content sets. Users in all facility or department locations view the same procedures content. Administrators can access all Administration Tools across all locations; they need not be assigned to a specific location to execute Administrator-level functions affecting that specific location.

The purpose of User Locations is so that Level 1, Level 1.5, or Level 2 users defined in a specific user location can only assign procedure tests and skills checklist evaluations for other users that are defined in that specific user location. In the same way, the Level 1, Level 1.5, or Level 2 users can only view assignment records for other users that are defined in that specific user location.

To perform user and user location maintenance tasks, click the **Users** tab. This feature lets you:

- add, edit, or delete user locations
- add, edit, or delete users or groups
- import users
- export users



Adding User Locations

To add a user location, follow these steps from the **Users** tab.

1. Select the **User Locations** subtab.
2. Lippincott Procedures will prompt you to add a user location.
3. To add each location, click the **New Location** button.
4. If you are a current subscriber to Lippincott Procedures, the **Users** box will list your facility's users so that you can add the users to the locations that you define.
5. Add the location name and location members.
6. Click the **Save** button after adding all appropriate users to the new location.



Deleting User Locations

From the **User Locations** subtab in the **Users** tab, you can delete a User Location by selecting a location name from the Locations list and clicking the **Delete** button. Any users left unassigned to a location due to the deletion should be reassigned to a different location.



Adding Users

To add a user, follow these steps from the **Users** tab.

1. Select the **Users & Groups** subtab.
2. Click the **New User** button.
3. Type information into the text boxes.
 - Select User Type (see Table A) and User Location(s) from the drop-down menus.
 - Username must be a minimum of five (5) characters.
 - Password must be a minimum of eight (8) characters and must contain at least one (1) each of the following characters:
 - o upper case alphabetic
 - o lower case alphabetic
 - o numeric
 - o special character
4. Click the **Save** button.

Administration Tools

Users | Disciplines/Categories | Content Management | Assignments | Assignment Records | Facility | Updates | Community

Users & Groups | User Locations

User Locations:

All User Locations

Display Users and Groups:

Filter List All Users and Groups

- Alderman, Sarah (Gen) sa001
- Alexander, Heidi (Admin) 0542
- Andrade, George (Gen) GA
- Barnes, Kizzy, H. (Gen) 1133
- Barnes, Tracy, G. (Gen) TGB-01
- Blakley, Danita (L2) LA1
- Bookmiller, Ruth (Admin) 1
- Burns, Chris B. (Admin) A02
- Copeland, Lori (L1.5) A01
- Daveler, Pam (Gen) PD02
- Enger, Jan (Gen) JE50
- Gasda, Kim (Gen) KG01
- Hawk, Sherry (Gen) SHA1

Maintain User

Email Address: sarah@medicalcenter.com

User Type: General User

Username: sarah@medicalcenter.com

Password:

Confirm Password:

First Name: Sarah

M.I.:

Last Name: Alderman

I.D.: sa001

Department: Radiology

Job Title: RN

User Location(s): Select one or more Locations

Buttons: Save, Cancel

Buttons: New User, New Group, Delete

Buttons: Import/Export Users as a CSV File, Import Users, Export Users

Table A	
User Type	Access
General	All general options. No access to Administration Tools.
Level 1	All general options. Access to Users, Assignments, Assignment Records, Facility (Facility Analytics only), and Community.
Level 1.5	All general options. Access to Users, Content Management (Comments and Notes Administration only), Assignments, Assignment Records, Facility (Facility Analytics only), and Community.
Level 2	All general options. Access to Users (Two permission options - "All Permissions" and "Save Drafts Only"), Disciplines/Categories, Content Management, Assignments, Assignment Records, Facility (Facility Analytics only), Updates, and Community.
Administrator	All general options. Access to Users, Disciplines/Categories, Content Management, Assignments, Assignment Records, Facility, Updates, and Community.



Importing Users

From the **Users** tab, you can import a list of users for Test and Skills Checklist Evaluation assignments. To do so, start by clicking the **Import Users** button. Lippincott Procedures refreshes the tab to display import options.

Import only New Users

Administrators and Level 2 users can use this option for importing additional users into Lippincott Procedures by supplying only those additional users in a CSV file.

Import a complete list of Users

Administrators can use this option to import a complete list of users for this facility.

- Usernames in the import file, but not currently on the Users tab, will be added as new users.
- Usernames that are currently on the Users tab, but not in the import file, will be deleted.
- Usernames that are currently on the Users tab, and are also in the import file, will have some, if not all of their attributes updated. These updated user attributes are based on the import file's header specification.

Import Users

Import only New Users
This option is for importing additional users into Lippincott Procedures by supplying only those additional users in a CSV file.

Import a complete list of Users
This option is for importing a complete list of users for this facility.

- Usernames that are in the import file, but not currently on the Users tab, will be added as new users.
- Usernames that are currently on the Users tab, but not in the import file, will be deleted.
- Usernames that are currently on the Users tab, and are also in the import file, will have some, if not all, of their attributes updated. These updated user attributes are based on the import file's header specification.

Import Method:

Import only New Users

Import a complete list of Users

CSV File:

Once the upload is complete, your results will be displayed on the top of this page. If the CSV is validated and no errors are found, you'll be given the option to **Promote or Cancel** the process. You can return to this page at any time to monitor the process.

Download CSV Template

Please download a CSV template from the link below. The file will have a sample header for your CSV import file.

[Click here](#) to learn more about importing users.

Previous Import Status (automatically refreshed)

Uploaded
06/22/2016 04:25 pm

Date Completed
06/22/2016 04:26 pm

Status

CSV file format

NOTE: It is important that you format the files according to the following instructions. If you do not, the program will not be able to import the file. If the file is formatted incorrectly, the program displays an error message informing you of the problem.

Lippincott Procedures expects each Examinee and Evaluator record within the CSV file to be formatted as shown below.

1. A heading row is required. The first cell in the first row of the CSV file must contain a "#" sign preceding the text header. The "#" sign will designate that the row is a heading row. The heading row will define the column contents and the disposition of the cell contents in that column.

Ordering of column headings can be random. However, it is important that the first column heading begins with a "#"

The headings (case insensitive) are (* denotes required fields):

- Username*
- Password*
- First Name*
- Middle Initial
- Last Name*
- User Type*
- Employee ID
- Department*
- Job Title
- Email Address
- Group Names (multiple groups must be separated by a pipe character (|).)
- Athens Username (for Athens-enabled users)
- User Locations* (required for User Locations enabled facilities; multiple User Locations must be comma delimited)

Click the **Download** button on the Import screen to download a CSV template file for your facility. The file will have a sample header for your CSV import file.

Example:

#Username	Password	First Name	Middle Initial	Last Name	User Type	Employee ID	Department	Job Title	Email Address	Group Names	Athens Username	User Locations
-----------	----------	------------	----------------	-----------	-----------	-------------	------------	-----------	---------------	-------------	-----------------	----------------

2. You can denote a field as relevant for the addition of new users only. The field will be ignored for all existing users. To denote a field as relevant for new users only, the parenthetical suffix (New Only) must be added to that column's heading. Please note: The Username column may not be designated as new only.

Example:

#Username	Password (New Only)	First Name	Middle Initial	Last Name	User Type	Employee ID	Department (New Only)	Job Title	Email Address	Group Names	Athens Username	User Locations
-----------	---------------------	------------	----------------	-----------	-----------	-------------	-----------------------	-----------	---------------	-------------	-----------------	----------------

In the above example, the fields for Password and Department will be added for new users only. Those fields will be ignored for existing users.

3. The "User Type" must be General, Level 1, Level 1.5, Level 2, or Administrator. The "Username" must be a minimum of five (5) characters. The "Password" must be a minimum of eight (8) characters and must contain at least one (1) each of the following characters:
 - o upper case alphabetic
 - o lower case alphabetic
 - o numeric
 - o special character

4. Examples of CSV records:

- a. The Administrator does not want to alter the Password for existing users. The Password is added for new users only (Note: User Locations are enabled for this facility):

#Username	Password (New Only)	First Name	Middle Initial	Last Name	User Type	Employee ID	Department	Job Title	Email Address	Group Names	Athens Username	User Locations
js123		John		Smith	Administrator	JS001	Surgical Staff					Location A, Location B
jd123	Password1\$	Jane		Doe	General	JD001	Emergency Staff					Location C

- b. The Administrator does not want to alter the User Type for existing users. The User Type is added for new users only:

#Username	Password	First	Middle	Last	User Type (New	Employee	Department	Job	Email	Group	Athens	User
-----------	----------	-------	--------	------	----------------	----------	------------	-----	-------	-------	--------	------

		Name	Initial	Name	(Only)	ID		Title	Address	Names	Username	Locations
js123	Password1\$	John		Smith	Level 2	JS001		Surgical Staff				Location A
jd123	Password1\$	Jane		Doe	General	JD001		Emergency Staff				Location B

c. The Administrator in an "Athens-enabled" facility does not want to alter the Athens Username field for existing users. The Athens Username field is added for new users only:

#Username	Password	First Name	Middle Initial	Last Name	User Type	Employee ID	Department	Job Title	Email Address	Group Names	Athens Username (New Only)	User Locations
js123	Password1\$	John		Smith	Administrator	js123	Surgical Staff					Location A
jd123	Password1\$	Jane		Doe	General	jd123	Emergency Staff				athens_username1	Location B

Please note that you should not enable the General User self-enrollment option if you are managing users centrally and importing a complete list of users regularly. A full user file import deletes any user that is not on the list (which may mean the deletion of recent self-enrolled users accidentally if not on the file).

Automatic user processing via automated file transfer from your HR System:

For this method, a formatted full user list can be transmitted electronically from your HR system to the Lippincott Solutions FTP site for processing as often as daily.

To do this, we would need to set your facility up for the processing one time.

- A CSV file needs to be submitted in our standard import format as described above
- This file needs to be a full complete user list. We cannot do "add new only".
- The CSV import needs to be placed in a zip file.
- At any point you can place a new ZIP file containing the user feed CSV file out on the FTP (specific FTP details of which will come once set-up).
- The processor will run once every early morning.
- The processor will determine if you have placed a newer file out there and will automatically process it.
- You can use any filename. Although we'd suggest placing descriptive details such as: "YourFacility-UserFeed-2015-06-30.zip", that way if there are issues we can more easily direct to the problem file.

If there are issues, we will let them know. You can then resolve the issue and we'll process that file in the next processor run. As a result, we recommend this feed be only set up with an export from their HR system or similar.

Each load will be processed as follows:

- Usernames that are in the import file, but not currently on the Users tab, will be added as new users.
- Usernames that are currently on the Users tab, but not in the import file, will be deleted.
- Usernames that are currently on the Users tab, and are also in the import file, will have some, if not all, of their attributes updated. These updated user attributes are based on the import file's header specification.
- If you do not want certain attributes to be overridden for existing users (like password), you need to specify those columns with the New only option discussed in our import instructions.
- General User self enrollment should not be used with this option as self-enrolled users will be overridden if not on your submitted import file.



Exporting Users

From the **Users** tab, Administrators can export their facility users in a CSV file. To export the CSV file for your facility click the **Export Users** button.

Import/Export Users as a CSV File

When the file is exported, all users' passwords will appear as *****. To update an existing user's password, simply replace the ***** with the new password. If the password is unchanged, simply leave the ***** as is.



Adding Groups

From the **Users** tab, follow these steps to add a group.

1. Select the **Users & Groups** subtab.
2. Click the **New Group** button.
3. Enter the Group name.
4. Move users from the **Users** list box to the **Group Members** list box using the arrow buttons between the two list boxes.
5. Click the **Save** button.

Administration Tools

Users | Disciplines/Categories | Content Management | Assignments | Assignment Records | Facility | Updates | Community

Users & Groups | User Locations

User Locations: All User Locations

Display Users and Groups:

Filter List All Users and Groups

- Alderman, Sarah (Gen) sa001
- Alexander, Heidi (Admin) 0542
- Andrade, George (Gen) GA
- Barnes, Kizzy, H. (Gen) 1133
- Barnes, Tracy, G. (Gen) TGB-01
- Blakley, Danita (L2) LA1
- Bookmiller, Ruth (Admin) 1
- Burns, Chris B. (Admin) A02
- Copeland, Lori (L1.5) A01
- Daveler, Pam (Gen) PD02
- Enger, Jan (Gen) JE50
- Gasda, Kim (Gen) KG01
- Hawk, Sherry (Gen) SHA1

Maintain Group

Group Name:

Users:

Filter List

- Alexander, Heidi
- Andrade, George
- Daveler, Pam
- Enger, Jan
- Gasda, Kim
- Hawk, Sherry

Group Members:

- Barnes, Tracy, G.
- Blakley, Danita

Buttons: New User, New Group, Delete, Import/Export Users as a CSV File, Import Users, Export Users, Save, Cancel

Groups may also be added by importing Group Names via the import functionality. If a user belongs to multiple groups, separate each group with a |. For example: ER Admissions|Home Care|The Critical Group|Bariatric|Admin Group



Editing User or Group Information

From the **Users** tab, you can edit user or group information by following these steps.

1. On the User & Groups subtab, select a user or group from the display users and groups list. Lippincott Procedures refreshes the tab with the user's or group's information.
2. Make the changes you want to the user's or group's information.
3. Click the **Save** button.

Note: Groups appear in a user location if any users assigned to that location is a group member.



Deleting a User or Group

From the **Users** tab, you can delete a user or group by selecting a name from the display users and groups list and clicking the **Delete** button.

During an "Import a complete list of Users" import, if all members are removed from a group, it will be deleted.



Disciplines/Categories

From the **Disciplines/Categories** tab, users with Administrator or Level 2 privileges can create custom disciplines or categories, edit standard disciplines or categories, change disciplines or categories for standard or custom procedures, and define and save a group of favorite procedures. This feature lets you:

- create custom disciplines or categories and subcategories
- rename existing disciplines or categories and subcategories (custom or standard)
- delete disciplines or categories and subcategories (custom or standard)
- reinstate standard disciplines or categories and subcategories.
- edit or delete discipline and category mappings for procedures (custom or standard)
- reinstate disciplines or category mappings for standard procedures
- define a group of favorite procedures



Creating Custom Disciplines

To create a custom discipline, click the **Disciplines/Categories** tab and select the Organizer tab. Click the **Manage Disciplines** button. Lippincott Procedures displays a pop-up box so you can add the new custom discipline. Select the **New Custom Discipline** button. Add the discipline name, optional Landing Page description, and optional Landing Page image. Then, click **Save**.

NOTE: Lippincott Procedures precedes the new discipline with a "C" to indicate that it is a custom discipline.

The new discipline name is now available so you can add categories and subcategories under the new name. Once categories and subcategories have been assigned to the new discipline, it will be available on the Mappings tab so you can classify custom or standard procedures under the new name.



Editing a Discipline

From the **Disciplines/Categories** tab, click the Organizer tab. Click the **Manage Disciplines** button. Select a discipline name from the list and click the **Edit Discipline** button. Lippincott Procedures displays a pop-up box with the existing discipline name, optional Landing Page description, and optional Landing Page image. Type the new discipline name, add or revise the optional Landing Page description, and revise the optional Landing Page image. Then, click **Save**.

The revised discipline is now available on the Mappings tab so you can classify custom or standard procedures under the revised discipline.



Deleting a Discipline

From the **Disciplines/Categories** tab, click the Organizer tab. Click the **Manage Disciplines** button. Select a discipline name from the list and click the **Delete Discipline** button.

NOTES:

- When you delete a standard discipline, Lippincott Procedures removes all the procedures assigned to that discipline. To restore a standard discipline, [click here](#).
- Once deleted, custom disciplines cannot be reinstated.



Reinstating a Standard Discipline

When you delete a standard discipline, Lippincott Procedures removes it from display.

To reinstate a deleted standard discipline, follow these steps.

1. From the **Disciplines/Categories** tab, click the Organizer tab. Click the **Manage Disciplines** button. Select the **Reinstate Disciplines** button. Lippincott Procedures displays a list of hidden standard disciplines .
2. Select the discipline name(s) you want to reinstate.
3. Click the **Reinstate Disciplines** button.

Lippincott Procedures automatically reinstates all procedures, skills checklists, quick lists, and tests associated with the reinstated standard disciplines.



Creating Custom Categories or Subcategories

To create a custom category, click the **Disciplines/Categories** tab and select the Organizer tab. Select a standard or custom discipline. Click the **New Category** button. Lippincott Procedures displays a pop-up box so you can add the new custom category and subcategory. Type the category and subcategory names and click **Add Category**.

To create a new custom subcategory to an existing category, click the **Disciplines/Categories** tab and select the Organizer tab. Select an existing category then click the **New Subcategory** button. Lippincott Procedures displays a pop-up box so you can add the new custom subcategory. Type the subcategory name and click **Add Category**.

NOTE: Lippincott Procedures precedes the new category or subcategory with a "C" to indicate that it is a custom category or subcategory.

The new category or subcategory name is now available on the Mappings tab so you can classify custom or standard procedures under the new name.



Editing a Category or Subcategory Name

From the **Disciplines/Categories** tab, click the Organizer tab. Select a category or subcategory name from the list and click the **Rename Category** button. Lippincott Procedures displays a pop-up box with the existing category name. Type the new category name and click **Save Change**.

The revised category or subcategory name is now available on the Mappings tab so you can classify custom or standard procedures under the revised name.



Deleting a Category or Subcategory

From the **Disciplines/Categories** tab, click the Organizer tab. Select a category or subcategory name from the list and click the **Delete Category** button.

NOTES:

- When you delete a standard category, Lippincott Procedures removes all the procedures assigned to that category. To restore a standard category, [click here](#).
- Once deleted, custom categories cannot be reinstated.



Reinstating a Standard Category or Subcategory

When you delete a standard category or subcategory, Lippincott Procedures removes it from display.

To reinstate a deleted standard category or subcategory, follow these steps.

1. From the **Disciplines/Categories** tab, click the **Organizer** subtab. Select the **Reinstate Categories** button. Lippincott Procedures displays a list of removed standard categories and subcategories.
2. Select the category or subcategory name(s) you want to reinstate.
3. Click the **Reinstate Categories** button.

Lippincott Procedures automatically reinstates all procedures, skills checklists, quick lists, and tests associated with the reinstated standard categories or subcategories.



Edit Category Mappings

To change the discipline or category mappings for procedures, click the **Disciplines/Categories** tab and select the **Mappings** subtab. Select procedure(s) from the list and click the **Edit Mappings** button. Lippincott Procedures displays a pop-up box with the disciplines and categories defined for the procedure(s). Add or remove discipline and/or category name(s) and click **Save**.

NOTE: Lippincott Procedures precedes procedure(s) with modified disciplines, categories, or subcategories with an "M" to indicate that the procedure has modified disciplines, categories, or subcategories.



Reinstate Category Mappings

When you revise a standard procedure's discipline, category, or subcategory mappings, Lippincott Procedures saves the standard disciplines, categories, and subcategories defined for the procedure.

To reinstate category mappings, follow these steps.

1. From the **Disciplines/Categories** tab, click the **Mappings** subtab. Select the **Reinstate Mappings** button. Lippincott Procedures displays a list of procedures with modified disciplines, categories, and subcategories.
2. Select the procedure name(s) you want to reinstate.
3. Click the **Reinstate Mappings** button.

Lippincott Procedures automatically reinstates the disciplines, categories, and subcategories for all the standard procedures selected.



Defining Favorite Procedures

To create, edit, or delete a group of institutional favorite procedures, click the **Disciplines/Categories** tab and select the **Favorites** subtab.

New Favorite

To define a new group of favorite procedures, click the **New Favorite** button. Lippincott Procedures displays a pop-up box so you can add a favorite group name and select procedures to add to the favorite group. Click **Save** to save the group of favorite procedures.

NOTE: When a group of favorite procedures is defined Lippincott Procedures adds a Favorites option to the top of every screen so that users can select the group of favorite procedures to select and view.

Edit Favorite

To edit a group of favorite procedures, select a favorite group and click the **Edit Favorite** button. Lippincott Procedures displays a pop-up box so you can add additional procedures to the favorite group or remove procedures from the favorite group. Click **Save** to save the revised group of favorite procedures.

Delete Favorite

To delete a group of favorite procedures, select a favorite group and click the **Delete Favorite** button.



Content Management

The Administrator and Level 2 users can manage content for procedures, checklists, quick lists, procedure tests, notes, comments, and procedure information. Level 1.5 users can manage comments and notes for procedures, checklists, or quick lists. To gain access to these tasks, click the **Content Management** tab. Now you can:

- create custom procedures, checklists, quick lists, procedure tests, notes, and comments.
- edit or delete existing standard or custom procedures, checklists, quick lists, procedure tests, notes, and comments.
- maintain facility review and approval information
- assign procedures to a specific facility or facilities within your organization
- enter keywords to help your institution's users locate the procedure when performing searches
- reinstate the original text of standard procedures, checklists, quick lists, and procedure tests.



Maintain Procedures

Creating Custom Procedures

On the **Content Management** tab, click the **New Procedure** button. Lippincott Procedures refreshes the tab with options.

Follow these steps to create a custom procedure.

1. On the **Procedure** subtab, type a procedure name.
2. Assign the new procedure to disciplines, categories, and subcategories.
3. Customize the new procedure. See options in [Table B](#). Optionally add skills checklists, quick lists, or a test which can be published at the same time as the procedure if desired. Notes and search keywords cannot be added until the procedure is published.
4. Click the **Publish** or **Save Draft** button.
 - Click the **Publish** button when you complete your custom changes and want the procedure available to all users in your facility.
 - Click the **Save Draft** button if you have not completed the custom changes for your procedure (as well as the checklist and quick list if created). Draft procedures will not be available to users in your facility.
 - Click the **Preview** button when you would like to preview the appearance of the procedure or email a PDF version of that procedure for external review.

Administration Tools

Users | Disciplines/Categories | **Content Management** | Assignments | Assignment Records | Facility | Updates | Community

Procedure | Skills Checklists | Quick Lists | Test | Procedure Information | Notes | Comments

Procedure Name:
Admission procedure - emergency **1** | **Categories:** Select Disciplines/Categories **2** (none selected)

Procedure | Images | Videos

Introduction

Edit | Insert | View | Format | Table | Tools

Font Family | Font Sizes | A | B | I | [List Icons]

Add Introductory text here. **3**

Editorial Comments: **4**
Add comments here.

Publish | Save Draft | Close | **4** | Preview

Option	Description
Add/Edit/Remove Section Heads	Select section headers you want to use in your procedure. Uncheck any that you want to delete. Create a custom section header by clicking on Create Custom .
Reorder Section Heads	Change the order in which section headers display.
Edit Text	Type text or edit text by using icons located on the toolbar. Stedman's Medical Dictionary ¹ is referenced for the spell checker.
Insert or Edit Images	Select this option from the Insert option on the Menu. Add, replace, or delete images for a procedure. See Insert or Edit Images instructions.
Insert or Edit Videos	Select this option from the Insert option on the Menu. Add, replace, or delete videos for a procedure. See Insert or Edit Videos instructions.
Insert or Edit Links	Use the insert or edit link icon located on the toolbar or from the Insert option on the Menu to add or edit hypertext links. See Insert or Edit Links instructions.
Insert Word Document	Select this option from the Insert option on the Menu to upload a Microsoft Word document into your custom procedure. Note that uploading a Microsoft Word document will replace any existing content in the document section with the content located within the Word document. Images will not be uploaded and must be added using the Insert or Edit Images instructions. Text Boxes and Shapes in Word documents will not be uploaded.
Insert PDF Document	Select this option from the Insert option on the Menu to upload an Adobe PDF document into your custom procedure. Position your cursor in the procedure text where a PDF is required and then select the Insert option. In the procedure text area, the uploaded PDF will be inserted as follows: An image of the selected page (thumbnail) in the PDF, sized to a maximum of 480x520, will be added centered on a new line. Centered beneath the image will be a link to the full-size PDF. The link will be View image in PDF format.
Editorial Comments	Type comments that display by clicking View Audit Trail when the procedure is selected for editing/maintenance.
View Audit Trail	View all users who have updated a procedure; includes date and time that the procedure was updated and any comments that were made.

NOTE: Lippincott Procedures precedes the new procedure with a "C" to indicate that it is a published custom procedure or "D" to indicate that it is a draft procedure. Published custom procedures can be immediately viewed by all users in your facility. Draft procedures are hidden from user view until published.



Edit a Procedure

From the **Content Management** tab, select a procedure from the list and click the **Edit Content** button.

To edit a procedure, follow these steps.

1. Select the **Procedure** subtab. On the **Procedures** subtab, edit the procedure name, if required.
2. Customize the procedure. See options in [Table B](#).
3. Click the **Publish**, **Save Draft**, or **Revert to Saved** button.
 - Click the **Publish** button when you complete your custom changes and want the procedure available to all users in your facility.
 - Click the **Save Draft** button if you have not completed the custom changes for your procedure. Draft procedures will not be available to users in your facility.
 - Click the **Revert to Saved** button if you choose to discard all of your custom changes during your editing session.
 - Click the **Preview** button when you would like to preview the appearance of the procedure or email a PDF version of that procedure for external review.

Please note that any revisions to disciplines or categories of existing procedures must be made from the **Disciplines/Categories** tab under the **Mappings** subtab.

Administration Tools

Users | Disciplines/Categories | **Content Management** | Assignments | Assignment Records | Facility | Updates | Community

Procedure Information | Notes | Comments | **Procedure** | Skills Checklists | Quick Lists | Test

Procedure Name: 15-lead electrocardiogram (ECG) **Categories:** Show Disciplines/Categories **Global ID:** 879

Procedure | Images | Videos

Introduction | Equipment | Preparation of Equipment | Implementation | Special Considerations | Documentation | References | Additional References

Edit | Insert | View | Format | Table | Tools

Font Family | Font Sizes | A | B | I | [List Icons]

Electrocardiography, one of the most valuable and frequently used diagnostic tools, measures the heart's electrical activity as waveforms. Impulses moving through the heart's conduction system create electrical currents that can be monitored on the body's surface. Electrodes attached to the skin can detect these electrical currents and transmit them to an instrument that produces a record of cardiac activity—an electrocardiogram (ECG).

An ECG can be used to identify myocardial ischemia, injury, and infarction; rhythm and conduction disturbances; chamber enlargement; electrolyte imbalances; and drug toxicity. In most cases, a standard 12-lead ECG is used; however, in some cases, a 15-lead ECG may be used to provide more definitive findings, such as an evolving myocardial infarction (MI).

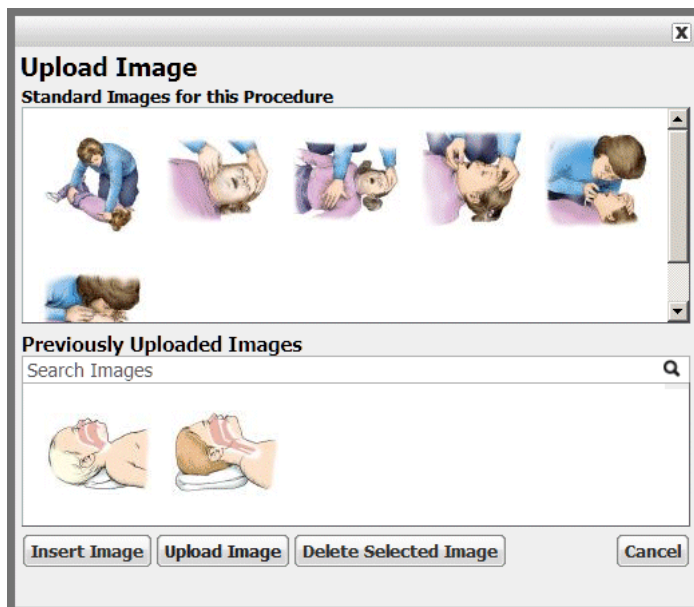
Editorial Comments: [Icon]

Publish | Save Draft | Revert to Saved | Close | Preview | View Audit Trail

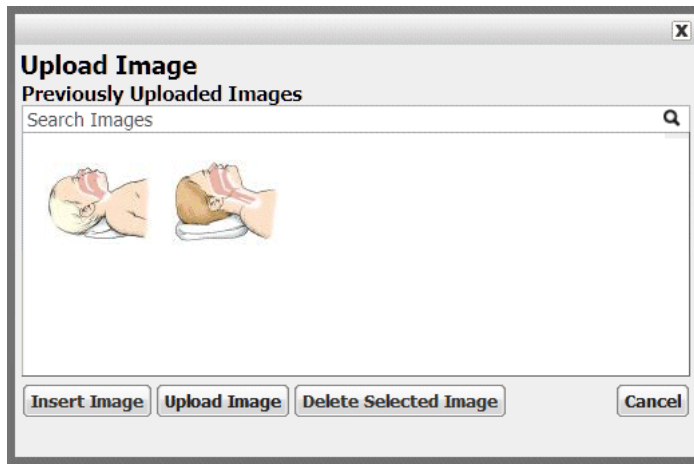


Insert or Edit Images

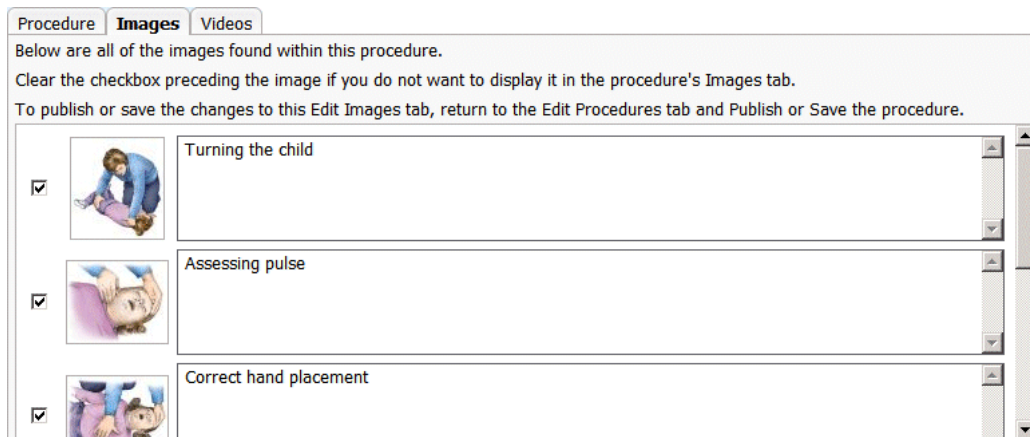
1. To insert or edit images for a procedure, select the **Content Management** tab.
2. If adding an image to an existing procedure, select the procedure and click on **Edit Content**; if creating a new procedure, click on **New Procedure**.
3. Add an image to a procedure
 - a. On the **Procedure** subtab, place your cursor at the position where you want to add the image.
 - b. Select the "Insert or Edit Image" option under the Insert option on the Menu.
 - c. The **Upload Image** screen will display.
 - If the procedure being customized is a standard procedure or a customized standard procedure, the **Insert Image** screen will display the standard images for the procedures plus any custom images previously uploaded by your facility.



- If the procedure being customized is a custom procedure, the **Insert Image** screen will display the custom images previously uploaded by your facility.



- d. If you need to upload custom images, select the **Upload Image** button, browse to the file, and click the **Upload** button. Only JPG or GIF images can be uploaded. Images remain on the **Upload Image** screen unless you delete them. To delete an image, select the image and click **Delete Selected Image**.
- e. For standard procedures, you can select a standard image or a previously uploaded image. For custom procedures, you can select a previously uploaded image. Then select **Insert Image** and the selected image will be placed in the text of the procedure.
- f. When the inserted image is added on the **Procedures** subtab, the same image is added to the procedure's **Images** subtab. The image caption must be added on the **Images** subtab.



- g. Save your work by selecting the **Procedure** subtab. Click the **Publish** button or the **Save Draft** button at the bottom of the screen.
4. Replace an image
- a. On the **Procedure** subtab, select the image that you want to replace.
 - b. Select the "Insert or Edit Images" option on the Menu.
 - c. The **Upload Image** screen will display.
 - If the procedure being customized is a standard procedure or a customized standard procedure, the **Upload Image** screen will display the standard images for the procedures plus any custom images previously uploaded by your facility.
 - If the procedure being customized is a custom procedure, the **Upload Image** screen will display the custom images previously uploaded by your facility.
 - d. Select **Upload Image** to import a new image. Only JPG or GIF images can be uploaded.
 - e. For standard procedures, you can select a standard image or a previously uploaded image. For custom procedures, you can select a previously uploaded image. Then select **Insert Image** and the selected image will replace the image in the text of the procedure.
 - f. When the image is replaced on the **Procedure** subtab, the same image is replaced on the procedure's **Images** subtab. The image caption must be added on the **Images** subtab.
 - g. Save your work by selecting the **Procedure** subtab. Click the **Publish** button or the **Save Draft** button at the bottom of the screen.
5. Delete an image
- a. On the **Procedure** subtab, select the image that you want to delete and press the **Delete** key.
 - b. When the image is deleted on the **Procedure** subtab, the same image is deleted on the procedure's **Images** subtab.
You can hide an image on the procedure's **Images** subtab by clearing the checkbox preceding the image on the **Images** subtab.
 - c. Save your work by selecting the **Procedure** subtab. Click the **Publish** button or the **Save Draft** button at the bottom of the screen.

Resizing an image that was inserted into a procedure

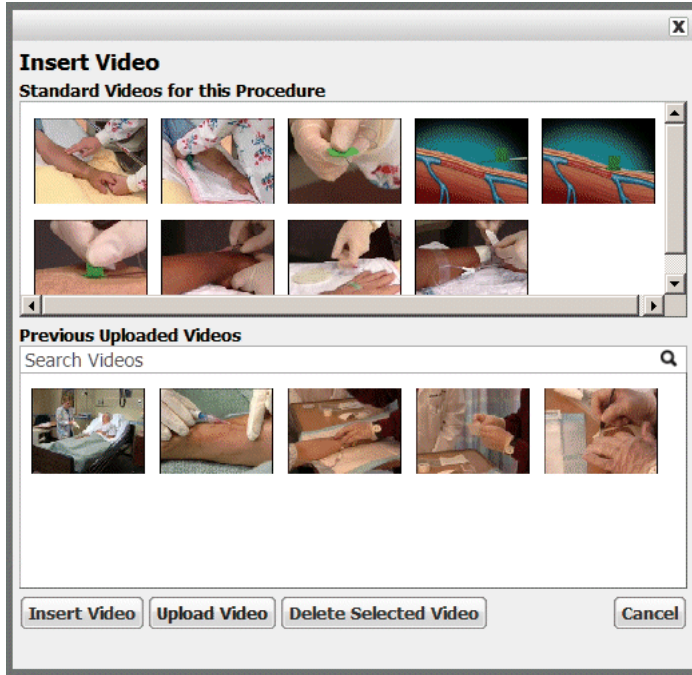
It is recommended that you resize your image with a graphics program before inserting it into a procedure in Lippincott Procedures. Graphics programs offer much more resize control. However, if you want to resize the image within Lippincott Procedures, you can:

- Click on the image.
- Squares will appear at each corner of the image and on each side.
- Click and drag the squares to resize the image as appropriate.

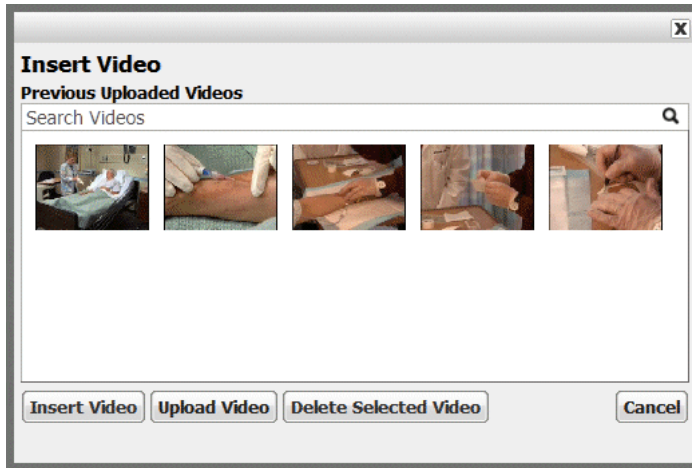


Insert or Edit Videos

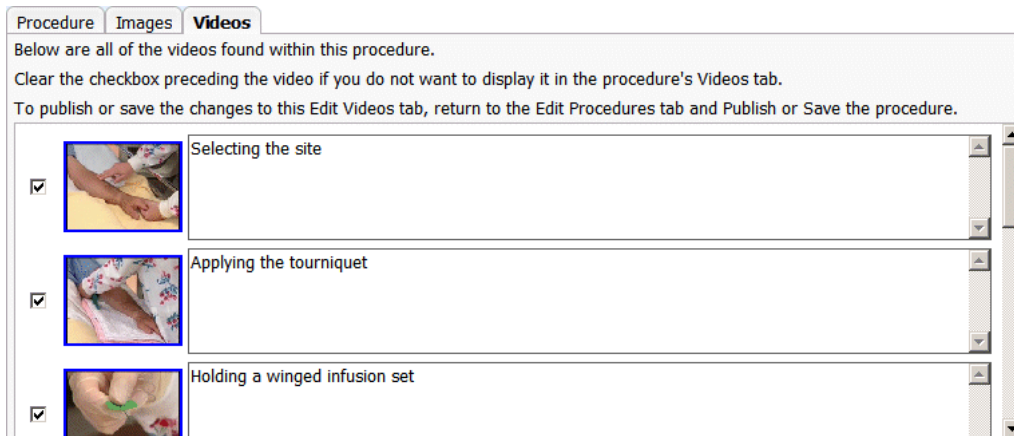
1. To insert or edit videos for a procedure, select the **Content Management** tab.
2. If adding a video to an existing procedure, select the procedure and click on **Edit Content**; if creating a new procedure, click on **New Procedure**.
3. Add a video to a procedure
 - a. On the **Procedure** subtab, place your cursor at the position where you want to add the video.
 - b. Select the "Insert or Edit Video" option under the Insert option on the Menu.
 - c. The **Insert Video** screen will display.
 - If the procedure being customized is a standard procedure or a customized standard procedure, the **Insert Video** screen will display a still image of the standard videos for the procedure plus a still image of all custom videos previously uploaded by your facility.



- If the procedure being customized is a custom procedure, the **Insert Video** screen will display a still image of all custom videos previously uploaded by your facility.



- If you need to upload custom videos, select the **Upload Video** button, browse to the file, and click the **Upload** button. MP4 and FLV videos can be uploaded. FLV files will be converted to MP4 files. The maximum video size accepted before compression is 15 MB. The maximum post compression video size that you can upload is 10 MB. You will not be able to load a video that has a post compression video size greater than 10 MB. Videos remain on the **Insert Video** screen unless you delete them. To delete a video, select the video and click **Delete Selected Video**.
- For standard procedures or customized standard procedures, you can select a standard video or a previously uploaded video. For custom procedures, you can select a previously uploaded video. Then select **Insert Video** and a video icon for the selected video will be placed in the text of the procedure. If having difficulty locating a previously uploaded video, you can search for the video by portions of the video caption title.
- When the inserted video icon is added on the **Procedure** subtab, a still for the same video is added to the procedure's **Videos** subtab. The video caption must be added on the **Videos** subtab.



- Save your work by selecting the **Procedure** subtab. Click the **Publish** button or the **Save Draft** button at the bottom of the screen.

4. Replace a video

- On the **Procedure** subtab, select the video icon that you want to replace.
- Select the "Insert or Edit Video" option on the Menu.
- The **Insert Video** screen will display.
 - If the procedure being customized is a standard procedure or a customized standard procedure, the **Insert Video** screen will display a still image of the standard videos for the procedure plus a still image of all custom videos previously uploaded by your facility.

- If the procedure being customized is a custom procedure, the **Insert Video** screen will display a still image of all custom videos previously uploaded by your facility.
- d. Select **Upload Video** to import a new image. MP4 and FLV videos can be uploaded.
- e. For standard procedures or customized standard procedures, you can select a standard video or a previously uploaded video. For custom procedures, you can select a previously uploaded video. Then select **Insert Video** and the selected video will replace the video in the text of the procedure.
- f. When the video is replaced on the **Procedure** subtab, the same video is replaced on the procedure's **Videos** subtab. The video caption must be added on the **Videos** subtab.
- g. Save your work by selecting the **Procedure** subtab. Click the **Publish** button or the **Save Draft** button at the bottom of the screen.
- 5. **Delete a video**
 - a. On the **Procedure** subtab, select the icon for the video that you want to delete and press the **Delete** key.
 - b. When the video icon is deleted on the **Procedure** subtab, the same video is deleted on the procedure's **Videos** subtab. You can hide a video on the procedure's **Videos** subtab by clearing the checkbox preceding the image on the **Videos** subtab.
 - c. Save your work by selecting the **Procedure** subtab. Click the **Publish** button or the **Save Draft** button at the bottom of the screen.



Insert or Edit Links

1. To insert or edit links for a procedure, select the **Content Management** tab.
2. If adding a link to an existing procedure, select the procedure and click on **Edit Content**; if creating a new procedure, click on **New Procedure**.
3. Select the word or phrase within the body of the procedure that you want the link to be associated with.
4. Select the "Insert/edit link" icon.
5. A box will pop up that will allow you to add the URL to the "Url" field. Select the "Target" option and then click **Ok**.
6. Save your work by selecting the **Publish** button or the **Save Draft** button at the bottom of the screen.

Adding a link to a procedure

To add a hypertext link in the text of one procedure so that it links to another, follow these steps:

- Select and view the destination procedure.
- Locate the destination procedure's URL by selecting **Email Page**. Within the body of the email will be the URL for the destination procedure. The destination procedure's URL is also available in the web address field. (You are also able to download a full list of procedure, checklist, and quick list URLs by visiting the **Facility** tab within the administrative section and clicking **Download URLs** from the **Procedures, Checklists, and Quick Lists URLs** section.)
- Select the URL and copy it.
- Select the originating procedure.
- Follow the steps above for **Insert or Edit Links**.
- In the pop up box, paste the copied URL for the destination procedure into the "Url" field.



Copy a Procedure

From the **Content Management** tab, select a procedure from the list and click the **Copy Procedure** button.

NOTES:

- Lippincott Procedures automatically copies the skills checklists, quick lists, images, videos, and test associated with the procedure you copy.
- You will be asked to name the procedure. The procedure name may not be the same as any other existing procedure.
- When you copy a procedure, Lippincott Procedures "hides" it from display to general users while keeping it visible for editing for administrative users.
- When ready to display, simply select the procedure and click **Show Procedure**.



Procedure	Date ?	
S 12- or 24-hour timed urine collection	03/30/2016	New Procedure
S 12-lead electrocardiogram (ECG)	04/09/2016	Edit Content
S 12-lead electrocardiogram (ECG), pediatric	04/08/2016	Copy Procedure
S 15-lead electrocardiogram (ECG)	04/27/2016	Delete Procedure
S 18-lead electrocardiogram (ECG)	04/08/2016	Hide Procedure
S 2-hour timed urine collection, pediatric	03/30/2016	Preview Procedure
S 24-hour timed urine collection using a pediatric urine collection bag, pediatric female	04/05/2016	Reinstate Content
S 24-hour timed urine collection using a pediatric urine collection bag, pediatric male	04/05/2016	Assign Procedure to Facilities
S 24-hour timed urine collection, pediatric	03/30/2016	
S Abdominal binder application	06/27/2015	
S Abdominal birth measurement, neonatal	06/27/2015	

Delete a Procedure

From the **Content Management** tab, select a procedure from the list and click the **Delete Procedure** button.

NOTES:

- Lippincott Procedures automatically deletes the skills checklists, quick lists, images, videos, and test associated with the procedure you delete.
- When you delete a standard procedure, Lippincott Procedures removes it from all general and administrative content management and update management views. To restore a standard procedure, see the instructions under [Reinstate a Procedure](#).
- Once deleted, custom procedures cannot be reinstated.



Procedure	Date ?	
S 12- or 24-hour timed urine collection	03/30/2016	New Procedure
S 12-lead electrocardiogram (ECG)	04/09/2016	Edit Content
S 12-lead electrocardiogram (ECG), pediatric	04/08/2016	Copy Procedure
S 15-lead electrocardiogram (ECG)	04/27/2016	Delete Procedure
S 18-lead electrocardiogram (ECG)	04/08/2016	Hide Procedure
S 2-hour timed urine collection, pediatric	03/30/2016	Preview Procedure
S 24-hour timed urine collection using a pediatric urine collection bag, pediatric female	04/05/2016	Reinstate Content
S 24-hour timed urine collection using a pediatric urine collection bag, pediatric male	04/05/2016	Assign Procedure to Facilities
S 24-hour timed urine collection, pediatric	03/30/2016	
S Abdominal binder application	06/27/2015	
S Abdominal birth measurement, neonatal	06/27/2015	

Hide a Procedure

When you hide a procedure, Lippincott Procedures "hides" it from display to general users while keeping it visible for editing for administrative users. From the **Content Management** tab, select a procedure from the list and click the **Hide Procedure** button.

NOTES:

- Lippincott Procedures automatically hides the skills checklists, quick lists, images, videos, and test associated with the procedure you hide.
- When you hide a procedure, Lippincott Procedures changes the display of the procedure to italic in the procedure list and the **Hide Procedure** button changes to a **Show Procedure** button when the hidden procedure is selected.



Procedure	Date ?	
S 12- or 24-hour timed urine collection	03/30/2016	New Procedure
S 12-lead electrocardiogram (ECG)	04/09/2016	Edit Content
S 12-lead electrocardiogram (ECG), pediatric	04/08/2016	Copy Procedure
S 15-lead electrocardiogram (ECG)	04/27/2016	Delete Procedure
S 18-lead electrocardiogram (ECG)	04/08/2016	Hide Procedure
S 2-hour timed urine collection, pediatric	03/30/2016	Preview Procedure
S 24-hour timed urine collection using a pediatric urine collection bag, pediatric female	04/05/2016	Reinstate Content
S 24-hour timed urine collection using a pediatric urine collection bag, pediatric male	04/05/2016	
S 24-hour timed urine collection, pediatric	03/30/2016	
S Abdominal binder application	06/27/2015	Assign Procedure to Facilities
S Abdominal birth measurement, neonatal	06/27/2015	

Reinstate Content

When you delete a standard procedure, Lippincott Procedures removes it from all general and administrative content management and update management views.

To reinstate a deleted standard procedure, follow these steps.

- From the **Content Management** tab, click the **Reinstate Content** button. Lippincott Procedures displays a list of removed standard procedures. Checklists, quick lists, and tests can also be reinstated from the Reinstate Content screen.
- Select the procedure(s) you want to reinstate. You can preview a standard procedure before you reinstate it. Click the standard procedure name to preview it.
- Click the **Reinstate** button.

Now the standard procedure displays in the procedure list. Lippincott Procedures automatically reinstates the skills checklists, quick lists, images, videos, and test associated with the reinstated procedure.



Maintain Skills Checklists

Creating Custom Skills Checklists for a New Procedure

To create a custom skills checklist for a new procedure, click the **New Procedure** button on the **Content Management** screen. Create the [procedure](#) as previously described. Select the **Skills Checklists** subtab. Lippincott Procedures displays a new skills checklist form.

Follow these steps to create a custom skills checklist.

- Type a skills checklist name.
- Type the skills checklist objective.
- Type skills checklist items. Optionally, item headings can be added. Select the plus sign to add new checklist items
- Select the up or down arrows to change the sequence of checklist items
- Select the minus sign in the red circle to delete checklist items
- Stedman's Medical Dictionary¹ is referenced for the spell checker.
- Add Editorial Comments if needed
- Return to the **Procedure** subtab. The procedure must be saved in order to save the custom checklist. On the **Procedure** subtab, click the **Publish** or **Save Draft** button.
 - Click the **Publish** button when you complete your custom changes and want the procedure and checklist available to all users in your facility.
 - Click the **Save Draft** button if you have not completed the custom changes for your procedure or checklist. Draft procedures and checklists will not be available to users in your facility.

Administration Tools

Users Disciplines/Categories **Content Management** Assignments Assignment Records Facility Updates Community

Procedure **Skills Checklists** Quick Lists Test Procedure Information Notes Comments

To publish or save this checklist, return to the Procedure tab and Publish or Save the procedure.

Skills Checklist For a New Custom Procedure

Checklist Name:

Objective:

Edit Insert View Format Table Tools

Tahoma 12pt A B I

Checklist Items: Add Section

Heading (optional):

Editorial Comments: REC

To publish or save this checklist, return to the Procedure tab and Publish or Save the procedure. **Preview**

Creating Custom Skills Checklists for an Existing Procedure

To create a new custom skills checklist for an existing procedure, select a procedure on the **Content Management** screen. Click the **Edit Content** button. Select the **Skills Checklist** subtab for the procedure.

If the procedure already has a skills checklist, Lippincott Procedures displays the following screen.

Content Management

Procedure Information Notes Comments Procedure **Skills Checklists** Quick Lists Test

Maintain Skills Checklists

Checklists defined for this procedure:

Checklist	Date
S Blood pressure assessment	03/11/2013

New Checklist
Edit Checklist
Delete Checklist
Close

Reinstate Checklists

"S" preceding the Checklist name signifies a standard Checklist.
"C" preceding the Checklist name signifies a custom Checklist.
"D" beneath the Checklist name signifies a draft Checklist.

To add a custom skills checklist to a procedure, do the following:

1. Click **New Checklist** to display the new skills checklist form.
2. Type a skills checklist name.
3. Type skills checklist items. Stedman's Medical Dictionary¹ is referenced for the spell checker.
4. Click the **Publish** button when you complete your custom changes and want the checklist available to all users in your facility. Click the **Save Draft** button if you have not completed the custom changes for your checklist. Draft checklists will not be available to general users in your facility.

NOTE: Lippincott Procedures precedes the new skills checklist with a "C" to indicate that it is a published custom skills checklist or "D" to indicate that it is a draft checklist.



Edit a Skills Checklist

To edit a skills checklist for an existing procedure, select a procedure on the **Content Management** screen. Click the **Edit Content** button and follow these steps.

1. Select the **Skills Checklist** subtab for the procedure.

2. Select a skills checklist to edit.
3. Click the **Edit Checklist** button.
4. Lippincott Procedures opens the skills checklist edit form.
5. Edit the skills checklist name, if required.
6. Edit and format skills checklist details and comments.
7. Click the **Publish** or **Save Draft** button.
 - Click the **Publish** button when you complete your custom changes and want the checklist available to all users in your facility.
 - Click the **Save Draft** button if you have not completed the custom changes for your checklist. Draft checklists will not be available to general users in your facility.

The **View Audit Trail** button lets you see all users who have updated a checklist. It contains the date and time that a checklist was updated and comments included by the user.



Delete a Skills Checklist

From the **Skills Checklist** subtab, select a skills checklist and click the **Delete Checklist** button.

NOTES:

- When you delete a standard skills checklist for a procedure, Lippincott Procedures removes it from displaying. To see how to restore a standard skills checklist for a procedure, see [Reinstate a Skills Checklist](#).
- Once deleted, custom skills checklists cannot be reinstated.



Reinstate a Skills Checklist

When you delete a standard skills checklist for a procedure, Lippincott Procedures removes it from display.

To reinstate a deleted standard skills checklist for a procedure, follow these steps.

1. From the **Skills Checklist** subtab, click the **Reinstate Checklists** button. Lippincott Procedures presents you with a list of the removed standard skills checklists for the procedure.
2. Select the skills checklist(s) you want to reinstate. You can preview a standard checklist before you reinstate it. Click the standard checklist name to preview it.
3. Click the **Reinstate** button.



Maintain Quick Lists

Creating Custom Quick Lists for a New Procedure

To create a custom quick list for a new procedure, click the **New Procedure** button on the **Content Management** screen. Create the [procedure](#) as previously described. Select the **Quick Lists** subtab. Lippincott Procedures displays a new quick list form.

Follow these steps to create a custom quick list.

1. Type a quick list name.
2. Type and format quick list details and comments. Stedman's Medical Dictionary¹ is referenced for the spell checker.
3. Return to the **Procedure** subtab. The procedure must be saved in order to save the custom quick list. On the **Procedure** subtab, click the **Publish** or **Save Draft** button.
 - Click the **Publish** button when you complete your custom changes and want the procedure and quick list available to all users in your facility.
 - Click the **Save Draft** button if you have not completed the custom changes for your procedure or quick list. Draft procedures and quick lists will not be available to users in your facility.

Administration Tools

Users | Disciplines/Categories | **Content Management** | Assignments | Assignment Records | Facility | Updates | Community

Procedure Information | Notes | Comments | Procedure | Skills Checklists | **Quick Lists** | Test

To publish or save this quick list, return to the Procedure tab and Publish or Save the procedure.

Quick List For a New Custom Procedure

Quick List Name:
 1

Quick List Details:

Edit ▾ | Insert ▾ | View ▾ | Format ▾ | Table ▾ | Tools ▾

↶ ↷ | Font Family ▾ | Font Sizes ▾ | **A** ▾ | **B** | *I* | [List Icons] | [Link Icon]

2

Editorial Comments:

To publish or save this quick list, return to the Procedure tab and Publish or Save the procedure.

Creating Custom Quick Lists for an Existing Procedure

To create a new custom quick list for an existing procedure, select a procedure on the **Content Management** screen. Click the **Edit Content** button. Select the **Quick List** subtab for the procedure.

If the procedure already has a quick list, Lippincott Procedures displays the following screen.

Content Management

Procedure Information | Notes | Comments | Procedure | Skills Checklists | **Quick Lists** | Test

Maintain Quick Lists
Quick Lists defined for this procedure:

Quick List	Date
S Blood pressure assessment	03/11/2013

New Quick List
Edit Quick List
Delete Quick List
Close

Reinstate Quick Lists

"S" preceding the Quick List name signifies a standard Quick List.
"C" preceding the Quick List name signifies a custom Quick List.
"D" beneath the Quick List name signifies a draft Quick List.

To add a custom quick list to a procedure, do the following:

1. Click **New Quick List** to display the new quick list form.
2. Type a quick list name.
3. Type and format quick list details and comments. Stedman's Medical Dictionary¹ is referenced for the spell checker.
4. Click the **Publish** button when you complete your custom changes and want the quick list available to all users in your facility. Click the **Save Draft** button if you have not completed the custom changes for your quick list. Draft quick lists will not be available to general users in your facility.

NOTE: Lippincott Procedures precedes the new quick list with a "C" to indicate that it is a published custom quick list or "D" to indicate that it is a draft quick list.



Edit a Quick List

To edit a quick list for an existing procedure, select a procedure on the **Content Management** screen. Click the **Edit Content** button and follow these steps.

1. Select the **Quick List** subtab for the procedure.
2. Select a quick list to edit.
3. Click the **Edit Quick List** button.
4. Lippincott Procedures opens the quick list edit form.
5. Edit the quick list name, if required.
6. Edit and format quick list details and comments.
7. Click the **Publish** or **Save Draft** button.
 - Click the **Publish** button when you complete your custom changes and want the quick list available to all users in your facility.
 - Click the **Save Draft** button if you have not completed the custom changes for your quick list. Draft quick lists will not be available to general users in your facility.

The **View Audit Trail** button lets you see all users who have updated a quick list. It contains the date and time that a quick list was updated and comments included by the user.



Delete a Quick List

From the **Quick List** subtab, select a quick list and click the **Delete Quick List** button.

NOTES:

- When you delete a standard quick list for a procedure, Lippincott Procedures removes it from displaying. To see how to restore a standard quick list for a procedure, see [Reinstate a Quick List](#).
- Once deleted, custom quick lists cannot be reinstated.



Reinstate a Quick List

When you delete a standard quick list for a procedure, Lippincott Procedures removes it from display.

To reinstate a deleted standard quick list for a procedure, follow these steps.

1. From the **Quick List** subtab, click the **Reinstate Quick Lists** button. Lippincott Procedures presents you with a list of removed standard quick lists for a procedure.
2. Select the quick list(s) you want to reinstate. You can preview a standard quick list before you reinstate it. Click the standard quick list name to preview it.
3. Click the **Reinstate** button.

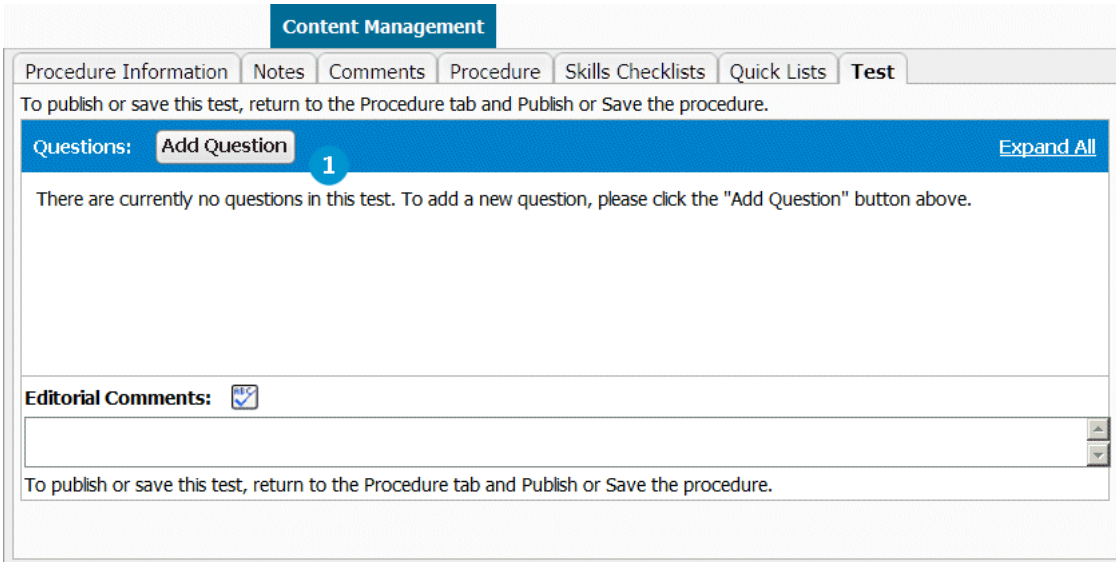


Maintain Tests

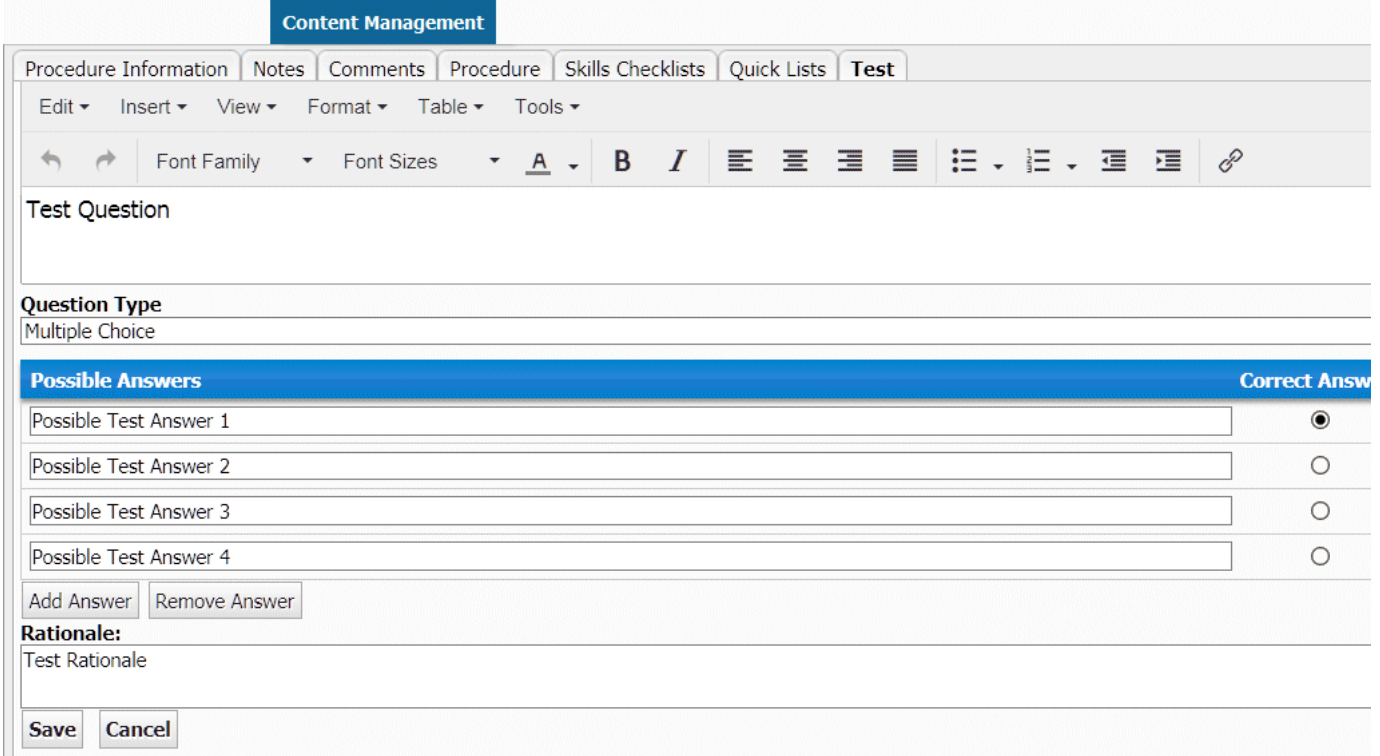
Creating a Custom Test for a New Custom Procedure

To create a custom test for a new custom procedure, click the **New Procedure** button on the **Content Management** screen. Create the [procedure](#) as previously described. Select the **Test** subtab. Lippincott Procedures displays a new test form.

1. Click the **Add Question** button to begin adding custom test questions.



2. Select the question type. Enter the question, answer options, correct answer, and rationale. Customize the new test by using icons located on the toolbar. Images may be added. Stedman's Medical Dictionary¹ is referenced for the spell checker.
3. Click the **Save** button to save each test question. Continue to add and save test questions until the test is completed.
4. When all the test questions are added, return to the **Procedure** subtab. The procedure must be saved in order to save the custom test. On the **Procedure** subtab, click the **Publish** or **Save Draft** button.
 - Click the **Publish** button when you complete your custom changes and want the procedure and test available to all users in your facility.
 - Click the **Save Draft** button if you have not completed the custom changes for your procedure or test. Draft procedures and tests will not be available to users in your facility.



Creating a Custom Test for an Existing Custom Procedure

To create a new custom test for an existing custom procedure, select the procedure on the **Content Management** screen. Click the **Edit Content** button. Select the **Test** subtab for the procedure. Lippincott Procedures displays a new test form.

1. Click the **Add Question** button to begin adding custom test questions.
2. Select question type and add questions as described previously.
3. When all the test questions are added, click the **Publish** or **Save Draft** button.
 - Click the **Publish** button when you complete your custom changes and want the test available to all users in your facility.
 - Click the **Save Draft** button if you have not completed the custom changes for your test. You will not be able to assign a draft procedure test.



Edit a Test

To edit a test for an existing procedure, select a procedure on the **Content Management** screen. Click the **Edit Content** button and follow these steps.

1. Select the **Test** subtab for the procedure.
2. On the edit question screen, click the [Edit](#) link to the right of the question.
3. Change the question, answer options, correct answer, or rationale as required.
4. OPTIONAL: Customize the question by using icons located on the toolbar.

5. If you choose to delete a question, click the [Delete](#) link to the right of the question.
6. Click the **Save** button when your changes to the question are complete
7. Click the **Publish**, **Save Draft**, or **Close** button.
 - Click the **Publish** button when you complete your custom changes and want the test available to all users in your facility.
 - Click the **Save Draft** button if you have not completed the custom changes for your test. You will not be able to assign draft procedure tests.
 - Click the **Close** button if you choose to discard all of your custom changes during your editing session.



Delete a Test

From the **Test** subtab, select a test from the list and click the **Delete Test** button.

NOTES:

- When you delete a standard test, Lippincott Procedures removes it from display. To restore a standard test for a procedure, see [Reinstate a Test](#).
- Once deleted, custom tests cannot be reinstated.



Reinstate a Test

When you delete a standard test, Lippincott Procedures removes it from display.

To reinstate a deleted standard test, click the **Reinstate** button on the **Test** subtab. Now the standard test displays in the procedure test assignment list.



Maintain Notes

Add, Edit, or Delete Procedure Notes

Lippincott Procedures lets you add, edit, or delete procedure-specific notes.

1. To add notes to a procedure:
 - If you are an Administrator or a Level 2 user, select a procedure on the **Content Management** screen. Click the **Edit Content** button.
 - If you are a Level 1.5 user, select a procedure on the **Content Management** screen. Click the **Notes** button.
2. Select the **Notes** subtab for the procedure and then select the **Procedure** subtab under the **Notes** subtab.
3. Type and format notes details and comments. Images may also be added. Stedman's Medical Dictionary¹ is referenced for the spell checker.
4. OPTIONAL: Tag the note as critical and/or publish the note for all checklists and quick lists for the procedure.

Content Management

Procedure Information **Notes** Comments Procedure Skills Checklists Quick Lists Test

Procedure Skills Checklists Quick Lists

Procedure: Blood pressure assessment

Notes:

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

Type Notes here.

Editorial Comments:

Notes are Critical!
 Save this Note for all Checklists and Quick Lists for this Procedure.

5. Click the **Publish** or **Save Draft** button.
 - Click the **Publish** button when you complete your custom notes and want the procedure notes available to all users in your facility.
 - Click the **Save Draft** button if you have not completed the custom changes for your procedure notes. Draft procedure notes will not be available to users in your facility.

The **View Audit Trail** button lets you see all users who have updated a procedure note. It contains the date and time that a procedure note was updated and comments included by the user.

Every user who displays the procedure will see a Notes or Critical Notes section link.

The default position for Critical Notes is at the end of the procedure. Administrators can move Critical Notes to the top of the procedure by selecting that option under **Default Settings** on the **Facility** tab.

To delete notes from a procedure,

1. Select a procedure from the list on the **Content Management** screen.
2. Select the **Procedure** subtab under the **Notes** subtab.
3. Click the **Delete Notes** button.



Add, Edit, or Delete Skills Checklist Notes

Lippincott Procedures lets you add, edit, or delete skills checklist specific notes.

- To add notes to a skills checklist:
 - If you are an Administrator or a Level 2 user, select a procedure on the **Content Management** screen. Click the **Edit Content** button.
 - If you are a Level 1.5 user, select a procedure on the **Content Management** screen. Click the **Notes** button.
- Select the **Notes** subtab for the procedure and then select the **Skills Checklists** subtab under the **Notes** subtab.
- Select the procedure's skills checklist from the drop-down selection.
- Type and format notes details and comments. Stedman's Medical Dictionary¹ is referenced for the spell checker.
- OPTIONAL: Tag the notes as critical.
- Click the **Publish** or **Save Draft** button.
 - Click the **Publish** button when you complete your custom notes and want the skills checklist notes available to all users in your facility.
 - Click the **Save Draft** button if you have not completed the custom changes for your skills checklist notes. Draft skills checklist notes will not be available to users in your facility.

The **View Audit Trail** button lets you see all users who have updated a skills checklist note. It contains the date and time that a skills checklist note was updated and comments included by the user.

Every user who displays the skills checklist will see a Notes or Critical Notes section link.

To delete notes from a skills checklist,

- Select a procedure from the list on the **Content Management** screen.
- Select the **Skills Checklists** subtab under the **Notes** subtab.
- Select the procedure's skills checklist from the drop-down selection.
- Click the **Delete Notes** button.



Add, Edit, or Delete Quick List Notes

Lippincott Procedures lets you add, edit, or delete quick list specific notes.

- To add notes to a quick list:
 - If you are an Administrator or a Level 2 user, select a procedure on the **Content Management** screen. Click the **Edit Content** button.
 - If you are a Level 1.5 user, select a procedure on the **Content Management** screen. Click the **Notes** button.
- Select the **Notes** subtab for the procedure and then select the **Quick Lists** subtab under the **Notes** subtab.
- Select the procedure's quick list from the drop-down selection.
- Type and format notes details and comments. Stedman's Medical Dictionary¹ is referenced for the spell checker.
- OPTIONAL: Tag the notes as critical.
- Click the **Publish** or **Save Draft** button.
 - Click the **Publish** button when you complete your custom notes and want the quick list notes available to all users in your facility.
 - Click the **Save Draft** button if you have not completed the custom changes for your quick list notes. Draft quick list notes will not be available to users in your facility.

The **View Audit Trail** button lets you see all users who have updated a quick list note. It contains the date and time that a quick list note was updated and comments included by the user.

Every user who displays the quick list will see a Notes or Critical Notes section link.

To delete notes from a quick list,

- Select a procedure from the list on the **Content Management** screen.
- Select the **Quick Lists** subtab under the **Notes** subtab.
- Select the procedure's quick list from the drop-down selection.
- Click the **Delete Notes** button.



Add the Same Note to All Procedures

Lippincott Procedures lets you add, edit, or delete the same note to all procedures if you are an Administrator or a Level 2 user.

- To add the same note to all procedures, select [Add the Same Note to All Procedures](#) on the **Content Management** screen.
- Type and format notes details and comments. Stedman's Medical Dictionary¹ is referenced for the spell checker.
- OPTIONAL: Tag the note as critical.
- Click the **Publish** button when you complete your custom note for all procedures.

The **View Audit Trail** button lets you see all users who have updated the procedure note. It contains the date and time that the procedure note was updated and comments included by the user.

Every user who displays the procedure will see a Notes or Critical Notes section link.

The default position for Critical Notes is at the end of the procedure. Administrators can move Critical Notes to the top of the procedure by selecting that option under **Default Settings** on the **Facility** tab.

To delete the same note for all procedures,

- Select [Add the Same Note to All Procedures](#) on the **Content Management** screen
- Click the **Delete Notes** button.



Maintain Comments

Add, Edit, or Delete Procedure Comments

Lippincott Procedures lets you add, edit, or delete procedure-specific comments.

- To add comments to a procedure:
 - If you are an Administrator or a Level 2 user, select a procedure on the **Content Management** screen. Click the **Edit Content** button.
 - If you are a Level 1.5 user, select a procedure on the **Content Management** screen. Click the **Comments** button.
- Select the **Comments** subtab for the procedure and then select the **Procedure** subtab under the **Comments** subtab.
- Type and format comments details. Stedman's Medical Dictionary¹ is referenced for the spell checker.

4. OPTIONAL: Publish the comment for all checklists and quick lists for the procedure.

Content Management

Procedure Information | Notes | Comments | Procedure | Skills Checklists | Quick Lists | Test

Procedure | Skills Checklists | Quick Lists

Procedure: 12-lead electrocardiogram (ECG)

Comments:

Edit ▾ | Insert ▾ | View ▾ | Format ▾ | Table ▾ | Tools ▾

↶ ↷ | Font Family ▾ | Font Sizes ▾ | A ▾ | **B** | *I* | ☰ ☰ ☰ ☰ | ☰ ▾ | ☰ ▾ | ☰ ☰ | 🔗

This is my comment.

Editorial Comments: 📌

Save this Comment for all Checklists and Quick Lists for this Procedure.

Publish | Save Draft | Delete Comments | Close

View

5. Click the **Publish** or **Save Draft** button.

- Click the **Publish** button when you complete your custom comments and want the procedure comments available to all users in your facility.
- Click the **Save Draft** button if you have not completed the custom changes for your procedure comments. Draft procedure comments will not be available to users in your facility.

The **View Audit Trail** button lets you see all users who have updated a procedure comment. It contains the date and time that a procedure comment was updated by the user.

Every user who displays the procedure will see a Comments section link at the end of the procedure.

To delete comments from a procedure,

1. Select a procedure from the list on the **Content Management** screen.
2. Select the **Procedure** subtab under the **Comments** subtab.
3. Click the **Delete Comments** button.



Add, Edit, or Delete Skills Checklist Comments

Lippincott Procedures lets you add, edit, or delete skills checklist specific comments.

1. To add comments to a skills checklist:
 - If you are an Administrator or a Level 2 user, select a procedure on the **Content Management** screen. Click the **Edit Content** button.
 - If you are a Level 1.5 user, select a procedure on the **Content Management** screen. Click the **Comments** button.
2. Select the **Comments** subtab for the procedure and then select the **Skills Checklists** subtab under the **Comments** subtab.
3. Select the procedure's skills checklist from the drop-down selection.
4. Type and format comments details. Stedman's Medical Dictionary¹ is referenced for the spell checker.
5. Click the **Publish** or **Save Draft** button.
 - Click the **Publish** button when you complete your custom comments and want the skills checklist comments available to all users in your facility.
 - Click the **Save Draft** button if you have not completed the custom changes for your skills checklist comments. Draft skills checklist comments will not be available to users in your facility.

The **View Audit Trail** button lets you see all users who have updated a skills checklist comment. It contains the date and time that a skills checklist comment was updated by the user.

Every user who displays the skills checklist will see a Comments section link.

To delete comments from a skills checklist,

1. Select a procedure from the list on the **Content Management** screen.
2. Select the **Skills Checklists** subtab under the **Comments** subtab.
3. Select the procedure's skills checklist from the drop-down selection.
4. Click the **Delete Comments** button.



Add, Edit, or Delete Quick List Comments

Lippincott Procedures lets you add, edit, or delete quick list specific comments.

1. To add comments to a quick list:
 - If you are an Administrator or a Level 2 user, select a procedure on the **Content Management** screen. Click the **Edit Content** button.
 - If you are a Level 1.5 user, select a procedure on the **Content Management** screen. Click the **Comments** button.
2. Select the **Comments** subtab for the procedure and then select the **Quick Lists** subtab under the **Comments** subtab.
3. Select the procedure's quick list from the drop-down selection.
4. Type and format comments details. Stedman's Medical Dictionary¹ is referenced for the spell checker.
5. Click the **Publish** or **Save Draft** button.
 - Click the **Publish** button when you complete your custom comments and want the quick list comments available to all users in your facility.
 - Click the **Save Draft** button if you have not completed the custom changes for your quick list comments. Draft quick list comments will not be available to users in your facility.

The **View Audit Trail** button lets you see all users who have updated a quick list comment. It contains the date and time that a quick list comment was updated by the user.

Every user who displays the quick list will see a Comments section link.

To delete comments from a quick list,

1. Select a procedure from the list on the **Content Management** screen.
2. Select the **Quick Lists** subtab under the **Comments** subtab.
3. Select the procedure's quick list from the drop-down selection.
4. Click the **Delete Comments** button.



Maintain Procedure Information

Lippincott Procedures lets you add, edit, or delete procedure information that includes facility review information, procedure assignments to facilities, and keywords.

1. To add procedure information to a procedure:
 - If you are an Administrator or a Level 2 user, select a procedure on the **Content Management** screen. Click the **Edit Content** button.
2. Select the **Procedure Information** subtab for the procedure.

Content Management

Procedure Information | Notes | Comments | Procedure | Skills Checklists | Quick Lists | Test

Procedure: Abdominal binder application

Facility Review Information
Maintain facility review and approval information.
Facility Review Information

Assign Procedure to Facilities
Assign procedure to a specific facility or facilities within your organization.
Assign Procedure to Facilities

Keywords
Enter keywords to help your institution's users locate the procedure when performing searches.
Keywords

Close

Add or Delete Procedure Facility Review Information

1. To add facility review information to a procedure:
 - If you are an Administrator or a Level 2 user, select a procedure on the **Content Management** screen. Click the **Edit Content** button.
2. Select the **Procedure Information** subtab for the procedure.
3. Select **Facility Review Information** for the procedure.

Facility Review Information

Procedure: Abdominal binder application

Created by: Mary Smith, CNO

Reviewed Date: 07/01/2016 **Next Review Date:** 09/16/2016

Approved by: Mary Smith, CNO

Procedure Review Comments:

Save Close

Created	Created by	Reviewed	Next Review	Approved by	Procedure Review Comments
07/22/2016 12:18 pm	Carolyn Dalton, Admin	07/01/2016	09/16/2016	Mary Smith, CNO	

4. The **Created by:** field will be automatically populated by the user entering the Facility Review Information.
5. All other fields are optional.

The last entered "Approved by" names and Reviewed Date will appear in a Facility Review section at the end of the procedure visible to all users.

The Procedure Review Comments field and Next Review Date fields are for administrative view only.

To delete facility review information from a procedure,

1. Select a procedure from the list on the **Content Management** screen.
2. Select **Facility Review Information** for the procedure.
3. Click the **X** for the facility review information that needs to be deleted.



Assign Procedure to Facilities

If your healthcare system is required by regulatory or accreditation standards or system policy to indicate that a specific procedure applies to a specific facility or facilities within your organization, Lippincott Procedures provides this functionality. The following notation will appear in the left border of the selected procedure:

Your institution name applies this procedure for:
 Facility A
 Facility B
 etc.

To manage your facility names, select the [Assign Procedures to Facilities](#) link on the **Content Management** tab.

Assign Procedures to Facilities

If your healthcare system is required by regulatory or accreditation standards or system policy to indicate that a specific procedure applies to a specific facility or facilities within your organization, Lippincott Procedures provides this functionality. The following notation will appear in the left border of the selected procedure:

Your institution name applies this procedure for:
 Facility A
 Facility B
 etc.

Manage your facility names below and then assign them to your procedures.

Facility Names

Cardiology Center

Medical Center

Radiology Center

New Facility Name

Change Facility Name

Delete Facility Name

Facility Names Report

Assign Facility Names

Close

Now you can add, change, delete, or assign facility names to procedures for your institution. You can also generate a facility names report that lists the procedures and their facility assignments.

To assign facility names to multiple procedures, select the required facilities and click **Assign Facility Names**.

Assign Procedure to Facilities

Q

Discipline/Category	Procedure Name	Live Version	Assign
<input checked="" type="checkbox"/> Nursing	12- or 24-hour timed urine collection	07/20/2016	<input type="checkbox"/>
<input checked="" type="checkbox"/> Admissions	12-lead electrocardiogram (ECG)	04/08/2016	<input type="checkbox"/>
<input checked="" type="checkbox"/> Ambulatory Care	12-lead electrocardiogram (ECG), pediatric	04/08/2016	<input type="checkbox"/>
<input checked="" type="checkbox"/> Behavioral Health	15-lead electrocardiogram (ECG)	04/08/2016	<input type="checkbox"/>
<input checked="" type="checkbox"/> Critical Care	18-lead electrocardiogram (ECG)	04/08/2016	<input type="checkbox"/>
<input checked="" type="checkbox"/> Emergency	2-hour timed urine collection, pediatric	03/30/2016	<input type="checkbox"/>
<input checked="" type="checkbox"/> Long-Term Care	24-hour timed urine collection using a pediatric urine collection bag, pediatric female	04/05/2016	<input type="checkbox"/>
<input checked="" type="checkbox"/> Maternal-Neonatal	24-hour timed urine collection using a pediatric urine collection bag, pediatric male	04/05/2016	<input type="checkbox"/>
<input checked="" type="checkbox"/> Medical-Surgical	24-hour timed urine collection, pediatric	03/30/2016	<input type="checkbox"/>
<input checked="" type="checkbox"/> Neonatal Critical Care	Abdominal binder application	06/27/2015	<input type="checkbox"/>
<input checked="" type="checkbox"/> Oncology	Abdominal girth measurement, neonatal	06/27/2015	<input type="checkbox"/>
<input checked="" type="checkbox"/> Pediatric	Abduction response, pediatric	12/21/2015	<input type="checkbox"/>
<input checked="" type="checkbox"/> Pediatric Critical Care	Abruptio placentae patient care	09/20/2015	<input type="checkbox"/>
<input checked="" type="checkbox"/> Perioperative	Accidental exposure to blood or body fluids, OR	09/20/2015	<input type="checkbox"/>
<input checked="" type="checkbox"/> Physical Therapy			<input type="checkbox"/>
<input checked="" type="checkbox"/> Physical Therapy			<input type="checkbox"/>
<input checked="" type="checkbox"/> Respiratory Therapy			<input type="checkbox"/>

Save **Close**

After the facilities are assigned to the procedures, the following notation will appear in the left border of each procedure:

Your institution name applies this procedure for:
 Facility A
 Facility B
 etc.

You can also assign facility names when editing a specific procedure.

1. To assign facility names to a procedure:
 - If you are an Administrator or a Level 2 user, select a procedure on the **Content Management** screen. Click the **Edit Content** button.
2. Select the **Procedure Information** subtab for the procedure.
3. Select **Assign Procedure to Facilities** for the procedure.

Every user who displays the procedure will see the facility assignment in the left border of the procedure.



Keywords

- To add search keywords to a procedure:
 - If you are an Administrator or a Level 2 user, select a procedure on the **Content Management** screen. Click the **Edit Content** button.
- Select the **Procedure Information** subtab for the procedure.
- Select **Keywords** for the procedure.

- Enter keywords to help your institution's users locate the procedure when performing searches.



Assignments

The Administrator, Level 2, Level 1.5, and Level 1 users can assign Tests and Skills Checklists. To gain access, click the **Assignments** tab. Now you can assign Tests and/or Skills Checklists.

Assigning Tests

To assign tests, click the **Assignments** tab and follow these steps.

- Check the box preceding the tests to be assigned. Then, click the **Assign** button.

Administration Tools

Users | Disciplines/Categories | Content Management | **Assignments** | Assignment Records | Facility | Updates | Community

Maintain Assignments

Select a Discipline or Category: **Nursing**

- Behavioral Health
- Critical Care
- Emergency
- Long-Term Care
- Maternal-Neonatal
- Medical-Surgical
- Neonatal Critical Care
- Nutrition
- Oncology
- Pediatric
- Pediatric Critical Care
- Perioperative
- Respiratory Care
- Respiratory Therapy

Select Skills Checklists and/or Tests (Skills Checklists, Tests) Search Procedures

- 12- or 24-hour timed urine collection
 - Skills Checklist: 12- or 24-hour timed urine collection, indwelling urinary catheter specimen
 - Skills Checklist: 12- or 24-hour timed urine collection, voided specimen
 - Test
- 12-lead electrocardiogram (ECG)
 - Skills Checklist
 - Test
- 12-lead electrocardiogram (ECG), pediatric
 - Skills Checklist
 - Test
- 15-lead electrocardiogram (ECG)
 - Skills Checklist
 - Test
- 18-lead electrocardiogram (ECG)
 - Skills Checklist
 - Test
- 24-hour timed urine collection using a pediatric urine collection bag, pediatric female
 - Skills Checklist
 - Test

Assign
Manage Curric
Assign Curric

Lippincott Procedures displays the Select Examinees screen.

2. Move Examinees from the **Users and Groups** list box to the **Examinees** list box using the arrow buttons between the two list boxes or select the **All Users** button. Select the "All Groups" drop-down option if you just want to see the groups.

Administration Tools

Users | Disciplines/Categories | Content Management | **Assignments** | Assignment Records | Facility | Updates | Community

Select Examinees

Assignments

Tests

- 12-lead electrocardiogram (ECG)
- 18-lead electrocardiogram (ECG)

Users and Groups:

Filter List: All Users and Groups

- Abbott, Brigon , (Admin) 1231231
- Adams, Sharon, (Admin) 654321
- Ahlman, Anne, (L1) AA
- Alderman, Sarah, (Gen) sa001
- Alexander, Heidi , (Admin) 542
- Altobelli, Jerry, (Gen) JA

>
<
All Users

Examinees

- Barnes, Tracy, (Gen) TGB-01
- Kovach, Pam, (Gen) PK
- Magee, Shannon, (Gen) SM

Create Group | Edit Group | Delete Group | Confirm Assignments | Cancel

If you wish to filter users by user type, department or title, select "All Users" from the drop down filter. This will then provide the User Type, Department, and Job Title filters that you may use as desired. If you filter the Users list, the **All Users** button will change to the **All Filtered Users** button.

Administration Tools

Users | Disciplines/Categories | Content Management | Assignments | Assignment Records | Facility | Updates | Community

Select Examinees

Assignments

Tests

- 12-lead electrocardiogram (ECG)
- 18-lead electrocardiogram (ECG)

Users and Groups:

Filter List All Users and Groups

Level 1 Department Job Title

Adams, Sharon, (L1) 654321

Ahlman, Anne, (L1) AA

>
<
All Filtered Users

Examinees

All Users

User Type: Level 1

Create Group Edit Group Delete Group
Confirm Assignments Cancel

After selecting your users or group Examinees, click the **Confirm Assignments** button. Lippincott Procedures displays the Confirm Assignments screen.

3. Select the **View Assignment Options** button if you need to review or change assignment options. Click the **Finish** button to assign the tests to the Examinees. Lippincott Procedures will add the test assignments to the **Assignment Records** screen and to each Examinee's **My Account** screen.

Administration Tools

Users | Disciplines/Categories | Content Management | Assignments | Assignment Records | Facility | Updates | Community

Confirm Assignments

Examinees

Barnes, Tracy, (Gen) TGB-01

Kovach, Pam, (Gen) PK

Magee, Shannon, (Gen) SM

Assignments

Tests

- 12-lead electrocardiogram (ECG)
- 18-lead electrocardiogram (ECG)

View Assignment Options

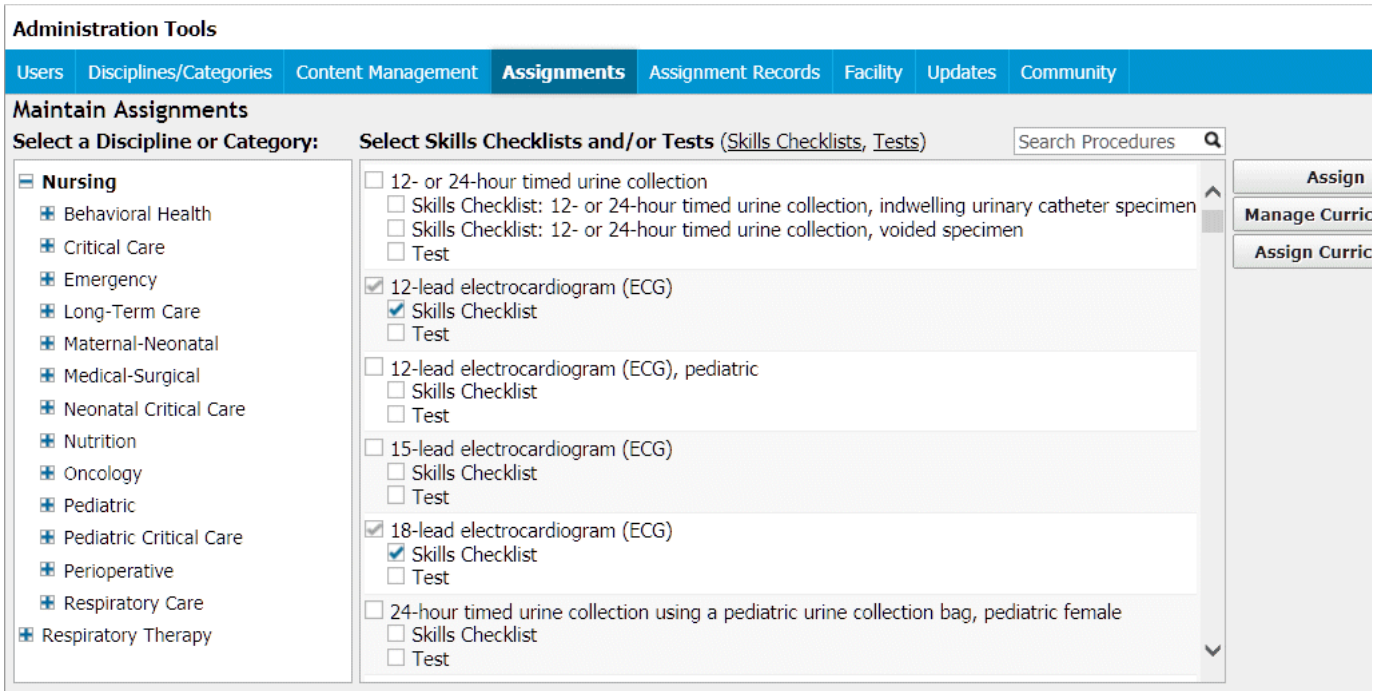
Finish Back Cancel



Assigning Skills Checklists

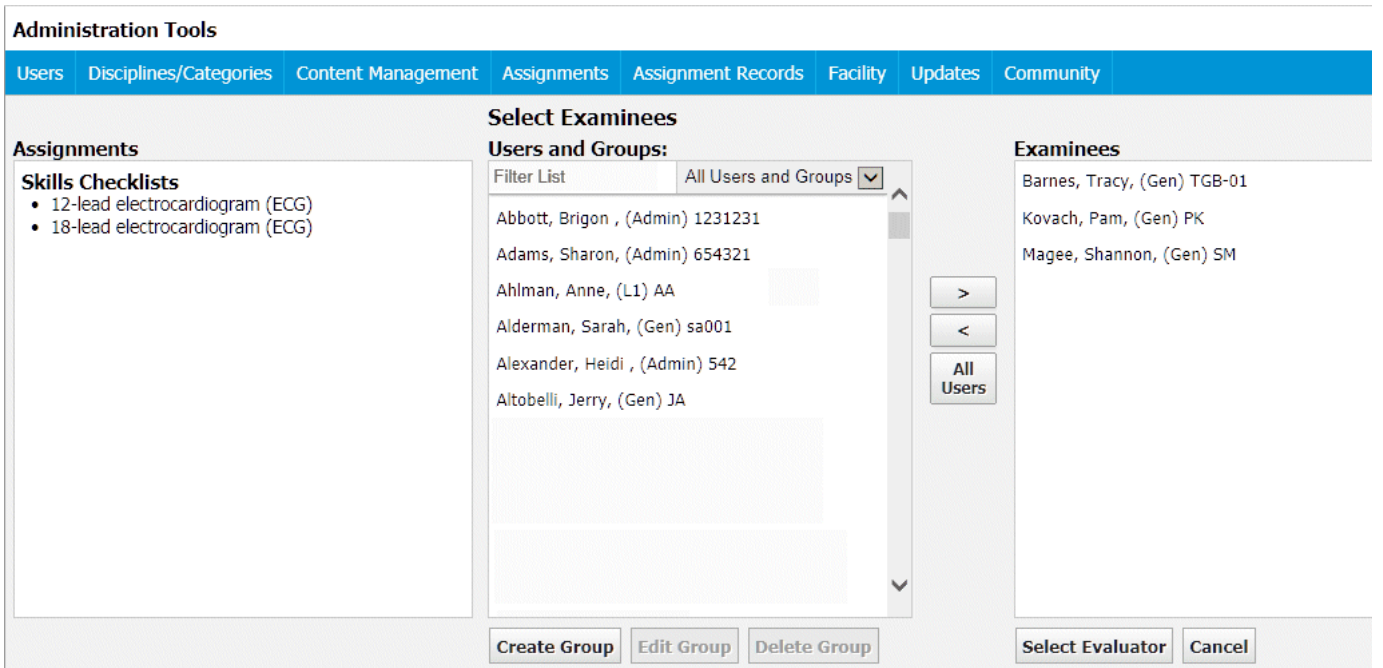
To assign skills checklists, click the **Assignments** tab and follow these steps.

1. Check the box preceding the skills checklists to be assigned. Then, click the **Assign** button.



Lippincott Procedures displays the Select Examinees screen.

2. Move Examinees from the **Users and Groups** list box to the **Examinees** list box using the arrow buttons between the two list boxes or select the **All Users** button. Select the "All Groups" drop-down option if you just want to see the groups.



If you wish to filter users by user type, department or title, select "All Users" from the drop down filter. This will then provide the User Type, Department, and Job Title filters that you may use as desired. If you filter the Users list, the **All Users** button will change to the **All Filtered Users** button.

After selecting your users or group Examinees, click the **Select Evaluator** button. Lippincott Procedures will display the Select Evaluator screen.

3. There are three drop-down options for selecting an Evaluator:
 - o You can select a single Evaluator from the list
 - o You can have the Examinee select an Evaluator from a Group
 - o You can have the Evaluator claim an evaluation
 Move the Evaluator from the **Administrators or Groups** list box to the **Skills Checklist Evaluator** list box using the arrow buttons between the two list boxes. After selecting your Examinee or group Examinees and the Evaluator option, click the **Confirm Assignments** button.

Administration Tools

Users | Disciplines/Categories | Content Management | **Assignments** | Assignment Records | Facility | Updates | Community

Select Evaluator

Assignments

- Skills Checklists
 - 12-lead electrocardiogram (ECG)
 - 18-lead electrocardiogram (ECG)

Administrators or Groups

1 - Administrator selects Evaluator

Filter List

- Abbott, Brigon , (Admin) 1231231
- Adams, Sharon, (Admin) 654321
- Ahlman, Anne, (L1) AA
- Alderman, Sarah, (Gen) sa001
- Alexander, Heidi , (Admin) 542
- Altobelli, Jerry, (Gen) JA

Skills Checklist Evaluator

Thorne, Joie, (Admin) 613

Confirm Assignments | Back | Cancel

4. Select the **View Assignment Options** button if you need to review or change assignment options. Click the **Finish** button to assign the skills checklist to the Examinees and to the Evaluator. Lippincott Procedures will add the skills checklist assignments to the **Assignment Records** screen and to each Examinee's and Evaluator's **My Account** screen.

Administration Tools

Users | Disciplines/Categories | Content Management | **Assignments** | Assignment Records | Facility | Updates | Community

Confirm Assignments

Examinees

- Barnes, Tracy, (Gen) TGB-01
- Kovach, Pam, (Gen) PK
- Magee, Shannon, (Gen) SM

Skills Checklist Evaluator

Thorne, Joie, (Admin) 613

Assignments

- Skills Checklists
 - 12-lead electrocardiogram (ECG)
 - 18-lead electrocardiogram (ECG)

View Assignment Options

Finish | Back | Cancel



Assigning Tests and Skills Checklists

To assign tests and skills checklists, click the **Assignments** tab and follow these steps.

1. Check the box preceding the tests and skills checklists to be assigned. Then, click the **Assign** button.

Lippincott Procedures displays the Select Examinees screen.

2. Move Examinees from the **Users and Groups** list box to the **Examinees** list box using the arrow buttons between the two list boxes or select the **All Users** button. If you wish to filter users by user type, department or title, select "All Users" from the drop down filter. This will then provide the User Type, Department, and Job Title filters that you may use as desired. If you filter the Users list, the **All Users** button will change to the **All Filtered Users** button. Select the "All Groups" drop-down option if you just want to see the groups. After selecting your users or group Examinees, click the **Select Evaluator** button.

Lippincott Procedures will display the Select Evaluator screen.

3. There are three drop-down options for selecting an Evaluator:
 - o You can select a single Evaluator from the list
 - o You can have the Examinee select an Evaluator from a Group
 - o You can have the Evaluator claim an evaluation

Move the Evaluator from the **Administrators or Groups** list box to the **Skills Checklist Evaluator** list box using the arrow buttons between the two list boxes. After selecting your Examinee or group Examinees and the Evaluator option, click the **Confirm Assignments** button.

Administration Tools

Users | Disciplines/Categories | Content Management | Assignments | Assignment Records | Facility | Updates | Community

Select Evaluator

Assignments

Skills Checklists

- 12-lead electrocardiogram (ECG)
- 18-lead electrocardiogram (ECG)

Tests

- 12-lead electrocardiogram (ECG)
- 18-lead electrocardiogram (ECG)

Administrators or Groups

1 - Administrator selects Evaluator

Filter List

- Abbott, Brigon , (Admin) 1231231
- Adams, Sharon, (Admin) 654321
- Ahlman, Anne, (L1) AA
- Alderman, Sarah, (Gen) sa001
- Alexander, Heidi , (Admin) 542
- Altobelli, Jerry, (Gen) JA

Skills Checklist Evaluator

Thorne, Joie, (Admin) 613

Confirm Assignments | Back | Cancel

4. Select the **View Assignment Options** button if you need to review or change assignment options. Click the **Finish** button to assign the skills checklist evaluation to the Examinees and to the Evaluator. Lippincott Procedures will add the skills checklist assignments to the **Assignment Records** screen and to each Examinee's and Evaluator's **My Account** screen.

Administration Tools

Users | Disciplines/Categories | Content Management | Assignments | Assignment Records | Facility | Updates | Community

Confirm Assignments

Examinees

- Barnes, Tracy, (Gen) TGB-01
- Kovach, Pam, (Gen) PK
- Magee, Shannon, (Gen) SM

Assignments

Skills Checklists

- 12-lead electrocardiogram (ECG)
- 18-lead electrocardiogram (ECG)

Tests

- 12-lead electrocardiogram (ECG)
- 18-lead electrocardiogram (ECG)

Skills Checklist Evaluator

Thorne, Joie, (Admin) 613

View Assignment Options

Finish | Back | Cancel



Manage Curriculums

Select **Manage Curriculums** to add, edit, or delete curriculums for your staff.

Manage Curriculums x

Search Curriculums

Date	Curriculum
03/13/2017	CNA Training
03/13/2017	New Hire Nurses Week 1
03/06/2017	Orientation for New Nurses

New Curriculum

Edit Curriculum

Delete Curriculum

To create a new curriculum, select **New Curriculum** and follow these steps:

1. Enter a Curriculum Name.
2. Select Skills Checklists and/or Tests and then click **Add to Curriculum**
3. When you have finished adding the Skills Checklists and/or Tests, click the **Save** button.

To edit an existing curriculum, select a curriculum name on the **Manage Curriculums** screen, select **Edit Curriculum** and follow these steps:

1. Revise the Curriculum Name, if needed.
2. To add additional Skills Checklists and/or Tests, select the required Skills Checklists and/or Tests and then click **Add to Curriculum**
3. To remove Skills Checklists and/or Tests, select the Skills Checklists and/or Tests in the top **Curriculum** box and select **Remove from Curriculum**.
4. When you have finished your edits, click the **Save** button.

To delete an existing curriculum, select a curriculum name on the **Manage Curriculums** screen and then select **Delete Curriculum**.



Assign Curriculum

Select **Assign Curriculum** to assign a curriculum to your staff. Select **Preview Curriculum** to preview the curriculum.

Date	Curriculum
03/13/2017	CNA Training
03/13/2017	New Hire Nurses Week 1
03/06/2017	Orientation for New Nurses



Assignment Records

The Administrator, Level 2, Level 1.5, and Level 1 users can maintain all parts of an assignment record. To gain access, click the **Assignment Records** tab. Now you can:

- view active and completed assignment records
- delete assignment records
- print assignment records
- export assignment records.

Administration Tools

Users Disciplines/Categories Content Management Assignments **Assignment Records** Facility Updates Community

Active Assignments Completed Records

Search: All Examinees for Start Date End Date 8 Records Returned. Show: 10

<input type="checkbox"/>	Examinee	Site	Group	Dept	Type	Discipline	Test/Skills Checklist Name	Assigner	Evaluator	Assigned	Due
<input type="checkbox"/>	Alderman, Sarah, sa1	Procedures		NP	Checklist	Nursing	Active hallucinations patient care	Alder, Sarah, sa1	Alder, Sarah, sa1	11/27/2017	12/27/2017
<input type="checkbox"/>	Rogers, Sandy, sr002	Procedures		NP	Checklist	Nursing	Bedmaking, unoccupied	Smith, Jan, pvh	Smith, Jan, pvh	11/27/2017	12/27/2017
<input type="checkbox"/>	Smith, Jan, pvh	Procedures		NP	Test	Nursing	12-lead electrocardiogram (ECG)	Rogers, Sandy, sr2	Rogers, Sandy, sr2	11/27/2017	12/27/2017
<input type="checkbox"/>	Alderman, Sarah, sa1	Procedures		NP	Test	Nursing	Active hallucinations patient care	Boyer, Jane, 1122	Boyer, Jane, 1122	11/27/2017	12/27/2017
<input type="checkbox"/>	Boyer, Jane, 1122	Procedures		NP	Test	Nursing	Bedmaking, unoccupied	Alder, Sarah, sa1	Alder, Sarah, sa1	11/27/2017	12/27/2017

Print Selected Export Selected as CSV Export All as CSV Delete Selected

You can filter a search for an assignment record by searching in any of the following fields:

- Examinee
- Group
- Department
- Test/Skills Checklist Name
- Discipline
- Evaluator
- Assigner
- Start Date and End Date

Or, you can leave the fields blank to display all records.

You can also sort any column by clicking on the column header.

Printing Assignment Records

To print assignment records on the **Assignment Records** tab, check the boxes of records you want to print and click the **Print Selected** button.



Exporting Assignment Records

To export assignment records on the **Assignment Records** tab, check the boxes of records you want to export and click the **Export Selected as CSV** button. To export all the assignment records, click the **Export All as CSV** button. This sends you a link to where you are able to download the records when the file is ready. You can save the exported file to your local computer. Note that the Export All records export file will not be available immediately.



Deleting Assignment Records

To delete assignment records, check the boxes of records you want to delete and click the **Delete Selected** button.




Maintain Facility

To access facility maintenance tasks, click the **Facility** tab. Lippincott Procedures displays the main facility maintenance screen.

NOTE: Only users with Administrator privileges can edit facility information.

From the **Facility** tab, you can:

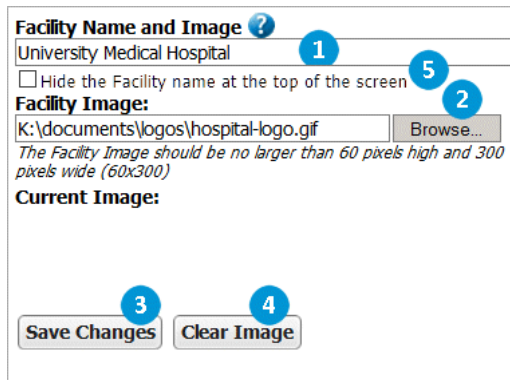
- edit the name of the facility that displays on the upper left corner of the Lippincott Procedures interface
- post a facility logo to appear in the upper right of your site and to print with procedures, skills checklists, and quick lists
- manage your facility's announcements
- view your facility's subscription information
- manage an OpenURL Link Resolver for viewing full text references within procedures
- view your facility's analytics information
- download your facility's custom procedures, skills checklists, quick lists, and notes.
- export URLs for procedures, checklists and quick lists
- export details for all procedures from the Content Management tab.
- choose the default settings for the facility.


Maintain Facility		
Facility Name and Image  <input type="text" value="University Medical Hospital"/> Facility Image: <input type="text" value="K:\documents\logos\hospital-logo.gif"/> <input type="button" value="Browse..."/> <small>The Facility Image should be no larger than 60 pixels high and 300 pixels wide (60x300)</small> Current Image: <input type="button" value="Save Changes"/> <input type="button" value="Clear Image"/>	Facility Subscription Information Expiration Date: 10/31/2014 IP Address Ranges: <ul style="list-style-type: none"> • 38.112.4.154 • 65.242.74.46 	Custom Procedures, Checklists, Quick Lists, and Notes Export all of this facility's custom Procedures, Checklists, Quick Lists, and Notes. <input type="button" value="Download Customizations"/>
	OpenURL Link Resolver To utilize an OpenURL Link Resolver for viewing xt full text references within procedures. <input type="button" value="Link Resolver"/>	Procedures, Checklists and Quick Lists URLs Export all of this facility's URLs for procedures, checklists and quicklists. <input type="button" value="Download URLs"/>
Announcements View or edit the announcements for this facility. <input type="button" value="Announcements"/>	Facility Analytics View, export, or print analytics for this facility. <input type="button" value="Analytics"/>	Procedure Details Export details for all procedures from the Content Management tab. <input type="button" value="Download Procedure Details"/>
		Default Settings View or edit the default settings for this facility. <input type="button" value="Settings"/>

Adding and Editing Facility Name and Facility Logo

From the **Facility** tab, follow these steps.

1. Type your facility's name.
2. Enter a file location for the logo.
3. Click the **Save Changes** button.



Facility Name and Image 

1

Hide the Facility name at the top of the screen **5**

Facility Image:

2

The Facility Image should be no larger than 60 pixels high and 300 pixels wide (60x300)

Current Image:

3 **4**

NOTE: The facility name and logo displays in the upper right corner of application pages and prints at the top of each page for all procedure previews. The logo prints at the top of the first page for all procedures, skills checklists, and quick lists.

- You can remove a logo at any time by clicking the **Clear Image** button (4).
- You can hide the text name in the upper right corner by selecting the "Hide the Facility name at the top of the screen" option (5) on this screen.
 - Please note: The institution name is a required field for technical support purposes, however, so it cannot be blank on the facility screen.
 - We strongly recommend your logo is able to differentiate sites if you hide your facility name (if you have multiple institutions within your Health System each with separate Lippincott Procedures sites).



Facility Announcements Information

The Announcements option provides you with the ability to inform your staff of important information. When there are active announcements, a red star will be added to the House icon at the top of the screen.

Creating Custom Announcements

To create a custom announcement, click the **New Announcement** button on the Manage Announcements pop-up. Lippincott Procedures displays a pop-up box so you can add the new custom announcement. Add the new announcement subject, descriptive text, and the from-to dates that the announcement will display. Then, click **Save**. The new announcement will be added to the Manage Announcements pop-up.

Editing a Custom Announcement

On the Manage Announcements pop-up, select a custom announcement name from the list and click the **Edit Announcement** button. Lippincott Procedures displays a pop-up box with the existing Announcement subject, descriptive text, and the from-to dates. Add or revise the necessary announcement information. Then, click **Save**.

Deleting a Custom Announcement

On the Manage Announcements pop-up, select a custom announcement name from the list and click the **Delete Announcement** button.

Start Date ▲	End Date	Announcements
01/01/2014	01/15/2014	Lippincott Procedures is here



Facility Subscription Information

The Facility Subscription Information box displays the expiration date for your subscription and the Internet Protocol (IP) address ranges that are authenticated for your facility. IP addresses that are not in the range will not have access to your version of Lippincott Procedures.

Facility Subscription Information
 Expiration Date: 10/31/2014
 IP Address Ranges:

- 38.112.4.154
- 65.242.74.46



Facility OpenURL Link Resolver Information

OpenURL is a standardized format of URL intended to enable Lippincott Procedures users to link to a resource that they are allowed to access. The linking is mediated by a link resolver, which parses the elements of an OpenURL and provides links to appropriate targets available through a library by the use of an OpenURL knowledge base.

To add your Link Resolver information, click the **Link Resolver** button. Add your Link Resolver URL in the URL field below. You can also optionally upload your Link Resolver image. The Link Resolver will be placed on the same line with the reference Abstract and Complete Reference in the References section of the procedure. If an image is imported, the image will be the link to your Link Resolver. If an image is not imported, the link will be the text link, [Full Text \(via OpenURL\)](#).

OpenURL Link Resolver Information

- Enter an URL and optional image to utilize an OpenURL Link Resolver for viewing references.
- The URL should end with the following: /?=
 • If this is not part of your URL, please add it.
- The reference ID will be automatically added to end of the URL (displayed below in blue).
- Below are sample URLs:
<https://www.somedomain.com/?id=11111111>
<https://www.somedomain.com/linksolver/?id=11111111>

URL:

Image (optional):

The image will be automatically resized if its height is greater than 25px



Facility Analytics

Facility Analytics provides you with Lippincott Procedures usage data information for your facility. Utilization, customization, and remote user access data updates immediately. All other usage data is available one day after the usage occurs.

Usage data reports are available for desktop as well as app views. To select a particular view, choose from the drop down on the upper left of the analytics screen.

Page views

The page names reflect the actual pages that were viewed by your facility during the time period selected. This may be useful for you in determining procedures that your staff may be unfamiliar with for education purposes or simply monitoring top viewed content. You are able to view all pages viewed or filter by procedure, checklist, quick list, test, image, or video by selecting the filter from the drop down box.

Page view totals

Provides a view of the total number of pages that have been viewed on the site during the specified time period. This information may be helpful in your evaluating usage/adoption of the site by your staff and determining site training needs based on shift schedules.
– Page view totals configured by hour are limited to two weeks per report.
– Page view totals configured by day are limited to one month per report.

Search terms

The search terms reflect the search terms entered by your users during the specified time period. This may be useful for you in determining topics that your staff may be unfamiliar with for education purposes or simply monitoring usage.

[Search totals](#)

Provides a view of the total number of searches that have been entered on the site during the specified time period. This information may be helpful in your evaluating peak and non-peak periods of usage of the site, evaluating adoption of the site by your staff, and determining site training needs.

- Search totals configured by hour are limited to two weeks per report.
- Search totals configured by day are limited to one month per report.

[Utilization report](#)

Provides information on the number of users as well as test and checklist records currently in place on your site.

[Customization report](#)

Provides information on the customizations that are currently in place on your site.

[Remote user access](#)

Allows you to monitor who is accessing your site remotely.

Data within the Page view totals and Search totals reports will configure based on the date range you provide and then sort according to how you want to view the data (by hour, day, week, month, year).

If you wish to view all page views for the months of July, August, and September and you wish to view the traffic by month:

1. Select the Page view totals report.
2. Select configure by Month.
3. Select the full date range for those months.

NOTE: If you were to select a subset date range, the data will reflect those restricted dates and configure to month view but not reflect a full month's data.

Reports can be printed or exported as a CSV file.

Below is an example of a facility's [Page views](#) report for the period January 1, 2012 through January 22, 2012.

Facility Analytics

Website: [Dropdown]

Page views

Page view totals | Search terms | Search totals | Utilization report | Customization report | Remote user access

Page views: All | 01/01/2012 | 01/22/2012 | Print Page | Export as CSV

Page name	Page views	Percent
home	66	26.6%
Admin tools:users	34	13.7%
Admin tools:institution	20	8.1%
Admin tools:checklist records	17	6.9%
Admin tools:updates	8	3.2%
my account:home	8	3.2%
Admin tools:procedures	7	2.8%
Admin tools:categories	6	2.4%
12-lead electrocardiogram (ECG):procedure	6	2.4%
Admin tools:facility	4	1.6%
Electrocardiogram (ECG), right chest lead:procedure	3	1.2%
Admin tools:test records	3	1.2%
12-lead electrocardiogram (ECG):video:Applying chest electrodes	2	0.8%
Abdominal binder application:procedure	2	0.8%
IV volume-control set preparation:video:Filling the drip chamber	2	0.8%
IV volume-control set preparation:procedure	2	0.8%
user login	2	0.8%
Admin tools:procedures:new	2	0.8%
Admin tools:tests	2	0.8%
Total page views: 248		



Digital Downloads

If your facility subscribes to the digital download option, you will also view the Digital Download configuration screen from the **Facility** tab. Access this screen for a detailed help information on this feature as well as to download your content.



Other Facility Options

Custom Procedures, Checklists, Quick Lists, and Notes Download

To export a zip file of all of your facility's custom procedures, checklists, quick lists, and notes click the **Download Customizations** button on the **Facility** screen.

Custom Procedures, Checklists, Quick Lists, and Notes

Export all of this facility's custom Procedures, Checklists, Quick Lists, and Notes.

[Download Customizations](#)

Procedures, Checklists, and Quick Lists URLs

To export the URLs for the procedures, checklists and quick lists for your facility click the **Download URLs** button on the **Facility** screen.

Procedures, Checklists and Quick Lists URLs

Export all of this facility's URLs for procedures, checklists and quicklists.

[Download URLs](#)

Procedure Details

To export a spreadsheet of details of all live procedures on your site from the Content Management tab, click the **Download Procedures Details** button on the **Facility** screen.

Procedure Details

Export details for all procedures from the Content Management tab.

[Download Procedure Details](#)

LMS AICC Packages

Export AICC course packages for LMS integration. Note: an LMS integration key is necessary to implement the AICC packages. Contact Wolters Kluwer Technical Support to request an LMS integration key.

LMS AICC Packages

Export AICC course packages for LMS integration.

[Download LMS AICC Packages](#)

Default Settings

To view or change the default settings for your facility, click the **Settings** button on the **Facility** screen. Now you can view or change the following:

- **Default Discipline** – Choose the default discipline for your facility. Each time a user accesses Lippincott Procedures, the procedures for the selected discipline will immediately display. Individual users may overwrite the facility default discipline on their particular devices. If their preferred default is removed, it will again default to the setting chosen here.
- **User Options** –
 - Allow user self-enroll – Select this option to activate user self-enroll if your facility has selected the user self-enroll option. Please note that you should not enable the General User self-enrollment option if you are managing users centrally and importing a complete list of users regularly. A full user file import deletes any user that is not on the list (which may mean the deletion of recent self-enrolled users accidentally if not on the file).
 - Welcome emails – Send newly imported users a custom welcome email. This option only applies to users imported via the User tab import functionality. Administrators may modify the template email if desired.
- **Standard Procedures Update Preferences** –
 - Choose the "Add standard procedures updates to my facility automatically" for the automatic addition of quarterly updates to your facility. This is the default setting.
 - Choose "Download standard procedure updates, but let me choose when to add them to my facility" to be able to add the quarterly updates to your facility when you desire.
- **Critical Notes Position** – Choose the "Position critical notes at the end of the procedure" or "Position critical notes at the beginning of the procedure." The default setting is "Position critical notes at the end of the procedure."
- **Community tab and Social Media Icons** – Select the checkbox to hide the Community tab and the social media icons.
- **Facility Time Zone** – Select your time zone. Certain dates and times in the application will be set for your time zone. The introduced, revised, or reviewed dates for standard procedures are not affected by this option.
- **Facility Analytics Tracking** – If you would like to track usage by a Facility/Unit within your particular institution's site, you have the option to set-up these options and have staff select one upon accessing the site. To set-up the units/facilities, please contact Customer Service to "Enable Facility/Units Analytics Tracking." Once turned on for your site, you are able to create Facility/Unit names via the Default Settings - Facility Analytics Tracking option. If you have populated your Assign Procedures to Facilities feature, these facilities' names will populate this feature at initial set-up. This list can be modified without affecting that feature. If you have already set-up this feature in a corresponding Lippincott Advisor subscription, the list from that site will be mirrored in Lippincott Procedures.
- **Digital Download** – Note: You must contact Wolters Kluwer Customer Support to have Digital Downloads enabled. If your Facility has been activated for Digital Downloads of the current Lippincott Procedures files for your facility, administrators can use this option to download a permanent version of the most current procedures files for your facility. Follow the instructions in the **Digital Download** help file on the [Digital Download Configuration](#) screen.
- **Automated FTP User Import Status Email List** – Add email addresses for institution users that will receive FTP user update emails. Note: a Wolters Kluwer supplied secure FTP site is required for this option. Contact Wolters Kluwer Technical Support to request a Wolters Kluwer supplied secure FTP site for FTP user imports.
- **Assignment Preferences** – Choose the Tests and Skills Checklists due dates, the Test score to pass, and the number of times a Test and Skills Checklist can be automatically reassigned.
- **Store record assignments option** – Choose how you would like to store records on the Assignment Records tab.
- **Email Notifications for Tests and Skills Checklists** – Choose how you would like to send email reminders to Assignment Examinees and Evaluators.

Click the **Save** button to save your default settings.

x
Default Settings

Default Discipline
Choose the default Discipline for this facility: - No Default -

User Options
 Allow users to self-enroll from the login screen.
 Send newly imported users a welcome email. [Edit Welcome User Message Template](#)

Standard Procedures Update Preferences
 Add standard procedures updates to my facility automatically.
 Download standard procedure updates, but let me choose when to add them to my facility.

Critical Notes Position
 Position critical notes at the end of the procedure.
 Position critical notes at the beginning of the procedure.

Community tab and Social Media Icons
 Hide the Community tab and the social media icons on the copyright line.

Facility Time Zone:
US/Eastern

Facility Analytics Tracking
[Manage Analytics Tracking](#)

Automated FTP User Import Status Email List
[Edit List](#)

<p>Assignment Preferences</p> <p>Tests due date: 1 month from current date</p> <p>Tests score to pass (%): 80 Exceptions</p> <p>If Tests are not passed before the due date, reassign the Tests this many times: 2</p> <p>Store record assignments option: <input checked="" type="radio"/> All Tests and Skills Checklist assignments <input type="radio"/> Only the last automatic Test and Skills Checklist assignment</p>	<p>Skills Checklists due date: 1 month from current date</p> <p>Skills Checklists are pass/fail only.</p> <p>If Skills Checklists are not passed before the due date, reassign the Skills Checklists this many times: 2</p>
--	---

Email Notifications for Tests and Skills Checklists
 Send email assignment notification to Examinees and Evaluators on assigned date(s)
 If assignment is not complete, send an email reminder to the Examinees this many days before the due date(s):
 Send email notification of assignment incompleteness/failure(s) to: [Select email addresses](#)

Save
Close



Updates

Lippincott Procedures sends email updates to Administrators who opt-in to our Lippincott Procedures Update Notices. These updates include information about content and new functionality updates. To sign up, select "Yes" to the "I would like to receive Lippincott Procedures Update Notices" option in your Administrator user profile in the **Users** Tab. We recommend at least one Administrator, per institution, receives these updates.

Cumulative Update Information

The Administrator and Level 2 users can view cumulative update information for standard procedures, checklists, and quick lists. To gain access to this information, click the **Updates** tab. Now you can:

- view cumulative standard procedures update information by month and year
- select a standard procedure from the alphabetical index list to view the changes completed for each version
- select an active date link to download a PDF for an archived procedure.

Manage Quarterly Updates

The Administrator and Level 2 users can manage quarterly updates for standard procedures. This option must first be selected by the Administrator on the **Facility** tab (under **Default Settings**).

x
Default Settings

Default Discipline
Choose the default Discipline for this facility:
- No Default -

Standard Procedures Update Preferences
 Add standard procedures updates to my facility automatically.
 Download standard procedure updates, but let me choose when to add them to my facility.

To gain access to this option, click **Manage Quarterly Updates** on the **Updates** tab.

Updates

Standard Procedure Updates

Manage Quarterly Updates
Print Page

Click on the procedure name to view the complete revision/review history.

Index

[Introduced Procedures](#)

[Revised Procedures](#)

[Reviewed Procedures](#)

Index: # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Procedure ▲

12- or 24-hour timed urine collection
12-lead electrocardiogram (ECG)
12-lead electrocardiogram (ECG), pediatric

Now you can:

- view the live version and the available version of standard procedures.
 - The "Live Version" is the version of the standard procedure that is currently live in your account. Note: Live standard procedures are not necessarily active. They may be hidden on your content management tab.
 - The "Available Version" is the most recent version of the standard procedure from Wolters Kluwer. You can preview a live or available version of the procedure. Click on the date of the specified procedure version to open a procedure preview window.
- preview update information for each specific procedure
 - Click the View button in the Preview Update column
- deploy standard procedures to your facility when you desire.
 - To deploy a live available procedure to your site, click the checkbox next to the desired procedure and click **Save**. The procedure will replace your existing live version and be visible for all staff immediately to view. If the existing live procedure is a custom standard procedure, the deployed procedure will not overwrite the custom procedure. You will need to reinstate it if you wish it to be live.
- edit standard procedures before you deploy them to your facility.
 - If you would like to edit an available procedure before publishing live to your site, click the checkbox next to the desired procedure and click **Save**. The updated procedure will appear within your Content Management tab and be available for editing. The live version will remain active until the new procedure is published.

Manage Quarterly Updates Filter procedure name Apply

Discipline/Category	Procedure Name ▲	Live Version	Available Version	Preview Update	Deploy	Edit
<ul style="list-style-type: none"> [-] Nursing [-] Critical Care [-] Emergency [-] Long-Term Care [-] Maternal-Neonatal [-] Medical-Surgical [-] Neonatal Critical Care [-] Pediatric [-] Pediatric Critical Care [-] Perioperative [-] Respiratory Therapy 	Bedside surgery, assisting, neonatal	11/18/2013 (6)	12/27/2013 (7)	View	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Deep tendon reflex assessment, pregnant patient	11/18/2013 (9)	12/27/2013 (10)	View	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Emergency delivery	12/12/2012 (6)	12/27/2013 (7)	View	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	General anesthesia patient care, PACU	09/20/2013 (11)	12/27/2013 (12)	View	<input type="checkbox"/>	<input type="checkbox"/>
	Heat application, long-term care	03/19/2013 (2)	12/27/2013 (3)	View	<input type="checkbox"/>	<input type="checkbox"/>
	Incontinence management, fecal	11/18/2013 (9)	12/27/2013 (10)	View	<input type="checkbox"/>	<input type="checkbox"/>
	Kegel exercises	11/18/2013 (8)	12/27/2013 (9)	View	<input type="checkbox"/>	<input type="checkbox"/>
	Laser therapy, assisting	11/18/2013 (9)	12/27/2013 (10)	View	<input type="checkbox"/>	<input type="checkbox"/>
	Magnesium sulfate administration	11/18/2013 (9)	12/27/2013 (10)	View	<input type="checkbox"/>	<input type="checkbox"/>
	Nasal balloon catheter insertion, assisting	11/18/2013 (10)	12/27/2013 (11)	View	<input type="checkbox"/>	<input type="checkbox"/>
	Obstetric triage of patients	11/18/2013 (8)	12/27/2013 (9)	View	<input type="checkbox"/>	<input type="checkbox"/>
	Parenteral nutrition administration, neonatal	11/18/2013 (4)	12/27/2013 (5)	View	<input type="checkbox"/>	<input type="checkbox"/>
	Rectal swab, pediatric	11/14/2012 (7)	12/27/2013 (8)	View	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel



Community

Coming soon!



Athens Authentication

Lippincott Procedures supports Eduserv's Athens Authentication System. To login to Lippincott Procedures with your Athens authentication, click the [Athens login](#) link.

Lippincott Procedures redirects you to the Athens Authentication Point page. If necessary, confirm site membership with Athens by clicking the Alternative login link.

From the Athens Authentication Point page, follow these steps:

1. Type your Athens username.
2. Type your Athens password. Username and password fields are case-sensitive.
3. Click the Login button.

Athens authenticates your access and begins your Lippincott Procedures session with access to the general procedure reference view.

If you would like to access your administrative or My Account area using your Athens username and password, visit your My Account screen and add your Athens username credentials. In the future you will be able to authenticate to the reference, administrative, and My Account areas (depending on your username permission level) with your Athens username and password.



Other Institution

If your facility adopts the SSO authentication, users can access the Lippincott Solutions products via the **Other Institution** login screen instead of the standard login screen. The user will be prompted for an email address. As part of this process, the authentication system checks the email address associated with that user.

- If the email address matches the email employed by the user prior to federation, the user is recognized, authenticated, and directed to the requested Lippincott Site. Therein the user will find their assignments and assignment records in place before federation.
- If the email address has no matching pre-federated email in Wolters Kluwer, then the user is assumed new to Wolters Kluwer and a new federated general user profile is generated in our system. Subsequently, the user is authenticated and directed to the requested Lippincott site.

Alternately, if someone wants to log into the Lippincott Procedures product using the platform's user repository, they must do so using the standard Lippincott Procedures login option.



Ovid and UpToDate Integration

For customers of Ovid and/or UpToDate, you may request the Lippincott Procedures Integration with those programs.

UpToDate – This provides a link to UpToDate on the Lippincott Procedures menu as well as enables the search to pass terms and references to UpToDate for additional searching. An UpToDate subscription with IP authenticated or username/password access is required for the integration.

Ovid – This provides a link to Ovid on the Lippincott Procedures menu as well as enables the search to pass terms to Ovid for a deeper dive search. Links from the reference lists to content in Ovid is also enabled. An Ovid subscription with IP authenticated or username/password access is required for the integration. If you subscribe to the Cochrane Database of Systematic Reviews via Ovid, please notify customer service that you would like these reference links enabled as well.



Ausmed Integration

For customers whose staff use Ausmed, you may request the Lippincott Procedures integration with that program. This provides a link to Ausmed on the right menu by the print and email icons. It reads "Document CPD". It enables the user to pass information about specific procedures to Ausmed in order to record their continuing professional development.



HL7 Infobutton API

Lippincott Procedures provides an Infobutton API consistent with the HL7 Infobutton standard. These instructions describe the syntax for invoking this API.

HL7 Infobutton API:
Instructions for HL7 Infobutton API functionality:

Instructions

An Infobutton is envisaged as an icon placed adjacent to data elements in an electronic medical record system. Behind the icon there would be code that opens a browser window and then directs the browser instance to a specific URL for a monograph in Lippincott Procedures. For example, you might place an Infobutton in an electronic medical record next to a problem list entry. When selected, this Infobutton could be constructed to retrieve Lippincott Procedures information about that particular problem.

Infobutton API functionality

The functionality provided by Lippincott Procedures's HL7 Infobutton API provides your electronic medical record system with the ability to request procedure information by SNOMED CT code.

How to Use the Infobutton API

You can create Infobuttons for your end users using the same HTML authoring tools that you use to create intranet or other web pages for your site. You can even type Infobutton requests directly into a browser's location bar for testing purposes.

The Infobutton API code looks similar to web page URLs, but contains more information. To create Infobuttons for your end users, use the HTML authoring environment of your choice. From there:

1. type `procedures.lww.com/lnp/hl7`
2. add session parameters,
3. define parameter values, and
4. link the URL to an information button icon in your HTML authoring environment.

URL Formatting

The following criteria must be observed when creating the URLs for your Infobuttons.

- The URL `procedures.lww.com/lnp/hl7` is case sensitive.
- The `<PARAMETER_STRINGS>` are not case-sensitive.
- `procedures.lww.com/lnp/hl7` must end with the question mark (?) character. To this, you append the first parameter.
- For all parameters after the initial parameter, use the ampersand (&) sign to connect each of the parameters to the URL string.
- HL7 parameter strings can be supplied in any order.
- HL7 Infobutton URLs are typically very long and in these instructions we will sometimes display them spread over several lines by inserting line breaks after "?" or "&" characters. These line breaks should not be put into actual HL7 URLs.
- Do not type spaces into an Infobutton URL string. Type %20 or + for values that contain spaces, as in the following.
 - ... &mainSearchCriteria.c.dn=blood%20pressure
 - ... &mainSearchCriteria.c.dn=blood+pressure

Main Search Criterion

All HL7 Infobutton requests must contain a main search criterion.

- `https://procedures.lww.com/lnp/hl7?`

```
mainSearchCriteria.c.cs=<CODE_SYSTEM>&
mainSearchCriteria.c.c=<CODE>&
mainSearchCriteria.c.dn=<DESCRIPTION>
```

Requests for information by main search criterion must include either:

```
<DESCRIPTION>, or
<CODE_SYSTEM> and a <CODE>, or
<DESCRIPTION>, a <CODE_SYSTEM> and a <CODE>.
```

Parameter	Description
<code>mainSearchCriteria.c.cs=<CODE_SYSTEM></code>	Specifies the code system. Only SNOMED CT is currently supported in Lippincott Procedures
<code>mainSearchCriteria.c.c=<CODE></code>	Specifies the code for the concept for which information is requested
<code>mainSearchCriteria.c.dn=<DESCRIPTION></code>	Specifies a textual description of the concept

For the main search criteria, the values for the code systems and their identifiers supported by Lippincott Procedures are shown in the following table. In the Infobutton URL, these identifiers are provided as the values of the `mainSearchCriteria.c.cs` parameter (i.e., `<CODE_SYSTEM>`).

Example:

```
mainSearchCriteria.c.cs=2.16.840.1.113883.6.96
```

Code System	Identifier
SNOMED CT	2.16.840.1.113883.6.96

If Lippincott Procedures recognizes a specified code system, it then conducts a code-specific search. If there is no recognized code or there are no code-specific search results, then the supplied textual description (if any) is used for a search.

Examples:

- Search all resources for "Blood Pressure" after providing just a search string:
`https://procedures.lww.com/lnp/hl7?mainSearchCriteria.c.dn=Blood+Pressure`
- Search for information associated with a SNOMED CT code. This example displays Lippincott Procedures monograph for 12-Lead ECG Interpretation:
`https://procedures.wkhpe.com/lnp/hl7?mainSearchCriteria.c.cs=2.16.840.1.113883.6.96&mainSearchCriteria.c.c=447113005`



Lippincott Procedures offers free apps for all users associated with a subscribing Lippincott Procedures institutional account.

- They must have at least a general username and password assigned to them in order to access the app, or be able to access the product from within your facility's IP range at least once a month.
- Username and passwords are required to access the testing and checklist evaluation functions available in the app.

HOW DO I GET ACCESS?

Apple Devices

1. Via your iPad or iPhone, go to the Apple Appstore and search for Lippincott Procedures. The download from the Appstore is free.
2. Once you download the app, it will ask you to enter your Lippincott Procedures username and password. Alternately, you can choose the option to authenticate via IP authentication. When you authenticate, it will download your facility's unique version of Lippincott Procedures - customizations and all. NOTE: If you wish to access the app when offline, remember to switch the "Keep me logged in" button to "On".

Android Devices

1. Via your Android phone or tablet, go to the Google store and search for Lippincott Procedures. The download from the store is free.
2. Once you download the app, it will ask you to enter your Lippincott Procedures username and password. Alternately, you can choose the option to authenticate via IP authentication. When you authenticate, it will download your facility's unique version of Lippincott Procedures - customizations and all. NOTE: If you wish to access the app when offline, remember to switch the "Keep me logged in" button to "On".

Kindle Fire

1. Via your Kindle Fire tablet, go to the Kindle store and search for Lippincott Procedures. The download from the store is free.
2. Once you download the app, it will ask you to enter your Lippincott Procedures username and password. Alternately, you can choose the option to authenticate via IP authentication. When you authenticate, it will download your facility's unique version of Lippincott Procedures - customizations and all. NOTE: If you wish to access the app when offline, remember to switch the "Keep me logged in" button to "On".

WHAT IS INCLUDED?

- You are able to access your facility's procedures and their associated quick lists, checklists, images, and videos. All of your standard Lippincott content and your customizations (notes and custom procedures) are visible.
- If logged in with a username and password, you are also able to access your "My Account" area which enables you to take Skills competency tests and complete Skills checklist evaluations from your app.
- The images and videos (due to their size) will be saved to your device once you view that video clip or image and in doing so, making the image or video available later if you are offline. As a result, only video clips and images you have viewed previously will be available when offline. If you are online, you should be able to see all images and standard Lippincott videos without problem.



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Footnote

¹Stedman's medical dictionary (28th ed.). (2005). Philadelphia, PA: Lippincott Williams & Wilkins.