

soarian clinicals admin desktop manual

Introduction to Soarian Clinicals Admin Desktop Manual

Soarian Clinicals Admin Desktop Manual serves as a comprehensive guide for healthcare professionals navigating the Soarian Clinicals system. This electronic health record (EHR) platform is designed to streamline clinical workflows, improve patient care, and enhance the overall efficiency of healthcare organizations. The manual provides instructions, tips, and troubleshooting advice for using the various functionalities of the Soarian Clinicals environment.

This article will explore the key features, functionalities, and best practices of the Soarian Clinicals Admin Desktop, making it easier for users to maximize their use of this powerful tool.

Understanding Soarian Clinicals

Soarian Clinicals is a web-based application that provides healthcare providers with a centralized platform for managing patient information, clinical documentation, and workflow processes. It integrates various aspects of clinical and administrative work, allowing for a seamless experience in patient care.

Key Features of Soarian Clinicals

- 1. Patient Management:** Soarian Clinicals allows for efficient management of patient demographics, appointments, and medical histories. Users can easily access and update patient records, ensuring that all information is current and accurate.
- 2. Clinical Documentation:** The platform supports various forms of clinical documentation, including progress notes, care plans, and discharge summaries. It offers templates and structured forms to enhance the documentation process.
- 3. Order Management:** Users can place, track, and manage orders for tests, medications, and treatments directly through Soarian Clinicals. This feature helps streamline the workflow and reduce errors in order entry.
- 4. Reporting and Analytics:** Soarian Clinicals includes robust reporting tools that facilitate data analysis and performance tracking. Healthcare organizations can generate reports on various metrics, enhancing decision-making processes.
- 5. Interoperability:** The system is designed to integrate with other healthcare applications, ensuring a cohesive flow of information across different platforms. This interoperability is

crucial for coordinated patient care.

Navigating the Soarian Clinicals Admin Desktop

The Soarian Clinicals Admin Desktop is the primary interface through which users interact with the system. Familiarity with its layout and functionalities is essential for efficient operation.

Desktop Layout Overview

The Admin Desktop is divided into several key areas:

- **Navigation Pane:** This pane provides quick access to different modules within the Soarian Clinicals system, such as Patient Management, Orders, and Reports.
- **Workspace:** The central area where users can view and interact with patient records, forms, and other documentation tools.
- **Toolbars and Menus:** These offer shortcuts to frequently used features and functions, helping to speed up workflow.

Accessing Patient Records

To access patient records, follow these steps:

1. **Log In:** Enter your credentials to access the Soarian Clinicals Admin Desktop.
2. **Navigate to Patient Management:** Click on the Patient Management module in the navigation pane.
3. **Search for a Patient:** Use the search bar to enter the patient's name, date of birth, or medical record number.
4. **Select the Patient:** Click on the patient's name from the search results to access their record.
5. **Review Information:** View and update patient demographics, clinical documents, and order history as needed.

Clinical Documentation Best Practices

Efficient clinical documentation is crucial for patient care and compliance with regulatory standards. Here are some best practices to consider when using Soarian Clinicals:

Use Templates and Standardized Forms

Utilizing pre-defined templates can help ensure that all necessary information is captured consistently. Standardized forms also make it easier for other healthcare providers to understand the documentation.

Document in Real-Time

Whenever possible, document patient information as it is happening. This practice reduces the likelihood of inaccuracies and ensures that all relevant details are captured while they are still fresh in your mind.

Be Clear and Concise

Aim for clarity in your documentation. Use clear language and avoid jargon unless it is commonly understood in the healthcare context. This practice will enhance communication among team members and reduce the risk of misunderstandings.

Regular Updates and Reviews

Schedule regular reviews of patient records to update any changes in status or care plans. Keeping records current is essential for effective patient management and compliance with regulatory requirements.

Order Management in Soarian Clinicals

The Order Management feature within Soarian Clinicals is designed to facilitate the entry, tracking, and management of various types of orders.

Placing Orders

To place an order in Soarian Clinicals, follow these steps:

1. Access the Orders Module: From the navigation pane, click on the Orders module.
2. Select Order Type: Choose the type of order you wish to place (e.g., laboratory tests, medications).
3. Enter Order Details: Fill in the required fields, ensuring all information is accurate.

4. Review and Submit: Review the order details before submitting to ensure there are no errors.

Tracking Orders

Users can easily track the status of orders placed through the system. This feature allows for timely follow-ups and ensures that patients receive the care they need without unnecessary delays.

Reporting and Analytics

Soarian Clinicals provides tools for generating reports that can aid in monitoring performance and improving clinical outcomes.

Creating Reports

To create a report, follow these guidelines:

1. Access the Reports Module: Click on the Reports option in the navigation pane.
2. Select Report Type: Choose the type of report you want to generate, such as patient outcomes or compliance metrics.
3. Set Parameters: Specify the parameters for the report, such as date range or patient demographics.
4. Generate Report: Click the generate button to create your report. Review the data to inform decision-making processes.

Using Analytics for Improvement

Analyzing data from reports can help healthcare providers identify trends, areas for improvement, and opportunities for enhancing patient care. Regularly reviewing analytics can lead to more data-driven decision-making.

Troubleshooting and Support

Despite the user-friendly design of Soarian Clinicals, users may encounter issues or have questions about specific functionalities.

Common Issues and Solutions

- Login Problems: If you encounter login issues, verify your username and password. If problems persist, contact IT support.
- Slow Performance: A slow system can be caused by network issues or heavy usage. Check your internet connection and consider reaching out to your IT department for further assistance.
- Data Entry Errors: If you notice discrepancies in data, double-check your entries and consult with colleagues if needed. Consistent training can help minimize these errors.

Accessing Help and Resources

The Soarian Clinicals Admin Desktop Manual is an invaluable resource for troubleshooting and understanding the system. Additionally, users can access:

- Online Tutorials: Many healthcare organizations provide access to online training materials and tutorials.
- User Forums: Engaging with other users can provide insights and solutions to common issues.
- Technical Support: Always have the contact information for your organization's technical support team handy, as they can provide immediate assistance for urgent issues.

Conclusion

The **Soarian Clinicals Admin Desktop Manual** is a vital resource for healthcare professionals seeking to navigate the complexities of the Soarian Clinicals system. By understanding its features, best practices for clinical documentation, order management, and reporting, users can enhance their efficiency and improve patient care outcomes. Regular training and support are essential to fully leverage the capabilities of Soarian Clinicals, making it an indispensable tool in modern healthcare environments.

Frequently Asked Questions

What is the purpose of the Soarian Clinicals Admin Desktop Manual?

The Soarian Clinicals Admin Desktop Manual serves as a comprehensive guide for administrative users to navigate and effectively utilize the Soarian Clinicals application, focusing on system configuration, user management, and data reporting.

How can I access the Soarian Clinicals Admin Desktop Manual?

The Soarian Clinicals Admin Desktop Manual can typically be accessed through the organization's internal documentation portal, or it may be available directly within the Soarian Clinicals application under the help or support section.

What are some key features covered in the Soarian Clinicals Admin Desktop Manual?

Key features covered in the manual include user account management, system settings configuration, report generation, and troubleshooting common issues encountered by administrators.

Are there updates to the Soarian Clinicals Admin Desktop Manual?

Yes, the Soarian Clinicals Admin Desktop Manual is regularly updated to reflect new features, enhancements, and best practices as the software evolves, ensuring that administrators have the most current information.

Who should refer to the Soarian Clinicals Admin Desktop Manual?

The manual is intended for administrative staff, IT personnel, and anyone responsible for managing the Soarian Clinicals system, including onboarding new users and maintaining system integrity.

What should I do if I encounter issues not covered in the Soarian Clinicals Admin Desktop Manual?

If you encounter issues not addressed in the manual, you should reach out to your organization's IT support team or the Soarian customer support for assistance, as they can provide additional resources and troubleshooting help.

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