

STAR system quick reference

Choose the STAR Navigator icon on your desktop

Login: (1st six letters of your last name followed by your 1st initial, all lower case)

Password:_____

The main screen display

1. Name Inquiry
2. Census
3. Orders
4. Clinical Physician directory
5. Physician name inquiry
6. Pharmacy functions
7. MPI inquiry
8. Print default patients list
9. Print general worksheet
10. Change your secret code

To print the census:

Choose #2 from above,

Then choose #3 [Physician patient list]

Then it will ask: print from a single clinical site?→ Type N

Then it will ask: enter first character description-or code→ type 1592 for FIRM census or 423 for Dr Neiberg's census.

For the FIRM census you need to have 1 and 3 highlighted. You do this by typing 3 and then type the minus sign and the number 2 (-2) and hit enter, so that 2 is no longer highlighted.

For Dr Neiberg's census 1 and 2 are highlighted, just hit enter

After you hit enter type "s" (for standard) and the census will print.

To look at labs:

From the main screen type in "3", for Orders

It will ask: Enter acct #, '-' bed code, first chars of name '-'. At this point you need to enter the last name of your patient and first initial, and hit enter (e.g. for john smith you would type: smith,j)

Select the number that matches your patient as many patients may have the same last name

The following screen will appear

1. AdVantage Laboratory results inquiry
2. Radiology results inquiry
3. Order review
4. Print face sheet

Select #1 to see labs. The most recent labs show up first. Type the number of the lab value you want to see. Hit return or enter to see the next screen or forward slash (/) to exit.

To look at radiology reports:

From the main screen type in "3", for Orders

It will ask: Enter acct #, '-' bed code, first chars of name '-'. At this point you need to enter the last name of your patient and first initial, and hit enter (e.g. for john smith you would type: smith,j)

Select the number that matches your patient as many patients may have the same last name

The following screen will appear

1. AdVantage Laboratory results inquiry
2. Radiology results inquiry
3. Order review
4. Print face sheet

Select #2 to see radiology reports. Select the number of the study you wish to see and use the function keys (F1 and F2) to scroll up and down the full report. F7 to print or F10 to exit.

To see old record and prior visits:

From the main screen type in "7" for MPI inquiry.

It will ask: Enter unit No, name, '=' for current, '-' Soc Sec No--.

At this time you need to enter the patients last name

Followed by a coma then the first name (e.g. smith,john)

It will then ask: Enter field number or '/' starting field number

Hit enter

It will ask: Accept this screen? (Y/N) [Y]

Hit enter

The next screen will show you all the patients with that last name. Use the DOB to identify you patient.

The screen will appear with 15 options:

Enter "7" for Visit information. This will show all of this patient's hospitalizations

This will also show you the date of the hospitalization, the type of hospitalization (In patient, out patient, ED), and the admitting attending.

Select the number of the hospitalization you wish to get records from (only electronic records are available this way, such as dictated d/c summaries, dictated consults and H&Ps)

After you select a hospitalization a screen with 16 options will appear.

Enter "16" for View/Print Elec Rpts

This will display any records available for viewing.