The Whiteboard window provides a centralized view of patients’ treatment schedules and statuses. It gives at-a-glance access to key patient information, as well as access to more detailed information about scheduled treatments.

**Sort order defaults to Patient Name and critical patients with treatments for that hour at top. Hearts marks critical patients.**

**Color-coding of the patient name** helps identify the status of the patient or the status of the patient’s treatment orders.

- **Yellow** – Indicates patient does not have any treatment orders assigned OR is past the expected discharge date.
- **Red** – Indicates the patient has overdue treatment orders.
- **Black** – Indicates the patient’s treatments are current.

The color-coded dot shows the primary reason for visit. Adjacent bold text shows secondary reason. If no secondary reason is assigned, the text displays the primary reason.

_Rest mouse pointer on a patient block_ to see details. _Rest mouse pointer on a time block_ to see treatment details.

<table>
<thead>
<tr>
<th>Patient</th>
<th>Critical</th>
<th>Cage</th>
<th>Sex</th>
<th>Species</th>
<th>Age</th>
<th>Breeds</th>
<th>Status</th>
<th>Date Admitted</th>
<th>Expected Discharge Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oreo</td>
<td>!</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7/7/2011</td>
<td>7/11/2011</td>
</tr>
</tbody>
</table>

Reason for visit: Internal Medicine
Secondary reason for visit: PU/PD workup

In both the treatment block and the pop-up window, a check mark displays next to any completed treatments.
Adding patients to the Electronic Whiteboard

**To** | **Do this**
---|---
Add patient at initial check-in | Complete check-in information on the Patient Check-in/out window. In the **Check-in/out information** area, select **Inpatient**. The patient is added to the Electronic Whiteboard (and awaiting patient orders). Proceed as usual to update/complete the check-in process.

Add patient directly to Electronic Whiteboard | With the client’s account displayed on the Patient Clipboard*, right-click the patient’s name and select **Electronic Whiteboard > Patient Orders**. If alerts display, address them, then click **OK** to proceed. Enter the header area information, and then enter patient orders and proceed.

Patient Orders actions

**To** | From the Patient Orders window with the patient information listed, do this
---|---
Create a patient order | In the first **Item ID** field, type an ID or press F2 to search for an item. The **Item ID** and the **Item Description** appear. Other order details may be listed if this item has been used previously on a patient order. Edit or complete the details in the **Patient Order** columns for this patient, and then continue to add patient orders as needed. When orders are complete, click **OK**. (After you click **OK**, you can discontinue but not delete a patient order.)

Transfer patient orders from the Whiteboard Patient Visit List (WPVL) | Click the **PVL** button to view items to transfer. Scroll up if necessary to see all the items. Delete duplicate items as appropriate (select item and press Ctrl + D). Change the status of items as needed. Items marked as “performed” (竦) cannot be transferred from the WPVL to the Patient Orders window. In the **Ord** column, select the check boxes for the items you want to move from the WPVL to the Patient Orders window. Then, click **Order**.

**KEYBOARD SHORTCUTS**

- **F1**: Display online help for the current window.
- **F2**: Look up values for a list, such as with ID fields.
- **Tab**: Move the cursor to the next field.
- **Shift + Tab**: Move the cursor to the previous field.
- **Ctrl + A**: Select all.
- **Ctrl + C/Ctrl + X**: Copy/cut the selected item.
- **Ctrl + V**: Paste selected item.
- **Ctrl + Enter**: Move cursor to the next line in note areas

**FOR MORE INFORMATION**

For Electronic Whiteboard setup and detailed instructions, see the Electronic Whiteboard section of the Cornerstone* Help. Go to idexxlearningcenter.com to view snippet videos about the Electronic Whiteboard and other Cornerstone features.