

HC Standard[®] Student Guide

Version 3.7





HC Standard[®] Student Guide

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Module 1: Logging In

Learning Objectives

After completing this module, the student will be able to:

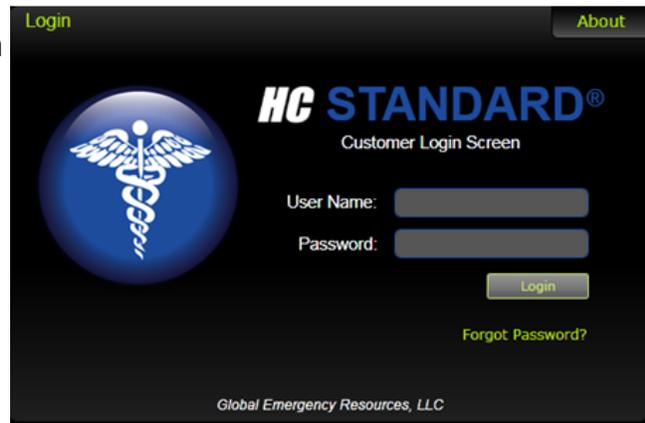
1. Log into HC Standard®.
2. Set up a password recovery question and answer.
3. Recover a password.



Logging In

Open a web browser

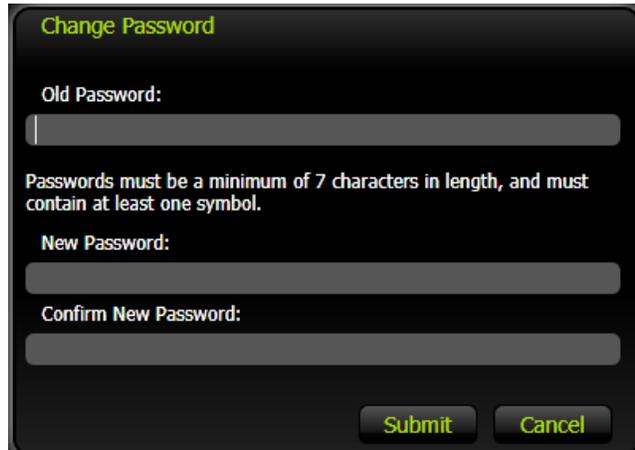
- Enter your HC Standard® URL into browser:
 - If your computer does not have the latest Microsoft Silverlight plugin, you will be prompted to install it
- Enter the **Username** and **Password** provided by your system administrator
- Click **Login**



Notes:

Changing Your Password

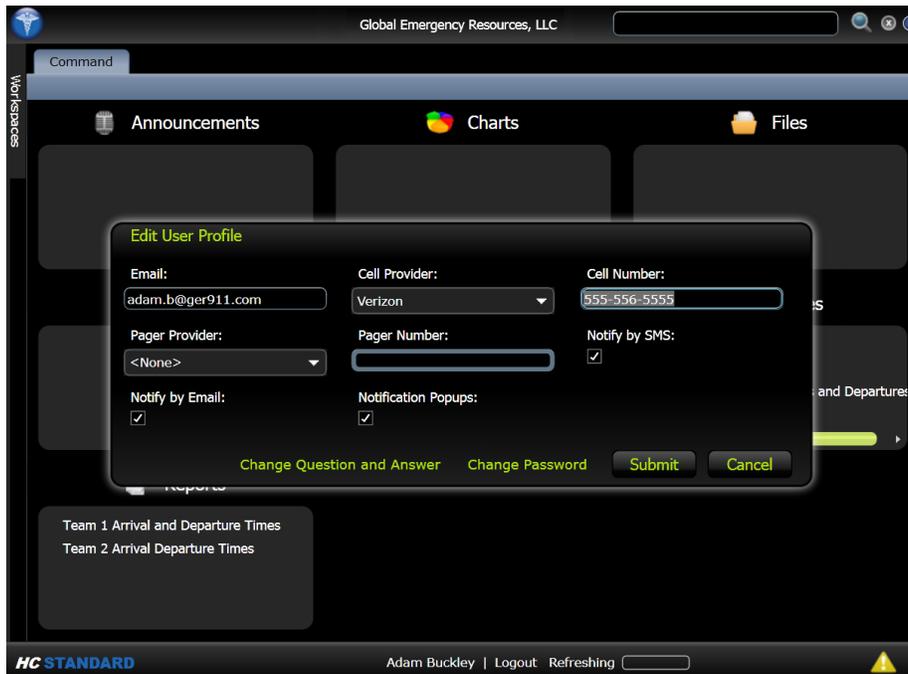
- On your first login, you might be asked to change your password, if you are:
- Enter your **Old Password** and create a new one
- Click **Submit** to save changes



Caution: Passwords must be a minimum of 7 characters and contain at least one symbol.

Notes:

Editing a User Profile



Edit User Profile Password

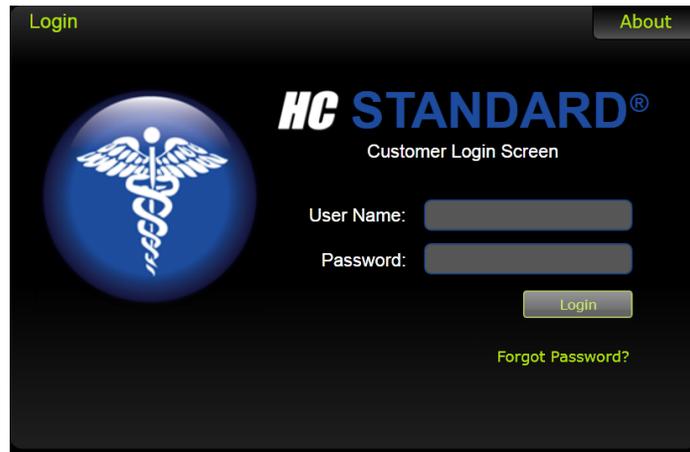
- On any page in HC Standard®, you can change your user security question and answer or password
 - Click on your **Username** at the bottom of the window to open the **Edit User Profile** window
 - Click the link at the bottom of the profile window for the item you want to change



Caution: In order to reset a forgotten password in the future, you must enter a security question and answer.

Notes:

Resetting a Forgotten Password



To reset a forgotten password:

1. Click on the **Forgot Password?** link under the Login button on the Login screen
2. Enter your predetermined security answer
3. A new password will be sent to the email associated with your account

Notes:

Knowledge Check: Logging In

Questions:

1. True or False: A password can consist of only numbers.
2. True or False: A personalized question and answer is needed for a user to reset their own password.
3. True or False: A user can ask an HC Standard[®] Administrator to reset their password if they do not remember their security question, or incorrectly set up their recovery question and/or answer.

Notes:

Module 2: Navigating HC Standard[®]

Learning Objectives

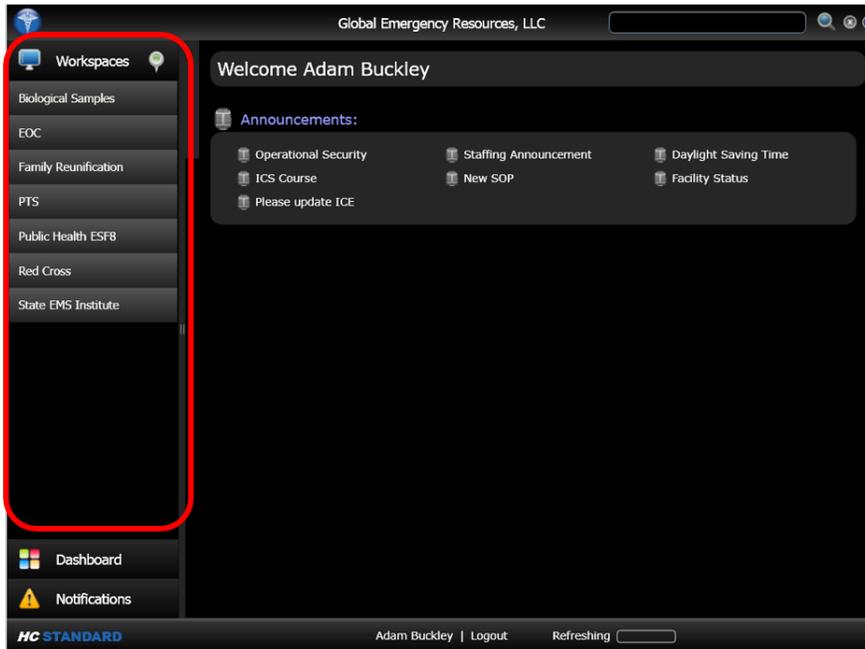
After completing this module, the student will be able to:

1. Access and navigate workspaces
2. Manipulate matrix views
3. Recognize the different functions in a matrix



Selecting a Workspace

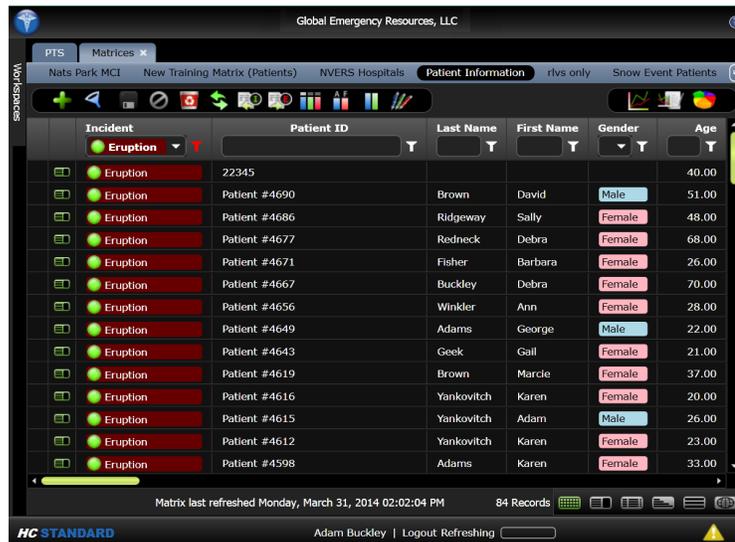
- The **Welcome Page** is the first screen that appears once you login (if users have selected dashboard items, these will appear first)
 - Select a **Workspace** by clicking on a button on the left side of the window
- **Workspaces** are used to organize data in HC Standard®, and contain resources that are relevant to various users



Notes:

Viewing Matrix Data

- After selecting your workspace, select a **Matrix**
- In a **Matrix**, you can view, edit and update information with the correct user permissions
- Most work within HC Standard[®] will be conducted in a matrix



Incident	Patient ID	Last Name	First Name	Gender	Age
Eruption	22345				40.00
Eruption	Patient #4690	Brown	David	Male	51.00
Eruption	Patient #4686	Ridgeway	Sally	Female	48.00
Eruption	Patient #4677	Redneck	Debra	Female	68.00
Eruption	Patient #4671	Fisher	Barbara	Female	26.00
Eruption	Patient #4667	Buckley	Debra	Female	70.00
Eruption	Patient #4656	Winkler	Ann	Female	28.00
Eruption	Patient #4649	Adams	George	Male	22.00
Eruption	Patient #4643	Geek	Gail	Female	21.00
Eruption	Patient #4619	Brown	Marcie	Female	37.00
Eruption	Patient #4616	Yankovitch	Karen	Female	20.00
Eruption	Patient #4615	Yankovitch	Adam	Male	26.00
Eruption	Patient #4612	Yankovitch	Karen	Female	23.00
Eruption	Patient #4598	Adams	Karen	Female	33.00

Notes:

Command Bar Functions

Command Function



Add: Adds a new patient or other entity to the system



Filter: Allows the user to filter any number of the columns in the matrix by various criteria



Save: Allows users to save changes they have made



Cancel: Allows users to cancel any changes they have made



Delete: Deletes a patient or other entity from the system



Refresh: Checks the HC Standard® server for any data changes in the matrix



CSV Import and Export: Allows users to import matrix data from or export matrix data to a CSV file



Default Sort: Returns the matrix to the original sort order



Autofit: Allows users to fit the matrix to the length of the data in the fields



Show/Hide Measures: Allows users to show or hide measures on the matrix



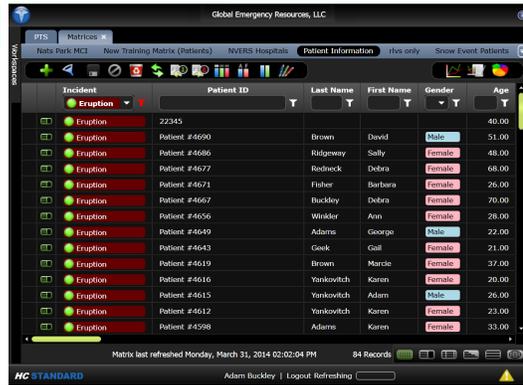
Edit Multiple: Allows users to edit information for multiple entities at one time

Notes:

Matrix Views - Matrix and Details

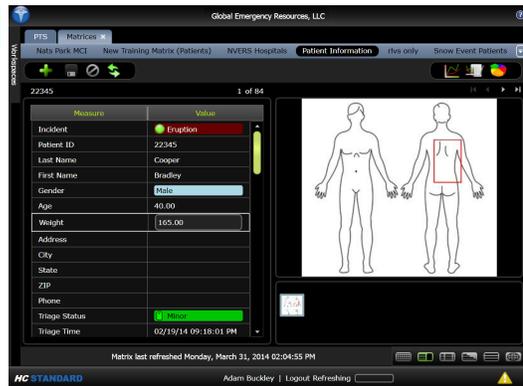
Matrix View

- Shows the complete matrix



Details View

- Shows detailed information for the selected patient, or other entity
- For patients, this view will display pictures, videos, audio recordings and injury diagrams submitted by mobile devices

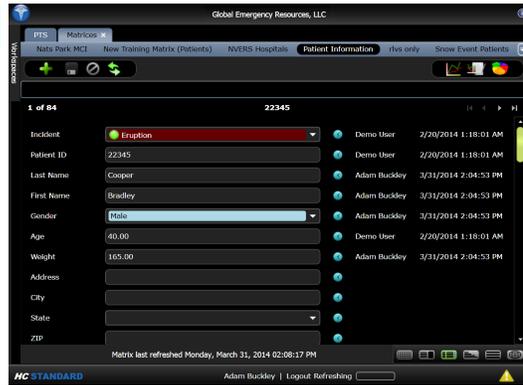


Notes:

Matrix Views - Dataform and List

Data Form View

- Displays all information for a single patient/entity in a continuous list
- Also shows the date, time, and user for the last change made to each field



List View

- Shows the first 10 measures in the matrix for each patient along with any associated photo, video, audio, or other file

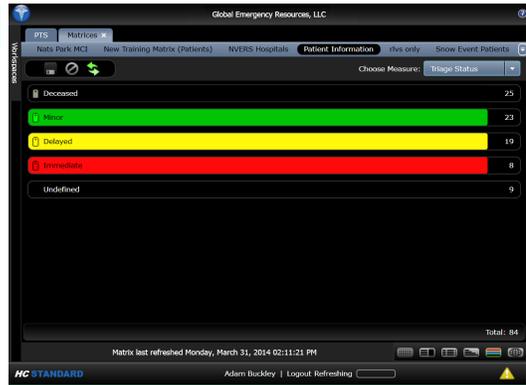


Notes:

Matrix Views - Summary and Map

Summary View

- Shows selected list measure totals



Map View

- Shows a map of the matrix data if GPS coordinates are provided and the mapping extension is part of your HC Standard® system



Notes:

Knowledge Check: Navigating HC Standard®

Questions:

1. True or False: Users find information by first opening a matrix, and then a workspace.
2. After opening a matrix to find the triage status of a specific patient, the user can use the following tool to search for the Patient ID:
 - a. Sort
 - b. Edit Multiple
 - c. Filter
 - d. Default Sort
3. Which matrix view should be used to quickly get a count per triage status of all patients for a given incident?
 - a. Matrix View
 - b. Dataform View
 - c. Map View
 - d. Summary View

Notes:

Module 3: Other HC Standard[®] Tools

Learning Objectives

After completing this module, the student will be able to:

1. Understand the different items that may appear in a workspace
2. View and create notifications (*with appropriate permission)



Other Workspace Items

There are a variety of other tools available in the workspace



Notes:

Announcements

Announcements

- These are like notices on an electronic bulletin board within a Workspace that other Workspace Users can see
 - With the correct User permissions, announcements can be added and an expiration date can be set

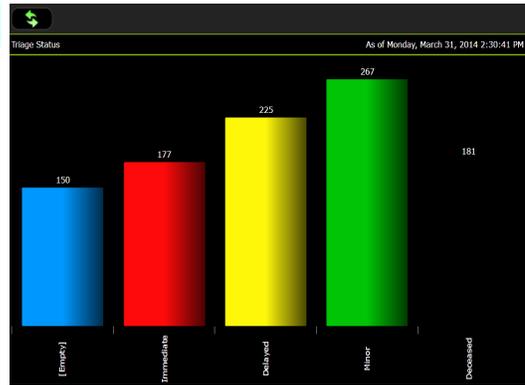


Notes:

Charts & Maps

Charts

- Provide users with the ability to view Matrix data in graphical form
- Bar and Pie charts are available



Maps

- Display data at the location of entities for which GPS coordinates have been provided
- Maps provide pan, zoom, and map style functionality



Notes:

Links & Files

Links

- Provide quick access to current web resources, such as traffic, weather, or news reports and live video feeds



Files

- Allow users to access important files within HC Standard®

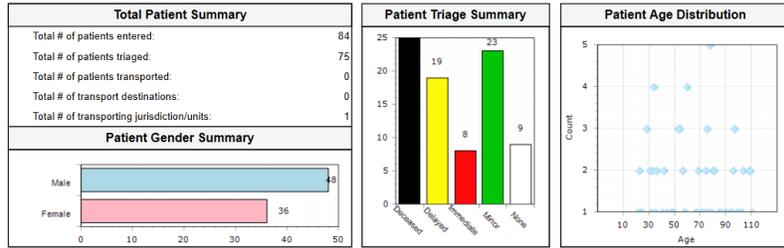


Notes:

Reports

Reports

- Allow users to view, print, export and analyze matrix data in common formats and file types
- These reports allow a user to take a snapshot in time for use in distributing information to other individuals or for archival purposes



Generated on: 31 Mar 2014, 21:20
Name: Adam Buckley

Status	Complaints	Treatments	Information	Transport					
Immediate	<input checked="" type="checkbox"/> Amputation <input type="checkbox"/> Blunt Trauma <input type="checkbox"/> Burn <input type="checkbox"/> C-Spine <input type="checkbox"/> Cardiac <input type="checkbox"/> Diabetic <input type="checkbox"/> Fracture <input type="checkbox"/> HAZMAT Exposure <input type="checkbox"/> Head Injury <input type="checkbox"/> Laceration <input type="checkbox"/> OBGYN <input type="checkbox"/> Penetrating Injury <input type="checkbox"/> Respiratory	<input checked="" type="checkbox"/> Bleeding Control <input type="checkbox"/> BVM <input type="checkbox"/> Combi King <input type="checkbox"/> CPAP <input type="checkbox"/> ET <input type="checkbox"/> Final Decontamination <input type="checkbox"/> Gross Decontamination <input checked="" type="checkbox"/> IV <input type="checkbox"/> Oxygen <input type="checkbox"/> Spinal Immobilization	Gender: Male Age: 36 Weight: 0	Destination: Regional Medical Center Anniston Jurisdiction/Unit: Columbia EMS/Med-004 Arrival Time:					
Vitals	<table border="1"> <tr><td>Respirations: 0</td></tr> <tr><td>Pulse: 0</td></tr> <tr><td>Blood Press: 0/0</td></tr> <tr><td>Temperature: 0</td></tr> <tr><td>Mental Status:</td></tr> </table>				Respirations: 0	Pulse: 0	Blood Press: 0/0	Temperature: 0	Mental Status:
Respirations: 0									
Pulse: 0									
Blood Press: 0/0									
Temperature: 0									
Mental Status:									
Medical History									
Medications: None									
Medical Problems: None									
Allergies: None									
Last Oral Intake:									

Notes:

Dashboards

Allow users to have a visual representation of the most important and useful information in an easy-to-use and view interface



Notes:

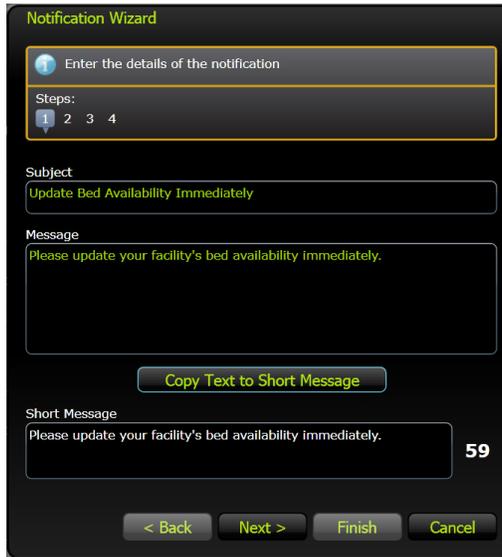
Notifications

Delivery Options

- Can be sent to HC Standard® users via email, SMS text messaging and/or pop-up notifications in the application

Creating a Notification

- Click the green +
 - Type your notification
 - Select the **Workspace**, **User Groups**, and/or **Users** to receive the notification



Notification Wizard

Enter the details of the notification

Steps: 1 2 3 4

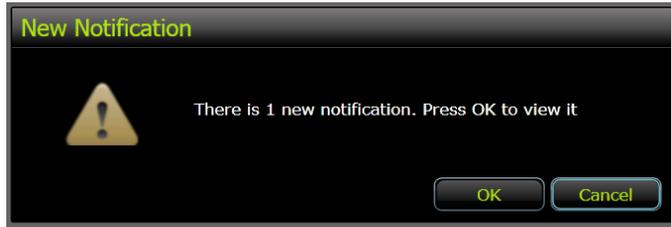
Subject: Update Bed Availability Immediately

Message: Please update your facility's bed availability immediately.

Copy Text to Short Message

Short Message: Please update your facility's bed availability immediately. 59

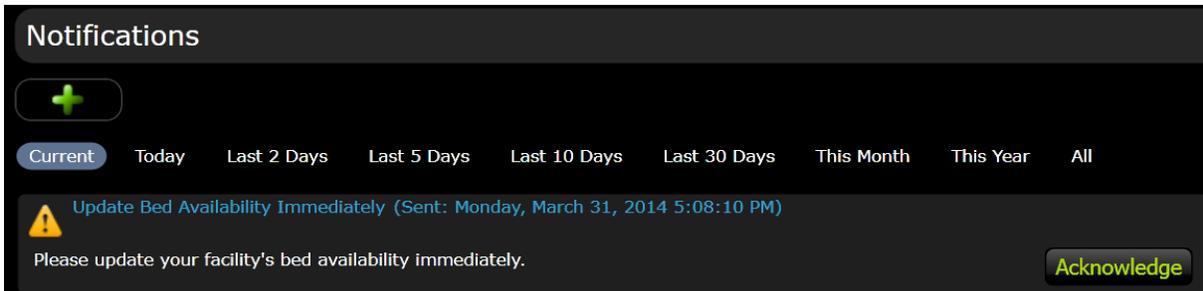
< Back Next > Finish Cancel



New Notification

There is 1 new notification. Press OK to view it

OK Cancel



Notifications

+ (Add)

Current Today Last 2 Days Last 5 Days Last 10 Days Last 30 Days This Month This Year All

Update Bed Availability Immediately (Sent: Monday, March 31, 2014 5:08:10 PM)

Please update your facility's bed availability immediately. Acknowledge

Notes:

Knowledge Check: Other HC Standard[®] Tools

Questions:

1. Fill in the Blank: Users can download an ICS form supplied by an administrator in the _____ area.
2. True or False: You can acknowledge an announcement.
3. Which tool should be used to convey a non-critical message to workspace users?
 - a. Announcements
 - b. Notifications

Notes:
