



# AHLTA-Theater

## User Checkout Procedures

Before departing the AFCENT AOR, all users must out-process with the System Administrator, applicable authority or designee to ensure all patient documentation and orders have been addressed. It is vital that no orders or documentation is left outstanding and that TMIP-J EHR systems account access is appropriately and securely terminated upon the user's departure.

*Ensure the user that is performing these steps has a user account with all clinics in the facility assigned. If not all of the available clinics in AHLTA-T are assigned, some information in AHLTA-T may not display.*

### Step 1

#### Verify No Open Encounters Prior To Departing the AOR.

1. Log into AHLTA-T as System Administrator or user with all clinics in AHLTA-T assigned.
2. In Outpatient Tracking Module, click on **Change Selections**.
3. Ensure all clinics are selected.
4. Select user from provider list.
5. Select **Today plus Incomplete** radio button.
6. Click **Ok**.
7. The Outpatient Tracking workspace should have no open encounters visible for the selected provider.
8. In the Folder List, click on **Co-signs** module.
9. Click the **Providers** button.
10. In the **Name:** field, enter the providers Last Name and click **Find**.
11. Select the provider from the list and click **Select**.
12. **[No Encounters Found]** should display in the Co-Signs module workspace.

Users should not depart theater until all encounters are successfully signed, co-signed, cancelled or transferred to the correct provider as appropriate.

### Step 2

#### Verify No Unaddressed Lab/Rad Orders Prior To Departing the AOR.

1. Log into AHLTA-T as System Administrator or user with all clinics in AHLTA-T assigned and has access to Order Management module.
2. In the Folder List, click on **Order Management** module.
3. Click **Change Selections**.
4. Ensure **All My Clinics** is selected.

5. Select the provider from the **Providers** list or select **All for this Clinic(s)** and sort the provider column of the results on the Order Management screen.
6. Ensure **Dates** is set to **Today minus 365 Days**.
7. **Order Types:** UNCHECK All Orders. Ensure only **LAB\_ORDERS** and **RAD\_ORDERS** is selected.
8. **Status Selection:** UNCHECK All Status. CHECK **Active/Pending, Preliminary,** and **Completed/Unaddressed** from the available check boxes.
9. Click **OK**.
10. If **All Providers** was selected, scroll to the right to find the **Provider column**.
11. Click the heading of the Provider column to sort the providers alphabetically either descending or ascending.
12. Search for the provider name and verify that all orders assigned to the provider have been addressed.
13. The provider should not depart theater unless all patient orders have been addressed or discontinued where possible.

*Some lab/rad results may not be available until after the provider departs the AOR depending when the order was placed. The DQO/SGH/Clinic Leadership should be tracking any orders that fall into this category.*

*Marking an order from Completed/Unaddressed to Completed/Addressed is the provider's way of flagging in the AHLTA-T system that a patient's result has been received and reviewed by the provider upon receipt.*

### Step 3

## Delete User Roles and Clinics from Theater Security Admin

*This step should only be performed after the user has completed all of their patient encounters and orders. The user will no longer be able to sign in after their account access has been terminated.*

These steps can only be performed by a System Administrator.

1. Log into Theater Security Admin as System Administrator.
2. Locate the user in the Users List.
3. Click the **pencil** edit icon next to the user name.
4. **Roles:** Click the red x to delete each of the user roles assigned to the user.
5. **Clinics:** Click the red x to delete each of the clinics assigned to the user. The default clinic cannot be removed.
6. Click the 'Locked' check box.
7. Click 'Save'.