### Patient Education Tips

**Order an Education Plan**
- Choose an education plan from the **Patient Ed tab** under **Order Entry - Inpatient**
- Generic or a Specialty plan should be ordered at admission

**Chart on the Patient Ed Worklist**
- On admission: the learning needs assessment
- As education occurs during hospitalization
- On dismissal: complete remaining items

### Shortcuts for Worklist Charting

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Displays all charting words</td>
</tr>
<tr>
<td>S</td>
<td>STARTED</td>
</tr>
<tr>
<td>TB</td>
<td>TEACH BACK</td>
</tr>
<tr>
<td>TBD</td>
<td>TEACHB DEM</td>
</tr>
<tr>
<td>RNF</td>
<td>TEACHB RNF</td>
</tr>
<tr>
<td>R</td>
<td>REFUSED</td>
</tr>
<tr>
<td>NO</td>
<td>NO LEARN</td>
</tr>
<tr>
<td>UNDO CHART</td>
<td>Returns order to previously charted status on worklist</td>
</tr>
<tr>
<td>NN</td>
<td>Not Needed</td>
</tr>
<tr>
<td>DD</td>
<td>Duplicate Delete</td>
</tr>
<tr>
<td>K</td>
<td>KEEP</td>
</tr>
<tr>
<td>D</td>
<td>DONE</td>
</tr>
<tr>
<td>G</td>
<td>GIVEN</td>
</tr>
<tr>
<td>C</td>
<td>COMPLETE</td>
</tr>
</tbody>
</table>

### Education Process: Admission

1. Go to **Patient Ed – Order Entry Inpatient**
2. Choose **E – Electronic** for ordering mode
3. Click **Continue button**
4. Click on **Patient Ed tab**, then choose appropriate **Specialty button**
   - Choose education plans, either **Generic** Education Plan or **specialty** plan. Note that some plans have more than one part
   - If specialty items needed, click on the specialty buttons for **Ed Materials, Videos or Non-English** items, or **Search**, type in beginning characters of order, then **Issue**

### Education Process: Daily

1. Go to **Patient Ed tab – Patient Ed Worklist**
2. Document Education:
   - Chart **S** for items started, but not completed
   - Chart **TB, TBD** or **RNF** for items completed, either verbalized understanding, demonstrated, or needs reinforcement
   - Other chart words can be used as appropriate
   - Advance orders in “Started” status to **TB, TBD** or **RNF** prior to patient dismissal
3. As needed, enter a comment in **Note Editor** specifying content/materials used, then **Save**

### In-process Chart words
- The items with chart words **Started** and **Keep** are in-process which means they are not part of the permanent record until they are changed to a completed status chart word (TB, TBD, RNF, REFUSED, NO).

### Education Process: Patient Dismissal

- **Within 4 hours** after dismissal:
  - Chart all in-process education to a completed chart word. If the patient is being readmitted to another unit at Mayo, such as Rehab, chart **K** for any orders that need to stay for the next admitting unit.

- **After 4 hours** past dismissal:

### Reviewing Patient Education Charting

- Use **Patient Ed tab – Patient Ed View** to review multidisciplinary charting, including the Learning Needs Assessment across time
- To review charting by inpatient Nursing, use **Patient Ed Tab – Patient Ed Worklist**; the default includes both **active** and **completed** patient education orders for past 15 days
- Go to Patient Education View to see education completed longer than 15 days back

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