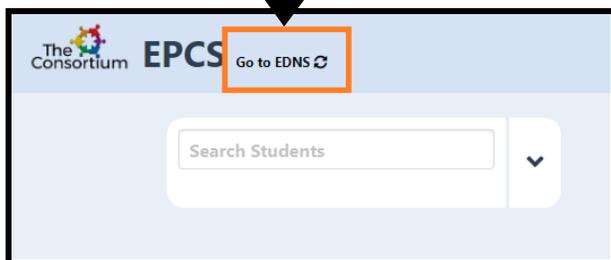


Electronic Delegated Nursing Services

How to electronically document services a nurse delegates to you

- 1 When you log into ezEdMed (the same website you've used to document personal care services), you will see a button that says: "Go to EDNS"



The Web Addresses for ezEdMed are:

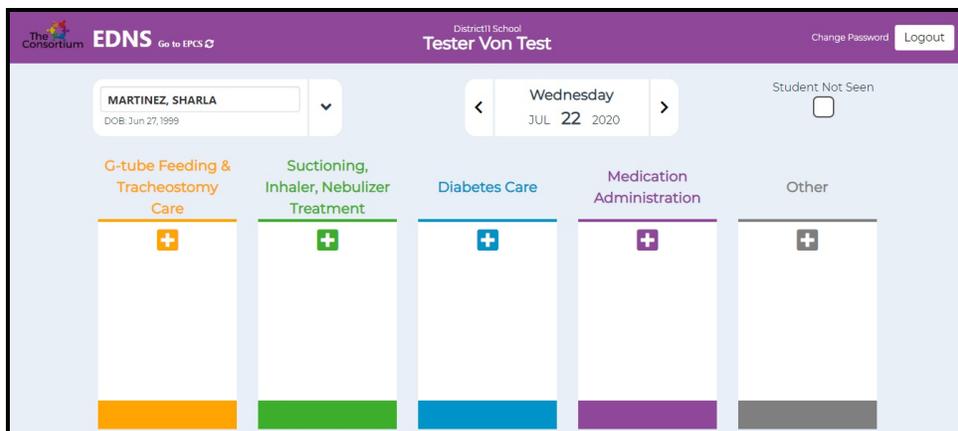
<https://co1.ezedmed.infohandler.com>

(Districts beginning with letters A-De & Westminster Public Schools)

<https://co2.ezedmed.infohandler.com>

(Districts beginning with letters Di-Z)

- 2 Clicking that button will change the categories you can document under from personal care services to delegated nursing services



The delegated nursing services categories are:

- G-tube Feeding & Tracheostomy Care
- Suctioning, Inhaler, Nebulizer Treatment
- Diabetes Care
- Medication Administration
- Other - Diapering & Catheter Care
- Other - Seizure Assistance
- Other - Skin and Wound Care

*When you are looking at this screen and need to get back to the previous page (personal care services), you can click the same button, which now reads: "Go to EPCS"

Keys to Documenting Delegated Nursing Services

*Nursing services are hands-on in nature

Example: You can't document a full day of seizure assistance for monitoring a student who is prone to seizures. Seizure assistance is only documented when a student has a seizure and you are responding to the event.

*A nurse had to train you on how to perform these services

*Best practice is to include a note

For an explanation on how to use the note function, see the back side of this handout.

3 Using the Notes Function

*The EDNS platform allows you to add a note in order to give the nurse more information about what you did

*The most recent note you saved will autofill in the "Notes/Observations" section the next time you enter minutes in that category

*If you need to edit or delete that note, you can do so before submitting the service

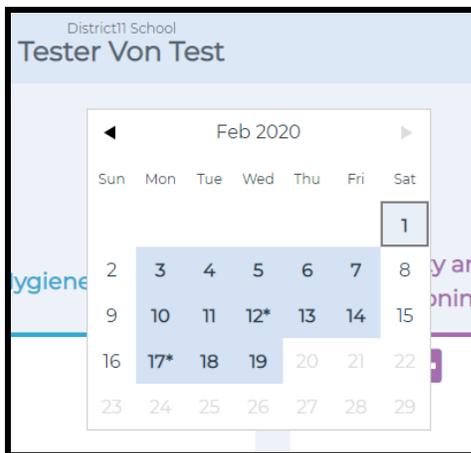
*Notes do not autofill for the three categories within the "Other" section

4 Calendars

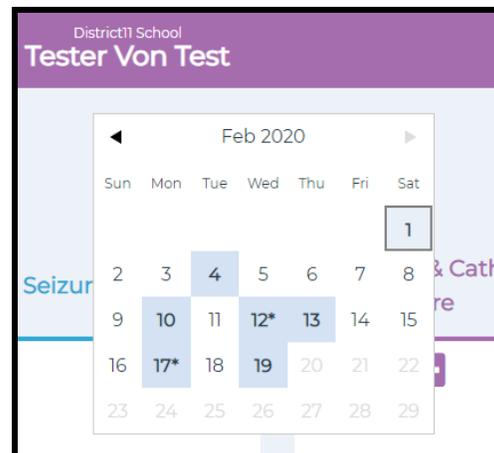
Calendars are unique to EPCS and EDNS. This means when you are on the EPCS page and click the calendar, days that you documented personal care services will be highlighted. Then, when you are on the EDNS page, days that you documented delegated nursing services will be highlighted.

However, marking the "Student Not Seen" button will apply to both calendars, blocking you from documenting ANY services for that student on that day (ex. Feb 12th and 17th below)

EPCS Calendar



EDNS Calendar



5 Nurse Approval



A thumbs-up symbol next to an entry means it has been approved by the nurse that delegated the service to you.



If you see a thumbs-down symbol over a date on your calendar, that means a nurse has declined a nursing service you documented. If you see that, please reach out to the nurse to discuss why a particular service was declined.

Contact The Consortium for assistance:



(303) 217-8460



info@coconsortium.org