Community Bridge Tip Sheet

Register for Bluestone Bridge account - 2 steps

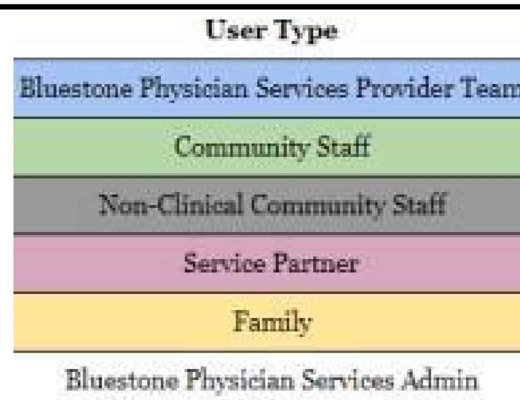
❏ Fill out Community Staff Bridge Registration form (found at www.BluestoneMD.com)
❏ Create Bluestone Bridge account
➢ Click **New User** under Bluestone Bridge found at top right corner of page
➢ Follow prompts to set up account and login information
● ***Once form is received in office, patients will be linked to your account that are listed as enrolled at your community.***

The Bluestone Bridge is a secure online communication tool that allows members of a patient's care team (family, nursing staff, provider team, home health or hospice agency, etc.) to exchange medically relevant messages between regular visits. Access will allow community staff to send, receive, and view care messages thereby keeping staff up to date on the patient's current needs. ***Please note that all users who have access to a patient (provider teams, service vendors, community staff and family) must have individual logins and can see the patient's entire message history.***

Brief overview of Bridge functions[1]

Review inbox- Messages tab

- **Do List**: This tab is for any messages that have been sent to the user.
- **Sent:** Messages the user has sent.
- **Filed:** All messages that have been Filed will fall into this category



Do List

- Message list contains messages from provider team and history
- Order details if attached. Use printer icon to print to PDF.
- Mark Complete green check mark identifies that someone already took care of the message on your team, *message remains in your inbox for review/FYI*

[1]

Contact the **Bluestone Bridge Helpdesk** at **855-794-9476** if you are experiencing issues.

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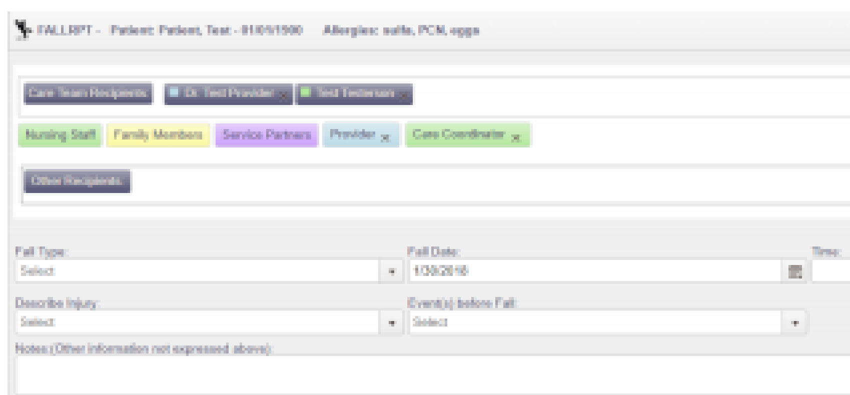
Bridge Tip Sheet

New Message - Provider Message

- Utilize free text box to enter in information like general patient observations, updates, etc. Click **Add New Order** to include order information requiring approval. *Message defaults to provider team, additional recipients can be added to the message by selecting them from the **Care Team Recipients** colored buttons.*
- ***TIP***: User can click on **Orders** icon in main toolbar to pull up chronological view of orders without needing to search each individual message.

New Message - Fall Incident

- Utilize various drop downs to report key elements of the fall report. Each field has a drop down list or user can free text in the field.
- Include as much information as possible which will assist providers in faster medical decision making



New Message - Administrative Inquiry (Non-Clinical)

- Utilize this message for all non-clinic patient inquiries. This would include questions about scheduling, paperwork, etc. These messages sort automatically to team Clinical Assistant.

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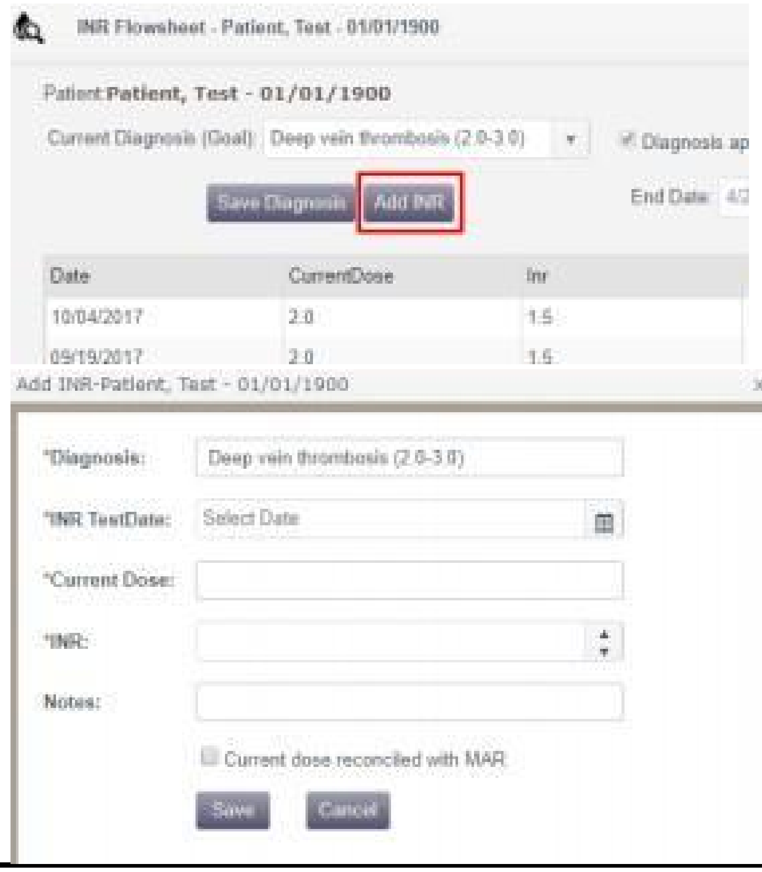
Bridge Tip Sheet

New Message - INR Observation

- Utilize this message type to report INR values and request INR orders (lab/medication) User will be rerouted to INR flow sheet from which they can enter in INR Needs.
- User will enter in INR test date, current dose of anticoagulant, INR value and any pertinent notes. User will need to verify that the current anticoagulant dose has been reviewed prior to submitting message.
- ***TIP***: User can click on **INR** icon in main toolbar to view INR flowsheet without doing so by way of a message.



Sub-groups for scheduling

- Bluestone will schedule communities and sometimes break the census into various groups. To see the groups that are associated with your facilities and the patients assigned to each, simply click on the facility name that appears directly under the patient search bar.
- Click **View Sub Groups** and each group will appear as a tab, with the associated patients appearing directly below

Disclaimer: The Bluestone Bridge ™ is considered a part of a patient's medical record. Anyone who has access including Bluestone Team, community staff, service partners and families can see all messages, including historical messages. Please be mindful of this when charting on patients, and ensure the correct patient is chosen when sending messages.

Users: BPS Staff, External Community Staff
Owner, Title: MN Market Director
Original Effective Date: 1/2018

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