**1.** True or False?

Activities are places in the system where you can do a certain task such as open a patient’s chart, enter documentation, or review patient data.

**2.** You are on the Patient Lists home activity. You want to open a patient’s chart. What do you do?

1. Right click and select Copy.
2. Click the Add Patient button.
3. Drag your patient’s name to the Open Chart button.
4. Double click on your patient’s name on your “My List.”

**3.** Which activity tab in the patient’s chart allows you to view different reports about the patient?

1. Patient Summary
2. Results Review
3. Problem List
4. Synopsis

**4.** How do you close a patient’s chart?

1. Call Medical Records.
2. Click the X in the upper-right hand corner of the Patient Workspace tab.
3. Log off.
4. Click the Close Chart activity tab.

**5.** True or False? It’s important to log out of the system whenever you are not using it to protect sensitive patient data and to ensure that no one else performs actions in your name.

**6.** What is your default flowsheet?

1. The first flowsheet button at the top of the activity.
2. A summary of all the important flowsheets.
3. The flowsheet you’ll see every time you open Doc Flowsheets.
4. Both a and c.

**7.** True or False? You can find flowsheets not listed as buttons at the top of the activity by using the search function.

**8.** True or False? Click the Legend icon to see a chart explaining the symbols used in Doc Flowsheets.

**9.** Which button gives you a quick overview of the most recent values charted?

1. Last Filed
2. Insert Col
3. Graph
4. Legend

**10.** You would like to document a set of vitals you took 30 minutes ago but haven’t had a chance to chart. Within the Doc Flowsheet, what should you do first?

1. Click Add Column
2. Click Insert Column
3. Click Legend
4. Click Details

**11**. True or False? Units are required for both height and weight and are important safety measures.

**12.** What button can you use to view and select the choices in a given cell?

1. Details
2. Legend
3. Add Column
4. Cascade

**13.** True or False? The Date Range Wizard in the Results Review activity allows you to view results for a specified period of time.

**14**. What is true about a system list?

1. It is not maintained by any individual user.
2. Epic automatically updates this list whenever patients are admitted or discharged from the department.
3. System lists are always identified by a blue and red icon (two people).
4. All of the above.

**15.** True or False? There is no way to tell if a patient has overdue medications or unacknowledged orders from the Patient List screen.

**16.** What statement is true about the MAR

1. The MAR is where you can review previous administrations during the admission, see what medications need to be given, and document those administrations.
2. A view only list of medications.
3. Due times and administered doses appear at the intersection of rows and columns.
4. Both a) and c).

**17.** True or False? Discontinued medications appear with a yellow background.

**18.** True or False? The Due/Overdue Meds tab shows you scheduled meds that have due times within an hour of the current time or that are overdue.

**19.** What’s a keyboard shortcut for the current time?

1. There are no keyboard shortcuts in Epic.
2. N for now
3. M for medication
4. G for given

**20.** What statement is true about viewing notes from the Notes activity?

1. Notes can be viewed by double clicking on the note.
2. Tabs across the top of the Notes activity separate notes by type
3. You can sort the notes by any of the columns by clicking on the header. Reverse the order by clicking the same header again.
4. All of the above.