

SCREENSHOTS IN DOCUMENTS

Screenshots are an easy, visual way to present information from software systems such as CST-CERNER.

However, screenshots may:

- Require frequent updating to maintain accuracy
- Be program/area view specific (e.g., Firstnet vs. PowerChart)
- Contain role/position specific details
- Significantly increase the length of document

Screenshots are not recommended for use in certain document types.

Screenshots are recommended for Education materials, Standard Work, Workflows

- Practice pointers where CW specifics differ from VPP/enterprise workflows
- For education materials such as eduquicks, orientation and self-directed online learning activities
- To describe workflows specific to CW which are not available on CST-CERNER help

Screenshots are not recommended for Policies, Procedures, Protocols, Standards, Guidelines. Instead...

- State the required “practice” to achieve patient care
- State “what” documentation needs to occur regardless of the type of medical record (paper or electronic) to support split-activation and downtime documentation requirements.
- When identifying CST-CERNER documentation, identify the basic CST-CERNER information required using the iView band level or higher
- If unique specific steps are needed to differentiate information, state the iView band level first, then document the subsection required. Link to standardized CST-CERNER help documents instead of using screenshots. This facilitated consistent quality and will reduce the need to update documents as help documents are updated regularly.