

Patient Name: \_\_\_\_\_

# Welcome Guide



**KootenaiHealth**



**MyChart**  
Provided by Kootenai Health

Patients are encouraged to download the electronic health record mobile app

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## QUICK REFERENCE



### Important Hospital Policies

While at Kootenai Health, we want you to stay safe. Please follow these important policies:

- ▶ **Weapons and/or illegal substances** are not allowed at Kootenai Health
- ▶ Please send any **medicine** you may have brought from home back with a family member
- ▶ **Smoking or tobacco use**, which includes the use of e-cigarettes and vaporizers, is not allowed at Kootenai Health or any Kootenai Clinic facility
- ▶ For safety reasons, **latex balloons** are not allowed at Kootenai Health
- ▶ **ADA-approved service animals are welcome** in all unrestricted areas at Kootenai Health provided they do not pose a threat to patients, visitors or staff. Dogs are recognized as service animals by the ADA. If you have a service dog with you, please keep in mind that a staff member may ask what specific task the animal has been trained to perform. The service animal handler is responsible for the animal's control, food, water and other necessary care, or to make arrangements with outside support when needed.
- ▶ **Lost and found belongings:** If you lose or misplace a personal item while you are with us, we will do our best to help you find it. **To report or identify a missing item, please contact Guest Services at (208) 625-6600.** Lost and found items will be held for 30 days. If unclaimed, the item will be donated to charity or discarded.

Before you go home, remember to take your personal items with you:

- Cell phone charger
- Glasses
- Hearing aids
- Dentures
- Jewelry



### If You Have a Question or Care Need

For care-related items or emergencies, please **press your call light** to be connected with a care team member. To be connected with a person or department, please call the **hospital operator** at **(208) 625-4000**.



### If You Have a Concern

We are committed to resolving any issues that arise during your stay. If you have concerns, the following resources are available to assist you:

- 1) Ask to speak with your charge nurse or manager
- 2) Patient Advocacy, call: (208) 625-4298  
Available Monday through Friday, 8 a.m. – 4:30 p.m.
- 3) Security Services, call: (208) 625-6200  
Available 24/7 – Our security department works to provide a safe environment for our patients and staff.



**Kootenai Health complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.**

Language assistance services are available to you, free of charge.  
Please call 1-888-302-4348.

Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística.  
Llame al 1-888-302-4348.

Ako govorite srpsko-hrvatski, usluge jezičke pomoći dostupne su vam besplatno.  
Nazovite 1-888-302-4348.

**Interpretive services are available on iPads. If you are interested ask one of your care team members.**



### **Visiting Hours**

In general, Kootenai Health welcomes visitors from 5 a.m. to 8 p.m. every day of the week.  
Quiet and resting hours are 1 to 3 p.m. to encourage rest and healing.



### **Interactive Care System on your Television**

The GetWell Interactive Care System on the TV in your room will serve as a central communication tool during your stay. It gives up-to-date, important information for you, your family members and your care team that is easy to understand and use. Your care team will work with you and your family to learn about your medicines, watch videos about your health, order meals, and more. You can also watch TV, movies, listen to music, and play games.

Your care team will assign videos about your health condition and staying safe in the hospital. We encourage you and your family to watch as many as you are able – they are an important part of learning about your condition.



### **Order Room Service**

Room service is available from 7 a.m. to 7 p.m. every day of the week. You can place an order by using the “order a meal” button on your TV. You can also order by dialing **(208) 625-6655** and we will be happy to take your request.

Visitors are welcome to order from the menu by using a voucher. You can buy vouchers in Kootenai Cafe or with a credit or debit card by phone **(208) 625-6655**. The attendant will ask you for the voucher when your meal is delivered.



### **Complimentary Wi-Fi (Hospital-Wide Internet Access)**

Kootenai Health provides free access to our wireless (Wi-Fi) network. You can keep in touch with relatives or stay connected to work during your stay at the hospital. Instructions on how you can connect to the Wi-Fi are listed on page 11.



### **Making a Telephone Call**

If you would like to make a call from the telephone in your room, **dial 9 + 1 +** the number you wish to call. If you need help, please ask a care team member.

## WHAT TO EXPECT DURING YOUR STAY

While you are in the hospital, your health care team will work with you to develop a plan to best guide your treatment and recovery. This approach is designed to help you meet your treatment goals. Together with your provider and care team, you will work through your plan of care, and changes will be made as needed to keep your experience and recovery as positive and successful as possible.

How long you stay in the hospital will vary based upon why you are here. Depending upon your condition, your provider may be able to estimate how long you will be in the hospital. As you move through your treatment, you will be updated on your progress and timing of discharge. Please let your care team know if you have any questions.

### When You Arrive

Planning for your safe and successful recovery starts on admission. Our goal is to help you understand your condition and treatment so you can stay involved in all of your health care decisions.

To help us care for you, please be ready to talk about the following:

- **Medication history** including prescription and over-the-counter items
- **Medical history** and family medical history
- **Lifestyle habits** or recent changes in your daily activities
- **Allergies** to any items including medication
- **Any concerns** you have about your care after you leave the hospital

Here are some things you can do so speed your recovery:

- Share accurate and up-to-date information on all matters related to your health
- Stay aware of your plan of care and any changes that your health care team suggests
- Carefully consider all information you receive, including instructions from your provider
- Watch all educational videos assigned to you by your care team
- Voice any questions or concerns you may have with your care team

### Fall Prevention

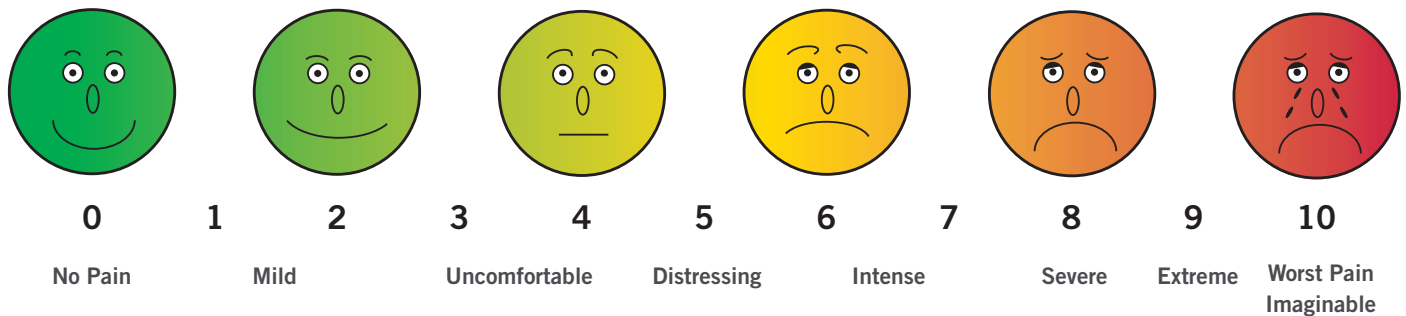
Every hospital patient is at risk for a fall. While you are in the hospital, you may be feeling weak, taking medication, spending more time than usual lying down, and you are in an unfamiliar setting surrounded by cords and equipment. Most patients who fall are trying to do something simple, such as use the restroom or move from their bed to a chair. Unless otherwise discussed, care team members are the only ones who should help you with walking or moving to a wheelchair, bed, chair, etc.

- **When you need to move, play it safe; use your call light so a care team member can help you.**
- **It is important that a staff member helps you when moving around your room or using the restroom.**

## Pain Management

It is our goal to provide effective pain relief. The pain communication tool below will help us to clearly communicate with you about your pain. We use a scale of 0-10 to check your pain level. Zero (0) is no pain, while ten (10) is the worst pain you can imagine or have ever experienced. A care team member will guide you through this process.

You may be prompted by your interactive TV to tell us your pain rating. Please be involved and let us know. You will also find other ways to manage your pain on your interactive TV.



## Call Light

Using the call light is an important and effective way of staying connected with your health care team. When you press a call light button, staff is alerted and will respond to your call. To use this system:

- 1) Notify the first-responding team member of the urgency of your call and any emergency that requires help right away
- 2) Be specific with your requests
- 3) Know where the call light button in your room and restroom are located
- 4) Keep the call light button close to you at all times
- 5) Plan ahead when possible and call ahead for support

## Phone System

You may notice your nurse and CNA are carrying mobile phones. Meeting your needs is our priority, so these phones are tied to your call light. They will know when you call, no matter where they are. Having your calls answered on time is important, so we pledge to answer them as quickly as possible.

## Interactive Care System on Your TV

The GetWell Interactive Care System on the TV in your room will serve as a central communication tool during your stay. It provides up-to-date, important information for you, your family members and your care team in an easy to understand format. Your care team will work with you and your family to learn about your medications, watch videos about your health, order meals, and help you get ready to leave the hospital. You can also watch TV, movies, listen to music, and play games.

Your care team will assign educational videos about your health condition and staying safe in the hospital. We encourage you and your family to watch as many as you are able – they are an important part of learning about your condition. You will also be given the chance to sign up to view your educational videos at home to help refresh your memory on how to care for yourself after you leave the hospital.

Your care team will check in with you daily. Please let us know how we are doing and take a moment to answer our questions. This will help us stay on track and keep you involved in your care and plan for discharge.

# HOW TO USE YOUR TV'S INTERACTIVE CARE SYSTEM

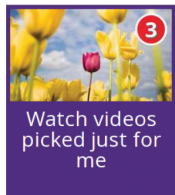


Click on this tile on the home screen of your TV to learn more about how to use your TV. If you need help, let your care team know.

**Important Notes:** Staff may have to interrupt TV shows or movies to use the **whiteboard** while explaining your care.

Messages about your care will display on your TV, and they may appear in multiple forms. Stay involved, follow the prompts, and please let the staff know if you have any questions.

## Special Features



**Watch Videos:** Watch important educational videos about your health, chosen for you by your care team. The red number shows how many videos you have left to watch.



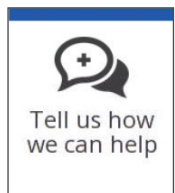
**My Daily Plan (whiteboard):** Find out who is assigned to your care team, what your schedule looks like, and view important clinical notes about your care.

**Pro Tip:** Click the + icon to expand each section and learn more.

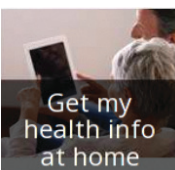
**Pro Tip:** Click the **"Ask a Question"** button to ask your care team non-urgent questions.



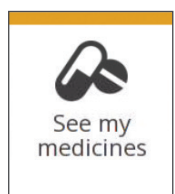
**Order Meals:** Order breakfast, lunch or dinner from 7 a.m. to 7 p.m. Remember to add any condiments or dressings you want. If you need help ordering, ask a staff member.



**Send Messages:** Send messages to other hospital departments. You can request help or information from the chaplain, pharmacists, housekeeping, food service and more.



**Health Information and Education at home:** Do you want to receive health and education information from your hospital visit, when you return home? Sign up for the Online Patient and Education Portals here.



**View Your Medicines:** Learn about medicines ordered for you by your care providers.

**Pro Tip:** Use the envelope button to send yourself an email with medication information.

## How your Interactive Care System works

Your room should be equipped with a **KEYBOARD** and **REMOTE**. Use these devices to navigate the system and type. If you do not have a keyboard or remote, let your health care team know.

### SHORTCUTS

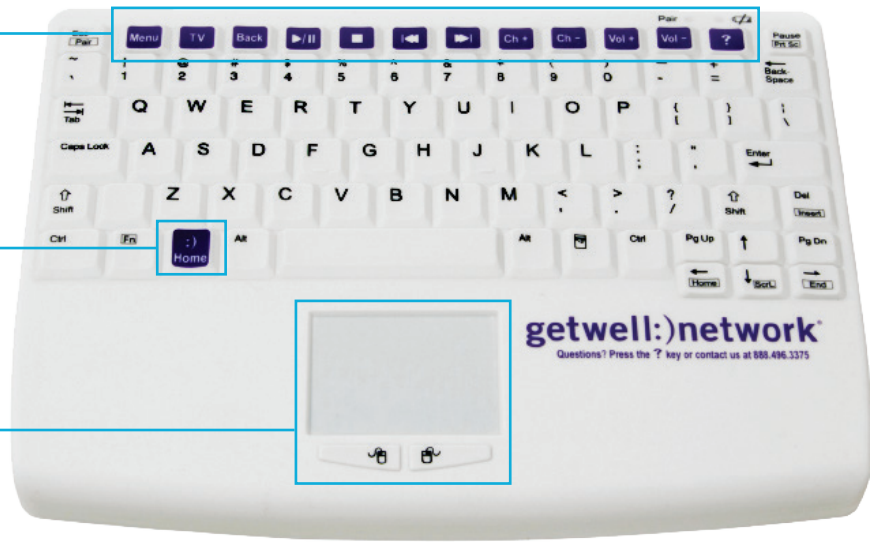
Use these purple shortcut buttons for quick access to commonly used features such as TV, internet or movies.

### HOMESCREEN

Use the **HOME** button to quickly return to the home screen.

### TOUCHPAD MOUSE

Use the touchpad to move the mouse around the screen. Use the left button as the primary click and the right button as the secondary click.



### MENU BUTTON

At any time, press the **MENU** button and the on-screen controls will appear. Use these controls to navigate the system, increase font size and complete other helpful actions.

### ARROW/SELECT BUTTONS

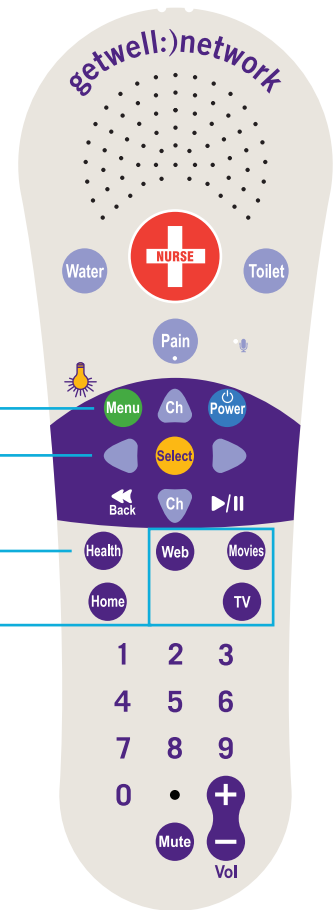
Use the arrow keys to navigate the system, then press **SELECT** to make your choice.

### HEALTH BUTTON

Press the **HEALTH** button to go directly to your Careboard, where you will find your caregivers, care goals, schedule for the day and more. Press it again to remove it from your TV screen.

### SHORTCUT BUTTONS

Look for shortcut buttons to features such as TV, internet and movies.



**Helpful On-Screen Control Tips:** Press the **MENU** button to access on-screen controls such as:

- Volume control
- Closed captioning (CC)
- Movie controls like pause, fast-forward and rewind





## YOUR ROOM

The room you are assigned to will depend upon availability and your condition. Whether you are placed in a single or a double room, we will work hard to keep your stay quiet and restful. In order to keep your room as clean and safe as possible, here are some things to think about:

**Cleanliness:** Preventing the spread of germs is an important part of a safe hospital stay. To help maintain a sanitary healing environment, our housekeeping staff will clean your room and bathroom daily. We also promote regular hand washing for all patients and staff. Your health care team will clean their hands when entering and leaving your room. If you ever see anyone not cleaning their hands, speak up! You have the right to ask health care providers, loved ones and visitors to clean their hands. It's okay to ask for protection from infection!

**Belongings:** Kootenai Health is unable to take responsibility for your belongings. Please send anything of value, including medications, home with a trusted loved one. If you can't send items or medications home, let your care team know and we will store them until your discharge.

**Privacy:** Your care team will work to respect your privacy at all times. When possible, care team members will knock before entering your room, close the curtain around your bed and speak in a soft voice when discussing private information. If you would like more privacy, you can ask to have your care team limit visitors to your room at any time and remove your name from the public hospital list.

**Noise:** Throughout your stay you will hear the staff going about their daily duties and may hear normal hospital noise as they work. We are very sensitive to the potential disruption that this can cause, and will work to keep the noise at a manageable level.

Here are some things that you can do to help reduce the extra noise that we experience every day:

- ▶ Ask your care team to close the door to your room
- ▶ Ask for ear plugs or headphones
- ▶ Turn on your television
- ▶ Ask for a fan to be placed in your room to help create white noise
- ▶ Have your visitors silence their phones and take calls in waiting room areas
- ▶ Listen to soothing music using your smartphone and earphones, or on your interactive TV through the "listen to music" button.

**If you feel uncomfortable with the noise level in your room, please let us know and we will work quickly to improve your experience and comfort.**

# LEAVING THE HOSPITAL

## Leaving the Hospital and Returning Home

Preparing you to leave the hospital starts as soon as you arrive at the hospital. Your care team will work with you to make sure you are ready to safely return home. It is our goal to make sure you get the right care after you leave the hospital.

Once discharge orders are received from your provider, we will be as timely as possible and, as always, sensitive to your individual needs. The discharge process has many steps to keep you safe and may take some time. Here are some things that you can do to help make discharge safe and successful:

Be an active part of your discharge planning and discuss all of your needs with your care team. Throughout your stay, you will receive prompts from your care team on your interactive TV. Please read and respond to all prompts as they are an important part of your discharge process.

- ▶ Discuss concerns that you may have, including aftercare, insurance and transportation
- ▶ Ensure that you and your family understand all of your discharge planning options
- ▶ Have a clear understanding of everything you need to do after you are discharged from the hospital
- ▶ Your medications will have been carefully reviewed, so please do not change your medications until you have had your first follow-up appointment
- ▶ If you have general questions about care items, your regular doctor will be the best person to contact once you have left the hospital
- ▶ Watch all educational videos assigned to you by your care team and sign up to watch them at home (if you need help, ask your care team for assistance).

## Transportation Services

Kootenai Health offers free patient transportation to and from the hospital or any of our clinics located within Coeur d'Alene, Hayden, Post Falls, or Rathdrum. Rides are available by appointment only, Monday through Friday from 6 a.m. to 4:30 p.m. For more information, or to schedule a ride, call **(208) 625-5030**.

## Online Patient Portal (MyChart)

Our online patient portal is a convenient and secure health management tool that you can use anywhere you have access to the Internet. To view your chart, visit the online patient portal access page at **kh.org/online-patient-portal** (instructions are available for download). Ask your care team for more information

## Patient Survey

You may receive a survey in the mail or by email asking about your hospital experience. Your response is very important to us, as it will help us improve patient care. If you have questions about the survey, please call Patient Advocacy at **(208) 625-4298**, Monday through Friday from 8 a.m. to 4:30 p.m.

## Appointment Center

Our Appointment Center can help you find a physician and schedule an appointment for you at one of our Kootenai Clinic locations, call: **(208) 625-6767**, or toll free at **844-627-9411**.

# VISITOR INFORMATION

## General Information

Visits from family and friends are an important part of treatment. Our goal is to provide an environment that promotes healing and supportive hospitable experiences for patients and guests. To support the needs of our patients and help protect the health of our staff and community, we ask that all visitors follow these guidelines while visiting Kootenai Health:

- Check in at the nurse's station when you arrive to make sure the patient is feeling up to a visit
- If you have a cold, fever, rash or other contagious illnesses please consider a telephone call rather than a personal visit
- Wash your hands with soap and water or use the hand sanitizer located outside patient rooms
- Call ahead or check with the nurses station to make sure your gifts are allowed in patient rooms
- Limit visitors to two at a time in the room unless you are told otherwise by a staff member
- Accompany young children at all times
- Show consideration for others; use quiet voices and keep the television volume low
- Follow all precautions and wear a mask and gown when asked to do so
- Designate a contact person if you are a part of a large group of visitors

## Visiting Hours

Kootenai Health welcomes visitors every day of the week. The main north entrance is open 5 a.m. to 8 p.m. Visitors arriving after 8 p.m. must enter through the Emergency Department on the south side of the hospital.

## Visitor Limitations

At times, limitations may need to be enforced for some patients. During certain times of the year, such as flu season, there may also be hospital-wide limits in effect. If you have questions or concerns about visiting a patient, please talk with your nurse or health unit coordinator.

## Visitor Dining

The Kootenai Cafe is located just inside the North Entrance of Kootenai Health and features a variety of food and beverage options served in a friendly atmosphere. Whether you are looking for a quick snack or a nice sit down meal Kootenai Cafe has something for everyone. Always fresh, affordable and delicious. We look forward to serving you!

### Cafe Hours

Breakfast: 6:30 a.m. – 9:30 a.m.

Dinner: 4:45 p.m. – 7:30 p.m.

Salad Bar: 6:30 a.m. - 7:30 p.m.

Lunch: 10:45 a.m. – 2 p.m.

Night Service: 7:30 a.m. – 3 a.m.

## Pet Visitation

Patients may have the opportunity to have their adult dog visit them while they are in the hospital. For more information please talk to your primary nurse and ask them for the Pet Visitation Form.

### Big Blue Coffee Company

Big Blue Coffee is located inside Kootenai Cafe and serves made-to-order coffees, sandwiches, salads and baked goods from 6:30 a.m. to 10 p.m., Monday through Friday and 6:30 a.m. to 1 p.m. on Saturday and Sunday.

### Cell Phone Use

To help ensure a quiet, healing environment, please follow these cell phone guidelines:

- ▶ When using your cell phone, please be sensitive to the privacy of others
- ▶ Speak with a soft voice to help decrease noise levels
- ▶ Place your phone on “silent” mode in all hospital areas

### Parking and Valet Services

Free parking is available in visitor lots on the Kootenai Health campus. If you are traveling in a large vehicle or RV, parking can be found in the northwest lot. Please contact Security at **(208) 625-6200** for information, including an RV parking permit.

Valet parking is free and is there for all patients and visitors to use.

- **South visitor entrance:** Monday through Friday, 7 a.m. – 5 p.m.
- **North visitor entrance:** Monday through Friday, 8 a.m. – 4:30 p.m.

To retrieve keys after hours:

- **South visitor entrance:** Check in with Security or at the Nurses’ Station
- **North visitor entrance:** Check in with Guest Services

### The Gift Shop

Flower arrangements, candies and a variety of gifts can be purchased from our gift shop, located near the main elevators. The shop is open from 9 a.m. to 4 p.m. Monday through Thursday and 9 a.m. to 2 p.m. on Friday. The gift shop accepts major debit and credit card payments.

**ATM** An ATM machine is located in the hospital cafeteria.

### Complimentary Wireless Internet

Kootenai Health provides free access to our hospital-wide wireless (Wi-Fi) network.

To connect to the network, follow these steps:

- 1) Using your smart phone or tablet, connect to the wireless network named “KH\_Guest”.
- 2) Open an Internet browser, such as Firefox, Internet Explorer or Safari on your wireless device.
- 3) After opening the browser, a site security certificate will pop up. Click on “Continue to Website,” “I Understand the Risks,” “Continue,” or “Proceed Anyway.” Depending on your selected browser, the message may vary. If you have trouble with this step, contact the Help Desk.
- 4) Your Internet browser will be redirected to a page where you can view the Terms and Conditions of use.
- 5) Read the Terms and Conditions and click “Accept”.

**If you need help, please contact our Help Desk at (208) 625-5555.**

**If you need something printed, please contact Guest Services at (208) 625-6600.**