

After Ambulatory Downtime Data Input Reconciliation Check-List

Adult Office Visit

Front Office Staff:

- Scan Consent, MSP, M1, Insurance Card, Paper Registration
- Verify and update electronic registration.
- Ensure** patients who no show or cancel during downtime, that the FINs get cancelled appropriately.
- Ensure** patients who were not registered prior to downtime, get assigned a FIN.
- Ensure** patients who reschedule are called with new date.

Clinical Staff:

- Complete Downtime Reference Form in EHR.
- Input Vitals, and update Advance Directive in EHR.
- Update Allergies in EHR.
- Update Infectious Disease risk screening form in EHR.
- Update Medications in EHR.
- Complete Depression Screening in EHR.
- Complete Anxiety Screening in EHR.
- Complete Social Determinants of Health in EHR.
- Complete Fall Risk Screening in EHR (if applicable).
- Document in-office administered Medications and Vaccines in EHR.
- Complete Alcohol Audit in EHR (if applicable).
- Complete CSSRS in EHR (if applicable).
- Order/Document Point of Care tests/results in EHR.
- Document Controlled Substance Adhoc Form for PMP date (if applicable).
- Scan Procedural Consents, Controlled Substance Consents, and Vaccine Consents.
- Match transferred ECGs in Cerner.

Providers:

- Medication Reconciliation
- Problem List Reconciliation
- Complete E&M Charges in EHR - ensure completed on correct DOS, backdate, if necessary, before signing.

Provider Note: complete one of the following options:

- Complete dyndoc note in EHR: ensure completed on correct DOS, backdate, if necessary, before signing.
OR:
- Scan Free Text Note into EHR.