From the Office of Clinical Informatics
CCOM and AR Gould Oncology
Position Uplift

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Workflow MPages

Overview

What are Workflow MPages?

➢ Workflow MPages are interactive, visually rich views that allow staff to review real-time clinical information in one area.

➢ Many of the actions you must take to deliver care can be initiated directly from the view, which decreases required clicks and reduces navigation barriers.

➢ The same information found in a **Summary MPage** component will be found in the respective Workflow MPage Component.

➢ You can personalize your views and content within components so they are presented with the information at the point you need it during your natural workflow.

MPage Elements

➢ The following elements can be used within the components to assist with locating information efficiently in the patient's chart.

- **Workflow View**: Displays the Workflow components.
- **Workflow Component**: Allows you to review different types of patient results/information.
- **Component Header:** Clicking the component header allows you to navigate to the appropriate section of the patient's chart to where you can view information, as needed.
- **Look-Back Ranges:** These buttons allow you to select the timeframe for which you want to see results in the component. For example, click **Last 24 Hours** to display the appropriate patient information in the component for the last 24 hours.
- **Add** : Opens a dialog box or a section of the patient's chart where you can document additional information.
- **Additional Actions** : Displays a list of additional actions, PowerForms, or other items available in the component.
- **Refresh** : Displays how much time has elapsed since the data in the component was last refreshed. Click this button to manually refresh the component information.
- **Component-Level Menu** : Displays additional filtering and display options for the component
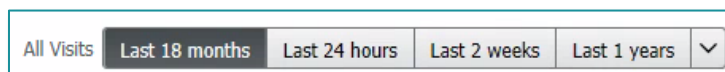
Customizing the Workflow MPage

Add MPages to View

➢ Click the **Add** ✛ button on the view.

➢ Select the desired MPage to be added.
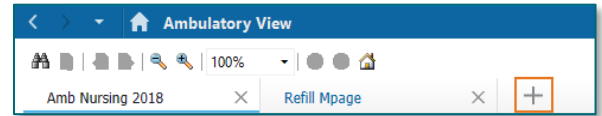
Ambulatory Organizer

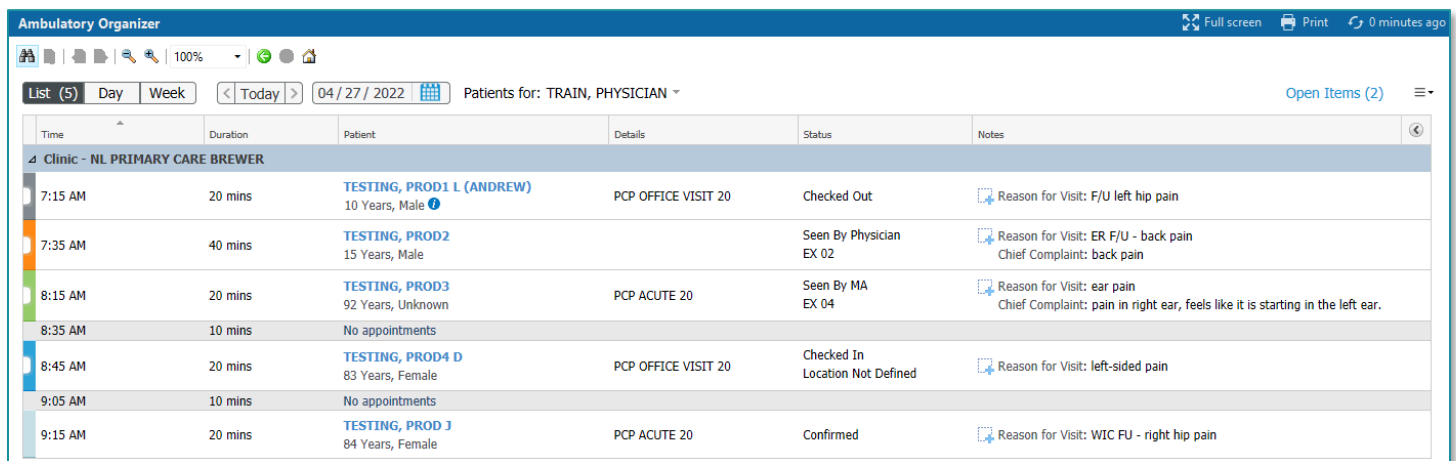➢ The **Ambulatory Organizer** provides a simple, comprehensive view for Ambulatory staff to efficiently access and manage their patient schedule, documentation, and charges.

➢ The Ambulatory Organizer also provides a snapshot of a single day's appointments, as well as any appointment gaps and appointment times and details, patient information and status.

➢ Please refer to the flyer on the Ambulatory Organizer for more details.

Patient Intake Process

➢ Accessing the Intake form is more efficient and time saving!

➢ To access the intake form:

- From the **Ambulatory Organizer**, click the patient's name.
  - The chart opens to Ambulatory View.
- From the Workflow MPage, navigate to the **Vital Signs** component.
- Click the **Add** drop-down arrow.
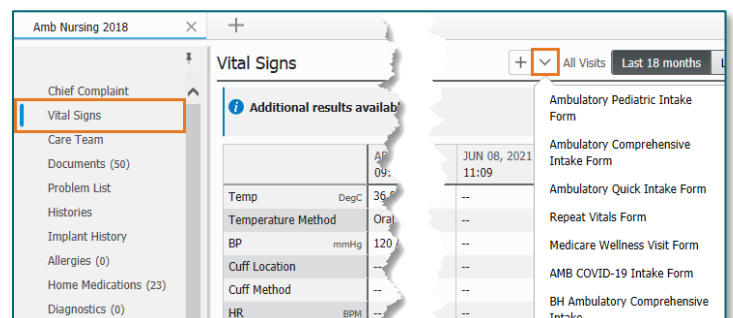
- Select and complete appropriate Intake form.
- Complete the intake as per your normal process.

Patient Education

➢ If **This Visit** problems have been documented for the patient, the **Quick Suggestions** section of the Patient Education component displays suggestions based on those problems.

➢ Education items can be added by selecting a suggested education item or by searching for and adding an education item that was not suggested.

➢ For **Suggested Education Items**:

- Simply select the education item in the **Quick Suggestions** section that you want to add.
- The education item is added and displays in the **Added Education** section of the component.

➢ If you wish to add an education item that is not listed in the **Quick Suggestions** section, click **Add** in the component heading

➢ The **Add Education** dialog box displays. Search for the desired education topic.

- Select the education item you want to add. The education item is added and displays in the **Added Education** section of the component.

Patient Visit Summary

➢ With the position uplift, the Depart tool will be retired. Patient visit summaries will be generated from the Workflow MPage.

➢ Instructions that providers enter in the **Patient Instructions** component on their Workflow MPage will flow to the **Instructions From Your Provider** section of the Visit Summary.

➢ Staff have the ability to add additional instructions to this section when generating the Visit Summary.

NOTE: For patient visits on Series encounters, staff will select the **Ambulatory Patient Summary – Series** option in the Quick Links when generating the Visit Summary.
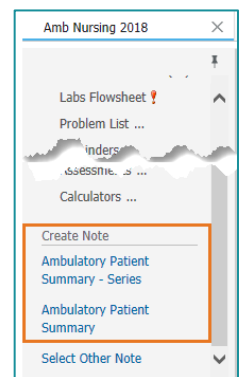
➢ Please refer to the Printing Visit Summary flyer for more details on how to create a visit summary and add additional information.

Helpful MPages

Demographics MPage

➢ The **Demographics MPage** provides helpful information such as insurance, registration, contact information, and more in one location.

➢ Information entered on the **Patient Information Administrative Form** is populated into the Patient Information Administrative component on the Demographics MPage.

➢ Please refer to the flyer on using the **Patient Information Administrative Form** and the Demographics MPage for more details.

Refill MPage

➢ The **Refill MPage** is another workflow MPage that contains components pertinent to reviewing a patient's chart for prescription refills. Staff can also view this page from the message in Message Center by clicking **Summary View**.
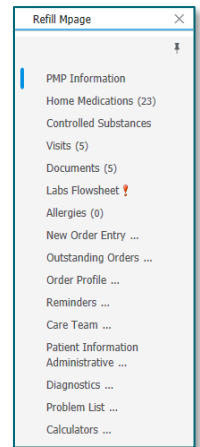
Referral Review MPage

➢ The **Referral Review MPage** allows staff reviewing incoming referrals to view information in the patient's chart in a single location.

➢ Please refer to the flyer on Referral Review MPage for more details.

Default Location in Message Center

➢ It is important to associate the correct location when creating a Between Visit encounter as this will ensure task and orders are placed correctly.

➢ Please refer to the flyer on Setting Ambulatory Default Location for more details.

Miscellaneous

iView Bands

➢ For more information on how to add/remove iView bands, please refer to the iView Band Setup flyer.

Summary View

➢ The **Summary View** button within Message Center is an efficient and convenient way to open and review a patient's chart, without having to navigate out of Message Center and go into the patient's chart.

➢ To access Summary View:

- Open a message and click **Summary View** on the header toolbar of the message.
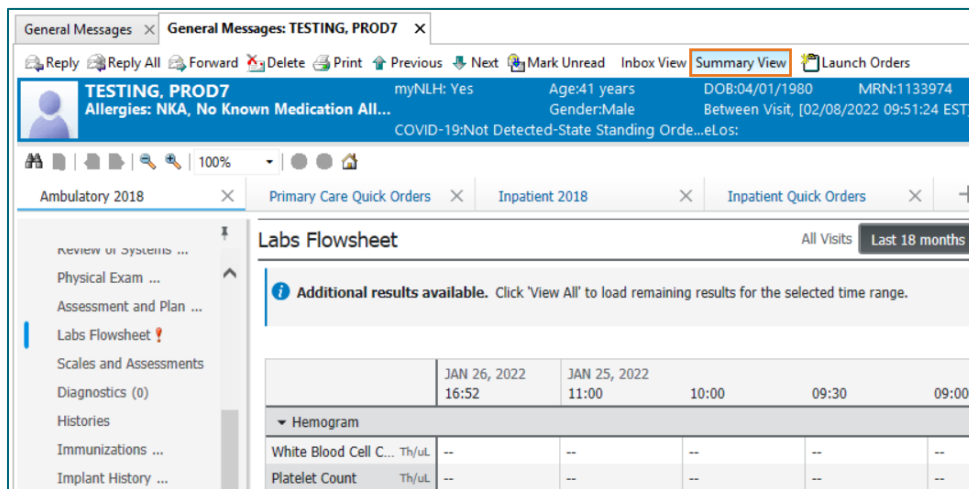
- The **Summary View** opens in the Ambulatory View. You can navigate to the desired section of the workflow MPage.

- To get back to your Inbox, click the **Inbox View** tab to the left of the Summary View.
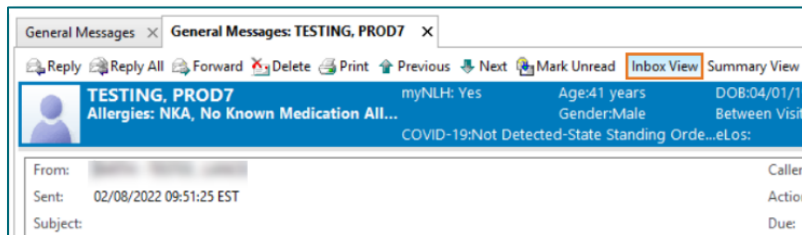
For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at:
207-973-7728 or 1-888-827-7728.

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