

From the Office of Clinical Informatics Cerner Millennium PowerChart and FirstNet

Documenting a Nurse/MA Only Visit

February 6, 2020

This flyer reviews the new system standardized workflow for documenting a Nurse/MA only visit, using a Clinical Note, from PowerChart or FirstNet.

Accessing the Nurse/MA Only Visit

We will be using a Clinical Note to achieve this documentation. Using this note allows for the use of auto text and smart templates, unlike previous nursing/MA documentation in PowerForms.

- **For Ambulatory Practices:**
- **<u>STEP 1</u>**: Enter the patient's chart from the **Ambulatory Organizer**.

Ambulatory Organizer								
Day View (1) Calendar Open Items (0) Upcoming								
4 February 6, 2020 ■ Patients for: Z TESTING RESOURCE ~								
* Time	Duration	Patient	Details	Status (as of 1:48)	Notes	۲		
A Clinic - NL PEDIATRIC PRIMARY CARE BANGOR								
8:00 AM 30 mins		2 Years, Female		Confirmed Reason for Visit : Nurse/MA Only V				

<u>NOTE</u>: Ensure you are on the correct encounter/location prior to commencing any documentation.

- <u>STEP 2</u>: Navigate to the **Documents** component of the **Amb Nursing 2018 or Ambulatory 2018** workflow mPage.
- **<u>STEP 3</u>**: Click the **Add** icon.



For WIC locations:

- **<u>STEP 1</u>**: From **LaunchPoint** navigate to the desired patient row.
- **<u>STEP 2</u>**: **Right-click** and select **Documentation** from the drop-down menu.
- <u>NOTE</u>: Ensure you are on the correct encounter/location prior to commencing any documentation.
- **<u>STEP 3</u>**: Click the **Add** icon.

🕂 Add 👻



From the Office of Clinical Informatics Documenting a Nurse/MA Only Visit February 6, 2020 Page 2 of 3

Documenting a Nurse/MA Only Visit

- <u>STEP 1</u>: In the **Type**: field, select the note type **Nurse/MA Only Office Note** from the drop-down menu.
- <u>NOTE</u>: Be sure that the Date is reflective of the correct DOS in which you saw the patient if you are post-documenting.
- **<u>STEP 2</u>**: Type the **Subject** of the nature of the Nurse/MA only visit.
- **<u>STEP 3</u>**: Document your visit in the body of the note.

< 🚿 🔹 🔒 Documentation	🗇 Full screen 🛛 Print 🗨 0 minutes ago					
+ Add - '⊒' lign New Note X List						
Arial • 10 • 10 • 10 Thide Note Details • • • • • • •	3 및 / #이동 후 별 특 산 환 여 0					
*Type: Nurse/MA Only Office Note v *Author	GENDREAU - TEST PCP MA . DANIELLE					
*Date: 02/06/2020 • 1314 • EST Status:	In Progress					
Subject: Wound Dressing Change						
Associated Providers: Modify Patient Level Document:						
Visit documentation here. You can also use auto text here!						
	Submit Save Save & Close Cancel					

<u>NOTE</u>: If you need to send a copy of the note to a Provider for review or signature follow the steps outlined below prior to signing the note.

<u>STEP 4</u>: Click **Submit**.

NOTE: You can use the Save & Close option if you've started your documentation but need to complete it later. This note will appear in the Documents component, In Progress folder and may be accessed and completed from there.

> Additionally, any unsigned notes also appear in your message center in the Work Items, Saved Documents folder. Notes can also be completed from here as well.

Amb Nursing 2018	×	Ambulatory 2018	sye X Primary C	Care Quick Orders \times +
	¥ [Documents (49)	>	
Chief Complaint		<		
Documents (49)		Time of Service	Subject	Note Type
Vital Signs		✓ In Progress (4)	25	
Problem List		SEP 10, 2019 09:48	Wound Dressing Change (In Pro	gress) Nurse/MA Only Office No
Message Center Inbox Summa	_	Saved Documents X	:	
Message Center Inbox Summa	_	Saved Documents X		
Message Center Inbox Summa Inbox Proxies Pools		Saved Documents X Saved Documents	Copen Ja Message Journal D. Forwa	ard Only 🏊 Select Patient 🛄 Select All
Message Center Inbox Summa Inbox Proxies Pools Display: Last 90 Days	· · · · · · · · · · · · · · · · · · ·	Saved Documents × Saved Documents × Garcommunicate Patient Name TESTING, DANIELLE A	· 같 Open Ja Mescage Journal 과, Forwa Subject Wound Dressing Change	ard Only 💁 Select Patient 🏧 Select All Create Da / Status 09/10/2019 1 Pending
Message Center Inbox Summa Inbox Proxies Pools Display: Last 90 Days + Inbox Items (0)	` .	Image: Saved Documents X Image: Saved Documents X Image: Saved Documents X Patient Name Image: Saved Documents TESTING, DANIELLE A	Subject Wound Dressing Change	ard Only Select Patient III Select All Create Da / Status 09/10/2019 1 Pending
Message Center Inbox Summa Inbox Proxies Pools Display: Lest 90 Days + Inbox Items (0) = Work Items (1)	× .	Saved Documents X Saved Documents X Saved Documents X Patient Name TESTING, DANIELLE A	Subject Wound Dressing Change	ard Only Select Patient Kelect All Create Da., / Status 09/10/2019 1 Pending
Message Center Inbox Summa Inbox Proxies Pools Display: Last 90 Days • Inbox Items (0) = Work Items (1) Saved Documents	(1/1)	Saved Documents X Gommunicate Patient Name TESTING, DANIELLE A	Sopen ∭Mescage Journal ⊉, Forwa Subject Wound Dressing Change	ard Only 🏊 Select Patient 🚟 Select All Create Da / Status 09/10/2019 1 Pending

Sending the Note to a Provider

If the note needs to be routed to a provider for review or signature, follow these steps prior to signing the note:

<u>STEP 1</u>: In the **Associated Providers** field, select **Modify**.

- **STEP 2:** Search for and select the appropriate provider to send the note to.
- **<u>STEP 3</u>**: Select the **Request Type** as **Review** or **Sign**.
- STEP 4: Click OK.

,		Associa	ted Providers:	Modify		
P		Associa	ted Providers			×
Provider TEST MD, PROVIDER	Request Type Review	Request Status Pending	Business Address (Multiple)2345 TEST ST	REET BANGO	Comment	
			Remove	Provider	Cancel	ОК

Viewing Nurse/MA Only Visit Documentation

Navigate to the **Documents** component of the mPage, **Completed** folder.

Amb Nursing 2018	×	Ambulatory 2018	× Refill Mpage	× Primary Care Quick Orde	rs × +	
	¥	Documents (49)				
Chief Complaint						
Documents (49)		Time of Service	\sim	Subject	Note Type	Author
Vital Signs		 In Progress (3) 				
Problem List		✓ Completed (46)				
Allergies (4)		SEP 10, 2019 09:48		Wound Dressing Change	Nurse/MA Only Office Note	ZZ , AMB MA CERT P1

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.