


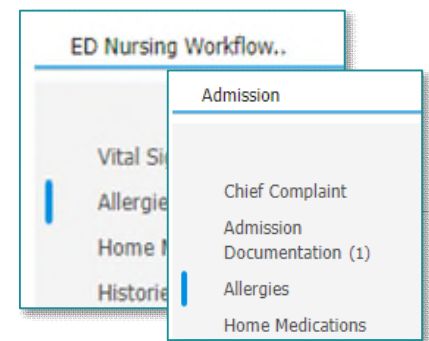
Seamless Exchange integrates external and internal patient data readily within existing Nursing Workflow MPages. Nursing staff can effortlessly reconcile outside records during the patient's intake following the workflow outlined below.

### Seamless Exchange Workflow

Reconciliation of outside records can be completed through **Workflow MPage** components. Information entered in the system by a patient or documented by other facilities, enables the clinician to synchronize a patient's record by merging outside and local information.

### Allergies

If outside records exist, a  **purple diamond** appears next to the label **Outside Records** within the Workflow MPage.



**STEP 1:** Click **View Records** to reconcile allergies.

**STEP 2:** Click the **Add** button or click the dropdown to view the following options:

- Add
- Add with Changes

**STEP 3:** Select **Add with Changes** to **modify** fields such as Category, Severity, Type, Status, and Source.

**NOTE:** Required fields may be indicated when adding allergies with changes.

**STEP 4:** Click **Save**.

- Added Allergies are saved to the local record.

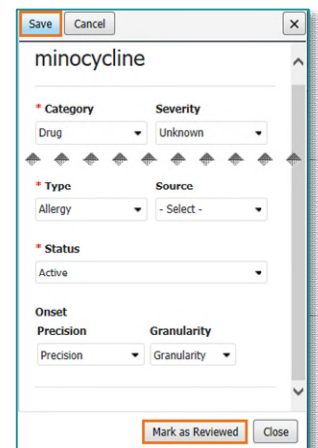
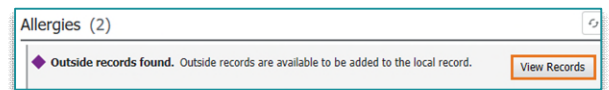
**STEP 5:** To **dismiss** an allergy, click the **Reject** button.

- To undo, click the **Undo** button under the Actions column.


**STEP 6:** Click **Mark as Reviewed** when completed.

**NOTE:** **Mark as Reviewed** is now the **Reconcile Action**.

**NOTE:** For more information on Allergy documentation, click [here](#).



## Home Medications

If outside records exist, a  **purple diamond** appears next to the label **Outside Records**.

**STEP 1:** Click **View Records** to reconcile outside home medications.

**STEP 2:** Click the **Add** button under the Actions column.

- The medication populates to the **right** in purple.

**STEP 3:** **Scroll down** to see the medication details.

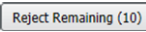
**STEP 4:** The following medication details can be updated:

- Dose
- Route
- Frequency
- Duration

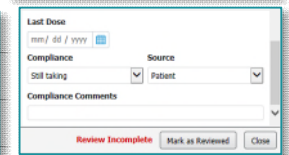
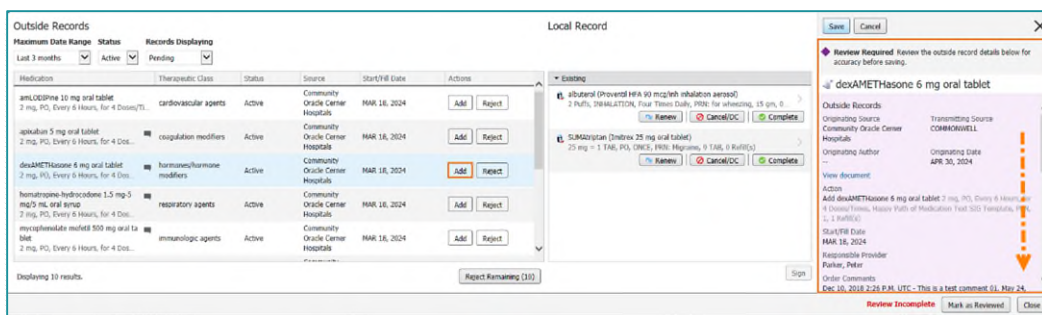
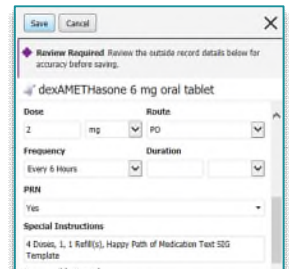
**NOTE:** Medications older than six months or medications with an inactive status will not appear for reconciliation review. Click “All” in the Date Range dropdown or the Inactive dropdown under Status.

**STEP 5:** Update **Compliance** then click **Save**.

- The medication is added to the **local record**.

**STEP 6:** Click **Reject Remaining** for medications that are no longer active. 

**STEP 7:** Click **Mark as Reviewed** when completed.



**NOTE:** **Mark as Reviewed** is now the **Reconcile** Action.

**STEP 8:** Update **Compliance** then click **Save**.


- The medication will be added to the **local record**.

**STEP 9:** To dismiss a medication, click the **Reject** button under the **Actions** column.

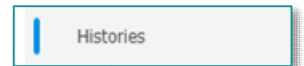
**NOTE:** If a medication was rejected in error, click *undo* next to **Reject**.



## Histories (Procedures)

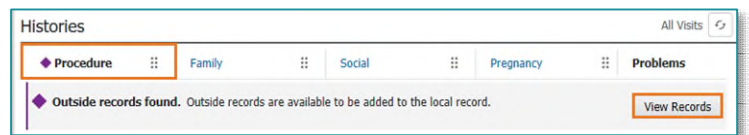
If outside procedure history records exist, a  **purple diamond** appears on the **Procedure** tab as well as the label, **Outside Records**. Only procedure history will appear for outside records.

**STEP 1:** To reconcile procedures, navigate to the **Histories** component within the Workflow MPage.



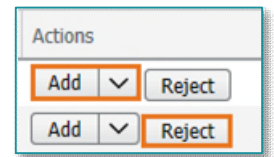
**STEP 2:** Click the **View Records** button from the top right of the screen.

- Local records open to the right.
- Outside records open to the left of the screen.



**STEP 3:** Review the patient's procedure history and click the **Add** button, or click the dropdown to view the following options:

- Add
- Add with Changes

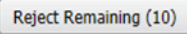


**STEP 4:** Select **Add with Changes** to modify fields such as Procedure Date/Time, Laterality, Ranking, and Comments.

**STEP 5:** Click **Save**.

- The procedure is added to the local record.

**STEP 6:** To dismiss a procedure, click the **Reject** button.

**STEP 7:** Click **Reject Remaining** for procedures that may be duplicate or already exist within the local record. 

**NOTE:** A deduplication and filtering process exists.

**STEP 7:** Once reconciliation is complete, click **Mark as Reviewed**.

**NOTE:** **Mark as Reviewed is now the Reconcile Action.**

**NOTE:** The **Problems** tab position can be moved by clicking and dragging with the mouse. Click the **Exit** button to **Save**.