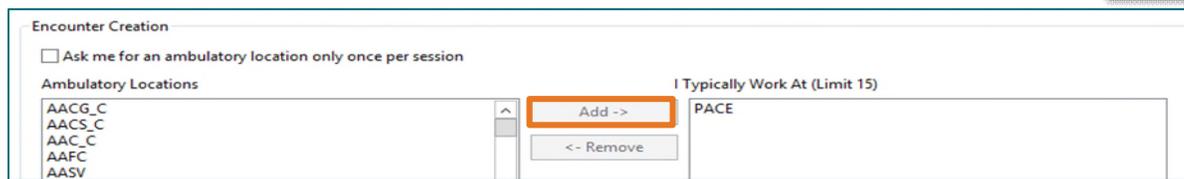
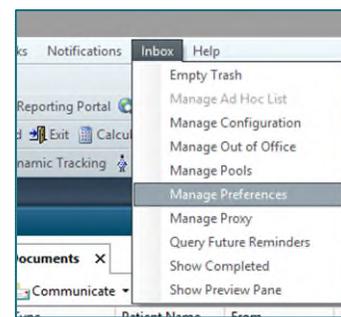
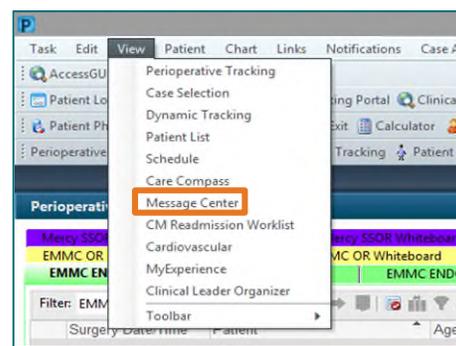


The Ambulatory JPP Adult Anesthesia PAT PowerPlan allows for future orders to be placed and viewable to any imaging and lab departments in an outpatient setting within the Northern Light System. This flyer covers setting a location within Message Center, creating the between visit encounter, and placing the AMB JPP for Adult Anesthesia PAT PowerPlan.

Setting a Default for the Between Encounter Location

Before creating the between visit encounter and placing the JPP orders, the Encounter Creation Location default must be set to **PACE**.

- STEP 1:** Left-click **View** located on top of the menu bar and select **Message Center**.
- The Message Center window populates.
- STEP 2:** Left-click **Inbox** located on top of the menu bar and select **Manage Preferences**.
- A pop-up window opens to the **Behavior Prefs** tab.
- STEP 3:** Select **Message** on the left side of the pop-up window.
- STEP 4:** In the Encounter Creation section, select the correct **Ambulatory Location** in your area and add to the left column.
- In the example below, EMMC will choose PACE.



- STEP 5:** Click OK.

Creating the Between Visit Encounter

Creating the between visit encounter is a necessary step to place the AMB JPP Adult Anesthesia PowerPlan. The JPP cannot be seen in the surgical outpatient encounter.

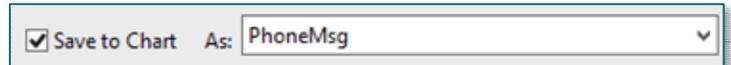
- STEP 1:** Locate the **Communicate** button  in the toolbar to open a new message.
- STEP 2:** Click the binoculars to search *even though the name is prepopulated* or type in the name if it does not populate. 

STEP 3: When the search window opens, select the correct patient in the top field.

NOTE: Do not select an encounter in the bottom field. By selecting the patient's name in the top field, and clicking OK, this will create a Between Visit Encounter.

STEP 4: The patient's name populates the **Patient and Caller** boxes and their phone number populates the **Caller #** box.

STEP 5: Click the checkbox next to **Save to Chart**. **Phone Msg** will be selected by default.

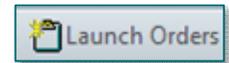


STEP 6: Fill out the **To:** field.

STEP 7: Add a **Subject**. Suggestion: type the reason for the patient contact.

STEP 8: Use the body of the message to document detail of the patient contact.

STEP 9: Use the **Launch Orders** in the upper right corner of the New Message window.



- The patient chart opens in a new window. Check the banner bar to ensure that it is a Between Visit Encounter and the location is set to PACE.

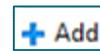


NOTE: Do not proceed if the encounter type and location is incorrect. Close out of the chart and start again.

Placing the AMB JPP Adult Anesthesia PAT PowerPlan

This workflow ensures that the provider signs the order, **actionable**, and place the orders in a future status.

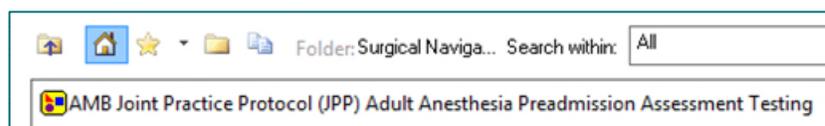
STEP 1: Click the **Add** button located in the left top corner.



STEP 2: Select the **Surgical Navigation** folder.

NOTE: For the PAT nurse, only the Surgical Navigation folder should be in view. For the medical assistant, please select the correct folder.

STEP 3: Click the **AMB Joint Practice Protocol (JPP) Adult Anesthesia Preadmission Assessment Testing** order, then click **Done**.



- STEP 4:** Select the orders by clicking the checkboxes.
- If there are any missing details, a blue icon  will appear. Right-click and modify to see the missing details of that order. Fill out all missing details which are highlighted in yellow.

NOTE: If the provider disagrees with any of the details of the order, they have the ability to modify before signing.

- STEP 5:** The Ordering Physician window opens by either modifying the order or clicking the **Initiate Now** button.
- Fill in the provider's name. Choose the correct **Communication** type.
 - For the PAT nurse, choose **Request Co-Sign**. This makes the order actionable, and the provider has up to 48-hours to sign the order.
 - For the medical assistant, choose **Patient Care Protocol, Co-Sign Required**. This makes the order actionable, and the provider has up to 48-hours to sign the order.

NOTE: For more information regarding communication types for protocols, please see [System Policy 29-034, Protocol Orders](#).

- STEP 6:** Sign the order by clicking in the following order: **Initiate Now**, **Orders for Signature**, and **Sign**.
- These actions close out of the patient's chart and return to the **New Message** window. The orders details populate in the body of the message.

NOTE: At the bottom of the message window, there are options to create a reminder. For example, if a lab is to be ordered one month from now, it is a good idea to create a reminder *to the pool* for someone to check the results.

- STEP 7:** Click **Send**.