
On June 15, 2020, the Rehab Optimization project will be implemented, streamlining workflows and enhancing workflow efficiencies. Each therapy discipline involved with the patient, including nursing, will receive a Team conference task for Team Conference Note documentation. This note will be forwarded electronically to the Rehab Provider for signature.

Team Conference Task

- Each therapy discipline included in the patient's care will receive a task on the MPTL the day prior to the conference taking place.
 - The therapists will open the **Team Conference Note** by double clicking on the **Interdisciplinary Team Conference task** in the MPTL.

NOTE: The Progress Note on the patient should be completed prior to Team Conference Note documentation. Documentation from the Progress Note will pull forward into the Team Conference Note.

- The therapist should only open and review/document the sections they are responsible for.
- The task will remain in an **In-Process state** and stay on the MPTL until all therapists involved in the patient's care have completed their task.

Team Conference Note Documentation

- **Physical Therapist** is responsible for documenting the following sections:
 - **Team Members** - document the **Primary PT** name using the Provider Search.
 - **Education Goals** - document the Physical Therapy Education Goals grid.
 - **Mobility**
 - **WC Management**
 - **PT Short Term Goals**
 - **PT Long Term Goals**
 - **Physical Therapy Summary** - the therapist verifies their documentation is current in this section.
 - The form should be **signed** after **reviewing/documenting the above sections**.
 - **Occupational Therapist** is responsible for documenting the following sections:
 - **Team Members** - document the **Primary OT** name using the Provider Search.
 - **Education Goals** - document the Occupational Therapy Education Goals grid.
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- **Basic ADL**
 - **OT Short Term Goals**
 - **OT Long Term Goals**
 - **Occupational Therapy Summary** - the therapist verifies their documentation is current in this section.
 - The form should be **signed** after **reviewing/documenting the above sections**.
- **Speech Therapist** is responsible for documenting the following sections:
- **Team Members** - document the **Primary SLP** name using the Provider Search.
 - **Education Goals** - document the Speech Therapy Education Goals grid.
 - **SLP Short Term Goals**
 - **SLP Long Term Goals**
 - **Speech Therapy Summary** - the therapist verifies their documentation is current in this section.
 - The form should be **signed** after **reviewing/documenting the above sections**.
- **Care Management** is responsible for documenting the following sections:
- **Access** the Team Conference Note from **Form Browser** once started by Therapy.
 - **Team Members**- document the **Primary Care Manager** name using the Provider Search.
 - **Care Management Summary**
 - **Education/Referrals**
- **Nursing** is responsible for documenting the following sections:
- **Team Members** - document the **Primary Nurse** name using the Provider Search.
 - **Nursing Safety**
 - **Respiratory**
 - **Nursing Information** - the nurse verifies their documentation is current in this section.
- **Social Worker** if involved with the patient is responsible for documenting the **Psychosocial Summary** section.

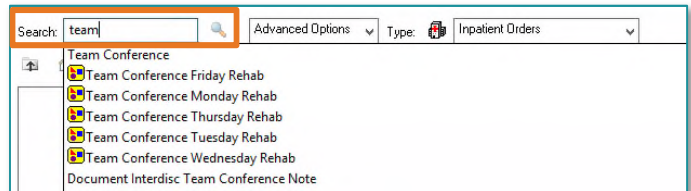
Team Conference Day

- On the day of the Team Conference, the designated scribe will open the **Team Conference Note** from **Form Browser**.
- Each section will be opened during the conference and reviewed.
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- The following sections are documented during the Team Conference by the scribe:
 - **Team Members**
 - Under **Team Members Present at Conference**, the scribe will document the **Attendance, Date of Team Conference** and **Anticipated Discharge Date**.
 - **Team Goals**
 - **Interdisciplinary Discharge Planning**
 - Team Conference Discussion is a required documentation field in this section.
 - **Anticipated Therapy Interventions**
- Once the conference is completed, the scribe will **Forward** the **Team Conference Note** from the **Documentation** link in the **Menu**. See Forwarding a Note flyer (**will insert link**) for details on how to forward a note.

Rescheduling a Team Conference

- If the Team Conference needs to be rescheduled for any reason, the Team conference can be ordered from the **Order Catalog**.
 - Select the day of the week in which the Team conference is going to be held and click Done.
 - Click **Initiate Now**
 - Review the orders for accuracy then click **Orders for Signature**.
 - Click **Sign** and refresh using the minutes ago button.
 - The task will display on the MPTL the day before the conference.
 - **Document Interdisc Team Conference Note** can also be ordered and a task will go to the MPTL for each therapy discipline involved in the patients care.



NOTE: A provider name or signature is not required when ordering a Team Conference.

From the Office of Clinical Informatics
Team Conference
May 28, 2020
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**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.**
