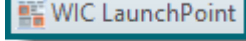The following flyer outlines the workflow for Providers at the Mercy COVID-19 Mobile Assessment Stations. **This flyer will be updated frequently with any changes to the workflow.**

Accessing the Patient Chart From the LaunchPoint Discharge Board in FirstNet

➢ **From FirstNet:**

- Navigate to the **WIC LaunchPoint** button in the toolbar.

   WIC LaunchPoint

- Access the discharged patient list by selecting the **Mercy WB WIC Discharged Patient** tab on LaunchPoint.
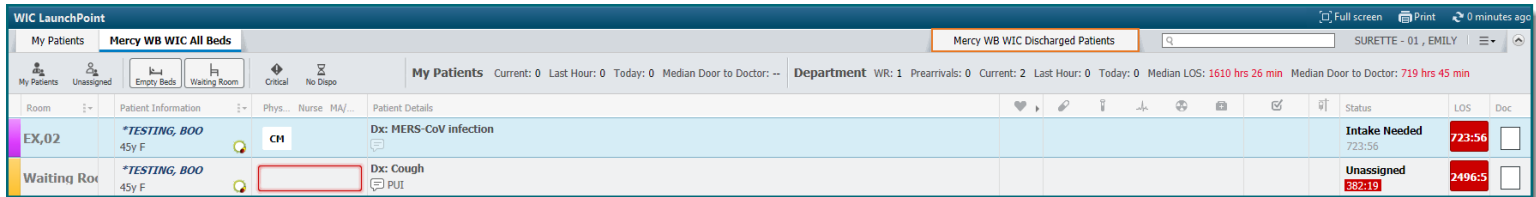

- From the discharged patient list, locate the patient you would like to document on and left-click on the patient's name to open the patient's chart.
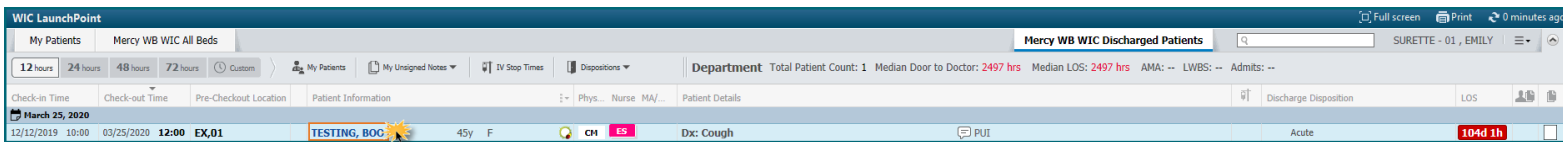

Adding the COVID-19 Mpage

➢ **From the Provider View Workflow Mpages:**

- Click the Add button at the top of the screen to add a new Mpage.

- From the list of available options, choose the COVID-19 ViewPoint.

  - The COVID-19 Mpage will be added as a tab at the top of Provider View.

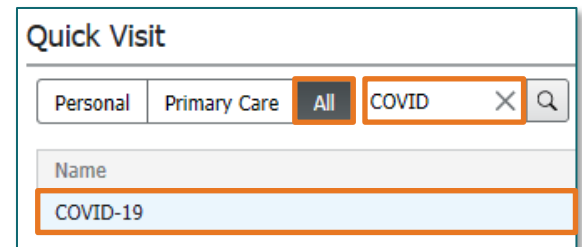   - The functionality of this page is consistant with other workflow pages.
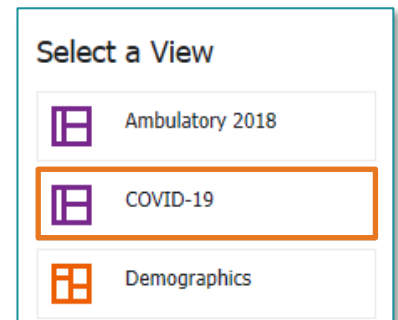
NOTE: Use the Exit button from the toolbar when signing out of FirstNet to save this Mpage to your preferences. You should only need to go through the process of adding the COVID-19 Mpage once.

Documenting the COVID-19 Quick Visit

➢ **From the COVID-19 MPage:**
  - Navigate to the **Quick Visits Component**.
  - From the available filters, choose the **All** option.
    - In the **Quick Visits Search Field**, type **COVID**. Choose the **COVID-19** option.The COVID-19 Quick Visit will display in a pane on the right of the page.

➢ **From the Quick Visit pane:**
  - **Autotexts for Dynamic Documentation**
    - Options display for COVID-19 specific Review of Systems and Physical Exam. Choose the desired autotext option, or choose none to complete the documentation using freetext or speech-to-text dictation (with mobile device).
  - **This Visit Problem**
    - Options display for potential this visit problems. Options can be chosen from the list, or different This Visit Problems can be added using the Problem List component.
  - **Orders and Prescriptions**
    - Options for potential Orders and Prescriptions can be selected and will populate the Orders for Signature bin. Follow the typical MPage ordering process to place the orders. If the desired order option is not available, the New Order Entry Component or Quick Orders page can be used to place the order.
  - **Follow-up**
    - Potential follow-up options are available to choose. If a different follow-up option is desired, it can be entered in the Follow-up Component using the typical Follow-up workflow.

➢ **Finalizing Note**
  - Progress through the MPage Components, entering documentation as appropriate.
  - Finalize all Orders for Signature.
  - After ensuring all documentation and orders have been entered, select the **Acute Visit Note** option from the **Create Note** section in the navigator on the left of the screen.
  - Complete the Note documentation using the typical workflow.
    - Once complete, click the Sign/Submit button.
      - Forward the note to the PCP.
        - Click this link to review the Forwarding Documentation Workflow.
    - Once the forwarding options have been selected, finalize the documentation.
      - Proceed to the next patient.