Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Document Point of Care Testing

August 21, 2019

This Quick Reference Guide (QRG) review the steps for documenting point of care testing.

Common Buttons & Icons

	**Chart Done** icon
	**Expiration Date** drop-down arrow
	**Search** icon
	**Sign** icon
	**Single Patient Task List Refresh** icon
	**Home** icon
Change Filter...	**Change Filter** button

Document POC Results

➢ **From the patient's chart:**

STEP 1: Click Single Patient Task List in the Menu.

STEP 2: Click the **Chart Done** icon in the left-most column for the task you wish to document. The appropriate PowerForm launches.

STEP 3: Update the **Performed On** fields, if needed.

NOTE: It's important that these fields reflect when the test was actually drawn.

STEP 4: Document the values in the appropriate fields.

STEP 5: Enter the lot number of the supply item in the **Lot Number** field, if available.

STEP 6: Enter the expiration date of the supply item in the **Expiration Date** field, if available.

NOTE: To access the calendar, click the Expiration Date drop-down arrow.

STEP 7: Enter the clinician who collected the test in the **Collected by** field.

NOTE: To search for a clinician, complete the following steps:

- Click the Search icon.
- Enter the clinician's name in the First and Last name fields.
- Click Search.
- Click the appropriate name in the results.
- Click OK.

STEP 8: Enter the clinician who performed the test in the **Performed by** field.

STEP 9: Enter the appropriate date in the **Performed By Date** field.

NOTE: You can type the letter "T" shortcut to enter today's date.

STEP 10: Enter the appropriate time in the **Performed By Time** field.

NOTE: You can type the letter "N" shortcut to enter the current time.

STEP 11: Enter the clinic/practice where the test was performed in the **Performing Location** field.

STEP 12: Document any additional comments in the **Comments** field, if needed.

STEP 13: Click the **Sign** icon. You return to the Single Patient Task List.

STEP 14: Click the **Single Patient Task List Refresh** icon. The task falls off the list.

Review the Results

- **From the Single Patient Task List:**

STEP 1: Click the **Home** icon. The workflow page displays.

STEP 2: Navigate to the **Labs Flowsheet** component.

NOTE: If the results do not display, complete the following steps:

- Click Change Filter.
- Select the Point of Care check box.
- Click Apply.