





This Quick Reference Guide (QRG) outlines the process for clinical staff using the admission workflow MPages.

### Common Buttons & Icons

	Admission Documentation drop-down arrow
	Sign icon

	Add as drop-down arrow
	Refresh icon

### Review Home Medications

➤ **From the Admission MPage within the patient's chart:**

**STEP 1:** Click **Home Medications** in the left-side menu.

**STEP 2:** Click the **Meds History** hyperlink.

**STEP 3:** Review and update home medication compliance.

**NOTE:** Right-click a medication to open an additional menu to update medication details and compliance.

**STEP 4:** Click **Document History** to save changes.

### Navigate to Additional Forms

➤ **From the Admission MPage within the patient's chart:**

**STEP 1:** Click **Admissions Documentation** in the left-side menu.

**STEP 2:** Click **Admission Documentation** drop-down arrow.

**STEP 3:** Click the form needed to open it.

### Document Admission MPage forms

➤ **From the Admission MPage within the patient's chart:**

**STEP 1:** Navigate to the additional forms as outlined above.

**STEP 2:** Use the open form for documentation.

**STEP 3:** Use tabs on the left to jump directly to a specific section of the form, as appropriate.

**STEP 4:** Document needed information.

**NOTE:** When completing a PowerForm, only document information you are sure of. If you don't know something it is best practice to leave it blank.

**STEP 5:** Click the **Sign** icon.

### Review Immunizations

➤ From the Admission MPage within the patient's chart:

**STEP 1:** Click **Immunizations** in the left-side menu.

**STEP 2:** Review listed immunizations.

**STEP 3:** Document as lined out in the Immunizations course, as appropriate.

### Review Histories

➤ From the Admission MPage within the patient's chart:

**STEP 1:** Click **Histories** in the left-side menu.

**STEP 2:** Click the appropriate tab to review the information within that subsection.

**STEP 3:** Click the Histories header to navigate to that area of the patient's chart.

### Document a Problem

#### Search for a Problem

➤ From the Admission MPages within the patient's chart:

**STEP 1:** Click **Problem List** from the left-side menu.

**STEP 2:** Click the **Add** as drop-down arrow.

**STEP 3:** Click **Chronic** or **This Visit**.

**NOTE:** The **Problem** search field will only be active once the **Add as** option has been selected.

**STEP 4:** Click the **Problem** search field.

**STEP 5:** Type the name of the problem needed.

#### Update a Listed Problem

➤ From the Admission MPages within the patient's chart:

**STEP 1:** Use the appropriate buttons to list a problem as **This Visit** or **Chronic**.

**STEP 2:** To deselect a problem as **This Visit** or **Chronic**, click the already selected button.

#### Add a Problem

➤ From the Admission MPages within the patient's chart:

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**STEP 1:** Click **Problem List** from the left-side menu.

**STEP 2:** Search for the Problem as listed above.

**NOTE:** Only Providers can add This Visit problems to the patient's Problem List. Clinicians can only add chronic problems to the patient's Problem List.

**STEP 3:** Click the appropriate problem to add it to the patient's Problem List.

#### Add a Comment to a Problem

➤ **From the Admission MPages within the patient's chart:**

**STEP 1:** Click the problem you want to add the comment for.

**STEP 2:** Click the **Comments** field in the detail window.

**STEP 3:** Type your comment.

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

**STEP 5:** Click the detail window **X Close** button.

#### Resolve a Problem

➤ **From the Admission MPages within the patient's chart:**

**STEP 1:** Click **Resolve** next to the appropriate problem in the Problem List.

**STEP 2:** Click the **Refresh** icon.

**NOTE:** HCC displays if the resolved problem is related to Quality Measures being tracked for the patient. This is primarily a function for the ambulatory provider and is there for information purposes only.

#### Modify a Problem

➤ **From the Admission MPages within the patient's chart:**

**STEP 1:** Click the problem needing modification.

**STEP 2:** Click **Modify** in the detail window.

**STEP 3:** Modify details of the problem as appropriate.