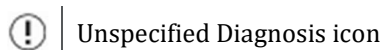

This Quick Reference Guide (QRG) will review how to manage the problem list.

Common Buttons & Icons



Document a This Visit Problem

➤ From the Provider View, Ambulatory workflow page:

STEP 1: Click the patient's name.

STEP 2: Click the **Problem List** component in the Ambulatory workflow menu.

STEP 3: Select the **This Visit** check box of the appropriate problems.

NOTE: All patients need at least one This Visit diagnosis after each visit.

STEP 4: Alter the Priority for the problems using the **Priority** drop-down arrow and selecting the number needed.

Document a Chronic Problem

➤ From the Provider View, Ambulatory workflow page:

STEP 1: Click the patient's name.

STEP 2: Click the **Problem List** component in the Ambulatory workflow menu.

STEP 3: Select the **Chronic** check box for the appropriate problems.

NOTE: All patients need at least one Chronic diagnosis noted on the Problem List. If there are no chronic problems, the No Chronic Problems button should be selected.

Document a This Visit and Chronic Problem

➤ From the Provider View, Ambulatory workflow page:

STEP 1: Click the patient's name.

STEP 2: Click the **Problem List** component in the Ambulatory workflow menu.

STEP 3: Select both the This Visit and Chronic check boxes for the appropriate problems.

NOTE: All patients need at least one This Visit diagnosis and one Chronic problem documented at each visit.

STEP 4: Alter the priority for the problems using the **Priority** drop-down arrow and selecting the number needed.

Search for and Add a Problem

➤ From the Provider View, Ambulatory workflow page:

STEP 1: Click the patient's name.

STEP 2: Click the **Problem List** component in the Ambulatory workflow menu.

STEP 3: Click the **Add as** drop-down arrow.

STEP 4: Click the type of problem needed.

STEP 5: Click the **Add problem** search field.

STEP 6: Use the 3x3 search method typing the first three letters of each word of the problem.

STEP 7: Select the needed problem and it will populate in the problems list.

STEP 8: Click the **Unspecified Diagnosis** icon to open the Diagnosis Assistant for a more specific diagnosis is needed.

- Use filters as needed to identify a more specific diagnosis
- Click the wanted diagnosis
- Click Save

STEP 9: Add comment in the **Comment** fields as appropriate.

STEP 10: Review and adjust priority numbers as needed using the **Priority** drop-down