

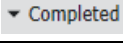


This Quick Reference Guide (QRG) reviews documenting the ambulatory MTP PowerForm.

Common Buttons & Icons

	Forms component drop-down arrow
	Sign icon
	Completed expand arrow
	Forward Documents icon

Document the BH Outpatient MTP PowerForm

➤ **From the within the patient chart:**

STEP 1: Navigate to the Forms component from the respective workflow MPage for your role.

STEP 2: Click the **Forms** component drop-down arrow.

STEP 3: Click the **BH Outpatient Master Treatment Plan** form.

STEP 4: Complete the sections necessary for your practice/clinic by clicking the needed sections down the left-side pane.

- Sections with an asterisk have required documentation.
- Clinical diagnosis and chronic problems pull forward from the Problem list component and can be modified as needed.
- Click a header to note all items in a grid at one time.

STEP 5: Enter or update the dates and times as needed.

NOTE: The current date and time auto-populate when opening the form.

STEP 6: Click the **Sign** icon once documentation is complete.

Document Long and Short-Term Goals

➤ **From within the BH Outpatient MTP PowerForm:**

STEP 1: Scroll down to the **Goals** section needed.

NOTE: Both long and short-term goals have the same functionality.

STEP 2: Click the field you want to update.

STEP 3: Enter the needed information.

STEP 4: Click **OK**.

Document the Treatment Plan Validation

➤ **From the BH Outpatient Master Treatment Plan:**

STEP 1: Click **Treatment Plan Validation** in the left-side list.

STEP 2: Scroll down the page documenting information as applicable.

Obtaining Electronic Signature

➤ **From your respective workflow MPage within the patient's chart:**

STEP 1: Click **Documents** in the left-side Components list.

STEP 2: Click the **Completed** expand arrow to open the Completed list of documents.

STEP 3: Click **BH Outpatient Master Treatment Plan**.

STEP 4: Click the **View Document** in the Preview pane.

STEP 5: Click the **Forward Document** icon.

STEP 6: Select the **Additional Forward Action** check box if it is not already selected.

STEP 7: Click the **Additional Forward Action** drop-down arrow.

STEP 8: Click the **Sign** option.

STEP 9: List recipients in the **To** field.

NOTE: Use the **Binoculars** to search as needed.

STEP 10: Click the **Comment** field to freetext a comment as appropriate.

STEP 11: Click **OK**.