Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Individual Therapy Session Clinician Workflow

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This Quick Reference Guide (QRG) reviews completing the individual therapy session clinician workflow.

Common Buttons & Icons

	**Sign** button
	**Orders for Signature** icon
	**Freetext** icon

Document an Individual Therapy Session

- **From the Therapist Workflow MPage:**

STEP 1: Enter the complaint in the Enter Chief Complaint field; then, click **Sign.**

STEP 2: Click the **Problem List** component.

STEP 3: Add the This Visit diagnosis as needed; then, click the **Subjective/History of Present Illness** component.

STEP 4: Document the patient quote; then, click **Save.**

STEP 5: Click the **Assessment and Plan** component.

STEP 6: Record the assessment and plan for all diagnoses as appropriate; then, click **Save.**

Add Orders and Charges for a Session

- **From the Therapist Workflow MPage:**

STEP 1: Click the **Behavioral Health Quick Orders** tab.

STEP 2: Select all the appropriate charges and orders.

STEP 3: Click the **Orders for Signature** icon. The Orders for Signature window displays.

STEP 4: Associate the orders to the appropriate diagnosis; then, click **Sign.**

Create an Individual Therapy Session Note

➢ **From the Therapist Workflow MPage:**

STEP 1: Click **BH Therapeutic/Intervention Note** at the bottom of the component list. The Note opens in a new tab.

STEP 2: Enter the total time with the patient in the field. Then, enter the date of service in the field.

STEP 3: Click the **Freetext** icon to document on the necessary fields.

NOTE: Use the Scales and Assessments Interpretation field to document the OQ interpretation.

STEP 4: Click **Sign/Submit**. The Sign/Submit Note window displays.

NOTE: If you need to return to the note later, use the Save button.

STEP 5: Confirm the information; then, click **Sign**.

NOTE: Use the Forward Options section as needed to forward the note to a provider before signing the note.