Northern Light Health

From the Office of Clinical Informatics
Quick Reference Guide (QRG)
Document Walk-In Care Intake
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This Quick Reference Guide (QRG) reviews the workflow for documenting a Walk-In Care intake.

Documenting a Walk-In Care Intake

➢ **From the WIC LaunchPoint screen:**

STEP 1: Click the **Nursing Activities** field.

- The Activities section of the WIC window opens.

NOTE: The Nursing Activities field is a box containing the number of pending nursing activities for a patient. It is located on the right side of the patient's row.

STEP 2: Click the Walk-in Care Intake ECD **Document** icon.

STEP 3: Click Document (1).

- The Walk-in Care Intake ECD window opens.

STEP 4: Click **Summary** in the left-hand list.

STEP 5: Complete the Measurements and Vital Signs sections.

STEP 6: Click **Social History** in the left-hand list.

STEP 7: Click Add.

STEP 8: Select the appropriate check boxes for the patient's Smoking tobacco use and Smokeless Tobacco use.

STEP 9: Click OK.

STEP 10: Click the ✓ **Sign** icon.

Rearrange Your WIC View Component List

It is recommended that the component list of your patient's WIC View screen includes Home Medications, Allergies, and IV Stop Times at the top since you document these items frequently.

➢ **From the patient's Activities section of the WIC window:**

STEP 1: Click Open Patient Chart.

- The WIC View of the patient's chart appears.

STEP 2: Drag and drop the components so that the first three sections are Home Medications, Allergies, and IV Stop Times.

Complete WIC Nursing Activity Documentation in General

There is a variety of WIC nursing activity documentation that you will need to complete, as determined by your patient's needs. This section provides general guidelines for completing documentation.

➢ **From the patient's Activities section of the WIC window:**

STEP 1: Click the appropriate WIC Assessment **Document** icon.

STEP 2: Click Document (1).

- The assessment's documentation window opens.

STEP 3: Document the patient's information.

STEP 4: Click the ✓ **Sign** icon.

STEP 5: Repeat for any remaining Nursing Activities.

NOTE: Once you complete all Nursing Activities, it is best practice to return to the Activities section of the patient's WIC window; then click Refresh to acknowledge that there are no outstanding activities for the patient.

Document IV Stop Times

➢ **From your patient's chart:**

STEP 1: Click **IV Stop Times** in the component menu.

STEP 2: Click Document.

- The IV Stop Times window opens.

STEP 3: Select all appropriate IV **Document** check boxes that you want to view; then click Document.

- The Infusion Billing window opens.

NOTE: To select all IV Document check boxes at once, click the Document All check box.

STEP 4: Adjust the **End Time** and **End Date** for the selected IV items, as appropriate.

NOTE: The default End time and date are the same as the Start time and date. Because of this, you may need to change the End Date, and in all cases, you must change the End time.

STEP 5: Click Sign.

Manage A Patient's Pharmacies

➢ **From the WIC LaunchPoint Screen:**

STEP 1: Select the appropriate patient's chart, if necessary.

NOTE: The patient's chart is selected when it displays as highlighted blue.

STEP 2: Click Patient Pharmacy at the bottom of the toolbar.

- The Review Patient Preferred Pharmacy window opens.

STEP 3: Make the appropriate changes to the patient's pharmacy information.

NOTE: To add a new patient pharmacy:

- Click the Search tab.
- The system auto-populates the City and State fields for you based on your location. If this is not where you would like to search, adjust these fields. Then, click Search.
- Right-click the appropriate pharmacy; then click Add to Patient Preferred.
- Click the Patient Preferred tab to review your selection.

NOTE: To set a pharmacy as the patient's default location, right-click the appropriate pharmacy; then click Set as Default.

NOTE: To remove a pharmacy, right-click the appropriate pharmacy; then click Remove.

STEP 4: Click OK to confirm your changes.