Northern Light Health

From the Office of Clinical Informatics

# Quick Reference Guide (QRG)
# Outpatient/Inpatient Acute Therapy Workflow

June 23, 2020

This Quick Reference Guide reviews the Outpatient and Inpatient Acute Therapy Workflows.

## Common Buttons & Icons

| | |
|---|---|
| Multi-Patient Task List | **Multi-Patient Task List** button |
| | **Plus** icon |
| | **Patient** drop-down arrow |
| | **Plus Add** icon |
| | **Binoculars** icon |

| | |
|---|---|
| | **Sign** icon |
| 0 minutes ago | **Refresh** icon |
| Forward | **Forward** button |
| AdHoc | **AdHoc** button |

## Setup the Multi-Patient Task List

➢ **From PowerChart:**

**STEP 1**: Click the **Multi-Patient Task List** button in the action toolbar.

**STEP 2**: Click **Options** in the toolbar.

**STEP 3**: Click **Task List Properties.** The Task List Properties window displays.

**STEP 4**: Click **Defined Time Frame**.

**STEP 5**: Select the range that most closely represents your current shift; then click the **Patient List** tab.

**STEP 6**: Select the **Choose a Patient List** check box; then, select the appropriate list.

NOTE: You can create a new list by using the Location Filters. Use the plus icon to open locations and select the appropriate check boxes.

**STEP 7**: Click **OK.**

## Change List in View

➢ **From the Multi-Patient Task List:**

**STEP 1**: Right-click the list name in the top gray bar.

**STEP 2**: Click **Customize Patient View.** The Task List Properties window displays.

**STEP 3**: Make the necessary selections; then, click **OK.**

## Change Time Frame

- **From the Multi-Patient Task List:**

**STEP 1**: Right-click the time frame in the top gray bar.

**STEP 2**: Click **Change Time Frame Criteria**. The Task List Properties window displays.

**STEP 3**: Make the necessary selections; then, click **OK.**

## Access a Patient's Chart

- **From the Multi-Patient Task List:**

**STEP 1**: Click the patient's task in the list.

**STEP 2**: Click the **Patient** drop-down arrow in the top bar.

**STEP 3**: Click the desired location of the chart.

NOTE: If you click the patient's name in the bar, PowerChart opens to the Rehabilitation Summary.

## Complete Inpatient Evaluation

- **From the Multi-Patient Task List:**

**STEP 1**: Double-click the task.

**STEP 2**: Complete the appropriate documentation in the PowerForm.

NOTE: Red asterisks and yellow fields indicate required documentation.

- To add a problem to the patient list, use the following steps:
    - Click the History, Problems section.
    - Click the + icon.
    - Click the Binoculars icon.
    - Search for and select the appropriate diagnosis.
    - Click OK.
    - Complete the necessary fields associated to the problem.
    - Click OK to save.

**STEP 3**: Click the **Sign** icon.

NOTE: Use the Refresh icon from the Multi-Patient Task List to remove the completed task.

## Complete Patient Certification

- **From the Multi-Patient Task List:**

**STEP 1**: Double-click the task.

**STEP 2**: Complete the appropriate documentation in the PowerForm.

NOTE: Red asterisks and yellow fields indicate required documentation.

**STEP 3**: Click the **Sign** icon.

NOTE: Use the Refresh icon from the Multi-Patient Task List to remove the completed task.

## Forward Certificate to Provider

- **From the Multi-Patient Task List:**

**STEP 1**: Click the appropriate patient's task in the list; then, click their name in the top blue bar. The patient's PowerChart opens.

**STEP 2**: Click **Documentation** from the Menu.

**STEP 3**: Click the Patient Certificate in the list; then, click the Forward button. The Forward Only window displays.

**STEP 4**: Select the appropriate Forward Action.

**STEP 5**: Enter the Provider in the To field.

NOTE: Use the Binoculars icon to search for the provider if necessary.

**STEP 6**: Click **OK** to send the certificate.

## Document a Daily Note

- **From the Multi-Patient Task List:**

**STEP 1**: Double-click the task.

**STEP 2**: Complete the appropriate documentation in the PowerForm.

NOTE: Red asterisks and yellow fields indicate required documentation.

**STEP 3**: Click the **Sign** icon.

NOTE: After the 8th visit, you will begin receiving Discern Notification Messages, reminding you the Progress Note is due on the 10th visit.

## Complete Discharge Summary

- **From the Patient's chart:**

**STEP 1**: Click **AdHoc** in the action toolbar.

**STEP 2**: Click the appropriate folder; then, select the **Discharge Summary** check box.

**STEP 3**: Click **Chart**.

**STEP 4**: Complete the appropriate documentation in the PowerForm.

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

## Document Missed Therapy Minutes

- **From the AdHoc Charting window:**

**STEP 1**: Click the appropriate folder; then, select the **Missed Therapy Minutes** check box.

**STEP 2**: Click **Chart**.

**STEP 3**: Complete the appropriate documentation in the chart.

**STEP 4**: Click the **Sign** icon.