Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Women's Health Clinical Staff Workflow

July 17, 2020

The Quick Reference Guide (QRG) reviews the Women's Health Clinical Staff Workflow.

Common Buttons & Icons

	Graph/Card view toggle button
	Sign icon
	Annotation icon
	Component refresh icon
	Pill icon

Add a Pregnancy

➢ **From the Patient's chart:**

STEP 1: Click the **Prenatal** MPage tab.

STEP 2: Click the **Add Pregnancy** hyperlink.

STEP 3: Document the Onset: Date field.

STEP 4: Set the Onset Date format radio button.

STEP 5: Add/Modify the Add EDD Maintenance pane information.

NOTE: **Information in this pane populates based on what is documented in the top pane.**

STEP 6: Click OK.

Document the Antepartum Intake Form

➢ **From the Patient's chart:**

STEP 1: Click the **Pregnancy Visit Information** component in the left-side list.

STEP 2: Click the **Add Visit** button.

NOTE: **View this component in either the graph or card view. You can change the view by clicking the associated button for the view needed.**

STEP 3: Click the **Pregnancy Visit Information** component drop-down arrow.

STEP 4: Click the **Antepartum Intake Form** .

STEP 5: Document the Antepartum Intake Form using the sections along the left-side for navigation.

NOTE: **This information flows over to the Pregnancy card and is used by the provider for the bulk of their documentation.**

STEP 6: Click the **Sign** icon when completed.

STEP 7: Click the **Pregnancy Visit Information** refresh icon to update the Pregnancy card.

Document OB Education

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

STEP 1: Click the **Pregnancy Visit Information** component header.

NOTE: This takes you to IView and I&O.

STEP 2: Click the **Antepartum Education** band.

STEP 3: Click the appropriate education section.

STEP 4: Document the education given in the grid.

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

Document an OB Office Visit

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

STEP 1: Click the **Pregnancy Visit Information** component.

STEP 2: Click the component's **Add Visit** button.

STEP 3: Click the **Pregnancy Visit Information** header.

NOTE: This will take you to IView and I&O.

STEP 4: Click the **OB Office Visit** band.

STEP 5: Document the sections as needed.

Document Antenatal Testing

STEP 1: Click the **Antenatal Testing** band in IView and I&O.

STEP 2: Document the testing information as needed.

NOTE: When you pull information directly from FetaLink to IView in Antenatal Testing you will still need to manually note any maternal charges here in IView.

Document a RhoGAM Administration

STEP 1: Click Single **Patient Task List** in the dark left-side menu.

STEP 2: Review that the RhoGam order is listed.

STEP 3: Click the **Pill** icon drop down arrow.

STEP 4: Click **Done**.

STEP 5: Document as much detailed information as possible for the administration.

STEP 6: Click the **Sign** icon.

STEP 7: Review the documentation within the MAR.

NOTE: You have the additional option of reviewing the RhoGam administration on the Results Timeline within the Prenatal MPage and expanding the Visit Details.

Document Ambulatory Fetal Monitoring

- **This process is the same for both ambulatory and acute settings. From the FetaLink home screen:**

STEP 1: Click the needed location tab on the Census view.

STEP 2: Locate the patient's initials.

NOTE: Hover over the initials to see the patient's full name.

STEP 3: Click the blue hyperlink for the room your patient is in.

STEP 4: Click **Locations** in the top menu.

STEP 5: Click **Monitor Association** in the top center of the page.

STEP 6: Scan the patient wristband if available.

NOTE: If you do not have a scanner:

- Click the Patient Search button in the Monitor Association window.
- Search for your patient.

STEP 7: Click the patient name to select if not already selected.

STEP 8: Click **Apply**.

STEP 9: Scan the monitor to associate it to that patient.

NOTE: If you do not have a scanner:

- Click the Search Monitor button in the Monitor Association window.
- Click the + icon to expand the correct location.
- Click the correct monitor to select.

STEP 10: Click Apply.

- Resolving an Alert

STEP 1: Click the **Alerts** menu.

STEP 2: Click the **Annotation** icon in the red alert banner.

STEP 3: Document the annotation information.

STEP 4: Click **Sign** in the annotation window.

STEP 5: Review the annotation within the FetaLink monitor feed.

NOTE: Note that annotations can only be added and not removed.

- **Disassociate a Monitor in FetaLink**

STEP 1: Click Monitor **Association** .

STEP 2: Click Disassociate in the Monitor Association window.

NOTE: Modify the date and time as needed by clicking the Modify hyperlink within the Monitor Association window.

STEP 3: Click **Apply**.

- **Finalize a FetaLink Episode**

It is best practice to disassociate a monitor before finalizing the episode.

STEP 1: Click **Finalize** within the FetaLink session menu.

STEP 2: Select the reason for the monitor episode.

STEP 3: Click **Yes**.

- **Create a Dynamic Documentation Note in PowerChart**

STEP 1: Navigate to the patient's Prenatal MPage if you are not already there.

STEP 2: Scroll down to the bottom of the component list.

STEP 3: Click the OB **Antenatal Testing** dynamic document.

STEP 4: Confirm that the information has been pulled in.

STEP 5: Click **Sign/Submit** .

STEP 6: Document the Provider name in the Sign/Submit Note window.

STEP 7: Click Sign.