From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Women's Health Ambulatory Provider Overview

July 17, 2020

The Quick Reference Guide (QRG) reviews the Women's Health Ambulatory Provider Overview.

Common Buttons & Icons

	Graph/Pregnancy Card toggle button
	Gynecology Quick Visit button
	Sign icon
	Page Refresh icon

View Pregnancy Visit using Graph or Cards

➢ **From the Patient's chart:**

STEP 1: Click the Pregnancy Visit Information component.

STEP 2: Click the **Graph** button to view information in graph format.

STEP 3: Click the **Pregnancy Card** button to view information in card format.

NOTE: **It is important to remember that you can only chart on the current card one time. Make sure it is thorough.**

Document Pregnancy Confirmation

➢ **From the Patient's chart:**

STEP 1: Click the **EDD Maintenance** component.

STEP 2: Click the **+** icon.

STEP 3: Click the **Method** drop-down arrow.

STEP 4: Document the method of confirmation.

STEP 5: Document required fields.

STEP 6: Document any additional information as needed.

STEP 7: Select the **Use this estimate for EDD calculations** if needed.

STEP 8: Click **OK**.

Document Risk Factors

➢ **From the Patient's chart:**

STEP 1: Click **Risk Factors** from the component list.

NOTE: **You can also use the + icon to add a risk factor.**

STEP 2: **Click** the Risk Factors component down arrow.

STEP 3: **Click** the **Antepartum Risk Factors Form** .

STEP 4: **Select** the appropriate antepartum risk factors.

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

STEP 6: **Click** the component **Refresh** icon.

NOTE: **Once documented, Risk Factors will populate in the Problem List.**

Document Situational Awareness & Planning

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

STEP 1: Click the Situational Awareness & Planning component.

STEP 2: Click the **Situational Awareness & Planning** free text comment field.

STEP 3: Note an appropriate comment as needed.

STEP 4: Click **Save**.

Chart Fetal Information

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

STEP 1: Click the Pregnancy Visit Information component.

STEP 2: Click the **Graph View** icon.

STEP 3: the **Chart** hyperlink.

STEP 4: Click the **Fetal Presentation** drop down arrow.

STEP 5: Click the appropriate presentation.

STEP 6: Click the **Fetal Movement** drop down arrow.

STEP 7: Click the appropriate option.

STEP 8: Document the **Fetal Heart Rate** field.

STEP 9: Document any additional pertinent information.

Document Additional Fetuses

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

STEP 1: Click the Pregnancy Visit Information component.

STEP 2: Click the **+Add Baby** hyperlink.

STEP 3: Document a label for the fetus.

STEP 4: Click **Add**.

STEP 5: Document the presentation, movement, and heart rate as you did for the first fetus.

STEP 6: Complete this process for all additional fetuses.

Note Next Appointment

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

STEP 1: Click the Pregnancy Visit Information component.

STEP 2: Scroll down to "Next Appointment".

STEP 3: Click the **Next Appointment** field.

STEP 4: Note how many weeks out until the next appointment.

NOTE: **This is strictly a recommendation and informational in nature. This does not set the appointment.**

STEP 5: Click the **Comments** field to note additional information as needed.

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

Complete a Note for the Initial Visit

- **The initial pregnancy visit needs to include a dynamic documentation note. From the Patient's Chart:**

STEP 1: Scroll down the component list to the Create Note section at the bottom.

STEP 2: Click the appropriate note hyperlink.

STEP 3: Review information for accuracy, updating as needed.

STEP 4: Click **Sign/Submit.**

STEP 5: Edit the note type, title, and date of service where appropriate.

STEP 6: Click **Sign**.

Review a Previous Ambulatory Non-Stress Test

- **From within Fetalink:**

STEP 1: Click the **More** drop-down arrow.

STEP 2: **Click Patient Archive** .

STEP 3: **Click** the **Episode** drop-down arrow in the Patient Archive tab.

STEP 4: Click the appropriate episode.

NOTE: **You can change the scale if needed:**

- Click the View to Scale drop-down arrow.

- Click the appropriate scale view needed.

Use Active Search to Review a Previous Ambulatory Non-Stress Test

➢ **From within Fetalink:**

STEP 1: Click **Archive Search** in the top menu.

STEP 2: **Click Patient Search** .

STEP 3: **Search** for the patient, noting that using the FIN is best practice.

STEP 4: Click the correct patient.

STEP 5: Click **OK**.

NOTE: **You can still change the View to Scale.**

STEP 6: **Export** to PDF using the **Export to PDF** option as needed.

Document a Postpartum Quick Visit

➢ **From within the Patient's chart:**

STEP 1: Click the **GYN Clinic** MPage.

STEP 2: **Update** and sign the Chief Complaint field.

STEP 3: Scroll **down** the component list to Quick Visit.

STEP 4: Click **the Quick Visit** component.

NOTE: **Once the Chief Complaint field is documented and the Med Rec is completed, if you deem it appropriate, you can navigate and document this visit using a Quick Visit template.**

STEP 5: Click **the Gynecology** button at the top of the component.

STEP 6: Click **the OBGYN Well Woman – Premenopausal** option from the list.

STEP 7: **Document** items as appropriate in the right-side pane.

NOTE: **If you selected Auto Text phrases as part of the Quick Visit, some of the additional components may have added documentation as you go to review.**

STEP 8: **Click Submit** once all information is completed.

Place an Order in a Quick Visit

➢ **From the Patient's chart:**

STEP 1: Scroll down the template to the **Orders** section.

STEP 2: Click the Orders expansion arrow if needed.

STEP 3: Select the appropriate order.

STEP 4: Use the drop-down arrow for orders where an optional order sentence is available.

STEP 5: Complete and Sign the **Orders for Signature** window once the template is submitted.

Document Charges in a Quick Visit

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

STEP 1: Scroll down the Quick Visit template pane to the Charges section.

STEP 2: Select the appropriate charges check box.

Complete Note Dynamic Documentation

You need to complete the Subjective/History of Present Illness component prior to completing a dynamic documentation note.

- **From the patient's chart GYN Visit MPage:**

STEP 1: Scroll down the component list to the Create Note section at the bottom.

STEP 2: Click the note link needed.

STEP 3: Review for accuracy.

STEP 4: Click a section to edit as needed.

NOTE: **Any note sections left blank will automatically be removed from the final version of the note.**

STEP 5: Verify the note is accurate.

STEP 6: Click **Sign/Submit** .

NOTE: **Notes will vary based on the patient's orders, charges, and follow-up appointments, and may not be appropriate for all office visits.**

STEP 7: Review the **Sign/Submit** window, editing as needed.

STEP 8: Click **Sign** once complete.