
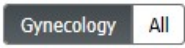



The Quick Reference Guide (QRG) reviews the Women's Health Ambulatory Provider Overview.

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.