
This Quick Reference Guide (QRG) reviews the Acute Pediatrician workflow.

Review the Pediatrician Workflow

Here is an overview of the main screens you will use in the patient chart. When you log in you will be in the Provider View.

- **Inpatient Pediatrics 2018** – Workflow where documentation and chart review should occur. This page can be rearranged/customized to reflect your daily workflow.
- **Peds Inpt Quick Orders** – Provides a quick selection of pediatric-focused orders. Here is where you will perform most of your order entry.
- **Discharge** – Where you complete the discharge order, and discharge preparation and documentation. All items with a red asterisk must be completed.
- **MPages View** – The Calculator tool within the Specialties option can help with using different scales and assessments. There are many proprietary to Pediatrics.
- **Patient Info & Story** – Find flagged chart data entered by the clinician with some basic background information.
- **Patient Timeline** – Allows for visualization of labs, lines, vents, meds, and vitals in a timeline view.

Complete the Admission Workflow

At Pay-Per-Service Hospitals, we will use one financial number through the visit. At this time, our critical access sites do not admit pediatric patients. Ensure that you are always on the appropriate encounter before placing orders. Also, ensure that the encounter is in an inpatient status prior to placing admission orders.

Once the patient registration is moved to EDIP (ED Inpatient Virtual Unit - Inpatient Status), Admission orders can be placed.

- From Cerner:

STEP 1: Confirm the patient registration is moved to EDIP (ED Inpatient Virtual Unit – Inpatient Status).

STEP 2: Add the patient to your custom patient list or proxy patient list. Click the patient’s name to access their chart.

STEP 3: Establish your relationship to the patient.

STEP 4: Complete the admission med rec in the Home Medications component.

STEP 5: Place the admission PowerPlan and any additional PowerPlans and orders as appropriate. (Not all plans are available at all sites)

NOTE: **Common Pediatric PowerPlans include**

- PED General Admission
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- Pediatric Intensive Care Unit Admission
- Pediatric Surgery Post Op

NOTE: You can also use the New Order Entry component to search for commonly used PowerPlans.

STEP 6: Complete the Admission H&P.

STEP 7: Create the note from the Workflow page, making sure you are on the correct inpatient FIN.

Consultation Workflow

➤ From Cerner:

STEP 1: Add the patient to your custom patient list or proxy patient list, confirming you are on the correct encounter.

STEP 2: Establish your relationship to the patient.

STEP 3: Place any necessary PowerPlans and orders using the correct FIN from the Neurology Quick Orders page.

STEP 4: Use Dynamic Documentation to create your Consult Note from the Workflow page.

Complete Daily Rounds

➤ From Cerner:

STEP 1: Review and update your patient list for the day's patients.

STEP 2: Review the Provider Handoff.

NOTE: You can print the Provider Handoff, if desired.

STEP 3: Click the arrow next to the patient's name to quickly review IPASS, Clinical Data, and Care Team information from the Physician Handoff workflow.

NOTE: You can also access this information by clicking the severity rating in the patient's chart.

STEP 4: Document IPASS information.

STEP 5: Review Patient Info & Story for flagged nursing annotations and results of interest.

STEP 6: Review documentation from the previous day and shift.

STEP 7: Provide direct patient care.

STEP 8: Update the Physician Handoff IPASS tab with any changes when direct patient care is complete.

STEP 9: Use Quick Orders to add, modify, and discontinue orders as needed.

STEP 10: Write your daily progress or consult note within your Pediatrics 2018 page using auto-text, M*Modal, or tagging.

NOTE: Only select Create Note once per patient per day to avoid creating duplicate notes.

STEP 11: Sign the note.

Transfer Level of Care

➤ From the Inpatient Pediatrics 2018 tab in the patient's chart:

STEP 1: Confirm whether the patient should keep the existing FIN or will be assigned a new one.

NOTE: If a new FIN is required, follow the Discharge and Re-admit workflows. Transfer Level of Care is only used when keeping the same FIN.

STEP 2: Place the Transfer Level of Care order.

STEP 3: Perform transfer medication reconciliation.

STEP 4: Enter new orders as needed.

STEP 5: Modify the Admission order to update the patient type and placement.

STEP 6: Document changes in a progress note.

STEP 7: Place the Transfer Review Complete order to indicate your provider processes are complete.

Discharge Workflow

➤ From the Discharge Mpage in the patient's chart:

STEP 1: Complete med rec and ePrescribing in the Home Medications component.

STEP 2: Review the Problem List component to add and prioritize This Visit diagnoses.

NOTE: Use the Diagnosis Assistant for a more specific diagnosis when possible.

STEP 3: Add the Discharge Order from the Order Profile component.

STEP 4: Complete the Discharge Quality Measures PowerForm.

STEP 5: Fill in the Dynamic Documentation components for the following:

- HPI
- Discharge Physical Exam
- Hospital Course
- Patient Instructions
- Follow Up Recommendations

STEP 6: Create and sign your note.

NOTE: Use Discharge Order note if you intend to dictate the Hospital Course to transcription. This will automatically CC the patient's primary provider.

NOTE: Use Discharge Summary note if you intend to use Speech-to-Text, or if you are going to type the Hospital Course.

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STEP 7: Add additional recipients to review or cosign, if appropriate.

STEP 8: Once the patient is discharged remove the patient from your custom or proxy list for your provider group.