

# Ambulatory Wound Practice Clinical Staff Checklist

## Wound Optimization Project

**Document and forward any additional questions that you are unable to answer to the appropriate member of the team. Do not leave concerns open-ended; YOU are responsible for following up.**

*Ensuring Patient Safety is of the utmost importance during a go-live period. Should you become aware of any incident that results in patient harm, do encourage the staff person closest to the incident to submit the incident through their usual Risk Management tools, but also relay the incident to your Elbow Support supervisor so that they may relay it on to the appropriate persons within the Command Center. It may not always be obvious as to whether the patient harm was a direct or indirect result of the introduction of the new EMR tools and workflows. The Command Center will want to work swiftly with Risk Management to quickly drill to root cause and mitigate for others. Your relay of this information will assist with that process.*

**Please note the following are priorities during your time with the staff:**

- Wound Ambulatory iView band.
- Incision/Wound/Skin section is used for all wound documentation.
- Wound Workflow MPage.
- Wound Clinic Non-Provider Note
- Amb Wound Charges Form

**Date:** \_\_\_\_\_

**CI/Support Name:** \_\_\_\_\_

**Staff Member Name:** \_\_\_\_\_

**Staff Position:** \_\_\_\_\_

Task	Yes	No	N/A
<b>1. Wound Ambulatory iView band</b>			
All clinical staff should have the Wound Ambulatory iView band pulled into view.			
<b>2. Incision/Wound/Skin section.</b>			
<ul style="list-style-type: none"> <li>• Creating a Dynamic Group.</li> </ul>			
<ul style="list-style-type: none"> <li>• Using the grey or blue banner below the date and time to get a checkmark to enable the Tab key on the keyboard for quick documentation.</li> </ul>			
<ul style="list-style-type: none"> <li>• Multi-Layer Dressing               <ul style="list-style-type: none"> <li>○ Conditional logic field</li> <li>○ When Yes is selected it opens Topical Agent, Contact Layer, Primary Dressing, Secondary Dressing, and Compression Layer.</li> </ul> </li> </ul>			

## Checklist

<ul style="list-style-type: none"> <li>○ When No is selected, Topical Agent and Single Layer Dressing opens.</li> </ul>			
<ul style="list-style-type: none"> <li>● All wound dressing supplies are listed in alphabetical sections by brand name.</li> <li>● Brand name supply names were added to iView to make reproducing the dressing easier across the care continuum.</li> </ul>			
<ul style="list-style-type: none"> <li>● Negative Pressure Wound Therapy (NPWT) <ul style="list-style-type: none"> <li>○ Selected in the Drainage Device field.</li> <li>○ Open conditional logic to document all items related to NPWT.</li> </ul> </li> </ul>			
<b>3. Wound Workflow MPage</b>			
All clinical staff working in a wound clinical should add the Wound Workflow MPage.			
Arrange your views by what you use most- pull in additional views, if appropriate			
Arrange Components by workflow			
Remove Unnecessary Components (Customization tool button on right of page)			
Review filters on Documents – user preference if they want to pull more documentation in			
Set up your 3 panes (adjust the screen resolution with ctrl scroll) and add in the correct order			
Discuss workflow components			
<ul style="list-style-type: none"> <li>● Vital Signs component, click the plus sign dropdown to review forms and iView band <ul style="list-style-type: none"> <li>○ Home Reading Form – document vital signs and other information reported by the patient.</li> <li>○ Adult Ambulatory Intake – complete the patient intake per your normal intake process.</li> <li>○ AMB Wound Charges Form – Document chargeable wounds supplies used during the visit.</li> <li>○ Wound Ambulatory iView band.</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>● DynDoc components: <ul style="list-style-type: none"> <li>○ History of Present Illness</li> <li>○ Assessment &amp; Plan</li> <li>○ Patient Instructions (information document here will flow to the note and the Ambulatory Visit Summary.)</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>● Create Note section, click more to select the Wound Clinic Non-Provider Note.</li> </ul>			
<b>4. Dynamic Documentation</b>			
Generate document from Workflow Page using Dyn Doc components- Crucial to select Wound Clinic Non-Provider Note and sign when ready.			
Review importance of document type- Set favorites if position defaults don't meet their needs.			
Can access saved notes from Message Center or Documentation in Menu			
Review updating document date/time and forwarding for review/co-signature			
<b>5. Creating and Using Auto Text</b>			

## Checklist

Create/copy auto texts			
System level auto texts are prefaced with /ros and /pe can be “stolen” and set up based on user’s typical assessment and others can be stolen, modified, and saved as needed			
Creating new auto-text - Start with a “.”			
Creating auto-text from documentation in a note using Message Center or Dyn Doc component.			
If desired, can steal auto-text from others using the Autotext Copy Utility tool.			
<b>/wound_assessment* will</b> pull documentation from the Incision/Wound/Skin section into your note.			
<b>6. Amb Wound Charges Form (located in Vital Signs component drop down)</b>			
<ul style="list-style-type: none"> <li>Supply list is alphabetized by Brand Name, select the appropriate section: A-D, E-M or N-Z.</li> </ul>			
<ul style="list-style-type: none"> <li>Supply Source Column - select the source of supplies either Patient’s Own or Office Supplied.</li> </ul>			
<ul style="list-style-type: none"> <li>If supplies are Office Supplied enter the number of items applied in the Quantity Used Column (chargeable) column.</li> <li></li> </ul>			
<ul style="list-style-type: none"> <li>If supplies are given to the patient or multiuse document the amount in the Quantity Given/Multi Use (non-chargeable) column.</li> </ul>			
<ul style="list-style-type: none"> <li>Brand name dressing supplies listed on the AMB Wound Charges Form are for chargeable items that cost \$10 or more. For questions regarding items listed/not listed on the form, please enter a help desk ticket for Revenue Integrity to investigate.</li> </ul>			
<b>17. Weird Gotchas</b>			
<b>18. Review where to find more materials</b>			
<a href="http://northernlighthealth.org">Clinical Informatics Education (northernlighthealth.org)</a>			
<b>19. Comments/Concerns</b>			