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Clinical staff that room patients will follow the Ambulatory Clinical Intake process outlined below.

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## Ambulatory Clinical Intake

**STEP 1:** Navigate to your Workflow MPage.

- MPage components in the menu can be arranged to fit the way you navigate and document in the chart by using drag-and-drop to move them to a desired position.
- Place commonly used components at the top of the list.
- The recommended component order is...
  1. Recommendations
  2. Chief Complaint
  3. Allergies
  4. Home Medications
  5. Histories
  6. Vital Signs



Amb Nursing 2018


Recommendations  
Chief Complaint  
Allergies (2)  
Home Medications (17)  
Histories  
Vital Signs

**STEP 2:** Navigate to the **Recommendations** component.


- Update any recommendations, as appropriate.

**STEP 3:** Enter the **Chief Complaint** within the component on the MPage and select **Sign**.

**STEP 4:** Navigate to the **Allergies** component.

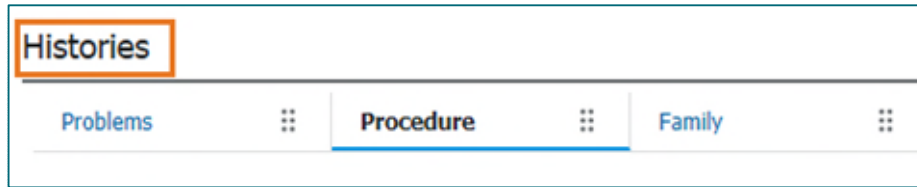
- Review and update allergies.
- When complete, click Complete **Reconciliation**. 

**STEP 5:** Navigate to **Home Medications** component.

- Click the blue **Meds History**  hyperlink.
  - Review and update patient's home medications.
  - Click **Document History** once completed.
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**STEP 6:** Navigate to **Histories** component.

- Click the **Histories** heading in the Workflow MPage.



- All histories will be updated from the histories component with the exception of Social History. Social History is completed in the Intake form, as quality metrics are captured through the completion of the fields at the bottom of that section in the form.

**STEP 7:** Navigate to the **Vital Signs** component on the MPage, click the dropdown arrow and select the **appropriate Intake form**.

**STEP 8:** Complete the applicable fields within the Intake form for the visit type.

**NOTE:** **Ambulatory clinical documentation of assessments and review of systems is located in the Ambulatory Assessment iView band.**

**STEP 9:** Navigate to the **Vital Signs** component on the MPage, click the dropdown arrow and select the **Ambulatory Assessment**

 to launch iView.

- Click into the different sections to document the items applicable to your patient.
- Click the green checkmark to sign.

