Checklist – BH Ambulatory Clinical Intake

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.

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

- Workflow Mpage
- Complete Office Visits

Date:
CI/Support Name:
Staff Member Name:
Staff Position:

Task	Yes	No	N/A
1. Workflow Mpage			
Arrange your components: Chief Complaint, Allergies, medications, histories, vitals and			
then all others as appropriate for staff			
Review how to update the following from the Workflow Mpage:			
• Allergies			
Home Medications			
Histories			
Review how to reconcile quality measure components from the Workflow Mpage:			
• Allergies			
Home Medications			
Histories			
2. Complete Intake Form			
Review how to access the BH Ambulatory Intake Form from the applicable workflow			
Mpage component:			
Clinic Workflow			
 Forms component 			
Ambulatory Workflow			
 Vital Signs component 			
Review how to access the Ambulatory Assessment iView band from the following			
components:			
Clinic Workflow			
o Forms component			
Ambulatory Workflow			
O Vital Signs component			•
3. Ambulatory Assessment iView Band			
Review iView functionality:			
Dynamic Group			

Checklist

O II CERIISI	l	l
Tabbing		
Double Clicking		
Marking in Error		
Weird Gotchas		
Deview where to find more metarials		
Review where to find more materials CI Educational Library: ci.northernlighthealth.org/home		
Ci Educational Elorary. Ci.northermightheamh.org/nome		
Comments/Concerns		
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