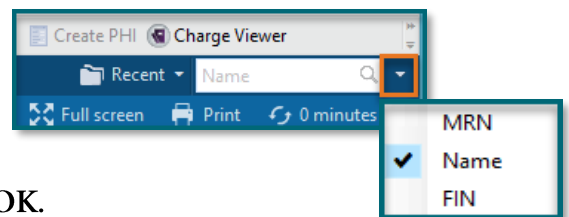In the event a patient is referred from a Northern Light inpatient facility without a Continuity of Care Document, the Home Health and Hospice team may use the Communicate functionality in Cerner PowerChart to obtain and send the document to Care Connect via secure mail. This flyer details this workflow for the Cerner-educated, Home Health and Hospice intake team.

Finding the Patient in PowerChart

➢ Search for the patient by **Name** or **MRN.** This may be changed by clicking the drop-down menu.

➢ Select the patient's **CURRENT Inpatient** encounter and click **OK.**

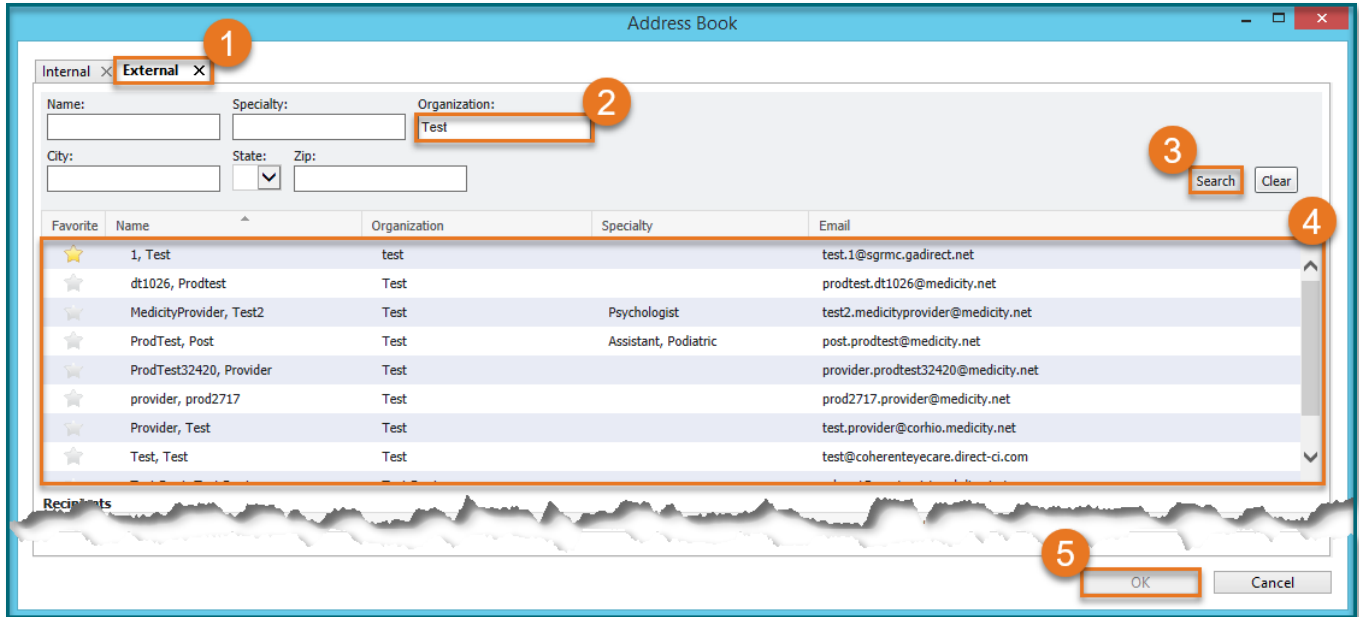## Initiating the Message

➢ **Patient's Chart**

- Within the patient's chart, click **Communicate** in the toolbar. A new box will open.

- Complete the **To:** field…

    ▪ **Option 1:** Type northernlighthomecarehospicecentralintake@nlhch.netsmartdirect.net

    ▪ **Option 2:** Click the binoculars to search for your recipient within the **Address Book.**
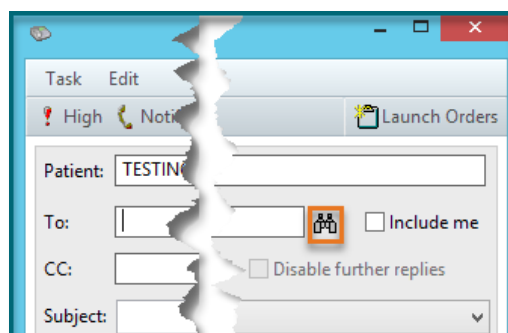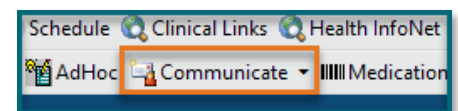
1. Click the **External** tab near the top left of the Address Book.
2. Type **NL Home Care & Hospice** into the **Organization** field.
3. Click **Search**.
4. Click to highlight **NL Home Health & Hospice** in the results list.
5. Click **OK**.

NOTE: Click the yellow star favorite icon to add the address to your favorites list.

Creating the Message

STEP 1:   Once the recipient and subject have been entered, add any desired information within the body of the message.

NOTE: Once sent, all information entered in the message becomes part of the permanent patient record.
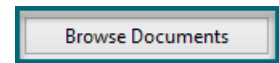
STEP 2:   Click the box to the left of **Transition of Care** to begin adding the CCD.
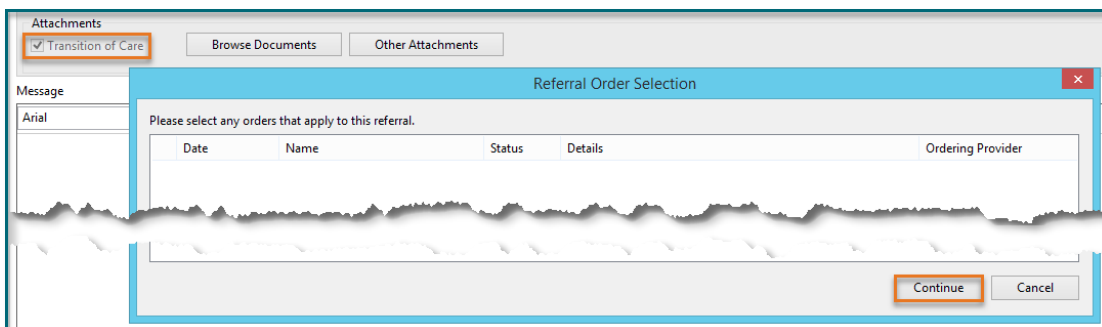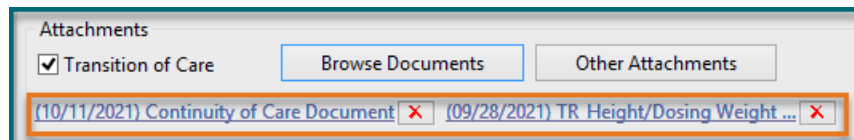
STEP 3: The **Referral Order Selection** box will open, click **Continue** even if there are no documents to select.

STEP 4: If needed, a additional document(s).

- After the recipient field is populated, click **Browse Documents**.

- A list of documents will appear.
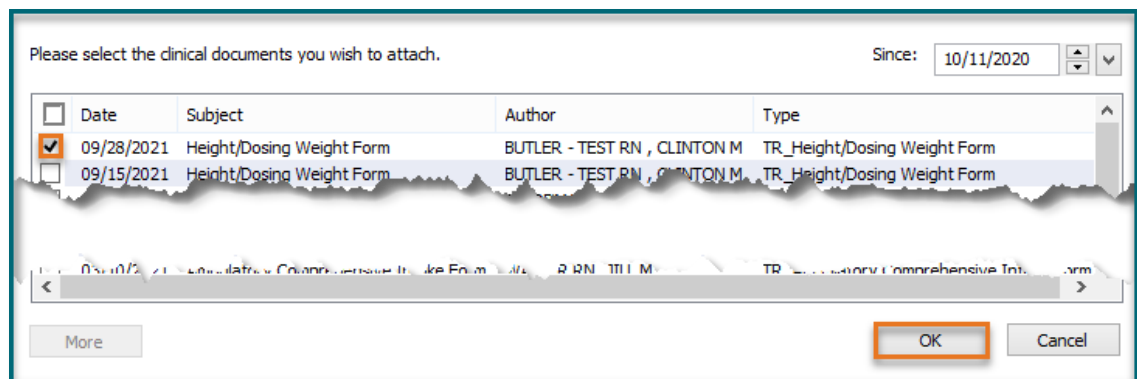
- Select the desired document(s) to attach by placing a **check** in the box to the left of the date.
- Click **OK**.
- All documents selected are attached to the message.

STEP 5: Click **Send**.