**This flyer reviews the new system standardized workflow for documenting a Nurse/MA only visit, using a Clinical Note, from PowerChart or FirstNet.**

Accessing the Nurse/MA Only Visit

We will be using a Clinical Note to achieve this documentation. Using this note allows for the use of auto text and smart templates, unlike previous nursing/MA documentation in PowerForms.
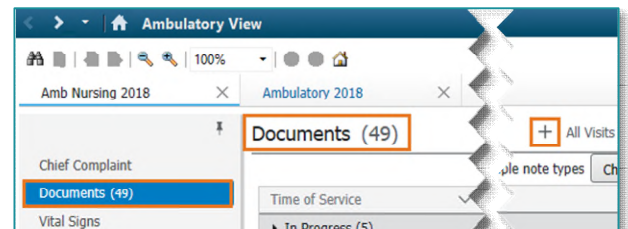
> **For Ambulatory Practices:**

STEP 1: Enter the patient's chart from the **Ambulatory Organizer.**
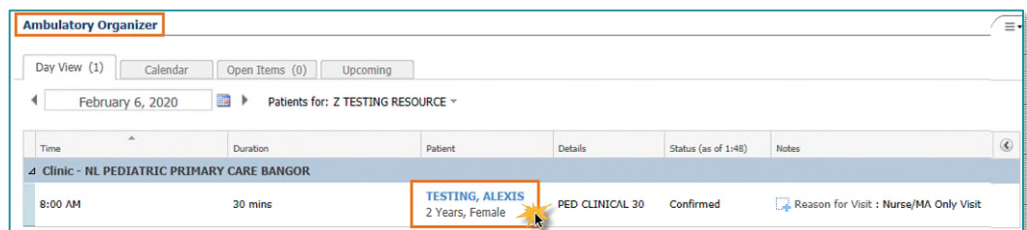
NOTE: **Ensure you are on the correct encounter/location prior to commencing any documentation.**

STEP 2: Navigate to the **Documents** component of the **Amb Nursing 2018 or Ambulatory 2018** workflow mPage.
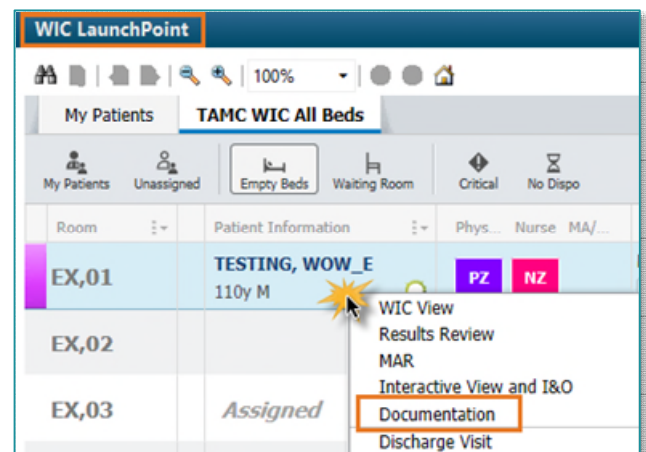
STEP 3: Click the **Add** icon.

> **For WIC locations:**

STEP 1: From **LaunchPoint** navigate to the desired patient row.

STEP 2: **Right-click** and select **Documentation** from the drop-down menu.

NOTE: **Ensure you are on the correct encounter/location prior to commencing any documentation.**

STEP 3: Click the **Add** icon.

Documenting a Nurse/MA Only Visit

STEP 1: In the **Type:** field, select the note type **Nurse/MA Only Office Note** from the drop-down menu.

NOTE: **Be sure that the Date is reflective of the correct DOS in which you saw the patient if you are post-documenting.**

STEP 2: Type the **Subject** of the nature of the Nurse/MA only visit.

STEP 3: Document your visit in the body of the note.

NOTE: **If you need to send a copy of the note to a Provider for review or signature follow the steps outlined below prior to signing the note.**

STEP 4: Click **Submit.**

NOTE: **You can use the Save & Close option if you've started your documentation but need to complete it later. This note will appear in the Documents component, In Progress folder and may be accessed and completed from there.**

Additionally, any unsigned notes also appear in your message center in the Work Items, Saved Documents folder. Notes can also be completed from here as well.
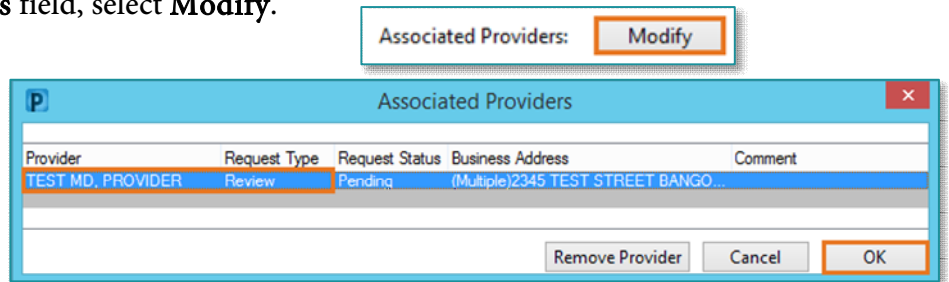
Sending the Note to a Provider

If the note needs to be routed to a provider for review or signature, follow these steps prior to signing the note:

STEP 1: In the **Associated Providers** field, select **Modify**.

STEP 2: Search for and select the appropriate provider to send the note to.

STEP 3: Select the **Request Type** as **Review** or **Sign**.

STEP 4: Click **OK**.

Viewing Nurse/MA Only Visit Documentation

Navigate to the **Documents** component of the mPage, **Completed** folder.