

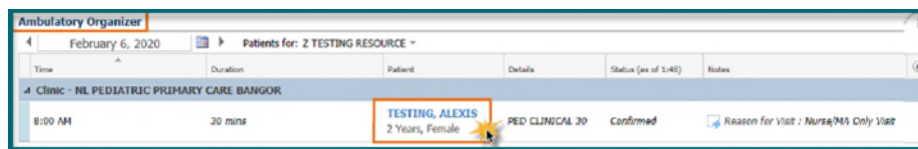
This flyer reviews the standardized workflow for documenting a Nurse/MA only visit, using a Clinical Note, from PowerChart or FirstNet.

## Accessing the Nurse/MA Only Visit

A Clinical Note is used to achieve this documentation. Using Clinical Note allows for the use of auto text and smart templates.

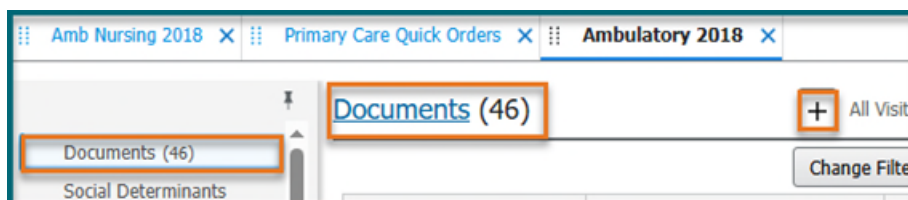
### ➤ For Ambulatory Practices:

**STEP 1:** Enter the patient's chart from the **Ambulatory Organizer**.



**NOTE:** Ensure on the correct encounter/location prior to starting 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.

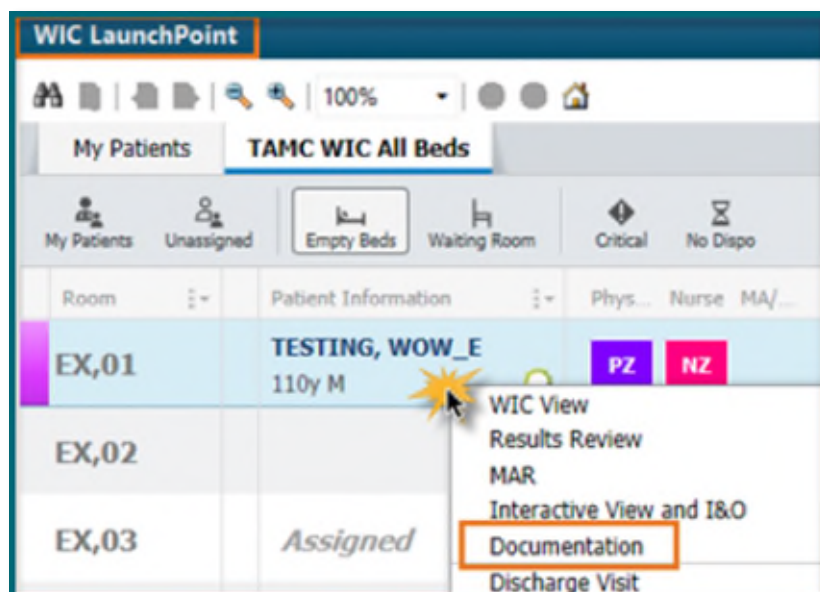
### ➤ For WIC locations:

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

**STEP 1:** Right-click and select **Documentation** from the dropdown menu.

**NOTE:** Ensure on the correct encounter/location prior to starting 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 dropdown menu.

**NOTE:** Be sure the **Date** is reflective of the correct DOS in which the patient was seen if post-documenting.

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

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

**NOTE:** If needing 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:** Use the **Save & Close** option if the documentation has been started and need to complete it later. The 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 **Message Center** in the **Work Items, Saved Documents** folder. Notes can also be completed from here as well.

The screenshot shows the 'Documentation' form with the following fields and values:

- Type:** Nurse/MA Only Office Note
- Date:** 02/05/2020 1314 EST
- Subject:** Wound Dressing Change
- Author:** GENDREAU - TEST PCP MA, DANIELLE
- Status:** In Progress
- Associated Providers:** Modify
- Patient Level Document:** ☐
- Body:** Visit documentation here. You can also use auto text here!
- Buttons:** Submit, Save, Save & Close, Cancel

Time of Service	Subject	Note Type
In Progress (4)		
SEP 10, 2019 09:48	Wound Dressing Change (In Progress)	Nurse/MA Only Office Note

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In Progress (4)		
SEP 10, 2019 09:48	Wound Dressing Change (In Progress)	Nurse/MA Only Office Note

## 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**.

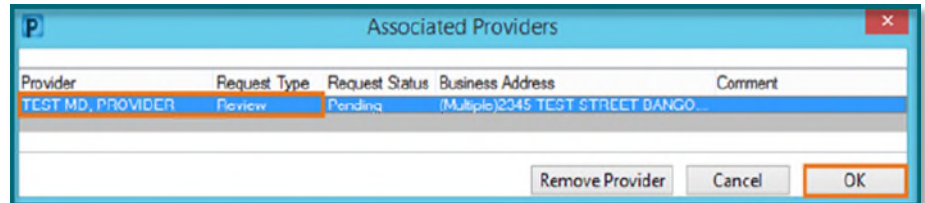
Associated Providers: **Modify**

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

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

**NOTE:** Click the word **review** in Request Type to open the dropdown menu for options to **Review** or **Sign**.

**STEP 4:** Click OK.



## Viewing Nurse/MA Only Visit Documentation

Navigate to the **Documents** component of the MPage, **Completed** Folder.

