From the Office of Clinical Informatics

Mobile COVID-19 Assessment Station MA/RN Scribe Workflow

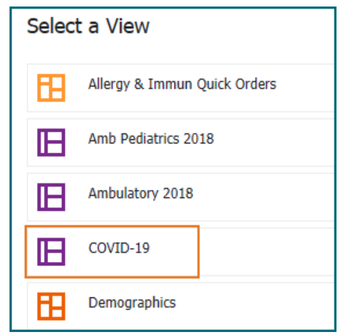
March 27, 2020

To conserve Personal Protective Equipment, Medical Assistants and Nurses will function as Scribes. This will also decrease the amount of time for the assessment and exposure for the staff.

Adding the COVID-19 ViewPoint

- **From the Medical Assistant View Workflow MPages:**

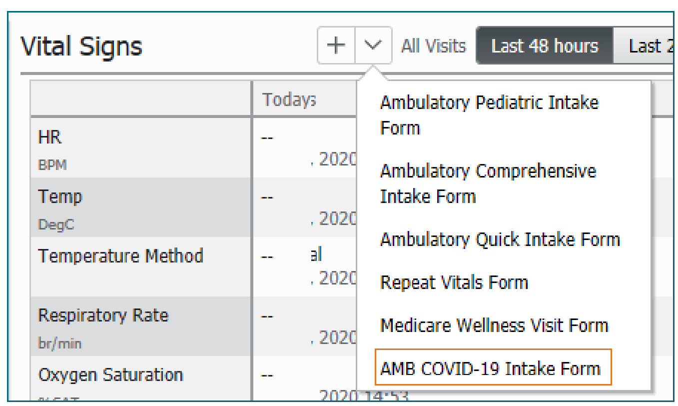
  - Click the **Add** button at the top of the screen to add a new ViewPoint.
  - From the list of available options, choose the **COVID-19** ViewPoint.
    - The COVID-19 ViewPoint will be added as a tab at the top of Nurse View.
    - The functionality of this page is consistent with other workflow pages.



NOTE: **Use the Exit button from the toolbar when signing out of PowerChart to save this ViewPoint to your preferences. You should only need to go through the process of adding the COVID-19 ViewPoint once.**

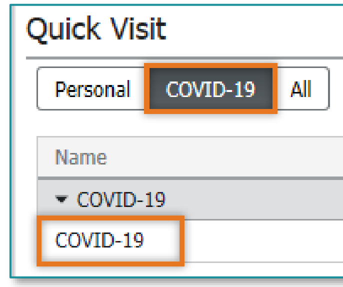
Documenting the AMB COVID-19 Intake Form:

- From the **Vital Signs** component use the drop-down arrow to locate **AMB COVID-19 Intake Form**



  - **Summary**
    - Chief Complaint
    - Patients Temperature and method
    - Respiratory Rate
    - Blood Pressure
    - SpO2
    - Pulse Rate
    - Patients Stated Weight
    - Review patients Allergies and Medication list

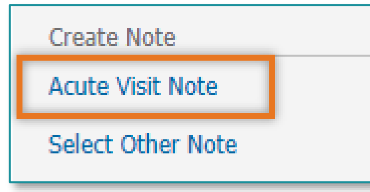
Documenting the COVID-19 Quick Visit



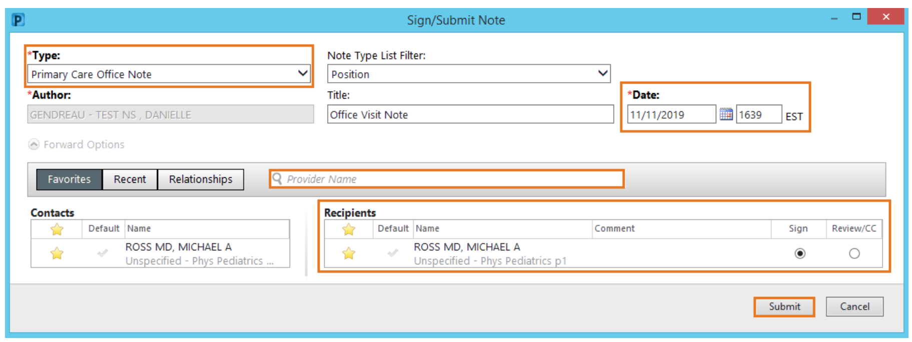
- **From the Workflow MPage, navigate to the Quick Visits Component.**
    - From the available filters, click the **COVID-19** tab.
    - Select the **COVID-19** option listed.
        - The **COVID-19 Quick Visit** will display in a pane on the right of the page.
- **From the Quick Visit pane:**
    - **Auto-text for Dynamic Documentation**
        - Options display for COVID-19 specific Review of Systems and Physical Exam.
            - Choose the desired autotext option.
    - **This Visit Problem**
        - Options display for potential this visit problems to be selected for the patient, the provider will call out what This Visit Problem to use.
            - Options can be chosen from the list, or a different This Visit Problem can be added using the Problem List component.
    - **Orders and Prescriptions**
        - Options for potential Orders and Prescriptions can be selected and will populate in the Orders for Signature bin.
            - Follow the typical MPage ordering process to place the orders. Provider input is needed for this.
    - **Charges**
        - Provider will review the charge options, provider will inform scribe which is the appropriate charge for the assessment.
    - **Follow-up**
        - Potential follow-up options are available to choose.
        - If a different follow-up option is desired, it can be entered in the Follow-up Component using the typical Follow-up workflow.
- **History of Present Illness**
    - Document the History of Present Illness as the provider and patient are talking.

NOTE: **It is important to click Save after documenting in each free-text component to avoid the risk of losing documentation entered.**

- **Finalizing Note**
  - Progress through the MPage Components, entering documentation as appropriate.
  - Finalize all Orders for Signature.
  - After ensuring all documentation and orders have been entered, select the **Acute Visit Note** option from the **Create Note** section in the navigator on the left of the screen.



  - Complete the Note documentation using the typical workflow.
    - Once complete, click the **Sign/Submit** button.
    - Add the scribe auto text to the **Initiating Author** section of the note.
    - Click the **Sign/Submit** button.
    - Search for and select the provider the note should be sent to for signature from the provider search box.
    - Click **Submit.**



- **Provider's Accessing the Note**
  - From **Message Center:**
    - Double-click the note from the **Documents** section in the inbox.
    - Click the **Modify** icon in the tool bar to modify the contents of the note, make corrections, and add attestation. Select **Sign/Submit.**
  - From the **Documents** component on the workflow page:
    - In the **In Progress** section, click the note once.
    - The note will open in its entirety. Modify the contents of the note, make corrections, and add attestation.
    - Click **Sign/Submit.**
    - Indicate a CC recipient as needed
    - Click **Sign.**