Northern Light Health

From the Office of Clinical Informatics

Mobile Clinical Assessment Stations
Clinical Staff Workflow

April 6, 2020

The following flyer outlines the workflow for Clinical Staff at the **COVID-19 Mobile Assessment Stations**. <u>This flyer will be updated frequently with any changes to the workflow</u>.

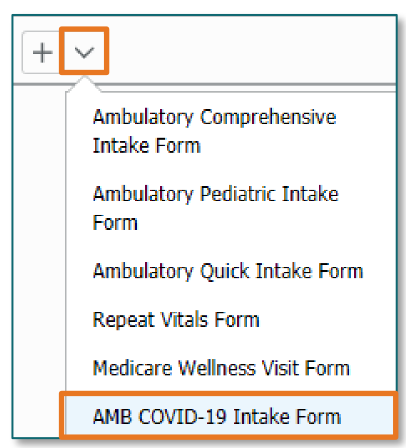
<u>Confirming Encounter Creation</u>

When the patient arrives at the COVID-19 Traige location, the presence of an encounter for the Triage/Assessment.

➢ **From PowerChart:**

- Access the Patient Search window from the upper right portion of the window.
- Enter the patient's demographic information (name, DOB, etc) and initiate a search for the patient.
- Locate and confirm the patient from the search results.
- After selecting the patient, confirm that there is an encounter for the correct location and correct timeframe available in the lower pane.
    - Select the encounter with the appropriate date, time and location from the lower pane.
        - If an appropriate encounter is not present, patient should be directed to the holding area to call the triage hotline and initiate the registration process.
        - After registration is completed, patient will re-enter the queue and workflow will begin with confirming the encounter creation.
    - After selecting the appropriate encounter, click OK in the lower right of the window.
        - The patient's chart will open to the selected encounter.

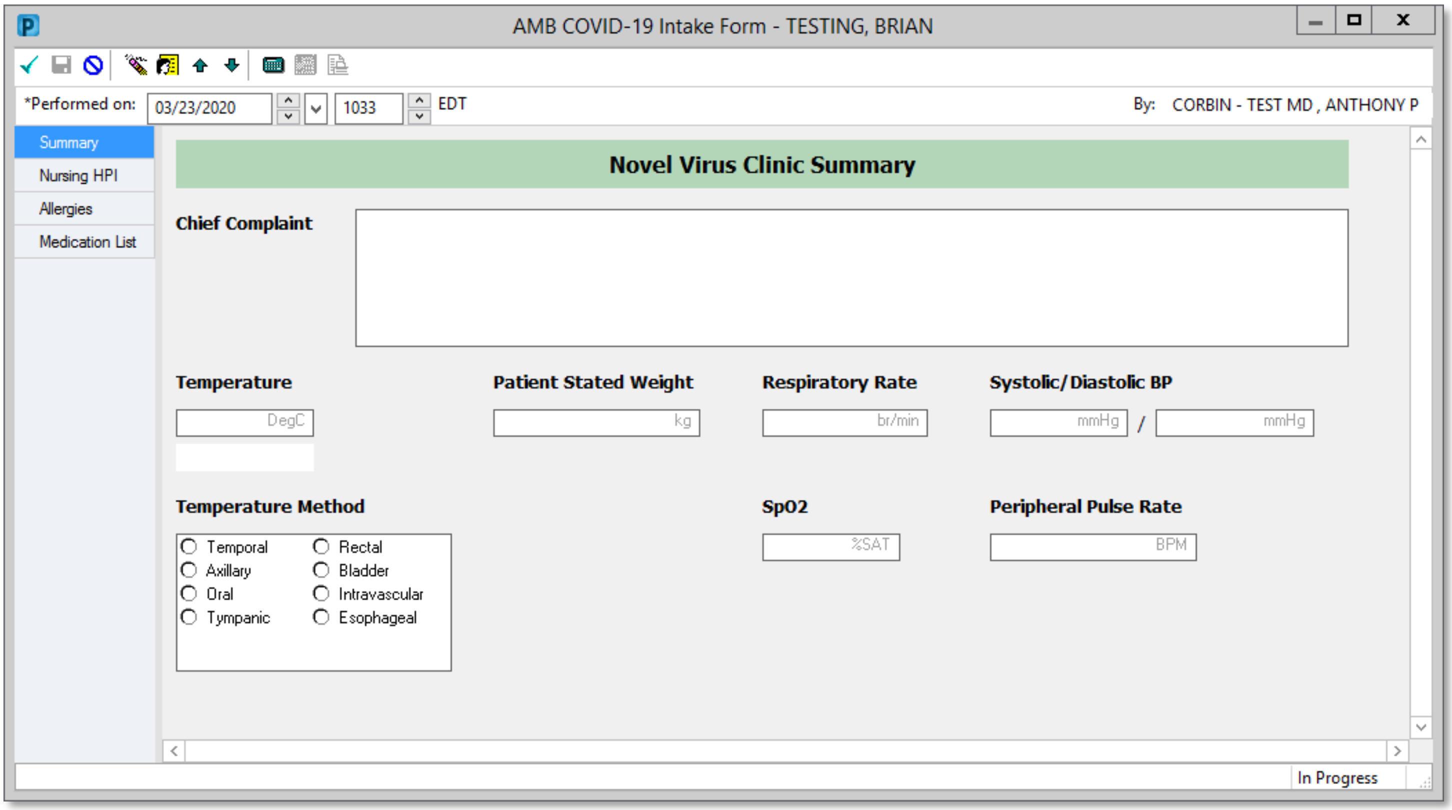
<u>Documenting the Patient Intake</u>



➢ **From the patient's chart:**

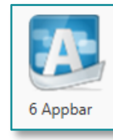
- Navigate to the **Vital Signs** component of the **AMB Nursing 2018** or **COVID-19** workflow MPages.
- Click the **Plus** dropdown in the upper right of the **Vital Signs** component.
- Select the **AMB Intake Form COVID-19** option from the list.
    - The **AMB Intake Form COVID-19** PowerForm will open.

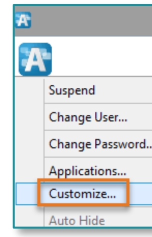
➢ **From the AMB Intake Form COVID-19 PowerForm:**

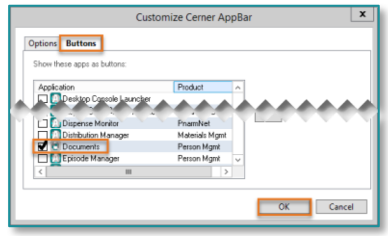


- **Summary Section**
  - Enter the Chief Complaint and Vital Sign documentation in the appropriate fields.
- **Nursing HPI Section**
  - Enter pertinent historial information related to the patient's visit as needed.
- **Allergies and Medication List Sections**
  - Enter documention in these sections using typical visit workflows.
- When all documentation has been entered as appropriate, click the green checkmark in the upper left of the PowerForm window to Sign the documentation.
  - The patient is now ready to be seen by the provider.

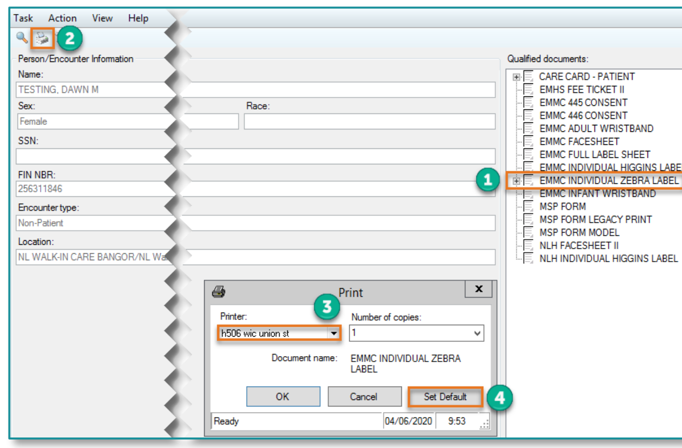
- **Printing a Specimen Label**
  - Adding the **Documents** icon to the **AppBar.**
    - From the **Millennium Dashboard**, click the **6 Appbar** icon and sign-in.
    - Click the **'A'** icon and select **Customize.**
    - Scroll down to **Documents** and place a check in the box and click **OK.**
      - The Printer icon will now appear on the AppBar menu







  - Printing the Specimen Label
    - Click the **Documents** (Printer) button from the Appbar Menu
    - Search for the patient and select the mobile site location encounter
      - Select **Individual Zebra Label**
      - Click the **Printer** icon
      - Select correct printer from dropdown
        - **Set Default** will remember the printer for 24 hours



NOTE: If your primary workstation in your usual location is set up with two monitors, the label window may need to be pulled into view by clicking the icon in the task bar, then hit Alt and Space bar. A menu will pop up to move the window into view on the active screen.