

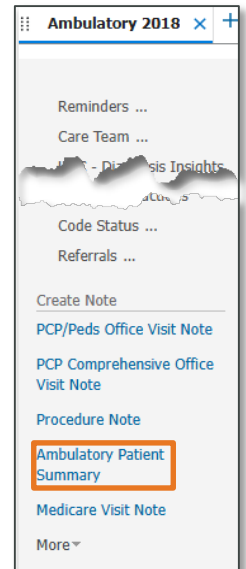
The Ambulatory Patient Summary is the document provided to each patient at the end of a visit. The document contains important medical information related to the patient's appointment as well as required legal disclaimers.

Ambulatory Patient Summary Creation

The Ambulatory Patient Summary pulls in patient instructions and education added by the provider as well as clinical information documented by clinical staff during intake. The document is created from the patient's chart using the **Create Note** section of the Ambulatory 2018 MPage.

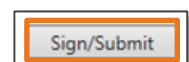
STEP 1: Navigate to the **Create Note** section in the MPage and click **Ambulatory Patient Summary**.

- Each section of the document auto-populates with information from the patient's chart.
- Free text boxes can be added to each of the document sections by hovering the mouse pointer near the header of the section and clicking the arrow icon.
- Sections or subsections can also be removed when applicable by hovering the mouse pointer near the header of the section and clicking the **X** icon.



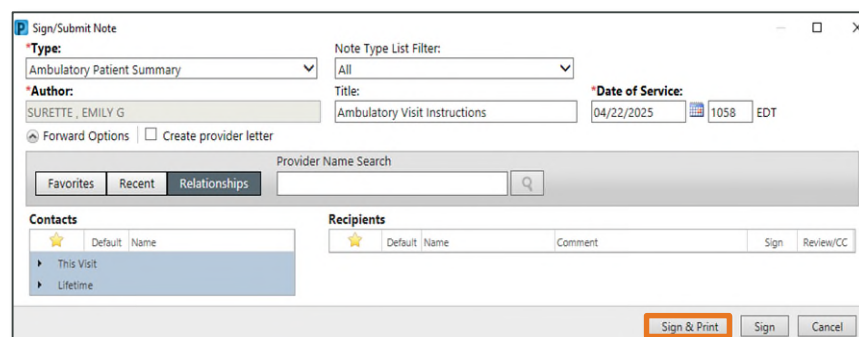
Instructions From Your Provider

STEP 2: Review the document and when ready, click **Sign/Submit** button in bottom right of the document.



- The **Sign/Submit Note** window will open.
- After reviewing information in the Sign/Submit Note window, click the **Sign & Print** button to finalize the note and print for the patient. If the patient is signed up for the NLH Patient Portal, the document is immediately available within the portal once it is finalized.

NOTE: The Ambulatory Patient Summary document should be created and signed only once per visit.



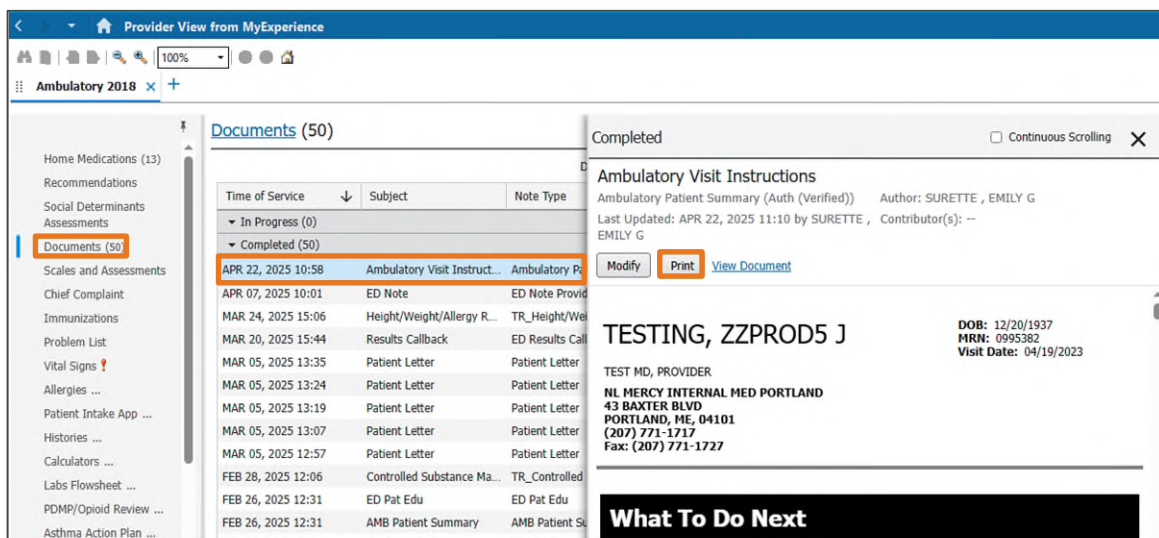
Reprinting an Ambulatory Patient Summary

Once an Ambulatory Patient Summary document has been finalized, it is visible within the patient's documents. If necessary, this document can be re-printed for the patient.

STEP 1: To reprint a finalized Ambulatory Patient Summary, navigate to the Documents component in the Workflow MPage.

STEP 2: Locate the appropriate document and click to open the document preview pane on the right-hand side of the screen. The Ambulatory Patient Summary selected will be visible in this pane.

STEP 3: Use the **Print** button in the top left of the document.



Patient's Right to Shop

To comply with Maine state law, the Ambulatory Patient Summary must be provided to patients at the end of each appointment. The law requires patients with private health insurance coverage to be provided a written notice about their "right to shop" when they receive referrals for certain services.

- The **Patient's Right to Shop** statement prints in italics at the bottom of the **What To Do Next** section of the Ambulatory Patient Summary.
- For more information about Patient's Right To Shop, review the [Patient Right To Shop FAQ](#) document.