From the Office of Health Informatics

Oracle Health (Cerner) Millennium
Scribe Workflow

June 2, 2025

Scribes reduce the data entry role of providers and allow providers to have more face time with patients; therefore, greater provider and patient satisfaction.

Scribe Workflow

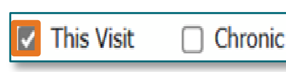
Dynamic Documentation (DD) efficiently pulls in data from the chart and allows providers to create free text entries, for flexible and efficient clinical documentation.

- **Chart Review/Pre-Visit Planning**
  - Review the patient's chart or conduct pre-visit planning with the provider.
    - From the **Ambulatory 2018** Workflow MPage: Review lab, diagnostic, radiology results, etc.

- **Creating and Inserting Auto Text**
  - Auto text is particularly helpful in shortening the amount of typing required when documenting review of systems, history of present illness, and physical exams.
    - Click here for a flyer on creating and managing auto text.
- **Problem List**

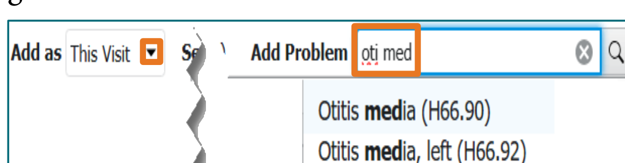
Selecting **This Visit** diagnoses early in the visit workflow provides many benefits. This will populate the diagnosis to the Assessment & Plan section, populate suggested patient education topics, and allow for associated diagnosis' to orders placed more efficiently.

- **Adding a This Visit Diagnosis from the Problem List**
  - Click the **Problem List** component in the Ambulatory workflow menu.
  - Select the **This Visit** checkbox of the appropriate problem(s) listed in the problem list.



<u>NOTE</u>: **All patients need at least one This Visit diagnosis after each visit.**

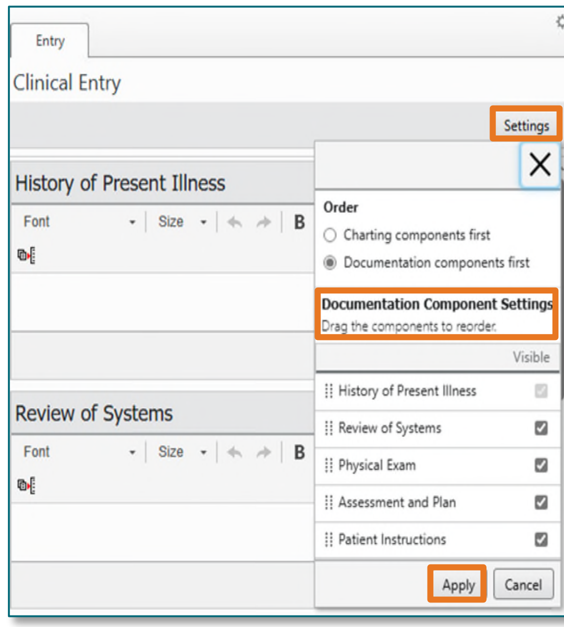
  - If more than one This Visit diagnosis, the Priority can be altered for the problems using the Priority dropdown arrow and selecting the number needed, as applicable.
- **Search for and Add a Problem**
  - Click the **Add** as dropdown arrow. Choose one of the following:
    - **This Visit** to add as a This Visit diagnosis.
    - **Chronic** to add a chronic problem to the problem list.
    - **This Visit and Chronic** to add as both to the problem list.



- Click the **Add problem** search field.
- Use the 3x3 search method typing the first three letters of each word of the problem.
- Select the needed problem and it will populate in the problem list.

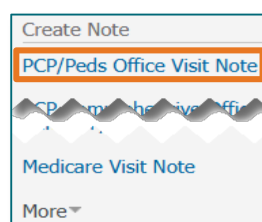
➢ **Documentation**

- In the **Ambulatory 2018** Workflow MPage, use the **Clinical Entry Workspace** to document within the **History of Present Illness, Review of Systems, Physical Examination** and **Assessment & Plan** components.
  - Settings button is used to arrange the order in which **Charting** components and **Documentation** components display.
    - Charting component contains PowerForms.
    - Clinical Entry, referred to as Clinical Entry Workspace contains Dynamic Documentation free text components.
  - Dynamic Documentation free text fields can be re-ordered by dragging/dropping them into position within the **Documentation Component Settings.**
  - Click [here](#) for a flyer on setting up Clinical Entry Workspace.



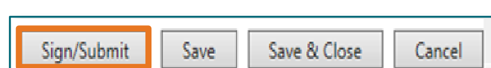
NOTE: It is important to click Save after documenting in each free text component to avoid the risk of losing documentation entered.

➢ **Creating a Note**



- Go to **Create Note** at the bottom of the workflow menu and select **PCP/Peds Office Visit Note** or indicate note specific to the type of patient visit.
- The note will generate with documentation as performed above as well as other data that will automatically pull in from the chart.

➢ **Signing the Note & Sending to Provider for Signature**

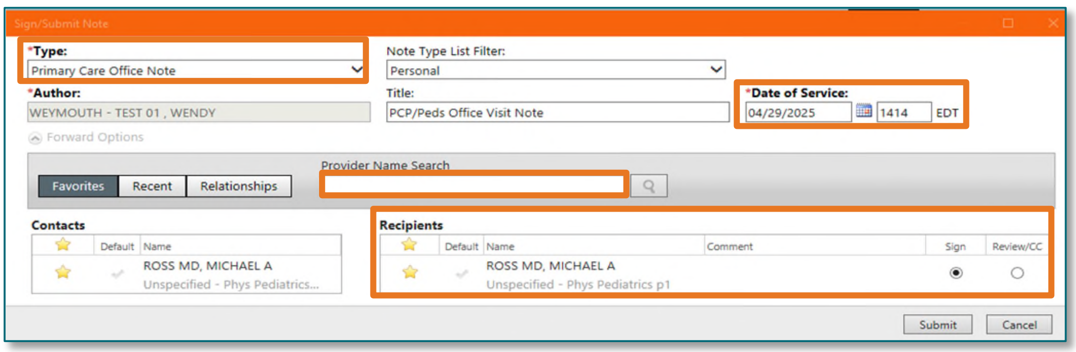


- Select the **Sign/Submit button.**

- Ensure that the correct **note type** is chosen based on the specialty scribe work is done for verify that the date is reflective of the date of service the patient is seen.
- Search for and select the provider the note should be sent to for signature from the provider search box.

NOTE: **Clicking the yellow star to the left of the provider's name, in the Recipients section, will save the provider to favorites located on the far left so they can be quickly added the next time.**

- Click **Submit**.



➢ Provider's Accessing the Note

- From the Message Center:
  - Double-click the note from the Documents section in the inbox.
  - Click the **Modify** icon  in the tollbar to modify the contents of the note, mark corrections, and add attestation.
  - Select **Sign/Submit**.
  - Indicate a CC recipient as needed.
  - Click **Sign**.
- 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**.