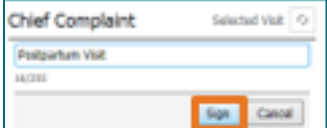**Clinical staff will begin the intake process for Postpartum and GYN Clinic visits by entering documentation on the GYN Clinic MPage. This information will be reviewed by the provider and captured in the office visit note.**

GYN Office Visit Intake

➢ **Chief Complaint**

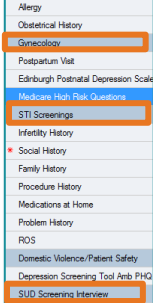- Free text the **Reason for Visit** and **Sign**.

➢ **GYN Visit Documentation**

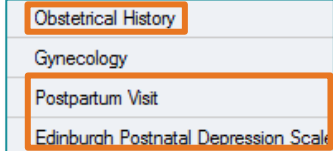- Select **GYN Visit** from the drop down in the **Vital Signs** component.

- Complete sections as appropriate.
    - Specific sections to review from the menu are Gynecology, STI screenings, and SUD Screening.
    - The patient's Social, Family, Procedure and Family History will be reviewed and updated from the intake form.
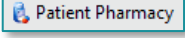   - Allergy review and Medications at Home are also completed in this form.

➢ **Postpartum Visit Documentation**

- Select **Postpartum Visit** from menu in GYN Visit Intake Form
    - <u>Obstetrical History</u>: verify that the G & Ps have updated to reflect the last pregnancy.
    - <u>Postpartum Visit</u>: complete for the postpartum visit.
    - <u>Edinburgh Postnatal Depression Scale</u>: complete for the postpartum visit.
    - Complete other menu items as appropriate for the visit.
- **Sign** using the green checkmark in the top left when the intake process is complete.

➢ **Patient Pharmacy**

- From the toolbar, select **Patient Pharmacy**.
  - ▪ If the patient has a preferred pharmacy in the system, the pharmacy will display. Confirm the pharmacy is accurate and click **OK**.
  - ▪ If the patient doesn't have a preferred pharmacy in the system, the screen will display the search field available.
    - Enter the name of the town where the pharmacy is located and search. Right-click the appropriate pharmacy to add to the list of preferred pharmacies.

NOTE: The patient can have up to 5 pharmacies in the system. To indicate the preferred location, right-click and select Add to Patient Preferred.

➢ **Allergies**

- Allergies will be reviewed and completed in the GYN Visit form. Once the review is complete, select **Complete Reconciliation**.

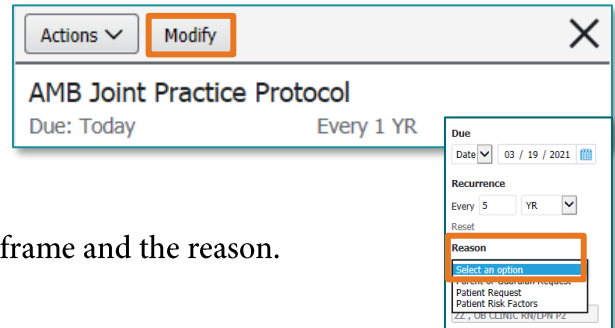➢ **Recommendations**

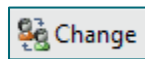- The Recommendations component will show screenings appropriate for gender and age of patient.

  - ▪ If the last screening was in the system, the next due date will display.
- Orders for some screenings can be initiated from the **Recommendations** component.

- Recurrence can be updated to what is appropriate for the patient by highlighting the recommendation.

- Select **Modify** and enter appropriate criteria for the patient.

- When updating the recurrence, enter the new timeframe and the reason.

➢ **Change User**

- When the Clinical staff is complete with the intake, the chart can be "prepped" for the provider.

- From the toolbar, select **Change**.

- This will lock the chart and the sign on screen will be available for the provider to enter their credentials when they enter the patient room.