

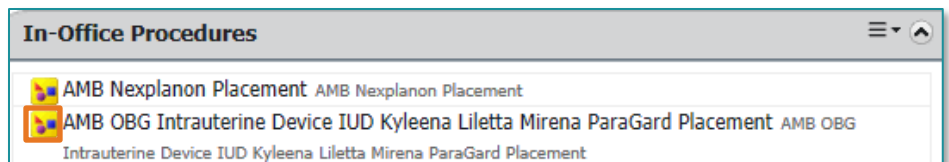
Documentation of an IUD in the ambulatory women's health setting will aid in more efficient tracking of the procedure in the electronic medical record. Depending on your organization, who performs the steps of ordering and documentation may vary.

Ordering and documentation of the IUD placement

NOTE: The person performing these steps may vary from organization to organization.

➤ WH Quick Orders MPage

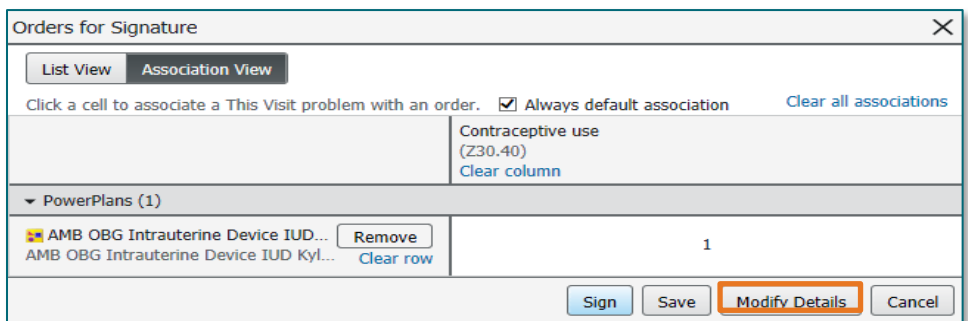
- From the **In-Office Procedures** component, select the appropriate order.



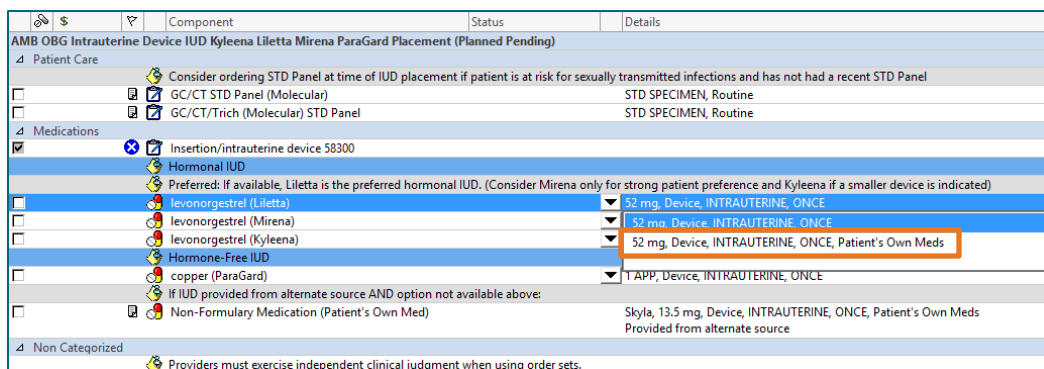
- These will be indicated by the PowerPlan icon.
- Order will appear in the **Orders for Signature Tray**.
- Add **Diagnosis**, if note already in the Diagnosis list in Consolidated Problems.



- Click the **Signature** tray.
- Select **Modify Details**.
- Complete Ordering Physician and Communication Type fields (if being proposed/ordered by the clinical staff).



- Select the appropriate IUD order.



- If patient's own med, select that option from the drop down.

- Review the details of the PowerPlan, completing any missing details indicated by the blue circle with the white X and select **Initiate Now**.
- Select **Orders for Signature** and **Sign**.

NOTE: If your practice is utilizing BCMA, follow the BCMA Workflow. If your practices is not utilizing BCMA, follow the steps for the the Single Patient Task List.

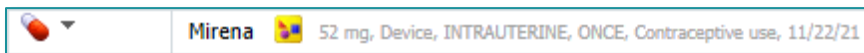
➤ **BCMA**

- Follow the workflow for [In-office Medications](#).
- Follow the workflow for [Patient's Own Med](#).

➤ **Single Patient Task List**

STEP 1: From the Table of Contents, select **Single Patient Task List**.

STEP 2: Locate the order for the IUD.

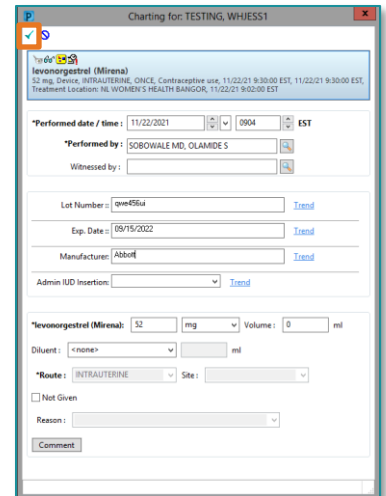


STEP 3: Click the drop down beside the pill icon.

STEP 4: Select **Done**.

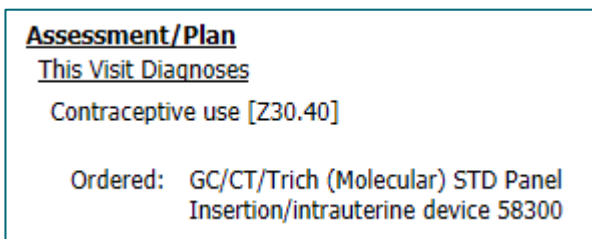
STEP 5: A pop-up box will appear.

- Complete the Lot Number, Expiration Date, and Manufacturer.
- Sign the form using the green checkmark in the corner when documentation is complete.



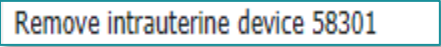
➤ **Dynamic Documentation**

- Navigate to the **GYN Clinic MPage**.
- In Create Note, select **GYN Specialty Office Visit Note**.
- The IUD will display in the Assessment/Plan section of the note.



- Add additional documentation for the office visit as appropriate.
- Complete by clicking **Sign/Submit**.

➤ **Removal of IUD**

- When the patient is due to have the IUD replaced/removed the order is placed from the WH Quick Orders Page.
- The order is found in the **In-Office Procedures** component. 
- Enter the appropriate diagnosis.
- Select the icon for **Orders for Signature**.
- Sign the Order.
- Complete documentation on the **GYN Specialty Office Note** by clicking **Sign/Submit**.