

Quick Visits are pre-configured templates designed to streamline documentation and ordering for routine or frequently performed patient encounters.

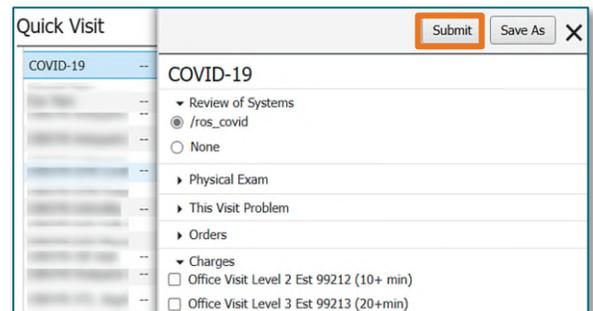
Quick Visits

➤ From Workflow MPage:

- Navigate to the **Quick Visits** component.
- From available filters, select **ALL**.
- In the **Search Quick Visits** field, type name of visit or scroll list to select.
 - The Quick Visit selected will display in a pane to the right.

➤ From Quick Visit Pane:

- Component sections will display, complete as appropriate.
 - Options display for each component section to be selected for the patient. These will vary based on which quick visit type is selected.
 - Options can be chosen from the list or work can be done directly in the specific components on the Workflow MPage.
 - Click **Submit**.
 - Any Orders, Prescriptions, Follow-ups, or Charges will open the Orders for Signature window.
 - Associate diagnosis priority.
 - Click **Sign** or **Modify Details** as appropriate.



➤ Finalizing Note:

- Progress through the MPage components, entering documentation as appropriate.
- Finalize all Orders for Signature, if not already completed.
- After all documentation and ordering have been completed, select the appropriate **Note Type** option from the **Create Note** section.
- Complete note documentation using typical workflow.
 - Once complete, click the **Sign/Submit** button.
 - Forward the note to any necessary Providers, click **Sign**.
 - Click [here](#) for flyer on CC'ing Notes Electronically to Providers.

Adding the Quick Visit Component

➤ If not on view, add the Quick Visits component to the Workflow MPage.

- Click **Menu** icon.
- Click **Components**.
- Click **Quick Visits** component to checkmark.
- Click and drag component to preferred location.

