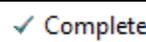
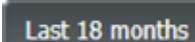
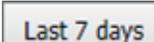


This Quick Reference Guide (QRG) outlines the process for reviewing the patient chart.

Common Buttons & Icons

	Menu icon
	Complete button
	Last 18 months button
	Last 24 hours button
	Last 7 days button
	Time Frame drop-down arrow icon
	Change Filter button
	Apply button
	Exit button
	X Close buttons
	Movie Screen icon
	Print Record button
	View Forecast button
	Not Due / Historical button

Hide or View Components

➤ From the Ambulatory Workflow page:

STEP 1: Click the **Menu** icon.

STEP 2: Click **Components**.

STEP 3: From the list, click the component to view or remove from view.

- Components with checkmarks are currently in view. Dithered components are standard and must always display in view.
- Components can be arranged in the list by using drag and drop.
- Colored text indicates a link to view additional information.

Complete Reminders

➤ From the Ambulatory Workflow page:

STEP 1: Click the **Reminders** component.

STEP 2: Click any active reminder in the **Subject** field.

- The Reminder window opens.

STEP 3: Click **Complete**.

- The reminder will now display in the Completed section.

Review the Documents Component

➤ From the Ambulatory Workflow page:

STEP 1: Click the **Documents** component.

- The number of documents displays to the right.

STEP 2: Use the **Last 18 months**, **Last 24 hours**, or **Last 7 days** buttons to adjust the Time Frame, respectively; or use the **Time Frame** dropdown arrow to view more options.

STEP 3: Use the **Change Filter** button to change the type of documents in view. When the desired document type(s) are selected, click **Apply**.

STEP 4: Click **Exit** to save any filter/preference changes.

NOTE: Filter/preference changes will not be saved unless the Exit button is used to exit Cerner.

Review the Histories Component

➤ From the Ambulatory Workflow page:

STEP 1: Click the **Histories** component.

STEP 2: Use the **Problems**, **Procedure**, **Family**, **Social**, and **Pregnancy** (if relevant) tabs respectively to review the patient's histories.

NOTE: In this view, the histories are in a view-only state and cannot be modified.

Review the Allergies Component

➤ From the Ambulatory Workflow page:

STEP 1: Click the **Allergies** component.

- The number of the patient's allergies display in parentheses in the header.

NOTE: Allergies are updated during each visit.

NOTE: Any allergy documented as Severe displays in red.

STEP 2: Review the Substance, Severity, Category, Status, Reaction Type, and Comments columns for the patient's allergy information.

Review the Home Medications Component

➤ **From the Ambulatory Workflow page:**

STEP 1: Click the **Home Medications** component.

NOTE: A green checkmark in the Status field indicates if the patient's medication history and reconciliation is complete. A blue exclamation point indicates the task is not complete.

NOTE: The Scroll icon indicates a medication documented by history. The Pill Bottle icon indicates an active prescription.

NOTE: If there is less than 60 days remaining for a medication, the refill bar will be red. If between 60-120 days remain, the refill bar will be yellow. If more than 120 days of supply remain, the refill bar will be green. If 0 days remain, the bar will be empty.

Review the Labs Flowsheet Component

➤ **From the Ambulatory Workflow page:**

STEP 1: Click the **Labs Flowsheet** component.

STEP 2: Use the **Change Filters** button to update the filter and view different information. After selecting the desired filter option, click **Apply**.

NOTE: When results are outside the desired range for the patient, they will be color coded the same as in Results Review.

STEP 3: Click a result to see the ranges for each classification (normal high, normal low, critical high, and critical low levels for that lab).

STEP 4: Click the **X Close** button to close the popup.

Review the Diagnostics Component

➤ **From the Ambulatory Workflow page:**

STEP 1: Click the **Diagnostics** component.

STEP 2: Click a report title to view the radiologist's report.

- The document opens in a second window, where the information can be reviewed.

STEP 3: Click the **Movie Screen** icon in the toolbar to view the image in IMPAX (PACS).

STEP 4: Click the **X Close** button to return to the patient's chart.

Review the Immunizations Component

➤ From the Ambulatory Workflow page:

STEP 1: Click the **Immunizations** component.

STEP 2: Use the **Print Record** button to print the patient's current immunization record.

STEP 3: Use the **View Forecast** button to view the CDC schedule for vaccinations on a different tab.

Review the Recommendations Component

➤ From the Ambulatory Workflow page:

STEP 1: Click the **Recommendations** component.

STEP 2: Review the Pending page to view any actions that need to be completed.

STEP 3: Use the **Not Due / Historical** button to review all completed recommendations.

Review the Visits Component

➤ From the Ambulatory Workflow page:

STEP 1: Click the **Visits** component.

- The number of visits displays in parentheses in the header, representing the visit across all encounters.