From the Office of Health Informatics

Quick Reference Guide (QRG) Document Point of Care Testing

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This Quick Reference Guide (QRG) review the steps for documenting point of care testing.

Common Buttons & Icons

	Chart Done icon
	Expiration Date dropdown arrow
	Search icon
	Sign icon
	Single Patient Task List Refresh icon
	Home icon
Change Filter...	Change Filter button

Document POC Results

- **From the patient's chart:**

STEP 1: Click **Single Patient Task List** in the Menu.

STEP 2: Click the **Chart Done** icon in the left-most column for the task to document. The appropriate PowerForm launches.

STEP 3: Update the **Performed On** fields, if needed.

NOTE: **It's important that these fields reflect when the test was actually drawn.**

STEP 4: Document the values in the appropriate fields.

STEP 5: Enter the lot number of the supply item in the **Lot Number** field, if available.

STEP 6: Enter the expiration date of the supply item in the **Expiration Date** field, if available.

NOTE: **To access the calendar, click the Expiration Date dropdown arrow.**

STEP 7: Enter the clinician who collected the test in the **Collected by** field.

NOTE: **To search for a clinician, complete the following steps:**

- **Click the Search icon.**
- **Enter the clinician's name in the First and Last name fields.**
- **Click Search.**
- **Click the appropriate name in the results.**
- **Click OK.**

STEP 8: Enter the clinician who performed the test in the **Performed by** field.

STEP 9: Enter the appropriate date in the **Performed By Date** field.

NOTE: Type the letter "T" shortcut to enter today's date.

STEP 10: Enter the appropriate time in the **Performed By Time** field.

NOTE: Type the letter "N" shortcut to enter the current time.

STEP 11: Enter the clinic/practice where the test was performed in the **Performing Location** field.

STEP 12: Document any additional comments in the **Comments** field, if needed.

STEP 13: Click the **Sign** icon. Return to the Single Patient Task List.

STEP 14: Click the **Single Patient Task List Refresh** icon. The task falls off the list.

Review the Results

- **From the Single Patient Task List:**

STEP 1: Click the **Home** icon. The workflow page displays.

STEP 2: Navigate to the **Labs Flowsheet** component.

NOTE: If the results do not display, complete the following steps:

- **Click Change Filter.**
- **Select the Point of Care checkbox.**
- **Click Apply.**