From the Office of Clinical Informatics

# Quick Reference Guide (QRG)
# Use the Clinical Review MPage

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This Quick Reference Guide (QRG) reviews how to use the Clinical Review MPage

## Use the Clinical Review MPage

### Navigate to the Patient's Chart

➢ **From the Worklist with your patient list in view:**

**STEP 1**: Click the patient's name in the Patient Column.

- The assign a Relationship window displays.

**STEP 2**: Select the appropriate relationship; then click OK.

- The patient's chart displays, open to the Clinical Review tab.

### Navigate the Clinical Review MPage

**STEP 1**: Click the UM Summary tab.

- The UM Summary tab displays.

NOTE: Here you can review the patient's individual Care Management information. The This Visit and Cross Visit providers are listed within the Care Team component.

**STEP 2**: Click the Clinical Review tab.

- The Clinical Review tab displays.

**STEP 3**: Review the component information in view; then scroll down.

**STEP 4**: Click the **Insurance Information** drop-down arrow; then use the menu to navigate to other areas such as PM Conversation for review or documentation.

**STEP 5**: Click the **Insurance Information** expansion arrow.

NOTE: Within some components, information can be added using free text.

**STEP 6**: Hover over the **Auth Comments** field.

- A blue dotted field displays.

**STEP 7**: Click the **Auth Comments** field.

- The Edit Comment window displays.

**STEP 8**: Enter the comment in the **Edit Comment** field; then click Save.

NOTE: Comments entered here will display in PM Conversation; comments entered in PM Conversation will pull into the Insurance Information component.

**STEP 9**: Click the **Vital Signs** drop-down arrow (next to the component header) to navigate to specific details pertaining to that particular component.

NOTE: This is true for any component header with a drop-down arrow.

**STEP 10**: Click the **Care Management Notes** Plus icon.

- The Compose New Note window displays.

NOTE: Document the Type field; then enter any additional details and click Save.

**STEP 11**: Click the **Add MPage** icon to add an additional MPage view.

- A New View tab displays.

**STEP 12**: Select the view you wish to add to the MPage.

**STEP 13**: Click the icon for a view to remove a view from the MPage.

**STEP 14**: Click the 0 **Orders for Signature** icon to view and sign orders for the patient.

**STEP 15**: Click No Severity (IPass) to view basic information entered by providers.

- A window displays the provider information.

**STEP 16**: Click No Severity (IPass) once more to close the window.

**STEP 17**: Click the **Customization Menu** drop-down arrow to set up your view of the components list.

**STEP 18**: Click the Components Right Arrow icon.

- The components list displays.

NOTE: Components that are currently visible display with a check mark. Click any component to remove the check mark and hide the component from view; however, it is recommended to keep all components displayed.

**STEP 19**: Click **Expand All** to expand all components at the same time.

**STEP 20**: Click **Collapse All** to collapse all components at the same time.

**STEP 21**: Click **Drag and Drop** to rearrange the component list according to your preference.

**STEP 22**: Click the appropriate component header you wish to move; then drag it to the position you want.

**STEP 23:** Click **Drag and Drop** once more to deselect it from the Customization Menu.