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This Quick Reference Guide (QRG) reviews the workflow for documenting the Walk-in Care (WIC) Intake in LaunchPoint.

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## Document Walk-in Care (WIC) Intake

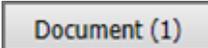
➤ From the WIC LaunchPoint screen:

**STEP 1:** Click the **Nursing Activities** field.

- The Activities section of the WIC window opens.

**NOTE:** The **Nursing Activities** field is a box containing the number of pending nursing activities for a patient. It is located on the right side of the patient's row.

**STEP 2:** Click the **Walk-in Care Intake ECD Document** icon. 

**STEP 3:** Click **Document**. 

- The **Walk-in Care Intake ECD** window opens.

**STEP 4:** Click **Summary** in the left-hand list.

**STEP 5:** Complete the **Measurements** and **Vital Signs** sections.

**STEP 6:** Click **Social History** in the left-hand list.

**STEP 7:** Click **Add**. 

**STEP 8:** Select the appropriate check boxes for the patient's Smoking Tobacco use and Smokeless Tobacco use.

**STEP 9:** Click **OK**. 

**STEP 10:** Click the **Sign** icon. 

## Rearrange the WIC View Component List

It is recommended that the component list of the WIC View screen includes Home Medications, Allergies, and IV Stop Times at the top since these items are documented frequently.

➤ From the patient's Activities section of the WIC window:

**STEP 1:** Click **Open Patient Chart**. 

- The WIC View of the patient's chart appears.

**STEP 2:** Drag and drop the components so that the first three sections are Home Medications, Allergies, and IV Stop Times.

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## Complete WIC Nursing Activity Documentation in General

There is a variety of WIC nursing activity documentation that needs to be completed, as determined by the patient's needs. This section provides general guidelines for completing documentation.

➤ **From the patient's Activities section of the WIC window:**

**STEP 1:** Click the appropriate **WIC Assessment Document** icon.

**STEP 2:** Click **Document**.

- The assessment's documentation window opens.

**STEP 3:** Document the patient's information.

**STEP 4:** Click the **Sign** icon.

**STEP 5:** Repeat for any remaining Nursing Activities.

**NOTE:** **Once all Nursing Activities have been completed, it is best practice to return to the Activities section of the patient's WIC window; then click Refresh to acknowledge that there are no outstanding activities for the patient.**

## Document IV Stop Times

➤ **From the patient's chart:**

**STEP 1:** Click **IV Stop Times** in the component menu.

**STEP 2:** Click **Document**.

- The **IV Stop Times** window opens.

**STEP 3:** Select all appropriate **IV Document** check boxes that need to be viewed; then click **Document**.

- The **Infusion Billing** window opens.

**NOTE:** **To select all IV Document check boxes at once, click the Document All check box.**

**STEP 4:** Adjust the **End Time** and **End Date** for the selected IV items, as appropriate.

**NOTE:** **The default end time and date are the same as the start time and date. Because of this, the End Date may need to be changed, and in all cases the End Time must be changed.**

**STEP 5:** Click **Sign**.

## Manage A Patient's Pharmacies

➤ **From the WIC LaunchPoint Screen:**

**STEP 1:** Select the appropriate patient's chart, if necessary.

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**NOTE:** The patient's chart is selected when it displays as highlighted blue.

**STEP 2:** Click **Patient Pharmacy** at the bottom of the toolbar.

- The **Review Patient Preferred Pharmacy** window  opens.

**STEP 3:** Make the appropriate changes to the patient's pharmacy information.

**NOTE:** To add a new patient pharmacy:

- Click the **Search** tab.
- The system auto-populates the **City** and **State** fields based on the facility location. Adjust these fields, if needed. Then, click **Search**.
- Right-click the appropriate pharmacy; then click **Add to Patient Preferred**.
- Click the **Patient Preferred** tab to review the selection.

**NOTE:** To set a pharmacy as the patient's default location, right-click the appropriate pharmacy; then click **Set as Default**.

To remove a pharmacy, right-click the appropriate pharmacy; then click **Remove**.

**STEP 4:** Click **OK** to confirm the changes.