From the Office of Health Informatics

Quick Reference Guide (QRG) Women's Health Clinical Staff Workflow

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The Quick Reference Guide (QRG) demonstrates the Women's Health Clinical Staff workflow.

Common Buttons & Icons

Sign Sign	**Sign** buttons	Monitor Association	**Monitor Association** button
Add Visit	**Add Visit** button	Patient Search	**Patient Search** button
	Graph/Card view toggle icon	Monitor Search	**Monitor Search** button
	Sign icon	Search	**Search** button
Menu	**Menu** button	Apply	**Apply** button
	Annotation icon	Disassociate	**Disassociate** button
	Component Refresh icon	Finalize	**Finalize** button
	Pill icon	Yes	**Yes** button

Add a Pregnancy

➢ **From the patient's chart:**

STEP 1: Click the **Prenatal** MPage tab.

STEP 2: Click the **Add Pregnancy** hyperlink.

STEP 3: Document the **Onset: Date** field.

STEP 4: Click the appropriate **Onset Date** radio button.

STEP 5: Add/Modify the Add EDD Maintenance pane information, as needed.

NOTE: **Information in this pane populates based on what is documented in the top pane.**

STEP 6: Click OK.

Document Chief Complaint

STEP 1: Click the **Chief Complaint** component.

STEP 2: Enter the patient's chief complaint, then click **Sign**.

Document the Antepartum Intake Form

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

STEP 1: Click the **Pregnancy Visit Information** component in the left-side list.

STEP 2: Click the **Add Visit** button.

NOTE: **View this component in either the graph or card view. Change the view by clicking the associated button for the view needed.**

STEP 3: Click the **Pregnancy Visit Information** component dropdown arrow.

STEP 4: Click the **Antepartum Intake Form.**

STEP 5: Document the Antepartum Intake Form using the sections along the left-side for navigation.

NOTE: **This information flows over to the Pregnancy card and is used by the provider for the bulk of their documentation.**

STEP 6: Click the **Sign** icon.

STEP 7: Click the **Pregnancy Visit Information Component Refresh** icon to update the Pregnancy card.

Document OB Education

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

STEP 1: Click the **Pregnancy Visit Information** component header.

NOTE: **This takes opens to iView and I&O.**

STEP 2: Click the **Antepartum Education** band.

STEP 3: Click the appropriate education section.

STEP 4: Document the education given in the grid.

STEP 5: Click the **Sign** icon.

Document an OB Office Visit

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

STEP 1: Click the **Pregnancy Visit Information** component.

STEP 2: Click the component's **Add Visit** button.

STEP 3: Click the **Pregnancy Visit Information** header.

NOTE: **This will take open to iView and I&O.**

STEP 4: Click the **OB Office Visit** band.

STEP 5: Document the sections as needed.

Document Antenatal Testing

STEP 1: Click the **Antenatal Testing** band in iView and I&O.

STEP 2: Document the testing information, as appropriate.

NOTE: **When pulling information directly from FetaLink to iView in Antenatal Testing, any maternal charges will still need to be manually noted here in iView.**

Document a RhoGAM Administration

STEP 1: Click **Menu**.

STEP 2: Click **Single Patient Task List**.

STEP 3: Review the RhoGam order.

STEP 4: Click the **Pill** icon dropdown arrow.

STEP 5: Click **Done**.

STEP 6: Document as much detailed information as possible for the administration.

STEP 7: Click the **Sign** icon.

STEP 8: Review the documentation within the MAR.

NOTE: **There is an additional option of reviewing the RhoGam administration on the Results Timeline within the Prenatal MPage and expanding the Visit Details.**

Document Ambulatory Fetal Monitoring

- **This process is the same for both ambulatory and acute settings. From the FetaLink home screen:**

STEP 1: Click the needed location tab on the Census view.

STEP 2: Locate the patient's initials.

NOTE: **Hover over the initials to see the patient's full name.**

STEP 3: Click the blue hyperlink for the room the patient is in.

STEP 4: Click **Locations** in the top menu.

STEP 5: Click **Monitor Association** in the top center of the page.

STEP 6: Scan the patient wristband if available.

NOTE: **If a scanner is not available:**

- **Click the Patient Search button in the Monitor Association window.**

- **Search for the patient.**

STEP 7: Click the patient's name to select if not already selected.

STEP 8: Click **Apply**.

STEP 9: Scan the monitor to associate it to that patient.

NOTE: **If a scanner is not available:**

- **Click the Search Monitor button in the Monitor Association window.**
- **Click the + icon to expand the correct location.**
- **Click the correct monitor to select.**

STEP 10: Click **Apply**.

Resolving an Alert

STEP 1: Click the **Alerts** menu.

STEP 2: Click the **Annotation** icon in the red alert banner.

STEP 3: Document the annotation information.

STEP 4: Click **Sign** in the annotation window.

STEP 5: Review the annotation within the FetaLink monitor feed.

NOTE: **Annotations can only be added, not removed.**

Disassociate a Monitor in FetaLink

STEP 1: Click **Monitor Association.**

STEP 2: Click **Disassociate** in the Monitor Association window.

NOTE: **Modify the date and time as needed by clicking the Modify hyperlink within the Monitor Association window.**

STEP 3: Click **Apply**.

Finalize a FetaLink Episode

NOTE: **It is best practice to disassociate a monitor before finalizing the episode.**

STEP 1: Click **Finalize** within the FetaLink session menu.

STEP 2: Select the reason for the monitor episode.

STEP 3: Click **Yes.**

Create a Dynamic Documentation Note in PowerChart

STEP 1: Navigate to the patient's Prenatal MPage.

STEP 2: Scroll down to the bottom of the component list.

STEP 3: Click **OB Antenatal Testing**.

STEP 4: Confirm that the information has been pulled in.

STEP 5: Click **Sign/Submit**.

STEP 6: Document the Provider name in the Sign/Submit Note window.

STEP 7: Click **Sign**.

Document a Postpartum GYN Visit

- **From the patient's Prenatal MPage:**

STEP 1: Click the **GYN Clinic** tab.

STEP 2: Document the **Chief Complaint;** then click **Sign**.

STEP 3: Click the **Histories** component.

STEP 4: Click **Pregnancy**.

STEP 5: Verify the patient's pregnancy history has updated correctly.

STEP 6: Click the **Gynecology Overview** component.

STEP 7: Click the **Gynecology Overview** dropdown arrow; then click **GYN Visit**.

STEP 8: Document the GYN Visit Form, as appropriate; then click the **Sign** icon.

NOTE: Be sure to administer the Edinburgh Postnatal Depression assessment again.

STEP 9: Click the **Recommendations** component.

STEP 10: Review the pending items and complete as appropriate for the patient.