Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Urologist Ambulatory Workflow

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This Quick Reference Guide (QRG) reviews the workflow of a Urologist in the Ambulatory setting.

Review the Provider View for Urology

Here is an overview of the main screens you will use in the patient chart.

- **Amb Urology 2018** – Where documentation and chart review should occur. This page can be rearranged/customized to reflect your daily workflow.
- **Urology Quick Orders** – Where orders for office charges, follow-up appointments, and most frequently ordered lab, imaging, and medication orders are placed. You can also add to the Problem List from here.
- **Demographics** – Used for quick access to patient demographic, insurance, and consent information. You can reorder and customize components as needed.
- **Future Orders** – Where you can see orders that have not been completed, in order to avoid duplication. Use the filters to locate specific orders.
- **Refill MPage** – Where previous PMP information can be accessed and medication refills ordered.
- **MPages View** – Calculator tool that can help with using different scales and assessments.

Complete the Patient Visit Workflow

Here is a high-level overview of your typical workflow during an ambulatory patient visit.

➢ **From the Provider View Ambulatory Organizer:**

STEP 1: Establish relationship to patient.

- Find the patient schedule on the Ambulatory Organizer.
- Click the patient's name to access their chart.
- Establish your relationship as the Consulting Physician.

STEP 2: Review chart.

- In the Patient Banner, verify that the encounter is specific to your location and date of service, and the encounter is Ambulatory.
- Review the chart.
- Add yourself to the patient's Care Team as their Cardiologist.

STEP 3: Provide direct patient care.

STEP 4: Indicate This Visit diagnosis(es).

STEP 5: Place POC testing/medication orders as needed from the cardiology quick orders.

STEP 6: Perform Medication Reconciliation at each visit.

- Have your cell phone/token fob available for any controlled substance prescribing.
- Review PMP prior to prescribing any controlled substances.

STEP 7: Document patient instructions.

- Instructions will print to the Patient Visit Summary for the patient to take home.

STEP 8: Place charge order and follow-up orders as needed from the cardiology quick orders.

- If working with a scribe, be sure to sign off on any orders proposed to you during the visit.

STEP 9: Document HPI, Review of Systems, Physical Exam, and Assessment & Plan components on the Amb Cardiology 2018 tab.

- Use tagging, free text, auto text, and/or M*Modal.

STEP 10: Create and sign your Office Visit Note. Typical Cardiology note types include:

- Cardiology Office Note - for both Consults and Follow-up Office Visits
- Cardiology Office Procedure
- Cardiology Electrophys Office Note - for both Consults and Follow-up Office Visits
- Cardiology Electrophys Office Procedure

Complete the Between Visit Workflow

Between patient visits, take this time to review your Message Center and Ambulatory Organizer to complete communication and address incomplete items.

STEP 1: Review Message Center.

- Review/sign documents.
- Review/cosign orders/proposed orders.
- Review/reply to messages, and place orders as needed.
- Review/manage/endorse results.
- View reminders.
- If covering for a colleague, view your Proxy Message Center Items as assigned.

STEP 2: Review Ambulatory Organizer.

- View the Open Items tab for any outstanding charges/documentation needing to be completed.