

**Wound Care Nurses seeing patients in the office will follow the workflow outlined below.**

**Office Visit Workflow**

➤ **Access Chart & Update Patient Location**

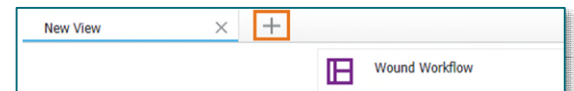
- Update the patient’s location on the Ambulatory Organizer. Select an **exam room**.
- From the **Ambulatory Organizer**, click the patient’s name to open the chart.

**Wound Workflow MPage**

Clinical Staff are able to pull the **Wound Workflow MPage** into view. Complete applicable fields, forms, and sections that apply to your site’s policies and processes depending on the nature, frequency of visits, etc.

**STEP 1:** Navigate to the **Wound Workflow MPage** click the **Plus (+)** sign.

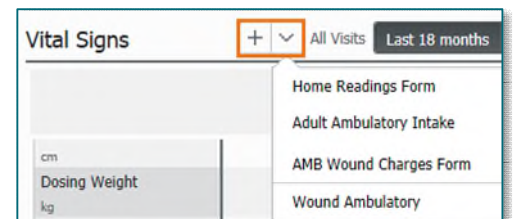
**STEP 2:** From the drop-down menu select: **Wound Workflow**.



- The **Wound Workflow MPage** has components specific to wound management documentation.

➤ **Wound Workflow MPage Components**

- **Vital Signs** component: click the drop-down arrow to access commonly used AdHoc forms and the Wound Ambulatory iView band.
  - **Home Reading Form** – document vital signs and other information reported by the patient.
  - **Adult Ambulatory Intake** – complete the patient intake per your normal intake process.
  - **AMB Wound Charges Form** – Document chargeable wounds supplies used during the visit.
  - **Wound Ambulatory** iView band.



**Documenting Wound Care in iView**

Clinical staff will document wound assessment and dressing applied/changed in the Wound Ambulatory iView band.

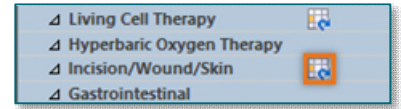
**STEP 1:** Click the drop down in the **Vital Signs** component.

**STEP 2:** Select **Wound Ambulatory**.

**NOTE:** Wound Ambulatory iView band will need to be added for staff not using the Wound Workflow MPage and do not have the band currently pulled into view. For instructions on how to pull in iView bands, please see the following [flyer](#).

**STEP 3:** Click the **Incision/Wound/Skin** section.

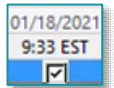
**STEP 4:** If there is a dynamic group already created, document the wound care using that dynamic group.



- Create a **Dynamic Group** for the wound by selecting the waffle icon.

**STEP 5:** Fill in the fields in the **New Dynamic Group** window applicable to the wound.

- To begin documenting on the wound created, double-click in the blue banner below the date and time to get a checkmark to allow for tabbing for quick documentation.

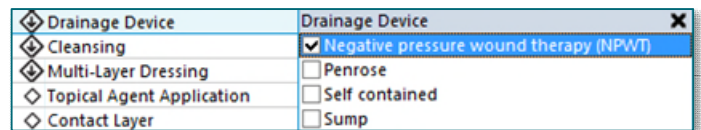


- This will open the first field, **Abnormality Type** to document.
  - When you have selected an option in a single-select window, it will automatically move you to the next field.
  - **TIP:** For cells that you can select multiple options, once you have made your selections, press the TAB key on your keyboard to move to the next field. This will allow for continuous documentation.
  - For fields that are not applicable, simply press the tab key on your keyboard to continue to the next field.

- Complete the wound assessment documentation.

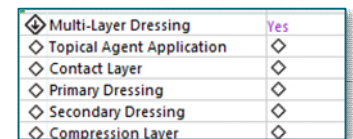
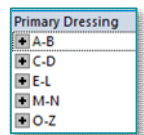
- **Negative Pressure Wound Therapy.**

- Navigate to **Drainage Device**.
- Select **Negative pressure wound therapy (NPWT)**.
- Once selected, fields applicable to NPWT will open.

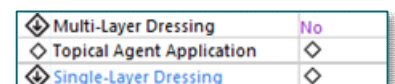


- **Multi-Layer Dressing.**

- Dressing supplies are selected from an alphabetized List of **Brand Name** items.
- Select **Yes** to document **Multi-Layer Dressing** in the Contact Layer, Primary Dressing, Secondary Dressing, and Compression Layer fields.
- Select **No** to document a **Single-Layer Dressing**.



- Once complete, sign the documentation by clicking the **green checkmark**. ✓



**NOTE:** Brand name supply items used by your location can be added to the Single-Layer Dressing or Multi-Layer Dressing lists in iView by entering a ServiceNow routine request ticket to include a front and back picture of the requested item.

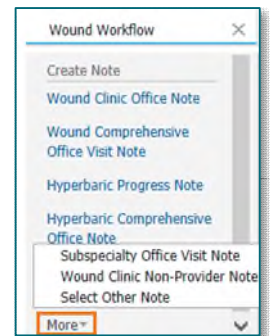
## Documentation of Plan Care

### ➤ Creating Visit Note

Dynamic Documentation will be used to create a note that includes the wound documentation done in iView, visit documentation, and the recommended plan of care to send to the patient's provider who is overseeing the patient's wound care. Additionally, auto text and smart templates can be used.

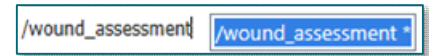
**STEP 1:** Document in the applicable components on the **Wound Workflow MPage**.

- To generate the note, navigate to the **Create Note** section.
- Click **More**.
- Select the **Wound Clinic Non-Provider Note**.



**STEP 2:** Complete any remaining documentation in the note using free text, auto text, and smart templates.

- The `/wound_assessment` auto text will pull in wound documentation done iView.



**STEP 3:** Sign the note by clicking the **Sign/Submit**.

**STEP 4:** For notes that need to be sent to a provider for review or signature, follow the steps in the section below before signing the note.

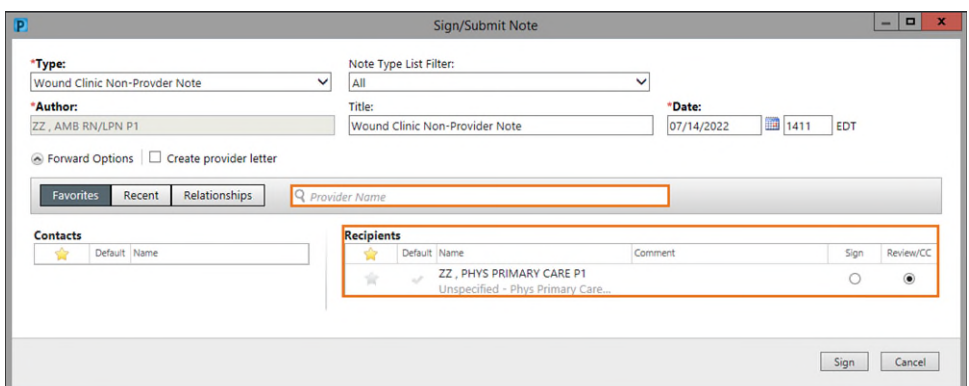
- For notes that do not need to be sent to a provider, click **Sign**.

## Sending the Note to a Provider

To send the note to a provider for review or signature prior to signing the note, follow the steps below.

**STEP 5:** Upon signing documentation for a patient, within the **Sign/Submit Note** window, utilize the **Provider Name** field to search for the necessary receiving provider.

- The provider search field within the **Sign/Submit** window in Dynamic Documentation contains both, internal and external, providers.
- The provider will populate under the **Recipients** section of the **Sign/Submit Note** window.

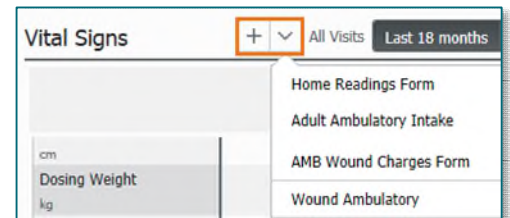


**STEP 6:** Click **Sign**.

## Placing Charges

At the end of the visit, supply and visit level charges will be placed using the **AMB Wound Charges Form**.

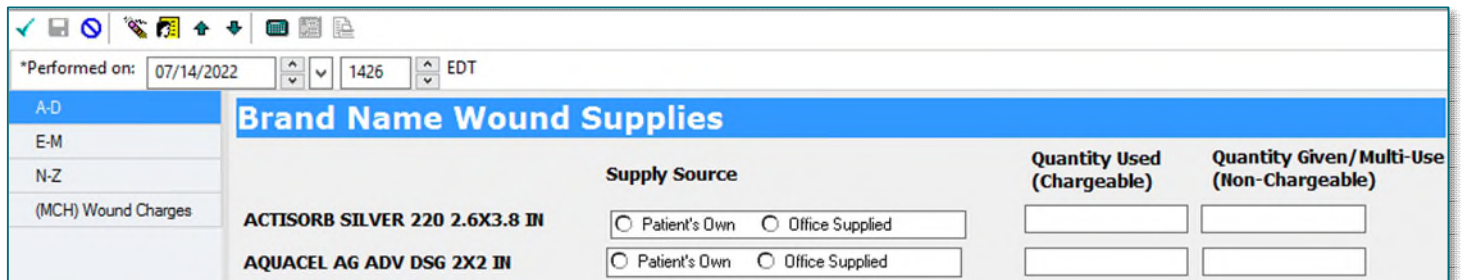
**STEP 1:** From the patient's chart, navigate to the **Vital Signs** component on the Wound Workflow MPage.



**STEP 2:** Select **AMB Wound Charges Form**.

**STEP 3:** Fill out the appropriate fields for the visit in the following sections:

- Supply list is alphabetized by Brand Name, select the appropriate section: **A-D**, **E-M**, or **N-Z**.
  - Supply Source Column** - select the source of supplies either **Patient's Own** or **Office Supplied**.
  - If supplies are Office Supplied enter the number of items applied in the **Quantity Used Column (chargeable)** column.
  - If supplies are given to the patient or multiuse document the amount in the **Quantity Given/Multi Use (non-chargeable)** column.



	Supply Source	Quantity Used (Chargeable)	Quantity Given/Multi-Use (Non-Chargeable)
A-D			
E-M			
N-Z			
(MCH) Wound Charges			
ACTISORB SILVER 220 2.6X3.8 IN	<input type="radio"/> Patient's Own <input type="radio"/> Office Supplied	<input type="text"/>	<input type="text"/>
AQUACEL AG ADV DSG 2X2 IN	<input type="radio"/> Patient's Own <input type="radio"/> Office Supplied	<input type="text"/>	<input type="text"/>

- (MCH) Wound Charges:** Used by MCH Clinical staff only to capture charges for care provided and visit level charges.

**STEP 4:** Once complete, sign the form by clicking the **green checkmark**. ✓

**NOTE:** Brand name dressing supplies listed on the AMB Wound Charges Form are for chargeable items that cost \$10 or more. For questions regarding items listed/not listed in the AMB Wound Charges Form, please enter a routine request ticket in the ServiceNow portal with a front and back picture of the supply item packaging.