

Checklist – Walk-In Care Intake

Document and forward any additional questions that you are unable to answer to the appropriate member of the team. Do not leave concerns open-ended; YOU are responsible for following up.

Please note the following are priorities during your time with the staff:

- Walk-In Care Intake
- WIC Nurse Workflow MPage

Date: _____

CI/Support Name: _____

Staff Member Name: _____

Staff Position: _____

Task	Yes	No	N/A
1. Walk-In Care Intake			
Complete Walk-In Care Intake from Nurse Activities on WIC LaunchPoint			
2. Open Patient Chart			
Review Open Patient Chart from Nurse Activities			
3. WIC Nurse Workflow MPage			
Arrange components: (recommendations) Chief Complaint, Allergies, Home Medications, Histories, Vitals, IV Stop Times			
Review how to update Allergies from Workflow MPage			
Review how to update Home Medications from Workflow MPage			
Review how to update Histories from Workflow MPage			
Review how to reconcile: Allergies, Home Medications, Histories from Workflow MPage			
Review how to complete IV Stop Times (if applicable)			
4. Discharge Patient			
Review Discharging patient under End Visit			
Weird Gotchas			
Review where to find more materials			
CI Educational Library: ci.northernlighthealth.org/home			
Comments/Concerns			

Checklist
