Referring Physician Documentation for Providers, Clinical Staff, and Clerical Staff

Cerner PowerChart Ambulatory **EDUCATION**

To ensure the referring physician receives specialty clinic documentation, there are steps to be completed by the clerical staff scheduling the appointment and the provider completing the note.

Clerical Staff

When scheduling a patient who has been referred to the clinic, the Referring Physician **must** be entered into the appointment details in Revenue Cycle.

1. In the Add Appointment Plus details section of the Appointments perspective in Revenue Cycle, enter the referring provider name in the Referring Physician field and click the magnifying glass to search.
2. Select the appropriate provider.
3. Click **Select.**
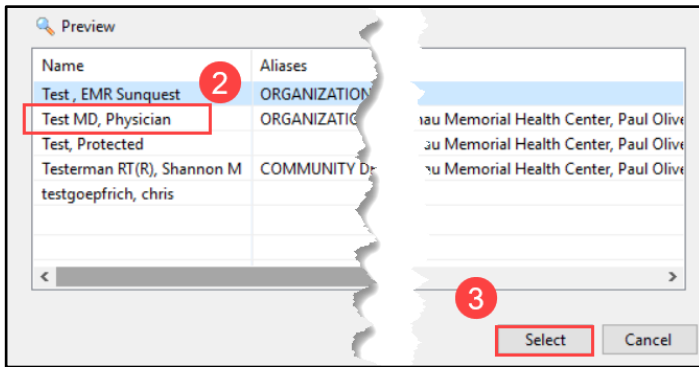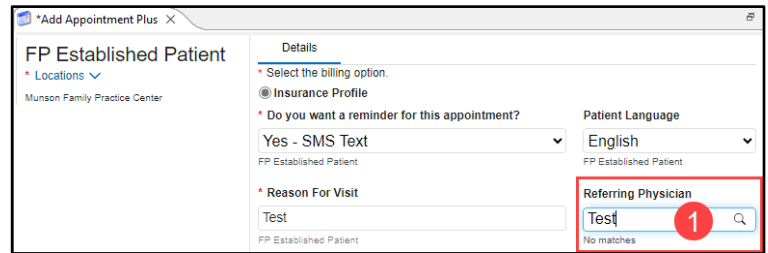
Note: To validate the Referring Physician information entered, navigate to the Patient Information section of the PowerChart dark blue Menu, and click the Relationship Summary tab.

Providers

When the provider completes the note (Office Note, Office Procedure Note, or Consultation Note), the provider will click Sign/Submit to open the Sign/Submit Note window.

To ensure the Referring Physician receives documentation via distribution, the provider **must**:

1. Click on the Relationships tab.
2. Click on the blue plus sign to the right of the Referring Physician name in the Contacts column. This will add the Referring Physician to the Recipients window and automatically select Review/CC.
3. Click **Sign** to send the document.