

How to Complete PowerChart Clinical Reconciliation for Ambulatory Clinical Staff

Clinical Reconciliation is the process of verifying clinical data that exists within the EMR is consistent with external sources.

The **Ambulatory Workflow** contains the Problems, Procedures, Allergies, Home Medications, and Immunizations that need to be reviewed with the patient/family office intake process.

Outside records (external sources) such as CCDs (Continuity of Care documents) will be imported into the chart by appropriate office staff. **Purple diamond** icons indicate outside records/sources are present.

Go to the Ambulatory Workflow:

1. Histories

- A. Problems tab
 - Unverified Data from Outside Sources will display purple diamond icons.
 - Verified Local Record Data will contain current data from within Munson Healthcare records.

 Problems 	Procedure
Name	*
Unverified Data fr	om Outside Sources
Atrial fibrillation (d	lisorder) 🔹
Chronic pain syndr	rome (disorder) 🔹
Cluster headache s	syndrome (disorder) 🔹
Diabetes mellitus t	type 2 (disorder) 🔷
Gastritis (disorder)	•
Morbid obesity (dis	sorder) 🔹
Traumatic brain inj	jury (disorder) 🔶
Verified Local Rec	ord Data
Obstructive sleep a	apnea syndrome

a. Once the patient/family have verified or denied the problem, click the **Problem**.

Unverified	Data from Outsid	e Sources
Atrial fibril	lation (disorder) 🔶	-

b. Click Add if verified or Decline if denied.



- Add: adds the problem to the problem list.
- **Decline**: Removes the problem from the list.
- c. Continue through the list of problems. Leave any problems (**purple diamonds**) you are not certain of. The provider is ultimately responsible for management of the problem list.
- d. Click Complete Reconciliation. ***Never use Finish Later***







When No outside records (no purple diamonds) are present, reconciliation must still be completed:

		Histories	Histories				
a. When the patient problems listed, c	has no chronic click No Chronic	Problems	(0)	Procedure	(0)	Family	
Problems.		No Chronic p	roblems docur	nented, trout rien No (Chronic Problems	r add a problem	
		Name		-			
		4 Chronic Proble	ms (0)				
		No results found	110				
		Resolved Problem	lems (0)				
B. Procedures tab	Histories]				
	◆ Problems	Procedure					
	Procedure						
	Unverified Data from Outside	Sources					
	Replacement of total knee joint	t (procedure) 🔶					
	Total replacement of left knee	joint (procedure) 🔶					
	Xylose absorption test, blood a	nd/or urine 🔶					
	Cesarean delivery - delivered (1	finding) 🔶					
	Tonsillectomy and adenoidecto	my; under age 12 🔶					
	Procedure (procedure) ◆						
	Verified Local Record Data						
	No results found						

a. Once the patient/family have verified or denied the problem, click the Procedure.

Procedure	
Unverified Data from Outside Sources	
Replacement of total knee joint (procedure) 🔶	
	_

b. Click Add if verified or Decline if denied.

2. Allergies

- a. After discussing with the patient/family, click Substance.
- b. Click Add.

Add 💌

- When the allergy is not accurate, click **Decline**. The allergy will be removed from the list.
- c. Scroll down to required **Reaction Type**, click the drop down arrow. Select **Reaction Type**.



Decline

Substance

Unverified Data from

ciprofloxacin 🔶

Add 💌

d. Click Save.





- e. **Continue** through the list of allergies to Add, Decline, or leave remaining purple diamonds you are uncertain of.
- f. Click Complete Reconciliation.

Reconciliation Status:	Incomplete	Complete Reconciliation
		50 EA

NOTE: Never select a 'free

text' allergy choice. Always select a coded option.

Substance	Mismatches Identified	Reactions	Add	
Unverified Data fro	om Outside Sources			
sulfa drugs 🖗	New Drug allergy found	Anaphylaxis	sulfa drugs	
lf you see to select tl	this alert, be care he coded option	eful 💻	Drug/Allergy checking is not available	for free text allergies.
lf you see to select tl	this alert, be care ne coded option	eful	Drug/Allergy checking is not available Q sulfa drugs	for free text allergies.
lf you see to select tl	this alert, be care ne coded option	eful	Drug/Allergy checking is not available Q sulfa drugs sulfa drugs	for free text allergies.
lf you see to select tl	this alert, be care	eful	Drug/Allergy checking is not available Sulfa drugs Sulfa drugs Add "sulfa drugs" as free text	for free text allergies.

When only a free text option appears: Place your cursor in the search field and start to backspace out the imported description. Suggestions will begin to display. Select the desired allergy.

Allergies 🕂				All Visits 🔁
Substance	Mismatches Identified	Reactions	Severity	Add - Decline
Unverified Data from O DIPHENHYDRAMINE HCL •	utside Sources New allergy found	hives	-	SULFA (SULFONAMIDE ANTIBIOTICS)
SULFA (SULFONAMIDE ANTIBIOTICS) •	New allergy found	N/A	=	(1) Drug/Allergy checking is not available for free text allergies.
Verified Local Record D	ata			
Benadryl		Hives	-	Q SULFA Back space the curser
sulfa drugs	**	Unknown	-	Triple Sulfa
Iome Medications	+	Reconciliation Status: Incomplete Cc	mplete Reconciliation Finish Later	sulfa topicals Sultrin Triple Sulfa triple sulfa topical Sulfamag
• The system is still pro	cessing available health plans. Re	ry in a few seconds.		Sulfatol Sulfatrim
* Munson Healthcare is	in compliance with HIPPA and has	offered the patient a Notice of Privacy P	ractices	Sulfazine Sulfac 10%

When the patient has no known allergies:

a. Click Allergies title/blue plus, to enter NKA.

When the patient has environmental or food allergy, but no known medication allergies:

a. Click Allergies title/blue plus, to enter No Known Medication Allergies.



If patient does have allergies to be entered, click the **blue plus** and enter as you do today.





Ambulatory-Job Aid

3. Home Medications

a. **Purple** diamonds will not display in the home Medication section at this time. Currently documented Home Medications will display.

	Medication
ř	Lasix 20 mg oral tablet 1 Tab, Oral, Daily, 30 Tab, 0 Refill(s)
0	lisinopril 10 mg oral tablet 1 Tab, Oral, Daily, 30 Tab, 0 Refill(s)

b. To complete the documentation medication by history process, click **Complete History**.



- c. Complete the entry of the patient's home medications as you do today.
- d. The Reconciliation Status bar will display a green checkmark to indicate home medication entry has been completed. This meets the regulatory requirement for entering home medications.

Status:	✓ Meds History	Outpatient
ocacción	- modermotory	 Output/one

e. The following indicates the entry and reconciliation of home medications has been completed.

Document History: Completed by Gray, Debo	orah M on 08/31/2018 at 07:42
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4. Immunizations

- a. After verifying with the patient/family, click Vaccine.
- b. Click Add.

	Add	•
	and the second	

Vaccine	*
Unverified Dat	a from Outside Sources
pneumococcal	23-valent vaccine 🔷 🚽

• When the immunization is not accurate, click **Decline**. The immunization will be removed from the list.

NOTE: There is no reconciliation button for Immunizations.

When no outside vaccinations exist, the bi-directional query will present for this component. No action needs to be taken.

Immunizations 🕂	
Status	Vaccine
Overdue	Pneumococcal Polysaccharide
Overdue	Tetanus-Diptheria
Overdue	Zoster
In Range	Influenza
∠ History (10)	
Aged Out	Diphtheria, Tetanus, and Pertussis
Aaed Out	Haemophilus Influenzae Type B

NOTE: Once reconciled, click **View Outside Records** to see remaining outside records as indicated by purple diamonds that were not added or declined during the admission process.

Reconciliation Status: Completed by Gray, Deborah M on SEP 07, 2018 at 12:54 View Outside Records

