

### Documentation and Discharge Process for UC Providers

### Cerner FirstNet EDUCATION

.ffchc\_telemedicine\_consent \*

#### How to Create an UC Provider Note

From LaunchPoint, click on the patient's name to open the patient chart to Provider View.

- 1. **Manage-UC** workflow Mpage: review the patient's clinical information in the necessary components, while creating your documentation.
  - A. **Problem List** component: To satisfy the requirements for the Problem List, enter at least one "This Visit Problem(s)" and at least one Chronic Problem or select No Chronic Problems
  - B. Add problems using the Add problem search field. To the left of the search field use the drop-down to select This Visit, This Visit and Chronic, or Chronic.
  - C. Use the This Visit and Chronic buttons as appropriate on each diagnosis.
  - D. Providers can individually prioritize problems without affecting any other provider's order. This Visit active problems will automatically populate the Assessment and Plan part of your note.
  - E. Diagnosis Assistant is available by **clicking on the exclamation point**. This allows you to pick a more specific diagnosis that meets ICD-10 requirements.
  - F. Be careful when resolving problems because this is a shared list across the system. If the provider who is currently logged in resolves a problem, it resolves it for all other providers.
- 2. Contextual View (optional but recommended step): Click contextual view I for text components, offering a sideby-side view of the patient information (left) and your note (right) while going through components.
  - A. Suggested sections for UC: Subjective, Review of Systems, Objective/Physical Exam, Procedure, Assessment and Plan.
- 3. Populate Text Components: Utilize free text, Dragon, Tag, Drag, or Auto Text/.Phrase.
- 4. The following components have standard auto text available:
  - A. Review of Systems: .ffchc\_ros auto text, use F9 to move through drop down selections.
  - B. Objective/Physical Exam: .ffchc\_pe auto text.
  - C. Other free text components use auto text: i.e. .ffchc\_covid, .ffchc\_home med list
- 5. Complete the UC Discharge Workflow
  - A. Select UC Provider Note to populate results, review, and publish your note.

Menu ¥	< 🗲 🔫 😭 ED Provider	View		🖓 🖓 Full screen 🛛 🖶 Print 🖉 21 minutes age
ED Provider View	A 100%	• I • • <b>d</b>		Тад
Results Review	Manage - UC $ imes$	Urgent Care Orders $ imes$ UC Discharge $ imes$ +	4	📾 💿 👗 No Severity 🐚 🔍 / 🚍 -
Documentation + Add	¥	Problem List	Review of Systems	Selected Visit
Outside Records	Chief Complaint	Classification Medical an V Add as This Visit V Add problem		
•	Allergies (0)	Add as his Visit V Add problem	C Tahoma - 9	•
Allergies + Add	Home Medications (2)	Priority Problem Name Code Onset Classi Actions	X & @ B I U	
Clinical Media	Histories			
Clinical Notes + Add Code Status-AMD	Problem List	Migraine Medical This Visit	Resolve .ed_ROS .ed_ROS-Ankle_Spi	
Form Browser	Review of Systems	Tobacco use Patient Stated This Visit 🗸 Chronic	Resolve Last Saved: S.ed_ROS-Conjuncti	
Growth Chart	Objective/Physical Exam Subjective	Resolved Chronic Problems	.ed_ROS-Dysuria *	Autotext/.phrase
Health History	Assessment and Plan	All previous This Visit problems	.ed_ROS_Adult-Ear Objective/Pl.ed_ROS_Brief-Nor	
Histories	Documents (5)	Ail previous this visit problems	.ed_ROS_Extended	.ffchc_allergy_list *
Insurance	Vital Signs		ed_ROS_Short_So Font .ed_ROS_Unable_te	.ffchc_covid_return_to_work *
Interactive View	Quick Visit	Review of Systems Click here for contextual /side-by-side view		.ffchc_home_med_list *
MAR	Diagnostics (2)	Objective/Physical Exam		.ffchc_pe_Adult-Brief *
MAR Summary	Immunizations	o ujecuve/Prijsical Exam		.ffchc_pe_Adult-Cough/Bronchitis *
Medication List + Add	Order Profile (19)	Subjective Selected Visi	t 🛙 🔗	.ffchc_pe_Adult-Ear_Pain *
myPatient Views	New Order Entry			.ffchc_pe_Adult-Extended *
Patient Information Problems and Diagnoses	Pathology (0)	Font - Size - X 🗅 🗟 B I U A- 🖻 \Xi 🗐 🚳		.ffchc_pe_Adult-Sore_Throat *
Flowsheet	Microbiology (0)		Assessment and Plan	.ffchc_pe_Ankle_Injury/Sprain *
	Triage Documentation MAPS - MI Only			.ffchc_pe_Conjunctivitis *
	Intake and Output		Font - Size	.ffchc_pe_Dysuria *
	Focus Notes - ED/UC		X 6 6 B I U	.ffchc_pe_Peds-Brief *
	(0)	Assessment and Plan		.ffchc_pe_Peds-Extended *
	Implant History		Chronic migraine without aur	.ffchc_problem_list *
	Labs 📍	Documents (5) + All Visits Last 48 hours Last 1 months Last 6 months Last 12 months	s 🗸 69	.ffchc_ros-Ankle_Sprain/Injury *
	Visits (1)			.ffchc_ros-Cough/Bronchitis *
				.ffchc_ros_Adult-Ear_Pain * 🛛 🖓
				.ffchc_ros_Brief-Normal *
				.ffchc_ros_Conjunctivitis * n
				.ffchc_ros_Dysuria *
				.ffchc_ros_Extended-Normal *
				.ffchc_ros_Short_Sore_Throat *
				.ffchc_ros_Unable_to_Obtain *



# Documentation and Discharge Process for UC Providers

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#### UC Discharge Workflow

- 1. UC Discharge MPage C C Discharge complete the required components indicated with a red asterisk: Problem List, Patient Education, Follow Up and Disposition Orders.
- 2. **\*Problem List-** To satisfy the requirements for the Problem List, enter at least one "This Visit Problem(s)" and at least one Chronic Problem or select No Chronic Problems. (*see detailed Problem List instructions above*)
- 3. **\*Patient Education** select a suggested item or click + and enter the name of education you want to add in Search box.

A. To modify education, choose the modify button next to the chosen education.

Added Education		
Education Name	Language	Actions
<ul> <li>Education (1)</li> </ul>		
Abdominal Pain, Adult	English	Modify Print Remove

#### 4. \*Follow Up

- A. Search for a Provider and/or Location in the upper right search field, enter follow-up details. Click Save.
- B. Or select from Quick Pick.

Follow Up							+ Selected Visit	^	Save Cancel Save as T	emplate
* Required Action.	More Details						Dismiss		Kuhn DO, Robert E	
				● Provider 🔿 L	ocation Search all pro	widers	Q		Time Frame       Within       5 to 7 day	/s 🗸
									Only if needed	
Quick Picks PCP - Cook RMD, Natalie E		Employee Health					Phone			
Saved Templates	Saved Templates Edueddoc , 2			Recheck in AM with your doctor or ER					(231) 935-0614 🔹	
			Call Find A Doctor at 231-935-5886		Return to Emergency Department				Address	
								Northern Michigan Medicine & Pediatrics 3643 W Fron		ediatrics 3643 W Front St Suite 💌
		Call for culture resu	llts	Return to ER for sut	ure removal				City	State
		COVID Ask A Nurse	231-935-0951						Traverse City	MI
Added Follow Ups	Added Follow Ups								Postal Code	
Time Frame Provider or Location Details About Visit		Address Ad		Actions	49684					
▼ Follow Up Instructions	▼ Follow Up Instructions (0)						Comments			
Time frame determined	b Kuhn DO, Robert	E								
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- 5. **Prescriptions** enter if required for the patient.
  - A. Written prescriptions display in the Home Medications component. A user can move the Prescriptions and Home Medications components next to each other if desired.

Urgent Care Orders X UC Discharge X + Prescriptions				3	• 🛛
Information. The system is still processing health plans. Retry in a few seconds.  Discharge Meds as Rx Acute Care bact					Search
Home Mine Departmental Top 60 Matches	Search Results	2		2. 3.	Select Sign
Bactine 2.5% topical liquid	Bactrim 400 mg-80 mg oral tablet 2 Tab, Oral, BID, 10 day(s), 40 Tab		Bactrim DS 800 mg-160 mg oral t 1 Tab, Oral, BID, 7 day(s), 14 Tab		



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- 6. \*Disposition Order- place DC order.
  - A. Click +.
  - B. Click the Disposition Order. Click Close.
  - C. Click Check-out box, Sign.

<b>a</b> 1	No Severity	•	Q	(
				~

dd Orders Discharge Neds as Rx Acute Care	;
ED/UC Discharge	
ED/UC Discharge	Discharge NO
ED/UC Discharge	Discharge after treatment complete
ED/UC Decision to Transfer	to ED by ambulance
ED/UC Decision to Transfer	To ED by G

- 7. Address other components as necessary: i.e., Patient Instructions, MAPS, etc.
- 8. **Create Note: UC Provider Note.** Sign/Submit. Sign/Submit. Then click Sign again.
- 9. Create Note: UC Discharge Instructions. Sign and Submit; then Sign & Print.
  - A. Includes prescriptions (pharmacy sent), patient education, and follow up instructions.

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UC Provider Note

UC Discharge Instructions

Work/School Release

Work Related Medical Condition

### **Caution:**

- Click the blue text in Create Note **once.**
- Multiple clicks will create multiple notes!!!
- **Reminder:** Completed notes can be modified in the Documents component.
- 10. Create Note: for other documents click the blue text:

#### A. Work School Release

- i. Click on the blue text to open the template.
- ii. Complete the document.
- iii. Sign and Submit, then Sign and Print.
- B. Work Related Medical Condition Previously Workers Comp
  - i. First complete the form from **Deposition PowerForms** component.
  - ii. Then click Work Related Medical condition in Create Note.
  - iii. Sign/Submit, then Sign & Print.

