Documentation and Discharge Process for UC Providers

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 ⊠ for text components, offering a side-by-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.
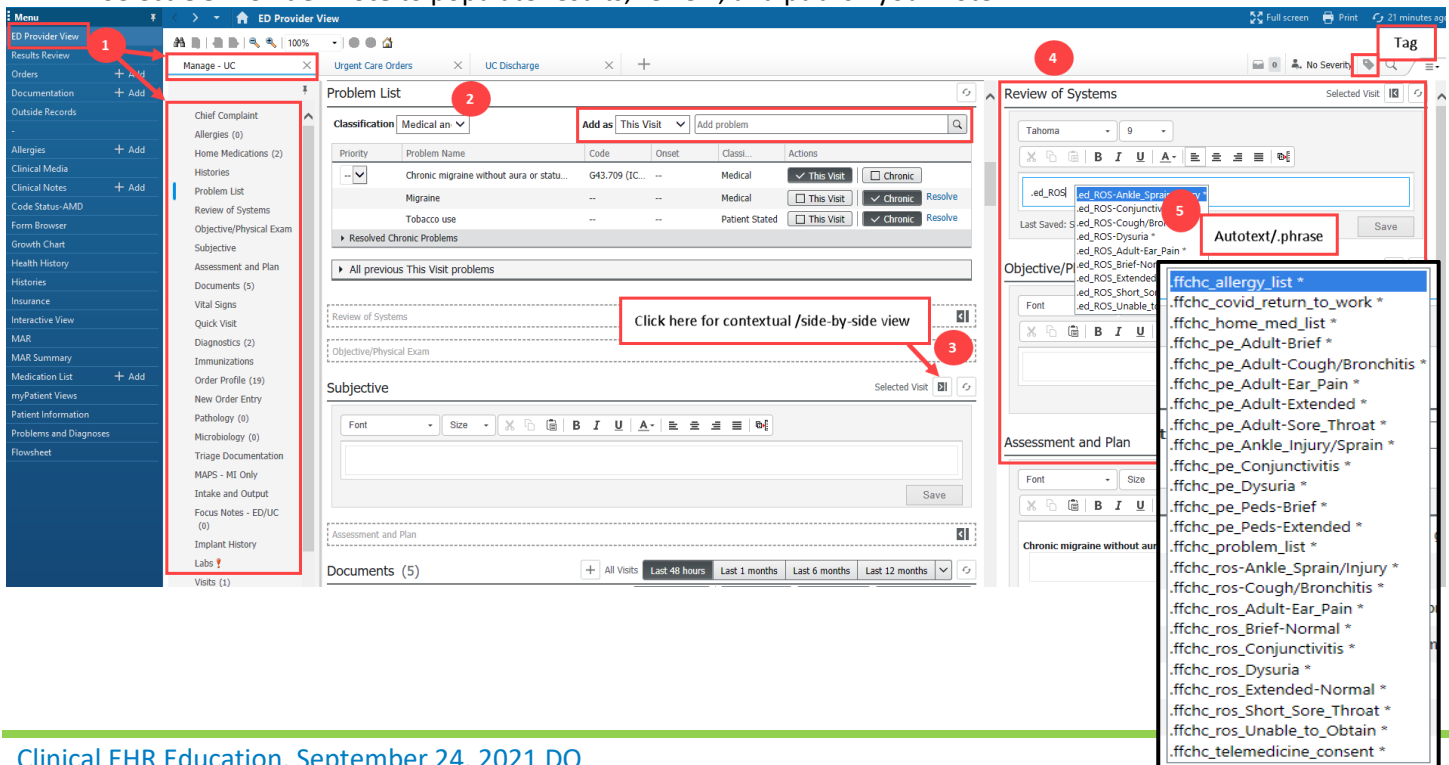
UC Discharge Workflow

1. **UC Discharge MPage** `UC 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.
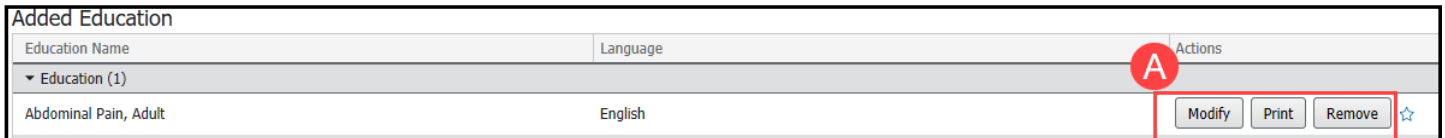
4. ***Follow Up**
   A. Search for a Provider and/or Location in the upper right search field, enter follow-up details. Click Save.
   B. Or select from Quick Pick.
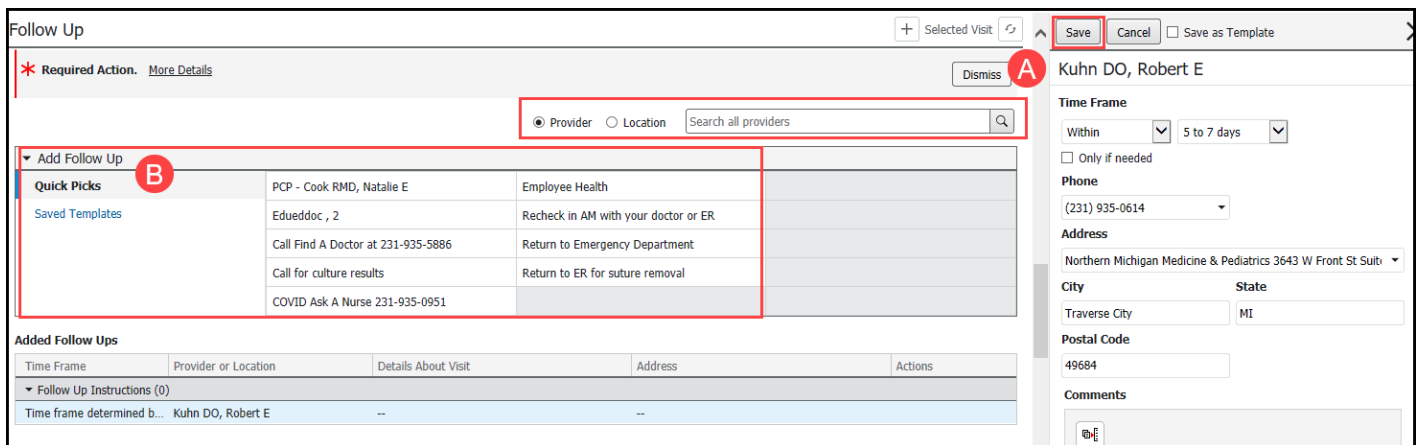
5. **Prescriptions**- enter if required for the patient.
   A. Written prescriptions display in the Home Medications component. A user can move the Prescriptions and Home Medications components next to each other if desired.
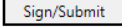

1. Search
2. Select
3. Sign

MUNSON HEALTHCARE
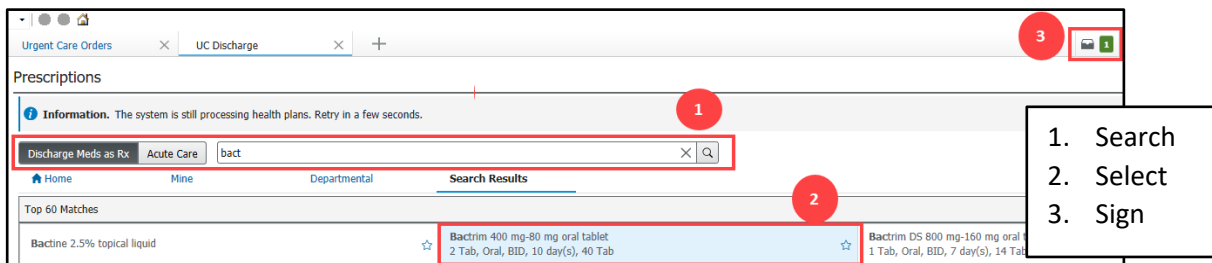
6. ***Disposition Order**- place DC order.
    A. Click +.
    B. Click the Disposition Order. Click Close.
    C. Click Check-out box, Sign.
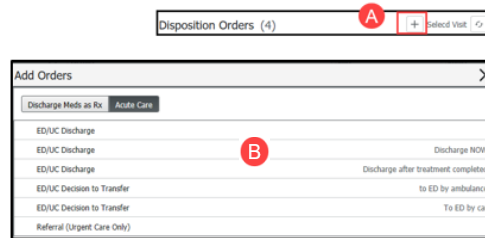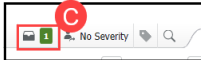
7. Address other components as necessary: i.e., Patient Instructions, MAPS, etc.

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.

Create Note

UC Provider Note

UC Discharge Instructions

Work/School Release

Work Related Medical Condition
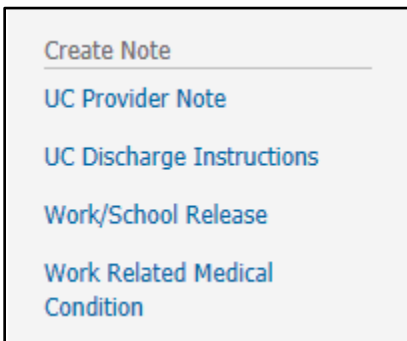
Caution:

- 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.

Post Discharge Follow-Up

Work Related Medical Condition