Patient Guardianship Documentation for Clerical Staff

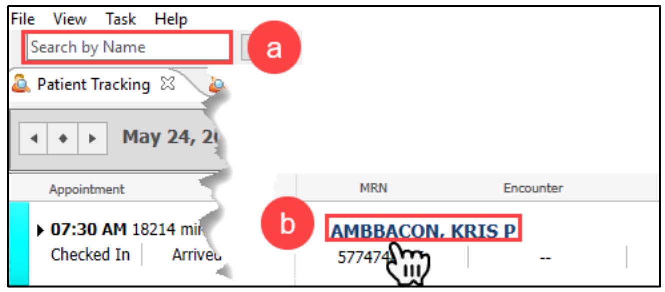
Cerner RevCycle, Ambulatory **EDUCATION**

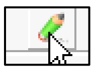
Summary: Ensuring accurate guardian contact information within the patient's chart is vitally important to patient care.

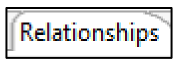
Support: Ambulatory Informatics at 231-392-0229.

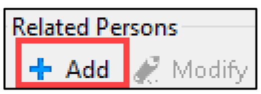
Documenting Patient Guardianship(s)

1. Navigate to the patient's record within Revenue Cycle by either:
    a. Using the patient search.
    b. Clicking on a patient name in Patient Tracking.

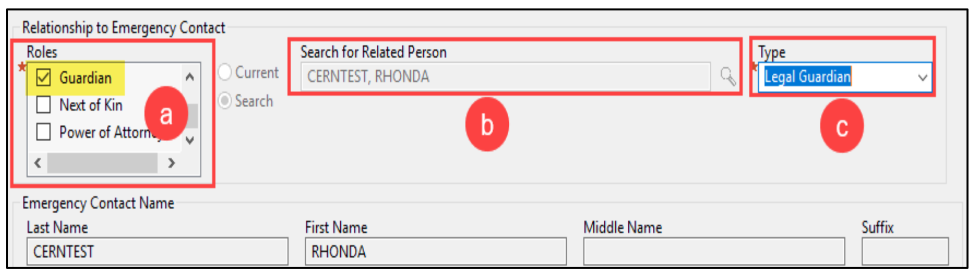


2. Click **Modify**. 

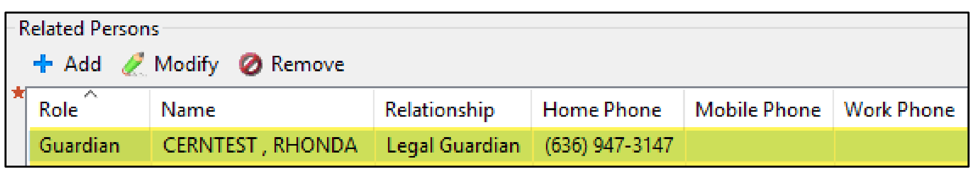
3. Click the **Relationships** tab. 

4. Click **Add.** 

5. Complete the following fields:
    a. **Role:** select the **Guardian** check box.
    b. Select current or **search** for related person.
    c. **Type**: select **Legal Guardian**.



6. Information will display in the Related Persons grid within the patient's demographics.



7. Information is also carried forward to PowerChart.
    a. Open patient chart.
    b. From the **Ambulatory Workflow** click the **Demographics** tab.
    c. Use the left scroll bar and scroll down to **Person Contact and Relationships**.
    d. Patient relevant information will now display. Hovering will display additional information on the screen.