

Setting WQM Preferences and Personalization for Ambulatory Staff

Cerner Ambulatory JOB AID

Summary: Work Queue Monitor (WQM) is an external fax document management solution that allows staff to route documents to specific queues and associate those documents to the correct location within Cerner PowerChart. Users are encouraged to set up their own preferences and personalize their experience to enhance usability.

When: Nov. 9, 2020

Support: Ambulatory Informatics at 231-392-0229 and Help Desk at 231-935-6053.

Setting WQM Preferences and Personalization

Setting Preferences and Personalization

- With a document open, **Select** the gear icon from the top toolbar.
- Customize Demographics pop-up will display.
- Use the magnifying glass to add the following items in Set Demographic Data Elements:



Primary Care Provider i c Encounter Location (Nurse Unit/Amb Loc) ii c

- Primary Care Provider
- Encounter Location (Nurse Unit/Amb Loc)

- Click OK.
- Close by clicking in upper right corner.

Set Demographic Data Elements e

Value: Primary Care Provider

Description: Displays the patient's designated primary care provider
Example: Avery, Martha S.

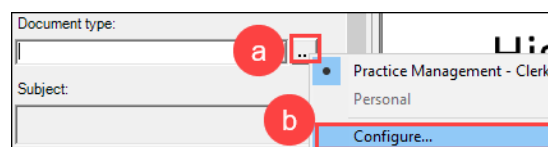
Label: PCP: Bold label

Missing data value: Stack if multiple values

OK Cancel

Setting Document Types & Favorites

- With a document open, **Right click** on the ... icon.
- Select** Configure.
- Add appropriate and frequently used items by:
 - Click on item from Available list.
 - Select Add or Remove.
 - Click OK when completed.



Personal Document Type List

Available:

- Outside History and Physical (Clinical - ENCOUNTER)
- Outside Hospital Summary (Clinical - ENCOUNTER)
- Outside Long Term Care Note (Clinical - ENCOUNTER)
- Outside Office Note (Clinical - ENCOUNTER)
- Outside Operative/Procedure Report (Clinical - ENCOUNTER)
- Palliative Care Progress Note (Clinical - ENCOUNTER)
- Passport (Non-Clinical - PERSON)
- Pathology Sendout Report (Clinical - ENCOUNTER)
- Patient Amendment (Clinical - PERSON)
- Patient Education - ED/US (Clinical - ENCOUNTER)
- Patient Education - Hospital (Clinical - ENCOUNTER)
- Patient Instructions - ED (Clinical - ENCOUNTER)
- Patient Instructions - Hospital (Clinical - ENCOUNTER)
- Patient Letter (Clinical - ENCOUNTER)
- Patient Provided Medication List (Clinical - ENCOUNTER)
- Patient Security Photo (Clinical - ENCOUNTER)
- Pharmacy Progress Note (Clinical - ENCOUNTER)
- Phone Message (Clinical - ENCOUNTER)
- PHP Discharge Summary (Clinical - ENCOUNTER)
- PHP Psych Assessment/Physical (Clinical - ENCOUNTER)
- Physical Med/Rehab Office Procedure (Clinical - ENCOUNTER)
- Physical Med/Rehab Progress Note (Clinical - ENCOUNTER)

Selected: Outside Lab/Pathology Report (Clinical - ENCOUNTER)

Add -> <- Remove

OK Cancel

Note: Your login will default to the position listed for you in HNA User. Use your Personal list as needed.