

## CommonWell Quick Tips for Providers, Nurses, and Clinical Staff

Cerner PowerChart, FirstNet, Ambulatory EDUCATION

### Summary for Use of CommonWell

- CommonWell is a cloud based nationwide alliance that allows the clinician to request patient information from an outside source and incorporate it into the local EHR. Outside sources may include other hospitals, clinics, and provider offices that belong to the alliance.
- CommonWell is accessed within the patient's chart from the Outside Records section of the Menu.
- CommonWell provides additional sources of patient information that can be imported/reconciled into PowerChart/FirstNet by providers to use in determining a patient treatment plan.

### Accessing Outside Records

1. Open the patient chart and navigate to **Outside Records**.

[CommonWell: New Source \(1\)](#)

2. Click. **CommonWell: New Sources**.

3. **Sources to Confirm** tab displays.

Sources To Confirm (1)		View Confirmed Sources (5)	Local Record: Munson Healthcare
Actions	Last Visit	Source	
<a href="#">Confirm</a> <a href="#">Remove</a>	--	MUNSON HEALTHCARE TRAVERSE GENERAL SURGERY AND TRAUMA CARE	

4. Verify the patient has received care at the listed **Source** with the patient.
  - a. Click **Confirm** to make the document available for viewing.
  - b. Click remove if patient denies care; or skip if the patient is unable to confirm.
5. Click **Close**.
6. Return to Outside Documents and click **Run New Query**.

[Run New Query](#)

### Viewing Outside Records

1. Click a document name in the **External Document List** to view contents. Confirmed documents (above) display here.

Outside Documents		Summary
<b>External Document List</b>		
<input type="checkbox"/>	Document Name	
<input type="checkbox"/>	<a href="#">Continuity of Care Document</a>	
<input type="checkbox"/>	Continuity of Care Document	

### When a Patient Displays as Not Enrolled

1. All patients are auto enrolled by the system when registered at MHC facilities. **Not Enrolled** appears if patient demographics do not match exactly (pt. has moved or has a new phone number, etc.).

2. Click **CommonWell: Not Enrolled** to verify demographics display with the patient, then:

[CommonWell: Not Enrolled](#)

- a. Click **Link This Record** when previous demographic information matches the patient.

[Link This Record](#)

- b. Or click **Create a new CommonWell Record**.

[Create a new CommonWell Record for this patient?](#)

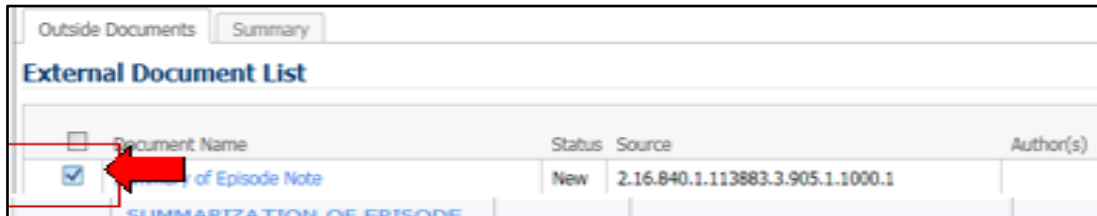
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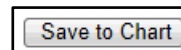
### Saving Data to the Chart- Providers Only

Providers use **Save to Chart** when data is clinically significant to the treatment plan developed for the patient.

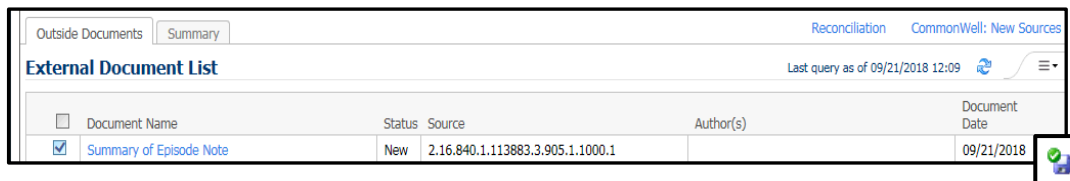
1. Click the check box next to the document.



2. Click **Save to Chart** button in the bottom right-hand corner.



3. Once document has been saved, an icon appears in the column on the far right.



4. The document is now viewable in Clinical Notes and is a part of the patient record.

### How to Enroll a Patient Under 18 Years of Age

1. Click **CommonWell** link



2. Enter **name of person confirming and their relationship to patient.**

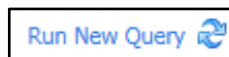
**⚠ Patient is an adolescent. PATIENT MUST CONFIRM THEIR OWN VISIT LINKS.**

\*Confirmed by:   \*Full Name:

3. Verify the demographic data, then click **Confirm**, and then **Close**.



4. Return to Outside Documents and click **Run New Query**.



### When No Outside Records/CCD's are Available for Practices Utilizing Meaningful Use Incentives

When there are no sources to confirm, no outside records/CCDs and no CCDs via Direct Trust:

1. Go to Ad Hoc, forms are available in the:

- Commonly used/home folder.
- Provider Ambulatory Care folder.
- Behavioral Health Ambulatory Care folder.

Practices eligible for Medicaid Meaningful Use Incentives, that improve performance on one of the measures related to transition of care, can document the absence of records available

2. Document and sign the following form:

Request/Accept SOC Denominator Exclusion