

Cerner PowerChart Ambulatory EDUCATION

Step 1: Office Staff Workflow – Within Work Queue Monitor

- 1. Locate the document within the Work Queue Monitor (WQM) worklist.
- 2. Double click on the document to open.
- 3. Click the Patient Search icon to associate the patient.
 - a. Search for and select appropriate patient.
 - b. Select appropriate InBetween Visit encounter.
 - c. Click OK.

Note: The patient must have an existing InBetween Visit at the desired facility. If an InBetween Visit does not exist, one must be created within Revenue Cycle or PowerChart.

Unknown Queue	3) 🕂 - 🌛 🐇 (s	🇞 🗈 🧕								
Date/Time Elapsed Time Per		🔍 Patient Search										×
5/15/2023 11:07 AM 0 min												
		Name:			Name	SSN	MRN	s	ex Birth	n Date Ad	ie.	
Double click		amb, kris		- a	AMBBACON, KRIS		AT4172944; M				Years	
	cation:	L			AND DATO ON, THIN				ondio prim		Todio	
here and some some some some some some some some		MRN:	and the second	and the	Internet and		المتحقب	A				المستحد المعاري
1 1	Routine	[`	1							
		FIN NBR:				1						
	Category:				FIN NBR	Enc Type		Enc Type(s)	Med Servic	e	Facility	I
		1		1	AT0056128110	Clinic					THV Traverse (City
P	Provider A	Search	Reset		AT0056128109	Clinic						thopaedic Surgery
					MT1232323423		e-Registration)		ER (EMER	GENCY ROOI		
					AT0056128108	Clinic					Grayling SS Ge	
					AT0056127873	Clinic						y Practice Center
					MT2187468573	I/P (Inpatien			MED (I/P M	EDICAL)	MMC	
				D	AT0056127773	InBetween V	/isits					y Practice Center
	.ast Conta			-	AT0056127772	Clinic					Munson Famil	y Practice Center
						-				-		
		I CONTRACTOR			<					C		1
	Referring									_		
										ОК	Cancel	All Encounters

- 4. Select the **Document type**.
- 5. Set Status to **Complete**.
- 6. Enter comments into the Comment field as needed.
- 7. Date of service field will default to the encounter date. Change as needed.





Cerner PowerChart Ambulatory EDUCATION

- 8. **UNCHECK** the Post as authenticated box.
 - a. **Note:** Unchecking this box will not mark the document as authorized until it has been reviewed and signed.
- 9. Add the signing provider:
 - a. In the Provider box, click the **magnifying glass** to search.
 - b. Enter the provider's name and click Search.
 - c. Select the appropriate provider.
 - d. Click OK.

Date of service	🚨 Provider Selection —	D X
09/21/2022 + 0000 + (GMT-05:0 -		arch
Sign date		Provider view
Provider		ear
	Search By	
Requested Sign	Limit by group No data filtering	_
C Pending Sign C Requested Review	Imit by organization Imit by practice Cent Imit by position Imit by position	ter Trav
C Completed Sign	Limit by relationship No data filtering	
Add	View physicians only	
Provider Status Action	Testerman RT(R), Radiology System MHC Employee I Kaikaana Me	emorial Health (
Remove Performing provider	<	> Cancel

- e. Select the **Requested Sign** radio button.
- f. Click Add.
 - i. The Provider, Status, and Action will display.



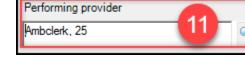


Cerner PowerChart Ambulatory EDUCATION

- 10. Add the provider's clinical staff member:
 - a. Follow Step 9 a-d above to add the appropriate staff member.
 - b. Select the **Requested Review** radio button.
 - c. Click Add.
 - i. The names of the provider and the clinical staff member will display in the Provider column, as well as their Status and
 - Action.



- 11. Add the name of the staff member completing the work queue item:
 - a. In the Performing provider box, click the **magnifying glass** to search.
 - b. Select the appropriate staff member.



- 12. Within the document, +ABC will appear as the cursor.
- a. Note: The provider must be selected in the status/action box for the +ABC to appear.
- 13. Scroll to where the signature needs to be placed within the document and click to add the signature box.

[⊕]ABC

- 14. The **Requested Sign For: Provider Name** will appear where the signature will be placed.
 - a. Note: The signature box can be moved by clicking and dragging to the appropriate location.
 - **Requested Sign For: Test MD, Physician**
- 15. Click OK.

Step 2: Provider Workflow – Within PowerChart

- 1. Navigate to Message Center.
- 2. Open the Documents folder, if necessary, then click on the Sign folder.
- 3. Double click on the item to open.

Message Center					
Inbox Summary 4	Sign ×				
Inbox Proxies Pools	🎦 Communicate 🝷 🐋 al 💂	Review All 🔐 Form	elect All		
Displays Lost 60 Days	Patient Name From C	Subject 🛒	Create Da / Status	Туре	Assigned
Display: Last 60 Days 🗸 🛄	AMBBACON,	Outside Lab/P A	5/15/2023 12: Pending	SIGN_DOC	Eduphys, 25
Inbox Items (6)					
 Results (0/1) 			3	Double click	
Other (0/1)				to open	
Results FYI					
Orders (3/3)					
Cosign Orders (2/2)	<u> </u>				
Proposed Orders (1/1)	J				
Documents (1/2)					
Sign (1/1)					
Review (0/1)					

Ambmlpn, 25 a
Provider actions C Requested Sign C Pending Sign
Requested Review D C Completed Sign
Add



Cerner PowerChart Ambulatory EDUCATION

- 4. Complete the following in the Action Pane:
 - a. Select the Sign or Refuse radio button.
 - i. If Refuse is selected, please also select a Reason from the drop-down menu.
 - b. Uncheck the Additional Forward Action button.
 - i. **Note:** Providers may keep the Additional Forward Action button selected and choose a recipient to send the message to if desired.
- 5. Click OK & Close or OK & Next to complete.

Action Pane	
Sign O Refuse a son:	
□ Additional To*: Forward Action: Limit 5)	
Comments:	5
	Next OK & Close OK & Next
en 3: Clinical Staff Workflow – Within PowerChart	

- 1. Navigate to Message Center.
- 2. Open the Documents folder, if necessary, then click on the Review folder.
- 3. Double click on the item to open.

Message Center								
Inbox Summary 4	Review X							
Inbox Proxies Pools	🎦 Communicate 💋 🛯 🌡	Review All 🔭 Fo	orward Only 🖦 S	elect Patient 🗮	Select All			
Display: Last 60 Days 🗸 🛄	Patient Name 🖉 .	Subject	Author	Description	Create Da /	Status	Туре	Assigned
	AMBCERNRES Kle 14	Resting ECG	Recchia MD, D	Resting ECG	5/14/2023 10:	Pending	FORWARDED	Ambrnlpn, 25
Inbox Items (6)	AMBBACON, 🧎	Outside Lab/P	Ambclerk, 25	Outside Lab/P	5/15/2023 12:	Pending	REVIEW_DOC	Ambrnlpn, 25
Results Results FYI	4			3 Dou	ıble click			
Documents (2/2) Review (2/2)	**				open			

4. Verify that the electronic signature information is present on the document.

	From	Notification Comment	Subject	
TING ONE	Rokos Jr, John R	Add and necessary comme	Order Requisition	
4	*Electro	nically Signed	02/24/2022 12:2	24

5. Select the **Review** radio button in the Action Pane, then **OK and Close** or **OK and Next**.

Action Pane	4
Review	- <u>Гевзопі.</u>
Additional To*: Forward Action:	5) [] 禘
Comments: (Limit 212)	
O Comments	Next OK & Close OK & Next

 Fax the signed document to

the requesting facility via Medical Record Request using the existing process.

a. Template: AMB CP Order Requisitions.

Template	
AMB CP Order Requisitions	<