

Home Sleep Testing Workflow for Clinical Staff and Clerical Staff

Cerner PowerChart Ambulatory EDUCATION

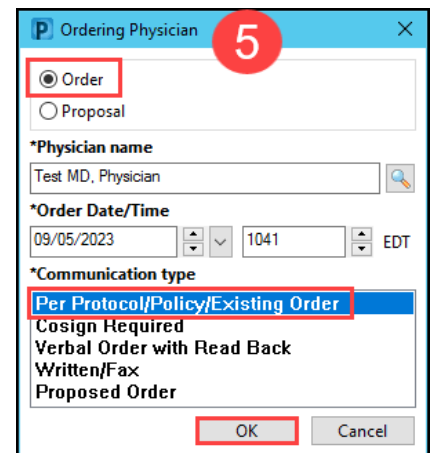
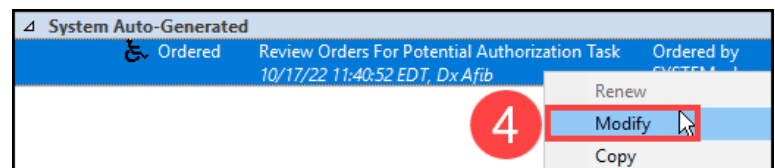
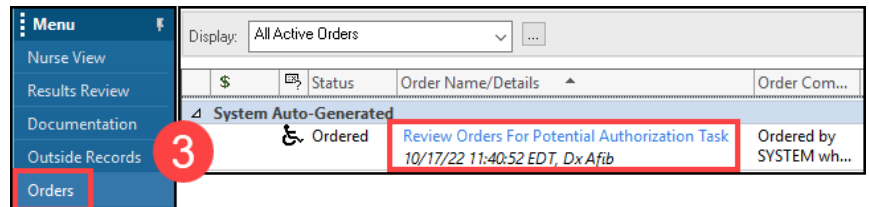
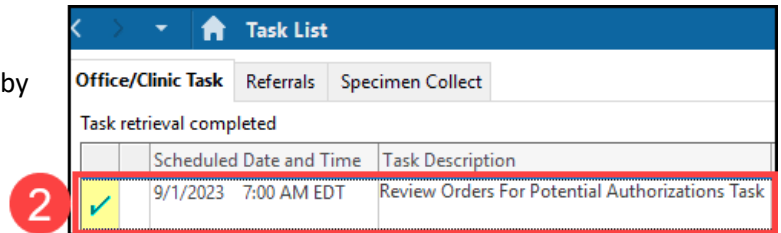
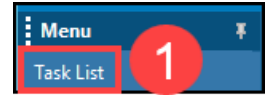
Home Sleep Testing Staff Workflow

Step 1: The provider orders the home sleep test.


Step 2: Clerical Staff Process the Order and Schedule the Test

After opening the patient's chart:

1. Navigate to the **Task List** from the dark blue PowerChart Menu and check for the Review Orders for Potential Authorizations Task.
2. If **no authorization is needed**, complete the Review Order for Potential Authorizations Task by clicking the yellow area next to the Task and selecting OK (a green check mark will display).
3. If **authorization is needed**, navigate to Orders on the dark blue PowerChart Menu and locate the **Review Orders for Potential Authorization Task** order.
4. Right click on the order and select **Modify**.
5. Select **Order, Per Protocol/Policy/Existing Order** in the Ordering Physician window and click OK.



- Enter Prior Authorization information in the Order Details tab and click **Orders For Signature**.

- Click **Sign** to sign the modified order. 
- Complete the Review Orders for Potential Authorizations Task by navigating to the Task List located on the dark blue PowerChart Menu and clicking the yellow area next to the Review Order for Potential Authorization Task and selecting OK (a green check mark will display).

Office/Clinic Task			Referrals	Specimen Collect
Task retrieval completed				
	Scheduled Date and Time	Task Description		
<input checked="" type="checkbox"/>	9/1/2023 7:00 AM EDT	Review Orders For Potential Authorizations Task		

- Schedule the patient for the **SM Home Test** appointment in Revenue Cycle. (Note: Please refer to the **Appointment Scheduling Guide** on the Clinical EHR Education website for more information).
- Check the patient in when the appointment date/time arrives.

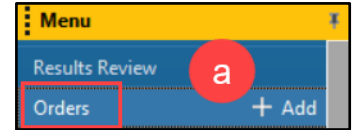
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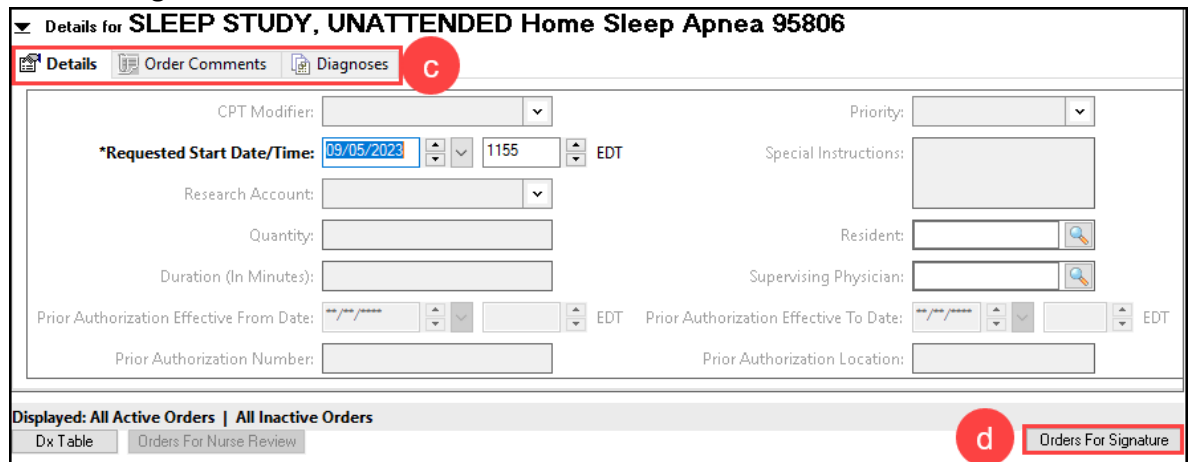
Step 3: Clinical Staff Prepares the Patient for Home Study

After opening the patient's chart:

1. Activate the test order.
 - a. Navigate to the test order in the Orders section of the dark blue PowerChart Menu.
 - b. Right click on the Sleep Study order and select **Activate**.



- c. Review the Details, Order Comments, and Diagnoses.
 - d. Click **Orders for Signature**.



- e. Click **Sign**.
 - f. Click the Refresh button.
 - g. The Order Status updates to Ordered when the order activation is complete.



	\$?	Status	Order Name/Details	Order Com...	Ordering Physician
Procedures						
			Ordered	SLEEP STUDY, UNATTENDED Home Sleep Apne... 09/05/23 11:55:00 EDT, Dx Sleep apnea		Test MD, Physician

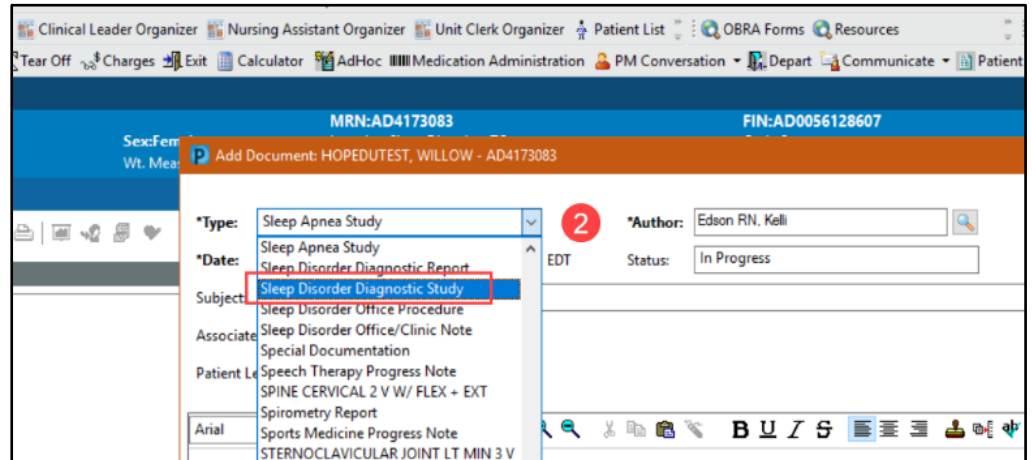
2. Take the patient to the exam room.
3. Educate the patient on the hook up process, or complete the equipment hook up.
4. Send the patient home and check them out.
5. Receive the equipment when the patient returns it and download the appropriate data.

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Step 4: Clerical/Clinical Staff Sends Results to the Provider

1. Scan the home sleep study report, and any other paper documentation, into the patient's chart using the testing encounter.
2. Select the document Type: **Sleep Disorder Diagnostic Study** (Note: Follow the **Scanned Documents & Signoff** process).
3. Forward the document(s) to the reading provider.



Step 5: The provider reads and documents the completed Study.