

Cerner PowerChart Ambulatory EDUCATION

Menu

Review Orders For Potential Authorizations Task

Order Com.,

Ordered by

SYSTEM wh.

Task List

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:

 Navigate to the Task List from the dark blue PowerChart Menu and check for the Review Orders for Potential Authorizations Task.
 If any the initial data and the the second data and the

Menu

Order

Nurse View

Results Review

Documentation

2

Office/Clinic Task

Task retrieval completed

Display: All Active Orders

⊿ System Auto-Generated

\$

3

Referrals

9/1/2023 7:00 AM EDT

Status

ordered کی

Scheduled Date and Time Task Description

- 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).
- 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.

⊿ System Auto-Generated	1	
🛵 Ordered	Review Orders For Potential Authoriza	ation Task Ordered by
	10/17/22 11:40:52 EDT, Dx Afib	Renew
	4	Modify 🗼
		Сору

Order Name/Details

Specimen Collect

~ ...

10/17/22 11:40:52 EDT, Dx Afib

Review Orders For Potential Authorization Tasl

5. Select **Order, Per Protocol/Policy/Existing Order** in the Ordering Physician window and click OK.

Ordering Physician
Order
○ Proposal
*Physician name
Test MD, Physician
*Order Date/Time
09/05/2023 • V 1041 • EDT
*Communication type
Per Protocol/Policy/Existing Order
Cosign Required Verbal Order with Read Back Written/Fax Proposed Order
OK Cancel



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6.	Enter Prior	Details for Review Orders F Details () Order Comments	For Potential Auth Diagnoses	orization Task	
	Authorization in the	CPT Modifier: Requested Start Date/Time:	I 10/17/2022 ↓ ↓	Priority EDT Special Instructions	×
	Order Details tab and click Orders For	Research Account:	·		
	Signature.	Quantity: Duration from now to end point:		Resident Supervising Physician	
		Prior Authorization Effective From Date:	**/**/****	EDT Prior Authorization Effective To Date:	••/••/•••• • • • • • • • • • • • • • •
		Prior Authorization Number:		Prior Authorization Location	
		Ambulatory Prior Authorization: Special Instructions (auth):	· ·	Notes to Scheduler. Future Order	C Yes O No
		Ambulatory Auth Orig Order ID:	3802914857.		
		Dx Table Orders For Nurse Review		0	Orders For Signature

- 7. Click **Sign** to sign the modified order.
- 8. 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).

Sign

Menu 🦱 🕴	< >	• •	f	Task List			
Task List	Offic	e/Clinic	Task				
	Task	retrieval	comp	leted			
		Sch	eduled	Date and T	ime	Task Descript	ion
	~	9/1/	2023	7:00 AM EDT		Review Orders	s 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).
- 10. Check the patient in when the appointment date/time arrives.





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Step 3: Clinica	al Staff Prepares the Patient for Hom	e Study		
After opening t	he patient's chart:			
1. Activat a.	e the test order. Navigate to the test order in the Order PowerChart Menu.	s section of the dark blue	Menu Results Review Orders	a + Add
b.	Right click on the Sleep Study order and select Activate .		D Home Sleep Apne Sleep apnea ht click	Renew Modify Copy Suspend Activate
с.	Review the Details, Order Comments, a	and Diagnoses.		
d.	Click Orders for Signature.			

CPT Modifier		*		Priority:	~
*Requested Start Date/Time:	09/05/2023	▲ ~ 1155	EDT	Special Instructions:	
Research Account:		*			
Quantity:				Resident:	
Duration (In Minutes):				Supervising Physician:	
Prior Authorization Effective From Date:	**/**/****	× ~	EDT	Prior Authorization Effective To Date:	**/**/****
Prior Authorization Number:				Prior Authorization Location:	

- 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
⊿	Procedur	es					
		દ~	Ordered	SLEEP STUDY, UNATTE 09/05/23 11:55:00 EDT,	ENDED Home Sleep Apne 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.
- $\ \ \, \text{Send the patient home and check them out.}$
- 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.
- Select the document Type: Sleep Disorder Diagnostic Study (Note: Follow the Scanned Documents & Signoff process).
- 3. Forward the document(s) to the reading provider.

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Sex:Ferr Wt. Mea	P Add D	ocument: HOPEDUTEST, WILLOW - AD41		183								
	*Type:	Sleep Apnea Study	~	2	*Author:	Edson RN	N, Kelli				9	
	*Date:	Sleep Apnea Study Sleep Disorder Diagnostic Report	^	EDT	Status:	In Progr	ess					1
	Subject	Sleep Disorder Diagnostic Study										
	Associate	Sleep Disorder Office/Clinic Note										
	Patient L	Speech Therapy Progress Note										
	Arial	SPINE CERVICAL 2 V W/ FLEX + EXT Spirometry Report		l e	X 🗈 🖻 '	B	U	75			_	a.[
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Step 5: The provider reads and documents the completed Study.