In-Office Order Task Documentation for Clinical Staff

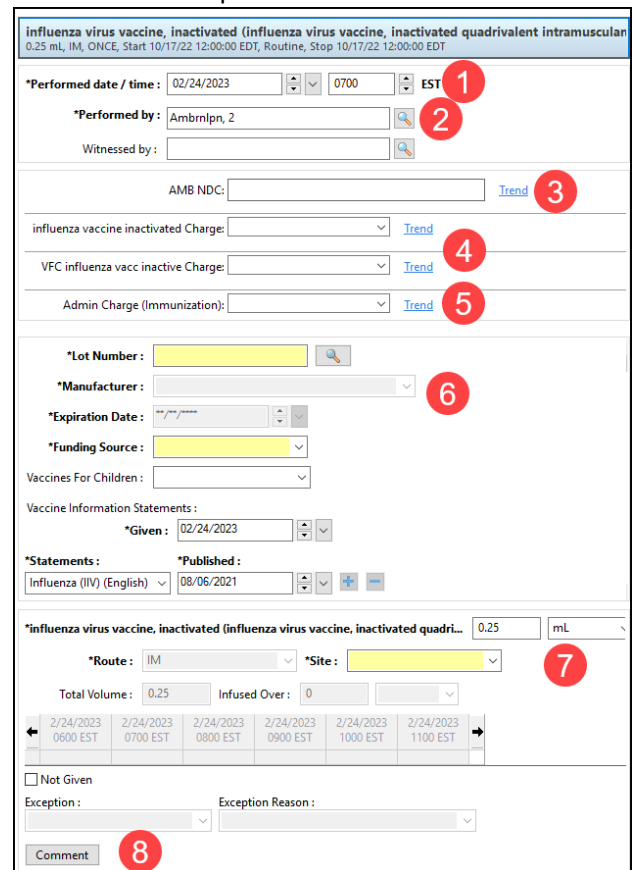## In-Office Order Task Documentation

Some orders in PowerChart will create a Task that needs to be completed while the patient is in the office.

Follow the steps below to complete documentation on a Task:

1. While in the patient's chart, click on Task List on the PowerChart Menu. This is called the Single Patient Task List and will display all outstanding Tasks for the single patient.
2. Under the Office/Clinic Task page, double click on the appropriate task to document on and complete the task (or right-click on the Task and select Chart Details).

3. Fill in the required documentation on the PowerForm. The PowerForm design and required documentation will vary by order type.
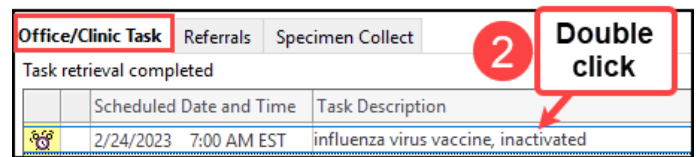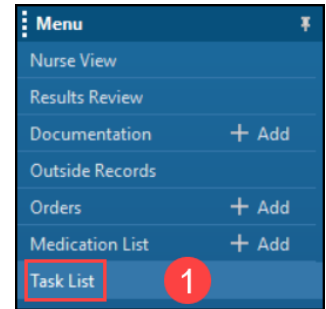
- The following is an example of a medication task:
1. Performed date / time: Verify the correct date and time of when the task was performed.
2. Performed by: Enter the staff member performing the administration of the medication.
3. AMB NDC: Enter the medication's National Drug Code (NDC). This is found printed prominently on the vial or package (preferred if there is more than one vial in a package) label of the medication and is usually 11 digits long.
   a. The NDC should be entered in an 11-digit (5-4-2) format. It never contains letters. If the NDC is missing a digit, substitute a zero in its place, for example 0002-7597-01 should be entered as **0**0002-7597-01, or 50242-040-62 should be entered as 50242-**0**040-62 (with no hyphens).
   b. An accurate NDC is necessary for accurate charge and to capture the 340B drug savings discount.
4. Medication Charge: Enter the quantity of medication given using a whole number (1, 2, etc). If a patient brought their own medication into the office to be administered, enter a zero.
5. Admin Charge (Medication): Click the drop-down to select an administration charge or no charge.
6. Vaccines require a Lot Number, Expiration date and Funding Source be entered.
7. Enter the administration information, including the mg, mL, or units given, Route and Site.
8. Comment: Click on Comment and enter any additional information, such as patient toleration of medication administration.

- The following is an example of a Point of Care (POC) Result Task:
  1. Performed on: Modify the date and time to when the POC test was performed.
  2. Are Controls Valid?
     a. Results with a failed or invalid control should be discarded and repeated.
     b. Click "Yes" if it's a valid control to open the test result documentation field(s).
  3. Result: Select or enter the test result.
  4. Kit Lot Number: Enter the Lot Number.
  5. Performed by: This will default to the care team member completing the Task. Modify the name if needed if another care team member performed the test.

6. Click the green check at the top of the PowerForm when documentation is complete.
7. The Office/Clinic Task is now checked as complete. This will submit any associated charges when the task is complete. 2/24/2023 11:17 AM EST Influenza POC
8. The task will drop off the Task List when PowerChart is refreshed.
9. Tasks can also be documented on and completed from the Multi Patient Task List, Multi Patient Task List located on the top PowerChart toolbar.
   a. The Multi Patient Task List will display all outstanding Tasks for a location.