

# Overnight Sleep Testing Workflow for Clinical Staff, and Clerical Staff

## Cerner PowerChart Ambulatory EDUCATION

The Traverse City and Cadillac Sleep Disorder Clinics will be using the following procedure for overnight sleep testing. Care team members prepping and performing test will utilize the following steps.

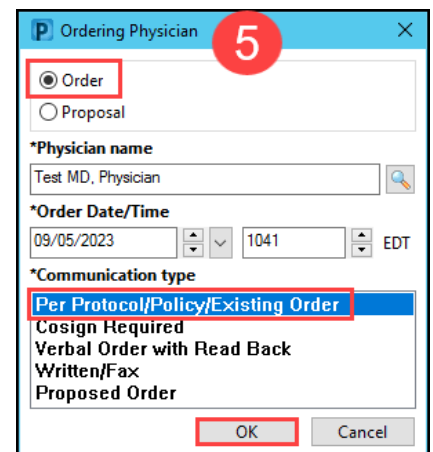
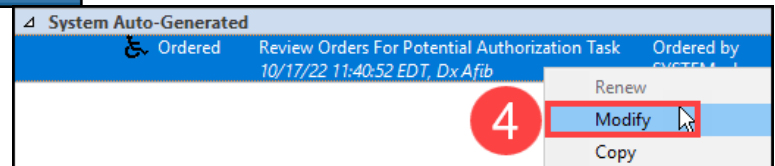
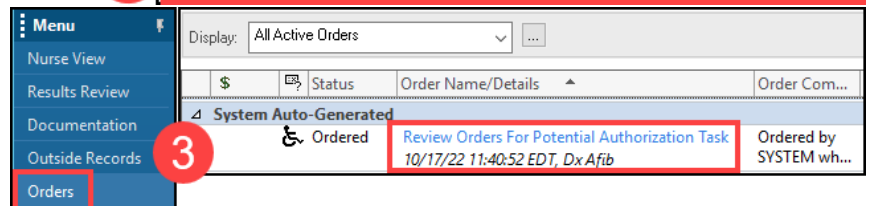
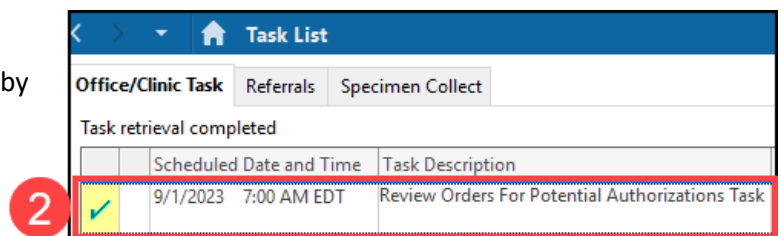
### Overnight Sleep Testing Staff Workflow

**Step 1:** The provider orders the overnight sleep test.

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

After opening the patient's chart:

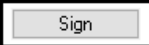
1. Navigate to the **Task List** from the dark blue PowerChart Menu and check for the Review Orders for Potential Authorizations Task.
2. If **no authorization is needed**, complete the Review Order for Potential Authorizations Task by clicking the yellow area next to the Task and selecting OK (a green 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.



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- 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).

	Scheduled Date and Time	Task Description
✓	9/1/2023 7:00 AM EDT	Review Orders For Potential Authorizations Task

- Schedule the patient for the **SM Testing** 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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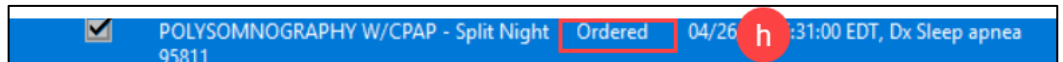
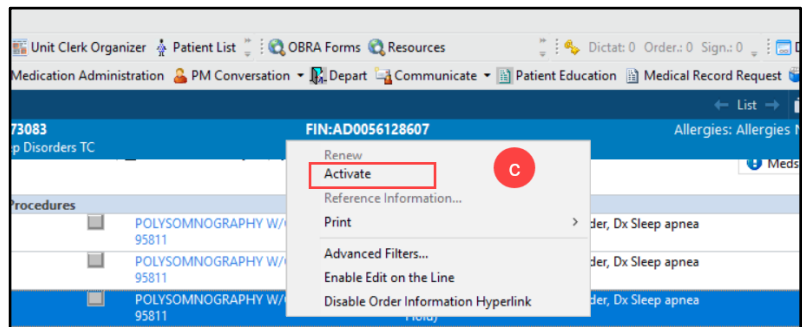
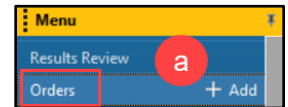
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### Step 3: Sleep Tech Performs the Test

Locate the correct patient on the Patient Tracking Board in Revenue Cycle.

1. Check Patient in via Revenue Cycle (**Note:** Please refer to the **Appointment Scheduling Guide** on the Clinical EHR Education website).
2. Activate the test order.

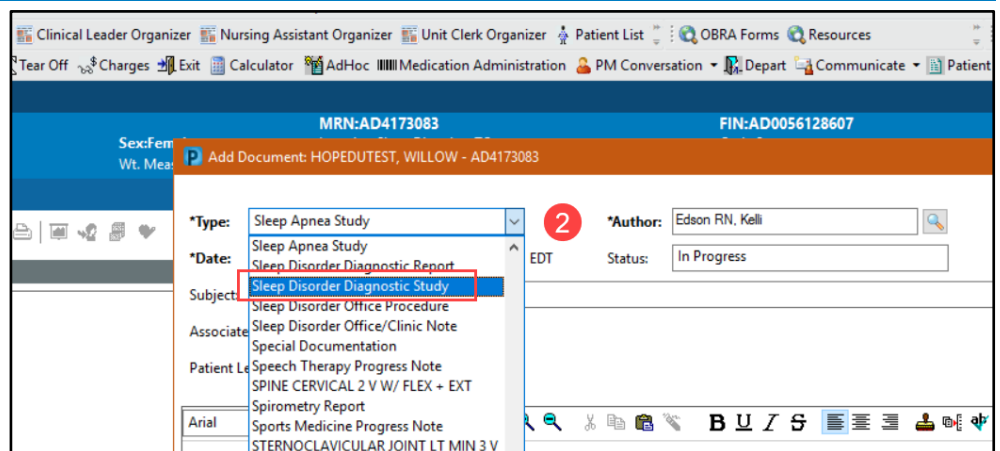
- a. Navigate to the test order in the Orders section of the Dark Blue PowerChart Menu.
- b. Right click on the order.
- c. Select Activate.
- d. Review the Details, Order Comments, and Diagnosis.
- e. Click Orders for Signature.
- f. Click Sign.
- g. Click the Refresh button.
- h. The status of the order will change to Ordered when activation is complete.



3. Complete either the Comprehensive Intake, or the Quick Intake form (**Note:** Please refer to the **Ambulatory Comprehensive Intake PowerForm** education document on the Clinical EHR Education website).
4. Document any Ad Hoc forms as needed (ex: Promis, Epworth, and Stanford sleep scales).
5. Perform test overnight.
6. On the Patient Tracking Board in Revenue Cycle, Check Out in the morning (**Note:** Please refer to the **Appointment Scheduling Guide** on the Clinical EHR Education website).
7. Finish, print, and scan documentation.
8. Fill out any necessary DME information and give to provider.

### Clerical/Clinical Staff: Sending Results to the Provider

1. Scan the overnight testing report and any other paper documentation into the chart on the clinic encounter.
2. Scan to report as the document Type: **Sleep Disorder Diagnostic Study** (**Note:** Follow the **Scanned Documents & Signoff** process).
3. Forward the documents to the reading provider.



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