

Overnight Sleep Testing Workflow for Clinical Staff, and Clerical Staff

Cerner PowerChart Ambulatory EDUCATION

Menu

Task List

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).
- 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**.

window and click OK.

5. Select Order, Per Protocol/Policy/Existing Order in the Ordering Physician





Modify

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

CPT Modifier:	✓		Priority:	Ý
Requested Start Date/Time:	10/17/2022	EDT	Special Instructions:	
Research Account:	~			
Quantity:			Resident:	
Duration from now to end point:			Supervising Physician:	
Prior Authorization Effective From Date:	**/**/****	EDT	Prior Authorization Effective To Date:	**/**/****
Prior Authorization Number:			Prior Authorization Location:	
Ambulatory Prior Authorization:	~		Notes to Scheduler:	
Special Instructions (auth):			Future Orden	🜔 Yes 🜔 No
Ambulatory Auth Orig Order ID:	3802914857.			

7. Click **Sign** to sign the modified order.

Sig	n

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).

Menu 🦱 🕴	$\langle \rangle$	*	Task List					
Task List	Office/0	linic Task	Referrals	Spec	imen Collect			
	Task retrieval completed							
		Scheduled Date and Time			Task Descript	ion		
	~	9/1/2023	7:00 AM E	DT	Review Orders	s For Potential Authorizations Task		

- 9. 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).
- 10. Check the patient in when the appointment date/time arrives.

* Add Appointment by:	
Appointment Type -	
* Step 1: Add Appointment Type	
S	Q
Select an appointment type	
SM Home Test	î
SM New Patient	
SM Telephone Visit	
SM Testing 9	
SM Video Visit	•



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Edson RN, Kelli

In Progress

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 \checkmark is complete.

🌇 Unit Clerk Org	anizer Å Patient List 🊆 🕄 🔾	BRA Forms 🕄 Resources	🍦 🎭 Dictat: 0 Order.: 0	Sign.: 0 🍦 🗄
Medication Admir	nistration 🔒 PM Conversation	🔹 🚯 Depart 📲 Communicate 💌 🛐 Patie	nt Education 🗎 Medical F	Record Reque
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rocedures	POLYSOMNOGRAPHY W/9 95811	Print	> der, Dx Sleep apnea	9
	POLYSOMNOGRAPHY W/ 95811	Advanced Filters Enable Edit on the Line	der, Dx Sleep apnea	3
	POLYSOMNOGRAPHY W/ 95811	Disable Order Information Hyperlink	der, Dx Sleep apnea	

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).

🌇 Clinical Leader Organizer 🎬 Nursing Assistant Organizer 🎬 Unit Clerk Organizer 👍 Patient List 🍹 🕄 OBRA Forms 🜊 Resources

MRN:AD4173083

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Sex:Fem Wt. Mea

Sleep Apnea Study

Sleep Apnea Study

Sleen Disorder Diagr

Special Documentation

Patient Le Speech Therapy Progress Note SPINE CERVICAL 2 V W/ FLEX + EXT

Spirometry Report

leep Disorder Office Procedure Associate Sleep Disorder Office/Clinic Note

Sports Medicine Progress Note

STERNOCLAVICULAR JOINT LT MIN 3 V

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EDT

*Author:

Status:

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- 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).

'Type:

*Date:

Subject:

Arial

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- 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.

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