

Quality Reporting Letter for Ambulatory Quality Managers and Incentive Coordinators

Cerner PowerChart Ambulatory JOB AID

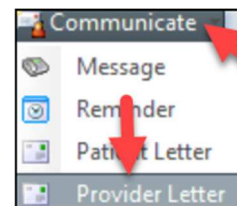
Summary: Ambulatory Quality Managers and Incentive Coordinators can utilize letter template functionality to provide medically appropriate information to health plans for quality incentive purposes.

When: Effective May 12, 2020.

Support: Ambulatory Informatics at 231-392-0229.

Process

1. Search for correct patient and locate latest non-billable phone encounter for your practice.
2. Within the patient's chart, click the **Communicate** button on the top toolbar.
 - a. **Select Provider Letter** from the drop down arrow.
 - b. Provider Letter Recipient opens.



3. **Click the Add Freetext Recipient button.**



4.
 - a. **Enter** payer name in the **Last Name** field.
 - b. **Enter** 10 digit fax number in the **Details** field, starting with the area code.
 - c. **Click OK.**

NOTE: To add as a **Favorite**, **Select** the **STAR** icon.



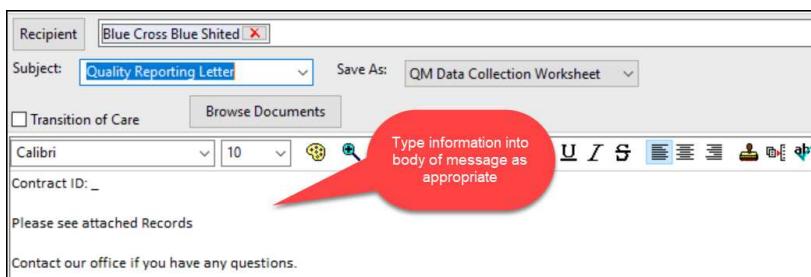
Once added, all favorites become selectable from the **Favorite** tab.



5. **Change** subject to **Quality Reporting Letter**. **DO NOT** change the 'Save As:' option.



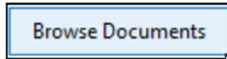
Quality Template information is displayed. Update as necessary.



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6. Click **Browse Documents**.

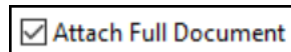


a. Add pertinent documents.

NOTE: To select multiple documents: **Select** each desired document, notice icon in left column as you add.

	3/31/2020	NM MYO MULTI SPECT W...	Recchia MD, Dino	NM MYO MULTI SPECT...
	3/31/2020	NM CARDIAC BLD POOL ...	Recchia MD, Dino	NM CARDIAC BLD PO...
	3/31/2020	NM MYO SINGLE W/SPEC...	Recchia MD, Dino	NM MYOC SINGLE W...

b. Click the **Attach Full Document** check-box.



7. To add diagnostic results, click **Add Results** button.

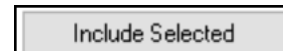


NOTE: To select multiple results:

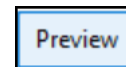
a. Click, **hold**, and **highlight** desired results.

standin...		
165.1 cm	165.1 cm	165.1 cm
65 Inch	65 Inch	65 Inch

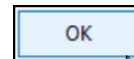
b. Click **Include Selected** button.



8. If desired, Click the **Preview** button to view the letter and attachment(s).



9. Click **OK**, when complete to transmit letter and attachment(s).



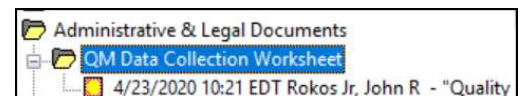
Locating Saved Documentation

1. From the left **Menu**, click **Clinical Notes**.



2. a. **Double click** on the **Administrative & Legal Documents** folder.

b. **Double click** on the **QM Data Collection Worksheet** subfolder.



3. Actions performed are visible from the **Actions List** tab.

Action List							
Action	Performed By	Performed Date	Action Status	Comment	Proxy Personnel	Requested By	Requested Date
Perform	Rokos Jr, John R	4/23/2020 10:21 EDT	Completed				
Review	Hartman, Jessica A	4/23/2020 10:21 EDT	Requested			Rokos Jr, John R	4/23/2020 10:21 EDT