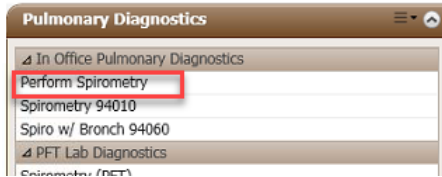


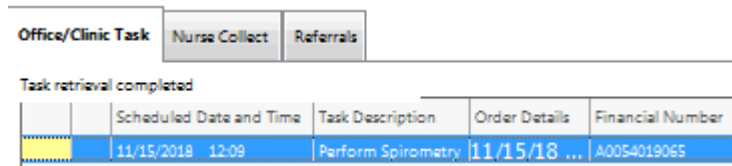
In-Office Spirometry

1. Order for Perform Spirometry is placed



2. Nurse views task either in the Single Patient Task List or the Multi Patient Task List within Powerchart

Note: Additional task list set up is required to view Spirometry tasks. See the Setting Up Task List for In-Office Spirometry Job Aid to complete this one time set up.



3. Nurse opens spirometry application from desktop by clicking on Midmark IQmanager



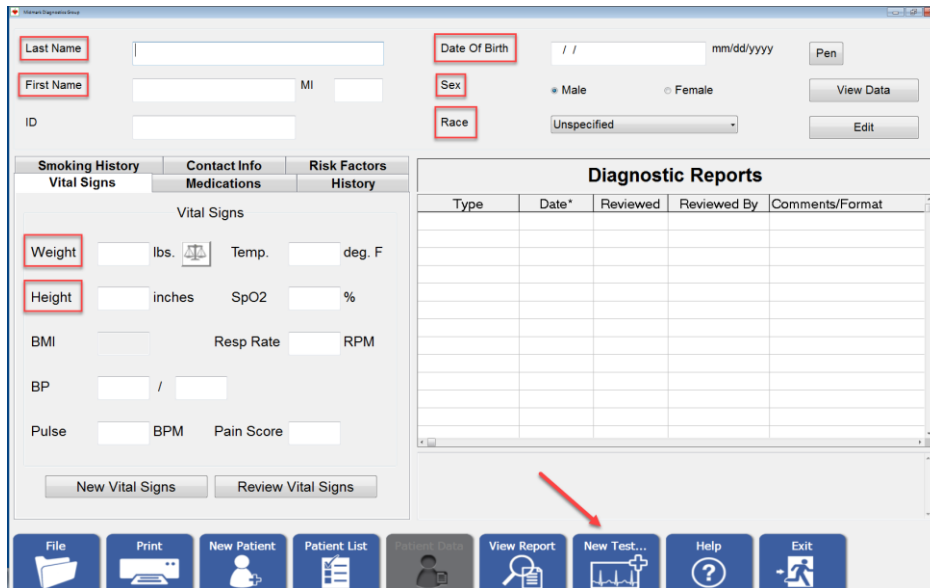
4. When application opens, click on New Patient

Note: If the patient has had a spirometry test done previously and it was done on the same computer, they can be found within Patient List



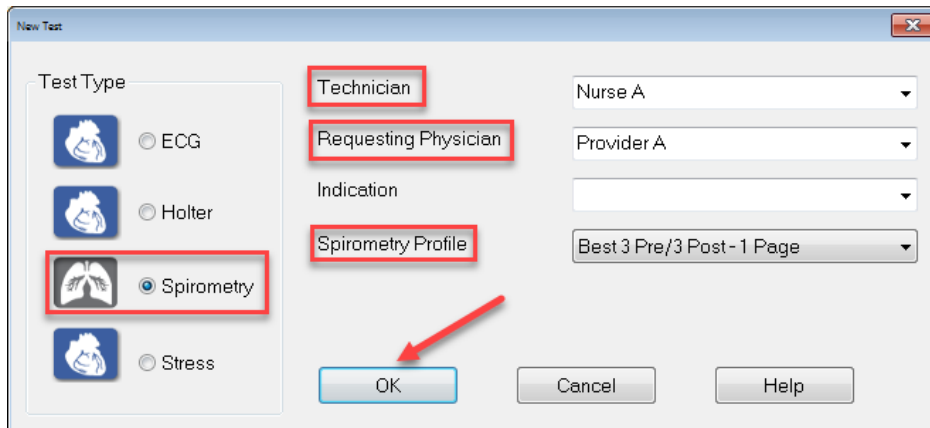
- Fill in the following fields: Last Name, First Name, Date of Birth, Sex, Race, Weight, and Height. Then click on New Test

Note: Weight and Height is in pounds & inches.



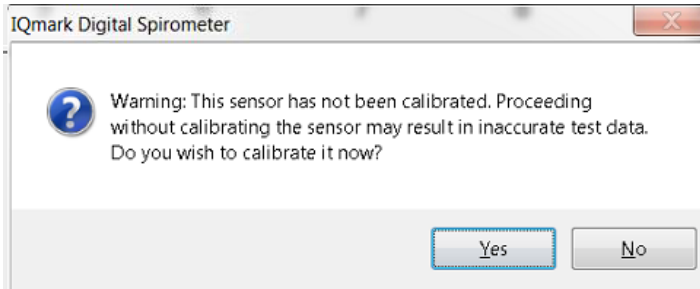
The screenshot shows a patient information form with the following fields highlighted in red boxes: Last Name, First Name, Date of Birth, Sex, Race, Weight, and Height. The form also includes sections for Smoking History, Contact Info, Risk Factors, and Vital Signs. A red arrow points to the 'New Test...' button in the bottom toolbar.

- Click on Spirometry and enter in the Technician and Requesting Physician names. The Spirometry Profile defaults to Best 3 Pre/3 Post – 1 page, change as necessary. Finally click Ok

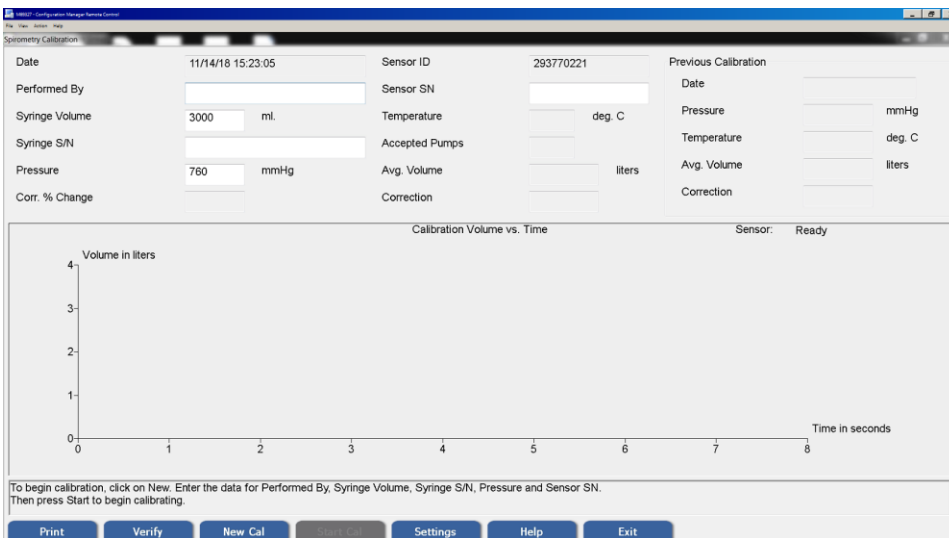


The screenshot shows the 'New Test' dialog box with the following fields highlighted in red boxes: Technician, Requesting Physician, and Spirometry Profile. The 'OK' button is also highlighted with a red arrow.

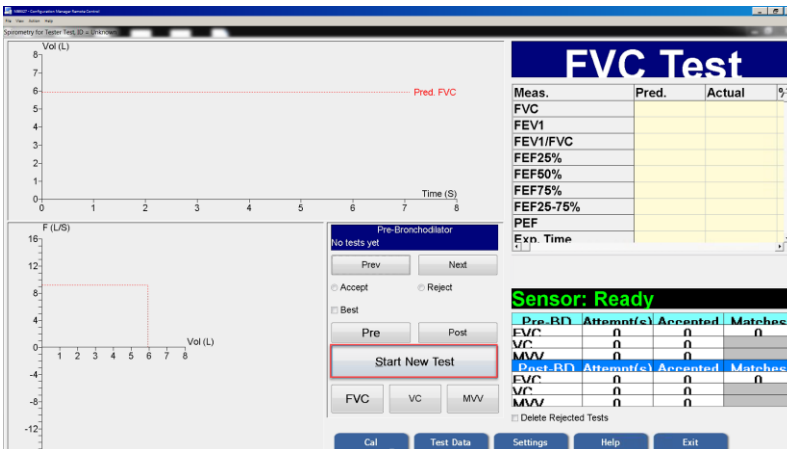
7. If the equipment has not been calibrated, the following window will appear

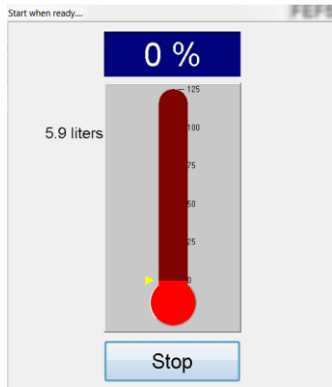


8. Calibrate per manufacturer directions. Click New Cal then click Start Cal. Perform Calibration and click Exit.

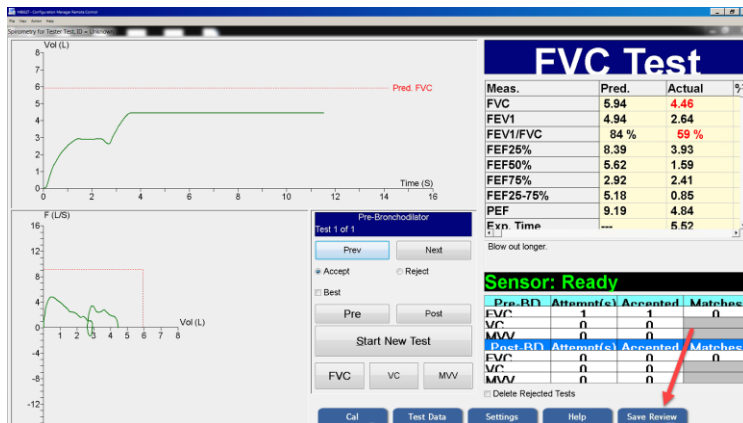


9. Perform patient test: After instructing patient, click Start New Test.

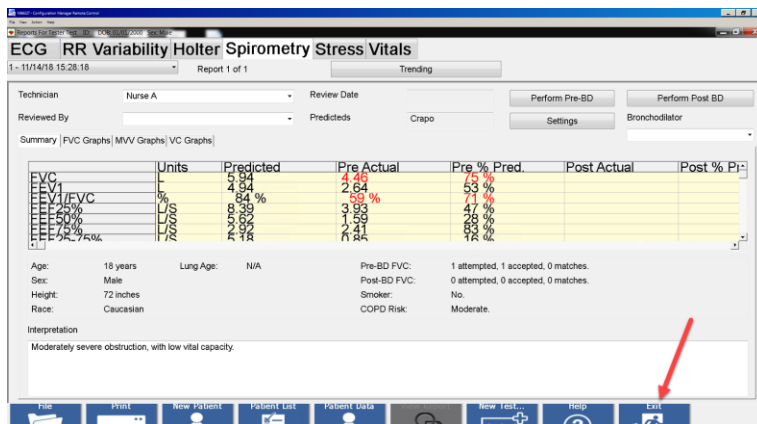




10. After testing is done, click Save Review



11. Next click Exit



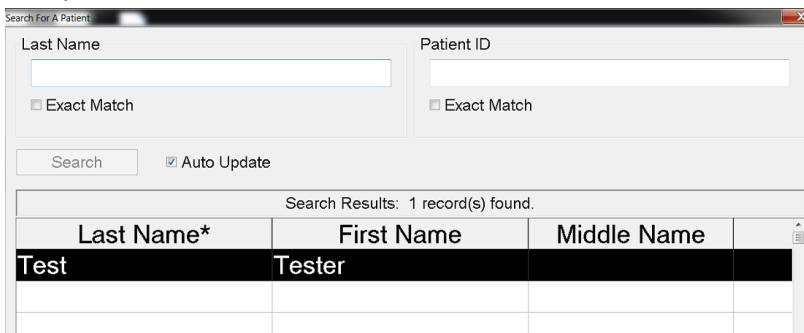
12. Provider then logs into Midmark IQmanager



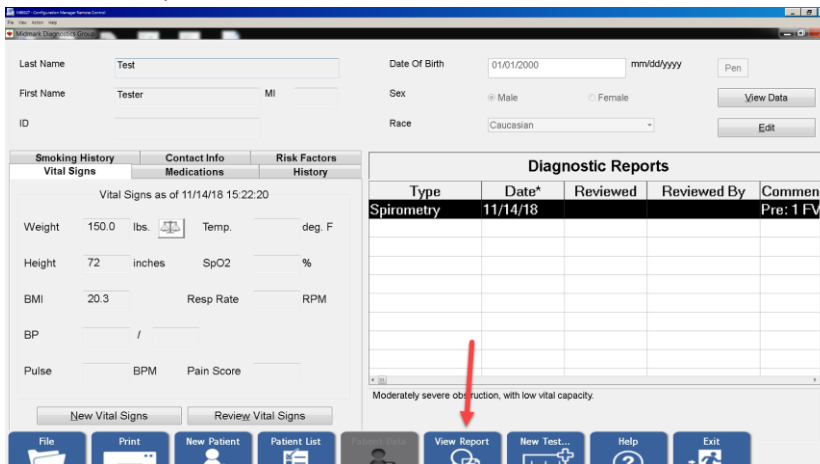
13. Click on Patient List



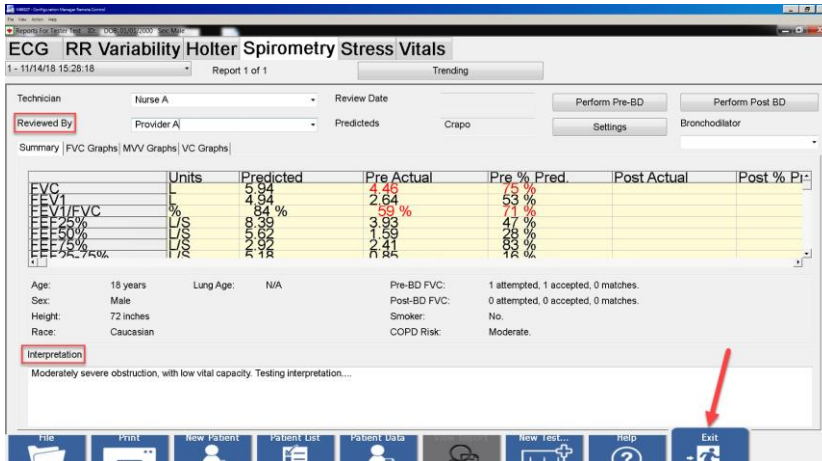
14. Find patient and double click on the name



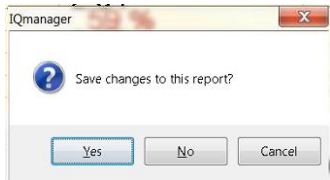
15. Click View Report



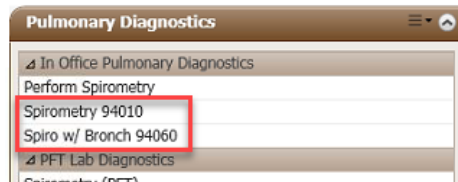
16. Enter in your name in the Reviewed By field and then type in the Intrepretation. Once complete, click Exit



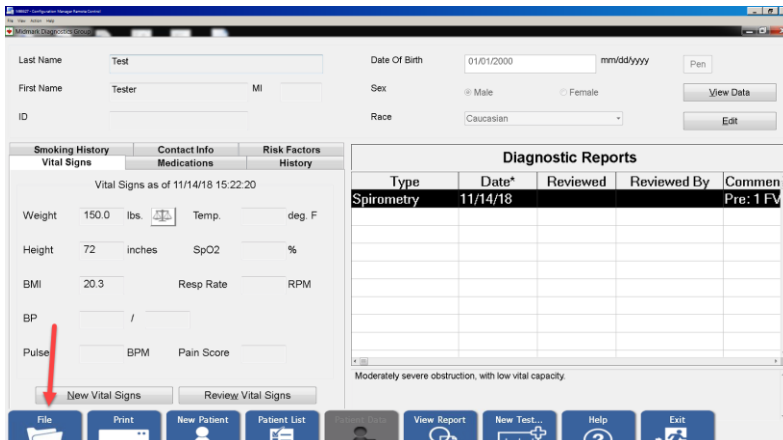
17. Click Yes to save the report



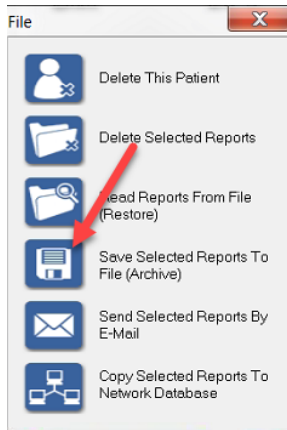
18. Log into Powerchart, open patient's chart, navigate to quick orders, and order the correct spirometry charge



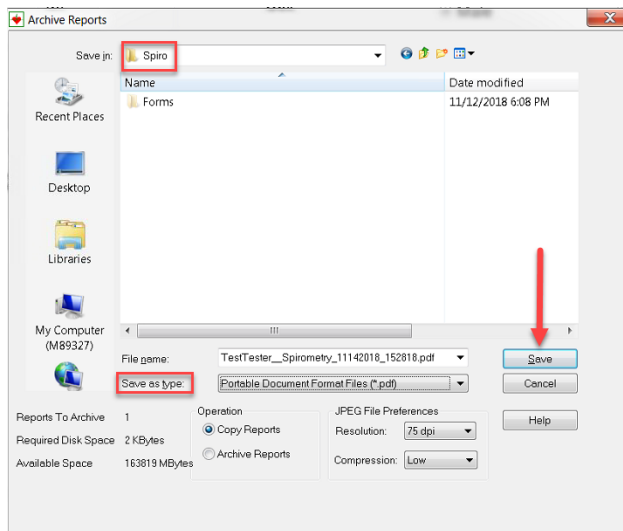
19. Nurse then logs back into Midmark IQmanager, clicks on Patient List, and then finds and opens patient. After the patient opens, highlight today's Diagnostic Report, then click on File



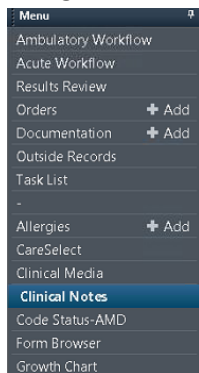
20. Click on the icon next to Save Selected Reports to File (Archive)



21. Find the J Drive and then the Spiro folder. Change the “Save as type” to PDF, then click Save. Exit out of Midmark IQmanager



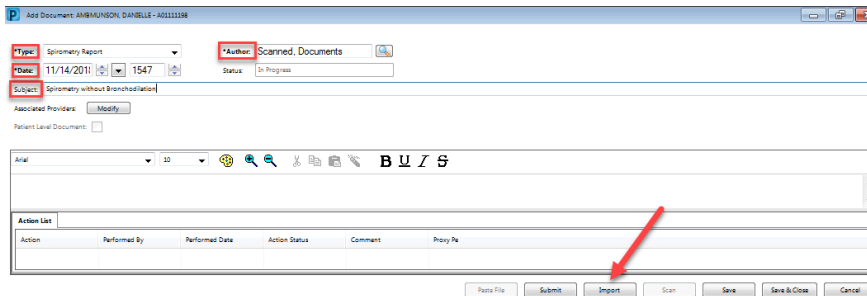
22. Navigate to Clinical Notes within Menu



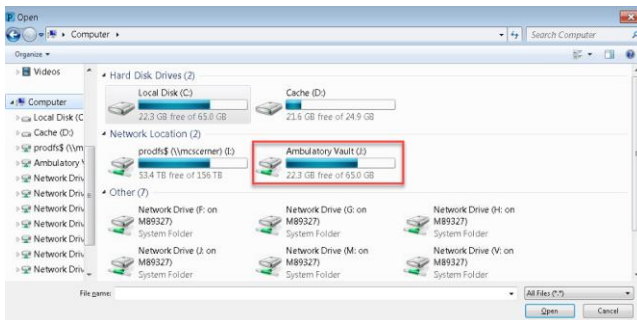
23. Click on the Scan/Import icon



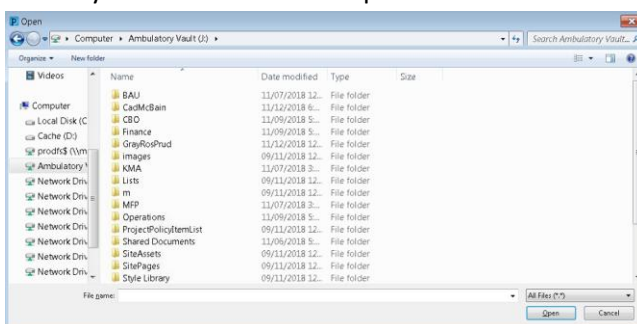
24. Select Spirometry Report in the Type field, enter in date/time, type in the Subject, change the Author to “Scanned, Documents”, and then click Import



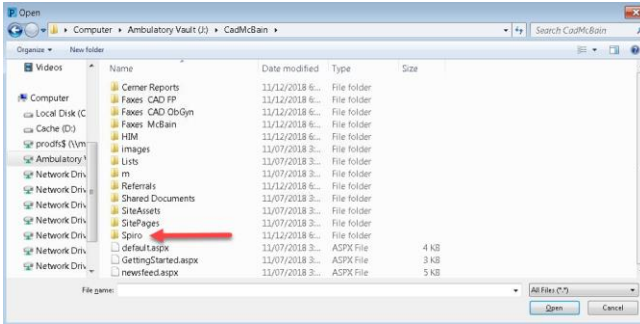
25. Locate the J drive and open



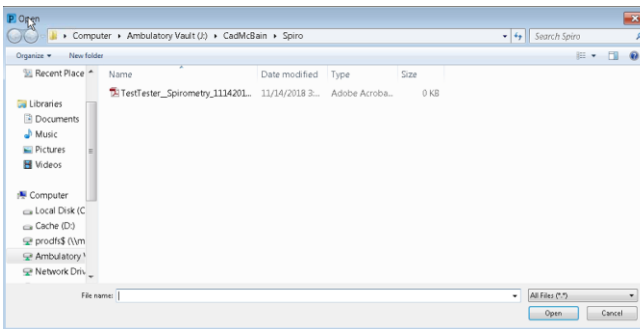
26. Locate your clinic folder and open



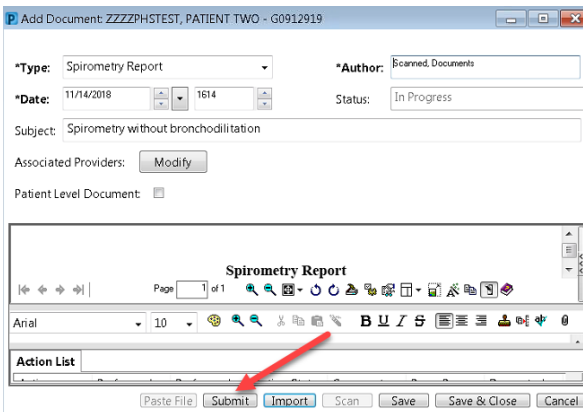
27. Locate the Spiro folder and open



28. Locate the pdf and open



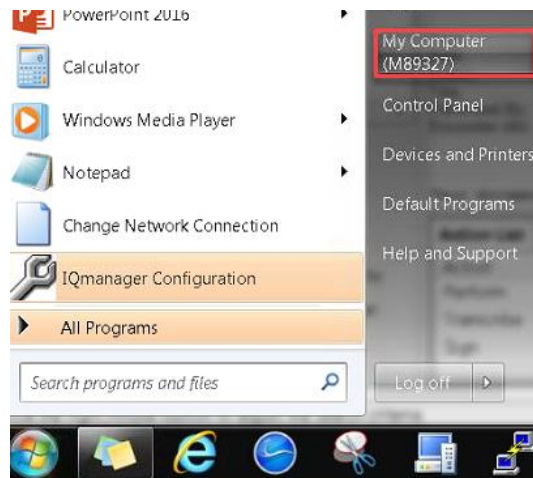
29. Click Submit



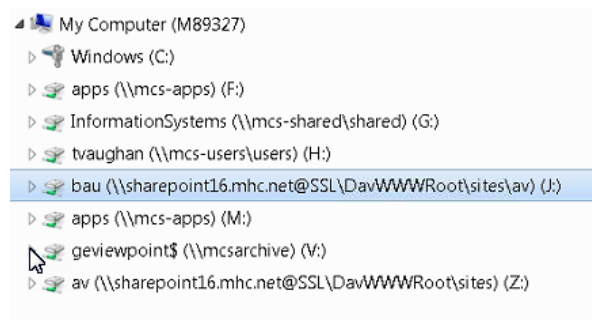
30. The spirometry report has now been imported into Cerner Powerchart

31. To delete the report from the J drive:

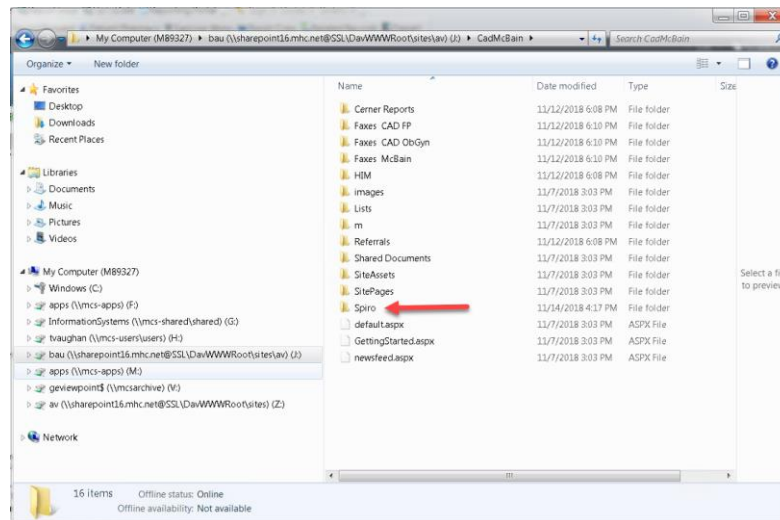
- a. Navigate to the Start Menu and open My Computer



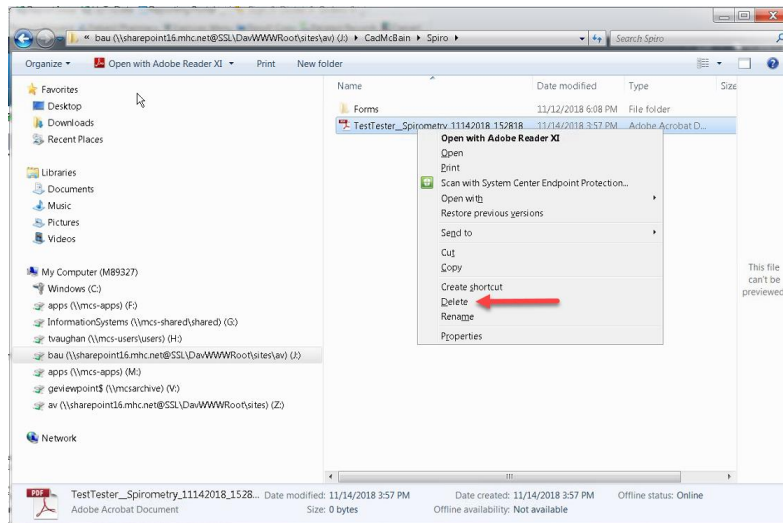
b. Open the J drive



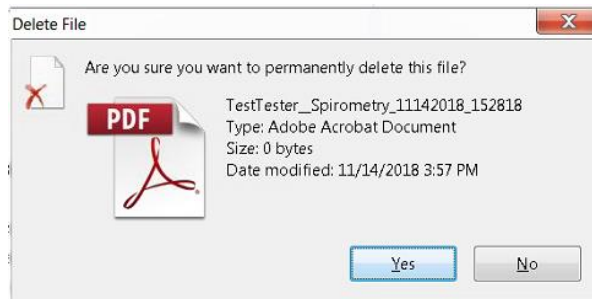
c. Locate the Spiro folder and open



d. Find the pdf that is to be deleted, right click on the file, and select delete



e. Click Yes to delete the file



32. Log into Powerchart, open patient's chart, navigate to the task list, right click on the Perform Spirometry task, and click Chart Done

