Provider Workflow

BEFORE SEEING PATIENT:

1. Pick up the billing sheet.
2. Select patient and open Note (*click on icon on Daily Schedule*)
3. **Personalize, General tab, Default Supervising Provider ID -** to set the **Supervising Provider ID**
4. View Note for nurse documentation and Vital Signs
5. **Assessment:** check the problems you are assessing today and **Recompile** to open the forms

IN PATIENT ROOM

6. **Areas of note to complete:**
   - **Chief Complaint** (*symptom based*)
   - **History of Present Illness** (*HPI*)
   - **Review of Systems** (*ROS*)
   - **Physical Exam** (*PE*)
   - **Assessment –** *add any new problems*
   - **Current Impression**
   - **Discussion/Summary** (*free text note/visit summary*)
7. Click on **MEDS** tab and do Medication Reconciliation

IN THE PRECEPTOR ROOM

8. Review case with your preceptor
9. **Place orders**: Use CareGuides and add any other orders
10. Click on **View** to review note. Close view
11. **Sign** note, assign co-signature to the preceptor you discussed the case with.
12. Change patient status in toolbar to Status: Orders Pending
13. Return billing sheet to Discharge Slot