

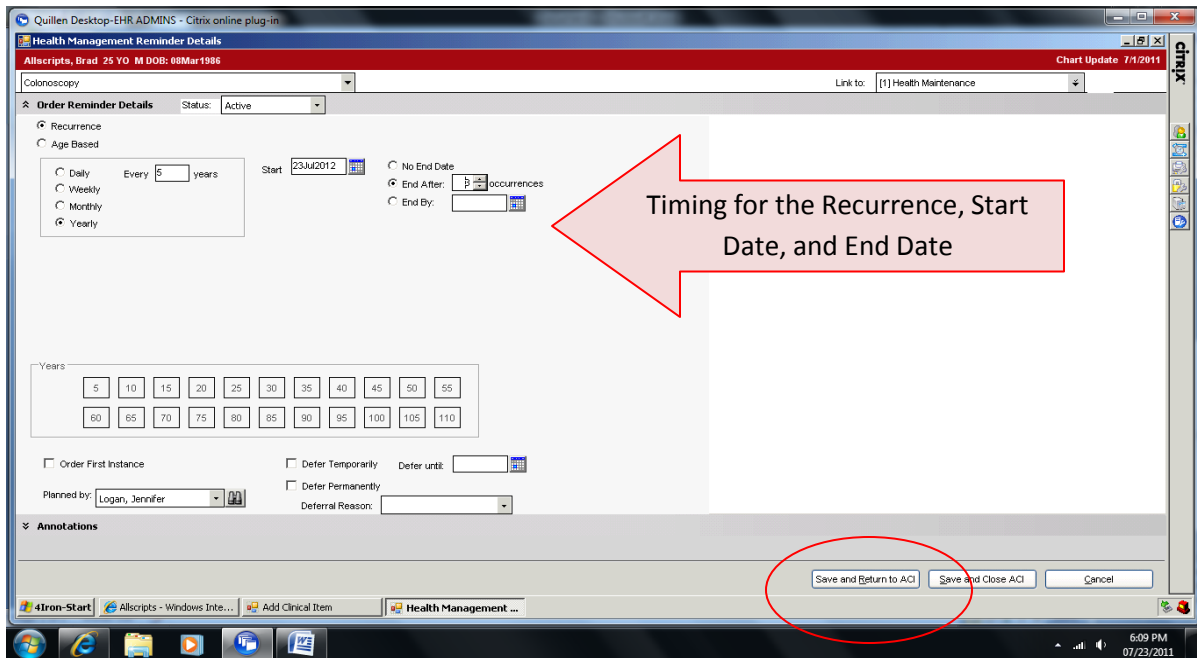
Creating Scheduled Health Maintenance Items

One option for ordering Health Maintenance Items so that they appear on the HMP Flowsheet (with a future due date) is to follow the suggested workflow. This workflow will prevent items from showing up on the nurse's work list (these can't be removed until the order is completed, which may be several years down the road).

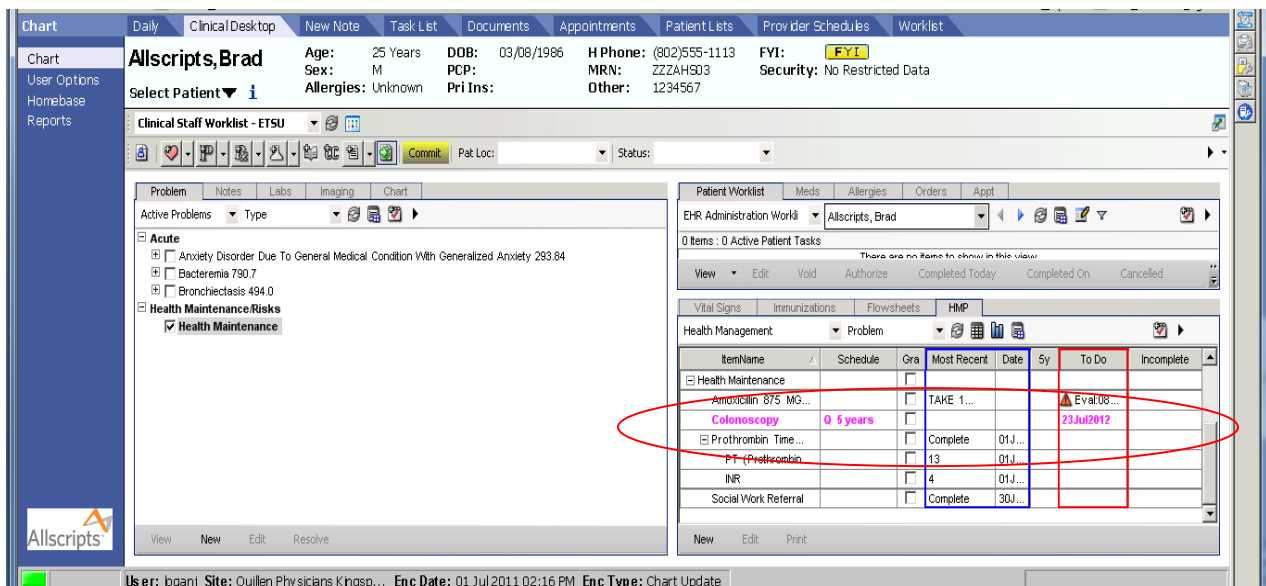
Click on the Rx tab on the Clinical Toolbar and search for the desired test. Instead of checking the box, as though you were actually ordering the test, **right click and choose "Reminder."**

The screenshot shows the 'Add Clinical Item' window for a patient named Brad Allscripts. The interface includes a search bar with 'colonos' entered, a 'To Be Done' date of '23Jul2011', and a 'Schedule' button. A right-click context menu is open over the 'Colonoscopy' item, with the 'Reminder' option highlighted. A red callout box on the left contains the text: 'Do NOT check the box for setting reminders.' The window also shows a 'My Favorites' dropdown, a 'Record w/o Ordering' checkbox, and a keyboard layout on the right. The bottom status bar displays user information: 'User: baani Site: Quillen Physicians Kingsp... Enc Date: 01 Jul 2011 02:16 PM Enc Type: Chart Update'.

A **Health Management Reminder Details** box will appear. Fill out the appropriate information. You will want to choose the timing for the recurrence, the start date, and the end date. Click “Save and Return to ACI” or “Save and Close ACI” if you are finished ordering items.



The reminder will appear on the HMP Flowsheet. It will NOT create an actual order, so it will not appear in the work list.



If you want to set up a reminder for the order, and also order it for the current day's visit, after you fill out the Health Management Reminder Details screen, you will choose **"Save and Return to ACI,"** and it will bring you back to the ACI screen where you can check the box next to the test and order it as normal. This will send an item to the nurse's work list, so that he/she can set up the test. However, once the nurse has scheduled the test, it will drop off the work list.

To order the item after setting the reminder, check the box and order as normal.

The screenshot displays the 'Image Encounter' software interface. The top window is titled 'Add Clinical Item' and shows patient information: TEST, FRANKENSTEIN, 32 YO, F, DOB: 03Mar1979. Below this, there are tabs for 'Rx/Orders', 'Lab/Procedures', 'Imaging', 'FU/Ref', 'Instructions', 'Immun', 'Supplies', and 'Med Admin'. The 'Lab/Procedures' tab is active, showing a search for 'colonos' and a 'To Be Done' date of 27 Jul 2011. A red callout box points to this date with the text: 'To order the item after setting the reminder, check the box and order as normal.' Below the search results, there is a section for 'Order Details' for 'Colonoscopy'. This section includes a 'Status' dropdown set to 'Active', a 'Link to' field with '10', and a 'To Be Done' field with '27 Jul 2011'. There are also fields for 'Communicated By' (Print Requisition), 'Print Additional Copy' (checkbox), 'Routine' (dropdown), 'Overdue In' (0 Days), and 'Overdue Important' (checkbox). The bottom of the screen has buttons for 'Save and Return to ACI', 'Save and Close ACI', and 'Cancel'.