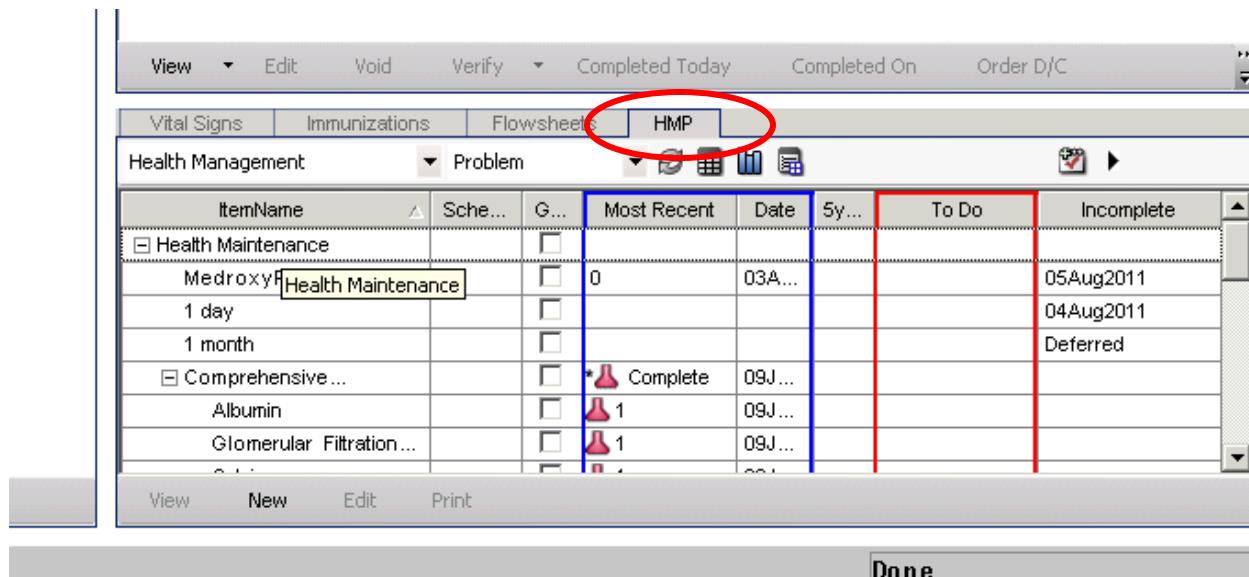
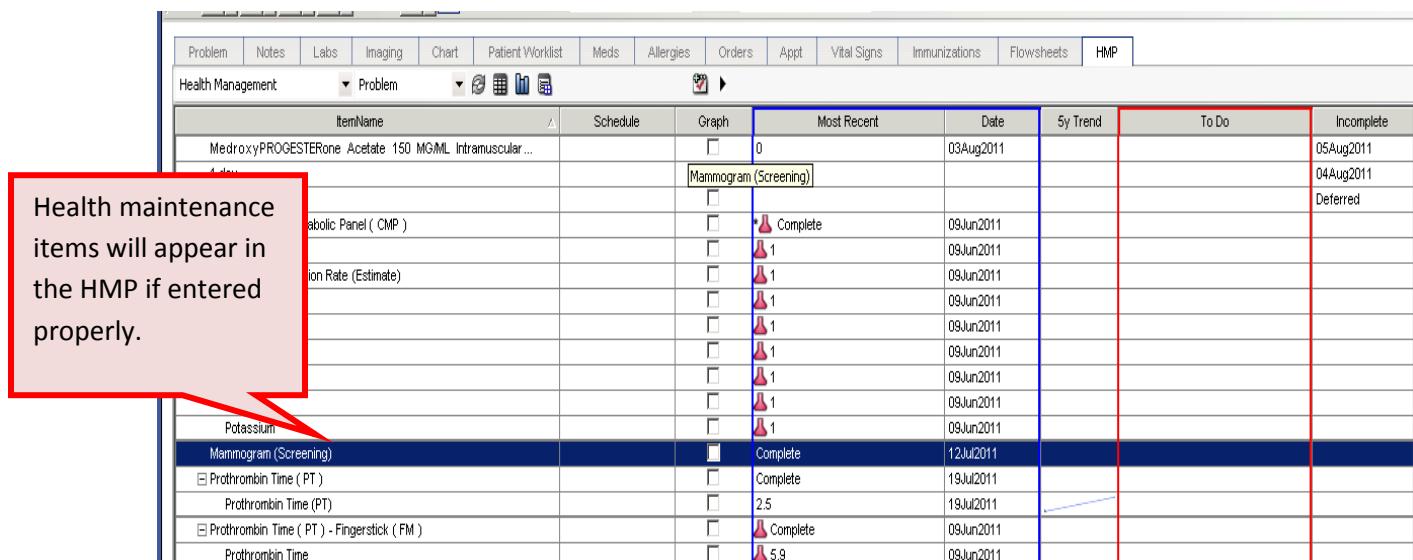


Entering Past Health Maintenance Items

Documenting **health maintenance items** that have occurred in the past, such as mammograms, colonoscopies, and bone density scans, can be a bit tricky but are essential for compiling a complete chart. Below are the steps for entering these items so that they flow into the Health Management Profile (HMP) for quick reference.

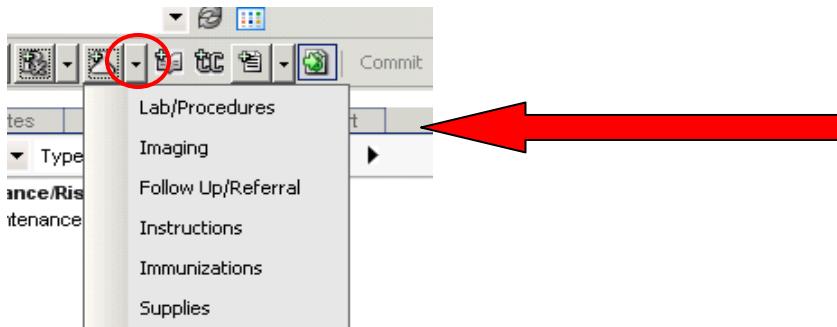


The HMP will display the past procedure/image, its status, and the date it was performed.



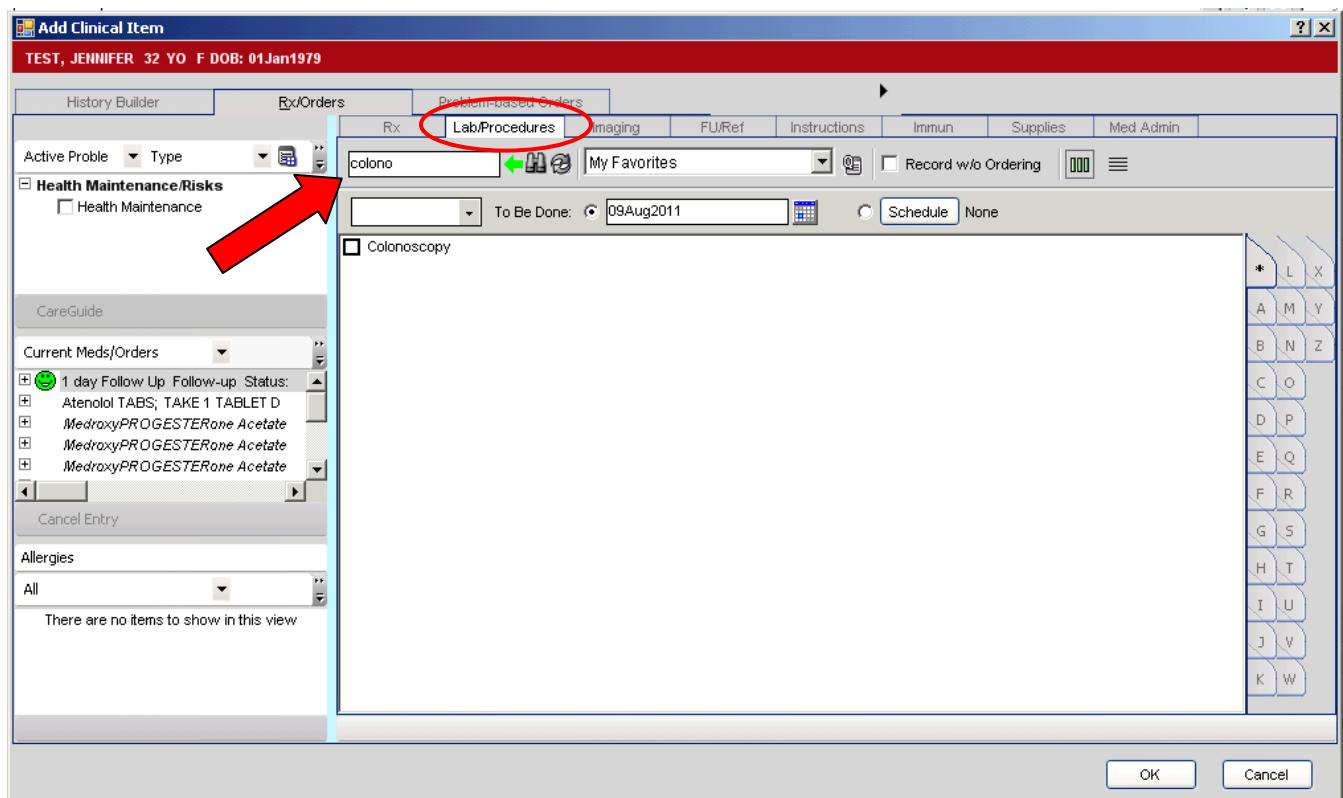
Step One

From the Clinical Desktop toolbar, click on the drop down button next to the beaker icon and select the correct category for the item you would like to add. For a colonoscopy, select the **Lab/Procedures choice**.



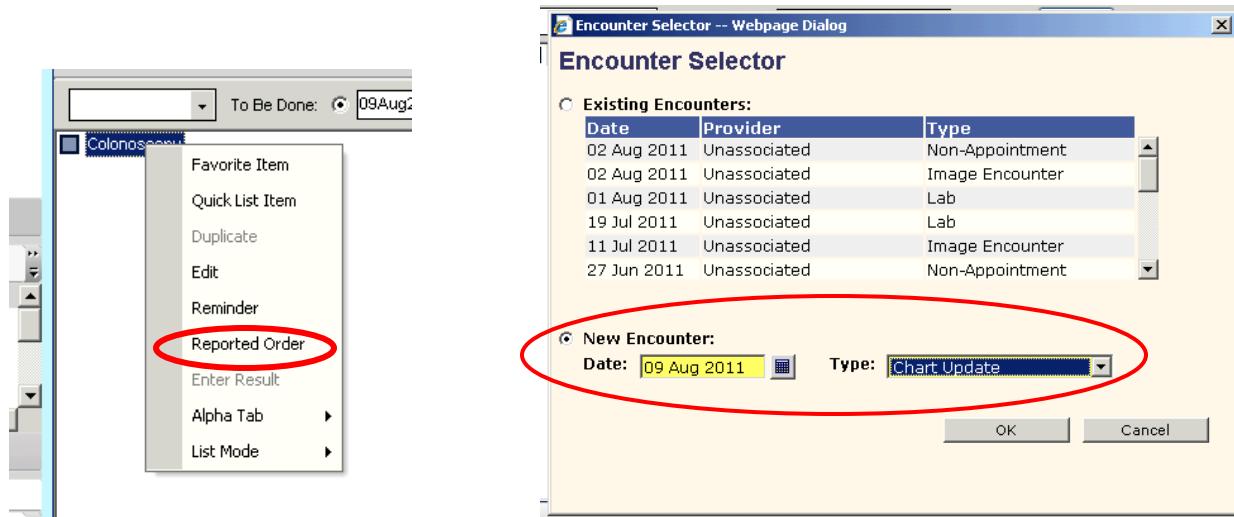
Step Two

The “**Add Clinical Item**” box will display. Search for the appropriate item by entering the first few letters into the search box and click on the binoculars.



Step Three

Right click on the item and select “**Reported Order.**” (You do NOT need to check the box.) If you have not entered the chart through the daily schedule, an Encounter Selector may appear. If so, select “New Encounter” and “Chart Update.”



Step Four

An Orders Details screen will pop up in which you will need to enter items into all yellow highlighted fields, including the **Active Problem**, and the **To Be Performed** field (Select the most appropriate choice).

The image shows the 'Order Details' screen. A yellow box highlights the 'Additional Details' section. A red arrow points from the 'Link to' dropdown in the 'Order Details' section to a red callout box containing the text 'Select an Active Problem'. Another yellow box highlights the 'To Be Performed' field, which is currently set to 'Other'. The 'To Be Done' section shows 'FlowSheet' is selected as the radio button. The 'Link to' dropdown has '[0]' selected.

Date	Provider	Type
02 Aug 2011	Unassociated	Non-Appointment
02 Aug 2011	Unassociated	Image Encounter
01 Aug 2011	Unassociated	Lab
19 Jul 2011	Unassociated	Lab
11 Jul 2011	Unassociated	Image Encounter
27 Jun 2011	Unassociated	Non-Appointment

Step Five

Once both of the yellow highlighted fields have been populated, click on the “Additional Items” drop down button and locate the **Done** field, and then click on the Calendar icon.

The screenshot shows the 'Order Entry' interface for a 'Colonoscopy' procedure. The 'Status' is set to 'Active'. In the 'Order Details' section, 'To Be Performed' is set to 'Other' and 'To Be Done' is set to '09Aug2011'. A red oval highlights the 'Additional Details' section. A large red arrow points from the 'Done' field in the 'Additional Details' section towards the calendar icon in the 'Effective' field below it.

Order Entry

Colonoscopy

Status: Active

Order Details

To Be Performed: Other

To Be Done: 09Aug2011

Schedule None

Additional Details

Comments To Performing Location:

Ordered By: Garland, Bridget

Managed By: Garland, Bridget Supervised By: Garland, Bridget Auth: Not Required

CC Results To:

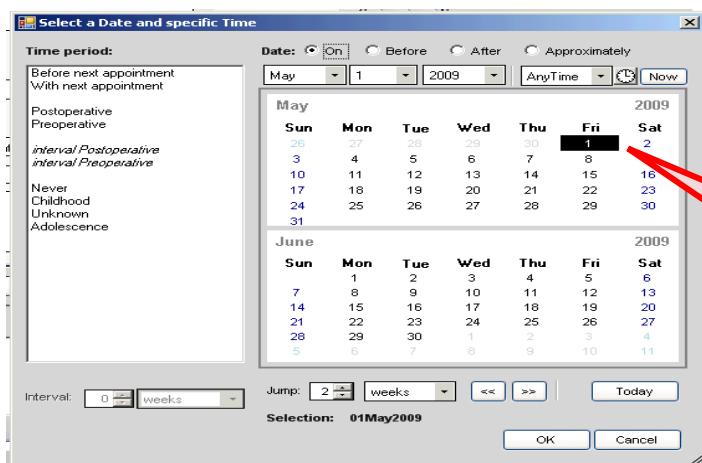
Fin. Auth: Not Needed Fin. Auth. #: Appointment Status: Appointment Needed

Effective: 09Aug2011 Expires: 09Aug2012 Done: Now

Patient Instructions:

Step Six

Select the date in the past that the procedure was performed. **Note: You MUST select an exact date in order for the system to accept it. .**



Even if you do not know the exact date, you must enter an exact date in order for the system to accept it.

Observe that the date will appear in the “Done” field.

The first screenshot shows a form with an 'Appointment Status' dropdown set to 'Appointment Needed'. Below it is a 'Done' field containing '09Apr2011', which is circled in red. To the right of the date are two buttons: a calendar icon and a 'Now' button. The second screenshot shows a toolbar with two buttons: 'Save and Return to ACI' and 'Save and Close ACI', with the latter also circled in red.

Step Seven

To record the results of the procedure, click on the **Results** tab and enter the results in the “Results Item” section at the bottom of the Order Details box. Click on “Save and Close.”

The screenshot shows the 'Order Details' window for a patient named 'TEST, FEMALE D 15 YO F DOB: 01Jan1996'. The 'Results' tab is selected, indicated by a red circle. A large red arrow points from this tab down to the 'Results Item(s)' section. This section contains a table with a single row for 'Colonoscopy'. The table has columns for Component, Value, Units, Flag, Ref Range, and Stage. The 'Value' column contains 'Colonoscopy', and the 'Stage' column is set to 'Final'. At the bottom of the window are three buttons: 'Save and Return to ACI', 'Save and Close ACI', and 'Cancel'.

Step Eight

The final step is simply to click on the **Commit** button. Notice that a record of the colonoscopy now appears in the HMP.

Select Patient ▾   Allergies: Unknown Pri Ins: BLUE SHIELD OF TN Other:

Clinician       Commit Pat Loc: Status:

Problem Notes Labs Imaging Crash

Active Problems Type

Health Maintenance/Risks

Health Maintenance

Patient Worklist Meds Allergies Orders Appt

EHR Administration Worklist TEST, JENNIFER

0 Items : 9 Active Patient Tasks

There are no items to show in this view

View Edit Void Verify Completed Today Completed On Order D/C

Vital Signs Immunizations Flowsheets HMP

Health Management Problem

ItemName	Sche...	G...	Most Recent	Date	Sy...	To Do	Incomplete
Health Maintenance	<input type="checkbox"/>		0	03A...			05Aug2011
MedroxyPROGESTER...	<input type="checkbox"/>		1 day				04Aug2011
1 month	<input type="checkbox"/>						Deferred
Colonoscopy	<input type="checkbox"/>		Complete	09A...			
Comprehensive...	<input type="checkbox"/>		Complete	09J...			
Potassium	<input type="checkbox"/>		1	09J...			
Others	<input type="checkbox"/>		1	09J...			

View New Edit Print

The colonoscopy is now recorded in the HMP.

