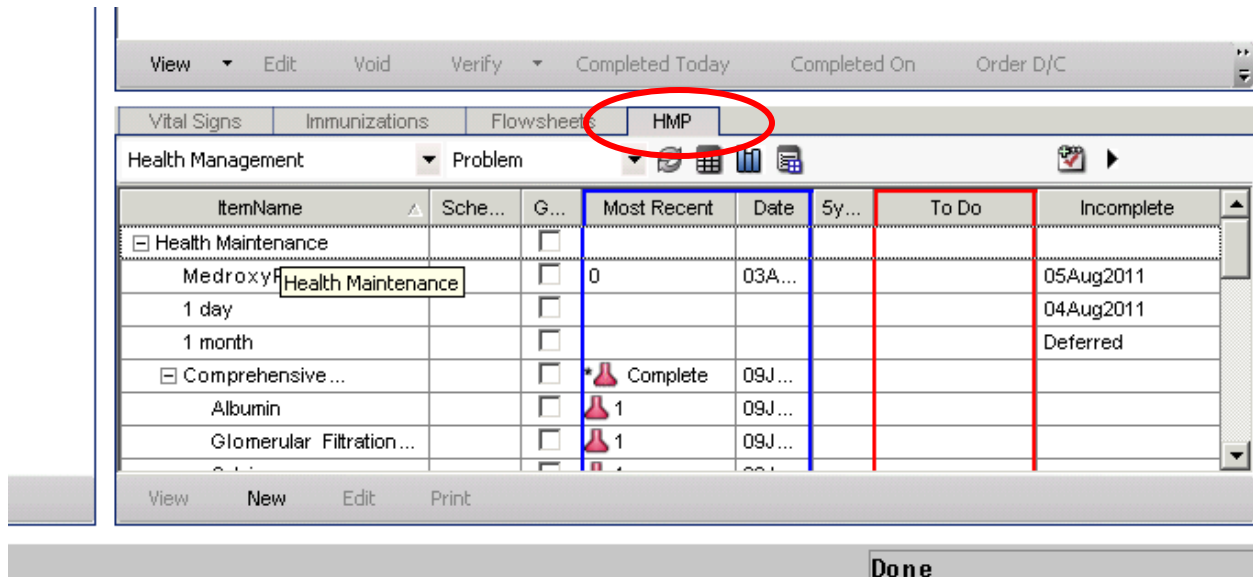
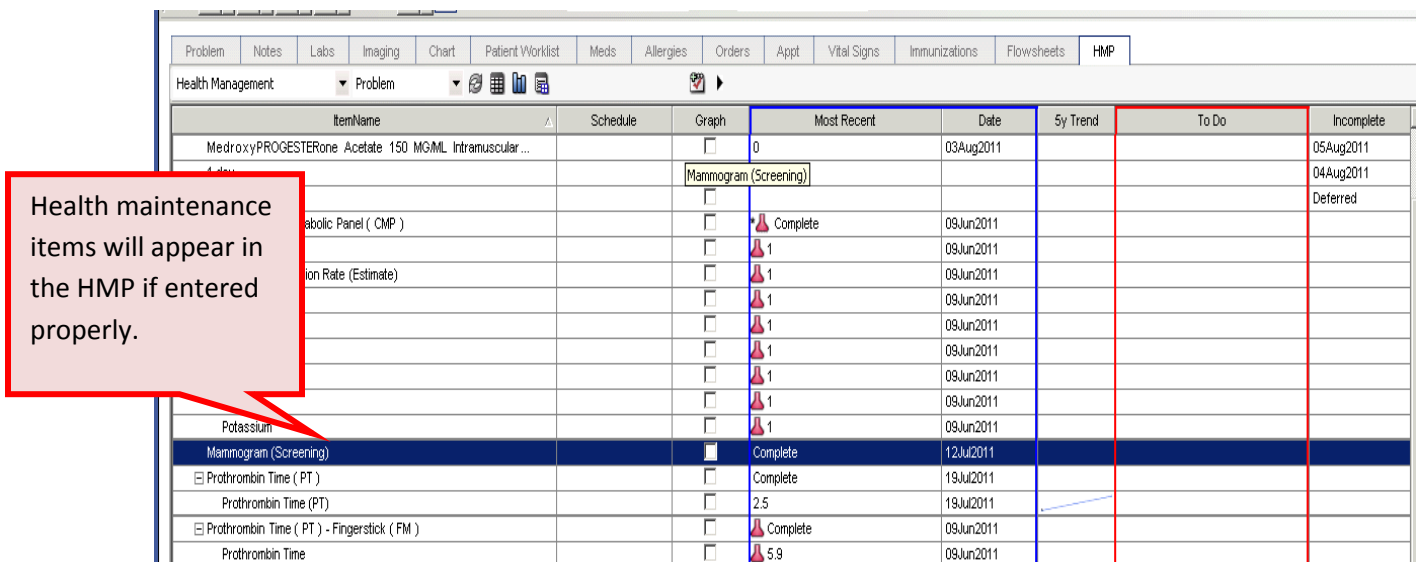


## Entering Past Health Maintenance Items


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.

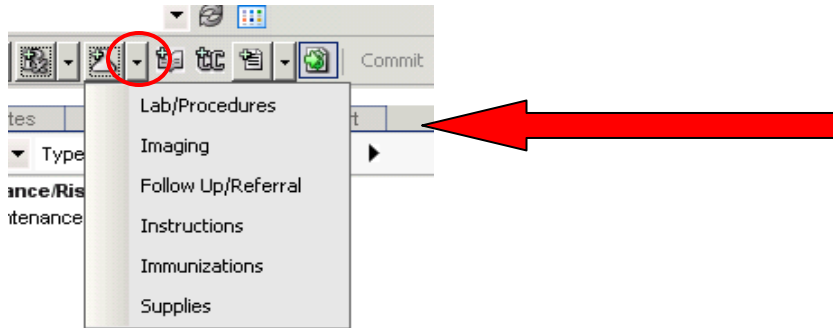


The HMP will display the past procedure/image, its status, and the date it was performed.



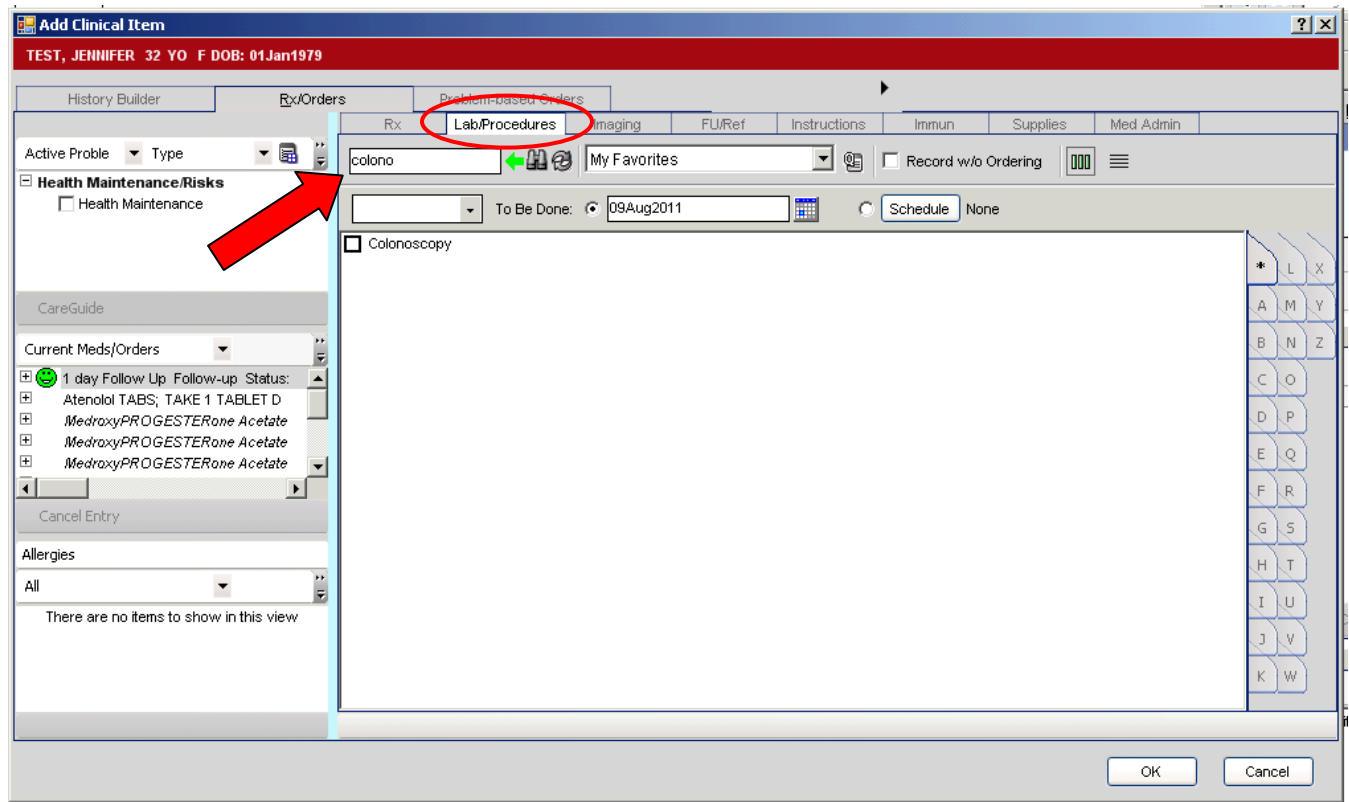
## Step One

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.



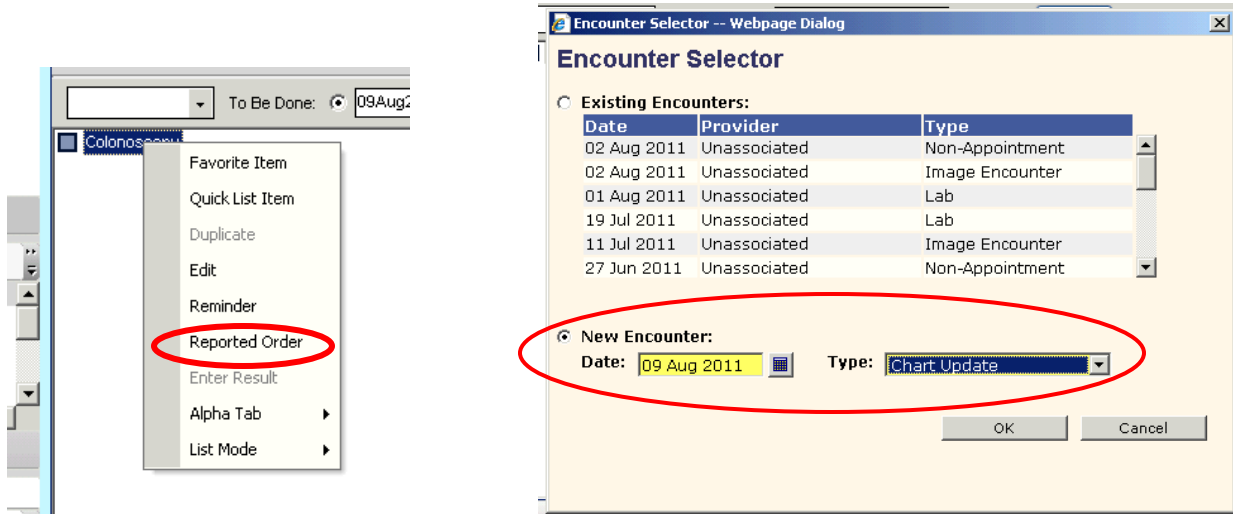
## Step Two

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.



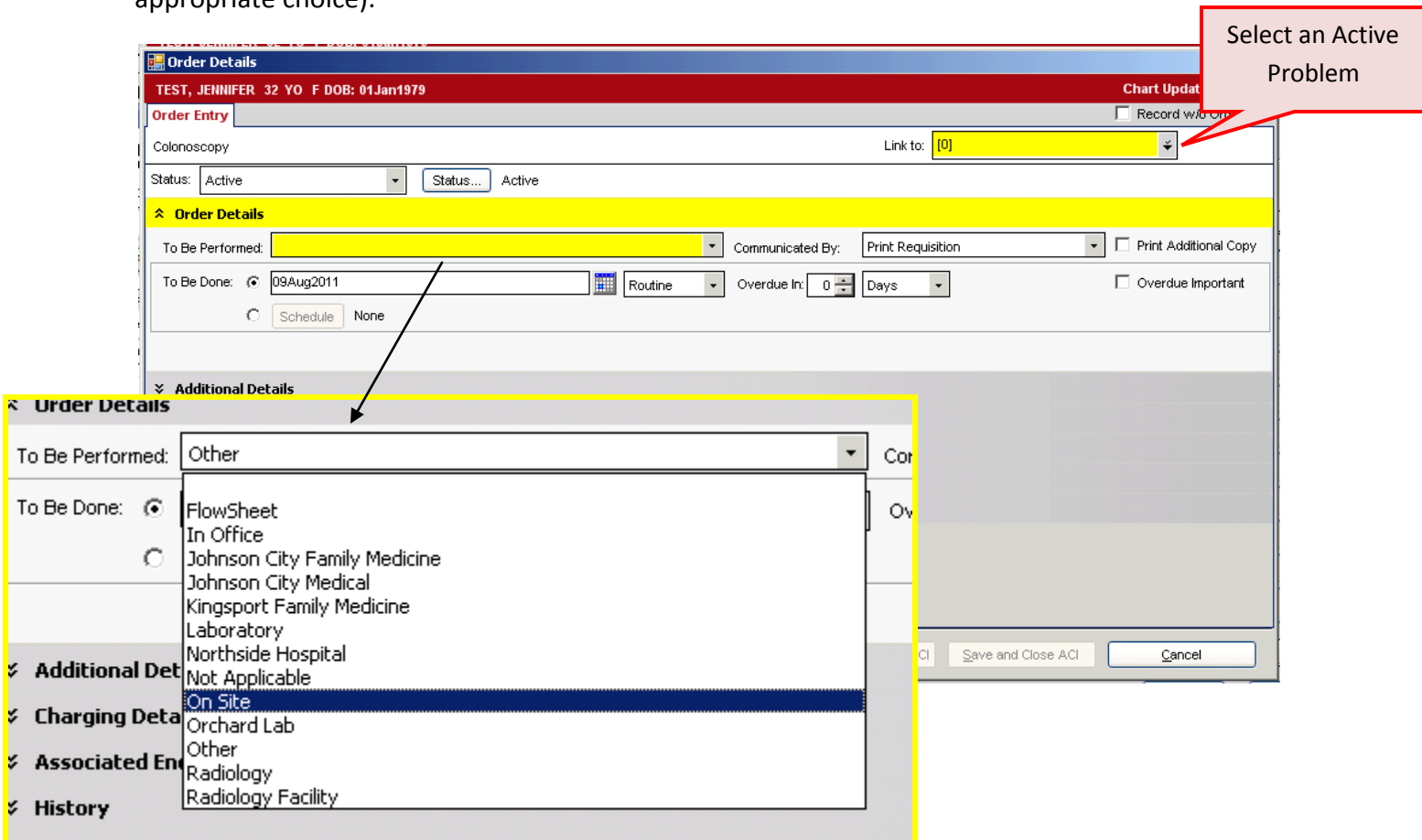
### Step Three

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).



## 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. 

**Order Entry**

Colonoscopy

Status: Active

**Order Details**

To Be Performed: Other

To Be Done:  09Aug2011  Schedule  None

**Additional Details**

**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 Needs

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. .**

Select a Date and specific Time

Time period: Before next appointment, With next appointment, Postoperative, Preoperative, Interval Postoperative, Interval Preoperative, Never, Childhood, Unknown, Adolescence

Date: On, Before, After, Approximately

May 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

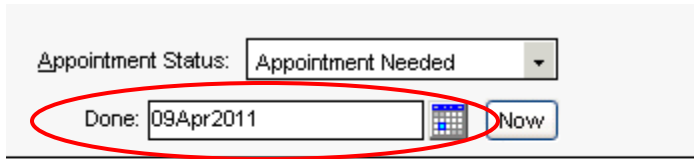
June 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Interval: 0 weeks Jump: 2 weeks Selection: 01May2009

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

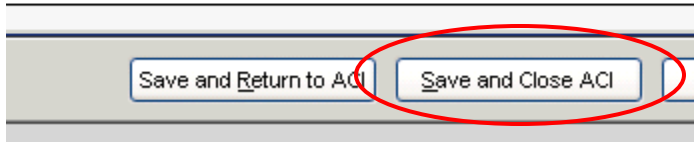
Observe that the date will appear in the “Done” field.



Appointment Status: Appointment Needed

Done: 09Apr2011

Now

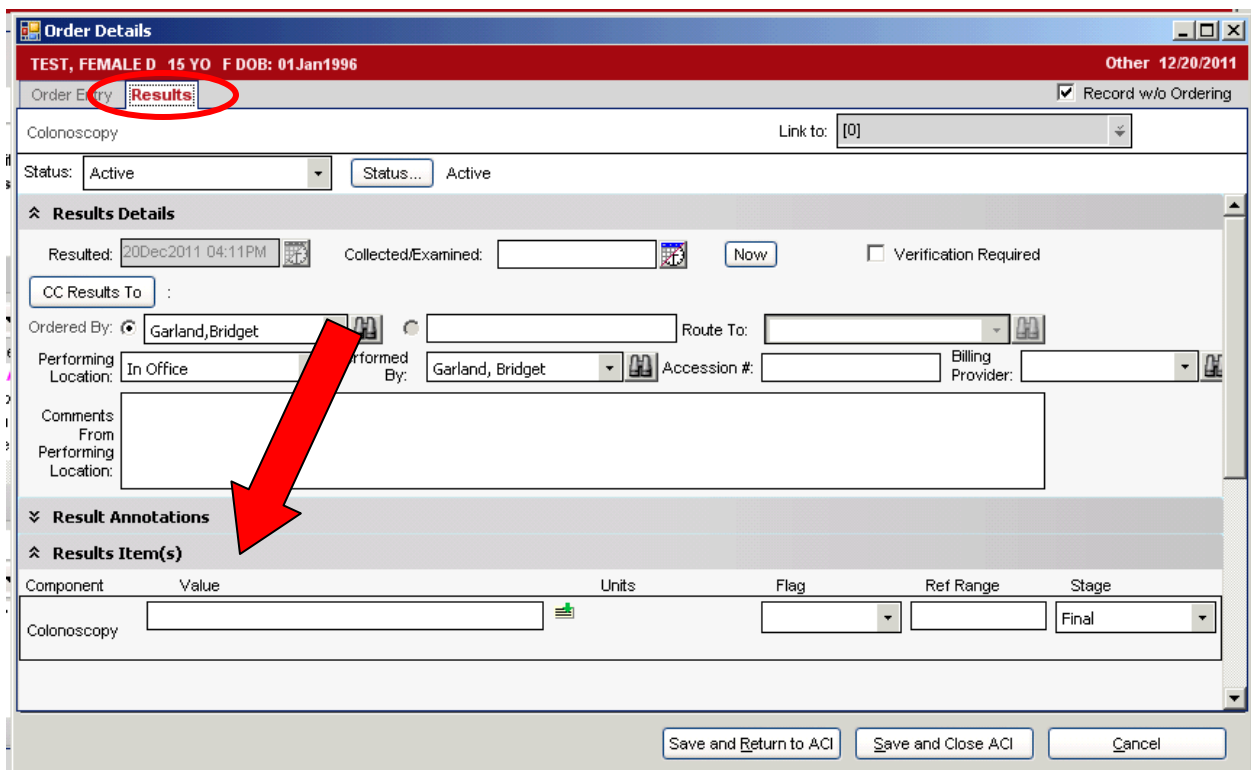


Save and Return to ACI

Save and Close ACI

### 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.”



Order Details

TEST, FEMALE D 15 YO F DOB: 01Jan1996

Other 12/20/2011

Order Entry Results

Colonoscopy Link to: [0]

Status: Active Status... Active

Results Details

Resulted: 20Dec2011 04:11PM Collected/Examined: Now Verification Required

CC Results To :

Ordered By: Garland, Bridget Route To:

Performing Location: In Office Performed By: Garland, Bridget Accession #: Billing Provider:

Comments From Performing Location:

Result Annotations

Results Item(s)

Component	Value	Units	Flag	Ref Range	Stage
Colonoscopy					Final

Save and Return to ACI Save and Close ACI 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 **Colon**

Active Problems Type

Health Maintenance/Risks  
 Health Maintenance

Patient Worklist Meds Allergies Orders Appt  
 EHR Administration Workli 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	5y...	To Do	Incomplete
<input type="checkbox"/> Health Maintenance		<input type="checkbox"/>					
MedroxyPROGESTER...		<input type="checkbox"/>	0	03A...			05Aug2011
1 day		<input type="checkbox"/>					04Aug2011
1 month		<input type="checkbox"/>					Deferred
<b>Colonoscopy</b>		<input type="checkbox"/>	<b>Complete</b>	<b>89A...</b>			
<input type="checkbox"/> Comprehensive ...		<input type="checkbox"/>	Complete	09J...			
Potassium		<input type="checkbox"/>	1	09J...			

View New Edit Resolve

View New Edit Print

The colonoscopy is now recorded in the HMP.