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.

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

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.”

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.
The colonoscopy is now recorded in the HMP.