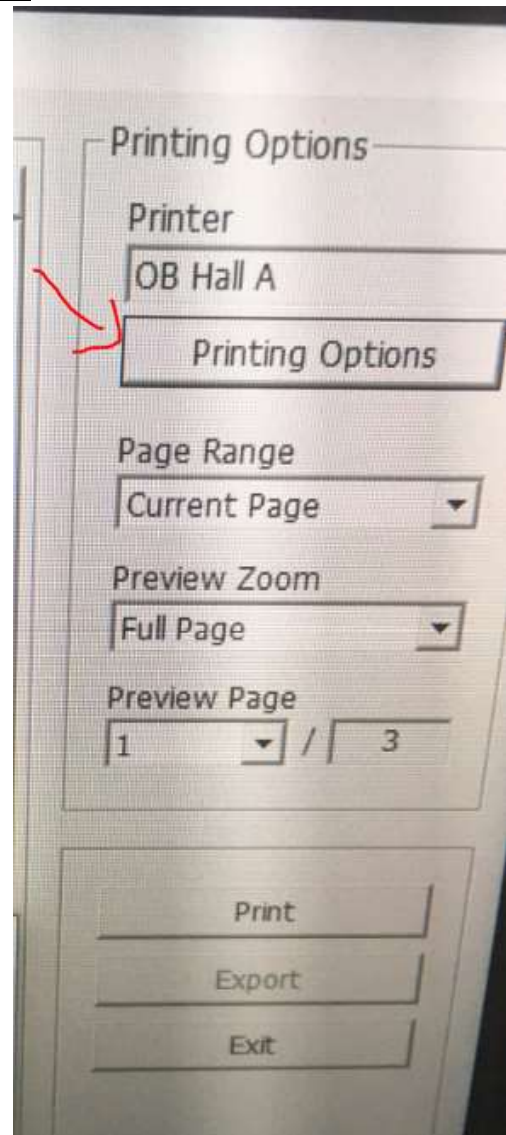
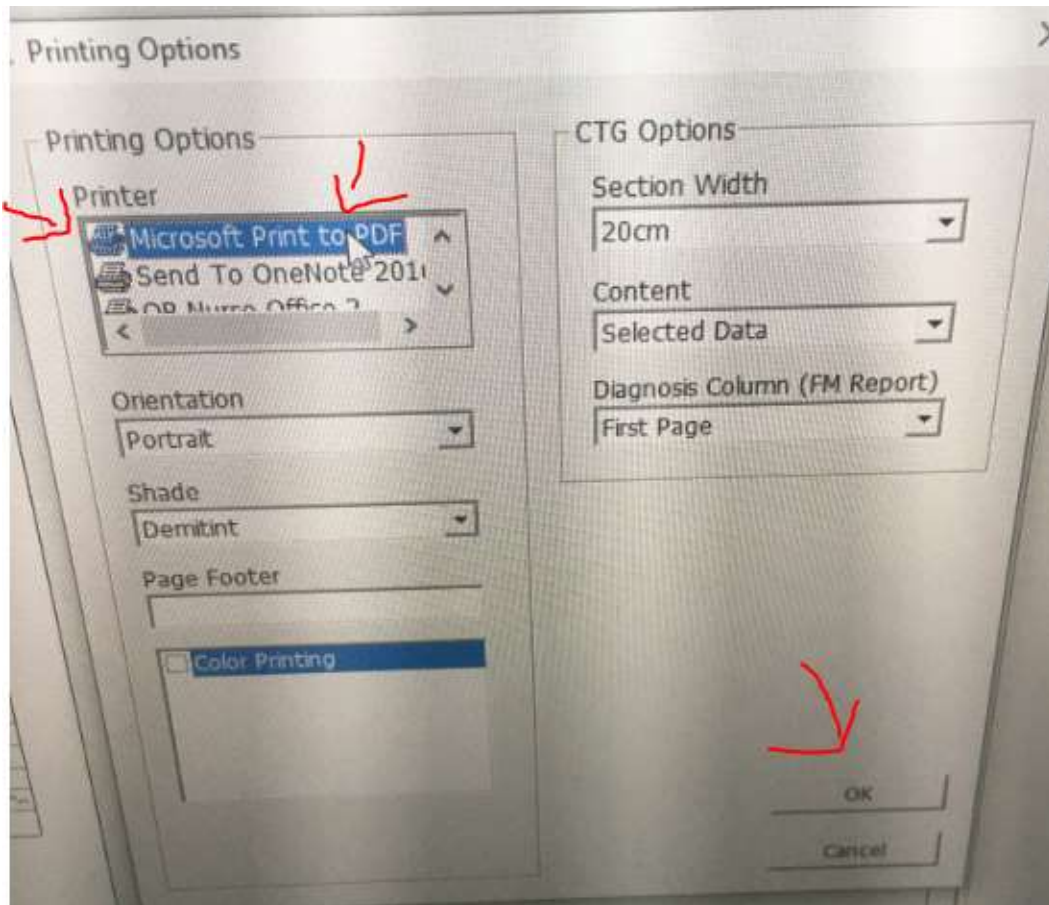


### NST and Insight Program

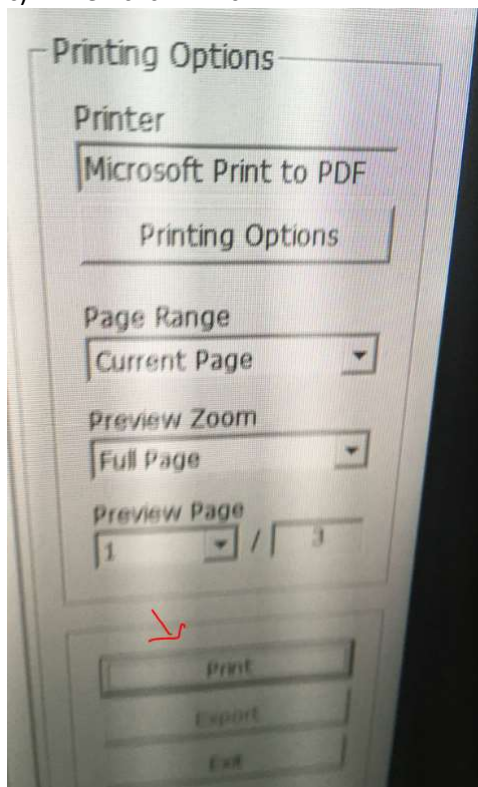
1. Make sure Insight is open on the desktop computer.
2. Turn on NST machine and enter patient's chart number and name.
3. On the desktop computer, click MAT.INFO button and add requested information (name, dob, EDD, G/P, what week and day of pregnancy).
4. Hook patient up to NST machine. At this point, you will see the NST tracing go to the computer desktop.
5. After 20 minutes, evaluate the Strip, then take the printout from the NST machine to the doctor to evaluate if they want the patient to stay on the machine longer.
6. After the doctor has reviewed the paper strip, go the desktop monitor and click the Save button.
7. Click Open NST; here you will see 3 levels of Data.
  - a) **LEFT CLICK ONCE** on the **patient's name** in the **PATIENT LIST**
  - b) **LEFT DOUBLE CLICK** on the **patient's name** in the **STUDY LIST**
  - c) Click the **Print** button, Select Print.
8. Print the page to pdf.
  - a) From the Printing Options menu, click the **Printing Options** button.



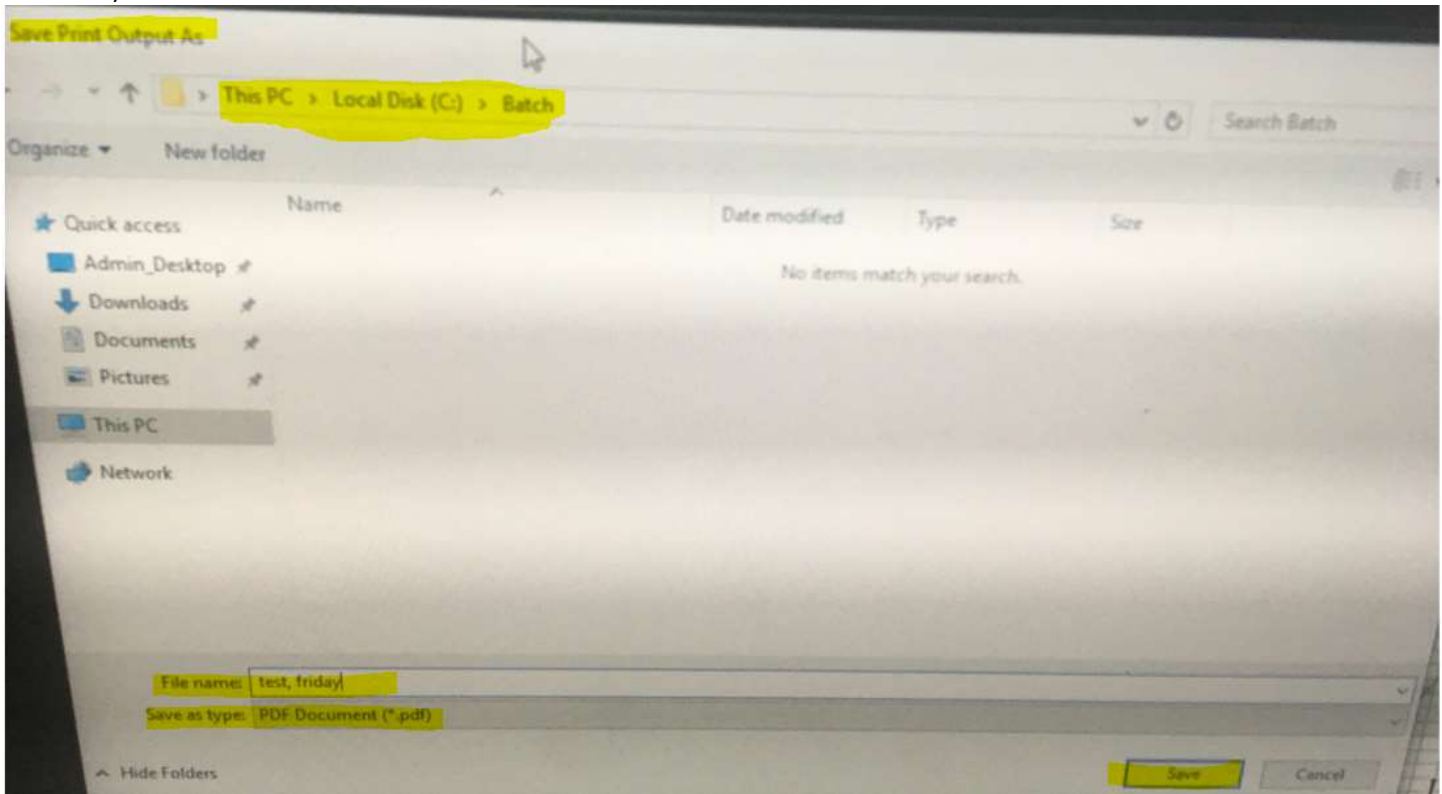
b) From the Printing Options menu, change the Printer to **Microsoft Print to PDF**. Then click **OK**.



c) Then click **Print**.



- d) From the *Save Print Output As* box, save the file as the File Name: **Last, First** in the Batch folder located on the desktop.
- a) This can be found under **This PC>Local Disc (C:)> Batch**
- b) Click **Save**.

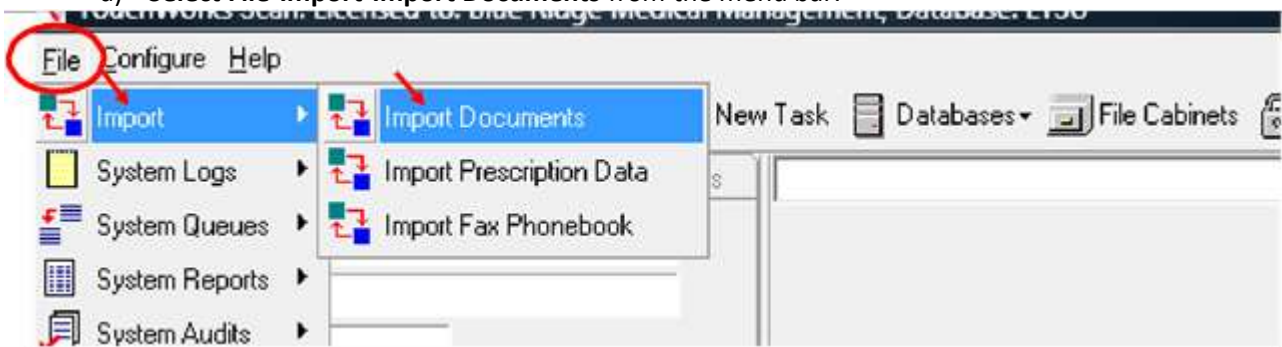


- Right now, you have saved the NST info to the NST computer.
- But it needs to be uploaded into Allscripts Scan and saved into the patient's chart.

9. Log into Allscripts Live Scan.

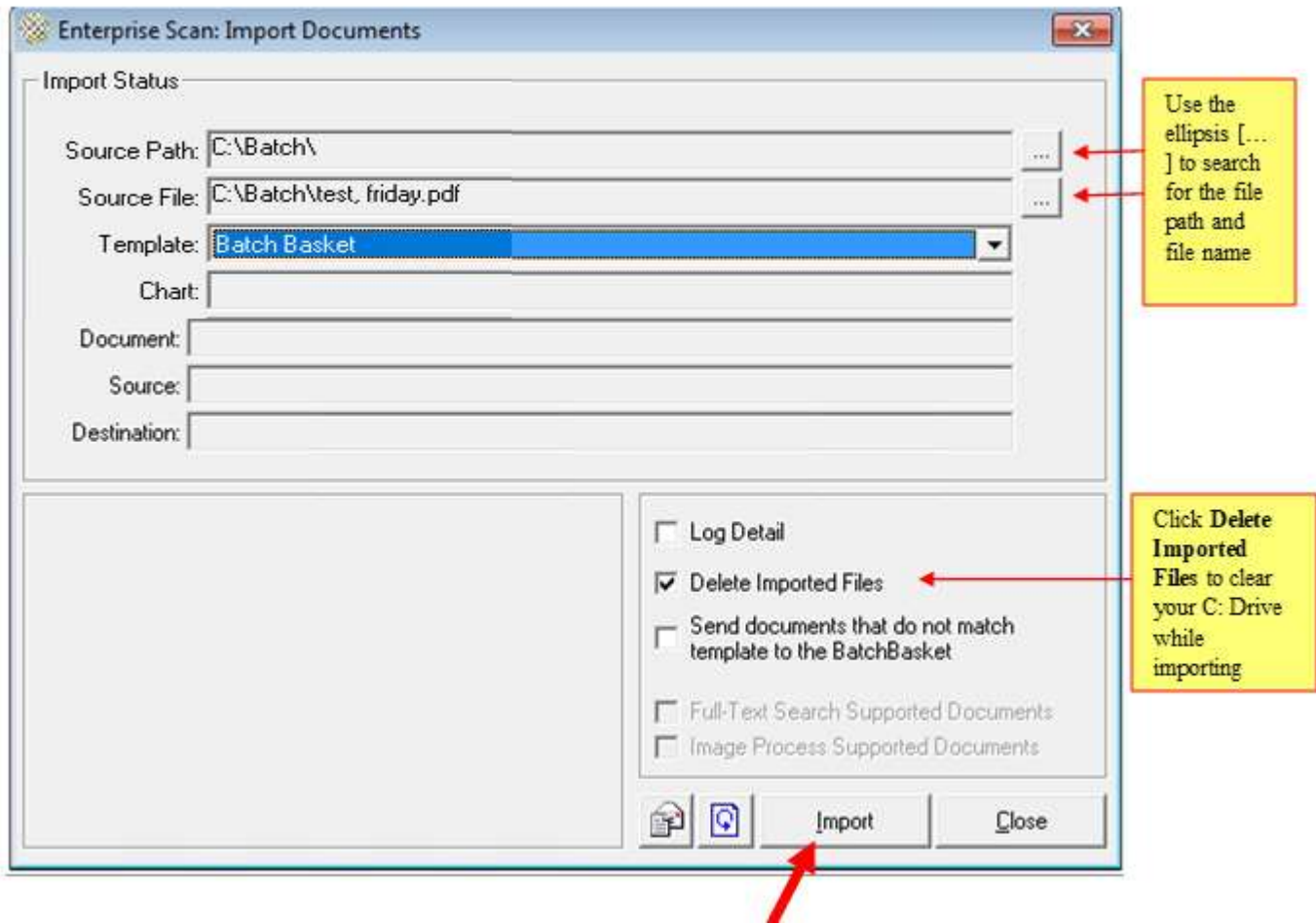
10. Import Documents to the Batch Basket in Allscripts Scan.

- a) **Select File-Import-Import Documents** from the menu bar.



11. The *Enterprise Scan: Import Documents* window will open.

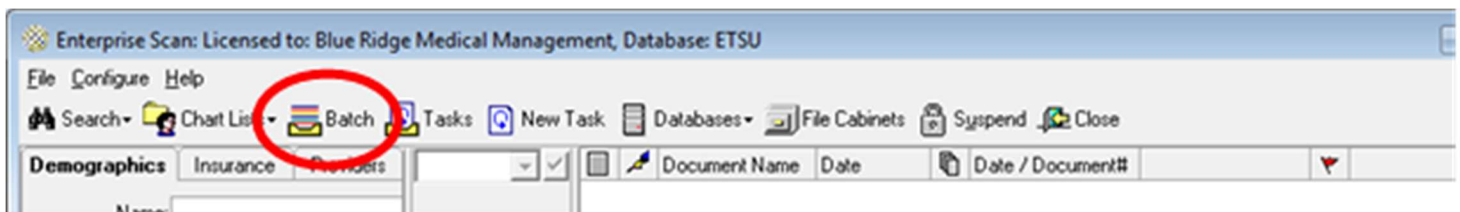
- a) **Source Path:** C:\Batch\ (This is where the NST document is located, in the batch folder on your computer. That's where you put it on step 8.)
- b) **Source File:** C:\Batch\test,friday.pdf (This is pointing to the NST document to upload.)
- c) **Template:** Batch Basket (This is where you are going to upload the file into Allscripts Live Scan: the Batch Basket.)



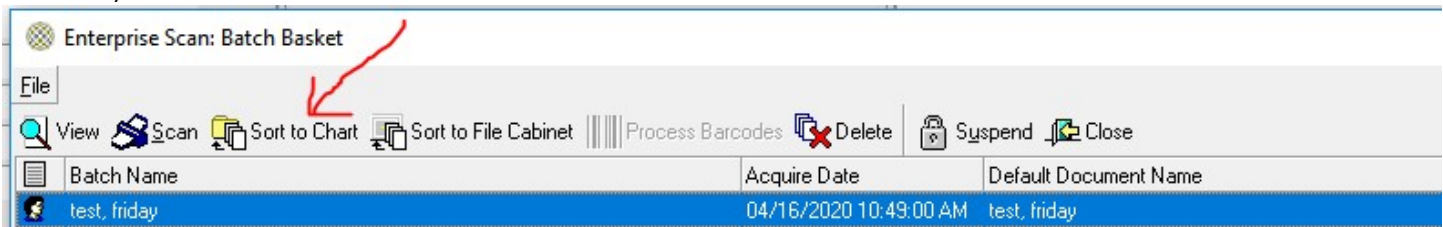
12. Click the **Import** button.

13. File the imported NST document.

- Right now, the NST scan has been imported into Allscripts Live Scan, but it still hasn't been put in the patient's specific chart.
- a) Click on **Batch** in the Menu Bar to open the Batch Basket (-where you filed it above).

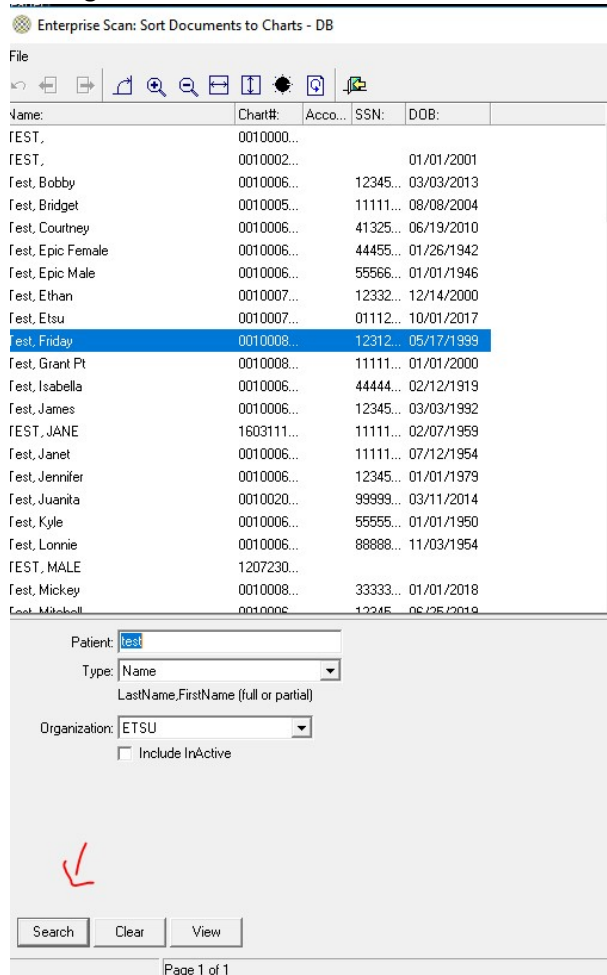


- b) The imported file should be displayed ready for filing.
- c) **Highlight** the file needed to be imported.
  - This is a shared batch basket for all of ETSU Health. You may need to sort and search to find your file. Remember it should be the patient's name.
- d) Click **Sort to Chart**.



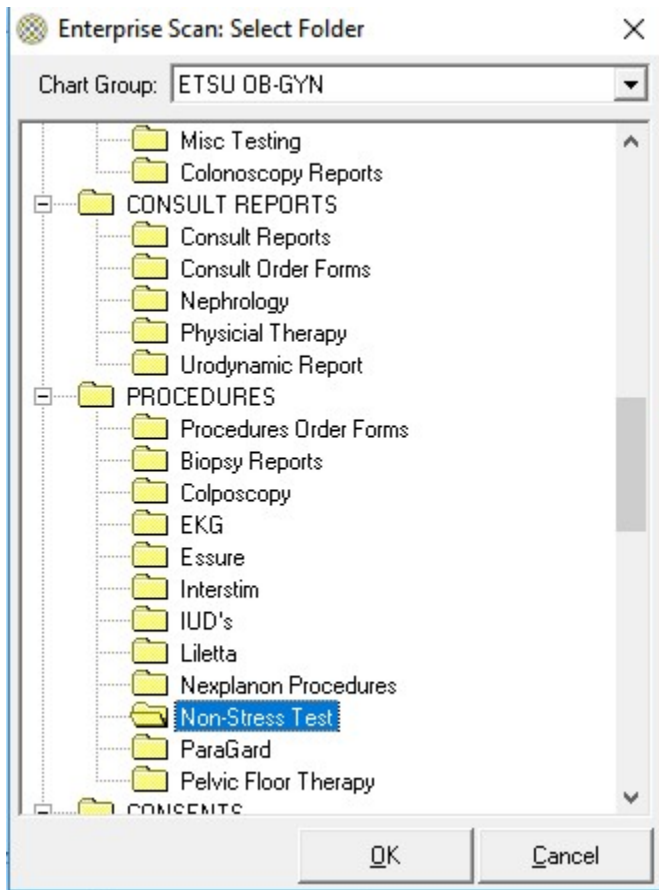
14. On the *Sort to Documents to Charts* window,

- a) Search for the patient's name or dob.
  - Click **Search**.
  - If more than one patient name appears on the display window, highlight the correct patient by single-clicking.





b) Using the **3 dots** beside Current Folders: Search for the Non-Stress Test folder under PROCEDURES.



Search for folder



c) Add the correct date.

- The easiest way would be to connect it to the Encounter for the NST in the dropdown.
- The Owner should be the physician that will read or be consulted regarding the Non-Stress Test.
- Check the **Send Sign task to Owner in Touchworks** to document that this was reviewed by the provider.

The screenshot shows a form for adding a document. The 'Current Folder' is 'PROCEDURES \ Non-Stress Test'. The 'Document Date' is '04-16-2020'. The 'Encounter' is 'Appointment, 04/16/2020 2:15:00 PM, ALLSCRIPTS,Pr'. The 'Owner' is 'Livingston,Amanda'. The 'Default' is 'PCP'. The 'Send Sign Task to Owner in TouchWorks' checkbox is checked. The 'Task Recipient(s)' field is empty. The 'Send Task' checkbox is unchecked. The 'File Document' and 'File Remaining Pages' buttons are visible.

15. Click **File Document**.

Enterprise Scan: Sort Documents to Charts - DB

File

Name: Test, Friday Chart#: 0010006 Acco: 12/312 SSN: 05/17/1999 DOB:

2.

NST  
NST!

Current Folder: PROCEDURES \Non-Stress Test

Document Date: 04-16-2020  
Encounter: Appointment, 04/16/2020 2:15:00 PM, ALLSCRIPTS, P  
Owner: Livingston, Amanda Default: PCP

☒ Send Sign Task to Owner in TouchWorks

Workflow  
Task Recipient(s):

☐ Send Task

Search Clear View

Page 1 of 1

File Document File Remaining Pages

a

b c

c