

## Entering Colonoscopies as Structured Data

1. Pull patient up by clicking on the **dropdown** in the patient banner and clicking **Search**



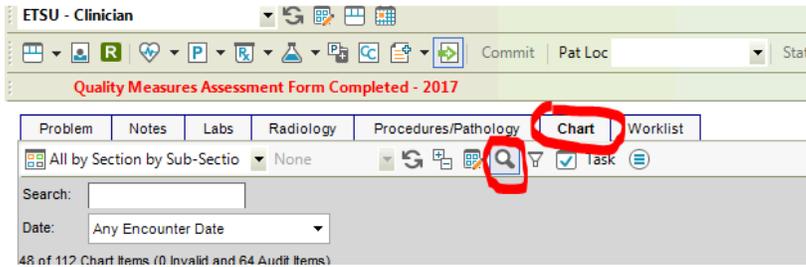
2. Type Last Name, First and hit enter. Match the DOB and double click on the patient.



3. Go to the **Clinical Desktop**



4. Go to the **Chart** tab and click the **Search** icon.



5. In the **Search** box search for **Colon**



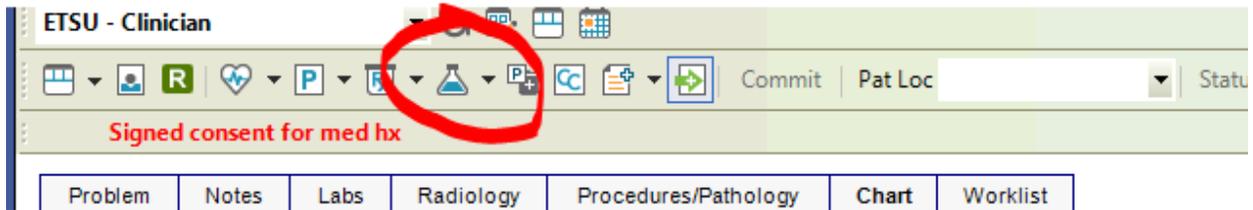
6. You will find at least 1 document.

- a. If you see  icon beside colonoscopy, it means it has already been entered as structured data and you can move on.  Colonoscopy - Done: 06-Jul-2017 - Coop

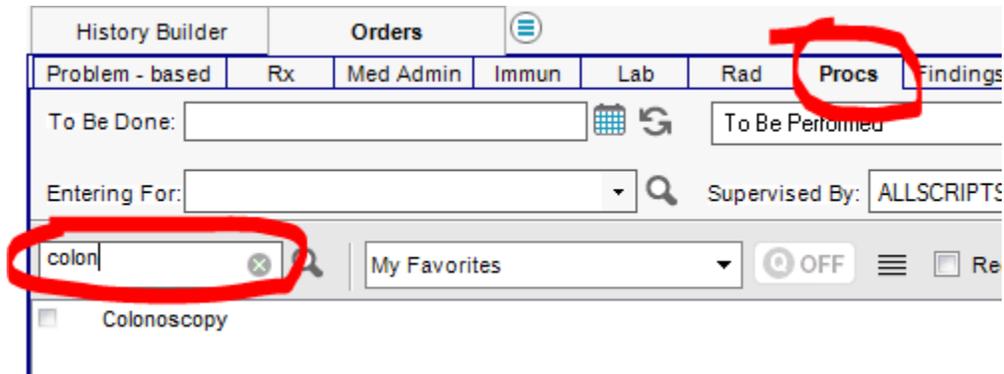
- b. If you ONLY see  sColonoscopy Report - , you will need to enter the colonoscopy as structured data. To do so, follow the below instructions:

7. **Double click** on the document. This will open the document. You will need to double check the document to make sure it is truly a colonoscopy. \*Make note of the date and the PCP because you will need this date when you create the structured data.

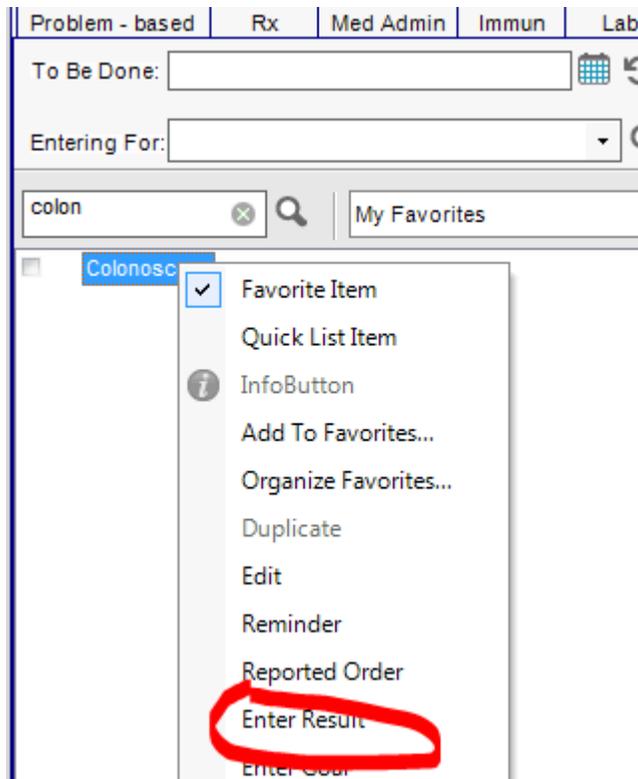
8. Once you determine that the document is in fact a colonoscopy, close the document and Click on the **beaker**.



9. Go to the **Procs** tab and search for **colon**



10. Right click on the **colonoscopy** order and choose **enter result**.



11. Change the **To be Done** and the **collected/examined** date to the date of the colonoscopy. Change the **Performing Location** to **Other**. Put the PCP in the **Ordered by, and Performed by** field.

For: [0]

Status: Active [Details]

To Be Done: 11Jan2018

Order Results Goals [Record w/o Ordering]

Results Details

Resulted: 11Jan2018 07:54AM [Calendar] Collected/Examined: 11Jan2018 07:54AM [Calendar] Now [Verification]

CC Results :

Ordered By: Briggs, Monaco [Search] [Dropdown] Route To: [Dropdown]

Performing Location: [Dropdown] Performed By: Briggs, Monaco [Search] [Dropdown] Session #: [Dropdown] Billi Pro

12. Once you fill out all of the above fields, the **Attach Docs** button will become available.

Order Results Goals [Record w/o Ordering]

Results Details

Resulted: 11Jan2018 07:54AM [Calendar] Collected/Examined: 11Jan2018 07:54AM [Calendar] Now [Verification Required] [Attach Docs]

CC Results :

Ordered By: Briggs, Monaco [Search] [Dropdown] Route To: [Dropdown]

Performing Location: [Dropdown] Performed By: Briggs, Monaco [Search] [Dropdown] Billing: [Dropdown]

13. Click on the **Attach docs** button and click on the filter button and search for **colon**.

AttachDocumentsToResults [Calendar] [Refresh] [Info] [Print] [Close]

Chart viewer Appointments

All by Section by Sub-Section [None] [Filter] [Refresh] [Add] [Remove] [Search] [Filter] [Check] [Menu]

Search: colon [Search] [Dropdown]

Date: Any Encounter Date [Dropdown]

Quick Filters

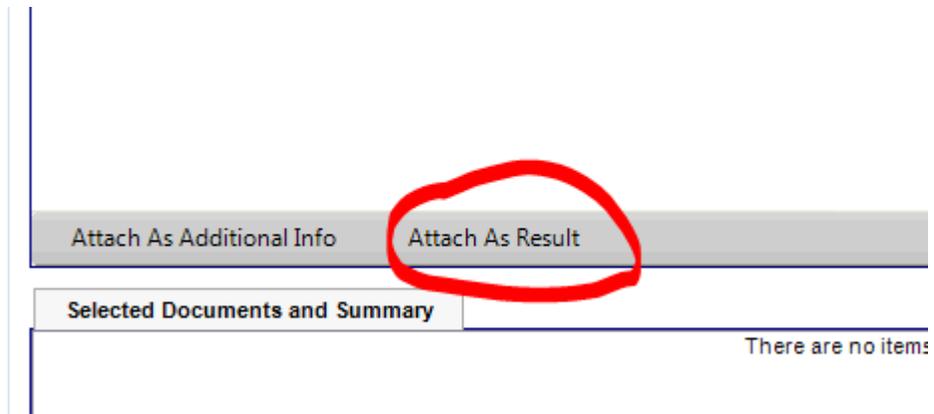
Encounter	Visit	Item Type
Specialty	Provider	Owner
Sub-Section	Section	Problem

1 of 112 Chart Items (0 Invalid and 64 Audit Items) - Filters Applied

Diagnosics

- Procedures/Pathology
  - sColonoscopy Report - Cooper, Gregory; Enc: 06-Jul-2017 - Form Encounter - Cooper, Gregory (Family Medicine)

14. Single click on the **Colonoscopy** report and the click **Attach as result**



15. Then click OK

16. Lastly, in the **Colonoscopy** field, add the date of the colonoscopy and click **Save and Close**.

