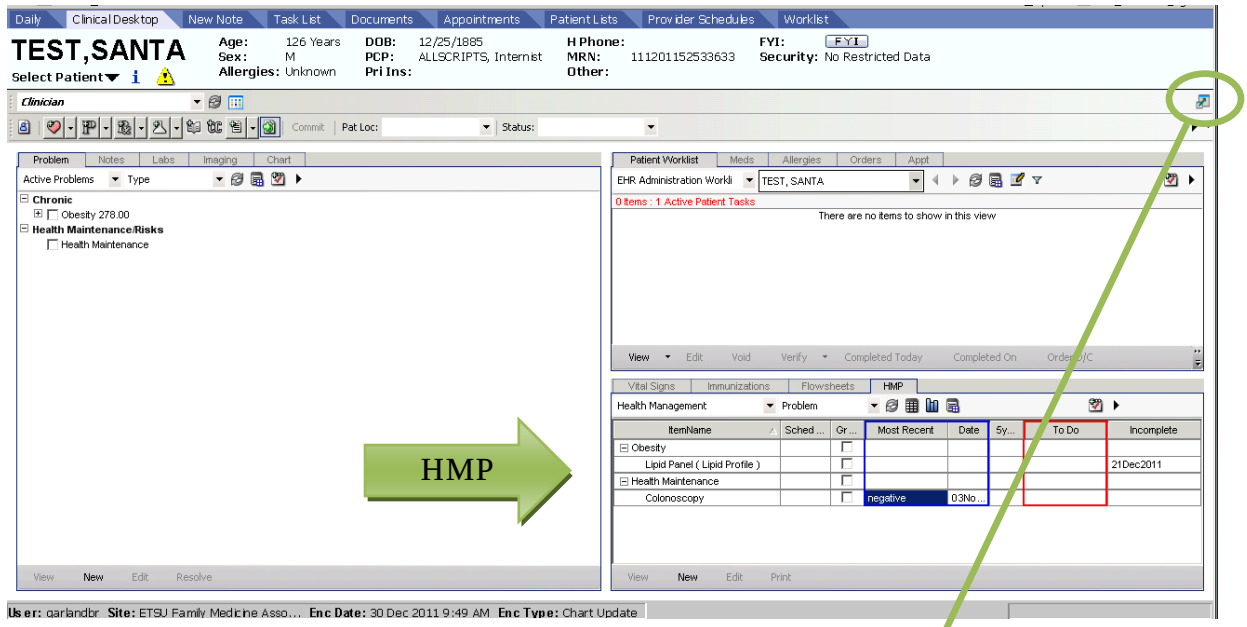
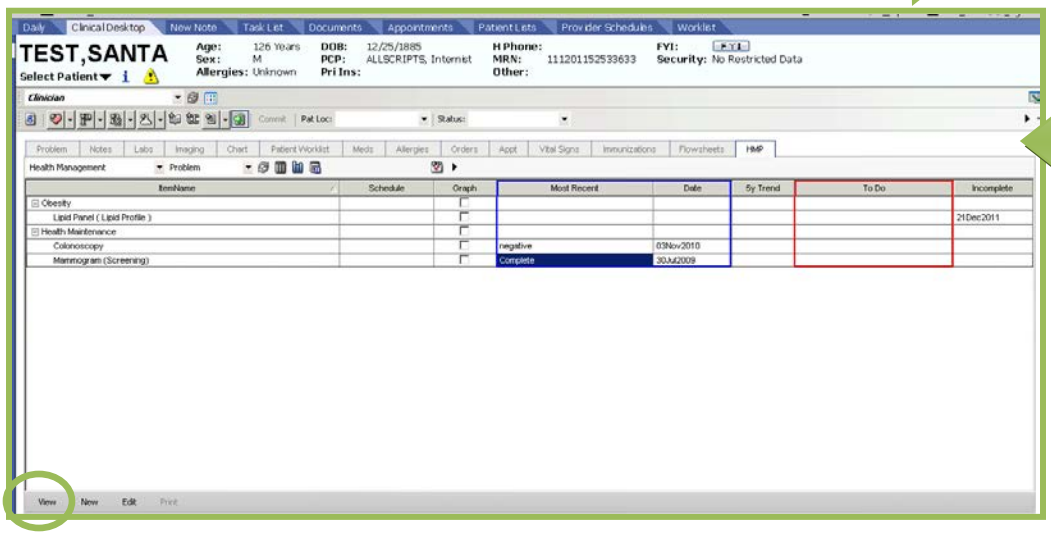
Viewing and Entering Past Medical Procedures in the HMP

The HMP (Health Management Profile) tab can be a convenient way to keep track of a patient's past medical procedures. However, navigating through it and entering items can be a bit tricky. Use the following step-by-step to help you take advantage of this valuable resource.

Step One

To access the HMP, open the patient's Clinical Desktop and click on the HMP tab in the third component of the Clinical Desktop. To expand the view of the HMP, click on the small expansion icon in the top right-hand corner of the screen.

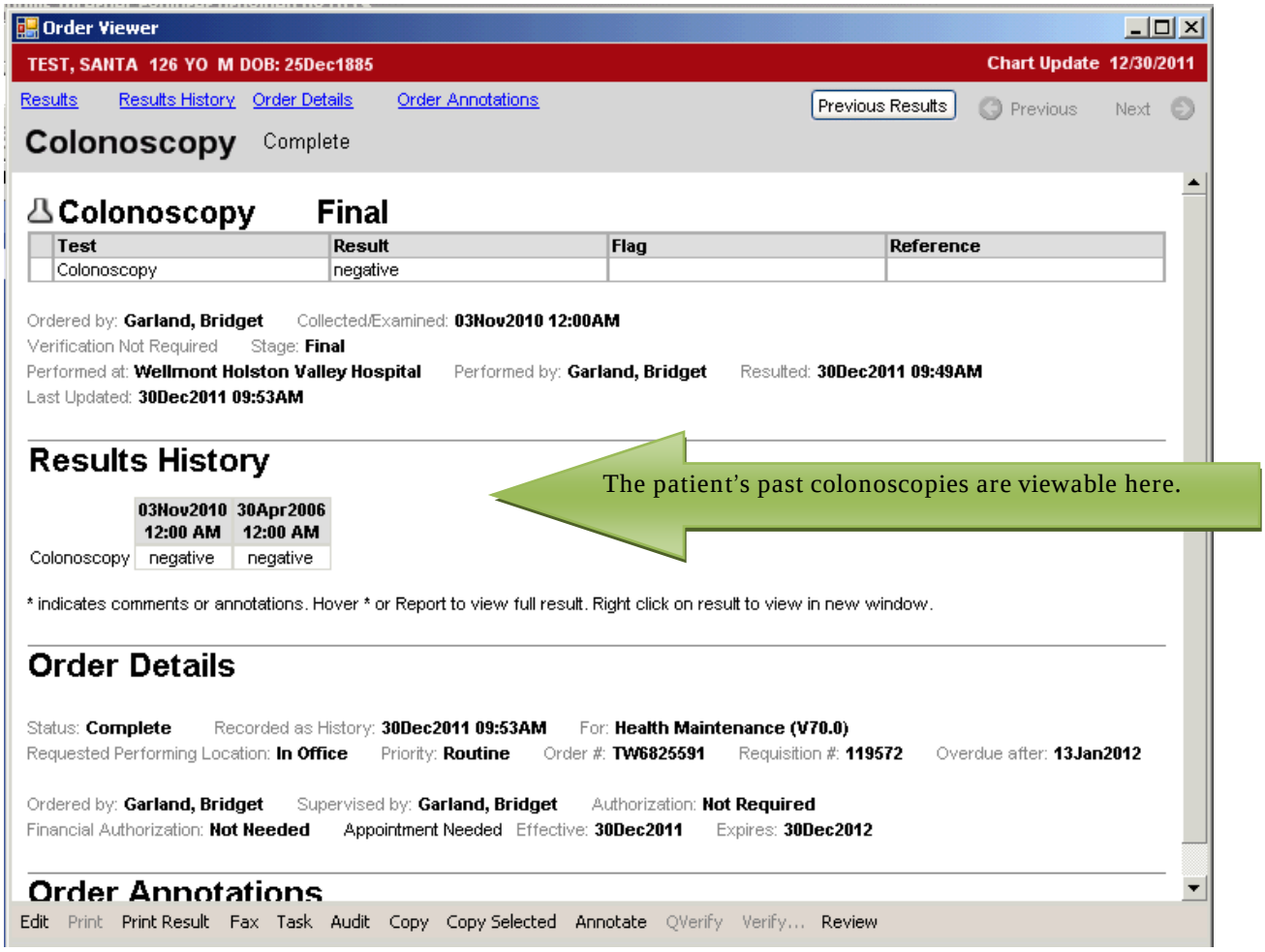




Step Two

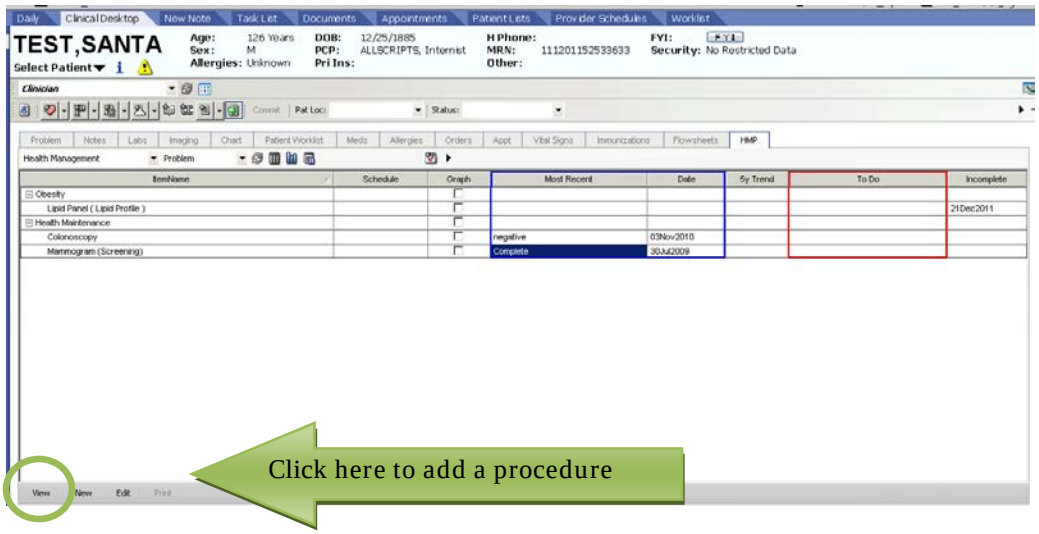
To view a past procedure, highlight the result under the most recent column and then click "View" in the bottom left-hand corner of the gray toolbar.

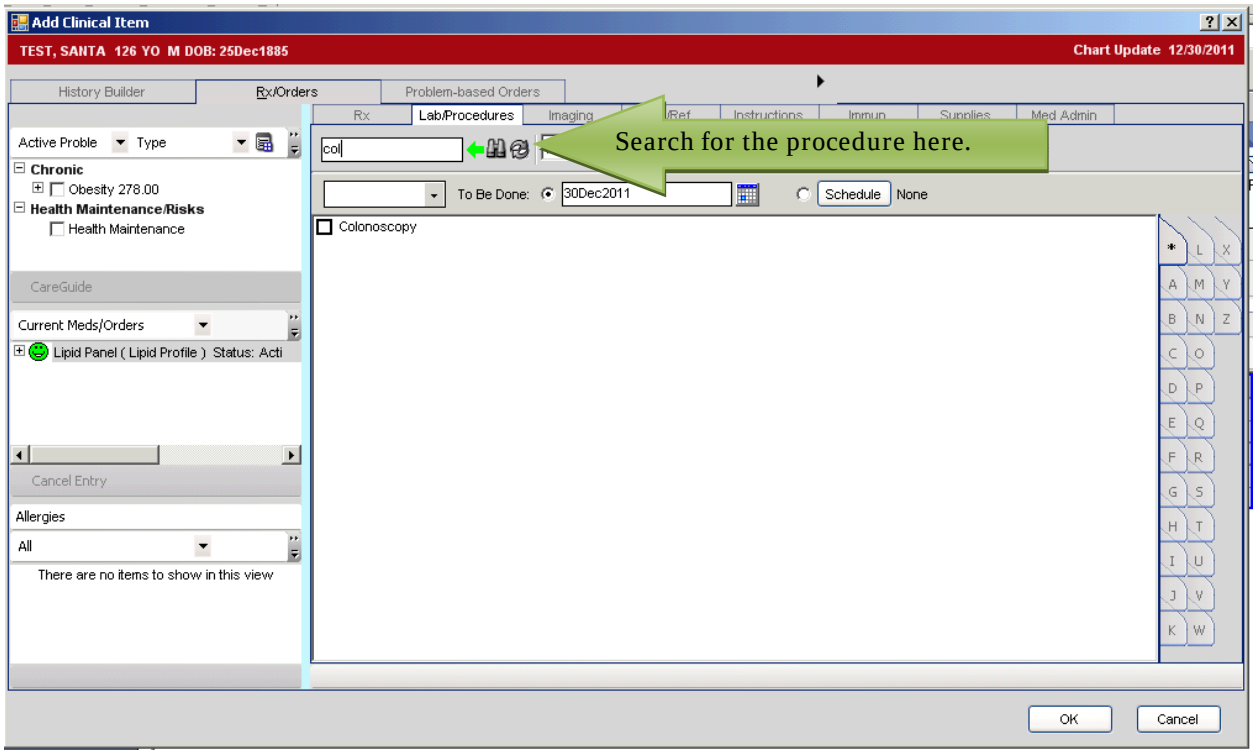
If the procedure has been entered correctly, all past procedure results will be listed under Results History. In the example below, the patient has had two past colonoscopies, the most recent in 2010, and the previous procedure in April 2006. Both results were negative. The Order Viewer also gives information about the most recent procedure, including who ordered it, the performing location, and the date it was entered in the system.



Step Three

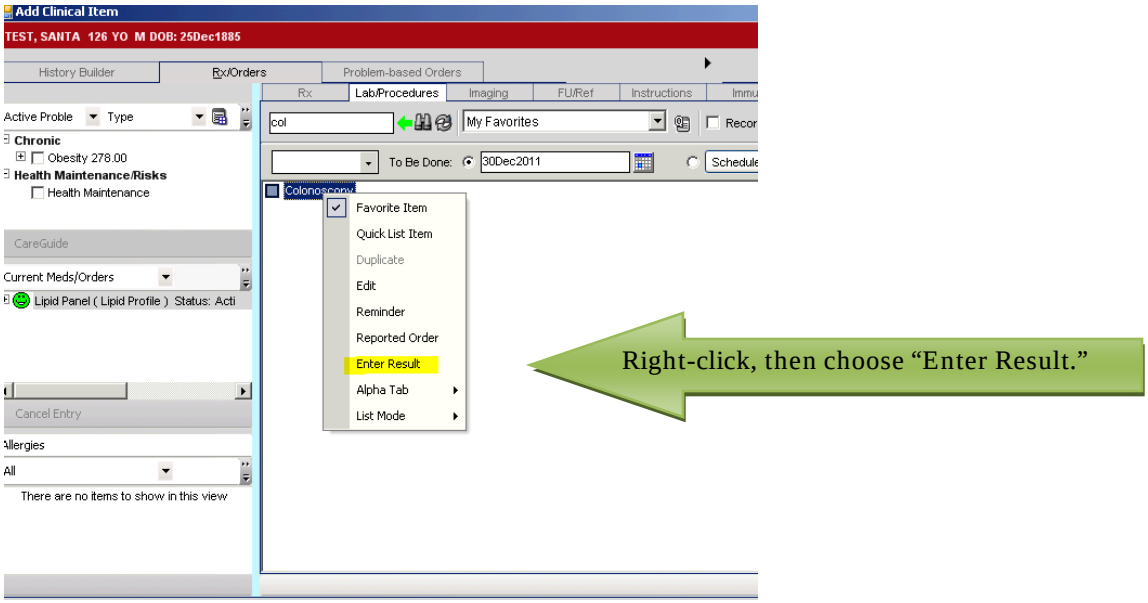
To enter a past procedure so that it can be viewed in the HMP, click on "New" in the bottom left-hand corner of the gray toolbar. The Add Clinical Item box will pop up. Make sure that the Lab/Procedures secondary tab is clicked, then search for the procedure you would like to add by typing in the box next to the binoculars icon. If you are adding a procedure that is consider to be "imaging," click on the Imaging tab to search for the procedure.

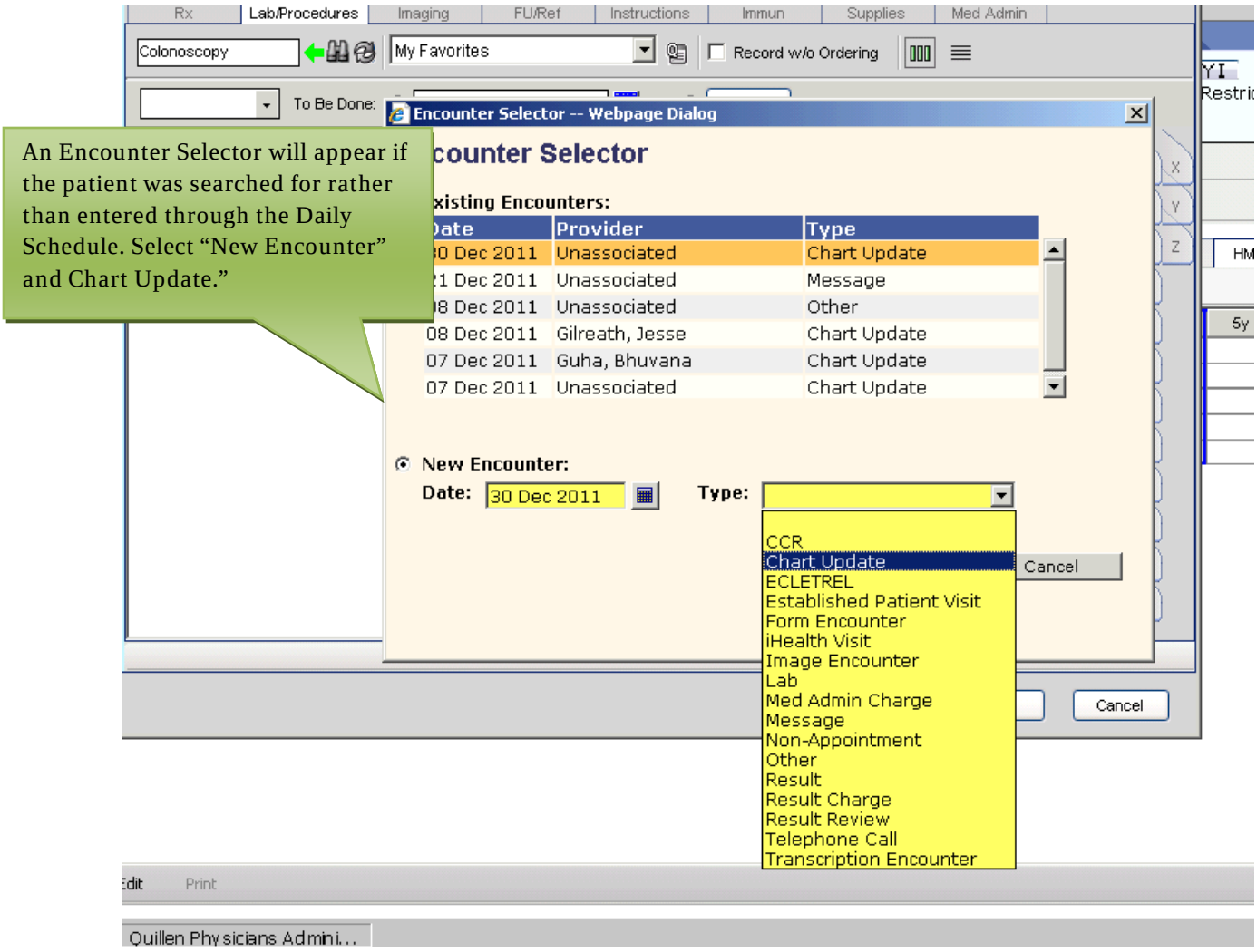




Step Four

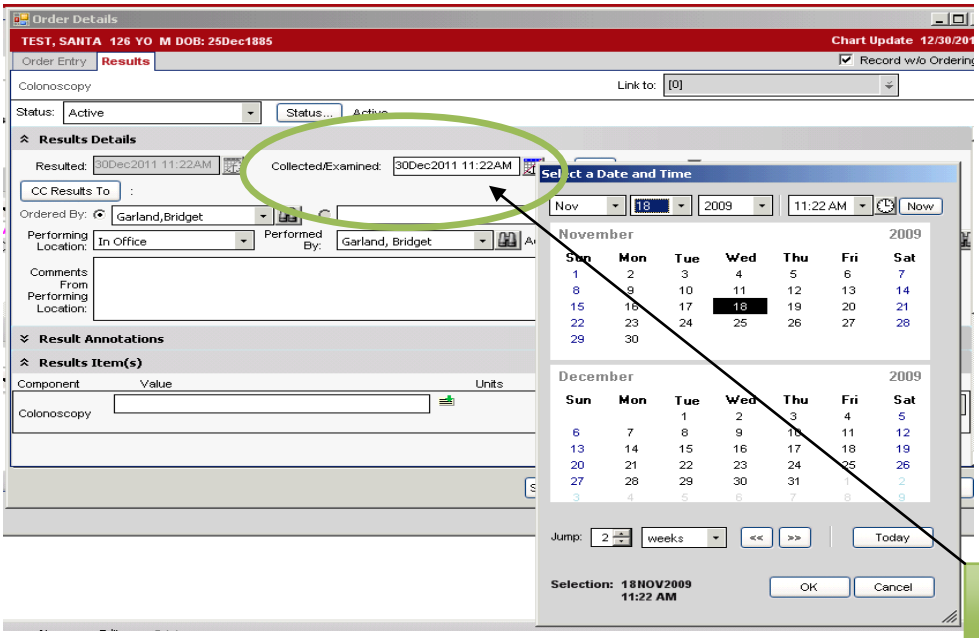
Once the procedure has been located, right click on the procedure and choose “Enter Result.” DON’T check the box next to the procedure. An Order Details box will pop up with the Results tab highlighted. If you entered the patient’s chart by searching for the patient rather than through the daily schedule, an Encounter Selector may pop up. If so, select “New Encounter” and “Chart Update” for the Type.


Add Clinical Item
TEST, SANTA 126 YO M DOB: 25Dec1885
History Builder
Rx/Orders
Problem-based Orders
Rx
Lab/Procedures
Imaging
FU/Ref
Instructions
Active Proble
Type
Chronic
Obesity 278.00
Health Maintenance/Risks
Health Maintenance
CareGuide
Current Meds/Orders
Lipid Panel (Lipid Profile) Status: Acti
Cancel Entry
Allergies
All
There are no items to show in this view
My Favorites
To Be Done:
30Dec2011
Favorite Item
Quick List Item
Duplicate
Edit
Reminder
Reported Order
Enter Result
Alpha Tab
List Mode
Right-click, then choose “Enter Result.”

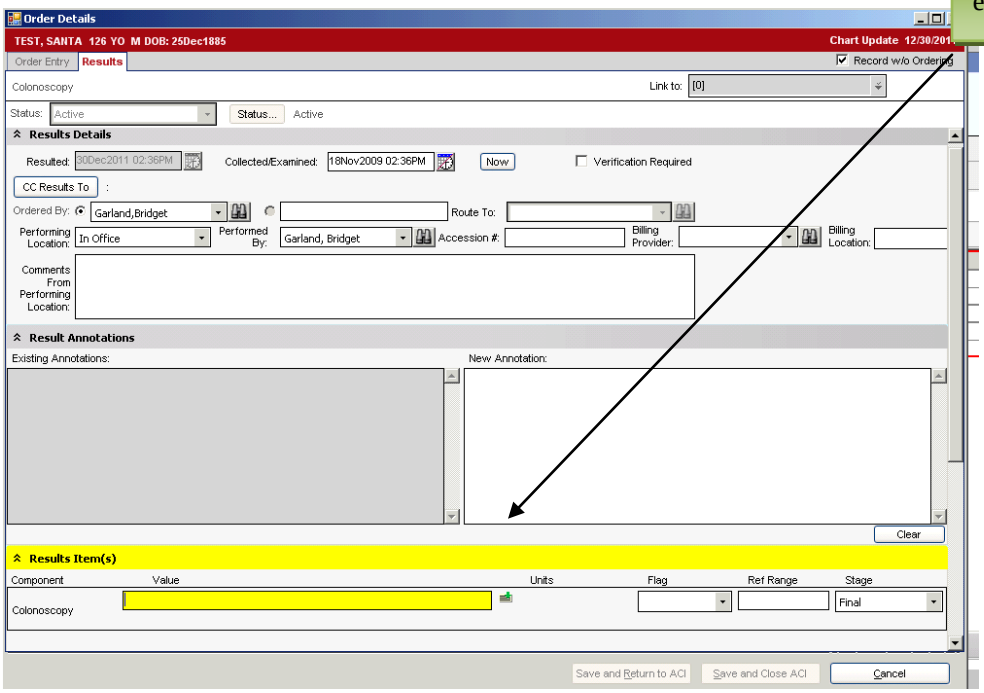

An Encounter Selector will appear if the patient was searched for rather than entered through the Daily Schedule. Select “New Encounter” and Chart Update.”
Rx
Lab/Procedures
Imaging
FU/Ref
Instructions
Immun
Supplies
Med Admin
Colonoscopy
My Favorites
Record w/o Ordering
To Be Done:
Encounter Selector -- Webpage Dialog
counter Selector
xisting Encounters:
Date
Provider
Type
0 Dec 2011
Unassociated
Chart Update
1 Dec 2011
Unassociated
Message
8 Dec 2011
Unassociated
Other
08 Dec 2011
Gilreath, Jesse
Chart Update
07 Dec 2011
Guha, Bhuvana
Chart Update
07 Dec 2011
Unassociated
Chart Update
New Encounter:
Date:
30 Dec 2011
Type:
CCR
Chart Update
ECLETREL
Established Patient Visit
Form Encounter
iHealth Visit
Image Encounter
Lab
Med Admin Charge
Message
Non-Appointment
Other
Result
Result Charge
Result Review
Telephone Call
Transcription Encounter
Cancel
Cancel
Edit
Print
Quillen Physicians Admini...

Step Five

Enter the date the procedure was performed in the Collected/Examined field. After entering the date, the Results Item field will be highlighted in yellow. Enter the results of the procedure in the Value field. You can also flag the result or enter a reference range or a stage, if needed.



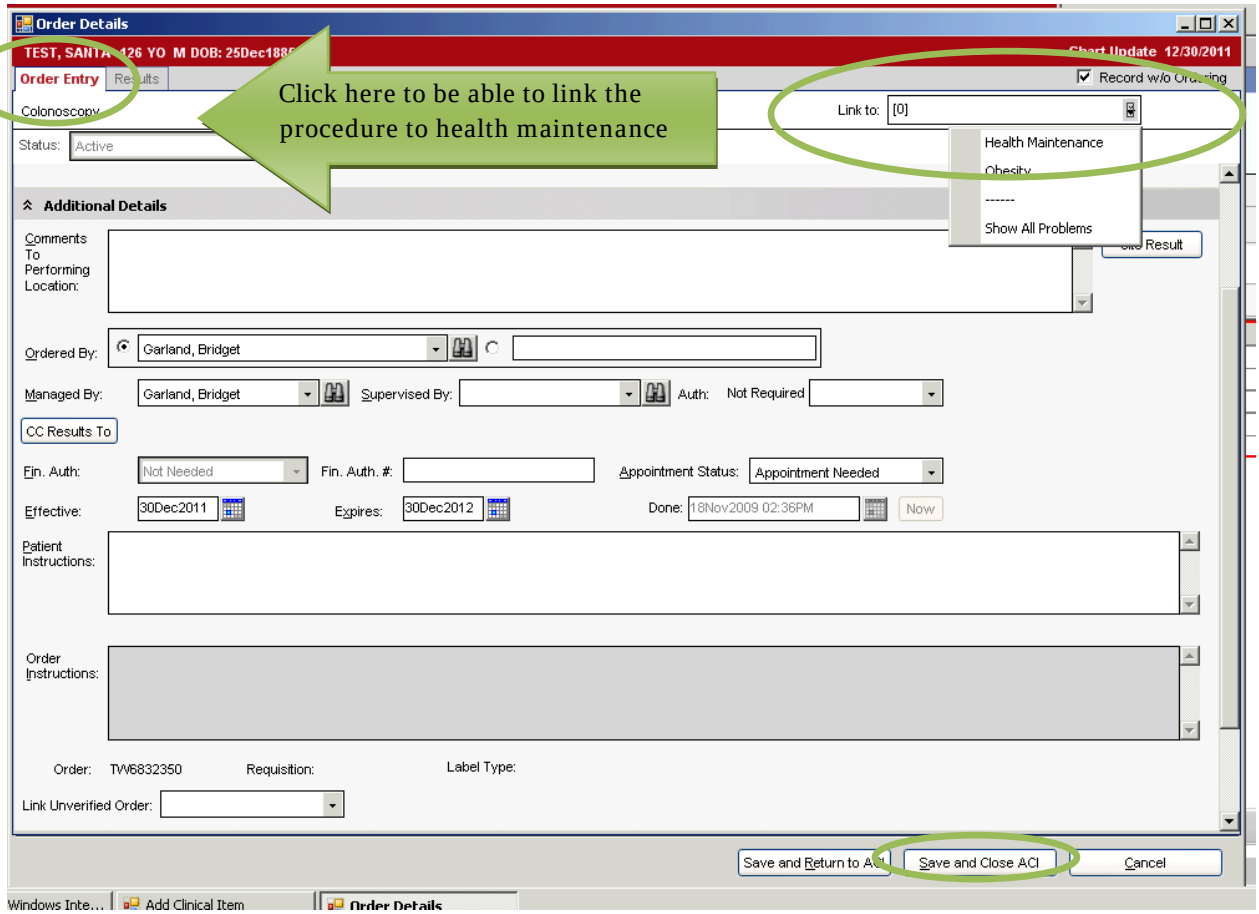
Enter the date the procedure was performed, and then enter the result.



Step Six

If desired, the performing location field can also be updated, as well as the Ordered By field (if an internal provider). Notes can be made in the Comments from Performing Location or in the New Annotation field.

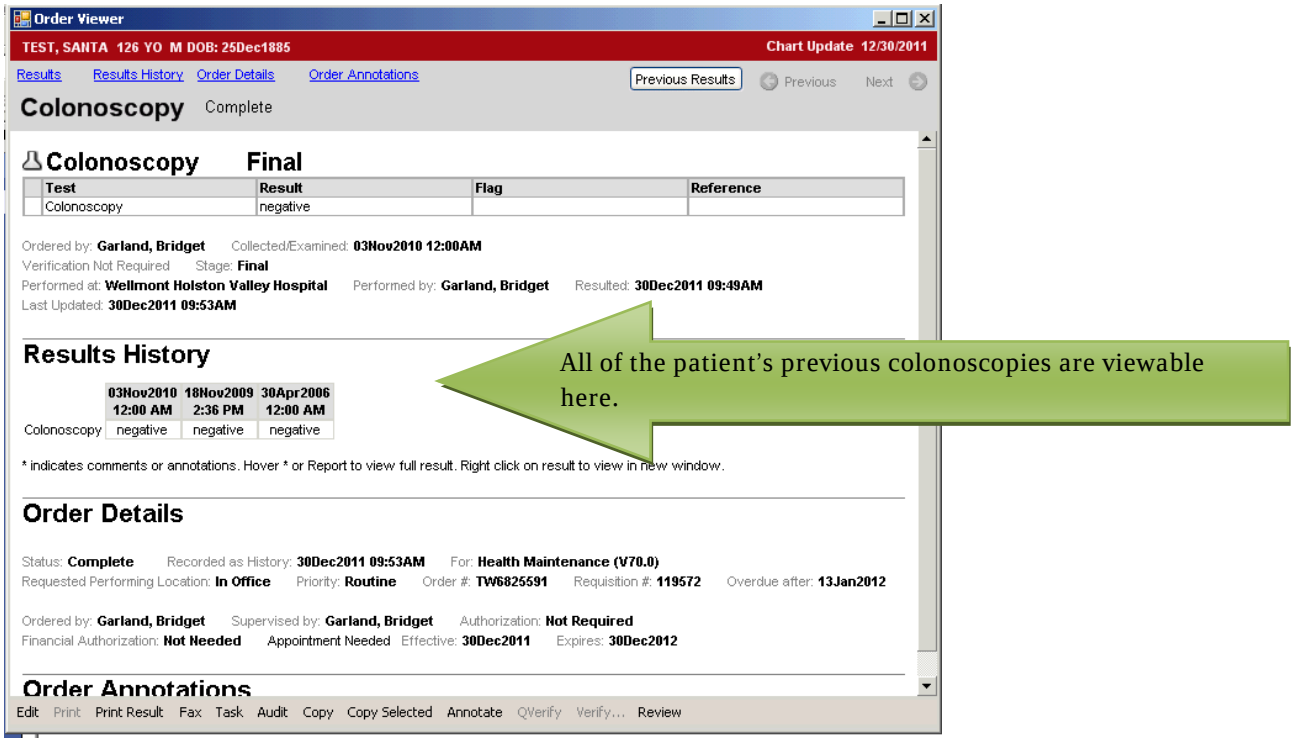
Next, click on the Order Entry tab and then enter Health Maintenance in the Link to: field.



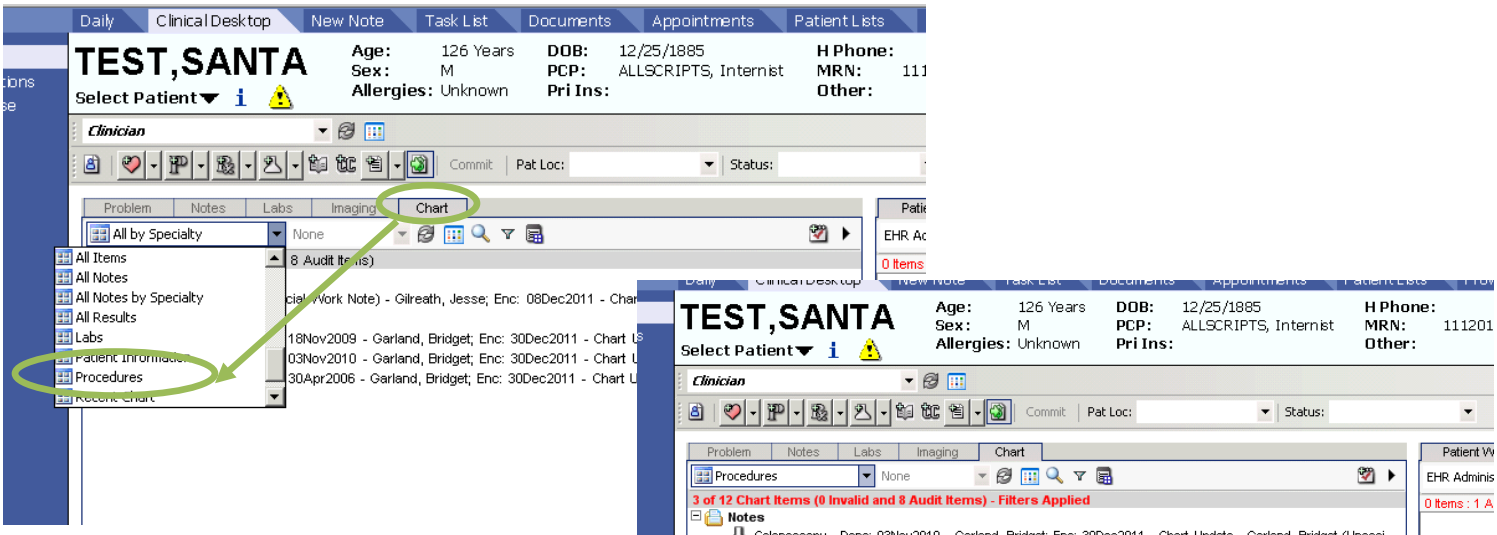
- Click “Save and Close” at the bottom of the Order Details box.
- Click “OK” on the Add Clinical Item box.
- Click on the yellow Commit button.
- Approve the Encounter Summary by clicking on “Save and Continue.” The procedure will then be added to the HMP.

Step Seven

If the procedure was the most recent the patient has had performed, the result is viewable under the Most Recent column. If not, it will be viewable by *single* clicking the result and then choosing "View" (See **Step Two** above).



The procedures are also viewable by going to the Chart tab on the Clinical Desktop.



Additional Information

- A past procedure is only viewable in the HMP if it has been resulted, not just recorded as “Done.” Any procedure that has been entered without a result cannot be edited and then resulted. You must “Enter in Error” and then enter it the correct way, as outlined above.
- In order for a procedure to show up in the HMP as a health maintenance item, as well as appear in an office note in the Health Maintenance section, it must first be linked to Health Maintenance. Other problems can be linked to it, but must be entered as secondary.
- Remember that some procedures are found under Imaging. If you cannot locate the item under the Lab/Procedure tab (for recording) or under the Chart>Procedures (for viewing), check under the Imaging tab (to record) and Chart>Imaging (for viewing the result).