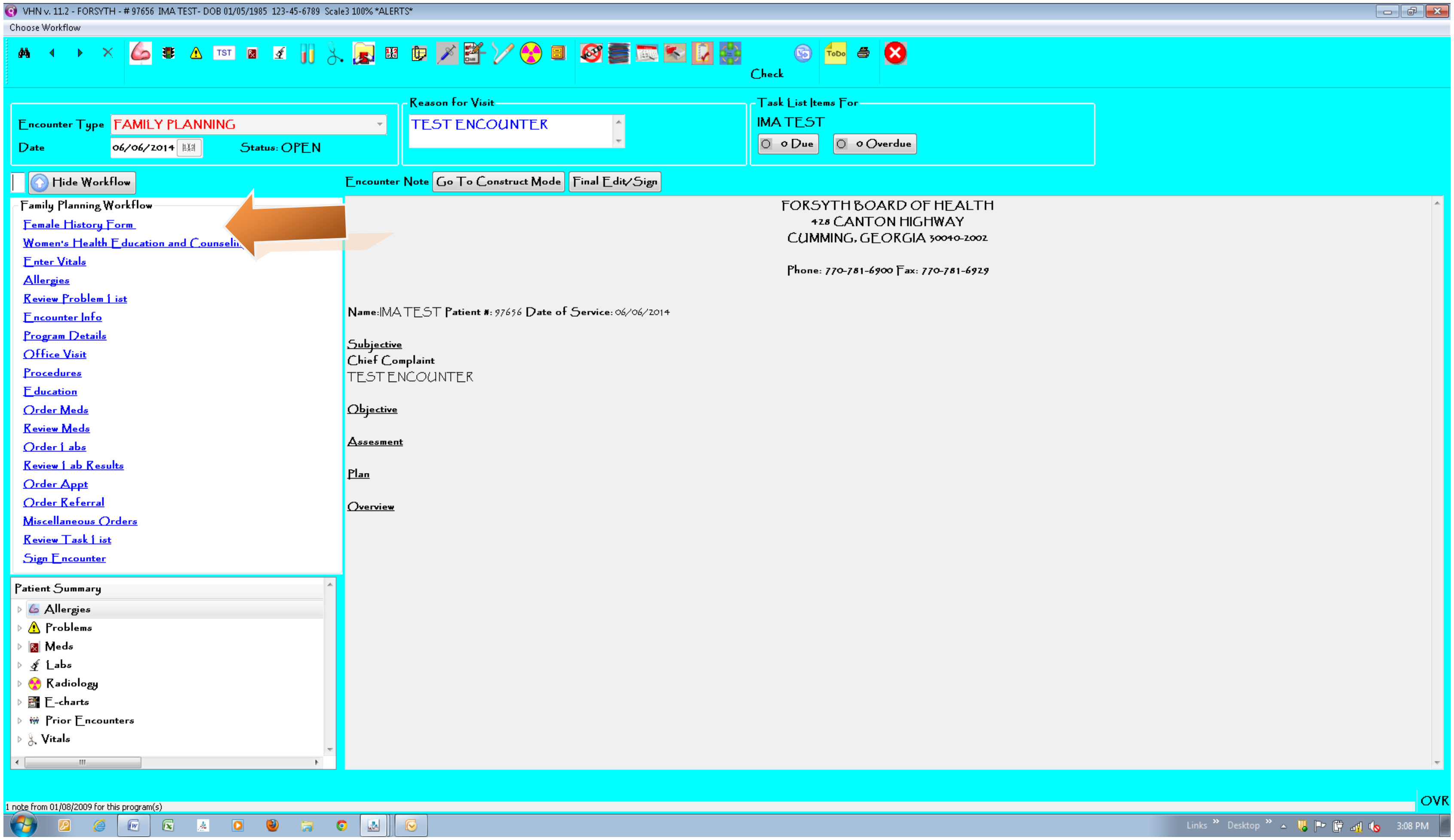
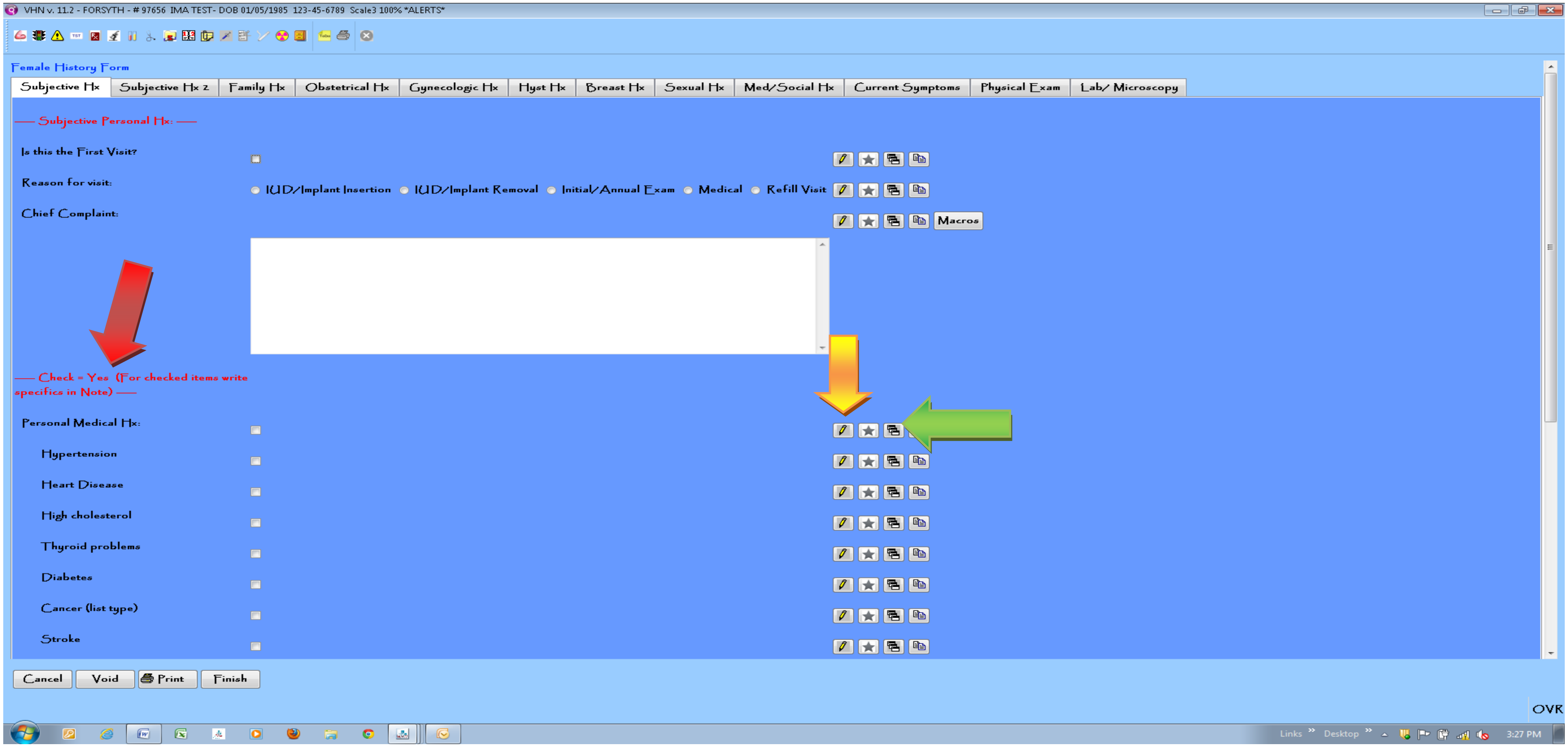
Instructions for Family Planning Encounter and E-Chart.



Your Encounter Page should look like this and include both the Female History Form and the Education and Counseling in the workflow.

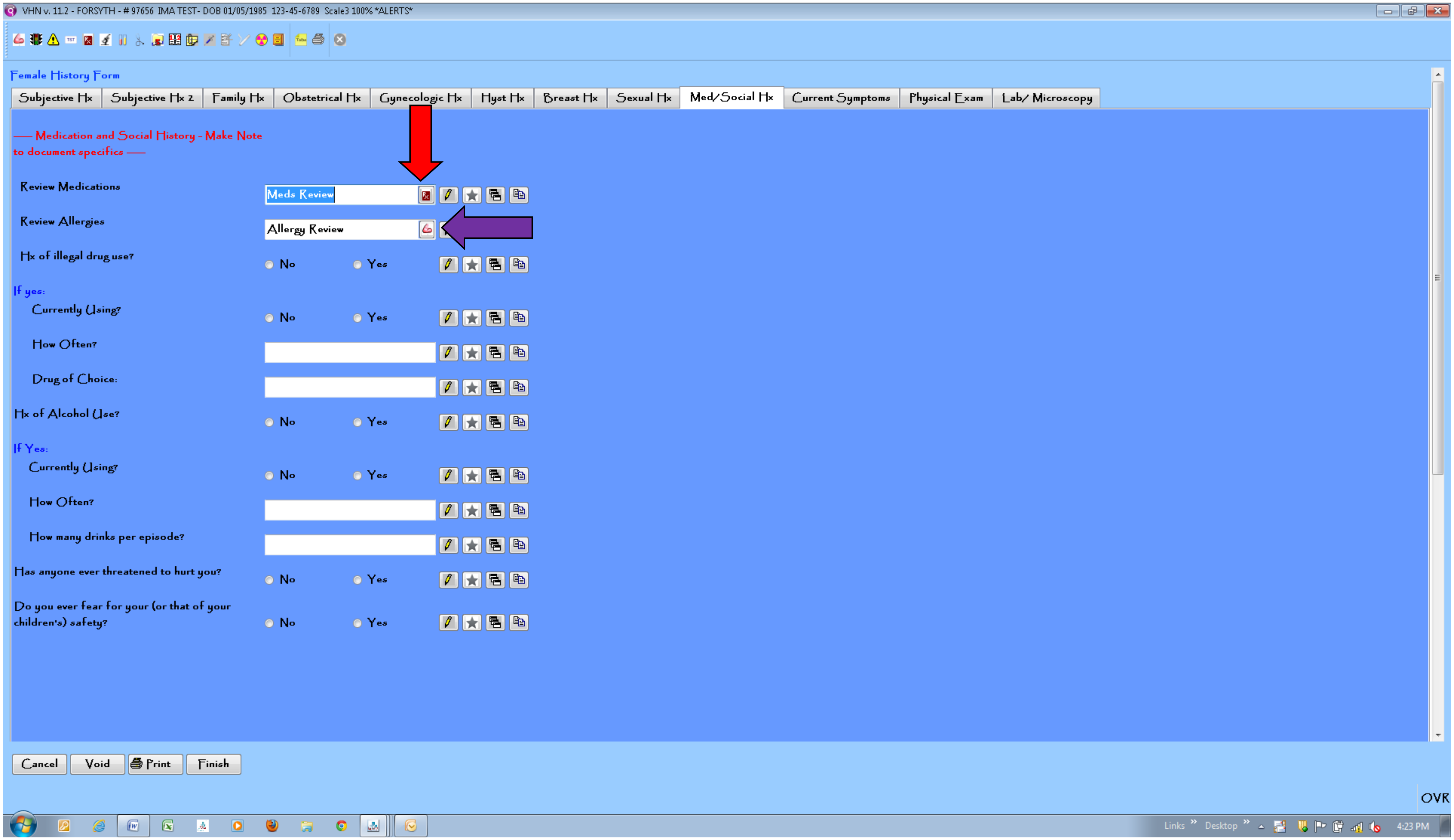
The workflow is set up so you can work right down the list of items. Begin with the Female History Form (This replaces the paper version of the Family Planning Flowsheet)



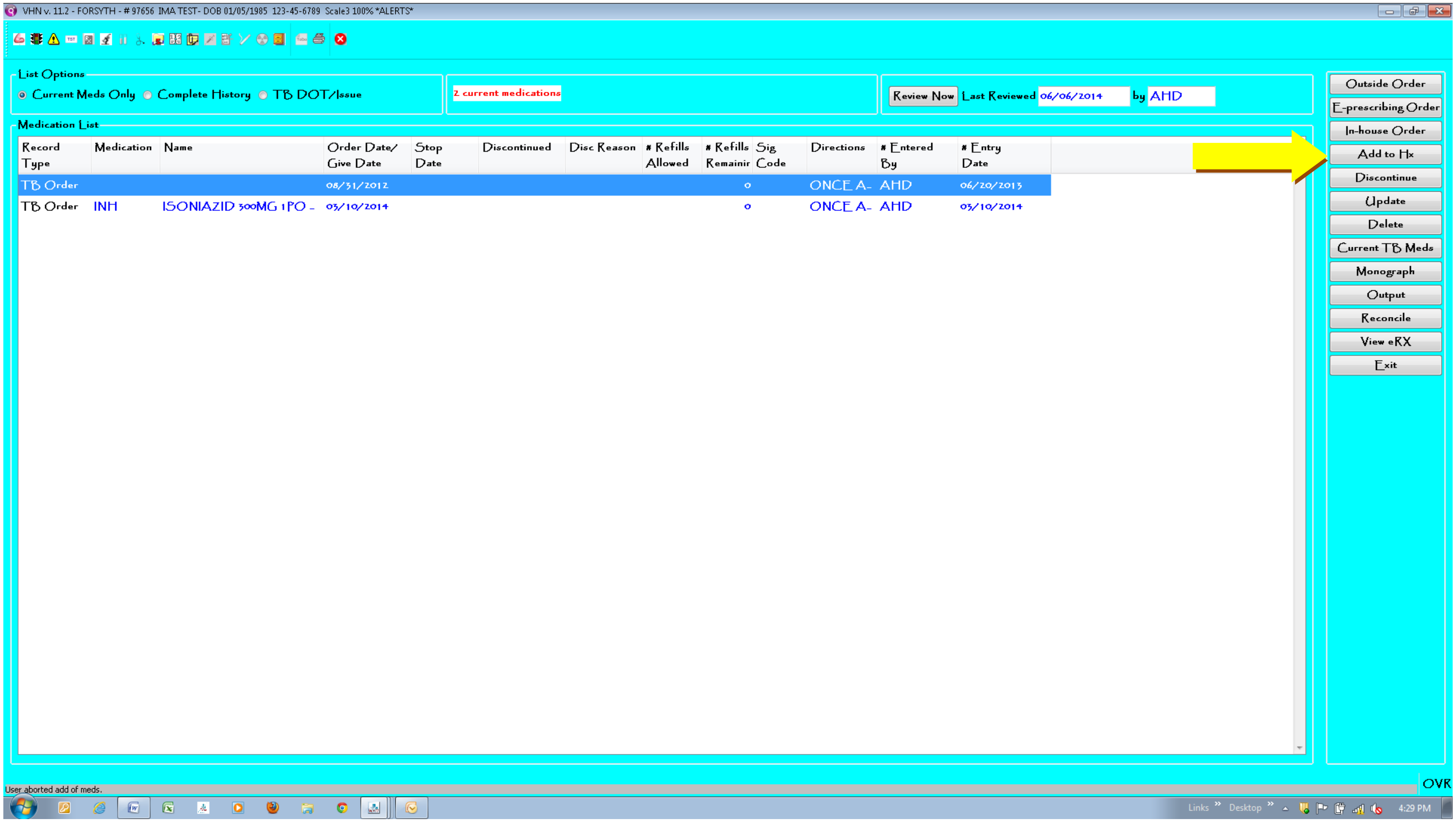
The Female History E-chart will appear. You will note the tabs for each section across the top. Specific instructions for each section are written in Red. Begin working your way through all the tabs. **<u>DO NOT</u>** HIT **FINISH** AT THE END OF EACH SECTION/TAB.

*__Helpful Hints:__

- If you need to write anything more specific or expand on an answer. Click the pencil icon to the right of the question
- Once you have filled out an e-chart on a patient, the next time she comes in some of her answers will pull forward from the last visit. For answers that don't automatically pull forward, you can view the last response given by clicking on the note cards to the right of the question.

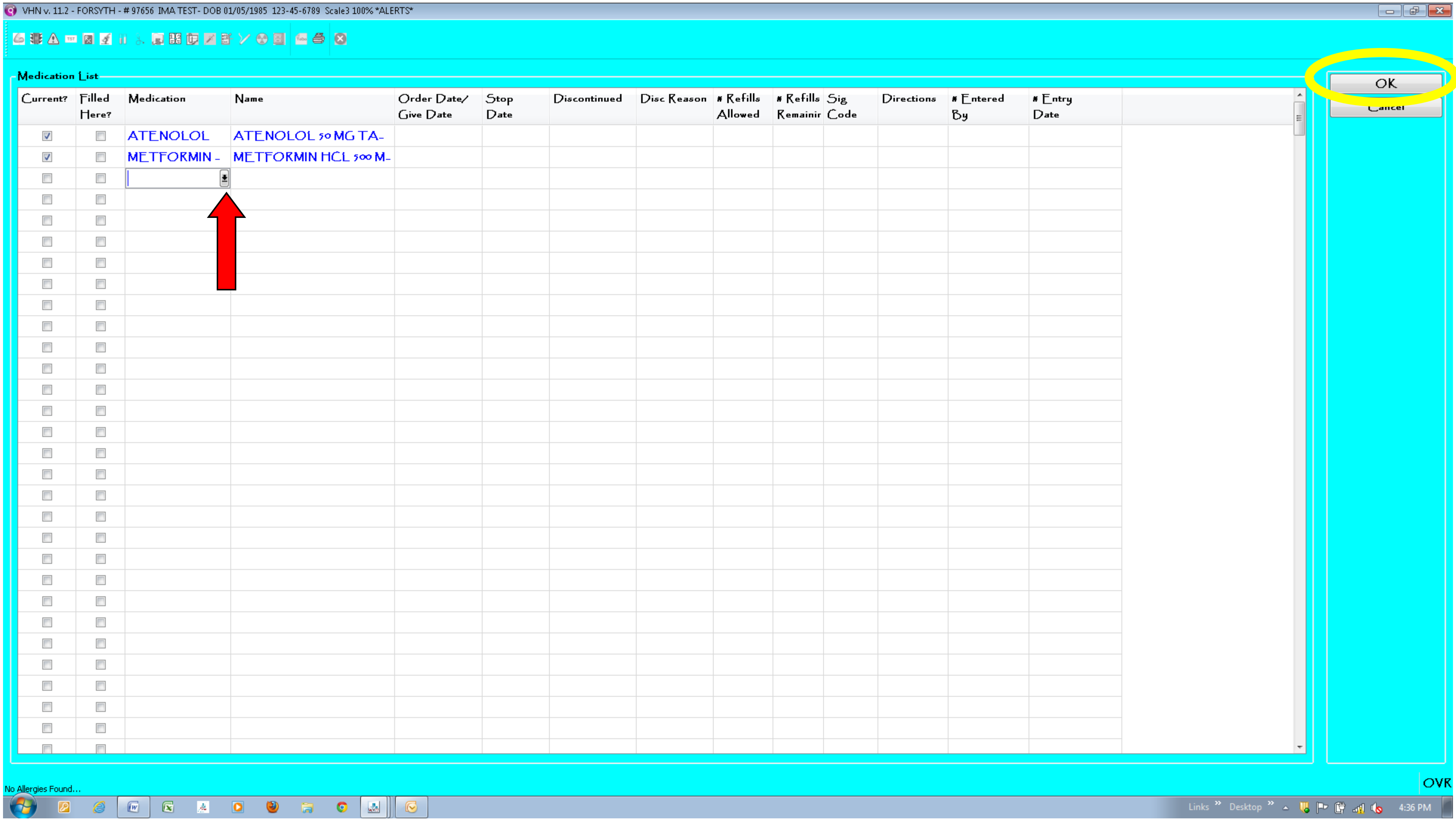


Helpful Hint: Click on the Rx button at the end of the text box to go to the med page to Enter in Medication History. Click on the Nose Button at the end of the text box to go to the Allergy page to enter in Allergies.

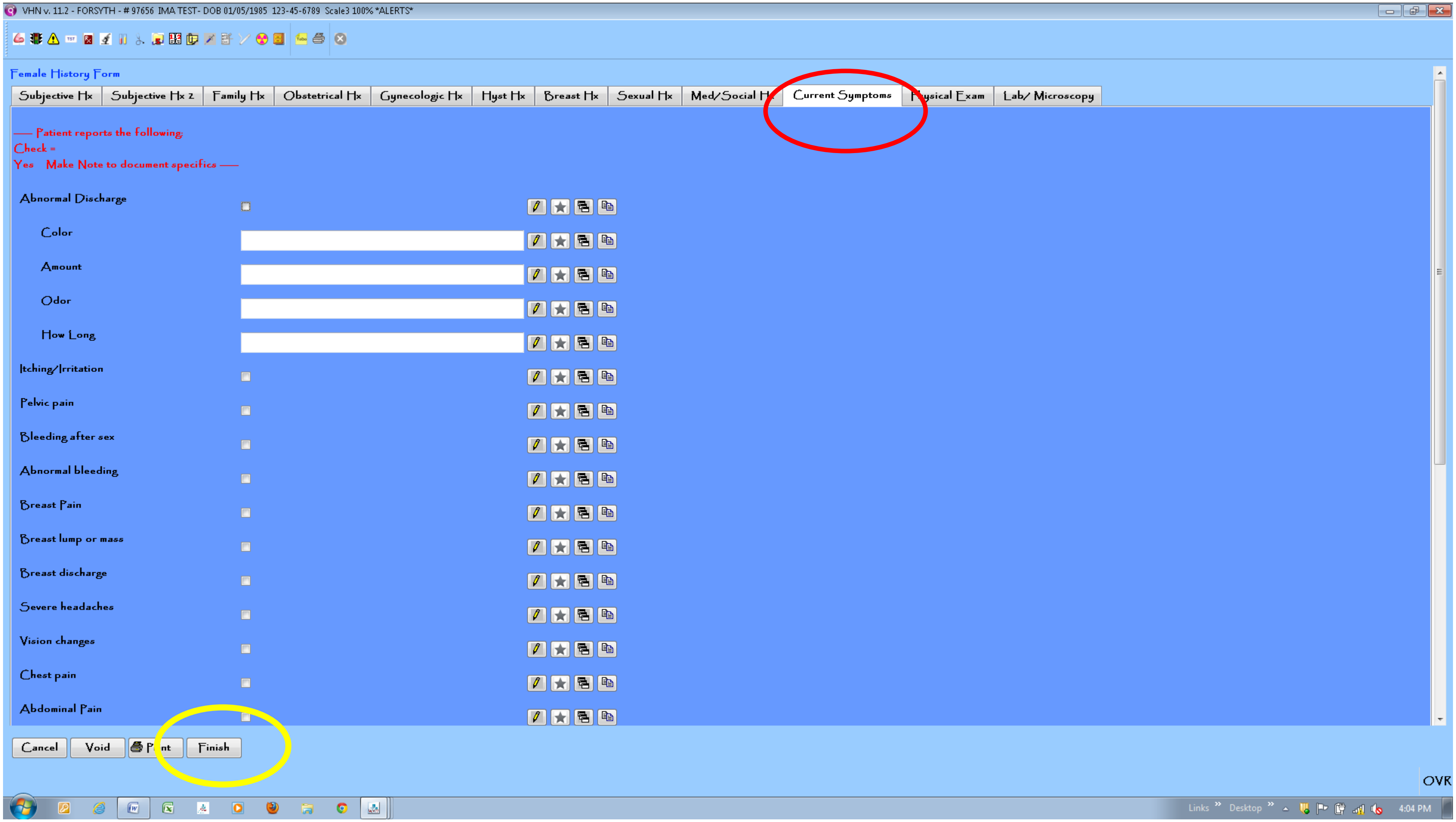


To enter medications the patient is currently taking at home:

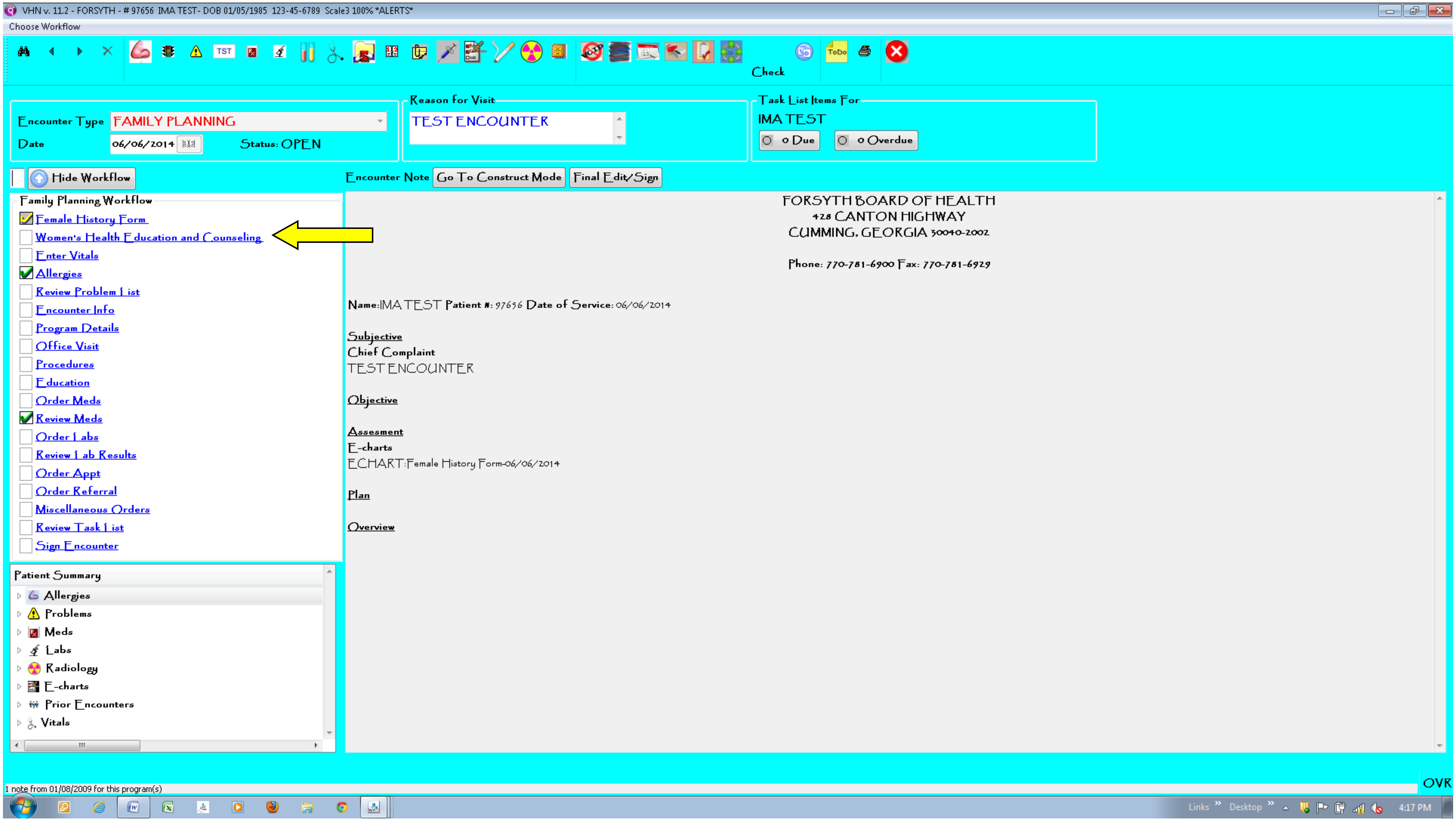
Click Add to History. On the next screen you will be able to Enter in all medications the patient is currently taking. If the patient does not know the name of their medication, make a note of it using the pencil icon in the e-chart located to the right of the Review Medications question.



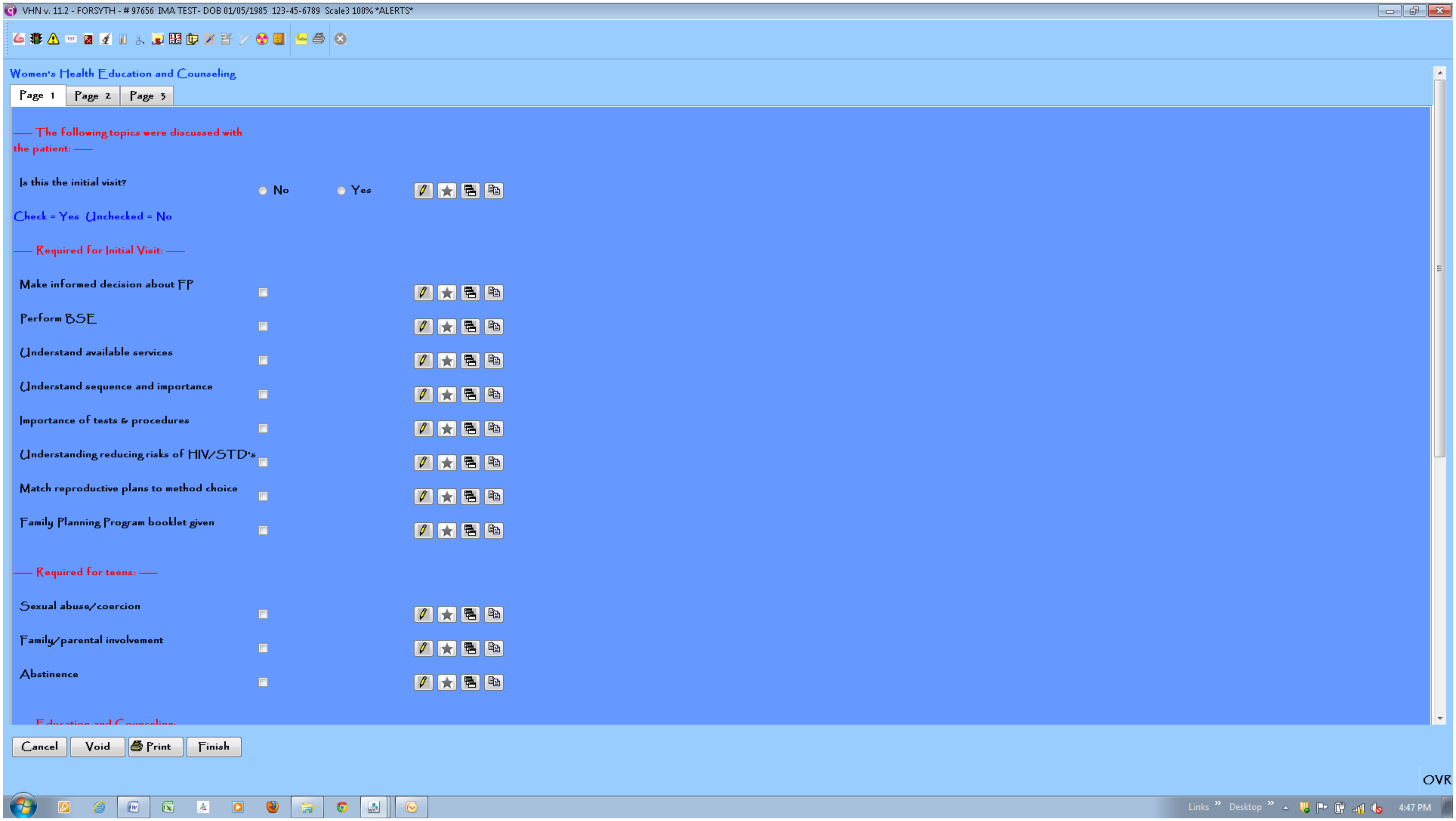
To search for a medication hit the down arrow. Hit OK when done.



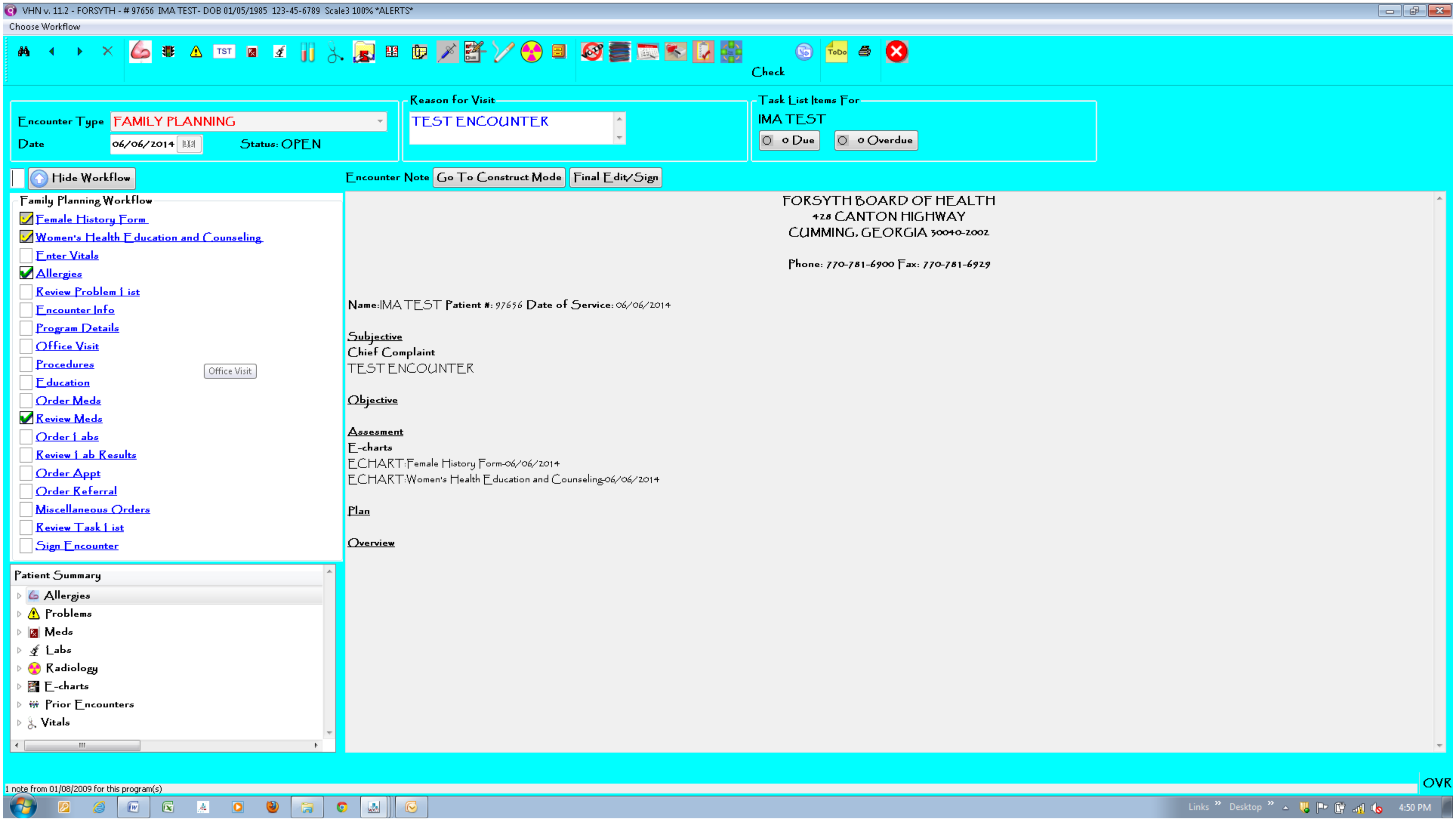
Once you have completed the Current Symptoms tab. You may click FINISH. This will save all your answers and take you back to the Encounter Page. You will return to the E-chart to complete the physical exam and microscopy tabs after completing your Exam. See Page 12 for instruction to save e-chart



You will note that the Female History Form is marked with a yellow check mark and the Allergies and Review Meds are in Green. The green means an item is complete and the Yellow indicates the E-chart has been saved but not yet signed. The next item on the workflow list is the Women's Health Education and Counseling (this replaces the paper version). You may choose to complete this now or complete at the end of your visit. The next page is an example of the education and counseling form.

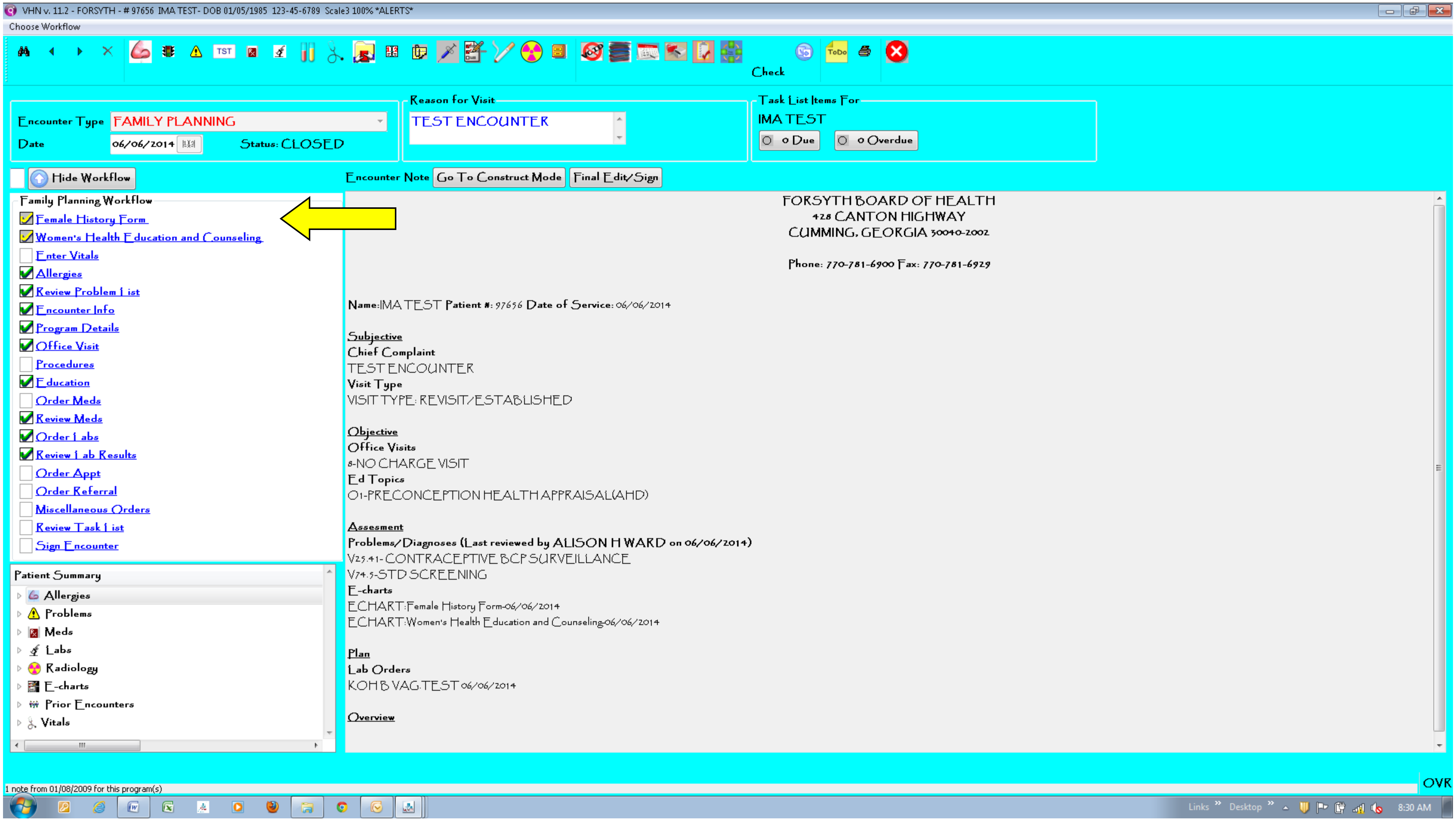


Again you may choose to fill this out now or at the end of your visit. Just as with the Female History Form you will sign and save this form as well. See page 12 for instructions.

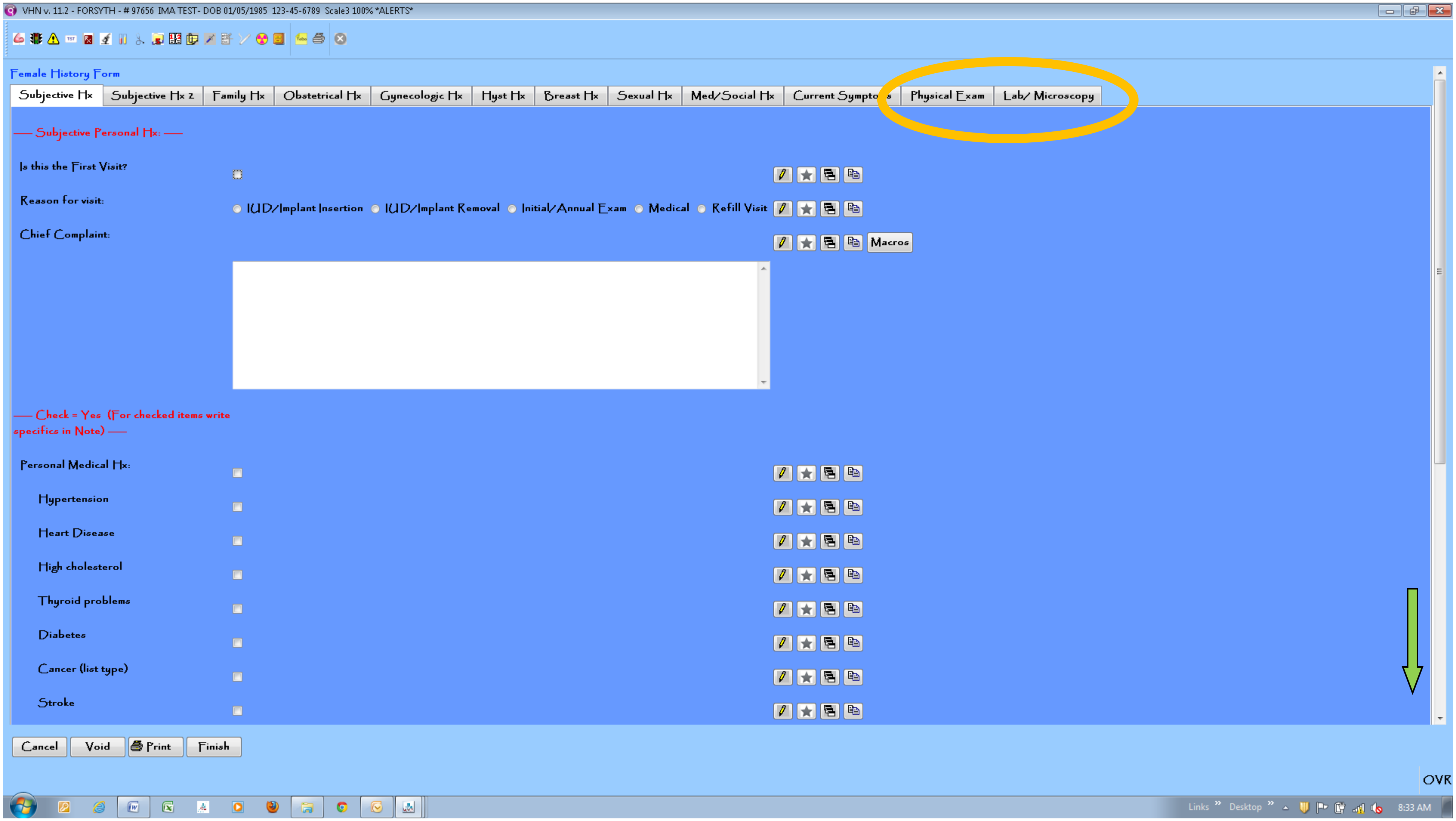


Proceed Down your workflow as you normally would for a FP Encounter, **this part has not changed.** You will choose an office visit, order labs and meds, etc as you did before.

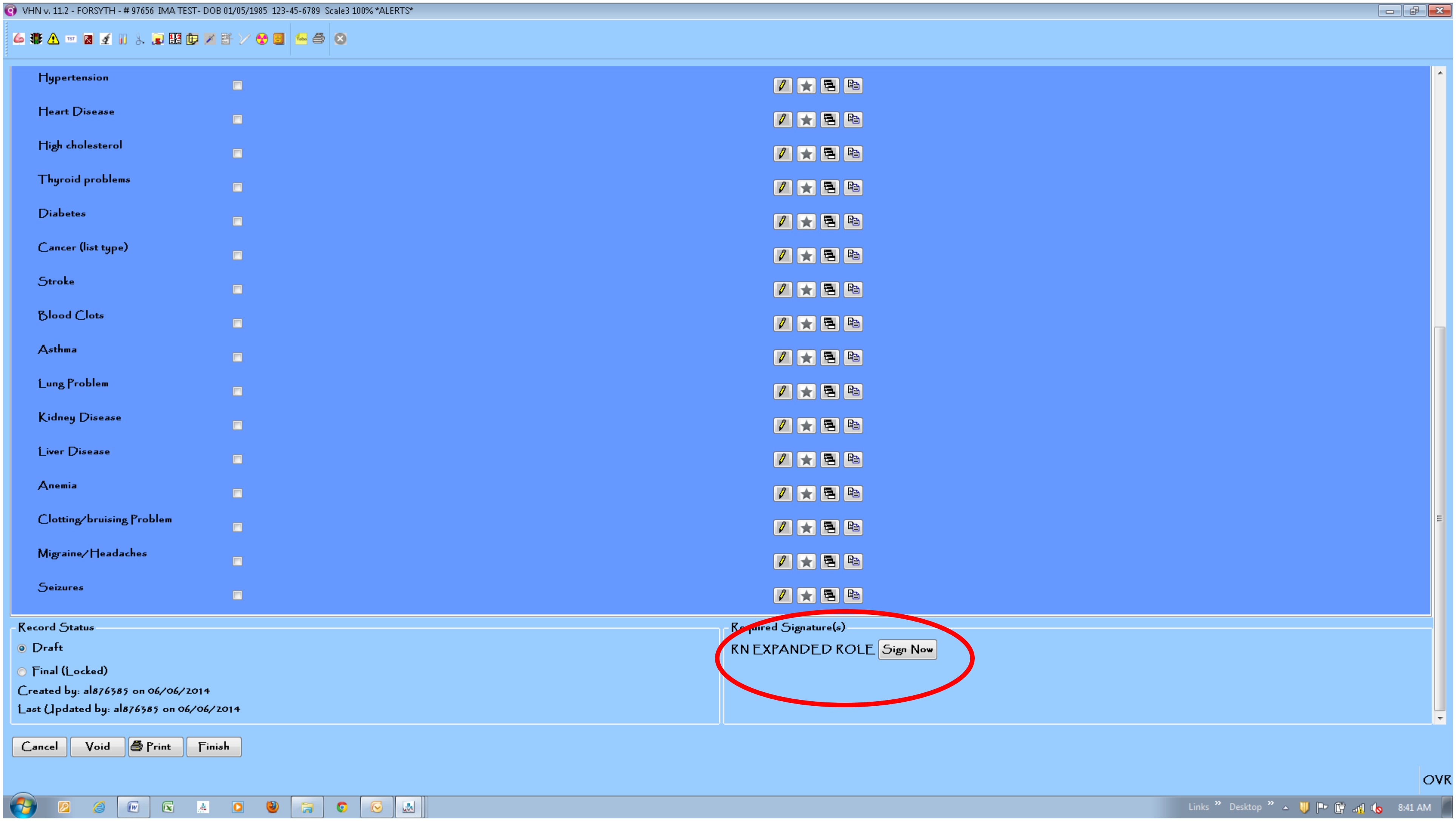
<u>**Important:**</u> Located in the Female History Form is a tab labeled Labs/Microscopy, this can be filled out as a **summary only.** All Labs are still ordered through **ORDER LABS** on the workflow



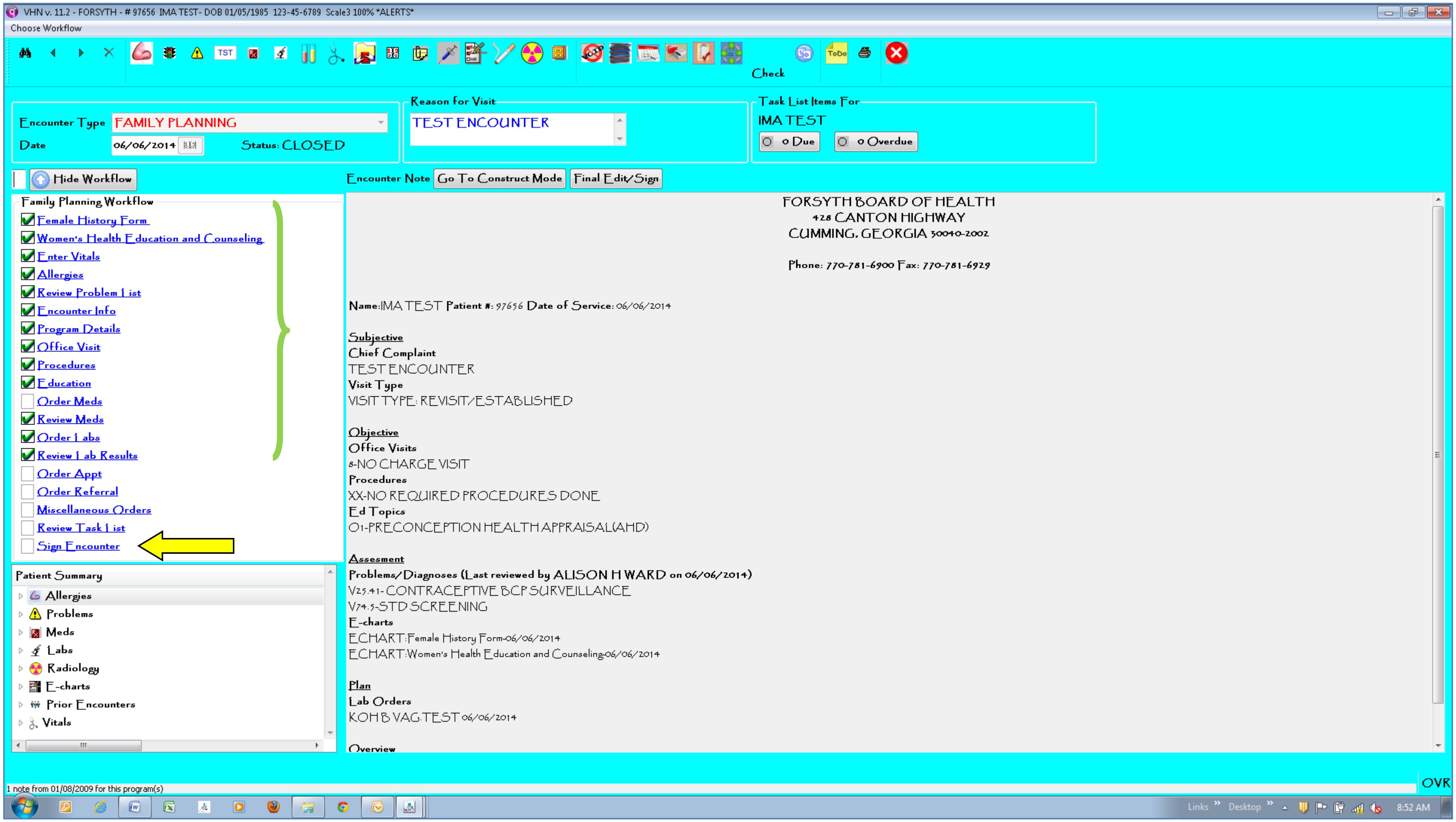
Once you have completed all your necessary tasks, it is time to complete the Encounter by signing the Female History Form and Education Flow sheet. Click on these items to bring up the E-chart again. **Helpful Hint*** Once the Office Visit/Encounter Info are completed (checked green) and any applicable labs/meds are entered in the Encounter (Checked Green) the charges will appear for billing. You may let the patient go check out, while you are completing the remainder of the steps (charting exam, progress notes, signing and saving)



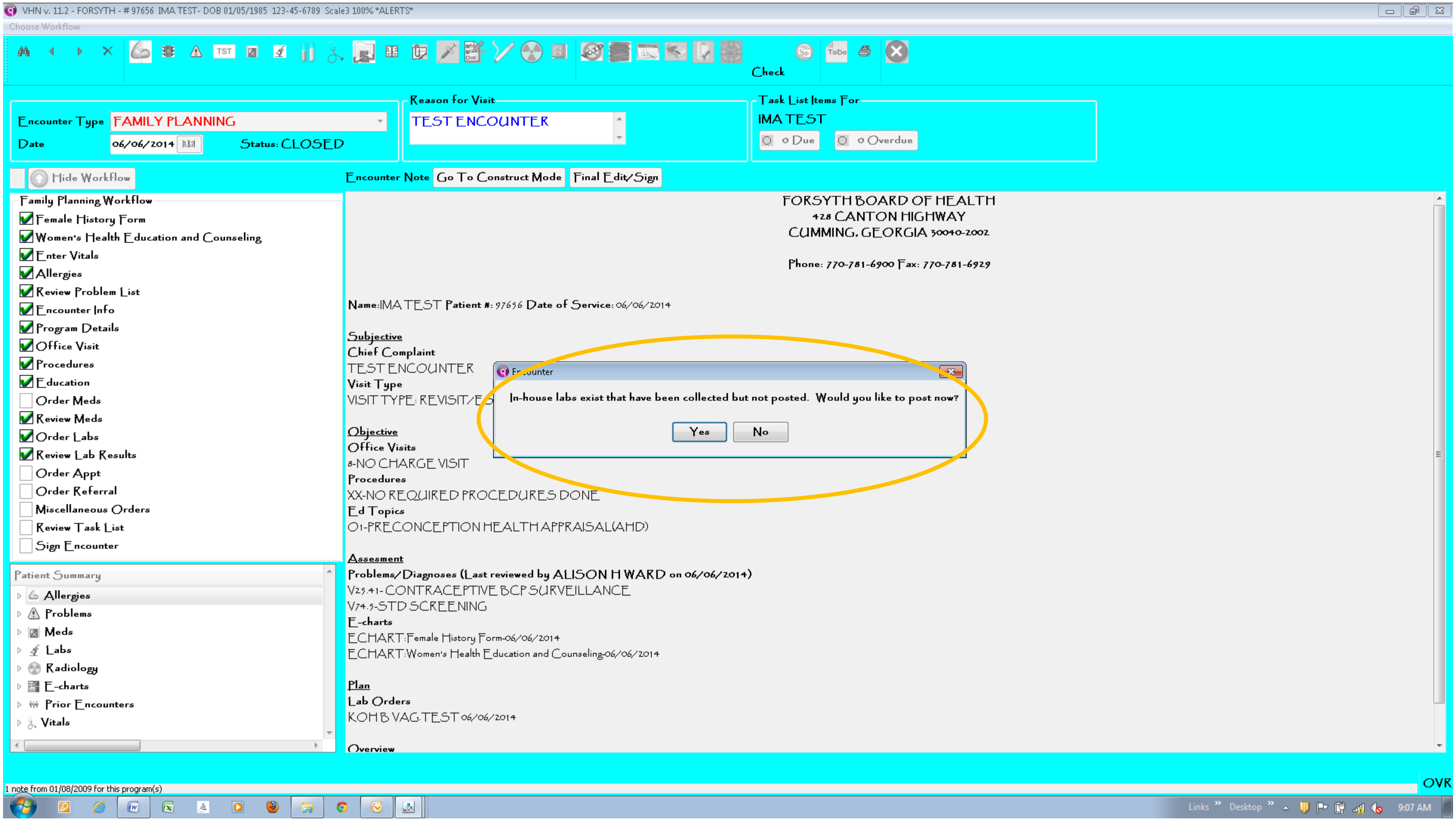
If an Exam was done, you may complete the Physical Exam and Lab/Microscopy tabs now before signing. Once you have completed these tabs you will scroll to the bottom of the page.



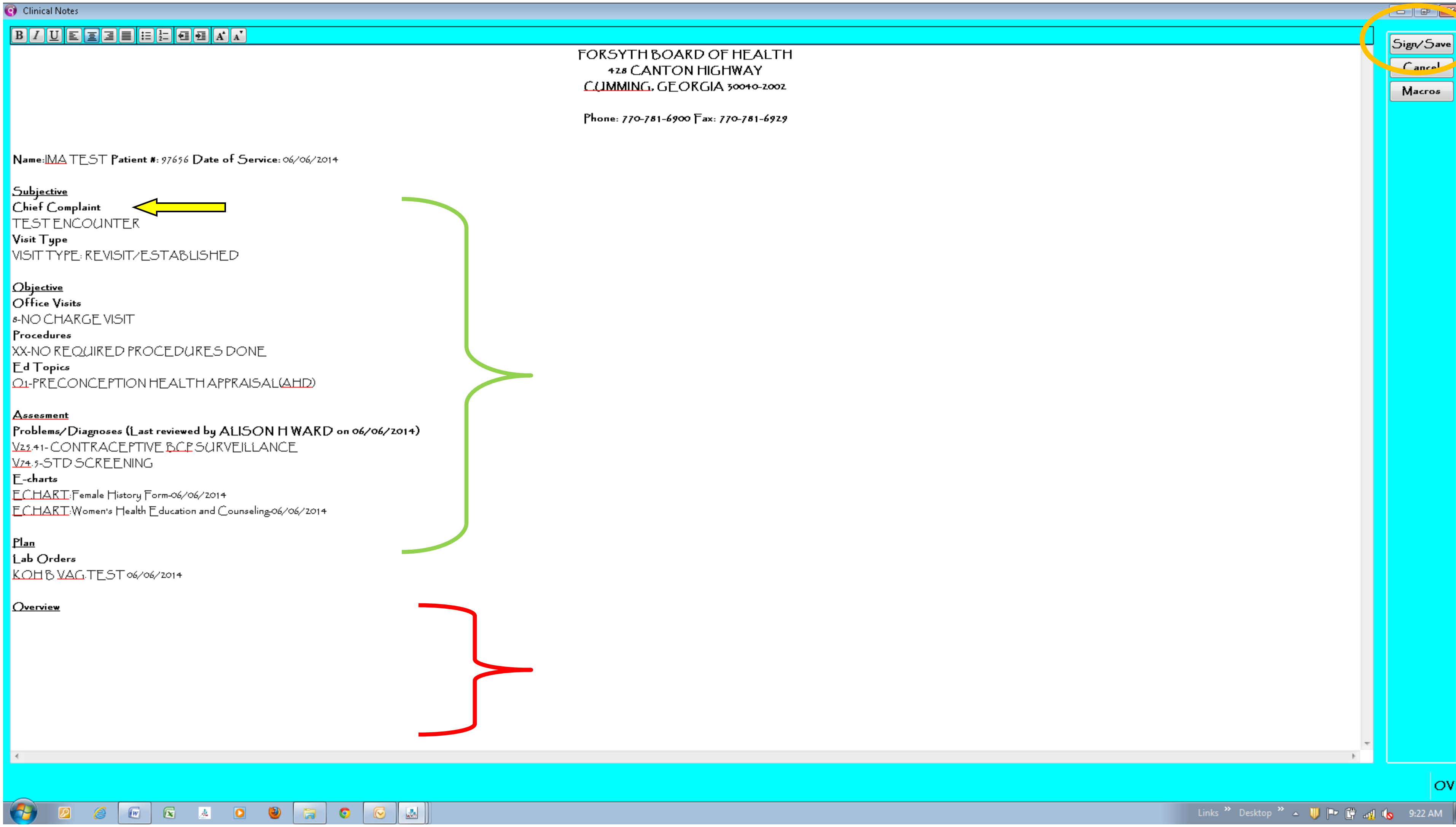
The Expanded Role RN or Nurse Practitioner must do this step. (In some counties someone else works up the patient and may have filled in the E-chart and saved *see page 6. The Expanded Role RN or Nurse Practitioner must review the E-chart and complete this step). Hit Sign Now and enter your VHN login to sign. Once you have signed, you will hit Finish to return to the Encounter Page. Repeat this step for the Education and Counseling e-chart as well.



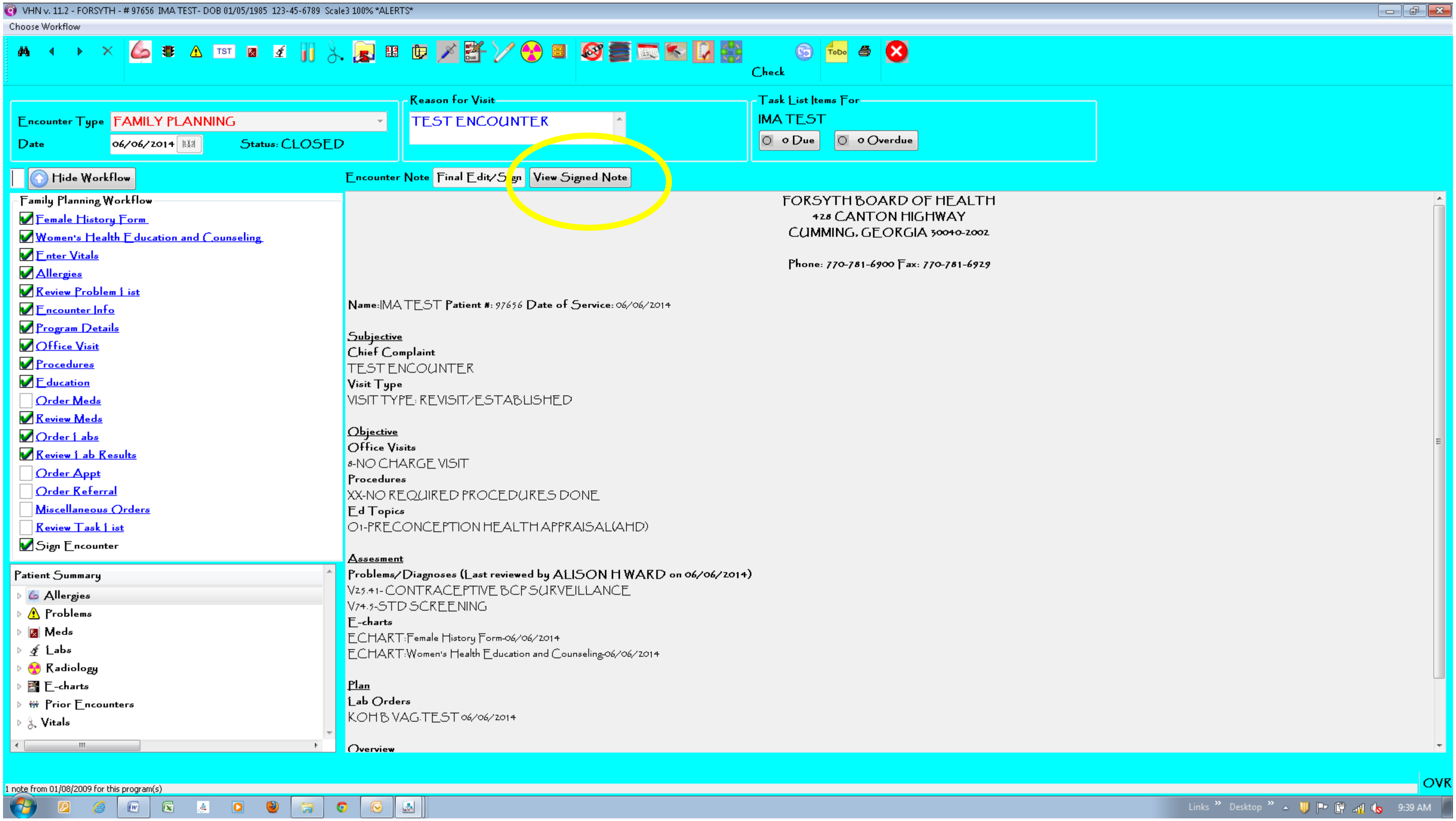
All your necessary items should now be marked green. Once you have double checked that your encounter is complete it is time to Sign Encounter. On the next page you will be able to add a Narrative Note before signing and completing.



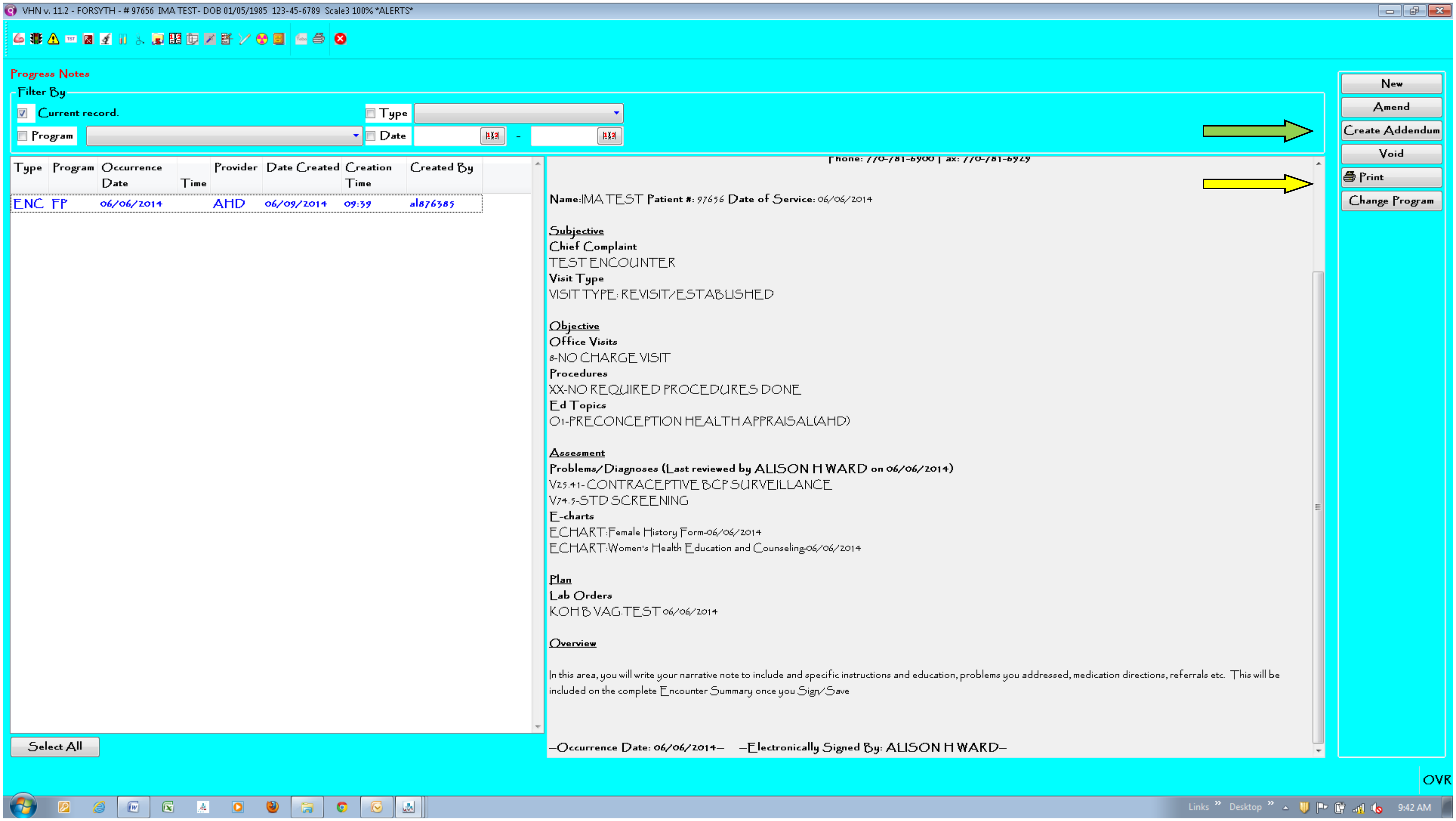
If you have collected Labs that will have results to post that day (KOH, Oraquick, etc.), Click Yes to go to the lab screen and enter results. Once you finish in the lab screen you will be taken to the screen shown on the next page (page 15). If you did not order any labs or labs that do not post that day (GC/CT, Pap) then you will not see the box above and you will be taken directly to the screen shown on the next page(page 15)



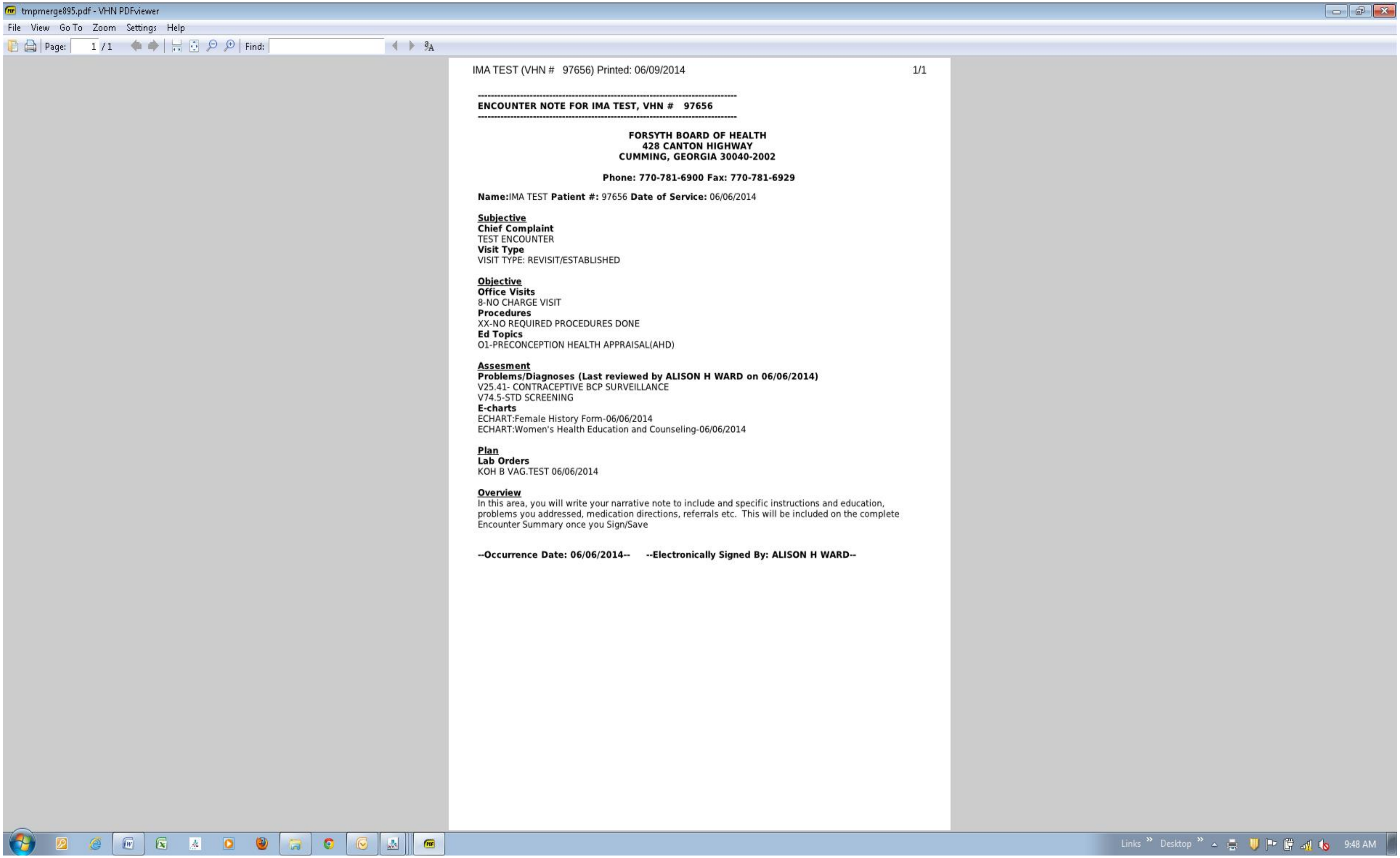
On this page you will note a Summary of your Encounter. You may add any additional notes to this summary that you wish to include (This is the page that will be included in the patient chart) **Example:** The Chief Complaint is whatever was written on the service slip at the time of check-in, you may wish to change this to something more specific if applicable. Under Overview, you will write your Narrative Note. This would be what you would normally write on the back of the Family Planning Flowsheet (paper version). This would be whatever specfic education and instructions, medication directions, problems that you addressed, referrals, etc. (Directions for using Macros to help complete this step will be sent out separately). Sign/Save when you are complete.



Once you Sign/Save on your Encounter Summary/Narrative Note you will be taken back to the Encounter Page. To view your Encounter Summary note and print for the chart, click View Signed Note.



You may now Print. * **Helpful Hint** If you forgot to add something important in your narrative note you may also Create Addendum to add your additional note to the encounter.



tmpmerge895.pdf - VHN PDFviewer

IMA TEST (VHN # 97656) Printed: 06/09/2014 1/1

ENCOUNTER NOTE FOR IMA TEST, VHN # 97656

FORSYTH BOARD OF HEALTH
428 CANTON HIGHWAY
CUMMING, GEORGIA 30040-2002

Phone: 770-781-6900 Fax: 770-781-6929

Name:IMA TEST **Patient #:** 97656 **Date of Service:** 06/06/2014

Subjective
Chief Complaint
TEST ENCOUNTER
Visit Type
VISIT TYPE: REVISIT/ESTABLISHED

Objective
Office Visits
8-NO CHARGE VISIT
Procedures
XX-NO REQUIRED PROCEDURES DONE
Ed Topics
O1-PRECONCEPTION HEALTH APPRAISAL(AHD)

Assesment
Problems/Diagnoses (Last reviewed by ALISON H WARD on 06/06/2014)
V25.41- CONTRACEPTIVE BCP SURVEILLANCE
V74.5-STD SCREENING
E-charts
ECHART:Female History Form-06/06/2014
ECHART:Women's Health Education and Counseling-06/06/2014

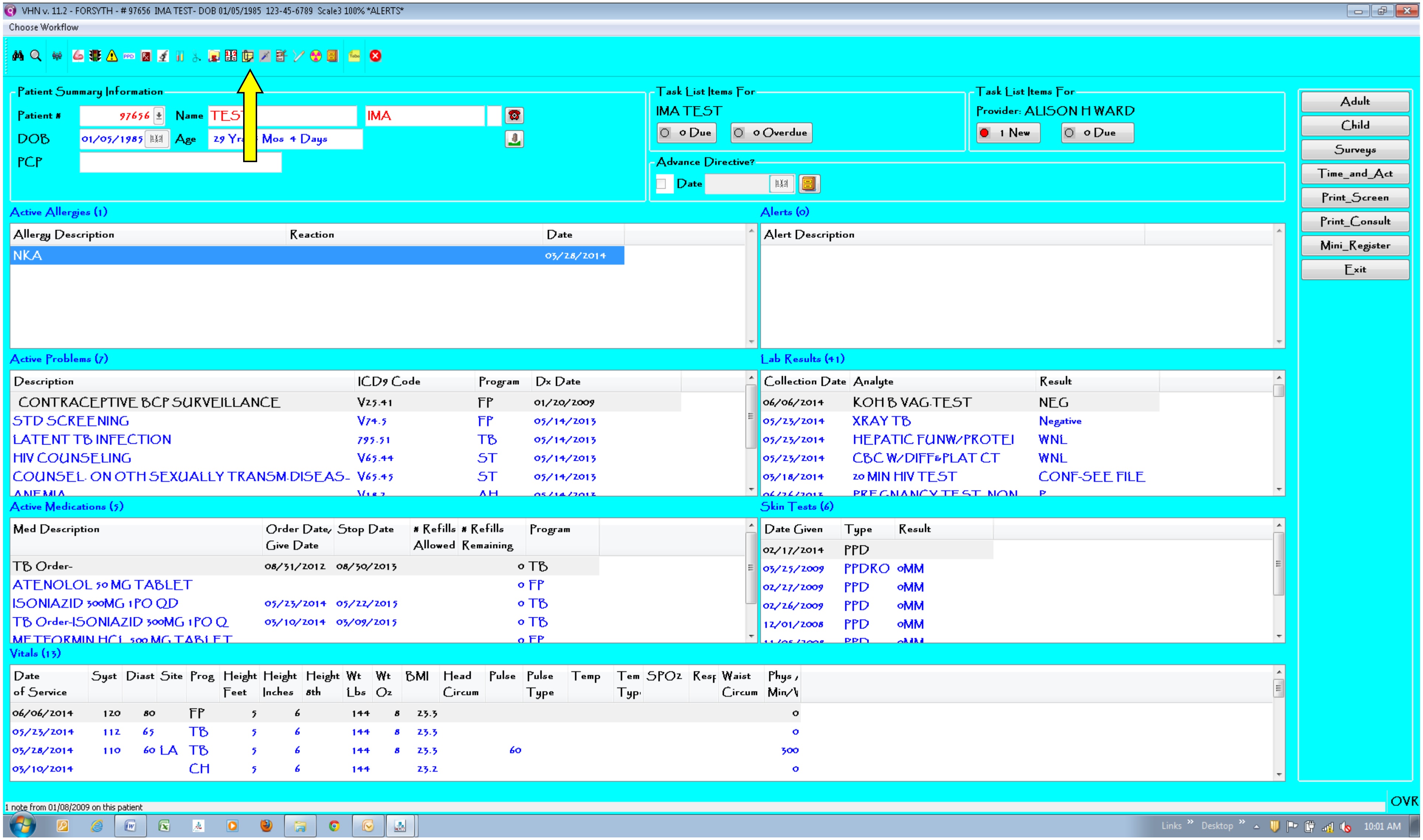
Plan
Lab Orders
KOH B VAG.TEST 06/06/2014

Overview
In this area, you will write your narrative note to include and specific instructions and education, problems you addressed, medication directions, referrals etc. This will be included on the complete Encounter Summary once you Sign/Save

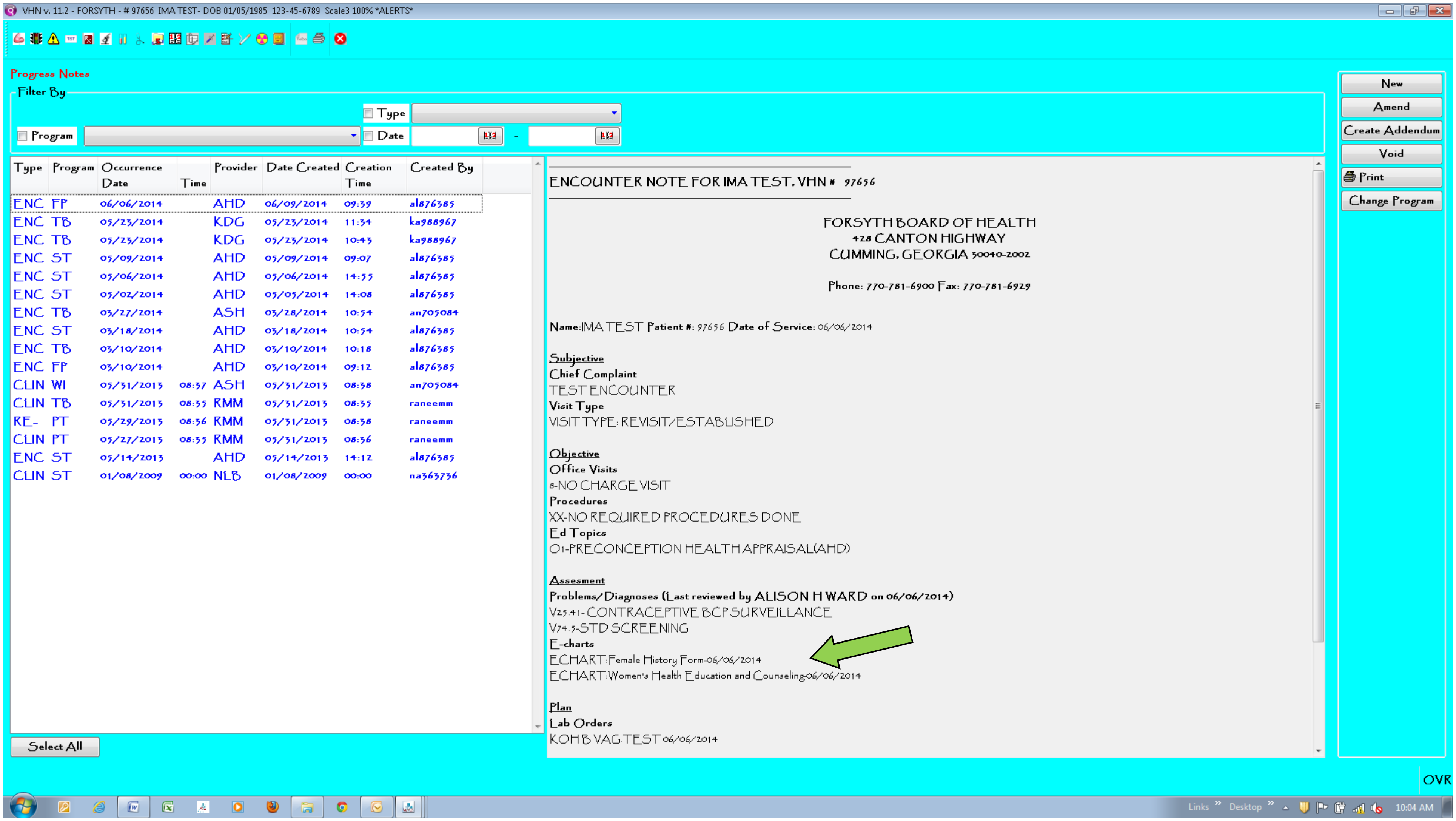
--Occurrence Date: 06/06/2014-- --Electronically Signed By: ALISON H WARD--

Print and add to the patient's chart. **You are Done**! There is no additional paper charting that needs to be completed. There is no need to print off the E-chart itself, it is saved in VHN for future Reference. If you want to view specific E-charts that have been completed on a patient. Those directions follow:

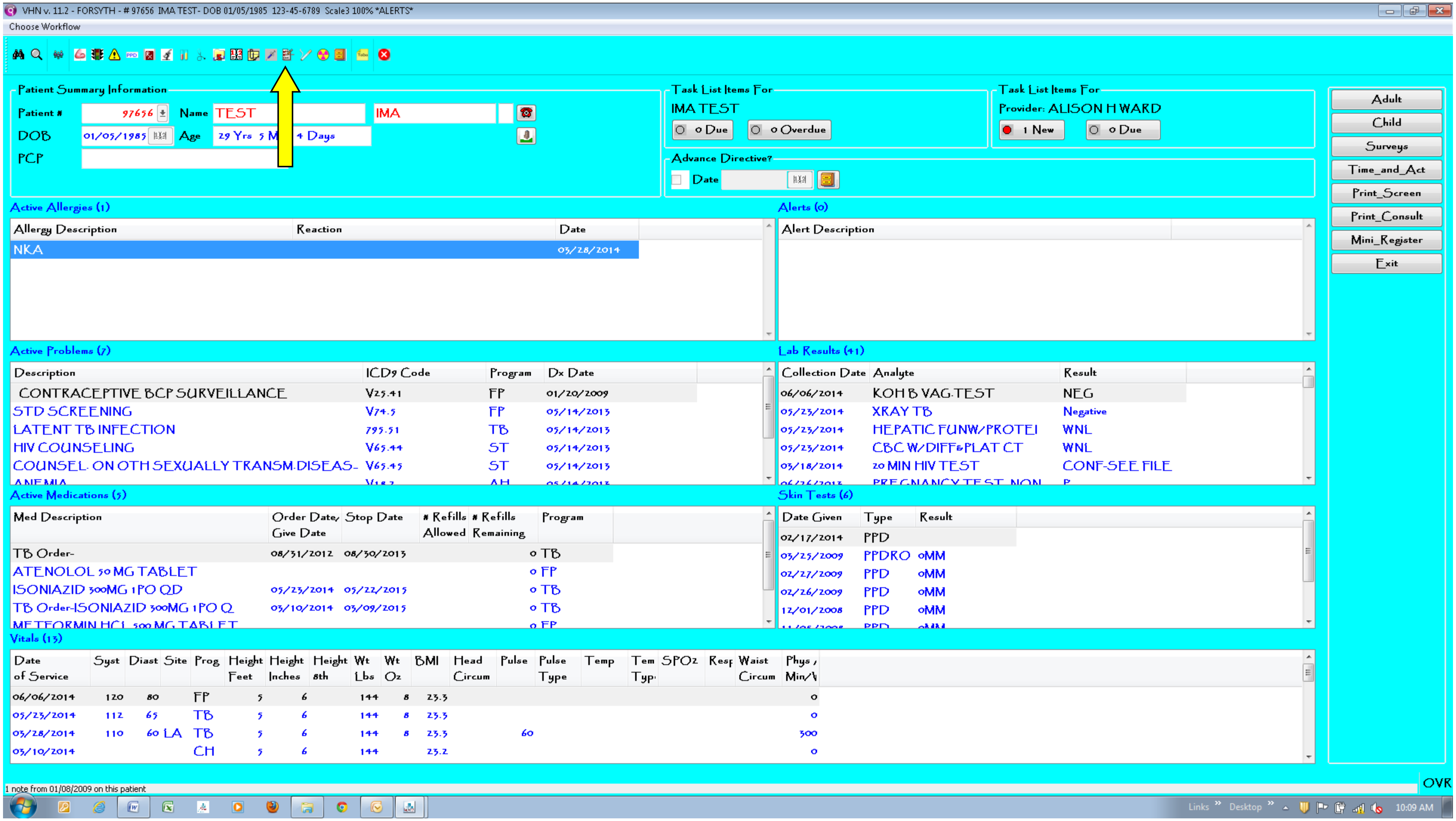
Reviewing an Encounter/E-chart previously Completed:



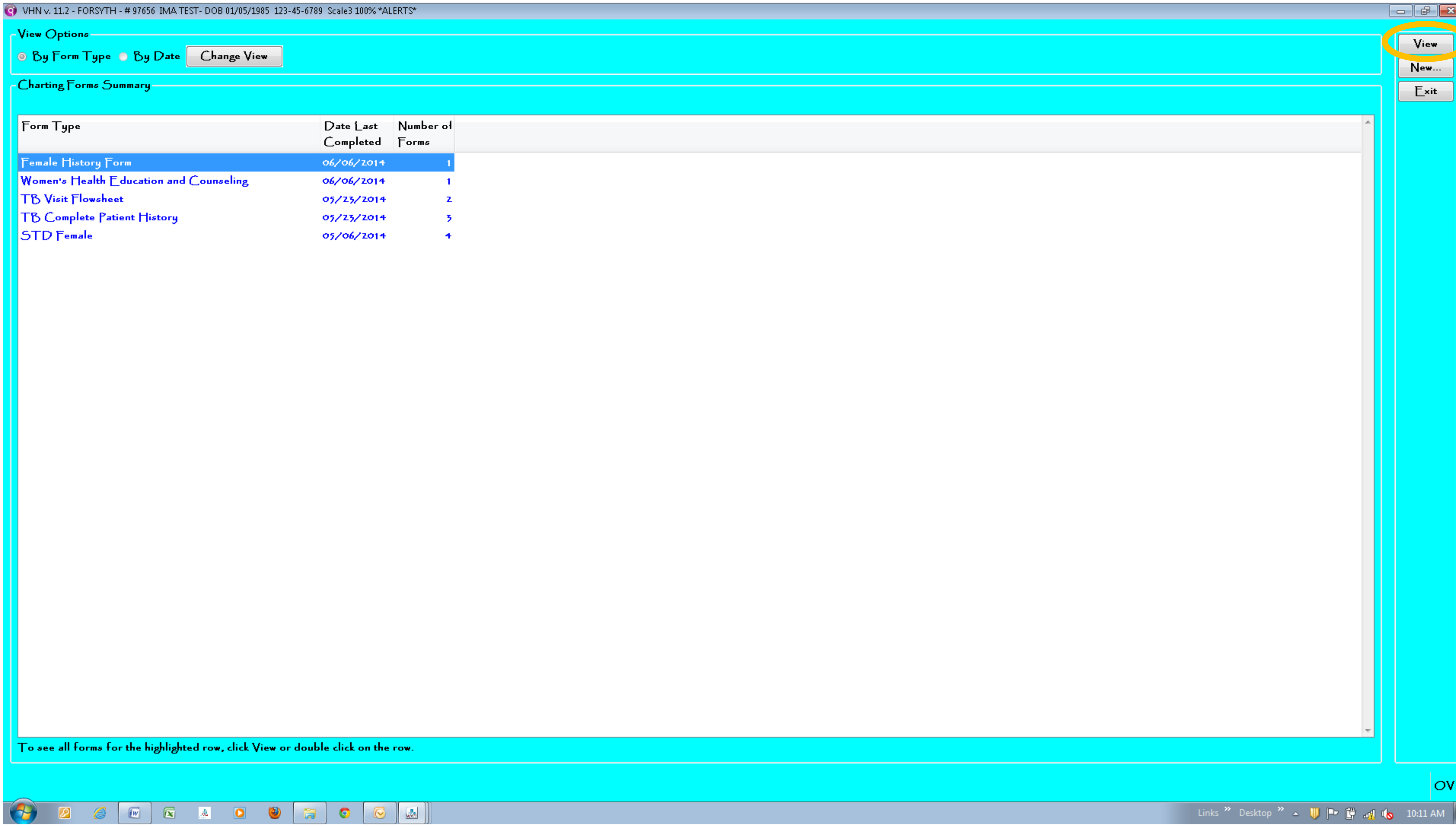
To view a previously completed Encounter Summary click on your Progress Note Icon.



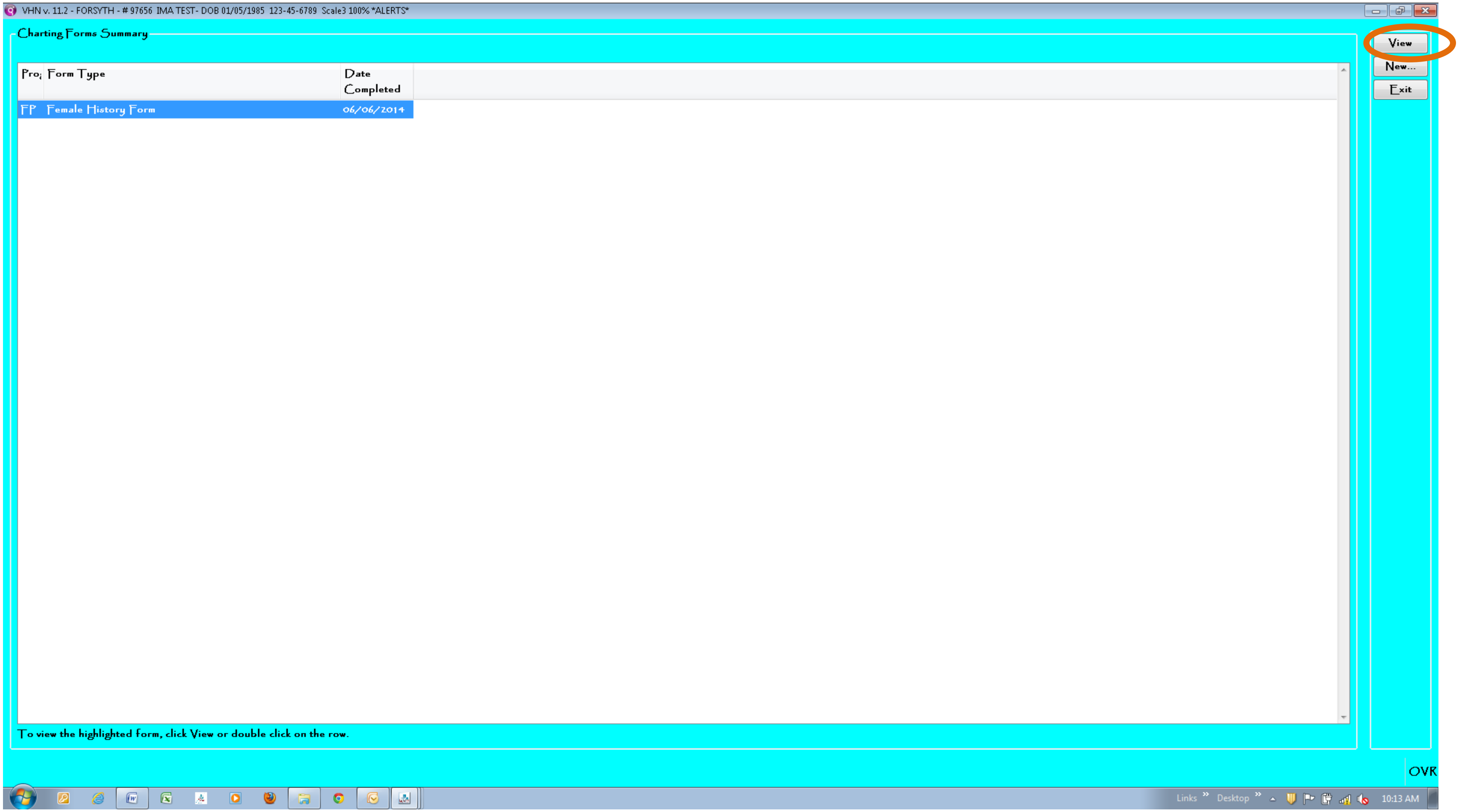
All of your previous Encounters will be listed, with the most recent one showing in the large window. Click on the Encounter date you wish to view. If an E-chart was completed it will be noted here. Follow the instructions on the next page to view the E-chart.



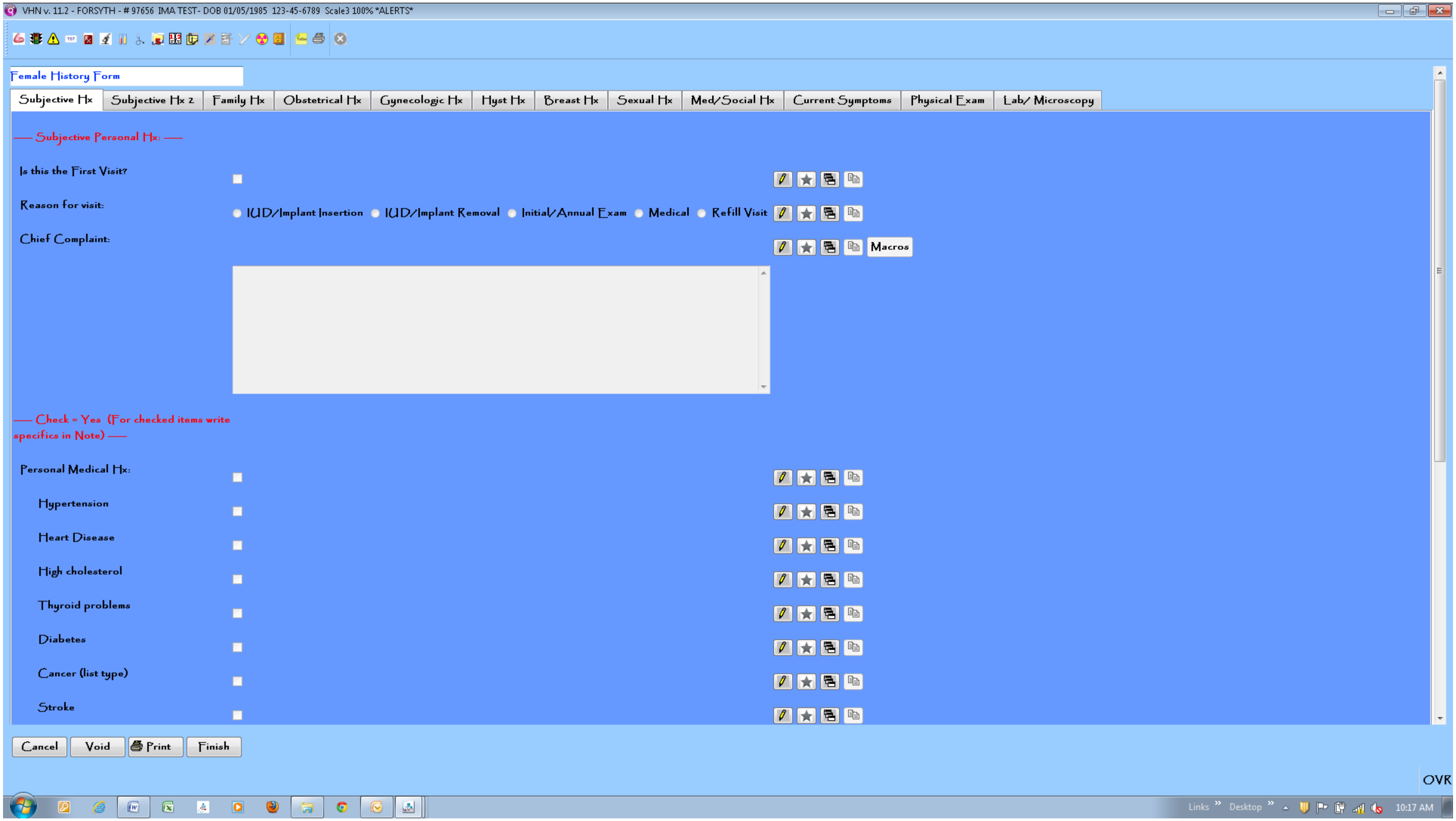
To view an E-chart that has previously been completed Click the E-Chart icon.



Select what E-chart Type you would like to view. Once you select a type and View, on the next page you will be given the option for what date you would like to view.



Select the date you would live to review and Click View. *Note: there is only one date listed here because the e-chart has only been completed once so far. As the patient returns for visits, the dates will begin to show up on this page.



You can now review the previously completed E-chart. Click Finish when done. You also have the option of printing the E-Chart from here if needed. **DO NOT PRINT ON EVERY PATIENT**. This should only be printed if needed for referral purposes.