

HOSPITAL INFORMATION SYSTEM (HIS)

CLINICAL NUTRITION - DAY IN THE LIFE - WS/NFS/PCS/FES

Central Registration:

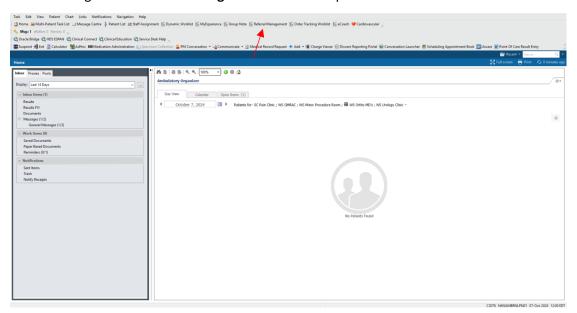
- Receive the referrals from **Work Queue Monitor** and associate to the patient chart.
- Print out referral and place into folder for clinical nutritionist.

Clinical Nutritionist:

- Retrieve referral from folder.

Now that the documentation has been added to the patient chart. We can create an inbound referral to add it to the clinic's referral list.

1. Navigate to **Referral Management** from the top banner bar.

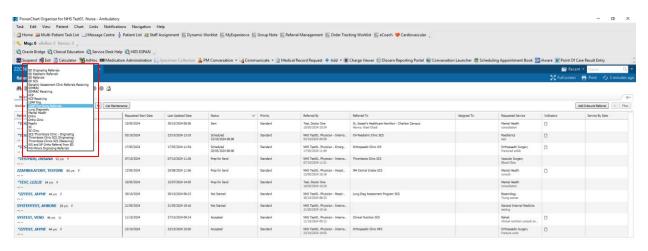


2. Ensure the correct worklist is selected, your clinic should have a **Receiving** list. You will select this list as we will be creating an **Inbound Referral.**





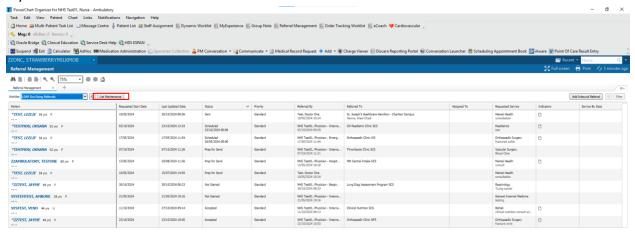
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3. If you do not have the correct worklist to add a worklist select List Maintenance.

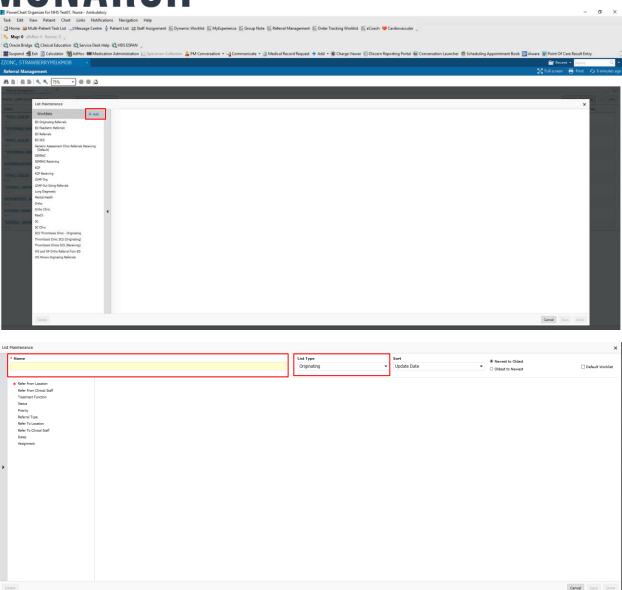


4. Then select **+Add**, here you will input a name of the clinic, then select **Receiving** for the List Type.





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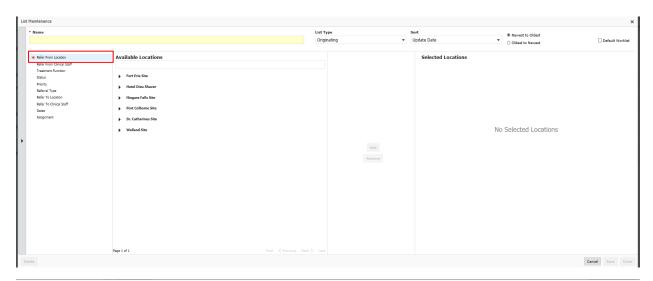


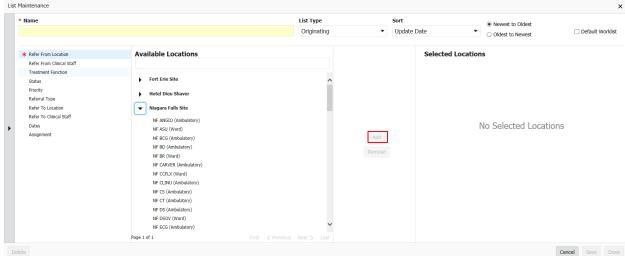
5. Then select **Refer from Location**, and input your clinic, click the name of the clinic then click **Add.** Then press **Save.**





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6. Now when in your correct worklist, select Add Inbound Referral.



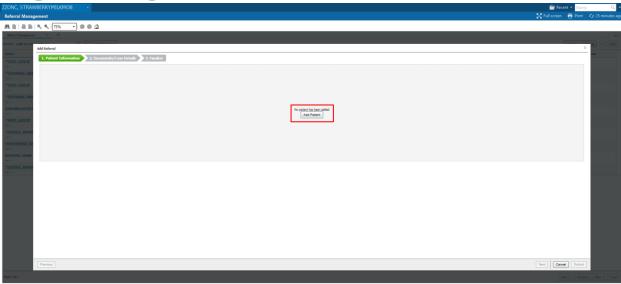
7. Now you will add the patient using the **Add Patient** button.



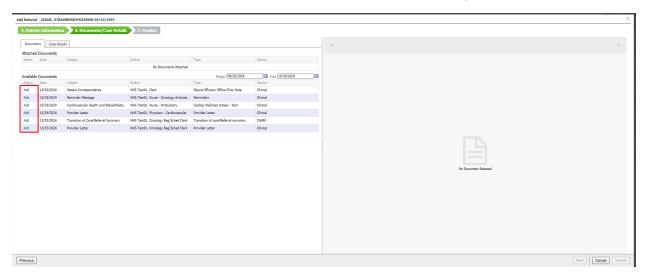




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- 8. Now you can input the **Documents/Case Details.**
 - a. To add a document, select the **Add** button to the left of the patient documents.



b. Now in the Case Details tab, input all yellow fields and anything else applicable.

Medical Service: Ambulatory

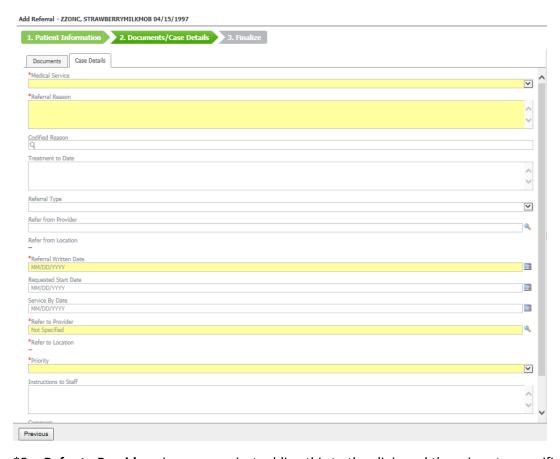






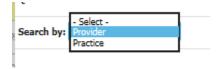


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*For **Refer to Provider,** since we are just adding this to the clinic and there is not a specific provider yet since we have not accepted/rejected we will refer to a location. Complete the following:

- Select the magnifying glass to open the Provider Search
- Then select the drop down beside **Search by:** here you will click **Practice.**







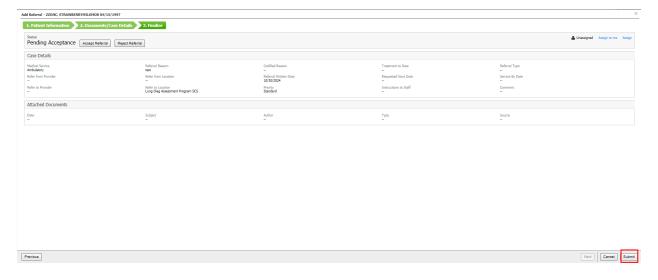


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Accept Cancel

- Click the clinic and Select Accept
- 9. Now review the details and select Submit.



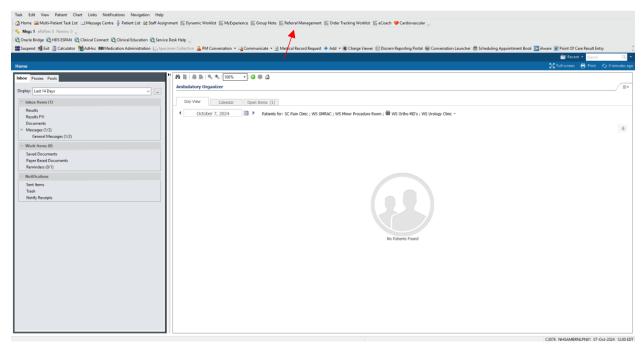






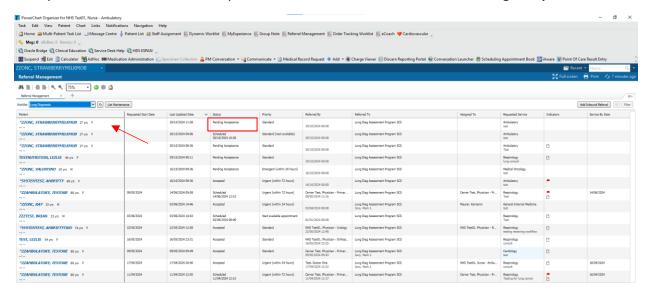
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1. Navigate to **Referral Management** from the top banner bar.



2. Ensure the correct worklist is selected, you will select the clinic's **Receiving** list.

Here you will see the referral sent by the clerical staff, it will be shown in a **Pending Acceptance** status.

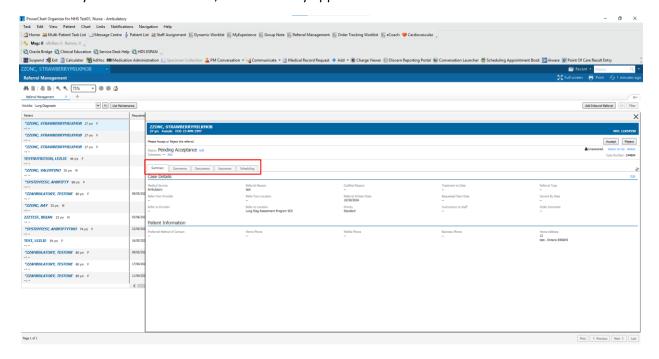




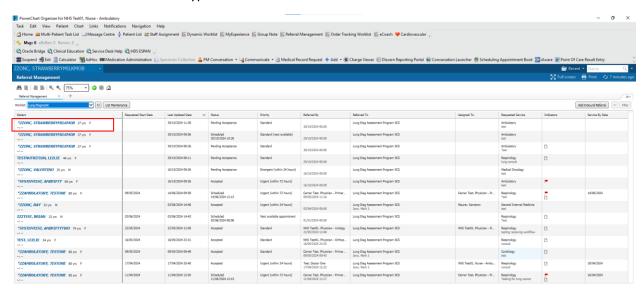


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3. Clicking the white space beside the patient name you can open the referral and review its details, any attached documents, and add in any applicable comments.



4. You can also review the patient's chart by selecting their name in the referral management table, their name acts as a hyper link.



5. You can now **Accept** or **Reject** the referral.

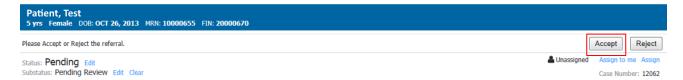






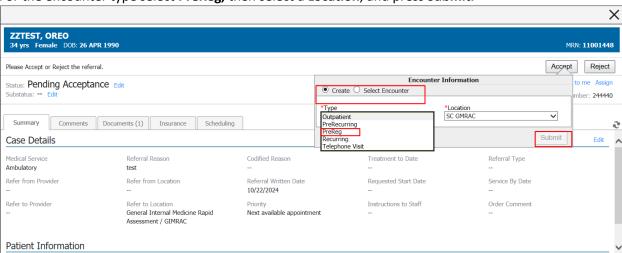
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6. Select Accept to accept the internal referral.



In PowerChart (PowerChart.exe), the system prompts you to create an encounter or select an existing one. For your clinics, you will mostly create a new encounter.

7. To create a new encounter, select the **Create** option in the Encounter Information dialog box. For the encounter type select **PreReg**, then select a **Location**, and press **Submit**.



An encounter is created and associated with the referral case, then the status of the referral case is updated to **Accepted**.

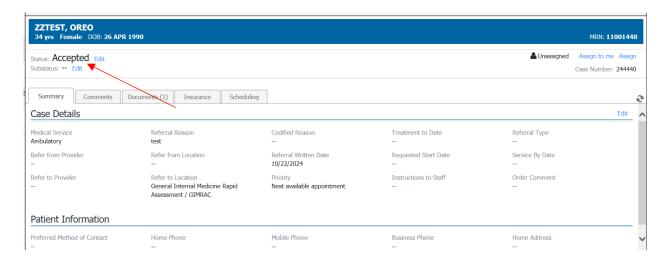








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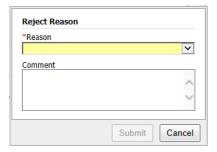


Rejecting

1. Select **Reject** to reject the referral or indicate that a referral sent was rejected.



2. Enter a codified rejection reason, and, optionally, a free-text rejection reason. The system updates the status of the referral to Rejected.



The referral status is updated to Rejected.

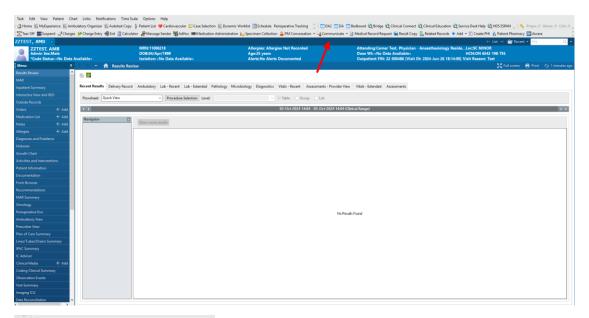
3. Now you inform the provider of the rejection reason, a provider letter would be used. Click on the black dropdown next to **Communicate** and select **Provider Letter.**

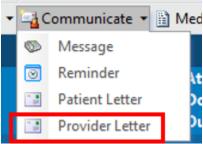






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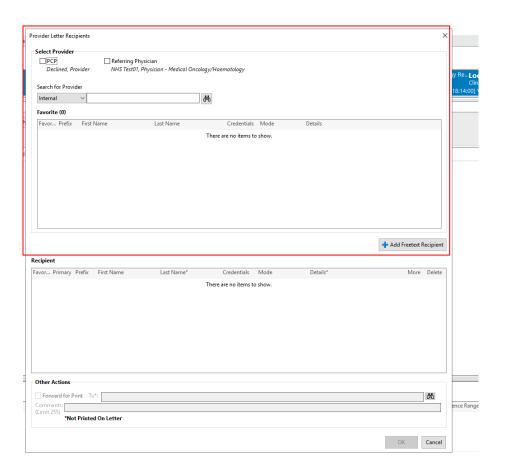


4. Search for and select a provider from the Search for Provider list, or select a provider from the Favorite or Recent Recipient tab. If you need to manually enter a recipient's click **Add Freetext Recipient**. The provider is added to the Recipient list.





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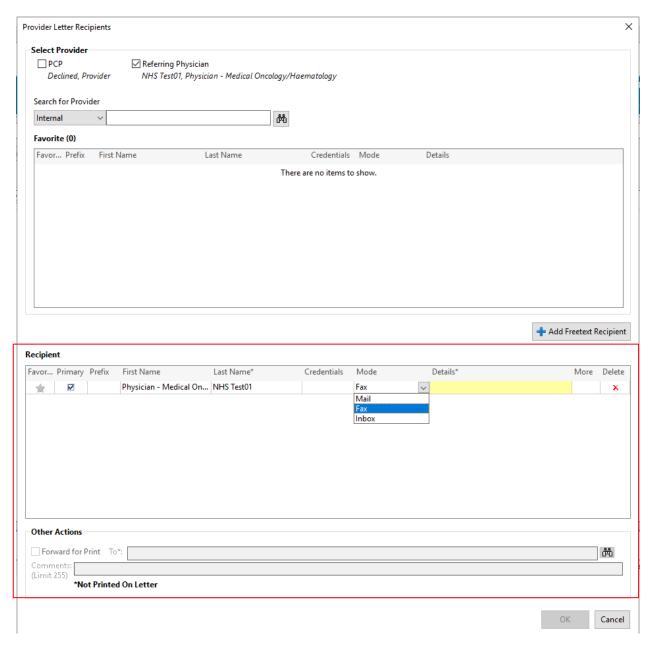


5. Select a cell from the Recipient list and update the provider's information as needed.





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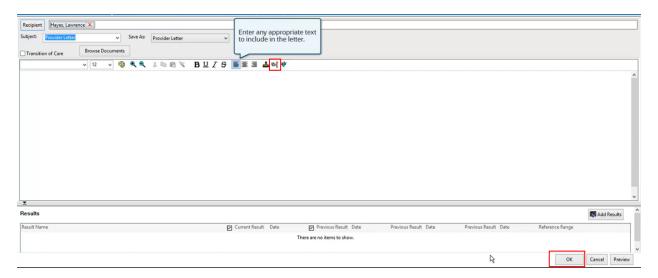


6. Click **OK**. The Create Letter dialog box is displayed and you can input why the referral was rejected. When complete select **OK** to send the provider letter.

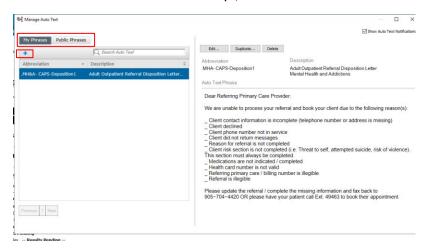




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- 7. Within the provider letter there is an autotext icon.
- 8. Within the auto text "library", there are three functions.



- a. "My Phrases"-contains the auto texts you have created.
- b. "Public Phrases"-contains all model auto text that are built in Cerner.
- c. The "Add/+" button -allows the user to create a custom auto text.

The following are currently built out as Clinical Nutrition.









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The Abbreviation	The Description
This is what the end user types to bring up the auto text term. *This is sensitive to capitals and ensure you include the "." at the beginning. *	This will display when the end user hovers the cursor over the auto text term prior to selecting it. This can help clarify what will be selected.
.Nutri-NoShow-Phone	NoShow-PhoneNutri
.Nutri-NoShow-InPerson	NoShow-OutPtNutri-InPerson

Scheduling For Clinical Nutrition

- 1. Option 1: Write the date and time you would like to see the patient on the referral paper, then return to the folder for central registration to book.
- 2. Option 2: Book your own appointments through the **Scheduling Appointment Book.** *Please refer* to the scheduling tip sheets for further instructions.

Charting For Clinical Nutrition

Initial Intake, since most of the intake pertaining to your clinic occurs on the phone, you would utilize **PM Conversation.**

The use of PM Conversations: Telephone Visits is for patient interactions that are not booked appointments, but need to be logged as visits for the purpose of keeping statics on the amount of time staff are spending with patients. This feature is to be used for any patient telephone interaction over 5mins in length that is not a pre-booked telephone visit.

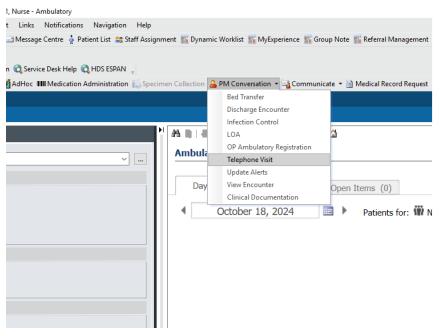
1. From the home page on the screen choose PM Conversation and Telephone Visit.







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- 2. Type patient name in the search field and click the search button.
- 3. Once you find the patient click **Add Encounter** to make a telephone visit encounter.

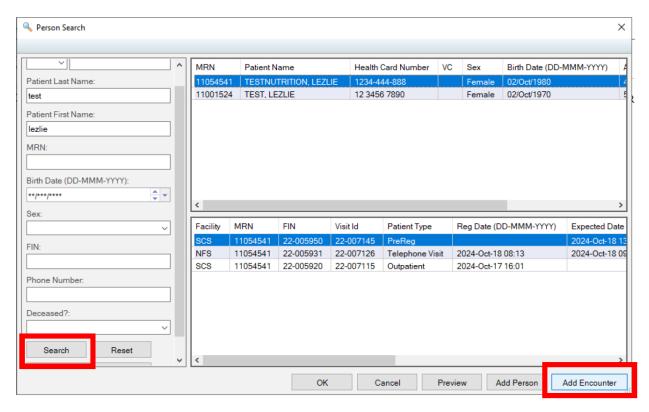
NOTE: if you do not find the patient, connect with your Ward Clerk to ensure patient information has been entered in the system.







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4. Select the facility to which the encounter should be registered

Facility Name: Is the Name (ie: St Catharines)

niagarahealth

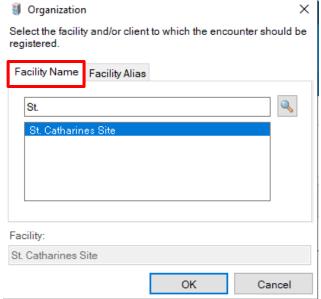
Facility Alias: Is the Short Form (ie: SCS, NF, WS, FE, PC, HDS)

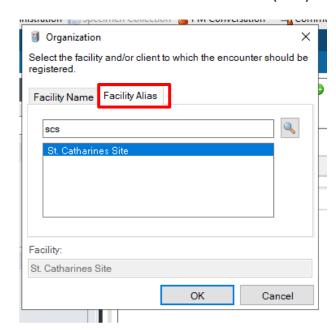






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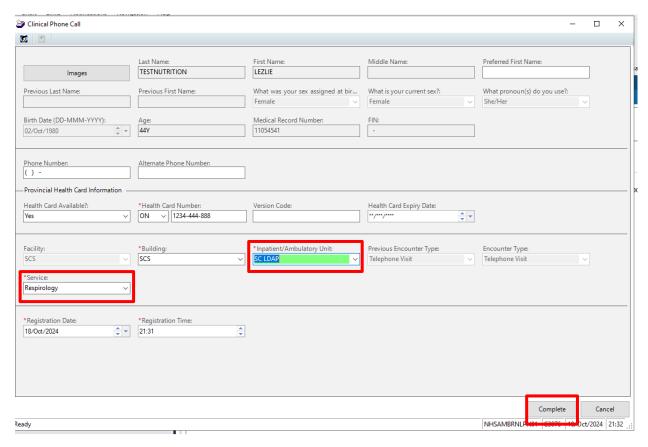


5. Complete the required fields marked in "yellow" and with an "*" to register the telephone visit to the appropriate clinic location. Can click complete when done.

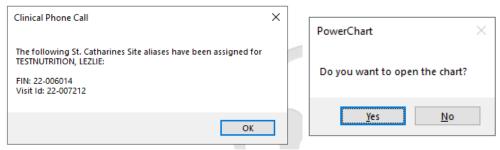




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6. You will receive the following message and click "OK". You will get the following message asking if you would like to open the chart. Click "Yes".



7. Launch into the patient chart and locate the powerform you would like to complete. This can be done either through adhoc charting or through the vital sign drop down "carrot".

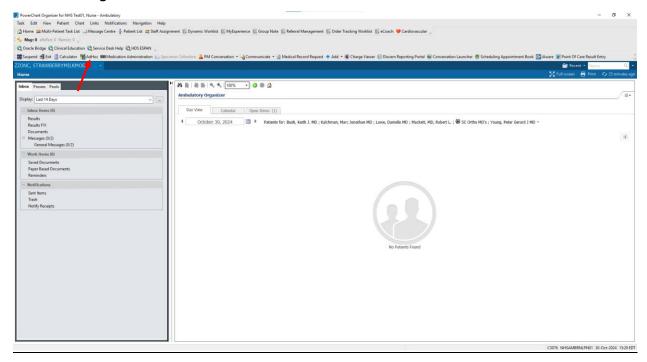






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Adhoc Charting



1. The ambulatory folders will show, navigate to your clinics appropriate folder. Now you can pick your power form.

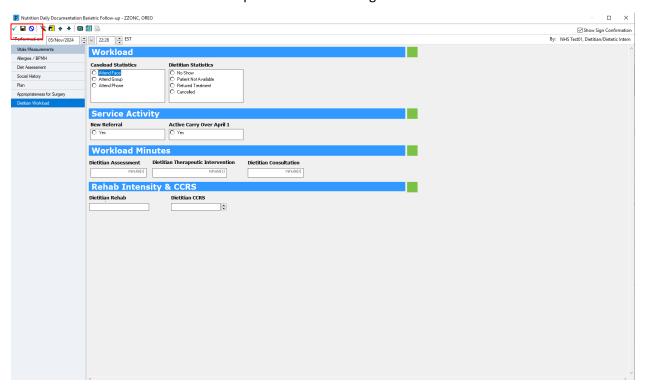






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Within the forms the buttons on the top are for the following:



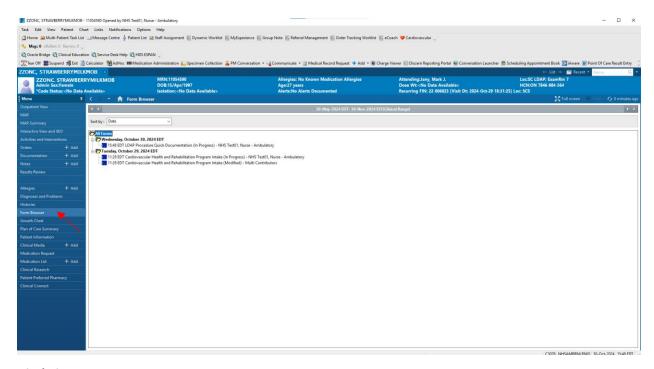
- ✓ Submit
- Save but **NOT** Submit, when you use this you can reopen your forms in **Form Browser.** Double click the forms to reopen and continue charting.





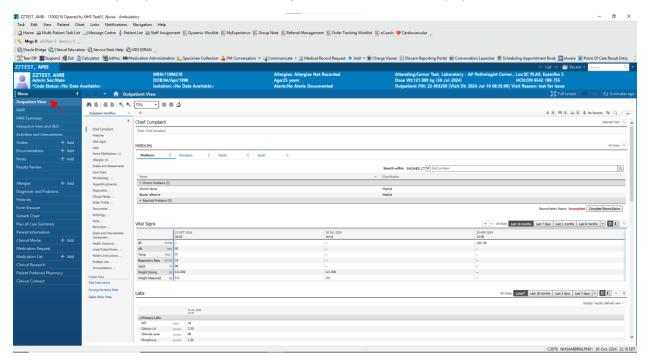


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Vital Sign Drop Down Carrot:

1. When in your patient chart, select **Outpatient View** if not already open.



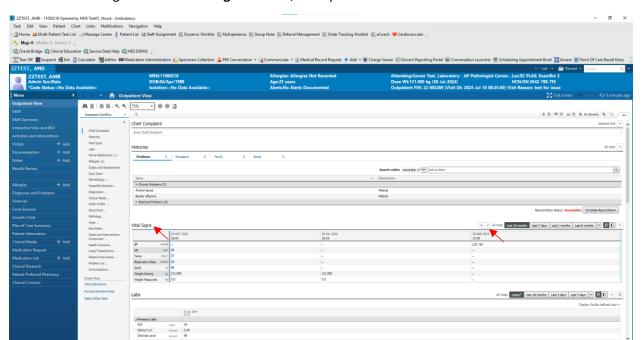




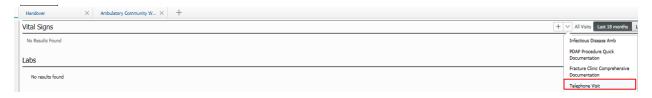


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2. Now navigate to the **Vital Signs** section, here you will locate the "carrot" icon



3. From the drop-down list, select **Telephone Visit.**



4. Document your patient encounter. On the telephone visit form you can add the caller name and number by searching with the and finding the clinicians name. Once you complete the telephone visit click the green checkmark to complete the documentation.

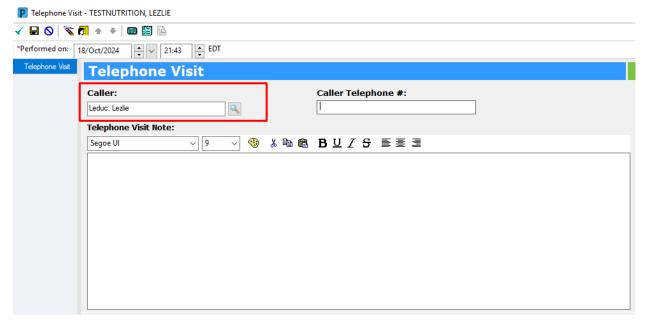




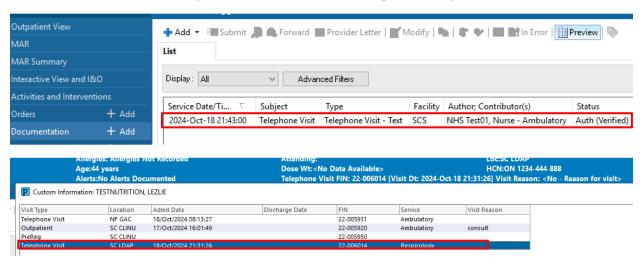




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5. This will document the power form in the chart and register a telephone visit as an encounter.



6. Decision support and clinical managers will be able to pull reports on the number of registered telephone visit encounter for a Clinic area from this data.

