

SPEECH LANGUAGE PATHOLOGIST AND COMMUNICATIVE DISORDERS ASSISTANT

Outpatient VFSA Requisitions/Orders

Incoming faxes will be sent into Work Queue Monitor (WQM), where they will need to be attached to a patient's chart. This step will be completed by Diagnostic Imaging at SCS and by the Speech Language Pathologists at WS and NFS. *Please refer to the Work Queue Monitor Tip Sheet for details.*

• *Note: If the patient does not exist in the system, utilize Person Management (PM Launch or PM Office) and choose the Add/Modify Person Conversation.

Once the fax is attached to the patient, select Referral Form as the "**Document type:**" and update the "**Status:** " to Complete. This will remove the WQM fax entry from the list.

• *Note: The Subject field, even though in a grey textbox, can be edited as needed. For example, it can be updated to reflect "Referral Form – SCS VFSA"

If the patient qualifies for a Video Fluoroscopic Swallow Assessment (VSFA), reach out to Diagnostic Imaging (DI) to confirm that the appropriate order, FL Video Fluoroscopic Swallowing Study, has been placed in the patient's PreReg Encounter. Once the *Order to Scheduling* has been placed by DI, the Speech Language Pathologist (SLP) and/or Communicative Disorders Assistant (CDA) will need to navigate to:

- Scheduling Appointment Book > Request List Inquiry to **Modify** the request and assign it to the appropriate FL Future Book.
- DI can use this to schedule the appointment in *Scheduling Appointment Book*.
- The initial Order to Scheduling goes to the SLP Future Book.
- To access this appointment for review, open *Scheduling Appointment Book* from the Action toolbar.

PowerChart Organizer for NHS Test03, Speech Language Pathologist	
Task Edit View Patient Chart Links Task List Options Help	
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• The *Request List Inquiry* window will open.

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• In the "Inquiry:" drop-down menu, select "Request by Queue".

🖳 Schedule Inquiry - Request by Appointment Type
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Request List
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- In the *Request List Queues* drop-down, select the appropriate site SLP Future Book and then choose **Find**.
 - o SC SLP Future Book
 - o WS SLP Future Book
 - o NFS SLP Future Book

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- Right-Click the appointment and select *Move Request*.
- The *Modify Request* window will open. Remove the SLP Future Book item from the *Selected Request List* in the right pane by selecting the Future Book item and selecting the left pointing arrow.

🕅 Modify Request	? ×
Name: ZZREHAB, IF	CLINICALREA MRN: 11054709 DOB: 29/Oct/1959 Age: 65 Years Sex: Female
CZREHAB, IPCLINICALREA	Request List General Requested Action Details Scheduling Criteria N • • • All Request Lists: AAC Cancel AAC Displace Queue AAC Future Book AAC Reschedule ABC Cancel ABC Displaced Other te • • • • • • • • • • • • • • • • • • •
	OK Cancel

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- Now that the SLP Future Book has been removed, locate the FL Future Book and move it into the Selected Request List by using the right pointing arrow.
 - o SC FL Future Book
 - WS FL Future Book
 - NF FL Future Book

🕅 Modify Request			? ×
Name: 77REHAR IE		MRN: 11054709	D0B: 29/Oct/1959
		Age: 65 Years	Sex: Female
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< >			OK Cancel

- Once selected, choose **OK**
- *Note: When DI scheduled the appointment to the Fluoroscopy room resource, it will automatically also book the corresponding sites' SLP resource.

To locate the scheduled appointment within PowerChart, navigate to the Rehab Organizer and choose the *Rehab Schedule View* MPage.

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When in *Rehab Schedule View* select **Modify Resources**; ensure you have the following resources added for your site:

- SC SLP
- WS SLP
- NF SLP

Rehab Organizer
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SC SLP

The Fluoroscopy, room resource can also be added as a resource, if preferred:

- SCS FL 1
- WS IR/FL 1
- NFS IR/FL 1

Once the resources are selected, the schedule for the chosen day will be displayed, enabling the user to select the patient's and access their chart.

Once the patient's chart opens, select the AdHoc icon from the Action toolbar and select the *Outpatient Therapy* folder. Locate the *SLP Outpatient Assessment PowerForm* and choose **Chart** to complete documentation.

Choose the appropriate **Type of Assessment* as it is a required field, complete all necessary and relevant areas of the PowerForm, making sure to navigate to the *Video Fluoroscopic Swallow Assessment* section of the PowerForm.

Once completed, select the green check mark to **Sign** the PowerForm and publish it to the patient's chart.

• *Note: In case the Diagnostic Imaging Reception/Clerk did not do so, the SLP can Check In the appointment within Scheduling Appointment Book.



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The Order that is used to queue a VFSA is titled "**FL Video Fluoroscopic Swallowing Study**". When submitting this order, it is imperative that the "**Order for future visit:**" has a chosen response of **Yes**.

Orders for Signature
🔊 🕝 📴 🏱 Order Name Status Statt Details
△ HD 1E: HD199: A Fin:81-000031 Admit: 2023-Aug-09 13:09
4 Diagnostic Imaging
🗹 🗴 🧭 FL Video Fluoroscopic Swallowing Study New Orde 2024-Dec-11, Routine
≖ Details for FL Video Fluoroscopic Swallowing Study
📸 Details 🔢 Order Comments 🕼 Diagnoses
+ 1 2 h. ↓ ≥
*Requested Start Date/Time: 11/Dec/2024 🗘 v 11140 🏚 EST *Priority: Routine v
*Reason for Exam: Special Instructions:
Order for future visit: 🔘 Yes 🎧 No
Exam to be performed outside organization: Ves No
CC Provider:
2 Missing Required Details Dx Table Orders For Cosignature Orders For Nurse Review Sign

Once Ordered, this order will utilize a function called "Orders to Scheduling". As a result, the order will queue up a schedulable appointment within Scheduling Appointment Book.

The initial *Order to Scheduling* goes to the SLP Future Book. To access this appointment for review, open **Scheduling Appointment Book** from the Action toolbar:

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Task	Edit	View	Patient	Chart	Links	Task List	Options		
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🕴 🇱 Susp	end 🖠	Exit	📓 Calcula	tor 👫	AdHoc 。	PM Conv	ersation 🝷	mmunicate 🝷 🗎 Medical Record Request 🚦 Add 🤊	🖀 Scheduling Appointment Book 🔯
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🗄 🇱 Suspend 📲 Exit 📓 Calculator 📲 AdHoc 🚨 PM Conversation 🝷 🔤 Communicate 🝷 🖺 Medical Record Request 🕂 Add ୟ	🖀 Scheduling Appointment Book 🖾







 The Request List Inquiry window will open. In the "Inquiry:" drop-down menu, select "Request by Queue".

🖳 Schedule Inquiry - Request by Appointment Type
Task Edit View Help
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Name:
Request List
Inquiry: Request by Appointment Type Request by Appointment Type Request by Queue Cancelled Request by Appointment Type Cancelled Request by Person Cancelled Request by Queue New Request By Person Radiology Request List
Request by Appointment Type Request by Queue Restore Deceased Ferson Standard Inquiry Surgery by Queue Surgery PSS by Queue WQM & Faxed Order Provider Set WQM Request List

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🕰 Schedule Inquiry - Request By Queue
Task Edit View Help
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Request By Queue
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- In the *Request List Queues* drop-down, select the appropriate site SLP Future Book and then choose **Find**.
- SC SLP Future Book
- WS SLP Future Book
- NFS SLP Future Book
- Select from the list of items.



• To review the patient's chart choose the *Launch PowerChart* icon to have PowerChart launch directly to that patient's chart and correct encounter.



- Review the patient's chart. If the patient qualifies for a VFSA:
 - Return to the Scheduling Appointment Book > Request List Inquiry and right-click the appointment
 - Select *Move Request*.

OPERATION

- The *Modify Request* window will open.
- Remove the *SLP Future Book* item from the **Selected Request List** in the right pane.



- Locate the appropriate sites' FL Future Book. Once selected, choose **OK**.
 - SC FL Future Book
 - NF FL Future Book
 - WS FL Future Book



*Note: The item will now disappear from the *SLP Future Book* and be placed into the *FL Future Book*. Contact DI to schedule the appointment.

Once scheduled by DI, the same steps for the External process can be used to view the scheduled appointment in *Rehab Organizer* > *Rehab Schedule View*.

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