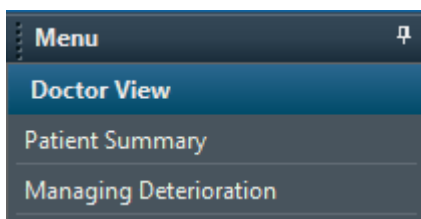


Doctor Workflow MPage

Quick Reference Guide

Doctor Workflow MPage	1
Quick Reference Guide	1
Contents	1
Tabs in PowerChart	1
Tabs in FirstNet	1
Customising the Menu	1
Navigation and Filters	2
Free Text field Pane	2
Assessment and Plan	2
Problems and Diagnoses – Overview	3
Allergies - Overview	4
Home Medications – Overview	4
Tagging Pathology	5
Documentation: Create a Note	5

The Doctor Workflow View is the first tab of patient's medical record:



Note: This tab may have a different name depending on the role of the practitioner.

Tabs in PowerChart

- Inpatient
- Quick Orders
- Rounding
- Clinic



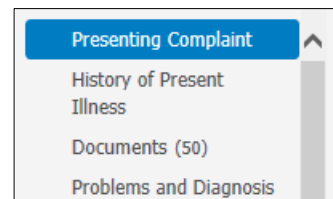
Tabs in FirstNet

- ED Consult
- ED Review
- Quick Orders

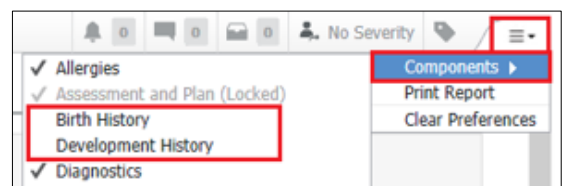


Customising the Menu

1. Click the *menu* option and drag/drop the sections to the desired order.



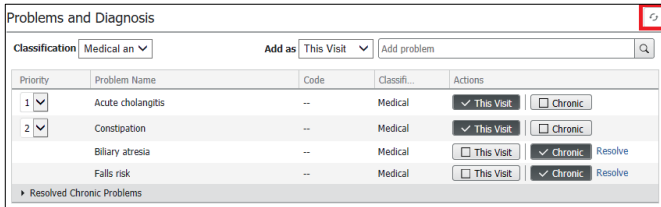
2. To add or remove headings from the menu list, click the *list icon* (top right of doctor view) and *Components*, tick/untick options to show/hide menu options e.g. *Birth History* and *Developmental History*



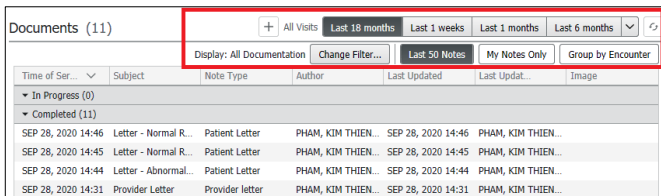
The customised view is saved. Click *Clear Preference* to reset to the default view.

Navigation and Views

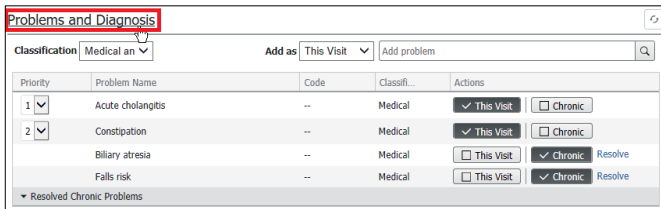
- To navigate between Doctor Workflow sections, click on the section headings or scroll down the page.
- Refresh** button is situated to the top right of each component



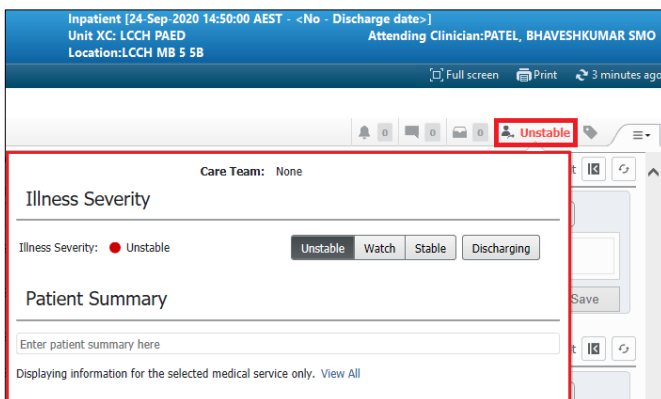
- Filters** are available to the top right of some components



- The headings of some components will **hyperlink** to relevant parts of the main Powerchart menu



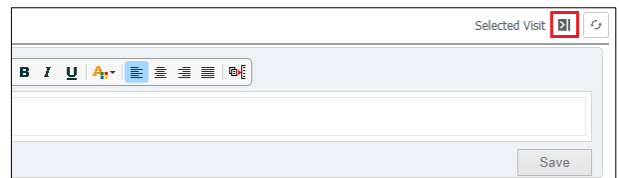
- Click on the patient's illness severity to open up the **I-PASS** flyout



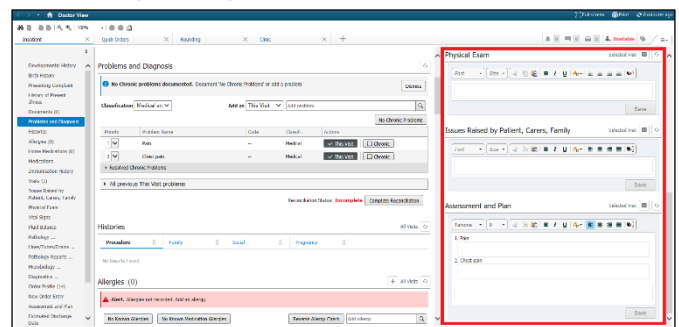
Free Text field Pane

- There are multiple free text fields that will pull through into note templates:
 - History of Present Illness*
 - Birth History*
 - Developmental History*
 - Immunisation History*
 - Physical Exam*
 - Issues Raised by Patient, Carers, Family*
 - Assessment and Plan*

- Select the arrow on the top right of the free-text components



- This will pull the free-text fields into a separate pane



- Click **Save** or **Sign** in each section separately once you have entered information.

Assessment and Plan – Associating orders

Laboratory Radiology orders can be associated with *This Visit* problems and pre-populate in the *Assessment and Plan* component.



1. Navigate to *New order Entry* and search and select and order

2. Click on the shopping cart

3. Untick *Always default association* and click *Clear all associations*

4. Click the relevant cells to associate a problem with an order

5. Click *Modify Details*
6. Complete order details and *Sign*
7. The order will appear beneath the associated *This Visit* problem

Problems and Diagnoses

1. Select the appropriate *Add as* action

2. Search and select a problem

3. Once selected, *This Visit* or *Chronic* can be changed ticking/unticking the relevant options

4. Single-click on the problem to add a *Comment*, or click *Modify* if other details require changing e.g. *Display as*, *Diagnosis Type* fields



Problems and Diagnosis Modify

Classification: Medical an Add as: This Visit

Constipation
25076018 (SNOMED CT)

Priority	Problem Name	Code
1	Acute cholangitis	--
2	Constipation	--
	Biliary atresia	--
	Falls risk	--

Resolved Chronic Problems

Condition type: This Visit
Diagnosis Type: Discharge

Classification: Medical
Onset Date: --

5. Specify the *Priority* of the problem

Priority	Problem Name	Code
1	Acute cholangitis	--
2	Constipation	--
	Biliary atresia	--
	Falls risk	--

Resolved Chronic Problems

Note: To add an *Alert*, click on *Problems and Diagnoses* heading. Refer to the *Alerts and Problems* QRG for more information.

Allergies

Important: Allergies are cross encounter. Prior to adding in new entries, ensure current entries are reviewed and select *Complete Reconciliation*

Reverse Allergy Check

St...	R...	S...	Comments
Active	Allergy	Parent	--

Reconciliation Status: **Incomplete** Complete Reconciliation

1. Search and select a substance

Allergies (2) + All Visits

Reverse Allergy Check

Substance	S...	Reactions	C...	St...	R...	S...	Comments
Nut - Peanut	Severe	Anaphylaxis	Food	Active	Allergy	Parent	--
sulfa drugs	Mild	Rash	Drug	Active	Allergy	Parent	antibiotic - Dr Joe Bloggs - RMO

Reconciliation Status: Completed by PHAM, KIM THIEN RN on SEP 29, 2020 at 10:49

2. Complete details in the flyout and then click *Save*

Allergies (1) Save Cancel

No Known Medication Allergies

Substance	S...	Reactions	C...	St...
sulfa drugs	--	--	Drug	Ac
Nut - Peanut	Severe	Anaphylaxis	Food	Ac

Home Medications (0)

Medications

Order: Scheduled (0) Next 12 hours, Continuous (0)

Reconciliation Status: 1 Meds

Severity: Mild, Category: Drug

Reactions: Rash

Status: Active, Reaction Type: Allergy

Source: Parent

Onset Date: About Year 2019

Comments: antibiotic - Dr Joe Bloggs - RMO

3. To modify an allergy, highlight the entry and select *Modify*

Allergies (2) Modify

Substance	S...	Reactions	C...	St...
Nut - Peanut	Severe	Anaphylaxis	Food	Ac
sulfa drugs	Mild	Rash	Drug	Ac

Reconciliation Status: 2 Meds

Severity: Mild, Category: Drug

Reactions: Rash

Status: Active, Reaction Type: Allergy

Source: Parent

Note: Ensure that:

- Severity is marked as Severe for all *Food allergies*
- Your name and role is also documented in *Comments*

Home Medications - Overview

Click on *Med History* to update *Home Medication* details.

Refer to the *Documenting and modifying home medications* QRG for more information.

Home Medications (1) All Visits

Status: **Med History** Admission Transfer Cross Encounter View Details

Medication: caPTOPRIL (caPTOPRIL 5 mg/mL oral solution) 2.5 mg, Oral, TWICE a day (on an empty stomach), bottle(s)

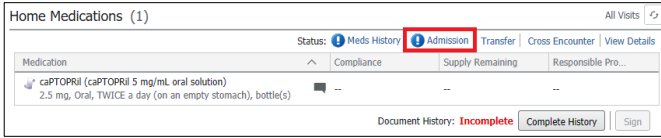
Compliance: Supply Remaining: Responsible Pro...

Document History: **Incomplete** Complete History Sign



Click on *Admission* to complete *the Admission Reconciliation*.

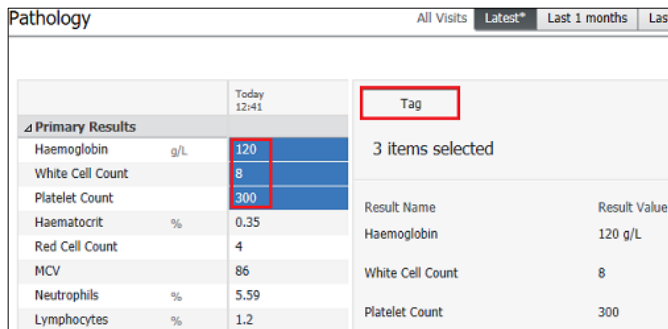
Refer to the *Medication reconciliation – admission* – QRG for more information.



Tagging Pathology

Results can be tagged to be included in the documentation note template.

1. Select the *Pathology* field.
2. Left click on the relevant result to tag one result (number not parameter name)
3. Select *Tag*.



4. To tag multiple, use Ctrl + left click and select multiple results.
5. To view which results have been tagged select the *Tagged Items* icon at the top right of the Doctor View Toolbar.

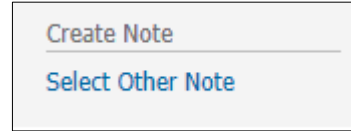


6. When you open the *note template* the tagged results should appear. If not click the *Refresh icon* next to the heading Pathology Results in the *note template window* to pull through and display your tagged results in the document.



Documentation: Create a Note

1. Under *Create Note*, click *Select Other Note* at the end of the navigator menu

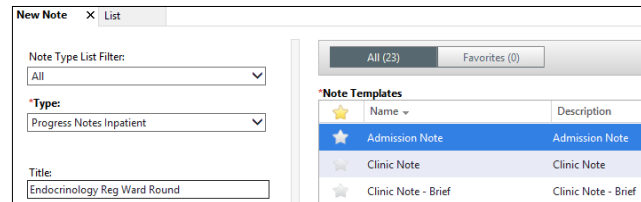


OR

Click +Add in *Documentation*



2. Select *Type* from the drop-down list if not prepopulated
3. Update title of the note – for example, Team-Role-Reason



4. Select a template from provided templates and click *OK*.


Doctor Workflow Tab	Corresponding Note Template
Inpatient	Admission Note Consult Note
Rounding	Ward Round Surgeon Ward Round Ward Round Brief
Clinic	Clinic Note Clinic Note - Brief
ED Consult Tab	ED Initial Note
ED Review Tab	ED Review Note




5. Review and update the note in the template.
6. The following buttons appear when hovering over the headings:

Presenting Complaint   

 to remove a section from the note

 to insert a free text entry

 to refresh a section and pull in the most recent information

7. To save a note (with the ability to edit further) click **Save**. Please note that saving a note does NOT finalise the note and any clinician has the ability to edit a saved note.
8. To finalise the note, click **Sign/Submit**

