Bascom Urgent Care workflow--Interns

• **Accept** a patient from the board and initial the sticker log

• **Preview** the patient, open the chart in HL:
  o Review and click “Mark as Reviewed” for the patient’s meds, allergies, and Problem List

• **See** the patient and chart as you go in Progress Note section

• **Present to Preceptor**
  o Choose an available attending to present the patient to
  o See the patient and finalize the plan

• **Submit orders** via a SmartSet or in the Meds & Orders activity in the Visit Navigator
  o POCT, Meds, labs, diagnostics, nurse procedures etc. When ordering a med to be given in clinic, click the Bed checkbox (“Clinic Administered Meds”) in upper left hand corner.
  o When you are ready for orders to be carried out, sign orders, change the dot to Red to notify staff and place sticker on order tracking log on RN desk
  o For prescriptions, please **PEND** these orders separately and ask attending to send Rx’s to pharmacy.
  o SmartSets include: Asthma (HHS AMB UC PED ASTHMA), UTI, and Microbiology

• **Complete visit**
  o Finish Charting, make sure to F2 through your note to complete all variables/wildcards
  o CC your note/orders to the attending under the Follow Up activity → Send Note Upon Closing Section
  o Add Patient Instructions by clicking on References (along the top) and choosing an appropriate handout. You can also type directly into the Patient Instructions field.
  o If you discharge the patient, print and give the AVS for patients <12 years old.
  o Close the patient file with the X in upper tab.