We look forward to working with you next week in Bascom Urgent Care. I am sending you a few HealthLink Tips on how to create notes. See the more general Urgent Care Clinical workflow below for your reference as well, with screen shots following for your reference if needed.

Note Workflow

- Create a blank note and use the SmartPhrases .PEDUCNOTERESIDENTS (routine Urgent Care visits) or .NBCRESIDENTS (for newborn wt and jaundice checks). You can create buttons for these notes by clicking on the wrench icon to the right of the Progress Note section.
  F2 through the note to complete all of the needed fields.

- Before completing the A/P section, always enter Visit Diagnoses for every patient and associate your orders with a diagnosis

- In the Assessment/Plan section of the note you may use .DIAGMED to pull in the diagnoses and associated orders. Be sure to enter the results of any rapid strep tests into HealthLink using Enter/Edit Results.

- At the wild card under each diagnosis you can enter prose as needed for your assessment and plan. We have created many A/P SmartPhrases for common diagnosis that can be pulled into the note here using .PXXX, where P is for plan and XXX is the diagnosis, e.g. .PURI or .PAOM for assessment/plans for URI and AOM.

- ***When your note is complete, route it to the attending using the Follow-up screen*** (*See screenshot below)

Reminders

- Always enter Visit Diagnoses for every patient

- Associate your orders with a diagnosis

- **Pend your prescriptions** but you can sign other orders

- Please check on the preceding intern's In-Basket during your rotation in Urgent Care to ensure there are no stray messages left unaddressed.

- **Remember to work your In Basket and try to keep it cleared out.**

Bascom Urgent Care Clinical workflow--Interns

- **Accept** a patient from the board and initial the sticker log
- **Preview** the patient, open the chart in HL:
  - Review and click "Mark as Reviewed" for the patient's meds, allergies, and Problem List
- **See** the patient and chart as you go as able in Progress Note section
- **Present to Preceptor** (attending)
  - Choose an available attending to present the patient to

- See the patient and finalize the plan
- **Submit orders** via a SmartSet or in the Meds & Orders activity in the Visit Navigator
  - POCT, Meds, labs, diagnostics, nurse procedures etc. When ordering a med to be given in clinic, choose "Clinic Administered Meds".
  - 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
  - For prescriptions, please **PEND** these orders separately and Ask attending or R3 to send Rx's to pharmacy.
  - SmartSets include: Asthma (HHS AMB UC PED ASTHMA), UTI, and Microbiology
- **Complete visit**
  - Finish Charting, make sure to F2 through your note to complete all variables/wildcards
  - CC your note/orders to the attending under the Follow Up activity→Send Note Upon Closing Section
    - Attending will sign and send Rxs, submit billing and close the overall encounter
  - 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.
  - If you discharge the patient, print and give the AVS for patients <12 years old.
  - Close the patient file with the X in upper tab.

Please feel free to email or call us if you have any questions or problems with HealthLink during your two weeks in Urgent Care. During your rotation, please let us know if there is other information that would have been helpful to receive before starting. We look forward to working with you in Bascom Urgent Care.

Alison Chiang
alchiang@stanford.edu

SCREEN SHOTS

How to route your note to the preceptor from the Wrap-Up Section: Within the Follow-up field, under "Send Chart Upon Closing Workspace", Enter preceptor's name into the Recipient field
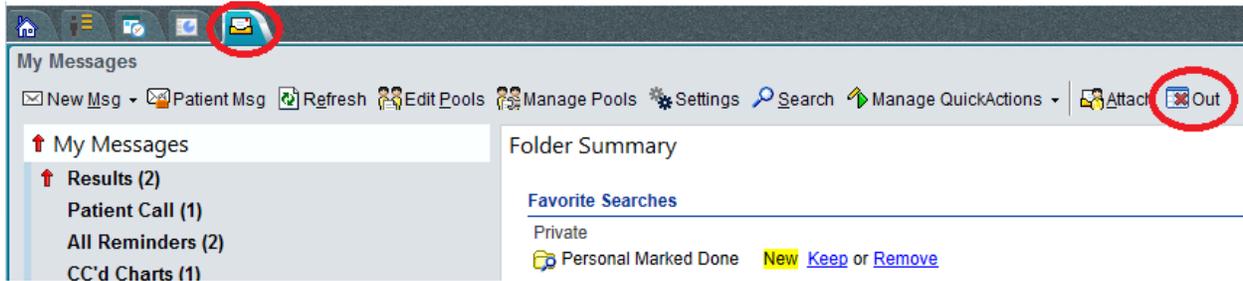

How to check on the preceding Intern's attached in-basket: in lower left hand corner, click on "Attached In Baskets"

How to mark yourself "Out of Office" when rotating off VOP - set the dates for one year (or as appropriate) and then choose the on-coming resident as the delegate, then Accept**.**