

NEXTGEN QUICK START

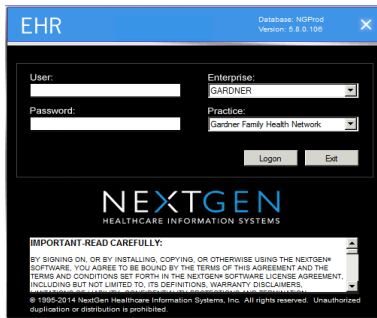
(For students and others new to GPCHC.)

Click on the NextGen EHR icon to



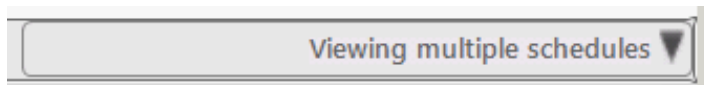
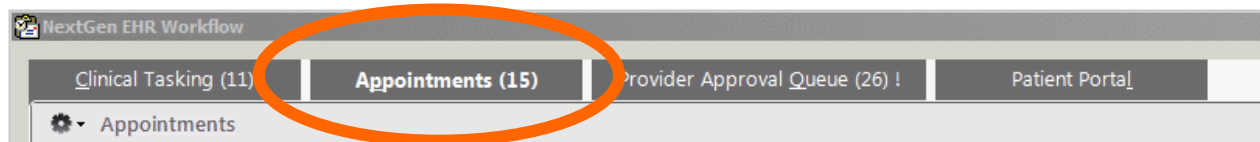
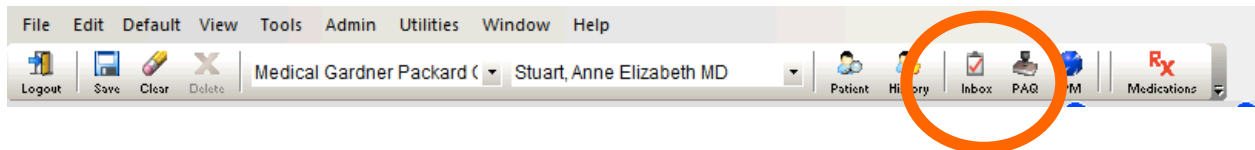
open NextGen .

Log in. Call the IT Help Desk or check with the clinic coordinator if you need to retrieve your username and password.



To see a list of scheduled patients:

1. Use the **Inbox icon** in the toolbar at the top of the screen.
2. Click the **Appointments tab** if the appointment list is not shown automatically
3. Use the **Viewing multiple schedules** drop down list in the top right corner of the appointments list, and select **both** ACC NEWBORN & FUP <2 weeks and ACC RN TRIAGE

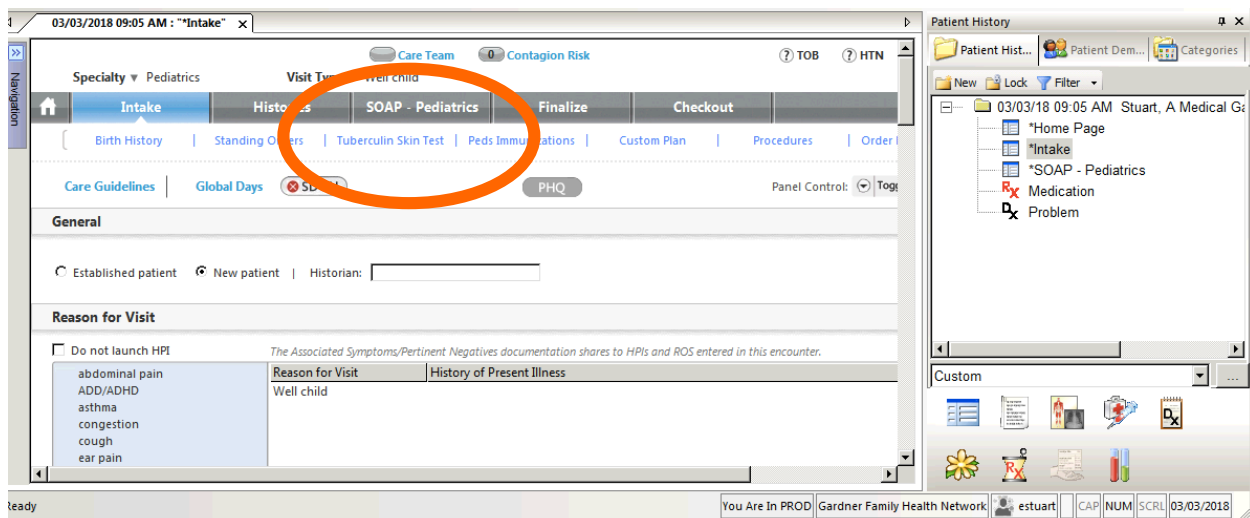


From the appointment list, double click on the patient name to open the patient's chart.
(You can also use the Patient icon on the toolbar to lookup a patient by name, MRN, or date of birth.)

A list of the patient's previous visits and Intake template for today's visit should appear in the navigation window on the right side of the screen. (If not, click the History tab in the toolbar.)

Click on the Intake icon for today's visit in the right navigation window to open the chart further. Scroll through the Intake to see the reason for visit, vital signs, and measurements. Vital signs and measurements are also recorded on the yellow paper intake sheet in the patient folder.

If you will be documenting your visit in NextGen, see Dr. Yemane's *Quick Guide: Nextgen Documentation* for details on how to review and update allergies, reconcile medications, document past medical history, etc.

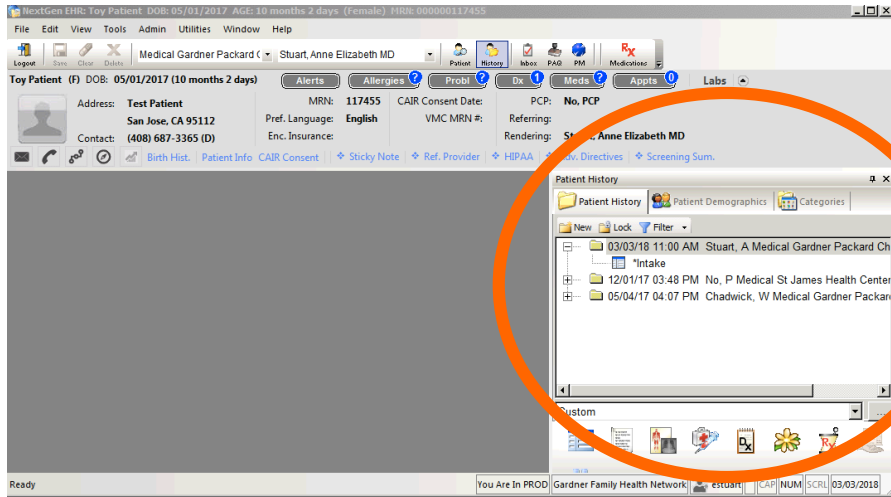


NEXTGEN BASIC CHART REVIEW

(See **SUPER FAST CHART REVIEW TIPS** below for more ideas on how to quickly review a patient's record.)

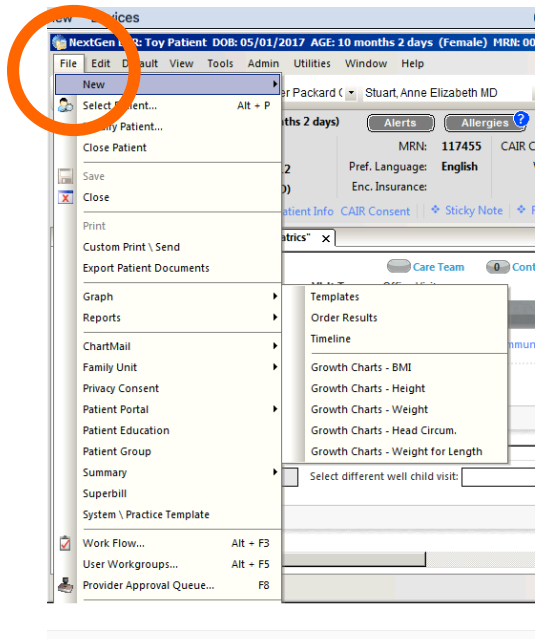
Previous visits:

To review information from a particular encounter date, open the folder for that date*.



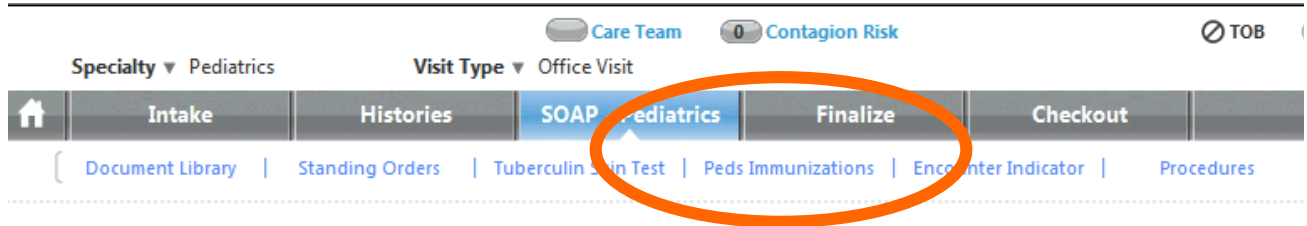
Growth Charts:

Choose File from the top left corner of the screen. Select Graph from the drop down list:



Immunizations:

Click Peds Immunizations from the Intake or SOAP tab.



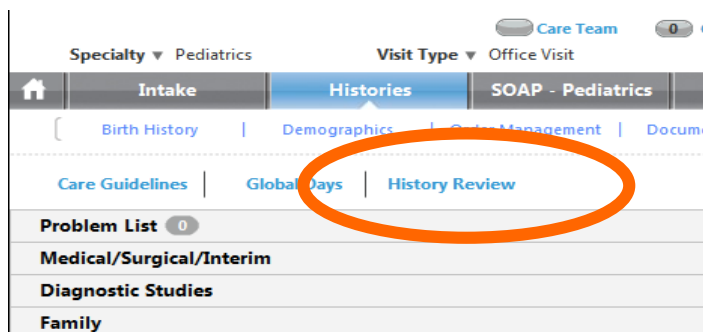
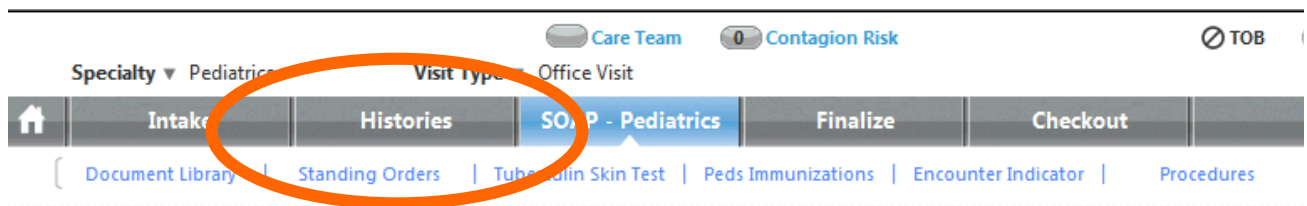
Point of Care testing:

(Hemoglobin and lead) These are recorded under Order Management



Past Medical and Family History

Open this tab to review and update Past Medical and Family History. If documenting in NextGen, click History Review, then select Detailed document to include your updated Past and Family history in the final note. (Social history can be documented as free text in HPI.)



Medications

Open the Medications module either from the Intake tab (click Add/Update under Medications) or using the Rx button



If documenting in NextGen, use the Add/Update button to Stop old medications or add new ones. Click either No medications this encounter – or Medications reconciled when you are finishing updating.

The screenshot shows the 'Medications' module interface. At the top, there are checkboxes for 'Summary of care received', 'No medications this encounter', and 'Medications reconciled'. Below this is a table with two columns: 'Medication' and 'Sig Description'. The table contains two rows of medication data. At the bottom right, there are two buttons: 'Add/Update' and 'Reconcile'. Two orange circles are drawn on the image: one around the 'No medications this encounter' and 'Medications reconciled' checkboxes, and another around the 'Add/Update' and 'Reconcile' buttons.

Medication	Sig Description
hydrocortisone 1 % topical cream	apply by topical route 2 times every day to the affected area(s)
mupirocin 2 % topical ointment	apply by topical route 2 times every day a small amount to the affected area


SUPER FAST PRE-VISIT CHART REVIEW TIPS

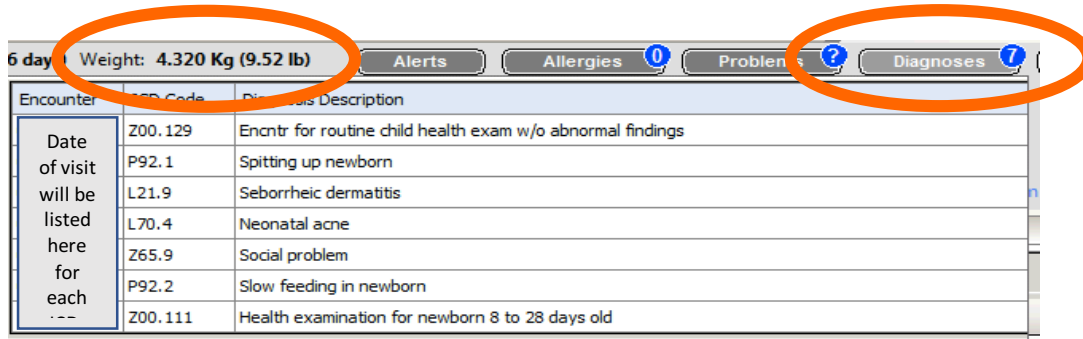
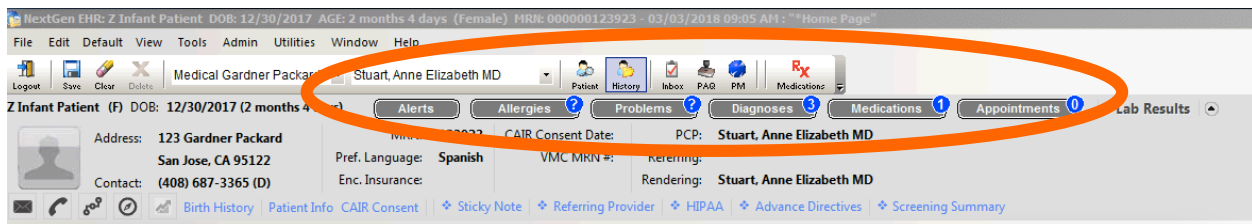
TIP #1: Hover lists

Use the banner at the top of the screen to quickly gather information about allergies, problems, currently prescribed medications, and future appointments.

For example, hovering over the Diagnoses button will bring up a table of ICD-10 codes assigned at previous visits. To gather more detailed information, use the Encounter date in the table to determine which past visit notes to review in detail.

Hovering over the patient's weight will bring up a table of growth parameters.

(Note that the medications hover list only includes active medications. Click the Medications module button  to review a full list of current and past medications, which can provide additional clues to past medical history.



Encounter	ICD Code	Diagnosis Description
Date of visit will be listed here for each	Z00.129	Encntr for routine child health exam w/o abnormal findings
	P92.1	Spitting up newborn
	L21.9	Seborrheic dermatitis
	L70.4	Neonatal acne
	Z65.9	Social problem
	P92.2	Slow feeding in newborn
	Z00.111	Health examination for newborn 8 to 28 days old

TIP #2: Home Page medical chart summary button

From the Intake or SOAP template, Use the Home (house icon) button to see a summary of different types of data for all previous visits. This is particularly helpful for looking at growth trends (as shown in the example below), but you can also use the options on the left side of the window to see previous vital signs, HPIs, immunizations, assessments and plans, etc.

Specialty: Pediatrics Visit Type: Well child

Intake | Histories | SOAP - Pediatrics | Finalize | Checkout

Care Guidelines | Global Days

Medical Chart Summary

HP's	Date	WT (lbs)	WT (kg)	WT%	Ht (in)	Ht (cm)	Ht %	HC (in)	HC (cm)	HC %	BMI	BMI %
Plans	03/01/2018	9.53	4.320	4.1	20.91	53.10	.7	13.58	34.50	.0		
Immunizations	01/22/2018	7.99	3.625	9.9	19.33	49.10	.5					
Growth History	01/04/2018	6.55	2.970	4.9	18.35	46.60	.4	13.58	34.50	23.0		
Physical Exams	12/28/2017	6.13	2.780	4.7	18.31	46.50	1.4	13.58	34.50	41.3		

TIP #3: Communication templates and Telephone Call summary

Staff and providers use Communication Templates to document telephone calls, send messages, and update patients' charts. Open a Communication template using the Telephone icon at the top left side of the chart. From there, click the Telephone Summary button to see a record of all Communication templates in the patient's record. (The Telephone Summary often includes very useful information that can't be found in visit notes.)

NextGen EHR: Z Infant Patient DOB: 12/30/2017 AGE:

File Edit Default View Tools Admin Utilities Win

Medical Gardner Packard

Z Infant Patient (F) DOB: 12/30/2017 (2 months 4 days)

Address: 123 Gardner Packard
San Jose, CA 95122

Contact: (408) 687-3365 (D)

Birth Hist. Patient Info CALL

03/03/2018 09:05 AM - "Communication Template"

03/03/2018 09:05 AM : "Communication Template"

Specialty: Pediatrics Visit Type: Well child

Intake | Histories | SOAP - Pediatrics | Finalize | Checkout

Care Guidelines | Global Days | Comments

Patient Contact Info | View Scheduled Appointments | Telephone Call Summary | PC: Anne Elizabeth Stuart

Communication:

- Medication Management
- Test Result Request
- Forms/Records
- Other
- Charge
- Medical Question
- Referral Request
- Billing Question
- Outgoing Call

Communications: Display: Send letter to patient due to inability to contact

Communication History:

Date	Contact Time	Reason	Contact By	Comments	Employee
03/03/2018	11:58 AM	Other		Communication Comment: Called back -gave mom SFHB number and answered questions about using Tylenol after vaccines.	Elizabeth S
03/03/2018	11:54 AM	Other		Communication Comment: Patient here for visit earlier today - asked for information about Second Harvest Food Bank but left handout in exam room. Called to provide SFHB phone number - no answer; voice mailbox was full.	Elizabeth S