



2 MINUTE PEARLS

Signing / Cosigning Multiple Encounters in AHLTA 3.3



- Did you know that in 3.3, you will now be able to review and sign multiple encounters very rapidly?
- Yes, it's true. This is a great feature for those of you who have to review and co-sign a lot of notes everyday.
- This feature is most useful in the Co-sign Encounters module; although it does also work on the Appointment's Screen and the Telephone Consults screen (for those encounters that are basically complete and ready to sign).

Co-signs Module

Append Narrative Amend Encounter Sign Encounter Close

<No Patient Selected>

Folder List

- Desktop
- Notifications (2)
- Appointments
- Telephone Consults (3)!
- Search
- New Results (16)!
- Tasking (1)
- Co-signs (3)**
- Sign Orders
- Consult Log
- Patient List
- Patient Registries
- Reports
- Tools

Appointments **Co-signs**

Encounters Requiring Cosignature by: USER, TEST

Date	Patient	FMP/SSN	Primary Diagnosis	Clinic
07 Nov 2007 1740	SUAREZ, EDUARDO A	20/454723217	HYPERLIPIDEMIA	CHCS
07 Nov 2007 1740	ALEXANDER, EVELYN L	03/202455743	OTITIS MEDIA RIGHT EAR	CHCS
07 Nov 2007 1704	WUNDERLICH, ANNA W	30/818118118		

Signed Encounter Documents

- Append Narrative
- Amend Encounter
- Sign Encounter
- Select All**
- Restore Column Order Defaults

1. First, you must select all the encounters.
2. You can do this by either Right Clicking your mouse over the list, and choose 'Select All', or you can click on the first one, press and hold down the 'shift' key, while selecting the last one.

File Edit View Go Tools Actions Help

Append Narrative Amend Encounter **Sign Encounter** Close

2. Once they are highlighted in Blue (as below), click the 'Sign Encounter' button.

<No Patient Selected>

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Appointments **Co-signs**

Encounters Requiring Cosignature by: USER, TEST Providers

Date	Patient	FMP/SSN	Primary Diagnosis	Clinic	Provider	Enc #
07 Nov 2007 1740	SUAREZ, EDUARDO A	20/454723217	HYPERLIPIDEMIA	CHCSII Test Clinic	DOCTOR, DAVID	1143
07 Nov 2007 1740	ALEXANDER, EVELYN L	03/202455743	OTITIS MEDIA RIGHT EAR	CHCSII Test Clinic	DOCTOR, DAVID	1142
07 Nov 2007 1704	WUNDERLICH, ANNA W	30/818118118	ALLERGIC RHINITIS	CHCSII Test Clinic	DOCTOR, DAVID	1141

Signed Encounter Documents

Preview and Signing Window

Co-Sign Encounter 1 of 3

Sensation: ? No sensory exam abnormalities were noted.
Motor: ? A motor exam demonstrated no dysfunction.
Gait And Stance: ? Normal.

Lab AutoCites Refreshed by @ 07 Nov 2007 1752 PST

Rad AutoCites Refreshed by @ 07 Nov 2007 1752 PST

A/P Last Updated by DOCTOR, DAVID @ 07 Nov 2007 1752 PST

1. HYPERLIPIDEMIA
Comments: Controlled with Zocor. Next LFT due in one year with lipid recheck.

2. DIABETES MELLITUS TYPE II
Comments: Uncontrolled. Send to RN Diabetic clinic for education on diet and home monitoring. Start glucovance. Will recheck in 2 weeks and increase dose.

3. ESSENTIAL HYPERTENSION
Comments: Uncontrolled. Start on lisinopril. Will adjust in 2-4 weeks with a goal of 40 mg daily.

Disposition Last Updated by DOCTOR, DAVID @ 07 Nov 2007 1752 PST
Released Without Limitations
Follow up as needed and in 2 Weeks or sooner if there are problems.
Discussed: Diagnosis and Medication(s)/Treatment(s) with Patient who indicates understanding.
E&M Code: 99214: Estab Outpatient Detailed H&P - Moderate

Signed By DOCTOR, DAVID (Training Tool Application, CHCS)

REQUIRES CO-SIGNATURE

Enter Your Password: Auto-Print Sensitive

Cosigner Required <Search or Select>

Final workload will be set to: (Workload can be changed in Disposition prior to signing encounter)

1. Your password will 'auto-fill' during this session after you enter it once for the first note to sign. This saves keystrokes which saves time!

2. Click Sign, Skip or Cancel.
3. Clicking Sign, will automatically bring up the next one.
4. Skip will not sign the encounter, but bring up the next.
5. Cancel will stop queuing the process.

Additional Suggestions

- If you need to annotate each and every chart that you Co-Sign, then this queuing feature may not help you much.
- But, if the majority of encounters you review do not need annotation, just signature, then you will definitely see improvement in the time it takes you to co-sign these encounters each day.

Video

AMEDD AHLTA Program Office
“Enhancing The Excellence Of Military
Health Care”



For More Information...



- AMEDD AHLTA Homepage
 - <https://www.us.army.mil/suite/page/406> (AKO password required)
- AHLTA Video Tutorials
 - Currently: <https://www.us.army.mil/suite/page/406> (AKO password required)
 - Future: <http://www-nmcp.mar.med.navy.mil/AHLTA/AHLTA%20Training%20Tools/index.html>

I would appreciate any feedback or suggestions you have for future ***AHLTA 2 Minute Pearls***. Please contact me at the following:

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