

11 Things your Corpsman/MA/Tech can do to save you time...(there may be some variation to this based on which version of AHLTA your command is currently using)

1. Screening
 - a. They normally do this.
2. Vitals
 - a. They normally do this.
3. Update Allergies
 - a. They normally do this and it is a JCHAO requirement.
4. Update Patients Meds
 - a. This will help with Med Reconciliation. The Techs can go directly to the SF600 and verify the meds with the patient. If something needs to be updated they can then go to the Meds module and use the Add button on the Action Toolbar to add the OTC or Outside Medication. After this if they go back to the SF600 and select the Autocite button it will populate the 600 with the New Meds. Note: they cannot order meds in this section because they will not have the keys to do this. All meds will be entered in the Providers name and generally not filled by Pharmacy until the Provider signs for them.
5. Update Patients Problems
 - a. Same as updating Meds, if something is missing on the SF600 the Techs can go to the Problems Module in the Folder List on the left and update the Problems. Note: they are not making a diagnosis in this section; they are merely documenting what the patient has stated.
6. Order Labs
 - a. The Provider can set up an Order set with standard Labs on them and establish Standard Operating Procedures for the clinic. In this case when a Patient presents with certain conditions they Corpsman can order the lab in the Providers name. Note: the lab will generally fill these orders without waiting for the Provider's signature.
7. Order Rads
 - a. The Provider can set up an Order set with standard Rads on them and establish Standard Operating Procedures for the clinic. In this case when a Patient presents with certain conditions they Corpsman can order the lab in the Providers name. Note: the Radiology dept will generally fill these orders without waiting for the Providers signature.
8. Fill out and insert Growth Chart
 - a. The Master Graphics is an Excel spreadsheet with preset pictures of body parts and such. When you use them it will allow you to cut and paste diagrams of body parts into your SF600. There are also custom Master Graphics for Diabetes, Male/Female Growth Chart and many others.
9. Copy Labs/Rads into note
 - a. This is a great way to convey information by copying the patient's labs or Rads into the note, thereby saving the Provider time because they won't have to look it up. Note: I only recommend this once the Provider and Corpsman have agreed because some Providers may not want the labs/Rads in the note and once they are in there, they cannot be taken out.

10. Do Subjective of S/O

a. This is a great timesaver when the Provider and Corpsman can work together in rhythm. If the Provider can establish some standard templates that can be saved to the clinic folder then the Corpsman can use these templates to "interview" the Patient for the Provider. In some clinics I have seen the Corpsman document the HPI, PMH and ROS for the Provider and then all the Provider needs to do is document the PE.

11. Add themselves as Additional Providers and note it in Add Note

a. This is crucial for accountability and Relative Value Units. When the Corpsman functions outside the normal role of a Corpsman i.e.: is doing more than just Screening and Vitals, then they should be added as an Additional Provider. For specifics make sure to ask your Coders, but as an example when they are giving nebulizer treatments or Shots per the Providers instructions. In these cases the Corpsman can be added as a Paraprofessional under Additional Providers and the clinic will capture their workload and I believe this also increases the Providers RVU's.

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