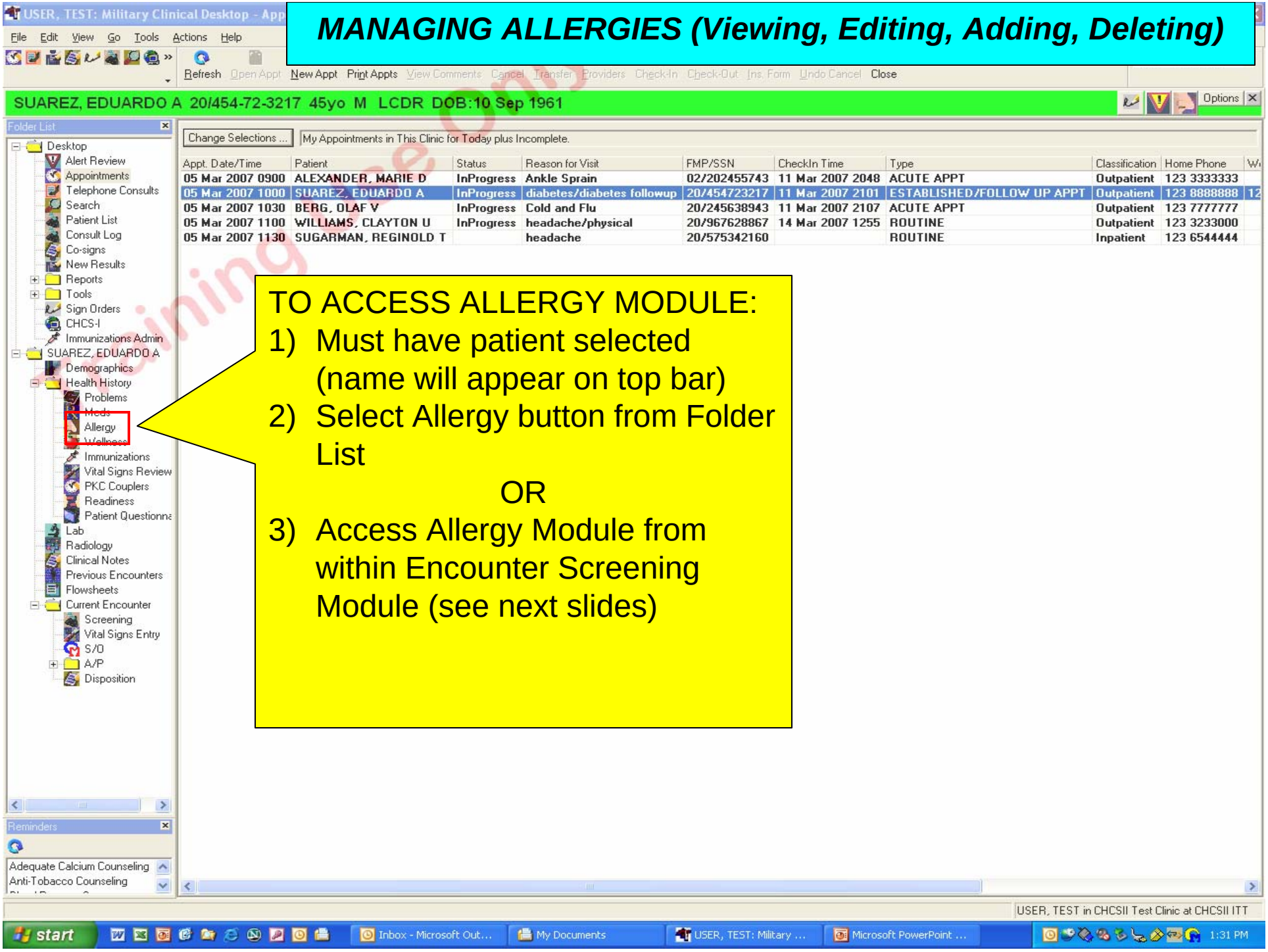
Step by Step Guide for completing JCAHO Tasks to Improve Healthcare Delivery:

Medication Reconciliation and

Master Problem List Maintenance

Updating and Maintaining: ALLERGY MODULE

MANAGING ALLERGIES (Viewing, Editing, Adding, Deleting)

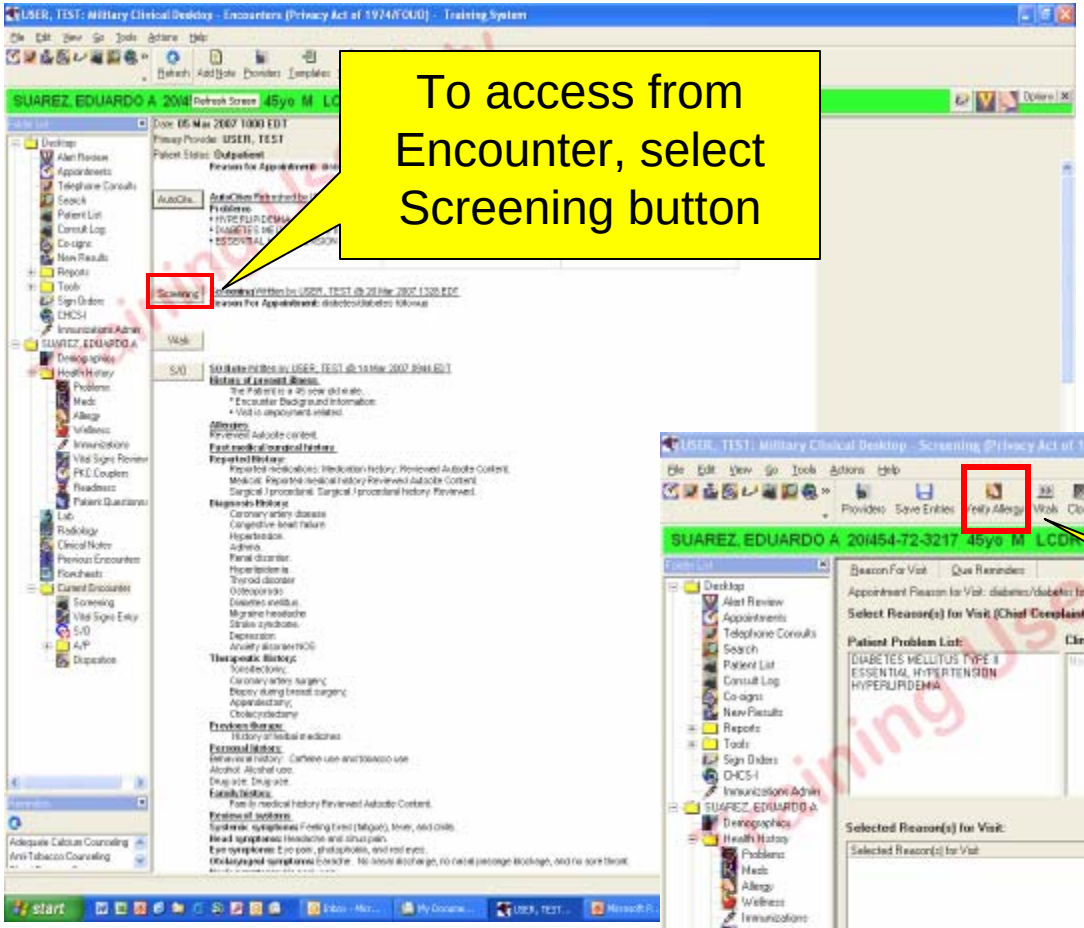


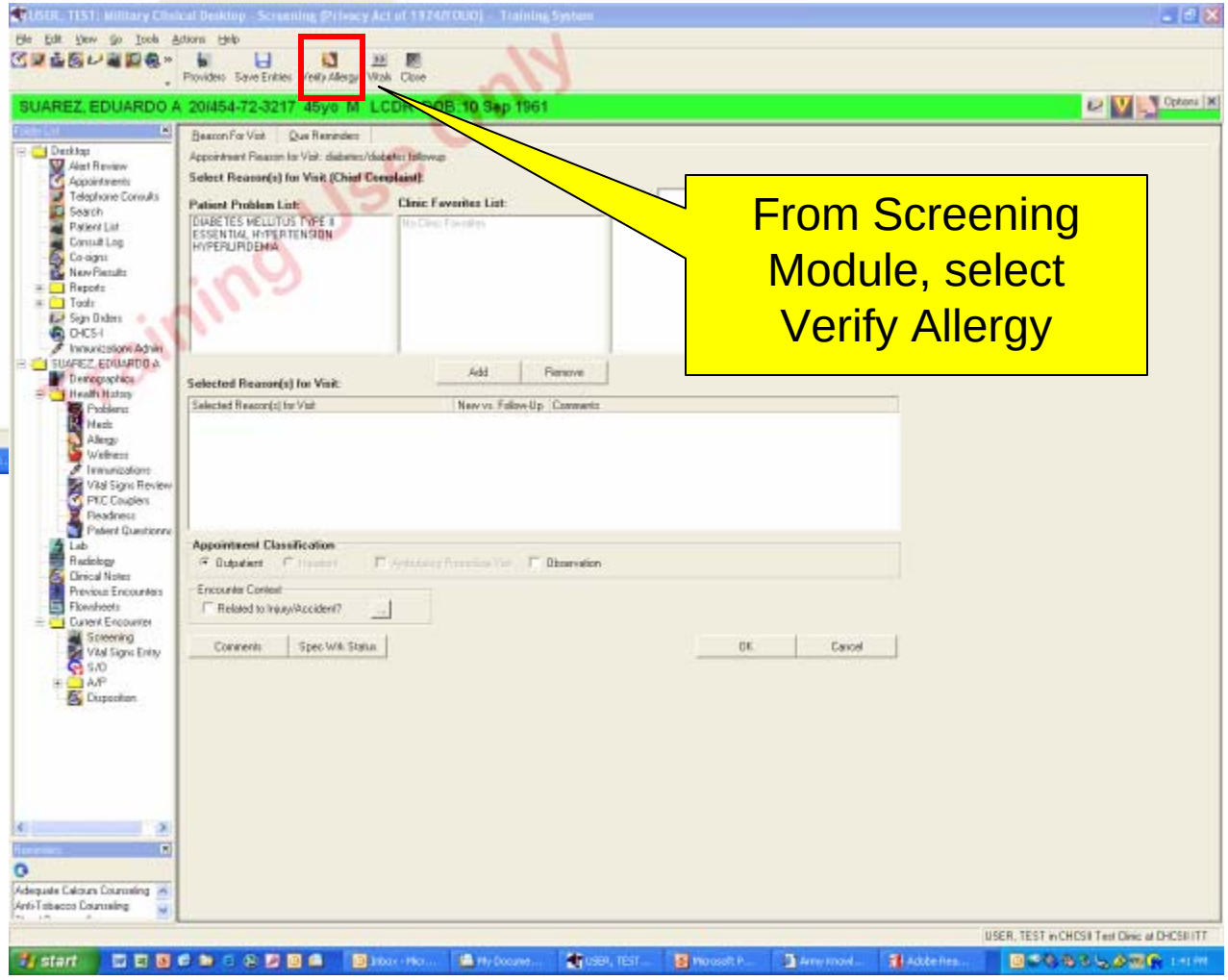
TO ACCESS ALLERGY MODULE:

1) Must have patient selected (name will appear on top bar)
2) Select Allergy button from Folder List

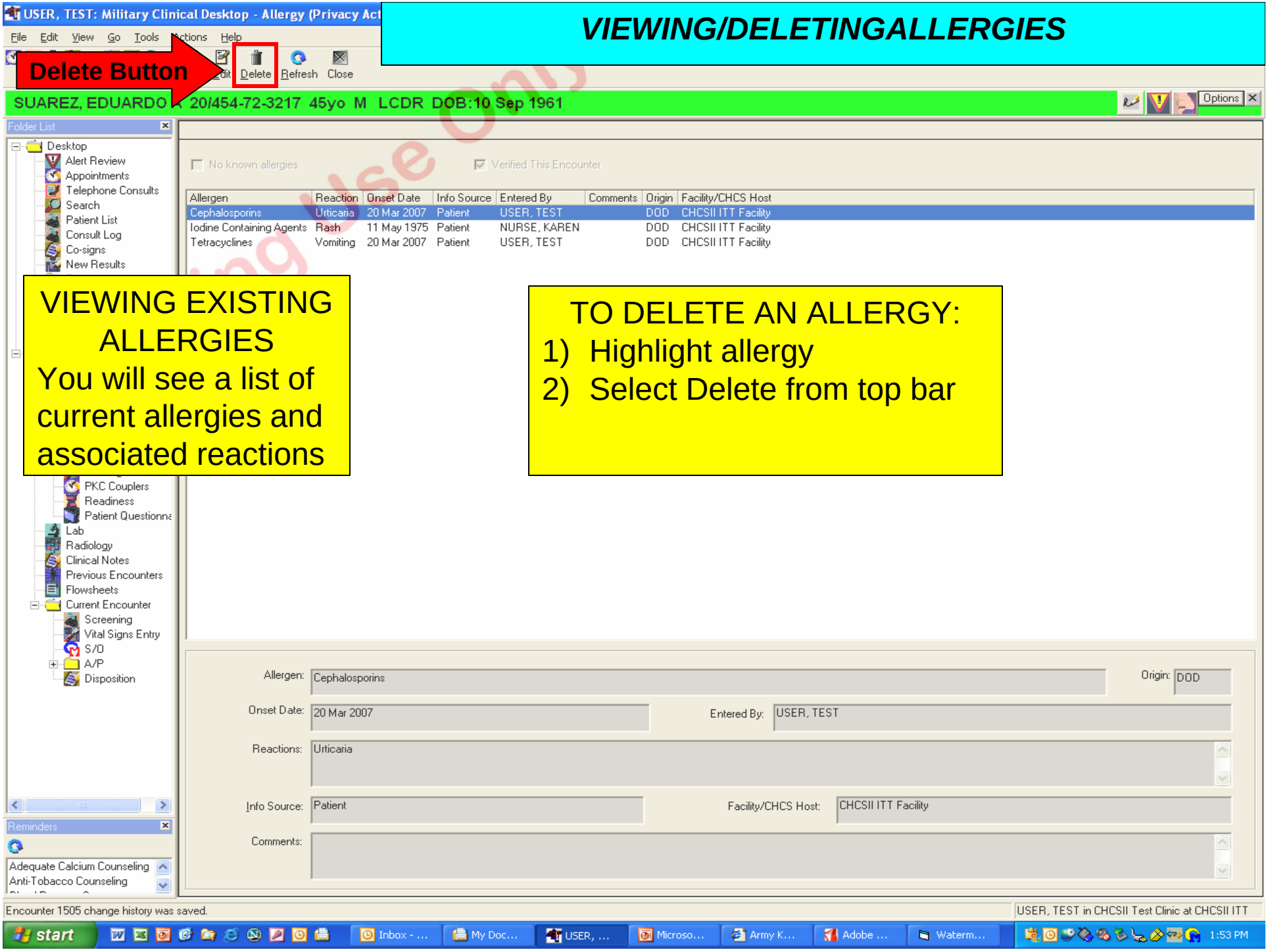
OR

3) Access Allergy Module from within Encounter Screening Module (see next slides)


To access from Encounter, select Screening button


From Screening Module, select Verify Allergy

VIEWING/DELETINGALLERGIES



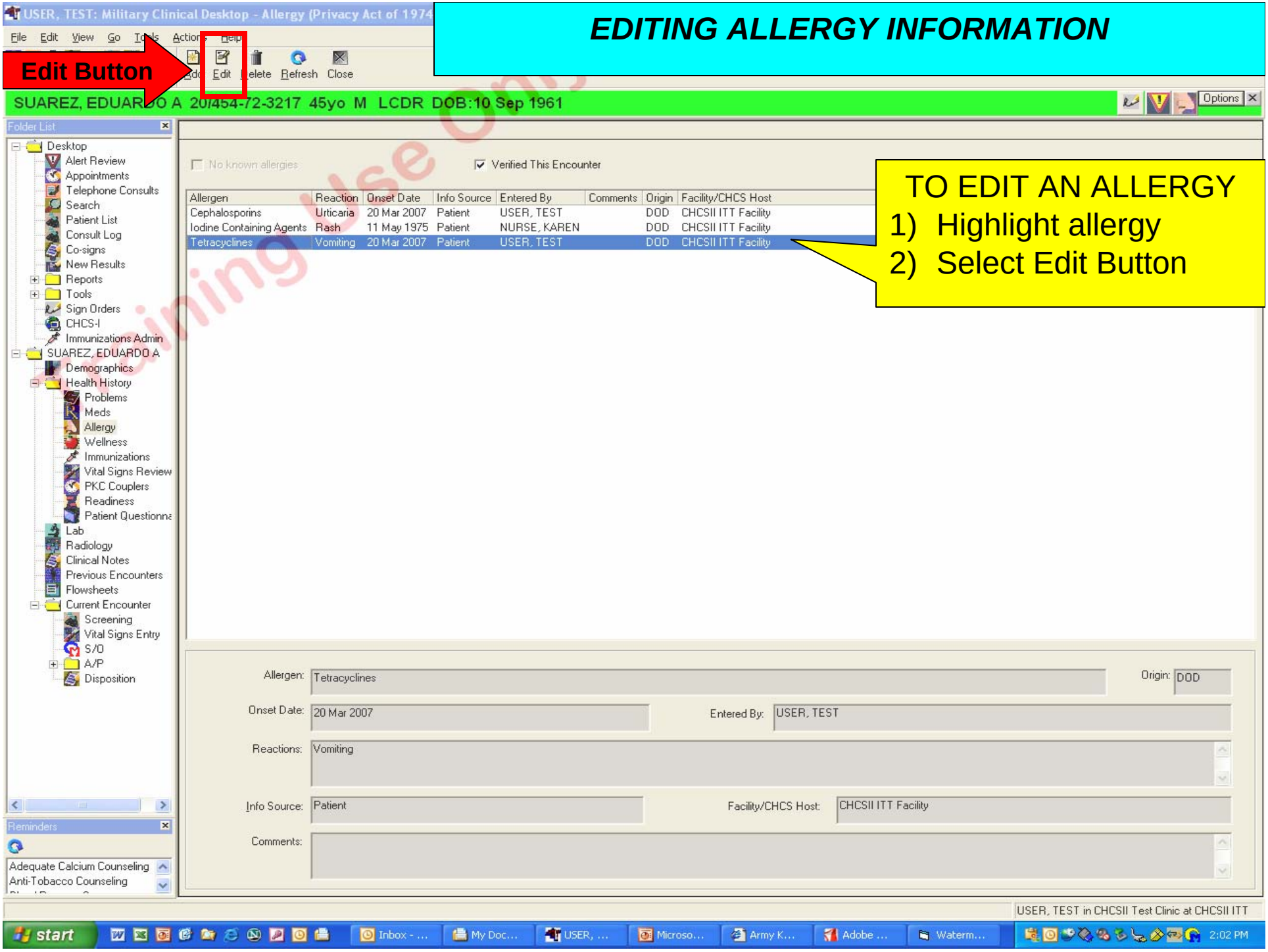
VIEWING EXISTING ALLERGIES

You will see a list of current allergies and associated reactions

TO DELETE AN ALLERGY:

1) Highlight allergy
2) Select Delete from top bar

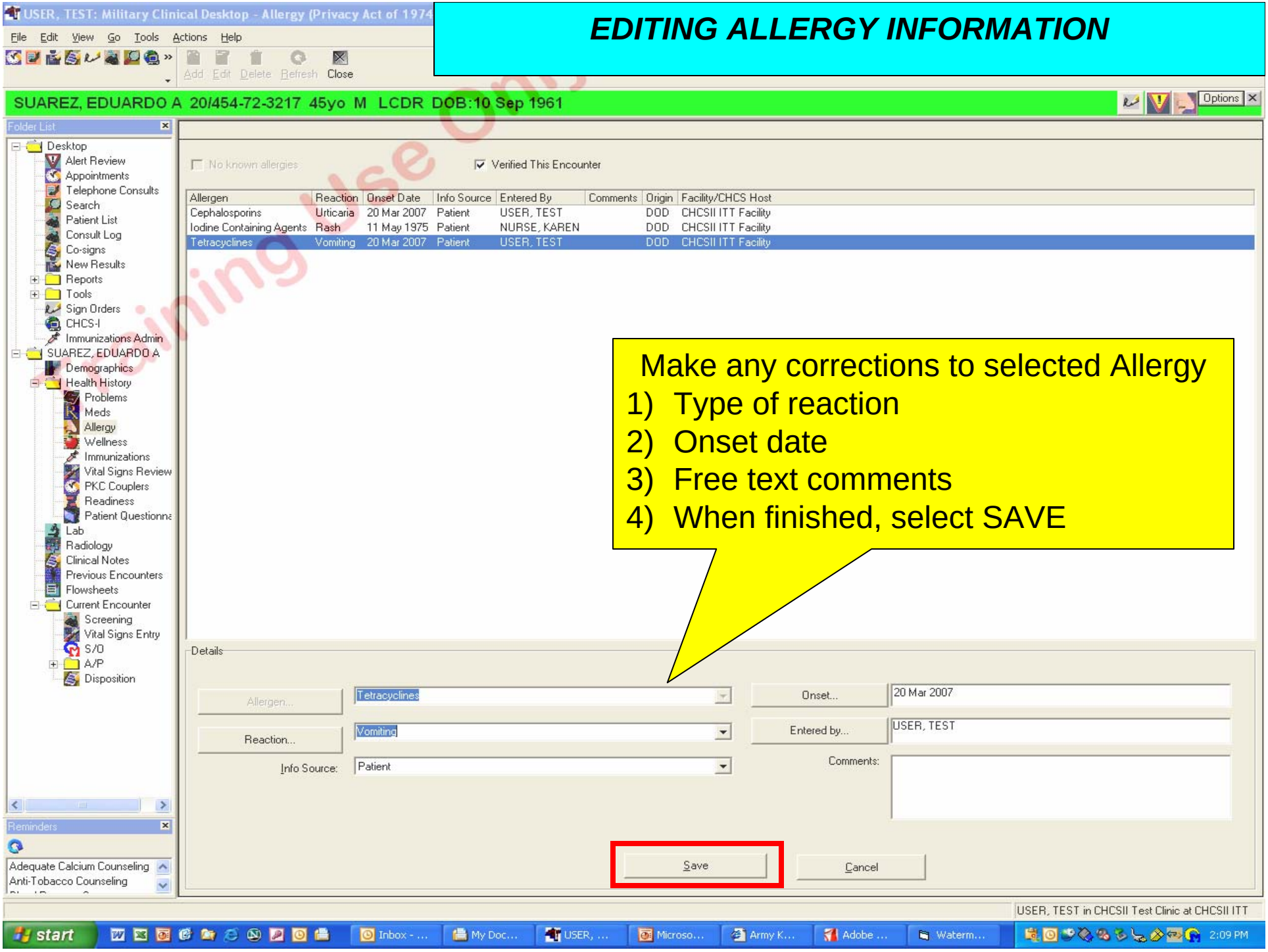
EDITING ALLERGY INFORMATION



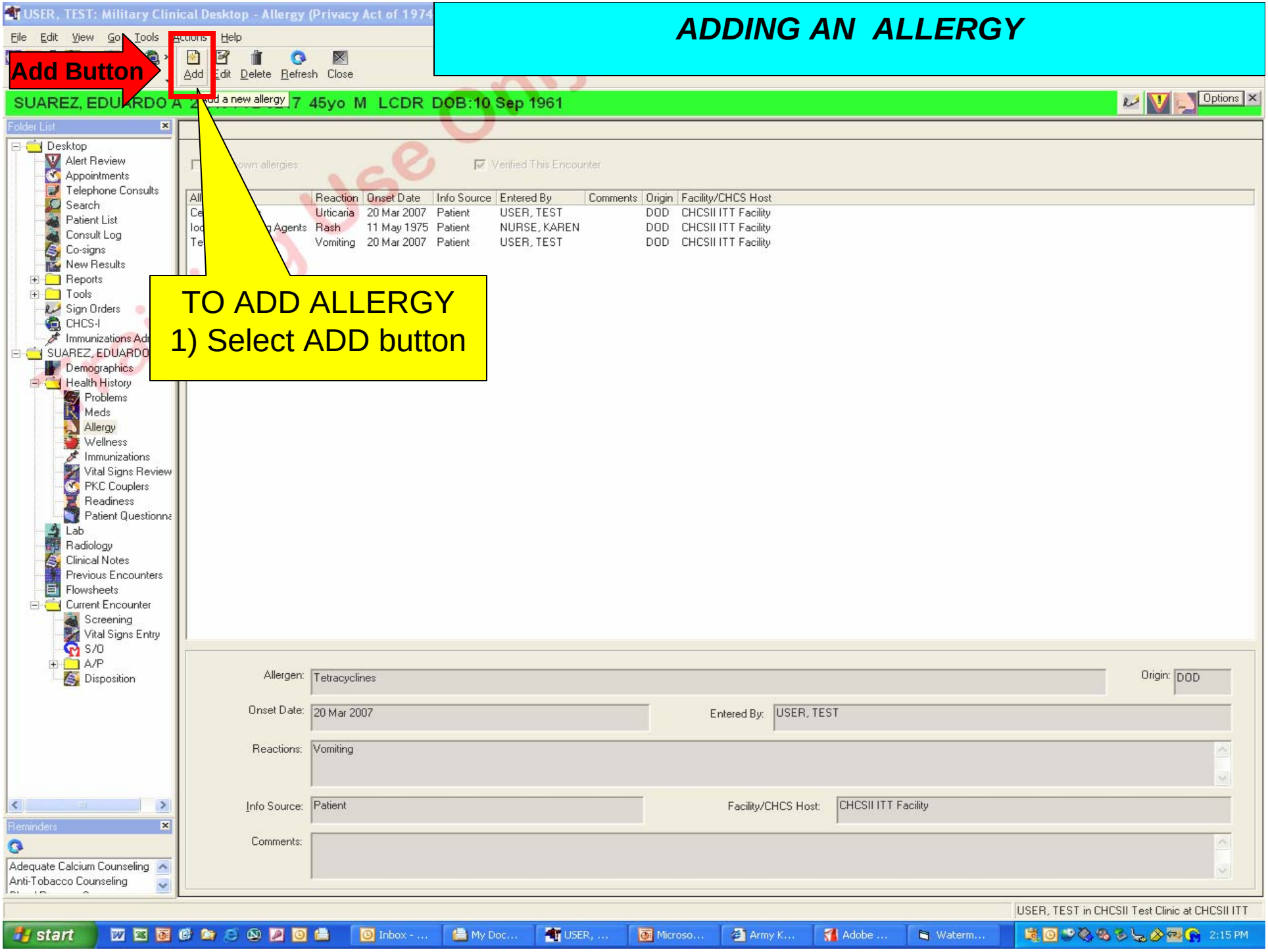
TO EDIT AN ALLERGY

1) Highlight allergy
2) Select Edit Button

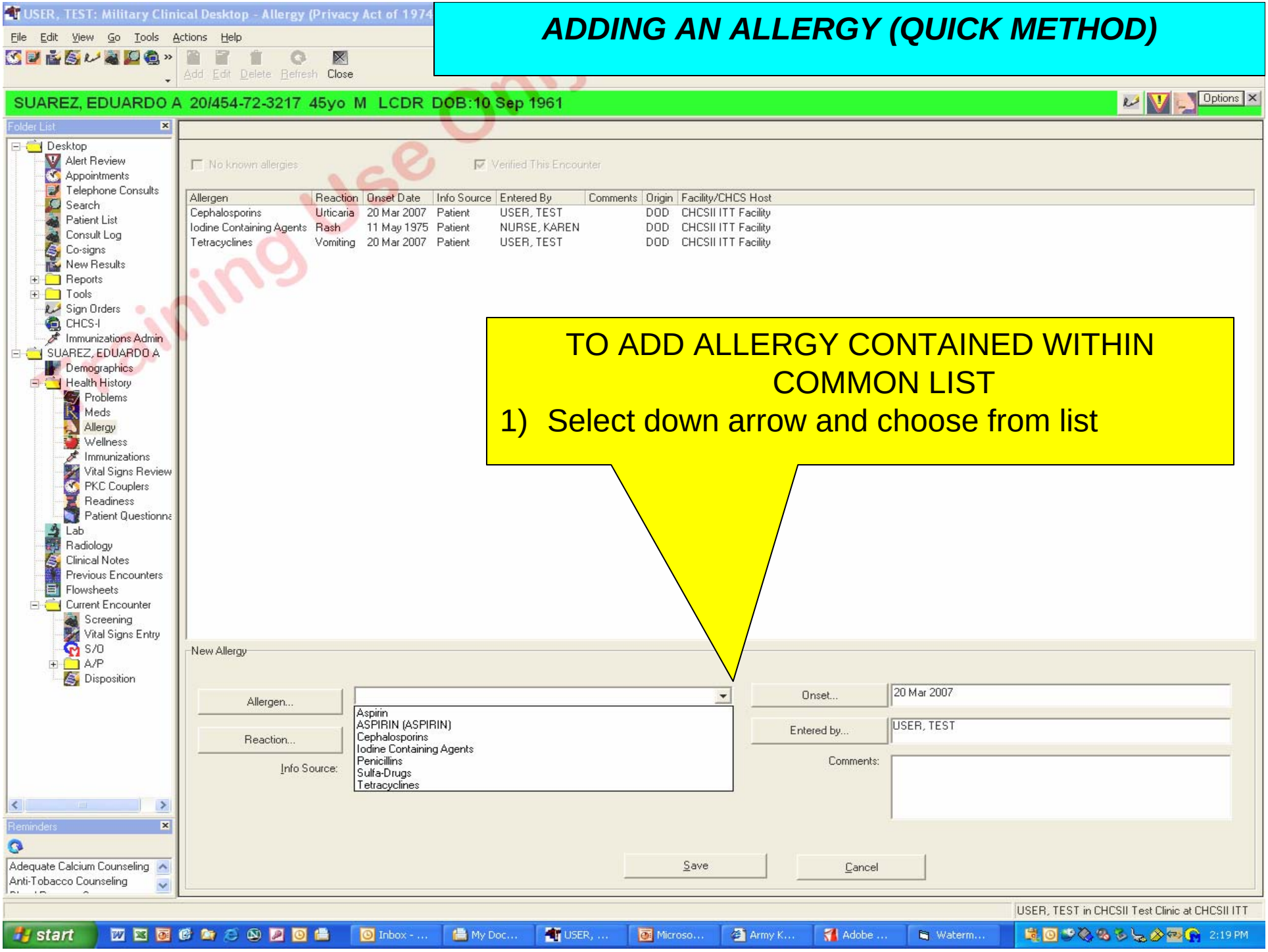
EDITING ALLERGY INFORMATION



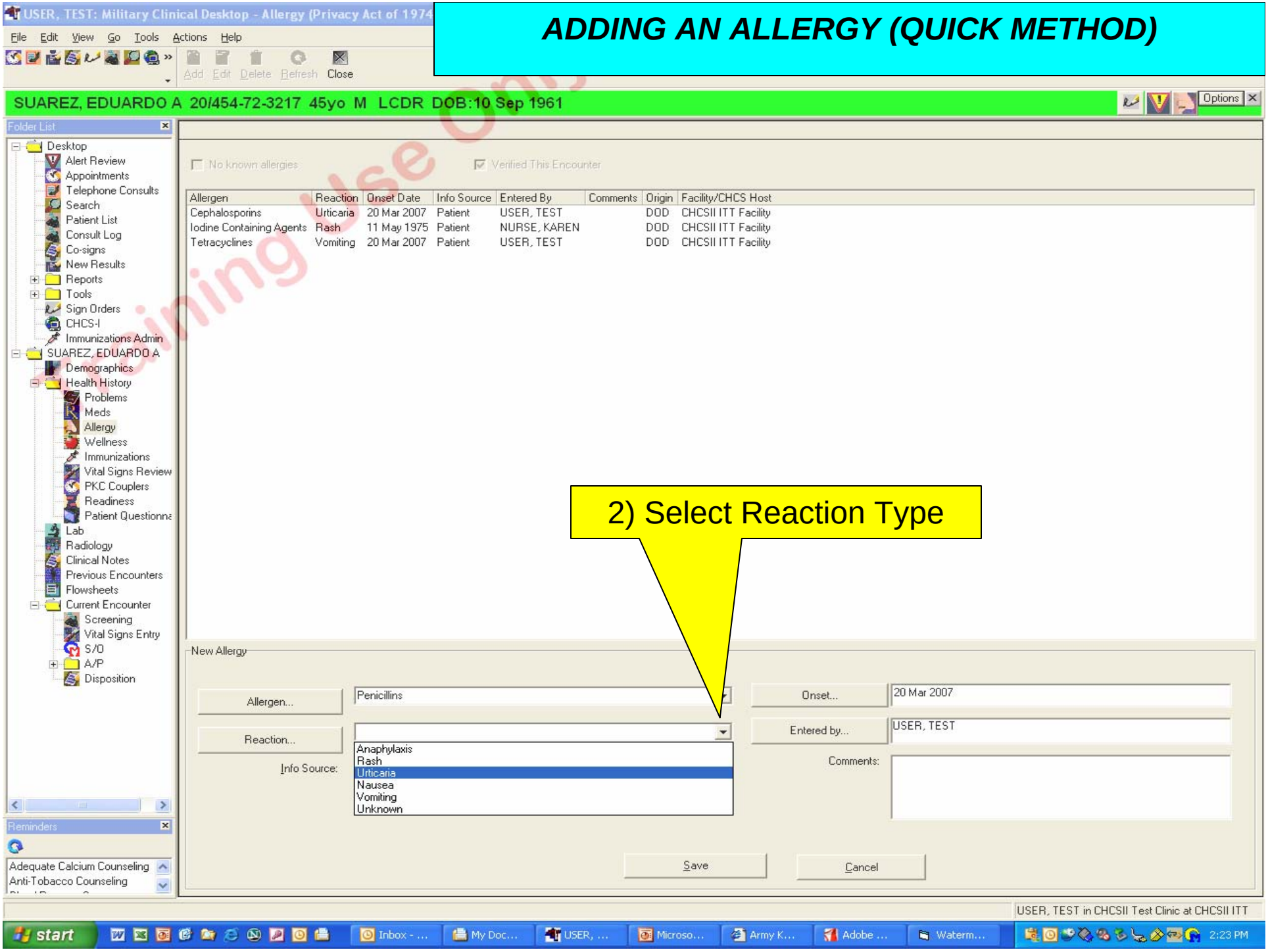
ADDING AN ALLERGY



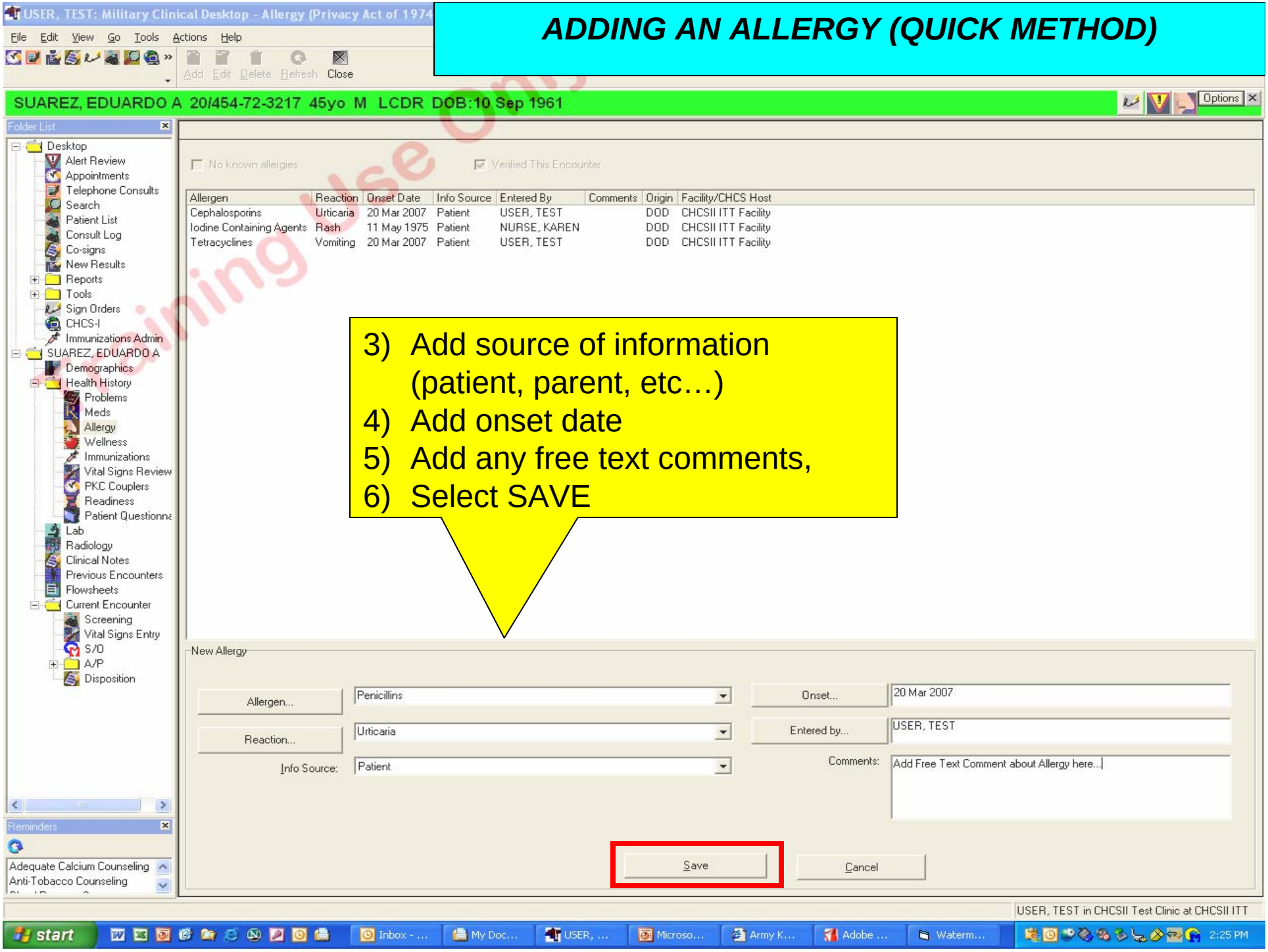
ADDING AN ALLERGY (QUICK METHOD)



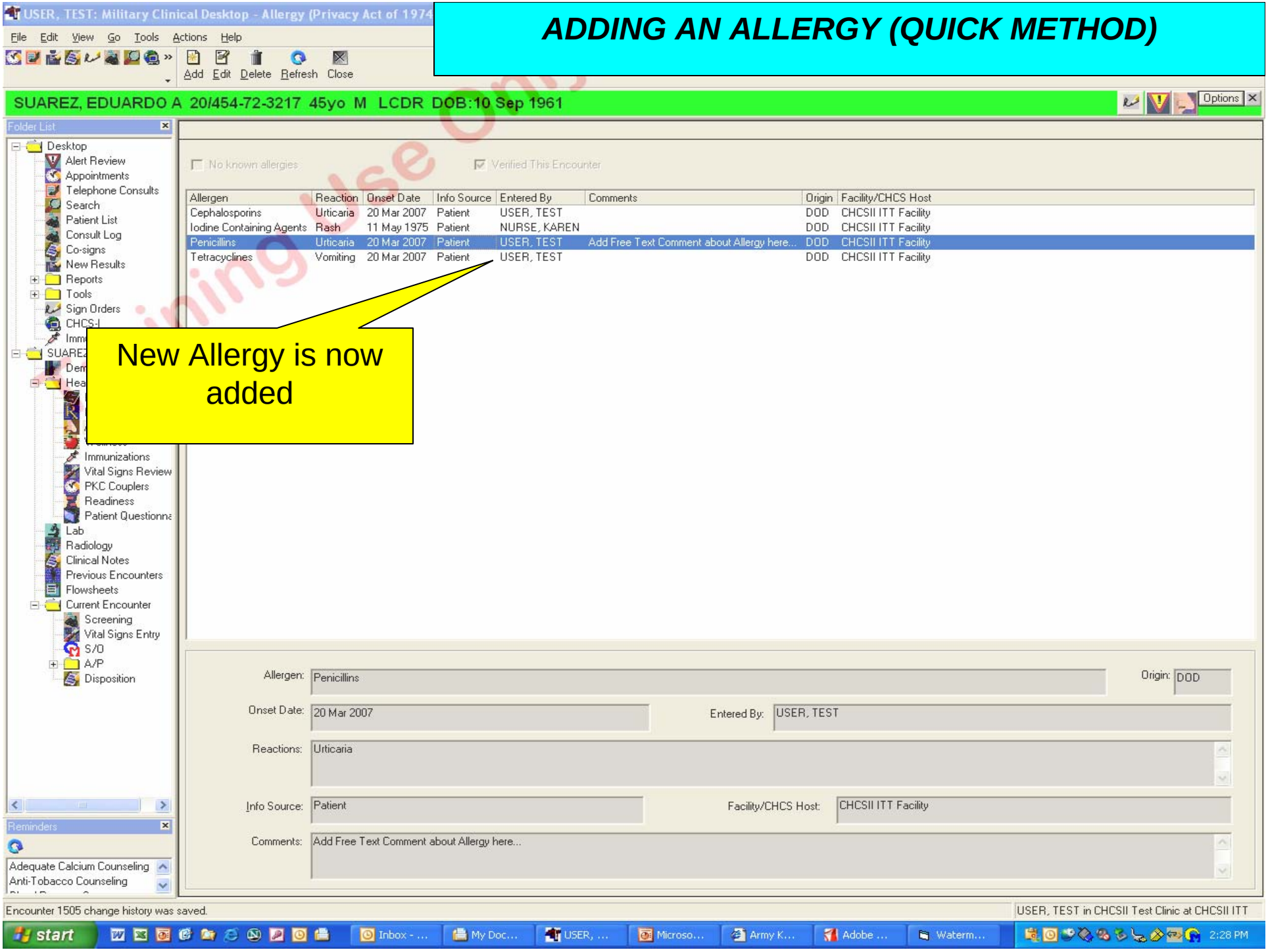
ADDING AN ALLERGY (QUICK METHOD)



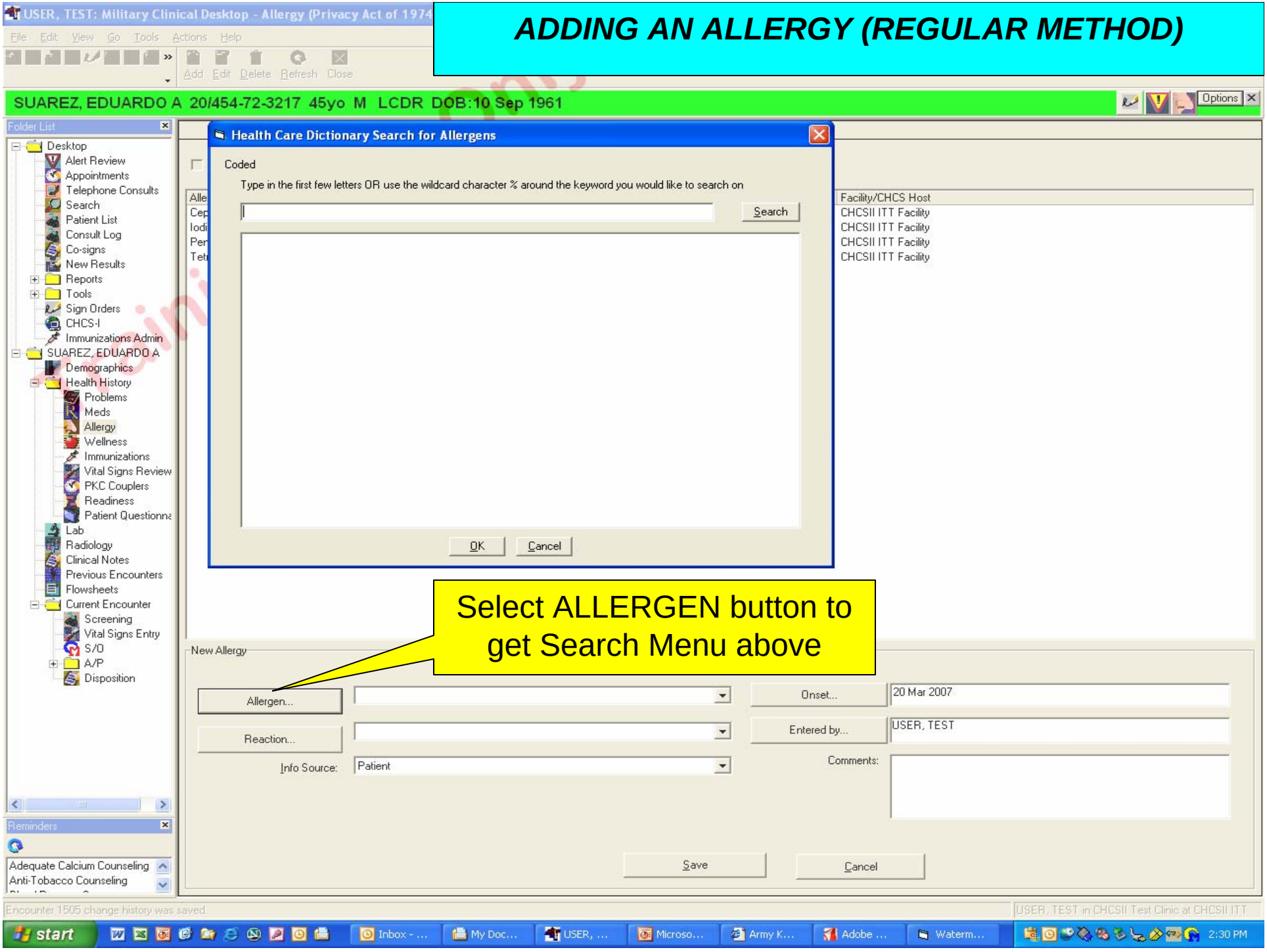
ADDING AN ALLERGY (QUICK METHOD)



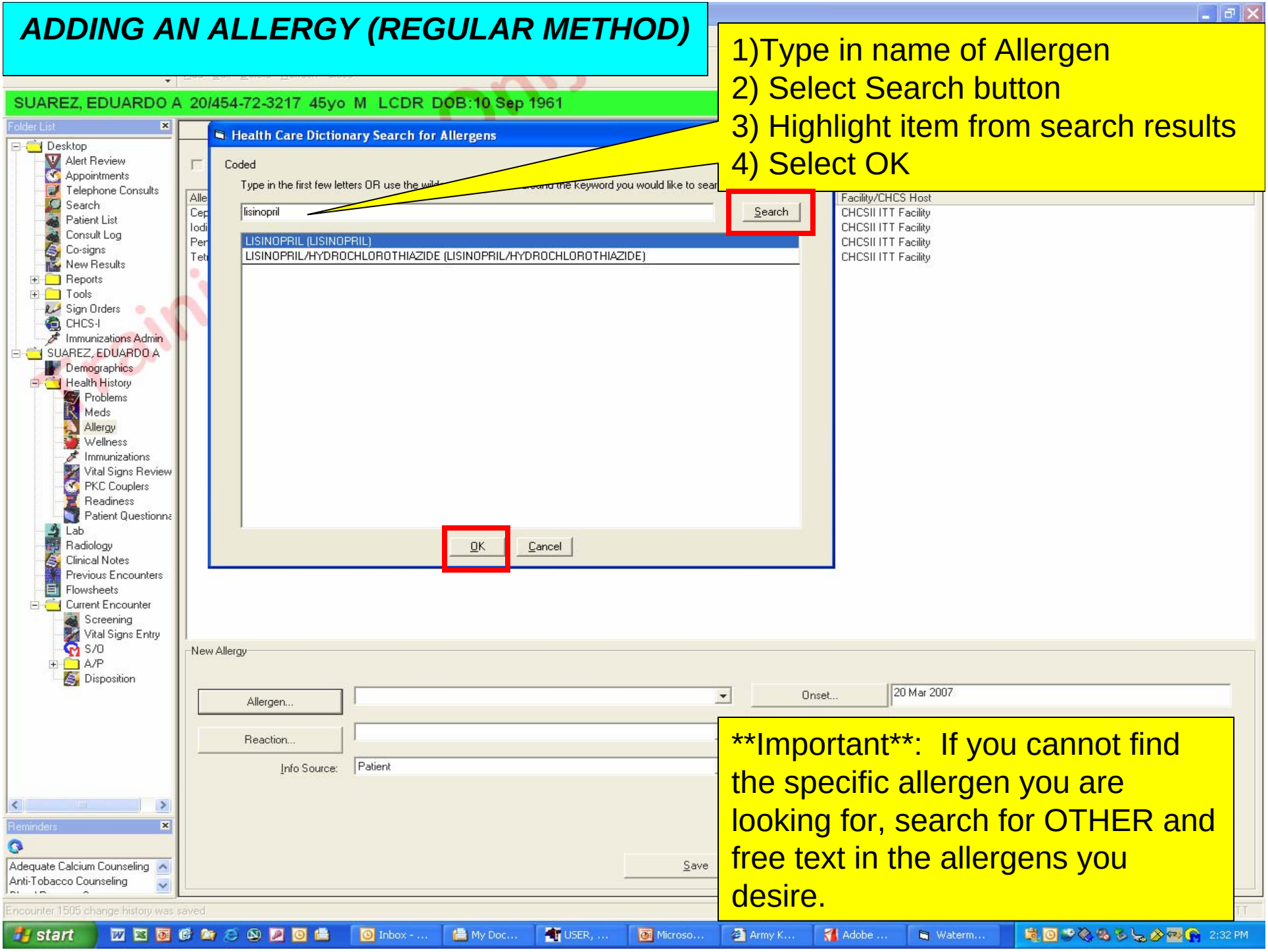
ADDING AN ALLERGY (QUICK METHOD)



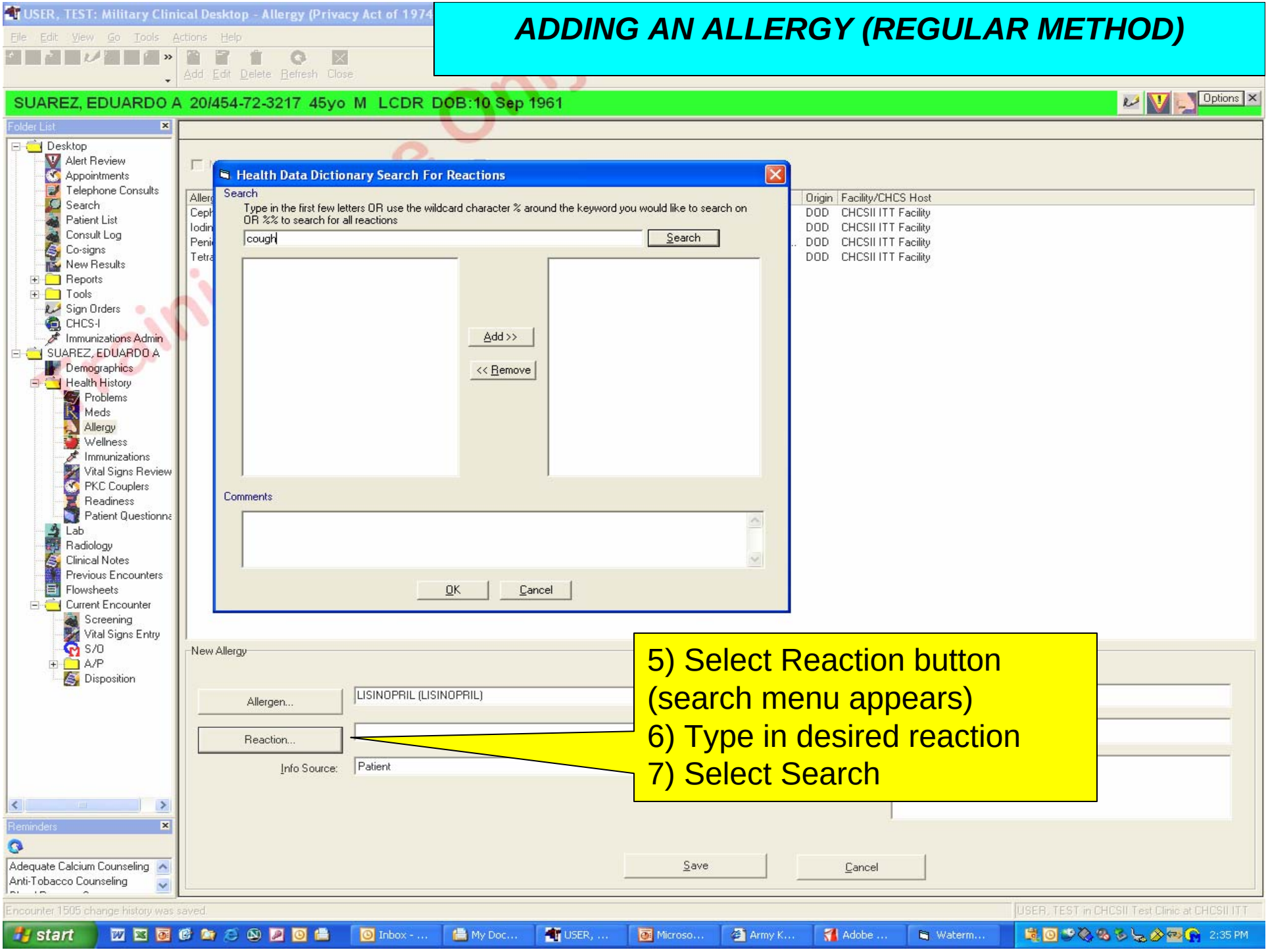
ADDING AN ALLERGY (REGULAR METHOD)



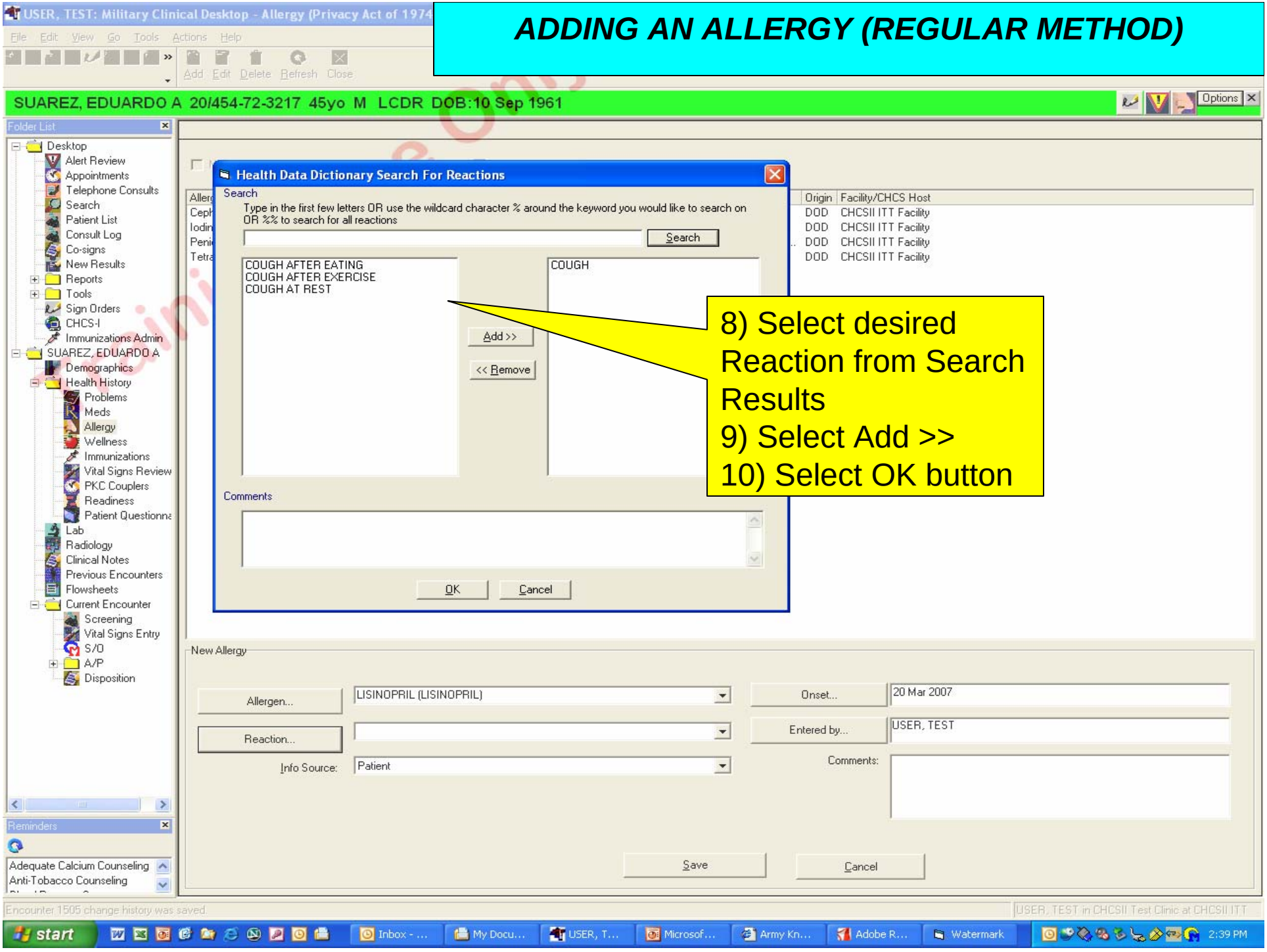
ADDING AN ALLERGY (REGULAR METHOD)



ADDING AN ALLERGY (REGULAR METHOD)



ADDING AN ALLERGY (REGULAR METHOD)



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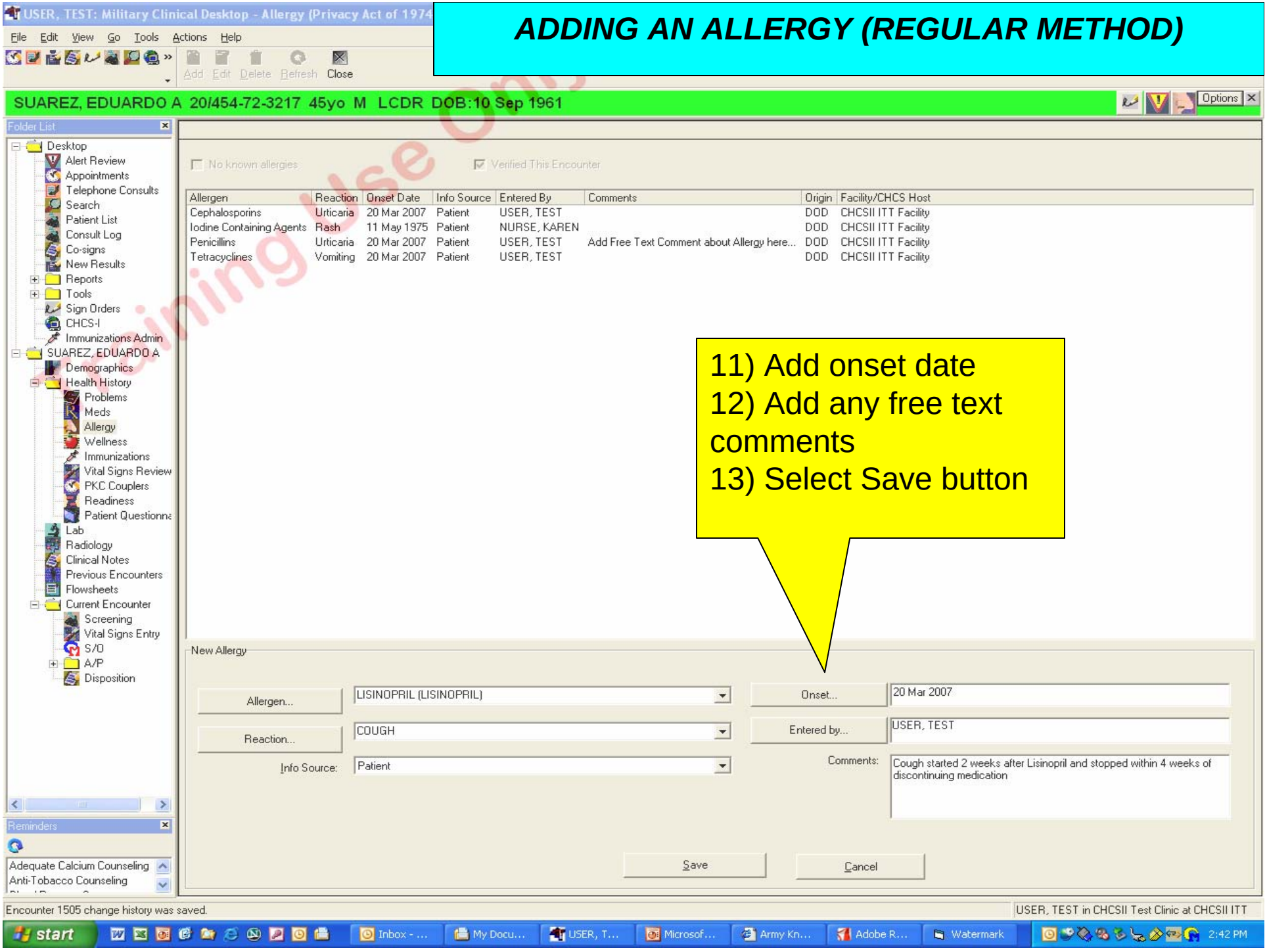
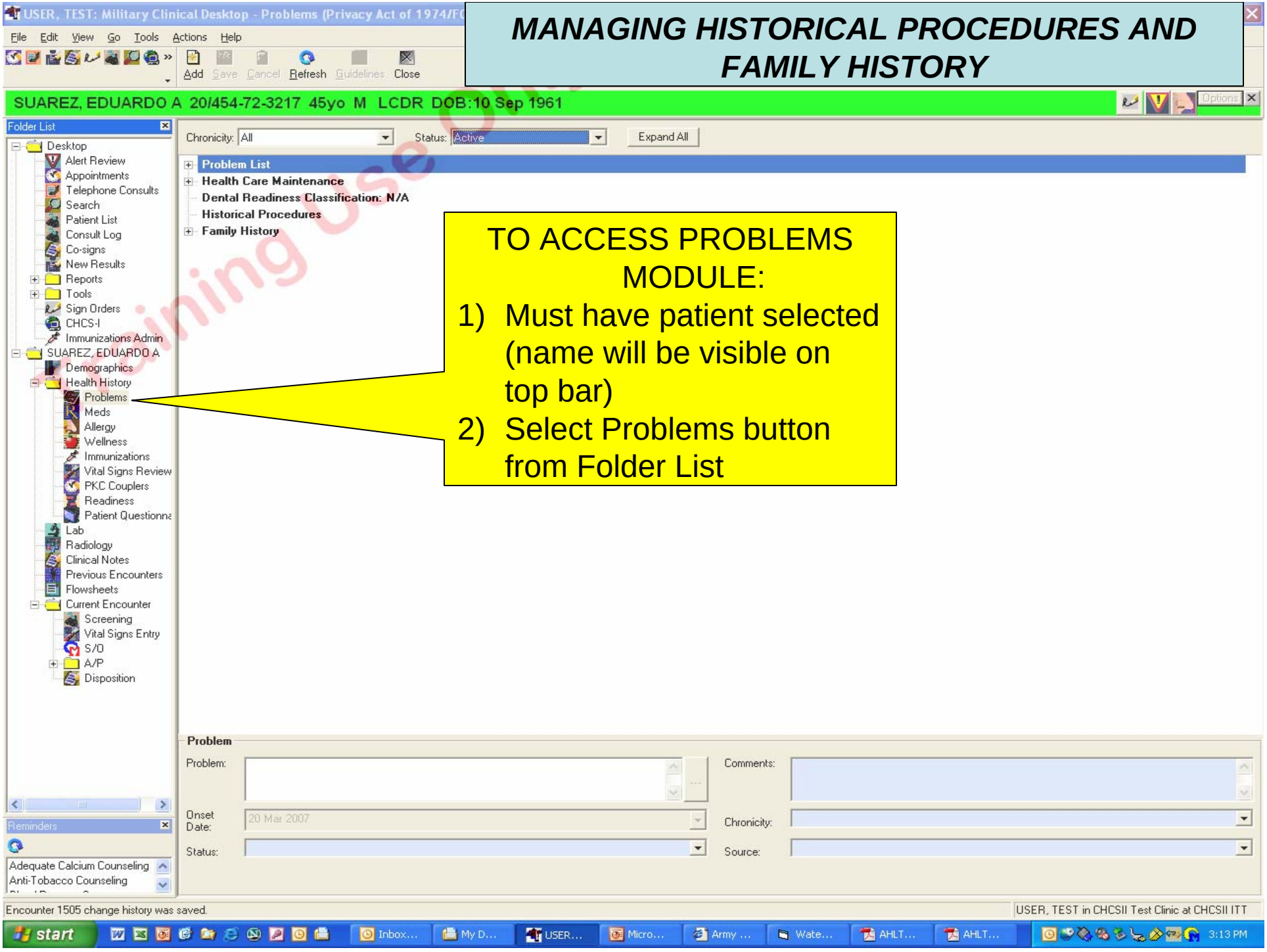


Updating and Maintaining: FAMILY HISTORY AND SURGICAL HISTORY

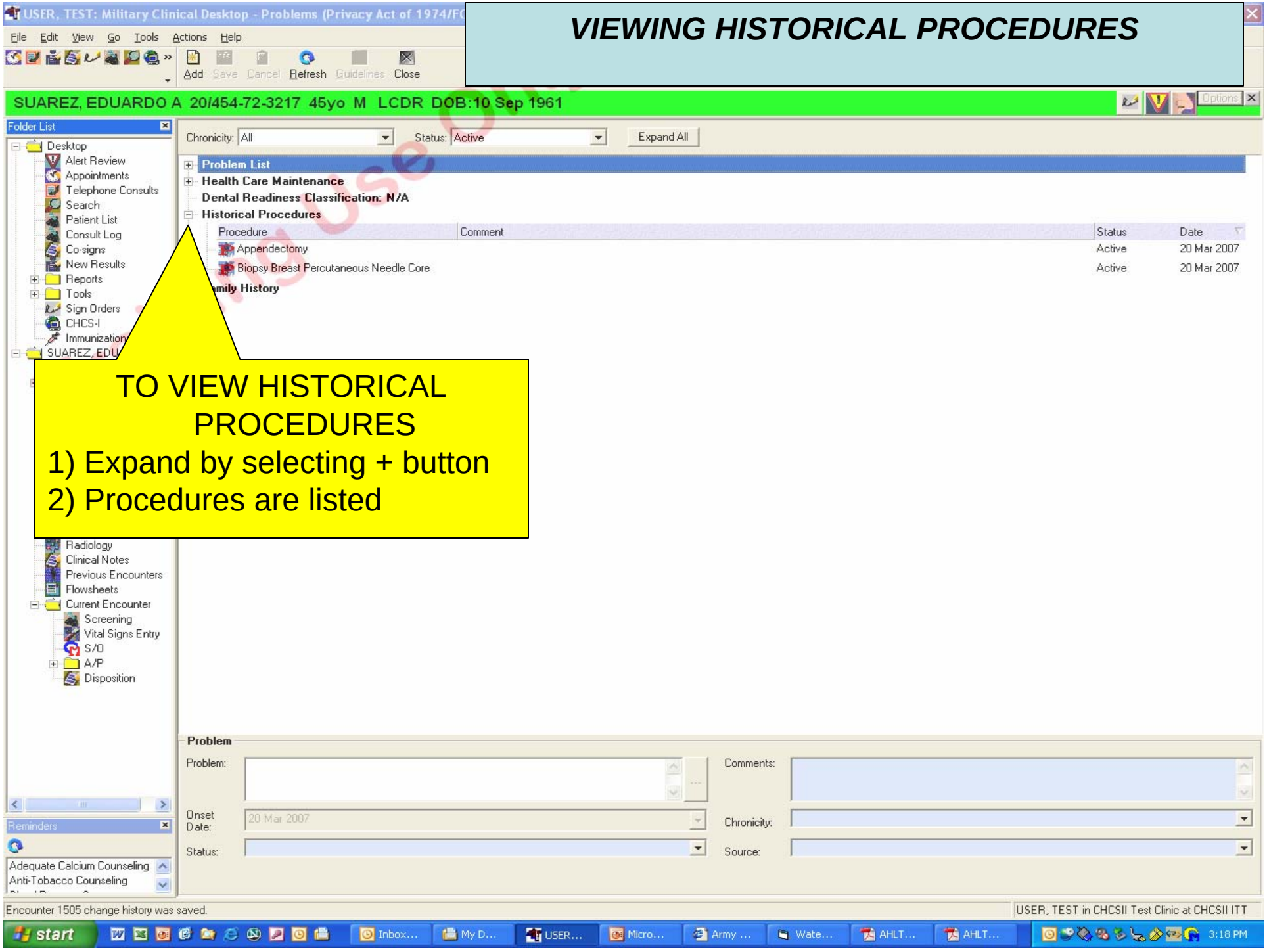
Notes:

1. This type of information usually only has to be added once and will then only be modified if more detailed history is obtained.
2. At the next visit, the patient only needs to review the list and be asked if anything has changed.

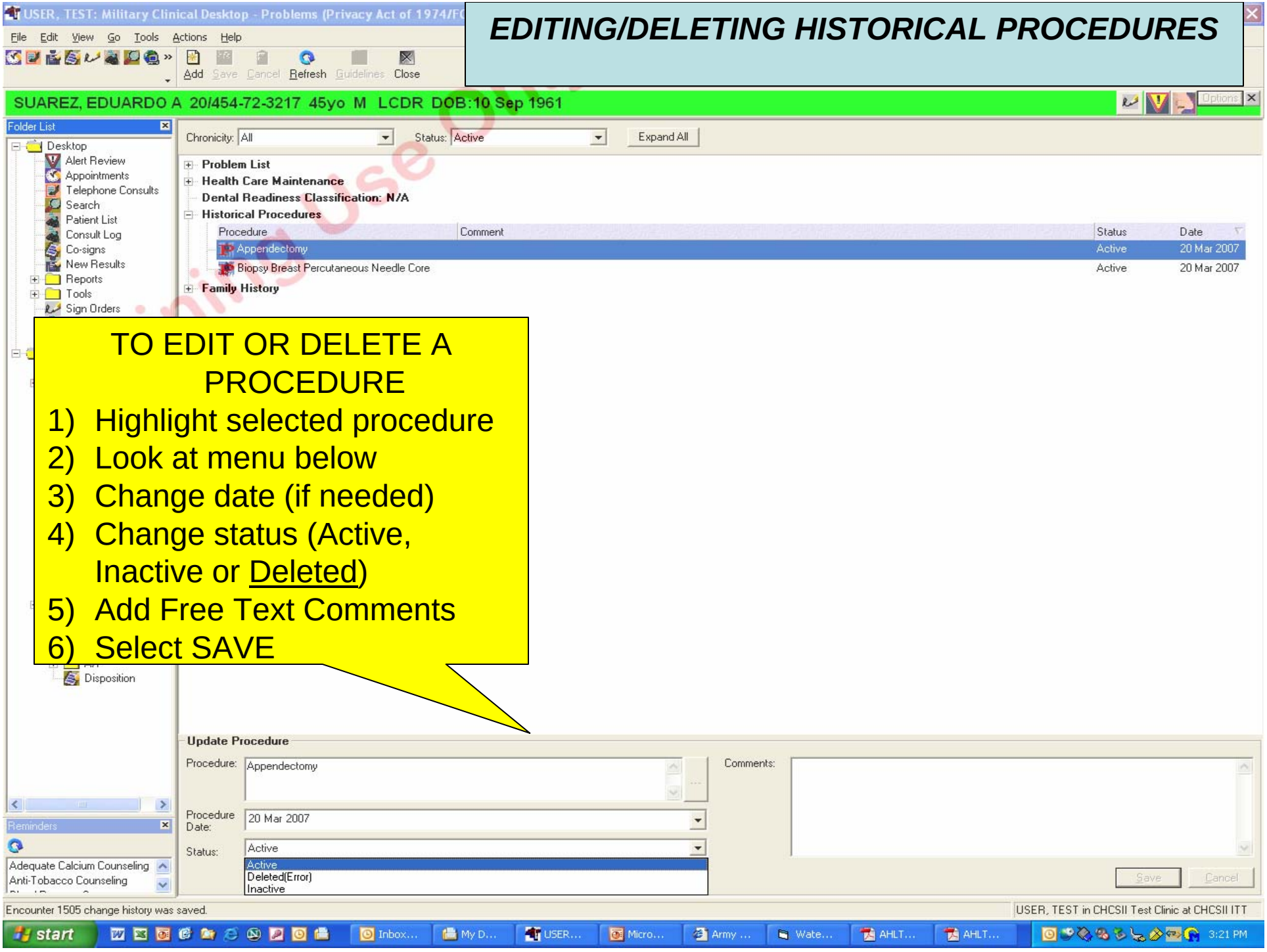
MANAGING HISTORICAL PROCEDURES AND FAMILY HISTORY



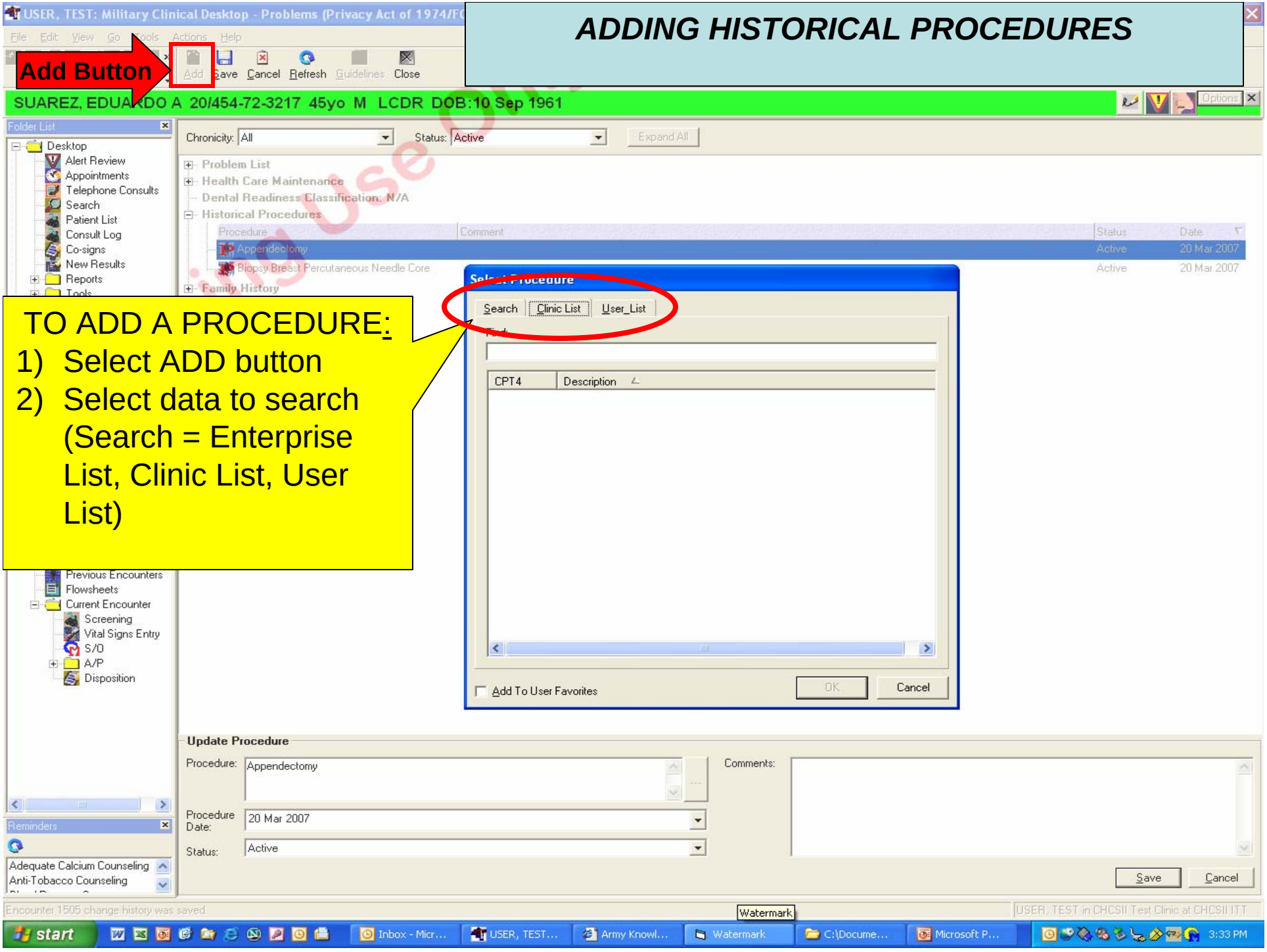
VIEWING HISTORICAL PROCEDURES



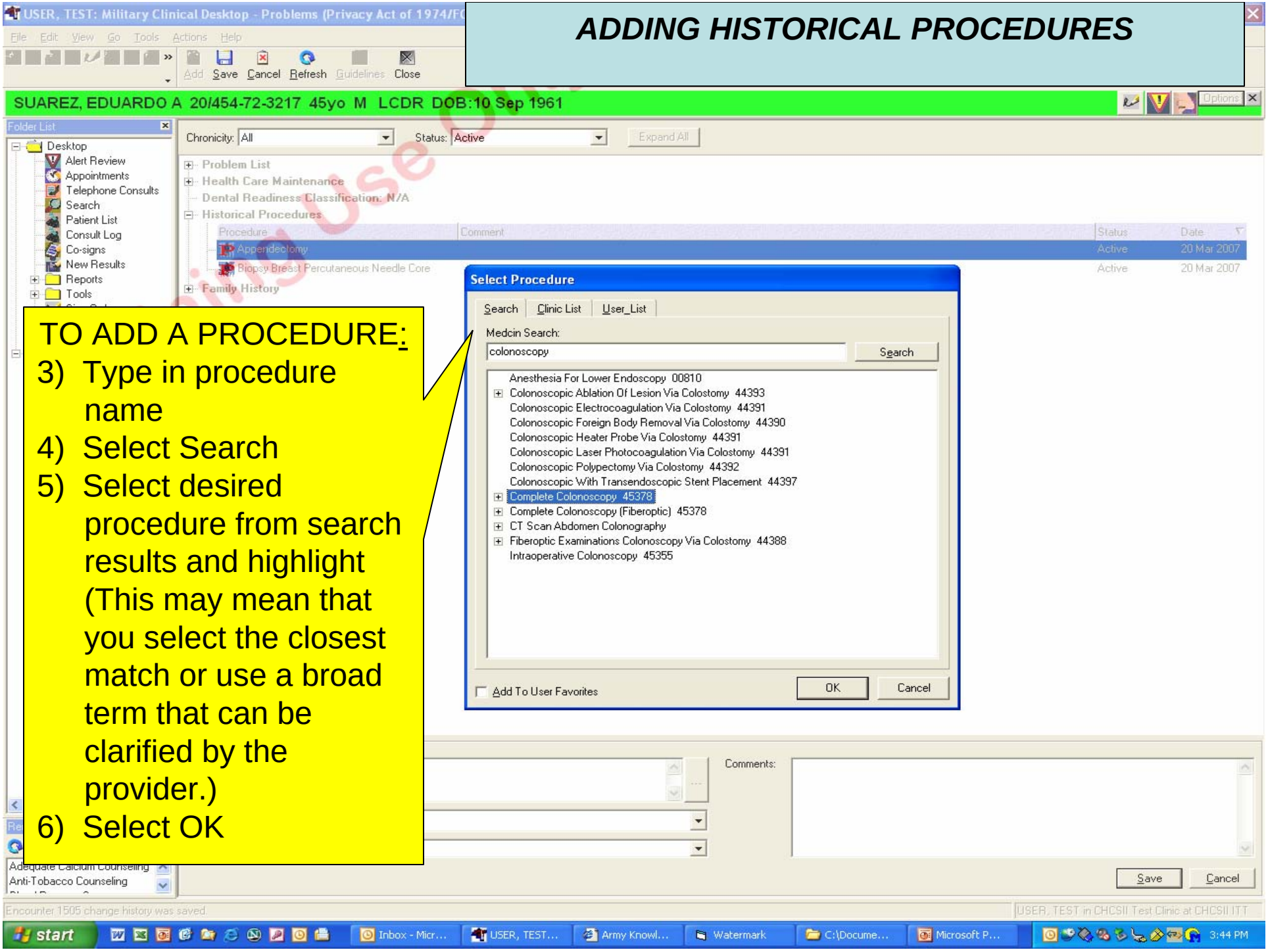
EDITING/DELETING HISTORICAL PROCEDURES



ADDING HISTORICAL PROCEDURES



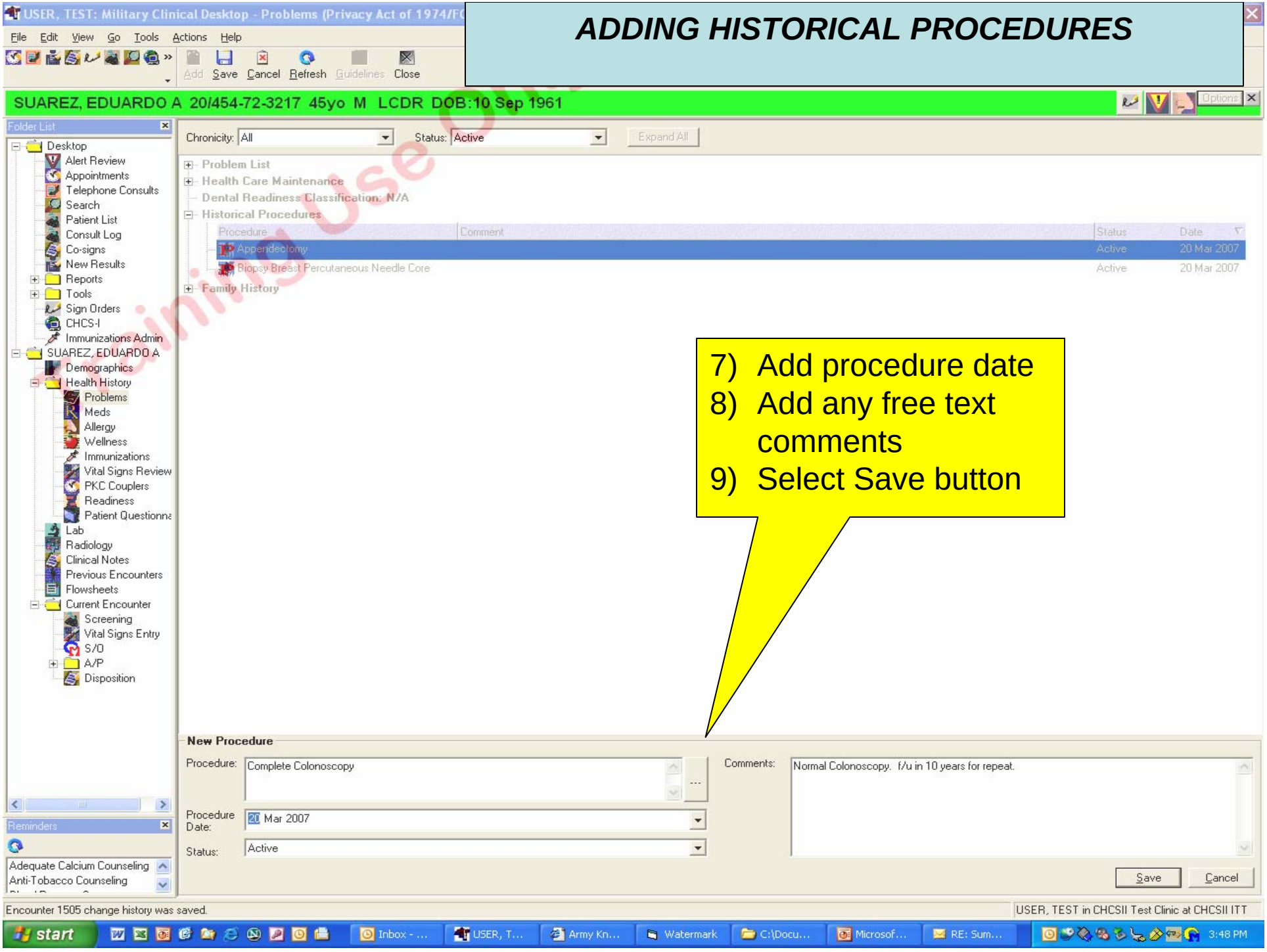
ADDING HISTORICAL PROCEDURES



TO ADD A PROCEDURE:

3) Type in procedure name
4) Select Search
5) Select desired procedure from search results and highlight (This may mean that you select the closest match or use a broad term that can be clarified by the provider.)
6) Select OK

ADDING HISTORICAL PROCEDURES



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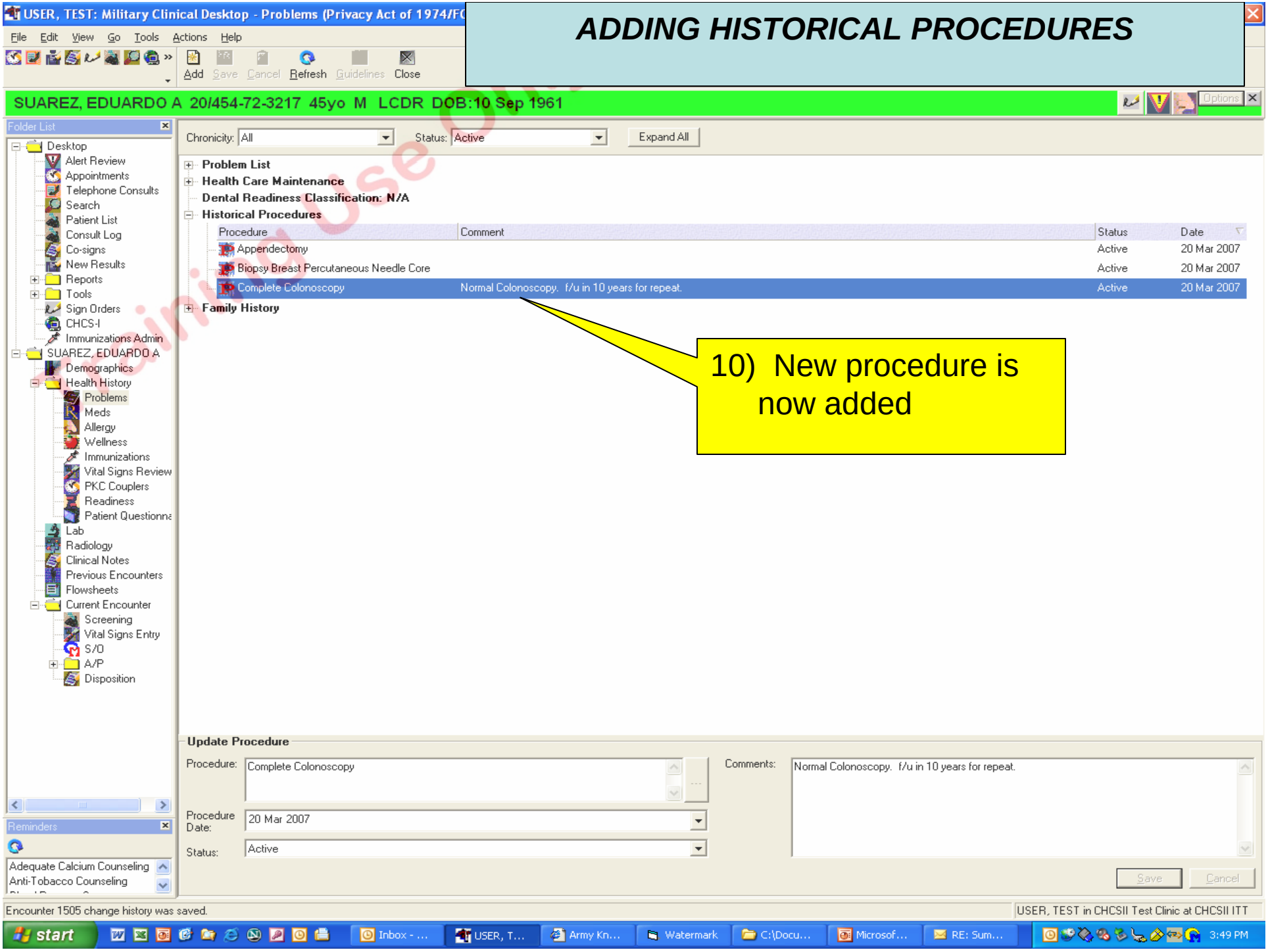
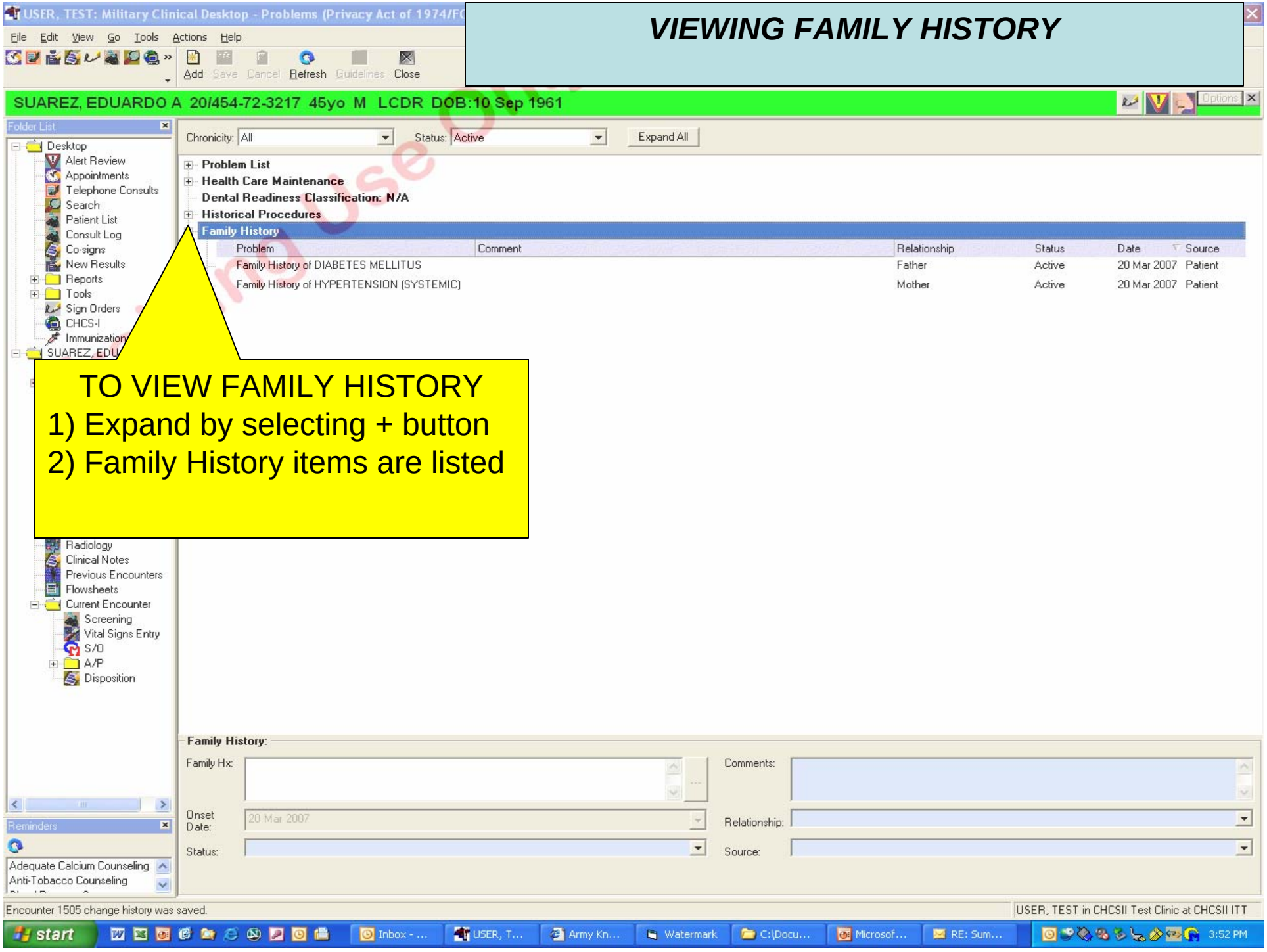
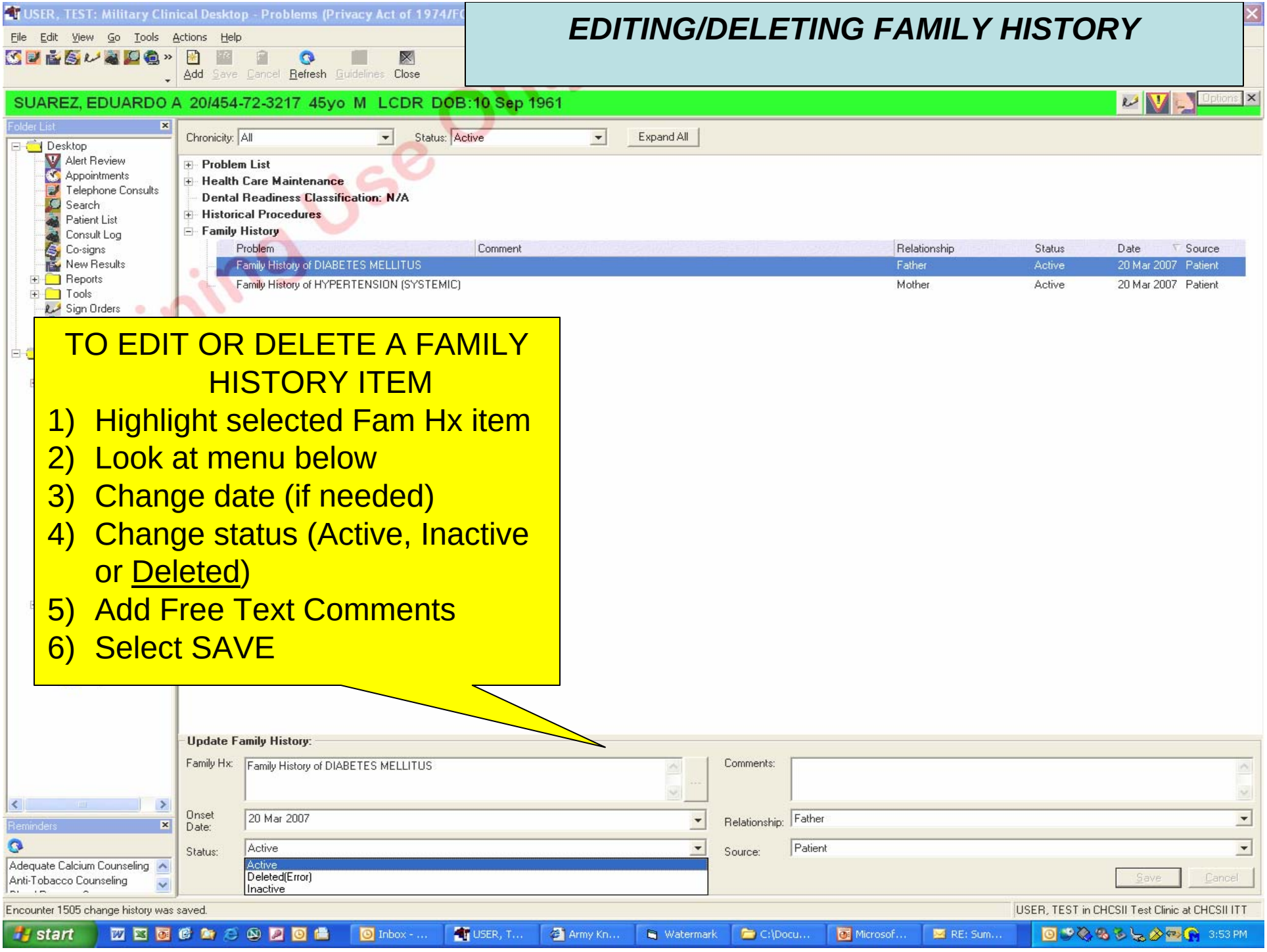


VIEWING FAMILY HISTORY



EDITING/DELETING FAMILY HISTORY



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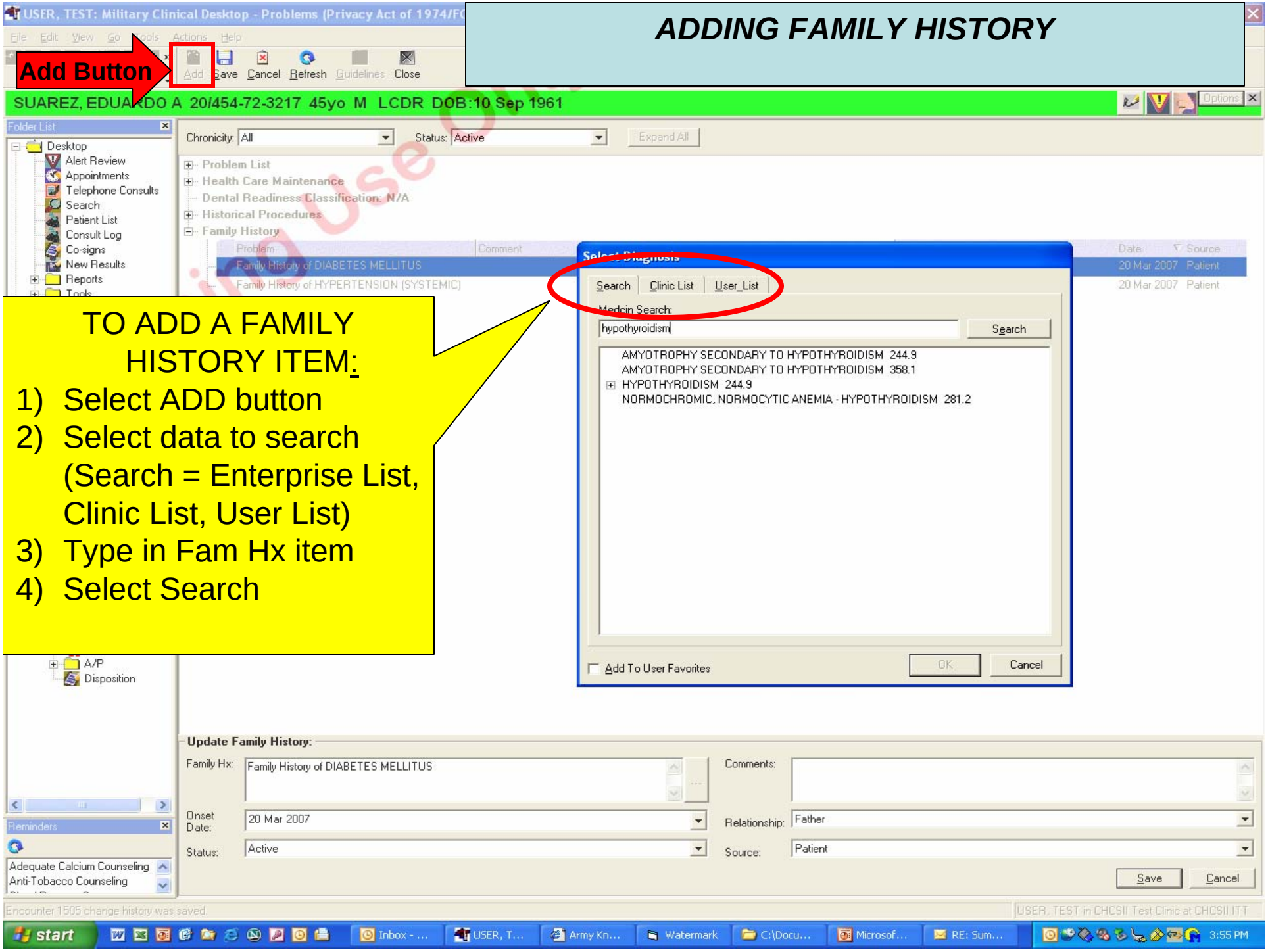

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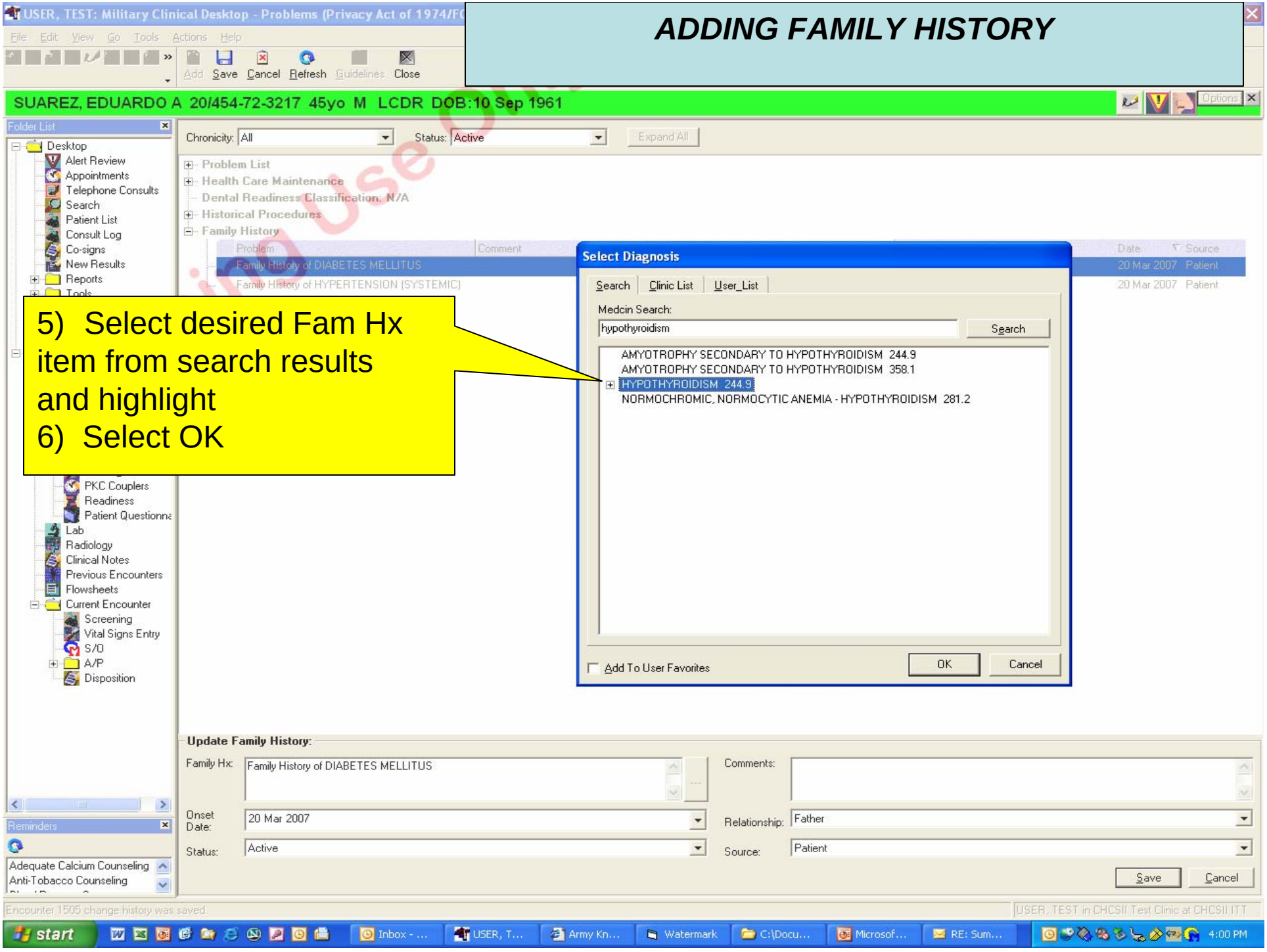
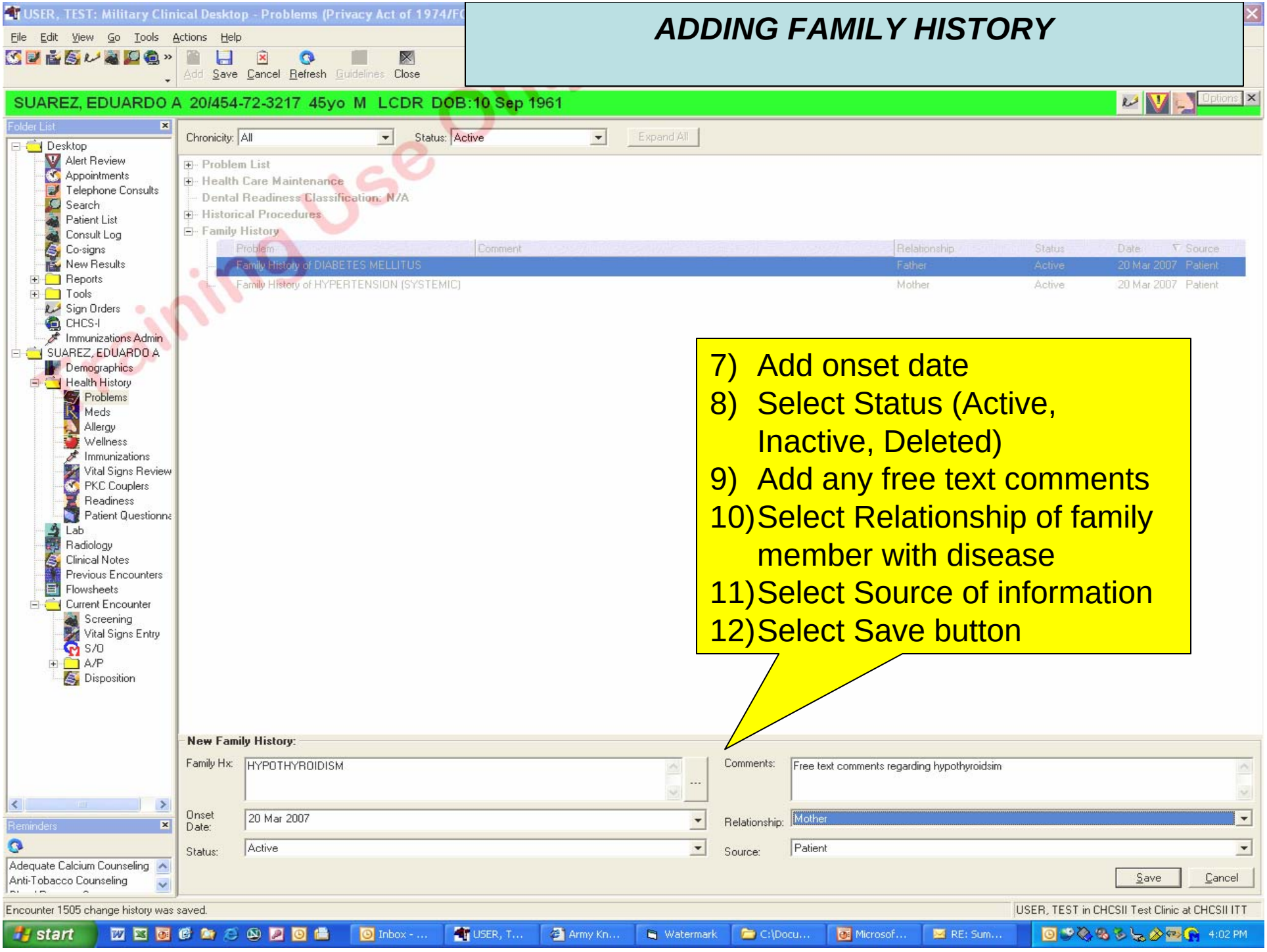
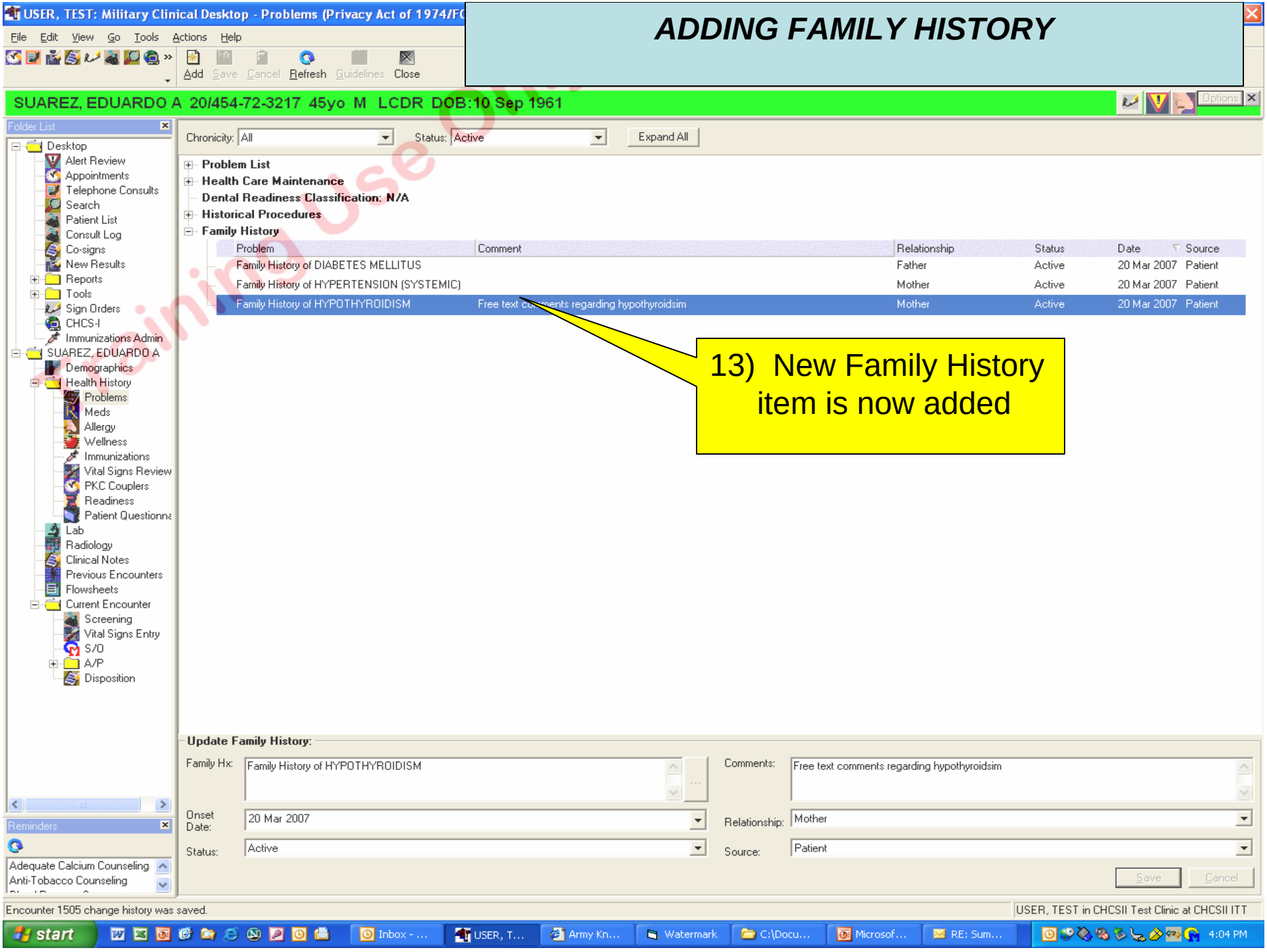


ADDING FAMILY HISTORY

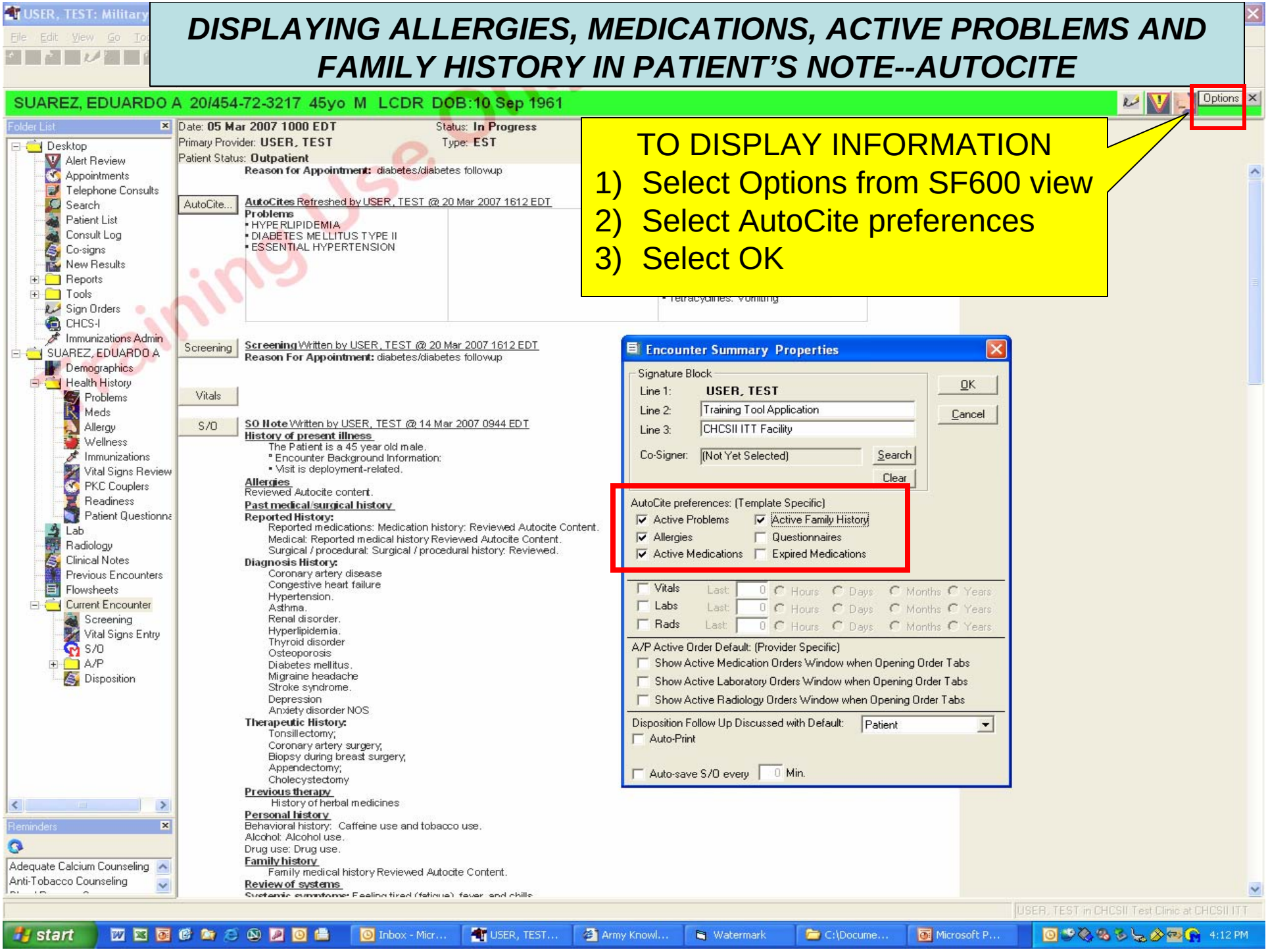


7) Add onset date
8) Select Status (Active, Inactive, Deleted)
9) Add any free text comments
10) Select Relationship of family member with disease
11) Select Source of information
12) Select Save button

ADDING FAMILY HISTORY



DISPLAYING ALLERGIES, MEDICATIONS, ACTIVE PROBLEMS AND FAMILY HISTORY IN PATIENT'S NOTE--AUTOCITE



DISPLAYING ALLERGIES, MEDICATIONS, ACTIVE PROBLEMS AND FAMILY HISTORY IN PATIENT'S NOTE--AUTOCITE

USER, TEST: Military Cli

File Edit View Go Tools

SUAREZ, EDUARDO A 20/454-72-3217 45yo M LCDR DOB:10 Sep 1961 Options

Folder List

- Desktop
  - Alert Review
  - Appointments
  - Telephone Consults
  - Search
  - Patient List
  - Consult Log
  - Co-signs
  - New Results
  - Reports
  - Tools
  - Sign Orders
  - CHCS-I
  - Immunizations Admin
- SUAREZ, EDUARDO A
  - Demographics
  - Health History
    - Problems
    - Meds
    - Allergy
    - Wellness
    - Immunizations
    - Vital Signs Review
    - PKC Couplers
    - Readiness
    - Patient Questionna
  - Lab
  - Radiology
  - Clinical Notes
  - Previous Encounters
  - Flowsheets
  - Current Encounter
    - Screening
    - Vital Signs Entry
    - S/O
    - A/P
    - Disposition

Reminders

Adequate Calcium Counseling

Anti-Tobacco Counseling

Date: **05 Mar 2007 1000 EDT** Status: **In Progress** Treatment Facility: **CHCSII ITT Facility**

Primary Provider: **USER, TEST** Type: **EST** Clinic: **CHCSII ITT Clinic**

Patient Status: **Outpatient**

Reason for Appointment: diabetes/diabetes followup

AutoCite...

AutoCites Refreshed by USER, TEST @ 20 Mar 2007 1615 EDT

Problems
- HYPERLIPIDEMIA
- DIABETES MELLITUS TYPE II
- ESSENTIAL HYPERTENSION

Active Family History
- DIABETES MELLITUS (Father)
- HYPERTENSION (SYSTEMIC) (Mother)
- HYPOTHYROIDISM (Mother)

Allergies
- Cephalosporins: Urticaria
- Iodine Containing Agents: Rash
- OTHER Class: Rash (allergic to latex gloves)
- Penicillins: Urticaria (Add Free Text Comment about Allergy here...)
- Tetracyclines: Vomiting

Medications

Active Medications	Status	Sig	Refills Left	Last Filled
LISINOPRIL (PRINIVIL/ZESTRIL)--PO 40MG T	Active	1 QD	6 of 6	Not Recorded
METFORMIN (GLUCOPHAGE)--PO 500MG TAB	Active	1 BID	6 of 6	Not Recorded
SIMVASTATIN (ZOCOR)--PO 20MG TAB	Active	QD	6 of 6	Not Recorded

Screening

Screening Written by USER, TEST @ 20 Mar 2007 1612 EDT

Reason For Appointment: diabetes/diabetes followup

Vitals

S/O

SO Note Written by USER, TEST @ 14 Mar 2007 0944 EDT

History of present illness

The Patient is a 45 year old male.
- Encounter Background Information:
- Visit is deployment-related.

Allergies

Reviewed Autocite content.

Past medical/surgical history

Reported History:

Reported medications: Medication history: Reviewed Autocit
Medical: Reported medical history Reviewed Autocite Conte
Surgical / procedural: Surgical / procedural history: Reviewe

Diagnosis History:

Coronary artery disease
Congestive heart failure
Hypertension.
Asthma.
Renal disorder.
Hyperlipidemia.
Thyroid disorder
Osteoporosis
Diabetes mellitus.
Migraine headache
Stroke syndrome.
Depression
Anxiety disorder NOS

Therapeutic History:

Tonsillectomy;
Coronary artery surgery;
Biopsy during breast surgery;
Appendectomy;
Cholecystectomy

Previous therapy

INFORMATION IS NOW DISPLAYED IN AUTOCITE AREA

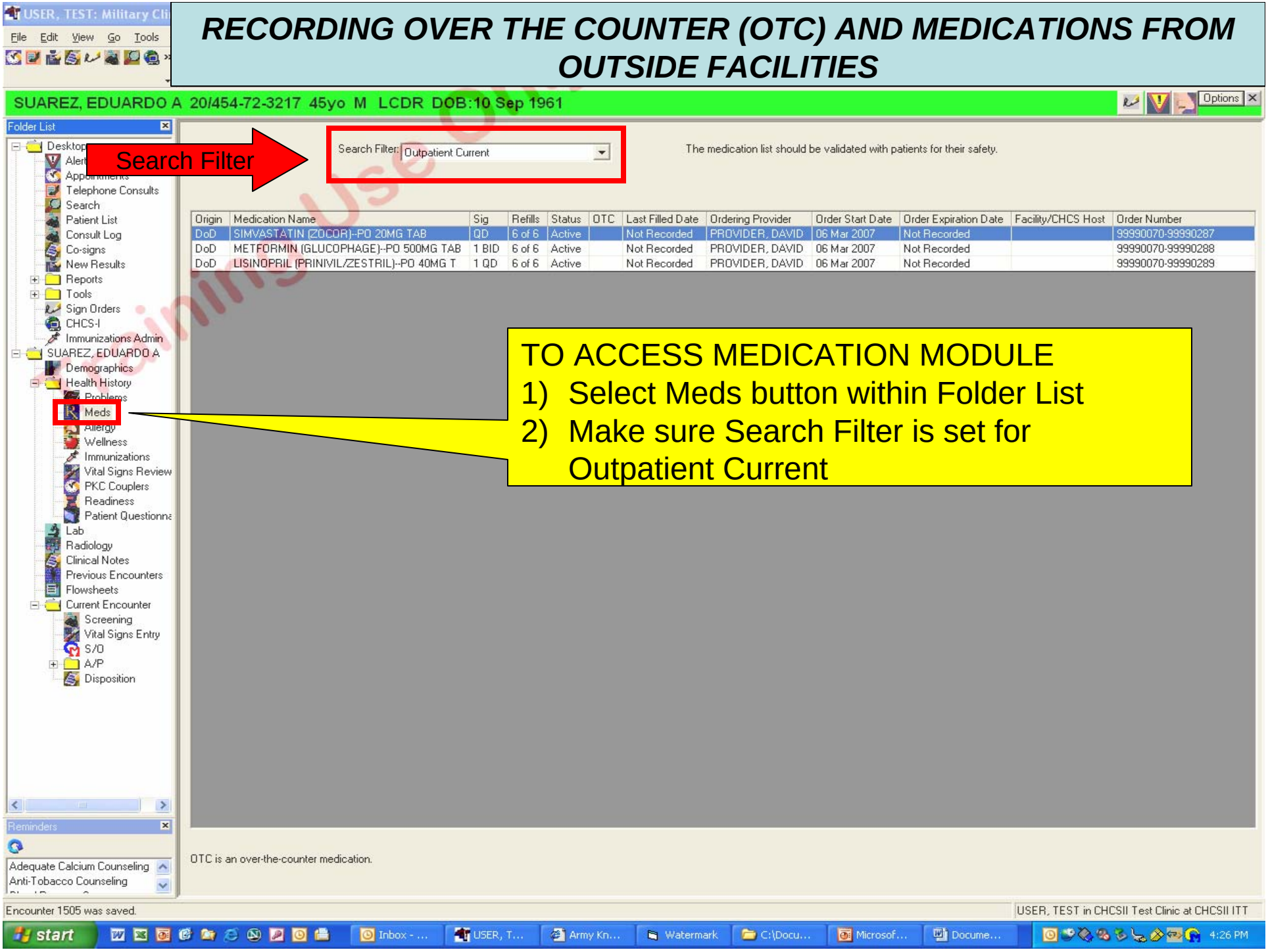
**Important to know that the displayed AutoCite items are determined by the person who initially opens the encounter. To refresh with current user's AutoCite preferences, simply push the AutoCite button.

USER, TEST in CHCSII Test Clinic at CHCSII ITT

start Inbox - Mic... USER, TES... Army Know... Watermark C:\Docume... Microsoft P... 4:15 PM

Adding and Deleting: OTC/OUTSIDE MEDICATIONS

RECORDING OVER THE COUNTER (OTC) AND MEDICATIONS FROM OUTSIDE FACILITIES



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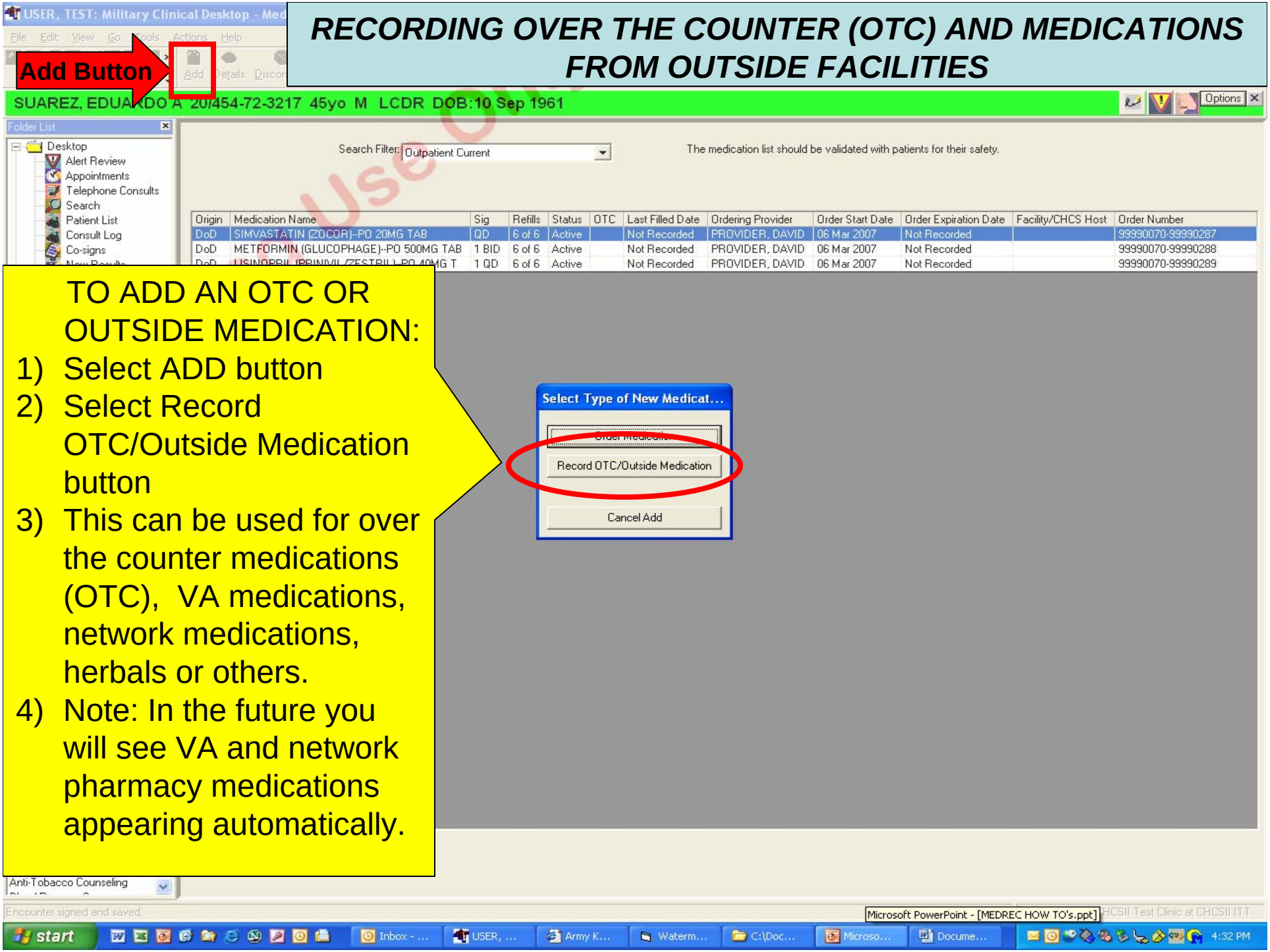
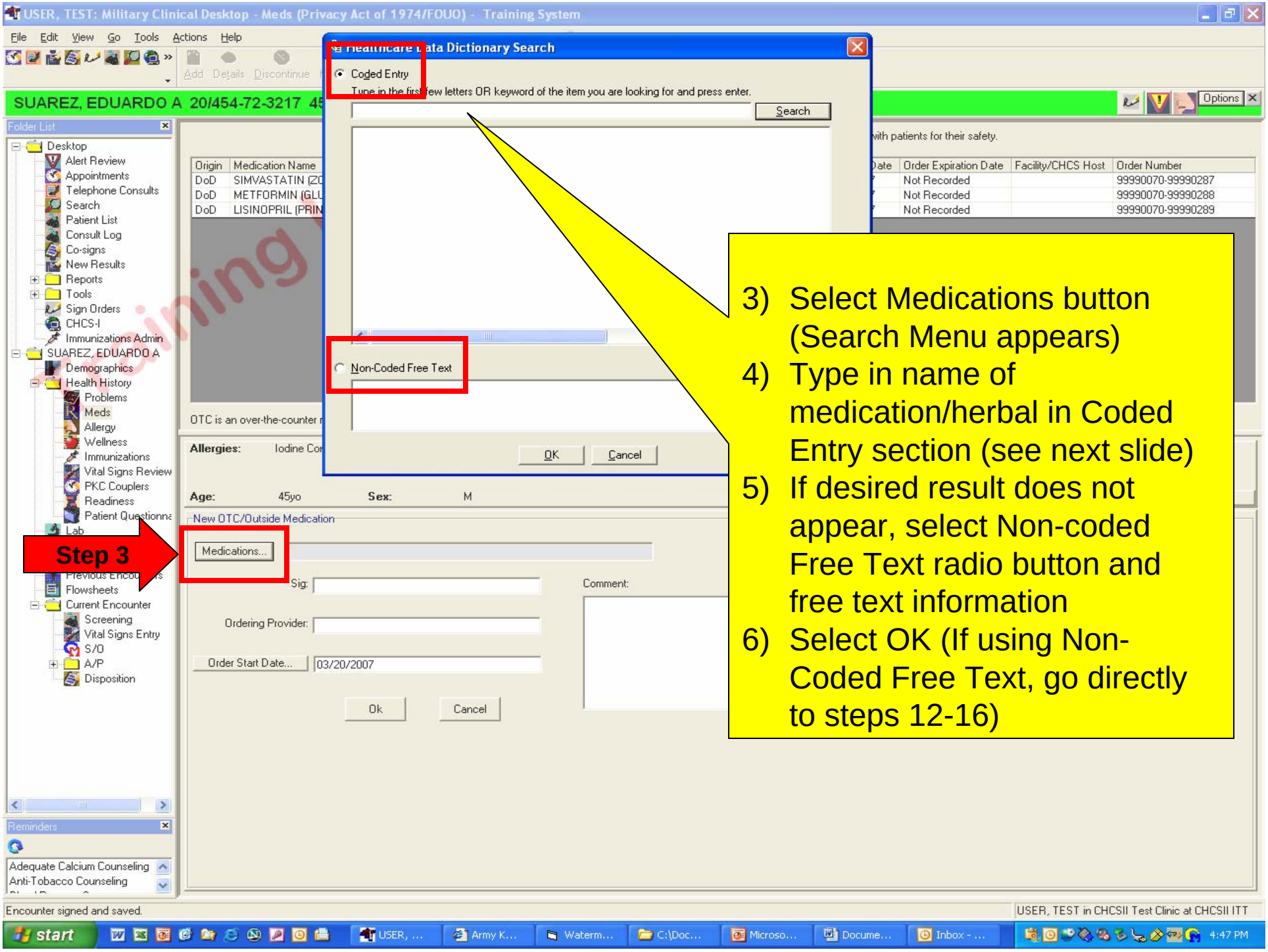
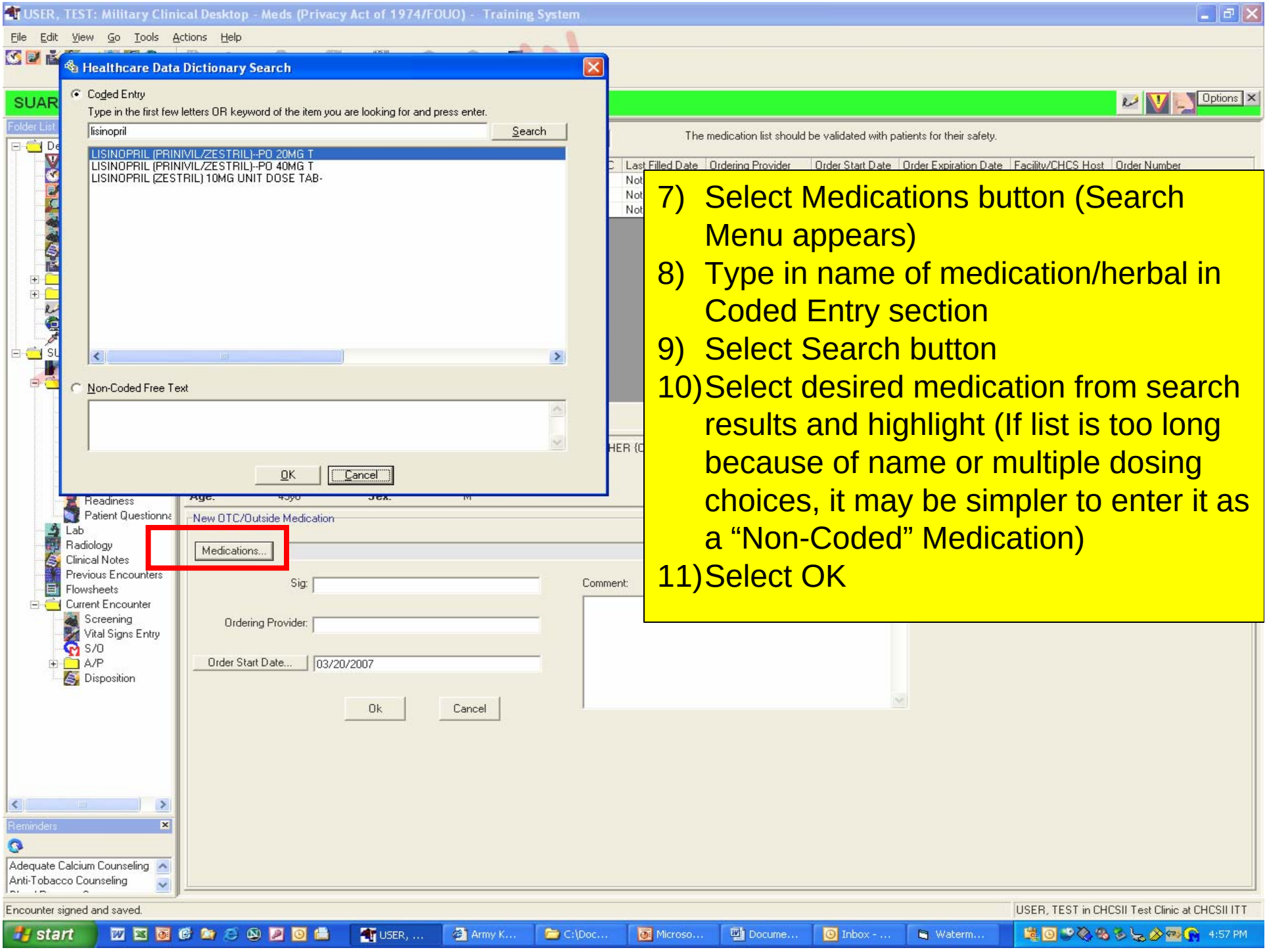


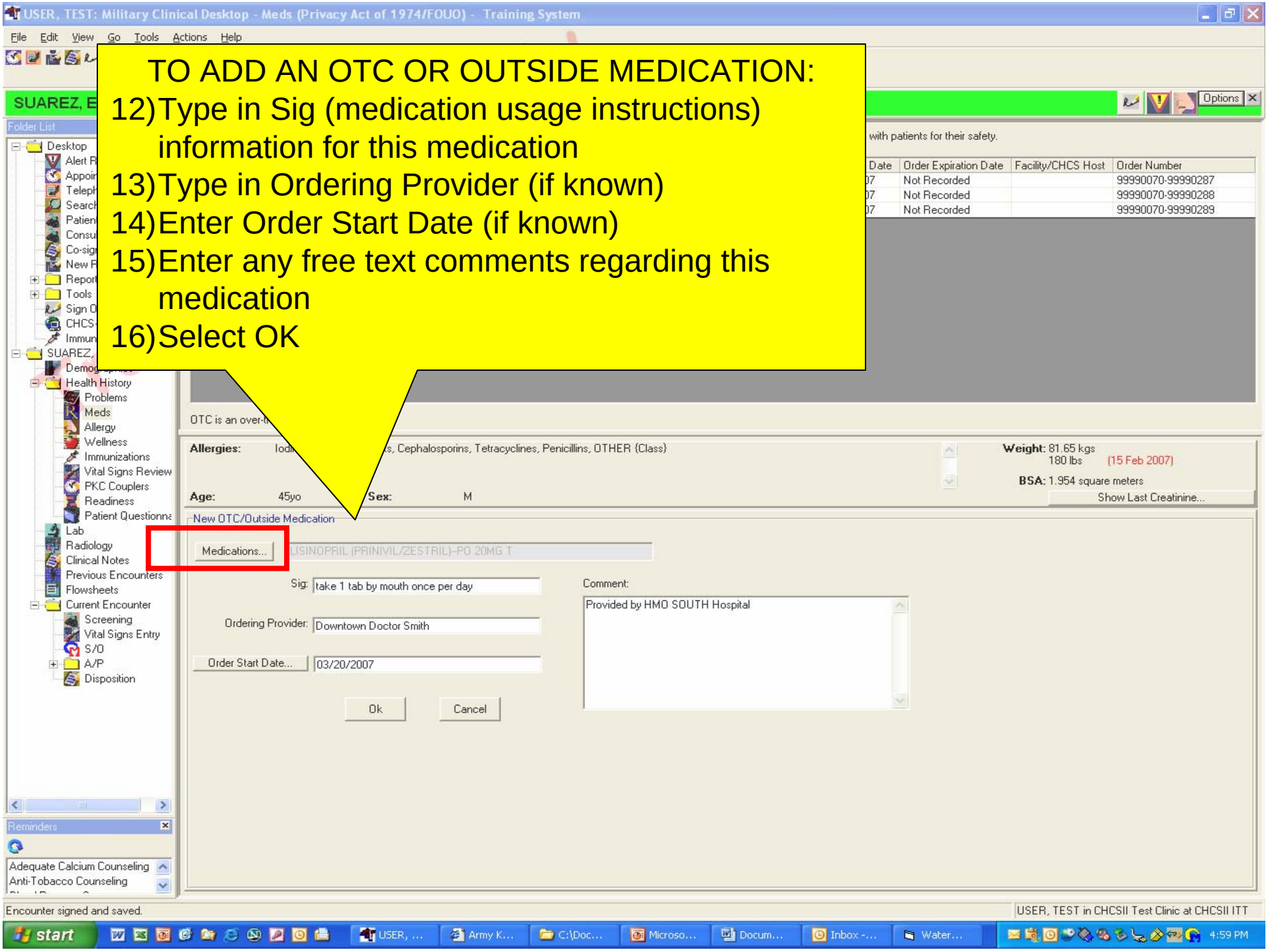
TO ADD AN OTC OR OUTSIDE MEDICATION:

1) Select ADD button
2) Select Record OTC/Outside Medication button
3) This can be used for over the counter medications (OTC), VA medications, network medications, herbals or others.
4) Note: In the future you will see VA and network pharmacy medications appearing automatically.


Step 3
3) Select Medications button (Search Menu appears)
4) Type in name of medication/herbal in Coded Entry section (see next slide)
5) If desired result does not appear, select Non-coded Free Text radio button and free text information
6) Select OK (If using Non-Coded Free Text, go directly to steps 12-16)



7) Select Medications button (Search Menu appears)
8) Type in name of medication/herbal in Coded Entry section
9) Select Search button
10) Select desired medication from search results and highlight (If list is too long because of name or multiple dosing choices, it may be simpler to enter it as a “Non-Coded” Medication)
11) Select OK


TO ADD AN OTC OR OUTSIDE MEDICATION:
12) Type in Sig (medication usage instructions) information for this medication
13) Type in Ordering Provider (if known)
14) Enter Order Start Date (if known)
15) Enter any free text comments regarding this medication
16) Select OK
USER, TEST: Military Clinical Desktop - Meds (Privacy Act of 1974/FOUO) - Training System
File Edit View Go Tools Actions Help
Options
Folder List
Desktop
Health History
Problems
Meds
Allergy
Wellness
Immunizations
Vital Signs Review
PKC Couplers
Readiness
Lab
Radiology
Clinical Notes
Previous Encounters
Flowsheets
Current Encounter
Screening
Vital Signs Entry
S/O
A/P
Disposition
Reminders
Adequate Calcium Counseling
Anti-Tobacco Counseling
with patients for their safety.
Date
Order Expiration Date
Facility/CHCS Host
Order Number
Not Recorded
99990070-99990287
99990070-99990288
99990070-99990289
Allergies:
Cephalosporins, Tetracyclines, Penicillins, OTHER (Class)
Weight: 81.65 kgs
180 lbs (15 Feb 2007)
BSA: 1.954 square meters
Age: 45yo
Sex: M
Show Last Creatinine...
New OTC/Outside Medication
Medications...
Sig: take 1 tab by mouth once per day
Ordering Provider: Downtown Doctor Smith
Order Start Date...
03/20/2007
Comment:
Provided by HMO SOUTH Hospital
Ok
Cancel
Encounter signed and saved.
USER, TEST in CHCSII Test Clinic at CHCSII ITT
start
4:59 PM

RECORDING OVER THE COUNTER (OTC) AND MEDICATIONS FROM OUTSIDE FACILITIES