



STARLING RUNS ON ALLSCRIPTS

Clicks and Tricks from EHR

July 2018

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Tips from EHR

Happy Summer!!! For the months of July and August we won't be doing the refresher classes but will still send out Newsletters and Video's. If you have refresher training suggestions please send them to EHRTeam@starlingphysicians.com

Trick of the Month



Right click actions for RX's: When working with Medications in the patient chart or the ACI window there are a few things that can be done by right clicking on the medications. **Info Button**  this will allow you to print information about this medication. **Annotate** this will allow you to record a note for this RX. It will not go out on the script. It will be date, time and user stamped and there will now be an * next to the medication to signify there is an annotation. **Renew** (*we don't recommend using this one*) will send the script out exactly the way it originally was done no changes can be made. **Renew with changes** will allow you to make changes to the script and then send it.

VOID is what the provider would use to deny the refill request that was sent by the staff. This will list the medication as Active – Renewal Voided. **Authorize** will be activated if the medication was written by a staff member that does not have the authority to send a medication. The provider would then need to authorize. **Continue** will mark the existing medications as continued for documentation purposes. **Complete Today** will complete the script with the current days date on it. **Complete on** will mark the script as complete and give you the option to pick a date. **Order D/C** is for the providers to use when they are ordering the patient to stop taking this medication. **Record D/C** is for the staff and the providers to use when they are recording that the patient stopped taking the medication (*usually when prescribed by another physician*). **Temp Defer** will mark the RX as Temporarily deferred and then when it should no longer be deferred right click again and **Stop Deferral** will bring it back to Active. **Enter in Error** should be used to remove a medication that was entered incorrectly.

Some medication will come in for a patient from pharmacies or through the electronic documents from the Hospital or other providers. These will come in as **Unverified medications** that will need to be verified and added or removed from the chart. To do this right click on the unverified med and select either **Verify and Add** or **Remove**. Some of the medications don't have an exact match and you will have to select from another window the correct medication. Sometimes some of these medications are duplicates and seem to be hiding. To find these duplicates you will need to right click anywhere in the medication area

and select **Show Potential Duplicates** from the list. Once these are shown you can then Verify and Add or Remove them.

You can **Print a medication list** for the patient from the right click menu it's at the bottom of the list. **Reprint Rx/Resend Rx** does exactly that, it works off of the original way the Rx was sent. If it was sent electronically this will resend the original script electronically again.

If your medication is a controlled substance and it fails to process. From the error task that is generated you can go to the medication and there will be some additional option available in the right click menu. These are only activated once the error has occurred. They are **Resign Failed EPCS Signature, Void Failed CS and Order New Rx or Print CS after transmit failure**. There are instructions in the failed task on using these as well.

Click of the Month



Reconciling Meds/Allergies/Problems: One of the new Performance measures (old Meaningful Use) is to reconcile **Meds/Allergies/Problems**. To do this after all the information has been reviewed and updated with the patient either by the Provider or MA.

The Reconcile button will need to be clicked in each section to have it count for this measure.

In each section if there are still items that have not been verified you won't be able to reconcile. Sometimes you might have to right click and *show potential duplicates* in each section. These are usually items that have come over electronically from the hospital or other providers and are hiding. Once all the items have been verified in that section click the **Reconcile** button in the top banner of that section. Once this has been clicked it will show the current date.

Recording CT PMP(Prescription Monitoring Program): Once you have gone to the State web site to verify the patient's medication history you can record it in the patient's chart. From the Meds section of the patient chart you have the ability to record the CT PMP Verification or reason you were unable to verify. From the top tool bar in the medication section select **Record Registry Consult** (if you were able to verify) or from the drop down under **Select non-consult reason** select the reason for not being able to verify the PMP or you can type your own in the **Type your own non-consult reason**. And at the end of the tool bar is a **History** button so you can view the history of the PMP verification that has been previously recorded in Allscripts.

Meds	Orders	Immuns	PT / INR	Reminders	Problem	Implantable Devices
Current Medications	Status	Simple		Rec: 04Mar2018		
Record Registry Consult	Select non-consult reason	Type your own non-consult reason				History

At the bottom of the Medication section there is also a button

This works the same way at the Record Registry Consult at the top.

August Refresher Topics: Recording allergies, Creating and using Macros