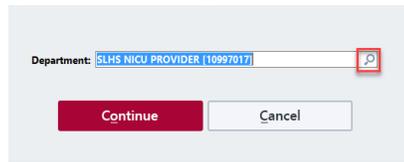


Neonatology Outpatient Consult Visits



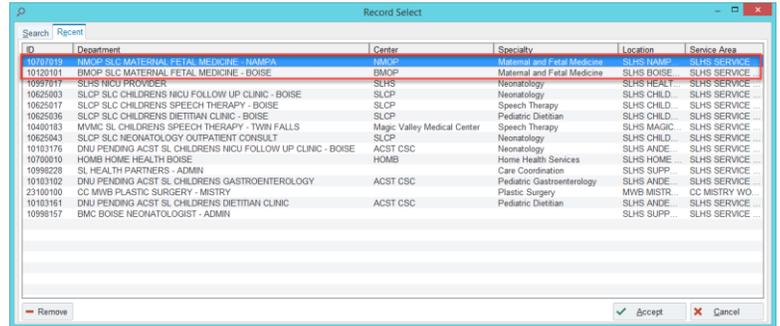
Consult Documentation

1. Log into Epic make sure that you are choosing the correct department (**MFM departments based on Location**) for the patients encounter.

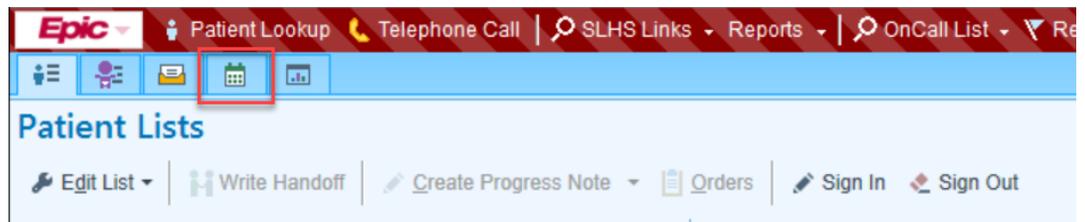


BMOP SLC MATERNAL FETAL MEDICINE – BOISE
****S**LCP SLC Children's Surgery – BOISE (Pavilion)
MVMP SLC MATERNAL FETAL MEDICINE – TWIN FALLS
NMOP SLC MATERNAL FETAL MEDICINE – NAMPA

NOTE: Appointments may be scheduled in other departments, make sure you log into the department that the appointment is scheduled in.



2. Select the Schedule tab on near the top toolbar of your screen to get to the clinic schedule.

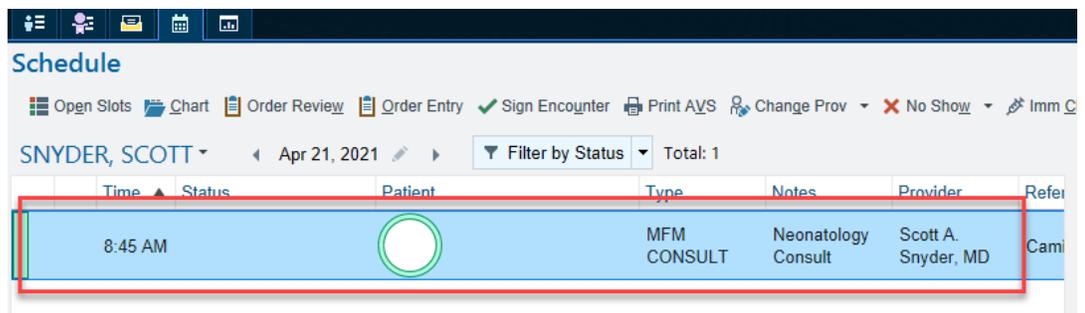


Please note: Do not go to notes post it on the next page double click the pt name first

Not this one



3. Double click on your patients name for the scheduled appointment.



4. Click on *Chart Review* to review patient documentation. All historical notes and results are viewable in this screen.



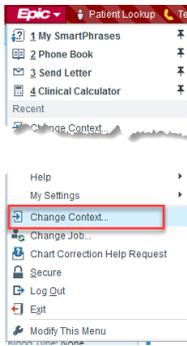
5. Documentation:

- a. Diagnosis: on the bottom Right of the screen. Click the Add DX, the search bar will display, or select the correct Dx.

- b. Level of Service: on the bottom right of the screen, for the Consult completed, and Sign Visit when all documentation is complete.
 - i. You can hover over the Level of Service buttons to see what code they are.
N= New Patient
E= Established Patient.

- c. Note: Complete your progress note on the right toolbar
Note: If the "Notes" or "This Visit" Tab is not on the top right of your screen you may need to click the "arrow" to expand the right sidebar. This will be on the center right edge of the screen.
- d. MFM appointments - Once all documentation is complete, Sign Visit on the bottom right of the screen.

- e. ******Note for surgery or other Pavilion consults you will not sign.
6. When Consult is complete, go back to the *Change Context* option under EPIC and change your department back to the SLHS NICU Provider.



Note: You will remain in the MFM department selected until you change context or change it at your next log in. This could potentially cause charges for patients you see in the hospital to drop showing the wrong location of service.

