

ADMIN

Key Workflows to practice in the lead up to Go Live

This document is a list of workflows and common functionality that Administration officers should practice in the final weeks to Go Live.



Go to [Metro South Digital](#) and access the following to assist in completing your workplace practice activities.

- Quick Reference Guides (QRG's),
- Digital Business Rules and,
- Educational Resources including, Videos, fact sheets and device lab details.

I have practiced...

- Setting up a patient list and know how to search for a patient in PowerChart
- Checking I'm in the correct encounter, and know how to change it if I am not
- Locating patients past and future clinic appointments in PowerChart
- The patient transfer workflows including outpatient to inpatient transfers and know my role within the interdisciplinary workflow
- Printing the Medical Record Request and Medication Transfer Report for patients transferring to another facility.
- Adding and modifying patient administrative alerts i.e. interpreter required.
- How to print patient armbands and patient labels and know the process for reordering cartridges/refills for printers
- The discharge process and know what is required to prepare the Current Encounter Chart (CEC) for scanning.