

Assessment MOIS Documentation Check List

Provider (GP/NP) – Version 2 03-16-20

1. Open Daybook **(ENSURE YOU ARE ON THE CORRECT DAYBOOK)**
****ENSURE YOU ARE ON THE CORRECT DATE. AT MIDNIGHT YOU WILL NEED TO MANUALLY CHANGE TO THE NEXT DAY****
2. Find Client and double click to open encounter note
 - a. If client's visit code is set to **V** – that means they are a videoconference
3. View nursing notes and encounter form in Daybook **URGENT VIRTUAL CLINIC 1 NURSE 1 NHA**
4. F4 – Enter Template in Progress Notes– **VC Physician Assessment**
5. Use F8 to move through the template
6. F2 to save
7. Enter Health Issue based on clinical suspicion of COVID
 - a. Search COVID (Ensure filters in search window are set to include SNOMED and ICD 10)
 - b. Choose Appropriate Code ****make note of concept codes
 - i. Physician's to use:
 1. Suspected COVID-19 (Code 840544004)
 2. COVID-19 (Code 840539006)
 3. Exposure to Coronavirus Infection (Code 702547000)
 - c. F2 to save
8. If testing –
 - a. Action Create Lab Requisition – ***PHSA Virology for COVID**
 - b. Copies To:
 - i. Primary Care Provider (seen in Connections)
 - ii. Urgent Virtual Clinic NHA
 - c. Save
 - d. Send Task to clinic coordinator (**URGENT VIRTUAL CLINIC 1 COORD 1 NHA**) for Print and Send Lab Requisition
9. If prescription required
 - a. Gather consent to access any medications – note in Progress Notes
 - b. **ALT + S** Enter Medications
 - c. Reference Pharmacy List and call in prescriptions
10. If sick note required –
 - a. From your Encounter **Action→Create Misc. Requisition Order**
 - b. Search for Urgent VC Sick Note
 - c. Enter length of absence from work in letter
 - d. Press **Send Task** or **CTRL K** to send Task to clinic coordinator (**URGENT VIRTUAL CLINIC 1 COORD 1 NHA**) to send to client

11. Send Note to Primary Care Provider (Do not send if no Primary Care Provider)
- a. Within Encounter Note Chart View **Demographics**→**Connections**→
Primary Care Provider
 - b. Click on MOIS Icon to Open Encounter Note again
 - c. Action Create Consult Note – **Urgent Virtual Clinic Consult Note**
 - d. Select No
 - e. Enter the **Primary Recipient** as the Primary Care Provider
 - f. Press **Send Task** or **CTRL K** to send Task to clinic coordinator (**URGENT VIRTUAL CLINIC 1 COORD 1 NHA**) to Print and Send Letter