Welcome to the

Closing the Order Loop and Other Hidden Gems in NextGen Webinar

The presentation will begin shortly.

Please note that all attendees are in listen only mode.

Inquiries may be submitted using the **Questions** window.

A recording of this webinar will be sent out to all attendees.

Presented by: eMedApps™ Smarter. Faster. Easier.

About eMedApps

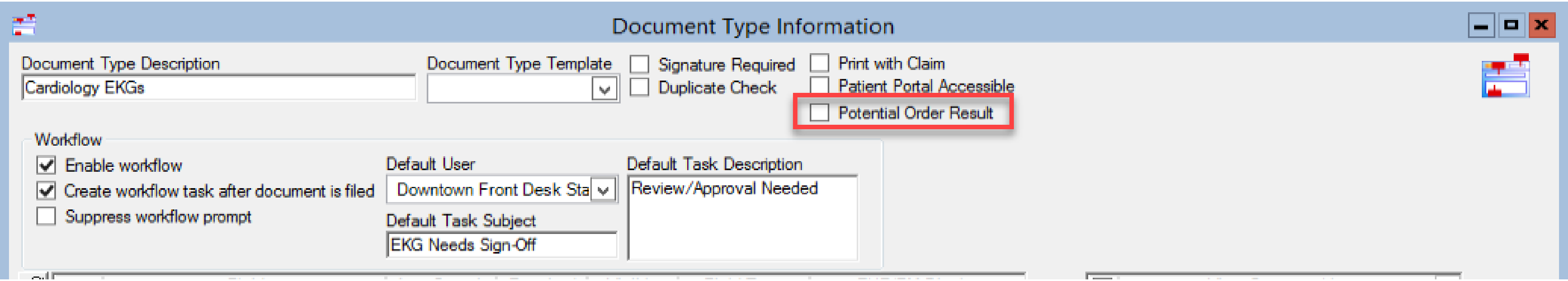
eMedApps is a Healthcare Information Technology Services company providing practices, clinics and hospitals with a full range of services, as well as a suite of products designed to increase efficiency and facilitate communication.

- Founded in 1999
- Working as partner with NextGen since 2001
- Worked as subcontractor for NextGen
- Serving healthcare clients across USA
- Services and Products for NextGen clients

Closing the Order Loop

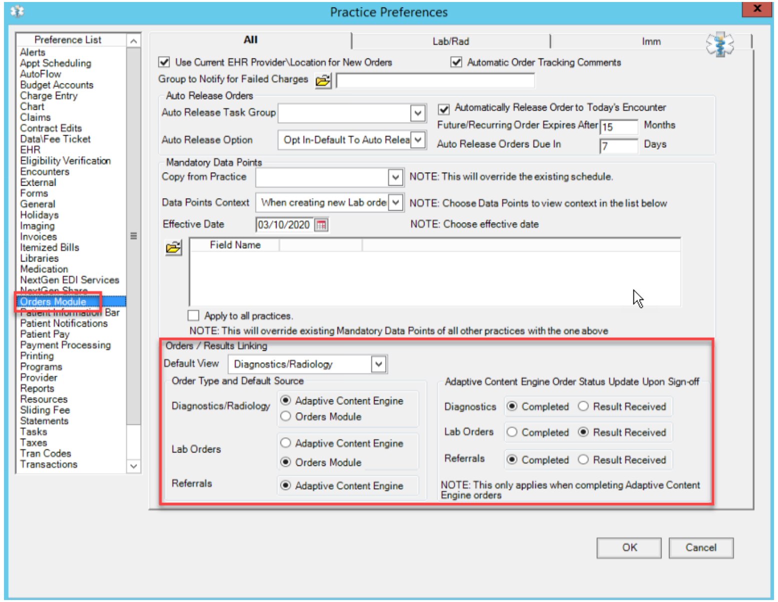
Closing the Order Loop Configuration

- Step 1: Confirm the Document Type is configured to be a potential order result
  - File Maintenance – Master Files – System – Document Management – Document Types – Select the Document Type you plan to use: Potential Order Result check box



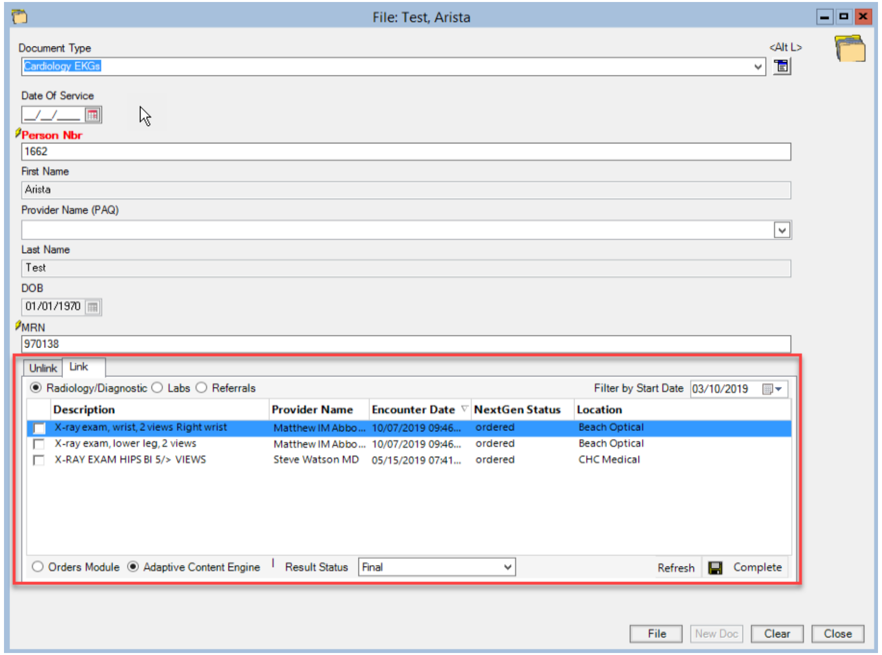
Closing the Order Loop Configuration

- Step 2: Confirm the Practice is configured for closing the order loop
  - File Maintenance – Master Files – System – EHR – Practices – Select the Practice to Configure – Preferences – Orders Module: Pick Radio buttons at the bottom



Closing the Order Loop Utilization

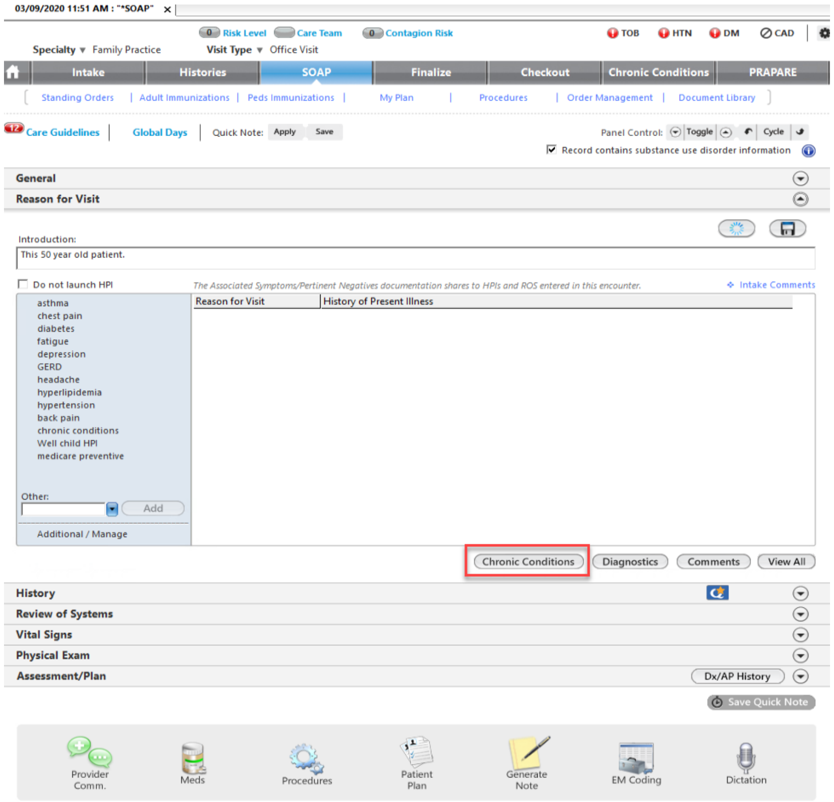
- When users are scanning documents into the system via Document Management, they will see an additional panel at the bottom of the filing window.
- Link the scan to the appropriate order by placing a check mark next to the order and click Complete.
- If the item that is being scanned is not related to an order, this section of the filing window back be left blank.



Chronic Conditions Workflow

Chronic Conditions Workflow

- The Chronic Conditions template uses a problem based charting workflow.
- The Chronic Conditions Template is used to document the status, compliance, and any other issues with a chronic problem.
- This template is primarily used with FP and IM, but can be used with other specialties.



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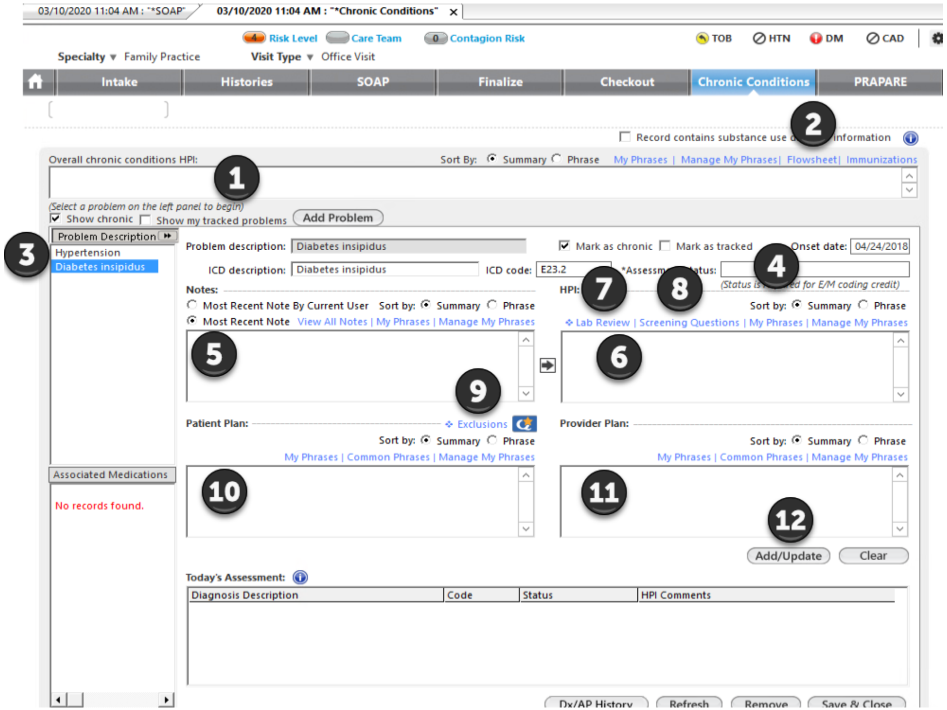
Chronic Conditions Workflow

The following is a sample workflow for documentation:

1. Overall Chronic Conditions HPI: Document a general comment that applies to all chronic conditions for this patient (my phrases are available).
2. Review the flowsheet, if applicable.
3. Select the Problem desired to document first.
4. Add the assessment status for today's visit.
5. Document the note for today's visit. Entering a value into this field will add or update a note associated with the problem in the Problem Module.
6. Document the HPI for today's visit. Click the arrow to copy the data from the note to the HPI, if desired.
7. Click Lab Review to populate the HPI comment with recent lab results.
8. Click Screening Questions to document screening questions, if they are affiliated with the diagnosis selected.
9. Document Exclusions, if necessary.
10. Document the Patient Plan, if desired.
11. Document the Provider Plan, if desired.
12. Once Complete, click the Add/Update button.

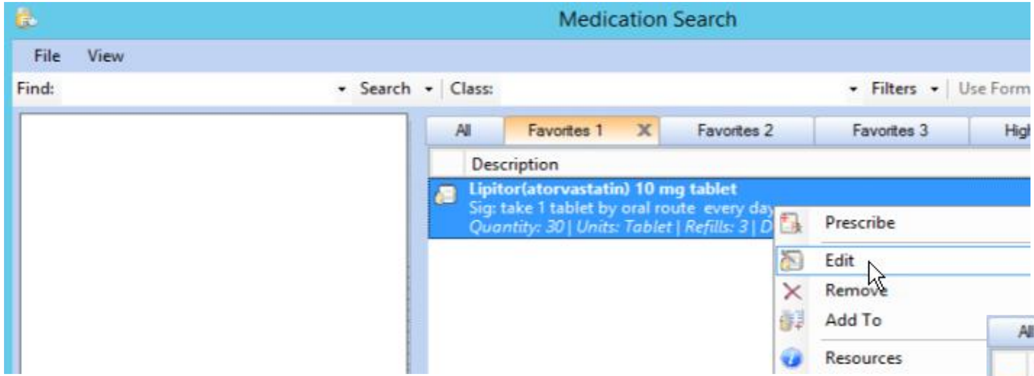


Repeat steps 3-12 for the next problem.

Editing Medication Favorites

Editing Medication Favorites

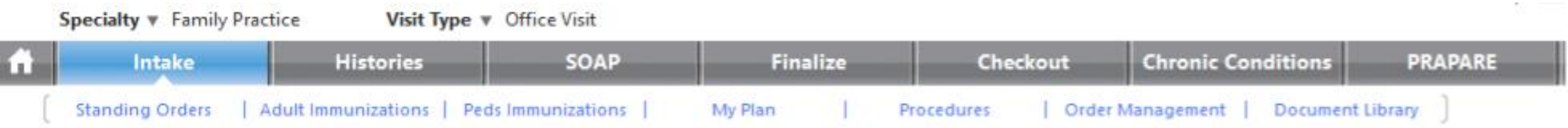
- From within the Medication Module, right click and choose edit on any saved favorite Medications.



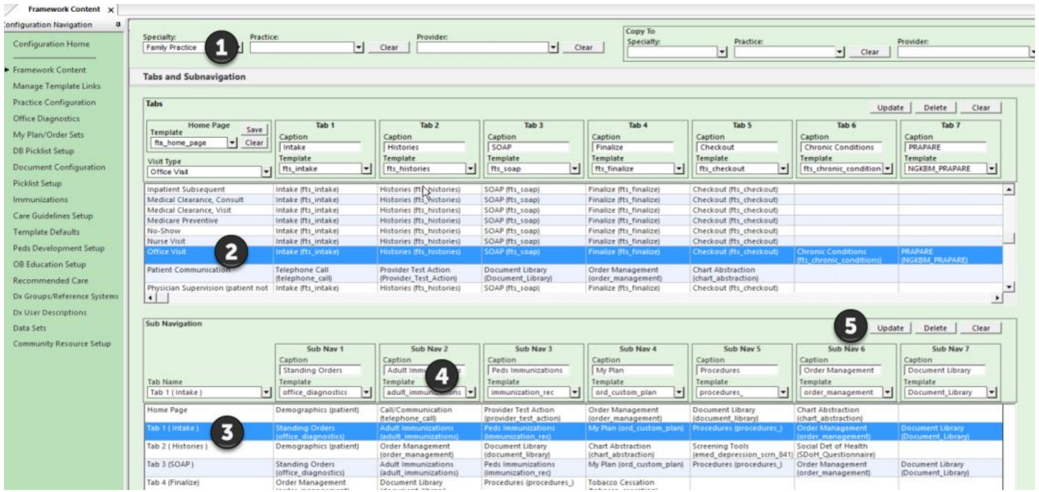
Configuring Blue Sub Navigation Links

Configuring Blue Sub Navigation Links

File – System/Practice Template – *Configuration Home – Framework Content



1. Choose the Specialty desired
2. Pick the Visit Type desired
3. Pick the Tab to edit
4. Update the Sub Nav desired
5. Click the Update button



Configuring Procedures

Configuring Procedures

Procedures

File – System/Practice Template - *Configuration Home – Framework Content

Procedures

Procedures

☐ Change Order
☐ Sort Alphabetically

Add | Clear

Procedure	Template Name
Debridement/burn	Proc_Debridement
EKG	Proc_EKG
Foreign body	Proc_ForeignBody
Fracture/Cast/Strapping	proc_fx_cast_strapping
Generic	proc_generic
Incision & Drainage	Proc_IncDrain
IUD	Proc_IUD
Joint aspiration/injection	proc_joint_injections
Laceration	Proc_Laceration
Lesion/shaving	proc_shaving
Lesion/wart	Proc_LesionWart
Lumbar puncture	Proc_LumbarPuncture
Nail avulsion	Proc_NailAvul
Suture removal	Proc_Sut_Removal

My Phrase Management

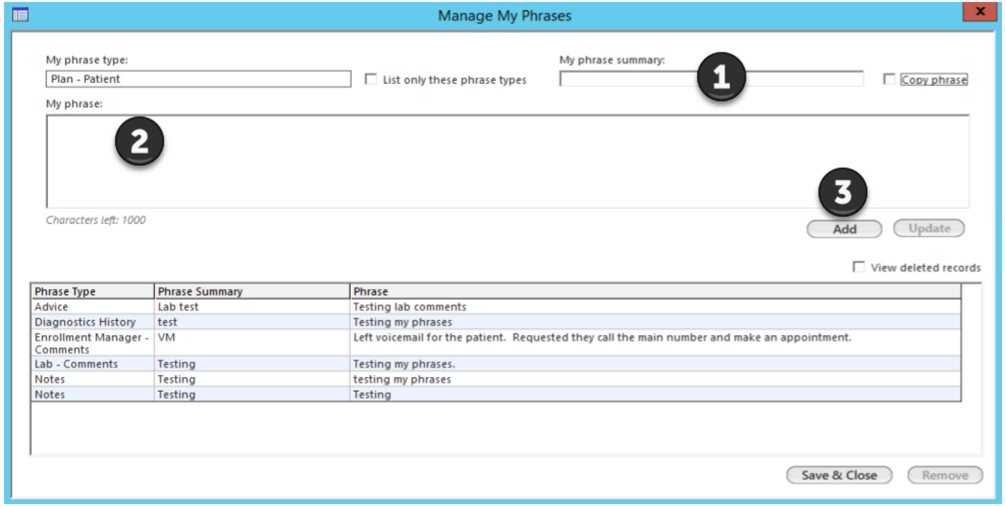
Adding My Phrases

- Wherever you are at in the NextGen application, if My Phrases are available, you will see 2 links.

My Phrases | Manage My Phrases

- To add a My Phrase:
  - Click the Manage My Phrases link
  1. Document a My Phrase Summary or Title for your Phrase
  2. Document the phrase
  3. Click Add

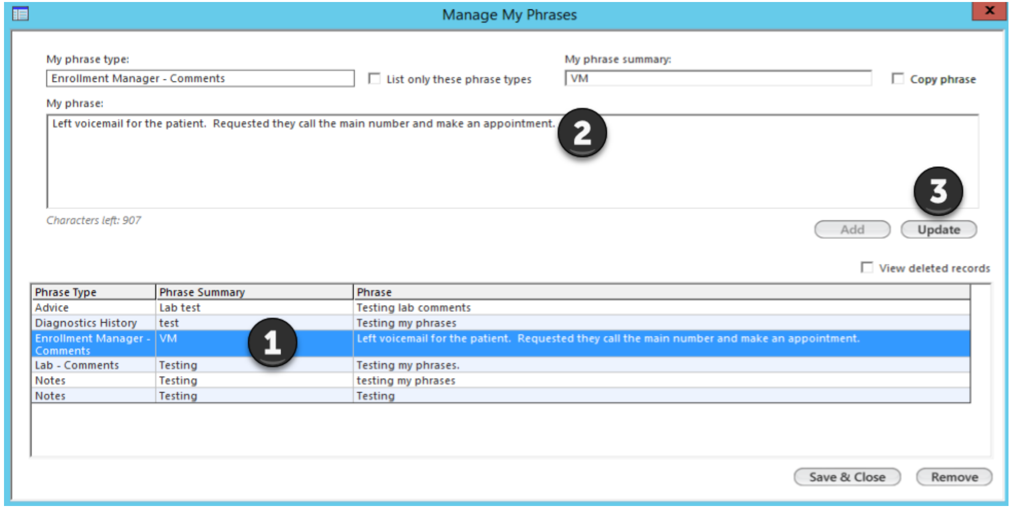
Tip Don't change the phrase type, as wherever you are at in the system, it will default appropriately.



Updating My Phrases

- Click the Manage My Phrases link

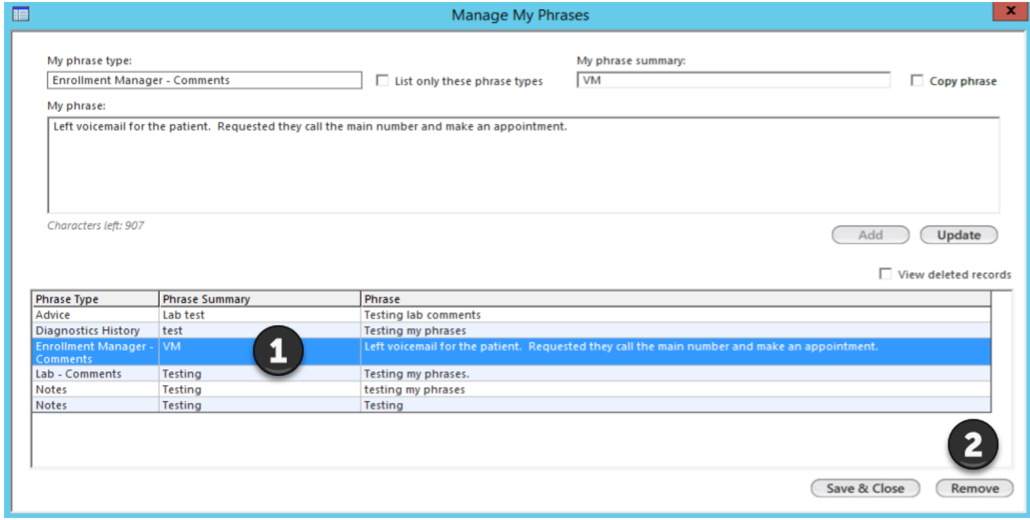
- To edit/update a My Phrase:
  - Click the Manage My Phrases link
    1. Select the phrase to be updated
    2. Make the edits desired
    3. Click Update



Deleting My Phrases

- Click the Manage My Phrases link

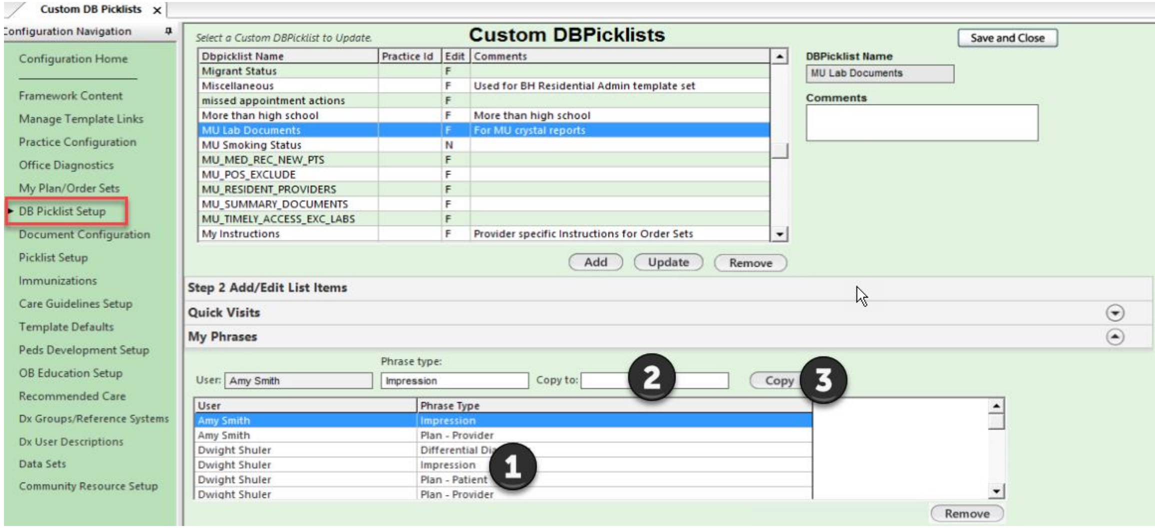
- To Delete a My Phrase:
  - Click the Manage My Phrases link
  1. Select the phrase to be deleted
  2. Click Remove



Copying My Phrases

File – System/Practice Template – *Configuration Home – DB Picklist Setup

- To Copy a My Phrase Type:
  1. Select the user and phrase type or all to be copied from
  2. Select the user to be copied to
  3. Click Copy

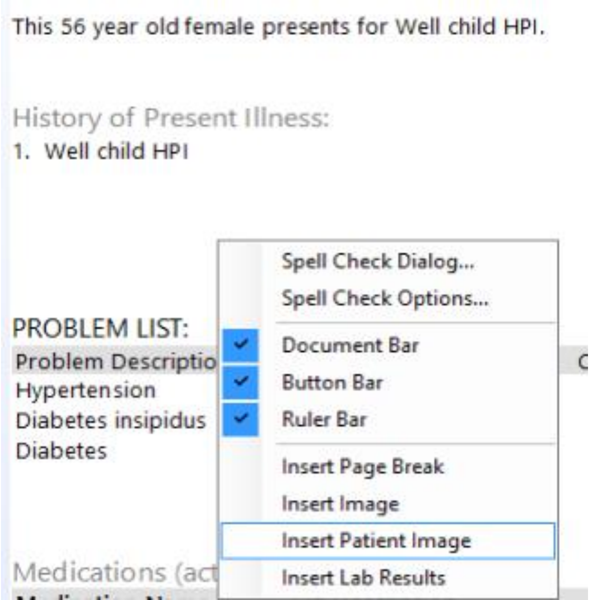


- Tips to copying My Phrases:
  - If a name of a users doesn't show as an option to copy to, that means they already have that phrase type.

Adding Labs to a Document

Adding Labs to a Document

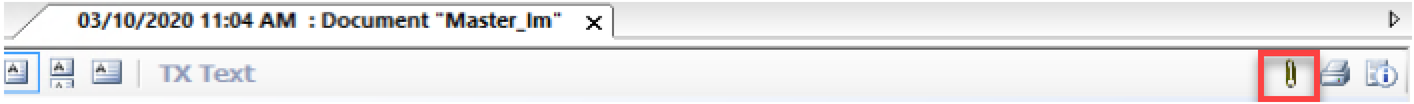
- From any document in NextGen, the user can right click and add a patient image or lab results to the document.



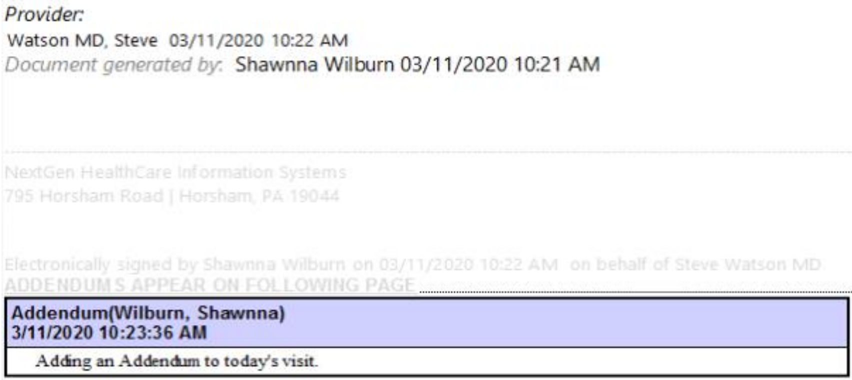
Understanding Addendums

Document Addendums

- Document Addendums can be used while the encounter is unlocked and the document is signed.



- The blue check in the top right corner of the document will change to a paperclip, once signed. If a document addendum is needed, click the paperclip icon.

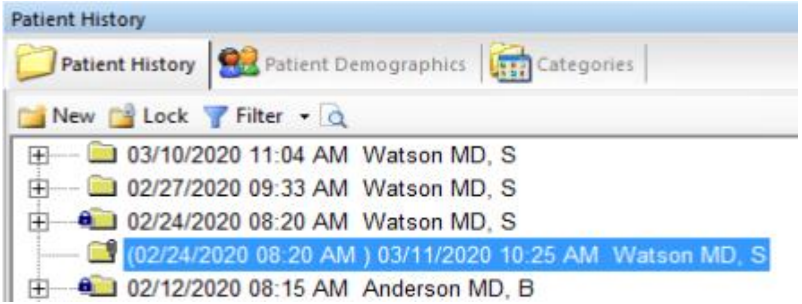


- Tips for Document Addendums:
  - If the document is regenerated, the addendum will be lost
  - The addendum does not go to the PAQ for signature

Encounter Addendums

- Encounter Addendums can be used when the encounter is locked.
- To create an Encounter Addendum:
  - Highlight the locked encounter desired
  - File – New – Addendum

You should now see the addendum added to the patient chart



- Encounter Addendums are limited to documents and patient images only.

Q&A

A recording of this webinar will be sent out to all attendees.

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