



Dietitian's Guide to the Electronic Health Record (EHR)

MAT

IHS Division of Diabetes Treatment and Prevention
**MEDICAL NUTRITION THERAPY
ACTION TEAM**

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Foreword

In 2005, the Indian Health Service (IHS), Tribal, and Urban health systems began converting all paper medical charts to an electronic health record (EHR) system. Complete conversion to EHR continues to this day in Indian health facilities.

The purpose of this guide is to provide Registered Dietitians (RD) and Nutrition Professionals (NP) an overview of the EHR and an introduction to the new Nutrition Care Process Medical Nutrition Therapy template. The guide will provide the RD/NP, step-by-step instructions on how to use EHR most efficiently for your practice. It will also provide helpful reminders for those with experience using the EHR, and provide new tips.

It is strongly recommended that you select a “Demo, Patient” when orienting to the EHR system while reviewing this guide. This will allow “real-time” training on EHR, enhancing your learning experience. This guide uses the “Demo patient” for illustrating EHR features.

Any information that you enter on the “Demo, Patient” is not stored as collective data for future reports.

It is important to note that EHR screens may look different at each facility. The screen shots shown in this guide come from several Indian health facilities. Nonetheless, the procedure of maneuvering and charting in the EHR system is the same.

We hope that you will find this guide helpful in your practice.

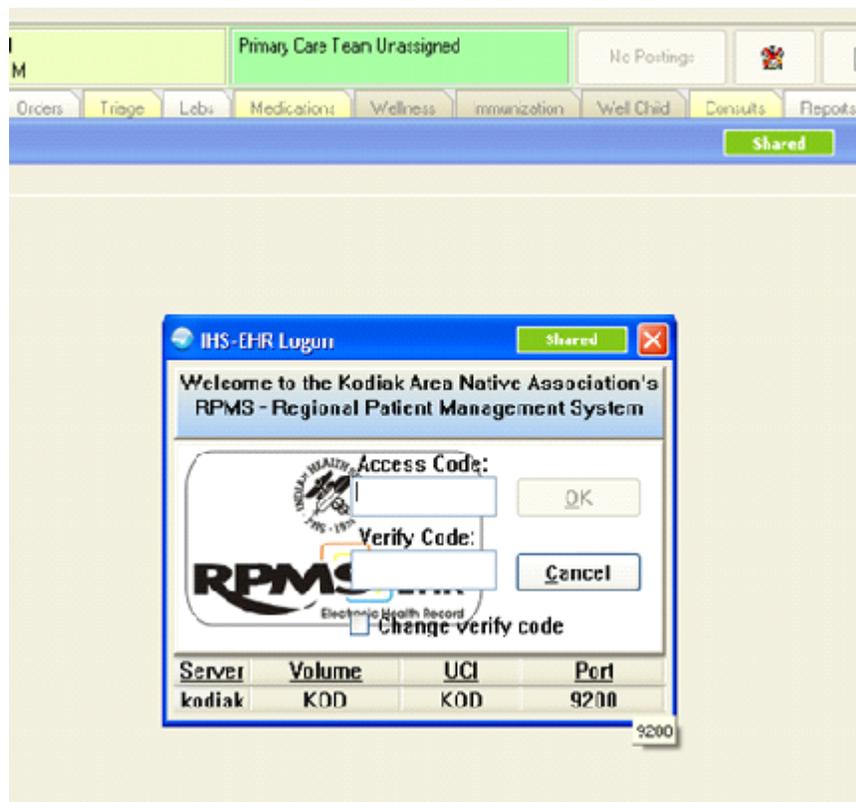
Sincerely,
The Medical Nutrition Therapy Action Team (MAT)

Getting Started with EHR

Logging into EHR

1. Login to EHR with your Access Code and Verify Code.

TIP: Usually the EHR login is the same as the user RPMS login.



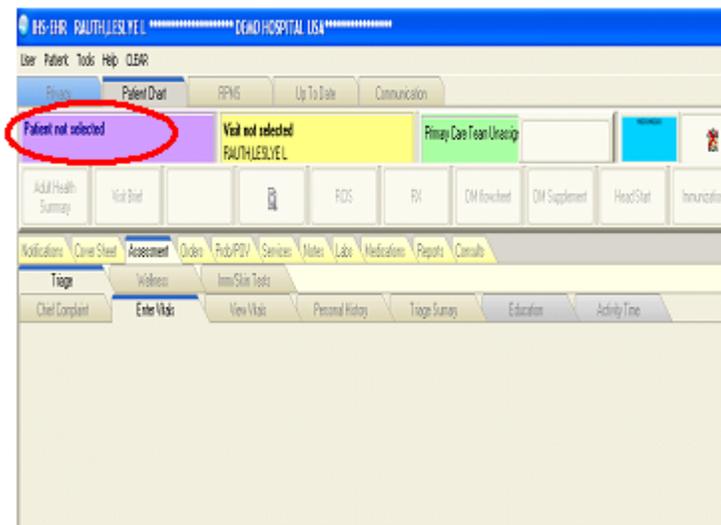
Patient Selection

NOTE: This guide uses “Demo,Patient” for illustration purposes. However, for a real patient, please find instructions on the following pages on how to select a patient.

When getting started in EHR the first step is to select a patient before reviewing or entering patient data.

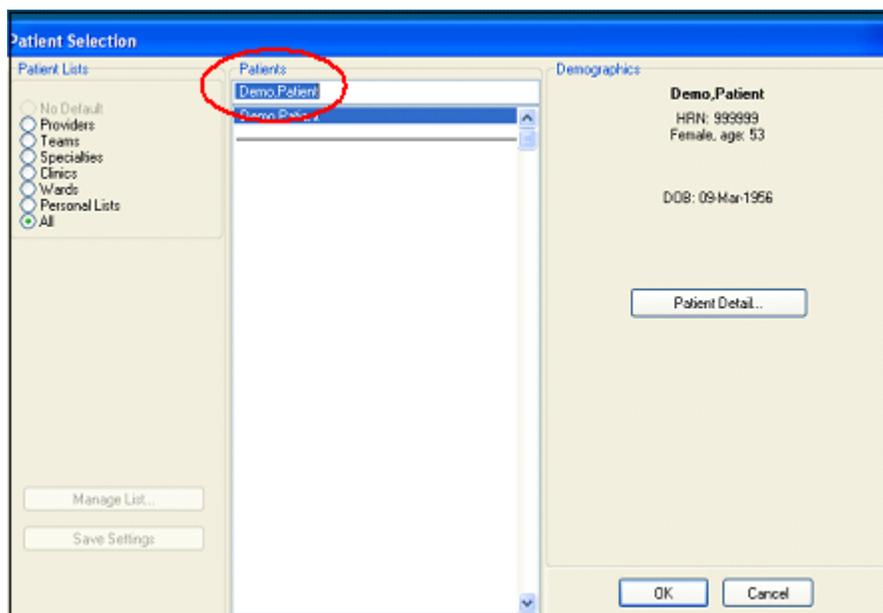
Selecting a Patient

1. Click on the “Patient Not Selected” box. This first screen may vary in appearance at the various sites.



Selecting Patient by Medical Record Number or Name

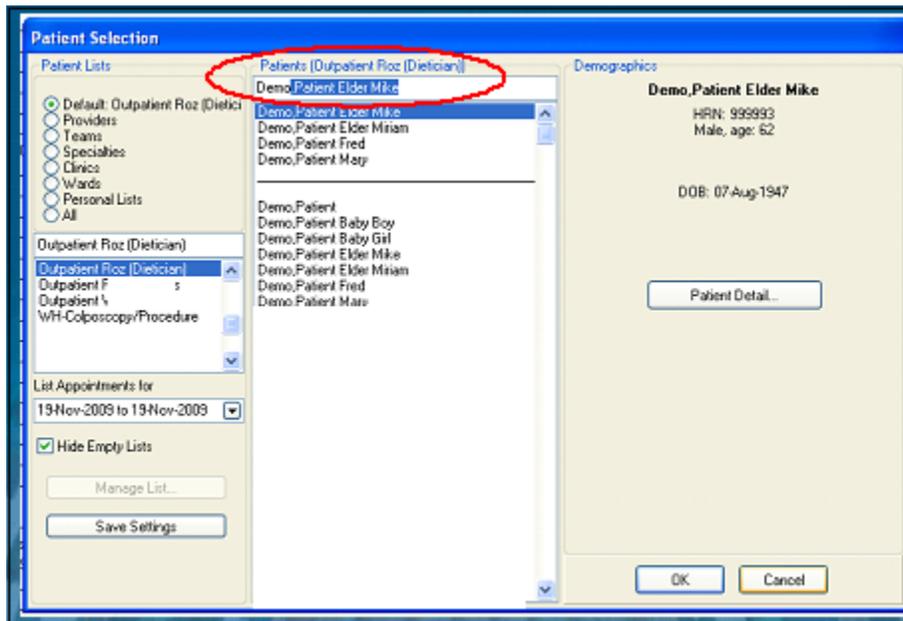
1. Enter the patient's medical record number or name in the blank field below the word "Patients".
 - A. Medical record number example: 1234
NOTE: entering medical record numbers often require leading zeros if has too few numbers (minimum is 4 numbers possibly.) MR# 12, so example to enter in space is 0012.
 - B. Name example: Smith,Joe
NOTE: Patient name must be entered with the last name followed by a comma and then the first name. Do "NOT" put a space between the comma and the first name.



Selecting a Patient using Scheduled Visits

This step allows one to display patients who have an appointment in a specific clinic on a specific day.

1. From the “Patient Lists”, select the option (for example Default, Providers, Teams, Specialties, Clinics, etc) that will display your scheduled visits for the day. **TIP:** This is one of the advantages of using the RPMS Scheduling Package.
 - A. The example shown in the center below displays the four scheduled patients listed under the “Patients (Outpatient Roz (Dietician))” box.
2. To select the patient (example: Demo, Patient Elder Mike), highlight the patient’s name and click the “OK” button.



Visit and Provider Selection

Once the patient is selected, the next step is to select the visit.

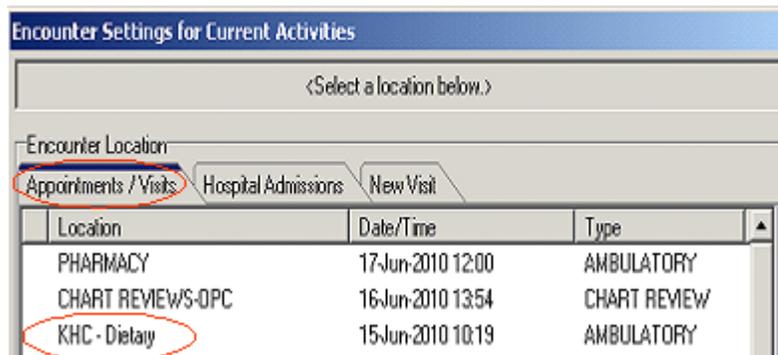
1. Click in the “Visit not selected” box.



2. To select a visit, there are two options:
 - A. Select visit on the “Appointments/Visits” tab
 - B. Create a visit in the “New Visit” tab

A. Selecting a Previous Visit under “Appointments/Visits” Tab

1. Select your clinic visit under the “Appointments/Visits” tab as shown below (KHC–Dietary)



B. Creating a Visit under “New Visit” Tab

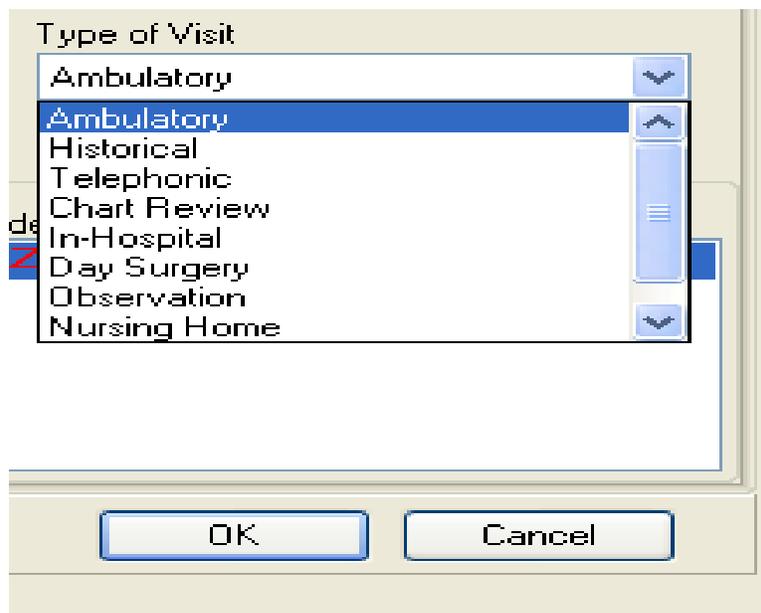
1. Select the “Visit Location”, “Date of Visit”, “Time of Visit”, and “Type of Visit” as displayed below.
2. Check the “Create a Visit Now” box.
3. The system will default to your name as the “Encounter Provider”. Click “OK”

NOTE: The next two pages will further address the “Type of Visit” and the “Encounter Providers” tabs.

The screenshot shows a software window titled "Encounter Settings for Current Activities" with a subtitle "KHC - Dietary 21-Jun-2010 10:41". The window has three tabs: "Appointments / Visits", "Hospital Admissions", and "New Visit", with "New Visit" being the active tab. Under "Visit Location", a dropdown menu is open showing several options, with "KHC - Dietary" selected. To the right, the "Date of Visit" is set to "Monday, June 21, 2010", the "Time of Visit" is "10:41 AM", and the "Type of Visit" is "Ambulatory". A checkbox labeled "Create a Visit Now" is checked. Below these fields is a list of "Encounter Providers" under the heading "All Providers", with "BOLZER, ROSLYN R" selected. At the bottom of the window are "OK" and "Cancel" buttons.

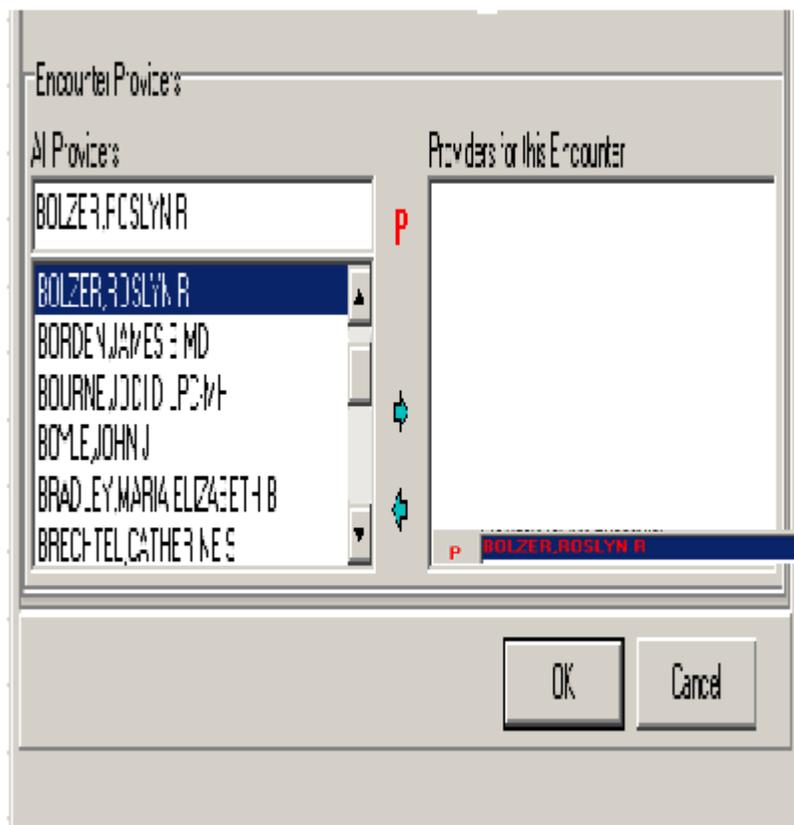
Type of Visit Options

1. Use the Type of Visit option box if your patient activity is different than an Ambulatory visit (ie: Chart Review, Telephonic, Historical, etc)
2. The Type of Visit options are available by clicking on the drop down arrow. Select "OK"



Provider for the Encounter

1. Highlight your name to select yourself as the Provider.
2. Click on the top teal arrow to get your name transferred to the “Providers for the Encounter” box as displayed below.
3. Click “OK”.



Completed Patient Selection Screen

This screen displays:

- A. The selected patient
- B. The visit type and provider

You are now ready to begin documenting the patient visit.

The screenshot displays the RPM5 EMR Patient Selection Screen. The interface includes a top menu bar with 'User', 'Patient', 'Tools', and 'Help'. Below the menu bar is a navigation bar with tabs for 'PATIENT CHART', 'RESOURCES', 'VITAL SIGNS', 'MEDS', 'LABS', 'ORDERS', 'WELLNESS', 'IMMUNIZATIONS', 'POV', 'SUPERBILL', 'NOTES', and 'REPORTS'. The main area is a grid for patient selection. The first row is highlighted, showing the patient 'Demo Patient Adam' with a priority of 'Low' (indicated by a green square). The visit details are 'KHC - Dietary' by provider 'BOLZER, ROSLYN R' on '21 Jun 2018 11:12'. A red circle highlights the patient name and visit details. The grid has columns for 'Patient', 'Medication', and 'Delivered'. A legend in the bottom left corner defines the priority levels: Low (green), Medium (yellow), and High (red). A 'Process' panel in the bottom right corner contains buttons for 'All', 'Selected', 'Info Only', 'Forward', 'Delete', and 'Show All'. The bottom status bar shows the user 'ABPPHMAN PMERIDGEABERDEENHS EDV', the provider 'KYLE HC', and the date '21 Jun 2018 11:12'.

Patient Chart

The “COVER SHEET” of EHR is a good place to start when reviewing a patient’s information before a patient visit or chart review. Click on “COVER SHEET”. This page will provide a quick summary of the patient’s current medical status, including:

- Active Problem List
- Medication List
- Lab Orders
- Appointments/Visits
- Consult Orders
- Reminders
- Adverse Reactions
- Alerts

NOTE: This EHR screen may look different at your facility.

The screenshot shows the EHR interface for a patient named 'Demo Patient Adam'. The 'COVER SHEET' tab is selected and highlighted with a red circle. The interface is divided into several sections:

- Active Problem List:** A table listing medical conditions such as 'Hypertension', 'Cholesterol', 'Chest Pain Rec', 'CHEST PAIN RESOLVED', 'CHF', 'Diabetic Back pain Has rec.', 'Diabetes Type 2 Has', 'Diabetes Type 2 Has', 'Diabetes Type 2 Has', and 'Diabetes Type 2 Has'.
- Medication List:** A table listing active medications including 'HYDROXYCHLOROQUINE', 'OUTSIDE RX 1', 'DEPO-PROVERA', 'ATENOLOL 25', 'LISINAPRIL 40', 'NITROGLYCERINE', and 'HYDROCODONE'.
- Lab Orders:** A table showing a single lab order for 'DIPYRIDAMOLE' with a status of 'COMPLETE' and a date of '30-Jun-2010 15:40'.
- Appointments/Visits:** A table listing various appointments such as 'H.S. SURVIVE', 'KHC - Outpat', 'KHC DPC - WA', 'KHC DPC - WA', 'K. Chart REV', 'EMERGENCY', 'OUTPATIENT', 'ACUTE CARE', and 'ACUTE CARE'.
- Consult Orders:** A table listing various consult orders from different providers, including 'ALL SERVICES', 'SD&DORAL', and 'SD&DORAL'.
- Reminders:** A section indicating 'No Reminders Found'.
- Adverse Reactions:** A table listing various adverse reactions such as 'NEURO', 'FISH', 'LIPITOR', 'NORVASC', 'SULFITES', 'PERICILLIN', 'AMOXICILLIN', 'GENTAMICIN', 'ZODOR', and 'SIMVASTATIN'.
- Alerts:** A table listing alerts such as 'ADVANCE DIRECTIVE', 'PAIN AGREEMENT', and 'PAIN AGREEMENT'.

Vital Entry

Note: This entry option may be under the tab called “Triage” or “Vital Signs”.

This is where you can find the patient’s vitals including anthropometric data.

If you have vitals to enter:

1. Click on the empty white box next to the vital that was measured, for example: 69” for height and 150# for weight as shown below. When finished, click “Update”.

The screenshot shows a medical software interface with a 'Vital Entry' window open. The window contains a table with the following data:

Default Units	21-Dec-2011 13:12	Range	Units
Temperature			F
Pulse		60 - 100	/min
Respirations			/min
O2 Saturation			%
Blood Pressure		90 - 150	mmHg
Height	69		in
Weight	150		lb
Head Circumference			in
Body Mass Index			

Buttons at the bottom of the window include 'New Date/Time', 'Update', and 'Reset'. The background interface shows a 'Triage' tab circled in red.

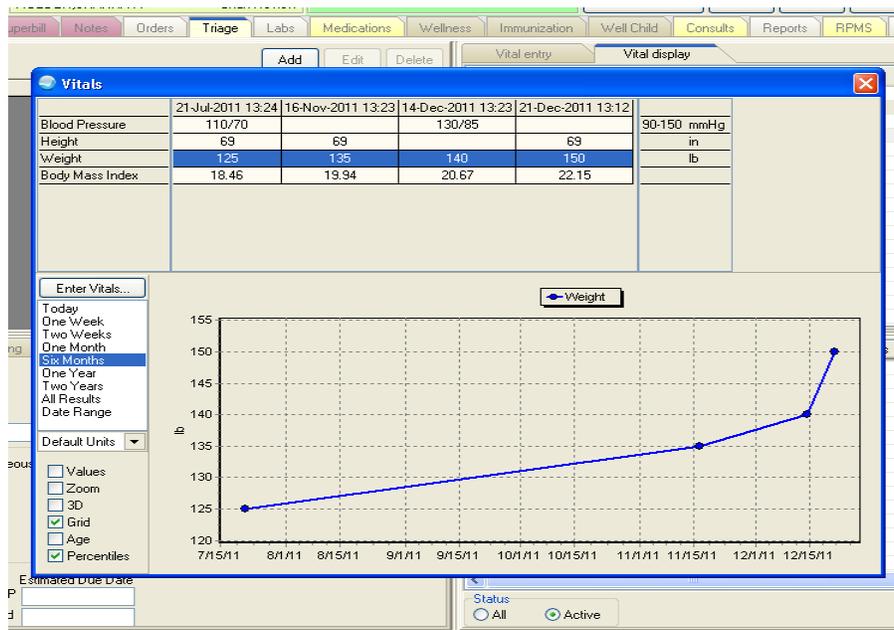
Vitals Graphing

To display the graph:

1. Click on “Vital display” tab next to “Vital entry”.
2. Click on the vital that you are interested in, example: weight.
3. Now a graph will automatically display this patient’s weight changes over time.

TIP 1: The range of display may be changed by selecting a different time frame.

TIP 2: This is an outstanding tool to help patients see a particular vitals' trend.



Medications Tab

The “Medications” tab is where the patient’s medications can be found. Here it will show the status of the medications, when it was issued, last filled and when the prescription will expire.

TIP: Clicking on the “Active Only” icon will show only the active medications.

The screenshot displays the 'Medications' tab in a medical software application. The patient information at the top shows 'Demo, Patient Adam' with a date of birth '01-Jan-1939 (71) M'. The primary care team is listed as 'Unassigned'. The 'MEDS' tab is active, and the 'Active Only' filter is selected in the toolbar. The main table lists the following outpatient medications:

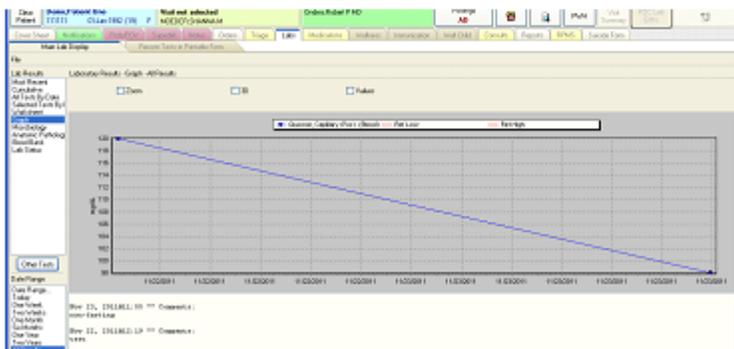
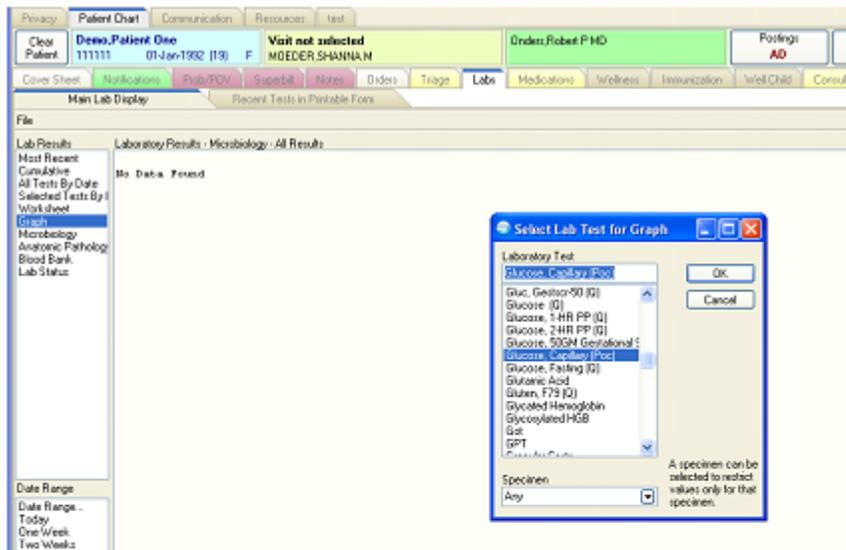
Action	Chronic	Description	Status	Issued	Last Filled	Expires	Refills Remaining	Rx #	Provider
✓	✓	MOMETASONE 110MCG TWISTHALER 30 DOSE Qty: 30 for 30 days Sig: INHALE ONE PUFF BY MOUTH EVERY EVENING TO PREVENT ASTHMA SYMPTOMS	Active	25-Jun-2010	25-Jun-2010	25-Jul-2010	0	3034365	AUSTIN, LATONIA
✓	✓	ATENOLOL 25MG TAB Qty: 30 for 30 days Sig: TAKE ONE-HALF (1/2) TABLET BY MOUTH EVERY DAY	Active	07-Jul-2010	07-Jul-2010	08-Jul-2011	5	80013...	CATINO, DONALD
✓	✓	DEPO-PROVERA 150MG/ML VIAL Qty: 1 for 30 days Sig: INJECT 1 ML INTRAMUSCULARLY (IM) NOW * IN CLINIC #	Active	07-Jul-2010	07-Jul-2010	05-Oct-2010	0	80013...	CATINO, DONALD
✓	✓	HYDROPHYLIC OINTMENT Qty: 454 for 30 days Sig: APPLY 1 TO THE AFFECTED AREA EVERY DAY	Active	07-Jul-2010	07-Jul-2010	06-Aug-2010	0	80013...	CATINO, DONALD
✓	✓	LISINAPRIL 40MG TAB Qty: 30 for 30 days Sig: TAKE ONE (1) TABLET BY MOUTH EVERY DAY	Active	07-Jul-2010	07-Jul-2010	08-Jul-2011	2	80013...	CATINO, DONALD
✓	✓	OUTSIDE RX 1 Qty: 1 for 30 days Sig: TAKE JUNK BY MOUTH TWICE A DAY # PLEASE TYPE DRUG NAME, DOSE, AND DIRECTIONS FOR USE HERE.	Active	07-Jul-2010	07-Jul-2010	06-Aug-2010	0	80013...	CATINO, DONALD
		OUTSIDE RX 3 Qty: 30 for 30 days Sig: TAKE VIAGRA BY MOUTH ONCE IF NEEDED #	Hold	23-Mar-2010		24-Mar-2011	11	3005531	SAHR, RODNEY R
		OUTSIDE RX 3 Qty: 30 for 30 days Sig: APPLY GREEN TEA EVERY DAY	Discontinued	13-May-2009	13-May-2009	14-May-2010	11	28179...	REYNOLDS, JOEL W
		ACETAMINOPHEN 325MG TAB #24 Qty: 1 for 10 days Sig: TAKE ONE OR TWO TABLETS BY MOUTH EVERY 4 HOURS IF NEEDED IF NEEDED FOR FEVER OR PAIN	Discontinued	18-May-2009	19-Jun-2009	19-May-2010	1	2917487	SAHR, RODNEY R
		LISINAPRIL 20MG TAB Qty: 30 for 30 days Sig: TAKE ONE (1) TABLET BY MOUTH EVERY DAY IN CLINIC #	Discontinued	18-May-2009	18-May-2009	19-May-2010	1	2917490	MCCOLLUM, GERA...
		OUTSIDE RX 2 Qty: 1 for 30 days Sig: TAKE BURDOCK BY MOUTH TWICE A DAY #	Discontinued	18-May-2009	18-May-2009	19-May-2010	11	2917492	SAHR, RODNEY R
		OxyBUTYNIN 5MG TAB Qty: 3 for 1 days Sig: TAKE ONE TABLET BY MOUTH THREE TIMES A DAY IN CLINIC #	Discontinued...	18-May-2009	15-Jun-2009	19-May-2010	2	29041...	MCCOLLUM, GERA...

Below the outpatient medications table, there is a section for 'Inpatient Medications' with columns for 'Action', 'Status', and 'Stop Date'. At the bottom of the interface, the user information is displayed: 'BOLZER, ROSLYN R | ABRPRMMAN.PINERIDGE.ABERDEEN.IHS.GOV | KYLE HC | 12Jul2010 13:49'.

Labs Tab

Click on the “Labs” tab to view all labs that have been performed on the patient.

TIP: The “Graph” function under “Lab Results” will show a trend for a particular lab.



Chief Complaint

The “Chief Complaint” box, located in the “Triage” tab, is where additional patient health concerns can be documented if not covered under the ‘Problem List’ section.

NOTE: Information entered in ‘Chief Complaint’ section will self-populate into the MNT note.

Adding Chief Complaint

1. Click on “Add” to enter information.
2. Type narrative in text box or select symptom in box below.
TIP: This list can be defaulted to your specific needs. Consult with your local Clinical Application Coordinator (CAC).
3. Click “OK”.

The screenshot shows a medical software interface with a 'Chief Complaint' section. A modal window titled 'Chief Complaint' is open, allowing for the addition of a new complaint. The text box contains the entry 'complains of excessive thirst'. Below the text box is a list of symptoms categorized into three columns: Acne, Diarrhea, Insomnia; amenorrhea, Dizziness, Joint Pain; Anxiety, Ear Ache, Laceration; Back Ache, Eye Pain, Nausea; Chest Pain, Fever, Pain; Chills, Head Ache, Rash; Cold, Hemorrhoidal Discomfort, Running Nose; Cough, Hoarseness, Sinus Pain; Decreased Appetite, Infection, Sore Throat. To the right of the list are options for Severity (Minor, Moderate, Severe) and Duration (Hours, Days, Weeks, Months, Years). The 'Symptom' radio button is selected. The 'Append' button is visible at the bottom right of the modal window.

Purpose of Visit

The Purpose of Visit (POV) is located under the “Prob/POV” tab. The POV can be entered in several ways:

- A. Problem List
- B. Visit Diagnosis
- C. ICD Pick Lists

A. Selecting POV under the “Problem List” box

1. Highlight the appropriate POV in “Problem List” section.
2. Select “Set as Today’s POV”. This will automatically move it over as the POV for this visit.

TIP: The first POV selected will be marked as the Primary POV.

The screenshot displays a medical software interface with the following components:

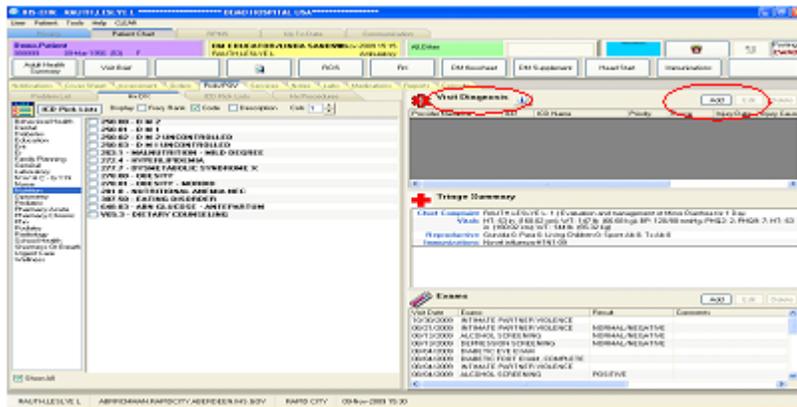
- Patient Chart:** Demo Patient 08, 999999, 01-Jan-1940 (70) M, KHC - Dietary, 21-Jun-2010 10:52, Sunnett, Roy C, KHC - Dietary, BOLZER, ROSLYN R, Ambulatory.
- Navigation:** PATIENT CHART, RESOURCES, Careplan, HIS WEB SITE, PROBLEMS, Visit Summary (Print), Delay Manual, Med Rec. List, DM Audit.
- Problem List:** A table with columns: ID, Provider Narrative, Status, Modified, Priority, Notes. The first entry is highlighted in blue.
- Visit Diagnosis:** A table with columns: Provider Narrative, ICD, ICD Name, Priority, Cause. The first entry is circled in red.

ID	Provider Narrative	Status	Modified	Priority	Notes
KHC-5	Asthma, Unspecified	Active	08/03/2009	2	
PR-17	Obesity	Inactive	12/19/2008	5	
KHC-1	Hypertension	Inactive	12/19/2008		
KHC-2	diabetes mellitus type 2 uncontrolled	Inactive	04/02/2008		
KHC-3	Morbid Obesity	Inactive	07/17/2009		Patient Weight: 814.6 lb
KHC-6	D Fever	Active	05/14/2008		
KHC-8	Abnormal Electrocardiogram - inferior Q waves	Active	10/22/2008		
KHC-9	Papilloedema	Active	08/04/2009		Intermittent, 2-3x/wk
PR-13	TYPE 2 DIABETES UNCONTROLLED	Active	04/02/2008		Needs Eye Exam

Provider Narrative	ICD	ICD Name	Priority	Cause
Diabetes Unspec Not Uncont	250.00	DM II W/O CNP NT ST UNCNTR	Primary	

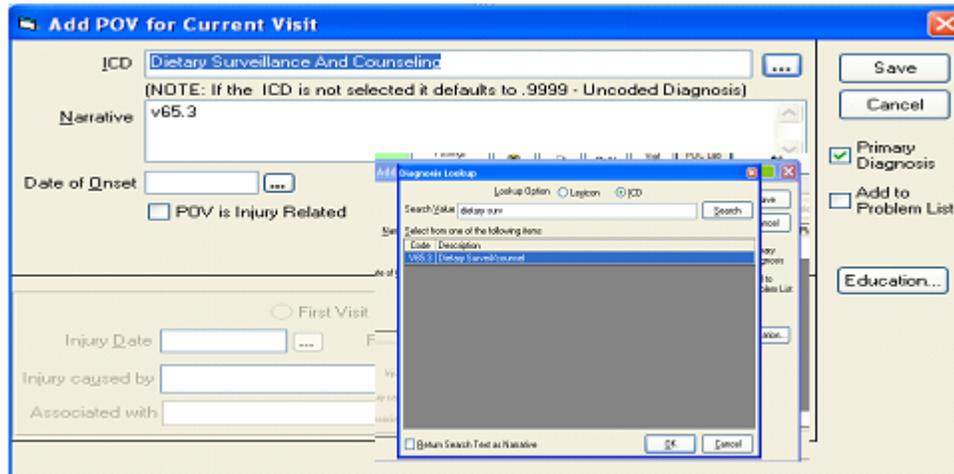
B. Selecting POV under “Visit Diagnosis” box

1. Click on “Add” under “Visit Diagnosis” box.



2. Type the POV in the “ICD” field and select the “...” icon next to the field.

3. Verify POV, click “OK”. Exit task by clicking “Save”.



Selecting POV under “ICD Pick Lists” box

1. Highlight the appropriate ICD Pick Lists. This will generate a box of ICD-Codes.

TIP: A Pick List can be customized by a CAC or Coder.

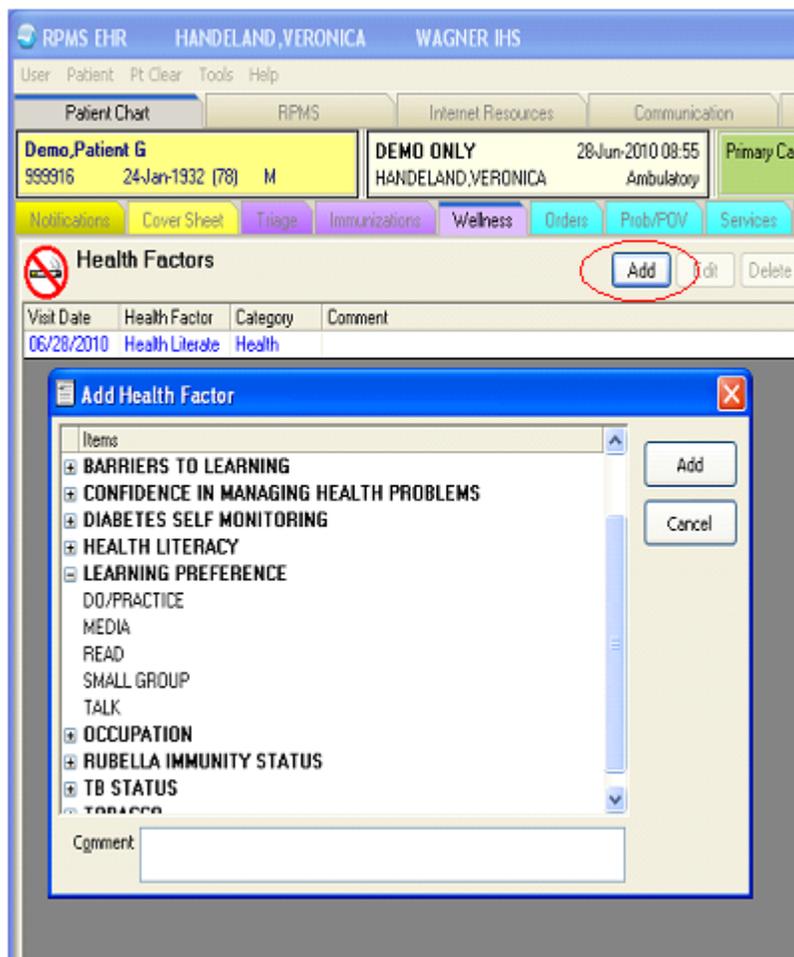
2. Select the appropriate ICD code (diagnosis). This will automatically move it into the “Visit Diagnosis” box.

The screenshot displays a medical software interface for a patient named 'Demo Patient 88'. The interface is divided into several sections:

- Patient Chart Header:** Shows patient information, including name, ID, and current visit details (KHC - Dietsy, 21-Jan-2010 10:52, Ambulatory).
- Problem List:** A table listing various medical conditions with columns for ID, Provider Name, Status, Modified, Priority, and Notes. Examples include 'Asthma, Unspecified', 'Obesity', and 'Type 2 Diabetes Uncontrolled'.
- Visit Diagnosis:** A table showing the current visit diagnosis, including 'Diabetes Unspec Not Uncontr' with ICD code '250.00' and priority 'Primary'.
- ICD Pick Lists:** A large table with a red circle around the header. It lists various ICD codes and their descriptions, such as '250.00 - Diabetes Unspec Not Uncontr', '250.02 - Diabetes Type 1/Unspec Uncon', and '272.4 - Hypertension Mechros'.
- Exams:** A table showing a list of examinations performed, including 'DEPRESSION SCREENING', 'FALL RISK', and 'DIABETIC FOOT EXAM, COMPLETE'.

Health Factors

1. Click the “Wellness” tab that contains “Health Factors” box.
2. Click “Add” in the “Health Factors” box.
3. To expand sub category list, double click factor, or click (+) sign next to health factor.
4. Identify appropriate sub category.
5. Click “Add”.



Exams

1. Click “Wellness” tab that contains “Exams” box.
2. Click “Add” to remark on an exam performed.
3. Double click exam performed.
4. Select exam result or insert comment.
5. Add comments as needed.
6. Click “Add”.

The screenshot displays the 'Exams' window with a table of exam records. The 'Add' button in the top right corner is circled in red. Below the table, two dialog boxes are shown: 'Exam Selection' and 'Document an Exam'.

Visit Date	Exams	Result	Comments
11/18/2011	ALCOHOL SCREENING	NORMAL/NEGATIVE	Smokes marijuana
11/09/2011	ALCOHOL SCREENING	POSITIVE	12 pack on weekend. No illegal drugs
08/24/2011	INTIMATE PARTNER VIOLENCE	NORMAL/NEGATIVE	
07/14/2011	DIABETIC FOOT EXAM, COMPLETE	NORMAL/NEGATIVE	
07/14/2011	INTIMATE PARTNER VIOLENCE	NORMAL/NEGATIVE	

Exam Selection

Code	Exams
06	BREAST EXAM
41	COLOR BLINDNESS
30	DENTAL EXAM
36	DEPRESSION SCREENING
03	DIABETIC EYE EXAM
28	DIABETIC FOOT EXAM, COMPLETE
37	FALL RISK
29	FOOT INSPECTION
34	INTIMATE PARTNER VIOLENCE
39	NEWBORN HEARING SCREEN (LEFT)
38	NEWBORN HEARING SCREEN (RIGHT)
40	NUTRITIONAL RISK SCREENING

Document an Exam

Exam: NUTRITIONAL RISK SCREENING

Result: NORMAL/NEGATIVE

Comment: drinks over 8 cups of water/day

Provider: MOEDER,SHANNA M

Buttons: Add, Cancel, Current (selected), Historical, Refusal

Education

1. Click the “Wellness” tab that contains Education box.
2. Click “Add” to enter an education comment.
3. Highlight POV topic from the Education Topic Selection list.
4. Highlight subtopics of education provided, example: Carbohydrate Counting, Medical Nutrition Therapy, Exercise, etc.
5. Add “Patient Education Event” information as shown on next page.
6. Click “Add” to complete.

The screenshot shows a medical software interface with the 'Education' tab selected. An 'Education Topic Selection' dialog box is open, allowing the user to choose a topic and subtopics for an education event. The dialog box includes a search bar, radio buttons for selection methods (Category List, Disease & Topic Entry, Pick List, Name Lookup, Procedure & Topic Entry), and a list of topics and subtopics. The 'Add' button in the top right corner of the Education tab is circled in red.

Education Topic	Completion	Status	Type	Location
2/08/2011 Immunizations Information	GOOD	GD	Individual	ALTIQIO ENVIQA HEALTH CENTER
2/08/2011 Obesity, Unsup Nutrition	GOOD	GD	Individual	PORT LYONS
1/08/2011 Pneumonia Complications	GOOD	GD	Individual	OLD HARBOR
3/08/2011 Tobacco Use Quit	GOOD	GD	Individual	ALTIQIO ENVIQA HEALTH CENTER
3/08/2011 Diabetes Mellitus Behavioral/Health	GOOD	GD	Individual	ALTIQIO ENVIQA HEALTH CENTER
3/07/2011 Sleep/Behavioral Health	GOOD	GD	Individual	ALTIQIO ENVIQA HEALTH CENTER
3/14/2011 Obesity, Unsup Exercise 2006	GOOD	GD	Individual	ALTIQIO ENVIQA HEALTH CENTER
3/14/2011 Obesity, Unsup Lifestyle Adaptation 2006	GOOD	GD	Individual	ALTIQIO ENVIQA HEALTH CENTER
3/14/2011 Obesity, Unsup Nutrition 2006	GOOD	GD	Individual	ALTIQIO ENVIQA HEALTH CENTER
3/14/2011 Alcohol And Other Drug/Injuries	GOOD	GD	Individual	ALTIQIO ENVIQA HEALTH CENTER
3/14/2011 Domestic Violence Prevention	GOOD	GD	Individual	ALTIQIO ENVIQA HEALTH CENTER
6/28/2011 Tobacco Use-Exercise	GOOD	GD	Individual	ALTIQIO ENVIQA HEALTH CENTER
6/15/2011 Immunizations Information	GOOD	GD	Individual	ALTIQIO ENVIQA HEALTH CENTER
6/15/2011 Tobacco Use-Quit	GOOD	GD	Individual	ALTIQIO ENVIQA HEALTH CENTER
6/14/2011 Immunizations Information	GOOD	GD	Individual	PORT LYONS

Health Factor	Category	Comment	Result	Comments
01/02/2011 Never Used Smokeless Tobacco	Tobacco		NORMAL	
01/03/2011 Current Smoker, Status Unknown	Tobacco	1/2 ppd	NORMAL/NEGATIVE	
03/15/2011 Cerebral/Use Only	Tobacco	1/2 pack per day		
04/11/2011 Cerebral/Use Only	Tobacco	medium 4 ppd		
10/22/2011 Current Smoker, Status Unknown	Tobacco		NORMAL/NEGATIVE	
10/22/2011 Current Smoker	Tobacco		NORMAL/NEGATIVE	
05/05/2011 Current Smoker, Status Unknown	Tobacco		NORMAL/NEGATIVE	
05/05/2011 Age 14	Alcohol/Drug			
06/19/2011 Current Smoker, Status Unknown	Tobacco		NORMAL/NEGATIVE	
06/19/2011			NORMAL/NEGATIVE	
04/22/2011			NORMAL/NEGATIVE	

Patient Education Event

1. Select type of training.
2. Select appropriate comprehension level.
3. Enter time spent on education.
4. Enter comment if needed.
5. Document readiness to learn.
6. Document status or outcome of goals.
7. Select the appropriate patient learning health factors, example barriers to learning or learning preference, Click “Add”.
8. Select “Add” to complete Education Event.

The image shows two overlapping windows from a medical software interface. The top window is titled "Add Patient Education Event" and contains the following fields and options:

- Education Topic: 250.00-Nutrition (Dmit Wo Cmp Nt St Uncntr)
- Type of Training: Individual, Group
- Comprehension Level: GOOD
- Length: 30 (min)
- Comment: count carbohydrates, 50 grams or less per meal
- Provided By: MOEDER, SHANNA M
- Readiness to Learn: RECEPTIVE
- Status/Outcome: Goal Set, Goal Met, Goal Not Met
- Text field: Patient will read labels

Buttons on the right side of the top window include "Add", "Cancel", and "Historical". A section titled "Patient's Learning Health Factors" contains the text "Interpreter Needed".

The bottom window is titled "Add Health Factor" and has two tabs: "Add Health Factor" (selected) and "Add Refusal". It features a list of items:

- Items
- BARRIERS TO LEARNING
- LEARNING PREFERENCE

Buttons on the right side of the bottom window include "Add" and "Cancel".

Super-Bills for Visit Services

This step is important for billing the services that are provided to the ambulatory (face-to-face time) patient.

1. Click “Services/Superbill” tab.
2. Highlight the appropriate “Super-Bill” for the services provided, for example “Nutrition.” This will generate a box of MNT CPT codes for reimbursement to select from.
3. Select the appropriate CPT code. This action will generate a super-bill for visit services. The example below shows CPT code 97802-Medical Nutrition Therapy, Individual, Initial Visit.

The screenshot shows the EPMS EHR interface for a patient named DEMO ONLY. The 'Services' tab is active, and the 'Super-Bills' section is expanded. A list of CPT codes is displayed, with 97802 - Medical Nutrition, Indiv, In highlighted. The interface also shows a table of services and a list of historical services.

Code	Narrative	Qty	Diagnosis	Prim	Modifier 1	Modifier 2	Previc	Type of Service	Level of Service
97802	Medical Nutrition, Indiv, In	1		Y			HANC	Initial Visit	History and Exam Brief Nurse Visit 5 min 98211

Code	Description	Col
96150	Assess HbA1c/behavior, Init	
96151	Assess HbA1c/behavior, Subseq	
96152	Intervene HbA1c/behavior, Indiv	
96153	Intervene HbA1c/behavior, Group	
96154	Interv HbA1c/behavior, Fam W/pt	
96199	Interv HbA1c/behavior Fam W/pt	
97802	Medical Nutrition, Indiv, In	
97803	Med Nutrition, Indiv, Subseq	
97804	Medical Nutrition, Group	
98960	Self-mgmt Educ & Train, 1 Pt	
98961	Self-mgmt Educ/Train, 2-4 Pt	
98962	Self-mgmt Educ/Train, 5-8 Pt	
99407	Smoking And Tobacco Use Cessation Counseling Vi...	
A4233	Alkaline Bath For Glucose Mon, Ea	

Visit Date	CPT Code	Description	Facility	Qty	Diagnosis	Prim	Modifier 1	Modifier 2
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Editing Visit Services

The MNT CPT codes default to 1 unit which is 15 minutes of time for Initial and Follow-up visits and 30 minutes for a Group visit.

1. To modify the units of time spent with the patient during the visit, highlight the CPT code under “Visit Services”, and select “Edit”. This will bring up the “Edit Procedure for Current Visit” box.
 - A. Check the primary diagnosis.
 - B. Change the units in the “Quantity” box to reflect the time spent with the patient. For example, 2 units represent a 30-minute visit with the individual patient.
 - A. Click “Save”.

The screenshot shows a software interface with a 'Visit Services' window. A table lists a service with CPT code 97802, 'Medical Nutrition Therapy, Initial Assessment, Each 15 Minutes', with a quantity of 1. An 'Edit Procedure for Current Visit' dialog box is open, showing the same service details. The 'Quantity' field is set to 2. The 'Diagnosis' section has 'Dmit/Wo Cmp Nt St Uncntr' selected. The 'Principal Procedure' checkbox is checked. Buttons for 'Save', 'Cancel', and 'Add', 'Edit', 'Delete' are visible.

Code	Narrative	Qty	Diagnosis	Prim	Modifier 1	Modifier 2	Provider	CPT
97802	Medical Nutrition Therapy, Initial Assessment, Each 15 Minutes	1		Y			MOEDER, SHANNA M	Med

Edit Procedure for Current Visit Shared X

Procedure: Medical Nutrition Indiv In ...
(NOTE: If the Procedure is not selected it defaults to 00099 - Uncoded CPT Code)

Narrative: Medical Nutrition Therapy, Initial Assessment, Each 15 Minutes

Diagnosis: Dmit/Wo Cmp Nt St Uncntr Dietary Surveil/counsel
1st Modifier:
2nd Modifier:

Quantity:

Principal Procedure

Consult

All MNT or DSMT consults will be displayed on the “NOTIFICATIONS” screen.

1. Click “NOTIFICATIONS” tab.
2. Double click on the consult. Automatically the Consults tab will open, showing the active consult.

TIP: The Notification screen is a temporary message center, so once the consult is opened, it will no longer appear in the Notifications tab. The provider’s consult order for nutrition services will still be available by clicking on the “Consult” tab.

The screenshot displays a medical software interface with a navigation bar at the top containing tabs for PRNACY, PATIENT CHART, RESOURCES, RNMS, and EHR HELP. The patient information section shows 'Demo Patient Female II' with ID 889887, born 01-Jan-1988, and a gender of F. The consult details include 'NUTRITION w/ry Scott 10Ma-2011 12:16' by 'SCOTT,REVONDOLYN L' in the 'Ambulatory' setting, with the provider 'CHINLE IN YUCCA TEAM / Williams, Steven C'. A 'Visit Summary' button and a 'Printings' button with a 'CWA' icon are also visible.

The main area is titled 'Notifications for Demo Patient Female II' and contains a table with columns for Patient, Location, Notification, Deleted, and Sent Forwarded By. A notification for 'NUTRITION PINON Cons' is selected, showing a date of 'Jan 26, 2011' and a consult number of '17427'. A pop-up window titled 'Alerted Consult' is open, displaying details for a 'New consult NUTRITION PINON' on 'Jan 26, 2011' at '10:00 AM'. The pop-up includes a 'New Consult' button and a 'New Procedure' button.

The details for the 'Alerted Consult' are as follows:

- Current Pat. Status: Outpatient
- Order Information: NUTRITION PINON
- To Service: NUTRITION PINON
- From Service: DEMO CLINIC
- Requesting Provider: MCKEON, LUCY
- Service is to be rendered on an OUTPATIENT basis
- Place: Consultant's choice
- Urgency: Routine
- Orderable Item: NUTRITION PINON
- Consult: Consult Request
- Reason for Request: Consult Request
- Medical Nutrition Therapy for: Diabetes, Obesity/ BMI >35kg/m2
- Other/Comments: Goal of nutrition visit:

Physical characteristics and dates are listed:

- BMI: 310.01
- Last HT: 26.50 in (66.00 cm) (Dec 17, 201009:56)
- WT: 257.62 lb (115.12 kg) (Dec 17, 201009:56)
- 214.59 lb (97.61 kg) (Jul 19, 201001:02)
- 264.88 lb (120.11 kg) (Age 22, 201004:12)
- 66.01 lb 129.97 kg (Jan 07, 201009:50)

Additional information includes:

- Alt: - Not Fome -
- Inter-facility Information: This is not an inter-facility consult request.
- Status: PENDING
- Last Action: CPOB RELEASED ORDER
- Facility: [Blank]

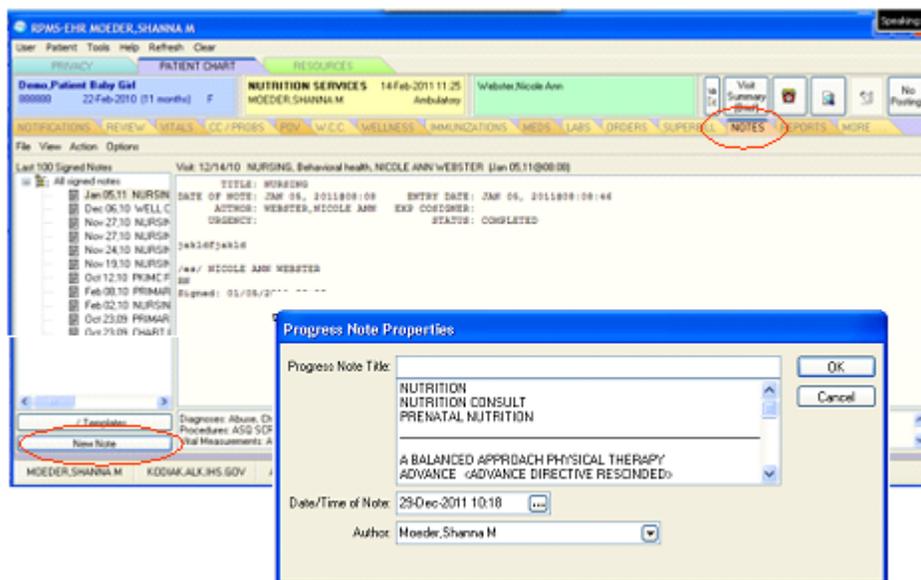
The interface also features a 'Legend' on the right with priority levels (Low, Medium, High) and a 'Process' section with buttons for 'All', 'Selected', 'Info Only', 'Forward', 'Delete', and 'Show All'.

Creating an MNT Note

Congratulations you have made it through EHR and are ready to create an MNT note. The steps that you have just completed are important for documentation and reimbursement and will also self-populate key elements in the MNT note when using the MNT Nutrition Care Process (NCP) template.

Creating a MNT Note:

1. Click “Notes” Tab.
2. Select “New Note”.
3. The “Progress Note Properties” box will open.

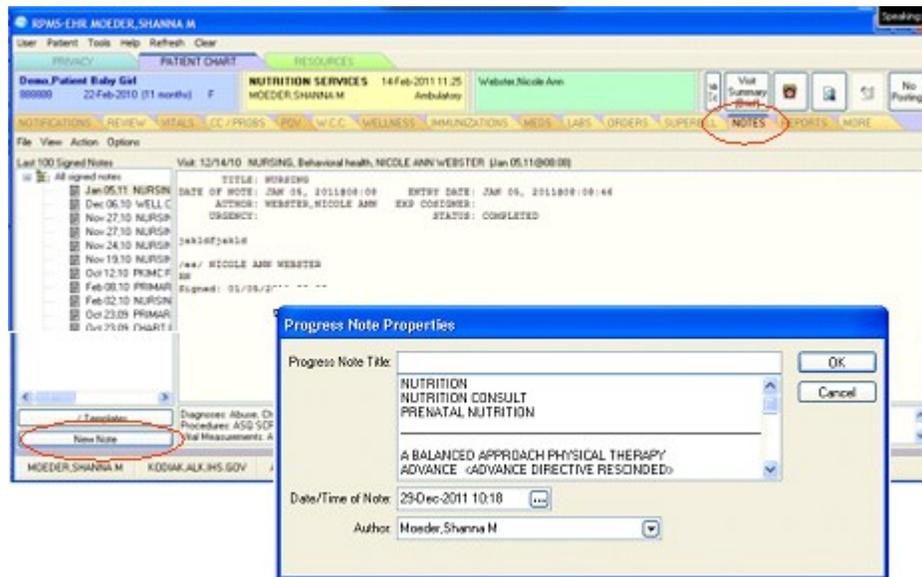


Selecting a Note Title

Each health service has a distinctive title name for example, “Nutrition” or “Medical Nutrition Therapy”.

1. Select the appropriate note title:
 - A. Select “NUTRITION” if there is no provider consult order.
 - B. Select “NUTRITION CONSULT” if a provider consult order was received.

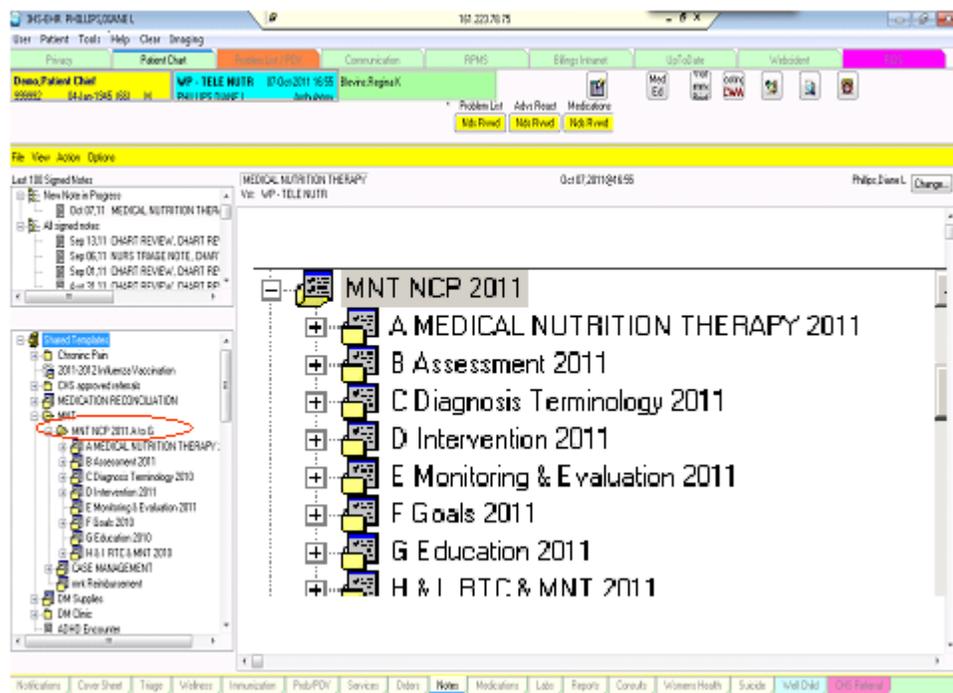
TIP: For follow-up appointments related to this consult, continue to use “NUTRITION CONSULT” for the note title until the patient is discharged or a new consult is sent to dietitian.



Selecting a Template

1. Select the current EHR MNT Nutrition Care Process (NCP) Template.
2. Begin your MNT documentation.

TIP: Work with your CAC to set up your Templates folder.



Saving and Editing a Note Before a Signature

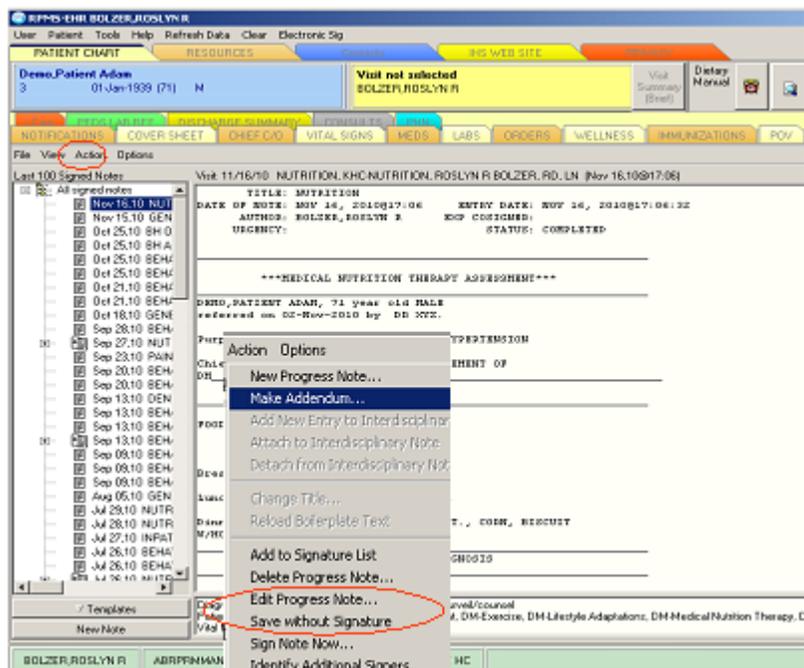
If you get interrupted while documenting, you have the options to stop and Save or Edit your note for later completion.

To Save a note:

1. Select “Action” from the menu bar or right click.
2. Select “Save without Signature”.

To Edit a note:

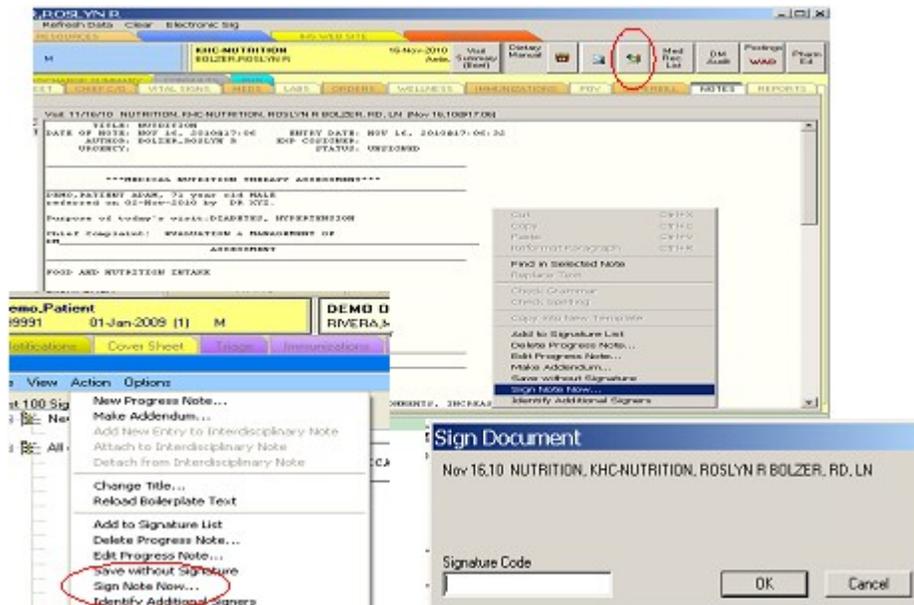
1. Select “Action” from the menu bar or right click.
2. Select “Edit Progress Note”.
3. Resume documentation until note is complete.



Completing and Signing a Note

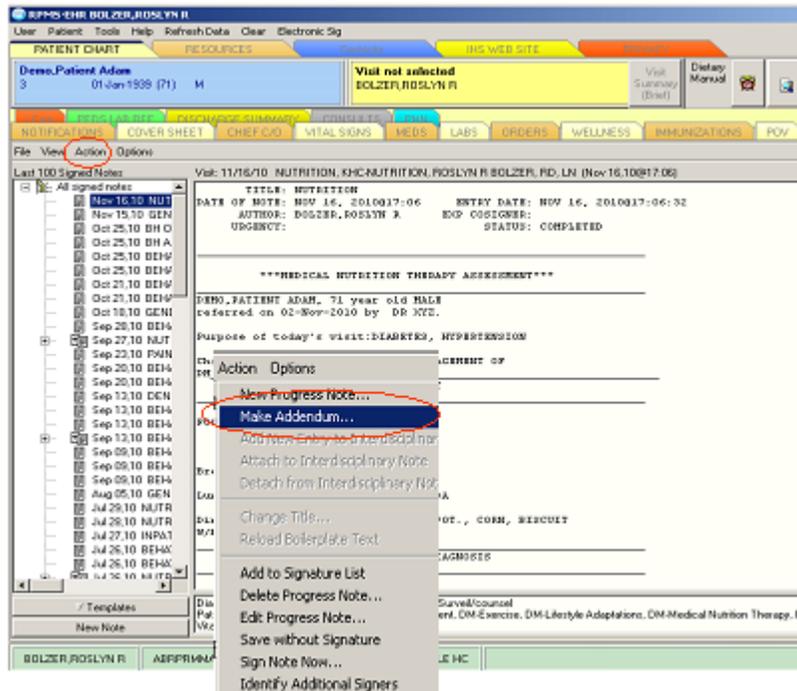
1. Once the note is completed, review your note and edit as needed before signing your note. Ensure note contains all information required for MNT reimbursement.
2. There are 3 options for signing the note:
 - A. Click on sign icon at the top of your screen.
 - B. Right click and choose the “Sign Note Now” option.
 - C. On the menu bar, select “Action” and choose “Sign Note Now”.
3. “Sign Document” box will open. Enter your e-signature.

TIP: If you do not have an e-signature, contact your CAC or Information Technology department or use “eSig” on EHR menu bar if available.



Making an Addendum to Note

1. Highlight the signed note that needs an addendum.
2. There are 2 ways to make an addendum:
 - A. Right click on the note and select “Make Addendum”.
 - B. On the menu bar, select “Action” and select “Make Addendum”.
3. Add the addendum and then sign the note.

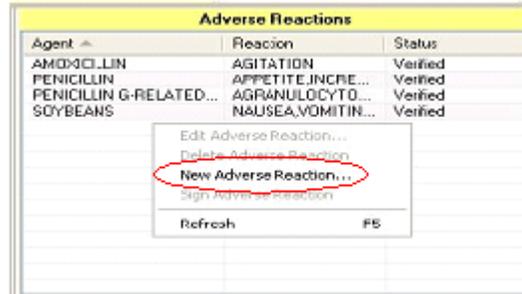


APPENDIX

- A. Allergies/Adverse Reactions
 Complete “Create Adverse Reaction Screen
- B. Creating and Updating Electronic Signature
- C. Entering Refusals
- D. Inpatient Diet Orders

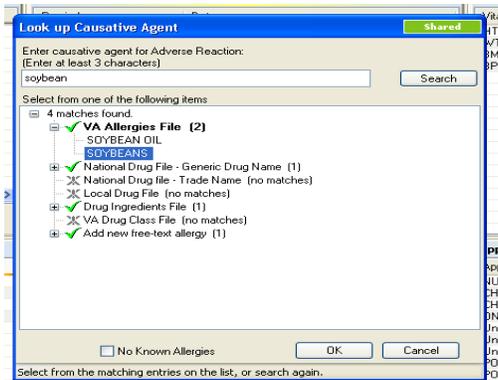
A. Allergies/Adverse Reactions

The Adverse Reactions box can be found on the “Cover Sheet” tab. If authorized to enter a new Food and/or Drug allergy, right click on the “Adverse Reactions” box to enter a “New Adverse Reaction”.



The following example is for entering a food allergy for soybeans

1. Enter “Soybeans” in the Causative Agent box, click Search.
2. Highlight the appropriate Causative Agent (SOYBEANS), click OK.
3. Complete the “Create Adverse Reaction” screen by entering patient’s comments as demonstrated on the next page.



Complete “Create Adverse Reactions” Screen

1. Complete the following Fields:
 - A. Event Code (FOOD ALLERGY).
 - B. Source of Information (PATIENT).
 - C. Signs/Symptoms Available (RASH).
2. Click “OK”.

NOTE: You will have to perform an additional e-signature to approve adding this Adverse Reaction.

TIP: The final step of this process may require that the Pharmacist verify the allergy. Once the allergy is verified, the status will be changed from unverified to verified.

The screenshot shows the 'Create Adverse Reaction' window. The 'Reaction' section includes 'Reaction agent' (SOYBEANS), 'Nature of Reaction' (Drug Food), 'Event Code' (FOOD ALLERGY), and 'Source of Information' (PATIENT). The 'Signs/Symptoms' section has 'Available' (RASH) and 'Selected' (RASH New 20/12/2011 11:44) lists. The 'Date/Time' is 20 Dec 2011 11:44 and 'Source' is blank. Buttons for 'Current', 'OK', and 'Cancel' are at the bottom.

The screenshot shows the 'Review/Sign Changes for Demo, Female A' window. It contains the text 'Signature will be applied to checked items' and 'Adverse Reaction' with a checked box next to 'Adverse Reaction to SOYBEANS'. 'OK' and 'Cancel' buttons are at the bottom.

B. Creating and Updating Electronic Signature

Setting up new or editing e-signature for user:

1. Login to RPMS.
2. Type **tbox** at the “Select IHS Core Option”, hit “Enter/Return” on keyboard.
3. Type in: **Electronic Signature code Edit**, hit “Enter/Return”
4. Complete the following commands:
 - A. **INITIAL: DD//**
 - B. **SIGNATURE BLOCK PRINTED NAME: DEBBIE DIETITIAN//**
 - C. **SIGNATURE BLOCK TITLE: RD, CDE//**
 - D. **OFFICE PHONE:**
 - E. **VOICE PAGER:**
 - F. **DIGITAL PAGER:**
 - G. **SIGNATURE CODE:**
 - i. **Creating New Signature Code:** If the user does not have a signature code or you have cleared their e-signature in the system, create a signature code. The system will prompt you to create a signature code.
 - ii. **Editing your Current Signature Code:** If the user has an existing e-signature, they will then need to enter it or if they have forgotten it, IT will need to clear it.

TIP: Remember that the system only will accept caps and number for this signature. But once it is set, the code is not case sensitive.

Note: Once everything is completed it will return user back to the “User’s Toolbox Option” screen.

C. Entering Refusals

1. Locate “Personal Health” box under “Triage Tab”.
2. To enter a refusal, select the “Refusal” form from the drop down arrow.
3. Enter refusal information in the “Refusal” box, Click “Add”.

The screenshot displays a medical software interface. At the top, there is a patient information bar for 'Dana Patient, RN' (DOB: 04/19/62, Gender: F) at 'NUTRITION SERVICES' (270 mc 2011 10 01 Ambulatory). Below this, a navigation bar includes 'Triage', 'Labs', 'Medications', 'Vitals', 'Immunization', 'Vital Signs', 'Consults', 'Reports', 'RPMs', and 'Outside Forms'. The 'Personal Health' tab is selected and circled in red. A dropdown menu is open, showing 'Refusal' as the selected option. An 'Enter Refusal' dialog box is overlaid on the screen, containing the following fields:

- Refusal Type:** A list of checkboxes including EKG, Exam (checked), Immunization, Lab, Mammogram, Measurement, Medication/Drug, PAP Smear, Radiology Exam, and Skin Test.
- Exam:** A text field containing 'NUTRITIONAL RISK SCREENING'.
- Date Refused:** A date field containing '12/29/2011'.
- Comment:** A text area containing 'Pt was too busy to be seen right now.'

Buttons for 'Add' and 'Cancel' are visible in the dialog box.

D. Inpatient Diet Orders

Below are screen shots of inpatient diet orders.

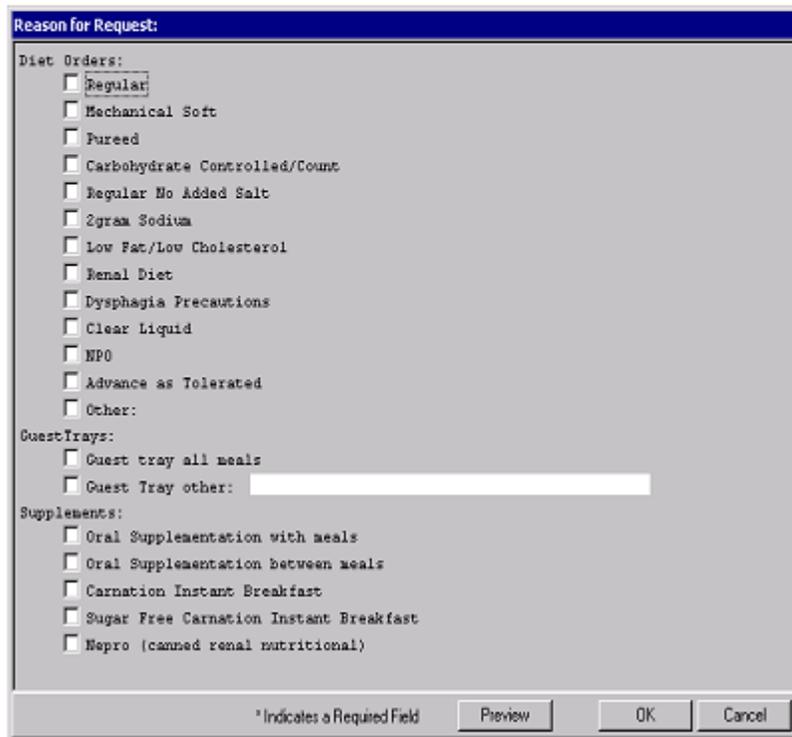
TIP: Working with the CAC and Clinical Director will ensure that diets are ordered according to facility procedures.



The screenshot shows a window titled "Inpatient Diet Orders" with a "Done" button in the top right corner. The window is divided into three main sections:

- Inpatient Diet Orders:** Includes "Inpatient Diet Orders", "Calorie Controlled Diet Orders", and "NPO".
- Inpatient Supplements:** Includes "Nutritional Supplements...".
- Tube Feeding:** Includes "Tube Feeding Orders...".

On the right side of the window, there are two additional options: "Fluid Restrictions..." and "Calorie Count".



The screenshot shows a dialog box titled "Reason for Request:". It contains several sections of options, each with a checkbox:

- Diet Orders:**
 - Regular
 - Mechanical Soft
 - Pureed
 - Carbohydrate Controlled/Count
 - Regular No Added Salt
 - 2gram Sodium
 - Low Fat/Low Cholesterol
 - Renal Diet
 - Dysphagia Precautions
 - Clear Liquid
 - NPO
 - Advance as Tolerated
 - Other:
- GuestTrays:**
 - Guest tray all meals
 - Guest Tray other: _____
- Supplements:**
 - Oral Supplementation with meals
 - Oral Supplementation between meals
 - Carnation Instant Breakfast
 - Sugar Free Carnation Instant Breakfast
 - Nepro (canned renal nutritional)

At the bottom of the dialog box, there is a legend: "* Indicates a Required Field". To the right of the legend are three buttons: "Preview", "OK", and "Cancel".

Resources

- Indian Health Service Division of Diabetes Treatment and Prevention website: <http://www.diabetes.ihs.gov>
- Indian Health Service Electronic Health Record website: <http://www.ihs.gov/CIO/EHR/>



- Indian Health Service Division of Diabetes Treatment and Prevention Step-by-Step Guide to Medicare Medical Nutrition Therapy (MNT) Reimbursement, 2nd Edition.



- Indian Health Service Dietitian Information Network Email: dietitian@listserv.ihs.gov
- Indian Health Service Division of Diabetes Treatment and Prevention Medical Nutrition Therapy Action Team (MAT) Email: IHSMNTActionTeam@ihs.gov



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