

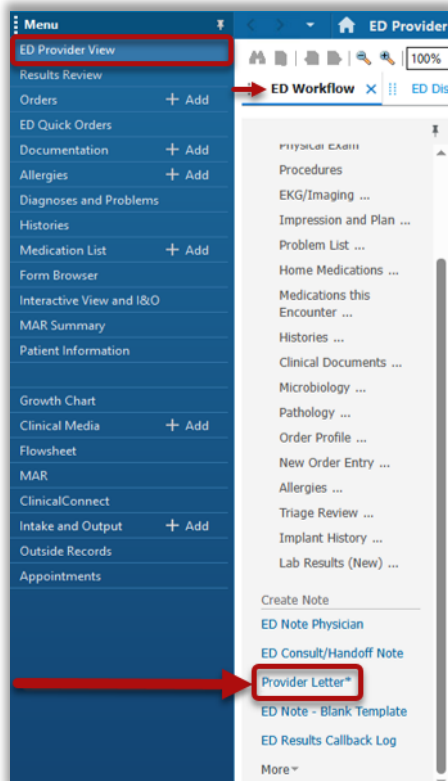


Job Aid: ED Provider Referral Letter

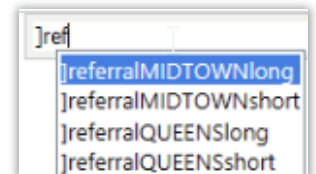
System: PowerChart

Provider Workflow

1. From the **ED Provider View** in the menu, select the **Workflow MPage**.
2. At the bottom of the component list under Create Note, select **Provider Letter**.



3. When the provider letter opens, in the body of the letter, type “[ref]”. Four autotexts will appear; Midtown contains a long and a short version, and Queens Blvd. contains a long and short version.
Double-click on the preferred one and the autotext will populate into the letter.



- Remember to enter your billing number and any pertinent information (e.g. imaging, your previous note, labs etc.).
4. **Sign/Submit** the note.
- Once the note has been signed, the patient will show up on the Tracking Board as an indicator that clerical has a request to complete.
 - Providers can complete a Provider Letter on active or discharged patients.

Clerical Workflow

When the provider has completed and signed the Provider Letter, the patient will appear on one of two site-specific Orange Tracking Boards, indicating there is a request for clerical to complete.

- Midtown: MT ED Referrals Tracking Board
- Queens Blvd.: QB ED Referrals Tracking Board



1. In the Tracking Board, **right-click** on the patient and select **Provider Letter**.

MRN	FIN	Isolation	Location	Assigned Bed	Info	Events	A	Age	Name	Chief Com
70016258	300000140169		WR			+		45 ye	HUG FIRST REFERRAL	
70015936	300000140174		MH23_A	MH23_A		+		74 ye	ISAR	
70016261	300000140175		WR			+		45 ye	THIN	
70016262	300000140176		WR			+		40 ye	WED	
70016263	300000140177		WR			+		43 ye	FES	
70016259	300000140170		CKOUT			+		43 ye	DISC	

2. This will transfer you to the Documentation section in the patient chart where clerical can process the letter (e.g. print and fax).
3. Navigate back to the Tracking Board, **right-click** on the patient name and select **Scan Fax Confirmation**.

Remember to scan the fax confirmation as unit process.

MRN	FIN	Isolation	Location	Assigned Bed	Info	Events	A	Age	Name	Chief Com
70016258	300000140169		WR			+		45 ye	HUG	
70015936	300000140174		MH23_A	MH23_A		+		74 ye	ISAR	
70016261	300000140175		WR			+		45 ye	THIN	
70016262	300000140176		WR			+		40 ye	WEL	
70016263	300000140177		WR			+		43 ye	FES	
70016259	300000140170		CKOUT			+		43 ye	DISC	

4. To complete the request, **right-click** on the patient name and select **Request Event**. From the dropdown list, select **Provider Letter Sent**.
5. The patient will be removed from the Tracking Board and the request is completed.

