

STHC Planned Visit Prep

Receptionist

Nursing

Data Entry Clerk

Prints Demographic Questionnaires in appt reports for today's patients

Weekly runs DM 925. Reviews List. Calls Dialysis Center for ESRD pts to get Med List, A1c, LDL, most recent dialysis record

Scans labs into I-lab. Scans dialysis record into I-DIAL. Routes labs to data entry clerks

Weekly runs DM 868, schedules patients w/ o appt with primary resident or team

Takes diabetic phone calls, recording qid home blood glucose in table form by meal time. Priority triage sugars to medical director

Takes diabetic BP calls. Triage home BP reports to medical director

DM 792 Diabetics w Appt Today
DM 872 Diabetics_w Appt Today
DM 920 Diabetics Loc 3,4 Eye Exam/Ref'l
DM 921 Guzek-Diabetic LabEntry Loc 3,4
DM 925 ESRD Patients Loc 3,4

Reviews faxes received, scan diabetic labs into Medent

Reviews LDL values

Triages LDL ≥ 100 to Medical Director for statin increase

Triages A1c and microalbumin/creatinine ratio to data entry clerks

Reviews all requests for diabetes med refill checking for missed appt. Refills diabetic meds 3 mo for compliant pts.

Triages medical director for refill authorization for missed appt, no appt.

Reviews user's documents for scanned diabetic labs, creates lab order if necessary, enters lab values.

Runs DM 872* for tomorrow's patients

Reviews Scanned Doabetic Labs and reconcile with lab entries. Verifies that most current scanned labs are entered in appropriate lab, acquired, rcdcp, and closed.

Reviews Mercy LCR for more recent diabetes measures

PrntScrn of Pts LCR data, import image into scanned labs through clipboard feature, using I-Lab doc type, labels labs, changes date, then close

Reconciles labs from LCR with Lab entries

Enter orders for appropriate labs and populates orders. Mark acquired and Rcdcm dates with lab date. Mark closed date as today.

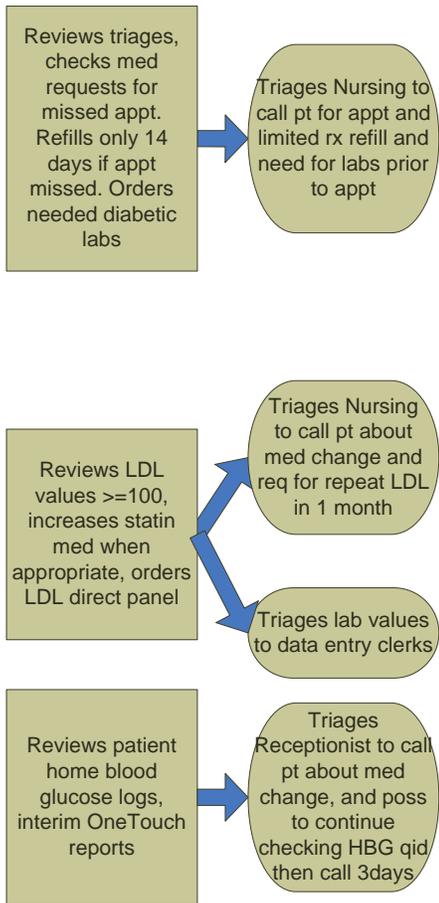
Presses Escape to return to DM 872 Verifies that new lab tests now populate 921*

Runs DM 872 by appt for today's patients. Enters name, A1c and LDL in ABC sheet. Gives ABC sheets to appropriate clinic nurse

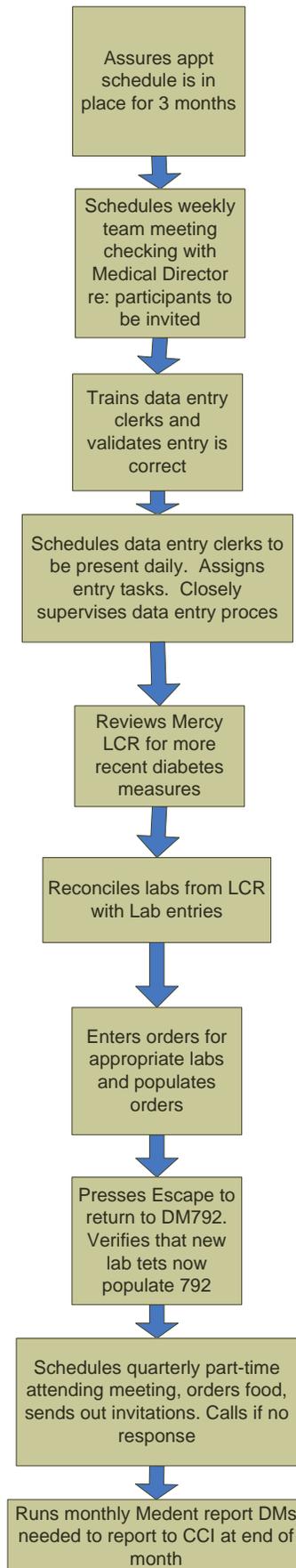
Runs referral reconciliation daily. Closes completed referrals. Calls patients to verify that open referrals were missed appts. Missed referrals other than eye, gyne, derm are sent to nursing. Imported I-OPTHO referrals triaged to ambulatory resident

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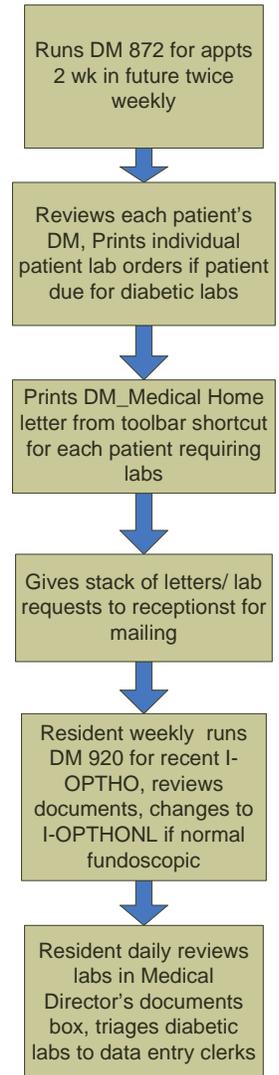
Medical Director



Practice Manager



Ambulatory Resident



STHC Diabetes Visit: Workflow

Receptionist

Clinical Assistant/ Nurse

Resident

