

This checklist is meant for independent learning for providers to prepare for Clinic CST Implementation. Please assess your knowledge on these ambulatory basics.

## Clinic Visit

General Clinic Visit	Knowledge Rating (0-10)
Review clinic specific workflows with your clinic provider champion, Clinical Informatics Specialist, Clinical Key document, and/ or clinic specific reference material	
Find patient appointment in <a href="#">Ambulatory Organizer</a>	
<a href="#">Virtual Health Visit</a>	
<b>Review Patient Chart</b>	
<a href="#">Review Patient Chart</a> Provider View: <a href="#">Customize workflow tabs</a> <ul style="list-style-type: none"> <li>View documentation using <a href="#">Documentation Filter</a> or <a href="#">Documentation List</a></li> <li>View diagnostics, vital signs, and nursing documentation in <a href="#">Results Review</a></li> <li>View the <a href="#">Order Profile Page</a></li> <li>Enter <a href="#">Dosing Weight</a></li> <li>Enter <a href="#">Active and Chronic Issues</a></li> <li>Review <a href="#">Allergies</a> (If applicable, enter <a href="#">new allergies</a>)</li> </ul>	
<b>Best Possible Medication History and Medication Reconciliation</b>	
Complete <a href="#">Best Possible Medication History</a>	
Complete <a href="#">Ambulatory Medication Reconciliation Overview</a>	
<b>Order Entry</b>	
<a href="#">Computerized Provider Order Entry (CPOE) Refresher</a>	
Refer to other clinics: <ul style="list-style-type: none"> <li><a href="#">Refer to Clinic Using CST Cerner</a></li> <li><a href="#">Refer to Clinic not using CST Cerner</a></li> </ul>	
Order <a href="#">Powerplans</a> (grouped orders)	
<a href="#">Order Lab Tests</a> : Order <a href="#">Future Lab Tests</a> (most outpatient labs are in future state)	
Order <a href="#">Prescriptions</a>	
Order Medical Imaging Tests: In ambulatory space are <a href="#">Future Medical Imaging Orders</a> <ul style="list-style-type: none"> <li>Enter MI orders as <b>Order for Future visit=Yes</b></li> <li>Choose a <b>Scheduling Location</b> or <b>Print to Paper</b>:                             <ul style="list-style-type: none"> <li><b>Scheduling Location</b>: the requisition will print to the scheduling location and a request will alert the Medical Imaging Clerk to book the exam.</li> <li><b>Print to Paper</b>: the requisition print in the patient location so that it can either be given to the patient or faxed to a non CST Cerner Site.</li> </ul> </li> </ul> <b>X-rays</b> : the requisition will print automatically to give to the patient (x-rays are not scheduled)	
<b>Documentation</b>	
<i>Ensure med rec, active problems, orders are complete before clicking template to ensure all information from chart is pulled correctly to template. For autotext support, see personalization checklist)</i> <a href="#">Dynamic Documentation</a> <a href="#">Create a Provider Note</a> <a href="#">Stop Automatic Document distribution via Excelleris</a>	
<a href="#">Note Type Distribution</a> : Which documents are distributed to Excelleris and Care Connect <a href="#">CST Cerner Note Type Distribution Flow Chart</a>	

<a href="#">Create a special care plan note (if applicable)</a>	
Some forms like consent remain on paper. Access them on <a href="#">Form Fast</a>	
<a href="#">Document on patient between visits</a>	

## Referral Triage

<b>Referral Triage</b>	
<a href="#">Referral Triage Process</a>	
<a href="#">Creating / Running List in Referral Management</a>	
Clinic Specific Referral triage workflow: review with your clinic provider champion, Clinical Informatics Specialist, Clinical Key document, and/ or clinic specific reference material	

## Message Centre

<b>Message Centre</b>	Knowledge Rating (0-10)
<a href="#">Message Centre Overview</a>	
<a href="#">Encounter creation request</a> : To request an encounter creation after hours	
Inbox: Sign/ reviewing documents and orders <ul style="list-style-type: none"> <li>• <a href="#">Sign and Review Documents in Message Centre</a></li> <li>• <a href="#">Cosign Orders</a></li> <li>• <a href="#">Refused Orders (Outpatient) Workflow</a></li> </ul>	
Proxies <ul style="list-style-type: none"> <li>• <a href="#">Manage Message Centre Proxies</a></li> <li>• <a href="#">Manage Out of Office</a></li> <li>• <a href="#">Manage Clinic Inbox</a> (only for clinics set up with an Institutional Entity)</li> </ul>	
<a href="#">Pools Overview</a> (only for clinics set up with a Message Centre Pool)	
<b>Lab Results</b>	
Receiving <a href="#">External Lab Results</a>	
Subscribe to receive additional results in message centre: <a href="#">Results FYI</a>	
<a href="#">Opting In/ Out of Results</a> : Providers with a private EMR will have results duplicated, sent to private EMR and CST Cerner message centre. To make changes to your Message Centre Results folder settings, fill out the form and email it to <a href="mailto:PET@phsa.ca">PET@phsa.ca</a>	
<a href="#">Report Distribution</a> : Where will reports go and how you will be notified	
Labs that do not connect to CST Cerner: <p><b>Valley Medical Laboratories results</b> from the interior are <b>not</b> available in CST</p> <ul style="list-style-type: none"> <li>• Recommended for patients from the Interior to go to LifeLabs or a Health Authority facility</li> <li>• Results should be available in CareConnect.</li> </ul> <p><b>Seymour Health Center Lab</b> does not contribute to CareConnect</p> <ul style="list-style-type: none"> <li>• Results not in CST or in message center, continue to be distributed by Seymour Medical Lab</li> </ul>	