

JIM THORPE OUTPATIENT
STUDENT/THERAPIST WORKFLOW

- Therapist keeps all patients assigned to them
- Student double clicks on the patient on the Therapist's schedule to open the chart
 - Student completes the note as directed by the Therapist
 - Assessment
 - Episode
 - Visit Info
 - Review allergies/medications/history as needed -not usually required at each visit unless patient reports change in status
 - Treatment
 - Visit Diagnoses -select appropriate diagnosis/diagnoses
 - Notes
 - At the top it makes the student select a co-signer
 - enter your Supervising Therapist's name here
 - Complete note as indicated by the Therapist
 - Be sure the note at the bottom says **Sign when Signing Visit** NOT Sign on Saving Note
 - Charges
 - Enter in the charges in the charges tab
 - Close out of the patient's encounter
- Therapist double clicks on the patient's name as they normally would to complete the note
 - Check the student's work
 - Assessment
 - Episode
 - Visit Info
 - Review allergies/medications/history as needed -not usually required at each visit unless patient reports change in status
 - Treatment
 - Visit Diagnoses -select appropriate diagnosis/diagnoses
 - Notes
 - Select Edit to make any changes to the note. Do not attest or co-sign the note.
 - Make sure "Make Me Author" is selected
 - Edit the note as deemed appropriate
 - Below the student's signature, place attestation or cosign phrase
 - Should include therapist signature and date
 - Therapist can create their own smart phrase for this
 - Co-sign the charges in the Charges tab
 - Sign the note as normal