

Important Content Update Message

We are currently updating the OP Help Center content for OP 20. We appreciate your patience as we continue to make these updates. To locate the version of your software, navigate to: **Help tab > About**

Nurse Only Visits

Last Modified on 12/11/2020 4:00 pm EST

Version 20.10


Overview

Nurse only visits are documented as Encounters and can include appointment reasons such as Shots, Labs, Weight Checks, Rechecks, etc. Always follow your practice's policy on what information is documented for a Nurse Visit.

Document a Nurse Only Visit

1. Navigate to Tracking, and click to select the patient you will be working with.
2. Change the Visit Status by clicking the **Visit Status** field and selecting the status from the drop-down.
3. Select a room from the **Room** field drop-down to display the room where the patient will be seen.
4. Right-click on the highlighted patient, and select **Open encounter**.
5. A confirmation window is displayed asking you to confirm the **template** for the visit. Click **Yes** to use the listed template.
6. Review or change information in sections of the note.
7. Click the **Orders** button.
8. Follow the steps below for the tabs commonly used for Nurse Visits:


- **Order Immunizations**

- a. Click into the Vaccine Name field or click the **Add** button  , and enter the name of the Vaccine.
- b. Select a vaccine from the list, and confirm there is an Active status.


Vaccine Name	
flu-	
FLU-IV4 3yrs+ pf	Active
FLU- H1N1-09, 3yrs+	Out of Stock
FLU- H1N1-09, 6-36m	Out of Stock
FLU- H1N1-09, Nasal	Out of Stock
FLU-IV3 3yrs+ pf	Out of Stock
FLU-IV3 6-35m pf	Out of Stock
FLU-IV4 6-35m pf	Out of Stock
FLU-IV4 2-49yrs	Out of Stock


- c. Confirm there is stock available to administer the vaccine by reviewing the VFC and Priv columns.

Vaccine Name	VFC	Priv
FLU-IV4 3yrs+ pf	NA	46

- d. (Optional) Add **Special Instructions**.
- e. Click the **Department** drop-down arrow, and select the Department that will complete the task.
- f. Confirm the **Tdy** radio button is selected.
- g. Click the **Save** button  to save.
- h. Repeat the above steps for additional Vaccines.
- i. Once all vaccines have been added, click the **Create** button.

- **Order Labs**

- a. Click into the Diagnostic Test Name field or click the **Add** button  , and enter the name of the Diagnostic Test.
- b. Select a test from the list.
- c. (Optional) Add **Special Instructions**.

- d. (Optional) Add the **Dx** code.
 - e. Click the **Department** drop-down arrow, and select the Department that will complete the task.
 - f. Click the **Save** button  to save.
 - g. Repeat the above steps for additional Diagnostic Tests.
 - h. Once all diagnostic tests have been added, click the **Create** button.
9. Click the **X** button to close the note.
 10. Click the **Save** button in the Confirmation window.
 11. Complete the tasks from the Tracking window.
 12. Complete the visit by following the steps below.
 - a. Right-click on the nurse visit and select **Open encounter**.
 - b. Click the **Summary** and review the visit note.
 - c. Click the **Finalize** button.
 - d. Click the **OK** button on the Confirmation window.
 - e. From the Tracking window, select **Nurse: Finished** from the Visit Status drop-down.

Version 20.8



Overview

Nurse only visits are documented as Encounters and can include appointment reasons such as Shots, Labs, Weight Checks, Rechecks, etc. Always follow your practice's policy on what information is documented for a Nurse Visit.



Document a Nurse Only Visit

1. Navigate to Tracking, and click to select the patient you will be working with.
2. Change the Visit Status by clicking the **Visit Status** field and selecting the status from the drop-down.
3. Select a room from the **Room** field drop-down to display the room where the patient will be seen.
4. Right-click on the highlighted patient, and select **Open encounter**.
5. A confirmation window is displayed asking you to confirm the **template** for the visit. Click **Yes** to use the listed template.
6. Review or change information in sections of the note.
7. Click the **Plan/Orders** button.
8. Follow the steps below for the tabs commonly used for Nurse Visits:

- **Order Immunizations**

- a. Click into the Vaccine Name field or click the **Add** button , and enter the name of the Vaccine.
- b. Select a vaccine from the list.
- c. (Optional) Add **Special Instructions**.
- d. Click the **Department** drop-down arrow, and select the Department that will complete the task.
- e. Confirm the **Tdy** radio button is selected.
- f. Click the **Save** button  to save.
- g. Repeat the above steps for additional Vaccines.
- h. Once all vaccines have been added, click the **Create** button.

- **Order Labs**

- a. Click into the Diagnostic Test Name field or click the **Add** button , and enter the name of the Diagnostic Test.
- b. Select a test from the list.
- c. (Optional) Add **Special Instructions**.
- d. (Optional) Add the **Dx** code.
- e. Click the **Department** drop-down arrow, and select the Department that will complete the task.
- f. Click the **Save** button  to save.
- g. Repeat the above steps for additional Diagnostic Tests.
- h. Once all diagnostic tests have been added, click the **Create** button.

9. If the practice will charge for the Nurse Visit, click **Coding** and select **Use Suggested**.
 10. Click the **X** button to close the note.
 11. Click the **Save** button in the Confirmation window.
 12. Complete the tasks from the Tracking window.
 13. Complete the visit by following the steps below.
 - a. Right-click on the nurse visit and select **Open encounter**.
 - b. Click the **Summary** and review the visit note.
 - c. Click the **Finalize** button.
 - d. Click the **OK** button on the Confirmation window.
 - e. From the Tracking window, select **Nurse: Finished** from the Visit Status drop-down.
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