

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

Objective 5-Measure 2 Workflow: Patient-Specific Educational Resources

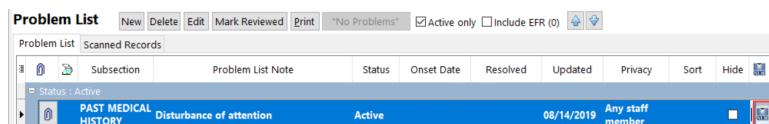
Last Modified on 12/13/2019 1:30 pm EST



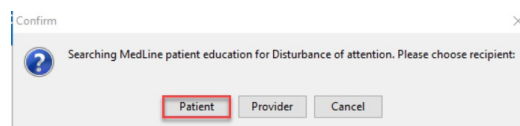
Warning: All Patient Education actions must be taken during the charting of a Well Visit or Encounter to count for this measure. The handout will not appear on the OP Patient Portal until the task is complete or the visit note is finalized.

Sending Patient Education: Problem List

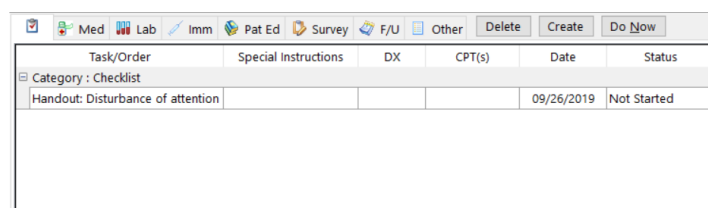
1. From an open Encounter or Well Visit note, click **Problem List**.
2. Highlight the problem and click the **Patient Education** button.



3. A confirmation window displays, click the **Patient** button.



4. The handout will appear in **Plan/Orders** in the task list.



Sending Patient Education: Medications

1. From an open Encounter or Well Visit note, click **Medications**.
2. Highlight the medication and click the **Patient Education** button.

Medications												
Affirm "No Meds" Mark Reviewed Print Med List Interactions Validate Med History Refresh												
No active medications												
New	Refill	Edit	Delete	Send	Cancel	Print	Print	Print	Print	Print	Print	Print
<input type="checkbox"/> Current meds only <input checked="" type="checkbox"/> Extra notes <input type="checkbox"/> Include EFR 0 Lines: 2												
Start Date	Chronic	Status	Prescription	Refills	Days Supply	DAW	End Date	DX	-Prv-	Purpose	Pharmacist Note	Trans. Status
09/26/2019	N	ADDED	Tri-Vitamin With Fluoride drops 0.25 mg fluor.	2	60	N	03/24/2020			Cindy N, Med - to		

3. A confirmation window display, click the **Patient** button.

Confirm

Searching MedLine patient education for Tri-Vitamin With Fluoride. Please choose recipient:

Patient | Provider | Cancel

4. The handout will appear in **Plan/Orders** in the task list.

Task/Order	Special Instructions	DX	CPT(s)	Date	Status
Category: Checklist					
Handout: Tri-Vitamin With Fluoride				09/26/2019	Not Started
Category: Medications					
Tri-Vitamin With Fluoride drops 0.25 mg fluor. (0.55 mg)/mL Dispense: 60 (sixty) milliter Take 1 mL by mouth once a day for 60 days Please use generic		Z00.129		09/26/2019	Completed

Sending Patient Education: Allergies

1. From an open Encounter or Well Visit note, click **Allergies**.
2. Highlight the allergy and click the **Patient Education** button.

Allergies						
New Delete Edit Mark Reviewed Print No Med Allergies <input checked="" type="checkbox"/> Active only <input type="checkbox"/> Include EFR (0)						
Notes	Status	Onset Date	Resolved	Updated	Sort	Hide Rx Norm
MEDICATION ALLERGY						
amoxicillin (Symptoms: Fever)	Active	07/01/2019		09/21/2019		S98025

3. A confirmation window displays, click the **Patient** button.

Confirm

Searching MedLine patient education for amoxicillin. Please choose recipient:

Patient | Provider | Cancel

4. The handout will appear in **Plan/Orders** in the task list.

Task/Order	Special Instructions	DX	CPT(s)	Date	Status
Category: Checklist					
Handout: amoxicillin				09/26/2019	Not Started

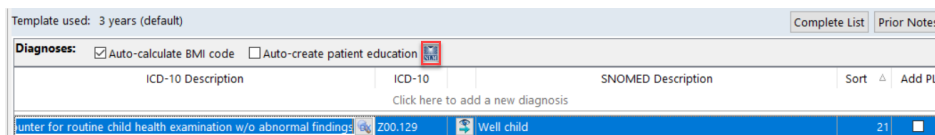
Sending Patient Education: Assessment



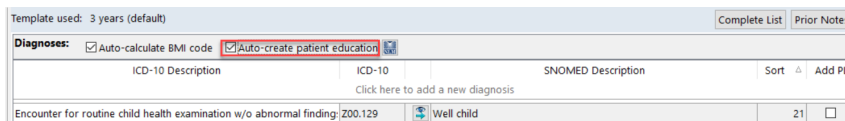
Warning: All diagnosis codes in the Assessment tab must be mapped to a SNOMED code to properly link educational handouts. The SNOMED can be added when charting a visit, the practice templates can be modified to include the SNOMED, or the practice can create a cross mapping. Click a link below to view information on mapping SNOMED codes.

- [Cross Mapping SNOMED codes](#)
- [Add SNOMED code to a template](#)

1. From an open Encounter or Well Visit note, click **Assessment**.
2. Highlight the diagnosis line and click the **Patient Education** button.



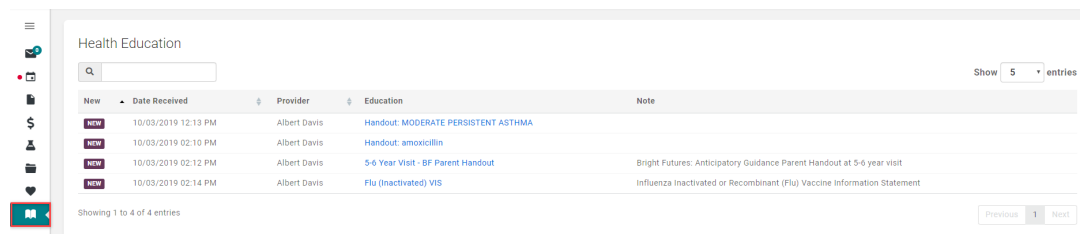
Note: You may select the **Auto-create patient education** checkbox and save this as a preference. If checked all diagnosis codes, in the Assessment window, will automatically create a task for a handout.



3. The handout will appear in **Plan/Orders** in the task list.

Viewing Patient Education on the OP Patient Portal

1. Parent/guardian/patient will log in to the patient portal.
2. Select the child account which handouts were sent from OP.
3. Click **Health Education** on the Navigation Panel.
4. Educational handouts appear in the **Health Education** panel.



Tip:

- Additional patient educational materials may be sent to the patient/parent/guardian to access on the OP Patient Portal. These educational materials will not increment the



numerator for this report.

- The handout will be available to the patient/parent/guardian when a visit note is finalized. When completing the task, as described below, the handout will be available to the patient/parent/guardian when the task is complete. **Note:** The task will remain as *Not Started*, on the patient record, if sending when the visit note is finalized. It is the practice responsibility to determine how to handle the tasks that remain Not Started.

Complete the task

- Highlight the task in the list and click the **Do Now** button or double-click to open the handout.
- From **Tasks**, click the drop-down in the **Status** field and select **Completed**.