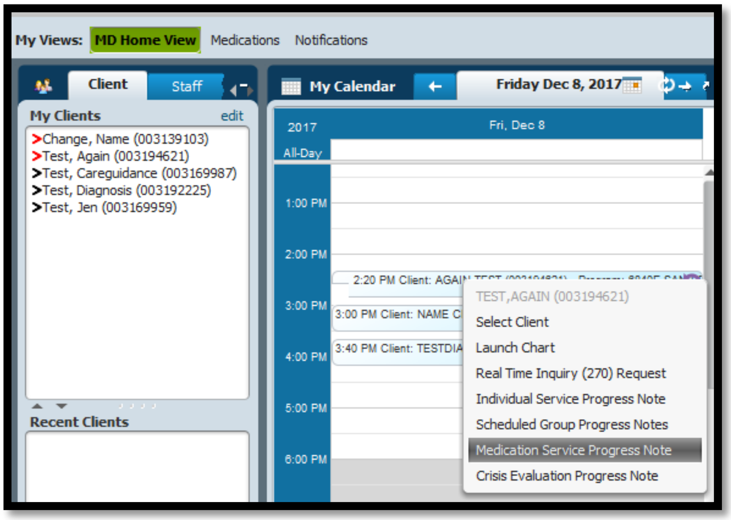
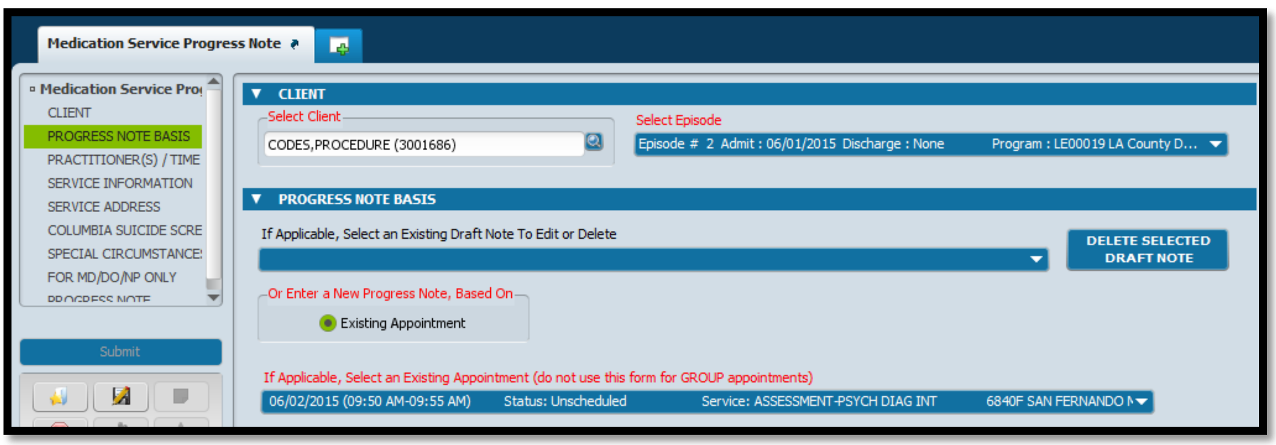
Instructions for Medication Service Progress Note

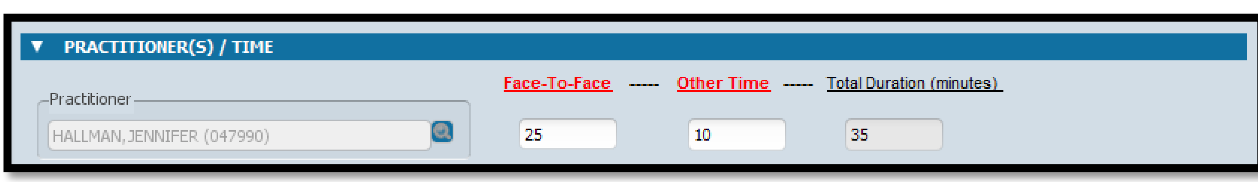
1. Open the **[Medication Serivce Progress Note]** form by right clicking on the appointment in the My Calendar widget on the MD Home View.



2. The **Client, Episode, and Appointment** will auto-populate with information from the selected appointment.



3. Enter the **Face-to-Face** and **Other Time** for the session with the client. Be sure to tab out of the field for the Total Duration to auto-calculate correctly.



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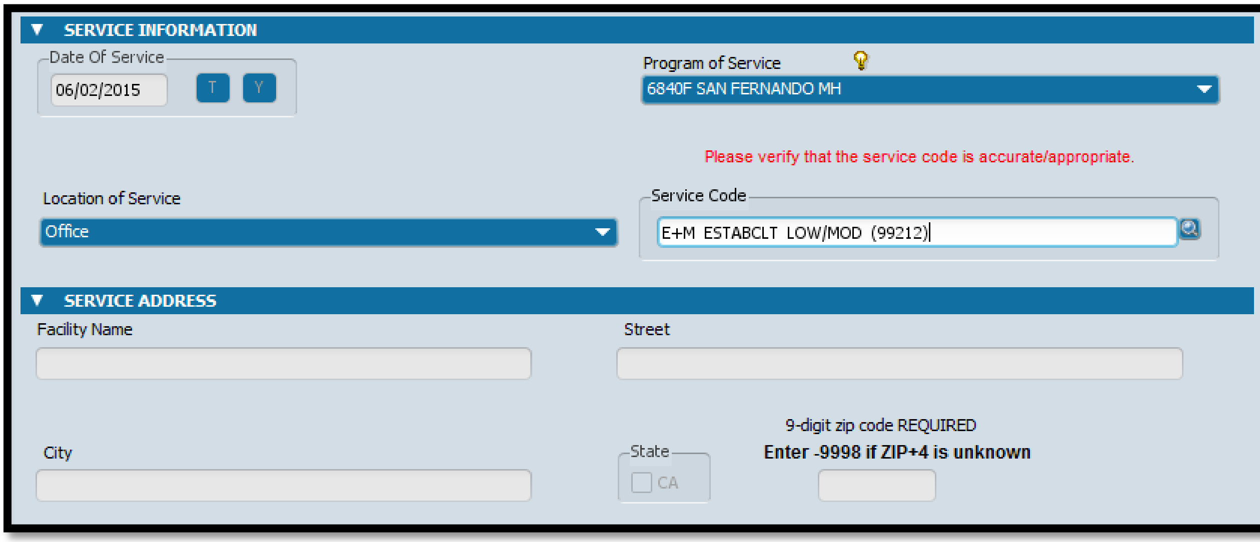
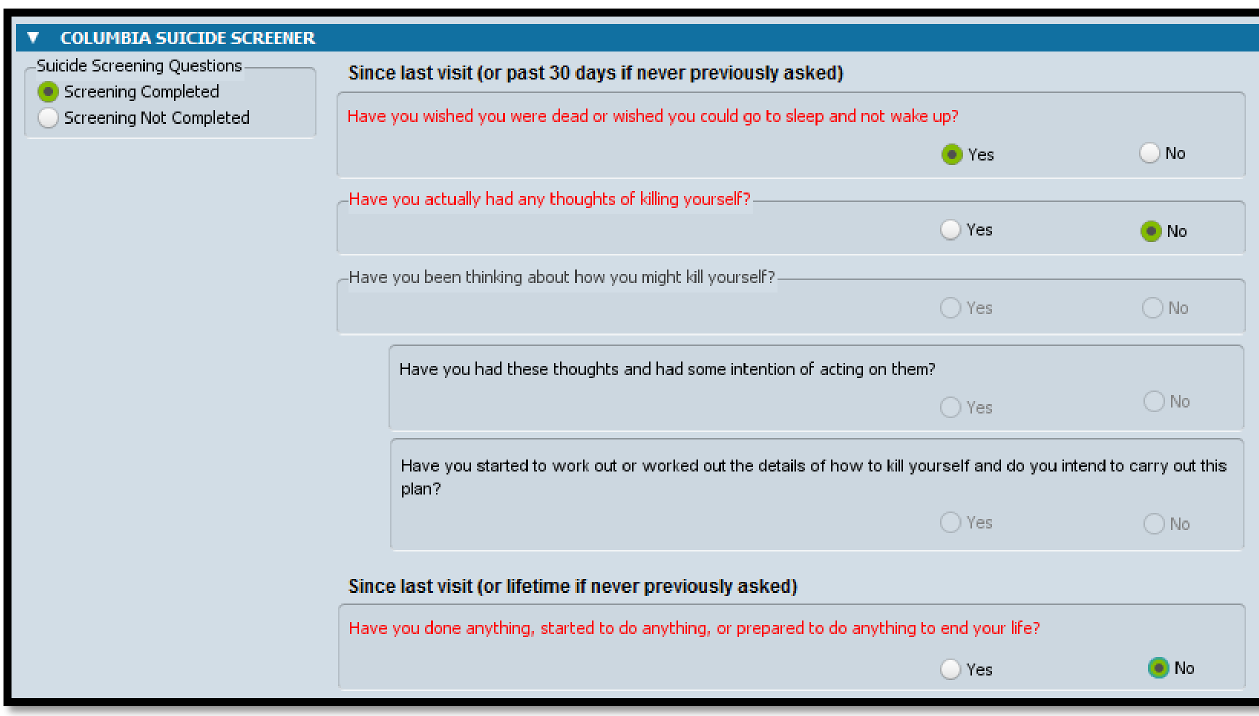
4. Enter the “Service Information”. The **Date of Service, Llocation of Service, Program of Service and Service Code** will automatically populate. Verify that the Service Code is correct. If the Location of Service is other than “Office” or “Home,” enter the service address.
   a. <u>Hint</u>: In the Service Code field, type in “E+M” to pull up all the medication support evaluation and management codes if you do not know the exact service code.
   b. <u>Remember</u>: If the client did not show and the note is simply to document that the client did not show, use the “00000” service code.



5. Select whether or not the **Columbia Suicide Screening Questions** were asked during the session. If the screening was completed, select the responses to the screening questions.



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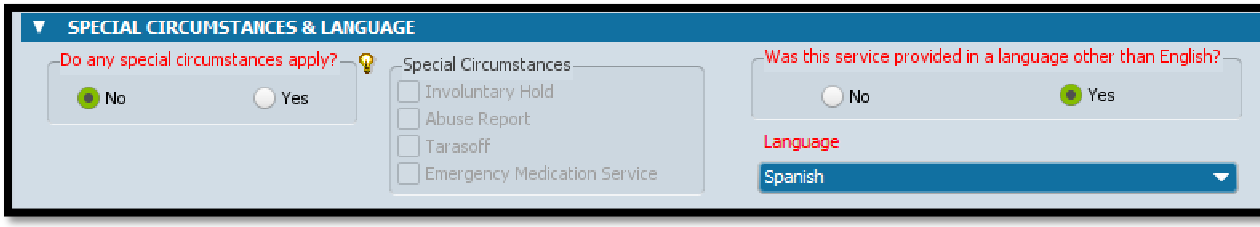
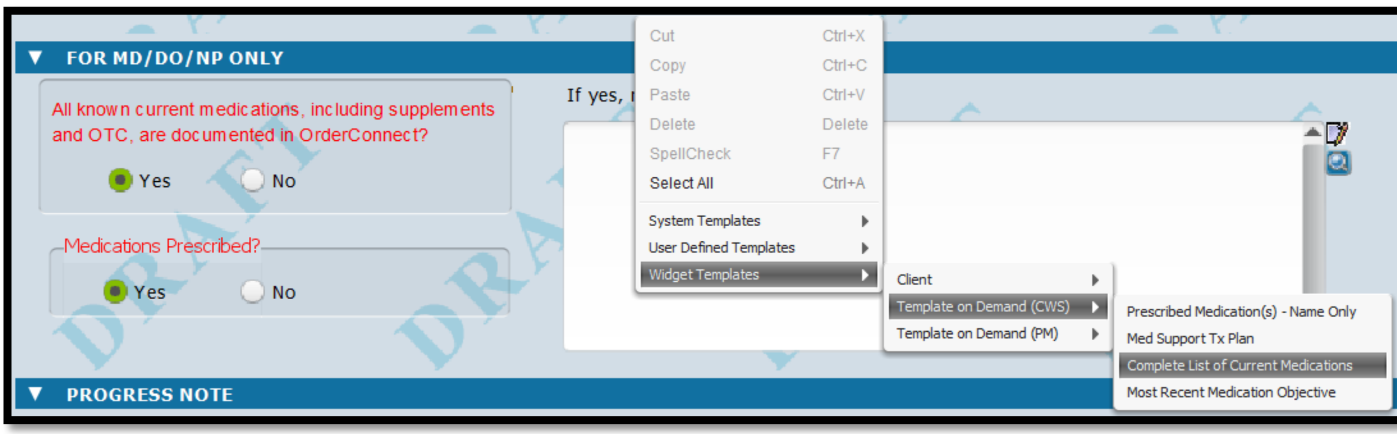
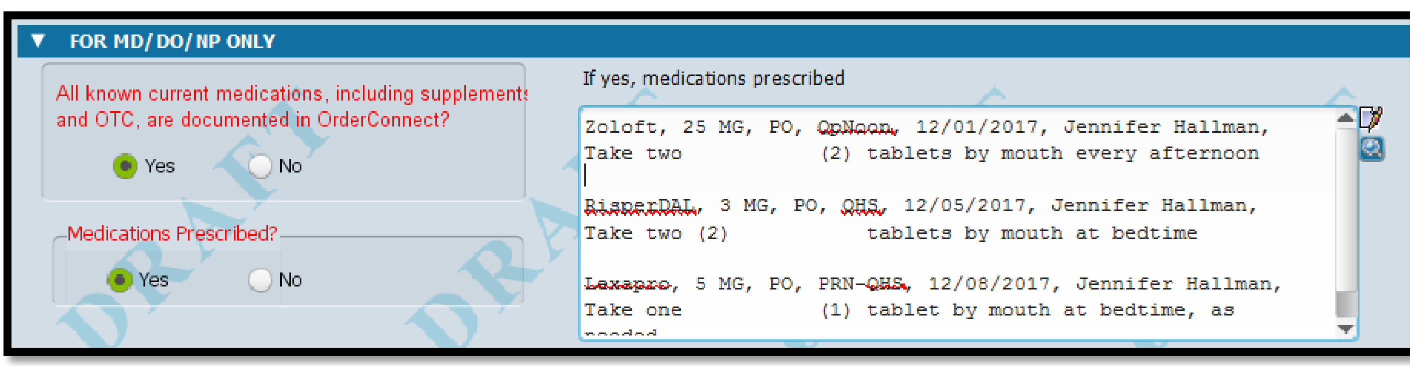
6. Enter if there were any **Special Circumstances** and the **Language** the service was provided in.
   a. Hint: In the Language field, type in the first letter of the language to quickly go to that language instead of having to scroll through all the languages.



7. Identify if **All known current medications were documented in OrderConnect** and whether **Medications were Prescribed**. If medications were prescribed, enter the **"**Medications Prescribed**"**
   a. Hint: Right Click in the field to pull in medications entered into OrderConnect: **Widget Templates**-CWS, Template on Demand, Complete List of Current Medications
   b. Note: You may edit this once you pull them in (e.g. add a medication that has not yet been entered into OrderConnect).





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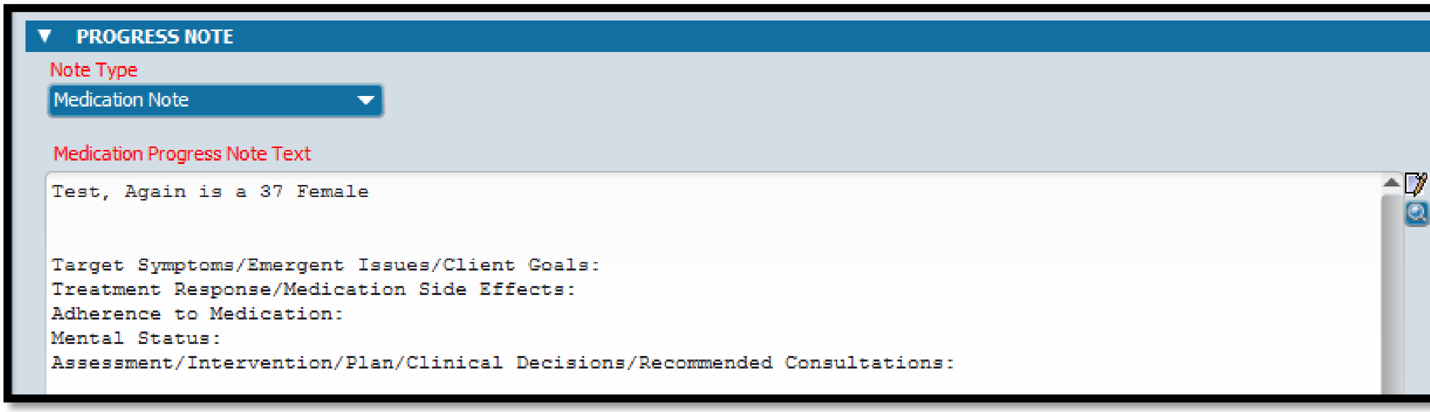
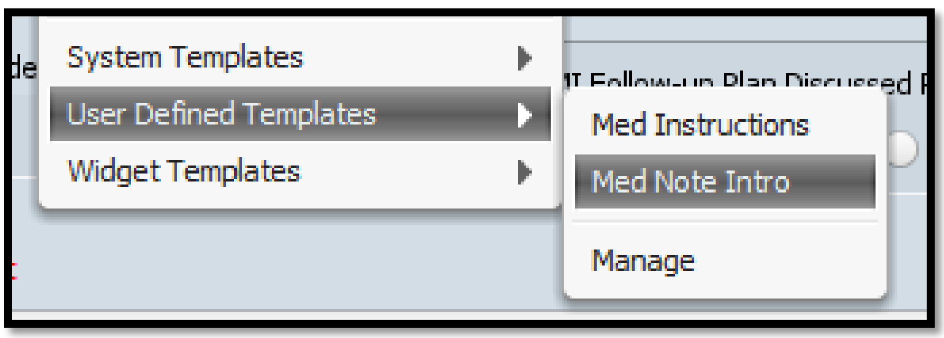
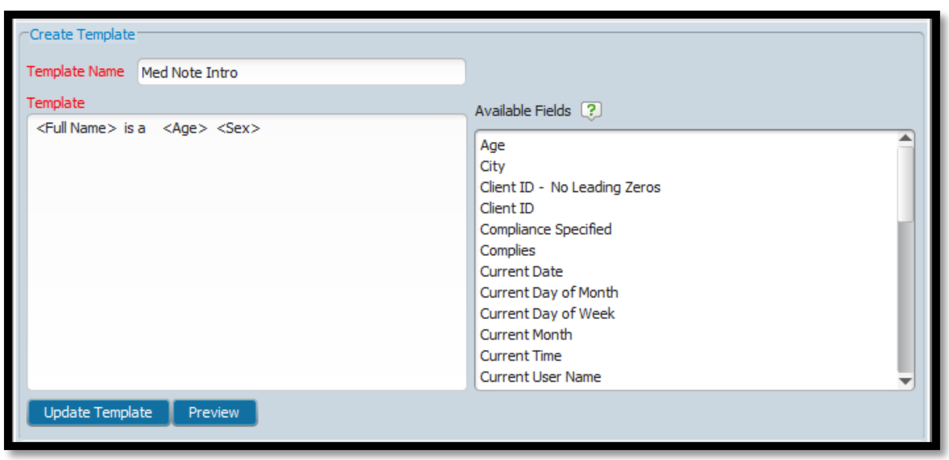
8. Select the **Note Type** (Medication Note) and enter the text of the note.



<u>Hint:</u> Right click in the field to bring in---

i. **User Defined Templates**: your own templates of text to pull into the note





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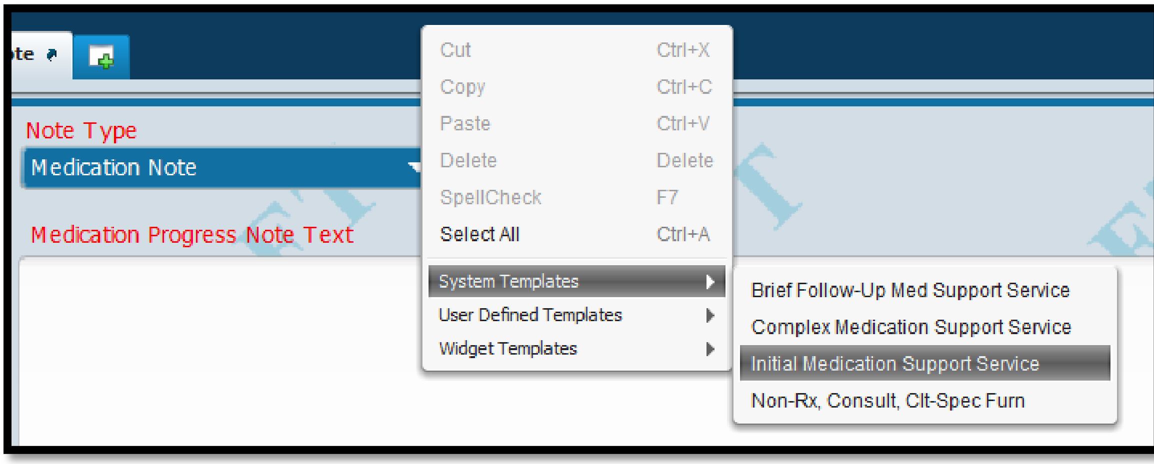
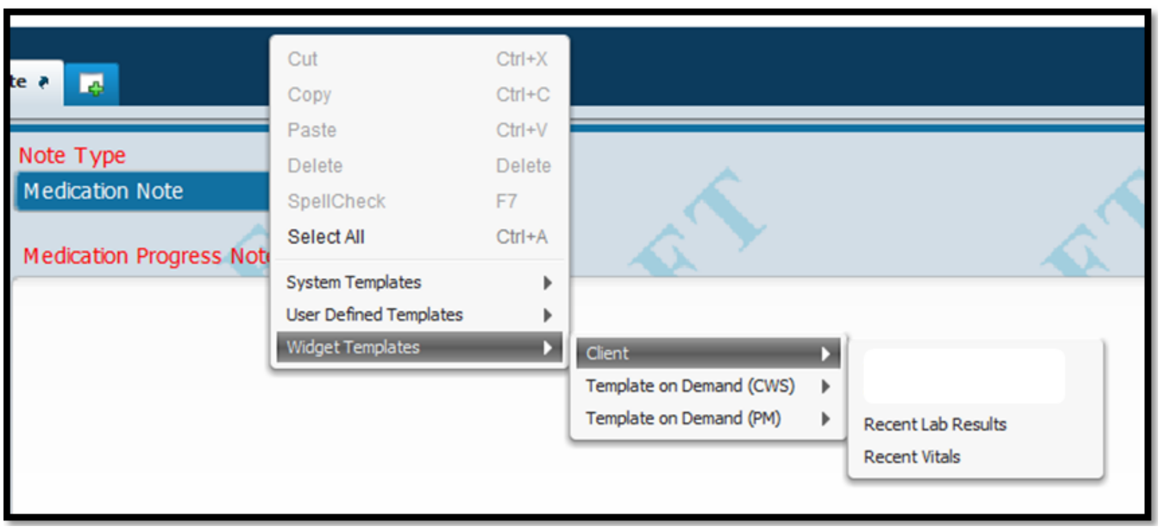
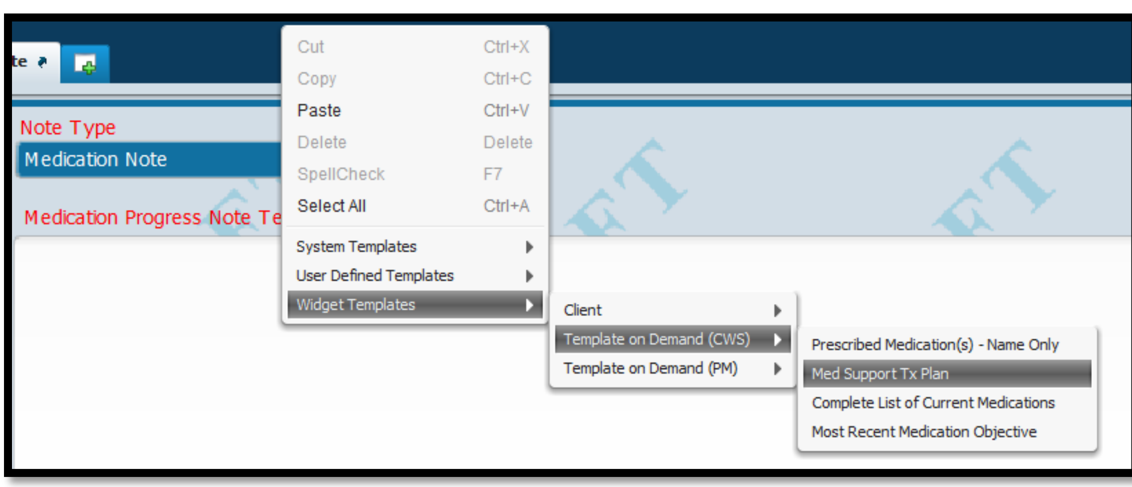
ii. **System Templates** include headings for an initial medication support and brief follow-up services



iii. **Widget Templates** include Recent Vitals, Recent Lab Results, Active Diagnosis, and most recent Med Support Tx Plan





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9. Enter any **Clinical Instructions Given to the Client**
    a. Reminder: The instructions written here will show in myHealthPointe. The client may access myHealthPointe and view lab results, medications, upcoming appointments and a summary of your session. The instructions written in this field will populate on the summary of the session
    b. Hint: Create a **User Defined Template** for instructions that are typically given to the client