Medical Assistant/Nurse eCW Clinical Training Record

Name: _____

Core Competency

☐ Login to eCW

☐ Select patient by name, secondary search by DOB

☐ Describe the top navigation panel of the Hub

☐ Describe the most important links in the Hub

☐ Describe the purpose of each jellybean

☐ Scroll through the Overview tab of the right panel and describe the sections

☐ Describe the various areas of the DRTLA tab of the right panel

☐ Add a chief complaint to a progress note

☐ Perform medication reconciliation correctly (demonstrate an understanding of what medications a medical assistant can discontinue, where to document the reason for discontinuing a medication, where to find previous medication lists, where to view past filled prescriptions)

☐ Update and verify the allergy list, add a new drug allergy, understand why MedispanRx and structured allergy entries are important

☐ Complete the smoking and alcohol smartforms

☐ Enter vital signs, understand when the pop-up option can be useful

☐ Send a clinical message

☐ Open a new telephone encounter, complete all field necessary for documenting patient phone call, add timestamp comment, assign TE to another person, receive TE in T jellybean, address TE

Date _____   **Date** _____

    ☐ Passed   ☐ Passed

    ☐ Needs further training   ☐ Needs further training

Advanced Competency

☐ Make an appointment in the resource schedule

☐ Demonstrate an understanding of SNOMED errors and how to correct them

☐ Set up a P2P communication from a completed progress note

☐ Demonstrate ability to complete a questionnaire (placeholders, clear all, expand/contract HPI)

☐ Demonstrate an understanding of visit templates

☐ Add a medication to the current medications list during reconciliation using MedispanRx

☐ Order a lab from a progress note

☐ Order a DI from a progress note

☐ Add a lab and DI order from a virtual visit in a TE

☐ Refill a medication from a progress note

☐ Refill a medication from telephone encounter (demonstrate both methods – right panel and Cur Rx)

☐ Enter an immunization from a progress note, and enter a past immunization from the Hub

☐ Update My Settings

☐ Send eMessage to Five Pcaretest

☐ Receive a document in D jellybean, open it, timestamp a comment, reassign it to another user, receive it again in D jellybean, address it

☐ Publish educational material to the Health Portal

Date _____   **Date** _____

    ☐ Passed   ☐ Passed

    ☐ Needs further training   ☐ Needs further training