

Provider 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
- Recognize ICD-9 codes, and demonstrate the ability to update the problem list from the right panel
- Describe the various areas of the DRTLTA tab of the right panel
- Describe the various areas of the history tab of the right panel
- Merge a template into a note, understand the check boxes in the template screen (right panel)
- Understand the difference between merging and copying a template into a note
- Demonstrate how to view a template and how to make it a favorite
- Add a chief complaint to a progress note
- Perform medication reconciliation correctly
 - demonstrate discontinuing a medication
 - document the reason for discontinuing a medication
 - find previous medication lists
 - view past filled prescriptions
 - add a medication to the list using MedispanRx
- 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
- View labs, DI, and encounters from an open progress note, view cumulative labs

- Document a physical exam
- Use SmartSearch to find a diagnosis, understand diagnoses that require greater specificity, use the Problem List to populate the assessment, how to update the problem list on the fly in the assessment screen
- Understand the problem with documentation in the Notes box of the treatment screen
- Order labs and DI from the treatment screen
- Refill a medication from the treatment screen
- Add a new prescription from the treatment screen, make a medication favorite in the process
- Add E&M code in the billing box
- Lock a note
- 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
- Mange ePrescription request from a pharmacy
 - Understand the importance of pulling the refill from the current medication list
 - Understand how to find a patient from an ePrescription request when eCW cannot match the patient
 - Understand how to check past encounters as well as medication history from an ePrescription request
 - Understand how to refill a controlled drug from an ePrescription request
- Update My Settings
- View unreviewed labs and DI
- Add timestamp to labs/DI, reassign labs/DI
- Review labs and DI

Date _____

- Passed
- Needs further training

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Advanced Competency

- Open CDSS, understand the content of CDSS
- For PCP: Suppress a CDSS measure, add and remove health maintenance measures in a progress note
- Understand how to fill out a questionnaire (placeholders, clear all, expand/contract HPI box)
- Create/use physical exam template
- Complete ROS – understand how to use placeholders, how to find the correct ROS folder
- Understand RAF scores
- Use lab and DI favorites to order; create lab and DI favorites
- Use a lab alias; create a new lab alias
- Use macros in the treatment screen; create a new macro
- Refill a medication from a telephone encounter; generate a new prescription from a TE
- Add a lab and DI order in a virtual visit of a telephone encounter
- Send an eMessage from a telephone encounter to Five Pcaretest
- Send an eMessage from the Hub to Five Pcaretest
- Demonstrate an understanding of SNOMED errors and how to correct them
- Set up a P2P communication from a completed progress note
- Save a note as a template
- Add addendum to a note
- Open D jellybean, view unaddressed documents, add timestamp, reassign document, address document
- Review P2P document, move it to P2P folder, address P2P document
- Document smoking cessation counseling in Preventive Medicine

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Optional

- Enter an immunization from a progress note, and enter a past immunization from the Hub
- Review/cosign an advanced practice provider's note (for providers with APP in their office)
- Reassign note – for advanced practice providers
- Review and update a TCM notification
- Open Info screen, change primary pharmacy
- Create a new action
- Create a patient specific alert
- Publish educational material to the Health Portal

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