

Documentation – Patient Friendly Visit Summary



Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

- Generate a Patient Friendly Visit Summary via the Outpatients mPage

1. Bring up the relevant patient on **PowerChart**
2. Select **Outpatient View**, on the left side under **Menu**
3. Select the mPage titled **Outpatients**
4. Navigate to the **Patient Instructions** section
5. Document directions/information for the patient under the **Patient Instructions** section

Outpatient View

Outpatients

Patient Instructions

Patient Instructions

Tahoma 9 [Rich Text Editor Icons]

Use patient instructions to populate the Patient Friendly Visit Summary

6. Review the following components to ensure they are appropriate for the **Patient Friendly Visit Summary**
 - **Problems/Alerts**
 - **Home Medications**
7. If appropriate, review any pathology and/or radiology orders
 - **Orders and Referrals**, under **Menu** on the left side
8. Select **Patient Friendly Visit Summary** under **Create Note**

Problems/Alerts

Home Medications

Orders and Referrals

Create Note

- Clinician Letter
- Medical Certificate
- Patient Friendly Visit Summary**
- Select Other Note

9. The **Patient Friendly Visit Summary** is generated

Summary of your visit

TESTING, KAYLAH MS

Your Diagnosis current of use	What to do next If you need emergency help, please call an ambulance or seek or attend the Emergency Department.
Explain Medication	Discontinue appointments
Prescriptions No other blood tests required	Prescriptions When: 01 Jul 2023 07:00 AM
Western Health Contact 011 9433 3333 or visit our website	Prescriptions When: 01 Jul 2023 07:00 AM

Other things you need to know
If you need emergency help, please call an ambulance or seek or attend the Emergency Department.
If you have any questions about your appointment, please call your local doctor or contact us at 011 9433 3333.
If you have any questions about your medication, please see your local pharmacist or call 011 9433 3333 for more info.



10. The sections in **blue** are 'pulled' as follows:
- **Your Diagnosis** from **Problems/Alerts**
 - **Tests Requested** from **Orders and Referrals**
 - **Prescriptions** from **Home Medications**

Problems/Alerts

Orders and Referrals

Home Medications

11. The sections in **white** are 'pulled' as follows:
- **What to do next** from **Patient Instructions**
 - **Upcoming appointments** from **Appointments**

Patient Instructions

Appointments

12. The **What to do next** section can be edited while creating the **Patient Friendly Visit Summary**

What to do next

Use patient instructions to populate the Patient Friendly Visit Summary
This section can be added to when creating the note. |

13. Once complete, click **Sign/Submit**

Sign/Submit

14. The **Sign/Submit Note** window will appear

*Type: Patient Friendly Visit Summary

*Author: Cernertest, Medical Officer P2 5

Note Type List Filter: All

Title: Patient Friendly Visit Summary

- Confirm the **Type** is **Patient Friendly Visit Summary**
- The **Title** can be edited to add more detail and increase searchability

15. Select **Sign & Print**

Sign & Print

16. **Print Method** window appears, select **Medical Record Request** and click **OK**

Select a Print Method

Draft Print

Medical Record Request

17. **Medical Record Request** window appears

Template: WHS Document Report

Purpose: For patient care (internal use only)

- Select the **Template > WHS Document Report**
- Select the **Purpose > For patient care (internal use only)**
- Click **Preview**

18. Click **Yes** to preview the **Patient Friendly Visit Summary**

Medical Record Request

The report for TESTING, KAYLAH MS - 1828176 - Patient Friendly Visit Summary is ready. Preview it now?

Yes No Cancel

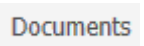


19. **Patient Friendly Visit Summary** opens as a PDF file

- Click the printer icon and follow the directions to print **Patient Friendly Visit Summary** to hand to the patient
- Ensure you have selected the appropriate printer
- Once printed, close the PDF reader and the **Medical Record Request** window from step 17



20. Return to **Outpatient View**, click **Documents** in the mPage



21. The **Patient Friendly Visit Summary** will have saved under the Documents section and be available for review

The screenshot shows a 'Documents (6)' list on the left and a preview of a 'Patient Friendly Visit Summary' on the right. The document list includes:

Time of Service	Subject	Note Type
14 JUN 2023 10:10	Patient Friendly Visit Summary	Patient Friendly V
13 JUN 2023 09:51	Internal Referral Request	Phone Message/C
30 MAY 2023 09:54	Operation Report	Operation Report
20 FEB 2023 09:39	NEDS Supporting Evidence	NEDS Supporting
13 FEB 2023 14:12	Aquatic Physiotherapy General Referral	Aquatic Physiothe
02 JUL 2022 18:17	COVID-19 Initial Screening Tool	Infectious Screen

The preview on the right shows patient details for **TESTING, KAYLAH MS** (DOB: 01/03/1995, UR no: 1828176, Visit: 13/05/2023). It includes sections for 'Your Diagnosis' (Fracture of arm), 'Tests Requested', and 'What to do next' (Use patient instructions to populate the Patient Friendly Visit Summary).