Resident workflow to Verify Results

*** Only to be used at Florence Family Medicine Clinic and CUMC OB/GYN clinic ***

Order Entry:

1. Resident Name
   a. Ordered By
   b. Managed By
2. Attending Name
   a. Supervised By
3. Retrospective as appropriate- if entered by Clinical Staff

Verifying Labs

1. Select the “Task List” tab from the Horizontal Toolbar.
2. “My Active Tasks” should be your default view. (if not, change your view to “My Active Tasks”)
3. From this screen, you may sort by any column by clicking on the appropriate header (example: clicking on Task will sort the list by task type). Verify Patient Results is the focus of this Job Aid.
   a. For training purposes, we will use Theresa Allscripts as our patient.

   ![Task List](image)

4. Double click the patient to jump to the “patient worklist” screen.

5. Change the default view to “Resident Results” if not already defaulted.

   ![Allscripts, Theresa](image)

6. Review the patient’s results by selecting the plus sign (+) in front of the result:

   ![Resulted - Requires Verification](image)

7. You will need to know the Supervised Physician from that Date of Service. To view the details of the order:
   a. Right click and select view on the order or
   b. Double click on the order
8. Return to the task list tab (patient will still be highlighted and in context). Select the “Details” button at the bottom right of the Task List screen.

9. Change the “Assigned to” drop down to your attending physician.

10. Place any applicable notes in the Comment field.
    a. Example: Potassium level normal, no action needed at this.

11. Once you select OK, the task is reassigned to your attending and will drop off of your “My Active Tasks” list.
Provider workflow to Verify Results

*** Only to be used at Florence Family Medicine Clinic and CUMC OB/GYN clinic ***

1. Select the “Task List” tab from the Horizontal Toolbar.
2. Single Click on the task and view the Resident notes in the Comments section in the bottom left corner.
3. Double click on the task.
4. This will take you to the Clinical Desktop in the “Worklist Desktop View”
5. On the Patient Worklist tab, change your view from “Results Verification” to “Attending Prov Results”
6. Right Click on lab and select appropriate action.
   a. QVerify or QVerify All
   b. Verify... or Verify All...

****Return to the TASK LIST tab for next result needing verified. This will ensure that the resident has reviewed the lab prior to your verification****