SUMMERVILLE

Family Health Team

IM COMMITTEE RECOMMENDATIONS AND UPDATES

Summerville Family Health Team

2022

This past year, the IM Committee has made various updates to increase consistency, liability, and work flow for all users.

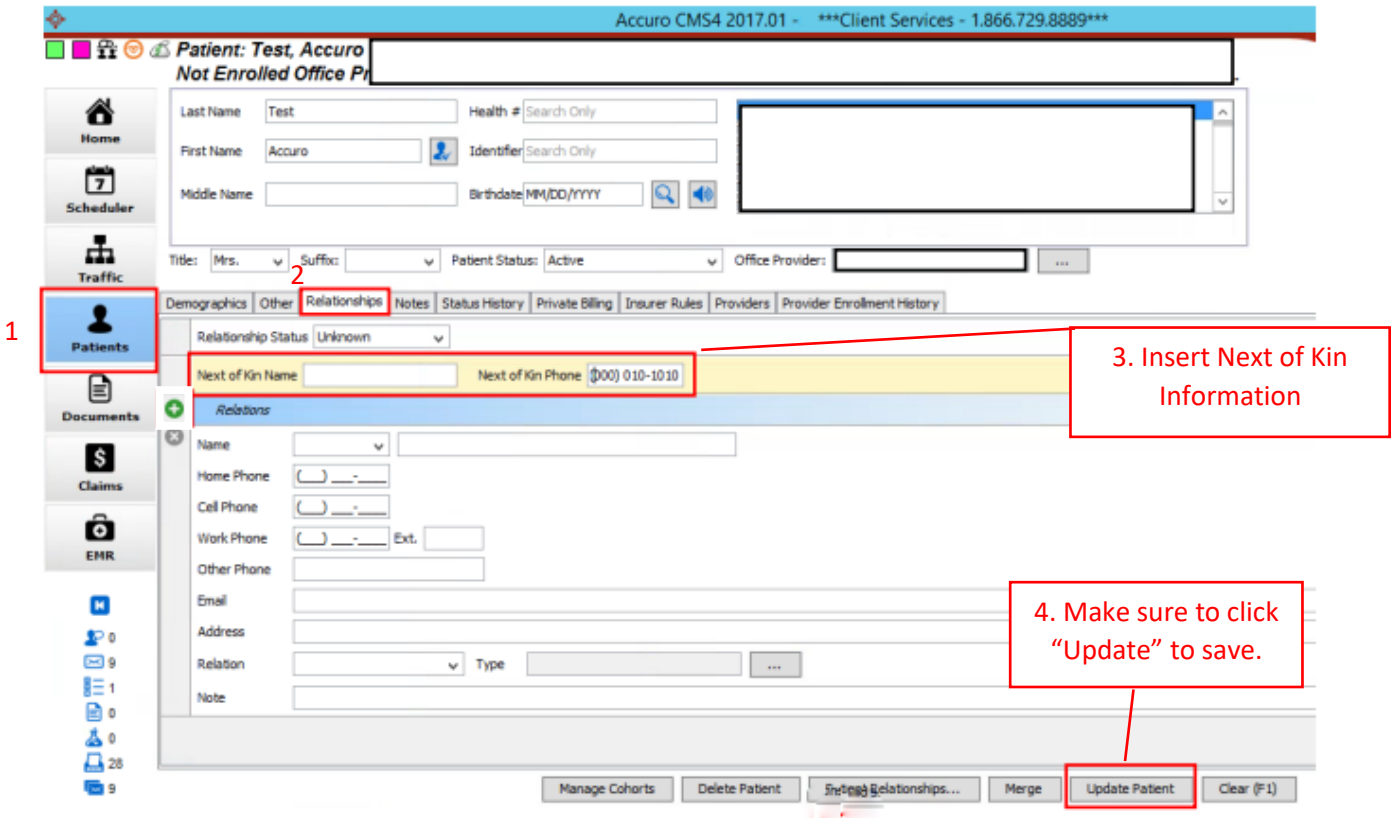
All users are strongly encouraged to follow this guide which has been approved by the IM Committee.

How to document Next of Kin (key contact)	Page 2
How to document Power of Attorney (POA)	Page 3
How to document Patient Relationships	Page 4
How to Document Custody	Page 5
How to Edit Patient Demographic Bar	Page 6

How to document Next of Kin (key contact)

The IM Committee has noticed that there are a lot of inconsistencies across sites and can be difficult for providers to identify who the Next of Kin is. Majority of Summerville users are not reliably documenting this. The IM Committee recommends the following process to document Next of Kin.

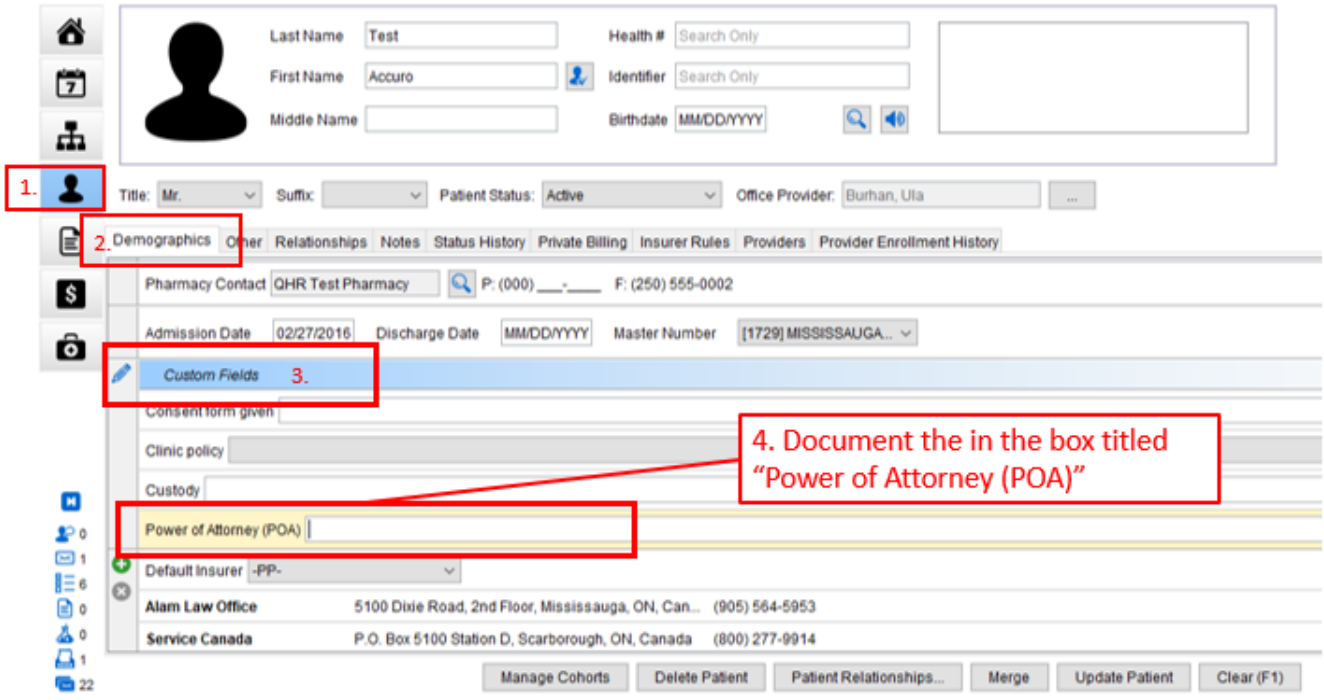
Go to Patients > Relationships tab. There you will find a designated place to put in the name & phone number of **Next of Kin** (see picture below). At the end, click “Update Patient”.



How to document Power of Attorney (POA)

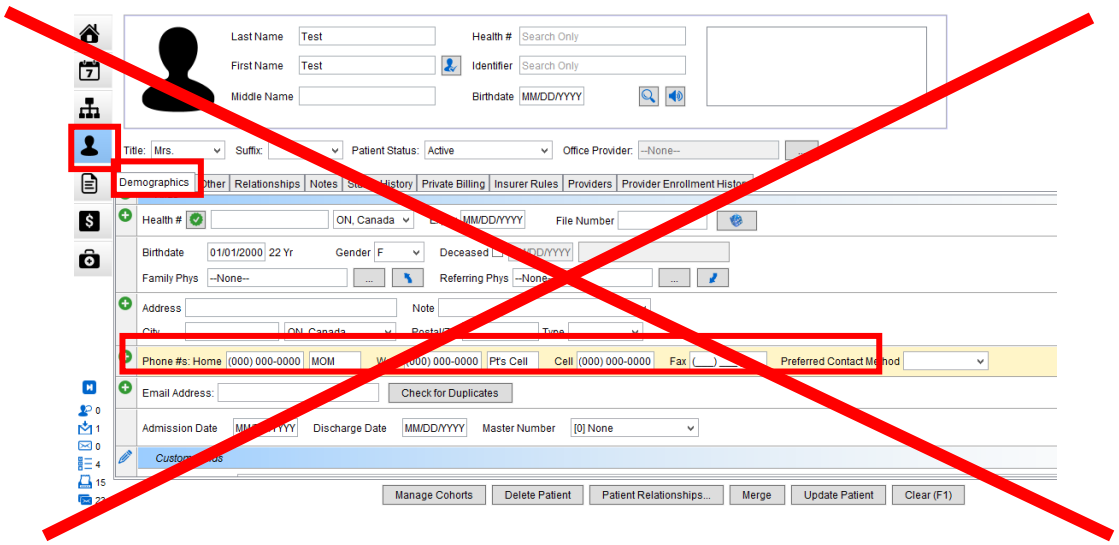
The IM Committee has noticed that there are a lot of inconsistencies across sites and can be difficult for providers to identify who the Power of Attorney is. Majority of Summerville Users are not reliably documenting this. The IM Committee recommends the following process to document the POA.

Go to Patient > Demographics > **Power of Attorney** (under custom fields). There you will find a designated place to put in the name & phone number (see picture below). At the end, click “Update Patient”.

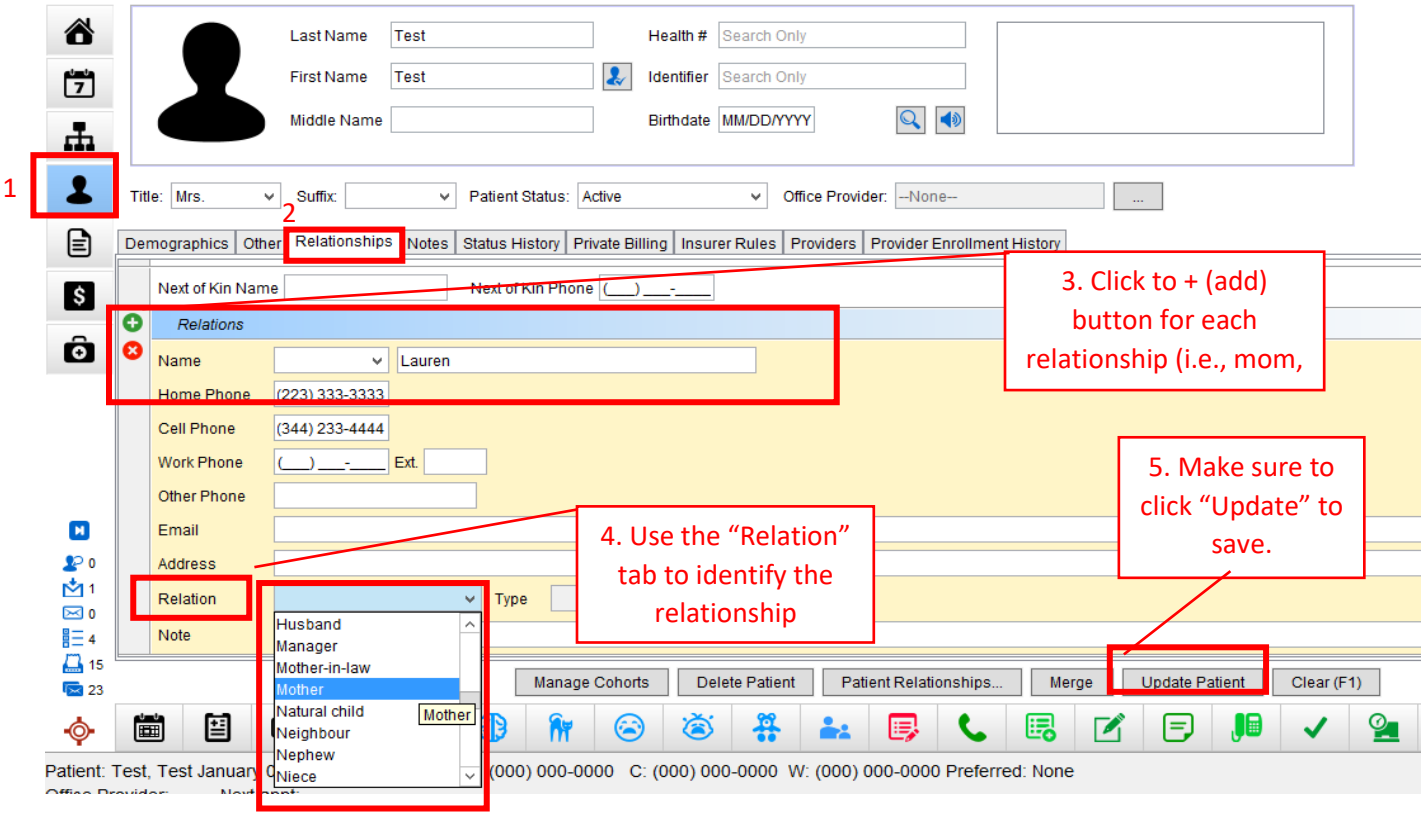


How to document Patient Relationships

The IM Committee has noticed that there are a lot of inconsistencies across sites and can be difficult for providers to identify who is related/ who to contact. Majority of Summerville Users are using the Demographics tab to identify an additional caregiver/parent(s) contact information, however, this can pose various issues involving privacy, liability. This also prepopulates on referrals.



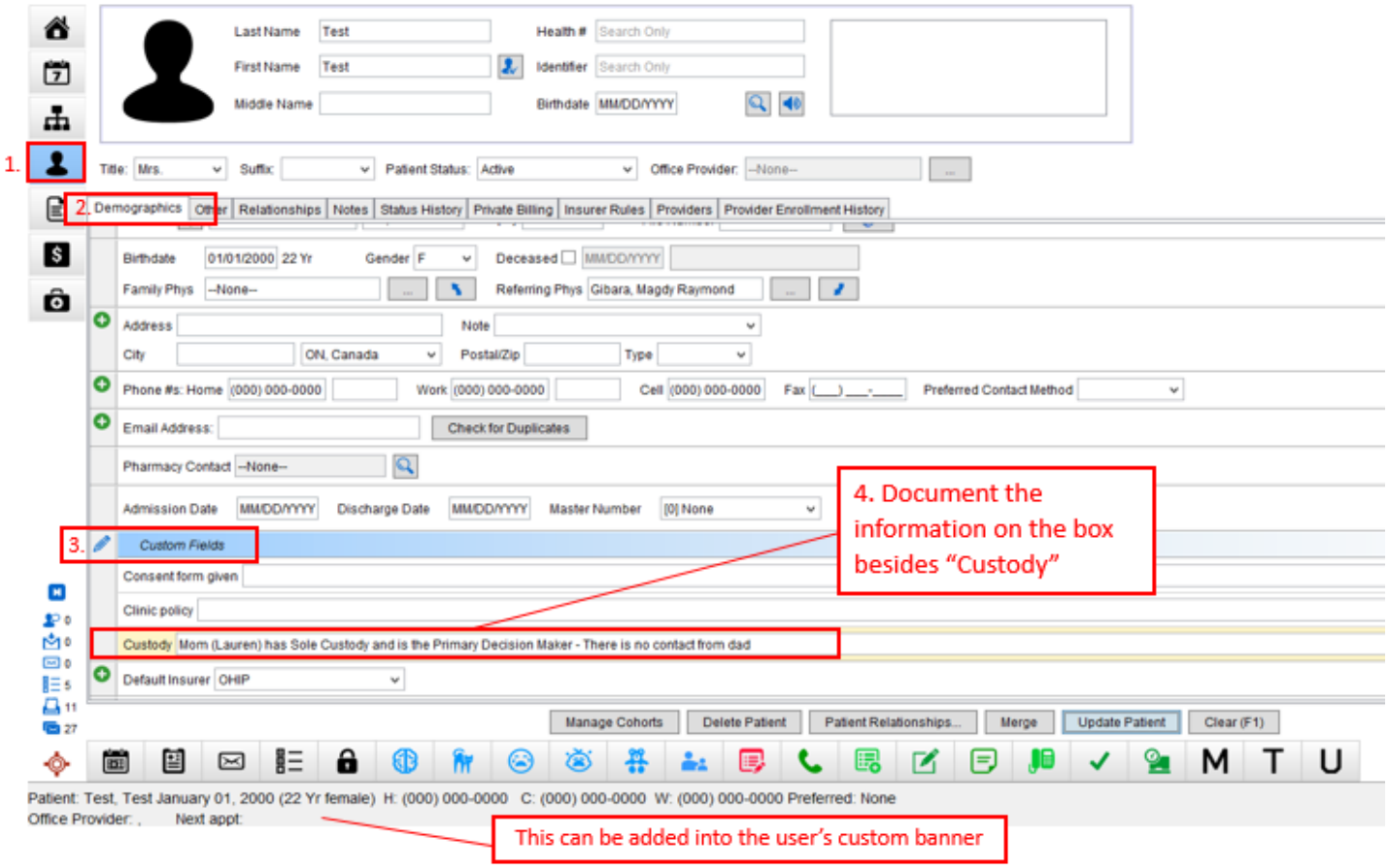
Moving forward, we are asking ALL Summerville Users to identify and manage their patient's relationships using the Patient > **Relationship** tab.



How to Document Custody

The IM Committee has noticed that there are a lot of inconsistencies across sites and can be difficult for providers to identify who has and who does not have custody and/or access. To ensure that this is consistent across sites and is clearly identified for any legal related concerns, please use this to document any custody/ access information.

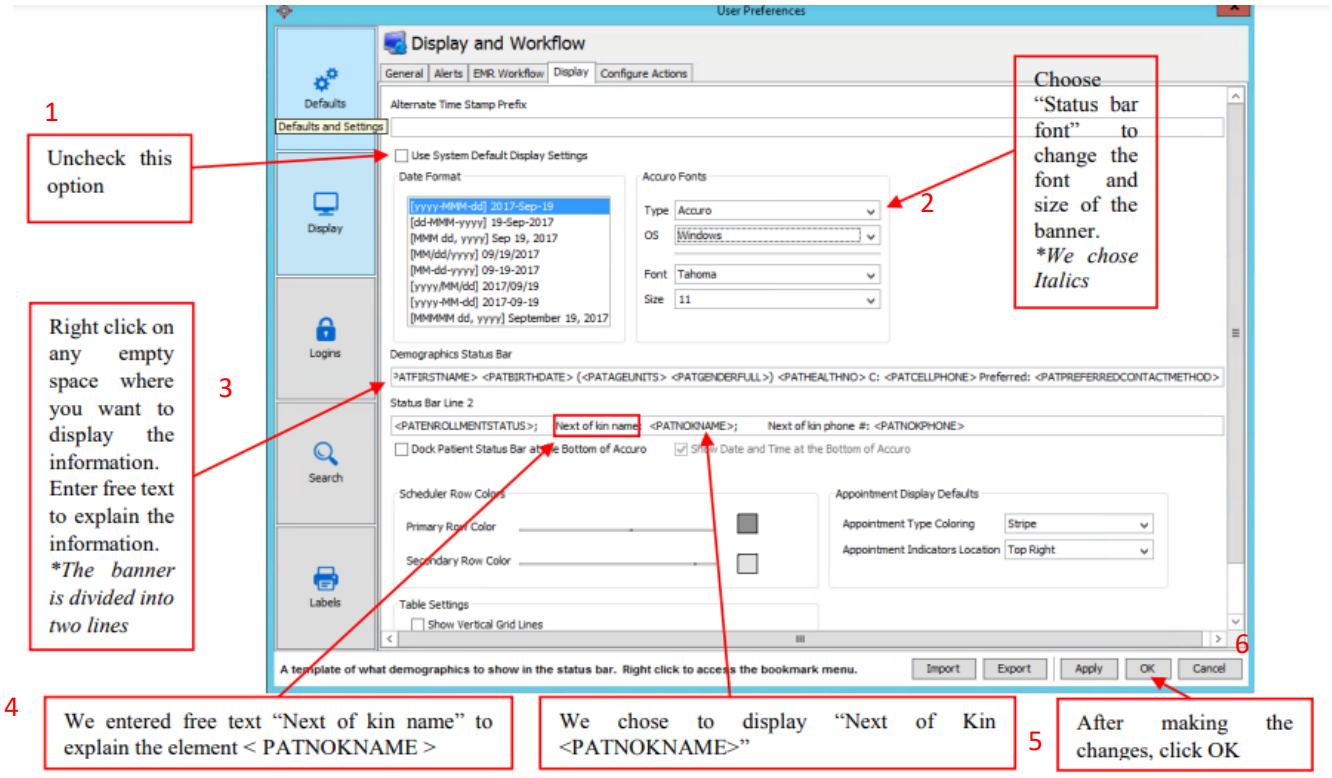
Go to Patient > Demographics > **Custody** (custom field). There you will find a designated place to put in the name & phone number (see picture below). At the end, click “Update Patient”.



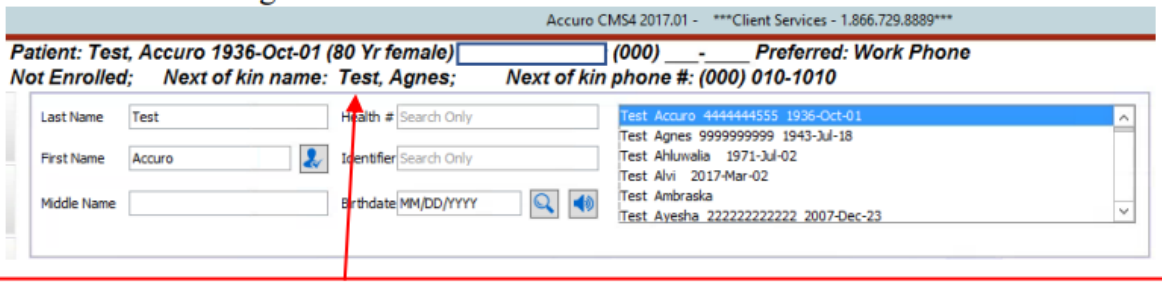
How to Edit Patient Demographic Bar?

The Patient Demographic Bar (aka “banner”) can be personalized to your own needs. Here is how to do it. But prior to this, make sure that you uncheck “Use System Default Display Settings” (see the picture below).

Go to the Accuro Menu > File > User Preferences > Display > Display (see the picture below). We will use “Next of Kin” as an example.



Now, let us see what changes have been made in the banner:



“Test, Agnes” (Next of kin) is shown in the banner.
* *You probably also notice that we set the font in Italics (see last step)*

^

*Some users put the pharmacist’s phone number in the banner, so it’s handy to verify the information before indexing or renewing a prescription request.