

Health Information Management

Transition of Care

Quick Reference Guide

For assistance, contact the

Help Desk at

3-7272.

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Log into Powerchart from the AppBar

1. From the Search window within Powerchart, locate your patient, using the Fin#

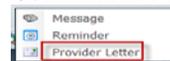
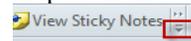


Click on the magnifying glass to bring up the



Patient Search dialog box.

2. Double-click the correct encounter to open the patient's chart.
3. From the dropdown arrow next to View Sticky Note.
4. Select the Communicate button
5. From the Communicate button select Provider Letter.



The Provider Letter Recipients box will display, enter the appropriate EXTERNAL Provider in the Search window and click the



binoculars. if the Provider is in the database he/she will populate and you select OK. **(NOTE: The External Provider database is pre-populated with the NPI Directory for Providers, selecting the Internal Provider does not help us to meet the measure for Meaningful Use).** You also have the option of selecting a Freetext Recipient by selecting



yellow fields are required, enter the Name of the Provider, change Mode to Mail. **(NOTE: Cerner recommends using Mail unless you are sure the Fax number is correct, because physicians traditionally update their addresses but not their fax number).**



This can be used for Nursing Home, Rehabs and Other Facilities.

6. Click in the Details required field, a detail box will display for the address to be



entered.

7. When Mail is selected the Other Actions field will become required, deselect the Forward to Print option.

Other Actions

Forward for Print

(NOTE: This option just allows you to forward to someone else to print).

8. Click OK.
9. From the Subject dropdown box select the appropriate Provider Letter.
10. Select Transition of Care .

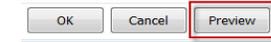


11. This will generate the Referral Order Selection.



12. Click Continue on this screen.
13. After a few seconds the Transition of Care/Referral will populate as a Hyperlink next to Browse Documents.
14. Select Preview from the bottom right corner to see how the document will look when it prints, including the cover letter.

[\(6/4/2014\) Transition of Care/Referra..](#)



Cancel to exit document.

15. Select the hyperlink to view the document, you can either scroll through or select the Table of Content icon to take you to that area of the chart by selecting one of the links.. Exit out of the document to close.



16. Select OK and this will generate the print box, select the desired printer and click OK.

17. To email the Letter, once again
Communicate from the toolbar within the
appropriate patient's chart and this time



select Message.

18. The New Message dialog box will appear,
select the appropriate External Provider to
send to securely. (**NOTE: You will have
to have their DIRECT or other HIST
email addresses**).
19. In the Subject field, select External
Document (CCD).
- Subject: External Document (CCD)
20. From the Attachments area select
Transition of Care, once again you will
get the Referral Order Selection select
Continue, after a few seconds the
hyperlink for the Transition of
Care/Referral document will display as an
attachment. Select Send to Send.
21. **NOTE: You only do one or the other
not both**).
22. (**NOTE: If documents are sent via
MESSAGE they reside in the SENT
ITEMS folder, if saved to chart they
will post to Clinical Notes tab**).
23. (**NOTE: The Provider Letter post to the
Clinical Notes tab**).