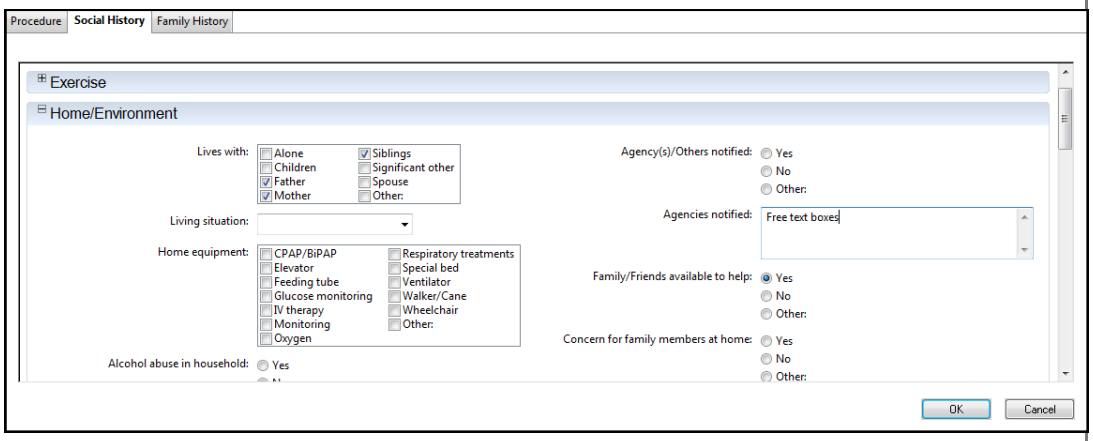
In addition to the standard Admit workflow components (see the H&P job aid for more information), the Pediatric Admit Workflow will include Social and Family History controls and a special Admit H&P note.

Social History

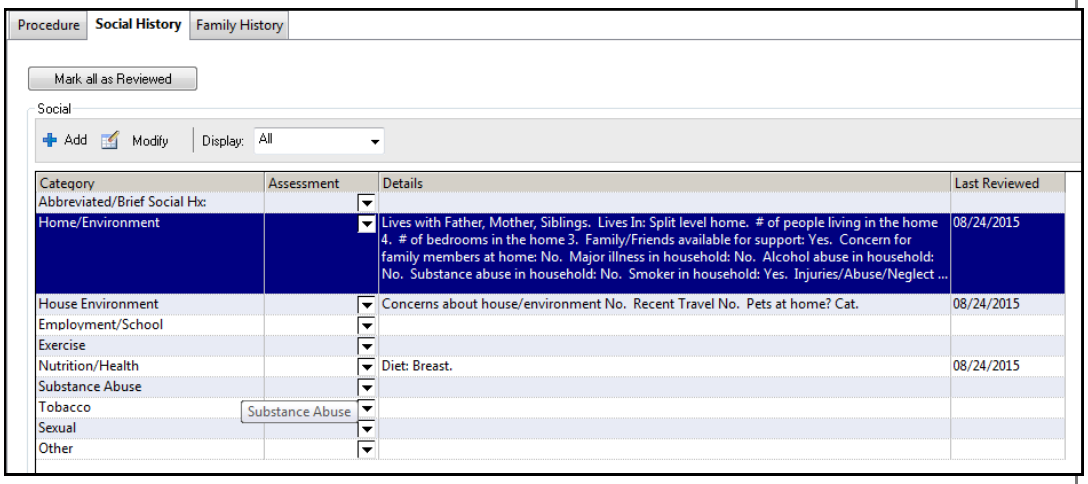
Adding Social History

1. On the Admit workflow, click the Histories header. 

2. Click the Social History tab.
3. Click the blue plus sign next to Add.
4. Categories are displayed in blue rows. Click the plus sign next to the category to expand.
5. Check the box, click the circle or free text next the appropriate options to enter required details.
6. Scroll down to complete all appropriate sections.
7. When finished, click OK at bottom of screen.

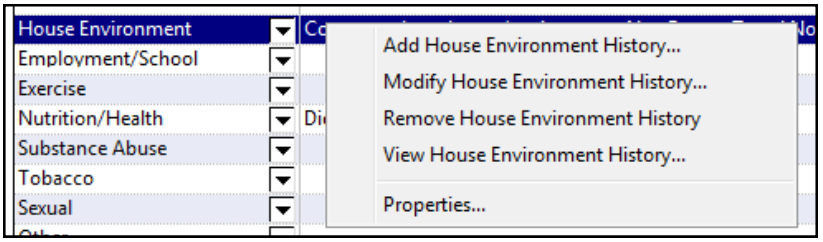


The information is displayed on the Social History tab within Histories.



Modifying Social History

1. Click the category row in the Social History window.
2. Right click and select Modify...
3. Make modifications you want using the boxes in the form.
4. Click OK.

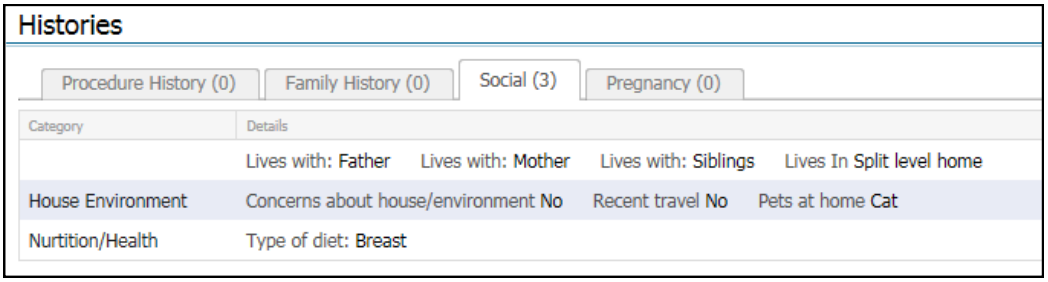


Removing Social History

1. Click the category row in the Social History window.
2. Right click and select Remove….

On the Admit Workflow, the information is displayed on the Social History tab of the Histories component.

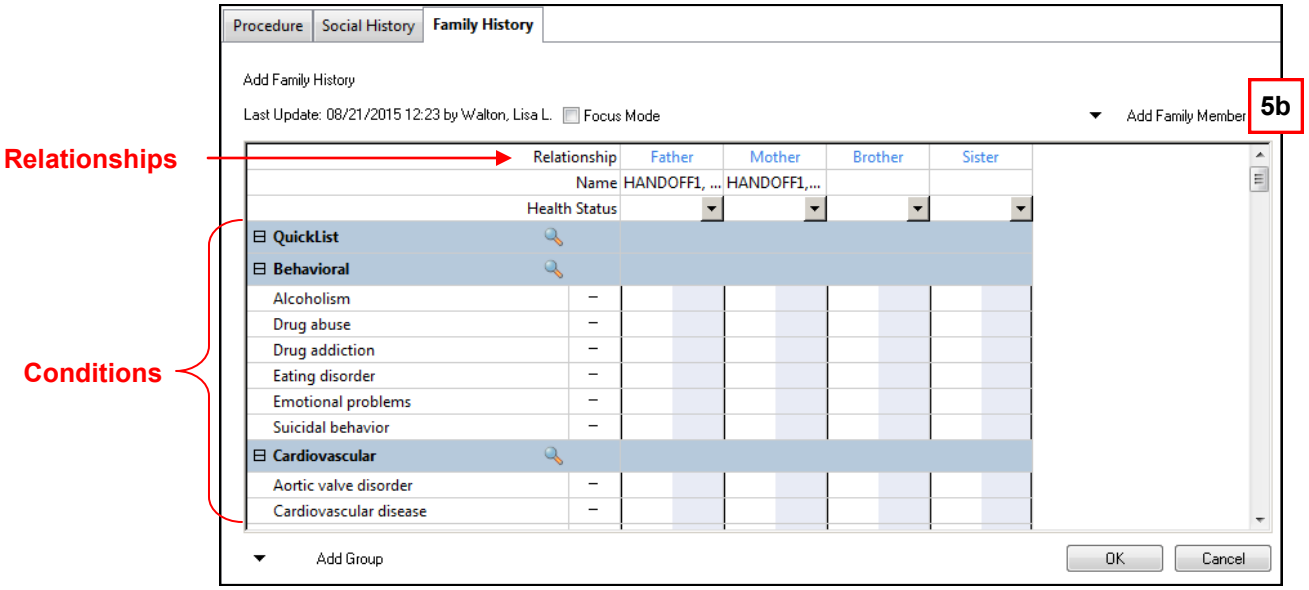
Hover over an item for details.



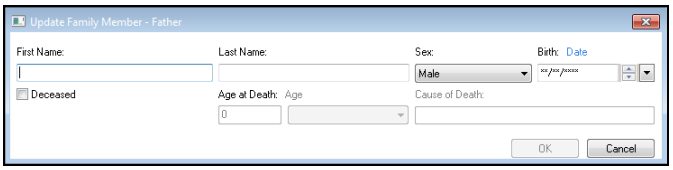
Family History

1. On the Admit workflow, click the Histories header.
2. Click the Family History tab.
3. Use the check boxes to indicate if family history is Negative, Unknown, Unable to Obtain or Patient Adopted.

4. To add family history, click the blue plus sign next to Add.



5. Relationships are displayed in columns.
   a. To remove a relationship, right click on the blue relationship and select Remove.
   b. To add a family member, click Add Family Member.
   Select the relationship to add. It will display as a new column.
   c. To add details for a relationship, click on it. Add Name and Birthdate. You can also indicate if this family member is deceased. The name will display below the relationship.



6. Conditions are displayed in rows, organized by category.
   a. **Quick List** allows you to group together various conditions that are common– your frequent diagnosis for example.
      - To add conditions under Quick List, click the magnifying glass.

      - The list of conditions are displayed in alphabetical order.
      - Locate and double-click the condition to add it to the Scratch Pad.
      - When you have selected all conditions, click OK.
      - The conditions will display under the Quick List category.

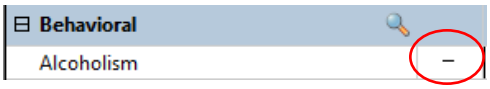
   b. Categories can be opened/closed by clicking the +/- next to the name.
   Need to add another condition under a category?
      - Click the magnifying glass next to the category name.
      - On the Condition Search window, type the condition name in the Search field.
      - Double click the condition on the Result List.
      - Click OK.

Family History

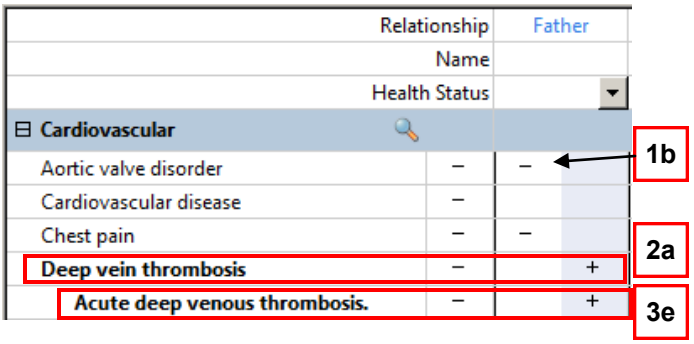
Adding Family History

To add history for family members:

1. Mark as Negative:
   a. If a condition is negative for all family members, click the minus sign (-) in the column to the right of the condition. A minus sign will appear for each family member.

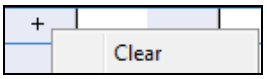


   b. To mark a condition as Negative for an individual family member, find the condition row, and under the Family member column, click the Negative (or white) column. The system adds a minus (-) sign.



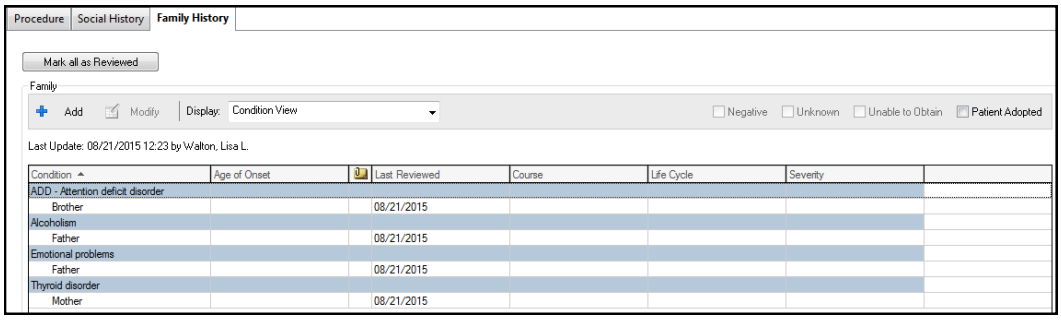
2. Mark as Positive:
   a. To mark as Positive, find the condition row, and under the Family Member, click the Positive (or blue) column. The system adds a plus (+) sign. *Note: if a condition is marked as positive, the condition changes to bold.*
   b. Double click the + sign to add as many details as you have information for.

3. Add secondary conditions:
   a. Click on the plus sign for a condition.
   b. On the Update Family Member window, to view/select secondary conditions for the primary condition, click **Show Conditional Details**.
   c. Select the condition(s).
   d. Click OK.
   e. On the Family History tab, the secondary condition is displayed under the primary condition. Mark as positive.
   f. To remove the secondary condition, right click it and select Remove.
4. To mark the entire history for an individual family member as Unknown or Negative, select it from the Health Status dropdown under the relationship.
5. To remove a mark, right click on the minus or plus sign and select Clear.



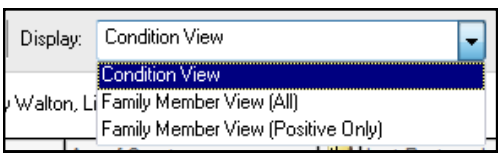
6. When finished documenting history, click **OK** at bottom of screen.

The information is displayed on the Family History tab within Histories.



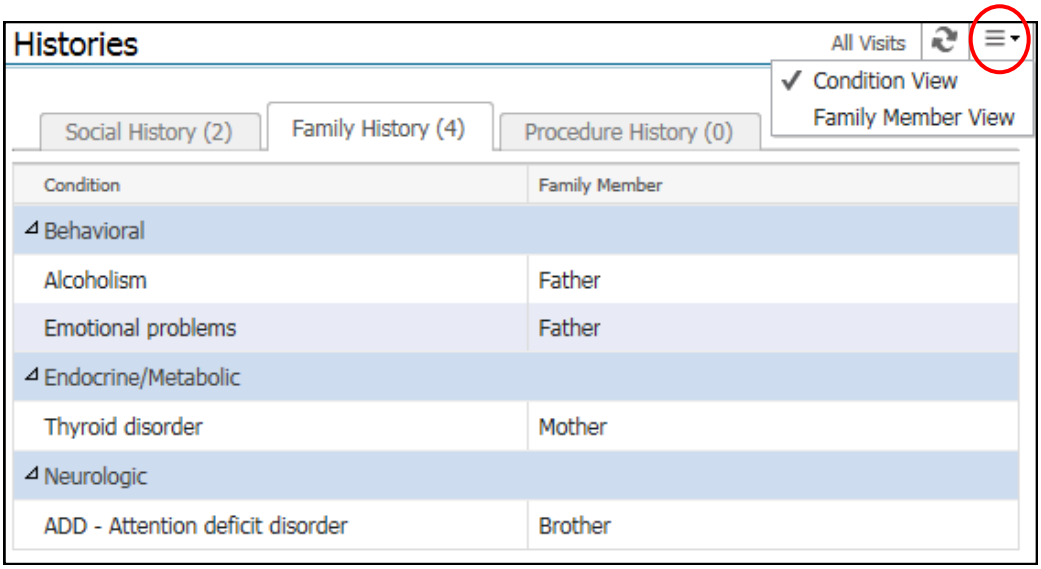
Change the way the information is displayed by selecting the view.

- **Condition View:** organized by condition with positive family members listed below
- **Family Member View (All):** organized by Family Member and Positive/Negative documented conditions.
- **Family Member View (Pos):** organized by Family Member with only Positive documented conditions.

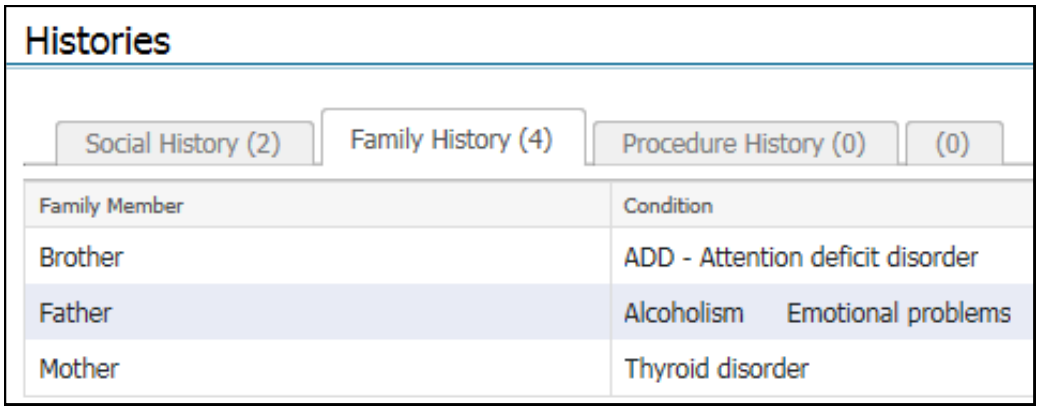


Family History

On the Admit Workflow, the information is displayed on the Family History tab of the Histories component. Change the way the information is displayed by clicking the menu and selecting the view.



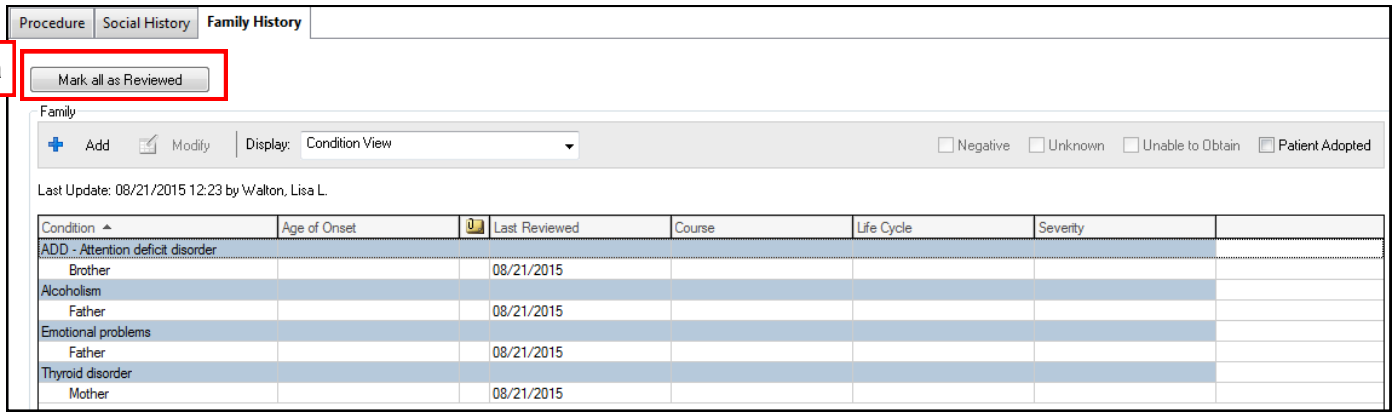
Condition View



Family Member View

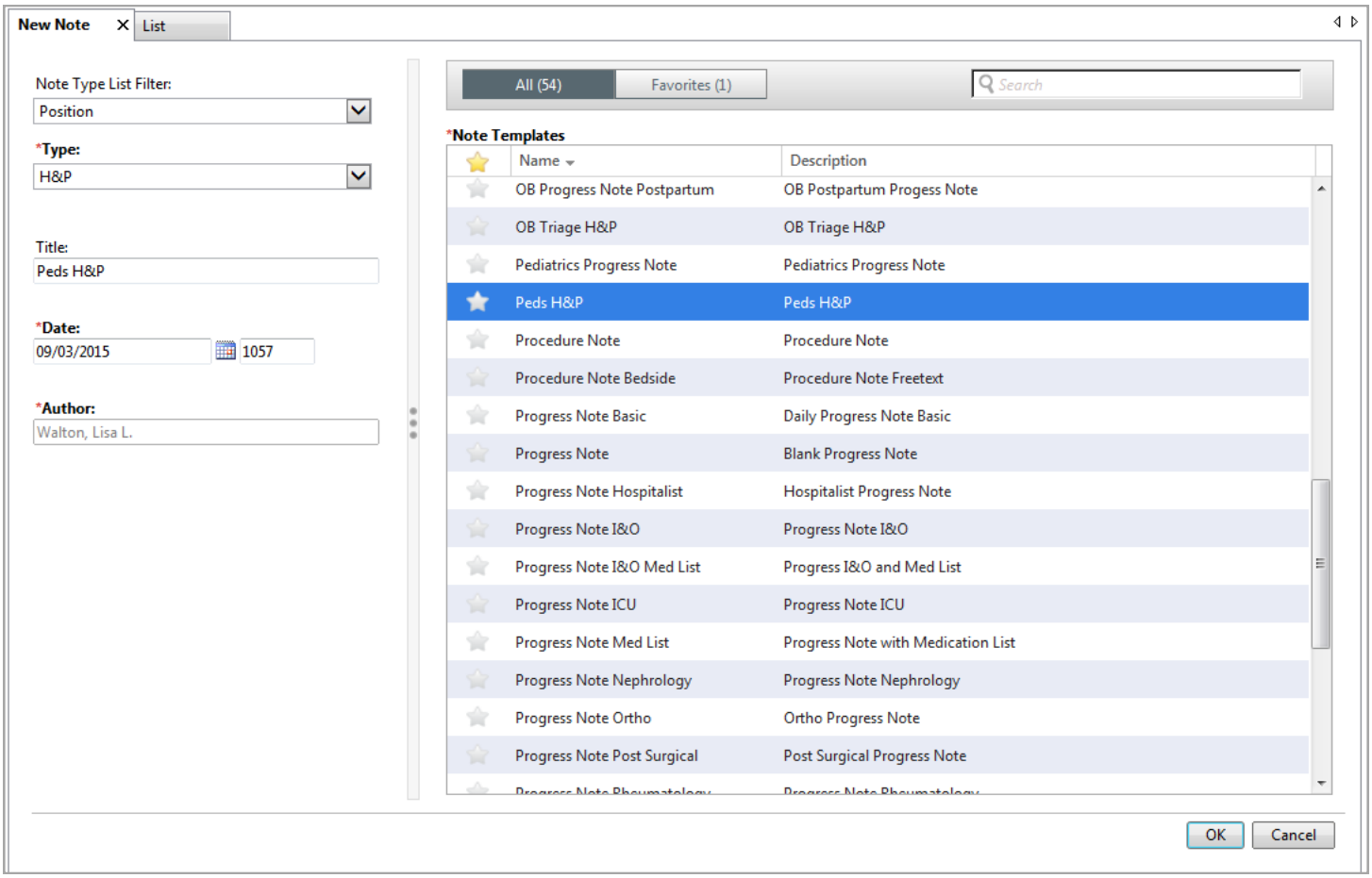
Reviewing/Modifying Family History

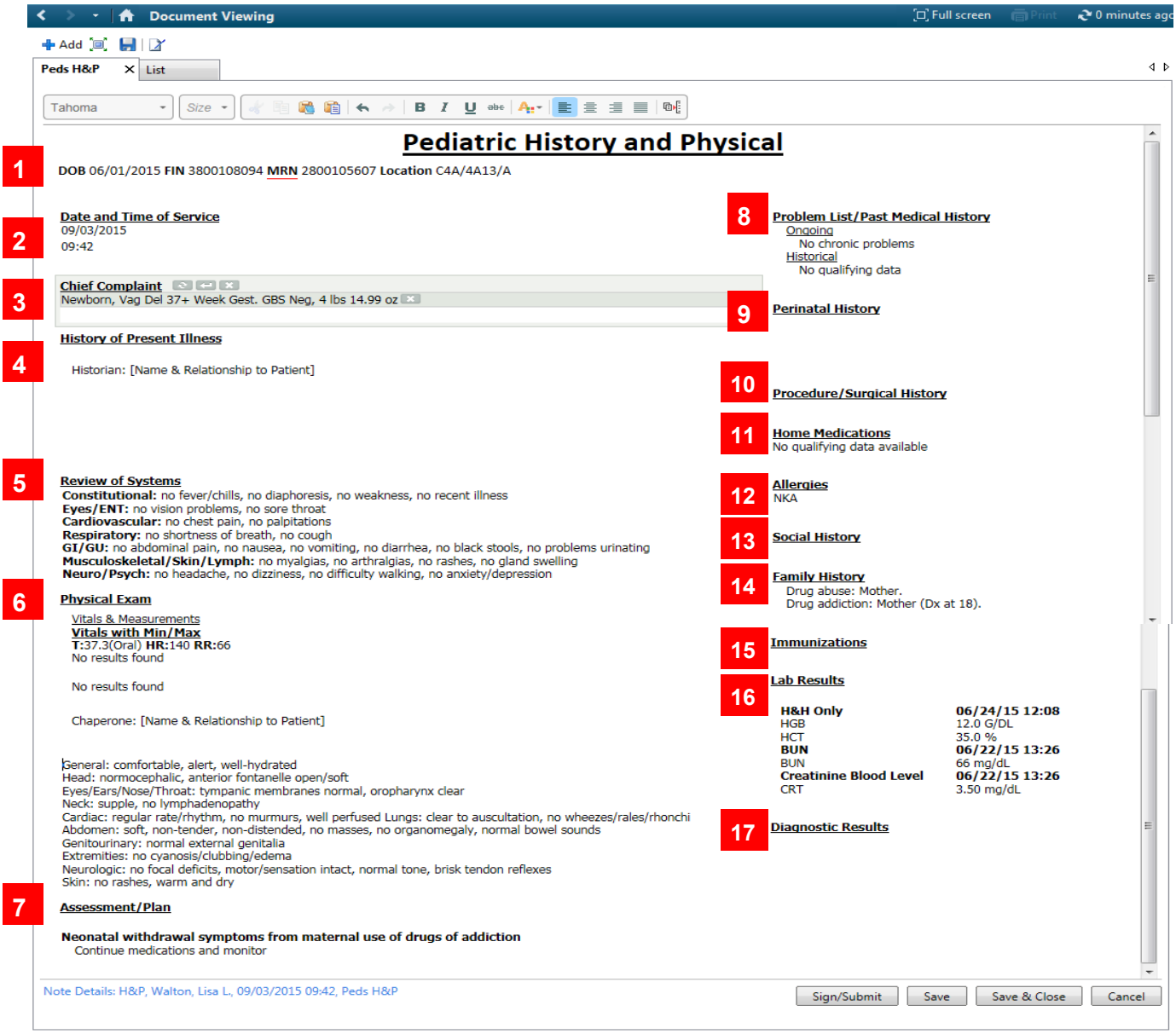
1. To make any changes to Family History, click the Histories header. Then click the Family History tab.
    a. If history exists and there are no changes after reviewing, click Mark All as Reviewed.
    b. Right click on a row and select Modify Family History to change existing information.
    c. Click Add to add new information.
    d. When finished, click OK at bottom of screen.



Pediatric History and Physical Note Template

1. After documenting on the Admit workflow, click **Create Note**.
2. The New Note screen opens.
3. From the Type dropdown, select **H&P**.
4. Verify the Date and Time matches your Date and Time of Service (you may backdate if making a late entry).
5. Under Note Templates, click **Peds H&P**.
   Favorites: It is recommended to make this a favorite.
   Click the star next to the template name.
   The template will be added to the Favorites folder.
   On future note creation, click on the Favorites tab to select the Peds H&P.
6. Click **OK** .





1. **Patient Demographics** DOB, FIN, MRN, Location
2. **Date and Time of Service** when the note is created.
3. **Chief Complaint** pulls in from Workflow, but there is a free text section under it here to provide additional information.
4. **History of Present Illness:** Pulls in HPI documentation from Workflow; includes Historian and Interpretation/ Interpreter information; can free-text.
5. **Review of Systems:** Pulls in ROS documentation from Workflow; can free text
6. **Physical Exam:** Includes: Vitals and Measurements, Ht., Wt., BMI if > 1 yr old, option to document patient Chaperone, Pulls in PE documentation from Workflow
7. **Assessment/Plan:** Pulls in the selected problems and documentation from the Assessment/Plan on workflow.
8. **Problem List/ Past Medical History:** Pulls in documented Ongoing (Chronic) Problems and Historical (past visit) problems.
9. **Perinatal History**: If less than 1 year, pulls in Delivery info, complications, Premature at X weeks.
10. **Procedure/ Surgical History:** Pulls in documented procedures or surgeries
11. **Home Medications:** Pulls in documented Home Medications.
12. **Allergies**: Pulls in documented Allergies
13. **Social History**: Pulls in Social History documented using Social History tab.
14. **Family History**: Pulls in Family History documented using Family History tab.
15. **Immunizations:** Free-text
16. **Lab results**: Displays Labs for the last 24 hours across encounters, displays fishbone labs and Bili trend for the last 7 days across encounters.
17. **Diagnostics**: Free-text

In free text sections, you can type, dictate with Dragon microphone, use auto-text, or use Dragon commands.