



## Guided Practice: HUC Navigators

### Exercise

To complete Guided Practice outside of class:

- Refer to tip sheet Log into the Epic Playground Environment
- Refer to your tent card for the User ID and logins as your password
- Refer to your tent card for your patient Tucker



#### Clerk Discharge Navigator

1. Open Patient Lists and search for Tucker from your tent card.
  - a. Double click on Tucker to open his chart.
2. Click the **Navigator** from your Activities.
3. Click **Clerk Discharge**.
4. Click **Expected Discharge**. Enter this information if directed from a provider or a nurse.
  - a. Expected Discharge Date:
    - i. Type in **T** for Today
  - b. Expected Discharge Time:
    - i. Click **Afternoon**
  - c. Expected Discharge Location:
    - i. Click **home**
    - ii. Click **Next** or **F8** on your keyboard to move to the next section.
5. **Follow-Up:** The follow up section will document the appointment within Epic and flow to the AVS for the Nurse to review the appointment with the patient. You will need to contact the Providers office to set the appointment up. **An appointment must be entered in this section or the AVS will not print at discharge.**
  - a. Click **+PCP**
  - b. How: Click **Go To**
  - c. When: type **2**, click **weeks**. **Notice the date will automatically fill in.**
  - d. Manually type in: **at 11:30 a.m.**
6. Next, click **+New**
  - a. In the search box, Type **John Johnkoski** - (Hint: He is a Cardio/Thoracic surgeon for Aspirus. **Make sure to double check the correct address and location.** **OVER →**

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- b. Click on **his name**, all the information will flow into each section.
    - c. How: Click **Go To**.
    - d. When: Click **1 Week**.
    - e. Why: Type in **at 9:30 a.m.**
    - f. Under the Follow up, click in the **empty blue line under Why**. The 11:30 a.m. should move to that area.
    - g. Click **Next**.
  7. Pt. D/C Instructions: When asked by a nurse. You can add Reference material into this area. It will flow onto the AVS. The nurse has asked to add Coping with Quitting Smoking
    - a. Click Go to **References/Attachments**
    - b. Click on **Additional Search**.
    - c. In the search window: type in **smoking**.
    - d. Click in the box to the left of **Coping with Quitting Smoking**.
    - e. Click on the **X** (right hand side), to close the window.
    - f. Notice under **References/Attachments** you can see **Coping with Quitting Smoking**.
  8. Transitions of Care Report: **When asked by a nurse Print this report**. This will be given to the patient at discharge.
  9. Preview AVS:
    - a. **The Nurse will print the AVS at discharge and review this with the patient.**
    - b. Notice the warning at the top of this AVS? **Discharge order reconciliation is not complete for this encounter**. This warning means the provider needs to complete Discharge order reconciliation. Any warnings at the top of the AVS will prevent the nurse from printing it off.
    - c. Look through the AVS and notice the **Follow-up Information** you just added to the Follow up section flowed into the **AVS**.
    - d. To get out of the AVS, click the **X** on the right-hand side.
  10. Close the patient chart by clicking the X above the patient name.
  11. Click **Log Out**.

This completes your **Clerk Discharge Navigator** Guided Practice Session. This is not all inclusive of a typical workflow; it only highlights specific portions of the Navigator.