

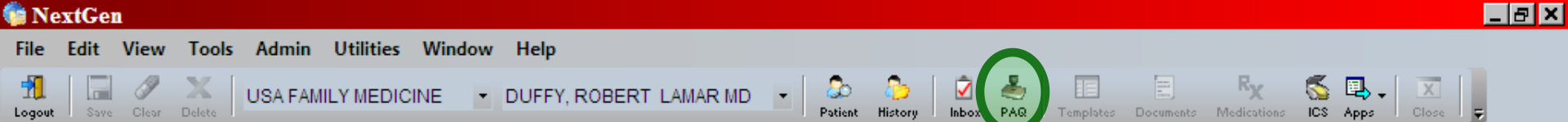
# NEXTGEN PAQ (PROVIDER APPROVAL QUEUE) DEMONSTRATION

This demonstration reviews usage of the PAQ. Details of the workflow will likely vary somewhat, depending on practice policy, though this should give you a good idea of the PAQ functionality.

This has been prepared with EHR 5.6.4.15 and KBM 7.9. Subsequent updates may display cosmetic and functional changes.

Use the keyboard or mouse to pause, review, and resume as necessary.

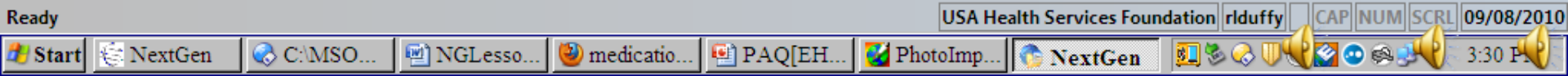




The Provider Approval Queue, or PAQ, is where providers receive, view, and sign off items on the NextGen chart. Most commonly, these items will consist of visit notes you've generated, outside correspondence and test results that have been scanned in, some image files, and test results that are automatically imported into NextGen.

Providers are initially a bit confused as to the difference between the Task List (Inbox) and the PAQ. Hopefully this lesson and the separate lesson on Tasks will clear that up.

To access the PAQ, click the **PAQ** icon at the top.



**Provider Approval Queue - Sign In**

User Name:

Password:

☒ Keep me signed in on this computer unless I log out

**NEXTGEN**  
HEALTHCARE INFORMATION SYSTEMS

Sign In Cancel

When you open your PAQ, you will be required to give your password. To avoid having to repeat this step, click the **Keep me signed in...** checkbox, and you won't have to supply your password again for the remainder of this NextGen session.

Description	Patient	Date-Time
OB_Master	Mullins, Maddie	09/02/2010 02:37 PM
OB_Master	GAFFORD, EXA...	09/01/2010 03:27 PM
OB_Master	Quagmire, Debra D	09/01/2010 02:39 PM
OB_Master	Scenario, Routine...	09/01/2010 12:20 PM
OB_Master	Quagmire, Decem...	09/01/2010 12:19 PM
OB_Master	GAFFORD, EXA...	09/01/2010 12:19 PM
OB_Master	GAFFORD, EXA...	09/01/2010 11:28 AM
GYN_Master	GAFFORD, LESLIE	08/31/2010 12:32 PM
OB_Master	Quagmire, Debra D	08/31/2010 08:35 AM
FreeText	Quagmire, Quincy Q	08/29/2010 08:47 PM
FreeText	Quagmire, Ann A	08/27/2010 12:07 PM
FreeText	DuffyRL, Example...	08/27/2010 11:40 AM
Master_Im	Test, Wilma Flinst...	08/27/2010 11:26 AM
Master_Im	Test, Daffy Duck	08/27/2010 11:10 AM
Master_Im	Test, Janna	08/27/2010 10:40 AM
Master_Im	Test, Alisa	08/26/2010 10:37 AM
Master_Im	Test, Alisa	08/26/2010 10:28 AM
Master_Im	Test, Alisa	08/26/2010 09:39 AM
Master_Im	Test, Janna	08/26/2010 09:35 AM
Master_Im	Test, Alisa	08/26/2010 09:17 AM
Order: Abnormal	TEST, MATT	08/25/2010 02:21 PM
Order	TEST, LISA	08/25/2010 02:21 PM
Order	TEST, MDM	08/25/2010 08:19 AM
Order	TEST, LISA	08/24/2010 02:22 PM
Order	TEST, MATT	08/24/2010 02:22 PM
Order	TEST, DEE DEE	08/24/2010 02:22 PM
Order: Very High	TEST, DEE DEE	08/24/2010 10:10 AM

Preview Comments

HighEdit

Times New Roman 10

USA

USA FAMILY MEDICINE  
1504 SPRINGHILL AVE STE 1800  
MOBILE, AL 366043273

PATIENT: Debra Quagmire  
DATE OF BIRTH: 03/15/1990  
AGE: 20 years  
DATE: 05/03/2010 9:18 AM  
VISIT TYPE: OB Prenatal - Initial

On the left you'll see a list of items for you to sign off, and on the right you'll see a preview of the item.

Currently, a visit note is selected, so we'll work through signing that off.

Description	Patient	Date-Time
OB_Master	Mullins, Maddie	09/02/2010 02:37 PM
OB_Master	GAFFORD, EXA...	09/01/2010 03:27 PM
OB_Master	Quagmire, Debra D	09/01/2010 02:39 PM
OB_Master	Scenario, Routine...	09/01/2010 12:20 PM
OB_Master	Quagmire, Decem...	09/01/2010 12:19 PM
OB_Master	GAFFORD, EXA...	09/01/2010 12:19 PM
OB_Master	GAFFORD, EXA...	09/01/2010 11:28 AM
GYN_Master	GAFFORD, LESLIE	08/31/2010 12:32 PM
OB_Master	Quagmire, Debra D	08/31/2010 08:35 AM
FreeText	Quagmire, Quincy Q	08/29/2010 08:47 PM
FreeText	Quagmire, Ann A	08/27/2010 12:07 PM
FreeText	DuffyRL, Example...	08/27/2010 11:40 AM
Master_Im	Test, Wilma Flinst...	08/27/2010 11:26 AM
Master_Im	Test, Daffy Duck	08/27/2010 11:10 AM
Master_Im	Test, Janna	08/27/2010 10:40 AM
Master_Im	Test, Alisa	08/26/2010 10:37 AM
Master_Im	Test, Alisa	08/26/2010 10:28 AM
Master_Im	Test, Alisa	08/26/2010 09:39 AM
Master_Im	Test, Janna	08/26/2010 09:35 AM
Master_Im	Test, Alisa	08/26/2010 09:17 AM
Order: Abnormal	TEST, MATT	08/25/2010 02:21 PM
Order	TEST, LISA	08/25/2010 02:21 PM
Order	TEST, MDM	08/25/2010 08:19 AM
Order	TEST, LISA	08/24/2010 02:22 PM
Order	TEST, MATT	08/24/2010 02:22 PM
Order	TEST, DEE DEE	08/24/2010 02:22 PM
Order: Very High	TEST, DEE DEE	08/24/2010 10:10 AM
Order	TEST, MATT	08/24/2010 10:10 AM
GYN_Master	TEST, MDM	08/23/2010 05:11 PM

Preview Comments

HighEdit

Times New Roman 10

USA

**USA FAMILY MEDICINE**  
1504 SPRINGHILL AVE STE 1800  
MOBILE, AL 366043273

---

PATIENT: Debra Quagmire  
DATE OF BIRTH: 03/15/1990  
AGE: 20 years  
DATE: 05/03/2010 9:18 AM  
VISIT TYPE: OB Prenatal - Initial

Page 1/2 Line 1 Col 2

The preview on the right is a basic word processor, allowing you to scroll through the note, and directly edit the text that has been generated.

Signoff Queue - [DUFFY, ROBERT LAMAR MD]

Pending Rejected History DUFFY, ROBERT LAMAR MD

Description	Patient	Date-Time
OB_Master	Mullins, Maddie	09/02/2010 02:37 PM
OB_Master	GAFFORD, EXA...	09/01/2010 03:27 PM
OB_Master	Quagmire, Debra D	09/01/2010 02:33 PM
OB_Master	Seasholtz, Bonnie	09/01/2010 12:30 PM
OB_Master	GAFFORD, EXA...	09/01/2010 12:19 PM
OB_Master	GAFFORD, LESLIE	09/01/2010 11:11 PM
GYN_Master	GAFFORD, LESLIE	08/31/2010 12:32 PM
FreeText	Quagmire, Quincy Q	08/27/2010 06:41 PM
FreeText	Quagmire, Ann A	08/27/2010 12:07 PM
FreeText	DuffyRL, Example...	08/27/2010 11:40 AM
Master_Im	Test, Wilma Flint	08/27/2010 11:26 AM
Master_Im	Test, Janna	08/27/2010 10:40 AM
Master_Im	Test, Alisa	08/26/2010 09:39 AM
Master_Im	Test, Alisa	08/26/2010 09:17 AM
Order	TEST, LISA	08/25/2010 02:21 PM
Order	TEST, MATT	08/24/2010 02:22 PM
Order	TEST, DEE DEE	08/24/2010 02:22 PM
Order: Very High	TEST, DEE DEE	08/24/2010 10:10 AM
GYN_Master	TEST, MOM	08/23/2010 03:11 PM

Preview Comments

HighEdit

Times New Roman 10 B I U ABC x<sup>2</sup> x<sub>2</sub>

NextGen usually generates a stiffly-worded, poorly-punctuated note. It will be tempting for some to go through this note, and heavily edit the wording.

There is one thing to keep in mind, however, if you edit this text. If the document is re-generated from the template, either by you or someone else with access to the encounter, the document will be overwritten, and the edits you make will be lost.

So if you need to make major changes to the content of the note, it is best to go back to the template and modify your documentation. And, unless the wording is something you just absolutely can't live with, the most efficient use of your time is probably to accept it as is.

USA FAMILY MEDICINE  
1501 PR...  
MOBILE, AL 366043273

PATIENT: Debra Quagmire  
AGE: 20 years  
DATE: 05/03/2010 9:18 AM  
VISIT TYPE: OB Prenatal - Initial

Document: OB\_Master  
Created: 08/31/2010 08:35 AM  
by: Duffy, Robert L

Accept Open

2

Description	Patient	Date-Time
OB_Master	Mullins, Maddie	09/02/2010 02:37 PM
OB_Master	GAFFORD, EXA...	09/01/2010 03:27 PM
OB_Master	Quagmire, Debra D	09/01/2010 02:39 PM
OB_Master	Scenario, Routine...	09/01/2010 12:20 PM
OB_Master	Quagmire, Decem...	09/01/2010 12:19 PM
OB_Master	GAFFORD, EXA...	09/01/2010 12:19 PM
OB_Master	GAFFORD, EXA...	09/01/2010 11:28 AM
OB_Master	GAFFORD, LESLIE	08/31/2010 11:32 PM
FreeText	Quagmire, Quincy Q	08/29/2010 08:47 PM
FreeText	Am...	08/27/2010 11:40 AM
FreeText	Duffy, Robert L	08/27/2010 11:40 AM
FreeText	Test, Alisa	08/27/2010 10:40 AM
FreeText	Test, Alisa	08/26/2010 10:25 AM
FreeText	Test, Alisa	08/26/2010 09:39 AM
FreeText	Test, Alisa	08/26/2010 09:35 AM
FreeText	Test, Alisa	08/26/2010 09:17 AM
Order: Abnormal	TEST, MATT	08/25/2010 02:21 PM
Order	TEST, LISA	08/25/2010 02:21 PM
Order	TEST, MOM	08/25/2010 08:19 AM
Order	TEST, LISA	08/24/2010 02:22 PM
Order	TEST, MATT	08/24/2010 02:22 PM
Order	TEST, DEE DEE	08/24/2010 02:22 PM
Order: Very High	TEST, DEE DEE	08/24/2010 10:10 AM
Order	TEST, MATT	08/24/2010 10:10 AM
GYN_Master	TEST, MOM	08/23/2010 05:11 PM

If you have reviewed the note and find the content satisfactory, you can click the **Accept** button. This applies your electronic signature, completing your signoff of this document. It will drop out of your PAQ, and the next item will display.

Preview Comments

HighEdit

Times New Roman 10



PATIENT: Debra Quagmire  
 DATE OF BIRTH: 03/15/1990  
 AGE: 20 years  
 DATE: 05/03/2010 9:18 AM  
 VISIT TYPE: OB Prenatal - Initial

Page 1/2 Line 1 Col 2

☒ Accept  
☐ Reject  
☐ To Do

Document: OB\_Master  
 Created: 08/31/2010 08:35 AM  
 by: Duffy, Robert L  
 Modified: 08/31/2010 08:35 AM  
 by: Duffy, Robert L

Open  
 Reassign  
 Options

Font...

Add



Description	Patient	Date-Time
OB_Master	Mullins, Maddie	09/02/2010 02:37 PM
OB_Master	GAFFORD, EXA...	09/01/2010 03:27 PM
OB_Master	Quagnire, Debra D	09/01/2010 02:39 PM
OB_Master	Scenario, Routine...	09/01/2010 12:20 PM
OB_Master	Quagnire, Decem...	09/01/2010 12:19 PM
OB_Master	GAFFORD, EXA...	09/01/2010 12:19 PM
OB_Master	GAFFORD, EXA...	09/01/2010 11:28 AM
GYN_Master	GAFFORD, LESLIE	08/31/2010 12:32 PM
FreeText	DuffyRL, Example...	08/27/2010 11:40 AM
Master_Im	Test, Alisa	08/27/2010 10:40 AM
Master_Im	Test, Alisa	08/26/2010 10:28 AM
Master_Im	Test, Alisa	08/26/2010 09:39 AM
Master_Im	Test, Alisa	08/26/2010 09:35 AM
Master_Im	Test, Alisa	08/26/2010 09:17 AM
Order: Abnormal	TEST, MATT	08/25/2010 02:21 PM
Order	TEST, LISA	08/25/2010 02:21 PM
Order	TEST, MOM	08/25/2010 08:15 AM
Order	TEST, LISA	08/24/2010 02:22 PM
Order	TEST, MATT	08/24/2010 02:22 PM
Order	TEST, DEE DEE	08/24/2010 02:22 PM
Order: Very High	TEST, DEE DEE	08/24/2010 10:10 AM
Order	TEST, MATT	08/24/2010 10:10 AM
GYN_Master	TEST, MOM	08/23/2010 05:11 PM

Depending upon your screen size and resolution, you may well not be able to see the full width of the note on the right, which is annoying. An alternative is to click the **Open** button, which will open the patient's chart, and display the note at full width.

Preview

Comments

HighEdit

Times New Roman

10

B

I

U

ABC

x<sup>2</sup>

x<sub>2</sub>

=

012345

PATIENT: Debra Quagnire

DATE OF BIRTH: 03/15/1990

AGE: 20 years

DATE: 05/03/2010 9:18 AM

VISIT TYPE: OB Prenatal - Initial

Page 1/2

Line 1

Col 2

Accept

Reject

To Do

Document: OB\_Master  
 Created: 08/31/2010 08:35 AM  
 by: Duffy, Robert L  
 Modified: 08/31/2010 08:35 AM  
 by: Duffy, Robert L

Open

Reassign

Options

Font...

Add



File Edit View Tools Admin Utilities Insert Window Help

Logout Save Clear Delete

USA FAMILY MEDICINE

DUFFY, ROBERT LAMAR MD

Patient History Inbox PAQ Templates Documents Medications ICS Apps Close

05/03/2010 09:18 AM : Document "OB\_Master"

HighEdit

Arial 10

B I U

x<sup>2</sup> x<sub>2</sub>

= = =

T

Most users find the note easier to read and edit here. This also provides you access to all of the encounter's templates, if you need to make more extensive additions or corrections, or just to review the data.

Genitourinary:

External Gyn: External genitalia is unremarkable. Glands do appear to be normal. Perineum is unremarkable.

Urethra meatus is normal.

Internal Gyn: Vaginal vault displays gray-white discharge. Cervix displays purulent discharge. Uterus: Fundal

Height: 28 cm. Adnexa normal to palpation, normal in size; no masses.

L.M.P.: Last menses were 10/25/2009. Patient is premenopausal.

Pelvis is adequate.

Patient History

New Lock

OB Post

OB GYN

Review C

OB\_Mas

Medicati

Problem

Procedur

09/01/2010 02

05/03/2010 09

Ob Educ

Ob Enco

Ob Medic

OB Pren

OB Gest

OB Socia

OB GYN

Record V

OB\_Mas

Custom

Page 2/3 Line 97 Col 1

USA Health Services Foundation rlduffy CAP NUM SCRL 09/08/2010

One problem with NextGen's notes is that they tend to be long, detailed, and awkwardly worded. This increases the odds that the 2-3 sentences that you think are most important can get lost in the background noise.

There are some things you can do to highlight key phrases within the note.

For example, say you want to draw attention to the abnormal vaginal and cervical exam below.

External Gyn: External genitalia is unremarkable. Glands do appear to be normal. Perineum is unremarkable.

Urethra meatus is normal.

Internal Gyn: Vaginal vault displays gray-white discharge. Cervix displays purulent discharge. Uterus: Fundal  
Height: 28 cm. Adnexa normal to palpation, normal in size; no masses.

L.M.P.: Last menses were 10/25/2009. Patient is premenopausal.

Pelvis is adequate.





File Edit View Tools Admin Utilities Insert Window Help

Logout Save Clear Delete USA FAMILY MEDICINE DUFFY, ROBERT LAMAR MD Patient History Inbox PAQ Templates Documents Medications ICS Apps Close

05/03/2010 09:18 AM : Document "OB\_Master" x

HighEdit

Time  
9:18 AM Robert L. Duffy

**You could similarly highlight a few lines in the plan that address this problem. This way you, or the next provider to see the patient, would be immediately drawn to the key items of the encounter.**

Genitourinary:  
External Gyn: External genitalia is unremarkable. Glands do appear to be normal. Perineum is unremarkable.  
  
Urethra meatus is normal.  
  
Internal Gyn: Vaginal vault displays gray-white discharge. Cervix displays purulent discharge. Uterus: Fundal  
Height: 28 cm. Adnexa normal to palpation, normal in size; no masses.  
  
L.M.P.: Last menses were 10/25/2009. Patient is premenopausal.  
  
Pelvis is adequate.

Page 2/3 Line 114 Col 27

USA Health Services Foundation rlduffy CAP NUM SCRL 09/08/2010

Start NextGen CAMSO... NGLesso... medicatio... PAQ[EH... PhotoImp... NextGe... 4:29 PM

File Edit View Tools Admin Utilities Insert Window Help

Logout Save Clear Delete

USA FAMILY MEDICINE

DUFFY, ROBERT LAMAR MD

Patient History Inbox PAQ Templates Documents Medications ICS Apps Close

05/03/2010 09:18 AM : Document "OB\_Master"

HighEdit

Arial 10

B I U ABC x<sup>2</sup> x<sub>2</sub>

Time  
9:18 AM Robert L. Duffy

When you are satisfied with the note, click the **check mark** at the upper right. This is the same as signing the note off in your PAQ, and the note will drop out of your PAQ.

**Genitourinary:**  
External Gyn: External genitalia is unremarkable. Glands do appear to be normal. Perineum is unremarkable.  
 Urethra meatus is normal.  
Internal Gyn: Vaginal vault displays gray-white discharge. Cervix displays purulent discharge. Uterus: Fundal  
 Height: 28 cm. Adnexa normal to palpation, normal in size; no masses.  
 L.M.P.: Last menses were 10/25/2009. Patient is premenopausal.  
 Pelvis is adequate.

Page 2/3 Line 114 Col 27

Patient History

P... P... C...

New On Lock

OB Post

OB GYN

Review C

OB\_Mas

Medicatio

Problem

OB Gest

OB Socia

OB GYN

Record V

OB\_Mas

Custom

USA Health Services Foundation rlduffy

CAP NUM SCRL 09/08/2010

Start NextGen CAMSO... NGLesso... medicatio... PAQ[EH... PhotoImp... NextGe...

4:29 PM

**Signoff Queue - [DUFFY, ROBERT LAMAR MD]**

Pending Rejected History DUFFY, ROBERT LAMAR MD

Description	Patient	Date-Time
OB_Master	Quagmire, Debra D	09/08/2010 04:12 PM
OB_Master	Mullins, Maddie	09/02/2010 02:37 PM
OB_Master	GAFFORD, EXA...	09/01/2010 03:27 PM
OB_Master	Quagmire, Debra D	09/01/2010 02:39 PM
OB_Master	Scenario, Routine...	09/01/2010 12:20 PM
OB_Master	Quagmire, Decem...	09/01/2010 12:19 PM
OB_Master	GAFFORD, EXA...	09/01/2010 12:19 PM
OB_Master	GAFFORD, EXA...	09/01/2010 11:28 AM
OB_Master	Quagmire, Quincy Q	08/29/2010 09:47 PM
FreeText	Quagmire, Quincy Q	08/29/2010 09:47 PM
FreeText	DuffyRL, Example...	08/27/2010 11:40 AM
Master_Im	Test, Wilma Flinst...	08/27/2010 11:26 AM
Master_Im	Test, Daffy Duck	08/27/2010 11:10 AM
Master_Im	Test, Janna	08/27/2010 10:40 AM
Master_Im	Test, Janna	08/27/2010 09:37 AM
Master_Im	Test, Alisa	08/26/2010 10:28 AM
Master_Im	Test, Janna	08/26/2010 09:35 AM
Master_Im	Test, Alisa	08/26/2010 09:17 AM
Order	TEST, LISA	08/25/2010 03:31 PM
Order	TEST, MOM	08/25/2010 08:19 AM
Order	TEST, LISA	08/24/2010 02:22 PM
Order	TEST, MATT	08/24/2010 02:22 PM
Order	TEST, DEE DEE	08/24/2010 02:22 PM
Order: Very High	TEST, DEE DEE	08/24/2010 10:10 AM
Order	TEST, MATT	08/24/2010 10:10 AM
GYN_Master	TEST, MOM	08/23/2010 05:11 PM

Document: OB\_Master  
Created: 08/31/2010 08:35 AM  
by: Duffy, Robert L  
Modified: 09/08/2010 04:12 PM  
by: Duffy, Robert L

Open Reassign Options

Preview Comments

HighEdit

Times New Roman 10

USA FAMILY MEDICINE  
1504 SPRINGHILL AVE STE 1800  
MOBILE AL 366043273

PATIENT: Debra Quagmire  
DATE OF BIRTH: 03/15/1990  
AGE: 20 years  
DATE: 05/03/2010 9:18 AM  
VISIT TYPE: OB Prenatal - Initial

Page 1/3 Line 1 Col 1

DUFFY, ROBERT LAMAR MD  
09/08/2010 04:34 PM  
Add comments here.

Font... Add

Back in the PAQ, note that you can type comments in this box, click **Add**, and they will display under the note.

These comments aren't readily apparent back in the patient encounter, however, so we don't encourage this as a method of adding additional comments.

**Signoff Queue - [DUFFY, ROBERT LAMAR MD]**

Pending Rejected History DUFFY, ROBERT LAMAR MD

Description	Patient	Date-Time
GYN_Master	Obgyn, Example01	07/28/2010 02:46 PM
GYN_Master	Scenario, Discharge	07/28/2010 02:33 PM
GYN_Master	Obgyn, Scenario1	07/28/2010 01:30 PM
GYN_Master	Scenario, Pessary	07/28/2010 10:44 AM
GYN_Master	Scenario, Pessary	07/28/2010 10:21 AM
GYN_Master	Quagmire, Felicia	07/26/2010 11:40 PM
GYN_Master	Scenario, Pessary	07/26/2010 01:45 PM
GYN_Master	Obgyn, Scenario1	07/26/2010 01:45 PM
GYN_Master	Scenario, Depo	07/26/2010 09:49 AM
GYN_Master	Obgyn, Example01	07/26/2010 09:29 AM
Master_In	TEST, MAI	07/16/2010 01:05 PM
Master_In	TEST, DEBBIE	07/16/2010 01:05 PM
Order	TEST, LABCORP	07/12/2010 01:05 PM
SamplePDF	Quagmire, Enid E	07/02/2010 11:04 AM
Master_In	Quagmire, Enid E	06/22/2010 10:59 AM
Master_In	Quagmire, Enid E	06/21/2010 11:44 PM
Master_In	Quagmire, Abigail A	06/21/2010 11:34 PM
OB_Master	DICKERSON, EX...	06/18/2010 11:35 AM
Order: High	TEST, LABCORE	06/17/2010 08:58 AM
Order: Low	TEST, LABCORE	06/17/2010 08:58 AM
Correspondence	Test, Alisa	06/16/2010 10:29 AM
Order: Low	TEST, LABCORE	06/14/2010 01:35 PM
Order: High	TEST, LABCORE	06/14/2010 01:16 PM
Master_In	Quagmire, Abigail A	05/27/2010 05:46 PM
Order: High	TEST, LABCORE	05/26/2010 01:57 PM
Order	Patient, Test T	05/26/2010 01:22 PM

Preview Comments

22.17%

Pretend this is a letter, form, etc.

Another thing you might sign off in the PAQ would be a letter from a consultant, or some sort of form that had been saved to the chart. You would often do this by just clicking **Accept**.

Here we'll click **Open** to demonstrate another way to sign off such items.

Accept Reject To Do

ICS Image: Lab  
Created: 06/16/2010 10:29 AM  
by: Massey, Jessica  
Modified: 06/16/2010 10:29 AM  
by: Massey, Jessica

Open Reassign Options

Correspondence

Font... Add

File Edit View Imaging Tools Admin Utilities Window Help

Logout Save Clear Delete USA FAMILY MEDICINE DUFFY, ROBERT LAMAR MD Patient History Inbox PAQ Templates Documents Medications ICS Apps Close

05/03/2010 10:00 AM "Lab - 227" 1696 x 2200 - 1 BPP x

23.53%

Pretend this is a letter, form, etc.

You are now viewing the document within the encounter.  
Note the **handwriting** icon. Click this...

Lab - 227 TIF 1696 x 2200 (1BPP)

Patient History

New Lock

05/03/2010 10:00 AM

- Adult As
- Adult Fin
- Adult His
- Adult Imr
- Adult Off
- Adult Pe
- Diagnost
- Em Histo
- Master In
- OB Gest
- USA Ref
- DxStudy
- Referral
- referral\_n
- scan one
- test 0512
- test 0512

Custom

USA Health Services Foundation rlduffy CAP NUM SCRL 09/08/2010

Start NextGen CAMSO... NGLesso... medicatio... PAQ[EH... PhotoImp... NextGe... 4:52 PM

Then click on the document, holding the left mouse button down, dragging out the shape of a rectangle.

Your electronic signature will be inserted, and the item will be removed from your PAQ.

This is particularly useful when you need to open the patient's chart to get some context on what the letter is about.

The screenshot shows the NextGen EHR interface. A green oval highlights a signature box containing the text "Duffy, Robert 9/8/2010 4:59 PM". A green arrow points from the text "This is particularly useful when you need to open the patient's chart to get some context on what the letter is about." to the signature box. The right sidebar shows the "Patient History" section with a list of medical events. The bottom status bar shows "Lab - 227 TIF 1696 x 2200 (1BPP)". The taskbar at the bottom shows various open applications including "NextGen", "CAMSO...", "NGLess...", "medicatio...", "PAQ[EH...", "PhotoImp...", and "NextGe...".

05/03/2010 10:00 AM "Lab - 227" 1696 x 2200 (1BPP)

23.53%

Patient History

New Lock

05/03/2010 10:00 AM

Adult As:  
Adult Fin  
Adult His  
Adult Imr  
Adult Off  
Adult Pe  
Diagnost  
Em Histo  
Master In  
OB Gest  
USA Ref  
DxStudy  
Referral  
referral\_n  
scan one  
test 0512  
test 0512

Custom

Lab - 227 TIF 1696 x 2200 (1BPP)

Ready

USA Health Services Foundation rlduffy CAP NUM SCRL 09/08/2010

Start NextGen CAMSO... NGLess... medicatio... PAQ[EH... PhotoImp... NextGe...

4:52 PM

**Signoff Queue - [DUFFY, ROBERT LAMAR MD]**

Pending Rejected History DUFFY, ROBERT LAMAR MD

Description	Patient	Date-Time
GYN_Master	Obgyn, Example01	07/28/2010 02:46 PM
GYN_Master	Scenario, Discharge	07/28/2010 02:33 PM
GYN_Master	Obgyn, Scenario1	07/28/2010 01:30 PM
GYN_Master	Scenario, Pessary	07/28/2010 10:44 AM
GYN_Master	Scenario, Pessary	07/28/2010 10:21 AM
GYN_Master	Quagmire, Felicia	07/26/2010 11:40 PM
GYN_Master	Scenario, Pessary	07/26/2010 01:45 PM
GYN_Master	Obgyn, Scenario1	07/26/2010 01:45 PM
GYN_Master	Scenario, Discharge	07/26/2010 09:22 AM
Master_Im	TEST, MATT	07/16/2010 01:11 PM
Master_Im	TEST, MERRIE	07/13/2010 12:44 PM
Order	TEST, LABCORP	07/10/2010 01:05 PM
Order	Duffy, Example	07/02/2010 11:04 AM
SamplePDF	Quagmire, Enid E	07/02/2010 11:04 AM
Master_Im	TEST, LABCORP	06/21/2010 11:44 PM
Master_Im	Quagmire, Abigail A	06/21/2010 11:34 PM
Order	TEST, LABCORP	06/17/2010 08:58 AM
Order: Low	TEST, LABCORE	06/16/2010 10:29 AM
Order: Low	TEST, LABCORE	06/14/2010 01:35 PM
Order: High	TEST, LABCORE	06/14/2010 01:16 PM
Master_Im	Quagmire, Abigail A	05/27/2010 05:46 PM
Order: High	TEST, LABCORE	05/26/2010 01:57 PM
Order	Patient, Test T	05/26/2010 01:22 PM

Preview Comments

22.17%

PRETEND THIS IS A LAB REPORT.

The other major category of items in your PAQ will be test results. Some of these will be paper reports scanned in by office staff, such as this. As above, you could simply sign it off by clicking **Accept**. But most often you'll want to address the result in some fashion on the chart, so click **Open**.

Order: Low TEST, LABCORE 06/17/2010 08:58 AM

Lab Test, Alisa 06/16/2010 10:29 AM

Order: Low TEST, LABCORE 06/14/2010 01:35 PM

Order: High TEST, LABCORE 06/14/2010 01:16 PM

Master\_Im Quagmire, Abigail A 05/27/2010 05:46 PM

Order: High TEST, LABCORE 05/26/2010 01:57 PM

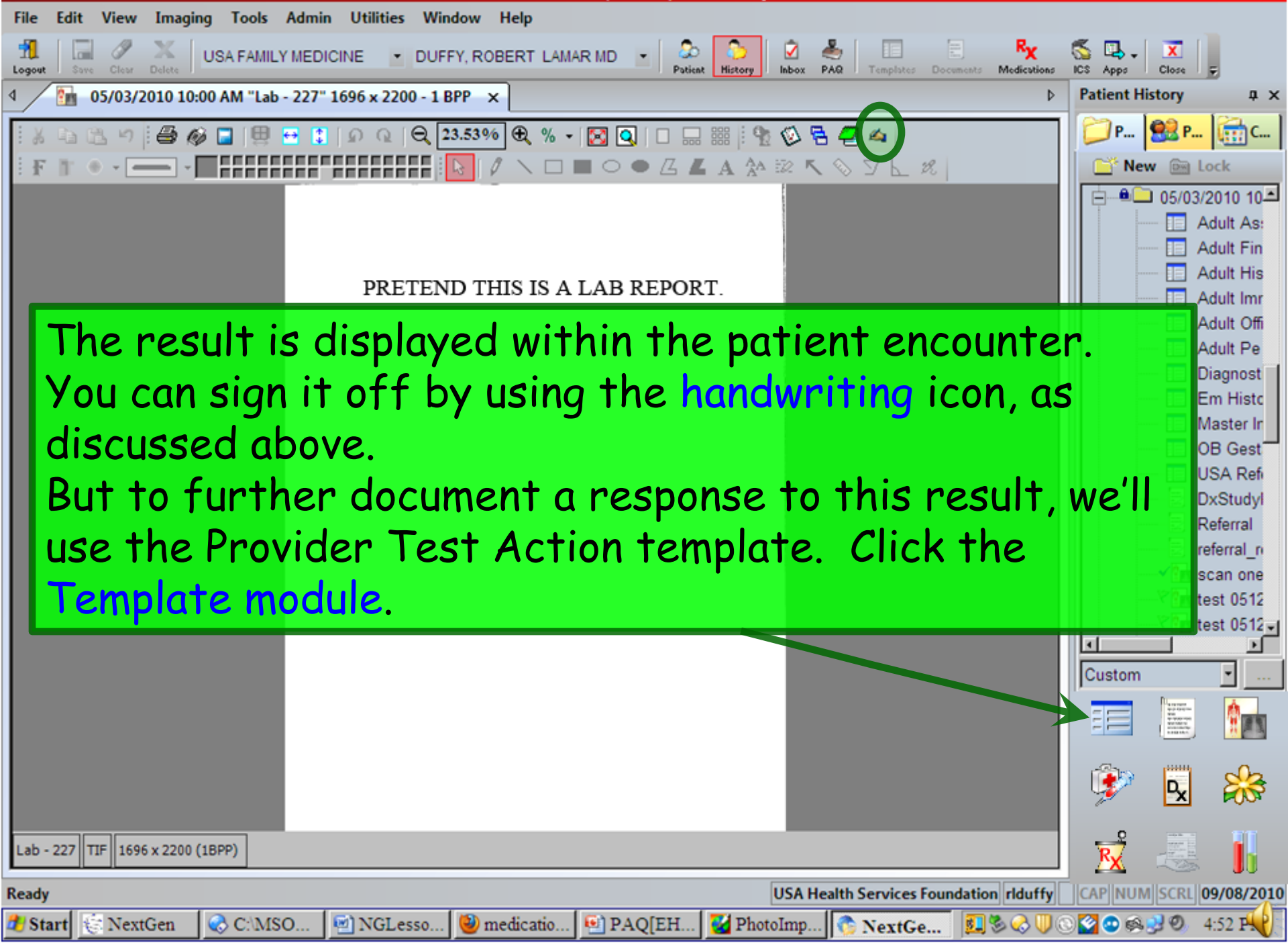
Order Patient, Test T 05/26/2010 01:22 PM

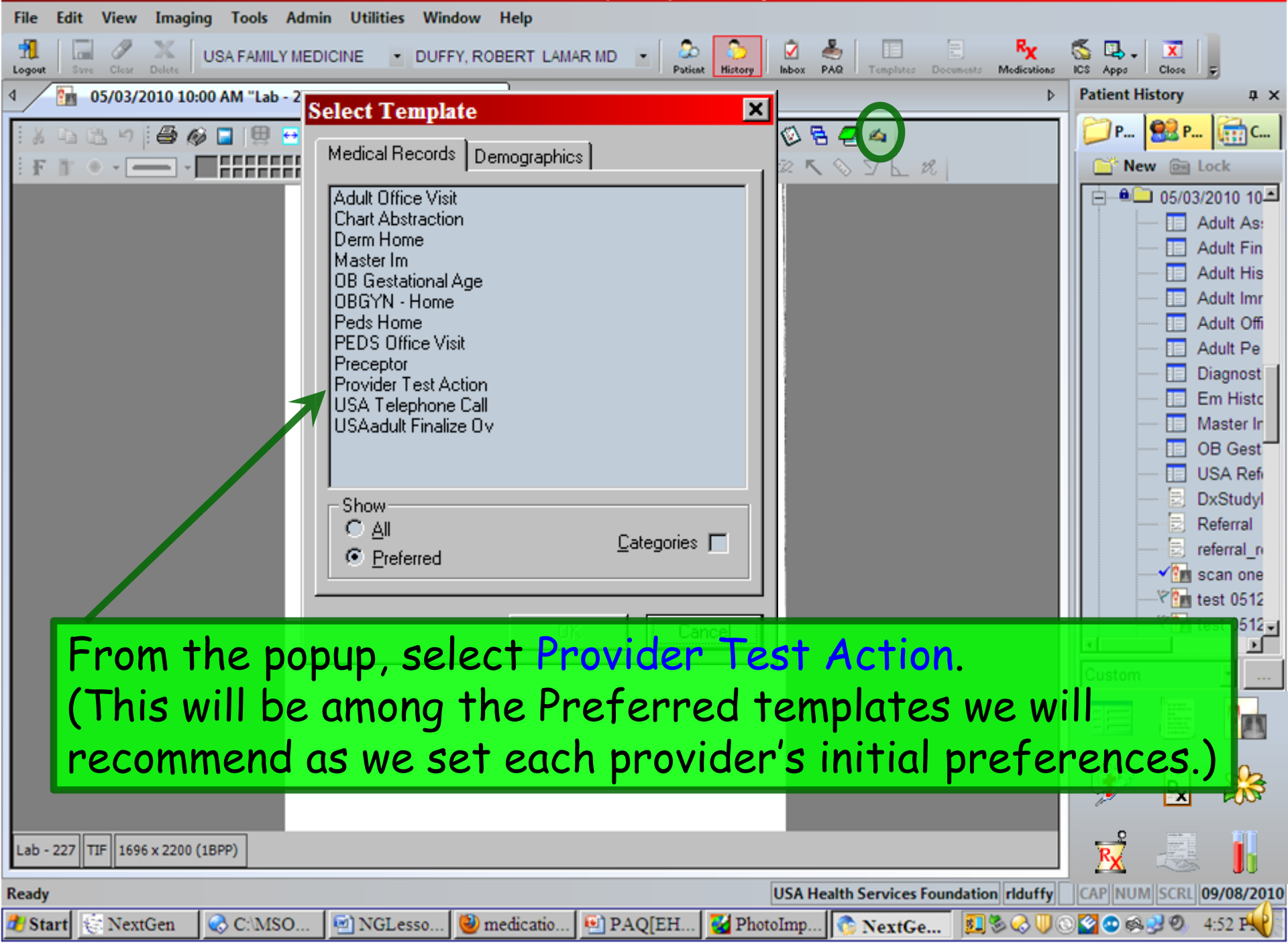
Accept Reject To Do

ICS Image: Lab  
Created: 06/16/2010 10:29 AM  
by: Massey, Jessica  
Modified: 06/16/2010 10:29 AM  
by: Massey, Jessica

Open Reassign Options

Font... Add





Alert

**Appointment information**

First office visit: 06/11/2010

Most recent office visit: 10/20/2010

**Contact information**

Home: (251) - Work: ( ) -

Pharmacy (preferred): Buy-Rite Drugs #10

**Medications**

Medication	Description	Last Refilled
Ambien CR 12.5 mg Tab	take 1 tablet (12.5MG) by ORAL route every day at bedtime	/ /
Protonix 20 mg Tab	take 2 tablet (40MG) by ORAL route every day	/ /
Zyrtec-D 5 mg-120 mg 12 hr Tab	take 1 tablet by ORAL route every 12 hours	/ /

Diagnosis study Referrals Other Reports Lab orders

Lab results (view only) All orders Notes only

No results were found

**2. Action details/Notes**

Potassium normal at 4.0. Tell her to continue current dose, and follow-up in 3 months.

**3. To do**

☐ Adjust medication
 ☐ Contact patient by phone
 ☐ Counsel patient
 ☐ Place new medication order
 ☐ Repeat test within

☐ Schedule appointment
 ☐ Send lab letter
 ☐ Send referral
 ☐ Send test result(s)
 ☐ Other

Test Action Labs Document Library Save Save and Complete Save and Task Norm

Type a response to the test.

You can also use the checkboxes and lines below.

Then click **Save**, or **Save and Task**, if you wish to send a task to someone.

**Alert**

**Appointment information**

First office visit: 06/11/2010

Most recent office visit: 10/20/2010

**Contact information**

Home: (251) - Work: ( ) -

Pharmacy (preferred): Buy-Rite Drugs #10

**1. Select category**

☐ Diagnostic study
 ☐ Referrals
 ☐ Other reports
 ☐ Lab orders
 ☒ Lab results (view only)
 ☐ All orders
 ☐ Notes only

No results were fo

**Medications**

Medication	Description	Last Refilled
Ambien CR 12.5 mg Tab	take 1 tablet (12.5MG) by ORAL route every day at bedtime	/ /
Protonix 20 mg Tab	take 2 tablet (40MG) by ORAL route every day	/ /
Zyrtec-D 5 mg-120 mg 12 hr Tab	take 1 tablet by ORAL route every 12 hours	/ /

**Action**

**2. Action details/Notes**

Potassium normal at 4.0. Tell her to continue current dose, and follow-up in 3 months.

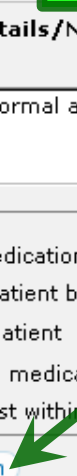
**3. To do**

☐ Adjust medication
 ☐ Contact patient by phone
 ☐ Counsel patient
 ☐ Place new medication order
 ☐ Repeat test within

☐ Schedule appointment
 ☐ Send lab letter
 ☐ Send referral
 ☐ Send test result(s)
 ☐ Other

Test Action Labs Document Library Save Save and Complete Save and Task Norm

Next click **Test Action** to generate a brief document with these instructions.



The document displays.  
Click the **X** to close the document.

Document Name:	Provider Test Action
Patient Name:	Janna Test
Practice:	USA FAMILY MEDICINE
Current Provider:	ROBERT LAMAR DUFFY MD
Encounter Date:	05/03/2010 10:00 AM
Primary Care Physician:	

## Lab Results

**Notes:**

Category/Notes

Lab Potassium normal at 4.0. Tell her to continue current dose, and follow-up in 3 months.

**Navigation**

Tracking Tasking

- Intake
- History
- Summary
- SOAP
- Finalize OV
- Checkout
- Protocols
- Record Vital Signs
- Order Management
- Allergies
- Immunizations
- Past Medical Hx
- Family History
- Social History
- Tobacco Cessation
- Problem List
- Disease Mgmt
- Procedures
- Tuberculin Skin Test
- Document Library
- Nutrition
- Anticoagulation

Preview Offline

**To Do**

Date Due: 10/22/2010 Priority: Normal

Subject: Potassium result Category:

Message: Please call her & let her know about K result.

Save and Close Cancel

Medications Vitals Allergies

Description	Last Refilled
1 tablet (12.5MG) by ORAL route every day at bedtime	/ /
2 tablet (40MG) by ORAL route every day	/ /
1 tablet by ORAL route every hours	/ /

All orders Notes only

If you didn't send a task earlier, you can still one using the **Tasking** button on the Nav Bar. Type your message, then click **Save and Close**.

- ☐ Send lab letter
- ☐ Send referral
- ☐ Send test result(s)
- ☐ Other

**Navigation**

Intake  
History  
Summary  
SOAP  
Finalize OV  
Checkout  
Protocols

Record Vital Signs  
Order Management  
Allergies  
Immunizations  
Past Medical Hx  
Family History  
Social History  
Tobacco Cessation  
Problem List  
Disease Mgmt  
Procedures  
Tuberculin Skin Test  
Document Library

Nutrition  
Anticoagulation

Preview Offline

**Medications**

06/11/2010  
10/20/2010

Work: ( ) -

Buy-Rite Drugs #10

Referrals Other

**Attach**

Attach Patient's Document

OK Cancel

☐ No Attachment  
☐ This Template  
☒ Template  
☐ Document  
☐ Image  
☐ ICS Image

**Templates**

OK Cancel

10/20/2010 10:08 AM  
Telephone Call  
Procedures  
**Provider Test Action**  
Intake - OV  
Summary - OV  
Histories - OV  
SOAP - OV  
Protocols

10/19/2010 01:34 PM  
10/18/2010 03:40 PM  
10/15/2010 03:53 PM

My Phrases Edit My Phrases Clear

hphone  
n order

Schedule appointment  
Send lab letter  
Send referral  
Send test result(s)  
Other

Labs Document Library Save Save and Complete Save and Task Norm Page Down

Attach the Provider Test Action template.

**Navigation**

- Intake
- History
- Summary
- SOAP
- Finalize OV
- Checkout
- Protocols
- Record Vital Signs
- Order Management
- Allergies
- Immunizations
- Past Medical Hx
- Family History
- Social History
- Tobacco Cessation
- Problem List
- Disease Mgmt
- Procedures
- Tuberculin Skin Test
- Document Library
- Nutrition
- Anticoagulation

**Medications**

06/11/2010

Medications

Vitals

Allergies

Medication	Description	Last Refilled
ORAL		/ /
ORAL route		/ /
every		/ /
es only		

**Select Task Recipients**

Available Users / Workgroups:

- FMC Attending Team (Attending Team)
- FMC Attendings (Physicians)
- FMC Blue Team (Blue Team e-Rx R)
- FMC Front Office (Front Office)
- FMC Green Team (Green Team e-Rx R)
- FMC Medical Records (Medical Records)
- FMC Momcare Case Worker (Social Worker)
- FMC Nursing (Nurses)
  - Anderson, Brenda
  - Bell, Francine h
  - Blakely, Jakarta
  - Clay, Frances
  - Dunning, Tanginko
  - Kelley McLaren, Julie
  - McMullan, Renetta
  - Rankin, Jonnita
  - Spears, Keona
  - Stanton, Alisha
- FMC Red Team (Red Team e-Rx R)

Add User(s)

Add Group(s)

Remove

Clear

Task Recipients:

Name	Type
Anderson, Brenda	User

New Group

Delete

Modify

OK

Cancel

Choose your recipient and finish sending the task.

Signoff Queue - [DUFFY, ROBERT LAMAR MD]

Pending

Rejected

History

DUFFY, ROBERT LAMAR MD

Description	Patient	Date-Time
OB_Master	Quagnire, Debra D	09/08/2010 04:44 PM
OB_Master	Mullins, Maddie	09/02/2010 02:37 PM
OB_Master	GAFFORD, EXA...	09/01/2010 03:27 PM
OB_Master	Quagnire, Debra D	09/01/2010 02:39 PM
OB_Master	Scenario, Routine...	09/01/2010 12:20 PM
OB_Master	Quagnire, Decem...	09/01/2010 12:19 PM
OB_Master	GAFFORD, EXA...	09/01/2010 12:19 PM
OB_Master	GAFFORD, EXA...	09/01/2010 11:28 AM
GYN_Master	GAFFORD, LESLIE	08/31/2010 12:32 PM
FreeText	Quagnire, Quincy Q	08/29/2010 08:47 PM
FreeText	Quagnire, Ann A	08/27/2010 12:07 PM
FreeText	DuffyRL_Example...	08/27/2010 11:40 AM

Master\_Im

Test, Wilma Fl...

08/27/2010 11:25 AM

Master\_Im

Test, Janna

08/27/2010 10:40 AM

Master\_Im

Test, Alisa

08/26/2010 09:39 AM

Master\_Im

Test, Alisa

08/26/2010 09:17 AM

Order

TEST, LISA

08/25/2010 02:21 PM

Order

TEST, MDM

08/25/2010 08:19 AM

Order

TEST, LISA

08/24/2010 02:22 PM

Order

TEST, MATT

08/24/2010 02:22 PM

Order

TEST, DEE DEE

08/24/2010 02:22 PM

Order, Very High

TEST, DEE DEE

08/24/2010 10:10 AM

GYN\_Master

TEST, MDM

08/23/2010 05:11 PM

Reject

To Do

Created: 08/24/2010 10:10 AM

by: Mullins, Debbie

Modified: 08/24/2010 02:22 PM

by: Interface, Rosetta

Reassign

Options

Preview

Comments

Panel Name	Amylase, Serum
Status	F
Comments	SRC:Blood venous Patient was very dehydrated Performed At: EDIWK, EDI Testing Lab 555 Anywhere Street, Anywhere, NC, 272150000 Testing, Pathologist, MD, Phone: 3365550001
Result Name	Amylase, Serum
Value	86
Comments	

Font...

Add

Eventually we'll be able to receive lab results from LabCorp directly into the PAQ, enabling the capture of results as discrete data. These can be signed off and acted upon in any of the manners demonstrated above.

Unfortunately, as of this writing, the LabCorp interface is not operational.

**Signoff Queue - [DUFFY, ROBERT LAMAR MD]**

Pending Rejected History DUFFY, ROBERT LAMAR MD Preview Comments

Occasionally, you might receive something in your PAQ that you realize actually belongs to another provider.

When this occurs, click the **Reassign** button, and choose the correct recipient from the ensuing popup.

Description	Patient	Date-Time
Master_Im	TEST, ALISA	08/26/2010 09:28 AM
Master_Im	TEST, ALISA	08/26/2010 09:39 AM
Master_Im	TEST, ALISA	08/26/2010 09:42 AM
Master_Im	TEST, ALISA	08/26/2010 09:42 PM
Order	TEST, LISA	08/25/2010 02:21 PM
Order	TEST, LISA	08/24/2010 02:22 PM
Order	TEST, MATT	08/24/2010 02:22 PM
Order	TEST, DEE DEE	08/24/2010 02:22 PM
Order	TEST, MATT	08/24/2010 10:10 AM
Order	TEST, MOM	08/23/2010 05:11 PM
Order	TEST, LISA	08/23/2010 02:51 PM
Order	TEST, ALISA	08/23/2010 03:55 PM
Order	Quagmire, Ann A	08/22/2010 03:19 PM
Order	Quagmire, Nigel	08/21/2010 04:36 PM
Order	Quagmire, Nigel	08/21/2010 04:26 PM
Order	Quagmire, Nigel	08/21/2010 04:07 PM
Order	Quagmire, Nigel	08/21/2010 03:34 PM
Order	Quagmire, Nigel	08/21/2010 03:46 PM
Master_Im	Quagmire, Nigel	08/21/2010 03:22 PM
Order	Quagmire, Opelou...	08/21/2010 02:51 PM
Master_Im	Quagmire, Opelou...	08/21/2010 02:24 PM
OB_Master	Quagmire, Decem...	08/20/2010 02:38 PM

Panel Name	Status	Comments
CBC With Differential/Platelet	F	SRC:Blood venous Performed At: EDIWK, EDI Testing Lab 555 Anywhere Street, Anywhere, NC, 272150000 Testing, Pathologist, MD, Phone: 3365550001
Result Name	Baso (Absolute)	
Value	1.7	
Comments		
Result Name	Basos	
Value	2	

**Reassign PAQ Item**

Select a Provider:

- ATKINSON, TANGELA C MD
- BERGER, LORETTA MD
- BROOKSHIRE, STEPHANIE D MD
- Brown, Sarah MD
- COX, JEFFREY LAYNE MD
- DELP, WILLIAM DONOVAN MD
- Gaffney, Jacquelyn MD
- GRIFFIN, JENNIFER K MD
- Jacobs, Tracy MD
- Khan, Ashraf MD
- KIRKLAND, CHARLES II MD
- LINDER, MICHAEL M MD
- LIU, GERALD MD
- McFaden, Thomas MD

OK Cancel

Accept Reject To Do

Order: Very High  
Created: 08/23/2010 03:27 PM  
by: Mullins, Debbie  
Modified: 08/24/2010 10:10 AM  
by: Interface, Rosetta

Open Reassign Options

Font... Add

**Signoff Queue - [DUFFY, ROBERT LAMAR MD]**

Pending Rejected **History** DUFFY, ROBERT LAMAR MD

Preview Comments

Description	Patient	Date-Time
-------------	---------	-----------

There may be times when you wish to review items you've addressed in the PAQ. To do this, click the **History** tab.

Select among the available search options, then click the **Search** button.

Display: ☒ Accepted ☒ Rejected ☒ Reassigned

Items: ☒ Documents ☒ Images ☒ Notes ☒ ICS ☒ Orders ☒ History

By: ☒ Duffy, Robert L ☐ All Others

☒ When

☒ During the Previous  Day(s)

☐ Between  and

Provider: DUFFY, ROBERT LAMAR MD  
Accepted: 0 items  
Rejected: 0 items  
Reassigned: 0 items

PendingRejectedHistory

DUFFY, ROBERT LAMAR MD

	Description	Patient	Date-Time
	Lab - 227	Test, Janna	09/08/2010 04:59 PM
	Order: Abnormal	TEST, MATT	09/08/2010 05:55 PM
	anticoagulation_master	Quagmire, Nigel	09/08/2010 05:56 PM

Display: ☒ Accepted ☒ Rejected ☒ Reassigned

Items: ☒ Documents ☒ Images ☒ Notes ☒ ICS ☒ Orders ☒ HIE

By: ☒ Duffy, Robert L ☐ All Others

☒ When 

During the Previous

1

Day(s)

Between

9/ 8/2010

and

9/ 8/2010

Clear

Search

Accept

Reject

To Do

Document: anticoagulation\_master  
Sign Off Status: Accepted  
Accepted: 08/21/2010 04:06 PM  
by: Duffy, Robert L

Open


Reassign

Options

The items meeting your search criteria will appear.

PreviewComments

HighEdit



USA FAMILY MEDICINE  
1504 SPRINGHILL AVE STE 800  
BIRMINGHAM, AL 35273

Nigel Quagmire  
02/01/1961

Indications for therapy

Phlebitis and thrombophlebitis of lower extremities, unspecified

Therapy was started on 07/25/2010. It is expected to continue 6 months.  
Comments: DW Dr. Duffy. Go to 2.5 MWF, 5 TTThSS. Recheck INR 3 days.

Vital signs this encounter

Date	Ht	Ft	Ht	In	Wt	Lb	BMI	BP	Resp	Pulse	Temp	Tak

Page 1/2 Line 1 Col 1

Font...

Add

This concludes the  
NextGen PAQ demonstration.

Why do they lock gas station bathrooms?

Are they worried someone will clean them?