

Gender Health SF: Quality Care Form SmartPhrase Instructions

Note: To be entered as stand-alone Encounter (do not embed in a visit note)

Typical scenario: QC form initiated by BHC & routed to PCP for completion

- **Steps for BHC:**
 - Open patient chart
 - Create Encounter
 - Encounter type: Documentation
 - On left hand bar, enter Reason for documentation: Gender Health Quality Care Form
 - On right hand side: Open a new note
 - Use SmartPhrase:
 - GENDERHEALTHQCBHC
 - Use F2 function to complete document
 - Once form is complete, go to “Disp & CC Chart” by scrolling to bottom of Documentation tab on left of your screen:
 - Add PCP
 - Add comment such as: “MHP section of Gender Health Quality Care form completed; please complete PCP section & submit referral for X surgery”
- **Steps for PCP:**
 - From CC'd chart in In Basket: Open Encounter-->In pop-up: Create Addendum
 - Review MHP Quality Care Form section
 - Create Note
 - Use SmartPhrase:
 - GENDERHEALTHQCPCP
 - Use F2 function to complete document & Accept
 - Place referral to Gender Health SF as appropriate
 - Sign note

Alternative scenario: PCP completes entire QC form without BHC input:

- Follow steps above to create encounter
- Use SmartPhrase: GENDERHEALTHQC