Arrive and check in at reception

- View patient on EHR schedule as "arrived"
  - Greet and escort patient to exam room; log into computer
  - Select patient from schedule to open encounter
  - Record chief complaint and vitals; review and verify tobacco, allergies, current meds list with patient
  - Interview and examine the patient
  - Does patient need to be seen by a physician today?
    - Yes
      - See Nurse Conversion flow
    - No
      - Standing or nonstanding orders (per policy)?
        - Standing
          - Place and sign orders, indicate appropriate authorizing provider
        - Nonstanding
          - Has provider already placed orders?
            - Yes
              - Release orders and proceed
            - No
              - Will nurse take a verbal order from provider?
                - Yes
                  - Place appropriate orders; add cosigning provider
                - No
                  - Notify provider that you need an order signed
                  - Place and sign orders, indicate appropriate authorizing provider
                  - Perform treatment and patient education as necessary; complete documentation
                  - Enter level of service, DX, program area
                  - Give aftervisit summary and followup instructions to patient
                  - Nurse resumes encounter
                  - Provider opens encounter and signs pending order(s); exits workspace
                  - Close encounter
        - Has provider already placed orders?
          - Yes
            - Place appropriate orders; add cosigning provider
            - Notify provider that you need an order signed
            - Place and sign orders, indicate appropriate authorizing provider
            - Perform treatment and patient education as necessary; complete documentation
            - Enter level of service, DX, program area
            - Give aftervisit summary and followup instructions to patient
            - Nurse resumes encounter
            - Provider opens encounter and signs pending order(s); exits workspace
            - Close encounter
          - No
            - See Nurse Conversion flow

Patient checks out at reception