Physician Assistant (PA) Office Visit

Patient

- Arrive and check in at reception

Nurse/MA/Clinical Support Staff

- Note patient has arrived on EHR schedule
- Greet and escort patient to exam area
- Measure patient’s weight and height in hallway; write on paper
- Take patient to exam room and log into computer
- Click on patient name on schedule to open encounter
- Take vital signs
- Record vital signs and chief complaint(s)
- Review and verify allergies, tobacco, and current meds list in EHR
- Place any necessary orders per provider
- Secure the computer and leave room
- Support finishes with patient and completes documentation
- Print after visit summary and give to patient with any other printouts (Rx, etc.) Exit workspace
- Review EHR prior to entering the room
- Enter exam room and log into computer. Go to patient encounter
- Review information documented by support staff
- Interview patient and document in EHR progress note
- Perform exam and document in EHR progress note
- Continue progress note in documentation
- Place orders in EHR with authorization of provider if necessary
- Enter followup information and/or patient instructions in EHR
- Use followup section to CC encounter to supervising provider for review
- Complete progress note
- Will support staff need to document anything else?

Physician Assistant

- PA closes encounter
- Print after visit summary and give to patient with any other printouts (Rx, etc.); exit workspace
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- Support finishes with patient and completes documentation
- Print after visit summary and give to patient with any other printouts (Rx, etc.) Exit workspace
- Patient checks out