CareGuide Job Aid

UHCare Ambulatory

This job aid instructs Providers how to use CareGuides efficiently in UHCare Ambulatory.

Contents

UHCare Ambulatory .......................................................................................................................... 1
CareGuides ......................................................................................................................................... 1
Advantages to using CareGuides: ..................................................................................................... 2
Accessing the CareGuide .................................................................................................................... 2
Setting Up Favorite CareGuide Templates .......................................................................................... 5
To Set Up the CareGuide Template ................................................................................................... 5
CareGuide Icons .................................................................................................................................. 7

CareGuides

CareGuides are industry-based sets of orders that are grouped based on a problem or diagnosis. You should always start the ordering process by reviewing the Care Guides first.

There are currently over 900 CareGuides, but it is important to note that not all diseases or problems have a CareGuide associated with them.

Tip ► As you continue to choose disease-based orders, the orders are added to your My Favorites and Quick Lists.

As you continue using the CareGuides for all of your patients, you are building a list of Favorites and QuickSets.
Advantages to using CareGuides:
- Orders are already linked to a Diagnosis/Problem.
- Orders relevant to a diagnosis are already available for selecting without searching.
- CareGuides are easily sortable based on order type.

Accessing the CareGuide
You can access a CareGuide for a problem by following these steps:

1. In the Diagnoses/Problems section of the Note, click Asthma.

2. Click the CareGuide associated with the assessed Problem. In this case, select CareGuide: Asthma, Mild Persistent, Child 0-11 Years.
The associated CareGuide displays in the ACI.

Tip ► CareGuides display as a checklist of orders.

3. Click the checkbox next to each order that is appropriate for the patient. For example: Click on the **Singulair 5 MG Oral Tablet Chewable** option.

A list of Sigs displays.
4. Select your Sig from the available options.

- **CareGuide** – Displays the Sig from the CareGuide
- **QuickSets** – Displays Sigs that you have used in the past for the selected medication.

**Tip ►** If the Sig you wish to use is not available, click the pencil icon (or the Edit link) to create a new Sig.

- The selected medication order displays in the Medications Viewing Pane on the left side.

**Tip ►** The medication displays in magenta, as it has not yet been committed to the chart.

**Note ►** Any order can be edited by right-clicking on the item and selecting edit.

5. Continue scrolling down to enter in labs, radiology and other orders.
6. When your orders are complete, click **OK** to return to the Visit Note.

**Note ►** The medication order displays in magenta in the Orders section of the Note.

### Setting Up Favorite CareGuide Templates

If you pick the same orders for a chosen diagnosis, you can set up a favorite CareGuide template. This enables you to use the same CareGuide options when you order for a specific diagnosis. The templates are saved by diagnosis and user, NOT by patient.

For example, if you choose the same orders for Asthma for all your patients who come in with this new diagnosis, then you can set up a template. Then next time you go to the Abdominal CareGuide, the same orders will be checked and ready for you to go to the next step. This is a great time saver.

If you need to edit your choices, you can, by unchecking what you don’t want and checking what you do want.

### To Set Up the CareGuide Template

1. Click all the orders you desire in the CareGuide.

2. **Right-click** anywhere on the CareGuide.
3. Click **Save as Personal Template**.

![Action Menu](image)

**Note ►** Nothing specific is going to happen at this point. It doesn’t state that you have saved this as a template.

**Note ►** Next time, use this same CareGuide (same diagnosis) and the same items are already checked. Unless you want to change anything on the pre-checked CareGuide, just click **OK** and continue on with your Visit Note.
## CareGuide Icons

There are several icons that display in the CareGuide to assist you in placing orders:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="A" /></td>
<td>Indicates the patient is allergic to the indicated medication.</td>
</tr>
<tr>
<td><img src="image" alt="Rx" /></td>
<td>Indicates the medication order is already present on the patient’s chart.</td>
</tr>
<tr>
<td><img src="image" alt="Clock" /></td>
<td>Indicates a Reminder for the order is present on the patient’s chart.</td>
</tr>
<tr>
<td><img src="image" alt="Pen" /></td>
<td>Indicates the order is already pending on the Encounter Summary.</td>
</tr>
<tr>
<td><img src="image" alt="Pencil" /></td>
<td>Opens the Order Details window for you to edit the order.</td>
</tr>
<tr>
<td><img src="image" alt="Checkmark" /></td>
<td>Orders the item you’ve chosen</td>
</tr>
</tbody>
</table>