



VFSA (INPATIENT & OUTPATIENT) HOSPITAL INFORMATION SYSTEM (HIS)

SPEECH LANGUAGE PATHOLOGIST AND COMMUNICATIVE DISORDERS ASSISTANT

Outpatient VFSA Requisitions/Orders

Incoming faxes will be sent into Work Queue Monitor (WQM), where they will need to be attached to a patient's chart. This step will be completed by Diagnostic Imaging at SCS and by the Speech Language Pathologists at WS and NFS. *Please refer to the Work Queue Monitor Tip Sheet for details.*

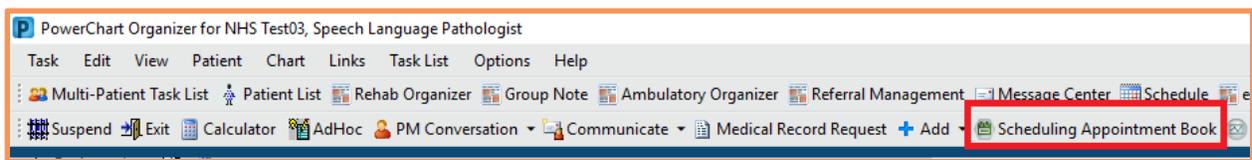
- ***Note:** If the patient does not exist in the system, utilize Person Management (PM Launch or PM Office) and choose the Add/Modify Person Conversation.

Once the fax is attached to the patient, select Referral Form as the “**Document type:**” and update the “**Status:**” to Complete. This will remove the WQM fax entry from the list.

- ***Note:** The Subject field, even though in a grey textbox, can be edited as needed. For example, it can be updated to reflect “Referral Form – SCS VFSA”

If the patient qualifies for a Video Fluoroscopic Swallow Assessment (VSFA), reach out to Diagnostic Imaging (DI) to confirm that the appropriate order, FL Video Fluoroscopic Swallowing Study, has been placed in the patient's PreReg Encounter. Once the *Order to Scheduling* has been placed by DI, the Speech Language Pathologist (SLP) and/or Communicative Disorders Assistant (CDA) will need to navigate to:

- *Scheduling Appointment Book* > *Request List Inquiry* to **Modify** the request and assign it to the appropriate FL Future Book.
- DI can use this to schedule the appointment in ***Scheduling Appointment Book***.
- The initial *Order to Scheduling* goes to the SLP Future Book.
- To access this appointment for review, open ***Scheduling Appointment Book*** from the Action toolbar.





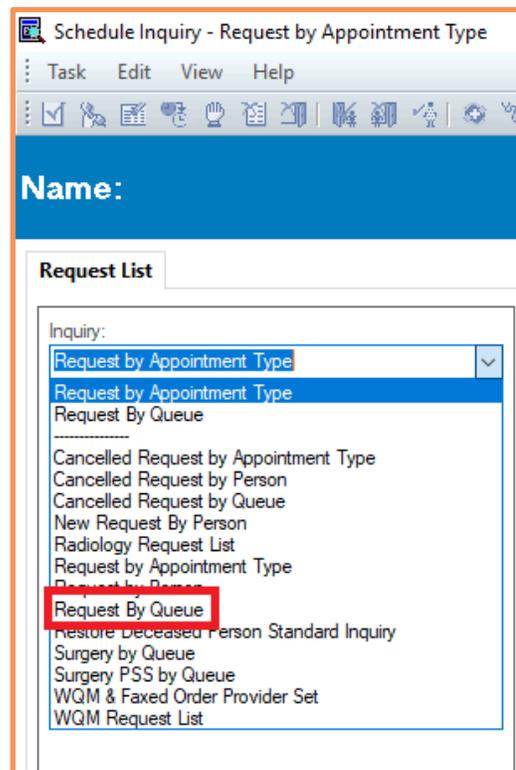
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- Once in *Scheduling Appointment Book* select the *Request List Inquiry* icon.

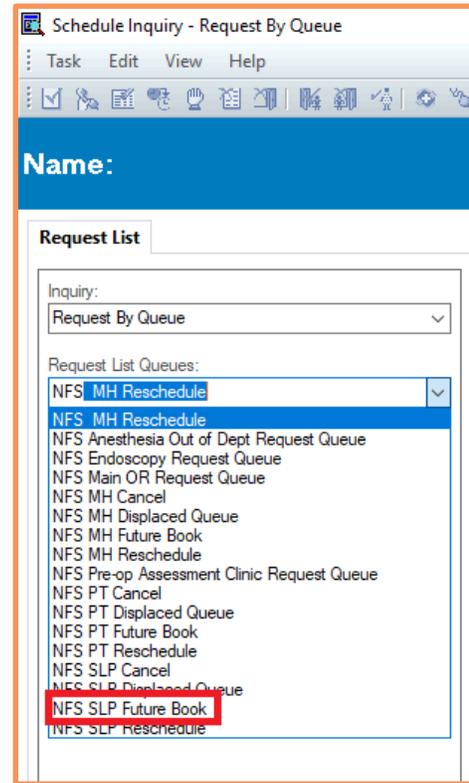


- The *Request List Inquiry* window will open.

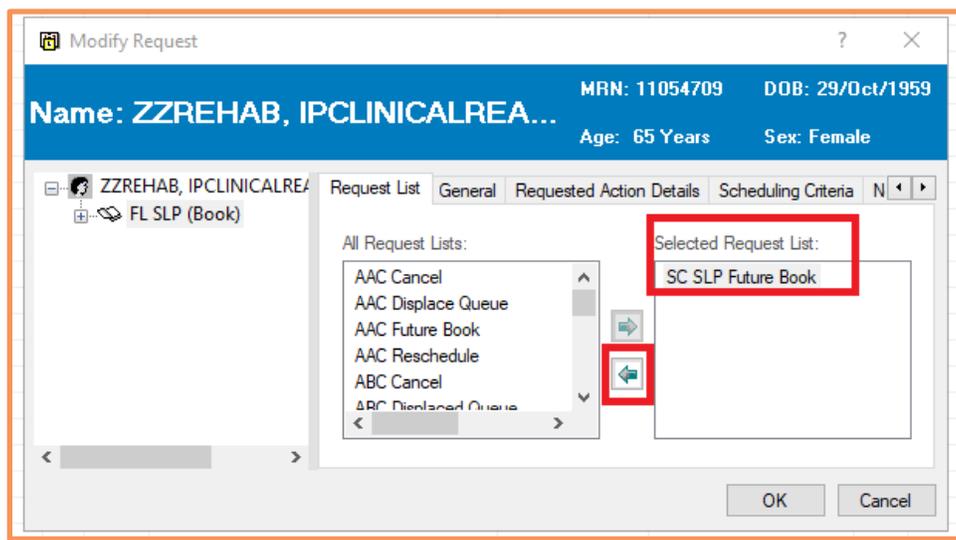
- In the “**Inquiry:**” drop-down menu, select “**Request by Queue**”.



- In the *Request List Queues* drop-down, select the appropriate site SLP Future Book and then choose **Find**.
 - SC SLP Future Book
 - WS SLP Future Book
 - NFS SLP Future Book



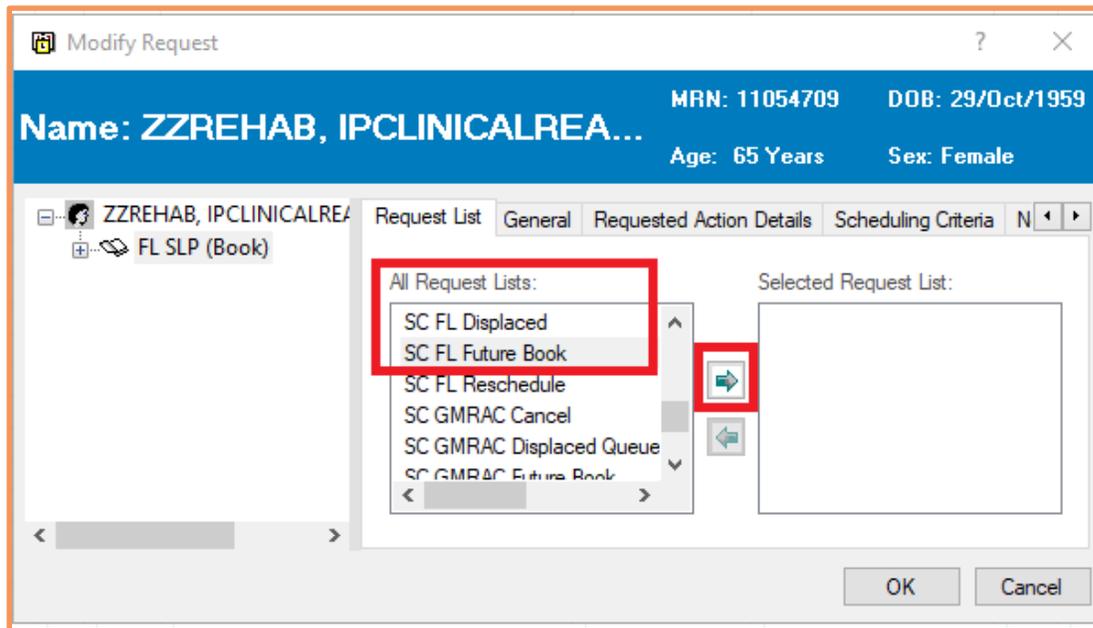
- Right-Click the appointment and select *Move Request*.
- The *Modify Request* window will open. Remove the SLP Future Book item from the *Selected Request List* in the right pane by selecting the Future Book item and selecting the left pointing arrow.





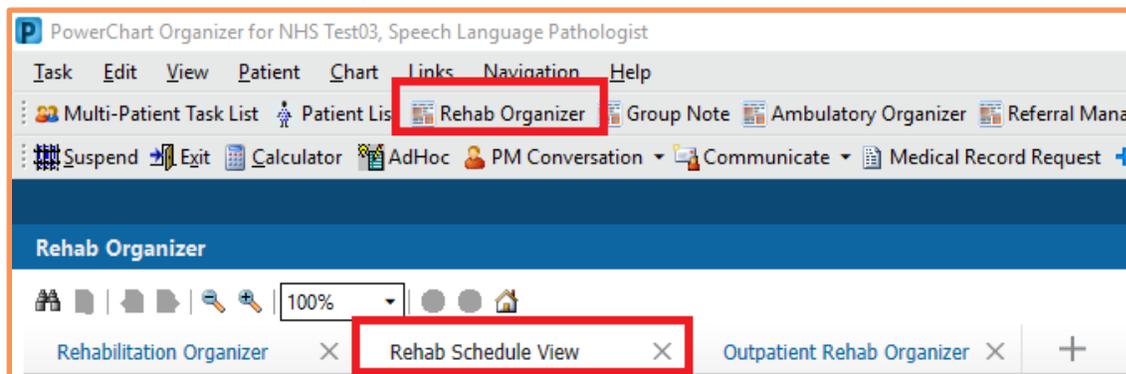
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- Now that the SLP Future Book has been removed, locate the FL Future Book and move it into the Selected Request List by using the right pointing arrow.
 - SC FL Future Book
 - WS FL Future Book
 - NF FL Future Book



- Once selected, choose **OK**
- ***Note:** When DI scheduled the appointment to the Fluoroscopy room resource, it will automatically also book the corresponding sites' SLP resource.

To locate the scheduled appointment within PowerChart, navigate to the Rehab Organizer and choose the *Rehab Schedule View* MPage.

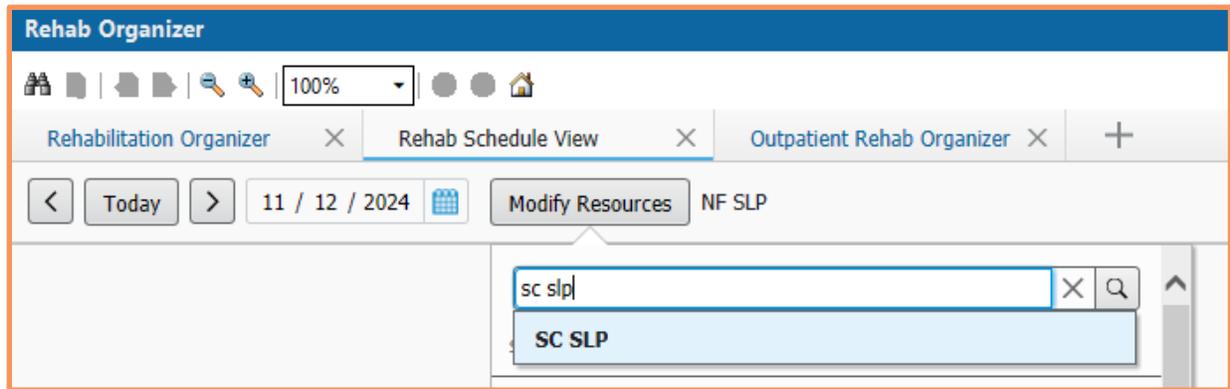




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When in *Rehab Schedule View* select **Modify Resources**; ensure you have the following resources added for your site:

- SC SLP
- WS SLP
- NF SLP



The Fluoroscopy, room resource can also be added as a resource, if preferred:

- SCS FL 1
- WS IR/FL 1
- NFS IR/FL 1

Once the resources are selected, the schedule for the chosen day will be displayed, enabling the user to select the patient's and access their chart.

Once the patient's chart opens, select the AdHoc icon from the Action toolbar and select the *Outpatient Therapy* folder. Locate the *SLP Outpatient Assessment PowerForm* and choose **Chart** to complete documentation.

Choose the appropriate **Type of Assessment* as it is a required field, complete all necessary and relevant areas of the PowerForm, making sure to navigate to the *Video Fluoroscopic Swallow Assessment* section of the PowerForm.

Once completed, select the green check mark to **Sign** the PowerForm and publish it to the patient's chart.

- ***Note:** In case the Diagnostic Imaging Reception/Clerk did not do so, the SLP can Check In the appointment within Scheduling Appointment Book.



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Inpatient VFSA Orders

The Order that is used to queue a VFSA is titled “**FL Video Fluoroscopic Swallowing Study**”. When submitting this order, it is imperative that the “**Order for future visit:**” has a chosen response of **Yes**.

Orders for Signature

Order Name	Status	Start	Details
HD 1E HD199-A-Fin81-000031 Admit-2023_Aug-09 13:09			
Diagnostic Imaging			
FL Video Fluoroscopic Swallowing Study - New Order...		2024-Dec-11, Routine	

Details for **FL Video Fluoroscopic Swallowing Study**

*Requested Start Date/Time: 11/Dec/2024 1140 EST

*Priority: Routine

*Reason for Exam:

Order for future visit: Yes No

Exam to be performed outside organization: Yes No

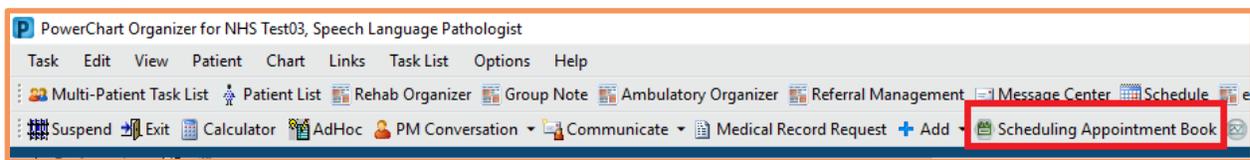
*Performing Location:

CC Provider:

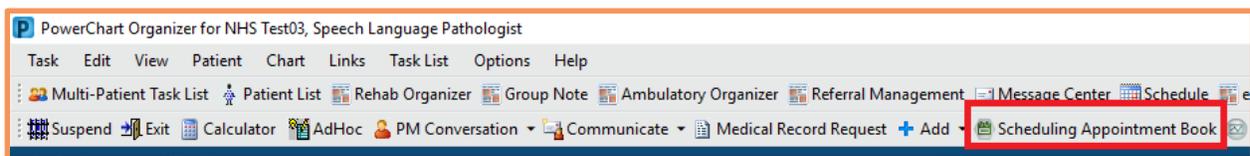
2 Missing Required Details | Dx Table | Orders For Co-signature | Orders For Nurse Review | Sign

Once Ordered, this order will utilize a function called “*Orders to Scheduling*”. As a result, the order will queue up a schedulable appointment within **Scheduling Appointment Book**.

The initial *Order to Scheduling* goes to the SLP Future Book. To access this appointment for review, open **Scheduling Appointment Book** from the Action toolbar:



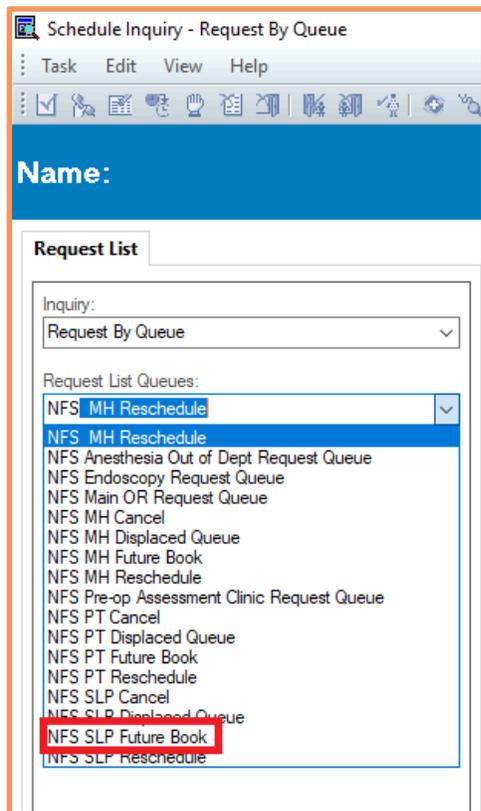
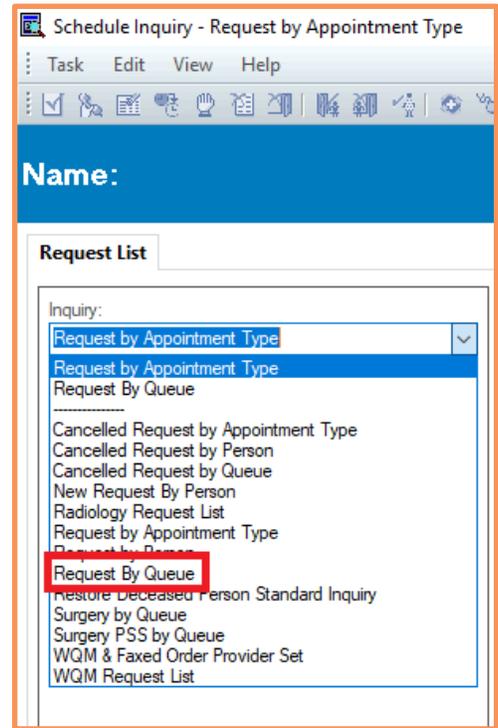
- Once in **Scheduling Appointment Book**, select the *Request List Inquiry* icon.





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- The *Request List Inquiry* window will open. In the “**Inquiry:**” drop-down menu, select “**Request by Queue**”.



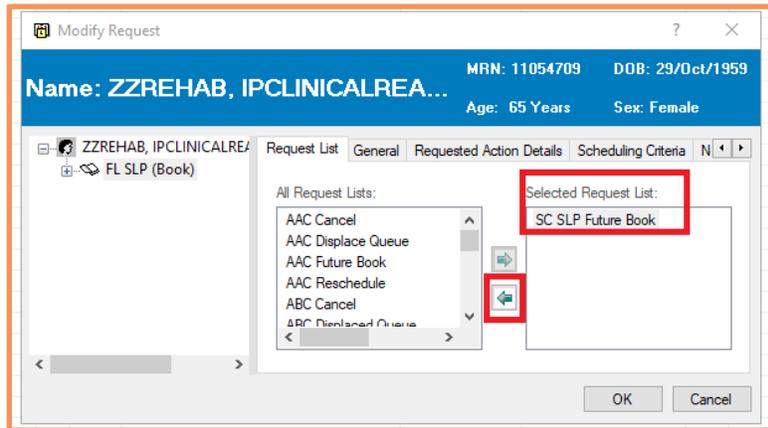
- In the *Request List Queues* drop-down, select the appropriate site SLP Future Book and then choose **Find**.
 - SC SLP Future Book
 - WS SLP Future Book
 - NFS SLP Future Book
- Select from the list of items.

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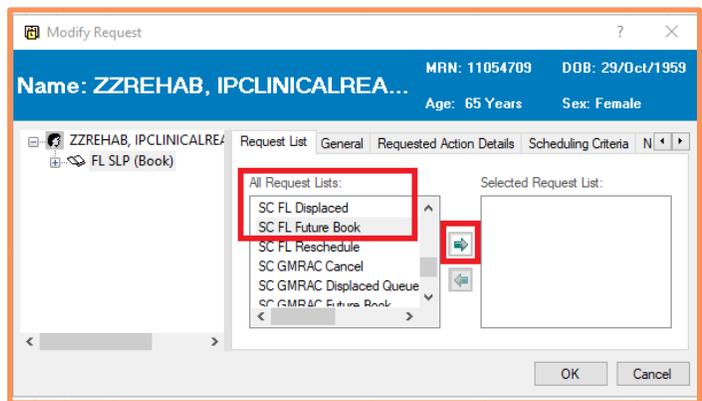
- To review the patient's chart choose the *Launch PowerChart* icon to have PowerChart launch directly to that patient's chart and correct encounter.



- Review the patient's chart. If the patient qualifies for a VFSA:
 - Return to the *Scheduling Appointment Book > Request List Inquiry* and right-click the appointment
 - Select *Move Request*.
 - The *Modify Request* window will open.
 - Remove the *SLP Future Book* item from the **Selected Request List** in the right pane.



- Locate the appropriate sites' FL Future Book. Once selected, choose **OK**.
 - SC FL Future Book
 - NF FL Future Book
 - WS FL Future Book



***Note:** The item will now disappear from the *SLP Future Book* and be placed into the *FL Future Book*. Contact DI to schedule the appointment.

Once scheduled by DI, the same steps for the External process can be used to view the scheduled appointment in *Rehab Organizer > Rehab Schedule View*.