



## MA Workflow

- 1 Initiate Visit
  - A. Perform 4 point check
  - B. Access **Home page – Behavioral health** template from Tic Tac Toe
    - a) Select **visit type**
      1. **Medical management without psychotherapy**
      2. Start patient tracking
        - i Click patient tracking icon
        - ii Click appropriate tracking
    - b) Chart vital signs
      1. Open **Vitals** panel
        - i Click **Add**
        - ii Chart vitals
        - iii Click **Save and Close**
    - c) Process urine specimen for UTOX
      1. Receive urine specimen from patient
      2. Order UTOX
        - i Open **Orders** panel
        - ii Click **Standing Orders** hyperlink
          - (a) Open **Office Services** panel
          - (b) Select appropriate UTOX from the grid



(c) Click **Place Order**

(d) Double click the appropriate order in the grid

(e) Click performed box under

**Obtained/performed/placed** on the **All Orders**

**Management** template

(f) Click **Submit to Superbill**

(g) Click Save

(h) Click Close

(i) Click Save & Close