



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