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On June 15, 2020, the Rehab Optimization project will be implemented, streamlining workflow. The ability to forward Certification Letters, Documentation Notes, Preadmission Screening to Inpatient Rehab, and Team Conference Notes within Cerner Millennium will be new functionality for the therapists and Inpatient Nursing Rehab staff.

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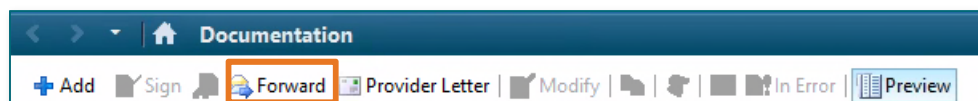
### Forwarding a Note or Document to an In-system Provider

Once a document has been completed and signed by the therapist, it can be sent to the in-system provider as needed following these steps:

**STEP 1:** Navigate in Powerchart to the **Menu**, locate and click the **Documentation** link.

**STEP 2:** Locate the form to be sent and click on it.

- The form displays in the reading pane on the right and the **Forward** button is now functional



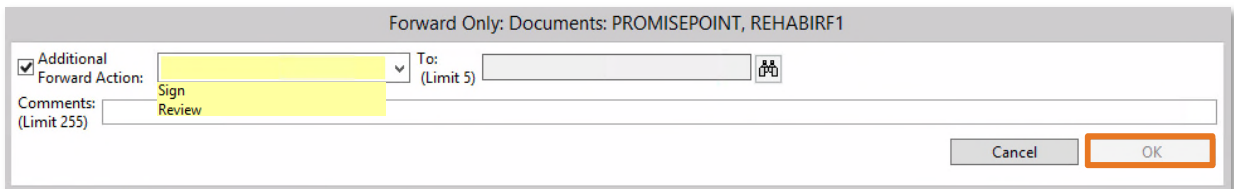
above the list of documents.

- Click **Forward**.

**STEP 3:** In **Additional Forward Action**, select the reason for sending the document, for the provider to **Sign** or **Review**.

**STEP 4:** In **To**, type the **providers name** or use the **binoculars** to search for the provider name.

**STEP 5:** Enter Comments if desired, click **OK**.

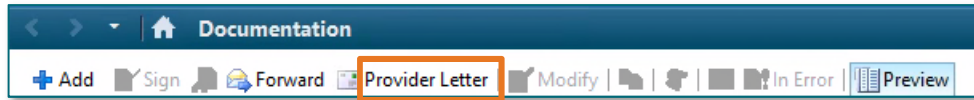
A screenshot of a dialog box titled "Forward Only: Documents: PROMISEPOINT, REHABIRF1". The dialog box has a white background and a grey border. It contains the following fields: a checked checkbox for "Additional Forward Action:" followed by a dropdown menu with "Sign" and "Review" options; a "To:" field with a search icon and "(Limit 5)" text; a "Comments: (Limit 255)" text area; and two buttons at the bottom right: "Cancel" and "OK" (which is highlighted with a red box).

### Forwarding a Note or Document to an Out of System Provider

**STEP 1:** Navigate in Powerchart to the **Menu** and locate and click the **Documentation** link.

**STEP 2:** Locate the form to be sent and click on it.

- The form displays in the reading pane on the right and **Provider Letter** is now functional above the list of documents.



- Click **Provider Letter**.

**NOTE:** Nursing does not have Provider Letter functionality.

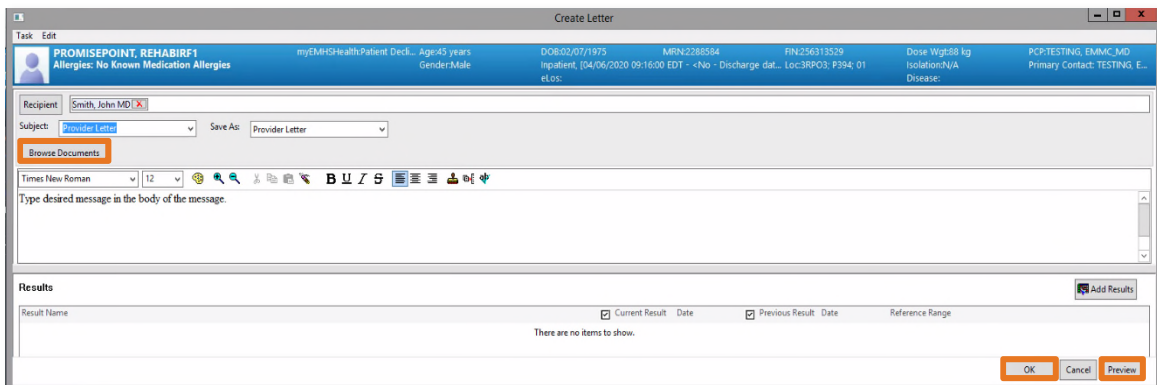
**STEP 3:** In the **External Search for Provider box**, type the **Out of System providers name** and click the **binoculars**.

- From the list, double click on the desired provider name. The providers name will now display under **External Recipients**.
- If the providers **Mode** of contact is Mail, the **Forward for Print** will become a required field. Enter the name of the person who will be responsible for sending the document in the **To Search** field. If you are the responsible person, enter your name.

**NOTE:** If the list is lengthy, filter the list by State to narrow the search.

- Click **OK**.

**STEP 4:** Click **Browse Documents** to locate and add the document to be sent to the provider.



- Click on the document name and it will display in the reading pane on the right.

Text From Document

Currently Selected Document

**\* Final Report \***

Height/Weight/Allergy Record Form Entered On: 05/28/2020 10:10 EDT  
Performed On: 05/28/2020 10:10 EDT by [REDACTED]

**Height/Weight/Allergy (dosing)**  
Height: 180 cm(Converted to: 5 ft 11 Inch)  
Dosing Weight: 88 kg(Converted to: 194 LB 0 OZ)  
BSA (Dosing Wt): 2.0976 m2  
Body Mass Index: 27.16 kg/m2

05/28/2020 10:10 EDT  
(As Of: 05/28/2020 10:10:38 EDT)

**Allergies (Active)**  
No Known Medication Allergies Estimated Onset Date: Unspecified ; Created By: ZZ, NURSE  
REHAB P2 02; Reaction Status: Active ; Category: Drug ;  
Substance: No Known Medication Allergies ; Type: Allergy ;  
Updated By: ZZ, NURSE REHAB P2 02; Source: Patient ;  
Reviewed Date: 04/08/2020 8:16 EDT

Attach Text Selection  Attach Full Document  Attach Document Sections

OK Cancel

- Click the **Attach Full Document** box at the bottom of the document.
- Click **OK**. Document attached will display next to **Browse Documents**.

**STEP 5:** Add desired message to the body of the message.

**STEP 6:** Preview as desired by clicking the **Preview** button.

**STEP 7:** Click **OK** to send the document and the message.

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From the Office of Clinical Informatics

Forwarding a Note to a Provider

May 28, 2020

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**For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.**

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