**Neurology Work Flow**

**MA greets patient and completes intake process**
- Assist patient in filling out intake form
- Ensure interpretation has arrived where needed
- Ask if note is needed for missing school or work

**Vital signs**
- O2 sat for EMG patients
- Accurate weight
- No blood pressure for patients under 3 years
- Postural BP & HR for syncope or new seizure patients

**Room patient/family**

**Open patient’s chart in the EMR**

**Input information into EMR**

**Inform provider in work room patient is ready**

**Provider enters the room, MA will:**
- Room other patients
- Manage other office duties; patient instructions, faxing, message logs, etc.
- Check inventory, stock, deep clean and sterilize other rooms as needed

**Provider is finished with patient, MA will:**
- Schedule follow up appointments
- Explain how to reach clinic by phone, obtain refills, and other expectations
- Review and print After Visit Summary Report, answer questions
- Show Family how to use seizure/headache tracker

**Per provider request**
- Print and review appropriate educational materials with family/patient
- Help/assist families (when appropriate) to schedule early intervention, PT, ancillary services, financial counseling, etc.
- Provide contact information with proper lay support organizations (Epilepsy Association of Utah, Parent Center, etc.)
- Record influenza vaccination into USIIS at time of service
- Work with Navigator to assist patient coming from 40 miles away with three or more specialties they need to schedule

**Meaningful Use**
- Pharmacy has been verified
- Smoking status has been recorded (13+)
- Ensure patients have access and know how to use MyHealth
- Medication allergies have been reviewed and updated in Allergies Module
- Blood pressure (3+), height weight, growth chart (0-2)
- Check education box

**Communicate any special instructions to front desk staff (release of information forms filled out, etc.)**
**Contact Social Worker, Dietitian, or/and Child Life as requested**