

How to Meet Meaningful Use Criteria Using Help2

- SIMPLIFIED -

IF YOU NEED HELP:

Call Intermountain Information Systems 801-662-3456 and ask for Primary Children's Hospital CIS.

DO NOT USE iCentra: If you see outpatients in Intermountain facilities that have implemented iCentra, you should continue to document in Help2 until otherwise instructed. Do not use iCentra for entering of orders. Be sure though to use the iCentra Reach button within Help2 to look for lab values, etc.

Access Help2 correctly:

In order for Help2 and cPOE to operate correctly, the user must access Help 2 in one of the following ways:

- Within an Intermountain facility using an Intermountain computer
 - Simply open Help2.
- Within the Eccles Building or Riverton Hospital using a University computer:
 - Open VMware Horizon View Client (also known as VDI) and then open Help2.
- Outside Intermountain facilities using a University computer:
 - Log onto Intermountain Secure Access through the Network Connect icon and then open VMware Horizon View Client (also known as VDI). Once the virtual desktop is open, click the Help2 icon.

Problem List

- If there is an active diagnosis in the list, nothing else is required.
 - **DO NOT** use problems with the following modifiers: *Family history, Health Maintenance, Social History, Risk for, Medical Procedure, Other Problem, or History of.*
 - **Free text items are not counted toward meaningful use measures.**
 - You are not required to take ownership of all problems listed.
1. To add a new problem-
 - a. Click the Add New Problem button located at the left lower corner of the page.
 - b. Enter a related problem (e.g. “kidney disease” or “congenital heart disease”) in the search box and hit “Enter”.
 - c. Select the most appropriate diagnosis from the list and double click
 - d. Select “Save”
 2. In the unlikely event there are no known active problems (even innocent murmur qualifies as a problem) –
 - a. Check the *No known active problems* box.
 - b. You may need to set the filter to Active Problems in order to enable the *No known active problems* box.

CPOE – Ambulatory

- DO NOT use the RX module within Help2.
- DO NOT use prescription pads.
- DO NOT use iCentra for issuing prescriptions.
- If there is an active medication in the patient's list (regardless of who prescribed the medication) and you do not need to prescribe any new medication, nothing else required.

- Electronically submit orders for any new or refill prescriptions through cPOE using the “Issue Orders” button.
- For controlled substances, create the prescription within the cPOE module, print, sign and give to the patient or parent. (This is mandated by state law.)
- “Apply/Print” does NOT send a prescription.
- When searching for a specific pharmacy, try using part of the name e.g. Wal for Walmart

1. To prescribe a new medication (or to add a previously prescribed medication to the cPOE list):

- Click in the medication search box and type the name of the medication you wish to prescribe and hit “Enter”.
- Select the form of the medication and complete the fields for the Dose, Route, Frequency, Quantity, Refills, Start Date, (Stop Date), Type, Subst.
- Confirm that the preferred pharmacy is designated in the “Send prescription(s) to:” box.
- When all medications have been added select the “Issue Orders” button.
- The cPOE Confirmation Review dialog screen will appear.
- Each line item order will automatically display its status by highlighting one of the five status boxes. The status can be changed prior to sending by clicking on the desired status box initial.



A – Apply **S** – Send (electronically or by fax) **P** – Print **C** – Cancel **B** – Leave Pending

- Note, if all orders are not visible, the e-signature field will be dithered out. To un-dither, scroll to the bottom of the screen, this will un-dither the e-signature field.
- After line-items have been reviewed, enter your password in the e-Signature box and select



“Send”.

- Once orders have been issued (applied, printed, or sent) they will remain on the active list until they are discontinued.

2. For listed medications or supplements that are not being managed by a licensed health care provider, (e.g. over the counter supplement).

- Double click the medication
- Select “*Non-Managed*” from the “Type” column
- Select “OK”
- Select “Apply Orders”

3. If the patient is no longer taking medications that are listed.

- Select “D” from the action menu box.
- Select “Apply Orders”.



4. If the patient is taking no medications.

- Click in the medication search box and type “PAT” and hit “Enter”.
- Select “Patient does not have medications orders.” – the 3rd option from the top of the list and select the “OK” button.
- Select “*Over the Counter*” from the “Type” column
- Select “OK”
- Select “Apply Orders”