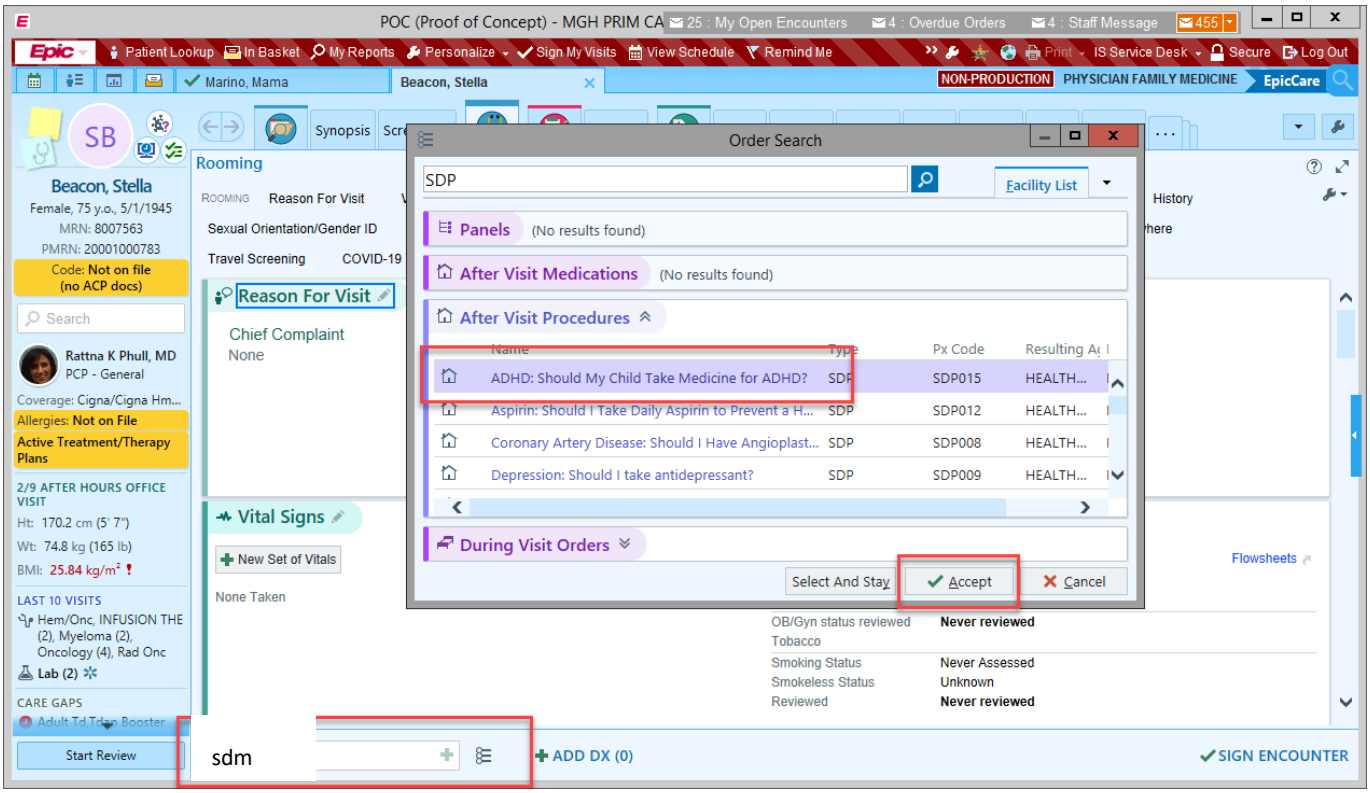
Ordering Healthwise Shared Decision Aids in Epic

This handout will walk you through the steps for ordering and viewing the results for Healthwise Shared Decision Aids in Epic. Views in Epic may be slightly different depending upon your user role in Epic.

OPTION 1: Ordering Decision Aids Through an Encounter

From any Encounter you can order a Shared Decision Point (SDP) within the Visit Taskbar.

1. Search with any of the following: decision, shared, aid, sdm, DA



2. Choose the Shared Decision Aid you want to order.
    a. They are sorted alphabetically
    b. You can also add keywords to the search bar after “SDP” (i.e. insomnia) to filter the topics
3. Click Accept

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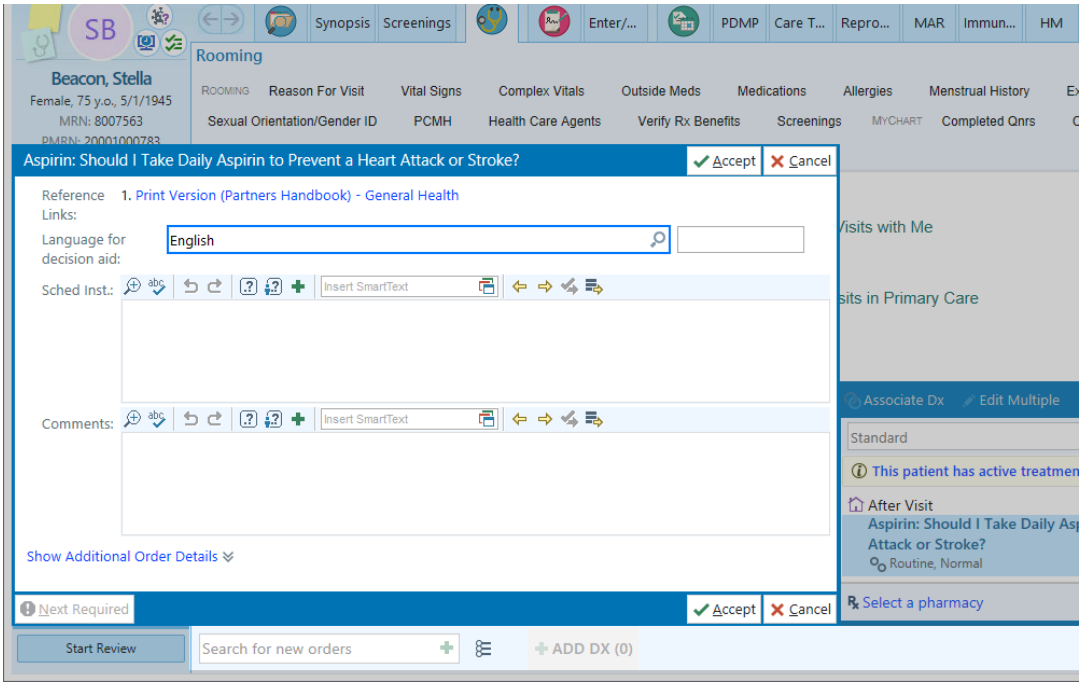
4. Complete the required fields.

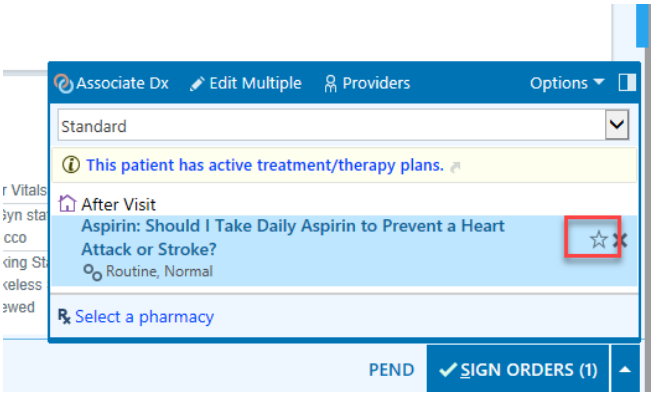
   a. **Language for decision aid:** If you want to order a Spanish decision aid – type Sp into the "language" field

   b. If the patient is not active on Patient Gateway, you can select "print version" to print a PDF to hand to the patient.



5. Sign the orders.

- NOTE: If this is an SDP you will be ordering often, you can save as a favorite by clicking the Star in the Orders Depot.



Patients will access a link to this education from within the provider letter from the Messages tab in Patient Gateway

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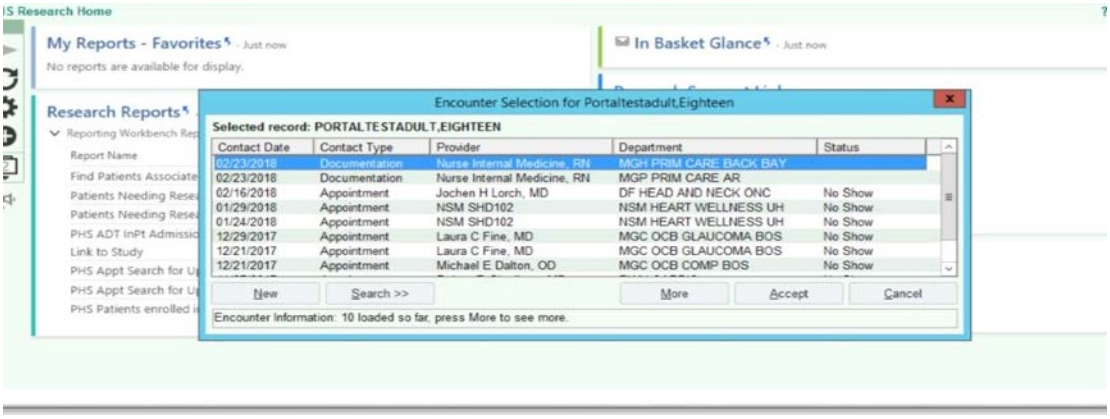
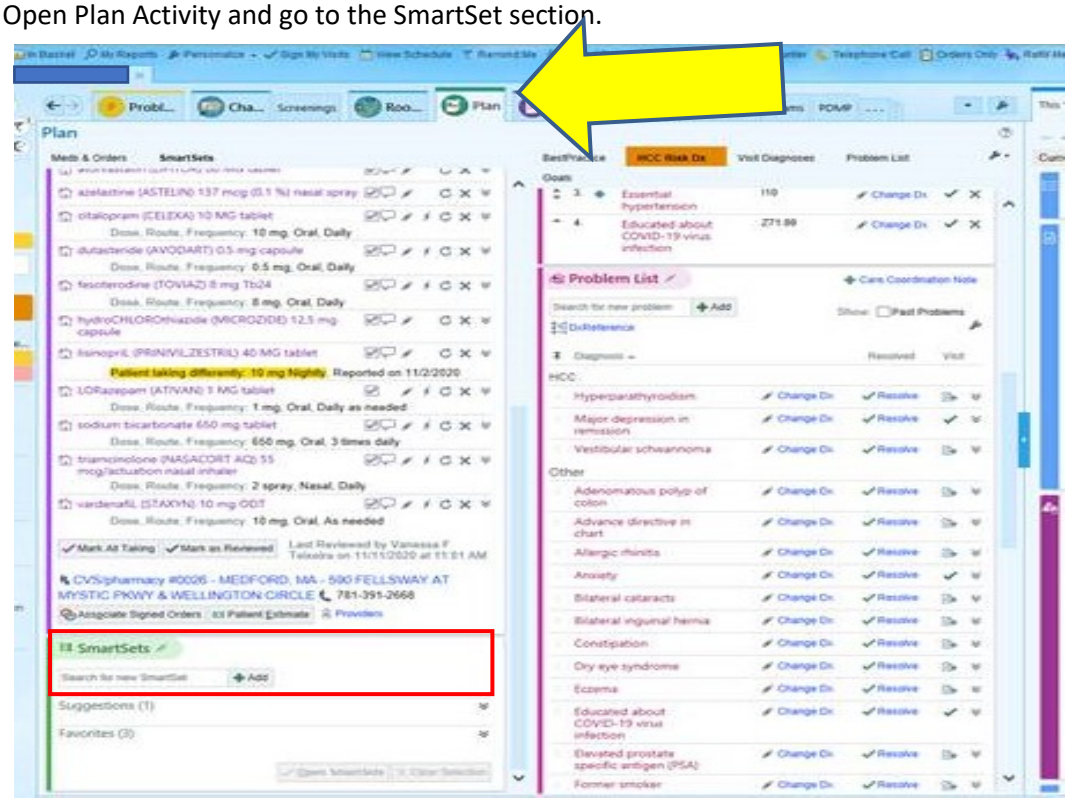
OPTION 2: Ordering Decision Aids via SmartSet

1. Select your patient and select an encounter type (e.g. visit, orders & documentation, telephone).



2. Open Plan Activity and go to the SmartSet section.



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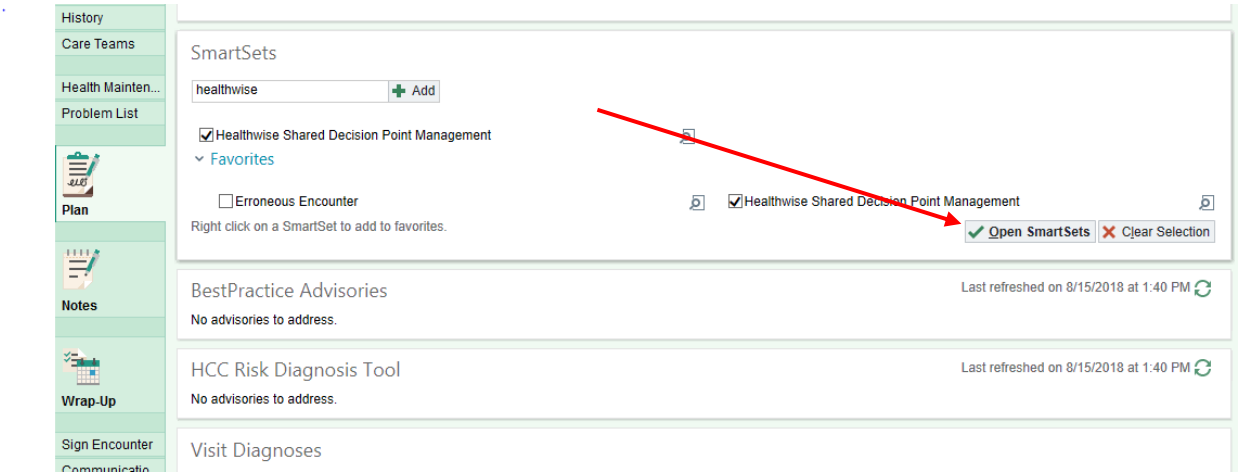
3. Search with any of the following: sdm, sdp, Healthwise, shared, click “Add”, click “Open SmartSets”.



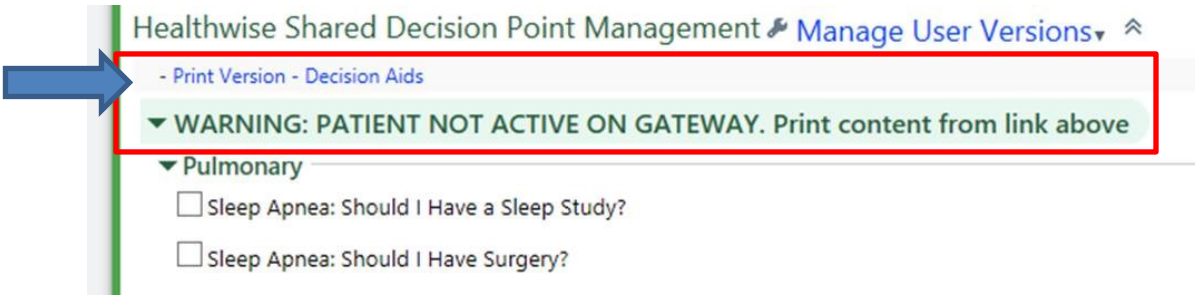
You can also…. save the SmartSet as a Favorite

1. *Hover over the “Healthwise Shared Decision Point Management” text*
2. *Right Click*
3. *Choose Add to Favorites*

Once you open the SmartSet, the Healthwise Shared Decision Point Management order page will appear.

NOTE: If the patient is not active on Patient Gateway, the first message you’ll see is the system alerting you to ensure you utilize the “print” functionality *(see print screenshots below).*

Click on **Print Version – Decision Aids** to access the link to this functionality.



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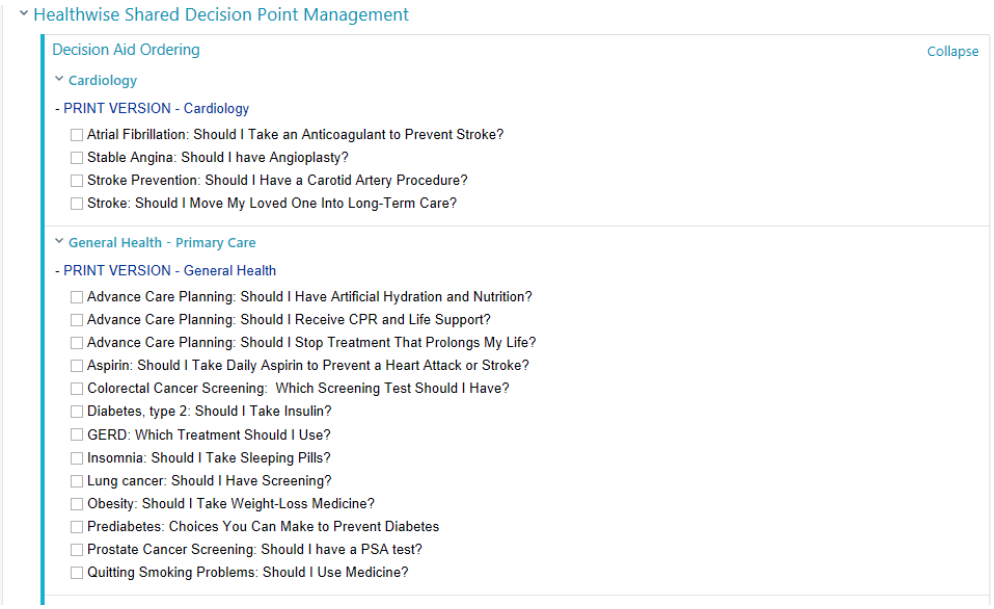
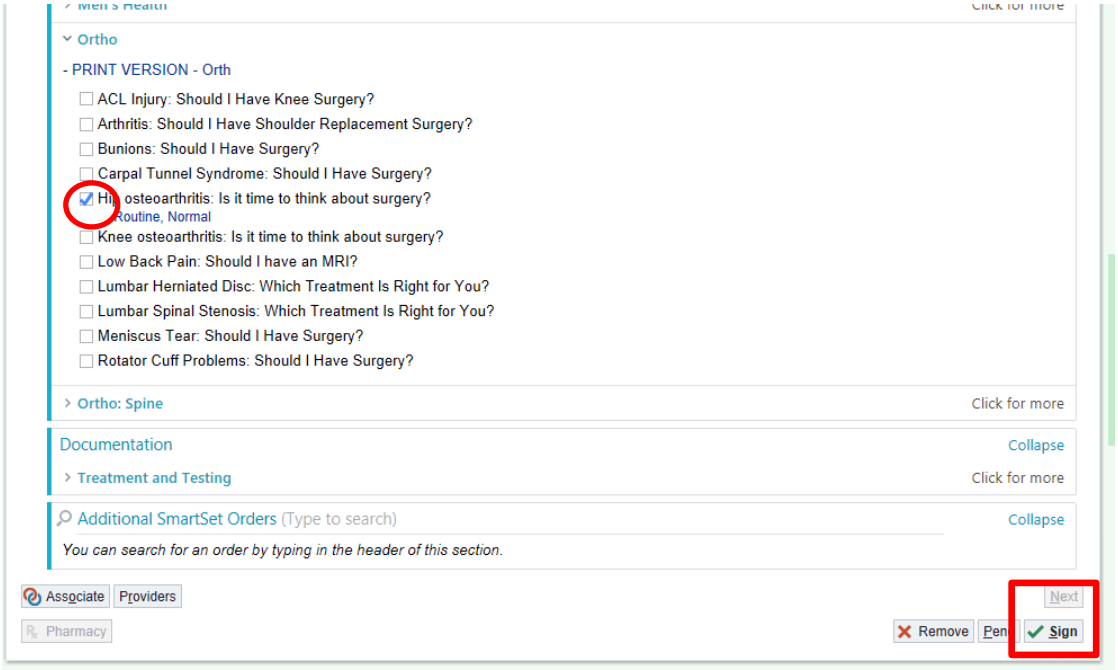
Topics are organized by category:



4. Check the titles to be ordered for the patient. More than 1 order can be placed at a time:

   - English will populate as a default for every patient who does not have “Spanish” as their language preference.
   - If Spanish is the language preference, the “SP” will populate.

5. If you are a clinician, with Meds & Orders signature rights, you may click “sign” to accept the order.



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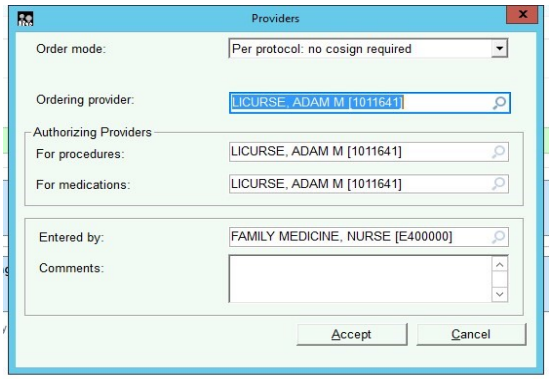
6. Those without signature rights (e.g. coordinators & medical assistants) will see "pend" to add the order to Meds & Orders, from where it can be signed on behalf of the Ordering Provider.

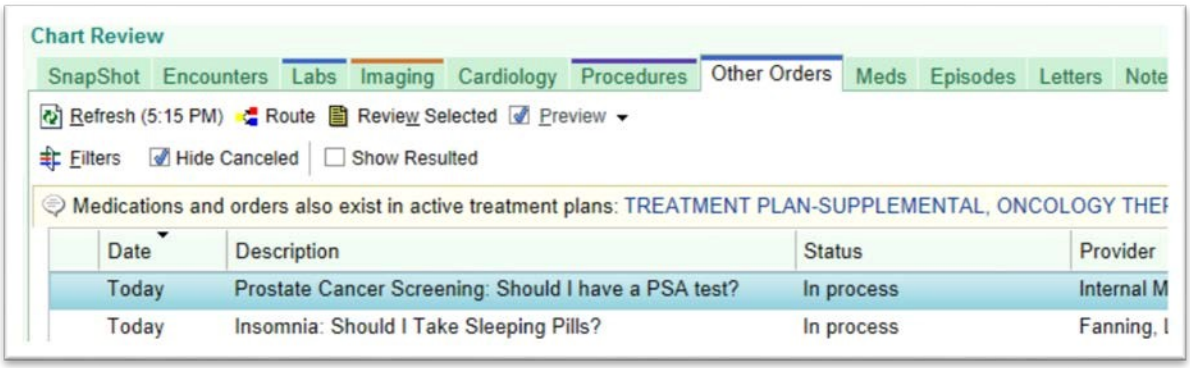


7. The order will be documented in the patient's chart and automatically send an email to the patient alerting them to a new message in Patient Gateway.

Viewing Results

You can review the status of the online decision aid in Chart Review.

1. Click the Chart Review activity tab
2. Click Other Orders tab
   - Status of **In process**: patient hasn't opened the decision aid.
   - Status of **Final result**: patient completed the questions and you may click to see the one-page report.



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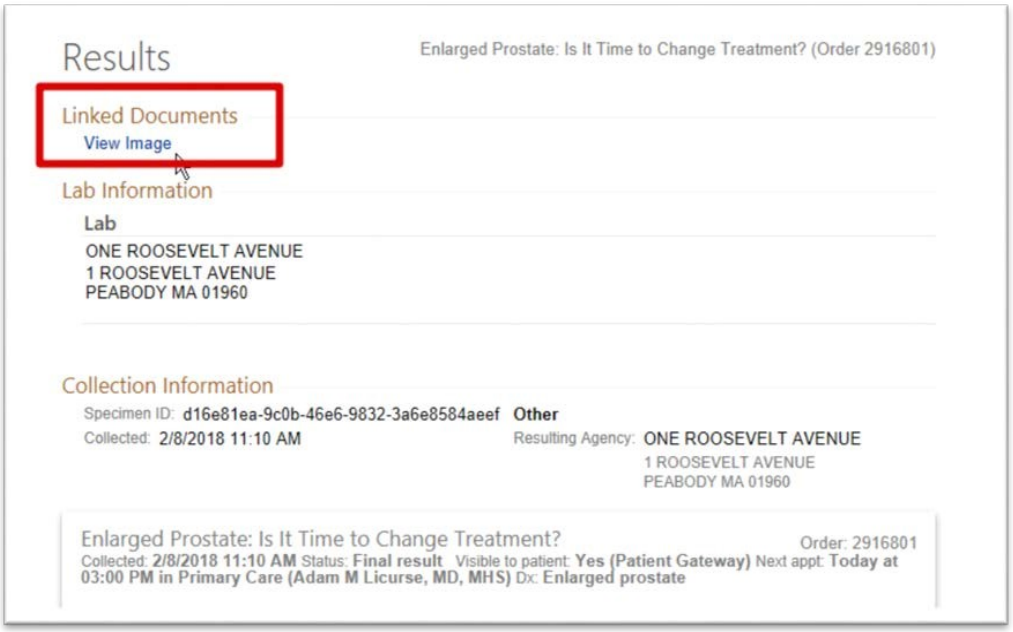
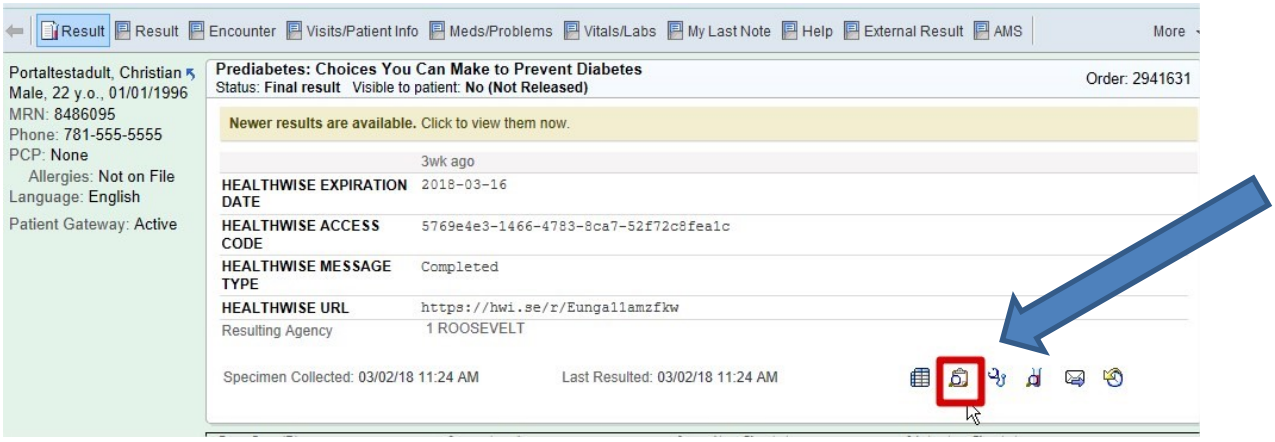


Double Click the "Final result" bar and then click "View Image" to see the report

- If the patient interacts with the online tool and partially or fully completes the embedded questions within 1 year, the Ordering Provider will receive an in-basket result message that will link to the one-page patient response report.

3. Open the Result and click to open the icon below.



- The Patient Response Report PDF appears which can be saved or printed.

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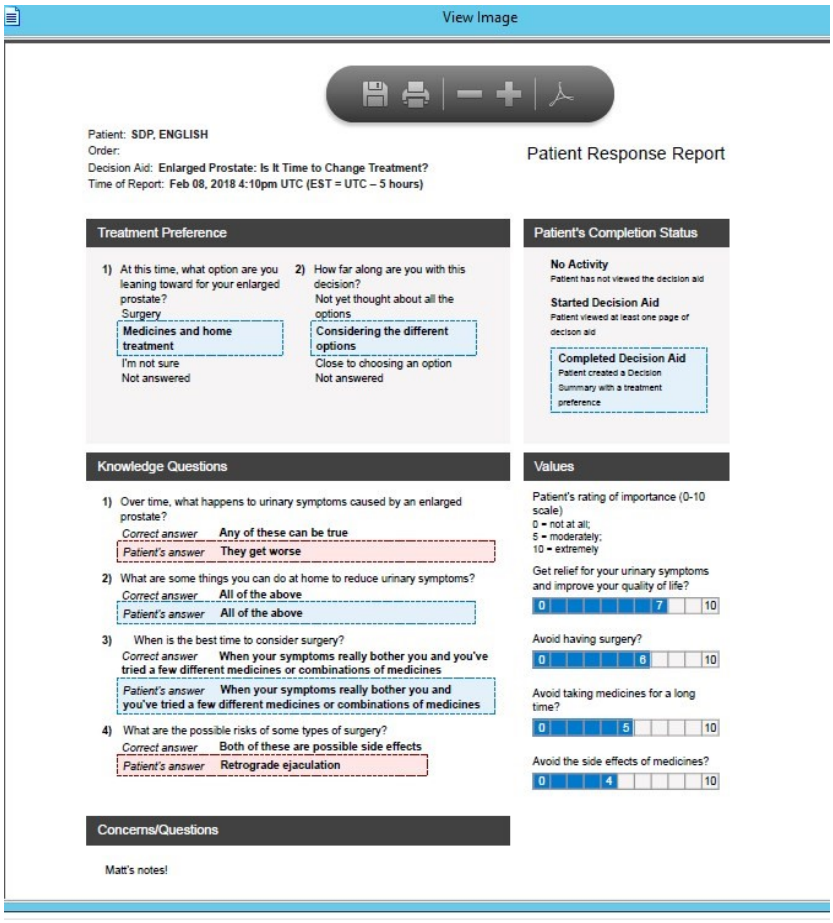

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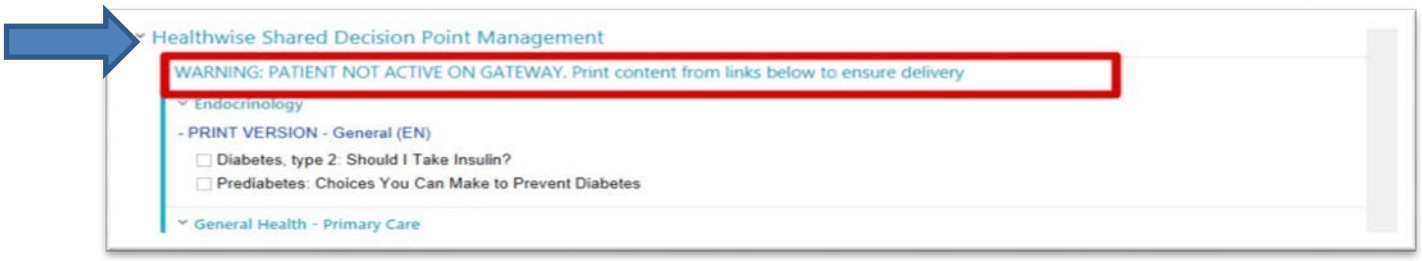
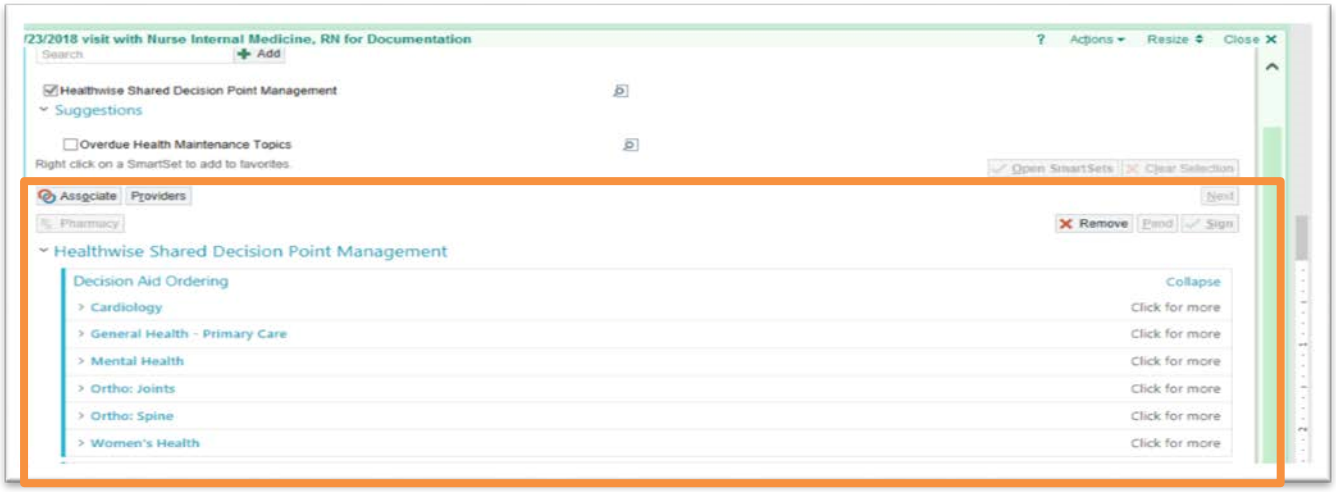
Print Workflow

Note: If patient is not active on Patient Gateway, the first message you'll see is the system alerting you to ensure you utilize the "print" functionality.



1. Click to open the Category name to find relevant topics available to order.



2. Click the blue hyperlink "PRINT VERSION" associated with the decision aid title order.

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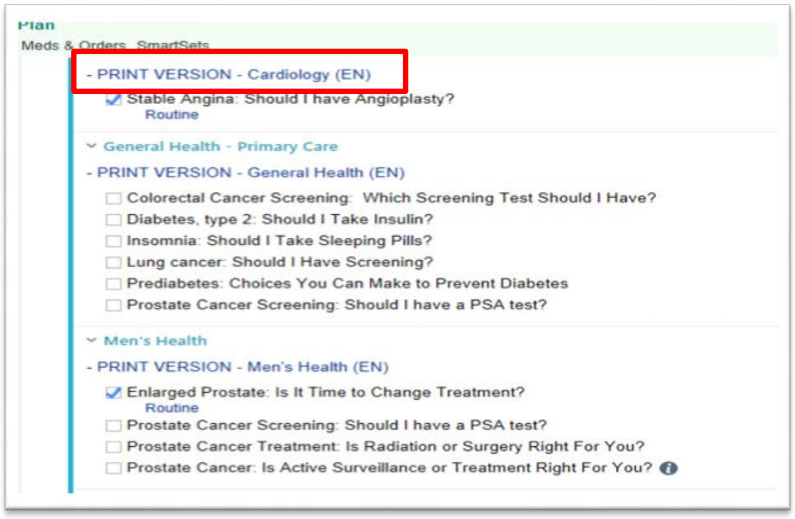
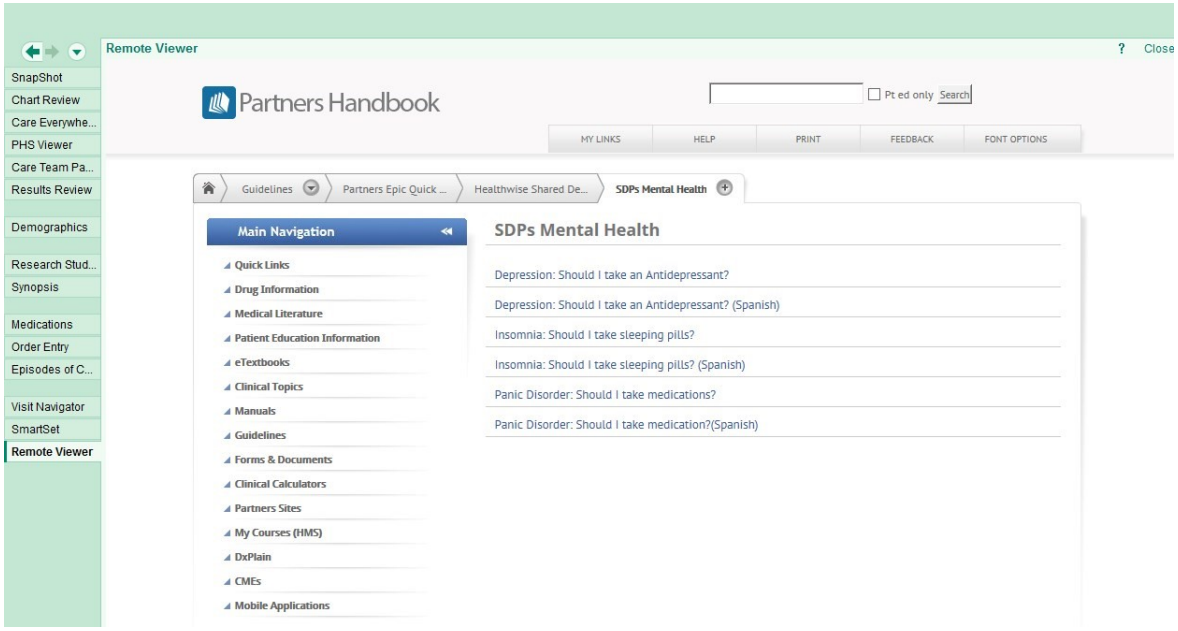


3. The Partners Handbook "Healthwise Shared Decision Point" page will open into the associated Category.



4. Click into the decision aid title to open the PDF worksheet to print for the patient.

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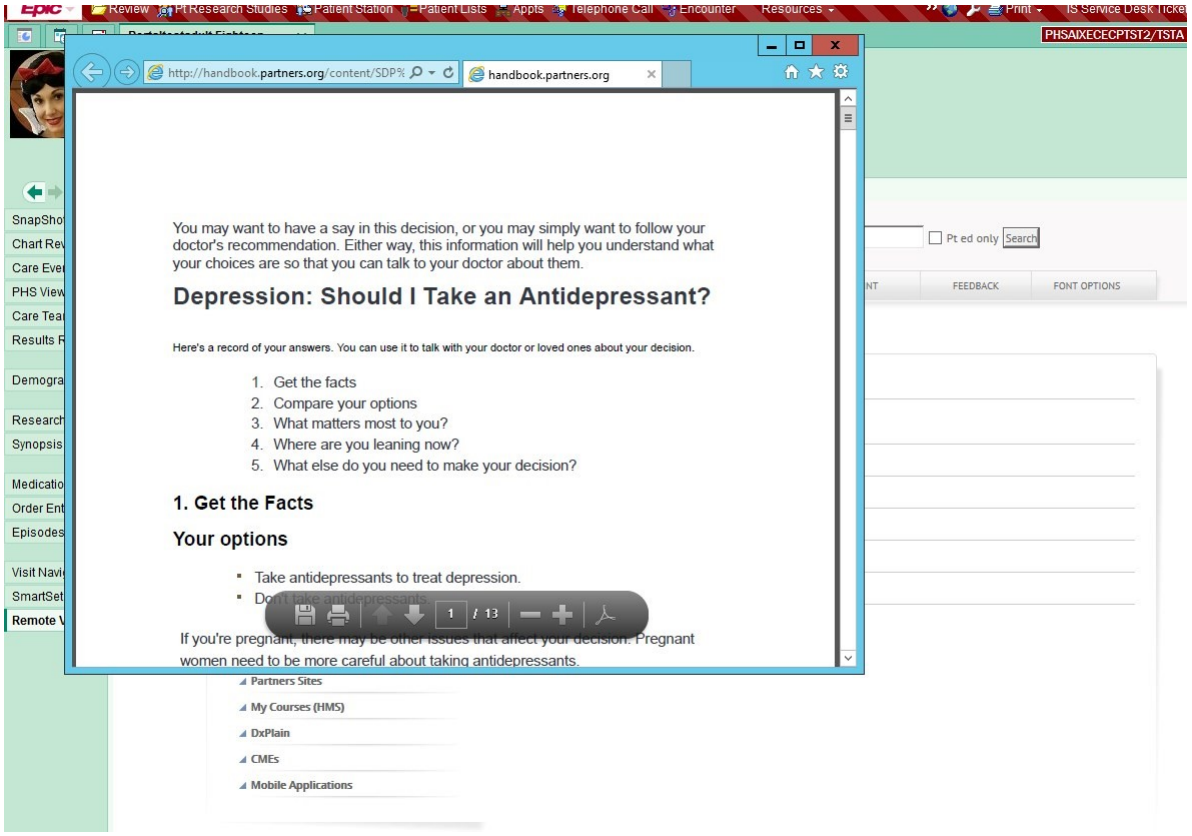

5. After printing, "close" the Partners Handbook to return to the Healthwise Shared Decision Point order page and follow along from Step #5 above to select and document the decision aid order.

Email: engagement@partners.org for questions

Center for Population Health

Health Decision Sciences
Let's Decide Together

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