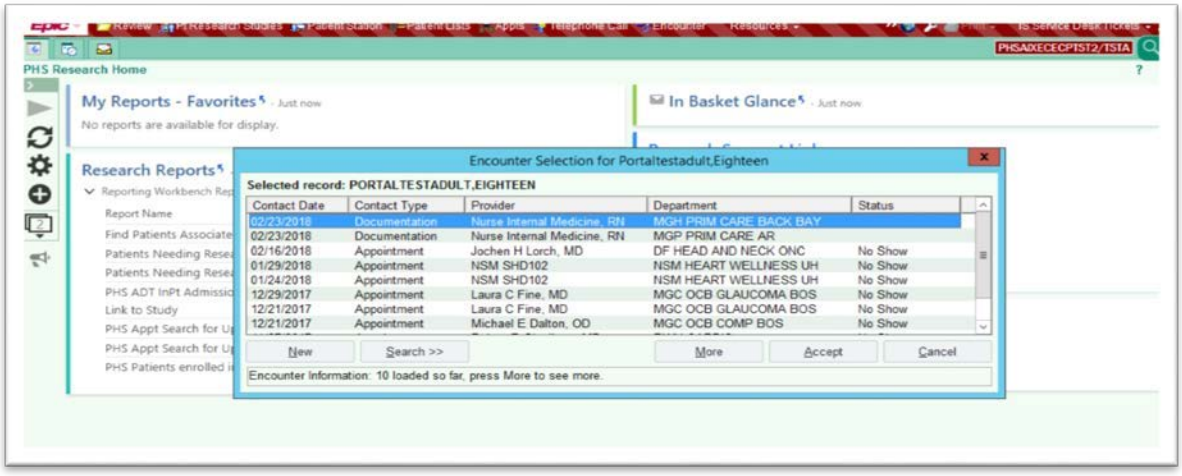
Ordering Healthwise Shared Decision Points in Epic

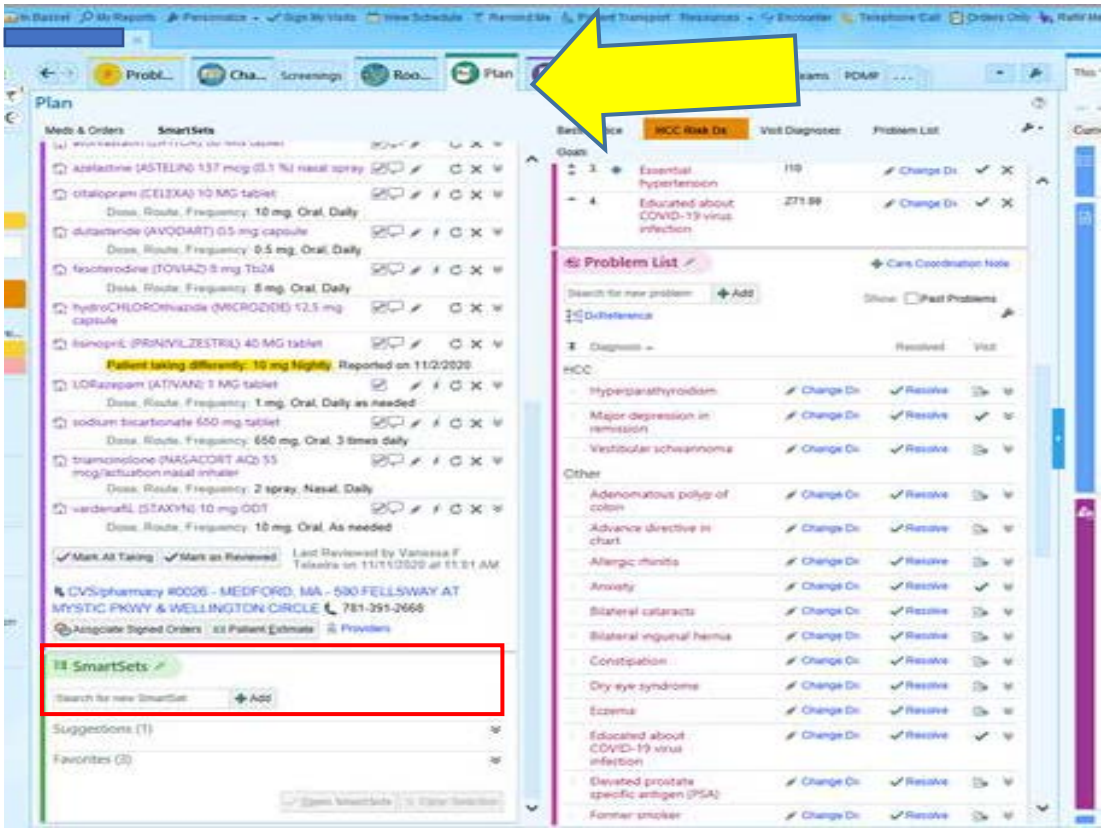
This handout will walk you through the steps for ordering and viewing the results for Healthwise Shared Decision Points in Epic. Views in Epic may be slightly different depending upon your user role in Epic.

Ordering Decision Points:

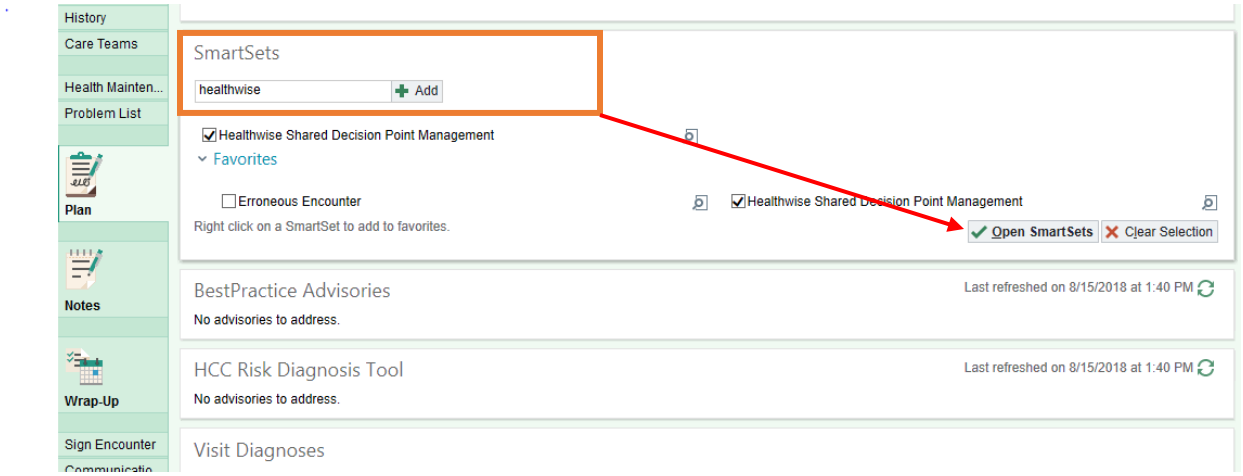
1. Select your patient and select an encounter type (e.g. visit, orders & documentation, telephone).



2. Open "Plan" and go to "SmartSets":



3. Type in "Healthwise", click "Add", click "Open SmartSets".



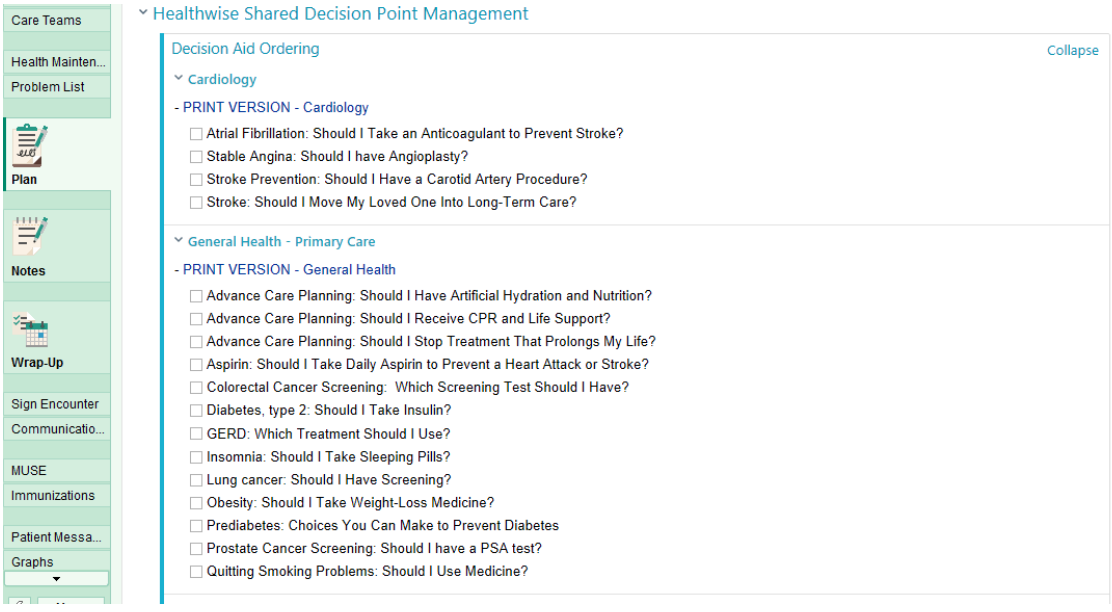
**To save the SmartSet as a *Favorite* on this page, hover over the "Healthwise Shared Decision Point Management" text > right click > "add to favorites". **

The **Healthwise Shared Decision Point Management** order page will appear.

Important 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 *(see print screenshots below).*

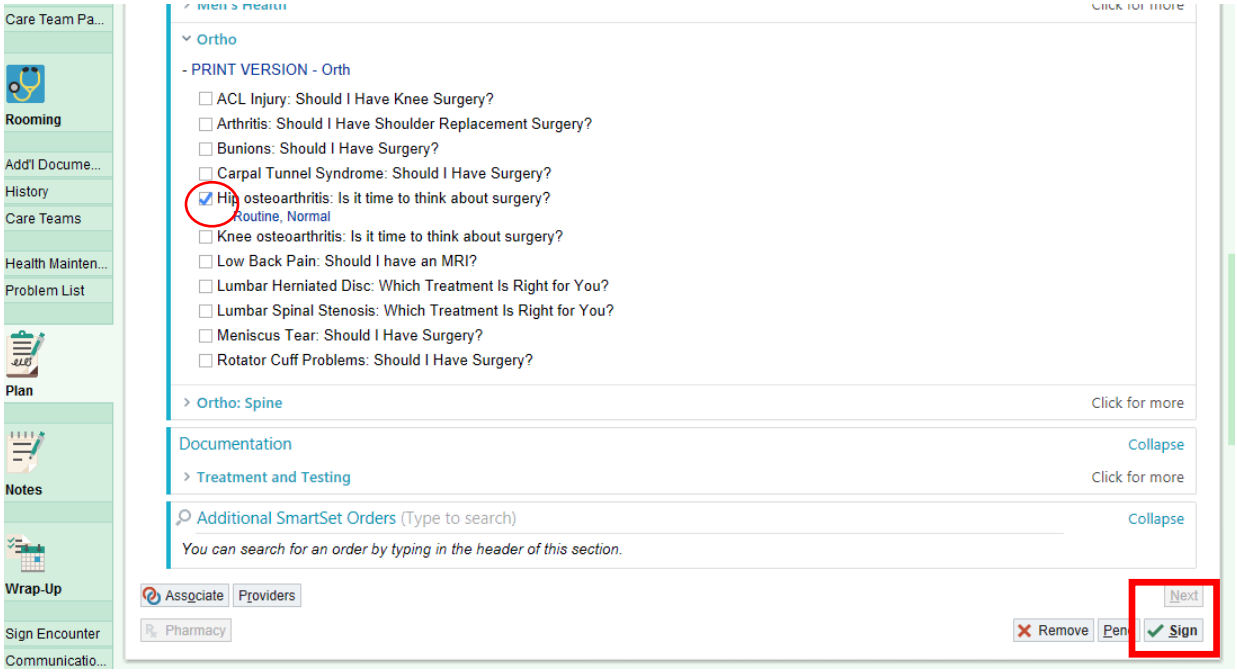


4. Topics are organized by category:

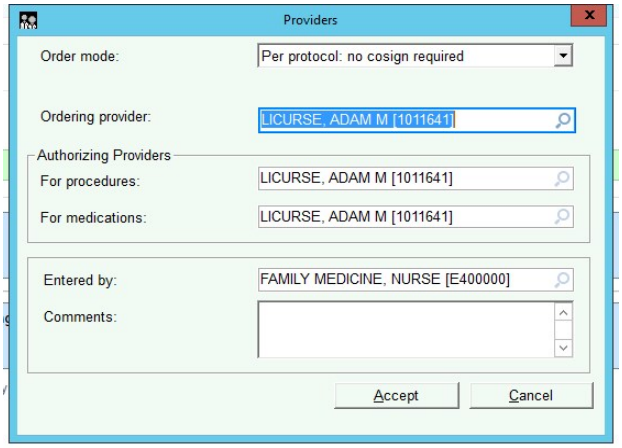


5. Check-mark the titles to be ordered for the patient. More than 1 order can be placed at a time:
   - English will populate as a default for every patient who does not have "Spanish" as their language preference. If Spanish is the language preference, the "SP" will populate.

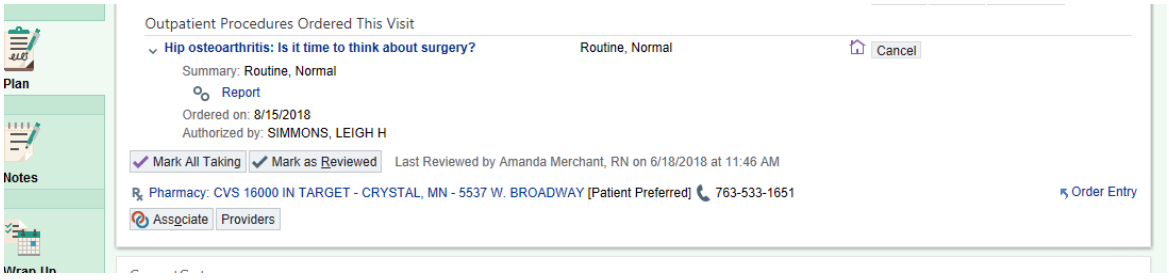
6. If you are a clinician, with Meds & Orders signature rights, you may click "sign" to accept the order.



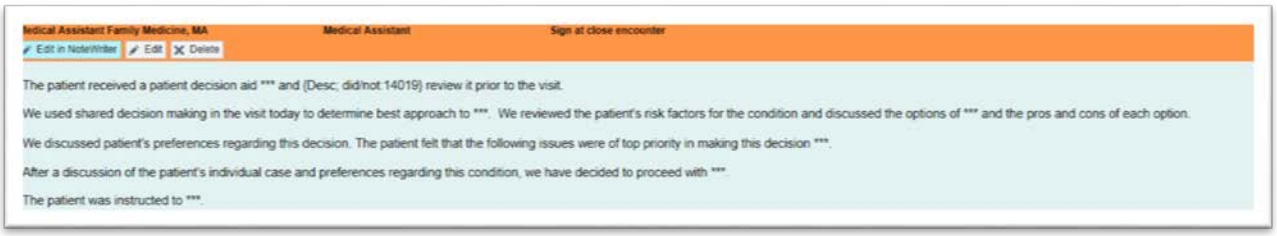
7. Those without signature rights (e.g. coordinators & medical assistants) will see "pend" to add the order to Meds & Orders, from where it can be signed on behalf of the Ordering Provider.



8. The decision aid will appear as a confirmed order.

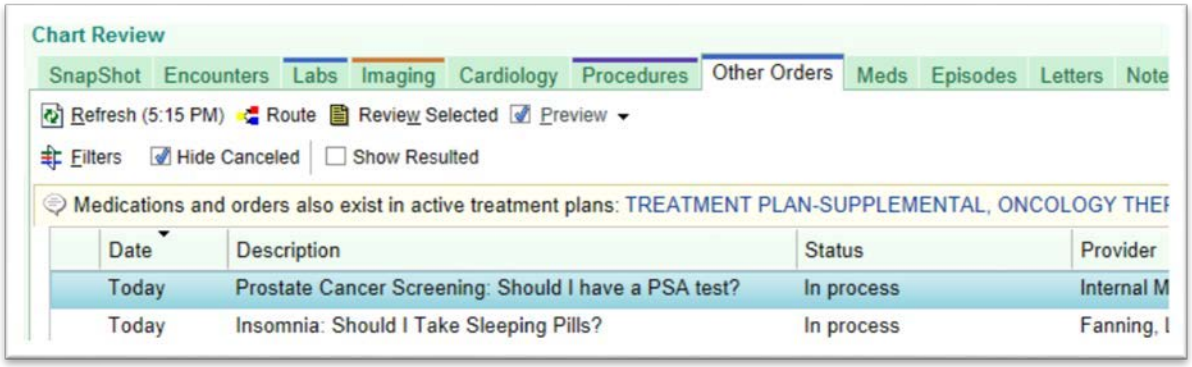


9. The order will document a progress note in the patient's chart and automatically send an email to the patient alerting them to a new message in Patient Gateway.



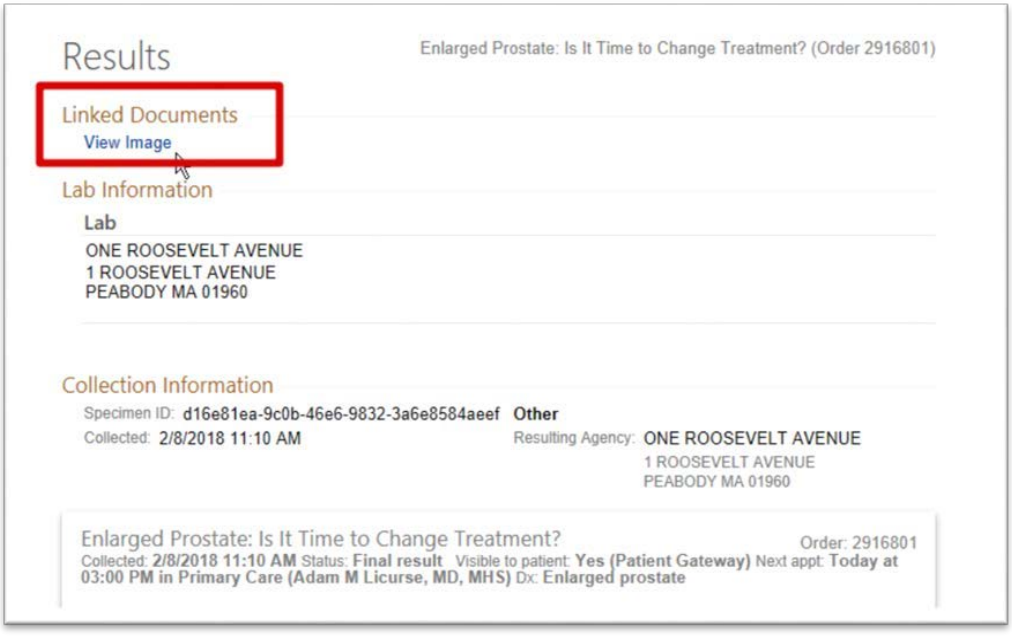
Viewing Results

1. You can always review the status of the online decision aid by clicking "Chart Review" > "Other Orders":
   a. "In process": patient hasn't opened the decision aid.
   b. "Final result": patient completed the questions and you may click to see the one-page report.

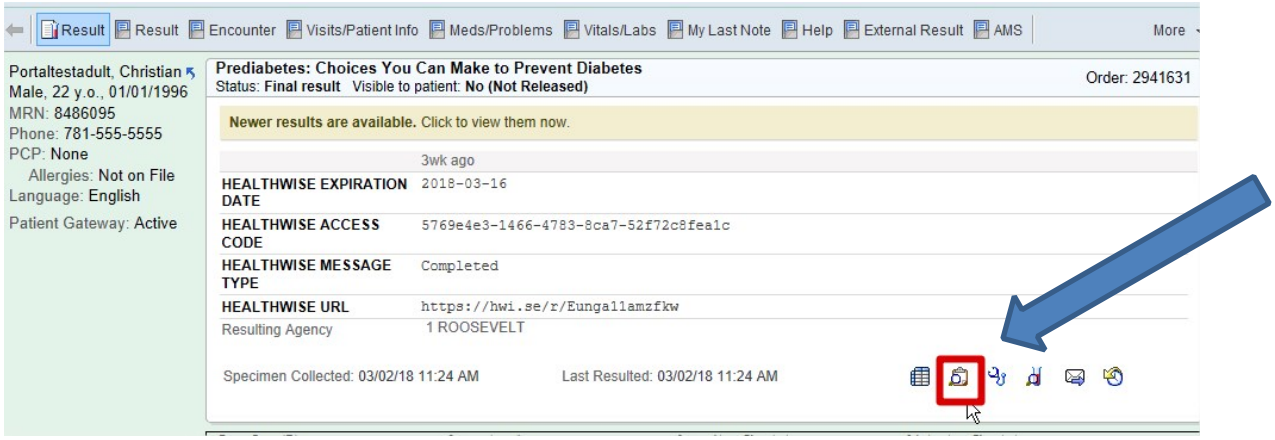




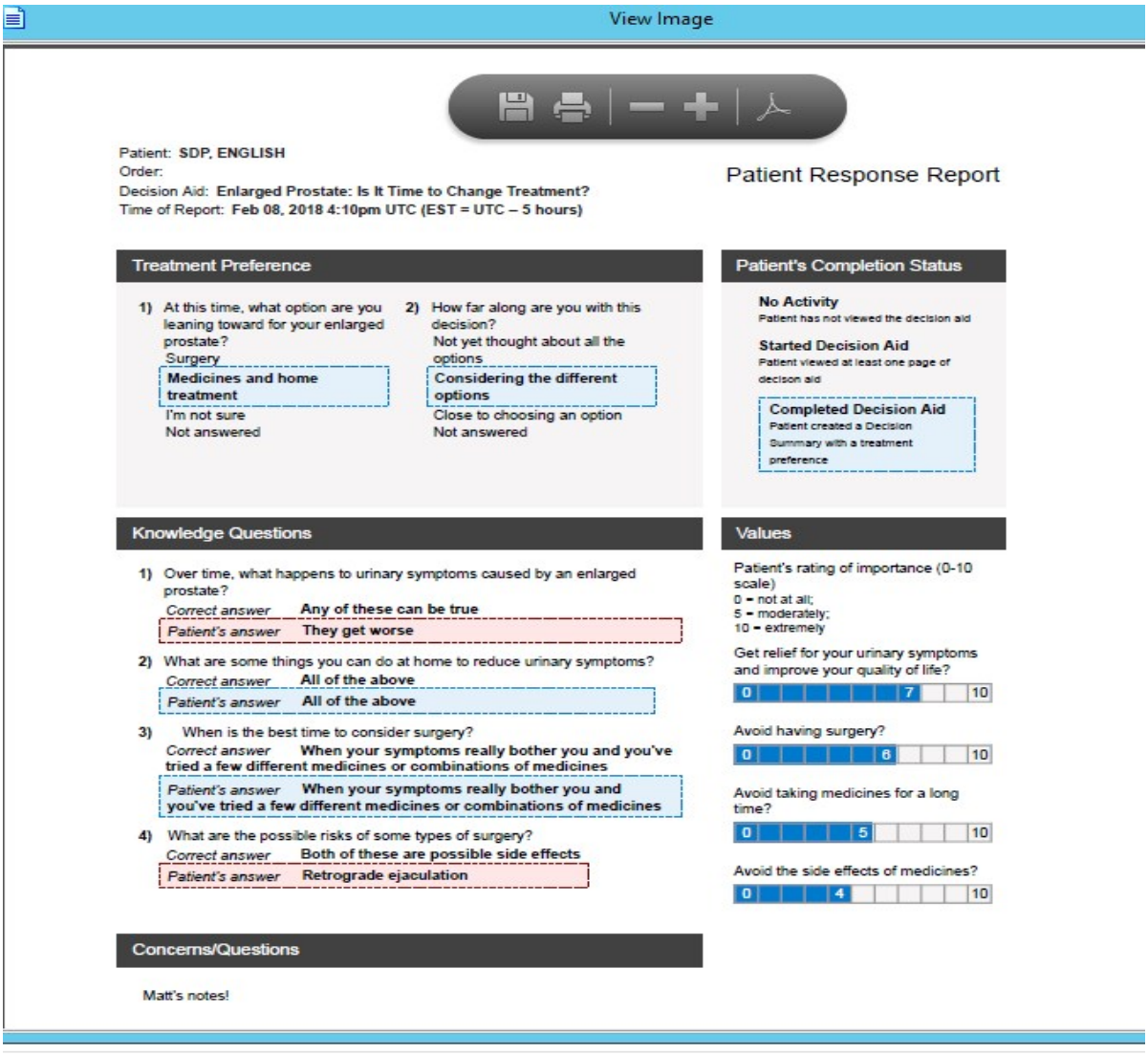
Double Click the "Final result" bar and then click "View Image" to see the report



2. If the patient interacts with the online tool and partially or fully completes the embedded questions within 2 weeks of delivery, the Ordering Provider will also receive an in-basket result message that will link to the one-page patient response report. Open the Result and click to open the icon below.



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

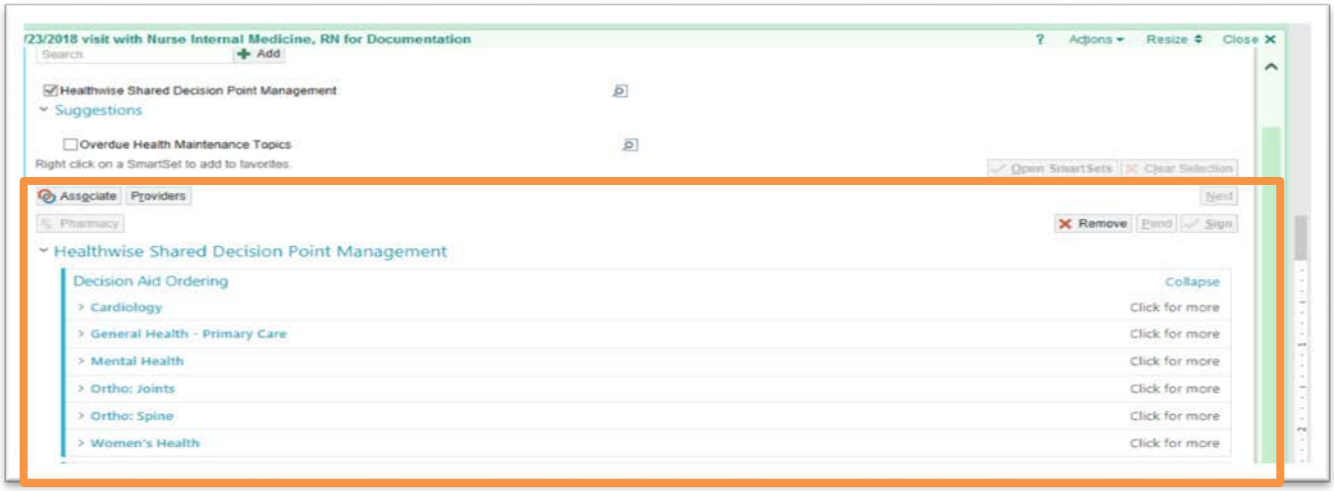


Print Workflow

Important 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.



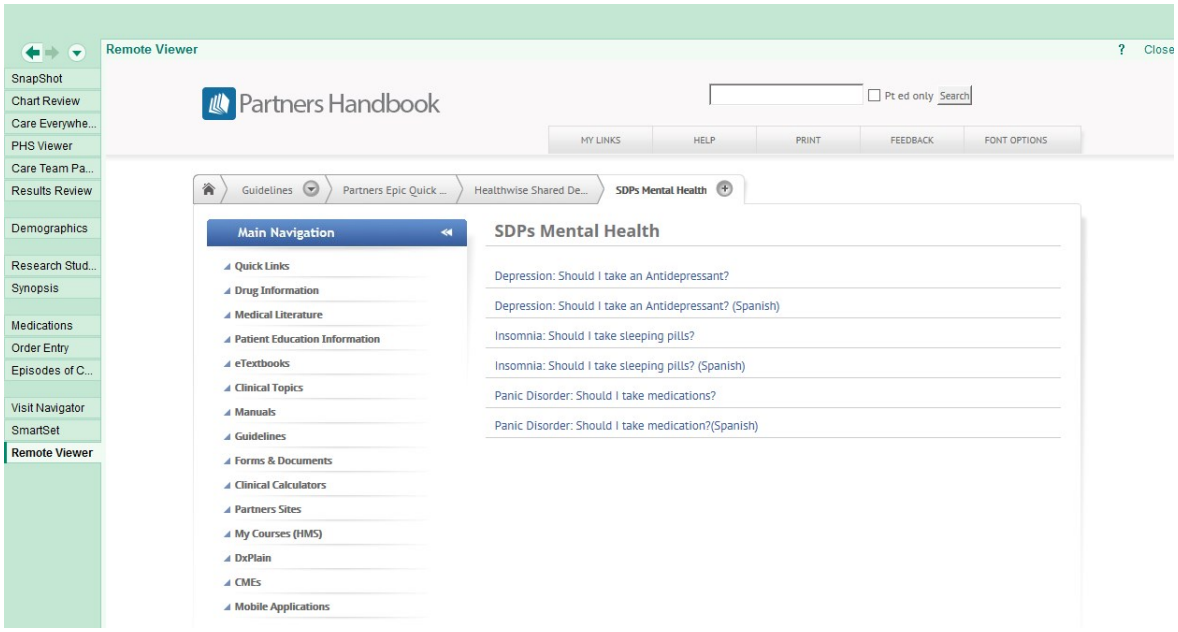
1. Click to open the Category name to find relevant topics available to order.



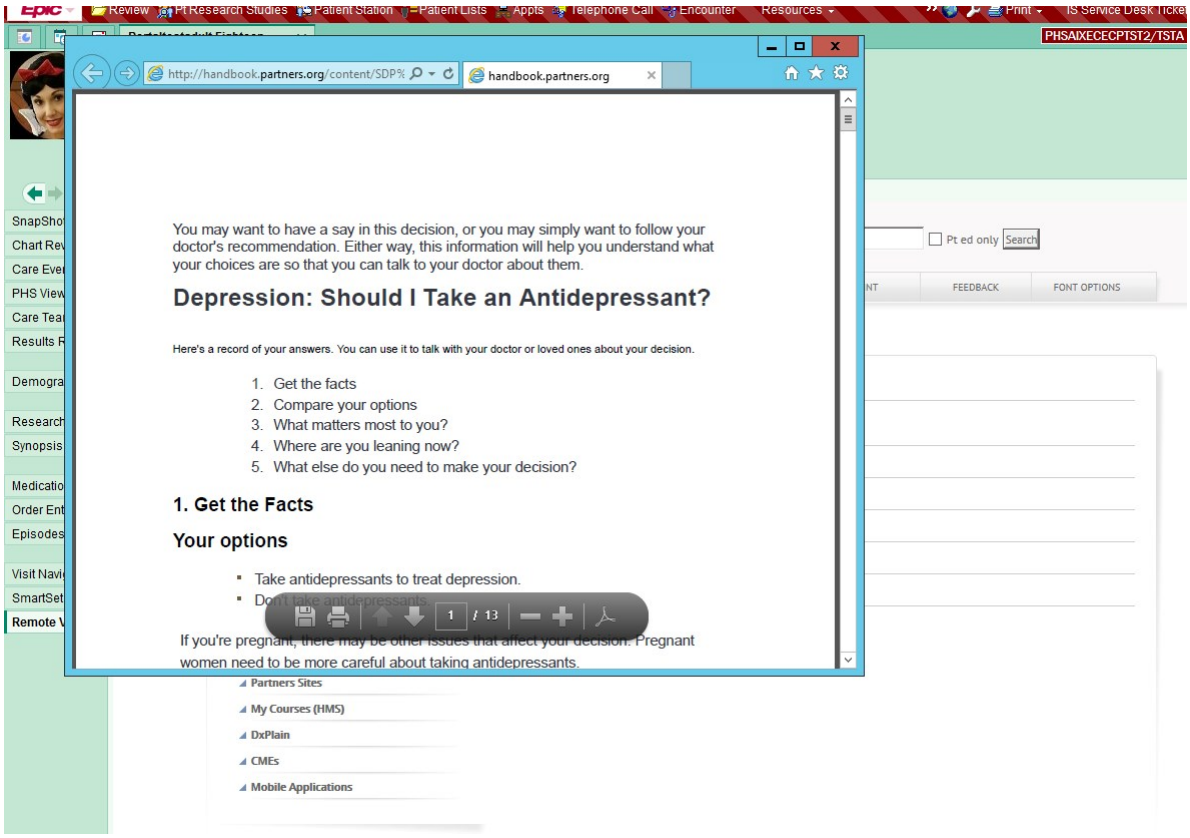
2. Click the blue hyperlink "PRINT VERSION" associated with the decision aid title order.



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.



5. After printing, "close" the Partners Handbook to return to the Healthwise Shared Decision Point order page and follow along from Step #6 above to select and document the decision aid order.

Email: engagement@partners.org for questions