MINNEAPOLIS SCHOOL BASED CLINICS program

Purpose: This guide will help you chart on group activity encounters.

Goal: Provide a way to track groups meetings, health education, info fairs, etc.

I. Book the Meeting

A. In the EPM, book the event *Meeting: Group Activity* on the date and time of your group activity.

B. Link patient *Group, Activity* SIN: 510 to the meeting.

C. Check-in the meeting, create an encounter and print a label.

II. Chart on the Activity

A. Open patient *Group, Activity*'s chart.

B. Perform the 6-Point Check. *See EHR How-to Guide 2*

> *Note:* Only chart on encounters that have already been created from an appointment check-in. Do not create an encounter in the EHR for a group encounter.

C. Create Remark

1. Right-click on the encounter and select *Encounter Description/Remark.*

2. Type *GRP* for Group Activity Encounter.
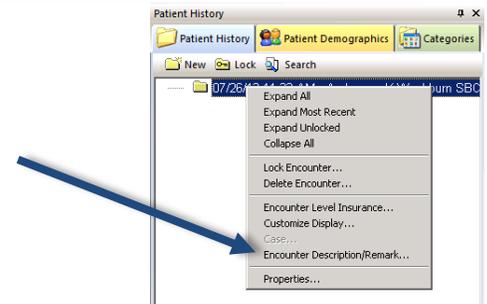
D. Superbill

1. Go directly to the Superbill under *File, Superbill*.

2. Group Participant

   a. Under *Available Procedures*, select the **Group Participant* category.

   b. Click on the box next to the type of participants you saw.

   c. In *Assigned Procedures*, click on *Units* and enter the approximate number of people you saw.
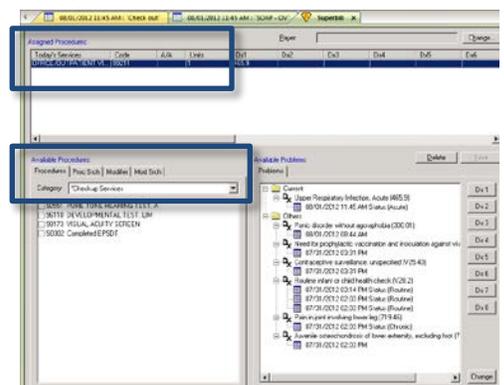
3. Group Type

   a. Under *Available Procedures*, select the **Group Type* category.

   b. Click on the box next to the type of group you performed.

   c. In *Assigned Procedures*, click on *Units* and enter the approximate time you spent on the group in 15 minute increments (i.e. 30 minutes = 2 units).

4. Group Topic

   a. Under *Available Procedures*, select the **Group Topic* category.

   b. Click on the box next to the type of group you performed.

   c. In *Assigned Procedures*, click on *Units* and enter the approximate number of people you saw.

5. **Click on the *Save* button on the EHR toolbar.**

6. **Click on *File* and select *Close Patient***

Congrats! You are now done with this How-to Quickie!