

## Proficiency Checklist – Allied Health: Care Coordinators

Employee name: _____ Employee ID: _____		
PERFORMANCE CRITERIA	Proficient	Not completed
<b>This checklist is to be completed with a superuser or another allocated facilitator to demonstrate your proficiency is using the EMR. Complete the following activities:</b>		
1. Demonstrate how to open Emergency Tracking List and view Care Coordinator referrals		
2. Demonstrate how to check in as a provider		
3. Demonstrate how to assign provider relationship to a patient		
4. Demonstrate how to open patient chart and review the Allied Health View page		
5. Review results of the patient and demonstrate where to find radiology/pathology results		
6. Review MAR for significant medications		
7. Check allergy status		
8. Find Care Coordinator Powerform and document an assessment		
9. Complete the Session Information and Consent part of the Powerform		
10. Demonstrate where to find completed Powerform		
11. Access Discharge Tab on Allied Health View and document Advice to Patient (for Patient Discharge Information)		
12. Create Care Coordinator discharge summary for patient with auto text template if relevant		
13. Demonstrate how to print preview the discharge summary for transfer		
14. Complete an initial referral		
15. Mark an initial referral as inappropriate		
16. Check out of ED		

Facilitator Name and Designation: \_\_\_\_\_

Facilitator Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_