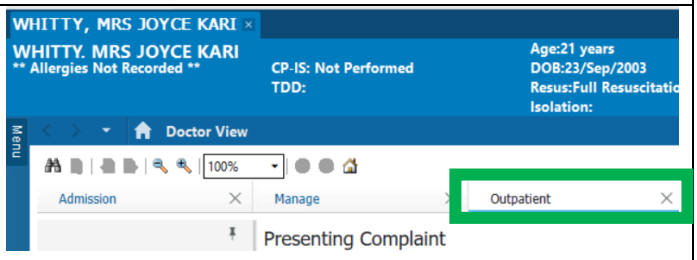
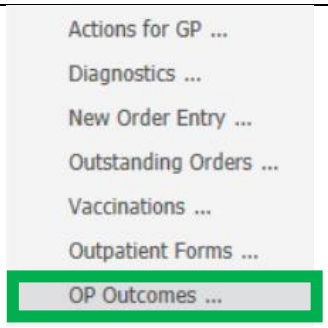
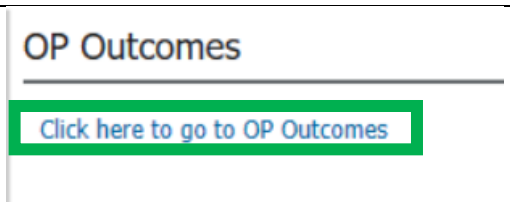
Alex Health

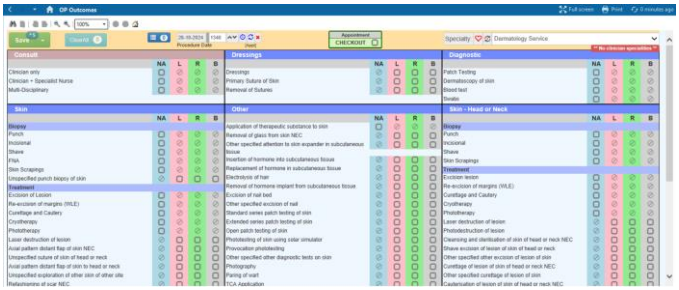
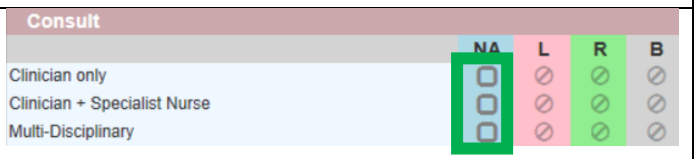
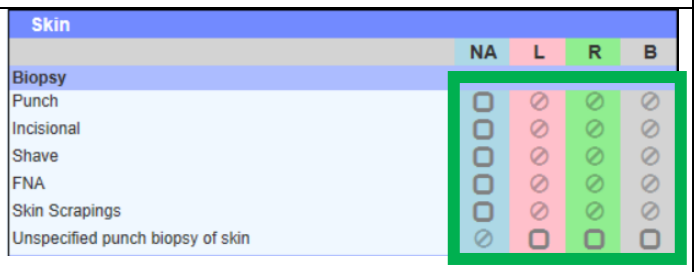
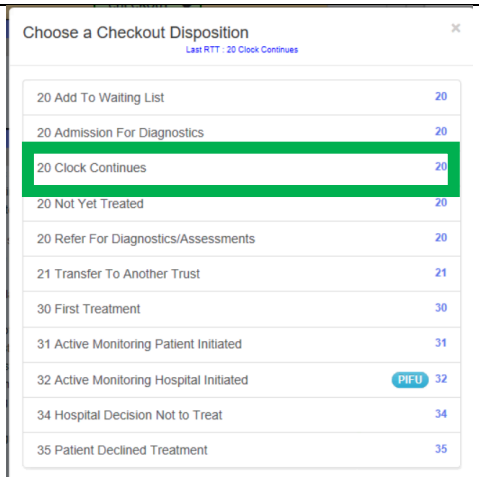
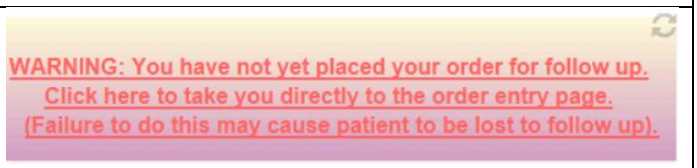
Quick Reference Guide

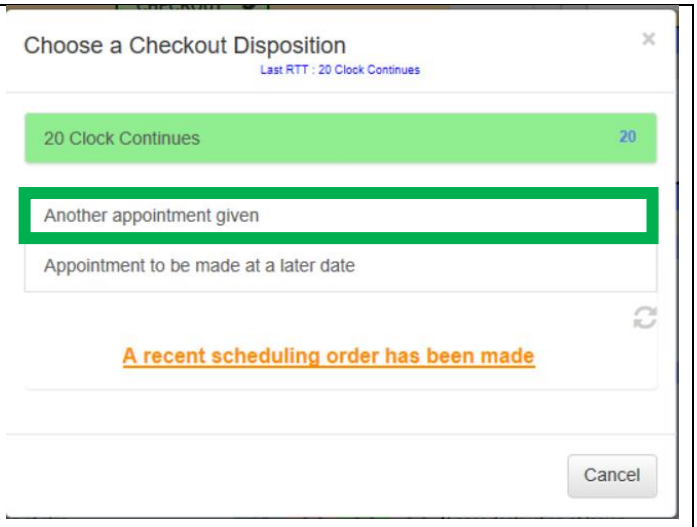
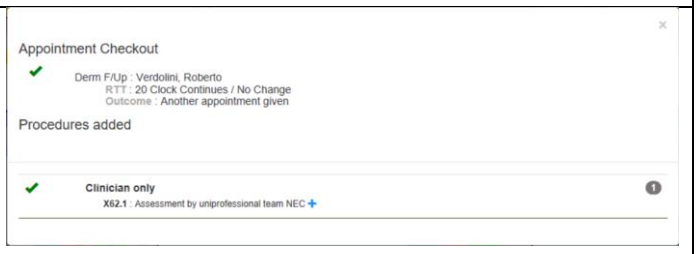
Check Out patient (for Doctors)

This Quick Reference guide is for clinical staff that work in an outpatient setting that need to Check out an appointment and complete outcomes.

Ensure you are working in Powerchart application.

	Process	Additional Guidance
1	Locate your patient in Clinic schedule Tip: Ensure their status is checked in – see 'Check in Patient from Clinic Schedule' QRG	
2	**Click** Patient Name	
3	**Click** Outpatient Mpage	
4	**Click** OP outcomes component	
5	**Click** OP Outcomes Link	

6	*OP outcomes page appears*	
7	**Click** the NA column for the type of consultation the patient received	
8	**Click** Any relevant Outpatient procedures (specify laterality)	
9	**Click** Checkout tick box	
10	**Click** the relevant RTT Code	
11	*You must request a follow up before completing OP outcomes otherwise you will be presented with this error message.* *Tip: See 'Ordering A follow up appointment' QRG*	

12	***Click*** *the relevant appointment related outcome:*	
13	*A confirmation window will appear:*