

Welcome to SHARING Clinic

- New to Clinic?
 - Tell the administrator and ask for a tour
 - *Please make sure you did not park in patient parking (center row, north side)*
- Review the blue Epic instructions until the meeting at 5:15
- Refer to the whiteboard in the workroom for patient and room assignments
- You will be given a stack of forms when your patient arrives. The following three forms will guide you through your patient visit:
 1. *Vital Signs*
 - This form serves as a guide of what general information you should collect from your patient at the vitals station and in the exam room
 2. *SHARING Clinic Checklist*
 - Provides a checklist of things to make sure to document in Epic both before and after your patient has left
 - Use this along with the Epic instruction manual
 3. *Follow-up Form*
 - You must fill out this form and return to the administrator
 - Mark any referrals needed by your patient and when their next appointment should be scheduled

Missing a form? Ask your administrator. They can also be found on the SHARING website.
- When your patient has arrived, you can see them as soon as the vitals station is available (don't forget to find your pharmacy student first)
- Perform a history and physical on your patient to the best of your ability
- Present your patient to an available faculty member
 - The faculty member will then see the patient with you and work with you on developing a plan for the patient
- Place your lab orders (must be signed by a faculty member) as soon as possible
- Review your patient's medications with pharmacy before having faculty sign them
- Make sure to complete everything on the *SHARING Clinic Checklist*
- Complete your SOAP note in Epic using the Epic instruction manual as a guide
 - Use Scribe Note, NOT medical student note
- Secure encounter in Epic (upper right) and have faculty review/edit note
- Turn in the *Follow-up Form* and extra patient labels to administrator
- Check with the administrator before leaving clinic to make sure you are no longer needed

Thank you for providing at SHARING Clinic!