Epic Job Aid for **Regular Fellows** in Clinic

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*This job aid is for **regular fellows**. A small number of fellows are CREDENTIALED (or INSTRUCTOR) Fellows, who serve as Attending physicians some of the time, and Fellows at other times. If this is you, please see CREDENTIALED FELLOWS Job Aid.*

1. Progress Notes

a. **If your clinic schedule is in your name**: Click on the patients name in your schedule to open the chart and visit navigator

b. **If your clinic schedule is a generic "Fellows" schedule** (e.g. "first come first served"): Select the patient on schedule, change "Sched Provider" to yourself.

c. **Complete your Visit documentation**, e.g. Update History (PMH, PSH, FH, SH), Update Active Problems, Select Visit Diagnoses, Order Labs & Tests.

d. **Create and transmit Rx as needed**.

e. **Complete your Progress Note**; Refresh any Smartlinks (e.g. meds, diagnoses, results).

f. **Build your Referral Letter** (Letters activity)

g. **Close Encounter**. System WILL prompt you to identify COSIGN Attending. Only Close after any transcriptions have returned. Closing encounter will also transmit your Letter.

h. **Your attending will receive an inbasket message.** The entire chart is available for Attending review, billing and cosign. Fellows do not specify billing levels in Epic.

2. Writing Orders and Receiving Results

a. When writing outpatient lab/rad/path orders, when you sign the order, system will require that you specify an Attending.
--**Fellows in "continuity clinics"** will receive their own test results. Continuity means a Fellow is in same clinic for >6 months.
--**Fellows rotating monthly** or more frequently will have results delivered to Attending. This is the default setting; either Clinic leadership or Fellowship director must notify the Epic team regarding Continuity Fellows.

3. Fellows with State Licenses and DEA

a. The default setting for fellows is same as residents: Epic presumes the fellow has no DEA and no State license, and must prescribe under authority of their attending. **To request direct prescribing authority**:

b. Fellows should notify GME office (Associate Dean, Carol Rumack) who will track valid DEA licenses.

c. Fellows with license and DEA, with approval by their Fellowship can write Rx in Epic without attending supervision.

4. Inpatient

a. **Inpatient Fellow Progress Notes MUST BE** cosigned by Supervising Attending using "cosign required" checkbox.

b. **Inpatient Fellows writing lab/rad/path and Rx orders DO NOT** require cosign except at Hospital Discharge Rx. Note that Fellows WITH DEA and STATE LICENSE (See #3) can create prescriptions at discharge without attending cosign.