

# CARE4 MODULE NAME: AMBULATORY

## Typicals

### Creating a Typical

Within the Ambulatory module users are able to create and use **“Typicals”**. “Typicals” allow users the ability to define preset responses that may be used on a regular basis or what would be considered normal for certain documentation. Typicals can be saved and added to a documentation in the same document section on any patient. Once the Typicals are created, the user has access to use those Typicals during their documentation. There are two ways to create “Typicals”.

1. You document the answers to the queries within your documentation.

Intake

Typicals View Previous

Visit Reasons  
testing

Patient Identification 2 x 2  
Name DOB Wristband  
Other

\*\*If Other is Selected Comment what Identifier Used\*\*

Interpreter Required  
Yes No

Accompanied by

Appointment Occurred  
In-Person Phone Virtual/Online Meeting  
Other

Permission Obtained for Electronic Correspondence  
Yes No

Physiotherapy Clinic Visit  
Delete Document  
Create New Typical  
Edit Contributor/Signers  
Add Content  
Switch Document  
testing

You then click on the three little lines beside the document name, and pick **“Create New Typical”**.

You will then see an overlay for creating a new Typical, you will be prompted to name your Typical and warned not to save patient specific information. When you name your Typical you will be able to then save it.

Create New Typical  
AMB,SEVEN Ann 35 F 02/02/1986 Allergy/Adv: Penicillins, strawberry, [work] (More) Exit Save

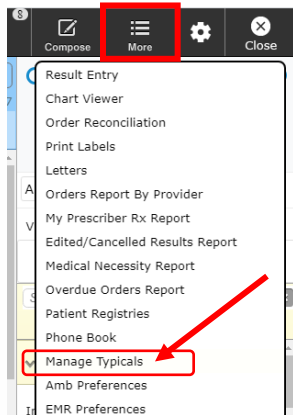
\*My Typical's Name

Please review and ensure no patient specific clinical data is being saved as a Typical

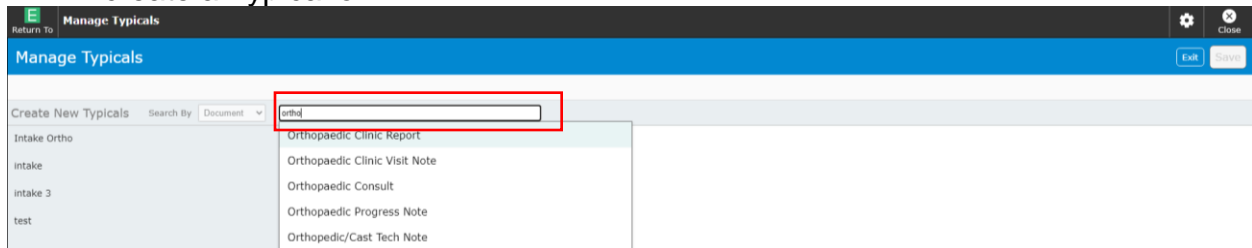
<input checked="" type="checkbox"/> Intake	
<input checked="" type="checkbox"/> Intake	
Patient Identification 2 x 2:	Name and DOB
Interpreter Required:	No
Appointment Occurred:	In-Person
Permission Obtained for Electronic Correspondence:	Yes

You have now created a Typical, which can be pulled into the same document section on any patient’s documentation.

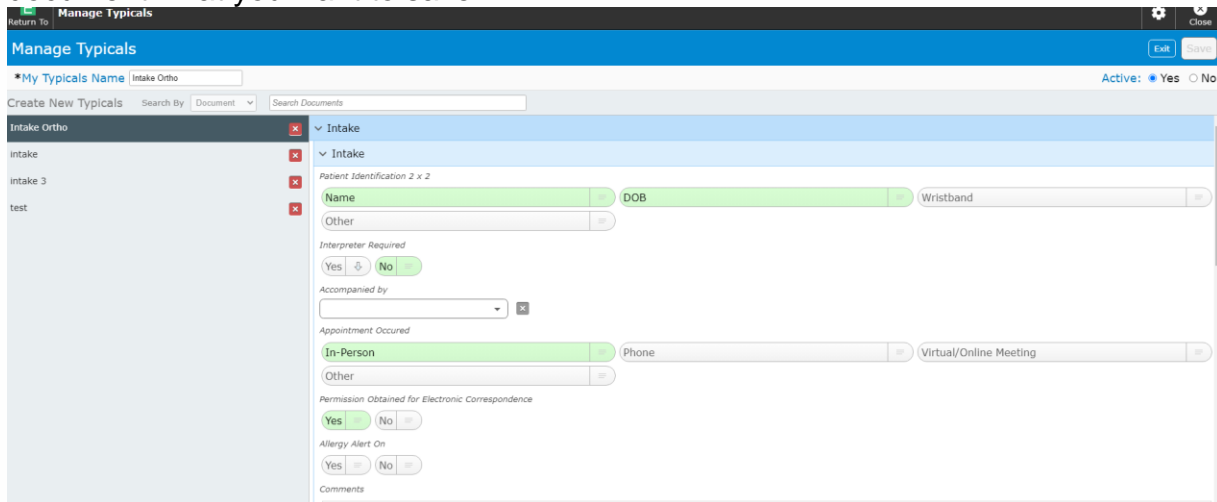
2. You can click on the **“More”** box in the top right of the black tool bar, and search for **“Manage Typical”**



You then click on **“Search Documents”** to look for the document you want to create a Typical on



You then bring up the document that you would like to create the Typical for, and document what you want to save.

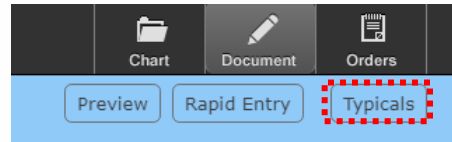


Then name your typical and save it to be used next time.

## Inputting a Typical into your documentation

Typicals can either be applied at the Template (Document) level or Section level.

1. A Typical that is for Template/ Document, (i.e., covering more than one section of a note/report), you can add it to the document by clicking on the “Typicals” button in the middle of the darker blue tool bar at the top, this will open the Typicals you have created.



Pick which Typical you would like to add.

AMB,SEVEN Ann 35 F 02/02/1986 Allergy/Adv: Penicillin

Intake Ortho	<input checked="" type="checkbox"/>	1
intake	<input type="checkbox"/>	
intake 3	<input type="checkbox"/>	
test	<input type="checkbox"/>	

Penicillins, strawberry, [work]

Please review and ensure no patient specific clinical data is

**Intake**

**Intake**

Patient Identification 2 x 2:	Name and DOB
Interpreter Required:	No
Appointment Occured:	In-Person
Permission Obtained for Electronic Correspondence:	Yes

**AMB Triage Assessment**

**MOH Covid-19 Screening**

Did you Travel Outside of Canada in the Past 14 Days:	No
Tested Positive for COVID-19 OR Close Contact With Confirmed Case Without Appropriate PPE OR Exposure to Known Cluster/Outbreak:	No
Has the Patient Presented With Any of the Above Symptoms:	No
COVID-19 Test in Progress or had a Recent COVID-19 Test Completed:	No

**Febrile Resp. Illness (FRI)**

New/Worse Cough/Shortness of Breath:	No
Feverish/Shakes/Chills:	No
Travelled Outside of Canada or Been to a Country With a Health Alert in the Last 3 Weeks:	No

From this overlay you are able to remove parts that you do not want to add by unclicking the check box on the left.

Penicillins, strawberry, [work]

Patient Identification 2 x 2:	Name and DOB
Interpreter Required:	No
Appointment Occurred:	In-Person
Permission Obtained for Electronic Correspondence:	Yes

**AMB Triage Assessment**

- MOH Covid-19 Screening
  - Did you Travel Outside of Canada in the Past 14 Days: No
  - Tested Positive for COVID-19 OR Close Contact With Confirmed Case Without Appropriate PPE OR Exposure to Known Cluster/Outbreak: No
  - Has the Patient Presented With Any of the Above Symptoms: No
  - COVID-19 Test in Progress or had a Recent COVID-19 Test Completed: No
- Febrile Resp. Illness (FRI)
  - New/Worse Cough/Shortness of Breath: No
  - Feverish/Shakes/Chills: No
  - Travelled Outside of Canada or Been to a Country With a Health Alert in the Last 3 Weeks: No
- Gastrointestinal Screening

Once you are finished and have picked the “Typical” that you want to add, then just click on “Apply” in the top right of the overlay.

Typicals

AMB, SEVEN Ann 35 F 02/02/1986 Allergy/Adv: Penicillins, strawberry, [work] (More ▾)

Exit Apply

Please review and ensure no patient specific clinical data is being applied as a Typical

Your “Typical” will be applied to your documentation. You are still able to change your documentation after adding the Typical if you need/want to.

2. Applying a Typical at the Section Group Header (Section) Level. Which is the Light Blue header. This will allow you to apply a Typical at the Section Level (the section is between the light blue headers).

When in the document select the “Typicals” button in the light blue header in the section you are working in.

Preview Review and Refine Typicals Save Sign

ist Op Opiate Assessment Procedures Departure

Typicals View Previous

Then same process as above, select the typical for that section, and select apply.

**Typicals**  
 AMB,SEVEN Ann 35 F 02/02/1986 Allergy/Adv: Penicillins, strawberry, [work] (More ▾) Exit Apply

Please review and ensure no patient specific clinical data is being applied as a Typical

Intake Ortho

Intake

Intake 3

test

Intake

Intake

Patient Identification 2 x 2:	Name and DOB
Interpreter Required:	No
Appointment Occured:	In-Person
Permission Obtained for Electronic Correspondence:	Yes
Allergy Alert On:	No

Again, this will add the Typical's answers to the documentation.

**Preview**  
 AMB,SEVEN Ann 35 F 02/02/1986 Allergy/Adv: Penicillins, strawberry, [work]

**Intake**

**Intake**

Visit Reasons	testing
Patient Identification 2 x 2	Name and DOB
Interpreter Required	No
Appointment Occured	In-Person
Permission Obtained for Electronic Correspondence	Yes
Allergy Alert On	No

If you change your mind and do not want to select any of the Typical's that you have created, then just click on the "Exit" button instead of "Apply".

(More ▾) Exit Apply

**Note:** It is against best practice to save patient specific clinical data within Typical's.