Overview

Disciplines play a pivotal role within NDoc. Discipline activation is the starting point for the assignment of all patients to the clinical staff. In order to accurately define your discipline(s) you should consider not only the discipline that might appear on your POC but also those "specialty" disciplines providing services to your clients (e.g., Wound-Ostomy Clinician, Diabetic Educator; Psychiatric Nurse). The discipline table in NDoc is activated as a "site parameter" and is therefore unique to every agency. You will be required to review this table thoroughly during the NDoc implementation phase.

Once you have your discipline(s) defined you will then assign each NDoc user to a specific discipline, which is tied to user type generally. You will also assign users to a team, which will complete the structure needed to refer patients to disciplines. Details related to charting within Patient Disciplines can be found via the help text using the **?** icon.

Patient Disciplines Functionality Basics

Managing disciplines requires an understanding of the activities that occur in the NDoc Patient Disciplines function. This option is available within multiple modules for ease in access:

- Care Pilot>Patient Disciplines
- Administration>Patient>Patient Disciplines
- Operations>Patient>Patient Disciplines

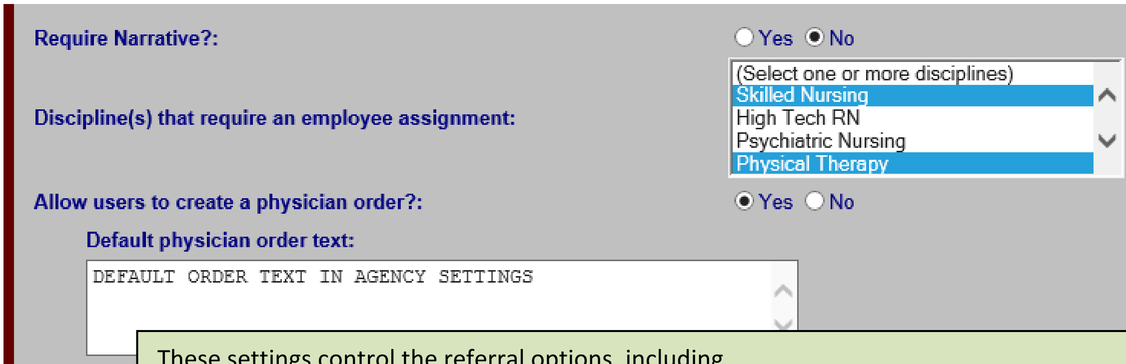
Within Patient Disciplines, the following are the actions users can take related to the discipline assignment of patients:

- Refer one or more disciplines and select the related team and associated employee
- Modify assigned disciplines (i.e., correct referral dates or other related information)
- Discharge one or more individual disciplines
- Set the Case Manager, either during the referral entry process or using the Set Case Manager button
- Chart the narrative communication fields (i.e., Clinical Directives, Scheduling Comment, and Narrative)
- Chart a discipline frequency, either during the referral entry or using the modify process.
- If configured by agency settings, a physician order can automatically be set up for the discipline referral
- Report the history of the Patient Discipline charting using the Report Manager within the screen

Patient Discipline Settings

Located under Administration>System>Settings>Patient Disciplines, the following is a breakdown of the settings page:

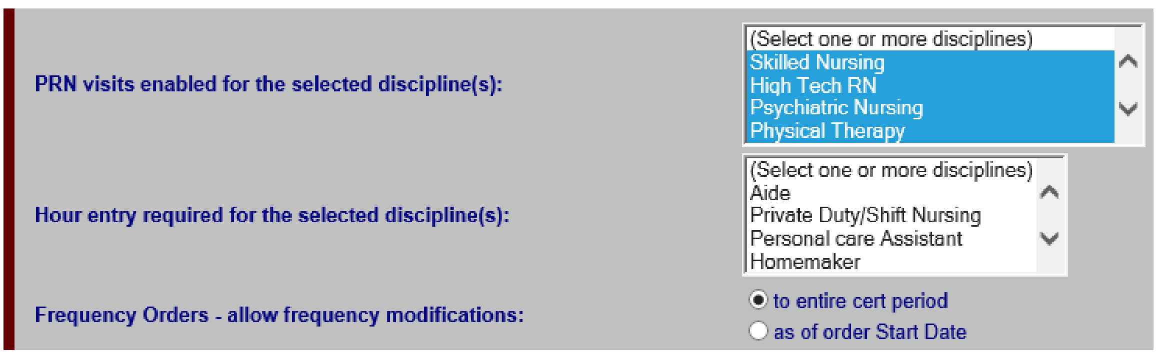
Refer Settings



These settings control the referral options, including

- Making the discipline narrative required
- Selecting the disciplines that require an employee assignment
- Ability to create a referral physician order directly and then set default order text.

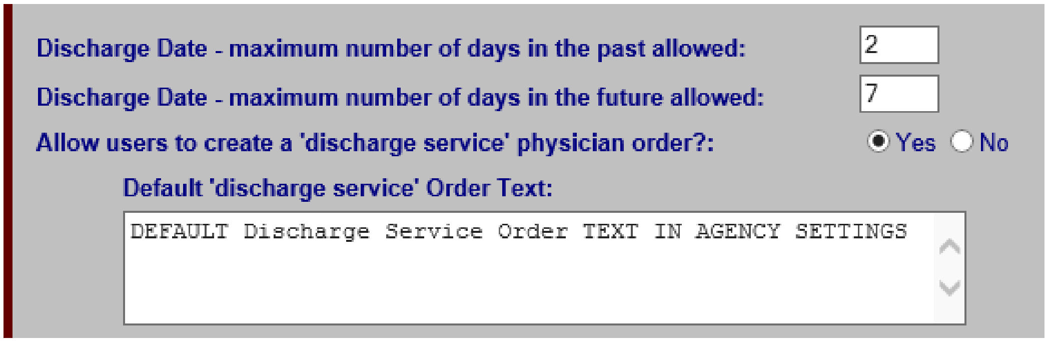
Frequency Settings



These settings allow an agency to manage the frequency charting process, including:

- Designating the discipline(s) permitted to have PRN visit frequencies
- Designate the disciplines that require hour entries for discipline frequency charting
- Frequency Modification options: Allow modifications either:
  - **to entire cert period** (allows users to make changes to any week within the certification period regardless of the start date of the frequency order) **OR**
  - **as of new order Start Date** (make weeks that precede the start date of the order inaccessible to the clinician to change on the frequency screen. If the clinician needs to change the frequency orders back to the Start of Care, they need to make that the start date for the order).

Discharge Settings



These settings allow an agency to manage the discipline discharge process, including:

- Setting the maximum number of days in the past that users can chart a discipline's discharge date. Note this entry cannot be more than 300 days in the past.
- Setting the maximum number of days in the future that users can chart a discipline's discharge date. Note this entry cannot be more than 10 days in the future.
- Allow users to create a discharge service physician order - Y/N. This controls if a user can automatically add a Discharge Service Order when discharging a discipline within the Patient Disciplines routine. If not, set the option to No. Note: if yes, the option exists to add default text to the order with the abbreviation of the discipline automatically preceding the text.

Patient Discipline Related Tables

Several tables provide content for the Patient Disciplines function. The tables include the following:

Discipline Referral Reason Table

The drop-down options available for discipline referral reasons are driven by the Discipline Referral Reason Table under Administration>System>Tables. These reasons are applicable to designated discipline and can be customized at the agency's discretion.

Discipline Discharge Reason Table

The drop-down options available for discipline discharge reasons are driven by the Discipline Discharge Reason Table under Administration>System>Tables. Specifically, when it is time to discontinue any service/discipline for a patient it is important to note why and when. The reason for discharge of a discipline should reflect the outcome of that service. In addition, it should reflect the client's condition at the time of discipline discharge. It is important to review these listings for two reasons.

- First, the reason should correctly reflect the reason using terminology that is meaningful to your clinical staff, since the reason for discipline discharge will display within Patient Disciplines and serve as historical information for both the staff and physicians.
- Second, the appropriate billing code should be applied to every reason, as this is part of the billing file documentation. Failure to create a billing code for each reason will result in errors and may delay billing cycles.

Clinical Directives Statements Table

The options available within the Add Directives button can be customized by agencies using the Clinical Directives Statements table found under Administration>System>Tables. These can be generic statements that require additional input by clinicians but can serve as the foundation.

Tracking Discipline Status

NDoc provides several excellent tools to help in managing disciplines. The following tools may prove useful in reviewing the status of discipline referrals:

Referral Reports

NDoc provides several reports to detail referral activities. The reports can be found under: ***Reports>Referrals.***

Census Reports

NDoc provides many types of census reports, all found at Reports/Census. The reports have many uses, but one use is to evaluate the clinicians' caseloads and assist in planning for redistribution of patients. These reports can be found under: ***Reports>Census.***

Visit Reports

Again, NDoc provides several visit reports. These are found at **Reports> Visits.** These tools allow the manager to have an accurate list today of all visits made yesterday.

Analytics

NDoc Analytics provides administrative staff a window to information included items related to statistics for referrals.

Temporary Assignment of Disciplines

There are times when several team members may be assigned to the same patient on a temporary basis. Reasons could include covering vacations and sick time or per diems that do not see patients on a regular basis. Under these circumstances NDoc allows a temporary assignment of patients to the user through the Assign Patients to User function under **Administration>Employee>Assign Patients**.

Simply enter the NDoc User ID of the clinician and then assign any/all patients [maximum of 40] to the user. This action will trigger the patients to go to the client/field assigned to that clinician.

NOTE: These patients will be assigned to the clinician during nightly processing and will pull to the client with the next morning's synchronization (automated 4 am synchronization or simply first sync of the day). The patients will continue to go to the assigned client until they are "un-assigned" using the same NDoc function. It is a good practice to have your clinicians view this list periodically to un-assign those patients that are no longer needed.