PROVIDER EFFICIENCY QUICK REFERENCE

Prepare. Be present. Complete. Less clicks. Less burden. More time for what matters.

Goal: reduce unnecessary clicks, finish more work during the workday, and keep unfinished tasks from piling up.

BEFORE *Prepare*	**DURING** *Be present*	**AFTER** *Complete*
• Review what changes today's plan: recent encounters, problems, meds, labs/imaging, consults, ER/hospital notes • Dictate prep into the HPI with Dragon	• Obtain and document consent, then start Sunoh • Talk, listen, think. Keep the floating toolbar open • Let Sunoh capture the conversation	• Review the Sunoh draft, correct errors, confirm A&P • Place orders, follow-up/recall, billing, sign, close

Six shortcuts to set up first

Set up your workspace	**Tool bar** at top of floating window → Add **"My Favorites"** – select the things you use and flows *ie: HPY-Vitals-Current Rx-Allergies-Surgical HX-Social Hx-Examination-Dx-Treatment-Procedures-Labs-Dis-CDSS-Billing* **Left chart panel** of floating window → "**More**" – Quick launch items *ie: HPI-FS-Labs-Documents-Encounters-Immunizations-ProblemList-Referrals* (These will differ in each window) **Right chart panel** → Remove/Uncheck the tabs you do not need
Star your templates	Menu > File > Templates > click the star. Open Templates → Search: **Fletcher** or **CHC** → star as your favorite **if templates do not appear on right chart panel, press **Ctrl+R**.*
Build it once	Templates for notes, SmartPhrases (Macros), Telephone Encounter message templates Save reusable note sections as templates or start from **CHC Blank** → Name clearly, keep only reusable parts, set Private, add as favorite, select OK.
Refill to telephone encounter	On the refill screen, use **Create Telephone Encounter**, set Assigned To and Reason, Save Default Create the TE with to the same person/bin and reason each time → type message, timestamp, Create
Results/TE message	Write once → fill in "Reason", "Assigned to" sections → **Save as Template** **Apply Template** for future results or messages to MA or RN or other staff members.
Keep eCW fast	Clear your cache regularly with the desktop cache tool. For Dragon or access problems, contact IT.

Your first 30 days: one habit per week

Week 1	Set up: star Templates, add 2–3 daily Favorites, remove right-panel items you never use.
Week 2	Prep: use Dragon for chart-prep HPI on a few patients each day.
Week 3	Build once: turn one repeated weekly item into a template or SmartPhrase.
Week 4	Check in: track same-day closures, after-hours charting, and one stuck workflow to bring to Day 30.

Target: about 80% of routine notes done during the workday.

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