

Provider Communication Wizard Help Index: click on the topic to display helpful hints

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What is the Provider Communication Wizard?

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- Tool within StarPanel to facilitate the communication of patient information to primary and referring providers
- Enables patient reports and other documents to be sent via fax, mail or docs4u
- Communication bundles sent may be accessed and sent to other providers
- Record of sent communication saved in the AllDocs list for later retrieval

How do I access the Provider Communication Wizard?

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2 most common ways to access:

1. Open patient chart and click on the **ProvComm** tab
2. Click Actions & select **ProviderCommWizard**

User: littigy (Littlejohn, SyLinda) FaxedOut Messages: 1 8 275 (CentralApptScheduling)

Go to: [PtChart](#) [StarNotes](#) [Forms](#) [R](#) [ProvComm](#) [Panels](#) [Pt.Lists](#) [MsgBaskets](#) [VhBoards](#) [NewResults](#) [SignDrafts](#) [Misc.](#)

023700834 ZTEST, ART (09/08/1953 - 58YO M) 060-52-3171 code status: unconfirmed: DNR (2012-04-17) Alert PCP: No Pcp, Verified (MBAV-F)

AllDocuments Apptm. Calend. EnterData Faxed Flows FastLabs Labs Meds Msgs? Reminders? Orders Pt.summary Refresh Search AddToPanel VitalSigns

CancerStage ClinicIntake Disclosure Forms Favorites ICUflowsheet Immuniz. NewMsg Pt.Letter Provider.Letter Provider.Comm.Wizard ReferralMsg Reminder

StarNotes StarVisit TeamSummary TypeNewDocument UploadImage VitalSigns AuthorizeAccess MHAFullAccess Who documented? Remove.PCW.Contacts

Search: Title: Author: 2012 05/22/12 05/21/12

MOHS Refer Immunizations Labs Patient Summary

Search: Hover on values to see units and reference ranges (to show only results of that kind (click again to toggle)

ZTEST, ART MDs [Change]				
24Hr.Labs	ED Documents	Inpt.meds.history	PendingLabs	RxStar
AddToPanel	FastLabs	Labs&Values	Progress Note	StarNotes
AdultNursingFlowsheet	Forms	MAR	ProviderCommWizard	SN:Gener...ry & physical
AllDocuments	Form:AFT Worksheet	MAR (whole adm.)	ProviderLetter	SN:disch...ctice nursing
Appointments	Form:Adu...ssion History	Mother/Baby info	Pt.Letter	StarVisit
Cardiac Rhythm Strips	Form:His...nal Medicine)	Msgs?	Pt.Summary	Surgical Handover
Chemotherapy Flow	Form:Ped...ssion History	My Favorites	Radiol. Impressions	Team Summary View
CodeStatus form (Adult)	Growth charts	NewMsg	RecentLabs	TypeNew
CodeStatus Hx	Immunizations	OPC	Reminder	Vascular Access
Consults	Inpt. details	Ortho Handover	Reminders?	Vital signs
Cosign verbal orders	Inpt. orders	PAML (Med Recon)	Remove**	Vital signs (entry)
CVQuickView	Inpt. snapshot	PedsFlowsheet	Reports/Studies	Wiz ManagePre
Demographics	Inpt. sn...hot (no meds)	PedsQuickView	Resident Handover	

How Do I Start A Communication?

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Click to **start a new communication** or **open an existing communication bundle**

User littjy (Littlejohn, SyLinda) FaxedOut Messages: 1 1 8 279 (CentralApptScheduling)

Go to: [PtChart](#) [StarNotes](#) [Forms](#) [Rx](#) [ProvComm](#) [Panels](#) [PtLists](#) [MsgBaskets](#) [WhBoards](#) [NewResults](#) [SignDrafts](#) [Misc.](#)

Provider Communication Wizard

[Start the Wizard \(fax or mail documents\)](#) [Search Provider Phone/Add a Provider](#)

023700834 ZTEST, ART (09/08/1953 - 58YO M)

Start a new communication. [Outpatients Training Module](#)

OR ... [Inpatients Training Module](#)

Open an existing communication bundle:

- Provider Communications created on 2012/05/21 11:04 by Frizzell, Michael L
- Provider Communications created on 2012/05/17 15:13 by Hooker, Roger D
- Provider Communications created on 2012/05/17 10:31 by Carrasco, Shelly
- Provider Communications created on 2012/05/16 11:04 by Robinson, Janice

- Communication may be sent via fax, mail, or via docs4u
 - Fax** – quality assurance team will confirm fax delivery
 - US Mail** – either print & mail or send to your assistant to mail for you
 - Docs4u** – for Vanderbilt providers only
- To build communication (perform one or more of the following):
 - Add (or modify) the list of providers
 - Create a Provider Letter
 - Add attachments (operative reports, discharge summaries, radiology reports, etc.)
 - Edit your outgoing fax cover page information

023700834 ZTEST, ART (09/08/1953 - then 58YO M) [Actions](#)

Provider Communications 2012/05/22 12:28 (Last modified by [Littlejohn, SyLinda](#)) Electronically signed by: [Littlejohn, SyLinda \(RN\)](#) (littjy) on 2012/05/22 12:28 [This document.](#)

Indexing comment (optional):

This document is used to package communications with providers for current or subsequent transmission.
You may attach documents, add new providers, and even create a letter to the referring providers, then send the documents to those providers either now or later. The quality assurance team will make certain [or confirm] the communication is faxed successfully. For providers who have chosen U.S. mail, please be sure to print and mail the communication yourself or send to your assistant's basket to mail for you.

[Send](#) [Save and exit without sending](#) [Delete Communication](#)

Click on one or more of the following links:

Attending: [Load Referring for this attending.](#)

Add to (or modify) the list of providers

Create Provider Letter

Add attachments

Edit your outgoing fax cover page information

From: [Littlejohn, SyLinda](#) Fax Number: Phone Number:

Attention:

Comments:

0 of 500 characters, 500 left.

How do I add (or modify) the list of providers?

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History of provider communication and providers display on screen...click [Add to](#) (modify) this list of providers

X - Remember providers (023700834 - ZTEST, ART)

023700834 ZTEST, ART Save & Continue

Select the providers who will receive this, then click the **Save & Continue** button.

Primary? Providers selected:

Search for providers: Last Name: First: Middle: Clear

Practice / Facility: Search

Click on a provider name below to add to the selection: [Find referring M.D.s by recent appointments](#)

Patient's PCP: No Pcp Verified Name of PCP will display here (if available)

You sent information for this patient to: [\(show full Hx\)](#)

No records found

Others sent information for this patient to: [\(show full Hx\)](#)

Sent by Frizzell, Michael L on 2012-05-04:

- **Johnson, Douglas J** (Emergency MedicineFamily Medicine) Methodist Family Practice. *prefers: Mail*
1284 Highway 60 West, Morganfield, KY 42437 [details](#)

Sent by Julia N. Lyle, LPN on 2012-05-02:

- **Parawan, W Cristina Sevilla** (Family Medicine) Cristina Parawan, M.D.. *prefers: Mail*
200 Dover Street Suite 108 Shelbyville, TN 37160 [details](#)

Click details to see more information related to provider (fax & phone numbers)

• **Johnson, Douglas J** (Emergency MedicineFamily Medicine) Methodist Family Practice. *prefers: Mail*
1284 Highway 60 West, Morganfield, KY 42437 [details](#)
Fax Number: (270) 389-0526 Phone Number: (270) 389-2323
Status: Active Verified: 2011-05-04T11:00:48

Add a new provider:

X - Remember providers (023700834 - ZTEST, ART)

023700834 ZTEST, ART

Select the providers who will receive this, then click the **Save & Continue** button.

Primary? Providers selected:

- **Jirjis, Jim Najib** (Internal Medicine) Vanderbilt Adult Primary Care. *prefers: docs4u*
1215 21st Avenue South, Medical Center East 7th Floor, Suite 4 Nashville, TN 37232 [remove](#) [details](#)

Search for providers: Last Name: First: Middle: Clear

Practice / Facility: Search

Click on a provider name below to add to the selection: [Find referring M.D.s by recent appointments](#)

Click on a provider's name to add to the recipients list, or save change(s) and go back to previous page

Your search results: **[Providers with multiple entries may have multiple locations/organizations.]**

- **Jirjis, Jim Najib** (Internal Medicine) Vanderbilt Adult Primary Care. *prefers: docs4u*
1215 21st Avenue South, Medical Center East 7th Floor, Suite 4 Nashville, TN 37232 [details](#)

Still not the provider you were looking for? Add a new provider

Click on provider's name (blue text) to add to the provider list shown at the top.

Type in name of provider or the Practice/Facility name - click search

What if a provider is not found in the database?

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Click on the link [Still not the provider you were looking for?](#) [Add a new provider](#) shown in the above screenshot

Next - complete the form with as much as information possible (Name, Specialty, state & your contact number required)

Search for providers: Last Name: First: Middle: [Clear](#)
Practice / Facility: [Search](#)
[Click on a provider name below to add to the selection:](#) [Find referring M.D.s by recent appointments](#)

Please provide as much information of this provider as you could, and click Add to recipient list

Name**:
Specialty**:
Address:
City:
State**:
Phone Number:
Fax Number:
Your phone number (in case we have questions)**:

[Add to recipient list](#) [Cancel](#)

Click [Add to recipient list](#)

Quality Assurance Team
will locate/verify provider
& add to database. If
unable to locate you will
receive notification.

How do I create a provider letter?

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Type information in the box (My Text available) or click to use template. This provider letter will be attached to the communication bundle being created.

023700834 ZTEST, ART (09/08/1953 - 58YO M) [Actions](#)
Destination database: VUMC ☒ Psych ☐ remember as default DB Comment for Indexing (optional):
Provider (indexing): Littlejohn, SyLinda (***) This will change the provider displayed in the all documents listing of StarPanel. (***)

Option available
to create Letter
Templates.
For additional
information
contact the
HelpDesk.

[Click for Letter Template](#) 023700834

05/23/2012

RE: Art Ztest

[MyText](#)

[SpellCheck](#)

Type a letter to provider(s) in the box.
For frequently used text, create a
MyText for the provider letter.

How to I attach documents?

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User littjgy (Littlejohn, SyLinda) FaxedOut Messages:10 223 (CentralApptScheduling)

Go to: [Pt.Chart](#) [StarNotes](#) [Forms](#) [Rx](#) [ProvComm](#) [Panels](#) [Pt.Lists](#) [MsgBaskets](#) [WhBoards](#) [NewResults](#) [SignDrafts](#) [Misc.](#)

Attending: Load Referring for this attending.

Add to (or modify) the list of providers

Already selected providers:

Jurjis, Jim Najib (Internal Medicine) Vanderbilt Adult Primary Care. *prefers: docs4u*
1215 21st Avenue South, Medical Center East 7th Floor, Suite 4 Nashville, TN 37232

Create Provider Letter

Add attachments

Edit your outgoing fax cover page information

From: Littlejohn, SyLinda **Fax Number:** **Phone Number:**

Attention:

Comments:

Search:

<input type="checkbox"/>	2012/05/23	Demographics
<input checked="" type="checkbox"/>	2012/05/23	Clinic Summary
<input type="checkbox"/>	2012/05/23	American Cancer Society Patient Referral Form
<input checked="" type="checkbox"/>	2012/05/23	Immunizations
<input type="checkbox"/>	2012/05/23	Immunizations
<input checked="" type="checkbox"/>	2012/05/23	Rehab
<input type="checkbox"/>	2012/05/23	Labs
<input type="checkbox"/>	2012/05/22	Ecp Response Documentation Form
<input type="checkbox"/>	2012/05/22	Problem List
<input type="checkbox"/>	2012/05/22	Mohs Referral Checklist

Test, Physician
Kristin Humm
Ruth Donlon
Ruth Donlon
Wcislo, Jane, Pt
Alyce Wherry
Hock, Richard L.
Alyce Wherry

Click on the blue document title to review content prior to sending

Click Add attachments

Click in box for documents to be added to communication

Click Attach all checked documents

Attach all checked documents

How do I create a Fax Cover for the communication?

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Review the fax cover page information prior to each transmission. To change information, click in the field and type in the correct/missing information.

User littjgy (Littlejohn, SyLinda) FaxedOut Messages:10 223 (CentralApptScheduling)

Go to: [Pt.Chart](#) [StarNotes](#) [Forms](#) [Rx](#) [ProvComm](#) [Panels](#) [Pt.Lists](#) [MsgBaskets](#) [WhBoards](#) [Ne](#)

Create Provider Letter

Add attachments

Edit your outgoing fax cover page information

From: Littlejohn, SyLinda **Fax Number:** 555-555-5555 **Phone Number:** 444-444-4444

Attention: Dr. Smith

Comments:

The following communication is 6 pages including cover page. Please call if any pages missing or if there are any questions. Thanks for your referral.

159 of 500 characters, 341 left.

Please review and edit the information above before selecting "Send to the list of providers". Once faxed.... your information will be saved as your default.

Once a Communication Bundle is started can I delete or save as draft?

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Note the started communication below which contains: provider list, attached letter, attached documents, fax cover.
Options:

- **Send** – communication bundle will be sent to providers listed (note specific instructions below highlighted in green if sent by US Mail)
- **Save and exit without sending** – communication bundle will be saved as draft to be completed and sent later
- **Delete Communication** – will permanently delete bundle

023700834 ZTEST, ART (09/08/1953 - then 58YO M) [Actions](#)

Provider Communications 2012/05/22 12:28 (Last modified by [Littlejohn, SyLinda](#)) Electronically signed by: [Littlejohn, SyLinda \(RN\)](#) (littjgy) on 2012/05/22 12:28

Indexing comment (optional):

This document is used to package communications with providers for current or subsequent transmission.

You may attach documents, add new providers, and even create a letter to the referring providers, then send the documents to those providers either now or later. The quality assurance team will make certain [or confirm] the communication is faxed successfully. For providers who have chosen U.S. mail, please be sure to print and mail the communication yourself or send to your assistant's basket to mail for you.

Send

Save and exit without sending


Delete Communication

Click on one or more of the following links:

Attending: [Jirjis, Jim N](#) 003107 [Load Referring for this attending.](#)

[Add to \(or modify\) the list of providers](#)

Already selected providers:

 **Jirjis, Jim Najib** Internal Medicine Vanderbilt Adult Primary Care Preferred method: docs4u

[Create Provider Letter](#)

Existing Letter(s):

2012/05/23 Provider Letter

[remove](#)

[Add attachments](#)

Attachments:

 2012/05/23 Clinic Summary

[remove](#)

 2012/05/23 Rehab

[remove](#)

 2012/05/23 Immunizations

[remove](#)

[Edit your outgoing fax cover page information](#)

From: [Littlejohn, SyLinda](#) **Fax Number:** 555-555-5555 **Phone Number:** 444-444-4444

Attention: [Dr. Jones](#)

Comments:

The following communication is 6 pages including cover page. Please let me know if any are missing. Thanks for your referral. Dr. Test

134 of 500 characters, 366 left.

Please review and edit the information above before selecting "Send to the list of providers".

How do I remove a provider from the provider profile of a specific patient?

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To request a provider/PCP be removed from the patient's profile:

- Open patient chart
- Click on Remove PCW.Contacts in the green bar

Go to: [Pt Chart](#) [StarNotes](#) [Forms](#) [Rx](#) [ProvComm](#) [Panels](#) [PtLists](#) [MsgBaskets](#) [WhBoards](#) [NewResults](#) [SignDrafts](#) [Misc.](#)

023700834 ZTEST, ART (09/08/1953 - 58YO M) 060-52-3171 **code status: unconfirmed: DNR** (2012-04-17) **Alert** **PCP: No Pcp, Verified** (MHAV-F)

[AllDocuments](#) [Apptm.](#) [Calend.](#) [EnterData](#) [Faxed](#) [Flows](#) [FastLabs](#) [Labs](#) [Meds](#) [Msgs?](#) [Reminders?](#) [Orders](#) [Pt.summary](#) [Refresh](#) [Search](#) [AddToPanel](#) [VitalSigns](#)

[CancerStage](#) [ClinicIntake](#) [Disclosure](#) [Forms](#) [Favorites](#) [ICUflowsheet](#) [Immuniz.](#) [NewMsg](#) [Pt.Letter](#) [Provider.Letter](#) [Provider.Comm.Wizard](#) [ReferralMsg](#) [Reminder](#)

[StarNotes](#) [StarVisit](#) [TeamSummary](#) [TypeNewDocument](#) [UploadImage](#) [VitalSigns](#) [AuthorizeAccess](#) [MHaVFullAccess](#) [Who documente](#) [Remove.PCW.Contacts](#)

Provider Communication Wizard

[Start the Wizard \(fax or mail documents\)](#)

023700834 ZTEST, ART (09/08/1953 - 58YO M)

Existing Providers:

[Remove](#) **Findura, Michael James** Internal Medicine Coastal Comprehensive Healthcare Preferred method: Mail

Reason:

Click the submit button to send your request to the QA team.

[Remove](#) **Fuchs, D Catherine** Child & Adolescent Psychiatry Vanderbilt Community Mental Health Center Preferred method: docs4u

[Remove](#) **Johnson, Douglas J** Emergency MedicineFamily Medicine Methodist Family Practice Preferred method: Mail

[Remove](#) **Kehler, Karl Bradley** OptometristCorneal and Contact ManagementLow Vision Rehabilitation Vanderbilt Eye Institute Preferred method: docs4u

[Remove](#) **Naftilan, Allen J** Cardiovascular Disease Vanderbilt Heart and Vascular Institute Preferred method: docs4u

[Remove](#) **Naftilan, Allen J** Cardiovascular Disease Vanderbilt Heart and Vascular Institute Preferred method: docs4u

[Remove](#) **Naftilan, Allen J** Cardiovascular Disease Vanderbilt Heart and Vascular Institute Preferred method: docs4u

[Remove](#) **Parawan, W Cristina Sevilla** Family Medicine Cristina Parawan, M.D. Preferred method: Mail

[Remove](#) **Press, Steven Gary** Oral and Maxillofacial Surgery Vanderbilt Department of Surgery Preferred method: docs4u

[Remove](#) **Rowe, Heather D** Internal Medicine Medical Associates of Middle TN Preferred method: Fax

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