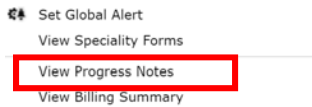# Patient Education (During the Encounter)
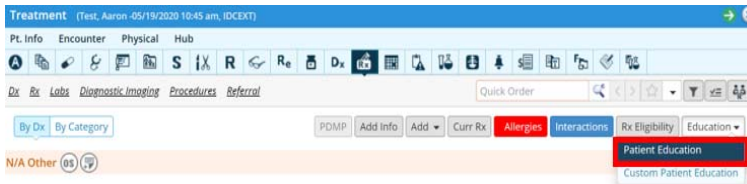
From the Resource Schedule View:

1. Once the Patient has been checked in, right click on the appointment and select 'View Progress Notes'.
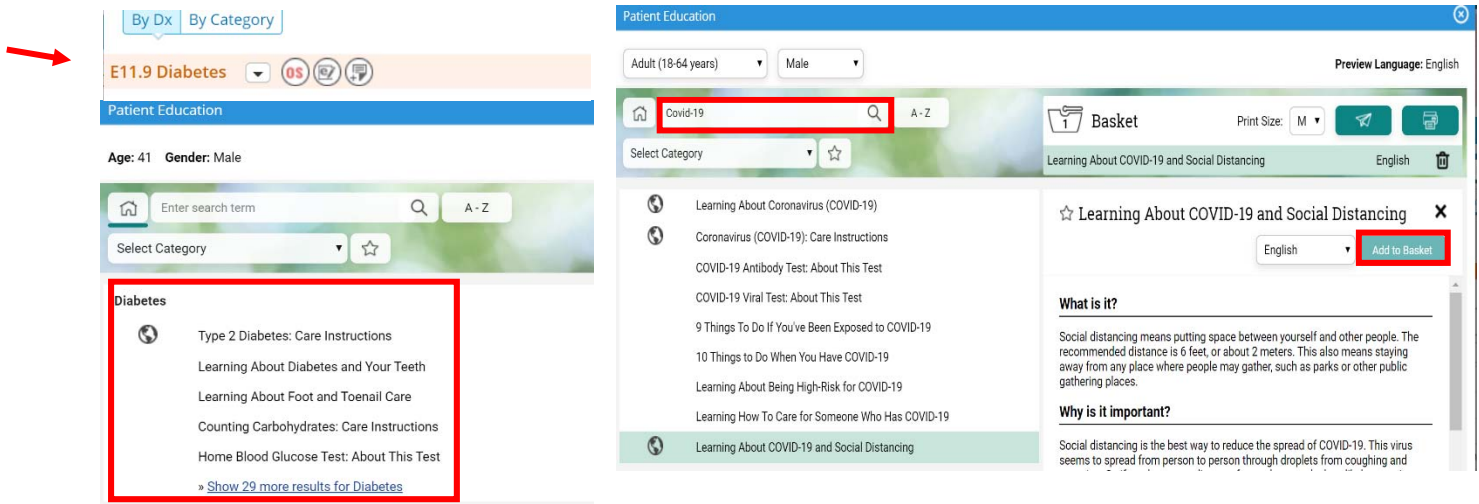

2. Once the Provider completes the assessment and diagnosis, click 'Treatment' in the Progress Note.

3. Click 'Education' and select 'Patient Education'.

4. Auto populated patient education options will appear based on the assessment. You can also use the search box to select specific patient education. Select the document, then click 'Add to Basket' *(Multiple patient education documents can be selected by searching, selecting, then adding to the basket).*

5. Click "Send" , 'Ok' , then 'Close' .

6. Click **X** to return to the progress note where 'published to the portal' will be visible on the progress note.

Patient Education (Post-Visit)

Provide Patient Education Post-Visit through patient search:

Based on the patient list generated from the eCW MAQ Dashboard or Registry, you can identify the patients who require Patient Education.
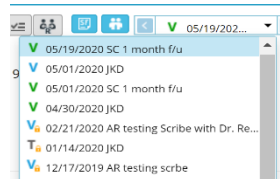
1. Open the Patient Look up window and search for the patient who need patient education (either by name or by account number). Click on the patient's name to open the 'Patient Hub'.
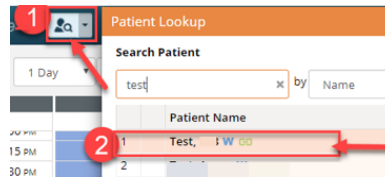
2. In the Patient Hub, click **Progress Notes**.
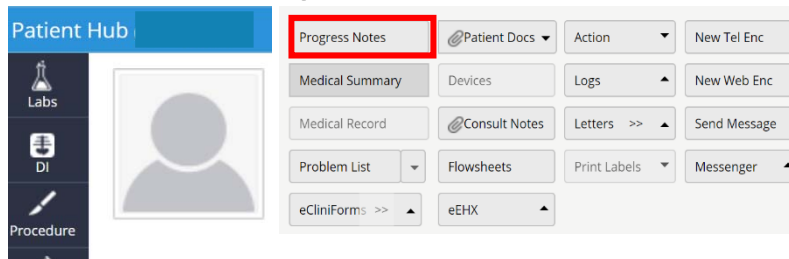
3. Select the first locked progress note within the reporting period from the drop-down menu to provide patient education.
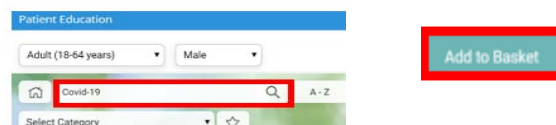

4. At the bottom of the progress note, click 'Send'.

5. Click on 'For Patients', then 'Patient Education'.

6. Search, select, and click 'Add to Basket' to add the patient education you would like to send.

7. Click 'Send' , 'OK' , then 'Close' .
8. Follow the steps above for all patients who did not receive patient education during the reporting period.