

# Firm Faculty Coaching Topic PGY1 #8

## FMLA paperwork

1. FMLA paperwork can be either dropped off by the patient OR filled out in EPIC (Recommended)
2. If paperwork dropped off: take a picture for media tab when completed. (a-c)
3. BEST = complete FMLA within EPIC so that it saves as a letter and can be copied and updated the next time FMLA is requested.
4. FMLA form can be found in ANY encounter where Communication tab is found (telephone, clinic visit, or just by starting a letter). (d-e)

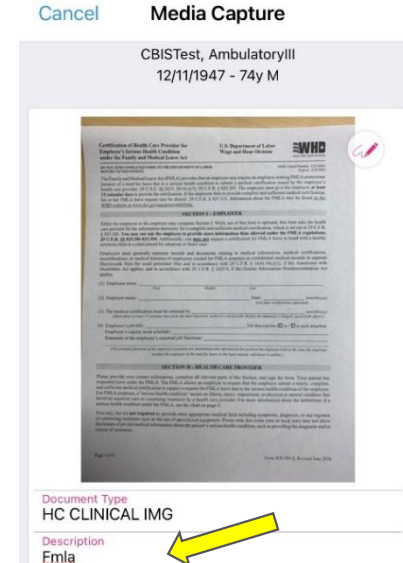
a. Open Pt Chart in Haiku. Click on Camera



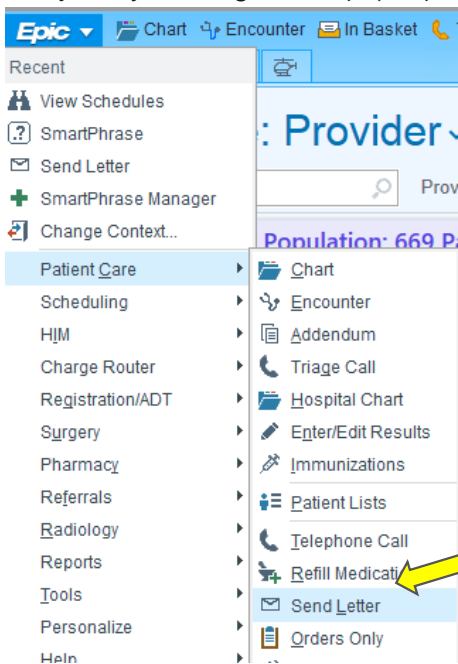
b. Click Capture Clinical Media. Take Picture.



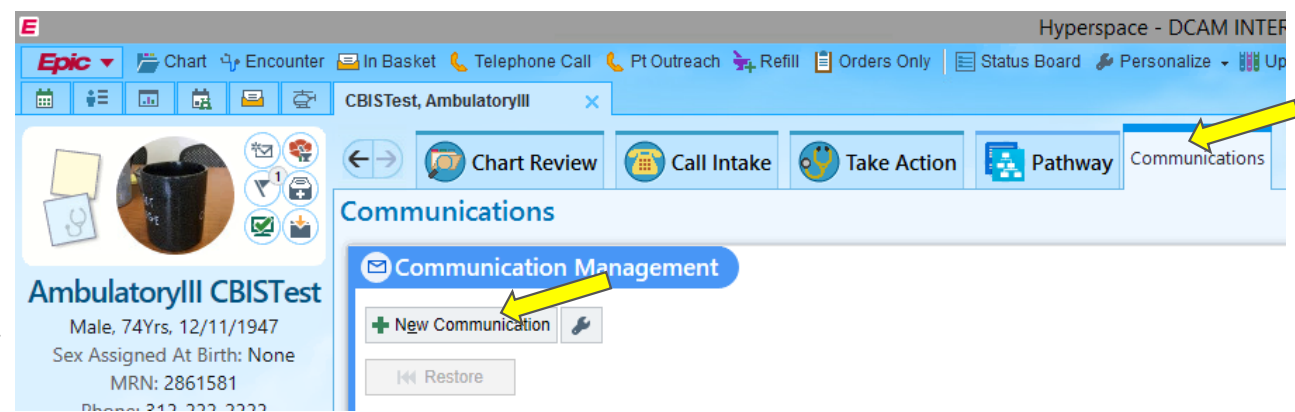
c. Save picture with "FMLA". Save to Media.



d. Start an FMLA form in a letter. EPIC-> Patient Care -> Send Letter



e. Start an FMLA form in a telephone note. Communication tab -> New Communication



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## FMLA paperwork (continued)

1. After Clicking “New Communication”, Chose Recipient for FMLA letter, usually Patient if on Mychart or Fax # in Free Text (f)
2. Click “Other Templates” and search for “AMB FMLA”, “Add to Favorites” and “Accept” (g-i)
3. Complete FMLA form and route a copy to nurse. In the future you can copy forward and update FMLA form by choosing “Copy Letter” and view FMLA in “Letters” tab (l-m)

f. If patient has Mychart, chose “Patient” as recipient. Can also “Free text” to include fax #

g. Click “Other Templates”

h. Search for AMB\_FMLA

i. Add to Favorites and Accept

j. In future, can “Copy Letter” to copy forward and update previous FMLA form

k. F2 through the document, make sure to complete every blank space with N/A if not relevant to patient

l. Route a copy to your nurse, and ask them to print if patient needs paper copy

m. Completed FMLA form can be found in Letter tab in EPIC chart review

ID	Template	Notes
221201	AMB FMLA FORM	
220082	PSY AMB LETTER - FMLA NOTE FOR PARENTS (MD:3RDPTY)	
221607	OBGYN_FMLA_INTERMITTENT LEAVE AMB	