

# Epic How-To Guide: Handicapped Placards

During Long Block you may have patients who request a prescription for a handicapped placard. This guide will help you complete this task for your patients.

**First**, you should decide whether a handicapped placard is appropriate for your patient. In general, it may be appropriate for your patient to have a handicapped placard if they have any of the following:

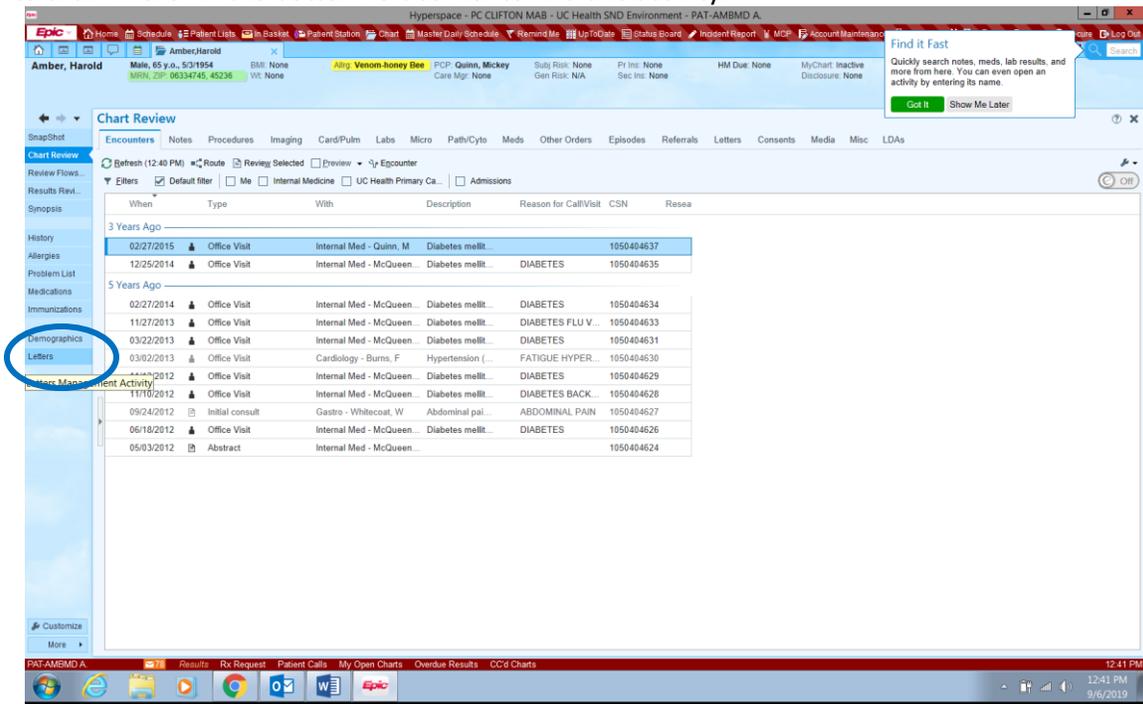
- Cannot walk without assistance from another person or the use of an assistance device (cane, crutch, prosthetic device, wheelchair, etc.).
- Cannot walk 200 feet without stopping to rest.
- Is restricted by lung disease to the extent that either forced expiratory volume for one second when measured by spirometry is less than one liter OR arterial oxygen tension is less than 60 mm/hg on room air at rest.
- Uses portable oxygen.
- Has a cardiac condition to the extent that functional limitations are classified in severity as class III or IV, according to standards accepted by the American Heart Association.
- Has limited walking ability due to an arthritic, neurologic, or orthopedic condition.
- Is blind.

**Second**, you should determine for how long the prescription should be valid. For patients with a chronic condition that is unlikely to improve you might choose to write the prescription for 5 years (maximum length). For other patients who have temporary conditions (i.e. postsurgical inability to walk, OA that may improve with aggressive weight loss, etc.) then a shorter period of time may be more appropriate.

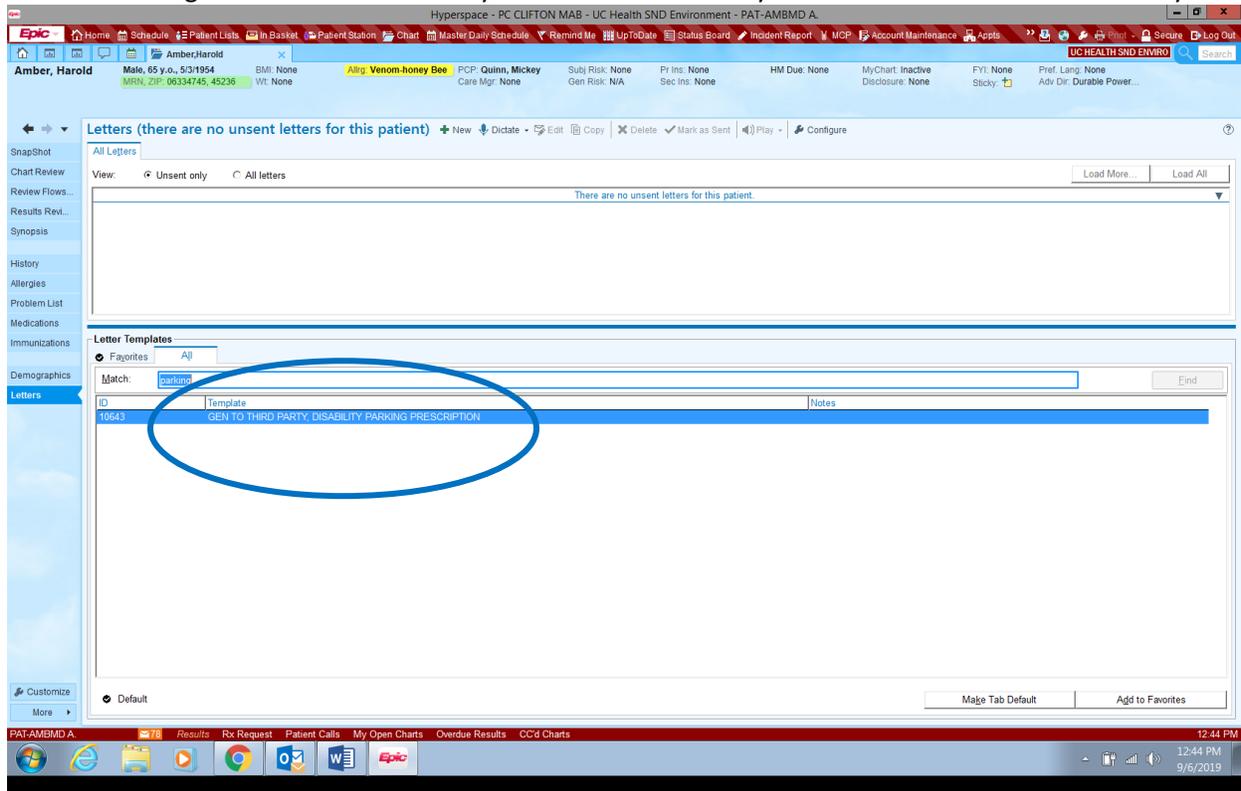
**Third**, write the prescription! (Which is actually a letter). Below are instructions to do this from Chart Review as well as how to do this from a Clinic Encounter.

## From Chart Review:

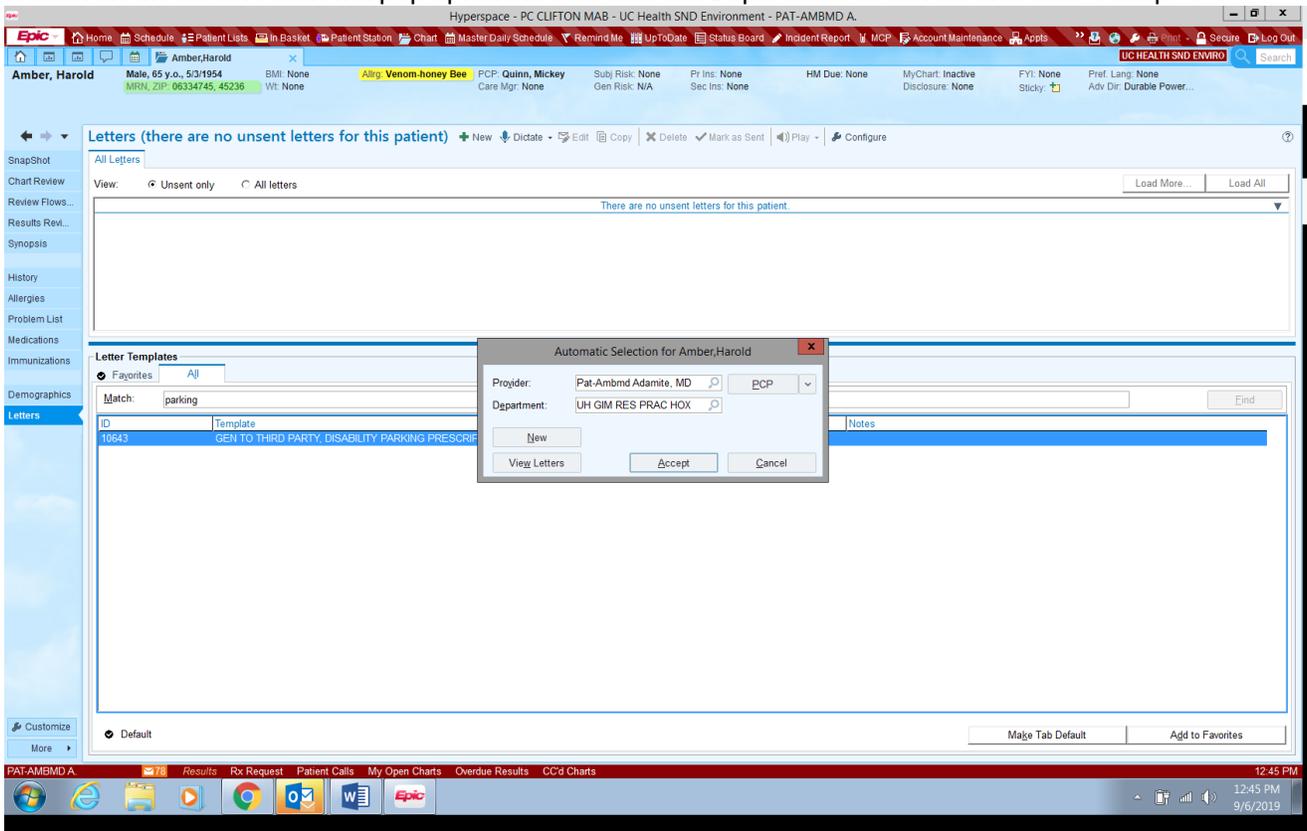
In the patient's chart click on the "Letters" activity. If you don't see this activity on the left side of the screen then you might need to click "More" in the bottom left corner to find this activity.



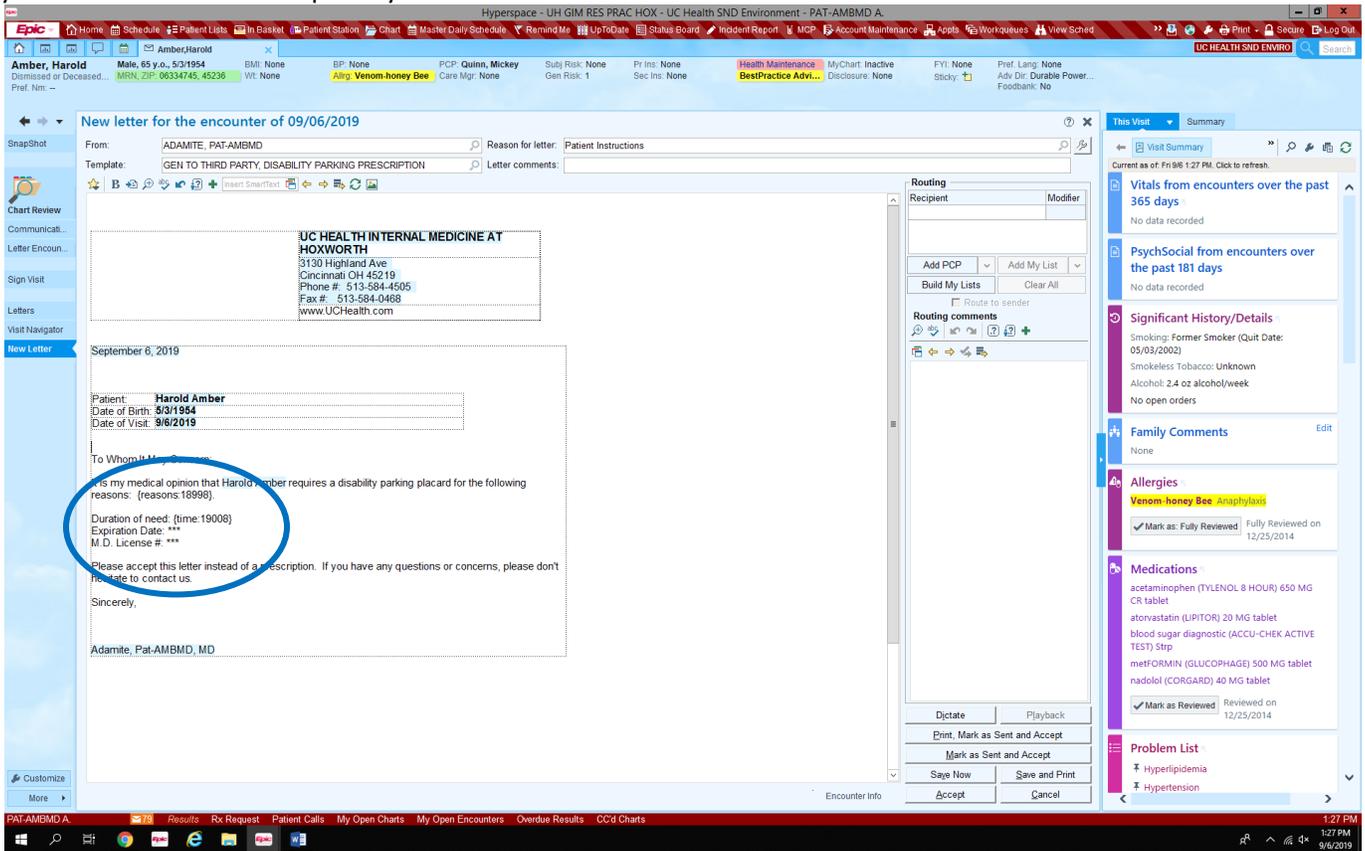
Search for the “Gen to Third Party Disability Parking Prescription” letter template. Pro Tip: Click the “Add to Favorites” button in the bottom right corner to add this to your favorite letters so you don’t have to search for it every time.



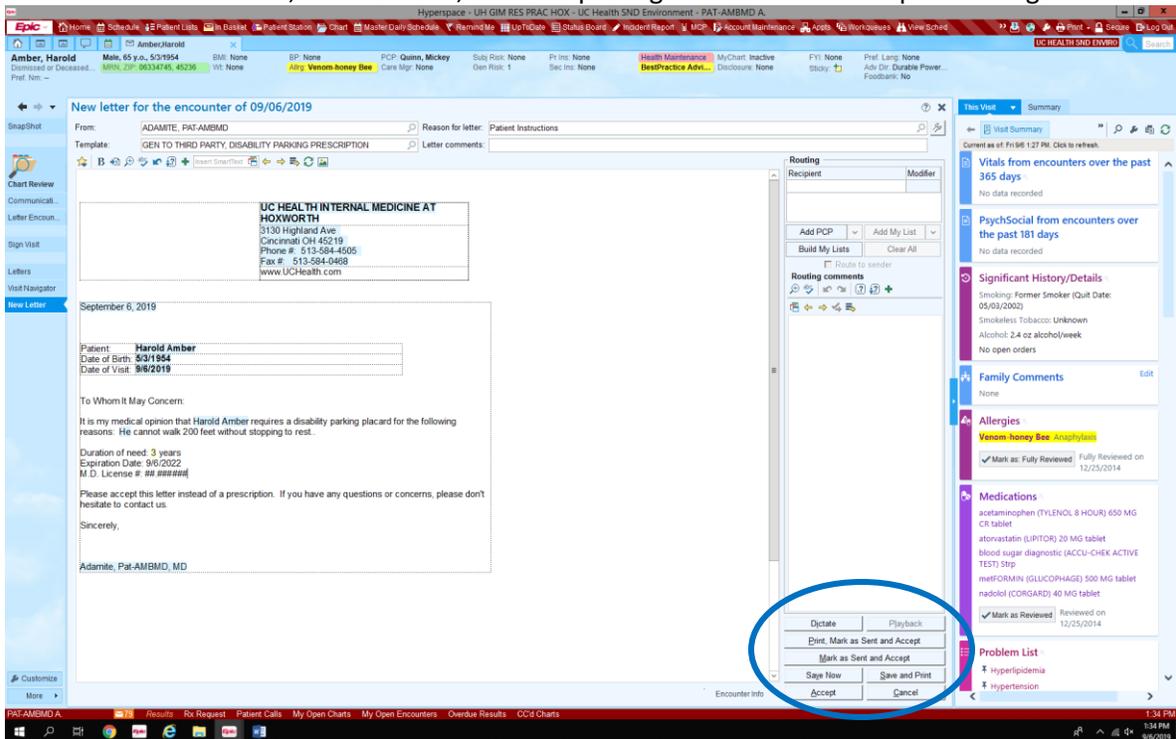
Double Click on the letter. A box will pop up. Make sure that the Department is correct and click “Accept”.



Use the F2 function to fill in the required portions of the letter. Pro Tip: make a smart phrase with your license number, so you don't have to look it up every time!

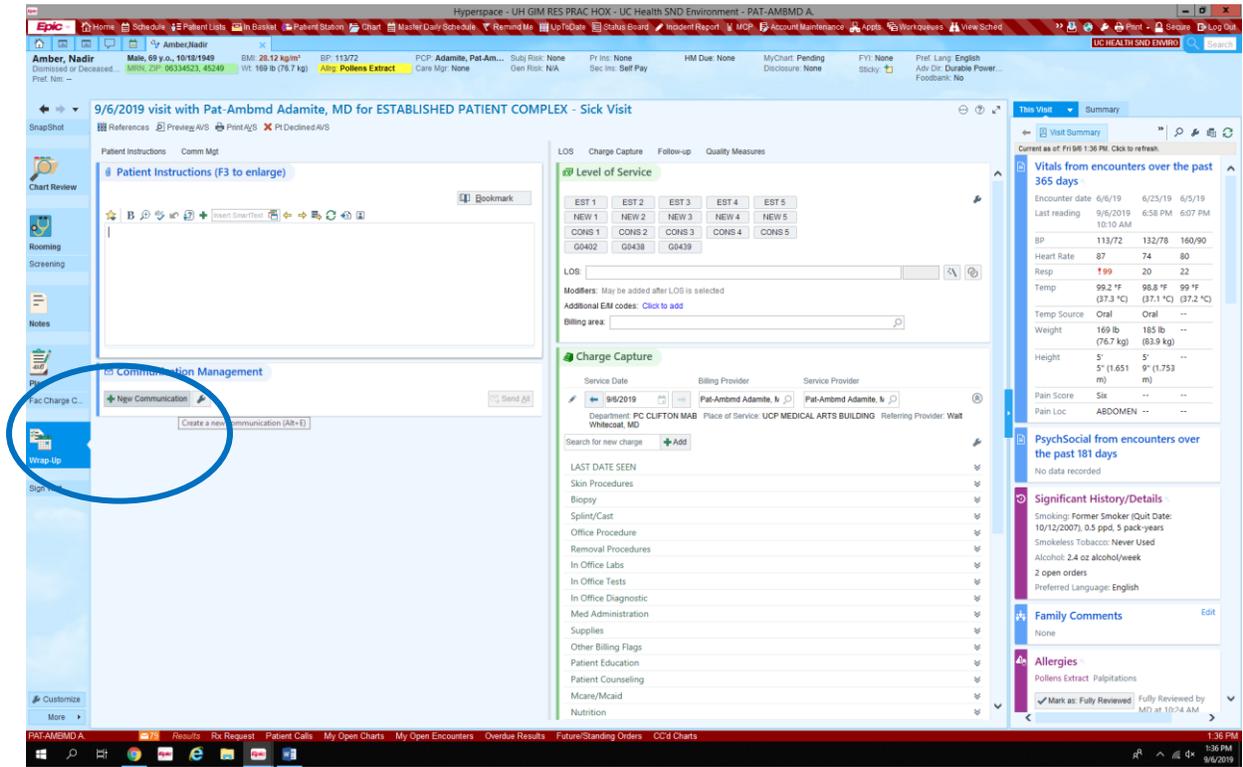


Once it is all filled in. Click "Print, Mark as Sent, and Accept". Sign the letter when it prints and give it to the patient!

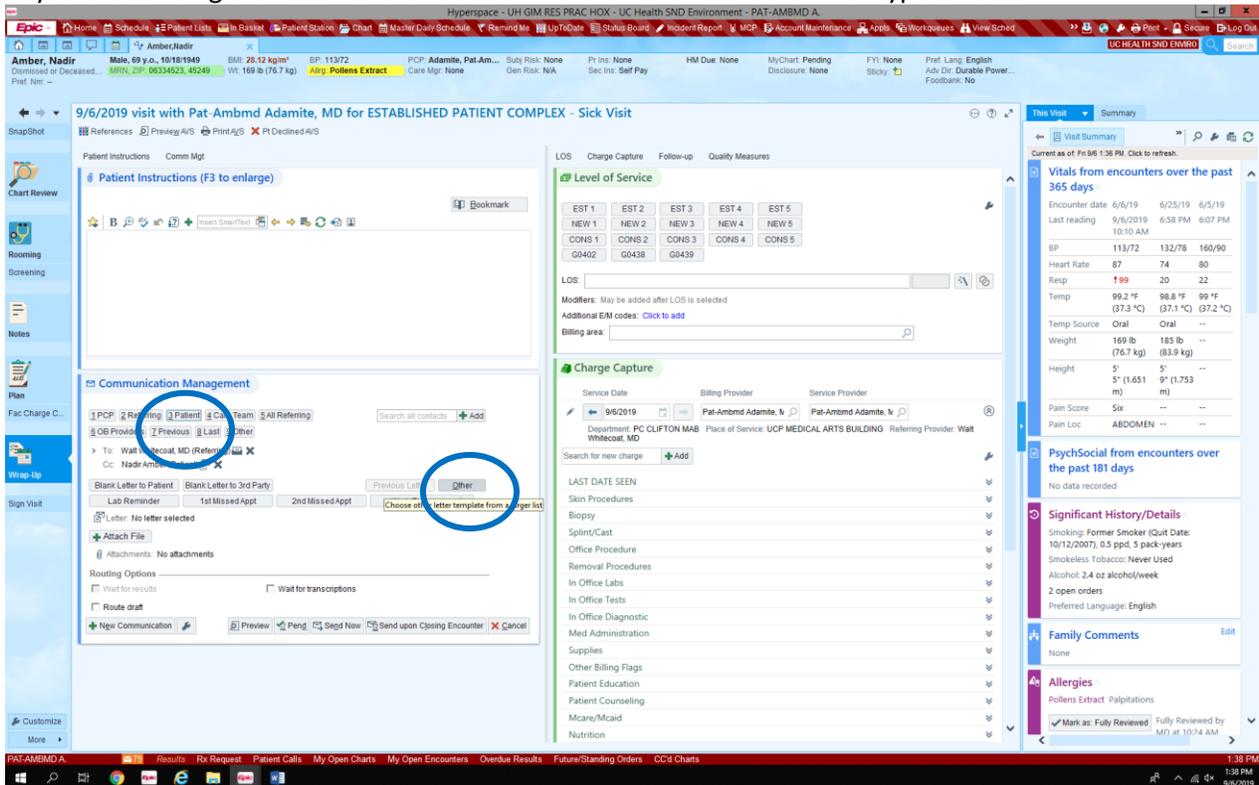


### From a Clinic Encounter:

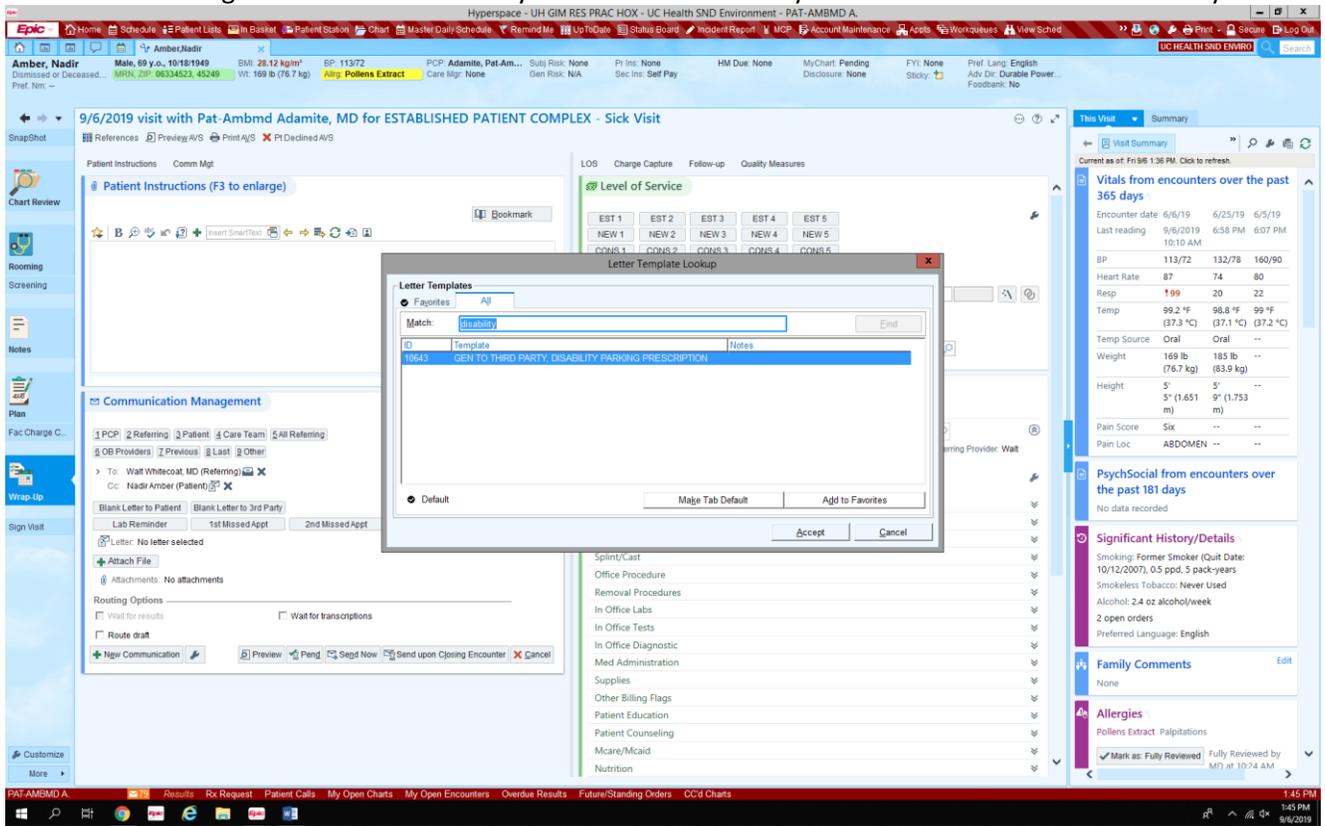
If you are in a clinic encounter, you will go to the “Wrap Up” tab and go to the “Communication Management” activity. Click on “New Communication”.



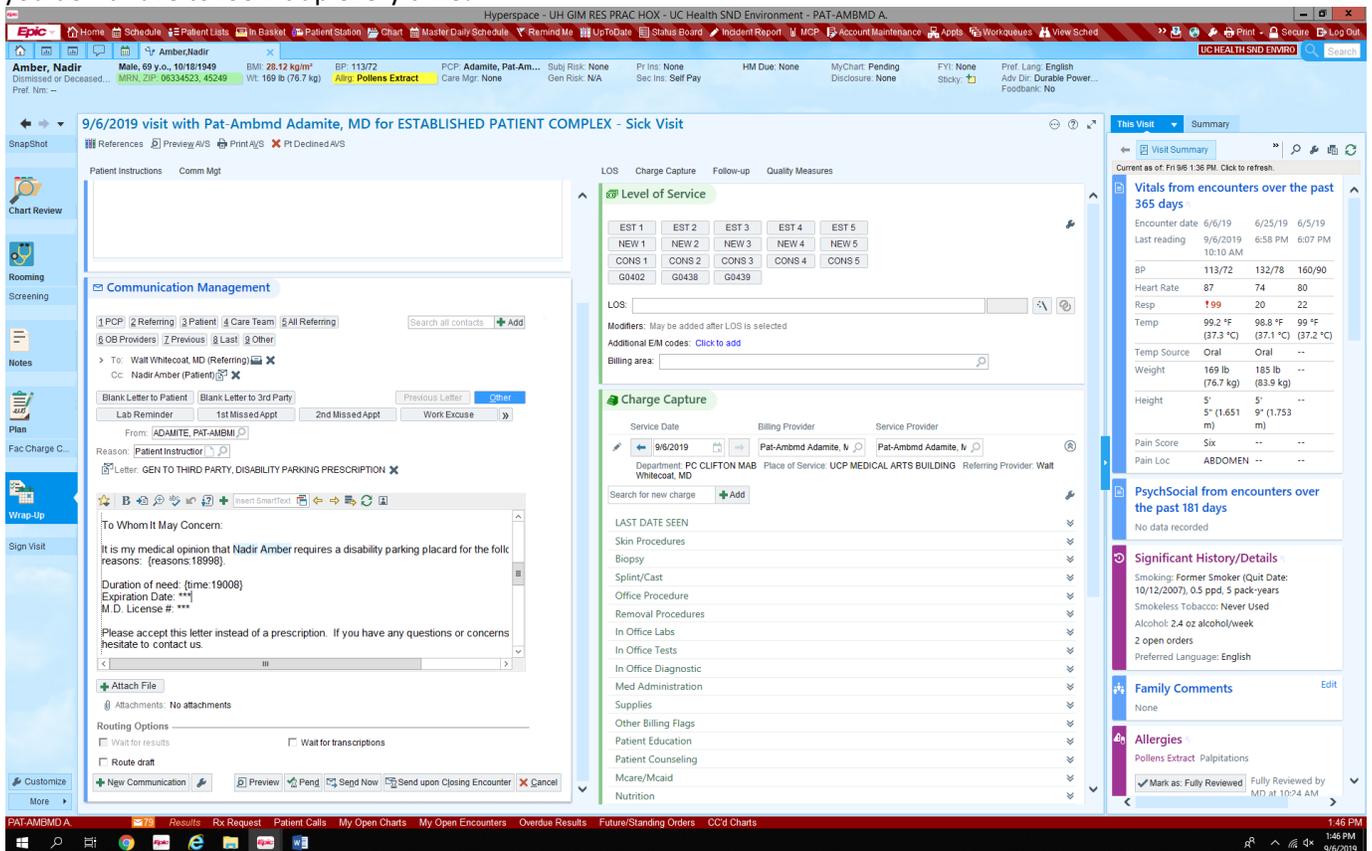
Click that you are sending the letter to the Patient. And then click on “Other” for type of letter.



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Use the F2 function to fill in the required portions of the letter. Pro Tip: make a smart phrase with your license number, so you don’t have to look it up every time!



Once you have filled in all the required information click "Send Now". This will print the letter so that you can sign it and give it to the patient.

The screenshot displays the Epic Hyperspace interface for a patient visit on 9/6/2019. The patient is Nadir Amber, a 69-year-old male. The visit is with Pat-Ambmd Adamite, MD for an established patient complex - sick visit. The interface is divided into several sections:

- Top Bar:** Shows patient information, including name, age, gender, and various clinical flags like "Allergy: Pollens Extract".
- Left Sidebar:** Contains navigation icons for SnapShot, Chart Review, Rooming, Screening, Notes, Plan, Fac Charge C., Wrap-Up, and Sign Visit.
- Center Panel:**
  - Communication Management:** Shows a draft letter to "Walt Whitecoat, MD (Referring)". The letter text states: "It is my medical opinion that Nadir Amber requires a disability parking placard for the following reasons: He cannot walk 200 feet without stopping to rest. Duration of need: 3 years. Expiration Date: 9/6/2022. M.D. License #: ###-####-###. Please accept this letter instead of a prescription. If you have any questions or concerns hesitate to contact us." The "Send Now" button is circled in blue.
  - Level of Service:** A table showing service levels (EST 1-5, NEW 1-5, CONS 1-5) and their corresponding codes (G0402, G0438, G0439).
  - Charge Capture:** Lists various medical services such as "LAST DATE SEEN", "Skin Procedures", "Biopsy", etc., with expandable dropdown menus.
- Right Panel:** Contains summary information including "Vitals from encounters over the past 365 days" (showing BP, Heart Rate, Resp, Temp, Weight, Height) and "PsychSocial from encounters over the past 181 days".