

How to Document a Provider Visit



Course Overview

Use documenting a provider visit to learn how patient flow and documentation is captured.

This guide explains how to document a Medical Provider visit using the CorrecTek Spark EHR System.

Use This Guide When

- Interested in acquiring a correctional EHR.
- New to using CorrecTek

What You'll Be Able to Do

- Understand the Spark Dashboard
- See how patients are added to a provider list
- View how a provider begins documentation on a patient

How to Document a Provider Visit



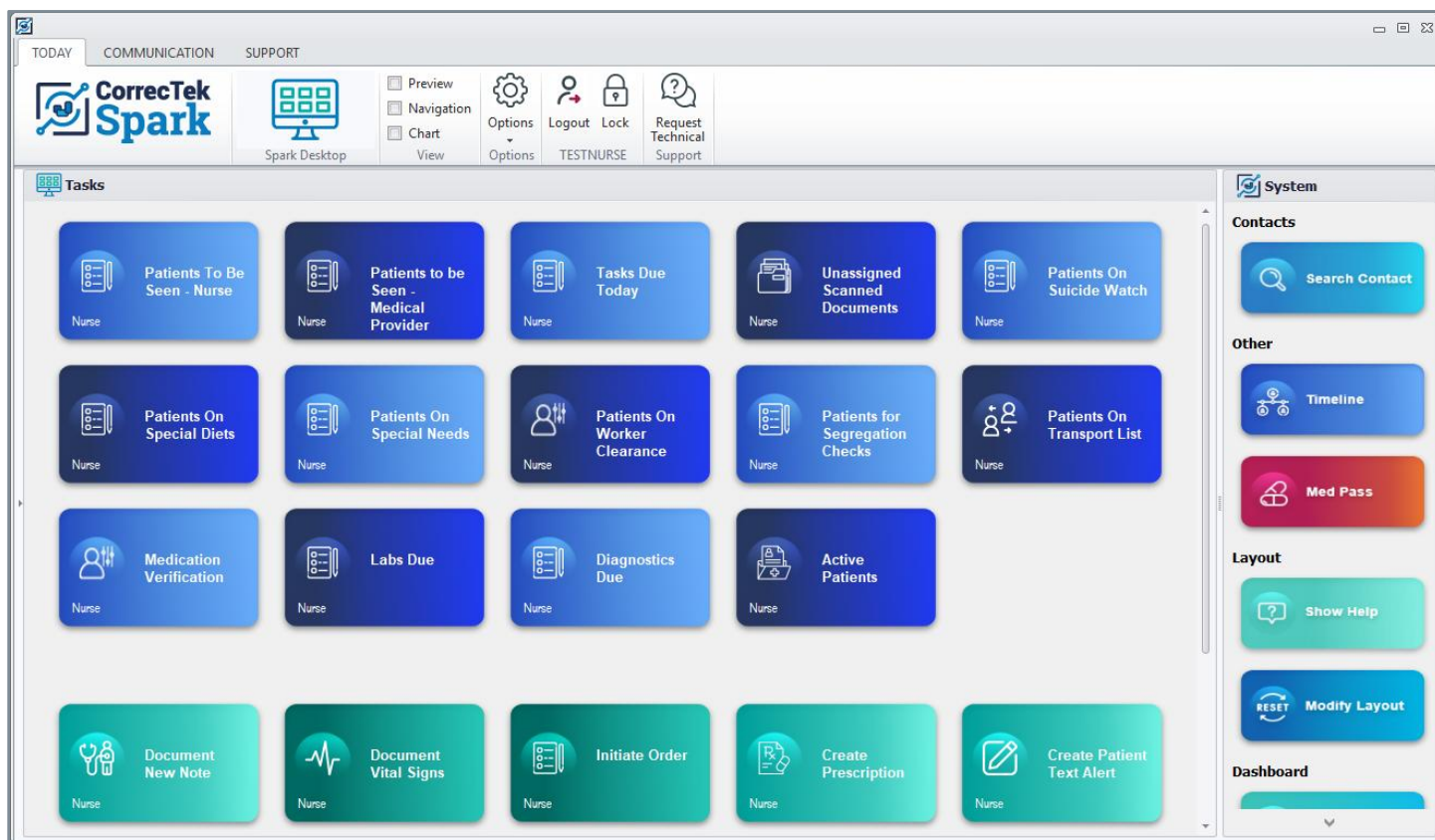
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Spark Desktop

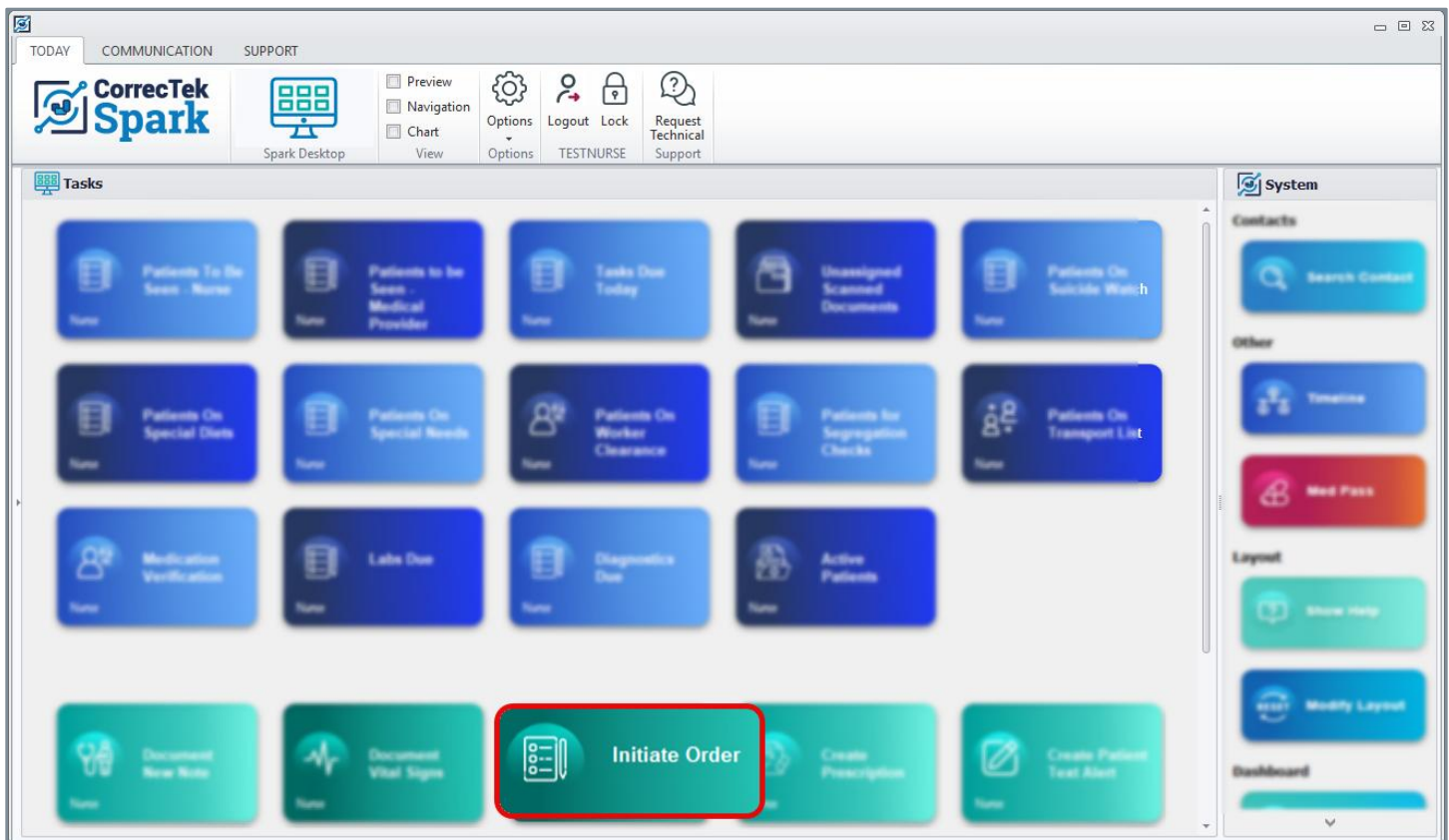
The Spark Desktop is a tool that is designed to give users access to their daily work flow and communicate to other users at the touch of a button.



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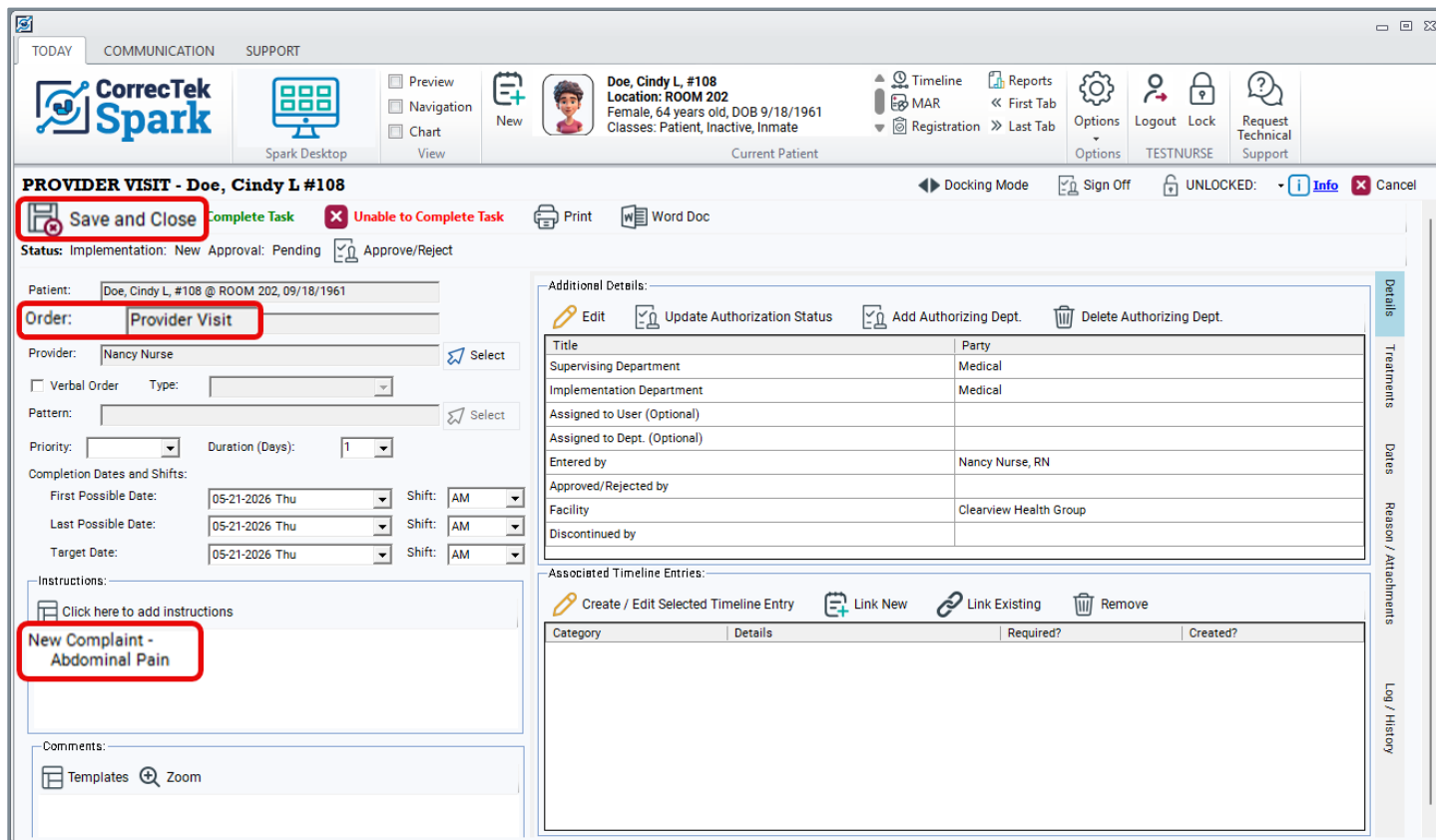
Create an Order

To communicate the need for a patient to see a provider, users create an order for a provider sick call.



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The user completes the necessary information then saves it.



PROVIDER VISIT - Doe, Cindy L #108

Save and Close **Complete Task** **Unable to Complete Task** **Print** **Word Doc**

Status: Implementation: New Approval: Pending ☒ Approve/Reject

Patient: Doe, Cindy L, #108 @ ROOM 202, 09/18/1961

Order: **Provider Visit**

Provider: Nancy Nurse

☐ Verbal Order Type:

Pattern:

Priority: Duration (Days):

Completion Dates and Shifts:

First Possible Date:	Shift:
05-21-2026 Thu	AM

Last Possible Date: 05-21-2026 Thu Shift: AM

Target Date: 05-21-2026 Thu Shift: AM

Instructions:

New Complaint - Abdominal Pain

Comments:

Additional Details:

Title	Party
Supervising Department	Medical
Implementation Department	Medical
Assigned to User (Optional)	
Assigned to Dept. (Optional)	
Entered by	Nancy Nurse, RN
Approved/Rejected by	
Facility	Clearview Health Group
Discontinued by	

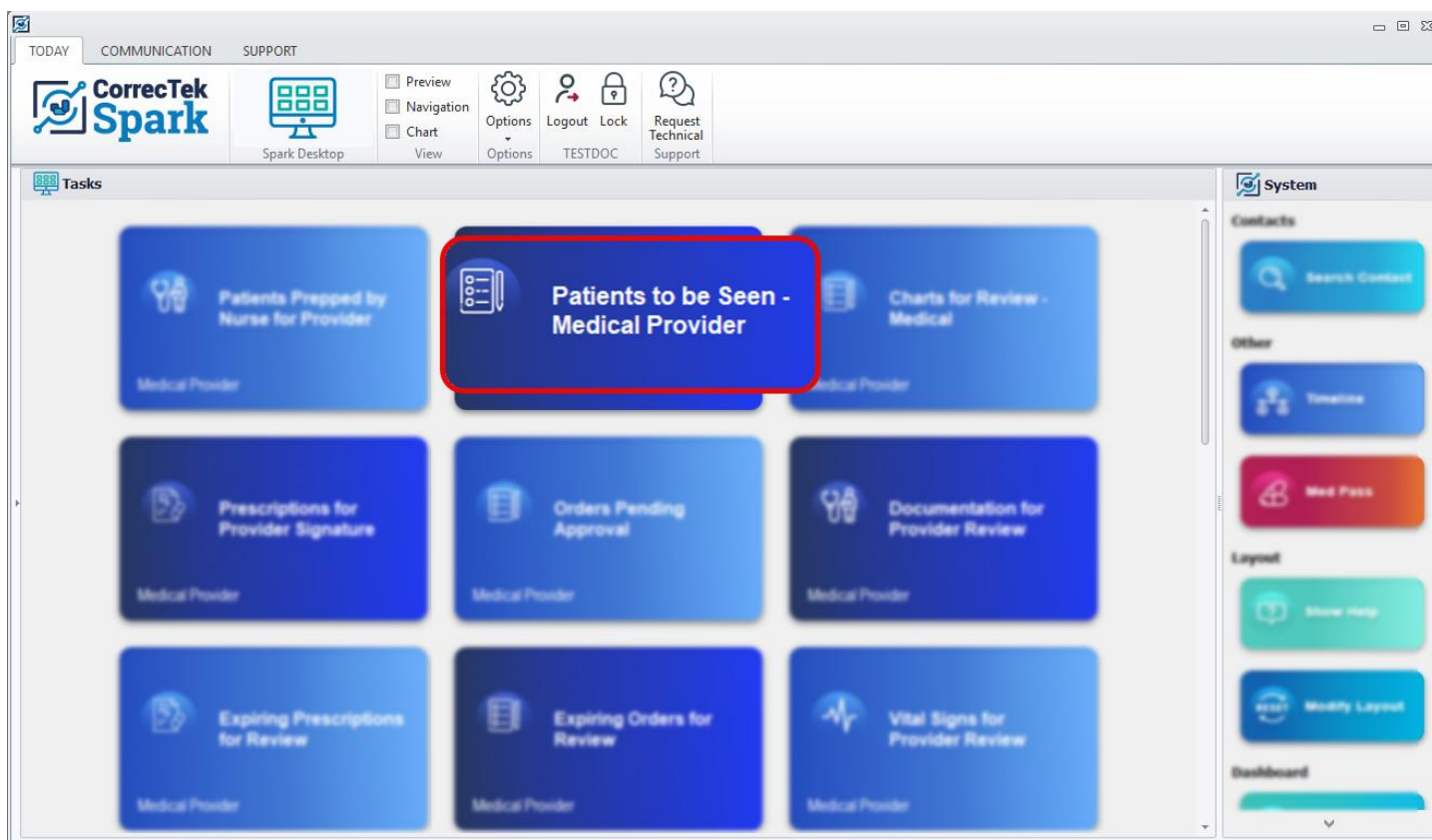
Associated Timeline Entries:

Category	Details	Required?	Created?
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Patients to be Seen

Providers can see their list of patients by selecting **Patients to be Seen – Medical Provider**.



A list of patients displays. Selecting a patient on the list displays details of the visit.

How to Document a Provider Visit

Medical Provider Visits (Today) as of 05-21-2026 Thu 10:50:22 AM

Post Report Run With New Dates Details +

Complete Task Unable to Complete Task Refresh

Order - Requested Start Date	Order - Priority	Patient Location	Patient Name	Patient Acct #
2026-05-17		ROOM 202	Doe, Jane L	105
2026-05-11		ROOM 108	Doe, Tommy L	110
2026-05-23		ROOM 102	Doe, Jack T	100
2026-05-23		ROOM 105	Doe, Mary L	097
2026-05-21		ROOM 202	Doe, Cindy L	108

Details:

Zoom T Text Size 6 / 15 Print Save to PDF File

Order 05-21-2026 Thu 10:38:01 AM

 **Cindy L Doe**
ID: 108
Gender: Female
DOB: 09-18-1961 Mon

ORDER DETAILS

Order	Provider Visit
Instructions	New Complaint - Abdominal Pain
Pattern	

ORDER STATUS

Status	Pending
Approval Status	Pending

Select **Complete Task** to begin documenting the visit.

Medical Provider Visits (Today) as of 05-21-2026 Thu 10:50:22 AM

Post Report Run With New Dates Details +

Complete Task Unable to Complete Task Refresh

Order - Requested Start Date	Order - Priority	Patient Location	Patient Name	Patient Acct #
2026-05-17		ROOM 202	Doe, Jane L	105
2026-05-11		ROOM 108	Doe, Tommy L	110
2026-05-23		ROOM 102	Doe, Jack T	100
2026-05-23		ROOM 105	Doe, Mary L	097
2026-05-21		ROOM 202	Doe, Cindy L	108

Details:

Zoom T Text Size 6 / 15 Print Save to PDF File

Order 05-21-2026 Thu 10:38:01 AM

 **Cindy L Doe**
ID: 108
Gender: Female
DOB: 09-18-1961 Mon

ORDER DETAILS

Order	Provider Visit
Instructions	New Complaint - Abdominal Pain
Pattern	

ORDER STATUS

Status	Pending
Approval Status	Pending

The provider reads the instructions in blue text then clicks the applicable response.

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CREATE Provider Main Menu - Timeline Entry 1 of 1 (Required)

Phrases: 0% Comp., Est. Finish in 82 Min 9 Sec

Provider Visit - Vital Signs

Select phrase to record vital signs.

Record vital signs

PROVIDER VISIT - SICK CALL:

Patient Name: Cindy L Doe
ID#: 108
DOB: 09-18-1961
Location: ROOM 202
Date/Time: 05-21-2026 Thu / 10:56

As selections are made, the **Dictation** automatically generates.

CREATE Provider Main Menu - Timeline Entry 1 of 1 (Required)

Phrases: 1% Comp., Est. Finish in 59 Min 45 Sec

Provider Visit - Allergies

Select phrase to review and insert the patient's allergies.

Allergies - Review and Insert

Return to Vital Signs

Dictation:

PROVIDER VISIT - SICK CALL:

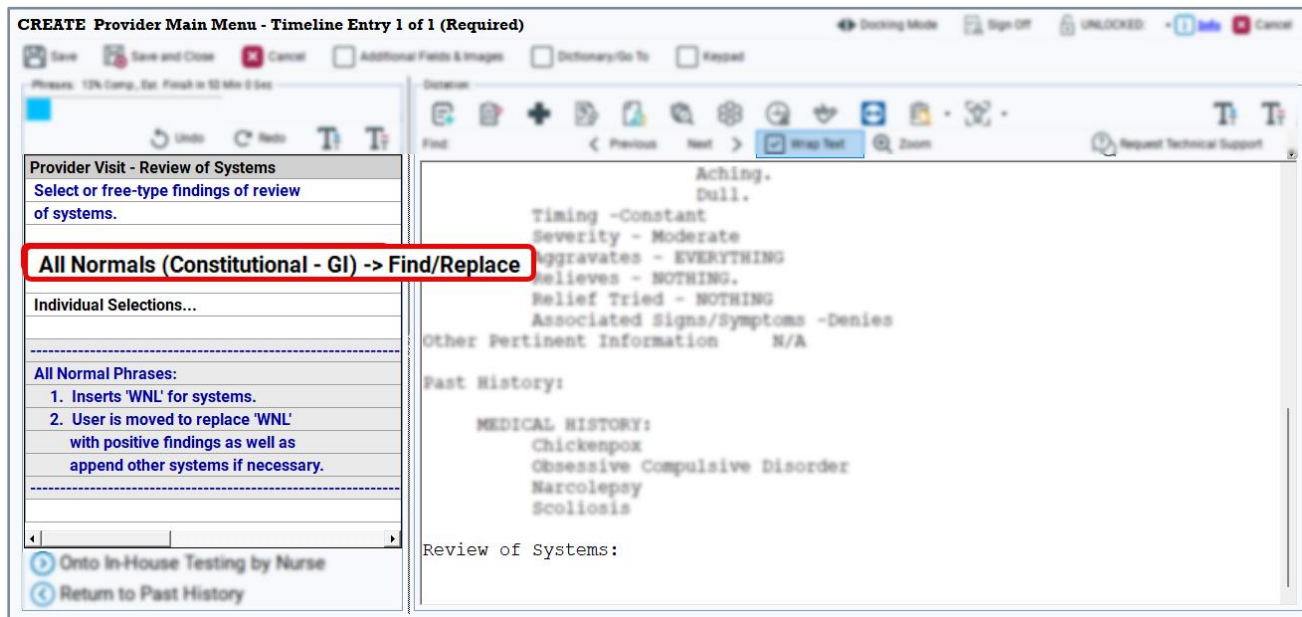
Patient Name: Cindy L Doe
ID#: 108
DOB: 09-18-1961
Location: ROOM 202
Date/Time: 05-21-2026 Thu / 10:56

VITAL SIGNS:

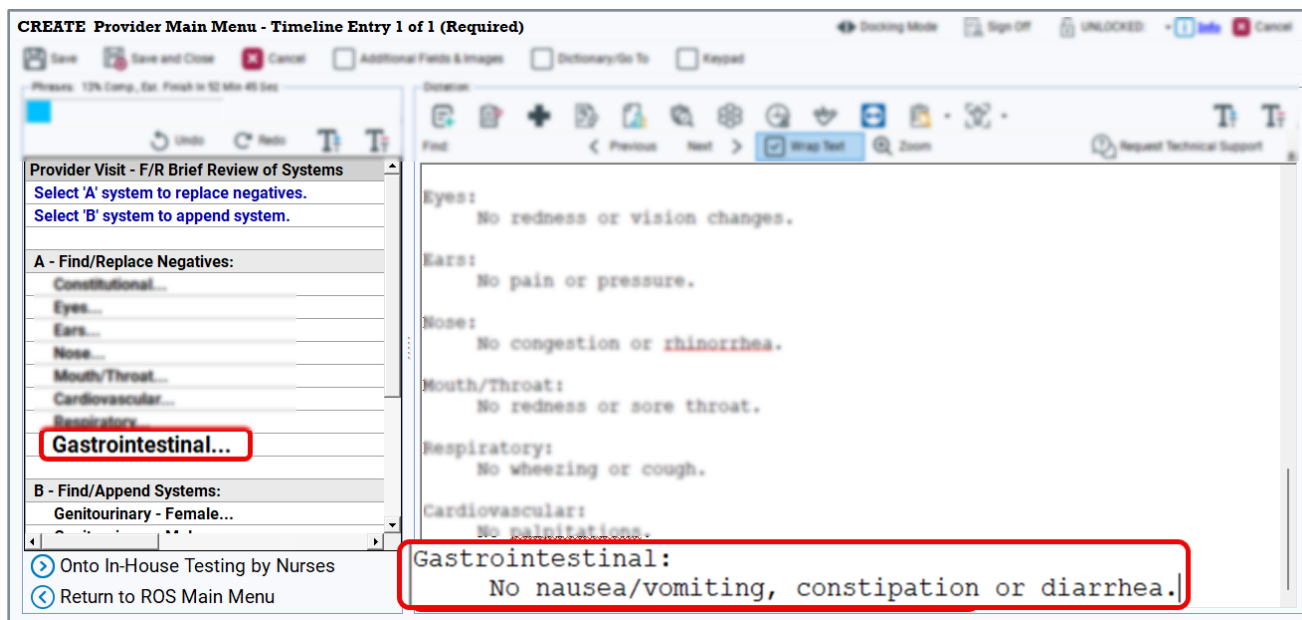
Weight	136 lbs 2 oz
Height	5 ft. 4 in.
BMI	23.3
BSA (Mosteller)	1.67
BSA (DuBois)	1.66
Blood Pressure	120/80 mmHg
Temperature	98 °F / 36.67 °C

As quickly as the provider can click, information populates. With one click, the provider can document all systems.

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The provider can then quickly change negative system or exam findings with a few clicks.



The provider uses the options provided to update the findings.

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CREATE Provider Main Menu - Timeline Entry 1 of 1 (Required)

Phrases: 17% Comp., Est. Finish In 50 Min 30 Sec

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Keypad

Undo Redo T T

Provider Visit - F/R ROS Gastrointestinal
Select or free-type gastrointestinal findings.

Positive for
Negative for

abdominal pain

acid reflux
belching
bloating
change in bowel habits
cholecystitis (gallbladder pain)
cholelithiasis (gallstones)
constipation
decreased appetite

Onto Female GU
Return to ROS Menu

Dictation:

Eyes:
No redness or vision changes.

Ears:
No pain or pressure.

Nose:
No congestion or rhinorrhea.

Mouth/Throat:
No redness or sore throat.

Respiratory:
No wheezing or cough.

Cardiovascular:
No palpitations.

Gastrointestinal:
Positive for abdominal pain

The provider can then use **Onto** options to move forward with documentation.

CREATE Provider Main Menu - Timeline Entry 1 of 1 (Required)

Phrases: 13% Comp., Est. Finish In 52 Min 45 Sec

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Keypad

Undo Redo T T

Provider Visit - F/R Brief Review of Systems
Select 'A' system to replace negatives.
Select 'B' system to append system.

A - Find/Replace Negatives:
Constitutional...
Eyes...
Ears...
Nose...
Mouth/Throat...
Cardiovascular...
Respiratory...
Gastrointestinal...

B - Find/Append Systems:
Genitourinary - Female...

Onto In-House Testing by Nurses
Return to ROS Main Menu

Dictation:

Eyes:
No redness or vision changes.

Ears:
No pain or pressure.

Nose:
No congestion or rhinorrhea.

Mouth/Throat:
No redness or sore throat.

Respiratory:
No wheezing or cough.

Cardiovascular:
No palpitations.

Gastrointestinal:
Positive for abdominal pain

The provider continues documenting the visit selecting items on the left to create dictation and clicking **Onto** to advance.

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CREATE Provider Main Menu - Timeline Entry 1 of 1 (Required)

Phrases: 29% Comp., Est. Finish In 45 Min 52 Sec

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Keypad

Undo Redo T T

Provider Visit - Data Review
Select all applicable lab phrases below.

In-House Testing reviewed

Outside Lab Testing:

- HgbA1C
- HIV Labs
- PT/INR (Past 90 days)
- Lipids

Other Review:

- FSBG Readings (Last 7 days)
- BP Readings (Last 14 Days)
- Weight Loss**

> Onto Objective
> Onto Assessment
< Return to In-House Testing by Nurses

Dictation:

Find: < Previous Next > Wrap Text Zoom Request Technical Support

Mouth/Throat:
No redness or sore throat.

Respiratory:
No wheezing or cough.

Cardiovascular:
No palpitations.

Gastrointestinal:
Positive for abdominal pain

IN-HOUSE TESTING:
FS Blood Glucose: 75

DATA REVIEW:
Reviewed/discussed patient's weight loss with her.
Date Weight
2026-05-21 136.13

If additional visits or orders are necessary, the provider can click an option to create it.

CREATE Provider Main Menu - Timeline Entry 1 of 1 (Required)

Phrases: 95% Comp., Est. Finish In 2 Min 23 Sec

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Keypad

Undo Redo T T

Provider Visit - Plan
Select all that apply.

Medication ...

Counseling ...

Diagnostics/Imaging

Education/Hand-Outs ...

Forms for Signature ...

Follow-Up

Isolation/Observation

Labs

Monitor ...

> Onto Charges
< Return to Assessment

Dictation:

Find: < Previous Next > Wrap Text Zoom Request Technical Support

HEENT:
Within Normal Limits

Neck:
Within Normal Limits

Lungs:
Within Normal Limits

Heart:
Within Normal Limits

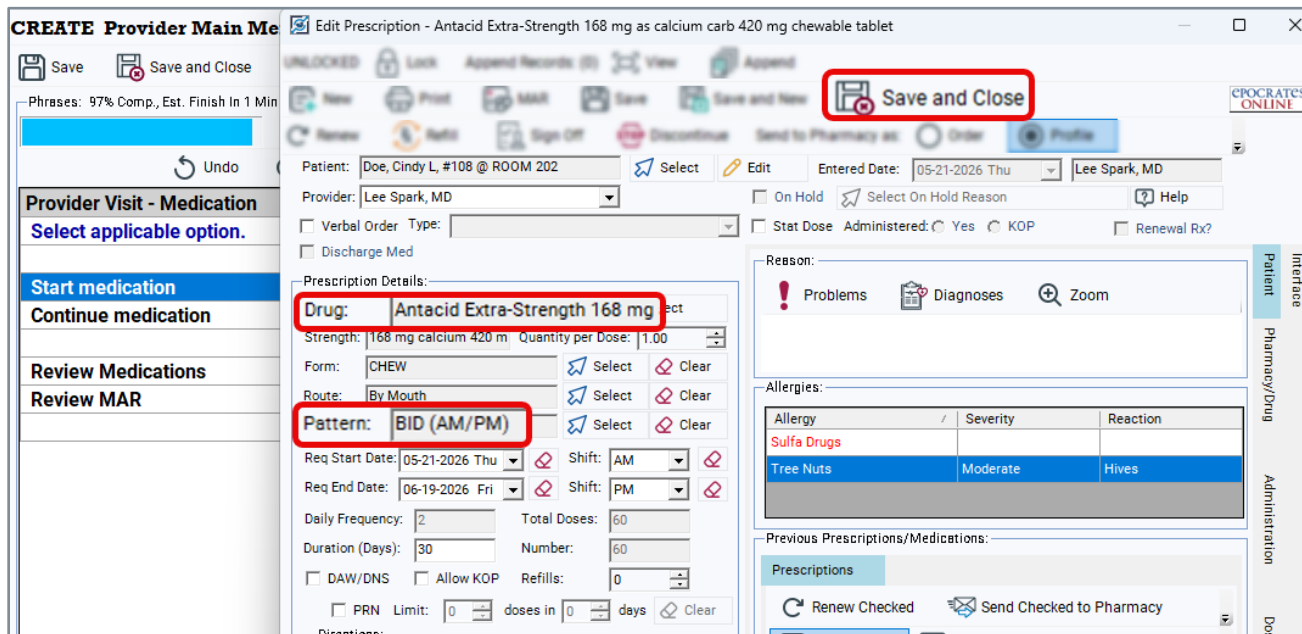
Abdomen:
Within Normal Limits

ASSESSMENT:
Hypertension secondary to endocrine disorders, I15.2

PLAN:|

In the following example, the provider created an order for a new prescription. This will place the patient on a Med Pass to receive Antacid twice a day.

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CREATE Provider Main Menu | **Edit Prescription - Antacid Extra-Strength 168 mg as calcium carb 420 mg chewable tablet**

Save | Save and Close | Phrases: 97% Comp., Est. Finish In 1 Min

Provider Visit - Medication | Select applicable option.

Start medication | Continue medication

Review Medications | Review MAR

Prescription Details:

Drug: **Antacid Extra-Strength 168 mg** | Strength: 168 mg calcium 420 mg | Quantity per Dose: 1.00

Form: CHEW | Route: By Mouth | Pattern: **BID (AM/PM)**

Req Start Date: 05-21-2026 Thu | Shift: AM | Req End Date: 06-19-2026 Fri | Shift: PM

Daily Frequency: 2 | Total Doses: 60 | Duration (Days): 30 | Number: 60

DAW/DNS | Allow KOP | Refills: 0 | PRN Limit: 0 doses in 0 days

Reason: Problems | Diagnoses | Zoom

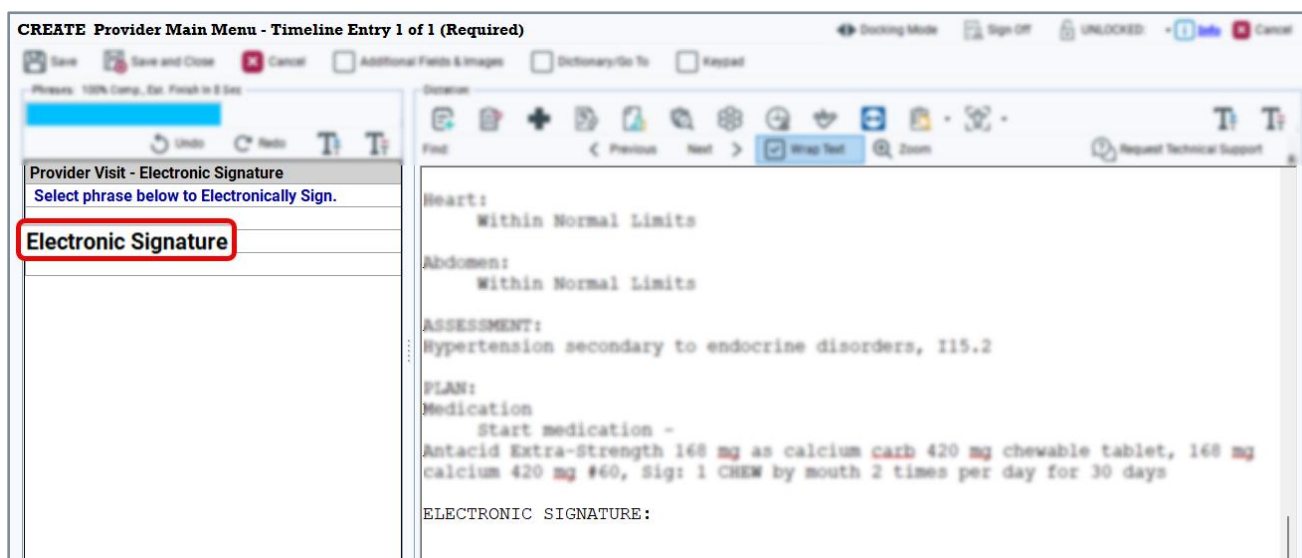
Allergies:

Allergy	Severity	Reaction
Sulfa Drugs		
Tree Nuts	Moderate	Hives

Previous Prescriptions/Medications:

Prescriptions | Renew Checked | Send Checked to Pharmacy

An **Electronic Signature** signifies the provider has reached the end of the visit. The provider clicks the phrase and enters their password to electronically sign the dictation.



CREATE Provider Main Menu - Timeline Entry 1 of 1 (Required)

Save | Save and Close | Cancel | Additional Fields & Images | Dictionary Go To | Repeat

Phrases: 100% Comp., Est. Finish In 3 Sec

Provider Visit - Electronic Signature | Select phrase below to Electronically Sign.

Electronic Signature

Heart: Within Normal Limits

Abdomen: Within Normal Limits

ASSESSMENT: Hypertension secondary to endocrine disorders, I15.2

PLAN: Medication Start medication - Antacid Extra-Strength 168 mg as calcium carb 420 mg chewable tablet, 168 mg calcium 420 mg #60, Sig: 1 CHEW by mouth 2 times per day for 30 days

ELECTRONIC SIGNATURE:

After signing off, the system signifies the end of the visit. The provider selects Save and Close and the documentation is automatically saved to the patient's chart.

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CREATE Provider Main Menu - Timeline Entry 1 of 1 (Required)

Save Save and Close Cancel Additional Fields & Images Dictionary/Go To Keypad

Phrases:

Provider Visit - The End
You have completed the visit!

Select Save and Close to exit.

Discharge

Find: < Previous Next > Wrap Text Zoom Request Technical Support

Lungs:
Within Normal Limits

Heart:
Within Normal Limits

Abdomen:
Within Normal Limits

ASSESSMENT:
Hypertension secondary to endocrine disorders, I15.2

PLAN:
Medication
Start medication -
Antacid Extra-Strength 168 mg as calcium carb 420 mg chewable tablet, 168 mg

ELECTRONIC SIGNATURE:
Electronically signed by Lee Spark, MD on 05-21-2026 11:26:44 AM (Type: Provider)

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