



Cognition Office Workflow – for all staff

All Staff Should Be Aware

Dementia is underdiagnosed. Notify the provider if:

1. Patient comes at the wrong time or on the wrong day for appointments.
2. Patient seems confused by simple questions.
3. Patient has trouble following instructions (a medication change or test scheduling.)
4. Answers 'yes' on Medicare Annual Wellness questionnaire to concern about memory.

Medical Assistants: Need Your Help Getting Additional Information

If there is a 'yes' to concern about memory on Medicare Annual Wellness questionnaire:

1. MA can give patient a quick form to fill out: 'Follow-up Three Questions.'
2. Ask patient to fill it out.
3. Notify provider.

Front Desk Staff: Guidance for Scheduling Cognitive Evaluation Visits

If patient will return for a Cognitive Evaluation Visit:

1. Ideally this should be scheduled into a longer visit appointment if possible.
2. Very important to make sure that a family member comes with patient to that visit also.

----- *At End of a Cognitive Evaluation Visit:* -----

Medical Assistant: Enters Data from MoCA Form into Epic

From MoCA form, enter results into Epic flowsheet (under Behavioral, next to PHQ9)