

SYMPLAST

tip sheet

Ari Network members can use the Symplast platform to document client visits and collaborate with one of our ARI providers. We are dedicated to helping you succeed in every aspect of your aesthetics practice. The following is a checklist to help you use Symplast effectively in your practice.

Symplast is our EHR platform for order approvals. Orders are live and are submitted at the time of visit. Coverage is available 24/7.

Our Symplast Nurse Practitioner Team:
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SYMPLAST USER-GUIDE CHECKLIST

PHOTO UPLOAD

- Upload pictures of the assessed and treated areas to the media section of the chart for each visit.
 - Make sure the pictures are clear, animated, client's hair is pulled back and away from face, good lighting, and face mask is not covering the area.

DO



DON'T



DO



DON'T



- Bonus tip: you can upload a video of the assessed area rather than multiple pictures.

- Vial and/or packing information is in the note or uploaded to media.
 - Packing/ Vial information contains lot number and expiration date.
 - For pictures of vial/ packaging make sure that the information is clearly displayed in picture. (No blurry images)
- Upload a picture of the consent form to the chart.
- Name of product given and total dosage given is clearly documented in the note.
 - This include total units (for each site injected), total volume, total ML, and amount of energy used (for laser treatments)
 - All IM injections and PIV infusion sites must be documented in the note.

MEDICAL HISTORY

- Upload the medical history form/ intake form to media, or document medical history in notes.
- Medical history must include current medications, allergies, past and current medical conditions, and reason for visit.

ASSESSMENT

- State areas to be treated with amount of product to be given in each area. For crow's feet assessment side profile pictures must be taken.
- Document whether there are any contraindications to treatment.
- Medical history intakes are valid for 1 year.

PROCEDURE

- Indicate each step of the procedure including, skin prep, type of syringe used, and if numbing agent is used.
- Document any adverse events/ reaction
- Document post treatment were reviewed and given to client at time of visit.

PLAN

- Document follow-up plan with client
- Discrepancies in the chart should be resolved within 24 hours. If not resolved in 24 hours, the nurse must re-submit the chart the following day.

DID YOU KNOW?

You can communicate with your covering NP through Symplast!

- Go to the conversation tab
- Add a new chat
- Choose your provider
- Start chatting

EMERGENCIES:

For any client emergencies or adverse events please follow the protocol from our aesthetic code team. Code team protocol and contacts can be found under the member resource tab, under Aesthetic Forms. The Aesthetic Code team phone numbers can also be found under Quick links on the home page.