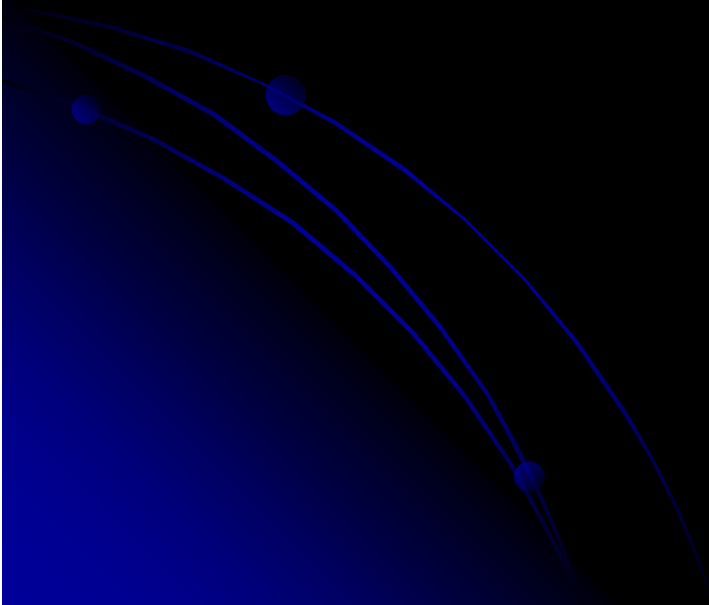
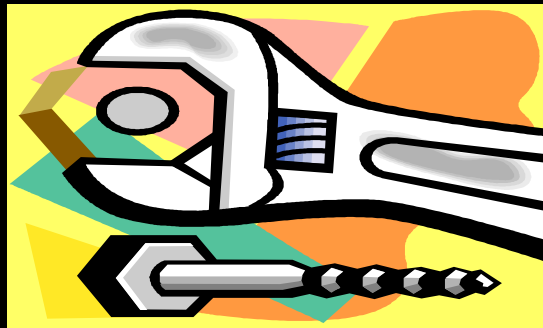


Centricity EMR Basics



Jane Slayden

The Oregon Clinic, PC

and

Jim Lawhon


The Austin Diagnostic Clinic



Who are we?

Jane – Clinical Applications Technician
Multi-specialty Clinic with 146 providers

Jim – Application Analyst
Multi-specialty Clinic with 140 providers



Basics to help EMR work for you!

● Custom Lists

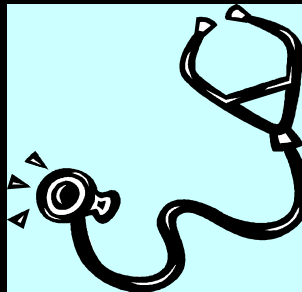
● Handouts

● Letters

● Quick Text

CUSTOM LISTS

Problems



Medications



Benefits of Problem Custom Lists

- Each division/group can have a dedicated custom list.
- Within a division, there can be a list for sub-specialties or specific providers.
- The lists can be designed to use abbreviations providers are familiar with.

Group Specific Problem Custom List

Centricity EMR - Jane Slayden @ The Oregon Clinic, P.C. (LOGGY) - 12/24/2008 11:50 AM - [Setup]

Go Actions Options Help

Desktop Chart Appts Reg Reports LinkLogic New View Print ?

Preferences Settings Privileges

Chart > Problem Custom Lists

Neurology
NW Surgical
Oncology
Ortho/fractures
Plaza ENT
Podiatry
Pulm-General (S & S)
Pulm-General Med/Respiratory Diseases

New...
Change...
Remove

Diagnoses Procedures Miscellaneous

Description	Code	Duration
AbFnd, radiol, skull & head	ICD-793.0	

Problem Custom Lists by Sub-Specialty

Centricity EMR - Jane Slayden @ The Oregon Clinic, P.C. (LOGGY) - 12/24/2008 11:52 AM - [Setup]

Go Actions Options Help

Desktop Chart Appts Reg Reports LinkLogic New View Print Help

Preferences Settings Privileges

Chart > Problem Custom Lists

- Pulm-Lung Neoplasms
- Pulm-Neuromuscular/Chest Wall
- Pulm-Obstructive Lung
- Pulm-Sleep Disorders
- Pulm-Vascular Disease
- Pulmonology
- Reinhart Diagnosis Custom List
- Reinhart Procedure Custom List

Diagnoses Procedures Miscellaneous

New... Change... Remove

Custom abbreviations

Chart > Problem Custom Lists

Cardiology
Eastside ENT
Gastro
GI
GMIS - Colo-rectal
GMIS - Foregut
GMIS - General Sugery
GMIS - Heart Failure

New...
Change...
Remove

Diagnoses Procedures Miscellaneous

Description	Code	Duration
CM - Cardiomyopathy, Hypertrophic Cardiac	ICD-425.1	
CM - Cardiomyopathy, Idiopathic	ICD-425.4	
CM - Cardiomyopathy, Ischemic	ICD-414.8	
Congenital Heart Disease	ICD-746.9	
COPD	ICD-496	
Cor Pulmonale, Chronic	ICD-416.9	
Coronary Atherosclerosis w/Claudication	ICD-440.21	
CP - Chest Pain	ICD-786.50	
CP - Chest Pain, Pleuritic	ICD-786.52	
CRI - Chronic Renal Insufficiency	ICD-585.9	
CVA	ICD-436	
Diastolic dysfunction	ICD-429.9	
Disease, hypertensive heart, benign, w/HF	ICD-402.11	

New...
Change...
Remove

Changing a Description



Go > Setup > Settings > Chart > Problem Custom Lists

Choose the appropriate List

Highlight the code, click “Change”

Type in the description, click “OK”

New Problem Custom List Entry [X]

Description:

Code:

Duration (days):

New Problem Custom List Entry [X]

Description:

Code:

Duration (days):

Benefits of Medication Custom Lists

- Each division/group can have a custom list.
- Medications can include specific instructions and dosages.
- Home Health equipment can be added to the lists.

Group Specific Medication Custom List

Centricity EMR - Jane Slayden @ The Oregon Clinic, P.C. (LOGGY) - 12/24/2008 12:07 PM - [Setup]

Go Actions Options Help

Desktop Chart Appts Reg Reports LinkLogic New View Print Help

Preferences Settings Privileges

Chart > Medication Custom Lists

- Podiatry
- Pulmonary
- Schoen
- Surgery
- Taylor
- Urology
- West Hills Gastroenterology

New...
Change...
Remove

Name	Instructions	BMN?	Qua
ACETAMINOPHEN 325 MG TABS			

Specific Instructions and Quantities

Chart > Medication Custom Lists

Schoen
Surgery
Taylor
Urology
West Hills Gastroenterology
Westside ENT
Westside Surgical

New...
Change...
Remove

Name	Instructions	BMN?	Quantity
AUGMENTIN 875-125 MG TABS	Take 1 by mouth two times a day		
AXID 150 MG CAP	1 by mouth two times a day		
AXID 300 MG CAP	1 by mouth every night a bedtime		
AZASAN 75 MG TABS			
AZULFIDINE 500 MG TAB			
BACLOFEN 10 MG TABS	1/2 tab by mouth QAC and QHS		
BENTYL 10 MG TAB (DICYCLOMI	1 by mouth three times a day		90
BENTYL 20 MG TAB	1 by mouth four times a day		
BENTYL 20 MG TAB	1 by mouth 4 times daily prn abdc		
CANASA 1000 MG SUPP	1 PR QHS		
CANASA 1000 MG SUPP (MESAL	Use 1 suppository per rectum as		
CANASA 500 MG SUPP			
carafate liquid	2 tsp 4 itmes daily before meals a		16 oun
CARAFATE 1 GM TAB	1 four times a day on empty stom		

Examples of Entries Other Than Medications

COUMADIN TAB 5MG	Take daily in evening as directed		
COUMADIN TAB 7.5MG	Take daily in evening as directed		
COZAAR 100 MG TAB			
CPAP at cm H2O for OSA with	CPAP at cm H2O for AHI of :		
CPAP at cm H2O	Use at night and with naps for sk		1
CPAP at cm H2O	use at night and with naps, with :		1
CPAP compliance report	Please get 2-4 weeks of CPAP dx		1
CPAP Equipment	Equipment needed: Humidifier Chx		

● DME

● Physical Therapy Prescriptions

These can be entered as an uncoded Medication

New Medication

Name: Jane N Dummy
Birth: 08/13/1943
Age: 65 Years Old Female
Height: 63 in (160 cm)
Weight: 163 lb (74.0 kg)
BSA: 1.77 sqm
Creatinine: 65 mg/dL (07/02/2007)
Insurance: Advantra (1377)

Current Medications

- * CPAP EQUIPMENT
- * AUTOPAP EQUIPMENT
- * BIPAP EQUIPMENT
- * OXYGEN TITRATION FOR OCD
- VICODIN 5-500 MG TABS (HYDROCODONE)
- PREDNISONE 20 MG TABS (PREDNISOLONE)
- VICODIN 5-500 MG TABS (HYDROCODONE)
- AMOXICILLIN 500 MG CAPS (AMOXICILLIN)

Current Allergies and Adverse Rxns

- FLAGYL
- TYLENOL (ACETAMINOPHEN)
- ADVIL (IBUPROFEN)
- * CATS
- ADHESIVE TAPE

Find Medication

Custom List: Pulmonary Reference List...

Formulary: < None >
CPAP at cm H2O for OSA with..... is an uncoded medication.

Define Medication

Medication: CPAP at cm H2O for OSA with.....
Instructions: CPAP at cm H2O for AHI of and O2 Sat of
Comments:

Start Date: 01/12/2009 Stop Date:
Duration: Days Weeks Months Dosing Calculator

Prescription

Quantity: Refills: Brand medically necessary Print Pt. Handout necessary

Pharmacy: Fred Meyer Portland Hollywood West
Select... 3030 NE Weidler
Portland, OR 97232
Ph: 503-280-1333

Authorized By: Slayden, Jane Authorized By Icon
Prescribing Method: Telephone
State: Oregon

Add to custom list: Drug Instructions/Duration Qty/Refills

Save & Continue OK Cancel

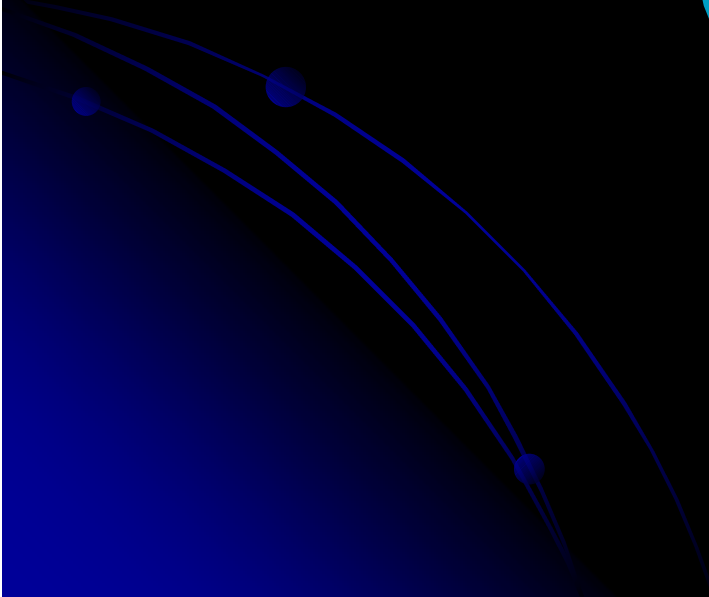


Go to a test patient's chart, start an update to add a new medication.

Type in the information needed. It will be recognized as an Uncoded Medication.

Check the boxes to Add the Drug and Instructions to Custom List.

HANDOUTS





Information



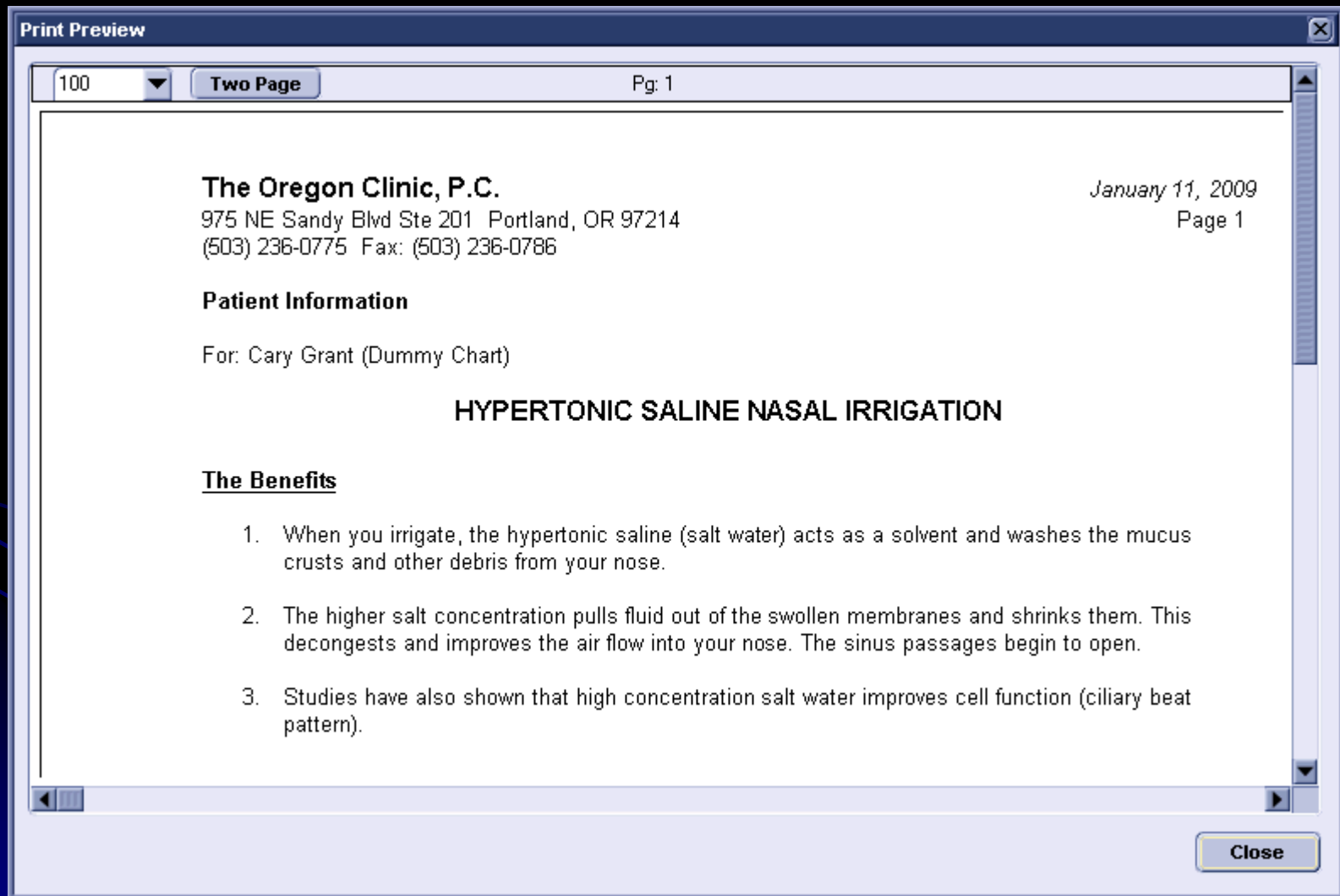
Instructions



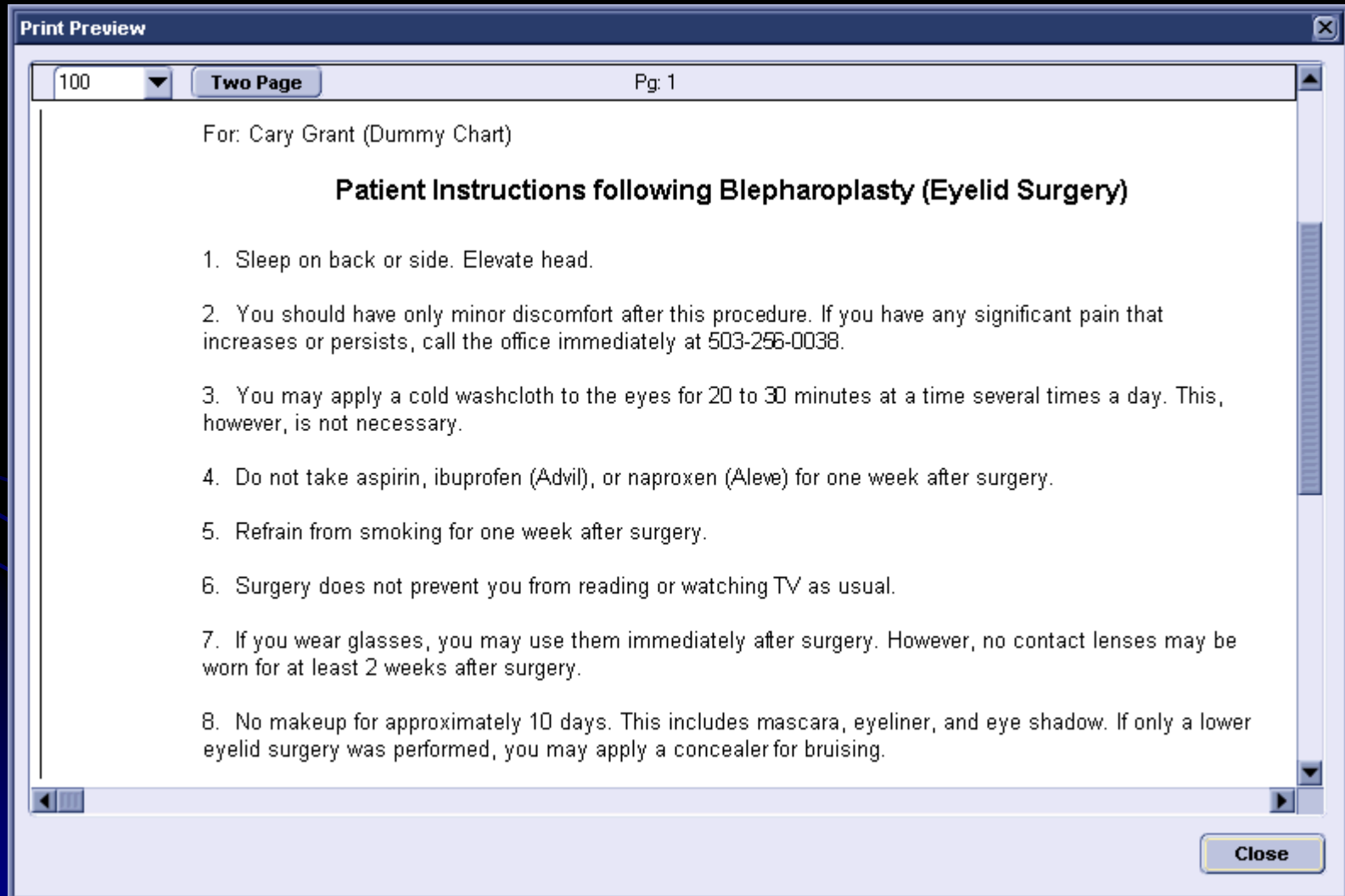
Consents and Certificates



Informational Handouts



Instructional Handouts



Consents and Certificates

Print Preview

100 Two Page Pg: 1

For: Cary Grant (Dummy Chart)

CERTIFICATE OF MEDICAL NECESSITY

01/11/2009

Insured Name: Cary Grant (Dummy Chart)

Insurance Co: _____

ID Number: _____

DIAGNOSIS (ICD-9 Codes)

<input type="checkbox"/> 735.0 Hallux Abducto Valgus	<input type="checkbox"/> 713.57 Charcot Arthropathy	<input type="checkbox"/> 733.98 Sesamoiditis
<input type="checkbox"/> 735.2 Hallux Limitus-Rigidus	<input type="checkbox"/> 741.0 Rheumatoid Arthritis	<input type="checkbox"/> 736.75 Pes Cavus
<input type="checkbox"/> 727.1 Tailor's Bunion	<input type="checkbox"/> 715.07 Osteoarthritis	<input type="checkbox"/> 736.81 Limb Length Discrepancy
<input type="checkbox"/> 726.70 Metatarsalgia	<input type="checkbox"/> 755.67 Tarsal Coalition	<input type="checkbox"/> 754.61 Congenital

Close

When printing a handout, you can choose to record the printing in the patient's chart.

Print Patient Education Handout

Custom List: [None]

Patient Instructions following Blepharoplasty (Eyelid Surgery)

Summary

Patient Instructions following Blepharoplasty (Eyelid Surgery)

Language

English Spanish

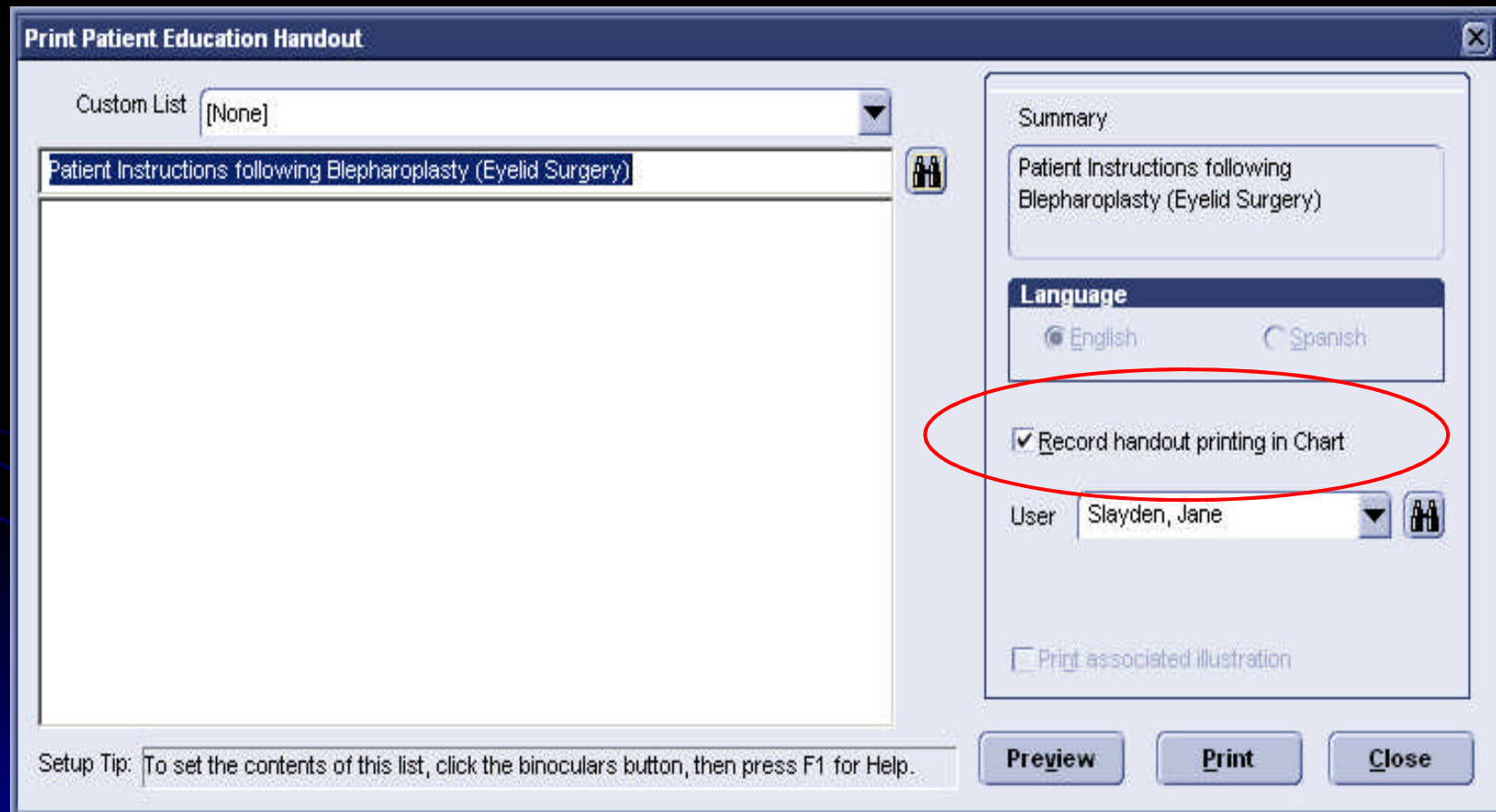
Record handout printing in Chart

User: Slayden, Jane

Print associated illustration

Setup Tip: To set the contents of this list, click the binoculars button, then press F1 for Help.

Preview **Print** **Close**



It is recorded in the chart with the name of the handout.

Cary Grant (Dummy Chart) Chart #: Genetic Privacy Opt Out: YES DECEASED VM NO Home: (701)555-9988
83 Years Old Male DOB: 08/24/1925 Ref Prov: Ref Prov Phone #: Ref Prov Fax#: PCP: Rodger Slevin, MD Primary Ins:

Find Pt. Protocols Graph Handouts Update Phone Nt. Refills Edit Sign Append Route Organize

Summary History Problems Medications Alerts/Flags Flowsheet Orders Documents

Document View: All Alerts(0)/Flags(0) Drug interactions Group By Date

	Date	Summary	Provider	Location	Status
Int Corr: Handout Printed	01/12/2009 7:37	Int Corr: Handout Printed	Jane Slayden	TOC	Signed
Trnscript: Whatever	12/19/2008 9:17	Trnscript: Whatever	Jane Slayden	TOC	On Holc
Ofc Visit	12/11/2008 11:03	Ofc Visit	Jane Slayden	TOC	Signed
Ord GI: Routing Slip Orders	12/10/2008 4:01	Ord GI: Routing Slip Orders	Nicole Bitter	GI	Signed
Rx Refill: Clonidine	12/04/2008 1:05	Rx Refill: Clonidine	Jane Slayden	W-ENT	Signed
Phone: rx request	12/04/2008 12:58	Phone: rx request	Jane Slayden	W-ENT	Signed
Int Corr: Orders for Imaging and/or	12/04/2008 12:53	Int Corr: Orders for Imaging and/or	Mindy Sukau	W-ENT	Signed
Ord WENT: Lab/Imaging Orders	12/04/2008 12:48	Ord WENT: Lab/Imaging Orders	Edsel Kim MD	W-ENT	Signed

Doc ID: 1192 Properties: Internal Correspondence at TOC on 01/12/2009 7:37 AM by Jane Slayden Attach

Printed Handout: - Patient Instructions following Blepharoplasty (Eyelid Surgery)

Signed by Jane Slayden on 01/12/2009 at 7:37 AM

Each division can have a specific folder of Handouts

The screenshot shows the Centricity EMR interface for Jane Slayden at The Oregon Clinic, P.C. The window title is "Centricity EMR - Jane Slayden @ The Oregon Clinic, P.C. (LOGGY) - 3/4/2009 9:13 PM - [Setup]". The interface includes a menu bar with "Go", "Actions", "Options", and "Help". Below the menu bar is a toolbar with icons for "Desktop", "Chart", "Appts", "Reg", "Reports", "LinkLogic", "New", "View", "Print", and "Help".

The main window is divided into three tabs: "Preferences", "Settings", and "Privileges". The "Privileges" tab is active, showing the "Handouts > Handout Templates" configuration. On the left, a tree view shows the folder structure under "Handouts", including "Enterprise", "printque", "TOC", "Cardiology", "Eastside ENT", "GI", "GMIS", "GSurg", "MedicaLogic", "Neurology", "NW Surgical", "Oncology", "Plaza ENT", "Podiatry", and "Pulmonary". The "Eastside ENT" folder is circled in red.

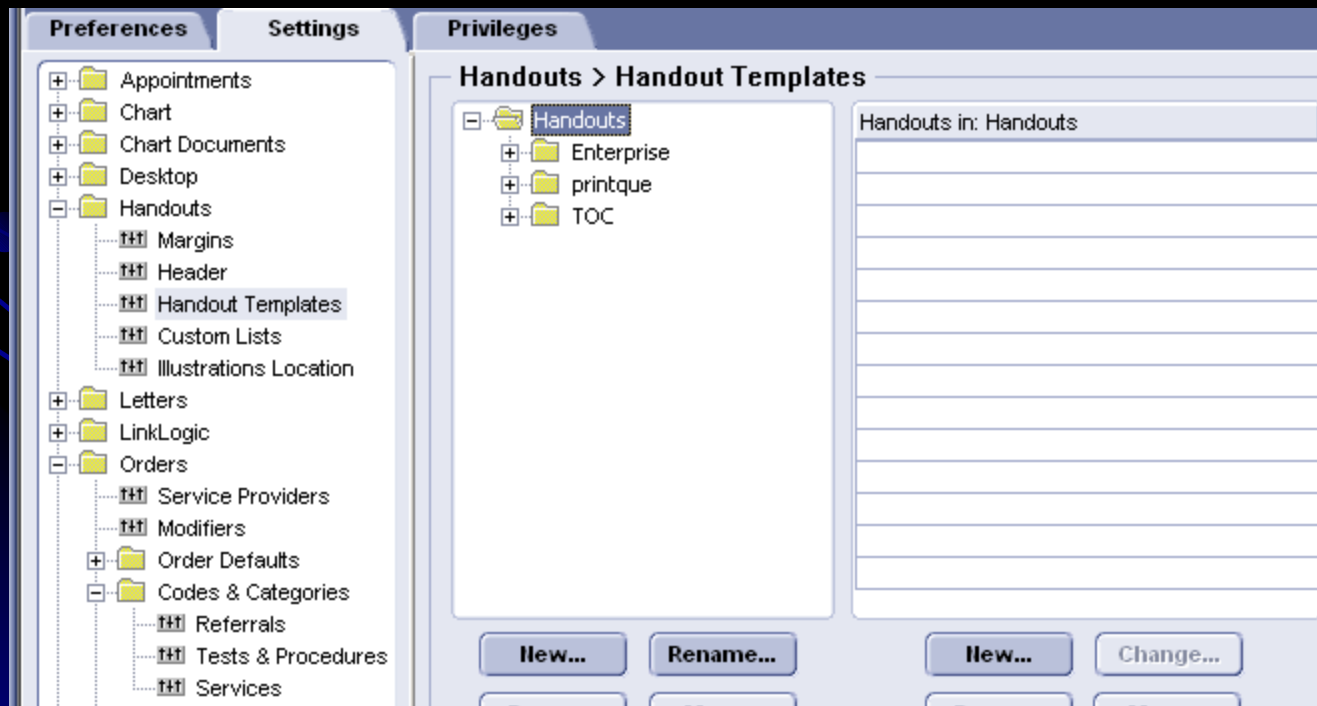
On the right, a list of handouts is displayed under the heading "Handouts in: ...Eastside ENT". The list includes: "GERD", "Instructions for Vestibular Exercises", "Patient Information - CHANTIX", "Patient Instructions following Blepharoplasty (E)", "Post-op Instructions after BMT", and "Post-operative instructions for tonsillectomy an".

At the bottom of the window, there are several buttons: "New...", "Rename...", "Remove", "Move...", "New...", "Change...", "Remove", and "Move...".

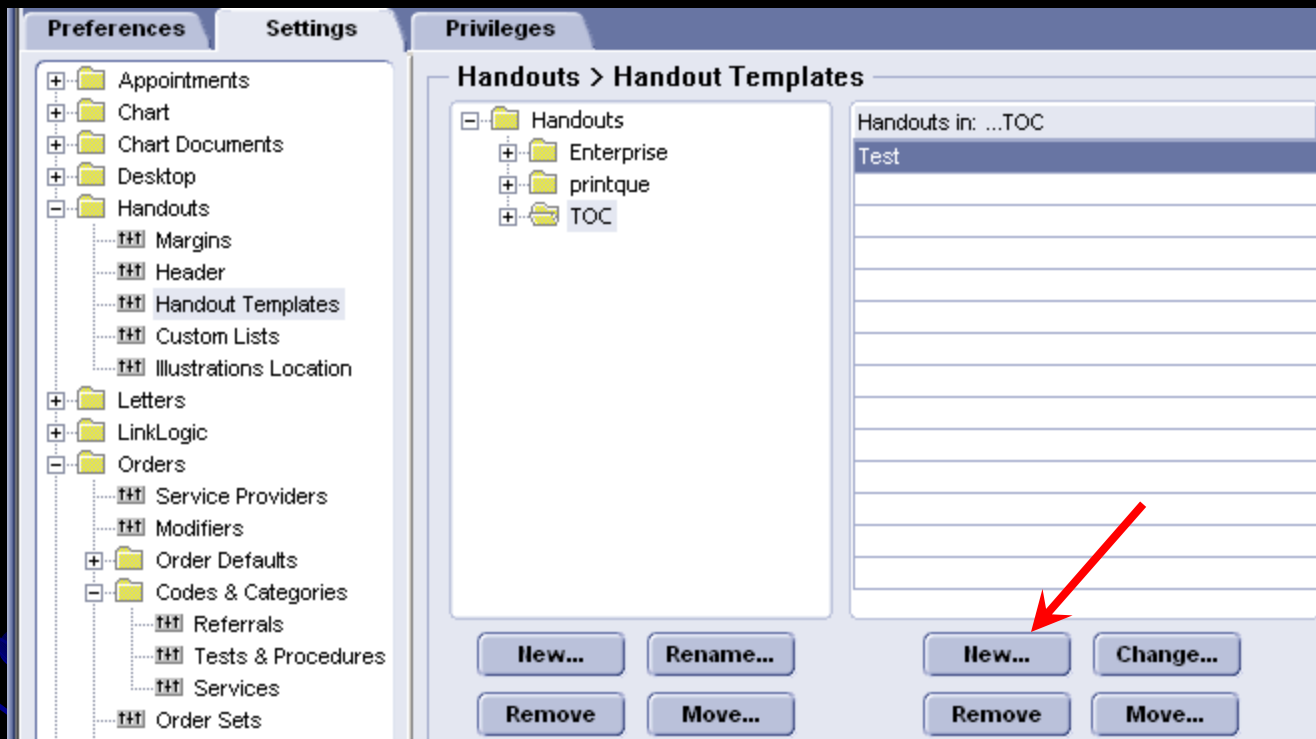
Creating Handouts



Go > Setup > Settings > Handouts > Handout Templates



Choose the appropriate folder or create a new folder under Handouts.



Click "New" to create a new handout.

LETTERS





Return to Work/School



Visit Summary



Letters to other Providers



Return to Work/School

Print Preview

100 Two Page Pg. 1

The Oregon Clinic, P.C.
975 NE Sandy Blvd Ste 201 Portland, OR 97214
(503) 236-0775 Fax: (503) 236-0786 Scheduling: USA

January 11, 2009

RE: Return To Employment

Grant (Dummy Chart), Cary

To Whom It May Concern:

Cary Grant (Dummy Chart) may return to limited employment activities with restriction on or about _____ . The following restriction should be observed; _____

The anticipated date of return to full unlimited employment activities is _____ .

Close

Visit Summary

Print Preview

100 Two Page Pg. 1

Visit Summary Office- January 11, 2009

Patient Name: Katie Dummy **Weight:** **Heart Rate:**
B/P R: / mmHg **B/P L:** / mmHg

Current Medication List:
TOPAMAX TABS (TOPIRAMATE TABS) 1 tablet twice daily

Abbreviations: qd= once daily, bid= twice daily, tid= three times daily, qid= 4 times daily, qAM = each morning, qPM =afternoon qac= before meal or qhs= before bed time

Instructions from todays visit:

Tests to schedule:

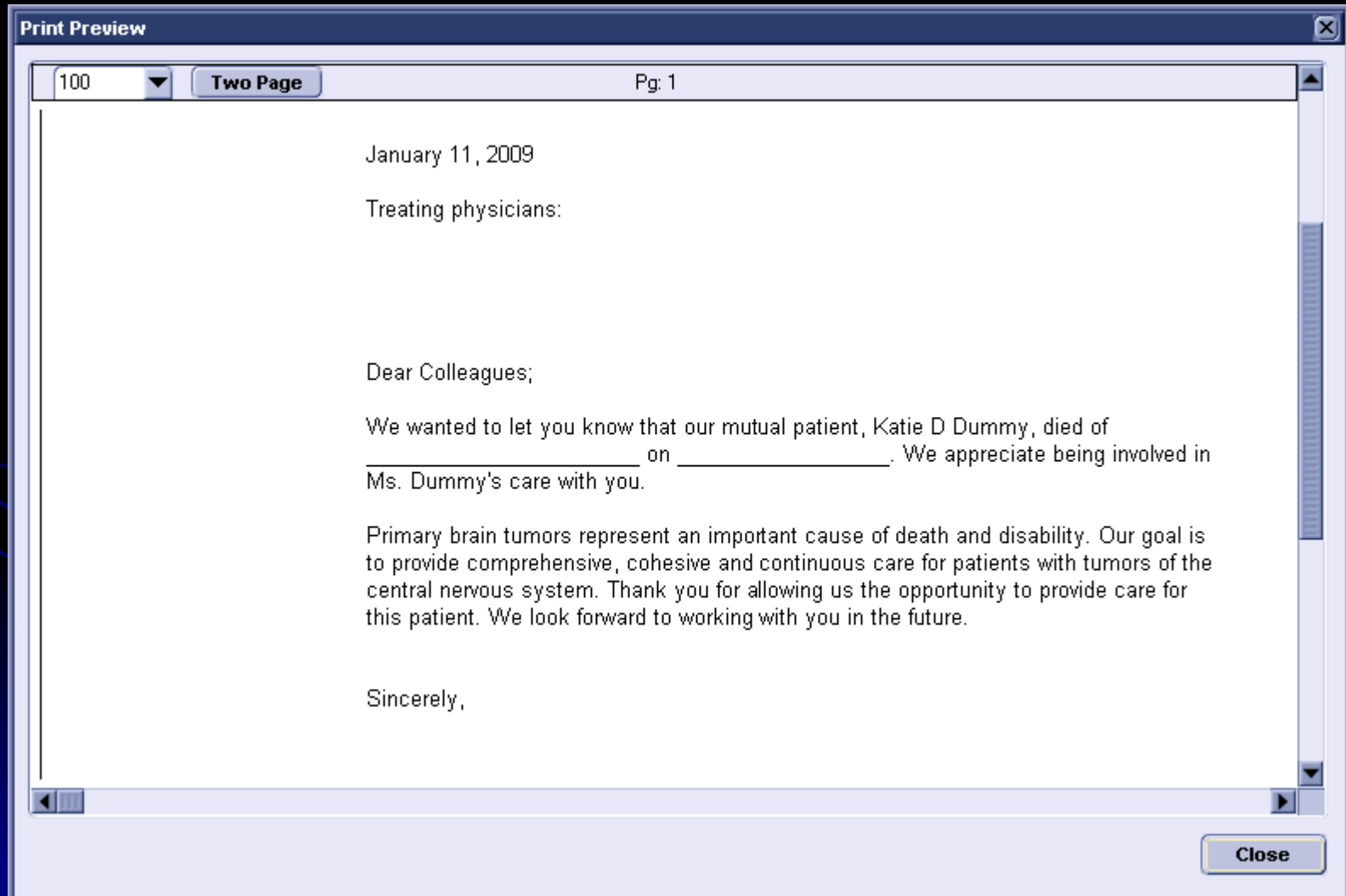
Medication comments:

Lab work: *Please see lab order form, have results faxed to me at 502-229-7105.*

Follow Up appointment:

Close

Letters to other Providers



Handouts and Letters can include Data Symbols and Obsterms

Letter

Name: Smoot Visit Summary

Letterhead: User's Current Location

Margin Settings... Insert Symbol...

Arial 16 B I U

Visit Summary Office- {DATESTAMP()}

Patient Name: {PATIENT.FIRSTNAME} {PATIENT.LASTNAME} **Weight:** {OBSANY("weight")} **Heart Rate:** {OBSANY("PULSE RATE")}

B/P R: {OBSANY("BP SYS R ARM")} / {OBSANY("BP DIA R ARM")} mmHg **B/P L:** {OBSANY("BP SYS L ARM")} / {OBSANY("BP DIA L ARM")} mmHg

Current Medication List:
{MEDS_AFTER("list")}

Abbreviations: qd= once daily, bid= twice daily, tid= three times daily, qid= 4 times daily, qAM = each morning, qPM =afternoon qac= before meal or qhs= before bed time

Instructions from todays visit:

Tests to schedule:

Medication comments:

Lab work: *Please see lab order form, have results faxed to me at 502-229-7105.*

Letters can be personalized with the patient's name and title.

Letter

Name:

Letterhead:

Margin Settings... Insert Symbol...

Arial 10 B I U

{DATESTAMP()}

Treating physicians:

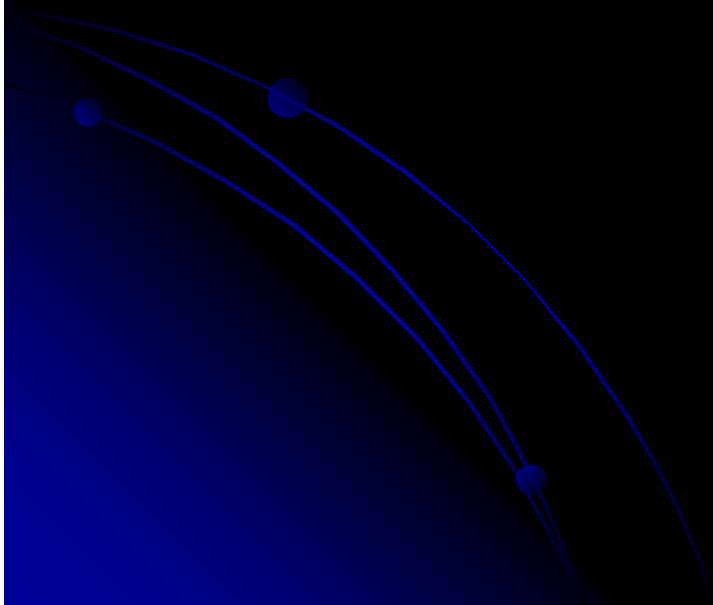
Dear Colleagues;

We wanted to let you know that our mutual patient, {PATIENT.LABELNAME}, died of _____ on _____. We appreciate being involved in {(if PATIENT.SEX=="M" then "Mr. " else "Ms. " endif){PATIENT.LASTNAME}'s care with you.

Primary brain tumors represent an important cause of death and disability. Our goal is to provide comprehensive, cohesive and continuous care for patients with tumors of the central nervous system. Thank you for allowing us the opportunity to provide care for this patient. We look forward to working with you in the future.

Sincerely,

HELP is Helpful



Go Actions Options Help

Desktop Chart Appts Reg Reports LinkLogic New View Print **Help** EXIT

Jonathan Dummy Chart #: 1033228 **VM YES** Home: (503)555-2525 Cell: Work: None
 24 Years Old Male DOB: 01/15/1985 **WHGI Prov:** Ref Prov: David Frank Ref Prov Phone #: 541-582-0505 Ref Prov Fax#: Po

Find Pt. Protocols Graph Handouts Update Phone Nt. Refills

Summary History Problems Medications Alerts/Flags Flowsheet Orders Documents

Problems

- ABNORMAL LFT
- SCREENING COLON
- SCREENING COLON
- GERD
- RHYTIDOSIS - FACE
- BLEPHAROCHALASIS
- SEBACEOUS CYST

Medications Drug interactions

- PREDNISON 10 MG TABS (PREDNISON) 10 for 3 days,
- AUGMENTIN 875-125 MG TABS (AMOXICILLIN-POT CLAVU
- LOVENOX 60 MG/0.6ML SOLN (ENOXAPARIN SODIUM) 1 t

Allergies

- * LATEX

Directives

Care Alerts

Flowsheet: Enterprise/Cardiology/CHF

	Date	Value
CHF		
NPCHF		
EJECTFRACT%		
NYHA CLASS		
ACEUSE		
ACETARGETP...		
ARBUSE		
ARBTARGETP...		
BETA BLOCKER		
BBTARGETPER		
PMH SPRNLACT		

Documents:All

Date	Summary	Status
05/07/2009	Int Corr: Handout Printed	Signed
05/07/2009	Ord Gt: Orders and Labs	Signed
05/07/2009	Ofc Visit: TEST, TEST	Signed
05/01/2009	Ofc Visit: DRAFT - WHG	Signed
02/01/2009	Append: Return to Work	Signed
02/01/2009	Letter: Return to Work/S	Signed
02/01/2009	Letter: Return to Work/S	Signed
02/01/2009	Phone	Signed
02/01/2009	Ord WSS: Routine Slin	Signed

Registration Notes

No Photo Available

Centricity Electronic Medical Record Help

Hide Back Forward Refresh Print

Contents Index Search

- Using online help
- Registering patients
- Scheduling appointments
- Working with electronic medical records
- Generating reports
- Using data symbols
 - Insert data symbols
 - Symbols listed by category
 - Symbols listed alphabetically**
- ACTIVE_OBSERVATIONS
- ADDDATES
- ADD_ATTACHMENT
- ADD_DOCUMENT_SUMMARY
- ADD_FORM_COMP
- ADD_TEXT_COMP
- ALLERGY_CUST_LIST
- ALL_ACTIVE
- ALL_AFTER
- ALL_LIST_CHANGES
- ALL_NEW
- ALL_PRIOR
- ALL_REMOVED
- APPTS_BY_STATUS
- APPT_NEXT
- APPT_PRIOR

★★★★★



View a chart summary

The Chart Summary divides the patient's chart into key areas:

- Latest signed problems, medications, alerts (allergies, care alerts, and directives)
- Observations (flowsheet view)
- Documents and their status
- Registration notes and patient's image (if available).

Double-click an area to switch to a tab and view details.

To view a summary of a patient's chart

- To view a summary, choose one of the following:
 - From **Chart**, select the **Summary** tab.
 - From **Desktop Summary**, select a patient's appointment, then click  (**OpenChart**).
 - On the **Desktop Documents** tab, double-click a document, then select the **Summary** tab.
 - From **Appointments**, select a patient's appointment, then  (**Open Chart**).

Concepts

- [charts](#)
- [chart icons](#)
- [clinical content](#)
- [Desktop icons](#)
- [document view](#)
- [flowsheet views](#)
- [patient image](#)
- [problem list views](#)

Related tasks

- [View document attachments](#)
- [View patient documents](#)
- [View patient problems](#)
- [View a patient's medications](#)
- [View patient allergies or directives](#)
- [Update flowsheet](#)

Contents

Index

Search

[ORD_REQUESTER](#)
[ORD_SERV_PROV_ADDR](#)
[ORD_SERV_PROV_BUS_I](#)
[ORD_SERV_PROV_NAME](#)
[ORD_SERV_PROV_PHON](#)
[ORD_WITH_DIAG](#)
[PATIENT.ADDRESS1](#)
[PATIENT.ADDRESS2](#)
[PATIENT_AGE](#)
[PATIENT_AGEINMONTHS](#)
[PATIENT.ALTPHONE](#)
[PATIENT_BLBANNER](#)
[PATIENT_CASUALNAME](#)
[PATIENT.CELLPHONE](#)
[PATIENT.CITY](#)
[PATIENT.COUNTRY](#)
[PATIENT.DATEOFBIRTH](#)
[PATIENT.DATEOFDEATH](#)
[PATIENT.EMAIL](#)
[PATIENT.EMPLSTATUS](#)
[PATIENT.ENTITLEMENTS](#)
[PATIENT.EXTERNALID](#)
[PATIENT.FAXPHONE](#)
[PATIENT.FIRSTNAME](#)
[PATIENT.FORMATTEDAG](#)
[PATIENT.HOMELOCATION](#)
[PATIENT.HOMELOCATION](#)
[PATIENT.ISPATIENT](#)
[PATIENT.LABELADDRESS](#)
[PATIENT.LABELNAME](#)
[PATIENT.LABELNAMESTA](#)
[PATIENT.LASTNAME](#)
[PATIENT.MARITALSTATU](#)
[PATIENT.MEDRECNO](#)



PATIENT.FIRSTNAME

description

Returns the patient's first name.

type

Data symbol text

syntax

PATIENT.FIRSTNAME

arguments

N/A

when to evaluate

When Inserted in Note or Continuously

returns

The current patient's first name

comment

This information comes from and can be changed on the **Registration Patient** tab. Click **Change** to view or change registration data.

example

```
{PATIENT.FIRSTNAME}
```

returns

Kevin

where used

Chart: Patient banners, headers and templates for letters and handouts, text components, chart notes, and quick text

Encounter Form Editor: Data Display items with Patient Attribute connections, visibility conditions, and MEL expressions

Related symbols

[PATIENT_CASUALNAME](#)

[PATIENT_BLBANNER](#)

[PATIENT_TRBANNER](#)

[PATIENT.LABELNAME](#)

[PATIENT.LASTNAME](#)

[PATIENT.MIDDLENAME](#)

Centricity Electronic Medical Record Help

Hide Back Forward Refresh Print

Contents Index **Search**

Type in the keyword to find:

letter

letter templates

- adding
- changing
- exporting in clinical kits
- folders
 - renaming
- moving
- moving folders
- removing
- setting up

letters

- changing margins
- editing
- faxing
- headers
 - exporting in clinical kits
- margins
 - managing
- printing
 - changing margins
- setting up headers
- templates
 - adding
 - changing
 - removing
 - renaming folders
 - setting up

licenses

- planning for
- setting up
- signature key

lines

linked books

- changing
- overbooked appointment
- primary book
- scheduling
- selecting
- viewing

linking adoptive charts

★★★★★

About letter templates

Letter templates let you reuse common blocks in patient letters (as opposed to Orders letters), and customize them with patient-specific information when you create the letters. You also have the option to save the customized copies of letters as documents in patients' charts.

The DOFIRST clinical kit contains letter templates for common types of patient encounters.

As with other types of clinical content, you may need to modify some of the predefined letter templates or to delete others. You can also create new templates if the application doesn't include exactly what you need. For example, as part of a protocol, you may create preventive care reminder letters for pap smears, mammograms, and cholesterol screenings.

You also may want to create standard, approved letters for certain legally sensitive matters.

Letter templates and multiple locations of care

You can print letters on pre-printed letterhead or the application can print the clinic or patient's location of care address and phone number in the upper left corner of the letter.

Letters are not affected by location of care printing defaults. As each letter template is designed, you can select one of the following locations as the default. In addition, you can change the default for an individual letter at the time of printing.

- Patient's Home Location
- User's Home Location
- User's Current Location
- Enterprise Name
- Responsible Provider's Home Location

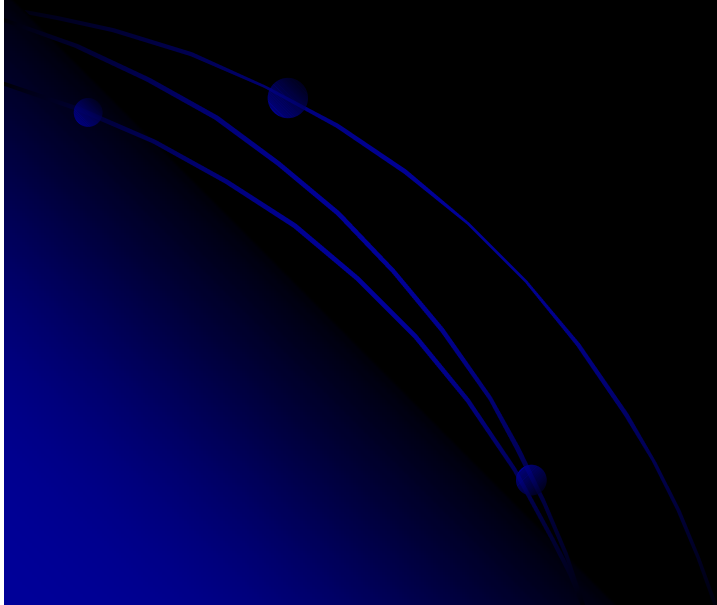
Concepts

- [clinical content](#)
- [clinical content and multiple locations of care](#)
- [DOFIRST kit](#)


Related tasks

- [Export clinical kits](#)
- [Import clinical kits](#)
- [Print patient letters](#)
- [Process map: Setting up clinical content](#)
- [Set up headers for letters](#)
- [Set up letter templates](#)
- [Set up margins for letters](#)

QUICK TEXT



Ideas for the Use of Quick Text

- Medication Instructions
 - Review of systems
 - Addition of formatting
 - Flags
- 

Adding Medication Instructions

CEFTIN 250 MG TABS \$6.82

Formulary: < None >
This patient has no formulary.

Search Formulary...
Select Formulary...
Choose Alternative
Status...

Define Medication

Medication: CEFTIN 250 MG TABS (CEFUROXIME AXETIL)

Instructions: .1

Comments:

Start Date: 01/12/2009 Stop Date:

Dosing Calculator

CEFTIN 250 MG TABS \$6.82

Formulary: < None >
This patient has no formulary.

Search Formulary...
Select Formulary...
Choose Alternative
Status...

Define Medication

Medication: CEFTIN 250 MG TABS (CEFUROXIME AXETIL)

Instructions: 1 tablet daily

Comments:

Start Date: 01/12/2009 Stop Date:

Dosing Calculator

Review of Systems

Jane N Dummy Chart #: 1034260 Genetic Privacy Opt Out: No VM NO Home: None Cel
65 Years Old Female DOB: 08/13/1943 Ref Prov: Kevin Johnson Ref Prov Phone #: 503-723-65

Find Pt. Protocols Graph Handouts Probs Meds Refills Allergies Directives Flowsheet Or

Problems Medications Alerts/Flags Flowsheet Orders Documents

Doc ID: 416 Properties: Clinical Lists Update at TOC on 01/12/2009 7:58 AM by Jane Slayden

Summary: [Change Properties...](#) [Attach](#) Alerts(0)

Inserted Arial 10 B I U

.neuro

Problems Medications Alerts/Flags Flowsheet Orders Documents

Doc ID: 416 Properties: Clinical Lists Update at TOC on 01/12/2009 7:58 AM by Jane Slayden

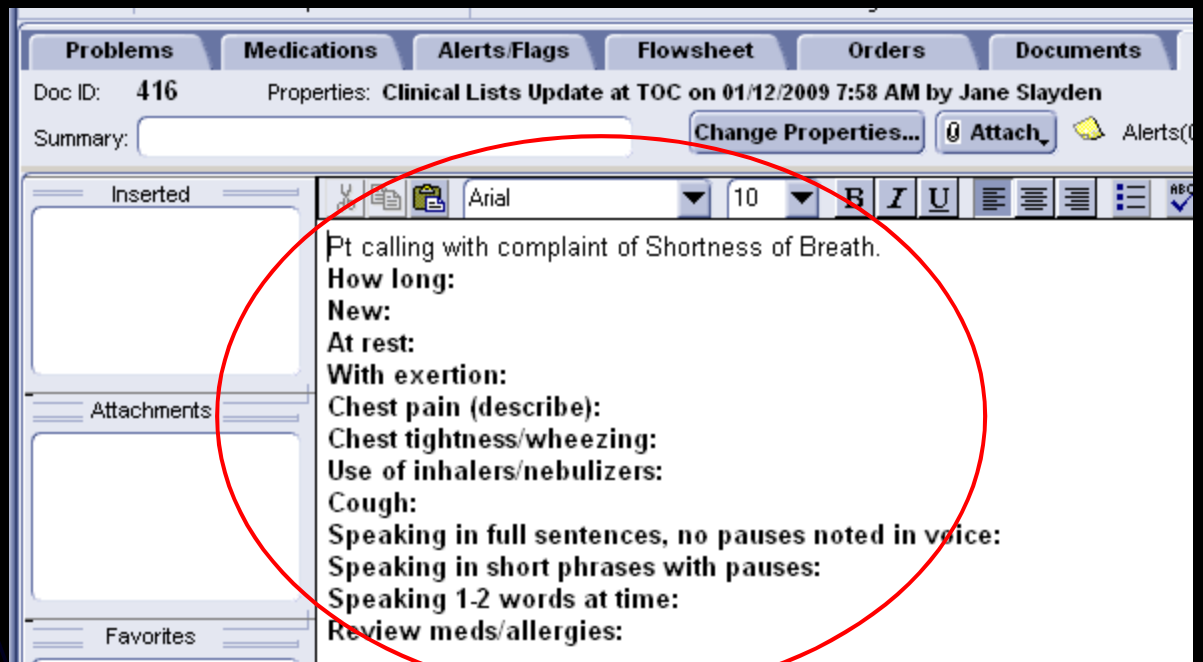
Summary: [Change Properties...](#) [Attach](#) Alerts(0)/F

Inserted Arial 10 B I U

Attachments

General appearance: normal
Mental State: normal orientation, memory, knowledge
Fundoscopy: benign
Cranial nerves II - XII: normal
Motor: normal tone and strength
Sensation: normal to all modalities
Reflexes: normal symmetric tendon jerks, flexor plantar responses
Coordination: normal
Gait: normal station, gait, turns

Quick Text Can Include Formatting



Create a Text Component



Go > Setup > Settings > Chart Documents > Text Components

A screenshot of a software dialog box titled "Text Component". The dialog has a title bar with a close button. Below the title bar, there is a text input field containing "Shortness of Breath" and a button labeled "Insert Symbol...". Below this is a rich text editor toolbar with icons for cut, copy, paste, font face (Arial), font size (10), bold (B), italic (I), underline (U), bulleted list, numbered list, indent, and a checkmark icon. The main text area contains the following text:

Pt calling with complaint of Shortness of Breath.
How long:
New:
At rest:
With exertion:
Chest pain (describe):
Chest tightness/wheezing:
Use of inhalers/nebulizers:
Cough:
Speaking in full sentences, no pauses noted in voice:
Speaking in short phrases with pauses:
Speaking 1-2 words at time:
Review meds/allergies:

Options > Quick Text > Global Use

Add the quick text with an {INSERT_TEXT_COMP()}

Define Quick Text

View Quick Text for

Personal Use Global Use

Replace: With:

Insert Symbol...

.signa	Thank you to Dr. {PATIENT.REFMDLASTNAME}:
.sleep	Recording Quality: +
.sm	Sent through Secure Messaging
.sob	{INSERT_TEXT_COMP("Enterprise\Pulmonary", "Shortness of Breath")}
.sob2	Pt calling with complaint of Shortness of Breath
.soh	state of health
.sp	sigmoid polyps 211.3
.SR	All other systems were reviewed and the patier
.sr	sinus rhythm
.ss	SI FFP STUDY +

Replace

Delete

Close

Quick Text in Flags

New Alert/Flag [X]

To Location
TOC

To User
Film Librarian, Bucket

Properties
Priority: Normal
Type: Flag Care Alert Popup
Start: 03/08/2009
Expire:
Attach to: Recipient's Desktop
Patient:
Subject:

Message:
.burn

Save as Draft Send Cancel

New Alert/Flag [X]

To Location
TOC

To User
Film Librarian, Bucket

Properties
Priority: Normal
Type: Flag Care Alert Popup
Start: 03/08/2009
Expire:
Attach to: Recipient's Desktop
Patient:
Subject:

Message:
Please create CD(s) for the following:
Patient Name:
Study description w/date:
Include reports(Y/N):
Date needed by:

Save as Draft Send Cancel

MEL_SEND_FLAG

IMPRESSION	P	PREVIOUS IMPRESSION
WORK ORDERS/PLAN	P	WORK-UP PENDING
phfu		
PRESCRIPTIONS WRITTEN THIS VISIT		
<input type="checkbox"/> > 50% of the visit was face-to-face counseling and coordination of care.		Total time for visit: <input type="text"/>
<input type="checkbox"/> Copy PCP	<input type="checkbox"/> Copy other	
Dictated <input type="radio"/> Yes <input type="radio"/> No	Send EMG Report <input type="radio"/> only	<input type="radio"/> with report <input type="radio"/> with dictation
Prev Form (Ctrl+PgUp)	Next Form (Ctrl+PgDn)	Close

Reminder flag for Provider to follow-up with the patient. Includes text for translation.

WORK ORDERS PLAN

I have asked the patient to call me to discuss results.

P

WORK-UP PENDING

PRESCRIPTIONS WRITTEN THIS VISIT

View Alerts/Flags about Dummy, Jane M

Show alerts/flags due

Today Anytime

	From	To	Location	Start Date ▲	Expire	Message
	Jane Slayden	Richard Rosenbaum MD		04/14/2010		Check workup status
	Jane Slayden	Jane Slayden		04/01/2009		Convert weight lbs to kgs

Details

From: **Jane Slayden** Date Sent: **03/31/2010** Start Date: **04/14/2010** Priority: **Important**
To: **Richard Rosenbaum MD** Time Sent: **3:38 PM** Attached To: **Chart documents for Dummy, Jane M**
Subject: **Workup**
Check workup status

Create a Quick Text that includes statement and
{MEL_SEND_FLAG() }

I have asked the patient to call me to discuss results.{MEL_SEND_FLAG("Flag", "rosenbar", "I", ADDDATES(str(._todaysdate), "", "", "14"), "Workup", "Check workup status", "documents")}

Conclusion

◆ Custom Lists

◆ Handouts

◆ Letters

◆ Quick Text

Contact Information

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THANKS!

