



Provider Guide V.1

EnableDoc LLC ©2011
support@EnableDoc.com
877.540.0933

Table of Contents

| | |
|---|----|
| Executive Summary | 2 |
| Screen Layout | 4 |
| Typical Work Flow | 4 |
| Provider Dashboard..... | 5 |
| Find Patient, Appointments, & Encounters..... | 6 |
| Electronic Health Record (EHR) | 8 |
| Patient Dashboard..... | 8 |
| Forms, Notes, & Letters..... | 8 |
| Past Patient History | 9 |
| Vitals | 10 |
| Allergies | 10 |
| Chief Complaints | 11 |
| HPI Details | 13 |
| Current Medication | 14 |
| Review of Systems..... | 15 |
| Physical Exam and Custom Templates | 16 |
| Diagnosis..... | 16 |
| Diagnosis History | 18 |
| Prescriptions | 18 |
| Prescription History & Refill | 21 |
| Orders (Labs, Imaging, etc) & Procedures..... | 21 |
| Word Processor | 24 |
| Attachments | 31 |
| Contacts..... | 32 |

Executive Summary

Enabledoc™ Provider Guide describes how Providers manage their work, create patient notes, review patient charts, and create or modify templates, menus, and forms. Providers have the following capabilities:

Dashboard:

The provider dashboard displays the Tasks assigned to the provider, open notes, and provider appointments. A provider can click on the patient name to open that provider's encounter or chart. A provider can view another provider's dashboard in case they have to take over an appointment from another provider.

Find Patient:

A provider can quickly open a patient chart by appointment, encounter (checked in patient), notes, and patient list. This information can be filtered and used to open encounters, open notes, book appointments, book multiple repeat appointments, edit appointments, edit patient registration, and collect payments.

EHR Module:

The EHR module contains all the patient medical information organized by patient encounters. This area is organized by patient encounter and begins with the patient dashboard, which displays a snapshot of historical patient medical information and can be filtered by date or encounter. A patient summary can also be printed from this screen.

Letterhead, Menus, & Templates:

Forms are created to customize the menus of templates, allow letter header to be assigned, and configure the page settings. This allows the work flow and options to be controlled for each specialty and type of visit. Forms are loaded based in the visit type, facility, and provider. Multiple forms can be created for each patient encounter. Template can be created to capture any type of information in check boxes, pull downs, Boolean, date, text field, lines, and word processor form. Sections and nested options are also available. Data can be pulled from the prior visit or set to the default.

Patient Dashboard:

Once a patient encounter is selected, the patient dashboard displays a summary of the patient's medical history, encounters, problems, medications, new prescriptions, diagnoses, vitals, Orders & Procedures, and notes.

Forms Selection

Any form can be opened and used by adding a form to the encounter and clicking on the form name. This allows the flexibility to create different types of notes for each encounter.

Word processor

A robust Microsoft Word style word processor is provided in the EHR module that allows text, tables, and graphics to be inserted and edited in a note. Information from the templates automatically populates in the notes and can be edited in the note.

Patient Dashboard

The Patient Dashboard displays key patient medical information displayed by encounter, notes, diagnosis, past medications, ordered prescriptions, Orders and procedures, allergies, complaints, vitals, and tasks.

Attachments

Documents and images can be attached into custom folders for each patient. Each document can be opened and tagged as reviewed or not.

Chief Complaints Template

This template creates sentences describing the patient's complaints. A Snomed codes problems knowledgebase is provided to select patient problems, associated problems and problems denied by a patient. These problems can be typed and edited. The problem location, onset, duration, context, quality, and severity can be associated with each problem. Multiple problems and chronic problems can be added. Providers can select from favorites problems list, past patient problems, and past problems the provider has added. Additional history of present illness details can also be captured for each problem, such as patient denies symptoms, aggravating factors, relieving factors, onset date, number of recurrences, and prior history of present illness.

Vitals

Vitals that are captured for each patient encounter can be customized for each provider. BMI and BSA are automatically calculated.

Past Patient History

The past patient history is a custom template that can be designed for each provider and visit type. Default patient template is provided and can be pulled from the prior visit and updated in each visit.

Current Medications

Patient medications are displayed from previous encounters. Any medications can be selected from the Lexi Comp knowledge base and added to the current medications list.

New Prescriptions

A prescription knowledgebase from Lexi Comp provides monthly prescription updates, drug-to-drug, drug-to-allergy and weight and age range checking. An interface is provided to Surescripts® for electronic prescription ordering. Patient education materials are provided for medications as well.

Orders and Procedures

Labs, radiology exams, and other services can be ordered from this module. CPT coded procedures can also be selected and saved

Screen Layout

Enabledoc is designed with the following buttons:

Menu: The menu can be tacked open or closed. If closed, the Menu button displays the menu. Each module in the system that the provider has access to is displayed in the menu.

Find Patient: This button displays appointments, encounters (patients that checked in), notes, and all patients. This information can be filtered and used to open encounters, open notes, book appointments, book multiple repeat appointments, edit appointments, edit patient registration, and collect payments.

Patient Name: This button displays key patient demographic information for a selected patient.

Tasks: Displays assigned tasks, notes, and messages. Tasks or messages can be created and sent or assigned to employees.

Help: This button opens a multimedia help center.

Logout: Exits the application.

Typical Work Flow

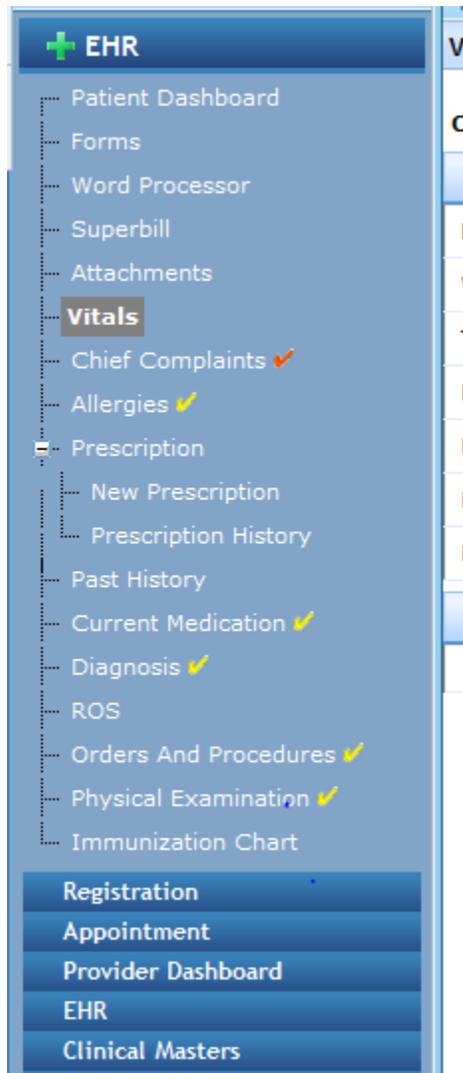
Provider workflow is centered on three areas: Appointments, Notes, and Tasks. The Provider Dashboard shows all three in a concise view and is the beginning point for physicians. Should a physician need to access any other patient record, simply click Find Patient and a window opens with options to search for that patient by appointments, encounters, notes, and a list of patients. At any time a provider can type into the note and electronically sign when it is complete.

The typical work flow as a provider is as follows, but none of these steps are required to be performed:

1. Clicking on patient names will open the dashboard or note for the associated encounter.
2. The patient dashboard or clinical note opens.
3. A form is loaded based on the type of visit, facility, and provider assigned as a default.
4. The menu templates are assigned to the form.
5. Typically, a nurse will fill in the vitals, patient history, current medications, and chief complaint section. A provider usually verifies this information and uses it as part of the assessment.
6. The chief complaint is usually the first area of focus. This input dynamically builds a patient description of their complaints.
7. A review of systems is usually performed.
8. An exam is then conducted and details are completed in the template.
9. A diagnosis is then made or a preliminary diagnosis is made and requires further tests to make a final diagnosis.
10. Prescriptions may be ordered.
11. Labs or imaging or other services/procedures may be ordered or performed.
12. The note is then reviewed, edited, and signed. This step can be performed at any point.
13. The Superbill is then reviewed. An E&M code is selected. The codes are then released for billing by clicking finalize.

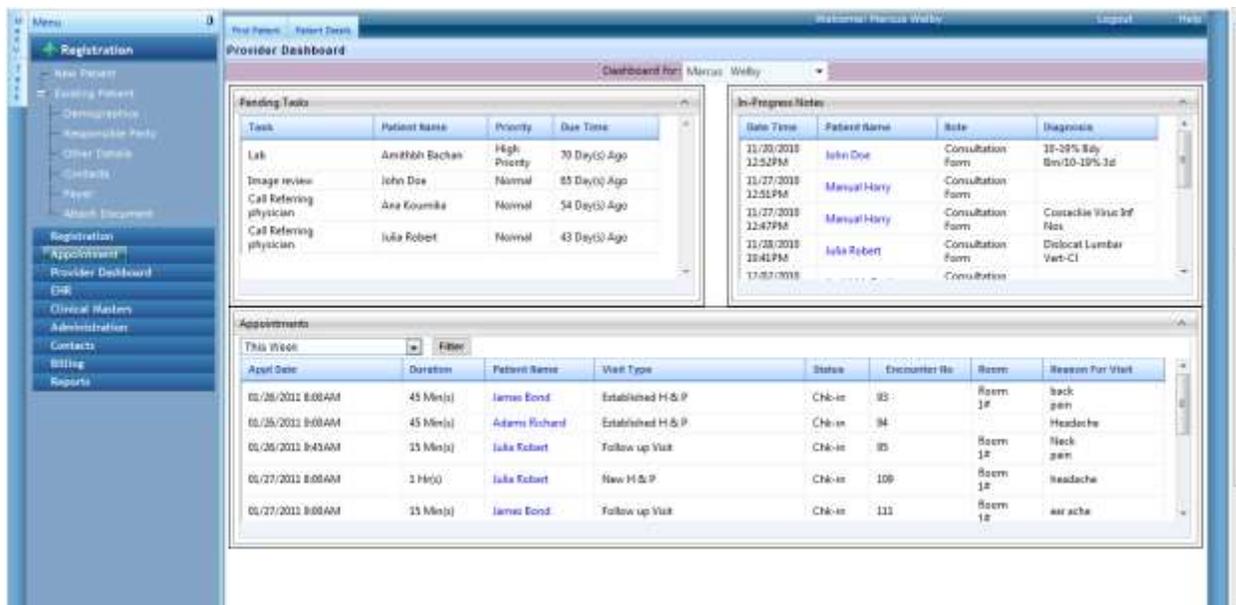
Enabledoc displays a check in the menu next to each template as information is entered and saved. A yellow check appears next to that template name to show that information has been entered. If a red check mark

appears next to a template that template has been locked to indicate the information is finalized. This feature makes it easier to know what work has been completed and what work has not. A provider is not required to use this feature.



Provider Dashboard

A provider account is usually setup with the provider first seeing their dashboard of work. This dashboard displays provider tasks, open notes, and appointments. Tasks can be accessed by clicking the Tasks button. Notes are opened by clicking on the patient name in the notes list. Appointments can be filtered by date. To open patient dash board for patients with appointments, click on their name.



Find Patient, Appointments, & Encounters

To open an encounter, edit an appointment, add an appointment, book repeat appointments, edit the patient registration, open a patient dashboard, or enter a payment use the Find Patient feature. Click Find Patient button to display a list of appointments, encounters, notes, and patients.



Find Patient Appointments

To find a patient appointment, type their name and/or select a provider, facility, status, or date and then click the Filter button. Click on the name of the patient and the appointment. The buttons at the bottom of this menu are not active and can open an encounter, edit the patient registration, edit the appointment, book a new appointment, book a repeat appointment, open the patient dashboard (chart summary) or collect a payment.

Find Patient Encounters

To find a patient encounters, type their name and/or select a provider, facility, status, or date and then click the Filter button. Click on the name of the patient and the encounter. The buttons at the bottom of this menu are not active and can open an encounter, edit the patient registration, edit the appointment, book a new appointment, book a repeat appointment, open the patient dashboard (chart summary) or collect a payment.

Find Patient Notes

To find a patient notes, type their name and/or select a provider, facility, status, or date and then click the Filter button. Click on the name of the patient and the encounter. The buttons at the bottom of this menu are not active and can open a note, edit the patient registration, edit the appointment, book a new appointment, book a repeat appointment, open the patient dashboard (chart summary) or collect a payment.

Find Patient List

To find a patient with a registration, type their name and/or select a provider, facility, status, or date and then click the Filter button. Click on the name of the patient and the encounter. The buttons at the bottom of this menu are not active and can open a new encounter without an appointment, edit the patient registration, edit the appointment, book a new appointment, book a repeat appointment, open the patient dashboard (chart summary) or collect a payment.

Editing an Encounter Detail for a Checked in Patient

To modify a patient's encounter details, such as their insurance, provider assigned to the patient, or referring physician, after they have already checked in can do so through Find Patient. Click Patient List, select the patient, click open encounter, and the dialog box below opens. Click edit on the encounter that needs to be modified, make the changes, and then click the Update Encounter button.

Open Encounter [New] [Close]

Account # : 20 , Patient Name : Barack Obama , Rendering Provider : Marcus Welby

Open Encounters for Patient : Barack Obama

| Encounter# | Encounter Date | Provider | Facility | Diagnosis | |
|------------|-----------------------|--------------|-----------------------|------------------------|------|
| 49 | 12/13/2010 2:12PM | John Wall | Roanoke Physicians | | Edit |
| 50 | 12/13/2010 10:42PM | Marcus Welby | Roanoke Physicians | <24 Comp Wks Gestation | Edit |
| | 01/03/2011 | | Roanoke | | |

Select details to create new encounter for Patient : Barack Obama

Facility * [Roanoke Physicians] Rendering Provider * [Marcus Welby]
Visit Type * [New H & P]
Referred Type [Provider] Referring Physician [Internists of Salem]
Payment Case [Health Benefits] Authorization No []

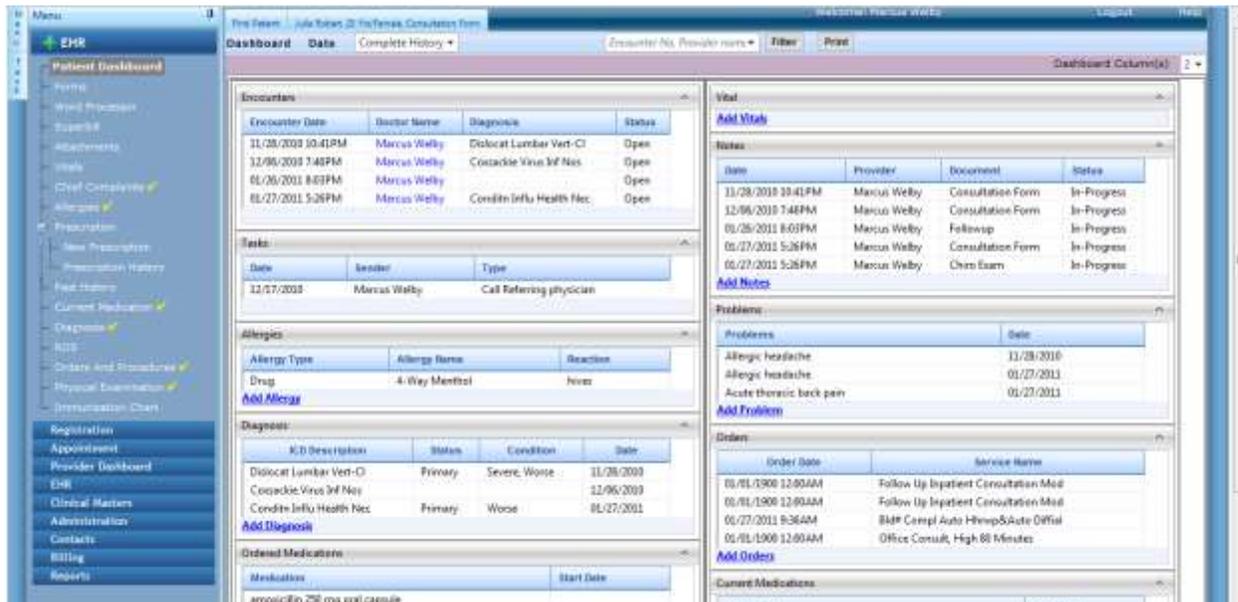
[Update Encounter]

Electronic Health Record (EHR)

When accessing the EHR for a patient, the first screen that displays is the patient dash board. The menu for EHR displays the templates for a form that are assigned to a patient visit. If no encounter is open, the patient dashboard displays, but none of the menu options will function. To open an encounter without an appointment, click Find Patient, select Patients, select the patient, and click open encounter, which displays a dialog box that allows a new encounter to be created or an existing one to be edited.

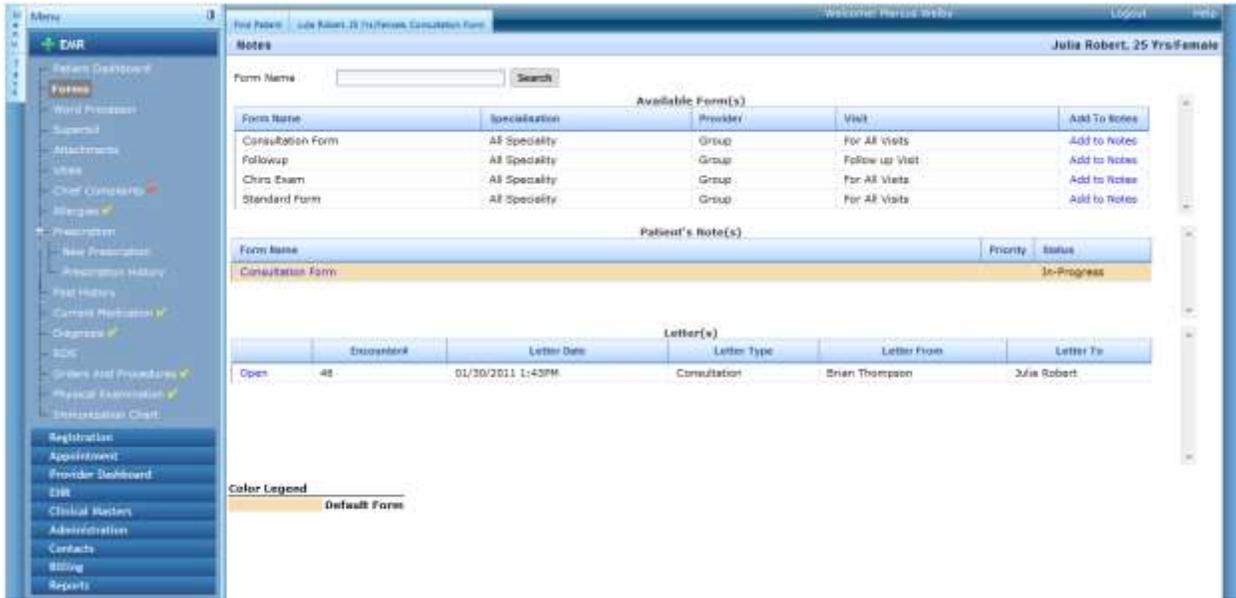
Patient Dashboard

When accessing the EHR for a patient, the first screen that displays is the patient dash board. This screen presents a summary of the patient’s historical and current medical information. This information can be filtered by date range or by encounter.



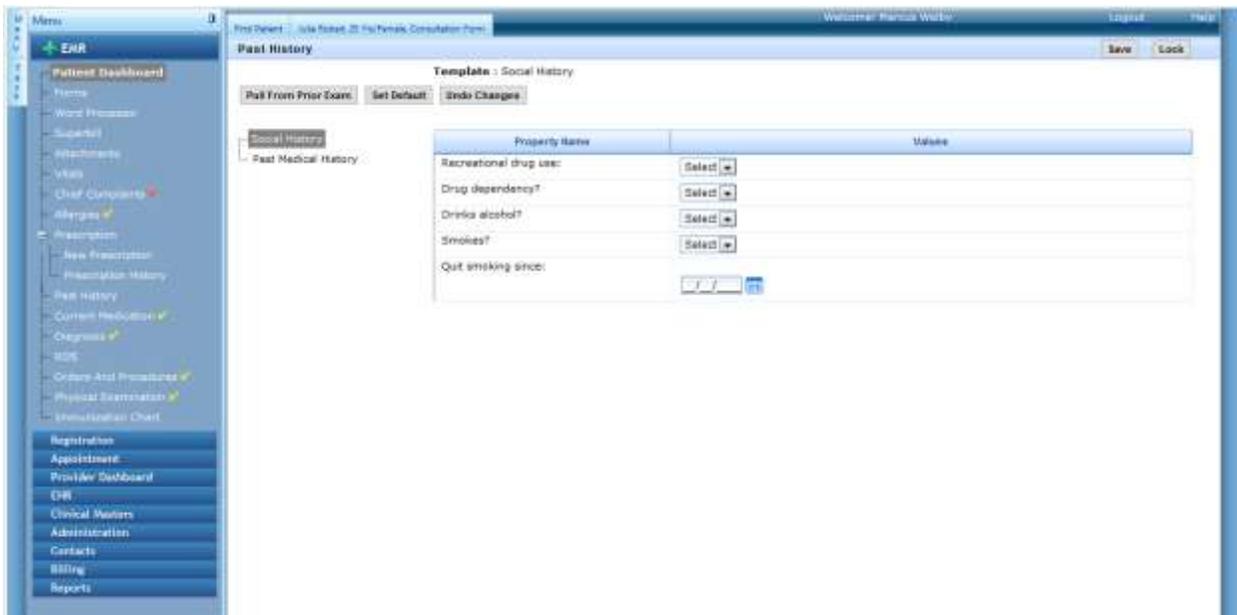
Forms, Notes, & Letters

Forms, Notes, and Letters are selected by clicking Forms on the main menu. The form that is defaulted to open for an encounter is displayed under the Patient Notes section. Any of the forms can be selected and opened, by clicking Add to Notes and then clicking on the Form name under Patient Notes. If one or more letters are created from the Word Processor, the Letters will display here. Clicking on a letter name will open that letter.



Past Patient History

Past patient medical, social and family history is a custom template that can be modified to add custom sections with the following field types: text, check box, pull downs, Boolean (yes/no), date, and word processors with selectable default text. Fields can also be set to appear based on patient gender and can display in a table. Section names, field names, and value text can be set to appear in the note. Default text can be created to appear in the note instead of the field values.



Pull from Prior Exam: This button allows the value from the prior exam for this section of the template to be pulled in. The values can be modified and saved.

Set Default: This button sets the values for this section to the default field settings.

Undo Change: This button will change the field value back to their original settings.

Save: Providers can switch between sections and then save all the data. Saving the field values places a yellow check mark on the main menu to indicate that some information has been entered for this template.

Lock: This button prevents the data from being modified and changes the check mark on the main menu to red, which signifies the template has been completed. The template can be unlocked, by clicking the Unlock button.

To cancel any changes just click on another menu option and no field values are saved.

Vitals

Vital templates are also customizable per provider. Multiple vital can be captured for one patient encounter by entering the time for each vital measurement. BMI and BSA are automatically calculated. These values appear in the medications screen and used for dosage calculation and dosage range checking. The values entered will appear in the note.

| Vital | Value | B/I | Remarks |
|--------------------|---|-------------------------------------|----------------------|
| Height (HT) | <input type="text"/> ft. <input type="text"/> in. | <input checked="" type="checkbox"/> | <input type="text"/> |
| Weight (WT) | <input type="text"/> lb. | <input checked="" type="checkbox"/> | <input type="text"/> |
| Temperature (T) | <input type="text"/> F | <input checked="" type="checkbox"/> | <input type="text"/> |
| Respiration (R) | <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> |
| Pulse (P) | <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> |
| BP Systolic (BPS) | <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> |
| BP Diastolic (BPD) | <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text"/> |

| Vital Date | Vital | Value | B/I | Remarks | Entered By | Entered Date | Cancel |
|------------|-------|-------|-----|---------|------------|--------------|--------------------------|
| | | | | | | | <input type="checkbox"/> |

Wrong Patient Wrong Date Time Wrong Value

If a vital value is entered incorrectly, check the box next to the value and select the reason. Click the save button to update the information.

History: Displays all the historical patient vitals.

Save: Saves the values entered.

Lock: Provides an indication of the vitals entered are finalized.

Allergies

Patient known allergies to medications, food, or environment are document here and used by the prescriptions module to check against drug-allergies interactions.

No Allergies: If the patient has no known allergies, check the No Allergies box and click the Update No Allergies button.

Drug and Other: To search for drug interactions, select drug. To search for any other reactions, select Other. The list for other interactions is entered in Administration Allergy Template.

Search: Type the name of a medication or part of a name to search brand and generic medications knowledge base. Select the medication the patient is allergic to by clicking select.

Onset Date: Select the date that the patient had the reaction.

Intolerance: Indicates that the patient is intolerant to.

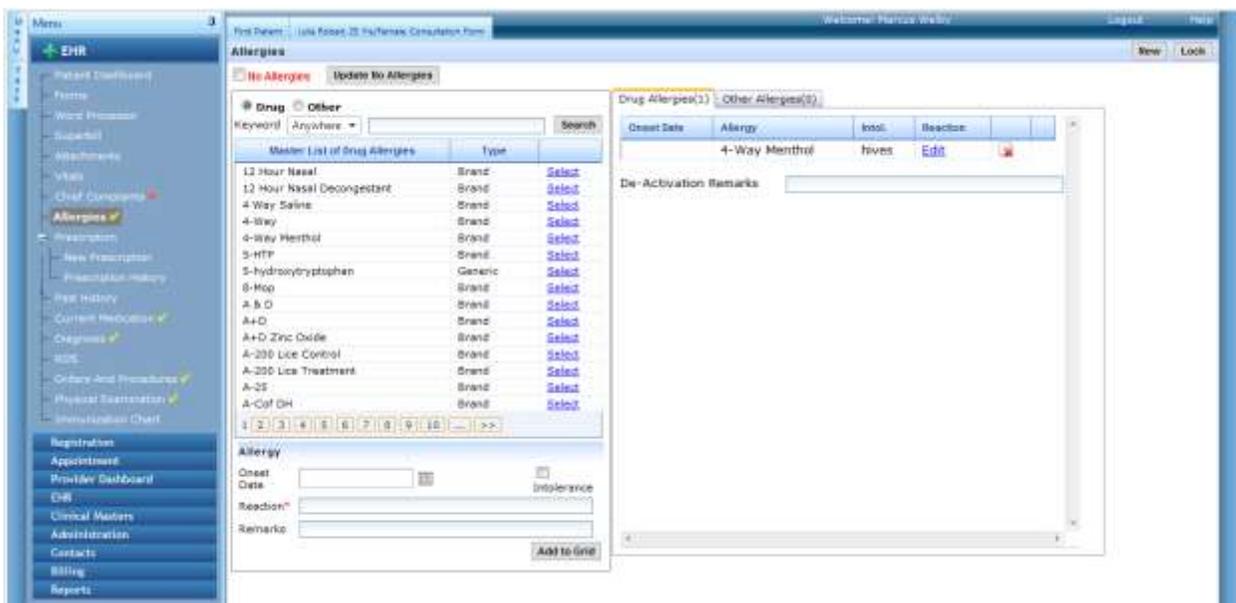
Reaction: This is a required field to type a description of the patient's reaction caused by the allergy or intolerance.

Remarks: Additional remarks can be types in this field.

Add to Grid: Click this button to save the allergy to the list.

Edit: In either the Drug Allergies or Other Allergies tab, click the edit link to edit the allergy. The information then appears in the list on the left, then Add to Grid to save it.

De-activate an Allergy: Click the X mark next to the allergy the patient allergy and type remarks about why the allergy is being de-activated.



Chief Complaints

Chief Complaints template captures patient describe problems and creates CMS compliant description. Enabledoc contains a SNOMED CT coded problem list. The list can be searched either by clicking All Problems

and typing the problems or by typing into the problem field to recognize as the text is typed. The selected field dynamically builds sentences in the note to describe the problem(s). Simply click on word processor to see the resulting sentences that are created.

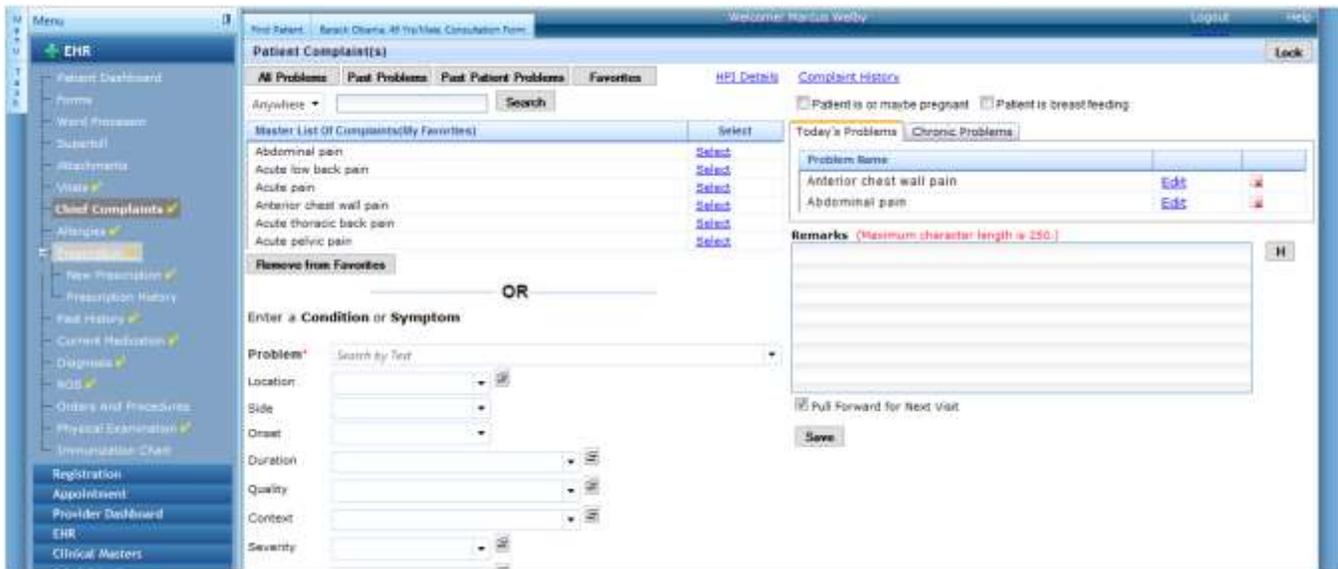
All Problems: Click this button displays all problems in the Enabledoc knowledge base. Click the number at the bottom of the table to display the next 8.

Past Problems: Clicking this button displays all problems that the provider has saved in the past. Selecting one of those problems will display all fields saved with that problem.

Past Patient Problems: Clicking this button displays all problems that the patient has had in the past. Selecting one of those problems will display all fields saved with that problem.

Favorites: Click this button to display a list of problems the provider uses. If there are more than 8 listed, click the number at the bottom of the table to show the next 8.

Add to Favorites: Select a problem and click the Add to Favorites button to add it to the Favorites list. To remove it from the list, click Favorites, select the problem, and click Remove from Favorites.



Problem: The selected problem will appear in this field or the problem can be typed here. The selected problem can be edited or additional description added.

Location: The location on the anatomy can be selected or typed. Additional locations can be added or existing ones edited.

Side: The side of the anatomy can be selected or typed.

Onset: The type of onset can be selected.

Duration: The duration of the problem can be selected or typed. Additional duration descriptions can be added or existing edited.

Quality: Up to four problem qualities can be selected or typed. Additional quality ratings can be added or existing edited.

Context: The context can be selected or typed.

Severity: The level of severity can be selected.

Associated Problem: Up to four associated problems can be selected or typed.

Patient may be pregnant: This check box indicates the patient is or maybe pregnant and is used to check during prescription ordering.

Patient is breast feeding: This check box indicates the patient is breast feeding and is used to check during prescription ordering.

Chronic: This check box will add the problem to the chronic problems list. Click on the Chronic tab to see Chronic problems.

Add to List: This button saves the selected problem and allows another to be entered.

Remarks: Remarks can be added to the end of the chief complaints section.

Pull Forward for Next Visit: Checking this box will automatically enter the chief problems in the next patient visit. This allows the information to remain the same in the next visit or can be edited and updated.

Save: Saves the Remarks and Check boxes.

HPI Details

Should a more complete description of the problems be needed, the HPI Details template allows the onset date, number of occurrences, prior history date, relieving factors, aggravating factors and denies symptoms to be added the note.

Problem: Select the problem that additional details need to be added.

Onset date: This is the date that the problem started

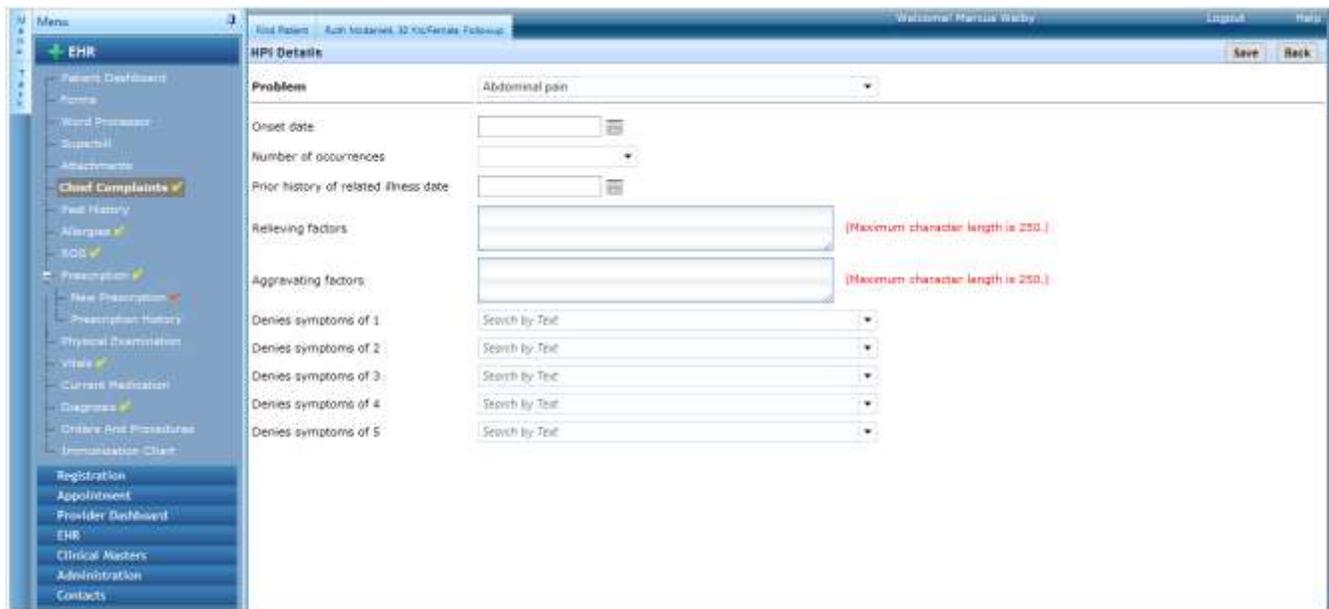
Number of occurrences: Select the number of times that the problem occurred.

Prior History of related illness date: This is the date of a related illness to this problem.

Relieving factors: List the factors that relieving the problem symptoms. No need to put a period, it is automatically added to the sentence.

Aggravating Factors: List the factors that aggravate the problem. No need to put a period, it is automatically added to the sentence.

Save: The save button adds the information to the note.



Current Medication

The current medication template enables the patient's current medications be selected and viewed. These medications are then checked for drug-to-drug interactions with the ordering prescription.

Search: Brand or Generic or Both: Allows the medications knowledge based to be filtered by generic or brand or both.

All Rx: Click this button displays all medications in the Lexi Comp database and allows them to be searched. Type part or the entire name of the medication to added to the current medications list. Click the number at the bottom of the table to display the next 8.

Past Rx: Clicking this button displays all medications that the provider has saved in the past. Selecting one of those medications will display all fields saved with that medication.

Past Patient Rx: Clicking this button displays all Rx that the patient has been prescribed by this organization in the past. Selecting one of those medications will display all fields saved with that medication.

Favorites: Click this button to display a list of medications the provider uses. If there are more than 8 listed, click the number at the bottom of the table to show the next 8.

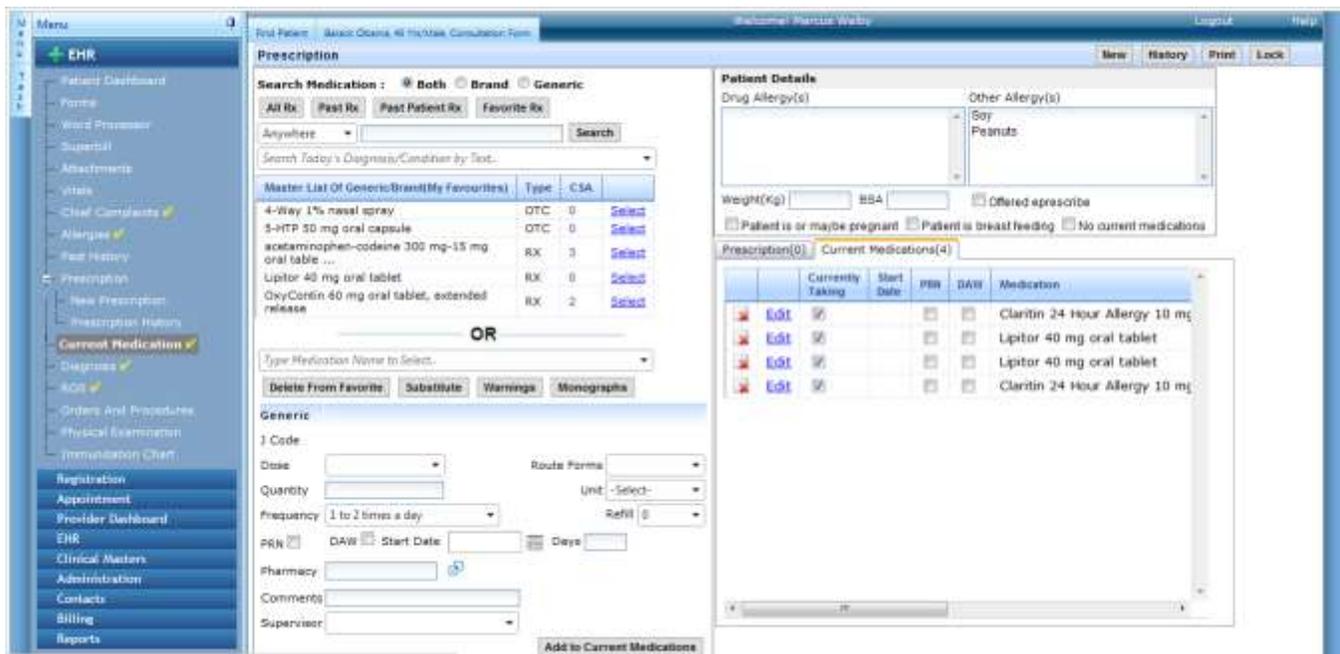
Medication Grid: The medication name and dosage can be selected from the search results. Also displayed are the type, CSA code (click to display the description), and click select to select that medication.

Type Medication: The medication name can also be typed and searched through the knowledge base or a medication can be typed.

Add to Current Medications: Click this button to save the entered medication to the list. Another medication can be entered. Check the Currently Taking medication box in the current medications list to indicate the patient is taking this medication.

All other fields can be typed, but they are not required. If a medication in the list is not currently being taken, remove the check box for that medication under the currently taking column. If no medications are currently being taken, check that box, and then click the Save button. When the medications list is finalized, click the Lock button.

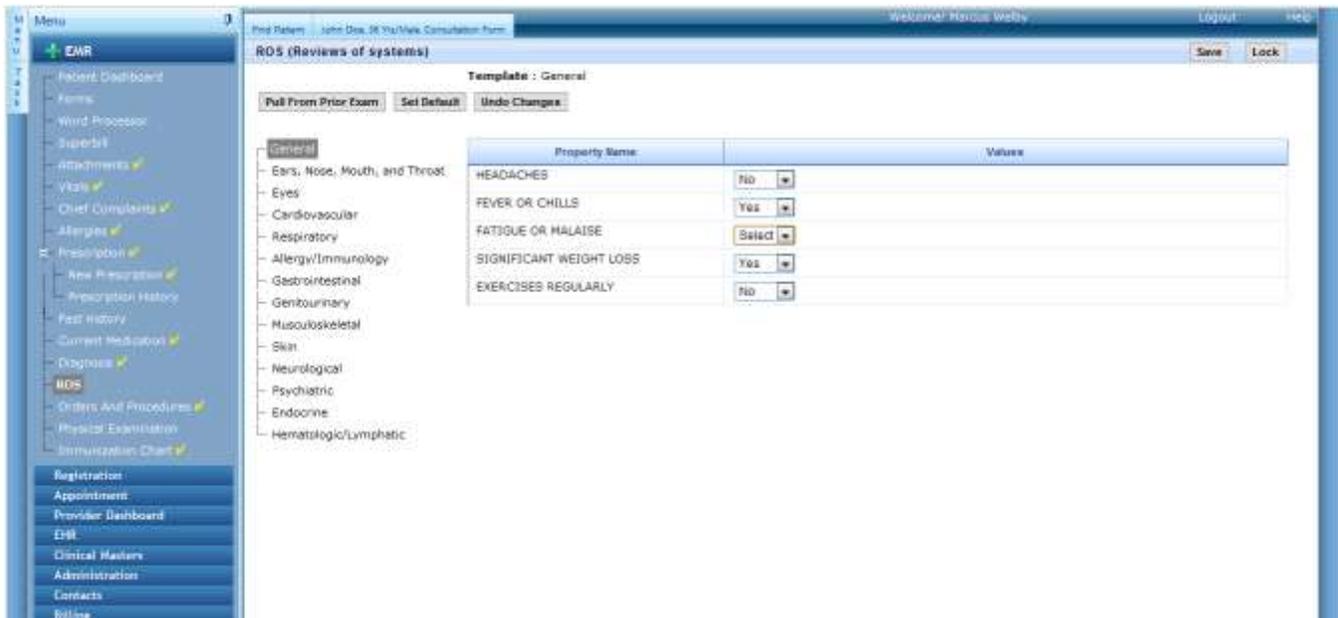
Lock: This button indicates that the current medication has been completed and will not change the text in the note if the note text is updated.



Review of Systems

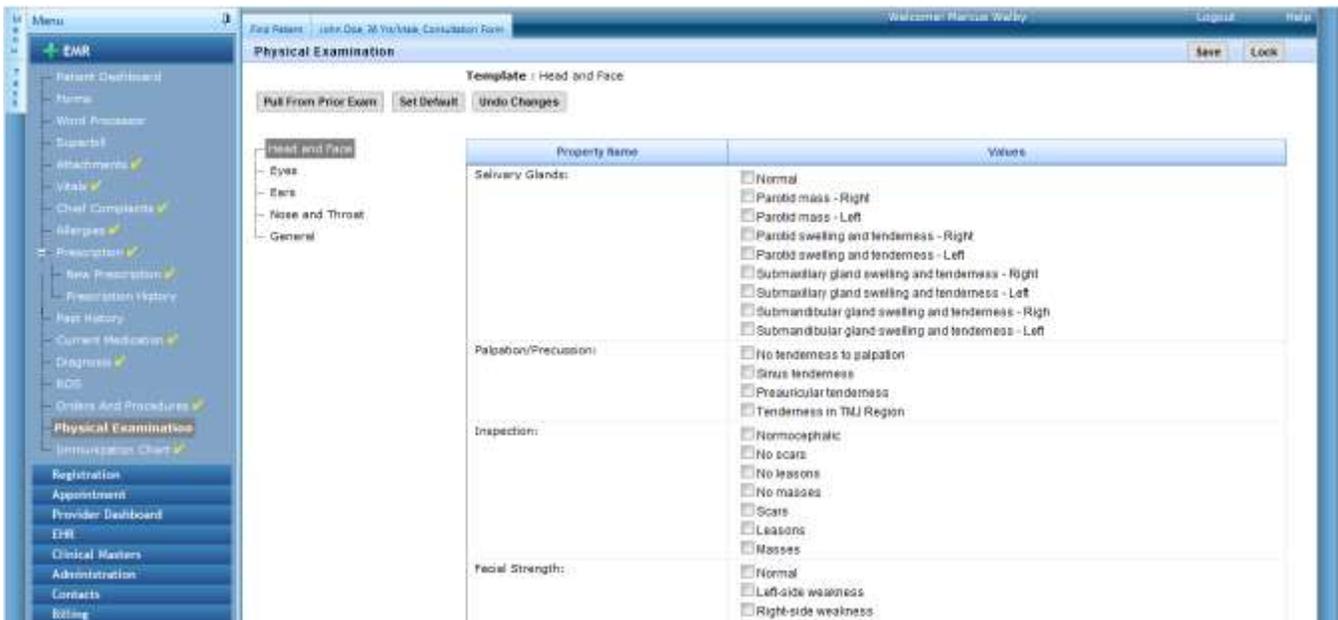
This screen is an example of the review of systems template. Previous review of system data can be pulled into this review. The defaults set in the template can be set or selections can be undone. ROS separates answers into positive or negative findings. Pressing the Save button saves all answers in all sections. Lock indicates that the ROS is finalized and displays a red check mark on the menu.

Checking Pull forward for Next Encounter will automatically put the data from this encounter into the next encounter. The information can be modified, but if it remains unchanged, there is no reason to open this template, which saves time.



Physical Exam and Custom Templates

This custom form is used as a physical exam. Data can be pulled from the prior exam or set as default settings, such as normal. This template supports custom section names and fields. The field types are check boxes, pull downs, Boolean, date, word processor default text, and text boxes. Information can be set by gender and displayed in a table. See the Clinical Master Guide on how to create and modify templates and forms.



Diagnosis

The diagnosis template enables the patient's diagnosis or diagnoses to be selected. These medications are then checked for drug-to-drug interactions with the ordering prescription.

All Diagnosis: Click this button displays all diagnosis in the ICD9 database and allows them to be searched. Type part or the entire name of the diagnosis to added to the list of diagnosis or chronic diagnosis. Click the number at the bottom of the table to display the next 8.

Past Diagnosis: Clicking this button displays all medications that the provider has saved in the past. Selecting one of those diagnoses will display all fields saved with that diagnosis.

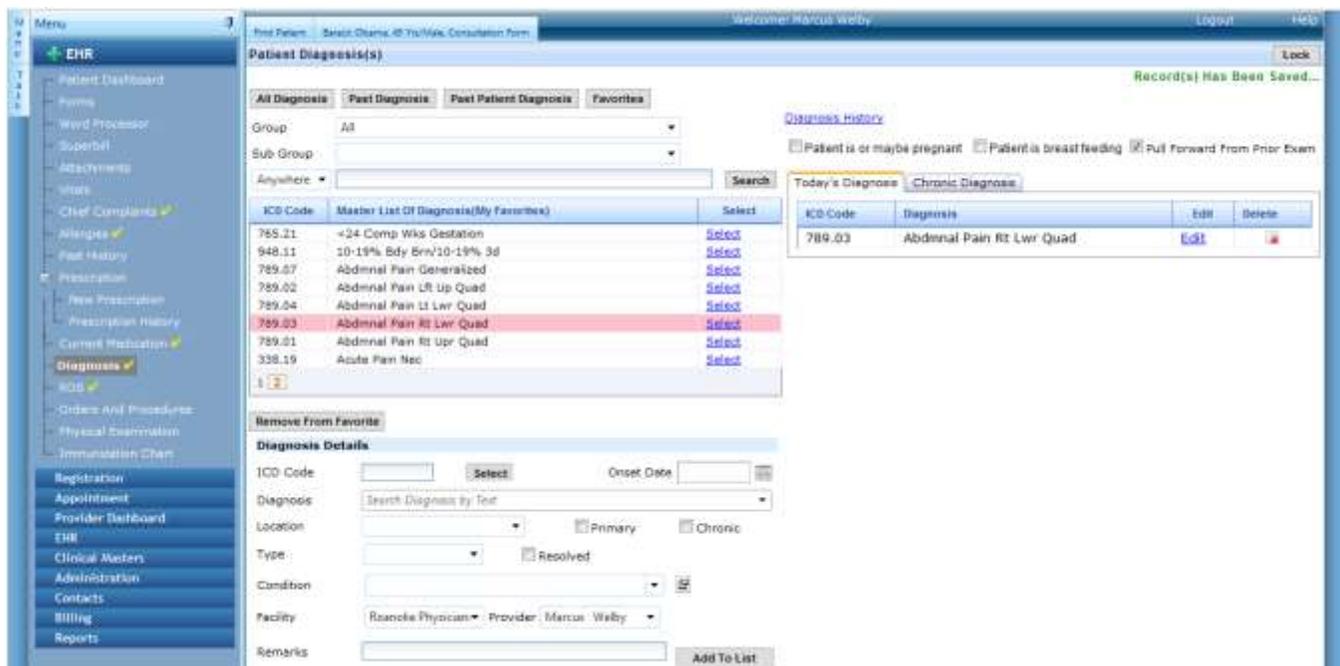
Past Diagnosis: Clicking this button displays all diagnoses that have been made for this organization in the past. Selecting one of those diagnoses will display all fields saved with that diagnosis.

Favorites: Click this button to display a list of diagnosis the provider uses. If there are more than 8 listed, click the number at the bottom of the table to show the next 8.

Group: Select the ICD9 diagnosis group to filter by the code category. This is optional.

Subgroup: After selecting the group, a subgroup to further search for a code. This is optional.

Diagnosis Grid: The ICD9 and description are displayed after search results. Also displayed are the type, CSA code (click to display the description), and click select to select that medication.



ICD9: This box displays the selected ICD and allows a code to be entered and located by clicking Select.

Onset Date: This is the date that the problem started.

Diagnosis: The diagnosis selected above will appear here or the diagnosis name can be typed.

Location: The location of the diagnosed problem can be selected.

Primary: Checking this box indicates in the note that this is the primary diagnosis and puts the diagnosis first in the note.

Chronic: This check box will add the problem to the chronic problems list. Click on the Chronic tab to see Chronic problems.

Type: The location of the diagnosed problem can be selected.

Location: The location of the diagnosed problem can be selected.

Resolved: Checking this box indicates in the note that this the problem has been resolved.

Location: The location of the diagnosed problem can be selected.

Add to List: This button saves the selected problem and allows another to be entered.

Remarks: Remarks can be added to the end of the chief complaints section.

Pull Forward for Next Visit: Checking this box will automatically enter the chief problems in the next patient visit. This allows the information to remain the same in the next visit or can be edited and updated.

Save: Saves the Remarks and Check boxes.

Diagnosis History

Clicking Diagnosis History displays this screen. Use the full down options to filter the table. Check any prior diagnoses and click Add to Today's Diagnosis to add them to the current diagnosis or make chronic.

| Visit Date | ICD Code | Diagnosis | Onset Date | Location | Type | Condition(s) | Primary | Chronic | Resolved | Remarks |
|------------|----------|----------------------------|------------|----------|-------|-----------------|---------|---------|----------|---------|
| 11/20/2010 | 944.16 | 1 Deg Burn Back Of Hand | 11/04/2010 | Left | Acute | Stable,Severe | Y | | | |
| 11/20/2010 | 765.21 | <34 Comp Wks Gestation | 11/03/2010 | Left | Acute | Stable | | Y | | |
| 11/20/2010 | 789.07 | Abdominal Pain Generalized | | | Acute | Severe,Worse | Y | | | |
| 12/06/2010 | 079.2 | Coxsackie Virus Inf Nose | | | Acute | Stable,Improved | Y | | | |

Prescriptions

Prescription template uses a Lexi Comp knowledgebase to allow medication to be recommended by diagnosis or condition, generic or brand, and search by name. Selecting a medication displays the CSA level and if it is

available as over the counter. Substitute medications, warnings and patient monogram information are also provided. Current medications and allergies are checked. Formula is also recommended and alerted if out of the normal range based on weight and age. Warnings are provided for pregnant and breastfeeding.

Search: Brand or Generic or Both: Allows the medications knowledge based to be filtered by generic or brand or both.

All Rx: Click this button displays all medications in the Lexi Comp database and allows them to be searched. Type part or the entire name of the medication to added to the current medications list. Click the number at the bottom of the table to display the next 8.

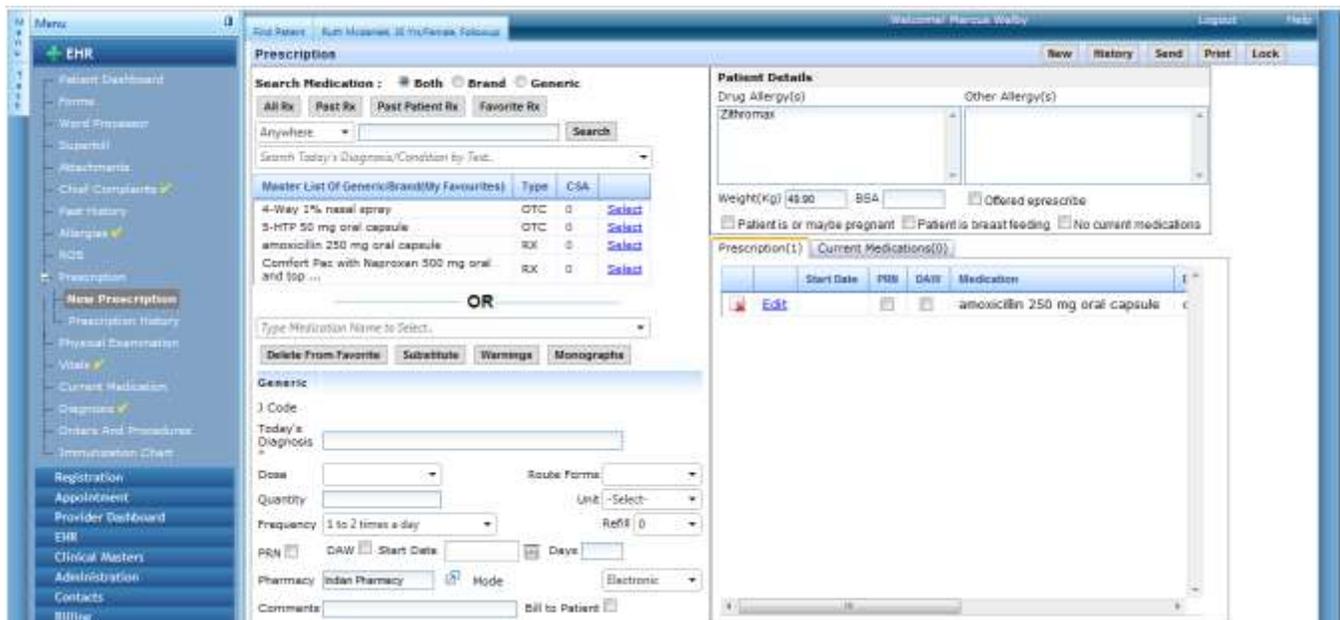
Past Rx: Clicking this button displays all medications that the provider has saved in the past. Selecting one of those medications will display all fields saved with that medication.

Past Patient Rx: Clicking this button displays all Rx that the patient has been prescribed by this organization in the past. Selecting one of those medications will display all fields saved with that medication.

Favorites: Click this button to display a list of medications the provider uses. If there are more than 8 listed, click the number at the bottom of the table to show the next 8.

Medication Grid: The medication name and dosage can be selected from the search results. Also displayed are the type, CSA code (click to display the description), and click select to select that medication.

Type Medication: The medication name can also be typed and searched through the knowledge base or a medication can be typed.



Diagnosis: One or more diagnosis entered on the diagnosis screen can be entered here.

Dose: The selected dose appears in the field.

Form: The selected form appears in this field.

Quantity: The quantity of the medication is recommended and can be changed.

Unit: The unit of medication appears here unless it needs to be selected.

Frequency: How often the medication should be taken is entered here.

Refill: The refill amount is selected or typed here.

PRN: Checking this box means to take only as needed (“pro re nata”).

DAW: Checking this box indicates to dispense the medication as written.

Start Date: The start date for taking the medication is entered here.

Days: The days a medication should be taken are entered here.

Pharmacy: The default pharmacy comes from the patient registration, but the list of pharmacies comes from Surescripts.

Mode: The mode sets the method that a prescription is sent.

Comment: Any comments for the patient are typed here.

Days: The days a medication should be taken are entered here.

Bill to patient: Checking this box indicates the patient should be charged for the medication.

Supervisor: If a supervisor needs to be assigned to a prescription, select the provider here.

Patient maybe pregnant: If the patient is or maybe pregnant certain medications should not be prescribed. An alert is displayed with this warning.

Patient is breastfeeding: If the patient is breastfeeding certain medications should not be prescribed. An alert is displayed with this warning.

Offered eprescribe: This check box allows a provider to track if they offered electronic prescription filling to the patient.

Add to Prescription: The entered prescription is added to the prescribe list. Another prescription can now be selected or sent

Allergies come from the Allergies module. The weight and BSA comes from Vitals.

Send: This button displays a summary of the medications being ordered and allows the prescription to be printed or sent electronically.

Lock: This button indicates that the prescription has been printed or sent and is finalized. The text in the note is finalized and can be updated in the note.

Prescription History & Refill

The prescription's ordered previously or entered as current medications display in this list. Refills also appear and can be accepted or rejected.



Orders (Labs, Imaging, etc) & Procedures

Prescription template uses a Lexi Comp knowledgebase to allow medication to be recommended by diagnosis or condition, generic or brand, and search by name. Selecting a medication displays the CSA level and if it is available as over the counter. Substitute medications, warnings and patient monogram information are also provided. Current medications and allergies are checked. Formula is also recommended and alerted if out of the normal range based on weight and age. Warnings are provided for pregnant and breastfeeding.

Search: Brand or Generic or Both: Allows the medications knowledge based to be filtered by generic or brand or both.

All Services: Click this button displays all services (CPT & HCPCS & Custom) from the AMA CPT database and allows them to be searched by category and name/number. The form information changes for labs, radiology and all other services.

Past Services: Clicking this button displays all medications that the provider has saved in the past. Selecting one of those medications will display all fields saved with that medication.

Past Patient Services: Clicking this button displays all services that the patient has been ordered or procedure performed by this organization in the past. Selecting one of those services will display all fields saved with that service.

Favorites: Click this button to display a list of services the provider uses. If there are more than 8 listed, click the number at the bottom of the table to show the next 8. To remove the service from the list, click the Remove from Favorites button.

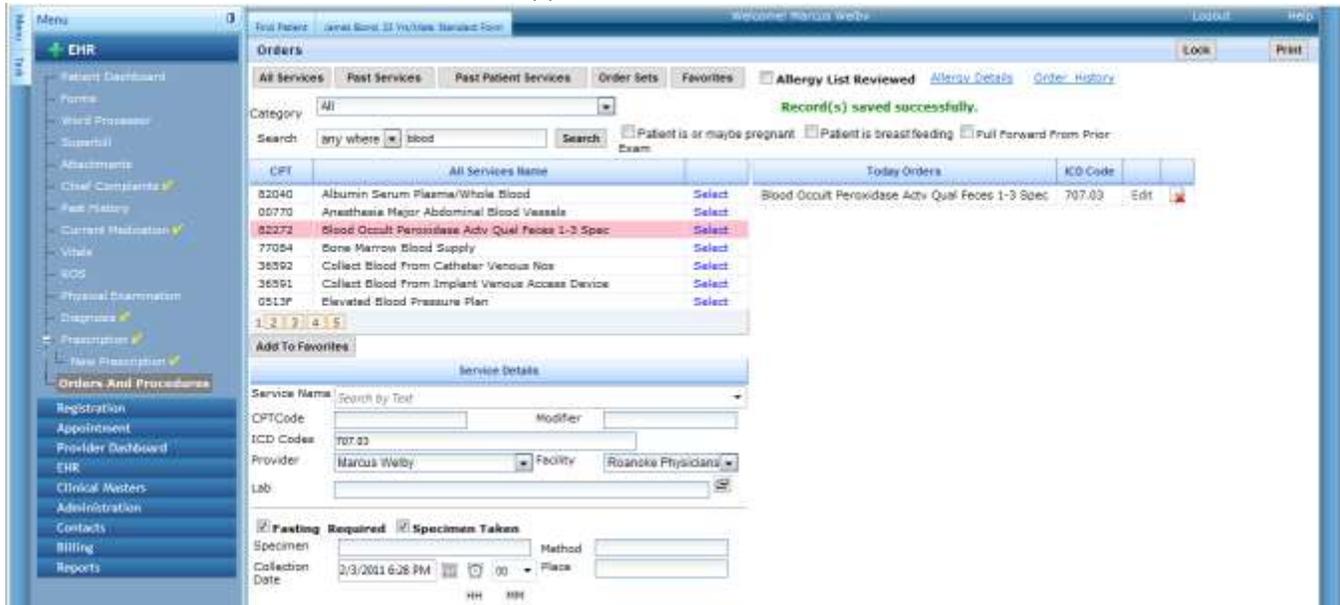
Services Grid: The services and codes can be selected from the search results. Putting the cursor over the name will display the long description of the service.

Add to Favorite: This button allows the selected service to be added to the favorites list.

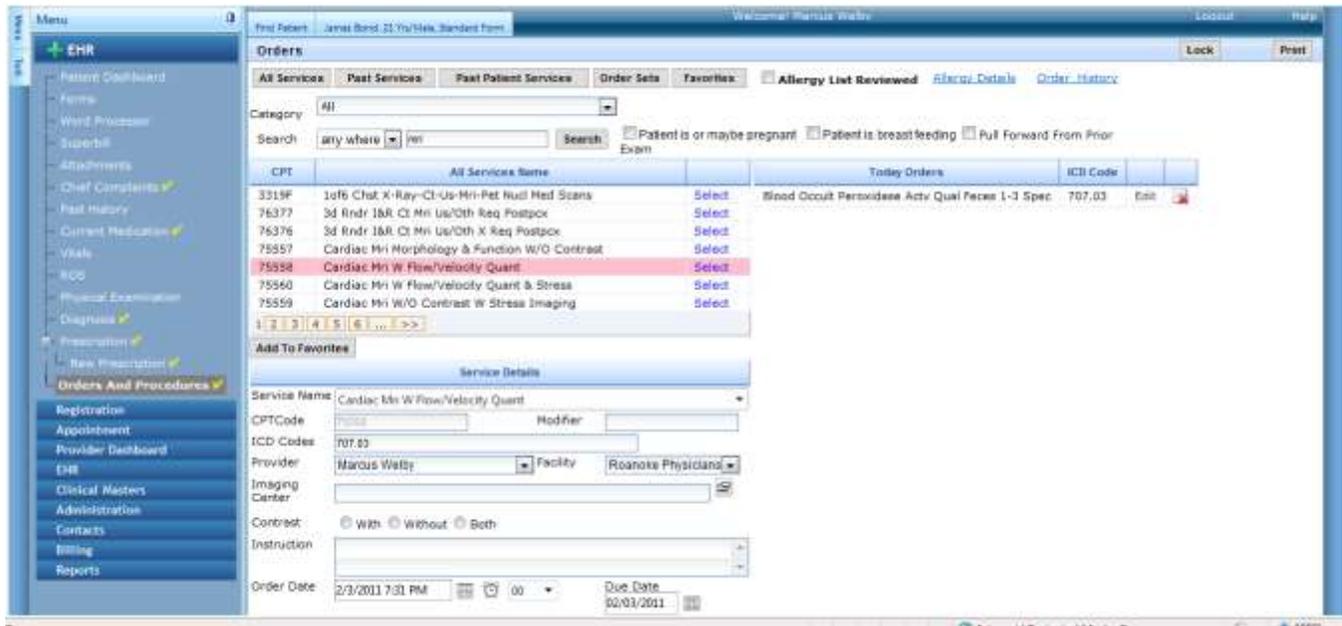
Lab Order Type Selected: If a lab service is selected, a lab order form displays with collection information.

Lab: A default lab comes from the patient registration or a lab can be selected from Contacts.

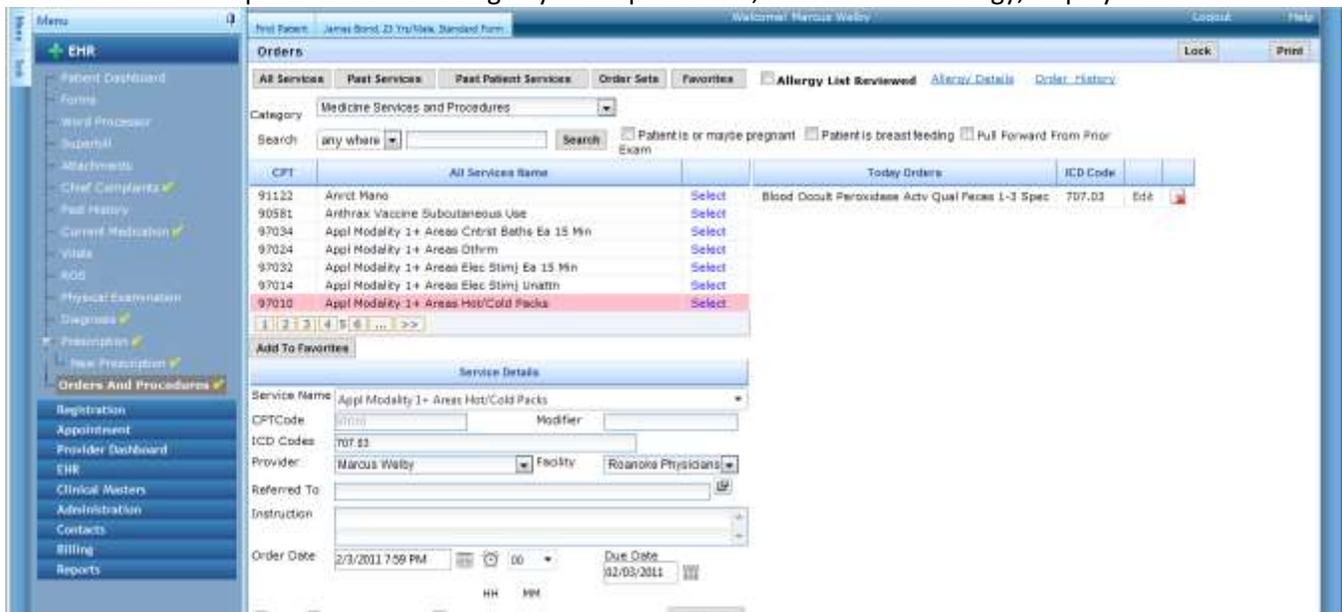
All other lab information can be entered to appear on the order form.



Radiology Orders: Selecting a radiology service displays a radiology order form.



All other orders and procedures: Selecting any other procedure, but lab and radiology, displays this screen:



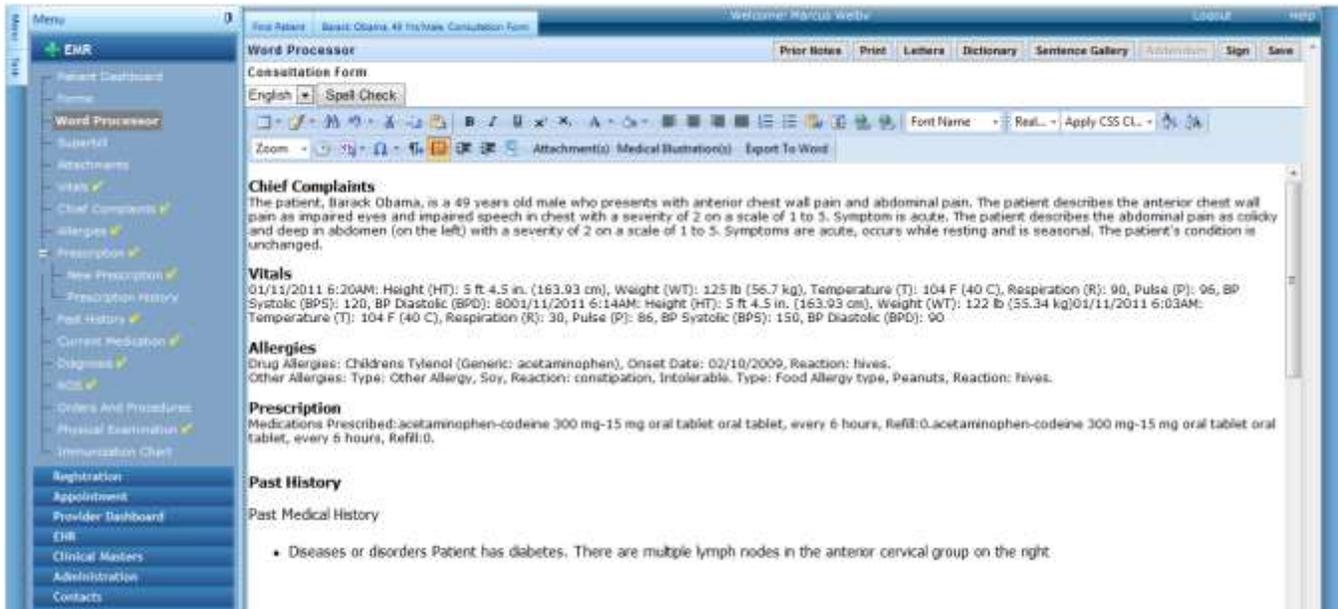
Add to List: Click this button to save the order information and add the order to the list. Another order can then be added.

Print: This button prints the order.

Lock: This button locks the order from being changed and locks the text in the note from being updated by the template.

Word Processor

The Enabledoc word processor provides advanced word processing technology found in MS Word, but is usable from any web browser. All templates send the resulting text into the word processor. The text from the templates will reload into the word processor unless a template is locked. This is important to now because typing into the note close to a template section or in a section will be deleted unless a template is locked and the note is saved.



Word Processor Features:

Spell Checker: A medical dictionary has been added into the system, but words can be imported from a text file with one word per line. Click the Dictionary button to do this and see the Administration manual. Words can be added to the system as they are being corrected. As words are checked, they can be ignored, added, or changed. When all the words are checked, this dialogue box disappears.

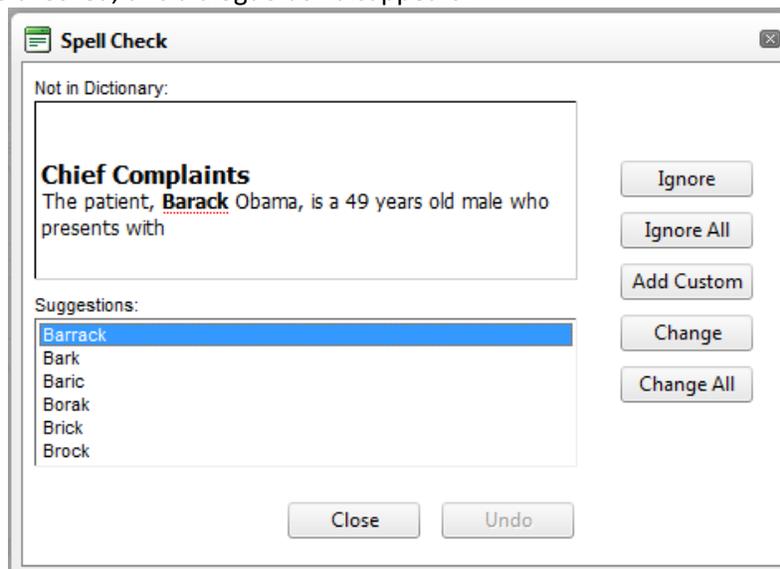
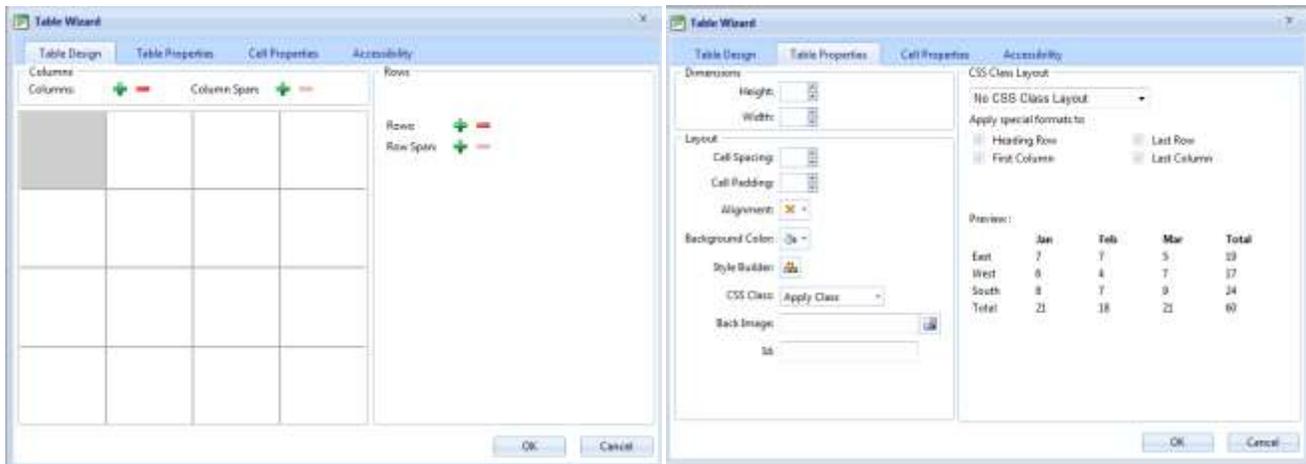
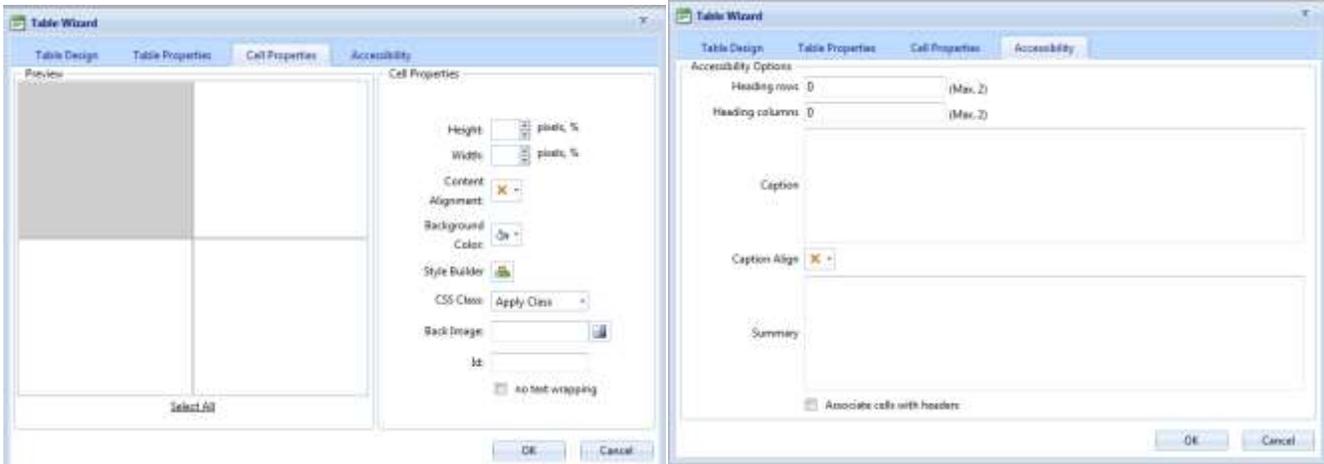


Table Wizard : Tables can be added anywhere in the document. Place the cursor where you want the table to appear. Click on the table icon and select the number of columns and rows:

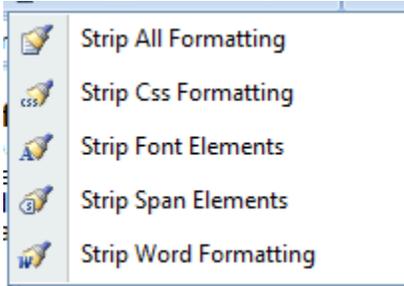


Select the table and drag it to change the size in the document or right click on it and select properties to should this dialog used to format the table. This screen enables the number of columns and rows to be increased or decreased. Table properties tab sets the tables size. Several layout styles can be selected for the table. Just select the style from the CSS Class Layout pull down. Cell properties set the cell size, alignment, color, and size. Accessibility sets the table heading and caption.

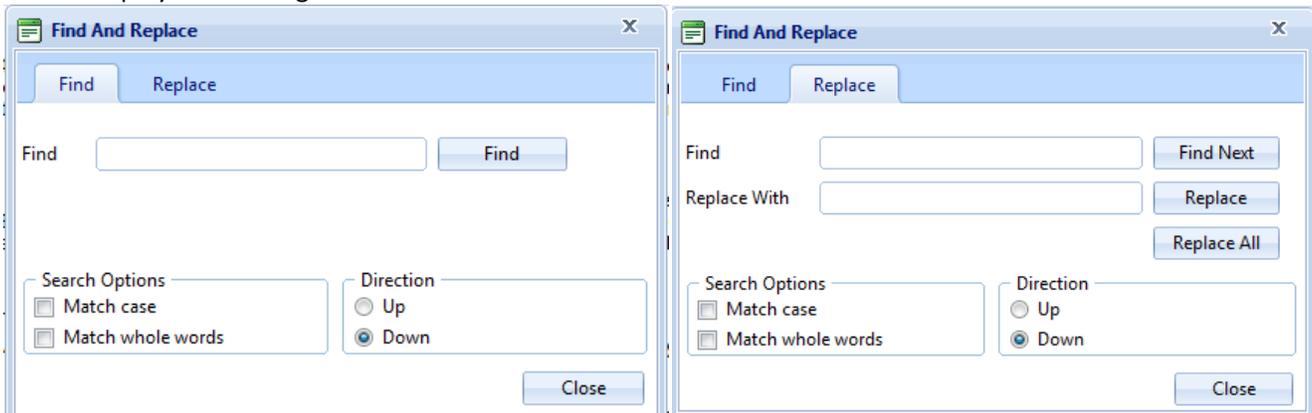




 **Format Stripper:** This button allows formatting to be removed from text. This is helpful when cutting and pasting text from different sources to prevent unwanted formatting to appear in a note. The format stripper options appear in this pull down menu:



 **Find and Replace:** This button allows text to be searched for and replaced in the document. Clicking this button displays this dialog box:



To find a word, type in a word(s) and click the Find button. Click the Match Case box to find only the words that exactly match this case. Click Match whole words box to require a match of the entire word(s). The search direction can also be set up or down. Click the Replace tab to replace words. Click the Close Button to return to the word processor.

 **Undo:** Removes the last word processor operation. This does not apply to template related changes.

 **Cut:** Highlight a word or sentence and click this button to remove it.

 **Copy:** Highlight one or more words and click this button to copy it.

 **Paste:** Once copy or cut is used, paste allows the words to be pasted where the cursor is located.

 **Bold, Italics, Underline, Superscript, and Subscript:** This button options change the formatting of the highlighted text.

 **Text Color and Background color:** Highlighting text and clicking these buttons will change the text color or the background color.

 **Alignment:** These buttons set the alignment of the text.

 **Numbers:** This button adds numbers to text.

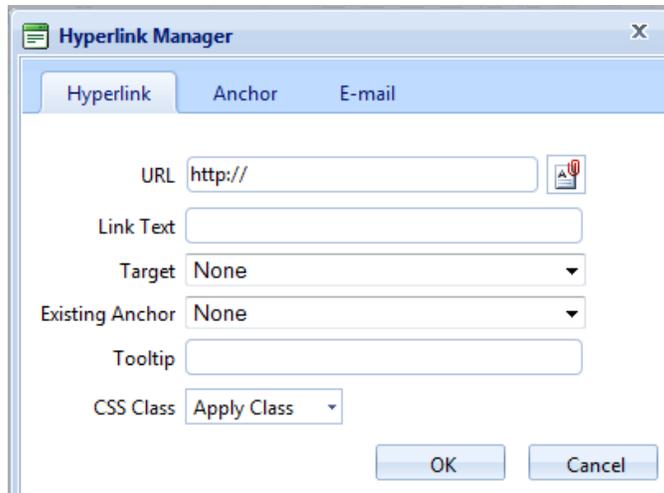
 **Bullets:** This button adds bullets to text.

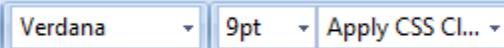
 **Paste from Word:** This button pastes properly from MS Word.

 **Date:** Inserts the current date.

 **Time:** Inserts the current time.

 **Link:** This button displays this dialog box to add a link to a web site.



 **Font, Font Size, & Styles:** Select a font, font size, and styles.

 **Convert to lower and upper case:**

 **Zoom:** Zoom in and out with this button.

 **Full Screen:** Expand the word processor to the width of the screen.

 **Symbols:** Select from a list of common symbols to insert into the note.



New Line: Adds a new line.



Indent and outdent: Indents or outdents the text.

Attachment(s)

Images in the patient attachments can be selected to display in the note.

Medical Illustration(s)

Anatomy images can be inserted into the note.

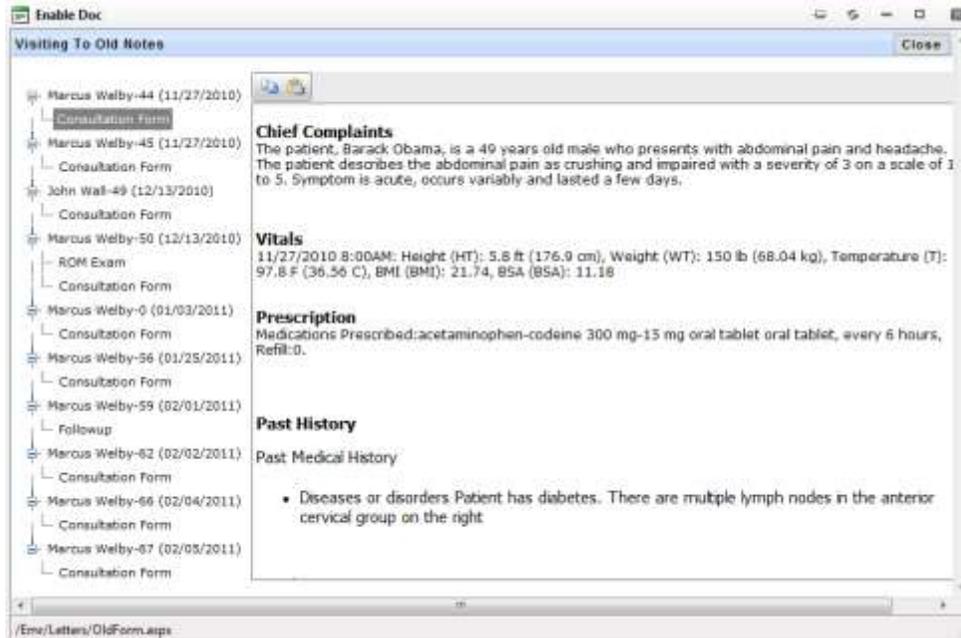
Keyboard functions: These functions are available from the keyboard.

- F10 - moves the focus on the first tool on the toolbar
- Find Dialog - CTRL+F
- Hyperlink Manager Dialog - CTRL+K
- Remove Hyperlink - CTRL+SHIFT+K
- Image Manager Dialog - CTRL+G
- Bold - CTRL+B
- Italic - CTRL+I
- Underline - CTRL+U
- Undo - CTRL+Z
- Redo - CTRL+SHIFT+Z, CTRL+Y
- Cut - CTRL+X
- Copy - CTRL+C
- Paste - CTRL+V
- Select All - CTRL+A

Sign Note: Click sign note will put the signature for this provider as the signature and indicate that the note was electronically signed. If the note is signed by someone other than the physician assigned to this patient encounter, then the note will indicate that it was signed on behalf of the patient's physician. A note can be unsigned, if the employee setting allows a note to be unsigned.

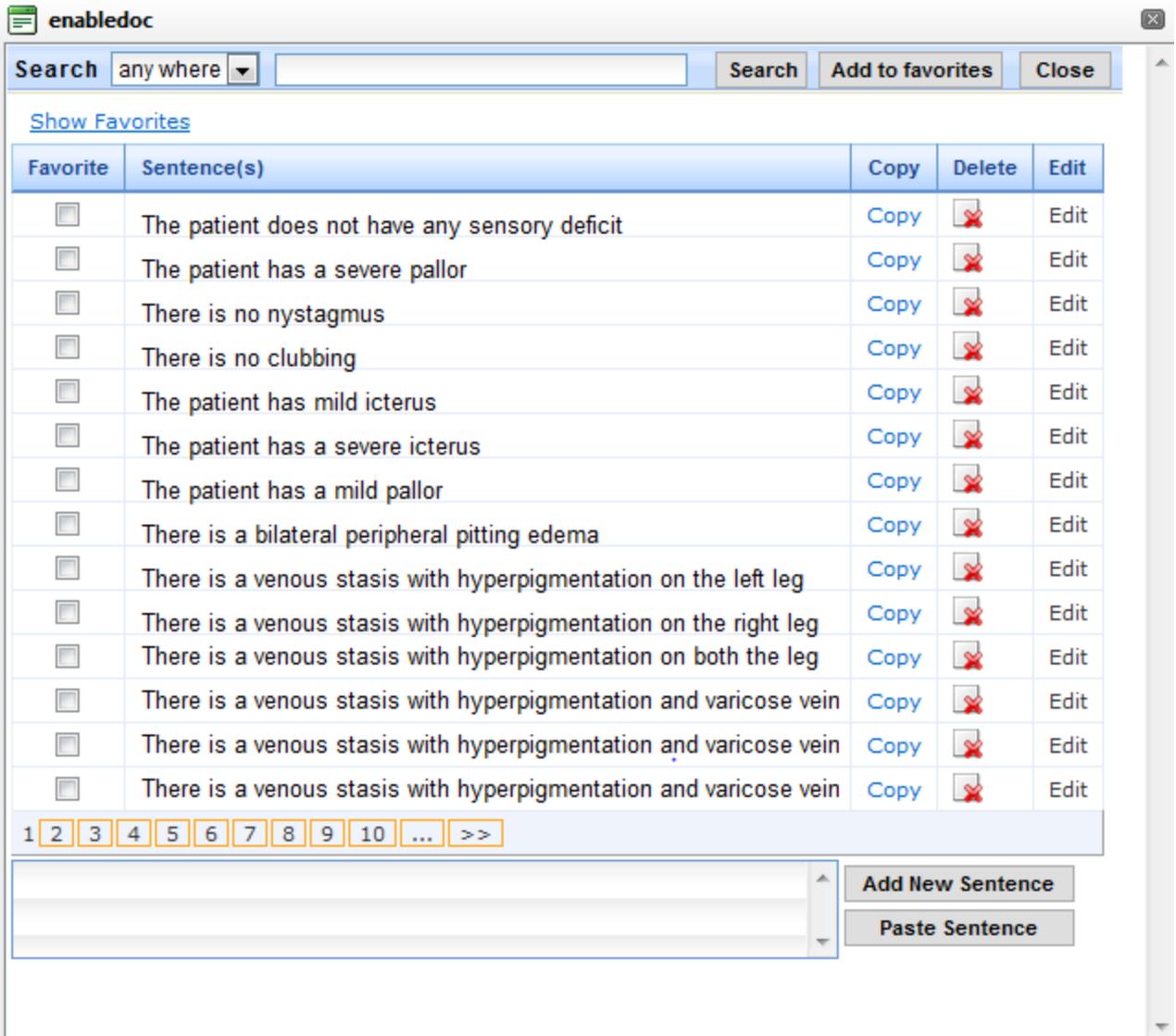
Addendum: An addendum can be added to a note to update that note. The Addendum appears after a original note.

Prior Notes: This button provides quick access to view previous notes and allows part of all of the note to be pasted into the current note.



Print: Prints the note onto the letterhead and with a template table if selected. The note appears in a PDF.

Sentence Gallery: Frequently used sentences can be saved in the Sentence Gallery. Click Copy next to a sentence and then paste Sentence to paste. You can add or change the sentence before pasting and can add the sentence to the list. Click the Add to favorites button to add the sentence to the favorites list, which can be displayed by clicking Show Favorites.



Letters: Displays a dialog both that allows the note to be inserted into a letter or attached. Select who the letters is to be addressed to. The name and address is inserted into the letter.

Type: this allows different types of template letters to be created and saved by clicking the Save Template Button. Click New to add a new template name, then select the name and type a new greeting.

Display in Letter: This displays the not in the letter. Otherwise it will be an attachment.

Addressing: This is a template that can be saved. Click New to add a dressing.

Cc: The letter can be carbon copied to anyone in the Contacts database.

H: Allows text from the sentence gallery to be added to the note.

Sign Letter: Allows the letter to be signed electronically.

Save: Saves the letter.

Print: Prints a saved letter.

Letters Letter Saved Print Save Sign In Close

To Patient Insurance Contacts Referring Physician Primary Care Physician

Dr. Marcus Welby
2002 Marcus Way Drive
New York, New York 23100

Type Consultation Display in letter

Addressing Dear, Barack Obama

Greetings Thank you for the patient referral. Here are my findings:

Body

Chief Complaints
The patient, Barack Obama, is a 49 years old male who presents with anterior chest wall pain and abdominal pain. The patient describes the anterior chest wall pain as impaired eyes and impaired speech in chest with a severity of 2 on a scale of 1 to 5. Symptom is acute. The patient describes the abdominal pain as colicky and deep in abdomen (on the left) with a severity of 2 on a scale of 1 to 5. Symptoms are acute, occurs while resting and is seasonal. The patient's condition is unchanged.

Vitals
01/11/2011 6:20AM: Height (HT): 5 ft 4.5 in. (163.93 cm), Weight (WT): 125 lb (56.7 kg), Temperature (T): 104 F (40 C), Respiration (R): 90, Pulse (P): 96, BP Systolic (BPS): 120, BP Diastolic (BPD): 8001/11/2011 6:14AM: Height (HT): 5 ft 4.5 in. (163.93 cm), Weight (WT): 122 lb (55.34 kg)01/11/2011 6:03AM: Temperature (T): 104 F (40 C), Respiration (R): 30, Pulse (P): 86, BP Systolic (BPS): 150, BP Diastolic (BPD): 90

Allergies
Drug Allergies: Childrens Tylenol (Generic: acetaminophen), Onset Date: 02/10/2009, Reaction: hives.
Other Allergies: Type: Other Allergy, Sex: Reaction: copation, Intolerable: Type: Food Allergy type

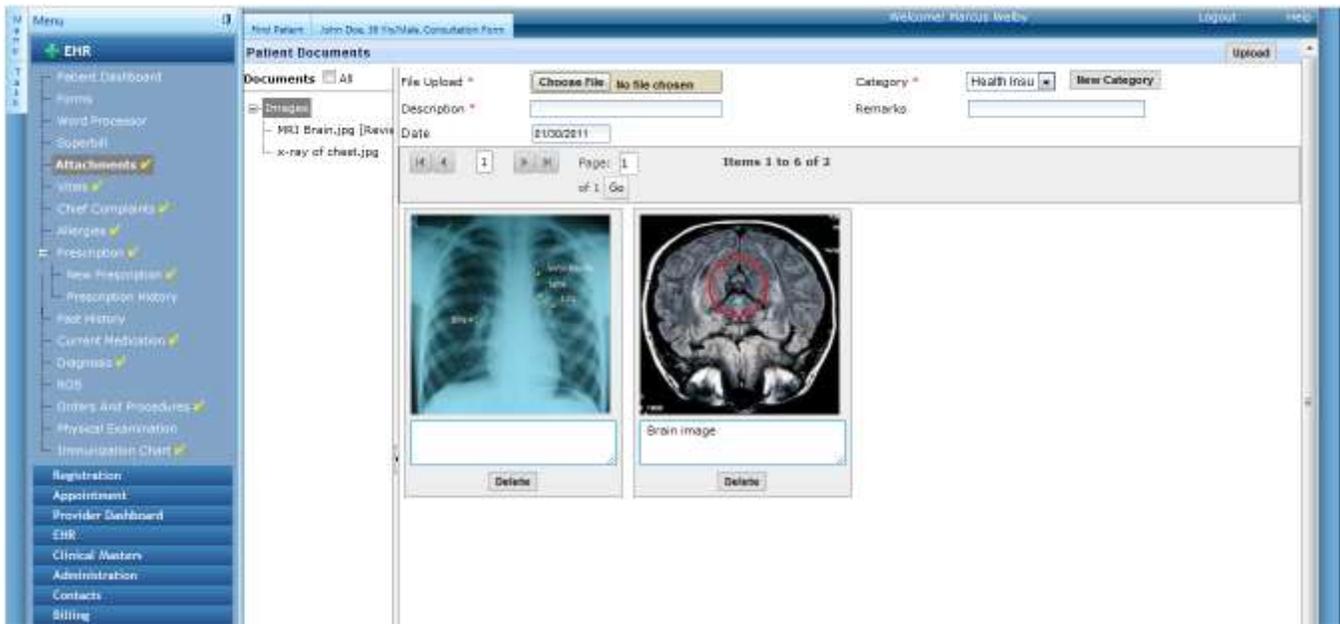
/Emr/Letters/Default.aspx

Attachments

Documents and images can be attached into custom folders for each patient. A description and remarks can be made about the attachment. Each attachment can be marked as reviewed.

Create a Category: Click this button to add a new category to save files to.

Add Attachment: Select a Category, click choose a file from your hard drive, and select the file. Type a description and any remarks, then click the Upload button. The file will appear below.



Contacts

The contacts module is used to store all referring physician, labs, radiology, and any other contacts for the organization. It is used to select labs, radiology, and physicians for patient care. Clicking Contacts displays all contacts. Custom categories can be created. Referring physicians will only display from the Provider category. Labs will pull from the Labs category. Radiology imaging contacts will display from the Imaging category.

To add a new contact, click the New button and this screen appears:

Add Contact

Category

Prefix First Middle Last Suffix

Company Name Location

Address State

City

Zip

Specialty

Main Phone Home Phone Mobile Phone

Pager Number Fax Number

Email Birthday

Notes

NPI NCPDPID DEA Number CLIA Number

Reserved 1 Reserved 2 Reserved 3

Reserved 4 Reserved 5

Active

Read Only

[Cancel](#) [Submit](#)

To create a new category, click Contacts Category and this screen displays:

| Name | Active | |
|----------------|-------------------------------------|--------|
| Pharmacy | <input checked="" type="checkbox"/> | Select |
| Lab | <input type="checkbox"/> | Select |
| Imaging Center | <input type="checkbox"/> | Select |
| Organization | <input type="checkbox"/> | Select |
| Provider | <input type="checkbox"/> | Select |

Click New to add one or click Select to edit a category.

Add Category

Name

Active

[Cancel](#)

