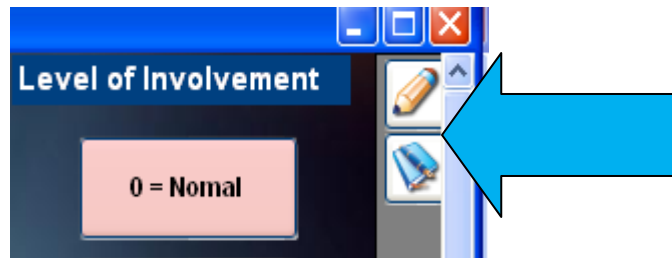


Categories

The Electronic Medical / Health Records program is shipped with a preconceived set of templates; these are all completely customizable to meet your needs and your style of practice. The EMR has a “template builder tool” that allows you to create or delete buttons, as well as add, delete, or amend report verbiage.

Notice the template builder tools in the upper right corner of your screen:



The pencil icon and the book icon are all the buttons needed for beginning customization.




Adds New Controls and edits Control Positions. Also launches Customization Toolbar.

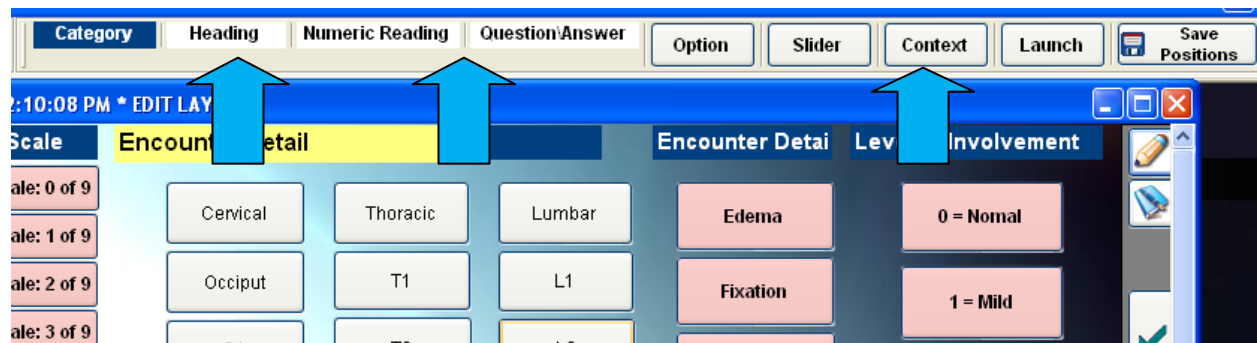


Edits Verbiage Button

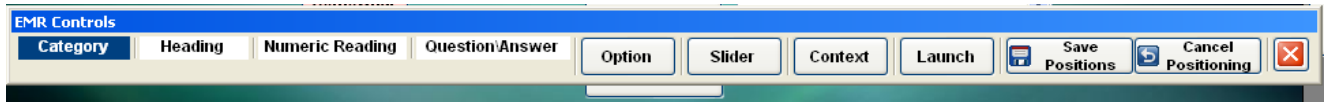
You will also need to understand that the EMR buttons are arranged by categories and you must understand the type of category you are creating.



Click the pencil icon  to engage the EMR customization toolbar. It will appear in the upper right hand corner of your screen, making it somewhat difficult to detect:



To optimize the toolbar feature, click on the grey area of the toolbar, then hold your mouse down and drag it down on your screen. You can place this toolbar anywhere on your screen that will allow you to view the entire toolbar.

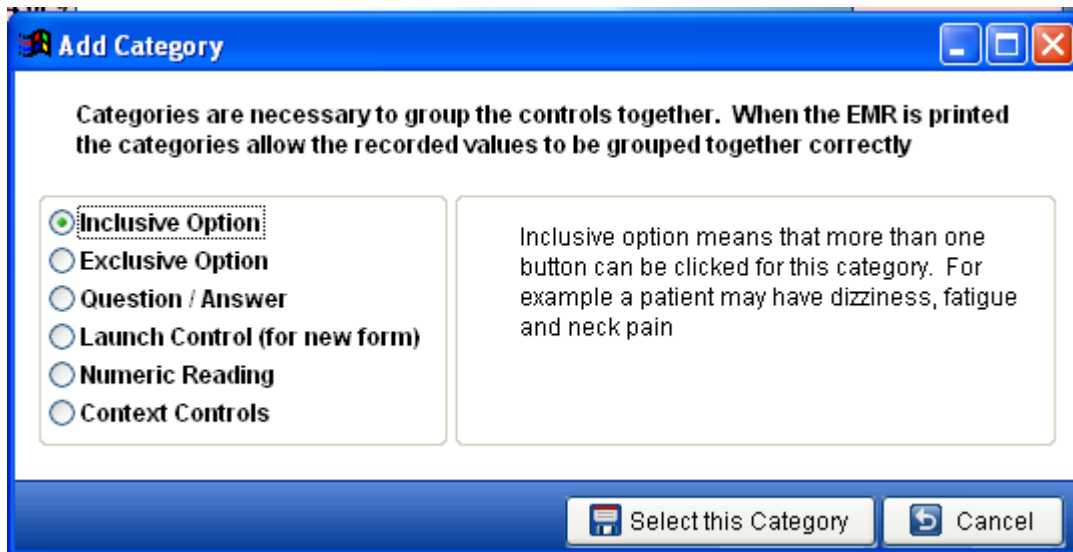


Starting from the left, we will discuss the toolbar:

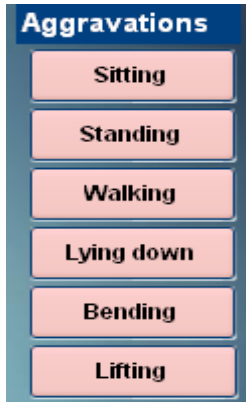
Category



Categories are necessary to group the controls together. When the EMR is printed the categories allow the recorded values to be grouped together correctly. Click on this category button, and then drag the box onto your screen to bring up this box that allows you to create the different categories:



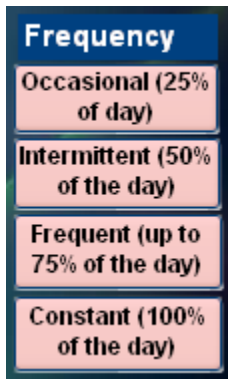
Inclusive Option:



The screenshot shows a vertical list of six buttons under the heading 'Aggravations'. The buttons are labeled: Sitting, Standing, Walking, Lying down, Bending, and Lifting. Each button is light pink with a dark border.

The first option, “Inclusive,” creates a category where multiple options can be chosen. If you have a list of 30 symptoms, the patient needs to be able to choose more than one of these symptoms. A good example of an Inclusive category can be seen with the “**Aggravations**” category we created on the Chief Complaint screen. This allows you to choose more than one option from this category.

Exclusive Option:



The screenshot shows a vertical list of four buttons under the heading 'Frequency'. The buttons are labeled: Occasional (25% of day), Intermittent (50% of the day), Frequent (up to 75% of the day), and Constant (100% of the day). Each button is light pink with a dark border.

The “Exclusive” option is almost opposite of Inclusive, you can only choose one option for the category. With this provided example there is only one option that would make the Frequency category applicable. Hence, the category is called “exclusive.” The exclusive option is used whenever, by definition, one choice excludes all others.

Question / Answer:

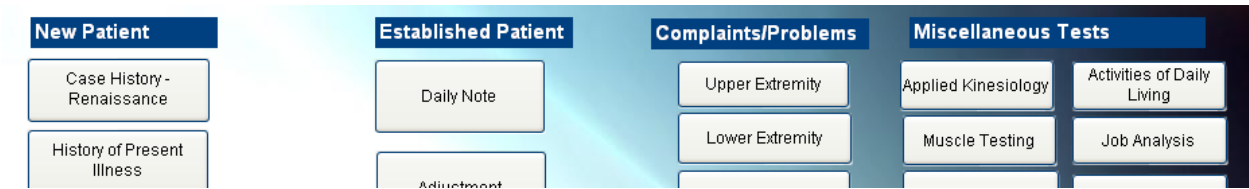


The screenshot shows a question in a dark blue box with white text: "How are you feeling today?"

You may want to set up this type of category on some of your templates. Using the Q&A category will then allow you to add option buttons under the category. For example, we created this Q & A called ‘How are you feeling today?’ Now, we can add either inclusive or exclusive options that are designed to answer the question.

Launch:

A “Launch” button functions to move your EMR to a different screen. If you look at the “Home” template, it is populated with launch buttons:



You can choose to create a launch button that moves to an already existing EMR template, or create a template of your own.

Numeric Reading:

A Numeric Reading allows you to record values using the on screen numeric keypad. First you will have to set up the category using this option. Once you create the Numeric Reading category with this option, then you can add the options using the **Numeric Reading** button.

Context Buttons:

A Context Control creates the verbiage that precedes the chosen options. For example the context controls could be the parts of the body, the options on the screen (mild pain, severe pain, etc.) would then apply to these context buttons.

This section introduces you to the various categories involved in the Electronic Medical / Health Records. As you move through this manual, we will explain, in depth, how to customize your EMR. You will also work live with Clinic Pro technicians when ready to customize.