

Getting Started

BEFORE BEGINNING THE EMR, THERE ARE A FEW THINGS TO PREPARE IN CLINICPRO!

ClinicPro and the Electronic Medical records are interacting programs. For starters, the ClinicPro Scheduler and the EMR are designed to share appointment information. If you currently do not use the Scheduler, this design may convince you to do so now. You will also have to add a status to your patient's appointment on the ClinicPro Scheduler for full functionality. (Example: "arrived")

In the Electronic Medical Records, the Patient List can be viewed through 3 different modes:



All Patients

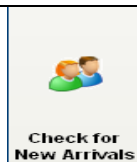
View your entire ClinicPro patient list in this mode

Scheduled

View solely the patients you have scheduled for that particular day in this mode.

Scheduled (Arrived Order)

View the patients you have arrived in the ClinicPro Scheduler, IN THE ORDER that you arrived them for that day. The **Check for New Arrivals** button refreshes this option for you. When you click this button, the patients for whom you have already completed notes will vacate the list, and the new arrivals will appear.

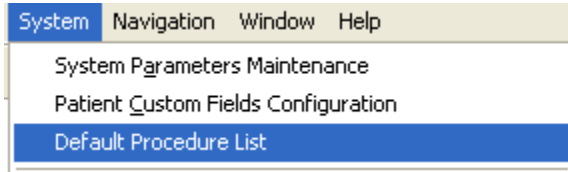


Having these modes will relieve you of the burden of having to scroll through your entire ClinicPro patient list. Despite the fact that you have the ability to assign "Inactive" status to the patients in the ClinicPro program, and have these patients transfer to a secondary list, this feature does not transfer to the Electronic Medical Records. You can also see which patients have arrived in the clinic, and in what order, without having to check the waiting room or the Scheduler.

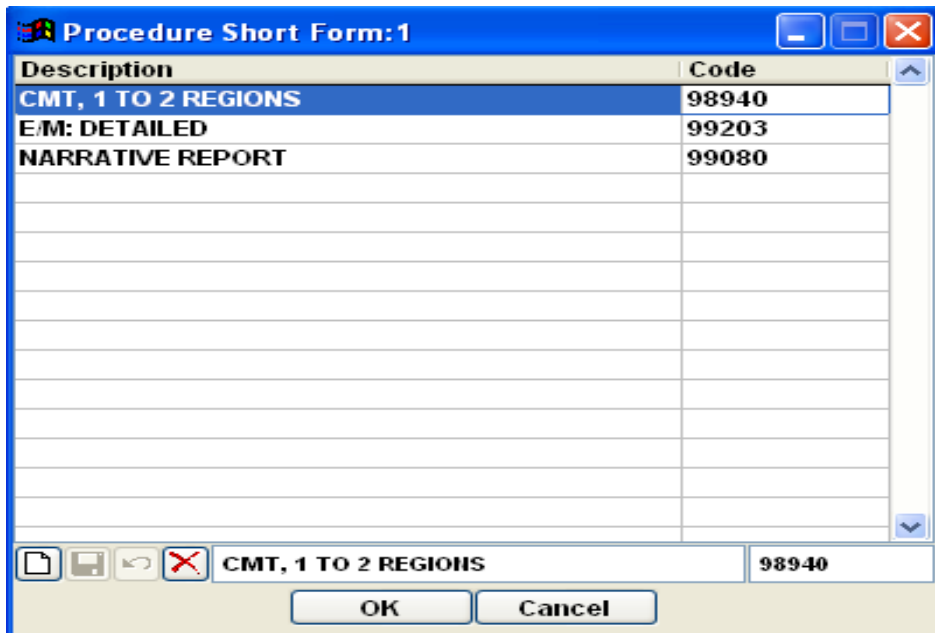
Default Procedural Code List

ClinicPro and the EMR also have the ability to share an abbreviated Common Procedural Terminology (CPT) list that you can design for your ease.

In ClinicPro, choose the Menu Item **SYSTEM - Default Procedure List**



This enables your **Procedure Short Form**



Click the New Button 

Your ClinicPro Procedures & Fees list will display.

From your current list, find the CPT code you wish to add to your Short Form, and click on it.

Then click .

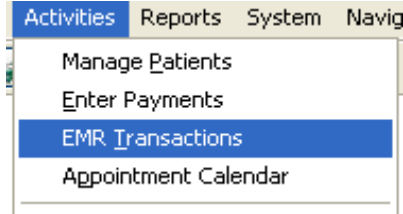
Now click .

Repeat process to add more codes for your EMR Procedure Short List. **IMPORTANT:** Make sure to, click “OK” when you are done with your selections.

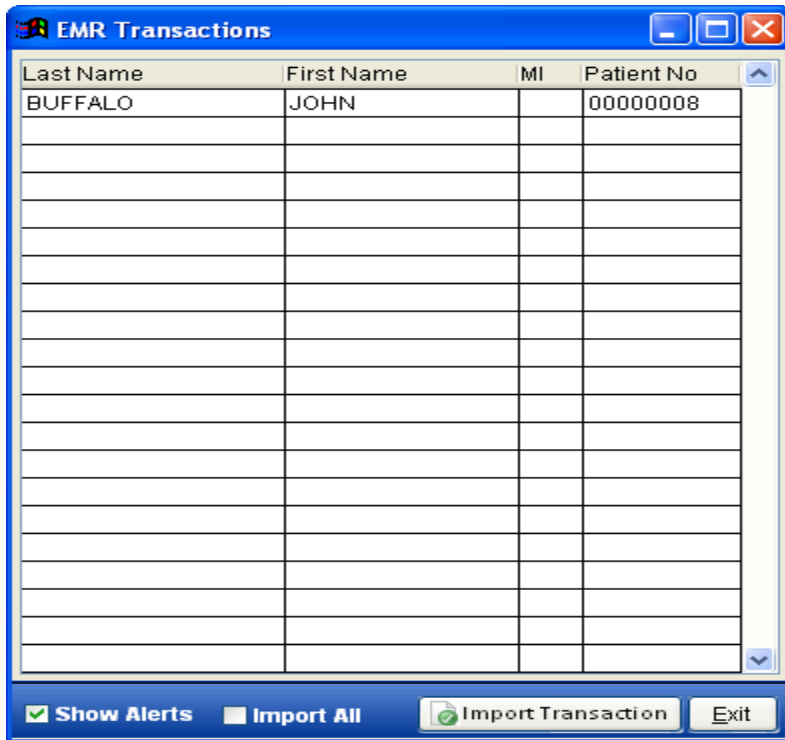
EMR Transactions

The third place of intersection between ClinicPro and the EMR is with the EMR Transaction feature:

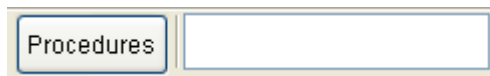
In ClinicPro, choose **ACTIVITIES – EMR Transactions**



When using the EMR you have the functionality of adding procedures to your patient's record. These added procedures can be sent to your ClinicPro practice management software through a feature called "Importing Transactions." Now, procedures can be added to the patient's transaction card directly from the EMR.



In the EMR there is the Procedure Button



Click on this feature and the procedure Short Form you designed will display:

Procedures	
<input type="checkbox"/> show only selected	
	▲
<input type="checkbox"/>	99203 E/M: DETAILED
<input type="checkbox"/>	99080 NARRATIVE REPORT
<input type="checkbox"/>	98940 CMT, 1 TO 2 REGIONS

Place a checkmark in the box next to the procedure(s) that you would like to add to the patient encounter.

Click the close button on the Short Form. The procedures you selected will now appear in the procedure window:



Procedures	99080 98940
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Click the Save All button:

 Save All	 Cancel	Exit
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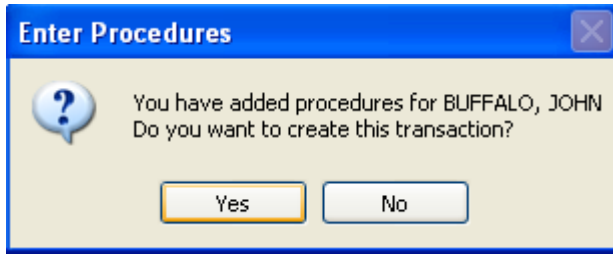
+

You will now see this message display:

Save All? 	
	Are you sure you want to save this complete encounter? (To save just this form click the save button to the right)
<input type="button" value="Yes"/>	<input type="button" value="No"/>

Click "Yes," if this is your goal.

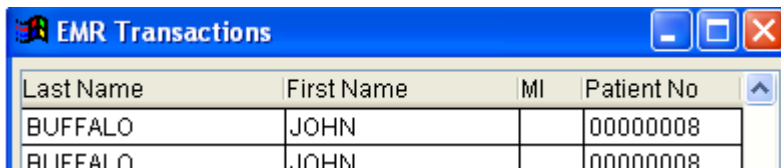
Another message box will generate with this message:



Again, "Yes," if this is your goal.

You have the ability to import this transaction to ClinicPro at this time. A box will appear in the upper left hand corner of the screen asking you for this direction. You can either IMPORT or IGNORE.

If you choose to IMPORT, the ClinicPro EMR Transaction screen acts as a "catcher's mitt" to hold the transactions:



Choose the IMPORT option at the bottom of the screen to add this transaction to the patient transaction card.



You can store many transactions on the EMR Transaction window and then import them when you are ready. There is an IMPORT ALL feature and it will process all the transactions you have imported over from the EMR. It is advised, for the sake of accuracy, that you do not IMPORT ALL as there can be errors in entering transactions and you will not be given the opportunity to see these transactions individually with that feature.