

Menu Items on Top of EMR Screen

Located on the top right side of the EMR screen are seven Menu Items:



EMR

Loads your patient list and functions the same as clicking on the logo to enter the EMR program.



Report Engine

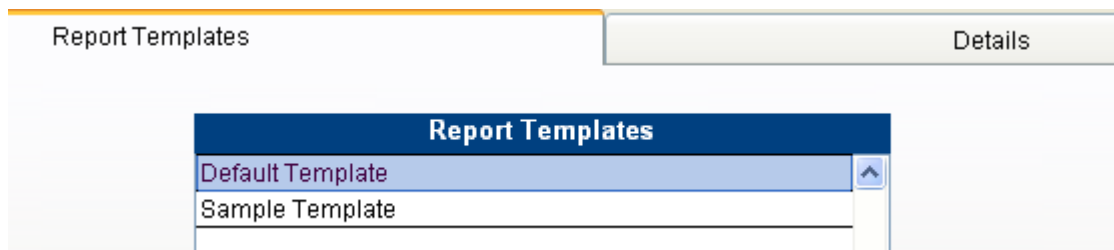
This takes you to the “report engine” on the Encounter Tab and opens the report screen for filtering and printing your patient encounters.



Report Templates

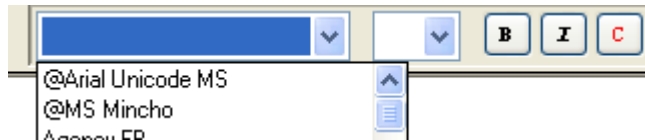
This icon will direct you to the basic template used for your report heading so you can add your facility / contact information. This will be one of the first changes that you will make to you EMR program as it is necessary for your Report Template to reflect your facility demographics.

Locate the **Default Template** and click on it to highlight; then click **Details**.



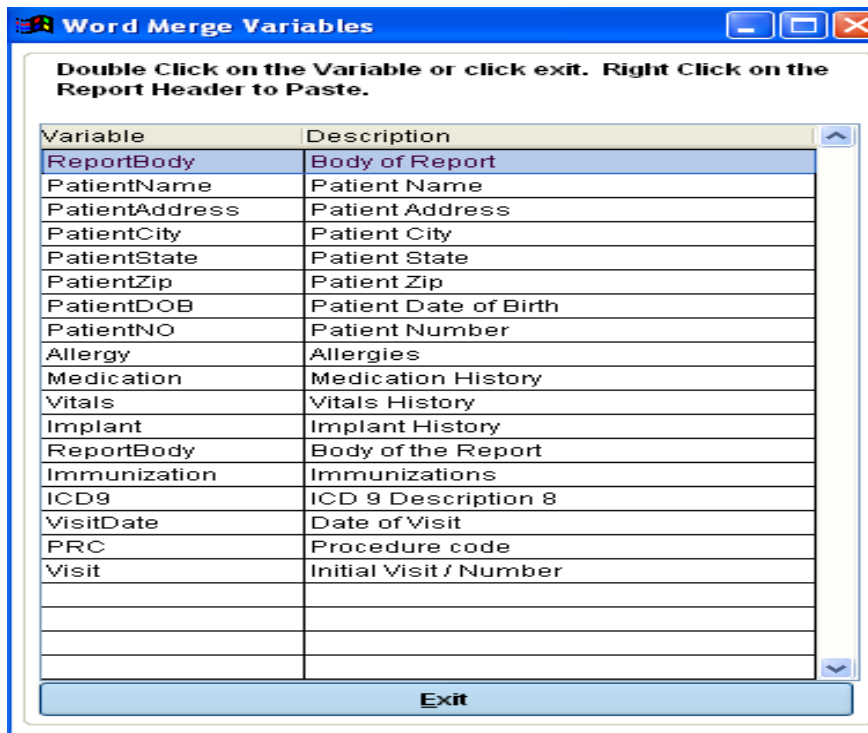
The default setting shows as ClinicPro information; Highlight the demographics information and key in your facility information as you would when amending a text document. When finished, click “Save.”

At this point you can customize the font by highlighting the new text, than enabling the font controls.



As with any text document you are free to customize the Bold, Italics, or Color options.

Once you have the EMR Report template customized to your visual preference, there are “Report Variables” that can be added to the template. This is the list of variables readily available to you:



Double-click anywhere on the EMR report template and the list will display.

Decide which of the variables you would like to inject into your report template.

Click on the variable, and then, simply EXIT the box.

Looking at your Report Template, decide where you want to have the variable display. In that place, left click your cursor in to the text of the report and type the information. Example: We wanted to have the patient’s date of birth placed into the report BELOW the Visit Date, and ABOVE the Report Body. Note that we typed the variable descriptor (Patient Date of Birth) into the Report Template text:

New Clinic Name

80 Juniper Drive
Sedona AZ 86336

Patient: !PatientName! - !PatientNo!
Diagnosis: !ICD9!
!Visit!
Visit Date: !VisitDate!
Patient Date of Birth
!ReportBody!

Now, Right click immediately AFTER the text you typed. Choose PASTE.

Your Report Template should now look like this:

New Clinic Name

80 Juniper Drive
Sedona AZ 86336

Patient: !PatientName! - !PatientNo!
Diagnosis: !ICD9!
!Visit!
Visit Date: !VisitDate!
Patient Date of Birth!PatientDOB!
!ReportBody!

Notice the inclusion of the variable! PatientDOB! These are “tags” that are employed to pull the information you requested in to your Report Template.

Click “Save” and EXIT the EMR program so that this customization can be enabled. You have to exit the program so that the changes will implement through the database. Upon re-opening the EMR program, you will find that the customization you prescribed is now functional.



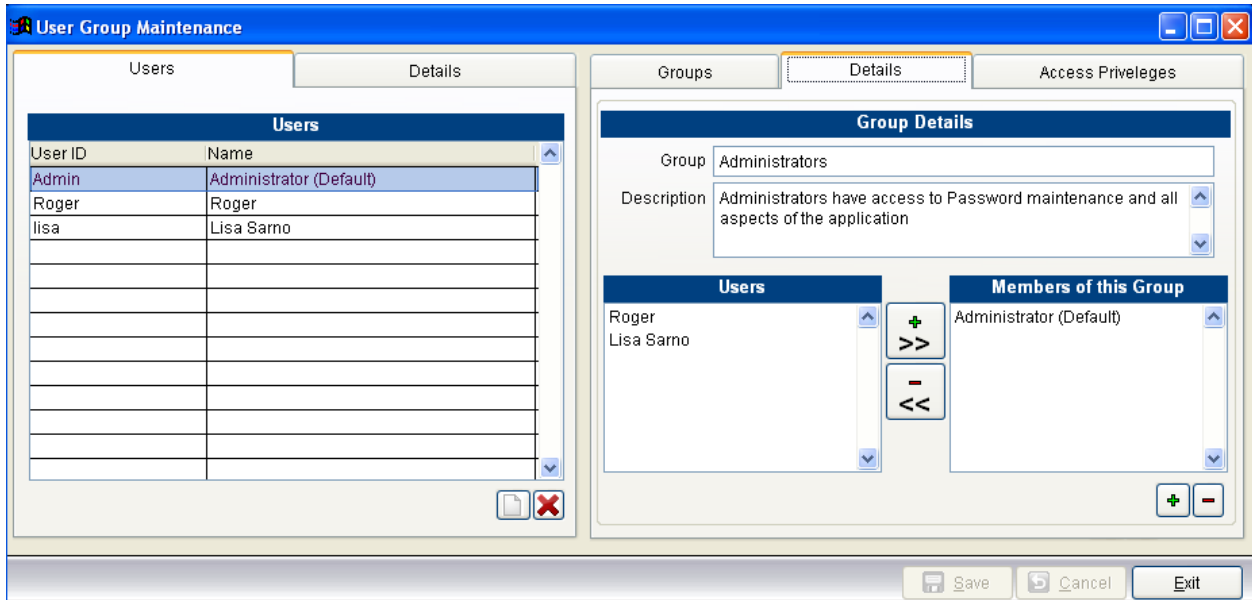
Kiosk Manager


Once the patient Kiosk is released, this icon will direct you to the Kiosk.




Security User Group

Currently this feature will allow you to create new users and passwords in the system.



This feature functions similarly to the ClinicPro security; you create/ assign staff members to various User Groups (see left screen). Click the New icon  and fill in the fields. At this time there are no differentiated security levels.

The right side of the screen allows you to add login and passwords for your newly added staff members. Again, click the New icon  and enter the appropriate information:

When you close the EMR program, the new login you have created will be functional. The staff members and the administrator will have to ensure these logins and passwords are stored in a different, secure location. ClinicPro technicians will have to extract these securities setting directly from your data in the event that they are forgotten.



Back Up Database – this feature allows you to back up your EMR database without having to wait for your exiting the program to be asked if you would like to back up your data.



Exit