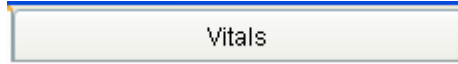


Electronic Medical Records Buttons

On the Electronic Medical Records screen are functionality buttons. Here are the upper buttons as seen from the patient list view:

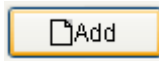
VITALS-



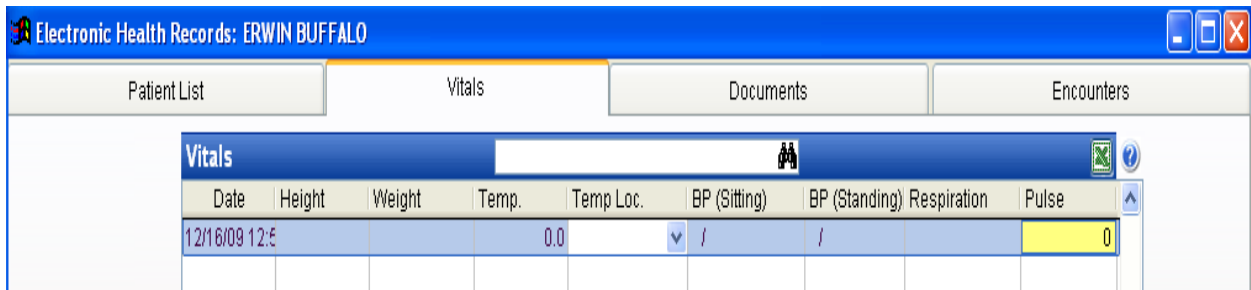
You can begin to chart and store information about your patient's height, weight, and other data.

Locate the patient on the patient list; click the VITALS tab.

Click the Add button.

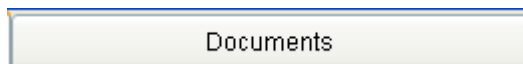


The date will generate in the first column for you. At this point you can input the appropriate data in the columns.



The remainder of the vitals screen is very straightforward. You can Browse the list, print, add, and delete records.

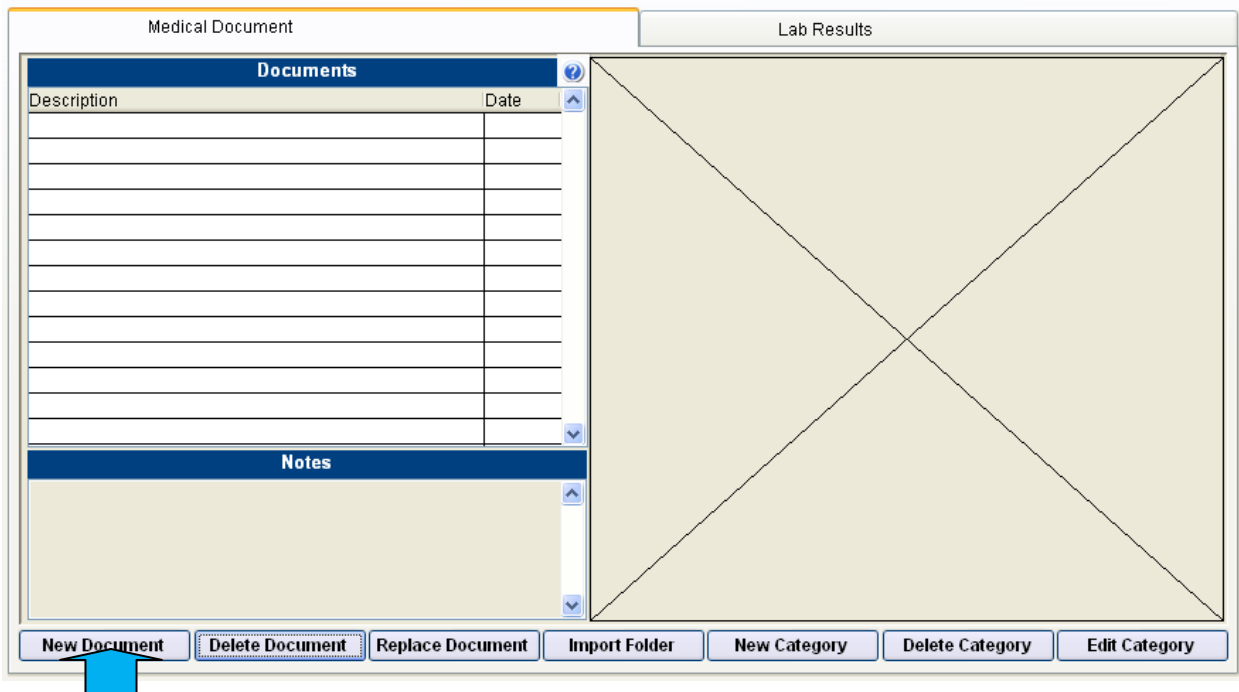
DOCUMENTS -



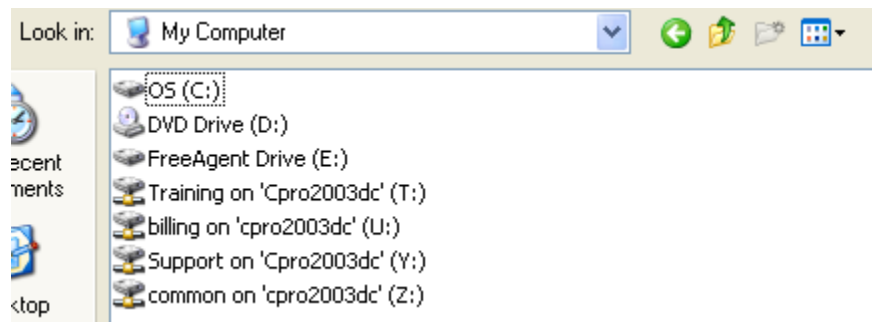
This is called the EMR Document Manager and allows you to store different types of files and images electronically. The document manager can store graphics files such as: jpeg, .gif, and .bmp. It also will easily handle document files such as: text; .doc; .and pdf.

As a warning; some digital X-rays are stored in proprietary formats. Proprietary files are typically created when you are using software that does not utilize a standard file format, or reverse engineered converters. The only way to retrieve data produced with proprietary software is to use the very software that created the image or document. Proprietary files create barriers for other software vendors and the ClinicPro technicians have typically seen these files when trying to upload images created by various digital X-ray equipment software.

To use your Document Manager, the desired file must first be stored on your hard drive.



Click on the New Document tab; this will enable a search for your document.



Find the document. Once you have located the file, click on it once, and then click “OK.”

The document you want will then appear in the right portion of the Document Manager. For your ease you will want to create folders that you store your documents in on your hard drive. Notice the image above; there is a view command that will allow you to view your files in various forms. If you click this command and choose “Thumbnail,”



Thumbnails
you will be able to easily see the image or text file you are looking for on your hard drive.

There are more features with the EMR Document Manager:



As you begin to upload and store documents for your patient, the list will populate with the description and date of the document:

Medical Document	
Documents	
Description	Date
WINTER	12/16/09
SUNSET	12/16/09
837UPDATE071408	12/16/09
PUBLICATION8	12/16/09

Delete Document

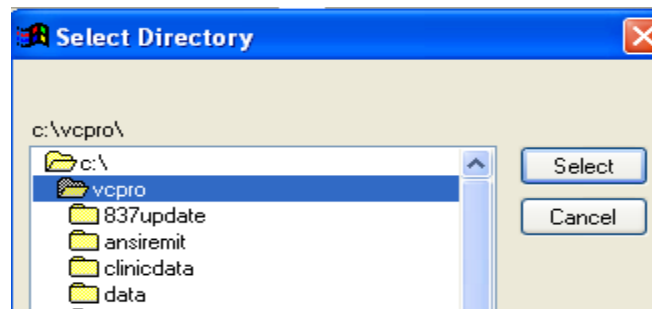
Click on the document description that you wish to delete, and then click this tab.

Replace Document

Click on the document description that you wish to replace, find the replacement document, and then click "OK." The actual file you chose to replace the existing file will amend immediately. This is ideal for updating documents. Change the description if you need it to reflect the replacement file name.

Import Folder

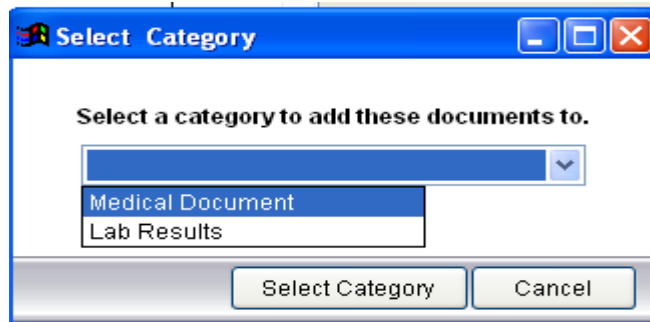
You can store all documents in a certain folder and upload that entire folder into the Document Manager. When you click the tab, a window will open that enables you to navigate through your files by drives:



Locate your folder through the navigation. When you find the correct folder click once, and then choose "Select."

You will see a message that asks if you would like to import all of the documents and images in this folder. Say “Yes,” if that is your goal.

At this point you will be asked to choose a category for your folder. Notice, the top of the EMR Document Manager contains two existing folders: **Medical Documents**, and **Lab Results**. You can use the drop down arrow to select one of these categories. If you wish to create a category of your choice, please go to New Category.



New Category

The categories function like an electronic filing cabinet, helping you to keep your documents easily filed for future use. As you create new categories they will appear as new tabs at the top of the Document Manger, along with the existing tabs.

Delete Category

You can easily delete your categories and the tabs you created will disappear.

Edit Category

This function makes it possible to amend the name of a category.

Since the Document Manager stores large amounts of information, ClinicPro automatically routes these files to a folder of its own, called **EHR docs**. This folder is located within the **VCPRO** folder. It is important to understand this because, when performing your routine back up, it will be vital to also back up the EHR docs. If you already perform a back up of your entire VCPRO folder then you are in fine shape. If you choose to back up only your Data folder, please make sure you begin to include the EHR docs folder.

ENCOUNTERS -

Encounters

This is how you navigate to patient encounters.

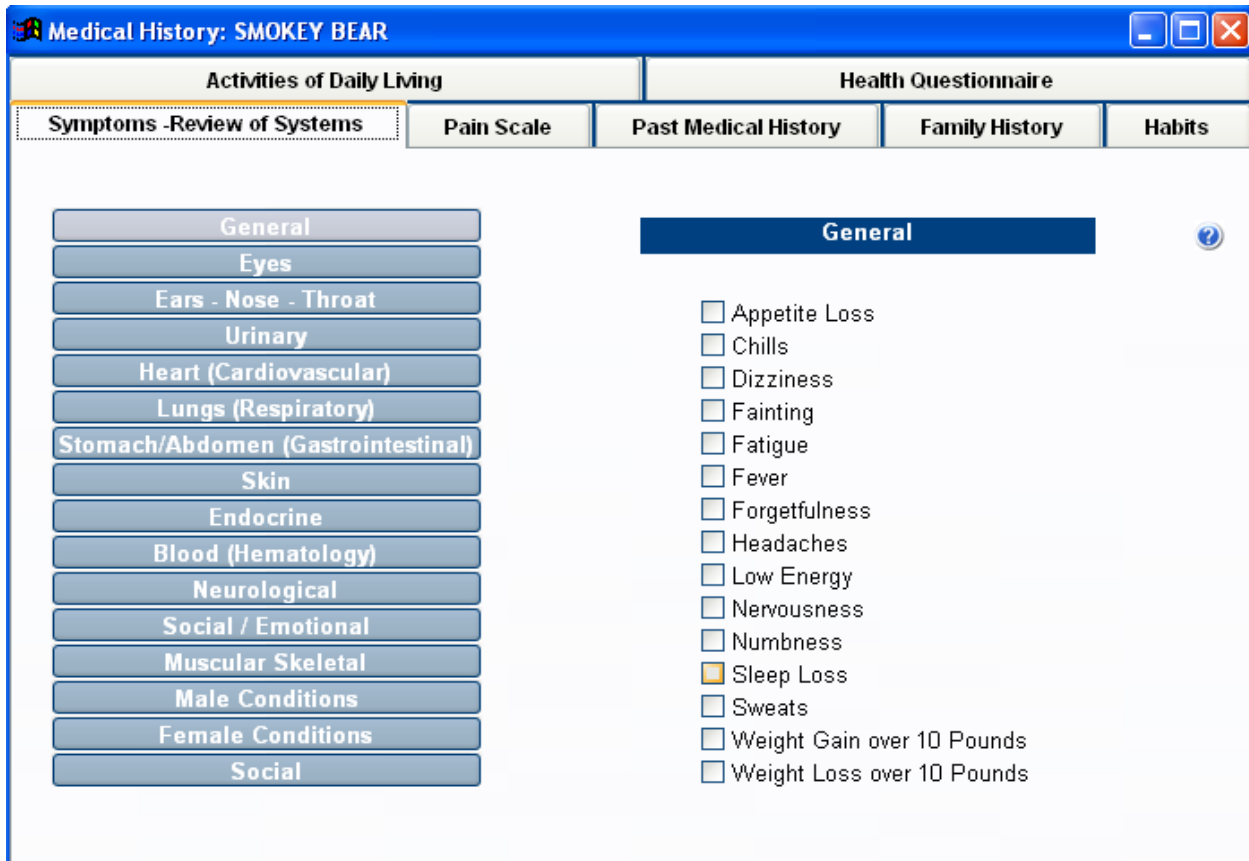
On the Electronic Medical Records screen are functionality **BUTTONS**. Here are the lower buttons as seen from the patient list view:



Medical History

Medical History

Within the EMR encounters are Medical History / Case History templates. This button allows you to collect, and store medical history on your patient without creating an encounter.

A screenshot of a window titled 'Medical History: SMOKEY BEAR'. The window has a blue title bar with standard Windows window controls. Below the title bar, there are two main sections: 'Activities of Daily Living' and 'Health Questionnaire'. Under 'Activities of Daily Living', there is a sub-section 'Symptoms - Review of Systems' which is currently selected. This section contains a vertical list of buttons for various body systems: General, Eyes, Ears - Nose - Throat, Urinary, Heart (Cardiovascular), Lungs (Respiratory), Stomach/Abdomen (Gastrointestinal), Skin, Endocrine, Blood (Hematology), Neurological, Social / Emotional, Muscular Skeletal, Male Conditions, Female Conditions, and Social. The 'Health Questionnaire' section contains sub-sections for 'Pain Scale', 'Past Medical History', 'Family History', and 'Habits'. The 'General' sub-section is selected, showing a list of symptoms with checkboxes: Appetite Loss, Chills, Dizziness, Fainting, Fatigue, Fever, Forgetfulness, Headaches, Low Energy, Nervousness, Numbness, Sleep Loss (which is checked), Sweats, Weight Gain over 10 Pounds, and Weight Loss over 10 Pounds.

Reports



This allows you to print the reports from your Medical History.