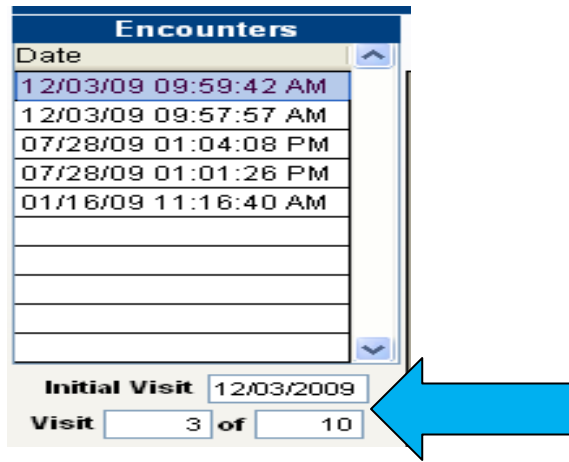


ENCOUNTERS

Looking at the upper left hand corner of the EMR screen, we can begin with the Encounter dates:



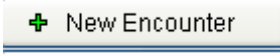
Encounters	
Date	
12/03/09 09:59:42 AM	
12/03/09 09:57:57 AM	
07/28/09 01:04:08 PM	
07/28/09 01:01:26 PM	
01/16/09 11:16:40 AM	

Initial Visit

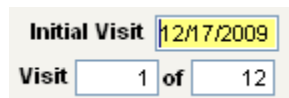
Visit of

As you create encounters, the dates will display in the grid. Clicking on one of the dates will display the encounter note from that particular date, allowing you to edit the date of the encounter, or allowing you to edit that encounter.

The Initial Visit date can be filled in to satisfy billing standards for the industry. This also enables you to keep track of reexamination visits or the recommendation from the prescribed Treatment Plan.

First, click  and begin your patient's encounter. You will determine the reexamination date and treatment plan at the time of this encounter. When finished with the encounter, you will be back at the encounter notes screen.

At that time, the Initial Treatment date will fill in automatically and you will change the second area of the VISIT field with the number of visits that satisfy the examination date or treatment plan prescription. As an example: If you determine that you would like to do a reexamination at the 12th visit, key in the number 12 in the second box of the VISIT field so that it looks like this:

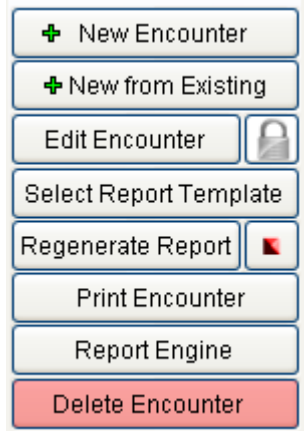


Initial Visit

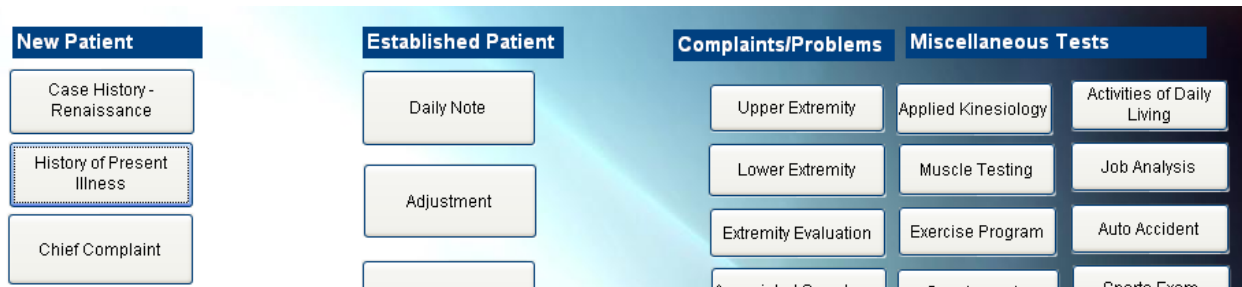
Visit of

The EMR visit counter will increment the following visits in this manner; 2 of 12, 3 of 12, and so on.

Moving on down the EMR template are the Encounter buttons:



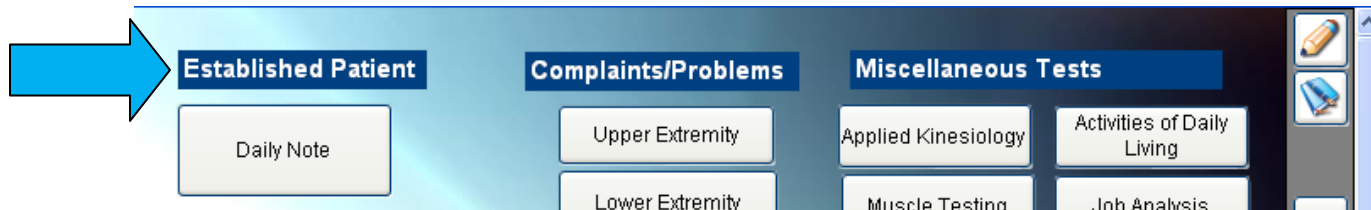
New Encounter is used the first time you begin an electronic encounter record for your patients. The EMR “Home” screen contains launch buttons that categorize types of encounters: **NEW PATIENT, ESTABLISHED PATIENTS, and MISCELLANEOUS:**



The New Encounter button is for situations like charting your patient’s Case History separately from the Functional Assessment, and Exam, and so on. If you are getting started with your EMR encounters, it makes good sense that the very first time you see any patient; it will start with the clicking of the NEW ENCOUNTER button. You will proceed under the NEW PATIENT area of the launch template screen.

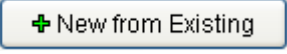
Operating in this manner allows you to click NEW ENCOUNTER, and go through the Case History. The next encounter with your patient consists of clicking the NEW ENCOUNTER button, and under the NEW PATIENT area, recording the examination. This will allow you to have the patient’s Case History saved SEPARATELY from the examination encounter.

Once the case history is recorded, and then the first examination is also recorded, you will move to the **ESTABLISHED PATIENT** portion of the EMR launch screen:



Again, you will click **NEW ENCOUNTER** to arrive at the **ESTABLISHED PATIENT** templates. Operating in this manner will allow you to establish the patient's Daily Note.

If you choose to create a separate New Encounter to record the Functional Assessment information, a re-examination will be more efficient because it will have been saved and stored separately from the other encounters.

You will use the  button on the EMR notes screen to launch into the remaining encounters for your patient. The time to return to **NEW ENCOUNTER** will now be determined by re-examination dates or the treatment plan.

New from Existing



There are certain circumstances that dictate the use of this button. The first time you chart a Daily Note you used the **NEW ENCOUNTER** button; every subsequent Daily Note will use this **NEW FROM EXISTING** button.

The advantages of operating in this manner are that the “new from existing” button brings the previous encounter information to the screen; it allows you to see exactly what was done during the last visit, change the encounter as appropriate, and then save it as a new encounter with today's date. You can also use this button to quickly perform a reexamination of the patient. Find the initial examination form, highlight it, and then click the **NEW FROM EXISTING** button. This allows you to see the previous examination findings and record the progress. Yet another advantage of the “new from existing button” is that you can quickly record a Functional Assessment re-examination, or an update of the Initial Complaint examination.

When you use the New from Existing button the previous findings will highlight. If you click on a context button that is highlighted, the options buttons that were associated with them will also be highlighted. This is a quick and easy way to update your encounter information.

Edit Encounters

Edit Encounter



This button should only be used when you want to amend an existing encounter. Find the encounter date you wish to amend by clicking in the date grid, and on to the date you wish to change; then click the Edit Encounter button.

The “Lock” feature of this button is ClinicPro’s compliance to medical legal regulations which dictate your encounters need to be locked against future editing. If you click on this icon, it will ask you for your password and then it will lock the record. In order to unlock the record, click on the icon again, and input your password. If encounters are edited, the EMR will track the edit and report it on the bottom of the report.

Select Report Template

Select Report Template

There may be times that you wish to generate reports specifically for worker’s compensation claims, or other specialized cases and find that a different report template would be appropriate. This button allows you to toggle between the various reports templates you have created in the EMR.

When you click the Report Template button, a box will display that contains the list of various report templates you have created. This step does require you to have already created the report template prior to it being available on the list. (See Report Template)

Regenerated Report

Regenerate Report



This function allows you to further randomize you reports. In the past, this button functioned to recreate “Complete” reports from “List” reports; you no longer have to click the regenerate button to enable this feature:

List Report Complete Report

Delete Encounters

A rectangular button with a light red background and a thin black border. The text "Delete Encounter" is centered on the button in a dark grey font.

This button allows you to delete entire encounters. Click in the dates grid, on to the date of the encounter you want to delete, and click the button. ClinicPro will ask you to verify that you actually do want to delete the encounter. If you do delete an encounter, there are no means to recover!

You may find the EMR tutorials very helpful to supplement this manual. Please watch these tutorials at: www.clinicprosupport.com. Getting familiar with your software certainly requires a time commitment from you and your staff. This commitment will carry rewards for your practice in the form of ease, speed, confidence in reporting, compliance for Medicare Stimulus plans, and assurance in the event of a Medicare audit.