

"The Support People"



**Centricity[®] Physician Office
Electronic Medical Records 2005**

Functionality Training Manual

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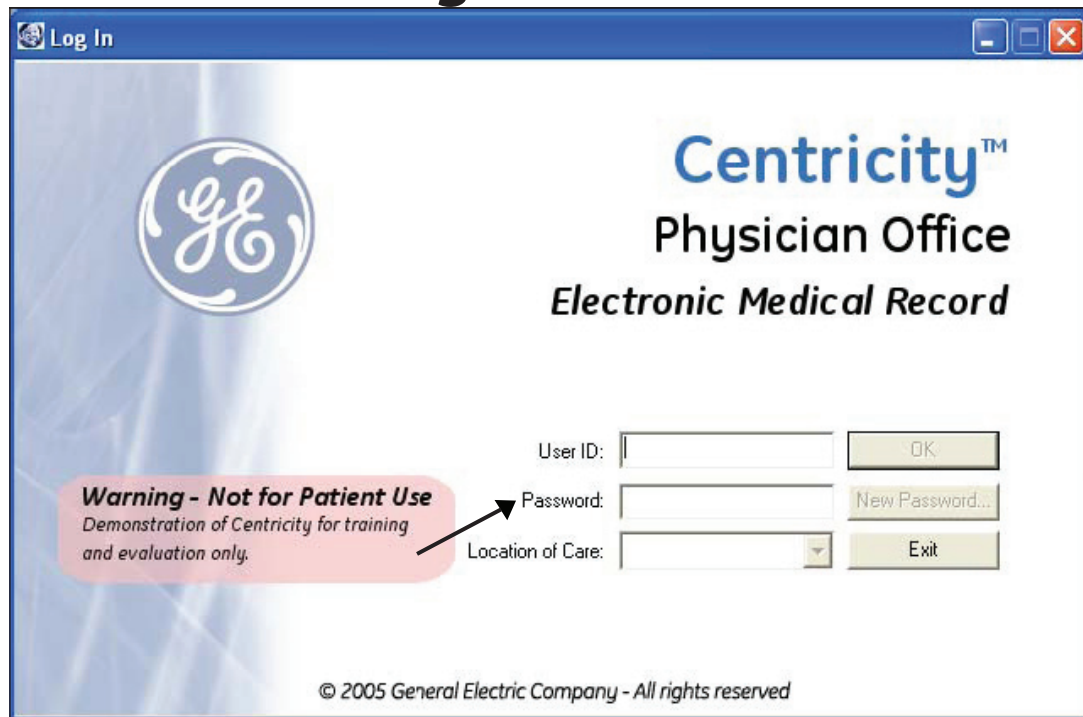
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Login Screen



The Centricity Physician Office EMR Login Screen is the beginning location for accessing the software.

To Login:

- 1) Enter your User ID and password. The password displays as asterisks (*) so it can't be seen. The password is case sensitive. You can use the Tab key or the mouse to advance the cursor from field to field.
- 2) The default Location of Care will become automatically populated based on the user's settings. Verify the correct location displays in this field.
- 3) When all fields are populated press the Enter Key or click OK to login.

Let's log on as Dr. Harry Winston (User ID: hwinston; Password: asdf) and take a virtual overview tour of the Centricity EMR.

If you are unable to login because of an incorrect user id or password, the field that is incorrect (either user id or password) appears highlighted in blue.

The "Return to" box will remain checked unless removed. This allows the user to return to the last location previously viewed. When users switch on the same workstation, this box will not be checked. To return to the same location as a previous user, you must check the box. (Note: The "Return to" check box will not appear on the screen at the very first log in, when the application is first launched.)

The New Password Button will allow the user to create a new password.
The Exit Button will close the Centricity Physician Office EMR software.



EMR Functionality Table of Contents

LESSON 1: DESKTOP & CHART FEATURES ... 3
Login Screen.....4
Desktop:Orientation.....5
Desktop:Summary Tab.....6
Desktop:FlagsTab.....7
Desktop: Documents Tab 8
Routing Multiple Documents 9-10
Creating Desktop Views 11-12
Out of Office Assistant13-15
Viewing Multiple Desktops 16
Desktop: File Attachments 17
Patients Chart-Searching 18
Non Active Patient Banners 19
Pediatric Patient Banners 20
Chart: Summary..... 21
Summary Tab: Allergies.....22
Chart: Problems..... 23
Chart: Meds.....24
Chart:Alerts.....25
Allergies/AdverseReactions..... 26-28
Chart:Flowsheet.....29-32
Chart: Orders 33
Chart: Documents.....34-36
<i>Exercise 1-1, 1-2</i> 37-39
LESSON 2: REGISTRATION MODULE 40
Patient Registration 41
Acquire Photos in Registration..... 42
Acquiring a patient photo.....43
Print Information 44
LESSON 3: APPOINTMENTS MODULE45
Appointments View, Print.....46-47
<i>Exercise2-1,3-1,3-2</i> 48-51
LESSON 4: WORKING WITH FLAGS 52
Desktop:Flags Tab.....53-57
LESSON 5: CREATING QUICK TEXT 58
Accessing Quick Text59
<i>Exercise4-1,4-2,5-1</i>60-62
LESSON 6: UPDATING THE CHART 63
Chart: Documents..... 64
Phone Note Update..... 65-66
Rx Refill Update..... 67
<i>Exercise 6-1, 6-2</i>68-69
LESSON 7: UPDATING CLINICAL LISTS 70
Define Clinical List Update 71
Problem Dialog 72
Medication Dialog.....73-74
Allergy Dialog.....75
Entering an Allergy.....76
Allergy: Observation NKA 77
Directives.....78
Flowsheet.....79
Adding and Observation 80
Ending the Update..... 81
<i>Exercise 7-1</i>82-83
LESSON 8: PROTOCOLS, LETTERS 84
DefineProtocols,Handouts,Letters.....85
Graphing..... 86
Viewing Growth Charts87-89
<i>Exercise 8-1, 8-2</i> 90-91
LESSON 9: CHARTING A NURSE VISIT 92
Beginning an Update.....93-94
Inserting Components 95
LESSON 10: CHARTING DOCTOR VISIT 96
Select Encounter Types..... 97

LESSON 10: CHARTING DOCTOR VISIT (CONT)
Update Tab..... 98
Histories.....99-100
Risk Factors 101
ROS:Review of Systems..... 102
Vital Signs..... 103
PhysicalExam.....104
Assessment/Plan.....105-106
SaveAssessments..... 107
Entering Medications 108
New Medication Dialog 109
Brand Medically Necessary 110
Save New Medications.....111
E&M Advisor..... 112
Ending the Update 113
<i>Exercise 10-1</i> 114
LESSON 11: ADVANCED CHARTING TOOLS 115
Problem List Management 116
Viewing Problem Lists..... 117
Problem Lists: Update 118
Reactivating Problems..... 119
Problem Tab..... 120
New Occurrence 121-122
Problem End Date.....123
Duplicate Problems 124
Clinical Web Services 125
Medication Monographs 126
Dosing Calculator127-128
SIG Line129
Medication Dosing Profiles130
Image Attachment Function 131
Image Attachment Methods 132
Document Attachment Window..... 133
Attach Tab 134-139
Annotating an Attachment 140
Annotation Palette.....141
Annotation Hints & Keywords ... 142-143
All Documents Tab 144
Viewing Images.....145-146
Favorites Pane 147-150
Dictation Options 151
Spell Check.....152
<i>Exercise11-1</i>153
LESSON 12: USING ORSERS 154
Orders Window..... 155-156
OrderAdministrator.....157-158
Orders: Referral159-160
<i>Exercise 12-1, 12-2</i> 161-162
LESSON 13: CONFIDENTIAL CHARTS ...163-164
AccessonDemand.....165-166
<i>Exercise 13-1</i>167
LESSON 14: PRINTING INFORMATION 168
Inquiries and Reports..... 169
<i>Exercise 14-1, 14-2</i> 170-171
LESSON 15: MAINTENANCE 172
Document Maintenance 173-176
Full Feature Append..... 177
<i>Exercise 15-1</i>178
LESSON 16: HELPFUL TOOLS179
F1: Online Help.....180
http://Medicallogic.com..... 181
KnowledgeBank.....182
Customer Support.....183-187
<i>Exercise 16-1</i> 188

