

"The Support People"



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

Setup Training Manual

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Login Screen

Warning - Not for Patient Use
Demonstration of Centricity for training and evaluation only.

User ID: hwinston OK
Password: ***** New Password...
Location of Care: SOUTH Exit
 Return to: Desktop

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Centricity Electronic Medical System Setup

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.
- 2) The password is case sensitive. NOTE: You have the opportunity to change your password – note new password as it is user defined and is not kept in a master file. You can use the Tab key or the mouse to advance the cursor from field to field.
- 3) The default Location of Care will become automatically populated based on the user's settings. Verify the correct location displays in this field.
- 4) 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.

NOTE: The application contains a user named "SUPERUSER" who has full-functionally and administrative access to the application. This has been created to as insurance to enable accessibility to EMR.



EMR Setup Table of Contents

“Superuser” User & Password Core Setup

Login Screen.....	3
System Set Up.....	4

LESSON 1: LOCATIONS OF CARE..... 5

Locations of Care.....	6
Create Locations of Care.....	7
<i>Exercise 1-1</i>	8

LESSON 2: USERS FOLDER..... 9

Groups.....	11
Job Titles.....	12
Roles.....	13
Users.....	14
Activating/Expiring User Accounts.....	15
Specialties.....	16
<i>Exercise 2-1, 2-2, 2-3</i>	17-19

LESSON 3: APPOINTMENTS FOLDER..... 20

Books.....	22
Slot Sizes.....	23
Templates.....	24
Types.....	25
<i>Exercise 3-1</i>	26

Clinical Setup

LESSON 4: CHART FOLDER..... 27

Coding Requirements.....	29
Uncoded Problems, Allergies.....	30
Document Views.....	31
Flowsheet Views.....	33
Creating Flowsheet Views.....	34
Flowsheet View Custom Labels.....	36
View with Custom Label.....	37
Formulary Management.....	38
Join Updates.....	39
Allergy Custom Lists.....	40
Medication Custom List.....	41
Adding Custom Medications.....	42
Patient Banner.....	43
Problem Custom Lists.....	45
Problem List Views.....	46
Protocols.....	47
Protocols: Summary tab.....	48
Protocols: Population tab.....	49
Protocols: Events tab.....	50
Quick Text.....	51
Quick Text: Insert Symbol.....	52
Quick Text Info.....	53
<i>Exercise 4-1, 4-2, 4-3, 4-4, 4-5, 4-6</i>	54-59

LESSON 5: CHART DOCUMENTS FOLDER... 60

Margins.....	62
Header.....	63
Foundations for Creating Documents.....	64
Form Components.....	65
Text Components.....	66
Creating a Text Component.....	67
Document Templates.....	68
Creating a Document Template.....	69
Encounter Types.....	70
Image Attachments.....	71
<i>Exercise 5-1, 5-2, 5-3</i>	72-74
Desktop Folder.....	75
Desktop Views.....	77

LESSON 6: HANDOUTS FOLDER..... 78

Margins.....	80
Headers.....	81
Handout Templates.....	82

Custom Lists.....	83
Illustrations Location.....	84
<i>Exercise 6-1</i>	85

LESSON 7: LETTERS FOLDER..... 86

Margins.....	88
Headers.....	89
Inserting Symbols and Page Numbers.....	90
Example of a Letter Header.....	91
Letter Templates.....	92
Creating Letter Templates.....	93
<i>Exercise 7-1, 7-2</i>	94-95

General Configuration

LESSON 8: REGISTRATION FOLDER..... 96

Defaults.....	98
Insurance Co. and Plans.....	99
Professional Contacts.....	100
Professional Contacts: Pharmacies... ..	101
<i>Exercise 8-1</i>	102

LESSON 9: REPORTS FOLDER..... 103

Reports.....	105
Reports: Administration.....	106
<i>Exercise 9-1</i>	107

LESSON 10: SYSTEMS FOLDER..... 108

Auditing.....	110
Confidential Documents.....	111
Edit Document Types.....	112
Location of Care Printing Defaults... ..	113
Flags.....	114
Workstation Description.....	115
Licensing.....	116
Optional Modules.....	117
Security.....	118
Server Selection.....	119
Faxing.....	120
Faxcom.....	121
Import Clinical Kits.....	122
Export Clinical Kits.....	123
CCOW.....	124
<i>Exercise 10-1, 10-2</i>	125-126

LESSON 11: WEB SERVICES..... 127

<i>Exercise 11-1</i>	129
----------------------------	-----

ORDERS SETUP

Orders Folder.....	130
Orders: Definitions.....	132
Orders: Service Providers.....	133
Orders: Modifiers.....	134
Orders: Referrals (Defaults).....	135
Incremental Superbill.....	138
Codes/Categories-Referrals.....	139
Codes/Categories-Tests/Procedures... ..	140
Codes/Categories-Services.....	141
Order Sets.....	142
Orders: Custom Lists.....	143
Orders: Insurance Co. and Plans.....	144

REVIEW LINK LOGIC SETUP

LinkLogic: Defaults.....	146
LinkLogic: Stations.....	147
LinkLogic: Relationships.....	148
LinkLogic: Task Options.....	149
LinkLogic: Import Interface Kits.....	150

PREFERENCES

Orientation of Preferences Feature... ..	152
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PRIVILEGES

Orientation of Privileges Feature.....	154
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STRATEGIC BUSINESS SYSTEMS, Incorporated

4919 Old Summer Road, Memphis, TN 38122

PHONE: (901) 362-1668

TOLL: (888) 250-3056

FAX: (901) 362-1680

WEB: www.sbsmem.com

EMAIL: support@sbsmem.com

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