After The Roll-Out

MIX / PPUG

November, 2012

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http://tinyurl.com/DTS-ATR

After the Roll-Out

- Goals:
  - Review the basic features of efficient computer use that are often overlooked as people focus on just getting data into the EMR
  - Making better use of screen real estate
  - Use keyboard shortcuts
  - Using the Quick Access Tabs
  - Graphing
  - The List feature
  - Auto Hot Key / Keyboard Macros

Make Better Use of Your Screen Real Estate

The first thing to do is to get more screens.

Make Better Use of Your Screen Real Estate

- Many users spend most of their time in Practice Partner in full screen mode, which is very limiting, especially if working on a note.

- You can toggle between full screen and partial screen by clicking on the "Square" button on the upper right hand corner of the window.

File Edit Insert View Show Task Reports Window Help

Exit Park Dash Chart Close Patient Letter Msg Sched Note Pt Info Prov Rx Orders Pat Ed Help

Progress Notes: Mouse, Mickey

Mickey Mouse
ID: TEST   **Age:** 72 years   **DOB:** 01/01/1940

.D: 08/03/12 : 09:29am
.T: AODM : HYPERLIPIDEMIA : HYPERTENSION : : :
- 08/03/12 09:29 AM
Mickey Mouse   DOB: 01/01/40 LastVisitDate: 05/04/12
Treating provider today: DTS
.ENC: DTS : 1 : 08/03/12 : 09:29 AM : Office Visit : :

Subjective:

- **ID:**   This 72 years old male
has the following major problems:

MAJOR PROBLEMS:
TOBACCO USE DISORD (305.1) 2 ppd x 23 yrs
DIABETES TYPE ii (250.00) diagnosed 1986
OBESITY NOS (278.00) BMI 44 , 20 lb wt gain 1996-1887
ERECTILE DYSFUNCTION ( ) OK with Levitra
HYPERTENSION (401.9) Essential unspecified
HYPERLIPIDEMIA (272.2) high trigs., low HDL, LDL B pattern
ARTHRITIS ( )
ARTHRITIS BACTERIA (711.44) Chronic 1st PIP joint septic
OSTEOARTHRITIS NOS (715.37) L Ankle, post traumatic
MIGRAINE, CLASSIC (346.90) 3 / year
ALLERGIC RHINITIS NOS (477.9)
Underweight (783.22)
ASTHMA (493.90)

ALLERGIES:
SULFA (Asthma)

takes the following medications:
CURRENT MEDICATIONS:
Rx: LISINOPRIL 40MG 1 TAB once daily
Rx: CELEBREX 200MG 1 TAB twice daily
Rx: CORGARD 10mg 1 daily
Rx: FOSAMAX 70MG 1 TAB Q7D
Rx: IMITREX 100MG
Rx: SYNTHROID 0.150MG 1 TAB once daily
Rx: MESSAGE TO PHARMACIES
Rx: SIMVASTATIN 40 mg 2 once daily
Rx: ASPIRIN EC 81MG 1 TAB once daily

ate with most recent first.

Close

Newer

Older

New

File Edit Insert View Show Task Reports Window Help

Exit Park Dash Chart Close Patient Letter Sched Pt Info Prov Rx Orders Pat Ed QText Temp Proc Pb/Dx Help

Progress Notes: Mouse, Mickey

Mickey Mouse   Notes ordered by date with most recent first.

ID: TEST   **Age:** 72 years   **DOB:** 01/01/1940

Arial   9   **B** *I* U   100%   OK

Cancel

.D: 11/07/12 : 07:54am

.T: «*» «*Problem...» «*Problem...» «*Problem...» «*Problem...»   QT Auto

- **11/07/12 07:54 AM**
Mickey Mouse   DOB: 01/01/40 LastVisitDate: 10/16/12   Print
Treating provider today: DTS
.ENC: DTS : 1 : 11/07/12 : 07:54 AM : Office Visit «*» : «**TOC?**» «*I/» «*O/» : «**RelRx?**»   Fax
«*Y/» «*N/»

Subjective: Image

- **ID:** «*PCP» «*New Pt» «*MA»   This 72 years old male «*Accomp_By»   Spelling
has the following major problems:

MAJOR PROBLEMS:
«DEL» «*NoMajProb»   Insert Table
TOBACCO USE DISORD (305.1) 2 ppd x 23 yrs
DIABETES TYPE ii (250.00) diagnosed 1986
OBESITY NOS (278.00) BMI 44 , 20 lb wt gain 1996-1887
ERECTILE DYSFUNCTION ( ) OK with Levitra
HYPERTENSION (401.9) Essential unspecified
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ARTHRITIS ( )
ARTHRITIS BACTERIA (711.44) Chronic 1st PIP joint septic
OSTEOARTHRITIS NOS (715.37) L Ankle, post traumatic
MIGRAINE, CLASSIC (346.90) 3 / year
CKD STAGE IV (585.4)
ALLERGIC RHINITIS NOS (477.9)
Underweight (783.22)
ASTHMA (493.90) «*DxP_Asthma»
OVERWEIGHT (728.02)

ALLERGIES:
«DEL» «*NoAllergiesListed»

Practice Partner

File   Edit   Insert   View   Show

Exit   Park   Dash   Chart

sk   Reports   Window   Help

Patient   Lett   Pat Ed

Window menu:
- Cascade
- Tile
- Arrange Icons
- Refresh
- ✓ 1. Progress Notes: Mouse, Mickey
- 2. Rx / Medications: Mouse, Mickey
- 3. Past Medical History: Mouse, Mickey
- 4. Most Recent Lab Data: <TEST> Mouse, Mickey
- 5. Patient Chart: Mouse, Mickey

Progress Notes: Mouse,

Mickey Mouse
ID: TEST

72 years

.D: 08/03/12 : 09:29am
.T: AODM : HYPERLI
- 08/03/12 09:29 AM   MIA : HYPE
Mickey Mouse   DOB:
Treating provider today:
.ENC: DTS : 1 : 08/03/1: /40 LastVisitDate: 05/04/12

Subjective: :29 AM : Office Visit : :

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Rx: CORGARD 10mg 1 daily
Rx: FOSAMAX 70MG 1 TAB Q7D
Rx: IMITREX 100MG
Rx: SYNTHROID 0.150MG 1 TAB once daily
Rx: MESSAGE TO PHARMACIES
Rx: SIMVASTATIN 40 mg 2 once daily
Rx: ASPIRIN EC 81MG 1 TAB once daily

Fax

Image

The "Tile" Selection

File   Edit   Insert   View   Show   Task   Reports   Window   Help

Exit   Park   Dash   Chart   Close   Patient   Letter   Msg   Sched   Note   Pt Info   Prov   Rx   Orders   Pat Ed   Help

Progress Notes: Mouse, Mickey

Mickey Mouse   Notes ordered by date with most recent first.
ID: TEST   **Age:** 72 years   **DOB:** 01/01/1940

.D: 08/03/12 : 09:29am
.T: AODM : HYPERLIPIDEMIA : HYPERTENSION :   :   :
- 08/03/12 09:29 AM
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Close | Newer | Older | New | Edit | Print | Fax | Image

Past Medical History: Mouse, Mickey

Mickey Mouse   Past Medical History
ID: TEST   **Age:** 72 years   **DOB:** 01/01/1940

.D: 03/19/04
Updated: 6/3/2012
Significant past medical history:
Grave's disease treated with RAI 2002

Past surgical history:
appendectomy 1994 Dr. Duck
cholecystectomy 2005

Hospitalizations:
pneumonia 2001

Psychiatric or substance-related treatment:
major depression requiring ECT 1991

History of blood transfusion: none

Close | Newer | Older | Edit | Print | Fax | Image

Rx / Medications: Mouse, Mickey

Allergies or Intolerances:

SULFA[Asthma]

Allergies Reviewed: mm/dd/yyyy | Today | View Deleted

| Current | Ineffective | Historical | Rx Fill History | Eligibility |

Meds Reconciled:06/01/2012 05:05 AM   Med Rec. ±

	Status	Date	Name	Size	Take	Freq	Du
		08/03/12	SYNTHROID	0.150MG	1 TAB	QD	
		08/03/12	DILTIAZEM HCL ER BEADS	120MG	1 CAP	twice daily	
		06/19/12	NIASPAN	500mg	1	daily	
*	Delivered	05/10/12	VITAMIN C	500MG	1 TAB	BID	
*	Transmitted	07/10/09	VITAMIN D	1,000 IU	1	Daily	
		09/18/08	CROMOLYN SODIUM	4%	1GTT	QD	
		09/17/08	ASPIRIN EC	81MG	1 TAB	QD	
*		08/05/08	SIMVASTATIN	40 mg	2	QD	

Close | New | Renew | Renew All | Discont | Allergy | Detail | On No Meds | Action ± | Other ±

Most Recent Lab Data: <TEST> Mouse, Mickey

CBC 08/03/12	NMR 08/03/12	BASIC MET PANEL 08/03/12	
WBC (6.8)	Cholesterol, Total (345)	SODIUM (144)	
HEMATOCRIT (22)	LDL-C (200)	POTASSIUM (3.2)	
MCV (71)	HDL-C (12)	CHLORIDE (99)	
	Triglycerides (234)	CO2 (24)	
		CREATININE (1.8)	
		CALCIUM (9.2)	
		HEMOGLOBIN A1C (7.9)	

Close | Newer | Older | Graph | Print | Pat Comment | ☑ Detail   * indicates a comment exists.

Even Better

- Arrange the windows how you like them.
- You can drag windows around by clicking on the title bar and holding down your L mouse button.
- You can resize windows by moving the mouse to the edge of the windows, waiting until you get the "double arrow" cursor, then left clicking and dragging the edge where you want.

Progress Notes: Mouse, Mickey

Mickey Mouse   Notes ordered by date with most recent first.

ID: TEST   Age: 72 years   DOB: 01/01/1940

Arial | 10 | **B** *I* U | ≡ ≡ ≡ ≡ | ≡ ≡ ≡ | 100%

.D: 08/03/12 : 09:29am
.T: AODM : HYPERLIPIDEMIA : HYPERTENSION : : :
- 08/03/12 09:29 AM
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SULFA (Asthma)|

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Rx: CORGARD 10mg 1 daily
Rx: FOSAMAX 70MG 1 TAB Q7D
Rx: IMITREX 100MG

Buttons: OK | Cancel | QT Auto | Print | Fax | Image | Spelling | Insert Table

Lab Data: <TEST> Mouse, Mickey

	NMR 08/03/12	BASIC MET PANEL 08/03/12
	Cholesterol, Total (345)	SODIUM (144)
(22)	LDL-C (200)	POTASSIUM (3.2)
	HDL-C (12)	CHLORIDE (99)
	Triglycerides (234)	CO2 (24)
		CREATININE (1.8)
		CALCIUM (9.2)
		HEMOGLOBIN A1C (7.9)

...er | Older | Graph | Print | Pat Comment | ☑ Detail * indicate...

Past Medical History: Mouse, Mickey

Mickey Mouse
ID: TEST   Age: 72 years

.D: 03/19/04
Updated: 6/3/2012
Significant past medical history:
Grave's disease treated with RAI 2002

Past surgical history:
appendectomy 1994 Dr. Duck
cholecystectomy 2005

Hospitalizations:
pneumonia 2001

Psychiatric or substance-related treatment:
major depression requiring ECT 1991

History of blood transfusion: none

Rx / Medications: Mouse, Mickey

Allergies or Intolerances: Allergies Reviewed: mm/dd/yyyy Today View Deleted

SULFA[Asthma]

| Current | Ineffective | Historical | Rx Fill History | Eligibility | Meds Reconciled:06/01/2012 05:05 AM Med Rec. |

	Status	Date	Name	Size	Take	Freq	Du
		08/03/12	SYNTHROID	0.150MG	1 TAB	QD	
		08/03/12	DILTIAZEM HCL ER BEADS	120MG	1 CAP	twice daily	
		06/19/12	NIASPAN	500mg	1	daily	
*	Delivered	05/10/12	VITAMIN C	500MG	1 TAB	BID	
*	Transmitted	07/10/09	VITAMIN D	1,000 IU	1	Daily	
		09/18/08	CROMOLYN SODIUM	4%	1GTT	QID	
		09/17/08	ASPIRIN EC	81MG	1 TAB	QD	
*		08/05/08	SIMVASTATIN	40 mg	2	QD	

Close | New | Renew | Renew All | Discont | Allergy | Detail | On No Meds | Action | Other

Multiple Windows – Summary

- Remember the Window menu choice (Alt-W)
  - Then you can cascade, tile, etc.
- Do not run windows in full screen
- Windows side by side make it much easier to work
- Use the Quick Access Bar at the bottom of the screen to open windows (especially Recent Lab, Lab tables, Prog Notes

Use the Quick Access Tabs

- The tabs at the bottom of the screen are the fastest way to see the last progress note, most recent lab, or to bring up the underlying chart.

Keyboard Shortcuts

The most efficient way to use the system.

Hide   Back   Print   Options

Contents Index Search Favorites

Type in the keyword to find:

keyboard short

Display

Shortcut Keys to Speed Data Entry

Patient Records provides many shortcut keys to speed data entry. You can use shortcut keys as keystrokes instead of a mouse to select menus, click buttons, and more. Using a shortcut key consists of pressing and holding one or more keys while pressing a second or third key. For example, to close a screen you can press and hold the Alt key and then press C (Alt+C) instead of selecting the **Close** button.

Patient Records makes it easy for you to access file menus, tabs and buttons by selecting the following:

- **File Menus:** Press and hold the Alt key on the keyboard, and then press the menu's underlined letter.

- **Tabs:** Press and hold the Alt and Shift keys on the keyboard, and then press the first letter of the tab label. If multiple tabs have the same first letter, then press again to open the desired tab.

- **Buttons:** Press and hold the Alt key on the keyboard, and then press the button's underlined letter.

Button Shortcut Keys

The following button shortcut keys can be used from any of the Practice Partner screens:

Button	Shortcut
OK	Enter
Cancel	ESC
Apply	Alt+Y
New	Alt+N
Delete	Alt+D
Close	Alt+C
Help	Alt+H

Main Menu Shortcut Keys

The following shortcut keys can be used to access the main menus from the main Practice Partner screen. Once the selected main menu is open, you can select the menu's options, by pressing Shift + the underlined letter on the menu item.

Basic Keyboard Shortcuts

- If you have text highlighted in a note:
  - Control-C   will copy the text to the clipboard
  - Control-X   will copy and delete the text
  - Control-B   will make the text bold
  - Control-I   will make it italic
  - Control-U   will underline the text
- If you move the cursor somewhere else:
  - Control-V   will insert the text in the clipboard to the location of the cursor.

Cool Keyboard Shortcuts – Very Useful!

- If you make an error
  - Control-Z	will undo whatever you just did
  - Control-Y	will redo what you just undid
- To move around in a note:
  - Control-Home	will move to the beginning
  - Control-End	will move to the end
- To highlight the entire note
  - Control-A		(for *A*ll)

The Alt Key

- If you can see a menu or a button that has a letter underlined, you can usually activate that button or menu by pressing the Alt key and the letter that is underlined. (Sometimes, you have to press the Alt key to see the underlined letters.) Once the menu has popped up, pressing underlined letters in the menu choices (usually without the Alt key) will activate these choices.

Example of Alt Key
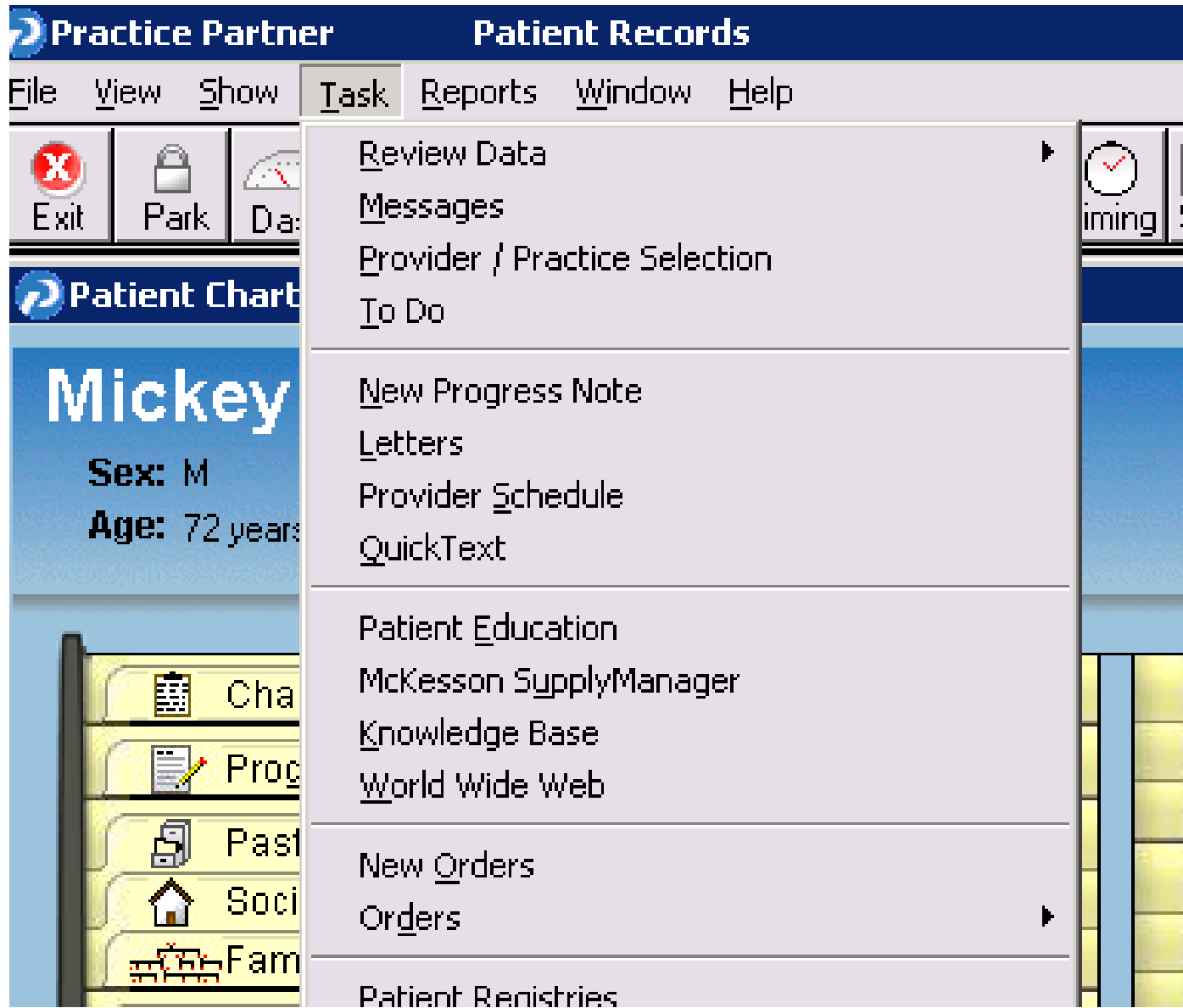
Importing Existing Patient Diagnoses

- One of the biggest complaints I hear from users is the trouble it is to enter diagnoses in notes

- We make pick lists, we can use the Diagnosis Code Select Window, or Code Wizard, but there are a lot of clicks

- The next few slides show what most people do

Progress Notes: Mouse, Mickey

Mickey Mouse

Notes ordered by date with most recent first.

ID: TEST   **Age:** 72 years   **DOB:** 01/01/1940

Arial | 12 | **B** *I* U | 100%

«DEL» «*CXRDone»
«DEL» «*SpirRes»

Assessment:

|

«DXType»
«DXTop50»

OK
Cancel
QT Auto
Print
Fax
Image
Spelling
Insert Table

Insert Quick Text

Prov	Text
	«Infectious Disease Respiratory»/«DXIDRE...»/«DXTYPE...»/
	«Infectious Disease GI»/«DXIDGI...»/«DXTYPE...»/
	«Infectious Disease GU»/«DXIDGU...»/«DXTYPE...»//
	«Infectious Disease Skin»/«DXIDSK...»/«DXTYPE...»/
	«Infectious Disease Systemic»/«DXIDGE...»/«DXTYPE...»/
	«Endocrine»/«DXENDO...»/«DXTYPE...»/
	«Cardiovascular»/«DXCARD...»/«DXTYPE...»/
	«Pulmonary»/«DXPULM...»/«DXTYPE...»/
	«Skin»/«DXSKIN...»/«DXTYPE...»/
	«Gastrointestinal»/«DXGAST...»/«DXTYPE...»/
	«Common Symptoms»/«DXSYMP...»/«DXTYPE...»/
	«Breast/Gynecologic»/«DXGYN...»/«DXTYPE...»/
	«Musculoskeletal/Rheumatologic»/«DXMUSC...»/«DXTYPE...»/

[Insert]   [Vertical Insert]   [Cancel]

Orders   Pat Ed   QText   Temp   Proc   Pb/Dx   Help

Notes ordered by date with most recent first.

100%

[OK]
[Cancel]
[QT Auto]
[Print]
[Fax]
[Image]
[Spelling]
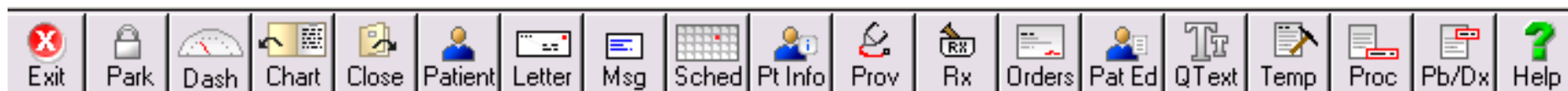
Progress Notes: Mouse, Mickey

Mickey Mouse

Notes ordered by date with most rec... first.

ID: TEST   **Age:** 72 years   **DOB:** 01/01/1940

Arial | 12 | **B** *I* U | 100%

«DEL» «*CXRDone»
«DEL» «*SpirRes»

Assessment:

«DXType»
«DXTop50»

OK

Cancel

QT Auto

Print

Fax

Image

Spelling

Insert Table

Progress Notes: Mouse, Mickey

Mickey Mouse
ID: TEST

Notes ordered by date with most ____nt first.

Arial   12

«DEL» «*ERObone»
«DEL» «*CX
«DEL» «*Sp____ool

Assessment:

«DXType»
«DXTop50»

«DXType»
«DXTop50»
Glucose Control: «del»
«NotToGoal» «*Unknown»
Blood Pressure: «del»
«NotToGoal» «*Unknown»
Lipids: «del» «Improve»
«*Unknown»
«*NextProb»
«*E&MCode»

Plan:

«*AsAbove» «P-...»
«DEL» «*PlanMenu»
Procedure Note: «DEL»
«*Vasect1» «*NailExcision

Diagnosis Code Select

○ Office Code   ○ Word   ○ Short Description   ● Long Description

[CodeWizard]
[Search]

Office Code	Standard Code	Alias	Short Description	Long Description
369.11	369.11		1 EYE-SEV/OTH-BLIN	E-SEV/OTH-BLIND NOS
948.31	948.31		30-39% BDY BRN/10-	9% BDY BRN/10-19% 3D
948.32	948.32		30-39% BDY BRN/20-	9% BDY BRN/20-29% 3D
948.30	948.30		30-39% BDY BRN/3 D	9% BDY BRN/3 DEG NOS
948.33	948.33		30-39% BDY BRN/30-	30-39% BDY BRN/30-39% 3D
948.41	948.41		40-49% BDY BRN/10-	40-49% BDY BRN/10-19% 3D
948.42	948.42		40-49% BDY BRN/20-	40-49% BDY BRN/20-29% 3D
948.40	948.40		40-49% BDY BRN/3 D	40-49% BDY BRN/3 DEG NOS
948.43	948.43		40-49% BDY BRN/30-	40-49% BDY BRN/30-39% 3D
948.44	948.44		40-49% BDY BRN/40-	40-49% BDY BRN/40-49% 3D
948.51	948.51		50-59% BDY BRN/10-	50-59% BDY BRN/10-19% 3D
948.52	948.52		50-59% BDY BRN/20-	50-59% BDY BRN/20-29% 3D
948.50	948.50		50-59% BDY BRN/3 D	50-59% BDY BRN/3 DEG NOS
948.53	948.53		50-59% BDY BRN/30-	50-59% BDY BRN/30-39% 3D
948.54	948.54		50-59% BDY BRN/40-	50-59% BDY BRN/40-49% 3D
948.55	948.55		50-59% BDY BRN/50-	50-59% BDY BRN/50-59% 3D
948.61	948.61		60-69% BDY BRN/10-	60-69% BDY BRN/10-19% 3D
948.62	948.62		60-69% BDY BRN/20-	60-69% BDY BRN/20-29% 3D
948.60	948.60		60-69% BDY BRN/3 D	60-69% BDY BRN/3 DEG NOS

Insert into Text
● Short Description   ○ Long Description   ○ Both

Insert As
● Major Problem   ○ Other Problem   ○ Diagnosis

[OK]   [Cancel]   [Help]

Mickey Mouse

ID: TEST

Arial   12

«DEL» «*CXRDone»
«DEL» «*SpirRes»

Assessment:

«DXType»
«DXTop50»

«DXType»
«DXTop50»
Glucose Control: «del»
«NotToGoal» «*Unknown»
Blood Pressure: «del»
«NotToGoal» «*Unknown»
Lipids: «del» «Improve»
«*Unknown»
«*NextProb»
«*E&MCode»

Plan:

«*AsAbove» «P-...»
«DEL» «*PlanMenu»
Procedure Note: «DEL»
«*Vasect1» «*NailExcision»

Diagnosis Code Select

Alpha II's CodeWizard (Apr 2011)

Code Search Menu

To select, click SELECT or double click on item

Choose a folder to search and select ICD-9, CPT or HCPCS codes.

OK: return with selections

CANCEL: return with no selections

OPTIONS: help, print or setup.

	Description
📁 Dx	ICD-9: Diagnoses
📁 ✚	CPT: Evaluation and Managment (E/M)
📁	CPT: Surgery, X-Ray, Other
📁	CPT: Anesthesia
📁	CPT: Lab and Pathology
📁	HCPCS

Selected Codes:

Delete   ? Options   « Back   » Select   ✓ OK   ✗ Cancel

| 948.62 | 948.62 | 60-69% BDY BRN/20- | 60-69% BDY BRN/20-29% 3D |
| 948.60 | 948.60 | 60-69% BDY BRN/3 D | 60-69% BDY BRN/3 DEG NOS |

Insert into Text
● Short Description   ○ Long Description   ○ Both

Insert As
● Major Problem   ○ Other Problem   ○ Diagnosis

OK   Cancel   Help

Notes ordered by date with most recent first.

Progress Notes: Mouse, Mickey

Mickey Mouse

ID: TEST

Arial   12

«DEL» «*CXRDone»
«DEL» «*SpirRes»

Assessment:

«DXType»
«DXTop50»

«DXType»
«DXTop50»
Glucose Control: «del»
«NotToGoal» «*Unknown»
Blood Pressure: «del»
«NotToGoal» «*Unknown»
Lipids: «del» «Improve»
«*Unknown»
«*NextProb»
«*E&MCode»

Plan:

«*AsAbove» «P-...»
«DEL» «*PlanMenu»
Procedure Note: «DEL»
«*Vasect1» «*NailExcision»

Notes ordered by date with most recent first.

Diagnosis Code Select

Alpha II's CodeWizard (Apr 2011)

Diagnosis Search   Type in key word or code to search

🔍 Search

Search by key word or code to find a diagnosis code.

BACK: previous list

OPTIONS: help, print, setup or E-Codes.

To select, click SELECT or double click on item

Code	Description
758.39	5Q DELETION CONSTITUTIONAL
238.73	5Q DELETION WITH HIGH GRADE MYELODYSPLASTIC SYNDROM
238.74	5Q DELETION WITH MYELODYSPLASTIC SYNDROME
238.74	5Q MINUS SYNDROME
441.4	AAA (ABDOMINAL AORTIC ANEURYSM)
273.4	AAT DEFIECIENCY (ALPHA-1 ANTITRYPSIN)
0	AB (ABORTION) SEE ABORTION
781.99	ABAROGNOSIS
307.9	ABASIA
781.3	ABASIA ATACTICA (CHOREIC) (PAROXYSMAL TREPIDENT) (SPASTIC)(TREMBLING)(TREPIDAN)
300.11	ABASIA HYSTERICAL
270.0	ABDERHALDEN-KAUFMANN-LIGNAC SYNDROME

Selected Codes:

Delete

? Options   « Back   » Select   ✔ OK   ✗ Cancel

948.62	948.62	60-69% BRN/20	60-69% BRN/20-29% 3D
948.60	948.60	60-69% BRN/3	60-69% BRN/3 DEG NOS

┌─ Insert into Text ─┐
⦿ Short Description   ○ Long Description   ○ Both

┌─ Insert As ─┐
⦿ Major Problem   ○ Other Problem   ○ Diagnosis

OK   Cancel   Help

Inserting Existing Patient Diagnoses

- This is one of the most commonly overlooked features of the system.
- **In a note, you can add a patient's previously listed problems or diagnoses from the Insert Menu.**
- The Keyboard Shortcut is Alt-I then P then Enter
- **Shift-F8** does the same thing

Progress Notes: Mouse, Mickey

Mickey Mouse

Notes ordered by date with most recent first.

ID: TEST   **Age:** 72 years   **DOB:** 01/01/1940

Arial | 12 | **B** *I* U | | | 100%

«DEL» «*CXRDone»
«DEL» «*SpirRes»

Assessment:

«** Press Shift-F8 to bring up Dx Codes **»

«DXType»
«DXTop50»

OK

Cancel

QT Auto

Print

Fax

Image

Spelling

Insert Table

Inserting Previous Note

- Alt-I then N will bring up a window of previous notes to paste into an open note or letter.

- This can be very helpful for chronic disease follow up, when the provider might just make a few changes from the previous note

File   Edit   Insert   View   Show   Task   Reports   Window   Help

Exit

Letter   Msg   Sched   Pt Info   Prov   Rx   Orders   Pat Ed   QText   Temp   Proc   Pb/Dx   Help

Insert menu:
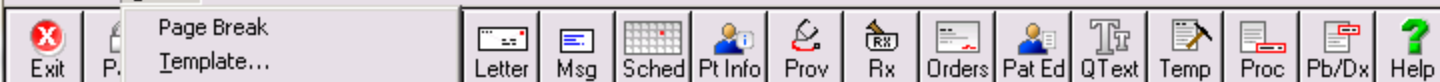
- Page Break
- Template...
- Quicktext...
- Procedure Code...
- Problem/Diagnosis Code...
- Individual Problems
- Previous Note...
- Partial Note Marker
- Quicktext at Label
- Bookmark
- Label
- Image...
- Image from File
- Linked File
- Patient Education Link
- Current Medications
- Problem List ▶
- Diagnosis List
- Procedure List
- History ▶
- Vitals ▶
- Allergies
- Hospitalization List
- Risks List
- Time
- Letter Template...
- Page Setup Template...
- Sound File
- Record a dictation
- E&M Label ▶

Next Appointment: N/A
ID: DUCKDONALD   Inactive

Age:
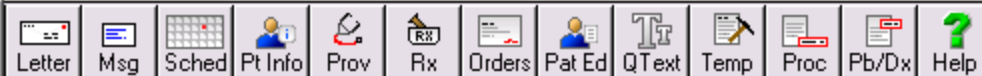
Progress Notes: Duck, Donald

Donald Duck   Notes ordered by date with most recent first

ID: DUCKDONALD   Age: 62 years   DOB: 10/01/1950

Arial   9   B I U   100%

.D: 11/07/12 : 12:02am
.T: «*»

OK
Cancel
QT Aut
Print
Fax
Image
Spelling
Insert Ta

Close   Refresh   Exit Care

st Appt: 09/
Work: (425)996-7087   Acct Type: INS
Cell:

Acct Plan 1:   Acct Plan 3
Acct Plan 2:   Acct Plan 4

⊙ All   ○ Search

Practice Partner   Patient Records

Insert Note

Date	Time	Problem
10/23/12	11:53 PM	ANEMIA
10/23/12	11:25 PM	ABDOMINAL PAIN
10/16/12	01:10 AM	TEST
09/30/12	01:38 AM	ASTHMA
09/16/12	11:53 AM	TEST GRAPHICS
09/13/12	12:16 PM	TESTING TEMPLAT
08/24/12	11:23 AM	TESTING TEMPLAT
07/31/12	01:16 AM	- H & P

OK   Cancel

rov   Rx   Orders   Pat Ed   QText   Temp   Proc   Pb/Dx   Help
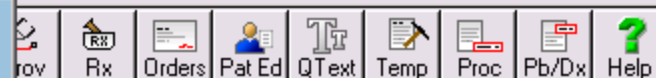
Next Appointment: N/A

ID: DUCKDONALD   Inactive

: Duck, Donald

ck   Notes ordered by date with most recent first.

Age: 62 years   DOB: 10/01/1950

9   B I U   100%

.D: 11/07/12 : 12:02am
.T: «*»

OK

Cancel

QT Auto

Past Medical History

Social History

Family History

Consults

Hospital Records

Letters

Orders

Correspondence

Flow Charts

Clinical Elements

Patient Instructions

Referrals

Print

Fax

Image

Spelling

Insert Tab

Home: (312)455-2345   Last Appt: 09/
Work: (425)996-7087   Acct Type: INS
Cell:

Acct Plan 1:   Acct Plan 3
Acct Plan 2:   Acct Plan 4:

Close   Refresh   Exit Care   ○ All   ○ Search

Practice Partner — Patient Records

File Edit Insert View Show Task Reports Window Help

Toolbar: Exit Park Dash Chart Close Patient Letter Msg Sched Pt Info Prov Rx Orders Pat Ed QText Temp Proc Pb/Dx Help

Patient Chart: Duck, Donald

Donald Duck

Sex: M
Age: 62 years

Next Appointment: N/A
ID: DUCKDONALD
Inactive

Chart navigation:
- Chart Summary
- Progress Notes
- Past Medical History
- Social History
- Family History
- Consults
- Hospital Records
- Letters
- Orders
- Correspondence
- Flow Charts
- Clinical Elements
- Patient Instructions
- Referrals

Home: (312)455-2345   Last Appt: 09/
Work: (425)996-7087   Acct Type: INS
Cell:

Acct Plan 1:   Acct Plan 3
Acct Plan 2:   Acct Plan 4:

Close   Refresh   Exit Care

Progress Notes: Duck, Donald

Donald Duck

ID: DUCKDONALD   **Age:** 62 years   **DOB:** 10/01/1950

Notes ordered by date with most recent first.

Formatting bar: Arial | 10 | B I U | align | list | 100%

```
.D: 11/07/12 : 12:02am
.T: «*»  ANEMIA :  :  :
├ 10/23/12  11:53 PM
Donald  Duck    DOB: 10/01/50 LastVisitDate: 10/23/12
Treating provider today:  DTS
.ENC: DTS : 1 : 10/23/12 : 11:53 PM : Office Visit :  :
```

Subjective:

- **ID:**   This 62 years old male
has the following major problems:

MAJOR PROBLEMS:
ASCVD (429.2) ETT 10/07 Card: Swistak
OBESITY ( )
Super Obese (278.01)
Morbid Obesity (278.01)

Buttons: OK Cancel QT Auto Print Fax Image Spelling Insert Tab

Radio buttons: ● All   ○ Search

E-Rx Requests with no Patient Name

- This is a very frustrating issue for many users.
- I have seen people get a request without an identified name who would go to the "Chart" button to bring up the patient, then click on the Medications tab, and renew the prescription from there.
- There is a much easier way, that many miss:

E-Rx Requests with No Patient Name
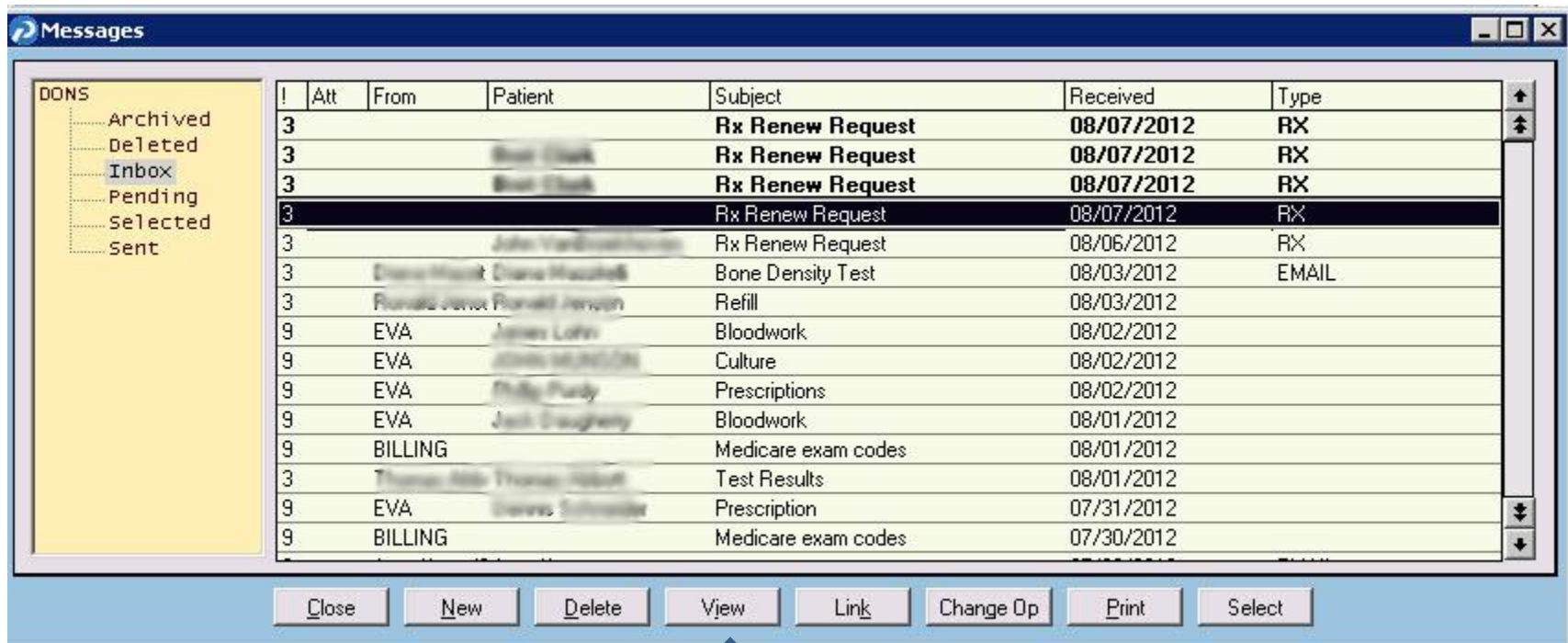
View Message

Patient: Type: RX   Priority: 3
Subject: Rx Renew Request   [Tel #] [Allergies]

Arial ▾ | 10 ▾ | **B** *I* U̲ | ≡ ≡ ≡ ≡ | ⋮≡ ⇥ ⇤ | 100% ▾

A refill request has been received from the SureScripts network.

ATTENTION: Please compare the details of the prescription in practice partner (by clicking "Link" button below) to be sure they match the details of the refill request in this message.

Patient: **Medication:**

    Name: JOHNSON, TODD D.   **Medication to be filled:** TRANDOLAPRIL 4
    Gender: M   MG TABLET TEV
    Date of Birth: 09/03/1957   **Sig:** TAKE 2 TABLETS EVERY DAY (DUE
    ID Number: 8551101   FOR FOLLOW/UP VISIT,BLOOD
    Telephone: (425) 427-8419   TESTS,ETC.)
                                                      Quantity: 60 Tablet
                                                      Days' Supply 30
                                                      Refills: 0
                                                      Total Fills (Rx + Refills): 1
                                                      Substitution Status: Substitution not
                                                  allowed by prescriber (i.e. DAW)
                                                      Date medication last filled: 07/06/2012
                                                      Indication(s): (No Data Received)

Pharmacy: **Prescriber:**

    Name: COSTCO PHARMACY   **Name:** STEWART, DONALD
    #110   **Telephone:** (425) 996-7047
    Pharmacist: **Fax Number:** (425) 996-7087
    Telephone: (425) 313-9200
    Fax Number: (425) 369-6743

Technical Data:
(for reference

    Clearinghouse Message ID: 269104324
    Prescription Reference Number: 15935620017354000855110112220064312

Attachments (0)

[Close] [Reply] [Reply to All] [Forward] [Delete] [Link] [Record] [Print]

Rx Renew Request

Tel #

10 ▼ B I U | ≣ ≣ ≣ ≣ | ⋮≣ ⋲≣ ⋲≣ | 100% ▼

ll request has been received from the SureScripts network.

Reply

From: DONS   Sent: 08/07/2012   10:51 AM
To: SS4923757(PHARMACY)

Cc...

Patient: Type: Rx   Priority: 3
Subject: Rx Renew Request
Medication:

Pharmacy Request
TRANDOLAPRIL 4 MG TABLET TEV
Sig: TAKE 2 TABLETS EVERY DAY (DUE FOR FOLL(
Quant: 60 Tablet; *Refills:* 0; *Total Fills:* 1
Substitutions OK?: No

Stored Rx

Arial   ▼ 10   ▼ B I U | ≣ ≣ ≣ ≣ | ⋮≣ ⋲≣ ⋲≣ | 100% ▼

macy: Note:

Approve   Deny   Change   Cancel   Patient Lookup

nical Data:
eference)

View Message

From: SS4923757(PHARMACY)
To: DONS
Cc:

Date/Time Created: 08/07/2012 6:44 AM
Date Activated: 08/07/2012

Patient:
Type: RX
Priority: 3

Subject: Rx Renew Request

Tel #   Allergies

| Arial | 10 | B | I | U | 100% |

A refill request has been received from the SureScripts network.

ATTENTION ... they
match the ...

Patient:

Patient Lookup

| General | Name | ID |

Search by
- ○ Patient Name
- ○ Patient ID
- ○ Phone Number
- ○ SSN
- ○ Account ID
- ○ All Basic Names

Search for
Last Name or Entity: Johnson
First Name / MI:
☐ Sounds Like

Patient Name Search Filters
Practice: Birth Date: mm/dd/yyyy
Provider:

Reply
From:
To:
Cc...
Patient:
Subject:
Medicatio
Pharma
TRAN
Sig: T.
Quant
Subst

Arial
Note:

Pharmacy:

Account #	Name	ID			
712	Johnson, Lynette A.	712			
262	Johnson, Patricia M.	262			
559	Johnson, Robert D.	559			
416	Johnson, Sandra	416			
820	Johnson, Sandra L.	820	P	08/25/1947	016-38-
880	Johnson, Stacy	880	P	02/19/1965	384-86-
113	Johnson, Thomas E.	113	P	05/29/1949	103-38-
550	Johnson, Todd	550	P	09/03/1957	531-70-
	Johnston, Thomas M.	5199955	P	09/10/1946	539-44-

Are you sure the patient you have selected is the one referenced in this message?

[Yes]   [No]

Approv   [OK]   [Cancel]   [Lookup]   [New Patient]   [Edit Patient]   [Help]

Technical Data:
(for reference)
Clearinghouse Message ID: 269104324
Prescription Reference Number: 159356200173540008551101122220064312

Attachments (0)

[Close] [Reply] [Reply to All] [Forward] [Delete] [Link] [Record] [Print]

Patient: Type: RX   Priority: 3

Subject: Rx Renew Request   [Tel #] [Allergies]

| Arial | 10 | **B** *I* <u>U</u> | ☰ ☰ ☰ ☰ | ☷ ☲ ☲ | 100% |

A refill request has been received from the SureScripts network.

ATTENTION ... they

match the ...

Patient:

Reply ✕

From: DONS   Sent: 08/07/2012   10:51 AM

To: SS4923757(PHARMACY)

[Cc...] [   ]

Patient: **550**   Type: Rx   Priority: 3

Subject: Rx Renew Request

Medication: **TRANDOLAPRIL**

Pharmacy Request	Stored Rx
TRANDOLAPRIL 4 MG TABLET TEV	**TRANDOLAPRIL 4 MG**
Sig: TAKE 2 TABLETS EVERY DAY (DUE FOR FOLL(	*Sig*: 2 tabs QD ORAL
Quant: 60 Tablet; *Refills*: 0; *Total Fills*: 1	*Quant*: 60; *Refills*: 0
Substitutions OK?: No	Substitutions OK?: No

| Arial | 10 | **B** *I* <u>U</u> | ☰ ☰ ☰ ☰ | ☷ ☲ ☲ | 100% |

Pharmacy: Note:

[Approve] [Deny] [Change] [Cancel]   ☐ Record

Technical Data:

(for reference)

                   Clearinghouse Message ID: 269104324

                   Prescription Reference Number: 15935620017354000855110112220064312

[▼ Attachments (0)]

[Close] [Reply] [Reply to All] [Forward] [Delete] [Link] [Record] [Print]

Graphing

- Can Graph Labs, Vitals, Flow Sheets. Clinical Elements

- Have to select the entire row on the chart, or multiple contiguous data points

- Can add up to 4 additional items by selecting with the Control Key

- Can select dates (pop-up window)

Laboratory Data Table: <TEST> Mouse, Mickey

Template: BASIC MET PANEL   ◄◄ ►►   " indicates a comment exists.

	08/03/12	08/03/12	05/31/12	09/20/08	09/18/08	05/20/08	03/28/0
SODIUM		144			140		
POTASSIUM		3.2			2.9		
CHLORIDE		99			103		
CO2		24			22		
ANION GP							
ANION GAP							
BUN							
CREATININE		1.8			3.0		
CALCIUM		9.2					
URIC ACID					9.6		
GLUCOSE, RANDOM					180		
BUN/CREAT RATIO							
UREA NITROGEN							
HEMOGLOBIN A1C	7.9		8.2	5.9	7.8	6.8	7.2
MEAN BLOOD GLUCOSE							
ANION GAP							
eGFR(BLK)							
eGFR(NBLK)							

Close | New | Edit | Delete | Newer | Older | Graph | Print | Pat Comment | ☑ Detail

Laboratory Data Table: <TEST> Mouse, Mickey

Graph Window: Mouse, Mickey

□ Glucose, random   ◇ Hemoglobin a1c

09/20/08

Mouse, Mickey;   ID: TEST;   DOB: 01/01/1940;   Sex M;   09/14/12
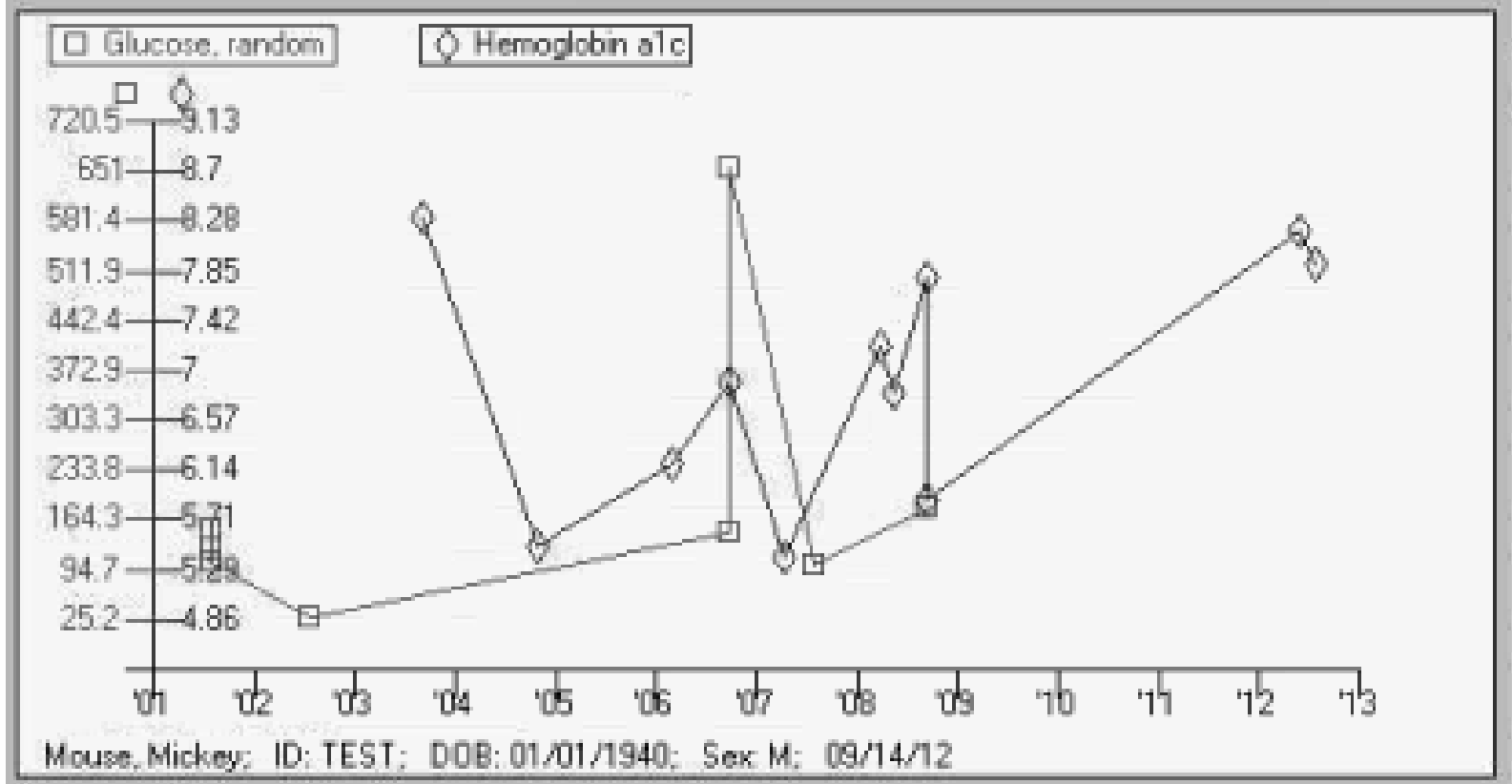
Close   Print

5.9

MEAN BLOOD GLUCOSE

ANION GAP

eGFR(BLK)

The List Feature

- Very often overlooked
- Enables you to move around within collections of notes in various chart sections
- Once learned, speeds things up considerably

Use the List Feature

- From the View menu, choose List

- Alt-V L

Patient Chart: Mouse, Mickey

Mickey Mouse

Inactive

Progress Notes: Mouse, Mickey

Mickey Mouse

ID: TEST   **Age:** 72 years   **DOB:** 01/01/1940

All notes on problem: - H & P

.D: 03/17/12 : 09:32pm
.T: - **H & P :**
- **03/17/12 09:32 PM**
Mickey Mouse   DOB: 01/01/40
STEWART
.ENC: DTS : 1 : 03/17/12 : 09:32 PM

- **ID:** 72 years old male   with sever

- **Problem List:**
TOBACCO USE DISORD (305.1) 2
DIABETES TYPE ii (250.00) diagnos
OBESITY NOS (278.00) BMI 44 , 20
ERECTILE DYSFUNCTION () OK w
HYPERTENSION (401.9) Essential
HYPERLIPIDEMIA (272.2) high trigs
ARTHRITIS ()

Select Note

Date	Provider	Problem
03/17/12	STEWART, DONALD T.	- H & P
06/16/04	STEWART, DONALD T.	- H & P
09/26/03	STEWART, DONALD T.	- H & P
08/22/03	STEWART, DONALD T.	- H & P
03/31/03	STEWART, DONALD T.	- H & P
03/29/03	STEWART, DONALD T.	- H & P
06/03/02	STEWART, DONALD T.	- H & P

OK   Cancel   Help

Home: [425]555-5555   Last Appt: N/A
Work: [425]555-5555   Acct Type:
Celt

Acct Plan 1:   Acct Plan 3
Acct Plan 2:   Acct Plan 4:

small and likes cheese
dangerous to give warfarin
BITES WHEN HANDLED

Close   Refresh   Exit Care

○ All   ○ Search

While Editing a Note, Different Workflow

- If you are editing a note, use the quick access bar first to bring up another window, then use the list feature to select what you want in that window.

Exit Park Dash Chart Close Patient Letter Msg Sched Pt Info Prov Rx Orders Pat Ed QText Temp Proc Pb/Dx Help

Patient Chart: Mouse, Mickey

Mickey Mouse   Next Appointment: N/A

Progress Notes: Mouse, Mickey   _ □ ×

Mickey Mouse   **Notes ordered by date with most recent first.**

ID: TEST   **Age:** 72 years   **DOB:** 01/01/1940

Arial ▾   9 ▾   **B** _I_ U   ≡ ≡ ≡ ≡   ≣ ⧉ ⧉   100% ▾

.D: 11/07/12 : 09:04am
.T: «*» «*Problem...» : «*Problem...» : «*Problem...» : «*Problem...»
- 11/07/12 09:04 AM
Mickey Mouse   DOB: 01/01/40 LastVisitDate: 10/16/12
Treating provider today: DTS
.ENC: DTS : 1 : 11/07/12 : 09:04 AM : Office Visit «*» : «**TOC?**» «*I/» «*O/» : «**RelRx?**»
«*Y/» «*N/»

Subjective:

- **ID:** «*PCP» «*New Pt» «*MA»   This 72 years old male «*Accomp_By»
has the following major problems:

MAJOR PROBLEMS:
«DEL» «*NoMajProb»
TOBACCO USE DISORD (305.1) 2 ppd x 23 yrs
DIABETES TYPE ii (250.00) diagnosed 1986
OBESITY NOS (278.00) BMI 44 , 20 lb wt gain 1996-1887
ERECTILE DYSFUNCTION ( ) OK with Levitra
HYPERTENSION (401.9) Essential unspecified
HYPERLIPIDEMIA (272.2) high trigs., low HDL, LDL B pattern
ARTHRITIS ( )
ARTHRITIS BACTERIA (711.44) Chronic 1st PIP joint septic
OSTEOARTHRITIS NOS (715.37) L Ankle, post traumatic
MIGRAINE, CLASSIC (346.90) 3 / year
CKD STAGE IV (585.4)
ALLERGIC RHINITIS NOS (477.9)
Underweight (783.22)
ASTHMA (493.90) «*DxP_Asthma»
OVERWEIGHT (7   2)

ALLERGIES:
«DEL» «*NoAllerg sted»

OK
Cancel
QT Auto
Print
Fax
Image
Spelling
Insert Table

Summary Chart Prog Notes Rx / Meds Recent Lab Lab Tables Vitals Hlth Maint Prob List Flow Chart

Patient Chart: Mouse, Mickey

Mickey Mouse

Progress Notes: Mouse, Mickey

Mickey Mouse   Notes ord

ID: TEST   **Age:** 72 years   **DOB:** 01/01/1940

Arial   9   **B** *I* <u>U</u>   ☰ ☰ ☰ ☰ | ⋮☰ ⋮☰ ⋮☰   100%

.D: 11/07/12 : 09:04am
.T: «*» «*Problem...» : «*Problem...» : «*Problem...» : «*Problem...»
- 11/07/12 09:04 AM
Mickey Mouse   DOB: 01/01/40 LastVisitDate: 10/16/12
Treating provider today: DTS
.ENC: DTS : 1 : 11/07/12 : 09:04 AM : Office Visit «*» : «**TOC?**» «*I/» «*O.
«*Y/» «*N/»

Subjective:

- ID: «*PCP» «*New Pt» «*MA»   This 72 years old male «*Accomp_By»
has the following major problems:

MAJOR PROBLEMS:
«DEL» «*NoMajProb»
TOBACCO USE DISORD (305.1) 2 ppd x 23 yrs
DIABETES TYPE ii (250.00) diagnosed 1986
OBESITY NOS (278.00) BMI 44 , 20 lb wt gain 1996-1887
ERECTILE DYSFUNCTION ( ) OK with Levitra
HYPERTENSION (401.9) Essential unspecified
HYPERLIPIDEMIA (272.2) high trigs., low HDL, LDL B pattern
ARTHRITIS ( )
ARTHRITIS BACTERIA (711.44) Chronic 1st PIP joint septic
OSTEOARTHRITIS NOS (715.37) L Ankle, post traumatic
MIGRAINE, CLASSIC (346.90) 3 / year
CKD STAGE IV (585.4)
ALLERGIC RHINITIS NOS (477.9)
Underweight (783.22)
ASTHMA (493.90) «*DxP_Asthma»
OVERWEIGHT (728.02)

ALLERGIES:
«DEL» «*NoAllergiesListed»

Progress Notes: Mouse, Mickey

Mickey Mouse   Notes

ID: TEST   **Age:** 72 years   **DOB:** 01/01/1940

.D: 10/28/12 : 10:25am
.T: 10/16/12 : 06:05pm
.T: :   :   :
- 10/16/12 06:05 PM
Mary Eagle   DOB: 10/21/46 LastVisitDate: 09/04/12
Treating provider today: DTS
.ENC: DTS : 1 : 10/16/12 : 06:05 PM : Office Visit :   :

Subjective:

- ID: This 65 years old female
has the following major problems:

MAJOR PROBLEMS:
HYPOKALEMIA (276.8)
BREAST CANCER (V10.3) followed by Wahl
MIGRAINE (346.80)
GERD (530.11)
FOOT PAIN (729.5)

Exit Park Dash Chart Close Patient Letter Msg Sched Note Pt Info Prov Rx Orders Pat Ed Help

Patient Chart: Mouse, Mickey

Mickey Mouse

Progress Notes: Mouse, Mickey

Mickey Mouse

Notes ord

ID: TEST   **Age:** 72 years   **DOB:** 01/01/1940

.D: 10/28/12 : 10:25am
.T: 10/16/12 : 06:05pm
.T: : : :
- **10/16/12   06:05 PM**

Mickey Mouse

Notes ord

ID: TEST   **Age:** 72 years   **DOB:** 01/01/1940

Arial   9   **B** *I* <u>U</u>   100%

.D: 11/07/12 : 09:04am
.T: «*» «*Problem...» : «*Problem...» : «*Proble
- **11/07/12   09:04 AM**
Mickey Mouse   DOB: 01/01/40 LastVisitDate:
Treating provider today: DTS
.ENC: DTS : 1 : 11/07/12 : 09:04 AM : Office Vis
«*Y/» «*N/»

Subjective:

- **ID:** «*PCP» «*New Pt» «*MA»   This 72 year
has the following major problems:

MAJOR PROBLEMS:
«DEL» «*NoMajProb»
TOBACCO USE DISORD (305.1) 2 ppd x 23 yrs
DIABETES TYPE ii (250.00) diagnosed 1986
OBESITY NOS (278.00) BMI 44 , 20 lb wt gain 1
ERECTILE DYSFUNCTION ( ) OK with Levitra
HYPERTENSION (401.9) Essential unspecified
HYPERLIPIDEMIA (272.2) high trigs., low HDL,
ARTHRITIS ( )
ARTHRITIS BACTERIA (711.44) Chronic 1st PIP joint septic
OSTEOARTHRITIS NOS (715.37) L Ankle, post traumatic
MIGRAINE, CLASSIC (346.90) 3 / year
CKD STAGE IV (585.4)
ALLERGIC RHINITIS NOS (477.9)
Underweight (783.22)
ASTHMA (493.90) «*DxP_Asthma»
OVERWEIGHT (728.02)

ALLERGIES:
«DEL» «*NoAllergiesListed»

Select Note

Date	Provider	Problem
10/28/12	STEWART, DONALD T.	10/16/12
10/19/12	STEWART, DONALD T.	TESTING TEMPLATE
09/14/12	STEWART, DONALD T.	TEST
08/03/12	STEWART, DONALD T.	AODM
08/03/12	STEWART, DONALD T.	EDIT TOOLS
06/19/12	STEWART, DONALD T.	TESTING TEMPLATE
05/31/12	STEWART, DONALD T.	TESTING TEMPLATE
05/28/12	STEWART, DONALD T.	CONGESTIVE HEART FAILURE
05/18/12	STEWART, DONALD T.	X
05/04/12	STEWART, DONALD T.	AODM
05/04/12	STEWART, DONALD T.	TETS

OK   Cancel   Help

Summary   Chart   Prog Notes   Rx / Meds   Recent Lab   Lab Tables   Vitals   Hlth Maint   Prob List   Flow Chart

The List Feature

- You can use this in virtually any chart section to bring up a list of notes.

- Very helpful in the Consults, Imaging, Cardiology, Microbiology, or any section of the chart where you might want to quickly access a previous note without having to click the "Older" button

Saving a Note when There is Already an Unfinished Note

- We have all seen this. Perhaps you forgot to finish a note. Perhaps your partner forgot to finish a note. Perhaps you are in a large multi-specialty group and the patient just saw your partner 10 minutes ago.
- So, you start a note and get the following:

Shared Note Dialog
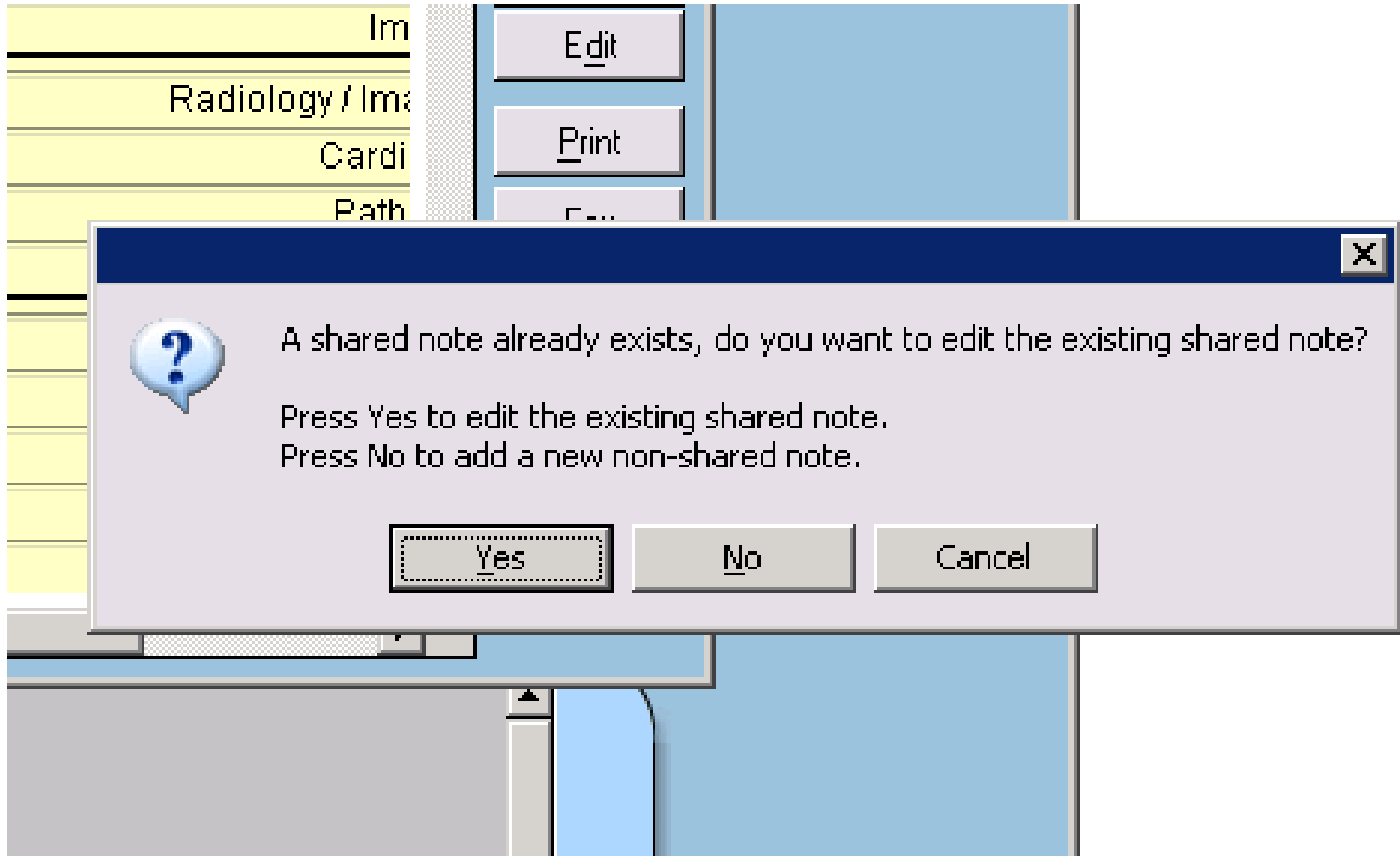
The Standard Options

- You can start a new note and finish it before you go to your next patient. (Recommended)

- You can open the unfinished note and save it, without completing it. Then you can start your new note and save it without finishing it. This is not recommended. (Especially if another provider started the unfinished note.)

- You can "Hijack" the previous note, delete everything in it, and put your own note in its place.   (Not recommended, but it happens . . .)

The More Polite Option

- Start a new note, and if you can't finish it before your next patient, save it to your desktop so you can come back and finish it later.   Done correctly, this preserves all of the quick text functionality in your note and lets you finish it as if Practice Partner had the capability to manage multiple unsaved notes.

WordPad, the Elegant Solution

- WordPad is part of Windows, and it saves text in RTF format, which is roughly how the PP note editor saves things.

- You access it from the start button-> All Programs -> Accessories -> WordPad

- Drag it to your taskbar, so it is easy to get to

Using WordPad

- Copy the note you want to save by pressing Control-A, and then Control-C while in the note.
- Then leave the note without saving
- Open WordPad
- Paste the copied note using Control-V
- Save the file to your desktop (should default to RTF format)

Mickey Mouse

Notes ordered by date with most recent first.

ID: TEST   **Age:** 72 years   **DOB:** 01/01/1940

Inactive ▫

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.D: 11/07/12 : 09:04am
.T: «*» «*Problem...» : «*Problem...» : «*Problem...» : «*Problem...»
- 11/07/12 09:04 AM
Mickey Mouse   DOB: 01/01/40 LastVisitDate: 10/16/12
Treating provider today: DTS
.ENC: DTS : 1 : 11/07/12 : 09:04 AM : Office Visit «*» : «**TOC?**» «*I/» «*O/» : «**RelRx?**»
«*Y/» «*N/»

Subjective:

- ID: «*PCP» «*New Pt» «*MA»   This 72 years old male «*Accomp_By»
has the following major problems:

MAJOR PROBLEMS:
«DEL» «*NoMajProb»
TOBACCO USE DISORD (305.1) 2 ppd x 23 yrs
DIABETES TYPE ii (250.00) diagnosed 1986
OBESITY NOS (278.00) BMI 44, 20 lb wt gain 1996-1887
ERECTILE DYSFUNCTION ( ) OK with Levitra
HYPERTENSION (401.9) Essential unspecified
HYPERLIPIDEMIA (272.2) high trigs., low HDL, LDL B pattern
ARTHRITIS ( )
ARTHRITIS BACTERIA (711.44) Chronic 1st PIP joint septic
OSTEOARTHRITIS NOS (715.37) L Ankle, post traumatic

OK
Cancel
QT Auto
Print
Fax
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Spelling
Insert Table

Acct Plan 2.   Acct Plan 4.

Close | Refresh | Exit Care   ⊙ All   ○ Search

Summary | Chart | Prog Notes | Rx / Meds | Recent Lab | Lab Tables | Vitals | Hlth Maint | Prob List | Flow Chart

TEST

Start | Practice Partner   ...   Search Desktop

Progress Notes: Mouse, Mickey

Mickey Mouse   Notes ordered by date with most recent first.

ID: TEST   **Age:** 72 years   **DOB:** 01/01/1940

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| OK |
| Cancel |
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| Image |
| Spelling |
| Insert Table |

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Acct Plan 2.   Acct Plan 4.

Close | Refresh | Exit Care   ● All   ○ Search

Summary | Cha... | Prog Notes | Rx / Meds | Recent Lab | Lab Tables | Vitals | Hlth Maint | Prob List | Flow Chart

Start | Practice Partner ...

Mickey Mouse

ID: TEST **Age:** 72 years **DOB:** 01/01/194

Not

MAJOR PROBLEMS:
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CKD STAGE IV (585.4)
ALLERGIC RHINITIS NOS (477.9)
Underweight (783.22)
ASTHMA (493.90) «*DxP_Asthma»
OVERWEIGHT (728.02)

ALLERGIES:
«DEL» «*NoAllergiesListed»
SULFA (Asthma)

takes the following medications:
CURRENT MEDICATIONS:

Acct Plan 2.   Acct Plan 4.

Close   Refresh   Exit Care

○ All   ○ Search

Document - WordPad

File Edit View Insert Format Help

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For Help, press F1

Progress Notes: Mouse, Mickey

Mickey Mouse
ID: TEST Age: 72 years DOB: 01/01/194...

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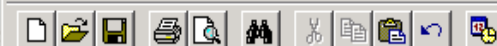ASTHMA (493.90) «*DxP_Asthma»
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Acct Plan 2. Acct Plan 4.

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◉ All ○ Search

Document - WordPad

File Edit View Insert Format Help

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For Help, press F1

Summary | Chart | Prog Notes | Rx / Meds | Recent Lab | Lab Tables | Vitals | Hlth Maint | Prob List | Flow Chart

TEST | 72y | Male | Operator: DONS | Provider: DTS

Start | Practice Partner | Document - WordPad | Search Desktop | 9:19...

Progress Notes: Mouse, Mickey

Mickey Mouse

ID: TEST | Age: 72 years | DOB: 01/01/194

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Document - WordPad

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Save As

Save in: Desktop

- My Documents
- My Computer
- My Network Places
- CE Example
- Document
- Document-Delete
- Groves_Joe_060611
- KauferAlan102312
- Lab to CE Conversion
- MaryEAgle_101612
- PacLabPhoneNumbers
- Schreiber_George_033000
- ShirleyMuellerVisit083111rtf
- Shortcut to FaxedImages
- Shortcut to IMH
- Shortcut to Interface
- Shortcut to Output
- Shortcut to PracticeForms
- Signature
- Thruelsen_Gordon_Visit_090111
- TinyURL-MCAWE
- WoodmanExam0614

My Recent Documents
Desktop
My Documents
My Computer
My Network Places

File name: Document

Save as type: Rich Text Format (RTF)

☑ Save in this format by default

Save | Cancel

For Help, press F1

Acct Plan 2. | Acct Plan 4.

Close | Refresh | Exit Care

◉ All ○ Search

mmary | Chart | Prog Notes | Rx / Meds | Recent Lab | Lab Tables | Vitals | Hlth Maint | Prob List | Flow Chart

TEST | 72y | Male | Operator: DONS

Start | Practice Partner ... | Document - WordPad | Search Desktop

Recreating Your Note

- When you want to finish your note, open a new note.

- Open WordPad and open the note from your desktop

- Copy the note in WordPad (Control-A, Control-C)

- Paste it into your PP note (Control-V) – make sure the date is correct

- Save the note as unfinished, then reopen and edit it.

AutoHotKey and PPHelper

- The interface to Practice Partner can be extensively customized using an add-on program called AutoHotKey, which is free
- Before he was hired by McKesson to be Medical Director for the Practice Partner product, user Robert Pierce, MD, developed a script for AHK he called PPHelper, that solves many annoying problems.

PPHelper Features

- Diagnosis Code and Procedure Code search "as you type" (autosearch)

- Operator Select window autosearch

- Provider Select window autosearch

- Prescription edit double click

- Message window operator autocomplete

PPHelper Pop-Up Killer

- "The spellchecking session is over."
- "The note will be printed after it is saved."
- "This will record that the patient takes no medication."

- Hotkeys: Win-9 90 day rx conversion, Win-D date GUI
- Demo in live system now

Other AHK Scripts – Update History

The Update History script will allow you to edit the PMH, SH, and/or FH from within your note, and automatically paste the update into the appropriate history sections using a hotkey.

This preserves the formatting of your history sections and is much more elegant than the .K: codes.

Other AHK Scripts – Edit Tools

– Alt-Sh-l   lower case selected text
– Alt-Sh-u   UPPER CASE selected text
– Alt-Sh-p   Proper Case selected text
– Alt-Sh-'   "put quote marks" selected text
– Alt-Sh-c   clean up selected text by getting rid of extra spaces, commas, etc.
– Alt-Sh-m   make selected text microscopic
– Alt-Sh-d   insert a «DEL» marker
– Alt-Sh->   ======>
– ..deg   degree sign °
– ..bul   bullet •

Inserting Lab Review into Note

- The .ILR: code in a note template will pull all the data from the Lab Review window into a note or message

- You can create a quick text that has the .ILR as the only contents, and bringing this into your note by opening the quick text menu and selecting it will work, too, but you cannot put the quick text in your note template, because it will not work.

Navigating Pick Lists with First Letter

- For example: lab data table.
  - If you repeatedly hit the first letter of what you are looking for, the system will bring up each of the choices that start with that letter, e.g.: Comp Metabolic Panel, CBC, Coagulation, CVD Risk
- Same thing for pick lists in a note template
- Printer choice in Rx Renew
- Works in many places in the program

Dictating with Your iPhone

- If you have an iPhone 4S or the new iPad, you can log into Practice Partner (the app iTap RDP is what I recommend for this), and can use the dictation button on the keyboard to dictate a note.

- For example, assume I was out on the town and got a call from a patient about abdominal pain, and sent him to the ER. I could document it by doing this:

Workflow Tips

- Keep your web browser open in the background, logged in to UpToDate, Epocrates, E-Prognosis, theNNT, and any other sites you use frequently.

Use Instant Medical History

- To let the patient enter his or her version of the HPI before the visit.

- Especially helpful for Medicare Annual Wellness Exams

Use Web View

- Send messages to patients, and get them to send them to you. When they send you a message, *they* are doing the typing.
- Reduces phone calls tremendously, since they can check on their own lab results

Workflow Tips

- If you don't have integrated EKG, or integrated interface with the hospital system for dictations, print to a PDF print driver rather than a printer. Then you can attach the file directly, rather than printing it out, and then scanning it.

Workflow Tips

- The MA or Nurse who checks in the patient can inquire as to the current preferred pharmacy, and be sure to add it in the configuration tab of the patient window.

Thanks for Your Patience

- I hope you all learned something you can take back to your practices

My Slides (not on the wristbands)

- **http://tinyurl.com/PP-AHK**

- **http://tinyurl.com/SCR-OCR**

- **http://tinyurl.com/QT-Temp**

- **http://tinyurl.com/DTS-ATR**