17.1 Training NonClinical
Changes to the Search functionality

• Click magnifying glass to search for patient.
• Can Search using Name, Date of Birth, Year of Birth without changing Search field.
• Can Search using 2 digit birth year.
• Ellipses feature shows in-view patient info
Partial LN, Optional Partial FN, Optional Full DOB or YOB
Patient: 01.01.79
Name: [Search]
Changes to Daily Schedule

• Can now change the patient Location and Status within the Schedule.
• Now has AM and PM radio buttons.
Break Glass

Warning

Reason Must be Entered

Can see Security in Patient Banner
Patient Banner Changes

• Allergies on the right are highlighted.
• Colors show reaction severity.
• Clicking the allergies will show the allergens and reactions.
Different Severity Warnings in Patient Banner
Sexual Orientation/Gender Identity

- New informational fields available in Allscripts.
- Patient Profile Dialog box—in Patent Banner double click
- Will be available on next Experior update.
- Office Admins will be responsible for how and when data collected.
- PM/Admin Sex: still uploaded from Experior.
New Patient Consent feature

• Practice Admin will set this up with EHR Help Desk.
• Double Click the Blue i to open the Patient Profile Dialog box.

• New feature to add Consent and can link to a document in Patient Profile Dialog box.
• Includes Consent Types: Authorization to Share info with Family/Friends; Authorization to Share Information for Research; Informed Consent to Participate in Research; Patient Consent for Surgery; Patient Consent for Treatment; and Specialty Heath Registry.
• EHR can create department specific consents.
• Scan the signed Consent paperwork into Allscripts Scan under the correct folder.
• Locate the scanned document in the Chart.
• Right click on the Scanned Document.
• Choose Attach to Consent.
Medications

- Changing to Simple View.
- Simple list of Meds, can still Expand with the plus sign.

<table>
<thead>
<tr>
<th>Vital Signs</th>
<th>Meds</th>
<th>Med Flowsheet</th>
<th>Orders</th>
<th>Allergies</th>
<th>Immunizations</th>
<th>Flowsheets</th>
<th>HMF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Medications</td>
<td>None</td>
<td>Simple</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Atorvastatin Calcium 20 MG Oral Tablet (Lipitor); TAKE 1 TABLET DAILY AS DIRECTED
- Gabapentin 300 MG Oral Capsule; TAKE 1 CAPSULE 3 TIMES DAILY
- Methadone HCl - 10 MG/ML Injection Solution; USE AS DIRECTED
- Naproxen 500 MG Oral Tablet
E-Coupon

• The eCoupon feature enables clinical staff to provide coupons to the pharmacy and to the patient.
• The eCoupon can be printed and given to patient by any user, including nonclinical.
Prescribing Information and Medication Guide

IMPORTANT: PLEASE PRINT COUPON FOR PATIENT.
PATIENT MUST ACTIVATE BY CALLING: 1-800-613-0304.

ELIGIBLE PATIENTS
GET GLYXAMBI
SAVINGS

Pay nothing for a year if you qualify.
Here's how it works:

1. Activate your card by visiting FreeGLYXAMBI.com or calling 1-800-613-0304.
2. Show this page to your pharmacist when you fill your prescription.

Whether you're just starting out or getting a refill, you know it's important to stay on
Show Age and Last Given on Immunizations

<table>
<thead>
<tr>
<th>Immunizations Series</th>
<th>All Statuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Age</td>
<td>Last Given</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Last Given</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>03-Nov-2015 (4m)</td>
<td>18-Dec-2015 (6m)</td>
<td>22-Mar-2016 (9m)</td>
</tr>
<tr>
<td>DTP/DTaP (4)</td>
<td>15-Mar-2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis A (1)</td>
<td>02-Aug-2016</td>
<td>02-Aug-2016 (13m)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B (3)</td>
<td>22-Mar-2016</td>
<td>03-Nov-2015 (4m)</td>
<td>18-Dec-2015 (6m)</td>
<td>22-Mar-2016 (9m)</td>
</tr>
<tr>
<td>HIB (3)</td>
<td>02-Aug-2016</td>
<td></td>
<td>18-Dec-2015 (6m)</td>
<td>22-Mar-2016 (9m)</td>
</tr>
<tr>
<td>HPV (0)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Influenza (0)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Influenza Vaccine R...</td>
<td>31-Oct-2016</td>
<td>31-Oct-2016 (16m)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meningococcal (0)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MMR (1)</td>
<td>02-Aug-2016</td>
<td>02-Aug-2016 (13m)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCV (3)</td>
<td>02-Aug-2016</td>
<td></td>
<td>18-Dec-2015 (6m)</td>
<td>22-Mar-2016 (9m)</td>
</tr>
<tr>
<td>PPSV (0)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polio (3)</td>
<td>22-Mar-2016</td>
<td>03-Nov-2015 (4m)</td>
<td>18-Dec-2015 (6m)</td>
<td>22-Mar-2016 (9m)</td>
</tr>
<tr>
<td>Rotavirus (1)</td>
<td>03-Nov-2015</td>
<td>03-Nov-2015 (4m)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Td/DT (0)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella (1)</td>
<td>02-Aug-2016</td>
<td></td>
<td></td>
<td>02-Aug-2016 (13m)</td>
</tr>
</tbody>
</table>
**Inline Document Viewer**

- Can now view documents from within the Clinical Desktop.
- Double Click on the document.
- Move through documents by clicking Next and Previous buttons in top right of inline window.
- Close in same upper right corner.
- Can still open up as a Pop-up window by right clicking on document and View in New Window.
SUPERUSER, CATWOMAN
01-Jan-1979 (38 y) F

Annual Physical Exam
Owner: ALLSCRIPTS, Provider: ALLSCRIPTS, Status: Final

Active Problems
1. Chronic kidney disease, stage 3 to stage 5 (N18.3, N18.4, N18.5)
2. Diabetes (E11.9)
3. Hypertension (I10)
4. Thoracic outlet syndrome (G54.0)
5. Warts (B37.6)
6. Acute anxiety (F41.9)
7. Alcohol abuse (F10.10)

Past Medical History
1. History of Alcohol withdrawal (F10.236)
2. History of Gonococcal meningitis (A54.81)
3. History of atrial fibrillation (386.79)
4. History of hypothyroidism (E25.59)
5. Hypertension (I10)
6. History of Acute tonsillitis due to coxsackie virus (J03.80, B34.1)
Right Click to Pop-Up Window instead of inline View
What’s a Macro?

• A macro is a shortcut that you can create that when entered into the system will automatically expand into a larger phrase or series of phrases.
• A macro can be used to automatically enter simple, repetitive phrases including commonly used sentences and instructions in your documentation.
• Additional training will be available.
Click the macro button.
A Macros Edit box will appear for you to begin creating. Click Create.
1. **Shortcut** will allow you to put in your short phrase for your macro.

2. **Description** will explain what the macro is for.

3. Information placed into the text field will be distributed in the area your macro is placed.
• Save your macro.  

• The new macro will be added to your Manage Macros list.  
• From this window, you can Create, Edit, and Inactivate.  
• They are not removed easily from the system.
<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Expanded Text</th>
<th>Description</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>normfem</td>
<td>The exam showed normal external female external genitalia.</td>
<td>Normal Female Genitalia Exam</td>
<td>Livingston, Amanda</td>
</tr>
<tr>
<td>RX</td>
<td>Medications were reviewed and refills given as needed.</td>
<td>Med review/refill</td>
<td>Livingston, Amanda</td>
</tr>
</tbody>
</table>
To add, just type whatever your shortcut name is wherever you want your macro to populate. Be sure to begin with the period. Then your enter key on your keyboard.

```
.rx
```

```
Medications were reviewed and refills given as needed.
```
Macros throughout Allscripts

• Macros can be used throughout the system.
• Macros can be created by any user.
• Macros can be used in tasks.
• Macros can be used in Free Text boxes.
**Text Template**

- Can be used anywhere you see the TT icon.
- Most beneficial in Note Authoring.
- Systemic Text Template can be built by EHR team.
- TT are the existing template for letters, notes, tasks. Now able to save Favorites in the unstructured notes.
- Can add Macros in the Text Template box.
- Be sure to Click Apply!
Ways to use Text Template:

• Click TT
• Can have EHR create departmental Text Templates.
• Can save to My Favorites.
• Use Magnifying Glass to search.
• Administrative users would be most likely to use Text Templates in letters.
Text Template Search
Choose a template, edit data as needed. Click Apply.
Text Template info added to note or letter.
Reactivate User generated Tasks
### Task List

<table>
<thead>
<tr>
<th>View: Current Pt - All (last 6 months)</th>
<th>Show: 300</th>
<th>Total Active Tasks: 7</th>
<th>Last Updated: 09/21/2017 6:21 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Co-Sign Note</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEST, BOBBY</td>
<td>Moore, Jason</td>
<td>Dipier, Timothy</td>
<td>04/03/2017 10:20 AM Complete</td>
</tr>
<tr>
<td>TEST, BOBBY</td>
<td>Moore, Jason</td>
<td>Hagan, Daniel</td>
<td>04/02/2017 10:20 AM Complete</td>
</tr>
<tr>
<td>TEST, BOBBY</td>
<td>Peds SOWK Team</td>
<td>Health, Deanna</td>
<td>06/28/2017 03:33 PM Complete</td>
</tr>
<tr>
<td>TEST, BOBBY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FYI</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEST, BOBBY</td>
<td>Livingston, Amanda</td>
<td>Health, Deanna</td>
<td>06/28/2017 03:58 PM Active</td>
</tr>
<tr>
<td>Co-Sign Note</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEST, BOBBY</td>
<td>Stockfelt, Marilyn</td>
<td>Jones, April</td>
<td>06/06/2017 10:51 AM Complete</td>
</tr>
<tr>
<td>FYI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEST, BOBBY</td>
<td>Jones, April</td>
<td>Jones, April</td>
<td>07/12/2017 04:42 PM Complete</td>
</tr>
</tbody>
</table>

**Comments:**

Livingston, Amanda - 21 Sep 2017 6:21 PM
**TASK REACTIVATED**
Livingston, Amanda - 21 Sep 2017 6:21 PM
**TASK COMPLETED**
Livingston, Amanda - 21 Sep 2017 6:21 PM
**TASK EDITED**
Livingston, Amanda - 21 Sep 2017 6:21 PM

**Task About:**

No information available.

Task Copy History

• A button is available in Task Details enabling you to copy the task comment history so that it can be edited.

• Click Copy History-info from Comment History is added to the Comment column in Task Details and can be edited.

• After saving again, the edited info will be displaced preceded with TASK EDITED, name of user, date and time of edit.
Editing is done in the left Comment section.
Can now Reply within the Task Details Box
**Sensitive Health Condition**

- To comply with HIPAA Privacy Rule, Allscripts will now allow us to flag a patient with a Potentially Sensitive Health Condition.
- The flag can be set manually.
- The flag would be visible in the Patient Banner, ACI, and in the right-click menu option for Print Fax Chart menu.
- If you Print/Fax or export a Summary of Care for a chart with the flag, a warning displays.
- Departments and Office Admins will need to create policies regarding how and when this is used.
- Additional training will be available.
Future Administrative Training Opportunities

• Generic Provider: works similar to our current “Clinic” schedules, patients will be scheduled under generic provider.

• Follow My Health: Patient Health Information-patient sharing.

• Community Data.

• Allscripts Icon Reference Guide available on our Quillen EHR Helpdesk website.

• This presentation will be available on our Quillen EHR Helpdesk website.

http://www.quillenphysiciansehr.com