



QUILLEN ETSU PHYSICIANS

Allscripts Touchworks - The Basics

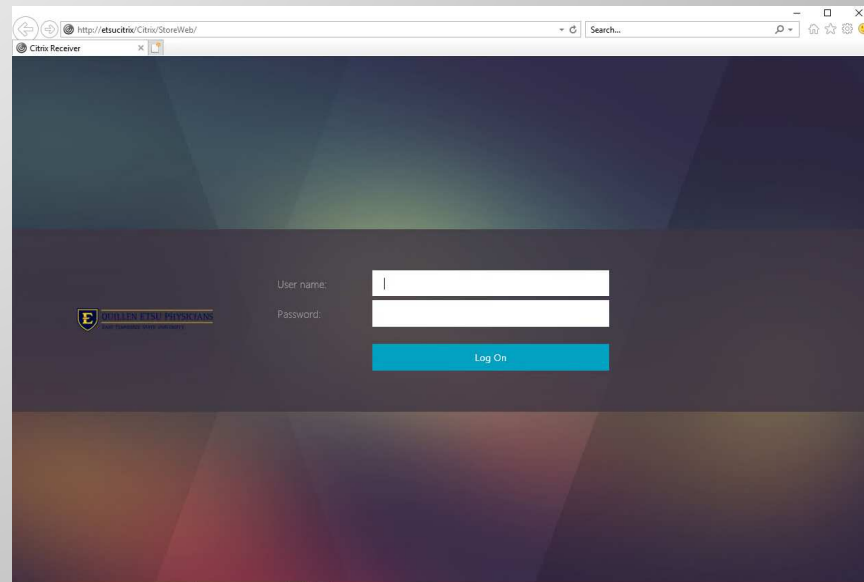
**Clinical Staff and Provider Training
Module**

Quillen EHR Team
Phone: (423) 282-6122, Option 1

May 2020

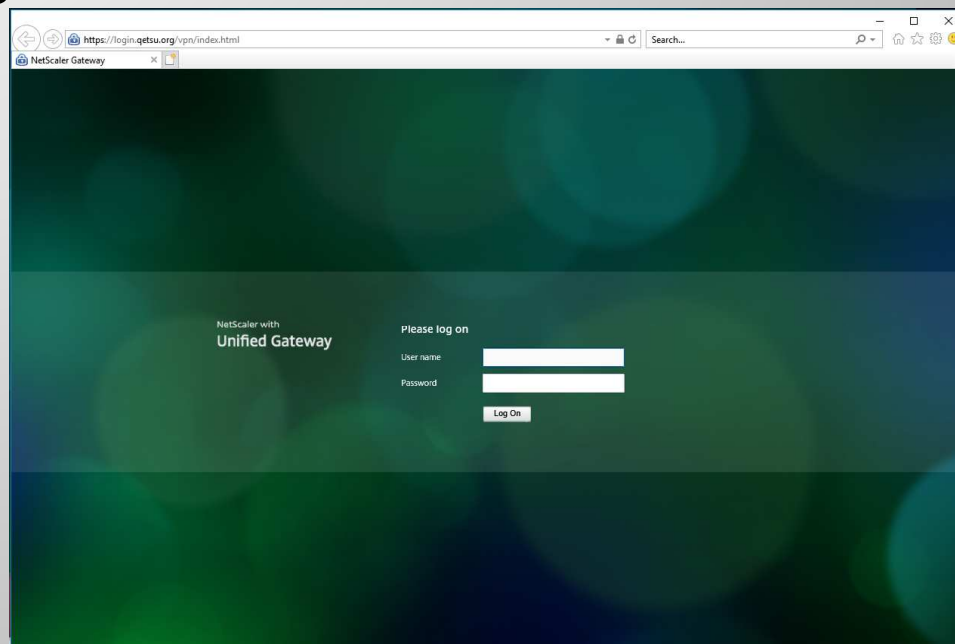
Logging In

- ❑ Logging into Allscripts is a two-step process, first into the server (Citrix), and then into Allscripts.
- ❑ Each clinic computer should have a shortcut set up for logging into Citrix. Double click on the icon to access the Citrix login screen.



Logging In from Home

- ▣ If on a personal device, download Citrix Workspace from <https://www.citrix.com/downloads/workspace-app/>
- ▣ Once downloaded, go to login.getsu.org open a browser window and log into Citrix



Logging In

- ❑ Enter your Citrix username and password that was provided to you. The password *is* case sensitive. If you have not received this information, please inform the trainer.
- ❑ You will be directed to the screen for choosing your application. Please choose **ETSU Citrix Desktop**. *Please note: This screen will time out after one minute if you have not made a selection.*



- ❑ Next, enter your username/password for Allscripts. This is the second username and password provided to you.

Daily Schedule

The screenshot shows the 'Daily Schedule' interface. At the top, there's a navigation bar with tabs like 'Daily', 'Clinical Desktop', 'New Note', 'Worklist', 'Task List', 'Batch Sign', 'Appointments', 'Patient Lists', and 'Provider Schedules'. The 'Daily' tab is selected. Below this is a 'SELECT PATIENT' search bar. The main section is titled 'Daily Schedule' and includes a 'Provider' dropdown menu set to 'ALLSCRIPTS,Provider'. A red box highlights the 'Daily' tab and the 'Provider' dropdown. A red arrow points from a text box to the magnifying glass icon next to the provider dropdown. Below the provider dropdown is a 'Date' field set to '07 May 2015' and a calendar icon. A blue box highlights the calendar icon. To the right of the date are tabs for the days of the week: 'SUN', 'MON', 'TUE', 'WED', 'THU', 'FRI', 'SAT'. The 'THU' tab is selected. A blue box highlights the 'THU' tab. To the right of the day tabs is a 'Today' button and navigation arrows. A red arrow points from a text box to the navigation arrows. Below the day tabs is a table of appointments. A red arrow points from a text box to the 'Pt Loc' column header. Another red arrow points from a text box to the 'MRN' column header. A third red arrow points from a text box to the 'Comments' column header. The table contains several rows of appointment data.

The magnifying glass allows you to pull up another provider's schedule

Click on days of the week or the calendar icon to navigate to another date

Jumps forward/backward a week at a time

\$	N	TC	SOC	CS	A	Pt Loc	Pt Status	Time	Patient	MRN	Type	Dur	Tasks	Comments
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arr			08:00 AM	TEST, COURTNEY	001000641274601	55	15	3	ANXIETY
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arr			08:15 AM	TEST, ETHAN	001000778162801	55	15	7	FOLLOWUP MIGRAINES
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arr			08:30 AM	TEST, JUANITA	001002000002201	55	30	1	LABS AND MED CHECK
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pen			09:00 AM	TEST, MITCHELL	001000651683501	55	15	1	FU OF HTN
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pen			09:15 AM	TEST, JAMES	001000663422401	55	45	1	NEW PT PHYSICAL

When you first log in, you will land on the Daily Schedule. You can pull in other providers' schedules by clicking on magnifying glass and searching by last name. The schedule defaults to the current date, but you can navigate to other dates by clicking on the days of the week, the calendar icon, or using the arrows to jump forward/backward a week at a time.

Search for a Patient

← SELECT PATIENT

If searching for a patient not on a schedule, click the magnifying glass.

Org: ETSU [Personalize](#)

Partial LN, Optional Partial FN, Optional Full DOB or YOB

Patient: ☐ Include InActive

Patient	MRN	OTHER	SSN	DOB	Age	S	Home	Cell	InA
---------	-----	-------	-----	-----	-----	---	------	------	-----

Search by last name or date of birth.
Select the correct patient and click OK.

Daily Schedule

The screenshot shows the Allscripts 'Daily Schedule' interface. A red box highlights the 'Clinical Desktop' button in the top navigation bar. A red arrow points from this button to a text box. Another red arrow points from the patient's name 'TEST, COURTNEY' in the schedule table to a second text box. The 'Patient Banner' at the top right displays the patient's name, MRN, and other details. The schedule table lists appointments for the day of Thursday, May 7, 2015.

Patient Banner MED & NON-MED ALLERGIES

Daily Schedule Arrived, Pending and Rescheduled

Provider: ALLSCRIPTS,Provider

Date: 07 May 2015

	N	TC	S	C	CS	A	Pt Loc	Pt Status	Time	Patient	MRN	Type	Hour	Tasks	Comments
<input checked="" type="checkbox"/>						Arr			08:00 AM	TEST, COURTNEY	001000641274601	55	15	3	ANXIETY
<input type="checkbox"/>						Arr			08:15 AM	TEST, ETHAN	001000778162801	55	15	7	FOLLOWUP MIGRAINES
<input type="checkbox"/>					N/A	Arr			08:30 AM	TEST, JUANITA	001002000002201	55	30	1	LABS AND MED CHECK
<input checked="" type="checkbox"/>						Pen			09:00 AM	TEST, MITCHELL	001000651683501	55	15	1	FU OF HTN
<input checked="" type="checkbox"/>						Pen			09:15 AM	TEST, JAMES	001000663422401	55	15	1	NEW PT PHYSICAL

Patient Insurance: UHC COMMUNITY PLAN TNCARE

Buttons: Edit Clin Summary, Patient Profile..., Appt Details..., Patient Appts..., Print Sched..., Print Chart..., New Task...

A double click on the patient's name takes you to their chart (the Clinical Desktop)

A single click on the patient's name pulls them into context and displays their name/demographic info in the Patient Banner

Toolbars

The screenshot displays the Allscripts EHR interface. A red box highlights the top navigation bar and the left sidebar menu. A blue arrow points from the 'Horizontal Toolbar' text box to the top navigation bar. Another blue arrow points from the 'Vertical Toolbar' text box to the left sidebar menu. A third blue arrow points from the 'Floating Clinical Toolbar' text box to the floating toolbar. A red circle highlights the close button on the floating toolbar.

Horizontal Toolbar
(Patient Charting is done on these tabs)

Vertical Toolbar
(Miscellaneous functions, such as Internet Links, changing your site, and checking the fax queue)

Floating Clinical Toolbar
For adding data to the patient's chart, for viewing the chart in read only mode, and for viewing quick appointments. Used primarily by nursing and check in/out staff.

The interface includes a top navigation bar with tabs: Daily, Clinical Desktop, New Note, Worklist, Task List, Batch Sign, Appointments, Patient Lists, and Provider Schedules. The left sidebar menu includes: Chart, User Options, Unlock Notes, Print/Fax Queue, Internet Links, EHR Website, CSMD Log In Site, and Reports. The main content area shows a 'SELECT PATIENT' search bar, a 'Daily Schedule' section with a provider dropdown (ALLSCRIPTS, Provider) and a date selector (19 May 2015). Below this is a table with columns: Type, Dur, Tasks, and Comments. The table contains one row: 55, 15, 1, TRAINING CLASS. The bottom of the interface features a 'Patient Insurance' section and a row of buttons: Edit Clin Summary, Patient Profile..., Appt Details..., Patient Appts..., Print Sched..., Print Chart..., and New Task...

Clinical Desktop

The screenshot displays the Clinical Desktop interface for a patient named Courtney Test. The top navigation bar includes tabs for Chart, Daily, Clinical Desktop, New Note, Worklist, Task List, Batch Sign, Appointments, Patient Lists, and Provider Schedules. The patient banner shows the name [R] TEST, COURTNEY, age 19-Jun-2010 (7y) F, and PCP Garrett, William. A red box highlights the 'Clinical Desktop' tab and the 'Clinical Toolbar' below it, which contains icons for adding information to the chart. A red arrow points from the toolbar to the 'Patient's Chart' panel.

"Clinical Toolbar"
This is where you add information to the chart

"Patient's Chart"
This is where you view information in the chart

The 'Patient's Chart' panel is divided into two main sections: 'Active' and 'Past Medical History'. The 'Active' section lists various conditions with their ICD-10 codes and managed by status. The 'Past Medical History' section lists historical conditions with their ICD-10 codes.

Item Name	Select	03 Apr 2018 8:54 AM	27 Dec 2017 9:09 AM	21 Jul 2017 3:43 PM	2:41 P
Temperature	<input type="checkbox"/>	98 F	96 F	231.8 F	
	<input type="checkbox"/>	122	140		140
	<input type="checkbox"/>	82	83		80
	<input type="checkbox"/>	72	72	111	
	<input type="checkbox"/>				
	<input type="checkbox"/>	98	111	111	
Height	<input type="checkbox"/>	4 ft		7 ft	
2-20 Stature Percentile	<input type="checkbox"/>	21 %		99 %	
Weight	<input type="checkbox"/>	55 lb		33 lb	
2-20 Weight Percentile	<input type="checkbox"/>	49 %		1 %	
BMI Calculated	<input type="checkbox"/>	16.78kg/m2		3.29kg/m2	
BMI Percentile	<input type="checkbox"/>	69 %		1 %	
BSA Calculated	<input type="checkbox"/>	0.92m2		1.11m2	
Head Circumference	<input type="checkbox"/>				

Click on the icons underneath the Patient Banner to ADD information to the patient's chart.
The two panels underneath the Clinical Toolbar is where you can view the information that is already in the patient's chart.

Viewing the Chart

TEST, COURTNEY Age: 22 Years DOB: 01/02/1993 MRN: 001000641274601
Sex: F PCP: FYI: FYI
Allergies: Med & Non Med H Phone: (423)543-8296 Other:

ETSU - Clinician

Iodine Allergy Review before release of medical records

Problem Notes Labs Procedures Radiology Chart Worklist

Active

Encounter for screening for malignant... V76.51
Encounter for screening for malignant... V76.51

History of Tubal Ligation

Family History

Click on the various *tabs* to view the patient's problem list, notes, labs, procedures, and radiology.

The toolbar gives you options to resolve problems, print/fax notes, and view/print drug education, etc.

HMP/Reminders Growth Chart

Vital Signs Meds Med Flowsheet Orders Allergies Immunizations Flowsheets

Data Includes: All Select 02 Feb 2015 28 Aug 2014 15 Aug 2014 10 Jul 2015

Item Name 4:05 PM 8:50 AM 8:36 AM 9:40 AM

Systolic
Diastolic
Temperature
Heart Rate
Pulse Quality
Respiration
Respiration Quality
O2 Saturation
Height
Weight
BMI Calculated
BSA Calculated
Pain Scale
LMP
Last Pap Smear
Mammogram

This side of the chart contains the vitals, medications, orders, allergies, immunizations, and growth chart.

Add to My Priority New Edit Resolve Change Type to

New Edit Enter Result Print

Click on the tabs at the top of each section to view various parts of the chart: the Problem List, Notes, Labs, Procedures, Radiology, and the entire Chart, including administrative paperwork. The second panel has the Vital Signs, Medications, Orders, Allergies, and Immunizations.

Viewing the Chart

The screenshot shows the 'Meds' tab selected in a medical charting interface. The 'Current Medications' dropdown is set to 'None' and the 'Alpha' dropdown is set to 'Alpha'. The 'Rec: 28Aug2014' date is displayed. The list of medications includes:

- Afrin Sinus SOLN; stopped 1 week ago; Therapy: (Recorded:10Jul2014) to; Status: ACTIVE Recorded
- ALPRAZolam 0.25 MG Oral Tablet (Xanax 0.25 MG Oral Tablet); TAKE 1 TABLET Daily PRN; Therapy: 18Dec2014 to (Last Rx:18Dec2014); Status: ACTIVE Ordered
- Claritin-D 24 Hour TB24; Therapy: (Recorded:29Aug2014) to; Status: ACTIVE Recorded
- Lortab 10-325 MG Oral Tablet; TAKE 1 TABLET EVERY 4 HOURS AS NEEDED; Therapy: 21Jan2015 to (Evaluate:31Jan2015); Last Rx:21Jan2015; Status: ACTIVE Ordered
- Lortab 10-325 MG Oral Tablet; TAKE 1 TABLET EVERY 4 HOURS AS NEEDED; Therapy: 21Jan2015 to (Last Rx:21Jan2015); Status: ACTIVE Ordered
- Misc Supply; One Pink elephant wearing lace panties; Therapy: 28Aug2014 to (Last Rx:28Aug2014); Status: ACTIVE Ordered
- Omeprazole 20 MG Oral Tablet Delayed Release; Therapy: (Recorded:29Aug2014) to; Status: ACTIVE Recorded
- Penicillin V Potassium 500 MG Oral Tablet; TAKE 1 TABLET 3 TIMES DAILY UNTIL GONE; Therapy: 10Sep2014 to (Evaluate:11Sep2014); Last Rx:10Sep2014; Status: ACTIVE Ordered
- Tetracycline HCl - 250 MG Oral Capsule; TAKE 1 CAPSULE EVERY 6 HOURS DAILY; Therapy: 19Sep2014 to (Evaluate:20Sep2014); Last Rx:19Sep2014; Status: ACTIVE Ordered

Sorts/Filters: Most of the tabs also have a variety of sort options and filters from which you can choose, in order to find items more quickly. The sort options are underneath the main tab.

The screenshot shows the 'Notes' tab selected in a medical charting interface. The 'All Notes by Specialty' dropdown is set to 'None'. The '143 of 535 Chart Items (28 Invalid and 272 Audit Items) - Filters Applied' message is displayed. The list of notes includes:

- Allergy/Immunology
 - 23Aug2011 - Non-Appointment
 - Acute (Acute) - Krishnaswamy, Guha; Enc: Krishnaswamy, Guha (Allergy/Immunolog)
- Cardiology
 - 13May2014 - Non-Appointment
 - Provider Telephone Note (Provider Telephone Note) - Geraci, Stephen; Enc: Geraci, Stephen (Consult) - Geraci, Stephen; Enc: Geraci, Stephen (Cardiology)
 - 15Apr2014 - Appointment
 - Established (Established) - ALLSCRIPTS, Cardiologist; Enc: ALLSCRIPTS, Cardiolog
 - 06Feb2013 - Lab
 - Follow-Up (Follow-Up) - ALLSCRIPTS, Cardiologist; Enc: ALLSCRIPTS, Cardiologist
 - 30Oct2012 - Chart Update
 - Misc Letter - Stockfelt, Marilyn; Enc: Stockfelt, Marilyn (Cardiology)
 - Misc Letter - Stockfelt, Marilyn; Enc: Stockfelt, Marilyn (Cardiology)
 - 26Sep2012 - Lab
 - New Patient (New Patient) - ALLSCRIPTS, Cardiologist; Enc: ALLSCRIPTS, Cardiol
 - 09Apr2012 - Non-Appointment
 - JCIM Psychotherapy Note (JCIM Psychotherapy Note) - ALLSCRIPTS, Cardiologist;
 - 06May2011 - Chart Update
 - Postpartum Visit (Postpartum Visit) - ALLSCRIPTS, Cardiologist; Enc: ALLSCRIPTS,
 - Postpartum Visit (Postpartum Visit) - ALLSCRIPTS, Cardiologist; Enc: ALLSCRIPTS,
- Endocrinology
 - 26Jan2012 - Established Patient Visit
 - Provider Telephone Note (Provider Telephone Note) - ALLSCRIPTS, Endocrinologist;
 - New Patient (New Patient) - ALLSCRIPTS, Endocrinologist; Enc: ALLSCRIPTS, Endo

Generally, double clicking on an item allows you to view it. Single clicking (highlighting) an item activates the toolbar, which gives you options for printing, faxing, etc.

Each tab contains different items. Most of the tabs have a variety of sort options and filters from which you can choose in order to find items more quickly. Right clicking on an item opens a menu that expands the options available. This includes resolving problems, editing notes, annotating, and reviewing audit reports.

Charting



Entering information into the patient's chart is done through the Clinical Toolbar.



Active Problems, History items (Past Medical, Family, Social Hx)

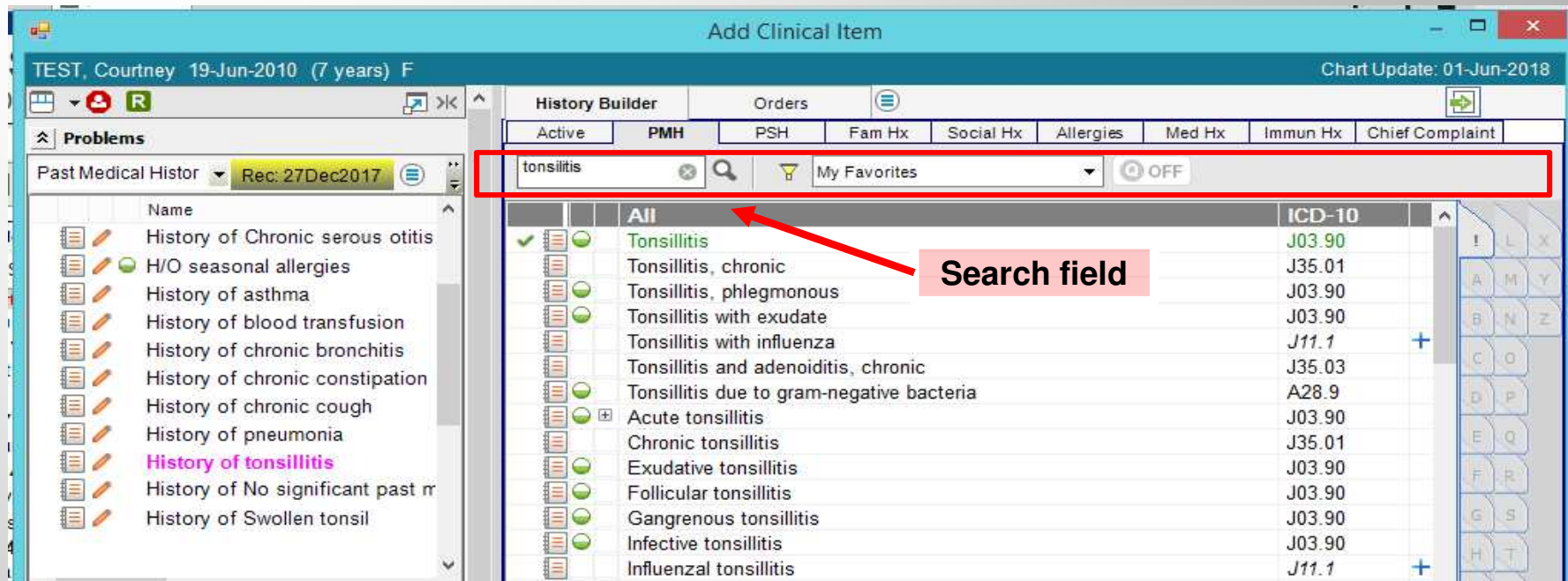


Medications, Medication Administration



Labs, Radiology, Procedures, Follow ups, Referrals, Education

Adding History Items



Adding history items is just like adding active problems. Click on the appropriate tab and then type in the search field and click the binoculars (or hit "enter"). Find the item, and click to add to the chart.

PMH – Past Medical History

PSH – Past Surgical History

Med Hx – Medication History (Meds the patient states they are currently on, but which are not being prescribed by you or another ETSU Health provider.)

Immun Hx – Immunization History (Immunizations the patient has received in the past.)

Adding Active Problems

TEST, Courtney 19-Jun-2010 (7 years) F Chart Update: 01-Jun-2018

Add Clinical Item

History Builder Orders

Chief Complaint

Active PMH PSH Fam Hx Social Hx Allergies Med Hx Immun Hx

acne

My Favorites

Search for an item

	All	CD-10
<input type="checkbox"/>	Acne	L70.9
<input type="checkbox"/>	Acne agminata	A18.4
<input type="checkbox"/>	Acne atrophica	L70.2
<input type="checkbox"/>	Acne bromata	L25.3
<input type="checkbox"/>	Acne cheloidalis	L73.0
<input checked="" type="checkbox"/>	Acne comedone	L70.0
<input type="checkbox"/>	Acne cosmetica	L70.8
<input type="checkbox"/>	Acne cystica	L70.0
<input type="checkbox"/>		0.8
<input type="checkbox"/>		1.9
<input type="checkbox"/>		0.8
<input type="checkbox"/>		0.8
<input type="checkbox"/>		0.0
<input type="checkbox"/>		3.2
<input type="checkbox"/>		3.0
<input type="checkbox"/>		0.8
<input type="checkbox"/>	Acne, mild	L70.9
<input type="checkbox"/>	Acne necrotica	L70.2

To add it to the patient's chart, click on the name. This pulls it into the panel on the left. It will remain a pink color until the item is committed.

Problems

Active Problems Rec: 27Dec2017

Name

My Priority

Health Maintenance/Risks

Health Maintenance

Other Problems

Acne comedone

ADHD (attention deficit hyperactivity...)

Ankle pain

Arthralgia of left knee

Chronic otitis media of right ear

Cystitis

Immunization not carried out because...

Irregular heartbeat

New Edit CareGuide Resolve

Medications

Orders

Allergies

DUR Alerts: Drug-Drug (0) | PAR (0) | Disease (0) | Dup Therapy (0) | Dose (0)

OK Cancel

The ACI

Add Clinical Item

TEST, Courtney 19-Jun-2010 (7 years) F Chart Update: 01-Jun-2018

History Builder Orders

Chief Complaint
Active PMH PSH Fam Hx Social Hx Allergies Med Hx Immun Hx

acne

My Favorites OFF

	All	ICD-10
<input type="checkbox"/>	Acne	L70.9
<input type="checkbox"/>	Acne agminata	A18.4
<input type="checkbox"/>	Acne atro	
<input type="checkbox"/>	Acne bro	
<input type="checkbox"/>	Acne ch	
<input checked="" type="checkbox"/>	Acne cor	
<input type="checkbox"/>	Acne cos	
<input type="checkbox"/>	Acne cys	
<input type="checkbox"/>	Acne det	
<input type="checkbox"/>	Acne ery	
<input type="checkbox"/>	Acne est	
<input type="checkbox"/>	Acne fulminans	L70.8
<input type="checkbox"/>	Acne indurata	L70.0
<input type="checkbox"/>	Acne inversa	L73.2
<input type="checkbox"/>	Acne keloid	L73.0
<input type="checkbox"/>	Acne mechanica	L70.8
<input type="checkbox"/>	Acne, mild	L70.9
<input type="checkbox"/>	Acne necrotica	L70.2

Clicking the **P** on the Clinical Toolbar opens the ACI (Add Clinical Item screen). The Active tab is where you will enter the patient's new and current diagnoses.

This panel shows items that are already in the patient's chart

Problems

Active Problems Rec: 27Dec2017

Name

My Priority

Health Maintenance/Risks

Health Maintenance

Other Problems

- ☒ Acne comedone
- ☐ ADHD (attention deficit hyperactivity...)
- ☐ Ankle pain
- ☐ Arthralgia of left knee
- ☐ Chronic otitis media of right ear
- ☐ Cystitis
- ☐ Immunization not carried out because...
- ☐ Irregular heartbeat

DUR Alerts: Drug-Drug (0) | PAR (0) | Disease (0) | Dup Therapy (0) | Dose (0)

OK Cancel

Saving (Committing)

The screenshot shows a medical software interface for a patient named COURTNEY, TEST. The patient's date of birth is 19-Jun-2010 (7y) F. The PCP is Garrett, William, and the MRN is 001000641274601. The interface includes a toolbar with a 'Commit' button highlighted in a red box. Below the toolbar, there are tabs for Problem, Notes, Labs, Radiology, Procedures/Pathology, Chart, and Worklist. The 'Problem' tab is selected, showing a list of medical history items. The items are categorized into 'History of chronic conditions', 'Past Surgical History', 'Family History', and 'Social History'. The 'History of chronic conditions' list includes 'History of chronic bronchitis', 'History of chronic constipation', 'History of chronic cough', 'History of cleft lip', 'History of pneumonia', 'History of No significant past medical...', and 'History of Swollen tonsil'. The 'Past Surgical History' list includes 'History of Cleft palate repair'. The 'Family History' list includes 'Family history of Australian X...', 'Family history of asthma : Paternal...', 'Family history of attention deficit...', 'Family history of diabetes mellitus : ...', 'Family history of hypertension : Mother, ...', 'Family history of ischemic heart...', and 'Family history of kidney stones : Sister'. The 'Social History' list includes 'No tobacco smoke exposure'. The 'Commit' button is located in the top toolbar, next to the 'Pat Loc' button.

Name	ICD-10	Managed By
History of chronic bronchitis	Z87.09	
History of chronic constipation	Z87.19	
History of chronic cough	Z87.09	
History of cleft lip	Z87.730	
History of pneumonia	Z87.01	
History of No significant past medical...		
History of Swollen tonsil	J35.1	

Past Surgical History		
History of Cleft palate repair		

Family History		
Family history of Australian X...		
Family history of asthma : Paternal...	Z82.5	
Family history of attention deficit...	Z81.8	
Family history of diabetes mellitus : ...	Z83.3	
Family history of hypertension : Mother, ...	Z82.49	
Family history of ischemic heart...	Z82.49	ALLSCRIPTS, I
Family history of kidney stones : Sister	Z84.1	

Social History		
No tobacco smoke exposure	Z78.9	

Once you've added items to the patient's chart, and have clicked OK to close the ACI screen, you need to **Commit** the items to save them.

Pink = Unsaved information
Black = Saved information

Commit often to avoid losing information!

Saving (Committing)

- ▣ The yellow **Commit** button prompts the Encounter Summary and enables the user to
 - Permanently save an item to the chart, but it also will allow a user to
 - Review new items, and
 - Delete items entered incorrectly.



Review new items

Providers (except for residents) will not have the Encounter Summary automatically pop up.

Encounter Summary

TEST, BRIDGET 27 YO F DOB: 08Aug1988 Chart Update 06/21/2016

Billing: Performing: Reason For Visit:

View By: Type Pat Loc: Status:

Alert Last Updated: 16Jun2016 09:17AM

Alert Displayed: [Active, All](#) for [Garland, Bridget](#)

- Tobacco cessation medication is recommended for patients that use tobacco. Order a medication to assist with cessation. Garland, Bridget (Obstetrics/Gynecology), Resolved
- Tobacco use assessment is recommended every 12 months. Document tobacco use screening and/or tobacco use. Garland, Bridget (Obstetrics/Gynecology), Resolved
- Patient has not received a influenza vaccine during this influenza season. Order/administer the influenza vaccine. Garland, Bridge (Obstetrics/Gynecology), Resolved

Assessed Problems

- ☒ Current every day smoker (F17.200)

Other

- ☒ Current every day smoker (F17.200)

New

Patient Education Content

- ☒ CareGuide Patient Instructions
- ☐ CareGuide Patient Monographs
- ☐ Print Monographs in Spanish
- ☐ Ad Hoc Patient Instructions
- ☐ Medication Profile
- ☐ Provide Clinical Summary
- ☐ Edit Clinical Summary

Print options

- ☐ Use Default Rx Printer
- ☐ Use Default Order Requisition Printer

Reporting

- ☐ Transition of Care
- ☐ Summary of Care Received

Print Pt Ed Continue Save and continue Save Delete Unsaved

Favorites and Quick lists

You can create favorites and quick lists for items that you use often.

History Builder | Orders

Active | PMH | PSH | Fam Hx | Soc

migra [X] [Binoculars] [Filter] My Favorites

My Favorites	
[Icon]	Classic migraine with aura
[Icon]	Common migraine without aura
[Icon]	Headache, menstrual migraine
[Icon]	Migraine with aura, intractable
[Icon]	Migraine without aura, intractable

Favorites – *as you type* in the search field, items that you have saved as a favorite pull up.

If you still don't see what you are looking for, hit "enter" or click the binoculars icon to pull up the Master list

Classic migraine with aura

- Common migraine without aura
- Headache, menstrual migraine
- Migraine with aura, intractable
- Migraine without aura, intractable

- ☒ Favorite Item
- ☐ Quick List Item
- InfoButton
- Organize Favorites...
- Edit Problem Defaults...

History Builder | Orders

Chief Complaint

Active | PMH | PSH | Fam Hx | Social Hx | Allergies | Med Hx

[Search] [Filter] My Favorites [Q ON] [Menu]

Quicklist		ICD-10
	No active medical problems	
[Icon]	Elevated blood pressure reading	R03.0
[Icon]	Encounter for biometric screening	Z01.89
[Icon]	Encounter for insertion of copper IUD	Z30.430
[Icon]	Encounter for insertion of mirena IUD	Z30.430
[Icon]	Encounter for insertion of ParaGard IUD	Z30.430

The Quick list will populate as soon as you click on the tab. These are items that you use every day. It is recommended that you keep this list as short as possible, so you can find these items quickly.

Note: Your Quick list button must be "on" in order to see these items

To add an item as either a favorite or a quick list, **right click** on it and choose *Favorite Item* or *Quick list Item*

Starting A Note

Provider: [dropdown] Hide V B [dropdown] Log Off

Chart [dropdown] Daily [dropdown] Clinical Desktop New Note Worklist Task List Batch Sign Appointments Patient Lists Provider Schedules

Q [R] TEST, COURTNEY PCP Garrett, William Other [dropdown]
19-Jun-2010 (7y) F | i P [dropdown] MRN 001000641274601 Security BREAK GLASS
FYI FYI H Phone

Daily Schedule Arrived, Pending and Rescheduled AM: 5 PM: 0 All: 5 Personalize

Provider: ALLSCRIPTS, Provider Last Updated: 06/01/2018 1:54 PM

Date: 07 May 2015 SUN MON TUE WED THU FRI SAT Today < >

\$	N	TC	SO	CCS	A	Pt	Loc	Pt Status	Time	Patient	MRN	Type	Dur	Tasks	Comments
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Arr				08:00 AM	TEST, COURTNEY	001000641274601	55	15	3	ANXIETY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arr				08:15 AM	TEST, ETHAN	001000778162801	55	15	7	FOLLOWUP MIGRAINES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arr				08:30 AM	TEST, JUANITA	001002000002201	55	30	1	LABS AND MED CHECK
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pen				09:00 AM	TEST, MITCHELL					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pen				09:15 AM	TEST, JAMES					

To start a note, **ALWAYS** double click on the patient's name from the Daily Schedule tab.

This links the note with the appointment date.
(If you do not double click from the schedule, your vitals (and possibly other items) will not pull into your note)

Double clicking the patient's name takes you to the Clinical Desktop.

Click on the **New Note** tab to start a note

Daily [dropdown] Clinical Desktop [dropdown] New Note [dropdown] Worklist Task List

Q [R] TEST, COURTNEY
19-Jun-2010 (7y) F | i P [dropdown]

ETSU - Clinician [dropdown]

Acute (Acute) - Krishnaswamy, Guha; Enc: Krishnaswamy, Guha

Cardiology

- 13Jul2017 - Chart Update
 - Return to Work or School - Maxin, Jessica; Enc: Krishnaswamy, Guha
- 13May2014 - Non-Appointment
 - Provider Telephone Note (Provider Telephone Note)

Starting A Note

The screenshot shows the 'Note Selector' dialog box for a patient named Courtney TEST, 7 years old, female, with an appointment on 07-May-2015. The 'Style' is set to 'Note'. The 'Specialty' is 'Pediatrics' and the 'Owner' is 'ALLSCRIPTS, Provider'. The 'Visit Type' dropdown is open, showing a list of options including 'Office Visits' (which is highlighted) and 'Acute'. A red box highlights the 'Specialty' and 'Owner' fields, and a white circle highlights the 'Visit Type' dropdown.

TEST, Courtney 19-Jun-2010 (7 years) F Appointment: 07-May-2015

Create New

Style: ☒ Note ☐ Unstructured ☐ Admin Forms

Specialty: Pediatrics

Owner: ALLSCRIPTS, Provider

Visit Type: << Please select a Visit Type >>

Chart Documentation

Communication

Consult Visits

Follow-Up Visits

Health Maintenance

Letters

Nursing Visits

Office Visits

Pediatric Social Work

Procedures

Psych Visits

Behavioral Health

Nutrition Visit

PreOp Clearance

Acute

Established

Group Visit

New Patient

School Sports Examination

Sports Concussion Assessment (SCAT3)

Incomplete Notes: << Choose an incomplete Note. >>

Chief Complaint

[Add/Remove Chief Complaints](#)

There are no items to show in

OK Cancel

In the Note Selector box, make sure your specialty is correct, and that your name is in the Owner field. Click the drop-down arrow next to the Visit Type field to choose the note type. (The note types will vary depending on your specialty). Click OK.

Notes

TEST, Ethan 14-Dec-2000 (17 years) M Appointment: 07-May-2015

Note and Chart View

Dr. requires 1 hour block Patient recently discharged from hospital Adolescent - Protected Info

Note Health Management/Reminders ALLSCRIPTS, Provider Status: Needs Input

Table of Contents

Chief Complaint

Chief Complaint Details:

Referring Provider

Referring Provider:

Chief Complaint

Chief Complaint:

Referring Provider:

Reason For Visit:

Output Template CC

Acute

Referral Letter

Recompile Sign Spell Check Copy Forward Save & Close

NEW Edit Resolve

Clinical Desktop (the chart)

Chronic

Chronic bronchitis J42

Controlled diabetes mellitus with... E11.65

Controlled type 1 diabetes mellitus with... E10.65

Dental caries K02.9

Diabetes mellitus with albuminuria E11.29

Encounter for routine child health... Z00.121

History of asthma Z87.09

HTN (hypertension), benign I10

Insomnia due to mental disorder F51.05

Note Accumulator Workspace (where the text populates as you click the buttons on the forms)

Table of Contents – Navigate through the note by clicking on the headings and forms in this panel (the forms are indented underneath the section headers)

Clinical Desktop – Patient's chart – contains the same tabs as on the Clinical Desktop tab. Allows you to view items in the patient's chart while in the note

Note Input – As you click on section headings/forms in the Table of Contents, that section will open here, so you can document.

Note Accumulator Workspace (NAW) – As you click on forms/type in the boxes above, the text will display in this section.

Notes - Autopopulation

Note Authoring

TEST, Courtney 19-Jun-2010 (7 years) F Appointment: 03-Apr-2018

Note and Chart View

Allscripts notes are set to auto populate certain sections from the patient's chart. You can choose to hide/show specific items in these sections.

Note

New Patient ALLSCRIPTS, Provider Status: Needs Input

Health Management
Chief Complaint
Reason For Visit
Reason For Visit - IM
Active Problems
History of Present Illness
History of Present Illness
Review of Systems
Complete-Female
Past Medical History
No new statement - PMH
Social History
No new statement - SH
Family History
No new statement - FH
Surgical History
No new statement - Surgical
Current Meds
Allergies
Immunizations
Vitals
Physical Exam
General Multi-System Exam
Procedure
Trigger Point Injection (Gene
Arthrocentesis
Nebulizer Treatment, Adult

Reason For Visit

Active Problems

Type

Name	ICD-9	Manag
Chronic		
Encounter for screening for malignant...	V76.51	
Fever and chills	780.60	
Major depressive disorder	296.20	
Pregnancy with six fetuses	651.80	

New Edit CareGuide Resolve Show Show All Hide

History of Present Illness

Review of Systems

Past Medical History

Social History

Output Template CC

Referral Letter
New Patient
Return to Work Letter

Active Problems
History of Present Illness
History of Present Illness:
Review of Systems

Recompile Sign Spell Check Copy Forward Security Codes Audit eReply Save & Close Save Close

Appointments Health Management/Reminders
Vitals Immunizations Current Orders Labs
Problem Medications Chart Viewer Allergies
All Problem List Refresh

Sections which auto populate:

- Active Problems
- Past Medical History
- Social History
- Family History
- Surgical History
- Current Meds
- Allergies
- Immunizations
- Vitals
- Results/Data (Labs)
- Assessment

Notes – Hiding Autopopulated Items

Active Problems

Type Rec: 02May2018 Lock

Name	ICD-10	Managed By
Chronic		
Anticoagulant long-term use	Z79.01	
Attention deficit hyperactivity disorder...	F90.2	
B12 deficiency	E53.8	
Benign prostatic hyperplasia with...	N40.1	+
Body mass index (BMI) 22.0-22.9, adult	Z68.22	
Bradycardia	R00.1	
Cancer	C80.1	
Chronic bronchitis	J42	
Controlled diabetes mellitus with...	E11.65	
Controlled type 1 diabetes mellitus with...	E10.65	
Dental caries	K02.9	
Diabetes mellitus with albuminuria	E11.29	+
Encounter for routine child health...	Z00.121	

New Edit CareGuide Resolve Show Show All Hide All

If you do not wish these items to appear in your note, you CAN hide them. On the toolbar below each section, you can choose to Hide All/Show All, or Hide/Show individual items.

Notes

TEST, Ethan 14-Dec-2000 (17 years) M Appointment: 07-May-2015

Note Authoring

You can read your note in a read-only view at any point during the documentation process.

Click "View" in the lower left-hand corner.

To return to the "edit" mode of your note, click "close."

Click close to return to edit mode

View

Close

Output Template CC

☒ Acute ☐ Referral Letter

Sign Audit Document Hx Task Attach to Result Print Fax Invalidate Close

Recompile Sign Spell Check Copy Forward Save & Close Save Close New Edit Resolve

Problems

- 1. Anticoagulant long-term use (Z79.01)
- 2. Attention deficit hyperactivity disorder (ADHD), combined type, moderate (F90.2)
- 3. Vitamin D deficiency (E53.8)
- 4. Benign prostatic hyperplasia with mixed urinary incontinence (N40.1,N39.46)
- 5. Body mass index (BMI) 22.0-22.9, adult (Z68.22)
- 6. Bradycardia (R00.1)
- 7. Cancer (C80.1)
- 8. Chronic bronchitis (J42)
- 9. Controlled diabetes mellitus with hyperglycemia (E11.65)
- 10. Controlled type 1 diabetes mellitus with hyperglycemia (E10.65)
- 11. Dental caries (K02.9)
- 12. Diabetes mellitus with albuminuria (E11.29,R80.9)
- 13. Encounter for routine child health examination with abnormal findings (Z00.121)
- 14. History of asthma (Z87.09)
- 15. HTN (hypertension), benign (I10)
- 16. Insomnia due to mental disorder (F51.05)
- 17. Panic disorder without agoraphobia (F41.0)
- 18. Prematurity (P07.30)
- 19. Type 2 diabetes mellitus with ketoacidotic coma, without long-term current use (E11.11)
- 20. Vitamin D deficiency disease (E55.9)
- 21. Acute upper respiratory infection (J06.9)
- 22. Allergic rhinitis (J30.9)
- 23. Change in stool habits (R19.4)

• patient has complaints of constipation for 2 weeks prior to normal function

Chart Viewer

Labs

Last Assessed

- 11Jan2018 FI
- 19Mar2018 Liv
- 20Apr2018 Lc
- 08Oct2017 Ga
- 13Apr2018 Liv
- 15Jan2018 Liv
- 09Apr2018 Liv
- 09Apr2018 Liv
- 07Jun2017 Liv
- 09Apr2018 Liv
- 26Feb2018 Liv
- 21Sep2017 R
- 07Sep2017 /
- 07Sep2017 /
- 12Sep2017 Liv
- 07Sep2017 /
- 09Apr2018 Liv
- 27Jun2017 W

Notes - Signing

TEST, Ethan 14-Dec-2000 (17 years) M

Note and Chart View

Commit Pat Loc Status

Dr. requires 1 hour block Patient recently discharged from hospital Adolescent - Protected Info

Note Health Management/Reminders

ALLSCRIPTS, Provider Status: Needs Input

Save & Close Save Close

Active Problems

Type Rec: 02May2018 Lock

Chr

Anti

Atte

B12

Ben

Bod

Brac

Can

Chr

Con

Con

Den

Diab

Enc

Note Signature

User Name: livingstona

Password:

Sig Type: Author

☒ Make Final

Carbon Copy Recipients:

Recipient Name

Output Template CC

☒ Acute ☐ Referral Letter

View Recompile Sign Spell Check Copy Forward Save & Close Save Close

Past Medical History

Chronic

Active Problems

Past Medical History

To sign your note, click the "Sign" button. You will be prompted to put in your password. Click OK

Notes – Co-Sign Note Task

Task Detail -- Webpage Dialog

Task Details

Task **Filters**

☐ 1 Not about a patient ☒ 2 Concerning patient [R] TEST,ETHAN

Assign To: ☒ User ☐ Team Task: **Co-Sign Note**

ALLSCRIPTS,Provider Priority: **Routine** Status: **Active**

Comment:

If you are a resident or clinical staff, once you click OK, you will get a Co-Sign Note task box which prompts you to send the note to the co-signer for a final signature.

Text Templates...

Activate: **01 Jun 2018 2:18 PM** Overdue: **08 Jun 2018 2:18 PM**

Create Notify Task When: ☐ Complete ☐ Overdue

Notify: **Livingston,Amanda** Priority: **Routine**

☐ Delegate **Reactivate** **OK** **Cancel**

Notes – Co-Sign Note Task

Task Detail -- Webpage Dialog

Task Details

Task **Filters**

☐ 1 Not about a patient ☒ 2 Concerning patient [R] TEST,ETHAN

Assign To: ☒ User ☐ Team

ALLSCRIPTS,Provider ☒ ☐

Task: Co-Sign Note

Priority: Routine Status: Active

Comment:

Switch the radio button from *Team* to *User*, and if your co-signer is not in the drop-down list, click the magnifying glass button and search by their last name. Once you have pulled their name in, just click OK to send the task. You do not have to type anything in the Comment field.

Text Templates...

Activate: 01 Jun 2018 2:18 PM Overdue: 08 Jun 2018 2:18 PM

Create Notify Task When: ☐ Complete ☐ Overdue

Notify: Livingston,Amanda Priority: Routine

☐ Delegate

Reactivate OK Cancel

Batch Sign

Batch Sign

ALLSCRIPTS, KENDRA

Age: 9 Years DOB: 03/03/2006 MRN: 001000774643101
Sex: F PCP: FYI: FYI
Allergies: Non Med Only H Phone: (423)123-4567 Other:

Document Completion Tasks

View: Active Tasks Last Updated: 05/27/2015 2:46 PM

Patient

- ALLSCRIPTS, ALLISON
- ALLSCRIPTS, KENDRA
- Allscripts, Theresa

4 Documents

- Established (Established) 01 Apr 2015 09:00 AM ALLSCRIPTS, Provider Needs Input
- Note needs finalization signature.

CC...

Active Problems

- Acute
- 1. Diarrhea (787.91)

Past Medical History

- History of constipation (V12.79)

Social History

- Serious illness in the family

Family History

- Family history of osteoarthritis (V17.89)
- Family history of type 2 diabetes mellitus (V18.0)

Allergies

Medication

- 1. No Known Drug Allergies
- Updated By: Hamilton, Neil; 06/25/2014 10:30:35 AM

Immunizations

- Hepatitis A — Series1: 31Jul2014 (8Y)
- Hepatitis B — Series1: 2004; Series2: 07Nov2004 (8M); Series3: 05Oct2011 (5Y)
- Influenza — Series1: 17Oct2013 (7Y)
- Pneumococcal — Series1: 2008; Series2: 30Sep2010 (4Y)
- PPD — Series1: 27Aug2013 (7Y)
- Tetanus — Series1: Mar 2008 (23M)

The Batch Sign tab allows you to quickly sign off on your notes, review documents sent by other providers, and sign scanned results.

New Task... Spell Req Corr... Security Sign Final Attach to Result Edit Save Cancel

Tasking

Task List

Ask about your clinic's policy regarding checking tasks on non-clinic days.

View: My Active Tasks Show: 300

P	D	Task	Patient	Assigned To	Created By	Created On	Status	ID	Due	MRN
		Finish Note	TEST,ETHAN	ALLSCRIPTS,Provider	System	06/01/2018 02:04 PM	Active	6091704		001000778162801
		Medical Complaint Callback	SUPERUSER,FLASH	ALLSCRIPTS,Provider	Livingston,Amanda	05/31/2018 02:53 PM	Active	6088528		001000643529101
		Authorize Order	ALLSCRIPTS,FIONA	ALLSCRIPTS,Provider	ALLSCRIPTS,Provider	05/31/2018 09:00 AM	Active	6086182		001000774644901
		Order Notification	SUPERUSER,BERT	ALLSCRIPTS,Provider	ALLSCRIPTS,Provider	05/25/2018 09:13 AM	Active	6073019		001000643655401
		Authorize Order	SUPERUSER,WASP	ALLSCRIPTS,Provider	ALLSCRIPTS,Provider	05/25/2018 09:13 AM	Active	6073017		001000643537401
		Authorize Order	SUPERUSER,WOLVERINE	ALLSCRIPTS,Provider	ALLSCRIPTS,Provider	05/25/2018 08:05 AM	Active	6072662		001000643520001
		Follow Up	SUPERUSER,WOLVERINE	ALLSCRIPTS,Provider	ALLSCRIPTS,FrontDesk	05/18/2018 04:34 PM	Active	6055036		001000643520001
		FYI	TEST,JENNIFER	ALLSCRIPTS,Provider	ALLSCRIPTS,FrontDesk	05/18/2018 03:53 PM	Active	6054800		001000651937501
		Co-Sign Note	Allscripts,Cameron	ALLSCRIPTS,Provider	Livingston,Amanda	05/18/2018 08:47 AM	Active	6052310		ZZZAH505
		Authorize Order	TEST,BOBBY	ALLSCRIPTS,Provider	ALLSCRIPTS,Provider	05/16/2018 08:56 AM	Active	6044616		001000647052001
		Sign-Note	ALLSCRIPTS,SOPHIA	ALLSCRIPTS,Provider	System	05/04/2018 10:34 AM	Active	6012912		001000774639901

Comments:

ALLSCRIPTS,FrontDesk - 18 May 2018 3:53 PM
TASK CREATED
Dr Kase says go to ER.

Task About:

No information available.

Go To... In Progress Done

Undelegate

New... Reply... Reassign... Remove... Copy To Note

Reactivate... Details... Original... Print List... Print Task...

Tasking is how we communicate with each other about patient care. Tasks can be generated by the system, by a colleague, or by a patient.

Make sure to check your task list **every** time you log into the system. Ideally, it should be checked when you first log in and again before you log out, to make sure that all issues have been handled before leaving the clinic.

Tasking

D	Task	Patient	Assigned To	Created By
Y	FMH Patient Message	TEST,BRIDGET	FMH Tasks, Provider	Logan,Jennifer
	Test Results	TEST,BOBBY	ALLSCRIPTS,Provider	Logan,Jennifer
	Review Document	TEST,ETSU	Manually Created, Provider	Logan,Jennifer
	Home Health	TEST,MONACO	ALLSCRIPTS,Provider	Logan,Jennifer
Y	Overdue Order	SUPERUSER,BATMAN	ALLSCRIPTS,Provider	System
	Finish Note	TEST,BOBBY	ALLSCRIPTS,Provider	System
	Finish Note	TEST,ETHAN	System Generated, Provider	System
	Finish Note	TEST,BOBBY	ALLSCRIPTS,Provider	System

- 1. System-generated tasks:** These tasks pop in when workflows require completion; signing a note, renewing a medication, etc.
- 2. Manually created tasks:** These tasks are sent by other employees in the office and are usually related to patient care – inquiries regarding test results, requests to return phone calls, etc.
- 3. FMH (Follow My Health) tasks:** These are tasks sent by your patients via the Patient Portal (Follow My Health™). You need to respond to all FMH tasks within 48 hours at the latest. This is an organizational policy.

Tasking

[Daily](#)
[Clinical Desktop](#)
[New Note](#)
[Worklist](#)
[Task List](#)
[Batch Sign](#)
[Appointments](#)
[Patient Lists](#)
[Provider Schedules](#)

[R] TEST, JENNIFER
PCP **Summers, Jeffrey**
Other
MRN **001000651937501**
Security **BREAK GLASS**
MED ALLERGI

01-Jan-1979 (39y) F
FYI
H Phone **(423)456-7892**

Task List

View: **My Active Tasks**
Vjew Desc...
Show: **300**
Total Active Tasks: 23
Last Updated: 06/01/2018 2:43 PM
[Personalize](#)

P	D	Task	Patient	Assigned To	Created By	Created On	Status	ID	Due	MRN
1		Medical Complaint Callback	SUPERUSER,FLASH	ALLSCRIPTS,Provider	Livingston,Amanda	05/31/2018 02:53 PM	Active	6088528		001000643529101
		Authorize Order	ALLSCRIPTS,FIONA	ALLSCRIPTS,Provider	ALLSCRIPTS,Provider	05/31/2018 09:00 AM	Active	6086182		001000774644901
		Order Notification	SUPERUSER,BERT	ALLSCRIPTS,Provider	ALLSCRIPTS,Provider	05/25/2018 09:13 AM	Active	6073019		001000643655401
		Authorize Order	SUPERUSER,WASP	ALLSCRIPTS,Provider	ALLSCRIPTS,Provider	05/25/2018 09:13 AM	Active	6073017		001000643537401
		Authorize Order	SUPERUSER,WOLVERINE	ALLSCRIPTS,Provider	ALLSCRIPTS,Provider	05/25/2018 08:05 AM	Active	6072662		001000643520001
		Follow Up	SUPERUSER,WOLVERINE	ALLSCRIPTS,Provider	ALLSCRIPTS,FrontDesk	05/18/2018 04:34 PM	Active	6055036		001000643520001
		FYI	TEST,JENNIFER	ALLSCRIPTS,Provider	ALLSCRIPTS,FrontDesk	05/18/2018 03:53 PM	Active	6054800		001000651937501
		Co-Sign Note	Allscripts,Cameron	ALLSCRIPTS,Provider	Livingston,Amanda	05/18/2018 08:47 AM	Active	6052310		ZZZAH505
		Authorize Order	TEST,BOBBY	ALLSCRIPTS,Provider	ALLSCRIPTS,Provider	05/16/2018 08:56 AM	Active	6044616		001000647052001
		Sign-Note	ALLSCRIPTS,SOPHIA	ALLSCRIPTS,Provider	System	05/04/2018 10:34 AM	Active	6012912		001000774639901
		Sign-Note	ALLSCRIPTS,SOPHIA	ALLSCRIPTS,Provider	System	05/04/2018 09:57 AM	Active	6012616		001000774639901

Comments:
ALLSCRIPTS,FrontDesk - 18 May 2018 3:53 PM
TASK CREATED
Dr Kase says go to ER.

Task About:
No information available.

Go To... In Progress Done

Undelegate

New... Reply... Reassign... Remove... Copy To Note

Reactivate... Details... Original... Print List... Print Task...

Single click on a task to read the comments.

Double click to take you to the area where the task needs to be performed.

Tasking

Navigation: Daily Clinical Desktop New Note Worklist Task List Batch Sign Appointments Patient Lists Provider Schedules

Search: **TEST, JENNIFER** PCP: **Summers, Jeffrey** Other: Security: **BREAK GLASS** MED ALLERGI
01-Jan-1979 (39y) F FYI: **FYI** H Phone: **(423)456-7892**

Task List

View: My Active Tasks View Desc... Show: 300 Total Active Tasks: 23 Last Updated: 06/01/2018 2:43 PM Personalize

P	D	Task	Patient	Assigned To	Created By	Created On	Status	ID	Due	MRN
1		Medical Complaint Callback	SUPERUSER,FLASH	ALLSCRIPTS,Provider	Livingston,Amanda	05/31/2018 02:53 PM	Active	6088528		001000643529101
		Authorize Order	ALLSCRIPTS,FIONA	ALLSCRIPTS,Provider	ALLSCRIPTS,Provider	05/31/2018 09:00 AM	Active	6086182		001000774644901
		Order Notification	SUPERUSER,BERT	ALLSCRIPTS,Provider	ALLSCRIPTS,Provider	05/25/2018 09:13 AM	Active	6073019		001000643655401
		Authorize Order	SUPERUSER,WASP	ALLSCRIPTS,Provider	ALLSCRIPTS,Provider	05/25/2018 09:13 AM	Active	6073017		001000643537401
		Authorize Order	SUPERUSER,WOLVERINE	ALLSCRIPTS,Provider	ALLSCRIPTS,Provider	05/25/2018 08:05 AM	Active	6072662		001000643520001
		Follow Up	SUPERUSER,WOLVERINE	ALLSCRIPTS,Provider	ALLSCRIPTS,FrontDesk	05/18/2018 04:34 PM	Active	6055036		001000643520001
		FYI	TEST,JENNIFER	ALLSCRIPTS,Provider	ALLSCRIPTS,FrontDesk	05/18/2018 03:53 PM	Active	6054800		001000651937501
		Co-Sign Note	Allscripts,Cameron	ALLSCRIPTS,Provider	Livingston,Amanda	05/18/2018 08:47 AM	Active	6052310		ZZZAH505
		Authorize Order	TEST,BOBBY	ALLSCRIPTS,Provider	ALLSCRIPTS,Provider	05/16/2018 08:56 AM	Active	6044616		001000647052001
		Sign-Note	ALLSCRIPTS,SOPHIA	ALLSCRIPTS,Provider	System	05/04/2018 10:34 AM	Active	6012912		001000774639901
		Sign-Note	ALLSCRIPTS,SOPHIA	ALLSCRIPTS,Provider	System	05/04/2018 09:57 AM	Active	6012616		001000774639901

Comments: ALLSCRIPTS,FrontDesk - 18 May 2018 3:53 PM
TASK CREATED
Dr Kase says go to ER.

Task About: No information available.

Buttons: Reply... Reassign...

Footer: Go To... In Progress Done Undelegate New... Reply... Reassign... Remove... Copy To Note Reactivate... Details... Original... Print List... Print Task...

If you need to reply to a task, or reassign it to another person, highlight the task by single clicking on it, and then click the appropriate button

Creating a New Task

On the Task list, click “New.”
The Task Detail box will open. Change the radio button to User or Team, as appropriate. Pull in the name of the recipient by searching the drop down, or, if not there, clicking the magnifying glass to search by last name.

In the Task type box, choose the appropriate option, then type your comment in the Comment field. Click OK. It will go to the user in the Assign to: field.

Task Detail -- Webpage Dialog

View: My Active Task

Assign To: ☒ User ☐ Team

Assign To: ALLSCRIPTS,Provider

Task: Attribution Task

Priority: Routine

Comment:

Activate: 18 May 2020 4:11 PM Overdue: 20 May 2020 4:11 PM

Create Notify Task When: ☐ Complete ☐ Overdue

Notify: Livingston,Amanda Priority: Routine

☐ Delegate

Completing Tasks

Navigation: Daily Clinical Desktop New Note Worklist Task List Batch Sign Appointments Patient Lists

Search: [R] TEST, JENNIFER

01-Jan-1979 (39y) F | [i] [P] [A]

PCP: Summers, Jeffrey
MRN: 001000651937501
FYI: [FYI]

Other: Security: [BREAK GLASS]
H Phone: (423)456-7892

Task List

View: My Active Tasks [V] View Desc... Show: 300 [v]

P	D	Task	Patient	Assigned To
0		Medical Complaint Callback	SUPERUSER,FLASH	ALLSCRIPTS,Provider
		Authorize Order	ALLSCRIPTS,FIONA	ALLSCRIPTS,Provider
		Order Notification	SUPERUSER,BERT	ALLSCRIPTS,Provider
		Authorize Order	SUPERUSER,WASP	ALLSCRIPTS,Provider
		Authorize Order	SUPERUSER,WOLVERINE	ALLSCRIPTS,Provider
		Follow Up	SUPERUSER,WOLVERINE	ALLSCRIPTS,Provider
		FYI	TEST,JENNIFER	ALLSCRIPTS,Provider
		Co-Sign Note	Allscripts,Cameron	ALLSCRIPTS,Provider
		Authorize Order	TEST,BOBBY	ALLSCRIPTS,Provider
		Sign-Note	ALLSCRIPTS,SOPHIA	ALLSCRIPTS,Provider
		Sign-Note	ALLSCRIPTS,SOPHIA	ALLSCRIPTS,Provider

Comments:

ALLSCRIPTS,FrontDesk - 18 May 2018 3:53 PM
TASK CREATED
Dr Kase says go to ER.

Buttons: Go To... In Progress **Done** Undelegate

Note: This applies to manually created tasks. System-generated tasks will drop off your list automatically once you have completed the action (signed the note, renewed the medications, etc.) **Never, never REMOVE a task.**

When you have finished a task, click the "Done" button.




Buttons: New... Reply... Reassign... ~~Remove...~~ Copy To Note
Details... Original... Print List... Print Task...

Done

Appointments

Q

[R] TEST, JENNIFER

01-Jan-1979 (39y) F |   

PCP

Summers, Jeffrey

MRN

001000651937501

FYI

FYI

Security

BREAK GLASS

H Phone

(423)456-7892

Appointments

Patient Lists

Provider Schedules

Patient Appointments

Date	Time	Status	Provider	Department	Type	Appt No
03/02/2017	01:30 PM	Arr	ALLSCRIPTS,Provider		FU	00010005636188
12/06/2016	06:30 AM	Can	OB OB/GYN,4190 GYN CLINIC	OB/GYN	NP	00010005551351
09/01/2016	01:00 PM	Pen	Mahajan,Akhilesh	JC Internal	95	00010005458743
07/21/2016	09:00 AM	Can	Mizell,Brandon	ETSU Family		00010005415593
07/07/2016	03:00 PM	Can	Summers,Jeffrey	Kingsport Internal		00010005403537
06/29/2016	01:00 PM	Can	Havlik,Alexandra	Kingsport Family	AC	00010005396512
05/02/2016	01:00 PM	Arr	ALLSCRIPTS,Provider		55	00010005342034
03/10/2016	02:00 PM	Arr	ALLSCRIPTS,Provider		55	00010005291649
03/10/2016	09:00 AM	Arr	ALLSCRIPTS,Provider		55	00010005291628
01/28/2016	01:15 PM	Arr	ALLSCRIPTS,Provider		55	00010005249626
01/04/2016	01:45 PM	Arr	ALLSCRIPTS,Provider		55	00010005225163
12/04/2015	01:00 PM	Pen	ALLSCRIPTS,Provider		55	00010005205376
08/01/2015	09:00 AM	Arr	ALLSCRIPTS,Provider		55	00010005091950
06/26/2015	02:30 PM	Arr	ALLSCRIPTS,Provider		55	00010005060079
06/09/2015	02:15 PM	Arr	ALLSCRIPTS,Provider		55	00010005044268
05/28/2015	01:00 PM	Arr	ALLSCRIPTS,Provider		55	00010005034642
01/21/2015	08:30 AM	Arr	ALLSCRIPTS,Provider		55	00010004917951
01/05/2015	09:30 AM	Arr	ALLSCRIPTS,Provider		1	00010004901788
12/24/2014	09:00 AM	Arr	Blackwelder,Reid	Kingsport Family		00010004904688
12/11/2014	08:00 AM	Pen	ALLSCRIPTS,Provider			00010004883997
12/10/2014	08:00 AM	Arr	ALLSCRIPTS,Provider			00010004883992
11/26/2014	09:00 AM	Pen	ALLSCRIPTS,Provider			00010004872279
11/25/2014	09:00 AM	Arr	ALLSCRIPTS,Provider			00010004872278
10/07/2014	01:30 PM	Arr	ALLSCRIPTS,Provider			00010004827996
08/11/2014	08:30 AM	Arr	ALLSCRIPTS,Provider		1	00010004777525

If you have a patient pulled up in the Patient Banner, you can click the Appointments tab and see past and future appointments that are scheduled with any provider in the MEAC/Family Medicine system.

Quality Measures

As part of the Affordable Care Act, Medicare has developed the Shared Savings Program, which is a new approach to the delivery of healthcare. Congress created the SSP to facilitate coordination among providers to improve the quality of care and reduce unnecessary costs. ETSU participates in the SSP through Qualuable, our Accountable Care Organization (ACO).

Currently, this targets Medicare patients, and thus, predominantly affects our primary care offices; however, some elements also affect our specialists. Through our participation in this program, our primary care residents will be required to document certain items in the EHR in order to remain compliant.


A few examples of the quality measures include:

- *Tobacco screening and cessation education/medication*
- *Reconciling medications and allergies at each visit*
- *Performing fall screening*
- *Flu and pneumonia vaccinations*
- *Appropriate cancer screening*
- *Depression screening and follow up*
- *Careful follow up of chronic conditions, such as diabetes, IVD, CAD and HTN*

For more information about the ACO, please visit our website:

<http://www.quillenphysiciansehr.com/meaningful-use.html>

Takeaways

- ❑ Drop-down lists are populated by searching for users. If a user is NOT in your drop-down list, click the  button next to the search field and search by last name.
- ❑ Right-clicking on an item will often give you more menu options.
- ❑ **Double click** on the patient's name from the Daily Schedule before starting your note.
- ❑ Make sure you check your task list and worklist EVERY time you log into the system and as often as required by your clinic.
- ❑ **Commit, Commit, Commit.** Make sure to commit and/or save OFTEN! When saving in a note, save at least after each section.

Remote Access

- ▣ To log in from home:
 - Download Citrix Workspace (<https://www.citrix.com/downloads/workspace-app/>)
 - Open your browser (Chrome, Internet Explorer, Safari) and type in the following: login.etsu.org

- ▣ To log in from ETSU or VA campus (on a wired device):
 - Download Citrix Workspace (<https://www.citrix.com/downloads/workspace-app/>)
 - Open your browser and type in the following: <http://etsucitrix>

Call the Helpdesk 423-282-6122, Option 1 for assistance.

Troubleshooting tips and instructions for installing Allscripts on your tablet/phone are available on our website at www.quillenphysiciansehr.com

Quillen ETSU Physicians Clinics

- ▣ Internal Medicine – Johnson City & Kingsport
- ▣ Infectious Disease
- ▣ Surgery
- ▣ OB-GYN – Johnson City & Elizabethton
- ▣ Pediatrics
- ▣ Genetics
- ▣ Cardiology
- ▣ Endocrinology
- ▣ Fertility
- ▣ Rheumatology
- ▣ Hematology
- ▣ Neurology
- ▣ Psychiatry
- ▣ Osteoporosis
- ▣ Sports Medicine at BucSports
- ▣ Family Medicine – Johnson City, Bristol & Kingsport

ETSU Health Clinics

- ▣ Speech Language Pathology at the Nave Center
- ▣ Audiology at the Nave Center
- ▣ Gary E. Shealy Memorial ALS Clinic
- ▣ NICU Follow-up Clinic at ETSU Pediatrics

Quillen ETSU Physicians



The Clinical Education Building (CEB) at 325 N. State of Franklin Rd.

Surgery – Third Floor

Internal Medicine and Endocrinology – Second Floor

Lab – Second Floor

OB-GYN – First Floor

Pediatrics and Genetics – Ground Floor

CEB 2



**Located behind the main Clinical Education Building (CEB) is CEB2.
This building is home to Cardiology.**

Other Specialties and Locations

Psychiatry – Located on the VA campus (Building 52). They also have satellite clinics in the three Family Medicine clinics, OB-GYN, and Internal Medicine.

Fertility & Urogynecology -Women's Services - Located at 1319 Sunset Drive, Suite 103, Johnson City

Elizabethton OB/GYN – 1505 West Elk Avenue, Suite 1, Elizabethton

Osteoporosis Center – Located in the ETSU Innovation Lab – 2109 West Market Street, Room 143, Johnson City

BucSports – Orthopedic and Sports Medicine – ETSU Mini-Dome, John Bell Dr, Johnson City

Infectious Diseases – 615 North State of Franklin, Johnson City

Nave Center– 1000 Jason Witten Way, Elizabethton

Family Medicine



Johnson
City



Bristol



Kingsport

**ETSU Family Medicine has three locations
– Johnson City, Bristol, and Kingsport**