



# QUILLEN ETSU PHYSICIANS

## Non-Ordering Schedule & Chart

Provider Training Module  
Allscripts Touchworks EHR

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

June 2021

When you first log in, you'll be presented with a My Current Session window. This is where you would choose your Site or location.

My Current Session

▼ Current Details for Amanda Livingston in ETSU

^ Current Site (@): OB/GYN **Default**

Recently visited sites in: ETSU

**Search**



**Site Search Results** [Return to Recent Sites](#)

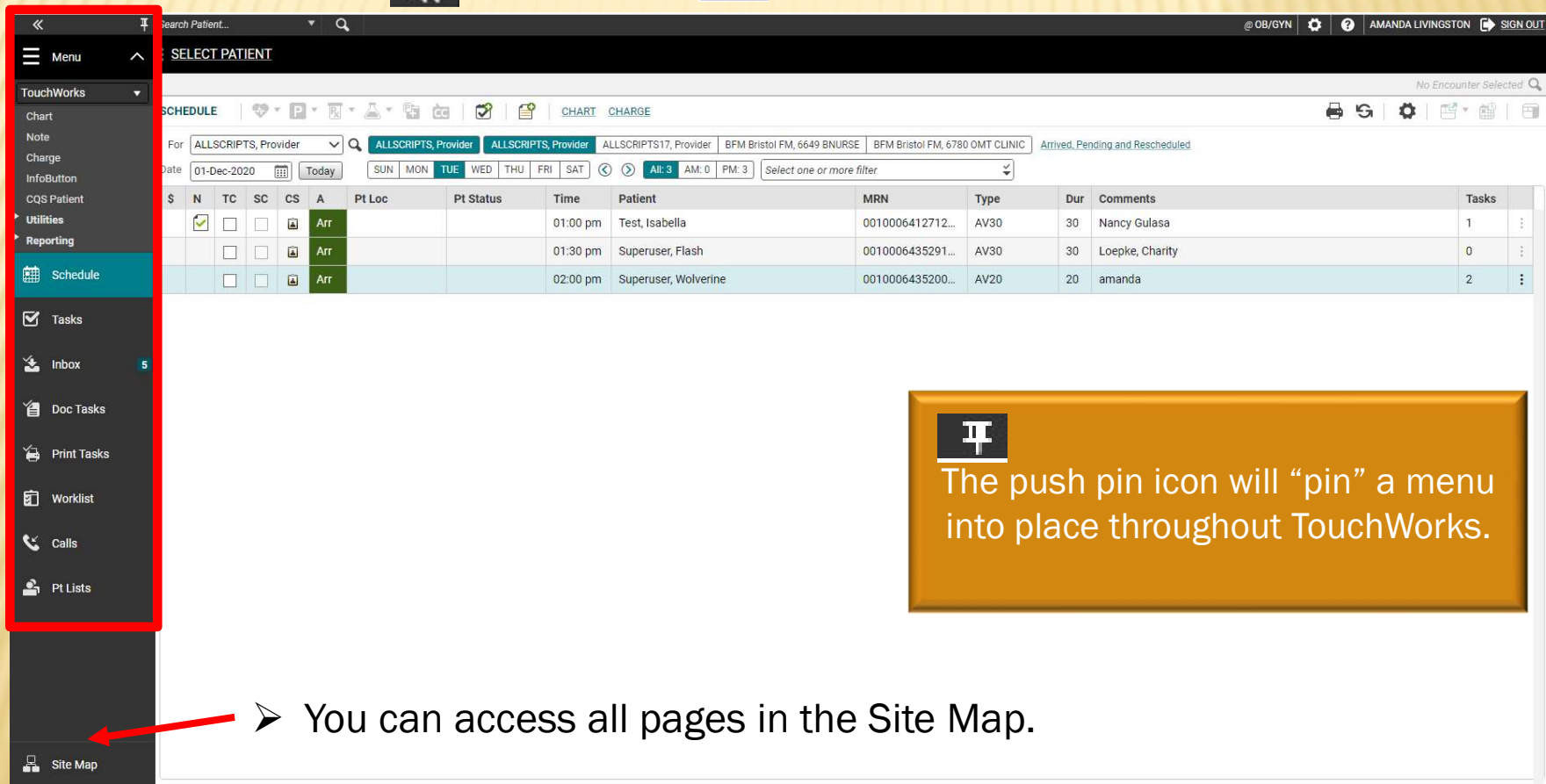
- Surgery  
325 North State of Franklin Rd Third Floor, Johnson City, TN 37604
- Quillen ETSU Physicians  
222 E. Main St, Johnson City, TN 37604
- Psychiatry  
Building 52 Lake Drive VA Medical Center, Mountain Home, TN 37684
- Pharmacy Student  
TN
- Pediatrics  
325 North State of Franklin Rd Ground Floor, Johnson City, TN 37604
- Osteoporosis  
2109 West Market Street, Room 143 ETSU Innovation Lab, Johnson City, TN 37604
- Osteo Mobile Unit  
Mountain Home, TN 37684
- Ophthalmology  
325 North State of Franklin Rd 3rd Floor, Johnson City, TN 37604
- NHC Bristol  
245 North St, Bristol, VA 24201


**OK** Cancel Sign in

Some staff will rotate through different sites and specialties. Always make sure you are on the correct one.

# ACTION BAR

- The action bar is a menu-based navigational tool you use to access workspaces in Allscripts TouchWorks® EHR that are available to you. It is located on the left.
- You can minimize  or maximize .

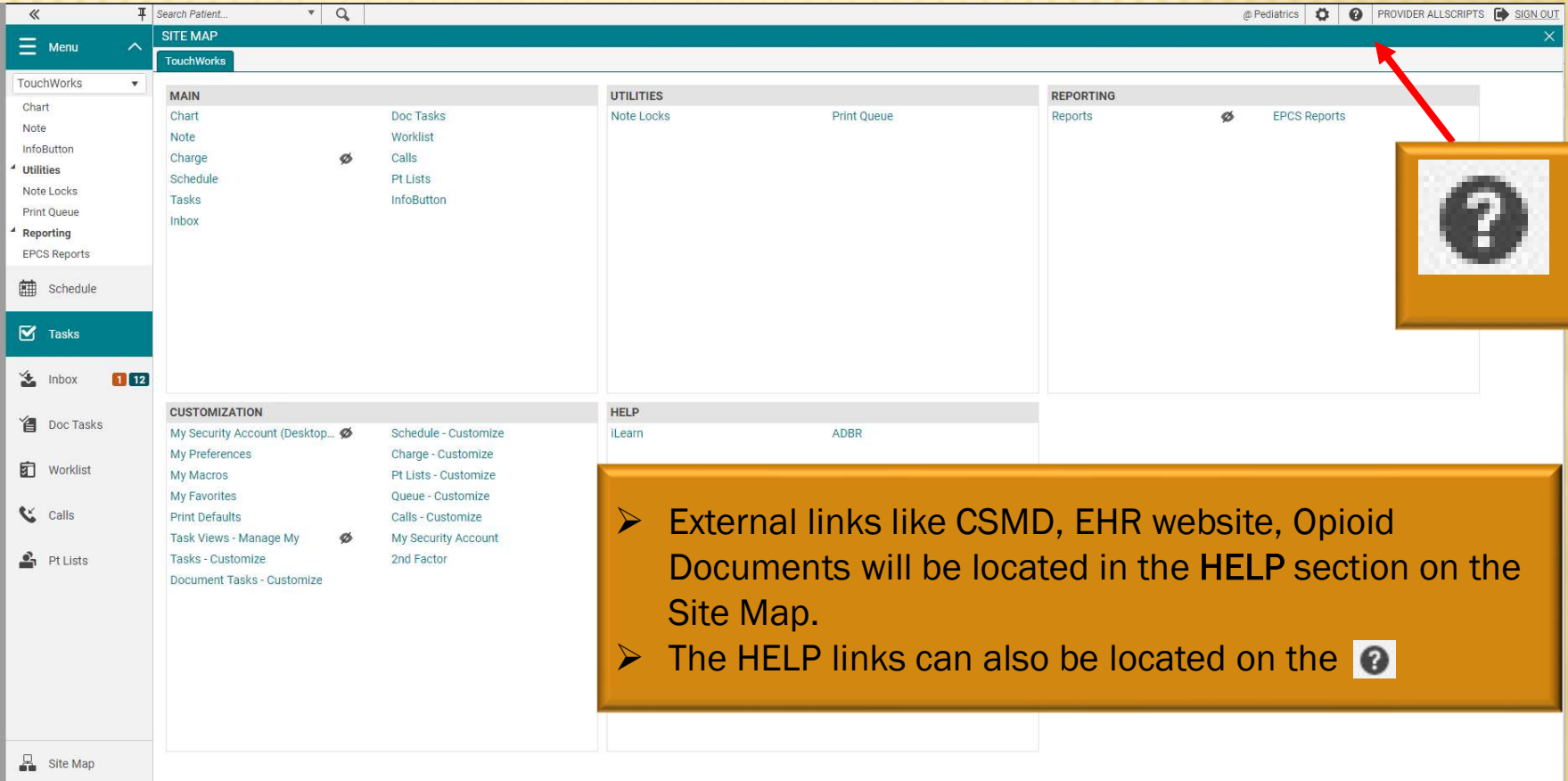


 The push pin icon will “pin” a menu into place throughout TouchWorks.


➤ You can access all pages in the Site Map.

# SITE MAP

- The Site Map shows you the pages you have available. We recommend only showing the workspaces you use daily. You can also navigate to your pages from here.




The screenshot displays the TouchWorks Site Map interface. The top navigation bar includes a search bar, user information (@ Pediatrics), and a sign out button. The left sidebar contains a menu with categories like TouchWorks, Utilities, Reporting, and Tasks. The main content area is organized into sections: MAIN (Chart, Note, Charge, Schedule, Tasks, Inbox), UTILITIES (Note Locks, Print Queue), REPORTING (Reports, EPCS Reports), and CUSTOMIZATION (My Security Account, My Preferences, My Macros, My Favorites, Print Defaults, Task Views, Tasks, Document Tasks). A red arrow points to a question mark icon in the top right corner of the interface.


- External links like CSMD, EHR website, Opioid Documents will be located in the **HELP** section on the Site Map.
- The **HELP** links can also be located on the 




# HIDING AND SHOWING PAGES

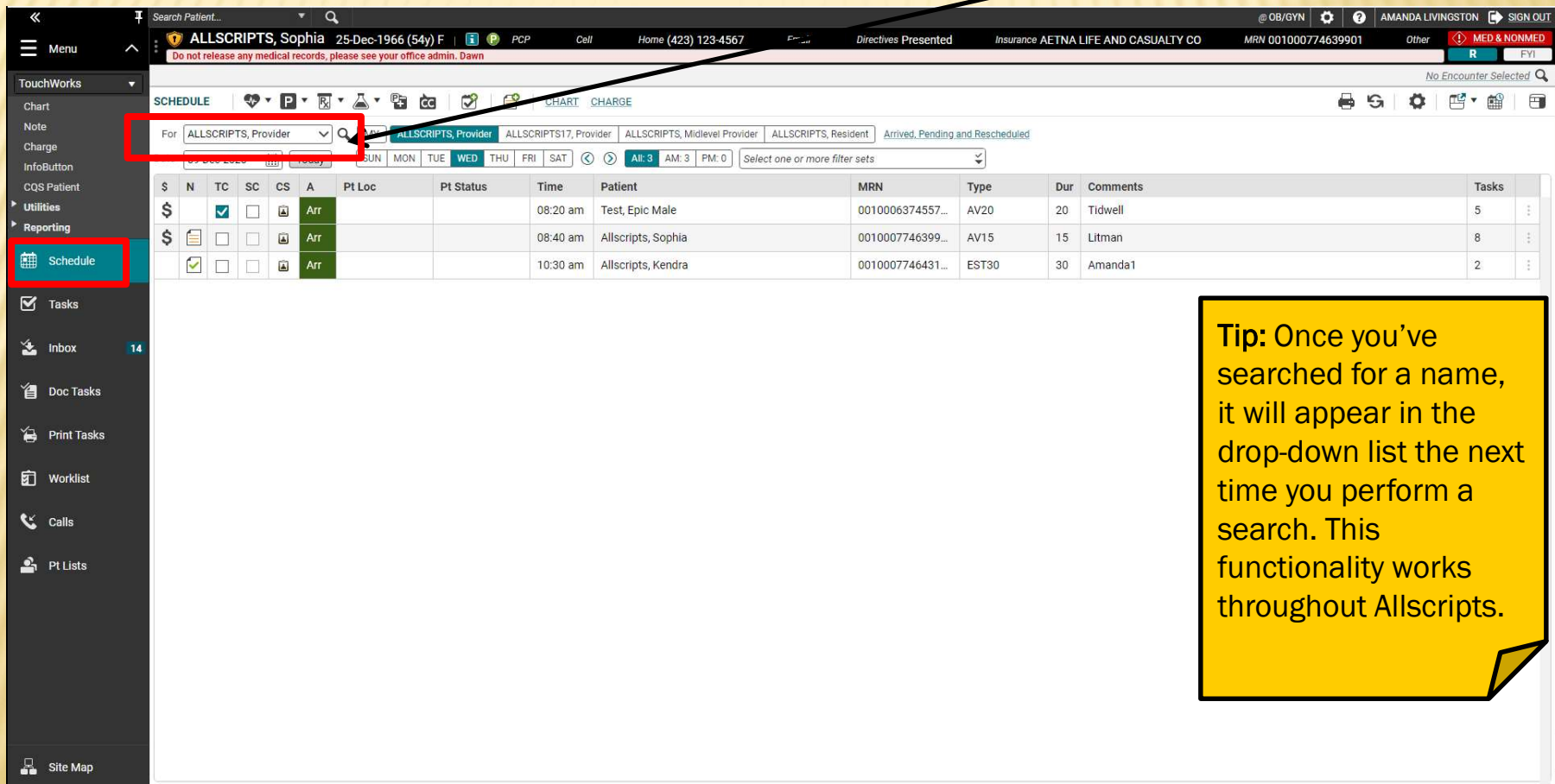
The screenshot shows a medical software interface with a sidebar menu on the left and a main content area. The sidebar menu includes sections like TouchWorks, Utilities, Reporting, and Tasks. The main content area displays a 'SITE MAP' with various pages categorized under MAIN, UTILITIES, REPORTING, and CUSTOMIZATION. A callout box highlights the 'hidden from menu' icon (a circle with a diagonal line) and explains its function.

The hidden from menu icon  is displayed next to hidden pages. These pages aren't show in the Action Bar.

To show a page in the Action Bar, Click the options icon  and select **Show in Menu**.

# SCHEDULE

When you first log in, you will see your Daily Schedule. To pull in a provider's schedule, click the drop-down arrow in the Provider field. If their name is not there, click on the  icon. A Search Window will pop up.



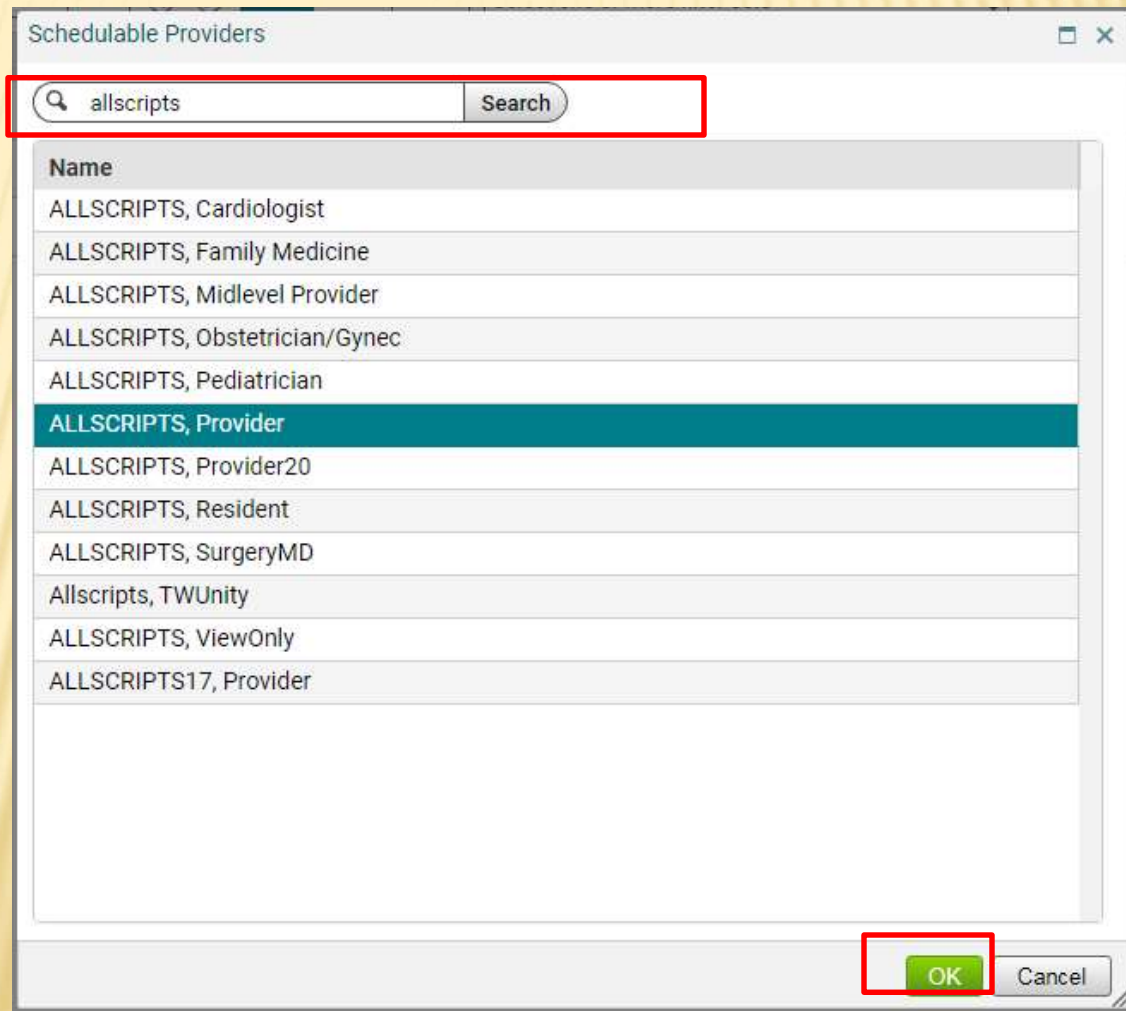
The screenshot displays the Allscripts SCHEDULE interface. The left sidebar, under 'TouchWorks', has 'Schedule' highlighted. The main area features a search bar with 'ALLSCRIPTS, Provider' and a magnifying glass icon. Below the search bar, there are tabs for 'ALLSCRIPTS, Provider', 'ALLSCRIPTS17, Provider', 'ALLSCRIPTS, Midlevel Provider', and 'ALLSCRIPTS, Resident'. A table of appointments is shown with columns: \$, N, TC, SC, CS, A, Pt Loc, Pt Status, Time, Patient, MRN, Type, Dur, Comments, and Tasks. The table contains three rows of data.

\$	N	TC	SC	CS	A	Pt Loc	Pt Status	Time	Patient	MRN	Type	Dur	Comments	Tasks
\$		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arr			08:20 am	Test, Epic Male	0010006374557...	AV20	20	Tidwell	5
\$		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arr			08:40 am	Allscripts, Sophia	0010007746399...	AV15	15	Litman	8
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arr			10:30 am	Allscripts, Kendra	0010007746431...	EST30	30	Amanda1	2

**Tip:** Once you've searched for a name, it will appear in the drop-down list the next time you perform a search. This functionality works throughout Allscripts.

# SCHEDULE

IN THE “SEARCH” FIELD, TYPE THE PROVIDER’S LAST NAME AND CLICK SEARCH. HIGHLIGHT THE DESIRED PROVIDER AND CLICK OK.



The screenshot shows a window titled "Schedulable Providers". At the top, there is a search bar containing the text "allscripts" and a "Search" button. Below the search bar is a list of providers. The provider "ALLSCRIPTS, Provider" is highlighted in blue. At the bottom right of the window, there are "OK" and "Cancel" buttons. The "OK" button is highlighted with a red box.

Name
ALLSCRIPTS, Cardiologist
ALLSCRIPTS, Family Medicine
ALLSCRIPTS, Midlevel Provider
ALLSCRIPTS, Obstetrician/Gynec
ALLSCRIPTS, Pediatrician
<b>ALLSCRIPTS, Provider</b>
ALLSCRIPTS, Provider20
ALLSCRIPTS, Resident
ALLSCRIPTS, SurgeryMD
Allscripts, TWUnity
ALLSCRIPTS, ViewOnly
ALLSCRIPTS17, Provider


# SCHEDULE



**There are several ways to change the date of the schedule:**

1. Click on the day of the week

SUN	MON	TUE	WED	THU	FRI	SAT
-----	-----	-----	-----	-----	-----	-----

2. Click on the calendar icon next to the Date field

Date 09-Dec-2020 

3. Click on the blue arrows   to navigate forward or backward a week



4. To get back to today's date, click on this icon

Today

**SCHEDULE**

For  Arrived, Pending and Rescheduled

Date  Today        All: 7 AM: 7 PM: 0 Select one or more filter sets

S	N	TC	SC	CS	A	Pt Loc	Pt Status	Time	Patient	MDN	Type	Dur	Comments
	<input type="checkbox"/>	<input type="checkbox"/>		Arr				08:20 am	Allscripts, Allison	0010007746647...	OV20	20	dixonnr
	<input type="checkbox"/>	<input type="checkbox"/>		Arr				08:40 am	Allscripts, Kendra	0010007746431...	OV20	20	fosteran
	<input type="checkbox"/>	<input type="checkbox"/>		Arr				09:00 am	Allscripts, Mark	0010007746423...	OV20	20	gillcj1
	<input type="checkbox"/>	<input type="checkbox"/>		Arr				09:20 am	Superuser, Batman	0010006435176...	OV20	20	kazenk
	<input type="checkbox"/>	<input type="checkbox"/>		Arr	222 Exam Rm			09:40 am	Test, Friday	0010008234825...	OV20	20	schuha
	<input type="checkbox"/>	<input type="checkbox"/>		Arr				10:00 am	Superuser, Flash	0010006435291...	OV20	20	1tuckerwd
	<input type="checkbox"/>	<input type="checkbox"/>		Arr	<input type="text" value=""/>	<input type="text" value=""/>		10:20 am	Superuser, Loislane	0010006435259...	OV20	20	Amanda



# SCHEDULE ICONS

<div> <div>SCHEDULE</div> <div> </div> <div>CHART CHARGE</div> </div>											
<div> <div>For</div> <div>ALLSCRIPTS, Provider</div> <div>MY</div> <div>ALLSCRIPTS, Provider</div> <div>ALLSCRIPTS17, Provider</div> <div>ALLSCRIPTS, Midlevel Provider</div> <div>ALLSCRIPTS, Resident</div> <div>Arrived, Pending and R</div> </div>											
<div> <div>Date</div> <div>01-Dec-2020</div> <div>Today</div> <div>SUN</div> <div>MON</div> <div>TUE</div> <div>WED</div> <div>THU</div> <div>FRI</div> <div>SAT</div> <div>All: 3</div> <div>AM: 0</div> <div>PM: 3</div> <div>Select one or more filter sets</div> </div>											
\$	N	TC	SC	CS	A	Pt Loc	Pt Status	Time	Patient	MRN	Typ
		<input type="checkbox"/>	<input type="checkbox"/>		Arr		Check-Out	01:00 pm	Test, Isabella	0010006412712...	AV
		<input type="checkbox"/>	<input type="checkbox"/>		Arr	Exam 165D	Provider Rea...	01:30 pm	Superuser, Flash	0010006435291...	AV
		<input type="checkbox"/>	<input type="checkbox"/>		Arr	Waiting Room	Nurse Ready	02:00 pm	Superuser, Wolverine	0010006435200...	AV



**N Column** Note icon: This indicates that a note has been started on the patient



**N Column** Finished Note icon: Note has been finalized by the attending MD

**TC**

**TC Column** Transition of Care: Check if patient is transitioning to your care from another setting

**CS**



**CS Column:** Indicates whether or not a Clinical Summary has been printed for the patient

**NSH**

**Arr**

**Pen**

**A Column** Arrival Status: **NSH** – No Show **ARR** – Arrived **Pen** – Pending **Can** - Cancelled

**Pt Loc:** Patient Location. This tracks the patient's location throughout the visit.

**Pt Status:** This indicates the patient's status throughout the visit.

Pt Loc	Pt Status
--------	-----------

# PATIENT BANNER

A single click on the patient's name from the Schedule will pull them into the Patient Banner. If the patient's name is in the Banner, that indicates that you are documenting on that patient's electronic chart, so make a habit of checking the banner when charting to ensure you are working on the correct patient.

The screenshot displays a medical software interface. At the top, a red-bordered banner contains patient information: **TEST, Etsu**, birth date **01-Oct-2017 (3y) M**, and provider **PCP BRASHEAR MD, JASON**. It also includes contact details like **Cell Home (423) 888-1012** and **Email test.test@email.com**. A red bar below the banner lists alerts: **2020 - HIPAA Done**, **Review before release of medical records**, and **Patient goes by Fry fry**. Below the banner, the **SCHEDULE** tab is active, showing a table of appointments. The table has columns for status, location, status, time, patient name, MRN, type, duration, comments, and tasks. The first row shows an appointment for **TEST, Etsu** at **09:00 am** with MRN **0010007938764...** and a task count of **14**.

\$	N	TC	SC	CS	A	Pt Loc	Pt Status	Time	Patient	MRN	Type	Dur	Comments	Tasks
					Arr			09:00 am	Test, Etsu	0010007938764...	AV15	15	Crystal	14

# PATIENT BANNER - SEARCHING

You can also manually pull a patient into context. In the Patient Banner, click the magnifying glass. In the Search for Patient box, type the patient's LAST NAME, FIRST NAME or date of birth. Highlight the correct patient's name, and then click OK.



Patient Search

>>

Refine Search

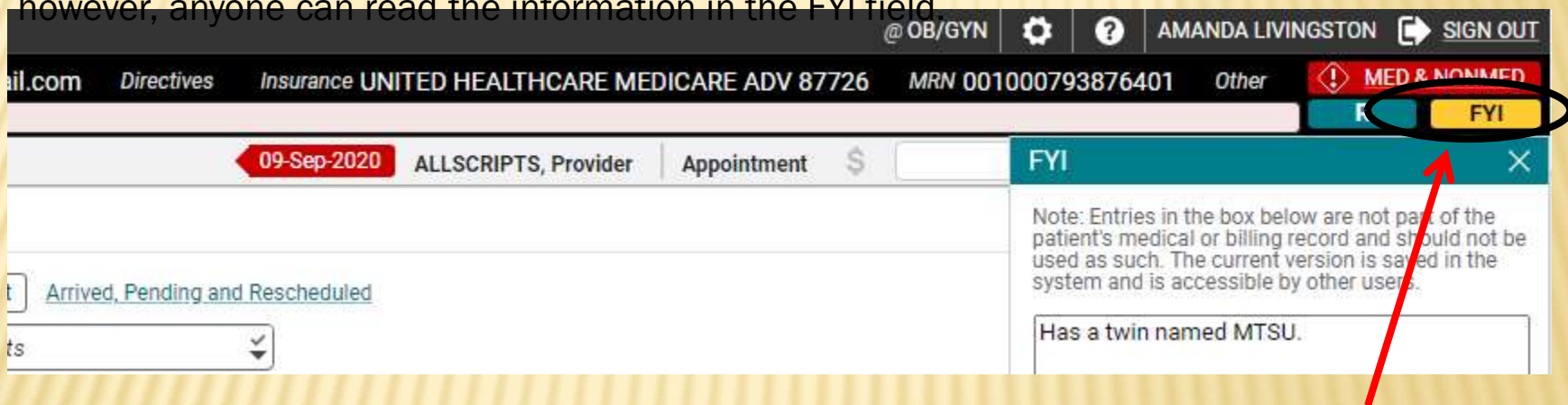
Patient	S	Age	DOB
▼ <a href="#">Allscripts, Alan</a>	M	18y	17-Apr-2003
▼ <a href="#">Allscripts, Allison</a>	F	25y	10-Mar-1996
▼ <a href="#">Allscripts, Amber</a>	F	55y	17-Jun-1965
▼ <a href="#">Allscripts, Betsy</a>	F	75y	18-Mar-1946
▼ <a href="#">Allscripts, Brad</a>	M	45y	13-Aug-1975

**Tip:** When searching, you don't have to type the entire name. You can type "Super, Gr," for Superuser, Grover. You can also search by other parameters, such as DOB, phone number, etc.



# PATIENT BANNER – FYI ICON

All of the patient's demographic information can be accessed from the Patient Banner. The age, sex, allergies, phone number, etc., are visible whenever the patient's name is in context. The FYI box on the patient banner is similar to a “sticky note” on a paper chart. It is used to document information that is not clinically relevant and is typically used by the front desk staff; however, anyone can read the information in the FYI field.



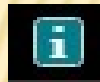
**Tip:** If the icon on the patient banner is yellow, there is an available FYI. If it is grayed out, the field is empty.

To read an FYI, click on the yellow FYI button on the Patient Banner.



# PATIENT BANNER – INFORMATION ICON

Other patient information can be accessed by clicking on the  on the banner.



**Information icon:** Clicking on this opens the Patient Profile Dialog box. Information in this section includes the [FYI box](#), [Chart Alerts](#), demographics, emergency contact info, pharmacy info, and patient care team. Hyperlinks at the top of the page will take you directly to each individual section.

TEST, Etsu 01-Oct-2017 (3y) M (Male)



Update Remove

FYI

Has a twin named MTSU.

Chart Alert	Added By	Date Added	Remove
2020 - HIPAA Done	Waters, Michelle	05-Mar-2020	<a href="#">Delete</a>
Review before release of medical records	Livingston, Amanda	27-Oct-2020	<a href="#">Delete</a>


Add Alert

[Clinical Info](#) | [Demographics](#) | [Community Info](#) | [Employer/Contact](#) | [Insurance](#) | [Rx Benefit Plan](#) | [Pharmacy](#) | [Patient Care Team](#) | [Consent](#)

# INFORMATION ICON – CHART ALERTS



Chart Alert	Added By	Date Added	Remove
2020 - HIPAA Done	Waters, Michelle	05-Mar-2020	<a href="#">Delete</a>
Review before release of medical records	Livingston, Amanda	27-Oct-2020	<a href="#">Delete</a>

**Chart Alerts** are used to document clinically relevant information. You can add alert by clicking on the  on the patient banner.

Add Alert

Clicking the Add Alert button opens this window, which allows you to add multiple Chart Alerts. There are some available alerts which can just be checked, or you can free text an alert in the Ad Hoc Alert section.

Add/Edit Patient Chart Alerts

**Available Alerts**

- Office policy on opiates given to patient - BFM
- ADM PT
- 2020 - BMI Done
- Patient has a caregiver
- CPC+ Patient
- Risk Score 1
- Risk Score 2
- Risk Score 3
- Risk Score 4
- Risk Score 5
- Risk Score 6
- Patient does not speak English
- Dr. requires 1 hour block

**Selected Alerts**

- 2020 - HIPAA Done
- Review before release of medical records

**Ad Hoc Alert**

Enter free text

Add to Selected Alerts

Save Changes Cancel

The Chart Alerts will appear on the Patient Banner.

2020 - HIPAA Done Review before release of medical records

# INFORMATION ICON – PATIENT CARE TEAM

The patient care team, which is also accessed through the Information Icon, allows you to add/delete and view other members of the patient's care team. You can add providers, healthcare agencies and even family members to the care team.

Care Team Member	Role	Relationship	Specialty	Comments	City/State	Office Number
BRASHEAR MD,JASON	Primary Care Provider	Primary Care Provider	Orthopedic Surgery		JOHNSON CITY/TN	(423) 434-6300
Wood, David MD			Pediatrics		Johnson City/TN	(423) 439-7320
Floresguerra, Carlos MD			General Surgery		Johnson City/TN	(423) 439-7201
Test, Monday						(323) 232-3232
Musil, Clinton MD			Psychiatry		Johnson City/TN	(423) 439-8000
Watauga Behavioral Health Services (...)		Consulting Specialist			Johnson City/TN	(423) 232-2700
Jernigan, Thomas MD			Obstetrics/Gynecology		Johnson City/TN	(423) 439-7272

Click on the **Add Provider/Agency** button. You can search by last name or specialty. Check the box next to the provider's name to add it to the patient's chart.

To add a family member, click on the **Add Patient Caregiver/Resource** button and free text their name.

Select PCT Member

TEST, Etsu 01-Oct-2017 (3y) M (Male)

☒ Quick Search ☐ Advanced Search ☐ Browse Favorites

Quick Search: endocr [Search] [Ad Hoc]

Search Results

Showing 20 results

			Ext	Last/Prac/Agency	First	MI	Specialty
<input type="checkbox"/>	<input checked="" type="checkbox"/>	★	Ext	MORRIS MD	LAWRENCE		Endocrinology
<input type="checkbox"/>	<input checked="" type="checkbox"/>	★	Ext	MONTENEGRO MD	FRANKLIN		Endocrinology
<input type="checkbox"/>	<input checked="" type="checkbox"/>	★	Ext	BEASEY MD	MATTHEW		Endocrinology
<input type="checkbox"/>	<input checked="" type="checkbox"/>	★	Ext	FOWLER MD	MICHAEL		Endocrinology
<input type="checkbox"/>	<input checked="" type="checkbox"/>	★	Ext	MIERS MD	WENDELL		Endocrinology
<input type="checkbox"/>	<input checked="" type="checkbox"/>	★	Ext	ZULUETA MD	CLEMETE		Endocrinology



# CHART

To look at the patient's chart, from the Schedule tab, double click their name on your schedule. This will take you to the next tab, the Chart, which is their electronic chart.

TEST, Etsu 01-Oct-2017 (3y) M | PCP BRASHEAR MD, JASON Cell Home (423) 888-1012 Email test.test@email.com Directives Insurance UNITED HEALTHCARE

2020 - HIPAA Done Review before release of medical records

Commit 09-Sep-2020 ALLSCRIPTS, F

SCHEDULE P R X CC CHART CHARGE

For ALLSCRIPTS, Provider MY ALLSCRIPTS, Provider ALLSCRIPTS17, Provider ALLSCRIPTS, Midlevel Provider ALLSCRIPTS, Resident Arrived, Pending and Rescheduled

Date 09-Sep-2020 Today SUN MON TUE WED THU FRI SAT All: 1 AM: 1 PM: 0 Select one or more filter sets

\$	N	TC	SC	CS	A	Pt Loc	Pt Status	Time	Patient	MRN	Type	Dur	Com
					Arr			09:00 am	Test, Etsu	0010007938764...	AV15	15	Cryst

Menu TouchWorks Chart Charge InfoButton CQS Patient Utilities Reporting Schedule Tasks Inbox 14

TEST, Etsu 01-Oct-2017 (3y) M | PCP BRASHEAR MD, JASON Cell Home (423) 888-1012

2020 - HIPAA Done Review before release of medical records

Commit ETSU - ... CHARGE

Problem Notes Labs Radiology Procedures/Pathology Chart Worklist Vital Signs Meds

Active Problems Alpha Rec: 21-Oct-2020

Abnormal rapid eye movement sleep	G47.8	0050
ADHD	F90.9	0260
Advanced diabetic maculopathy with retino...	E08.311	0050
Autism	F84.0	0080
Bilateral hearing loss, unspecified hearing l...	H91.93	0080
* Bronchitis	J40	0210
Colon cancer screening	Z12.11	0030
Conductive hearing loss	H90.2	0200

Vital Signs/Findings 1m 6m 1y 5y A

Item Name Temperature Systolic Diastolic Heart Rate Pulse Quality Respiration

Tip: It's important that you **ALWAYS** access the patient's chart by double clicking from the **Schedule** (if they have an appointment), because this **links** the appointment date with your chart documentation.



# CHART

The chart has two main components. Each component contains different tabs, where you will access the patient's information.

The screenshot displays a medical chart interface for a patient named TEST, Etsu, born 01-Oct-2017 (3y M). The interface is divided into two main components:

**Component 1 (Left):** This component contains a **Clinical Toolbar** (highlighted with a red box) and a list of medical conditions (highlighted with a blue box). The toolbar includes icons for various clinical actions and a **CHARGE** button. The list of conditions includes:

- Abnormal rapid eye movement sleep (G47.8, 05)
- ADHD (F90.9, 26)
- Advanced diabetic maculopathy with retino... (E08.311, 05)
- Autism (F84.0, 08)
- Bilateral hearing loss, unspecified hearing I... (H91.93, 08)
- \* Bronchitis (J40, 21)
- Colon c... (Z12.11, 03)
- Conductive hearing loss (H90.2, 20)
- Developmental language disorder (F80.9, 31)

**Component 2 (Right):** This component contains a **Vital Signs** section (highlighted with a blue box) and a table of patient data (highlighted with a yellow box). The table shows vital signs for various dates from 30 Sep 2020 to 31 Aug 2020.

Item Name	30 Sep 2020	29 Sep 2020	20 Sep 2020	02 Sep 2020	31 Aug 2020
Temperature	10:31 AM	09:36 AM	07:57 PM	10:06 AM	10:02
Systolic		128			
Diastolic		80			
Heart Rate					
Pulse Quality					
Respiration					
Respiration Quality					

# PROBLEM TAB

The first tab that you will see when you open the patient's electronic chart is the *Problem* tab. This is where all of the patient's active problems, past medical history, social history, etc. will appear.

**Problem** | Notes | Labs | Radiology | Procedures/Pathology | Chart | Worklist

Active Problems ▼ | Alpha ▼ | Rec: 21-Oct-2020 | Filter ▼

▶		Abnormal rapid eye movement sleep	G47.8	05Oct2020 Gar
▶		ADHD	F90.9	26Apr2021 Livi
▶		Advanced diabetic maculopathy with retino...	E08.311	05Oct2020 Gar
▶		Autism	F84.0	08Dec2020 Liv
▶		Bilateral hearing loss, unspecified hearing		020 Bar
▶		* Bronchitis		021 Ricl
▶		Colon cancer screening		020 Liv
▶		Conductive hearing loss		020 Hei
▶		Developmental language disorder	F80.9	31Aug2020 Ne

**Tip:** Each tab on the Clinical Desktop has a couple of different sort options which can be used to help you find information quickly.

# PROBLEM TAB

**TEST, Etsu 01-Oct-2017 (3y) M** | PCP BRASHEAR MD, JASON | Cell Home (423) 888-1012 | Email test.test@email.com | Directives MED & NONMED R FYI

2020 - HIPAA Done Review before release of medical records

09-Sep-2020 ALLSCRIPTS, Provider Appointment S Post

**Problem** Notes Labs Radiology Procedures/Pathology Chart Worklist

Active Problems Alpha Rec: 21-Oct-2020

Problem	ICD-9	Date	Status
Abnormal rapid eye movement sleep	G47.8	05Oct2020	Gar
ADHD	F90.9	26Apr2021	Liv
Advanced diabetic maculopathy with retin...	E08.311	05Oct2020	Gar
Autism	F84.0	08Dec2020	Liv
Bilateral hearing loss, unspecified hearing ...	H91.93	08Sep2020	Bar
* Bronchitis	J40	21Apr2021	Ric
Colon cancer screening	Z12.11	03Nov2020	Liv
Conductive hearing loss	H90.2	20Sep2020	Hei
Developmental language disorder	F80.9	31Aug2020	Ne
Developmental language disorder	F80.9	20Sep2020	Hei
Diabetes	E11.9	07May2021	Liv
Difficulty of mother performing breastfeed...	Z39.1	29Sep2020	Liv
Dysphagia	R13.10	31Aug2020	Ne
Dysphagia	R13.10	28Oct2020	Gar
E. coli UTI (urinary tract infection)	N59.0	17Aug2020	Liv
Encounter for immunization	Z23	20Aug2020	Nic
Encounter for Papanicolaou smear of cervix	Z12.4	04Nov2020	Liv
Encounter for vaccination	Z23	03Nov2020	Liv
Hepatocellular carcinoma	C22.0	21Oct2020	Liv
History of ear infection	Z86.69	21Aug2020	Liv
History of graft versus host disease	Z86.2	06Jul2020	Liv

InfoButton New Edit **Resolve** Impression Reconcile Reconcile Hx New Edit Enter Result Print

**The Problem tab is where you will be able to view all of the patient's active problems (diagnoses), past medical, social, family and surgical histories.**

**You can also resolve, edit and refine problems from this tab. Cleaning up the patient's active problem list is easy – just highlight the problem and choose “Resolve” from the toolbar.**

**You can also right-click on the problem, which will open up an extensive menu.**



# PROBLEM TAB

TEST, Etsu 01-Oct-2017 (3y) M | PCP BRASHEAR MD, JASON | Cell Home (423) 888-1012 | Email test.test@email.com | Directives | MED & NONMED | R | FYI

2020 - HIPAA Done Review before release of medical records

09-Sep-2020 ALLSCRIPTS, Provider Appointment S Post

ETSU - ... CHARGE

**Problem** Notes Labs Radiology Procedures/Pathology Chart Worklist

Active Problems Alpha Rec: 21-Oct-2020

Problem	ICD-9	Date	Status
Abnormal rapid eye movement sleep	G47.8	05Oct2020	Gar
ADHD	F90.9	26Apr2021	Liv
Advanced diabetic maculopathy with retin...	E08.311	05Oct2020	Gar
Autism	F84.0	08Dec2020	Liv
Bilateral hearing loss, unspecified hearing ...	H91.93	08Sep2020	Bar
* Bronchitis	J40	21Apr2021	Ric
Colon cancer screening	Z12.11	03Nov2020	Liv
Conductive hearing loss	H90.2	20Sep2020	Hei
Developmental language disorder	F80.9	31Aug2020	Ne
Developmental language disorder	F80.9	20Sep2020	Hei
Diabetes	E11.9	07May2021	Liv
Difficulty of mother performing breastfeed...	Z39.1	29Sep2020	Liv
Dysphagia	R13.10	31Aug2020	Ne
Dysphagia	R13.10	28Oct2020	Gar
E. coli UTI (urinary tract infection)	N39.0	17Aug2020	Liv
Encounter for immunization	Z23	20Aug2020	Nic
Encounter for Papanicolaou smear of cervix	Z12.4	04Nov2020	Liv
Encounter for vaccination	Z23	03Nov2020	Liv
Hepatocellular carcinoma	C22.0	21Oct2020	Liv
History of ear infection	Z86.69	21Aug2020	Liv
History of graft versus host disease	Z86.2	06Jul2020	Liv

Vital Signs Meds M

VitalSigns/Findings

1m 6m 1y 5y All

Item Name

Temperature

Systolic

Diastolic

Heart Rate

Pulse Quality

Respiration

Respiration Quality

Height

0-24 Length Percentile

2-20 Stature Percentile

Weight

0-24 Weight Percentile

2-20 Weight Percentile

BMI Calculated

BMI Percentile

BSA Calculated

Head Circumference

0-24 Head Circumference Percentile

O2 Saturation

80

175.26 cm

100.7 kg

32.78kg/m2

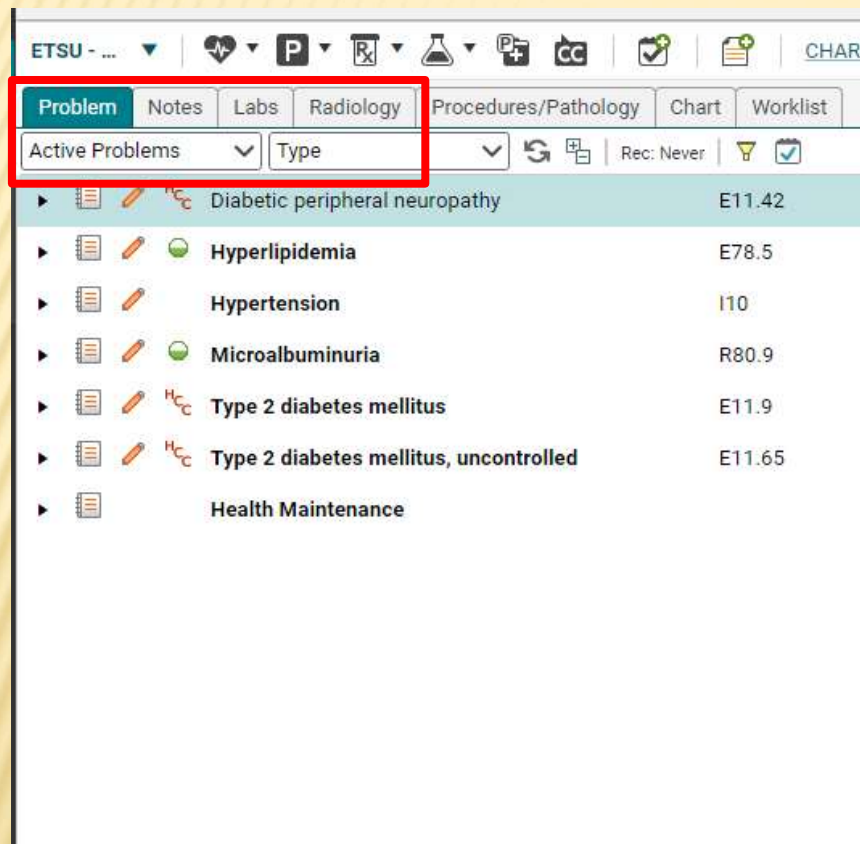
2.16m2

InfoButton New Edit **Resolve** Impression Reconcile Reconcile Hx New Edit Enter Result Print

Active Problems is the default. Use the dropdown to see PMH, PSH, PFH, and SoxHx.

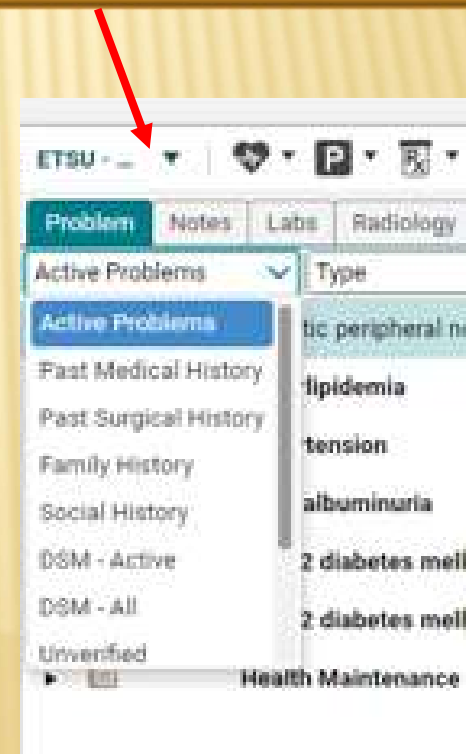


# PROBLEM DROPDOWN



Problems tab will now default to only Active Problems.

Use the dropdown arrow to show All Problems or to select a Problem list.



# CHART VIEW FILTERING

Notes, Labs, Radiology, Procedures/Pathology, Chart tabs have the ability to show 1 year, 3 years, 5 years, All. 1 year is system default and allows for fastest loading times. You can toggle to alternate values and set your own default filter by clicking Make Default.

Problem Notes **Labs** Radiology Procedures/Pathology

Labs ▼ None ▼

1y 3y **5y** All Make Default Filtering: Last 5 years

60 of 719 Chart Items (1 Invalid and 417 Audit Items) - Filters Applied

- Comprehensive Metabolic Panel ( CMP ) - Done: 15-Dec-202
- sLabs - Copeland, Rebecca; Enc: 03-Nov-2020 - Image Enc
- sLabs - Copeland, Rebecca; Enc: 26-Oct-2020 - Image Enc
- Culture, Urine - Done: 28-Sep-2020 - Copeland, Rebecca; Er
- CBC Automated Differential - Done: 28-Sep-2020 - Copeland
- Lipid Panel ( Lipid Profile ) - Done: 28-Sep-2020 - Copeland,
- Urinalysis w/ Microscopic ( UA ) - Done: 28-Sep-2020 - Copel
- Comprehensive Metabolic Panel ( CMP ) - Done: 28-Sep-202
- Basic Metabolic Panel ( BMP ) - Done: 15-Sep-2020 - Mahbo
- Renal Function Panel - Done: 18-Jun-2020 - Mahboob, Rash
- Aldosterone - Done: 18-Jun-2020 - Mahboob, Rashid; Enc: 1:
- Renin - Done: 18-Jun-2020 - Mahboob, Rashid; Enc: 15-Jun-
- sLabs - Copeland, Rebecca; Enc: 04-Jun-2020 - Form Encc

# NOTES TAB

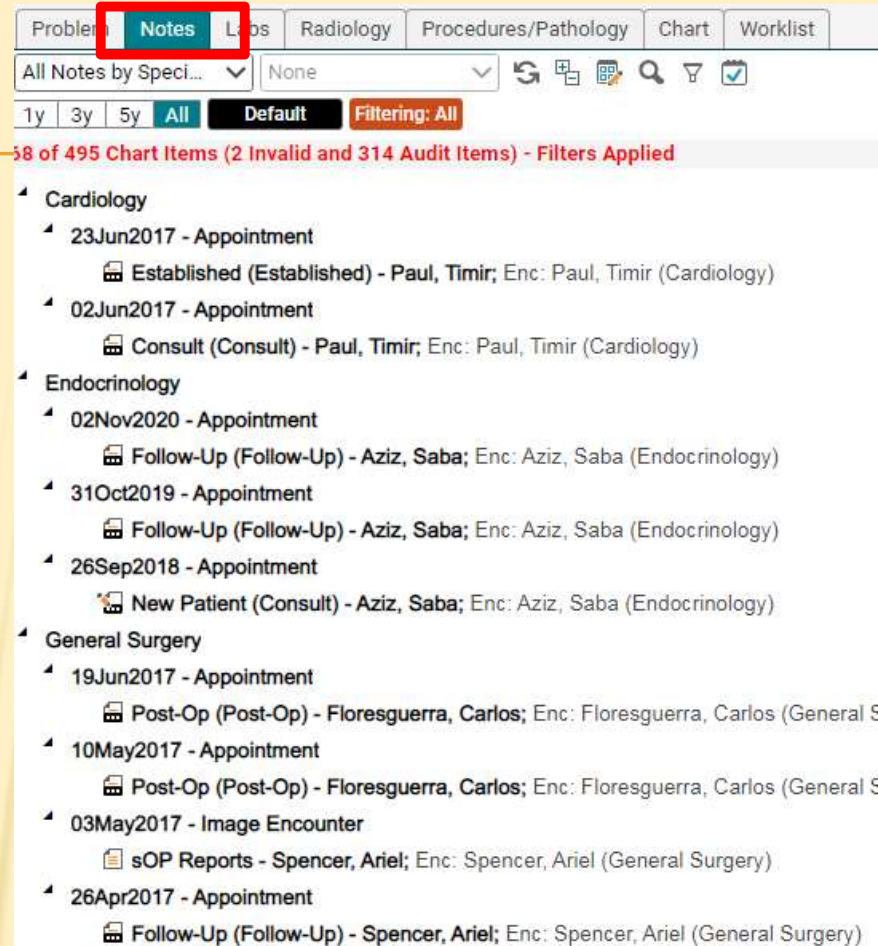
The screenshot displays the ETSU clinical interface. At the top, there are buttons for 'Commit' and 'Follow-Up'. Below these are various medical icons and a 'CHARGE' button. A tab bar at the top of the main content area includes 'Problem', 'Notes' (highlighted with a red box), 'Labs', 'Radiology', 'Procedures/Pathology', 'Chart', and 'Worklist'. Below the tabs, there is a dropdown menu for 'All Notes by Spec...' and a 'None' selection. A toolbar contains icons for undo, redo, print, search, and other functions. A status bar at the bottom shows '68 of 495 Chart Items (2 Invalid and 314 Audit Items) - Filters Applied'. The main content area lists medical notes organized by specialty: Cardiology, Endocrinology, and General Surgery. Each specialty has a list of dates and appointment types, with specific notes listed below. For example, under Cardiology, there are notes for 23Jun2017 and 02Jun2017. Under Endocrinology, there are notes for 02Nov2020, 31Oct2019, and 26Sep2018. Under General Surgery, there are notes for 19Jun2017, 10May2017, 03May2017, and 26Apr2017. At the bottom of the interface, there is a toolbar with buttons for 'View', 'Note', 'Edit' (highlighted with a red box), 'Print', 'Fax', and 'Task'.

The 2<sup>nd</sup> tab is the Notes tab. This is where all of the patient's notes reside. To read a note, double click on it. To edit a note, highlight and choose "edit" from the toolbar.

**Tip:** If your patient is seen by other providers within the organization, their notes will be available on the Clinical desktop too.



# NOTES TAB - ICONS



Finalized note icon: This note has been signed by the attending physician



Unfinalized note icon: This note still requires a signature

 sAnnual

The small “s” indicates that this is a scanned document

 sArchive

sArchive – document was part of the original paper chart



# NOTES – VIEW MODE VS. EDIT MODE

The screenshot displays a medical notes application with two main views: View Mode and Edit Mode.

**View Mode (Left Panel):** This view shows a patient's note in a read-only format. The patient's name is redacted. The note is dated 26 Aug 2020. The patient's status is Final. The note contains a review of systems, past medical history, and a physical exam. The review of systems includes constitutional, head and face, eyes, ENT, cardiovascular, respiratory, gastrointestinal, genitourinary, musculoskeletal, integumentary and breasts, neurological, psychiatric, endocrine, and hematologic and lymphatic sections. The past medical history includes a review of systems, current meds, allergies, immunizations, vitals, physical exam, endocrinology exam, endocrinology image, results/data, assessment, and discussion/summary.

**Edit Mode (Right Panel):** This view shows the same patient's note in an editable format. The patient's name is redacted. The note is dated 20-May-2021 10:41 am. The patient's status is Final. The note contains a review of systems, past medical history, and a physical exam. The review of systems includes constitutional, head and face, eyes, ENT, cardiovascular, and respiratory sections. The past medical history includes a review of systems, current meds, allergies, immunizations, vitals, physical exam, endocrinology exam, endocrinology image, results/data, assessment, and discussion/summary.

The interface includes a toolbar at the top with various icons for editing and saving. The bottom of the screen shows an 'Annotate' section with options like 'Audit', 'Document Hx', 'Task', and 'Attach As Result'.

**View Mode:** This is similar to a “read-only” mode. You can’t make any changes on this page. This is how you should always open a note unless you are charting in it.

To open a note in View Mode, double click the note icon on the Clinical Desktop.

**Edit Mode:** This is what the screen looks when you are actively charting on a patient.

There are two main ways to open a note in Edit mode:

1. Double click on the note icon on the Daily Schedule.
2. Highlight the note icon on the Notes tab and choose “edit” on the toolbar.

## Chart

The screenshot shows a medical chart interface with tabs for Problem, Notes, Labs, Radiology, Procedures/Pathology, Chart, and Worklist. The Chart tab is selected. A dropdown menu is open under the Labs tab, showing options: All by Section by S..., Encounter, Problem, Provider, Section, Specialty, All by Section by Sub-Section (highlighted), Imaging, and Labs. A red box highlights the dropdown arrow, and a red arrow points from it to a text box. Below the dropdown, a list of patient encounters is visible, including 'Transition of Care (Transition of Care) - Shah, Rupal; Enc: 16-Oct-2020', 'Acute (Acute) - Griwan, Akshit; Enc: 08-Oct-2020 - Appointment - Griwa', and 'New Patient (New Patient) - Bookout, Eric; Enc: 08-Oct-2020 - Appointr'.

The next couple of tabs in the first component are pretty self-explanatory: the *Procedures* tab contains procedure reports; *Imaging* has x-rays, CT scans, etc., and the *Chart* tab contains the entire chart—notes, labs, procedures, imaging and administrative documents.

Each tab has a sort option that will allow you to find items easier.

# CHART TAB- SORT BY ENCOUNTER

Problem Notes Labs Radiology Procedures/Pathology **Chart** Worklist

Encounter ▼ None ▼

1y 3y 5y All Default Filtering: All

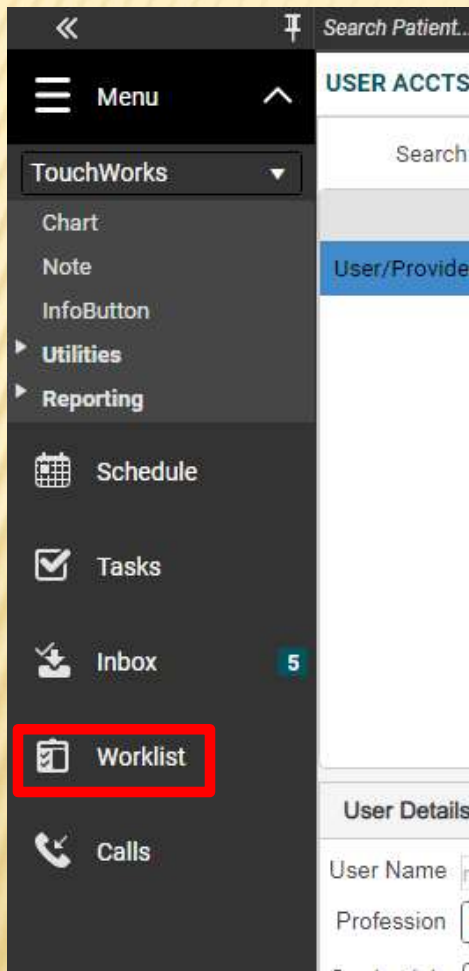
56 of 150 Chart Items (0 Invalid and 94 Audit Items)

- 18Nov2020 - Image Encounter
  - sMedical Release Forms - Shah, Rupal; Enc: Shah, Rupal (Internal Medicine)
- 03Nov2020 - Appointment
  - New Patient (Consult) - Aziz, Saba; Enc: Aziz, Saba (Endocrinology)
  - CBC Automated Differential - Done: 03-Nov-2020 - Aziz, Saba; Enc: Aziz, Saba
  - Comprehensive Metabolic Panel ( CMP ) - Done: 03-Nov-2020 - Aziz, Saba
- 31Oct2020 - Image Encounter
  - sSelf Check Blood Sugar - Aziz, Saba; Enc: Aziz, Saba (Endocrinology)
- 28Oct2020 - Image Encounter
  - sEchocardiogram - Smith, Steven; Enc: Smith, Steven (Cardiology)
- 23Oct2020 - Form Encounter
  - sRef Physician\_Urology - Shah, Rupal; Enc: Shah, Rupal (Internal Medicine)
- 16Oct2020 - Chart Update
  - Results Note (Results Note) - Shah, Rupal; Enc: Shah, Rupal (Internal Medicine)
- 16Oct2020 - Appointment
  - Transition of Care (Transition of Care) - Shah, Rupal; Enc: Shah, Rupal (Internal Medicine)
  - CBC Automated Differential - Done: 16-Oct-2020 - Shah, Rupal; Enc: Shah, Rupal

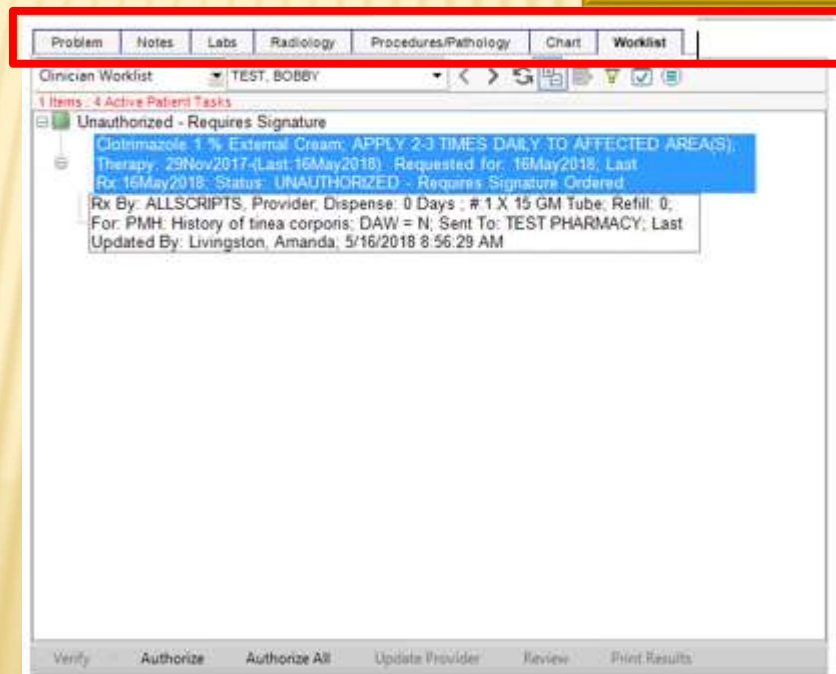
Changing the dropdown to Encounter, sorts the Chart tab by date with the most recent information on top.



# WORKLIST TAB







The worklist contains items that need to be reviewed and worked. Each clinic will have a different workflow.



# VITALS TAB

HMP/Reminders Growth Chart

**Vital Signs** Meds Med Flowsheet Orders Allergies Immunizations Flowsheets

VitalSigns/Findings    

Data Includes: All

	Select	21 Sep 2017 8:31 AM	16 Jun 2017 3:26 PM	18 Oct 2016 10:54 AM
Temperature	<input type="checkbox"/>	98.7 F ,...	99 F ,...	
Systolic	<input type="checkbox"/>	101 , LUE,...	172	120
Diastolic	<input type="checkbox"/>	88 , LUE,...	56	80
Heart Rate	<input type="checkbox"/>	90	66	
Pulse Quality	<input type="checkbox"/>			
Respiration	<input type="checkbox"/>			
Respiration Quality	<input type="checkbox"/>			
Height	<input type="checkbox"/>	4 ft	5 ft 4 in	5 ft 4 in
2-20 Stature Percentile	<input type="checkbox"/>	99 %	99 %	99 %
Weight	<input type="checkbox"/>	55 lb	122 lb	130 lb
2-20 Weight Percentile	<input type="checkbox"/>	99 %	99 %	99 %
BMI Calculated	<input type="checkbox"/>	16.78kg/m2	20.94kg/m2	22.31kg/m2
BMI Percentile	<input type="checkbox"/>	85 %	99 %	99 %
BSA Calculated	<input type="checkbox"/>	0.92m2	1.59m2	1.63m2
O2 Saturation	<input type="checkbox"/>			
FiO2	<input type="checkbox"/>			

◀ |||

New Edit Enter Result Print

Typically, your nurse will enter the vitals. Once they have been saved, they will appear here.

The vitals can also be viewed in a graph format. Check the boxes next to the items you want to view and then click the graph icon on the toolbar at the top. To return your screen to normal, click the Refresh button.

# FLWSHEETS TAB

Vital Signs Meds Med Actions Orders Allergies Immunization **Flowsheets** MP/Reminders Growth Chart

FlowSheets ACes Screener Family Medicine

1m 6m 1y 5y All

Item Name

ACes - Primary Caregiver

ACes Impact of Childhood

ACes Highest Caregiver

ACes Child Section 1 Score

ACes - Child Section 2A

ACes - Child Section 2B

ACes Screener

ADM Clinic Flowsheet

Alcohol screening questionnaire (AUDIT)

Anticoagulation Flowsheet

Auditory function Screening

Care Plan

CHF Flowsheet

Chronic Pain Management Flowsheet

New Column Enter Result Edit Print

Flowsheets allow you to keep track of various clinical items—usually based upon specific disease processes. Flowsheets are created by the EHR team, depending upon the needs of each clinic.