To fill out the PT/INR flowsheet, go to the Clinical Desktop and in the third component, click on the Flowsheets tab. Choose the Anticoagulation Flowsheet from the drop down list. To enter in a new set of results, click on the New Column button on the gray toolbar. If the patient was not accessed from the Daily Schedule, you will get an Encounter Selector.

Choose New Encounter and Chart Update in the Type field. Click OK.
A new column with the current date will appear. To enter the results into this column, right click in one of the fields, then choose “Enter Result.” (You can also click once in the field to highlight it, and choose Enter Result from the gray toolbar on the bottom).

If you are entering results for the current date, you can leave the Collected/Examined field with the default date/time. If you want the column on the flowsheet to reflect an earlier date, however, you can click on the
calendar/clock icon next to the Collected/Examined field and choose the appropriate date. If you leave the current date/time in the Collected/Examined field, you will need to choose a performing location in order to "activate" the form. (The items that need to be filled out on the form will remain in a grayed-out status until a performing location is chosen.) If your site is not available from the drop down list, you can just choose “In Office.” Click in the fields that you want to document and when you are finished, click OK.
The items on the flowsheet will remain in pink until you hit the yellow "Commit" button. Of note, the actual lab values for the PT/INR will flow directly into the flowsheet and should not need to be entered manually, unless it is a fingerstick that is performed by the nursing staff in the office.