

## Livingston, Amanda N.

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**From:** Livingston, Amanda N.  
**Sent:** Friday, April 30, 2021 12:03 PM  
**To:** Livingston, Amanda N.  
**Subject:** Tips & Tricks Weekly: Allscripts EHR UPGRADE V20- Logging In and Updates  
**Importance:** High

**From:** Briggs, Monaco M. <BRIGGSMM@mail.etsu.edu>

Hi everyone,

This week we are doing the Tips & Tricks a little different. This week, in addition to the supplement training documents, we will also be providing training videos. The focus this week is on **Logging In**, as this process will be different once we go live.

Attached you will find 2 supplemental training documents, 1)1<sup>st</sup> log on without security account, this is instructions for clinical staff, clerical staff, admin, residents, and providers without a security account. 2)1<sup>st</sup> log on with security account, this is instructions for providers with a security account or are EPCS enrolled.

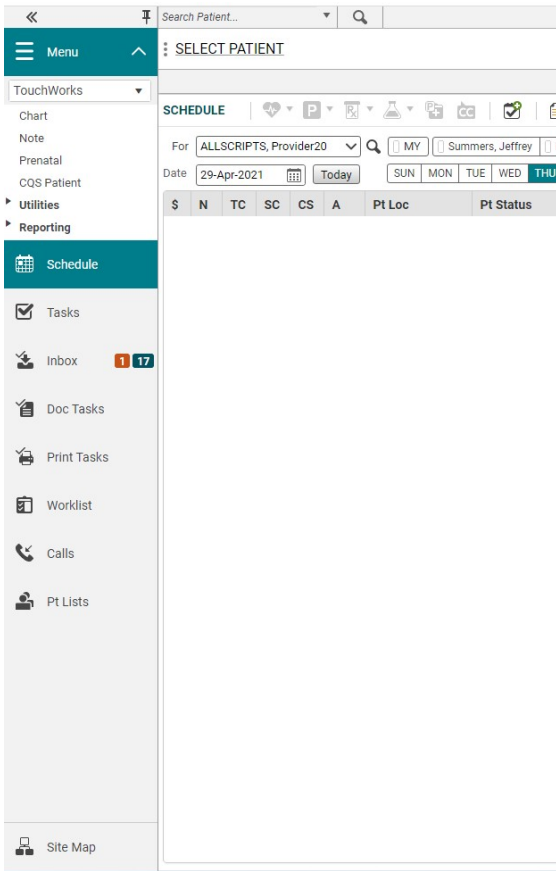
The log on training videos can be viewed at: [V.20 Training: Logging On \(quillenphysiciansehr.com\)](https://www.quillenphysiciansehr.com)

I also wanted to provide some information on what to expect the week or two after we upgrade and the major changes you will see.

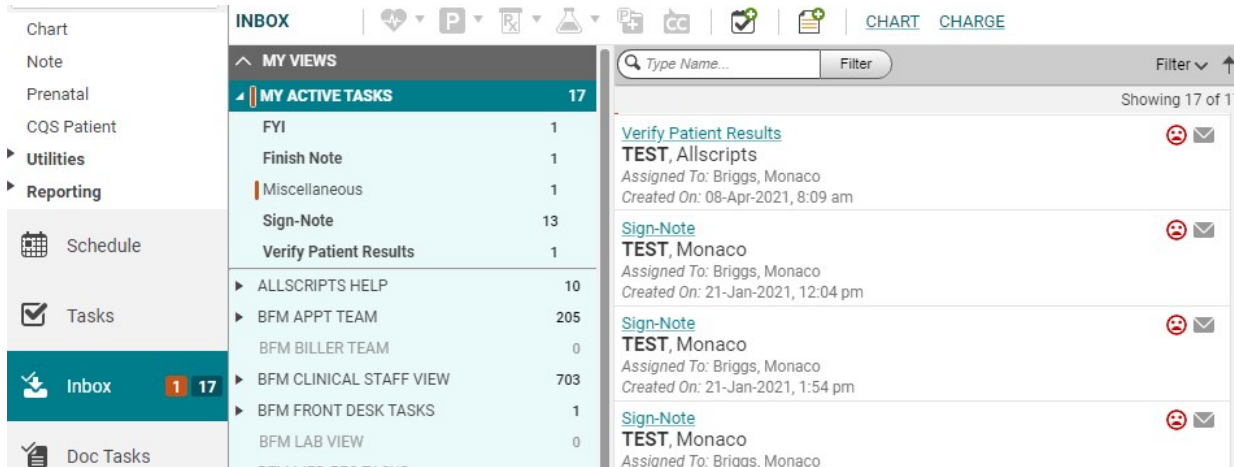
- **Go-live is May 24<sup>th</sup>!!!**
- The current EHR environment will shut down at 7pm on May 21<sup>st</sup>.
- On May 24<sup>th</sup>, the new version will be live.
- I have advised offices to consider scaling back clinics the week of May 24<sup>th</sup> and May 31<sup>st</sup>
- **ALL tasks and notes MUST be completed by 7pm on May 21<sup>st</sup>.**
- Training documents will be provided in our weekly Tips & Tricks email. In addition, to the training documents, we are creating supplemental training videos.
- Optional Zoom training will be provided the week before go-live. I will be sending out the zoom meetings over the next few days.
- The week of go-live, on-site support will be provided by the EHR team but please aware, some members will have to float between 2 or 3 locations as there are more clinics than there is team members.
- The EHR team will also be providing “office hours” the week of go-live, more than likely at lunch or at the end of the day, where users can jump on a zoom meeting to ask questions.

### Major changes to expect:

- The overall look is different. The horizontal tool bar is gone. Most navigation will now be done in the action bar, site map, and chart.



- You now have an inbox. The inbox is another view for your tasks.



- Due to the inbox, you now have an out of office option. Woohoo! Everyone’s been asking for this one!

Assigned To:

**Out of Office**

Turn on Out of Office replies

Start Date  End Date

Out of Office Contact

*You can enter a brief comment here...* 140 chars remaining

- Task list (if you don't use inbox) have some additional filtering options. Now you can search for specific task types, patient, etc.

P.	D.	Task	Patient
		Verify Patient Results	
		Sign-Note	
		Sign-Note	
		Sign-Note	
		Sign-Note	
		Sign-Note	
		Sign-Note	
		Sign-Note	
		Sign-Note	
		Sign-Note	

Search

Select All

Finish Note

FYI

Miscellaneous

Sign-Note

Verify Patient Results

0 items selected

- Insurance will now display in the patient banner

**[R] TEST, Jennifer** 01-Jan-1999 (22y) F | **i** **P** **Break Glass** PCP Summers, Jeffrey [Cell](#) [Home](#)

**ADM PT** Dr. requires 30 min block

- The patient search will hold the last 10 patients that you viewed, even if you log out.
- We now have a new tab called Med Actions. More education will be provided on this.

Vital Signs	Meds	Med Actions	Orders	Allergies	Immunizations	Flowsheets	HMP/Reminders	Growth Chart
Med Actions		Problem	Alpha	Rec: 09-Apr-2021				
Record PDMP Consult		Select non-consult reason	Type non-consult reason	History				
172.72 cm 06-Aug-2020		57.15 Kg 31-Aug-2020	1.68 BSA	<input type="checkbox"/> Brand/Generic				
Current Meds		Last Rx	Taking					
<b>Acute complication due to diabetes mellitus</b>								
▶ Gabapentin 100 MG Oral Capsule		14-Aug-2019	<input type="checkbox"/>	<input type="text"/>	Renew	R D/C		
<b>Breast pain</b>								
▶ Aleve CAPS			<input type="checkbox"/>	<input type="text"/>	Renew	R D/C		
▶ Multi For Her TABS			<input type="checkbox"/>	<input type="text"/>	Renew	R D/C		
▶ PNV TABS			<input type="checkbox"/>	<input type="text"/>	Renew	R D/C		
<b>Health Maintenance</b>								
▶ Nexplanon 68 MG Subcutaneous Implant		26-Feb-2020	<input type="checkbox"/>	<input type="text"/>	Renew	R D/C		
▶ Nexplanon 68 MG Subcutaneous Implant		26-Feb-2020	<input type="checkbox"/>	<input type="text"/>	Renew	R D/C		
<b>PMH: Acute UTI</b>								
▶ ALPRAZolam 0.5 MG Oral Tablet		03-Aug-2020	<input type="checkbox"/>	<input type="text"/>	Renew	R D/C		
<b>Unlinked</b>								
▶ Furosemide 40 MG Oral Tablet		16-Jan-2020	<input type="checkbox"/>	<input type="text"/>	Renew	R D/C		
▶ Poly-Vi-Sol Oral Solution			<input type="checkbox"/>	<input type="text"/>	Renew	R D/C		
▶ Procardia XL 30 MG Oral Tablet Extended Rel...		26-Dec-2019	<input type="checkbox"/>	<input type="text"/>	Renew	R D/C		
▶ Rhophylac 1500 UNIT/2ML Injection Solution ...			<input type="checkbox"/>	<input type="text"/>	Renew	R D/C		
▶ Singulair 10 MG Oral Tablet			<input type="checkbox"/>	<input type="text"/>	Renew	R D/C		

- Macros will show suggested macros as you type "period". Hovering over the macro will display the text.

Task Filters

1 - Not about a patient  2 - Concerning patient: Test, Jennifer

Assign To  User  Team Task FYI

Priority Routine St

Comment:

.confirm

.eye

.hvp

.imm

.invalid

.mb

.nearmiss

.note

.ob

.OD

.pap

.precept

.ready

.result

.test

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