



icks and Tricks from EHR

STARLING RUNS ON ALLSCRIPTS

April 2018

Volume 1, Number 3

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Who's in EHR:

Mary Kurlick
 Elizabeth Loney
 Dawn Petersen
 Christine Leatherwood
 Peter Viglietta
 Derek Mullen
 Kara Olson

How to Contact Us

Email:
 EHRTeam@starlingphysicians.com

Task: EHR Help Desk

Call: ext 9801

Tips from EHR:

If you have a new employee starting please send an Email to the EHRTeam to add them to the weekly new employee Allscripts Training class. If you have a new provider starting please schedule training with the EHRTeam, HR and Compliance. There is setup that needs to be done prior to any new employee coming to training and we need to know this at least a week prior for employees and 2 weeks for providers.

Trick of the Month:



Managing Note locks:

If your note gets locked by you or another user you can easily unclick it by going to Settings in VTB or some might have it under Chart in the VTB and the Manage Note Locks tab. Look for the user that has the note locked and the patient. Highlight the user and click unlock at the bottom.

Patient Appointment List:

Did you know you can look and see the patient's future and past appointments without having to look in Centricity? If you have a patient in the banner and you see the **Appointments** tab at the top this will show you the patient's appointments. From the schedule it's a button on the bottom **Patient Appts...**. There is also Quick appointments anywhere you see  this icon.

Appointment Details:

You can easily see more information about the appointment on the schedule by highlighting the appointment and going to the bottom and clicking Appointment Details. This feature is also available from the patients appointment list or in the Quick appointments icon. Again highlight the appointment and click Appointment Details at the bottom.

Click of the Month:

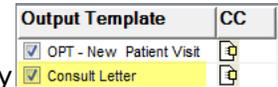


Patient Care Team:

The patient care team can be a very useful tool for the staff and providers. It's a place that you can add in all the providers a patient sees whether they are from Starling or not. The Care Team can be used to send out a consult letter (this is just a modified version of the providers note) automatically when it is signed.

To add to the Care Team the staff can easily go in to the  from the

patient banner, down to **Patient Care Team** and then **Add Provider/Agency**. When searching for the providers make sure you **don't** select the ones that start with an "e" these are only for electronic referrals and the consult letter will not get sent to them. Once the providers are added to the Care Team and a note is opened then a role needs to be set on the ones that the consult letter should be sent to. This can be done from the Care Team section of the note. The role is what tells the system that these are the only providers that you want this consult letter to go to. If there is a role on all providers they will all be sent a copy of the consult letter. The providers from within Starling will receive their notes to review via a task. For the providers outside of Starling they will get a fax unless we don't have the fax number then they will print and have to be mailed. The last step is to make sure the Consult letter is checked in the bottom left corner



of the note. Some are checked automatically. Don't uncheck the first template that is the Note itself. If you find that the wrong fax number is in the system notify NPS to update that information.

May Refresher topic: Adding/Removing lab favorites, creating favorite groups (folders) and citing in results.

Dates of web refresher classes:

Tuesdays May 8th & 15th @ 12:00pm

Thursdays May 10th & 17th @ 12:00pm

Refresher Training Class

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/711910677>

You can also dial in using your phone.

United States: +1 (646) 749-3112

Access Code: 711-910-677

First GoToMeeting? Let's do a quick system check:

<https://link.gotomeeting.com/system-check>