



STARLING RUNS ON ALLSCRIPTS

Clicks and Tricks from EHR

May 2018

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Who's in EHR:

Mary Kurlick
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Tips from EHR

Did you know you can tell what web server you are on when you are logging into Allscripts? It's at the top right of your login screen. You can also see it once you are logged in. It's at the bottom left of the VTB



.This is very helpful when calling EHR or NPS with a Allscripts problem.

Trick of the Month

Creating Favorites In The ACI Window:



You can easily create your own favorite list in labs and other sections of the ACI window. To do this you would first search for the item and then right click and select **Favorite Item**. If you want to remove something from your favorite list right click on it from the list and uncheck favorite item. This would work the same way for any of your other favorite lists that you have or want to create within the ACI window.

Creating Order Favorite Groups (Folders):

Did you know you can create order favorite groups (folders)? This is a way to easily place orders that you routinely do with only having to click one item in your favorite list instead of selecting every lab. You can include labs, radiology and referrals. From the ACI window right click and select **Organize Favorites** then from the window that opens click **New Order Group** at the bottom left. This will create a folder and you will now name it whatever you want. Once you are done creating all the folders you can now close out of this window and go back to the ACI window. You won't see the folder yet in your favorite list, it will appear once you have added things to it. To add items to your folders from the ACI window right click on the item and select **Add to Favorites**. This will open a window where you will select which folder you want that lab to go into. You will repeat the process of right clicking and Add to Favorites for every item you want to add to this folder. You can have the same item in multiple folders it will just have to be added to each individual folder. This process takes a little bit to setup but once it's done it will be a time saver.

You can also copy an existing folder and make changes to it. From the Organize Favorites window at the bottom "copy order group" this will copy the folder you are highlighted on with all its content and then give you a window to rename it. This could save time creating folders that

have most of the same stuff in them. You would then just remove the items you don't want from that folder.

Click of the Month



Citing Results into a Note:

From inside a note go to the results section and click [Advanced Result Citation](#). A window will open with a list of all the results that are available to be cited in to the NOTE. You have the ability to either cite in the whole result or by clicking the + next to it you will be able to select which results from that test you want to cite in. Once you have selected your results to cite in click OK and then if you scroll to the bottom of the results section you will see what you have cited in. These will now be in the output of the note as well

If you need to remove cited results from a Note: At the bottom of the result window there is an option to Remove Cited View. From the same area at the bottom of the results you have the ability to Hide (just hides the one result you are clicked on) or Hide All (will hide all of the results that were Cited in).

Junes Refresher topic: Referrals, Resolving Active Problems

Date of web refresher classes:

Tuesdays June 12th & 19th @ 12:00pm

Thursdays June 14th & 21st @ 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>