



Clicks and Tricks from EHR

STARLING RUNS ON ALLSCRIPTS

March 2018

Volume 1, Number 2

In This Issue

- What's new in EHR
- Tip of the month
- Click of the month
- Current Months Classes 3/13,3/15,3/20 & 3/22
- Next months refresher training schedule and topic
- Link and Phone number for refresher class

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

What's new in EHR:

This month will be our first refresher class. They will be the 2nd and 3rd Tuesdays and Thursdays of every month at noon for the web classes. We will also be creating videos and power points so you can choose your favorite learning tool!

Trick of the Month



Using Quick Chart:

You can use **Quick Chart** while placing an order so you don't have to close out to look things up. Any where you see  you can get to a read only version of the chart so you can look things up while in other windows (ex. ACI, Order Details, Medication Details).

Tasking in Allscripts:

You can task from just about anywhere in Allscripts. Where ever you see  you can start a task. You can also start a new task from the NEW drop down in the chart or right click on an item in the chart and select from the NEW drop down. You still have the option to start it from tasking or from the schedule as well by clicking NEW TASK at the bottom of the window. Depending where you start your task from there are other options as well, like attaching documents. Join a refresher class for more tasking tips.

Click of the Month:

Invalidating notes:



Did you know you can **INVALIDATE** notes easily? All you have to do is open the note to view it. At the bottom (if you have securities) you will see **INVALIDATE**



just click it you will get a pop up to make sure you really want to invalidate say Yes and the note will invalidate for you.

Linking a note to an Encounter:

You can easily link or re-link a note to an encounter if you need to by opening the note and in the top right corner clicking the

magnifying glass this will open the encounter selector window where you can pick the correct encounter to attach it to. This is sometimes necessary when you rebook an appointment in Centricity or the note was attached to the wrong appointment.

April Refresher topic will be:

Using the patient Care Team and of course a mystery Trick

And the dates of the web classes are:

Tuesdays: April 10 & 17 @12:00pm

Thursdays: April 12 & 19 @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>