



STARLING RUNS ON ALLSCRIPTS

Clicks and Tricks from EHR

August 2018

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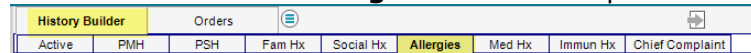
Tips from EHR

Let EHR know if you have any topics suggestions for the news letter. We are always open to suggestions. Also don't forget to call us at ext. 9801 with any questions.

Trick of the Month



Recording Allergies: To record allergies on a patient you can either click NEW at the bottom of the allergy section in the patient chart or the **LP** in the clinical tool bar. Either one will open the **ACI** (Add Clinical Item) window to the history builder section and then click on the **Allergies** tab at the top.



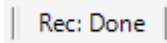
On the left side of the **ACI** window you can see the allergies that are in the patient's chart already. From the right side you will search and select allergies to be added.

You can create a favorites list by right clicking on the item once you've searched for it and select *Favorite Item*. If the patient has no allergies be sure to select **No Known Drug Allergies**.

Once you've selected an allergy you can also set the reaction by double clicking on it and opening the *Allergy Details window*. In this window you can record a category, reaction date, action taken and the reaction. Once you set a reaction then you can set the severity of that reaction. The allergies that are marked as sever will move to the top of the allergy list and be in red.

There is also an area to enter annotations. The annotations will be date and user stamped. If there is an annotation on the allergy it will have an (*) next to it to notify that the annotation is there. You can double click and open the allergy to view the annotation.

Allergies should be reconciled after they are updated by clicking on the





button in the banner of the allergy section.

Allergies should always be recorded and updated so that the interaction checks are run correctly when medications are prescribed.

Click of the Month



Creating/Editing/Using Text Macros: Text macros are quick short cuts to be used in any free text box in Allscripts for phrases or documentation that you use all the time. To create a text macro from a note, task or the patients chart you will look for the  icon. In the chart from the clinical tool bar go to the  icon. This is a menu and then select the macros icon.

Once you open the Manage Macros window you will see all the macros you have already created. To start a new macro click at the bottom. This will open the Create New Macro window. Enter your shortcut

Shortcut: Alphanumeric only there is already a (.) in front this will have to be entered when you use your macro in a text box. (Ex. .text) You can give a description in the next field but its not required. Then in the large box type your statement, paragraph what ever you want. You can use merge fields if you click the it will give you a listing of all the fields you can use that will automatically pull in information. When you are all done click Save at the bottom.

If you need to make changes to an existing Text macro just highlight the macro you want to edit and then click **Edit** at the bottom. This will open the Edit Macro window so you can make your changes and then save them. You always have the ability to make changes when using the macro they just won't update back to the original it will only be a change on that specific patients note.

If you want to share your macros with other users just let the EHR Team know and we can copy them over to that user. There are some that are created at the Enterprise level that everyone can see and then copy to their own personal list.

Using Text Macros: To use the text macros you have created put your cursor into any free text box in a note, task or an order and type in your dot phrase. (Ex. .text) once you hit the enter or space bar it will fill in the phrase that was setup with the name. If you need to make changes for this patient go ahead and make those changes as needed. Remember it won't change the template you created just this one patient's documentation.

September Refresher topic: Sending FMH invites to patients, what pts can see in FMH and sending FMH tasks to patient's