



STARLING RUNS ON ALLSCRIPTS

Clicks and Tricks from EHR

December 2018

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Who's in EHR:

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How to Contact Us

Email:
EHRTeam@starlingphysicians.com

Task: EHR Help Desk

Call: ext 9801

What's new in EHR

Happy Holiday!! Stay safe and stay warm!!

Remember to offer the Follow My Health Portal to patient's during check in and have them sign the forms. If you need help with how to send out the invites, contact EHR and we will provide you with the instructions. Call ext 9801.

If you have a training topic you would like to see in one of our monthly letters, please send us an email to:
EHRTeam@starlingphysicians.com

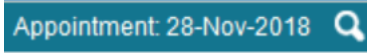
Trick of the Month:



How to change a date when placing an order:

If you are entering an order (lab, rad, immunization) that is for a prior date and you need to link it to the appointment. Start by selecting the patient from the scheduled appointment and then go into the ACI to place the order. You will notice that in the top right of the order it will show the appointment date. Then once you are in the order change the "To Be Done" field to the correct date as well. The "To Be Done" field is for the date only there should never be any other entries in here (no free text). If there is anything besides the date the order will not send to the lab or radiology facility.

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. Once you have done this if you refresh the chart you will see the change take affect.

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 **i** 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 must be mailed. The last step is to make sure the Consult letter is checked in the bottom left corner of the note.

Output Template	CC
<input checked="" type="checkbox"/> OPT - New Patient Visit	<input type="checkbox"/>
<input checked="" type="checkbox"/> Consult Letter	<input type="checkbox"/>

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.

Refresher videos and newsletter topics from 2018

Email EHRTeam@Starlingphysicians.com if you would like a copy

March – Quick charts, Tasking, Invalidating, Linking Notes

April – Note locks, Appointments, Care team

May – ACI Favorites, Order Groups, Citing Results

June – Resolving active problems, eReferrals

July – RT click in RX's, reconciling meds/allergies/problems, Recording PMP

August – Recording Allergies, Text Macros


September – FMH Invites and tasks

October – Rerun of June (resolving active problems and eReferrals)

November – Resetting Allscripts PW, Setting Print/Fax templates, Note locks


December - Changing date when placing an order, Linking notes to encounters, Using the patient care team.


Some helpful Icons in Allscripts:

Unlocking a note:  from either settings or Vertical Tool Bar depending on your view


Note Preview:  in encounter section of chart next to note.


Quick chart:  inside almost all windows.


Quick appointment:  in almost all windows this will show you all future and past appointments.





Text Macros Icon (to create or edit):  found in tasking and inside notes.


Expanding on problems in ACI:  when searching for an active problem.

Information Button:  found in the patient banner to see patient demographics and picture.


New task:  found in many areas allows you to start a task.


Expand or collapse:  this icon will expand or collapse the section in the tab you are on. Very helpful when in a large patient chart.

Portal Status:  no invite sent,  invite sent waiting for patient to finish setup,  portal account setup,  declined portal

Search:  any where this appears you can search.

Refresh:  this will refresh the section you are on.

Menu:  this will open a menu for the section you are in usually the same as the right click action.

Quick Filter:  this will allow you to filter the section you are in.