



STARLING RUNS ON ALLSCRIPTS

Clicks and Tricks from EHR

November 2018

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Who's in EHR:

Mary Kurlick
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How to Contact Us

Email:
 EHRTeam@starlingphysicians.com
 Task: EHR Help Desk
 Call: ext 9801

What's new in EHR

If you missed any of the EHR News letters or videos let us know and we can send them to you. There is a list of all the topics at the end of the news letter.


If you have a topic you would like to see covered let us know.

If you have an Allscripts issue remember to start with calling EHR ext. 9801 or email EHRTeam@starlingphysicians.com most of the time its something we can easily help you with without having to wait for NPS to forward it to us.

Trick of the Month:



How to Reset your password in Allscripts:

All users have the ability to reset their password in Allscripts prior to it prompting them. In the top bar to the left of "Log Off" there is a  icon. From this icon click the drop-down arrow and select settings. There are now 3 tabs at the top, select "Change Password". Enter the current password and then the new password 2 times and Save.

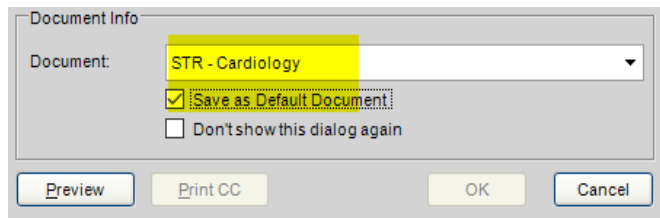
Managing Note Locks: If your note gets locked by you or another user you can easily unlock it by going to Settings in VTB or some might have it under Chart in the VTB and the Manage Note Locks tab. Look for the user that has the note locked and the patient. Highlight the user and click unlock at the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

Click of the Month:






Setting Print/Fax Templates:

When you print or fax a note you will need to make sure you have your document type set so it shows the correct letter head for the division you are in. If you are printing or faxing an individual note at the bottom of the print/fax window you will see "Document info" from the drop down select the correct document type and then click "Save as Default Document". This will hold it for future printing.



You can print/fax multiple pages at once by selecting them with your control key. If you are printing/faxing using this method when you right click and select print or fax a large window will open with 3 tabs at the

top.    Select the "Templates" tab to select your document headers. *(This might take a bit to load be patient.)* In this window you will have to set document for every encounter type you would print. (Ex. OPT – Follow Up, OPT – Consult Visit) This will only have to be done the first time and saved as default for all future mutli printing/faxing.

Refresher videos and newsletter topics

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)