

FirstNet FlashNotes

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#3
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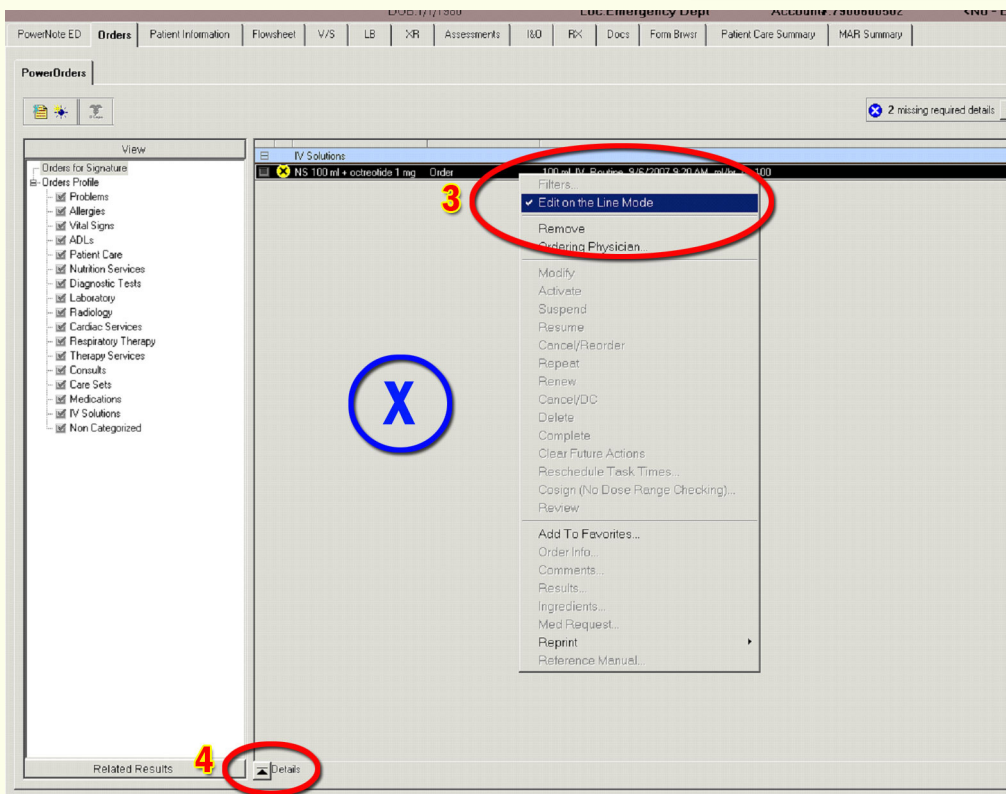
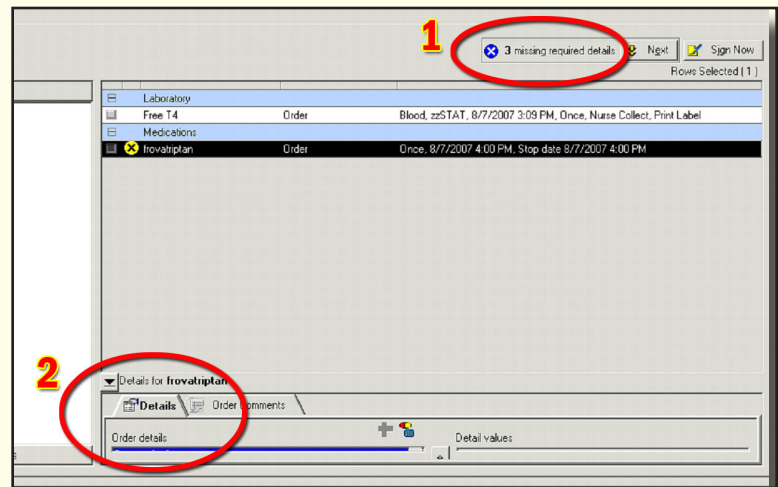
EXPAND THE POSSIBILITIES: OPEN MULTIPLE CHARTS

It is useful to have more than one chart open so that you can switch between them without delay. The only caveat is to be careful not to enter documentation in the wrong chart. To help prevent this, each chart opens with a different color background behind the patient's name. Opening more than four charts may slow system performance.

1. Click **once** on the gray square preceding the patient's name on the Tracking List.
2. Click the "Open additional chart" icon on the Tracking List toolbar.

THE DEVIL IS IN THE DETAILS

While attempting to supply missing details (1) you may occasionally find that the Order Details dialog box has sunk below the lower edge of the orders screen (2). Each time you supply a detail, it disappears again! This is because the program has gone into "Edit on the Line Mode" and while it may appear devilish, it is easy to undo.



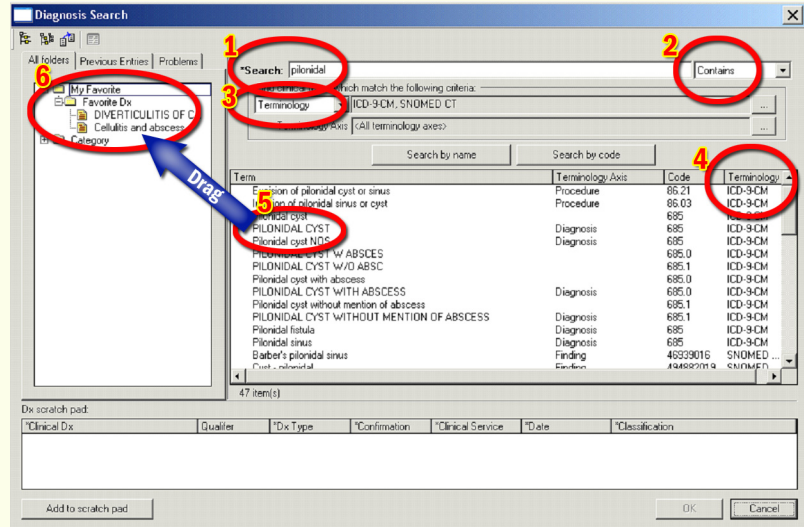
UNDO "EDIT ON THE LINE MODE"

- Right-click in an empty area of the orders screen at the (X)
- Left-click the phrase "Edit on the Line Mode" (3)
- Click the up-going arrow at the bottom of the screen (4) to restore the Details dialog box to full size.

CREATING A FAVORITE FOLDER FOR ICD-9 DIAGNOSIS CODES

At the end of the visit, an ICD-9 diagnosis code is required. Frequently used or difficult to find codes can be stored in a folder for later use.

- Click the "Patient Information" tab
- Click the "Dx and Problems" tab
- Click "Add Dx" (bottom of the page)
- Search for the diagnosis (1)
- Select "Contains" (2) and "Terminology" (3) for widest selection.
- Sort the Terminology column by clicking the heading (4). This will pop all the ICD-9 diagnoses to the top of the list.
- Right-click the "My Favorite" folder in the left panel (6)
- Select "Add Folder"
- Name the folder "Saved Dx"
- Left-click (and hold down the left mouse button) and drag the diagnosis from the list (5) to your new folder (6).
- When the folder changes color, release the left-mouse button to drop the diagnosis into your "Saved Dx" folder.



EZ PRESCRIPTION PRINT FAILURE

There are times when the connection between your computer and the printer fails. Here's what to do when your prescription fails to print:

- Open the patient's chart in PowerNote
- Click the "Rx" tab (1)
- Under "Current", right-click the prescribed medication to select it and open the menu (2)
- Select "Print Rx" (3)
- Select your printer
- Click "OK"
- Still not connected? Try rebooting.

