Practice EHR | User Guide

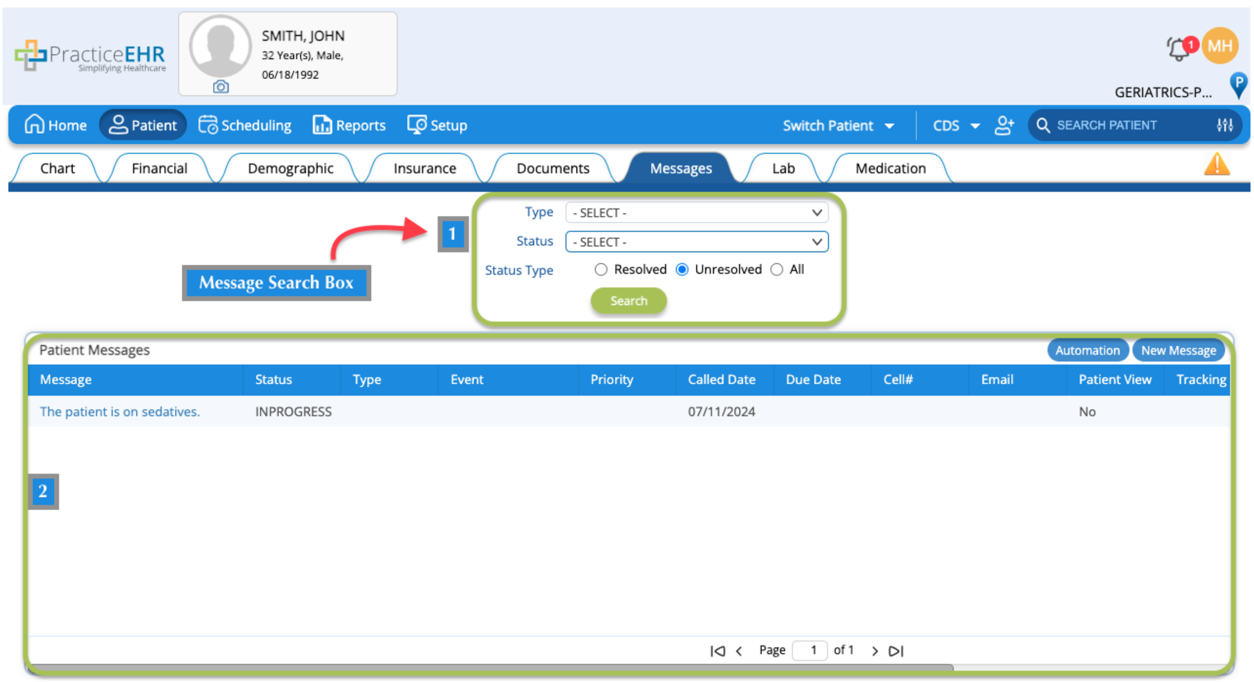
Patient Module | Part 5

Patient Module

The "Patient" module offers extensive information related to a patient's clinical and financial information. A user can add, view, and edit general and visit-specific patient information through the Patient module.

1. Messages

The Messages tab within the Patient module allows the practice to document the conversation related to a specific patient securely.



1. Search by Message Type or Status

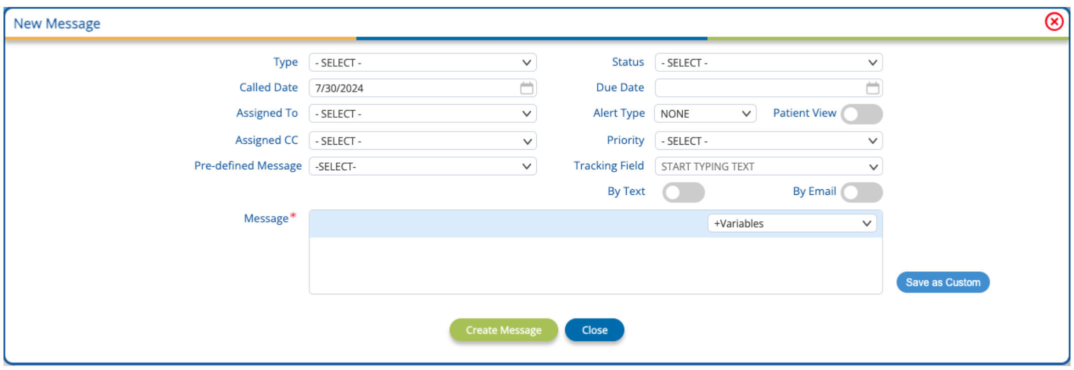
A user can search messages by message type or status through this section. If the user wants to access messages related to patient refill, they can select "**Patient Refill**" from the drop-down menu and click "**Search**," which will display all the messages or requests regarding patient refill.

Otherwise, messages can also be searched by their status by selecting "**Resolved**," "**Unresolved**," or "**All**."

2. Patient Messages

This section displays all the messages related to the individual patients with the message type. The message details can be viewed by clicking on the message hyperlink.

The user can also create a new message by clicking "**New Message**," which will display the following box.



The user can type the required message in the comment box and assign the type through a drop-down menu. Moreover, a financial or clinical alert can also be created for the message through the "**Alert Type**" option, which will allow the message to be displayed as a banner whenever someone accesses the patient chart.

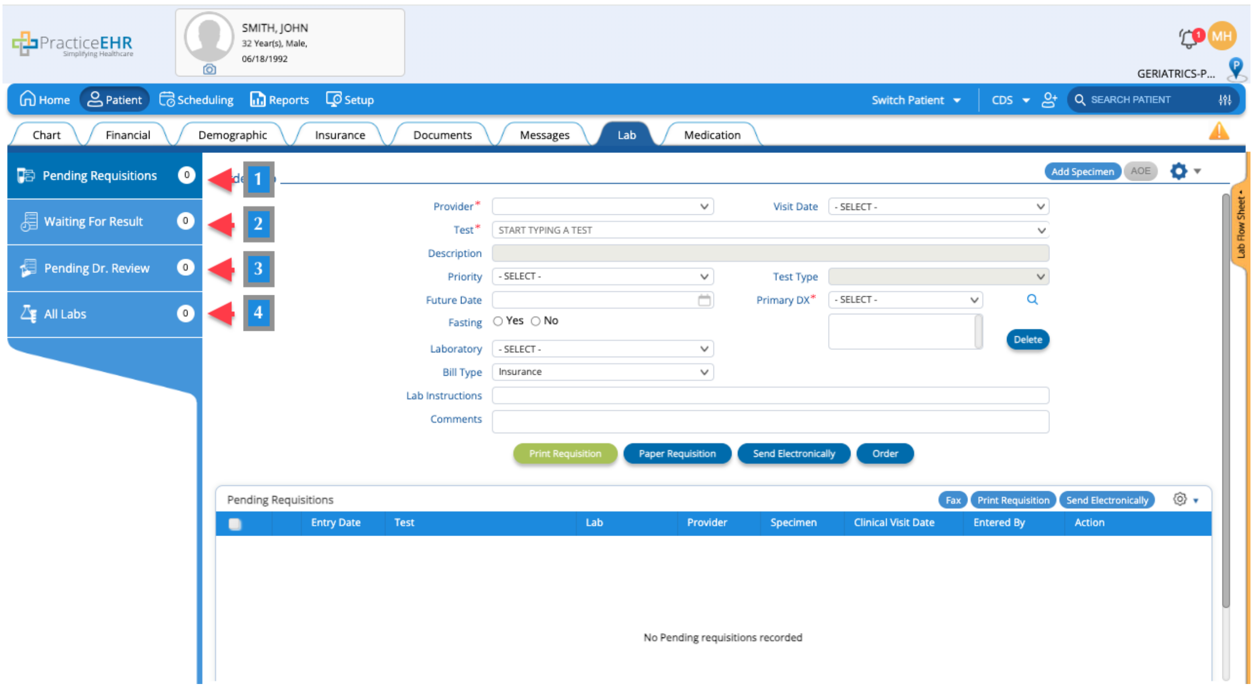
Furthermore, the "**Patient View**" box can be checked if the user wants the message to be displayed in the Patient Portal.

The message can be assigned to an individual user within the practice through the "**Assigned to**" option.

Once the message is no longer necessary, its status can be changed to "**RESOLVED**" through the "**Status**" option.

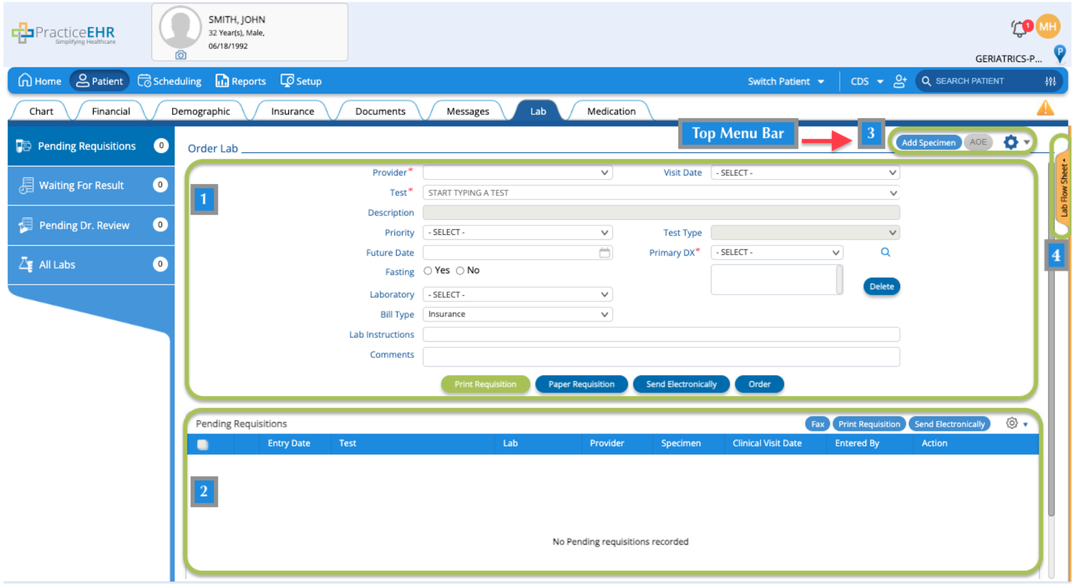
2. Lab

The Lab tab of the Patient module documents all services ordered from an external vendor. This tab records imaging and lab results, physical therapy, and even consults. The Lab tab can be accessed from a patient's individual visit or from the Patient's module.



1. *Pending Requisitions*

This section of the Lab tab holds all the pending requisitions or requests made to an external laboratory or service.



1.1. Order Lab

This section can be used to initiate a lab requisition or request from an external vendor. The **Provider** and **Primary DX** (Diagnosis) fields will be filled automatically if the Lab tab is opened through a patient visit.

The user can select the required test from the drop-down menu of the **Test** box. There is also an option to choose the required laboratory from the "**Laboratory**" menu if the practice has integrated facilities.

The user can also add comments for the patient or the facility through the "**Comments**" box.

Once the required information is filled into their respective fields, the user can either send an online request by clicking "**Send Electronically**" or print the requisition by clicking "**Print Requisition**."

The Send Electronically option is valid if the practice has integrated with a specific lab for the laboratory services. Otherwise, the patient can take the print of the requisition to their preferred facility.

1.2. Pending Requisition

In case the practice intends to order multiple lab results for the patient, the user can click "**Order,**" and the order will be saved in the Pending Requisition section of the Lab tab.

Once the requisitions are ready for order, the user can select all pending requisitions and click "**Send Electronically**."

If necessary, the user can also fax the lab requisition using the fax icon against each entry in the Pending Requisition section.

1.3. Top Menu Bar (Pending Requisition Section)

Add Specimen: The user can add information on specimens, like blood, urine, etc., through this option.

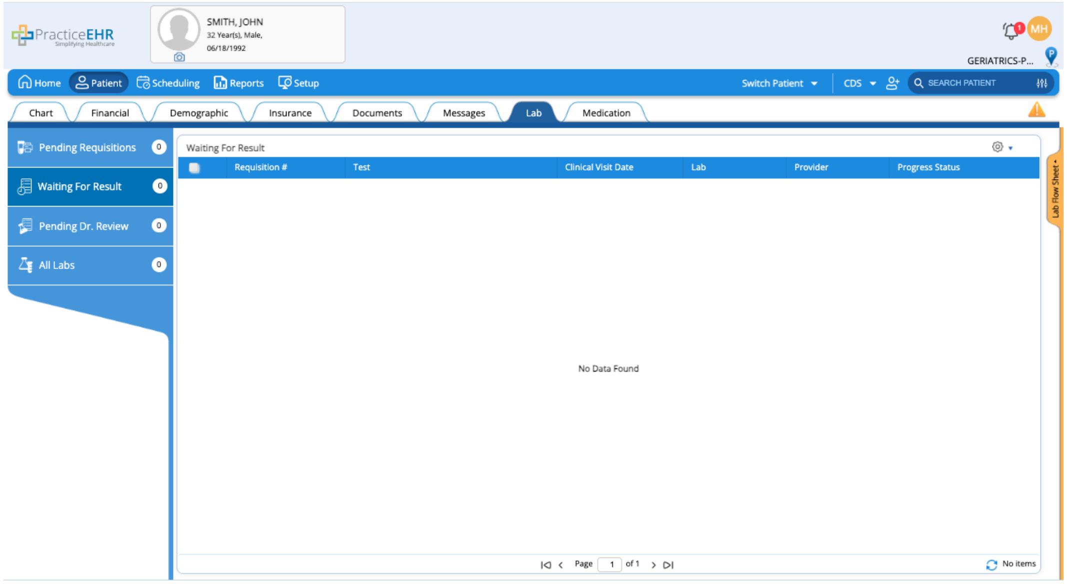
Gear Icon: The gear icon allows the user to delete a lab test.

1.4. Lab Flow Sheet

The lab flow sheet can be extended from the right side of the screen, which includes the most recent lab results within Practice EHR.

2. Waiting for Result

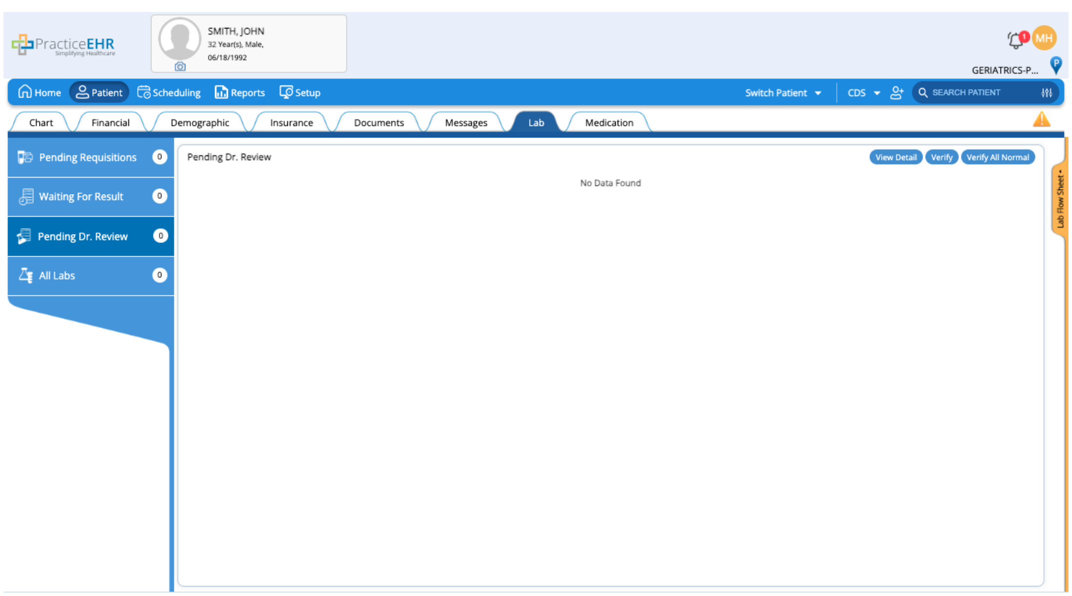
Once requisitions are sent electronically, faxed, or printed, they will move from "**Pending Requisitions**" to "**Waiting for Result**."



This section will display the requisitions waiting for results. The gear icon in the top right corner of the screen can be used to discontinue selected requisitions, enter the results once received, or reprint requisitions.

3. *Pending Dr. Review*

Once the results are entered for a pending requisition, it will move into the "Pending Dr. Review" section.



The relevant provider or doctor can then select a lab result and:

- Click "**View Detail**" to review the lab results
- Click "**Verify**" to verify the pending result after a review
- Click "**Verify All Normal**" to verify all results that were marked Normal by the user while entering the result in the Waiting for Result section.

4. *All Labs*

The system will save all lab results that are verified by the provider in the "**All Labs**" section as a medical record for future consideration.

