

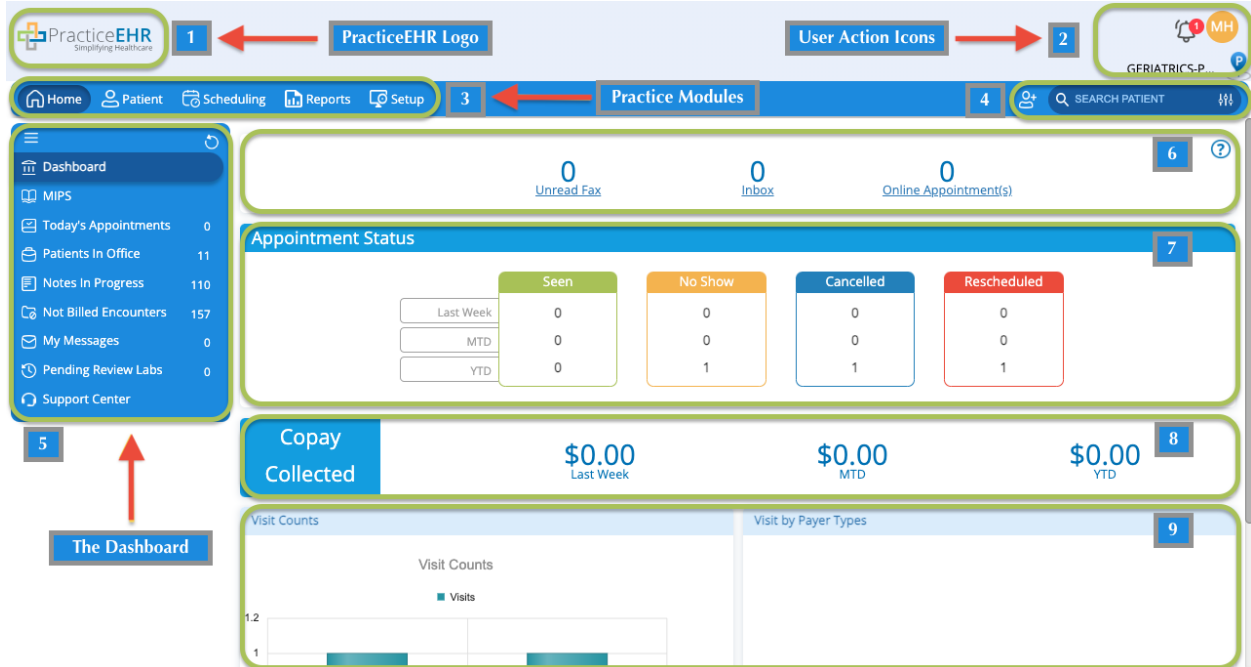
Practice EHR | User Guide

What's on My Screen | Part 1



What's on My Screen?

Once you have registered with Practice EHR and have successfully logged in, you will see the following screen on your display:



The screenshot shows the Practice EHR home screen with the following elements highlighted by numbered callouts:

- 1:** PracticeEHR Logo
- 2:** User Action Icons (notification bell and user profile)
- 3:** Practice Modules (Home, Patient, Scheduling, Reports, Setup)
- 4:** Search Patient icon
- 5:** The Dashboard (left sidebar menu)
- 6:** Summary cards for Unread Fax (0), Inbox (0), and Online Appointment(s) (0)
- 7:** Appointment Status table
- 8:** Copay Collected summary (Last Week: \$0.00, MTD: \$0.00, YTD: \$0.00)
- 9:** Visit Counts and Visit by Payer Types charts

	Seen	No Show	Cancelled	Rescheduled
Last Week	0	0	0	0
MTD	0	0	0	0
YTD	0	1	1	1

	Last Week	MTD	YTD
Copay Collected	\$0.00	\$0.00	\$0.00

This is the **home screen** of Practice EHR, which provides a holistic view of your practice's performance.

Here is the complete breakdown of this screen.

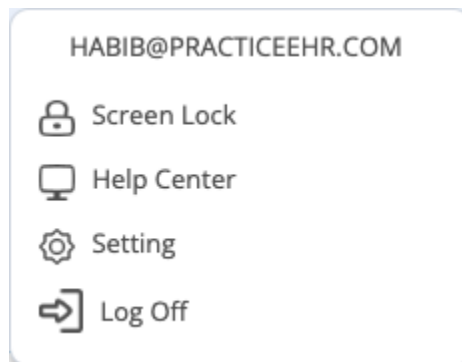
1. Practice EHR Logo

The **Practice EHR logo** will appear at the top left corner of your screen.



2. User Action Icons

- Below the user profile icon, users have the option to **change the entry** by clicking on the location pin icon and selecting the desired entry.
- There is a bell “🔔” icon beside the profile icon, through which users can **access notifications and updates** received from Practice EHR’s team.
- By clicking the profile icon, a drop-down menu will appear with these options:



- At the top of this section, users can see their **profile information**.
- The lock “🔒” icon or “Screen Lock” option can be used to **lock the screen**, which takes the user back to a quick login page. The user can log back in by simply entering their password.
- The “Help Center” option takes you to the **help center**, where you can find various tutorials on how to navigate Practice EHR.
- You can click on the gear “⚙️” icon or “Setting” option to access **user settings**, which are discussed in detail in the user guide “User Settings.”
- The log-off “➡️” icon or “Log Off” section allows you to **sign out**.

3. Practice Modules

- This section can vary based on the subscription plan available by the practice.
- These are the primary modules of Practice EHR. Each module offers access to features essential to the practice’s day-to-day operations.



- There are a total of 5 modules:
 - The **HOME** module takes you to the dashboard.
 - The **PATIENT** module offers an in-depth view of a patient's clinical and financial information.
 - The **SCHEDULING** module allows the front-desk staff to create schedules for providers working at the practice.
 - The **REPORT** module entails an extensive library related to a patient's clinical and financial reports.
 - The **SETUP** module offers practice-specific setup features.

*Each module has been explained in detail in the "**Modules**" section.*

4. Add or Search a Patient

- **New Patient:** The user can add a new patient by clicking the "New Patient" icon, which will open a form that must be filled out and submitted with the updated patient information.
- **Search Patient:** The user can search and select a patient already available in the practice records.