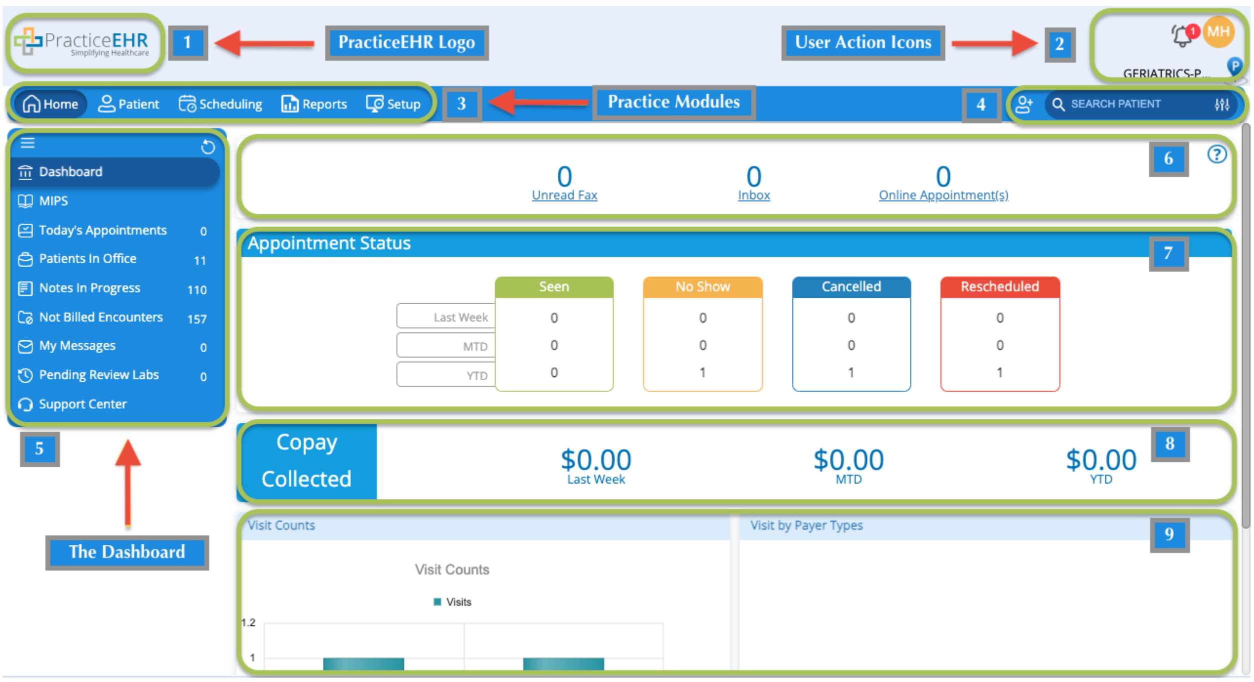
Practice EHR | User Guide

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:



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

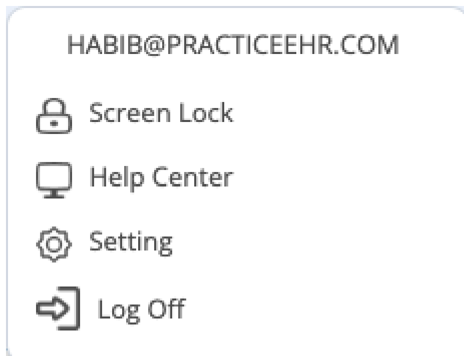
Here is the complete breakdown of this screen.

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 availed 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.

