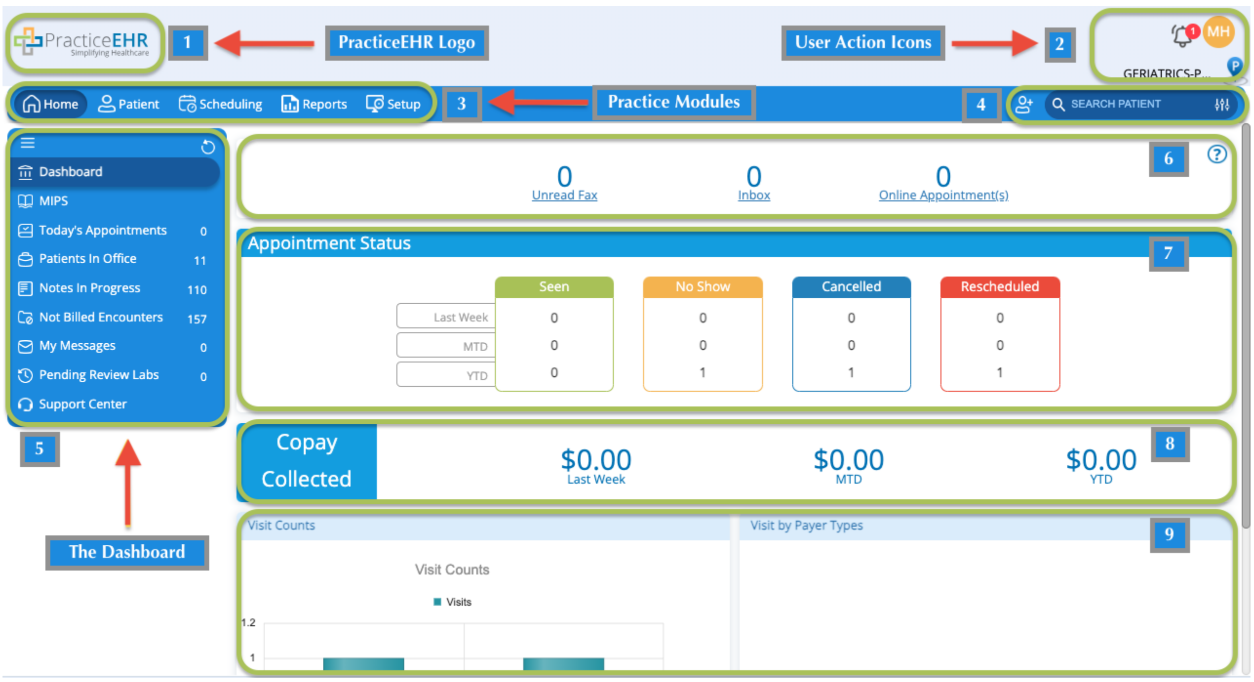
Practice EHR | User Guide

What's on My Screen | Part 2

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:

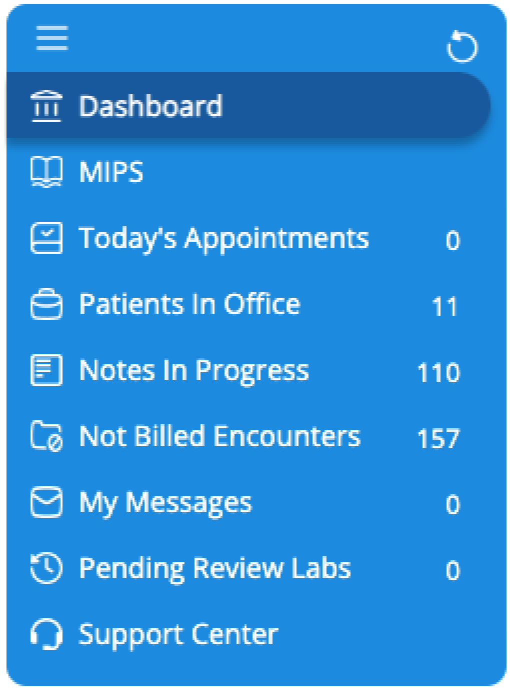


This is the **home screen** of Practice EHR, which provides a holistic view of your practice's performance.

Here is the complete breakdown of this screen.

5. The Dashboard

- The dashboard, which is a navigation panel, includes various buckets. These buckets can vary based on the practice's subscription plan.
- Generally, a practice will see these sections:



- **Today's Appointments:** This section serves as the starting point of a patient visit. Clicking "Today's Appointments" will open a list of all the patients waiting in line, ready to enter the doctor's office.
- **Patients In Office:** Once checked in, the patient will move to the "Patient In Office" section. From here, the clinical staff can begin the charting process, and the system will monitor each progress note to ensure that all notes are signed.
- **Notes In Progress**: Any unsigned notes from the "Patients in Office" bucket will appear in this section. These notes will remain in this bucket until they are signed off by the user.
- **Not Billed Encounters:** Encounter or charge tickets that have not been billed will appear in this section. From here, the user can confirm that the charges have been marked and are ready to bill.
- **My Messages:** This section allows the user to access patient messages assigned to them. The messages will contain a hyperlink to the "Messages" section of the "Patient" module for a quick review and resolution.
- **Pending Review Labs:** If the practice has integrated a laboratory service, the user can request and review a patient's lab results through this section. The user

can open this section to access a list of pending lab results that are ready for review by the provider.

- **Support Center:** A user can access Practice EHR's support center through this section. From here, users can create and submit a support ticket, scroll through the FAQs and training videos through the help center, and join a quick meeting with a Practice EHR representative.

6. Fax and Inbox

- **Unread Fax:** Here, the user will see the number of unread faxes received in the dedicated fax section of the software.
- **Inbox:** This will display the number of document download requests received in the inbox.
- These are further explained in the user guide for the "Documentation" section of the "Patient" module.

7. Appointment Status

This section offers a quick overview of appointment status in the practice, i.e., seen, rescheduled, no-shows, and canceled.

8. Copay Collected

Here, you can see the amount of copay collected by the practice in the last week, current month, and current year.

9. Visitors Overview

This section gives an overview of the number of visitors and visits by payer type.