PARADIGM EHR

PARADIGM EHR 14

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Printed: June 2015

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Part

Part 1

Release Notes (What's New)

1 Release Notes (What's New)

PARADIGM EHR 14.1.2 Patch 2

- Changed the "Reviewed With Patient" button in the Medication list to set the orange "Reviewed" indicator on for all current medications for the patient.
- Replaced missing Order Entry items.
- Fixed issue with CCDAs from some hospitals not opening in the Inbox.
- Fixed font sizing on signed off notes.
- Moved Topaz SigPlus signature image export from Java to ActiveX.
- No longer using Java Applet.
- Fixed issue with audit records not showing up in the audit report.
- Fixed issue with exporting PDF files to the outbox removing the file under the tab when the "Exclude Cover Page in Outbox" option enabled.

PARADIGM EHR 14.1.2 Patch 1

- Fixed issue with scanning into Pending area of chart causing two worklist items and sending the user to an error page.
- eScript-only clients: Fixed issues loading the Toolbar.

PARADIGM EHR 14.1.2

New Features / Changes

- Updated the logo image.
- <u>The Toolbar</u> has a new style.
- All Standard Icons have been replaced with new style. Please note that form icons are still the same.
- Added the <u>Patient Glance</u> in the Patient Reports. Added corresponding Patient Glance System Configuration option. Please see Profile Configurations under the Patient Glance section in the Patient Reports.
- The Super Bill program has been modified to help users in the transition from ICD9 to ICD10 codes.

These changes include:

- When dynamically generating the fee slip ICD information it will look at the Date of Service. If it is before 10/1/2015 it will use ICD-9 codes. If on or after it will use ICD-10 codes.

- The button for the "Diagnosis Selector" has been added to the top of the Diagnosis section. This button allows access to the full ICD-9, ICD-10, Internal List, Patient History, Patient Problem and Top ICD-9 List.

- When you hover over an ICD code and click it will open the GEM (General Equivalency Mapping) program. If the code is an ICD-9 it will be the ICD-9 to ICD-10 map. If the code is an ICD-10 it will be the ICD-10 to ICD-9 map.

- Updated the Standard CC/HPI form to update the appointment reason if selected on the form.
- Updated the Send Secure CCDA report to have a QuickList for the Send to direct email field.
- Added the product name and logo to the top of the Automated Measure Calculation report.
- Fixed issue with Copy from Another Visit not copying to patient specific from an existing visit.
- Added PTools3 with an auto-installer/updater when you log into the EHR.
- Changed printing to use PTools3 instead of Java.
- Stopped the auto-loading of Java from the Toolbar.
- This updated includes all update released for the EHR under version 14.A.1

1.1 14.1.2 Patch 2

PARADIGM EHR 14.1.2 Patch 2

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1.2 14.1.2 Patch 1

PARADIGM EHR 14.1.2 Patch 1

• Fixed issue with scanning into Pending area of chart causing two worklist items and sending you to



an error page.

• Fixed eScript only client's having issues loading the Toolbar.

1.3 14.1.2

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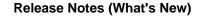
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1.4 14.A.1

PARADIGM EHR 14.A.1

Requirements

Some new features in the PARADIGM EHR now require Java 1.7 or above to be installed on all PCs



that need to use EHR. Please ensure that your PC has Java installed and up to date by visiting <u>http://www.java.com/en/download/installed.jsp</u>.

New Features / Changes

- Printing:
 - Added formatting to documents printing from EHR or exporting to the Outbox in the EHR.
 - <u>Added configuration</u> for file header, cover page, signatures, stickynotes, and footer options.
- Standard History Forms: (Family History, Medical History, and Social History)
 - Style changed to Standard EHR Design.
 - Standard History Forms now save to a database for reporting purposes.
 - Removed field requirements on Social History. (Note: Race, Ethnicity, and Language are still needed to qualify for meaningful use.)
 - Family History is now split into relative information and their illnesses.
- User Defaults:
 - Added "Order Assign" field to default the assign to on orders worklist items.
 - Added "Favorite Users" field to select favorite users that show up in the Select User widget.
- Worklist Edit:
 - Updated style to Standard EHR Design.
 - Changed process of assigning and removing users to utilize a Select User widget.
 - Moved Send Order to a checkbox.
 - Added checkbox for Print Order.
- Alerts:
 - Added option to have pop-ups for Patient Alerts.
 - Added Reference Material to Patient Alerts.
- Automated Measure Calculation Report:
 - Updated to account for 2014 Edition EHR Certification requirements.
 - Updated style to Standard EHR Design.
- Clinical Quality Measures Report:
 - Updated to account for 2014 Edition EHR Certification requirements.
 - Updated style to Standard EHR Design.
- <u>PER</u>:
 - Added Lab Orders, Lab Results, and Medication searching on the National Library of Medicine.
 - Combined PER and PER-NLM into a single form.
- Overall style:
 - Changed base color to a lighter grey.
 - Changed font to Calibri.
- Orders:
 - Added Expand / Collapse to the Header section of the Standard Order Form.
 - Added Print button to Standard Order Form.
- File Linking:
 - Added ability to link files within a patient's chart.
 - Added Chart Amendment form with Accept / Denied Amendment file linking.

- Audit:
 - Moved audit records to SQL database with secure hashing for tamper detection.
 - Added link in audit report to see data affected.
- Added Direct Messaging capabilities.
- Problem List:
 - Changed style to Standard EHR Design.
 - Added SnomedCT database integration.
- Patient Header:
 - Removed Procedures button. (Moved to Reports)
 - Changed style of Crucial Note area.
 - Added Sentence Builder button for Crucial Note.
- Added SnomedCT and LOINC Database Quicklist buttons to Trackable Data Entry.

1.5 2.1.3

PARADIGM EHR 2.1.3

New Features

- Adding Standard Orders Module to EHR
 - Updated Orders Module
 Added "Create New Order" button for the Standard Order Form. Moved Custom Order Forms to a drop down list. Added Grid Control to display all orders within the orders module instead of in the file list of the Chart.
 - Added Order Form Manual The Medical Order Form is a generic order form that can be configured within Administration and is compliant with HL7 Lab Orders Interfaces.
 - Integrated Plan Order items from the Medical Order Form integrate into the Standard Plan Form.
 - Added <u>Admin Configuration</u> Add, remove, or update Order Types, Order Items, or Ask at Order Entry Questions within the Administration section of the EHR.
- Updated CDC Notifiable Diseases database
- Added option to send Notes to the <u>User Outbox</u>
- Added Grid Control to <u>History</u>
- Added Grid Control to Patient Search
- Added Grid Control to Message List in Patient Chart
- Added Grid Control to Users List (Administration)
- Updated Inbox to display without a header in the Control Panel
- Allow user to select refresh rate for all Control Panel windows

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- Added Temperature color alert indicator for Low
 - Low: 95F / 35C Yellow
 - High: 100F / 37.8C Red
- Added Pulse color alert indicator for Low and High values
 - Low: Yellow; High: Red
 - Newborn (0-3 months) Low: 100 High: 150
 - Infants (3-6 months) Low: 90 High: 120
 - Infants (6-12 months) Low: 80 High: 120
 - Children (1-10 years) Low: 70 High: 130
 - Adults (Over 10 years) Low: 60 High: 100
- Added bp_2, bp_3, pulse_2, pulse_3, and weight change fields on the Vitals form to the Vitals History
- Added 'Immunization Due List' System Report
- Added Remove Button to Button Configuration page
- Added logic to the S_SOCHIST to accommodate changes in PLUS that allow race, ethnicity, and language to be entered as patient demographics.

Bug Fixes

- · Fixed pdd files exported to outbox showing hidden fields
- Allow user to remove allergies with multiple spaces
- Corrected misspellings in system reports
- Corrected AMC_CPOE report
- Corrected AMC_PATTO report
- Corrected Charge Slip showing UNDEFINED ICD CODE if using Symptoms list in CCHPI Form
- Fixed issues sending some file types to an archive from the outbox
- Fixed Clinical Quality Measures not looking at internal ICD codes for the data set

These bug fixes from patches to 212 are also wrapped up in this update.

E-Prescribe

Combining the NewCrop updates through NEWCROP21 into this update.

NEWCROP21

- Fixed bug with some medications not staying in discontinued in NewCrop.
- Fixed bug with percent signs in the medication name causing the medications to stop syncing.
- Changed the Current Medication List in EHR to look at the Rx-History for each medication to pull the issue date, dispense number, and refill count based on the history of the medication.
- Fixed bug in Current Medication List in EHR when dealing with double quotes in the medication name.
- Changed the worklist user from NewCrop to GROUP-Admin to prevent the Reply To button in the message causing the script to be on an invalid worklist.
- NOTE: This update will assign any worklist items that are currently assigned to NewCrop to GROUP-Admin

NEWCROP20

• Updated xml that we send to NewCrop so that they do not update the sig or pharmacist message based on what we send.

NEWCROP19

• Updated the syncing process to sync medications up until 1/1/2020 instead of 1/1/2012



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12/28/11 PARADIGM EHR 212 Patch 3

• Removed debugging alert from e-prescribe syncing process.

12/27/11 PARADIGM EHR 212 Patch 2

• Added Merge Medications section to the Rx Module in the EHR.

pdd_header.js

• Fixed printing in IE9 showing up behind the browser window.

MedRenewalList.htm

• Hiding the "Mapped in NewCrop" entries in the Rx History.

emr.cgi

- Fixed bug with signature valication.
- Fixed bug with opending files from the form=system and a bgm being passed in.

lab_import

- Improved patient matching.
- Added ability to place lab results that are not normal to a different worlist priority from normal results.
- Defaulted priority to Important instead of Urgent.

LabConf.pddf

Added worklist priority fields.

Growth Charts

• Added growth charts to this update because they seem to be missing from the previous update.

E-Prescribe

Combining the NewCrop updates through NEWCROP18 into this update.

NEWCROP18

- Fixed bug with meds being put in discontinued if they were ever in discontinued in NewCrop.
- Fixed bug with time for the Rx History entry being 12 hour instead of 24.
- Fixed bug on setup form when a user is selected for a mid-level prescriber.
- Improved speed during syncing meds when closing out of NewCrop.

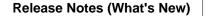
NEWCROP17

- Added ability to change the practice name per provider.
- Fixed issue with Discontinued Meds being moved to Current when syncing upon entering the Medication List in the EHR.
- Including cacert.pem for systems that are missing it.
- Changed syncing to verify that there were current meds in NewCrop prior to discontinuing meds in the EHR. This should help issues where the internet is dropped prior to syncing current meds.

11/01/11 PARADIGM EHR 212 Patch 1

emr.cgi

• Changed note.c to add patient name and code in document title.



- Added complete Version and build to VERSION string.
- Will not display "Sign note" button if user does not have E-signature, but will display other applicable buttons. It used to display long message and no other buttons.

Trackable Data Graph.htm

- Improved performance.
- Fix formatted with of select boxes to 250px
- Changed print and outbox buttons to icons

Growth Charts (170.302.f.3).htm

- Added WHO growth charts
- Added Down Syndrome charts
- Added Outbox Button

HTMLViewer.htm

• Put patient name and code in document title.

S_MEDHIST.js

• Changed font size to 9pt for Immunization list when exported. This will allow for printing of with .5 inch margins.

Note.htm

Fixed Smoking Status, was getting undefined.

profile.htm

• Review Note Field added.

ProblemList.htm

• Was not adding problems to Trackable data for special problems for Public Health Information.

TDOList_report.htm

- Fixed bug with displaying fields with an "&" followed by a single character.
- Fixed bug with passing objects with an "&" to TDOEdit.htm

TDOEdit.htm

- Fixed bug with passing objects with an "&" in the data.
- Fixed bug with type of null not being set as "General".

WorklistEdit.htm

 Fixed bug with Sent By field to take into account old and new modified format to get user name. Old format was MM/DD/CCYY HH:MM XM USER new format adds seconds MM/DD/CCYY HH:MM:SS XM USER.

WorklistReport.htm

- Added new reView type. Used for review of note by billing agent.
- Fixed Modified field to display old time format with 00 as seconds.

ToolBar.htm

• Fixed problem with Inbox.

ControlPanel.htm

• Fixed problem with Inbox.

Reports.htm

• Fixed HTML error.

MedEdit.htm

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• Displayed First Data Bank Field and added yellow if not set.

Medprint.htm

• Added DOB: and Gender: to printout under patient name and address.

notes_print_signoff.js

Added reView option.

environment.js

- Update version to 21201
- Added AC_revw variable for Review option on worklist

MedList.htm

• Added passing of previous return values to the load_list function.

MedList_report.htm

- Updated to sync meds with NewCrop when loading the med list.
- Updated list to display med in yellow if there is no First Data Bank code.
- Improved management of checkboxes so that when the screen refreshes you do not lose your checked items.

LabConf.pddf

- Fixed bug that you could not save the lab header field.
- Added support to configure importance of the worklist itmes created based on abnormal flags in the HL7.

ChartCheckIn.htm

- Fixed bug that was uploading checkin file to the wrong URL.
- Disabled load button after first click.

escript.htm

- Added audit logging with failures and successes.
- Improved syncing of meds.
- Meds discontinued in NewCrop now discontinue in Paradigm.
- Displays syncing meds message when closing NewCrop.
- Now pulling Pending meds back from NewCrop.
- Improved Inbox support for renewals that could not match a patient.

LabImport.htm

- Fixed LabCorp interfaces sending different values in the MSH-3 field.
- Fixed bug where values displayed in red.

NestPOD.htm

• This file is for the POD_EXAM form to work with Dragon Naturally Speaking.

wait.htm

• Fixed bug with double prompting to download.

escript.sh

• Fixed time to include the seconds for the worklist items.

lab_import

• Fixed time to include the seconds for the worklist items.

- Fixed issue with LabCorp files not having the requesting phy in all of the OBR segments.
- Added support for worklist items to be counted as Urgent or Important based on configuration.

DRUG_FDB

• This file is used by the rxNorm.cgi program but was not included in the EHR update.

AMC*

- Bug fixes in multi-page reports for AMC_CSUMM.
- Updated smoking status to look at trackable data.
- Measures now look at detail level for from and to dates instead of inv_date.
- Limited to a specific list of cpt and pos codes to define "seen by provider".

recall2.htm

- Added ability to pass in all of the field values when calling for the form as field=value e.g. fsl_numb=6&fsl_time=Months
- Added option ret_detail that will return all fields as a query string when set to yes.

QuickList.htm

SentenceBuilder.htm

- · Auto-expands to the width of the widest QuickList item or 50 pixels smaller
- than the width of the screen (whichever is smaller).

S_PLAN.js

- Added support for Discontinued medications.
- Fixed Bug with Evaluation and Managment.

Notes.pddf

• Fixed bug with percent signs in the note causing random issues.

1.6 2.1.2

PARADIGM EHR 2.1.2

New Features

<u>Global</u>

- Interactive HTML Documents (IHD) New library for creating HTML documents that are interactive.
- Evaluation and Management Coding
- System and Symptom Management
- System and Findings Management
- New Crop E-scribe

The Toolbar

- User button
 - Moved Administration to Other Menu
 - Moved System Reports to Other Menu
 - Moved Window Applications to Other Menu
 - Moved Lock Manager to Other Menu
 - User Defaults / Profile
 - Added Control Panel as option under Default Mode.
- <u>Appointment Schedule</u>
 - Cleaned up appointment schedule layout similar to PM system. The books now have a simple white background and clean border.

- Sizing of ALL resources is now based on "em" units instead of "px" units. This means that the fields displayed are more constant, "Time, Patient, Room".
 - ALL Resources Across: Removed sliders and expansion buttons for each schedule. Only one expansion button for width that toggles from wide to narrow. All schedules scroll within the master frame. Previously each book was called in a frame, now each is in a division as part of one html page. This eliminates multiple server request and improves performance by over 20%.
 - ALL Resources Tile: removed all expansion buttons, only sliders for each schedule. Previously each book was called in an frame, now each is in a division as part of one html page. This eliminates multiple server request and improves performance by over 20%.

<u>Control Panel Button</u>

• The control panel allows a user to select up to 6 separate control areas and display them in frames. Each can be configured to automatically refresh.

• Other Menu

- New drop down menu replaces multiple buttons
- Urgent Message
 - New Alert Feature.

The Chart

- Cover Page
 - Added Crucial Notes section with quick list. This allows for note to display on patient header as long as the patient is displayed.
 - Added Quick List button for patient note.
- Patient Header
 - Removed Alert bar. This was redundant of alert button. Alert button now displays number of outstanding alerts.
 - Added Crucial note area. This will display the crucial note defined on the patient cover page.
 - Moved patient <u>check-in notification</u> from top of file list to area under chart buttons. It will display not only patients checked in but also patients in care.
- <u>Rx (med)</u>
 - Checkbox for current medications to select for plan and IHD.
 - Removed Relay Health E-scribe link.
 - Added NewCrop E-scribe Link
- Problem
 - Added Date recorded
 - Added Priority
 - Added Treating Provider
- PER (Patient Education Resource)
 - Moved buttons to top. Helps when the user has a lot of PER files.
 - New option to get Documents from National Library of Medicine (NLM)
- Checked In / In Care notifier
 - Patient Header now has option to show patients checked in or in care.

File List

- Moved Patient check-in notification up to Patient Header area. This presented a display problem when the users tried to hide the file list.
- <u>Scanning</u> Changed prompt check box to be Source. Added on screen comment after to read "Check here to be prompted which scanner to use"
- <u>Create New Document</u> button now uses File selector to pick the file. This allows templates to be stored in subdirectories to allow grouping.
- Encounter Buttons

- Because of the new method of using IHD to create notes, it is not necessary to sign off on an encounter before saving a note. Signing off on a note will prompt to sign off on the Encounter data.
- Encounter unique buttons do not need to be put in the button list when using IHD. When the encounter is signed a button will be created based on the template name.
- Encounter sign off has had the "sign and create note" option removed. It is no longer necessary to sign of on an encounter to create a note.

Standard Note Generation

- All standard notes will hide the file list if the display area is not wide enough. Ie on a 1024 pixel wide screen the file list will hide, but on a 1366 pixel wide display (wide screen) it will not.
- All Standard Note forms have been modified to improve performance by putting the HTML and javascript into separate files. This improves performance because the PDD parser does not have to deal with the javascript which is the largest part of these forms.
- <u>CCHPI</u>
 - Utilizes new integrated symptom list program. This allows for sorting and selecting of symptoms. Lists are now customized by provider, allowing them to select the systems they want to use, as well as the symptoms and how they are are worded.
 - Symptom / Problem and Dx button.
- ROS (review of systems)
 - Utilizes new integrated symptom list program. This allows for sorting and selecting of symptoms. Lists are now customized by provider, allowing them to select the systems they want to use, as well as the symptoms and how they are are worded.
 - Customized Validation to direct user what needs to be fixed.
- Medical History
 - Will return to previous button after save. Ie if you save while on the Surgery button, that is the area that will display when you enter the form.
 - General button was created for common data. This data used to display above the buttons. This makes more room.
 - Illness Injury Hosp Button
 - Added Grid Control
 - Send report to outbox
 - Revised Illness List
 - Surgery
 - Added Grid Control
 - Send report to outbox
 - Revised Surgery List
 - Immunizations
 - Added Grid Control
 - Ability to add immunization plan. These will be put into Alerts.
 - Ability to add immunizations from plan to list.
 - Send plan list to outbox
 - Send immunization list to outbox.
 - Immunizations Quick list uses standard list and combines with users custom list
 - Manufacturer uses Quick list users standard list and combines with users custom list.
 - Immunization and Manufacturers Quick List are used to lookup information for trackable data when immunizations are added.
 - VIS field will pull up PER. Selecting a properly formatted VIS file (and sending to outbox) will populate the VIS date field.
 - Blood Trans
 - Added Grid Control
 - Send report to outbox
 - Chest Xray

- Added Grid Control
- Send report to outbox
- TB Test
 - Added Grid Control
 - Send report to outbox
- Family History
 - Added Date of Onset field.
 - Supports both list view and grid view modes.
 - Output report into outbox.
- Vitals
 - Added calculator button for all numeric entry fields.
 - Added show history to Head Circumference
 - Added show history to Pulse.
- Exam 🎬
 - Utilizes new integrated findings list program. This allows for sorting and selecting of findings. Lists are now customized by provider, allowing them to select the systems they want to use, as well as the findings and how they are are worded.
 - Customized Validation to direct user what needs to be fixed.
- <u>PLAN</u> 🞬
 - <u>E/M Button</u> The Evaluation and Management button will activate the E/M coding dialog. This form will evaluate the data collected on the current encounter and recommend the proper E/M service level.
 - Hide on note checkbox.
- Notes
 - Interactive HTML Documents. In the past the notes where all contained in on file "Notes.pddf". This file was customized to try to fit the needs of all notes that needed to be generated. But notes could only be generated from data collected and signed off on. By using Interactive HTML Documents (IHD), each note file can be separate, allowing for a library of different types of notes that the user can select from when they are ready to create a note. The note links to data collected in the system but is all held open until the note is signed off. If a Notes.pddf file does not exist in the buttons area the program will default to using the interactive HTML Document Editor. The IHD editor will first look for a custom Notes folder for the the resource. If a custom folder is not found it will default to a folder named "Notes". After determining where to get the note files it will look for a default Note file for the provider. If not found it will default to Notes.htm. The user may then click on the file name within the IHD editor to use the file selector to pick another note template if desired. A standard IHD note is provided with the this release. If you would like your notes customized to be an Interactive HTML Documents, please contact your salesperson.
 - Multiple Notes per Encounter without having to duplicate the encounter. (Duplicate button has been removed)
 - Dictation is stored for each note, used to be stored only for the encounter. (Dictation button on encounter has been removed)
 - Notes work list item is not removed, but archived. It now keeps a history of all activity with the note. This allows a note to be sent back to the provider if reviewed. The provider can retract the signature, make changes, and re-sign.
 - Note Link features Allows a signed note to be linked to a Tab. Note will still display in Notes Tab as well as the Encounter.

Bug Fixes

These bug fixes from patches to 211 are also wrapped up in this update. 06/24/11 PARADIGM EHR 2.1.1 (PROGRESSION) PATCH 5

* Fixed bug with Problem List and special characters

* Changed out box logging to log when file is printed, or archived from outbox instead of being placed

into it. This works directly with PER and showing when a file was given.

- * emr.cgi. 2.1.1c 06/10/2011
- chart.c removed adding of EOBL file
- * outbox.js
- added adding of EOBL record to file.
- deleted remving EOBL record when file is removed.
- 05/25/11 PARADIGM EHR 2.1.1 (PROGRESSION) PATCH 4
- * emr.cgi. 2.1.1b 05/23/2011

- charge_slip.c looks at inv_date = fsl_date .. used to look at inv_date = cur_date when posting charges.

- * AMC_1_DASH Automated Measure Calculations Dashboard.
- Fixed problem with not showing: Smoking, Timely Access, Vitals.
- Added ability to click on area to show report.
- * outbox_archive
- Copies style sheet for xml documents.

05/18/11 PARADIGM EHR 2.1.1 (PROGRESSION) PATCH 3 * environment.js. Library Version was not set to 211

05/17/11 PARADIGM EHR 2.1.1 (PROGRESSION) PATCH 2

- * Fixed bug with PDD forms in Administration / Buttons / Templates not displaying.
- * Files left out of EHR_211 update that should have been included.

1.7 2.1.1

PARADIGM EHR 2.1.1

New Features

The Toolbar

- <u>User button</u> New look. opens most items in frame next to menu.
 - System Reports
 - Administration
 - Audit Form. Fixed Spelling Error
 - User list now shows role of user in the selected data set.
 - Buttons Title on configurations showed "photo in tab" now reads "Button list"
 - RBAC
 - Added Co-pay
- Work List
 - Messages Added ability to print messages.
 - Note / Dictation worklist. If a Dictation worklist item exit it will remove that item and create a
 Notes worklist item and assigned to the user who created the dictation worklist item. If Dictation
 does not exist it will assign the note worklist to the user who saved the note. This should
 improve flow when dictation is used.

<u>Appointment Schedule</u>

- Check-in
 - Record co-pay
 - Time column will display check-in, in care, fee slip sent, ad check out times on hover.
 - The Room # field will display the check-in time when checked in. If the user clicks on that it will turn white and blank out to let the user enter the room number.
 - If patient is in care, clicking on the time field will allow you to check patient out. If a charge slip has been sent it will check the patient out and take them to the Encounter screen if they have PLUS permissions.

- Retired resources will not display in the resource list of the appointment schedule.
- Retired locations will not display on appointment schedule.
- The patient's check-in status will not change until after the user has exited the the PARADIGM PAT form. Before it would check them in before the PAT form was completed.

The Chart

- <u>Cover Page</u>
 - Verbiage changes for Medications, Allergies, Problems when none exist.
- Patient Header
 - Shows <u>patient flow</u> status by changing the color of the encounter area to the flow color.
 - Chart now gives ability to check a patient in.
 - Chart now gives ability to put a patient "In-Care".
 - When hovering over Encounter Area it will show Flow times: check-in, in-care, check-out.
 - <u>Next Appt</u>: button under patients name. If next appt exist it will place a button showing next appt. If user has PLUS access it will pull up the apt in scheduling in plus. In Recall added ability to click on appointment in list to pull up in PLUS SCHD form if user as RBAC access
- Outbox
 - Logs all exports in audit log if they are printed, emailed, portal, or archive.
 - Created <u>Email interface</u> front end. CXI/EMAIL/outbox area for the interface to get data. The CXI EMAIL interface is optional and requires that the client have their own email exchange server.
- <u>Recall</u>
 - In Recall added ability to click on appointment in list to pull up in PLUS SCHD form if user as RBAC access
- <u>Rx (med)</u>
 - Will display button bar when patient hasno recorded medications.
 - Patient has no recorded medications. Click Here to report "No medications are known for the patient".
 - Clicking the button will report "No medications are known for the patient"
- Problem
 - Displays button bar that patient has no recorded problems.
 - Clicking button will report "No problems are known for patient"
 - Change spacing in "Problem History" dialog box and add title with description to fields; ICD codes were not visible in their entirety.
- <u>Allergy</u>
 - Displays button bar that patient has no recorded allergies.
 - Clicking button will report "No known allergies"
- Trackable Data
 - Hardcode 'COMMPREF'data value USPS as a Trackable Object default; The TDO would be created when a chart is first displayed.
 - Smoking Status coded from Social History
 - Graphing of trackable data.
- PER (Patient Education Resource)
 - Changed search algorithm to allow for multiword phrases. Ie. "chest pain". ONLY words in the index setup under administration will now be searched. (before it would also search the file name). Words or phrases must be separated in the index via commas. Each word or phrase will be search for in the problem list, drug list, and allergy list.
 - It will now show all matches and where they are to aid decision making.
 - A new column will show an information icon if the PER has been given to a patient more than one time. Clicking on this icon will display the history.

File List

New Indicator/Notification on screen that a patient has checked in. Added table at top of file list
that shows Patients that have checked in. If a provider is established in the user profile it will
show only for that provider, otherwise it will show for all providers. Added option on user profile

to turn feature on or off.

File Display Area

- Document Header
 - Added <u>lock button on document</u> header next to help button. Pops up Deny List for file. Allows you to deny access to a specific file.
 - Sign Off
 - <u>Retract a Signature</u>. New feature allows a signature to be retracted.
- Encounter Buttons
 - Standard Buttons
 - Encounter Sign Off
 - <u>Retract an Encounter Signature</u>. This will allow an encounter signature to be retracted.
 Notes
 - <u>Retract a Note Signature</u> This will allow a note signature to be retracted.

Standard Note Generation

- <u>Vitals</u>
 - Add Blood Pressure color alert indicator for Prehypertension and Hypertension (Stage 1 & Stage 2); Normal = white; Prehypertension = yellow; Hypertension Stage 1 = orange; Hypertension Stage 2 = red.
 - Vitals is now treated as a special form that allows entry of data historically (patient button) or for an encounter. When pulled up as part of an encounter it will work as before, but when pulled up without an encounter it will store the data as history for that date.
 - You may now select and edit previous historical Vitals data via the "Vitals History" button. or date field.
 - Added English / Metric Radio buttons to control input to appropriate fields.
- Medical History
 - Ability to add item (History) to patient Problem List
 - Illness Injury Hospitalization add DX button to allow user to add item (Description and Onset) to Problem List
 - Surgery add DX button to allow user to add item (Description and Onset) to Problem List
 - Chest X-ray Add Comment field
 - Chest X-ray add DX button to allow user to add item (Description and Onset and Comment) to Problem list
 - TB Test Add Comment field
 - TB Test add DX button to allow user to add item (Description and Onset and Comment) to Problem list
 - Immunizations add checkbox to indicate Counseling was provided at the time of the administration
- Social History
 - Remove 'required' status on Occupation field in Social History; Doesn't apply to Pediatrics, other practices have requested it's removal.
 - Change 'Preferred Language' field to required.
 - Change 'Race' field to required
 - Change 'Ethnicity' field to required
 - Created Smoking Status Field that ties to Patient SMK field in PARADIGM. If Smoking Status is not defined it will pull from PARADIGM-PAT-SMK field. Once it is set here it will feed back to that field.
 - Added Smoking Status Queried check box. When checked it will add the Smoking status to the TRACK data so it may reported on. (CQM)
- Family History
 - Added checkbox to check in cases where the Family History is Unknown or Unavailable (i.e. adoption) with a note/comment area to note why.
- Dictation

- Worklist item is not created unless the saved dictation file is changed from the one that is checked out.
- <u>Charge Slip</u>
 - Ability to add diagnosis to patient Problem List
- Images Button
 - Created Images form to add to buttons. This allows the user to select from a library of images to edit, instead of having a sperate button for each image.

Bug Fixes

- Rx Fixed spelling error of E-Prescribe
- Diag Select
 - Reduced font size when "No Diagnosis History found" was presented.
 - When selecting from the patient problem list it validates that it is an actual ICD code and not free form entry.
- Calendar widget did not display entire month when month spanned 6 weeks.
- Sentence Builder Special characters did not move back and forth from the field.
- Logoff message still read "Thank you for using Progression" was changed to "PARADIGM EHR"
- Modeless Dialog boxes, as presented by the Message, Recall, Rx (med), Problem, Allergy, Alert, Track, Orders, Reports, Procedures, and PER buttons did not pass back mouse or cursor activity and would not reset the login timeout on the control panel. If a user spent to much time in one of these areas, even though they where doing something they could get logged out.

1.8 2.1.0

PARADIGM EHR 2.1.0

PARADIGM EHR 2.1 (formerly PROGRESSION) is the first release of the software that meets ONC certification. Many changes have been added to meet certification but every attempt has been maintain the current look and feel of the PARADIGM EHR product. Below is a list of some of the noticeable changes.

New Features

The Toolbar

- User button New look. opens most items in frame next to menu.
 - <u>System Reports</u>
 - <u>Administration</u>
 - RBAC Added Reports, System Rpt, Account, and Amount
 - System Reports Button Place to store system reports.
 - Track Button
 - Enter New Trackable Configuration Type and Description fields have been added *** THESE WILL NEED TO BE MANUALLY MODIFIED *** *** VITALS - BMI, HEIGHT, WEIGHT, & B.P. are tracked automatically with SNOMED
 - codes ***
 - Lab Button Configuration form for Lab interfaces
- <u>Work List</u> Utilize GRID control instead of table sort. This allows for much larger amounts of data to be viewed efficiently.
- New Outbox button, used for user outbox.
- Moved Patient Search closer to center to accommodate larger / bolder font.

The Chart

<u>Cover Page</u>

- Added ETHNICITY, RACE and LANGUAGE fields
- Added required Smoker validation entries.
- Added Inactive section to Problem List
- Improved performance
- Patient Header
 - Account Information New RBAC feature to enable access to the account button.
 - Reports Button New RBAC feature to enable access to button.
 - <u>Rx (med)</u>
 - List shows medication in Yellow if no RxNorm code.
 - Enter New Rx / Medication
 - New Field for RxNorm value (Certification)
 - New Drug list with RxNorm codes.
 - Problem
 - New combined List / Form
 - History for problem column in List
 - Google Search column in List
 - New Inactive List
 - Allergy
 - New combined List / Form
 - · Google Search column in List
 - <u>Alert Entry Form</u>
 - Added "PER" button
 - Trackable Data
 - New Grid Control of data
 - New fields for Description and Type
 - Expanded Value Field.
 - Reports Split Standard and Custom Reports
 - Standard Reports
 - Procedure New Grid Control of data
 - PER Implementation of Given Date field

Notes

· Added "Sticky Note" feature to the Note through the whole cycle

** **Warning** ** previous sticky notes will not display that where attached to notes in previous release.

Old versions would name file based on header such as Note_Full Note.SNF. This created a problem because all notes could be named that. Thus the Sticky note was not unique to the note.

Quicklist

• When you add a new item it will now add the item, and return it to the form and close Quicklist. Previously you had to select the item from the quick list after you added it.

Sentence Builder

• When you add a new item it will now add the item to the list as well as the sentence you are building. Previously you would have to select the item from the list after you added it.

DiagSelect

- Added Suggest to search field.
- Now uses QRS ICD database. Improves performance.

Vitals

• BMI, Height, Weight, and B.P. are all recorded in Track able data using SNOMED codes.

Plan

- Added Sentence builder option to Plan Type as an option.
- Integrated PER into PLAN. Can be set up as a plan type.

Medical History

- Added Units and Amount to Immunization
- Changed Immunization list to CDC CVX code list.

Bug Fixes

Growth Chart

- Fixed sorting bug of data causing line to not progress in time.
- Centered plotting points.

General

- Note, Rx and Message tab will turn green if data exists in database.
- Fixed bug with Virtual Field rph_spec
- Signature checking now returns GOOD, BAD, or NO signature.
- Fixed issue with corrupt signatures or modified Notes. It now presents the modified file or corrupt signature message on notes so it may easily be remedied.
- Fixed bug with suggest_ret for DATATAB format. Last field would not output correct. Caused problem on SuperBill.
- Added logging to Database functions
- Added Audit to Database (DB) functions.
- Fixed bug with StickyNote Save ability. Should have been able to handle up to 64Kbytes of data but was crashing after 16Kbytes.

Allergy Problem List/Report

• Fixed bug with special characters

1.9 2.0.1

PARADIGM EHR 2.0.1

PARADIGM EHR 2.0 is an entirely new version of the PARADIGM EHR system with many changes and enhancements. Every attempt has been made to keep the overall concepts of the original PARADIGM EHR. Because of the number of changes to the system they will not be documented here. It is recommended that you review the documentation for any unfamiliar buttons that have been added.

Some of the Major Enhancements that have been made are:

New Chart look. Much cleaner, presents more information. Better integration with PARADIGM PLUS New chart buttons for Allergy, Alerts, Track, Orders, Reports

File list is cleaner.

Chart display area provides toolbar with all available actions to perform on a file.

Electronic Signatures on any file.

Integration of RX, Problems, Allergies into reportable database file.

Alerts Order Entry Reports Trackable Data Outbox

Customizable chart cover page.

Based on current understanding this version should meet or exceed ARRA certification requirements. As the final rules are published we will make needed changes to receive certification.

08/10/10 PARADIGM EHR 5

emr.cgi

- * Signatures with amendments that had multiple lines would not validate. and the file would think it was not signed off.
- * Added Amendment Button to note even if a counter signature is required. This allows NP/PA to create amendment after signoff but before provider signoff.

MedEdit.htm MedList_report.htm Cover.htm

* Added Remove feature to MedEdit to allow user to remove medication from list. Modified report and cover to ignore medications with REMOVED status.

MedEdit.htm AllergyEdit.htm ProblemEdit.htm TDOEdit.htm * Added confirmation to remove button.

08/06/10 PARADIGM EHR 4

emr.cgi

* Counter Signature button was displaying on notes that had been signed off because the messages was in the archive. Should only display when the messages is in the current messages.

08/05/10 PARADIGM EHR 3

Reports - Growth Chart

- * Fixed Sorting of data so line does not zigzag.
- S_CCHPI.pddf Chief Complaint / History Present Illness
- * Comment HPI would save more than one line, but did not display anything but the first line when redisplayed.

Cover.htm - Patient Cover Page

- * Added Inactive area to problem list
- * Improved performance
- * Added Hover Help to REFFERING, PCP, and FACILITY areas to show address info.
- * When Exporting Cover to Outbox. It used to call the file Cover_{DATETIME} now it just calls it Cover. So only one copy can exist in the outbox at

a time. This is preperation for the outbox log file to come later.

PER - Patient Educations Resources

* Not complete does not currently do logging. This will be added in a future update. The logging is used to show if you have already given a file to a patient.

WorklistEdit.htm - Message form

* Added ALT-S support for Save button

- * Does not add history on initial Save.
- * Fixed Sorting of Names in Assigned to field.

MedEdit.htm - Medication Rx Entry * Added ALT-S support for Save button

recall2.htm - Recall / Followup / Work In Entry * Added ALT-S support for Save button

AlertEdit.htm - Alert Entry Form * Added ALT-S support for Save button

TDOEdit.htm - Trackable Data Entry Form * Added ALT-S support for Save button

ProblemEdit.htm - Problem Data Entry Form * Changed Add / Update Buttons to Save button * Added ALT-S support for Save button

AllergyEdit.htm - Problem Data Entry Form * Changed Add / Update Buttons to Save button

* Added ALT-S support for Save button

ProblemList_report.htm - Problem List

- * Will do Google Search search if click on item
- * Added "Inactive" Area. You must add "Inactive" to list

MedList_report.htm - Medication List * Will do rxlist Search search if click on item

AllergyList_report.htm - Allergy List * Will do Google Search search on allergy if click on item

Library Updated

emr.cgi

* Put in PER admin Tab

* Fixed note Tab to only display notes in root and not subdirs. Also fixed count on root folder.

07/29/10 PARADIGM EHR 2

emr.cgi

* Fixed bug in suggest2 that caused program crash on some systems.

07/28/10 PARADIGM EHR 1

emr.cgi

* Autologin ability has been added back for setting up shortcuts.

* Templates for calling PARADIGM reports from PARADIGM EHR. These programs

would give a javascript error on some systems. Have been reworked to call the report in an iframe instead of a modal dialog box.

rhpi (Relay Health to PARADIGM interface) Date fix.

Part 2

Getting Started

2 Getting Started

PARADIGM EHR

PARADIGM EHR is sophisticated, Electronic Medical Record system, designed for ease and speed of use. These help files should aid you in making the most of your PARADIGM EHR system. If for some reason you can't find your answers here you may always call support at QRS, Inc. 1-800-251-3188 or email them at ehrteam@qrshs.com

2.1 Audience

The PARADIGM EHR system is designed to accommodate a wide range of medical practice clinical needs including patient flow, work flow, charting, encounter data collection, note generation, and tracking medications as well as other clinical data. PARADIGM EHR, as well as your operating system, calls for proper usage in order to gain the benefits offered by a state of the art EMR system. This guide explains how to, when to, and why to use PARADIGM EHR in order to optimize your practice clinical needs, and minimize problems that may arise.

This guide is written for PARADIGM EHR users. These are the day to day users of PARADIGM EHR who perform such tasks as patient check in, scanning, data collection, and note generation. Each of these tasks as well as others are described within these pages. We have tried to lay the manual out in a logical order for users who are new to the PARADIGM EHR system.

2.2 How to Use This Manual

The User's Guide is divided into the following chapters:

- Getting Started
- The Toolbar
- Appointments
- Worklist
- The Chart
- Standard Note Generation
- Administration
- Programming
- Release Notes

Each chapter of this document is specific to a set of tasks that a typical user may perform. We feel that it is important for all users to have a global understanding of all user tasks at some level and therefore we recommend that each area be studied. However if your task is specific, such as scanning, pay particular attention to that area. If in doubt about a particular procedure, you should be able to reference this document. If for some reason this document does not cover your issue, please contact the QRS Software Support Team.

2.3 Documentation Conventions

🗥 = Warnings

Ideas / Examples

2.4 Software Conventions

Efforts have been made to provide visual cues and standard features that gives the PARADIGM EHR application a consistent look and feel to the user. Understanding these software conventions will aid in getting the most out of your PARADIGM EHR system.

2.4.1 Current Path (In the Pink)

When looking at the form you may notice certain items highlighted in a Salmon or Pink color. This shows the path of what is in the <u>File display area</u>. In the following example we are looking at the Knee Result file in the Xrays <u>Tab</u>.

Patient Chart (Pending)	Account	Encounter	Recent	Inbox	Outbox	Trash	Message	Recall	Open	E
Abbott.Jeff	110484	Create Walk In	Rx (med)	Problem	Allergy	Alert 10	Track	Orders	Reports	6
DOB: 09/02/1964 AGE: 50 Yr SEX: Male	\$ 1838.00	No Encounter		area for a			will displa	ay in the pa	atient heade	· •
Note Rx Labs Xrays Correspondence Mes	sages Insurance	Pat Info DOC A V	ery Long Tab	Name Or	ders Proc	edures Ca	ardio Time	ed Tab		
6	🔒 🚔 🚔 Attach	to Order Link File S	ticky Note H	listory Ren	ame Mov	e Trash I	nfo Show	/ Hide Sigr	atures	E4
Xrays 👔 🔒 🗿 🍰 👔	Imaging Result:	File Date:								
e Date CAN 20100517153402 05/17/2010	1 6.11	4 200 M								
CAN_20100517153402	Sample Ligne	ture, M. A.	Electi	ronically si	gned by: Ai	da Dillman	(Aida) 06/2	1/2010 02	:26 PM	
orey3 04/21/2010 nee result 1/2010	add	(*) I F D +			1 - 1) 🗉 🤅	5		A	ItemaTIFF
B2 103/19/2010							1			
RAM 02/16/2010 CAN 20091128140338x 11/28/2009										

2.4.2 Buttons and Colors

Buttons activate functions and features within the software. Buttons may be text based or have icons. When you hover over buttons they will change color to white to queue you that you are on the button. The following is a list of colors and their meanings.

RedNeeds AttentionsYellowNo Data existGreenData Exists for this buttonBlueData has been locked for this button

2.4.3 Show / Hide Bars

Show / Hide Bars are used in reports and list to allow you to show or hide sections of th data. This is useful when you want to print this information out. The following is an example of the problem list.

Diagnosis DEPRESSIVE DISORDER NOT ELSEWHERE CLAS active Image: Craig Cole Anderson 12/18/2009 Diagnosis GLAUCOMA W OTH LENS DISORDERS [365.59 Craig Cole Anderson 11/02/2010 Diagnosis HYDRONEPHROSIS [591] Image: Craig Cole Anderson 11/04/2010 Diagnosis MALIGNANT NEOPLASM OF PROSTATE [185] Michael W. Bratton [05/24/2011 Diagnosis RUBEOSIS IRIDIS [364.42] E James Barham M.D 12/21/2009 Diagnosis TOXIC GASTROENTERITIS AND COLITIS [558.2 Image: Craig Cole Anderson 05/28/2011 Diagnosis TOXIC GASTROENTERITIS AND COLITIS [558.2 Image: Craig Cole Anderson 05/28/2011 Diagnosis IRRITABLE BOWEL SYNDROME [564.1] active Thomas A. Browning 05/24/2011 Diagnosis IRRITABLE BOWEL SYNDROME [564.1] active Thomas A. Browning Onset					Resolved Date: 03/ Current Pr					
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12/21/2009 Symptom chills-no chills	_				Inactive Pr	oblems				
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Resolved Problems	[E O	12/21/2009	Symptom	chills-no chills					
					Resolved P	roblems				
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	ſ	ΕO	12/18/2009	Diagnosis	DERMATITIS DRUGS MEDICINES INTERN [693.	.01	12/	21/2009	note test	
Onset Type Problem Resolved Date Note		P D	12/21/2009	Symptom	Problem chills-no chills Resolved P		R	esolved Date		
	í	ΕO	12/18/2009	Diagnosis	DERMATITIS DRUGS MEDICINES INTERN [693.	.0]	12/	21/2009	note test	

The light blue bars above each area allow you to show or hide that area. By clicking on the bar it will hide the area and change the color of the bar to Black.

Current Problems Current Problem Status Treating Provider Note 0 0 08/03/2010 Diagnosis CONSTITUTIONAL RED BLOOD CELL APLASIA [Note 0 0 08/03/2010 Diagnosis CONSTITUTIONAL RED BLOOD CELL APLASIA [<th colspan="9">hecked Problem Actions: Change Status: A Resolved Date: 03/18/2015</th> <th></th>	hecked Problem Actions: Change Status: A Resolved Date: 03/18/2015									
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		+ 1		06/28/2011	Diagnosis	HEMOGLOBINURIA HEMOLYSIS EXT CAUSE [2	Resolved	E James Barham M.D		
		+ 1		06/24/2011	Diagnosis	IRRITABLE BOWEL SYNDROME [564.1]	active	Thomas A. Browning		
Inactive Problems										
Resolved Problems										

To redisplay the area click on the Black Bar. It will turn blue and the area will once again display.

This is useful when used in conjunction with the "Print icon". Areas that are hidden will not print.

2.4.4 Hover Color

When moving the cursor around the screen you may notice items turn white or light green when you hover over them. By clicking on these items you will select that data for display. You will notice this in the Patient Header, File List and even in the Display area of the chart. Also in scheduling.

2.4.5 Print Icon

Many items with in PARADIGM EHR can be printed. Clicking on the Print Icon 🖶 will activate the printer dialog. These print request will be logged as well.

2.4.6 Outbox Icon

There are two outbox icons. The Black icon will send the document to the patients outbox. The Blue icon will send the document to the user's outbox.

2.4.7 Sortable Tables

Most all tables of data displayed in the PARADIGM EHR system may be quickly sorted by clicking on the column header.

	Type [▲]	Date	Data
	~		
	Clinical	11/09/2010	test
	Clinical	08/25/2010	Weight
.1	Clinical	04/04/2011	Weight
	Clinical	08/25/2010	Temperature
.1	Clinical	04/04/2011	Temperature
	Clinical	10/21/2010	Smoking Status
	Clinical	04/13/2011	Smoking Status
	Clinical	04/27/2011	Smoking Status
	Clinical	10/04/2011	Smoking Status
	Clinical	08/25/2010	Pulse
.1	Clinical	08/25/2010	Pulse
.1	Clinical	04/04/2011	Pulse
	Clinical	11/17/2010	FDS
File	2		Date 🔺
sc	AN 2009	1128140338x	11/28/2009

File	Date 🔺
SCAN_20091128140338x	11/28/2009
FRAM	02/16/2010
3B2	103/19/2010
Knee result	04/06/2010
Corey3	104/21/2010
Test_20100426182019	• 04/26/2010
test1	mi 04/26/2010
SCAN_20100517153402	05/17/2010

You may notice a triangle displaying either ascending or descending order. On some tables the header will change color when sorted.

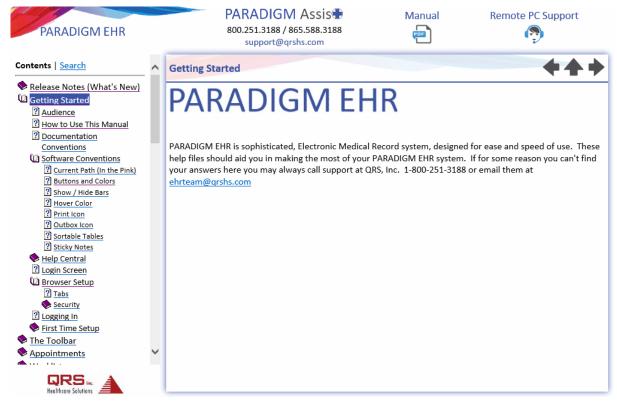
40

2.4.8 Sticky Notes

Sticky Note or Internal notes are displayed in Yellow. These notes will only print if your <u>export options</u> are set to print the Sticky Note. You will find them on the patient <u>cover page</u> and attached to documents in the chart as a <u>sticky note</u>.

2.5 Help Central

The PARADIGM EHR plus system includes a comprehensive context sensitive help system known as "Help Central". "Help Central" not only provides you with searchable documentation for the version of PARADIGM EHR you are using but also links to our web side, our support phone numbers and email starter, a printable manual in PDF format, and a link to our support web site were our representatives can take control of your computer to help you with your needs.



2.5.1 Using Table of Contents

The Table of contents on the left side of the screen allows you to review the documentation by section. Clicking on the closed book icon in front of a section will open that section and display help topics, or other books within that section.

You may click on any section to display that topic in the content panel of the screen.

Next and Previous Arrows



In the upper right hand corner of the content window you will see Arrow buttons that allow you to select the next or previous topic from the topic currently displayed. The Up arrow icon will close all topics and put you at the Getting Started section.

2.5.2 Using Search

Clicking on "Search" in the navigation pane of "Help Central" will allow you to search all of the help files for whatever keywords you enter.

PARADIGM EHR 14

Contents | Search

Enter one or more keywords to search (** and '?' wildcards are supported):

Submit		
Results per page:	10	\sim

Match:	Invision and a search words	🔾 all
search w		

2.6 Login Screen

The first step of using PARADIGM EHR is to log into the application. To do this you must first point your Windows Internet Explorer web browser to the correct server. Your system administrator will either give you the address or create a shortcut or favorite for you. Once you have the correct address in IE you will see the following screen.



If you do not see a name and password area but instead see the following:



You will need to set up your browser. This process will ensure that you get the most out of the PARADIGM EHR application.

2.7 Browser Setup

PARADIGM EHR is a web application and takes advantage of your PC. In order to do this you must use MicroSoft Internet Explorer (MSIE) as your browser to access PARADIGM EHR. PARADIGM EHR allows you to use other browser such as FireFox or Safari but at this time these browser have not been fully tested. It is known that these browsers will not support many of the features that PARADIGM EHR has because they do not support ActiveX. But they will for the most part allow access into the system for viewing information. Use other browsers at your own risk.

PARADIGM EHR is a WEB 2.0 application that takes advantage of many of the

features of the modern MSIE (10 or greater) web browser. However many of these features in MSIE are disabled by default.

To get the full functionality of PARADIGM EHR you need to make the following changes to your MSIE web browser. First you will need to access your Internet Options within MSIE. This can be found under the Tools Menu.

	Internet Options ? ×							
General Securit	y Privacy Content Connections Programs Advanced							
Home page —								
40 00	reate home page tabs, type each address on its own line. tp://www.google.com/							
	✓							
	Use current Use default Use new tab							
Startup								
O Start with	n tabs from the last session							
Start with home page								
Tabs								
Change how	webpages are displayed in tabs. Tabs							
Browsing history								
Delete temporary files, history, cookies, saved passwords, and web form information.								
Delete br	Delete browsing history on exit							
	Delete Settings							
Appearance –								
Colors	Languages Fonts Accessibility							
	OK Cancel Apply							

2.7.1 Tabs

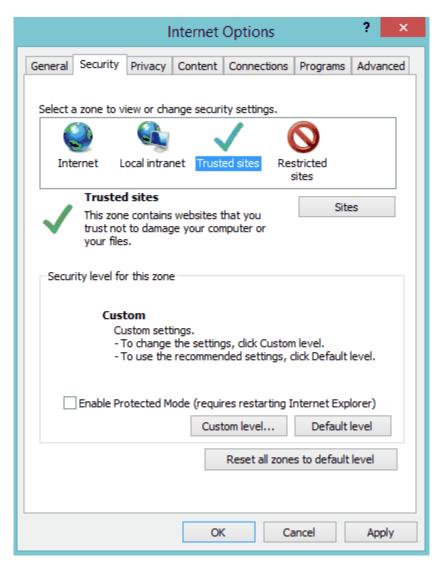
PARADIGM EHR takes advantage of Tab Browsing. Tabbed browsing is a feature recently implemented in Web browsers to effectively contain multiple pages or documents in a single window. Each item occupies the browser's entire viewing area when displayed. Tabs facilitate navigation among the items. The term "tab" arises from the visual similarity to the physical tabs on folders used to store and organize hard copy. The entries displayed are the recommend tab settings for PARADIGM EHR.

4	5
-	J .

	Tabbed I	Browsing S	Settings	
Tabbed Brow	/sing			
🖌 Warn m	e when closing	multiple tabs		
🖌 Always	switch to new t	tabs when the	ey are crea	ted
Show p	reviews for indi	ividual tabs in	the taskba	r*
✓ Enable [*]	Tab Groups*			
✓ Ope	en each new tal	b next to the	current tab	
Open of	nly the first hor	me page wher	n Internet E	xplorer star
When a new	tab is opened,	open:		
The new t	ab page		~	
When a pop-	up is encounte	red:		
	ernet Explorer d		n-uns shou	ld open
~	open pop-ups i			
~ .	open pop-ups i			
	om other progr			
		ams m.		
-		- b		
-	tab in the curre			
O The cur	rent tab or win	dow		
* Takes effect	after you resta	art your comp	uter	

2.7.2 Security

Because PARADIGM EHR is an application, it takes advantage of many features of the MSIE web browser. Normally when surfing the internet you would not want these options turned on because of the security risk that they can present. However since PARADIGM EHR is a trusted application you will need to turn on these features to take full advantage of what PARADIGM EHR has to offer.



2.7.2.1 Secure Server Setup

Select the Security Tab on the Internet Options window. Make sure that the "Trusted sites" is selected for the security zone.

- Click the Sites button.
- Uncheck "Require server verification (https: for all sites in this zone)"
- Click the Add button to add the site to the zone.
- Close Trusted sites window.

Trusted sites	×
You can add and remove websites from this zone this zone will use the zone's security settings.	e. All websites in
Add this website to the zone:	
http://192.168.1.4	Add
Websites:	Remove
Require server verification (https:) for all sites in this :	zone
	Close

2.7.2.2 Settings

Click the "Custom Level" button on the Security tab of the Internet Options for the security zone you selected above. Set the ActiveX control as follows:

Security Settings - Trusted Sites Zone	×
Settings	
 Display video and animation on a webpage that does not use Disable Enable Download signed ActiveX controls Disable Enable Prompt Download unsigned ActiveX controls Disable Enable Prompt Initialize and script ActiveX controls not marked as safe for so Disable Enable Prompt Initialize and script ActiveX controls not marked as safe for so Disable Enable Prompt Only allow approved domains to use ActiveY without prompt 	
*Takes effect after you restart your computer	
Reset custom settings	
Reset to: Medium (default) V Reset	
OK Cancel	

- Click OK.
- Click YES when prompted

	Warning!	x
1	Are you sure you want to change the settings for this zone?	
	Yes No	

- Click Apply on Internet Options
- Click OK on Internet Options.

If for some reason you have security issues while using PARADIGM EHR, you should repeat this procedure, but first the Trusted Sites Security Zone to the Default level.

2.8 Logging In

Now that you have set up your browser Enter your Name and Password assigned to you by your system administrator and click the button. If your name and Password are correct you will then precede either to the select data set screen or directly to the PARADIGM EHR control panel unless the system administrator has set your password to expire. If that is the case you will go directly to the password screen. If either your Name or Password is incorrect you will be denied access.

If you are on a PARADIGM EHR system that has multiple data sets, and you are allowed to have access to them, you will first see the Data Set Selection Menu.

	Select Data Set						
001	QRS Medical Clinic						

¹If do not select a data set within 60 seconds, you will be automatically logged out.

Select the data set to proceed to the ToolBar.

mbroxson	Medical Facility Appo	ointments Work List	(39-0) Control Pane	l Other	۶	• •	PARADIGM EHR 📀
Appointments	✓ 03/18/20)15 📅 < Wedi	nesday >	ALL-Resource	es Across 🗸 🗸	ALL-Locations	~
Continued	Overbook	Checked In	Registered	In Care	Checked Out	🗴 Slip Submitted 🗐 Note Created	🗹 Note Signed

2.9 First Time Setup

If this is the first time that you have logged in you should take care of setting up your password, user defaults and installing and PC or Window applications. The system will attempt to guide you through most of this.

2.9.1 Password

The security administrator has most likely set you up an account with a password set to expire the first time you log into PARADIGM EHR. So before being allowed into the control panel you will be forced to change your password. The following dialog will will appear, prompting you to enter a new password. You must then enter the same password again and press the submit button.

Based on security guidelines established by the security administrator you may be forced to enter a password that meets requirements for length and complexity.

50 PA	RADIGM EHR 14			
Login	Change jack	Password	1	
Passwo		_		
Confir	m			
Expire	s 10/27/2009			
Submi	t TOO SHORT			

2.9.2 PARADIGM Tools

PARADIGM EHR Tools are a set of programs that are loaded onto your PC to allow your PC to communicate with the PARADIGM EHR application. These tools include a secure transfer program used to exchange data between the PARADIGM EHR server and your PC. This allows you to use your familiar PC applications to edit and manipulate data when needed.

Once you enter PARADIGM EHR the following screen will display if PARADIGM EHR Tools are not installed:

Tools are not installed

Click Here to Install

For a complete list see window applications under the login button on the control panel toolbar.

After you have installed it. Click here to reload the screen

Click on option to install the PARADIGM EHR Tools.

Click on Run

File Down	File Download - Security Warning							
Do you want to run or save this file?								
1 6	Name: PPlusTools2.msi Type: Windows Installer Package, 2.48MB From: rh90home							
	Run Save Cancel							
٢	While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. <u>What's the risk?</u>							

Click on Run again.

Internet Explorer - Security Warning							
The publisher could not be verified. Are you sure you want to run this software?							
Nan	ne: PPlusTools2.msi						
Publish	er: Unknown Publisher						
	Run Don't Run						
8	This file does not have a valid digital signature that verifies its publisher. You should only run software from publishers you trust. <u>How can I decide what software to run?</u>						

Click on Next



Click on Next

PARADIGM+ Tools 2.0 Setup	<u> </u>
Ready to Install	0
The Setup Wizard is ready to begin the installation	
Click Install to begin the installation. If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.	
Installer2Go	
Freeware < Back Install Can	icei



Click on Install, Then Click Next and FINISH

Then Click on the option to reload the screen. A dialog box will display prompting you to store an RSA key. This Key will identify the server from this point forward. Enter 'y'.

C:\Users\jeff\Desktop>echo off The server's host key is not cached in the registry. You have no guarantee that the server is the computer you think it is. The server's rsa2 key fingerprint is: ssh-rsa 1024 6f:39:61:46:6e:4c:29:4e:1c:b8:87:17:6d:0c:5b:20 If you trust this host, enter "y" to add the key to PuTTY's cache and carry on connecting. If you want to carry on connecting just once, without adding the key to the cache, enter "n". If you do not trust this host, press Return to abandon the connection. Store key in cache? (y/n)	C:\Windows\system32\cmd.exe	
	The server's host key is not cached in the registry. You have no guarantee that the server is the computer you think it is. The server's rsa2 key fingerprint is: ssh-rsa 1024 6f:39:61:46:6e:4c:29:4e:1c:b8:87:17:6d:0c:5b:20 If you trust this host, enter "y" to add the key to PuTTY's cache and carry on connecting. If you want to carry on connecting just once, without adding the key to the cache, enter "n". If you do not trust this host, press Return to abandon the connection.	

2.9.3 User Button

Clicking on the <u>user button</u> of the <u>toolbar</u> will display the following menu:

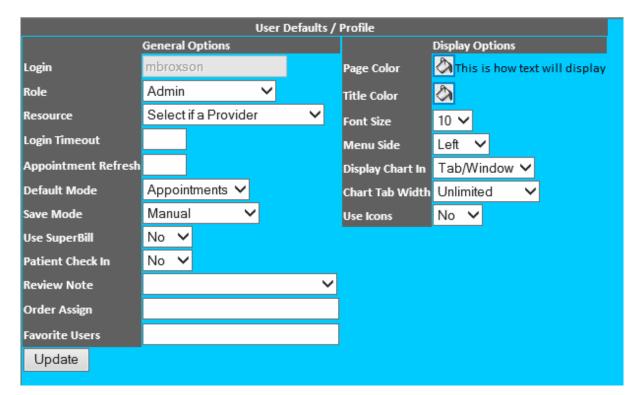
mbroxson	QRS Medical Clinic	Appointme	ents	Work List (7-0)	Control Panel	Other	
Mitchell Broxs Password User Defaults Log Off	on	User:) Name:) seid:) Data:	mbro Mito EMR_ 001	Inform oxson chell Broxs 192.168.0. r/paradigm/	on 37.1426703	756834	1237

These functions will help you complete your setup.

2.9.4 User Defaults

User defaults will allow you to customize how your screen displays. You may pick your background color as well as a background image, a color for titles, and a font size. The size of your font is related to the resolution of your screen. The higher the resolution the larger the font size should be.

Enter your preferences and click the Update button to save them.



2.9.4.1 Profile Information

The User Defaults / Profile form contains the following fields.

General Options

Login

This is the User login name. This will be established by the security administrator.

Role

This defines the users role as defined in the <u>Role Based Access Control</u> (RBAC). It determines what features and functions the user has access to.

Resource

If the user is a service provider, select from the resources for the user. The resource will determine what resource code, and associated physician code will be used when a provider enters charges on the Charge Slip form. If the user is not a service provider leave this field empty.

Login Timeout

Enter the number of minutes that a user may go without activity before they will automatically be logged out. Leave blank for indefinite. If the <u>security</u> profile has an Inactivity timeout established, the control panel will use the lesser of the two values.

Appointment Refresh

Enter the number of seconds to elapses before the Schedule or Work list will automatically refresh. Leave blank for indefinite.

Default Mode

Enter the user's default work mode. This defines what work mode the user is put in after they log in and select a data set. This can be either "Appointments" or "WorkList"

Save Mode

This option will determine the save mode for PARADIGM EHR Data Documents. The available selections are:

- Manual In this mode you must manually save each form before selecting another object or the data will be lost.
- Ask to save In this mode, if you change data on a form and then select another object without first saving you will be prompted to save the data. If you select "OK" the data will be saved and the new object will be displayed. If you select "Cancel" the data will not be saved.
- Automatic save -In this mode, if you change data on a form and select another object without first saving, the software will automatically save the form and then display the new object.

 \triangle Administration Mode will always be manual save. \triangle The Note on an Encounter will always be manual save.

User SuperBill

If the user has access to enter charges using the Charge Slip, this will determine if the Super Bill will automatically display. Some users may prefer not to use the super bill but just use the standard diagnosis and charge entry.

Patient Check In

Display patient check-in information while in a patient's chart.

Review Note

Assign user to review the Note before archiving the worklist item.

Order Assign

Default user(s) that will be assigned to orders as they are created.

Favorite Users

Favorite users list to show up in left column of user selection page.

Display Options

Page Color

This field allows you to select the background color for the major part of the screen

for the user. You may use the <u>Color Selector</u> to select the color code. The color selected here should be a light color because any text displayed where this color is used will be show as black.

Title Color

This field allows you to select the background color for any title areas to display on the page for the user. You may use the <u>Color Selector</u> to select the color code. The color selected here should be a dark color because any text displayed in titles will show as be white.

Font Size

Here you may select the font size the user wants to use. Font sizes range from 6 to 16 points. The smaller the font the more information you will be able to display on the screen without having to scroll the page content.

Menu Side

This defines what side of the screen the file list menu will display when PARADIGM EHR displays a patient's chart. This can be especially helpful when using tablet PC's to avoid having to reach over to select a file.

Display Chart In

There are two options here:

- 1. Frame Display in the Frame under the toolbar. With this method you will only be able to work with one chart at a time.
- 2. Tab / Window This method will open another tab or window (depends on browser configuration) and display the chart. With this method you may have multiple charts open at the same time.

Mhen in Inbox Mode the display will revert to Frame Mode.

Chart Tab Width

This option will allow you to set the maximum width of tab names in characters. If you have a lot of tabs with long names, using this feature may provide you with a cleaner display.

Use Icons

This tells the software to use icons defined in the button setup for Encounter buttons instead of just the defined text. It is also used by some forms such as Review of Systems and Exam. These forms will display either Icons or Text Headings based on this preference.

Patient Check In

This will show if patients <u>check in</u> as part of the patient header.



2.9.4.1.1 Color Selector

The color select appears as a paint bucket icon on the Color and Title Color fields. It will display a grid of colors from you to choose from. Hover over the color you want and click and the color will be loaded into the corresponding field.



Part 3
The Toolbar

3 The Toolbar

Once you have logged into PARADIGM EHR you will be presented with the toolbar. (This is your main window) From here you have access to

The tool bar will appear similar to the following:

60.0 mbroxson QRS Medical Clinic Appointments Work List (7-0) Control Panel Other 🔎 🕈 🕄 PARADIGM EHR 🔂

You may access both the User Button and Practice Button from the toolbar.

The Toolbar controls the mode used to locate patient charts. You may find charts by <u>Appointments</u>, <u>Work Lists</u>, Control Panel, <u>Patient Search</u>, or Other views.

Other Views include: Administration Audit Report Chart Check-In Chart Check-Out History Inbox Lock Manager News Outbox System Configurations System Reports Windows Applications

Some Other Views are enabled or disabled through RBAC and may not be in your Other menu.

The Ticon will connect you to PARADIGM+ and automatically log you in if you have an account in PARADIGM+.

And Last you may always access this <u>help</u> document from the toolbar.

 ${}^{
m I\!M}$ The secadmin user will not have all options displayed.

3.1 Login Timeout

The Login Timeout will appear just before the User Button if you have set a timeout value in the user setup.

60.0 mbroxson

3.2 User Button

Clicking on the User button will display the following menu:

mbroxson	QRS Medical Clinic	Appointm	nents	Work List (7-0)	Control Panel	Other	
Mitchell Broxs	on						
Password User Defaults		User:	mbr	Informa oxson chell Broxs			
Log Off		seid: Data:	EMR 001	_192.168.0. r/paradigm/	37.1426703	756834	1237

- Log Off
- Password
- User Defaults

User based options can be found in First Time Setup.

3.2.1 Log Off

This option will log you out of PARADIGM EHR and close all of you PARADIGM EHR windows. You may also log off by exiting the Control Panel window.



3.3 Practice Button

The Practice Button will contain the name of the data base that you are currently working in. If you have multiple databases on and privileges to access other data bases this button will allow you to select a new database by displaying the Select Data Set menu similar to the following.

	Select Data Set						
001	QRS Medical Clinic						

Click on the data set you want.

 Δ If do not select a data set within 60 seconds, you will be automatically logged out.

L If you are viewing charts in separate tabs (windows), changing the data set will close all open tabs (windows) displaying charts.

3.4 Appointments Button

The Appointments Button will display the appointment book below the Toolbar. This mode will allow you to access a patients chart via appointments entered in the PARADIGM Practice Management System. See <u>Appointments</u> for a full description of all options available under appointments.

mbroxs	on Medical Facility Appo	intments Work Li	t (39-0) C	ontrol Panel	Other		۶		0	PARADIGM	EHR
Appointments	✓ 03/18/20)15 📅 < We	dnesday >		ALL-Resource	es Acros	5 🗸		ALL-Locations	~	
Continued	Overbook	Checked In	Register	ed	In Care	Checke	d Out	🙆 Slip	Submitted 🗐 Note Cre	eated 🛛 🗹 Note Signe	ed
» George F	Provider, M.D.	X»	David Sn	nith, M.D.		х	» Interr	nist Butl	er, M.D.	x	
Time	Patient	Room Tin	ie	Patient		Room	Time	Pati	ent	Room	
09:00 AM	Smith,Mary J.	09	00 AM	Jones,Mic	:key		09:00 AM	Rob	inson,Alex		
09:30 AM	Patient,Path1	09	30 AM	Zyxv,Utsro	qponmlkjihgfedcba		09:30 AM	LCL	S,AFP12		
10:00 AM		10	00 AM	Brown,Ge	rtrude		10:00 AM	Jon	es,Minnie A		
10:30 AM	Last, First J. Mr. III M.D.	10	30 AM	Smith,Joh	n		10:30 AM	Bar	naby,Jonas		
11:00 AM	Patterson, Phyllis	11	00 AM	Zyxv,Utsro	qponmlkjihgfedcba		11:00 AM	Bea	sley,Ronald		
111-20 444	LCIC AEDIO	1 11	20 444	Lacetuour	are Dationt		11.20 444	7.00	· Die en on mileithefodeb-		

3.5 Work List Button

The Work List Button will allow you to access a patients chart via a work list item. Work List Items are things that are marked to be followed up on for a patient. These include: Messages, Rx, Encounters, Charge Slips, Dictation, and Notes. For a full description of all Work List options see <u>Worklist</u>.

	1	mbroxson	fedical Facility Appointment	ts Work List (39-0) Control Panel	Other	Q	+	0	PARADIG	A EHR		
	Sign Selected Create Message Show List for: mbroxson Search: Worklist: Current 🗸 📄												
•	A	tems 🗌	Message 🗌 Rx / Med	File	Encounter	Charge Slip	Dictation No	te	reView	🗌 Order 🔡 🗌 outB	ох		
		Account	Patient		Subject	Assigned	Priority		Action	Modified			
\$									~				
	м	10026	Weischel,Mildred	test		mbroxson;	1 Urgent			02/12/2015 03:59:43 PM			
	N	252430	Curry,Qiang Trystan	Note 33924	ł	mbroxson;	2 Important			12/04/2014 09:48:57 AM			

The Work List button will display the number of work list items for the user, as well as the number of new items since the last time the work list was viewed.

Work List (7-0)

3.6 Control Panel

The control allows you to define up to six (6) areas for displaying information, three on each side. These areas can contain appointments, worklist, inbox, outbox, histories, reports, etc... Each item based on its type can be customized and even set to automatically refresh.

mbroxs	on Medical Facility Appointm	ents Work List	(39-0) Control Panel	Other			P + 0	PARADIGN	M EHR
Appointments	George Provider, M.D.	✓ No Refres	sh 🗸		Work	List 🗸	Mitchell Broxson (mbroxson)	✓ All Items ✓ No Refresh	~
Time	Patient		count LOC	FAC RPI		Account	Patient	Subject	As
09:00 AM 09:30 AM 10:00 AM	Smith,Mary J. Patient,Path1		0043 1 ST10 1						
10:30 AM	Last,First J. Mr. III M.D.		STING 1		M	10026	Weischel,Mildred	test	mb
11:00 AM 11:30 AM	Patterson,Phyllis LCLS,AFP10		0021 1 00 1		N 🗑	252430	Curry,Qiang Trystan	Note 33924	mb
01:30 PM	Parton, Jerry		0020 1			10006	Down,Hanna	Encounter 33923 on 12/03/2014	mb
02:00 PM 02:30 PM	Takamura,Michael Brown,Susan		0047 1		F 🗹	QTEST1	Test,TC1B	Quest 2013Mar14_13.29_PLASM	/mb
03:00 PM					E	QTEST1	Test,TC1B	Quest 2013Mar14_14.20_SUREP	Amb
1					E	OTEST1	Test TC1B	Ouest 2013Mar14 13 55 HEPAT	Imb

Your configuration is automatically saved when you make changes.



3.7 Patient Search Button

Patient Search works in two ways. The first is, as you start typing it will suggest patients as you type. This is based on the patients last name.

Facility	Appointments	Work List (39-0)	Control Panel	Other	sm		P	+	0
10011		nith Sr.,Joh nith.Jack	n				9-55-6599 88-33-4555		
10014	4 İSm	nith,John		11	/17/20	006 M 25	8-36-4569	100	14
10016		nith,Mary nith.Marv J.					8-36-1285 3-12-1111		

If the patient you are searching for appears in the list you may either click on the patient to display the patients <u>chart</u>.

The Patient Search also search the patient database for other information, such as: SSN, address, phone, DOB or account number.

Just enter what you are looking for in the search field and then click the Patient button.

mbroxs	on Medical Facility	Appointments Work List (39-0) Control Panel	Other Searchin	ng	ρ 🔸 😡		PARADIGM E	hr 🗲
Search Criteria	for Patient:	123						
SSN	Account	Patient Name	DOB	Sex	Address	Home	Work	
				~				
568-97-8451	10017	Alonso, Johnny	07/27/1925		12345 Main St Lenoir City, TN 37772	(865) 522-4714	()-	~
553-12-1234	252430	Curry,Qiang Trystan	02/17/1977		800 Poplar Creek Road Oliver Springs, TN 37840	(865) 588-3188	(865) -	
356-97-4125	10006	Down,Hanna	05/30/1958	F	123 Main St Anywhere, TN 99999	(865) 235-6254	()-	

You may then click on the patient you want to display the patients chart.

3.8 Other Options

The other options is the drop down select option on the toolbar.

	Other	
	Administration	`
ſ	Audit Report	ut
	Chart Check-In	
	Chart Check-Out	ne
k	History	:00 :30
t	Inbox	:00
ר IF	Lock Manager	:30 :00
a	News	:30
		:30 :00
	Outbox	:30
J	System Configurations	:00
	System Reports	
	Windows Applications	
		-

3.8.1 Administration

Administration is only accessible by users with Admin RBAC access. This takes you into the data set administration area.

mbroxson Medical F	acility Appointments Work List (39-0) Control Pan	el Other 🔎	+ 😧		PARADIGM EI	HR					
	Administration											
Users RBAC Buttons Templates Reports System Reports Signatures Dataset Alerts Orders Track PER Lab EScript phiMail Users												
Login	Name	Status	Data Sets	Password Expires	Password Pr	rofile Role	^					
Aida	Aida Dillman	Active	001, 002, 003		Password Pre	ofile Admin	1					

3.8.2 Audit Report

Audit Report is only accessible by users with Admin RBAC access. This report allows you to see the audit reporting tool for the data set that you are in. To see audit reports for other data sets you must log in as secadmin or change to the data set you are wanting to view the audit report for.

mbroxson M	ledical Facility A	ppointmen	ts Work	List (39-0)	Contro	Panel Other		+ م	0		PARADIGM E	HR
03/19/2015 - 03/19	/2015	Event (a	~									
Time	Session	Event	Status	User	Data Set	Data	Patient	Encounter	Tab	Subdir	File	
		~	~	~	~				~	~		
03/19/2015 08:25:10	EMR_192.168.0.3	button	Success	mbroxson	002	Medical Hx	10026					
03/19/2015 09:02:04	EMR_192.168.0.3	chart	Success	mbroxson	002	display	10026		Pending			
03/19/2015 09:02:07	EMR_192.168.0.3	button	Success	mbroxson	002	Medical Hx	10026					

3.8.3 Chart Check-In

Chart Check-In works in conjunction with Portable PARADIGM. This is where the .checkin file will be loaded back into the server to check in all changes you have made to patient records while on the Portable PARADIGM system.

mbroxson	Medical Facility	Appointments	Work List (39-0)	Control Panel	Other		P	-	0		PARADIGM EHR 🔶
				Ch	art (Check-in					
		File:								Browse	
				Loa	ıd Chart	Check-in File]				

3.8.4 Chart Check-Out

Chart Check-Out works in conjunction with Portable PARADIGM. This is where you select the patients that you would like to check out for this session.

mbro	oxson Medical Facility Appointments W	ork List (39-0) Co	ontrol Pa	anel Other		🔎 🔸 😧	PARADIGM EHR
Appointmer	nts 💙 03/19/2015 🟹 <	Thursday >		ALL-Resources		✓ ALL-Locations	~
George Prov	rider, M.D.				x	Check-out Patient List	
ime	Patient	LOC	REA	Account		Account Patient	
9:00 AM	Jones,Minnie A	1		10034			
.0:00 AM	LCLS,AFP2	1		LC2			
1:00 AM	Zyxy,Utsrqponmlkjihgfedcba	1		ABCDEFGHIJKL			
1:30 AM	Sinclair, John	1		774009153			
1:30 PM	Hamilton, Wendy	1	SV	10038			
2:00 PM	LCLS,AFP14	1	SV	LC14			
2:30 PM	Patient.Micro5	1	SV	TEST9			
3:00 PM	Donr, Marlyn S.	1	SV	10773			
avid Smith	MD				x		
ime	Patient	LOC	REA	Account			
9:00 AM	O'Reilly,OhhOhh Ohh	1		OREILLYS			
9:30 AM	Surrett,Jeffery	1		999869999			
0:00 AM	LCLS,AFP5	1		LC5			
0:30 AM	Jones,Mickey	1		10033			
1:00 AM	Step,Pete	1		123			
1:30 AM	Cross.David	1		10050			
1:30 PM	Last,First J. Mr. III M.D.	1		TESTING			
2:00 PM	Zyxy,Utsrqponmlkjihgfedcba	1		ABCDEFGHIJKL			
2:30 PM	Stone Johnathan	1		988772587			
3:00 PM	Sanford,Fred	1		10012			
nternist Bul	tler, M.D.				х		
ime	Patient	LOC	REA	Account			
9:00 AM	Robinson,Frances	1		10018			
0:00 AM	Zyxv,Utsrqponmlkjihgfedcba	1		ABCDEFGHIJKL			
0:30 AM	Hebert,Judy	1		10009			
1:00 AM	Earnie,Dail	1		10031			
1:30 AM	Robinston,Paloma	1		10042			
1:30 PM	Smith,Jack	1		10015			
2:00 PM	Zyxv,Utsrqponmlkjihgfedcba	1		ABCDEFGHIJKL			
	LCLS.AFP13	1		LC13			
2:30 PM		1		10007			

3.8.5 History

The History button allows you to find a patients chart based on a history of charts that you have worked with. It gets this data from the log that is kept of all activity. Clicking the History button you will see something similar to the following:

mbroxson QRS Me	dical Clinic Appointments	Work List (7-0) Control Panel Other			ρ + Θ	PARADIGM EHR(
ser All Users	~	Date Range 03/18/2015 0	3/18/2015		Search	
User	Account	Patient	DOB	Sex	SSN	Date Time
~				~		
nbroxson	110484	Abbott,Jeff	09/02/1964	м	123-12-1234	03/18/2015 19:40:06

By default it will display a history for your user for the current day. You may change the selection criteria to display another user or all users. You may also select a date range by clicking in the date fields to set a start and end date. After changing the dates click the Search button. You may also enter in search text in the Search field to display only matching records.

3.8.6 Inbox

Inbox is a special mode that allows you to quickly file documents into patients charts that are placed into the inbox folder. The inbox folder is a common shared folder for a data set that can be accessed externally to allow other applications (such as faxing programs, or interfaces) to have a common place to place documents that can not be automatically filed electronically.

These are documents that will require human intervention to be filed in the proper patient chart.

Clicking on the Inbox option will display all files stored in the inbox and put the program in the inbox mode.



While in the inbox without a patient chart you will have the Transfer, and Scan buttons available.

3.8.6.1 Moving a File to a chart

While in the inbox mode, any patient chart selected using the <u>Patient Search</u> mechanism will be displayed with the inbox and file selected.

								,		
Patient Chart (Pending)	Accou	unt En	counter	Recent	Inbox	Outbox	Trash	Message	Recall	
Abbott,Jeff	11048	84 Cre	eate Walk In	Open	Rx (med)	Problem	Allergy	Alert 10	Track	0
DOB: 09/02/1964	\$ 1838	No	Encounter	Orders	Reports	PER				
AGE: 50 Yr SEX: Male	\$ 1850	8.00								1
Next Appt:04/09/2015 11:20 AM [2]						crucial note ng as the ch			ay in the	•
Note Rx Labs Xrays Correspondence Mess	⊐ ages Insurance Pat II	Info DOC	A Very Long Tab Na		~	-				1
	Attach to Order Link	k File Stick	v Note History Ed	it Rename	Move Tr	ash Info	maging Re	sult: 🗌 Fi	le Date:	IA .
1 inbox					II					<u>∩</u> ^
File Date	T X 74 X 374		TT : L OO CI		T	Width 🗸			. n	
dgi-logo-214 1403/18/2015	Image Viewer Wi	idth 214	Height 82 Siz	ze 🔛 L	1	wiath 🗸	Rotat	e 0° '	✓ Print	8
	D)r	ur > >	n	n	1(r()(1]	d p	Ð

You may then click the Move button to move the file to correct tab within the patients chart.

The Transfer and Scan buttons are not available when in a patients chart and the inbox.

If your <u>profile default</u> is to have charts open an separate tab / window the inbox will automatically refresh when you return focus to the tab or window with the <u>toolbar</u>.

3.8.7 Lock Manager

This is an administrative tool that allows an administrator to remove stale lock files. A stale lock file may be produced if a computer is shut down while a file is locked, or the web browser crashes for some other reason.

mbroxson	Medical Facility	Appointments	Work List (39-0)	Control Panel	Other	P	+	0	PARADIGM EHR 📀
					Lock M	anager			
Home	TD:102 168	Sear		7 142670276		> 10026_Encounter5_M	-0117		z

You may search for a lock by user, SEID, Patient Code, Tab, Encounter Number, or Form name.

Click on a lock and you will be prompted.

Windows Internet Explorer
Remove Lock: 5062_Encounter_688_CC-HPI.pdd
OK Cancel

If you click OK the lock file will be removed.

You may also access the lock manger by clicking on a lock notification of a file.

This file is being edited by user: jeff SEID:1217334005
Allergies

If you are not an administrator, you will first be prompted for a password.

3.8.8 News

This area connects to QRS's website to view EHR and other QRS related news.

				The	Toolbar	67
mbroxson Medical Fa	cility Appointments Work List (3	39-0) Control Panel Othe	۲ پ	• •	PARA	DIGM EHR
Healthcare Solutions				Keywords		2
Home About	Js 👻 PARADIGM EHR 👻	PARADIGM PM -	Additional Solutions -	Customer Portal	Patient Port	al -
PARADIGM E	IR News					
Meaningful Use						
	dition Press Release					

3.8.9 Outbox

The user out box provides a place for you to send documents to send to a third party. This is useful for things such as school or work excuses that you want to securely email.

mbroxson	QRS Medical Clinic	Appointments	Work List (7-0)	Control Panel	Other		P +	0	PARADIGM EHR 📀
Out box for Us	er: mbroxson								
<		0	Remove from	Outbox					
1 Outbox	🗊 🔒 💼		چ 🕹 📙	📦 - 🔯 🔇) () (s - 🔊 - 🔋 🐔	🔊 S C	j 🕂 📮	Creation Tools
File Note_33904.p	Date						0		
			🗞 🧶 -		- 🗞	🐟 🐨 -			
		ſ							^
						Docto	ors Office	e Knoxvi	lle
						Be	st Physic	ian M.D.	
						20	10 Castaic L Knoxville, TN		
						1	Phone: (865)		

Individual files may be sent to the user outbox by clicking the red <u>outbox</u> button and the document header.

3.8.10 System Configuration

The System Configuration is a group of configurations based on the types Clinical, Admin, and User.

mbroxson Medical Facility Appointments Work List (41-0) Control Panel Other				🔎 🔹 😯 PARADIGM EHR (hr 🔶			
Туре	Configuration	Heade	er: Select Font 👻 Size 💌	B /	U T _{II} 👌			Ж	- b	19	6	ŧ,	÷	HTML
~														
Admin	Export Setup			Medical Facility, P.C. 2010 Castaic Lane										
Clinical	CCDA				2010	oustate	Lane							
Clinical	Exam			Knoxville , TN 37932 Phone (865) -										
Clinical	ROS	1												
User	Patient Glance													

3.8.10.1 Export Setup

Export Setup allows for configuration of the way that files print / export from the EHR.

Header:	Select Font V Size V B Z U T A C E E A C C C C E E HTML										
	Medical Facility, P.C. 2010 Castaic Lane Knoxville , TN 37932 Phone (865) -										
Cover Page:	Select Font V Size V B Z U T A C E E A C C C C E E HTML										
	Patient: {pat_name} Account #: {pat_code} DOB: {pat_dobf} Sex: {pat_sexf} File: {file} Number of pages (including cover): {numpages}										
Include Signature:											
Include Sticky Note:											
Exclude Cover Page in Outbox:											
Footer Left:	Printed on 01/01/2014										
Footer Center:	Patient: Example,Test [10001] DOB: 01/01/1990 Sex: M 🗸										
Footer Right:	Page 1 of 2										
	Save Ask										

5

3.8.10.2 CCDA

CCDA Options allow you to configure how your CCDA documents (Clinical Summaries, Transitions of Care, etc.) will export. These settings can always be overwritten on a per-file basis when generating the CCDA file for a patient.

Select what to show	Clinical Summary Default Options
Patient Name	
Patient Sex	
✓ Patient DOB	
✓ Patient SSN	
Patient Ethnicit	v
Patient Race	, ,
Patient Languag	re
Encounter Infor	
Reason(s) for Vi	isit
✓ Procedures	When not visit specific, show procedures completed between 2 Days before the Current Date ✓ and 2 Days after the Current Date
✓ Medication Alle	rgies
✓ Problem List	
✓ Medications	
✓ Immunizations	
Smoking Status	
✓ Functional and	Cognitive Status
✓ Instructions and	d Advanced Directives
🗌 Plan	
Vitals	
✓ Lab Results	Show results received between 60 Days before the Visit/Current Date and 60 Days after the Visit/Current Date
✓ Care Team	
✓ Referrals	

3.8.10.3 Review of Systems / Exam

Review of Systems / Exam Configuration

The Review of Systems and Exam forms look at a configuration under System Configuration. The form configurations allow you to setup the systems and symptoms/findings for the form. The hierarchy that the forms look at is: 1st the appointment Resource and Reason, 2nd just the Resource, 3rd just the Reason, 4th the Practice Configuration, and lastly the QRS Standard Configuration.

At the top of the configuration page you will see a selection for the Resource and Reason along with 3 – 5 buttons. The buttons are: Load Standard, which copies the QRS Standard Configuration into your current Resource/Reason selection. Save, which saves your current Resource/Reason selection. Clear, which clears the systems and Symptoms/Findings for your current Resource/Reason selection. Load, which loads the saved configuration for your

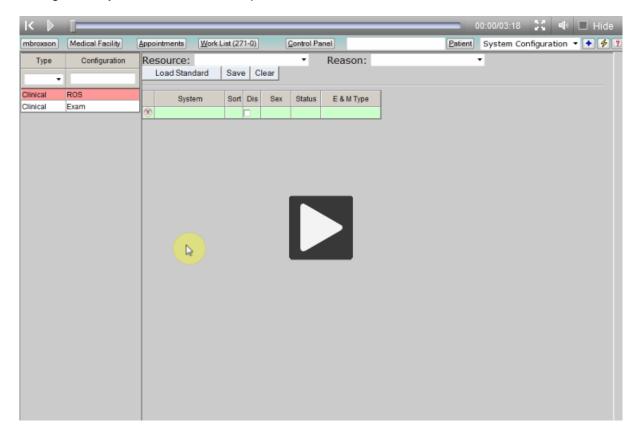
current Resource/Reason selection. And Remove, which removes the saved configuration for your current Resource/Reason selection. The Load and Remove buttons only appear if there is a configuration saved for your current Resource/Reason selection.

Under the Systems section of the configuration, you can add and remove Systems. Set the numeric sort order for the systems. Temporary disable a system. Define a sex for the system if it is only applicable to Males or Females. Set the default status of a system. And set the Evaluation and Management system type.

Under the Symptoms/Findings section, you can add and remove items. Set the numeric sort of the items. Set the item label. Define a sex for the item if it is only applicable to Males or Females. Set the default status of an item. And set the default description of the item.

Please note that both numeric sort sections do not have to be in consecutive order. For example, you can set the sort in increments of 10 to allow for adding additional systems or items at a later time.

To copy one configuration to another, you would first load the configuration that you would like to copy. Then select the configuration that you would like to copy it to. Make any changes that you would like. Then press the save button.



3.8.10.4 Patient Glance

Please see the configuration section under the Patient Glance topic in Patient Reports.



3.8.11 System Reports

Here you may access both standard and custom reports that are system based.

mbro	kson	Medical Facility	Appointments	Work List (39-0)	Control Panel	Other	ρ	+	0	PARADIGM EHR 🗲
Standard System Reports										
Automate Me	asure	Calculation								
Click Log POS	ST data									
Clinical Qua	lity Me	asures								
Data Portabi	lity									
Generate Pat	ient Lis	st								
Immunizatio	n Due l	.ist								
Imported Ima	ages									
Lab Report Lo	og									
PARADIGM T	ools Te	st								
Patient Remi	nders									
Physician Qu	uality P	eporting Syste	m (PQRS) Meas	ures						
Portal Activit	ty .									

3.8.11.1 Standard Reports

Standard EHR Reports

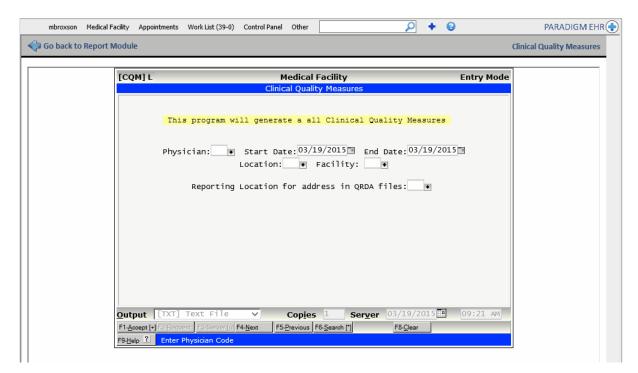
3.8.11.1.1 Automated Measure Calculations

This option allows you to run a graph report for all Automate Measure Calculations for Meaningful Use.

[AMC] L 2	Medical Facility	Entry Mode
	Graph All Automated Measures	
PI	ram will generate a graphical status report of a hysician: Location: Facility: Portal Client Number: 0 Location: Facility: 0 of Lab Reports not received electronically:	2: 02/26/2015
If Sta	ge 2:	
	Number of Lab Orders not ordered in the EHR: er of Imaging Orders not ordered in the EHR: Lab Order Names without the word Lab: (i.e.	Quest, Pathgroup)
Imaging	Order Names without the words Rad or Imag: (i.e.	Quest, Pathgroup)

3.8.11.1.2 Clinical Quality Measures

This option will allow you to generate your Clinical Quality Measures for Meaningful Use.



3.8.11.1.3 Data Portability

The Data Portability report allows you to export one or all of your patients to a CCDA file. You will be presented with a download option that will be a zip file with all patient's CCDA files within it.

mbroxson Medical Facility Appointments Work List (39-0) Control Panel Other 🔎 🔶 🍨 😧	PARADIGM EHR 🕀
Co back to Report Module	Data Portability
Enter a single patient to export a CCDA file for, or leave empty to export all patient's CCDA files in a single zip file.	
Patient code:	
Export	

3.8.11.1.4 Generate Patient List

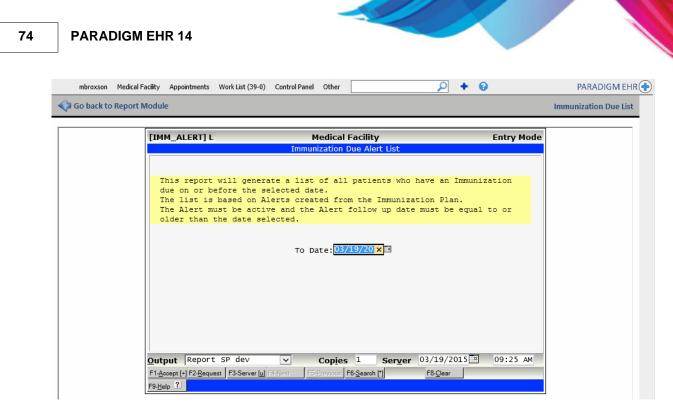
This program will let you generate a patient list based on patient demographics, problems, medications, allergies, and track able data.

73

o back to Rep	ort Module			Generate Patient L
				1
	[GPL] L 12	Medical Facility	Entry Mode	
		Generate Patient List (170.302.i)		
	This program will	generate a patient list to yo	our specifications.	
		<u> </u>	-	
	Date Range From: 01/01/20			
	Use AND/OR Comparison: AND			
	Patient: Age from (inclus	;ively):0 To:100 Sex: 💿		
	Problems:		Use Date Range: Y	
	Contain: DIABETES		USE Date Kange.	
	Do Not Contain:			
	Medications Contain:		Use Date Range: Y 💿	
	Do Not Contain:			
	Allergies:		Use Date Range: Yo	
	Contain:			
	Do Not Contain:			
	Output [PDF] Screen	Copies 1 Server	03/19/2015 09:24 AM	
	Output [PDF] Screen			
	Output [PDF] Screen F1-≜œept [+] F2-Bequest F2-Server (d) F4 F9-Help ?		03/19/2015	
mbroxson Mee	F1-Accept (+) F2-Bequest F3-Server (2) F4	Hext. F5-Previous F6-Search [*]	F8- <u>C</u> lear	PARADIGM
	F1-Accept (+) F2-Accept (*) F4 F9-Help ?	Hext. F5-Previous F6-Search [*]		
mbroxson Med	F1-Accept (+) F2-Accept (*) F4 F9-Help ?	Hext. F5-Previous F6-Search [*]	F8- <u>C</u> lear	
	F1-Accept (+) F2-Accept (*) F4 F9-Help ?	Hext. F5-Previous F6-Search [*]	F8- <u>C</u> lear	
	F1-Accept [4] [22:Acquest [22:Server [0] [74 F9:Help 2] lical Facility Appointments Work List (39-0) ort Module	Hext F5-Previous F6-Search [1]	F8-Clear	
	F1-Accept [4] [22:Accept [4] [22:Accept [4] [24:Accept [44:Accept [4] [24:Accept [44:Accept	Control Panel Other	F8-Clear	
	F1-Accept [4] [22:Acquest [22:Server [0] [74 F9:Help 2] lical Facility Appointments Work List (39-0) ort Module	Control Panel Other	F8-Clear	
	F1-Accept [+] F2-Bequest F2-Server (1) F4 F9-Help 2 lical Facility Appointments Work List (39-0) ort Module [GPL] L 12 Lab Results:	Hext F5-Derivous F6-Search [1] Control Panel Other	F8-Clear	
	F1-Accept [+] F2-Bequest F2-Server (1) F4 F9-Help 2 lical Facility Appointments Work List (39-0) ort Module [GPL] L 12 Lab Results:	Control Panel Other Medical Facility Generate Patient List (170.302.i) Operator : Trackable Data	Entry Mode Use Date Range: № a Value: Use AND/OR: A © A ©	
	F1-Accept [+] F2-Bequest F2-Server (1) F4 F9-Help 2 lical Facility Appointments Work List (39-0) ort Module [GPL] L 12 Lab Results:	Control Panel Other Medical Facility Generate Patient List (170.302.i) Operator : Trackable Data	Entry Mode	
	F1-Accept [+] F2-Bequest F2-Server (1) F4 F9-Help 2 lical Facility Appointments Work List (39-0) ort Module [GPL] L 12 Lab Results:	Control Panel Other Medical Facility Generate Patient List (170.302.i) Operator : Trackable Data	Entry Mode Use Date Range: № a Value: Use AND/OR: A © A ©	
	F1-Accept [+] F2-Bequest F2-Bequest <td< td=""><td>Control Panel Other Medical Facility Generate Patient List (170.302.i) Operator : Trackable Data</td><td>F8_Clear F8_Clear Entry Mode Use Date Range:</td><td></td></td<>	Control Panel Other Medical Facility Generate Patient List (170.302.i) Operator : Trackable Data	F8_Clear F8_Clear Entry Mode Use Date Range:	
	F1-Accept [1] P2 Hequest F2-Server [1] F4 F9-Help ? ? ical Facility Appointments Work List (39-0) ort Module [GPL] L 12 Lab Results: Trackable Data Object: Trackable Data:	Control Panel Other Medical Facility Generate Patient List (170.302.i) Operator : Trackable Data	Entry Mode Use Date Range: № a Value: Use AND/OR: A © A ©	
	F1-Accept [+] F2-Bequest F2-Bequest <td< td=""><td>Control Panel Other Medical Facility Generate Patient List (170.302.i) Operator : Trackable Data</td><td>F8_Clear F8_Clear Entry Mode Use Date Range:</td><td></td></td<>	Control Panel Other Medical Facility Generate Patient List (170.302.i) Operator : Trackable Data	F8_Clear F8_Clear Entry Mode Use Date Range:	
	F1-Accept [1] P2 Hequest F2-Server [1] F4 F9-Help ? ? ical Facility Appointments Work List (39-0) ort Module [GPL] L 12 Lab Results: Trackable Data Object: Trackable Data:	Control Panel Other Medical Facility Generate Patient List (170.302.i) Operator : Trackable Data	F8_Clear F8_Clear Entry Mode Use Date Range:	
	F1-Accept [1] P2 Hequest F2-Server [1] F4 F9-Help ? ? ical Facility Appointments Work List (39-0) ort Module [GPL] L 12 Lab Results: Trackable Data Object: Trackable Data:	Control Panel Other Medical Facility Generate Patient List (170.302.i) Operator : Trackable Data	F8_Clear F8_Clear Entry Mode Use Date Range:	
	F1-Accept [1] P2 Hequest F2-Server [1] F4 F9-Help ? ? ical Facility Appointments Work List (39-0) ort Module [GPL] L 12 Lab Results: Trackable Data Object: Trackable Data:	Control Panel Other Medical Facility Generate Patient List (170.302.i) Operator : Trackable Data	F8_Clear F8_Clear Entry Mode Use Date Range:	
	F1-Accept [1] P2 Hequest F2-Server [1] F4 F9-Help ? ? ical Facility Appointments Work List (39-0) ort Module [GPL] L 12 Lab Results: Trackable Data Object: Trackable Data:	Control Panel Other Medical Facility Generate Patient List (170.302.i) Operator : Trackable Data	F8_Clear F8_Clear Entry Mode Use Date Range:	
	F1-Accept [1] P2 Hequest F2-Server [1] F4 F9-Help ? ? ical Facility Appointments Work List (39-0) ort Module [GPL] L 12 Lab Results: Trackable Data Object: Trackable Data:	Control Panel Other Medical Facility Generate Patient List (170.302.i) Operator: Trackable Data Operator: Trackable Data Operator: Trackable Data	F8_Clear F8_Clear Entry Mode Use Date Range:	PARADIGM E Generate Patient Li

3.8.11.1.5 Immunization Due List

The Immunization Due List looks for all Immunization Due alerts for patients in order for you to schedule appointments with those patients.



3.8.11.1.6 Imported Images

The Imported Images report is an interactive report that allows you to view all of the images that you imported within a given date range. This can be useful to validate and correct the Imaging Results Automated Measure Calculation Report. By clicking on the image in the list on the left, the system pulls up the image on the right and allows you to check the Imaging Results checkbox and/or set the Image File Date.

mbrox	son Medical Facility App	ointments Work	(List (39-0) C	ontrol Panel Other		₽ + 0	PARADIGM EHR 🔶
🥠 Go bao	k to Report Module						Imported Images
From Date:	03/01/2014 To	Date: 03/19/20	15	Refresh			
Patient ID	Patient Name	Tab	Sub	File	Imaging Result	Rename Move Trash Info Show / H	ide Signatures
			~		\sim	Imaging Result: 🗌 File Date:	
10026	Weischel,Mildred	Messages		dual_screen_wallpap	No	to delia two mb	
TEST1	Test,Patient	Corresponden		SCAN_201412101052	No		ectronically signed by: ida Dillman (Aida)
						V V	2/10/2014 11:00 AM
						Eye Clinic	

3.8.11.1.7 Lab Report Log

The Lab Report Log allows you to view a list of all labs imported through a Lab Results HL7 Interface within a specified date range.

[LAB	RESULTS] L	Medical Facility	Entry M	ode
		Lab Results Log		
	List	Lab Results imported in given da	ate range.	
	Ct and	t Date:03/19/20 × 🗉 End Date:03,	/19/2015	
	Star	L Date: 03/13/140 × End Date: 03/	13/2013	

3.8.11.1.8 PARADIGM Tools Test

The PARADIGM Tools Test is a test page for the PARADIGM Tools Java Applet.

mbroxson	Medical Facility	Appointments	Work List (39-0)	Control Panel	Other			2	+	0	PARADIGM EHR 🔶
🍫 Go back to	Report Modu	le									PARADIGM Tools Test
			ument. A printer ava installation.	dialog box wil	appear.	You can Print o	r Cancel pr	omptii	ng a ":	Succe	ss" alert. If you do not get the "Success"
Click here to test J	ava										

3.8.11.1.9 Patient Reminders

Here you may generate reminder letters for patients based on patient demographics, problems, allergies, medications and track able data. This is done by using the alert code definitions.

[EALT_REM] L	Medical Facility	Entry Mode
	Patient Reminders (170.304.d)	
generate reminder le The letters are base The Alert must be Ac follow up date, or t You may want to appl You may print or ser Letters Sent Via Eme Alert	enerate a patient reminder list as well tters and send them based on patient ed on alert codes definitions. ttive and the current date must be equ- the followup date is empty. By the alert to all patients before ged d the letters from the Backup Print F ful or Patient portal will be sent to to code: Manmogram x Apply: None a from: 10/01/2014	preference. The or past the merating the letter File Manager. the interfaces.
Generate Le	chart: Correspondence/Outgoing	ø
	enter your letter on the next screen	

The second page allows you to enter the letter you want to send. This letter will be stored with the alert code for future use.

	acility Appointments Work List (39	-0) Control Panel Other	9 + ۹	PARADIGM
o back to Report I	Module			Patient Remind
			.]
	[EALT_REM] L <u>12</u>	Medical Facility Patient Reminders (170.304.d)	Entry Mode	
		Patient Reminders (170.304.d)		
	It is time for you t	o schedule an appointment for a M	ammogram. ×	
	Please call our offi	ce at your convenience.		
	Output Report SP dev		03/19/2015 09:32 AM	
	F1-Accept [+] F2-Request F3-Server	U F4-Next F5-Previous F6-Search [1]	F8- <u>C</u> lear	
	F9- <u>H</u> elp ?			



3.8.11.1.10 Physician Quality Reporting System (PQRS) Measures

The Physician Quality Reporting System (PQRS) Measures Report allows you to generate your PQRS reporting files. This report allows you to select the date range, applicable providers, applicable locations, applicable facilities, and the reporting location for the PQRS files. If the Providers, Locations, or Facilities checkboxes are all left blank, all of the Providers, Locations, or Facilities will be reported for.

mbroxson	Medical Facility	Appointments	Work List (39-0)	Control Panel	Other			2	+	0	PARADIGM EH
\Rightarrow Go back to	Report Modul	e						Phy	ysicia	n Quality Reporti	ing System (PQRS) Measures
			Phy	ician Quality Re	eporting	System (PQR	S) Measures				
This program wi	II generate a list	of all Physicia	n Quality Report	ing System (PQ	RS) Meas	sures					
Start Date		03/1	9/2015 7		E	nd Date				03/19/2015	7
Providers	_	_	Locatio	15	-	_	_	Facili	ities	_	_
🗌 [1] Physician	M.D.,Best		[1]	Doctors Office	Knoxville	e		0	[1] Do	tors Office	
[2] Last M.D.,F	irst M.		[2]	Doctors Office	Seviervil	le		0	[2] Kno	xville Hospital	
[3] Butler M.D	.,Internist		[3]	Get Well Clinic				0	[3] Car	e Clinic	
Reporting Location	n for QRDA		Doctor	s Office Knoxvi	lle						~
Run Report											

3.8.11.1.11 Portal Activity

The Portal Activity report allows you to view which patients have logged into the Patient Portal and which ones have sent a message within the date range selected.

mbroxson	Medical Facility	Appointments	Work List (39-0)	Control Panel	Other		P	+	0	PARADIGM EHR 🔶
🥠 Go back to	Report Modul	e								Portal Activity
Portal Client ID:	14	From Da	te: 03/19/2015	To Da	ate: 03,	/19/2015	Refresh	E	3	
Patient ID	Pati	ent Name	Logged In	Sent Mess	age					
				•	\checkmark					

3.8.12 Window Applications

Window applications are programs that you need or may be helpful when using PARADIGM EHR.

	Window Applications
Program	Description (Tools and Programs you will need if you want to use the extended functionality they provide)
Alternatiff *	AlternaTIFF is a web browser add-on (ActiveX control or plug-in) that displays most of the common types of TIFF image files. If you plan on using tiff images this is a great plugin for internet explorer for viewing them.
PDF Exchange Viewe	Those wishing to View/Modify or perform simple editing of PDF files on their Windows PC's now have a FREE alternative! The PDF- XChange Viewer is smaller, faster and more feature rich than any other FREE PDF Reader/Viewer/Editor available. This program is a replacement for Adobe Acrobat. It includes a browser plugin. If you want to add Digital Signatures to PDF documents, you may upgrade to the PRO version for a small fee.
PARADIGM Tools	PARADIGM Tools allow you to use a TWAIN scanner connected to your PC to scan directly into PARADIGM EHR. It allows saving scanned images as TIFF, PDF, or JPEG format. It also suports file transfer to and from your PC.
Program	Description (Tools and Programs which are useful)
PDF Creator *	PDFCreator is a free tool to create PDF files from nearly any Windows application.
PhraseExpress *	PhraseExpress organizes your frequently used text phrases and allows pasting them into the progression application.
PaintNET *	Paint.Net is a modern replacement for the windows paint program. It allows more flexability when editing image files. This program requires Microsofts .NET framework to run. If you do not have the .NET framework installed on your PC you will be prompted to download and install it first.
	Helpful Hint To automatically pull files up in the editor instead of the windows picture and fax viewer, Open the My Computer Icon on your computer. Click on Tools>Folder Options. Click on the File Types Tab. Find the File type GIF, and change it to used Paint.NET as the application to open the file. You may do the same for JPG and any other image files types you want to directly edit.
Transcription Buddy *	Record and Play audio (transcription) files using PARADIGM EHR
	Helpful Hint. To automatically pull files up in the editor instead of the windows media player, Open the My Computer Icon on your computer. Click on Tools>Folder Options. Click on the File Types Tab. Find the File type WAV, and change it to used transciption buddy as the application to open the file. You may do the same for MP3 and any other audio files types you want to directly edit.
eSpell (Spell Checke	eSpell is a free Internet Explorer browser extension that spell checks text input boxes on a webpage.

The two tools that you may need are Alternatiff and PDF Exchange Viewer. Scanned documents are usually in either TIFF (alternatiff) or PDF format.

PDF Exchange viewer is used in place of Adobe Acrobat, because it allows you to not only view PDF files with a browser plugin, but also edit them to add annotations, signatures, and sticky notes.

3.9 PARADIGM+ Access

+

This button allows into the PARADIGM+ control panel. You must have a concurrent account in PARADIGM+ along with access established for your role in the RBAC file by the system administrator.

When pressed it will open PARADIGM+ in a new window and automatically log you in.

3.10 Help Button

The Help button will open up this help document in a separate window. See <u>Help Central</u>.

3.11 Urgent Messages

The Urgent Messages feature of the toolbar will monitor work list items looking for new messages in your worklist that have a priority of "Urgent". If a new messages is found it will automatically display the "Urgent Work List Message" Dialog box in the browser tab or window that has the Toolbar program

running. If you are on another tab you may notice the tab flashing for a moment on the browser tab list.

2	ງເ	Urge	ent Work List	t Message Webpage Dialog	Statements and	5. J. 188		
				You ha	ave 1 new Urgent	Work List (Item	
			Account	Patient	Subject	Assigned	Priority	Action
						•	•	
	М	2	110484	Abbott,Jeff	Please Call	jeff;	1 Urgent	
	•				III			4

From the dialog box you may hover and click on the message item to pull up the information in another window. (NOTE: If you close the dialog window, any windows opened under it will also close). Or you may click on the message at the top of the form to open and display the work list items from the toolbar. From there the items will open under the control of the toolbar.

The Urgent Message Dialog window will also monitor new messages as they come in.

Part 4

Appointments

4 Appointments

The Appointments Button will display the appointment book below the Toolbar. This mode will allow you to access a patients chart via appointments entered in the PARADIGM Practice Management System.

mbrox	son Medical Facility Appointment	s Wo	rk List (39-0)	Control Pane	l Other		P	+ 😧	PARADIGM EH	HR
Appointment	ts 🗸 03/19/2015	7 <	Thursday	>	ALL-Resource	es Acros	; 🗸	ALL-Locations	~	
Continued	Overbook Checke	ed In	Regist	ered	In Care	Checke	d Out	💩 Slip Submitted 📃 Note Crea	ited 📝 Note Signed	
» George	Provider, M.D.	х	» David	Smith, M.D.		Х	» Intern	ist Butler, M.D.	x	
Time	Patient R	toom	Time	Patient		Room	Time	Patient	Room	
09:00 AM	Jones,Minnie A		09:00 AM	O'Reilly,	DhhOhh Ohh		09:00 AM	Robinson,Frances		
09:30 AM			09:30 AM	Surrett,Je	ffery		09:30 AM			
10:00 AM	LCLS,AFP2		10:00 AM	LCLS,AFP	5		10:00 AM	Zyxv,Utsrqponmlkjihgfedcba		
10:30 AM			10:30 AM	Jones,Mi	ckey		10:30 AM	Hebert,Judy		
11:00 AM	Zyxv,Utsrqponmlkjihgfedcba		11:00 AM	Step,Pete			11:00 AM	Earnie,Dail		
11:30 AM	Sinclair,John		11:30 AM	Cross,Da	vid		11:30 AM	Robinston,Paloma		
01:30 PM	Hamilton,Wendy		01:30 PM	Last,First	J. Mr. III M.D.		01:30 PM	Smith,Jack		
02:00 PM	LCLS,AFP14		02:00 PM	Zyxv,Utsr	qponmlkjihgfedcba		02:00 PM	Zyxv,Utsrqponmlkjihgfedcba		
02:30 PM	Patient,Micro5		02:30 PM	Stone,Joh	inathan		02:30 PM	LCLS,AFP13		
03:00 PM	Donr, Marlyn S.		03:00 PM	Sanford,I	red		03:00 PM	Miller,Judy	i	

4.1 Selection Toolbar

The Selection toolbar on the Appointment schedule allows you to select the appointment information you want to display.

Appointments ∨ 03/19/2015 🣅 < Thursday > ALL-Resources Across ∨

It is divided into four parts.

Date

This controls the date that will be displayed. You may select the date by dropping down the month or day, or entering the year. You may also click on the calendar icon next to the date to open a popup calendar and select a date using this feature.

🥖 Sele	🤌 Select Date Webpage Dialog												
ΜY	M	зу	-	2010	-	Y							
<<	<	Cur	rent	Clr >		>>							
Sun	Mon	Tue	Wed	Thu	Fri	Sat							
2	3	4	5	6 13	7	8							
9	10	11	12		14	15							
16	17	18	19	20	21	22							
23	24	25	26	27	28	29							
30	31												

The Day of week Button will change the date to the current day if clicked. It will be displayed in red if

the current day is not shown.

The > button will add 1 day to the current day

The < button will subtract 1 day from the current day.

Туре

This determines if you are looking at appointments or hospital rounds.

Resource

This is a drop down list that will allow you to select either a specific resource or all resources for the given day. When viewing all resources for a day you each <u>book will have controls</u> to allow you to adjust the display.

Location

This is a drop down list to allow you to select a specific location or all locations on your book display.

4.2 Appointment Legend

The appointment legend is used to identify at what point a patient is in the patient flow for their appointment.

Continued Overbook	Checked In	Registered	In Care	Checked Out	Å s
--------------------	------------	------------	---------	-------------	-----

You can see if the appointment is a continuation (long) appointment. If the patient is an overbook. You may also easily identify patients that have been checked in, are in care, have had a charge slip submitted or checked out.

» David Sr	mith, M.D.	х
Time	Patient	Room
09:00 AM	â 🕜 O'Reilly, OhhOhh Ohh	
09:30 AM	Surrett, Jeffery	1 - Roo
10:00 AM	LCLS,AFP5	09:59 A
10:30 AM	Jones,Mickey	09:59 A
11:00 AM	Step,Pete	09:59 A
11:30 AM	Cross,David	
01:30 PM	Last,First J. Mr. III M.D.	
02:00 PM	Zyxv,Utsrqponmlkjihgfedcba	
02:30 PM	Stone, Johnathan	
03:00 PM	Sanford,Fred	

4.3 Appointment Books

The Appointment Book will display all appointments for a resource and location for a given date that are in the PARADIGM appointment schedule file.

» David	Smith, M.D.	Х
Time	Patient	Room
09:00 AM	â 🕜 O'Reilly, OhhOhh Ohh	
09:30 AM	Surrett, Jeffery	1 - Roo
10:00 AM	LCLS,AFP5	09:59 A
10:30 AM	Jones,Mickey	09:59 A
11:00 AM	Step,Pete	09:59 A
11:30 AM	Cross,David	
01:30 PM	Last,First J. Mr. III M.D.	
02:00 PM	Zyxv,Utsrqponmlkjihgfedcba	
02:30 PM	Stone, Johnathan	
03:00 PM	Sanford,Fred	

The appointment schedule will display the time, patient name, account number, location, facility, room number, reason and any notes for the appointment. You may select a patient and <u>display the patients</u> chart by hovering over the patient name and clicking. The PARADIGM EHR appointment schedule will also allow you to check a patient in or put a patient in care.

When viewing more than one resource at a time each book will display in it's own container. You may use the <u>Book Controls</u> to adjust each book.

4.3.1 Checking a Patient In

Checking a Patient in is the easily accomplished by clicking on the time in front of the patients name on the appointment book. You may only check a patient in if the the appointment book displayed is the current date. When a patient is check in the appointment book will redisplay.

This will add a time stamp to the appointment schedule file.

Because checking a patient in is usually done at the front desk by administrative personnel, you may also use PARADIGM to check a patient in.

Clinical people in the back office can see who has been check in and are ready to be brought to the back for patient care.

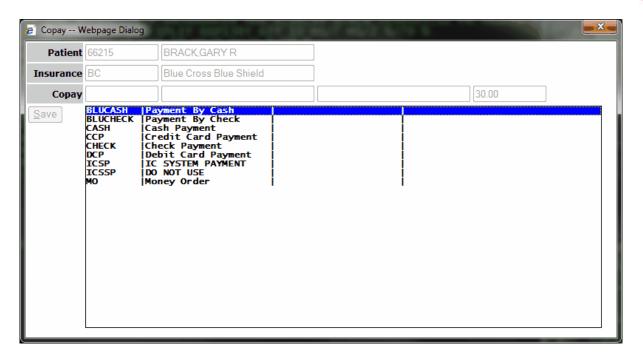
If you have access to PARADIGM The PAT form in PARADIGM will display for you to review the patient information.

Unchecking in a patient

If you accidentally check in a patient and want to uncheck the patient, simply double-click on the time field again.

4.3.1.1 Record co-pay

If the patients primary insurance has a copay amount defined the program will automatically take you to the Copay form if you have access. This form allows you to collect the copay for the patient.



Select the method of payment, enter a comment if needed and Save. You will then be prompted to print a Receipt of the payment.

The system will create the core Encounter in PARADIGM showing the copayment. subsequent charges from the charge slip will be sent to that same visit.

4.3.2 Putting a Patient In Care

After a patient has been checked in and registered, the room # column will display the time the patient was checked in. By clicking on that time an input field will display in the room number column. To put a patient in care simply enter a value in the room number field for the patient and press enter. The schedule will automatically update the status of the schedule and redisplay it. You may enter any value you like in the room number, but it's intended purpose it to identify where the patient is in your medical practice. Therefore each time a patient is in care and moves you may change the room number to reflect that.

For example: The patient is checked in. The nurse gets the patient and takes them to the nurses station to get vitals, history etc.

At that point the nurse could put NS for the room. After the nurse has finished and placed the patient in an exam room, the nurse could put the exam room number. This lets the provider know the patient is in a room and ready to be seen. If the provider gives orders for lab or x-ray the room could be update as well.

Once the patient is returned to an exam room, it may be updated again.

The patient will remain "in-care" until either a charge slip is submitted, or the patient is checked out.

4.3.3 Viewing a Patients Chart

To display a patient's chart from the appointment book, simply click on the patients name. <u>The chart</u> will then display in either the frame where the appointment book displayed, or in a separate tab or window depending on your personal preferences.

4.3.4 Check a patient out

When a patient is in care, clicking on the time field will allow you to check a patient out. If you have access to PARADIGM it will take you to the Encounter form, otherwise it will just check them out.

4.3.5 Book Controls

When displaying multiple schedule at the same time, each book will display in its own container that has controls that allow you to manipulate your view of that schedule.

» David S	mith, M.D.	х
Time	Patient	Room
09:00 AM	å do'Reilly,OhhOhh Ohh	
09:30 AM	Surrett, Jeffery	1 - Roo
10:00 AM	LCLS,AFP5	09:59 A
10:30 AM	Jones,Mickey	09:59 A
11:00 AM	Step,Pete	09:59 A
11:30 AM	Cross,David	
01:30 PM	Last,First J. Mr. III M.D.	
02:00 PM	Zyxv,Utsrqponmlkjihgfedcba	
02:30 PM	Stone, Johnathan	
03:00 PM	Sanford,Fred	

4.3.5.1 Grab Bar

The Grab Bar, located top center of the schedule container, allows you to move the schedule in the appointment book. There may be times you want to see one resource directly next to another, but there is a third that is between the two. By clicking and holding the button down while the cursor is over the grab bar you may move the schedule to either the left or right. Let go of the button to drop the schedule in its new place.

Appointments	\sim	03/19/20	015 📅 <	Thursday >	·		ALL-Resource	s Across	<u> </u>	/	
Continued	Ove	erbook	Checked In	Register	red	In Ca	re	Checked	Out		å s
» George Pr	rovider, l	1.0. David Sm	ith, M.D. X		х				»I	ntern	nist Bu
Time	Patient	Time	Patientoom		Room				Time		P
09:00 AM	Jones,N	09:00/AM	å ፼0'Reilly	,OhhOhh Ohh					09:00	AM	R
09:30 AM		09:30 AM	🗐 Surrett,Jef	fery	1 - Roo				09:30	AM	
10:00 AM	LCLS,AF	10:00 AM	LCLS,AFP5		09:59 A				10:00		Z
10:30 AM	L		Jones Mickey		09:59 A				10:30		H
11:00 AM				/					11:00		E
11:30 AM		,1⊴l:00 AM	Step,Pete		09:59 A				11:30	AM	R
01:30 PM	Hamilto		Cross,David						01:30	PM	S
02:00 PM		0_1:30 PM	Last,First J. N	/r. III M.D.					02:00	PM	Z
02:30 PM		02:005PM	Zyxv,Ųtsrqpo	nmlkjihgfedcba					02:30	PM	L
03:00 PM		92;30 <u>9</u> M	Stone Johnat						03:00	PM	N
		03:00 PM	Sanford,Fred								

4.3.5.2 Resource Button

The Resource Button in the upper left corner displays the schedule container. Clicking on this will change the schedule to display only that resource. This is the same as selecting that resource on the selection toolbar.



4.3.5.3 Expand Width Button

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The Expand Width Button will expand the width of the container to display all columns defined for the schedule.

4.3.5.4 Contract Width Button

The Contract Width Button will contract the width of the container to only show the time, patient and room number in the schedule.

4.3.5.5 Close Schedule Button

The Close Schedule Button in the, is the"X" button in the upper right hand corner of the scheduling container. Clicking this button will close the scheduling container. You must re-query the schedule to have the book display again.

Part 5

Worklist

5 Worklist

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The Work list is used to communicate about items that need to be addressed on a patients chart. These include but are not limited to:

- Messages, phone and otherwise
- Rx and medications refills
- Files, documents that need review
- Completion of Encounters
- Completion of Charge Slips
- Dictation
- Completion of Encounter Notes
- Review of Encounter Notes
- Orders
- Outbox Items

		mbroxson Mea	lical Facility Appointments W	ork List (40-1) Control Panel Ot	her	Q	+ 0	PARADIGM E	EHR(
	Sigr	Selected	Create Message Show List f	or: mbroxson	Search:		Worklist: Current	✓ 🔒	
•	4 I	tems 🗌 Me	essage 🗌 Rx / Med	File Encounter	Charge Slip	Dictation 🗌 🗌 No	te reView	Order OutBox	
		Account	Patient	Subject	Assigned	Priority	Action	Modified	
1					~		×		
	N	999869999	Surrett.Jefferv	Note 34559	mbroxson:	2 Important	Review	03/19/2015 10:05:48 AM	-
		10026	Weischel,Mildred	test	mbroxson;	1 Urgent		02/12/2015 03:59:43 PM	^
		252430	Curry,Qiang Trystan	Note 33924	mbroxson;	2 Important		12/04/2014 09:48:57 AM	
-		10006	Down,Hanna	Encounter 33923 on 12/03/2014		2 Important		12/03/2014 09:15:36 AM	-
-	F	QTEST1	Test,TC1B	Quest 2013Mar14 13.29 PLASM/	,	2 Important	Review	12/03/2014 09:10:15 AM	-
_	F	QTEST1	Test,TC1B	Quest 2013Mar14_13.29_FDGSM/		1 Urgent	Review	12/03/2014 09:10:15 AM	-
	÷		Test,TC1B	Quest 2013Mar14_14.20_30REF		1 Urgent	Review	11/06/2014 01:40:35 PM	-
_	M	nopatient	rest, to b	test	GROUP-Admin:	2 Important	NEVIEW	11/06/2014 01:40:35 PM	-
	B	10026	Weischel,Mildred	Patient has info in Outbox	mbroxson;	2 Important		10/22/2014 10:30:15 AM	-
		10026	Weischel,Mildred	testing alert	mbroxson;	1 Urgent		10/20/2014 10:36:08 AM	-
	10000	inbox		Received Secure Message	mbroxson;	2 Important		08/18/2014 02:16:13 PM	
	F	inbox		Received Secure Message	mbroxson;	2 Important		08/18/2014 02:16:13 PM	
	F	inbox		Received Secure Message	mbroxson;	2 Important		08/18/2014 02:16:13 PM	
	0	10026	Weischel,Mildred	LabCorp [08/07/2014 10:59 AM]	mbroxson;	N New Order		08/07/2014 10:59:25 AM	
	0	10026	Weischel,Mildred	Patient Referral [07/15/2014 03	mbroxson;	N New Order		07/15/2014 03:58:49 PM	
	М	10026	Weischel,Mildred	test	mbroxson;	1 Urgent		06/17/2014 01:23:14 PM	
	М	OREILLYS	O'Reilly,OhhOhh Ohh	Please Call	mbroxson;	2 Important		02/27/2014 11:03:51 AM	
	В	OREILLYS	O'Reilly,OhhOhh Ohh	Patient has info in Outbox	mbroxson;	2 Important		02/25/2014 01:19:11 PM	
	Ν	ABCDEFGHIJ	Zyxv,Utsrqponmlkjihgfedcba	Note 32259	mbroxson;	2 Important		02/10/2014 06:33:23 PM	
	0	10026	Weischel,Mildred	Pathgroup [01/30/2014 04:14 PM	mbroxson;	N New Order		01/30/2014 04:14:54 PM	
	0	10026	Weischel,Mildred	Pathgroup [01/22/2014 09:10 PM	mbroxson;	P Pending Results		01/30/2014 04:13:47 PM	
		10026	Weischel,Mildred	Referral from	mbroxson;	2 Important	Needs Rx refill	01/30/2014 04:02:38 PM	
		10026	Weischel,Mildred	Atlas Lab [06/07/2012 09:53 AM]	mbroxson;	P Pending Results		01/22/2014 09:09:41 PM	
		10014	Smith,John	Patient has info in Outbox	mbroxson;	2 Important		01/21/2014 01:25:56 PM	
		10026	Weischel,Mildred	Supplies	mbroxson;	3 At Your Convenie		01/09/2014 02:23:00 PM	
	٥	TEST4	Test,AARPA	In Office Lab [12/11/2013 04:24	mbroxson;	N New Order		12/11/2013 04:24:41 PM	_
			Zyxv,Utsrqponmlkjihgfedcba	Note 33558	mbroxson;	2 Important		09/09/2013 02:42:03 PM	
	0	10006	Down,Hanna	Dr. Glasscock Imaging [04/11/2	mbroxson;	N New Order		04/11/2013 08:47:39 AM	

Work List items are created from a patients chart by one of the following methods:

- Creating a Message
- Creating a new Rx/Medication with an attached work list item
- Placing a file in the Pending area of the chart
- Filling out and saving any form on a patients encounter.
- · Starting and saving data to a patients charge slip for an encounter

Worklist

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- Entering certain charges defined under "Administration Work List" on a patients charge slip.
- Recording dictation for a patients encounter.
- Saving but not signing off a patients notes for an encounter.
- Creating an Order.
- Placing items in the Patient Outbox.

Work list items may also be automatically put in the system by electronic interface program such as a lab results program.

5.1 Selection Toolbar

The Selection toolbar of the WorkList allows you to limit your search of worklist items.

					-
Sign Selected	Create Message	Show List for: mbroxson	Search	Worklist- Current 🗸	
		SHOW LIST IOL. INDICASION	Search:	Worklist: Current 🗸	 4

The first option allows you to limit the list to all users or a single user. By default your login will the user defined.

You may also use the Search option to further limit your search. This may be any part of the worklist. For example if you only wanted high priority items you could enter in "High".

The Set controls which worklist you will look at. The default is the "current worklist". You may also select the archive worklist. Once a worklist item is completed it will be put in the archive worklist.

5.2 Worklist Legend

The Work List Legend also allows you to narrow your selection of work list items. If you only want so see work list items of a particular type click in the checkbox next to the type you want. To see all types click on the Legend option.

All Items	Message	🗌 Rx / Med	File File	Encounter	Charge Slip	Dictation	Note	reView	Order	outBox
-----------	---------	------------	-----------	-----------	-------------	-----------	------	--------	-------	--------

Click on the legend title to display that type of message.

Dictation work list items will always display in a Frame.

5.3 Worklist Display

The Work List display will show the following header. You may notice up and down triangles on many of the columns. These allow you to sort the displayed list either ascending or descending just by clicking on the column header.

	Account	Patient	Subject	Assigned	Priority	Action	Modified
				-	•	•	

You may filter the data in the list by using the filter boxes beneath the header. Some filter boxes are free text filters while others are drop down select options that show all the available values.

First Column

The first column displays checkboxes next to the File, Encounter, Charge Slip, and Note work list items in order to select multiple items to sign off on at one time.

Second Column

The second column displays the type of work list item.



Third Column

The third column displays a small document icon. You may click on this icon to edit the work list item if you have permission to do so. A window will display showing the work list item. Make any changes and then click save.

<u>Account</u>

This column will display the patients account number.

Patient

This column will display the patient's name in last, first order.

Subject

This column will display the subject of the work list item.

Assigned To

This column will display who the work list item is assigned to

Priority

This column will display the priority of the work list item.

Action

This column will display the action to be taken.

Modified

This column will display when the work list item was last modified.

5.4 Worklist Edit

The Worklist Edit page allows you to add or update a worklist item.

ē	Worklist Webpage Dialog	×
	Message	
	Weischel,Mildred Account: 10026 DOB: 04/14/1939 Sex: F Provider: Last M.D., First M.	
Assign:	mbroxson;	•
Subject:	Supplies	•
Priority:	At your Convenience V Follow-up:	_
Action:		•
Message:	\sim	•
History:	Mitchell Broxson(mbroxson) 01/09/2014 02:23 PM Assigned to changed from [undefined] to [mbroxson;] Mitchell Broxson(mbroxson) 01/09/2014 02:21 PM Assigned to changed from [undefined] to [mbroxson;] Mitchell Broxson(mbroxson) 01/09/2014 02:13 PM Priority changed from [2] to [3]	
Save Ask	Remove Archive 🔒 Entered: 05/07/2011 02:49 PM jyoung Modified: 01/09/2014 02:23:00	PM ml

Part 6
The Chart



6 The Chart

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The Chart is the core of the PARADIGM EHR system. Everything up to this point has been to help you find a chart. Every attempt has been made to have the PARADIGM EHR electronic chart work the same way as a paper chart. We took concepts from a physical chart and applied them to the Electronic chart. These concepts include:

Patient Header

<u>Tabs</u>

Pending Items

The Chart also includes other items to help you navigate the information in the chart.

File List

File Display Area

6.1 Layout

The chart is divided into four main sections. They are the <u>Patient Header</u>, <u>Tabs</u>, <u>File List</u>, and <u>File</u> <u>Display Area</u>.

								1		1		_
Patient Cha	art (Pending)		Account	Encounter		Recent	Inbox	Outbox	Trash	Message	Recall	
Abbott, Jet	ff		110484	Create Wal	k In	Open	Rx (med)	Problem	Allergy	Alert 10	Track	0
DOB: 09/02				No Encounter		Orders	Reports	PER				-
AGE: 50 Yr			\$ 1838.00			oracis	Reports	TER	J			
SEX: Male						This is a	n area for a	crucial not	e This not	e will disnl	av in the	
Next Appt:0	04/09/2015 11:20 AM [2]					header as lo				ay mane	•
Nata Du Laba Naura	······································		and Datisfalls	000 01/0			Deres d	una Candi		, T-L		
	Correspondence Me			DOC A Very Lo	-				-			_
<	0	Medical Hx	Family Hx	Social Hx	Vital Sigr	ns DA	W	COL	PEDHX	E E	am	
16 Pending	0 0 🔁 🛱	EXC	BJP Notes	Review of Sys	t BJP	PE	хнх	GVBplan	LAB In	terfaces G	VBNote	
File Date McCoyNotes												
Pathgroup [04/10/2012 01:						D. 1						
Pathgroup [04/10/2012 12:						Pati	ent					
Pathgroup [02/16/2012 12: N 02/16/2012 This is a sticky note for the patient												
Medical Order [02/16/2012												\sim +
Please Call Mice/09/2011 This is an area for a crucial note. This note will display in the patient header												
	M 08/08/2011		s the chart			iis not	e wiii u	TSPIGA I	n one p	acient i	reader	0
	M 08/04/2011		s the chart									× •
	M 03/27/2011	Abbott,Jeff		D	OB: 09/02/	/1964		AG	E: 50 Year	5		
Xray_20100614144415.tif Squirrel.jpg	F 02/16/2012 F 12/07/2011	2010 Castaic	Lane	SE	X:Male 🛚	IS: Married SMOKER			IOKER: cur	current status unknown		
SchoolExcuse 2011031610		Knoxville , TN	ille , TN 37932 CODE: 110484			84 SSN: 123-12-1234						
Encounter 344306	E 04/10/2012			н	OME: (865	5) 986-9525 WORK: () - CELL: () -						
Encounter 341234	E 11/30/2011	PROVIDER:		R	EFERRING:			PC	P:			
			t Hispanic or La		ACE: White				NGUAGE:			
	C 10/21/2010	Errivierr. No	conspanie or La		ACE. WIIIIC				NUUAUL.			
Patient has info in Outbox						No	tes					
						Insur	ance					
		# Insurance		Policy #			Group		н	older		
		1 Blue Cross	Blue Shield	ZEB90478	2238		123952 QF	S HealthCar	e Inc A	bbott,Jeff		
						Medic	ations					
						Proble	m list					
						Aller	-					
				Alerts								
						Trackab	le Data					

Each of these sections has special controls to help you quickly find information.

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6.2 Patient Header

The Patient Header displays at the top of the chart and shows the basic patient information.

Patient Chart (Pending)	Account	Encounter	Recent	Inbox	Outbox	Trash	Message	Recall		
Abbott,Jeff	110484	Create Walk In	Open	Rx (med)	Problem	Allergy	Alert 10	Track		0
DOB: 09/02/1964 AGE: 50 Yr	\$ 1838.00	No Encounter	Orders	Reports	PER					
SEX: Male			This is an	area for a	crucial not	e. This note	will displa	y in the		
Next Appt:04/09/2015 11:20 AM [2]			patient he	ader as lor	ng as the ch	art is displ	ayed.		-	

Same thing using Icons.

	Patient Chart (Pending)	Accor	int	Encounter	œ		X Z	i (3	ġ.	면	≜ ∎	8	*	ର		8	ai	E.	
Street, Street	Abbott,Jeff	11048	4	Create Walk In	G														0	
	DOB: 09/02/1964	\$ 183	2 00	No Encounter		_						-			1			_		
and the second second second	AGE: 50 Yr SEX: Male	\$ 105	5.00											e will layed		lay II	n the	•		
	Next Appt:04/09/2015 11:20 AM [2]							 						,						

From left to right the Patient Header is divided into six sections.

Patient Photo Patient Information Account Information Encounter Information Functions and Features Security and Help

If you hover over the patients name you will see additional information such as the patients address, phone, and notes.

The Patient Headers has several buttons that will help you easily find patient information as well as manage files.

- Patient Chart / Pending Button
- Account Button
- Encounter Button
- <u>Recent Documents Button</u>
- Inbox Button
- <u>Trash Can Button</u>
- Message Button
- Recall Followup Walk in Button
- Duplicate Chart Button
- Medications (Rx) Button
- Problem List (Dx) Button
- Help Button (?)





6.2.1 Patient Photo

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This area will display a photo of the patient or the photo place holder



Clicking on the photo or the place holder will allow you to take a new photo of the patient using the internal <u>photograph</u> software. This can be with either a web camera, or using a Cannon PowerShot with optional software.

6.2.2 Patient Information

The Patient Information area will display the "Patient Chart (Pending)" button along with relevent information about the patient. If the patient does not have a date of death it will display the Name, Date of Bith, Age and Sex of the patient similar to the following:

Patient Chart (Pending)
Abbott, Jeff
DOB: 09/02/1964
AGE: 50 Yr
SEX: Male
Next Appt:04/09/2015 11:20 AM [2]

If the patient has a date of death it will also show the Date of Death. The AGE and DOD are colored to represent that is the age of the patient at the time of Death.

Patient Chart (Pending)
Abbott,Jeff
DOB: 09/02/1964
DOD: 03/15/2010
AGE: <mark>45 Yr</mark>
SEX: Male
Next Appt:04/09/2015 11:20 AM [2]

When displaying old encounters you will also notice the age colored in red. This is the age of the patient at the time of that encounter.

Patient Chart (Pending)
Abbott,Jeff
DOB: 09/02/1964
AGE: <mark>45 Yr</mark>
SEX: Male
Next Appt:04/09/2015 11:20 AM [2]

By hovering over this area you will see additional information in a pop up about the patient.

and the second	Patient Ch	art (Pending)		
R	Abbott, Je DOB: 09/02 AGE: 45 Yr SEX: Male			
The second	Next Appt	04/09/2015 11·20 A	M [2]	
Encoun	CLICK TO EDIT			М
<	2010 Castaic Lane			
16 Pend	Knoxville, TN 379	32		
File	Marital Status: M Home: (865) 986-	9525) (
Pathgroi Pathgroi	Work: () -			05,
Pathgrou	Cell: () -			TY:
Medical	[]	rem
Please Ca	11	M 08/09/2011		
Dianca Ca		M 00/00/2011		_

If you have permission to use PARADIGM PLUS, this area will darken when you hover the cursor over it.

Clicking on it will pull up the patient registration form in PARADIGM PLUS with the defined patient.

PAT [110484] Abbott	"Jeff Webpage Dialog
PAT QRS Me	dical Clinic Update Mode
PATIENT	GUARANTOR
CODE 110484 × SSN 123-12-1234	GUA110484 + SSN123-12-1234
NAME Abbott, Jeff	NAME Abbott, Jeff
ADDR 2010 Castaic Lane	ADDR 2010 Castaic Lane
ADDR 2010 Cascare Lane	ADDR 2010 Cascare Lane
Knoxville TN 37932	Knoxville TN 37932
HOME (865) 986-9525 CHRT	HOME (865) 986-9525 REL 0 💿
CELL () - EMP • •	CELL() - EMP • •
WORK () - EXT	WORK () - EXT
DOB 09/02/1964 50 Yr MSM & SEXM &	
E@ML	E@ML
PHY RPH LOC CLS	• ICD • •
DOD SMK Ø DSF	o FS ¹ o
COMM USPS O ETH NOT Hispanic LANG	♦ RACE White
NOTE	
LOG12/07/2011 jeff UPDATE 03/19/20	
Policies 1 2 3 4 5 6 7 8 9 Retired: A B C D E F G H I J K L M	
PH GH Visits 19 BAL: 1838.00 PAT: 1838	.00 Next Appt: 04/09/2015 11;20 AM [2]
F1-Accept [+] F2-Remove F3-History F4-Next F5-Previou	s F6-Search [*] F7-Link: F8-Clear [.] F11-Menu
F9-Help ? Enter patient's lookup code	

6.2.2.1 Patient Chart (Pending)

When you first enter a chart this is the default view you will have. The <u>File Display Area</u> will show the <u>EMC buttons</u> and the <u>Patient Cover Page</u>. The File List will display any pending documents and task in the work list for this patient.

Patient Ch	art (Pending)		Account	Encounter		Recent	Inbox	Outbox	Trash	Message	Recall		E4
Abbott.Je	ff		110484	Create Wa	alkin	Open	Rx (med)	Problem	Allergy	Alert 10	Track	1	0
DOB: 09/02				No Encount				PER				J .	•
AGE: 50 Yr			\$ 1838.00	NO Encount	C1	Orders	Reports	PER					
SEX: Male						This is an	area for a	crucial not	. This not	will dien!	av in the	1	
Next Appt:	:04/09/2015 11:20 AM	[2]						ng as the ch			ay in the	+	
								-					
	Correspondence Me	essages Insura	ince Pat Info	DOC A Very	Long Tab Nan	ne Orders	s Procedu	ires Cardi	D Timed	Tab (
<	•	Medical Hx	Family Hx	Social Hx	Vital Sign	s DAW	r	COL	PEDHX	Ex	am		
16 Pending) () () ()	EXC	BJP Notes	Review of Sy	/st BJP	PEDH	ix	GVBplan	LAB In	terfaces G\	/BNote		
File	Date	McCovNotes			_							_	
Pathgroup [04/10/2012 01													_
Pathgroup [04/10/2012 12			9			Patie	nt						
Pathgroup [02/16/2012 12		This is a	sticky not	e for the	patient								_
Medical Order [02/16/2013	02/16/2012		-		-							\sim 1	
Please Call	M 08/09/2011		-										
Please Call	M 08/08/2011		n area for			is note	will d:	rablaA r	n the p	atient h	eader	0	
Please Call	M 08/04/2011	as long a	s the chart	: is displ	ayed.							\sim	'
Insurance Denial	M 03/27/2011	Abbott,Jeff			DOB: 09/02/	1964		AG	E: 50 Year:	5			
Xray_20100614144415.tif		2010 Castaic	Lane		SEX: Male N	IS: Married	d	SM	OKER: cur	rent status	unknown		
Squirrel.jpg	F 12/07/2011	Knoxville . TN	37932		CODE: 11048	4		55	N: 123-12-	1234			_
SchoolExcuse_2011031610			07502		HOME: (865)		WORK			1204			-
Encounter 344306	E 04/10/2012					980-9525	WORK: (.,				_
Encounter 341234 Encounter 339780 (Signatu	E 11/30/2011	PROVIDER:			REFERRING:			PC					_
Charge Slip 331585	C 10/21/2010	ETHNICITY: N	ot Hispanic or L	atino	RACE: White			LA	NGUAGE:				
Patient has info in Outbox						Note	s						
	0 10/20/2011					Insura	100						5
		# Insurance		Policy #						older			-
							Group						4
		1 Blue Cross	Blue Shield	ZEB9047	82238			S HealthCar	elnc A	obott,Jeff			
						Medicat							
						Problem	List						
						Allerg	ies						
						Alert							
					_	Frackable							

At any time you may click this button to redisplay this information for the patient.

The PENDING file list is synonymous with items that are clipped to a paper chart that need review or completed before being filed in the chart. You may view / edit any of the PENDING items by clicking on the file name.

6.2.2.2 Next Appointment

At the bottom of the patient information a Next Appointment button will display if the patient has a future appointment.

Patient Chart (Pending)
Abbott, Jeff
DOB: 09/02/1964
AGE: 50 Yr
SEX: Male
Next Appt:04/09/2015 11:20 AM [2]

This button shows the date time and resource for the appointment.

If you have permission to access PARADIGM PM, then clicking on this button will display that appointment in the PARADIGM SCHD form.

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SCHD		QRS Medical Clinic	Update Mode
PAT: 11	0484 Abbot	t,Jeff × RES:	2 • LOC: 1 • REA: •
LEN: 0	Thursday 04/09	0/2015 TIME: 11:20 AM () TYPE:	
		K:M NOTE:	
Policies 1 2 3	456789 Notes A P G C	EXPREFUBP Doc IC Visits [19] T:1838.00 P:	1838. Neg 04/09/2015 11:20
« 7 v »	1 Cigun 🗹 Mo	n 🗹 Tue 🗹 Wed 🗹 Thu 🗹 Fri 🗹 Sat	✓ Start 12:00 AM Stop 11:59 PM E
» Eliptetone M	1 1 1 1	X » Clark FNP, Mary 0	X » Treatment Room #2 0 🗃
	/09/2015RES:2 -F		Clai Thursday 04/09/2015RES:
	A PATIENT NAME	TIME LOCIREA PATIENT NAME	TIME LOCIREA PATIENT NA
9:10 1	Officer,Doyle	09:00 1	07:30 1 BW
9:20 1	Thomas, April D.		07:401 BW
9:40 1	Guinn,Élla J.	09:30 1	07:50 1 BW
0:10 1 0:20 1	Lee,Brenda C Back,Vivian L.	09:45 1	08:00 1 BW 08:15 1 BW
0:4011	McAmis,Willie M		08:4511 BW
0:501	Justice, Wanda	10:30 1	09:0011 BW
1:10 1	Overby, Chad M	10:45 1	09:15 1 BW
1:20 1	Abbott, Jeff	11:00 1 SV	09:30 1 BW
1:30 1	Bible, Jennifer		09:45 1 BW
.1:40 1 .1:50 1	Mullins,Christo		10:00 1 BW 10:15 1 BW
2:101 SV			10:3011 BW
2:20 1 SV		02:15 1	10:4511 BW
2:30 1 SV		02:30 1	11:00 1 BW
)2:40 1 SV		02:45 1	11:15 1 BW
3:10 1	Pearson, Robin F		11:30 1 BW
3:30 1	Sluss,Jamie Lee		11:45 1 BW
3:40 1	T	03:30 1	01:00 1 BW
<			
pen 57 Bump	Up 0 Confirmed 0 Aler	ts 0 Continued 0 Overbook 0 Checked In	
E1 Accest	+] F2-Remove F3-History	F4-Next F5-Previous F6-Search [*] F7-Link	F8-Clear [.] F11-Menu
			ro-gear[.] rin-menu
F9- <u>H</u> elp 🤶	Enter patients name	Last,First M.	

6.2.3 Account Information

The Account area shows the patients account number along with the current outstanding balance for the patient.

Account
110484
\$ 1838.00

If you have access to PARADIGM PLUS the area will darken when you hover over it.

Clicking on it will allow you to view and edit financial data in the NCTR form of the PARADIGM PLUS system.

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NCTR [1-3]	QRS Medical	Clinic		Query Mod
DOB:09/02/1964 AGE:4 PAT:110484	<pre>7 Yr SEX:M NOTE: PNAME: Abbott,Jeff</pre>	•	SLIP:0	•
GUA: 110484	 GNAME: Abbott, Jeff 	•	VISIT:	
	aic Lane Knoxville, TN 37932 H:	(865) 986-9525		
VISITH 0	3/28/2012 ICDA 003.0	PHY ¹ •	AAS 💿 LAB	0 V
STATEMENT 💿	ICDB •	PHY ¹ 🔸	EMPLO No CHG	0,00
I11 BC ♦Y♦	ICDC +	LOC 1 🔸	ACDT 💿 DOI	
12 🔹 🔹	ICDD +	RPH 🔸	ST 💿 DSI	
P <u>o</u> licies 1 2 3 4 5 6 7 8 9 F	Reload Search ICDE •	FAC HFM •	EPSDTNo TDF	
Ne <u>x</u> t Appt	ICDF +	CLS +	EMRG 💿 TDT	-
04/09/2015 11:20 AM	[2] ICDG •		DHA	
Notes P G C EXP REF UBP	DoolC CEL Rem ICDH		FS ¹ DHD	
◆ VISIT LOC PHY GUAR 103180 1 1 Jeff	03/28/12 03/28/12 10/27/1	2 50.00	50.00 0.00	ALANCE C
103167 1 1 Jeff 103163 1 2 Jeff 103126 1 1 Jeff 103123 1 2 Jeff 103123 1 2 Jeff 103123 1 2 Jeff 103123 1 2 Jeff 103124 1 2 Jeff 103110 1 2 Jeff 103050 1 2 Jeff	10/13/11 10/13/11 11/14/1 04/28/11 05/02/11 11/16/1 11/09/10 05/12/11 // 03/27/11 03/27/11 // 03/27/11 03/21/11 // 03/10/11 03/21/11 //	1 120.00 165.00 65.00 1 0.00 62.00	$\begin{array}{ccccc} 0.00 & 0.00 \\ 50.00 & 0.00 \\ 10.00 & -21.74 \\ 0.00 & 0.00 \\ 0.00 & 0.00 \\ 20.00 & 20.00 \\ 0.00 & 0.00 \\ 50.00 & 0.00 \end{array}$	575.00 0.00 88.26 165.00 65.00 0.00 62.00 0.00
ON-FILE PENDING	CURRENT 30-60 60-1			TOTAL
0.00 0.00	0.00 0.00 0.0			1838.00
LST PAY 10/27/1	.2 LST ST DATE / / LST	ST AMNT 0.00	PAT RESP	1838.00
INS: 50.00 GU	JA: 0.00 CFS: 50.	00 CA:	0.00 CBAL:	0.00
F1-Accept [+] F2-Remove	F3- <u>H</u> istory F4- <u>N</u> ext F5- <u>P</u> revious F6-	<u>S</u> earch [*] F7- <u>G</u> rid	F8- <u>C</u> lear [.] F11- <u>M</u> e	nu F12- <u>V</u> isits
F9- <u>H</u> elp ? Enter Patien	t Code for visit			

5

6.2.3.1 Account Button

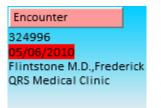
The Account button allows you to see the current financial status of the patient. It will display both a summary of all of the visits for the patient as well as allow you to look at each visit in detail.

		Patient Chart	(Pending)		A	ccount	Encour	nter	Recent	Inbox	Outbox	Trash	Message	Recall	
	Alter and	Abbott,Jeff			11	0484	Create	Walk In	Open	Rx (med)	Problem	Allergy	Alert 10	Track	0
10	100	DOB: 09/02/1	964				No Enco		Orders	Reports	PER	07			
	se al	AGE: 50 Yr			\$	1838.00	110 21100	uncer	orders	Reports	FLN	J			
	= 1 .	SEX: Male							This is an	area for a	crucial not	e This not	e will displa	av in the	1
21	- A	Next Appt:04/	09/2015 11:20 AM [2]							ng as the ch				•
		7 4 7 6	. Y	- Y.					-		-				-
Note	Rx Lab	s xrays Cor	respondence Me		urance	Pat Into I					ires Cardi	oTimed	lab		
<			8	Print				V	isit # 103	3180			_	-	
All Pr	roviders		~	Patient:	110484			Abbott,Jeff					Vis	103180	
All Lo	ocations	~		C	110404			abb - ++ 1-66					D-4	#: 	010
РНҮ	LOC	FROM	BALANCE	Guarantor:	L			Abbott,Jeff					Dat	e: 03/28/2	012
1	1	03/28/2012	0.00	Insurance	BC			Blue Cross B	lue Shield				File	d:	
1	1	11/04/2011	575.00	1: Insurance									- 88		
2	1	10/13/2011	0.00	2:	i i								File	d:	
1 2 2 2 2 2 1	1	04/28/2011 11/09/2010	88.26 165.00	ICD 1-	003.0			SALMONELLA	CASTROENT	DITIS					
2	1	03/27/2011	65.00		<u> </u>			J SALIVIONELLA	GASTROENT	LKITI3					
2	1	03/2//2011	0.00	ICD 2:											
2	1	03/10/2011	62.00	ICD 3:											
2	1	12/07/2010	0.00	ICD 4:											
	1	08/25/2010	120.00	ICD 4:	L			<u></u>							
1	1	06/11/2010	135.00	Location:	1			QRS Medical	Clinic						
2 2 2	1	07/02/2010	142.00	Service				Parker M.D.,J	Inmos F						
2	1	07/02/2010 07/02/2010	142.00 142.00	Provider:				Parker WI.D.,	James E.						
1	1	06/23/2010	130.00	Billing				Parker M.D.J	lames F						
1	1	05/05/2010	0.00	Provider: Referring				JL							
ABC	1	06/02/2010	71.74	Provider:											
1	1	05/28/2010	0.00	TRA/CPT		CRIPTION		л		FROM	1 TC)	TOSPOSU	INIT	TOTAL
2	1	05/13/2010	0.00	99212		ICE/OUTP	ATIENT VIS	S IT EST					1 11 1		50.00
				BCP		e Cross Pa						0/27/2012			50.00
						Cha	rges Pav	ments Adjus	tments Me	ssages No	tes Balan	ce Due:			0.00
							1903	, ajus	unenco nue						0.00
Open	Items	Total Due:	1838.00												
				<											>
1															-

On the side of the screen you will see the summary of visits with a total at the bottom. Clicking on any item on the list will display the detail of that visit in the chart area. You may also narrow your selection to either a specific provider and / or location.

6.2.4 Encounter Information

The Encounter Information area shows information about the Current Encounter.



Including the slip number, date and time of appointment, resource and location.

If you entered a chart without an Encounter by searching for just a patient, or from the work list you will see like the following:

PARADIGM EHR 14



Encounter
Create Walk In
No Encounter
Parker M.D.,James E.
QRS Medical Clinic

In this case it displays "No Encounter" and shows the patients normal provider and location. It also adds the "Create Walk In" button.

6.2.4.1 Encounter Button

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The Encounter Button allows you pull up a previous patient encounter from the electronic chart. Clicking on the Encounter button will display a screen similar to the following:

Patient Chart (Pending		Account	Encounter	Recent I	Inbox	Outbox	Trash	Message	Recall	
Abbott, Jeff		110484	325008	Open F	Rx (med)	Problem	Allergy	Alert 10	Track	0
DOB: 09/02/1964			 05/07/2010 01:50 PM Flintstone M.D., Frederick 	Orders F	Reports	PER				
AGE: 45 Yr		\$ 1838.00	QRS Medical Clinic				1			
SEX: Male Next Appt:04/09/2015 1	L C1 MA 0C-1			This is an ai patient head					ay in the	+
				<u>.</u>		-				_
Encounter Note Rx Labs Xrays							-			
<	CCHPI Review of Syst Medical Histo Family History Social History Vital Signs Examination Assessment									
😳 Display Chart With NO Encounter		Charge Slip	Encounter Create Note	e 1						
DATE RES LOC REA RP	H FAC			Encounter	r					
12/14/2010 2 1 11/09/2010 9 1	TIME: 05/07/20	10 1:50 PM	PROVIDER: 2 F	lintstone M.D	D.,Frederic	k LOCA	ATION: 1 C	RS Medical	Clinic	
H 11/05/2010 2 1	FACILITY:		REFERRING:			REAS	SON:			
1 05/10/2010 TX2 1						Арро	ointment			
22 05/07/2010 2 1				Patient						
11 05/07/2010 2 1 11 05/06/2010 2 1	This is a s	sticky note	for the patient						1	
1 05/06/2010 2 1 1 05/05/2010 2 1									1	× +
D5/04/2010 2 1			a crucial note. Thi	ls note wi	ill disp	play in	the pa	tient he	ader /	
2 1	as long as	the chart	is displayed.							< +
11 04/27/2010 2 1 11 04/22/2010 2 1	Abbott,Jeff		DOB: 09/02/1	964		AGE:	50 Years			
1 04/22/2010 2 1 1 04/16/2010 2 1	2010 Castaic La			SEX: Male MS: Married			SMOKER: current status unknown			
22 04/14/2010 2 1	Knoxville , TN 3	7932	CODE: 110484				123-12-1	234		
<u>99</u> 03/24/2010 2 1			HOME: (865) 9	986-9525 W	VORK: () -					
99 03/23/2010 2 1	PROVIDER: Park	-				PCP:	GUAGE:			
Image: 12/29/2009 Image: 2 Image: 12/29/2009 <	ETHNICITY: Not	Hispanic or La	Ino KACE: White	Neter		LAN	GUAGE:			
<u>12/23/2009</u> 2 1				Notes						
				Insurance						
	# Insurance		Policy #	Grou	•			der		
	1 Blue Cross B	lue Shield	ZEB904782238		952 QRS H	ealthCare	Inc Ab	ott,Jeff		
				Medication						
				Problem Lis	st					
	Allergies									
				Alerts						
			T	rackable Da	ata					

On the side is a list of all of the encounters in the electronic chart. Clicking on one will change the encounter number and display the cover page. You may then review any information about that encounter. You also have the option of displaying the chart without an Encounter.

The duplicate icon $\frac{1}{2}$ will allow you to open the chart in a new browser tab / window instead of replacing the chart in the existing browser tab / window.

6.2.4.2 Create Walk In Button

When the patient's chart is displayed without an encounter the Encounter information area will display similar to the following:

The Chart

1	01	
	v	

Encounter	
Create Walk In	
No Encounter	
Parker M.D., James E. QRS Medical Clinic	

The "Create Walk In" button can be used to create an encounter immediately for the patient. Clicking it will pull up the Followup / Recall / Walk in dialog.

🤌 Followup / Re	E Followup / Recall / Walk-In Webpage Dialog								
Patient	110484	Abbott,Jeff							
Туре	Walk-In (Appointm	ent Now) 🔻							
Time	1 🔻 Days 👻								
Resource	1	•							
Location	-	•							
Reason									
Notes									
Save									
			s, Recalls and Follow-up						
Туре	Date 🔹	Reason	Provider	Location		Note			
Appointment	06/08/2010 08:40 AM	[]	Tinnel LPN,Tammy [4]	QRS Medical Clinic	:[1]				
Appointment	06/03/2010 11:50 AM	[]	Flintstone M.D., Frederick [2	QRS Medical Clinic	:[1]				
Appointment	06/02/2010 11:45 AM	[]	Clark FNP,Mary [9]	QRS Medical Clinic	:[1]				
Appointment	05/27/2010	Blood Work [BW]	Flintstone M.D., Frederick [2	QRS Medical Clinic	:[1]				
Appointment	05/27/2010	Drug Screen [DS]	Flintstone M.D., Frederick [2	QRS Medical Clinic	:[1]				
Appointment	05/24/2010 03:10 PM	[]	Flintstone M.D., Frederick [2	QRS Medical Clinic	:[1]				
Appointment	05/19/2010 10:00 AM	[]	Clark FNP, Mary [9]	QRS Medical Clinic	:[1]				
Appointment	05/18/2010	[]	Flintstone M.D., Frederick [2	QRS Medical Clinic	:[1]				
Appointment	05/06/2010	[]	Flintstone M.D., Frederick [2	QRS Medical Clinic	:[1]	stich removal			
Appointment	05/06/2010	[]	Flintstone M.D., Frederick [2	QRS Medical Clinic	:[1]	note one note tw			
Appointment	05/05/2010 09:19 AM	[]	Flintstone M.D., Frederick [2	QRS Medical Clinic	:[1]				
•		III				Þ			

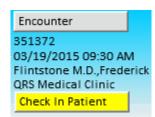
Select the Resource an Location for your encounter and Save. An appointment will be added to the appointment schedule for that resource and location for the present time. The chart will then be redisplayed with the new Encounter.

6.2.4.3 Patient Flow

When a patient is displayed with an encounter number, you will also have options to control the patient flow. (These same thing can be done on the Appointment schedule).

6.2.4.3.1 Check In Patient

If the patient has not been checked in you will see the following:

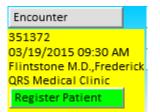




By clicking the "Check In Patient" button the patient will go through the <u>check in</u> process and the chart will redisplay.

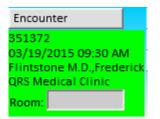
6.2.4.3.2 Register

If the patient has been checked in you will see the following to register the patient.

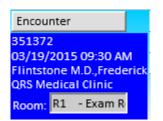


6.2.4.3.3 Place in Care

After registering the patient, you may place them in care by assigning a room number.



After they are placed in care, you will see the following and can change the room number by clicking on the room number field.



6.2.4.3.4 Patient has checked out

If the patient has checked out and the chart is displayed you will see the Encounter area show as follows:

Encounter	
351372	
03/19/2015 09:30 AM Flintstone M.D.,Frede	
QRS Medical Clinic	

6.2.4.3.5 Hover to show times

When you hover over the Encounter area you will see information about the appointment as well as the flow times.

Patient Chart	(Pending)	Account	Encounter	Recent	Inbox		
Weischel,Mi	10026	39473	Rx (med)	Proble			
DOB: 04/14/19 AGE: 76 Yr SEX: Female	\$ 70.63	05/15/2015 08:29 AM George Provider, M.D. Doctors Office Knoxvil	PER	est of t			
Encounter Notes Rx Labs	Xrays Procedures		eorge Provider, M.D.		а		
		Location: 1 Doctors Office Knoxville Faciliy:					
Failed E-Rx Prilosec 2.5 mg X LISINOPRIL TABLET 10 MG R	Date S. 03/27/2015 03/29/2011	Referring: Reason: Notes:					
Medical Test [04/08/2014 1 N Medical Test [04/08/2014 1 N	04/08/2014 04/08/2014 04/08/2014	08:29 AM Che 08:29 AM Reg 08:29 AM In C	jistered		8		
	04/08/2014						

6.2.5 Functions and Features

The functions and Features area displays buttons for related to the patient and security assigned to you. Not all of functions and features may be available to you based on your security profile. This area is also used to display if a patient has alerts that must be addressed.

Recent	Inbox	Outbox	Trash	Message	Recall					
Open	Rx (med)	Problem	Problem Allergy		Track					
Orders	Reports	orts PER								
This is an area for a crucial note. This note will display in the patient header as long as the chart is displayed.										

6.2.5.1 Recent Documents Button

The Recent Documents Button will by default display a list of all documents added to the patients chart since the last encounter. You may change the Since Date to expand you list by clicking on the calendar icon and selecting a new date.

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Patient Chart (Pending)	Account	Encounter	Recent	Inbox	Outbox	Trash	Message	Recall	
Abbott,Jeff	110484	Create Walk In	Open	Rx (med)	Problem	Allergy	Alert 10	Track	0
DOB: 09/02/1964	É 1008-00	No Encounter	Orders	Reports	PER				
AGE: 50 Yr SEX: Male Next Appt:04/09/2015 11:20 AM [2]	\$ 1908.00			This is an area for a crucial note. This note will display in patient header as long as the chart is displayed.				ay in the	·
Note Rx Labs Xrays Correspondence Messages	Insurance Pat Info DO	OC A Very Long Tab Na	me Orders	Procedu	res Cardi	o Timed T	ab		
 Image: Contract of the second s	🛔 🚔 Attach to Order 🛛 Link	File Sticky Note Hist	ory Edit R	ename Mo	ove Trash	Info Ima	ging Result:	File	
Since 10/09/2012						Date	:		•
File Tab Date #	📚 🖗 🍘 - 💆 G) 🕤 🔊 - 🔍 - 📮	8 🐑 🔅	្ន 🔊 🐧	j T			Creation Downl	oad PDF on Tools
	Zoom In 🝷 🔝 💽 💽	42% 🔹 🥥 🦪	<) _ 0 🗞	<i>©</i> •		- 🗞		•
arrah - emr.pdf DOC/HIPAA 10/27/2012		PROGRESSION EMR	Polos		Pag	: of]			^

The Date, Tab, and File name are displayed and sortable by clicking on the **S** on the column.

6.2.5.2 Inbox Button

The Inbox button will allow a user to view the content of the inbox while in a patients chart. Upon viewing a file in the inbox you may move it directly into any Tab for the patient displayed. <u>See Inbox</u> <u>Button</u>.



The Inbox can be used as an exchange area for files that are wrongly filed. For example: You accidentally filed a document in one "Smith, John" account then realized it was the wrong "Smith, John". You can move the file to the inbox from the wrong account. Pull up the right account and move the file from the inbox to the proper Tab.

6.2.5.3 Outbox Button

The Outbox button will allow a user to view the content of the patients outbox. Files are places here by clicking on the outbox icon in the <u>Document Header</u> when a document is displayed in the <u>File</u> <u>Display Area</u>.

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Patient Chart (Pending)	Account	Encounter	Recent	Inbox	Outbox	Trash	Message	Recall	
Abbott, Jeff	110484	Create Walk In	Open	Rx (med)	Problem	Allergy	Alert 10	Track	0
DOB: 09/02/1964	\$ 1908.00	No Encounter	Orders	Reports	PER				
AGE: 50 Yr SEX: Male	\$ 1908.00	Parker M.D., James E. QRS Medical Clinic	and the second			and to the			1
Next Appt:04/09/2015 11:20 AM [2]		Quo incurcar onnic		area for a ader as lor			e will displa layed.	iy in the	•
Note Rx Labs Xrays Correspondence Messages Insur	ance Pat Info D	OC A Very Long Tab Na	me Orders	Procedu	res Cardi	o Timed T	ab		
<	ove from Outbox								
4 Outbox				7					
File Date Curr	ent imn	nunizatio	15 - V	acci	natio	ons			
Current Immunizations 10/04/2011									
ECH_20110927101725. 09/27/2011 Patient: Jeff	Abbott								
CLS_20110927101231. 09/27/2011 DOB: 10/0	3/1964								
PER_ASTHMA.pdf 207/29/2011 AGE: 47	Years								
SEX: N	IALE								

The outbox allows you to create a list of files to export to a patient or other entity specifically for that patient. (IE. Copy of the patients chart). The Outbox has several functions that you may perform.

This is to export the documents to the QRS Patient Portal. If you participate in the Patient Portal and the patient has created an account and elected to receive documents via the portal this button will appear. By clicking on it you will be prompted.

Message fro	om webpage	-	×
?	Do you want to send a	all the files to the	e QRS Portal.
	(ОК	Cancel

Clicking OK will send them to the QRS Patient Portal. You will then be prompted to remove the files from the outbox.

Files are sent to the PORTAL via the PORTAL interface. This utilizes a VPN (Virtual Private Network) to connect to the PORTAL server. The data is then transmitted through the VPN using SSH protocol for encryption within the tunnel. Thus providing redundant security for the data in transit from your server to the PORTAL server.

This button will allow you to create an archive of the files. After the Archive is created you will be prompted to download the archive file.

File Down	iload 💌					
Do you want to open or save this file?						
1	Name: Abbott,Jeff.zip					
	Type: Compressed (zipped) Folder, 16.2KB					
	From: arrah					
	Open Save Cancel					
$\boxed{\ensuremath{\mathbb V}}$ Always ask before opening this type of file						
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?						

From hear you may save the archive to a removable media (IE, CD-ROM, Thumb Drive, Floppy) to give to the patient, or save it to your computer to email to the patient. The Archive created is an encrypted "zip" file and given a password. The Password is the patient's account number.

NOTE Your office should have a policy in place for giving the password for a file to ensure the person asking is who they say they are. Such as, validate SSN, DOB, Address, Phone etc.

After you save the archive you will be prompted to remove the files from the outbox.

This button will prompt you to remove the files from the outbox. If you click OK, all the files in the outbox will be removed. It is good practice that after you create an archive that you remove the copies of the files in the outbox.

6.2.5.3.1 Viewing the Archive

The Archive Created will include all of the files in the Patients outbox along with an index file. The index file list the contents of the archive and provides a SHA1 checksum of each file to verify integrity.

The Archive is an encrypted ZIP file (AES-256) that will require a password to open. The password is the patient's account number. Most modern operating systems have the ability to extract the zip file. Use your tools to extract the zip file.

Clicking on the index.htm file should display the archive index (manifest) similar to the following. The SHA1 checksum is the for the uncompressed (unzipped) file.

C:\Users\Jeff\Desktop\Abbott,Jeff\index.htm -	Windows Internet Explorer	
C:\Users\Jeff\Desktop\Abbott,	leff\inde 🔻 😽 🗙 🚼 Google	+ ۹
Favorites 🔗 C:\Users\Jeff\Desktop\Abbo	tt,Jeff\i 🏠 ▼ 🚸 🖶 ▼ Page ▼ Safety ▼	T <u>o</u> ols ▼
		A
File	SHA1 Checksum	
CoverPage.htm	3836f157595746b5295edc482eeed4f4b2e5901b	
Insurance SCAN 20100324155303.tit	2d026a50b451aba36a4073865e580a80c802b223	
Xrays Knee result.pdf	ffc139972e8de83c6a5fa07431c87ada5acb6352	
		_
		-
	New York Computer Protected Mode: Off 🛛 🖓 🔻	€ 100% ×

You should be able to view each file by clicking on the file, assuming your computer has a program capable of reading that file format.

6.2.5.4 Trash Can Button

The Trash Can Button will display the contents of the trash can folder. The Trash can folder is a special folder where files go when put in the trash can.

The Trash can be used as an exchange area for files that are wrongly filed. For example: You accidentally filed a document in one "Smith, John" account then realized it was the wrong "Smith, John". You can move the file to the trash from the wrong account. Pull up the right account and move the file from the trash to the proper Tab.

6.2.5.5 Message Button

The Message button will allow you to create a message for the patient. A Message is a work list item and will show on the <u>work list</u> of the user(s) and / or group(s) that it is assigned to. It will also display in the patients <u>Pending</u> folder.

The Message is unique in that when the message is Archived, it will automatically move to the Tab defined for messages in the <u>dataset setup</u>.

After clicking the Messages Button the Message / Work List form will display:

ë		N	Norklist	- Webpage Dialo	g		×
				Message			
Patient: Abb	ott,Jeff	Account:	110484	DOB: 09/02/1964	Sex: M	Provider: Parker M.D.,James E.	
Assign:							•
Subject:							+
Priority: Im	oortant 🗸	Follow-up:		7		La	_
Action:							+
Message:						$\langle \rangle$	•
Save							

Here you must enter a subject of the message, and assign it to at least one user or group, then save the message.

<u>Quick List</u> are available for the Subject and Action. The <u>Sentence builder</u> is available for Message and Response.

6.2.5.6 Recall Followup Walk in Button

The Recall Followup Walk in button allows you to create any of the defined for the patient. When you click this button a window will display allowing you to enter the information as well as show a list of Future appointments, Recall, and Follow-ups.

Followup / Rec	all / Walk-In Webpa	ge Dialog	and the second se	-	×
Patient	110484	Abbott, Jeff			
Туре	Followup	•			
Time	1 🔻 Days 🔻				
Resource	4 Tinnel LPN, Tan	nmy 🔸			
Location	1 QRS Medical C	linic			
Reason		•			
Notes					
Save					
		Future Appointment	s, Recalls and Follow-up	5	
Туре	Date 🔹	Reason	Provider	Location	Note
Appointment (06/08/2010 08:40 AM	[]	Tinnel LPN, Tammy [4]	QRS Medical Clinic [1]	
Appointment (06/03/2010 11:50 AM	[]	Flintstone M.D., Frederick [2	QRS Medical Clinic [1]	
Appointment (06/02/2010 11:45 AM	[]	Clark FNP,Mary [9]	QRS Medical Clinic [1]	
Appointment (05/27/2010	Blood Work [BW]	Flintstone M.D., Frederick [2	QRS Medical Clinic [1]	
Appointment (05/27/2010	Drug Screen [DS]	Flintstone M.D., Frederick [2	QRS Medical Clinic [1]	
Appointment (05/24/2010 03:10 PM	[]	Flintstone M.D., Frederick [2	QRS Medical Clinic [1]	
Appointment (05/19/2010 10:00 AM	[]	Clark FNP, Mary [9]	QRS Medical Clinic [1]	
Appointment (05/18/2010	[]	Flintstone M.D., Frederick [2	QRS Medical Clinic [1]	
Appointment (05/06/2010	[]	Flintstone M.D., Frederick [2	QRS Medical Clinic [1]	stich removal
Appointment (05/06/2010	[]	Flintstone M.D., Frederick [2	QRS Medical Clinic [1]	note one note tv
Appointment (05/05/2010 03:39 PM	[]	Tinnel LPN,Tammy [4]	QRS Medical Clinic [1]	
Appointment (05/05/2010 09:19 AM	[]	Flintstone M.D., Frederick [2	QRS Medical Clinic [1]	
•		m			Þ

Follow-ups are put into the PARADIGM appointment schedule and instruct the administrative staff to schedule an appointment on or about that time for the resource, location, and reason that you specify. These are typically things such as follow-up in two weeks for lab work.

Recalls are put into the PARADIGM appointment schedule and are used to contact the patient in the future to schedule a new appointment. Such as 6 months form check up.

Walk-ins are used to schedule patients immediately for a resource, location or reason. When scheduling a Walk In, the Encounter will change to the new Walk in when it is saved.

By hovering and clicking on an appointment in the appointment list it will open the appointment in the PARADIGM scheduling form if you have access.

6.2.5.7 Duplicate Chart

The Duplicate Chart (Open) button will open the same chart in a new Tab / Window. (even if your default is frames).

This can be helpful when needing to look or copy some text from another part of the chart to the form you are reviewing.

6.2.5.8 Medications (Rx) Button

To view or modify a patient's medication record, click on the 📑 'Rx (med)' button in the

Patient Header section of the chart. The top section of this screen is the action section that

allows you to work with multiple medications at the same time. This rest of the screen is

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broken up into Current Medications, Discontinued Medications, and Cancelled Medications. In the top-right corner of the screen, you will see a "Reload Data" button. This button allows you to reload the patient's information that is currently saved to the server. You can use this button to discard any changes you've made to a patient's medication record during the current session.

- 1	Patient Chart (Pending)	Account	Encounter		Recent	Inbox	Outbox	Trash	Message		Open		۵
	Test,Patient DOB: 03/17/1970 AGE: 43 Yr SEX: Female	TEST \$ 0.00	Create Wa No Encou Glasscock Princeton	and the second se	Procedure	Problem PER	Allergy	5	Track	Orders	Reports	1	?
es Rx I	Labs Xrays Procedures	Cardio Orders Vitals	Correspond	dence Mes Family Hx		CSCCEx			ABCDEFGHI	U tab grid			
	Image: Plavix 75 m Content Plavix 75 m × 07/31/2013 patics [04/IP] 04/18/2013 3258 € 04/10/2013					Patient					0	•	
		123 Any Str Roanoke , V PROVIDER:	DOB: 05/17/1970 AGE: 43 Years 123 Any Street SEX: Female MS: Married SMOKER: smoker Roanoke , VA 24038 SEX: Female MS: Married SMOKER: smoker PROVIDER: Glasscock D.O.,T. Donet RF erRNING: PCP: ETHNICITY: Hispanic or Latino RACE: An vertical Indian or Alaska Nativ(LANGUAGE: English Notes										
		# Insuran		Delia	Insurance Policy # Group			Holds	Holder				
		1 Railroad I		11111	1110 M P		2134859 5 10		Test				

6.2.5.8.1 Indicators

The left column of each medication record is a 'Reviewed' column; this column indicates if any user has reviewed a medication with a patient on the current day. To set a medication as 'Reviewed', click the left column and the box will turn orange with a black "R" in it; you can un-mark the medication as being reviewed by re-clicking the "R".

The next column to the right indicates that a medication has been Added Today, Updated Today, or is New. This column will have a green background and a black "A", "N", or "U" for Added, New, or Updated. A New medication is one that has not yet been saved to the patient's chart; these are the only medication records that can be removed from the patient's chart by clicking on the "N". After a medication has been saved to the patient's chart, it changes to an "A" (Added today) and can no longer be removed; instead, you must change

the status of the medication to 'Cancelled' and then select a reason.

The third column is a worklist indicator. This column can contain an "E", for Pending in EHR, or a "P", for Pending in NewCrop. If this column has one of these indicators in it, you can click on the letter to open the worklist item.

K ▷ [_		00:00/01:0	8 👯 🖣				
					- 🗆 🛛				
(C) (http://arra/emr/emr.cgi?form=chart&tab=Pending&p	aat_code=TEST 🔎 マ 🖒 💽 PARADIGM EHR	(mbroxson)	• Test,Patient [TEST]	×	6 🕁 🛱				
			TT 1 144 14						
P Test,Patie	ent [TEST] Medications / RX List We	bpage Dialog			×				
Log Into E-Rx Search Patient Test's Medications:									
	Stop Date: 07/31/2013			1					
Checked Medication Actions: Change Status: Stop Date: 07/31/2013 Save Status Prescribe Merge									
Medication	Sig	Started	Reason	M Issued	Disp Ref				
A Delavix 75 mg		07/01/2013		07/31/2013					
	1 daily								
RN FMintuss MS 2 mg-10 mg-5 mg/5 mL Syru +	•		•						
Discontinued Medications									
Medication Started Reason Stoped Status									
A C E Xanax 1 mg tablet As needed 06/30/2013 To escape 07/31/2013 Discontinue									
Cance Medications									
Medication	Sig	Started	Reason	Stoped	Status				
RA Dipitor 20 mg tablet	RA C E Lipitor 20 mg tablet 07/31/2013 Cancelled								
R - Reviewed Today A - Added Today N - New	w (Not Saved) U - Updated Toda	y E - Pendi	ng in EHR P - Pe	ending in New(Crop				
j j									

6.2.5.8.2 Fields

The forth column of a medication is a checkbox that allows you to select multiple medications and perform actions to all of them at one time. The actions that can be performed are: change the status of medications, prescribe medications, and merge medications. These actions are in the top section of the screen and can only be performed if you have at least one medication selected.

The next column contains a plus sign that is used to expand the view of a medication. From this expanded view of the medication, you can add or edit notes, administered by, dispense quantity, and number of refills. Below this row, you will see any history that is associated with this medication.

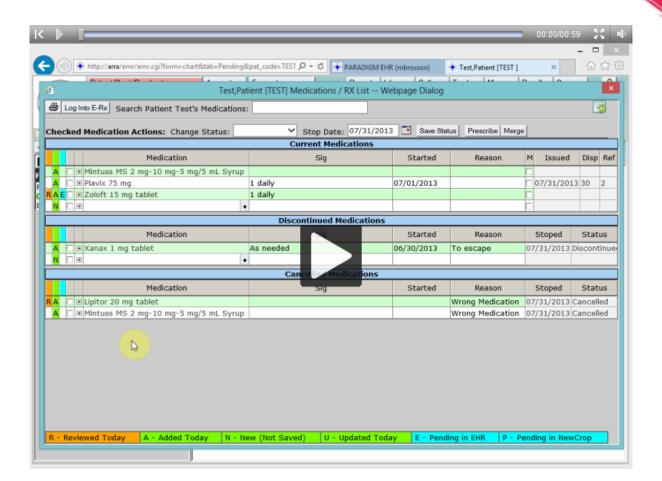
The next columns are the specific information related to a medication record. You may modify the record directly by clicking on the table cell and typing directly into it. You will also notice that after you click on one cell for a medication, all of the quick list widgets become active for that medication.

The right three columns on the current medication list are the last issuance details. These are the last date the medication was prescribe, the quantity dispensed last, and the last number of refills given.

A E v a Zoloft 15 mg tablet 1 daily N C Discontinued Medications Discontinued Medications Medication Sig Started Reason Stoped Started Reason Of/30/2013 To escape Of/30/2013 To escape Of/31/2013 Discontinued Medications		og Into E-Rx Search Patient Test's Medications		top Date: 07/31/201	3 📑 Save Sta	tus Prescribe Merge	•	4		
A E Plavix 75 mg 1 daily 07/01/2013 07/31/2013 30 2 A E R Sig OT/01/2013 07/31/2013 30 2 A E R Sig Started Reason Stoped Status A E X E Sig Started Reason Stoped Status A E X E Cancelled Of/30/2013 To escape O7/31/2013 Discontinued A E X E E E E E B Cancelled Medications Started Reason Stoped Status A E Upitor 20 mg tablet Medication G Status Wrong Medication O7/31/2013 Cancelled			Curr							
A E Y a Zoloft 15 mg tablet 1 daily N C Discontinued Medications Discontinued Medications Medication Sig Started Reason Started Medication Sig Started Reason Of/30/2013 To escape Of/31/2013 Discontinued Medications				Sig		Reason				
N Image: Continue of the second sec	A				07/01/2013		07/31/20	13 30 2		
Discontinued Medications Medication Sig Started Reason Stoped Status A						1				
Medication Sig Started Reason Stoped Status A Cancelled 06/30/2013 To escape 07/31/2013 Discontin N B Cancelled Medication 05/30/2013 To escape 07/31/2013 Discontin A Cancelled Medication G Started Reason Status A Cancelled Wrong Medication 07/31/2013 Cancelled										
A • Xanax 1 mg tablet As needed 06/30/2013 To escape 07/31/2013 Discontin N B • • • • • • • • • Cancelled Mutications • • • • • • • • Medication • • • • • • • • A • • • • • • • • • A • • • • • • • •										
M E Image: Cancelled My reations Cancelled My reations Medication G Started Reason Status Medication G Started Reason Official			As seeded							
Cancelled Medications Medication Started Reason Stoped Status A • Lipitor 20 mg tablet wrong Medication 07/31/2013 Canceller		-			00/30/2013	To escape	07/31/2013	Discontinu		
Medication Started Reason Stoped Status A • Lipitor 20 mg tablet Wrong Medication 07/31/2013 Canceller				led Medications						
		Medication	Curre		Started	Reason	Stoped	Status		
	A	+ Lipitor 20 mg tablet				Wrong Medication	07/31/2013	Cancelled		

6.2.5.8.3 Prescribing

To prescribe a medication, or multiple medications, start by entering the medications you want to prescribe. Select the corresponding checkbox for all of the medications you want to prescribe and click the 'Prescribe' button. This will prompt the 'Prescribe Medication' dialog box to pop up. Enter the prescription and issuance information for each medication. If you need any medications placed on the worklist for follow-up at a later date or by another user, you can set that information here as well. When you are done with all changes, you must click the Save bar at the bottom of the page.



6.2.5.9 Problem List (Dx) Button

Solicking the Problem List (Dx) button will display the patients problem list in a window.

This list is divided into active, inactive and resolve problems.

You can add, modify, and remove Problems directly within the grid layout.

Problem History can be seen by expanding a Problem record by clicking the plus sign.

				Current Pr	oblems				
	Ρ	Onset	Туре	Problem	Status	Trea	iting Provider	Note	
± 0)	08/03/2010	Diagnosis	CONSTITUTIONAL RED BLOOD CELL APLASIA [2					
ΞO)	12/18/2009	Diagnosis	DEPRESSIVE DISORDER NOT ELSEWHERE CLAS	active				
±Ο)	12/03/2010	Diagnosis	GLAUCOMA W OTH LENS DISORDERS [365.59		Craig	Cole Anderson		
±Ο)	11/02/2010	Diagnosis	HYDRONEPHROSIS [591]					
±Ο)	11/04/2010	Diagnosis	MALIGNANT NEOPLASM OF PROSTATE [185]		Micha	ael W. Bratton I		
±Ο)	06/24/2011	Diagnosis	RUBEOSIS IRIDIS [364.42]		E Jam	es Barham M.D		
ΞO)	12/21/2009	Diagnosis	TOXIC GASTROENTERITIS AND COLITIS [558.2					
± 1	L	06/28/2011	Diagnosis	HEMOGLOBINURIA HEMOLYSIS EXT CAUSE [2:	Resolved	E Jam	es Barham M.D		
± 1	L	06/24/2011	Diagnosis	IRRITABLE BOWEL SYNDROME [564.1] active Thomas		as A. Browning			
÷									
		1		Inactive Pro	oblems				
	Ρ	Onset	Type	Problem				Note	
+ O)	12/21/2009	Symptom	chills-no chills					
				Resolved Pr	oblems				
	Р	Onset	Type	Problem		R	tesolved Date	Note	
±ο)	12/18/2009	Diagnosis	DERMATITIS DRUGS MEDICINES INTERN [693.	D]	12,	/21/2009	note test	
					D]				

6.2.5.10 Allergy

Plicking the Allergy button will display the patients allergy list in a window.

ë			Allergy List We	bpage Dialog	×				
		Patient:	110484 Abbott, Jeff						
		Type:	Select Type 🗸	_					
		Source:		•					
		Reaction:		•					
	Data	Identified:	03/19/2015 Inactive 1						
	Date	Identified:	Save Remove Clear						
			Active Aller	gies					
	Туре	Allergy Source		Reaction	Identified				
G	Drug	Aspirin		Rash	04/21/2010				
G	Misc	Bees		Edema, Insomnia	11/04/2010				
G	Env.	Indomethacin			08/19/2010				
G	Env.	Morphine		Itching	04/21/2010				
G	Food	milk			12/03/2010				
G	Food	peanuts			12/03/2010				
	Inactive Allergies								
	Туре	Allergy Source		Reaction	Inactive				
G	Food	Peanut Butter		burps	04/21/2010				

This list is divided into active and inactive allergies.

From here you may Enter new Allergies, Update Allergies, Remove Allergies or print the Allergy list.

6.2.5.10.1 No Allergies

The patient may have no allergies. When you first enter the allergy form and the patient has no allergies recorded it will display as follows:

Patient:	LINNS IA LINGLA	nm,ivieagin Kea			
Type:	Select Type 🔻				
Source:			•		
Reaction:			•		
Date Identified:	05/02/2011	Inactive Date:			
	Save Remove	Clear 🎒			
Patient h	as no recorded allerg	ies. Click Here to re	eport "No know	/n allergies".	

By clicking on the button bar, it will record that there are no known allergies for the patient and display as follows:

		The Chart	115
Patient:	10001อ แบบเล่าแปลนแปกเซลล์		
Type: Source:	Select Type		
Reaction:	•		
Date Identified:	05/02/2011 Inactive Date: Save Remove Clear		
	No known allergies for patient.		

By adding an allergy it will change the status and display them. If you remove all the allergies it will revert back to no recorded allergies.

6.2.5.10.2 Add a new Allergy

You may Add new allergies to the allergy list by completing the form and pressing the Save button.

Patient:	110484	Abbott, Jeff	
Type:	Select Type	•	_
Source:			•
Reaction:			•
Date Identified:	05/02/2011	Inactive Date:	
	Save Rem	nove Clear 🞒	

Select the Type of allergy. (Food, Drug, Misc) Identify the source and reaction of the allergy. And Set the date of onset or reported.

Click "Save" to save the information.

6.2.5.10.3 Edit Exisiting Allergy

By hovering over the allergy in the allergy list and clicking you may edit or remove an existing Allergy. The allergy you selected will be displayed in the form.

Make the changes and press the "Save" button.

If you enter and Inactive date and save the allergy it will appear on the Inactive allergies list.

6.2.5.10.3.1 Remove an Allergy

Follow same procedure as above and click Remove button.

6.2.5.10.4 Print Allergies List

Press the Printer Icon button to print the allergy list. It will only print the sections of the list that you have displayed using the button bars.

6.2.5.11 Alerts and Reminders

(1) Clicking the Alerts button will display the patients Alert list in a window.

Abbott,Jeff [110484] Alert / Reminder List Webpage Dialog							
Enter New Alert / Reminder							
Active							
Date P Active Alert	Follow up						
12/09/2014 11 Colorectal Cancer Screening							
12/07/2011 06 Patient Has Ambien							
12/07/2011 06 H Influenza Vaccination							
12/07/2011 06 H Male over 40							
12/07/2011 06 H Prostate Cancer Screening							
08/09/2011 10 L IGIV							
06/24/2011 04 Glaucoma Screening							
11/04/2010 01 H Allergic to Bees							
09/07/2010 09 H High Blood Pressure Risk	03/28/2012						
09/07/2010 09 has more than one drug							
Addressed							
Date Addressed Alert							
08/08/2011 09 DTaP							
08/03/2011 02 RIG							
08/03/2011 02 MMR							
08/03/2011 02 DTaP							
07/18/2011 03 Hep B, adult							
07/18/2011 02 DTaP-IPV							
07/18/2011 02 Hep A, adult							
07/18/2011 02 Hep A, ped/adol, 2 dose							
07/12/2011 09 DTaP-Hib							
07/12/2011 09 Hep A, NOS							
07/11/2011 09 DTaP							
Not Applicable Tate Not Applicable Alert							
we northerest							
<	>						

This list is divided into three areas active, addressed and Not Applicable.

The Active List shows the Priority of the alerts as either High (in red) or Low (in yellow). It also displays the Follow up date if defined. The Alert button and notification area of the Functions and Features will display in red if there are active alerts that are in need of attention because the follow up date has been reached.

Alert definitions are created by the administrator. These definitions are reviewed each time a chart is entered to see if the patient meets the criteria for that alert. If so the alert will be added to the patients active alert list to be worked. Alerts can be based on patient data, problem data, medication data, allergy data and track able data. Contact your system

administrator for the setting up alerts and reminders.

From here you may also Enter new Alerts and Reminders specific for this patient, As well as modify them and print the list.

6.2.5.11.1 Edit / Work and Alert

By hovering over the Alert in the list and clicking you may edit or work it. This will display the Alert in a window.

🤌 Alert / Rem	ninder Edit V	Vebpage Dialog					x
Patient	110484	Abbott, Jeff					
ID	Prostate						
Alert	Prostate Ca	ncer Screening					
Priority	Low -						
Status	Active	•					
Follow-up							
Comment							
				History			
Date Time	▼ Use	er Change	From	То	Commen	t	*
05/05/2010	05:13 PM jeff	Priority	High	Low			
05/04/2010	06:27 AM jeff	Follow-up	05/18/2010				
05/04/2010	06:26 AM jeff	Follow-up		05/18/2010			=
05/04/2010	06:25 AM jeff	Follow-up	05/02/2011				
05/03/2010	09:18 PM jeff	Follow-up		05/02/2011			
05/03/2010	04:12 PM jeff	Priority	Low	High			-
•		m					F.
Save Ent	tered 03/17/	/2010 12:36 PM A	uto		Modified	05/05/2010 05:13 PM jeff	

Make the changes and Update press the Save button.

Your changes will be logged in the History of the alert and saved.

6.2.5.12 Trackable Data

Trackable Data are data elements that you may want to track over time. These include things such as vitals, lab results etc. This data can then be used to generate reports or graphs plotting trends on the information. Trackable data can also be used for more static information that must be captured for reporting purposes such as Race.

Clicking the Track button will display the current trackable data for the patient.

Abbott, Jeff [110484] Trackable Data List Webpage Dialog									
₿	E	Inter New Tra	ckable Data	Graph Trackable Data					
	Туре	Date	Data	Description	Value	Note			
	~								
	Clinical	10/04/2011	110	DTaP-Hep B-IPV	RXN:204525^310752^763103:MANU	Immunization Entered on			
	Clinical	10/04/2011	133	Pneumococcal conjugate PCV 13	RXN:854931:MANU:WAL:LOT:91451	Immunization Entered on	1		
	Clinical	10/04/2011	87	IGIV E&Ma b	RXN::MANU::LOT::AMNT::UNIT: Immunization Entere				
	Clinical	10/04/2011	Smoking Status	Trivial smoker	266920004	Less than one cigarette/d			
	Clinical	08/09/2011	03	MMR	RXN:762820:MANU::LOT::AMNT::UN	Immunization Entered on			
.1	Clinical	08/09/2011	107647005	Weight in Ibs	200				
al.	Clinical	08/09/2011	162755006	Height in Inches	72				
.1	Clinical	08/09/2011	163030003/163031004	Blood Pressure Sitting (Systolic /	120/20				
al.	Clinical	08/09/2011	60621009	Body Mass Index	27.13				
	Clinical	08/08/2011	20	DTaP	RXN:204525:MANU:BAH:LOT::AMNT	Immunization Entered on			
	Clinical	08/03/2011	20	DTaP	RXN:204525:MANU::LOT::AMNT::UN	Immunization Entered on			
	Clinical	08/03/2011	34	RIG	RXN::MANU:AD:LOT::AMNT::UNIT:	Immunization Entered on			
al	Clinical	07/26/2011	107647005	Weight in Ibs	200				
	Clinical	07/26/2011	162755006	Height in Inches	76				
al	Clinical	07/26/2011	60621009	Body Mass Index	24.34				
.1	Clinical	07/21/2011	107647005	Weight in Ibs	200				
al.	Clinical	07/21/2011	162755006	Height in Inches	71				
.1	Clinical	07/21/2011	163030003/163031004	Blood Pressure Sitting (Systolic /	115/70				
	Clinical	07/21/2011	30	HBIG	RXN::MANU::LOT::AMNT::UNIT:	Immunization Entered on			
.1	Clinical	07/21/2011	364075005	Heart Rate (pulse) LLE	72				
al.	Clinical	07/21/2011	60621009	Body Mass Index	27.89				
	Clinical	07/18/2011	106	DTaP, 5 pertussis antigens	RXN::MANU:AB:LOT::AMNT::UNIT:	Immunization Entered on			
al	Clinical	07/18/2011	107647005	Weight in Ibs	200				
	Clinical	07/18/2011	110	DTaP-Hep B-IPV	RXN:204525^310752^763103:MANU	Immunization Entered on			
	Clinical	07/18/2011	130	DTaP-IPV	RXN:204525^763103:MANU::LOT::A	Immunization Entered on	1		
		07/40/0044	40070000		70				

From here you may search, print, enter new data, or edit existing data.

6.2.5.12.1 Search

At the top of the columns are filter headers that allow you to filter the data (search) for specific values.

т	Date	Data	Description	Value	Note
-		pulse			
CI	08/25/2010	Pulse		76	
Ge	06/23/2010	Pulse		80	
Ge	05/20/2010	Pulse		69	LLE
Ge	05/20/2010	Pulse		70	LUE
Ge	05/20/2010	Pulse		80	RUE

Enter the value into the filter header to refine your search.

6.2.5.12.2 Print

Pressing the Print Icon button will print the list that is currently displayed.



6.2.5.12.3 Enter New

Pressing the "Enter New Trackable Data Object" will allow you to enter a new patient trackable object for the patient. The following form will appear.

Patient	110484	Abbott, Jeff	
Date	10/26/2010		
Unique	0		
Туре	General	•	
Data			•
Value			
Note			
Save	Remove]	

Select the object you want to track and assign it a value.

The Note is optional

The Date defaults to the current date. If the data you are tracking is static and does not change over time, set the date to "00/00/0000"

If you have multiple of the same item for the same date use the Unique field to assign a sequence.

Save the data.

6.2.5.12.4 Edit

By Hovering over the Item you want to edit and clicking. It will pull up the record in the form.

🥖 Trackable Data Edit V	Vebpage Dialog		×
Patient 110484	Abbott, Jeff		
Date 05/28/2010	•		
Unique 0			
Type General	•		
Data Weight			
Value 200			
Note Pounds			
Save Remove			

Make the changes and press the Save Button.

6.2.5.12.4.1 Remove

Follow the procedure above but click the Remove button.

6.2.5.12.5 Graph

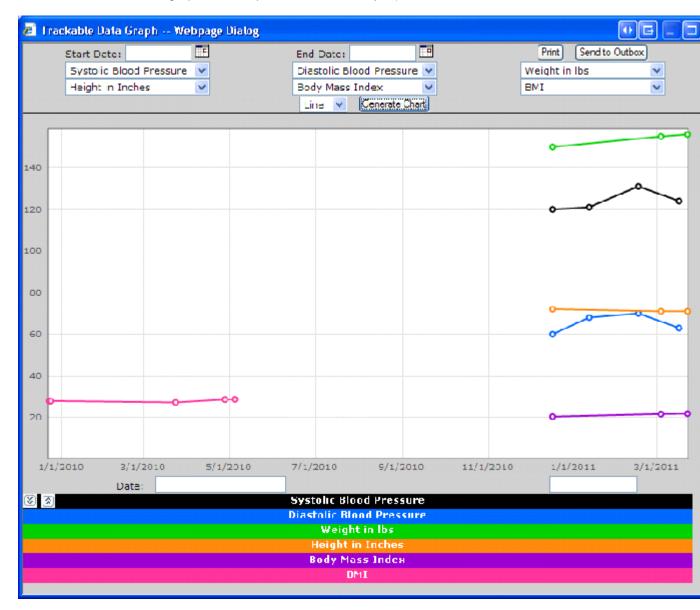
The Trackable Data Graph is a way of displaying Trackable Data Objects in a line or point graph that have a numeric value. These two objects will have independent lines/points to represent them. The graphs can be used to see trends either over a set period of time or the entire period of the patient's

data. They can be printed or sent to the patient's outbox where you can archive them or send them to the PARADIGM® Patient Portal.

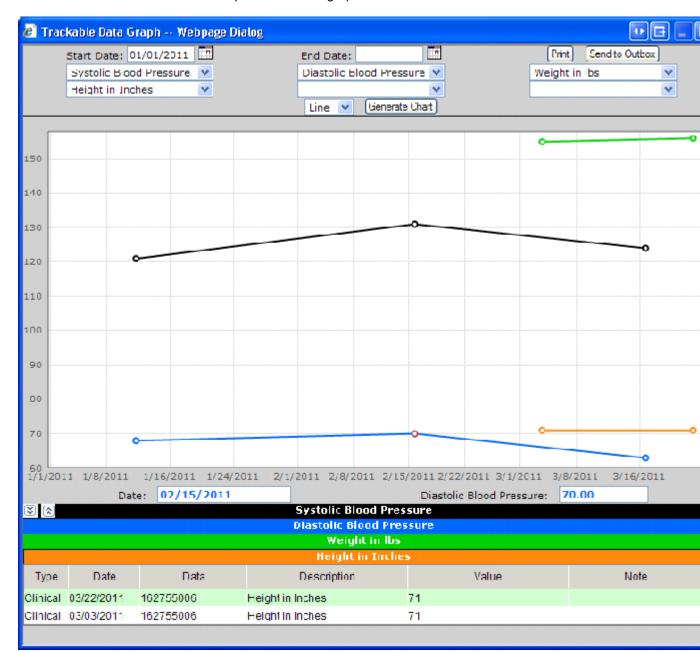
A blank graph can be launched from the Reports menu inside of the patient's chart. The graph can also be launched through the Trackable Data List by clicking on the **I** icon. This will automatically graph the item that you selected. Note: Only items with numeric values will have the graph icon. Additionally, Blood Pressure is split into Systolic and Diastolic so that it can be graphed.

The dropdown selections allow you to choose up to six objects to be graphed. These objects are built dynamically to only include objects in the patient's Trackable Data that have a numeric value.

By default, the graph uses a date range of the first and last items found for the objects selected to be graphed. By clicking on the bars at the bottom, you can display a sort-able table of the data for that object. The color of the line and point match the color of the table headers at the bottom (e.g. the pink line on the left side of the graph below represents the BMI object).



The example below you will see how you can select a date range for the graph to display the objects that you select. When you hover over a point, the tooltip line changes the label to match the point that you are hovering on and the color of the date and object value change to match the color of the line and table header to assist in the interpretation of the graph.



6.2.5.13 Orders

Orders are special forms used to communicate provider instructions for services not performed by the provider, but by another service provider. These include but are not limited to lab, radiology, cardiology, audiology, nuclear medicine, referrals, and consults. When an order is created a work list item is created with it to track the order and keep you abreast of the orders status. When results are

returned they are attached to an order so you can then see the order, status, and results all together. Order forms can be created to suit your practice's needs. These forms can be paper based, or generate electronic orders (HL7) that are routed automatically.

Clicking the "Orders" button will display the orders menu. The Orders module allows you to create an order using "New Medical Order" or selecting a "Custom order form..." from the drop down. A grid displays all of the orders for the patient along with the order status and last modified date. Orders created using the Medical Order Form will have plus sign next to them so that you can quickly view the details of that order. Applicable order items will also have a plus sign to signify that there are questions associated with that order using the Ask at Order Entry system. To open an already saved order, click on the clipboard icon to the left of the order.

re	ate New Order Custom order form V		
_			
	Order		
2	Pathgroup	N 04/10/2012 01:13 PM	
	Culture Wound		
	Albumin		
8	Pathgroup	N 04/10/2012 12:56 PM	
8	Pathgroup	N 02/16/2012 12:44 PM	
		es Homogenization)	
	Culture Wound		
7	🖃 Medical Order	N 02/16/2012 12:40 PM	
	Hemoglobin A1c		
2	Outpatient Imaging Order	F	
8	Patient Referral	07/12/2011 02:50 PM	
2	Hospital Order Form	07/06/2011 06:18 PM	
3	Test_JA	05/06/2011 12:59 PM	
2	Hospital Order Form	05/20/2010 03:53 PM	
2	Outpatient Imaging Order	05/20/2010 03:44 PM	
8	Outpatient Imaging Order	05/12/2010 04:17 PM	
2	Hospital Order Form	05/06/2010 08:02 AM	
2	Outpatient Imaging Order	05/04/2010 09:55 AM	
3	Outpatient Imaging Order	04/27/2010 01:14 PM	
7	ConsultRequest	C 04/22/2010 10:55 AM	
2	Outpatient Imaging Order	D 04/22/2010 10:53 AM	
2	Outpatient Imaging Order	F 04/22/2010 10:52 AM	
2	Outpatient Imaging Order	04/22/2010 10:47 AM	

6.2.5.13.1 Creating a New Order

New orders can be created via the "Create New Order" button or by selecting one of your customized order forms in the "Custom order form..." drop down list.

6.2.5.13.1.1 Medical Order Form

The Medical Order Form consists of three main sections. The header provides relevant order information including patient name, address, date of birth, social security number, and phone number as well as the primary and secondary insurances that are on file for that patient. The header also includes the location name and address for the office that is placing the order, the date and time the order was entered, and the provider that is placing the order. The general order details allow you to

enter order appointment information. And the order items are the test/procedures that you will requisition for that patient as well as their associated diagnosis codes.

Upon saving a Medical Order you will be prompted to save a worklist item associated with that order. This worklist item is used to track the specific Medical Order that you are saving. The status of the order will default to "New Order" and you must select a user or group to associate the worklist item with.

There are a few features that have been implemented in the Medical Order Form:

- The first thing that you will notice is that the Save button has been changed to a Save bar that stretches the full width of the window.
- Next, the new Save Bar remains at the bottom of the window even if the form keeps on going. This allows you to change something at the top of the form and save it without having to scroll to the bottom to save your entry.
- The Standard Medical Order Form offers the ability to sign off on the order.
- Please note that the signature selection at the bottom of the form is different from a user signing off on the order. The signature selection at the bottom of the form allows for any user to include the provider's signature to be printed with the order while signing off on an order can only be performed by users with a signature loaded into the EHR and locks the document from future modification.

General notes about the Medical Order Form:

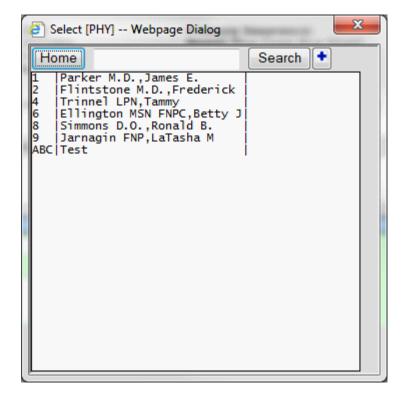
- The Medical Order Form must be printed utilizing the EHR Outbox. After an order is saved, it can be sent to the patient or user outbox.
- The Medical Order Form was designed to be compliant with HL7 standards to allow the processing of electronic orders through PARADIGM EHR. Please contact QRS if you would like to more information about an HL7 interface.

Abbott,Jeff [110484] Orders Webpage Dialog	×
Go back to Order Module Medical Order	Order #: New
- QRS Medical Clinic 2010 Castaic Lane Knoxville, TN 37933-0949 Phone: (865) 588-3188	^
Order Date: Thursday, March 19, 2015 Time: 10:56 AM Collection Date: Ordering Provider: James E. Parker M.D. NPI: Bill To: V	Time:
Patient: Jeff Abbott MRN: 110484 Primary Insurance: 2010 Castaic Lane DOB: 09/02/1964 Name: Blue Cross Blue Shield Knoxville, TN 37932 SSN: 123-1234 ID #: ZEB904782238 Home Phone: (855) 986-9525 GRP #: 123952 Cell Phone: () - -	Secondary Insurance: d Name: Not on file ID #: GRP #:
Appointment Date: Time: Additional Information:	•
	to patient
Notes: Diagnosis	•••
I: • Send note back with results: •	
Add Order	~
Save	

The order header allows you to click on the office information and select another location from the PARADIGM Location table.

Select [LOC] Webpage Dialog	x
Home	Search 🔹
1 QRS Medical Clinic 2 QRS Medical Clinic2	2010 Castaic Lane 2010 Castaic Lane
<	•

You can also click on the Ordering Provider's Name to select another Provider from the PARADIGM Physician table.



The order details section of the Order form allow you to specify the order date, time, and other appointment information. This section also include the request of what you would like the performing party to do (Evaluate and Recommend, Evaluate and Treat, Second Opinion, or Perform Appropriate Procedures), what to do with the results, and any notes for the order.

There are a couple of features built into this section of the order form that can be utilized as needed.

The first deals with the Appointment Date. The appointment date is set to the current date upon the initial opening of the order form. To change this date, simply click on the date to open the calendar widget.

Appointment Date: Thursday, March 19, 2015



If the date of the appointment is unknown at the time of creating the order, you can select the Clr button in the calendar widget. This will change the date text to an input text area and include a date select icon to the right.

Appointment Date: _______ This will allow you to free type into the text box (such

as "Patient to make appointment") or select the calendar icon to reopen the calendar widget to select a date.

The next feature deals with the results section of the order details.

Ho	me Search
#]A	BCDEFGHIJKLMNOPQRSTUVWXYZ Show All
	Object
0	Albumin
8	Albumin Culture Wound

The order items are powered by the PARADIGM Quick List with Data Base engine.

The data base portion of this program is modified through the Administration module of the EHR. Each order item allows you to enter a note specific to that order and select the diagnosis for that order.

Order	- denotes required fields. Diagnosis
1: - CXWND	Culture Wound
Send note bac	k with results:
	↓ [564.1] IRRITABLE BOWEL SYNDROME
Specimen Source:	.*
Specimen Site:	
1 2: - FFAQ4	Fecal Fat, Quantitative 48-Hour Collection (Includes Homo + Dx 🗌 [283.2] HEMOGLOBINURIA HEMOLYSIS EXT CAUSE
Send note bac	k with results: 364.42] RUBEOSIS IRIDIS
	[564.1] IRRITABLE BOWEL SYNDROME
Fecal Weight (gra	ams): *
Duration of Colle	section: *
🛞 3: <mark>-</mark> ALB	Albumin
Send note bac	k with results: 🗌 🔅 [364.42] RUBEOSIS IRIDIS
	✓ [564.1] IRRITABLE BOWEL SYNDROME
Add Order	

The diagnosis selection utilizes the Diagnosis Sentence Builder widget to select the diagnosis that will appear on the order form, then each diagnosis will have a checkbox for you to select the diagnosis that only apply to that order item. Below the notes for the order item is where the Ask at Order Entry system will display the questions that are relative to that order. Questions that are required for that order item are marked with a red asterisk (*). If a question is configured to only accept numeric answers then there will be a calculator icon to the right of the text box. The same will happen for order questions that are configured to only accept dates with a date icon. If an order question is configured to only accept specific options, the Ask at Order Entry system will use those options to build a drop down list for that question.

6.2.5.13.2 Custom Order Forms

Click on the order form from the Order form Menu. Your order form will appear in a new window similar to the following:

PROGRESSION EMR Webpage Dialog			1.0	265		2
8	PHYSIC Outpatient Centr Fax Orders to KCH of tration 588-3188 or 800	CIAN O alized utpatie -648-8	8394 Insurance V	588-3 ertifi	188 cation 588-3188	
	nt of the child, you must brin he test or procedure will be o				nship/custody papers with you. formation.	
Name Jeff Abbott		Test Da	ate	Test	Time	
Birthdate 09/02/1964 Phone ((800) 251-3188	Orde	ring Physician			
Definitive Diagnosis and/or Signs	and Symptoms (Must Be Com	pleted)		C	all Results to	
			÷ 🖪	E Fa	ax Results to	
Please arrive at Outpatient Reg Floor AT LEAST 45 minutes prio		ne or A	S INSTRUCTED.	*	This test requires special preparations.	
LABORATORY	RADOLOGY		DRUG LEVELS		NEURODIAGNOSTIC	
🔲 Acute Hepatitis Panel	🔲 Air Contrast Barium Enem	ia*	Cyslosporine		BAEP (BAER)*	
Basic Metabolic Panel	🗏 Barium Enema (Colon Stu	dy)*	🖻 Digoxin		EEG (Routine)*	
Bilrubin Fractionated	Barium Swallow (Esophag	ram)*	🗖 Dilantin		EEG (Sleep Deprived)*	
CBC	CT Scan*		Phenobarbital		EMG/NCV	
Comprehensive Metabolic Pane	I Specify		Tegretol		Specify	
Culture & Sensitivity	IVP*		Theophylline		SSEP (Upper)*	
Source	IVP with VCU*		Other		SSEP (Lower)*	
Electolyte Panel	MRI*		NUCLEAR MEDIC	INE	VEP*	
Glucose	Specify		🔲 Gastric Emptying 🗄	Scan*	Other	
Glucose Tolerance Test	Shunt Series		🗏 Hepatobiliary Scar	n*	NON-INVASIVE VASCULAR LAB	
Hours *	Skull Series		🗏 Liver/Spleen Scan	*	Specify	
Hepatic Function Panel	Ultrasound*		Meckles Scan*		RESPIRATORY TESTING	
🕅 Immunoglobulin Series	Specify		🔲 Nuclear Cysto (VC	CU)	Pulmonary Function*	
🖾 Lipid Panel	UGI*		🔲 Renal Scan		ABG	
Monospot	UGI with SBFT*		Bone Scan		Other	
П РКU	CU VCU		Other		AUDIOLOGY	
PT/PTT On Blood Thinner?	X-Ray Specify		CARDIOLOGY		Evaluation)	
🔘 Yes 🔘 No 🎜	Other		Echocardiogram		BABR* (Auditory Brainstem Response	
SED rate (Westergren)	GASTRIC TESTING		EKG		Evaluation)	
SED Rate (Zeta)	Ph Probe*		Holter Monitor		CAP (Central Auditory Processing Evaluation)	
Sweat Chloride	OTHER TESTS NOT LIST	TED	Stress Test*		Other	
Urinalysis (w/o micro)			🔳 Tilt Table			
Urinalysis (with micro)			Other			
Other						

Complete your order form. Double check before saving the form. Once the form is saved it can NOT be modified. If it is incorrect the order will have to be canceled and redone from scratch. Once complete Save the form. The Order work list will appear. This is used to track an order. The Status will default to "New Order". Assign the order to a user or group, set action if needed and save.

e	Worklist Webpage Dialog	×
	Show Order	
Patient: Abbott,Jeff	Account: 110484 DOB: 09/02/1964 Sex: M Provider: Parker M.D.,James E.	
Assign: mbroxson;		•
Subject: Pathgroup	[04/10/2012 01:13 PM]	+
Status: New Order	✓ Follow-up: Send Order Print Order	
Action:		•
Message:	\bigcirc	٠
Save 🔒	Entered: 04/10/2012 01:18:30 PM mbr Modified: 04/10/2012 01:22:30	PM ml

That completes the order creation process

6.2.5.13.3 Outstanding Orders

The Order is now tracked through the work list mechanism. You will see the outstanding orders in two places. One is in the <u>Work List</u> area. The other is in the patients <u>Pending</u> area.

When displaying in the <u>File List</u> of the pending area of the patients chart, An "N" for (New Order), "P" for (Pending Results) or "O" for (On Hold) will display for the order.

When an Order is displayed in the File Display Area, you will notice the following header.

WorkList Sticky Note Info	0 Attachments
	Order
	ODE Modical Contor

Clicking the <u>WorkList</u> button will display the work list item in a dialog box. Using the work list you may change the status of the order or make other comments, re-route if needed.

Changing the status of an order to "Canceled", "Discontinued", or "Finished" will remove the work list item from the "WorkList" as well as the patients (Pending) area. You will need to use the "Show all orders for a patient" feature to review that order.

The header shows how many attachments are on the order. If you have attachments you can either scroll down to view the attachments or use the "<u>show/hide bar</u>" to hide the order and view the attachments.

6.2.5.13.4 Attaching Documents to Orders

When you display any document that has not been attached to an order the <u>Document header</u> in the " <u>File Display Area</u>"

WorkList Attach to Order Sticky Note Sign Off Move Trash Info

Clicking on the "Attach to Order" button will display a list of open orders.

This patient has current orders. If t changes if needed and <u>Save the or</u>					
Subject	Assigned	Priority	Action	Modified	-
Outpatient Imaging Order [05/04/2010 0	jeff;	O On Hold		05/06/2010 08:58 AM jeff	
Hospital Order Form [05/06/2010 07:56	jeff;	N New Order	Print and give to	05/06/2010 08:57 AM jeff	
Referral to	jeff;	P Pending Results		04/30/2010 01:14 PM jeff	

Select the order you want to attach the document to. The Work list item for that order will then display.

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<u>8</u>	Worklist Webpage Dialog	×
	Show Order	
Patient:	Abbott,Jeff Account: 110484 DOB: 09/02/1964 Sex: M Provider: Parker M.D.,James E.	
Assign:	mbroxson;	•
Subject:	Pathgroup [04/10/2012 01:13 PM]	•
Status:	New Order V Follow-up: 7 Send Order Print Order	_
Action:		•
Message:		•
Save 🔒	Entered: 04/10/2012 01:18:30 PM mbr Modified: 04/10/2012 01:22:30 P	M ml

If you are still waiting on more results for an order, keep the status as "Pending Results" If this completes the order change the status to "Finished" and save the work list item. This will file the order away.

6.2.5.14 Reports

The Reports Button will show you the reports list. The reports list includes an and all reports you may generate from the PARADIGM EHR system. Reports are programs that collect data and output it in a defined format. These reports programs may be links to reports in the Practice Management System (PARADIGM PLUS), or reports of clinical information from with PARADIGM EHR. Reports can also include Graphs that plot trends based on historical data. The reports show here are patient specific reports. You may also access system specific reports under the <u>user button</u> on the <u>Toolbar</u>.

e	Patient Reports Webpage Dialog	_ C	- >	<
Stan	dard Patient Reports			
Body	Mass Index Graph			\mathbf{r}
Clini	cal Summaries			
Grow	rth Charts			
Immu	unization Registries			
Patie	nt Glance			
Proc	edure List			
Send	Secure CCDA			
Track	able Data Graph			
Trans	sition of Care			
Cust	om Patient Reports			
Aged	AR Report			
Auto	mate Measure Calculation			
Body	Mass Index Graph			
CDA				
CDA_	to_out			
Cove	rFast			
Cove	rSlow			
Cove	r_Aida			
Grow	rth Charts			
HL7				
Immu	unizationRegistries			V
PQRI				

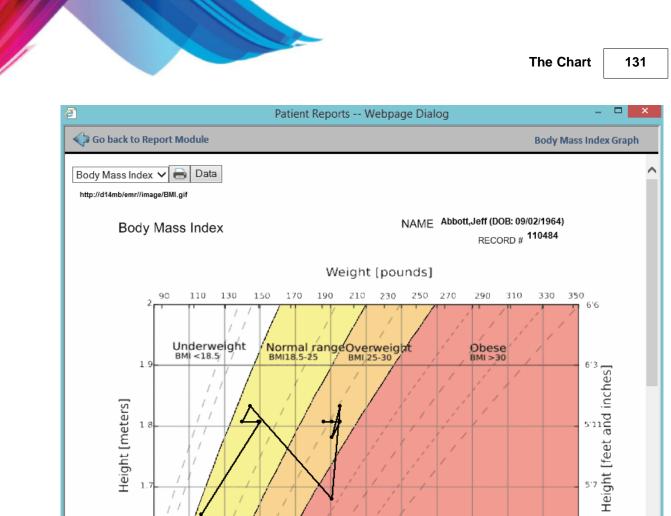
6.2.5.14.1 Standard Reports

Standard EHR Patient Reports

6.2.5.14.1.1 Body Mass Index Graph

This program will plot the BMI for the patient.

130





Height [meters]

1.8

This program will create a clinical summary file for the current encounter. You may send this as an XML file to the patients outbox.

5'3

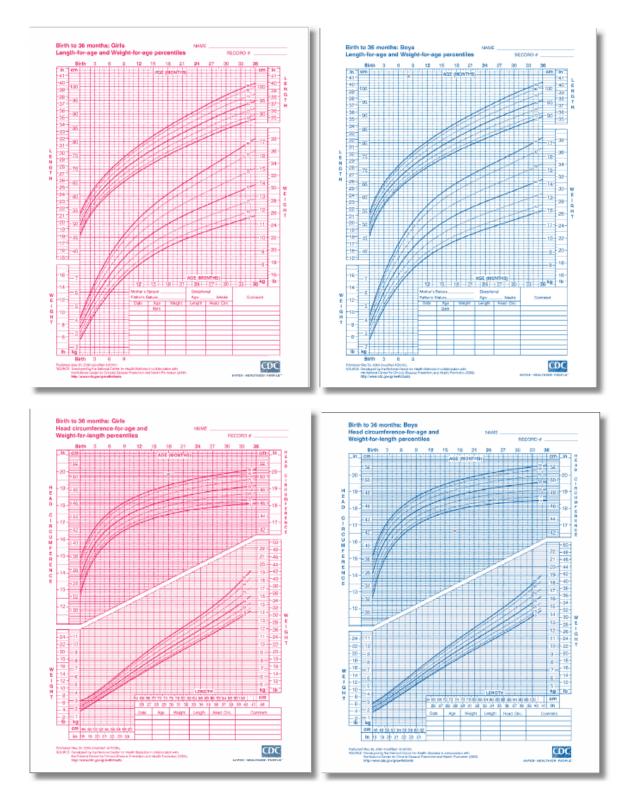
>

w Clinical Summary Optic	ons Send to outbox Patient Declined					
	Clinical	Summary				
Patient	Jeff Abbott	Language	Eng			
Date of birth	September 2, 1964	Sex	Male			
Race	White	Ethnicity	Not Hispanic or Latino			
Contact info	Primary Home: 2010 Castaic Lane Knoxville, TN 37932, USA Tel: +1-(865) 986-9525	Patient IDs	110484 123-12-1234			
Document Id	QRS_CCDA					
Document Created:	March 19, 2015, 10:59:22 -0000					
Healthcare service	Office Visit from March 19, 2015, 10	:59:22 -0000				
Performer	James Parker					
	Tel:					
Author	James Parker					
Contact info	Work Place: 2010 Castaic Lane Knoxville, TN 37933-0949, US Tel: (865) 588-3188					
Document maintained by	QRS Medical Clinic					
Contact info	Work Place: 2010 Castaic Lane Knoxville, TN 37921, US Tel: (423) 587-9777					

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6.2.5.14.1.3 Growth Charts

Child Growth Charts



PARADIGM EHR 14



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6.2.5.14.1.4 Submission to Immunization Registries

This program will produce HL7 data to send to the Immunization registry.

Patient Reports Webpage Dialog - 🗆 🗙
Go back to Report Module Immunization Registries
Immunization Registries Submission
Extended Demographics
Next of Kin
Immunization: 20110809 MMR Completion: V DB: Add/Insert V
Orders Observations
Immunization: NaNONaNONaN DTaP, 5 pertussis antigens Completion: V DB: Add/Insert V
Orders
Observations Immunization: 20110711 DTaP, 5 pertussis antigens
Your HL7 to Registries:
MSH Into to Registrics. PID 1 110484^^^MAAA^MR~123121234^^MAAASS Abbott^Jeff^^AAA^L 19640902 M 2106-3^White^HL70005 2010 Castaic Lane^AKnoxville^TNA37932^USA^L ^PRN^PH^^A865^9869525 2186-5^Not Hispanic or Latino^CDCRCE ORC RE [9999^CDC RXA 0 1 20110809 03^MMR^CVX 999 01^Historical information - source unspecified^NIP001 ^^^1 A
ORC RE 9999^CDC RXA 0 120110711 106^DTaP, 5 pertussis antigens^CVX 999 01^Historical information - source unspecified^NIP001 ^^^1 AB^Abbott Laboratories^MVX A
ORC RE 9999^CDC RXA 0 1 20110712 106^DTaP, 5 pertussis antigens^CVX 999 01^Historical information - source unspecified^NIP001 ^^^1 A ORC RE 9999^CDC
RXA 0 1 20110718 106^DTaP, 5 pertussis antigens^CVX 999 01^Historical information - source unspecified^NIP001 ^^^1 AB^Abbott Laboratories^MVX A ORC RE 9999^CDC
RXA 0 1 20110718 110^DTaP-Hep B-IPV^CVX 999 01^Historical information - source unspecified^NIP001 ^^1 AD^Adams Laboratories, Inc.^MVX A ORC RE 9999^CDC
Send

** NOTE ** this requires the IMM interfaces be installed and configured to function.

6.2.5.14.1.5 Patient Glance

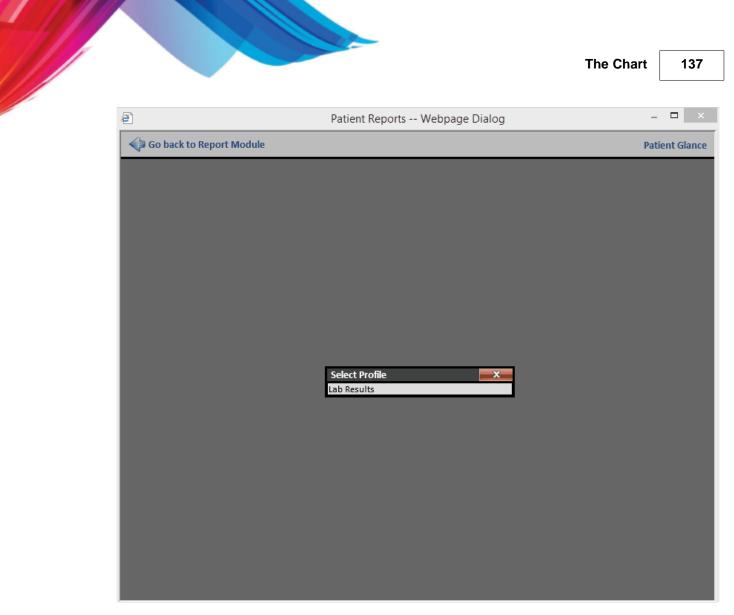
The Patient Glance is a split view window that allows you to view multiple files at the same time.

When you first go into the Patient Glance you will see one of several screens depending on the patient that you are in and the profiles you have set up.

The first view that the program looks for is a previously saved Patient Profile. If anyone in the office has saved a Patient Profile, the exact files and layout that they saved will be pulled up in the Patient Glance.

Next, the Patient Glance looks for a profile named Default in your configured profiles. If you have a Default profile set up, it will be opened.

Next, the Patient Glance looks to see if you have any profiles set up for your user. If you have any profiles set up you will be presented with the profile selection view.



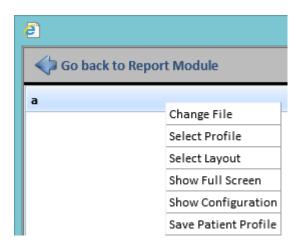
The last view that the Patient Glance will show on opening will be select layout view. This will be the default view if you have not set up any profiles and have not save a patient specific profile.

Patient Reports	Webpage Dialog 🛛 🚽 🗙
Go back to Report Module	Patient Glance
Select Layout	X
	Two Vertical
Three Horizontal	Three Vertical
Three Focus	Four
Five	Six Comparison
	✓

The Patient Glance has multiple layouts to allow you to view from two to six documents in different layouts.

Go back to Report Module Select Layout Two Horizontal Two Horizontal Three Horizontal Three Horizontal Three Focus Four Five Five Six Comparison)	Patient R	eports Webpage Dialog	
Two Horizontal Two Vertical Image: Second	Go back to Report Mod	ule		
Two Horizontal Two Vertical Image: Second				
Image: Second secon			Two Vertical	
Image: Second secon				
Image: Second secon				
Image: Second secon				
	Three Horizontal		Three Vertical	
Five Six Comparison	Three Focus		Four	
Five Six Comparison				
Five Six Comparison				
Five Six Comparison				
	Five		Six Comparison	

The Header Menu is accessible by right-clicking on the blue file label bar.



From this menu you can select multiple options depending on the patient you are in and file you have displayed. When you have a file displayed from within the EHR, the buttons that would normally appear on the file header toolbar are shown as header menu items below the default Patient Glance menu items.

e	Pat									
Go back to Repo	Go back to Report Module									
Corcovado.jpg										
Image W: 141 800	Change File									
Viewer Width 800	Select Profile									
	Select Layout									
	Show Full Screen									
	Show Configuration									
	Save Patient Profile									
	Show / Hide Toolbar									
	Print									
	Export File to Patient Outbox									
Martin and the	Export File to User Outbox									
	Attach to Order									
MANTA.	Link File									
ACT I A CONTRACTOR	Sticky Note									
The second second	History									
	Edit									
	Rename									
	Move									
	Trash									
	Info									
	File Deny List (Security)									
	Help									

After choosing the Select File option in the Header Menu you will be presented with a grid view of all files in the patient's chart. To display a file, select the file out of the grid.

5

jpg		<	b		
Select File					¢
Tab	Subdirectory		File	Date	
	~				
DOC		Oursels in a			
DOC	HIPAA HIPAA	Creek.jpg Leprechaun.gif		10/27/2012 10:10:49 10/27/2012 10:10:14	~
DOC	HIPAA	arrah - emr.pdf		10/27/2012 10:10:14	
Pending	nir AA	SchoolExcuse 201103	316103021 pdd	02/16/2012	
Pending		Xray_2010061414441	•	02/16/2012	
Pending		Squirrel.jpg	15.00	12/07/2011	
Correspondence	Outgoing	HBP_1317239075.txt		09/28/2011 15:44:35	
Note	0.0080008	339780 Notes.pdd		08/17/2011	
Note		339780 Notes2.pdd		08/17/2011	
DOC		A Basic IHD_2011070	6181707.htm	07/06/2011 18:19:10	
A Very Long Tab N		SchoolExcuse_201101		01/24/2011 14:40:24	
Cardio		Release_2011012412	1228.pdd	01/24/2011 12:13:34	
Labs		– Pathology.HL7		12/02/2010 17:16:34	
Correspondence	Incoming	test.HL7		10/19/2010 11:43:10	~
-					

If you have profiles configured for your username under the Patient Glance you can see and select from any of those profiles using the Select Profile option in the Header Menu.

Ø	Patient Reports	Webpage Dialog	- 🗆 🗙
Go back to Report Module			Patient Glance
Pathology.HL7	<	test.HL7	>
	Select Profile	X	
	Lab Results		

If you would like to see a fullscreen view of one file that is being displayed in the Patient Glance you can select the Show Fullscreen option in the Header Menu or you can double-click on the blue file header bar.

			Patient Rep	ports we	bpage Dialo	9		
Go back to Report Module Patient G								
Pathology.HL7								
0.01								
2H			Electronicall	y signed by: J	eff Abbott C.D.	jeff) 12/03/2010 09:34	1 AM	
Name:	TEST, PAT	THOLOGY		Report Date	2:	02/05/2008		1 ^
DOB:	09/10/19	952		Report Time	2:	19:12		
SEX:	м			Coll. Date:		01/31/2008		
SSN:	123-45-6	5789		Coll. Time:		00:00		
Phone:				Req. Phy.:		TESTING REPORT		
PID:	11557			Accession:		\$2008-001778		
Test Co	de	Test Descrip	otion	Result	Units	Ref Range	Flags	1 🗌
			FIN	IAL: Patholog	y	·	·	
Performed at: Spectrum Laboratory Network 4380 Federal Drive, Suite 100 Greensboro, NC 27410 Pathology:								
9000		ensboro, NC 2 Pathology:	7410					
FINAL DIAG	NOSIS:	Pathology:]	
FINAL DIAG	NOSIS:]	

You can go back to the layout view by clicking on the collapse button \blacksquare .

The Profile Configuration page is shown when you select the Show Configuration option in the Header Menu. From here, you can create, modify, or delete profiles for the Patient Glance. Profiles allow you to configure some of your usual viewing options that you would like to use the Patient Glance for. An example profile that might be configured would be to view the current lab results side-by-side with the last set of lab results.

ē	Patient Glance Webpage Dialog					
Profile Name:	Select Profile Save			_		

To create a new Profile for the Patient Glance: Enter the profile name that you would like to use. If you would like to set up a profile that opens when you open the Patient Glance, create a profile named Default with the configuration you would like.

In this example we will use "Lab Results" as the profile name. After entering a profile name, the Select Layout button on the top right of the screen will become active.



Click the Select Layout button. Next you will choose the layout that you would like to view your files with. In this example we will use the "Two Horizontal" layout.

<i>2</i>	Patient Glance Webpage Dialog	- 🗆 🗙
Profile Name: Lab Results	Select Profile Save	Select Layout
		×
	Two Horizontal Two Vertical	^
	Three Horizontal Three Vertical	
	Three Focus Four	
	Five Six Comparison	
		~

After selecting the layout that you want to view your files with you will be presented with the file selection options for each cell in the layout selected.

Patient GI	Webpage Dialog	- 🗆 ×		
Profile Name: Lab Results	Select P	rofile Save	Select Layout	t
а	<	b	>	
Tab:		Tab:		
Subdir:		Subdir:		
File Name:		File Name:		
Date: Newest V		Date: Newest		

To set up our two most recent lab results we need to configure each cell. For cell a: we select a Tab of Labs, File Name of .HL7 (this is just a searching name, not a full file name), and a Date of Newest. For cell b: we select a Tab of Labs, File name of .HL7, and a Date of Second Newest.

a	Patient Glance Webpage Dialog	- 🗆 🗙
Profile Name: Lab Results	Select Profile Save Remove	Select Layout
а	< b	>
Tab: Labs 🗸	Tab: Labs	
Subdir:	Subdir:	
File Name: .HL7	File Name: .HL7	
Date: Newest V	Date: Second Newest V	

We then click the Save button to save our profile.

Editing an existing profile works much like creating a new profile for the Patient Glance. While on the Profile Configurations screen click the Select Profile button. You will be presented with the list of profiles that you have saved under your username.

2	Patient Glance Webpage Dialog	- 🗆 🗙
Profile Name:	Select Profile Save	
	Select Profile	

After selecting the profile you would like to edit, the program will load that profile's settings into the configuration screen. From here, you can make any wanted changes and click the Save button to update your profile.

2			Patient GI	Webpage Dialog							X	
Profile Name: Lab	Results			Select P	rofile Save	Remove				1	Select	Layout
a				<	b							>
Tab: Labs		~			Tab:	Labs		\checkmark				
Subdir:	~				Subdir:		~					
File Name: .HL7					File Name:	.HL7						
Date: News	st 🗸				Date:	Second Newe	est 🗸					

Removing a profile works much like editing an exiting profile for the Patient Glance. While on the Profile Configurations screen click the Select Profile button. You will be presented with the list of profiles that you have saved under your username.

ð	Patient Glance Webpage Dialog						
Profile Name:	Select Profile Save						
	Select Profile						
	Lab Results						

After selecting the profile you would like to remove, the program will load that profile's settings into the configuration screen. From here, you click the Remove button.

2			Patient Glance	V	Vebpage	Dialog			-		×
Profile Name:	Lab Results		Sele	ct Pro	ofile Save	Remove			S	electi	Layout
а				<	Ь						>
	Labs	~			Tab:	Labs		~			
Subdir:	~				Subdir:		~				
File Name:	.HL7				File Name:	.HL7					
Date:	Newest 🗸				Date:	Second Newe	est 🗸				

If you would like to configure a profile that all users will see for a particular patient you can use the Save Patient Profile option in the Header Menu options. If a patient already has a profile saved specifically to them, you will also have a Remove Patient Profile option in the Header Menu.

Save Patient Profile

Remove Patient Profile

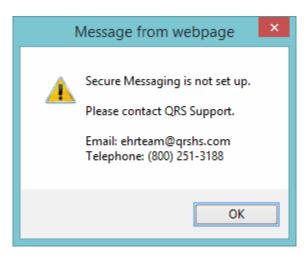
6.2.5.14.1.6 Procedures

The Procedures report will provide a list of all procedures recorded for the patient.

£		Patient Reports Webpage Dialog – 🗖	X
🍫 Go back to	Report Module	Procedu	re List
Date Code		Description 🗟	
~	~		
03/19/2015	99213	OFFICE/OUTPATIENT VIS IT EST	
03/28/2012	99212	OFFICE/OUTPATIENT VIS IT EST	\sim
11/04/2011	99212	OFFICE/OUTPATIENT VIS IT EST	
11/04/2011	01961	ANESTH CS DELIVERY TIME:~13271337	
10/13/2011	99212	OFFICE/OUTPATIENT VIS IT EST	
04/28/2011	90473	IMMUNE ADMIN ORAL/NAS AL	
04/28/2011	99214	OFFICE/OUTPATIENT VIS IT EST	
05/02/2011	90473	IMMUNE ADMIN ORAL/NAS AL	
11/09/2010	99214	OFFICE/OUTPATIENT VIS IT EST	
11/09/2010	82746	BLOOD FOLIC ACID SERU M	
05/12/2011	73000	X-RAY EXAM OF COLLAR BONE	
03/27/2011	46600	DIAGNOSTIC ANOSCOPY	
03/10/2011	99212	OFFICE/OUTPATIENT VIS IT EST	
03/21/2011	81000	URINALYSIS NONAUTO W/ SCOPE	
12/07/2010	99212	OFFICE/OUTPATIENT VIS IT EST	
08/25/2010	99203	OFFICE/OUTPATIENT VIS IT, NEW	
06/11/2010	80061	LIPID PANEL	
06/11/2010	J1080	Testosterone #mg NDC00591322379	
06/11/2010	G0180	Certification Home Health Oversight	
07/02/2010	85018	HEMOGLOBIN	
07/02/2010	99203	OFFICE/OUTPATIENT VIS IT, NEW	
07/15/2010	81000	URINALYSIS, NONAUTO W /SCOPE	
07/02/2010	85018	HEMOGLOBIN	
07/02/2010	99203	OFFICE/OUTPATIENT VIS IT, NEW	
07/15/2010	81000	URINALYSIS, NONAUTO W /SCOPE	
07/02/2010	85018	HEMOGLOBIN	$\mathbf{\vee}$
07/00/0040	00000		

6.2.5.14.1.7 Send Secure CCDA

The Send Secure CCDA relies on Direct Messaging being configured by QRS for you. If you have not had Direct Messaging set up you will receive the following message:



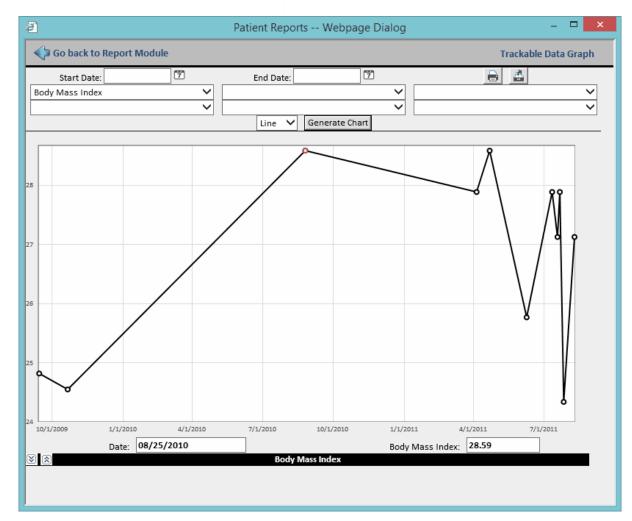
After Direct Messaging has been configured for you, this report will allow you to send the CCDA to other providers via Direct Messaging.

e	Patient Reports	Webpage Di	alog	– – ×
Go back to Report M	lodule		Send	Secure CCDA
Send from email: tsnyder@d	irect.phimail-dev.com 🗸			
Send to direct email:			•	
Send Secure Email			au - 200 a - 1	
			Show CCDA Options	Send to outbox
	Transitio	n of Care		
Patient		Language	Information not available	
Date of birth	April 1, 1982	Sex		
Race		Ethnicity	Not Hispanic or Latino	
Contact info	Primary Home: 2010 Castaic Lane Knoxville, TN 37932, USA Tel: +1-(865) 588-3188	Patient IDs	ABCDEFGHIJKL 121-23-0000	
Document Id	QRS_CCDA			
Document Created:	March 19, 2015, 12:25:26 -0000			
Healthcare service	Office Visit from March 19, 2015, 12:	25:26 -0000		
Performer				
	Tel:			
Author				
Contact info	Work Place:			
	, US Tel: (865) 246-1430			
Document maintained by	Medical Facility, P.C.			
Contact info	Work Place: 2010 Castaic Lane Suite 221 Knoxville, TN 37932, US Tel: (865) 246-1430			~

6.2.5.14.1.8 Trackable Data Graph

The Trackable Data Graph allows you to generate a graph from any numeric trackable data that you have saved in the system.





6.2.5.14.1.9 Transition of Care

This report will provide you with a CCDA document for this patient. This document can be sent to the outbox and then processed on from there.

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Go back to Report M	odule			Transition of Care
ow Transition of Care Opti	ons Send to outbox			
	Transiti	on of Care		
Patient	Jeff Abbott	Language	Eng	
Date of birth	September 2, 1964	Sex	Male	
Race	White	Ethnicity	Not Hispanic or Latino	
Contact info	Primary Home: 2010 Castaic Lane Knoxville, TN 37932, USA Tel: +1-(865) 986-9525	Patient IDs	110484 123-12-1234	
Document Id	QRS_CCDA			
Document Created:	March 19, 2015, 12:21:40 -0000			
Healthcare service	Office Visit from March 19, 2015, 12	:21:40 -0000		
Performer	James Parker Tel:			
Author	James Parker			
Contact info	Work Place: 2010 Castaic Lane Knoxville, TN 37933-0949, US Tel: (865) 588-3188			
Document maintained by	QRS Medical Clinic			
Contact info	Work Place: 2010 Castaic Lane Knoxville, TN 37921, US Tel: (423) 587-9777			

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6.2.5.15 PER (Patient Education Resources)

The PER (Patient Education Resources) button will provide a list of all PER files you have available. It will automatically check the resources that are relevant to the patients problems, medications, and results. If a PER file has already been given to the patient it will show the date it was given. You may automatically send all of the checked files to the patients outbox.

The top section is a list of Problems, Orders, Results, and Medications that can be searched on the National Library of Medicine for educational resources.

The Match column will display each match of the indexed words for the resource file to the Problems, Medications, and Lab Results. The Match will display as underlined bold text. If you hover over this column it will display the index assigned to the resource file.

The Chart

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Send F	Files to Outbox	< .			
				Search the National Library of Medicin	e
Send	Туре	Date		Description	Notes
1	~				
	Problem	06/21/2010	UNS GA	STRITIS GASTRODUODENITIS [535.50]	
	Medication	01/11/2012	Lipitor	20 mg	1 tablet by mouth daily
	Medication	01/31/2012	Xanax	1 mg	1 tablet by mouth daily as needed
	Order	01/10/2012	Phyllos	stachys pubescens Ab.IgE	
	Order	01/10/2012	Urate c	rystals.microscopic observation	
	Order	01/10/2012	Urate c	rystals.microscopic observation	
	Order	01/10/2012	Phyllos	stachys pubescens Ab.IgE	
	Order	01/10/2012	Phyllos	stachys pubescens Ab.IgE	
	Order	01/10/2012	Urate c	rystals.microscopic observation	
	Order	01/10/2012	Urate c	rystals.microscopic observation	
	Order	01/10/2012	Urate c	rystals.microscopic observation	
	Order	01/10/2012	Urate c	rystals.microscopic observation	
	Order	01/10/2012	Urate c	rystals.microscopic observation	
	Order	01/10/2012	Urate c	rystals.microscopic observation	
	Order	01/10/2012	Phyllos	stachys pubescens Ab.IgE	
	Order	01/10/2012	Phyllos	stachys pubescens Ab.IgE	
	Order	01/10/2012	Urate c	rystals.microscopic observation	
	Order	01/10/2012	Urate c	rystals.microscopic observation	
	Order	01/10/2012	Phyllos	stachys pubescens Ab.IgE	
				In-office Patient Educational Resource	5
Send	Re	esource File		Match	
1					
	Acne.pdf				
	Acne_NIAMS.	pdf			
	Amylase.pdf				
	Aspirin.pdf				
	Asthma.pdf				
	Avandia.pdf				
	Breast Cance	r_ACS.pdf			
	Breast Cance	r_Men_ACS.pdf			
_		17			

6.2.5.16 Checked In / In Care

If the user defaults option "Patient Check-In" is set to yes the chart header will notify the user of patients being check in or placed in care. This is base on the "Resource" setting in the user defaults. If left blank it will show for all resources, other wise it will only show for the resource defined.



When the status of either of these items change it will show both list combined. It will leave this on the screen for 2 seconds for each patient.

	2 Checke	d In	1 In	Care
- 1		Hodge,Darrell \	<i>N</i> .	Checked In:11:11 AM
	10:10 AM	Underwood,Roi M	nnie	Checked In:11:31 AM
1	09:10 AM	York,Ronald S.		Room:22

You may hide this by hovering over either area and then moving the cursor.

You may also display either list by hovering over the appropriate header. It will display until you move the cursor away.

6.2.5.17 Critical Note

The Crucial Note is entered on the patients cover page or using the sentence builder button in the Patient Header.

Recent	Inbox	Outbox	Trash	Message	Recall	
Open	Rx (med)	Problem	Allergy	Alert 10	Track	
Orders	Reports	PER				
This is an patient he				-	iy in the	•

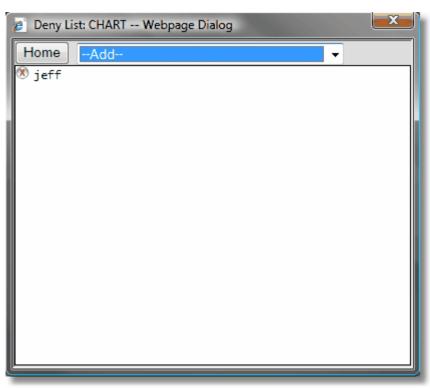
6.2.6 Security and Help

Security and Help Buttons

6.2.6.1 Chart Deny List (Security)

This button will only display if you are an Administrator.

It allows the administrator to create a deny list for the chart.



Any user or group on this list will not have access to the chart and will see the following when they attempt to open the chart.

Access Denied

You are denied access to this information. Contact your system administrator.

It is also possible to lock the administrator out of a chart using this option. If that is the case it can only be manually overridden by calling support. Be prepared to present in writing your request with a signature from the patients provider.

6.2.6.2 Help Button (?)

The Help button will open up this help document in a separate window. See Help Central.

6.3 Tabs

Tabs are section dividers for the contents of your chart. The Tabs (names) are defined by the system administrator. The tabs will display directly under the <u>patient header</u>, and appear similar to the following:

Note Rx Labs Xrays Correspondence Messages Insurance Pat Info DOC A Very Long Tab Name Orders Procedures Cardio Timed Tab

If you the tab is tinted Pink that is the tab you are currently reviewing. You may change tabs simply by clicking on the tab you want to view the contents of. The tabs contain the documents that have already been filed in the patients chart. When you enter most tabs by clicking on the tab button the files will be displayed in the <u>file list</u> with the most recent file at the top of the list. That file will also be displayed in the <u>file display area</u>.



6.3.1 Special Tabs

There are several special tabs that you may find in a chart, they are:

- Encounter Tab
- Notes Tab

appointment.

- Rx Tab
- Messages Tab

6.3.1.1 Encounter Tab

There are several special tabs used by PARADIGM EHR. The first is the Encounter Tab.

The Encounter Tab will only appear when you are viewing an Encounter, either from a current or past

The Encounter Tab allows you to access the <u>Encounter Buttons</u> and document that allow you to document that patients encounter and generate progress notes for that encounter. The Encounter Tab also allows you to store documents that are relevant only to that encounter.

6.3.1.2 Notes Tab

The Notes tab is a user defined tab that stores the notes (progress notes) files fore review. Your tab name may be called something else but for this example we will assume it is call Notes.

When looking in the Notes Tab you will see that it not only contains a <u>file list</u> as other tabs do, but also a list of Encounters. These are historical notes that have been filed in the patients chart.

Destina							Description	Interv	0	Tanak		Desert	
Patier	nt Chart (Pending)		A	Account	Encounter		Recent	Inbox	Outbox	Trash	Message	Recall	
Abbot	tt,Jeff		11	10484	Create Walk In		Open	Rx (med)	Problem	Allergy	Alert 10	Track	0
DOB: 0	9/02/1964				No Encounter		Orders	Reports	PER				
AGE: 5	0 Yr		Ş	1908.00	Parker M.D.,James E.								_
SEX: Male QRS Medical Clinic This is an area for a crucial note. This note will display in the													
Next Appt:04/09/2015 11:20 AM [2]													
Note Rx Labs Xrays Correspondence Messages Insurance Pat Info DOC A Very Long Tab Name Orders Procedures Cardio Timed Tab													
<	A (WorkList	Sticky Note Dis	ctation								
17 Note) 🗈 🖻 🏝 🚍						QRS Medical	l Clinic					
File	Date 🔻					Fire	ederick Flintsto	one M.D.					
test2	08/23/2010						2010 Castaic						
Full Note	+ 06/14/2010						Knoxville , TN						
Full Note	05/07/2010					1	Phone: 888-88 Fax: 888-8						
Full Note	05/06/2010						rax: 888-8	003					
Full Note	• 05/05/2010	PATIEN	T.										
Francisco Mater 201005	040 05 (04 (2010						· ·-··		-				

Clicking on any of these Encounters will display the notes compiled for the encounter listed.

You will also have a file list beneath the PARADIGM EHR generated note list. These files may have been scanned from paper charts, or converted from a previous EMR system. You may also view these by clicking on the file name.

Signed encounter notes will always display here or in the encounter. They may also be linked to other tabs if the Note has been programmed to do so.

6.3.1.3 Rx Tab

The Rx Tab (name) is defined by the system administrator and may be called something other than Rx, but for the description here we will use Rx.

The Rx Tab is where prescription records are stored. And when you first enter the Rx tab you will see the <u>Medications list</u> for the patient.

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	atien	t Chart (Pending)		Account	Encounter	Recent	Inbox	Outbox	Trash	N	/lessage R	ecall	
A	bbot	t,Jeff		110484	Create Walk In	Open	Rx (med)	Problem	Allergy	A	lert <mark>10</mark> T	rack	1
		9/02/1964		\$ 1908.00	No Encounter Parker M.D., James E.	Orders	Reports	PER					-
	GE: 50 EX: Ma			Ş 1508.00	This is an area for a crucial note. This note will display in the								
1 N	Vext A	ppt:04/09/2015 11:20 AM [2]						ng as the ch				mane	•
Labs	Xray	s Correspondence Messages	Insura	ance Pat Info I	DOC A Very Long Tab Na	ame Orders	s Procedu	ires Cardi	o Timed	Tab			
9 🔒	Log	Into E-Rx Reviewed With Patient	Sear	ch Jeff Abbott's N	ledications:								(
Che	cked I	Medication Actions: Change Statu	s:	✓ st	op Date: 03/19/2015	7 Save S	tatus Pre	scribe Me	rge				
o 🛏					Current Medication	15							
		Medication			Sig	Start	ed	Reaso	n	м	Issued	Disp	Re
		ABILIFY TABLETS 5 MG	♦ As	Needed		01/05/201	10				5/28/2010	30	3
		± ABREVA 10%	♦ As	Needed		04/22/201	10				06/17/2010	23	3
		AMBIEN TABLETS 10 MG	♦ As	Needed		09/03/201	10				9/03/2010	30	2
A			1 t	ablet by mouth tw	vice a day	05/18/201	11					_	_
		Abreva 10 %			on the skin as direc	07/12/201	11				07/12/2011	1	0
		E Abreva 10 %			on the skin as direc	07/12/201					07/12/2011	1	0
A		Accupril 10 mg tablet		ablet by mouth d	•	05/25/201							
A				ablet by mouth d	,	05/20/201						_	-
		Ambien 10 mg		•	s directed as needed	07/12/201					07/12/2011		0
					t bedtime as needed	07/12/201					07/12/2011		0
		KADIAN CAPSULES 80 MG		Needed	- 1.	01/21/201					04/24/2010	22	2
A		Lanoxin 125 mcg tablet		ablet by mouth d	ally aily as needed (PRN)	06/08/201					7/12/2011	30	0
		Lipitor 10 mg Lipitor 10 mg tablet	_	ablet by mouth d		07/12/201)7/12/2011)7/12/2011		0
		Lipitor 20 mg		ablet by mouth d		07/12/201)7/12/2011		0
		One Touch Test strips	_	unit in vitro daily	uny	05/25/201					///12/2011		
		Paxil 20 mg tablet		ablet by mouth d	ailv	06/07/201				E.		_	-
A			_	ablet by mouth d	-	05/20/201						_	
A		■ Qualaquin 324 mg capsule		apsule by mouth		05/19/201				E.			1
A		E Risperdal 0.5 mg tablet		half tablets by m		05/18/201							-
		E Viactiv 500 mg-200 unit-40 m				05/23/201							
A		Viactiv 500 mg-200 unit-40 m	guru	ablet by mouth d		05/25/201							

You may also click on any File to display the full detail of that medication or prescription.

Other documents that contain medication information may also be stored along with PARADIGM EHR medication documents.

6.3.1.4 Messages Tab

The Message Tab (name) is defined by your system administrator, but for this documentation we have called it Messages.

The Messages Tab is used to store messages create by the <u>Message Button</u>. The Message is initially put in the <u>Pending</u> area of the chart. When the message is complete and filed it will automatically be placed in this tab.

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Patient Chart (Pending)	Ac	ount	Encounte	r 📘	Recei	nt Inbox	Outbox	Trash	Message	Recall		
Abbott, Jeff	110	484	Create W	alkin	Open	n Rx (med)	Problem	Allergy	Alert 10	Track	0	
DOB: 09/02/1964			No Encoun	ter	Order	rs Reports	PER				· 🛎	
AGE: 50 Yr	Ş 19			D.,James E.								
SEX: Male Next Appt:04/09/2015 11:20 AM [2]			QRS Medi	cal clinic		an area for a crucial note. This note will display in the theader as long as the chart is displayed.						
					-		-					
Note Rx Labs Xrays Correspondence Messa	ges Insurance Pa	at Info DO	C A Very	Long Tab Nar	me O	rders Procedu	res Cardio	Timed	Tab			
	All Items O Mes	sage 🔘	Rx / Meds	O File (linked	i) 🔿 E	incounter OCh	arge Slip 🗌	Dictation	ONote	🕘 Ore	ler 👘	
3 Messages 👔 🖶 🗿 🎂 😭	Subject	Assi	gned	Priority		Actio	on		Modi	fied		
110484^M^Medication_20 💿 04/27/2010			~		\checkmark		~	•				
110484 ^M^201001051046 • 04/27/2010 110484 ^M^201001051046 • 01/06/2010	Charge Slip 3513	72mbroxso	n;	2 Important				03/19/2	2015 09:34:36	6 AM		
	Charge Slip 3382	02jeff; Jani	ce;	2 Important				09/02/2	2013 03:22:46	5 PM	^	
	Charge Slip 339	/80 jeff; Jani	ce;	2 Important				09/02/2	2013 02:57:34	PM		
	Pathgroup [04/1	0/:mbroxso	n;	N New Order				04/10/2	2012 01:22:30	PM		
	Encounter 34430	44306 mbroxson;		2 Important				04/10/2012 01:20:39 PM				
	Pathgroup [04/1	0/:mbroxso	n;	N New Order				04/10/2012 01:00:19 PM				
	Pathgroup [02/1	Pathgroup [02/16/:mbroxson;						02/16/2	2012 12:53:16	i PM		
	Medical Order [02, mbroxso	n;	N New Order				02/16/2	2012 12:42:37	' PM		
	SchoolExcuse_2	01 GROUP-A	dmin;	2 Important	R	logue File		02/16/2	2012 12:21:23	I PM		
	Xray_2010061414	144GROUP-A	dmin;	2 Important	R	logue File		02/16/2	2012 12:21:23	9 PM		
	Squirrel.jpg	GROUP-A	dmin;	2 Important	R	logue File		12/07/2	2011 11:46:20	AM (
N	1 📝 Please Call	jeff;		2 Important	N	leeds Rx refill Co	omplete	12/06/2	2011 05:48:31	PM .		
N	1 📝 Please Call	jeff;		3 At Your Conv	veniea	sdfas fdk alskd	jkasdf	12/06/2	2011 03:59:37	PM		
	Encounter 34123	4 jeff; Jani	ce;	2 Important				11/30/2	2011 06:11:13	9 PM		
	📝 Patient has info	irjeff;		2 Important				10/26/2	2011 09:08:29	AM (
	Charge Slip 8	jeff; Jani	ce;	2 Important				10/13/2	2011 06:07:59	AM		
Л	Final Signature	jeff; Jani	ce;	2 Important				08/17/2	2011 03:30:28	8 PM		
J.	Final Signature	jeff;		2 Important	te	est		08/17/2	2011 02:44:50	PM		
	Encounter 33978	0 (jeff; Jani	ce;	2 Important				08/17/2	2011 02:44:31	. PM		
N	1 📝 Please Call	jeff;		1 Urgent				08/04/2	2011 10:53:05	AM		
N	I 📝 Records Reques	t jeff;		1 Urgent	C	omplete		07/29/2	2011 08:39:53	I PM		
h	1 📝 Please Call	jeff;		2 Important	d	lssdfgfgh		07/29/2	2011 08:39:39	PM		
	Encounter 33820	5 jeff; Jani	ce;	2 Important				07/28/2	2011 03:11:46	5 PM	Ť	
	<										>	

-

You may also store other documents in this Tab.

6.4 File List

The file list will display on either side of you <u>File Display Area</u> depending on your user preferences. It displays the files that are present in that tab of the patients chart. To view any file simply click on the file name.

The Chart

<	🛔 😮
6 Pat Info 🚇 👔	🗋 🔂 🗿 🚔 📘
EA.	
File	Date
SCAN_20100622085643	06/22/2010
AAAtest	05/05/2010
bgBody	103/12/2010
Untitled_image	12/24/2009
SCAN_20091224205350	12/24/2009
Babycha	1/20/2009
1 ABN 🔘 👔	🗋 🛅 🗿 🚔 📘
Fa	
File	Date
M^Back_20100323105827	
in back_corococorosoc,	
5 HIPAA 🕘 👔) 🔒 💿 🧿 📥 📘
Fa.	
File	Date
test form2	05/05/2010
htmlTest	04/30/2010
Corey3	03/16/2010
F^Back_20091224191752	3/16/2010
Corey2	03/12/2010

6.4.1 List Show / Hide Button

At the top of the file list you will see a tool bar with a arrow button. This is used to hide and display the file list. This is very useful if using a tablet computer in portrait mode. After selecting a file, you may click this button to move the file list out of the way and display much more of the file you have selected.

Before Hiding List:

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Patient Chart (Pending)		Account	Encounter	Recent	Inbox	Outbox	Trash	Message	Recall	
Abbott,Jeff		110484	Create Walk In	Open	Rx (med)	Problem	Allergy	Alert 10	Track	0
DOB: 09/02/1964			No Encounter	Orders	Reports	PER				
AGE: 50 Yr		\$ 1908.00	Parker M.D., James E.		1	I	1			-
SEX: Male	-1		QRS Medical Clinic		n area for a				ay in the	+
Next Appt:04/09/2015 11:20 AM [2	1			patient h	eader as lo	ng as the ch	art is disp	layed.		Ľ.
	-		DOC A Very Long Tab I							
< 📥 😮	attach 🚔 🔒	to Order Lin	nk File Sticky Note Hi	story Renar	ne Move 1	Trash Info	Show / H	ide Signatu	res File	
6 Pat Info 👳 🗈 🖶 💿 🕘 👶									Date:	· ·
										G
File Date	test1									
	test2									
bgBody 103/12/2010										
Untitled_image 12/24/2009	test3									
SCAN_20091224205350 12/24/2009										
Babycha 🗐 01/20/2009										
1 ABN 👳 🗈 🖶 🐼 🔕 📥										
Fa										
File Date										
M^Back_20100323105827 303/23/2010										
5 HIPAA 🥥 🔁 🔂 🔕 🛃										
File Date										
test form2										
Corey3										
F^Back_20091224191752 303/16/2010										
Corey2										

-

After Hiding List:

				_						
and the second	Patient Chart (Pending)	Account	Encounter	Recent	Inbox	Outbox	Trash	Message	Recall	
	Abbott,Jeff	110484	Create Walk In	Open	Rx (med)	Problem	Allergy	Alert 10	Track	0
and the second s	DOB: 09/02/1964		No Encounter	Orders	Reports	PER				
	AGE: 50 Yr	\$ 1908.00	Parker M.D.,James E.				1			
22	SEX: Male		QRS Medical Clinic					e will displa	ay in the	•
	Next Appt:04/09/2015 11:20 AM [2]			patient he	ader as lo	ng as the ch	art is disp	layed.		
Note Rx Labs	Xrays Correspondence Messages Insuran	ce Pat Info D	OC A Very Long Tab Na	me Orders	s Procedu	res Cardi	o Timed	Tab		
<u>> 🔮 </u> E	🔒 🚔 🛔 Attach to Order 🛛 Link File 🛛 Sticky Note	History Renam	e Move Trash Info	Show / Hide	Signatures	File Date:				
6 Pat Info te:	st1									
	st2									
SCAN_2010										
AAAtest te	st3									
bgBody										
Untitled_im										
SCAN_2009: Babycha										
babycha										
1 ABN										
File M^Back_20										
Winback_20										
5 HIPAA										
File										
test form2 htmlTest										
Corey3										
F^Back_200										
Corey2										

You may unhide the list by pressing on the arrow button again.

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6.4.2 Folder Button

6 Pat Info Each folder will show the folder name preceded by the number file file found in that folder. Clicking on this button will show or hide the files in that folder.

6.4.3 Folder Buttons

Each folder may have a set of buttons that allow you to either link to other web based systems, or exchange data within that folder. The buttons will look similar to:



They are known as:

Link Button
Transfer Button
Scan Button
Photograph Button
New Document Button
Outbox Button
Folder Deny List (Security)

6.4.3.1 Link Button

The link button will be present if this tab is in conjunction with other web services. For example you may use an E-prescribe service. So on your medications or RX tab you may have a link to that service. Or you may have a service for Medical information pamphlets. The link could take you to that service.

6.4.3.2 Transfer Button

The Transfer button will allow you to transfer a file from your workstation into the patient's chart. You may have the file on your hard drive, a network drive, a CD ROM, a DVD ROM, or a thumb drive. Any file you can access from your workstation can be transferred into a patients chart. By clicking on the Transfer Button a form similar to the following will display:

Transfer A l	Document	
Patient 110484 Encounter Tab Pat Info		
Sub		
File		Browse
Send		

Click of the Browse button to allow you to select the file you want to transfer.

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🕘 👻 🕈 📗 🕨 This	PC → Documents			~ C	Search Docun	nents	Q
Organize 🔻 New folder						-	?
🗼 Downloads 🛛 🔨	Name	Date modified	Туре	Size			
Recent places	🃔 2014 cert	2/18/2014 9:59 AM	File folder				
🎍 mbroxson	Add-in Express	9/17/2014 9:54 AM	File folder				
	Announcements	3/11/2014 4:01 PM	File folder				
This PC	🐌 BB Flashback	7/19/2013 12:55 PM	File folder				
Desktop	🐌 BB FlashBack Express Updates	10/17/2014 8:26 AM	File folder				
Documents	🐌 BB FlashBack Movies	7/31/2013 8:25 PM	File folder				
	퉬 Clients	3/24/2015 8:39 AM	File folder				
Music Pictures	퉬 ConnectWise	11/26/2014 4:07 PM	File folder				
Videos	퉬 Custom Office Templates	2/20/2014 10:15 AM	File folder				
Videos Local Disk (C:)	퉬 Downloads	7/19/2013 12:55 PM	File folder				
Local Disk (C:)	퉬 dumps	12/24/2014 10:57	File folder				
DVD RW Drive (E:	🐌 DYMO	2/18/2014 9:04 AM	File folder				
SDP (\\msdc1) (S	🐌 EHR	2/4/2015 8:00 PM	File folder				
SDP (((Insuch) (3) Company_Share	🐌 Fax	7/19/2013 12:55 PM	File folder				
v 🛫 company_snare	🐌 Fiddler2	7/19/2013 12:55 PM	File folder				
	ElinningPool/Dublisher	7/10/2012 12:55 DM	Eile felder				
File nan	ne:			~	All Files (*.*)		~

After you select the file it will fill in the File block for you. Then click the Send button. The file will transfer into the chart and display in the <u>file Display Area.</u>

6.4.3.3 Scan Button

The Scan Button allows you to scan a document directly into a patients chart. PARADIGM EHR has it's own scanning software built in, and it supports TWAIN compliant scanners. Most scanners made today are TWAIN compliant. After clicking on the Scan Button a screen similar to the following will display:

		S	SCAN				
Patient	110484						
Encounter							
Tab	PatInfo						
Sub							
File Name	SCAN_20150325120656			7			
Profile	Document		•				
Profile	Save Profile Rei	nove Profile	Create P	rofile Name			
Template	SCAN_%Y%M%d%H%m	1%s					
File Format	TIF (Best for B&W Documents) Documents) Documents)			ray and Color	O JPG (Best for Color Photos)		
Resolution	0100 0150 0200	0 0 300 0 40	00 0 500				
Image Mode	 Black and white (Smallest File) 	⊖ Gray (Use unless nee		⊖256 color (Try color first)	this 024-bit color (Largest File)		
Source	Flat Bed Automa	tic Document F	eeder Front	O ADF Front & Ba	ack		
Edit after scan	○ YES (Requires Editing Program on PC)						
Size	Width: 8.5 Le	ft Offset:0	Lei	ngth: 11	Top Offset: 0		
Source	Check here to be pro	mpted which sc	anner to use.				
			Scan				

This form allows you to define how you would like to scan the document. The first four you will not have access to, they are completed by the program. The following details the other fields.

New File Name

Enter the name of the file. This field will default to template defined.

Profile

This field will display the profile name. On first login the profile will default to document, If you change the profile and scan, the profile name will default to the last profile that you have used. See <u>Scanning</u> <u>Profiles</u>.

Template

This field is used to enter the naming template used by the profile. This allows for the following special characters to be used in a file name.

%Y	4 character year
%у	2 character year
%M	2 character month
%d	2 character day
%H	24 hour
%h	12 hour
%m	minute
%s	second
%a	AM or PM

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Do NOT use "/" or ":" in file names.

File Format

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PARADIGM EHR can scan in either TIFF, PDF, or JPG format. TIFF images are best for black and white documents because they take up the least amount of space. If you are scanning a document that is grey scale or color PDF will be more efficient. If you are scanning a color photo then JPG will be the most efficient. A photo can not be more than one page, a document can be multiple pages, but to scan multiple pages your scanner must have an automatic document feeder.

Resolution

This defines how many dots per inch will be scanned. The higher the resolution the cleaner the scan usually is. When scanning text documents, 200 DPI is usually sufficient for a clean, legible copy without creating unnecessarily large files. However if you are scanning a high resolution color photograph you may need to increase this value.

Image Mode

Here you may select if the document you are scanning is black and white or color. Black and white documents use the least amount of space to store the images. 24-bit color creates the largest file.

Source

Here you may select if you are scanning from a flat bed scanner or one with an Automatic Document Feeder. If your scanner supports an ADF in duplex mode (both front and back) you may select it.

Edit after scan

Here you may select if you want to edit the document immediately after scanning. You must have a program on your workstation that allows editing of the document File Format that you select.

<u>Size</u>

The following four fields define the size and layout for the scan.

<u>Width</u>

Enter with Width of the document. Most documents are 8.5 inches by 11 inches, but your document is irregular you may change it here.

Left Offset

This tells the scanner how far from the left edge before the width is scanned.

Length

Enter with Width of the document. Most documents are 8.5 inches by 11 inches, but your document is irregular you may change it here.

Top Offset

This tells the scanner how far from the top edge before the length is scanned.

Source

You may need to check this box if you have more than one scanner connected to your workstation. Typically the scanner that is used will be the last scanner used. If you want to select another scanner check this box and a window similar to the following will display to allow you to select the scanner after you click the scan button.

Select Source	x
Sources: Lexmark 3100 Series 1.603 (32-32) TW-Brother MFC-230C 3.5 (32-32) WIA-Brother MFC-230C 1.0 (32-32) WIA-MFC-230C 1.0 (32-32)	Select Cancel

After you have competed the form click on the SCAN button at the bottom of the form.

The form will remember your settings while you are logged in.

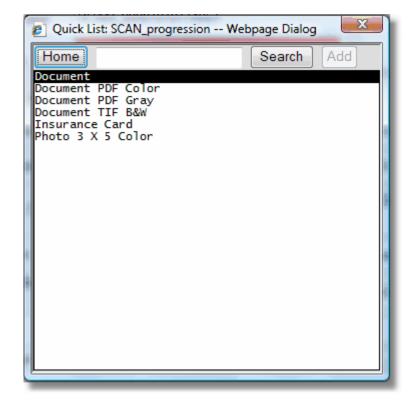
6.4.3.3.1 Scanning Profiles

Scanning profiles allow you to pre-define scanner configurations to fit your scanning needs. Profiles are stored by User name. The first time you enter the Scanning program two profiles will be created by default for you. They are:

Document Insurance Card

Selecting Profiles

To Select a profile Click on the Black Diamond button next to the Profile field. This will display a list for you to choose from.



Saving Profiles

You may then select from either of these profiles, make any changes and then save them again (using the Save Profile button to store your changes.

Drofile	Document		
FIOLE	Save Profile	Remove Profile	Create Profile Name
Name Prefix	SCAN		

Naming Profiles

You may also create new profile and save them. When creating new profiles you may name them anything you want or use the Create Profile Name button to have the computer generate a name for you based on the setup you selected.

Do NOT use "_" underscore characters in your profile names.

Removing Profiles

To remove a profile click on the Remove Profile button. A confirmation box will display prompting you to remove the profile that you currently have loaded.

6.4.3.4 Photograph Button

PARADIGM EHR supports the ability to take a photograph and put it directly in the patients chart. The Photograph button will allow you to take a photo. If a camera is set up on your work station you will see the following when you click the photograph button.

Take a Photo

Capture	WebCam 🗸	
Patient	110484	
Encounter		
Tab	PatInfo	
Sub		
New File Name	Photo_20150325132002	
Take Photo		

Click on the Take Photo button.

If your Capture device is PSRemote and the PSRemote software is running the camera will immediately take the picture and import it into the patients chart.

If your Capture device is WebCam you will see the following on your screen.

Take a Photo

Waiting on photo (jpg) image to be placed in the C:/QRS/webcam folder of your computer



Use your web cam software to take a photo and store it in the C:\QRS\webcam folder on your workstation.

As soon as it sees the photograph there it will transfer it back to the workstation and display it.



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If the photo software is not installed for your workstation you will see the following:

Take a Photo

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PSRemote is not installed

PARADIGM EHR supports the PSRemote program.

PSRemote...The leading application for controlling Canon PowerShot cameras from a Windows PC. It gives a high degree of control over the camera and includes a live viewfinder display allowing the camera to be operated up to 5m (16 feet) from the computer using a standard USB cable.

PSRemote is designed for all Canon PowerShot cameras that support remote capture including the G9, G7, SX100 IS, S5 IS, A640, S80, Pro1, G6, S3 IS, S2 IS, S70, A620, A520 and many other cameras.

Click Here to Install After you have installed it. Click here to reload the screen

Web Cam is not installed

PARADIGM EHR can use a web cam to capture images. It requires that you set up your web cam to store files in:

C:\QRS\webcam

You will have to manually take the picture with your web cam and store it in the above folder, after pressing the take photo button. PARADIGM EHR supports jpg files.

If you have a web cam that allows you to take snapshots and store them in the above defined folder and would like to create that folder <u>click here</u>.

PARADIGM EHR support two types of photograph imports. The first is using a program call PSRemote.

PSRemote allows PARADIGM EHR to control POWERSHOT cameras directly to take the picture and import it. If your needs are for high quality images this may be the option you want.

PARADIGM EHR also supports the use of web cams that have the ability to take snapshots and store them in a defined folders. Webcams from logitech usually have this ability. Webcam photos are usually not that high in quality because the optics used are inferior to those found in good quality cameras such as the Cannon PowerShots series. However this solution is generally much less expensive.

6.4.3.5 New Document Button

...**n**

Many of the documents that you will use in PARADIGM EHR are known as templates. Templates can be any type of document, Word, Excel, Images, audio, as well as PARADIGM EHR Data Documents. Your templates have been put into a special area that allows you to quickly copy one of

these templates into a patients chart and edit it. The New Document Button allows you to select the template you want, edit the document, and file it in the chart.

After pressing the New Document Button you will see a screen similar to the following:

Select Template			
A Basic IHD [HTML]			
ABN [Data Doc]			
An Interactive HTML test [HTMI			
AppointmentNotification [Data			
□ Blank_HTML [HTML] □ Castle Clinic			
Chart_Amendment [Data Doc]	Patient	110484	
ConsultRequest [Data Doc]	Encounter		
EncounterNote [HTA]			
GYNHX [Data Doc]	Tab	PatInfo	
🗄 🗋 Georgetown	Sub		
🗄 🦲 Hinkebein	Template		
MRIFORM [Data Doc]			
] Mattcode [Data Doc]	New File Name		
Nolan Notification [Data Doc]		Create	
OPT3 [Data Doc]			
PSYEVAL [Data Doc]			
PSYEVAL_matt [Data Doc]			
PatientLetter [HTA]			
REFSPEC [Data Doc]			
< >			

Create New Document

First you must select a template, the New File Name will automatically fill in once you select a template, you may change it if you wish.

Click the Create button and you will then be editing the new document.

6.4.3.6 Folder Deny List (Security)

This button will only display if you are an Administrator. It allows the administrator to create a deny list for a tab or folder.



Any user or group on this list will not have access to the folder and will see the following when they attempt to open the tab or folder.

If access is blocked at the TAB level the user will be denied access to all folders in the tab, and the following message will show in the file display area of the chart.

Access Denied

You are denied access to this information. Contact your system administrator.

If a folder in a tab is locked you will see the following on the Folder header instead of the normal buttons.

HIPAA	Access Denied
-------	---------------

It is also possible to lock the administrator out of a chart using this option. If that is the case it can only be manually overridden by calling support. Be prepared to present in writing your request with a signature from the provider.

6.5 File Display Area

The File Display Area is where the contents of a document or documents will display.

If you are in the <u>Pending area</u> of the folder this area will display the <u>Encounter Buttons</u> and the <u>Patient</u> <u>Cover Page</u>. The Encounter Buttons will allow you create up update information about the patient. If you have selected a file from the Pending File List the Encounter Buttons will go away. You may always redisplay the Encounter buttons by pressing the "<u>Patient Chart (pending)</u>" button.

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If you are displaying a file from any tab or file list, it will display the document(s) along with a <u>Document</u> <u>Header</u> that gives you all your options for the file and <u>signatures</u> if they exit on the file.

6.5.1 Patient Chart (Pending)

When you first enter a chart you will be in the Pending Area. This is like you have just been handed a chart. The<u>file list</u> will show all pending items.

Patient Chart (Pending)			Account	Encounter		Recen	t Inbox	Outbox	Trash	Message	Recall	
Abbott.Jeff			110484	Create Wa	alkin	Open	Rx (med)	Problem	Allergy	Alert 10	Track	
DOB: 09/02/1964				No Encount		Orders		PER	0,			
AGE: 50 Yr			\$ 1908.00	Parker M.D		orders	Reports	PER	J			
SEX: Male				QRS Medic		This is	an area for a	crucial not	e This not	te will displ	av in the	
Next Appt:04/09/2015 11:	20 AM [2	2]					t header as lo				ay in the	+
Note Rx Labs Xrays Corresponden	ce Mes	sages Insurar	nce Pat Info	DOC A Very	Long Tab N	ame Or	ders Proced	ures Cardi	o Timed	Tab		
<	0	Medical Hx	Family Hx	Social Hx	Vital Si	gns D	AW	COL	PEDH	(D	am	
16 Pending 👔 🔂 🗿 🛐		EXC	BJP Notes	Review of Sv	st BJP	Р	EDHX	GVBplan	LAB In	terfaces G	VBNote	
ile Date		McCovNotes										_
Pathgroup [04/10/2012 01: N 04/10/202	12	-				-	tient					
Pathgroup [04/10/2012 12: N 04/10/20:							tient					_
Pathgroup [02/16/2012 12: N 02/16/20:		This is a	sticky not	e for the	patient	5						
Medical Order [02/16/2012 N 02/16/20:												\sim +
	M/08/09/2011 This is an area for a crucial note. This note will display in the patient header											
Please Call M 08/08/20:			the chart					Tobid i			.cuuci	
Please Call M 08/04/202 Insurance Denial M 03/27/202			, one ondre									· ·
Krav 20100614144415.tif F 02/16/202		Abbott,Jeff	eff DOB: 09/02/1964 AGE: 50 Years									
Gquirrel.jpg F 12/07/20:		2010 Castaic I	ane		SEX: Male	MS: Mar	ried	SN	IOKER: cu	rrent status	unknown	
SchoolExcuse 2011031610 F 02/16/203		Knoxville , TN	oxville , TN 37932 CODE: 110484 SSN: 123-12-1234				-1234					
Encounter 344306 E 04/10/202					HOME: (86	5) 986-95	25 WORK:	() - CELL:	()-			
Encounter 341234 E 11/30/202		PROVIDER: Pa	rker M.D. James	s E.	REFERRING	RRING: PCP:			P:			
Encounter 339780 (Signatur E 08/08/20)			TY: Not Hispanic or Latino RACE: White			1.4	LANGUAGE:					
Charge Slip 331585 C 10/21/20	10		emspanie or e					2.				
Patient has info in Outbox B 10/26/20:	11					IN	otes					
						Insu	rance					
		# Insurance		Policy #			Group		H	lolder		
		1 Blue Cross	Blue Shield	ZEB9047	82238			RS HealthCa	re Inc A	bbott,Jeff		
						Medi	cations					
						Probl	em List					
							ergies					
							erts					
						Tracka	ble Data					

This is synonymous with all of the documents, sticky notes, reminders, etc. that you will find clipped or in some way attached to the outside of a paper chart. This area contains the list of all things that need to be addressed for this patient. It gets these items from the Work List and they include: Messages, Rx / Meds that need approval, Files (documents) that need to be put in the chart, Encounters that need signing, Charge Slips that need signing, Dictation that needs to be done, Notes that need signing, and Orders that are outstanding.

The File Display Area will display The Encounter Buttons as well as the Cover Page.

6.5.1.1 Encounter Buttons

Encounter Buttons are customized to the practice or provider. These buttons allow access to forms and files that are primarily used for collecting data on an encounter to generate the summary note. They also allow access to the charge slip for billing as well as maintenance programs needed to complete the note generation process.

The Encounter Buttons will display any time the system is displaying the "Pending" files. These buttons will display at the top of the chart in either text form:

CCHPI	Review of Syst	Medical Histo	Family History	Social History	Vital Signs	Examination	Assessment
Plan	Charge Slip	Encounter	Create Note 1				



There are both <u>custom buttons</u> and <u>standard buttons</u> that make up the button list, and the buttons that display depend upon if you are looking at only a patient account, or have an encounter displayed.

When you query a patient by name only, and are not looking at an encounter, only the buttons that patient buttons display, so the list will look shorter similar to the following:

Medical Hx	Family Hx	Social Hx	Vital Signs	
------------	-----------	-----------	-------------	--

6.5.1.1.1 Custom Buttons

Custom buttons are defined in the administrative setup of the PARADIGM EHR system. There the administrator may assign a name and icon to a button as well as a template to use when that button is pressed. Because your templates and buttons are customized to fit your needs, there is no way this document can describe your buttons and templates in any detail.

However the following is a list of commonly used buttons:

- Chief Complaint
- Review of Systems
- Medical History
- Family History
- Social History
- Vital Signs
- Examination
- Assessment
- Plan

Most of this information is unique to an encounter and these buttons will only display when you are in an encounter. If you are displaying a chart and not in an encounter only the buttons that are patient relative will display. This is defined by the system administrator when setting up the button profile.

6.5.1.1.2 Standard Buttons

The Standard Buttons are built into the program because they perform additional task that a custom button can't do.

These buttons are as follows:

- Duplicate Encounter
- <u>Charge Slip</u>
- Encounter Sign Off
- <u>Dictation</u>
- Notes

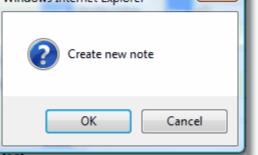
6.5.1.1.2.1 Duplicate Encounter

The Duplicate Encounter button will create a new appointment based on the current encounter. An confirmation box will prompt you if this is what you want to do.

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If you select OK, the new Encounter will be created and the system will switch to it.

This is used if you need to create a separate encounter for the patient for that day.

THIS BUTTON IS NO LONGER ACTIVE BY DEFAULT, AND ONLY SET UP IF NEEDED. The ability to create multiple notes per encounter has rendered it obsolete.

6.5.1.1.2.2 Super Bill / Charge Slip

The Super Bill / Charge Slip button allows you to quickly enter and edit diagnosis and charge information for an encounter. This button displays when you are in an Encounter. This electronic charge slip will be sent to PARADIGM where the charges can be reviewed and claims will be filed and statements sent.

The Super Bill allows for quick entry of both diagnosis and charge information by clicking checkbox and saving the form. The Charge slip allows for more precise editing of these codes when needed.

The Super Bill is automatically generated from the diagnosis and procedure codes classified in the PARADIGM system unless you have a custom Super Bill. Items entered from other forms such as assessment or plan forms as well as default patient diagnosis information will be checked automatically when entering the form.

Simply click any other items you want to save, and uncheck any items you don't want. When finished scroll to the bottom of the form and click the "Save and Close" button. The information will be saved and placed into the charge slip.

By clicking on the "Charge Slip" header at the top of the charge slip you can open the Super Bill back up to use it to make changes. When this is done the old charge slip will be removed and a new one is created using the data from the Super Bill. So any changes to fees, or diagnosis relations will be lost.

E-Slips are an extension to the Super Bill program found under the Charge Slip button in the patient chart of the PARADIGM EMR.

The Super Bill program will create the fee slip dynamically based on the classified ICD and CPT codes defined in the PARADIGM data base. The main issues with this dynamic generation is that it can be slow if the the associated tables are large. With the introduction of ICD-10 codes these tables will only grow larger and thus dynamic generation is not a viable solution.

It is still possible to create custom Super Bill programs as in the past but the E-Slip extension should



make this process much easier and faster.

E-Slips are just the html content of the fee slip displayed in the default Super Bill program. By storing just the content and recalling it instead of dynamically generating it each time the program is called, the users experience will be much better due to much (much) faster response times.

When you first enter the Super Bill program from the Charge Slip button of the patients chart, the system will dynamically generate the Super Bill. You may see a screen similar to the following as the program gathers the ICD and CPT information from the PARADIGM database.

Super Bill Webpage Dialog	_ 🗆 🗙
Diagnosis	
Loading ICD	
Procedures	
Loading CPT	
Save and Close	

This process can take from several seconds to minutes depending on the amount of data, speed of the server and workstation. Several seconds is acceptable but several minutes is not.

By pressing "Alt-G" from the Super Bill program a new window will open "Generate New E-Slip". This window looks like the Super Bill program and will do the same thing. It will generate the Dynamic Fee Slip. The difference is when you click "Save and Close" after it is complete it will store the fee slip information <u>as it exists</u> in the window as an E-Slip.

The next time you use the Super Bill program it will recall this E-Slip to display (almost instant) as apposed to dynamically creating the fee slip (time consuming)

It is important to understand that when generating an E-Slip, it will save just as it exists in the Generate window. That means that if you check any boxes, or add any additional Other Diagnosis using the "Diagnosis Selector" they will be in the E-Slip just as it is displayed.

Once an E-Slip is generated it will be stored in:

/usr/paradigm/etc/emr/{DataSet}/E-Slip.htm

You can manually edit this file to change the content.

Just like with the Super Bill program you can create custom E-Slips for a resource. The file name for the E-Slip file is "E-Slip.htm". By Adding an underscore and the resource code and saving the file it will take priority when an appointment for that resource is being accessed by the Super Bill program.

le. E-Slip_JWA.htm

Would be the name of an E-Slip file if the resource code is "JWA".

Clicking on this button will display a form similar to the following:

States and the	Patient Char	t (Pending)			Account	End	ounter		Recent	Inbox	Outbox	Trash	Message	Recall	
	Abbott, Jeff				110484	344			Open	Rx (med)	Problem	Allergy	Alert 10	Track	
100	DOB: 09/02/1	1964					10/2012 12:0		Orders	Reports	PER				_
h be all	AGE: 47 Yr				\$ 1908.0		tstone M.D.,F		oracio	Reports	1.2.1	1			
	SEX: Male					QRS	Medical Clin	lic	This is an	area for a	crucial not	e. This not	e will disp	lav in the	•
	Next Appt:04	/09/2015 11:20 AM	1 [2]					patient h	eader as lor	ng as the ch	art is disp	layed.	1 Alexandre	•
Encounter N	te Py Labs	Xrays Corresp	on	Hence Messar	tec Incurar	Pat I	nfo DOC /	Very Loy	og Tab Nai	ne Orders	Procedu	res Cardi	o Timed	Tab	_
		Corresp Corresp	٦ ا	CCHPI		_	cal Histo Fa		-			Examina	_	essment	
			-	Plan	Charge Slip			eate Note	-	THStory VI	tai siglis	LXamme	ASS	essment	
16 Pending		🗊 💽 📑				_		ate Note	1						
ile		Date		Charge Sl	ip / Sup	Diagnos	sis								×
	10/2012 01:			Diagnosis#			1					_		_	_
	10/2012 12: N 16/2012 12: N			-									5	Bearch	
	[02/16/2012 N			Procedure	Description	PL	Pro	oblem Lis	t						
Please Call		108/09/2011		Clear Charge S		DH	Di	agnosis H	listory						
lease Call		1 08/08/2011				ICD		ernal Co							
lease Call		108/04/2011				001-13	9 Inf	fectious a	and Parasi	itic Disease					
nsurance Deni	ial N	1 03/27/2011				140-23		oplasms		ine procese	-				
(ray_20100614	4144415.tif F	02/16/2012				240-27		-		l and Meta	holic Disea	ses and Ir	omunity Di	corders	
quirrel.jpg	F	12/07/2011				280-28				and Blood			innunity Di	soruers	
	2011031610 F					290-31		ental Disc			ionning O	i guns			
Incounter 3443						320-38				us System a	nd Sanca (
Incounter 3412		11/30/2011				390-45				latory System		Jigans			
Charge Slip 339.	780 (Signatul E	10/21/2010				460-51									
	o in Outbox									ratory Syste	m				
attent has him		10,20,2011				520-57			-	tive System					
						580-62				ourinary Sy					
						630-67				gnancy, Chi			erium		
						680-70				ind Subcuta			_		
						710-73				uloskeletal	System and	d Connectiv	/e Tissue		
						740-75			Anomalie						
						760-77				riginating i					
						780-79		<u> </u>	<u> </u>	III-defined	Condition	5			
						800-99			Poisoning						
						V01-V8		Codes							
						E800-E9	999 E C	odes							

A charge slip is comprised of both diagnosis and procedure codes. You must first select at least one <u>diagnosis code</u>, and may select up to 8. You may then Click on the Procedure Button to select <u>Procedure codes</u>.

Once you have added all codes close the popup window that displays your selection by pressing the (X) in the upper right corner. You will then see the completed charges slip.

Charge Slip / Super Bill					
Diagnosis# Description					
1 250.00 A DX DIABETES UNCOMPL TYPE II					
Procedure Description	CPT4 MODS	ICD REL	UNITS	AM	NOUNT
Procedure Description	CPT4 MODS 99213	ICD REL A	UNITS 1	AN	00UNT 70.00

If everything is good you may submit the charge slip. Until you submit the charge slip you will have a work list item reminding you that you have started to create a charge slip but have not completed it for that encounter.

If you clear the charge slip it will remove all the entries and remove the reminder.

You may also <u>edit the charge</u> slip, removing individual items by clicking on the (x) preceding the code you want to remove.

If using the <u>standard note generation</u> forms the program will gather diagnosis codes from the <u>assessment</u> form and procedure codes from the <u>plan</u> form.

PARADIGM EHR allows you to select one of three lists.

The Problem List, Diagnosis History, Internal Codes, or "The Book".

Diagnosis	2
	Search
PL	Problem List
DH	Diagnosis History
ICD	Internal Codes
001-139	Infectious and Parasitic Diseases
140-239	Neoplasms
240-279	Endocrine, Nutritional and Metabolic Diseases, and Immunity Disorders
280-289	Diseases of the Blood and Blood-forming Organs
290-319	Mental Disorders
320-389	Diseases of the Nervous System and Sense Organs
390-459	Diseases of the Circulatory System
460-519	Diseases of the Respiratory System
520-579	Diseases of the Digestive System
580-629	Diseases of the Genitourinary System
630-677	Complications of Pregnancy, Childbirth, and the Puerperium
680-709	Diseases of the Skin and Subcutaneous Tissue
710-739	Diseases of the Musculoskeletal System and Connective Tissue
740-759	Congenital Anomalies
760-779	Certain Conditions Originating in the Perinatal Period
780-799	Symptoms, Signs, and III-defined Conditions
800-999	Injury and Poisoning
V01-V85	V Codes
E800-E999	E Codes

Clicking on Patient Problem List you will see just that. The same diagnosis codes that show in the Patients Problem List.

173

Diagnosis		x
<< BACK	Patient Problem List Diagnosis	
ICD	Description	
185	MALIGNANT NEOPLASM OF PROSTATE	
283.2	HEMOGLOBINURIA HEMOLYSIS EXT CAUSE	
284.01	CONSTITUTIONAL RED BLOOD CELL APLASIA	
311	DEPRESSIVE DISORDER NOT ELSEWHERE CLASSIFIED	
364.42	RUBEOSIS IRIDIS	
365.59	GLAUCOMA W OTH LENS DISORDERS	
558.2	TOXIC GASTROENTERITIS AND COLITIS	
564.1	IRRITABLE BOWEL SYNDROME	
591	HYDRONEPHROSIS	
693.0	DERMATITIS DRUGS MEDICINES INTERN	

Click on one of these to put it in your charge slip.

This option will show a history of all diagnosis that the patient has ever had in a billing encounter. With it it shows the date it was first used.

Diagnosis			X
<< BACK	Patient Diagnosis History		
ICD	Description	Date	
250.00	DIABETES UNCOMPL TYPE II	03/19/2015	
003.0	SALMONELLA GASTROENTERITIS	03/28/2012	Í
364.42	RUBEOSIS IRIDIS	11/04/2011	
284.01	CONSTITUTIONAL RBC APLASIA	04/28/2011	
V10.04	HISTORY MALIGNANCY STOMACH	11/09/2010	
311	DEPRESSIVE DISORDER OTHER	03/27/2011	
558.2	TOXIC GASTROENTERITIS/COLITIS	03/27/2011	
564.1	IRRITABLE BOWEL SYNDROME		
382.2	CHR ATTICOANTRAL SUPP OTITIS MEDIA	03/10/2011	
273.2	OTH PARAPROTEINEMIAS	06/11/2010	
789.05	ABDOMINAL PAIN PERIUMBILIC	07/02/2010	
585.1	CHRONIC KIDNEY DISEASE STAGE I	05/05/2010	
789.31	ABDOM/PELVIC SWELLING RUQ	06/02/2010	
789.46	ABDOMINAL RIGIDITY EPIGASTRIC	06/02/2010	
789.07	ABDOMINAL PAIN GENERALIZED	05/28/2010	
789.06	ABDOMINAL PAIN EPIGASTRIC	05/13/2010	
V70.2	GENERAL PSYCHIATRIC EXAMINATION	05/13/2010	

Internal Codes are codes that are established and classified in the PARADIGM system. When you first enter the form you will see the classifications of codes as defined.

Diagnosis	×
<< BACK	Search
CLS	Description
DER	Dermatology
RX	Prescription Drug
ABD	Abdominal
END	Endocrinology
CKD	Chronic Kidney Disease
SCR	Screening Codes
HX	History

Clicking on any of the groups will display the codes that are in that group.

Diagnosis		x
<< BACK		
ICD	Description	
250.0	DIABETES MELLITUS WO COMPLICATION	
250.00	DIABETES UNCOMPL TYPE II	

Clicking on one of these will put the code in your Charge Slip.

"The Book" is the comprised of the reset of the options on the first screen.

001-139	Infectious and Parasitic Diseases
140-239	Neoplasms
240-279	Endocrine, Nutritional and Metabolic Diseases, and Immunity Disorders
280-289	Diseases of the Blood and Blood-forming Organs
290-319	Mental Disorders
320-389	Diseases of the Nervous System and Sense Organs
390-459	Diseases of the Circulatory System
460-519	Diseases of the Respiratory System
520-579	Diseases of the Digestive System
580-629	Diseases of the Genitourinary System
630-677	Complications of Pregnancy, Childbirth, and the Puerperium
680-709	Diseases of the Skin and Subcutaneous Tissue
710-739	Diseases of the Musculoskeletal System and Connective Tissue
740-759	Congenital Anomalies
760-779	Certain Conditions Originating in the Perinatal Period
780-799	Symptoms, Signs, and Ill-defined Conditions
800-999	Injury and Poisoning
V01-V85	V Codes
E800-E999	E Codes

Here you may drill down by category until you find the correct code.

317	MILD INTELLECTUAL DISABILITIES
318	OTHER MENTAL RETARDATION
319	UNS INTELLECTUAL DISABILITIES

While drilling down you will notice either a Green or Red block next to the code. The Red means that

is as far as you can go and clicking that option will put that code into your Charge Slip. Green means you have not found the specific code yet, keep going.

318.0	MODERATE INTELLECTUAL DISABILITIES
318.1	SEVERE INTELLECTUAL DISABILITIES
318.2	PROFOUND INTELLECTUAL DISABILITIES

Procedure codes are charge codes that are defined and classified in the PARADIGM Transaction code table. You will first see the the classifications that are established.

Procedure		x
	Searc	ch
HV	Home Visit	
SP	Surgical Procedures	
ASP	Aspiration/injection	
SOL	Send Out Labs	
OSP	Office Service/Procedures	
LP	Lab Panel	
IOL	In Office Labs	
INJ	Injection	
ADM	Administration Charge	
VAC	Vaccine	
NP	OV New Patient	
EP	OV Established	
PV	OV Preventive	
NPV	New Preventive Visit	
OS	Oversight Services	

Upon clicking on a category you will see the codes for that category.

Procedure		l			
		Search			
HV SP ASP	SOL OSP LP IOL INJ ADM VAC NP EP PV	NPV OS			
80048	METABOLIC PANEL TOTAL CA	15.00			
80050	GENERAL HEALTH PANEL				
80053	COMPREHEN METABOLIC P ANEL	20.00			
80061	LIPID PANEL	30.00			

You may notice codes with a red block after the code. These codes have passed edits and may be added without any issues.

Codes with a black box may list requirements that will cause a claim to be rejected if the code is selected.

After selecting a code you will see a form that allows you to adjust the code.

Procedure			X
<< BACK		CPT / Procedure	
0-J-	80048	METABOLIC PANEL TOTAL	
Code	CA		
CPT / Mods	80048		
ICD Rel	A		
Unit	μ		
Amount	15.00		
	Add		

Here you may enter modifiers, adjust the ICD relationship change the units, amount, and add documentation if needed.

Click on the "Add" button to add the procedure to your charge slip.

By clicking on the procedure code on the charge slip it will display the charge entry form for that code.

CCHPI	Review of Syst	Medical Histo	Family History	Social History	Vital Signs	Examination	Assessment	
Plan	Charge Slip	Encounter	Create Note 1					
Charge Sl	ip / Supe	PT Edit						×
Diagnosis#	Descrip	<< BACK		С	PT / Procedure			
🛞 250.00 A	DX DIABETI	Code 99	9213	OFFICE/OUTPAT	IENT VIS			
Procedure	Description		EST					
(X) 99213 (X) 80048	OFFICE/OU METABOLIC	CPT / Mods 9	9213					
Clear Charge		CD Rel A						
		Jnit 1						
		Amount 7	0.00					
		U	pdate					

You may make changes to the code and click the Update Button. Click on the [X] in the upper right corner if you don't want to make any changes.

6.5.1.1.2.3 Encounter Sign Off

After all data is collected for an Encounter, you will need to sign off on the Encounter. Until the Encounter is signed off you will have a work List item reminding you of an open encounter.

The process of signing off on an encounter will lock all of the data collection forms for this encounter and keep a historical record of the data at the time of sign off.

Clicking on the Encounter Sign Off button you will see the following:

CCHPI	Review of Syst	Medical Histo	Family History	Social History	Vital Signs	Examination	Assessment
Plan	Charge Slip	Encounter	Create Note 1				

Sign off

Signing off on this Encounter [344306] will lock all data entered using the Encounter Buttons above. You will **not** be able to modify any of the encounter information using the buttons above.

If you have not verified that the Encounter data is complete DO NOT SIGNOFF. Click here to sign off on Encounter

Clear Encounter

Clear Encounter will remove all Encounter related entries. This includes data documents, notes, dictation worklist items and other files. You may need to do this if for some reason the data was collected incorrectly.

THIS PROCESS IS NOT REVERSIBLE.

Click here to remove Encounter data

Copy from Another Encounter

Copy form(s) from another encounter for this patient.

THIS PROCESS IS NOT REVERSIBLE. Copy from Another Encounter

There are two options here:

1. Sign off on the Encounter

2. Clear the Encounter.

When you sign a note it will prompt you if you want to sign off on the encounter. If you do not plan to create more than one note, that is a good time to sign off.

After signing off on the Encounter the following will display.

CCHPI	Review of Syst	Medical Histo	Family History	Social History	Vital Signs	Examination	Assessment
Plan	Charge Slip	Encounter	Create Note 1				
Sign off							
to and	-two mA						
Xaunate xe	Sample Lignature, M.A.		ectronically sign	ned by: Mitchell	Broxson (mbro	xson) 03/25/20	15 12:39 PM
v v				,			
Encounter	[344306] data	a has been si	igned off and	can not be	changed.		

You may also notice that all of the encounter data buttons are now Blue.

The Encounter work list item removed and the process is considered complete.

You may want to use this option if you do NOT intend on creating a Note for the Encounter. However

if you do decide to create a note simply click on the note button and the note will be automatically created with the work list item.

The user that created the signature may retract the Encounter Signature, if the note has also not been signed. This is done by hovering over the signature and clicking. You will then be prompted.

Message from webpage	
Are you sure you want to retract this signature?	
OK Cancel	

By pressing OK you will be required to complete an Encounter Worklist item.

a	Worklist Webpage Dialog	×
	Encounter	
Patient: Abbott,Jeff	Account: 110484 DOB: 09/02/1964 Sex: M Provider: Parker M.D., James E.	
Assign: mbroxson;		•
Subject: Encounter 344306 (Signa	ture Retracted)	•
Priority: Important	Follow-up:	
Action:		•
Message:	0	•
Save Remove 🔒	Entered: 04/10/2012 01:20:39 PM mbr Modified: 03/25/2015 12:39:33	PM ml

once this is saved the signature will be retracted and the signoff form will show once again.

6.5.1.1.2.4 Notes

This is where the Encounter all comes together. All the data has been collected and now it is time to generate the Encounter Note. This program will gather the data from all of the forms and generate and display the note.

	al Histo Family History Social History Vital Sig	ns Examination	Assessment	Plan	Charge Slip End	
ate Note 1						
cky Note Dictation						
ze 🕶 B I U T _{II} 🖓	■■■ 目目 X ��� 9 @	₽ Note				
						_
	QRS Medica	al Clinic				
	James E. Park	er M.D.				
	QRS Medical	Clinic				
	2010 Castaio					
	Knoxville, TN					
	(423) 587-9	9777				
Jeff Abbott	DOB: 09/02/1964		DOS:04	10/2012		
2010 Castaic Lane	AGE: 47 Years					
Knoxville, TN 37932	SEX: MALE					
CURRENT MEDICATION	<u>s</u>			ALLERGI	ES	
CURRENT MEDICATION: Medication	Sig	Reason		ALLERGI Source	ES Reaction	
	-	Reason				_
Medication Zyrtec 10 mg tablet	Sig 1 tablet by mouth daily 1 application apply on the skin as	Reason		Source	Reaction	a
Medication	Sig 1 tablet by mouth daily	Reason		Source Aspirin	Reaction Rash	a
Medication Zyrtec 10 mg tablet	Sig 1 tablet by mouth daily 1 application apply on the skin as	Reason		Source Aspirin Bees	Reaction Rash Edema,Insomn	a

The information is displayed in a word processor that allows you to make changes and save it directly. If you have transcribed additional information, your typist may enter the changes directly into the note and save it for your review.

Once your notes have been saved you will have additional buttons at the top of the screen.

Sign note WorkList Sticky Note Dictation Remove Note

If your notes are compete you may sign off on them and file them by clicking the button. Once they have been filed you may no longer make any changes to the document but only add amendments to the document.

The "Work List" button will allow you to edit the work list item for the note.

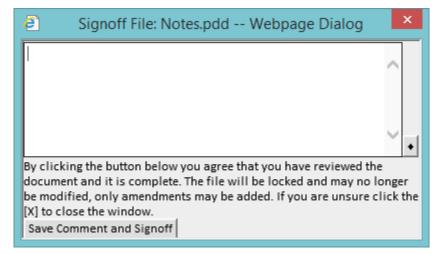
After signing off on your notes they will redisplay. You will notice two things.

The first is that your electronic signature is at the bottom of the form. The other is at the top are two buttons. A printer icon and the "Add Amendment" button. Use the Printer icon if you need a hardcopy of the note.

In the event you need to add additional information to the note click on the "Add Amendment" button.

A	A		WorkList	Sticky Note	Dictation	Countersignature	Add Amendment
_		-					

A dialog box will appear for you to enter your amendment.



When you save the amendment it will immediately be added to the original note with an electronic signature.

Sample Lignature, M.A.

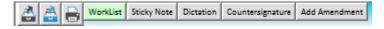
This is an amendment

Electronically signed by: Mitchell Broxson (mbroxson) 03/25/2015 12:42 PM

If a note requires a counter signature it will force you to create a worklist item for the note to send to a user who is authorized to provide the countersignature.

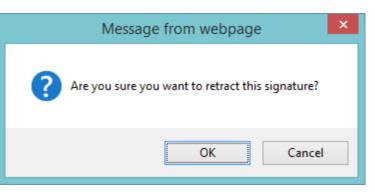
ē	Worklist Webpage Dialog	×
	Note	
Patient:	Abbott,Jeff Account: 110484 DOB: 09/02/1964 Sex: M Provider: Parker M.D.,James E.	
Assign:	mbroxson;	•
Subject:	Countersignature Required Note 344306	١
Priority:	Important V Follow-up:	
Action:	Review	ŀ
Message:	Countersignature Required	•
History:	Mitchell Broxson(mbroxson) 03/25/2015 01:50 PM Note Saved	
Save Rem	nove 🔒 Entered: 03/25/2015 01:50:35 PM mbr Modified: 03/25/2015 01:50:35 PM	M ml

When that user access the note they will see the following at the top of the note.



They may then click the Countersignature button to counter sign the note. The note will then display two signatures at the bottom.

The user that created the signature may retract the Note Signature. This is done by hovering over the signature and clicking. You will then be prompted.



By pressing OK you will be required to complete an Note Worklist item.

e	Worklist Webpage Dialog	×
	Note	
	Abbott,Jeff Account: 110484 DOB: 09/02/1964 Sex: M Provider: Parker M.D.,James E.	
Assign:	mbroxson;	٠
Subject:	Note 344306 (Signature Retracted)	+
Priority:	Important V Follow-up:	
Action:	Review	+
Message:	\diamond	•
History:	Mitchell Broxson(mbroxson) 03/25/2015 01:49 PM Subject changed from [Countersignature Required Note 344306] to [Note 344306 (Signature Retracted)] Mitchell Broxson(mbroxson) 03/25/2015 01:47 PM Countersignature Required Subject changed from [Note 344306] to [Countersignature Required Note 344306] Mitchell Broxson(mbroxson) 03/25/2015 01:47 PM Note Saved Mitchell Broxson(mbroxson) 03/25/2015 01:47 PM Note Saved	
Save Rem	nove 🔒 Entered: 03/25/2015 01:47:08 PM mbr Modified: 03/25/2015 01:49:07 PM	PM ml

once this is saved the signature will be retracted and the note editor will show once again.

This button will show the work list item for the note.

This item will display and allow you to edit the a sticky note for a note. You do not have to have a saved note to create a sticky note.

The Dictation button will only display if the "Dictation.wav" file is configured as a button file template. This button is unique in that it allows you to record dictation that is stored with the Note. When you perform your initial recording it will also create a Dictation work list item for the provider on record for the Note.

When the dictation is saved it will save a base note along with it.

The typist may then review the providers dictation work list. Selecting a dictation item from the work list will pull up the Notes for the Encounter, and start the dictation playback in a separate window. The



typist may then listen to the dictation while typing in the Notes on the Encounter.

If using a program such as "transcription buddy" the typist may also use foot controls to start / stop / rewind / etc. the dictation recording.

When the typist saves the notes, they will be prompted.

Message fr	om webpage
?	Remove the dictation worklist item and save the note worklist?
	OK Cancel

The provider may then review the notes and sign off on them.

This button will show the dictation work list item if it exist.

This button will prompt you.

Message fr	om webpage
?	Remove Notes.pdd This will also remove any dictation if it exist and any worklist items.
	OK Cancel

By clicking OK the notes, dictation and any work list items will be removed.

6.5.1.2 Cover Page

The Cover page gives a global overview of the Patient and Encounter if your are working in an Encounter. The Cover Page is fully customizable by practice, or by user. The Cover Page discussed here is the default cover page that is shown if a custom cover page is not in place.

The Cove page make use of the "<u>show/hide bars</u>". Be default the Encounter Patient Notes and Insurance information is displayed with the Medications, Problem List, Allergies, Alerts, and Trackable Data hidden.

🛃 🖶 🛛 🙈		Encounter					
TIME: 04/10/2012 0:06 PM	PROVIDER: 2	Flintstone M.D.,Frederick	LOCATION	N: 1 QRS Medical Clinic			
FACILITY:	REFERRING:		REASON:	REASON:			
	Appointm	ent					
		Patient					
This is a sticky note	e for the patient			Û.			
This is an area for a as long as the chart		nis note will disp	lay in the	patient header			
Abbott,Jeff DOB: 09/02/1964 AGE: 50 Years							
2010 Castaic Lane	SEX: Male N	IS: Married	SMOKER:	SMOKER: current status unknown			
Knoxville , TN 37932	CODE: 11048	34	SSN: 123-	N: 123-12-1234			
	HOME: (865)	986-9525 WORK: () -	CELL: () -				
PROVIDER: Parker M.D., James	E. REFERRING:	REFERRING:					
ETHNICITY: Not Hispanic or Lat	tino RACE: White		LANGUAG	LANGUAGE:			
		Notes					
		Insurance					
# Insurance	Policy #	Group		Holder			
1 Blue Cross Blue Shield	ZEB904782238	4782238 123952 QRS HealthCare Inc Abbott,Jeff					
Medications							
		Problem List					
		Allergies					
Alerts							

In the Patient section you will see a yellow area that stores a patient sticky note.

You may show or hide any section of the cover page by clicking on the "show/hide bar" above the section.

At the top of the cover page you may notice a small toolbar.

The Printer icon lets you print the cover page. It will print only the sections that are shown, and the sticky notes will NOT print, they are internal.

The other two icons let you either show all items or hide all items.

6.5.2 Document Header

When a document is displayed in the file display area a header will be above it that list all the actions and functions available with that document for you. It will appear similar to the following:

Attach to Order Link File Sticky Note History Sign Off Edit Rename Move Trash Info Imaging Result: File Date:

The Buttons will change depending on your security, the document, where it is located and various other data. The following are all of the buttons and when they will display.

6.5.2.1 Print

The Print button will only display on HTML / TEXT documents that can not be edited, either they have been signed off or the folder is locked down. This will allow you to print these documents. All

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other documents will have there own print abilities.

6.5.2.2 Outbox

The black outbox button will allow you to send a copy of that document to the patient <u>outbox</u>. From there you may archive the document or send to the QRS Patient Portal.

The blue outbox button will allow you to send a copy of that document to the user <u>outbox</u>. From there you may archive the documents to send to a third party.

6.5.2.3 WorkList

The WorkList button will appear if the chart is displaying the Pending files or the Patient Orders. Clicking on this button will display the work list item for the file and allow you to edit it, if you have privilege.

2		Worklist	Webpage Dialog		×
			File		
Patient:	Abbott,Jeff	Account: 110484	DOB: 09/02/1964 S	ex: M Provide	r: Parker M.D.,James E.
Assign:	GROUP-Admin;				•
	Reply to: jeff	Reply to: All			_
Subject:	Squirrel.jpg				•
Priority:	Important 🗸	Follow-up:	7		
Action:	Rogue File				•
Message:					↓
Save 🔒		Entered: 12/0)7/2011 11:46:20 AM	ijeff Modified:	12/07/2011 11:46:20 AM je

6.5.2.4 Order

The Order button will appear in any tab, if the document has an Order attached to the document (or the document is attached to an order). Pressing this button will show the order for the document in a pop up window.

Patient Chart (Pending)	Account	Encounter	Recent	Inbox	Outbox	Trash	Message	Recall	
Abbott,Jeff	110484	344306	Open	Rx (med)	Problem	Allergy	Alert 10	Track	0
DOB: 09/02/1964 AGE: 47 Yr	\$ 1908.00	 04/10/2012 12:06 PM Flintstone M.D., Frederic 	Orders	Reports	PER				
SEX: Male		QRS Medical Clinic	This is an	area for a	crucial not	e. This not	e will displa	w in the	1-1
Next Appt:04/09/2015 11:20 AM [2]			patient he	ader as lor	ng as the ch	nart is disp	layed.	<u> </u>	•
Encounter Note Rx Labs Xrays Correspondence Messages	s Insurance	Pat Info DOC A Very Le	ong Tab Nar	ne Orders	Procedu	res Cardi	o Timed Ta	ab	
<	Order WorkL	ist Detach from Order Li	nk File Sti	cky Note H	istory Add	d Amendme	nt Rename	e Move	
4 Orders 🕼 🕘 Trash Info Shi	ow / Hide Sign	atures File Date:							0
File Date PatientLetter_20100512152		James	E. Barhan	n M.D.					
test 2010051215247605/12/2010			n Family N						
PatientLetter_20100430131 04/30/2010		823	McFarlan	d St.					
PatientLetter_201004	PARADIGM	EHR (mbroxson) W						×	
	0.1				-1				
	Out	patient Imaging Orde	er Form	1				^	
Patient Name: Abbott,Jeff		×		Date:					
2010 Castaic Lane		Pati	ents					_	
Address: Knoxville TN 37932		ID:	11048	34	Doctor:	David A. V	Valker, M.D	. ~	
Phone: (865) 588-3188		DOB: 0	9/02/1964			Sex:	м		
Diagnosis 1:		Diagnosis 2				JCA.		_	
Diagnosis 1:		Diagnosis 2							
Diagnosis 3:		Diagnosis 4	k:						

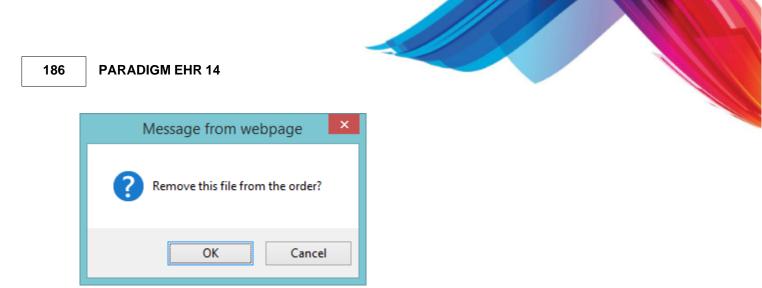
6.5.2.5 Order WorkList

The Order WorkList button will appear in any tab with the exception of the "Patient Orders" area, if the document has an Order attached to the document (or the document is attached to an order). Pressing this button will show the order work list for the document in a pop up window.

ē				Worklist	: Webpage Dial	og		×
					Show Order			
Patient:	Abbott,Jeff		Account:	110484	DOB: 09/02/1964	Sex: M	Provider: Parker M.D.,James E.	
Assign:								٠
Subject:								•
Status:	New Order	~	Follow-up:		📅 🗌 Send	Order		
Action:								+
Message:							$\langle \rangle$	٠
Save 🔒								

6.5.2.6 Detach from Order

The Detach from Order button will appear in any tab with the exception of the "Patient Orders" area, if the document has an Order attached to the document (or the document is attached to an order). Pressing this button will show the following confirmation box.



Clicking OK will remove the link that connects the document to an order and redisplay the file. You may now notice the Attach to Order button.

6.5.2.7 Attach to Order

The Attach to Order button allows you to attach a document to an open order. Open orders have a status of New Order, Pending Results, or On Hold. By pressing this button the following window will appear:

This patient has current orders. If this docu the order. If not Exit the window to continu			ect the order from t	nis list make changes if needed and <u>save</u>
Subject	Assigned	Priority	Action	Modified 🗸
Pathgroup [04/10/2012 01:13 PM]	mbroxson;	New Order		04/10/2012 01:22:30 PM mbroxson
Pathgroup [04/10/2012 12:56 PM]	mbroxson;	New Order		04/10/2012 01:00:19 PM mbroxson
Pathgroup [02/16/2012 12:44 PM]	mbroxson;	New Order		02/16/2012 12:53:16 PM mbroxson
Medical Order [02/16/2012 12:40 PM]	mbroxson;	New Order		02/16/2012 12:42:37 PM mbroxson
Hospital Order Form [03/27/2011 10:30 PM]	jeff;	Finished		03/27/2011 10:33 PM jeff
Hospital Order Form [08/25/2010 01:31 PM]	jeff;	Finished		10/04/2010 04:03 PM jeff
ConsultRequest [06/10/2010 02:13 PM]	jeff;	Discontinued		06/10/2010 02:18 PM jeff
Outpatient Imaging Order [04/22/2010 10:52 AM]	jeff;	Finished		04/22/2010 11:11 AM jeff
Outpatient Imaging Order [04/22/2010 10:53 AM]	jeff;	Discontinued		04/22/2010 11:10 AM jeff
Outpatient Imaging Order [04/06/2010 10:14 AM]	jeff;	Finished		04/22/2010 11:01 AM jeff
ConsultRequest [04/22/2010 10:55 AM]	jeff;	Cancelled		04/22/2010 10:56 AM jeff
ConsultRequest [04/08/2010 11:37 AM]	jeff;	Finished		04/21/2010 01:19 PM jeff
Outpatient Imaging Order [04/06/2010 09:11 AM]	jeff;	Finished	Test results	04/16/2010 05:55 PM jeff
Outpatient Imaging Order [04/07/2010 03:47 PM]	jeff;	Finished		04/08/2010 08:51 AM jeff

Select the Order you want to attach the document to from the list. The Order Work List item will then appear.

æ Worklist -- Webpage Dialog Show Order Patient: Abbott, Jeff Account: 110484 DOB: 09/02/1964 Sex: M Provider: Parker M.D., James E. Assign: mbroxson; + Subject: Pathgroup [04/10/2012 01:13 PM] ٠ Follow-up: Status: New Order 7 Send Order Print Order Action: ٠ Message: Save 🔒 Entered: 04/10/2012 01:18:30 PM mbr Modified: 04/10/2012 01:22:30 PM ml

Make any necessary change to the order work list and <u>save</u> it to attach the order. Failure to save the order work list item will return control back to the Order list.

6.5.2.8 Sticky Note

The Sticky Note button allows you to attach a sticky note to a document. These notes are internal and will not print with the documents. Pressing this button will show the Sticky Note form.

Sticky Note: Orders_PatientLetter_2010043012	20256 ×
	~
Save	

Enter the information you want to save in the sticky note and press the Save button. The Sticky Note will automatically appear each time the file is displayed in the future.

6.5.2.9 Sign Off

The Sign Off button allows you to place an electronic signature on a document. The electronic signature meets the definition of such based on the Personal Information Protection and Electronic Documents Act.

<u>PIPEDA</u> definitions

(1) An electronic signature is "a signature that consists of one or more letters, characters, numbers or other symbols in digital form incorporated in, attached to or associated with an electronic document";

(2) A secure electronic signature is as an electronic signature that

(a) is unique to the person making the signature;

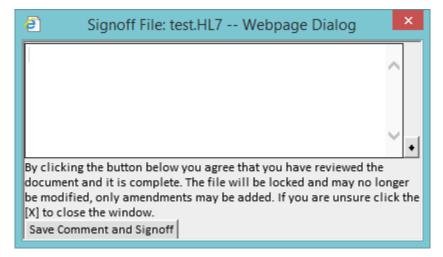
(b) the technology or process used to make the signature is under the sole control of the person making the signature;

(c) the technology or process can be used to identify the person using the technology or process; and

(d) the electronic signature can be linked with an electronic document in such a way that it can be used to determine whether the electronic document has been changed since the electronic signature was incorporated in, attached to or associated with the electronic document.

You must have a signature file for your user name in order to sign off on any documents.

When you press the Sign Off button the following will appear.



In the dialog box you may make a comment to store with your signature. Click on the Save Comment and Signoff button to save your signature.

The Document will then redisplay with the <u>signature</u> and comment below the Document Header and above the actual documents.

Once a document has been signed off, it will no longer be able to edit it from within the PARADIGM EHR system.

If either the document or the signature file attached to the document are modified in any way the signature will be rendered invalid and the following will display.

Invalid Signature

Document has changed since being signed, or the signature has been tampered with. Click to remove signature file You must then remove the signature file and sign the document again if you wish to lock it within PARADIGM EHR.

Sign Off does not apply to Patient Orders.

6.5.2.9.1 Retract a Signature

The user that signs a document has the right to retract the signature. This is done by hovering over the signature area of the document and clicking. The will then be prompted.

Message from webpage
Are you sure you want to retract this signature?
OK Cancel

By pressing OK the signature will be retracted and normal file operations will resume.

6.5.2.10 Add Amendment

If a document has already been signed off and you want to add an additional comment to it you may use this button. This will also add another signature to the file as well.

You must have a signature file defined for your account to sign off documents.

Add Amendment does not apply to Patient Orders.

6.5.2.11 Edit

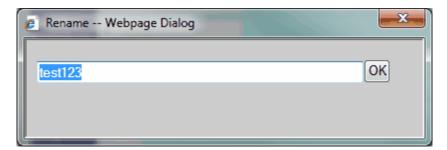
The Edit button applies to all external type documents such as PDF, JPG, TIF, DOC, XLS that are edited externally of the PARADIGM EHR software using an application on your PC. If the file has edit ability because it has not been signed off or locked down because of the tab it is in.

Pressing this button download the file to your PC (MSIE only) and execute the program designated to edit the file. When you save the file it will automatically upload back into the chart and be filed in the same place.

Internal HTML, Text, and PDD documents will allow you to save them if editing is allowed.

6.5.2.12 Rename

The Rename button allows you to rename a file. Pressing the button the following dialog will appear.



Enter the new name of the file and press OK. The file will be redisplayed with its new name.

This does not apply to patient orders.

To Rename a file you must be able to edit the file or have administrative access defined in RBAC.

6.5.2.13 Move

This will allow you to move a file to another tab within the patients chart. Pressing the button will display a dialog that allows you to select from a list of tabs and sub folders.

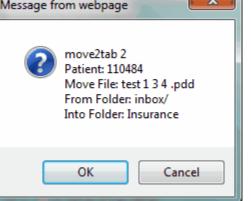
Note
Rx Labs Xrays Correspondence Correspondence/Incoming Correspondence/Outgoing Messages Insurance Pat Info Pat Info/ABN Pat Info/ABN Pat Info/HIPAA DOC DOC/HIPAA A Very Long Tab Name Orders inbox Pending Encounter

After selecting from the list a confirmation box will display.

The Chart

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Click OK to complete the move.

This does not apply to patient orders. To Move a file you must be able to edit the file or have administrative access defined in RBAC.

6.5.2.14 Trash

The Trash button allows you to move a file to the Trash can. By Pressing this button you will see a confirmation box similar to the following:

Message from webpage						
Patient: 110484 Move File: test 1 3 4 .pdd From Folder: Correspondence/ Into Folder: Trash						
OK Cancel						

Press OK to complete the Move.

This does not apply to patient orders. To Trash a file you must be able to edit the file or have administrative access defined in RBAC. You must also have RBAC access to "Trash".

6.5.2.15 Info

The Info button gives you information on the file displayed. By Pressing it you will see an information box similar to the following:

Message fr	om webpage 🛛 🗾
	Name: test 1 3 4 .pdd Size: 394 Last Modified: Fri May 7 17:07:00 2010
	ОК

This tells the full file name, size, last modified and it Edit Test.

6.5.2.16 Show / Hide Signatures

The Show / Hide Signatures button will display if there are <u>signatures</u> attached to the document. The Signatures will display directly under the Document Header that includes this button. By default a document will display with the signatures. Pressing this button will hide the signatures and display the document only. Pressing the button again will display the signatures along with the document.

6.5.2.17 Lock document

Clicking this will display the Deny List for the document displayed.

HomeAdd • Could not open list file: • [/usr/paradigm/data_001/EMR/110484/Encounter/Deny_D • No data present.	
4	

Here you may add users or groups that you do not want to have access to this file.

6.5.2.18 Link File

The Link File button on the Document Header section of the chart allows for two files within the patient's chart to be linked to each other.

The types of links allowed are:

Accepted Amendment - Used to accept an amendment to the chart from the patient, another provider, or another party.

Denied Amendment - Used to document that the patient, another provider, or another party has requested an amendment to the patient's chart and you are denying their request.

Image / Narrative - Used to link an Imaging Result to the Narrative interpretation of that result.

	File Link
Type of link: Save Link	
He Not Accepted Amendment	Preview: Tab: Pat Info - Subdir: - File:
Denied Amendment	YOUR PRACTICE 1
E Labs	123 Your Stree
🕀 🗀 Xrays	Your City, ST 12
🕀 🗋 Procedures	Phone: (000) 111-2222 Fax
🕀 🛄 Cardio	Email: youremail@address.com Websi
Correspondence	CONSENT FOR RELEASE OF M
🕀 🧰 Messages	
⊕ 🛄 Insurance ⊡ 🔄 Pat Info	PATIENT
Registration_2010_Jun_17.tif	Mildred Weischel
Release 20100813093857.pdd	04/14/1938
Release_20110421154038.pdd	3876 Centre Gardens Blvd
Financial_2010_Jun_17.tif	Knoxville , TN 37912
🕀 🗋 HIPAA	
🕀 🛄 Consents	PROVIDER / PRACTICE NAME
🗄 🗋 0123456789ABCDEFGHIJ	
	I do hereby consent and authorize you to release copies of
	previous medical records from other practices and practi
	part of my medical records.
	I agree that a copy of this release or a fax of this release Please send copies of requested information as soon as p
	this request.

-

6.5.2.18.1 Chart Amendment

The Chart Amendment Template can be created to document any amendment request that comes from the patient, another provider, or another party. When used in conjunction with the Link File mechanism, the Chart Amendment can be documented as accepted into the patient's chart or denied as an amendment to the patient's chart.

The Chart	
-----------	--

	Mildred Weischel 3876 Centre Gardens Blvd Apt 3984 Knoxville, TN 37912	Amendment Dat Amendment Tin
From:		
Notes:		

Document Signatures 6.5.3

The area between the Document Header and the Document Display area will show any signatures attached to that document.

Patient Chart (Pending)	Ace	count	Encounter		Recent	Inbox	Outbox	Trash	Message	Recall		à
Abbott,Jeff	110	0484	344306		Open	Rx (med)	Problem	Allergy	Alert 10	Track		5
DOB: 09/02/1964	6.10	908.00	<mark>04/10/2012</mark> 12:06 PM Flintstone M.D.,Frede		Orders	Reports	PER					
AGE: 47 Yr SEX: Male	\$ I:		QRS Medical Clinic		-							
Next Appt:04/09/2015 11:20 AM [2]						area for a (ader as lon				iy in the	•	
Encounter Note Rx Labs Xrays Corresponden	ce Messages In	nsurance F	Pat Info DOC A Ver	y Lon	ng Tab Nan	ne Orders	Procedu	res Cardio	Timed Ta	ab		
 S 	🚔 📇 Attach to C	Order Link	File Sticky Note His	story	Add Ame	ndment Re	ename Mo	ove Trash	Info Mer	ge	14	
11 Labs 👔 🗟 🗿 📥 📴 Sh	ow / Hide Signatur	File Dat	te:									
File Date	8 6 14 1										_	
Pathology 212/02/2010	Sample Lignatur	e, M.A.										
test // 10/19/2010 SAMPLEREPORT_DOC // 05/20/2010	0 (/	Electronica	ally si	igned by: N	Aitchell Bro	xson (mbro	oxson) 03/2	25/2015 12	:52 PM		
test1 +1005/03/2010	-											
Test no header 20100423 • 04/26/2010											_	
Blank Text_2010042419035 04/24/2010	Name: E	Barnaby, Jo	nas		Repor	t Date:		09/16/20	09			
PatientLetter_20100424081 04/24/2010	DOB:	09/30/1988	1		Repor	t Time:		12:01				
2010Jan16 00:35 Comprehe 103/19/2010												
2009Oct23 03:27 Comprehe 03/19/2010	SEX:	M			Coll. D	ate:		09/15/20	09			

You may use the "Show / Hide Signatures" button to hide the signatures.

6.5.4 **Document Display**

The area under the Document Header and Document Signatures will display the actual document.

Working with PARADIGM Data Documents 6.6

PARADIGM EHR allows you to store and retrieve many document types. These can be simple text documents, word, excel, images, audio, or even video. But all of these documents are know as external documents and require that an external program on you workstation be used to edit or make any changes to these documents.

PARADIGM EHR has its own internal document type known as a PARADIGM EHR Data Document. The PDD allows you to quickly and enter information on for a patient and store that data within the patients chart. When retrieved the data tells PARADIGM EHR what form was used to create the data and displays the form with the data that was stored. This data is also accumulated on a nightly basis an put into (Comma Separated Value) CVS tables. This allows the data to easily be imported into other applications for the purpose of analysis or reporting.

PDD documents can be used anywhere within a patients chart but are commonly used for gathering Encounter Data. This data is then retrieved by the Note Generator to create an encounter note for the patient. You will also see all other system type forms such as medications, work lists, recalls and followup's using PDD forms.

PDD forms are written by programmers skilled in HTML and Javascript. The Programmers have been given many programming tools at their disposal to make writing the forms easier, faster, and more consistent. These "widgets" as they are known also allow for added flexibility and generally make PARADIGM EHR more user friendly.

6.6.1 The PDD Toolbar

You will find the PDD Toolbar at the bottom of each PDD form. It will appear similar to the following:

Save	8	Entered	03/25/2015 12:26 PM mbroxson	Modified	03/25/2015 12:26 PM mbroxson

This toolbar will have up to four buttons on it. The buttons that display depend upon several factors.

Save Button

The Save Button will save the data data you entered in the PDD form. The Save button will not display if your user defaults are set to "Ask to Save" or "Automatic Save" until a change is made on the form. Upon Saving the PDD form will validate the data entered in the form and display any validation errors.

Cancel Auto Save

If your user default is set to "Automatic Save" the "Cancel Auto Save" button will display once the Save button displays. This allows you to cancel the automatic save if for some reason you do not want the form to be saved when you exit the form.

Print Button

The Print Button will display after a form has been saved with data. Clicking the Print button will regenerate the form in a pop up window, execute a printer dialog and close the pop up window. This allows you to only print a form if that is what is stored in the form, it also allows a header to be placed at the top of the form showing the patient information. (Some forms may not display this header because the programmer opted not to)

History Button

The History Button will open up a pop up that displays the history of each time the form was modified and by whom.

The PDD Toolbar also displays when the data was originally entered and last modified.

6.6.2 Form Validation

Whenever a form is saved it will first execute a validation function. This function ensures that the data stored in the form meets the criteria that the programmer specified when creating the form. This includes checking the form for any of the following:

- Required Field
- Integer Numeric Entry
- Floating Point Numeric Entry
- String Entry
- Alpha Numeric Entry
- Zip Code Format
- Date Format
- Email Format
- SSN Format
- Money Format
- Phone Number Format

When a you attempt to save (submit) the data, any field that is not completed properly or is required and does not have any data in it, will display in error.

Number	abc
Number Required	

Also, at the bottom of the form, after below the Save Button, an error box will display showing all the fields in error along with the error.

Save	Print	Entered	Modified	
	Please correct the following error(s):			
Θ	num Invalid Number	int nu Value	n is required	

You must correct the errors and Save (submit) the form again.

6.6.3 Quick Lists

Quick Lists are a "widget" that a programmer may use if they want to give you a list of items to choose from. Quick Lists are similar to "Select Boxes" also known as "drop down selects", but offer much more flexibility.

<pre> @ Quick List: 001/Frequency Webpage Dialog Home Search Add @ Constant @ Intermittent @ Occasionally @ Rare @ Recurrent @ times per day @ this is a _ very long test of the _ fill in the @ times per day @ times per week @ times per week @ times per year @ will do at a time @ will have _ test _ times a day </pre>	 QuickList provides several advantages over a traditional select: It is dynamic values can be stacked Items can be added to list by the user It is searchable Lists can be gobal (all data sets), by data set, by user Supports <i>Fill in the Blank</i> data
--	--

With the traditional select list, the programmer must statically define, or use a predefined function to populate this options. The drawback to this is that all of this data has to be included on the HTML form. This slows down the HTML form, especially on forms that may include long list, such as diagnosis or procedure list. Multiples of these type of select list will just exaseparate the problem. Because the QuickList is dynamic it does not gather the data to display until you request it.



6.6.3.1 Quick List Toolbar

At the top of the quick list you will find the Quick List Toolbar. This toolbar will have up to three buttons and one field.

Home	Search	Add

Home Button

The Home Button will reset the display list.

The Search Field and Button

The Search Field and Button will perform a search on the data displayed in the list and only display entries that contain your search criteria.

The Add Button

If this button is active, you may enter a value in the Search field, then press this button. It will add the data to your Quick List.

Removing Entries

If the Add Button is active you will also have the ability to remove entries from your Quick List. You will notice each entry is preceded by an icon.

Intermittent
Occasionally

Clicking on the (X) icon will prompt you to remove the entry. If you confirm, the item will be removed.

6.6.3.2 Fill in the Blank

It is possible to create data entries for you Quick List that have "Fill in the Blank" portions. This is done by using the underscore "_" character in the text of your entry, as in:

Will take ___ times per day.

When the Quick List program sees this it will prompt you for a value to enter in the fill in the blank area.

Fill in the blank	Webpage Dialog	23
Will take	times per der	
	times per day.	
Enter Value and	l press TAB	

Enter the value and press the TAB key and the entire new value will be sent back to the form.

You may multiple "Fill in the Blanks" as in"

Take every ___ hours or _____.

You will then be prompted for each "Fill in the Blank" Separately.

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Fill in the blank Webpage Dialog
Take every hours or
Enter Value and press TAB
Fill in the blank Webpage Dialog
Take every 2 hours or .
Enter Value and press TAB

You may also notice that the size of the fill in the blank entry field is directly related to the size of the underscores "_" that you enter in your data.

6.6.4 Sentence Builder

The Sentence Builder is similar to the Quick List, but it allows you to select multiple items to form a sentence to return to the field.

Sentence Builder: 006/buttons/Allergies/Alkrgy Reaction Webpage	×	-
Home Search Add		
🛞 Diarrhea		~
🕅 Dizziness		
🕅 Edema		
🕅 G.I. Distress		
W Hyperactivity	:	Ξ
🕅 Insomnia		
1 Itching		
🕅 Nausea		
😻 Paradoxical 🛞 Rash		
🛞 Seizures/Convulsions		
® Swelling		
		Ψ.
Clear Exit		
	^	
	-	

As you select the item it will put them in the yellow box at the bottom. You may edit this box if you like. When you exit the value in the yellow box will be returned to the field.

Then sentence builder also support the <u>PARADIGM Select</u> as options within the sentence builder. You may add entries to reference data from the the PARADIGM data base to pull into your sentences. For example: You want to get a referring providers name and phone number. You could add and Sentence builder item as follows:

RPH~rph_name~rph_name|rph_phon

This tells sentence builder to pull up PARADIGM select, using the RPH file (referring physician), sort the the rph_name (referring physician name) and display the name and phone number.

Get with your system administrator to help you build any PARADIGM select entries for sentence builder.

6.6.5 Diagnosis Select

The Diagnosis Select widget allows you to select a diagnosis code on a form. It actually consists of three lists:

The <u>Patient Problem List</u>, <u>Diagnosis History</u>, <u>Internal Codes</u> and <u>"The Book</u>". The widget works very much the same as the <u>diagnosis selector</u> for the <u>Charge Slip</u>.

🤌 Select Diagno	2 Select Diagnosis Webpage Dialog			
Home Bad	k Search			
PL	Problem List			
DH	Diagnosis_History			
ICD	Internal Codes			
001-139	Infectious and Parasitic Diseases			
140-239	Neoplasms			
240-279	Endocrine, Nutritional and Metabolic Diseases, and Immunity Disorders Diseases of the Blood and Blood-forming Organs			
290-319	Mental Disorders			
320-389	Diseases of the Nervous System and Sense Organs			
390-459	Diseases of the Circulatory System			
460-519	Diseases of the Respiratory System			
520-579	Diseases of the Digestive System			
580-629	Diseases of the Genitourinary System			
630-677	Complications of Pregnancy, Childbirth, and the Puerperium			
680-709	Diseases of the Skin and Subcutaneous Tissue			
710-739	Diseases of the Musculoskeletal System and Connective Tissue			
740-759	Congenital Anomalies			
760-779	Certain Conditions Originating in the Perinatal Period			
780-799	Symptoms, Signs, and Ill-defined Conditions			
800-999	Injury and Poisoning			
V01-V85	IV Codes			
1E000-E999	le coues			
<u></u>				

6.6.5.1 Patient Problem List

Clicking on Patient Problem List you will see just that. The same diagnosis codes that show in the Patients Problem List.

🥭 Select Diag	nosis Webpage Dialo	pg	x
	OTHER PARAPROTE DEPRESSIVE DISO CHRONIC ATTICOA TOXIC GASTROENT OBSTETRICAL PYE	Search	E
			•

Click on one of these to put it in your form.

6.6.5.2 Diagnosis History

This will show diagnosis codes used in billing encounters for this patient along with the date first used.

🖉 Select Diagnosis Webpage Dialog	
Home Back Patient Diagnosis History for [1104 [789.05 ABDOMINAL PAIN PERIUMBIL [789.07 ABDOMINAL PAIN GENERALIZ [789.09 ABDOMINAL PAIN OTHER SII [001.0 CHOLERA VIBRIO CHOLERAE [789.49 ABDOMINAL RIGIDITY OTHER [V10.05 HISTORY MALIGNANCY LARGE [003.20 LOCALIZED SALMONELLA INF	LIC 03/24/2010 ZED 12/29/2009 TE 12/23/2009 03/23/2010 R SITE 03/23/2010 ≡ INTESTINE 01/21/2010

6.6.5.3 Internal Codes

Internal Codes are codes that are established and classified in the PARADIGM system. When you first enter the form you will see the classifications of codes as defined.

🥫 Select Diagno	osis Webpage Dialog	X
Home Bac	ck Search	^
DER RX END CKD ABD SCR HX	Dermatology Prescription Drug Endocrinology Chronic Kidney Disease Abdominal Screening Codes History	E

Clicking on any of the groups will display the codes that are in that group.

🤌 Select Diagnos	sis Webpage Dialog
Home Back	k Search 🔺
V10.00 V10.01 V10.03 V10.04 V10.05 V10.06 V10.07 V10.09 V11.0 V11.1 V11.2 V11.3 V11.8 V11.9	HISTORY MALIGNANCY GI TRACT UNSPEC HISTORY MALIGNANCY TONGUE HISTORY MALIGNANCY ESOPHAGUS HISTORY MALIGNANCY STOMACH HISTORY MALIGNANCY LARGE INTESTINE HISTORY MALIGNANCY RECTUM HISTORY MALIGNANCY LIVER HISTORY MALIGNANCY UTHER GI TRACT HISTORY SCHIZOPHRENIA HISTORY SCHIZOPHRENIA HISTORY NEUROSIS HISTORY ALCOHOLISM HISTORY OTHER MENTAL DISORDER HISTORY UNSPEC MENTAL DISORDER

Clicking on one of these will put the code in your form.

6.6.5.4 The Book

"The Book" is the comprised of the reset of the options on the first screen.

001-139	Infectious and Parasitic Diseases Neoplasms
240-279	Endocrine, Nutritional and Metabolic Diseases, and Immunity Disorders
280-289	Diseases of the Blood and Blood-forming Organs
290-319	Mental Disorders
320-389	Diseases of the Nervous System and Sense Organs
390-459	Diseases of the Circulatory System
460-519	Diseases of the Respiratory System
520-579	Diseases of the Digestive System
580-629	Diseases of the Genitourinary System
630-677	Complications of Pregnancy, Childbirth, and the Puerperium
680-709	Diseases of the Skin and Subcutaneous Tissue
710-739	Diseases of the Musculoskeletal System and Connective Tissue
740-759	Congenital Anomalies
760-779	Certain Conditions Originating in the Perinatal Period
780-799	Symptoms, Signs, and Ill-defined Conditions
800-999	Injury and Poisoning
V01-V85	V Čodes
E800-E999	E Codes

Here you may drill down by category until you find the correct code.

💋 Select Diagnosis Webpage Dialog			
Home Ba	ck	Search	
317	MILD MENTAL RETARDATION		
318	OTHER SPECIFIED MENTAL UNSPECIFIED MENTAL RETA		
1313	TONSPECIFIED MENTAL KETA	REATION	

While drilling down you will notice either a Green or Red block next to the code. The Red means that is as far as you can go and clicking that option will put that code into your Charge Slip. Green means you have not found the specific code yet, keep going.

Ø Select Diagnosis	Webpage Dialog
Home Back	Search
318.1 SEV	ERATE MENTAL RETARDATION ERE MENTAL RETARDATION FOUND MENTAL RETARDATION

6.6.5.5 Tool Bar

The Tool Bar Controls for the Diagnosis Select are at the top of the window.

Home	Back		Search
001 0	00 11	toctinal Infactious	Dicascac

<u>Home</u>

The Home Button will take you back to the very top level of the Diagnosis Select.

Back

The Back Button will take you back to the previous level of the Diagnosis Select.

Search

The Search will search through both internal and "The Book" codes and display them. It will only show codes that are complete codes.

Home	ack food Search
Internal	Codes
005	OTHER FOOD POISONING (BACT)
System Co	des
005.0	STAPHYLOCOCCAL FOOD POISONING
005.2	FOOD POISONING DUE TO CLOSTRIDIUM PERFRINGENS (C. WELCHII)
005.3	FOOD POISONING DUE TO OTHER CLOSTRIDIA
005.4	FOOD POISONING DUE TO VIBRIO PARAHAEMOLYTICUS
005.81	FOOD POISONING DUE TO VIBRIO VULNIFICUS
005.89	OTHER BACTERIAL FOOD POISONING
005.9	FOOD POISONING UNSPECIFIED
477.1	ALLERGIC RHINITIS DUE TO FOOD
i507.0	PNEUMONITIS DUE TO INHALATION OF FOOD OR VOMITUS

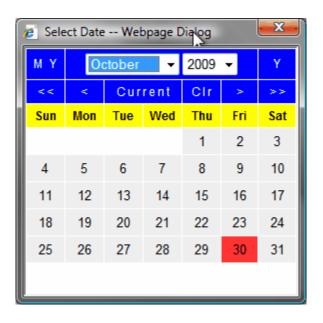
6.6.6 Date Select

You will find the Date Selector whenever you find a date field. Some times the date selector will activate just by entering the field, other times you may see a little calendar icon to side of the field.

When the date select is activated it will display a popup calendar similar to the following.

The Chart

205



6.6.6.1 Date Selector Controls

You may select a date by hovering over the date you want an clicking. But the date you are looking for may not be in the current month.

The Controls are found at th top of the calendar.

ΜY	00	ctober 🔫	2009	•	Y
<<	<	Current	CIr	>	>>

Selecting a Month

You may select a month by using either the drop down month selector or the < and > buttons. The < and > buttons will move you forward or backwards one month at a time.

Selecting a Year

You may select a year by using either the drop down year selector or the << and >> buttons. The << and >> buttons will move you forward or backwards one year at a time.

The drop down selector will give you a range from -100 years to +20 years. If you need to go further than that in either direction, select the end of the range, and then open up the year selector again. Now it will display -100 to +20 years from that date.

Selecting the Current Month and Year

The Current button will redisplay the current month and year.

Clearing the entry

The Clr button will return an empty value into the field.

Exiting

Clicking on the [X] in the upper right corner will exit the calendar. It will not change the value in the field.

<u>MY</u>

This will return only the Month and Year

 $\underline{\underline{\mathbf{Y}}}$ This will return only the year.

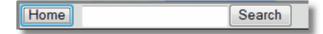
6.6.7 **PARADIGM Select**

PARADIGM Select allows you to select information from the PARADIGM database. It is commonly used for things such as Referring Providers, Reasons, Procedure Codes, etc.

Select [RPH] Webpage Dialog								
Home	Search							
ABB Abbott, Jeff	(865) 588-3188							
ABO Abou-Jaoude M.D., Walid A.	(423) 392-6265							
ADO Adkins M.D., Bruce R.	(540) 386-9771							
AD1 Adkins M.D., Steven M.	(276) 386-9771							
AGE Agel M.D., John F.	(423) 245-6101							
AGU Aguas M.D.,Elena	(423) 538-5116							
AH2 Ahmad M.D., Ahmad	(606) 574-0477							
AH1 Ahmad M.D., Irshad	(423) 928-2122							
AHS Ahsan, Saira M.D.	(276) 546-5532							
AL Alder, M.D. Joseph	(423) 272-5600							
ALD Alderman M.D.,Kurtz	(540) 926-4601							
ALI Ali M.D.,Yaqub	(423) 626-0374							
ALM Almatari M.D., Abdul L.	(276) 546-3001							
ALT Alternate M.D., Doctor	() -							
AMA Amador M.D., Jose	(423) 581-1520							
AND Anderson M.D., Peter	(423) 392-6200							
ARC Archer M.D., Roger	(423) 224-3350							
ARG Argerson M.D., John	(423) 990-1401							
ARH ARH Medical Associates	(606) 573-4520							
ARM Armstrong M.D.,Brian	(423) 230-5000							
ASH Ashraf M.F., Sualeh								
AST Astin M.D., David	(423) 844-6864							
BAC Bacon M.D., Michael L.	(423) 224-5108							
BAI Bailey Jr. M.D.,L.Dell	(423) 392-6100							
BAW Bailey M.D., William P.	(423) 926-7101							

Toolbar 6.6.7.1

You will find the toolbar controls at the top of the window.



Home

Home will redisplay the window just like when you entered it.

Search

Will allow you to search through the list for the information you need.



າກ	-
70	1

Home smith	Search			
SM5 Smith M.D.,David H.	(540) 628-9294			
SM2 Smith M.D.,Devon D.	(423) 538-5116			
SM6 Smith M.D.,Galen R.	(423) 245-3161			
SM9 Smith M.D., Holly L.	(540) 686-5116			
SM1 Smith M.D., Ken W.	(423) 224-3100			
SMI Smith M.D., Ronald S.	(423) 392-6520			
SM8 Smith M.D.,W. Michael	(423) 230-8400			
SM7 Smith, Mary Anne, M.D.	(540) 988-2506			

Home smith da	Search
SM5 Smith M.D.,David H.	(540) 628-9294

Home 6520	Search
KUT Kutty M.D.,I.N.	(423) 392-6520
SMI Smith M.D.,Ronald S.	(423) 392-6520

Home 6520 smi	Search
SMI Smith M.D.,Ronald S.	(423) 392-6520

Part 7

Standard Note Generation

7 Standard Note Generation

One of the strongest features of PARADIGM EHR is its ability to collect data about a visit and generate the documentation (Encounter note) for that visit. This process can be completely customized, but many choose to use the "Standard" for note generation. This section covers the "Standard" Encounter data collection forms and the note that it generates.

The "Standard" note consists of 9 data collection forms and the note generator. They are: <u>Chief Complaint - History of Present Illness.</u> <u>Review of Systems</u> <u>Medical History</u> <u>Family History</u> <u>Social History</u> <u>Vital Signs</u> <u>Physical Examination</u> <u>Assessment</u> <u>Plan</u> <u>The Note</u>

7.1 Chief Complaint - HPI (CCHPI)

	Chief Complaint	/ History of Present Illnes	5
Encounter Date: 08/04/2011 0	9:10 AM Reason:	Reviewe	d: Discussed:
		•	
8		CCHPI 1	
Historian:			
Symptom / Problem:			• • DX
Duration:			
Location:			
Frequency of Symptoms:			
Intensity:			
Symptom(s) Characteristic:			
How Symptoms Began:			
How Symptoms Progressed:			•
What Brings Symptoms On:			
What Makes Symptoms Worse:			
What Relieved Symptom(s):			
Associated Symptom(s):			
Comment 🔘 HPI 🔘			→ →
Add CC/HPI			
Save Entered		Modified	

This form is used to collect information for the Chief Complaint and history of the present illness. Data collected here will be used for Evaluation and Management Coding when creating the billing information for the encounter.

You may have multiple CC/HPI for an encounter by clicking the "Add CC/HPI" button.



This button is unique to the encounter.

7.2 Review of Systems / Exam

The Review of Systems and Exam forms have the same look and functionality. When the form loads, it automatically determines which configuration to use based off of the appointment. The hierarchy that the forms look at is: 1st the appointment Resource and Reason, 2nd just the Resource, 3rd just the Reason, 4th the Practice Configuration, and lastly the QRS Standard Configuration. You can force a different configuration than what loads by clicking on the System Label. When doing so, the form will show you all of the available configurations to use. If you have a resource set up on your user defaults, you will be able to add or edit configurations for that resource from this selection box.

When you open the forms, the systems with the system statuses are aligned to the left. The system comment, symptoms/findings, and all applicable information are to the right

You can change the status of an entire system by clicking on the status to the right of that system and selecting the status that you would like. You can click the Status Label to set all systems to Within Normal Limits or Reset all systems back to their default.

On the right side, you see the information for the selected system. At the top you have a general comment for that entire system. Below that are the Symptoms/Findings for that System. You can set the status of the entire system by selecting the Status Label for that system.

Please note that all of the fields will grow as needed to accommodate the text that is in them.

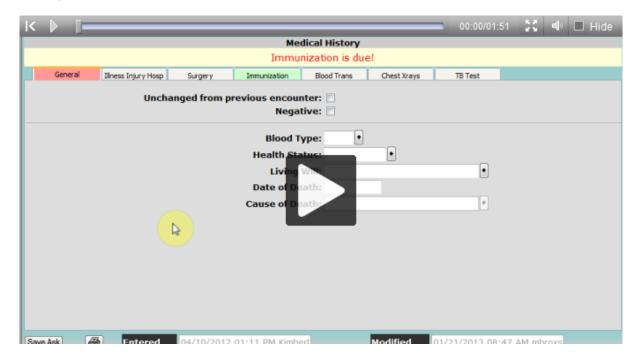
				Review of Sy				
System	Status			S	stem: G	eneral		
General	OMIT							
Skin	OMIT							
Head	OMIT	Symptom	Status	Description		Progress	Notes	
Ears	OMIT	weakness	OMIT	DX no weakness	•	•		•
Nose	OMIT	fatigue	A Transmission	DX no fatigue				
Mouth	OMIT	fever	C. C	DX no fever		•		
Throat	OMIT	chills	Contraction in the	DX no chills		•		
Neck	OMIT	night sweats	and the second s	DX no night swear				
Breasts	OMIT	ingin swears		DX				
Lungs	OMIT	2	Conn 1				G	
Heart	OMIT							
Blood	OMIT							
Gastrointestinal	OMIT							
Genitourinary	OMIT			3				
Ausculoskeletal	OMIT			ď				
Veurological	OMIT							
Psychiatric	OMIT							
Endocrine	OMIT							
Eyes	OMIT							

7.3 Medical History

The Medical History is in a tabbed grid format. If there are any Immunizations that are past due, the Immunization Due Alert appears at the top of the form for all tabs. The General tab contains a form with basic information about the patient, but all other tabs are in the EHR Grid style.

The EHR Grid allows you to type directly into the Grid Cells much like editing an Excel Spreadsheet. Any of the cells with the grey background and black diamond utilize the quicklist that is throughout the EHR.

The Immunization tab is a little more involved than the rest of the tabs. At the top of this tab, you can enter any future Immunization as an EHR Alert. The Immunizations are displayed below the future Immunization form. You may see up to four different colors for the Immunizations. The light grey Immunizations are set up as future Immunizations. The light yellow Immunizations with red text indicate Immunizations that were entered as future Immunizations that are now Past Due based on the date that was entered. The blue Immunizations have been imported from your state registry if you have worked with QRS to set that interface up. The green Immunizations were entered and saved on the Medical History Form.



7.4 Family History

The Family History form allows you to enter relevant medical history of any family members.

On the left side of the screen you have the list of relatives and the ability to add a new relative by filling in the blank row.

On the right side of the screen you can modify the relative's medical information starting with general information about the relative and then moving into specifics about Illnesses, Treatments, and



Outcomes that this relative has/had.

	Family History											
E	No First Degree	History 🔲 Unchan	ged	Negative	🔲 Unkr	nown or U	navailable					
	Relationship	Name			_			ther - Mother's Name				
X	Mother	Mother's Name	Status:	Good 🗸	Date	of Birth	05/28/1919	Date of Death:				
X	Sister			of Death:								
X			Notes:									
			Re	ecorded Date	Ons	et Date		Illness				
			02/	10/2012	2012		Stroke					
			🛞 02/	10/2012	01/201	3 🏢	Osteoporosis	(disorder)				
			🖲 01/		01/01/2		G cell tumor, i	malignant				
			01/	20/2014 📑			1					
							ave Ask					

7.5 Social History

Here you may enter a patient's Social History. This information will display whenever a patients chart is pulled up.

				Social	History			
Unchanged from p	previous encounte	r						
Race:	White							•
Ethnicity:	Not Hispanic or I	Latino	~					
Language:	English		✓	Other:	~			<u>~</u>
Occupation:	Accountant		•	_	Level of Education:	Post Graduate		•
Marital Status:		•	# Children:		Lives With:			•
Secual History:								•
Mental Work: Physical Work: Exercise:		~	Hours/Day: 4 Hours/Day: 6 Hours/Wk:		Types: Biking, Gardening, Rur	nning, Swimming, Tennis		•
	Select Smoking S 1 pack of cigaret		v (Queried:]	◆ / week for	years.	
Alcohol:						/ week for	years.	
Caffeine: Aspirin:	None. 3 cups	s of coffee and 5 o	ups of ice tea			/ week for 25 / week for	years. years.	
Drugs:	None.					/ week for	years.	
Comment:								0.
6				Save	Ask		_	

Race, Language. and Ethnicity will also be added to the Objects. Trackable Data

7.6 Vital Signs

Here is where you will enter the vital signs for the patient for the encounter. This form will only display both as part of an encounter and as history.

When the Encounter and Date fields are shown in red it will part of history, when they are white it is part of an encounter.

				Vital Signs				
Encounter	344306		Vitals History Growth Exclude from Grov		Date 04/10/20	012	Units	inglish Metric
Weight	Height		ead Circumference	Waist Circumference	Temperature		BMI (kg/m²)	BSA (m²)
lbs 🕅	kgs 🗐 👘 🗐	cm 🗐 🛛 ir	n 🔳 🛛 cm 🔳	in 🖩 cm 🗐	•F •C	Method		
						+		
# B.P.	Position	Pulse	Extremity	Comment				
1	•		•					
2	•		•					
3	•		•					
Respiration	Peak Flow (LPM)	SPO2(%)	QU(%)	O2 Units	Manufacturer	D	elivery Type	
					•	+		+
Save	Entered			N	/lodified			

You may review a patients <u>weight</u> or <u>height</u> history by clicking on "Weight" or "Height". Clicking on the <u>History</u> button will display a complete history of vital information.

The <u>Graphs</u> button will allow you to view growth data for patients plotted against the CDC growth charts.

Data entered on this form will also be added to the <u>Trackable Data</u> file.

7.6.1 Vitals History

214

The vitals history form will display all historical vitals history data from both encounters and those entered as historical data.

You may hover and click to select a historical entry to edit on the Vitals form. If you select a historical record that was part of an Encounter you will not be able to edit it unless it is the current Encounter.

1/2011 72 1/2011 71 4/2011 71 5/2010 71	198.4 205 200 205	9 9	98.6 98.6 98.6 98.6	Forehead		2.15 2.18 2.15 2.18	26.91 28.59 27.89 28.59	120/80 126/86 130/80 126/86
4/2011 71	200	9	98.6			2.15	27.89	130/80
5/2010 71	205	9	98.6			2.18	28.59	126/86
			m	m	m	m		

7.6.2 Weight History

🤌 History Webpage Dialog								
date	weight_lbs	weight_kgs	bmi	bsa				
04/03/2008	200	90.45	27.98	2.11				
06/19/2008	197	89.01	27.98	2.11				
11/25/2008	200	90.72	28.7	2.14				
06/19/2008	193	87.54	27.69	2.1				
11/21/2008	195	88.45	27.98	2.11				
12/01/2008	185	83.91	26.54	2.05				

7.6.3 Height History

🥙 History Webpage Dialog							
date	height_in	height_cm	bmi	bsa			
04/03/2008	70	177.8	27.98	2.11			
06/19/2008	70	177.8	27.98	2.11			
11/25/2008	70	177.8	28.7	2.14			
06/19/2008	70	177.8	27.69	2.1			
11/21/2008	70	177.8	27.98	2.11			
12/01/2008	70	177.8	26.54	2.05			
ľ							

7.7 Assessment

Here is where you will assess the patient for the encounter and determine the diagnosis for the encounter.

Assessment 1								
ICD:	•	Description:		DX				
Status:	 Image: A set of the /li>	Discussion:						
Add Assessment								

You may select the ICD either by entering in the code in the ICD field, typing the description in the Description field or selecting a diagnosis by clicking on the <> button next to the ICD field to select using the <u>Diagnosis selector</u>.

You may also determine a status or enter discussion information for each diagnosis.

The "DX" button will allow you to add or edit the diagnosis in the patient problem list.

This information will be automatically put on the charge slip.

7.8 Plan

Here you may create the plan for the patients encounter.

(8)			Plan 1		
Type:	•	Hide on Note 📃			
Advice:			CPT:	ICD:	
Comment:			🔹 FAC:		
Add Plan E/M					

First select a type. This will determine the list that will display for the Advice. If the advice is a procedure the CPT code will be copied into the CPT field. You may then associated it with ICDs created on the <u>Assessment</u> form. If the procedure is to be performed off-site then you may select a facility in the FAC field.

Procedures with a CPT code will copy into the charge slip when created.

The Remove (X) will allow you to remove a plan.

When you have completed you may use the E/M button to have the system find the appropriate Evaluation and Management Code.

7.8.1 Plan Types

When looking at the Plan Types List the Add / Edit button will allow you to create additional types to use in your plan. Clicking on this button will display the Plan type form.

🙆 Plan Type	e Webpage Dialog		X
This prog	ram will allow you to Add / Edit H	Plan	Types
Type:	•		
Action:	QuickList	_	
TRA CLS:		٠	
Add	Update Remove Clear		

Here you may enter a type and then determine an action to take place for that type.

Valid actions are as follows:

QuickList - This will display a quicklist by the type name when selected.

Referring Physician - This will display the PARADIGM referring provider list to you choose from Transaction - This will display PARADIGM transaction codes. You may narrow the selection criteria by providing a comma separated list of PARADIGM CLS codes in the TRA CLS field. Medication - This will open the patients medication list in a window to allow you to either enter a new

prescription or medication, or change an existing.

E-medication - When using E-medication you will first need to select the medication from the medication list, and then perform the operation required in Relay-Health.

Followup - This allow you to create a followup or recall for the patient by displaying the form in a separate window.

Order - Used for creating an order for the patient.

7.8.2 Evaluation and Management

The Evaluation and Management dialog will evaluate the data collected for the current encounter and recommend the proper Evaluation and Management code level. The form will display similar to the following:

Hi	story		Medica	l Decision	Making (MDN	I)	
Chief Complaint			Diagnos	es and Man	agement Options	s: [0]	
History of Present Illness	No. of Elements	s: 1	ICD	Description	Mgt C	ption	Points
Review of Systems	No. of Elements	s: 3					
Past Medical History							
Familly History							
Social History							
Examination				-	ty of Data to be I		
System		Elements	Туре		Data	Points	
General / Vitals							
Skin							
Lymphatic System							
Eyes			D' 1			M	
Ears / Nose/ Throat					ons, Morbidity &	-	
Head and Neck					mited OModer		sive
Breast			Guideli		◎ 1995 ○ 19	997	
Respiratory System			Visits:	12	Referred:		
Cardiovascular System			E&M C	Category	Est - Office or Of	her Outpatient	Services
Abdomen			E&M (Code	99211 👻	Time: 5	•
Genitalia			CODES	99211	99212 99213 99214	99215	
Rectum			HISTORY	7 CC:5	HPI: 3 ROS: 4		
Back			EXAM	EXA			
Extremities			MDM 2/3 Level		3:5 DATA:1 RI Code:99211	SK: 2	
Extremities							

E/M Coding is based on evaluation of three main components of the encounter: Histories, Exam, and Medical Decision making. Each component has its own evaluations process.

The Histories section is broken down into Chief Complaint, History of Present Illness, Review of Systems, and (Past, Family, and Social) Histories. Elements of each are compared to a requirements table for the E&M Category defined to determine the E&M Level. The minimum level is what will be used.

The Exam is evaluated differently depending upon if you use 1995 or 1997 guidelines. 1995 looks only at the number of systems evaluated while 1997 looks at specific findings within the systems. Specialist are more likely to use 1997 guidelines.

The Medical Decision Making (MDM) is based on three elements: Diagnosis and Management, Complexity, and Risk. The first two are based on collected data from the Assessment and Plan data. The Risk is up to the judgment of the provider. The top 2 out these 3 elements are utilize.

The least of the 3 components (Histories, Exam, MDM) is then used to determine the E&M level, and thus the code to use.

7.8.2.1 Form Breakdown

The E/M form has four sections: History, Examination, MDM, Calculations.

The History shows the history elements present. The Examination shows the Examination systems and elements, The MDM shows the Diagnosis and management options, and amount and complexity of data reviewed. It also allows the provider to select a level of Risk of Complications, Morbidity & Mortality.

The Calculation section is where the you may select the method of coding, and category to use. By default 1995 is the default guideline. The program will look to see if the patient has had any visits with the same provider or a provider in the practice with the same specialty to determine if it is a new patient or established patient. It will then default the E&M Category to either New or Established patient, and perform the appropriate calculations.

If it this is a consultation or category of service you may select from the drop down list.

New - Office or Other Outpatient Services Est - Office or Other Outpatient Services Office or Other Outpatient Consultations Initial Observation Care Initial Hospital Care Subsequent Observation Care Subsequent Hospital Care Oberservation or Inpatient Care Services Inpatient Consultation Emergency Department Services Subsequent Nursing Facility Care Initial Nursing Facility Care New - Custodial Care Services Est - Custodial Care Services New - Home Services Est - Home Services

7.8.2.2 Changing the code

It is possible to change the the code from the calculated code. This can be accomplished in 3 different ways: Change Risk, Change the actual code, or Change the Time.

Changing the Risk may change the calculated code if the limiting factor in calculating the code is either the Diagnosis and Management options or the Amount and complexity of data. Since the MDM is the top 2 out of 3 of these elements it could move the code up to a higher level.

You may actually change the E&M code using the drop down box. It will display appropriate codes for the category selected. When you change a code here you will be prompted for the reason.

By changing the time you will also change the code. This is used if time is a factor in the services performed. This should be used if more than 50% of the time defined was used in counseling the patient.

7.9 The Note

The Create Note button will display the note editor for the encounter.

iize ▼ B I U I I II II				
	QRS Medic	al Clinic		
	James E. Park			
	QRS Medica			
	2010 Castai			
	Knoxville, TN			
	(423) 587-	9///		
Jeff Abbott	DOB: 09/02/1964		DOS:04/10/2012	
2010 Castaic Lane	AGE: 47 Years			
Knoxville, TN 37932	SEX: MALE			
CURRENT MEDICATIONS			ALLERGIES	<u>8</u>
	Sig	Reason	ALLERGIES Source	S Reaction
Medication		Reason		
Medication Zyrtec 10 mg tablet	Sig 1 tablet by mouth daily 1 application apply on the skin as	Reason	Source	Reaction
Medication Zyrtec 10 mg tablet	Sig 1 tablet by mouth daily	Reason	Source Aspirin	Reaction Rash
CURRENT MEDICATIONS Medication Zyrtec 10 mg tablet Abreva 10 % Viagra 25 mg tablet	Sig 1 tablet by mouth daily 1 application apply on the skin as	Reason	Source Aspirin Bees	Reaction Rash Edema,Insomnia

A default note will be displayed as configured for the the provider. You may select another note template by clicking in the file name area near the top center of the form. This will display the file selector.

E S	elect File Webpage Dialog	×
folder: /usr/paradigm/etc/emr/001/But	tons/Notes/	
 Botox.htm Empty Template.htm IHD Test.htm Note Type.list Note.htm Note2.htm Operative Report.htm Trigger Point Injection.htm VNS Interrogation.htm 		

Click on the note template you want to use to load it into the note editor.

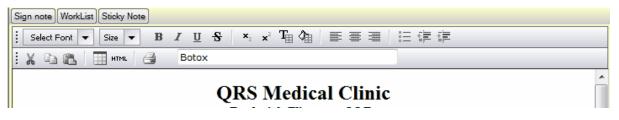
Note templates can be completely customized to fit different documentation needs. The note document is known as an Interactive HTML Document (IHD) and allows for both free form entry and the use of "widgets" that allow access to other data, list, and functions with the EHR system.

After you have finished editing the note you may save it.

The note will be saved with a button name of the name of the document you selected. A new "Create Note" button will be presented after that button. You may create and save multiple notes for an encounter.

7.9.1 Signing the note

After the note has been saved you will notice a "sign note" button at the top of the form.



Clicking on the button will sign the note as well as sign the encounter documents used to create this note.

Once a note has been signed it will no longer be allowed to be edited, and display similar to the following:

	-
🥌 🚭 Sticky Note Add Amendment	
QRS Medical Clinic	
Frederick Flintstone M.D.	
QRS Medical Clinic	Ξ
2010 Castaic Lane	
Knoxville, TN 37921	
(423) 587-9777	

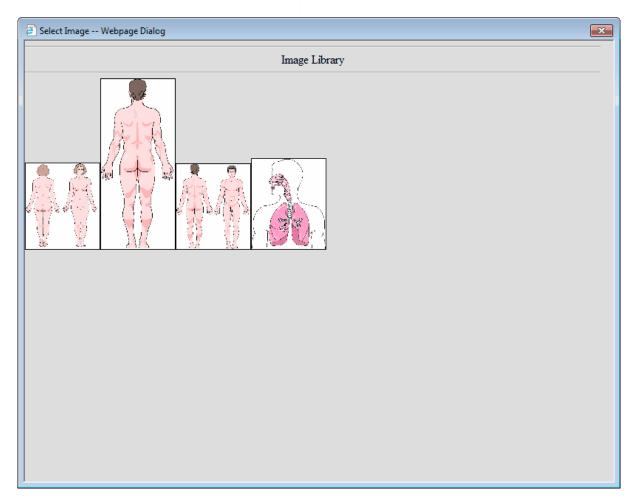
Your options available after a note has been signed are, send to outbox, print, add/edit sticky note, or add an amendment.

If for from reason a modification has to be made to the original document, the signature will need to be retracted by the original signer.

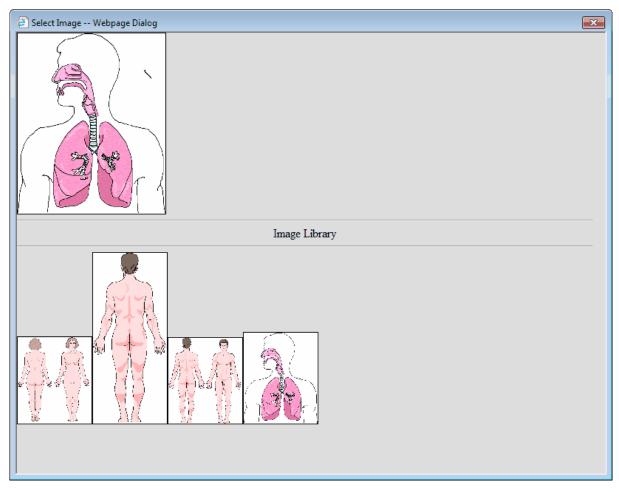
If Encounter data must also be modified the encounter data signature will also need to be retracted.

7.10 Images

The Images button allows you to access your library of images with one button, instead of having a separate button for each image you way want to use. Clicking this button will first display your image library.



You may select the image you want to edit and use in your note. That will bring the image up in your image editor. When you have made your changes and saved the image, it will be displayed. Clicking the Image button again will first display the images you have saved for the note with the library following.



Clicking on the image you previously created at the top will allow you to edit it again. Clicking on the images in the library will allow you create additional images.

Part 8

Administration

8 Administration

The purpose of this document is for the setup and administration of the PARADIGM EHR Electronic Chart / Medical Record product. This document will cover the basics of setting up users, security, data bases, setting up PC's and browsers, as well as creating templates.

All of these things are necessary for the proper use of the PARADIGM EHR system.

PARADIGM EHR has a system administration account. "secadmin" This account have the ability to access all administrative abilities including adding new users to the system and setting the system security profile.

Additional users may be established for each data set that have the ability to perform administrative duties related to a data set, such as setting up <u>Role Based Access Control</u> for the data set, <u>updating user</u> profiles, setting up <u>buttons</u>, <u>templates</u>, <u>signatures</u>, and <u>data set defaults</u>. These data set administrators do not have the rights to add users or change the system security profile.

After logging into PARADIGM EHR as the "security administrator" and selecting a data set you will be taken directly to the Administrative area of PARADIGM EHR. Here you may establish users, set up system security defaults, and view audits.

You may also access administrative information for the data set you selected: Role Based Access Control (RBAC), Buttons, Templates, Signatures, Dataset and WorkList.

The "security administrator" has access only to the administrative functions and can not access any clinical information. You may notice that the all buttons on the control panel are disabled, with the exception of being able to select a data set, or the user button itself.

The "security administrator" account also has an automatic logout timer set to 5 minutes of inactivity. If the security administrator logs in and does not perform any task on the screen for 5 minutes they will automatically be logged out.

The "security administrator" may only be logged in once. Any subsequent logins will be terminated until the first session is terminated.

		mbroxso	n Medica	al Facility	Appointments	Work List (39-0) Control Pan	el Other		P	+	0			PARADIGM E	HR
ſ								Admin	istration							
	Users	RBAC	Buttons	Templates	Reports	System Reports	Signatures	Dataset	Alerts Orders T	rack PER La	ab E	EScript phi	Mail			
I	Users															
		Logi	r		Nam	e	Status		Data Sets			Password Expires	Password	Profile	Role	Ê
] [~	
I	Aida			Aida Dil	Iman		Active	001, 002, 0	03				Password	Profile	Admin	

From here you may click on the tab to go into the desired section.

EScript and phiMail are both only editable by QRS.

8.1 Users

By clicking the Users tab you will see a list of the systems users when logged on as the "security administrator".

mbroxson QRS Mee	dical Clinic Appointments Work List (9	-2) Control Pa	anel Other 🔎 🖡	H 😧		PAI	RADIGM EHR	\bigcirc
Users RBAC Buttons T	emplates Reports System Reports		Administration Dataset Alerts Orders Track PER Lab ES	Script phiMa	il			_
Login	Name	Status	Data Sets	Password Expires	Password	Profile	Role	^
		~					~	
Aida	Aida Dillman	Active	001, 002, 003		Password	Profile	Admin	1
awolfe	April Wolfe	Active	001, 002		Password	Profile	Admin	1
bstone	Bettie Stone	Active	001, 002		Password	Profile	Admin	
Bettie	Bettie Stone, CRHS	Active	001, 002		Password	Profile	Admin	1
christys	Christy Stipes 2	Active	001, 002		Password	Profile	Nurse	
christy	Christy T Stipes	Active	001, 002		Password	Profile	Admin	
Janice	J. Young, M.D.,Ph.D	Active	001, 002, 003, 004		Password	Profile	Admin	
jeff	Jeff Abbott C.D.	Active	001, 002, 003, 004		Password	Profile	Admin	
Kimherly	Kimberly	Active	001 002 003		Password	Profile	Admin	

From here the "security administrator" may <u>Add or create users</u> accounts, <u>modify</u> the accounts, set/reset <u>passwords</u> for the account, create / modify <u>profiles</u> for the account, view / kill sessions for an account, kill off a user.

Notes for user with Admin ability.

Users with admin ability may access this area as well, but with restrictions.

- Will only see users for the data set they have admin rights to.
- Can not manage a users sessions
- Can not kill a user.
- Can not Add new users
- Can not Update existing users

Admin users can:

- Update a users password
- Create or change a users profile

8.1.1 Add a User

Only the system administrator "secadmin" can add a new user to the system.

Once a user is created it can't be removed from the system. It can be retired so it no longer has access but the user record will remain.

To add a "a new user" enter the name of the new user in the "Add a new user" field and press Tab.

By entering a users name in the "Add a new user" field of the user list, the "User Information" form will display with the login field entered for the user as well as default values for other fields.

<< BACK	User Information	
Login	marvin	
Full Name	marvin	
Password Expires	Change	
Data Sets	001	Select
	Add	

Enter the users "Full Name".

You can not add a password at this time because the user does not exists yet. The user will be created with no password.

By default the Data Sets will default to current data set. If the user will have use of more than one data set, use the Select Button to select the data sets the user will have access to.

Click the "Add" button to add the user to PARADIGM EHR. The screen will return to the user list and display the new user at the bottom.

|--|

At this point you will want to set the users password, and create a default profile for the user.

8.1.2 Updating a User

To update a user, first, select a user from the "Users" list by clicking the User button. This will display the user form, populated with the user information defined. Make any changes and then click on the "Update" button.

8.1.3 Retire a User

Follow the instructions for Updating a User but click the "Retire" button instead of the "Update" button. When a user is retired, you will see RETIRED in the status column of the Users list. To take an account out of retirement, simply create a new password for the account.

8.1.4 Passwords

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A User must have both a login and password established to use PARADIGM EHR. Accounts with "NO PASSWORD" in the status can not log in. Once a user has a valid password their status will be listed as "Active". It is up to the "security administrator" to establish the initial password for an account, and provide that password to the user.

Clicking on the Password button on the Users list will display the Change Password form.

		Change Pass
Login	marvin	
Password		
Confirm		
Expires	10/26/2009	
Submit		TOO SHORT

Here you may enter the password for the user. Enter the password again in the Confirm field and press the button next to Submit.

By default the password will be set to expire the first time the user logs in. This will require to change the password you establish to be modified immediately. You may click on the Expires field to use the date selector to change this date.

Password security controls are in place for minimum password length, and password strength if established in the system <u>security</u> profile.

8.1.5 Profiles

Now you may establish a user profile for the user and the data set. By clicking the Profile button you may create / modify the users profile for the current data set. Users may have different profiles for each data set they have access to.

	User Defa	aults / Profile
	General Options	Display Options
Login	jeff	Page Color #CCFFFF 🖄 This is how text will display
Role	Provider 👻	Title Color #0000CC
Resource	Select if a Provider 🔹	Font Size 10 👻
Login Timeout		Menu Side Left 👻
Appointment Refresh		Display Chart In Tab/Window 👻
Default Mode	Appointments 👻	Chart Tab Width Unlimited 🚽
Save Mode	Ask to save 🔻	Use Icons Yes 🔻
Use SuperBill	Yes 🔻	

8.1.5.1 Profile Information

The User Defaults / Profile form contains the following fields.

General Options

Login

This is the User login name.

Role

This defines the users role as defined in the <u>Role Based Access Control</u> (RBAC). It determines what features and functions the user has access to.

Resource

If the user is a service provider, select from the resources for the user. The resource will determine what resource code, and associated physician code will be used when a provider enters charges on the Charge Slip form. If the user is not a service provider leave this field empty.

Login Timeout

Enter the number of minutes that a user may go without activity before they will automatically be logged out. Leave blank for indefinite. If the <u>security</u> profile has an Inactivity timeout established, the control panel will use the lesser of the two values.

Appointment Refresh

Enter the number of seconds to elapses before the Schedule or Work list will automatically refresh. Leave blank for indefinite.

Default Mode

Enter the user's default work mode. This defines what work mode the user is put in after they log in and select a data set. This can be either "Appointments" or "WorkList"

Save Mode

This option will determine the save mode for PARADIGM EHR Data Documents. The available selections are:

- Manual In this mode you must manually save each form before selecting another object or the data will be lost.
- Ask to save In this mode, if you change data on a form and then select another object without first saving you will be prompted to save the data. If you select "OK" the data will be saved and the new object will be displayed. If you select "Cancel" the data will not be saved.
- Automatic save -In this mode, if you change data on a form and select another object without first saving, the software will automatically save the form and then display the new object.

Administration Mode will always be manual save.
The Note on an Encounter will always be manual save.

User SuperBill

If the user has access to enter charges using the Charge Slip, this will determine if the Super Bill will automatically display. Some users may prefer not to use the super bill but just use the standard diagnosis and charge entry.

Display Options

Page Color

This field allows you to select the background color for the major part of the screen for the user. You may use the <u>Color Selector</u> to select the color code. The color selected here should be a light color because any text displayed where this color is used will be show as black.

Title Color

This field allows you to select the background color for any title areas to display on the page for the user. You may use the <u>Color Selector</u> to select the color code. The color selected here should be a dark color because any text displayed in titles will show as be white.

Font Size

Here you may select the font size the user wants to use. Font sizes range from 6 to 16 points. The smaller the font the more information you will be able to display on the screen without having to scroll the page content.

Menu Side

This defines what side of the screen the file list menu will display when PARADIGM EHR displays a patient's chart. This can be especially helpful when using tablet PC's to avoid having to reach over to select a file.

Display Chart In

There are two options here:

- 1. Frame Display in the Frame under the toolbar. With this method you will only be able to work with one chart at a time.
- 2. Tab / Window This method will open another tab or window (depends on browser configuration) and display the chart. With this method you may have multiple charts open at the same time.

🗥 When in Inbox Mode the display will revert to Frame Mode.

Chart Tab Width

This option will allow you to set the maximum width of tab names in characters. If you have a lot of tabs with long names, using this feature may provide you with a cleaner display.

Use Icons

This tells the software to use icons defined in the button setup for Encounter buttons instead of just the defined text. It is also used by some forms such as Review of Systems and Exam. These forms will display either Icons or Text Headings based on this preference.

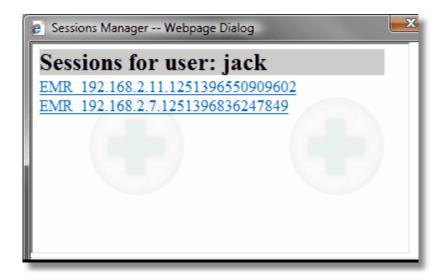
8.1.5.1.1 Color Selector

The color select appears as a paint bucket icon on the Color and Title Color fields. It will display a grid of colors from you to choose from. Hover over the color you want and click and the color will be loaded into the corresponding field.



8.1.6 Sessions

Sessions represent each time a user logs into PARADIGM EHR. Each session is assigned a unique identifier, and operations for each session are completely separate even though the user is the same. Clicking on the Sessions button for a uerr will display the Sessions Manager for that user.



Clicking on the "Sessions for user:" area will refresh the session list. Beneath that you will see a list of all of the users sessions. By clicking on a session you will be prompted.

Message from webpage
Terminate Session EMR_192.168.2.7.1251396836247849
OK Cancel

Clicking OK will terminate that session. If the use attempts to perform any other task on that session it will log them out. If they are idle it will terminate the session within a minute.

8.1.7 Kill

Kill will terminate all sessions for a user. Clicking the Kill button will prompt:

Message from webpage
Kill jack Terminate all sessions
OK Cancel

8.2 Break Glass Procedure

Break glass (which draws its name from breaking the glass to pull a fire alarm) refers to a quick means for a person who does not have access privileges to certain information to gain access when necessary. Systems containing primary source data (information) for treatment, must develop, document, implement and test *break glass* procedures that would be used in the event of an emergency requiring access to an electronic health record. These systems must have a clearly stated and widely understood procedure for allowing access via alternate and/or manual methods.

The system administrator should document any actual emergency access for later audit & review. Typically, a special audit trail is created to monitor such access. Standard access controls should be established with sufficient rules to minimize the number of times break-the-glass needs to occur.

Break-glass is based upon pre-staged "emergency" user accounts, managed in a way that can make them available with reasonable administrative overhead. This solution can be used with a broad range of existing systems and architectures that require operators to login, such as with username and password, before access is granted. The break-glass intended to specifically cover emergency cases and should not be used as a replacement for a helpdesk.

User authentication system is a typical mechanism used to control and monitor access to sensitive data. It is designed to preserve security by restricting access. In clinical care, a delay in access is likely to disrupt patient care that may cause patient discomfort, injury or worse. For this reason HIPAA requires covered entities to have mechanisms in place that assure patient care is not impaired by problems with the user identification and authentication.

8.2.1 Scope

An emergency access solution should be used only when normal processes are insufficient (e.g. the helpdesk or system administrator is unavailable). Examples of situations when 'break glass' emergency access might be necessary:

- Account problems:
 - Forgotten Username/Password (e.g. after extended absence or vacation)
 - Locked Password (e.g. mis-typed too many times)
 - No User Account (e.g. a clinician from another organization or a new clinician is assisting a facility during an emergency)
- Authentication problems:
 - Central Authentication System failure (e.g. a CAS server is down)
 - Smart Card or biometrics reader failure (e.g. reader or biometric is damaged) NOTE: In cases where the authentication system fails, there should be an alternate authentication mechanism such as username/password.

- Authorization problems:
 - An emergency medical situation thrusts an individual into a role where s/he lacks sufficient access rights (e.g. an administrative assistant is entering orders during an emergency)

8.2.2 Break Glass solution

The break-glass solution is based on pre-staged emergency user accounts, managed and distributed in a way that can make them quickly available without unreasonable administrative delay. This solution should be simple, effective, and reliable.

8.2.2.1 Pre-staging Accounts

Emergency Accounts should be created in advance to allow careful thought to go into the access controls and audit trails associated with them. The following factors should be considered:

- <u>Username should be obvious and meaningful</u>, such as breakglass01, so the account name would be inappropriate under normal operations and would stand out in audit trails.
- <u>Strong passwords should implemented</u>, but is important, that they not be so difficult that in an emergency, the user would have trouble entering it.
- <u>Account Permissions should be set to minimum necessary privilege</u>.Limit emergency access to the minimum data and functionality needed to perform the task. This could potentially include view-only capability, prohibiting access from outside the local console or network, limiting to data acquisition only, or prohibiting access to previously acquired data, but due to the difficulty of anticipating emergency needs, you may choose to allow full access to emergency accounts.
- <u>Auditing should be enabled</u> if available, to log details of the account usage and details of the work carried out while using the account. Some systems may recognize emergency accounts and raise the system auditing level or increase audit logging of only the emergency accounts. NOTE: Ensure that the individuals who create the accounts are not the ones reviewing the audit trails since this can be a source of abuse.

The 'break glass' accounts and distribution procedures should be documented and tested as part of implementation.

8.2.2.2 Distributing Accounts

Pre-staged accounts need to be carefully managed to provide timely access when needed. Break-glass requires that the emergency-account details be made available in an appropriate and reasonable manner. These details may be provided on media such as a printed page, a magnetic-stripe card, a smart card or a token. Some distribution possibilities for break-glass emergency accounts include the following:

• Kept behind glass in a cabinet, where access to the accounts requires literally

breaking the glass (similar to a fire extinguisher or alarm), providing an obvious indication that the accounts have been accessed and a deterrent to casual use;

- Maintained within sealed envelopes, where a broken seal would be an obvious indication that the accounts have been accessed;
- Locked in a desk drawer that only specific people can access;
- Sealed and taped to the side of a monitor in a clinical area visible to many so it will be obvious when it is missing or damaged, or
- For cases where more than one person is needed to declare an emergency, locked in a safe or cabinet where one person knows the combination or has the cabinet key and a different person has the key to the room.

A best-practice would place the pre-staged emergency accounts into the responsible care of an individual. This Emergency Account Manager would be someone readily available during operating hours and one who understands the sensitivity and priority of the emergency accounts (e.g. a business manager, nurse or security officer). The distribution procedure would include a sign-out method requiring that an acceptable form of identification be provided. This identity would be recorded before the accounts are made available. Following such a procedure assures that activities performed using the emergency account may eventually be associated with an authorized individual, creates accountability and can assure non-repudiation.

8.2.2.3 Monitoring Use of Accounts

The use of emergency accounts needs to be carefully monitored. The audit mechanisms should be used and a procedure defined to examine the security audit trails on a regular basis to identify any use of the emergency accounts. In addition, systems can alert the security administrator in the event an emergency account is activated. These enhanced capabilities are highly desirable, but they are not required for the break-glass mechanism to work. If the system or application software cannot provide an audit trail that shows simple account activity like login attempts, then the use of break-glass needs to be carefully considered before implementing. Break-glass may still remain a valid system, but it will require the use of a manual (e.g. paper-ink) log.

Documentation should describe the intended use of such accounts and the consequences of their inappropriate use. Details should be clearly documented and then communicated to the relevant workforce. It should be clear that all use of emergency accounts is closely monitored. A periodic review and retraining of staff should be done to make sure the break-glass procedure continues to be relevant.

Each use of an emergency account should be reviewed. The use of an emergency account may be valid, or it might indicate a malicious act. Unacceptable use needs to be recorded and acted upon. Frequent use may indicate problems with the normal user authentication mechanism. This regular monitoring of pre-staged emergency accounts should also include exercising some of them to ensure that they do work, and that their use can be detected. This is similar to testing fire alarms, to be sure

that they will work in a real emergency.

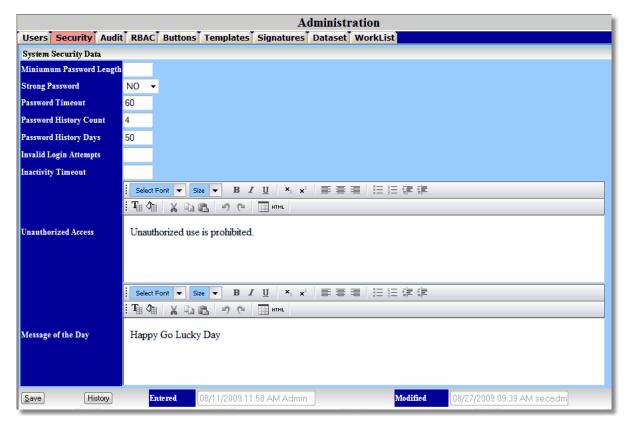
8.2.2.4 Cleaning Up After Account Usage

A procedure should be established to clean up after an emergency account has been used. Consider addressing the following:

- Disable or delete the emergency account(s) that were used to prevent re-use now that the password is known. Some systems may be capable of automatically deactivating emergency accounts after first use or passage of a selectable period such as 8 hours or 1 day. Avoid disabling the account during the period of emergency use.
- Reconcile the data acquired and audit trails to reflect the proper operator's name.
- Make entries in disclosures if appropriate.
- Review activities performed including data acquired/accessed
- Determine if the emergency account procedure and operation worked effectively and adjust if necessary

8.3 Security

The Security Tab allows the "security administrator" to establish a global security policy for entire system. The System Security Data form will appear as follows:



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8.3.1 Security Form Fields

Minimum Password Length

Here you may enter the minimum number of characters a password must be.

Strong Password

If YES, strong passwords are enforced. This means the password must have at least one number in it.

Password Timeout

Enter the number of days a password may be used before it will automatically expire.

Password History Count

This defines the number of new passwords that must be entered before a password can be used again for a user. It works in conjunction with Password History Days.

Password History Days

This defines the number of days that must elapse before a password can be used again for a user. It works in conjunction with Password History Count.

Invalid Login Attempts

This defines the number of invalid login attempts for a user before the account is locked.

Inactivity Timeout

This defines the amount of time a session may remain idle before it will automatically log off. The user will see a count down on the <u>toolbar</u>. If this is empty no timeout is enforced. The user has the ability to set a personal timeout in the user <u>profile</u>. The lesser of the two values will be used. The security administrator has a default of five minutes.

Unauthorized Access

This is the message presented on the login screen for unauthorized access to the system.

Message of the Day

This is the message presented on the login screen for a message of the day. This is helpful to notify users of upcoming events such as system updates.

8.4 Audit

The Audit tab allows the security administrator into the System Audit configuration. Here Audit events may be configured. Enter YES to turn audit events on, and a NO to turn them off.

								A	dministrat	ion				
Users	Secu	irity	Audit	RBAC	Buttons	Ten	nplate	25	Signatures	Dataset	WorkLis	st		
System A	Audit (Config	urations											
Login	NO	•			Se	curity	NO	•			Import	YES	•	
Logout	NO	•			Ch	hart	NO	•			Export	YES	•	
Lockout	YES	•			Bu	itton	NO	•			Signatur	e YES	•	
Save	(Histor	y I	Entered	09/14/2	2009.0	13:32 F	PM s	secadm	Modi	fied 09	/25/2009	05:19 P	'Mise



8.4.1 Audit Reporting Tool

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By hovering over the "System Audit Configurations" toolbar it will change to say "Click to View Audit Data".

Clicking on it will display the Audit reporting tool.

Time Session Event Status User DataSt Data Patient Encounte Tab S 09/25/2009 04:46::EMR_192.chart Success progressi 006 display 103416 315816 Pending 09/25/2009 04:47::EMR_192.chart Success secadmin 006 saved to CSV Audit Da 103416 315816 Pending 09/25/2009 04:51::EMR_192.export Success secadmin 006 printed Audit Date etc etc 09/25/2009 05:13::EMR_192.login Failure progressi 006 progressi 006 exited window etc etc 0 09/25/2009 05:15::EMR_192.login Success progressi 006 exited window etc etc 0 09/25/2009 05:15::EMR_192.logint Success progressi 006 exited window etc 0 0 <td< th=""><th>09/25/2009 -</th><th>09/25/2009</th><th>Eve</th><th>nt (all) 🔻</th><th>Status (all)</th><th>-</th><th>User</th><th>(all)</th><th>•</th><th>DataSet (all) 🔻</th><th></th><th></th><th>23</th><th></th></td<>	09/25/2009 -	09/25/2009	Eve	nt (all) 🔻	Status (all)	-	User	(all)	•	DataSet (all) 🔻			23	
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This tool will allow the security administrator to review the audit files. You may select data to display by date range, event, status, user, data set, and a search. After completing your search request click the Refresh button to display the results.

The Print Button will allow you to print your results.

The Excel button will save your results to an CSV file on your desktop and allow you to edit it if you have a file association for that file.

 \triangle Only 500 records will display when viewing or printing audit information. Saving to CSV will save all records for a search.

8.5 Role Based Access Control

Before setting up users you should first set up Role Based Access Control. RBAC establish the security rights that a user will have. Each user must be assigned an RBAC or role in their profile before they may enter a data set. The group of "Admin" is predefined and allows access to administrative options of the system. All other RBAC groups are user defined as well as what rights that group has. Am RBAC group can have as few as one member or as many members as you want.

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Role Ba	sed Aco	ess Con	trol	_				_																											
Role			Admin	PLUS	Clinical	Encounter	Patient	Signoff	Charges	Submit	Recalls	1st Notes	Notes	Trash	TrashTab	Transfer	Scan	Create	Edit	Inbox	Outbox	₽	Alerts	TDO	Orders	Reports	System Rpt	Account	Amount	Copay	Clinical Config	Admin Config	Ref. Resources	Copy Encounter	Imaging Results Link
Admin			~	•	•	~	•	•	•	~	•		1	•	<	<	1	<	K	~	~	•	•	K	~	•	<	<	•	<	1	K	✓	•	•
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8.5.1 **RBAC** form fields

Role

Here you may enter the name of the role/group you want to define. The name should be descriptive as to the task that the user(s) will perform in the practice.

Admin

This allows user access into the administrative area. Administrators will have access to all administrative functions that are relevant to a data set. System wide administrative features will be locked.

PLUS

Gives the user access to PLUS and PARADIGM Plus button on the toolbar.

Clinical

This must be checked to allow users access into a patients chart. All subsequent rights are within the chart and will not apply unless this right is given.

Encounter

If checked this will allow any user in the defined group access to the encounter specific data (buttons) on an encounter. These are the buttons defined as Encounter Unique in the data set configuration.





If checked this will allow any user in the defined group to have access to patient specific data (buttons) on an encounter.

Signoff

This will allow the user to signoff on an encounter. This right is usually only granted to service providers. The user must also have a valid signature file to sign off on the encounter data.

Charges

This will allow the user access to enter charge information on the electronic charge slip. This right is usually only granted to service providers.

Submit

This will allow the user access to submit the charges entered on the electronic charge slip. This right is usually only granted to service providers.

Recalls

This will allow the user access to the Recall button on the encounter data. The user may then add recalls, follow-ups, or immediate appointments.

1st Notes

This will allow the user access to the Notes button on the encounter data. They will have the ability to edit, save, and sign off notes. The user must have a valid signature file to sign off notes. They will then be prompted via a work list item for a counter signature, and they must create the work list item.

Notes

This will allow the user access to the Notes button on the encounter data. They will have the ability to edit, save, and sign off notes. The user must have a valid signature file to sign off notes. This user may countersign notes created by users with 1st_Notes privileges.

Trash

This will allow the user to move items into the Trash.

TrashTab

This will display the trashcan icon for the user, and give the user access to the trash can to move files back into charts.

Transfer

This will allow a user to transfer files into a chart tab if transfer option is defined for the tab in the data set configuration.

Scan

This will allow a user to scan documents into a chart tab if the scan option is defined for the tab in the data set configuration.

Create

This will allow a user to create a new document from a template into a chart tab if the create option is defined for the tab in the data set configuration.

Edit

This option will allow a user to edit (change) a document in a tab assuming all other security rights have been met.

Inbox

This option will allow the user to access the inbox button to view and move documents from the inbox into a patient's chart.

Rx

This option will allow a user to signoff on a prescription. This right is usually only granted to service providers. A user must also have a valid signature file.

Alerts

Gives user access to the Alerts button on the patient chart.

TDO

Gives the user access to the Track (Trackable Data Objects) button in the patient chart.

Orders

Give the user access to the Orders button in the patient chart.

Reports

Give the user access to the Reports button in the patient chart.

System Rpt

Give user access to System Reports on User button.

Account

Give user access to account button in chart.

Amount

Access to charge amounts and patient balance in chart.

Copay

Access to enter a copay on check-in.

Clinical Config

Access to Clinical Configurations in the Configurations section under Other Options in the Toolbar.

Admin Config

Access to Administration Configurations in the Configurations section under Other Options in the Toolbar.

Ref. Resources

Allows access to the Reference Materials in the Alerts.

8.6 Buttons Files

Button Files are the templates used for capturing encounter data. These are the templates that will be setup in the dataset configuration Encounter Buttons area.

							Adn	ninistra	tion									
Users RBAC Bu	ttons	Templates	Reports	Sy	stem Report	s Signatu	res Datas	set Alerts	Orders	Track	PER	Lab E	Script p	hiMail				
<			8		Edit Rena	me Trash	Info File	Date:									0	<u> </u>
104 Buttons	2	1 🔒 🗹			8								Plan 1					
File		Date		\sim												_		
S_PLAN		• 04/2	2/2014		Type								+	Hi	de on	Note		
S_MEDHIST		• 04/22	2/2014		Advice										+ CP	т:		
S_ROS		• 04/22																-
S_VITALS		• 04/22			Comment:										+ FA	.C :		- 11
S_SOCHIST		04/22	2/2014		Add Plan	E/M												
S_FAMHIST		+ 04/22	2/2014															-
S_ASSESSMENT		04/23	2/2014		Save	Entered					Mod	lified						
S_CCHPI		• 04/22																
S_EXAM		• 04/22	2/2014															
POD_EXAM		06/18																
NotesX		• 04/13																
foot_reflexology_0	001	04/1																
cherryblossom_IV	/	04/1	3/2011															
respiratorybasic		04/1																
digestive		104/1	3/2011															
ear		01/1	8/2011															

From here you may transfer

- Interpretation
 Interpretation
 Interpretation
- anew documents in to be used as buttons. You may also copy a template

from the template library. There are a couple of special things that you will have to account for.

- Gender Specific Buttons
- The Notes Generator

Once you have a file in the Button manager you may click on the file once to view the file, or twice to edit the file.

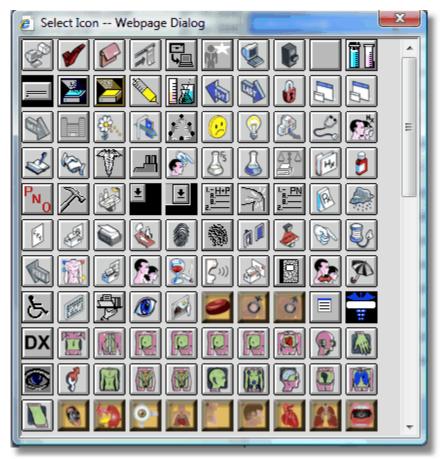
For information on PARADIGM EHR internal documents (pddf) see Programming.

8.6.1 Edit Button List

Now that you have all the buttons in the buttons area you may use the Edit Buttons List button to edit the button list that will display to the user.

Button	Template	Encounter Unique
ССНРІ	S_CCHPI.pddf	
Review of Systems	S_ROS.pddf	
Medical History	S_MEDHIST.pddf	
Family History	S_FAMHIST.pddf	
Social History	S_SOCHIST.pddf	
Vital Signs	S_VITALS.pddf	
Examination	S_EXAM.pddf	
Assessment	S_ASSESSMENT.pddf	
Plan	S_PLAN.pddf	

Icon Clicking in this button to display the icon selector. Simply click on the icon you want to use and the field will be populated.



If you exit and do not select an icon you will get the blank icon.

Button

Here you enter the name of the button as you want it to appear on the screen or title help if the user is displaying icons.

Template

This field will allow you to select the template stored in the button area to associate with the button. If the button is gender dependent, the name will display as "SEX^file.ext" You may not edit this field but must select by clicking the selector button next to the field. That will display the list of templates for you to choose from.

Clear Allergies.pddf Assessment.pddf CCHPI.pddf Code.pddf Dictation.wav Exam.pddf FAMHIST.pddf SEX^Body.gif MEDHIST.pddf Notes.pddf Past History.pddf Plan.pddf ROS.pddf SOCHIST.pddf Vitals.pddf

Encounter Unique

Check this box if you want this button to be unique to each encounter. This means a blank or new value will be created with each template. If the button is not encounter unique then the current value of the document will show and be copied to the encounter for historical purposes once the encounter is signed off.

For example: Allergies are an ongoing state, so it would not seem sensible for a button that stores allergy data to be encounter unique. But, the chief complaint is different each time a patient comes in, so it would be encounter unique.

8.6.2 Gender Specific

It is possible to set up buttons that are gender specific. This meansMeaning that only one button will appear to the user but a different template will be selected by PARADIGM EHR based on the Ggender of the Ppatient. When this is done you will have to create a minimum of two items in the buttons area. One for Male and one for Female, you may also create an Unknown type. These button files will have the exact same name but be prefixed with "M^", "F^", or "U^".

8.6.3 Notes Generator

The "Notes.pddf" template is a special template that will be used by the Notes button. It is special in that it will collects data from the encounter that was created using all of the other buttons and produces a written note that can be edited and

saved. This template must exist for the PARADIGM EHR to create a written completed notes.

8.7 Template Files

Template files are the templates a user may select from when using the "create document from a template" button in a chart.

			Administration	
Users RBAC Buttons Te	emplates Reports	S	stem Reports Signatures Dataset Alerts Orders Track PER Lab ESc	ript phiMail
<	0		Edit Rename Trash Info File Date:	2
41 Templates 👔			Patient:	Amendment Date: 03/25
File	Date	-		Amendment Time:
Chart_Amendment	• 04/22/2014		,	03:41
A Basic IHD	н <u>тні</u> 07/07/2011			
An Interactive HTML test	07/06/2011		From:	
TopazSignature	01/20/2011			
REFSPEC	12/30/2010		Notes:	
GYNHX	12/22/2010			
PSYEVAL	12/20/2010			
BRU	12/15/2010			
FBS	12/15/2010			
chiro_sje	12/15/2010			
Xray	12/10/2010			
Mattcode	12/09/2010			
PSYEVAL_matt	11/30/2010		Save Entered Modified	
SEATPOS	11/24/2010			

From here you may transfer \square , or scan \square new documents in to be used as buttons. You may also copy a template \square from the template library.

Once you have a file in the Template manager you may click on the file once to view the file, or twice to edit the file.

For information on PARADIGM EHR internal documents (pddf) see Programming.

8.8 Report Files

Reports are programs that gather and present information stored in the PARADIGM EHR EMR files as well as PARADIGM database. The reports listed here will be presented to a user when they click the Reports Button on the patient header chart.

			Admi	nistratio	n				
Users RBAC Buttons	Templates Reports	System Reports	Signatures Dataset	Alerts Ord	lers Track PE	R Lab EScript	t phiMail		
<	0	Rename Tra	sh Info File Date:						•
23 Reports	Date	Size	• B <i>I</i> <u>U</u>	F ⊞ 🎝 🗎 📰	■ ■ = §	XDB	<i>⊔</i>) (°⊔ [r	nmCert.htm	
ImmCert	NTH 02/10/2015		DATES IN	IMUNIZATION	S WERE ADMINIS	STERED (Month/	'Day/Year)		
ImmunizationRegistries	HTH 01/13/2014	Diphtheria, T	etanus, Pertussis*	#1	#2	#3	#4	#5	
ExportAllData	12/23/2013	Hib**		#1	#2	#3	#4		
Multi-Document Viewer	NTH 03/05/2013	PCV (Pneum	ococcal)	#1	#2	#3	#4		
Clinical Summaries (170	0.30 11/26/2012	Polio		#1	#2	#3	#4		
PHS	08/17/2012	Hepatitis B**	* #1	#2	#3	or Adult o	lose: #1	#2	
EDA	m06/28/2012	MMR (Measl	es, Mumps, Rubella)	#1	#2				
PER_NLM	HTHL 07/20/2011	Varicella	#1	#2	or child h	nas had chicken	pox or zoster o	lisease:	
CoverSlow	mil 09/21/2010	Tdap	#1		or Td #1			coccal #1	
CoverFast	нтн 09/21/2010								
Patient Medication List	uming/09/2010	tor a are	or ******	1.1.5	, .				

From here you may transfer \square , documents in to be used as reports from your computer. You may also copy a reports \blacksquare from the reports library.

Report files should always end in ".htm" and be created as HTML / JavaScript programs. Any other file extensions are ignored by the report list program.

Once you have a file in the report manager you may click on the file once to view the file, or twice to

edit the file.

Make sure your local machine is set to pull up ".htm" files in an editor when executed.

see Programming.

8.9 System Reports

This is the same as Reports, but the reports put here are system reports and not passed a patients account number. They may be accessed from the <u>User button</u> on the <u>Toolbar</u> under <u>System Reports</u>.

	Administration
Users RBAC Buttons Templates Reports S	system Reports Signatures Dataset Alerts Orders Track PER Lab EScript phiMail
<	Rename Trash Info File Date:
5 System	Je Size ▼ B I U Ta ta E = = := := : K ta ta V V Signed Off Report htm
File Date Signed Off Report 12/02/2014	Show Messages between 03/25/2015 and 03/25/2015
Form Creator 12/02/2013	
PHIN Management 08/30/2012	Pat ID Pat Name Signed Off Date Type Subject
Chart Checkin 04/19/2011	
Chart Checkout 04/15/2011	

8.10 Signature Files

Signatures files are where PARADIGM EHR stores the signatures and prescription pads that are used for signing off documents electronically and printing prescriptions. You may also store logos or other image files you may want to use (maybe as part of your notes).

Users RBAC	Buttons Templates Reports S	Administration ystem Reports Signatures Dataset Alerts Orders Track PER Lab EScript phiMail
<		
		Edit Rename Trash Info File Date:
27 Signatures	1 🔒 🕜	Image Viewer Width 600 Height 200 Size ⊡ 🔝 🔛 Width 🗸 Rotate 0° 🗸 Print 🖨
File	Date	image viewer width oou Height 200 Size 🔄 💷 💽 width 🗸 Kotate 0 🗸 Frint
HrtSideHeader	101/30/2014	
Sig^Kimberly	12/12/2013	
Sig^kimberly	12/12/2013	
Sig^progsup	12/12/2013	Sample Signature, M.A.
Sig^kbrough	12/12/2013	Martin de Chia (100 11 h)
Sig^kim	12/12/2013	XIMPPL DUG have in 1019
Sig^kin	12/12/2013	
Rx^tsnyder	12/27/2012	
Rx^tsnyder.gif	10/18/2012	
Rx^janice	10/11/2011	
Rx^paradigm	307/20/2011	÷
Sig^jyoung	04/19/2011	
Rx^angel	302/10/2011	
Sig^angel	02/10/2011	
Sig^mbroxson	09/15/2010	
Rx^jyoung	307/08/2010	
Rx^Janice.old	307/08/2010	
Rx^bstone	307/08/2010	
Rx^Aida	307/08/2010	
Sig^bstone	07/08/2010	
Sig^christy	07/06/2010	
Sig^Aida	07/01/2010	
Sig^jyoungold	06/24/2010	
Sig^jeff	06/17/2010	
Sig^Janice	06/17/2010	
Rx^christy	305/13/2010	

Once you have a file in the Signature manager you may click on the file once to view the file, or twice to edit the file.

8.10.1 Sig

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The Sig (signature) files must contain a jpeg (.jpg file) of a signature for a user. The easiest method for obtaining a signature is to have the user sign the upper left hand corner of a sheet of white paper. Then use the scan button to scan that in as a JPEGpeg image.

Resolution (DPI) C 100 © *200 C 300 C 400 C 500 Image Mode • *Black and white (Smallest File) C Gray (Use B&W unless needed) C 256 color (Try this color first) C 24-bit color (Largest File) Source • *Flat Bed • Automatic Document Feeder Front • ADF Front & Back Edit after scan • YES (Requires Microsoft Office Installed on PC) • *NO Width 3	File Format	[*] TIF (Best for B&W Documents)	C PDF (Best for Gr Documents)	ray and Color	IPG (Best for Color Photos)
Image Node (Smallest File) unless needed) color first) (Largest File) Source • *Flat Bed • Automatic Document Feeder Front • ADF Front & Back Edit after scan • YES (Requires Microsoft Office Installed on PC) • *NO		© 100 © *200 © 300 © 40	0 0 500		AA
Edit after scan CYES (Requires Microsoft Office Installed on PC) •*NO	Image Mode		Gray (Use B&W unless needed)	c ²⁵⁶ color (Try this color first)	
	Source	• *Flat Bed • Automatic D	ocument Feeder Front	○ ADF Front & Back	
Width 3	Edit after scan	• YES (Requires Microsoft	Office Installed on PC)	⊙*NO	
	Width	3			
		Send *Default			

When scanning, be sure to name the file Sig^username, scan the file as a JPG, and only scan the small area at the top of the paper you had the user sign.

8.10.2 Rx

Rx files are the prescription pads that will be used by a user. These files are also specially named as RX⁴username. They must be GIF files and be 800 X 600 pixels in size. The prescription printing program will overlay the prescription data on this image to produce the printed prescription so it is important to have things in the correct area.

Copy	y A Template	
Tab	signatures	
Template	Rx [Image]	
Name	Rx	
Send		

A default Rx pad can be found in the library of templates and you may use the copy a template button to copy it into the signatures area. Name it with the "users" name, (Rx^jack) and then edit the file to add the users signature. You will also want to add the proper practice name, address, and (logo)license and/or DEA number if needed etc.. A logo can also be added if desired.

8.11 Dataset

The dataset configuration form is where you will define how the patient chart will display as well as where the data will be stored and what data will be stored with each encounter. The Data Set configuration form will appears as follows:

Data Set Configuration								
Post Charges To	Pending 🗸							
Batch Name	User 🗸							
Inbox Folder	P_DATA/EMR/inbox							
Lock Manager Password								
Trash Folder	P_DATA/EMR/Trash							
Pending Folder	P_DATA/EMR/pat_code/Pending							
Encounter Folder	P_DATA/EMR/pat_code/Encounter							
Use Signature on Charge Slip	Submit Yes 🗸							
Tab Data								
Tab Name	Folder Path	HTTP Link	Timer	Database]→[5	🗹 Sub
Notes	P_DATA/EMR/pat_code/tab_name		-1	Notes 🗸	~		~	
Rx	P_DATA/EMR/pat_code/tab_name	htm/escript.htm?pat_code=PAT_CODE&fs	-1	Rx 🗸	•		✓	✓
Labs	P_DATA/EMR/pat_code/tab_name		-1	~	•		✓	~
Xrays	P_DATA/EMR/pat_code/tab_name		-1	×	•		✓	√
Procedures	P_DATA/EMR/pat_code/tab_name		-1	×	•	✓	✓	√
Cardio	P_DATA/EMR/pat_code/tab_name		-1	×	~		✓	√
Orders	P_DATA/EMR/pat_code/tab_name		-1	×	~		✓	✓
Correspondence	P_DATA/EMR/pat_code/tab_name		-1	×	•		~	✓ Inco
Messages	P_DATA/EMR/pat_code/tab_name		-1	Messages 🗸	•		✓	✓
Insurance	P_DATA/DOCMGR/pat_code		-1	×	•		~	✓ InsC
Pat Info	P_DATA/EMR/pat_code/tab_name		-1	×	•		~	✓ ABN,
0123456789ABCDEFGHIJ	P_DATA/EMR/pat_code/tab_name		1	~	•		~	🖌 Sub;
				×				
Add new row								
Save Entered	06/17/2010 10:22 AM Janice	Modified 03/17/2015 11	L:06 AM mbi	roxson				

8.11.1 Post Charges To

This is used to control how charges are posted to into the PARADIGM® system when an electronic charge slip is submitted. The following options are allowed:

8.11.1.1 Open

Charges are posted as open and will not be subject to review before being closed in the end of day process.

8.11.1.2 Pending

Charges will be posted to a special "Pending" batch. This batch allows you to review the open charges one visit at a time using the "Pending Batch" work list in PARADIGM®. Items in a pending batch will need to be accepted on a visit by visit basis before they can be closed in the end of day process.

8.11.1.3 Batch

This will post the charges into a regular batch. The batch will be assigned to the first 5 characters of the user entering the charges in the PARADIGM EHR system. And the batch name will be set by the "Batch Name" field. This method allows you to review all charges entered by a provider prior to closing them in an end of day process.

8.11.2 Batch Name

If the "Post Charges To" field is set to "Batch", you may use this field to select how you want to name the batch. Your options are: User, Month Day (MMDD)

8.11.2.1 User

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This will name the batch by the user name that submitted them in the PARADIGM EHR system. This is helpful if you want to keep each provider's charges in separate batches.

8.11.2.2 Month Day (MMDD)

This will name the batch the Month and Day in MMDD format. This allows you to keep batches for each day.

8.11.3 Naming Folders

When naming folders, you may use the following shortcuts in the path name.

P_DATA

This is the complete path to the PARADIGM® data directory for the data set that you are defining. If used, this should always be used as the first thing defined in a folder path.

pat_code

This will be replaced by the patient's account number in the path when the path is used for the purpose of storing or retrieving data for the patient. Tab folder names will typically have the "pat_code" some place in the path name.

tab_name

This can be used at the end of a tab folder name. When used it will name the folder the same name as the tab.

If you change the name of a tab after you have used it to store data, and the tab_name is in the folder name, you will no longer have access to the data you stored. You may change tab_name in the folder name to the previous tab name to retain the data. The data will not be removed, you will just not have access to it.

8.11.4 Inbox Folder

This field is used to define the absolutes path for the Inbox on the PARADIGM EHR server. The inbox is the area where information is exchanged between PARADIGM EHR and your network. Users can save areas to the inbox and then file them immediately in a patients chart. The inbox may also be used by Faxing programs as

•

a place to store incoming faxes, or for interface programs that receive files that are not patient specific.

For security reasons, you may want to set up a separate inbox for each data set if you have multiple data sets. You may also use SMB security to limit authorization to those inboxes if sharing on the network.

8.11.5 Lock Manager Password

Enter a password for the lock manager to prohibit user access to the lock manager.

8.11.6 Trash Folder

This folder is where items that have been moved to "Trash" will be placed. This may be a folder shared between all accounts, or by using "pat_code" in the path, you may have a separate trash folder for each patient.



8.11.7 Pending Folder

This folder is where all pending items for a patient will be stored. This folder must have the "pat_code" in the folder name.

P_DATA/EMR/pat_code/Pending

8.11.8 Encounter Folder

This folder defines where all encounter data will be stored for a patient. This folder must have the "pat_code" in the folder name. The Encounter number (slip number) will be added to the end of this folder name to get the actual folder.



8.11.9 Tabs

Tabs are the areas of a chart where documents will be stored. These are specific to the practice and the type of information that they want to store. They are synonymous to the tabs in a physical chart, but electronically we have a few other additional options available to us that you can't do aren't available with a physical chart, such as: shared tabs, automatic filing tabs, and tab security.



8.11.9.1 Tab Name

Here you should enter the name of the tab as you want it to appear on your screen. Here are some sample tab names:

Votes, Lab, Rx, and Pathology

8.11.9.2 Folder Path

Enter the name of the folder that will store the data. See folder naming conventions above. If a folder does not have the "pat_code" in its name, it will be a shared folder between all patients.

8.11.9.3 Hypertext Link

Here you may enter a link to another web page. When a user is in this tab of a patient's chart the link icon

I will display, allowing that user to link to that Site. You may also store you own html pages in the signature files to reference here.

8.11.9.4 Timeout

This is used for security on the files stored in the tab. It defines how many minutes a file will remain unlocked when first filed into a tab. Unlocked files have the ability to can be moved to other tabs or (trash) if security allows. Enter "0" if you want to lock the file immediately, or enter a "-1" if you never want to lock the file.

8.11.9.5 Database

This defines what database of documents will automatically be filed in this tab. The options are:

<u>Notes</u>

These are the notes generated using the Notes button. When the notes are signed off, they will display under the notes tab.

<u>Rx</u>

This is for applies to prescriptions and medications that have been entered into a patient's chart. Once a medication or prescription is entered it will be automatically field filed in the Rx data base tab.

Messages

This Tab will be used to store <u>Messages</u> when they are filed from the patients Pending tab.

8.11.9.6 Upload

ĵ÷

If checked this tab will have the ability for give users the ability to upload (transfer) in files directly into the chart and tab.

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8.11.9.7 Photo

If checked this tab will have the ability for give users the ability to take photographs directly into the chart and tab.

8.11.9.8 Scan

If checked this tab will have the ability for give users the ability to scan documents directly into the chart and tab.

8.11.9.9 Document

If checked users will have the ability to create new documents directly in the patient's chart tab.

8.11.9.10 Sub Folders

Here you may enter a comma "," separated list of sub-folders to place in the tab. Do not enter any spaces or slashes "/" in the folder names, or after the commas.

8.12 Alerts

Here is where you will create Alert trigger definitions. These are examined each time a user enters a chart. The program will examine check each definition to see if the patient does not already have an alert created. If that is the case it will look at the search information defined, If all of the criteria is met the alert will be added to the patients alerts.

	Administration					
Users RBAC Buttons Ter	mplates Reports System Reports Signatures Dataset Alerts Orders Track PER Lab EScript	phiMail				
Enter New Alert	Manage Reference Material					
Code 🗸	Description	Effective	Expires			
test etdo>365	test etdo > 365					
Strawberries	Allergic to Strawberries					
Smk	Smoker					
Shellfish	Allergic to Shellfish					
Respiratory	Had respiratory icd 460-519.9					
Penicillin	Allergy to Penicillin					
Peanut Allergy	Allergic to Peanuts					
Obese	Clinically Obese					
Mover40	Male over 40					
Mammogram	Yearly Mammogram over 40					
Latex	Allergic to Latex					
Influenza	Influenza Vaccination					
HPV	HPV recommended at age 11 or 12 years with catch up vaccination at ages 13 through 26					
Hgb	gbAlc					
HBP	h Blood Pressure Risk					
Glaucoma	Glaucoma Screening					
drugdrug	Aspirin and Coumadin					
Diabetes	Diabetes					
Colorectal	Colorectal Cancer Screening					
Boniva	Boniva Rx					
BMI	BMI					
Bee Allergy	Allergic to Bees					
Baseline Mammo Age 35-39	Baseline Mammo for age 35-39					
bactrim	Drug Bactrim to Sulfa					
age to drug	Age to Drug					
AAA	Abdominal Aortic Aneurysm, Screening					

. . . .

8.12.1 Create an Alert Definition

By pressing the "Enter New Alert / Reminder" button the Alert Trigger form will display.

Code	
Description	
Effective	
Expires	
Patient Data	
Problem Data	
Medication Data	
Allergy Data	
Trackable Data	
Pop-up Alert Notification	On Cover Page Open 🗌 On Data Save 🗌 On Data Import (CCDA and HL7) 🗌 Per User
Reference Material	pdf-test.pdf
Save	Remove Entered Modified

You must first give the trigger a unique code. The code can be descriptive.

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Give a description. This is the Description of the alert the user will see.

If the Alert is for a given time frame enter the Effective and/or Expires dates.

You may then create logical selection criteria from: Patient Data, Problem Data, Medication Data, Allergy Data, and Trackable Object Data.

The sentence builder allows access to all relevant data fields and logical operators that you will need for each area.

If a data area is left empty it will evaluate to TRUE, otherwise the logic string you enter must evaluate to TRUE for the alert to be assigned to a patient. If Logic strings are created for multiple data areas they must all evaluate to TRUE for the alert to be added to the patient alert data.

The Pop-up Alert Notification allows for configuration of when alerts will pop up for users.

Reference Material list all available Reference Material that has been configured in the EHR. Anything that you select here will show up on the Alert information dialog inside the patient's chart.

Code	HBP]		
Description	High Blood Pressure Risk			
Effective				
Expires				
Patient Data				
Problem Data				
Medication Data				
Allergy Data				
Trackable Data	Etdo_objt ~ BP *(LeftSlash[Etdo_v	ralu]}140 RightSlash[Etdo_valu]}90)		
Pop-up Alert Notification	🗌 On Cover Page Open 🗌 On Data Sa	ive 🗌 On Data Import (CCDA and HL7) 🗌 Per U	Jser	
Reference Material	pdf-test.pdf			
Save	Remove Entered 03/12/2010 01	:50 PM jeff	Modified	05/10/2010 01:42 F

Here is an Example of a completed alert definition.

8.13 Orders

Orders can be based off of the standard Medical Order Form or custom PDDF forms. When an order is created it is stored in a special area in the patient chart and attached to a work list item that is used to track the order. This is where you will place any order (PDDF) form that you want to use with the database. You can also customize the Medical Order



Form using the 본 configuration button.

					Adm	inistratio	on				
Users RBAC Buttons Te	emp	lates Reports	S	stem Reports Sig	gnatures Datase	et Alerts O	rders Ti	rack PER Lab	EScript phiMail		
<		8		Edit Rename T	rash Info File D	Date:				0	~
21 Orders 🚯 👔	16	3									_
File		Date		Patient Name				Physician			
Saint Thomas	۲	09/24/2012									
labcmpl	-	12/27/2011		DOB				Date			
Lab	۲	12/09/2011		000				Dute			
laborig	۲	12/07/2011									
Lab_New	۲	12/07/2011		Lab Test							
Dr. Glasscock Imaging	۲	12/02/2011		Add Test							
DGI_CARDIOPULMONARY		11/10/2011							_		
DGI_MAMMO		11/10/2011		Save Ask En	tered			Modifie	ed 🛛		
Dr. Classcock Imaging old		11/10/2011									

8.13.1 Medical Order Configuration

The first page of the Medical Order Configuration sets up what order groups defined for the data set as well as what staff signatures are available for the orders.

To add an order group, click on the Add Row button and define a File name and a Header for that group. The file name is recommended to be in the format {data set number}_{name} to ensure that files are not modified across data sets. If you would like to share an order group across multiple data sets, enter the same file name in all data set order configuration pages. The file name does not support the use of spaces in the name and the form automatically strips the spaces as soon as you save the changes. The Header for the order group can be any description that you would like to use. This description is what the Worklist item will use to track the order. To change the items inside of the order group, click

on the 🖳 Order icon.

257	
237	

	File	Header
🕱 🛅	PATH	Pathgroup
🛞 🛅	002_LOINC	Medical Test
🛞 🛅	002_IN_OFFICE	In Office Lab
🛞 🛅	002_PHY	Physician's Orders
🛞	002_LabCorp	LabCorp
🛞	002_Solstas	Solstas
🛞	002_ATLAS	Atlas Lab
🛞 🛅	002_cpsi	cpsi
🛞 🛅	002_Quest	Quest Diagnostics
🛞 🛅	002_test	Mitchell's Test File
🛞 🛅	002_LabCorp_COR	LabCorp COR EDI
🗶 🛅	002_KDL	KDL Orders
	Signatures Aida anice (imberly angel ostone christy eff young youngold	
	kbrough kim kimberly	

8.13.2 Order Items

After clicking on the order icon, the order groups will be replaced with the order items for the selected group. The order items consist of a code and a description for each item. The code is only required when you are planning on setting up Ask at Order Entry questions for

that order item. To set up the Ask at Order Entry questions, click on the 🥮 Order icon.

Order Code Only required if using AOE.			Order Description	
X	Ĩ	17HPS	17-Hydroxypregnenolone	
X	2	17K24	17-Ketosteroids, Urine, 24 Hour	\cap
X	Ĭ	17KRU	17-Ketosteroids, Urine, Random	
X	3	170HP	17-OH Progesterone	
X		5AMAC	5-Aminolevulinic Acid, Urine, 24 Hour	
X	3	HOIA	5-Hydroxyindoleacetic Acid, Urine, 24 Hour	
X	Ĩ	5HAUR	5-Hydroxyindoleacetic Acid, Urine, Random	
X	2	ABORH	ABO/ RH	
X	Ĩ	ABO	ABO	
X	2	ACANST	ACANTHAMOEBA STAIN	
X	2	ACP	ACID PHOSPHATASE	
X	8	ARBA	AChR Binding Auto AB	
X	2	ACHRB	AChR Blocking AAB	
X	8	АМОАВ	AChR Modulating ABs	
X	Ĩ	VAFB	AFB Culture and Stain	
X	_	AVP	AFFIRM VPIII Vaginitis Panel	
X	Ĩ	ALT	ALT (SGPT)	
X	2	ANAX5	ANA Screen with reflex to ANA5	
N	8	414170		

8.13.3 Ask at Order Entry Questions (AOE)

The Ask at Order Entry opens in a Modal Dialog for you to set up the questions that are associated with that order item. The AOE fields are as follows:

- Code (required): AOE code associated with that question.
- Question (required): The question to ask.
- Description: The on-hover tooltip to display.
- Req: If checked then the question is marked as required at the time of the order.
- Max: The maximum length of the value.
- Type: Text, Number, or Date.
- Options: Available answers for that question. The answers are in the format Display|Value. If you do not have a lab orders interface then the Display and Value will be the same and you can enter the Display only.

ē		Orders Webpage Dialog				- 🗆 🗙
Code	Question	Description	Req	Max	Туре	Options (one per option value option
*					Text 🗸	
×					Text V	
Add Row						<u> </u>
Save Ask						
<						>

8.14 Track

This Tab allows you to create configuration entries for information you would like to track in the trackable data. You may select from fields of any PDDF forms to automatically add that data to the trackable data when the user saves a form.

Users RBAC Butt	Administration sers RBAC Buttons Templates Reports System Reports Signatures Dataset Alerts Orders Track PER Lab EScript phiMail						
🖨 Enter	Enter New Trackable Configuration						
Template 🔻	Field Name	т	Trackable Data Name	Description	D	U	Note
S_VITALS.pddf	bmi	С	BMI^39156-5		F	0	
S_VITALS.pddf	bp_1		BP^12929001/163031004		F	0	
S_VITALS.pddf	weight_lbs		Weight		F	0	
S_VITALS.pddf	bp_2	С	bp2		F	0	
S_VITALS.pddf	height_in		Height		F	0	
S_MEDHIST.pddf	imm_desc_'		Td/Tdap		F	0	
S_CCHPI.pddf	symptom_'+cnt+'				Ν	0	

8.14.1 New Trackable Configuration

By Pressing the "Enter New Trackable Configuration" button the following form will appear:

Trackable Configuration	Edit Webpage Dialog
PDDF Template	•
Field Name	•
Trackable Data Name	
Description	
Туре	General -
Date Format	None 00/00/0000 -
Unique	0 -
Note	•
Save Remove	

Here you must select a PDDF Template and Field from that Template to create an object to track.

The PDDF Template field button will list all of your templates and buttons that are PDDF forms.

Once a form is selected the Field Name button will list all the fields in that form. NOTE: Forms with javascript creation of HTML will not work here.

In the Object Name Enter the what you want to call the Object. This should be a unique identifier. SNOMED Codes should be used when available.

The Date Format allows you to select from None, System Date, or Field. If Field is selected you will be given a list of fields within the defined form to select from.

The trackable data objects created have a primary key based on the patient, object name, date, and a unique value. If you need to keep multiple pieces of information for the same patient, object name, and date then the unique value must vary. This can be done by using a different number for different fields or by selecting Current Time.

The Note will store in the note of the trackable data object. Here you may also select from a list of fields on the form or just free form enter a value.

8.15 PER (Patient Education Resources)

Here you may place all of your Patient Education Resource (PER) files. These are information sheets that may be given to a patient. The PER system will automatically select appropriate PER files for a patient based on Medications, Problems, and Results.

	Administration
Users RBAC Buttons Templates Reports	System Reports Signatures Dataset Alerts Orders Track PER Lab EScript phiMail
<	B Index Edit Rename Trash Info File Date:
57 PER	, 🗄 😓 📚 🍙 • 🗵 🗿 🔊 🖉 🔊 • 🔍 • 🖕 🖑 🎦 💭 🐨 🖫 🖕 🙌 Download PDF
FileDate	
VIS-HepB 🖄 01/20/2014	🗄 🔍 Zoom In 🔻 🔝 🙆 🔛 100% 👻 🥥 — 🗇 💭 🔇 🖕
VIS-HepA 201/20/2014	8 🗞 💋 • 🚽 • 🇞 🤣 🦹 • 🖕
VIS-HepB_inactive_SP~02-0 201/20/2014	· · · · · · · · · · · · · · · · · · ·
VIS-Influenza_inactive_SP~1201/20/2014	<u>^</u>
VIS-Influenza_inactive 201/20/2014	
VIS-DTAP_SP~5-17-2007~10 20/20/2014	
Suicide-America-Trifold 🖄 01/20/2014	
Smoking_Quit 20/20/2014	
Theophylline 1/20/2014	
VIS-DTAP 01/20/2014	HEPATITIS B VACC
Type 2 Diabetes 01/20/2014	

8.15.1 Indexing a PER

On the Document Header of a PER file is the "Index" button. Pressing this button will display the following form.

🦲 Ind	ex / Keywords: Know_your_blood_glucose_numbers.pdf Webpage Dialog
File	Know_your_blood_glucose_numbers.pdf
Index	
	Save

Here you may enter in keywords that are used to identify the drugs, problems or results that should include this file. Enter any keywords and press the Save button. If no keywords (index) are saved it will only match based on the file name.

8.16 LAB

This form allows for easy configuration of the Lab import mechanism.

Users RBAC Buttons Templates Reports System Reports Signatures Dataset Alert Orders Track PER Lab Escript phiMail Lab Interface Control Image: Signatures Directory Alert User Moroson; Lab Image: Signatures Port Login Password Directory Alert Alert User Lab Image: Signatures Port Login Password Directory Alert User Lab Image: Signatures Port Login Password Directory Alert User Header Image: Signatures Size P B Image: Size P Size P Normal Mu Image: Size P Normal							Admi	nistrat	ion					
ab Name IP Address Port Login Password Directory Alert User //usr/paradigm/ //usr/paradigm/ mbroxson; #eader #select Font • Size • B I U S ×. x Tu @ E E E E E E Mormal WL #eader #me. @ Mormal WL Important ABN W/L Urgent Urgent Mormal WL #eader @ Course level of (VALUE) is higher than the normal amount of 99 mg/dL. Ouest	Jsers RBAC	Buttons Te	mplates I	Reports	System R	eports Signa	atures Dataset	Alerts	Orders Tra	ack PER	Lab EScript	phiMail		
Header Image: Select Font Image: Select Fon	ab Interface C	Control												
Header Image: Solution of 99 mg/dL. Result Letter Image: Solution of 199 mg/dL. Ouest Solutions level of (VALUE) is within normal range.	ab Name	IP A	\ddress		Port	Login		Pass	word		Directory		Alert User	
Header Important ABN WL Important ABN WL Urgent Important ABN WL Urgent Important ABN WL Important <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>/usr/parad</td><td>ligm/</td><td>mbroxson;</td><td></td></t<>											/usr/parad	ligm/	mbroxson;	
Header Normal WL Important ABN WL Urgent Urgent Result Letter Result Code 25000000 Display after mid section. High Glucose level of (VALUE) is higher than the normal amount of 99 mg/dL. Ouest Duest Normal Glucose level of (VALUE) is within normal range.					Select	t Font 💌 Si:	e 🕶 B I	<u>u</u> S	x ₂ x ² T	¶a 4∎ ■				
Header Important ABN WL Urgent Urgent Important ABN WL Urgent Important Important ABN WL Important Important Important Important Important Important Important Important Important Important					: X G		HTML 🖪							
Header ABN WL Urgent Result Letter Result Code 25000000 Display after mid section. High Glucose level of {VALUE} is higher than the normal amount of 99 mg/dL. Normal Glucose level of {VALUE} is within normal range.														
Result Letter Image: Result Code 25000000 Display after mid section. High Glucose level of {VALUE} is higher than the normal amount of 99 mg/dL. Normal Glucose level of {VALUE} is within normal range.		Hea	ıder											×
Result Letter Result Code 25000000 Display after mid section. High Glucose level of {VALUE} is higher than the normal amount of 99 mg/dL. Quest														_
We Result Code 25000000 Display after mid section. High Glucose level of {VALUE} is higher than the normal amount of 99 mg/dL. Duest Normal Glucose level of {VALUE} is within normal range.													Urgent	~
Image: Code with co														
Image: Code with the code w														
High Glucose level of (VALUE) is higher than the normal amount of 99 mg/dL. Normal Glucose level of (VALUE) is within normal range.		Res	sult Letter											
Quest Normal Glucose level of {VALUE} is within normal range.		0	ⁱ Result Cod	le 25	000000	🗌 🗌 Disp	olay after mid se	ction.						
		Hig	gh	GI	ucose leve	el of {VALUE} i	s higher than th	e normal a	amount of 9	9 mg/dL.				
	Quest	No	ormal	GI	ucose leve	el of {VALUE} i	s within norma	range.						
Low Glucose level of {VALUE} is lower than the normal amount of 65 mg/dL.		Lo	w	GI	ucose leve	el of {VALUE} i	s lower than the	e normal a	mount of 65	5 mg/dL.				

Part 9

Programming

9 Programming

PARADIGM EHR supports two internal files types.

The <u>PARADIGM EHR Data Document (PDD)</u> is used to collect data in a structured form. This data can also be extracted using the programming tools provided. This serves as the basis for collecting information on a patient encounter that is used to generate a summary note of that patients visit.

The second supported internal file type is "html" or "text". These files will automatically display in an HTML / text editor and are used for creating documents similar to what you would create with a word processor. A <u>Hypertext Application</u> (HTA) program can be used to gather information from the database to create a base document that you may then edit and save. This is helpful for things such as letters to patients, or referring providers or even to generate custom encounter notes.

9.1 PARADIGM Data Documents (PDD)

PARADIGM EHR utilizes a document format known as a "PARADIGM data document" to store text / html data in a patient's chart. These PDDF files are snippets of HTML and JavaScript that the PARADIGM EHR application can interpret. When a user saves one of these forms down, PARADIGM EHR will save only the data, and when a user looks at the data in the "PDD" file created, it will bind the data and the form "PDDF" back together for the user to view.

The purpose of using this technique is to impose a common programming interface or API in PARADIGM EHR to create a consistent user interface experience. By utilizing HTML and JavaScript a programmer has a very complete set of display and control languages available to them. HTML and JavaScript are very well documented and there are many programmers that are familiar with these languages. Style sheets may also be used in the programming of PDDF documents but it is not recommended because the default PARADIGM EHR style sheet will be imposed on any documents. and by By using the PARADIGM EHR style sheet the user will see a consistent interface.

As stated, PDDF documents are snippets of HTML and JavaScript code. The concept is to be able to create a single form that stores data. Therefore there are many things that have been pre-programmed to allow you to easily and quickly create a form.



9.1.1 PDD Form Wrapper

PDDF documents are encased in a form wrapper. This form wrapper defines the HTML form as well as some JavaScript widgets that are used for form validation, dynamic displays and calendars, etc... Some fields are also predefined. Here Below we will discuss these wrapper elements.

Every PDDF form will have the same form name "pdd_data". Therefore when referencing the document using JavaScript you may refer to it as "pdd_data".

i.e. If you want to reference a field named "weight", and get the value of that field it would be:

pdd_data.elements['weight'].value

Also see Get Object and Get Object Value.

Any other attribute could be addressed in the same way.

9.1.2 HTML Extentions

This section describes extensions to HTML that you may utilize in your PARADIGM EHR Data Documents.

9.1.2.1 The REPEAT Element

This is an additional HTML element that instructs the program to repeat a section of data. This is useful when creating forms that need repeating data elements. Example of this are the Group Maintenance, Data Set Configuration, and Transaction WorkList of the administration setup options.

By using the <REPEAT> </REPEAT> around a section of code, the program will change the name of each field, adding an extension to it that is the line number. Take for example the following code:

<input type="text" size=50 name="tf_"> <input type="checkbox" name="cb_"> <SELECT name="sb_"> <OPTION value="sbeect a value</OPTION> <OPTION value="1">one</OPTION> <OPTION value="2">two</OPTION> <OPTION value="3">three</OPTION> </SELECT> <textarea name="ta_" ></textarea>

It will produce output such as:

264

	Programming	265
Save Entered 01/09/2007 03:11 PM progression	Modified 01/11/2007 02:27 PM progression	

When the user saves the form it will return and display the data as normal. But if you wanted the user to continue adding additional data of the same fields, over and over you can use this element. Simply change your code to the following.

<repeat></repeat>
<pre><input name="tf" size="50" type="text"/></pre>
<pre><input name="cb_" type="checkbox"/></pre>
<select name="sb_"></select>
<pre><option -select="" a="" option="" value="" value<=""></option></pre>
<option value="1">one</option>
<option value="2">two</option>
<pre><option value="3">three</option></pre>
<textarea name="ta "></textarea>

After the user saves the form, it will be displayed as follows:

		text area	A	
this is a test	two 🔽			
	🗖 Select a value 💌		V	
Save 🎒 Entered	01/09/2007 03:11 PM progression	Modified	01/11/2007 02:59 PM progression	

The new form shows the original data and provides a new area for the user to enter data. If data is entered in any of the fields of the "row" it will be saved.

A Make sure you do not predefine the value of any field because it will add a new row each time a user saves the form.

△ Do not make any of the fields required using <u>CSV</u> widget. This will cause the user to have to enter data in a new row even if they only need to change existing data. If you need to use CSV to require a field do this using javascript by setting the id attribute based on a condition.

9.1.2.1.1 START Attribute

The REPEAT element will actually change the NAME attribute of each field defined in the repeat area. A sequence number will be added to the name given starting with the number one "1". You may change the default behavior of this by including the START attribute in your <REPEAT> element as in <REPEAT START=5>.

This tells the program to start the sequence at the number five "5". Using this method you could predefine up to 4 rows of data and then have the computer generate them from row five on.



9.1.2.1.2 Integration with makeRepeat widget

The <u>makeRepeat</u> widget discussed below improves the <REPEAT> element by allowing a user to add new rows of data without having to save the form each time. This may be beneficial in some circumstances.

9.1.2.2 The FUNCTION Element

The PDD also has some internal functions that you may use in your code. Internal functions can be accessed using the <FUNCTION name="function_name"> context. This is an additional HTML tag that PDD supports.

The following details them:

UserOptions

Provides an options list of users defined for the data set.

GroupOptions

Provides an options list of groups defined for the data set.

ICDOptions

Provides an options list of ICD codes for the data set that are classified from the PARADIGM® ICD file.

It is preferred that you use the Quick Diagnosis widget.

CPTOptions

Provides an options list of CPT codes for the data set that are classified from the PARADIGM® TRA file. It is preferred that you use the Quick PARADIGM File widget.

PHYOptions

Provides an options list of Physician from the PARADIGM® PHY file. It is preferred that you use the Quick PARADIGM File widget.

LOCOptions

Provides an options list of Location from the PARADIGM® LOC file. It is preferred that you use the Quick PARADIGM File widget.

RESOptions

Provides an options list of Resources from the PARADIGM® RES file. It is preferred that you use the Quick PARADIGM File widget.

Medications

Function to list medications for a patient.

ProblemListText

Function to list problem list or diagnosis history for a patient in text format. This would be used in a <textarea>

ProblemListHtml

Function to list problem list or diagnosis history for a patient in HTML format.

9.1.2.3 System Values

These values are commonly used when programming and this eliminates you having to write code to get these.

System Variables

SYS_time

Is an object that points to the current system time. You may use the <u>formatDate</u> widget to extract date and time information from this object if you need somthing other then what is provided in SYS_DATE and SYS_TIME.

SYS_DATE

A String containing the system date in MM/dd/yyyy format

SYS_TIME

A String containing the system time in

SYS_fsl_code Current fee slip (Encounter) code

SYS_pat_code Current patient code

SYS_tab Current Tab

SYS_subdir Current sub directory in tab

SYS_button Current Button if in Slip

SYS_template

Template requested. This differs from PDD_template. This will only have a value when creating a new file, because the template name (PDD_template) is stored in the data of the "ppd" file, and recalled when the data is edited.

SYS_file Current file to be created or edited.

ACCOUNT Variables

ACCOUNT

This contains all values in the ACCOUNT cookie. You may use getValue to extract any data. The following variables have already been assigned for you .

AC_data

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The data number 001, 002, 003 etc. Useful when storing QuickList Files

AC_head The name of the Practice.

AC_user The name of the user.

AC_role The role the user is assigned in the <u>RBAC</u>.

AC_path

The Path of the PARADIGM data files.

Other Variables

PDD_template The name of the template file

query_string

This contains the query string passed into the PDD form. You may use the getValue widget to extract data from this field.

PDD_DATA

This contains the data for all of the fields on the form. Forms that are completely script based (dynamic) as opposed to HTML will need to load the field values from the data contained in this variable. See (ROS.pddf, Exam.pddf)

PDD_LOAD_COMPLETE

This value is set to "true" by default. It is used to tell the program if the form has completely loaded. Once the PDD form has loaded it will run either a routine to set default fields and the Save button, or print the form. Because script based (dynamic) forms have to load create the HTML and load the data, these processes will have to be delayed until they are complete. So a monitor is run at the end of the to look at this variable, if it is set to true, the process will run if not it will check every half second until it is set to true. In these types of programs, the variable is set to false, until it has completed all of the work that it needs to do, then it should be set to true.

9.1.3 User Interface Widgets

These widgets are included on every PDD form. They allow you to quickly and easily program custom forms with a consistent user interface.



9.1.3.1 Quick List

The Quick List Widget allows you to easily create dynamic select list to include in your form. Instead of using the traditional HTML <SELECT> you may use an <INPUT> to store your data value and use the QuickList widget to populate the value.

Hon	ne	Search	Add
204	ALBUMIN		
206	ALKALINE PHOSPHATASE		
267	ALT (SGPT)		_
266	AST (SGOT)		_
307	BLEEDING TIME		_
211	BASIC METABOLIC PROFILE		_
217	BUN		_
218	CALCIUM, SERUM		_
501	COMPLETE BLOOD COUNT		_
220	CHLORIDE LEVEL		=
227	COMP METABOLIC PROFILE		-
225	C02		_
230	CREATININE		_
213	BILIRUBIN, DIRECT		_
516	MANUAL DIFFERENTIAL		_
237	ELECTROLYTES		_
512	ESR		_
280	GLUCOSE, SERUM		
507	HEMOGLOBIN & HEMATOCRIT		
257	POTASSIUM		
249	LDH		
253	HEPATIC PROFILE		
270	SODIUM, SERUM		
612 613	OCCULT BLOOD, STOOL #1		-

QuickList provides several advantages over a traditional select:

- It is dynamic
- values can be stacked
- Items can be added to list by the user
- It is searchable
- Lists can be gobal (all data sets), by data set, by user

With the traditional select list, you must statically define, or use a predefined function to populate this options. The drawback to this is that all of this data has to be included on the HTML form. This slows down the HTML form, especially on forms that may include long list, such as diagnosis or procedure list. Multiples of these type of select list will just exasperate the problem. Because the QuickList is dynamic it does not gather the data to display until it is requested by the user.

One neat thing about the QuickList is that return values can be stacked or appended to each other within the same field. With a simple javascript routine you can have your user create comma or semicolon separated lists.

Quicklist allow you to control if the user can add to the list. This way the list is not limited to the original content.

Items in th QuickList are searchable by the users. This is helpful for long list.

You define the QuickList file name. This allows you to define if the list is global, by data set, by user, or any combination.

QuickList allow users to define the data dynamically.

QuickList support Fill in the Blank within the data.

QuickList does this by opening a modal dialog box to display the list. The user may then select from the list and that value is returned to program.

9.1.3.1.1 Using Quick List

Basic Syntax:

QuickList(file,add)

file

Name of file to store data. The root director for this file in "/usr/paradigm/emr/etc". If you want your

quicklist accessable by all data sets just provide a file name. You may want your file to be **data set specific** if so your file name should be derived as follows:

AC_data + '/your_unique_file_name';

If you want your data to be **user specific** for all data sets:

AC_user + '/your_unique_file_name';

If you want your data to be user specific by data set:

AC_data + '/' + AC_user + '/your_unique_file_name';

The file will automatically be store with a ".list" extention.

Caution should be take to assure the file name is unique and does not conflict with quicklist used by other forms. It is a good idea to name your file based on template and field name.

e.g. Allergies_reaction

add

This is a boolean value, if not defined it is assumed false. When set to false the "Add" button will be disabled, when set to true the "Add" button will be enabled. When Add is enabled, the user will also be able to remove items from the quick list. A (X) icon will be placed in front of each item, and if the user clicks on the button they will be prompted to remove the item.

Quick List on focus

The easiest way to use QuickList is as an onfocus. This will put the selected value directly in the field value. If the user exits the Modal Dialog box it will set the value to empty.

<input type="text" name="qlt" onfocus="this.value=QuickList(this.name, true);">

This method does not offer much flexibility or flare but serves a basic utilitarian purpose.

Quick List with a button

Another option is to place a button next to the input field to activate the QuickList function.

```
<input type="text" name="qlt" disabled title="quick list test" size=50>
<input type=button value="&#9830;" onclick="go('qlt').value=QuickList('qlt',true)">
```

This method allows you to also disable the text input field so a user has to choose from the quick list.

Stacking Values

Sometimes you may want a user to select multiple values and store them in a field. This can be done by adding a little javascript at in your PDDF. The following creates a comma separated list in the field.

<input type="text" name="qlt" title="quick list test" size=50> <input type=button value="♦" onclick="QLSpecial('qlt')">

<SCRIPT LANGUAGE="JavaScript"> function QLSpecial(id) { var qlret=QuickList(id, true); if (qlret != ") { <u>go</u>(id).value += qlret+', ';

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A little change to the QLSpeical function makes it keep opening the list until the user Exits. This can be helpful when selecting multiple items is the norm.

```
function QLSpecial(id) {
    qlret=";
    while ((qlret=QuickList(id,true)) != ") {
        <u>go(id).value += qlret+', ';
        }
}</u>
```

By adding a couple more lines of code you can add a little flare to the form. Have the field display in red and return to white when finished.

```
function QLSpecial(id) {
    go(id).style.background = 'red';
    qlret=";
    while ((qlret=QuickList(id,true)) != ") {
        <u>go(</u>id).value += qlret+', ';
        <u>go(</u>id).style.background = 'white';
}
```

9.1.3.2 DiagSelect

Diagnosis Select is a widget to use when you need the user to select a diagnosis on a form. This Widget give access to the full set of Patient Problems, Internal ICD Codes, and the Entire ICD9 Book.

| Home Back Search ICD Internal Codes 001-139 Infectious and Parasitic Diseases 140-239 Neoplasms 240-279 Endocrine, Nutritional and Metabolic Diseases, and Immunity Disorders 280-289 Diseases of the Blood and Blood-forming Organs 290-319 Mental Disorders 320-389 Diseases of the Nervous System and Sense Organs 390-459 Diseases of the Circulatory System 460-519 Diseases of the Digestive System 520-579 Diseases of the Genitourinary System 630-677 Complications of Pregnancy, Childbirth, and the Puerperium 680-679 Diseases of the Musculoskeletal System and Connective Tissue 710-739 Diseases of the Musculoskeletal System and Connective Tissue 740-759 Congenital Anomalies 760-779 Certain Conditions Originating in the Perinatal Period 800-999 Injury and Poisoning V01-V85 V Codes | 🔊 Select Diagnosis Webpage Dialog | X |
|--|---|----------|
| ICDInternal Codes1001-139Infectious and Parasitic Diseases140-239Neoplasms140-279Endocrine, Nutritional and Metabolic Diseases, and Immunity Disorders120-279Endocrine, Nutritional and Metabolic Diseases, and Immunity Disorders120-289Diseases of the Blood and Blood-forming Organs120-319Mental Disorders1200-319Diseases of the Nervous System and Sense Organs1300-459Diseases of the Circulatory System1400-519Diseases of the Respiratory System1400-519Diseases of the Digestive System1500-629Diseases of the Genitourinary System1630-677Complications of Pregnancy, Childbirth, and the Puerperium1680-709Diseases of the Skin and Subcutaneous Tissue170-739Diseases of the Skin and Subcutaneous Tissue170-759Congenital Anomalies170-779Certain Conditions Originating in the Perinatal Period1780-799Symptoms, Signs, and Ill-defined Conditions1800-999Injury and Poisoning101-V85V Codes | Home Back Search | <u>^</u> |
| | ICDInternal Codes1001-139Infectious and Parasitic Diseases140-239Neoplasms140-279Endocrine, Nutritional and Metabolic Diseases, and Immunity Disorders120-279Endocrine, Nutritional and Blood-forming Organs120-289Diseases of the Blood and Blood-forming Organs120-319Mental Disorders1300-459Diseases of the Nervous System and Sense Organs1300-459Diseases of the Circulatory System1400-519Diseases of the Respiratory System1520-579Diseases of the Genitourinary System1580-629Diseases of the Genitourinary System1630-677Complications of Pregnancy, Childbirth, and the Puerperium1680-709Diseases of the Skin and Subcutaneous Tissue1710-739Diseases of the Skin and Subcutaneous Tissue170-739Congenital Anomalies1760-779Certain Conditions Originating in the Perinatal Period1780-799Symptoms, Signs, and Ill-defined Conditions1800-999Injury and Poisoning101-V85V Codes | III |

The User has the ability to either search or drill down to find the proper code.

9.1.3.2.1 Using Diag Select

Basic Syntax:





DiagSelect()

Diag Select on focus

The easiest way to use DiagSelect is as an onfocus. This will put the selected value directly in the field value. If the user exits the Modal Dialog box it will set the value to empty.

<input type="text" name="dst" size=50 onclick="this.value=DiagSelect();">

However you may want to put only the icd code

<input type="text" name="dst" size=7 onclick="this.value=DiagSelect().subfld(0);">

or description in the field

<input type="text" name="dst"size=50 onclick="this.value=DiagSelect().subfld(1);">

This method does not offer much flexibility or flare but serves a basic utilitarian purpose.

Dialog Select with a button

Another option is to place a button next to the input field to activate the DiagSelect function.

<input type="text" name="dst" title="test" size=50 disabled> <input type=button value="♦" onclick="<u>go</u>('dst').value=DiagSelect()">

This method allows you to also disable the text input field so a user has to choose from the quick list.

Don't Blank out field on exit but leave as it

Use the following technique if you do not want to blank out the field but leave as it.

onclick="go('dst').value=(rv=DiagSelect())==''?gov('dst'):rv"

You can also create a separate javascript function to call to perform flare or other functions.

9.1.3.3 PARADIGM Select

PARADIGM Select is a widget that creates a Modal Dialog box for the user to select data from a PARADIGM data file. With this widget you can define the file to browse data, the index to sort on, the data to display, data to select, and an option width over 350 pixels.

The user has the ability to search the list generated or exit

| 2 | 70 | |
|---|-----|--|
| 1 | 1.5 | |
| | | |

| 🟉 Select [RPH] Webpage Dialog | | X |
|---|------------|---|
| Home | Search | |
| ABB Abbott, Jeff
ALT Alternate M.D., Doctor
BUN Bundy M.D., Sherri
BSM Chris Basham
702 Flinston M.D., Fred
FF Flinstone M.d., fred
PAC Pace, Nancy FNP
RPH Physician MD, Referring
ROA Roatsey, M.D. Tom | 321-65-498 | 001
37 001
001
001
001
001
001
001 |

9.1.3.3.1 Using PSelect

Basic Syntax:

PSelect(file, index, output, selexp, width)

file

The PARADIGM file to select from: e.g. PHY, RPH, LOC, PAT, CLS

index

Index field from file to sort list order. If left blank the file will read in the order the data appears in the file.

e.g. rph_name, phy_code, cls_desc

output

The fields from the file to display in order separated by pipes. If left blank all fields defined for the file will print.

e.g. 'rph_code|rph_name|rph_ssnf|rph_pscd'

selexp

Select expression to select only records that match the expression. The expressions consist of field or static values being compared by a relational operator. You may combine expressions with Logical operators and set precedence with "()".

- '(': Precedence Begin
- ')': Precedence End
- '*': Logical AND
- '|': Logical OR
- '=': Relational Equal
- '!': Relational NOT Equal

- '>': Relational Greater than
- '<': Relational Less Than
- '}': Relational Greater than or equal
- '{': Relational Less than or equal

e.g. 'rph_pcsd=0001' would get only referring physician that are General Practce

width

This will allow you to set the default width of the Modal Dialog box to more then 350 pixels.

PSelect on focus

The easiest way to use PSelect is as an onfocus. This will put the selected value directly in the field value. If the user exits the Modal Dialog box it will set the value to empty.

<input type="text" name="dst" size=50 onclick="this.value=PSelect('RPH', 'rph_name', 'rph_code|rph_name');'</pre>

You man want to use the subfld method to pick the data you want loaded into the field.

<input type="text" name="dst" size=7 onclick="this.value=PSelect('RPH', 'rph_name', 'rph_code|rph_name').su</pre>

This method does not offer much flexibility or flare but serves a basic utilitarian purpose.

Dialog Select with a button

Another option is to place a button next to the input field to activate the PSelect function.

<input type="text" name="dst" title="test" size=50 disabled> <input type=button value="♦" onclick="go('dst').value=PSelect('RPH', 'rph_name', 'rph_code|rph_name')

This method allows you to also disable the text input field so a user has to choose from the quick list.

Don't Blank out field on exit but leave as it

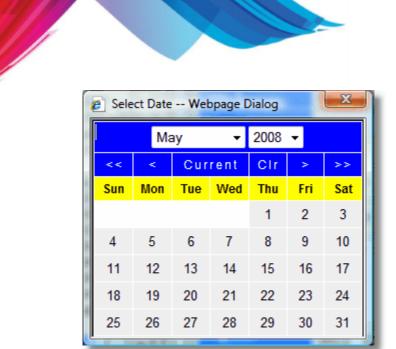
Use the following technique if you do not want to blank out the field but leave as it.

onclick="go('dst').value=(rv=PSelect('RPH', 'rph_name', 'rph_code |rph_name'))==''?gov('dst'):rv"

You can also create a separate javascript function to call to perform flare or other functions.

9.1.3.4 Date Select

The Date Select Widget gives you a popup calendar that can be used for selecting dates. Is is similar to the <u>Calendar</u> widget but it presents the calendar in a modal dialog box so all input is stop until the box is closed. Because the calendar is in a separate window that displays on top, you will not run into the dynamic form problems that the <u>Calendar</u> Widget can present.



9.1.3.4.1 Using DateSelect

Basic Syntax:

DateSelect(value)

value

This is the value that will be returned if the user Exits the modal dialog box. Typically it will contain the value of the field you want to use.

DateSelect on focus

The easiest way to use Date Select is as an onfocus. This will put the selected value directly in the field value. If the user exits the Modal Dialog box it will set the value to empty.

```
<input type="text" id="dselect" name="dselect" size=10 onfocus="this.value=DateSelect('')" >
```

This will put the current value back in the field.

```
<input type="text" id="dselect" name="dselect" size=10 onfocus="this.
value=DateSelect(this.value)" >
```

This method does not offer much flexibility or flare but serves a basic utilitarian purpose.

Date Select with a button

Another option is to place a button (image) next to the input field to activate the DateSelect function.

```
<input type="text" id="dselect" name="dselect" size=10>
<img border=0 src="image/calendar.jpg" onclick="go('dselect').value=DateSelect(gov('dselect'))"</pre>
```

This method allows you to also disable the text input field so a user has to choose from the quick list.



9.1.3.5 Calculator

276

The Calculator widget give you a popup calculator that can be attached to to a field for numeric input an calculations.

Calculator Webpage Dialog					
142					
7	8	9	+/-	%	
4	5	6	+	-	
1	2	3	*		
0	•	=	С	CE	
L					

9.1.3.5.1 Using Calculator

Basic Syntax:

ret=calculator(value);

value

value will be passed and displayed in the calculator.

ret

"ret" is the value that will be returned when the user Exits the modal dialog box. You may use this value to put in a field.

calculator on focus

The easiest way to use calculator is as an onfocus.

```
<input type="text" id="calc" name="calc" size=10 onfocus="this.value=calculator
('')" >
```

This will put the pass the value in the field to the calculator.

```
<input type="text" id="calc" name="calc" size=10 onfocus="this.value=calculator
(this.value)" >
```

calculator with a button

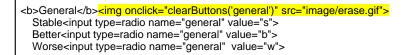
Another option is to place a button (image) next to the input field to activate the DateSelect function.

```
<input type="text" id="calc" name="calc" size=10>
<img src="image/calculator.png" onclick="go('calc').value=calculator(gov('calc'))">
```

9.1.3.6 Clear Radio Buttons

Another useful widget that is included with in the data entry form is the clearButtons() function. Many times on data entry forms you may use HTML radio buttons to allow a user to select between several different options. One of the problems with the radio is that once you select one button of a group there is no way to unselect the button. You can only select other buttons in the group. It is possible to add an additional button to your group that basically says select none of the other, but that looks bad it is visually displeasing and takes up a lot of screen space.

This is where the clearButtons() function comes in handy. This function will allow you to clear all of the buttons so that none are selected. It is recommended that you implement it with the eraser image. This provides a consistent look for this technique.



The code above will display the following:

General
Stable ○ Better ○ Worse ○

If the user needs to clear any of the buttons they simply click on the eraser. The function only takes one parameter and that is the name of the group of radio buttons to clear.

9.1.3.7 Calendar

WARNING - Do not use this Widget for new forms. Use the Date Select Widget.

Any old forms that use this widget will automatically be redirected to the <u>Date Select</u> Widget. If your old forms experience problems, rework them to use Date Select.

9.1.3.8 WYSIWYG Editor

This widget allows you to add a nice WYSIWYG (What You See Is What You Get) editor to template with HTML textareas with just a few additional lines of javascript. This editor will allow the user to do the following:

- Format text to be bold, italicized, or underlined.
- Change the face, size, style and color.
- Left, centers, or right-justify paragraphs.
- Make bulleted or numbered lists.
- Indent or un-indent paragraphs.
- Insert hyperlinks, images, and tables.
- View the HTML source code of what you're editing.

This will allow you to turn the following form

This is a simple text box. In it I can type text, but the text can have no attributes such as
Bold
Italics
underline
Nor does it support color
Centering
Right-justification
left-justifcation
lists
or Tables
Save Entered Modified

Using this code

<textarea id="note" rows=20 cols=80 name="WordPad"></textarea>

Into

		B I <u>U</u> x ₂	x ²		三律律				
.T _a ∕a <u>X</u> ⊡	1 1 1	(PH III HTML							
This is a W Bold Italics			. In it I	can type tex	xt, but th	ie text ca	n have at	ttributes sucl	h as
				Center	ing				
								Right-just	tification
left-justifcat	ion								
listitems									
Tables									
								-	
L	I							1	
					_				
Save 🎒	Entere	d 01/08/2007	04:57 PI	M progression	ı M	odified O	1/08/2007	05:07 PM pro;	gression

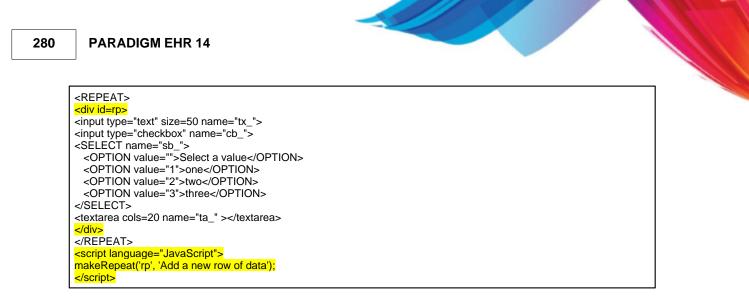
Just by change the code to this:

<textarea cols="80" id="note" name="WordPad" rows="20"></textarea>
<pre><script language="JavaScript"> wysiwygWidth = document.body.clientWidth -20; wysiwygHeight = document.body.clientHeight -120; generate_wysiwyg('WordPad'); </script></pre>

The gerneate_wysisyg function will make the textarea a wysiwyg editor. The lines above are just to set the Width and Height.

9.1.3.9 makeRepeat

The makeRepeat widget enhances <u>the REPEAT element</u> by providing a button that allows the user to dynamically add new repeat areas without having to save the data each time. In some circumstances this can greatly enhance the user's productivity because they are not required to wait for each save to occur. The following code shows the modifications made to the HTML with <REPEAT> to implement this widget.



The first thing we did was create a <DIV> around the HTML in the REPEAT element. This defines for the widget the area that will need to be repeated. After the REPEAT we run a javascript command to make the are repeat.

makeRepeat('id of div', 'what you want the button to say');

The result will appear as follows:

		text area	×
	two 💌		V
	🗖 Select a value 💌		V
Add a new row of data			
Save 🎒 Entered	01/09/2007 03:11 PM progression	Modified	01/11/2007 03:49 PM progression

Notice the button added after the last row of data

Add a new row of data. When the user depresses this button a new row will open up without having to first save the data. The cursor will be placed on the first field of the row of data for the user to start entering.

9.1.3.9.1 Field element naming

Fields use with the makeRepeat widget should always have a name that ends with an underscore '_'. This is used as part of the widget to renumber them.

9.1.3.9.2 Table Problems

Any times when creating rows of columns of data you would use <TABLE> elements to put the data in columns. The proper way to perform this would be as follows:

```
<TABLE border=1>
<REPEAT>
<div id=rp>
<TR>
<TD><input type="text" size=50 name="tx_">
<TD><input type="checkbox" name="cb_">
<TD><SELECT name="sb_">
<OPTION value="">Select a value</OPTION>
```

<OPTION value="1">one</OPTION> <OPTION value="2">two</OPTION> <OPTION value="3">three</OPTION> </SELECT> <TD><textarea cols=20 name="ta_" ></textarea> </TR> </div> </REPEAT> <script language="JavaScript"> makeRepeat('rp', 'Add a new row of data'); </script> </TABLE>

Unfortunately this will render the widget useless. The table element will encompass the widget and not allow it to work. This is true for any elements that work this way, such as or . You may encompass the entire <REPEAT> element along with the widget call within a cell of a table if needed. There are two ways you can address this problem. The first is to create a separate table for the header and a separate table contained completely within the <REPEAT> element and <DIV>. Use the style attribute of each <TD> section along with the width attribute and a length value with an absolute unit.

<TD style="width:25mm">

The following are the absolute length units:

Absolute length units

- in Inches (1 inch = 2.54 centimeters).
- cm Centimeters.
- mm Millimeters.
- pt Points (1 point = 1/72 inches).
- pc Picas (1 pica = 12 points).

Another method to address this problem is the RepeatHeader Widget described below. You may need to experiment with what works best on your form.

9.1.3.9.3 RepeatHeader Widget

The RepeatHeader widget helps you create nice looking columns of data fields in rows. It is scripted before the <REPEAT> element like the following:

<script language="JavaScript">
RepeatHeader('RH Text Input', 50);
RepeatHeader('C', 1);
RepeatHeader('Select Box', 14);
<scripts
<scripts
<scripts
<scripts
<scripts
<input type="text" size=50 name="tx_" >
<input type="text" size=50 name="cb_">
<scripts
<scripts
<scripts
<scripts
<scripts
<scripts
<scripts
<scripts
<SELECT name="sb_">
<SELECT name="sb_">>
<SELECT name="sb_"<</scripts></scripts></scripts></scripts></scripts></scripts></sc

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| <textarea cols="25" name="ta_" rows="1"></textarea> |
|---|
| |
| |
| <script language="JavaScript"></th></tr><tr><th>makeRepeat('rp', 'Add a new row of data');</th></tr><tr><th></script> |
| |

RepeatHeader('Title', size)

You will need to play with the size and insert spaces " " to get everything to line the way you want it to but overall it provides an easy way to make the data tabular.

RH Text Input	С	Select Box	TextArea
sdhjk skd fksdh kfjsh dkjhf jksdh fjksh djkfh sjkdh fjkhs k	V	two 💌	klsjdkjsdklj skj sdkfj 📑
sjkdfkjsd	₽	Select a value 💌	
		Select a value 💌	
Add a new row of data			
Save Entered 01/09/2007 03:1	1 PI	A progression	Modified 01/11/2007 05:25 PM progression

The RepeatHdr widget works well if your data lines are comprised mainly of text fields or select boxes. Checkboxs can cause skewing problems thought. If your table is comprised mainly of check boxes you can try using two tables. One for the header and one within the DIV of the REPEAT elements. Use the width attribute of the TD element to set the width of each column. You will need to test with different font sizes for skewing problems. The general rule of thumb is to set the width of the column wide enough to support the largest font you expect to use.

9.1.3.10 Data Tree Dynamic Display (DTDD)

The Data Tree Dynamic Display Widget widget allows you to create expanding and contracting data entry forms. One problem we all face in creating forms is the amount of screen space, as well as logical flow of data. Using DTDD it is easy to create forms that follow an outline and expand and contract as needed.

	Γ	Review of Systems
		General 🖉 Stable O Better O Worse O
		Fever
		Fatigue
		Appetite 🖉 Good 👁 Fair O. Poor O.
		Text Box
		Pain
Save		Print Entered 01/03/2007 02:48 PM progression Modified 01/03/2007 08:48 PM progression

Above is a simple form that contains several areas, - General, Fever, Fatigue, Appetite, Text Box, and Pain. At first glance it appears there are only a couple of check boxes and radio buttons on the form. That is because the form is dynamic. By clicking on the header information for the check boxes an area it will expand that area for further display.

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	Review of Systems
	General 🖉 Stable 🔿 Better 🌣 Worse O
₽	Fever
	Temperature at home Date & Time 🔤 🗖
	□ New Onset □ Chronic □ Appetite 🖌 Good @ Fair C Poor C
	Text Box
	Pain headache Back
	Print Entered 01/03/2007 02:48 PM progression Modified 01/03/2007 08:48 PM progression

Additional expansion is allowed as well as in Fatigue and Pain areas.

🗹 Fatigue
🔽 New Onset
尾 mild 🔿 moderate 🔿 severe 🔿
🔽 Chronic
✓ improved ○ table ○ worse ○
☑ Pain
🗹 headache
🖉 acute 🔍 chronic 🔿 🖉 mild 🔿 moderate 🔿 severe 🔿
🔽 Back
🖉 acute 🖲 chronic O 🖉 mild 💿 moderate O severe O

This expansion and contraction of a form is easily controlled using an unordered list and the DTDD widget. Create an unordered list, and in the list items put your data entry elements. Here is a simple Unordered List.

•	Revie	w of Systems
•	General	Stable O Better O Worse O
•	Fever	
	0	Temperature at home Date & Time 🔲 🗖
•	Fatigue	
		New Onset ■ 🖉 mild O moderate O severe O
	0	Chronic ■ 🖉 improved C table C worse C
Save	Pr	int <mark>Entered 01/03/2007 02:48 PM progression Modified </mark> 01/04/2007 08:09 AM progression

The HTML Code for the above example follows.

```
<H1>Review of Systems</H1>
<hr>
<b>General</b><img onclick="clearButtons('general')" src="image/erase.gif">
  Stable<input type=radio name="general" value="s">
  Better<input type=radio name="general" value="b">
  Worse<input type=radio name="general" value="w">
<hr>
<b>Fever</b>
  <TABLE><TR>
    <TD>Temperature at home<input type="text" name="tah" >
    <TD>Date & Time<input type="text" name="dat" id="dat_dat">
       <img border="0" src="image/calendar.jpg" onClick="calendar(document.getElementById('dat'))">
    <TD><input type="checkbox" name="cb">
  </TR></TABLE>
<hr>
<b><div onclick="clearButtons('fat')"> Fatigue</div></b>
  New Onset
    <ul >
         <img onclick="clearButtons('fat')" src="image/erase.gif">
                 mild<input type=radio name="fat" value="fa1">
                 moderate<input type=radio name="fat" value="fa2">
                 severe<input type=radio name="fat" value="fa3">
    Chronic
    <ul >
         <img onclick="clearButtons('fat')" src="image/erase.gif">
                 improved<input type=radio name="fat" value="fa4">
                 table<input type=radio name="fat" value="fa5">
                 worse<input type=radio name="fat" value="fa6">
```

To turn this in to a data entry form with DTDD you only need to do the following. On the tag that defines the unordered list at the top, you must add an "id" tag and give it a class of "treeview". The "id" tag allows us to address the "list", the "treeview" class will allow it to use the correct CSS (cascading style sheet) so it displays properly. At the bottom of the code you will need to add a bit of JavaScript code to tell it to initialize the DTDD. The following Following is the revised code with the changes highlighted.

```
<H1>Review of Systems</H1>
<hr>
<b>General</b><img onclick="clearButtons('general')" src="image/erase.gif">
 Stable<input type=radio name="general" value="s">
 Better<input type=radio name="general" value="b">
 Worse<input type=radio name="general" value="w">
<hr>
<b>Fever</b>
 <TABLE><TR>
    <TD>Temperature at home<input type="text" name="tah" >
    <TD>Date & Time<input type="text" name="dat" id="dat_dat">
      <img_border="0" src="image/calendar.jpg" onClick="calendar(document.getElementById('dat'))">
    <TD><input type="checkbox" name="cb">
  </TR></TABLE>
<hr>
```

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<div onclick="clearButtons('fat')"> Fatigue</div>
<i>New Onset</i>
<pre><li< th=""></li<></pre>
Chronic

 improved<input name="fat" type="radio" value="fa4"/> table<input name="fat" type="radio" value="fa5"/> worse<input name="fat" type="radio" value="fa6"/>
<script type="text/javascript"> ddtreemenu.createTree("data1") </script>

The JavaScript ddtreemenu.createTree("data1") tells the program to create the DTDD for the id of "data1". You may have as many data trees in your HTML as you want and have as many branches as nested lists can produce.

The new form will now display as:

	Review	of Syster	ns			
	General	Stable C Be	etter O Worse O			
	Fever					
	Fatigue					
			_			
Save	Print	Entered	01/03/2007 02:48 PM progression	Modified	01/04/2007 08:09 AM progression	L

Giving the user the ability to expand or contract areas with check boxes in front of them.

Ge	eneral 🖉 Stable 🔿 Better 🔿 Worse 🔿		
۶ Fe	ever		
	Temperature at home	Date & Time	
v	atigue New Onset		

As you can see it is easy to change your data entry from form into a DTDD.

9.1.3.10.1 Opening Branches

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Sometimes you may want your DTDD form to present itself with branches of the tree already opened and displaying other branches or leaves. This is can be accomplished by using the "branch" attribute in the segment for the branch that you want to open. By changing the to the form will automatically open the branch of the tree when the form is initially loaded. If you open a sub-branch in a tree, any parent branch will automatically be opened.

<div onclick="clearButtons('fat')"> Fatigue</div>

New Onset
 vi branch="open">
<pre>img onclick="clearButtons('fat')" src="image/erase.gif"></pre>
mild <input name="fat" type="radio" value="fa1"/>
moderate <input name="fat" type="radio" value="fa2"/>
severe <input name="fat" type="radio" value="fa3"/>
<i><ir></ir></i>
<pre><u> </u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u> <u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></pre>
improved <input name="fat" type="radio" value="fa4"/>
table <input name="fat" type="radio" value="fat"/>
worse <input name="fat" type="radio" value="fa6"/>

Will produce:

	Review of Systems
	General & Stable O Better O Worse O
	Fever
	Fatigue IV New Onset IV mild ○ moderate ○ severe ○ I Chronic
Save	Print Entered 01/03/2007 02:48 PM progression Modified 01/04/2007 09:15 AM progression

9.1.3.10.2 Contract or Expandexpand all branches.

You may also create elements to either contract or expand all branches of a single DTDD id with a single button. The following code gives an example using a button.

dtreemenu.expandContract('data1', 'contract)">Contract</button>

cbutton onclick="ddtreemenu.expandContract('data1', 'expand')">expand</button>

You may use the following function to expand or contract all DTDD defined for a form:

<button onclick="datatree('contract')">Contract</button><button onclick="datatree('expand')">expand</button>

A note about field validation (CSV) with DTDD

When using CSV in a DTDD form the program will automatically expand all branches of the tree if an error is found to ensure the field in error can be seen.

9.1.3.11 Client side Validation (CSV)

Why use client-side validation (CSV)?

Most web applications use server-side processing to validate HTML forms. This works but is very inefficient since the request must be sent over the wire, checked, and a response sent back to the user. Why not let the client machine do the mundane field validation and let the server handle business logic validation? This framework is written to satisfy this request and validate HTML forms for field types where it should be, on the client-side. It is written entirely in JavaScript.

Using CSV in your PDDF form

It is very easy to use CSV in your PDDF form. For any form object that you want to validate you simply create an ID attribute and use the following naming convention:

Note: Character "r" before any of the below-mentioned notations makes the field required					
Field Type	Notation	Example Field ID			
Number Field	int	int_DriverLicense			
String Field	alp	alp_FristName			
Alpha Numeric Field	aln	aln_Street			
Zip Code Field	zip	zip_PostalZone			
Date Field	dat	dat_DateOfBirth			
Email Field	eml	eml_EmailAddress			
SSN Field	ssn	ssn_SocialSecurityNumber			
Money Field	mny	mny_RegistrationFee			
Double Number Field	dbl	dbl_DoubleNumber			
Phone number	phn	phn_phone			



When a user attempts to save (submit) the data, any field that is not completed properly or is required and does not have any data in it, will display in error. Alsoddtionally, at the bottom of the form, after below the Save Button, an error box will display showing all the fields in error.

Please correct the following error(s): num Invalid Number Value is required	Save	Print	Entered	Modified	
		Please correct the following error(s):			
	Θ				

The user must correct the errors and Save (submit) the form again.

9.1.4 Pre-Defined Fields

Every PARADIGM EHR PDDF form will have the following pre-defined fields already in the form. You should not use these field names for any of your fields as it will cause problems when storing and retrieving PDD data.

<u>form</u>

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This always has a value of "pdd". It is a control field used by the application and is not stored in the data, it is used to direct the program to save the pdd data.

PDD_template

This stores the name of the PDD template used to create the data. This is stored with the data and when the data file is opened, it will looks at this value to determine what from form to retrieve and merge with the data to display for the user.

action

This is a control field and is used to direct the PARADIGM EHR program what to do after the PDD data is saved. This information is not stored in the PDD file.

<u>subdir</u>

This is a control field and is used to tell PARADIGM EHR what sub-directory of the tab to store the file in when saving the data. This information is not stored in the PDD file.

<u>file</u>

This is a control field and is used to tell PARADIGM EHR the name of the file to store the PDD data in. This information is not stored in the PDD file.

<u>tab</u>

This is a control field and is used to tell PARADIGM EHR what tab to store the data in. This information is not stored in the PDD file.

pat_code

This field will contain the patient code that the form was created under. This will be stored with the PDD file. (See PARADIGM® database access below)

PDD_entered

This field will contain the date, time and user information as an audit for when the PDD document was entered or created. This information will be stored with the PDD file.

PDD_modified

This field will contain the date, time and user information as an audit for when the PDD document was updated or last modified. This information will be stored with the PDD file.

<u>QueryString</u>

This field contains the query string of the url. It is passed on so the form may be redisplayed (Notes.pdd) during a submit action. This informatin is not stored in teh PDD file.

9.1.5 PARADIGM® Database Access

PARADIGM EHR is coupled with the PARADIGM® database and you are able to access any fields from the PARADIGM® database within your PDDF form. Fields may start from either the PARADIGM® PAT (patient) file or the FSL (fee slip/appointment) file. If the template you are creating is to be encounter based you may want to use the FSL file as the master, but otherwise it is suggested you start with the PAT file.

By naming labeling your field the name of the paradigm PARADIGM® database field the value for the field will automatically be populated when a user attempts to create a new PDD document using the template. i.e. The Template

Name:<input type="text" name="pat_name" >
 Address:<input type="text" name="pat_add1" >
 SSN:<input type="text" name="pat_ssnf" >
 DOB:<input type="text" name="pat_dobf" >

Will produce a form such as the following:

]	Name: Bean, Green		
	Address: 789 Beta Carotene W	ау	
;	SSN: 333-33-3333		
]	DOB:05/05/1970		
_	Save	Entered	Modified

You may also perform joins to other PARADIGM® database elements other than those in your master file. i.e. You may want to get the patient's full address information.

Name:<input type="text" name="pat_name" >
 Address:<input type="text" name="pat_add1" >
 <input type="text" name="pat_add2" >
 <input type="text" name="pat_zipc.zip_city" > <input type="text" size=2 name="pat_zipc.zip_stat" > <input type="text" size=10 name="pat_zipc" >
 SSN:<input type="text" name="pat_ssnf" >
 DOB:<input type="text" name="pat_dobf" >

The field "pat_zipc" is the field from the primary and it joins to zip code file to the field " zip_city". The same with "pat_zipc.zip_stat".

Name: Bean, Green	ı		
Address: 789 Beta	Carotene Wa	ву	
Anchorage	AK	99518	
SSN: 333-33-3333			
DOB: 05/05/1970			
Save	Print	Entered	Modified

You can create very complex joins as well to get information such as the patient's primary insurance and secondary insurance carrier names.

Insurance 1:<input type="text" name="pat_code#[1].pol_insc.ins_name" >
Insurance 2:<input type="text" name="pat_code#[2].pol_insc.ins_name" >

The # tells PARADIGM EHR to append to the field the string in the brackets []. So to get the primary policy you would use "pat_code#[1]"]". The secondary would be "pat_code#[2]" and so on. Now that we have the key for the policy we just follow the relationships out

"pol_insc.ins_name". We could even follow relationships off of the INS file from this point.

Insurance 1: Blue Cross Blue Shield			
Insurance 2:	FLAC		
Save	Print	Entered	Modified

9.2 Hyptertext Application (HTA)

Hypertext Applications are programs written in HTML and Javascript that use the PARADIGM EHR API to create a "HTML" file saved in the patients chart. The "HTA" program will most likely take advantage Javascript <u>wysiwyg</u> library. To the user the application looks as thought they are just editing a "HTML" file, but in reality the HTA application will gather all needed data from the database and dynamically create an HTML document and display it in the editor. When the user saves the document it saves it as a "HTML" document.

9.3 Interactive HTML document (IHD)

Interactive HTML documents differ from Progression Data Documents (PDD) in that PDD's are used to collect formatted data of some sort where the IHD is more like a word processing document that allows for free form edit. But IHD's also allow you to add widgets that can be used to quickly fill in the blanks of the data, as well as collect data from the database as well as (PDD) forms.

9.3.1 Basic IHD template

At its core IHDs are HTML with javascript. Within the document you may access widgets that will allow the user to dynamically add text to the HTML document within the EHR HTML editor. There are a couple of things that must be put in the IHD template for it to be able to access the widgets.

The template must start with the following:

```
<HEAD>
<style type="text/css">
.widget { color:red }
</style>
</HEAD>
<BODY CONTENTEDITABLE>
```

It must contain a <HEAD> section with a css style sheet with one item defined. That item is widget. The widget class is used to show widget input areas in red on the document. Once a widget has been activated and text is placed in the document it will change the color of the text to black. Also once a document is signed off, any widgets that have not been activated will no longer display.

Also the <BODY> section must say CONTENTEDITABLE. This tells the HTMLEditor program to treat this document a little different. Without this the widgets will not work.

The following is a basic IDH template with access to many of the standard widgets.

```
<HEAD>
<style type="text/css">
.widget { color:red }
</style>
</HEAD>
<BODY CONTENTEDITABLE>
<B>A Basic Interactive HTML Document</B>
<P>
<B>Date:</B>&nbsp;<span class=widget onclick="parent.calendar(this)">Click here for date</span>
</P><P>
<B>Diagnosis:</B>&nbsp;<span class=widget onclick="parent.DIAG(this)">Click here for Diagnosis</span>
</P><P>
<B>QuickList:</B>&nbsp;<span class=widget onclick="parent.QL(this, 'Location', true)">QL Location</span>
</P><P>
<B>Sentence Builder:</B>&nbsp;<span class=widget onclick="parent.SB(this, 'Location', ', ', true)">SB Locat
</P><P>
<B>PER:</B>&nbsp;<span class=widget onclick="parent.PER(this)">information sheet</span>
</P><P>
<B>Injectables:</B>&nbsp;<span class=widget onclick="parent.MED(this)">Medication</span>
</P><P>
<B>Referred Bv:</B>&nbsp;
<span class=widget onclick="parent.PS(this, 'RPH', 'rph_name', 'rph_name', '', 500);">Referring Provider</s</pre>
</P><P>
<B>Calculator Value:</B>&nbsp;<span class=widget onclick="parent.CALC(this)"># goes here</span>
</P><P>
<B>Follow Up:</B>&nbsp;<span class=widget onclick="parent.FU(this)">Followup goes here</span>
</P><P>
<B>Order:</B>&nbsp;<span class=widget onclick="parent.ORD(this)">Order goes here</span>
</P><P>
<B>Template:</B>&nbsp;<span class=widget onclick="parent.Template(this)">Template goes here</span>
</P><P>
<B>Evaluation & Management:</B>&nbsp;<span class=widget onclick="parent.EvalMgt(this)">E&M goes here</span>
</BODY>
```

9.3.2 Standard Widgets

Please see the individual widget topics for available Standard IHD Widgets and how they are used.

9.3.2.1 calendar

The calendar widget is coded as follows:

PARADIGM EHR 14

Click here for date

Select Date Webpage Dialog										
1		•								
J	×	<	Current		Clr	>	>>			
	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
					1	2	3	1		
	4	5	6	7	8	9	10			
	11	12	13	14	15	16	17			
	18	19	20	21	22	23	24			
	25	26	27	28	29	30	31			
								1		

It will activate the pop-up calendar.

9.3.2.2 Diagnosis (DIAG)

The Diagnosis widget is coded as follows:

Click here for Diagnosis

It will activate the diagnosis selector.

🕖 Select Diagno	sis Webpage Dialog	x
Home Bad	k Search	<u> </u>
PL ICD 001-139 140-239 240-279 280-289 290-319 320-389 390-459 460-519 520-579 580-629 630-677 680-709 710-739 740-759 760-779 780-799 800-999 V01-V85 E800-E999	Patient Problem List Internal Codes Infectious and Parasitic Diseases Neoplasms Endocrine, Nutritional and Metabolic Diseases, and Immunity Disorders Diseases of the Blood and Blood-forming Organs Mental Disorders Diseases of the Nervous System and Sense Organs Diseases of the Circulatory System Diseases of the Respiratory System Diseases of the Genitourinary System Complications of Pregnancy, Childbirth, and the Puerperium Diseases of the Skin and Subcutaneous Tissue Diseases of the Musculoskeletal System and Connective Tissue Congenital Anomalies Certain Conditions Originating in the Perinatal Period Symptoms, Signs, and Ill-defined Conditions Injury and Poisoning V Codes E Codes	4 MI
[e	The second	1940

9.3.2.3 Diagnosis Sentence Builder (DIAGSB)

The Diagnosis Sentence Builder widget is coded as follows:

<span class=widget onclick="parent.ihdDIAGSB(this, '
')">Click here for Diagnosis SB

The second parameter is used to pass a separator between each selection.

It will activate the diagnosis selector.

🧉 Select Diagn	osis Webpage Dialog	
Home Ba	ck	Search
PL DH ICD 001-139 140-239 240-279 280-289 290-319 320-389 390-459 460-519 520-579 580-629 630-677 680-709 710-739 740-759 760-779 780-999 800-999 V01-V85 E800-E999	Diseases of the Blood and Blood-for Mental Disorders Diseases of the Nervous System and Diseases of the Circulatory Syster Diseases of the Diservive System Diseases of the Diservive System Diseases of the Genitourinary Syst Complications of Pregnancy, Child Diseases of the Skin and Subcutand Diseases of the Musculoskeletal Sy Congenital Anomalies Certain Conditions Originating in Symptoms, Signs, and Ill-defined O Injury and Poisoning V Codes	d Sense Organs m tem birth, and the Puerperium eous Tissue ystem and Connective Tissue the Perinatal Period
Clear		

9.3.2.4 QuickList (QL)

The QuickList widget is coded as follows:

QL Location

QL takes three parameters. The first is the span object. Second is the name of the quicklist file, and last is set to true if the user should have the ability to add new information to the file.

It will activate the QuickList program.

og 💌
Search Add

9.3.2.5 Sentence Builder (SB)

The Sentence Builder widget is coded as follows:

SB Location

QL takes four parameters. The first is the span object. Second is the name of the Sentence Builder file, the third is the separator, and last is set to true if the user should have the ability to add new information to the file.

It will activate the Sentence Builder program.

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Sentence Builder: Location Webpage Dialog	×
Home Search Add	
👻 forehead	
🛞 Left lower leg	
🛞 Lower Left Arm 🛞 Right Heal	
® Upper Arm	
Clear Exit	
	^
	-

9.3.2.6 Make Quick List (MkQL)

The Make Quick List function can be used to pre-program quicklist and sentence builders that are used in a form. It is generally called either onload or as before a quicklist or sentence builder. It will look to see if the quicklist exists and if it does not it will create the list with the values supplied.

```
<HTML>
<HEAD>
<script>
// This function is called on load and will create the Quick List used by the program if it does not exist
function MakeSample() {
       parent.ihdMkQL('IHDSample', '*Non removable Item|This item can be removed|Third Item');
}
</script>
<style type="text/css">
.widget { color:red }
</style>
</HEAD>
<BODY CONTENTEDITABLE onload='MakeSample()'>
<B>QuickList:</B><span class=widget onclick="parent.ihdQL(this, 'IHDSample', true)">QL Sample</span>
</BODY>
</HTML>
It is to be used in the script area and take two parameters.
```

The first is the name of the quicklist file. The second is a pipe separated list of the values to be added to the default quicklist.



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9.3.2.7 Patient Education Resource (PER)

The PER widget is coded as follows:

information sheet

The PER widget will display the PER selector.

🥭 P	Patient Education Resources Webpage Dialog							
	Send Checked files to Patient o	utbox Get Documents from NLM						
	Resource File	Match	First Given					
	Insulin_to_Carb.pdf							
	Know_your_blood_glucose_number	Problem: DIABETES UNCOMP TYPE II UNCONTRD	07/24/2011					
	Mealtime_Insulin_Mgmt.pdf							
	VIS-HPV-Cervarix~05-03-2011.pdf							
	VIS-HPV-Gardasil~05-03-2011.pdf							
	VIS-HepA~03-21-2006.pdf							
	VIS-HepB~07-18-2007.pdf							
	VIS-Hib~12-16-1998.pdf							
	VIS-Influenza-Live~08-10-2010.pdf							
	VIS-Influenza~08-10-2010.pdf							

Items checked and sent to the outbox, or sent through the NLM will be added to the list. It will return a pipe separated list of the files sent.

9.3.2.8 Medications (MED)

The MED widget is coded as follows:

Medication Checked

The MED widget will display the Medication List.

ð	Enter New Rx / Med	24						
		ications E-I	Prescribe					
				edications				- 64
	Current	Sig	Started 🔻	Reason		Issued	_	en Refill
		1 tablet by mouth				07/12/2011	60	0
₽, □	Ambien 10 mg	1 tablet by mouth				07/12/2011		0
B ₂ □	Abreva 10 %	1 application apply				07/12/2011	1	0
B _k ⊏	Lipitor 10 mg AMBIEN TABLETS 10 MG	1 tablet by mouth As Needed				07/12/2011	30	0
rx B ₂ □	ABREVA 10%	As Needed	09/03/2010					0
R _k	KADIAN CAPSULES 80 MG		04/22/2010					0
	ABILIFY TABLETS 5 MG	As Needed	01/05/2010					0
Rk □		As Needed Ad dire		because	x			0
	WEELDO TKIN SK TOOMG			Medications	^			0
Di	scontinued		tarted 🔻 Re		5	Stopped	St	atus
B _k Lip	itor 10 mg	1 tablet by mouth a 0	6/30/2011		(07/12/2011	Di	scontinued
B _k zy	RTEC TABLET 10 MG	As Needed 0	4/15/2011		(07/12/2011	Di	scontinued
R _k IBU	UPROFEN CAPLETS 800 MC	As Needed 0	8/05/2010		(07/12/2011	Di	scontinued
B _k AM	IOXICILLIN 250MG	Every 8 hours 0	6/14/2010		(06/16/2010		
B _k ∨1/	AGRA EQ 100MG BASE	As Needed 0	4/22/2010		(08/10/2010		
B _k ver	nlafaxine extended release 7	1poqd 0	1/23/2009		(07/12/2011	Di	scontinued
B _k Fle	exeril 10 mg	1 po qhs 0	1/23/2009		(05/28/2010	In	effective
R _k Da	rvocet N-100 100/650	1 po tid PRN 0	1/23/2009		1	12/30/2009		

A pipe separated list of the medication pointers will be returned for all checked medications when the user exits the list.

This information will need to be run through a formatter of some to work with it. The formatter will need to query each record and generate output to put in the documents. Below is a sample formatter for the Med.

```
// Lookup the medications
function formatMED(obj) {
        if (parent.VIEWONLY) { return }
var data=obj.innerText;
        if (data == 'medications') {
                return;
        }
        meds=data.split('|');
        out='';
        for (x=0; x<(meds.length); x++) {
                if (out != '') {
    out+=', ';

                // Lookup the medication
                var url='form=dbQuery&file=ERXD&Erxd_patc='+parent.QS_pat_code+'&Erxd_uniq='+meds[x];
                ERXD=emr_GET(url);
                out += gFV(ERXD, 'Erxd_drug', '\t');
        obj.innerHTML = out;
        return;
```



}

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9.3.2.9 PARADIGM Select (PS)

The PARADIGM select widget is coded as follows:

Referring Provider

QL takes up to six parameters.

1. Widget object.

2. file

The PARADIGM file to select from: e.g. PHY, RPH, LOC, PAT, CLS

3. index

Index field from file to sort list order. If left blank the file will read in the order the data appears in the file.

e.g. rph_name, phy_code, cls_desc

4. output

The fields from the file to display in order separated by pipes. If left blank all fields defined for the file will print.

e.g. 'rph_code|rph_name|rph_ssnf|rph_pscd'

5. selexp

Select expression to select only records that match the expression. The expressions consist of field or static values being compared by a relational operator. You may combine expressions with Logical operators and set precedence with "()".

- '(': Precedence Begin
- ')': Precedence End
- '*': Logical AND
- '|': Logical OR
- '=': Relational Equal
- '!': Relational NOT Equal
- '>': Relational Greater than
- '<': Relational Less Than
- '}': Relational Greater than or equal
- '{': Relational Less than or equal

e.g. 'rph_pcsd=0001' would get only referring physician that are General Practce

6. width

This will allow you to set the default width of the Modal Dialog box to more then 350 pixels.

It will activate the PS Select program.

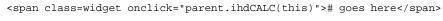
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Select [RPH] Webpage Dialog	
Home	Search 🕈
Abdelrahman Mohamed, M.D. Amador M.D., Jose G. Anderson M.D., Craig Cole Assadnia M.D., Shahin M Barham M.D., E James Bratton M.D., Michael W. Browning M.D., Thomas A. Cates, Harold M.D Christopher M.D., Ronald G. Creazzo D.P.M., Joseph Crossley D.D.S., J. David D'Audiffret MD, Alexandre C Davis, Robert S Doctor, Ima Doddabele M.D., Sudarshan R Dr. Peter Clark ELLINGTON FNP, Betty Jo Ernesto Mejia, M.D. Finelli M.D., Robert E. Grimaldi, Nicholas	
Gupta M.D., Rajeev Hampton M.D., Foster T. Harsh D.O., Karen L. Harsha N. Shantha, M.D. Hovis M.D. William M	-

It will return a pipe separated string of all the fields in the select expression.

9.3.2.10 Calculator (CALC)

The Calculator widget can be used to display a pop up calculator. This is helpful for entering numeric values. It is coded as follows:



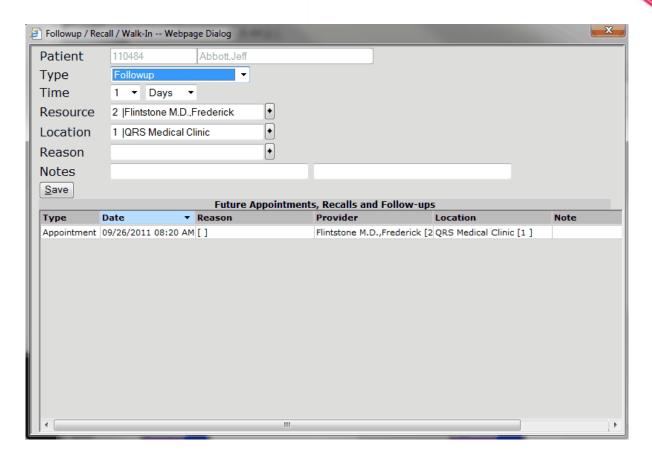
Calculato	r Webpa	ge Dialog		×
7	8	9	+/-	%
4	5	6	+	-
1	2	3	*	
0	•	=	С	CE
			-	

The value displayed here will be sent back to the widget when the user exits.

9.3.2.11 Follow Up (FU)

The Follow Up widget can be used to display the followup scheduler. It is coded as follows:

Followup goes here



This will return the followup/recall information defined.

9.3.2.12 Template

The Template widget can be used to allow the user to select and save a template in any folder. It is coded as follows:

Template goes here

Plan - Create Ne Select Template Audio Au	W Docum Patient Encounter Tab Sub Template New File Nar Create	110484 338295 Encounter ▼ 338295/files ▼
--	--	---

This will return the tab subtab and template file name saved.

9.3.2.13 Evaluation & Managment (EvalMgt)

The E/M widget can be used to allow the user to select to define the E/M code for the Encounter. It is coded as follows:

E&M goes here

Evaluation & Management We	bpage Dialog	-						x
His	story		Medic	al Decis	ion Maki	ing (MDM)		
Chief Complaint			Diagno	ses and	Managem	ent Options: [0]		
History of Present Illness	No. of Elements	s:	ICD	Descrip	tion	Mgt Option	Points	
Review of Systems	No. of Elements	s:						
Past Medical History								
Familly History								
Social History								
Examination				nt / Com		Data to be Reviewed		
System		Elements	Туре		Data	Points		
General / Vitals								
Skin								
Lymphatic System								
Eyes			Rieles	of Compl	ications N	Iorbidity & Mortali	har .	
Ears / Nose/ Throat		Risks of Complications, Morbidity & Mortality 						
Head and Neck			lines		95 0 1997	Extensive		
Breast								
Respiratory System			Visits:		Refe			
Cardiovascular System			E&M	Catego	y Est-	Office or Other Outpa	atient Services	
Abdomen			E&M	Code		Time:	-	
Genitalia			CODES		99211 99212	99213 99214 99215		
Rectum			HISTOR			1 ROS: 2 PFSH: 3		0
Back			EXAM MDM 2			1995 Guidelines ATA: 1 RISK: 2		1
Extremities			Level		DIAG: 5 D E/M Code:	ATA: I KISK: 2		2
Neurological System			Level	ŀ	Lan Odde.			
		Sav	ve & Exit					

This will return the E&M code saved.

9.3.2.14 Progression Data Document (PDD)

This is a very powerful widget that will allows you to have the user enter and fill out any PDD that is defined in the Buttons area. It will display the PDD template in a button area and when the form is saved it will return the data saved with each field separated by a pipe. You may then format the data to display in the document as you wish. Basic coding of this is as follows:

CCHPI

PARADIGM EHR Webpage Dialog		Statement and the owner.		-	
		omplaint / History of Pr		-	
Encounter Date: 07/24/2011	11:41 AM Reason:		Reviewed: Discussed:		•
8		CCHPI 1			
Historian:					
Symptom:	abdominal pain				
Duration:	1 Month				
Location:				 Image: A set of the /li>	
Frequency of Symptoms:				٠	
Intensity:				٠	
Symptom(s) Characteristic:				١	
How Symptoms Began:				٠	
How Symptoms Progressed:				١	
What Brings Symptoms On:				٠	
What Makes Symptoms Worse:				٠	
What Relieved Symptom(s):				٠	
Associated Symptom(s):				٠	
Comment 💿 HPI 💿				* *	
Add CC/HPI					
Save Entered		M	odified		

The data saved in the form will be returned to the span and will need to be formatted for final output.

9.3.2.15 Order (ORD)

The Order widget can be used to allow the user to select an order. It is coded as follows:

Order goes here

Orders List Web	opage Dialog	
	Create A New Order from List Below	
ConsultRequest Hospital Order F Outpatient Imag Patient Referral	orm	
Teledemo Test		

This will return the order name selected after the order is saved.



9.3.2.16 Click List (CL)

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The click list allows you to create a short defined list that a user only needs to click on to make it change. It is helpful for things such as "yes or no", "good or bad" or even a short list of values such as "10mg, 15mg, or 20mg". If a user needs a longer list or needs the ability to modify, or add values to the list you should use the Quick List widget. The Click list widget is code as follows:

Yes

9.3.3 Advanced Concepts

This section describes some advanced topics for Interactive HTML Documents.

9.3.3.1 Data Formatters

Data formatters are used to format the data for the output that will display in the actual document. Formatters are call as part of a widget in the HTML.

```
<span id=ASS class=widget
    title="Click to edit Assessment"
    onclick="if (parent.ihdPDD(this, 'S_ASSESSMENT', true, true)) { formatASS(this); }">Assessment</s</pre>
```

And they call javascript.

```
// Assessment
function formatASS(obj) {
       if (parent.VIEWONLY) { return }
       var data=obj.innerText;
       var out = '';
       if (data == 'Assessment') {
              return;
       }
       out += '<b><u>ASSESSMENT</u></b><br>';
       var x=0;
       while (true) {
              x++;
              var rec = FV(data,'Recomendation_'+x);
              if(rec != ''){
                      out += x + '. ' + rec;
                      var stat = FV(data,'Status_'+x);
                      if(stat != '') {
                          out += ' - Status: ' + stat;
                      out += '  ' + FV(data, 'discussion_'+x);
                      out += '<br>';
              } else {
                      out += '<br>';
                      obj.innerHTML = out;
                      return;
               }
       obj.innerHTML = out;
       return;
}
```

For the most part the formatter is just using javascript to format the data the way you want it to display.

Things you need to know about formatters

formatters must have teh following at the start.

```
if (parent.VIEWONLY) { return }
```

This is to prevent the formatter from being activated after a document has been signed.

Also formatters usually have a default mode that needs to return back to the program under these default conditions. In the above example it is the following code.

```
var data=obj.innerText;
if (data == 'Assessment') {
        return;
}
```

It looks to see if the text in the object is the value defined by default.. If so it returns doing nothing.

9.3.3.2 Visual Effects

You may want a widget to be more apparent when a user hovers over it. This can easily be accomplished using the onmouseover and onmouseout events attached to the span.

```
<span id=VITALS class=widget
    title="Click to edit Vitals"
    onmouseover="this.style.backgroundColor='cyan'"
    onmouseout="this.style.backgroundColor='white'"
    onclick="if (parent.ihdPDD(this, 'S_VITALS', true, true)) { formatVITALS(this); }">Vitals</span>
```

The above code sets the background color to syan on the widget when the user hovers over the widget, and sets it back to white when the users moves the cursor away.

9.3.3.3 Database Loading

Many times you will need to load data when the document is loaded in. This should be done using the onload event in the BODY of the HTML.

<BODY CONTENTEDITABLE onload='getdata()'>

This will call your function to collect and possibly format any data you want displayed in the document.

9.3.3.4 Link to a Tab

The LINK_TAB features allows a note to be linked to a tab when a note is signed off. This only applies to note templates not normal templates. This is accomplished by putting a comment in the javascript area of the note template similar to the following.

```
//LINK_TAB=Xrays
```

//LINK_TAB=Procedures/EKG

When the note is signed it will create a link of the note in the Tab / subdir area defined in the note template. If the tab does not exist and alert will display. No alert will display for the subdir. If it does not exist, it will automatically create it, but if it is not defined in the data set administration the user will not have access to it. So it is important that tabs and sub directories are concurrent with what is defined for the data set.

9.4 JavaScript Libraries

The following javascript libraries can be used by your HTA, and HTML programs to enhance the functionality and provide consistency within the PARADIGM EHR applications.



The environment library is used to establish the PARADIGM EHR working environment. This library should be the first library called in any code needing to access account information. It also provides some useful functions that are used for working with objects, extracting field values from data streams, and accessing the emr.cgi

<script> document.write('<script SRC="'+location.protocol+'//'+location.host+'/emr/js/environment.js"><\/script>'); </script>

The environment library will set variables based on the the users account and system values.

LIBRARY	Path where library resides. PARADIGM EHR can take advantage of using libraries of javascript, images, and htm programs loaded on the client machine. This greatly reduces network traffic, while enhancing performance. To dynamically load additional javascript libraries for the defined library path you may add this additional script in your HTML This is used on Windows PC's where libraries can be stored locally to improve
	performance.
	<script> document.write('<script src="'+LIBRARY+'js/date.js"><\/script>'); document.write('<script src="'+LIBRARY+'js/string.js"><\/script>'); </script>
ACCOUNT	Contains string of all account infromation
AC_user	User login
AC_name	User name as defined in user file
AC_sets	Data sets user has access to
AC_data	Current data set
AC_head	Header for data set
AC_role	Users role as defined in profile for current data set
AC_path	Path of PARADIGM database for data set
AC_mode	Users default mode as defined in profile
AC_time	
AC_reft	
AC_side	Side of screen for File list (Left, Right) as defined in profile
AC_disp	
AC_tabw	Width of tabs as defined in profile
AC_icon	Use Icons (YES) or left blank for text as defined in profile
AC_save	Save method. Auto, Manual, Ask
AC_seid	Session ID
AC_rbac	RBAC data
AC_plus	Access to PLUS
AC_cssf	
query_strin g	Query string as passed in

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QS_pat_co de	patient code
QS_fsl_cod e	Encounter Code
QS_tab	Tab
QS_subdir	Sub directory
QS_file	File
QS_button	Button

9.4.1.1 setCookie

Definition and Usage

The setCookie() function will allow you to save a cookie in the browsers cookie cache for later recall. The cookie is stored as a session cookie.

Syntax

setCookie(name, value);

Parameter	Description
name	Required. The name of the cookie
value	Required. The value of the cookie

Example

The following example creates a new cookie called "cur_patient" to the value in pat_code

setCookie('cur_patient', pat_code);

9.4.1.2 getCookie

Definition and Usage

The getCookie() function allows you to retrieve a value stored with setCookie.

Syntax

getCookie(name);

Parameter	Description
name	Required. The name of the cookie.

Example

The following will retrieve the value from the cookie "cur_patient" and place it in the variable "pat_code".

var pat_code = getCookie('cur_patient');

9.4.1.3 delCookie

Definition and Usage

The delCookie() function allows you to delete a cookie stored with setCookie().

Syntax

delCookie(name);

Parameter	Description
name	Required. The name of the cookie to delete the value

Example

The following will delete the "cur_patient" cookie.
delCookie('cur_patient');

9.4.1.4 go

Definition and Usage

The go() function will return the object for the id passed to it. It is basically shorthand for

document.getElementById('id');

Syntax

go(id)

Parameter	Description
id	Required. 'id' of the object to get

Example

The following will display the innerHTML of the <div> with the id of 'patient' in an alert box.

<div id=patient>John Smith</div>
<script>
alert(go('patient').innerHTML);

The following will set the innerHTML value of the <div> with an id of 'pateint' to 'Fred Jones';

```
<div id=patient></div>
<script>
go('patient').innerHTML = 'Fred Jones';
```

9.4.1.5 gov

Definition and Usage

The gov() function will return the value of the object for the id passed to it. It is basically shorthand for

document.getElementById('id').value

Syntax

go(id)

Parameter	Description
-----------	-------------

id

Required. 'id' of the object to get value from.

Example

The following will display the value of the <input> with the id of 'patient' in an alert box.

<input type=text id=patient value="John Smith"> <script> alert(gov('patient'));

9.4.1.6 grbv

Definition and Usage

The grbv() (Get Radio Button Value) function will return the value of the radio button checked for the id passed to it.

Syntax

grbv(id)

Parameter	Description
id	Required. 'id' of the radio to get value from.

Example

The following will display the value of the <radio> with the id of 'eas' in an alert box. The Alert box should display "NO".

```
<input type="radio" name="eas" value="YES">YES (Requires Editing Program on PC)
<input type="radio" name="eas" value="NO" checked="checked">NO
<script>
alert(grbv('eas"));
```

9.4.1.7 srbv

Definition and Usage

The srbv() (Set Radio Button Value) function will allow you to check a radio button value.

Syntax

srbv(group, value)

Parameter	Description
group	Required. 'id' of the radio button group to set value
value	Value to check in group

Example

The following will display the value of the <radio> with the id of 'eas' in an alert box. The Alert box should display "NO".

```
<input type="radio" name="eas" value="YES">YES (Requires Editing Program on PC)
<input type="radio" name="eas" value="NO" checked="checked">NO
<script>
srbv('eas', YES);
```

9.4.1.8 getFieldValue

Definition and Usage

The getFieldValue() function allows you to easily extract values from (field=value) pairs in a data stream.

Syntax

getFieldValue(data, field, delimiter);

Parameter	Description
data	contains field=value pairs separated by delimiter
field	The name of the field you want to extract.
delimiter	The delimiter that seperates the field=value pairs.

Example

The value for pat_code will be extracted from the data and displayed in an alert box. The alert box will display 2345.

var data = "pat_code=2345&pat_name=Smith,John"; var pat_code = getFieldValue(data, 'pat_code', '&'); alert(pat_code);

Alias

gFV(data,field,delimiter); getfld(data, field, delimiter); Legacy name. getValue(data,field); "Delimiter is set to '&'" gQS(field); Get query_string value

9.4.1.9 emr_GET

Definition and Usage

The emr_GET function will make an HTTP request call to the emr.cgi script for the form and options provided and return the result. It does this using the GET method. This method is best used for short urls. If you are sending a large url with lots of data, as in saving data you should use <u>emr_POST</u>. See <u>emr.cgi API</u>.

Syntax

emr_GET(url)

Parameter	Description
url	The url to be sent to emr.cgi

Example

This will use the <u>dbQuery</u> from the <u>emr.cgi API</u> to get the patient data and put it in the variable patData.

var url='form=dbQUERY&file=PAT&pat_code='+QS_pat_code; var patData=emr_GET(url);

9.4.1.10 emr_POST

Definition and Usage

The emr_POST function will make an HTTP request call to the emr.cgi script for the form and options provided and return the result. It does this using the POST method. This method is best used for long urls. See <u>emr.cgi API</u>.

Syntax

emr_POST(url)

Parameter	Description
url	The url to be sent to emr.cgi

Example

This will use the <u>dbQuery</u> from the <u>emr.cgi API</u> to get the patient data and put it in the variable patData.

var url='form=dbQUERY&file=PAT&pat_code='+QS_pat_code; var patData=emr_POST(url);

9.4.1.11 msieversion

Definition and Usage

The msieversion() method returns the version number of Microsoft Internet Explorer.

It is used when the code you are creating is Browser Specific.



Syntax

msieversion();

Parameter	Description
none	

Example

9.4.2 string.js

The following are widgets or javascript functions for the manipulation of strings.

You may include the string library in your "HTA" or "HTM" programs by putting in the following code in the head section of your program.

```
<head>
<script>
document.write('<script src="'+LIBRARY+'js/string.js"><\/script>');
</script>
</head>
```

9.4.2.1 stripTraillingSpaces

Definition and Usage

The stripTrailingSpaces() method widget will remove trailing spaces from the string

Syntax

var url = stripTrailingSpaces(gov('ID_name'));

Parameter	Description
value	String to remove trailing spaces from.

Example

if (stripTrailingSpaces(value) == ") {
 alert('the value is empty);

You may also use the String method of "stripTrailing()"

var url = gov('fld_name').stripTrailing();

9.4.2.2 stripLeadingSpaces

Definition and Usage

The stripLeadingSpaces() method will remove leading spaces from the value passed in.

Syntax

var url = stripLeadingSpaces(value);

Parameter	Description
value	String value to strip leading spaces from

Example



```
if (stripLeadingSpaces(value) == ") {
    alert('the value is empty);
}
```

You may also use the String method of "stripLeading()"

var url = gov('fld_name').stripLeading();

9.4.2.3 stripSpaces

Definition and Usage

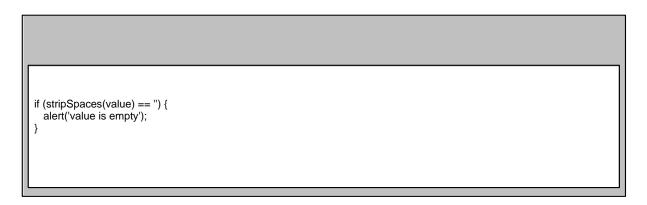
The stripSpaces() method will remove leading and trailing spaces from a string.

Syntax

stripSpaces(value)

Parameter	Description
value	String value to strip leading and trailing spaces from

Example



You may also use the String method of "strip()"

var url = gov('fld_name').strip();

9.4.2.4 capitalize / uppercase / lowercase

Definition and Usage

The capitalize(), uppercase(), and lowercase() methods transform the string as described..

Syntax

string.capitalize()

Parameter	Description
none	

Example

These snippets allow you format text in an input field to capitalize the first letter of each word, all upper or all lowercase. Include any of the following in your <INPUT > or <TEXTAREA>.

style="text-transform: capitalize; onChange="this.value = this.value.capitalize();" style="text-transform: uppercase; onChange="this.value = this.value.toUpperCase();" style="text-transform: lowercase; onChange="this.value = this.value.toLowerCase();"

The data is not changed until the user actually leaves the field. The text-transform give the user the visual appearance but all information is read as it. On exiting the field the value is changed.

toUpperCase() and toLowerCase() are standard string methods, capitalize() is custom to PARADIGM EHR.

```
9.4.2.5 subfld
```

Definition and Usage

The subfld() method allows you to pick out a field of a string.



Syntax

string.subfld(field, delimiter)

Parameter	Description
field	The field number to return, starting at 0
delimiter	The field delimiter to separate into fields.

Example

 var txt = "ABC|This is a test|123"

 var ret = txt.subfld(1,'|');

 will return "This is a test".

 var ret = txt.subfld();

 will return "ABC".

9.4.2.6 sprintf / printf

Definition and Usage

The sprintf(), printf() methods work like the same functions in the 'C' programming language. Allowing you to format strings using a format string followed by a list of variables to be formatted.

Syntax

sprintf(formatString, var1, var2, var3...);

Paramete r	Description
formatString	The format string used to format the output It can optionally contain embedded format tags that are substituted by the values specified in subsequent argument(s) and formatted as requested. The number of arguments following the <i>format</i> parameters should at least be as much as the number of format tags. Where



specifi er	Output	Exar e
с	Character	а
d or i	Signed decimal integer	392
е	Scientific notation (mantise/exponent) using e character	3.9265
E	Scientific notation (mantise/exponent) using E character	3.9265
f	Decimal floating point	392.65
g	Use the shorter of %e or %f	392.65
G	Use the shorter of %E or %f	392.65
0	Signed octal	610
s	String of characters	sample
u	Unsigned decimal integer	7235
х	Unsigned hexadecimal integer	7fa
х	Unsigned hexadecimal integer (capital letters)	7FA
р	Pointer address	B800:0
	Nothing printed. The argument must be a pointer to a signed int, where the number of characters written so far is stored.	
%	A % followed by another % character will write % to stdout.	
sub-spe	can also contain <i>flags, width, .precision</i> and <i>modifiers</i> ecifiers, which are optional and follow these specification	าร:
flags	description	
_	Left-justify within the given field width; Right justificatior default (see <i>width</i> sub-specifier).	n is the

	For integer specifiers (d, i, o, u, x, X): <i>precision</i> specifies the minimum number of digits to be written. If the value to be writter is shorter than this number, the result is padded with leading zeros. The value is not truncated even if the result is longer. A <i>precision</i> of 0 means that no character is written for the value 0. For e, E and f specifiers: this is the number of digits to be	
.precis ion	description	
*	The <i>width</i> is not specified in the <i>format</i> string, but as an additional integer value argument preceding the argument that has to be formatted.	
width (numbe r)	description Minimum number of characters to be printed. If the value to be printed is shorter than this number, the result is padded with blank spaces. The value is not truncated even if the result is larger.	
0	Left-pads the number with zeroes (0) instead of spaces, where padding is specified (see <i>width</i> sub-specifier).	
#	Used with o, x or X specifiers the value is preceeded with 0, 0x or 0X respectively for values different than zero. Used with e, E and f, it forces the written output to contain a decimal point even if no digits would follow. By default, if no digits follow, no decimal point is written. Used with g or G the result is the same as with e or E but trailing zeros are not removed.	
(space)	If no sign is going to be written, a blank space is inserted before the value.	
+	Forces to precede the result with a plus or minus sign (+ or -) even for positive numbers. By default, only negative numbers are preceded with a - sign.	

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		By default all characters are printed until the ending null character is encountered. For c type: it has no effect. When no <i>precision</i> is specified, the default is 1. If the period is specified without an explicit value for <i>precision</i> , 0 is assumed.
		The <i>precision</i> is not specified in the <i>format</i> string, but as an additional integer value argument preceding the argument that has to be formatted.
	length	description
	h	The argument is interpreted as a short int or unsigned short int (only applies to integer specifiers: i, d, o, u, x and X).
	1	The argument is interpreted as a long int or unsigned long int for integer specifiers (i, d, o, u, x and X), and as a wide character or wide character string for specifiers c and s.
	L	The argument is interpreted as a long double (only applies to floating point specifiers: e, E, f, g and G).
var1, var2,	Variables	used to complete format string.

Example

]
var out = sprintf ("Characters: %c %c \n", 'a', 65); var out = sprintf ("Decimals: %d %ld\n", 1977, 650000L); var out = sprintf ("Preceding with blanks: %10d \n", 1977); var out = printf ("Preceding with zeros: %010d \n", 1977); var out = printf ("Some different radixes: %d %x %o %#x %#o \n", 100, 100, 100, 100, 100); var out = printf ("floats: %4.2f %+.0e %E \n", 3.1416, 3.1416, 3.1416); var out = printf ("Width trick: %*d \n", 5, 10); var out = printf ("%s \n", "A string");	
The output of the above would be. Characters: a A Decimals: 1977 650000 Preceding with blanks: 1977	

Preceding with zeros: 0000001977 Some different radixes: 100 64 144 0x64 0144 floats: 3.14 +3e+000 3.141600E+000 Width trick: 10 A string

9.4.3 date.js

You may include the date library in your "HTA" or "HTM" programs by putting in the following code in the head section of your program.

```
<head>
<script>
document.write('<script src="'+LIBRARY+'js/date.js"><\/script>');
</script>
</head>
```

9.4.3.1 formatDate

Definition and Usage

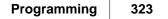
The formatDate() method returns the date as a string in the output format specified.

Syntax

formatDate(date, format)

Parameter	Description			
date	The Date to forma	The Date to format		
format	The format string to use to format the date.			
	Field	Full Form	Short Form	
	Year	yyyy (4 digits)	yy (2 digits), y (2 or 4 digits)	
	Month	MMM (name or abbr.) NNN (abbr.)	MM (2 digits), M (1 or 2 digits)	
	Day of Month	dd (2 digits)	d (1 or 2 digits)	
	Day of Week	EE (name)	E (abbr)	
	Hour (1-12)	hh (2 digits)	h (1 or 2 digits)	
	Hour (0-23)	HH (2 digits)	H (1 or 2 digits)	
	Hour (0-11)	KK (2 digits)	K (1 or 2 digits)	

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Hour (1-24)	kk (2 digits)	k (1 or 2 digits)
Minute	mm (2 digits)	m (1 or 2 digits)
Second	ss (2 digits)	s (1 or 2 digits)
AM/PM	а	
NOTE THE DIFFERENCE BETWEEN MM and mm! Month=MM, not mm!		

Example

var cur_date = formatDate(SYS_time, 'MM/dd/yyyy');

var cur_time = formatDate(SYS_time,"hh:mm a");

9.4.3.2 isDate

Definition and Usage

The isdate() method returns true if date string matches format of format string and is a valid date. Else returns false. It is recommended that you trim whitespace around the value before passing it to this function, as whitespace is NOT ignored!

Syntax

isDate(dateString, formatString)

Parameter	Description
dateString	A string representing the date
formatString	The format you expect to see the dateString in. Uses formatting as defined in <u>formatDate</u> .

Example

if (isDate(val, "MM/dd/yyyy")) {
 alert(val +' is in the correct format');
}

9.4.3.3 compareDates

Definition and Usage

The compareDates() method Compare two date strings to see which is greater. Returns:

- 1 if date1 is greater than date2
- 0 if date2 is greater than date1 of if they are the same
- -1 if either of the dates is in an invalid format

Syntax

compareDates(date1,dateformat1,date2,dateformat2)

Parameter	Description
date1	String representing the first date
dateformat1	The format you expect to see the date1 in. Uses formatting as defined in formatDate.
date2	String representing the first date
dateformat2	The format you expect to see the date2 in. Uses formatting as defined in formatDate.

Example

```
var cdr = compareDates(date1,date1format,date2,date2format);
if (cdr == 1) {
    alert('date 1 is greater than date 2');
} else if { cdr == 0) {
    alert('date 1 and 2 are the same');
} else {
    alert('invalid format');
}
```

9.4.3.4 getDateFromFormat

Definition and Usage

The getDateFromFormat() method takes a date string and a format string. It matches If the date string matches the format string, it returns the getTime() of the date. If it does not match, it returns 0. Basically it creates a time object for you for the date passed in.

Syntax

getDateFromFormat(val,format)

Parameter	Description	
val	The date in a string format	
format	The format you expect to see the val in. Uses formatting as defined in formatDate.	

Example

var X_time = getDateFromFormat("09/02/1964", "MM/dd/cccc");



9.4.3.5 pat_age

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Definition and Usage

The pat_age function will calculate the patients age based on industry standards guidelines.

If the age is less than 29 days it will be represented as days. If the age is greater than 28 and less than 122 days it will be represented in weeks. If the age is greater than 121 days and less than 730 days (2 years) it will be represented in months. If it is greater thean 729 days and less then 6574 days (18 years) it will be represented in Years and Months and if greater than 6573 days it will show only years.

Syntax

pat_age(BirthDate, Asof, format);

Parameter	Description	
BirthDate	Patients date of birth as derived from pat_dobf in format MM/DD/CCYY	
Asof	Date to used to calculate age. If left blank it will use the current system date.	
format	Set to true to use long format. Short format is default. Short format uses Yr Mo, Long uses Years Months	

Example

The following example sets the age variable based on the visit date in long format.

var age = pat_age(gov('pat_dobf'), gov('fsl_date'), true);

9.4.4 wysiwyg.js

You may include the wysiwyg library in your "HTA" or "HTM" programs by putting in the following code in the head section of your program.

<head> <script> document.write('<script src="'+LIBRARY+'js/openwysiwyg/wysiwyg.js"><\/script>'); </script> </head>

This widget allows you to add a nice WYSIWYG (What You See Is What You Get) editor to template with HTML text areas with just a few additional lines of javascript. This editor will allow the user to do the following:

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- Format text to be bold, italicized, or underlined.
- Change the face, size, style and color.
- Left, centers, or right-justify paragraphs.
- Make bulleted or numbered lists.
- Indent or un-indent paragraphs.
- Insert hyperlinks, images, and tables.
- View the HTML source code of what you're editing.

Just by change the code to this:

```
<textarea id="note" rows=20 cols=80 id=pad name="WordPad"></textarea>
<script language="JavaScript">
var wysis='';
wysiwygWidth = document.body.clientWidth -10;
wysiwygHeight = document.body.clientHeight -60;
generate_wysiwyg('WordPad', true);
</script>
```

The gerneate_wysiwyg function will make the textarea a wysiwyg editor. The lines above are just to set the Width and Height. The "true" in the generate_wysiwyg function tells it to include the save button and use the "saveit()" function that you must define in your program. If set to false you must create your own save button and associated function.

9.5 emr.cgi API

This section describes the application programming interface of the emr.cgi program. This program is used to access data from the PARADIGM and PARADIGM EHR databases. It is also used to render both text and html output. Calls are made to the url for the emr.cgi along with a query string that directs the emr.cgi program as to what actions to perform. A URL may look as follows:

http://machine/emr/emr.cgi?form=Search&file=pat&index=pat_name&output=pat_code|pat_name| pat_dobf

The Query string of the URL (the part after the ?) tells emr.cgi the action to take place. The first attribute of the query string is "form". This is the principle director for the emr.cgi program. Each "form" will be discussed below.

9.5.1 PARADIGM database functions

These calls allow access to the PARADIGM/PARADIGM EHR data base files.

9.5.1.1 dbAdd

The dbAdd form allows you to perform an add operations on the PARADIGM database.

Synopsis

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```
+ '&cls_code=XXX'
+ '&cls_desc=XXX Description 3'
+ '&cls_type=I';
res=emr_POST(url);
alert(res);
```

Description

file	Defines the PARADIGM file (must be upper case)
fields=value	PARADIGM data fields for file defined in MASTER with values.

This should be used as part of an emr_POST call to send the data.

If successful it will return "0"

If not successful it will return

ERROR: (errno) file: (file number) (file name) (description of error)

9.5.1.2 dbUpdate

The dbUpdate form allows you to perform an Update operations on the PARADIGM database.

Synopsis

```
var url = 'form=dbUpdate'
    + '&preload=YES'
    + '&file=CLS'
    + '&cls_desc=DESC test 3'
    + '&cls_code=XXA'
    + '&cls_type=C';
res=emr_POST(url);
alert(res);
```

Description

file	Defines the PARADIGM file (must be upper case)
	PARADIGM data fields for file defined in
	MASTER with values.
preload	If set to YES, preload will first copy the data from
	the original record, then over write any fields
	passed in. This allows you to do partial updates
	without having to first query, store and send all
	the other data in the file.

This should be used as part of an emrPOST call to send the data.

If successful it will return "0"

If not successful it will return

ERROR: (errno) file: (file number) (file name) (description of error)



9.5.1.3 dbAddUpdate

The dbAddUpdate form allows you to perform an add / Update operations on the PARADIGM database. It will first attempt to Add the record to the data base. If the Add Fails with an Error 2 "Key value already exist in index", it will then update the record with the new values.

Synopsis

```
var url = 'form=dbAddUpdate'
    + '&preload=YES'
    + '&file=CLS'
    + '&cls_desc=DESC test 3'
    + '&cls_code=XXA'
    + '&cls_type=C';
res=emr_POST(url);
alert(res);
```

Description

file	Defines the PARADIGM file (must be upper case)
fields=	PARADIGM data fields for file defined in
value	MASTER with values.
	If set to YES preload will first copy the data from the original record, then over write any fields passed in. This allows you to do partial updates without having to first query, store and send all the other data in the file.

This should be used as part of an emr_POST call to send the data.

If successful it will return "0"

If not successful it will return

ERROR: (errno) file: (file number) (file name) (description of error)

9.5.1.4 dbRemove

The dbRemove form allows you to perform a Remove operations on the PARADIGM database.

Synopsis

Description

file	Defines the PARADIGM file	(must be upper	
	case)		

fields=	fields= PARADIGM data fields for file defined in	
value	MASTER with values. You only need to define	
	the fields that make up the primary key for the file	
	you want to remove the record from.	

If successful it will return "0"

If not successful it will return

ERROR: (errno) file: (file number) (file name) (description of error)

9.5.1.5 dbQuery

The dbQuery form allows you to query data from the PARADIGM database.

Synopsis

Description

	Defines the PARADIGM file (must be upper case)
value	PARADIGM data fields for file defined in MASTER with values. You only need to define the fields that make up the primary key for the file you want to query the record from.

If successful it will return all the data in field=value pairs delimited by tabs.

If not successful it will return

ERROR: (errno) file: (file number) (file name) (description of error)

9.5.1.6 dbSet

The dbQuery form allows you to query data from the PARADIGM database in the form of a set or group based on an duplicate key index.

Synopsis

```
var Murl='form=dbSet&index=Eppl_code_idx&Eppl_patc='+pat_code;
var data=emr_GET(Murl);
if (data.substring(0,5) == 'ERROR') {
        alert(data);
} else {
        rec=data.split('\n');
        for (x=0; x<(rec.length-1); x++) {
            var _patc=gFV(rec[x], 'Eppl_patc', '\t');
            var _idnt=gFV(rec[x], 'Eppl_idnt', '\t');
            var _onst=gFV(rec[x], 'Eppl_onst', '\t');
            var _type=gFV(rec[x], 'Eppl_type', '\t');
            var _prob=gFV(rec[x], 'Eppl_prob', '\t');
```

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<pre>var _stat=gFV(rec[x],</pre>	'Eppl_stat',	'\t');
<pre>var _resl=gFV(rec[x],</pre>	'Eppl_resl',	'\t');
<pre>var _note=gFV(rec[x],</pre>	'Eppl_note',	'\t');

Description

}

}

index	Defines the PARADIGM index name
	PARADIGM data fields for file defined in with values. You only need to define the fields that make up the portion of the key you want to perform the set on.
join	Defaulted to YES, if you do not want the program to perform file joins, set to NO. This can speed up the gathering of data.
output	List of pipe " " separated fields for the output. If left empty all fields from the file will be output. Can used to greatly improve performance by only returning values for requested fields.

If successful it will return all the data in field=value pairs delimited by tabs.

If not successful it will return

ERROR: (errno) file: (file number) (file name) (description of error)

9.5.1.7 dbList

The dbList form allows you to query data all data from a PARADIGM database file in sequential order of entry in the data file (no index). This provides the fastest way to read an entire data file. It is useful when searching based on some string value.

Synopsis

Description

file Defines the PARADIGM file name

If successful it will return all the data in field=value pairs delimited by tabs.

If not successful it will return

ERROR: (errno) file: (file number) (file name) (description of error)

9.5.1.8 rtree

The rtree form allows you to pass an rtree report script along with parameters, generate and display that report. It can be used to gather data from the PARADIGM data files. For a full explanation of the rtree syntax see the PARADIGM Programmers reference.

Synopsis

```
// The report is stored in a continued string variable.. The slash at the end of each
// means a continuation of the line. it is preceded by a new line in the text.
var RTREE = '\
START\n\
VIRTUAL\n\
                      param_1 = "" ? "*" : param_1\n\
            STRING 12
  patc
SEARCH FILE "Etdo.dat" USING_KEY Etdo_code_idx [ patc patc ]\n\
FILE "pat.dat" JTN "Etdo.dat" BY_FIELD Etdo_patc USING_KEY pat_code_idx\n\
SELECT ALL\n\
DISPLAY\n\
 DEVICE
              3\n\
 SCREEN_LINES
              0\n\
IMAGE\n\
REPORT_HDR\n\
+param_1 is @XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
          param_1\n\
+\n\
BODY\n\
+ < TR > n
+<TD>@XXXXXXXXXXX\n\
     Etdo_patc \n\
pat_name\n\
+<TD>@XXXXXXX \n\
     Etdo_date \n\
+ < TD > @XXX \setminus n \setminus
     Etdo_uniq \n\
Etdo_objt \n\
Etdo valu\n\
Etdo_note\n\
+<\TR>\n
REPORT_FTR\n\
+</TABLE>\n\
EXIT\n\
';
var url='form=rtree&report='+encodeURIComponent(RTREE)+'&param_1='+pat_code+'&param_2
var rtree=sjaxPOST(url);
go('rtreedata').innerHTML= rtree;
```

Description

	Contains the rtree script
RPT_	CSets the RPT_CODE variable in rtree (optional)
ODE	
RPT_	NSets the RPT_NAME variable in rtree (optional)

AME	
param	Up to 80 parameters passed to report (optional)
_1	
_80	

This should be used as part of an sjaxPOST call to send the data.

9.5.1.9 Lookup

The Search form allows you to search the PARADIGM data base and return information from that database.

Synopsis

```
var url='?form=Lookup&field=pat_code&value='+patc+'&display=yes';
var pat=sjax(url);
pat_name=getfld(pat, 'pat_name', '\t');
pat_dobf=getfld(pat, 'pat_dobf', '\t');
pat_sexf=getfld(pat, 'pat_sexf', '\t');
```

Description

field	Field to us	e for lookup. Must be an indexed field. It the index is a composite index, only one field				
	needs to be defined from that index. le:					
	the value	idx consists of pol_patc and pol_numb. You may define your field as pol_patc, but for you need to put all the data to look up the record. So your value would consist of data ol_patc and pol_numb with the each field padded properly.				
	value=patc+numb literal value=12345 1 for the primary policy value=12345 2 for secondary and so forth.					
				value	Value to lo	okup
				display		es" it will display all fields in the record. If not set a successful query will return "0", and essful will return an CTREE error code. If set to yes the file information will display.
					EQUAL	Default Value (Search for Equal for primary key)
					GTEQ	Greater then or Equal (Use for Dup keys)
				func	Next	Find the Next value based on the field value passed
Prev	Find the Previous value based on the field value passed					
SET	Get the set of data for a duplicate key.					

9.5.1.10 Search

The Search form allows you to search the PARADIGM data base and return information from that database.

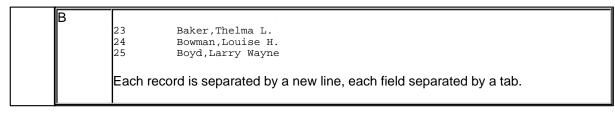


Synopsis

?form=Search&file=PAT&index=pat_name&output=pat_code|pat_name|pat_dobf

Description

output He	s defines the PARADIGM file you want to search. Ie. PAT, GUA, PHY		
	e you define the fields of the data file to output.		
I IIC.	pat_name pat_code pat_dobf		
	is is not defined the entire file will be output.		
index Use	e this defined index to read the file.		
lf n	efined the file will be read in record entry order.		
select Used to provide a select expression for the data.			
IE.	pat_zipc=37932		
Re	ational Operators		
	= Equal		
! !	! NOT Equal		
>	> Greater Then		
<			
}	Greater then or equal		
{}	Less then or equal		
Yo	ו may specify precedence using '()'		
	a logical AND as in pat_zipc=37932*pat_sexf=M		
IS	a logical OR as in pat_zipc=37932 pat_zipc=37911		
coarch So	arch for match in the data. Unlike select that is based on logical operators on defined fields,		
	just looks at the data in the output stream for a match.		
IE.	search=37932 SMITH		
wo	Id find all records that contained both the word SMITH and 37932. SMITH could be part		
of t	he name, address, notes, etc same with 37932. But both would have to be matched for		
	The fiame, address, holes, etc., same with 57952. But both would have to be matched for		
ormat Determines the output format of the data returned			
	record to display.		
	record to display. ermines the output format of the data returned		
IE.	record to display. ermines the output format of the data returned format=DATATAB		
	record to display. ermines the output format of the data returned format=DATATAB IK This is the Default Value, provides data delimited by pipe ' ' characters, wrapped in a		
IE.	record to display. ermines the output format of the data returned format=DATATAB IK This is the Default Value, provides data delimited by pipe ' ' characters, wrapped in a tag that returns th content to a function name "rval" when clicked. This is used for		
IE.	record to display. ermines the output format of the data returned format=DATATAB IK This is the Default Value, provides data delimited by pipe ' ' characters, wrapped in a		
IE.	record to display. ermines the output format of the data returned format=DATATAB IK This is the Default Value, provides data delimited by pipe ' ' characters, wrapped in a tag that returns th content to a function name "rval" when clicked. This is used for PSelect Widget.		
IE.	record to display. ermines the output format of the data returned format=DATATAB IK This is the Default Value, provides data delimited by pipe ' ' characters, wrapped in a tag that returns th content to a function name "rval" when clicked. This is used for <u>PSelect</u> Widget. 11111 Smith,John		
IE.	record to display. ermines the output format of the data returned format=DATATAB IK This is the Default Value, provides data delimited by pipe ' ' characters, wrapped in a tag that returns th content to a function name "rval" when clicked. This is used for <u>PSelect</u> Widget.		
IE.	record to display. ermines the output format of the data returned format=DATATAB IK This is the Default Value, provides data delimited by pipe ' ' characters, wrapped in a tag that returns th content to a function name "rval" when clicked. This is used for <u>PSelect</u> Widget. 11111 Smith,John		
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IE.	record to display. ermines the output format of the data returned format=DATATAB IK This is the Default Value, provides data delimited by pipe ' ' characters, wrapped in a tag that returns th content to a function name "rval" when clicked. This is used for PSelect Widget. 11111 22222 Jones,Tim It also provides spacing so fields line up properly. DVAL Shows fields and values		
IE.	record to display. ermines the output format of the data returned format=DATATAB IK This is the Default Value, provides data delimited by pipe ' ' characters, wrapped in a tag that returns th content to a function name "rval" when clicked. This is used for <u>PSelect</u> Widget. 11111 Smith,John 22222 Jones,Tim It also provides spacing so fields line up properly. DVAL Shows fields and values pat_code=23 pat_name=Baker,Thelma L.		
IE.	record to display. ermines the output format of the data returned format=DATATAB IK This is the Default Value, provides data delimited by pipe ' ' characters, wrapped in a tag that returns th content to a function name "rval" when clicked. This is used for <u>PSelect</u> Widget. 11111 Smith,John 22222 Jones,Tim It also provides spacing so fields line up properly. DVAL Shows fields and values <a gat_code="23" gat_name="Baker,Thelma" l.<br=""><a a="" gat_code="24" gat_name="Bowman,Louise" h.<="">		
IE.	record to display. ermines the output format of the data returned format=DATATAB IK This is the Default Value, provides data delimited by pipe ' ' characters, wrapped in a tag that returns th content to a function name "rval" when clicked. This is used for <u>PSelect</u> Widget. 11111 Smith,John 22222 Jones,Tim It also provides spacing so fields line up properly. DVAL Shows fields and values pat_name=Baker,Thelma L. pat_name=Boyman,Louise H. pat_name=Boyman,Louise H.		
IE.	record to display. ermines the output format of the data returned format=DATATAB IK This is the Default Value, provides data delimited by pipe ' ' characters, wrapped in a tag that returns th content to a function name "rval" when clicked. This is used for <u>PSelect</u> Widget. 11111 Smith,John 22222 Jones,Tim It also provides spacing so fields line up properly. DVAL Shows fields and values <a gat_code="23" gat_name="Baker,Thelma" l.<br=""><a a="" gat_code="24" gat_name="Bowman,Louise" h.<="">		
IE. LIN	record to display. ermines the output format of the data returned format=DATATAB IK This is the Default Value, provides data delimited by pipe ' ' characters, wrapped in a tag that returns th content to a function name "rval" when clicked. This is used for <u>PSelect</u> Widget. 11111 Smith,John 22222 Jones,Tim It also provides spacing so fields line up properly. DVAL Shows fields and values <pre>pat_code=23 pat_name=Baker,Thelma L. pat_code=25 pat_name=Boyd,Larry Wayne</pre>		



9.5.2 quicklist

Search, remove add and update data to a quicklist.

Synopsis

form=quicklist&file=test&search=bean

Description

file	The name of the list file			
add	Key to add or update			
info	Additional data to add with key			
data	Get all data from list with each record terminated by a newline. Does not work with search			
remove	Key to remove			
Search	Search data return in HTML format for selection (Used by QuickList.htm)			
rem	If set to "no" it will not display the remove button in the HTML data.			

9.5.3 system

The will allow you to execute system commands and have the response returned as text. It is helpful for getting information from system files to use.

Synopsis

form=system&cmd=cat /usr/paradigm/emr/etc/001/buttons.dat

Description

cmd	This is the command to execute
bgm	Run process in background and send output to the a file named in bgm (does not return
	any output)

9.6 Other Resources

9.6.1 Images

PARADIGM EHR includes a library of images that can be used within your custom PDD or HTA applications. These are found in the images folder on the server, or if you have downloaded the library to your PC under C:\QRS\EMR_LIB\image

Part 10

Electronic Signatures

10 Electronic Signatures

An **electronic signature** is any legally recognized electronic means that indicates that a person adopts the contents of an electronic message. The U.S. Code defines an **electronic signature** as "an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record."

PARADIGM EHR utilizes electronic signatures for the purpose of locking documents and verifying they have not changed. It does this with the use of a signature file. The signature file contains the who (user), what (file), when (time) and why (reason) a document was accepted or signed off on. Once a document is signed it can not be modified (Edited) within the PARADIGM EHR system unless the signature is retracted. If the file is modified in any way the signature will be rendered invalid. Also if any attempt is made to modify the Signature file the signature will be rendered invalid.

This prevents forged signatures from being applied to documents, as well as keeps documents from being changed after they have been signed.

NOTE

Some files types such as PDD and HL7 are used to create dynamically generated human readable images by the program. As new features are added to the program it may change the way the file is displayed. The signature applied to these file types validates that the data in the file has not changed even though the human readable output may differ.

10.1 Technical

Signature files used to store signature information utilize encryption to store the signature data. The signature file is stored in the patients Encounter tab at the root level. It has name that has an extension of ".SIG". The file name itself is a hash of the content file information. This in conjunction with the fact that the file "SIG" file is encrypted provides some security as to which file(s) the signature actually belongs to. Although if you can actually see the signature in the software you may be able to discern the "SIG" file by looking at the time and date stamp of the signature and comparing that to the time and date stamp of the "SIG" file at the operating system level.

However the "SIG" file is encrypted which would prevent it from being modified. If modified directly in it's encrypted form the resulting file when decrypted would have corruption and thus the PARADIGM EHR software will render it invalid. The Encryption itself is based upon a digital signature (hash) of file (s) that are signed. Thus if the file(s) is modified in any form the signature "SIG" file will not decrypt and be rendered invalid by PARADIGM EHR.

Just as real signatures can be forged, so can Electronic Signatures, but the above process even though documented makes it very difficult to accomplish without proprietary knowledge of encryption keys and methods used.







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