

Screen Layout

5.1 PATIENT INFORMATION SCREENS

Patient Information Screens are the Key to the Flexibility of your System. These screens make it possible for you to Access and Modify an Entire Patient Record without switching back and forth between Menus.

5.2 DISPLAY PATIENT SCREENS

From the Primary Menu you may find or change Patients using the Patient, Post, Ledger, or Charts Icons.



5.3 FINDING PATIENTS

When you select a patient record Icon from the Primary Menu to Find Patient screen will appear. You can click options to find the patient by their name, first name, telephone number, birth date, or social security number.

Name	Street	Soc Sec #	Acct #	Age
SIMPSON LISA J	2900 Grand Ave	333-33-3333	152	36
STEWART MONICA A	2900 Kirks Lane	333-33-2222	140	55
STONE MARINA A	23 Walnut Lane	333-88-8444	26	27
SZOSTALO VERONICA M	23 & Pagely, #C	999-77-3333	87	39
THOMAS KELLY S	23 & Pagely, #C	999-77-3333	47	39
TRELOAR RICHARD	2900 Kirks Lane	333-33-2222	148	55
TURNER KALA A	3628 Curve Road	222-23-2222	45	60
TYLER KEISHA N	18384 Manchester Rd	111-33-2222	86	41
WALLACE MIKE R	3628 Curve Road	222-23-2222	141	60
WALTON EBONY M	2938 18th Street	555-77-3333	80	68

GOODALL	HAL	01708
ADAMS	LOELLA	02340
ADAMS	DEAN	V 02979
ABDULLAH	RAKIA	03256

As you type in a last name, automatically after you type in the first three letters of the last name the list will begin to fill up. The more you type in the more unique matches will appear to select from.

Screen Layout

Once on a patient screen you can find patients by different methods.

A. Click the Name List Icon (Binoculars). When prompted, type in the first few Letters of the Last Name you want. Press Enter. You will see a List of Names from which to choose. You may scroll through the List and select any Patient by clicking with the Mouse on the Desired Name.

B. Type the Account Number in the Acct. No. Field and select the Acct. Icon, the Tool Bar Folder Icon.

C. If the Patient displayed is a Member of a Family, you will be able to view a List of Family Members and Balances. Click the Fam List Icon, Group of People, to see Another Family Member's Record. Then you may select any Family Member by simply clicking on their Name.

D. Move to the Next or Previous Patient alphabetically by using the Next Name and Prev Name (Left and Right), Arrow Icons.

5.4 ADD/EDIT PATIENT INFORMATION

The patient demographic screen is called the General Information screen.

A. The top text toolbar lets you access and perform many functions, including accessing different patient data screens under the top Windows Option.

B. The top Icon toolbar lets you quickly switch to other patient screens.

C. The Patient Information can be viewed or changed.

General Patient Info - JOHN DOE DDS PC: 00002 Shallcross Nancy

Menu Help Undo Clear Find Print Tools Window

New Acct Save Print Find Prev Next Fam Gen Led Post Ins Sch Img Chr Sel Exit

2 Name SHALLCROSS NANCY

Acct No Address 2900 Grand Ave

City St. Louis State MO Zip C

Birthdate 12 23 1953 Soc Sec No

18 EPIC LIFE INS CO

Picture WebCam

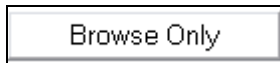
ACTIVE Status

Home 314 443 4344 Resp Acct MD

Work 636 344 3434 Cell 1 618 333

Screen Layout

When the General screen is displayed if you see a flashing Browse button, then before you can change the information you must click this button.



Remember that you may enter or change Data where the Cursor is flashing. To move the Cursor, use your mouse or use the Tab and other Keys described in Chapter 2. After making Changes, you can Press the Save Icon, Diskette. But, if you Switch Screens you're changes will automatically be saved.

When you click on a field the whole field will turn blue, if you wish to change only part of the field use the little arrows on your keyboard to position where you wish to change, then type and use the insert and delete keys to make your change. If however, you wish to retype the entire field, once it turns blue, just start typing.

If you forget to Press the Save Icon before moving to Another Patient's Record, your changes are **automatically** saved. So, if you make a Change and you want to Reverse the Change, then select the Undo Top Menu Option.

To make Name Changes, use top toolbar "Tools" option, then select the "Change Name" option..

NOTE: You may type Information in all lower case; when you Save the Information it will automatically be Capitalized for you.

5.5 CHANGING SCREENS

You may directly switch to Other Major Patient Screens by using the Top Tool Bar. If you place the mouse over a Icon for a few seconds a helpful hint will pop up.



Use the Exit Icon to return to the Primary Menu.