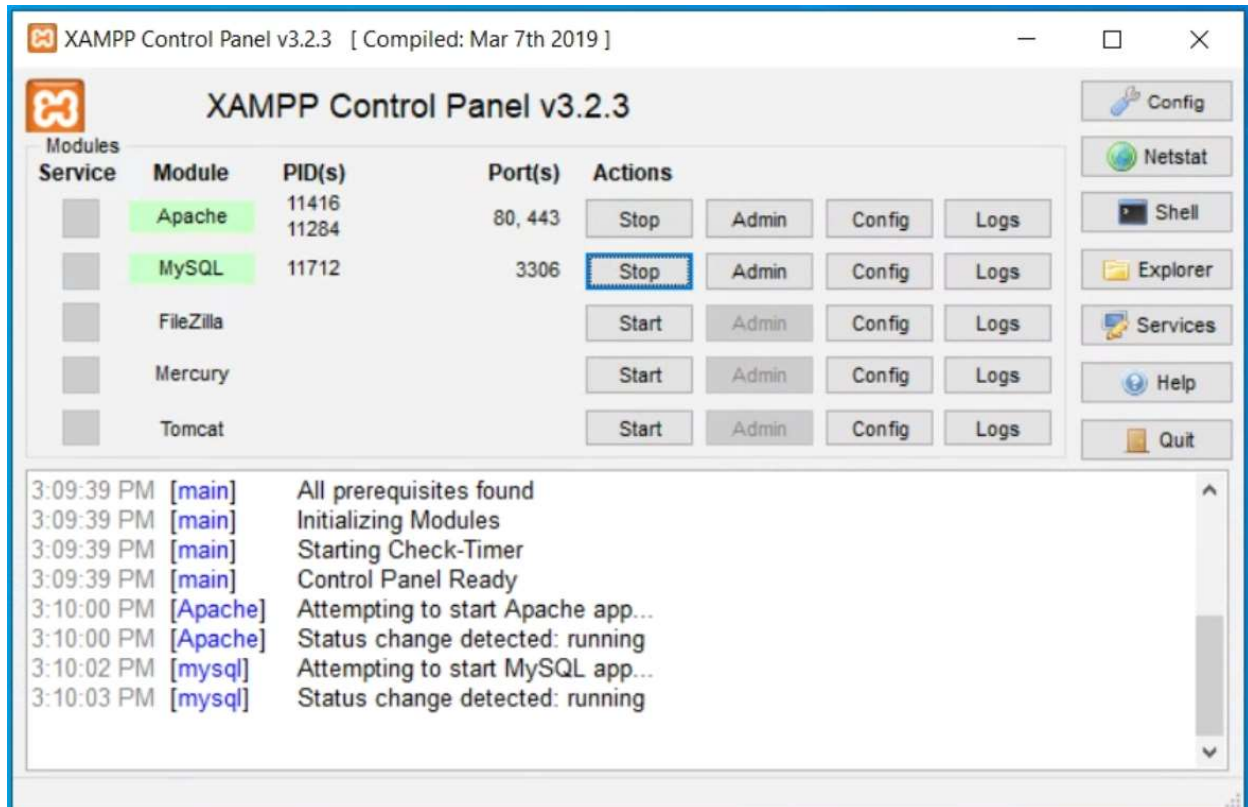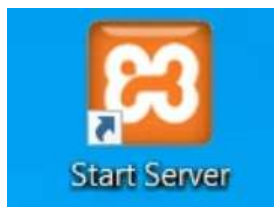# We Health Training
By Don Bremer

Starting the Server

You know that the server is running if you see this screen:

If not, double-click the dog bone:

Start Apache first – then MySQL.

Getting to the server

Every computer that has been given access to the server should be able to type http://calendar/openemr/ to get the login screen. You must have your own Username and Password to log in.

Base screen

Tabs:

- Calendar
- Flow Board

Smaller Calendar

Providers – Just We Health Clinic

Timecodes – Color Coded depending who needs it

Upper Right-

- Who is logged on
- Messages you may have

Buttons to Help with calls:

- Dr. Days current month
- Dr. Days +1 month
- Dr. Days +1 year
- Patient Funding Data
- Refresh/Day/Week/Month

Then – who is on call that day:

- AB Doctor

- Call Doctor
- Repro Docot
- Staff
- The printer is the call schedule

Schedule a Call Doctor

Click on the Call Doctor Link:

WE Health Clinic Scheduling

Call Doctors for 06-02-2020 :

Dr. Call

Previous Call Doctors: Doc Holliday , Dr. Allcall , Dr. Call , Dr. Caller , Dr. Callme , Dr. Callme , Dr. Callonme , Dr. IllCallU

Start Time : 17:00 ▾   End Time : 20:00 ▾

Schedule   Cancel

Schedule An AB Doctor

Click on the AB Doctor link.

WE Health Clinic Scheduling

Doctors on staff for 06-02-2020 :

Previous Doctors: Call Doc , Doc Holliday , Doc Sev , Doc Severenson , Dr. Detroit , Dr. Holliday , Dr. Johnson , Dr. Jones

Schedule   Cancel

AB Doctor: Doc Holliday   Call Doctor: 🖶   Repro Doctor: Staff:

Schedule a day to be open

Click on the start time and then Provider.

Now you have a blue block to add people in to.

Doctor Days Per Month

Now that we have a doctor during the month – we can create a sheet from Dr. Days + 1 month

Abortion Dates

2020-06-02 - Tuesday - Doc Holliday

Call Dates

Reproductive Doctor Dates

Adding an existing patient appointment

So someone rings in and you can check to see when the next appointment is. Select on an available time during that day:

Abortion Appointment will give you a reminder:

calendar says

Remember to Ask:

* This process will take 10 minutes.
* Do you have something to write with?
* Did you have a Positive Pregnancy Test?

OK

Patient Search

×

Search by: Name ∨ for: Smith   Search

7 records found.

Name	Phone	SS	DOB	ID
Smith, Alice	218-555-1212		1980-01-01	17
Smith, Dil	218-999-1515		1984-01-01	23
Smith, Echo	218-999-1999		1990-01-01	24
Smith, Golf	218-999-9987		2006-02-27	26
Smith, Ike L	218-997-8989		2003-01-01	27
Smith, Juliet	218-987-4685		2003-04-05	28
Smith, Kilo	218-555-1251		2006-01-01	29

Patient | Provider

Category: Doctor ∨   ○ All day event

Date: 06/02/2020 Code:060220   ● Time 8 : 45 AM ∨

Title: Abortion   duration 15 minutes

Title Examples for Doctor:
Abortion, IUD, Wellness, Nextplanon, Hormone, MD Visit

Patient: Smith, Alice   ☑ Previous Patient? Label?

LMP 05/05/2020 📅 Abortion Type: UNK ● SAB ○ MAB ○

Comments: This is an insightful comment
This shows
on Flow Board   If a minor, please note how they will satisfy parental notification law!
as Appointment

Funding Notes: FFUND

Save Find Available Delete Cancel Create Duplicate

8:00
8:15
8:30 08:30 IN
8:45 08:45 - 👤 Smith,Alice
9:00
9:15

Setting up an "Encounter"

The initial phone call is really an encounter. This is because you have to go over certain items with them (remember the 10 minutes and something to write with 😊 ?)

So, you can actually open an encounter with them using the + near the patient on top.

This is where you can get the callers info and (if needed) inform a staffer of some medical condition.

Let's just say they have a bleeding disorder

With this – you may want to alert the nurse about this:

After saving – we have two forms to fill out:

First is 24 hour MD appt

If you fail to receive the state mandated information from the physician, your abortion appointment will be canceled.

Notes: | Some notes here

2020/06/02 03:56:18pm | Call Dates:
◉ 2020-06-02 with Dr. Call between: 17:00-20:00

Signed by: dbremerAdmin
Date and Time: 2020/06/02 03:56:18pm

[Save] [Don't Save]

Then, you have to go through all the stuff they should know:

Summary | AB Appt Info ✖

[Save] [Don't Save]

WE Health Clinic, P.A., 32 E. 1st St., Suite 300, Duluth, MN 55802 218-727-3352

AB Date Information

Current Date: 2020/06/02

☑ Toggle All

☑ Patient Initials

Now you can print off the Mandated information:

Call Schedule

Before anything happens – you give the call schedule to the doctors:

WE HEALTH CLINIC   Dr. Call   Date: 2020-06-02
                          WE Health (218) 727-3352   Time: 17:00-20:00

	Name	S/M	Text	Age	Telephone	Gest Age	Appt Date	Appt Time	Consultation Date	Consultation Time	Call Complete
1	Alice S.	?	YES	40	218-555-1212	4 weeks	2020-06-02	08:45:00			

Clinic Day – Looking at the Flow Board

Total patients: ① | None: ①

⚙ ♻ ▲ Print Daily Schedule Print Dr. Days Kiosk

PID	Patient [Note]	Appt Date	Appt Time	Appt Status	Visit Type	Appointment [Note]	Funding Notes	Label	Updated By
17	Smith, Alice [P]	06/02/2020	08:45	None	Abortion	This is an insightful comment	FFUND	Label	dbremerAdmin

Currently, you have the Daily Schedule. The button "Print Daily Schedule" will get you what you are looking for!

WE Health Daily Appointment Calendar | Date : 2020-06-02

Staff Scheduled:
Providers Scheduled: (AB):Doc Holliday, (Call):Dr. Call
Required Skills: Doctor

Time	Arrived	Appointment *=minor [p]=Prev. Pat.	Phone Number	Notes	N/S Texted?
08:00					
08:30		Smith, Alice (1980-01-01)[p] -Abortion-?	218-555-1212	This is an insightful comment Funding (MA) : FFUND--YES	
09:00					

When a Patient Arrives

The computer can actually tell people where the patients are during their visit. To put where the patient is, click the "Appt Status" Link.

Viewing the Patient information

Click on the patient name to get the Medical Record:

Medical Record Dashboard - Alice Smith

🗑 Delete   Print Label

| Dashboard | Report | Issues |

Billing (expand)

Edit Demographics (collapse)

Who | Contact | Visibility | Guardian

Name*: ⓘ Alice Smith   DOB*: 01/01/1980
Legal Name: Alice   Legal Sex: Female
Gender Identity: CIS Female   Gender Identity (if other):
Previous Names:

Edit Insurance (collapse)

Primary | Eligibility

Primary Insurance until Present:
MA   **Subscriber:**
1   (self)
St. Paul, MN 55555   **Notes:** Some Notes
Policy Number: 111
Plan Name: Med Ass
Group Number: 42

AB Paperwork (collapse)

Paperwork Date: 2020-06-02 15:58:28
Sched. Call Time: 2020-06-02-17:00-20:00

Edit Clinical Reminders (collapse)

Measurement: Mammogram (Past Due) ?
Examination: Pap Smear (Past Due) ?

Add Appointments (collapse)

06/02/2020, 08:45 am (Tuesday)
Status(>) Doctor Com
We Health Clinic

Recurrent Appointments (collapse)

None

Edit Medical Problems (collapse)

Blood Clotting

Edit Allergies (expand)

Edit Medications (expand)

Putting in a new patient

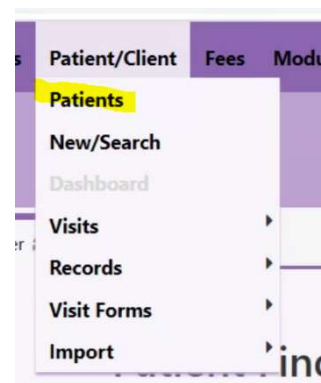So, what if we get a call and the patient isn't in the system? We have to add a new patient.

To see all the patients, use the Menu bar and select patient:

Patient Finder ↗ 🔍

➕ Add New Patient

Show 50 entries   Search:

Full Name	Home Phone	SSN	Date of Birth	External ID
Abbott, Sara	219-345-6621		01/01/1970	19
Bravo, Kilo	218-555-1212		01/01/1998	20
Brimley, Wilferd A			01/01/2000	8
Casey, Mike			05/20/1960	6

Patient/Client Fees Mod
Patients
New/Search
Dashboard
Visits   ▶
Records   ▶
Visit Forms   ▶
Import   ▶

Now, select on the button for Add New Patient. The new patient form comes up. This should be pretty self-explanatory to you.

Anything starred is required.

Reminder/Recalls

Finally, we want to call someone for a follow-up 3 months from now. To do this, go to the Messages item on the Menu. This encompasses three items: Messages to you, reminders for other staff, recalls for patients.

Messages, Reminders, Recalls

Messages	Reminders	Recalls

MY MESSAGES

Show All | Active Messages | Show Inactive

From	Patient	Type	Date	Status
Administrator, Administrator	Echo, Juliet (Notes)	Please Review this Patient	01/31/2020	New
Administrator, Administrator	Moss, Donna (Notes)	Please Review this Patient	12/27/2019	New
Administrator, Administrator	Johnson, Beth (Notes)	Please Review this Patient	12/26/2019	New

+ Add New   🗑 Delete

3 of 3

For a patient, use the Recalls location.

NEW RECALL

Create a reminder to schedule a future visit .

Name		DOB	-
Recall When	Last Visit: [____] ○ plus 30 days ○ plus 90 days ○ plus 180 days Date: [____]	Address	
		Home Phone	
		Mobile Phone	
Recall Reason		SMS OK	○ YES ○ NO
Provider	Health Clinic, We	AVM OK	○ YES ○ NO
Facility	WE Health Clinic	E-Mail	
		E-mail OK	○ YES ○ NO

+ Add Recall

* N.B. Demographic changes made here are recorded system-wide.

NEW RECALL

Create a reminder to schedule a future visit .

Name	Lincoln, Abby	**DOB**	1960-01-01 - 60 years old

Recall When

Last Visit: 02/28/2020

○ plus 30 days
● plus 90 days
○ plus 180 days

Date: 05/28/2020

Recall Reason Post-op check

Provider Health Clinic, We

Facility WE Health Clinic

Address
123 Main
Duluth MN 55812

Home Phone 218-555-1212

Mobile Phone

SMS OK ● YES ○ NO

AVM OK ● YES ○ NO

E-Mail

E-mail OK ● YES ○ NO

+ Add Recall

N.B. Demographic changes made here are recorded system-wide.