For All Roles

General AHLTA Information

Remove Tool Bar

1. Select **Tool Bar** from *View* drop-down menu.
2. Select **None**.

Set Startup Options

1. Select **Startup Options** from *Tools* drop-down menu.
2. Select startup option.
3. Click **OK.**

Set Appointment Properties

1. Select **Change Selections** button or **Options** on the Pt ID Line.
2. Select **Clinic** and **Provider** preferences.
3. Select **Today Only.**
4. Select **Set Selections as Default** button.

Set Appointment Display

1. Click and drag column to preferred place.
2. Select **Change Selections** button.
3. Select **Set Column Order as Defaults** button.

Lock and Unlock Workstation

1. Press **CTRL + Z** keys to lock.
2. To Unlock Workstation, select application from *Status* bar.
3. Re-enter your *Password.*

AHLTA Help

1. Select **Help Topics** from the *Help* drop-down menu.
2. Search by module or key word.

Support Staff may also find the following helpful:

Clerk/Records Review QRG

Rev 2.2

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GLOBAL INFORMATION for QUALITY CARE

Support Staff Quick Reference Guide (QRG)

Support Staff may also find the following helpful:

Clerk/Records Review QRG

GLOBAL INFORMATION for QUALITY CARE

Encounter Summary Properties

1. With eSF600 open, click **Options** on Pt ID Line.
2. Select **AutoCite** preferences.
3. Set **Auto-save** interval.
4. Click **OK.**

Document Screening

1. With eSF600 open, click **Screening**.
2. Select *Reason for Visit* from Patient Problem List, Clinic Favorites List or Search and click **Add**.
3. Click **Verify Allergy** on the Action Bar.
4. Select *Verified This Encounter* check box, if information is correct and click **Close** on the Action Bar.
5. Click **Close** on the Action Bar.

Document Vital Signs

1. With eSF600 open, click **Vitals**.
2. Select correct filter; *Adult, Obstetric, or Pediatric.*
3. Select **Orthostatic** or **Standard Vitals** entry.
4. Enter vital signs, using modifiers if needed.
5. Enter **Habits** and **Pain Severity**.
6. Document appropriate procedures.
7. Click **OK**.

Add a Medication or an OTC

1. In *Folder List*, click **Meds.**
2. Click **Add** on Action Bar.
3. Click **Record OTC/Outside Medications** and then click **Medications**.
4. Search for appropriate medication and click **OK**.
5. Enter appropriate *Sig, Ordering Provider* and *Order Start Date*. Click **OK**, and then close the module.

Add an Allergy

1. With patient selected, click **Allergy** from *Folder List.*
2. Click **Add** on the Action Bar.
3. Select *Allergen* from the drop-down list, or perform a search by clicking **Allergen** button.
4. Select *Reaction* from the drop-down list, or perform a search by clicking **Reaction** button.
5. Document *Info Source, Onset* and *Comments.*
6. Click **Save** at the bottom of the screen and **Close** on the Action Bar

Add a Problem, Procedure or Family History to a Patient Record

1. In *Folder List*, click **Problems**.
2. Select *Problem List, Historical Procedures* or *Family History* and click **Add.**
3. Search for or select a diagnosis or procedure from **Search, Clinic List** or **User List** and click **OK**.
4. Enter appropriate information in *Onset Date, Status, Chronicity and Source* fields.
5. Enter *Comments* if required.
6. Click **Save** then close module.

Document S/O

1. With the eSF600 open, click **S/O**.
2. Select appropriate S/O template or AIM form.
3. Select appropriate **HPI, PMH,** and **ROS** terms.
4. Close module.

Note: Ensure you use the same S/O templates and AIM forms your provider uses.

Add an Additional Provider to eSF600

1. With the eSF600 open, click **Add Provider** on Action Bar.
2. Select additional healthcare professional from drop-down list or search utilizing ellipsis button.
3. Select appropriate role from *Role* drop-down list.
4. Click **OK**.

Document Procedures in A/P

1. With eSF600 open, click **A/P**.
2. Click **Procedure** tab.
3. Select the appropriate CPT or HCPCS procedure from the *Favorite Lists* or search for the procedure.
4. Click **Add to Encounter**.
5. Close module and click **Yes** for the *A/P Warning* window.

Administer a Patient Questionnaire

1. With the eSF600 open, click **Patient Questionnaires** in the *Folder List.*
2. Click **Interview** on the Action Bar.
3. Search for and select appropriate questionnaire.
4. Click **Options** to change question view.
5. Complete questionnaire. Click **Add Comments** to add comments to a specific question.
6. Click **Done** on the Action Bar.
7. Click the **Encounter** on the Action Bar and select appropriate encounter.
8. Close module.

Add a Wellness Schedule Reminder

1. In *Folder List*, click **Wellness**.
2. Click the **Wellness Schedule** tab and click **Add** on the Action Bar.
3. Select a Wellness Item from the drop-down list.
4. Specify a Patient Specific Schedule from the drop-down list.
5. Click **Save.**
6. Close module.