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.

Nurses may also find the following helpful:

Clerk/Records Review QRG

Support Staff QRG

Rev 2.2

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GLOBAL INFORMATION for QUALITY CARE

Nurse Quick Reference Guide (QRG)

Nurses may also find the following helpful:

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AHLTA
GLOBAL INFORMATION for QUALITY CARE

Document a Telephone Consult

1. In *Folder List*, click **Telephone Consults**.
2. Select appropriate Telcon and click **Open** on Action Bar.
3. Document Telcon in Provider *Note*.
4. Click **Transfer** on Action Bar to transfer to provider.

Create New Questionnaire

1. In *Tools* folder, click **Questionnaire Setup**.
2. Click **New** on Action Bar and enter **Name of Questionnaire** in *Name* field.
3. Enter questionnaire instructions in *Instructions to Display* field.
4. Click **Add** to create a new question in the *Question Text* field.
5. Select **Answer Type** from the drop-down list and enter appropriate answers.
6. Click **Save** on Action Bar when all questions are entered.

Note: Do not click **Add** after last question.

7. Click **Mark Ready** on Action Bar and close module.

Change Health History Display

1. In *Folder List*, click **Health History**.
2. Click **Options** on the Pt ID Line.
3. Select desired modules and drag to appropriate location.
4. Click **Align**, and then click **OK**.

Create Free Text Template

1. With eSF600 open, click **S/O**.
2. Select **PE** tab.
3. Click **Notepad** icon in the upper right hand corner.
4. Enter type of template; i.e. PROCEDURE, EDUCATION, etc.
5. Enter free text and then click **OK**.
6. Click **Save As** on Action Bar.
7. Enter name of template and click **Save**.
8. Close module.

Copy a Laboratory or Radiology Result to eSF600

1. With eSF600 open, click **Lab** or **Radiology** in the *Folder List*.
2. Select desired laboratory or radiology result.
3. Highlight result to be copied.
4. Right click on highlighted results and click **Copy to Note**.
5. Click **Close** on Action Bar.
6. View results in eSF600.

Immunizations Admin Setup

1. In *Folder List*, click **Immunizations Admin**.
2. Select **User Defined Groups**.
3. Click **Add** and enter name of *User Defined Group*.
4. Highlight *User Defined Group*.
5. Select vaccine from *Generic Vaccine Names* and move vaccine to *Assigned Generic Vaccine Names*.
6. Click **Vaccine Management**.
7. Select **Default Site** and **Default Clinic**.
8. Click **Mfg/Lot Nbr** and enter appropriate information for each vaccine.
9. Click **Close**.

Administer Immunizations

1. In *Folder List*, click **Immunizations**.
2. Click **Edit Groups** and select appropriate group and move to *Groups Selected*.
3. Click **Close**.
4. Select *Vaccination Group* and click **Give Vacc**.
5. Verify correct vaccines and click **OK**.
6. Verify information in *Vaccines* Select window and click **OK**.
7. Close module.

Append a Previous Encounter

1. In *Folder List*, click **Previous Encounters**.
2. Select appropriate previous encounter.
3. Click **Append Narrative** on Action Bar.
4. Document note and click **Save and Sign**.
5. Review note, enter your password and click **Sign**.

Screening Notification

1. In *Tools* folder, click **Screening Notifications**.
2. Click **Change Selections** and select appropriate reminders.
3. Click **Down** arrow to select reminder.
4. Verify *Provider* in PCM field.
5. Select patients to notify and click **Notify** on Action Bar.
6. Select notification option and click **OK**.
7. Close module.