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

- Select **Change Selections** button or **Options** on the Pt ID Line.
- Select **Clinic** and **Provider** preferences.
- Select **Today Only.**
- 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.

Providers may also find the following helpful:

Clerk/Records Review QRG

Support Staff QRG

Nurse QRG

Rev 2.2

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GLOBAL INFORMATION for QUALITY CARE

Provider Quick Reference Guide (QRG)

Providers may also find the following helpful:

Clerk/Records Review QRG

Support Staff QRG

Nurse QRG

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. Select diagnosis from *Problem List*, *Favorites* or *Search* and click **Add**.
5. Select appropriate **E&M** code from drop-down list.
6. Select *Save and Sign*, *Save and Return to Encounter*, or *Save and Open A/P*.
7. To sign, enter password and click **Sign**.

Append or Amend a Previous Encounter

1. In *Folder List*, click **Previous Encounters**.
2. Select appropriate previous encounter.
3. Click **Append Narrative** or **Amend Encounter** on Action Bar.
4. Document note and click **Save and Sign** or make appropriate entries in *S/O* or *A/P*.
5. Review note, enter your password and click **Sign**.

Copy Forward from Previous Encounter

1. With eSF600 open, click **Previous Encounter** in the *Folder List*.
2. Select encounter to be copied forward and right click.
3. Select **Copy Forward**.
4. Click **S/O**.
5. Review *HPI*, *PMH*, *ROS* and *PE* tabs and make any necessary changes.
6. Click **AutoEnter**.
7. Document **A/P** and complete encounter.

Document an Encounter

1. With the eSF600 open, click **S/O**.
2. Select appropriate S/O template or AIM form.
3. Select appropriate **HPI, PMH, ROS** and **PE** terms.
4. Click **A/P** on Action Bar.
5. Select appropriate diagnosis(es) from *Problem List*, *Favorite Lists* or *Search* and **Add to Encounter**.
6. Select appropriate procedures or patient instructions from **Procedure** and **Other Therapies** tab.
7. Select lab, radiology or medication orders from **Order Set** tab or order from **Order Lab, Order Rad** or **Order Med** tab.
8. Click **Disposition** on Action Bar.
9. Document appropriate *disposition, follow up requirements and discussion items.*
10. Review **E&M** code and click **Sign** on Action Bar.
11. Review note, enter password and click **Sign**.

List Management

1. In *Tools* folder, click **List Management**.
2. Select **My Diagnoses** or **My Procedures**.
3. Click **Add** on Action Bar.
4. Search for and select appropriate diagnosis or procedure and click **OK**.

Note: If you have appropriate privileges you can also create Clinic Favorites Lists.

5. Close module.

Alert Review

1. Select **Alert** icon on Pt ID Line, or in *Folder List*, click **Alert Review**.
2. Select appropriate alert and click **Address Alert** on Action Bar.
3. To remove an alert, click **Delete** on Action Bar.
4. Close module.

Edit S/O Template

1. With eSF600 open, click **S/O** and then click **S/O Template**.
2. Select template to edit and click **Edit** on Action Bar.
3. Remove terms by deselecting term in left pane.
4. Add terms using **FindTerm, Dx Prompt** or **Prompt**.
5. Click **Save As** on Action Bar to save your template.

Note: Rename your template so you can recognize it and do not share.

6. Click **Close** on Action Bar and click **Refresh** to review new template.

Edit Encounter Template

1. In *Folder List*, click **Template Management**.
2. Click **Search** on Action Bar.
3. Search for appropriate template.
4. Click **View/Edit**.
5. Remove and add terms to the *Diagnoses*, *Notes*, *Templates*, *Procedures* and *Other Therapies*.
6. Click **Save As** on Action Bar to save template.
7. Close module.

Create Order Set

1. With eSF600 open, click **A/P**.
2. Order and **Save to Queue** appropriate labs, radiology and medications.
3. Click **Save As** on Action Bar.
4. Close module.

Merge Encounter Templates with Order Set

1. In *Folder List*, click **Template Management**.
2. Search for and select templates to be merged.
3. Click **Merge** on Action Bar.
4. Click **Save As** on Action Bar.
5. Close module.