



254 Broad Street SW • Cleveland, TN 37311 • 423-479-6729

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# MedServices

## Visits



User Manual

Version 5

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## User's Guide

All of the software features, steps, and system values are include in this manual, but may not be available to every user. The following Icons will be used throughout this and other MedServices manuals.



**UNIVERSAL COMMAND:** A command that will work in all modules or is a common operation in all modules.



**SHORT CUT:** This is a time saving tip or another way to do the same task.



**IMPORTANT:** Pay close attention to these directions.



**DATABASE:** Information about the information stored in MedServices.

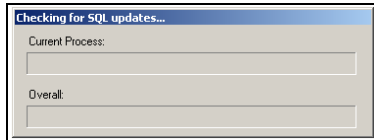
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Before you can login to MedServices, you must have a User Name and Password. Only users with Administrative rights can set up new users and reset passwords.

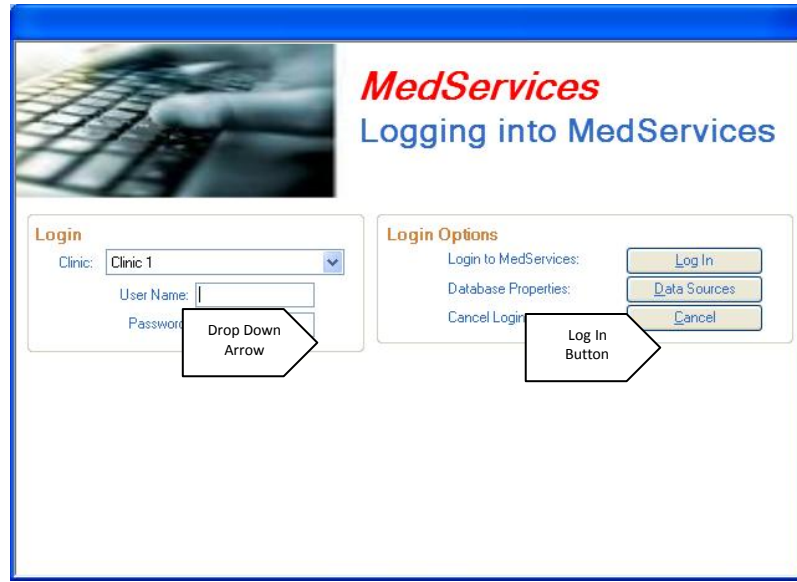
## Logging In

**Updates:** MedServices automatically checks for updates each time the software is opened.



### Logging into MedServices:

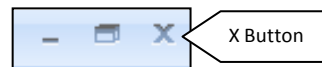
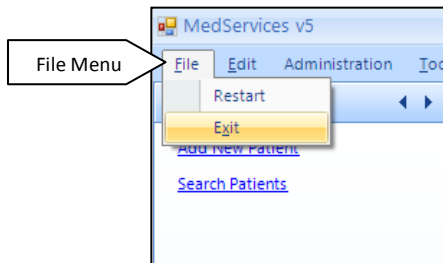
1. Click on the drop down arrow to display a list of clinic names.
2. Click on the desired clinic name to enter the clinic name into the Clinic text box.
3. Hit the TAB key on the keyboard to move the cursor to the User Name Field
4. Type in a User Name
5. Hit the TAB key on the keyboard to move the cursor to the Password Field
6. Click on the Log In button



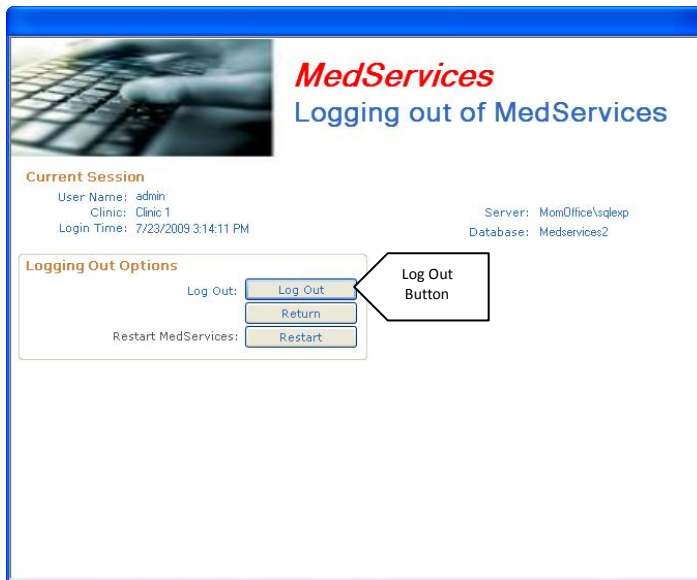
User Names and Passwords are case sensitive. Each user is assigned permission to Add, View, Edit, or Delete data in each module. Only users with Administrative rights can change these permissions.

### Logging out of MedServices:

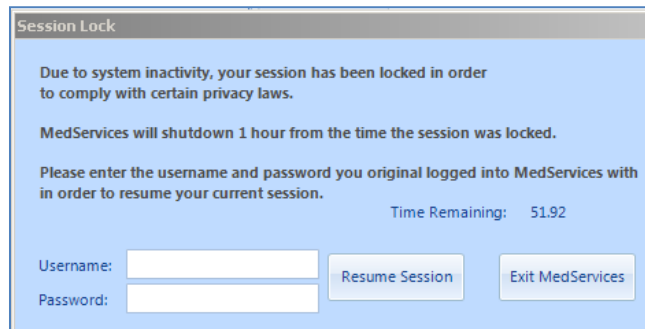
1. From the File menu select the Exit command or click on the X button in the top right corner of the MedServices V5 Window.



2. Click on the Log Out button to Exit



MedServices will automatically lock the screen and require the user to log back in after 10 minutes of inactivity. This is a system setting dictated by HIPAA requirements and cannot be changed by an Administrator.



## Facility Home Page

MedServices opens with the MedServices Today page displayed on the Facility Home Page Tab. Statistics from the current days activities are tracked on the MedServices Today page. The Patient Module is the default Active Module.

The screenshot shows the MedServices Today interface with several callouts:

- Show/Hide Module Navigation Bar Button:** Points to the 'Patients' tab in the top navigation bar.
- Active Module Window:** Points to the 'Patients' tab in the top navigation bar.
- Links to open an Instance of the Active Module:** Points to the 'Add New Patient' and 'Search Patients' links.
- List of Open Instances of the Active Module:** Points to the 'Open Instances' dropdown menu.
- List of Available Modules:** Points to the 'Open Module Instances' list containing items like Bill Tracker, Donors & Donations, Drug Inventory, MedServices WinPAP, Patients, MedServices Schedule, MedServices Rx, Visits, Volunteers & Time, and Patient Module.
- Active Module:** Points to the 'Patients' item in the 'Open Module Instances' list.
- MODULE NAVIGATION BAR:** Points to the top navigation bar.
- Available Module Navigation Buttons:** Points to the 'Add New Patient' and 'Search Patients' buttons.
- Menu Bar:** Points to the File, Edit, Administration, Tools, Reporting, Help menu.
- Open Instance Navigation Buttons:** Points to the 'Refresh' button at the bottom right.

The Clinic's Database automatically refreshes every 3-5 minutes. When making a change to the system like entering a new patient or scheduling an appointment, other users will be able to see the update within 3-5 minutes. Users can manually refresh their system by using the Refresh Button.



Manually Refresh Database

## Patient Visit Records

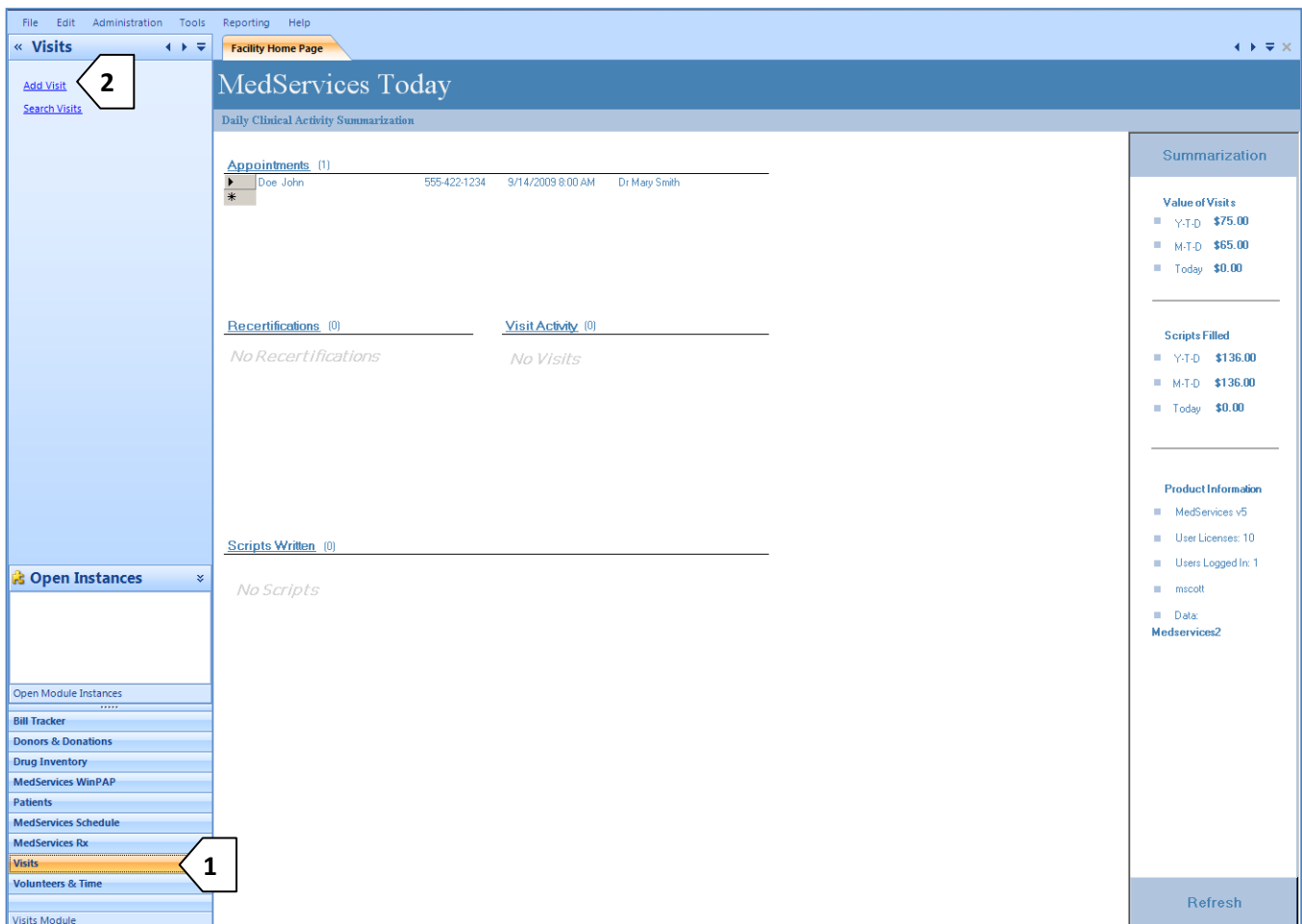
A Patient Visit Record can only be created for a patient with an existing Patient Record. (See: Patient Records Manual) Use the New Patient Wizard or the Schedule Module to add a patient record to MedServices. The Patient Visit Record will be linked to the appropriate patient record.

## Printing a Patient Facesheet

A generic Facesheet is included with MedServices. Contact the Sales Department to order a customized Facesheet. The Facesheet button is on the Profile Tab in the Patient’s Record.

## Creating a New Patient Visit Record (4 Options)

### From the Visits Module

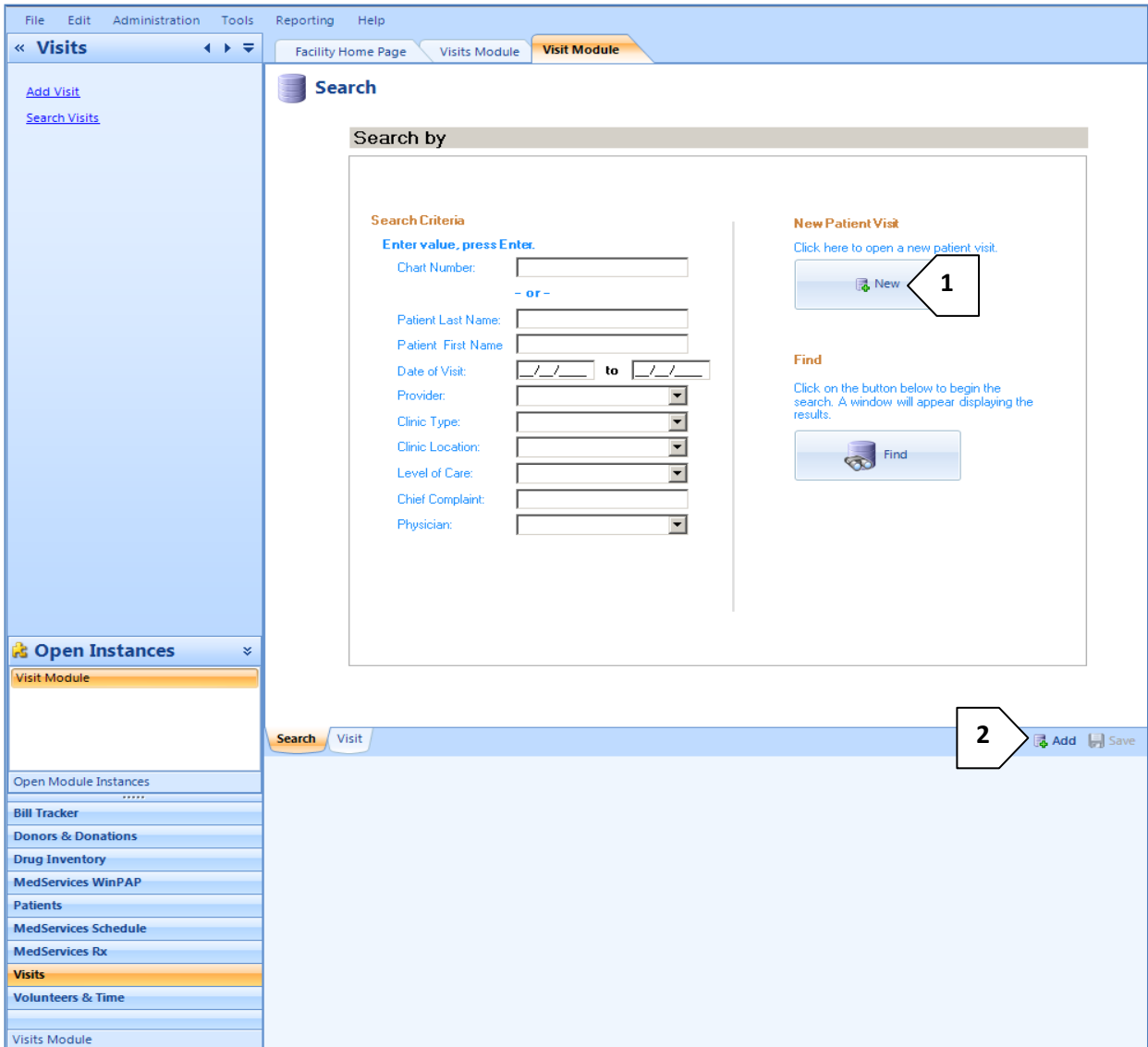


1. Click on **Visits** in the list of available modules to make the Patient’s Module the Active Module
2. Click on the **Add Visit** link in the Active Module window to launch the Visits Module in a new tab



## From the Search Visit Screen

1. Click on the New button
- or
2. Click on the Add button



## From the Patient Record in the Patients Module

1. Click on the Visits button

The screenshot displays the 'Patient Profile I for John Doe' interface. The top navigation bar includes 'File', 'Edit', 'Administration', 'Tools', 'Reporting', and 'Help'. The left sidebar contains a 'Patients' menu with options like 'Add New Patient' and 'Search Patients'. The main content area is a form with the following fields:

- Patient ID: 4, Chart #: 123444, Sec ID: [ ]
- Prefix: [ ], First: John, Middle: [ ], Last: Doe, Suffix: [ ]
- DOB: 1/1/2001, by 8m 13d, SSN: 111-11-1111
- Street 1: [ ], Street 2: [ ], City: [ ], State: Alaska, Zip Code: [ ], County: [ ], Country: [ ]
- Home Phone: (555) 422-1234, Work Phone: [ ], Ext: [ ], Sex: [ ], Race: [ ], Ethnicity: [ ]
- Pager #: [ ], Mobile Phone: [ ], Marital Status: [ ], Number of Children: 0, Number in Family: 0
- Clinic Location: [ ], Patient Type: [ ], Patient Status: Family, Employment: [ ], Insurance: Cape Fear Healthnet
- Registration Date: 1/23/2008, Last Recert Date: 9/14/2009, Next Recert Date: 4/2/2010
- Checkboxes: Veteran, US Citizen, US Resident, Head of Household, Ineligible for Services
- Buttons: Facesheet, Notes, Documents, Profile II, Alerts

The bottom navigation bar includes 'Search', 'Summary', 'Profile', 'Allergies', 'Appointments', 'Charge', 'Exp', 'PAP', 'Scripts', 'Visits', 'Delete', 'Add', and 'Save'. A white box with the number '1' is positioned over the 'Visits' button. A green arrow labeled 'Facesheet' points to the 'Facesheet' button in the main form area.

## From the Physician's Daysheet

Saving the data entered into the Physician's Daysheet will create a Visit Record for the Patient and eliminates the need to manually create a Visit Record. **See Physician's Daysheet on page 34**

Date of Visit:

DataNet Solutions Demo  
254 Broad Street SW  
Cleveland, TN 37311  
(423) 479-6729

Notes:

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**Demographics**

Patient Name: Doe, John      SSN: 111-11-1111      DOB: 1/1/2001      ID#: 4

Address1: \_\_\_\_\_      Phone1: (555) 422-1234      Phone2: ( ) \_\_\_\_\_

City, State Zip: \_\_\_\_\_ AK \_\_\_\_\_

Chief Complaint:

**Vitals**

Systolic BP:       Diastolic BP:       Temperature:

Pulse:       Resp:

**BMI**

Weight:       Height (ft):       Height (in):       BMI:

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**Diagnosis**

- VIRAL PNEUMONIA - 480
- INFLUENZA - 487
- EMPHYSEMA - 492
- DISEASES HARD TISSUE TEETH - 521
- URETHRAL STRICTURE INFECTION - 598.0
- CHOLERA - 001
- TYPHOID PARATYPHOID FEVERS - 002
- TYPHOID FEVER - 002.0

**Procedures**

- EKG
- Physical

**Level Of Care**

- User Defined
- OFFICE/OUTPATIENT VISIT, NEW - 99201
- OFFICE/OUTPATIENT VISIT, NEW - 99202
- OFFICE/OUTPATIENT VISIT, NEW - 99203
- OFFICE/OUTPATIENT VISIT, NEW - 99204
- OFFICE/OUTPATIENT VISIT, NEW - 99205
- OFFICE/OUTPATIENT VISIT, EST - 99211
- OFFICE/OUTPATIENT VISIT, EST - 99212

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**Diagnostic Tests**

- Sample Diagnostic Test 1
- Sample Diagnostic Test 2

**Lab Procedures**

- 1 User Defined
- See Chronic Disease Manager
- LAB PATHOLOGY CONSULTATION - 80500
- URINALYSIS, AUTO, W/D SCOPE - 81003
- URINE PREGNANCY TEST - 81025
- ASSAY, BLD/SERUM CHOLESTEROL - 82465
- ASSAY OF CREATINE - 82540
- REAGENT STRIP/RIPOD GLUCOSE - 82948

**Referrals**

- Fit for Duty
- Client Referral Form
- Physician

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**Care Management**

- HC PRO PHONE CALL 5-10 MIN - 98966
- HC PRO PHONE CALL 11-20 MIN - 98967
- HC PRO PHONE CALL 21-30 MIN - 98968
- PHONE E/M BY PHYS 5-10 MIN - 99441
- PHONE E/M BY PHYS 11-20 MIN - 99442
- PHONE E/M BY PHYS 21-30 MIN - 99443
- ONLINE E/M BY PHYS - 99444

**Supplies**

- Ace Bandage
- Splint
- Neck Brace

**Visit Education**

- Staying Healthy
- Food and Nutrition
- Quitting Smoking
- Pregnancy & Childbirth
- Birth Control

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[Exam Notes](#)    [Prescriptions](#)    [History](#)

**1**

## Recording the Patient's Visit

Required values display in **Yellow**. Users will be prompted to complete these fields before moving to the next step. Unavailable values display in **Gray**. Using the Tab key on the keyboard will skip these fields.

If the **Patient section of the Visit record** is **Red**, the patient has been flagged by the clinic as "Ineligible for Services."

The screenshot shows the 'Patient Visits' form in the 'Visits Module'. The form is divided into several sections:

- Navigation:** Facility Home Page, Visits Module, Add, and various menu items (Procedures, Diagnosis, etc.).
- Table:** A table with columns for Visit, Visit Date, Patient ID, Last, First, Level of Care, and Physician.
- Patient Section:** Contains fields for Patient ID, First, Last, Recert Date, Chart #, DOB, SSN, and Status. This section is highlighted in yellow. Annotations include 'Patient Fields' pointing to the ID fields, 'Alerts Button', 'Search Button', and 'Reset Button' pointing to the respective controls.
- Physician Section:** Contains fields for ID, First Name, and Last Name. Annotations include 'Search Button' and 'Reset Button'.
- Visit Details:** Includes Visit Date (9/14/2009), Chief Complaint, Level of Care (highlighted in yellow), Provider, Location, and a 'Pregnant' checkbox.
- BP Reading-I and II:** Fields for Systolic BP, Diastolic BP, Pulse, Temperature, and Resp.
- Notes and BMI:** Sections for Notes, OTC Meds, Weight, Height (ft. and in.), and BMI.
- Charges and Payment:** Fields for Total Visit Charges, Patient Charges, and a Payment button.
- Footer:** A 'Visit' button and 'Delete', 'Cancel', and 'Save' icons.

## Recording the Patient's Visit

If a Patient Visit Record is created from the Physician's Daysheet or the Patient Module, MedServices will pre-populate the Patient section of the Visit screen with the patient's ID, First and Last name, etc. If the Patient Visit Record is created from the Visit Module, the user must enter the Patient information in order to link the new Visit Record to the correct Patient Record.

1. Enter all or part of one Patient Field's system value to search for the patient's record  
 Example: Enter **jo** in the First field to search for a first name **John**  
 Click on the Reset button to clear the fields and reset the search criteria

2. Press the Enter key on the keyboard or click on the Search button

If multiple records match the search, a separate window will open with the Patient Search Results. By default the search results table is sorted by Last Name. The table can be sorted by clicking on the column headings at the top of the table.

3. Double click on the Gray box next in the first column of the results table to load the Patient Record or select a Patient from the list and click on the OK button

Patient Number	Last Name	First Name	Chart #	Patient Status	Social Security #	Recertification Date	Date of Birth
5	Allen	Tim	123445		123-45-6789	7/30/2010	7 /25/1960
7	Brown	Karen	123447	Recurring	123-45-6789	4/2/2010	5 /26/1975
4	Doe	John	123444	Family	111-11-1111	4/2/2010	1 /1 /2001
6	Smith	Mark	123446		000-00-0002	4/2/2010	8 /26/1910

4. Enter all or part of one Physician Field's system value to search for the Physician  
 Example: Enter **ma** in the First field to search for a first name of **Mary**.  
 Click on the Reset button to clear the fields and reset the search criteria.

5. Press the Enter key on the keyboard or click on the Search button

If multiple records match the search, a separate window will open with the Physician Search Results. By default the search results table is sorted by Last Name. The table can be sorted by clicking on the column headings at the top of the table.

6. Double click on the Gray box next in the first column of the results table to load the Physician Record or select a Physician from the list and click on the OK button

## Recording the Patient's Visit

A Visit ID number is automatically assigned to the Patient Visit Record by MedServices. Use the TAB key on the keyboard to move from field to field. (Disabled fields will be skipped)

7. Enter each additional system value or select a system value from the list if available
8. Use the Notes field to record additional details
9. Use the OTC Meds field to record Over the Counter Medication
10. Click on the Save button

Once the Patient Visit Record has been saved, use the available features at the top of the Visit Record screen to record additional details of the visit. Each feature will create a record with a unique ID number.

**Available Features**

**Visit ID**

**Save Button**

Visit	Visit Date	Patient ID	Last	First	Level of Care	Physician
15	9/15/2009	4	Doe	John	OFFICE/OUTPATIE...	Mary Smith
14	9/14/2009 8:00 ...	4	Doe	John		Delete Me
11	6/1/2009	4	Doe	John	OFFICE/OUTPATIE...	Mary Smith

**Patient**  
 ID: 4    First: John    Last: Doe    Recert Date: 4/2/2010  
 Chart #: 123444    DOB: 1/1/2001    SSN: 111-11-1111    Status: Family

**Physician**  
 ID: 1    First Name: Mary    Last Name: Smith

Visit Date: 9/15/2009    Chief Complaint: Headache and fever  
 Level of Care: OFFICE/OUTPATIENT VISIT, NEW - 9920    Provider: Dr. Mary Smith    Visit ID: 15  
 Clinic Type: Walk In    Location:     Pregnant

**BP Reading-I**  
 Systolic BP: 0    Diastolic BP: 0    Pulse: 0  
 Temperature: 0.0    Resp: 0

**BP Reading-II**  
 Systolic BP: 0    Diastolic BP: 0    Pulse: 0  
 Temperature: 0.0    Resp: 0

**Notes**  
 Notes:   
 OTC Meds:

**BMI**  
 Weight: 0    Height (ft.): 0    Height (In.): 0    BMI: 0.00

Total Visit Charges: \$0.00    Patient Charges: \$0.00    Payment:

Search

## Adding Additional Details

Once the Patient Visit Record has been saved, use the available features at the top of the Visit Record screen to record additional details of the visit. Each feature will create a record with a unique ID number.

### Procedures

1. Click on the Procedures button
2. Click on the Add button
3. Enter each system value or select a system value from the list
4. Use the TAB key on the keyboard to move from field to field
5. Use the Notes field to record additional details
6. Click on the Save button
7. Click on the Return button to return to the Visit screen **or** click on an Additional Feature button at the top of the screen to add additional details.

Repeat steps 1-6 to add each additional Procedure

### Edit a Procedure

1. Select the Procedure in the table
2. Make corrections to the system values in the necessary fields
3. Click on the Save button

## Adding Additional Details

### Diagnosis

1. Click on the Diagnosis button
2. Click on the Add button
3. Enter each system value or select a system value from the list
4. Use the TAB key on the keyboard to move from field to field
5. Use the Notes field to record additional details
6. Click on the Save button
7. Click on the Return button to return to the Visit screen **or** click on an Additional Feature button at the top of the screen to add additional details.

Repeat steps 1-6 to add each additional Diagnosis

### Edit a Diagnosis

1. Select the Diagnosis in the table
2. Make corrections to the system values in the necessary fields
3. Click on the Save button

The screenshot shows the 'Diagnosis' form in the MedServices application. At the top, there is a navigation bar with buttons for 'Procedures', 'Diagnosis', 'Diag Tests', 'Lab', 'Dental', 'Supplies', 'Referrals', 'Education', and 'Case'. Below this is a table with columns for 'Service', 'Qty', 'Cost', and 'Provider'. The table area is currently empty. Below the table, there are several input fields: a 'Diagnosis' dropdown menu, a 'Chronic Diagnosis' checkbox, a 'Results' text field, and a 'Re-Schedule Date' dropdown menu. To the right of these fields is a 'Notes' text area. Below the notes area is a 'Sliding Fee' section with 'Charge' and 'Total' input fields. At the bottom of the form, there are four buttons: 'Delete', 'Add', 'Save', and 'Return'. The 'Visit' button is highlighted in the bottom navigation bar.



## Adding Additional Details

### Diagnostic Tests

1. Click on the Diag Tests button
2. Click on the Add button
3. Enter each system value or select a system value from the list
4. Use the TAB key on the keyboard to move from field to field
5. Use the Notes field to record additional details
6. Click on the Save button
7. Click on the Return button to return to the Visit screen **or** click on an Additional Feature button at the top of the screen to add additional details.

Repeat steps 1-6 to add each additional Diagnostic Test

### Edit a Diagnostic Tests

1. Select the Diagnostic Test in the table
2. Make corrections to the system values in the necessary fields
3. Click on the Save button

## Adding Additional Details

### Laboratory Tests

Some Lab results are tracked using the Chronic Disease Manager Feature (CDM.) Check with the Clinic Administrator to insure that Lab tests and results are being recorded correctly for reporting and tracking.

1. Click on the Laboratory button
2. Click on the Add button
3. Enter each system value or select a system value from the list
4. Use the TAB key on the keyboard to move from field to field
5. Use the Notes field to record additional details
6. Click on the Save button
7. Click on the Return button to return to the Visit screen **or** click on an Additional Feature button at the top of the screen to add additional details.

Repeat steps 1-6 to add each additional Laboratory Tests

### Edit a Laboratory Test

1. Select the Laboratory Test in the table
2. Make corrections to the system values in the necessary fields
3. Click on the Save button

The screenshot shows a software interface titled "Laboratory". At the top, there is a navigation bar with buttons for "Procedures", "Diagnosis", "Diag Tests", "Lab", "Dental", "Supplies", "Referrals", "Education", and "Case". Below this is a table with columns for "Laboratory", "Qty", "Cost", and "Provider". The table area is currently empty. Below the table, there are several input fields: "Laboratory:" (dropdown), "Qty:" (text), "Cost:" (text), "Total:" (text), "Provider:" (dropdown), and a checkbox for "In House?". There are also "Date Completed:" and "Re-Schedule Date:" dropdowns, and a "Results:" text field. To the right of these fields is a "Notes" text area. Below the notes area is a "Sliding Fee" section with "Charge:" and "Total:" text boxes. At the bottom of the form, there are buttons for "Delete", "Add", "Save", and "Return". A "Search" button and a "Visit" button are located at the bottom left of the interface.

## Adding Additional Details

### Dental Procedures

For clinics that do not use the MedServices Dental Module, dental procedures can be detailed using the Dental feature in the Patient Visit Module.

1. Click on the Dental button
2. Click on the Add button
3. Enter each system value or select a system value from the list
4. Use the TAB key on the keyboard to move from field to field
5. Use the Notes field to record additional details
6. Click on the Save button
7. Click on the Return button to return to the Visit screen **or** click on an Additional Feature button at the top of the screen to add additional details.

Repeat steps 1-6 to add each additional Dental Procedures

### Edit a Dental Procedure

1. Select the Dental Procedure in the table
2. Make corrections to the system values in the necessary fields
3. Click on the Save button

## Adding Additional Details

### Supplies

1. Click on the Supplies button
2. Click on the Add button
3. Enter each system value or select a system value from the list
4. Use the TAB key on the keyboard to move from field to field
5. Use the Notes field to record additional details
6. Click on the Save button
7. Click on the Return button to return to the Visit screen **or** click on an Additional Feature button at the top of the screen to add additional details.

Repeat steps 1-6 to add each additional Supplies used during the visit

### Edit a Supply

1. Select the Supply in the table
2. Make corrections to the system values in the necessary fields
3. Click on the Save button

The screenshot shows the 'Supplies' form in the MedServices application. At the top, there is a navigation bar with buttons for 'Procedures', 'Diagnosis', 'Diag Tests', 'Lab', 'Dental', 'Supplies', 'Referrals', 'Education', and 'Case'. Below this is a table with columns for 'Supplies', 'Qty', 'Cost', and 'Provider'. The table is currently empty. Below the table, there are several input fields: 'Supplies' (a dropdown menu), 'Qty' (a text box), 'Cost' (a text box with '\$0' entered), and 'Total' (a text box). To the right of these fields is a 'Notes' field with a large text area. Below the 'Supplies' field is a 'Results' field and a 'Re-Schedule Date' dropdown. To the right of these is a 'Sliding Fee' section with 'Charge' and 'Total' text boxes. At the bottom of the form, there are four buttons: 'Delete', 'Add', 'Save', and 'Return'. The 'Visit' button is highlighted in the bottom navigation bar.

## Adding Additional Details

### Referrals

1. Click on the Referrals button
2. Click on the Add button
3. Enter each system value or select a system value from the list
4. Use the TAB key on the keyboard to move from field to field
5. Use the Notes field to record additional details
6. Click on the Save button
7. Click on the Return button to return to the Visit screen **or** click on an Additional Feature button at the top of the screen to add additional details.

Repeat steps 1-6 to add each additional Referral

### Edit a Referral

1. Select the Referral in the table
2. Make corrections to the system values in the necessary fields
3. Click on the Save button

The screenshot shows the 'Referrals' form interface. At the top, there is a navigation bar with buttons for 'Procedures', 'Diagnosis', 'Diag Tests', 'Lab', 'Dental', 'Supplies', 'Referrals', 'Education', and 'Case'. Below this is a table with columns for 'Referrals', 'Qty', 'Cost', and 'Provider'. The main form area contains several input fields: 'Referrals' (dropdown), 'Qty' (text), 'Provider' (dropdown), 'Specialty' (dropdown), 'In House?' (checkbox), 'Date Completed' (dropdown), 'Results' (text), and 'Re-Schedule Date' (dropdown). To the right of these fields is a 'Notes' field with a 'Notes' button. Below the notes field is a 'Sliding Fee' section with 'Charge' and 'Total' input fields. At the bottom of the form, there are buttons for 'Delete', 'Add', 'Save', and 'Return'. In the bottom left corner, there are 'Search' and 'Visit' buttons.

## Adding Additional Details

### Education

1. Click on the Education button
2. Click on the Add button
3. Enter each system value or select a system value from the list
4. Use the TAB key on the keyboard to move from field to field
5. Use the Notes field to record additional details
6. Click on the Save button
7. Click on the Return button to return to the Visit screen **or** click on an Additional Feature button at the top of the screen to add additional details.

Repeat steps 1-6 to add each additional Education Procedure or Handout given to the patient

### Edit an Education Procedure or Handout

1. Select the Education record in the table
2. Make corrections to the system values in the necessary fields
3. Click on the Save button

**Education**

Procedures | Diagnosis | Diag Tests | Lab | Dental | Supplies | Referrals | **Education** | Case

Education	Qty	Cost	Provider

Education:

Qty:  Cost:  Total:

Provider:

Notes:

Results:  Re-Schedule Date:

Sliding Fee:  Charge:  Total:

Delete | Add | Save | Return

Search | Visit

## Adding Additional Details

### Case Management

1. Click on the Case button
2. Click on the Add button
3. Enter each system value or select a system value from the list
4. Use the TAB key on the keyboard to move from field to field
5. Use the Notes field to record additional details (Time and Date Stamps are available by using the Notes button to record Notes)
6. Click on the Save button
7. Click on the Return button to return to the Visit screen **or** click on an Additional Feature button at the top of the screen to add additional details.

Repeat steps 1-6 to add each additional Case Management detail or activity

### Edit a Case Management record

1. Select the Case Management record in the table
2. Make corrections to the system values in the necessary fields
3. Click on the Save button

The screenshot displays the 'Case Management' interface. At the top, there is a navigation bar with buttons for 'Procedures', 'Diagnosis', 'Diag Tests', 'Lab', 'Dental', 'Supplies', 'Referrals', 'Education', and 'Case'. Below this is a table with columns for 'Case Management', 'Qty', 'Cost', and 'Provider'. The table area is currently empty. Below the table, there are several input fields: 'Case Mgmt:' (dropdown), 'Qty:' (text), 'Cost:' (text), 'Total:' (text), 'Provider:' (dropdown), 'Specialty:' (dropdown), 'In House?' (checkbox), 'Date Completed:' (dropdown), 'Results:' (text), and 'Re-Schedule Date:' (dropdown). To the right of these fields is a 'Notes' section with a large text area and a 'Notes' button. Below the notes is a 'Sliding Fee' section with 'Charge:' and 'Total:' text boxes. At the bottom of the form are buttons for 'Delete', 'Add', 'Save', and 'Return'. A footer bar contains 'Search' and 'Visit' buttons.

## Adding Additional Details

### Exam Notes

Only one Exam Notes record can be created for each Patient Visit. Exam Note templates and shorthand can be added by the Clinic Administrator. (See: Preferences Manual)

1. Select a template from the list or type the exam notes freehand in the exam notes box

Only one exam note can be entered per patient visit. The template is a guide and text can be added, removed, or changed. When using an Exam Notes Template, press the TAB key on the keyboard to move the cursor from place holder to place holder. The entire place holder, including the label, will be overwritten when the provider enters the additional details.

2. Insert Shorthand Notation from the Shorthand List into the Exam Notes using the ~ key and the spacebar.

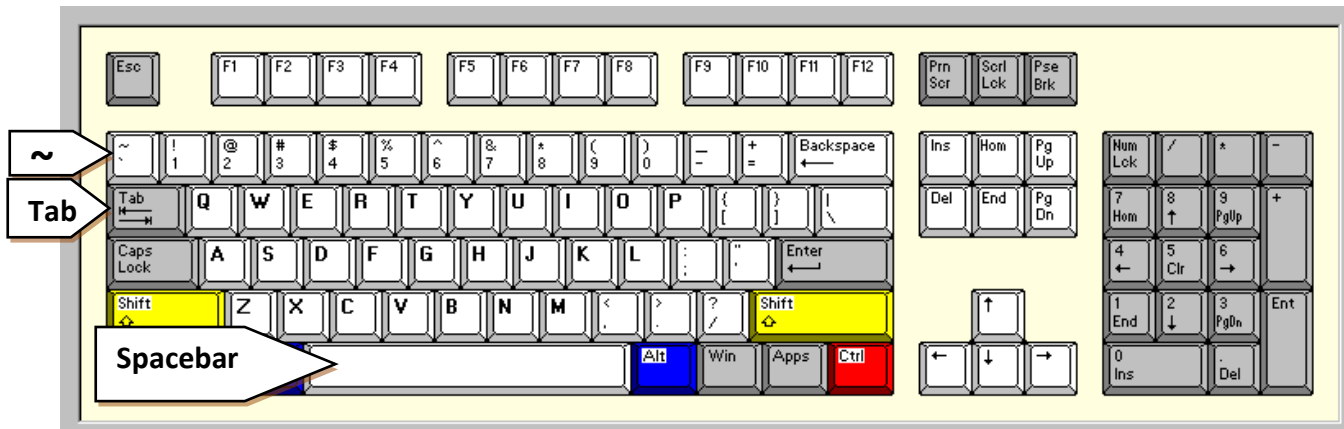
For the Shorthand Notation **perl**

Type ~

Type perl

Press the spacebar key

Pressing the spacebar key will convert the Shorthand Notation into the long description. Shorthand Notations are case sensitive.



3. Click on the Save button to save the Exam Notes
4. Click on the OK button
5. Click on Print button and select a printing option. Exam notes can also be printed from the Patient Visit module.
6. Click on the Exit button to return to the Daysheet



The Clinic Administrator can configure the Exam Notes using the Administration > Preferences > Exam Notes Configuration Utility



## Edit the Exam Notes record

1. Click on the Exam button
2. Make corrections to the Exam Notes record as needed
3. Click on the Save button
4. Click on the Exit button to return to the Visit screen

## Health History

The Health History is a **summary** of all the Visit records linked to the Patient record.

1. Click on the Health button to open the History Welcome Screen.
2. Click on the record link to view the summary details
3. Click on the column header to sort each list
4. Click on the Exit link to close the History and return to the Visit screen

The screenshot displays the 'Health History' application interface. On the left, a vertical menu lists various medical categories: Allergies, Current Medications, Case Management, Dental, Diagnosis, Diagnostic Tests, Education, Laboratory, Procedures, Referrals, and Exit. A green arrow labeled 'Record Links' points to the menu items, and another green arrow labeled 'Exit' points to the 'Exit' option. The main content area features a 'Welcome to Health History' header, followed by a sub-header 'View medical history records on a patient on these inquiry screens.' Below this, several descriptive links are provided: 'View medications that the patient is currently taking.', 'View outsourced lab work and the results.', 'View a history of diagnosis for a particular patient.', 'Review any Diagnostic tests performed on a patient.', 'View Patient dental history.', and 'Lookup any referrals made on behave of any patient.' At the bottom, instructions state: 'Click on a column header to sort the lists by that particular column.' and 'Click on the links to the left in order to view each inquiry.' The interface includes decorative images of medical equipment and a 'LABORATORY RECORDS' document.

## Chronic Disease Manager

The Chronic Disease Manger (CDM) is an optional module. Clinics that have purchased the CDM module can closely monitor the health of patients who suffer from Diabetes, Cardiovascular, Asthma, Anticoagulation, Anemia, and Thyroid disorders. Lab and Exam results, including the time frame between tests and exams, can be monitored using the Chronic Disease Manger. Settings for the CDM are entered by the Clinic Administrator. (See: Preferences Manual)

1. Click on the CDM button at the top of the Visit screen
2. Select the appropriate Chronic Disease tab (Screenshots of each tab are on the next few pages)
3. Enter each system value or select a system value from the list
4. Use the TAB key on the keyboard to move from field to field
5. Use the Notes field to record additional details (Time and Date Stamps are available by using the Notes button to record Notes)
6. Click on the Save button
7. Click on the Close button to return to the Visit screen

## Diabetes

**Chronic Disease Manager**

Patient: John Doe      Visit Date: 9/15/2009      Notes

Systolic BP: 0      Diastolic BP: 0

Physician: Mary Smith

Weight: 0      Temperature: 0.0      Respiratory: 0      Pulse: 0

**Diabetes**   Cardiovascular   Asthma   Anticoagulation   Anemia   Thyroid

These readings were taken for the office visit on 9/15/2009

Readings	Last Checked	Readings	Last Checked
Fasting Glucose:		Eye Exam:	
Random Glucose:		Foot Exam:	
Potassium:		TSH:	
BUN:		Total Cholesterol:	
Serium Creatinine:		HDL:	
Liver SGPT:		LDL:	
Liver AST (SGOT):		Triglycerides:	
HgbA1c:		Cholesterol Type:	
Fructosami:		Smoking:	
Protein (by UA):		SMBG:	
Microalbumin:			

Save      Close

Search   Visit      Delete   Add   Save

Schedule an appointment

View chart of recent readings

## Cardiovascular

Hypertension, Heart Disease, and Hyperlipidemia

### Chronic Disease Manager

Patient: John Doe      Visit Date: 9/15/2009     

Systolic BP: 0      Diastolic BP: 0

Physician: Mary Smith

Weight: 0      Temperature: 0.0      Respiratory: 0      Pulse: 0

Diabetes    **Cardiovascular**    Asthma    Anticoagulation    Anemia    Thyroid

These readings were taken for the office visit on 9/15/2009

(Hypertension, Heart Disease and Hyperlipidemia)

Readings	Last Checked	Readings	Last Checked
Total Cholesterol: <input type="text"/>	<input type="text"/>	Liver AST (SGOT): <input type="text"/>	<input type="text"/>
HDL: <input type="text"/>	<input type="text"/>	Protein (by UA): <input type="text"/>	<input type="text"/>
LDL: <input type="text"/>	<input type="text"/>	Smoking: <input type="text"/>	<input type="text"/>
Triglycerides: <input type="text"/>	<input type="text"/>		
Cholesterol Type: <input type="text"/>			
Potassium: <input type="text"/>			
BUN: <input type="text"/>			
Serium Creatinine: <input type="text"/>	<input type="text"/>		
Liver SGPT: <input type="text"/>	<input type="text"/>		

Search    **Visit**

# Asthma

### Chronic Disease Manager

Patient: John Doe      Visit Date: 9/15/2009     

Systolic BP: 0      Diastolic BP: 0

Physician: Mary Smith

Weight: 0      Temperature: 0.0      Respiratory: 0      Pulse: 0

These readings were taken for the office visit on 9/15/2009

Readings

Today's Peak Flow:

Peak Flow #2:

Peak Flow #3:

Best Peak Flow:

Red Zone:

Yellow Zone:

Green Zone:

Chest Xray:

Last CXR:

Smoking Status:

## Anticoagulation

### Chronic Disease Manager

Patient: John Doe      Visit Date: 9/15/2009      [Notes](#)

Systolic BP: 0      Diastolic BP: 0

Physician: Mary Smith

Weight: 0      Temperature: 0.0      Respiratory: 0      Pulse: 0

Diabetes   Cardiovascular   Asthma   **Anticoagulation**   Anemia   Thyroid

These readings were taken for the office visit on 9/15/2009

[Readings](#)

Protime:       Next Protime due Date:

INR:

Target INR From:  to

[Save](#)   [Close](#)

[Search](#)   [Visit](#)   [Delete](#)   [Add](#)   [Save](#)

## Anemia

### Chronic Disease Manager

Patient: John Doe	Visit Date: <input type="text" value="9/15/2009"/>	<a href="#">Notes</a>
Systolic BP: 0	Diastolic BP: 0	
Physician: Mary Smith		
Weight: 0	Temperature: 0.0	Respiratory: 0    Pulse: 0

<a href="#">Diabetes</a>	<a href="#">Cardiovascular</a>	<a href="#">Asthma</a>	<a href="#">Anticoagulation</a>	<b>Anemia</b>	<a href="#">Thyroid</a>	<a href="#">▼</a> <a href="#">✕</a>
--------------------------	--------------------------------	------------------------	---------------------------------	---------------	-------------------------	-------------------------------------

These readings were taken for the office visit on

Readings	Readings
WBC: <input style="width: 50px;" type="text"/> Hemoglobin: <input style="width: 50px;" type="text"/> Hematocrit: <input style="width: 50px;" type="text"/> MCV: <input style="width: 50px;" type="text"/> Platelets: <input style="width: 50px;" type="text"/> B 12: <input style="width: 50px;" type="text"/>	Folate: <input style="width: 50px;" type="text"/> Serum Iron: <input style="width: 50px;" type="text"/> TIBC: <input style="width: 50px;" type="text"/> % Saturation: <input style="width: 50px;" type="text"/> Ferritin: <input style="width: 50px;" type="text"/> TSH: <input style="width: 50px;" type="text"/>

<a href="#">Save</a>	<a href="#">Close</a>
----------------------	-----------------------

<a href="#">Search</a>	<a href="#">Visit</a>	<a href="#">Delete</a> <a href="#">Add</a> <a href="#">Save</a>
------------------------	-----------------------	---

## Thyroid

### Chronic Disease Manager

Patient: John Doe      Visit Date: 9/15/2009      [Notes](#)

Systolic BP: 0      Diastolic BP: 0

Physician: Mary Smith

Weight: 0      Temperature: 0.0      Respiratory: 0      Pulse: 0

Diabetes   Cardiovascular   Asthma   Anticoagulation   Anemia   **Thyroid**   [▼](#) [×](#)

These readings were taken for the office visit on 9/15/2009

Readings	Readings
T3: <input type="text"/>	TSH: <input type="text"/>
T4: <input type="text"/>	

[Save](#)   [Close](#)

[Search](#)   [Visit](#)   [Delete](#)   [Add](#)   [Save](#)

## Payments

Payments for services associated with the Patient Visit can be entered on the Visit screen

### Receive a Payment

1. Click on the Payment button
2. Enter each system value
3. Use the Notes field to record additional details
4. Click on the Save button
5. Click on the X button to return to the Visit screen

Repeat steps 1-4 to add each additional Payment

### Edit a Payment

1. Click on the Payment button
2. Select the Payment in the table
3. Make corrections to the system values in the necessary fields
4. Click on the Save button
5. Click on the X button to return to the Charge Tab

### Print a Receipt or Statement

Receipts can be printed for each payment. The description of the receipt printed from the Patient Visit will show as the Chief Complaint. The receipt will reference the unique Visit ID number. The Statement will include all details for all payments made to the Patient's account including payments for Administrative fees, PAP, and Prescriptions.

1. Click on the Payment button
2. Click on the Print drop down arrow to display the Payment Printing options
3. Select the desired printing option

Direct Print will send the receipt or statement directly to the default printer

4. Click on the X button to return to the Charge Tab

The screenshot shows the 'Payments' application window. At the top right, a green arrow points to the 'X button' in the window title bar. The main area contains a table with the following data:

Receive Date	Check #	Amount	Payment Method	Add Date
9/14/2009	0	5.00	Cash	9/14/2009 4:19 ...

Below the table are input fields for 'Received Date' (9/14/2009), 'Check #' (0), 'Payment Method' (Cash), and 'Amount' (5.00). There is also a 'Notes' text area. To the right, 'Total Charge' is 10.00 and 'Balance' is 5.00. At the bottom right, a 'Print' button is highlighted with a green arrow labeled 'Print Arrow', which has opened a dropdown menu with 'Receipt Print Options' and 'Statement Printing Options', each containing 'With Preview' and 'Direct Print'.



## Preview Error for Receipts or Statements

Only one Receipt or Statement can be previewed at a time.

Close the preview window in order to view another receipt or statement.

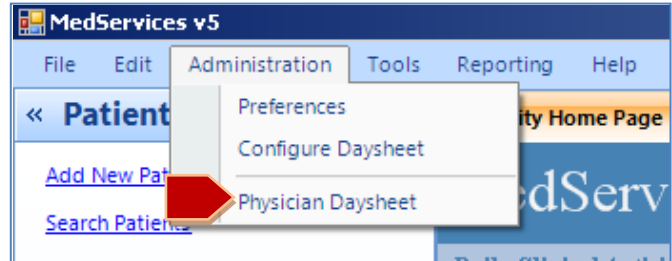


## Physician's Daysheet

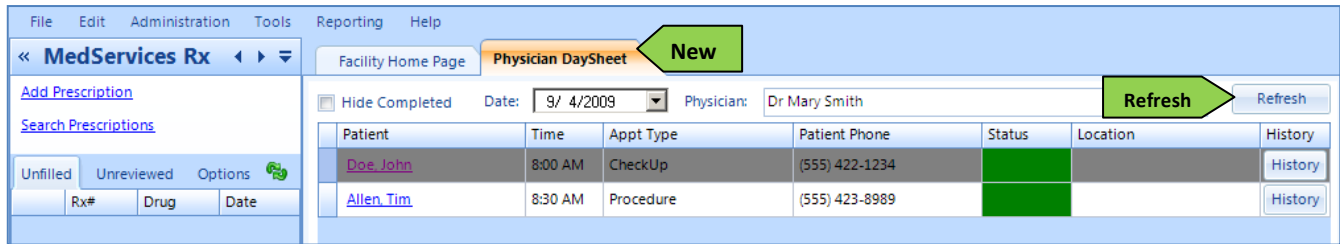
The Physician's Daysheet is an alternative interface for creating a Patient's Visit Record. (See: Daysheet Manual)

### Accessing the Physician's Daysheet

1. From the Administration menu select the Physician Daysheet command



The Physician's Daysheet opens in a new tab. Use the Refresh button to update the information on the Daysheet with the most current Appointment and Status information.

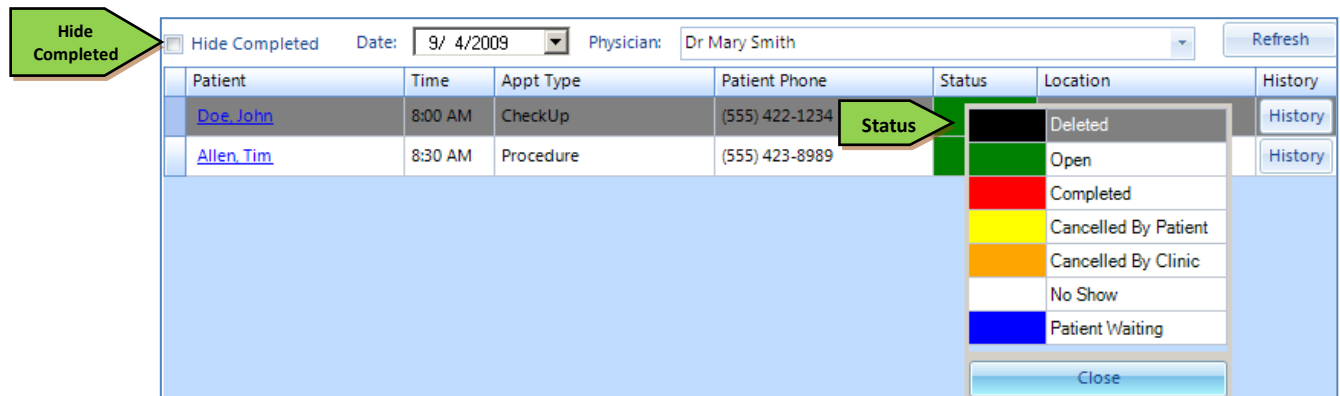


### Choosing a Physician and Appointment Date

1. Select a Date using the drop down list
2. Select a Physician
3. A list of appointments scheduled for the Physician on the selected date will show in the Daysheet table

### Changing the Appointment Status

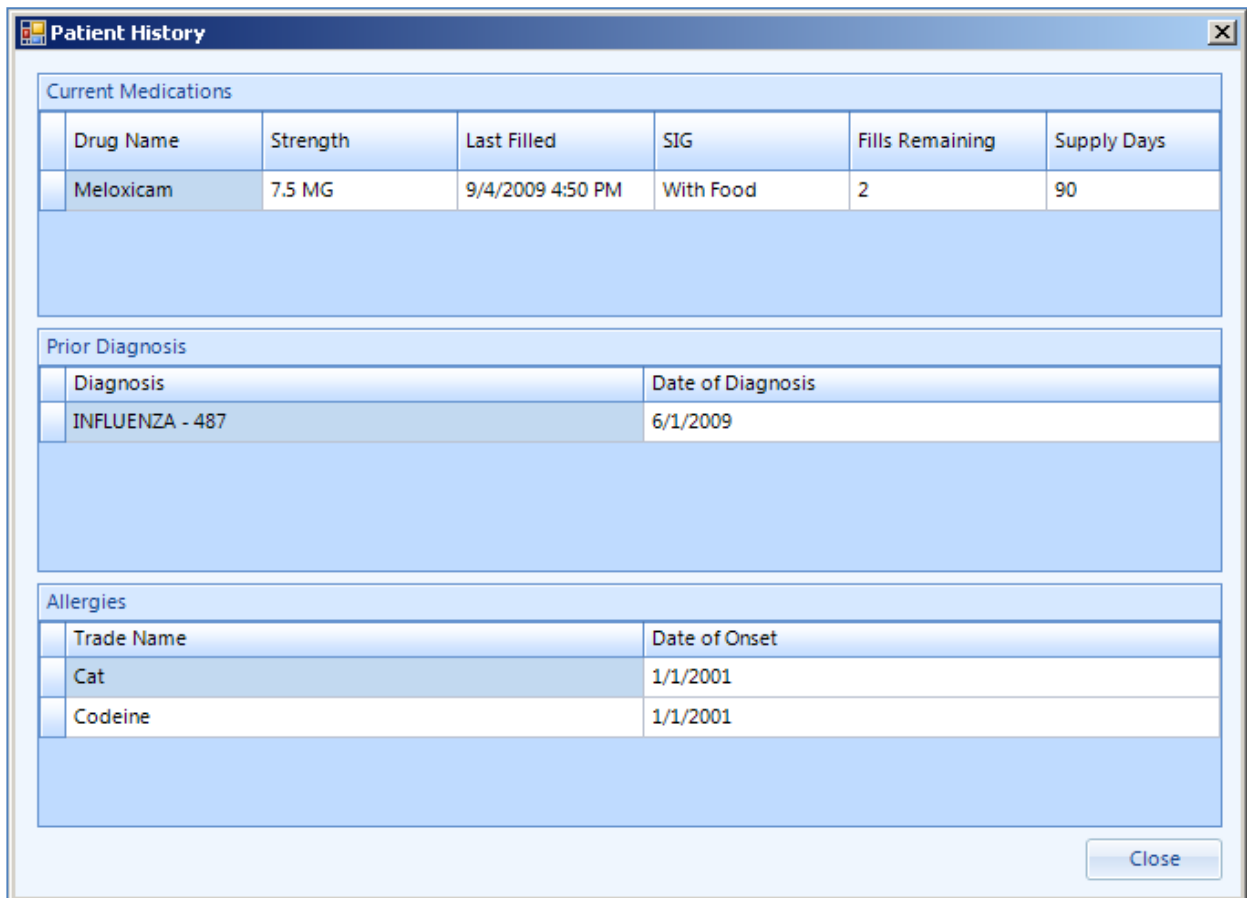
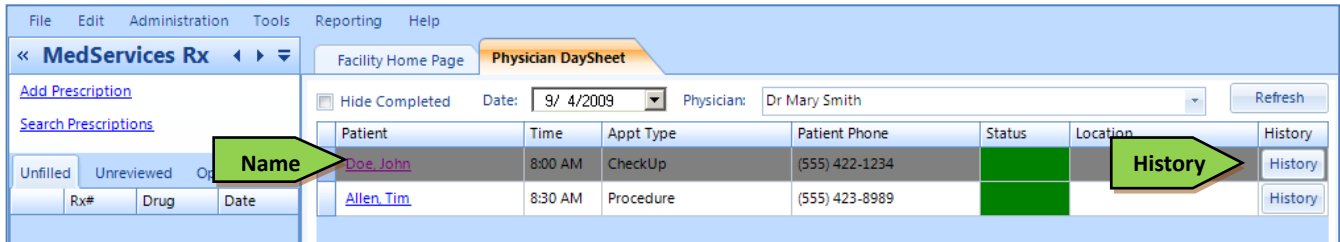
The Patient's Appointment Status Codes are color coordinated and have been predefined by MedServices. All appointments are coded as **Open** when the appointment is entered into the schedule.



1. Click on the Patient's Appointment Status box and select a new patient status.
2. Check the Hide Completed box to remove **Completed** appointments from the Daysheet table

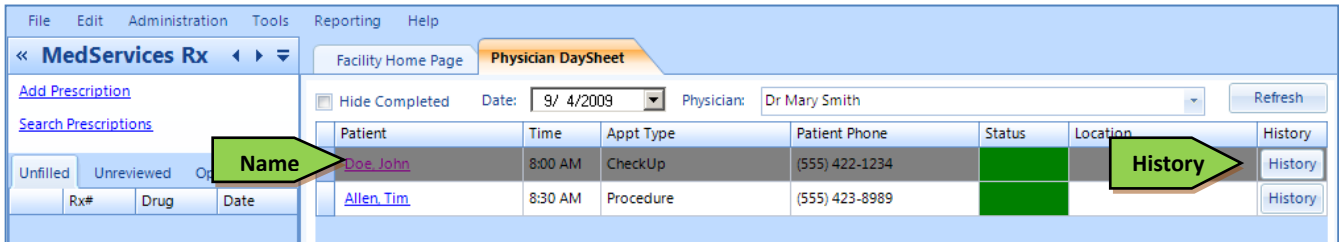
### Viewing the Patient’s History

1. Click on the History button to display the Patient’s History including Current Medications, Prior Diagnosis, and Allergies.
2. Click on the Close button to return to the Physician’s Daysheet Tab



### Recording the Visit from the Physician’s Daysheet

1. Click on the Patient’s Name to display the Daysheet
2. Use a mouse or stylus to select the appropriate system values in each section of the Daysheet
3. Click on the Save button



### Physician’s Daysheet

The Physician’s Daysheet can be configured by the Clinic’s Administrator. (See: Daysheet Manual)

Date of Visit: 5/13/2008

Notes: [ ]

Demographics: Patient Name: Doe, John; SSN: 111-11-1111; DOB: 1/1/2001; ID#: 4; Address1: [ ]; Address2: [ ]; City, State Zip: [ ]; Phone1: (555) 422-1234; Phone2: [ ]

Vitals: Systolic BP [ ]; Diastolic BP [ ]; Temperature [ ]; Pulse [ ]; Resp [ ]; BMI: Weight [ ]; Height (ft) [ ]; Height (in) [ ]; BMI [ ]

Diagnosis: [ ] VIRAL PNEUMONIA - 480; [ ] INFLUENZA - 487; [ ] EMPHYSEMA - 492; [ ] DISEASES HARD TISSUE TEETH - 521; [ ] URETHRAL STRICTURE INFECTION - 538.0; [ ] CHOLERA - 001; [ ] TYPHOID PARATYPHOID FEVERS - 002; [ ] TYPHOID FEVER - 002.0

Procedures: [ ] EKG; [ ] Physical

Level Of Care: [ ] User Defined; [ ] OFFICE/OUTPATIENT VISIT, NEW - 99201; [ ] OFFICE/OUTPATIENT VISIT, NEW - 99202; [ ] OFFICE/OUTPATIENT VISIT, NEW - 99203; [ ] OFFICE/OUTPATIENT VISIT, NEW - 99204; [ ] OFFICE/OUTPATIENT VISIT, NEW - 99205; [ ] OFFICE/OUTPATIENT VISIT, EST - 99211; [ ] OFFICE/OUTPATIENT VISIT, FST - 99212

Diagnostic Tests: [ ] Sample Diagnostic Test 1; [ ] Sample Diagnostic Test 2

Lab Procedures: [ ] 1 User Defined; [ ] See Chronic Disease Manager; [ ] LAB PATHOLOGY CONSULTATION - 80500; [ ] URINALYSIS, AUTO, W/O SCOPE - 81003; [ ] URINE PREGNANCY TEST - 81025; [ ] ASSAY, BLD/SERUM CHOLESTEROL - 82465; [ ] ASSAY OF CREATINE - 82540; [ ] REAGENT STRIP/RDND GLUCOSE - 82948

Referrals: [ ] Fit for Duty; [ ] Client Referral Form; [ ] Physician

Case Management: [ ] HC PRO PHONE CALL 5-10 MIN - 98966; [ ] HC PRO PHONE CALL 11-20 MIN - 98967; [ ] HC PRO PHONE CALL 21-30 MIN - 98968; [ ] PHONE E/M BY PHYS 5-10 MIN - 99441; [ ] PHONE E/M BY PHYS 11-20 MIN - 99442; [ ] PHONE E/M BY PHYS 21-30 MIN - 99443; [ ] ONLINE E/M BY PHYS - 99444

Supplies: [ ] Ace Bandage; [ ] Splint; [ ] Neck Brace

Visit Education: [ ] Staying Healthy; [ ] Food and Nutrition; [ ] Quitting Smoking; [ ] Pregnancy & Childbirth; [ ] Birth Control

Exam Notes | Prescriptions | History

Save | Cancel

## Entering Exam Notes

Exam Notes

Prescriptions

History

1. Click on the Exam Notes button
2. Select a template from the list or type the exam notes freehand in the exam notes box

Only one exam note can be entered per patient visit. The template is a guide and text can be added, removed, or changed. When using an Exam Notes Template, press the TAB key on the keyboard to move the cursor from place holder to place holder. The entire place holder, including the label, will be overwritten when the provider enters the additional details.

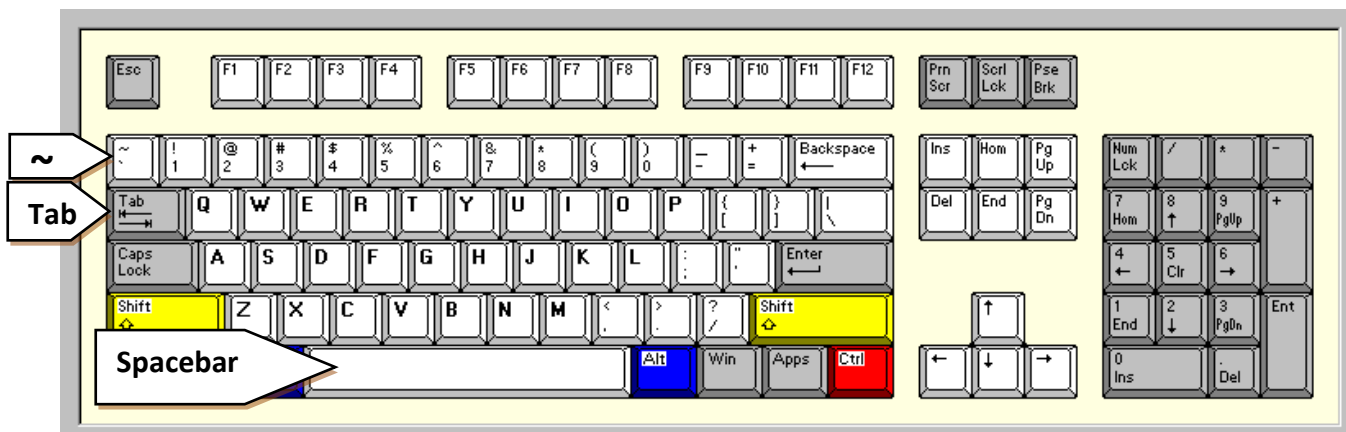
3. Insert Shorthand Notation from the Shorthand List into the Exam Notes using the ~ key and the spacebar.  
For the Shorthand Notation **perl**

Type ~

Type perl

Press the spacebar key

Pressing the spacebar key will convert the Shorthand Notation into the long description. Shorthand Notations are case sensitive.



4. Click on the Save button to save the Exam Notes
5. Click on the OK button
6. Click on Print button and select a printing option. Exam notes can also be printed from the Patient Visit module.
7. Click on the Exit button to return to the Daysheet



Configure the Exam Notes using the  
Administration > Preferences > Exam Notes Configuration Utility

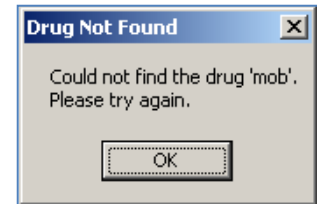
Exam Notes Prescriptions History

## Entering a Prescription

A prescription can be entered from the Daysheet or from the MedServices Rx Module.

1. Click on the Prescriptions button

2. Select a Prescriber
3. Type the first few characters of the Drug name in the Drug field and press the TAB key on the keyboard
4. If the **Select Drugs from Local Inventory** box is checked, MedServices will check the Clinic's local inventory database for drug details. If the drug is not available in the Clinic's local inventory database, MedServices will display a Drug Not Found notice.
5. Select a Drug from the Search Results table
6. Click the OK button



ndcupchri	ddi	drugname	strength	doseage	csc	packagesize
13411011610	065536	Mobic	7.5	TABS		100.000
52959062300	065536	Mobic	7.5	TABS		100.000
54868449004	065536	Mobic	7.5	TABS		100.000
58016059200	065536	Mobic	7.5	TABS		100.000
63874110900	065536	Mobic	7.5	TABS		100.000
68115043800	065536	Mobic	7.5	TABS		100.000
68115080500	065536	Mobic	7.5	TABS		100.000
00597002901	065536	Mobic	7.5	TABS		100.000
52959062320	065536	Mobic	7.5	TABS		20.000
54868449002	065536	Mobic	7.5	TABS		20.000
55887045420	065536	Mobic	7.5	TABS		20.000
58016059220	065536	Mobic	7.5	TABS		20.000
63874110902	065536	Mobic	7.5	TABS		20.000
13411011603	065536	Mobic	7.5	TABS		30.000
16590015630	065536	Mobic	7.5	TABS		30.000
18837009630	065536	Mobic	7.5	TABS		30.000
52959062330	065536	Mobic	7.5	TABS		30.000

7. Enter the instructions for taking the medication in the SIG 1 and SIG 2 fields. Enter the short hand SIG into the SIG 1 and/or SIG 2 field and press the TAB key to expand the shorthand SIG to the long description and automatically move the cursor to the next field.
8. Complete the remaining fields
9. Click on the Save & New button to create another prescription for the patient or Click the Save & Close button to return to the Daysheet

## Opening a Patient Visit Record

The screenshot shows the MedServices Today application interface. On the left is a sidebar with a list of modules: Open Instances, Bill Tracker, Donors & Donations, Drug Inventory, MedServices WinPAP, Patients, MedServices Schedule, MedServices Rx, **Visits** (highlighted with a yellow bar and a callout box labeled '1'), Volunteers & Time, and Visits Module. The main content area is titled 'MedServices Today' and 'Daily Clinical Activity Summarization'. It contains sections for 'Appointments (1)' with a table entry for 'Doe John', 'Recertifications (0)', 'Visit Activity (0)', and 'Scripts Written (0)'. A right-hand sidebar shows 'Summarization' data for 'Value of Visits' and 'Scripts Filled'. A 'Refresh' button is at the bottom right. In the top-left corner of the main window, there are links for 'Add Visit' and 'Search Visits', with the latter highlighted by a callout box labeled '2'.

1. Click on **Visits** in the list of available modules to make the Patient's Module the Active Module
2. Click on the **Search Visit** link in the Active Module window to launch the Visits Module in a new tab



## Search

3. Enter search criteria for finding the Visit record

MedServices can search by partial values. To search for **John** enter “**Jo**” in the Patient First Name field

4. Click on the Find button to launch the search (the first search criteria an be launched using the Enter key)
5. Running the search without criteria will display a list of all the Visit records
6. MedServices will notify the user if no records match the search criteria



**Search**

Search by

**Search Criteria**  
Enter value, press Enter.

Chart Number:

- or -

Patient Last Name:

Patient First Name:

Date of Visit:  to

Provider:

Clinic Type:

Clinic Location:

Level of Care:

Chief Complaint:

Physician:

**New Patient Visit**  
Click here to open a new patient visit.

**Find**  
Click on the button below to begin the search. A window will appear displaying the results.

Search results will be displayed on the Search tab in a new Visit Module tab.

7. Click on a column header to sort the list
8. Double click on the Gray box in the first column of the Results table to open the Visit Record
9. Click on the New Search button to reload the Search window

Facility Home Page | Visits - ID#: 5 (Tim Allen) **New Tab**

**Results**

**Search Result Options**  
The visit search job has returned a list of patient visits that meet the search criteria.  
Click on the row selector to choose a visit to work with.  
Click on the "New Search" button to perform a new search.

**Visits Found**

Visit	First Name	Last Name	Patient ID	Chart	Date of Visit
11	John	Doe	4	12344	6/1/2009
14		Doe	4	12344	9/14/2009 8:00 AM
*		Doe	4	12344	9/15/2009

**New Search**

**Gray Box**

**Search Tab**

Search Visit

## Patient Visit Records

### View and Edit

A table showing all the Patient Visit records linked to the Patient Record can be found on the Visit Tab.

1. To view the details of a Patient Visit record, select the record in the table
2. Make the necessary changes to the visit record in each field or additional feature
3. Click on the Save button to update the Patient Visit record

The screenshot shows the 'Patient Visits' interface. At the top, there are navigation tabs: 'Facility Home Page' and 'Visits - ID#: 4 (John Doe)'. Below this is a 'Patient Visits' section with a sub-tab 'Exam'. A table lists visit records:

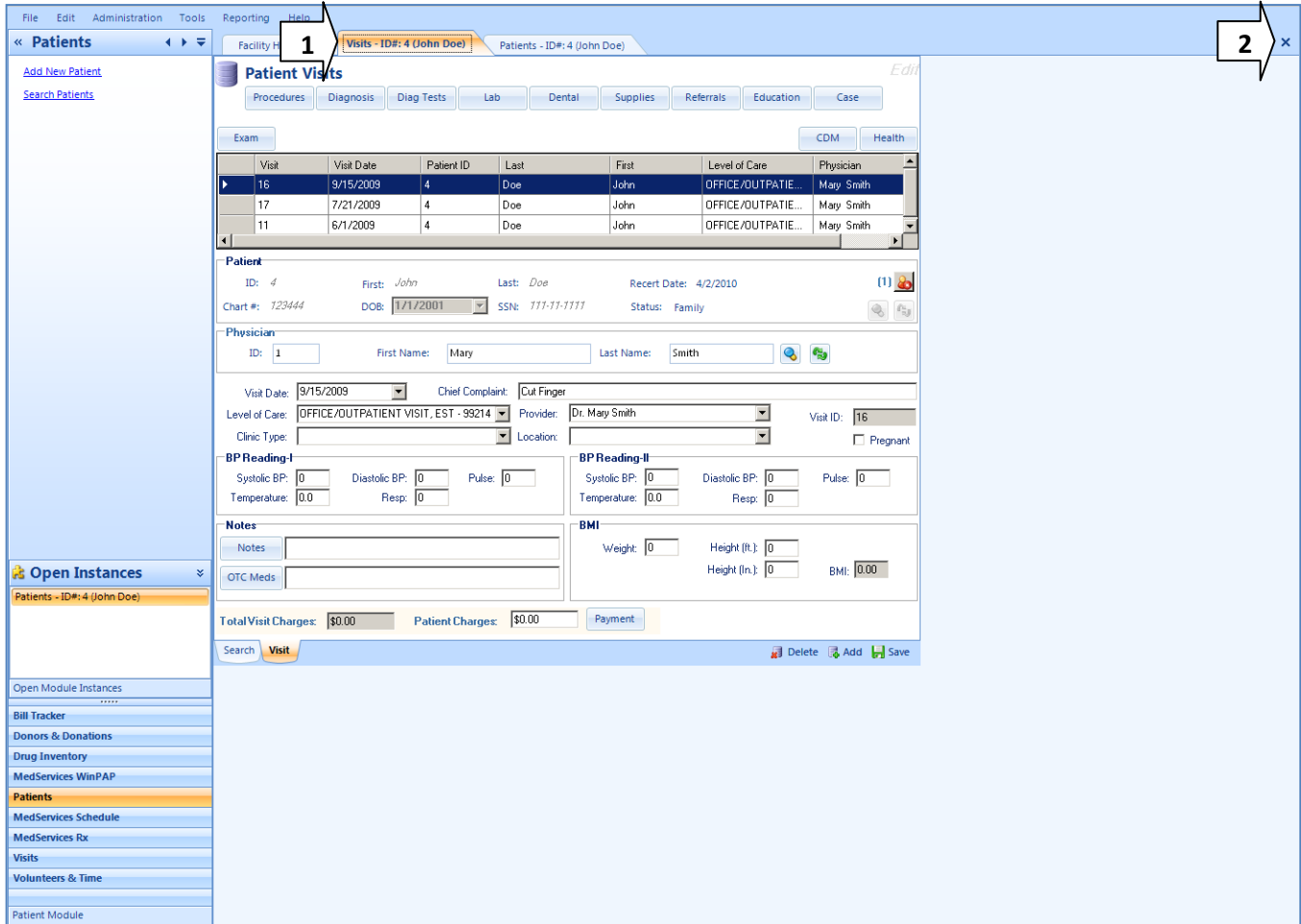
Visit	Visit Date	Patient ID	Last	First	Level of Care	Physician
16	9/15/2009	4	Doe	John	OFFICE/OUTPATIE...	Mary Smith
17	7/21/2009	4	Doe	John	OFFICE/OUTPATIE...	Mary Smith
11	6/1/2009	4	Doe	John	OFFICE/OUTPATIE...	Mary Smith

Below the table is a 'Patient' section with fields for ID (4), First Name (John), Last Name (Doe), Recert Date (4/2/2010), Chart # (123444), DOB (1/1/2001), SSN (111-11-1111), and Status (Family). A 'Physician' section shows ID (1), First Name (Mary), and Last Name (Smith). The 'Visit Date' is 9/15/2009 and 'Chief Complaint' is 'Cut Finger'. Other fields include 'Level of Care' (OFFICE/OUTPATIENT VISIT, EST - 99214), 'Provider' (Dr. Mary Smith), 'Visit ID' (16), 'Clinic Type', 'Location', and a 'Pregnant' checkbox. There are two 'BP Reading' sections with fields for Systolic BP, Diastolic BP, Pulse, Temperature, and Resp. 'Notes' and 'OTC Meds' sections are also present. A 'BMI' section includes fields for Weight, Height (ft.), Height (In.), and BMI (0.00). At the bottom, 'Total Visit Charges' and 'Patient Charges' are both \$0.00, with a 'Payment' button. A 'Search Visit' button is on the left, and a 'Save' button is on the right. Callouts point to 'Additional Features' (top right), 'Patient Visit Records' (table), 'Visit Tab' (bottom left), and 'Save' (bottom right).

## Closing an Open Instance of a Module

1. Click on the tab of the module to be closed.
2. Click on the X button to close the selected module.

Note: The Facility Home Page tab cannot be closed.



## Moving between Open Instances:

There are 4 options for moving between the Open Instances. Because a user can have multiple instances of the same module open, all of the tabs may not be visible. Use Options 2 through 4 to navigate to a tab that is not visible.

**Option 1:**

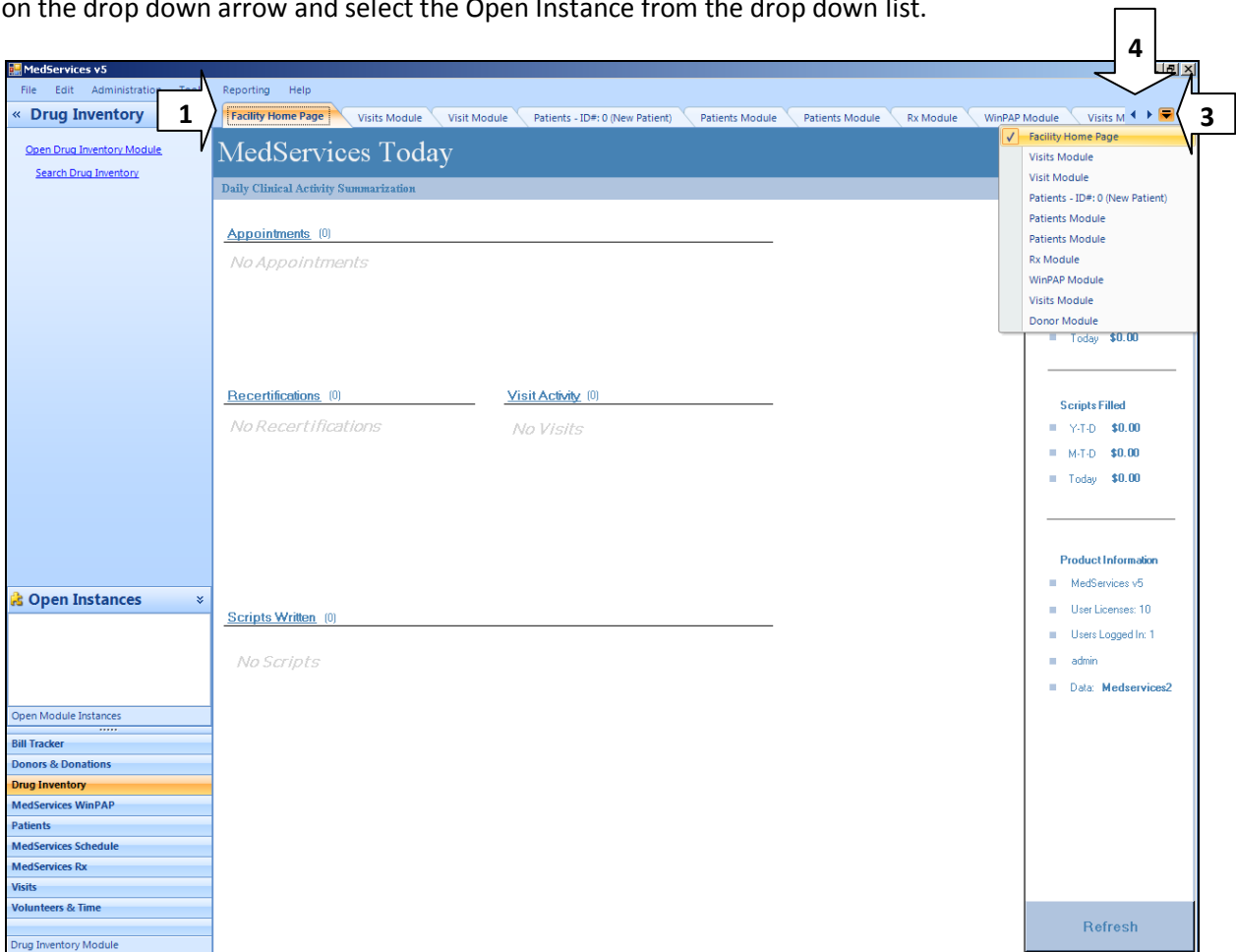
Click on the tab.

**Option 2:**

Click on any tab and then use the left or right arrow keys on the keyboard.

**Option 3:**

Click on the drop down arrow and select the Open Instance from the drop down list.

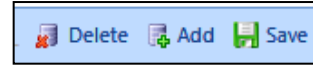


**Option 4:**

Use the Open Instance Navigation arrows to automatically select the next Open Instance or previous Open Instance.



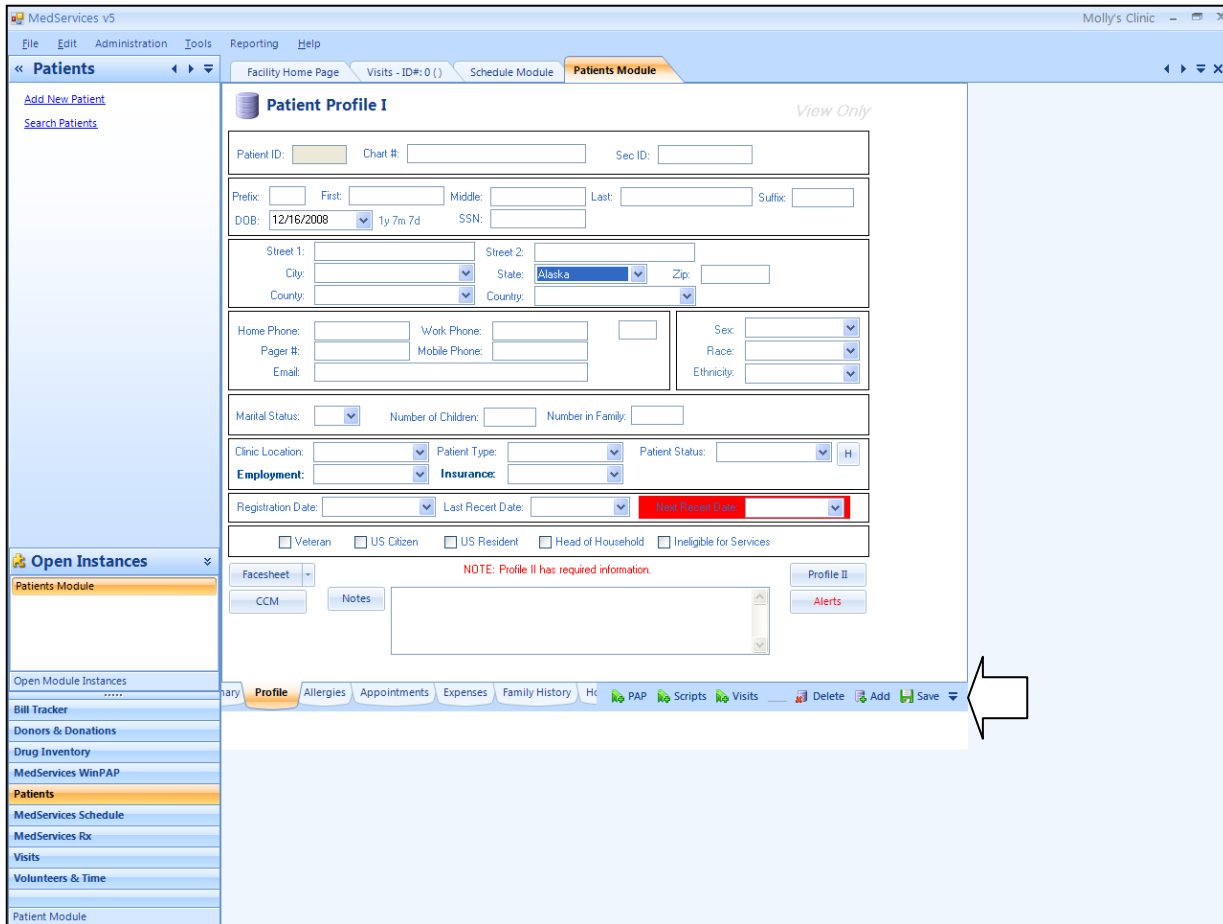
## Common Buttons



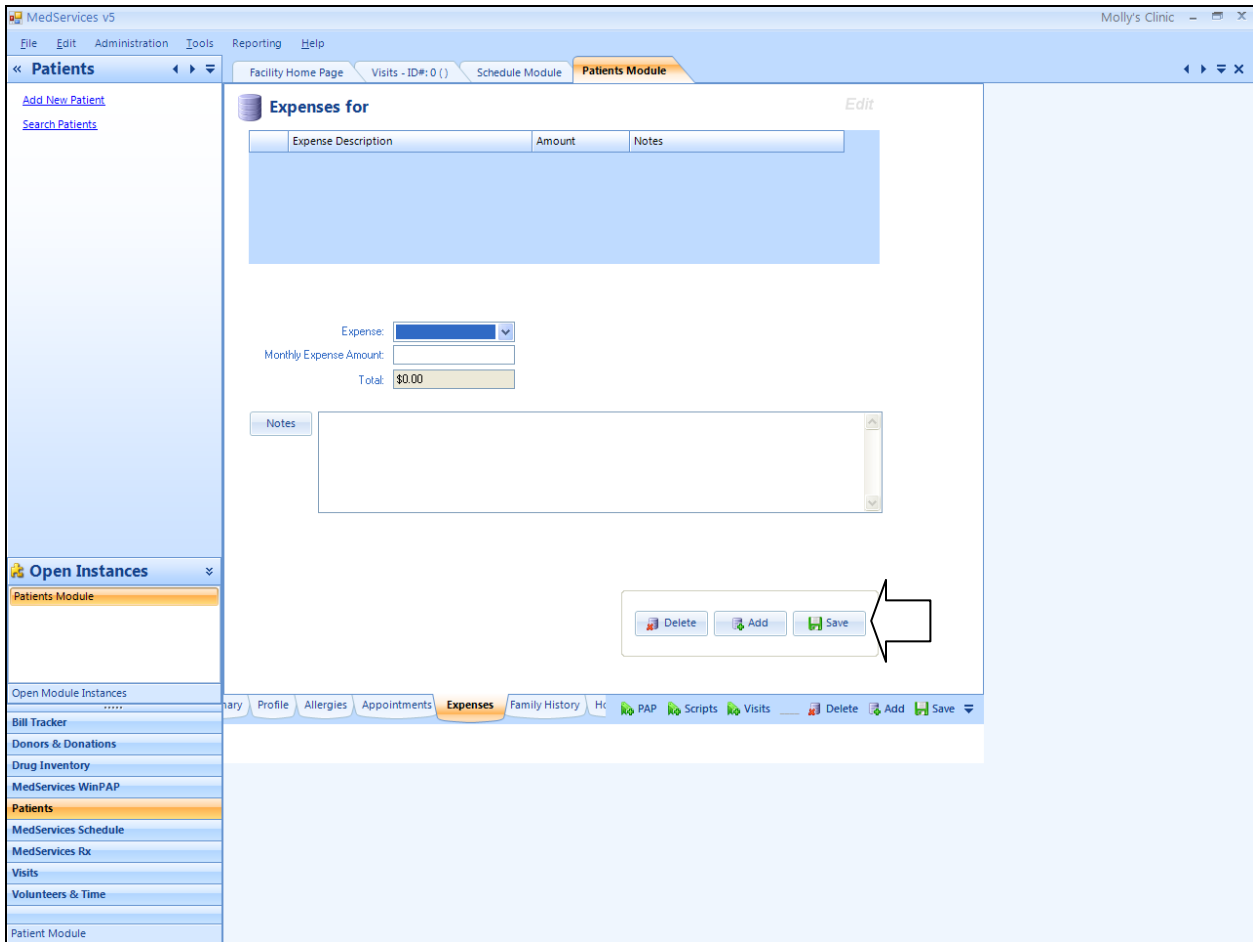
### Delete – Add – Save

Delete, Add, and Save are buttons common to many modules. The location of these buttons on the screen allow the user to see if they are for the data being entered into a specific set of fields, or for the entire module.

In the Patient Profile screen below, the buttons are located **at the bottom of the screen** of the Patients Module. They can be used to Delete the Patient’s Record, Add a New Patient, or Save the Patient’s Record.



In the Expenses screen below, the buttons are located **inside** the screen on the Patients Module. They can be used to Delete an Expense, Add an Expense, or Save the Expense information to the Patient's Record.



The Delete, Add, and Save buttons are used throughout MedServices to manage the data being entered by the user.

## Contact Information

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