

WELFORD CHART NOTES NEWSLETTER

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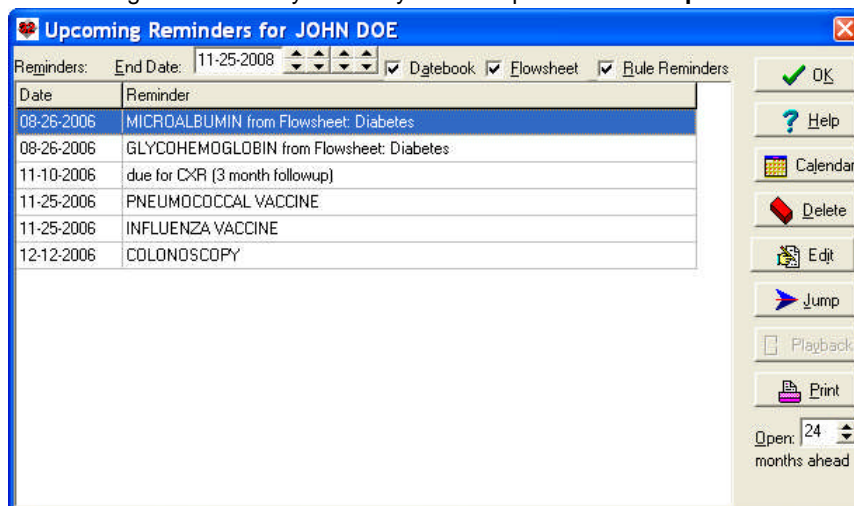
SEE WHAT'S COMING UP! (User's Manual, pgs.960-962)

Patients often want to know not just what tests they are due to have now, but also what tests they will be due to have in the near future. The Datebook and Flowsheets features can show you what patients are due for into the future, but Rule Reminders only show you what they are due for currently. However, you can see what they are due for into the future from all three sources in one convenient place called Upcoming Reminders, introduced in version 5.0. Let's try it out:

1. Press Reports\Upcoming Reminders.
2. Enter the name of the patient.
3. The report defaults to showing however many months you have specified in the **Open <n> months ahead** box.

The factory setting is 12 months, but you can set it to any amount you want. Try setting it to 6 months.

4. Notice that as you change **Open <n> months ahead**, the **End Date** changes accordingly. However, you can just



change the **End Date** on this occasion, while leaving **Open <n> months ahead** to its original setting, if you want to see more or fewer months this one time but not every time you open this window.

5. Check each function you want included in the Report (ordinarily, you would leave all three checked, **Datebook**, **Flowsheets**, and **Rule Reminders**).
6. The Reminders are arranged in ascending chronological order. Any which come from a Flowsheet say "from Flowsheet: <Flowsheet Name>". Any that are generated from a Rule Reminder are show in all capital letters. Notice that some items may have already been due prior to today's date; some may just be coming due now; and some may not be due until sometime in the future.
7. Double-click on any item (or highlight it and press **EDIT**) to see the detailed information about it or edit the information (e.g. edit the Datebook entry, see the Rule Reminder and respond to it by ordering a test, or review the Flowsheet, from which you can then Jump to other program functions, if necessary).
8. If you want to remove certain items from the list before printing a copy for your patient, highlight each item and press **DELETE**. The item will reappear if you run the report again. It is only removed now for purposes of printing. If you want it removed permanently, you need to respond to the item. For example, change a Datebook Status to Noted, make the patient an Exception to a Rule Reminder (or order the indicated test or treatment), and either do the indicated Flowsheet test or else remove it from the list of tests to be done next.
9. If you want to print a copy of this report to hand to your patient, press the **PRINT** button.
10. If you are in the Writer and want this reported pasted into your note at the current cursor position, press the **PLAYBACK** button.

This report is handy, but what if you want to see the report every time you open a patient's chart, without having to press Reports\Upcoming Reminders?

1. Press System\Writer Options**AUTO-OPEN OPTIONS**.
2. Check **Upcoming Reminders** and press **Ok**.
3. Press System\Global Options, uncheck **Window Locking** and press **Ok**.
4. Open any patient's Writer.
5. Move the Upcoming Reminders window to the size and position you like.
6. If you like using Window Locking, Press System\Global Options, check **Window Locking** and press **Ok**.

UPCOMING	
08-26-2006	MICROALBUMIN
08-26-2006	GLYCOHEMOGLOBIN
11-10-2006	due for CXR (3 month followup)
11-25-2006	PNEUMOCOCCAL VACCINE
11-25-2006	INFLUENZA VACCINE
12-12-2006	COLONOSCOPY

Whenever this Auto-Open Window appears, simply click on it to open the full Upcoming Reminders report.

Well, that was handy, but what if you'd like to see what your patient is due for (or about to be due for) each time you write a prescription or authorize a refill in the Prescription Log? (That way, you can see if you really want to give refills, or limit it to no additional refills and send a message to your staff reminding the patient to have needed testing or to schedule an appointment). Let's see how to accomplish this.

For prescriptions:

1. Press Write\Prescriptions**OPTIONS**.
2. Check **Auto Check Upcoming**.
3. If you want the Prescription Writer to warn you about reminders that are going to be due in the near future, set **<n> weeks into the future** to something above 0. If you leave it set at 0, then it will only remind you if the patient has things which are due NOW.
4. Press **Ok**.

From now on, when you write a Prescription, if the patient has one or more Upcoming Reminders due (now, or <n> weeks into the future), then a red **Upcoming** button appears on the Prescription Writer screen to notify you of this fact. Click on this button to see what is coming up.

For the Prescription Log:

1. Press View\Prescription Log**OPTIONS**.
2. Check **Auto Check Upcoming**.
3. Again, if you want to see future reminders, set **<n> weeks into the future** to a number greater than 0.
4. Press **Ok**

Note that the settings in the Prescription Log Options are independent of the settings in the Prescription Writer Options; they can behave differently if you want them to.

From now on, when you authorize a refill in the Prescription Log, the red **UPCOMING** button appears if the patient has any upcoming reminders. Click on it to see what is coming up!

Note: the performance of the Upcoming Reminders feature has been improved for version 5.1, which is being released next month!

NEWS ON UPCOMING VERSIONS

We are busy putting the finishing touches on version 5.1. It has dozens of new features, including faxing prescriptions, backing up key files, patient lab letters, tip of the day, and much more!

SEND US YOUR TIPS

If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:

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