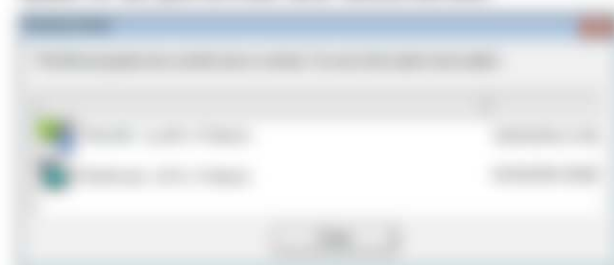


Notes

- The guide shows which tool you should always use - there is also a helpful tip, also.

Checking pending tasks

- In the Pending Tasks tool is set in the Patient Information Menu -
- The Pending Tasks window opens showing the tasks to be performed and documented.



- Click any entry in the list to open the Document as noted window, enter treatment details as necessary, and then click **Go/Save**.

Documentation tool action

- In the Documentation tool is set in the Patient Menu -
- The window that opens shows the data entry that have not yet been acknowledged.
- Review the entries you want to acknowledge and click **OK**.

Documentation as note

- Click the appropriate tool set to open the documentation window.
(The document for the current time you can also open the treatment notes.)

Notes

Notes - no treatment notes (PICIS only)
Notes - no treatment notes (PICIS only)

- Enter treatment details as necessary.
- Click **Go/Save**.

Documentation as chart



- Click a entry set in the time bar to display the Document Multiple Entries window.
The window shows a list of scheduled tasks for the patient.

Notes: Tasks and medications with **WHS** as systematic activities are not included.

- In **Flagging**, select the entries you want to note.



- If an entry has been documented previously, the entry is displayed in the **Previous** column. You can repeat the previous entry using a forward key leaving the check mark in the **Flag** column.
- To enter new data, click **New**.
- Check both columns for any items that you do not want to document.

Check OK

- If necessary, review notes for each task checked in the **New** column.
- Enter or modify information if necessary and click **Go/Save**.

Previous information

- Click the **Previous** button to open the **Previous** window.
- If necessary, change the **Waiting Time** - it will appear in either the current time or the next of the system.
- In the left pane, select the patient.
- To get all entries from the previous, click **ALL PREVIOUS**.
- To get specific entries from the previous, select them in the right pane and then click **ALL PREVIOUS**.

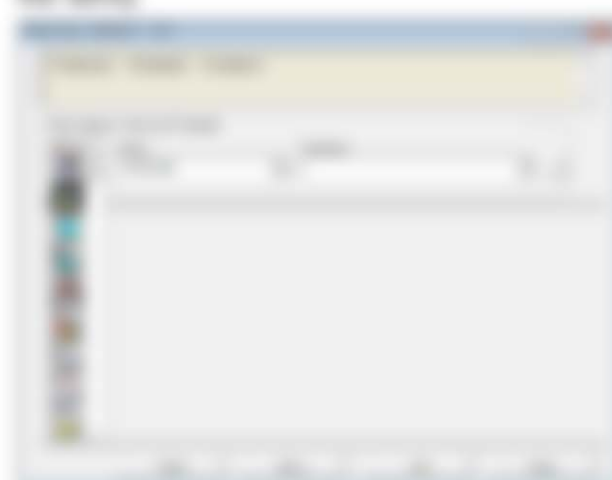


Procedure: create order

1. Open a Treatment and a session for the order and open and add the selected addressing.
2. In the window that opens, select a **Family Treatment** and, if necessary, enter a **Starting Time**. Then click **Add**.
The document for order immediately, and **Add** and **Proceed**.

Procedure: create order

1. Click **Order** > **Single Order**.
2. Select a category from the dropdown and then then select all order under **Family**.
The window changes to show fields relevant to the form.



3. Fill in the fields that apply to the order and then click **Add**.
4. In the window that opens, select a **Schedule** and, if necessary, the **Starting Time**.
5. To add a note to a note about conditions for attending, click **Note**. To attach pictures to the order, click **Add**.

Procedure: create order

1. Click the **Patients Summary** button (The **Patients Summary** opens).
2. Click **New Order** (The **New Order** window opens).



3. Select **Type**, select an appropriate type.
4. Enter your notes in the address section and then click **Add**.

Procedure: create order

1. Click **Health > Exchange Patient**.
2. In the **Demographics** window, open. Fill in any necessary information or add and click **Add**. The **Health - Exchange Patient** window opens.
3. Select the **Exchange Type**, and click **Exchange**.

4. If the **Exchange Patient** window opens, enter the required printing information and click **OK** to create a patient.

Tip of the application

- When you leave the application, log off to avoid security, downloading it your notes.