

ArcBI TS Newsletter

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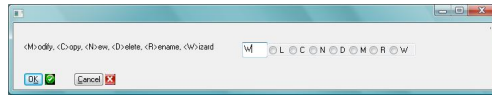
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ArcSys Hot Tip

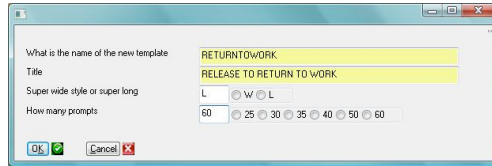
You may have noticed that some characters are not allowed in data entry. Among the allowed are A-Z, a-z, 0-9, and *%:/,-.#?<>() If you are really adamant that additional characters be allowed (or exclude some), this requires a “programming” change to the BP program VALIDCHARS. We can handle this for you and it is immune from updates. Please note that the presence of an ampersand and underscore will cause “list” displays to appear in uneven columns.

Template Wizard

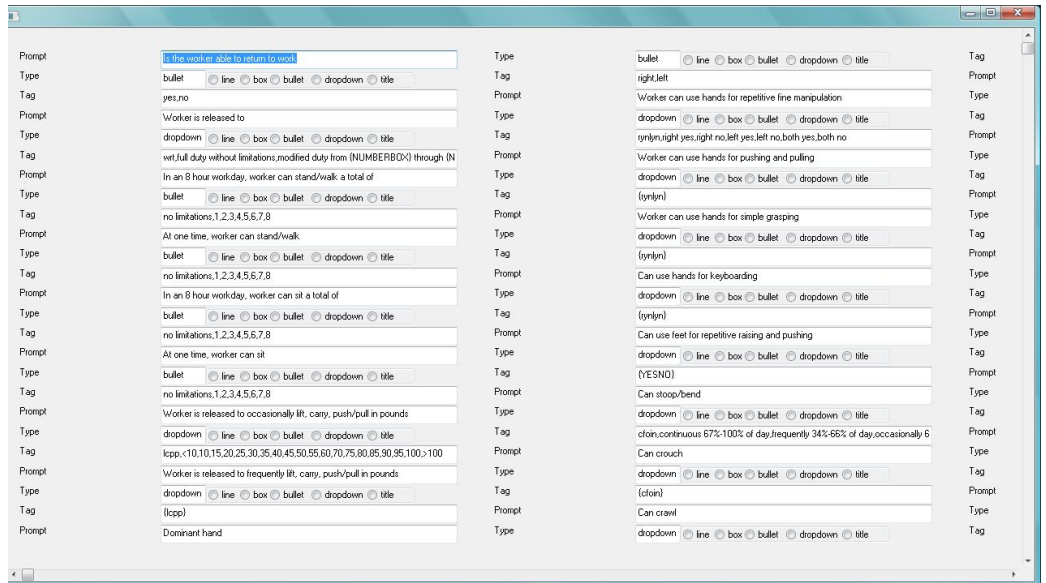
Creating a new template is relatively easy. From the Medical Records menu, choose the option which says Template Wizard. The following screen appears. Click W,



then Ok. Give a name to the template with all caps and no punctuation.



A very large template appears with a



“triple set of prompts” where you provide a prompt (what you want a field to say), the type of field (a simple fill-in-the line, a box, a set of single choices, a dropdown

box which allows multiple choices, or a title), and the tag.

If specifying a bullet, then tag becomes something like RED,WHITE,BLUE. If you have more choices than will fit on the screen, then a single-use drop down list will be created.

If specifying a dropdown, then tag becomes a little more complex. Entering something like clrs,RED,WHITE,BLUE,NAVY,AQUA will create a list known as “clrs” which can then be used later. (Thus, when you are actually using the template, you will have a button on the left side of the screen, that when clicked, will present a list of multiple choices.)

The entire time it took to create the template (there are 63 fields for this template) from start to finish was about 30 minutes.



More on Templates

The screen below is what appears next. This gives you the opportunity to make cosmetic adjustments like inserting blank lines.

When you SaveExit the screen, you will be dropped into the Visit screen where you can enter a patient. Click on the Soap or Template button and your new template appears.

On printing the note the final product will appear as (or similar, depending on your setup):

ONSITE CARE—RELEASE TO RETURN TO WORK 01/14/12
VIVINT 4907 S 300 W
PROVO, UT 84604

3074—THERESA TESTER—01/01/1980

Is the worker able to return to work: yes
 Worker is released to: full duty without limitations

In an 8 hour workday, worker can stand/walk a total of: no limitations
 At one time, worker can stand/walk: no limitations
 In an 8 hour workday, worker can sit a total of: 6
 At one time, worker can sit: 4

Worker is released to occasionally lift, carry, push/pull in pounds: 40
 Worker is released to frequently lift, carry, push/pull in pounds: 40 20

Worker can use hands for repetitive fine manipulation: right yes
 Can use hands for pushing and pulling: right yes
 Can use hands for simple grasping: right yes
 Can use hands for keyboarding: right yes

Worker is able to stoop/bend: continuous 67%-100% of day
 Crouch: continuous 67%-100% of day
 Crawl: continuous 67%-100% of day
 Kneel: continuous 67%-100% of day
 Twist: continuous 67%-100% of day
 Climb: continuous 67%-100% of day
 Balance: continuous 67%-100% of day
 Reach: continuous 67%-100% of day
 Push/pull: continuous 67%-100% of day

Michelle Palmer MD

After you have clicked Ok and then Compressed your note, the Visit field will then appear as: