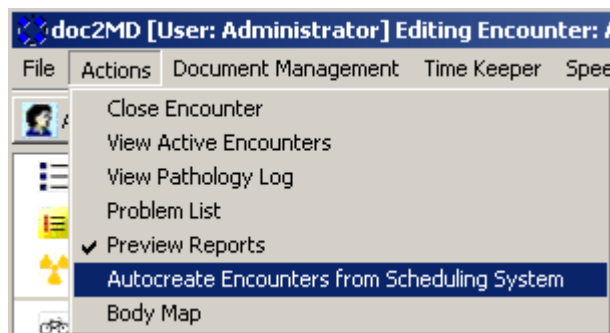


Quick Sheet: Auto Create Patient Encounters

Overview: Patient encounters may be created one at a time via the Patient List dialog, or in a batch. The batch mode uses the Practice Management systems Patient Schedule to determine the patient encounters for the day and will create an Exam encounter for each patient scheduled for the day.

Step 1: To automatically create encounters for the entire day, select ***Autocreate Encounters from Scheduling System*** from the Actions menu of doc2MD.



If your workstation is configured to connect to the Practice Management system, doc2MD will automatically prepare an encounter using the scheduling information available from the Practice Management's scheduler.

To determine if your workstation is properly configured, go to the File | Configuration option within doc2MD.

Quick Sheet: Auto Create Patient Encounters

Configuration

Use this screen to configure the options for this workstation.

This workstation synchronizes with host This workstation plays alert messages

Pathology Labels Setup

This workstation prints pathology labels Select the Descriptor Set for which the labels will be printed. If all labels will be printed from this location, select ALL.

ALL

If this computer has a camera attached, where does it store pictures?

Temp picture folder

If this computer has a scanner attached, where does it store files?

Scanner Document Folder

Connection Mode | Connection Attributes | HL7 | Future

Select one of the approved Practice Management Systems below. If you do not use a Practice Management System, select None.

Once selected, enter the User ID and Password and other connection information on the Connection Attributes tab.

Practice Management Software: Medisoft

Save and Close

Make sure that the Practice Management Software drop down is displaying the appropriate software and that the Connection Attributes tab is properly setup with the User ID, Password and appropriate connection information.

Configuration

Use this screen to configure the options for this workstation.

This workstation synchronizes with host This workstation plays alert messages

Pathology Labels Setup

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Connection Mode | Connection Attributes | HL7 | Future

Enter a Practice Management Software's User and Password in the fields below. To limit UserID conflicts within your software the UserID and Password should be unique to doc2MD. [Example UserID=doc2MD, Password=doc2mdserver] The Database location should point to the folder where the practice data is stored.

For Medisoft - it should be the MedData folder. [Example \\ServerName\Medidata\MyPractice]
For Orchid - it should be the server name and sql server instance. [Example \\ServerName\SQLExpress]

User ID: SERVER

Password: *****

Last Synchronized Date/Time: 7/24/2008 7:33:53 AM Reset Date

Database Location: \\practice\medidata\mypractice

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Save and Close