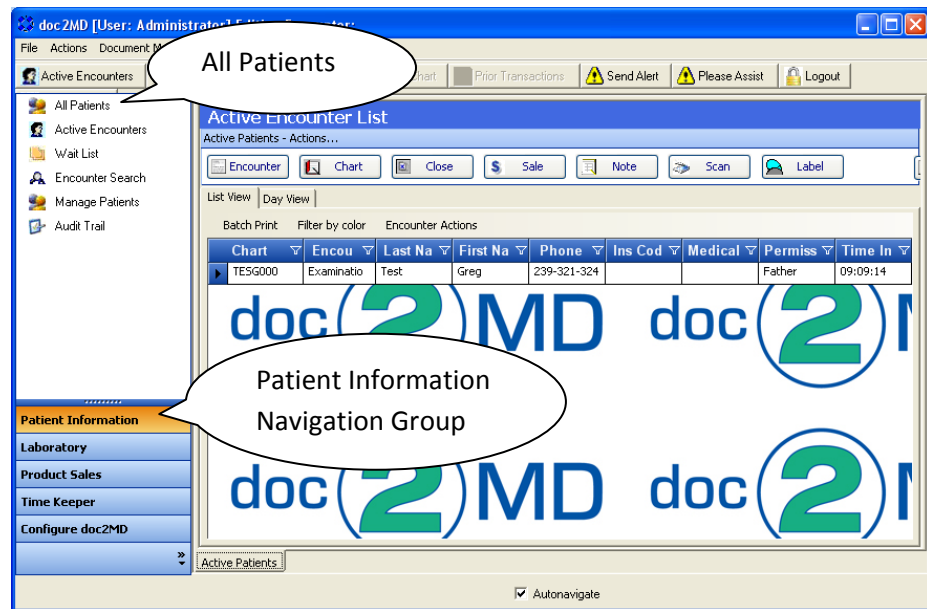


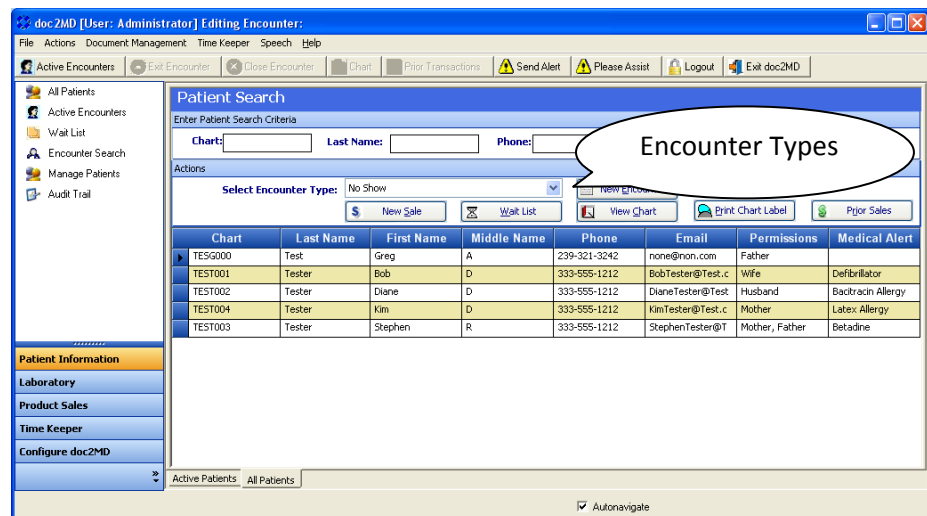
Quick Sheet: Create Phone Call Encounter Note

Overview: This Quick Sheet describes the steps necessary to create a new phone call encounter note from within doc2MD. Phone calls are handled by the doc2MD note editor and by default, does not display the standard SOAP encounter editor.

Step 1: Select the Patient Information Group Bar at the left side of doc2MD.



Select All Patients from the list to be presented with the Patient List



Enter your search criteria (Chart or Last Name or Phone) and press Search to view the list of patients that meet your criteria.

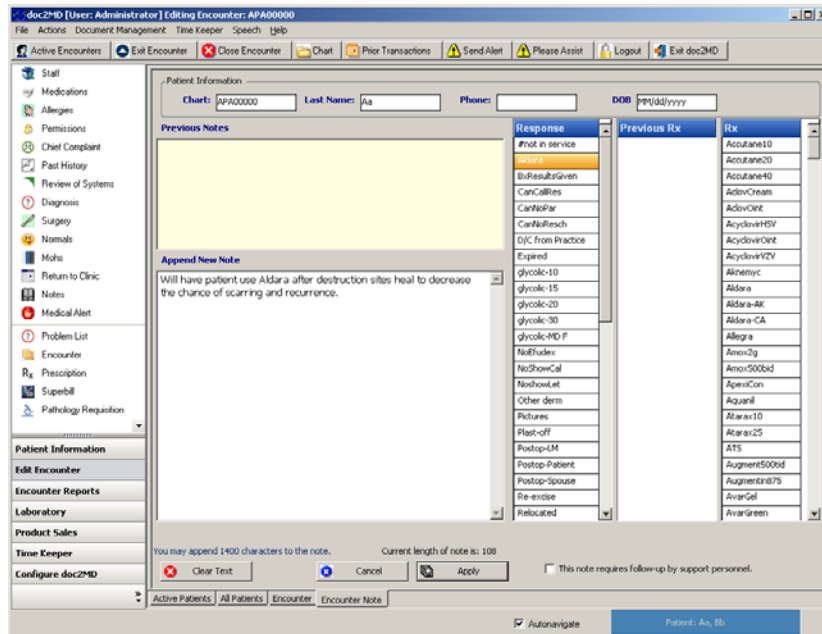
Step 2: Select the Phone Call Encounter Type. The doc2MD software comes configured with three encounter types to include:

1. Examination
2. No Show
3. Phone Call

Note: You may add or remove these encounter types at you determine necessary (see Configuring doc2MD in the doc2MD User's Guide)

To create a Phone Call Encounter, select Phone Call from the Drop Down list and either double click on the Patient Name, or press the New Encounter button.

Once created, you will be directed automatically to the doc2MD Note Editor. This editor automatically retrieves the patient's past prescription data from doc2MD so that prescription refill requests may be handled quickly.



Double clicking on any of the column information will automatically enter the longer text associated with that item. For instance, double clicking on **Aldara** will enter the text “Will have patient use Aldara after destruction sites heal to decrease the chance of scarring and recurrence.”

When the note is complete, press Apply to have the note entered into the patient encounter. Note: Each entry that a staff member creates is time and date stamped.