Accessing Resources

Last Modified on 06/25/2019 3:32 pm EDT

Version 14.19

Overview
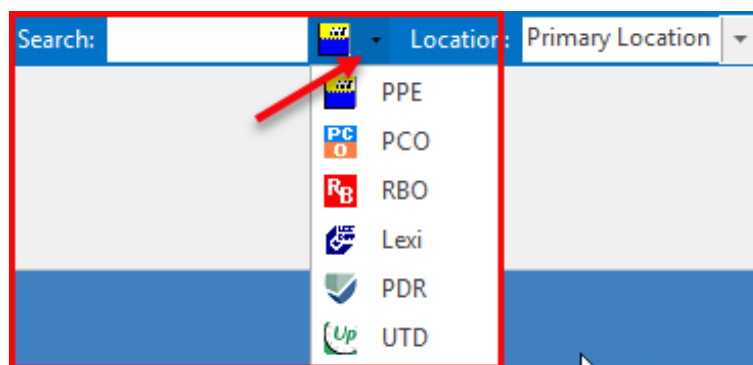
Online Resources are available from:

- The Assessment, Plan, Patient Instructions, CC/HPI, Allergies, Narrative Exam fields, Counseling/CoC, Care Plans, and Diagnostic Tests fields in a visit note or patient chart where they are available.
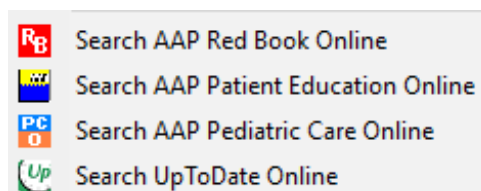
- The Search field and online resource drop-down menu located at the top of OP.

Searching Online Resources from a Visit Note or Patient Chart

1. Right-click on a word or ICD-10 code. A menu displays listing:

   - A list of five **favorites** related to this word. These favorites are from the frequently used items associated with this tag word. This can be edited in the **AAP/Local Content Library** .
   - Additional matches from the **AAP/Local Content Library** are be displayed.
   - The available AAP resources.

2. Click on the resource you would like to access to be taken to that web page.

## Searching Online Resources from the OP Ribbon Bar

1. In the **Search** field located at the top of OP, enter a search word or phrase.
2. Click the online resource drop-down and select the resource you would like to search.
3. Click the resource icon located to the right of the search box. A new window opens the web page of the database you selected where your search results are displayed.

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The AAP Online Resources and resources that you have added can be conveniently accessed. Use the search bar at the top of Office Practicum to access them, or right-click on any word or ICD code entered in a note.

Searching from the OP Menu Bar

1. **Click** and place your cursor in the search menu bar at the top of Office Practicum.
2. Type in the **word** that you would like additional resources for.
3. **Select** the database you would like to search by clicking on the dropdown menu to the right of the search field.

   - If you have a favorite database to search, the system will remember your choice for further searches.

4. A new window will open to the web page of the database you selected and your search results will be displayed. You can **click** on any of the results for more information or **type** a new search word to search again.
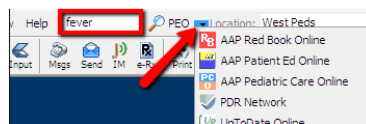
Searching from within a Note (Text)

1. As you type in a note, you can **highlight** a word that you would like a resource for (ie: fever) and **right click**.
2. Below the options to "Cut", "Copy", "Paste", ect., you will see options for AAP online resources.

   a. A list of five **favorites** related to this word. These favorites are from the frequently used items associated with this tag word. This can be edited in the **AAP/Local Content Library**.
   b. After the five favorites, additional matches from the **AAP/Local Content Library** will be displayed.
   c. The last option will show links to the available AAP resources. Clicking on any of these will search for the selected word in that database.

3. **Click** on the resource you would like to access and you will be taken to that web page.
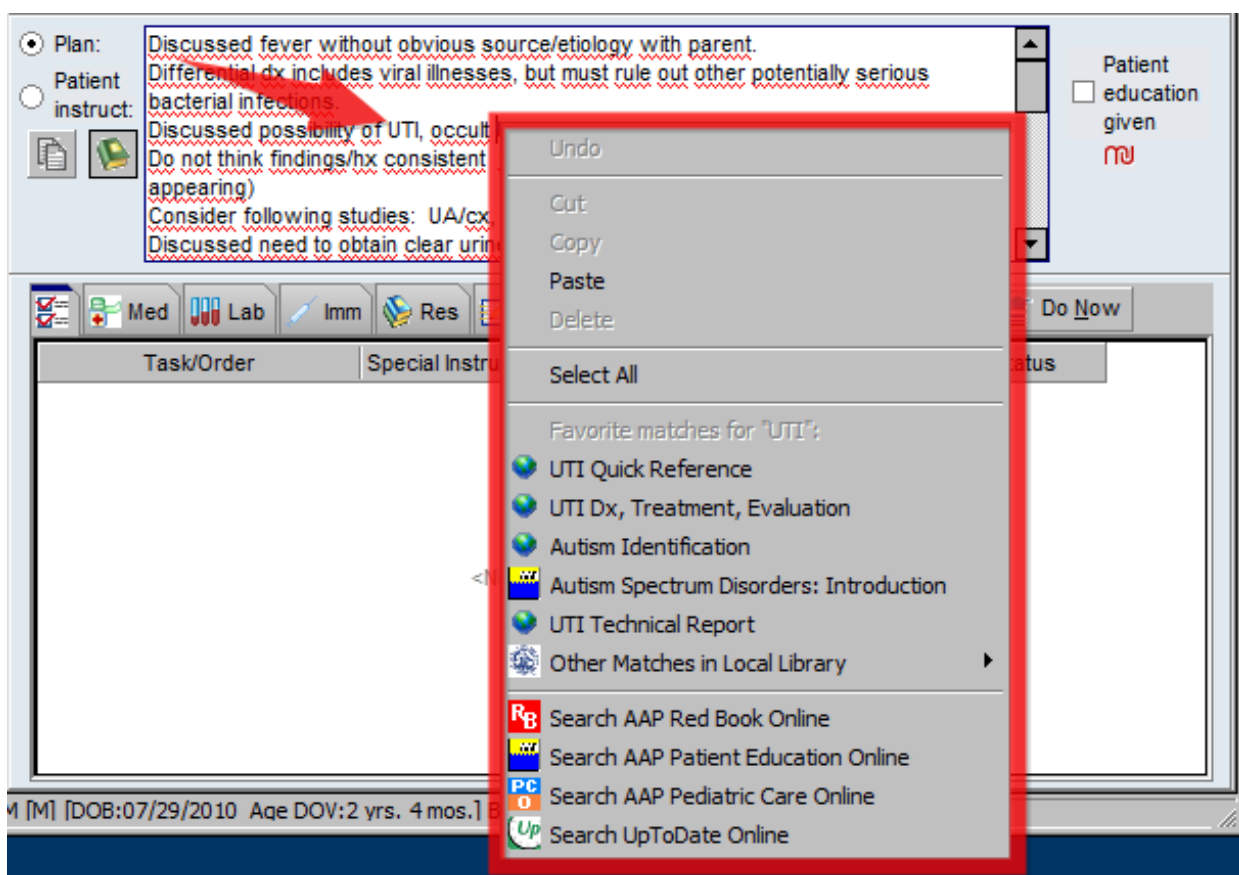
Searching from within a Note (ICD Code)

1. Any area in Office Practicum where you view ICD Codes, you can **right click** on the code to find additional resources.
2. Below the options to "Cut", "Copy", "Paste", ect., you will see options for AAP online resources.

   a. A list of five **favorites** related to this ICD Code. These favorites are from the frequently used items associated with this code. This can be edited in the **AAP/Local Content Library**.
   b. After the five favorites, additional matches from the **AAP/Local Content Library** will be

displayed.

    c. The last option will show links to the available AAP resources. Clicking on any of these will search for the selected ICD Code in that database.

3. **Click** on the resource you would like to access and you will be taken to that web page.