

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

Customizing your View of Event Chronology

Last Modified on 12/10/2019 2:49 pm EST

Version 14.19

Grid View vs. Lateral View

- Choose a vertical **Grid View** or horizontal **Lateral View** by clicking either tab above the Event Chronology list.
 - The **Grid View** displays the patient's patient register record and Ongoing Problem List at the top of the list, followed by each record entry in reverse chronological order. Single-click on an entry to view the full text in the sidebar. You can customize your view of the grid by clustering records together in the list by category.
 - The **Lateral View** displays each full entry side by side. Single-click an entry to view the full text in a pop-up window. Move the pop-up window to the side by clicking and dragging the title bar.



Note: To view all records in a specific category, check the **Show All Records** check box, then click the drop-down button next to the blank field and select the record category from the drop-down menu.

Sorting and Filtering Records

Clicking the **Save Settings** button in the Event Chronology now saves the grid setting, the report criteria, form size and form position on the screen.

1. You can choose to view either records of all patients in your practice by clicking the **All** radio button at the top of the window. To select a specific patient, select **One**, then click the **Choose** button to choose a patient from the Patient Directory.
2. The **Report Criteria** section allows you to choose from the drop-down menu any reports you have created and saved. Criteria for the report chosen can be viewed by clicking on the

Advanced Search Criteria tab in the Event Chronology grid.

3. In selecting a date range for entries, you can choose from the following:
 - Select a number of months to retrieve records for by clicking the **Latest** radio button, to the right of **Report Dates**, then click on the drop-down button next to the number field and select a number of months from the drop-down menu.
 - Select a specific date range by clicking the third radio button from the left, then click the drop-down buttons next to each of the two fields to select a start and end date from the drop-down calendars.
4. To re-sort entries in the grid by category, click on a column heading to sort in alphabetical/numerical order by that category. To reverse the alphabetical/numerical order, click on the heading again. You can also choose the columns that are visible in the grid by clicking on the utility button on the far left end of the row of column headings, and select or deselect categories in the drop-down menu.



Note: By default, items from the Ongoing Problem List will appear at the top of the list. Click on the **Explanation** tab on the far right edge of the window to view the order of appearance of all entries.

5. To narrow your view to a specific record type, date, ICD-9, ICD-10, or category, click on the drop-down button next to the column heading, and select an item from the drop-down menu. If you do not see any items in the drop-down, select (**Custom...**). A Custom Filter window will open. Enter the item (e.g., Messages) in the text field, and select **Equals** in the qualifier field.



Note:

- You can check which filters are active by clicking the Customize... button in the lower right corner.
- Content for invalidated notes will not be embedded in the Event Chronology grid, but can be accessed by highlighting note in grid and clicking View button.

Version 14.10

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