

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.

EHR Clinical Setup and Management FAQs

Last Modified on 02/10/2020 1:51 pm EST

How do I add birth facilities so they show up in drop down list in newborn history?

The list of newborn hospital facilities is populated in the Registry Look up Table:

What can a Locum physician do in OP?

It may be necessary to create a Locum provider in OP due to a provider's extended vacation, illness, temporary staffing need, etc. For additional information on Locum providers, please contact your Client Advocate.

How do I access the AAP Local Library from locations in OP?

You can insert items from the AAP local library from the following locations: Template Customization, Charting Notes, and specific areas within the note and items in the chart. Highlight a word and if a tag exists, it will bring up the matching AAP library articles. You can also access the library by performing the following steps:

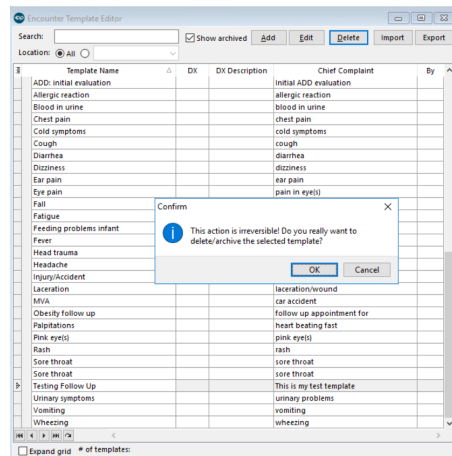
1. Open a Patient Encounter Note or one of the other forms listed above.
2. Type a few words into the note, then right-click on one word, as you would when searching directly from within a note (see above).

3. In the pop-up menu, select **Other matches from AAP Local Library > Search AAP Local Library**. Your library will open in a new window.

How can I delete or archive a template?

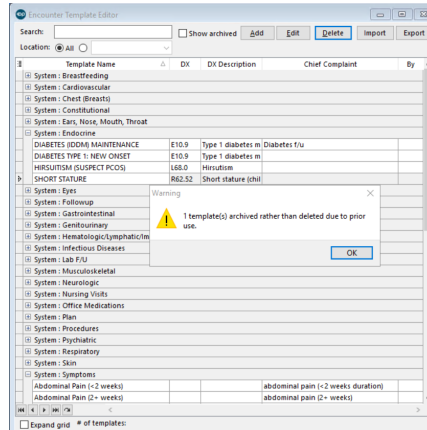
If a practice has created an Encounter or Well Visit template, and it has not been used, the template may be deleted from the template editor.

1. Click the **Clinical** tab and select **Encounter Templates** or **Well Visit Templates**.
2. Highlight the template and click the **Delete** button.
3. Confirmation window displays, click **OK**.

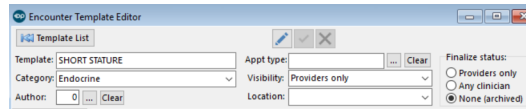


If a practice wishes to delete an Encounter or Well Visit template, that has been applied to patient visits, the template must be archived.

1. Click the **Clinical** tab and select **Encounter Templates** or **Well Visit Templates**.
2. Highlight the template and click the **Delete** button.
3. Confirmation window displays to archive the template, click **OK**.




Example: To archive a Template, select the **Template** and click the **Edit** button. Select the **None** radio button in the Finalize status section. To view templates that are archived, select the **Show archived** checkbox from the template editor window.

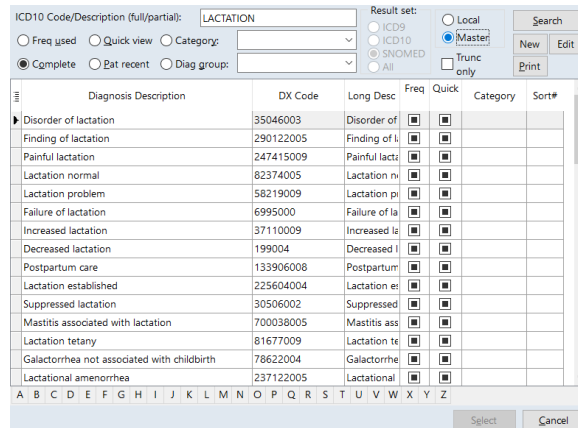


How do I add a SNOMED code to a template?

A SNOMED code mapped to diagnosis on a template, although optional, is used to properly associate educational handouts when using the NLM button. Below are instructions on how to map a SNOMED code.


Encounter Template

1. Navigate to the **Clinical tab > Encounter Templates**.
2. Click the **+** to expand a System and double-click to open the template.
3. Click the **Edit** button.
4. From the **Encounter Note** tab, navigate to Diagnoses.
5. Click the SNOMED search button  , type a description and click the **Search** button. If no diagnoses display, select the **Master** radio button.



6. Highlight the SNOMED code, click the **Select** button.
7. Repeat if additional diagnosis codes are listed.
8. Click the **Save** button.

Well Visit Template

1. Navigate to the **Clinical tab > Well Visit Templates**
2. Double-click to open the template and click the **Edit** button.
3. From the **Well Visit Notes** tab, navigate to Diagnoses.
4. Click the SNOMED search button  , type a description and click the **Search** button. If no diagnoses display, select the **Master** radio button.
5. Highlight the SNOMED code, click the **Select** button.
6. Repeat if additional diagnosis codes are listed.
7. Click the **Save** button.