**Office Practicum**

# Telehealth Symptom Template Package

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> **Warning**:
> - Before importing templates into your OP system, please read the guidelines and warnings for template sharing in the **Warnings: Before You Share Templates** article.
> - After you have imported the below templates, there may be templates the practice chooses not to use. Please read **How can I delete or archive a template** for instruction.

## Overview

This template package includes the following Symptom Templates. Each Template Name begins with TM so that they can be easily searched in the Encounter Template Editor window.

- TM- Abdominal pain
- TM- Allergic reaction
- TM- Cold symptoms
- TM- Cough
- TM- Diarrhea
- TM- Ear Pain
- TM- Fatigue
- TM- Fever
- TM- Headache
- TM- Pink eye(s)
- TM- Rash
- TM- Sore Throat
- TM- Urinary symptoms
- TM- Vomiting

> **Warning**: The Symptom Templates have the following settings and should be **changed** if needed:
> - Visibility set to **Any staff member** so that scheduling and clinical staff can use them.
> - Finalize Status set for **Providers only** as these are part of visits and visit notes and should only be finalized by providers who perform visits.
> - No default **Appt Type**. If your practice is recognized as PCMH or working toward recognition for PCMH, be sure to use the Originating and Distant Appointment Types so that the Telehealth visits are accurately calculated for AC06.

## File

You can download the Telehealth Symptom Template package by clicking **here**.

> **Note**: Telehealth Diagnosis Template Packages are also available.
> - **Telehealth Diagnosis Template Package**

## Instructions to Download Shared Templates

### Client-Server Steps to Download Shared Templates

1. On the template-download page, click on the hyperlinked template name to download the template file.

> 📌 **Note**: The downloading procedure varies depending on your browser. If you are uncertain on downloading in your specific browser, please contact the practice's IT staff for assistance.

2. Save the file to your computer.

> 💡 **Tip:** So that users can easily locate saved files, it is recommended to create folders specific to the type of files being downloaded.

3. Ensure the template files you downloaded are in the folder.

## Cloud Steps to Download Shared Templates

1. Create a folder under **Network > tsclient > \\tsclient\C** where you will save the downloaded file.
2. On the template-download page, click on the hyperlinked template name to download the template file.
3. Navigate to the **Network** drive in the Save As window.
4. Double-click **tsclient**.
5. Double-click the **\\tsclient\C Share** or your local folder.
6. Select the folder you created in step 1.
7. Click **Save**.
8. Ensure the template files you downloaded are in the folder.

> 📌 **Note**: Once you have downloaded the files, they are ready to be imported into OP.For an overview of the Import and Export functionality in OP, refer to the article below that matches your OP environment:
> - **Import or Export Templates (Client Server)**
> - **Import or Export Templates (Cloud)**
>
> Regardless of which type of environment you are in, you must review and customize each template you download and import for your Practice. For details, refer to **Customizing Shared Templates** .