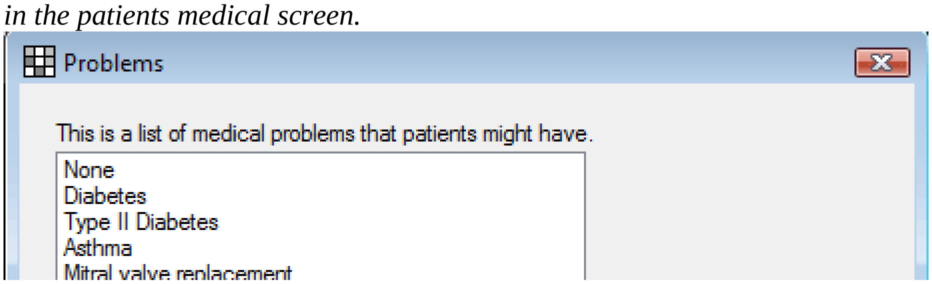
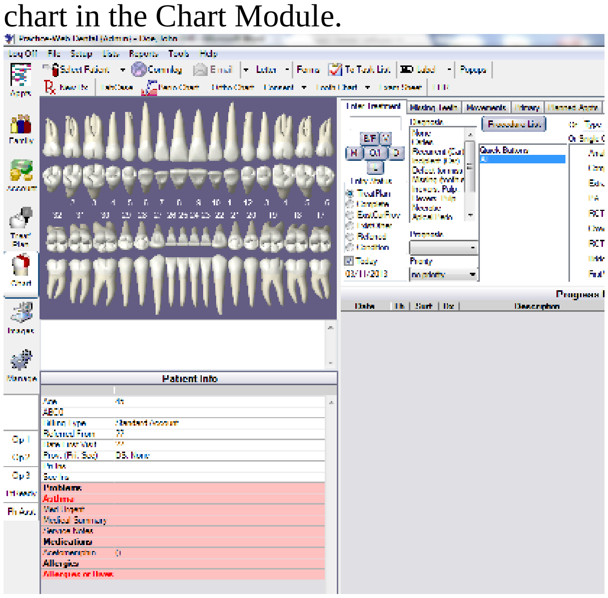
<u>Setting up the necessary components for E.H.R usage in Practice-Web</u>

- Go to the Setup Menu and click on E.H.R
- Click on ICD9, if you click on search it will bring up a list of the ICD9 codes
- If you need to add any just click on the add button to enter a new code and description.

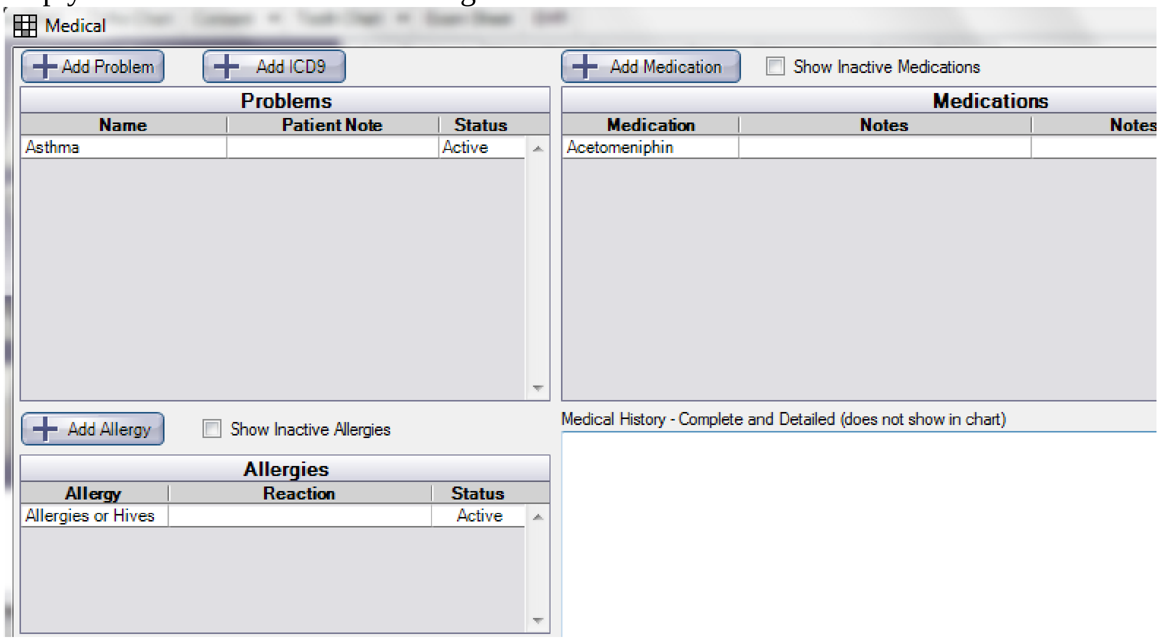
ICD9 codes are used when adding Problems to patients
To add to the Problems list go to the Setup Menu, then Click on problems. You can add any needed diseases or problems to this list by clicking the add button.
Tip: In E.H.R data entry even if the patient doesn't have any "problems" you still have to document something for meaningful use. So add **None** *to this list so you have something to enter in the patients medical screen.*



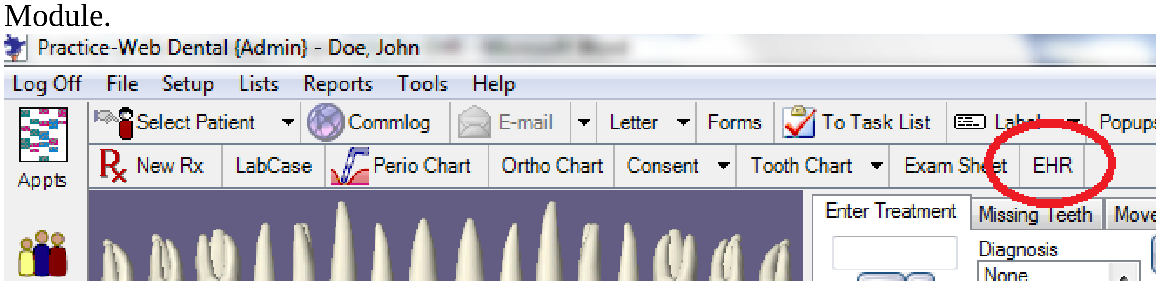
To add a Problem to a patient you can double left click on the pink area under the tooth chart in the Chart Module.



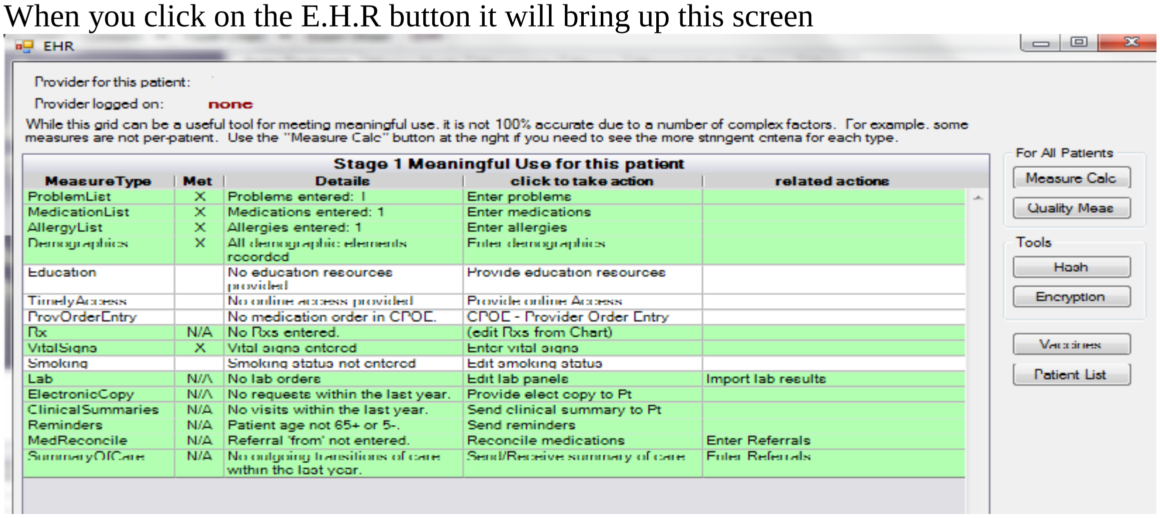
It is important that you not only enter the Problems but also Allergies and Medications to help you achieve maximum meaningful use.



When you enter this information it will register for the reporting of your meaningful use. You can check on your progress by clicking on the E.H.R button at the top of your Chart Module.

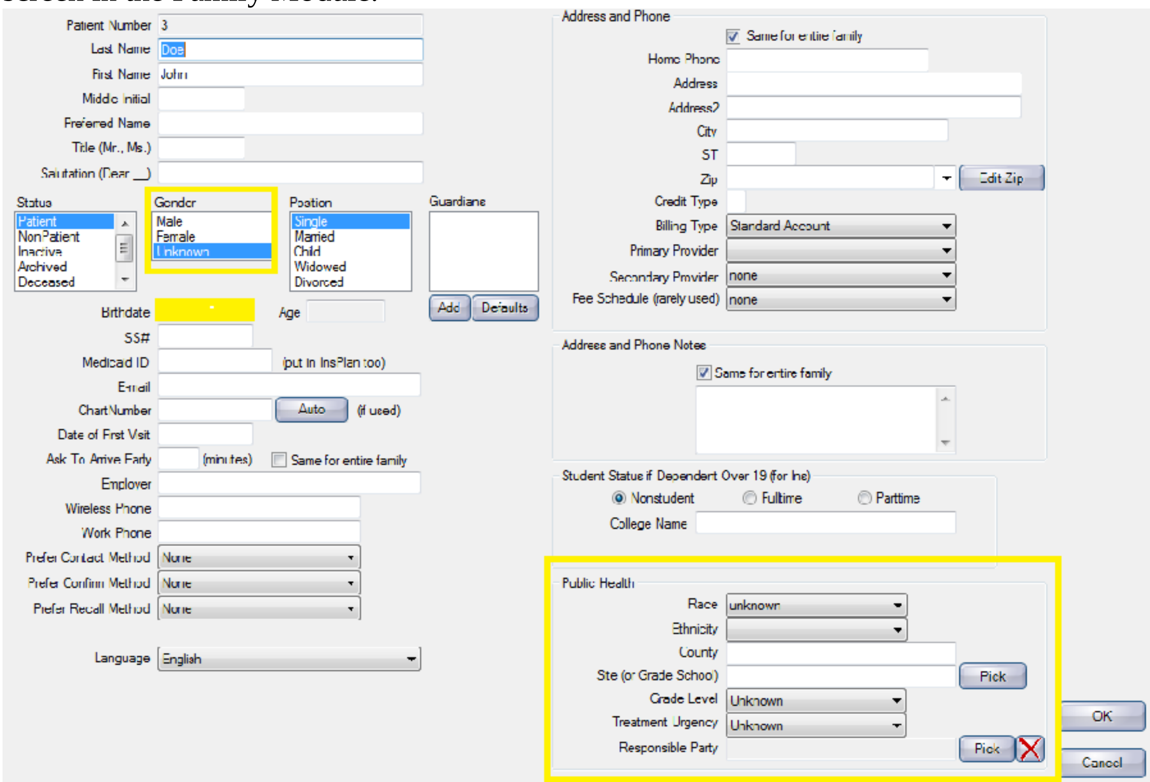


When you click on the E.H.R button it will bring up this screen

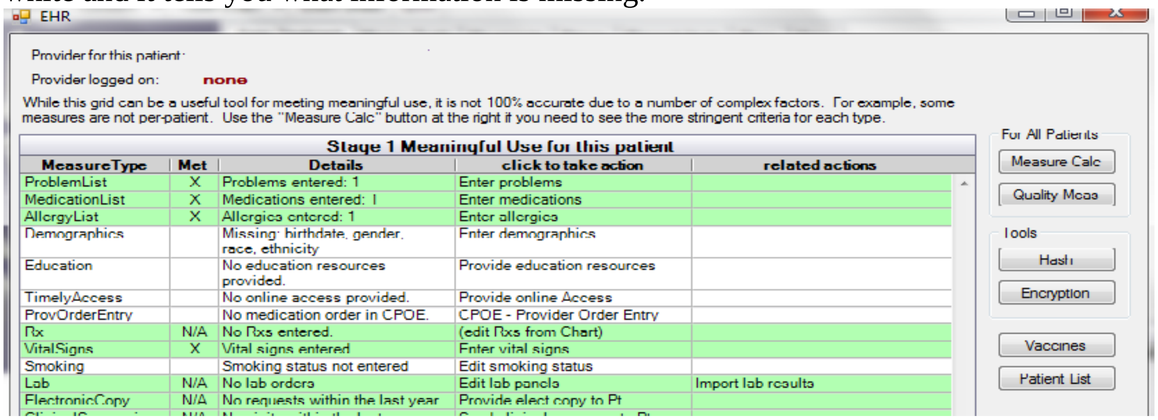


Your goal is to turn as many of these lines green as possible. As you can see there are 16 line items. We have covered the first three which are Problem List, Medication List, and Allergy List. Let's talk about Demographics.

In order to record full demo graphics you must enter:
Patient birthdate, gender, race and ethnicity this can be entered for the patient information screen in the Family Module.

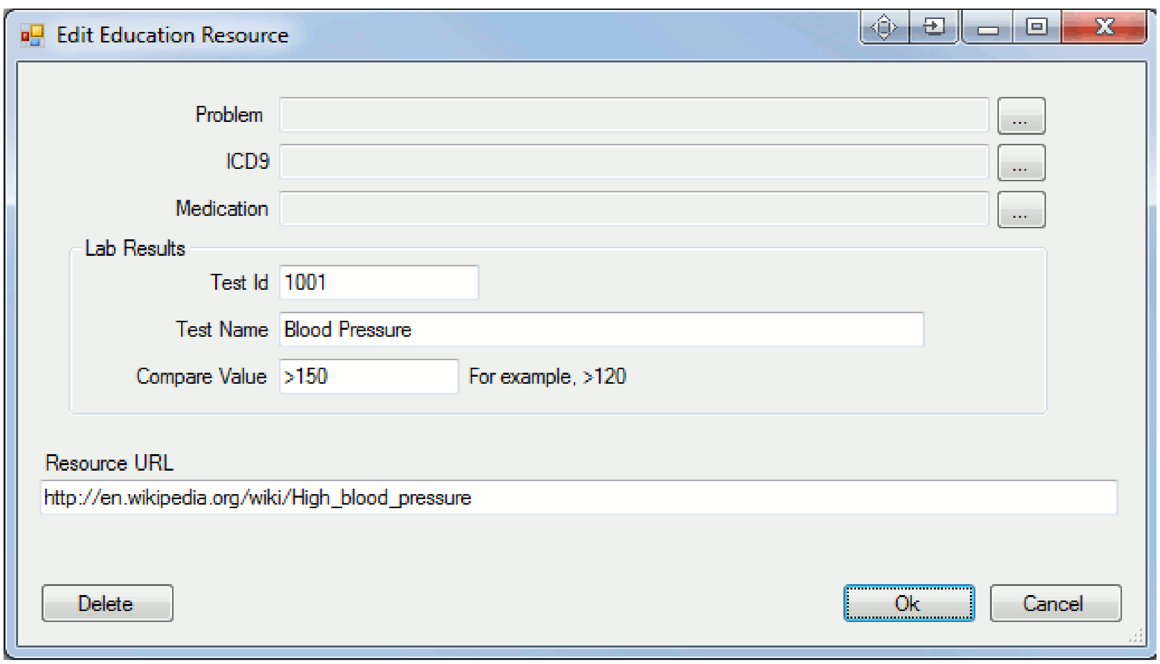


In order to improve your chances of receiving full incentive payment you have to get this information and enter it into Practice-Web. This process can be made easier by including it in your paperless patient registration form. If the patient doesn't provide you with the information on the registration form click on the E.H.R button in the chart module and if this information is not entered then you can ask for it. Notice that the demographic line is white and it tells you what information is missing.



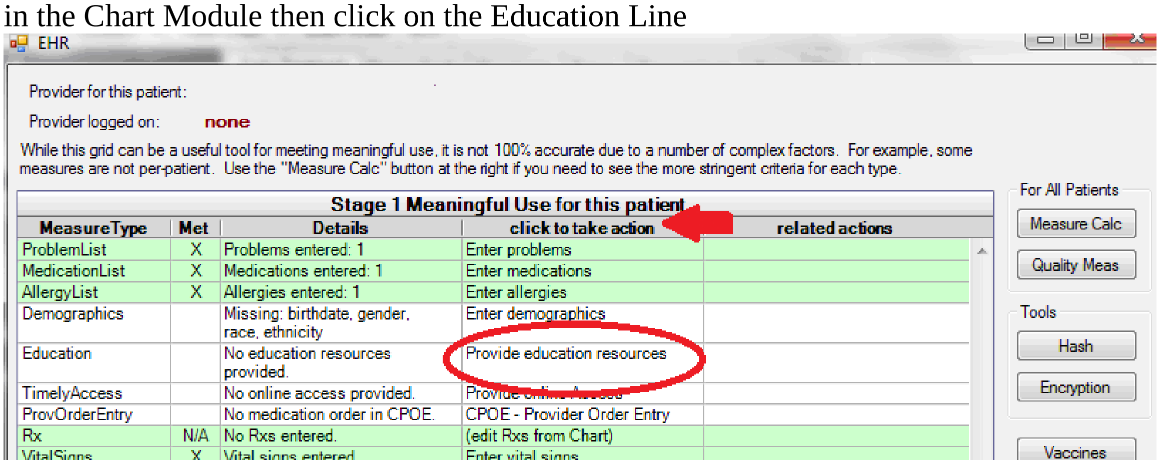
MeasureType	Met	Details	click to take action	related actions
ProblemList	X	Problems entered: 1	Enter problems	
MedicationList	X	Medications entered: 1	Enter medications	
AllergyList	X	Allergies entered: 1	Enter allergies	
Demographics		Missing: birthdate, gender, race, ethnicity	Enter demographics	
Education		No education resources provided.	Provide education resources	
TimelyAccess		No online access provided.	Provide online Access	
ProvOrderEntry		No medication order in CPOE.	CPOE - Provider Order Entry	
Rx	N/A	No Rxs entered.	(edit Rxs from Chart)	
VitalSigns	X	Vital signs entered	Enter vital signs	
Smoking		Smoking status not entered	Edit smoking status	
Lab	N/A	No lab orders	Edit lab panels	Import lab results
ElectronicCopy	N/A	No requests within the last year	Provide elect copy to Pt	

Education is Patient Education for Problems or conditions that are listed in the patients record. To setup your education resources go to the Setup Menu, E.H.R then click on Educational Resources. Click the **Add** button.

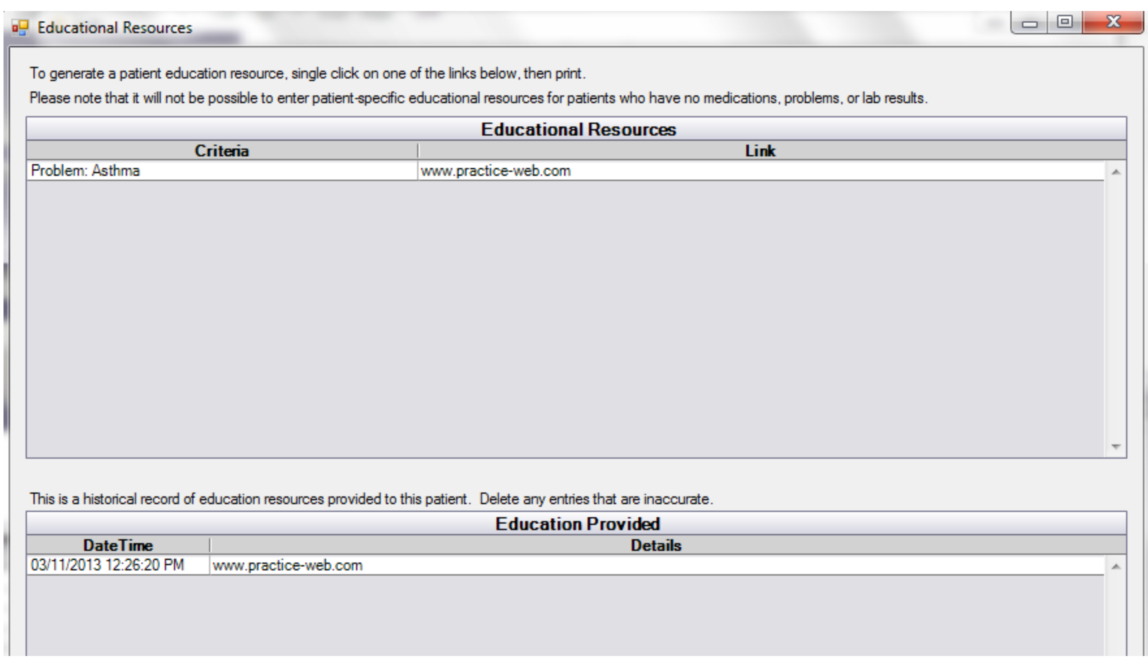


An educational resource can only be set up to use one of the four options above (Problem, ICD9, Medication, or Lab Results). If a patients record shows any of the above conditions they will be prompted with the educational resources in the Resource URL box. For instance, in the example above if a patient's Blood Pressure lab comes back and is over 150 then they will be prompted with a link to the Wikipedia article on High blood pressure. If you want more than one reference to the same URL, create separate educational resources that all point to the same URL. For instance, if you wanted to reference the same brochure on analgesics regardless of whether the patient is prescribed ibuprofen, aspirin, or acetaminophen you would create three separate educational resources that all point to the same brochure in the URL.

To connect the Educational Resource to the Patient you have to click on the E.H.R button in the Chart Module then click on the Education Line

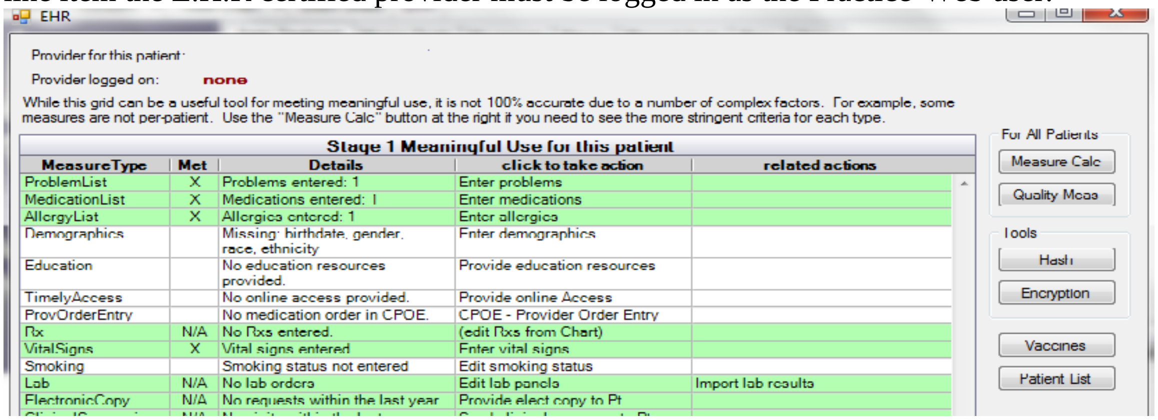


Double left click on the resource in the top section to connect it to a patient.



Timely Access PLEASE CALL SUPPORT for setup.

The next line item is CPOE or Computerized Provider Order Entry. In order to use this line item the E.H.R certified provider must be logged in as the Practice-Web user.

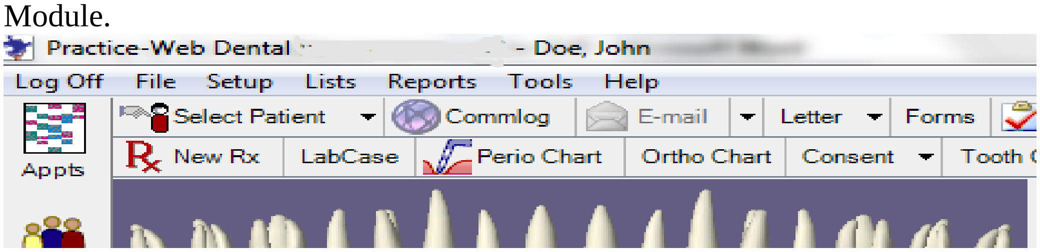


Stage 1 Meaningful Use for this patient

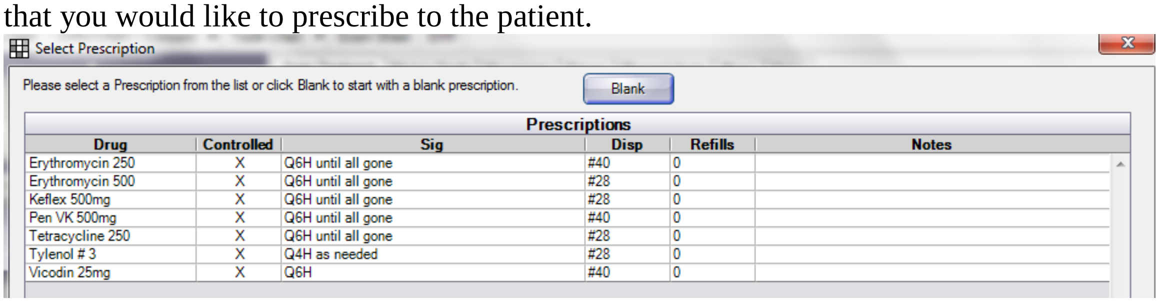
MeasureType	Met	Details	click to take action	related actions
ProblemList	X	Problems entered: 1	Enter problems	
MedicationList	X	Medications entered: 1	Enter medications	
AllergyList	X	Allergies entered: 1	Enter allergies	
Demographics		Missing: birthdate, gender, race, ethnicity	Enter demographics	
Education		No education resources provided.	Provide education resources	
TimelyAccess		No online access provided.	Provide online Access	
ProvOrderEntry		No medication order in CPOE.	CPOE - Provider Order Entry	
Rx	N/A	No Rxs entered.	(edit Rxs from Chart)	
VitalSigns	X	Vital signs entered	Enter vital signs	
Smoking		Smoking status not entered	Edit smoking status	
Lab	N/A	No lab orders	Edit lab panels	Import lab results
ElectronicCopy	N/A	No requests within the last year	Provide elect copy to Pt	

In this option you may not find yourself using the lab or medication option too often. This is primarily target for medical offices. In order to maximize your meaningful use you can enter radiographs when you take bite wings.

Rx is completed when you prescribe a medication using the New Rx button in the Chart Module.



To create a prescription just click on New Rx button, then double left click on the drug that you would like to prescribe to the patient.

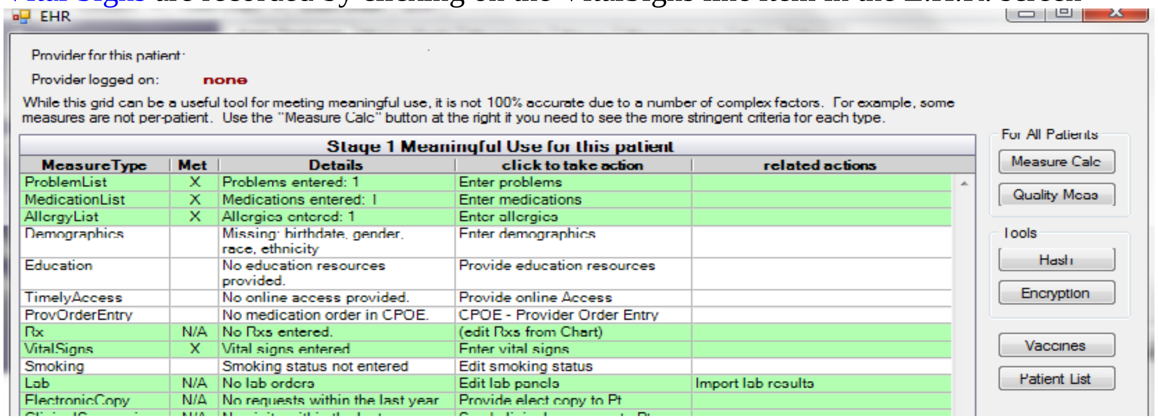


Prescriptions

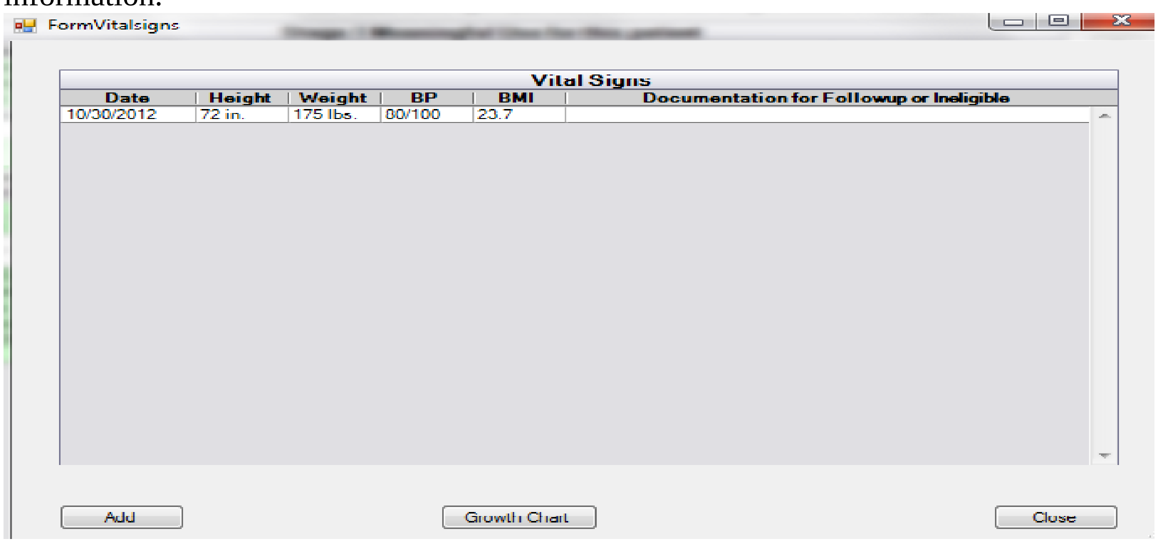
Drug	Controlled	Sig	Disp	Refills	Notes
Erythromycin 250	X	Q6H until all gone	#40	0	
Erythromycin 500	X	Q6H until all gone	#28	0	
Keflex 500mg	X	Q6H until all gone	#28	0	
Pen VK 500mg	X	Q6H until all gone	#40	0	
Tetracycline 250	X	Q6H until all gone	#28	0	
Tylenol # 3	X	Q4H as needed	#28	0	
Vicodin 25mg	X	Q6H	#40	0	

A record of the Rx will be recorded in your progress notes section and the line in your E.H.R record will turn green. In order to achie full meaningful use you will have to start sending you Rx's electronically. There will be an integrated service for Practice-Web, please call support for more information.

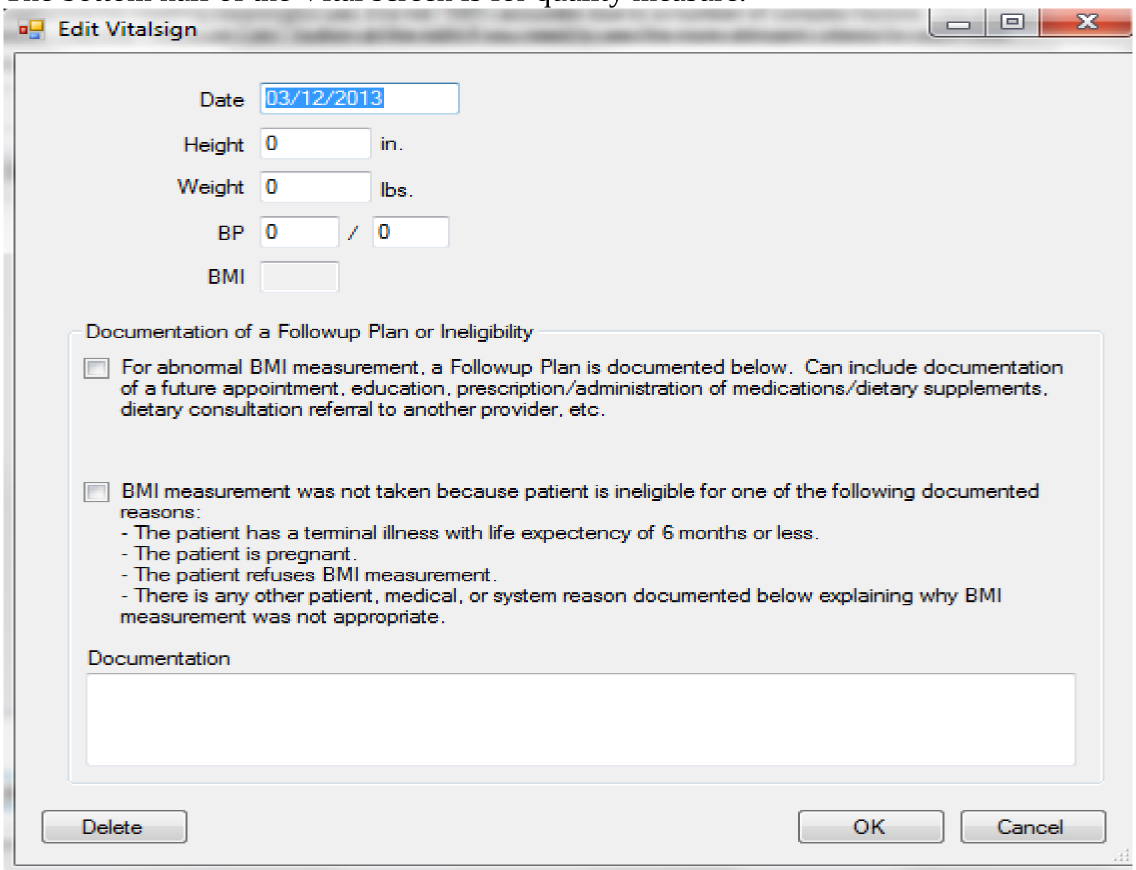
Vital Signs are recorded by clicking on the VitalSigns line item in the E.H.R. screen



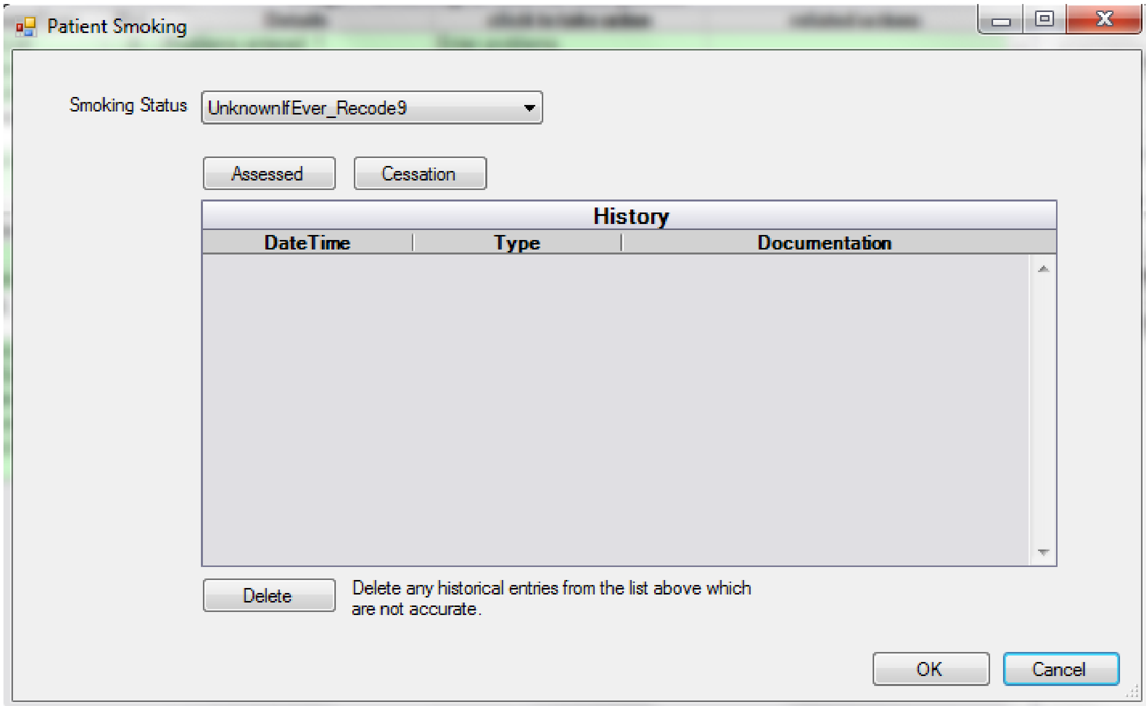
Click the Add button at the bottom of the vital signs screen to enter the patients vital information.



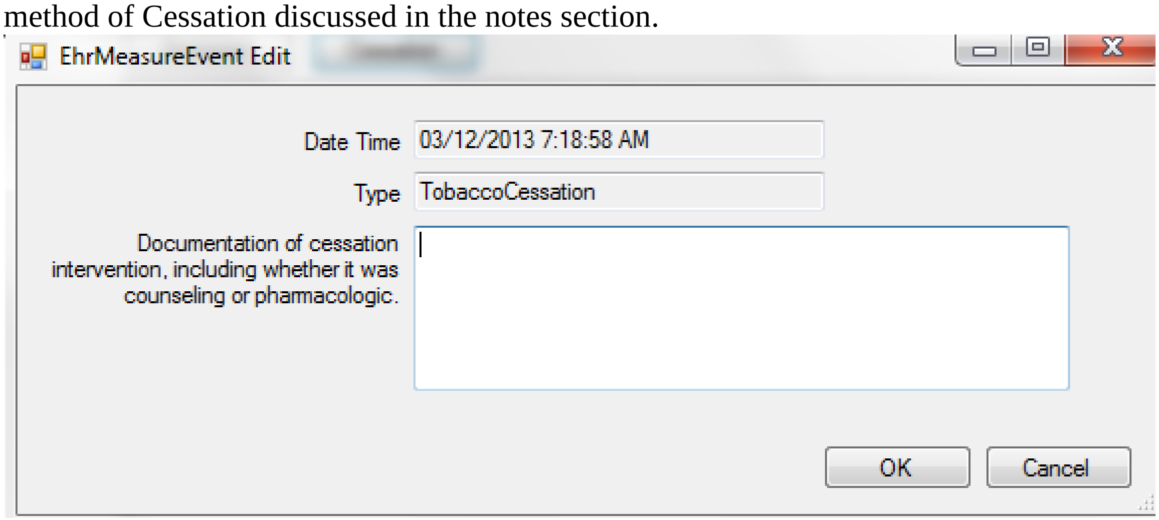
The bottom half of the Vital screen is for quality measure.



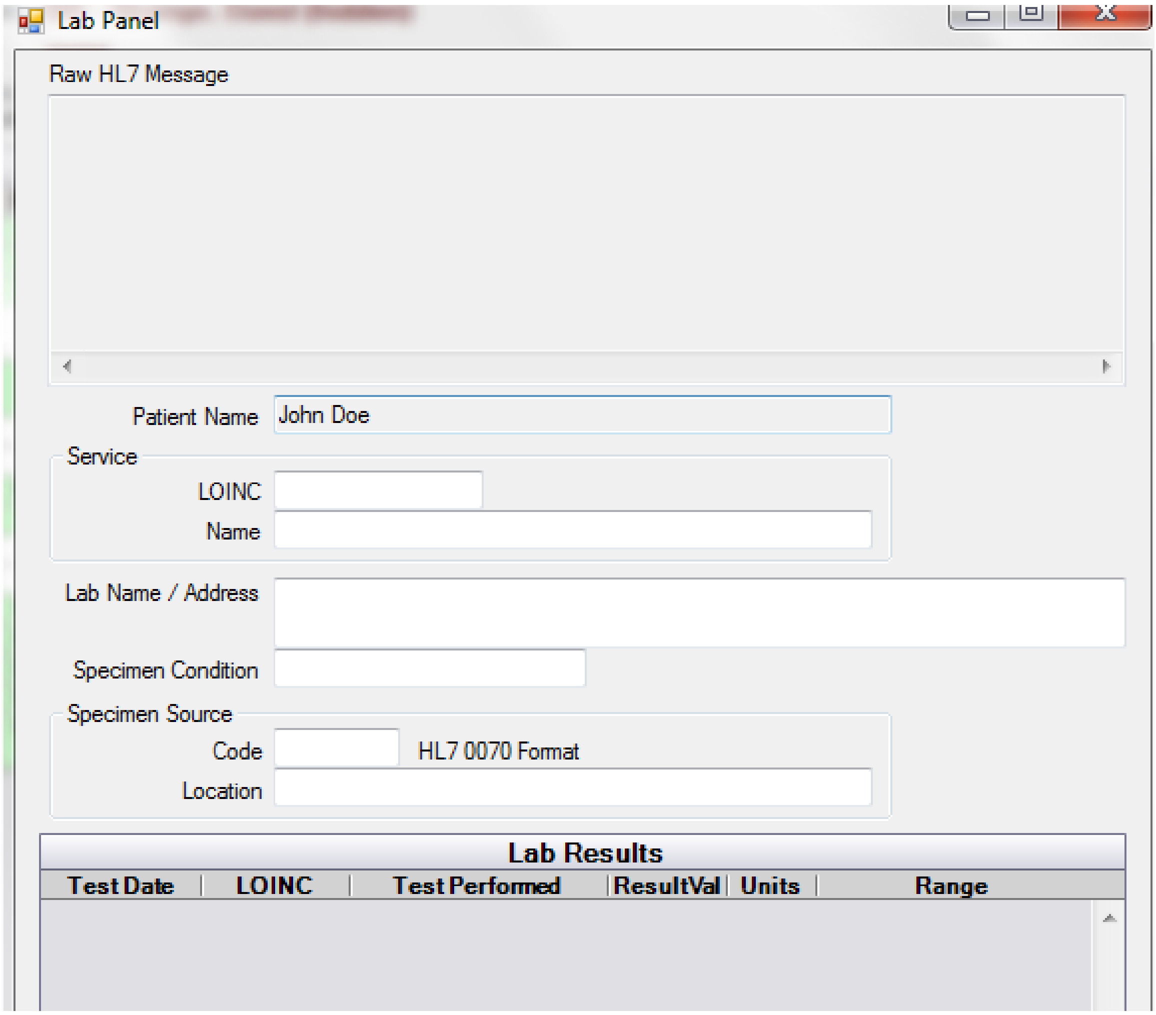
Quality Measure will be important for Stage 2 meaningful Use and Attestation. Smoking status must be entered to achieve maximum meaningful use. From the E.H.R screen click on the smoking line item and it will bring up the Patient Smoking screen.



Enter the patients smoking status using the drop down menu in the Smoking status field. If the patient does use tobacco products, then click on the Assessed button, if you counsel the patient on ways to help them quit then click on the Cessation button and document the method of Cessation discussed in the notes section.

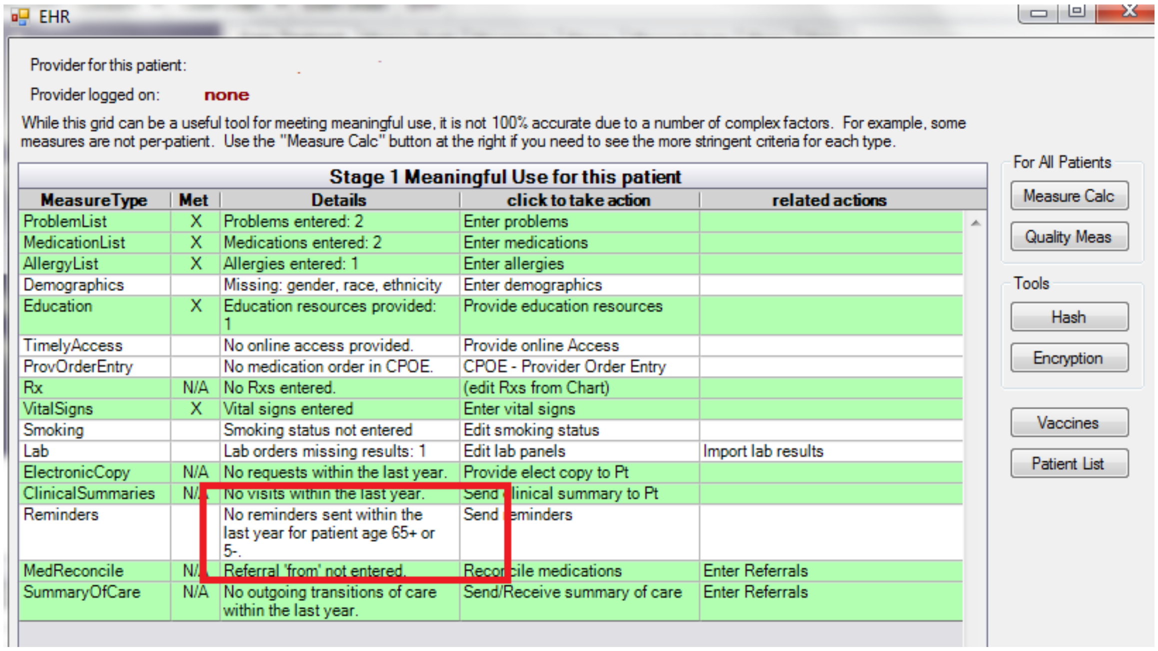


Lab may not be used very often in a dental office. To have this line item turn green, first a lab must be entered using the Computerized Provider Order Entry (CPOE). Then when the lab results come back you will import the results into the software. This is most often used with blood work in the medical field.



Electronic Copy, Clinical Summaries, Medication Reconcile and Summary of care are listed as N/A these are non applicable as this information is geared to transfer of information between medical facilities. This will not be used in a dental office. When it comes to sending patient records by email to patient, this is not recommended because email is not a secure method of transmission.

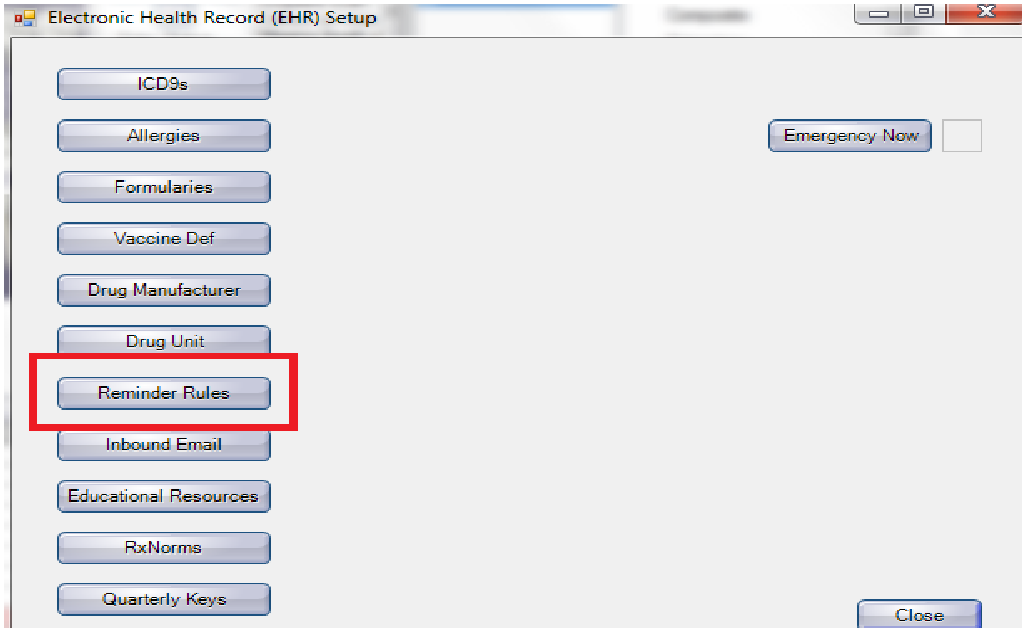
Reminders are used to document that you are effectively communicating with your patients this core measure will only be met if your patient is younger that 5 or older than 65.



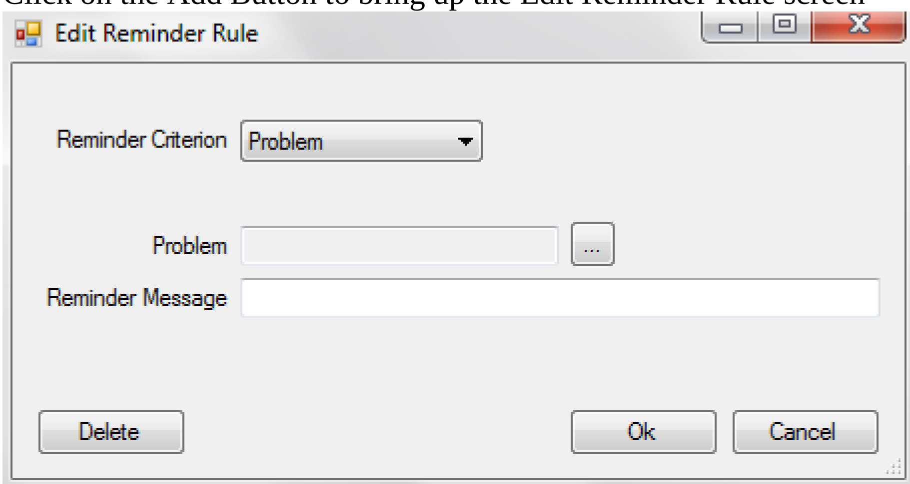
MeasureType	Met	Details	click to take action	related actions
ProblemList	X	Problems entered: 2	Enter problems	
MedicationList	X	Medications entered: 2	Enter medications	
AllergyList	X	Allergies entered: 1	Enter allergies	
Demographics		Missing: gender, race, ethnicity	Enter demographics	
Education	X	Education resources provided: 1	Provide education resources	
TimelyAccess		No online access provided.	Provide online Access	
ProvOrderEntry		No medication order in CPOE.	CPOE - Provider Order Entry	
Rx	N/A	No Rxs entered.	(edit Rxs from Chart)	
VitalSigns	X	Vital signs entered	Enter vital signs	
Smoking		Smoking status not entered	Edit smoking status	
Lab		Lab orders missing results: 1	Edit lab panels	Import lab results
ElectronicCopy	N/A	No requests within the last year.	Provide elect copy to Pt	
ClinicalSummaries	N/A	No visits within the last year.	Send clinical summary to Pt	
Reminders		No reminders sent within the last year for patient age 65+ or 5-.	Send reminders	
MedReconcile	N/A	Referral 'from' not entered.	Reconcile medications	Enter Referrals
SummaryOfCare	N/A	No outgoing transitions of care within the last year.	Send/Receive summary of care	Enter Referrals

You also must set this core measure up by going to the Setup Menu and click on E.H.R

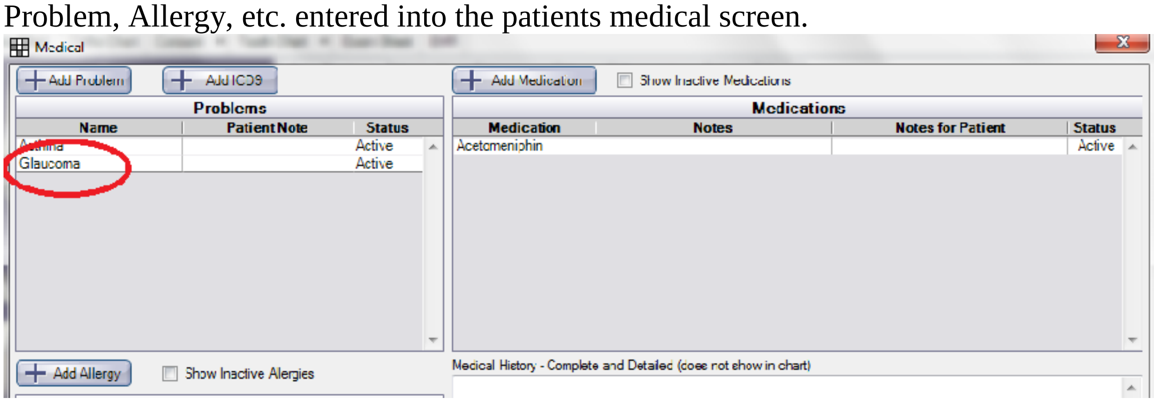
To Setup your E.H.R reminders click on the Reminders Rules Button.



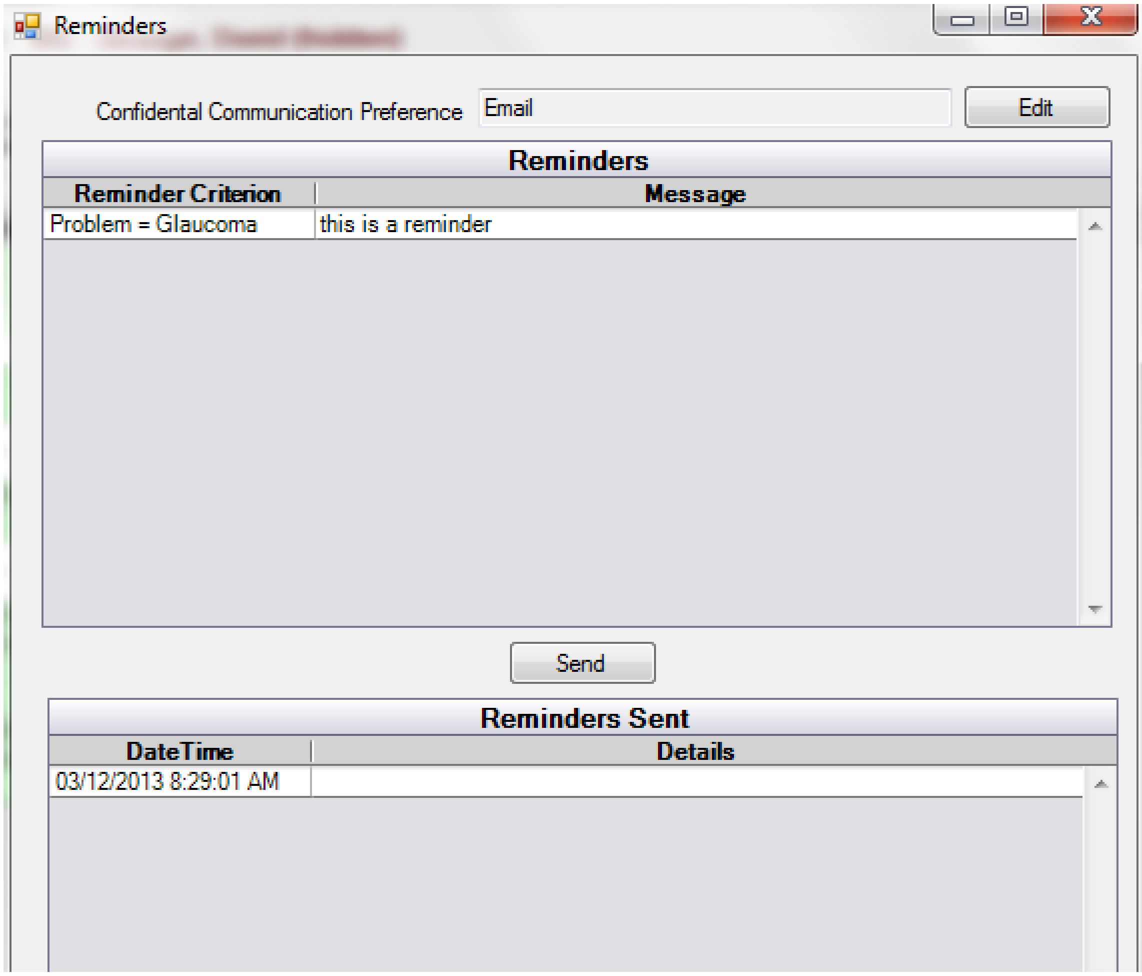
Click on the Add Button to bring up the Edit Reminder Rule screen



Select the reason for the reminder from the Reminder Criterion Field. Use can use the drop down menu to make the process easier. The Reminder Message is what you would like to communicate to the patient. For the E.H.R reminder to be met you must have the Problem, Allergy, etc. entered into the patients medical screen.



While in the E.H.R Screen click on the Reminders line item. It will bring up your reminders screen.



Highlight the reminder you want to document then click on the Send button. This will document that you sent a reminder. Because of the option to change the preferred confidential communication status (ex. Patient prefers phone communication) the send button doesn't actually send the reminder. It will document that it has been sent for quality measure.