

NEXTGEN FREETEXT DEMONSTRATION

This demonstration reviews how to use the FreeText document to type or paste simple text notes.

This has been prepared with EHR 5.6.4.15 and KBM 7.9. Subsequent updates may display cosmetic and functional changes.

Use the keyboard or mouse to pause, review, and resume as necessary.



Open the patient's chart. If necessary, click **History** to display the History Bar.

Patient History

Pa... Pa... Ca...

New Lock

- 10/11/2010 04:2...
 - E&M Histo
 - GYN Asse
 - GYN Finali
 - GYN Histo
 - GYN Office
 - GYN Exam
 - Master IM
 - Nurse Doc
 - OBGYN - F
- 10/10/2010 02:5...
 - Allergy
 - Check out
 - E&M Histo
 - Histories -
 - Intake - OV
 - SOAP - OV
 - Summary -
 - Preceptor I
 - Posttest

Custom

Navigation

Alert **NEXTGEN**

Intake **Histories** **Summary** **SOAP** **Finalize OV** **Ch...**

New patient Established patient

Template set: Family Practice Visit type: Chart Update

Advance Directive Sticky Note
Intake Comments Referring & PCP Info

Chronic Problems Add Problem Add to Today's Assessment

Last Addressed	Comorbidity	Code	Problem	Comments

Order view: Vital signs Graph

Date	Time	Temp F	Temp C	BP	Pulse	Rhythm	Respiration
10/10/2010	2:50 PM	99.0		124/74	88		16

Allergies Comment New allergies
No known allergies Allergies revi

Assessments Office Visits

Encounter Date:Time	10/10/2010 02:50 PM
Visit Type	Office Visit
Provider	ROBERT LAMAR DUFFY MD
Assessment 1	Pharyngitis, acute

Patient History

New Lock

- 10/19/2010 12:0...
- 10/11/2010 04:2...
- E&M Histo
- GYN Asse
- GYN Finali
- GYN Histo
- GYN Office
- GYN Exam
- Master IM
- Nurse Doc
- OBGYN - H
- 10/10/2010 02:5...
- Allergy
- Check out
- E&M Histo
- Histories -
- Intake - OV
- SOAP - OV
- Summary -

Custom

Click **New** to create a new encounter for today.

You may be prompted to select a Template set and Visit type; choose as appropriate.

File Edit View Tools Admin Utilities Window Help

- New
- Select Patient... Alt + P
- Modify Patient...
- Close Patient
- Save
- Close
- Print
- Custom Print \ Fax
- Export Patient Documents
- Graph
- Reports
- ChartMail
- Family Unit
- NextMD
- Patient Education
- Patient Group
- Summary
- Superbill
- System Practice Template
- Workflow...
- User Workflow...
- Provider Approval Queue...
- Change Enterprise Password...
- Logout Alt + L
- Exit Alt + X

- Encounter
- Case
- Custom Encounter
- Addendum
- Lock Encounter
- Group Encounter
- Patient
- Person
- Insurance
- Image
- Template
- Document
- Referral

LAMAR MD

Patient History Inbox PAQ Medications Templates Documents Images Procedures Apps

Custom Encounter

To change the date for the encounter being created click the "..." button.

Encounter

Date: 10/18/2010

Time: 12:00:24 PM

OK Cancel

Patient History

Pa... Pa... Ca...

New Lock

- 10/19/2010 12:0...
- Summary -
- 10/11/2010 04:2...
- E&M Histo
- GYN Asse
- GYN Finali
- GYN Histo
- GYN Office
- GYN Exam
- Master IM
- Nurse Doc
- OBGYN - H
- 10/10/2010 02:5...
- ergy
- Check out
- E&M Histo
- Histories -
- Intake - OV
- SOAP - OV

Custom

If you wanted to document something from an earlier date, e.g., an ER visit yesterday, you could create a Custom Encounter by clicking **File|New|Custom Encounter**, then selecting the date.

Alert NEXTGEN Intake Histories Summary SOAP Finalize OV Ch

New patient Established patient Advance Directive Sticky Note
Template set: Visit type: Intake Comments Referring & PCP Info
Family Practice Chart Update

Chronic Problems Add Problem

Last Addressed	Comorbidity	Code

Immunizations to be managed on the imm

Order view: Vital Signs

Vaccine Name	Due

Generate a Document

Look in: Documents

ENT_PreOp.NGN	GYN_Endometrial_Bx.NI
ENT_Somnoplasty.NGN	GYN_Master.NGN
ENT_Stroboscopy.NGN	GYN_Pessary.NGN
FreeText.NGN	ImmAdminRecord.NGN
GI_Color.NGN	Immunization_Record.NI
GI_EGD.NGN	Lab_Orders.NGN
gi_master.NGN	lab_requisition.NGN
GYN_Colposcopy.NGN	LabAction.NGN

File name: fr


Generate Cancel Offline

Print to default printer Show the subdocument tree
 Save Show categories

Click on the Document module icon.

Begin to type FreeText in the ensuing popup. Double-click on FreeText when it appears.

10/19/2010 12:02 Summary -
10/11/2010 04:2 E&M Histo
GYN Asse
GYN finali
GYN Histo
GYN Office
GYN Exam
Maste IM
Nurse Doc
10/10/2010 02:5
Allergy
Check out
E&M Histo
Histories -
Intake - OV
SOAP - OV
Custom



File Edit View Tools Admin Utilities Insert Window Help

Logout Save Clear Delete USA FAMILY MEDICINE DUFFY, ROBERT LAMAR MD Patient History Inbox PAQ Templates Documents Medications ICS Apps Close

USA Adult Chart Summary 07/28/2010 10:50 AM : Document "FreeText" x

HighEdit

Times New Roman 10 B I U ABC x² x₂ = = =

Babette Quagmire MRN: Document Creation Date: July 28, 2010

07/28/2010 10:50
05/22/2010 03:56
Master Im
Nurse Doc
Office Px01
Problem
Procedure
04/05/2010 04:17
04/04/2010 09:07
04/03/2010 01:09
04/02/2010 12:19
04/01/2010 11:35
03/31/2010 09:59
03/31/2010 03:21
03/31/2010 01:44
03/31/2010 01:45

Custom

Page 1/1 Line 4 Col 1

A blank document appears, with the patient's name, the document creation date, and the medical record number.

File Edit View Tools Admin Utilities Insert Window Help

Logout Save Clear Delete USA FAMILY MEDICINE DUFFY, ROBERT LAMAR MD Patient History Inbox PAQ Templates Documents Medications ICS Apps Close

USA Adult Chart Summary 07/28/2010 10:50 AM : Document "FreeText"

HighEdit

Times New Roman 10 B I U ABC x² x₂ = = =

Babette Quagmire MRN: Document Creation Date: July 28, 2010

Patient seen in ER tonight. Fall on left wrist. X-rays look OK. Confirm radiologist's report when patient comes back to office in the coming days.

07/28/2010 10:50
05/22/2010 03:56
Master Im
Nurse Doc
Office Px01
Problem
Procedure
04/05/2010 04:17
04/04/2010 09:07
04/03/2010 01:09
04/02/2010 12:19
04/01/2010 11:35
03/31/2010 09:59
03/30/2010 03:21
03/10/2010 01:44
01/08/2010 01:45

Custom

Page 1/1 Line 5 Col 30

Type your note. When done, click the Save icon (or use Ctrl-S).

File Edit View Tools Admin Utilities Insert Window Help

Logout Save Clear Delete USA FAMILY MEDICINE DUFFY, ROBERT LAMAR MD Patient History Inbox PAQ Templates Documents Medications ICS Apps Close

USA Adult Chart Summary 07/28/2010 10:50 AM : Document "FreeText" x

HighEdit

Times New Roman 10 B I U ABC x² x₂ = = =

Babette Quagmire MRN: Document Creation Date: July 28, 2010

Patient seen in ER tonight. Fall on left wrist. X-rays look OK. Confirm radiologist's report when patient comes back to office in the coming days.

Accept (Current Status: Pending)

07/28/2010 10:50
FreeText
05/22/2010 03:56
Master Im
Nurse Doc
Office Px01
Problem
Procedure
04/05/2010 04:17
04/04/2010 09:07
04/03/2010 01:09
04/02/2010 12:19
04/01/2010 11:35
03/31/2010 09:59
03/30/2010 03:21
03/10/2010 01:44
01/08/2010 01:45

Custom

Page 1/1 Line 1 Col 1

After you've saved, note the check mark that appears. You can click this to electronically sign your note, so that you won't have to do it later in your PAQ.

HighEdit

Babette Quagmire MRN: Document Creation Date: July 28, 2010

Patient seen in ER tonight. Fall on left wrist. X-rays look OK. Confirm radiologist's report when patient comes back to office in the coming days.

Electronically signed by ROBERT L. DUFFY MD on 07/28/2010 10:52 AM

Page 1/1 Line 1 Col 1

Pa... Pa... Ca...

New Lock

- 07/28/2010 10:50
 - FreeText
- 05/22/2010 03:56
 - Master Im
 - Nurse Doc
 - Office Px01
 - Problem
 - Procedure
- 04/05/2010 04:17
- 04/04/2010 09:07
- 04/03/2010 01:09
- 04/02/2010 12:19
- 04/01/2010 11:35
- 03/31/2010 09:59
- 03/30/2010 03:21
- 03/10/2010 01:44
- 01/08/2010 01:45

Custom

USA Health Services Foundation rlduffy CAP NUM SCR 07/28/2010

Your note is signed, and is there for the next provider who sees the patient.

Close the document when done by clicking the X.

The screenshot shows the NextGen EHR interface for a patient summary. The main window is titled "10/19/2010 12:02 PM : 'Summary - OV'". The interface includes a top menu bar, a toolbar with various icons, and a main content area with tabs for "Intake", "Histories", "Summary", "SOAP", and "Finalize OV". A "Navigation" bar is visible on the left side, containing icons for "Tracking" and "Tasking". A green text box with a black border is overlaid on the screen, containing the text: "Let's also send a task to the patient's PCP, to inform him about the ER visit. There are several ways to go about this. One way is to go to any template; display the Navigation Bar if necessary." A green arrow points from the "Tasking" button in the navigation bar to the text box. Another green arrow points from the text box to the "Tasking" button. A second green text box with a black border is overlaid on the screen, containing the text: "Click the Tasking button." The main content area displays patient information, including "Allergies" (No known allergies), "Assessments" (Office Visit - GYN), and "Office Visits" (Encounter Date: 10/11/2010 04:26 PM, Visit Type: Office Visit - GYN, Provider: ROBERT LAMAR DUFFY MD).

Let's also send a task to the patient's PCP, to inform him about the ER visit. There are several ways to go about this. One way is to go to any template; display the Navigation Bar if necessary.

Click the Tasking button.

Navigation

Alert **NEXTGEN**

Intake

New patient
Template set:
Family Practi

Chronic Problems **Add Problem**

Last Addressed	Comorbidity	Code

Immunizations to be managed on the imr

Order view: Vital Signs

Vaccine Name	Due

To Do

Date Due: 10/19/2010 Priority: Normal

Subject: ER Visit Category:

Message:
FYI, patient seen in ER. See note.

Save and Close Cancel

Summary - OV **Checkout** **Protocols**

Summary Note
Summary Screening
Referring & PCP Info
Relationship/Support Role

Address

Reconcile

Sig Description	Start Date	Stopped

Allergies **Comment** New allergies added this encounter
 No known allergies Allergies reviewed, no change

Reaction

Assessments **Office Visits** **Expand**

Encounter Date:Time	10/11/2010 04:26 PM	10/19/2010 12:02 PM
Visit Type	Office Visit - GYN	Chart Update
Provider	ROBERT LAMAR DUFFY MD	
Assessment 1		

Compose your note in the To Do popup.
Click **Save and Close** when done.

Attach

Attach Patient's Document

OK Cancel

No Attachment
 This Template
 Template
 Document
 Image
 ICS Image

Documents

OK Cancel

- 10/19/2010 12:02 PM
- FreeText
- 10/10/2010 02:50 PM

Select Document, then FreeText, to attach your note. Click OK when done.

Attach [X]

Attach Patient's Document

FreeText

No Attachment

This Template

Template

Document

Image

ICS Image

OK

Cancel

Click OK again.

Chronic Problems

Last Addressed	Comor

Immunizations to be mar

Order view: Vital Signs

Vaccine Name

Medications No medications Comment Reconcile

Medication	Sig Description	Start Date	Stopped

Allergies Comment New allergies added this encounter No known allergies Allergies reviewed, no change

Allergy	Reaction

Assessments Office Visits Expand

Encounter Date:Time	10/11/2010 04:26 PM	10/19/2010 12:02 PM
Visit Type	Office Visit - GYN	Chart Update
Provider	ROBERT LAMAR DUFFY MD	
Assessment 1		

Select Task Recipients

Available Users / Workgroups:

- FMC Medical Records (Medical Rec...
- FMC Momcare Case Worker (Social...
- FMC Nursing (Nurses)
- FMC Red Team (Red Team e-Rx Re...
- FMC Referral Department (Referrals)
- FMC Residents
 - Berger, Loretta
 - Brookshire, Stephanie
 - Cox, Jeffrey
 - Delp, William
 - Griffin, Jennifer
 - Kirkland, Charles
 - Liu, Gerald
 - Nelson, Jennifer
 - Roose, Brandy
 - Smith, David A
 - Tavernaris, Michael
 - Walker, Robert
- FMC Telephone Clerks (Phone Rep...

Task Recipients:

Name	Type
Delp, William	User

Buttons: Add User(s), Add Group(s), Remove, Clear, New Group, Delete, Modify, OK, Cancel

Summary Screening Relationship/Support Role

Address

Reconcile

Start Date	Stopped

Expand

Choose your recipient, click **OK**, and you're done.

Encounter Date:Time	10/11/2010 04:26 PM	10/19/2010 12:02 PM
Visit Type	Office Visit - GYN	Chart Update
Provider	ROBERT LAMAR DUFFY MD	

This concludes the
NextGen FreeText demonstration.

If a parsley farmer is sued do they garnish his wages?