

Workflow for: ⊠ Family Medicine ⊠ Internal Medicine ⊠ Pediatrics ⊠Specialty

 $oxed{initial}$ Clerical $oxed{initial}$ Clinical

linical 🛛 🗵 Provider

Date Updated: 5/08

Pages: 6

Approved by: On File

Centricity: Customize "My Folder"

Click on "Update"

🎒 Centricity P	hysician Office	- Zofia Bibeau	lt @ Tri-County	Medical Associa	tes, Inc. (EMR)	- 5/5/2008 1	11:16 💶 🗖 🗙
Go <u>A</u> ctions Op	tions <u>H</u> elp		 				
	IChart 🗸 🔨 Appt	s 🕅 Rea 🕼		ew 🔨 View 🛛 🖌	🗟 Print 💡 Help	EXIT	
Bob Test					_	Home: None	Work: 5084886290
108 Years Old M	ale (DOB: 01/01/19	900)			Insurar	nce: Cigna 52 (4	0) Group: UY234241
Find Pt. Protoco	is Graph Hando	a b buts				Update	e Phone Nt. Refills
Summary	Problems	Medications	Alerts	Flowsheet	Orders	Documents	
Problems			Medications			Allergie	s
FOOT PAIN							
						1	
						Directive	es
Flowsheet: Ente	rprise/CCC/*PREVE	NTIVE CARE	Documents:	All		Registra	ition Notes
	Date	Value 🖌	► Date 🗸	Sum	mary Stat	us	A
PAST MED HX			05/02	/2008 Clin Updt: Or	ders foot x ra Signa	:d	
WEIGHT						_	-1
HEIGHT						1	
BMI							
BP SYSTOLIC							
BP DIASTOLIC							
CHOLESTEROL							No Photo
TRIGLYCERIDE							Available
HDL							
LDL							
MAMMOGRAM			-				
BONE DENSITY			<u> </u>				
For Help, press F1							SCRL .

Click on the "Binoculars" icon

υ	pdate Chart		×
	Encounter Type:	•	
		Document Type:	Office Visit
	<none></none>	<u>C</u> onfidentiality Type:	Normal
	**TCMA-Chronic Office Visit **TCMA-Lab Letter To Patient	Clinical Date:	05/05/2008 🔳 Clinical <u>T</u> ime: 11:18:32 AM
	**TCMA-Medication Preload **TCMA-Nurse Visit	<u>P</u> rovider:	Bibeault, Zofia
	**TCMA-Office Visit **TCMA-Peds Acute or Follow-	Location of Care:	ТСМА
	**TCMA-Well Child *1-CCC-Initial OB Visit	<u>∨</u> isit ID:	
	*1-CCC-Prenatal Follow-up Vis	<u>S</u> ummary:	
	*TCMA-Depo-Provera *TCMA-Minor Procedures		OK Cancel

From the "Browse" Tab...click the "More" button



Additional screen with information will appear...

👪 Find Encounter Type		×		
Browse Search				
Selected folder: Encounter Type	Encounter Types in Encounter Type			
🕀 📄 My Folder	Name 🛆	П		
Encounter Type	! Clinical Lists Import UI			
	**TCMA-Acute Office Visit			
	**TCMA-ADHD			
	**TCMA-Chronic Office Visit			
	**TCMA-Colpo			
	**TCMA-GYN Post-Op			
	**TCMA-Lab Letter			
	**TCMA-Lab Letter To Patient			
	**TCMA-Leep	- 1		
	**TCMA-Medication Preload	- 1		
	**TOMA Office Visit	- 1		
	**TCMA-Peds Acute or Follow-Lin	- 1		
	**TCMA-Peds Nurse Visit	- 1		
	**TCMA-Sleep Report	-		
	**TCMA-Urogynecologic Visit	-		
	**TCMA-Weight Management			
	p			
Less <<	List items in subfold	ers		
Details				
Name: Vicin	ical Lists Import UI			
Document Type: Preid	ad			
Document Summary: Impo	rt of Problems-Medications-Allergies			
Document Template: Ente	rprise/! Clinical Lists Import UI			
Confidentiality Type:	······			
1 11				
Contents of My Folder	ntents of Encounter Type list			
Add Item New Group	Mu Folder			
	ny roldor			
Delete Item or Group	Selected folder: Set OK Cano	:el		

Highlight the "Encounter Type" you wish to add to you custom "My Folder" list

Find Encounter Type		X
Browse Search		
Selected folder: Encounter	ype Encounter Types in Encounter Type	
Encounter Type	Name △ **TCMA-Medication Preload **TCMA-Nurse Visit **TCMA-Peds Acute or Follow-Up **TCMA-Peds Nurse Visit **TCMA-Peds Nurse Visit **TCMA-Sleep Report *TCMA-Urogynecologic Visit *TCMA-Weight Management *** CMA-Weil Child *1-CCC-Initial OB Visit *Cournadin Management *EKG *Lab Letter	
Less <<	*Orders Only *Patient Letter Blank *Suture Removal List items in subfol	v
Details		
Name: Document Type: Document Summary: Document Template: Confidentiality Type:	*Coumadin Management Clinical Lists Update Coumadin Management Enterprise/Primary Care/Coumadin Management	
Contents of My Folder Add Item New Group	Contents of Encounter Type list My Folder C Selected folder: Set	

Click on the "Add Item" button

You will see a pop-up that reads: "Add item to My Folder"

Add	ltem T	o My F	older		×
My F	older				
pedi					
Choo	sa tha fr	lder or d	roun to c	ontain t	ha
selec	ted item.		roup to c	oritairrt	110
	Г	- OK		Cance	1
	\nearrow			Carloo	•

Click "OK"....and you will see "1 item added to My Folder"



Continue adding items until you get all the Encounter types you need

- **Note: It does not matter in what order you select items; they will automatically be displayed in alphabetical order.
- **Note: To check the list of items that you have added, click on the "My Folder" at the top of the left panel.
- **Note: To return to the complete list of Encounter Types, click on the "Encounter Type" folder

When finished adding items: go to the "Contents Of Encounter Type List" 1) Click on the button next to "My Folder"

🙀 Find Encounter Type		×
Browse Search		
Selected folder: Encounter Type	Encounter Types in Encounter Type	-1
🖃 🧰 My Folder	Name △	٦L
🔤 📫 pedi	! Clinical Lists Import UI	11
Encounter Type	**TCMA-Acute Office Visit	
	**TCMA-GVN Post-On	
	**TCMA-Lab Letter	
	**TCMA-Lab vetter To Patient	
	**TCMA-Leep	
	**TCMA-Medication Preload	
	**TCM&-Peds Acute or Follow, I in	
	**TCMA-Peds Nurse Visit	
	**TCMA-Sleep Report	
	**TCMA-Urogynecologic Visit	
	**TCM#-Weight Management	
Less <<	List items in subfolders	
Details		
Name: **TC	MA-≴leep Report	-
Document Type: Slee	o Donart	
Document Template:	1 Heboir	
Confidentiality Type:		
Commonwearty Type:		
Contents of My Folder	ntents of Encounter Type list	
Add Item New Group	My Folder	
Delete Item or Group	Selected folder: Set OK Cancel	
	· · · · · · · · · · · · · · · · · · ·	

Click "OK"....

**This will take you back to the "Update Chart" screen and you should see your custom list of Encounter Types