

## Workflow for: Internal Medicine Image: Pediatrics Image: Family Medicine Image: Specialty Image: Imag

Date Updated: 01/09	Pages: 5	Approved by: On File			
NextGen: General Preference Settings					

Click on Admin, select Preferences, then User, then General.

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File Edit Tasks Reports Admin Window Help		1					
Preferences   Enterprise	è 🗐 📀	/	D 🗾	1		🍝 🛞 –	
Lookup ApptBist ApptBook Chart Scheduling Admin Practice Significant Events	rs Charges Edits	Mai	iBox Worklog	EDI File	Reports	ICS Practice	
User	• General						
	Scheduling	4					
Ready		3	NGDemo	JNE	wTON (480)	Version 5.5.26.9	01/27/09 01:31 PM

From the General tab, click on the box next to:

/ Show alerts every time a chart, encounter or account is accessed

👯 User Proferences		
General Chart Printing Lookup Limits Advisor Tasks Locations 10	<u>S</u> AutoFlow 9	Sequences
Activated upon Logon		
Prompt for session settings		
Suspend EPM/EMR application sync		
Show alerts every time a chart, encounter, or account is accessed		
Main Toolbar Options	-	
I Toolbar captions		
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Mail Uptions		
Default:  NevtGen C. Dutlook		
Becall Letters		
✓ Show only active letters by default		
Batch Posting Default Options		
Only show batches secured to me		
Place the active batch first in the list		
Redact EOB with single rectangle		
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Toolbar captions, Toolbar tooltips,



Click the "Printing" tab

Make sure the Default Printer has the correct name, if not, right click on Default Printer and click Open.

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Print Setup			? ×
Printer			
<u>N</u> ame:	\\TCPRINT\Admin		<u>P</u> roperties
Status:	Ready		
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Where:	Admin Suite		
Comment:			
- Paper		_ Orientation	n
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<u>S</u> ource:	Automatically Select	Å	O L <u>a</u> ndscape
Net <u>w</u> ork.		OK	Cancel

Select the correct printer from the dropdown.

Click OK



Click on the Locations tab

Find the appropriate location in the dropdown, check the box next to the site name.

Click OK