

Workflow for: Internal Medicine Pediatrics Family Medicine Specialty
 Clerical Clinical Provider

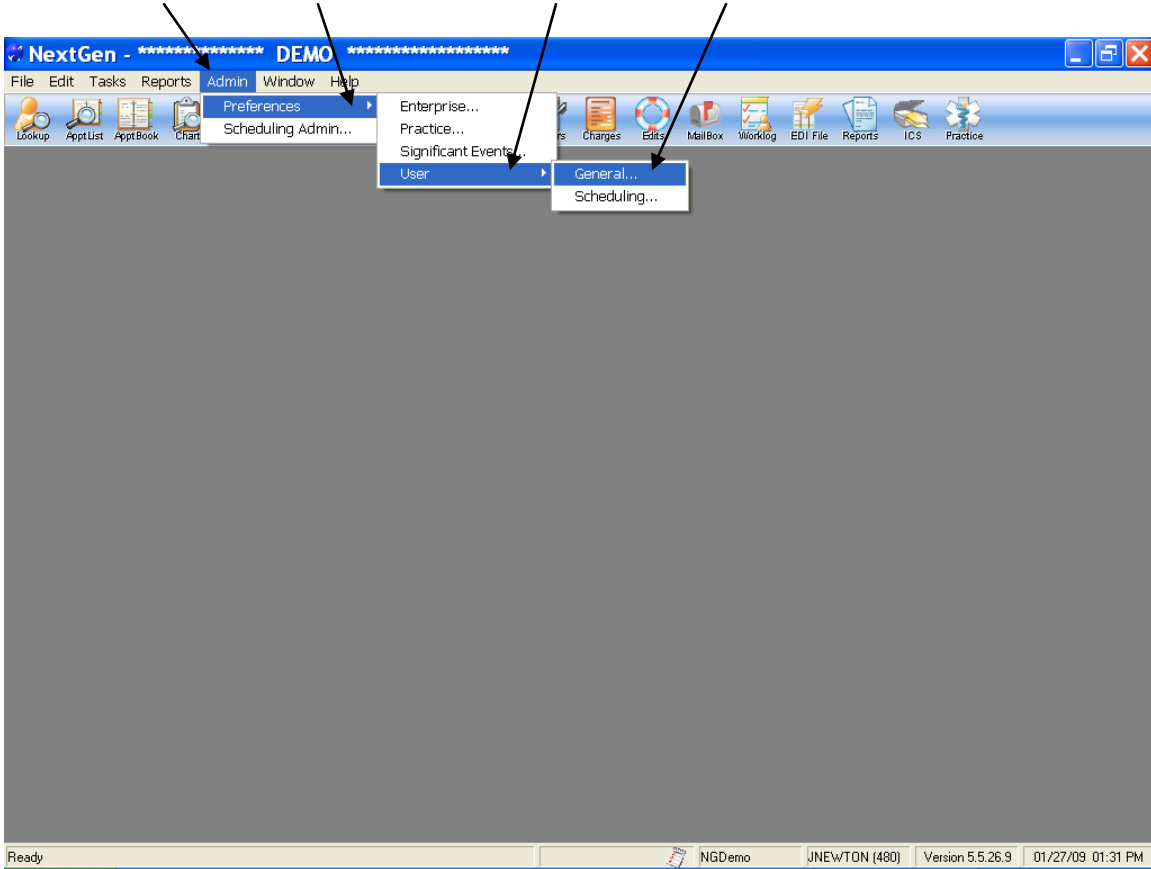
Date Updated: 01/09

Pages: 5

Approved by: On File

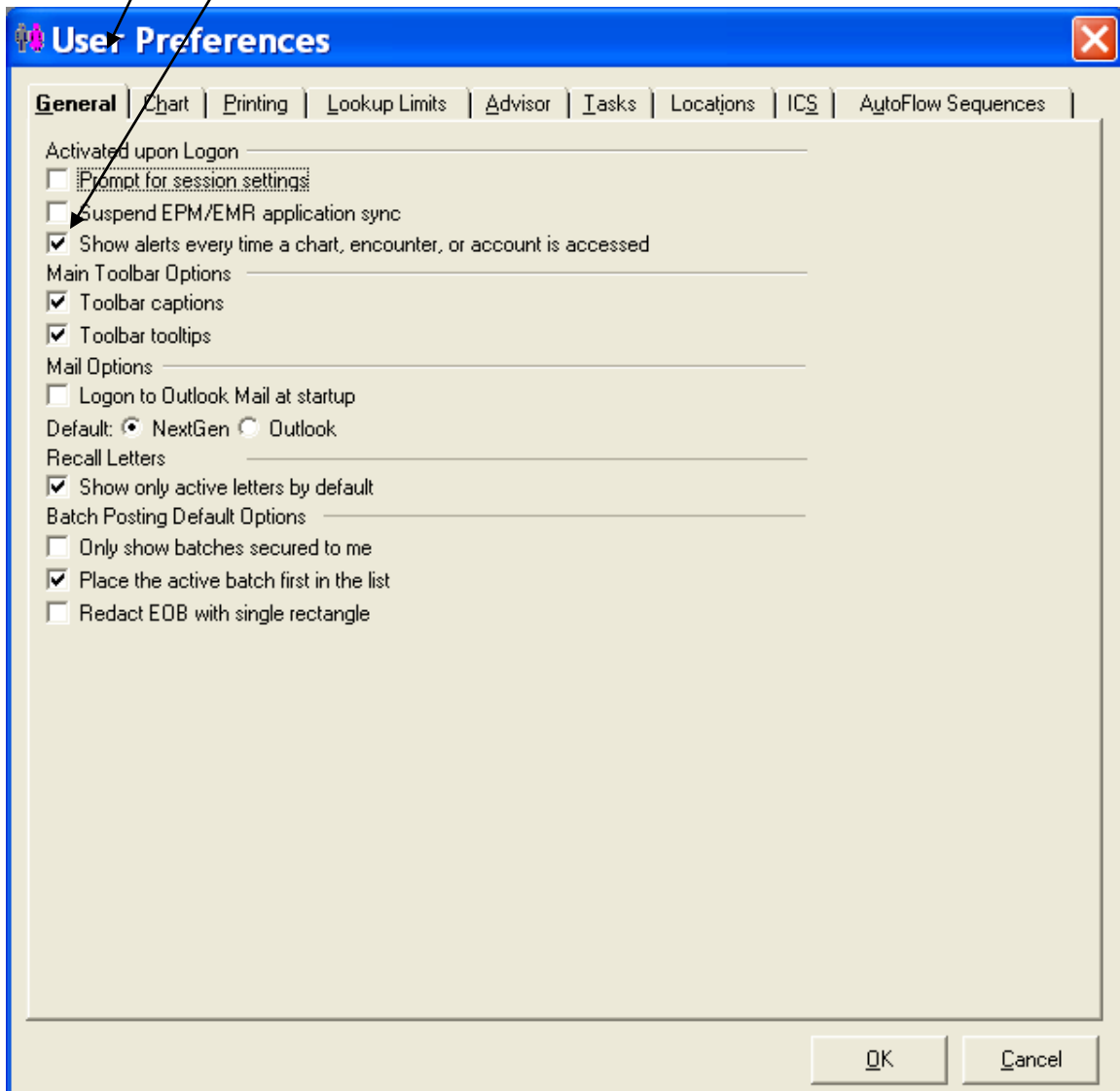
NextGen: General Preference Settings

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



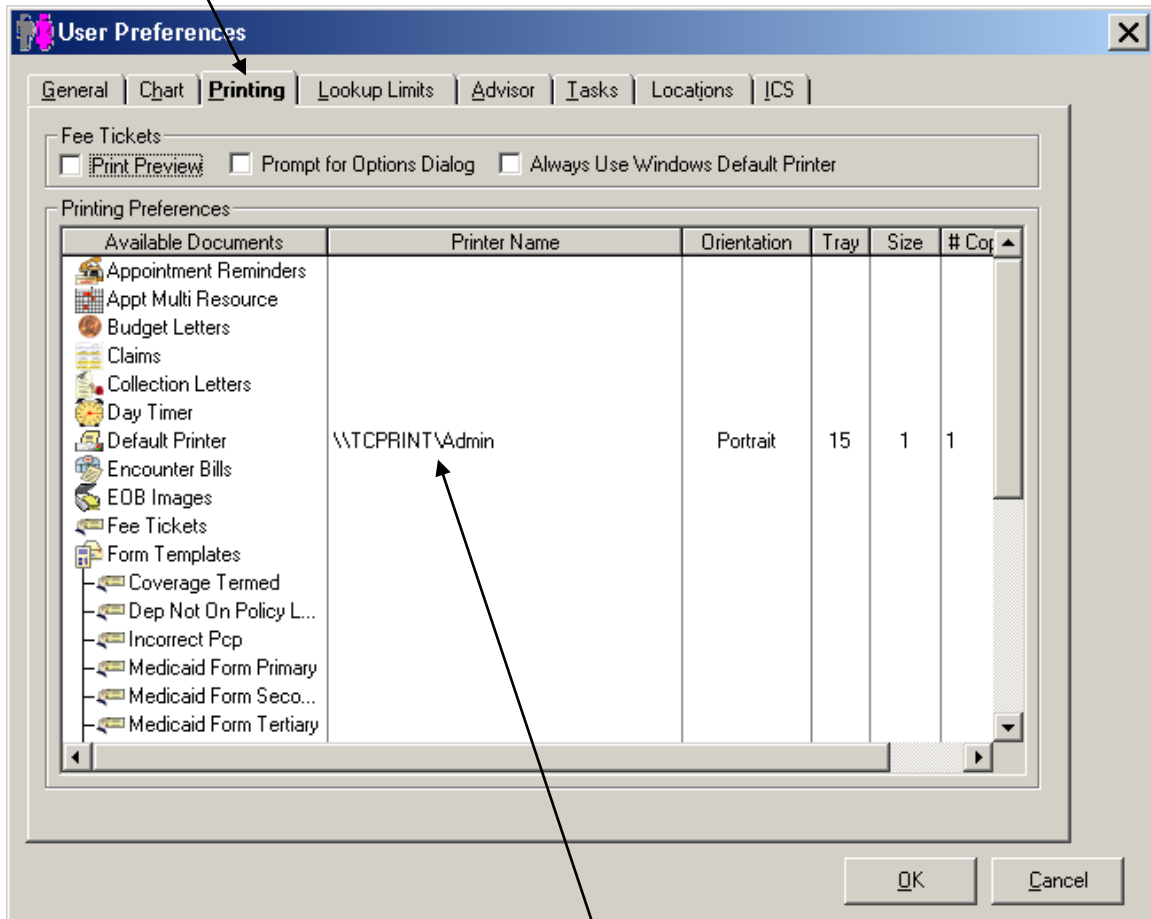
From the General tab, click on the box next to:

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



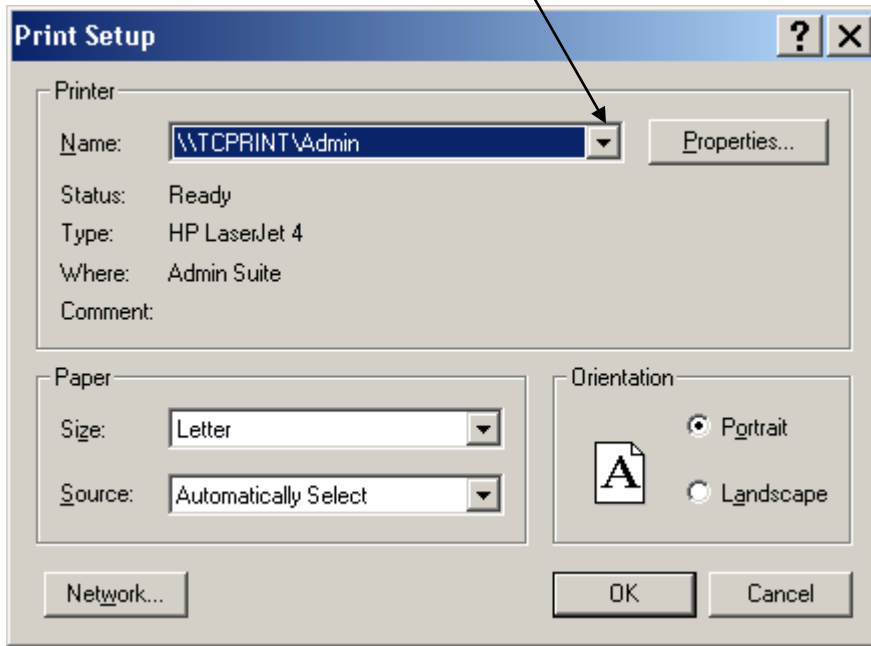
Toolbar captions, Toolbar tooltips,

Click the "Printing" tab



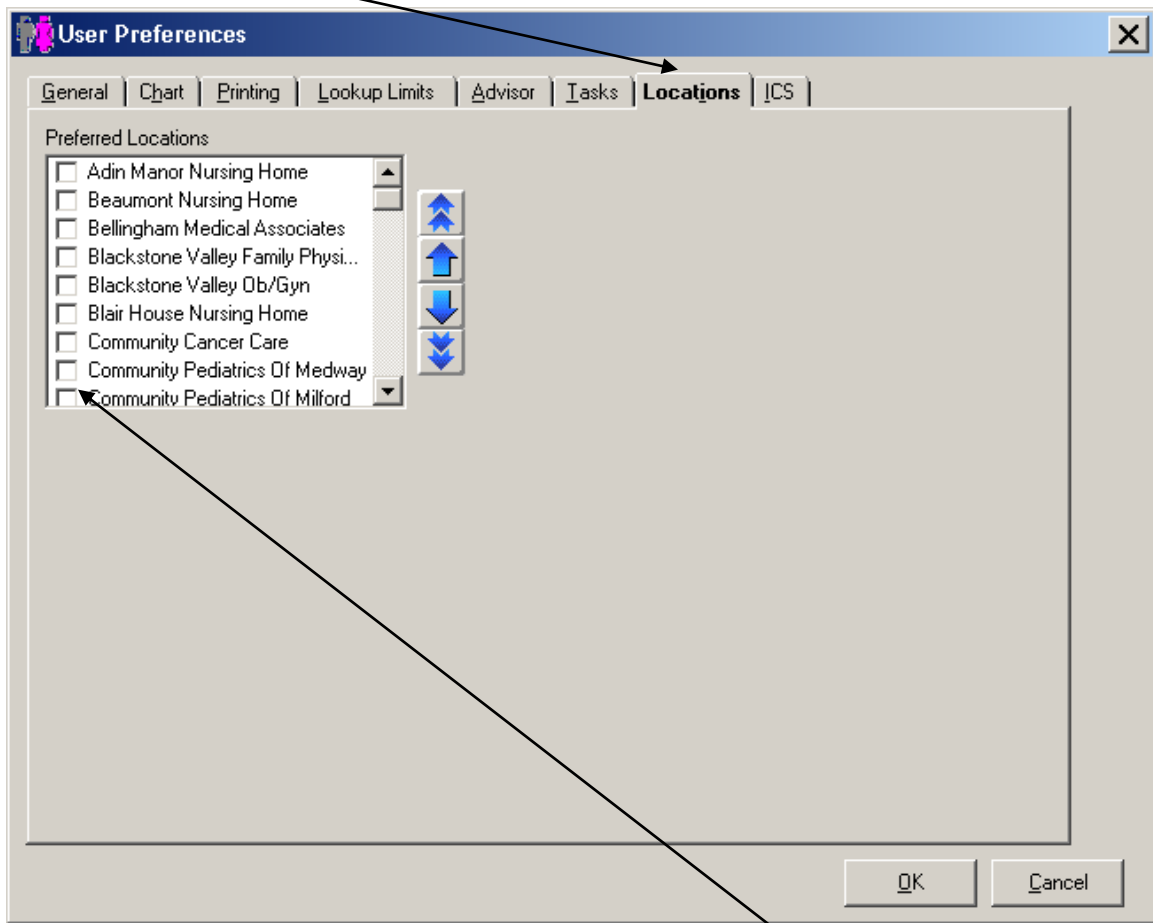
Make sure the Default Printer has the correct name, if not, right click on Default Printer and click Open.

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