

Instructor User Guide for LibreHealth EHR

1. The URL for LibreHealth EHR is <https://www>.
2. You will login as an administrator by using admin for the username and password as the password. As administrator, you have access to all clinic functions. Your students will not be able to access many of the administrative functions.



Username

Pass Phrase

Language

Libre EHR

v1.0.1 | Acknowledgments, Licensing and Certification

3. You will need to create a new facility (clinic) for your students, so begin with the administrator tab at the top, select **Facilities** and click Add (see screen shot)
 - a. Fill out name, address and select boxes Billing location, Service Location, Primary Business Entity and pick a color in the lower right to distinguish your clinic from others. Click Save button.

Add Facility Save Cancel

Name: University of Texas Clini* Phone:

Address: 3330 Cactus Lane Fax:

City: Austin Zip Code:

State: Texas Tax ID: EIN

Country: USA Facility NPI:

Website: Email:

Billing Location: Accepts Assignment (only if billing location):

Service Location: Color: * #FF0033 [Pick]

Primary Business Entity:

POS Code: 11: Office

Billing Attn:

CLIA Number:

* Required

- b. If you want to minimize any window when you are finished but think you might need it again click on the lock icon and it will shrink to a button



4. In the same administrator tab select **Users**
- Select **Add User** button
 - Use the first letter of their first name followed by their last name: e.g. sjones for Sally Jones
 - Under provider type select **physician**
 - Under access control select **Super Student**. This is a new category so that students can create clinical decision rules.
 - Input a new password for each student in the Pass Phrase Box and give your admin password for the Your Pass Phrase box

- f. Be sure to click the Provider and Calendar boxes
- g. Select the correct clinic under Default facility so they are all assigned to the same clinic
- h. Click Save
- i. Email your student their login credentials (see screen shot)

5. Globals

- a. In the administrator tab, scroll down and select Globals
- b. The first tab is appearance. This is where you can select what windows pop up when you log in. We would recommend Dynamic Finder and Calendar. You can change the color of the EHR theme and increase the patient list page size to 25 or 50 and hit the save button.
- c. The remainder of the tabs under Globals are defaults and should not be changed.

6. Calendar

- a. Select the Calendar tab on the main menu at the top. You need to set the schedule for each provider (student). First click on the providers name on the left
- b. Next, click on a start time in the clinic (e.g. 8:00 AM). When you click on this a new window appears with the Provider tab selected. Use the In Office choice and set the times as indicated in the screen shot
- c. Next, click on a stop time in the clinic (e.g. 4:00 PM). In the new window select Out of Office and set the same type of defaults as this will mean your student is available 8-4 every day.

Patient **Provider**

Select In Office

Category: In Office All day event

Date: 2017-07-16 Time 8 : 00 AM

Title: In Office duration 0 minutes

Facility: Lake Sumter Clinic

Billing Facility: Lake Sumter Clinic

Provider: Hoyt, Robert Repeats every day

Pref Cat: -- None -- until 2018-07-16

Comments:

Save Find Available Delete Cancel Create Duplicate

Check repeats every day and set until to one year later