

## EHR Tutorial Create a New Patient

1. Login and select Patient/Client tab at top and select **Add/New Search**. See screenshot below
2. Give the patient the last name of **Test**. For the remainder of fields use any information you like
3. Click the Privacy Box and allow the patient a patient portal and access to email, SMS, registry, etc.
4. Select "Create New Patient" button

Patient: None

Patient Finder    Search or Add Patient

Search or Add Patient

### Search or Add Patient

Face Sheet

<b>NAME:</b>	<input type="text"/>	<b>Sex:</b>	Unassigned <input type="button" value="v"/>
<b>DOB:</b>	<input type="text"/>	<b>Marital Status:</b>	Unassigned <input type="button" value="v"/>
<b>Address:</b>	<input type="text"/>	<b>City:</b>	<input type="text"/>
<b>State:</b>	Unassigned <input type="button" value="v"/>	<b>Postal Code:</b>	<input type="text"/>
<b>S.S.N.:</b>	<input type="text"/>	<b>License/ID:</b>	<input type="text"/>
<b>Mobile Phone:</b>	<input type="text"/>	<b>Contact Email:</b>	<input type="text"/>
<b>Billing Note:</b>	<input type="text"/>		

Contacts  
 Privacy  
 Employer  
 Social Statistics  
 Insurance

1. You will now be taken to the **Patient Summary** page and note that you will see a white **Pop Up** (New Due Clinical Reminders) we can deal with later. Click Ok, to proceed
2. Select **History** (blue link in upper left). Now select the **Edit** button
  - a. General Tab: Select whatever Risk Factor boxes you like, such as Hypertension. Also select the boxes under Exams/Tests as N/A, Normal or Abnormal.
  - b. Family History Tab: Input family history. If you selected hypertension for the patient, now input hypertension for the father. Click on Diagnosis Code and select ICD-10 from the drop-down list. Search for hypertension and select essential hypertension; ICD-10 code of I10

- c. Relatives tab is optional
  - d. Lifestyle: Under Tobacco, select from the drop-down menu and it will assign a SNOMED CT code. Fill out any other factors and select the save button. Select Back to Patient or you can select the blue Patients Name in the upper left and it will take you to the summary
3. Review the Clinical Reminders but there is nothing you need to do at this time
4. **Medical Problems:**
- a. Click the edit button and in the new window click the Add button
  - b. Select a common disease from the drop-down list and provide a date, such as Asthma 1992
  - c. Click on Coding button and select ICD-10 from drop-down list and search for asthma. Select the first choice J45.20 or Mild intermittent asthma, uncomplicated
  - d. You can ignore the other boxes and select the Save button
  - e. Select other medical problems in the same manner
  - f. See screen shot below

The screenshot shows a form for adding a medical problem. The form has a light blue background and contains the following fields and controls:

- Type:** A dropdown menu currently set to "Problem". Below it is a list box containing "Angina", "Asthma", "Breast Cancer", and "Cerebral Infarction". A yellow arrow points to this list box, and a red box labeled "Diagnosis" is positioned to its right.
- Title:** A text input field.
- Coding:** A text input field. A yellow arrow points to this field, and a red box labeled "Click on Coding Box" is positioned to its right.
- Begin Date:** A date input field.
- End Date:** A date input field with the instruction "(leave blank if still active)".
- Occurrence:** A dropdown menu set to "Unknown or N/A".
- Severity:** A dropdown menu set to "Unassigned".
- Reaction:** A dropdown menu set to "Unassigned".
- Referred by:** A text input field.
- Comments:** A large text area for notes.
- Outcome:** A dropdown menu set to "Unassigned".
- Destination:** A text input field.

At the bottom of the form are two buttons: "Save" and "Cancel".

## 5. Allergies

- a. Select Edit and then Add
- b. Select a common allergy from the drop-down list and add a date, such as penicillin 2010
- c. In the coding box search for the ICD-10 code for penicillin allergy and you should find Z88.0 Allergy status to penicillin. Click on it and then click severity and reaction and outcome boxes. Click on Save button

## 6. Medications

- a. Select Edit and then the Add button
- b. Based on the diagnoses you selected select medications that would be relevant for your patient. For example, for an asthmatic Albuterol and Budesonide would be reasonable. Add a date to the right of the medication such as Albuterol 2011. Code the medication with ICD-10 code based on the diagnosis, so the medication is linked to a diagnosis. Click the save button

## 7. Surgeries

- a. Select Edit and then the Add button
- b. Select a surgery from the drop-down menu and add a date, such as appendectomy 1980
- c. Select as many surgeries as you like and click the Save button

## 8. Immunizations

- a. Select the Edit button
- b. Click on the first box and you can either select the name of the vaccine, such as influenza or use the CVX code 16. Google any other immunizations and add
- c. Select a date for the immunization and at the bottom select Save Immunization

## 9. Prescriptions

- a. You will write a new prescription in the next Exercise