# WELFORD CHART NOTES NEWSLETTER

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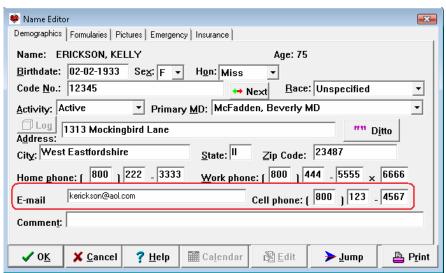
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RECORD EMERGENCY CONTACTS, E-MAIL, AND CELL PHONES (User's Manual, pgs. 1025-1026)

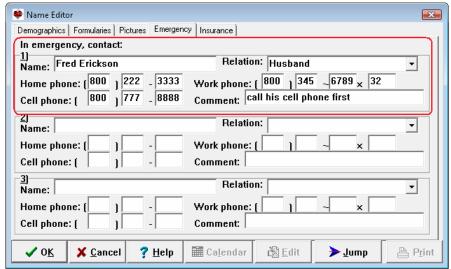
Version 5.3 lets you record emergency contact information, e-mail addresses, and cell phone numbers for your patients. Let's give this a try:

1. Press



Name\Edit.

- 2. Enter a patient's name, such as Kelly Erickson.
- Record the patient's e-mail address in the E-mail field on the Demographics page, kerickson@aol.com.
- Enter the patient's cell phone number in the Cell Phone field on the Demographics page, 800-123-4567.
- 5. Click on the



Emergency tab.

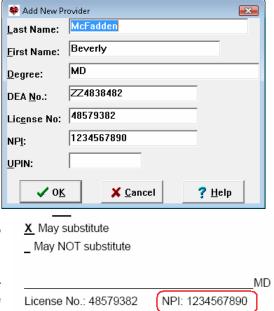
- 6. Notice that you can record up to three people to contact in case of emergency. We will just put in one of them.
- In 1) Name, enter "Fred Erickson"

- 8. In Relation, enter Husband.
- 9. In Home Phone, enter 800-222-3333.
- 10. In Work Phone, enter 800-345-6789x32.
- 11. In Cell Phone, enter 800-777-8888.
- 12. In Comment, enter "call his cell phone first".
- 13. Press **OK** to store your information.

## PRESCRIPTION WRITER PRINTS THE NPI (User's Manual, pg. 1029)

Starting with version 5.3, the Prescription Writer automatically prints the National Provider Identifier (NPI) on each prescription (based on the Provider field in the Prescription) which is stored in the Provider Options. Let's see how this works:

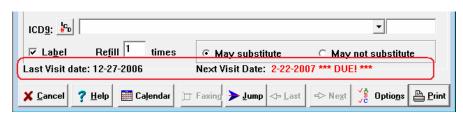
- 1. Press System\Provider Options.
- 2. Select the name of a Provider (e.g. Beverly McFadden), and press Edit.
- 3. Enter the Master Password.
- Enter that Provider's NPI number in the corresponding field.
- 5. Press OK to store this information.
- 6. Press Write\Prescription.
- Select the Provider that you used in step #2.
- 8. Fill in the rest of the prescription.
- 9. Press Print to print the prescription.
- Note that the NPI appears in the lower right corner of the prescription, below the signature line.



### PRESCRIPTION WRITER SHOWS LAST AND NEXT VISIT DATES (User's Manual, pg. 1029)

The Prescription Writer automatically shows you the date of the patient's most recent visit as stored in the

Visiter. If you specify a Return date when you stored that visit, then the program calculates when the next visit is due. It shows the next visit due date in red if it is overdue. This alerts



you to the fact that you are writing a prescription for a patient who is overdue for a visit. You may wish to give no additional refills or refuse to refill the prescription until the patient has returned for a visit. Note that you can press **Jump\Visiter** to review the patient's visits before deciding on refilling the prescription.

#### IN-BOX SHOW WHO IT'S FROM OPTION (User's. Manual, pg. 1025)

If you want to see which users sent you an In-Box item, check In-Box\OPTIONs\USE Network Index and Show who it's From. The Network Index is what keeps track of which users have sent and received each In-Box item. Note that you must also press the All Users button if you want to keep track of this information for all users. The name of the user will appear in the From: column in the In-Box. You can see the history of all users who have seen an In-Box item by right-clicking it and pressing Journal.

#### **SEND US YOUR TIPS**

If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:

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