

# WELFORD CHART NOTES NEWSLETTER

**Volume 32, No. 6**



**June, 2008**

copyright 2008, Welford Medical Computing, Inc.

All rights reserved

## PRESCRIPTION LOG AND PRESCRIPTION WRITER AUTO SHOW UPCOMING OPTIONS *(User's Manual, pg. 1028 )*

The Upcoming Reminders Report, introduced in version 5.0 (User's Manual, page 960-962), lets you see, in one convenient report, all of the current and future Datebook, Flowsheet, and Rule Reminder items for a particular patient. You can arrange for the Prescription Log and/or Prescription Writer to automatically display this report each time you write a prescription for a particular patient. If you see that the patient is overdue for an important test or procedure, you can then decide to limit the number of pills or refills on the prescription, or refuse to refill the prescription. You can also send a Message to your staff, telling them to contact the patient and remind the patient to schedule the overdue test. This feature helps to enhance patient adherence to recommended procedures even if the patient is not coming in for a visit. Many patients request prescription refills between visits, and this gives you an additional opportunity to catch those patients who are overdue and remind them.

Let's see this feature in action. First, we will record a Datebook reminder for a patient:

1. Press Tools \Datebook \Add.
2. For **Date**, enter a date on or before today's date.
3. Leave **Time** blank.
4. For **Status**, choose **Active**.
5. For **Message**, enter "due for CXR (follow-up of nodule)".
6. For **Patient**, enter Kelly Erickson.
7. Leave **Trigger Upcoming** checked. (If you uncheck it, this Datebook Reminder will NOT cause the Upcoming Reminders report to open).
8. Press **OK**.

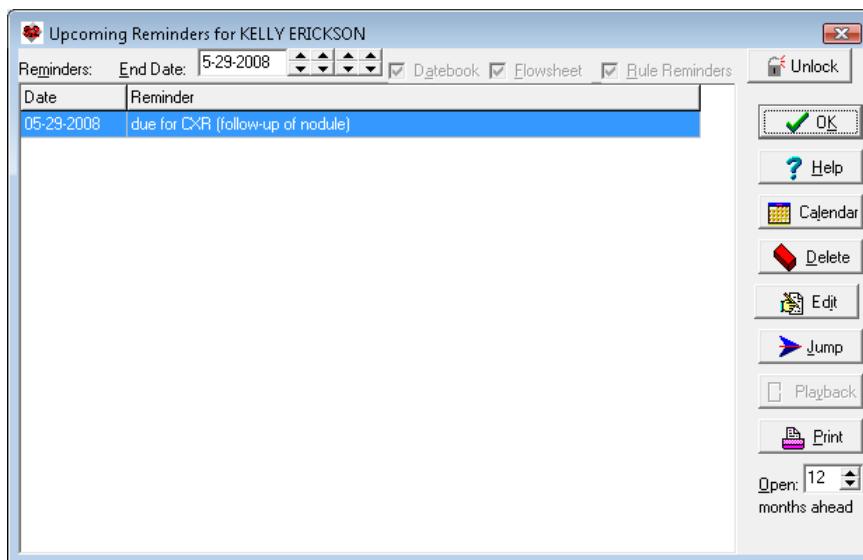
Now, activate the Auto Show Upcoming Options:

1. Press View\Prescription Log\OPTIONS.
2. Check **Auto Check Upcoming** and **Auto Show Upcoming**. **Auto Check Upcoming** causes the Prescription Log to display a red button if the patient has any upcoming reminders. You then click the red button to see them. **Auto Show Upcoming** automatically displays the upcoming reminders, if any exist, saving you the step of having to press the red button.
3. In general, you will want to have **weeks into the future** set to 0, so you only see those reminders that are currently due, not those that may be due in the near future. However, you might want to set it to a

- number higher than 0 if you would like to be able to remind the patient of things which are coming due in the near future.
4. Press **OK**.
  5. Press Write\Prescriptions\OPTIONS.
  6. Check **Auto Check Upcoming** and **Auto Show Upcoming**, and set **weeks into the future** the way you wish. Note that these settings are independent of those in the Prescription Log. Thus you can have the two program functions operate differently if you wish.
  7. Press **OK**.

Now, let's record an entry in the Prescription Log and see how it triggers the upcoming report:

1. Press View\Prescription Log\Add.
2. For **Patient Name**, enter Kelly Erickson.
3. Note that the Upcoming Reminders window opens, showing the Datebook reminder you stored previously.
4. You can double-click the item (or press **Edit**) to edit the Datebook reminder. You



You can press **Jump** to move to a different program function, e.g. to write a Message to your staff to contact the patient and remind her to get the chest X-ray.

Note the **Unlock/Lock** button on the upper right corner of the Upcoming Reminders report. (*User's Manual, pg. 1029*) You should generally press the Lock button after you have checked the program functions (Datebook, Flowsheets, Rule Reminders) that you would like included in the Upcoming Reminders report. By doing this, you will avoid inadvertently unchecking one of these boxes if you start to type ahead while the Upcoming Reminders report is in the process of opening.

The Auto Show Upcoming Options slows the opening of the Prescription Log or Prescription Writer while the program is checking for any Upcoming Reminders. This is especially true if you have many Rule Reminders. You can speed this process (at the cost of not seeing the Rule Reminders) by unchecking the Rule Reminders box in the Upcoming Reminders window. Furthermore, if you are a user whose primary role is to record refill requests and send them to a physician (for example, a nurse or secretary), you may well wish to uncheck the Auto Show Upcoming Options so that you can speedily enter refill requests, while having the physician check Auto Show Upcoming Options and then decide which patients need to be sent reminders. Conversely, the physician might delegate this decision to a nurse and turn off this Option so that it does not slow the physician's workflow.

## NEWS ON UPCOMING VERSIONS

We are putting the finishing touches on version 5.4. It has over 35 new features and enhancements. We thank our users for their many helpful suggestions for new features.

## SEND US YOUR TIPS

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

Welford Medical Computing, Inc.  
3779 Hermitage Trail  
Rockford, IL 61114

or MEDCOM Information Systems  
2117 Stonington Avenue  
Hoffman Estates, IL 60195