

# WELFORD CHART NOTES NEWSLETTER

Volume 33, No. 6



December, 2008

copyright 2008, Welford Medical Computing, Inc.

All rights reserved

## RESTORING A DELETED APPOINTMENT *(User's Manual, pg. 1031)*

Suppose you accidentally delete an Appointment, and want to restore it. Let's see how to do this:

1. First, we will make a test appointment. Press View\Appointments\Add.
2. For **Date**, enter today's date
3. For **Time**, enter a time later than the current time today.
4. For **Name**, enter Kelly Erickson.
5. Fill in the **Type**, such as OFFICE VISIT.
6. Make sure **Completion** is **Pending**.
7. Press **OK** to store the appointment.

Now, you should be able to see the appointment in your schedule.

1. Highlight the appointment, and press **DELETE**.
2. When asked if you are sure you want to delete it, press **YES**.
3. Note that the appointment disappears from your schedule.

Now, suppose you realize that you deleted the appointment in error and need to restore it:

1. In the Appointment Scheduler, Press **OPTIONS**.
2. In the **Completion status to display** box, check **Deleted**.
3. Press **OK** to store this change.

If you now look at your schedule, you can see that Kelly's appointment appears. Let's change its status from deleted:

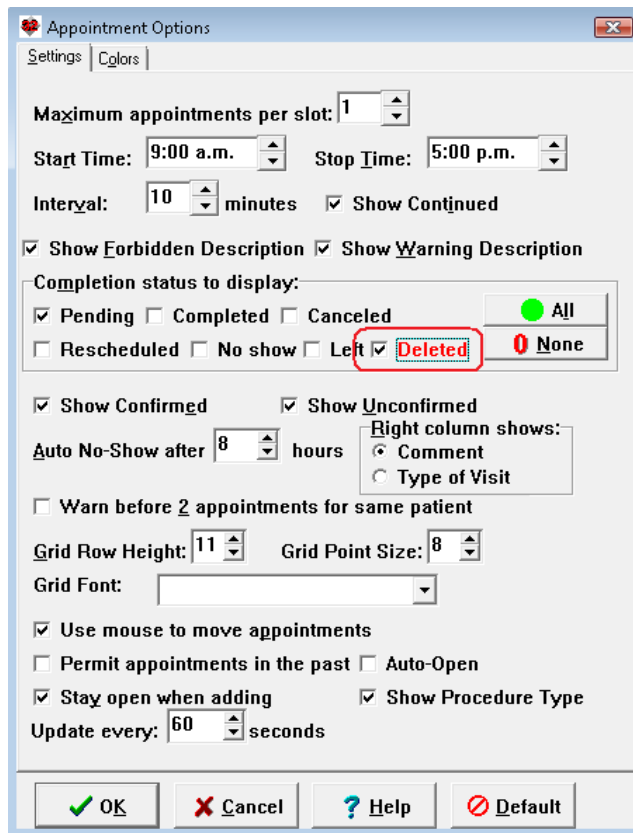
1. Right-click her appointment.
2. Select **Pending** from the list of choices.

Now, we need to go back to the Appointment Options and uncheck Deleted. Otherwise, we will continue to see other deleted appointments in the schedule and think that they are active appointments:

1. Press **OPTIONS**.
2. In the **Completion status to display** box, check **Deleted**.
3. Press **OK** to store this change.

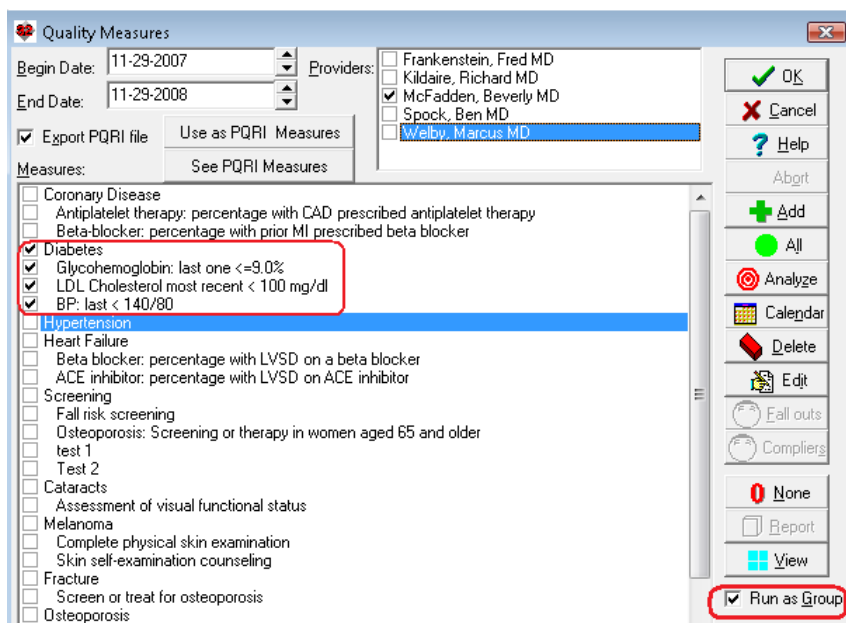
## RUNNING QUALITY MEASURES AS A GROUP *(User's Manual, pgs. 1042)*

The Quality Measures feature lets you determine which patients in your practice are compliant with recommended diagnostic and treatment maneuvers. Ordinarily, you would analyze one Quality Measure at a time, to see which patients are complying with that particular measure. However, you might be interested in seeing which of your patients are simultaneously complying with more than one Quality Measure that relate to a particular diagnosis. For example, you might wish to see what proportion of your diabetic patients are complying with all of the diabetic Quality Measures. Even if most of your patients are complying with any given Quality Measure, you may be surprised to learn that relatively few are complying with multiple measures simultaneously.



It is easy to determine which patients are complying with a set of measures simultaneously. Let's see how this is done:

1. Press Reports\Quality Measures.
2. In the **Measures** list, check more than one Quality Measure for which you want to see the level of simultaneous compliance. In this example, we have checked the Diabetes group box, which automatically checks all of the Quality Measures belonging to that group.
3. Check the **Run As a Group** box. This causes the program to report how many patients are complying simultaneously with all of the Measures that you have checked.
4. Fill in the other parts of the screen as you see fit. For example, if you only want information about a single Provider, then only check the name of that Provider.
5. Press **OK** to run the report.



## MEDICATION EDITOR CHECK AND LOOK UP INTERACTIONS (User's Manual, pgs. 1037-1038)

Inside the Medication Editor, you can now check to see if a single highlighted medication interacts with any of the other medications that the patient is taking. You can also see all of the Interactions with that single highlighted medication. Let's see how to do this:

1. Press Write\Medications and enter a patient name, such as Kelly Erickson.
2. Highlight a medication on the list.
3. Press Utility\Interactions.
4. If you wish to check the entire list of medications for interactions among all of them, select **All Drugs Check**. (Previous to version 5.4, selecting Utility\Interactions performed this function).
5. If you wish to see only those medications that the patient is currently taking that interact with the highlighted medication, select **Check This Drug**.
6. If you wish to see a list of all known drug interactions with the highlighted medication, **Look up This Drug**.
7. If you wish to see the Interactions on a single list after choosing **All Drugs Check** or **Check This Drug**, rather than seeing information about each interaction one by one, check **Show a list**.

## NEWS ON VERSION 5.5

We are putting the finishing touches on version 5.5. We plan to have electronic prescribing via a company called Newcrop in place for version 5.5. This version also includes a number of other 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