WELFORD CHART NOTES
NEWSLETTER

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REMINDERS (*User's Manual, pgs. 1252-1256***)**
Version 6.1 adds a new feature which makes it easier for you to remind patients when follow-up tests and procedures are due. This supplements other features of **Welford Chart Notes**, such as the Datebook, Flowsheets, Orders, Recalls, and Rule Reminders. Let's see this in action:

Suppose you get a chest CT report which shows a new nodule in the lung. The radiologist recommends repeating the CT scan in 3 months. First, you record this information in the Lab Book:
1. Press View\Lab Book.
2. Enter Kelly Erickson as the name of the patient.
3. Press **Add**.
4. For **Test**, enter "CT chest". For **Abnormal**, pick **Abnormal**. For **Result**, enter "new nodule, repeat in 3 months".
5. Press **OK** to store this information.

You notify the patient of the result and tell the patient to get a repeat CT of the chest in 3 months. However, you want to remind yourself that the patient needs a CT of the chest in 3 months in case the patient forgets.
1. Press **Jump\Reminders**. (You can also go to Reminders from the Main Menu using View\Reminders, and various other places in the program using **Jump** buttons).
2. Press **Add** to record a new Reminder.
3. For **Patient**, enter Kelly Erickson. (You can click **Use It** since this was the last name you just entered into the program).
4. For **Reminded to do What:** enter "CT chest".
5. For **Due Date**, enter a date 3 months in the future. (You can press the **Calendar** button, then press <Pg Dn> 3 times to jump 3 months into the future. Starting with version 6.2, you can simply type "3M" to jump 3 months into the future).
6. Since you called the patient on the telephone, set **Method** to **Telephone**.

7. Leave **Person Reminded** to **Patient**, since that is the person you notified. (You can specify a different party if you notified someone else).
8. The **Resolution** is **Pending**, meaning that the patient has not yet had the follow-up CT of the chest.
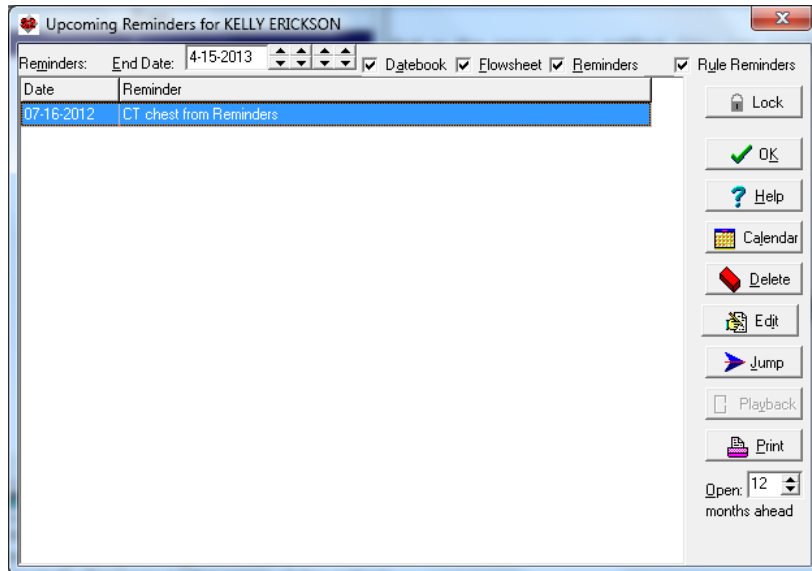
9. You can enter an optional **Comment**.
10. Press **OK** to store this Reminder.

Now suppose you wish to see your Reminders as part of the Upcoming Reminders report:

1. Press Report\Upcoming Reminders.
2. Enter Kelly Erickson as the name of the patient.
3. Check **Reminders** in the upper right corner of the Upcoming Reminders screen.
4. Note that the Reminder that you just stored is now listed in the Upcoming Reminders screen. If you double click it, you are taken back to the Reminder, where you can edit it further.

You will also want to check the Reminder Option:

1. Press View\Reminders**Options**.
2. Check **Lab Book automatically updates Reminders** and press **OK**.
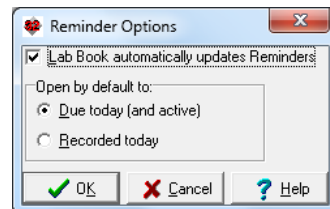
By doing this, when the patient subsequently has the follow-up CT of the chest and you record that fact in the Lab Book, the program automatically changes the **Resolution** of the Reminder from **Pending** to **Performed**, so that you needn't do that manually.

Suppose you want to see those Reminders that are still pending and which are due today:

1. Press View\Reminders\Redisplay.
2. Leave **Start Date** and **End Date** as today's date.
3. Click **Due Date**.
4. Leave **Patient** set to **ANY**.
5. For **Resolution**, check **Pending**.
6. Press **OK.**
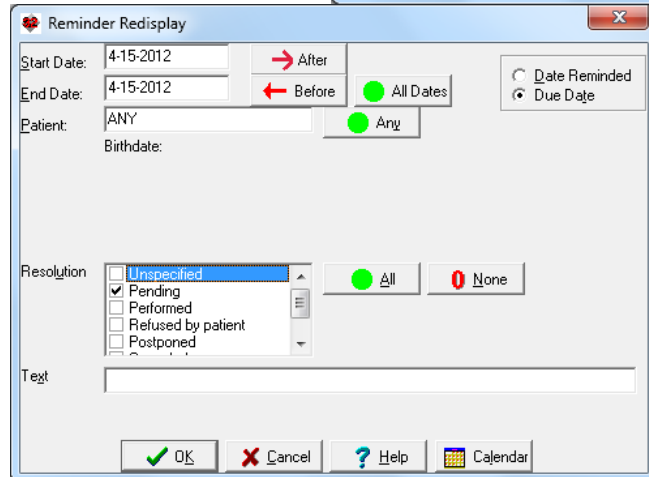
NEWS ON VERSION 6.2

We have added dozens of new features to version 6.2. If there are features that you would like to see in this version, please let us know at support@emirj.com, or call MEDCOM Information Systems at 800-213-2161.

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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