WELFORD CHART NOTES NEWSLETTER

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REMINDERS (User's Manual, pgs. 1252-1256)

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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.
 - For Patient, enter Kelly Erickson. (You can click Use It since this was the last name you just entered into the program).
 - For Reminded to do What: enter "CT chest".
 - 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**.

🍄 Reminder Edit		8
Date Reminded:	04-15-2012 <u>Time Reminded:</u> 7:50 A.M.	
<u>P</u> atient:	ERICKSON, KELLY	
	Birthdate: 2-2-1953 MRN: 12345	
User:	Beverly McFadden	
Reminded to do <u>W</u> hat:	CT chest	rch
D <u>u</u> e Date:	07-16-2012	
<u>M</u> ethod:	Telephone	
P <u>e</u> rson Reminded:	Patient	
Tupe:	Test	
1100		
Besolution:	Pending 🚽 🍃 Go To Item	
Comment		
		-
	·	
🗸 OK 🗙	Cancel 🤶 Help 🗱 Calendar 🏼 ≽ Jump	

- 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 х Upcoming Reminders for KELLY ERICKSON see your Reminders as part End Date: 4-15-2013 Re<u>m</u>inders: Rule Reminders of the Upcoming Reminders Date Beminder report: 🔒 Lock Press 1. Report\Upcoming 🗸 о<u>к</u> Reminders. 7 <u>H</u>elp 2. Enter Kellv Erickson as the 🧱 Calendar name of the patient. 💊 <u>D</u>elete Check Reminders 3. in the upper right 💦 Edjt corner of the א Jump Upcoming Reminders screen. C Playback 4. Note that the 🖺 Print Reminder that you just stored is now Open: 12 🚖 listed in the months ahead Upcoming Reminders screen. If you double click it, you are taken back to the Reminder, where х Reminder Options you can edit it further. 🔽 Lab Book automatically updates Reminders Open by default to: You will also want to check the Reminder Option: Due today (and active) 1. Press View\Reminders\Options. C Recorded today Check Lab Book automatically updates Reminders and press 2. OK. 🗸 ок 🗶 <u>C</u>ancel 7 <u>H</u>elp patient By doing this. when the 🌼 Reminder Redisplay х subsequently has the follow-up CT of the 4-15-2012 -> After Start Date: chest and you record that fact in the Lab Date Reminded 4-15-2012 😑 All Dates Hefore End Date: Due Date Book, the program automatically changes ANY) Any Patient: the Resolution of the Reminder from Birthdate: 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 Resolution <u>A</u>I 0 None today: Pending Ш Performed Press View\Reminders\Redisplay. 1. Refused by patient Postponed 2. Leave Start Date and End Date as todav's date. Text 3. Click Due Date. Leave Patient set to ANY. 4. 🗸 о<u>к</u> 5. 🗶 Cancel 7 <u>H</u>elp 🧱 Calendar 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: Welford Medical Computing, Inc. or MEDCOM Information Systems

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