WELFORD CHART NOTES
NEWSLETTER

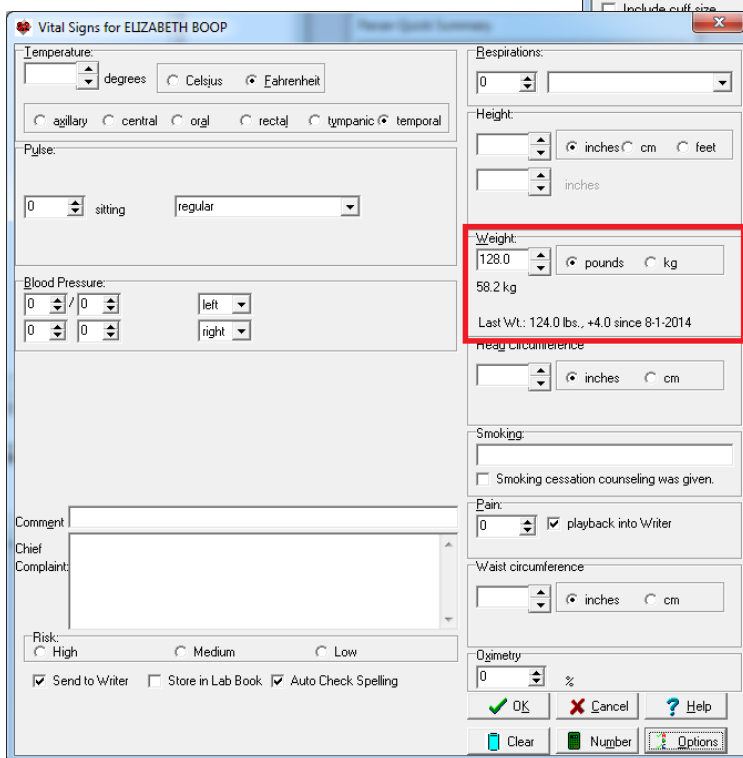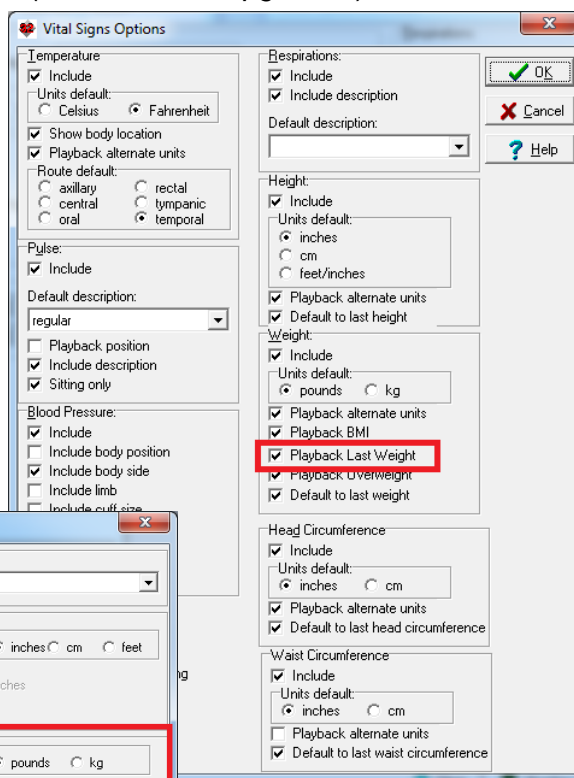**Volume 46, No. 6** ◆ **December, 2014**

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VITAL SIGNS FORM LAST WEIGHT OPTION *(User's Manual, pg. 1340)*

You can arrange for the program to automatically look up the patient's previous weight and show the difference between today's weight and the previous weight when you use the Vital Signs Form. Let's see how this is done.

1. Press Write\New Note\Note to open the Writer.
2. Specify the name of a patient who has a weight previously stored in the Lab Book.
3. Press View\Forms\Vital Signs**Options**.
4. Check **Playback Last Weight.**
5. Press **OK** to store your Options.
6. On the Vital Signs Form, enter the patient's current **Weight**.
7. Note that the Vital Signs Form displays below the current Weight the last Weight (as stored in the Lab Book). As you change the current Weight, the program automatically calculates the difference between the current Weight and the last Weight.

8. If you check **Send to Writer** on the Vital Signs Form and then press **OK**, the program places the current weight as well as the information about the last weight into the Writer at the current cursor position.

WRITER CHANGE DOCUMENT TYPE *(User's Manual, pg. 1325 and 1340)*

You can change the Document Type of the Document you are currently editing in the Writer, rather than having to store it and then change the Document Type in the Visiter. When you change the Document Type in the Writer, the program automatically applies any Print Setting Group that you have designated for that Document Type. Let's see this in action:
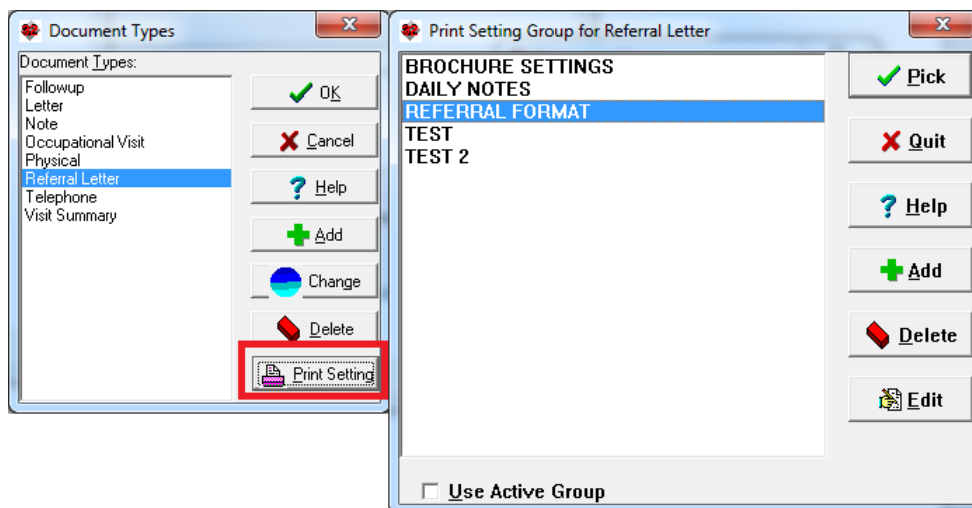
1. Press Write\ Document Type.
2. Suppose you have created a Document Type called Referral Letter. Highlight that.
3. Press the **Print Settings** button.
4. Select the Print Settings Group to associate with the Referral Letter Document Type (in this example, REFERRAL FORMAT).
5. Press **OK**.
6. Repeat steps 1-5 for Document Type of **Note**. Assign it a Print Settings Group of DAILY NOTES. This means that whenever you specify that a document in the Writer is a Referral, the REFERRAL FORMAT Print Settings Group settings are to be applied to that document, whereas when the document is a Note the DAILY NOTES Print Settings Group are applied to that document.
7. Press Write\New Note\Note to open a note in the Writer.
8. Enter some text into the Writer.
9. Suppose you now realize that this document should not be considered a Note, but rather is a Referral Letter. Press Write\Document Type.
10. Choose **Referral Letter** from the Document Types list and press **OK**.
11. Note that when you return to the Writer, the REFERRAL FORMAT Print Settings Group is immediately applied to your document. For example, if REFERRAL FORMAT has different margins than DAILY NOTES, then the margins automatically are changed to match REFERRAL FORMAT.

NEWS ON VERSION 6.6

We are busy putting the finishing touches on version 6.6. If there are particular features you would like to see in version 6.6, please contact us.

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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