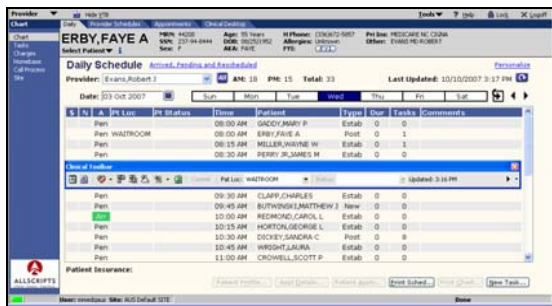


Accessing the Daily Schedule

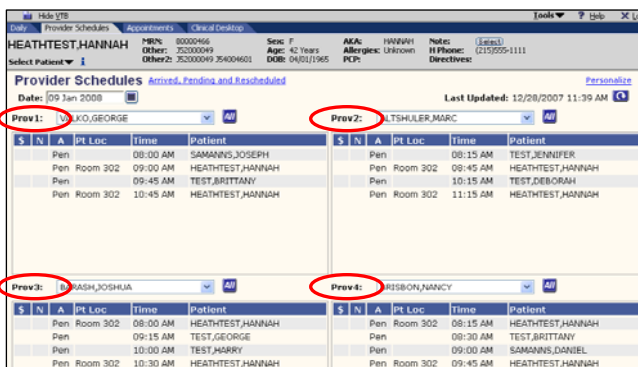
1. From the vertical toolbar (VTB), select **Chart**. The **Daily Schedule** page displays.
2. A floating **Clinical Toolbar** will display that can be closed with the red **X** located in the upper right corner.



3. Select the appropriate provider from the **Provider** drop-down menu on the **Daily Schedule** page or use the **ALL** button to search.
4. The patient name, appointment status, time, type, duration, and comments display.

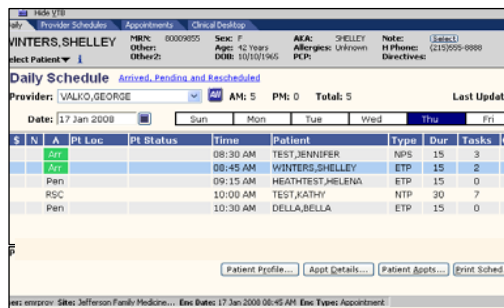
Multiple Provider Schedules

1. From the horizontal toolbar (HTB), select **Provider Schedules**. The **Provider Schedules** page displays with 4 providers' schedules displayed simultaneously.
2. Users can specify up to 4 default providers for simultaneous viewing. On the **Provider Schedules** page, select the **Personalize** link in the upper-right corner of the page to choose the default values.



Selecting a Patient

1. Single-click on the schedule to highlight a patient's name.
2. The patient's information displays in the **Patient Banner** and the action buttons at the bottom of the screen become available to view patient demographic and appointment information or print the schedule.



Searching for a Patient



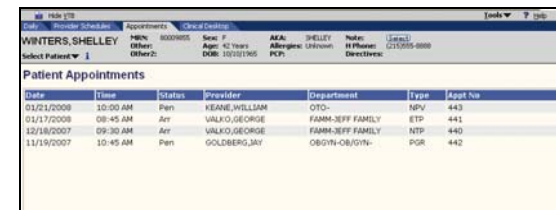
1. From the **Patient Banner**, which is always viewable on the top of any screen, click the **Select Patient** drop-down menu.
2. From the drop-down menu, select **Search**. The **Select Patient** dialog displays.



3. Enter the patient's last name, first name and press the **[Enter]** key.
4. Double-click on the desired patient. The patient's information displays in the **Patient Banner**.

Patient Appointments

1. Select **Appointments** from the horizontal toolbar (HTB).
2. The appointment list for the selected patient displays on this page along with an action to view appointment details.

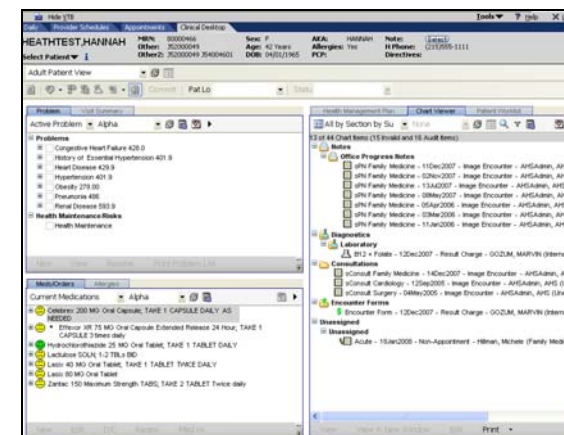


Navigating to the Clinical Desktop

1. Search for and bring a patient into context; then select **Clinical Desktop** from the HTB.

OR

2. Double-click a patient appointment from the **Daily Schedule**.



3. The **Adult Patient View** is the default view that displays on this screen.
4. If the patient is a minor, the view can be changed to the **Pediatric Patient View**, which has another component called **Immunizations**.

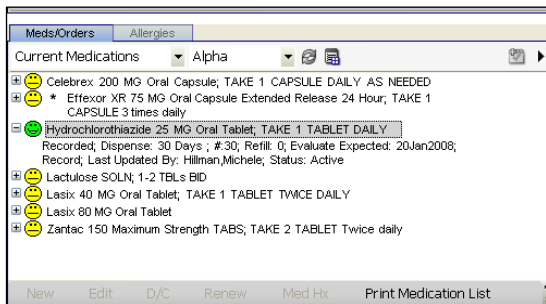
Clinical Desktop Components

- There are 7 components on the Clinical Desktop:

Component	Description
1. Problem	Displays the patient's active problems.
2. Visit Summary	Displays historical information, tracking information added to the EMR.
3. Meds/Orders	Displays the patient's current medications.
4. Allergies	Displays the patient's allergies.
5. HMP	Displays the Health Management Plan which lists the current medications.
6. Chart Viewer	Displays results and scanned documents (which are indicated by a preceding "s").
7. Patient Worklist	Displays nothing for View Only users.

Working within Components

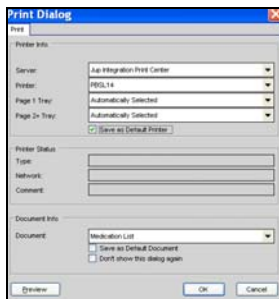
- Single-click to highlight an item and activate associated actions.
- Double-click to display the details of the selected item within a separate window.
- Right-click to display a menu of actions that may be used with the selected item.



- Preferred formulary status. (lowest co-pay)
- Approved formulary status. (higher co-pay)
- Non-approved formulary status. (full price)
- Prior Authorization is required.
- Over-the-Counter medication.

Printing from the Clinical Desktop

- Each component has a Print option, that when selected, opens a dialog box so that the user can select a device:



- The Chart Viewer component has the following print menu:

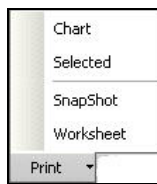


Chart – prints the entire chart and will only be available to specific staff members
Selected – prints only the selected document
SnapShot – prints patient's active problem, medication and allergy lists
Worksheet – prints the patient's active problem, medication and allergy lists along with a list of the patient's results

Site Selector

- From the vertical toolbar (VTB), select **Site**.
- The Select Site button allows users who have more than one practice location to change the default, for printers, etc.



INTRODUCTION TO THE JUP EMR

Logging Into the JUP EMR

- From the desktop, double-click the **EMpower** icon. The **JUP Login** page displays.



- Enter the appropriate information in lowercase in the **Login ID** and **Password** fields and click the **New Session** button.

Locking and Unlocking the JUP EMR

- From any page, click the **Lock** button in the upper-right corner of the window. The **Session Locked** dialog page displays.
- Enter the password in the **Password** field and click the **Resume** button to log back into JUP.

