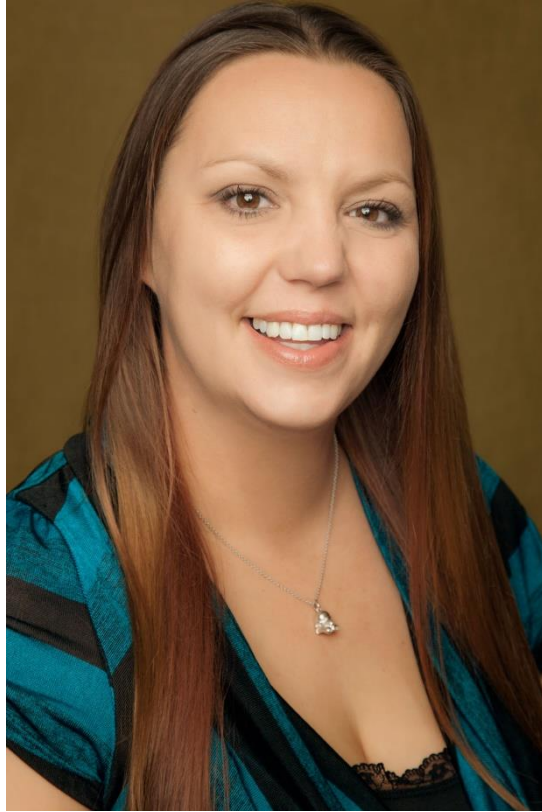


CENTRICITY TIPS AND TRICKS THAT ANY USER WILL LOVE



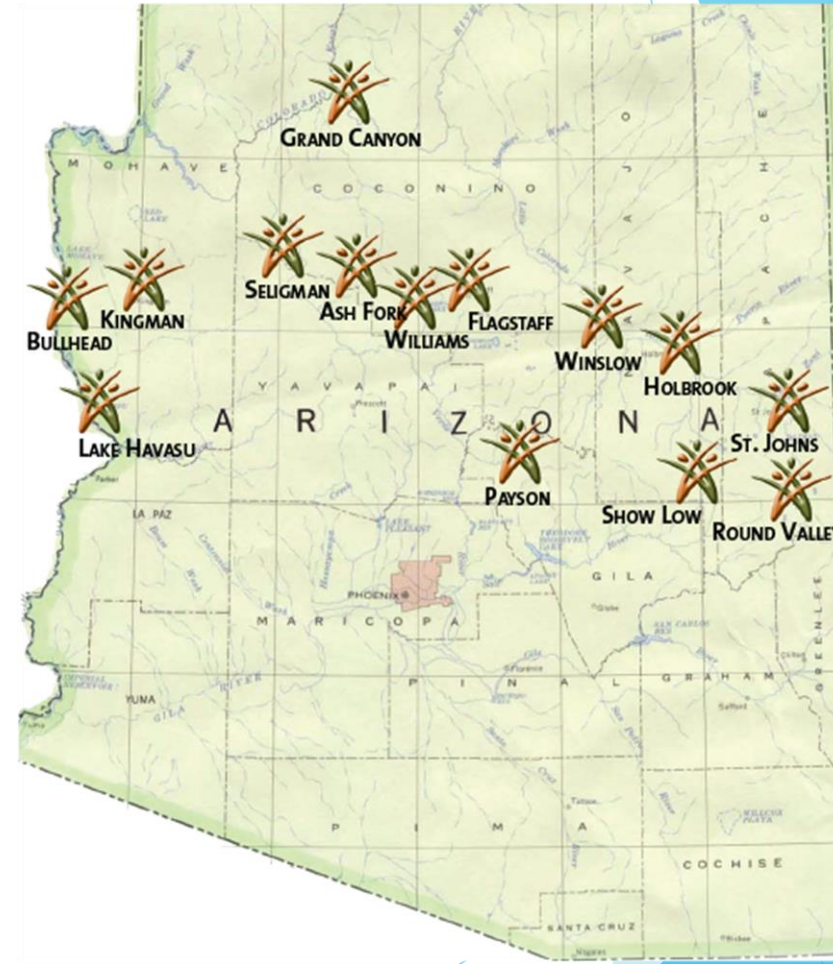
Presented By: North Country HealthCare



Sabrina Lakin: slakin@nc-it.org
Sylvia Ortiz: sortiz@nc-it.org

ABOUT NORTH COUNTRY HEALTHCARE

- In 1991 NCHC was founded in Flagstaff by a group of local healthcare providers and administrators as a “Free Clinic Services”
- In 1996 became a Federally Qualified Health Center (FQHC).
- Services 14 communities across Northern Arizona, with 24 access points.
- Services include Mobile Unit (school base and other organization employee health), Behavioral health integration, Behavioral Health Services, Prenatal Care, Ultrasounds, Pediatric Care, Family Medicine, Urgent Care, Radiology, Dental, Physical Therapy, Acupuncture, OMM, Telemedicine, and Pharmacy.
- Outreach Services: PWW, RESEP, HIV, NACASA, FIT, Ryan White, Hepatitis C, PT INR, Diabetic Nutrition, SBIRT, Care Management, Hermosa Vida, and many more.



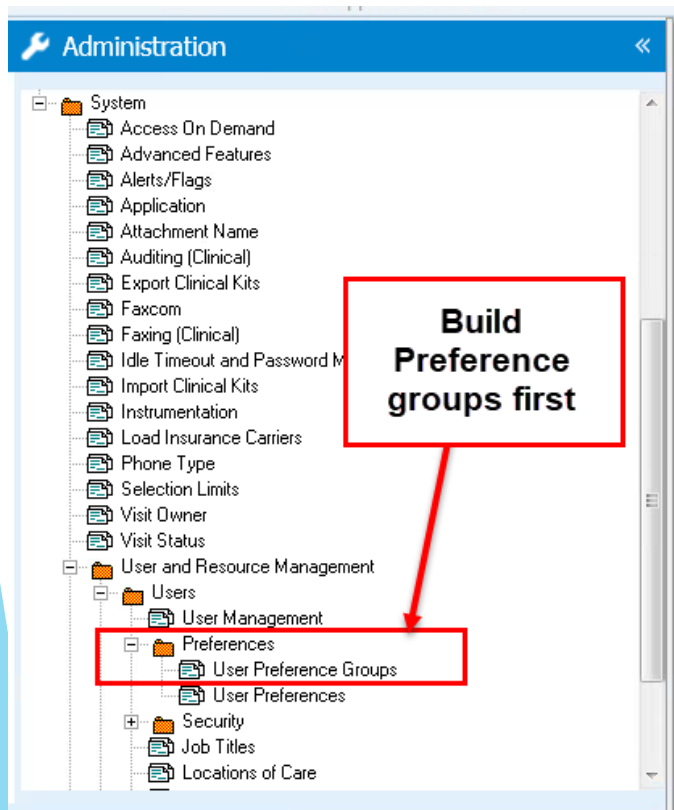
Review of Topics

- ✧ User Preferences
- ✧ Quick Text transferring
- ✧ Set Up Links
- ✧ Quick Scheduling 1 or more appointments
- ✧ Other Schedule tips
- ✧ Shortcuts through out Centricity
- ✧ Answer any Questions

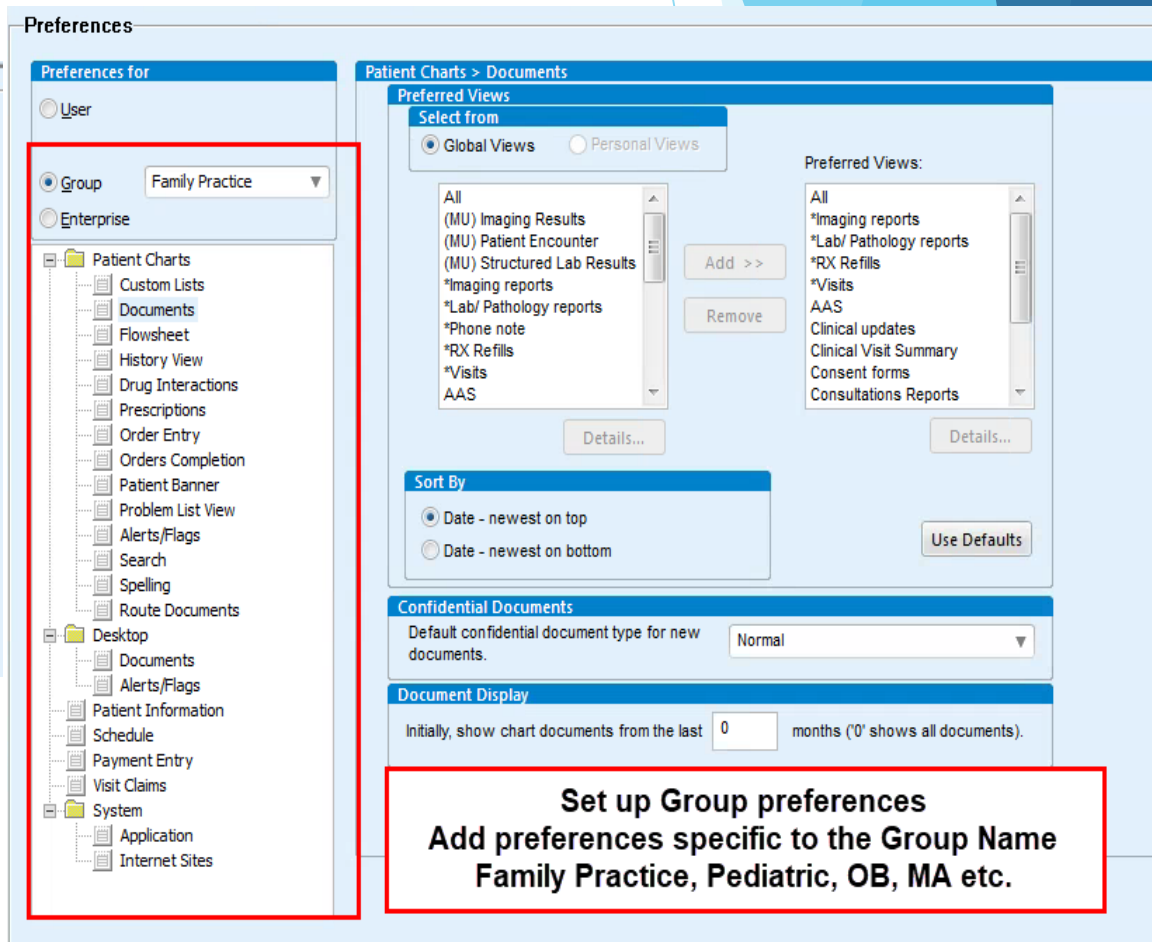
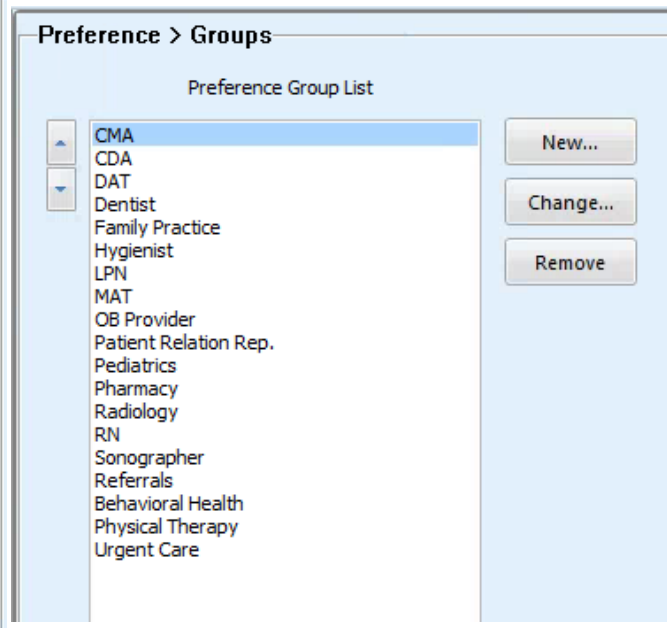


User Preference Set up

First create “User Preference Groups”. Whoever creates the new employee accounts can attach the correct group to the new employee. This can be attached to existing employee’s as well.

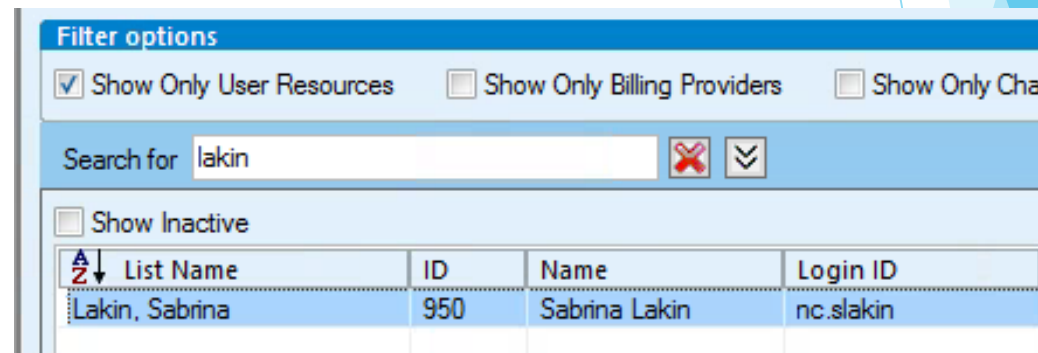
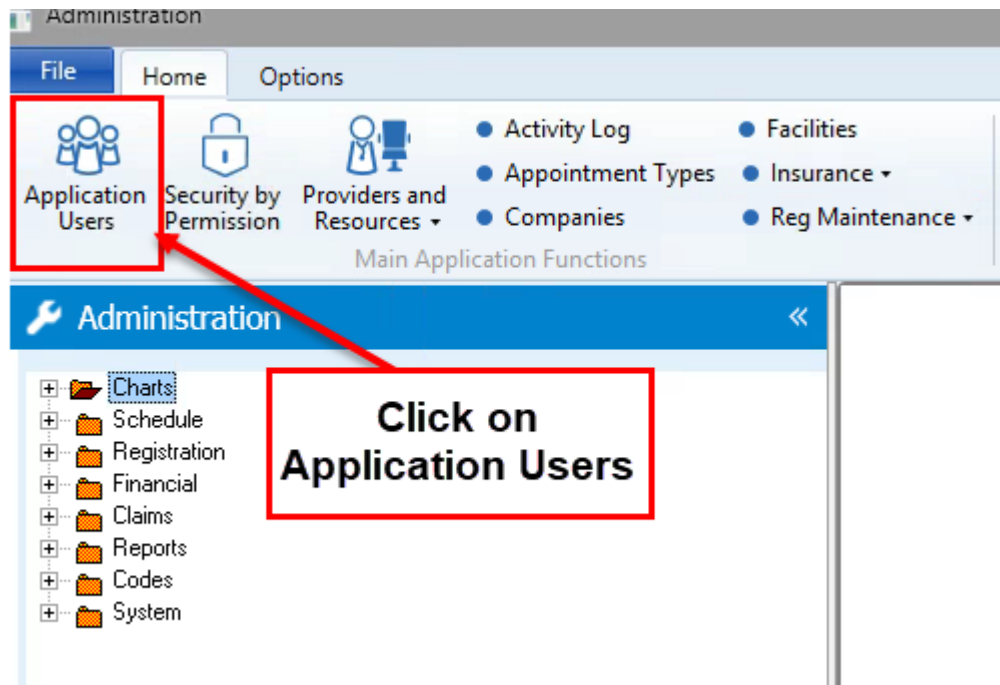


Build Preference groups first



Set up Group preferences
Add preferences specific to the Group Name
Family Practice, Pediatric, OB, MA etc.

Once you have set up the groups and added the correct preferences to each group you now can start attaching them to users. In the administration tab under Application Users, Choose the user



Use the drop down to select correct group according to Job title/position, Click ok. If you are adding this to an existing user they may need to logout then back in to see the changes.

Edit User - Lakin, Sabrina

Basic Info | Security | Chart Access | CQR Registration

Attributes

- Inactive
- Schedule Templates
- Billable Provider
- Chart Access

*First: Sabrina Middle: Suffix: *Last: Lakin

*List Name: Lakin, Sabrina

ID: 950

Organization: North Country HealthCare

Address 1: 2920 N 4th St.

Address 2:

City/State/Zip: Flagstaff AZ 86004

Country: Subdivision:

Phone 1: (928) 310-6118 [] Work

Phone 2: () - []

Email:

Notes:

Identification

NPI: DEA #: Anesthesiologist License: Additional License: Specialty: (none) Specialty License: State License: UPIN #:

User Settings

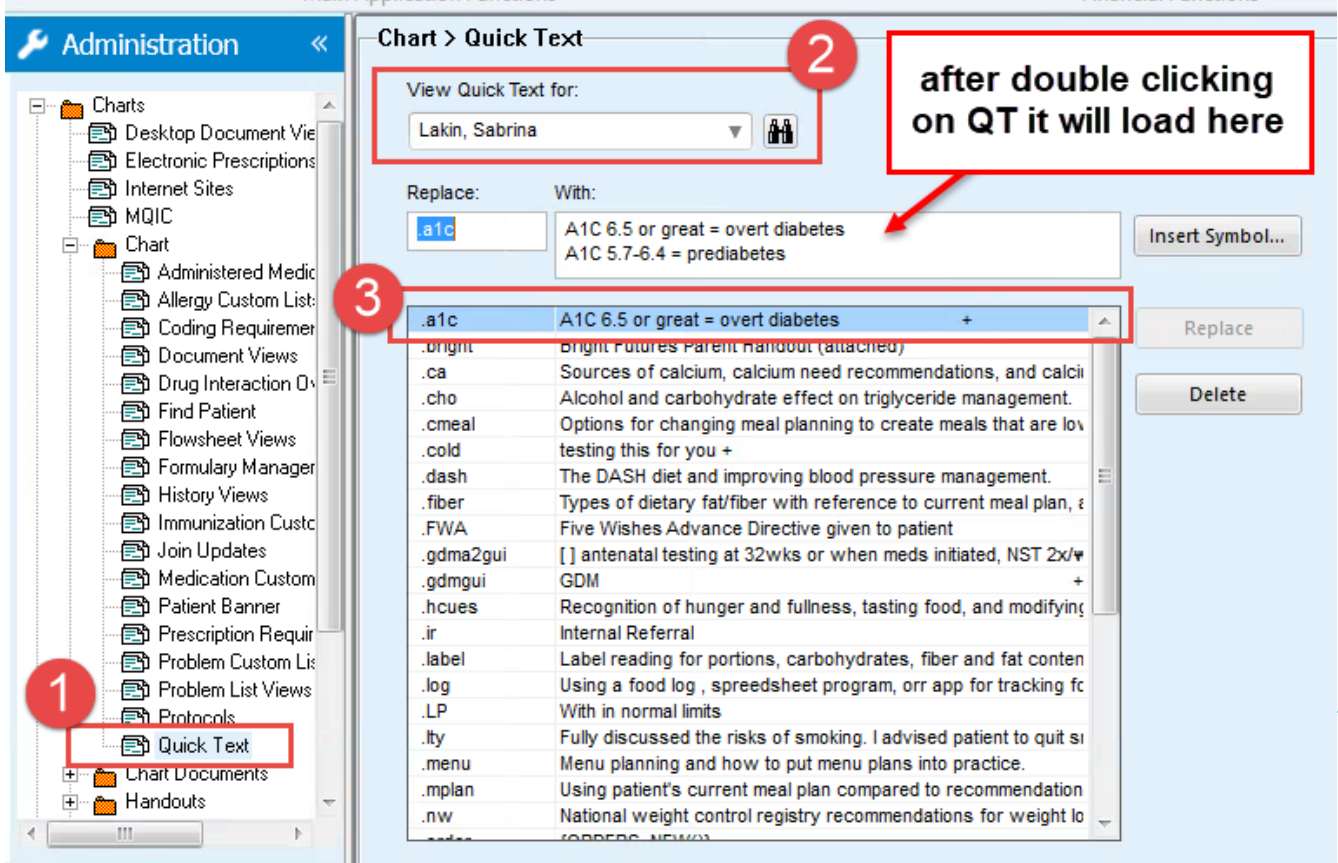
*Login ID: nc.slakin

Select a user preference group: **Family Practice**

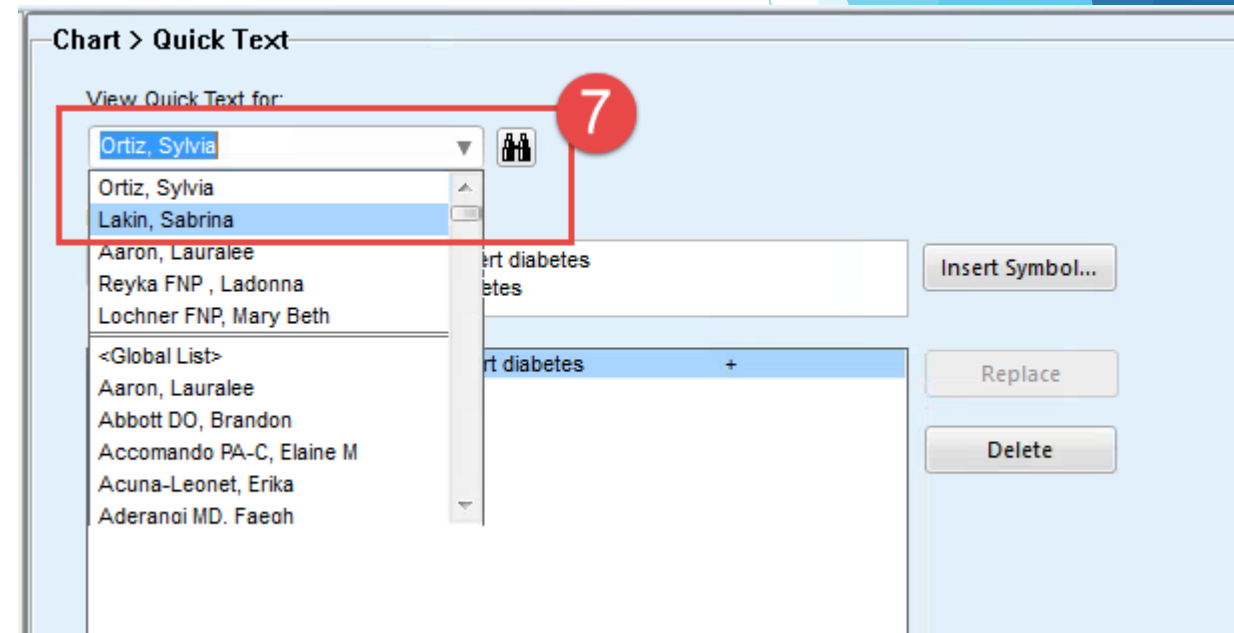
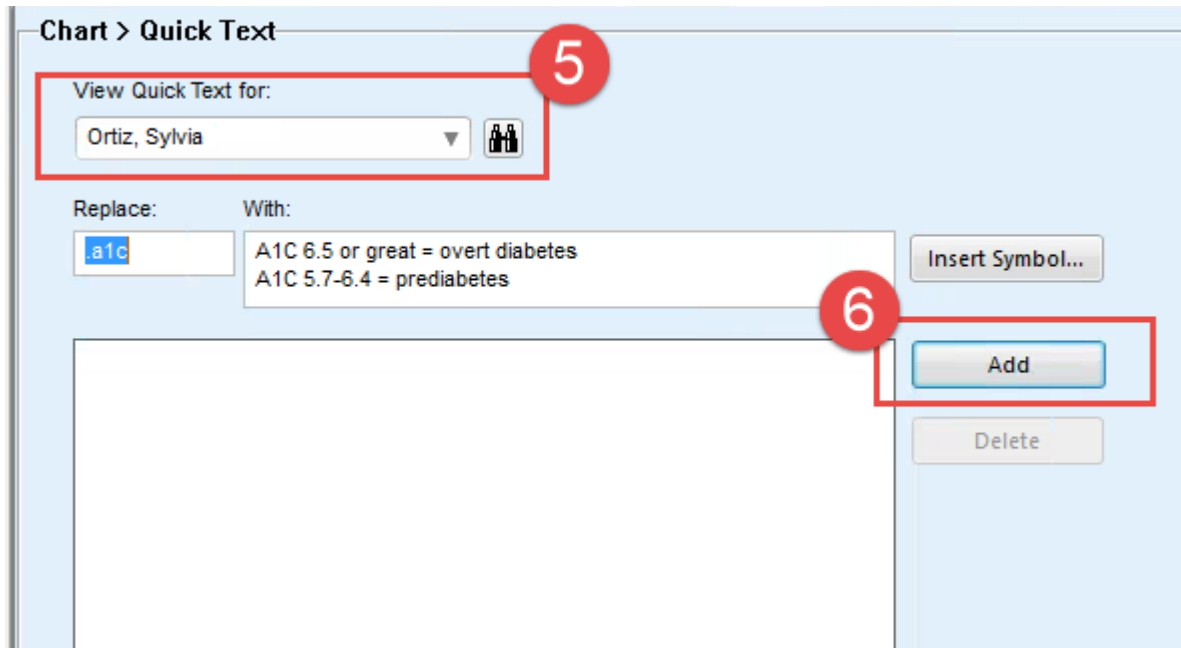
Prev Resource Next Resource **OK** Cancel

Quick Text

To quickly transfer a users quick text to another user go to administration, expand charts, chart, click on “Quick Text” Choose the user you are grabbing the QT from, find which one you want to add to other user and double click on it to load it into editing box.

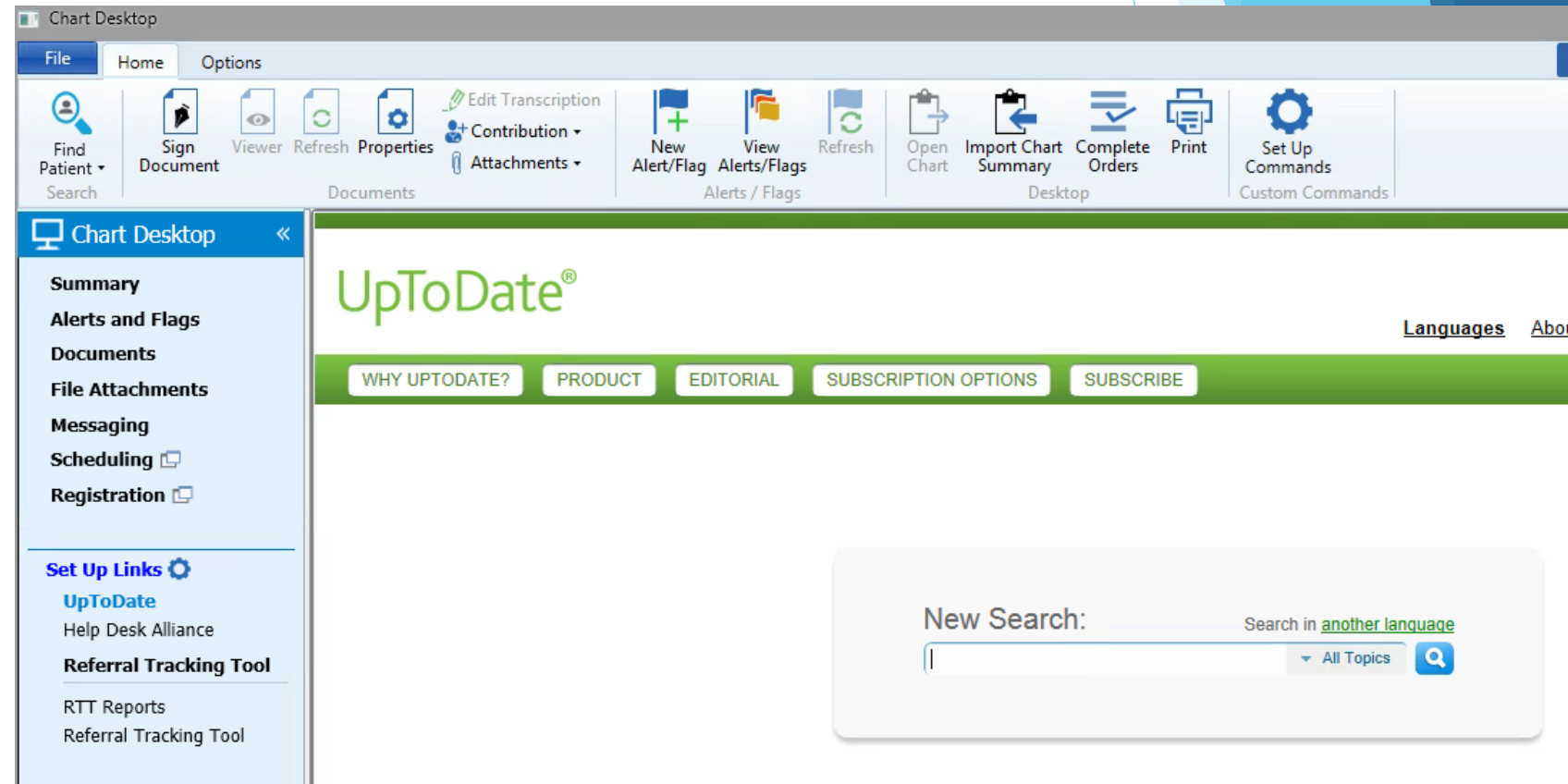
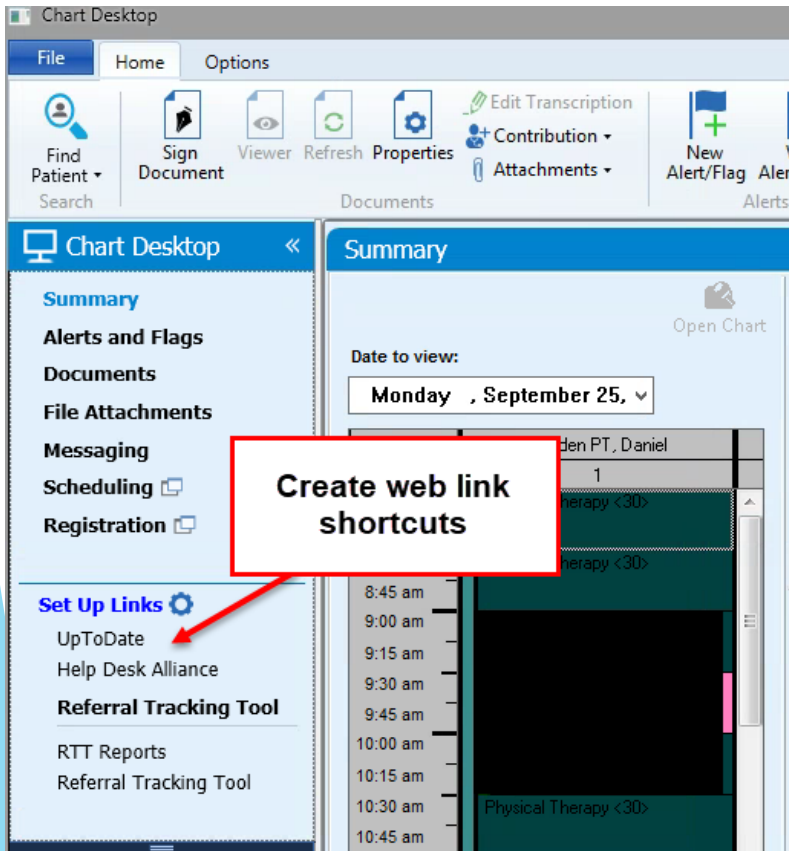


Choose the user you want to transfer the quick text to, once you have the user listed click “Add”. This will add the quick text to the user, you can go back to add more if needed using the same steps.



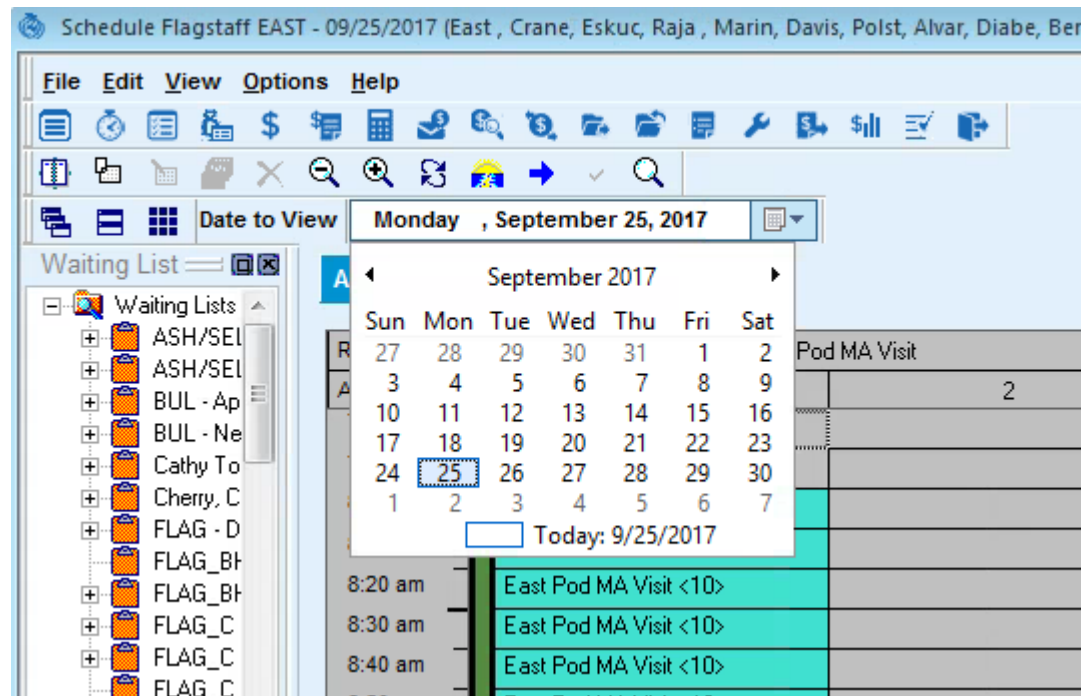
Web Link Set up

With this function you can add web links as shortcuts for your users to have quick access to the web. You can add things like UpToDate and other commonly used websites



Schedule Tips

Finding the “next available” appointment can be time consuming searching day by day. Limit your time when scheduling by using these easy steps



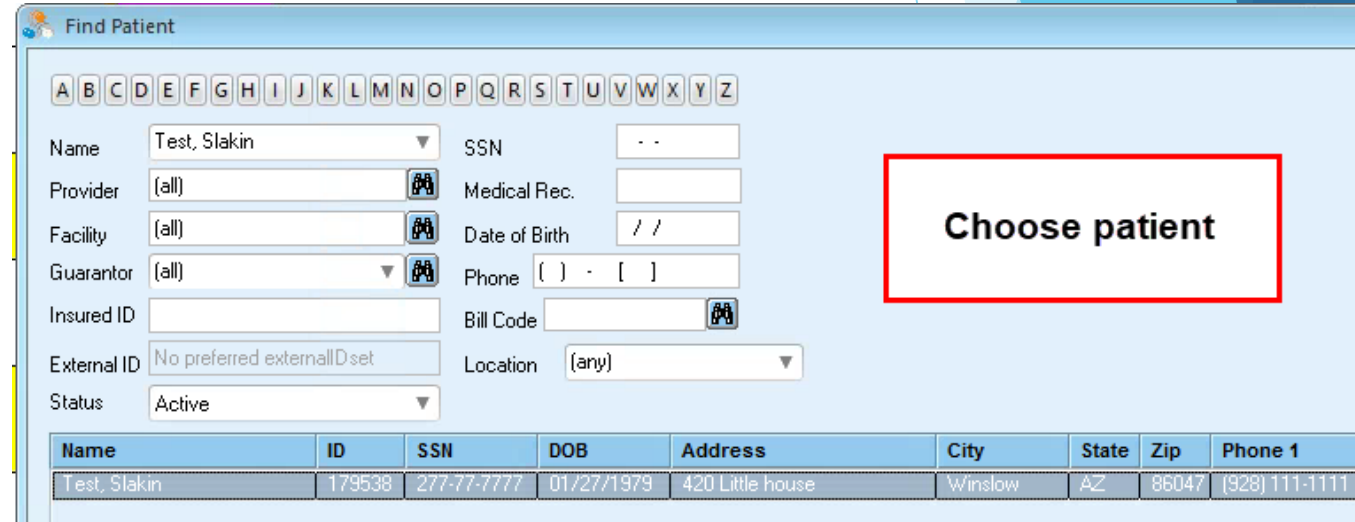
Easy Scheduling

1



Click on Find one or more appointments for a Patient

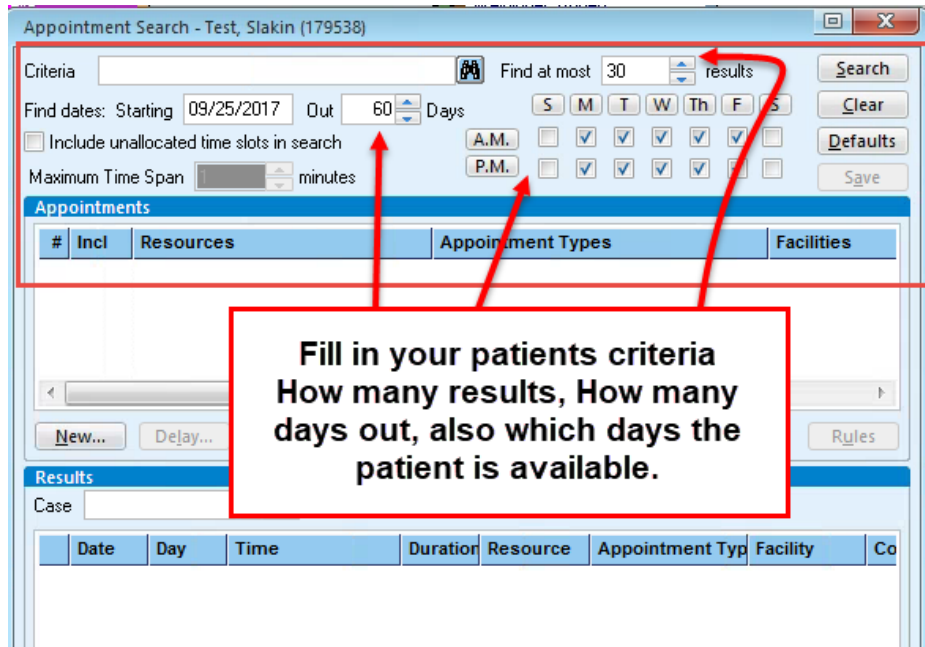
2



Choose patient

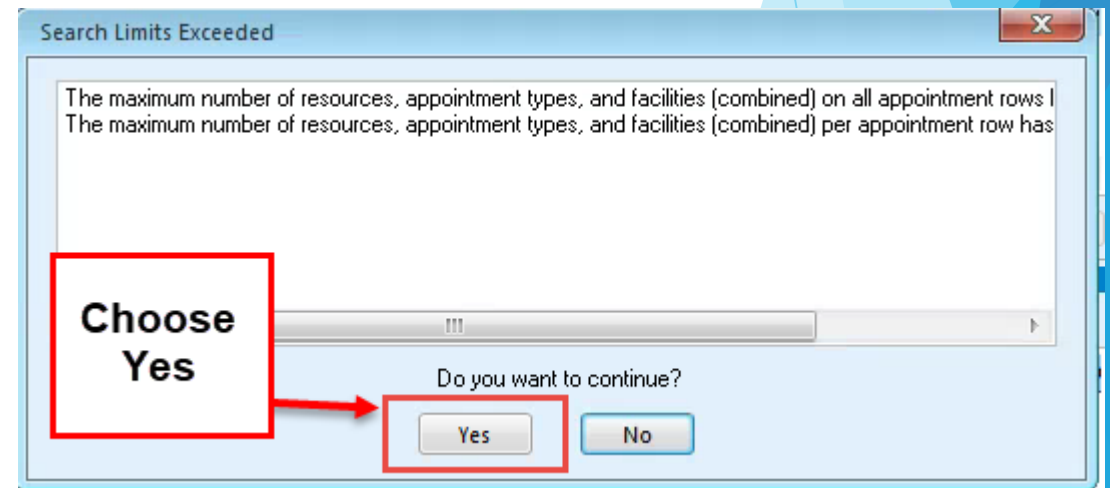
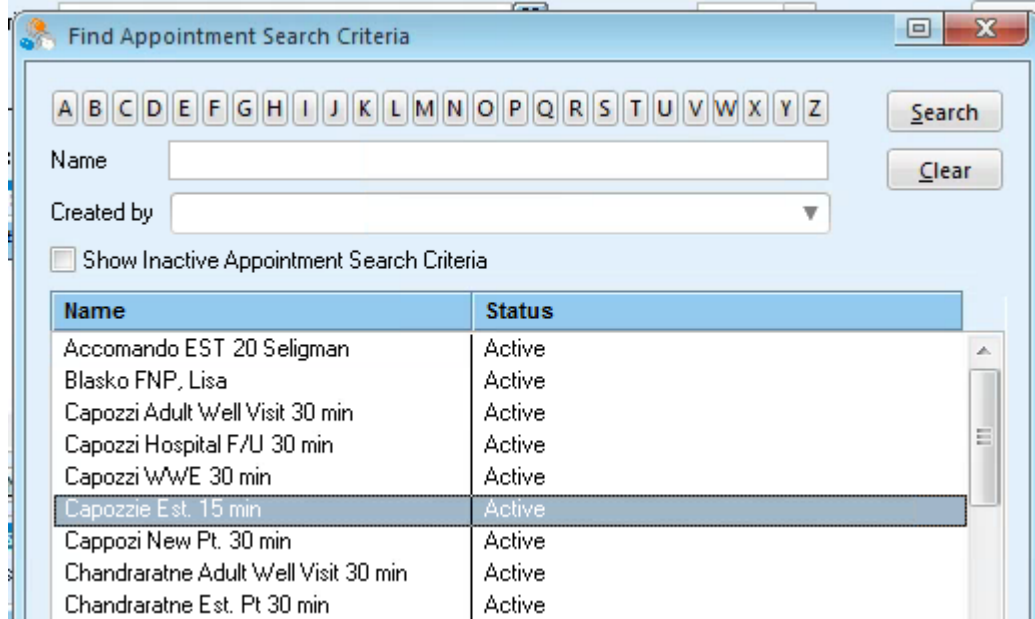
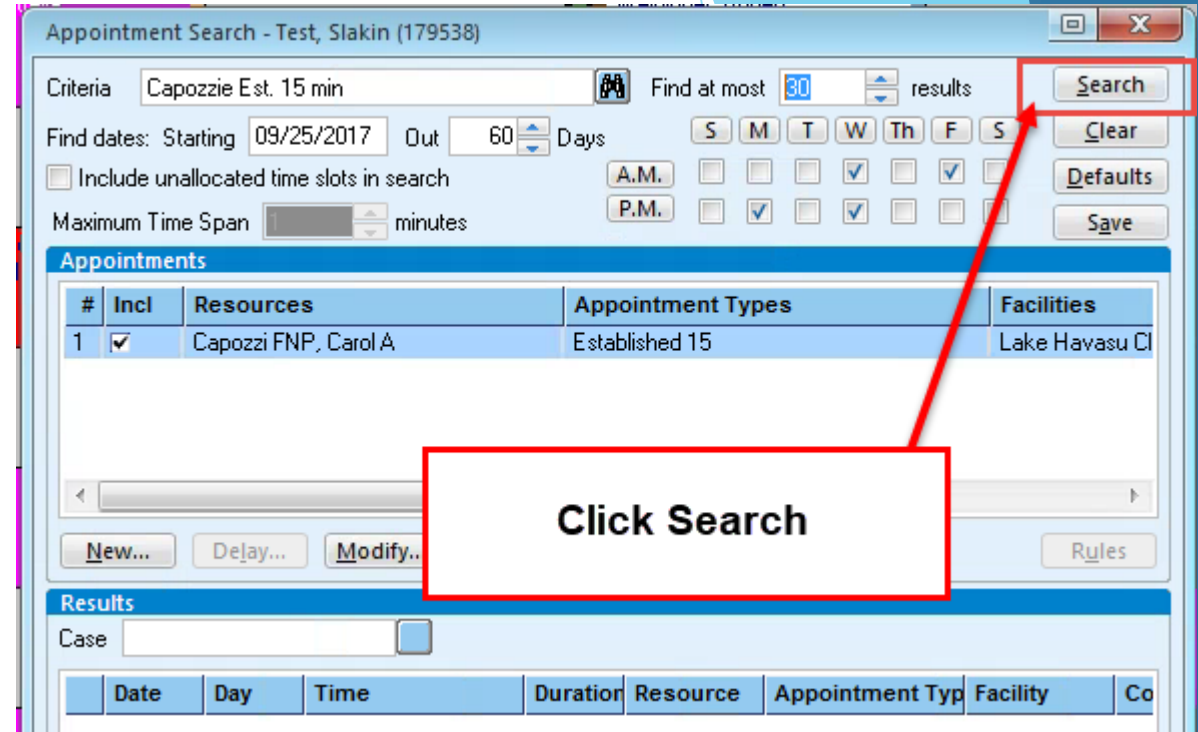
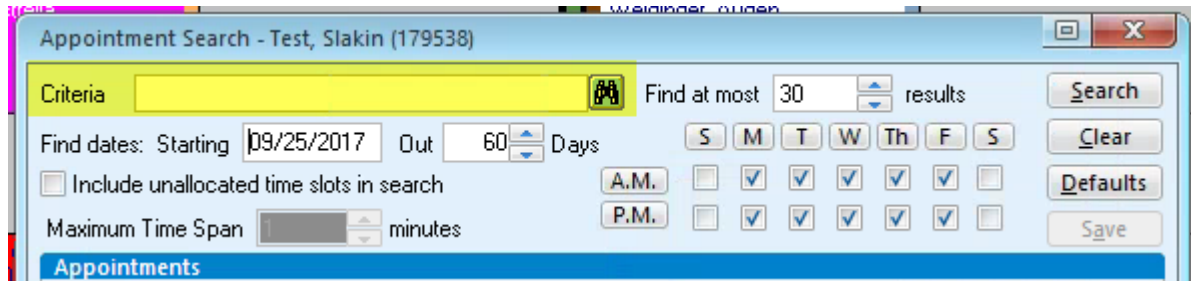
Name	ID	SSN	DOB	Address	City	State	Zip	Phone 1
Test, Slakin	179538	277-77-7777	01/27/1979	420 Little house	Winslow	AZ	86047	(928) 111-1111

3



Fill in your patients criteria
How many results, How many days out, also which days the patient is available.

Criteria Search



Choose which appointment(s) works for the patient by checking the box, Double click on appointment(s) to add any appointment notes then click ok

Appointment Search - Test, Slakin (179538)

Criteria: Capozzie Est. 15 min Find at most 30 results

Find dates: Starting 09/25/2017 Out 90 Days S M T W Th F S

Include unallocated time slots in search

Maximum Time Span _____ minutes

A.M.

P.M.

Buttons: Search, Clear, Defaults, Save

#	Incl	Resources	Appointment Types	Facilities
1	<input checked="" type="checkbox"/>	Capozzi FNP, Carol A	Established 15	Lake Havasu Cl

Buttons: New..., Delay..., Modify..., Delete, Rules

Results

Case

	Date	Day	Time	Durati	Resource	Appointment Typ	Facility	D
<input type="checkbox"/>	09/29/20	Fri	11:15am-11:30am	15	Capozzi FNP,	Established 15	Lake Havasu I	Co
<input checked="" type="checkbox"/>	10/13/20	Fri	08:45am-09:00am	15	Capozzi FNP,	Established 15	Lake Havasu I	Co
<input type="checkbox"/>	11/03/20	Fri	08:00am-08:15am	15	Capozzi FNP,	Established 15	Lake Havasu I	Co
<input checked="" type="checkbox"/>	11/10/20	Fri	08:00am-08:15am	15	Capozzi FNP,	Established 15	Lake Havasu I	Co
<input type="checkbox"/>	12/01/20	Fri	08:00am-08:15am	15	Capozzi FNP,	Established 15	Lake Havasu I	Co
<input type="checkbox"/>	12/01/20	Fri	11:15am-11:30am	15	Capozzi FNP,	Established 15	Lake Havasu I	Co
<input type="checkbox"/>	12/08/20	Fri	08:00am-08:15am	15	Capozzi FNP,	Established 15	Lake Havasu I	Co
<input checked="" type="checkbox"/>	12/08/20	Fri	08:45am-09:00am	15	Capozzi FNP,	Established 15	Lake Havasu I	Co
<input type="checkbox"/>	12/15/20	Fri	08:00am-08:15am	15	Capozzi FNP,	Established 15	Lake Havasu I	Co

Buttons: Begin Chain, OK, Cancel

Resource: Capozzi FNP, Carol A Ticket #

Facility: Lake Havasu Clinic Date: 11/10/2017

Resp. Provider: Capozzi FNP, Carol A Time: 08:00 AM to 08:15 AM

Company: North Country HealthCare, Inc. Room No.

Referral Source Set

Referral Patient Chain

Type: Established 15 Case

Recall Waiting List

Status Service Location

Overbook Hide new visit

Patient Phone Numbers

Phone 1: (928) 111-1111 [] Cell Phone

Phone 2: [] - []

Primary Ins.: NCHC-WWHP (Navajo)

Financial Class: Commercial

Allocation Set: 0 Copay

Notes

Type	Notes
Appointment	
Patient Appointment	^[N hello]^[T Translation Required - English]^
Case	

Another Helpful Schedule Tip

“List View” located on your schedule allows you to view patient appointments from the very first day your provider began seeing patients.

The screenshot shows a software interface for viewing a provider's schedule. At the top, there are navigation icons, a date selector set to "Thursday, September 21, 2017", and a resource selector set to "Blasko FNP, Lisa". A red circle highlights the "List View" icon (a grid of squares). Below the navigation bar are two tabs: "Alias Tracking" and "Wait Status". The main area contains a table of appointments.

Start	Stop	Type	Name	Phone 1	Phone 2	Status	Facility	Insurance Carrier	Effective Date	Te
08:00AM	09:00AM	Meeting (60)	<Doctor/Resource>			Scheduled	Winslow Clinic			
09:00AM	09:30AM	New Patient 30				Checked Out	Winslow Clinic	CMDP DES 942C	12/01/2015	
10:00AM	10:30AM	Established 30				Checked Out	Winslow Clinic	Summit Administrativ	09/01/2016	
10:30AM	11:00AM	New Patient 30				C Cancel/Patient	Winslow Clinic	Summit Administrativ	06/27/2016	
10:30AM	11:00AM	Established 30				C Checked Out	Winslow Clinic	Health Choice Arizo	10/01/2011	
11:00AM	11:15AM	Same Day Appt 15				Checked Out	Winslow Clinic	APIPA UHC CRS	10/01/2017	
11:15AM	11:30AM	Same Day Appt 15				Checked Out	Winslow Clinic	CMDP DES 942C	09/06/2017	
11:30AM	12:00PM	Established 30				Checked Out	Winslow Clinic	Blue Cross Blue Shi	09/01/2017	12
01:00PM	01:30PM	Established 30				Checked Out	Winslow Clinic	APIPA UHC Medica	10/01/2017	
01:30PM	02:00PM	Established 30				Checked Out	Winslow Clinic	Health Choice Arizo	10/21/2016	
02:00PM	02:15PM	Same Day Appt 15				Checked Out	Winslow Clinic	SFS 134 to 166	09/21/2017	
02:30PM	03:00PM	Established 30				Checked Out	Winslow Clinic	APIPA UHC Medica	10/01/2017	
03:00PM	03:30PM	Established 30				Checked Out	Winslow Clinic	Cigna HealthCare	01/01/2017	12
04:00PM	04:30PM	Established 30				C Checked Out	Winslow Clinic	Aetna	01/01/2017	
04:30PM	05:00PM	Established 30				Checked Out	Winslow Clinic	APIPA UHC Medica	10/01/2017	

Below the table is a scroll bar and a "Notes" section.

Registration Shortcuts

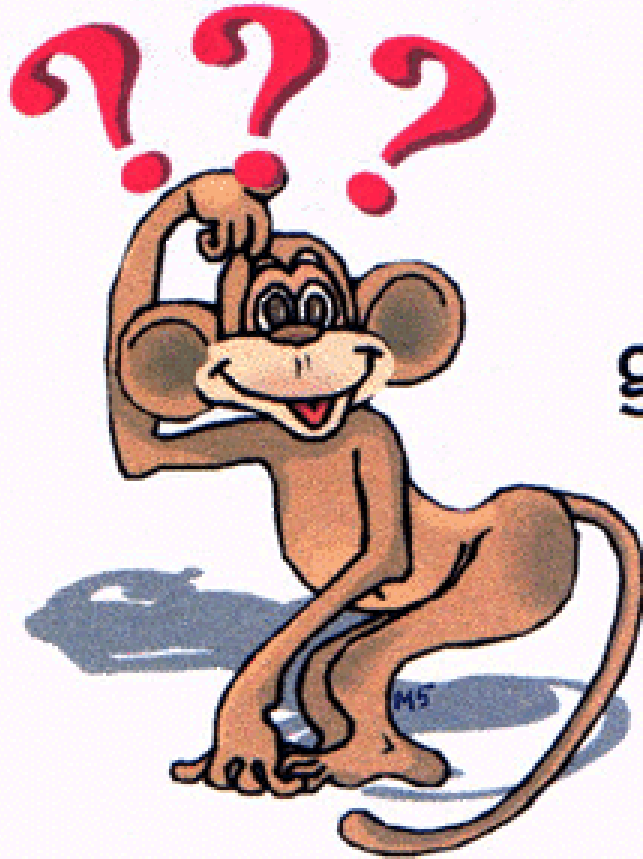
Hot keys	Function
F2	Patient tickets: Bring up calculator and populates your calculation results.
F3	Search any field with binoculars
F4	Allows you to bring back up the “Search Criteria”
F5	Refresh screen
F6	Automatically populates “Actual Allowed” amount field in payment posting
F9	Inserts “ALL” into a multi-selected search box
F12	Inserts current date into the date field
Ctrl + A	Opens Default Batch
Ctrl + S	Saves patient registration record
Alt + M	Contact Tab: modifies the selected contact
Alt + D	Contacts Tab: deletes the selected contact

Document Shortcuts

Hot keys	Function
Tab	Move focus to next field
Shift + Tab	Move focus to previous field
F1	Open online help
F5	Refresh or update a window
F8	Move from Forms view to Text view
F11	View care alerts/flags
F12	Create new care alert/flag
Ctrl + E	End Chart update
Ctrl + F	Find a patient
Ctrl + G	Open Graph Observations
Ctrl + P	Opens Print Window (Print Letters, consents, etc.)
Shift + Ctrl + D	Add/Change/Remove a Directive
Shift + Ctrl + R	Prescription Refill

Patient Chart Shortcuts

Hot keys	Function
Alt + C	Return to Chart summary
Alt + D	Activate directive
Alt + F	Activate alerts/flags
Alt + L	Activate allergies
Alt + M	Activate medications
Alt + O	Activate problems
Ctrl + T	Open Protocol Results
Ctrl + U	Begin a chart update



Questions
are
guaranteed in
life;
Answers
aren't.