

# Clinician Education Journey

# Clinician Education Journey

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# Clinician Education Journey

## Introduction

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### A Note to the Clinician.....



This education journey is geared toward the clinician(s) at the clinic. Clinicians in most offices need to have a general working knowledge of all areas of SOAPware in general, especially if he/she also serves as the Office Manager/Clinical Administrator for the clinic. Should this be the case, please also refer to the Office Manager/Clinical Administrator Education Journey as well.

The following steps presented, give those in this position, a condensed version of what information regarding the use of SOAPware, is pertinent, based on this specific role. SOAPware recommends going through each step, and viewing each lesson highlighted. It will also be helpful to take time to practice what each lesson teaches, through hands-on learning in SOAPware.

For easy navigation, Click on the link at the bottom of each lesson within this journey, to access the next lesson.

### Continue to Step 1

### [Next Lesson](#)

# Step 1

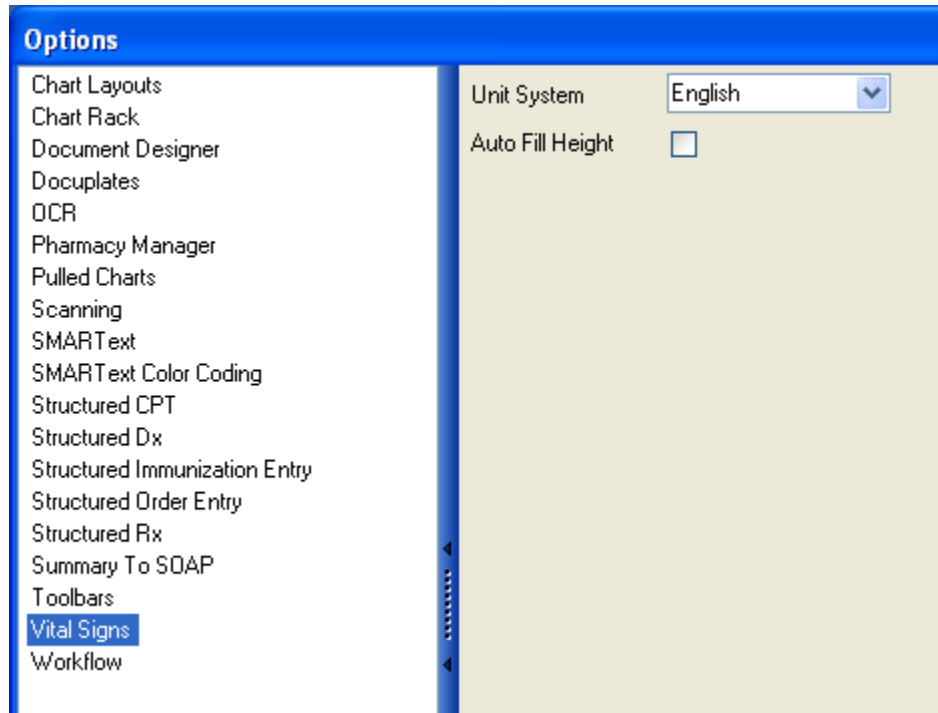


## Tools - Options

---

The Options dialog contains numerous miscellaneous options to allow SOAPware to best match the user's preferred needs and work-flows.

**Link**



## Tools - Options

**Continue to Step 2**

## Next Lesson

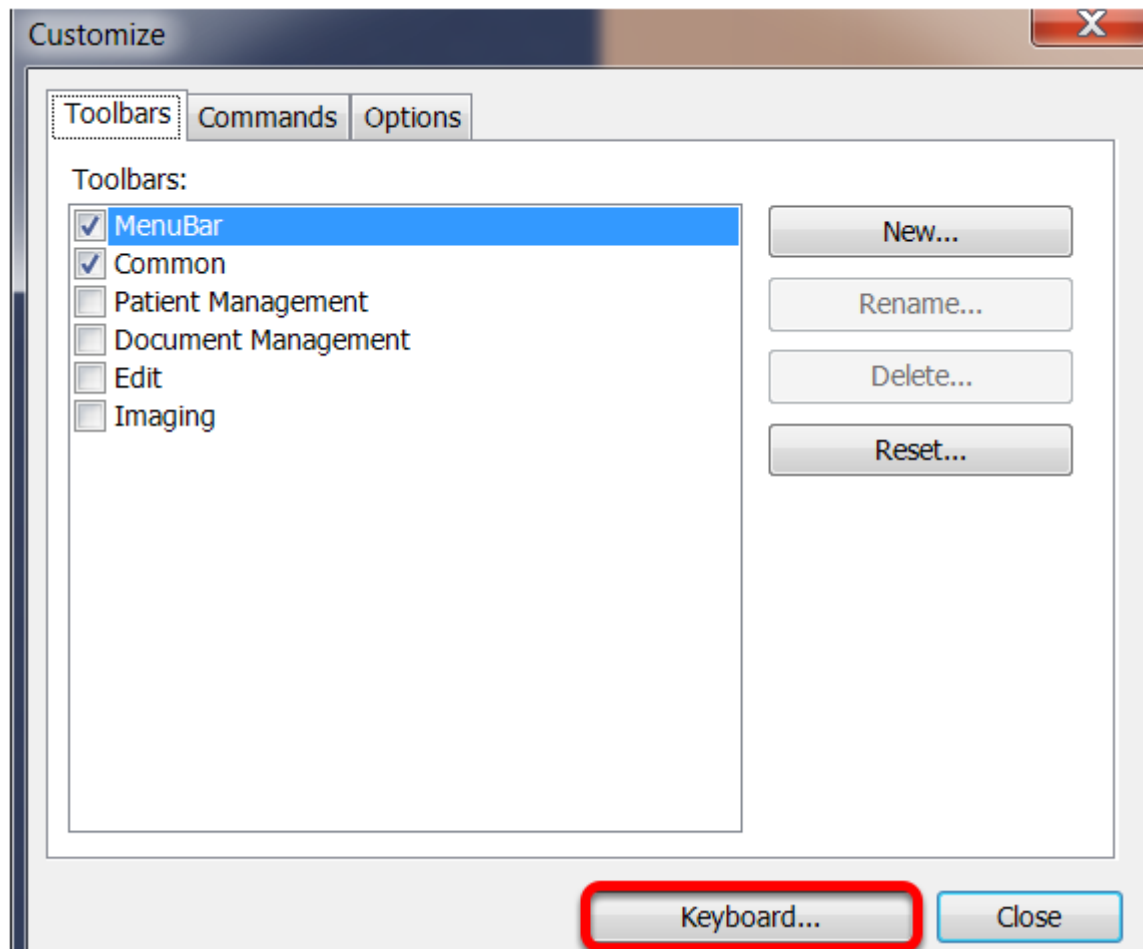
# Step 2

## Exploring SOAPware

---

To learn what can be a docked tab, toolbars in SOAPware, all about key commands and more, see the link provided below.

**Link**



## Exploring SOAPware

**Continue to Step 3**

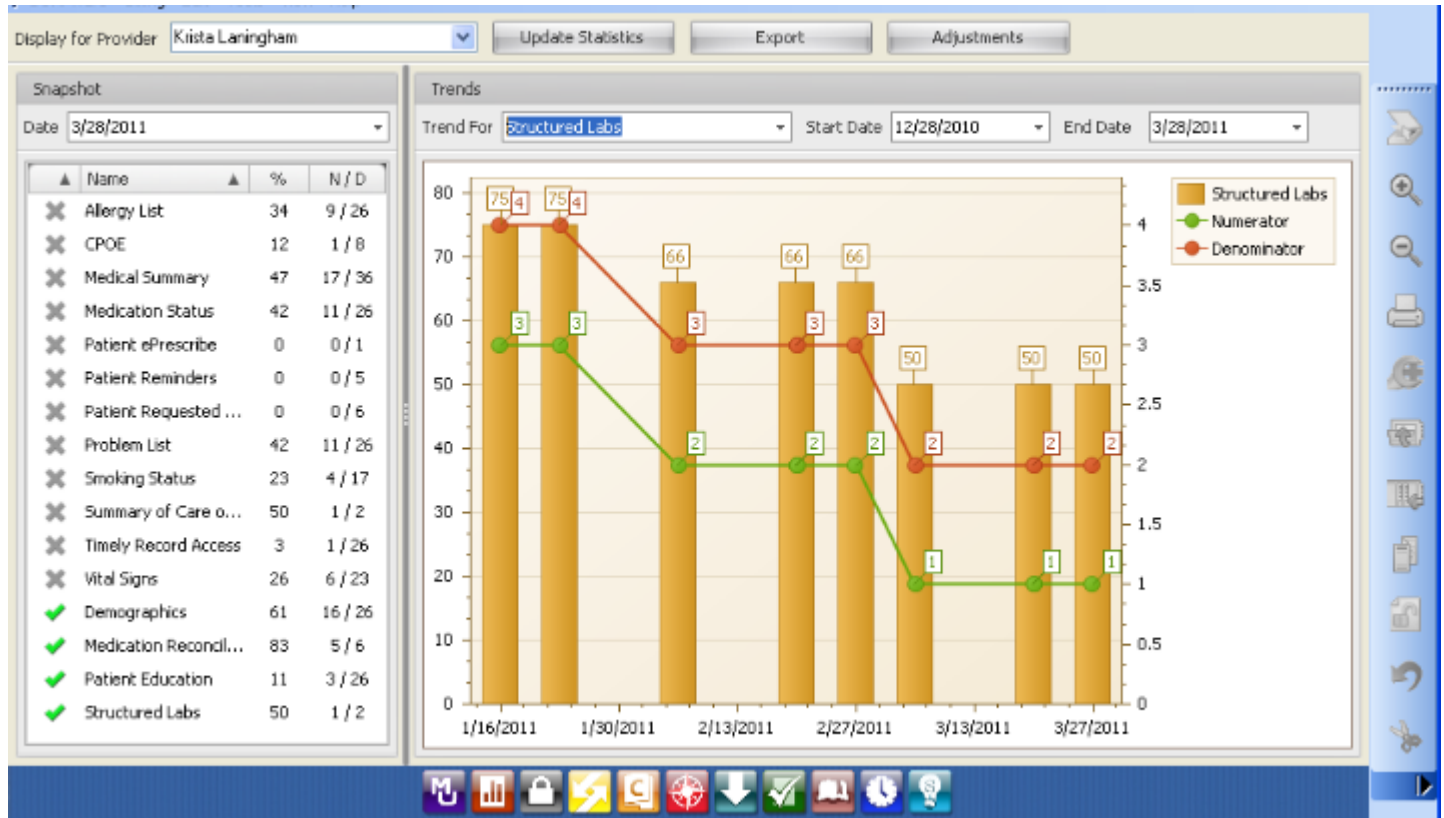
**Next Lesson**

# Step 3

## Meaningful Use Dashboard

In 2011+ versions of SOAPware, providers can now view, export and trend Meaningful Use usage statistics.

### Link



## Meaningful Use Dashboard

### Continue to Step 4

### Next Lesson

# Step 4

## Meaningful Use Patient Dashboard

---

To learn about Patient Dashboard, as well as the outgoing and incoming transition of care patient, refer to the link provided.

Link



## Meaningful Use Patient Dashboard

Continue to Step 5

Next Lesson

# Step 5



## Document Review

Document Review is a workspace in SOAPware where users can review tasks and documents associated with those tasks, without having to open each patient's chart.

### Link

SOAPware Billing Edit Signature Navigation Tools View Help

User: Shannon Shores Name: Ellerby, Susan Gender: Female DOB: 12/8/1963 Display Chart

Show Tasks: Assigned Tasks Show Tasks due in: --Show All Date: 01/24/2011 11:26 AM Section: SOAP Notes

Layout: ...

Drag a column header here to group by that column.

Patient	Description	Notes	Priority
Jim, Slim	SOAPNote		Normal
March, Josephine	Report Stored fro		Normal
Clyde, Annie R.	Report Stored fro		Normal
Clyde, Annie R.	Report Stored fro		Normal
Ellerby, Susan	SOAPNote		Normal
March, Josephine	SOAPNote		Normal
Stone, Jonathan	SOAPNote		Normal
Jim, Slim	Chol		Normal
Jim, Slim	Chol		Normal
Jim, Slim	Summary		Normal
Jim, Slim	URIC ACID, COM		Normal
Clyde, Annie R.	Shannon Feb Out		Normal
Clyde, Annie R.	Who let the bugs		Normal
Clyde, Annie R.	Report Stored fro		Normal
Clyde, Annie R.	Radiology report r		Normal
Clyde, Annie R.	Annual_Value pa		Normal
Clyde, Annie R.	Billing Statement		Normal
Clyde, Annie R.	Billing Statement		Normal

**Subjective**  
**CHIEF COMPLAINT(S):**  
HPI: SYMPTOMS/RELATED: Reports symptoms of  
LOCATION: Reports area of involvement as  
QUALITY/COURSE: Reports condition is  
INTENSITY/SEVERITY: Reports measurement ( or degree) as  
DURATION: Reports the general length of symptoms to be  
ONSET/TIMING: Reports occurrence as  
CONTEXT/WHEN: Reports usually associated with  
MODIFIERS/TREATMENTS: Improved by

**ROS:**  
COMPLAINT or ISSUE - Influenza.  
HPI: SYMPTOMS/RELATED: Reports symptoms of fever, headache, fatigue (malaise or lethargy), muscle pain.  
QUALITY/COURSE: Reports condition is continuous, persisting.  
INTENSITY/SEVERITY: Reports measurement ( or degree) as moderate.  
ONSET/TIMING: Reports occurrence as sudden.  
ROS: LUNGS/Respiratory: Denies symptoms such as sputum/phlegm production that is purulent.

**Objective**  
Exam: GENERAL: Appearance: General appearance can be described as well-nourished, well-developed, and in no acute distress.  
Exam: GENERAL: Appearance: General appearance can be described as well-nourished, well-developed, and in no acute distress.  
HEAD/EARS/NOSE/THROAT: Ears-Nose (external) Inspection: Externally, nose and ears are normal in appearance and without scars, lesions, or nodules.  
Otoscopic Exam: External auditory canals and tympanic membranes are normal.  
Hearing assessment shows no problems with normal conversation.  
Nose exam, internally, reveals coryza.  
Teeth, Gingiva, and Lip Exams: No lesions or evidence of infection.  
Oropharynx demonstrates mild pharyngeal swelling and mucosal erythema.  
EYES: Conjunctivae and Lids: No lesions, eye discharge or other abnormalities.  
NECK: Neck tissue exam demonstrates no masses, symmetrical, and trachea is midline.  
LUNGS and RESPIRATORY: Lung auscultation elicits no wheezing, rhonchi, rales or rubs and with equal breath sounds.  
Respiratory effort described as breathing is unlabored and chest movement is symmetrical.  
HEART (Cardiovascular): Heart auscultation discovers regular rate and rhythm; no murmur, gallop or rub. Normal heart sounds.  
ABDOMEN (Gastrointestinal): Mass/Tenderness Exam: Neither are present.  
Liver/Spleen: No hepatomegaly or splenomegaly.  
Hernia checking discovers no bulging or weakness in abdominal wall.  
MUSCULOSKELETAL (BJE): Inspection-Palpation: Muscle inspection-palpation reveals diffuse tenderness.  
NEUROLOGICAL: Alert and oriented. No major deficits of coordination or sensation.

## Document Review Workspace

### Continue to Step 6

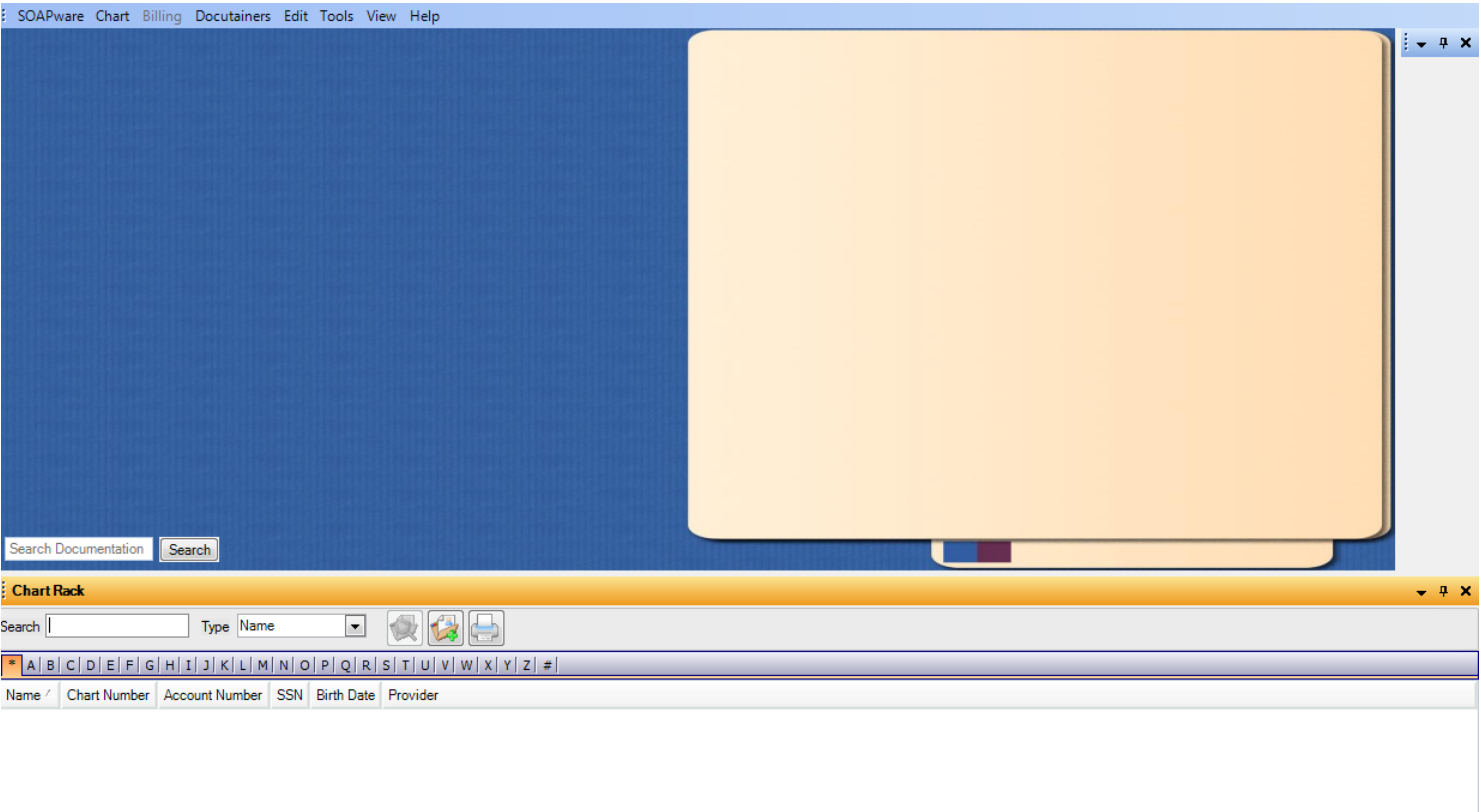
### Next Lesson

# Step 6

# Intro to Charts

To learn about the Chart workspace in general, Chart Navigator, Chart Layouts and so much more, refer to the link provided.

**Link**



## Introduction to Charts

**Continue to Step 7**

## Next Lesson

# Step 7

## Data Entry in SOAPware

---

To view examples of free text versus structured text, and to learn about SMARTtext used in SOAPware, click on the link provided below.

[Link](#)

```
Medications[
Amoxicillin (Amoxil) 250mg: 250 mg (capsule) SIG- 1 each 3 times
a day orally #30 Substitutions Allowed Refills- 0 Comment- Notes- |
]
```

## Data Entry in SOAPware

[Continue to Step 8](#)

[Next Lesson](#)

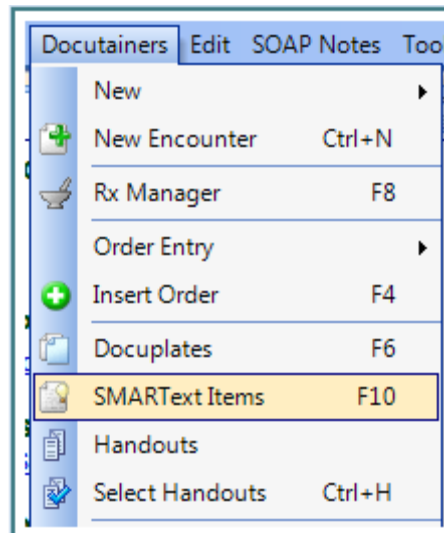
# Step 8

## Creating SMARText Items

---

To learn about a code expander/macro, creating SMARText items from Quick Access, and more on this topic, see the link below.

**Link**



## Creating SMARText Items

**Continue to Step 9**

## Next Lesson

# Step 9



## Pick Lists

Pick Lists are an efficient way to enter data quickly, as they are predefined lists of data items. Click on the link below to learn all about them!

Link

**Subjective**  
CHIEF COMPLAINT(S): [ ]

HPI: SYMPTOMS/RELATED: Reports symptoms of  
LOCATION: Reports area of involvement as  
QUALITY/COURSE: Reports condition is  
INTENSITY/SEVERITY: Reports measurement ( or degree) as  
DURATION: Reports the general length of symptoms to be  
ONSET/TIMING: Reports occurrence as  
CONTEXT/WHEN: Reports usually associated with  
MODIFIERS/TREATMENTS: Improved by

ROS:

**Objective**  
Exam: GENERAL: Appearance: General appearance can be descri

**Assessment**

SOAPNote

Drag a column header here to group by that column.

Active Item: "CHIEF COMPLAINT(S):"

Selected	Description
<input checked="" type="checkbox"/>	( A - GENERAL and Unspecified )
<input type="checkbox"/>	( B - BLOOD and IMMUNE )
<input type="checkbox"/>	( D - DIGESTIVE )
<input type="checkbox"/>	( F - EYE )
<input type="checkbox"/>	( H - EAR )
<input type="checkbox"/>	( K - CARDIOVASCULAR )
<input type="checkbox"/>	( N - NEUROLOGICAL )
<input type="checkbox"/>	( P - PSYCHOLOGICAL )
<input type="checkbox"/>	( R - RESPIRATORY )
<input type="checkbox"/>	( S - SKIN )
<input type="checkbox"/>	( T - ENDOCRINE/METABOLIC/NUTRITIONAL )
<input type="checkbox"/>	( U - UROLOGICAL )
<input type="checkbox"/>	( W - PREGNANCY/CHILD BIRTH/FAMILY PLANNING )
<input type="checkbox"/>	( X - FEMALE GENITAL )
<input type="checkbox"/>	( Y - MALE GENITAL )
<input type="checkbox"/>	( Z - SOCIAL PROBLEMS )
<input type="checkbox"/>	( L - MUSCULOSKELETAL )
<input type="checkbox"/>	( Most Common Chief Complaints BUNDLE )

## Pick Lists

Continue to Step 10

## Next Lesson

# Step 10

## Docuplates

For more information on creating a docuplate, inserting a docuplate, the F5 quick entry of a docuplate, and more on the topic of docuplates in SOAPware, please see the link provided below.

### Link

The screenshot shows the SOAPware Docuplates window. On the left is a list of docuplates with columns for Shortcut, Description, Location, and Keywords. The 'compflu' docuplate is selected. On the right, the details for 'compflu' are shown, including its description, keywords, and section. Below this, the content of the docuplate is displayed in a SOAP Note format, with sections for Subjective, Objective, Assessment, Plan, and Medications.

Shortcut	Description	Location	Keywords
Influenza A & B	Influenza A & B	Labs	06.0.R00.Rt
1infvac	Influenza vaccin...	SOAP Notes	given, Influe
Flu Preferred	Influenza and re...	SOAP Notes	06.0.R00.RE
InfNG	Influenza (NG+...	SOAP Notes	06.0.R00.RE
InfVac	Influenza Vaccin...	SOAP Notes	01.0.A00.GE
cburi	Upper Respirato...	SOAP Notes	cburi, influer
Flu65	Influenza Vaccine	SOAP Notes	influenza hi;
fluvac	influenza vaccin...	SOAP Notes	CML, flu, inf
FLUC	FLU COM 2011	SOAP Notes	FLUC, influe
inf	Influenza, Simple	SOAP Notes	Influenza, S
A: RAPID INFLU...	Influenza A / B, r...	Labs	06.0.R00.Rt
jevflu	vickery influenza	SOAP Notes	flu, influenza
infvac	influenza shot only	SOAP Notes	ali, influenza
FR FLU SYNDR...	Influenza visit (...)	SOAP Notes	01.0.A00.GE
Influenza A & B	Influenza nasal s...	Labs	flu, influenza
InfC	Influenza (Comp...	SOAP Notes	080210, cor
STEVEN INFLU...	Influenza, minim...	SOAP Notes	01.0.A00.GE
h1-	h1n1 immunizati...	SOAP Notes	flu, h1n1, im
fluprot	Flu shot (US)	SOAP Notes	01.0.A00.GE
compflu	Influenza vaccin...	SOAP Notes	01.0.A00.GE

**Shortcut:** compflu  
**Description:** Influenza vaccination (US/NG)  
**Keywords:** R00, 06.0.R00.RES, 01.0.A00.GEN, A  
**Section:** SOAP Notes ☐ Face to Face Encounter

**Subjective**  
Patient here today for influenza vaccination. Denies acute illness today, allergy to eggs or mercury, or history of Guillian-Barre syndrome. Previous influenza vaccination without consequence noted. Denies ever having had pneumonia vaccination. Consent obtained, see scan.

**Objective**  
patient appears in good health, without signs of acute illness.

**Assessment**  
VACCINATION - Flu #90658 [Related Dx's](#) - [Modifiers](#) - VACCIN FOR INFLUENZA ICD#V04.81

**Plan**  
Influenza vaccination, FLULAVAL, 0.5ml to right deltoid. Pt tolerated well, without complaint. Lot: AFLLA180AA, exp: 7/09

**Medications**

☒ Include Online Library Items

**SOAPNote**

## Docuplates

### Continue to Step 11

## Next Lesson

# Step 11

## Docutainers

For more information on docutainers, splitter bars, and how to find docutainer documents via the Chart Navigator, refer to the link provided below.

### Link

SOAP Notes Radiology Health Maintenance HIPAA Disclosures

Date/Time 11/16/2011 11:00 AM Type Face to Face

**Subjective**  
CHIEF COMPLAINT(S):

HPI: SYMPTOMS/RELATED: Reports symptoms of  
LOCATION: Reports area of involvement as  
QUALITY/COURSE: Reports condition is  
INTENSITY/SEVERITY: Reports measurement ( or degree) as  
DURATION: Reports the general length of symptoms to be  
ONSET/TIMING: Reports occurrence as  
CONTEXT/WHEN: Reports usually associated with  
MODIFIERS/TREATMENTS: Improved by

ROS:

Patient here today for influenza vaccination. Denies acute illness today, allergy to eggs or mercury, or history of Guillian-Barre syndrome. Previous influenza vaccination without consequence noted. Denies ever having had pneumonia vaccination. Consent obtained, see scan.

**Objective**  
Exam: GENERAL: Appearance: General appearance can be described as well-nourished, well-developed, and in no acute distress.  
patient appears in good health, without signs of acute illness.

**Assessment**  
VACCINATION - Flu #90658 Related Dx- Modifiers- VACCIN FOR INFLUENZA ICD#V04.81

SOAPNote

Please see: [Docutainers](#).

### Continue to Step 12

### Next Lesson

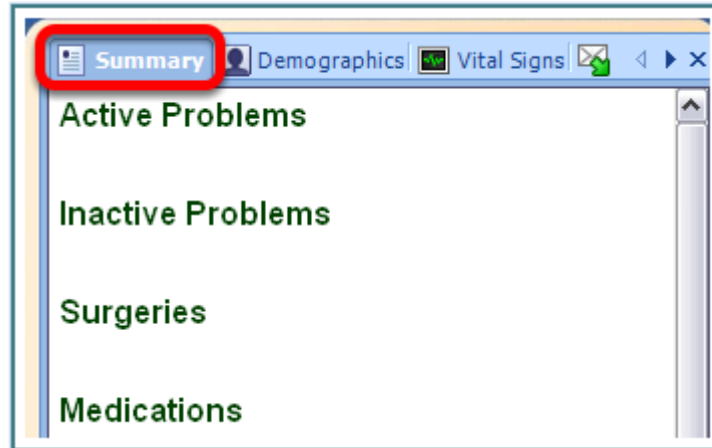
# Step 12

## Summary Documentation

---

Documenting the patient's medical history in SOAPware is very important. Refer to the link below for several lessons regarding Summary Documentation.

**Link**



[Summary Documentation](#)

**Continue to Step 13**

[Next Lesson](#)

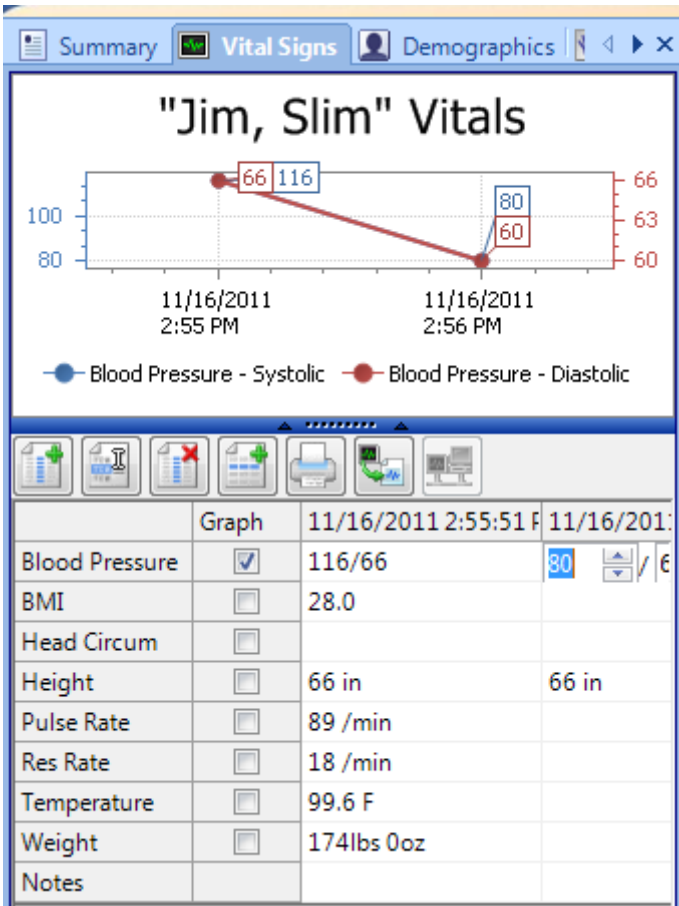
# Step 13



# Vital Signs

To learn all about entering Vital Signs into SOAPware, check out the link below.

Link



Please see: [Vital Signs](#).

Continue to Step 14

Next Lesson

# Step 14

## SOAPnote

---

To learn how to create a SOAPnote, sign off, remove unused items and more regarding SOAPnotes, refer to the link provided below.

### Link

#### Objective[]

Exam: GENERAL: Appearance: General appearance can be described as mildly ill.

LYMPHATIC: Neck node findings include diffuse tenderness.

Axillary node exam reveals no swollen or tender nodes under either arm.

HEAD, EARS, NOSE AND THROAT: Ears-Nose (external) Inspection: Externally, nose and ears are normal in appearance and without scars, lesions, or nodules.

Otoscopic Exam: External auditory canals and tympanic membranes are normal.

Hearing assessment shows no problems with normal conversation.

Nose exam, internally, reveals coryza.

Teeth, Gingiva, and Lip Exams: No lesions or evidence of infection.

Oropharynx demonstrates mild pharyngeal swelling and mucosal erythema.

NECK: Neck tissue exam demonstrates no meningeal signs.

Thyroid exam reveals no masses, enlargements or tenderness.

LUNGS and RESPIRATORY: Lung auscultation elicits no wheezing, rhonchi, rales or rubs and with equal breath sounds.

Respiratory effort described as breathing is unlabored and chest movement is symmetrical.

HEART (Cardiovascular): Heart auscultation discovers regular rate and rhythm; no murmur, gallop or rub. Normal heart sounds.

Edema-Varicosity Exam: No significant peripheral edema or venous varicosities.

ABDOMEN (Gastrointestinal): Mass/Tenderness Exam: Neither are present.

Liver/Spleen: No hepatomegaly or splenomegaly.

MUSCULOSKELETAL (BJE): Gait and station demonstrate standing and walking are stable and functional.

Inspection-Palpation: Muscle inspection-palpation reveals diffuse tenderness.

SKIN: Skin Inspection: No rashes or lesions.

Skin Palpation: Normal turgor and without induration or nodules.]

## Patient Visit Documentation - SOAPnotes Encounter Notes

### Continue to Step 15

## Next Lesson

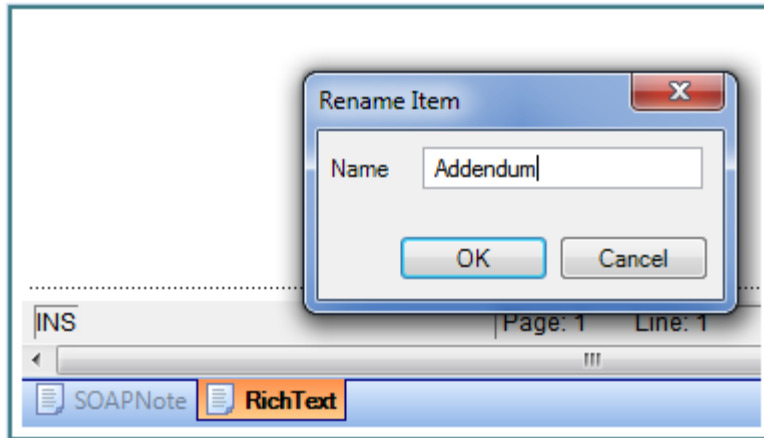
# Step 15

## Adding an Addendum

---

The user can add an addendum to a SOAPnote if information needs to be added after the SOAPnote has been signed off.

### Link



## Creating an Addendum

### Continue to Step 16

## Next Lesson

# Step 16

## Creating a Billing Statement

The Billing Statements section displays previous superbills and allows for the creation of new billing statements. Billing statements can often facilitate direct posting into the practice management system (this requires the SOAPwareXchange enhancement).

[Link](#)

The screenshot shows the 'Billing Statements' window in SOAPware. The window has a menu bar with 'Demographics', 'Printed Encounters', 'Health Maintenance', 'SOAP Notes', and 'Billing Statements'. Below the menu bar is a toolbar with icons for a document, a red 'MS' logo, a folder, and a magnifying glass. The main area displays a table with three columns: 'Description', 'CPT', and 'Diagnoses'. The table contains three rows of data. Below the table is a horizontal scrollbar. At the bottom of the window, there are two tabs: 'Assessment' and 'Misc. Info'. The 'Assessment' tab is selected, showing a list of diagnoses with their corresponding charges.

Description	CPT	Diagnoses
GLYCOSYLATED HEMOGLOBIN TEST.	83036	
GLUCOSE TOLERANCE TEST (GTT):	82951	
OFFICE/OUTPATIENT VISIT, EST.	99214	Gastroesophageal reflux disease or GERD , Diabetes - Type 2 - with complicati

Assessment	Misc. Info
Diabetes - Type 2 - with complications	#250.90
Gastroesophageal reflux disease or GERD	#530.81

## Creating a Billing Statement

[Continue to Step 17](#)

[Next Lesson](#)

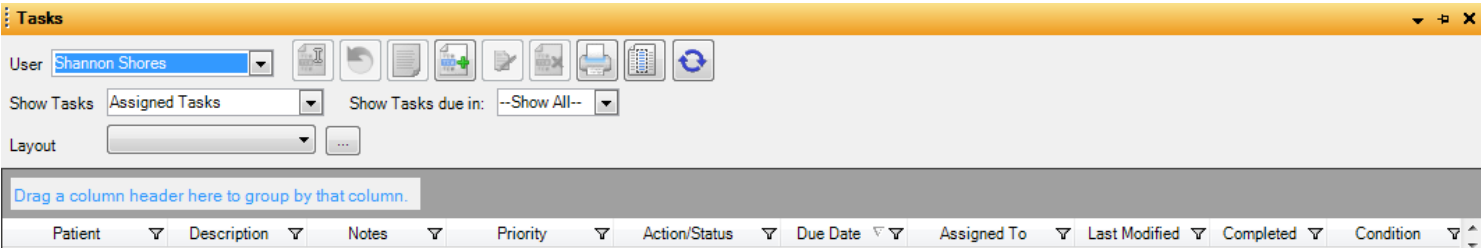
# Step 17



# Task Manager

Task Manager allows a user to track the status of all tasks, as well as send messages or reminders to other users.

Link



For more information see: [Task Manager](#).

Continue to Step 18

[Next Lesson](#)

# Step 18

## ePrescribing

---

To learn about the Rx Manager, electronic refill requests, an example of an eRx workflow and so much more, refer to the link provided below.

**Link**

The screenshot shows the 'Rx Manager' application window. At the top is a yellow title bar with the text 'Rx Manager' and a close button. Below the title bar is a tabbed interface with four tabs: 'Rx Pad', 'Medications', 'History', and 'Patient - Refill Requests'. The 'Patient - Refill Requests' tab is currently selected. Below the tabs is a 'Pharmacy' dropdown menu. Underneath is a 'Patient Information' section containing an 'Allergies' text area and a 'Notes' tab with a text area. Below these are three buttons: 'Add Rx', 'Update Summary', and 'Interactions'. To the right of these buttons is a checkbox labeled 'Show Header'. Below the buttons is a table with three columns: 'Actions', 'Rx', and 'Misc'. The table is currently empty. At the bottom left is a button labeled 'Retrieve Eligibility Info'. At the bottom right is a 'Submit' button with a dropdown arrow.

## ePrescribing

**Continue to Step 19**

**Next Lesson**

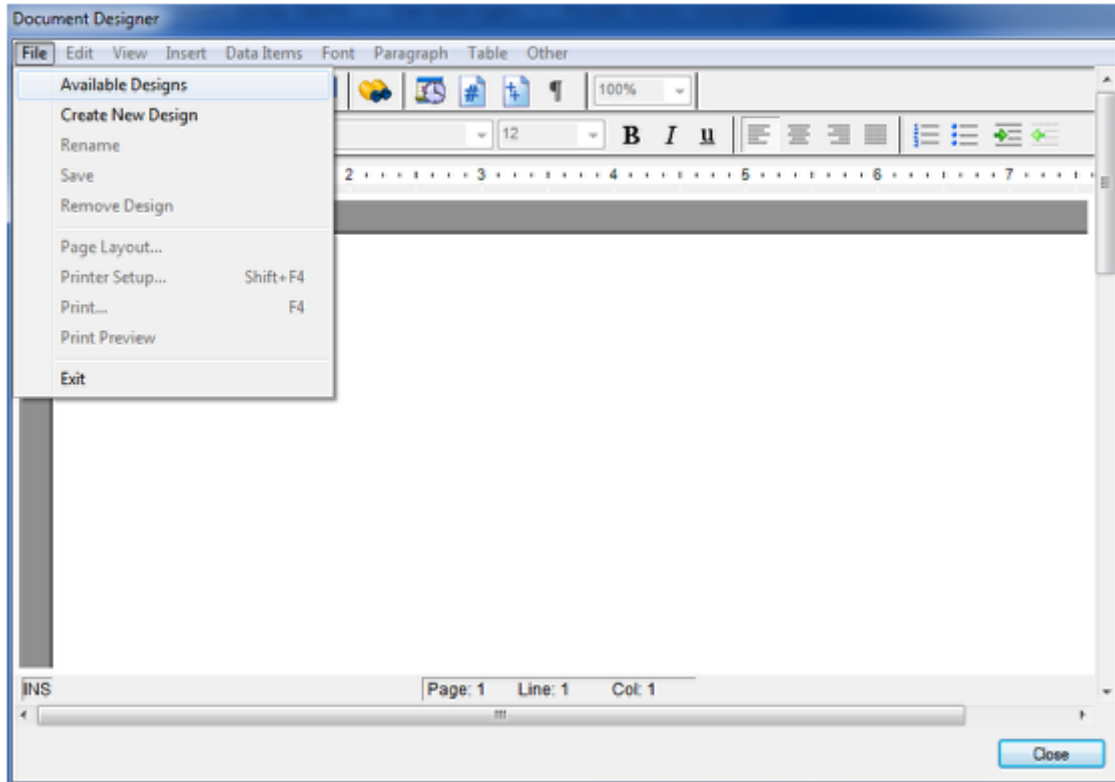
# Step 19

## Document Designer

---

To learn about quick print key commands, how to create a basic document design, and many more topics regarding Document Designer within SOAPware, see the link below.

Link



## Document Designer

Continue to Step 20

## Next Lesson

# Step 20

## Creating Patient Education Handouts

To learn about the Handouts Manager, how to print or edit a handout, and many more lessons regarding handouts, see the link below.

### Link

The screenshot shows the 'Handouts Manager' application. On the left, a list of medical conditions is displayed, with 'Cast Care' selected. The right pane shows the content of the 'Cast Care' handout, including a discussion on what a cast is, care instructions for the cast itself, and care instructions for the patient. The interface includes a search bar, a list of conditions, and a detailed view of the selected handout.

Name	Keywords
*Ankle Sprain	ankle sprain
ACE Inhibitors	ace inhibitors, alt...
Acute Prostatitis	acute prostatitis
Angina	angina
Antidiabetic-Oral	acetohexamide,...
Antihistamines	allegra, antihista...
Anxiety	anxiety
Atrial Fibrillation	atrial fibrillation
Bells Palsy	bell
Benzodiazepines	alprazolam, amb...
Beta-Blockers	acebutolol, bloca...
BPH	bph, prostatic hy...
Bronchodilators	albuterol, alupen...
Burns	burn
Calcium Channe...	adalat, calan, ca...
Cast Care	cast
Cellulitis	cellulitis
Cephalosporins	ceclor, cefaclor,...
Chalazion	chalazion
CHF	chf, congestive h...
Chickenpox	chickenpox, vari...
Chronic Prostatit...	chronic prostatitis
ColBenamid	colbenamid
Cold	cold, upper respi...
Colic	colic
Conjunctivitis	conjunctivitis
Constipation	constipation

**Handouts**

Name: Cast Care  
Keywords: cast

Description:  
Author:  
Email:

**INFORMATION HANDOUT: CAST CARE**

**DISCUSSION:** A CAST is a stiff dressing or casing the is used to immobilize an injured part of the body. The injured part is usually splinted and the wrapped with a hardening material which gives it support. This cast may have to be changed one to two times before the injury is completely healed. How long the cast is on is dependent on the injury and its severity. Some injuries require casting for only two weeks, others require two months. X-rays will be often be made periodically to assure proper alignment and proper healing.

**CARE OF THE CAST:** Avoid placing pressure on your cast before it is fully dried and hardened. It may take up to 24 hours for a plaster cast to dry, and two hours for fiberglass, depending on cast thickness, temperature, and humidity. If your cast happens to get soiled or wet, return to your physician for the necessary repairs.

**CARE OF THE PATIENT IN A CAST:** To minimize swelling elevate the casted extremity as much as possible. Propping a leg cast on a stool or an arm cast on a pillow is usually adequate. You need to notify your physician as soon as possible if any of the following symptoms indicating swelling occur:

1. Pain that is continuous or becomes severe
2. Change in color (blue or gray under the fingers or toenails), coldness, or numbness of the flesh beyond the cast ,increased swelling.

Contact us as soon as possible if any of the above signs and symptoms occur!

This information is brief, incomplete and is not intended as specific individual advice.

**Cast Care**

For more information, see: [Creating Patient Education Handouts](#).

### Continue to Step 21

### Next Lesson

# Step 21



## Health Maintenance

---

To learn more about addressing a rule, using the vaccine rule type, how to generate a Health Maintenance report and more, see the link below.

[Link](#)



## Health Maintenance

[Continue to Step 22](#)

## Next Lesson

# Step 22



## 2. Document History

[Document History](#)

## 3. Co-Signatures

[Co-Signatures](#)

## 4. Signature History

[Signature History](#)

## Continue to Step 23

[Next Lesson](#)

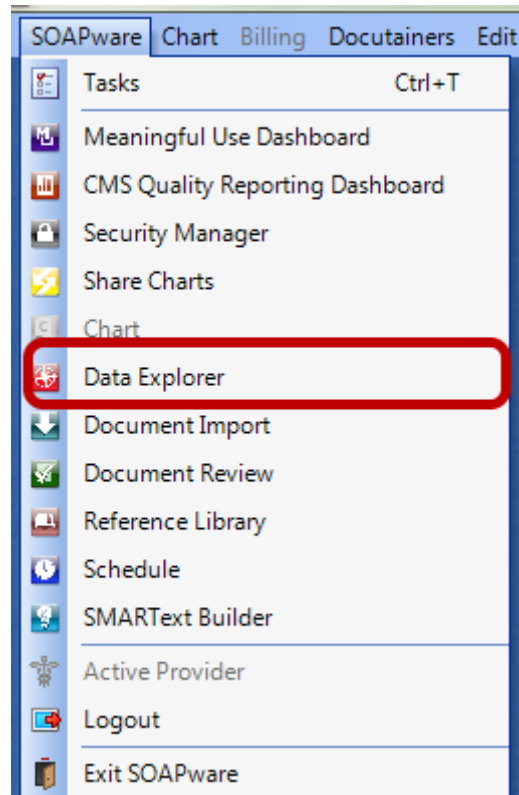
# Step 23

## Data Explorer

---

To learn how to perform a medication search, and Summary diagnosis search, a lab value search, and more topics regarding Data Explorer, check out the link below.

Link



## Data Explorer

Continue to Step 24

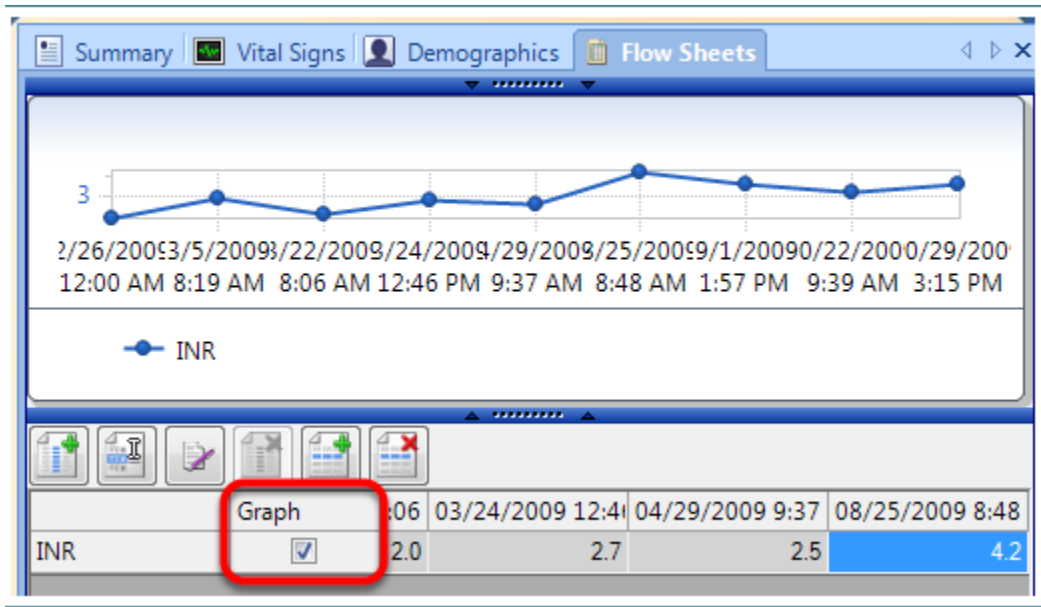
## Next Lesson

# Step 24

# Flow Sheets

To learn how to manage a flow sheet, create a lab flow sheet, and create a new flow sheet docuplate, refer to the link below.

Link



## Flow Sheets

Continue to Step 25

## Next Lesson



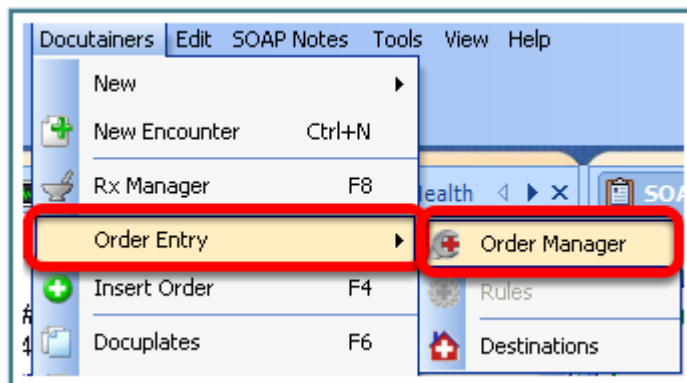
# Step 25

## Order Entry

---

To view more information about Order Entry set up, Order Manager, immunization order items, and more, view the link provided below.

**Link**



## Order Entry

**Continue to Step 26**

## Next Lesson

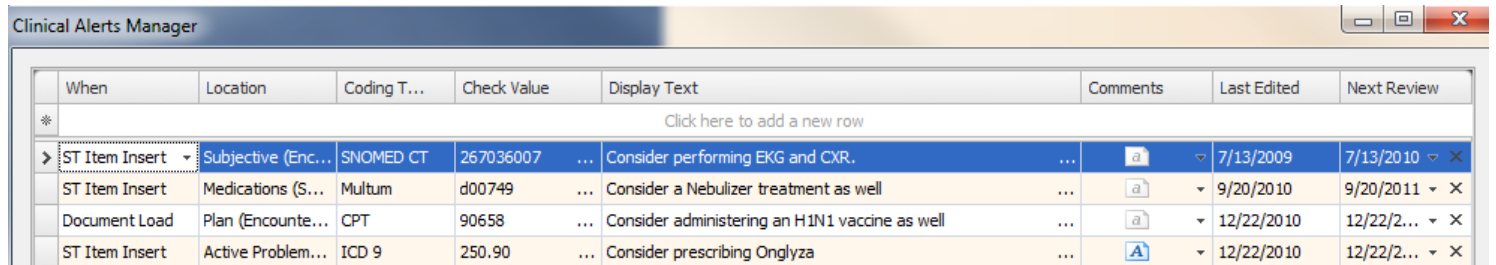
# Step 26

## Clinical Alerts

---

Clinical Alerts are a simple way to have SOAPware display text-based prompts or reminders when a defined value is found in a specific location within the chart.

### Link



The screenshot shows a window titled "Clinical Alerts Manager". It contains a table with the following columns: When, Location, Coding T..., Check Value, Display Text, Comments, Last Edited, and Next Review. There is a link "Click here to add a new row" in the middle of the table. The table contains four rows of alerts.

When	Location	Coding T...	Check Value	Display Text	Comments	Last Edited	Next Review
* > ST Item Insert	Subjective (Enc...	SNOMED CT	267036007	...	Consider performing EKG and CXR.	...	7/13/2009
ST Item Insert	Medications (S...	Multum	d00749	...	Consider a Nebulizer treatment as well	...	9/20/2010
Document Load	Plan (Encounte...	CPT	90658	...	Consider administering an H1N1 vaccine as well	...	12/22/2010
ST Item Insert	Active Problem...	ICD 9	250.90	...	Consider prescribing Onglyza	...	12/22/2010

Please see: [Clinical Alerts](#).

### Continue to Step 27

### Next Lesson

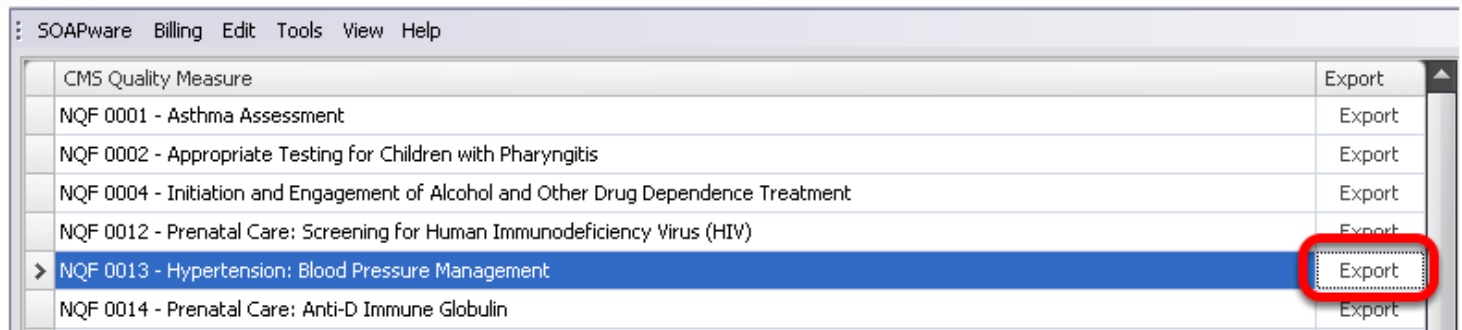
# Step 27

## Clinical Quality Measures - How to Use the CMS Quality Reporting Dashboard

---

The lesson linked below is designed to walk the user through the steps of exporting Quality Measures data for reporting purposes.

### Link



: SOAPware Billing Edit Tools View Help	
CMS Quality Measure	Export
NQF 0001 - Asthma Assessment	Export
NQF 0002 - Appropriate Testing for Children with Pharyngitis	Export
NQF 0004 - Initiation and Engagement of Alcohol and Other Drug Dependence Treatment	Export
NQF 0012 - Prenatal Care: Screening for Human Immunodeficiency Virus (HIV)	Export
> NQF 0013 - Hypertension: Blood Pressure Management	Export
NQF 0014 - Prenatal Care: Anti-D Immune Globulin	Export

### How to Use the CMS Quality Reporting Dashboard

### Continue to Step 28

### Next Lesson

# Step 28

## Meaningful Use for Clinicians

---

The following four links will help the clinician if he/she is participating in meeting Meaningful Use requirements.

### 1. Introduction

#### Introduction

### 2. Registration and Attestation



The screenshot shows the 'Certified Health IT Product List' page from HealthIT.HHS.Gov. It features a blue header with a star logo. Below the header, there is a section for 'CMS EHR CERTIFICATION ID' with a red box highlighting the 'Your CMS EHR Certification ID is:' field. A yellow box contains instructions: 'An eligible professional or eligible hospital that chooses to participate in the EHR Incentive Program must obtain a CMS EHR Certification ID. You may submit this CMS EHR Certification ID at the time of registration, but must submit this Certification ID as part of the attestation process for either the Medicare or Medicaid incentive program. Please return to the [HHS.gov and Medicare EHR Incentive Program](#) site and enter this Certification ID when prompted for an "EHR Certification Number" on the appropriate registration or attestation screen.' Below this, a section titled 'YOUR CERTIFIED EHR PRODUCT(S)' lists the products used to obtain the certification ID. The table below shows the details of the certified EHR product.

Certifying ATCB	Vendor	Product	Product Version #	Product Classification	Additional Software Required
CCHIT	SOAPware, Inc.	SOAPware	2011	Complete EHR	Surescripts, 4.20

#### Registration and Attestation

### 3. FAQ's

#### FAQ's

### 4. Clinical Quality Measures Manual

#### Clinical Quality Measures Manual



**Continue to Step 29**

**[Next Lesson](#)**

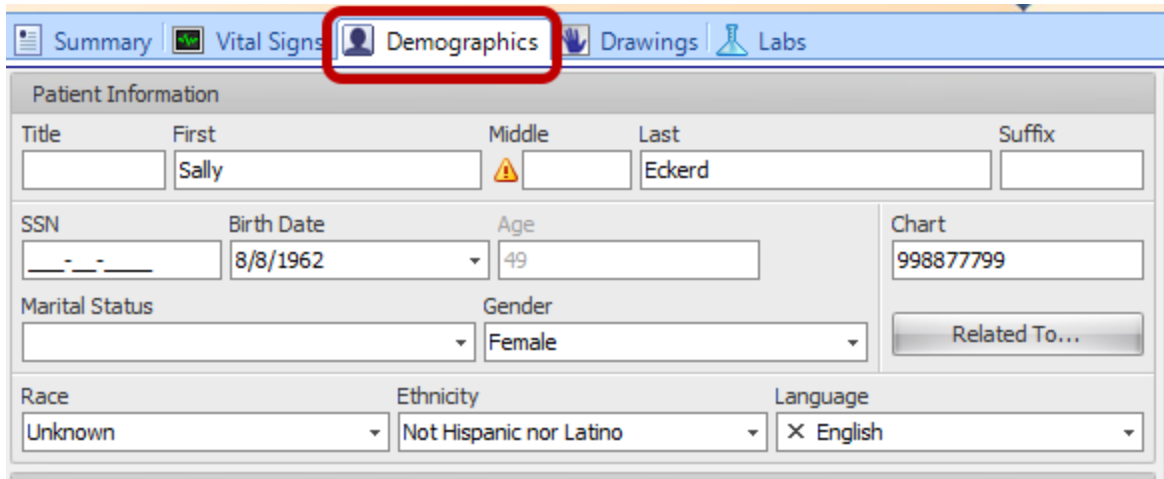
# Step 29

## Meaningful Use Core Set Objectives (All 15 Required)

---

For those Clinicians participating in Meaningful Use, be sure to review the 15 links below to view his/her responsibilities pertaining to meeting these core requirements. Many of the items listed below require specific set up and a check of your security settings in SOAPware in order to meet the objectives listed.

### 1. Record Demographics



The screenshot shows the SOAPware interface with the 'Demographics' tab selected and highlighted by a red box. The 'Patient Information' section contains the following fields:

Title	First	Middle	Last	Suffix
	Sally		Eckerd	

SSN	Birth Date	Age	Chart
__-__-__	8/8/1962	49	998877799

Marital Status	Gender
	Female

Race	Ethnicity	Language
Unknown	Not Hispanic nor Latino	X English

There is a 'Related To...' button on the right side of the form.

### Record Demographics

### 2. Record Vital Signs

### Record Vital Signs

### 3. Maintain Problem List

### Maintain Problem List

### 4. Active Medication List

### Active Medication List

### 5. Medication Allergy List

### Medication Allergy List

### 6. Record Smoking Status

### Record Smoking Status

## 7. Clinical Summaries

### Clinical Summaries

## 8. Electronic Copy of Health Information

### Electronic Copy of Health Information

## 9. ePrescribing (eRx)

### ePrescribing (eRx)

## 10. CPOE for Medication Orders

### CPOE for Medication Orders

## 11. Drug Interaction Checks

### Drug Interaction Checks

## 12. Electronic Exchange of Clinical Information

### Electronic Exchange of Clinical Information

## 13. Clinical Decision Support Rule

### Clinical Decision Support Rule

## 14. Protect Electronic Health Information

### Protect Electronic Health Information

## 15. Report Clinical Quality Measures (CQMs) to CMS/States

### Report Clinical Quality Measures (CQMs) to CMS/States

To view the Clinical Quality Manual see: [Clinical Quality Measures Manual](#).

Continue to Step 30

### Next Lesson

# Step 30

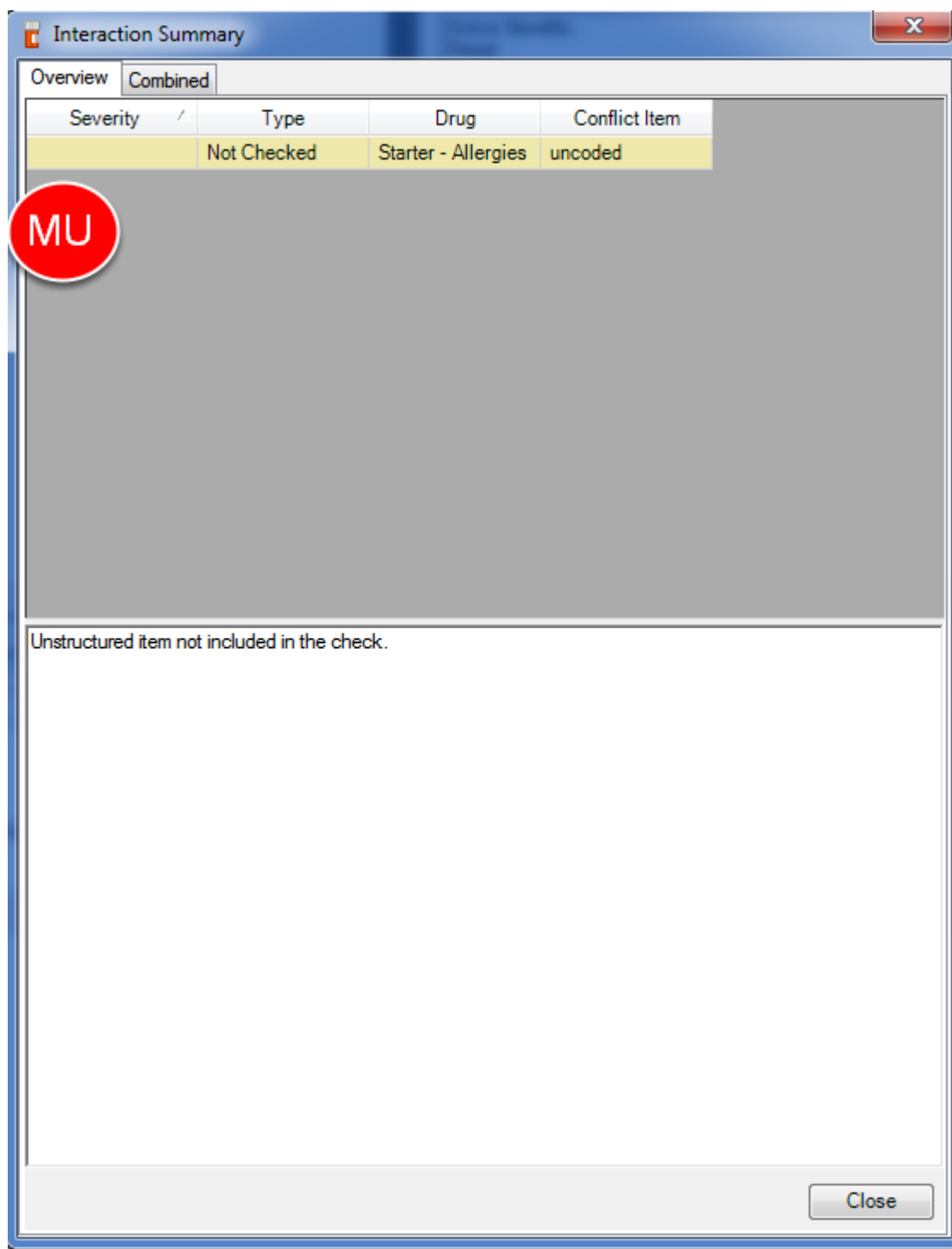
## Meaningful Use Menu Set Objectives (5 of 10)

---

**\*\* Report on Total of 5 Measures: choose 1 of 2 public health measures and any other 4 menu measures.\*\***

For those Clinicians participating in Meaningful Use, be sure to review the links below to view his/her responsibilities pertaining to meeting these optional measures. The items listed below require specific set up in SOAPware in order to meet the objectives.

## 1. Drug Formulary Checks



### Drug Formulary Checks

## 2. Clinical Lab Tests Results

### Clinical Lab Tests Results

### 3. Patient Lists

#### Patient Lists

### 4. Patient Reminders

#### Patient Reminders

### 5. Patient Electronic Access

#### Patient Electronic Access

### 6. Patient-Specific Educational Resources

#### Patient-Specific Educational Resources

### 7. Medication Reconciliation

#### Medication Reconciliation

### 8. Transition of Care Summary

#### Transition of Care Summary

### 9. Immunization Registries Data Submission \*(Public Health Measure - one required)

#### Immunization Registries Data Submission

### 10. Syndromic Surveillance Data Submission \*(Public Health Measure - one required)

#### Syndromic Surveillance Data Submission

### Continue to Step 31- Practice!

#### Next Lesson



# Practice!

## Schedule Hands-on Practice

### Congratulations!

You have reviewed the SOAPware user manual materials related to the clinic role of "Clinician". Now it's time to practice what you have learned!

We recommend that all users have sufficient time to be able to practice their workflows and become familiar with a new version of SOAPware prior to going live. It is essential that the clinic allow sufficient time for each of their staff members to practice. This will help them to become comfortable in navigating and performing their workflows in the new software and will make the transition from the previous version much more efficient.

If your clinic is interested in purchasing additional one-on-one training time with our SOAPware Certified Trainers, please review the information below on your SOAPware training options.

### SOAPware Training Options:

#### 1. Purchase Hourly EMR Training Session(s)

##### Hourly Remote Training

SOAPware offers hourly remote training sessions which are tailored around the topic or material of your choice. Whether you're looking for a quick overview of software features, a detailed instruction on Meaningful Use, or simply have a question that begins *How do I...*, these focused online lessons are designed to meet the specific training needs of your clinic.



##### Hourly Remote Training Services

**Product Options:** Clinical Training | Practice Management Training

**Training Hours:** Monday-Friday, 8a-5p CST

**Price:** \$150 per hour



[Purchase Training Sessions](#)



You can purchase EMR training in hourly increments. This type of training is conducted by remote training sessions, and is best utilized for training focused on specific areas of the SOAPware program. To purchase a training session, [click here](#).

## 2. SOAPware EMR Workshops

### Clinical Workshops



Our comprehensive 2-day workshops provide a practical introduction to SOAPware 2011, from application features and functions to step-by-step instruction on proper Meaningful Use documentation. Our skilled training professionals combine direct instruction with hands-on exercises, ensuring maximum comprehension and retention. Upon completion, workshop attendees can expect to:

- Understand the basics of proper Meaningful Use documentation
- Identify new features in the SOAPware 2011 user interface
- Configure and maintain security settings
- Perform basic functions such as chart entries, ePrescribing, billing statements, and more
- Identify and address possible workflow changes
- Successfully train co-workers on the use of SOAPware EMR



#### SOAPware 2011 Workshop Schedule

**Available Dates:** ~~September 23-24 | 8a-5p CST~~ Sold Out!

**Location:** DOCS Professional Building | 4220 N Crossover Rd, Fayetteville AR 72703

**Price:** \$700 | 2-Day Package

[Register for Workshop](#)



For a more comprehensive clinic training for those who intend to train their staff on the SOAPware software, we recommend attending our workshop. [Click here](#) for more information!

### 3. Email your Questions

## Have Questions?

If you have questions about our training services or would like to receive more information, call us toll-free at 800.455.7627, Ext. 5 or submit the contact form below.

### Contact Training



Have a question about our Training services? The form below will email your question directly to our trainers, and you will receive prompt and personal attention.

Please note:

- Our Training Team will answer emails in the order they are received and most questions can be answered within 1-3 business hours.
- Emails received on Saturday and Sunday will be addressed on the following Monday.

Email your questions to: [trainersgroup@soapware.com](mailto:trainersgroup@soapware.com), and a certified trainer will get back with you! You can email us directly, or [click here](#) to fill out the contact form as shown above.