

Nurse/Medical Assistant Education Journey

Nurse/Medical Assistant Education Journey

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Nurse/Medical Assistant Education Journey

Introduction

A Note to the Nurse/Medical Assistant....



This education journey is geared toward those with a nurse or medical assistant position in the clinic. In many offices, nurses and medical assistants will cross-over roles with other areas of the clinic. Please review other Education Journey roles if the nurses/MAs in your office perform more than one role.

The following steps presented, give those in these positions, a condensed version of what information regarding the use of SOAPware, is pertinent, based on these specific roles. 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

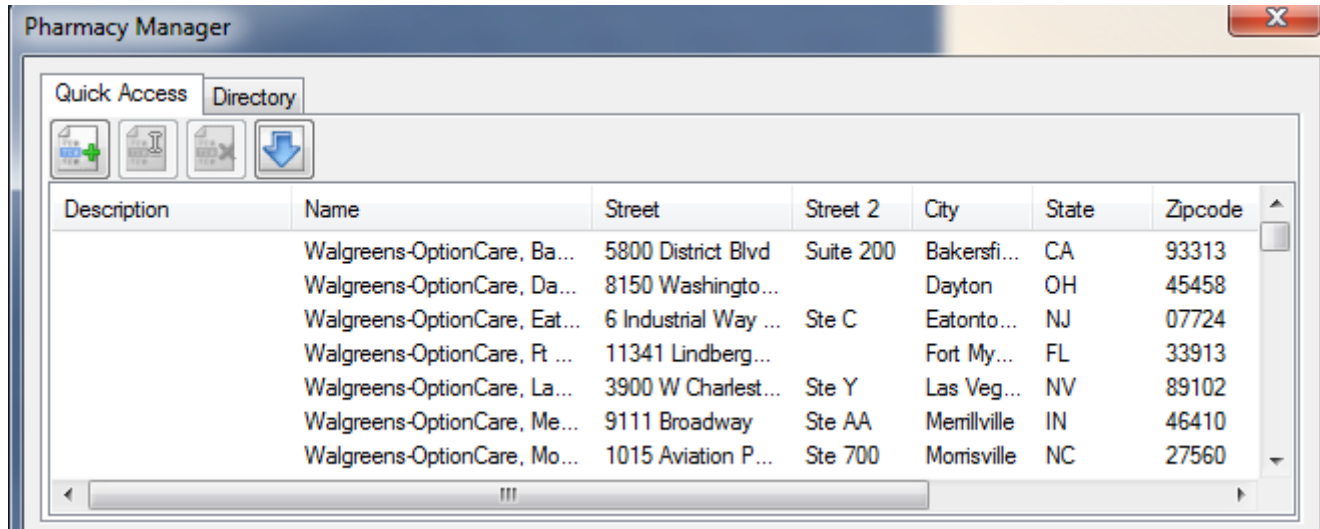
[Next Lesson](#)

Step 1

Pharmacy Manager

Prior to sending prescriptions electronically or faxing to a participating pharmacy, pharmacies must be set up in the Pharmacy Manager.

Link



For more information, see: [Pharmacy Setup](#).

Continue to Step 2

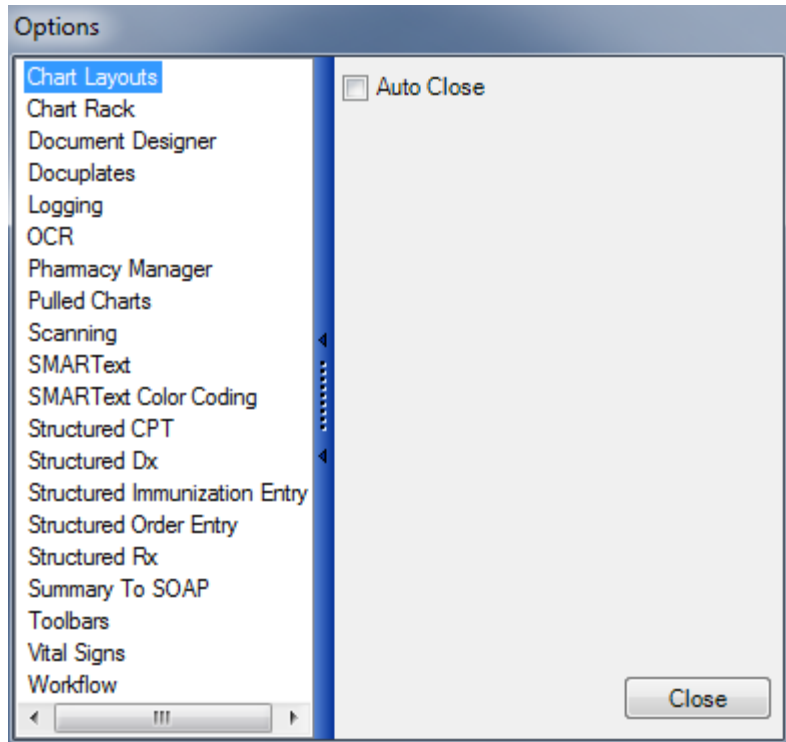
Next Lesson

Step 2

Tools - Options

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

Change Defaults and Settings



In order to change defaults and settings, see: [Tools - Options](#).

Continue to Step 3

Next Lesson

Step 3

Contacts

SOAPware can maintain a list of frequently used contacts, along with basic demographic information for the contacts.

Link

Name	Specialty	City	State	Phone	Fax
X Contact, Sample	Abdominal Radiol...	Fayetteville	AR		(555) 555-1212
X Shoe, Bill					
X Downland, Sam					
X Cherry, Reese					

To view more information on contacts, see: [Contacts](#).

Continue to Step 4

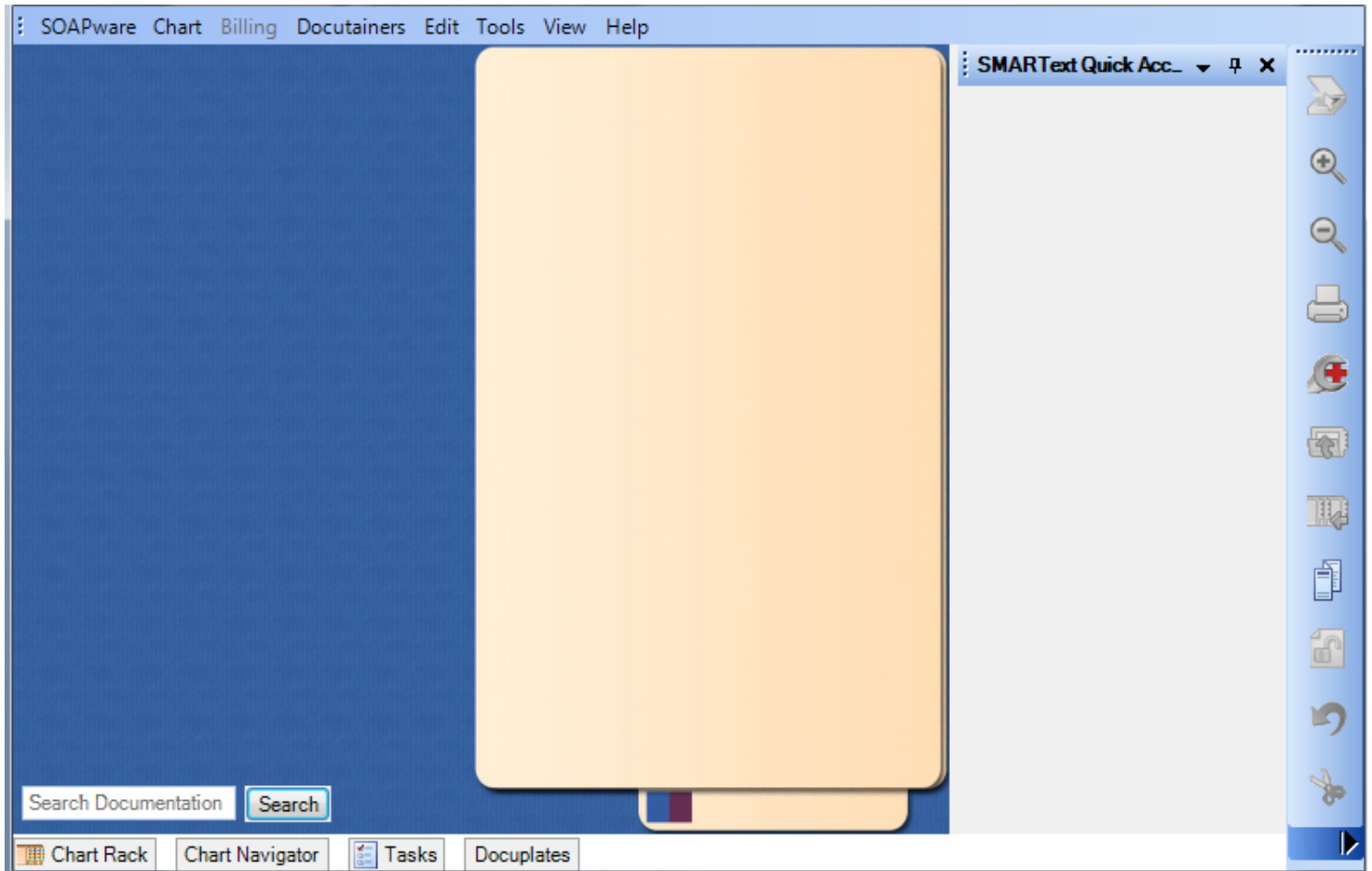
Next Lesson

Step 4

Exploring SOAPware

It's time to explore SOAPware! Click on the following link to view information on logging into SOAPware, docked tabs, key commands, and several other areas of SOAPware.

Link



To view the lessons mentioned above see: [Exploring SOAPware](#).

Continue to Step 5

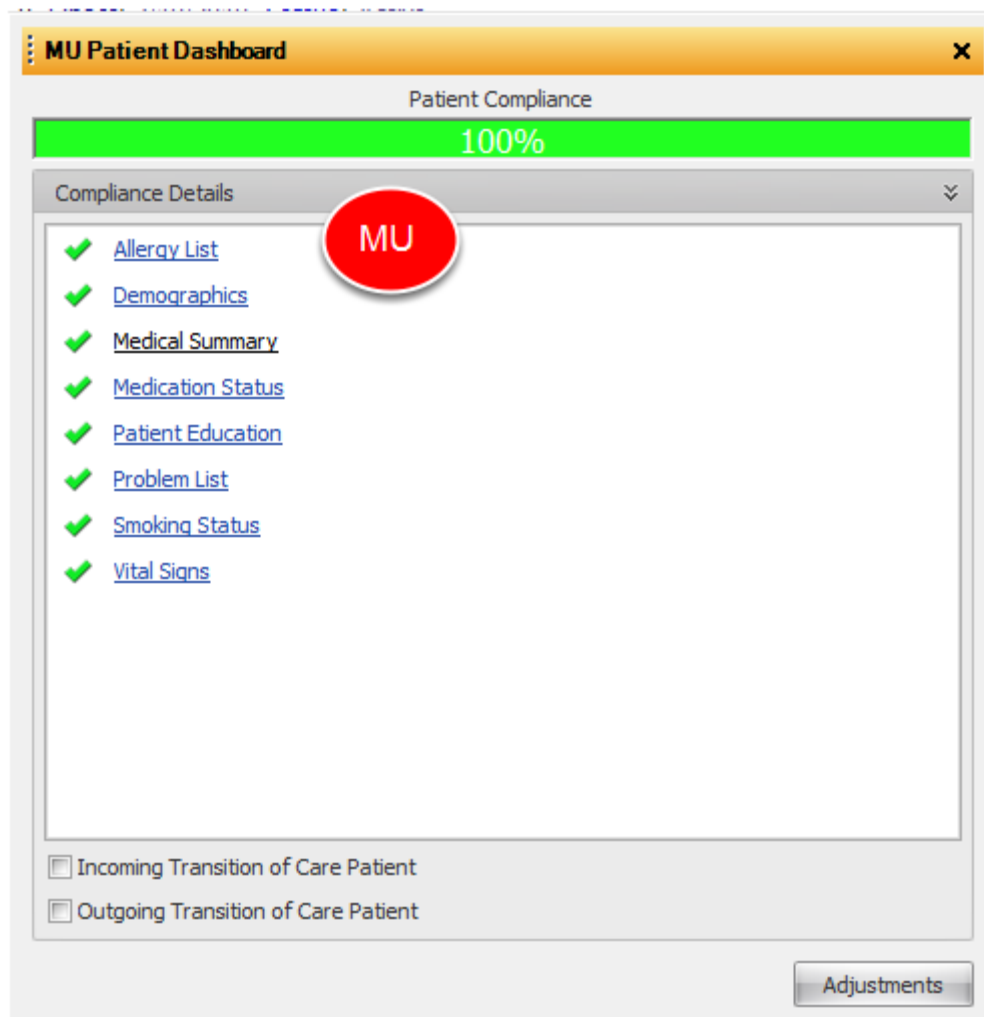
[Next Lesson](#)

Step 5

Meaningful Use Patient Dashboard

To learn more about the Meaningful Use Patient Dashboard, Summary of Care, and Medication Reconciliation, click on the link below.

Link



To view these lessons, [Click here](#).

Continue to Step 6

[Next Lesson](#)

Step 6

Document Review

Document Review is a workspace within SOAPware where users can review tasks and documents associated to those tasks without having to open each patient chart.

Link

SOAPware 2012 - Patient: - User: Shannon Shores - Provider: Shannon Shores

SOAPware Billing Edit Signature Navigation Tools View Help

User: Shannon Shores

Show Tasks: Assigned Tasks

Layout:

Drag a column header here to group by

Patient	Description
March, Josephine	Report Stored fro
Clyde, Annie R.	Report Stored fro
Clyde, Annie R.	Report Stored fro
Ellerby, Susan	SOAPNote
March, Josephine	SOAPNote
Stone, Jonathan	SOAPNote
Jim, Slim	Chol
Jim, Slim	Chol
Jim, Slim	Summary
Jim, Slim	URIC ACID, COM
Clyde, Annie R.	Shannon Feb Out

Name- March, Josephine Gender- Female Display Chart 15

Date - 01/24/2011 11:38 AM Section- SOAP Notes

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,

SOAPNote

<< Docutainer < Document Sign Document > Docutainer >>

For more information, see: [Document Review Workspace](#).

Continue to Step 7

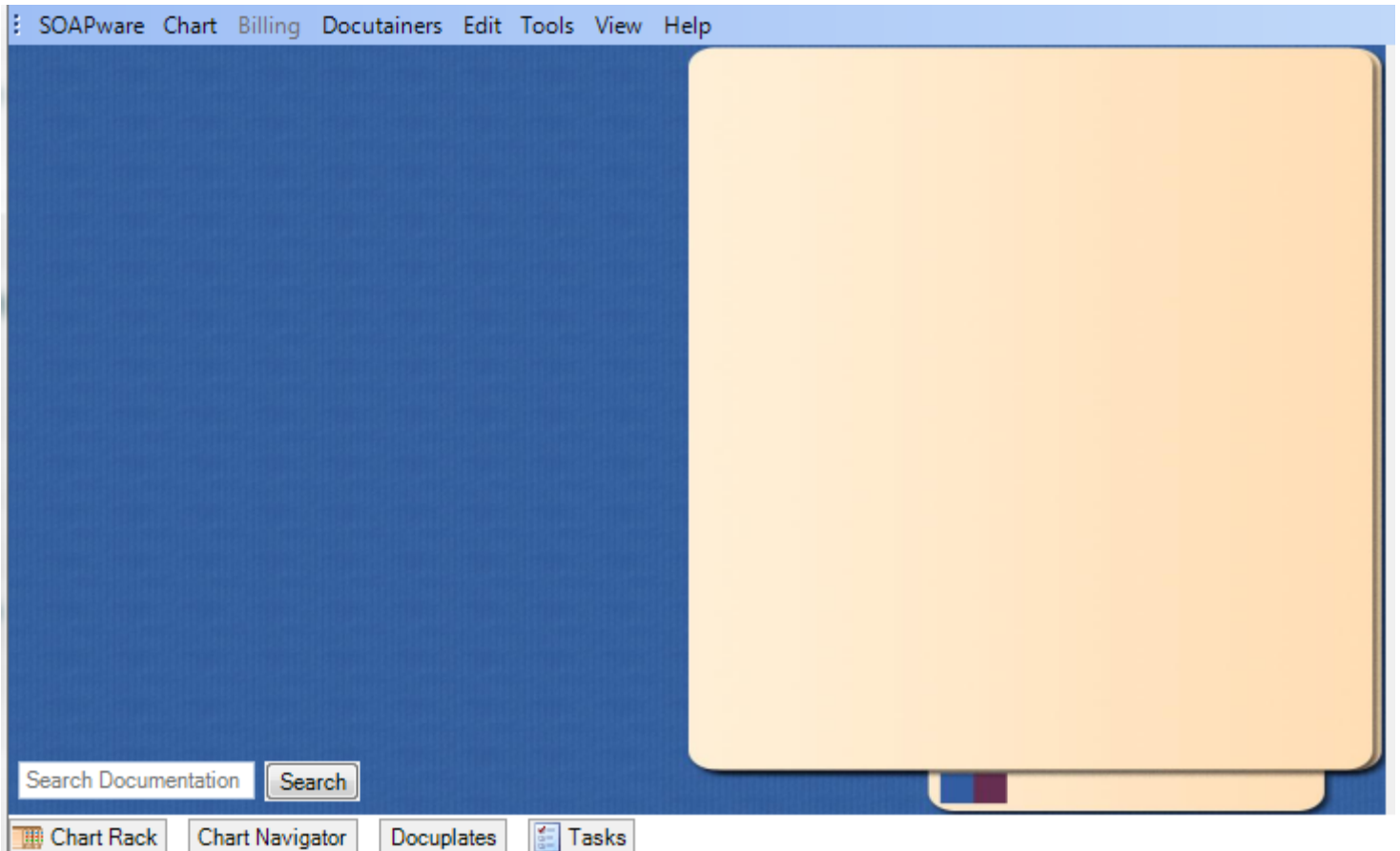
Next Lesson

Step 7

Introduction to Charts

To view lessons on Chart Rack, Chart Navigator, How to Remove a Chart Section, and so many more lessons on the topic of charts in SOAPware, refer to the link provided below.

Link



Introduction to Charts

Continue to Step 8

Next Lesson

Step 8

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 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

The following 3 links will help the user learn about docuplates and how they are used in SOAPware.

1. Intro to Docuplates

The screenshot shows the Docuplates application 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 a SOAP Note template 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, influe
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 immunizat...	SOAP Notes	flu, h1n1, in
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

Intro to Docuplates

2. Accessing Docuplates

Accessing Docuplates

3. Inserting a Docuplate

Inserting a Docuplate

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

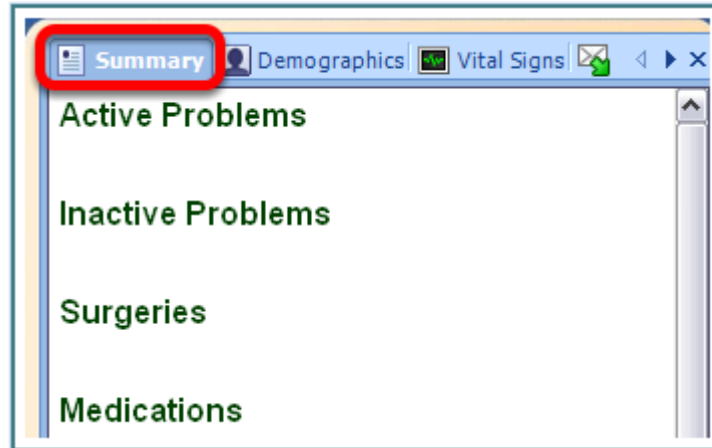
Next Lesson

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

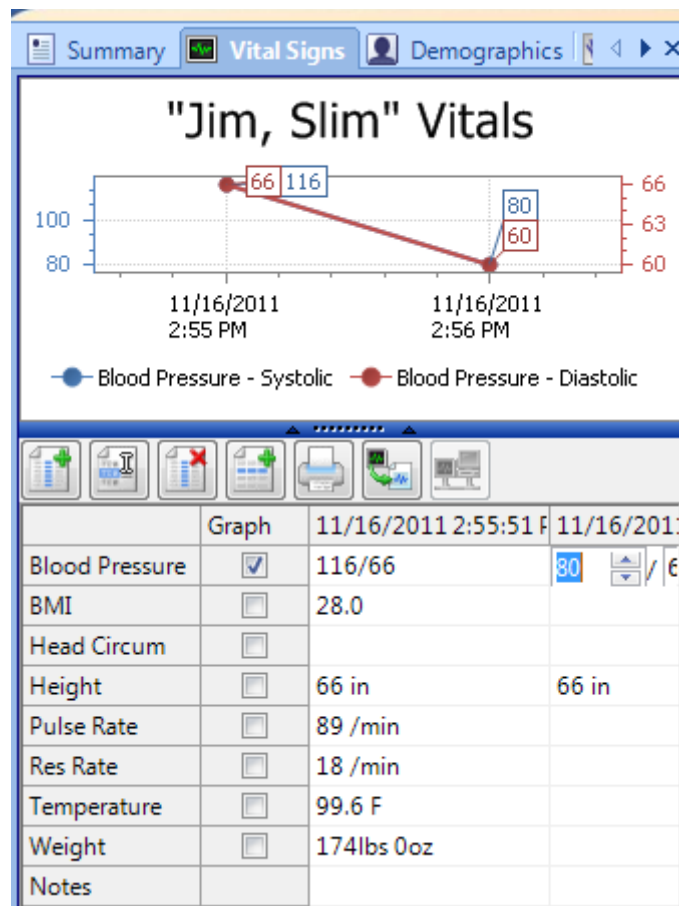
[Next Lesson](#)

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

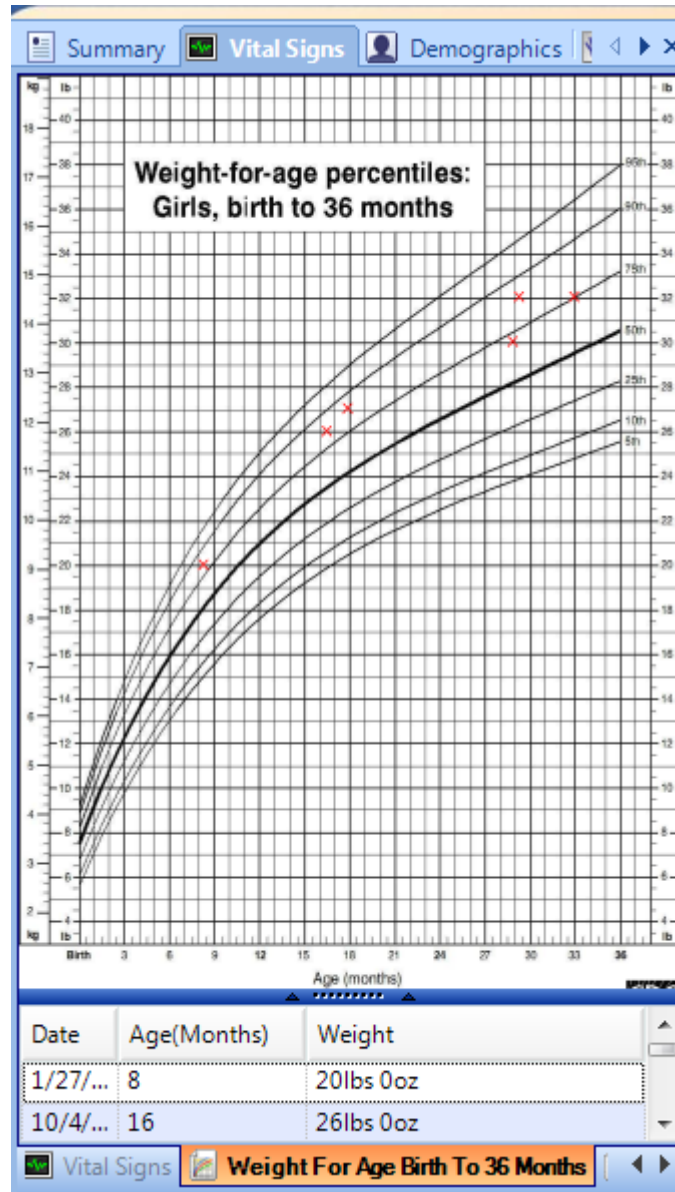
[Next Lesson](#)

Step 14

Growth Charts Interface

SOAPware's Growth Charts can be used to automatically track growth rates and percentile comparisons for patients over time for both girl and boy genders.

Link



For more information, see: [Growth Charts](#).

Continue to Step 15

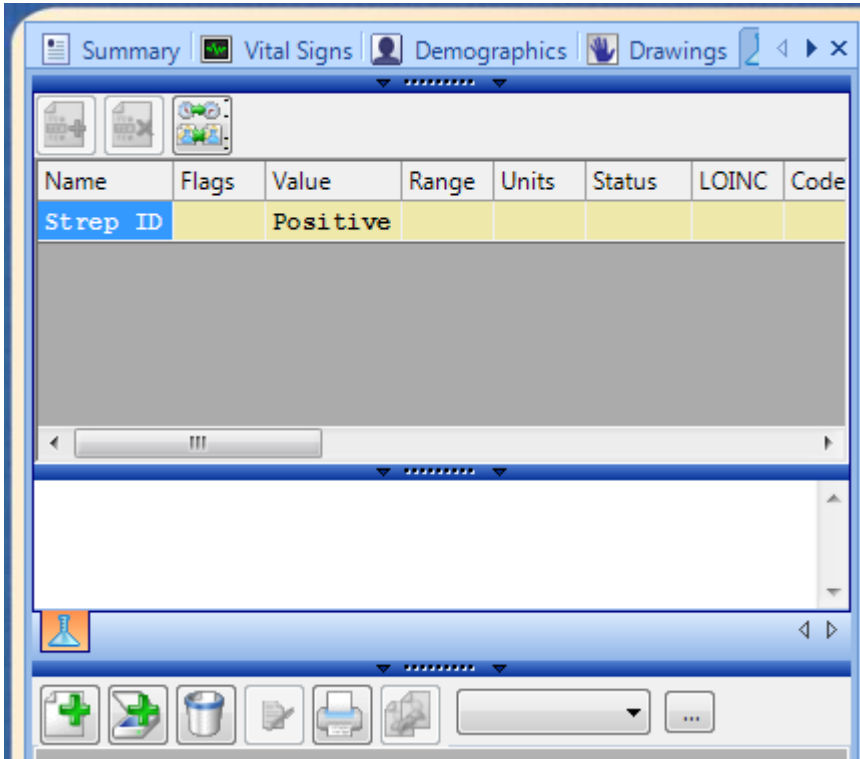
[Next Lesson](#)

Step 15

Labs

To learn about creating and editing lab tests, HL7 labs, and more topics regarding labs in SOAPware, refer to the link provided below.

Link



See: [Labs](#).

Continue to Step 16

Next Lesson

Step 16

SOAPnote Documentation

The following 3 links will provide the user with information regarding Creating a SOAPnote, how to view previous encounters, and the Subjective field within the SOAPnote.

1. Creating a SOAPnote

The screenshot shows a medical software interface with a tabbed menu at the top containing 'SOAP Notes', 'Labs', 'Radiology', and 'Billing Statements'. The 'SOAP Notes' tab is active. Below the menu, there are fields for 'Date/Time' (06/11/2011 10:44 AM) and 'Type' (Face to Face). The main content area is titled 'Subjective' and contains the following text:

Subjective
COMPLAINT or ISSUE - Respiratory symptom or complaint (other/misc) Cough Dyspnea or shortness of breath.
HPI: SYMPTOMS/RELATED: Reports symptoms of sore throat, rhinorrhea, fatigue (malaise or lethargy).
Denies symptoms of fever, muscle pain.
QUALITY/COURSE: Reports condition is continuous, persisting.
INTENSITY/SEVERITY: Reports measurement (or degree) as moderate.
ONSET/TIMING: Reports occurrence as sudden, < 48 hours ago.
MODIFIERS/TREATMENTS: Has tried fluid intake increased, OTC cough/decongestant.
History of exposure to others with similar symptoms.
Past evaluation and/or work-up includes influenza vaccination not received this season.
ROS: GEN- Constitutional: Denies symptoms such as fatigue (malaise or lethargy), chills, fever (documented >100.5), fever (subjective, not confirmed).
HENT: Denies symptoms such as pain in face, hoarseness, dry mouth and/or lips, coryza, earache or otalgia, hearing problems, rhinorrhea that is purulent, post-nasal drainage/drip, rhinorrhea.
EYES: Denies symptoms such as red eyes, eye discharge, eye discharge that is purulent.
LUNGS/Respiratory: Denies symptoms such as sputum/phlegm production that is purulent, wheezing, hemoptysis, dyspnea.

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.

At the bottom of the window, there is a 'SOAPNote' button and a status bar.

Creating a SOAPnote

2. View Previous Encounters

View Previous Encounters

3. Subjective Entry

[Subjective Entry](#)

[Continue to Step 17](#)

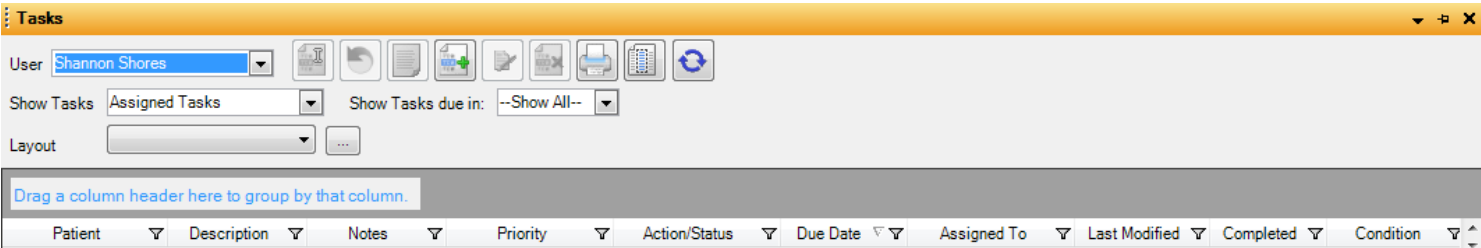
[Next Lesson](#)

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 with a vertical scrollbar 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 of the window is a 'Retrieve Eligibility Info' button on the left and a 'Submit' button on the right.

ePrescribing

Continue to Step 19

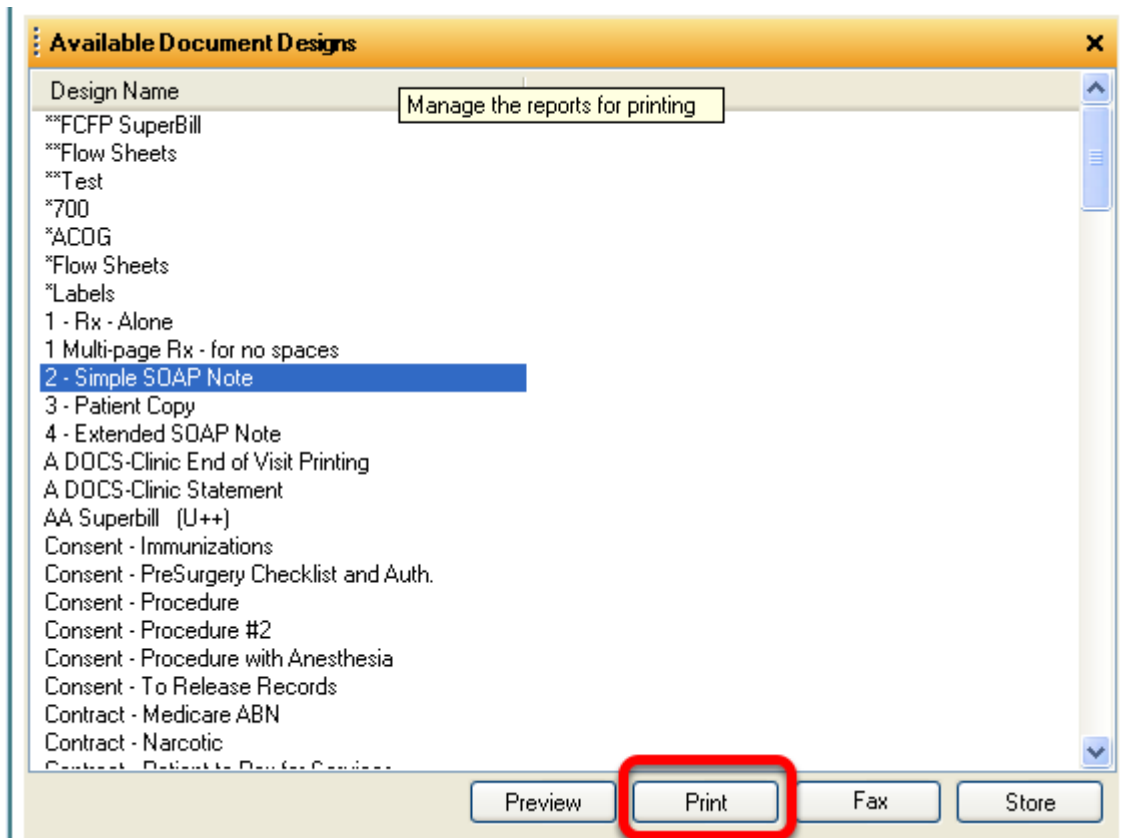
Next Lesson

Step 19

Document Designer - Printing Designs

The link provided below will walk the user through the steps to save and print a document design.

Link



Saving and Printing a Document Design

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

Handouts

Search:

Name: Keywords:

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

☒ Include Online Library Items

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

The following 2 links provide the user with information on how Health Maintenance is used within SOAPware, and how to address a rule.

1. Introduction to Health Maintenance



[Intro to Health Maintenance](#)

2. Addressing a Rule

[Addressing a Rule](#)

Continue to Step 22

Next Lesson

Step 22

Document and Chart Management

To learn about the Chart Share feature, how to import a CCR/CCD document, how to export/import a SOAPware chart, scanning options, and much more on Document and Chart Management, click the link provided.

Link

The screenshot displays the 'SOAPware Billing Share' window. At the top is a menu bar with 'SOAPware', 'Billing', 'Share', 'Edit', 'Tools', 'View', and 'Help'. Below the menu, the 'Active Provider' is set to 'All Providers'. The 'Type of Export' section has three radio buttons: 'Individual' (selected), 'Pulled Charts', and 'All Charts'. A 'Select' button is next to the 'Individual' option. Below this is the 'Search Dates' section with 'Start Date' and 'End Date' fields, each with a date picker. At the bottom, there are two panes: 'Select Items' on the left and 'Sections to Export' on the right. The 'Select Items' pane shows a tree view with 'Advanced Directives', 'Billing Statements', 'Demographics', 'Documents', and 'CCR' (selected). The 'Sections to Export' pane lists 'Advanced Directives', 'Billing Statements', 'CCR', 'Correspondence In', and 'Correspondence Out'.

Document and Chart Management

Continue to Step 23

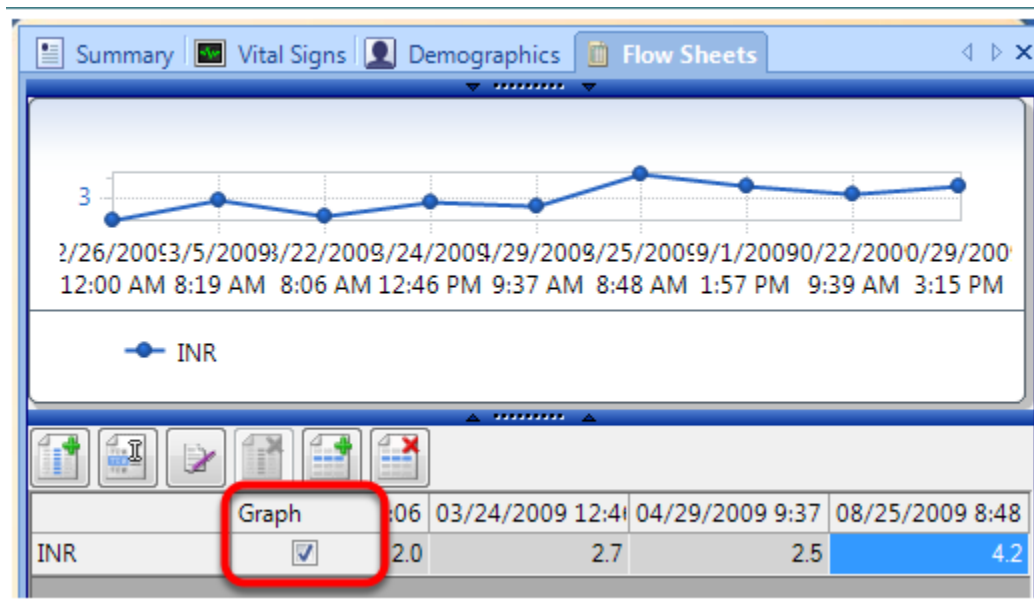
Next Lesson

Step 23

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 24

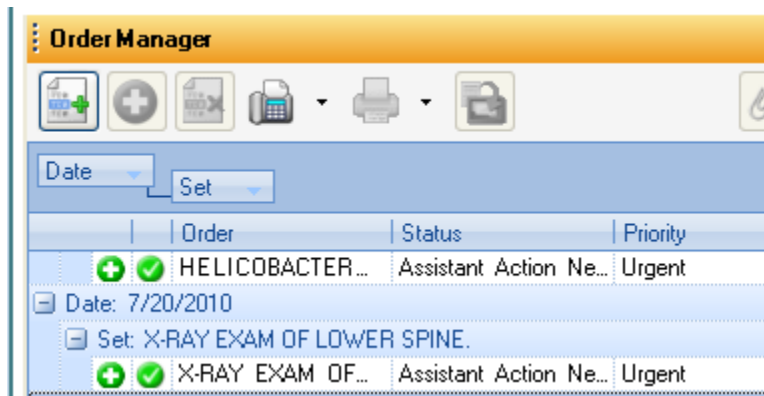
Next Lesson

Step 24

Order Manager

Within SOAPware, Order Manager will be used when placing orders for in-house tests and procedures, as well as tests and procedures to be sent to an outside facility. Order Manager must also be used for immunizations that will be reported to state registries.

Link



For more information see, [Order Manager](#).

Continue to Step 25

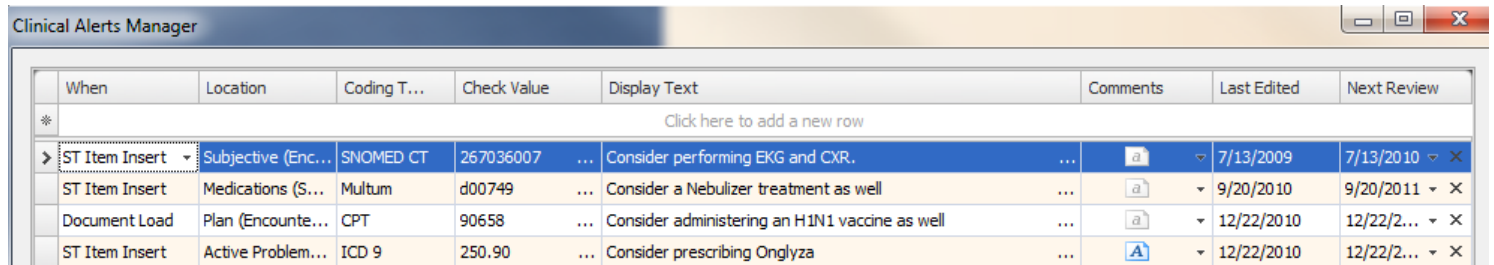
[Next Lesson](#)

Step 25

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" with a table of alerts. The table has columns: When, Location, Coding T..., Check Value, Display Text, Comments, Last Edited, and Next Review. There are four rows of alerts, each with a dropdown arrow on the left. The first row is highlighted in blue.

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	7/13/2010
ST Item Insert	Medications (S...	Multum	d00749	Consider a Nebulizer treatment as well		9/20/2010	9/20/2011
Document Load	Plan (Encounte...	CPT	90658	Consider administering an H1N1 vaccine as well		12/22/2010	12/22/2...
ST Item Insert	Active Problem...	ICD 9	250.90	Consider prescribing Onglyza		12/22/2010	12/22/2...

Please see, [Clinical Alerts](#).

Continue to Step 26

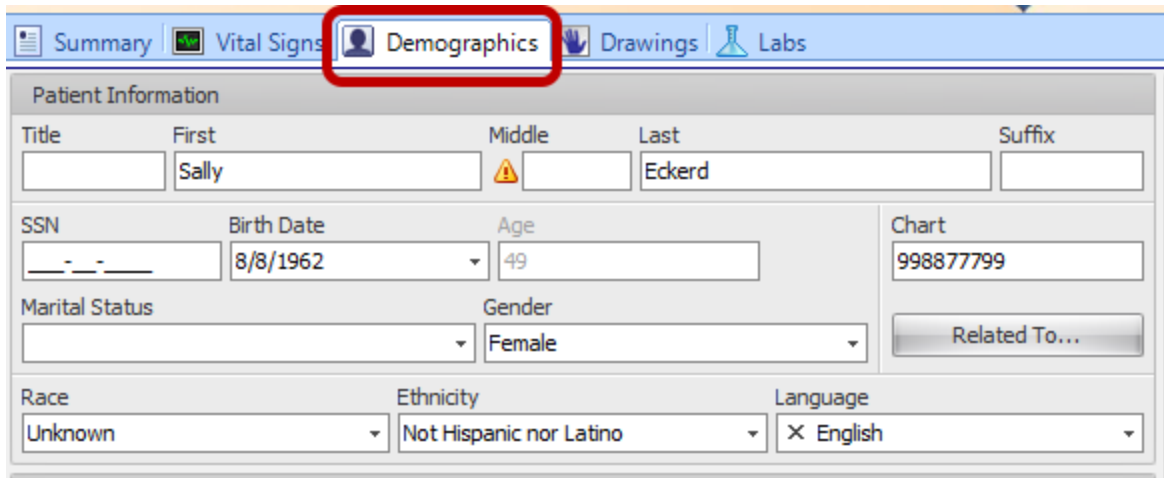
Next Lesson

Step 26

Meaningful Use Core Requirements

For those Nurses/MAs whose clinicians are participating in Meaningful Use, be sure to review the 9 links below to view his/her responsibilities pertaining to meeting these core requirements.

1. Record Demographics



The screenshot shows a software interface with a top navigation bar containing five tabs: 'Summary', 'Vital Signs', 'Demographics', 'Drawings', and 'Labs'. The 'Demographics' tab is highlighted with a red rectangular box. Below the tabs is a 'Patient Information' form. The form contains several fields: 'Title' (empty), 'First' (Sally), 'Middle' (empty with a warning icon), 'Last' (Eckerd), and 'Suffix' (empty). Below these are 'SSN' (empty), 'Birth Date' (8/8/1962), 'Age' (49), and 'Chart' (998877799). Further down are 'Marital Status' (empty), 'Gender' (Female), and a 'Related To...' button. At the bottom are 'Race' (Unknown), 'Ethnicity' (Not Hispanic nor Latino), and 'Language' (English).

To view this information see: [Entering Demographics](#).

2. Record Vital Signs

To view this information see: [Record Vital Signs](#).

3. Maintain Active Problem List

To view this information see: [Maintain Problem List](#).

4. Active Medication List

To view this information see: [Active Medication List](#).

5. Record Smoking Status

To view this information see: [Tobacco](#).

6. Clinical Summaries

To view this information see: [Clinical Summaries for Each Office Visit](#).

7. Electronic Copy of Health Information

To view this information see: [Patient Requests Copies of Medical Records.](#)

8. ePrescribing

To view this information see: [ePrescribing \(eRx\).](#)

9. CPOE for Medication Orders

To view this information see: [CPOE for Medication Orders.](#)

Continue to Step 27

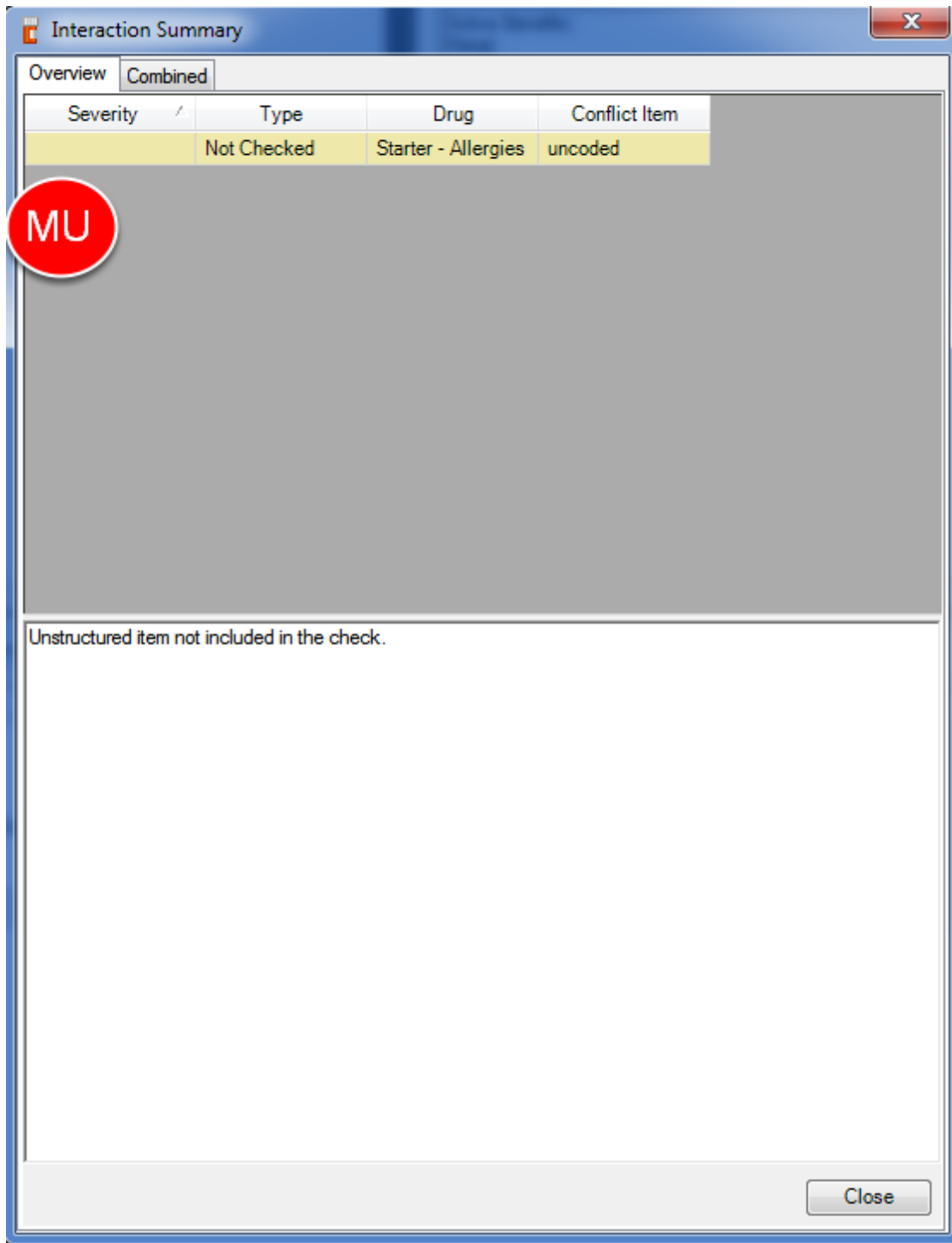
[Next Lesson](#)

Step 27

Meaningful Use Optional Measure (5 out of 10)

For those Nurses/MAs whose clinicians are participating in Meaningful Use, be sure to review the 9 links below to view his/her responsibilities pertaining to meeting these optional measures.

1. Drug Formulary Checks



To view this information see: [Drug Formulary Checks](#).

2. Clinical Lab Test Results

To view this information see: [Clinical Lab Test Results](#).

3. Patient Reminders

To view this information see: [Patient Reminders](#).

4. Patient Electronic Access

To view this information see: [Patient Electronic Access](#).

5. Patient-Specific Education Resources

To view this information see: [Patient-Specific Educational Resources](#).

6. Medication Reconciliation

To view this information see: [Medication Reconciliation](#).

7. Transition of Care Summary

To view this information see: [Transition of Care Summary](#).

8. Immunization Registries Data Submission *(Public Health Measure - one required)

To view this information see: [Immunization Registries Data Submission](#).

9. Syndromic Surveillance Data Submission *(Public Health Measure - one required)

To view this information see: [Syndromic Surveillance Data Submission](#).

Continue to Step 28-Practice!

[Next Lesson](#)

Practice!

Schedule Hands-on Practice

Congratulations!

You have reviewed the SOAPware user manual materials related to the clinic role of "Nurse/Medical Assistant". 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](#).

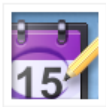
2. SOAPware EMR Workshops

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, 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.