

## AltaPoint EMR –Introduction

(2 day course)



### Who should attend

Individuals attending this course are medical professionals involved in one or more of the areas listed below:

- Determining setup and reporting requirements for the EMR system
- Supervising practice providers
- Reviewing patient labs
- Entering and editing initial patient medical histories
- Recording patient vital signs
- Reviewing patient charts
- Recording patient exam information
- Evaluating and managing patient care
- Writing prescriptions
- Managing immunizations and producing immunization certificates
- Creating and editing exam word lists
- Creating and maintaining patient growth charts

### Prerequisites

A working knowledge of AltaPoint Practice Management is required.

### What course provides

This instructor-led course explores the features and functions of AltaPoint EMR to help your office hit the ground running.

### What students learn

Upon completing this hands-on course, the student will have:

- Opened and examined the components of the medical record
- Created SOAP notes
- Discussed how the EMR program integrates with the practice management features in AltaPoint
- Created and secured an electronic signature
- Approved visits and reviewed labs
- Checked patients in and assigned them to a specific room
- Recorded a patient's vital signs
- Identified areas of concern in a patient's chart
- Reviewed all components of the electronic chart
- Documented a current visit
- Written and refilled a prescription
- Recorded a patient's medical history
- Created and customized exam word lists
- Approved and recorded immunizations
- Created a patient immunization certificate
- Produced a patient growth chart
- Produced a completed patient encounter form

### What students receive

Each student receives a copy of our AltaPoint Training Solutions Student Manual for post-class reference and review.

### Course Outline – Day One

#### Getting Started with AltaPoint EMR

- Benefits of EMR Systems
- Defining AltaPoint SOAP Notes
- Components of the Medical Record
- Additions to AltaPoint Practice Management
- Creating an Electronic Signature
- Approving Visits & Reviewing Labs

#### Preparing a Patient for the Exam

- Using the Check In/Check Out List
- Assigning a Patient a Room Number
- Recording Vital Signs

#### Reviewing an Established Patient Chart

- Identifying Potential Problem Areas
- Reviewing Medical History
- Examining Allergies
- Checking Immunizations
- Examining Problem Lists
- Identifying Medications
- Verifying Past Visits
- Checking Reminders & Notes
- Tracking Growth
- Analyzing Diagnostic Labs

#### Seeing an Established Patient

- Documenting Everything You Do
- Recording the History of Present Illness
- Performing a Review of Systems
- Examining the Patient
- Performing Anticipatory Guidance
- Entering Diagnosis & Procedure Codes
- Using the E/M Calculator
- Identifying Billing Options
- Signing the Electronic Encounter
- Checking the Patient Out

End Of Day One

## Course Outline – Day Two

<p>Seeing a New Patient</p> <ul style="list-style-type: none"><li>■ Recording a Medical History According to the Patient's Age Category</li><li>■ Documenting Allergies</li><li>■ Administering Immunizations</li><li>■ Printing and Immunization Certificate</li><li>■ Creating a Problem List</li><li>■ Entering Medications</li><li>■ Setting Reminders</li><li>■ Entering Notes</li><li>■ Ordering Diagnostics</li><li>■ Documenting the Current Visit</li></ul>	<p>Revealing the Power of Exam Word Lists</p> <ul style="list-style-type: none"><li>■ Creating &amp; Editing Exam Types</li><li>■ Creating &amp; Editing Systems</li></ul> <p>Writing Prescriptions</p> <ul style="list-style-type: none"><li>■ Creating a New Prescription</li><li>■ Refilling a Prescription</li><li>■ Checking for Drug Interactions</li><li>■ Printing a Prescription</li></ul> <p>Putting It To Use</p> <ul style="list-style-type: none"><li>■ Practical Exercises</li><li>■ Question &amp; Answer Session</li></ul>
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