

# Chapter 10

## Productivity Center and Utilities

# Chapter 10 Content:

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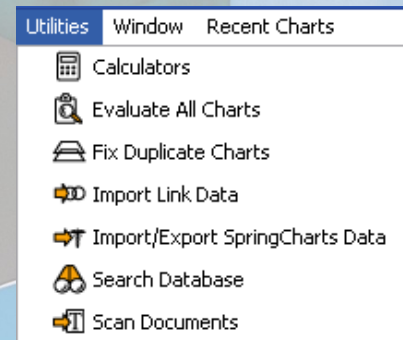
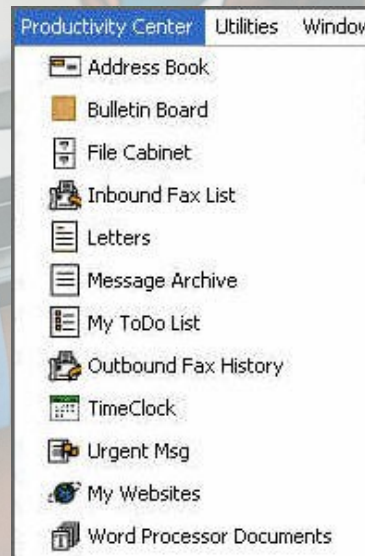
- Overview
  - Bulletin Board
  - Integrated Faxing
  - Time Clock
  - My Websites
  - Calculators
  - Search Database
  - Patient Archive
  - Utilities
-

# 1. Overview



# 1. Overview

➤ *Productivity Center* and *Utility* menus contain some of the most common functions of SpringCharts

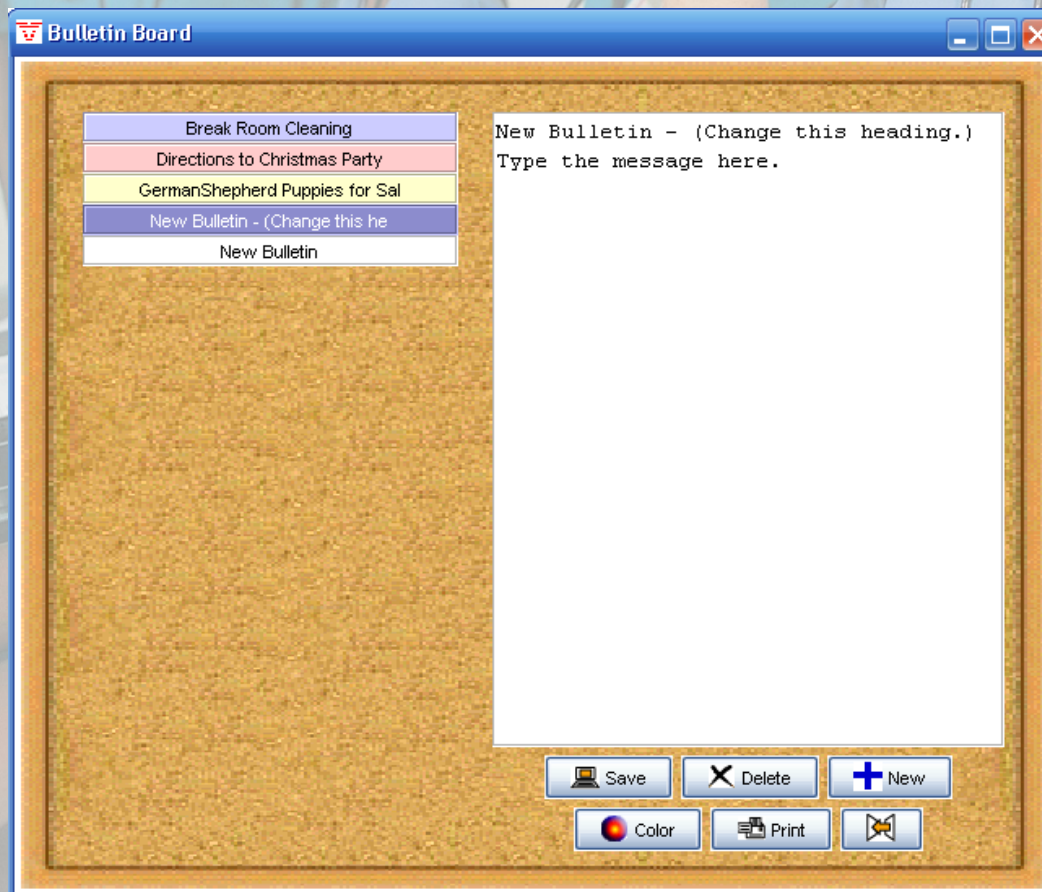


## 2. Bulletin Board



# 2. Bulletin Board

- ❖ Place general messages for others in the clinic to see
- ❖ Bulletins can be color-coded
- ❖ Bulletins may be printed out



# 3. Integrated Faxing



# 3. Integrated Faxing

- ❖ Enables the sending and receiving of electronic faxes from any SpringCharts client computer
- ❖ Can electronically fax any document that can be printed
- ❖ Access SpringCharts integrated address book to locate fax numbers
- **Outbound Fax History**
  - ❖ Recently sent faxes displaying the status, recipient, destination fax...
- **Inbound Fax List**
  - ❖ View faxes in SpringCharts and store in patients' charts and other folders



**OutBound Fax History**

Max Results

Status	Contact	Contact#	Subject	Submitted	Completed
Completed	Byron	0014178819...	prescription	10-26-2006 ...	10-26-2006 ...
Completed		0014178819...	Automatic T...	10-26-2006 ...	10-26-2006 ...

**Inbound Fax List**

Sender	Received	Pages
2107062200	10-4-2006 15:28	1
9037633360	10-9-2006 9:16	1
2107062200	10-9-2006 11:58	1
2813040628	10-9-2006 13:20	3
2814771000	10-10-2006 11:48	2

# 4. Time Clock



# 4. Time Clock

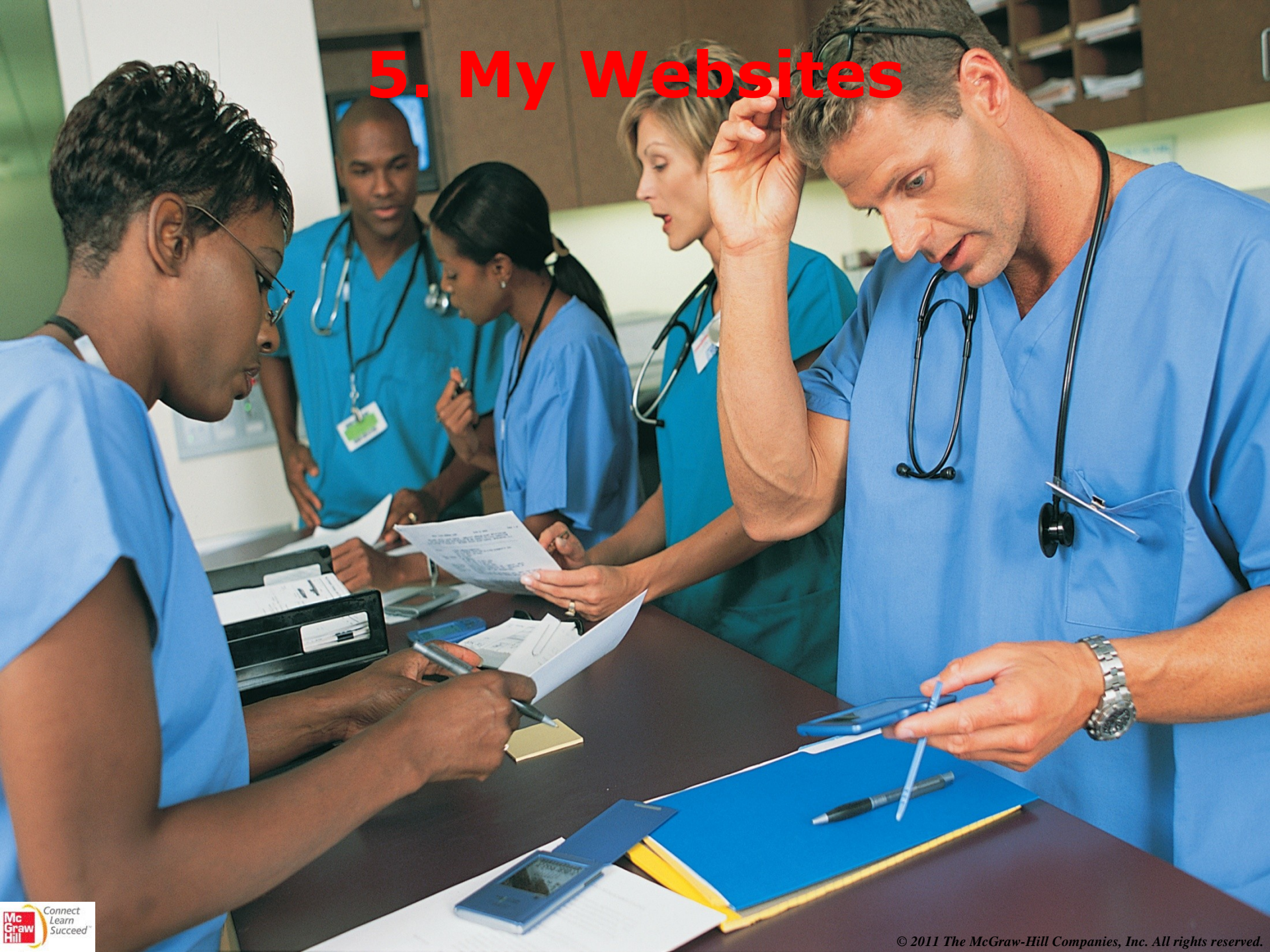
- ❖ Administrator's time clock displays all the employees' time clock information
- ❖ Time clock reports can be printed out
- ❖ Employees who fail to login at the appropriate time can send a request for time change to the administrator

The screenshot shows a software window titled "Time Clock" with a blue header bar. The window contains several interactive elements and a data table. At the top, there are two buttons labeled "IN" and "OUT" with clock icons. To the right of these buttons are two date selection fields: "from: 02/14/2007" and "to: 02/28/2007", each with a "Start Date" or "Stop Date" button. Below the "IN" button is a "Request Change" button with a pencil icon. The main area of the window displays a table of time logs for a user named "demo". The table has columns for "Weekday", "Date", "IN", "OUT", and "Hours". The data shows a single entry for Wednesday, 02/28/2007, with an IN time of 9:10 PM and a total of 0 hours. To the right of the table, a red-bordered box contains a list of other employees: "bob", "byron", "demo", "jan", and "scind", each followed by the text "No times recorded". At the bottom of the window, there are four buttons: "Done" (with a checkmark), "Print", "Print Summary", and a close button (with an X).

demo	Weekday	Date	IN	OUT	Hours
	Wed	02/28/2007	9:10 PM		
				demo	Total Hours: 0

bob No times recorded  
byron No times recorded  
demo Total Hours: 0  
jan No times recorded  
scind No times recorded

# 5. My Websites



# 5. My Websites

- ❖ Lists personal websites to provide rapid access to Internet-based knowledge systems
- ❖ Each user can enter the website name and the URL address for immediate access to the Internet

Website Name	URL
Cochrane Database	http://www.cochrane.org
DynaMed	http://www.dynamicmedical.com
TRIP Database	http://www.tripdatabase.com
MDConsult	http://www.mdconsult.com
National Library of Medicine	http://nnlm.gov/nnlm/online/
National Guideline Clearinghouse	http://www.guideline.gov

**Save** **Print List**

**SPRINGCHARTS**  
Electronic Health Records

# 6. Calculators



# 6. Calculators

## ➤ Conversion Calculator

- ❖ Converts imperial units to metric measurements and vice versa

The screenshot shows a software window titled "Conversion Calculator" with a blue title bar and standard window controls. The window is divided into three sections by horizontal lines:

- Weight:** Features a "From:" input field, a radio button for "kg" (which is selected), and another radio button for "lb". To the right is a "Convert To:" button followed by an empty input field and the unit "lb". Below this is a radio button for "oz".
- Length:** Features a "From:" input field, a radio button for "cm" (which is selected), and another radio button for "in". To the right is a "Convert To:" button followed by an empty input field and the unit "in".
- Temperature:** Features a "From:" input field, a radio button for "°C" (which is selected), and another radio button for "°F". To the right is a "Convert To:" button followed by an empty input field and the unit "°F".

At the bottom right of the window is a "Done" button with a checkmark icon.

# 6. Calculators

## ➤ Conversion Calculator

❖ Converts imperial units to metric measurements and vice versa

## ➤ Pregnancy Calculator

❖ Select the LMP date; the calculator will extrapolate the approximate fetal age and delivery date

**Conversion Calculator**

**Weight**

From:   kg  lb  oz

Convert To:   lb  oz

**Length**

From:   cm  in

Convert To:   in

**Temperature**

From:   °C  °F

Convert To:   °F

Done

**Delivery Date Calculator**

October 2006

First Date of LMP: 10/10/2006

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Estimated Fetal Age: 3 wk(s) and 2 day(s)

Estimated Date of Delivery: 07/17/2007

Copy Text  Copy EDD  Done

# 6. Calculators

## ➤ Conversion Calculator

- ❖ Converts imperial units to metric measurements and vice versa

## ➤ Pregnancy Calculator

- ❖ Select the LMP date; the calculator will extrapolate the approximate fetal age and delivery date

## ➤ Simple Calculator

- ❖ Basic calculator to process simple algorithms

**Conversion Calculator**

**Weight**

From:   kg  lb  oz

Convert To:

**Length**

From:   cm  in

Convert To:

**Temperature**

From:   °C  °F

Convert To:

Done

**Delivery Date Calculator**

October 2006

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

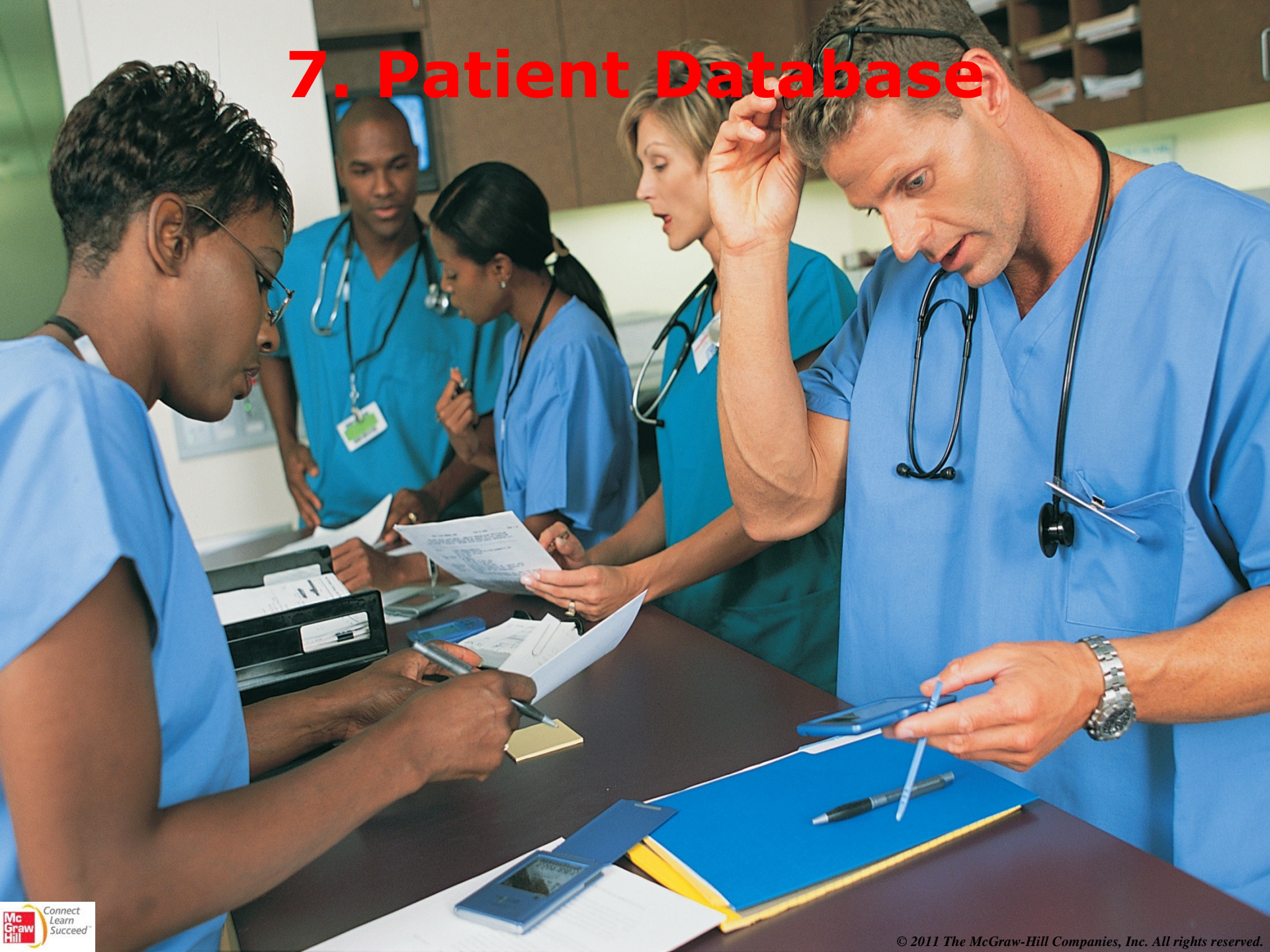
First Date of LMP: 10/10/2006

Estimated Fetal Age: 3 wk(s) and 2 day(s)

Estimated Date of Delivery: 07/17/2007

Copy Text Copy EDD Done

# 7. Patient Database



# 7. Patient Database

- ❖ Search patient database by diagnoses, medications, procedures, tests, insurance companies, employers or providers

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❖ Search patient database by diagnoses, medications, procedures, tests, insurance companies, employers or providers

## ➤ Form Letters

❖ Print or E-mail form letters to all patients on search criteria

**Form Letter**

Enter the Subject and Text of the Form Letter below

Subject:

Text:

Thank you for choosing  
Suburban Medical Group as  
your choice for premium  
medical care.

As you have undoubtedly  
heard through the media  
during the past several

Done  Cancel

# 7. Patient Database

- ❖ Search patient database by diagnoses, medications, procedures, tests, insurance companies, employers or providers

## ➤ Form Letters

- ❖ Print or E-mail form letters to all patients on search criteria

## ➤ Reports

- ❖ Reports from search criteria can list patient demographics and cross reference the patients procedures and/or diagnoses

Form Letter

Enter the Subject and Text of the Form Letter below

Subject: Drug Recall

Text: Thank you for choosing Suburban Medical Group as your choice for premium medical care. As you have undoubtedly heard through the media during the past several

Done Cancel

Include in Report

Patient Demographics

- Name
- Date of Birth
- Age
- Patient Number
- Address
- Home Phone
- Work Phone
- SS Number
- Sex
- Marital Status
- Employer

Procedures

Add Delete

Test

03/16/2001 Mammogram

Add Delete

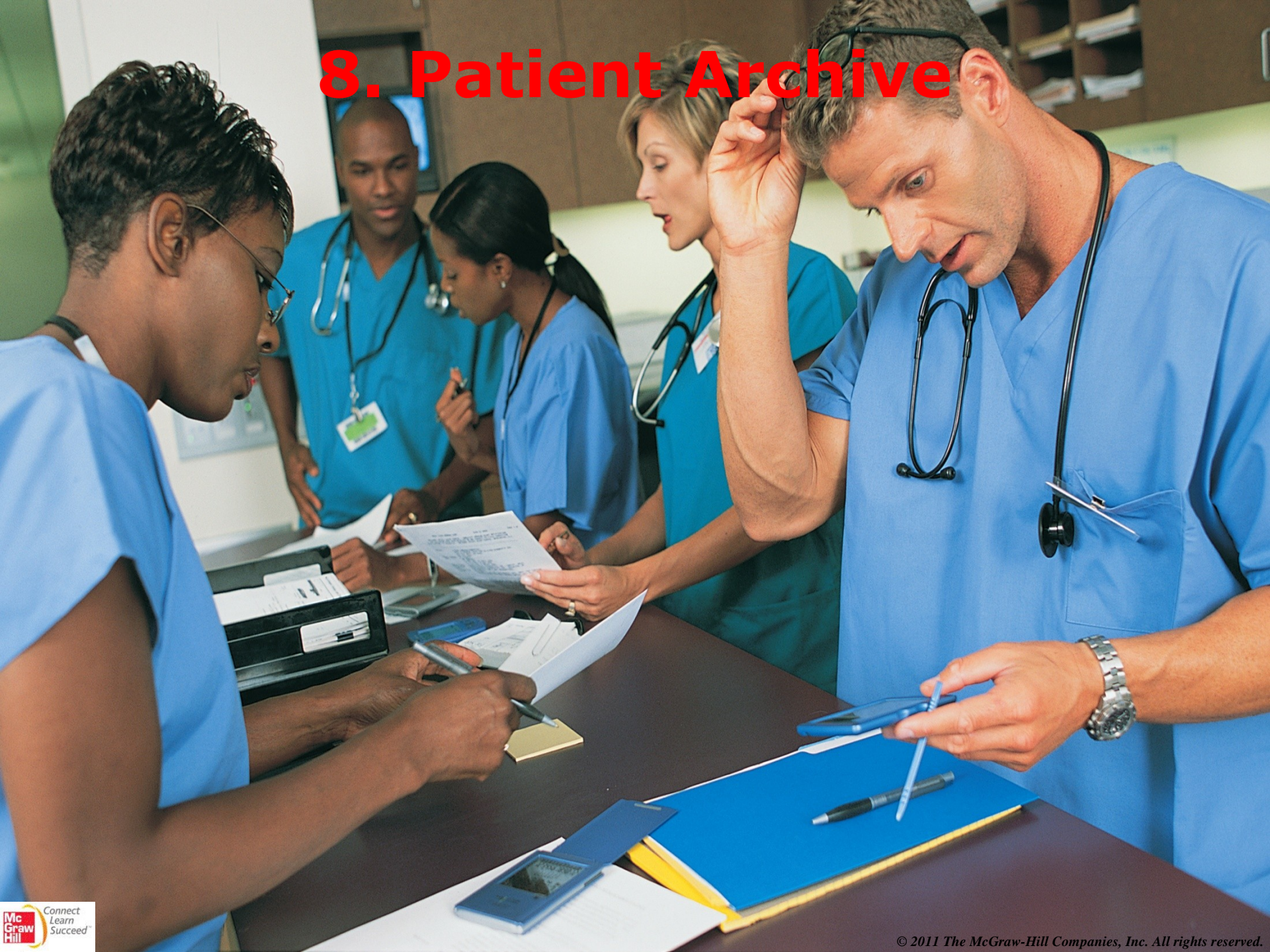
Encounter

- Include Encounters
- Most Recent
- All

Include all selected DATA

Done Cancel

# 8. Patient Archive



# 8. Patient Archive

- ❖ Remove a patient from patient list but still retain access to the patient's records
- ❖ Locate archived patients by: last name, first name, birth date, address, city, state, zip code, SS number, etc
- ❖ View or print archived patient's chart records

The screenshot shows a software window titled "Edit Patient" with a search bar at the top left containing "Last Name" and "d". Below the search bar is a table of patient records:

Search Key	Patient Info
Dalton	Dalton, Sally E 05/28/1997
Davis	Davis, Ryan I 04/08/1952
Day	Day, Rusty O 11/04/1987
Dean	Dean, Russel J 12/13/1935
Depew	Depew, Russ I 02/13/1972
Diamond	Diamond, Roland E 10/10/2001
Doe	Doe, John O 01/03/1976
Doxworth	Doxworth, Harriot I 02/13/1955
Duncan	Duncan, Renee I 02/13/1968

The main area of the window is divided into four sections:

- Personal Information:** First Name: Russel, Middle Initial: J, Last Name: Dean, Date of Birth: 12/13/1935, SS#: 234-54-9876, Marital Status: Widowed, Sex: M, Employer: Retired.
- Address Information:** Address: 201 Elm St, City: Sherman, State: TX, Zip Code: 77521.
- Contact Information:** Home Phone: (214) 454-4545, Home Fax, Work Phone, Work Fax, Pager, Call Phone, Email.
- Miscellaneous Information:** PMS ID, Provider, Patient ID: 49.

At the bottom of the window, there are several buttons: "Get Chart...", "Track Patient...", "Archive" (highlighted with a red box), "New", "Save", "Delete", and "Export...".

# 9. Utilities



# 9. Utilities

## ❖ Universal Export Function

- Enables user to copy specific data from SpringCharts window and manipulate it into other programs and devices

## ❖ Program Information & Help

- *Help* menu provides tutorial information and a knowledge base about many features of SpringCharts

