

Introduction

Although large electronic health record (EHR) systems were first introduced into hospital facilities in the 1960s, it wasn't until the last decade that their deployment became prolific across the broad spectrum of the healthcare community. An EHR system is a computerized, organized collection of individual patients' healthcare information in a digital format which can be stored, shared, and transmitted between healthcare facilities. Through the EHR, patients have become the beneficiary of improved medical care, greater safety, and increased control over medical records, enabling them to make important contributions to their healthcare.

Because of the changes in the way that health records are being stored, healthcare professionals must have exposure to and hands-on experience with electronic documentation. Specialization of informatics that now manage and process medical data has created the urgent need for professionals with the ability to chart using electronic clerical skills, clinical skills, and patient care in an EHR system.

The following exercises will enable you to develop the skills of inputting and retrieving healthcare data in the industry-standard SpringCharts™ EHR program.

Patient A Profile



The patient is Chris Sykes, a 12-year-old boy, born May 22, 2001. He is English-speaking. Chris lives with his parents in Sherman, Texas. He has come to the clinic with his mother because he is planning to start playing soccer and is required to obtain a pre-sports physical. His parents are concerned about the family history of hypertension and heart disease, and want to make sure it is safe for Chris to play. Chris is up to date on his immunizations.

Patient B Profile



The patient is Patti Adams, a 58-year-old married woman, born 06/25/1955. Her preferred language is English, her race is African-American, and

her ethnicity is Hispanic. Patti is an established patient who lives in Sherman, Texas. She lives with her husband and works at Flagler Technical Institute. Patti's past medical history includes left breast biopsy (2008), appendectomy (2001), occasional flu and sinus allergies, three pregnancies (G3), two live children (P2), and one miscarriage. Patti has a current diagnosis of hypertension. She arrives at the clinic today complaining of painful swelling on her left thigh.

Exercises

The following 10 exercises will allow you to work directly in an industry-standard EHR program that is currently used by physicians and medical staff in healthcare clinics across the country. These case studies will allow you to electronically practice the following medical assisting duties:

- Build a past medical history and family health history into a patient's fact sheet
- Record a patient's chief complaint
- Record vital signs into an office visit note
- Order several tests
- Document the administration of patient instruction sheets

You will need to go to the Online Learning Center at www.mhhe.com/BoothMA5e. On the left side of the screen, click on the "SpringCharts EHR Activities" and then follow the instructions below.

If you have been assigned to complete the live, EHR exercises, you will work in the SpringCharts EHR program. Before you

proceed, read these important tips! You need to make sure the EHR software and related files are loaded on your computer.

Step A. Is SpringCharts EHR Installed on My Computer?

SpringCharts EHR is downloaded from the *Medical Assisting* Online Learning Center (OLC), www.mhhe.com/BoothMA5e, and then installed on your individual computer or onto a flash drive.

Check to see if you have a SpringCharts icon on your desktop. See Figure IV-1. If it is not there, check with your instructor about downloading the software; you will need to follow the directions listed at www.mhhe.com/BoothMA5e. You will not be able to complete the exercises without the SpringCharts program.

Step B. How Do I Launch SpringCharts EHR?

When SpringCharts was installed on your computer or your flash drive, a shortcut icon to the SpringCharts program was placed on your desktop

- Double-click on the SpringCharts icon to open the program. You *may* receive a Windows Security Alert screen (Figure IV-2); it is designed to protect

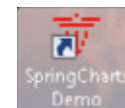


FIGURE IV-1 SpringCharts desktop icon.



FIGURE IV-2 Windows' firewall security activation window.

your computer system. Please click the [Unblock] button to continue. You only have to do this the first time you launch the SpringCharts EHR program.

- A *Log On* window appears (Figure IV-3). On this version of SpringCharts the user name and password are hardcoded in, so you do not need to enter them. Select the [Log on] button to open the SpringCharts program.
- The program opens and automatically places two patients on the *Office Calendar* and two patients in the *Patient Tracker* (Figure IV-4). A small tutorial window displays in the center. This tutorial window appears every time you log in to this version of SpringCharts. Simply close this window by clicking on the red [X] in the upper right corner.

Congratulations! You have successfully launched SpringCharts EHR.

Check to be sure you have the correct version of SpringCharts. This may not be the first time your school has used the SpringCharts program. It is worthwhile to ensure that you have accessed the correct version of SpringCharts.

- In the opening screen of SpringCharts, click on the *Help* menu and select the *About SpringCharts* option (Figure IV-5).

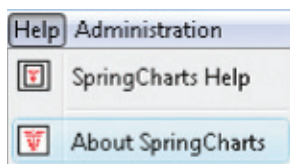


FIGURE IV-5 Accessing *AboutSpringCharts*.

- In the *Program Information* window you can find the version of SpringCharts you have launched (Figure IV-6). The correct version for this text is *2011 R 1.0.10*. If your screen displays a different version number, contact your instructor. You need the correct version to complete the exercises.
- Close the *Program Information* window by clicking the [Done] button. Close SpringCharts by clicking the *File* menu and selecting the *Quit* submenu. Answer *Yes* to the inquiry *Shut down SpringCharts?* Click the [No] button in the *Backup Recommended* window.

Congratulations! You are ready to begin your SpringCharts EHR adventure.



FIGURE IV-3 SpringCharts *Log On* window.

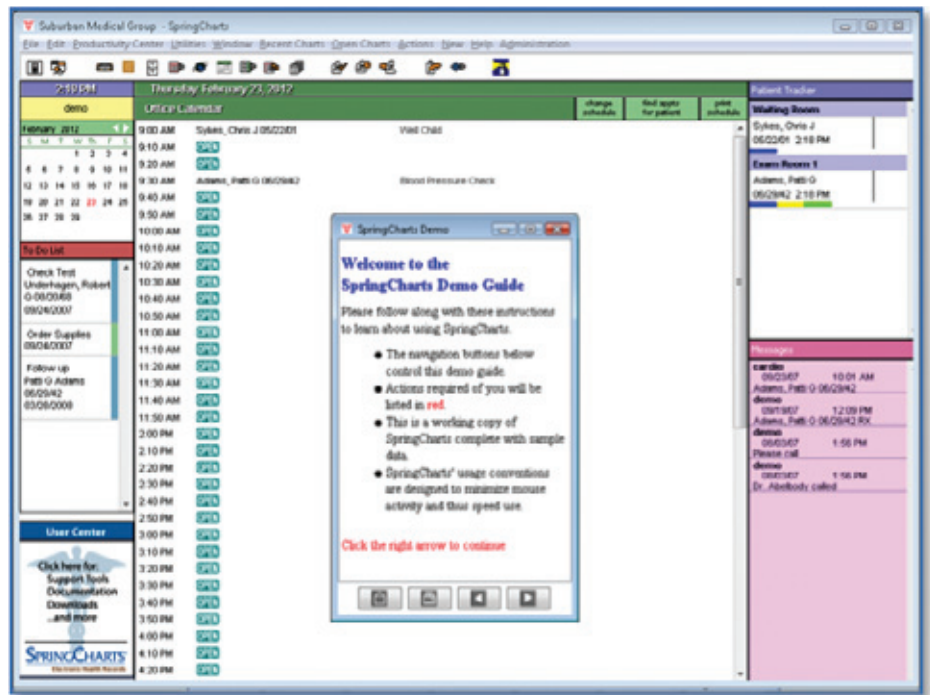


FIGURE IV-4 Opening screen of SpringCharts EHR.



FIGURE IV-6 *Program Information* window.