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AA

**TAB**

**REDACTED**

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**BB**

### Functional Description

**Read Only** - The Alerts Review module is available from the "Go" menu and the Folder Tree. The user is able to open the Alerts Review module and review the details of an alert ("Detail" button), address an alert ("Address Alert..." button or double-click alert, user may not be able address alert if it requires opening a module the user does not have access to), delete an alert ("Delete" button), refresh the alert list ("Refresh" button), and close the

**Read Only** - The Appointments module is available from the "Go" menu and the Folder Tree. The user is able to open the Appointments module and refresh the appointment list ("Refresh" button), create a new appointment ("New Appointment" button, user must select a provider that has permissions to sign encounters, user is able to select any appointment type), check-in a patient ("Check-In" button), check-out a patient ("Check-Out" button, this includes ability to print orders/instructions, SF600, and DD2766 but not all information is available to this user), cancel an appointment ("Cancel" button, user is only able to select 'Facility Cancelled' and 'LWOBS'), transfer providers for an appointment ("Transfer" button), add providers to an appointment ("Add Providers" button, the user receives several messages saying he/she does not have access but eventually the Providers window pops up and the user is able to select an additional provider), print the appointment list ("Print Appts" button), view

**Read Only** - The Telephone Consults module is available from the "Go" menu and the Folder Tree. The user is able to open the Telephone Consults module and refresh the TelCon list ("Refresh" button), cancel an existing telephone consult ("Cancel" button), transfer a telephone consult ("Transfer" button), read existing notes for a telephone consult ("Notes" button), edit the phone number for a telephone consult ("Edit Phone #" button), and close the module ("Close" button).

**Write Only** - The Telephone Consults module is available from the "Go" menu and the Folder Tree. The user is able to open the Telephone Consults module and refresh the TelCon list ("Refresh" button), cancel an existing telephone consult ("Cancel" button), transfer a telephone consult ("Transfer" button), read existing notes for a telephone consult ("Notes" button), edit the phone number for a telephone consult ("Edit Phone #" button), and close the module ("Close" button).

**Delete Only** - The Telephone Consults module is not available for selection.

**Read Only** - The user will be able to open the Patient Search window from the "Go" menu, from the Toolbar, and from the Folder Tree. The user will be able to search for a patient ("Find" button), do a new search ("New Search" button), and search CHCS ("Search CHCS" button). **Write Only** - The user will be able to open the Patient Search window from the "Go" menu, from the Toolbar, and from the Folder Tree. The user will be able to search for a patient ("Find" button), do a new search ("New Search" button), and search CHCS ("Search CHCS" button).

**Read Only** - The user will be able to open the Patient List module from the "Go" menu and the Folder Tree. The user will be able to search for a patient and add them to the Patient List ("Add" button), to save the patient list ("Save" button), to delete a patient from the patient list ("Delete" button), to delete the patient list ("Delete List" button), to cancel an action ("Cancel" button), and to close the patient list window ("Close" button). **Write Only** - The user will be able to open the Patient List module from the "Go" menu and the Folder Tree. The user will be able to search for a patient and add them to the Patient List ("Add" button), to save the patient list ("Save" button), to delete a patient from the patient list ("Delete" button), to delete the patient list ("Delete List" button), to cancel an action ("Cancel" button), and to close the patient list window ("Close" button). **Delete Only** - The Patient List

Need to check Read/Write privileges before it is displayed. If the user has neither a read and/or write the module should not be displayed.

Enables an authorized user, with signing authority (Signature Class of 2-4), to sign laboratory, radiology, pharmacy and consult orders that are entered by a user with a Signature Class of 0-1.

**Read Only** - The user will be able to open the Web Browser module from the "Tools" menu and the Folder Tree. The user will be able to 'surf' the internet, go back and forward for web pages ("Back" and "Forward" buttons), go to the 'Home' website ("Home" button), open the Search web page ("Search" button), refresh the current web page ("Refresh" button), stop a web page from loading ("Stop" button), open a Favorites web page ("Favorites" button), add a web page to his/her Favorites list ("Add" button), organize his/her Favorites list ("Organize" button), import bookmarks into his/her Favorites list ("Import" button), export bookmarks from his/her Favorites list ("Export" button), print the current web page ("Print WebPage" button), and close the Web Browser window ("Close" button). **Write Only** - The user will be able to open the Web Browser module from the "Tools" menu and the Folder Tree. The user will be able to 'surf' the internet, go back and forward for web pages ("Back" and

**Read Only** - The List Management module is available from the "Go" menu and the Folder Tree. When trying to open the module the user will receive a message that they have 'insufficient privileges' to access the module.

**Write Only** - The List Management module is available from the "Go" menu and the Folder Tree. When trying to open the module the user will receive a message that they have 'insufficient privileges' to access the module.

**Delete Only** - The List Management module is not available for selection. **Read/Write/Delete** - The List Management module is available from the "Go" menu and the Folder Tree. When trying to open the module the user will receive a message that they have 'insufficient privileges' to access the module.

**Read Only** - the user is able to view couplers in the patient's chart under Health History, view any existing questionnaires completed or saved for this patient, start new questionnaires

**Read Only**- the users is only able to generate a password for the patient to be able to logon and complete a HEARS questionnaire. The Couplers Module though visible on the screen is never opened.

**Read Only**- the patient is able to enter his/her password and answer questions in the HEARS questionnaire

**Read Only** - The user is able to login to the application but does not have access to the Reports module.

**Read Only** - The user is able to login to the application but does not have access to the Reports module.

**Read Only** - The Reports module is available from the "Go" menu and the Folder Tree. When the user opens the Reports module only the "Customized" tab is displayed. The user is able to select a report, enter filter criteria (criteria available depends on report), and generate the report.

**Read Only** - The Reports module is available from the "Go" menu and the Folder Tree. When the user opens the Reports module only the "Preventive" tab is displayed. The user is able to select a report, enter filter criteria (criteria available depends on report), and generate the report.

**Read Only** - The Reports module is available from the "Go" menu and the Folder Tree. When the user opens the Reports module only the "Standard" tab is displayed. The user is able to select a report, enter filter criteria (criteria available depends on report), and generate the report.

<This object does not yet exist in Snareworks. Will not be able to test until this is input.>

<This object does not yet exist in Snareworks. Will not be able to test until this is input.>

**Read** - User is able to open the "Adhoc Reporting - Browse" module and run reports for the "MTF Patient Detail" universe.

**Read** - User is able to open the "Adhoc Reporting - Browse" module and run reports for the "MTF Patient No Detail" universe.

**Read** - User is able to open the "Adhoc Reporting - Browse" module and run reports for the "MTF Patient Detail" universe.

**Read** - User is able to open the "Adhoc Reporting - Browse" module and run reports for the following universes:

- 1) Co\_Signer Patient Detail
- 2) Provider Patient Detail
- 3) PCM Patient Detail
- 4) Provider No Patient Detail

**Read** - User is able to open the "Adhoc Reporting - Browse" module and run reports for the "Enterprise Data Miner" universe.

**Read** - User is able to open the "Adhoc Reporting - Browse" module and run reports for the "Enterprise Data Miner No Detail" universe.

**Read** - User is able to access the "Dental" Report tab and run the reports



If the user: **1)** does not have write but has read access to S/O (new object) the user will not be able to enter the S/O documentation area and the S/O button on the encounter will be disabled but will be able to read the notes on the encounter. **2)** does not have write and does not have read the user not be able to enter the S/O documentation area, the S/O button on the encounter will be disabled, and the user will not be able to read the notes on the encounter ("You do not have the access privileges to read this section"). Disable all actions/ buttons/ data entry fields that are not otherwise Enabled.

If the user: **1)** does not have write but has read access to Autocite the user will not be able to modify the Autocite documentation area and the Autocite button on the encounter will be disabled but will be able to read the autocite on the encounter. **2)** does not have write and does not have read the user not be able to modify the Autocite documentation area, the Autocite button on the encounter will be disabled, and the user will not be able to read the autocites on the encounter ("You do not have the access privileges to read this section"). Disable all actions/ buttons/ data entry fields that are not otherwise Enabled.

If the user: **1)** does not have write but has read access to Add Note the user will not be able to enter the Add Note documentation area and the Add Note button on the encounter will be disabled but will be able to read the notes on the encounter. **2)** does not have write and does not have read the user not be able to enter the Add Note documentation area, the Add Note button on the encounter will be disabled, and the user will not be able to read the notes on the encounter ("You do not have the access privileges to read this section"). Disable all actions/ buttons/ data entry fields that are not otherwise Enabled.

If the user: **1)** does not have write but has read access to Screening the user will not be able to enter the Screening documentation area and the Screening button on the encounter will be disabled but will be able to read the Screening information on the encounter. **2)** does not have write and does not have read the user not be able to enter the Screening documentation area, the Screening button on the encounter will be disabled, and the user will not be able to read the Screening Documentation on the encounter ("You do not have the access privileges to read this section"). Disable all actions/ buttons/ data entry fields that are not otherwise Enabled.

If the user: **1)** does not have write but has read access to Disposition the user will not be able to enter the Disposition documentation area and the Disposition button on the encounter will be disabled but will be able to read the Disposition information on the encounter. **2)** does not have write and does not have read the user not be able to enter the Disposition documentation area, the Disposition button on the encounter will be disabled, and the user will not be able to read the Disposition Documentation on the encounter ("You do not have the access

If the user: **1)** does not have write but has read access to Diagnosis(new object) the user will not be able to select the Diagnosis tab but will be able to read the Diagnosis information in A&P. **2)** does not have write and does not have read access to Diagnosis(new object) the user will not be able to select the Diagnosis tab and will not be able to read the Diagnosis information in A&P. ("You do not have the access privileges to read this section"). Disable all actions/ buttons/ data entry fields that are not otherwise Enabled.

If the user: **1)** does not have write but has read access to Procedure(new object) the user will not be able to select the Procedure tab but will be able to read the Procedure information in A&P. **2)** does not have write and does not have read access to Procedure(new object) the user will not be able to select the Procedure tab and will not be able to read the Procedure information in A&P. ("You do not have the access privileges to read this section"). Disable all actions/ buttons/ data entry fields that are not otherwise Enabled.

If the user: **1)** does not have write but has read access to Order\_Sets\_Orders(new object) the user will not be able to select the Order\_Sets\_Orders tab; **2)** does not have write and does not have read access to Order\_Sets\_Orders(new object) the user will not be able to select the Order\_Sets\_Orders tab and will not be able to read the Order\_Sets\_Orders information in A&P. ("You do not have the access privileges to read this section"). There will also need to be data level checks on the **Order Set tab: 1)** If the user does not have write access to lab orders, when the user loads an order set (encounter template) that has lab orders those will not be enabled to order. (it may be best to not make the visible for this user.) Please note that if another user will write privileges to labs opens the encounter the orders that were disabled for the previous user should be enabled. **2)** If the user does not have write access to rad orders, when the user loads an order set (encounter template) that



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CC

**Ordering**

**Medications**

**in**

**ADULTS**

ST, DAD 201976-54-3210 36yo M MSgt DOB:01 Jan 1971

Date: 01 Oct 2007 0911 EDT      Status: In Progress      Treatment Facility: Connor CTMC  
 Primary Provider: ALEXANDER, MARY F      Type: OPAC      Clinic: CTMC DR

[List](#)    CHCS-1    SRTS II OM    Reports    Tools    Web Browser    TEST, DAD    Demographics    Health History    Problems    Meds    Allergy    Wellness    Immunizations    Vital Signs Review    PKC Couplers    Readiness    Patient Questionnaire    BHE Data Viewer    Army Readiness    Lab    Radiology    Clinical Notes    Previous Encounters    Flowsheets    Current Encounter    Screening    Vital Signs Entry    S/D    A/P

- Patient Status: **Outpatient**
- Blood Pressure Isolated Elevated
  - ASTHMA EXERCISE-INDUCED
  - RHINITIS CHRONIC
  - FATIGUE
  - INFLUENZA
  - joint pain, localized in the wrist
  - Inquiry And Counseling: Perpetrator Of Child Abuse
  - Vaccines Prophylactic Need Against Influenza
  - Need For Vaccination Hepatitis A
  - Need For Vaccination Hepatitis B
  - Poliomyelitis - Need for prophylactic vaccination
  - Vaccines Prophylactic Need Against Bacterial Diseases
  - Need For Vaccination MMR
  - Vaccines Prophylactic Need Against Td
  - Vaccines Prophylactic Need Against Smallpox
  - Vaccine needed prophylactically against a single disease
  - visit for: screening exam pulmonary tuberculosis
  - Inquiry And Counseling: Perpetrator Of Spouse/Partner Abuse
  - visit for: screening mental / developmental disorders
  - SENSORRY HEARING LOSS
  - ACOUSTIC TRAUMA (EXPLOSIVE)

**Active Medications**

Active Medications	Status	Sig	Refills Left	Last Filled
ASPIRIN, 325MG, TABLET EC, ORAL	Active	T2 TB PO QD #90 RFD	NR	29 Aug 2007
ACETAMINOPHEN, 100MG/MIL, DROPS, ORAL	Active	take 1 daily	NR	Not Recorded
Other: bilberry root	Active	one capsule daily	NR	Not Recorded
MAGNESIUM HYDROXIDE/AL HYDROX, 200-225/5, ORAL SUSP, ORAL	Active	take 1 tbs s/p meals pm	NR	Not Recorded

This is the SF600, You can see that the active medications have been autocited onto this page. NOTE: Aspirin 325mg

ST, DAD 201976-54-3210 36yo M MSgt DOB:01 Jan 1971

Date: 01 Oct 2007 0911 EDT

Status: Checked-In

Treatment Facility: Connor CTMC

Primary Provider: ALEXANDER, MARY F

Type: OPAC

Clinic: CTMC DR

Patient Status: Outpatient

- Vaccines Prophylactic Need Against Td
- Vaccines Prophylactic Need Against Smallpox
- Vaccine needed prophylactically against a single disease
- visit for: screening exam pulmonary tuberculosis
- Inquiry And Counseling: Perpetrator Of Spouse/Partner Abuse
- visit for: screening mental / developmental disorders
- SENSORY HEARING LOSS
- ACOUSTIC TRAUMA (EXPLOSIVE)

Active Medications

Active Medications	Status	Sig	Refills Left	Last Filled
ASPIRIN, 325MG, TABLET EC, ORAL	Active	T2 TB P.O. QD #90 RFO	NR	29 Aug 2007
ACETAMINOPHEN, 100MG/MIL, DROPS, ORAL	Active	take 1 daily	NR	Not Recorded
Other: bilberry root	Active	one capsule daily	NR	Not Recorded
MAGNESIUM HYDROXIDE/AL HYDROX, 200-225/5, ORAL SUSP, ORAL	Active	take 1 tbs s/p meals pm	NR	Not Recorded

You order medications through the A/P module in AHLTA

New Results  
Co-signs  
Consult Log  
Patient List  
CHCS-1  
SRTS II QM  
Reports  
Tools  
Web Browser  
TEST, DAD  
Demographics  
Health History  
Problems  
Meds  
Allergy  
Wellness  
Immunizations  
Vital Signs Review  
PKC Couplers  
Readiness  
Patient Questionnaire  
BHE Data Viewer  
Army Readiness  
Lab  
Radiology  
Clinical Notes  
Previous Encounters  
Flowsheets  
Current Encounter

Screening  
Vitals  
S/O  
A/P  
Disposition  
AddNote

Checkup Counseling

ST, DAD 20976-54-3210 36yo M Msgrt DOB:01 Jan 1971

- CHCS-1
- SRTS II QM
- Reports
- Tools
- Web Browser
- TEST, DAD
- Demographics
- Health History
- Problems
- Medcs
- Allergy
- Wellness
- Immunizations
- Vital Signs Review
- PKC Couplers
- Readiness
- Patient Questionnaire
- BHIE Data Viewer
- Army Readiness
- Lab
- Radiology
- Clinical Notes
- Previous Encounters
- Flowsheets
- Current Encounter
- Screening
- Vital Signs Entry
- S/D
- A/P

This is the A/P module. This is where you will document your dx as well as process any orders that you want to put in for the patient. You will select the Order Med Tab.

[Diagnosis](#) | [Order Sets](#) | [Procedure](#) | [Reminders](#) | [Order Consults](#) | [Order Lab](#) | [Order Rad](#) | [Order Med](#) | [Other Therapies](#)

Patient's Weight: 167 lbs: 75.75 kg [02 Jul 2007]

New Med Order

Item Name:

SIG:

Qty:  Max Days Supply:  Default Unit:

Refills:  Maximum:  Start Date:

Current Outpatient Medications

Description	Last Fill	Refills	Status	Order Expi	Sig Ne	Order ID
ASPIRIN (ENTERIC COATED)-PO 325MG T8EC T2 TB PO...	29-Aug...	0	ACTIVE			07082...

Note to Provider:   
 Dispensing Location: GUTHRIE CLINIC PHARMACY  
 Comments: (Optional)

[New](#) | [Discontinue](#) | [Renew](#) | [Renew + Modify](#) | [Modify](#) | [Hold](#) | [Show Detail](#) | [Sign](#) | [Refresh List](#) | [Do Not Show Orders](#)

- CHCS-1
- SRTS II DM
- Reports
- Tools
- Web Browser
- TEST, DAD
- Demographics
- Health History
- Problems
- Medications
- Allergy
- Wellness
- Immunizations
- Vital Signs Review
- PKC Couplers
- Readiness
- Patient Questionnaire
- BHIE Data Viewer
- Army Readiness
- Lab
- Radiology
- Clinical Notes
- Previous Encounters
- Flowsheets
- Current Encounter
- Screening
- Vital Signs Entry
- S/D
- A/P

Here I have typed in Motrin. You would then select the Search button.

Diagnosis | Order Sets | Procedure | Reminders | Order Consults | Order Lab | Order Rad | Order Med | Other Therapies

Patient's Weight: 167 lbs: 75.75 kg (02 Jul 2007)

New Med Order

MOTRIN

Search

Item Name:

Expand SIG

SIG:

Max Days Supply

Qty:

Default

Refills:

Maximum

Default Unit:

Start Date: 01-Oct-2007

Note to Provider:

Dispensing Location: GUTHRIE CLINIC PHARMACY

Comments: (Optional)

More Detail

Clear

Save To Queue

Submit

Current Outpatient Medications

Description	Last Fill	Refills	Status	Order Expi	Sig Ne	Order ID
ASPIRIN (ENTERIC COATED)-PD 325MG TBEC T2 TB PD...	29-Aug...	0	ACTIVE			07082...

New | Discontinue | Renew | Renew + Modify | Modify | Hold | Show Detail | Sign | Refresh List | Do Not Show Orders

The list will then populate with the local pharmacy's formulary. You will highlight the one that you want to order.

CHCS-1  
 SRTS II OM  
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 Web Browser  
 TEST, DAD  
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 Problems  
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 Previous Encounters  
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 Current Encounter  
 Screening  
 Vital Signs Entry  
 S/O  
 A/P

ICD  Diagnosis  Chronic/Acute  Type  Priority  Orders & Procedures

Diagnosis | Order Sets | Procedure | Reminders | Order Consults | Order Lab | Order Rad | Order Med | Other Therapies

Patient's Weight: 167 lbs; 75.75 kg (02 Jul 2007)

New Med Order

Item Name:

IBUPROFEN-PO 100MG/5ML SUSP 120ML/8T  
 \*\*\* ONLY 1 PER PATIENT \*\*\*  
 IBUPROFEN-PO 200MG TAB 50/8TL  
 IBUPROFEN-PO 400MG TAB EA  
 IBUPROFEN-PO 600MG TAB EA  
 IBUPROFEN-PO 800MG TAB EA

Refills:   Start Date:

Note to Provider:

Comments: (Optional)

Current Outpatient Medications  
 Description: ASPIRIN (ENTERIC COATED)-PO 325MG TBEC T2 TB PO... 29-Aug...  
 Last Fill: 0 Refills: 0 Status: ACTIVE Order Expi: Order ID: 07082...

Once you select the one that you are ordering, the system chooses a default SIG for that medication. You can edit this if you would like it to be different than the default. You would then select the Submit button

Priority ICD  
 CHCS-1 SRTS II QM Reports Tools Web Browser TEST, DAD Demographics Health History Problems Meds Allergy Wellness Immunizations Vital Signs Review PKC Couplers Readiness Patient Questionnaire BHLIE Data Viewer Army Readiness Lab Radiology Clinical Notes Previous Encounters Flow sheets Current Encounter Screening Vital Signs Entry S/O A/P

Diagnosis Patient's Weight: 167 lbs: 75.75 kg (02 Jul 2007)

New Med Order  Search

Item Name:

SIG:

Max Days Supply:

Refills:

Default Unit:

Start Date:

Expanding SIG:

Dispensing Location:

Comments: (Optional)

More Detail... Clear Save To Queue Submit

Current Outpatient Medications

Description	Last Fill	Refills	Status	Order Expi.	Sig Ne...	Order ID
ASPIRIN (ENTERIC COATED)-PO 325MG TBEC T2 TB PO...	29-Aug..	0	ACTIVE			07082..

New Discontinue Renew Renew + Modify Modify Hold Show Detail Sign Refresh List Do Not Show Orders

ALEXANDER, MARY F. in CTMC Dr. at USAMEDDAC Ft Dism

Once you click submit the medication will be processed through to the pharmacy. You will know that it has been processed when you see the medication listed to the right side under Orders & Procedures. It will also be listed in the bottom under Current Outpatient Medications.

- CHCS-1
- SRTS II OM
- Reports
- Tools
- Web Browser
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- Lab
- Radiology
- Clinical Notes
- Previous Encounters
- Flowsheets
- Current Encounter
- Screening
- Vital Signs Entry
- S/D
- A/P

New Med Order  Search

Item Name:

SIG:

Qty:  Max Days Supply:  Default:

Refills:  Maximum:

Default Unit:  Start Date:

Note to Provider:

Dispensing Location: GUTHRIE CLINIC PHARMACY

Comments: (Optional)

More Detail... Clear Save To Queue Submit

Priority:

Orders & Procedures: IBUPROFEN-PO 600MG TA

Description	Last Fill..	Refills..	Status	Order Expi..	Sig Ne..	Order ID
ASPIRIN (ENTERIC COATED)-PO 325MG TBEC T2 TB PO...	29-Aug...	0	ACTIVE			07082...
IBUPROFEN-PO 600MG TAB T1 TB PO Q6H PRN RFD #1...		0	ACTIVE			07100...

New | Discontinue | Renew | Renew + Monthly | Monthly | Hold | Show Detail | Show | Refresh List | Do Not Show Orders

# Questions

- If you have any questions, please refer to the Help tab on the Menu bar in AHLTA for online assistance.
- Or call your AHLTA Sustainment Trainer at 772-5041