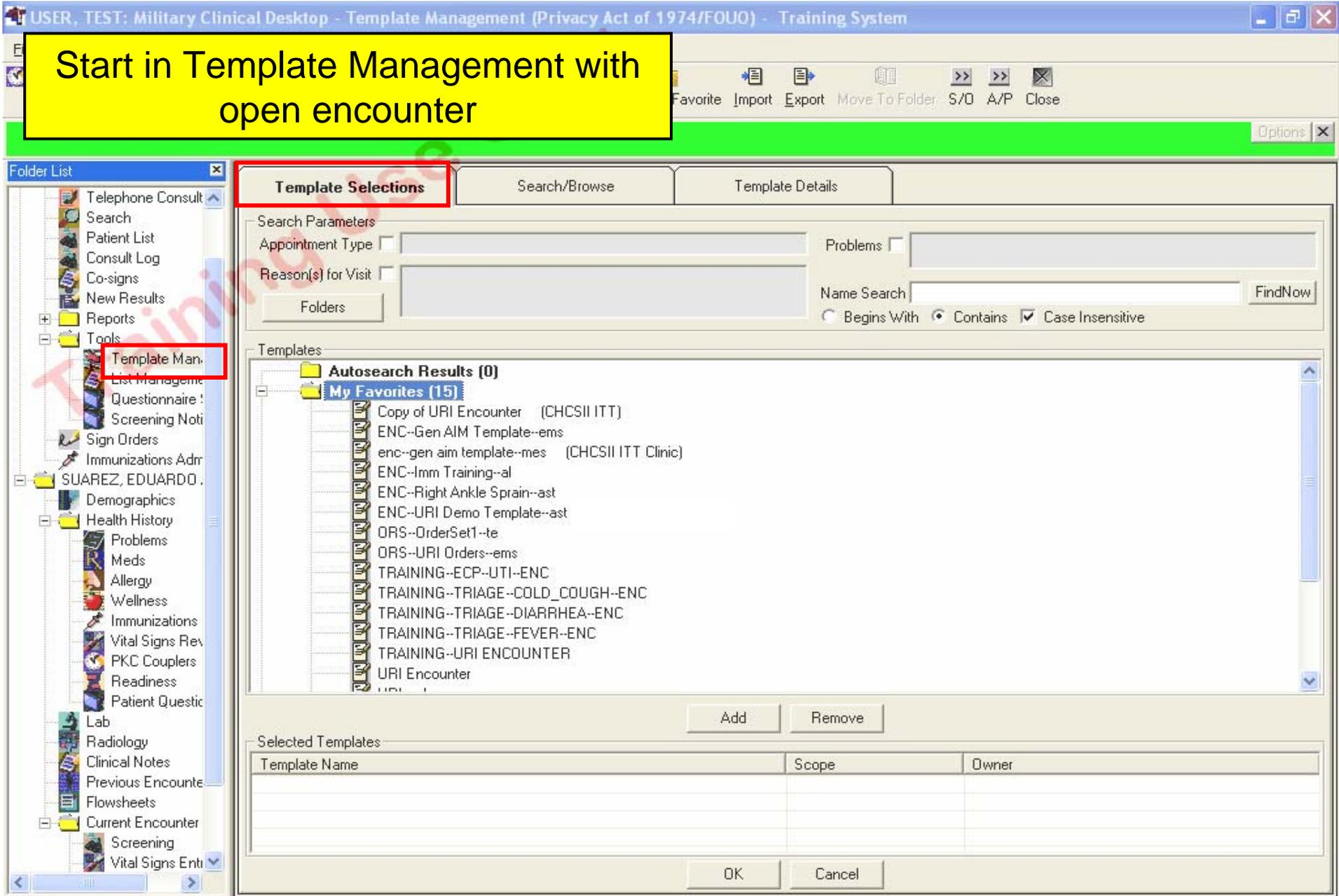# *2 MINUTE PEARLS*
Default Template

- Tired of having to load the same encounter template for most of your patients? Wish that AHLTA would load your favorite template automatically?

- This Pearl outlines how to set an encounter template to load automatically as soon as you open a patient's encounter.

  - An encounter template can include an S/O template, diagnosis list, procedure list and order set

- Can still load other templates if needed

- Many of the new functions in future builds of AHLTA will greatly benefit users who have a default template. These new capabilities will include easy editing of your default template as well as other time saving features. I highly encourage every user to select a default template.

USER, TEST: Military Clinical Desktop - Template Management (Privacy Act of 1974/FOUO) - Training System

Start in Template Management with open encounter

Favorite Import Export Move To Folder S/O A/P Close

Options ✕

Folder List ✕

- Telephone Consult
- Search
- Patient List
- Consult Log
- Co-signs
- New Results
- ⊞ Reports
- ⊟ Tools
  - Template Man.
  - List Managem
  - Questionnaire
  - Screening Noti
- Sign Orders
- Immunizations Adm
- ⊟ SUAREZ, EDUARDO.
  - Demographics
- ⊟ Health History
  - Problems
  - Meds
  - Allergy
  - Wellness
  - Immunizations
  - Vital Signs Rev
  - PKC Couplers
  - Readiness
  - Patient Questic
- Lab
- Radiology
- Clinical Notes
- Previous Encounte
- Flowsheets
- ⊟ Current Encounter
  - Screening
  - Vital Signs Entr

Template Selections	Search/Browse	Template Details

Search Parameters

Appointment Type ☐ [   ]   Problems ☐ [   ]

Reason(s) for Visit ☐ [   ]

Folders   Name Search [   ] FindNow

○ Begins With ● Contains ☑ Case Insensitive

Templates

📁 **Autosearch Results (0)**
⊟ 📁 **My Favorites (15)**
- Copy of URI Encounter   (CHCSII ITT)
- ENC--Gen AIM Template--ems
- enc--gen aim template--mes   (CHCSII ITT Clinic)
- ENC--Imm Training--al
- ENC--Right Ankle Sprain--ast
- ENC--URI Demo Template--ast
- ORS--OrderSet1--te
- ORS--URI Orders--ems
- TRAINING--ECP--UTI--ENC
- TRAINING--TRIAGE--COLD_COUGH--ENC
- TRAINING--TRIAGE--DIARRHEA--ENC
- TRAINING--TRIAGE--FEVER--ENC
- TRAINING--URI ENCOUNTER
- URI Encounter

Add   Remove

Selected Templates

Template Name	Scope	Owner

OK   Cancel

USER, TEST: Military Clinical Desktop - Template Management (Privacy Act of 1974/FOUO) - Training System

File   Edit   View   Go   Tools   Actions   Help

Refresh   Search   View/Edit   New   Save As   Add Favorite   Remove Favorite   Import   Export   Move To Folder   S/O   A/P   Close

Options

Folder List

- Appointments
- Telephone Consult
- Search
- Patient List
- Consult Log
- Co-signs
- New Results
- Reports
- Tools
  - Template Man
  - List Management
  - Questionnaire
  - Screening Noti
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- SUAREZ, EDUARDO
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  - Meds
  - Allergy
  - Wellness
  - Immunizations
  - Vital Signs Rev
  - PKC Couplers
  - Readiness
  - Patient Questic
- Lab
- Radiology
- Clinical Notes
- Previous Encounte
- Flowsheets
- Current Encounter
  - Screening

Template Selections | Search/Browse | Template Details

Search Parameters

Appointment Type ☐

Reason(s) for Visit ☐

Folders

Problems ☐

Name Search [   ]   FindNow

○ Begins With ◉ Contains ☑ Case Insensitive

Templates

- 📁 Autosearch Results (0)
- 📁 My Favorites (15)
  - Copy of URI Encounter   (CHCSII ITT)
  - ENC--Gen AIM Template--ems
  - enc--gen aim template--mes   (CHCSII ITT Clinic)
  - ENC--Imm Training--al
  - ENC--Right Ankle Sprain--ast
  - **ENC--URI Demo Template--ast**
  - ORS--OrderSet1-
  - ORS--URI Orders
  - TRAINING--ECP
  - TRAINING--TRIA
  - TRAINING--TRIA
  - TRAINING--TRIA
  - TRAINING--URI
  - URI Encounter

Right-click menu:
- Add to Selected Templates
- Default Encounter Template
- Reset Default Encounter Template
- New Template ▶
- Delete/Remove Template
- Remove from Favorites
- Add To Shared
- Export Template
- Import Template
- Move To Folder

Remove

Selected Templates

Template Name			Scope	Owner

OK   Cancel

> **Select and _right_ click on the template that will be set as the default template.**

> **A drop-down list appears.**

Select **Default Encounter Template** on the drop down menu to set Default.

(Can undo a Default Template by selecting **Reset Encounter Template)**

**Important: A template must be saved as a personal template. To save as personal template, highlight desired template, then click Save As in top bar and rename. Then follow steps above to make template the default template.

The selected template is designated as the Default Template.

USER, TEST: Military Clinical Desktop - S/O (Privacy Act of 1974/FOUO) - Training System

File Edit View Go Tools Actions Help

Save SaveAs Template Mgt Dx Prompt FindTerm Browse From Here A/P Disposition Sign Cancel Close

SUAREZ, EDUARDO A 20/454-72-3217 45yo M LCDR DOB:10 Sep 1960   Options ✕

Folder List ✕

- Patient List
- Consult Log
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- ⊞ Reports
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  - Template
  - List Mana
  - Questionr
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  - Demographics
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    - Vital Signs Rev
    - PKC Couplers
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  - Flowsheets
  - ⊟ Current Encounter
    - Screening
    - Vital Signs Entr
    - S/O
    - ⊞ A/P

<< >> ENC--URI Demo Template- ▼   ─ AutoNeg ☑ ROS/HPI 📋 History ▼ 👥 FamHist ▼ 🔍 Prompt 💬 I Prompt ListSize 1

Entry details for current selection

The Chief Complaint is:

URI symptoms

Duration (numeric)   Onset   Modifier

Value   Unit

> **The Default Encounter Template is automatically loaded in the S/O and A/P module when either module is accessed.**

- fever [as symptom]
- ⊞ ⊞ ⊟ chills [as a symptom]
- ⊞ ⊞ ⊟ earache
- ⊞ ⊞ ⊟ nasal discharge
- ⊞ ⊞ ⊟ sore throat
- ⊞ ⊞ ⊟ cough
- ⊞ ⊞ ⊟ coughing up sputum
- ⊞ ⊞ ⊟ muscle aches, generalized (myalgias)

PMH ROS PE Tests Browse

For More Information...

- ## AMEDD AHLTA Homepage
  - https://www.us.army.mil/suite/page/406 (AKO password required)
- ## AHLTA Video Tutorials
  - http://www-nmcp.mar.med.navy.mil/AHLTA/AHLTA%20Training%20Tools/index.html

I would appreciate any feedback or suggestions you have for future **AHLTA 2 Minute Pearls**. Please contact me at the following:

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