



2 MINUTE PEARLS

AHLTA Shortcut Menu



- Tired of scrolling through the lengthy folder menu to find the button you are trying to select?
- Do you wish there was a way to hide all the folder options that you don't use regularly?
- Would you like to change the order of the buttons on your menu to fit your usage pattern?
- All these options are available using the AHLTA Shortcuts Menu
- Benefit: Ease of navigation especially while seeing patients

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Folder Menu View

Alert Review
Appointments
Telephone Consults
Search
Patient List
Consult Log
Co-signs
New Results
Reports
Tools
Sign Orders
CHCS-I
Immunizations Admin
ALEXANDER, MARIE D
Demographics
Health History
Problems
Meds
Allergy
Wellness
Immunizations
Vital Signs Review
PKC Couplers
Readiness
Patient Questionnaires
Lab
Radiology
Clinical Notes
Previous Encounters
Flowsheets
Current Encounter
Screening
Vital Signs Entry
S/O
A/P
Disposition

Appt. Date/Time	Patient	Status	Reason for Visit	FMP/SSN	CheckIn Time	Type	Classification	Home Phone	Wc
05 Mar 2007 0900	ALEXANDER, MARIE D	InProgress	Ankle Sprain	02/202455743	11 Mar 2007 2048	ACUTE APPT	Outpatient	123 3333333	
05 Mar 2007 1030	BERG, OLAF V	InProgress	Cold and Flu	20/245638943	11 Mar 2007 2107	ACUTE APPT	Outpatient	123 7777777	
05 Mar 2007 1100	WILLIAMS, CLAYTON U	InProgress	headache/physical	20/967628867	14 Mar 2007 1255	ROUTINE	Outpatient	123 3233000	
20 Mar 2007 1703	SUAREZ, EDUARDO A	CheckedIn		20/454723217	20 Mar 2007 1703	ROUTINE	Outpatient	123 8888888	12
29 Mar 2007 1347	ALEXANDER, MARIE D	InProgress		02/202455743	29 Mar 2007 1347	ACUTE APPT	Outpatient	123 3333333	
29 Mar 2007 1408	ALEXANDER, MARIE D	InProgress		02/202455743	29 Mar 2007 1409	ACUTE APPT	Outpatient	123 3333333	
29 Mar 2007 1415	WILLIAMS, CLAYTON U	CheckedIn		20/967628867	29 Mar 2007 1415	ACUTE APPT	Outpatient	123 3233000	
03 Apr 2007 0934	WILLIAMS, CLAYTON U	CheckedIn	Abd Pain, 65 yo M, 98.7, 128/95, hr 75, rr 12, 98%	20/967628867	03 Apr 2007 0934	ACUTE APPT	Outpatient	123 3233000	
03 Apr 2007 1352	BERG, OLAF V	InProgress		20/245638943	03 Apr 2007 1352	ACUTE APPT	Outpatient	123 7777777	
03 Apr 2007 1352	ALEXANDER, MARIE D	InProgress		02/202455743	03 Apr 2007 1352	ACUTE APPT	Outpatient	123 3333333	

Do you like having all of these items cluttering your view?

Shortcut Menu View (also known as Physician Shortcuts)

Search Appointments Refresh Open Appt New Appt Print Appts View Comments Cancel Transfer Providers CheckIn Check-Out Ins. Form Undo Cancel Close Today+Incomplete

ALEXANDER, MARIE D 02/202-45-5743 17yo F FM: Col DOB:15 Jan 1990

Physician Shortcuts

Change Selections ... My Appointments in This Clinic for Today plus Incomplete.

Appt. Date/Time	Patient	Status	Reason for Visit	FMP/SSN	CheckIn Time	Type	Classification	Home Phone	Work Phone
05 Mar 2007 0900	ALEXANDER, MARIE D	InProgress	Ankle Sprain	02/202455743	11 Mar 2007 2048	ACUTE APPT	Outpatient	123 3333333	
05 Mar 2007 1030	BERG, OLAF V	InProgress	Cold and Flu	20/245638943	11 Mar 2007 2107	ACUTE APPT	Outpatient	123 7777777	
05 Mar 2007 1100	WILLIAMS, CLAYTON U	InProgress	headache/physical	20/967628867	14 Mar 2007 1255	ROUTINE	Outpatient	123 3233000	
20 Mar 2007 1703	SUAREZ, EDUARDO A	CheckedIn		20/454723217	20 Mar 2007 1703	ROUTINE	Outpatient	123 8888888	123 4445555
29 Mar 2007 1347	ALEXANDER, MARIE D	InProgress		02/202455743	29 Mar 2007 1347	ACUTE APPT	Outpatient	123 3333333	
29 Mar 2007 1408	ALEXANDER, MARIE D	InProgress		02/202455743	29 Mar 2007 1409	ACUTE APPT	Outpatient	123 3333333	
29 Mar 2007 1415	WILLIAMS, CLAYTON U	CheckedIn		20/967628867	29 Mar 2007 1415	ACUTE APPT	Outpatient	123 3233000	
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03 Apr 2007 1352	BERG, OLAF V	InProgress		20/245638943	03 Apr 2007 1352	ACUTE APPT	Outpatient	123 7777777	
03 Apr 2007 1352	ALEXANDER, MARIE D	InProgress		02/202455743	03 Apr 2007 1352	ACUTE APPT	Outpatient	123 3333333	



Wouldn't it be nice to have your own customized menu with only the buttons you use and in an order that makes sense to you?

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

File Edit View Go Tools Actions Help

Refresh Data
Status Bar
en Appt New Appt Print

ALEXA
Shortcuts
Folders
Tool Bar
Action Bar
Reminders
Default
Today
Today+Incomplete
Any Status
Pending
Checked-In
Waiting
InProgress
Needs Co-Signature
Updated
Completed
Incomplete
Checked In or Pending

Folder List
Des
ALE

Large Icons
Small Icons

To view your current shortcut menu:

- 1) Select View
- 2) Select Shortcuts
- 3) Select Small or Large Icons (I recommend choosing Small Icons)

te/Time	Patient	InProgress	02/202455743	29 Mar 2007 1347	ACUTE APPT	Outpatient	123 3333333
2007 0900	ALEXANDER, MARIE D	InProgress	02/202455743	29 Mar 2007 1409	ACUTE APPT	Outpatient	123 3333333
2007 1030	BERG, OLAF V	CheckedIn	20/967628867	29 Mar 2007 1415	ACUTE APPT	Outpatient	123 3233000
2007 1100	WILLIAMS, CLAYTON U	CheckedIn	20/967628867	03 Apr 2007 0934	ACUTE APPT	Outpatient	123 3233000
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2007 1352	ALEXANDER, MARIE D	InProgress	02/202455743	03 Apr 2007 1352	ACUTE APPT	Outpatient	123 3333333

Classification Home Phone Wc

ACUTE APPT Outpatient 123 3333333

ACUTE APPT Outpatient 123 7777777

ROUTINE Outpatient 123 3233000

ROUTINE Outpatient 123 8888888 12

ACUTE APPT Outpatient 123 3333333

ACUTE APPT Outpatient 123 3333333

ACUTE APPT Outpatient 123 3233000

ACUTE APPT Outpatient 123 3233000

ACUTE APPT Outpatient 123 7777777

ACUTE APPT Outpatient 123 3333333

Allergy
Wellness
Immunizations
Vital Signs Review
PKC Couplers
Readiness
Patient Questionnaire
Lab
Radiology
Clinical Notes
Previous Encounters
Flowsheets
Current Encounter
Screening
Vital Signs Entry
S/D
A/P
Disposition

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

File Edit View Go Tools Actions Help

Refresh Data
Status Bar
Shortcuts
✓ Folders
Tool Bar
Action Bar
Reminders

****You now see both your Folder and Shortcut menus**

To Remove Folder Menu from view:

- 1) Select View
- 2) Click on Folders to remove check mark
- 3) The Folder Menu will now disappear (see next slide)

Physician St
Search Ap
Appoint
Telephone Con
New Results
Sign Orders
Consult Log
Health History
Problems
Meds
Lab
Radiology
Immunizations
Wellness
Previous Encou
Clinical Notes
Vital Signs Rev
S/D
A/P
Disposition
CHCS-I

ALEXANDER, MARIE D
Demographics
Health History
Problems
Meds
Allergy
Wellness
Immunizations
Vital Signs Review
PKC Couplers
Readiness
Patient Questionn
Lab
Radiology
Clinical Notes
Previous Encounters
Flowsheets
Current Encounter
Screening
Vital Signs Entry
S/D
A/P
Disposition

CHCSII ITT Clinic
[1 documents found]

Patient Status: **Outpatient**

Reason for Appointment: Routine History & Physical

AutoCites Refreshed by USER, TEST @ 03 Jan 2007 14:11

Problems No Problems Found.	Allergies No Allergies Found.
---------------------------------------	---

Vitals
Vitals Written by USER, TEST @ 15 Jan 2005 1146 EDT
 HT: 64.75 in, WT: 122 lbs, BMI: 20.46, BSA: 1.599 square meters,
Vitals Written by USER, TEST @ 15 Jan 2004 1145 EDT
 HT: 64.5 in, VWT: 118 lbs, BMI: 19.94, BSA: 1.572 square meters,
Vitals Written by USER, TEST @ 15 Jan 2003 1145 EDT
 HT: 64 in, VWT: 115 lbs, BMI: 19.74, BSA: 1.546 square meters,
Vitals Written by USER, TEST @ 15 Jan 2002 1142 EDT
 HT: 63 in, VWT: 106 lbs, BMI: 18.78, BSA: 1.476 square meters,

A/P Written by USER, TEST @ 03 Jan 2007 14:11
1. NORMAL ROUTINE HISTORY AND PHYSICAL ADOLESCENT (12 - 18)

Disposition Written by USER, TEST @ 03 Jan 2007 14:11
Released w/o Limitations

Signed By USER, TEST (Training Tool Application, CHCSII ITT Facility) @ 03 Jan 2007 14:11

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

File Edit View Go Tools Actions Help

Refresh Data
Status Bar
Shortcuts
Folders
Tool Bar
Action Bar
Reminders

Icons
Text
Both
None
Customize...

Customizing your Shortcut Menu

- 1) Select View
- 2) Select Tool Bar
- 3) Select Customize

Physician St
Search
Appoint
Telephone Con
New Results
Sign Orders
Consult Log
Health History
Problems
Meds
Lab
Radiology
Immunizations
Wellness
Previous Encou
Clinical Notes
Vital Signs Revi
S/O
A/P
Disposition
CHCS-I

02/202-45-5743 17

Options X

Clinic
CHCSII ITT Clinic

Signed Encounter Documents: 03 Jan 2007 1359 signed by USER, TEST (1 documents found)

Patient: ALEXANDER, MARIE D	Date: 03 Jan 2007	Appt Type: WELL
Treatment Facility: CHCSII ITT Facility	Clinic: CHCSII ITT Clinic	Provider: USER, TEST
Patient Status: Outpatient		

Reason for Appointment: Routine History & Physical

AutoCites Refreshed by USER, TEST @ 03 Jan 2007 14:11

Problems No Problems Found.	Allergies No Allergies Found.
---------------------------------------	---

Vitals
Vitals Written by USER, TEST @ 15 Jan 2005 1146 EDT
 HT: 64.75 in, WT: 122 lbs, BMI: 20.46, BSA: 1.599 square meters,
Vitals Written by USER, TEST @ 15 Jan 2004 1145 EDT
 HT: 64.5 in, WT: 118 lbs, BMI: 19.94, BSA: 1.572 square meters,
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 HT: 64 in, WT: 115 lbs, BMI: 19.74, BSA: 1.546 square meters,
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 HT: 63 in, WT: 106 lbs, BMI: 18.76, BSA: 1.476 square meters,

A/P Written by USER, TEST @ 03 Jan 2007 14:11
1. NORMAL ROUTINE HISTORY AND PHYSICAL ADOLESCENT (12 - 18)

Disposition Written by USER, TEST @ 03 Jan 2007 14:11
 Released w/o Limitations

Signed By **USER, TEST** (Training Tool Application, CHCSII ITT Facility) @ 03 Jan 2007 14:11

Customize ToolBar

Available ToolBar Buttons

- Alert Review
- Allergy
- Co-signs
- Demographics
- Diagnosis
- Encounter Order Sets
- Encounters
- Flowsheets
- Immunizations Admin
- List Management
- Order Entry Consults
- Order Entry Lab
- Order Entry Med
- Order Entry Rad
- Other Therapies
- Patient List
- Patient Questionnaires
- PKC Couplers
- Procedure
- Questionnaire Setup

Selected ToolBar Buttons

- Search
- Appointments
- Telephone Consult
- New Results
- Sign Orders
- Consult Log
- Health History
- Problems
- Meds
- Lab
- Radiology
- Immunizations
- Wellness
- Previous Encounters
- Clinical Notes
- Vital Signs Review
- S/O
- A/P
- Disposition
- CHCS-I

Add >>

<< Remove

INSTRUCTIONS

You may drag and drop toolbar buttons between the "Available" and "Selected" lists, or you may highlight one or more buttons and click "Add" or "Remove"

You may drag and drop buttons within the "Selected" list to determine their order of presentation on the toolbar. (Note that when buttons are actually shown on the toolbar, they are grouped according to whether they require a patient to operate, function to find a patient, or neither.)

OK Cancel

Customize ToolBar

Available ToolBar Buttons

- A/P
- Alert Review
- Allergy
- Appointments
- CHCS-I
- Clinical Notes
- Consult Log
- Co-signs
- Demographics
- Diagnosis
- Disposition
- Encounter Order Sets
- Encounters
- Flowsheets
- Health History
- Immunizations
- Immunizations Admin
- Lab
- List Management
- Meds

To select multiple buttons from Available Tool Bar Buttons:

- 1) Hold down Ctrl button while left clicking the mouse on each item you wish to select
- 2) Then select ADD>> button

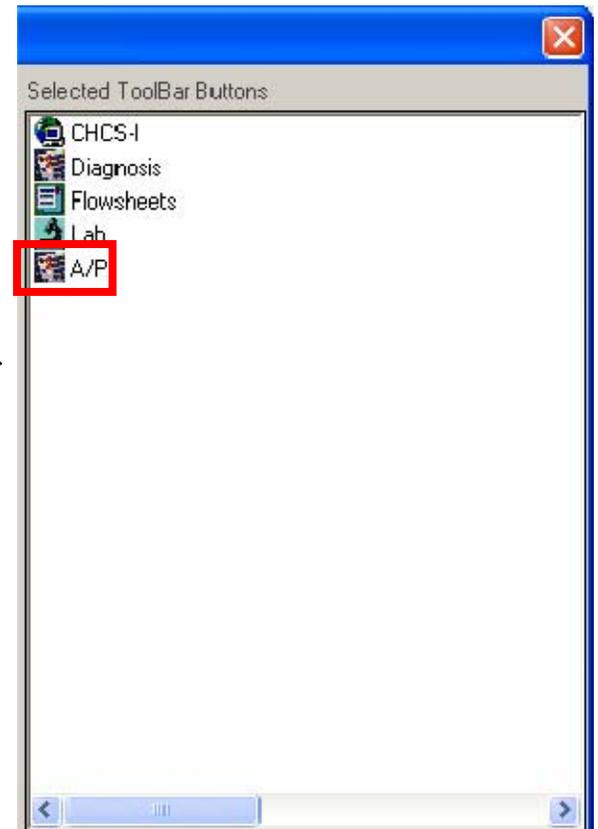
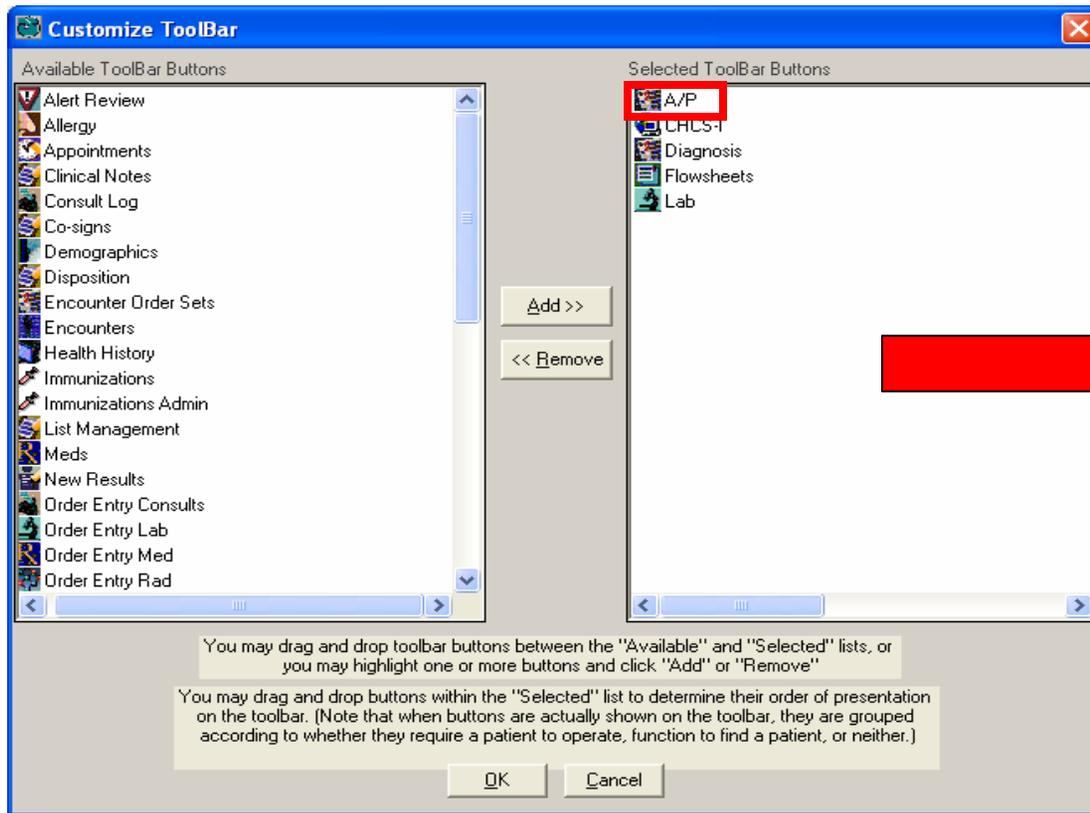
Add >>

<< Remove

You may drag and drop toolbar buttons between the "Available" and "Selected" lists, or you may highlight one or more buttons and click "Add" or "Remove"

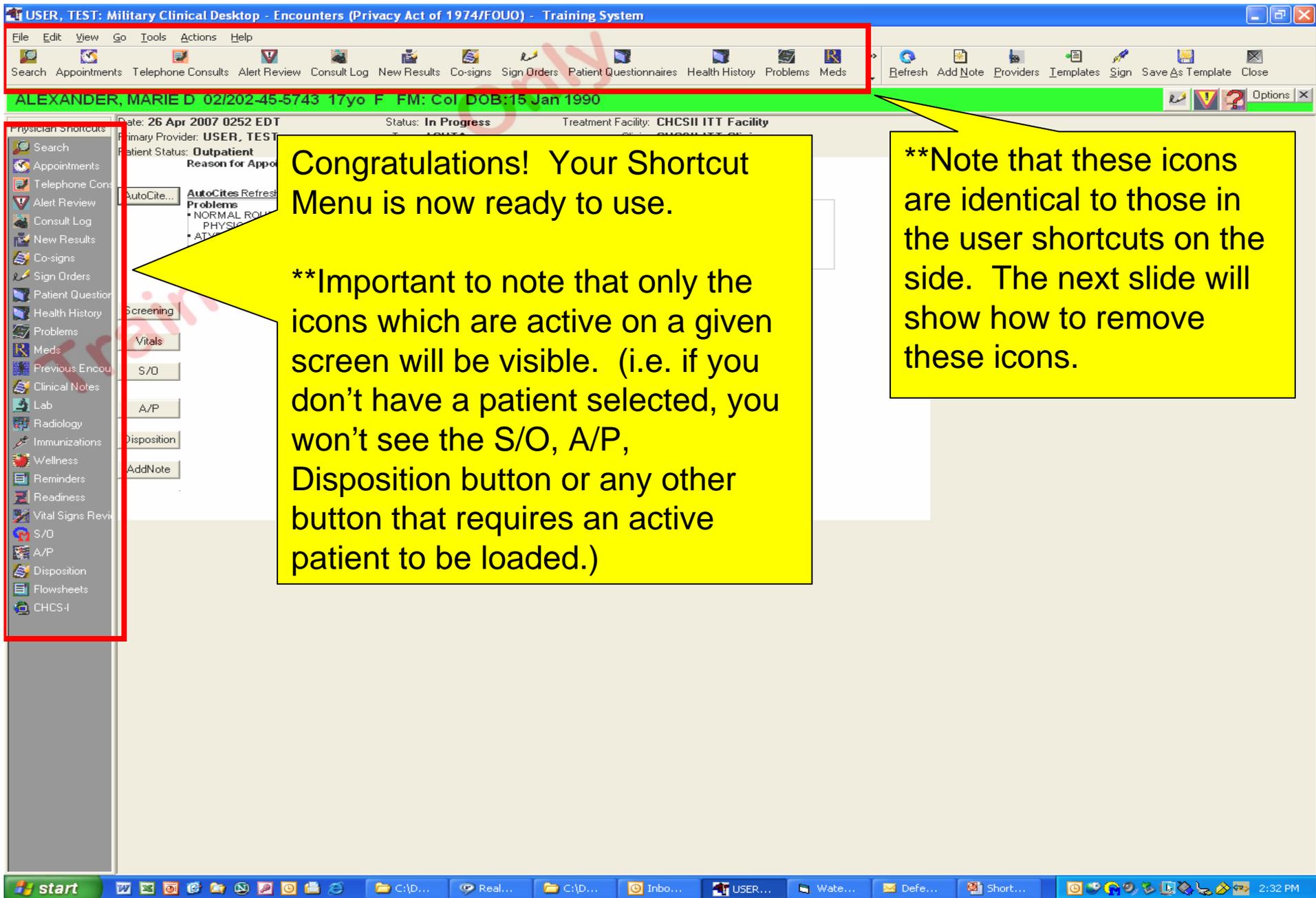
You may drag and drop buttons within the "Selected" list to determine their order of presentation on the toolbar. (Note that when buttons are actually shown on the toolbar, they are grouped according to whether they require a patient to operate, function to find a patient, or neither.)

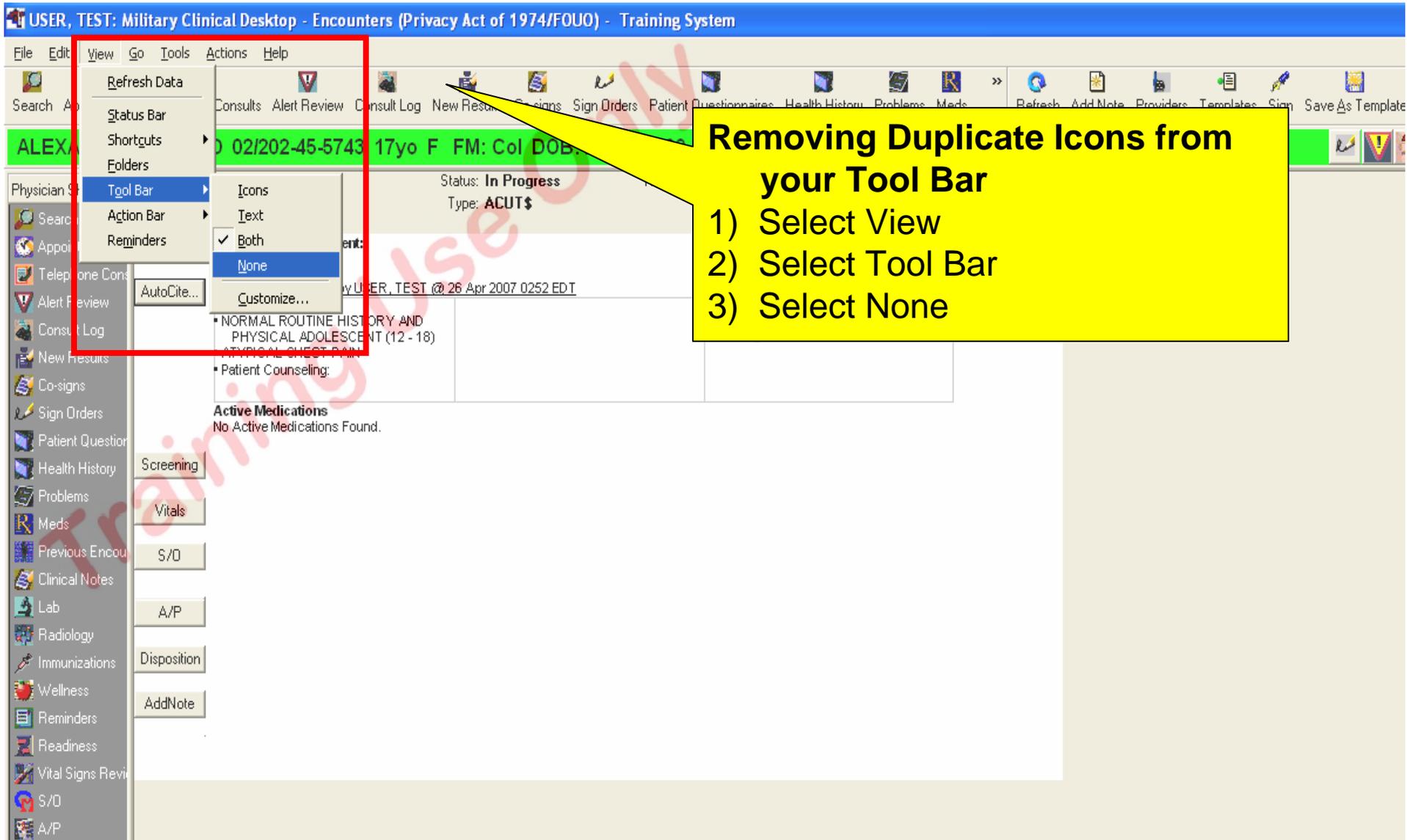
OK Cancel



To Reorder Items on the Tool Bar

- 1) Left click and hold on item you wish to move
- 2) Drag item up or down to desired location
- 3) Release left mouse button
- 4) Note: In this example, I moved the A/P button from the top of the list to the bottom





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

File Edit View Go Tools Actions Help

Refresh Add Note Providers Templates Sign Save As Template Close

ALEXANDER, MARIE D 02/202-45-5743 17yo F FM: Col DOB:15 Jan 1990

Physician Shortcuts

- Search
- Appointments
- Telephone Cons
- Alert Review
- Consult Log
- New Results
- Co-signs
- Sign Orders
- Patient Question
- Health History
- Problems
- Meds
- Previous Encou
- Clinical Notes
- Lab
- Radiology
- Immunizations
- Wellness
- Reminders
- Readiness
- Vital Signs Rev
- S/O

Date: 26 Apr 2007 0252 EDT Status: In Progress Tre

Primary Provider: USER, TEST Type: ACUT\$

Patient Status: Outpatient

Reason for Appointment:

AutoCite... AutoCites Refreshed by USER, TEST @ 26 Apr 2007 0252 EDT

Problems

- NORMAL ROUTINE HISTORY AND PHYSICAL ADOLESCENT (12 - 18)
- ATYPICAL CHEST PAIN
- Patient Counseling:

Active Medications

No Active Medications Found.

Screening

Vitals

S/O

A/P

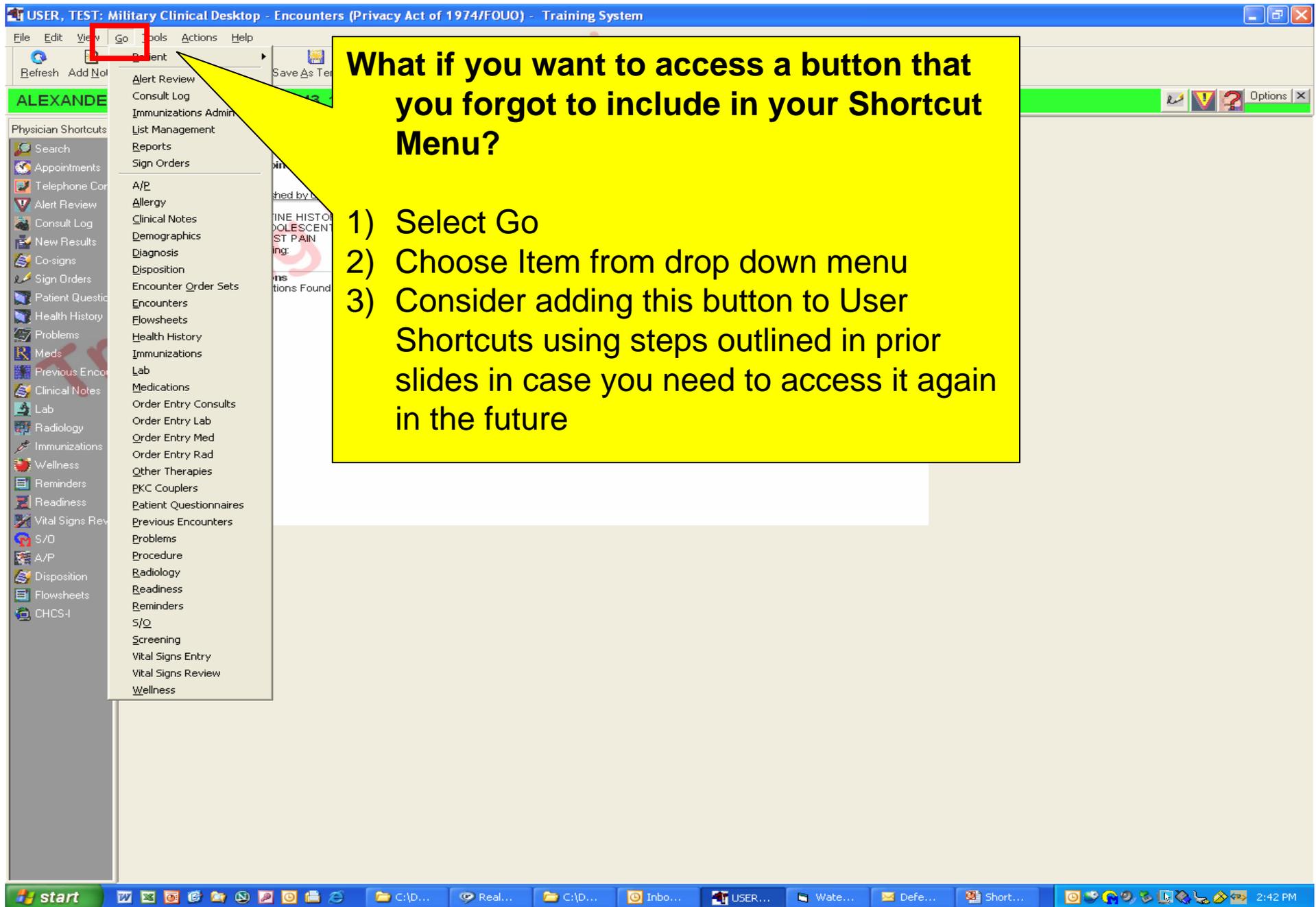
Disposition

AddNote

Action Bar Separator can be moved to create more room

To Move Action Bar Separator:

- 1) Left click and hold on this vertical line
- 2) Drag line all the way to the left
- 3) Release left mouse button



What if you want to access a button that you forgot to include in your Shortcut Menu?

- 1) Select Go
- 2) Choose Item from drop down menu
- 3) Consider adding this button to User Shortcuts using steps outlined in prior slides in case you need to access it again in the future

Frequently Asked Questions:

- 1) I've noticed the Reminders menu pops up when I first log onto AHLTA. Can I change a setting so that won't occur?
ANSWER: No, this menu will appear when you first log onto AHLTA, but you can select the X in the upper right corner to close it for the current AHLTA session.
- 2) Will my settings apply to all computers I log into?
ANSWER: No, you will need to make these settings on each new computer you use, but once you have made the settings once, they will remain in place for subsequent log-ons.



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:

- **CPT Mark Stackle, MD (AHLTA Program Office)**

- Email: mark.stackle@us.army.mil

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