CHCS II Support Staff Student Guide

PLEASE DO NOT REMOVE FROM CLASSROOM

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Lesson 1: Navigation

CHCS II is modeled on the design of Microsoft Outlook, with a Folder List, Workspace, File Menu and an Action Bar. This design provides users with multiple navigation options for accessing system features and functionality. Many of the icons or buttons common to a Windows-based application are also used by CHCS II. For example, the icons in the top right hand corner of the screen are Minimize, Maximize, and Close. The ⊞ and ⊟ buttons in the Folder List are used to expand and collapse folders. Note that when a topic is selected in the Folder List, the folder is highlighted.

Lesson Goal:
The goal of this lesson is to enable you to access and navigate within the CHCS II application.

Learning Objectives:
Upon completion of this lesson, you will be able to:

- Log onto the CHCS II application
- Access modules quickly using Folder List
- Open and close an application module
- Exit the CHCS II application
- Lock CHCS II session

Exercises – CHCS II Training System

Open the CHCS II Training System and complete the exercises below.

Scenario 1

Practice CHCS II navigation using the CHCS II Training System by following these steps:

Log on to the system, view the current list of appointments and open and close modules

1. Double-click the CHCS II Training System icon on the computer desktop. A Role identification screen will appear; the medical radio button is selected by default.

2. Click **OK**.

3. Press the escape key (Esc) on your keyboard twice to progress through the informational messages.

4. Verify the Appointments module is open.

5. The list of current appointments will display.

6. Review the icons in the Action Bar for Appointments. Icons in the Action Bar are relevant to the module that is open. Icons used in one module might not be used in another, so the icons in the Action Bar changes.

7. Click **Telephone Consults** in the Folders List to open the Telephone Consults module. The Telephone Consults module will display.

8. Click the **Close** icon on the Action Bar to close the Telephone Consults module.

9. To Lock the CHCS II application follow the menu path **File > Lock.**

10. The screen will minimize.

11. To reopen the application click the application located on the desktop tool bar area.

12. Click **OK**.

13. **Note:** CHCS II restores back to previously used screen.

14. Click the Close **X** button on the upper right corner of the Title Bar to end CHCS II. A confirmation message will display.

15. Click **Yes** to confirm the exit.

Lesson 2: Patient Search and Appointments

The Search module enables you to locate and select a patient chart for use in CHCS II. After you open a patient chart, you have access to the range of patient-specific modules and functions.

The Appointments module is used to view, manage, and open patient appointments. This module displays appointments created in both CHCS and CHCS II. Scheduled appointments, including same-day scheduled appointments, are still created in CHCS. CHCS II pulls scheduled appointments from CHCS on a nightly basis.

Lesson Goal:
The goal of this lesson is to enable you to locate a patient record in CHCS II and use the appointment functions.

Learning Objectives:
Upon completion of this lesson, you will be able to:

- Search for a patient record
- Set search selections for appointments module
- Change and save the column order
- Create a walk-in appointment
- Transfer an appointment
- Cancel an appointment
- Clear a patient

Exercises – CHCS II Training System

Open the CHCS II Training System and complete the exercises below.

Scenario 1

Mamdouh Chang's (c9231) mother brings him to the clinic. She states that Mamdouh Chang has a cough, sore throat, and runny nose. You search for Mamdouh Chang's patient record, set the appointment filters and create a new appointment.

1. Open the CHCS II Application.

NOTE: By default the Appointment module displays

2. Click **Search** in the Folders List to search for a patient. The Patient Search window will display.

3. Click in the Last Name field and type *CHANG*, then click **Find** for a list of names. Click on **CHANG, MAMDOUH R** in the list of names and click **OK**. Mamdouh Chang's information will appear on the Patient ID line and her appointment is displayed at the bottom of the appointments list.

Scenario 2

Today you want to set your properties for the Appointments module to display patient visits for all of your clinics, and visits for the current date plus incomplete appointments. You also wish to change the column order so that the Type of visit column is between the Patient and Status columns.

1. Click the **Change Selections…** button in the top left corner of the **Appointments** module.

    a. In the *Clinic* section, click the radio button for **This Clinic.**

    b. In the *Provider* section, click the radio button for **All for this Clinic(s)**.

    c. In the *Dates* section, click radio button for **Today's Only** appointments.

    d. Click the **Set Selections as Default** button to save your changes.

2. To move a column:

    a. Scroll to the right just until the **Type** column is visible.

    b. Click the **Type** column heading and hold down the left mouse button.

    c. Drag the **Type** column horizontally right (or left).

Release the left mouse button when the **Type** column is between the **Patient** and **Status** columns. Practice moving columns until the *Appointments* screen is most useful for you.

If you wish to save the new column arrangement, click the **Change Selections** button. Then click the **Set Column Order as Defaults**.

Scenario 3

You need to Create a New Unscheduled Appointment for **Mamdouh Chang (c9231)**.

1. Click **New Appt**. on the Action Bar. A New Appointment confirmation window will display.

2. Click **Yes** to complete the New Appointment information for Mamdouh Chang.

3. Click on *ACUTE APPT (ACUT$) 30* to select the acute appointment type.

4. Type *cough* in the Reason for Appointment field and click **OK** to complete the new appointment process for Mamdouh Chang.

5. Mamdouh Chang's appointment will now appear at the bottom of the Appointment list with a status of **CheckedIn**.

Scenario 4

Marie Alexander's (a5743) Provider had an emergency, so it is necessary to transfer her appointment to a different Provider. Use the **Transfer** icon on the Action Bar to transfer the appointment.

1. In the appointment list, select to highlight Marie Alexander's appointment.

2. Click the **Transfer** icon on the Action Bar.

3. Select **DOCTOR, DAVID** from the dropdown list.

4. Click **OK**.

Notice that Ms. Alexander's Appointment has been transferred to Doctor, David. See the Provider column in the Appointment List.

Scenario 5

While managing today's appointments you notice that **Ret. VADM Olaf Berg** is a "No Show".

1. Click the **Cancel** icon on the Action Bar.

2. The Cancel Appointment window displays

3. Select the **No-Show** radio button.

4. Click **OK.**

5. Notice that VADM Olaf Berg's appointment now displays a *No-Show* status.

Scenario 6

To Clear the patient from the Patient ID line.

1. Click **Go** on the Menu Bar to display the dropdown menu.

2. Select **Patient >** to display the sub-menu.

3. On the sub-menu, click **Clear Patient**.

4. Notice that the Patient ID displays *No Patient Selected* and the Folder List no longer displays the patient specific information.

Lesson 3: Patient Encounter

The patient encounter consists of the processes indicated.

- Open the encounter
- Setup Encounter Summary Properties
- Document "reason for visit"
- Verify patient's allergies
- Document patient's vital signs
- Document A/P
- Create an Order Set

Lesson Goal:
The goal of this lesson is to document the patient encounter in CHCS II and create electronic encounter.

Learning Objectives:
Upon completion of this lesson, you will be able to:

- Open the encounter
- Document "reason for visit"
- Verify patient's allergies
- Document patient's vital signs
- Document A/P

Screening and Vitals

Once the patient has been checked in, it is now time to open an encounter for the patient. Appointments with a status of Checked-in, indicates that the patient is ready for screening.

Exercises – CHCS II Training System

Open the CHCS II Training System and complete the exercises below.

Scenario 1

Before you screen Mamdouh Chang (c9231), you setup your AutoCite preferences in the Encounter Summary Properties. You screen the patient, document vital signs and review the information on the electronic SF 600.

Update AutoCite preferences and document the patient encounter using the following information:

Encounter Summary Properties	
Active Problems	[Accept default]
Allergies	[Accept default]
Active Medications	[Select]
Questionnaires	[Select]
Screening	
In the Search field	[Enter] *cough* and click **Find Now**. Select a cough and click **Add**. [Enter] *nasal discharge* and click **Find Now** select nasal discharge and click **Add**
Verify Allergy	[Select] No known Allergy [Select] Verify This Encounter [Click] Close
Vitals	
BP 　Rt arm 　Pediatric cuff	110/70 [Select] [Select]
HR 　Radial 　Regular	95 [Select] [Select]
RR	24
Temperature F 　Oral	99 F [Select]
Ht	[Enter] 45 in
Wt	60 lbs
Pain Severity	
	[Select] 1 Hurts a little bit
Where is pain located?	Throat NOTE: Add comments when pain scale is selected (other than "0 pain free").
Save Vitals	
	[Select] Save Vitals (Action Bar Icon)
	[Select] Close (Action Bar Icon)

Assessment/Plan

The Assessment and Plan module allows you to document procedures, as well as, order laboratory and radiology tests.

A/P Processes

- Codes are captured with diagnoses and procedures
- Labs and Rads can be submitted or saved to queue

Scenario 2

After the provider reviews the SF 600, the provider requests you order a throat culture. You document the procedure in A/P, order the lab and create an order set.

Now we can document the throat culture for Wilma Wunderlich and create an order set.

Documenting the note:

1. Click **A/P** on the electronic SF 600 to open the A/P module. The A/P screen will display with the Diagnosis tab selected:

2. Click the **Procedure** tab.

3. In the Search field, enter *Specimen Handling* and click **Find Now.** The search results appear.

4. Highlight to select *Dr. Supervised Specimen Handling/ Transfer office to Lab 99000*

5. Click **Add to Encounter**.

6. Click the **Order Lab** tab.

7. In the New Lab Order field, enter *Throat Culture* and click **Search**.

8. Select THROAT CULTURE.

9. Click **Save To Queue**.

10. Click **Order Sets** tab.

11. Click **Save As Order Set.** The Save Encounter Template window opens.

12. In the **Template Name** field, enter ***Throat Culture--Orders--Test*** and click **Save.**

13. Click **Submit.** (Point out **Submit All** icon on the Action Bar**.)**

14. To close the A/P module, click **Close** on the Action Bar.

15. Click **Yes** on the A/P Warning window. You are returned to the SF 600.

16. Click **Close** to return to the appointments list.

Lesson 4: Previous Encounters

The Previous Encounter module displays a list of a patient's completed encounters.

Lesson Goal:
The goal of this lesson is to enable you to view Previous Encounters in CHCS II.

Learning Objectives:
Upon completion of these modules, you will be able to:

- Display a previous patient encounter

Exercises – CHCS II Training System

Open the CHCS II Training System and complete the exercises below.

Scenario 1

You need to write a note explaining that during this encounter, the patient was educated on a low cholesterol diet.

To view a previous encounters:

1. Perform a search for Col. Violet Alexander (a5743).

2. Click **Previous Encounters** on the Folder List.

3. Select the ESSENTIAL HYPERTENSION previous encounter. The encounter note populates below.

4. View the encounter.

5. Click the **Close** icon on the Action Bar to close the module.

<u>Lesson 5: Telephone Consults</u>

The Telephone Consults module enables telephone calls to be recorded and tracked. The Telephone Consult (Telcons) workspace displays telephone consults for specified clinics, users, dates and statuses. From the Telephone Consults module, Telcons can be created, viewed, transferred to another user, and cancelled. Phone numbers can be edited, notes viewed and an encounter can be opened.

Lesson Goal:
The goal of this lesson is to enable you to use the Telephone Consults module in CHCS II.

Learning Objectives:
Upon completion of this lesson, you will be able to:

- Set search selections for the telephone consults module
- Create a Telcon
- Transfer a Telcon to a different provider
- Edit a call back phone number

Exercises – CHCS II Training System

Open the CHCS II Training System and complete the exercises.

Scenario 1

To set Telcon display properties:

1. Click **Telephone Consults** from the Folder List. The Telephone Consults module opens.
2. Click the **Urgency** column and drag it to the left of the Status column.
3. Click **Change Selections**. The Telephone Consults Search Selections window opens.
4. In the Clinics area, select **This Clinic**.
5. In Provider area, select **All for this Clinic(s)**.
6. In Dates area, select the **Today Only** radio button.
7. Click **Set Column Order as Defaults**.
8. Click **Set Selections as Default**.

Scenario 2

You receive a call from **Col Violet Alexander (a5743).** She states that she needs a refill of her Hypertension medication, HCTZ. You create a low urgency telephone consult for a Med refill. You ask Col Alexander if the phone number listed in the callback field is correct. She indicates that she is not at home and gives you her cell phone number: (123) 222-5656.

1. Click the **New Telcon** icon on the Action Bar. The Patient Search window will display.
2. Click Cancel. Notice the New Unscheduled Appointment/Telcon Visit window displays.

3. Click **OK**. The New Telcon window will display.

4. Change the Callback Phone Number to (123) 222-5656.

5. Type *Med Refill* in the Reason for Telcon Consult field.

6. Click **OK**. (The Allergy synchronization simulation from CHCS will begin.)

7. The Telcon Quick Entry screen will display.

8. Click **Cancel** to close the Telcon Quick Entry screen.

9. The encounter note displays. Click **Close** on the Action Bar to return to the Telephone Consults module.

NOTE: If the user has the provider role assigned to their log on, they will receive the Quick Entry Screen after clicking OK. Any other user will be taken back to the Telephone Consults module.

10. The encounter note displays. Click **Close** on the Action Bar to return to the Telephone Consults module.

To Transfer the Telcon:

1. In the Telcon list, highlight Evelyn Alexander's Telcon.

2. Click the **Transfer** icon on the Action Bar.

3. Select **DOCTOR, DAVID** from the dropdown list.

4. Click **OK**.

5. Click **Refresh**. Notice that Evelyn Alexander's appointment is no longer in the Telecon list.

6. Click **Close** on the Action Bar to close module.

Scenario 3

Anna Wunderlich (w8118) phones the clinic to regarding her Med refill Telcon. She indicates that she is leaving her office and wants her call returned at a different number: (123) 555-9999.

1. Select Anna Wunderlich's Telcon appointment.

2. Click **Edit Phone #** on the Action bar.

3. Change the Callback Phone Number to (123) 555-9999.

4. Click **OK**. Notice that the Callback Phone has changed.

5. Click **Close** on the Action bar.

6. Clear patient

Lesson 6: Health History Folder

The Health History module displays patient historical data from various modules in one window. The window can be customized to show different modules containing the patient's historical information based on user preference.

Lesson Goal:
The goal of this lesson is to allow you to set up and customize the Health History module.

Learning Objectives:
Upon completion of this lesson, you will be able to:

- Setup Health History Folder
- View Demographics information
- View and modify patient Problems information
- View and copy Lab results into an encounter
- View and copy Radiology results into an encounter
- View and modify patient Allergy information
- Setup and review the properties for Vitals Signs Review

Exercises – CHCS II Training System

Open the CHCS II Training System and complete the exercise.

Scenario 1 Health History Set-up

To view **LCDR Eduardo Suarez's (s3217)** Health History folder.

1. Click the **Search** module in the folder list and search for LCDR Suarez (s3217).

2. Click the **Health History** folder in the Folders List.

3. The Health History module displays with default modules selected.

To customize the Health History folder:

1. Click the **Options** button on the Patient ID line. The Health History Design Summary screen will display.

2. Deselect the box next to Problems. Notice the unoccupied space on the design summary window.

3. Check the box next Vitals Signs Entry. The Vitals Sign Entry box displays in the middle of the design window. Click and drag the box up to the unoccupied space and release mouse.

4. Click the **Align** button to view the format

5. Click the **OK** button to view the results

Demographics

Demographics module displays patient's demographic information. Demographic and third party insurance information may be viewed in CHCS II, but any required changes should be done in the respective legacy systems. Follow your MTF business rules.

Scenario 2 Demographics

LCDR Eduardo Suarez informs you he has moved since his last visit. You have updated his demographics information and need to verify you have his new address.

1. Double-click in Demographics window in the Health History display window.

2. The Demographics module will display.

3. Verify his home address as 233 Main Street.

4. Click the **Close** icon on the Action Bar to close the module.

Problems

The Problems module displays a patient's problem list, health care maintenance, dental readiness classification, historical procedures, and family history information. The problem list and family history list is populated when an encounter is signed. Dental readiness classification information is populated by the dental module and is read only.

Scenario 3 Problems

LCDR Suarez (s3217) has previously been diagnosed with Gerd. This needs to be added to his Problems List in the Problems module under Health History.

1. In the Folder List, click the **Problems** module located under Health History.

2. Problem List is highlighted by default. Click the **Add** button on the Action bar to add *Gerd* to his list of problems.

3. The Select **Diagnosis** window appears and defaults to the clinic list role.

4. Click the **Search** tab and enter *Gerd* in the MEDCIN Search field.

5. Click the **Search** button.

6. Highlight *ESOPHAGEAL REFLUX 530.81* and click **OK**.

7. Click the down arrow next to the Onset Date to display the date calendar.

8. Enter the Onset Date: **03 AUG 2003**.

9. Use the < > to select the August. Click on the year to display up/down arrows to select the year 2003. Click on day 3.

10. In the Status field accept default: **Active**

11. In the chronicity field accept default: **Chronic**

12. In the Source field accept default: Patient

Hint: Click the year on the calendar to quickly select the year.

13. Click **Save**.

14. Close the **Problems** module

Laboratory and Rad Results

The Lab and Rad modules are designed to display the results of laboratory tests and radiology test result data. Results are viewed, not ordered, from this module. Lab and Rad results are pulled from CHCS and an alert is triggered when new results are received.

Scenario 4 Laboratory Results

Dr. Test User tells you he has just talked to patient Col. Alexander and wants to see her to discuss her previous Lab and Rad results. Dr. User has asks that when Col. Alexander arrives for her appointment he would like you to add the results to her encounter.

1. Create a **(ROUT) 15** appointment for Col. Alexander. Reason for visit is to *Review test results*

2. Open the encounter.

3. Click **Lab** in the Folder List.

    Review what appears based upon the default settings.

4. Provider User is specifically interested in the results of the *CBC W/O Diff test*.

5. Highlight the CBC W/O Diff Lab result. The result details display in the lower section of the screen. Use the **Display Criteria** to select **Ref Range/Units**.

6. Highlight the result details and right-click. Note the two options:
    Copy: puts the results onto the clipboard and they can be pasted into another document
    Copy to Note: enters the results onto the patient encounter in the S/O portion

7. Select **Copy to Note**.

8. Close the **Lab** module. Notice the CBC W/O Diff *results* appear in the S/O portion of the encounter note.

Do not close SF 600.

Scenario 5 Radiology

Add the following Radiology results to Col. Alexander's Encounter note.

1. In the Folder List, click the **Radiology** icon. The results of three tests appear.

2. Highlight the L-Spine (1 View) Series Report.

3. Review what appears in the lower section. (Scroll down to view the results of selected test.)

4. Left click and hold on **Report Text:** Drag mouse to bottom of report to highlight. Right-click and copy to note.

5. Close the Radiology module

6. Close the encounter.

Meds

- The Medications module lists the patient's past and present medications.
- It includes all over-the-counter (OTC), outside, also CHCS and CHCS II-ordered medications.
- Ordered meds appear once the prescription is filled at the pharmacy.

Scenario 6 Meds

Anna Wunderlich (w8118) tells you that she has added taking Prenatal Vitamins each day to her daily routine as suggested earlier by Dr. David Doctor. Check her medication health history and update it with the new medication.

1. Search for **Anna Wunderlich (w8118)** to open her patient record.

2. In the *Folder List* under Health History, click **Meds**. In the Meds module, the **Search Filter** field default is **Outpatient Current**.

3. Review the functions available using the Action Bar icons: **Add**, **Details**, **Discontinue**, **Modify** and **Renew**.

4. Click the drop-down arrow for the **Search Filter** field and review the options. Change the selection to **All**.

5. Select an existing medication and, on the Action Bar, click the **Details** icon.

6. Click **Discontinue** on the Action Bar.

7. An error box appears indicating this action requires an open encounter (for documentation). Click *OK*

8. The **Search Filter** selection changes back to **Outpatient Current**.

9. Click the **Add** icon to record Motrin.

10. Click the Record OTC/Outside Medication button.

11. Click the **Medications** button to begin searching for **Prenatal** in the *Healthcare Data Dictionary Search* window.

12. Select *PRENATAL VITAMIN W/IMG FOLIC ACID* and click the **OK** button.

13. Complete all required fields (including the **Sig: 1 TAB PO DAILY**) and add a comment that med was a suggestion by her doctor for pregnancy.

14. Click the **OK** button. Note the checkmark in the **OTC** column, which indicates this is an over-the-counter medication.

15. Close the Meds module.

16. Close the encounter.

17. Clear Patient

Allergy

The Allergy Module maintains a list of the patient's reactions to specified allergens. This information is pulled from CHCS and synchronized at the time the CHCS II encounter is opened. The information is stored as coded data from the Health Data Dictionary (HDD) and can be modified as needed.

Scenario 7 Allergy

LT Jon Chang (c9231) is on the telephone requesting that his CHCS II allergies record be updated. He was stung by a wasp last month and had a reaction to the sting.

1. Search for LT Chang's' patient record and load his name to the patient ID line.

2. Open the **Allergy** module from the Folder List.

3. Click the **Add** button to display the *New Allergy* section.

4. Click the **Allergen** button and search for **wasp** in the *Health Care Dictionary Search for Allergens* window.

5. Double-click **WASP VENOM (WASP VENOM)** to add it as an allergen.

6. Click the **Reaction** button and search for **BRONCHOCONSTRICTION** as a reaction.

7. Highlight **BRONCHOCONSTRICTION** in the left column of the *Health Data Dictionary Search for Reactions* window and click the **Add>>** button to move it to the right column.

8. Click the **OK** button to close the window.

9. Enter the following information:

Field	Data
Info Source	Patient
Onset	[four weeks ago]
Entered by	[accept default]

10. Click the **Save** button.

The clinic has had several patients recently report an allergic reaction to wasp venom, so it needs to be added to the drop-down list of common allergens.

11. Click **Options** to open the *Properties* window.

12. Click **Add** to open the *Add Common List Items* window. Search for and select to highlight *wasp venom* and click the **Add to Common List** button.

13. Click **Close**.

14. Click **Save** and **Close** the *Properties* window.

15. Click the **Add** button in the Action Bar, and review the **Allergen** drop-down list. Notice that

WASP VENOM (WASP VENOM) has been added.

Note: In the live CHCS II system, allergens can also be deleted using **Options**.

16. Close the **Allergy** module and return to the **Appointments** module.

Vital Signs Review

The Vital Signs Review module allows past vital signs to be viewed and/or graphed.

Scenario 8 Vital Signs Review

LCDR Suarez' (s3217) comes in for his diabetes follow-up exam. Review and graph his past vitals.

17. Open the **Appointment** module.

18. Click once to highlight LCDR Suarez Diabetes follow-up visit in the appointment list to pull his patient record.

19. Verify that LCDR Suarez is now listed in the Patient ID line.

20. Open the **Vitals Sign Review** module from the Folder List.

21. Click the **Search Type** button to open the *Time Search* screen.

22. Select the **Sliding Time Range** radio button and select **2 months** as the time range.

23. Click **OK**.

24. Click the **Refresh** button to the right of the time period display.

25. Highlight a single line and click the **Graph Vitals** icon on the Action Bar to open the *Graph Vitals* window.

26. Select each of the **Graph Options**, **Chart Types**, and **Vitals Keys** in turn to review their functions.

27. Click **OK** to exit and return to the Review role with LCDR Suarez' vitals.

28. Highlight the **BP** and **HR** columns. Click the **Graph Vitals** button.

29. Click **OK** after review graph.

30. Click **Close** on the Action Bar to close module.

31. Clear patient

Lesson 7: Questionnaire Setup & Patient Questionnaires

Lesson Goal:
The goal of this lesson is to enable you to set up and administer patient questionnaires in CHCS II.

Learning Objectives:
Upon completion of this lesson, you will be able to:

- Create and release a Questionnaire

- Change the status of a Questionnaire

- Interview Patient

Exercises — CHCS II Training System

Open the CHCS II Training System and complete the scenario exercises below.

Scenario 1

The Headache Clinic has just been brought up on CHCS II. When screening patients for the first time, the clinic has a form for patients to complete prior to seeing a Provider. You have been asked to add this form as a Questionnaire in CHCS II.

1. In the *Folder List* under the Tools folder, click the **Questionnaire Setup** icon.

2. On the Action Bar, click the **New** icon to create a new questionnaire.

3. In the Name field, enter: **HEADACHE – INITIAL VISIT**.

4. In the Instructions to Display field, enter these instructions: **PLEASE COMPLETE ALL QUESTIONS**.

5. Click the drop down arrow next to the Level field and select **Clinic**.

6. Click the drop down arrow next to the Owner field and select **CHCS II Test Clinic**

7. Click the **Add** button.

8. In the **Question Text** field, add each question below, click the **Answer Type** field drop-down arrow to select the answer type, and enter each possible answer in the space provided.

> **Note:** Do not hit **Enter** after last answer selection. Click **Add** for next question. Do not click **Add** after last question/answer.

Question	Answer Type	Possible Answers
Do you have a headache right now?	Yes/No	Yes No
When was the last time you had a headache?	Multiple Choice	Less than 1 month 1-6 months 7-12 months Greater than 1 year
Have the headaches gotten worse or better?	Multiple Choice	Worse Better
Are you taking any medication for the headaches?	Yes/No	Yes No
Does the medication help the headaches?	Yes/No	Yes No
Have you seen a medical provider regarding these headaches within the last year?	Yes/No	Yes No
Does anyone else in your family suffer from headaches?	Yes/No	Yes No
If so, who suffers from headaches?	Multi Select	Mother Father Sibling Grandparent No One
Is there a lot of stress in your normal day?	Yes/No	Yes No

9. Click **Save** icon on the Action Bar.

10. Highlight the Questionnaire just saved and click the **Mark Ready** icon.

11. Close the Questionnaires Setup module.

Patient Questionnaires

Scenario 2

We will now complete the Headache Initial Visit Questionnaire with CAPT Clayton Williams. Answer each question as if you were completing the Questionnaire for CAPT Williams:

1. In the Appointment module highlight CAPT Clayton William's Headache/physical appointment in the Appointment list

2. In the **Health History** folder, select **Patient Questionnaires**.

3. Click the **Interview** icon on the Action Bar to begin the Questionnaire. The questionnaire window will display.

4. To locate the questionnaire:

   a. Click ⊞ to expand Clinic.

   b. Click ⊞ to expand Questionnaires.

   c. Click ⊞ to expand CHCS II Test Clinic.

   d. Click *Headache Initial Visit* to select it. The Questionnaire will be displayed.

5. Click **Select** to start the Questionnaire.

6. Click the **Options** button and show Properties. In the Questions drop down box, select **Single Question View**.

7. Click **OK**.

8. Answer each question and click ***Next Question.***

9. When the last question is displayed, answer the question.

10. The Patient Questionnaire window will be re-displayed showing the questionnaire that has just been completed.

11. Mark Questionnaire as **Done**.

12. Click the **Encounter** button in the Action bar

13. Show how to link Questionnaires to a specific Encounter

14. Close the Patient Questionnaires module

15. Close encounter note.