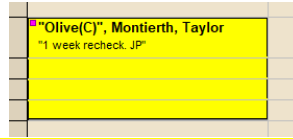


How to prepare next day paperwork 2/2024

1. Go to the Avimark calendar and click on the date of the paperwork you are prepping (typically the next day we are in the office you are currently in)
2. Left click on the patient's appointment to select it.
- 3.
4. Right click and choose "Patient" (or F6)

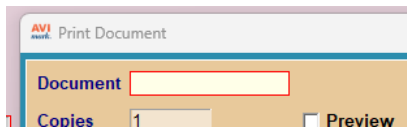


a. NEW PATIENTS/CLIENTS: Left click in the patient area, Right click, Document, skip to Step 10

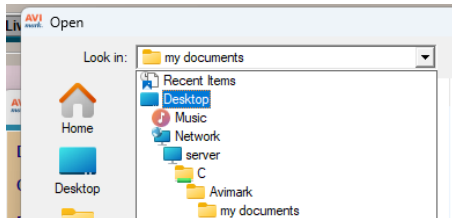
5. Left click on the **SOAP Tab** at the bottom of the patient's medical history
6. Left click on the first "Referral Notes" entry (most recent) in the list

S.O.A.P View							Qty	Amount
Date	Time	Dr.	Type	Code	Description			
02-09-24	11:06a	RS	S (mg)	REFERRA	Referral Notes	1	0.00	
02-07-24	7:58a	RS	T (mg)	REFERRA	Referral Notes	1	0.00	

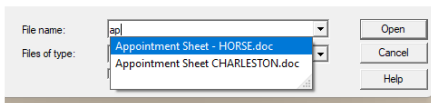
8. Right click, Document



9. In the Document field, Right click, Choose

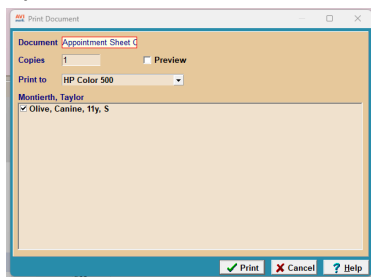


- 11.
12. Make sure you are in the "my documents" folder inside the Avimark folder
13. Find the document named "Appointment Sheet..." - you can just type in "app" to filter the list



- 14.
15. Select the appointment sheet you want to print
 - a. **If you copy (Ctrl C) the name of this document you'll be able to paste it (Ctrl V) in the Document field on the other patients you need to print the Appointment Sheet for and save you some time)*

16. Open

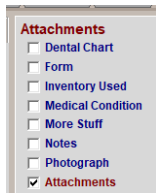


- 17.
18. Print
19. If we have seen the patient before, you will want to print the previous Eye Sheet and Referral Report from this previous visit.
20. Left click on the **Chronological Tab** at the bottom of the patient's medical history. In the Description search field at the top of the patient's medical history type "eye"

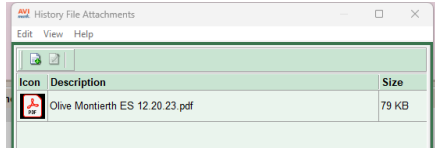
(MORE INSTRUCTIONS ON OTHER SIDE)

Medical History					
Date	Time	Dr.	Type	Code	Description
2-20-23	8:43a	CK	S (g)	ES	Eye Sheet
2-19-23	8:08a	CK	S (g)	ES	Eye Sheet
2-18-23	7:10a	CK	S (n)	ES	Eye Sheet

- 21.
22. Left click on the first "Eye Sheet" in the list to select it
23. On the right hand side you should see a check mark by "Attachments" under the ATTACHMENTS header
 - a. If you don't, we need to find this eye sheet and attach it to the patient's chart



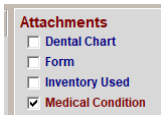
- 24.
25. Click on this check mark



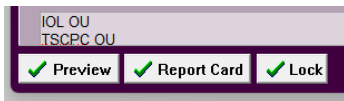
- 26.
27. Open this attachment and print it (you can also Right click, Print on the document)
28. Go back to the Description search box and type in "ref" to filter all of the Referral Notes codes
29. Left click on the "Referral Notes" in the list to select the report you want to print

Medical History					
Date	Time	Dr.	Type	Code	Description
12-20-23	9:01a	CK	S	RTG	REFERRAL LETTER READY
12-20-23	8:43a	CK	S (mg)	REFERRA	Referral Notes

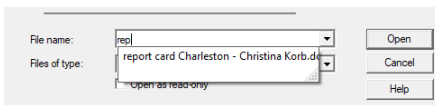
- 30.
31. On the right hand side you should see a check mark by "Attachments" under the ATTACHMENTS header
32. Click on this check mark
33. Open this attachment and print it (you can also Right click, Print on the document)
 - a. If you don't see a check mark, click on the check mark next to Medical Condition



- b.
- c. Click on the Report Card button



- d.
- e. Type in "report" in the File Name field, select the appropriate doctor's report card, open and print it



- f.
34. Go back to the appointment calendar and repeat these steps.
35. Print all appointments in order of their appointment

36. Paper clip these pages together for each patient, highlight the patient name on the blank Eye Sheet

*If the patient is having surgery you will need to print the estimate on the patient's chart.



*If the patient is being dropped off for an appointment or procedure you will need to print the dropoff document.

*If the patient is being dropped off for PREOP testing, print the Preop document