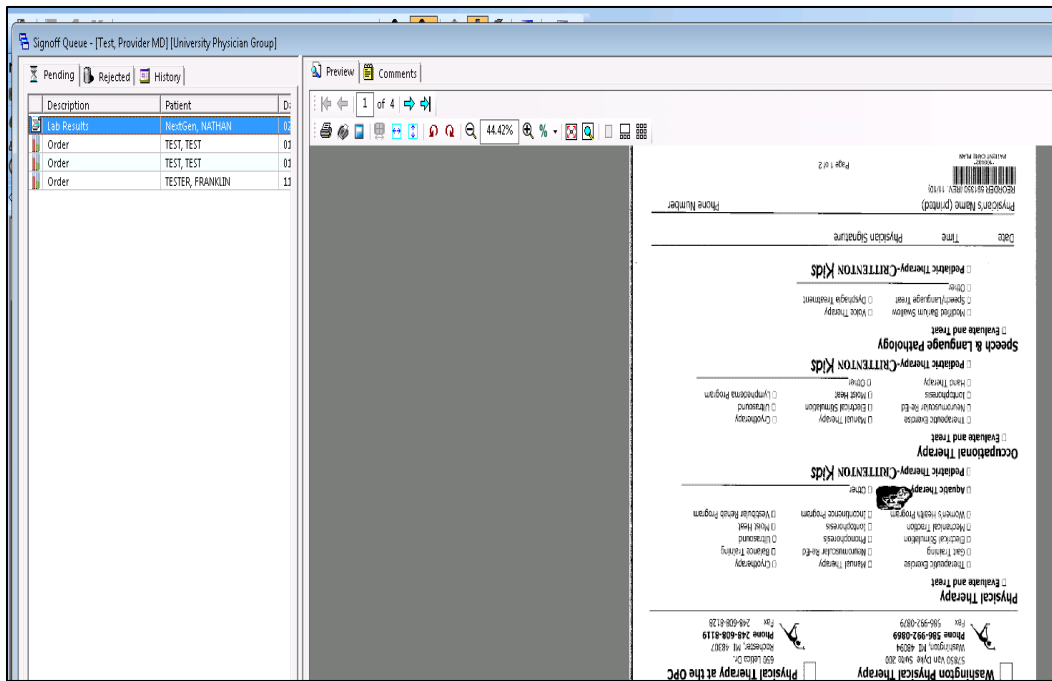


### PAQ Viewing Options



Click on the arrows to move forward or back pages

- Click to print
- Click to fax
- Rotate either direction
- View comments
- Add provider signature

## PAQ - Accepting/Rejecting\* Items

1. Highlight the item to accept
2. Type comments as needed
3. Click **Add**
4. Click **Accept**

The screenshot displays a software interface for managing a queue of items. On the left, a table lists items with columns for Patient, Date/Time, and a highlighted item 'TEST, TEST'. A red box labeled '1' highlights this item. The main area shows a detailed view of the selected item, including patient information (University Physician Group, 1420 Stephenson Highway, Troy, MI, 48069, Phone #: (877)978-9627) and test results. A table of test results is shown below:

Component	Result	Units	Flag	Range	Comment
APPEARANCE	Sl Cloudy/Sl Cloudy			Clear	
COLOR	Straw/Straw				
SPECIFICGRAVITY	1.009*1.009			1.000-1.035	

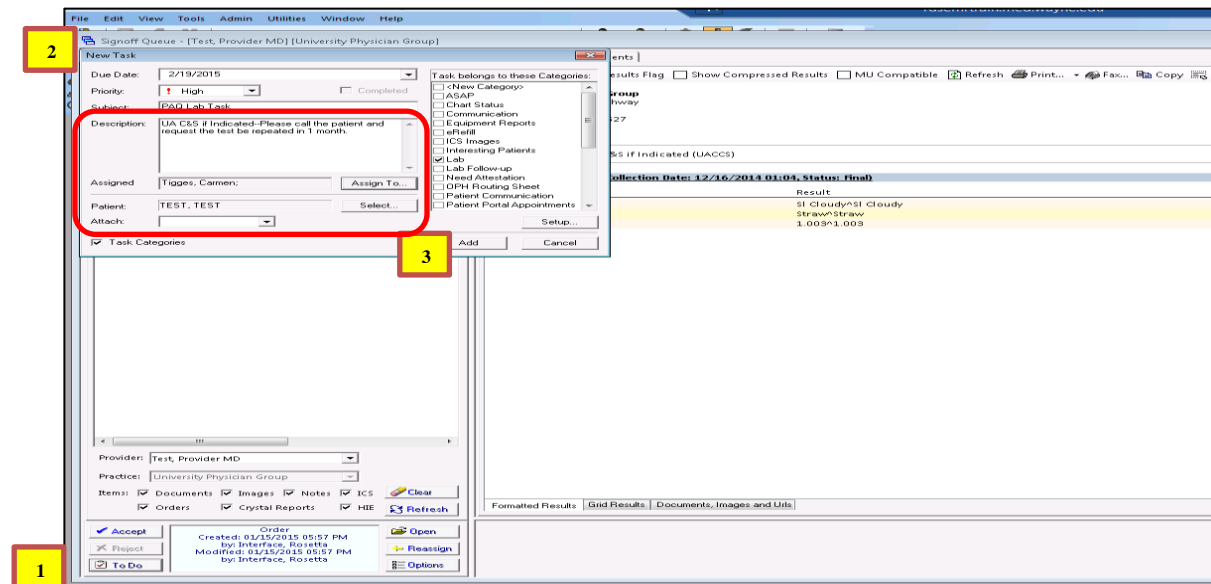
At the bottom of the interface, there are several buttons: 'Accept', 'Open', 'Print', 'Resign', 'To Do', and 'Options'. A red box labeled '4' highlights the 'Accept' button. A text field with the comment 'These results are within the normal range!' is visible, with a red box labeled '2' highlighting it. A red box labeled '3' highlights the 'Add' button. The 'Order' information at the bottom left includes: Order Created: 01/25/2015 05:57 PM by EnterDoc, Rucosta; Modified: 01/25/2015 05:57 PM by EnterDoc, Rucosta.

\* When a user rejects a result, it is deleted from the PAQ. This option should only be used sparingly for illegible images, items in the wrong chart, etc. This rejection needs to be communicated to the scanning person so the correct action can be taken, i.e. add a new image, rescan item into correct chart, etc.

## PAQ – Tasking/Opening a Chart

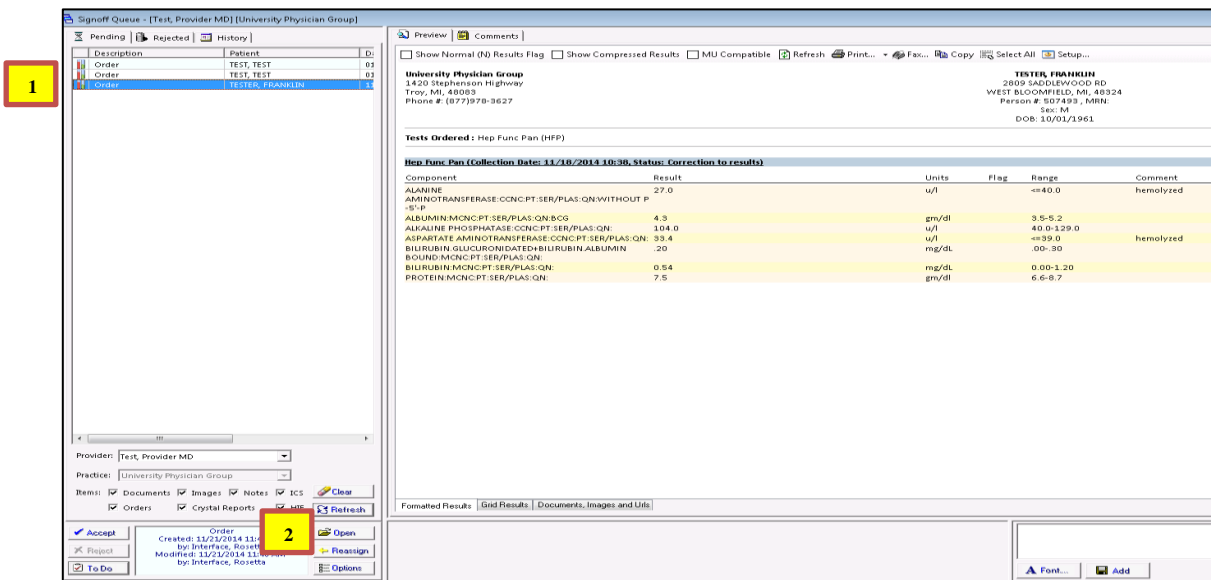
### Tasking:

1. Click **To Do**
2. Complete the New Task information
  - a. Description
  - b. Assigned To...
  - c. Add attachment as necessary
3. Click **Add**



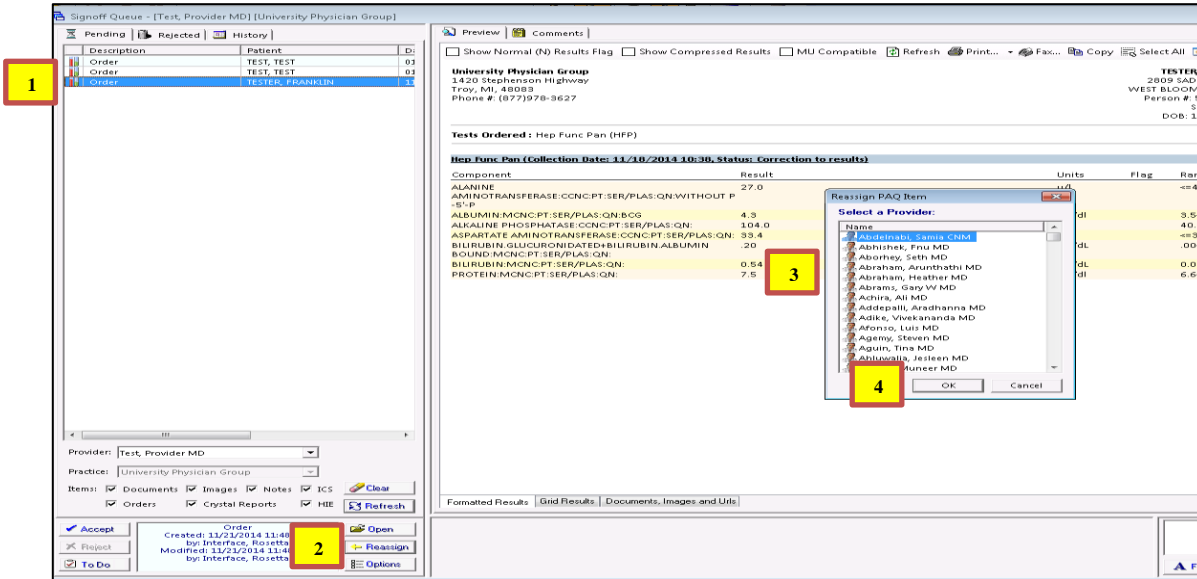
### Opening the Patient's record:

1. Highlight the result
2. Click **Open**

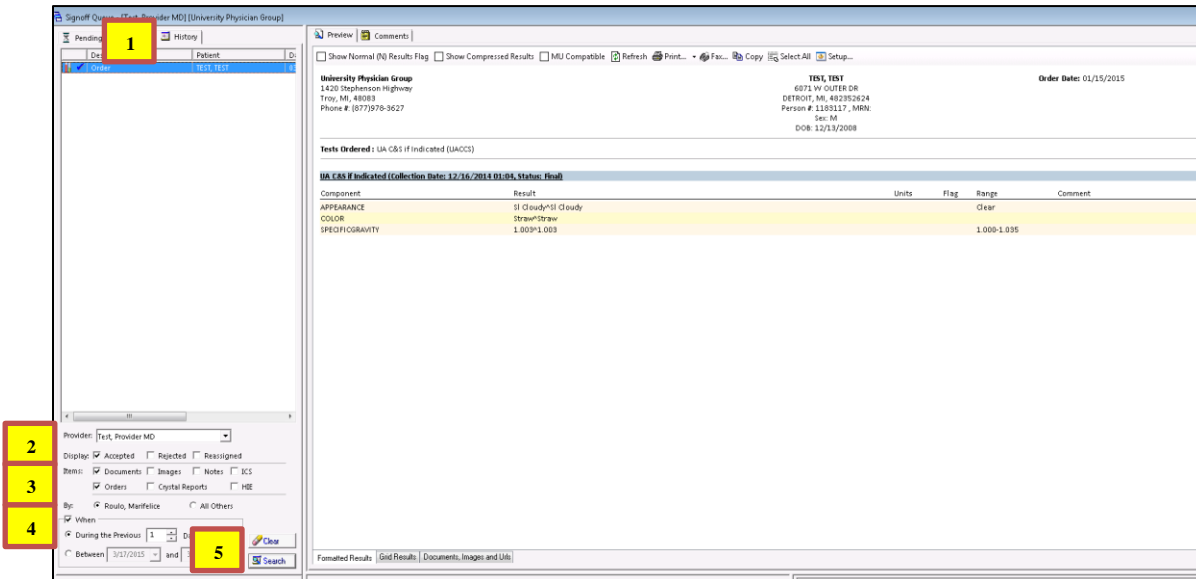


### PAQ – Reassigning a Result/Retrieving History

1. Highlight the result
2. Click **Reassign**
3. Select the new provider off the list
4. Click **OK**

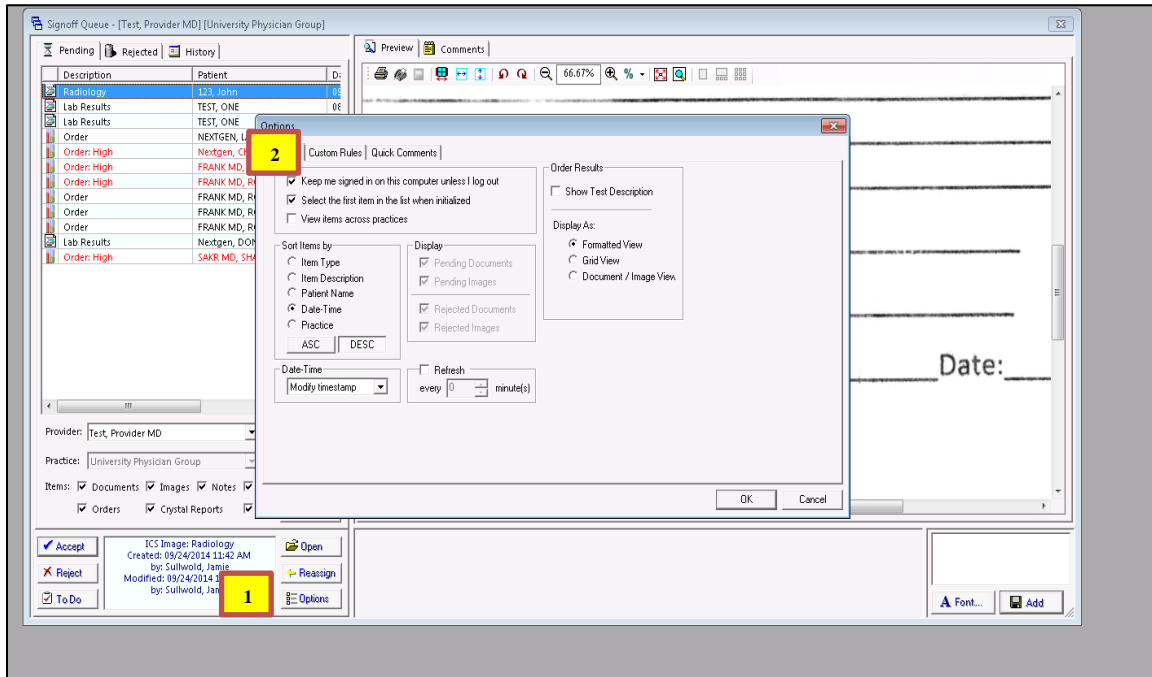


1. Click History Tab
2. Check Accepted, Rejected or Reassigned as needed
3. Check Items to display
4. Indicate timeframe (when)
5. Click **Search**



### PAQ - Setting Custom Rules under Options

1. Click **Options**
2. Click **Custom Rules**



## PAQ – Setting Custom Rules under Options

### Under Add/Modify Rule

3. *Event Type*: Select Accept, Reject, or Reassign
4. *Item Type*: Select Documents (orders, etc)
5. *Action Type*: Select appropriate action
6. *Encounter*: Select New
7. *Description*: Leave as Any
8. *Details*: Select appropriate choice –*drop down list is dependent on the choice of Action Type*:
9. Click **OK**

The screenshot shows the 'Options' dialog box with the 'Custom Rules' tab selected. The 'Existing Rules' table is empty. The 'Add / Modify Rule' section contains the following fields and controls:

- 3** Event Type: Accept
- 4** Item Type: Documents
- 7** Description: < Any >
- 5** Action Type: Launch Template
- 8** Details: Provider Test Action
- 6** Encounter: New

Buttons: Add, Update, Delete, OK, Cancel

**9** (Callout pointing to the OK button)

## PAQ – Setting Custom Rules under Options

*Example of Custom Rule as set above:*

### Provider Test Action Template

The screenshot displays a web-based interface for a 'Provider Test Action' template. At the top, there are navigation links for Alerts, Patient Demographics, Sticky Note, Referring Provider, HIPAA, Advance Directives, and Screening Summary. The main content area is divided into several sections:

- Appointment Information:** Includes fields for 'First office visit' and 'Most recent office visit' (set to 10/22/2014), and an 'Appointments' link.
- Contact Information:** Includes fields for 'Home' (734)761-8570, 'Work', 'Mobile', and 'Pharmacy (preferred)' (STADIUM PHARMACY).
- Orders:** A table listing various orders with columns for Status, Date, Time, Date Completed, Order, Interpretation, and Report.
 

Status	Date	Time	Date Completed	Order	Interpretation	Report
ordered	03/29/2014	2:55 PM		follow-up visit with Adam Folbe, MD as needed		
ordered	05/01/2014			COMPREHENSIVE METABOLIC		
ordered	05/01/2014			CBC AND COMPLETE DIFF		
ordered	05/01/2014			COMPREHENSIVE METABOLIC		
ordered	05/01/2014			CORONARY RISK PROFILE		
ordered	05/01/2014			PSA, TOTAL		
ordered	05/01/2014			TCH		
- Action Items/Log:** Includes a 'Notes' section with a text area and a 'Sort By' dropdown menu (set to Phrase). There are also 'Labs Doc' and 'Clear' buttons at the bottom right.

### PAQ – Viewing other PAQs as a delegate

1. Click the down arrow next the provider name
2. Select the name of the provider

