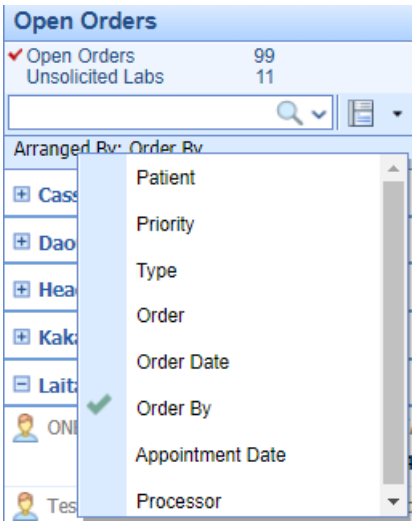
User Settings

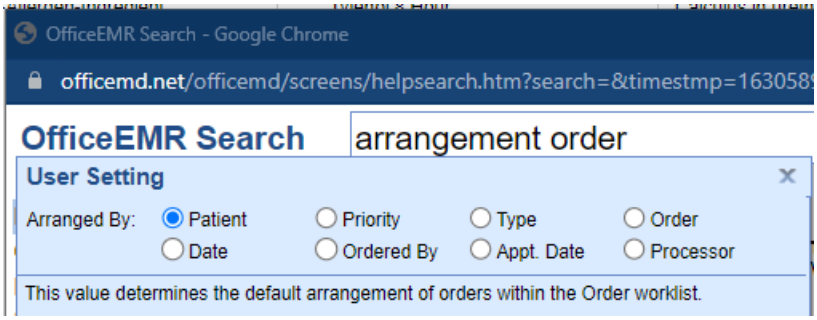
Last Modified on 10/07/2026 4:09 pm EDT

User Setting: Arrangement Order (Arrange By in My Task - Orders)

The Arrangement Order setting allows the user to set their default Arrange By value to in the My Tasks - Orders list. Depending on your responsibilities each option can provide its own value. **Search "Arrangement Order"** in user settings to change this value. This change will be reflected in My Tasks - Orders.



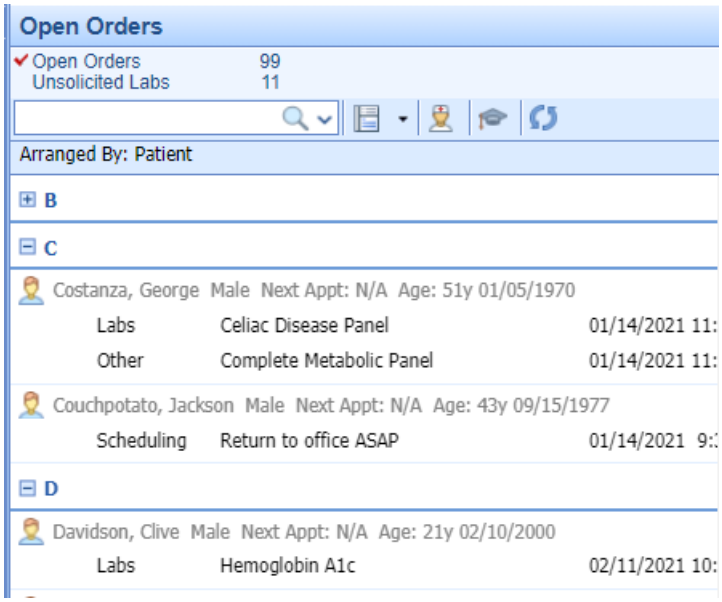
Default Value: Patient



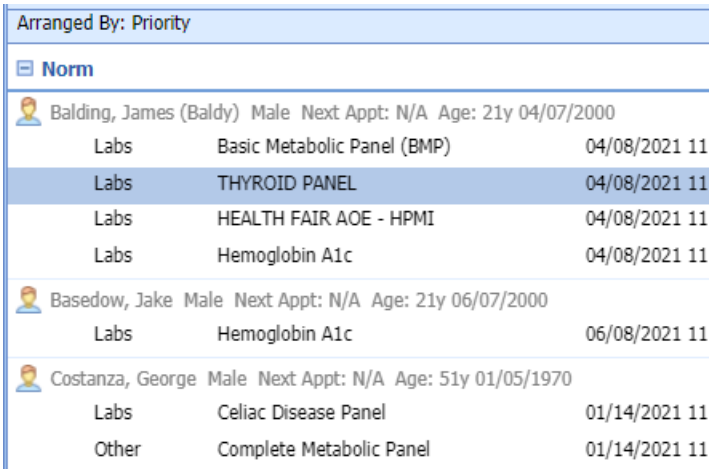
Options:

- Patient: Creates groupings (headings) based on the first character of the patient's last name, then sorts

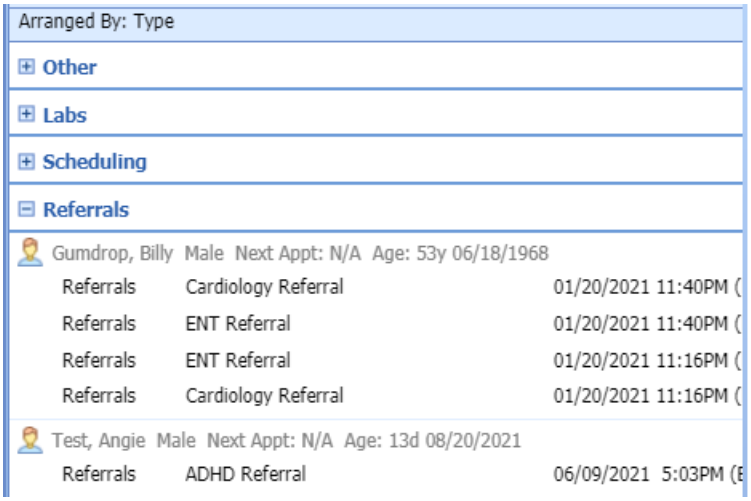
the contents alphabetically.



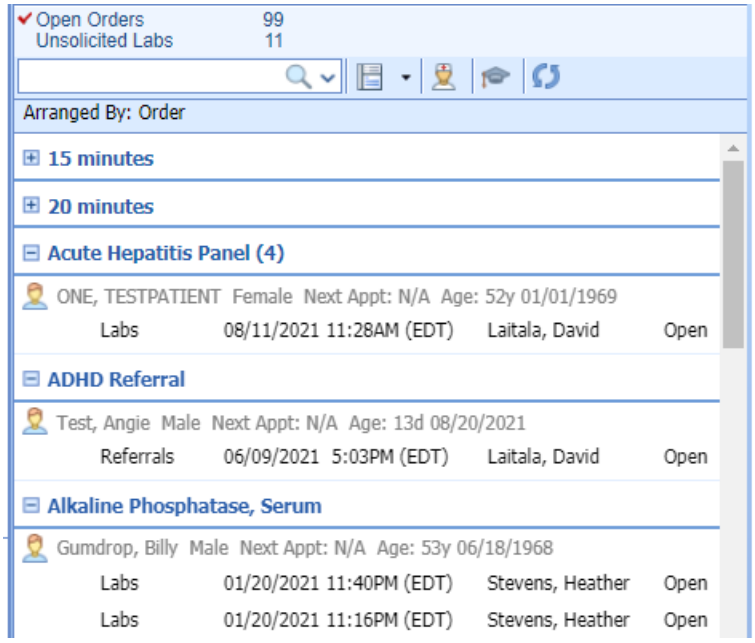
- Priority: Creates groupings based on the Priority in the order, then sorts each group by patient last name alphabetically.



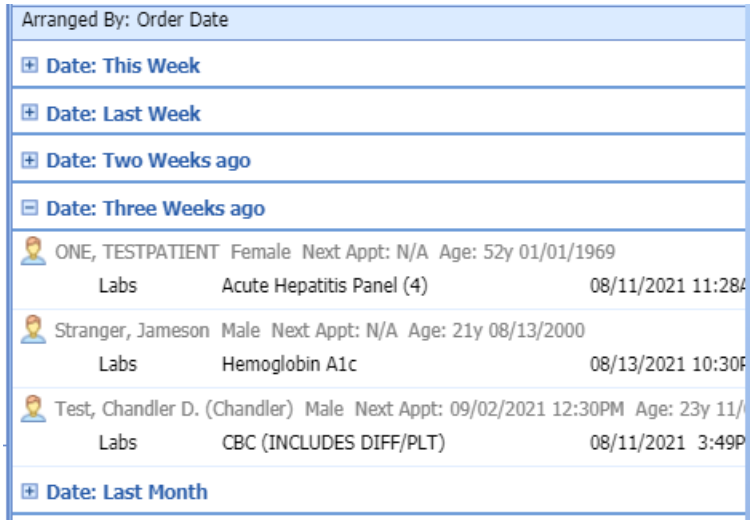
- Type: Each order is assigned a type, when grouping by this value you can see all labs, radiology, surgery, etc. Then the list will sort per patient in each group.



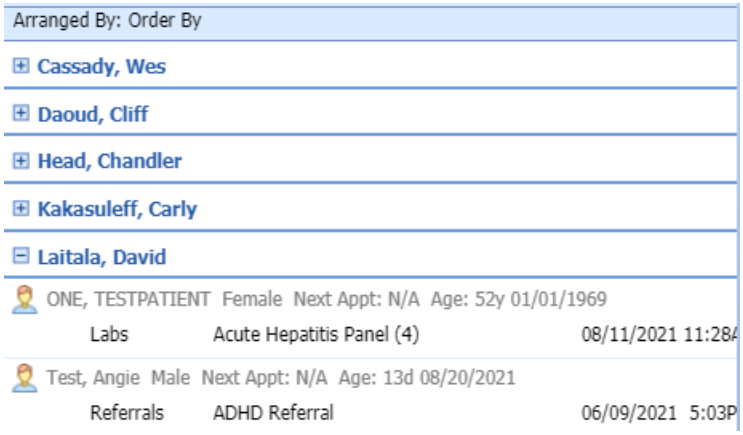
- Order: This option will group the orders by their individual descriptions. Then will include each patient with an open order alphabetically.



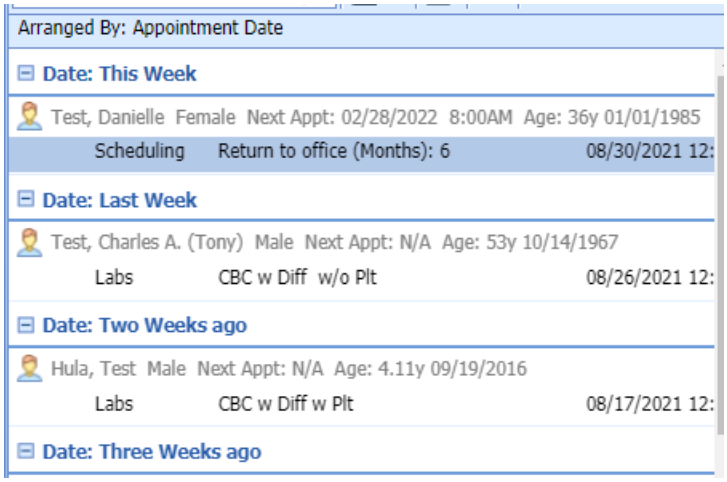
- Date: This option will group by the order date, in ranges (see below).



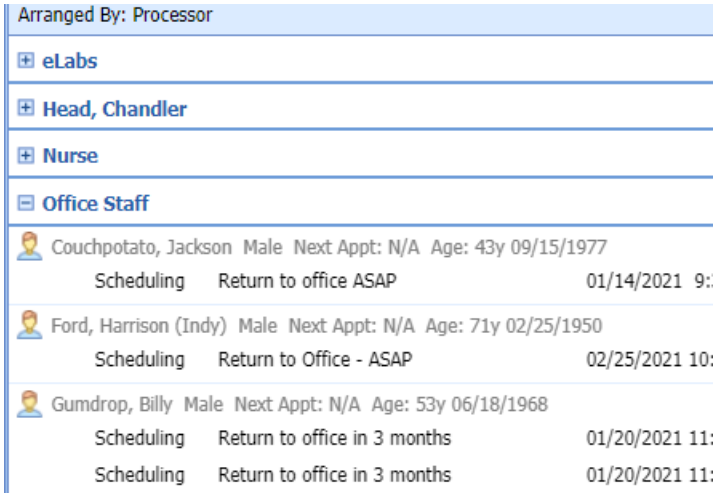
- Ordered By: The ordered by (which cannot be edited once the order has been placed), will group by that user. Then will include each patient's orders that match that criteria.



- Appt. Date (Appointment Date): This option, typically used by surgery schedulers, will allow you to sort by and assigned appointment date and time on the order.



- Processor: This will create groups for the assigned processor of the Order Item. Sorted by patient thereafter.



User Setting: Automated Dialysis Letter Template

The setting is used in the Dialysis Visit Note documentation process. For practice's that utilize the integrated electronic fax feature, you may determine which letter is automatically sent out when a Dialysis Visit Note is signed off. This setting allows each user in the practice to have a different default letter that is sent.

A zero value indicates that the automated letter is turned off and the Fax Letter link will not be displayed. Otherwise, set the desire letter ID found in the Letter Setup screen.

Default Value: 0

User Setting: Automated Fax Auto Send

The setting is used to enable or disable the electronic faxing of a letter after a SOAP Note is signed off by a user. This setting is dependent on the My Fax integration being setup for your practice and several other user

settings must be configured correctly.

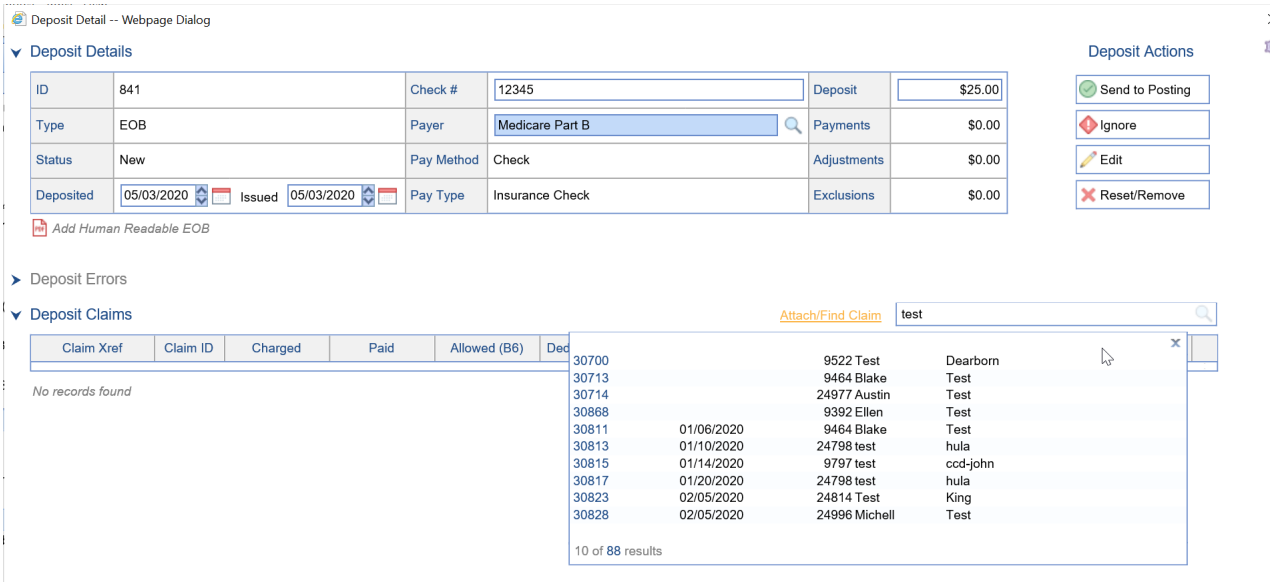
Default Value: Off

Options:

- Off: letters will not be auto-faxed after sign-off
- On: letter will be auto-faxed after sign-off

User Setting: Claim Search Time Period

The setting is used to determine how far in the past our application searches when adding claims to a deposit in the Payment Posting Process. If you commonly post older claims, update this setting accordingly.



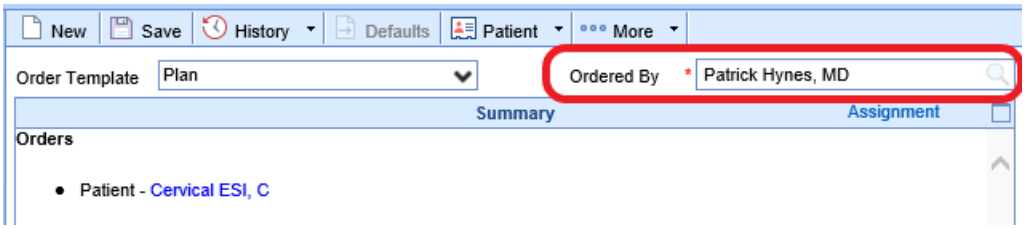
Default Value: 365

Options:

- Number (days)

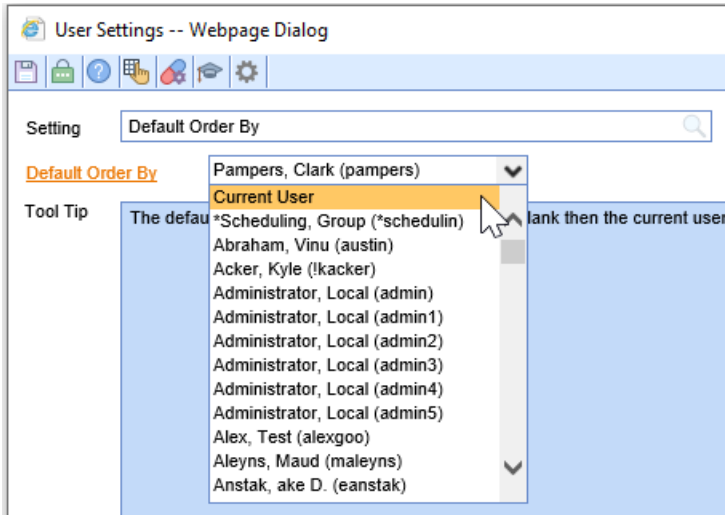
User Setting: Default Order By

This setting will allow ancillary staff to set their **Ordered By** to the provider they work with on a daily basis. This can save staff time and assist in the correct processing for orders awaiting results. For more information on ordered by, click here.



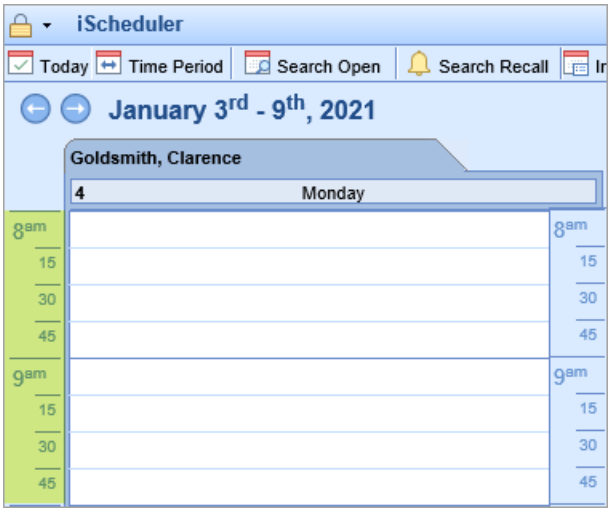
Default Value: Blank (current user will default)

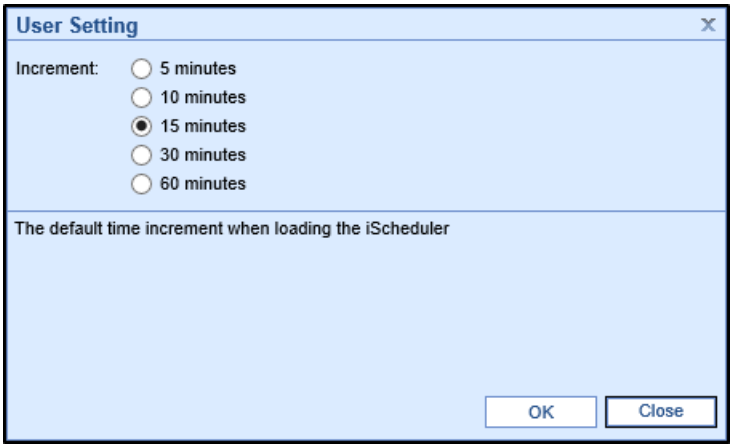
Options: Drop-down of active users



User Setting: Default Time Increment

This sets the default increments in iScheduler for each user.





Changing the Default Time Increment

1. Select the **Binoculars** in the top right corner
2. Filter by **User Settings**
3. Enter the setting name ***Default Time Increment***
4. Update the setting and choose **OK** to save.

User Setting: Display Amounts within Superbill

The setting is used to determine if a user can see the dollar amount associated with charges on the Superbill. This setting affects both OfficeEMR Mobile and the desktop.

Default Value: Yes

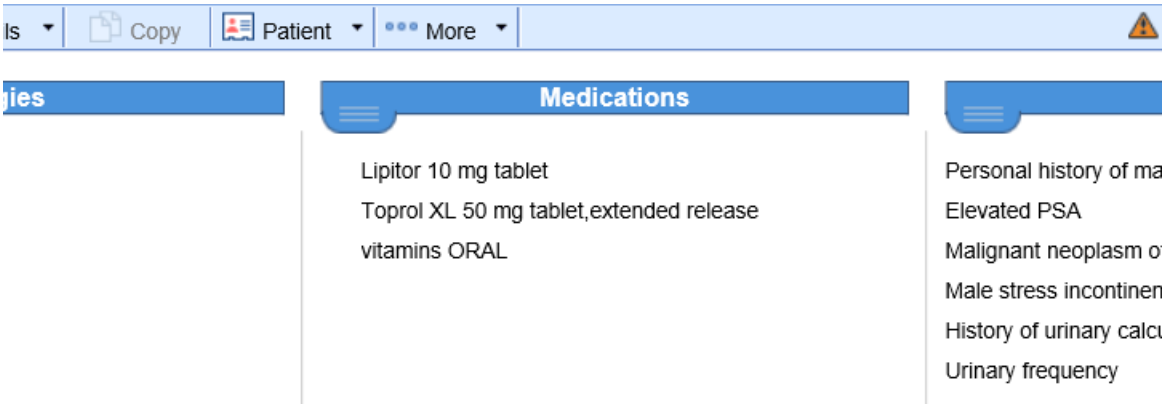
Options:

- Yes - Charge amounts will be displayed
- No - Charge amounts will not be displayed

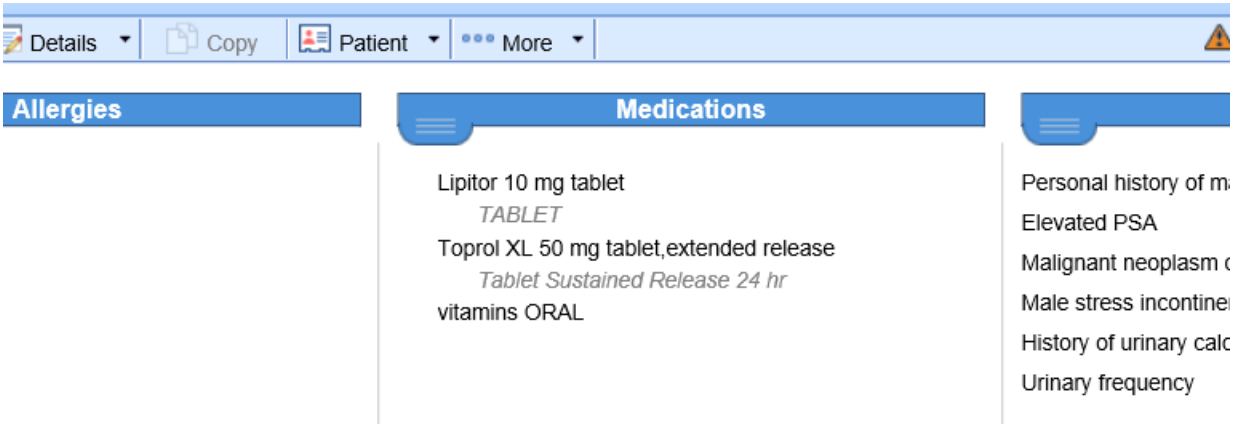
User Setting: Display detailed medication information in Summary

The setting is used to determine if the Medication section of the Summary chart tab displays a medications SIG information or if it only displays the drug name and dosage.

When the setting is off, the Summary window will display medication information like this:



When the setting is on, the Summary window will display medication information like this:

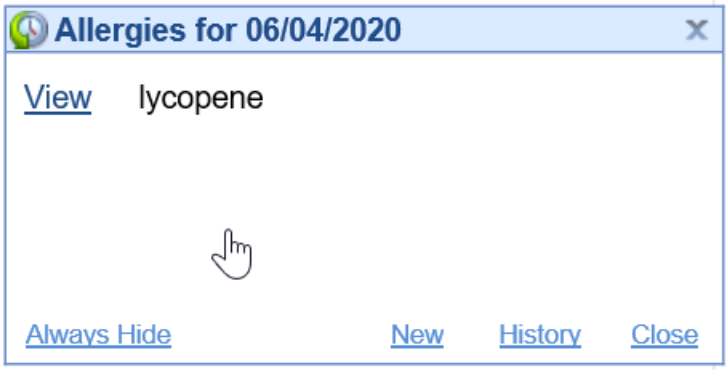


Default Value: Off

User Setting: Display Today's Allergy History

The setting is used to determine if the 'Display Today's History' pop-up is shown when a chart tab is loaded. This is a very useful setting to see if someone (including yourself) has already saved data on a chart tab on a given day.

When this setting is active, the pop-up will be displayed when accessing the Allergies chart tab if new information has been added for that day.



Default Value: Off

Options:

- On (checked) and Off (unchecked)

User Setting: Display Today's Assessment History

The setting is used to determine if the 'Display Today's History' pop-up is shown when a chart tab is loaded. This is a very useful setting to see if someone (including yourself) has already saved data on a chart tab on a given day.

When this setting is active, the pop-up will be displayed when accessing the Assessments chart tab if new information has been added for that day.

Default Value: Off

Options:

- On (checked) and Off (unchecked)

User Setting: Display Today's Chart Share History

The setting is used to determine if the 'Display Today's History' pop-up is shown when a chart tab is loaded. This is a very useful setting to see if someone (including yourself) has already saved data on a chart tab on a given day.

When this setting is active, the pop-up will be displayed when accessing the Chart Share chart tab if new

information has been added for that day.

Default Value: Off

Options:

- On (checked) and Off (unchecked)

User Setting: Display Today's Extension History

The setting is used to determine if the 'Display Today's History' pop-up is shown when a chart tab is loaded. This is a very useful setting to see if someone (including yourself) has already saved data on a chart tab on a given day.

When this setting is active, the pop-up will be displayed when accessing the Patient Extension chart tab if new information has been added for that day.

Default Value: Off

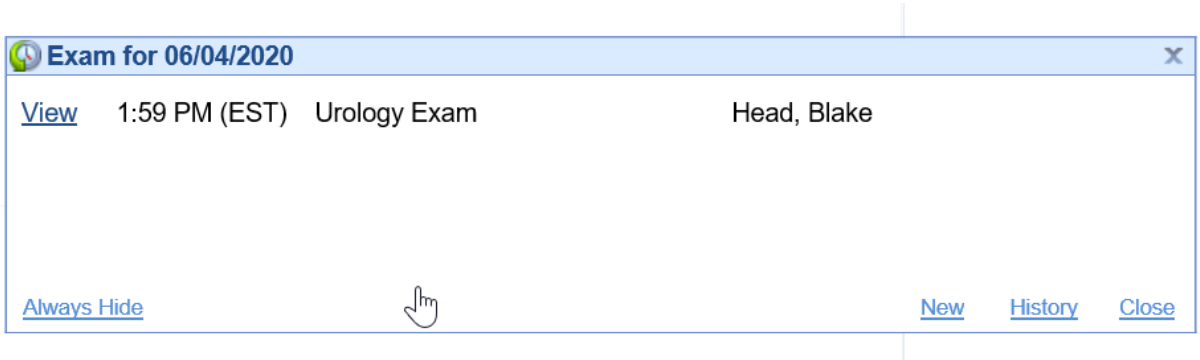
Options:

- On (checked) and Off (unchecked)

User Setting: Display Today's Exam History

The setting is used to determine if the 'Display Today's History' pop-up is shown when a chart tab is loaded. This is a very useful setting to see if someone (including yourself) has already saved data on a chart tab on a given day.

When this setting is active, the pop-up will be displayed when accessing the Exams chart tab if new information has been added for that day.



Default Value: Off

Options:

- On (checked) and Off (unchecked)

User Setting: Display Today's Goal History

The setting is used to determine if the 'Display Today's History' pop-up is shown when a chart tab is loaded. This is a very useful setting to see if someone (including yourself) has already saved data on a chart tab on a given day.

When this setting is active, the pop-up will be displayed when accessing the Goals chart tab if new information has been added for that day.

Default Value: Off

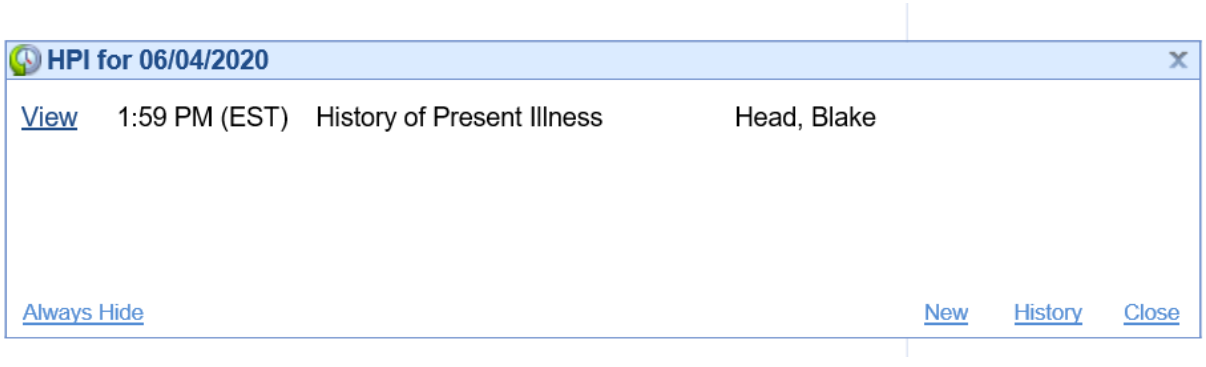
Options:

- On (checked) and Off (unchecked)

User Setting: Display Today's History of Present Illness (HPI) History

The setting is used to determine if the 'Display Today's History' pop-up is shown when a chart tab is loaded. This is a very useful setting to see if someone (including yourself) has already saved data on a chart tab on a given day.

When this setting is active, the pop-up will be displayed when accessing the History of Present Illness (HPI) chart tab if new information has been added for that day.



Default Value: Off

Options:

- On (checked) and Off (unchecked)

User Setting: Display Today's Letter History

The setting is used to determine if the 'Display Today's History' pop-up is shown when a chart tab is loaded. This is a very useful setting to see if someone (including yourself) has already saved data on a chart tab on a given day.

When this setting is active, the pop-up will be displayed when accessing the Letters chart tab if new information has been added for that day.

Default Value: Off

Options:

- On (checked) and Off (unchecked)

User Setting: Display Today's Order History

The setting is used to determine if the 'Display Today's History' pop-up is shown when a chart tab is loaded. This is a very useful setting to see if someone (including yourself) has already saved data on a chart tab on a given day.

When this setting is active, the pop-up will be displayed when accessing the Orders chart tab if new information has been added for that day.

Default Value: Off

Options:

- On (checked) and Off (unchecked)

User Setting: Display Today's Patient Education History

The setting is used to determine if the 'Display Today's History' pop-up is shown when a chart tab is loaded. This is a very useful setting to see if someone (including yourself) has already saved data on a chart tab on a given day.

When this setting is active, the pop-up will be displayed when accessing the Patient Education chart tab if new information has been added for that day.

Default Value: Off

Options:

- On (checked) and Off (unchecked)

User Setting: Display Today's Prescription History

The setting is used to determine if the 'Display Today's History' pop-up is shown when a chart tab is loaded. This is a very useful setting to see if someone (including yourself) has already saved data on a chart tab on a given day.

When this setting is active, the pop-up will be displayed when accessing the Prescriptions chart tab if new information has been added for that day.

Default Value: Off

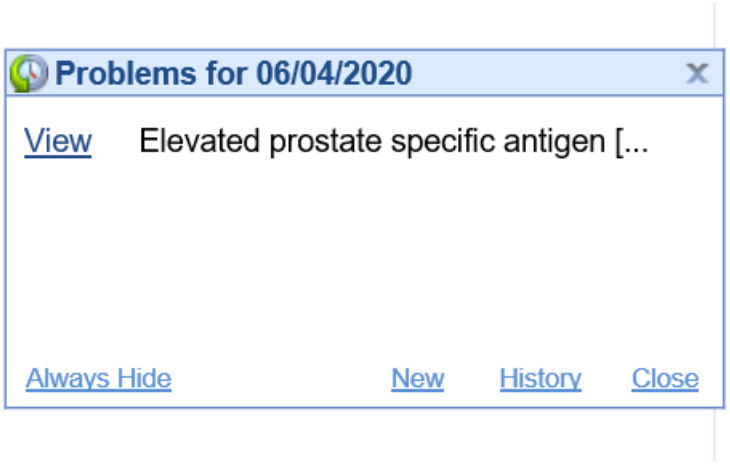
Options:

- On (checked) and Off (unchecked)

User Setting: Display Today's Problem List History

The setting is used to determine if the 'Display Today's History' pop-up is shown when a chart tab is loaded. This is a very useful setting to see if someone (including yourself) has already saved data on a chart tab on a given day.

When this setting is active, the pop-up will be displayed when accessing the Problem List chart tab if new information has been added for that day.



Default Value: Off

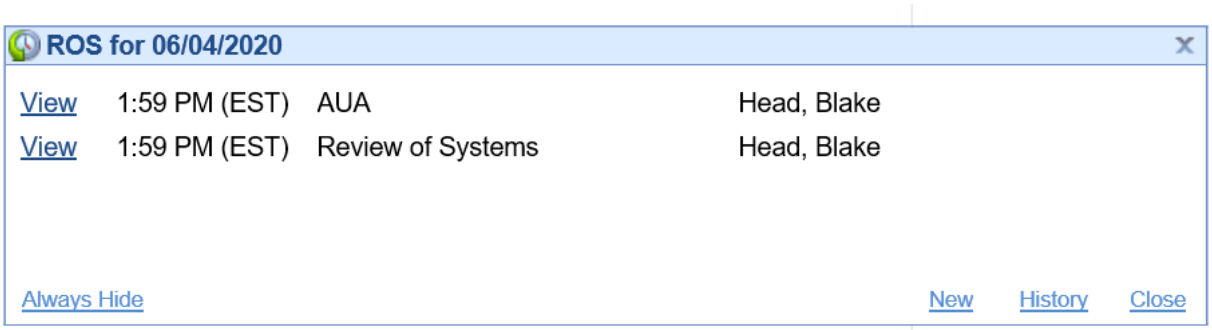
Options:

- On (checked) and Off (unchecked)

User Setting: Display Today's Review of System (ROS) History

The setting is used to determine if the 'Display Today's History' pop-up is shown when a chart tab is loaded. This is a very useful setting to see if someone (including yourself) has already saved data on a chart tab on a given day.

When this setting is active, the pop-up will be displayed when accessing the Review of Systems (ROS) chart tab if new information has been added for that day.



Default Value: Off

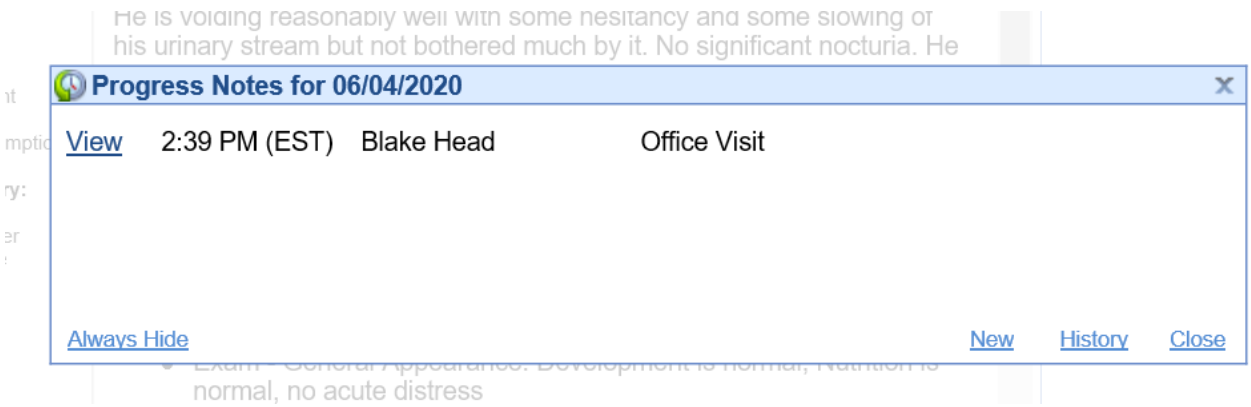
Options:

- On (checked) and Off (unchecked)

User Setting: Display Today's SOAP Note History

The setting is used to determine if the 'Display Today's History' pop-up is shown when a chart tab is loaded. This is a very useful setting to see if someone (including yourself) has already saved data on a chart tab on a given day.

When this setting is active, the pop-up will be displayed when accessing the SOAP Note chart tab if new information has been added for that day.



Default Value: Off

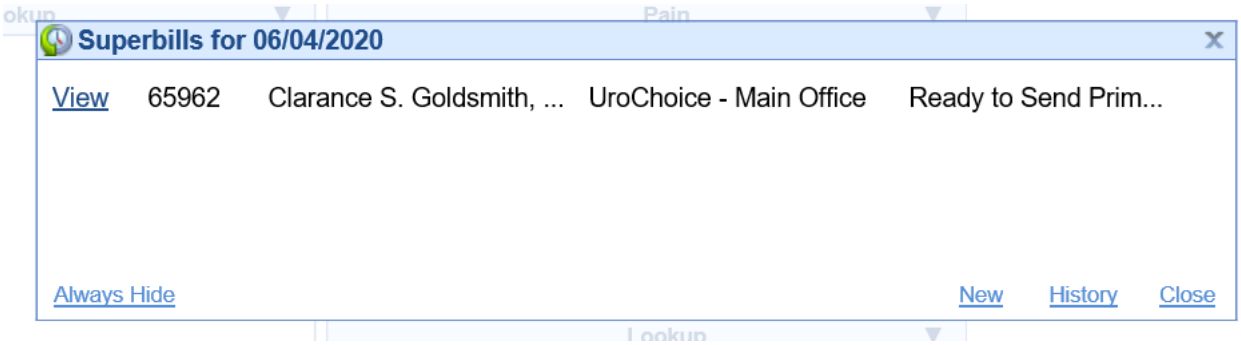
Options:

- On (checked) and Off (unchecked)

User Setting: Display Today's Superbill History

The setting is used to determine if the 'Display Today's History' pop-up is shown when a chart tab is loaded. This is a very useful setting to see if someone (including yourself) has already saved data on a chart tab on a given day.

When this setting is active, the pop-up will be displayed when accessing the Superbill chart tab if new information has been added for that day.



Default Value: Off

Options:

- On (checked) and Off (unchecked)

User Setting: Display Today's Treatment Plan History

The setting is used to determine if the 'Display Today's History' pop-up is shown when a chart tab is loaded. This is a very useful setting to see if someone (including yourself) has already saved data on a chart tab on a given day.

When this setting is active, the pop-up will be displayed when accessing the Treatment Plan chart tab if new information has been added for that day.

Default Value: Off

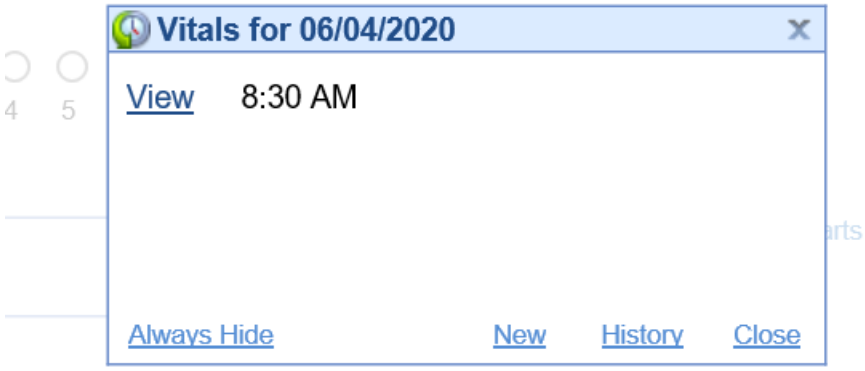
Options:

- On (checked) and Off (unchecked)

User Setting: Display Today's Vitals History

The setting is used to determine if the 'Display Today's History' pop-up is shown when a chart tab is loaded. This is a very useful setting to see if someone (including yourself) has already saved data on a chart tab on a given day.

When this setting is active, the pop-up will be displayed when accessing the Vitals chart tab if new information has been added for that day.



Default Value: Off

Options:

- On (checked) and Off (unchecked)

User Setting: EMR Primary Appointment Color (Background)

The 'EMR Primary Appointment Color (Background)' user setting allows a user to control how the list of appointments appear in the EMR schedule. This setting specifically affects the background color of the appointment block. The color can reflect

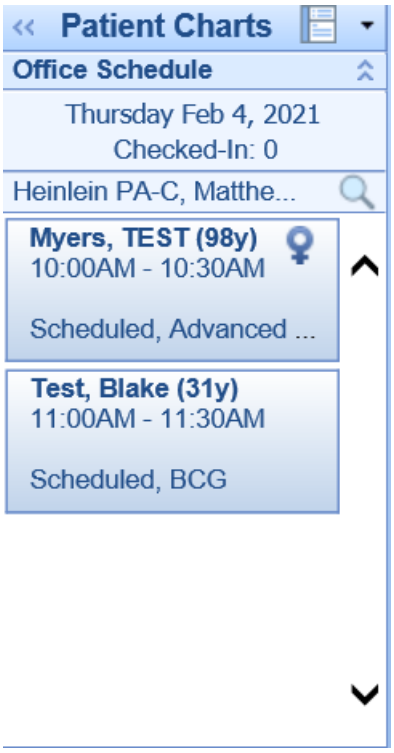
This feature is helpful for practices that want a visual indication of either the type of appointment that the patient is scheduled for or the room status of the appointment.

PRO TIP:
Check out the User Setting: EMR Secondary Appointment Color (Right Side Bar) for even more control.

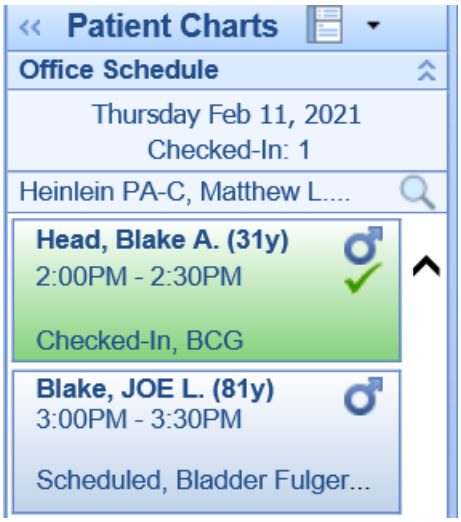
Default Value: 0 - Appointment color background will always be light blue regardless of appointment type or room status.

Options:

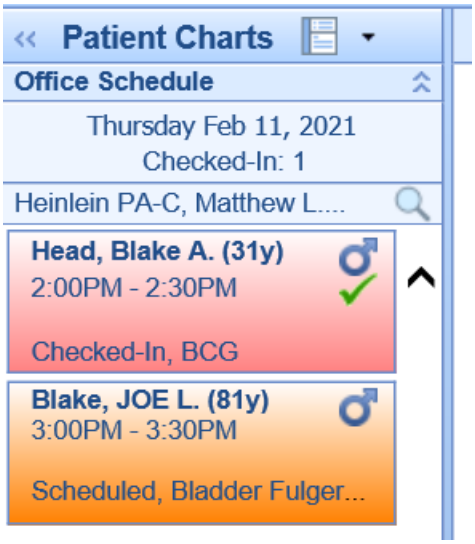
- 0: Appointment color background will always be light blue regardless of appointment type or room status.



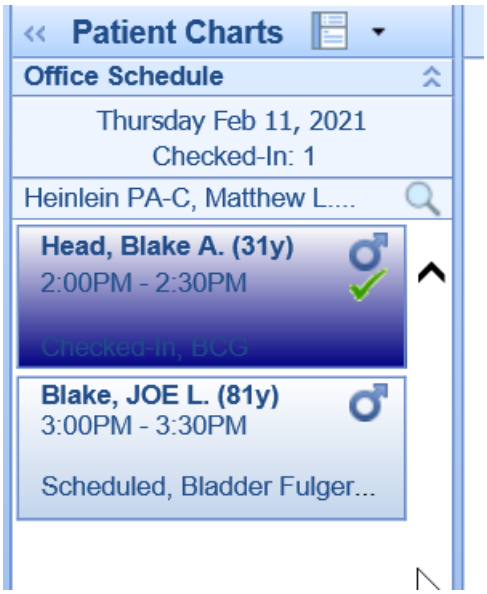
- 1: This option causes the background of the appointment bubble to change based on the Appointment Status. Users can control appointment status colors here: Appointment Statuses



- 2: This option causes the background of the appointment bubble to change based on the Appointment Type. Users can control appointment types colors here: Appointment Types



- 3: This option causes background of the appointment bubble to changes based on the Room Status. Users can control room status colors here:



User Setting: EMR Secondary Appointment Color (Right Side Bar)

The 'EMR Secondary Appointment Color (Right Side Bar)' user setting allows a user to control how the list of appointments appear in the EMR schedule. This setting specifically affects the right hand side bar color of the appointment block.

This feature is helpful for practices that want a visual indication of either the type of appointment that the patient is scheduled for or the room status of the appointment.

PRO TIP:

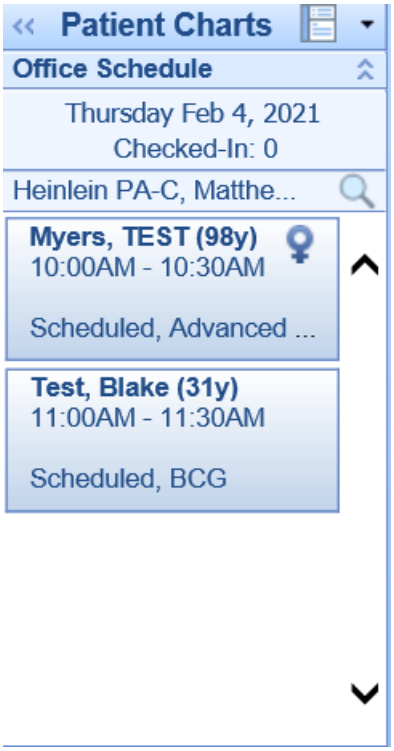
Check out the User Setting: EMR Primary Appointment Color (Background) for even more control.

EMR Primary Appointment Color - Background: 0 - (default) Would not show a color (all appointments same color, light blue), 1 - Appointment Status Color, 2 - Appointment Type Color, 3 - Room Status Color

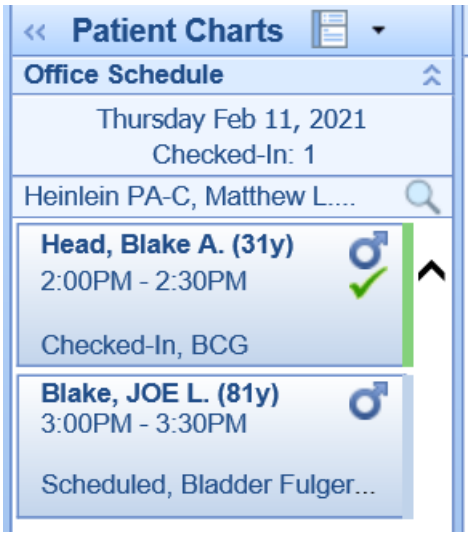
Default Value: 0 - Appointment color background will always be light blue regardless of appointment type or room status.

Options:

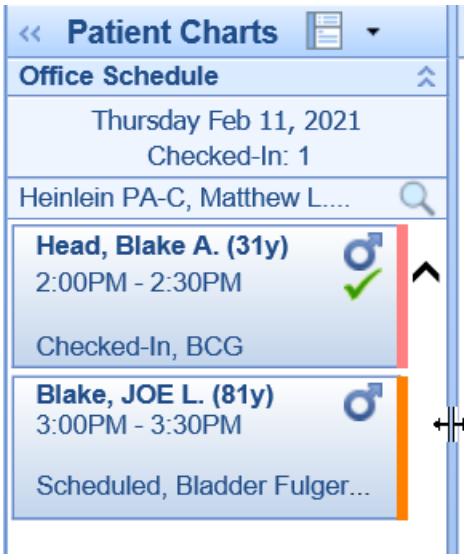
- 0: Appointment color side bar will always be light blue regardless of appointment type or room status.



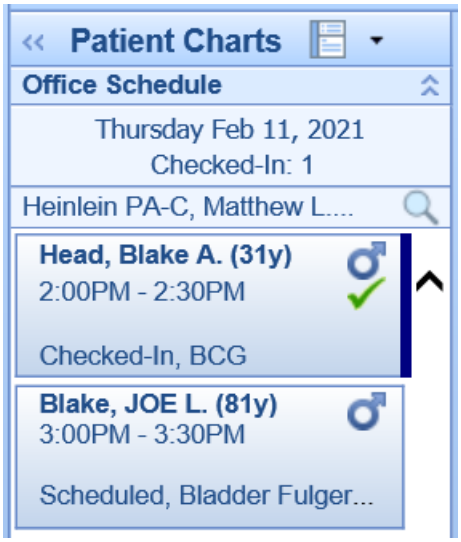
- 1: This option causes the background of the appointment bubble to change based on the Appointment Status. Users can control appointment status colors here: Appointment Statuses



- 2: This option causes the background of the appointment bubble to change based on the Appointment Type. Users can control appointment types colors here: Appointment Types



- 3: This option causes background of the appointment bubble to changes based on the Room Status. Users can control room status colors here:



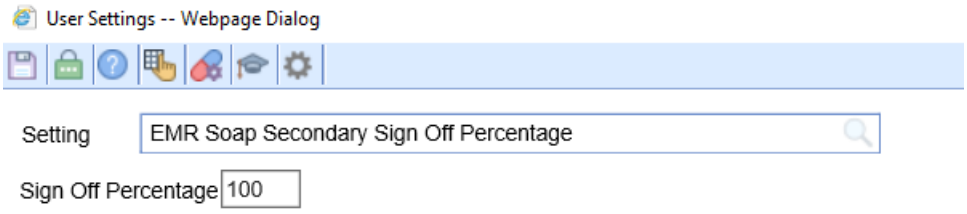
User Setting: EMR Soap Secondary Sign Off Percentage

The 'EMR Soap Secondary Sign Off Percentage' is the percentage in which completed SOAP Notes are sent (at random) from the Primary signer to the Secondary signer for additional approval.

This feature is helpful for practices that require certain users to have custom signoff settings for certain note types. For example, if a mid-level provider requires only 5% of their notes to be sent for additional signoff, their Secondary Sign Off Percentage can be adjusted to pull only 5% of their notes to be sent for additional sign off.

PRO TIP:
Check out the User Sign Off Settings for even more control.

Values should be between 1 and 100. If the secondary sign off percentage for the user is lower than this value then a secondary sign off will be required. If the secondary sign off is greater than this value then randomly a secondary sign off will be required.



Default Value: 100

NOTE:

In order for changes to this setting to apply, the EMR Soap Secondary Sign Off Percentage Start Date must also be configured.

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User Setting: EMR Secondary Sign Off Percentage Start Date

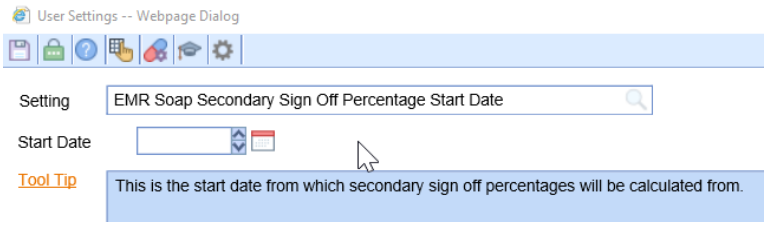
The 'EMR Secondary Sign Off Percentage Start Date' works in coordination with the EMR Soap Secondary Sign off Percentage in order to calculate when completed Soap Notes will be sent to the Secondary signer.

This feature determines the start date from which secondary sign off percentages will be calculated from.

PRO TIP:
Check out the User Sign Off Settings for even more control.

Default Value: NULL - This field is blank by default.

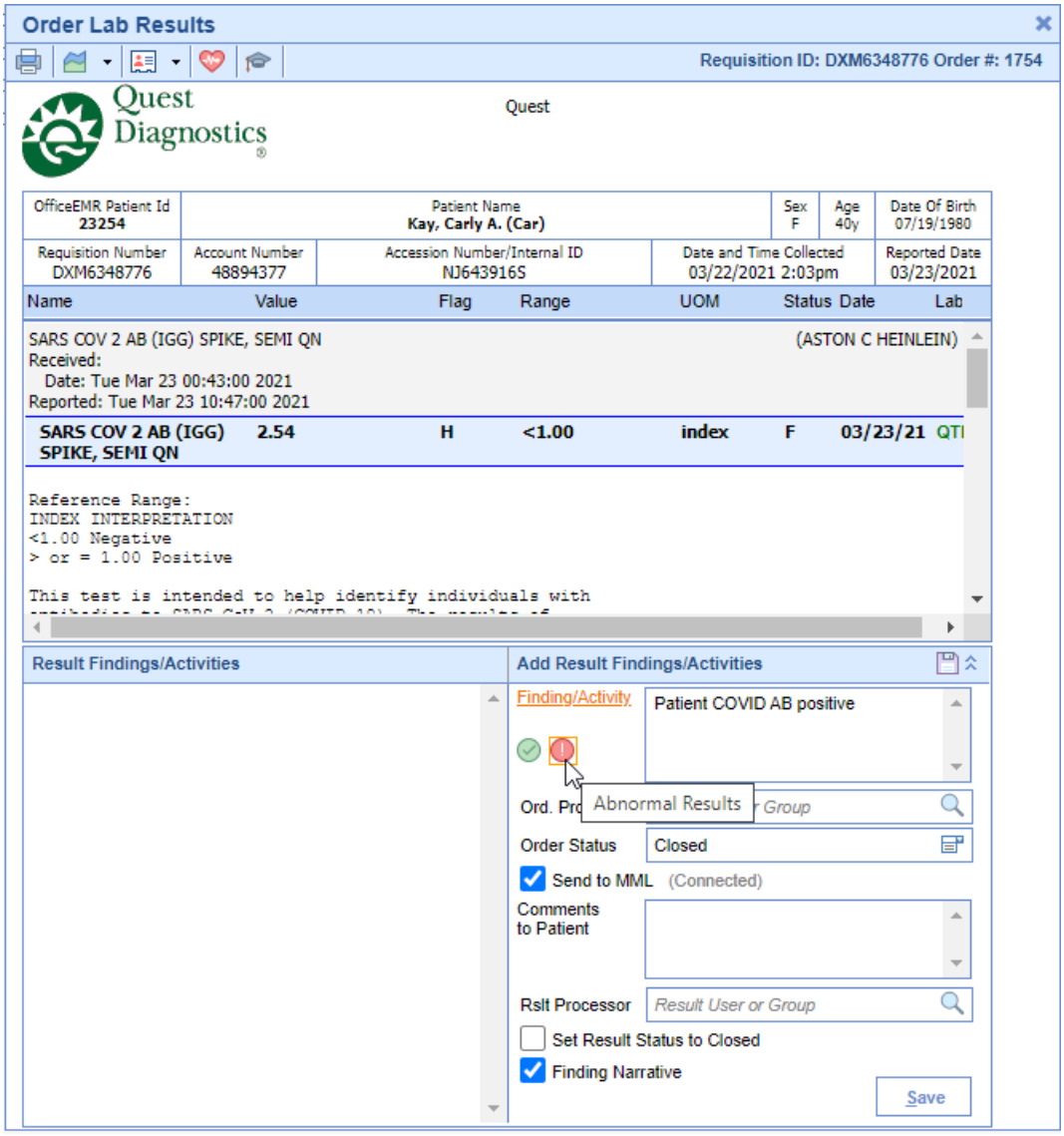
Options: Date field



Your browser does not support HTML5 video.

User Setting: Finding Narrative (Abnormal)

The setting is used to determine if the Narrative checkbox will be selected by default when using the Abnormal order result findings button on the Order Results Screen. Result findings with the Narrative checkbox selected are part of the Results section in CCDA files generated from the application.



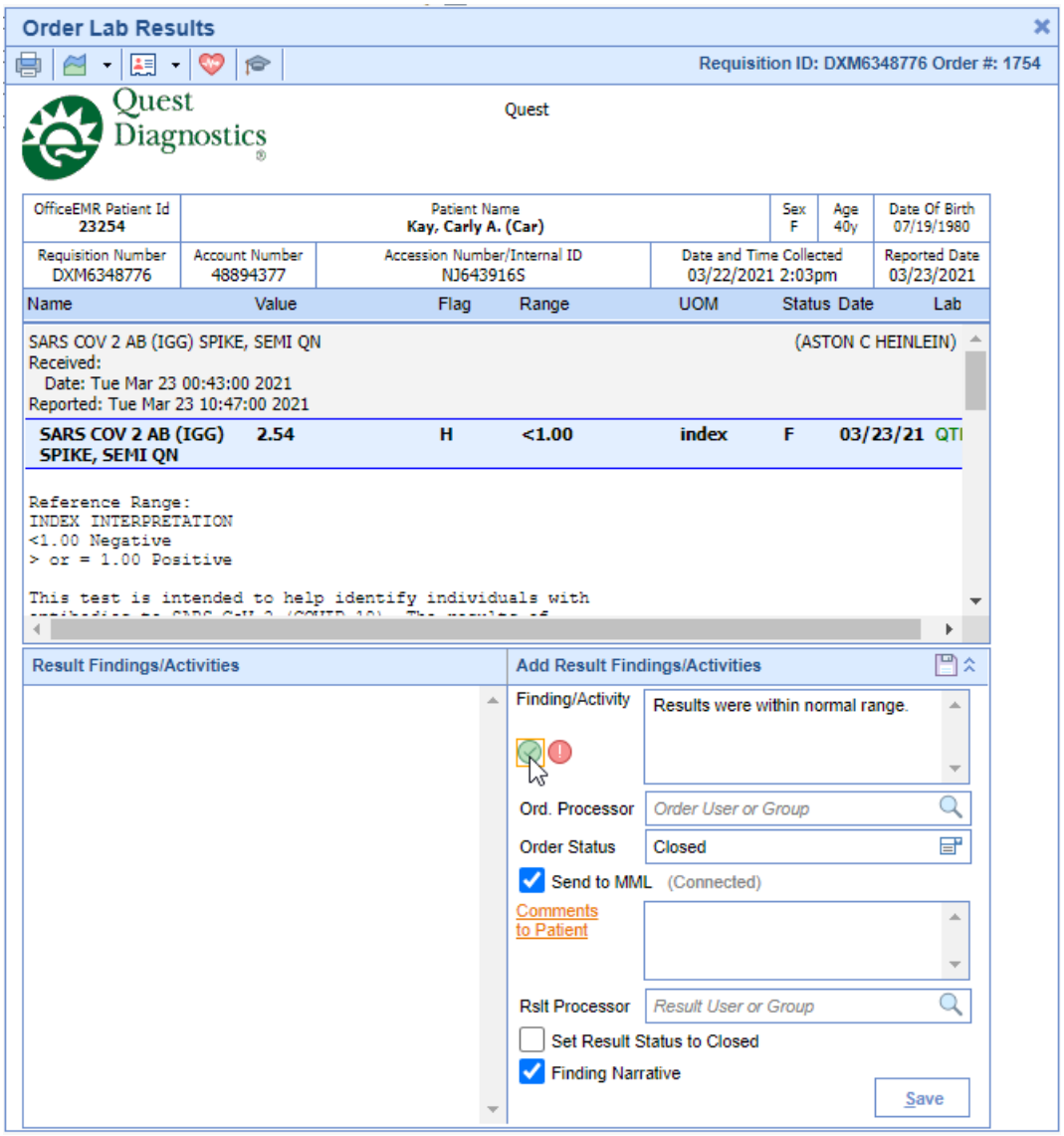
Default Value: Off

Options:

- On (checked) and Off (unchecked)

User Setting: Finding Narrative (Normal)

The setting is used to determine if the Narrative checkbox will be selected by default when using the Normal order result findings button on the Order Results Screen. Result findings with the Narrative checkbox selected are part of the Results section in CCDA files generated from the application.



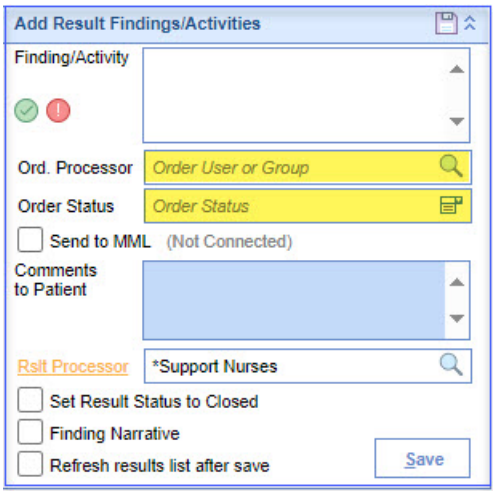
Default Value: Off

Options:

- On (checked) and Off (unchecked)

User Setting: Hide Order Processor and Status in Result Findings

The setting is used to determine if the Order Processor and Status fields are displayed in the Result Findings/Activities screen. When checked, Company Setting: *Hide Order Processor and Status in Result Findings* will hide the Order Processor and Order Status fields from the Result Findings/Activities screen.



Default Value: Off

Options:

- On (checked) and Off (unchecked)
- *Apply to all users* checkbox (enables it for "all users").

User Setting: Maximum claims per deposit page

The setting is used on the Deposit Management window in Billing. A user can set the maximum number of claims displayed in the deposit management window before a new page is created.

Default Value: 10

User Setting: Patient Search Maximum Rows

This setting is used to modify the number of maximum rows returned when searching for a patient in the desktop or mobile applications.

Default Value: 50

Option: Number

Steps

1. Open User Settings (Accessing User Settings)
2. Search "Patient Search Maximum Rows"
3. Type a number into the field
4. Save

NOTE: A large search parameter could cause a slight delay in returning results.

User Setting: Problem List Favorite Search Days

The 'Problem List Favorite Search Days' user setting allows a user to choose how far back in time to look when generating the 'Favorites List' in the Problem List chart tab. This setting works in conjunction with the Problem List Favorite Search Type user setting.

The reason this setting exists is so that the favorites list displayed shows relevant and timely data. For example, if no time frame existed, iSalus would build a list of favorites based on all of the data in the system. This becomes problematic when a specific code that was used commonly is no longer an acceptable code. Without this setting, you would have to use the "acceptable" code for several years to surpass the "unacceptable" code by usage. However, when a time frame is added, the "unacceptable" code will be used less in this smaller time frame compared to the "acceptable" code.

Default Value: 365 days

Options:

- Search Days: Set this to a number of days in the past to look

User Setting: Problem List Favorite Search Type

The 'Problem List Favorite Search Type' user setting allows a user to choose which data is returned in the 'Favorites List' in the Problem List chart tab. Users may find it helpful to change this setting so that the list of favorite items returned are either more or less specific based on usage patterns.

Default Value: Company

Options:

- Company: This option shows the top most used problem list items across the entire patient population. This setting works in conjunction with the 'Problem List Favorite Search Days' user setting.
- User: This option shows the top most used problem list items for the logged in user. This setting works in conjunction with the 'Problem List Favorite Search Days' user setting.
- Original Search: This option shows the top most used problem list items across the entire patient population. No time restrictions are applied when using this search.

User Setting: Problem List Favorites Search Max Rows

The 'Problem List Favorite Search Max Rows' user setting allows a user to choose how many items are return in

the 'Favorites List' in the Problem List chart tab.

Change this setting in order to limit or expand the number of rows you see in the 'Favorites List'.

Default Value: 100

Options:

- Max Rows: This is a numeric value that represent how many rows will be returned

---

User Setting: Problem List Summary View

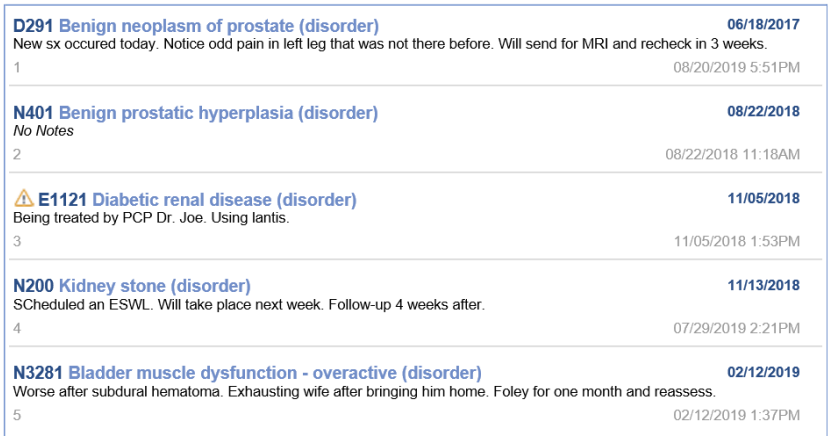
The 'Problem List Summary View' user setting allows a user to decide how the list of problems display on the Problem List chart tab.

Most users will use the more modern view, however, some users may choose to revert to the older layout of this window.

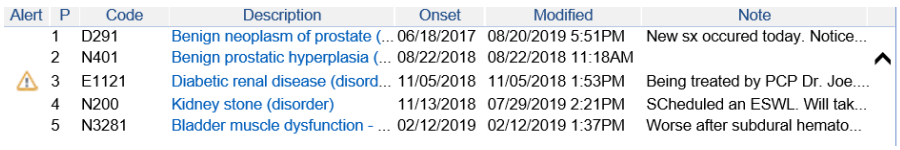
Default Value: Text

Options:

- Text: This option display the data in a more modern, easy to understand format.



- Table: This display the data in a grid view. This is the 'older' way of looking at the data.



Alert	P	Code	Description	Onset	Modified	Note
	1	D291	Benign neoplasm of prostate (...	06/18/2017	08/20/2019 5:51PM	New sx occured today. Notice...
	2	N401	Benign prostatic hyperplasia (...	08/22/2018	08/22/2018 11:18AM	
⚠	3	E1121	Diabetic renal disease (disord...	11/05/2018	11/05/2018 1:53PM	Being treated by PCP Dr. Joe....
	4	N200	Kidney stone (disorder)	11/13/2018	07/29/2019 2:21PM	SCheduled an ESWL. Will tak...
	5	N3281	Bladder muscle dysfunction - ...	02/12/2019	02/12/2019 1:37PM	Worse after subdural hemato...

User Setting: Procedure List for Vitals Timeline Wireframe

Summary

The setting is used to identify a list of procedure codes should be added to the Vitals Timeline graph when a user selects the **Procedures** icon. This can be a specific list of codes separated by a comma (i.e. 99213, 99205) or a range of codes (99203-99205).

This setting works in unison with the Company Setting of the same name. If the company setting is set and the user setting is not, the company setting will be applied.

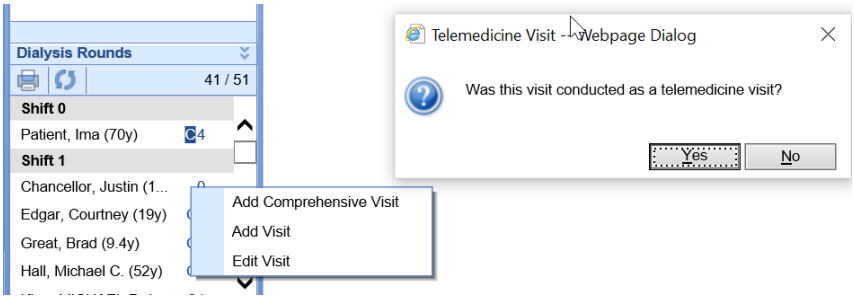
Default Value: blank

Options: A comma separated list of procedure codes and/or a range of cpt codes. Also, 'NONE' can be added to force the procedures off for the user.

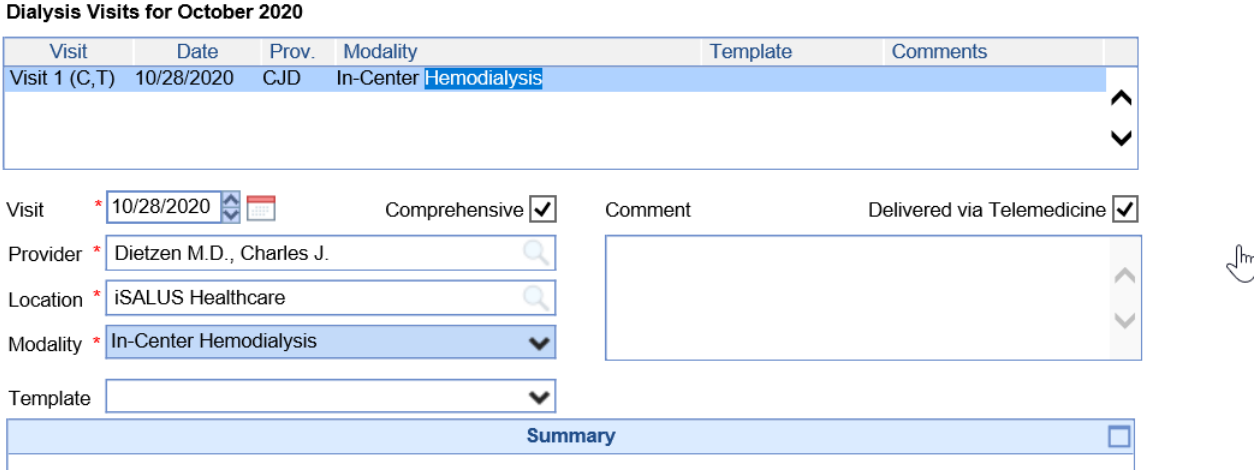
User Setting: Prompt for Dialysis Visit delivery mechanism

The setting is used to determine if a user would like to be prompted to indicate how a Dialysis Visit was delivered. The options will be either in-person or via telemedicine.

This setting will affect both the EMR and Mobile devices.



Please note, some practice may have the Company Setting: Open Dialysis Visits Chart Tab when Adding Visits enabled. If this is the case, the user will not receive the prompt. Rather, the user will be expected to use the Dialysis Visits chart tab to indicate if the visit was conducted via Telemedicine.



Default Value: Off

Options:

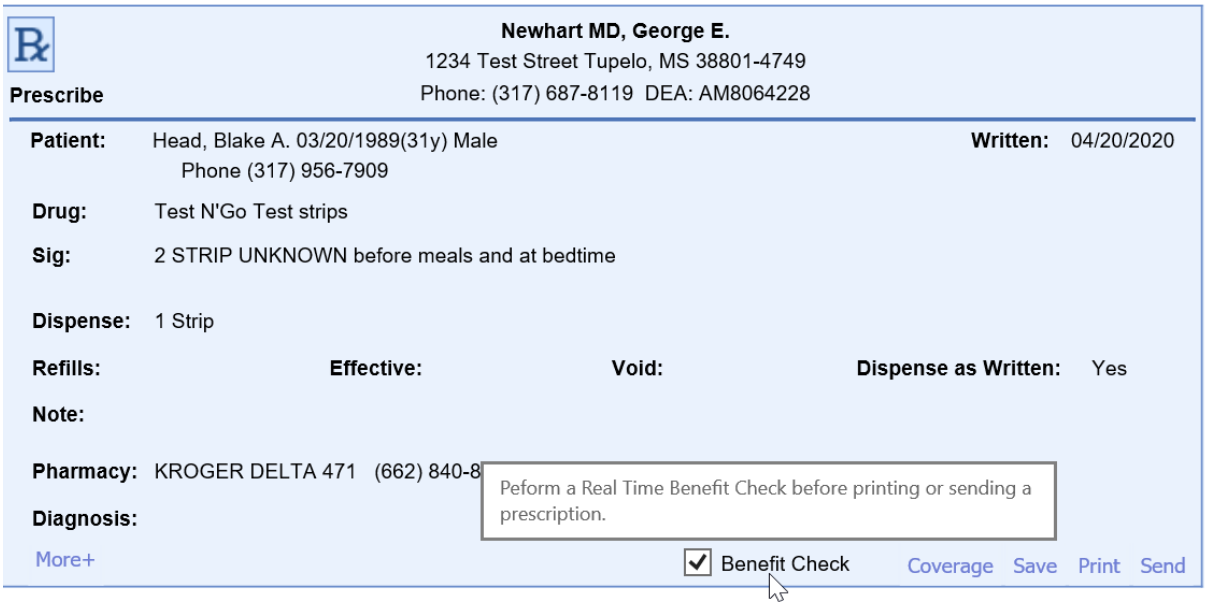
- Off - Users will not be prompted
- On - Users will be prompted

User Setting: Run Real Time Prescription Benefit Check (RxBC)

The 'Run Real-Time Prescription Benefit Check (RxBC)' user setting allows a user to decide if the Benefit Check box is selected by default on the prescription pad for a user. This option is only available for users who use the CoverMyMeds integration.

Parameters

Checked = 'Benefit Check' checkbox will be checked for each prescription printed/sent/queued
Unchecked = 'Benefit Check' checkbox will need to be selected manually for each prescription to determine price estimates and initiate electronic prior authorizations.



User Setting: Search List Type

The 'Search List Type' user setting allows a user to decide which code set the system search against by default in the Problem List chart tab.

Default Value: SNOMED Problem

Options:

- ICD: This option causes the problem list to search against the diagnosis codes that have been added to the system via Setup > Diagnosis Codes.
- SNOMED Problem: This option causes the problem list to search against a SNOMED library that are linked to problems. The 'Problem' option means that the SNOMED value can cross-walk into an ICD code.
- SNOMED Full: This option causes the problem list to search against a SNOMED library. This option search across all possible SNOMED terms, regardless if it can be linked to an ICD code.

> SNOMED is a industry standard codification mechanism that provides "physician friendly" naming schemes and abbreviations.

User Setting: Timezone Zip Code

The setting is used to determine how times in the system are displayed for the individual user that is logged in. This is a very useful setting for practices that have offices in multiple time zones. Users should enter the zip code of where they are physically located and our system will display time zones based on that.

Keep in mind that this setting over rides the default time zone for the practice. The default time zone for the practice is derived from the Company Profile.

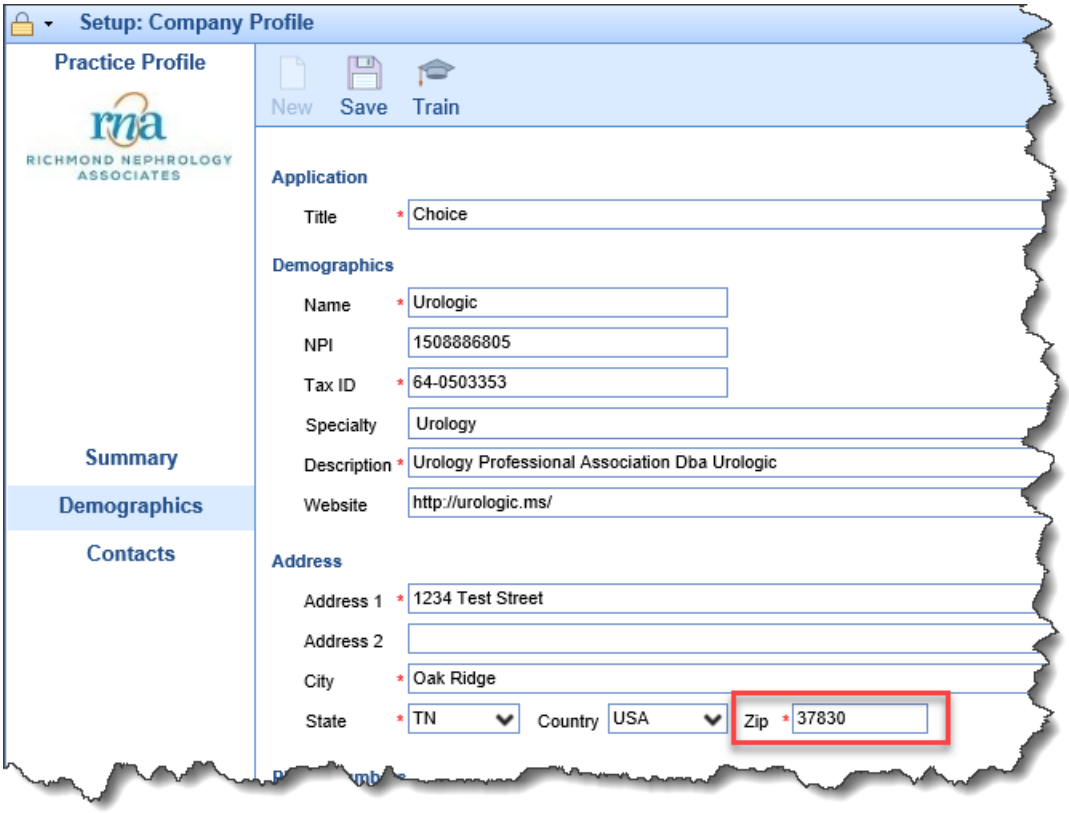
Default Value: Blank (this means the Company Profile controls this)

Options:

- Blank - Company Profile zip code will be used
- Zip Code Supplied - Time zone will be based off of this

Changing the Company Profile Time Zone

1. Navigate to **Setup** > **Company Profile**
2. Select the **Demographics** tab
3. Update the **Zip** field



User Setting: User Reported Rx - My Favorites Default Search Settings

The Reported My Favorite Rx Search Settings are the default display options when displaying drug searches and favorites' lists in the patient reported screen. Follow these steps to access the User Rx Settings.

Default Value: Checkboxes not selected

Options:

- Default to Patient Reported - when selected, the prescriptions chart tab will open by default to the patient reported search/favorites screen. This is useful for ancillary medical staff who primarily add patient reported medications.
- Display Route - when selected, this option displays prescriptions at the route level by default when performing a drug search. This is the highest level of a prescription and cannot be used when printing/sending prescriptions. It is useful when documenting patient reported drugs where the patient only knows the name of a medication he/she is currently taking.
- Display Dosage - when selected, this option displays prescriptions at the dosage level by default when performing a drug search. Similar to the Route level, the dosage level cannot be used when printing/sending prescriptions. It is useful when documenting patient reported medications.
- Display Strength - when selected, this option displays the prescriptive level of a medication by default when performing a drug search. This level is required for printed/sent prescriptions.

- Auto Expand - when selected, this option displays all selected levels (route, dosage and/or strength) of drugs when performing a drug search.
- Max Rows - the maximum number of search results returned when performing a drug search.

User Setting: User Reported Rx - Default Reported Favorites List

This setting selects a user's default Reported Rx Favorites list. The selected Favorites list will display by default for a new patient reported medications instead of the Drug Search. Follow these steps to access the User Rx Settings. Then select the Favorites link.

Default Value: Blank

Options:

- Blank - no Rx Favorites list is set for the user. The drug search will load by default for new prescriptions.
- Selected Favorites List - the default Reported Rx Favorites list that will load by default for new reported medications.

User Setting: User Rx History - Default Status

This setting selects a user's default Rx History statues. These are the statuses of drugs that will display by default in the Medication History screen. The normal statuses selected are Current and New. Follow these steps to access the User Rx Settings. Then select the Rx History tab.

Default Value: Blank

Options:

- Blank - no drugs are set to display in the Rx History for the user by default.
- Selected Statuses - the default statuses for drugs that will display in the Rx History for the user by default.

User Setting: User Rx Pad - Alert Text

This setting stores a user's default prescription alert text. The Alert is a note from the prescriber to the pharmacy. Example Alert Text "Please provide Spanish patient education". Follow these steps to access the User Rx Settings.

Default Value: Blank

Options:

- Blank - Alert text is blank by default for new prescriptions.
- Alert Text Supplied - Alert text is defaulted to the supplied value for new prescriptions.

User Setting: User Rx Pad - Default Dispense as Written to Yes

This setting stores the default new prescription Dispense as Written value. Most prescribers will turn this setting to not selected. Follow these steps to access the User Rx Settings.

Default Value: On

Options:

- On - Dispense as Written is set to "Yes" by default for new prescriptions.
- Off - Dispense as Written is set to "No" by default for new prescriptions.

User Setting: User Rx Pad - Default RxPad Favorites List

This setting selects a user's default Rx Favorites list. The selected Favorites list will display by default for a new prescription instead of the Drug Search. Follow these steps to access the User Rx Settings. Then select the Favorites link.

Default Value: Blank

Options:

- Blank - no Rx Favorites list is set for the user. The drug search will load by default for new prescriptions.
- Selected Favorites List - the default Rx Favorites list that will load by default for new prescriptions.

User Setting: User Rx Pad - My Favorites Default Search Settings

The My Favorite Rx Search Settings are the default display options when displaying drug searches and favorites' lists. Follow these steps to access the User Rx Settings.

Default Value: Checkboxes not selected

Options:

- Display Route - when selected, this option displays prescriptions at the route level by default when performing a drug search. This is the highest level of a prescription and cannot be used when printing/sending prescriptions. It is useful when documenting patient reported drugs where the patient only knows the name of a medication he/she is currently taking.
- Display Dosage - when selected, this option displays prescriptions at the dosage level by default when performing a drug search. Similar to the Route level, the dosage level cannot be used when printing/sending prescriptions. It is useful when documenting patient reported medications.
- Display Strength - when selected, this option displays the prescriptive level of a medication by default when performing a drug search. This level is required for printed/sent prescriptions.
- Auto Expand - when selected, this option displays all selected levels (route, dosage and/or strength) of drugs when performing a drug search.
- Max Rows - the maximum number of search results returned when performing a drug search.

User Setting: User Rx Pad - My Therapeutic Classes Default Search Settings

The My Therapeutic Classes Rx Search Settings are the default display options when displaying drug searches by therapeutic class. Follow these steps to access the User Rx Settings.

Default Value: Checkboxes not selected

Options:

- Display Route - when selected, this option displays prescriptions at the route level by default when performing a drug search. This is the highest level of a prescription and cannot be used when printing/sending prescriptions. It is useful when documenting patient reported drugs where the patient only knows the name of a medication he/she is currently taking.
- Display Dosage - when selected, this option displays prescriptions at the dosage level by default when performing a drug search. Similar to the Route level, the dosage level cannot be used when printing/sending prescriptions. It is useful when documenting patient reported medications.
- Display Strength - when selected, this option displays the prescriptive level of a medication by default when performing a drug search. This level is required for printed/sent prescriptions.
- Auto Expand - when selected, this option displays all selected levels (route, dosage and/or strength) of drugs when performing a drug search.
- Max Rows - the maximum number of search results returned when performing a drug search.

User Setting: User Rx Pad - Default Status

This setting is used to set the default status for a newly saved prescriptions/medications. Most users will set this value to either current for ancillary medical staff or new for prescribers. Follow these steps to access the User Rx Settings.

Default Value: Ineffective

Options:

- Allergic Reaction
- Change
- Completed
- Current
- Discontinue
- Discontinue Financial
- Drug Interaction
- Error
- Expired
- Hold
- Ineffective
- Needs Dr. Approval
- New
- Other
- Overdosed
- Renew
- Side Effects
- Stopped

User Setting: User Rx Pad - Oral Code

This setting stores a prescriber's oral code which is then used for printed/sent prescriptions. Oral codes are a state specific code used in the State of Hawaii. Follow these steps to access the User Rx Settings.

Default Value: Blank

Options:

- Blank - Oral Code is not printed/sent on prescriptions
- Oral Code Supplied - Oral Code will be provided on printed/sent prescriptions

---

User Setting: User Rx Print Report

This setting stores a user's default prescription print layout. Most users will select the "Rx Custom" option and work with Support/Implementation to create a standard printed prescription layout. Follow these steps to access the User Rx Settings.

Default Value: 1/3 Sheet Prescription Pad

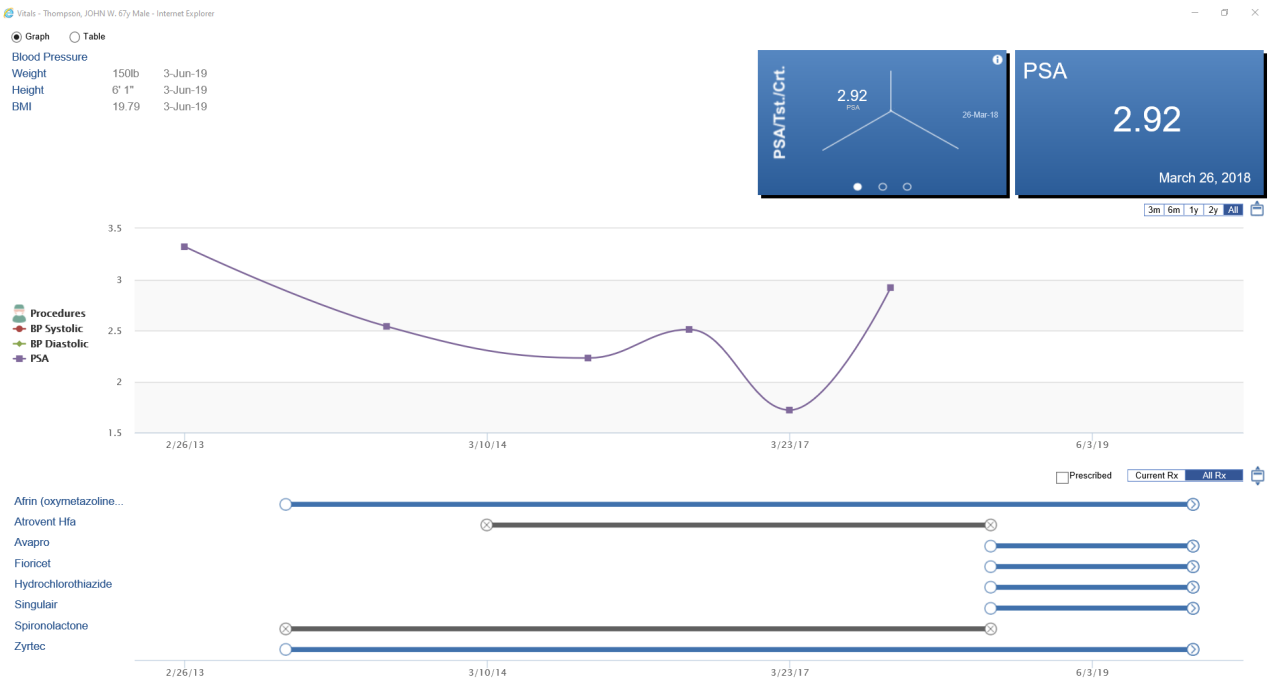
Options:

- 1/3 Sheet Prescription Pad
- Indiana, 1/4 Page w/Sig
- Prescription Label
- Prescription Pad (Custom 1)
- Prescription Pad (Custom 2)
- Prescription Pad (Custom Hawaii)
- Rx Custom
- Thermal Prescription Pad
- Thermal Prescription Pad (Custom Indiana)

User Setting: Vitals Summary Table View

The setting is used to determine if the Table View or the Graph View is displayed when clicking on a Vitals Clinical Marker on the timeline. By default, all users see the Graph View. If the setting is on for you user, you will see the Table View.

When the setting is off, the Graph View will be displayed by default:



When the setting is on, the Table View will be displayed by default:



Name	06/03/2019	03/26/2018	03/23/2017	03/21/2016	03/16/2015	03/03/2014	02/26/2013
PSA							
PSA		2.92 ng/mL	1.72 ng/mL	2.51 ng/mL	2.23 ng/mL	2.54 ng/mL	3.32 ng/mL
Vitals							
BP							
Weight	150lb						
Height	6' 1"						
BMI	19.79						

Default Value: Off (graph view)

To set this setting, a user may follow the below steps:

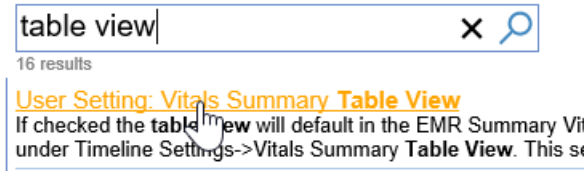
1. Open the **Search** menu from the upper right corner.



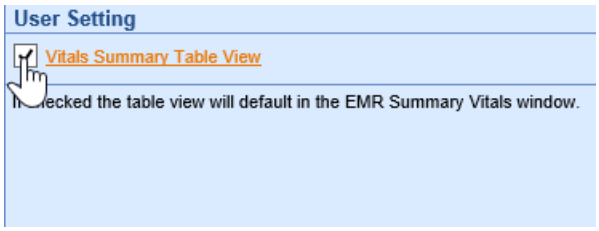
2. Choose **User Settings** from the menu.



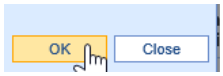
3. Search for the **Table View** setting. It will be the first option - click on the **Vitals Summary Table View** setting.



4. Turn on the setting by checking the box.

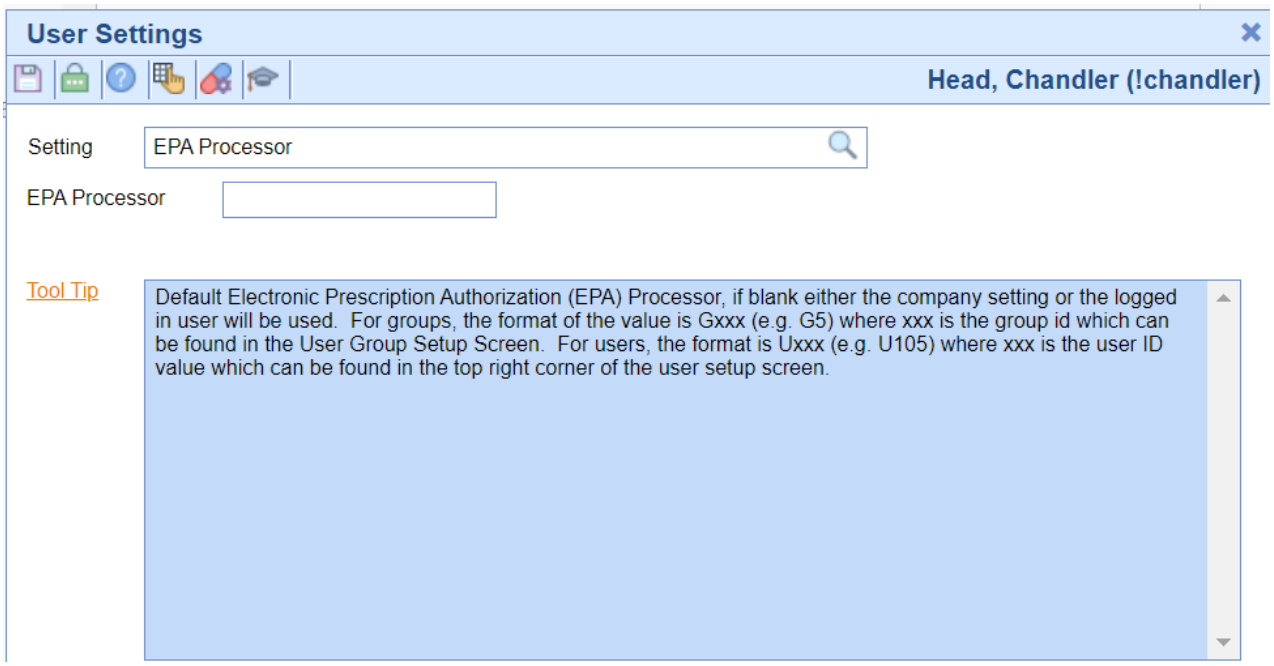


5. Click **OK** to save.



User Setting: EPA Processor

The EPA Processor setting is used in conjunction with the CoverMyMeds ePA integration. This setting or the Company Setting equivalent can be used to guide the medication prior authorization workflow by dictating the default processor for the ePA task. As described in the below tooltip the value for the setting works slightly differently than others. The IDs for User Groups and Users will be found in the areas described below.

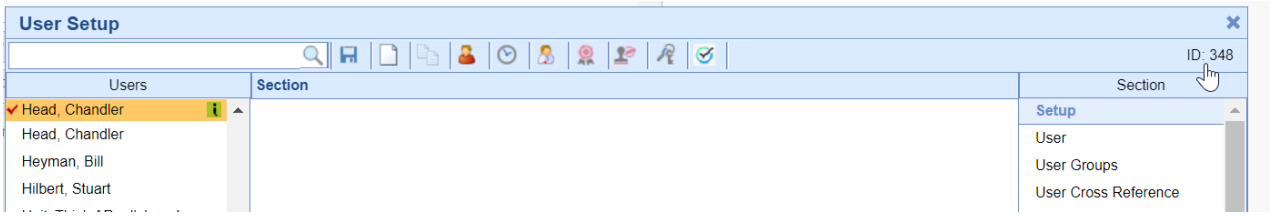


Parameters

U#= User & User ID
OR
G#= Group & Group ID

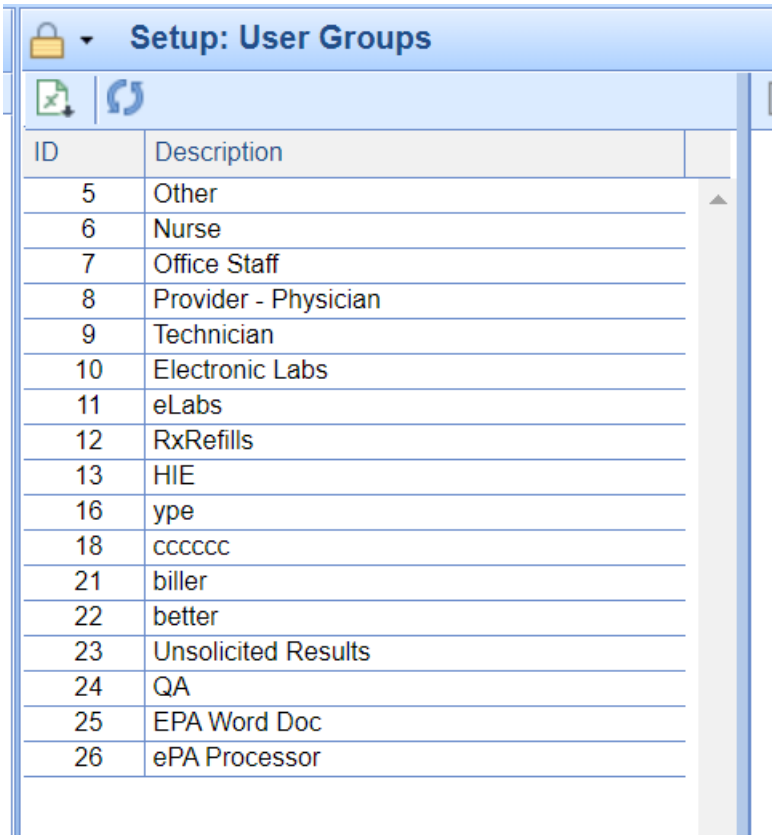
Finding User ID

The user ID is a number that is shown within the Setup > User Setup screen:



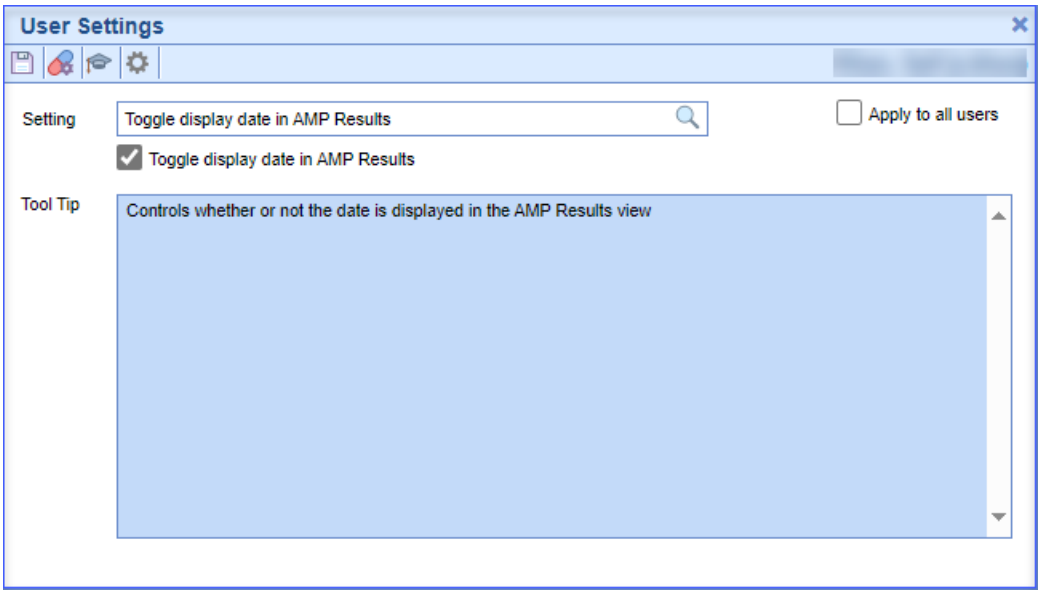
Finding User Group ID

The User Group ID will be found within Setup > User Groups. The first column displays the ID for the group:



User Setting: Toggle Display Date in AMP Results

The setting is used to toggle the display of the date column in AMP Results. When checked, User Setting: *Toggle display date in AMP Results* will hide the date from being displayed in the AMP Results view.



Default Value: Off

Options:

- On (checked) and Off (unchecked)
- *Apply to all users* checkbox (enables it for "all users").

User Setting: Unsolicited Results Processor

The setting is used to define the **User** or **User Group** to assign **Unsolicited Results** to if an HL7 ORU file is received that contains a matching NPI to the user's ID.me Verify Provider Connection.

This setting works in unison with the Company Setting of the same name. If the company setting is set and the user setting is not **OR** if the User is not properly configured **OR** if the value in the HL7 file does not match the ID.me Verify Provider's NPI, then the company setting will be applied.

Default Value: blank

Options: User/User Group Search

Additional Considerations & Prerequisites

All of the following must be true for this setting to take effect:

1. User is connected to a provider within the setup of ID.me
   Setup > User Setup > ID.me Verify (Toolbar) > Provider

2. Provider's NPI matches the Ordering Provider ID received within the result file
   Setup > Providers > Search > Demographics > NPI

3. HL7 ORU (*interfaced result*) contains an NPI for the Ordering Provider ID
   Typically contained within the OBR.16.1 segment, but custom mapping can be performed

4. The HL7 interface is configured to digest the Ordering Provider ID from the appropriate segment
   This is a mapping value internal to iSalus, but may be customized per HL7 interface via Support

If items 1 & 2 are true, but the setting is still not working as desired, it is likely that either the Lab Vendor is not providing an NPI for the Ordering Provider ID or the value exists in an unexpected or unmapped segment. Please reach out to Support to get help determining if the issue can be resolved by iSalus or may require a change from the lab system.

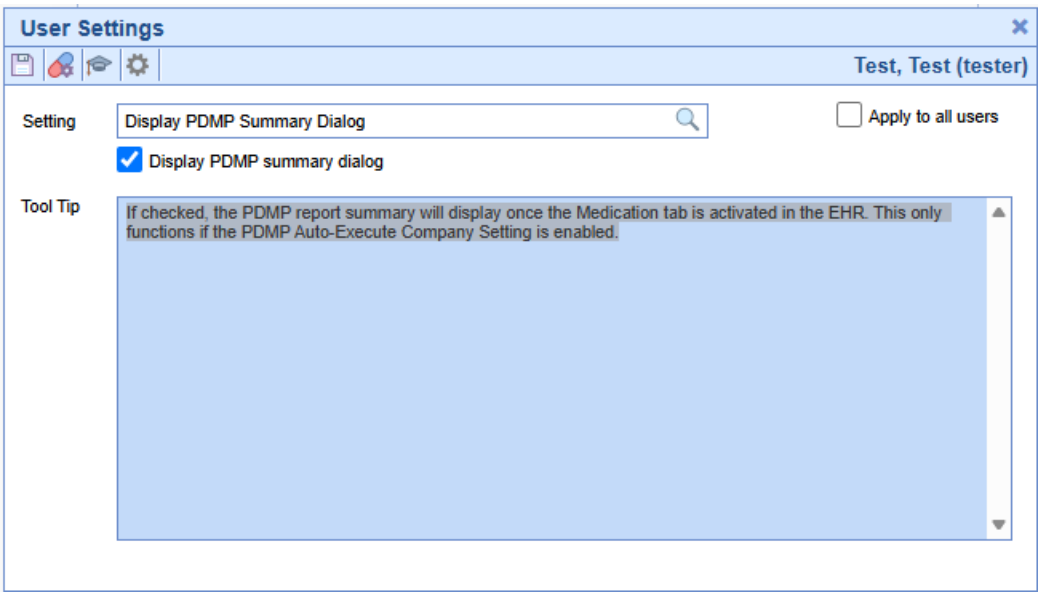
User Setting: Display PDMP Summary Dialog

When this setting is checked, opening the Medications tab in the EHR pulls the patient's PDMP report in the

background and opens a small window on the right showing the patient's scores. This puts the key PDMP information in front of the provider as soon as they open the Medications tab so they don't have to open the full report to see it.

This setting works together with the company setting that runs the PDMP report automatically and only takes effect when both of these are true:

- Your practice is a **PDMP Beta** user.
- The company setting **"Auto-execute PDMP report when Medications tab is activated"** is enabled.



Default Value: Off

Options:

- On (checked) and Off (unchecked)
- *Apply to all users* checkbox (enables it for "all users").