

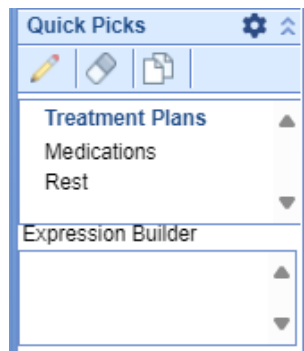
Quick Picks

Last Modified on 08/30/2024 10:21 am EDT

About EMR Quick Picks

Quick Picks are a function within the EMR portal that allows a user to create stored text or expressions that can be applied to any free text box or text area within the EMR portal. Generally this text is used for documentation purposes within a template. An example would be to have a common treatment plan phrase stored, that would then be copied and pasted to a free text area within the Treatment Plan template.

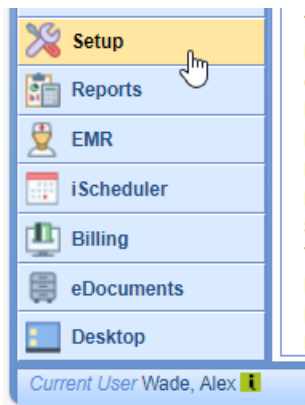
The Quick Pick builder allows a single user to create common phrases that can only be accessed by that user. Quick Picks can not be shared amongst multiple users.



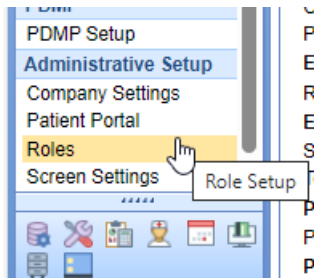
Accessing Quick Picks

Access to the Expression builder is controlled by the role titled, "Quick Picks." Access may be determined by an administrator.

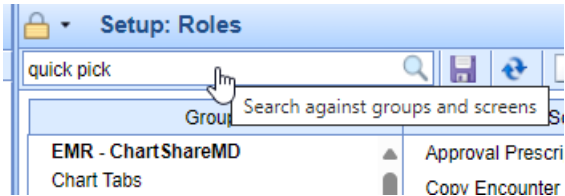
1. Navigate to Setup



2. Location Administrative Setup > Roles



3. Search "quick pick"

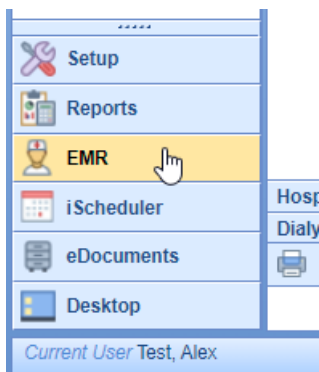


4. Determine write access by granting access to various user roles

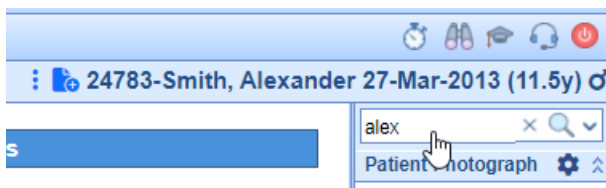
Groups	Screens	Roles	Off	Read	Update	Write
EMR - ChartShareMD	Approval Prescription Queue	Check In/Out Dashboard Access	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chart Tabs	Copy Encounter	IGenericVARAdmin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Processing	EMR Formulary Search	!Internal-IsalusHealthcareAdmin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
User Setup	EMR Pharmacy Search	!SalusAdmin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
EMR - EMCoding	Encounter Preview	!SALUSHealthcare-TMedAdmin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Processing	Prescription	!SALUSHealthcareAdmin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Setup	Prescription History	!MarketingTest-ReferralAdmin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
EMR - General	Prescription Search	!VarAdmin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Chart Tabs	Prescriptions Pat. Reported	*Administrator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
General	Problem List Auto Update	*Ancillary Medical Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Patient Setup	Quick Picks	*Billing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Patient SOAP	Signature	*Front Office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Processing	Summary of Care	*Provider	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Reporting		Analytics Cube	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Setup		AnywhereCare Standalone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supporting		Basic	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Template Setup		Biller	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ToDo		BillerMD	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
User Setup			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
EMR - Orders			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Users may determine whether the Quick Pick builder is displayed on their right navigation pane in the EMR, using various user display settings.

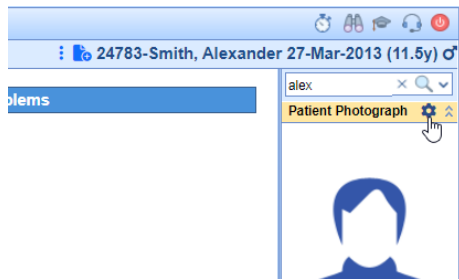
1. Navigate to the EMR



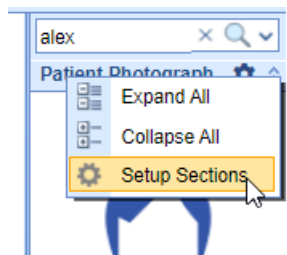
2. Begin by opening a patient either by searching or selecting a scheduled appointment



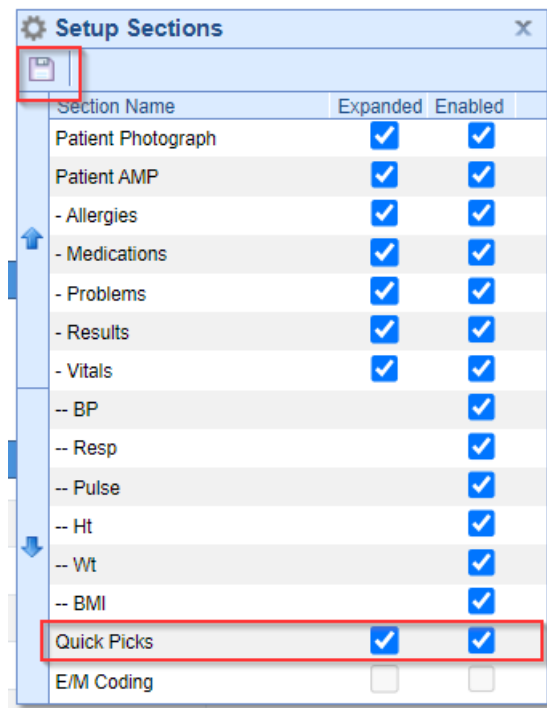
3. Select the gear icon in the Patient Photograph bluebar



4. Choose Setup Sections

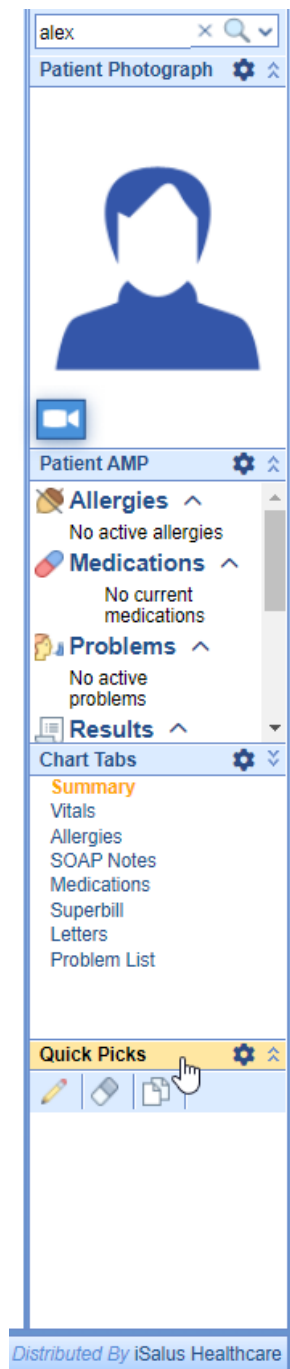


5. Choose Enabled (and expanded if you wish to have the tool open all the time)



6. Choose Save

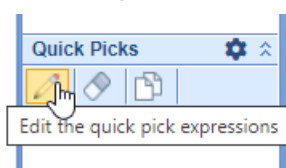
The Quick Pick builder will now be displayed at the bottom the right navigation pane in the EMR.



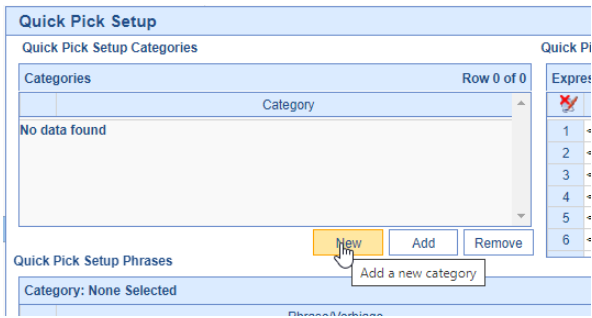
How to Create Quick Picks

Quick Picks are displayed by categories.

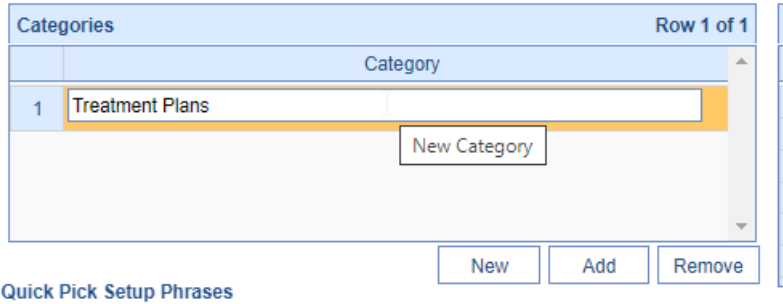
1. Select the pencil icon



2. Select the New button to generate a new category

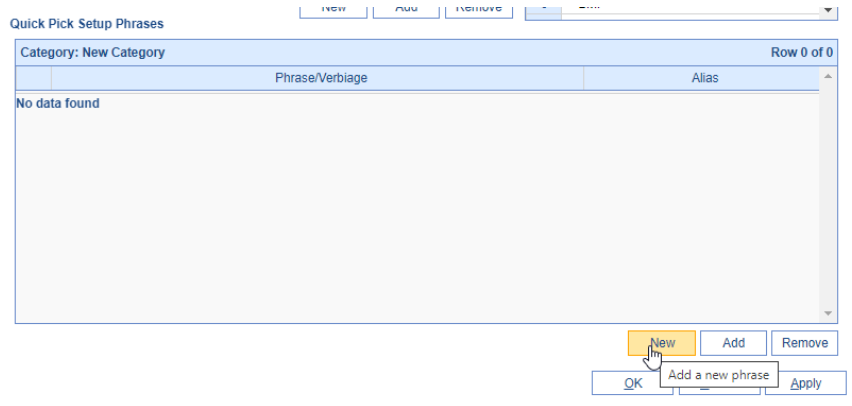


3. Type in the desired category name

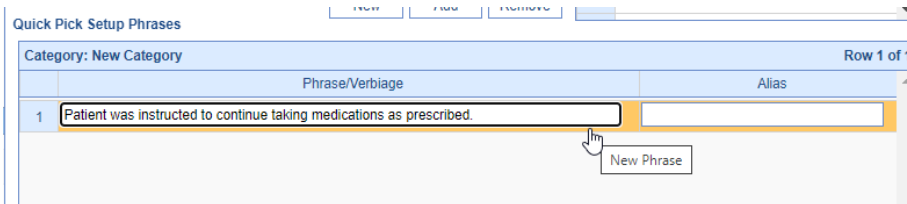


Phrases are then built under designated categories.

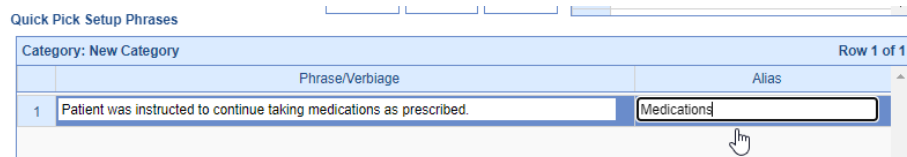
1. Select the New button



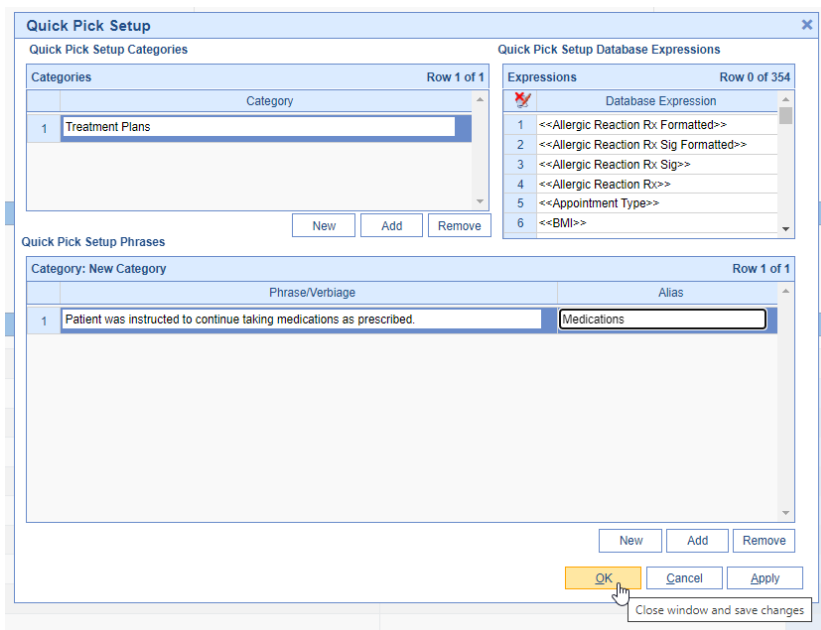
2. Enter the desired phrase (*This is what will be pasted*)



3. Enter a brief alias that describes the phrase (*This is what is displayed in the Quick Picks menu*)



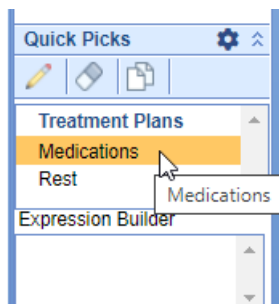
4. Select OK to save changes and close window



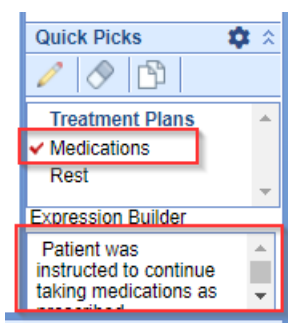
How to use Quick Picks

Quick Picks can be used independently or can be grouped together to form phrases.

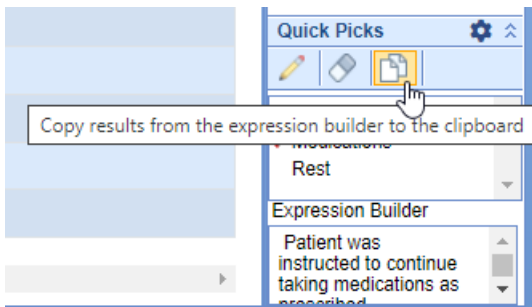
1. Begin by single selecting the desired phrase (*to group phrases, select the desired phrases*)



2. Selected phrases will display in the expression builder



3. User may choose to make edits to the expression builder before copying
4. Select the copy button to copy the text to your clipboard



5. Navigate to the desired area to paste and use 'Ctrl + V' to paste

