

Practice Fusion Assignment 4

Training on Practice Fusion

1. Click the "Home" link located on the top left of the screen.

🔷 practic	e fusion*						
Home	Schedule	Charts	eRx	Messages	Labs	Documents	Reports

2. If you are able to see a green bar located at the bottom of the screen click "Steps to set up" link.

🗙 turn off training	Welcome to your EHR <u>Steps to set up</u>	💭 start a live chat

If you don't see the green bar click the "Get Help" link located at the top of the page and then click the "Turn Training On" link in the menu. Doing this should make the green bar at the bottom of the page appear.



3. Click the arrow on the green bar to expand to see more information. Once the content is visible click "Experience Charting" link under the steps to setup heading. Follow the onscreen prompts.



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You're making progress!	Steps to setup
Follow the steps to the right and	
soon you'll be charting patient	1. Experience charting
visits electronically.	2. Add your staff
Helpful resources	3. Import your patients
Learning Center	4. Turn on eRx
Forum	5. Turn on labs
Talk with a rep	5

4. Repeat step 3 and click "Add your staff". Then Click the Learn link at the top right corner to watch a video on how to add your staff.

EHR SETTI	NGS		Users	Profiles F	ractice Per	missions Not	ifications and alerts	x Templates
Show Inacti	ve Users						e le	Add New User(s)
First Name	Last Name	Username	Email	Edit Level	Active	eRx	Actions	Administrator
Gregory	Latterell	glatterell	gregoryl@alextech	Phys. / MD / DO	Yes		Reset Password	Yes
Kellie	Tatge	ktatge73	kelliet@alextech.e	Phys. / MD / DO	Yes		Reset Password	Yes
Fred	Flinstone	fflinstone	gregorylatterell@ya	Staff	Yes		Reset Password	No
Kari	Berry	kberry48	kariberry@yahoo.c	NP / PA	Yes		Reset Password	No
Buster	Brown	bbrown16	karitatge@yahoo.c	Phys. / MD / DO	Yes		Reset Password	No

5. Repeat step 3 and click "Import your patients". This will pop up a new window on information about importing patients with a sample image.



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Patier	nt Demographi	ics File Uploa	d:								
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2.	Please choose	to upload eit	her:								
	a. An Excel	File with data	placed neatly	into app	ropriate columns.						
	b. A "flat file	e" which is a s	imple text file	e with data	a separated by comn	nas. Please r	nake sure the	ere is a	header ro	w to start.	
	c. Files can	be of the follo	wing types: >	ds, xlsx, xl	m, csv, pdf, txt, zip, a	dt, dat, dbf, k	oak, asc				
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6. NOTE: You may skip "Turn on eRx" and "Turn on labs" prompts.

You have now gone through my Electronic Health Record.