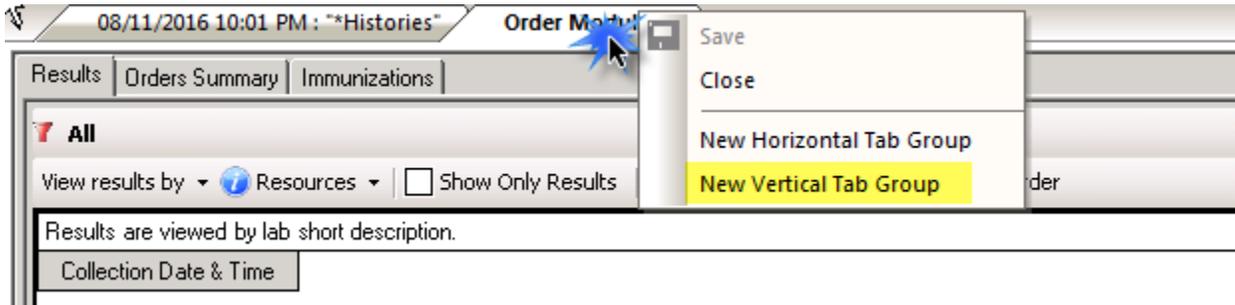


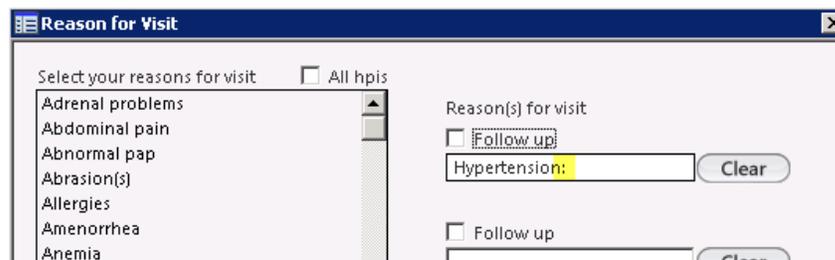
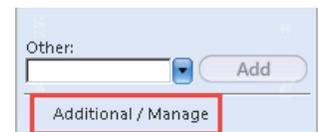
Our 7 Favorite NextGen Tips & Tricks

1. **Split your view between two tabs:** Do you ever wish you could see two templates or tabs side by side? You can! Open the two templates or modules you wish to view. Now, right click on one tab and select 'New Vertical Tab Group'. Both tabs will display side by side. Choose the 'Horizontal' tab group to view them top to bottom.

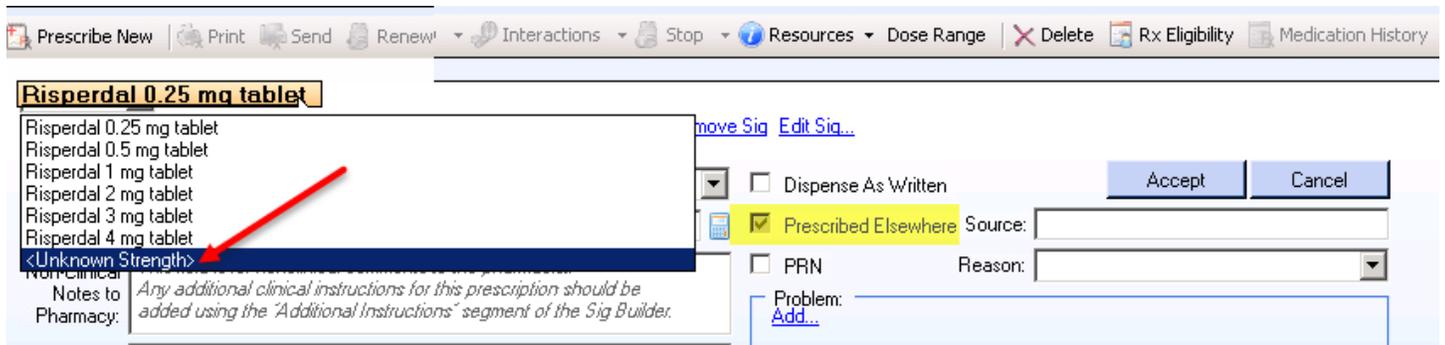


2. **Override the Default HPI template:** Sometimes, the default HPI template for a specific complaint just isn't what you are looking for. If you'd rather use the Generic HPI template instead of the one normally associated with a selected complaint, simply place a colon next to the complaint. For example, suppose your patient is returning for a follow up of her blood pressure - the HPI for Hypertension is targeted more for new onset. To invoke the Generic HPI instead of the Hypertension HPI, placing a colon next to the complaint will override the default Hypertension template.

From the Reason for Visit section, click on Additional/Manage to call up the long list of available complaints. Select the complaint – in this example 'Hypertension'. Now add a colon to the complaint on the right. The Generic HPI template will appear instead of the Hypertension HPI.



- Utilize the Quick Note feature (version 8.0 and above):** How much time does it take you to document a thorough well-woman exam? Or an ear ache? Do you typically review and examine some common systems regardless of the patient’s age or general health? Why not save yourself a few clicks by utilizing the Quick Note feature? Building Quick Notes allows you to essentially pre-document any components of a visit (SOAP) with responses you most frequently expect. Once you apply the Quick Note, you can make a few simple changes where there are exceptions and add documentation to fill in the unique aspect of this particular visit.
- Unknown Strength:** Patients often come in with a list of their current medications, some of which were not prescribed by your office. Sometimes the patient does not recall the strength of the drug leaving you to wonder how to include the medication in the patient’s record without guessing at the strength. Select the medication in question. In this example, the patient reports taking Risperdal every night before bed but cannot recall the strength. The medication is being managed by her psychiatrist but you still want the advantage of utilizing NextGen’s drug-drug reconciliation. Search for and select any strength of Risperdal, making sure to choose the correct form (capsule vs. oral solution). In the lower section of the Medication Module, click on the drug to bring up strength options. Note that ‘Unknown Strength’ is one of the options. By selecting that option, you are adding the medication to the patient’s record but are also indicating that the medication is managed elsewhere.



Prescribe New | Print | Send | Renew | Interactions | Stop | Resources | Dose Range | Delete | Rx Eligibility | Medication History

Risperdal 0.25 mg tablet

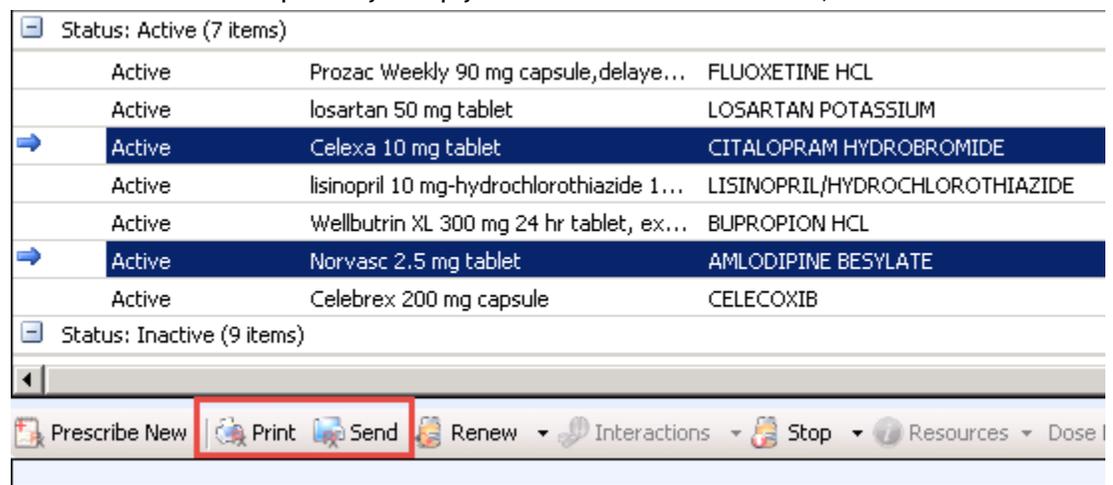
- Risperdal 0.25 mg tablet
- Risperdal 0.5 mg tablet
- Risperdal 1 mg tablet
- Risperdal 2 mg tablet
- Risperdal 3 mg tablet
- Risperdal 4 mg tablet
- <Unknown Strength>

Notes to Pharmacy: Any additional clinical instructions for this prescription should be added using the "Additional Instructions" segment of the Sig Builder.

Dispense As Written
 Prescribed Elsewhere Source: _____
 PRN Reason: _____
 Problem: [Add...](#)

Accept Cancel

- Print multiple prescriptions at the same time:** When your patient wants a refill of more than one medication, you do not need to print or eRx each one separately. Simply hold down the CTRL button, then select the medications you wish to print/eRx a prescription for. Once highlighted, click the ‘Print’ or ‘Send’ option to complete the task.



Status: Active (7 items)

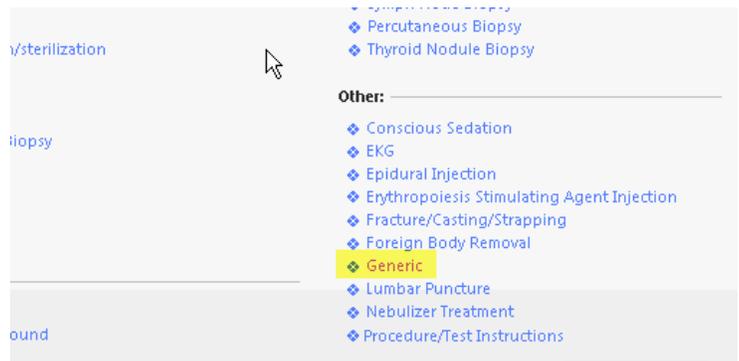
Active	Prozac Weekly 90 mg capsule, delaye...	FLUOXETINE HCL
Active	losartan 50 mg tablet	LOSARTAN POTASSIUM
Active	Celexa 10 mg tablet	CITALOPRAM HYDROBROMIDE
Active	lisinopril 10 mg-hydrochlorothiazide 1...	LISINOPRIL/HYDROCHLOROTHIAZIDE
Active	Wellbutrin XL 300 mg 24 hr tablet, ex...	BUPROPION HCL
Active	Norvasc 2.5 mg tablet	AMLODIPINE BESYLATE
Active	Celebrex 200 mg capsule	CELECOXIB

Status: Inactive (9 items)

Prescribe New | **Print** | **Send** | Renew | Interactions | Stop | Resources | Dose Range

6. **Pre-build Procedure defaults:** NextGen offers a wide selection of Procedure templates – I & D, Ear Lavage, Endometrial Biopsy, Lesion Excision... even Nebulizer treatments. But, how do you document a procedure you routinely do in your office but is not yet available from the Procedure template? Must you manually document every component of the procedure each time you do one? Nope.

Launch the Generic procedure template. Fill in the pertinent information – Indications, Procedures, Procedure Note, etc. Then use the little save & load icons at the top right to save and name your default. Next time you perform that procedure on a patient, all you need to do is load the contents of your default, edit where necessary and voila! You're done!



7. **Insert lab results into a document:** Sometimes it is nice to be able to include lab values in a document. To do this, right-click in the spot where you want to insert a lab result. Choose Insert Lab Results from the list. Select the lab(s) you wish to include in the document, then click 'Ok'.

