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Writing Sample 3, Medical Software Training

	A U D I O	V I S U A L S
1.	In Patient Track, the Admin tab is visible only if you log in as an administrator.	FADE UP on main screen, Alert Tab forward, ZOOM IN on Admin Tab
2.	When you click this tab, you'll see a number of special features for program administration, setup, and reporting.	POINTER moves in and clicks Admin Tab; ZOOM OUT to show full Admin Tab area; ZOOM IN on Administration Features.
3.	Click "Backup" to back up Patient Track's data to CD, zip disk, or other storage media. Refer to the separate training module on this procedure for more detail.	POINTER moves to Backup Files and clicks.
4.	Click Web Resources or Community Resources to edit or add to this information, which can be printed for patients using the Print Shop tab.	POINTER moves to Web Resources or Community Resources. POINTER clicks on Web Resources, and text field appears, showing various URLs for HCV info.
5.	You can update this information by copying and pasting text from Web pages and other documents, just as you would with a word processor. You can treat the text area as a regular document.	DISSOLVE to a Web MD page about HCV. The POINTER copies the URL, the screen switches back to HCV Care Plan.
6.	After making any necessary changes, just click Save and Continue.	The POINTER clicks on Web Resources again, and the URL is pasted into the text field. The POINTER clicks Save & Continue.
7.	Click "Care Plan Users" to delete or modify user names, passwords, and access levels.	DISSOLVE back to Admin Tab, showing Administration Details; POINTER clicks on Care Plan Users; Image ZOOMS OUT to frame Modify Content dialogue
8.	Click "Web Update" to update Patient Track to the most current version. Before you can take advantage of this feature, your computer must have access to the World wide Web.	POINTER clicks Cancel, Admin functions reappear; POINTER clicks Web Update; ZOOM OUT to show update dialogue
9.	Some of the functions listed under "Setup" let you modify certain pulldown menus used to enter patient information.	DISSOLVE to full shot of Admin Tab; ZOOM IN to frame Setup features;
10.	With the current program version, you can edit the pulldowns for Mode of Acquisition, Genotype, Lab Attributes, Liver Biopsy Attributes, and Diagnosis.	HIGHLIGHT appears on Edit Pulldowns and 3 options; HIGHLIGHT disappears

11.	Just click the Pulldown you wish to modify... make the necessary change... and click "Save."	POINTER moves in and clicks Mode of Acquisition ZOOM OUT to frame new Modify Content dialogue; POINTER clicks in blank line at bottom; DENTISTRY is typed in. POINTER clicks Save
12.	Wherever that pulldown menu appears, it will now display your new modifications.	DISSOLVE to Interview screen for new patient; the Dentistry option now appears as a choice on the screen; HIGHLIGHT appears on Dentistry
13.	You can also modify the panels for Schedule of Visits and Schedule of Labs.	DISSOLVE back to full Admin Tab, ZOOM IN on Edit Panels
14.	Click either panel...	POINTER moves in and clicks on Week Panel; ZOOM OUT to frame full Admin Tab
15.	...and then select the treatment protocol currently being used in your practice.	POINTER selects protocol; screen changes to show detail options
16.	Make additional modifications as needed, and click Continue.	POINTER modifies week settings, then clicks Next
17.	If appropriate, give the modified treatment protocol a new name, and click Save as New.	ZOOM IN to text field and buttons; a new protocol name is typed in the text field; POINTER clicks Save as New
18.	Or, to incorporate the modification into an existing protocol, leave the existing file name in place, and click Overwrite.	DISSOLVE back to previous Week Protocol Setup screen, POINTER clicks Next; screen changes; POINTER clicks Overwrite
19.	Click on "Caregivers" to modify or add to the caregiver choices that appear in the Provider field in a patient chart.	DISSOLVE to main Admin Tab, ZOOM IN on Setup features; POINTER moves in, pauses over Care Givers, then clicks; ZOOM OUT to show Modify Content dialogue for Care Givers
20.	Click on "Sites" to add or modify the name and address of your practice's office locations.	DISSOLVE to main Admin Tab, ZOOM IN on Setup features; POINTER moves in, pauses over Sites, then clicks; ZOOM OUT to show Modify Content dialogue for Sites
21.	On the Admin tab, you can also display and print an Overall Practice Report.	DISSOLVE to full view of Admin tab; ZOOM IN on Overall Practice Report.
22.	This Report lists every patient in the HCV Care Plan database, along with their most significant demographic and treatment information.	POINTER clicks Overall Practice Report link; report window opens; ZOOM OUT to frame window
23.	You can change the way the Overall Practice Report displays information by clicking on the different parameters in the	HIGHLIGHT appears on title bar at top

	title bar.	
24.	For example, to sort patients by age, click "Age." A second click will reverse the sorting order.	ZOOM IN to top of AGE column; POINTER clicks on Age, re-sorting list by age; POINTER clicks again on Age, reversing the sort order
25.	This reverse-sort function works for all parameters.	POINTER moves to Week, then to Stage, and clicks to demonstrate sorting
26.	This concludes the training module on Admin functions. For more information, refer to the Patient Track User Guide.	DISSOLVE to full Admin Tab FADE OUT