

Hot Lists

The CareNotes Administrator can group frequently used documents under the **Hot Lists** tab, making them easier to locate.

Go to the **Hot Lists** tab. Select the desired hot list to see all documents within that list. To view a document, click the appropriate hyperlink.

Documents can also be added to the **Print List** by checking the box next to the document and then clicking the **Print Later** button.



Additional Functions

To browse all Care and Condition titles by category or alphabetically, select the **Care and Condition Titles** tab at the top of your screen. To browse Drug or Lab titles alphabetically, click the corresponding tab.



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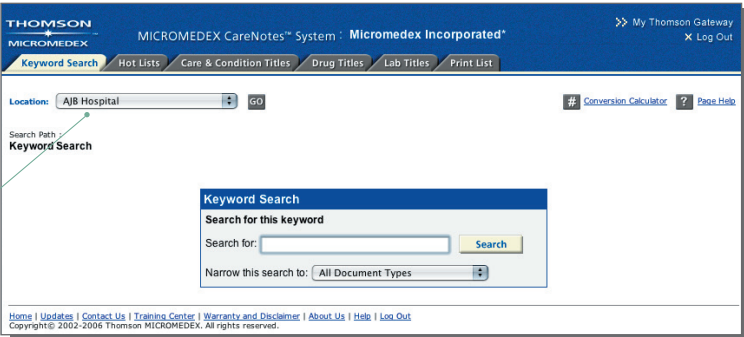
PATIENT EDUCATION SOLUTIONS

QUICK REFERENCE CARD

The CareNotes™ System

The CareNotes™ System on the Micromedex® Healthcare Series has undergone major enhancements including hundreds of new lab documents under the **Lab Titles** tab.

If your facility's CareNotes Administrator has created specific locations, they will be listed here. Select the appropriate location. Then click the **Go** button.



Searching

Type your search term(s) in the **Search for:** box. Then click the **Search** button for a list of available titles. (For this sample scenario, “asthma” is used.)

You can narrow your search by selecting a document type.

Lab Titles Searching

Under the **Lab Titles** tab, simply type the first few letters of your search term. Highlight the appropriate test name within the alphabetical list and click **Select**.

Selecting a Document

- Click on the blue underlined language of choice to preview the document.
- Customized documents created by the CareNotes Administrator for your facility appear here.
- Click the box next to each document to add items to your **Print List**.
- If you want to print immediately (without adding to the print list) click **Print Now**.
- To build a list of multiple documents to customize and print simultaneously, click **Print Later** after selecting one or more documents.

Some documents have blank text boxes throughout, allowing for patient-specific information such as medications, temperature, follow-up appointments, etc. To fill in the blanks, click the **Start to Fill in Blanks** button.

Printing and Customizing Documents

All the documents you selected to **Print Later** appear in your **Print List**. To view the document(s) you add, click the **Print List** tab at the top of your screen. You will see a list of all documents selected to print.

Click the **Print Now** button to specify how you want the documents to print.

Choose the **Print Now** button, or preview what will be printed by selecting **Print Preview**.

Customize documents prior to printing by filling in the following fields...

- Patient/Caregiver Information**
Fill in the Patient and Caregiver names.
- Add Signature Line**
Click the checkbox to include a line on the top of the first printed document for both patient and caregiver signatures.
- Header/Footer Selection**
If your facility has customized CareNotes, select the headers/footers to be included. (Grayed out headers/footers are mandatory and cannot be deselected.)
- Choose Font Size**
- Print Images**
Images in the document will print when the box is checked.
- Add Special Patient-Specific Instructions**
These will appear at the top of each document.
- Print a Patient Education Record**
Select the box next to Print Education Record if you need documentation for the patient's file.