

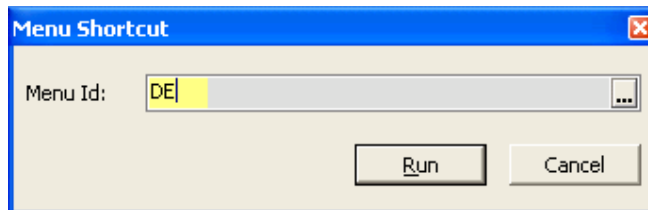
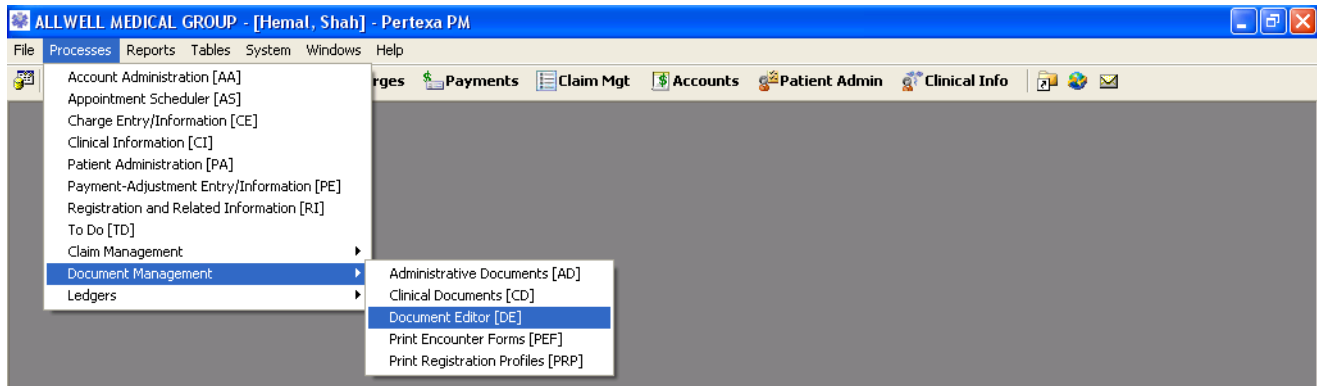
Global Information Systems, Inc.

# MDofficeManager

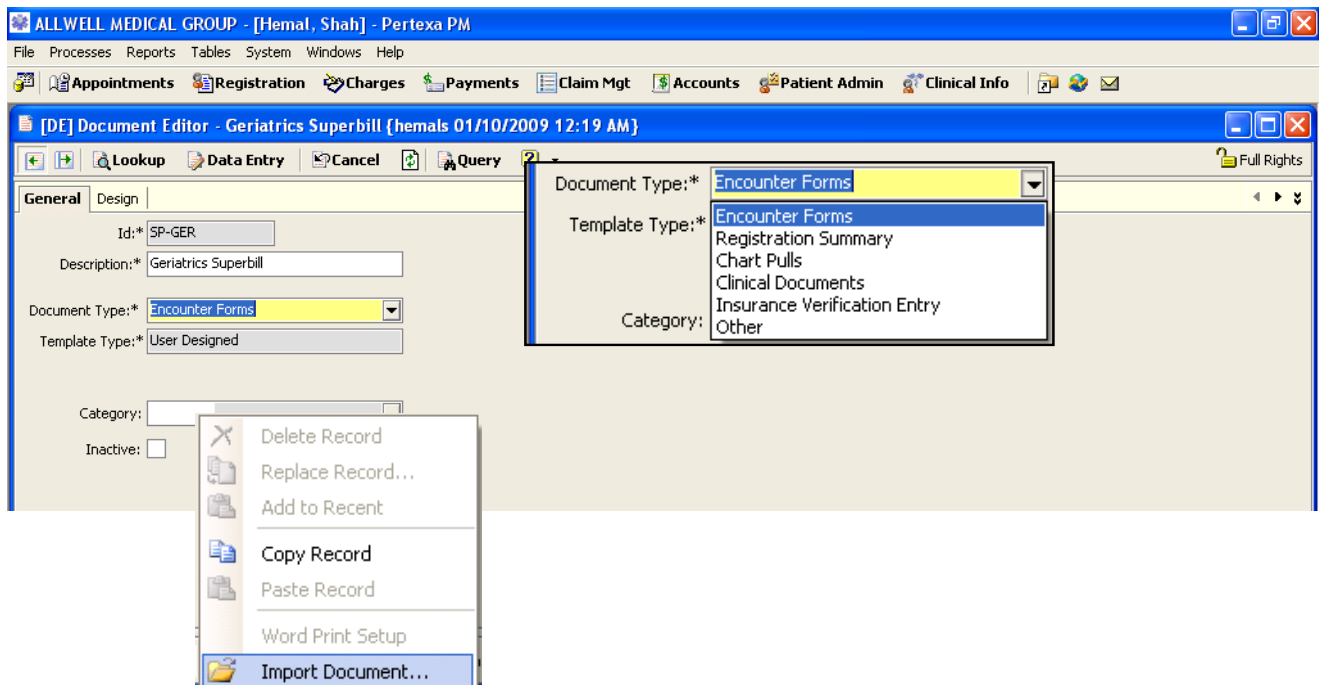
## User Manual – Document Editor

# DOCUMENT EDITOR (DE)

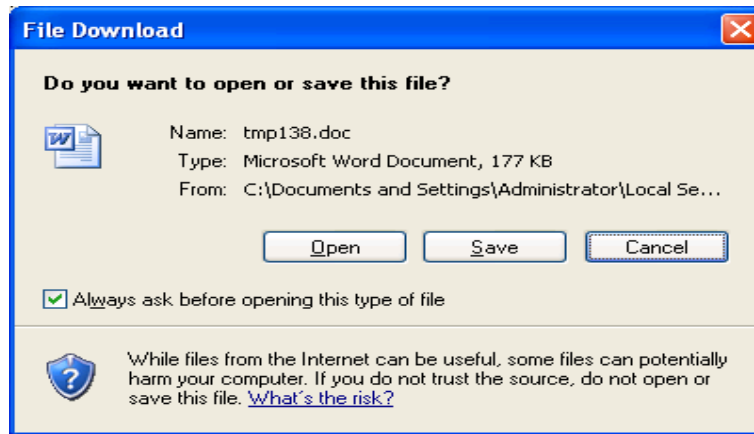
Steps to Import a document in '**DOCUMENT EDITOR**':-



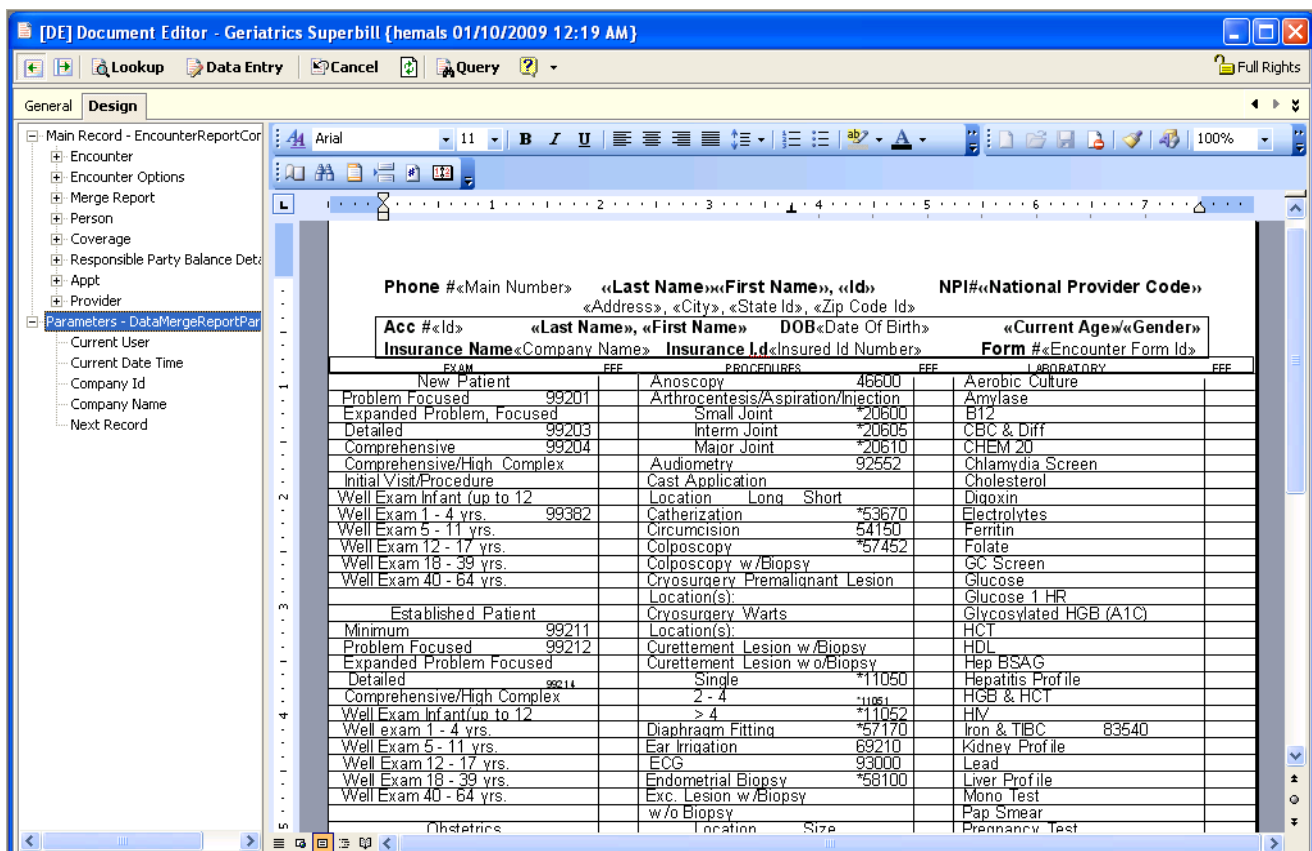
1. **ID**: Generate a system ID OR it can be user-defined too.
2. **Description**: User-defined
3. **Document Type**: Select the 'Type of Document' to be imported. E.g. here 'Encounter Forms'
4. **Template Type**: Selecting 'Encounter Forms' in previous, this field auto-populates.
5. **Category**: This is not a Mandatory field.



The following pop-up will open –

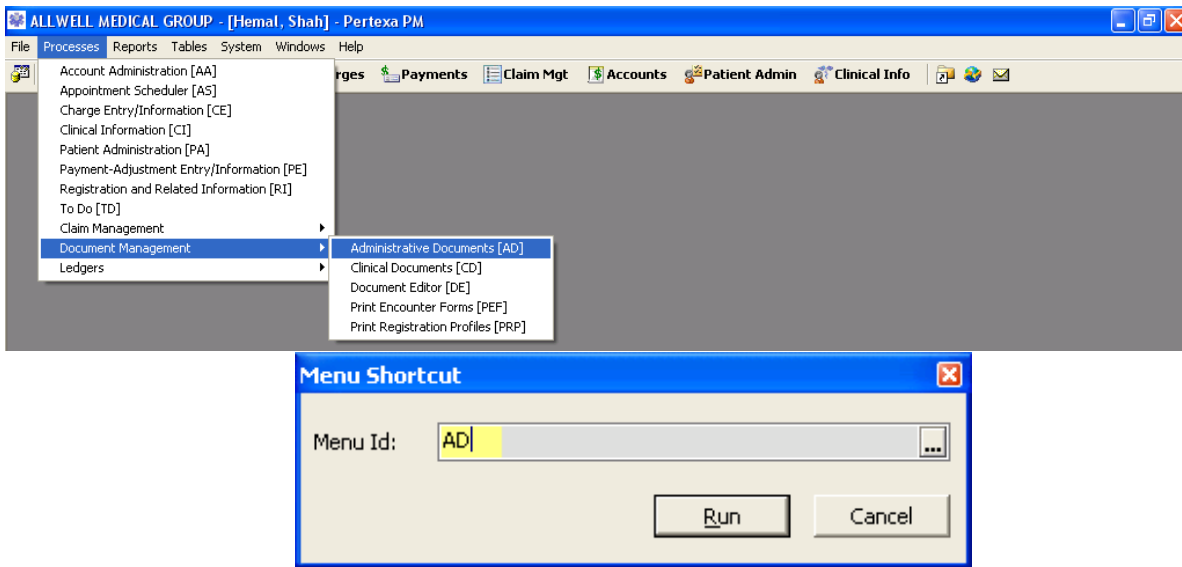


- ❖ Click on “Open” button. This will take you to the word document which you have imported.]
- ❖ Click on Design Tab.

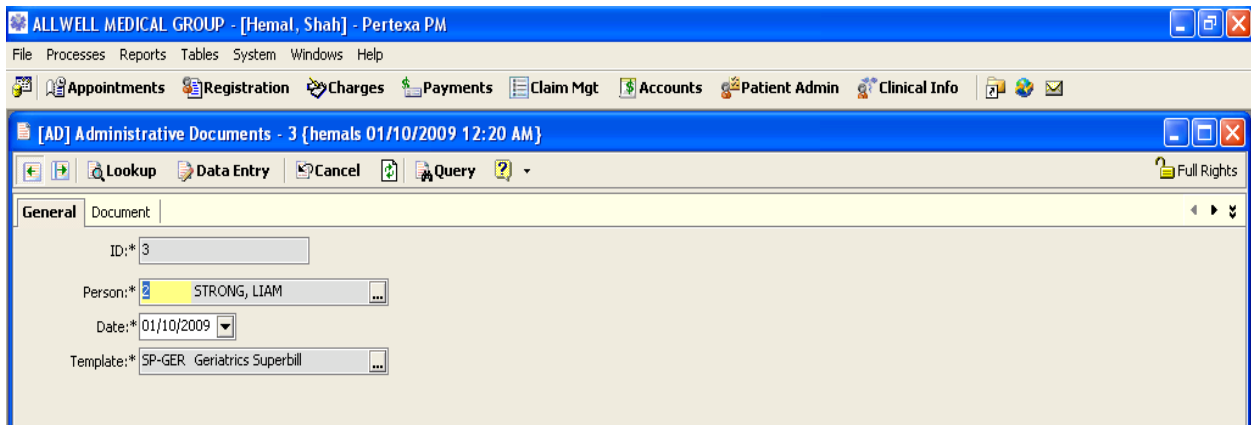


7. Now you can select the Parameters you want in your document and format it according to your requirement.
8. **SAVE** the Record.

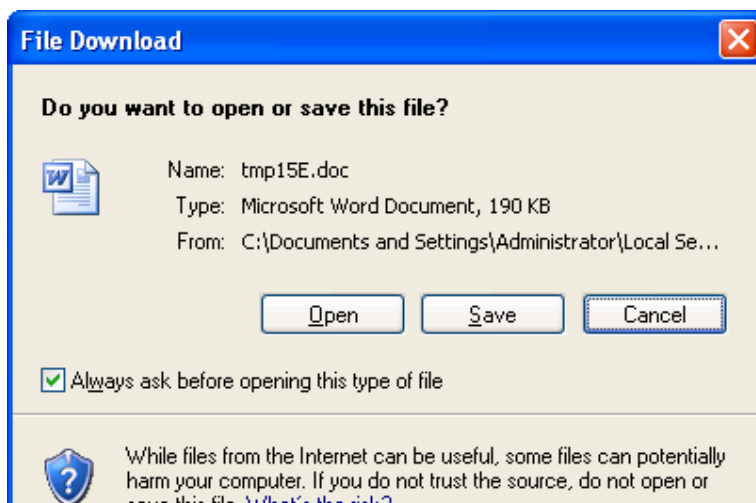
**Steps to create Administrative Documents:-**



1. **ID:** Generate a system I.D.
2. **Person:** Click on the Ellipsis and choose person from the Registration screen.
3. **Date:** Select a date for which you have to create an Encounter Form
4. **Template:** Click on the ellipsis and select template from the list.

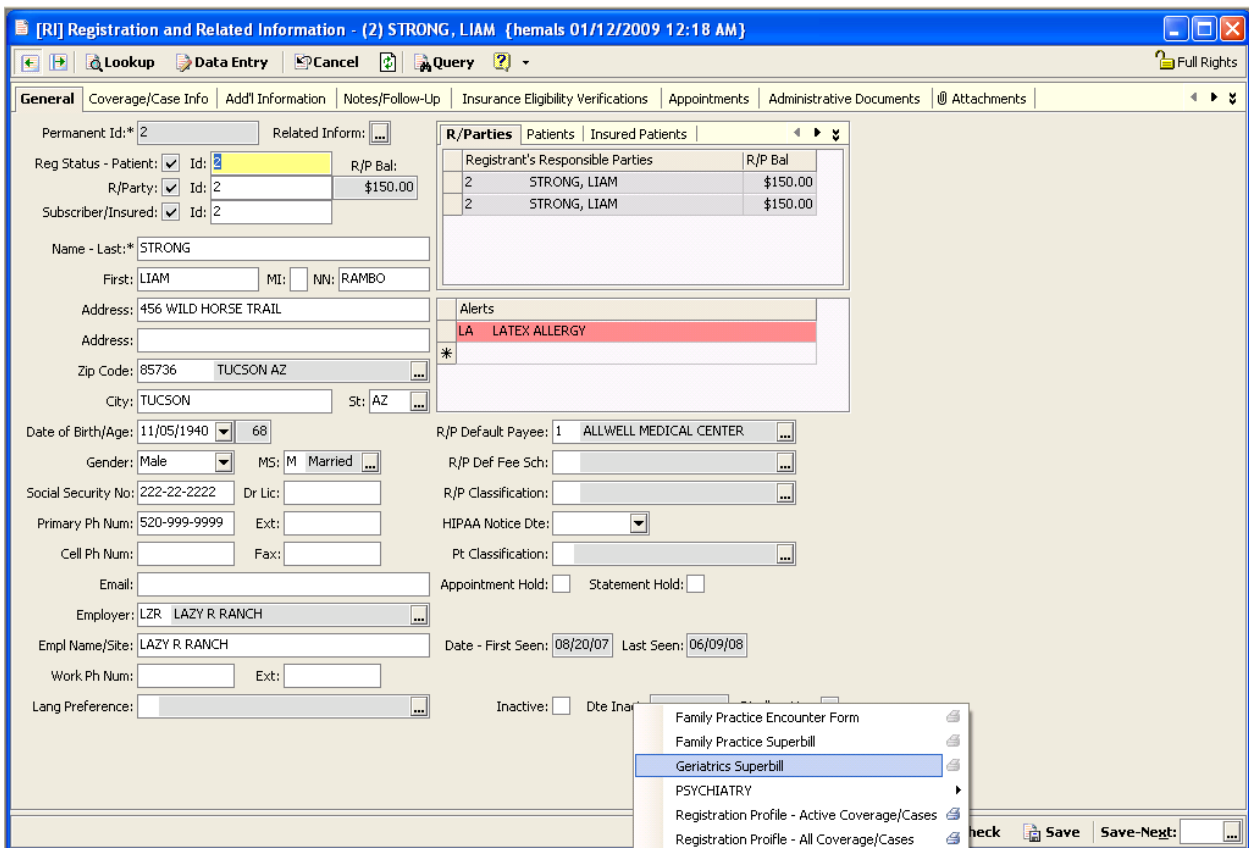


5. Go to "Document" Tab and following pop-up opens -



- ❖ You can Select “Save” / “Open” / “Cancel” From this pop up.
  - ❖ Click on “Open” button. This will take you to the word document which you have selected in Template.
6. Any changes can be made and then **SAVE** the Record.
- ❖ These can also be printed from the **Patient Registration Screen**:
    - ❖ Open the concerned patient in the Registration Screen.
    - ❖ Click on Document option at the bottom of the page and select the required Document e.g. **Geriatrics Superbill**.
    - ❖ The Document which opens can be previewed or printed by patient name or by appointment.

See Screenshots below...



[PEF] Print Encounter Forms

Models Cancel Close

Default Template:\* Geriatrics Superbill

Generate by Patient

Patient	Coverage Case	Appt Type	Appt Date	Appt Time	Provider
▶ 2 STRONG, LIAM	BCBS [01/01/06]		01/13/2009	01:28 PM	MW WELLS, MATT MD
*					

Generate by Appointment

Date From: 01/13/2009 Thru: 01/13/2009 Appointments With Out Encounter Forms Only:

Facility: ...

Providers:

Provider
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Resources:

Resource
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Print Preview Export