



GeeseMed Chart Management Manual-2020

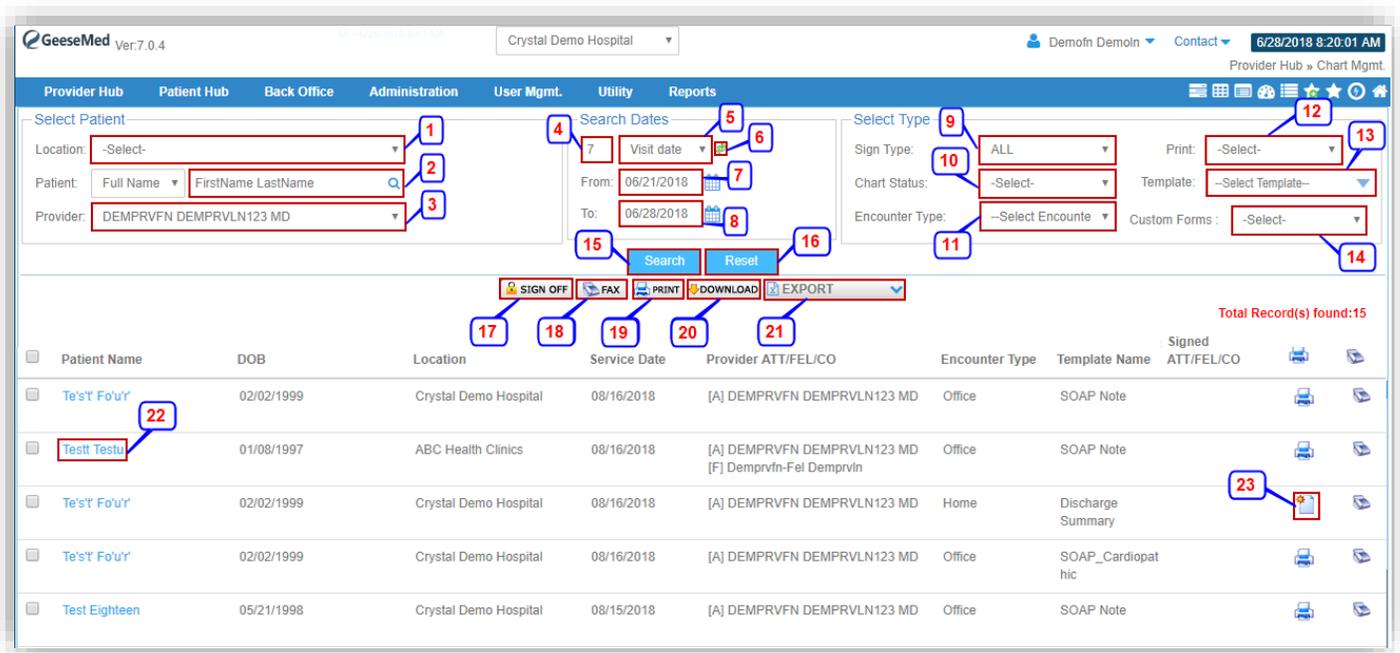


Chart Management

- There are two ways to open chart management as below
 - Path: **“Provider Hub>>Chart Mgmt”**



- After clicking on Chart Management the screen below will appear.

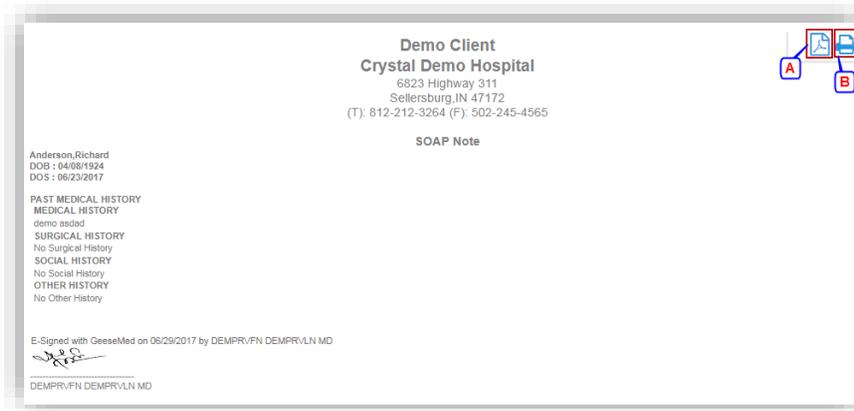


- The location can be filtered by selecting the desired location from the dropdown menu.
- Search and select the patient.
- Select the provider from the dropdown menu.
Note: In Provider's Login his name will be already selected; even he can search for other provider's name as well.
- Filter from the number of days.
- Select the category of the date on the chart.
- This button will automatically set "from" and "to" date as per the number of days that you are seeking.
- Select "from" date.
- Select "to" date.
Note: You can search the chart of any patient from all locations within 90 days, but if you want to search more than 90 days, then you are required to select just one location.
- Filter the sign type of the Charts.
- Select the status of the charts from the dropdown menu.

11. Select the Encounter Type.
12. Refine your results as to either chart is printed or not.
13. Select the Template Type.
14. Select the Custom forms.
15. Click on **'Search'** to search.
16. Click on **'Reset'** to clear all filters from the above grid.
17. Select the chart by selecting the checkbox and then click on **'Sign Off'** to sign off of the chart.
18. Click on **'Fax'** to send the chart as fax



- A. Select the checkbox to whom you want to send Fax to.
 - B. Click on **'Send FAX'** to send the chart as Fax.
19. Click on **'Print'** and you will view the screen below.



- A. By clicking on this button, the chart will be automatically be downloaded in PDF Format.
 - B. This button is used to print the chart in paper format.
20. This button will allow a facility to download the chart in ZIP File.
21. By clicking the option from the dropdown menu, the choice of a chart report or a billing report will be downloaded in Excel format.

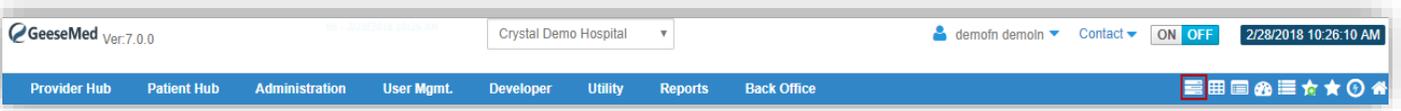


22. Click on the **'Patient Name'** and the screen will be automatically redirect to Patient Chart and the chart with that DOS will be selected.

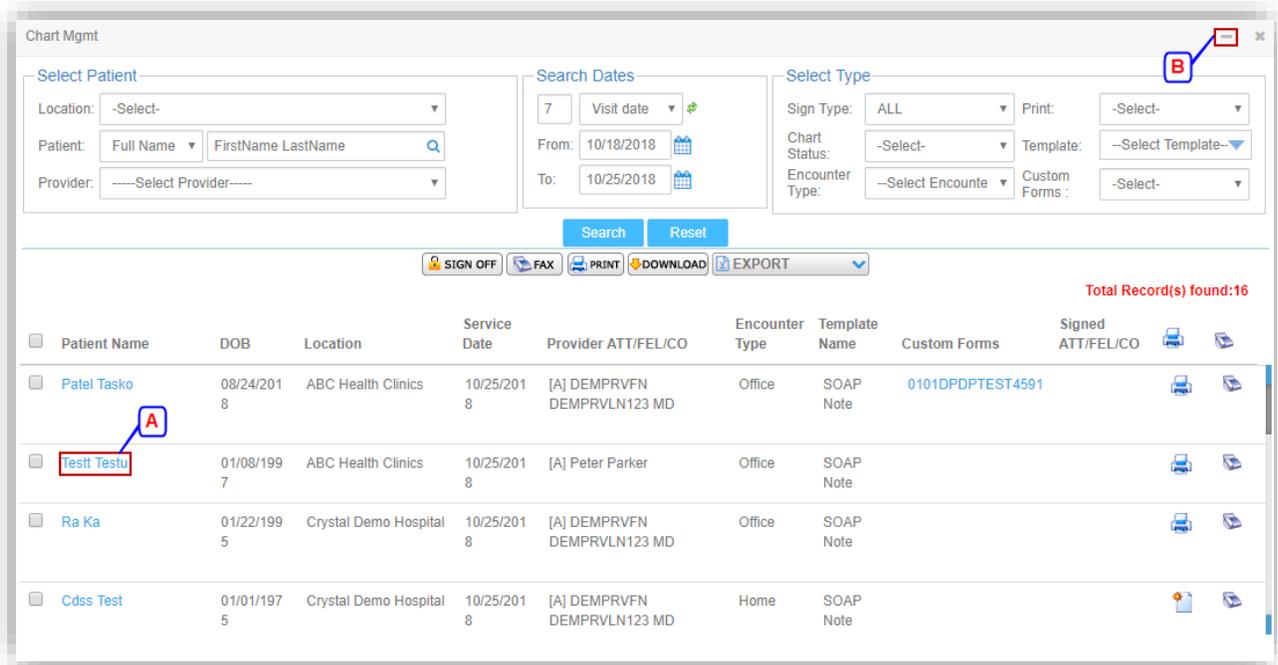


23. Icon will show that the chart is printed before.

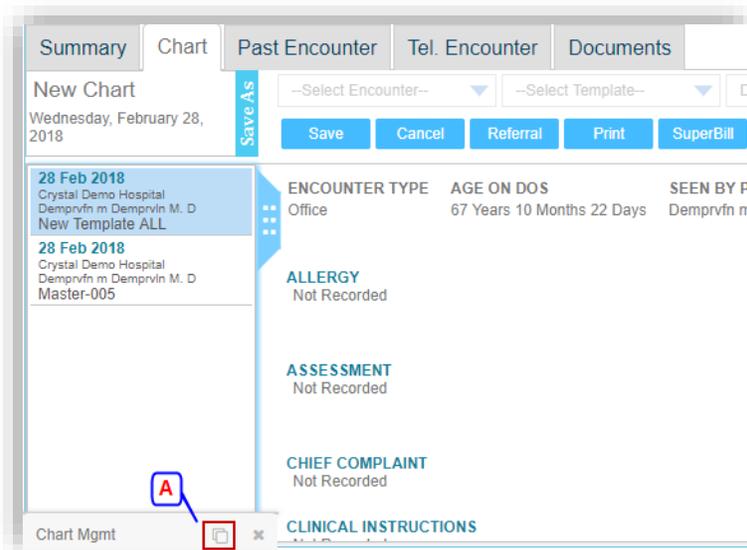
2. Path: "Home>>Chart Mgmt Icon"



- After clicking on icon you will get below popup screen



- After filtering details, click on Patient Name for redirecting to the patient chart.
- Click on '**Minimize**' to minimize the window.



- Click on icon to maximize popup window again