HOWTO: Register Contributed Forms

Introduction

In this guide, we will review the procedure to register and install an unregistered contributed form.

Procedure

1. In the main menu, click on Administration, Other, and select Forms.

ъ	Procedures	Administration	Re	ports	Miscellaneous		Popups	QA
		Globals						
		Edit Menu						
		Facilities						
		Users						
		Addr Book						
		Practice						
		Codes						
		Layouts						
		Lists						
		ACL						
		Files						
		Backup						
		Rules						
		Alerts						
		Patient Remind	ers					
		Other		Lang	guage			
				Forn	<u>ns</u>			
				Cale	ndar Admi	nistratior	1	
				Logs	5			
				Data	abase			
				Cert	ificates			
				Nati	ve Data Loa	ads		
				Exte	rnal Data L	oads.		
				Mer	ge Encount	ers		
				Mer	ge Patients			

2. A new tab called Form Administration will open. Scroll down to the bottom to find the Unregistered forms.

s Administration 🎜 🖨 🗙									
0	Order	enapieu	extracted	installed	0	Aumin	IISUAUVE		_
3	Review Of Systems	enabled	PHP extracted	DB installed	0	Clinica	al		
)	Review of Systems Checks	enabled	PHP extracted	DB installed	0	Clinica	al		
1	SOAP	enabled	PHP extracted	DB installed	0	Clinica	al		
0	Speech Dictation	enabled	PHP extracted	DB installed	0	Clinica	al		
23	Track anything	enabled	PHP extracted	DB installed	0	Clinica	al		
2	Vitals	enabled	PHP extracted	DB installed	0	Clinica	al		
Investored									
Δ	Ankle Evaluation Form		register PHP ex		tracted		n/a		
Observation		register	PHP ex	PHP extracted		n/a			
A	Aftercare Plan		register	PHP ex	tracted	n/a			
Т	Transfer Summary		register	PHP ex	tracted	n/a			
Т	Treatment Plan		register	PHP ex	tracted	n/a			
В	Bronchitis Form		register	PHP ex	PHP extracted		n/a		
U	UB-04 Billing Options		register	PHP ex	PHP extracted		n/a		
W	Work/School Note Physical Exam		register	PHP extracted			n/a		
Ρ			register	PHP ex	PHP extracted		n/a		
E A	Enhanced Prior Authorization Form		register	PHP ex	PHP extracted		n/a		
G	Graphic Pain Map		register	PHP ex	PHP extracted		n/a		

3. Select the form you want to Register. In this example, we will register the Track Anything form. Click on the register link next to it.

Unregistered								
Ankle Evaluation Form	register	PHP extracted	n/a					
Track anything	register	PHP extracted	n/a					
Observation	register	PHP extracted	n/a					
Aftercare Plan	register	PHP extracted	n/a					
Transfer Summary	register	PHP extracted	n/a					
Treatment Plan	register	PHP extracted	n/a					
Bronchitis Form	register	PHP extracted	n/a					
UB-04 Billing Options	register	PHP extracted	n/a					
Work/School Note	register	PHP extracted	n/a					
Physical Exam	register	PHP extracted	n/a					
Enhanced Prior Authorization Form	register	PHP extracted	n/a					
Graphic Pain Map	register	PHP extracted	n/a					

4. Then go to Registered again and click on "install DB".

Forms Administration 😂 🖴 🗙										
Forms Administration										
Registered click here to update priority, category and nickname settings update										
	17	Annotatable Diagrams	enabled	PHP extracted	DB installed	0	Clinical			
	21	Care Plan	enabled	PHP extracted	PHP extracted	DB installed	0			
	20	Clinical Instructions	enabled	PHP extracted	DB installed	0	Clinical			
	14	Fee Sheet	enabled	PHP extracted	DB installed	0	Administrative			
	22	Functional and Cognitive Status	enabled	PHP extracted	DB installed	0				
	15	Misc Billing Options HCFA	enabled	PHP extracted	DB installed	0	Administrative			
	1	New Encounter Form	enabled	PHP extracted	DB installed	0	Administrative			
	24	Track anything	registered	PHP extracied	install DB	0				
	16	Procedure	enabled	PHP	DB	0	Administrative			

5. Once the DB in installed, click on "disabled" to change the status to "enabled". Fill in the "Category" field. In this case we use "Clinical", so the form will appear under the "Clinical" tab in the encounter summary menu.



Conclusion

We have reviewed the process to register an unregistered form, install its database and enable it to be able to use it in Encounters.

