

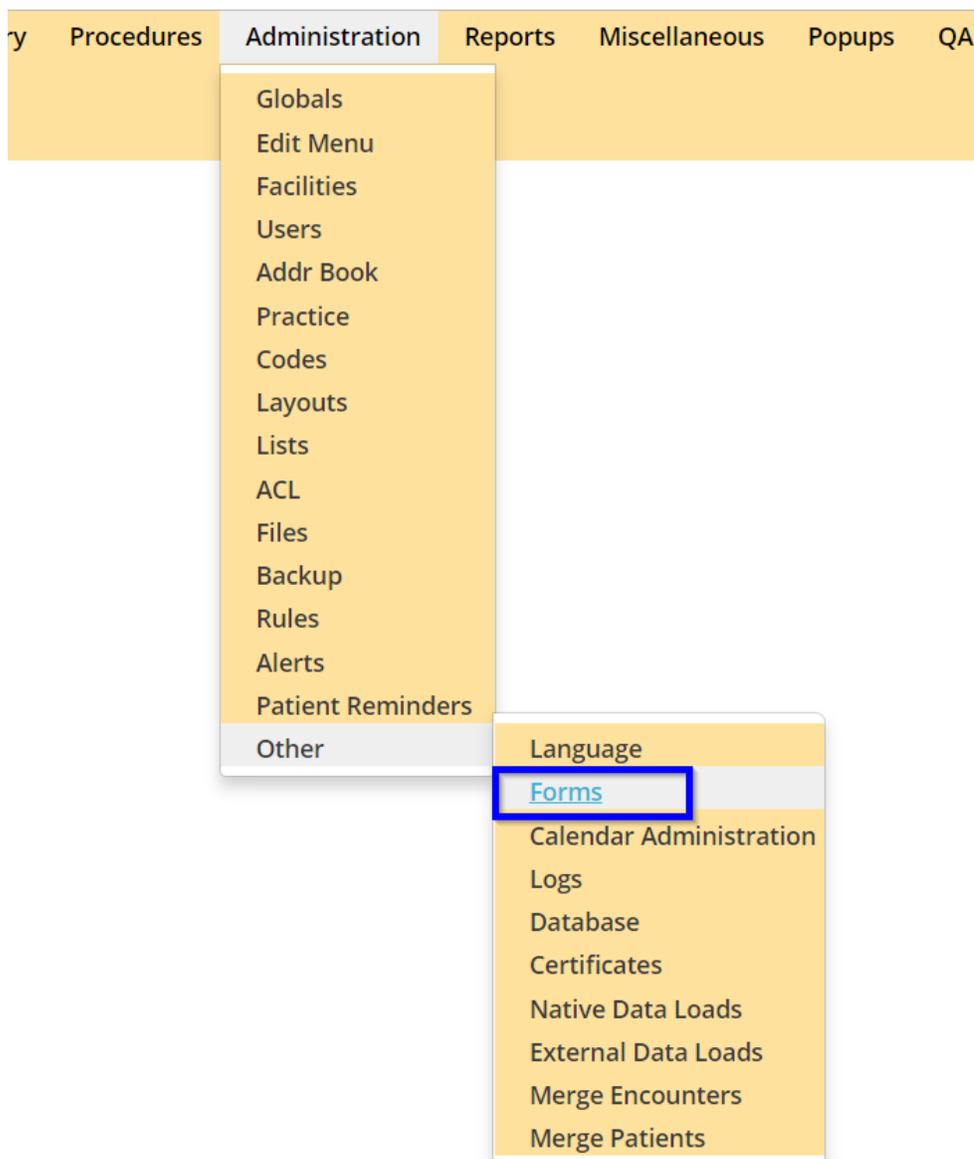
HOWTO: Register Contributed Forms

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.



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

Forms Administration 🔄 🔒 ✕

16	Order	enabled	extracted	installed	0	Administrative	
13	Review Of Systems	enabled	PHP extracted	DB installed	0	Clinical	
9	Review of Systems Checks	enabled	PHP extracted	DB installed	0	Clinical	
11	SOAP	enabled	PHP extracted	DB installed	0	Clinical	
10	Speech Dictation	enabled	PHP extracted	DB installed	0	Clinical	
23	Track anything	enabled	PHP extracted	DB installed	0	Clinical	
12	Vitals	enabled	PHP extracted	DB installed	0	Clinical	

Unregistered

Ankle Evaluation Form	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

- 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

- 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](#)

					Priority	Category	Nickname
17	Annotatable Diagrams	enabled	PHP extracted	DB installed	<input type="text" value="0"/>	<input type="text" value="Clinical"/>	<input type="text"/>
21	Care Plan	enabled	PHP extracted	DB installed	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
20	Clinical Instructions	enabled	PHP extracted	DB installed	<input type="text" value="0"/>	<input type="text" value="Clinical"/>	<input type="text"/>
14	Fee Sheet	enabled	PHP extracted	DB installed	<input type="text" value="0"/>	<input type="text" value="Administrative"/>	<input type="text"/>
22	Functional and Cognitive Status	enabled	PHP extracted	DB installed	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
15	Misc Billing Options HCFA	enabled	PHP extracted	DB installed	<input type="text" value="0"/>	<input type="text" value="Administrative"/>	<input type="text"/>
1	New Encounter Form	enabled	PHP extracted	DB installed	<input type="text" value="0"/>	<input type="text" value="Administrative"/>	<input type="text"/>
24	Track anything	registered	PHP extracted	install DB	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
16	Procedure	enabled	PHP	DB	<input type="text" value="0"/>	<input type="text" value="Administrative"/>	<input type="text"/>

- Once the DB is 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.

