



Jonoke Software Development Inc.
8709-102 Ave.
Edmonton, Alberta
Canada T5H 4E5

Ph: (780) 448-3647
Fax: (780) 448-3741
www.jonoke.com
info@jonoke.com

Document Description: Creating a New Form - Windows

Date of Tech Note: July 24th, 2002

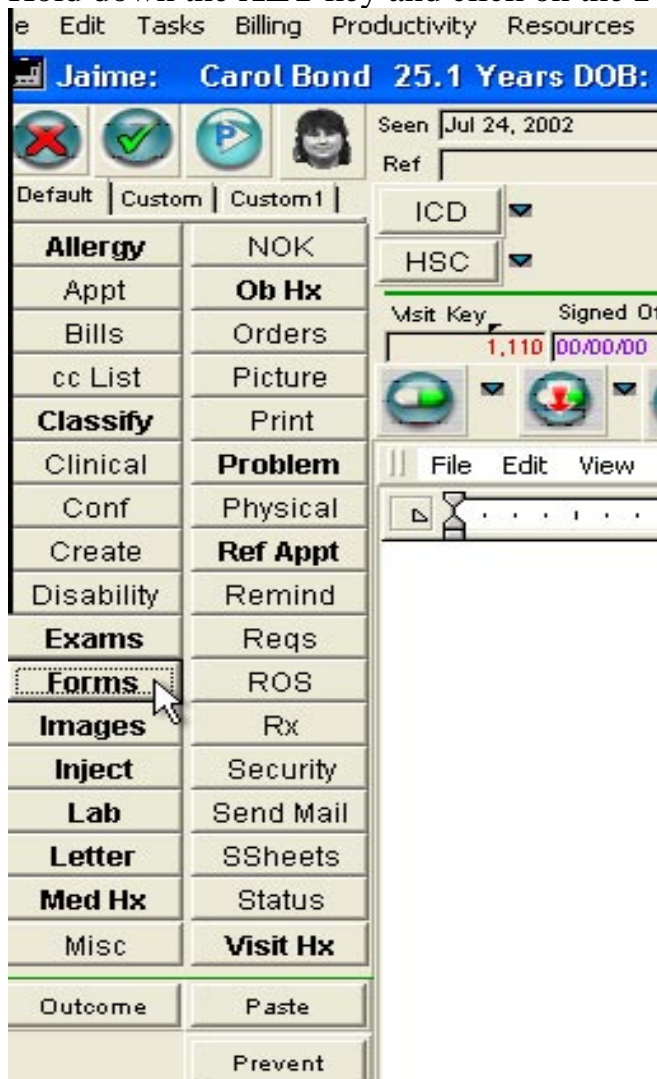
Bug Fix: N/A

Description: This document will explain how to create and save a new form. It will also explain how to load an already existing form so that you can make changes to it or add additional information to the form.

To Create and Save a New Form

*Forms can be created from within the patient's chart or from within the doctor's encounter area.

Hold down the **ALT** key and click on the **Forms** button on the Patient info Button Palette:



You will be presented with the New form Dialog:

Enter Form for: Carol Bond

Created: Jaime
Jul 24, 2002 10:11:29

Last Modified:

AreaAcct: NGB
Form:

CreateDate: Jul 24, 2002
Specific:

Claim Number:

To / From

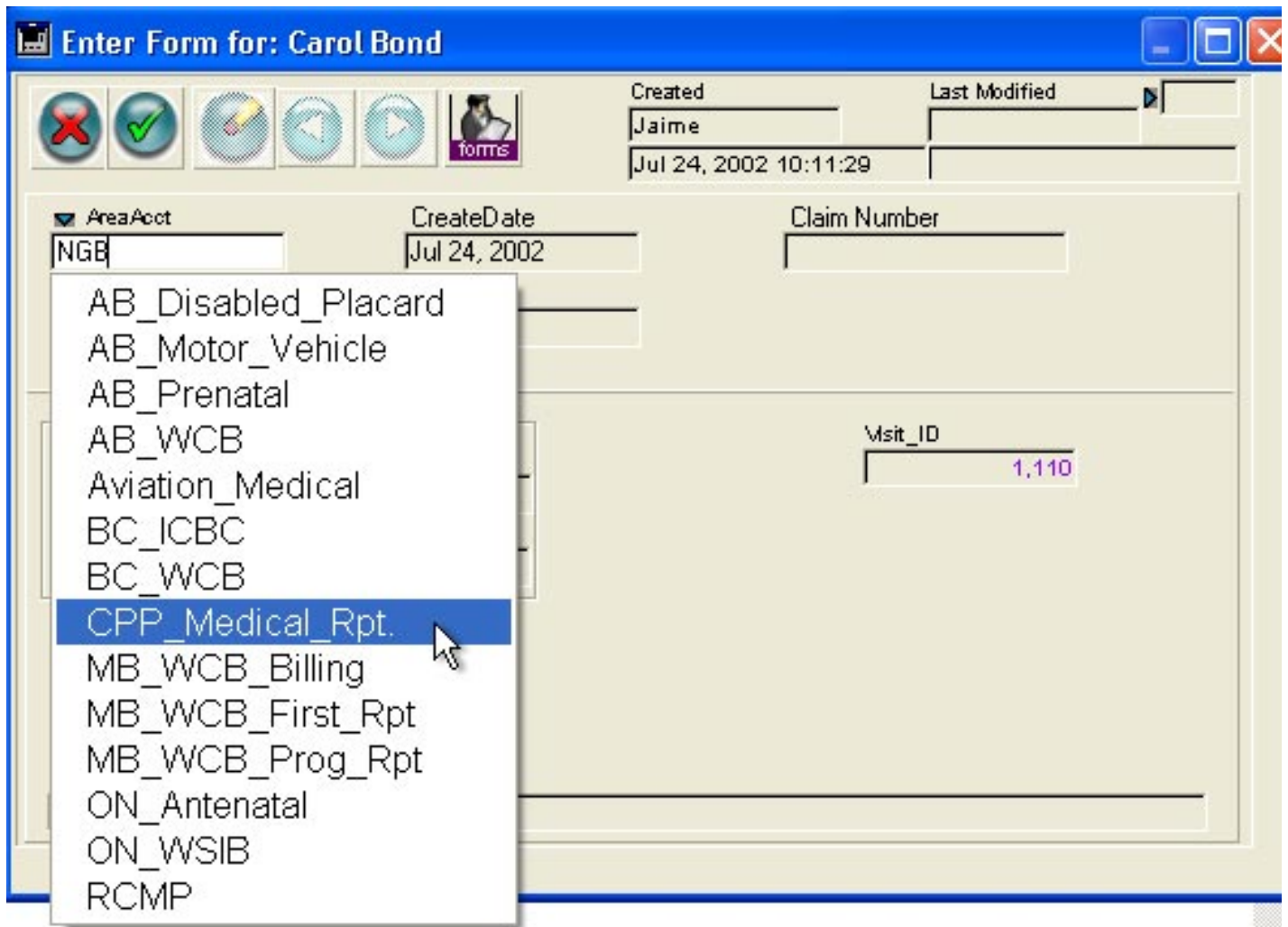
Form_To:

Form_From:

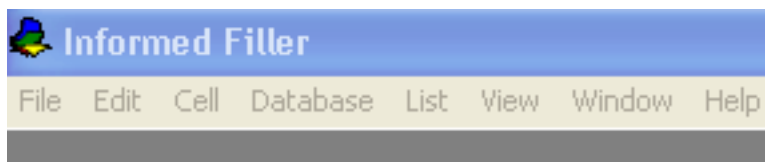
Vsit_ID: 1,110

FormURL:

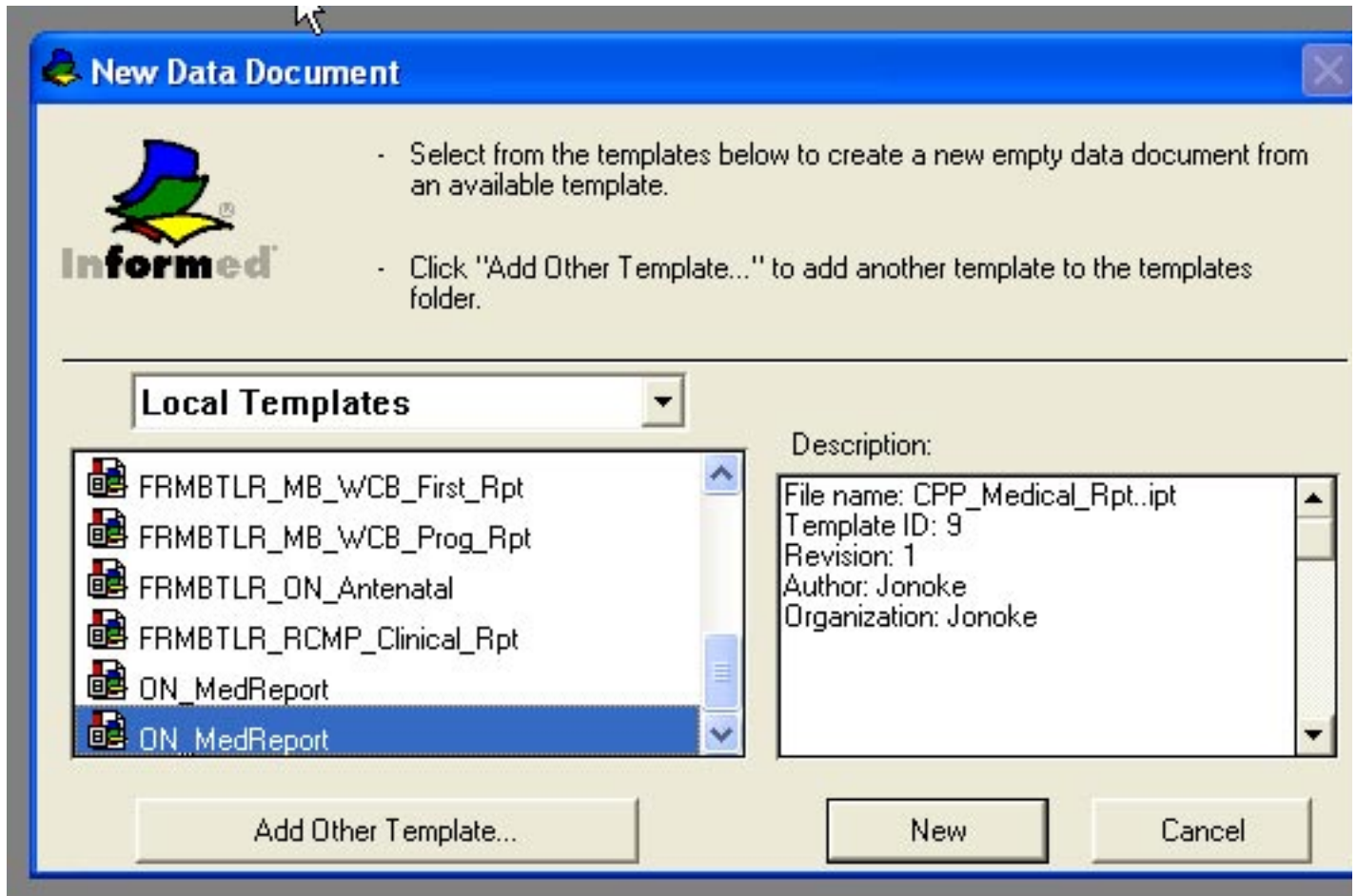
Enter in the **Area Account** (the doctor in your clinic), and then select the form that you want to use from the **Form pop up list**:



This will load up the forms program “Informed”
(this is what will show up in the Top Left hand corner of your screen)

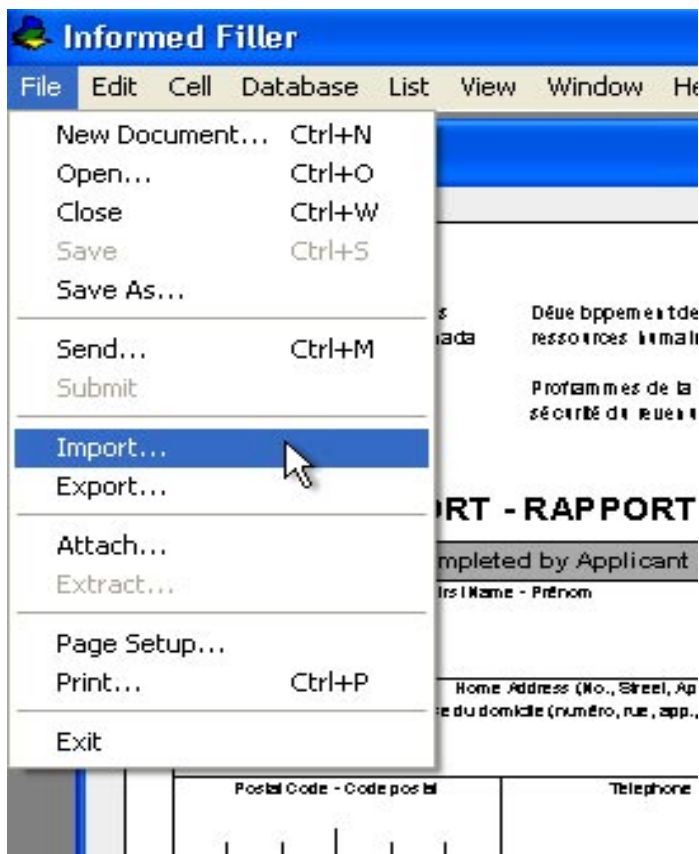


You will be presented with the following screen. The form that you selected, in this case the CPP Medical form, should show up in this screen. If it does not, it will be at the following location: C: / Jonoke / Informed / Working

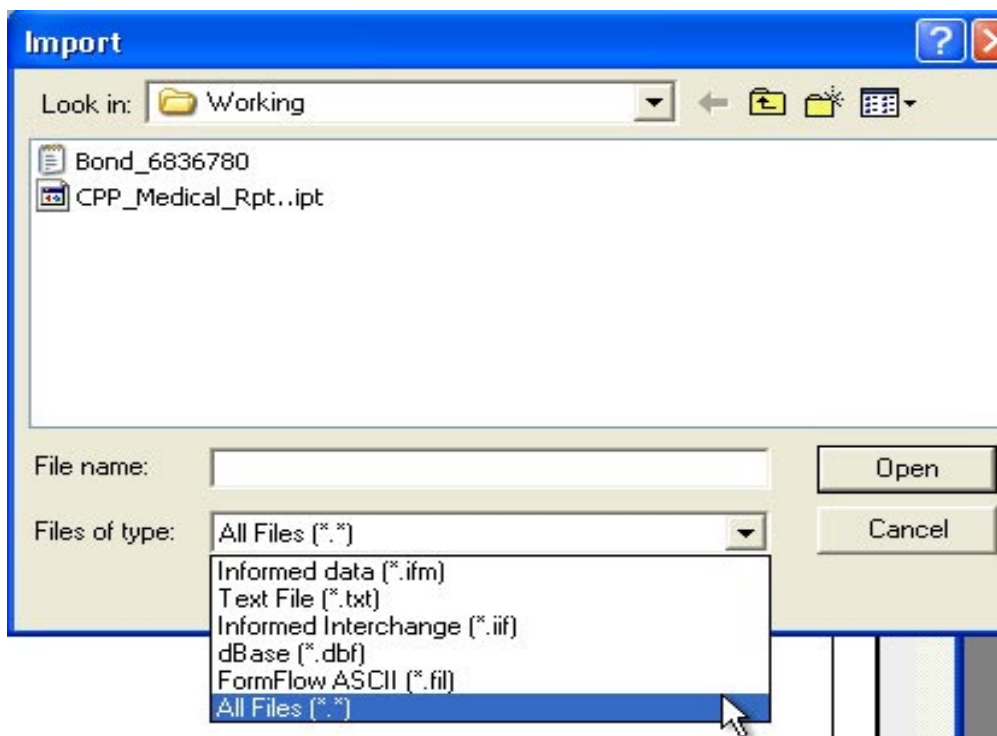


Double click on the Form you want (same name as the form you selected) from the column on the left hand side. This will open up the form for you.

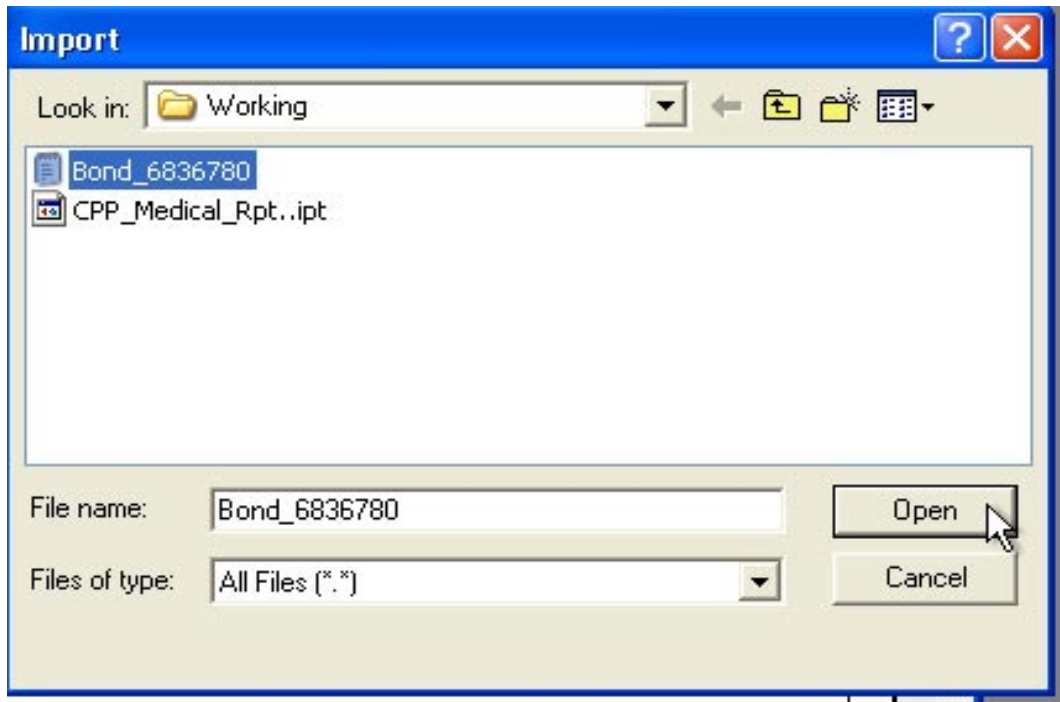
Now we want to bring in the patient demographic information. Go to the **File Menu** and Click on **Import**.



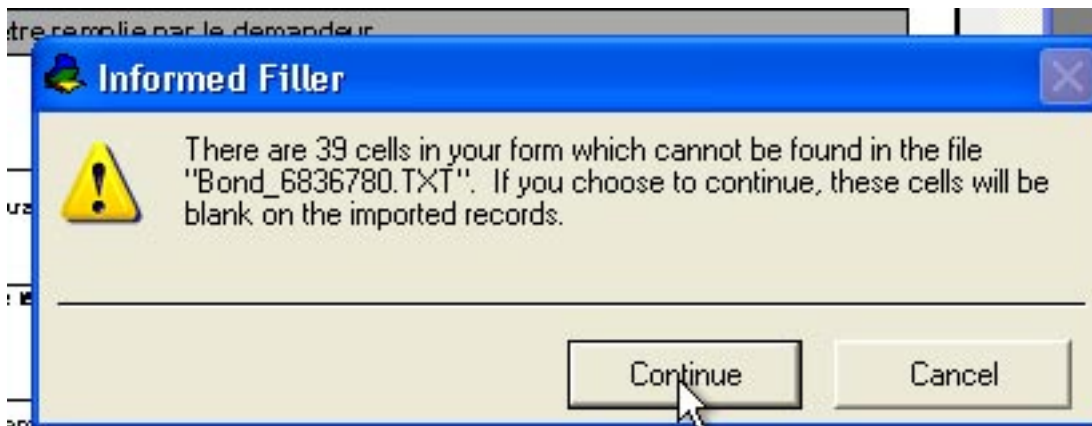
Ensure to change the File Type to be “**All Files**”:



You will then see the patient's last name and a number. Click on their **last name** and then click on the **Open** button. If you do not see this information, go to the following location:
C: / Jonoke / Informed / working



You will get a message about Cells in the Form. Click on the **Continue** button.



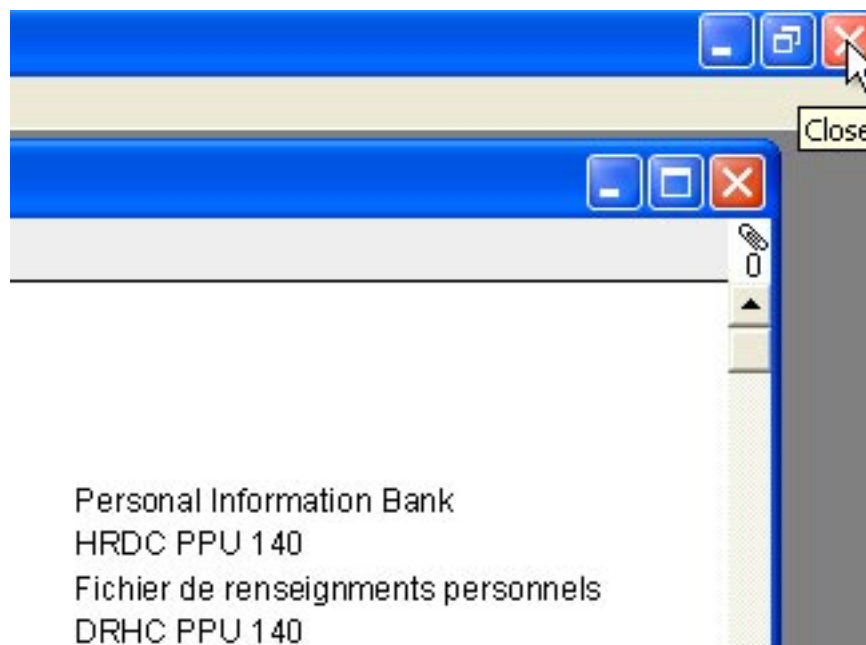
You will now see some of the information fill into the form for you so that you do not have to type it in. You can then go and enter in any of the other information that you are required to enter in on the form.

MEDICAL REPORT - RAPPORT MÉDICAL

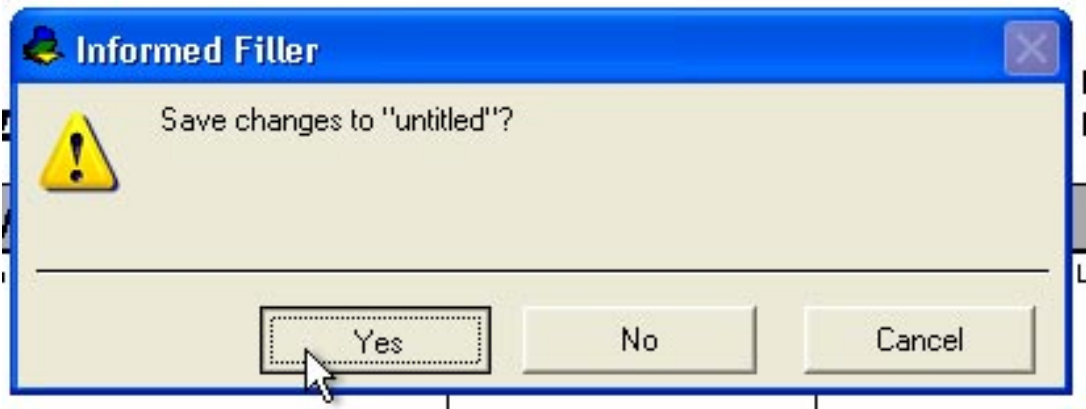
SECTION A To be completed by Applicant - Doit être remplie par le demandeur					
First Name - Prénom Carol			Initial - Initiale		
Home Address (No., Street, Apt, or R.R.) Adresse du domicile (numéro, rue, app., ou route rurale) 123 Any Street Bsmt Suite					City - edmo
Postal Code - Code postal T 5 H 4 E 5		Telephone No. - N° de téléphone (780)4483647		Date of Birth Date de naissance 1 9 7 7 0	

SECTION B To be completed by physician - Doit être remplie par le médecin

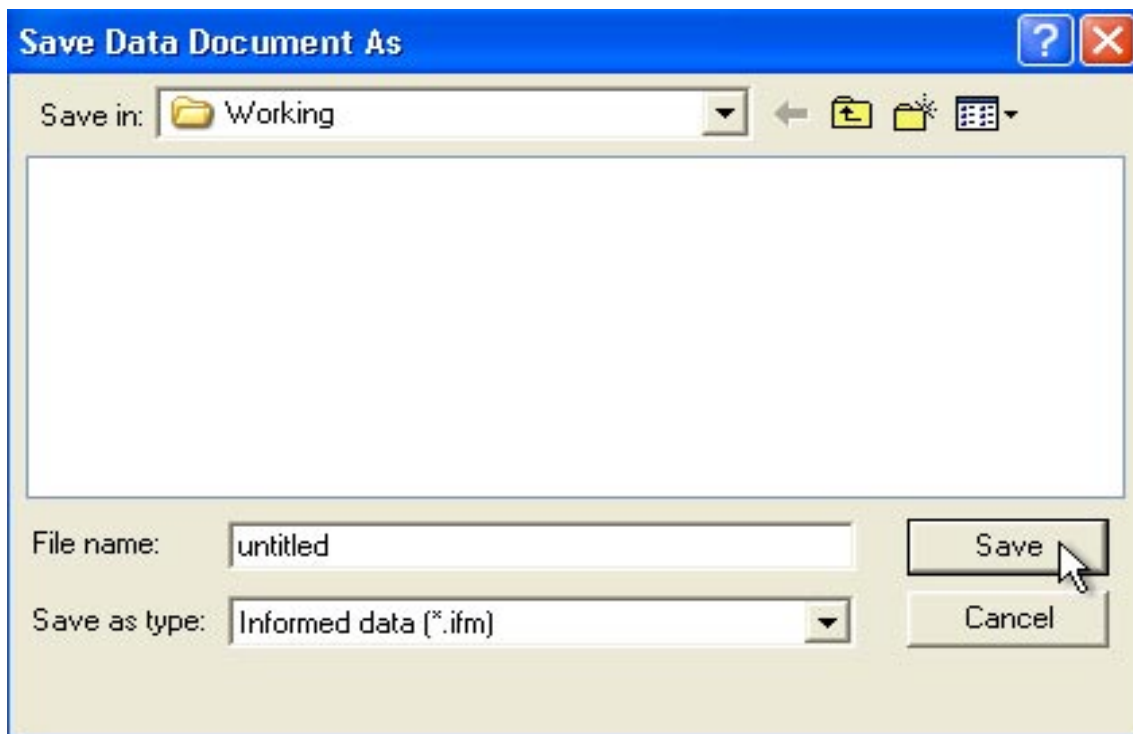
When you are finished entering in all of your information, go to the **File Menu** and select **Exit**. (or click in the very top right hand corner of your screen to close the Informed program)



Informed will confirm if you want to save the document. You do, so click on **Yes**:



Informed will ask you where you want to save it. You **MUST** save it in the following location: C: / Jonoke / Informed / Working
This should default to this location. Leave the name as **Untitled** and click on the **Save Button**.



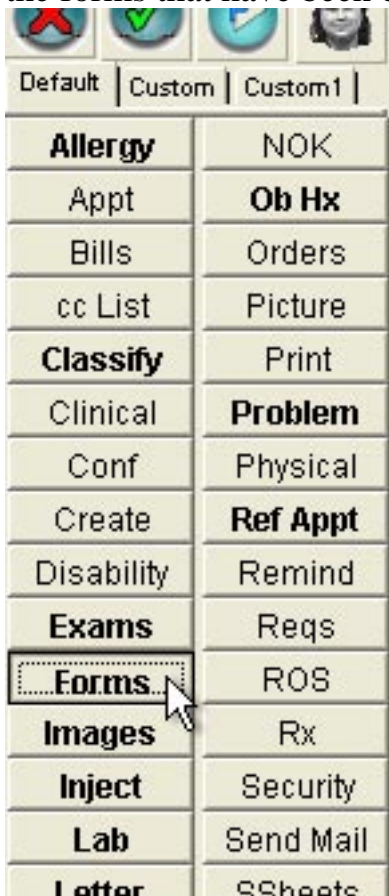
This will close the Informed program and bring you back to MediFile. You want to ensure that you click on the **Green Check Mark** to save the form on the patient's chart. You have successfully created and saved a form.



To Open an Existing Form

*Forms can be created from within the patient's chart or from within the doctor's encounter area.

On the Patient Info button Palette, click on the **Forms Button**. This will bring up a list of all the forms that have been created for this patient.



Double Click on the form that you want to load.

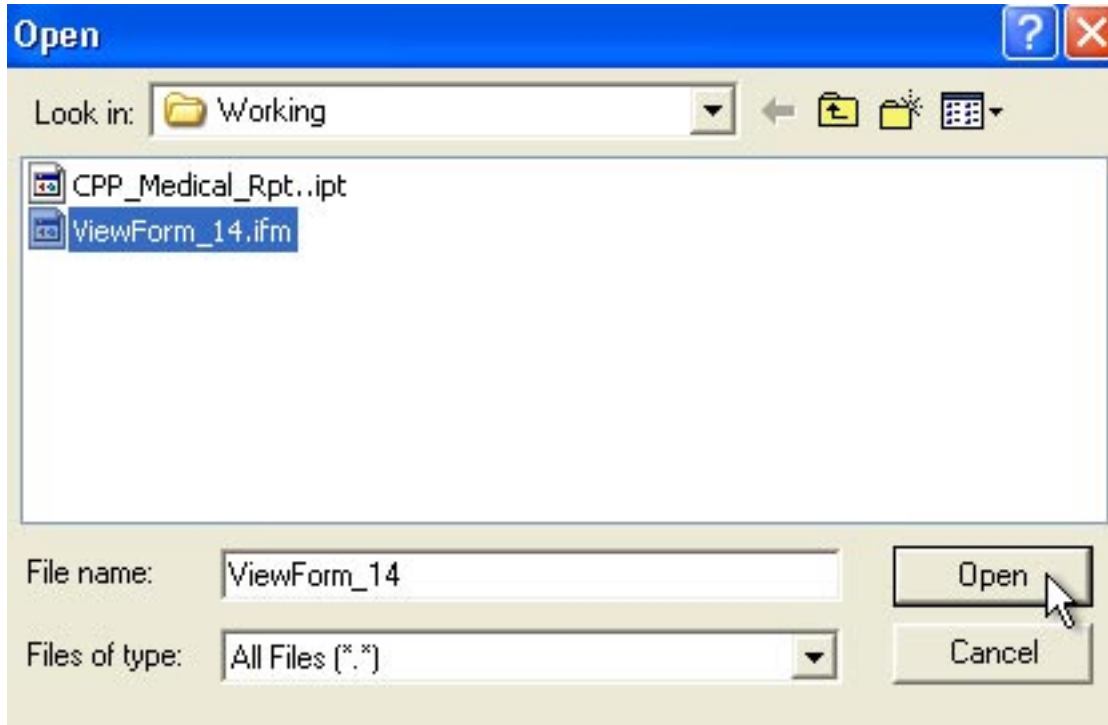
Forms for: Carol Bond					
Date	Form	Specific	Area Acct	By	Conf
Jul 24, 2002	CPP_Medical_Rpt		NGB	Jaime	
May 29, 2002	AB_Prenatal		APB	Norine	
May 14, 2002	AB_Prenatal		JAB	Norine	
May 3, 2002	AB_Prenatal		NGB	Norine	
May 2, 2002	AB_Prenatal	Dr. J. Jonoke	JAB	Jonoke	
May 2, 2002	AB_Prenatal		JAB	Norine	
May 2, 2002	AB_Prenatal		JAB	Norine	
May 2, 2002	AB_Prenatal		JAB	Norine	
May 2, 2002	AB_Prenatal		JAB	Norine	
May 2, 2002	AB_Prenatal		JAB	Norine	
Mar 9, 2002	AB_Prenatal			Jody	
Mar 9, 2002	AB_Motor_Vehicle			Jody	
Mar 9, 2002	AB_Prenatal			Jody	
Mar 9, 2002	AB_WCB			Jody	
Mar 9, 2002	AB_Disabled_Plac			Jody	
Mar 9, 2002	Aviation_Medical			Jody	
Mar 9, 2002	BC_ICBC			Jody	

You will then be presented with the following screen:

View Form Records for Carol Bond			
		Created	Last Modified
		Jaime	Jaime
		Jul 24, 2002 10:30:22	Jul 24, 2002 10:30:22
▼ AreaAcct	CreateDate	Claim Number	
NGB	Jul 24, 2002		
▼ Form	Specific		
CPP_Medical_Rpt.			
To / From		Vsit_ID	
▼ Form_To			
▼ Form_From			
		1,110	

Click on the **Forms Button** at the top of the screen. This will load up the Informed program, so that you can see your form and make any necessary changes to it. Informed will ask you to locate your form. It will always be called “**ViewForm_(pt. id number).ifm**”

Click on this file and then click on the **Open Button**



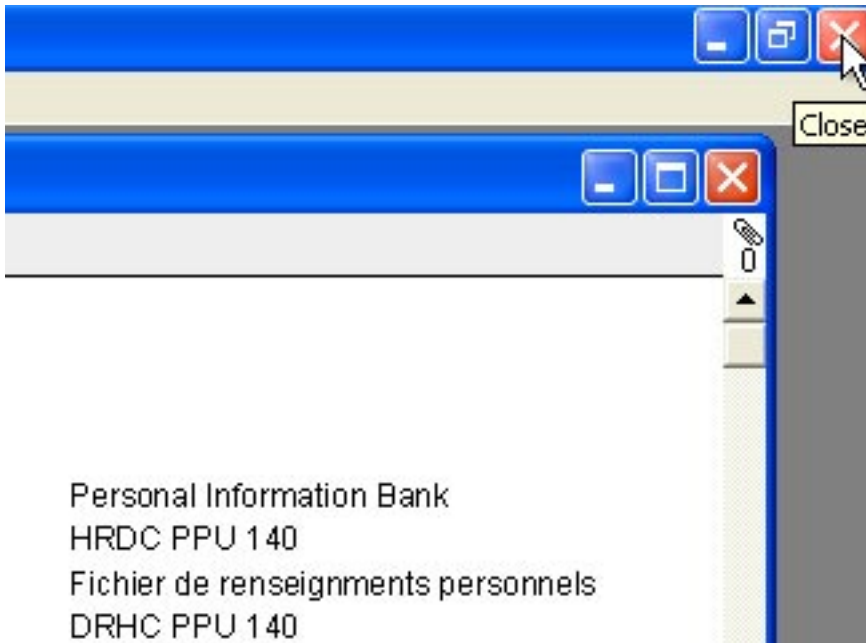
Your form will be loaded.

MEDICAL REPORT - RAPPORT MÉDICAL

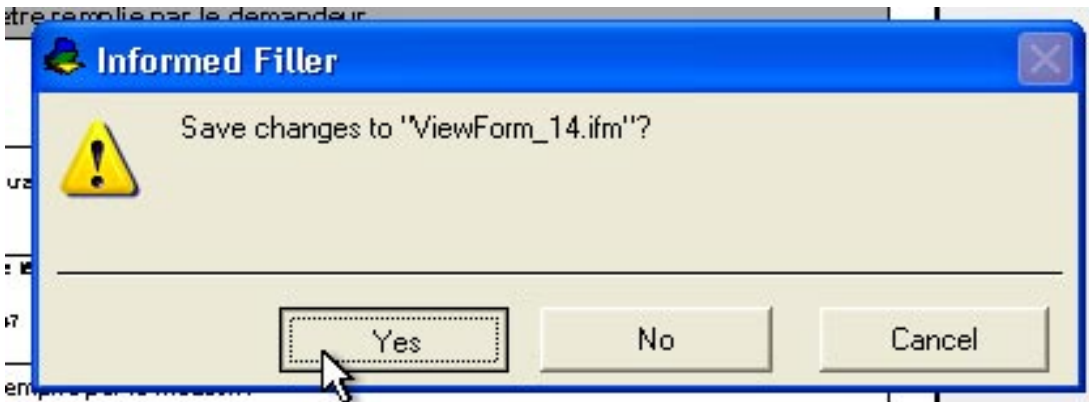
SECTION A To be completed by Applicant - Doit être remplie par le demandeur															
First Name - Prénom					Initial - Initiale										
Carol															
Home Address (No., Street, Apt, or R.R.) Adresse du domicile (numéro, rue, app., ou route rurale)									City - ville						
123 Any Street Bsmt Suite									edmont						
Postal Code - Code postal			Telephone No. - N° de téléphone				Date of Birth Date de naissance								
T	5	H	4	E	5	(780)4483647				1	9	7	7	0	1

SECTION B To be completed by physician - Doit être remplie par le médecin

Make any necessary changes and then when you are finished, Go to the **File Menu** and Click on **Exit**. (or click on the close box in the very top right hand corner)



You will be asked to save your form. Click on the **Yes** button to save the changes you made.



This will close the Informed Program and take you back to MediFile. Make sure to click on the **Green Check Mark** to save the changes to the patient's chart. You have now successfully opened, changed, and re-saved a form.

