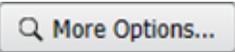
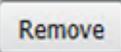


This Quick Reference Guide (QRG) demonstrates steps for adding and modifying patient education.

Common Buttons & Icons

	More Options button
	Search icon
	Star or Favorites icon
	Modify button
	Print buttons
	Remove button
	Save button
	Close button

Document Patient Education

Patient education can be added throughout the patient’s visit. Please note that there are different methods to access Patient Education documentation. Use the Patient Education button in the toolbar if the toolbar is set up to display that option or access it through the workflow MPage.

Add Education Using the Quick Suggestions List

➤ From the Patient Education component of the workflow MPage:

STEP 1: Click the appropriate suggested education. The right pane updates to display the suggestion-specific education.

STEP 2: Click the appropriate education. A green checkmark flashes to indicate the education has been successfully added, and the education added displays in the Added Education pane below.

NOTE: **Double-clicking the education will add the education twice. The duplicate can be removed by clicking the remove button discussed below.**

To Add Education by Searching

➤ From the Patient Education component of the workflow MPage:

STEP 1: Click **More Options** in the upper right corner. The Add Education window displays.

STEP 2: Enter the search criteria; then click the **Search** icon. Matching results display below.

STEP 3: Click the appropriate education. A green checkmark flashes to indicate the education has been successfully added.

NOTE: To add education to Favorites list, click the Star icon. To print the education, click Print.

Modify Patient Education

➤ From the Patient Education component of the workflow MPage:

STEP 1: Click **Modify** in the row for the appropriate education. The education displays in the lower right pane.

STEP 2: Modify the document, as needed; then, click **Save**.

NOTE: To print the education, click Print.

STEP 3: Click **Close**.

Remove Patient Education

➤ From the Patient Education component of the workflow MPage:

STEP 1: Click **Remove** in the row for the appropriate education. The education no longer displays in the Added Education pane.