



THE PATIENT CHART WINDOW



MacRepertory's Patient Charts are the repository for all of your patients' information. In the same way that the patient's actual chart holds all of the various sheets of paper referring to the patient, it is here in the Patient Chart that you can save all of your work (i.e. Rubrics' Clipboards, Graphs, Eliminations, Notes, diagnoses, prescriptions, and follow-up information, etc.) The Patient Chart is the ONLY place to save information in MacRepertory. So it is HIGHLY recommended that you create a patient chart FIRST and then start to work on your case. Saved information is saved to a date or session in one patient chart. Each new day that you open the chart, MacRepertory automatically creates a new session for that patient (it assumes you are doing a followup).

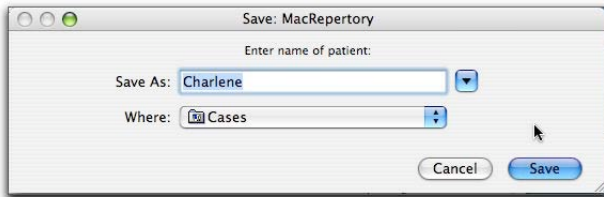
To activate the Patient Chart Window, you may do one of the following commands:

- Click on the Small Icon in the Icon Tool Palette
- Go to File Menu and select 'Open Patient Chart' or 'New Patients Chart'
- Go to Window Menu and select 'Patients Chart'
- Type cmd/ctrl 8.

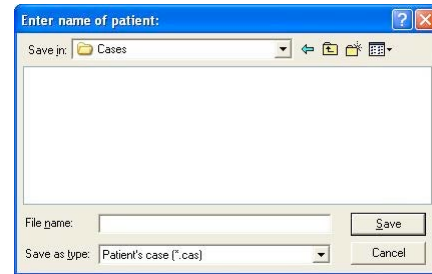


NEW PATIENT'S CHART

Choose "New Patient's Chart..." to create a new chart. One of the first things to do when seeing a new patient is to create a patient's chart file. Type in the name of the patient in the box under 'Enter Name of Patient', and select "Save". It should be saved in the Cases Folder, which is in the MacRepertory folder. Keeping your patient cases in this folder allows for easy opening when you click on the Patient Chart Icon on the Icon Tool Palette. For organizational purposes, like having many different projects or clinics, or just many many different patients, you could put the files in another folder. Always be sure you know what folder you have saved your case files in.



Note: Throughout the following chapters the screen shots shown will be generally be from a Macintosh. The Windows version of MacRepertory will be different.



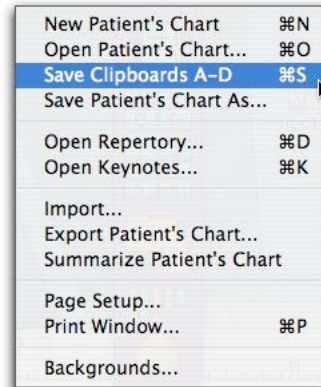
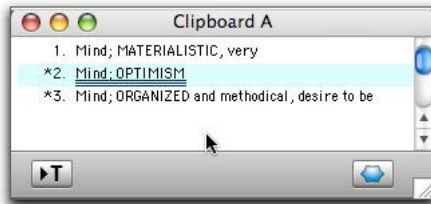
Tip: We recommend you save your case files in the Case folder inside the MacRepertory folder so you can quickly access them.

Tip: When your cases reach the hundreds you might want to save them alphabetically; (please refer to your computer manual for creating new folders on your hard drive).



SAVING

When you choose “Save Window” from the File menu, you will see that it is grayed out. This is because, currently, there is no “saveable” window to open. However, if you were to collect rubrics into the clipboard, and then open your clipboard window, the save window from the File Menu will now read “Save CLIPBOARDS A- D”:



If you were to open any other saveable window in the program, the File Menu would read “Save...” whichever window you currently have open. For example, if you wanted to save a graph after drawing it, your File Menu would read “Save Graph”.

Since you work so often in all of your MacRepertory windows, the program gives you the opportunity to save any window at any time, not just at the end of your day. It is highly recommended that you save as you go along to avoid any loss of work.

Tip: We recommend that you frequently backup your patient chart files that you create on your computer as a precaution against lost or corrupted information. (See your computer manual for details)

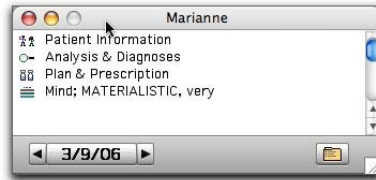


Saving Information

Some helpful hints about saving information

To save the information to a Patient's Chart use the "Save Window" Cmd/Ctrl from the File menu. ("Window" will be the name of whatever window is currently opened.)

Once you've created a patient chart the person's name will appear at the top left corner on all printouts. Saved information is stored as mini-icons inside the Patient Chart and per session.



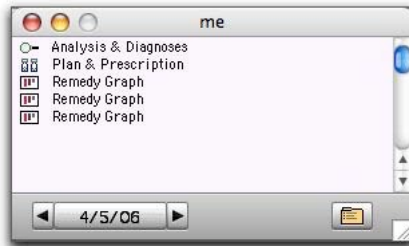
To open any mini-icon listed in your Patient Chart click on the mini-icon immediately to the left of the name of the icon. You can rename the name of the icon by clicking on the text next to the icon and typing in a new title.

If you haven't saved information and you try to move onto another patient's chart or quit the program, MacRepertory asks if you want to save the unsaved information.

- To replace saved information (i.e. not adding another icon to your patient's chart) hold down the Opt/Alt key while you choose "Save Window" from the File menu. This will replace your previously saved Window in the patient's chart with the new one. As you have worked on one patient over time, this feature will become very important to you.



- It is a good idea to rename the words after the icons, in the future this will help you to remember what is in the graph. eg. Let's say you gave a patient the remedy Arnica. Before going on to another chart, rename the word Rubrics Clipboard to Arnica. To do this click on the word Rubrics and a new rename window will appear. Type in Arnica and click, OK.



Patient Chart Saving Suggestion

It is best to save the rubrics from any given session. You can easily redraw a graph from the rubrics.



DIFFERENT SESSIONS

You can switch between sessions by clicking the arrows on either side of the date located at the bottom of the Patient Chart window.



If you open a Patient's Chart with previously saved graphs or clipboards and don't see them, don't panic. Most likely you are looking at the follow up session or new date and you saved the information in the previous date/session. **To see the saved work from the last session, click the arrow to the left**

For example, the first visit of your patient above was Feb 30, 2006 and you saved Mental Sx Rubrics Clipboards, Graphs, and Elimination. When the patient walks into your office on March 9, 2006 for a follow up and you open the chart, you do not see any of the work you did on Feb 30 because you are currently looking at the March 9 session- a blank session waiting for you to save the follow up work you need to do for the patient.



Dating Refined

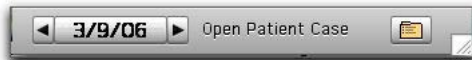
By clicking on the date itself, a new window pops up.

A white dialog box with a thin border. At the top, it says "Enter new month, day, year". Below this are three input fields: the first contains "3", the second "9", and the third "6". Below the input fields are five buttons: "Go To Date", "Change Date", "New Session", "Delete Session", and "Cancel". The "Cancel" button is highlighted in blue.

This window allows you to go to a specific date, change the date that you are working in, create a new session on the current date, or delete the session.

Of course to open the session that you last worked on a patient chart from this window you need to know the date you last worked on the chart.

When opening up the rubrics and graphics from a previous date it is easier to use the arrows at the bottom.





OPEN A PATIENT CHART

You can instantly switch between different Patient Charts without going through the file menu. Click on the small folder icon located in the lower left hand corner of the patient window.

A Pop-up window will appear listing all of your Patient Charts. Just scroll through the list to locate the chart you wish to review.

