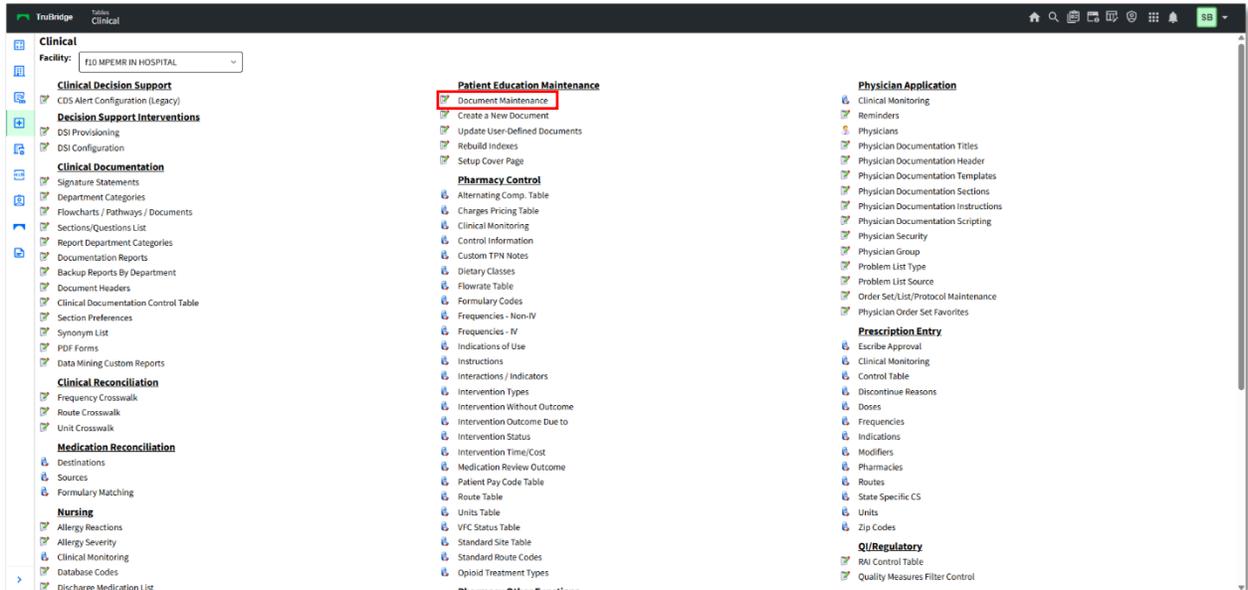
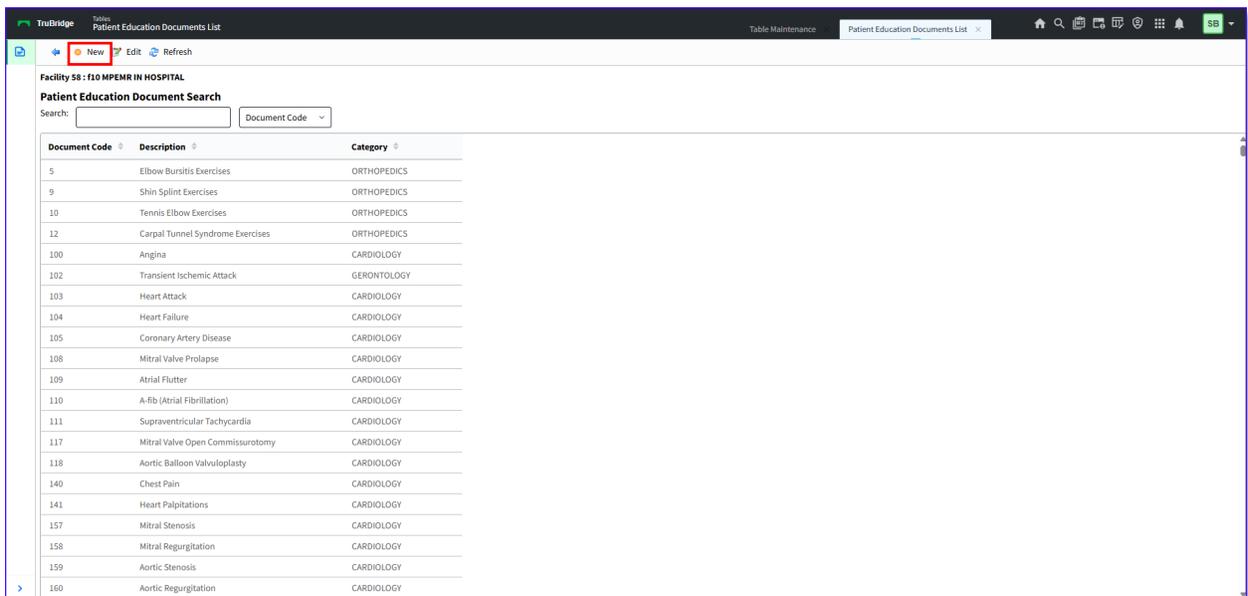


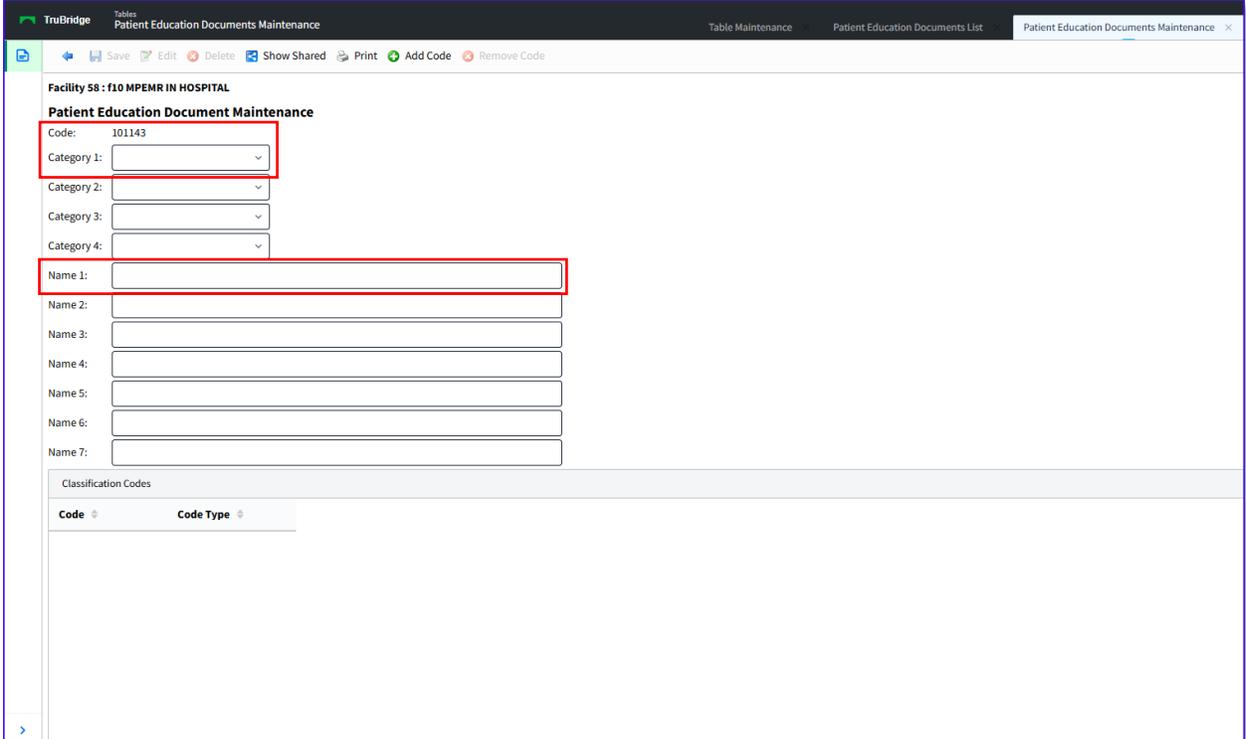
1. In Web Client, select the **Application Drawer** icon and select **Tables**.
2. From the left pane, select **Clinical**.
3. Under the **Patient Education Maintenance** section, select **Document Maintenance**.



4. Select **New**.



- The document **Code** will automatically populate. Select the **Category 1** dropdown and choose an option from the list. In the **Name 1** field, enter a description.



TruBridge Tables Patient Education Documents Maintenance

Table Maintenance Patient Education Documents List Patient Education Documents Maintenance

Save Edit Delete Show Shared Print Add Code Remove Code

Facility 58 : f10 MPEMR IN HOSPITAL

Patient Education Document Maintenance

Code: 101143

Category 1:

Category 2:

Category 3:

Category 4:

Name 1:

Name 2:

Name 3:

Name 4:

Name 5:

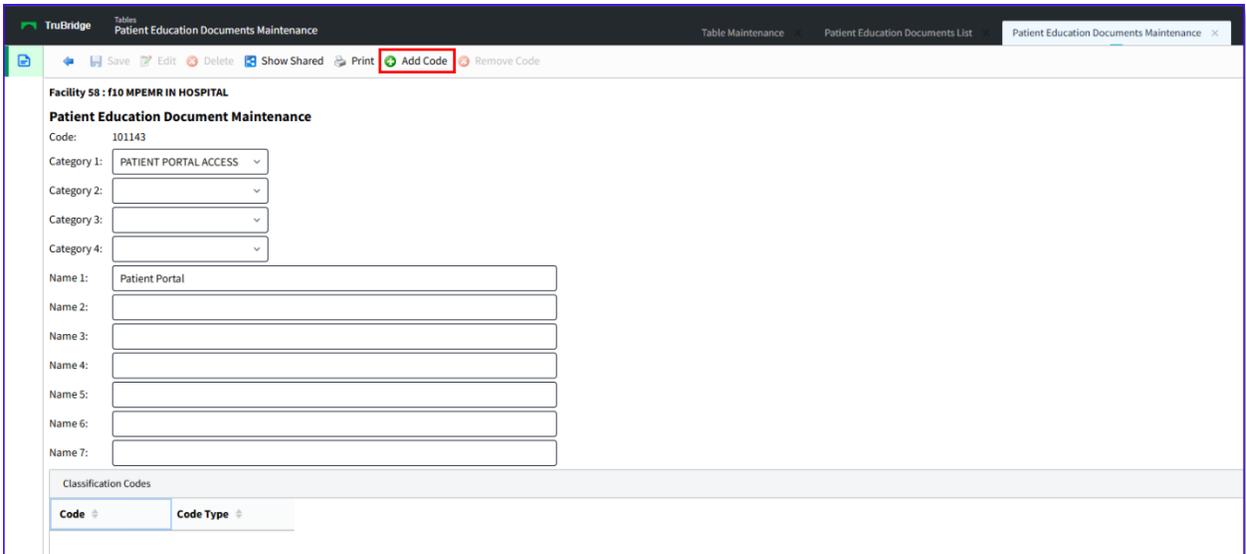
Name 6:

Name 7:

Classification Codes

Code	Code Type
------	-----------

- Select **Add Code**.



TruBridge Tables Patient Education Documents Maintenance

Table Maintenance Patient Education Documents List Patient Education Documents Maintenance

Save Edit Delete Show Shared Print Add Code Remove Code

Facility 58 : f10 MPEMR IN HOSPITAL

Patient Education Document Maintenance

Code: 101143

Category 1: PATIENT PORTAL ACCESS

Category 2:

Category 3:

Category 4:

Name 1: Patient Portal

Name 2:

Name 3:

Name 4:

Name 5:

Name 6:

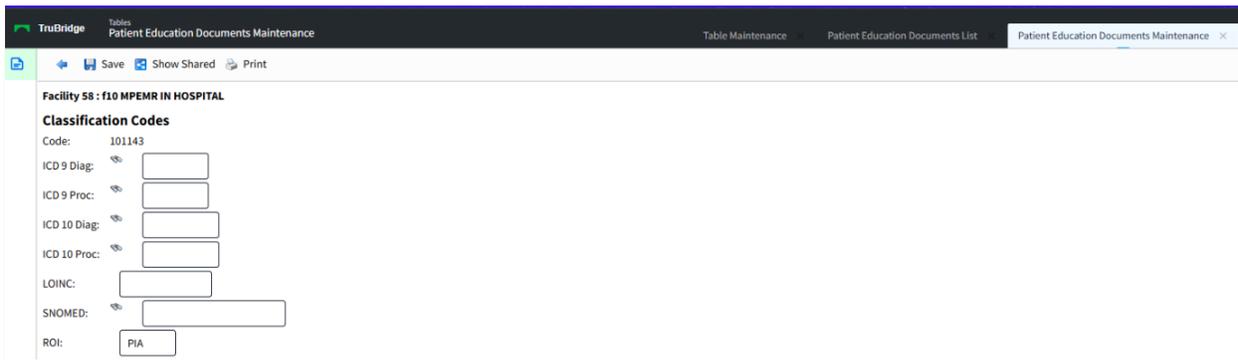
Name 7:

Classification Codes

Code	Code Type
------	-----------

- Enter the code in the applicable field (LOINC and ROI codes must be entered manually) or select the binoculars icon next to the field to search for a code by the code number or description. After adding the code, select **Save**; then select the blue back arrow to return to the Document Maintenance screen.

NOTE: In order to meet the “Provider to Patient Exchange: Provide Patients Electronic Access to Their Health Information” measure, a custom Patient Education Document must be created to provide the patient all of the details needed to view, download, or transmit their information. This document must be attached to the ROI/Purpose code for “Patient Possesses Info to Access Portal” that is set up in the ROI Control Record.



TruBridge Tables Patient Education Documents Maintenance

Table Maintenance Patient Education Documents List Patient Education Documents Maintenance

Save Show Shared Print

Facility 58 : f10 MPEMR IN HOSPITAL

Classification Codes

Code: 101143

ICD 9 Diag:

ICD 9 Proc:

ICD 10 Diag:

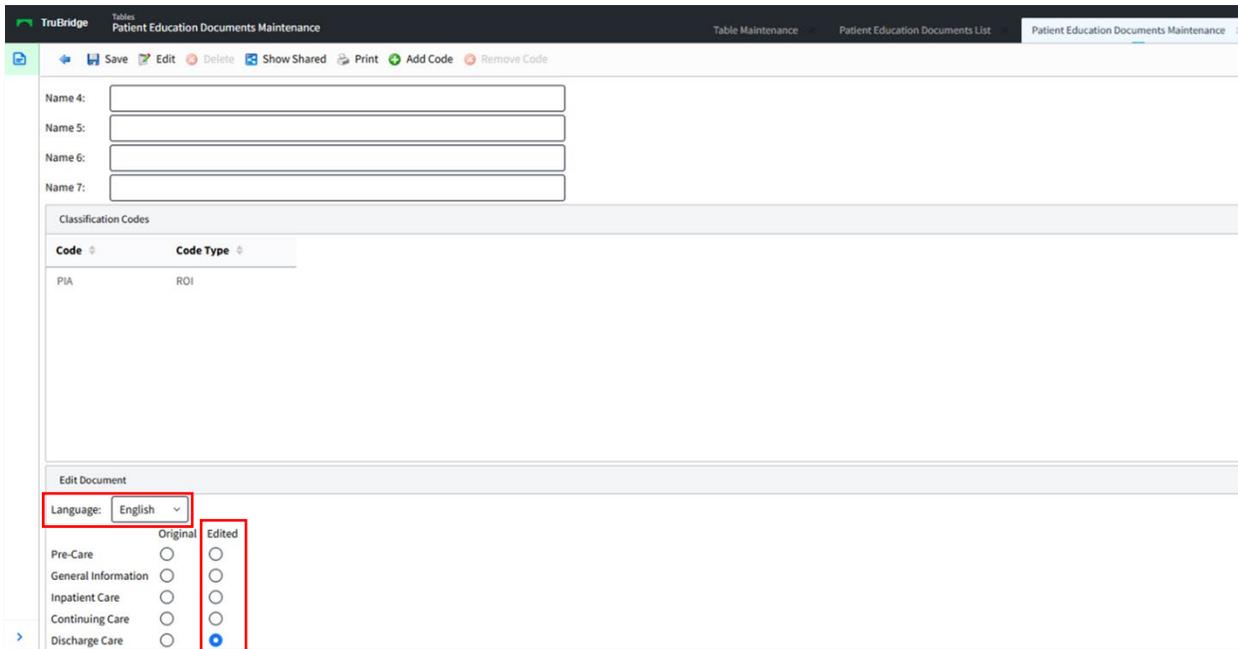
ICD 10 Proc:

LOINC:

SNOMED:

ROI:

- Scroll to the bottom of the page. Under the **Edit Document** section, select **English** or **Spanish** from the **Language** dropdown.
- Under the **Edited** column, select the radio button for the type of document you want to build (Pre-Care, General Information, Inpatient Care, Continuing Care, or Discharge Care).



TruBridge Tables Patient Education Documents Maintenance

Table Maintenance Patient Education Documents List Patient Education Documents Maintenance

Save Edit Delete Show Shared Print Add Code Remove Code

Name 4:

Name 5:

Name 6:

Name 7:

Classification Codes

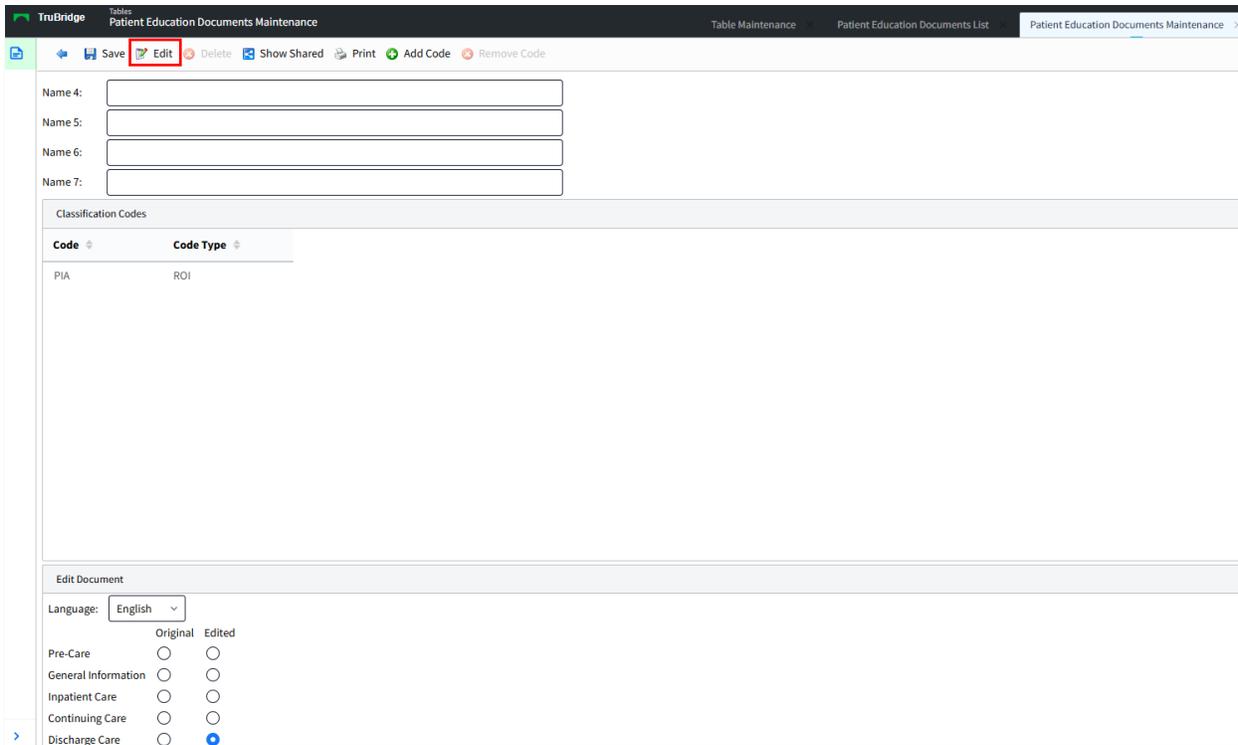
Code	Code Type
PIA	ROI

Edit Document

Language: English

	Original	Edited
Pre-Care	<input type="radio"/>	<input type="radio"/>
General Information	<input type="radio"/>	<input type="radio"/>
Inpatient Care	<input type="radio"/>	<input type="radio"/>
Continuing Care	<input type="radio"/>	<input type="radio"/>
Discharge Care	<input type="radio"/>	<input checked="" type="radio"/>

10. Select **Edit** on the action bar at the top of the screen.



TruBridge Tables Patient Education Documents Maintenance

Table Maintenance Patient Education Documents List Patient Education Documents Maintenance

Save Edit Delete Show Shared Print Add Code Remove Code

Name 4:

Name 5:

Name 6:

Name 7:

Classification Codes

Code	Code Type
PIA	ROI

Edit Document

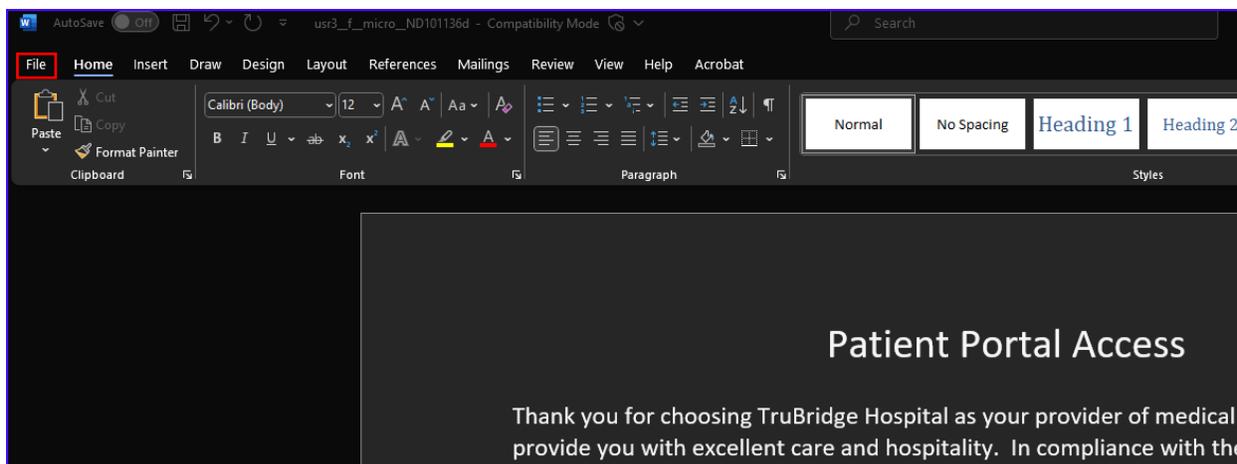
Language: English

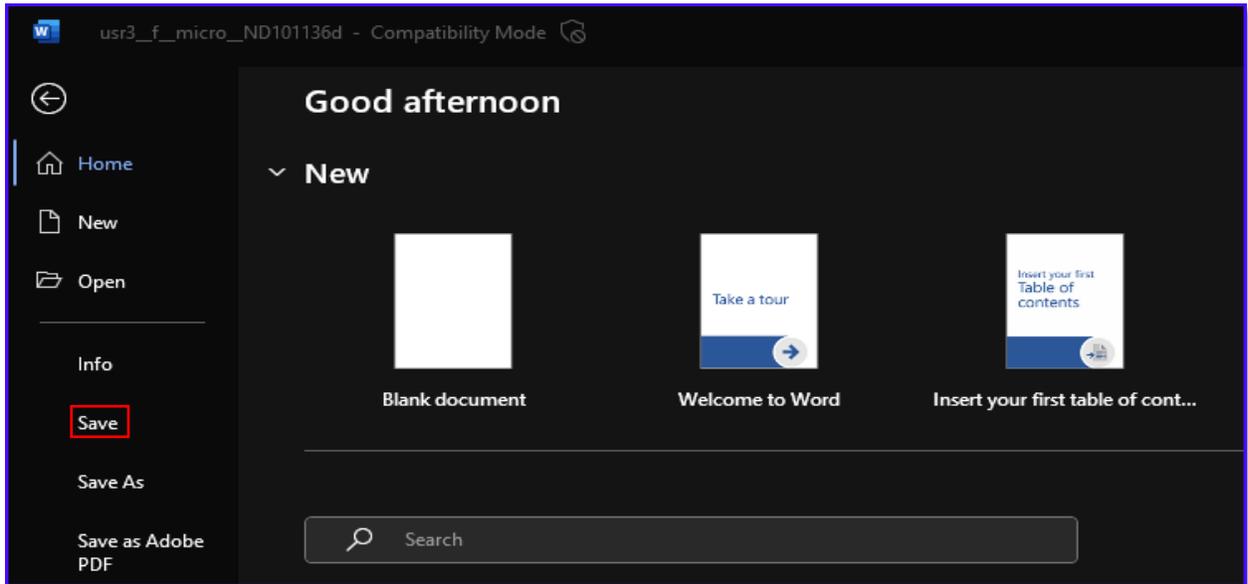
	Original	Edited
Pre-Care	<input type="radio"/>	<input type="radio"/>
General Information	<input type="radio"/>	<input type="radio"/>
Inpatient Care	<input type="radio"/>	<input type="radio"/>
Continuing Care	<input type="radio"/>	<input type="radio"/>
Discharge Care	<input type="radio"/>	<input checked="" type="radio"/>

11. Microsoft Word should open automatically. Copy and paste your text and images into the document.

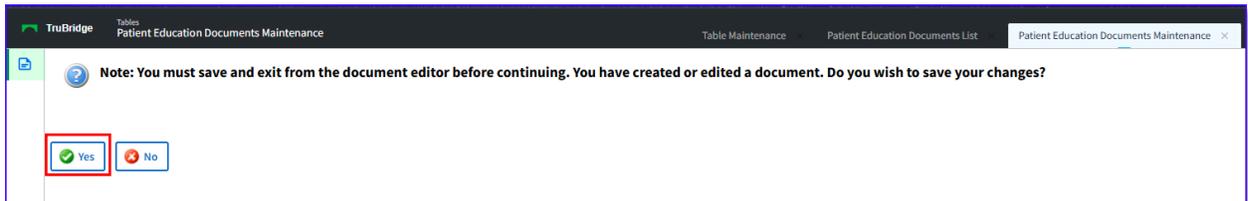
NOTE: Images must be saved as jpegs before being added to the document, and the entire document size cannot exceed 10MB. To check the size of the document, select **File > Info**; then refer to the **Size** value under **Properties**.

12. Select **File > Save** to save the Word Document; then select the **X** to close Microsoft Word.

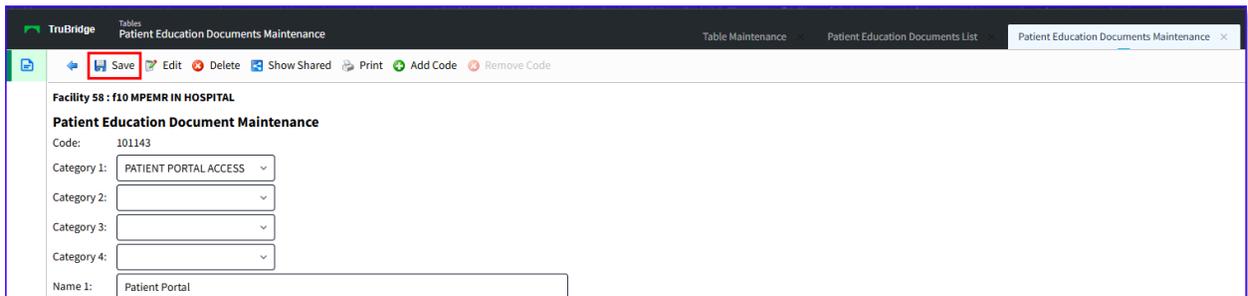




13. When prompted to save and exit from the document editor, select **Yes**.



14. Select **Save** on the action bar at the top of the screen.



15. Select the blue back arrow to return to the Clinical Tables screen; then select **Rebuild Indexes**.

