

ChartMaker® Mobile App Quick Reference Card

ChartMaker® Mobile App

One-time office enrollment here: <http://sticomputer.com/mobile-app-enrollment/>

Steps to enroll users

- **Send email** from Practice Manager to each cell phone user (Manager goes to Administration, Mobile, Mobile Administration, Add User)
- **Receive email:** Each user clicks “Register Now” in his/her email received and creates own pw for cell phone app (login will be your email address)
- **Download app:** On each cellphone – download app and log in. Instant access!

Steps to setup defaults

- **Setup preferences:** Manager sets up app for default Practice, Provider, Procedure codes (click the medical icon at top left, select Settings, set both “Set Default Schedule” and “User Preferences”.)
- **Setup Procedure Lists:** Select Settings, Procedure Lists to create mobile charge slip (ex. Outpatient Hospital list, Nursing Home list). All mobile users see these lists when using Charge Capture feature.

KEY



Caduceus – go to main apps, settings, FAQ, log out.



Blue name is link to chart details. Blue phone# will open your phone prompt to call that phone#.

Jill Smith



Shows total# of patients on schedule and allows sorting by practice/ schedule type for Appointments, or admit date/room# for Rounds



Add new patient (requires name, date of birth and sex)



Chart icon – Shows demographics (phone, email), pharmacies, last/next appointment, healthcare proxies



Heartbeat icon – Shows Clinical face sheet (allergies, meds, dx)



Dollar sign icon – Goes to Charge Capture screen (ability to enter new charge or copy previous charge with today’s date)

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CHARGE CAPTURE KEY



Star icon - Procedure Lists (every user sees same list)



Heart icon - Your Favorite codes (only you see list)

New Charge

Add new charge



Clock - see patient's last used diagnosis codes



Stethoscope - Clinical chart code (active, inactive, pre-existing)



Magnifying glass - allows search from full ICD10 book



Arrow - shows total codes selected so far and clicking the arrow gets you to the OK to save on the claim.

ROUNDS KEY

Rounding List – Change “from” date if you have patient(s) admit date before date shown on range.

Red Line– Use to sort by name or room#.

Notepad– Use to copy a previous charge for today's visit.

Plus sign– Use to add new charge for today.

Ellipse – See details, today's charges sent, set unavailable patient as skip or add today as date discharged.

Mobile Support – 800-487-9135

dial x1 for PM/CM Support, then **dial x1 or x2** for Help