

ELECTRONIC SIGNATURE

TBOX
EL for ELECTRONIC SIGNATURE
INITIAL: BRR// ^

Enter your Current Signature Code:

Signature code must be 6 to 20 characters with no control or lowercase characters.

LIST MANAGER SCREEN

+	Next Screen	SL	Search List
-	Previous Screen	PS	Print Screen
FS	First Screen	PL	Print List
LS	Last Screen	>	Shift View to Right
GO	Go to Page	<	Shift View to Left
up arrow	Up a Line	RD	Refresh Display
down arrow	Down a Line	Q	Quit

SCAN THE PATIENT FILES

SCAN
ALL SCAN for similar names - entire data base
Select PATIENT NAME:

VIEW PATIENT'S REGISTRATION DATA

Select View Access Option: VIEW
Select PATIENT NAME:
To exit use /,.

GENERATE HEALTH SUMMARY

HS Generate Health Summary
Select health summary type: (Enter HS type or ?? for list)
Select patient:
Use ^ to exit HS.

DISPLAY DATA FOR A SPECIFIC PATIENT VISIT

VSTV
Select PATIENT NAME:
Enter VISIT date:
To exit use Q to quit.

PRINTING

This will let you view the information on the screen.

DEVICE: HOME
DEVICE: H
DEVICE: 0
DEVICE: (leave blank)

DIRECT CONNECT PRINTER

This is a printer connected directly to your computer.

DEVICE: S-HPLASER

NETWORK PRINTER

This is a printer that anyone on your system can print too, if setup to do so.

RPMS FAST REFERENCE

SIGNING ON TO THE SYSTEM

ACCESS CODE: type your access code press Enter

VERIFY CODE: type your verify code press Enter

LOG OFF RPMS

At a "Select Option" prompt, type **HALT** then press enter.

CHANGE VERIFY CODE

TBOX

EDIT USER CHARACTERISTICS

Press **ENTER**

TAB down to "Want to Edit Verify Code?"

Type **Yes**

Enter your current verify code

Enter a new VERIFY CODE

Re-type the new code

Press **F1 E** to exit and save changes.

USING THE JUMP COMMAND

Jump directly to an option by holding down the shift key and press 6 then type the option name followed by the enter key.

HELP WITH ENTERING DATA

If you do not know how to respond to a prompt, simply **type a single question mark and press the enter key.**

BASIC RPMS FUNCTION KEYS

Help Key ?

Escape Key ^ (shift 6)

Delete Key @ (shift 2)

SCREEN EDITOR FUNCTIONS

Incremental movement	Arrow keys
Jump left and right	F1 <Left Arrow> and F1 <Right Arrow>
Jump top or bottom of screen	F1 <Top Arrow> and F1 <Bottom Arrow>
Top or bottom of document	F1 T and F1 B
Exit and save text	F1 E
Quit without saving	F1 Q
Delete character before cursor	<Backspace>
Delete character at cursor	F4
Delete entire line	F1 D
Join current line to next line	F1 J
Reformat paragraph	F1 R

SCREEN MANAGER COMPONENTS

Move up	Press F4 function key OR the up arrow key.
Move down	Press the enter key OR the down arrow key.
Move right	Press the Tab key
Move left	Press the F4 key
Jump to a field	Use the ^ (shift 6) followed by the caption name.

