How to add new billing or diagnosis buttons on the A&P tab

The easiest way to add a new button is to copy one of the existing ones and use it as a base.

- *Enter edit mode in the Records section by going to EHR Settings->Edit Medical Record Templates*
- (L) click on a button you would like to copy
- (R) click in an empty area over to the side copy fields
- (R) click again and paste fields (create new)

If you are modifying a billing button, you need to enter your exact bill code from Admin->billing into the Action cell:



Press enter on your keyboard after modifying the Action cell (no need to click Save)

If modifying a diagnosis button, you need to modify the search criteria (see page 2 for more information on this)



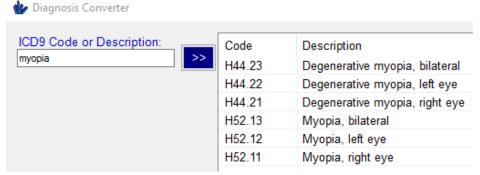
Press enter on your keyboard after modifying the text between <a> cell (no need to click Save) You won't see the face of the button change until you stop editing and save changes.

When done in edit mode, click Stop Editing and Save Changes To Database which is at the bottom of the screen

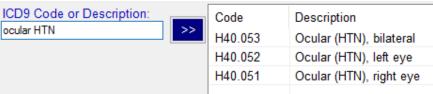
Tips on modifying search criteria

The BEST way to figure out what the button will pull up in the dropdown menu is to use the converter under EHR->Diagnosis Code Converter. Whatever shows in the list after searching is what will show in the button dropdown.

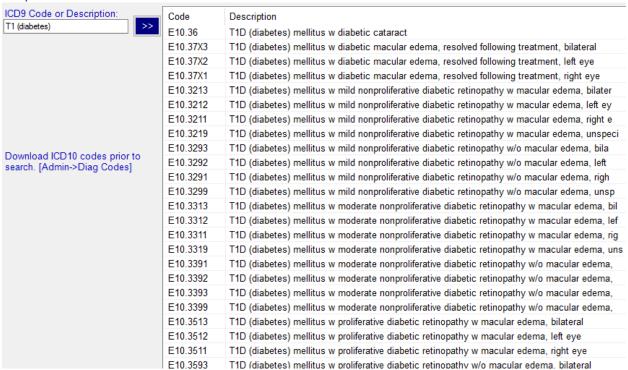
If I set the button to search for myopia here is what will be in the button dropdown:



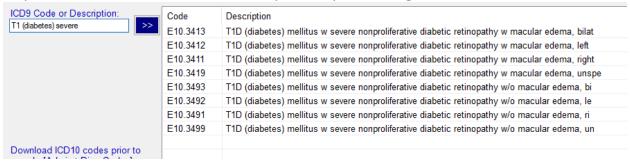
So, as long as you keep the search criteria generalized without adding in bilateral, left or right eye they will all show up \odot



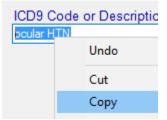
Depending on how general your search criteria is, you can have a lot of codes show up in the dropdown menu for the Diabetic codes:



Or you can have a more concentrated dropdown by fine tuning the search criteria:



Once I have my search criteria set, I copy it from here



And paste it into the Fields cell between the <a>

