

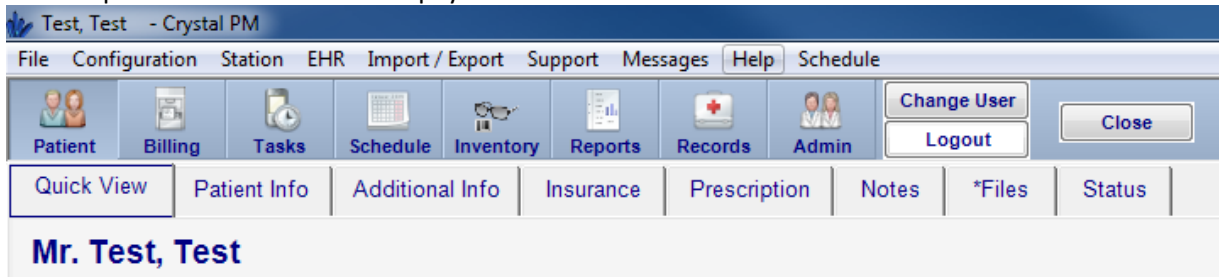


## Electronic Medical Record System

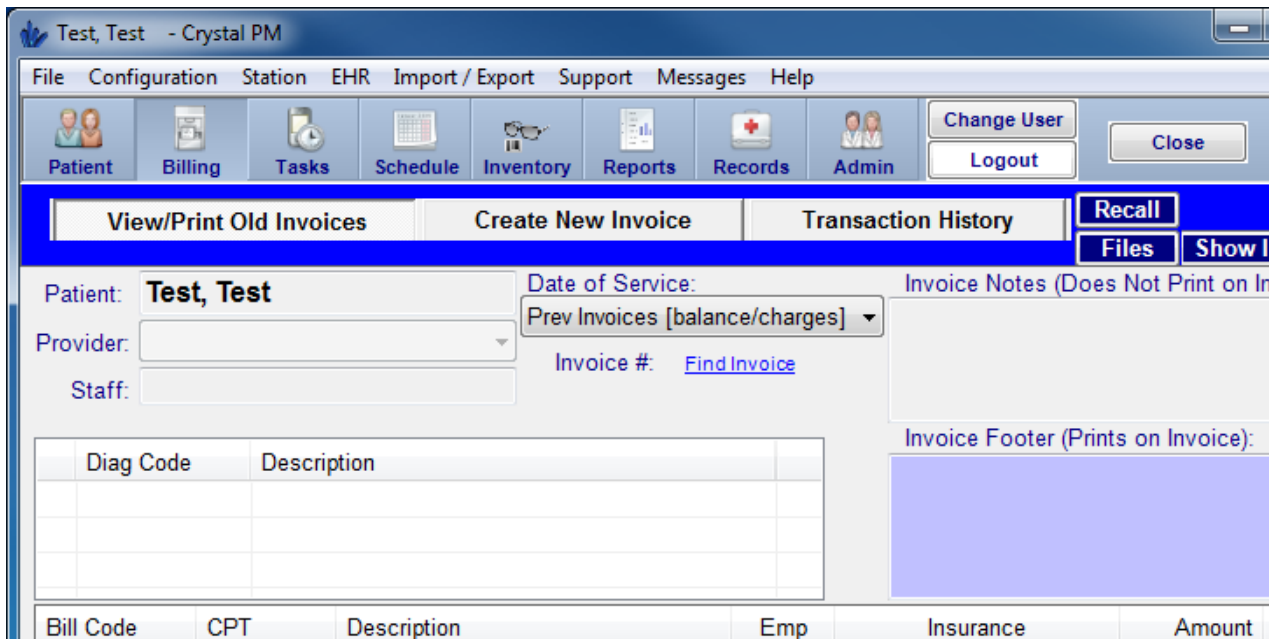
City of Vision Eye Care uses CrystalPM as their electronic medical record and accounting system. This system is the replacement of our previous medical record and accounting system named OPTO. As an employee, CrystalPM will be your primary source of office information and proficiency in use of this program will be critical to your success and efficiency.



**Time Clock** – Clocking in at the beginning of your shift will log when you have arrived and begun work. Employees are not to clock in if they are not ready for work (i.e. relaxing, eating lunch/breakfast prior to the start of their shift). All employees are welcome to clock in early if they are ready to work. Clocking out for lunch and at the end of the day marks the end of your shift. If you forget to clock your time or there is a system error, please inform any administrator (Dr. Ho, Dr. Reynolds, Carolyn Marquez, Sheri Parker) and they can correct it for you. Corrections should be made as soon as possible to avoid errors in payroll.



**Patient Screen** – Double clicking on the patient icon will allow you to search for a patient and land you on their demographics, insurance information, prescription information, electronic inter-office communication notes or patient correspondence notes, and scanned patient files





**Billing Screen** – Double clicking on the Billing icon will allow you to search for a patient and land you on their list of invoices, transaction history, and allow you to create new invoices. When looking for a patient chart using the “Transaction History” button can assist you in locating a chart.

Crystal PM

File Configuration Station EHR Import / Export Support Messages Help Tasks

Patient Billing Tasks Schedule Inventory Reports Records Admin Change User Logout Close

Task List for **Thu Sep 21, 2017**

**Daily Tasks**

No Tasks On List

Employee: Any Employee [Clear](#)

Patient: (none) **Find Patient**

Type: Announcement

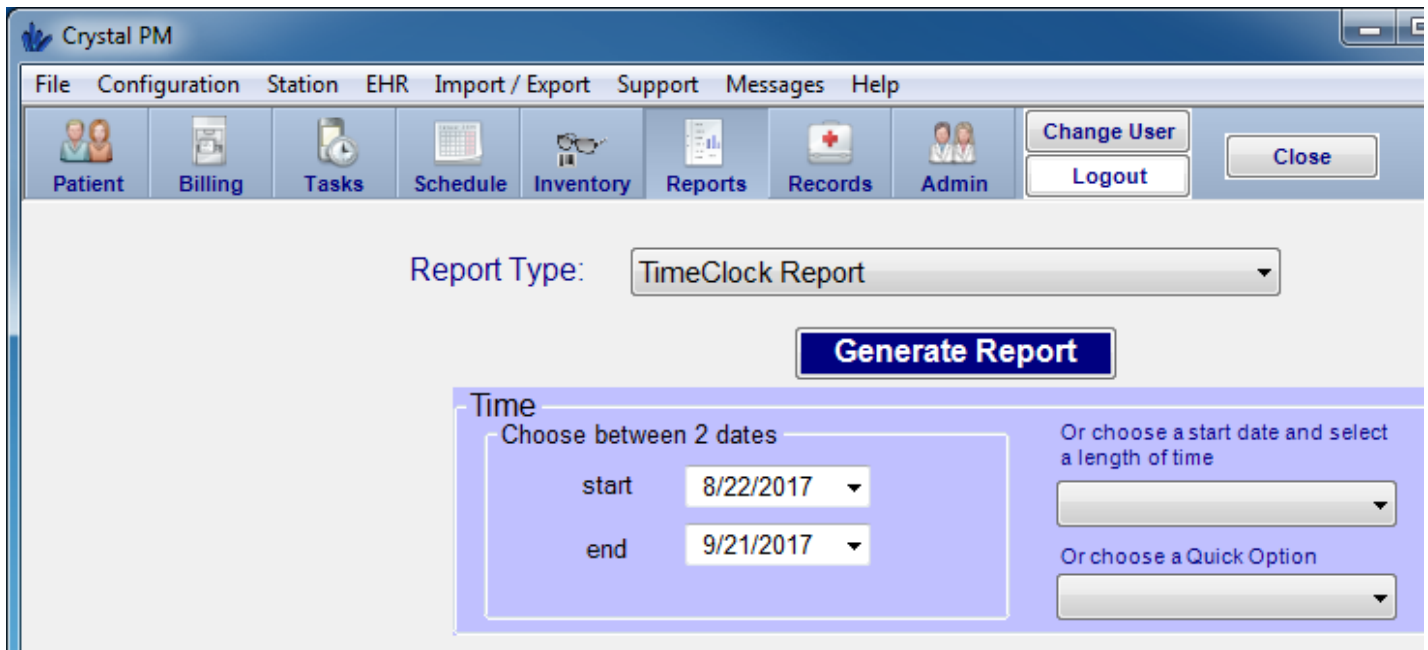
Date: Thu Sep 21, 2017

Text:

**Create Task**  Flag as Urgent

**Tasks Screen** – Upon logging into CrystalPM, the task list screen is default to open. If individuals need something from you, they may choose to assign as task to you instead of giving you a sticky note. Please pay attention news on this screen.

**Schedule Screen** – The schedule tab shows the appointments that have been booked as well as available slots. This is the area you will use to track who is in the office and what we are expecting for that day.



The screenshot shows the Crystal PM software interface. At the top, there is a menu bar with options: File, Configuration, Station, EHR, Import / Export, Support, Messages, and Help. Below the menu bar is a navigation bar with icons for Patient, Billing, Tasks, Schedule, Inventory, Reports, Records, and Admin. To the right of the navigation bar are buttons for Change User, Logout, and Close. The main content area displays "Report Type:" with a dropdown menu set to "TimeClock Report". Below this is a large blue button labeled "Generate Report". Underneath the button is a "Time" section with a sub-header "Choose between 2 dates". This section contains two rows: "start" with a dropdown menu showing "8/22/2017" and "end" with a dropdown menu showing "9/21/2017". To the right of this section are two alternative options: "Or choose a start date and select a length of time" with a dropdown menu, and "Or choose a Quick Option" with a dropdown menu.

Reports Screen – There are a large number of reports that CrystalPM is able to run. Different departments require the use of different types of reports. All employees have access to a timeclock report that allows you to review your hours worked for any time period. Employees are encouraged to periodically audit their own time clocks for errors.