fEMR Documentation v1.0

Username – admin
Password – admin

1. How to Start the fEMR application on the host computer
   a. Open the fEMR folder on the desktop
   b. Double click the start file
      i. If a text document opens, close it and go back to the folder
      ii. Right click the start file and click Properties
      iii. Under the Permissions tab check the box labeled "Allow executing files as program" then double click the start file again
   c. When a prompt appears asking to run or display the contents of the file click the "Run in Terminal" button.
   d. Wait until the command prompt says
      [info] play – Listening for HTTP on /0:0: 0:0: 0:0: 0:0:9000
   e. Open a browser and type localhost:9000 in the address bar then press enter

2. How to stop the fEMR application on the host computer
   a. While in the Terminal which shows the application running press the keyboard keys 'Ctrl+C'.

3. Admin
   a. Creating a user
      i. Click the "Admin" button In the top left corner
      ii. Click the "Add user" button
      iii. Fill out the information, E-mail address, password, first name, last name, and groups the user will be a part of.
      iv. Click the "Submit" button.
   b. View existing users
      i. Click the "Admin" button In the top left corner
      ii. Click the 'Users" button
   c. Logging out
      i. Click the "fEMR" button in the top left corner
      ii. Click the logout symbol in the top right corner

4. Triage
   a. Adding a new patient
      i. Click the "Triage" button in the top left corner
      ii. Fill out the patient information.
         1. First name, last name, city, and age/DOB are required.
      iii. Click the "Submit Patient" button.
   b. Creating a new patient encounter by ID
      i. Click the "Triage" button in the top left corner
      ii. In the "Patient ID" field enter the patients ID number and click the "Search" button.
      iii. Update the patient information.

iv. Click the "Submit Patient" button.
c. **Creating a new patient encounter by Name**
i. Click the "Triage" button in the top left corner
ii. In the "First Name" and/or "Last Name" field enter the name of the patient you would like to create a new encounter for.
1. If multiple patients exist, in the Duplicate Patient Search Results area press the "Select" button next to the patient you want to create a new encounter for.
iii. In the top right corner press the "New Encounter" button.
iv. Update the patient information.
v. Click the "Submit Patient" button.
d. **Viewing a previous patient encounter.**
i. Click the "Triage" button in the top left corner
ii. In the "First Name" and/or "Last Name" field enter the name of the patient you want to view a previous encounter of.
1. If multiple patients exist, in the Duplicate Patient Search Results area press the "Select" button next to the patient you want to view a previous encounter of.
iii. On the right side under Previous Encounters click the date or chief complaint of the encounter you would like to view.

5. Medical
a. **Adding a patient's medical information**
i. Click the "Medical" button in the top left corner
ii. Enter the patient's ID and click the "Submit" button
1. If they've already been seen that day you can edit their encounter
iii. Update information on the HPI and Treatment tabs.
1. Under the Treatment tab you can add multiple, up to 5, problems or prescriptions by pressing the "+" button. You can also remove problems or prescriptions by pressing the "-" button.
a. If updating an encounter from earlier in the day you cannot remove problems or prescriptions.
2. You can also update a patients vitals by clicking the "Record New Vitals" button, the clicking the "Save New Vitals" button after updating them.
iv. In the bottom right corner press the "Submit Patient" button.

6. Pharmacy
a. **Replacing Medication**
i. Click the "Pharmacy" button in the top left corner
ii. Enter the patient's ID and click the "Submit" button
iii. Under "Replace?" click the "Yes" button next to the medication you want to replace
iv. In the text field that appears to the right of the "Yes" button type in the name of the medication you want to replace the previous medication with.
v. In the bottom right corner click the "Submit" button.