

Date 6/15/2009 4:32:55 PM
Description Office Medic Search Mode
Manager ADMIN

Hot Tip Text**Instructions for putting Office Medic™ in Search mode.**

This Hot Tip applies to user's running Office Medic v4.5 or higher.

Problem:

User would like to hide patient names.

Solution:

It is possible to put Office Medic in Search mode where only certain patients will load and appear visible in the patient tree. Perform the following steps to put Office Medic in Search mode:

1. Right click on the Office Medic shortcut icon and select Properties.
2. Place your cursor at the end of the Target field, insert a **space** then enter the term **-query**. Select OK.
3. Open Office Medic by double clicking on the shortcut icon, a Patient Query screen will appear. Enter as much patient information as possible and select OK.

Instructions for using the Patient Query:

- More specific patient information results in fewer patients being loaded.
- If you leave all of the search fields blank and select OK, the entire patient database will load.
- If you select Cancel, Office Medic will open without loading any patients. Once Office Medic is open, select the refresh key (F5 or File/Refresh Patient Tree) to search for a patient.

If you have additional questions contact Technical Support
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