Praktika Dental
User Guide

Introduction

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Introduction into the Praktika Dental application for iPad

version 1.4.1

General Description

1.Introduction

Praktika is an Internet based dental practice management software package developed by Lizard Software Pty Ltd - an Australian owned and run company.

It offers doctors and practice managers unprecedented opportunities of secure remote data access and management based on the new Rich Content and Cloud computing technologies.

Praktika does everything a modern Dental Practice Software must do. It has a flexible Appointment Book, Periodontal and Restorative Charting, Patient's File, Accounting and Billing, Quotations and Treatment Plans, Reports and Analysis tools, etc.

Praktika Dental for iPad is an application created specifically to run on Apple's iPad devices. It is separate from the desktop Praktika version and its aim is to supplement Praktika features by adding new functionality specific to portable tablet devices.

Praktika Dental for iPad is distributed free from the iTunes store and it requires a current valid account with Praktika to be used.

2.Technical requirements

Hardware: Apple iPad, iPad2 or the new iPad*

Operating system: iOS 5.0 or higher

* some features of Praktika Dental require the use of a microphone and camera, which are only available on iPad2 and the new iPad.

3.Other requirements

Users of Praktika Dental for iPad must have a current valid account with Praktika.

All questions regarding subscriptions to Praktika services can be sent to support@praktika.com.au

More information regarding Praktika can be found at www.praktika.com.au

4.Version

Praktika Dental for iPad version covered in this User Guide: version 1.4.1

Features

Praktika Dental For IPad Features Summary

1. **Patient Directory with search filter**

2. **Patient File consisting of:**

    a. **Patient Summary with Appointments**

    b. **Patient Form with digital signature**

    c. **Personal Information**

    d. **Medical History**

    e. **Clinical Notes**

3. **Settings**

4. **Running Praktika Dental in background mode**

5. **PIN Security Screen**

1.Praktika Dental Features

In the current version Praktika Dental has a limited functionality compared to the desktop Praktika. Ultimately we intend to match almost all the Praktika desktop features within the Praktika Dental. At the moment the features of Praktika Dental aim at supplementing the Praktika desktop by utilising unique capabilities of portable tablet devices.

1. **Patient Directory**

Lists all the currently active patients in a particular practice. The displayed information (if available) includes: personal photo or the gender icon, title, first and last names, landline and mobile telephone numbers, date of birth, date of the last medical history update, patient id number and alert icons (new patient, medical alert and general alert).

The patient list can be sorted in a variety of ways: by last name, first name, patient number, date of birth and the last updated date.

The search facility allows to filter the patient list by the names or telephone numbers.

A new patient record can also be created from the Patient Directory.

2. **Patient File**

a. **Patient summary**

The Patient Summary screen is a direct equivalent of the Patient File screen in the Praktika desktop version. It compiles the most significant information regarding the patient in a single interactive screen.

The top section deals with the personal information: personal photo, title, first name, last name, preferred name, date of birth, age, patient ID, patient status, health fund, guarantor, patient signature. It also has the Patient Form button to start a patient form for the patients to fill in themselves.

The middle top section presents alerts and warnings.

The middle interactive section deals with patient's appointments.

The bottom section displays patient account balances.

b. **Patient Form with digital signature**

The Patient Form is intended for the patients to fill in the information themselves. It consists of a series of screens with fields to fill in and a digital signature utility to sign the form off. The Patient Form is securely separated from the main application, so when the iPad is in patients' hands, any other data apart from the form is not available to the patients.

c. **Personal Information**

This feature is intended for the office use only. It is a convenient form to view and change patient's personal information.

d. **Medical History**

This feature is intended for the office use only. It is a convenient form to view and change patient's medical history, conditions and allergies.

e. **Clinical Notes**

The Clinical Notes unit provides a facility to view, search, sort, create new and edit existing clinical notes for patients. The clinical notes can be edited within 24 hours of their creation.

3. **Settings**

An interface to change the customisable settings of Praktika Dental application.

4. **Running Praktika Dental in the Background Mode**

You can put Praktika Dental in the Background mode by pressing the "Home" button on your iPad.

You normally do that when you want to switch to run another application. Pressing the "Home" button will put Praktika Dental into the Background mode.

After entering the Background Mode the application will still receive and send the data to the server (synchronise) only for the first 10 minutes. After the 10 minutes period you will be automatically logged out of the Praktika Dental application.

Tap on the Praktika Dental application icon to bring the application back to the Foreground Mode. This is done through the PIN Security Screen.

5. **PIN Security Screen**

PIN Security Screen is a security measure to prevent unauthorised access to the application data. It locks the applications and allows the access to it only after the correct PIN is entered.

To enter you PIN just type 4 digits without tapping first on the input fields. If the PIN is correct, the PIN Security Screen will be removed, if the PIN is incorrect, the Security screen will stay and the application will stay locked.

Image 2.4 PIN security screen
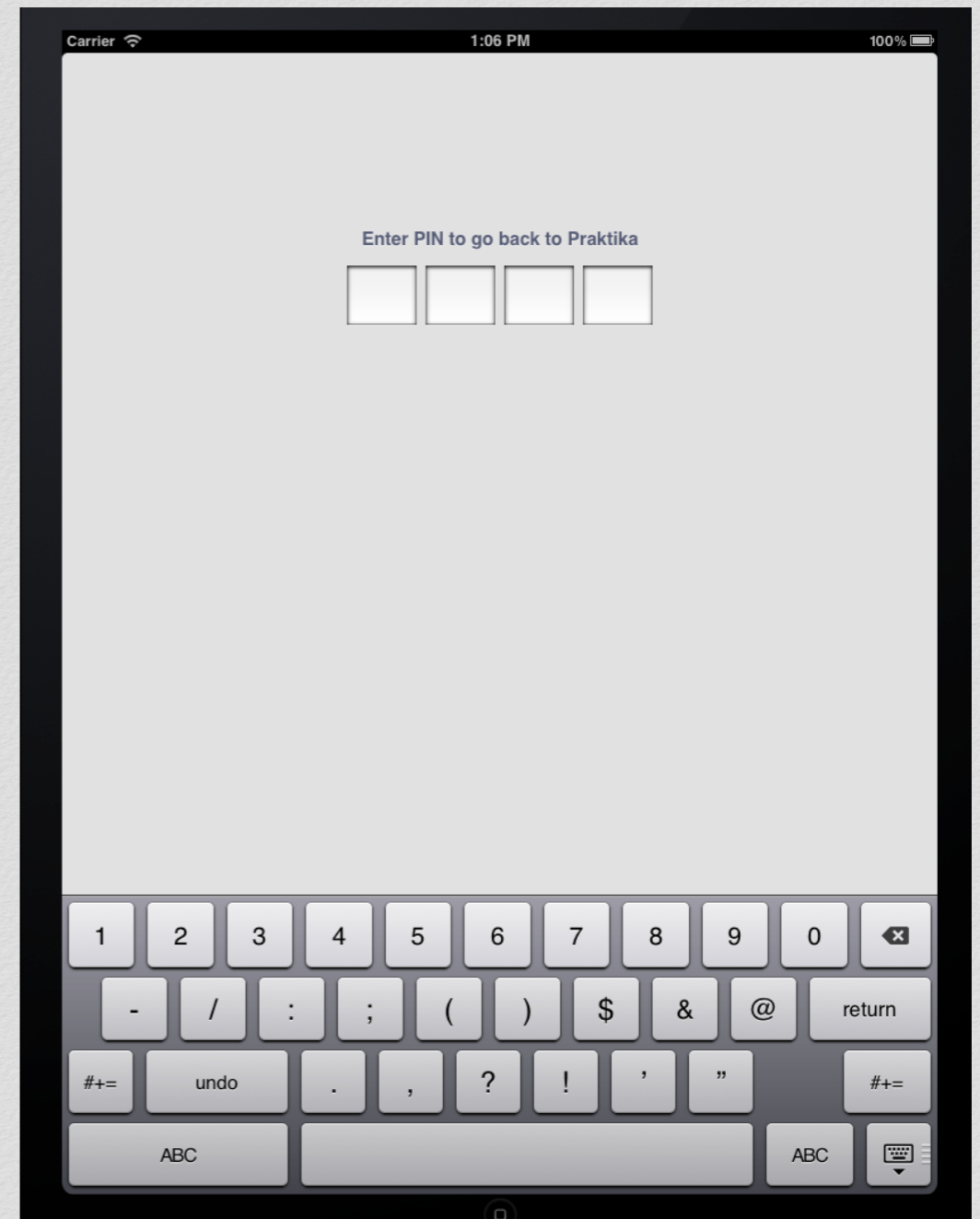
To enter PIN type 4 digits on the keyboard.

Installation and Launch

1.Installation

To install Praktika Dental you need a current Apple iTunes store account.

Although Praktika Dental is distributed free for all active Praktika subscribers, you may need to provide your credit card details to Apple while creating your iTunes store account. You will not be charged for Praktika Dental neither by the store nor by Lizard Software Pty. Ltd.

You can install Praktika Dental via iTunes or directly from your iPad device using App Store application.

1. **Installation via iTunes**
   a. Tap on the following link to go to the iTunes store.
   This is the link to Praktika Dental on iTunes store.
   b. Download Praktika Dental app by clicking INSTALL button.
   c. Connect your iPad to your computer, launch iTunes and synchronise the Applications with your iPad device.

2. **Installation with App Store application** (on iPad)
   a. Start App Store application on your iPad
   b. In the search field type: praktika dental
   c. Tap on INSTALL button.

Installation Summary

1. **Installing Praktika Dental from iTunes store**

2. **Launching the application**

3.Launching

Once installed Praktika Dental can be launched by a single tap on the application icon.

Praktika Dental

Login

Login Summary

1. **Login procedure**

2. **Error handling and troubleshooting**

INTERACTIVE 1.1 Login Screen

2. Password Input field

1. User Name Input Field

Username

dentist

Password

••••••••

Log In

3. Login Button

@praktika

Online Dental Software
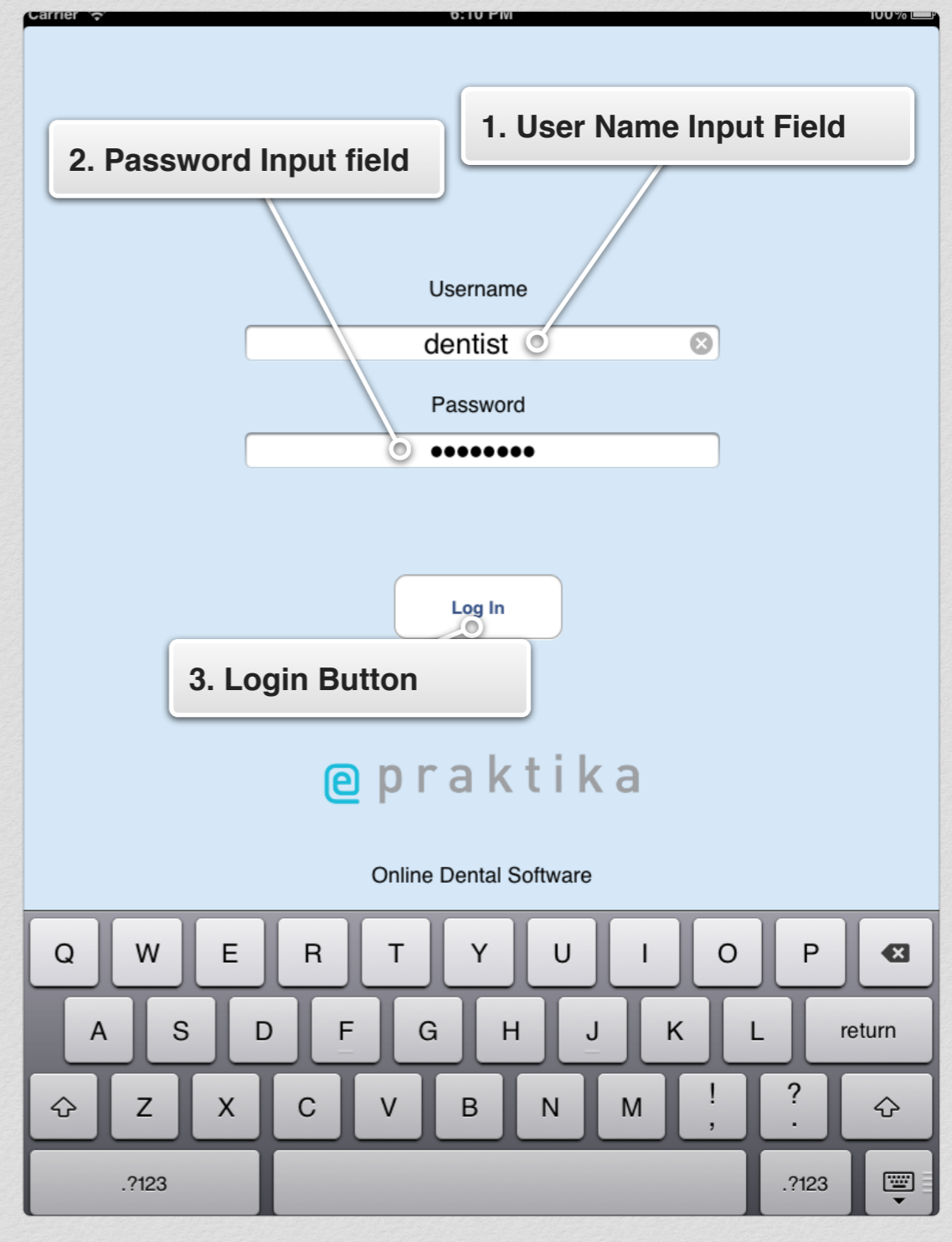
1.Launch Praktika Dental Application

To launch Praktika Dental Application tap once on the application icon.

2.

3.1. Login procedure

You must have a current valid account with Praktika to log in. It can be a standard business account or a test-drive account.

The enquiries regarding the provision of usernames and passwords should be directed to enquiries@praktika.com.au

1. Enter your username in the input field marked "Username". The username is case sensitive. Please use only low case characters and digits.

2. Tap on the input field labelled "Password" and type in the password. The password is case sensitive. Please use only low case characters and digits.

3. Tap on the button labelled "Log in" to finish the login procedure.

2. Error Handling and Troubleshooting

2.1.

Error Action: Username is not typed. Login button pressed

Error message: Please Enter User Name - OK
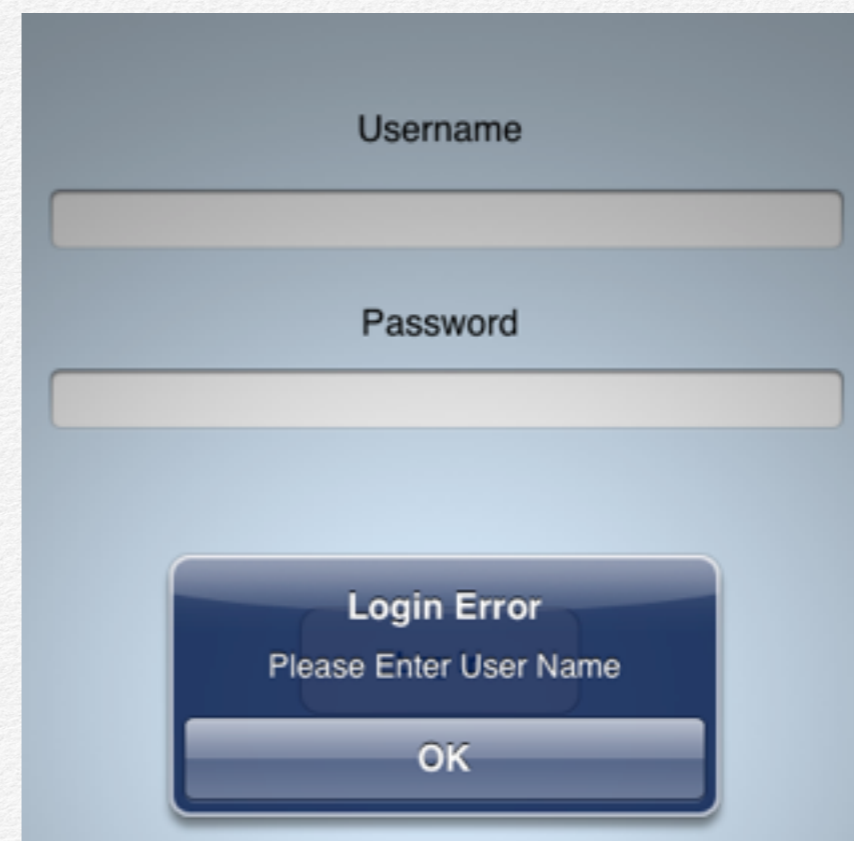
Rectify Action: type username in "Username" text field

2.2.

Error Action: Password is not typed. Login button pressed

Error message: Please Enter Password - OK
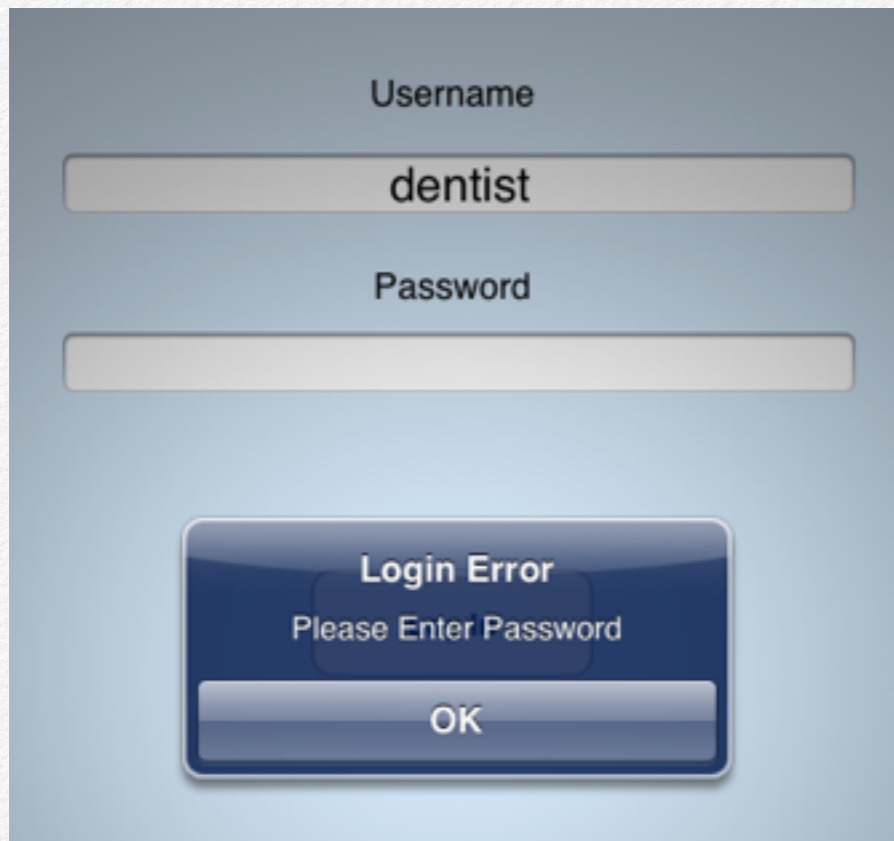
Rectify Action: type password in "Password" text field

2.3.

Error Action: Wrong username or password are typed. Login button pressed

Error message: Login or password incorrect! - OK
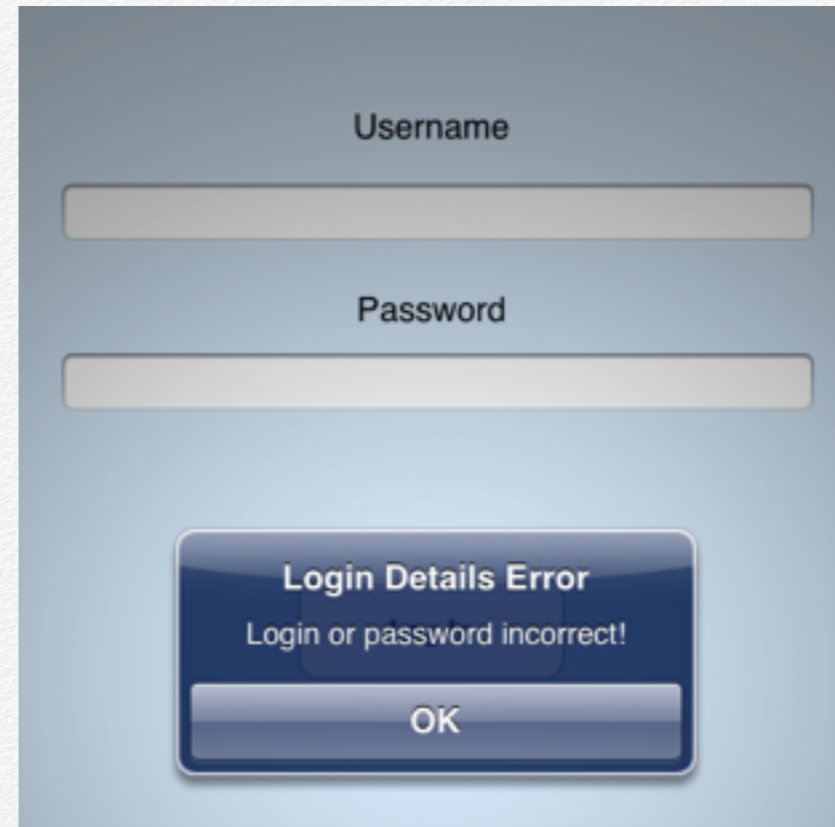
Rectify Action: type the correct username in "Username" field and the correct password in "Password" field. Press Login button.
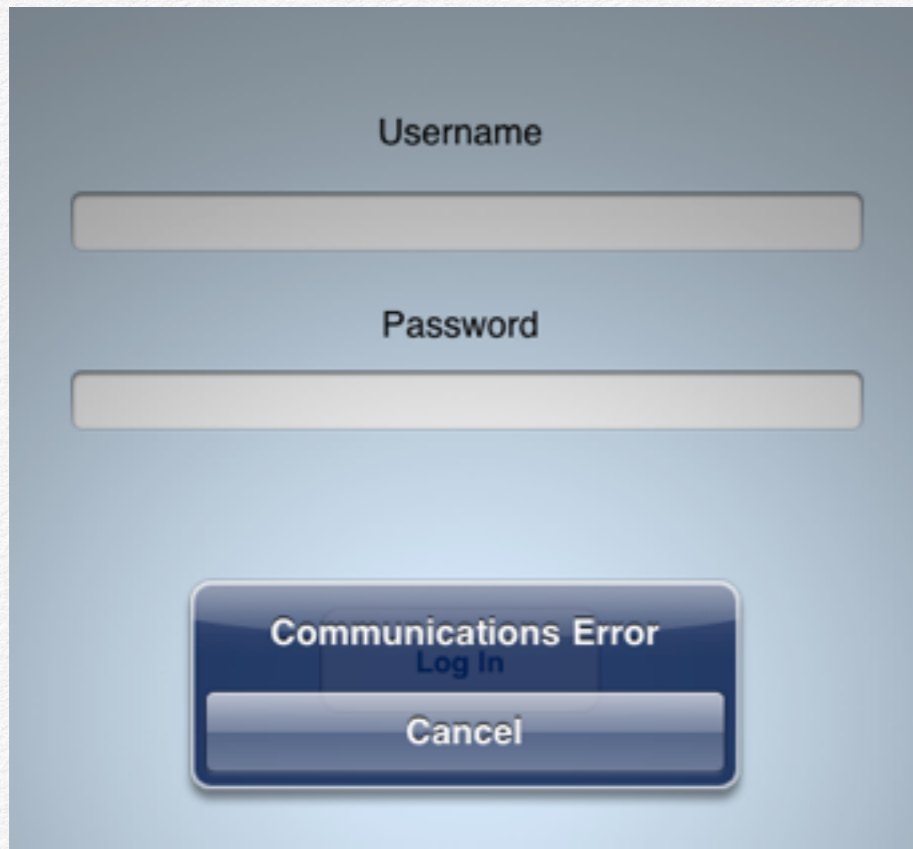
NB. *You only have 3 (three) login attempts to enter the correct username and password. After the three unsuccessful attempts, the account will be locked and will require resetting from the Praktika staff.*

2.4.

Error Action: Trying to login offline.

Error message: Communications Error - Cancel

Rectify Action: Make sure your iPad is connected to the Internet, then repeat the login procedure.

Upon the successful login you will be directed either to the location selector (for multiple location practices) or to the Patient Directory which are described in Chapter 2. Patient Directory.

Patient Directory

2

Patient Directory is the entry point to the Patient Files

Patient Directory Screen

Patient Directory Screen Summary

1. **Successful Login - Location Selector**

2. **Screen Elements**

   a. **Patient Search Bar**

   b. **Patients Sorting Popover**

   c. **Logout Button**

   d. **New Patient Record Button**

   e. **Settings Button**

3. **Cell Structure**

1. Successful Login - Location Selector

If your login is successful you will either be presented with the location selector (for multi location practices) or be taken directly to the Patient Directory (single location practices).

Location Selector

INTERACTIVE **2.1** Location Selector

Username

testdentist6

Cancel Button

Select a Practice   Cancel

Selector Drum

Test practice - 1(Hawthorn)

Select Button

Test practice - 2 (CBD)

Press to Select
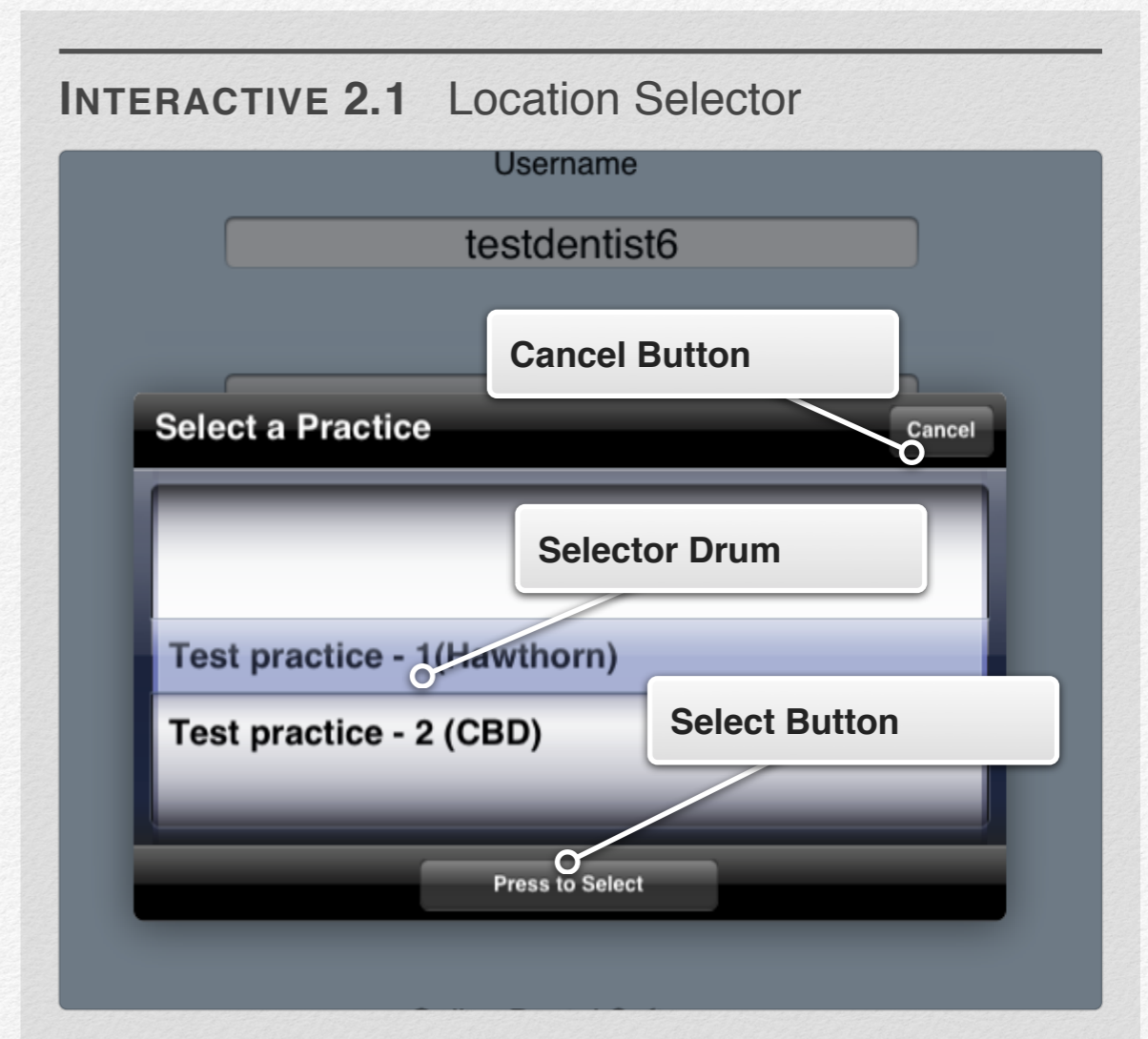
2. Screen Elements

The Patient Directory screens consists of the scrollable patient list and a set of auxiliary controls.

INTERACTIVE **2.2** Patient Directory Screen Elements

Patient Search Bar

Location Selector

Patients Sorting Popover

Table Cell

Logout Button

New Patient Record Button

Settings Button
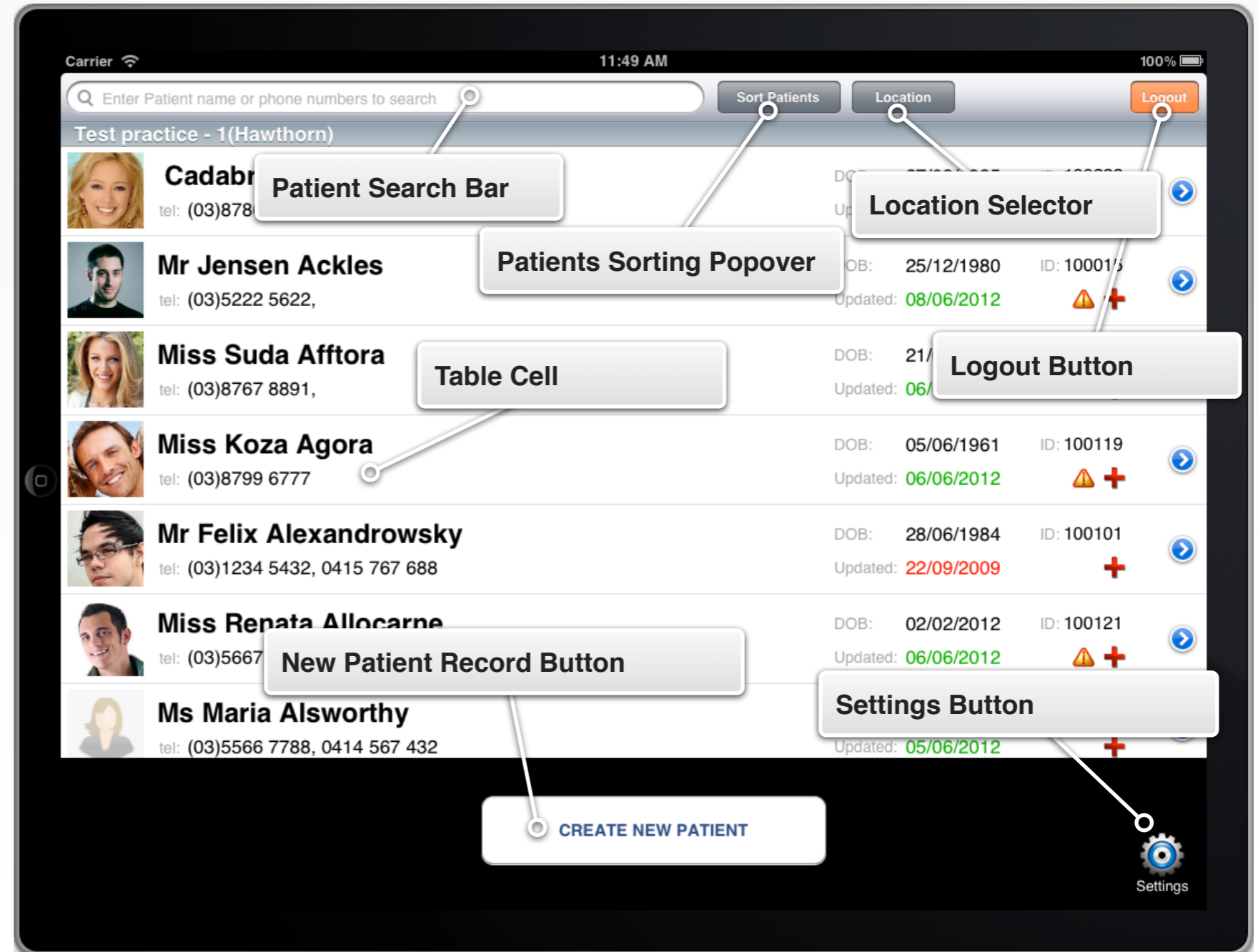
a. **Finding a Patient with the Patient Search Bar** (watch Movie 2.1)

**MOVIE 2.1** Finding a patient with the Patient Search Bar
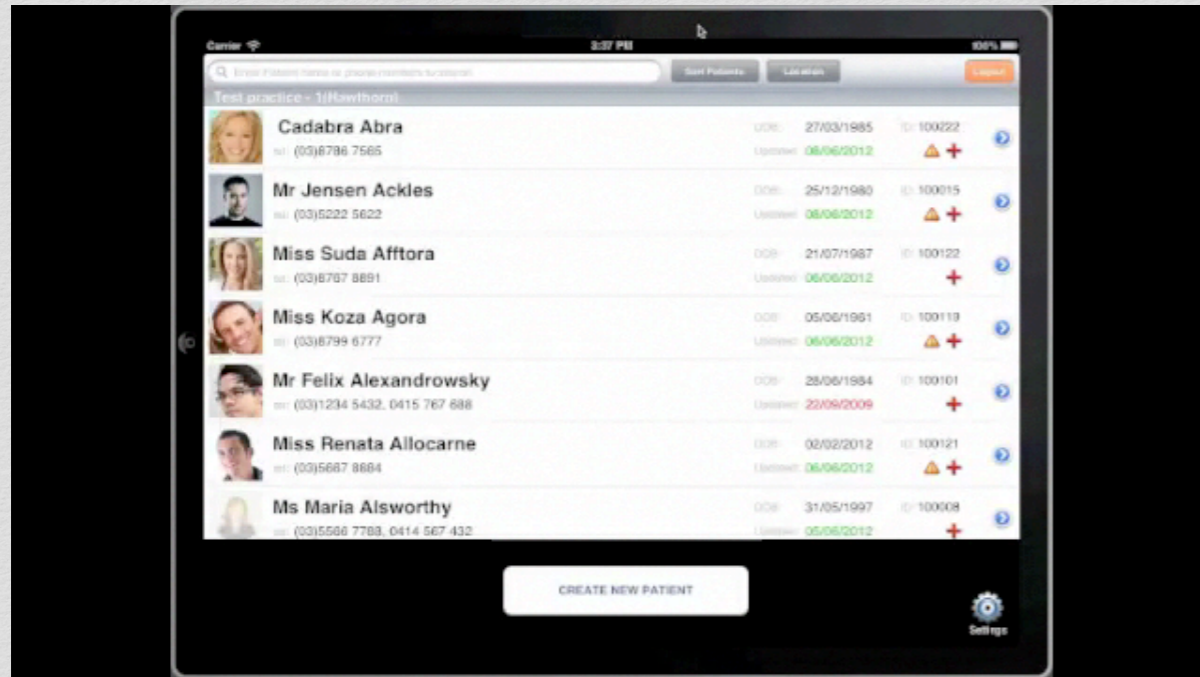
To find a patient tap on the Patient Search Bar and type either the patient's name or telephone number

1. Tap in the Search Bar to activate search function. The activation will result in disabling the scrolling functions of the Patient List. The Patient List will be greyed out.

2. Type either a part of the Patient's name or telephone numbers using the popup keyboard at the bottom of the screen. This will result in filtering out all unmatching Patient records. Once you start typing in the search bar, list scrolling becomes enabled again.

3. Once the required Patient cell is found - tap on it to enter the Patient File.

b. **Sorting Patient List**

You can sort the Patient list to be presented in various order sequences.

To sort the Patient List you need to single Tap on the "Sort Patients" bar button. A sorting popover comes up. Single tap on an option in the popover will result in sorting the Patient List.
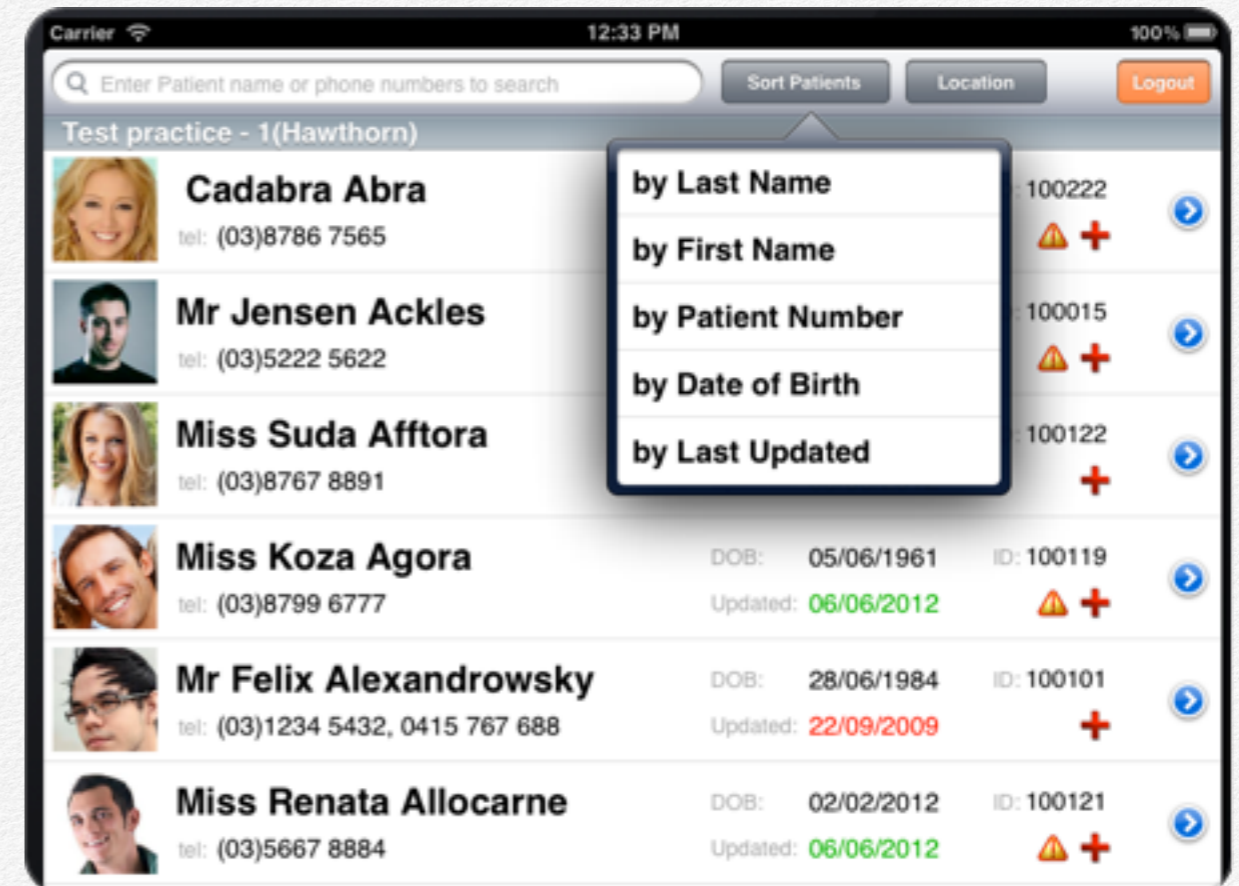
If you need to cancel sorting, just tap outside the popover control.

c. **Logout**

You can logout of Praktika either to terminate your session or to log in under a different account by using the "Logout" bar button.

We recommend you logout of Praktika if you are not going to use it for a long time. If Praktika Dental application is moved to the background by pressing the "Home" button on the iPad, the application will automatically log you out after 10 minutes of running in the background mode.

Once you press the "Logout" button you will be prompted to confirm if you want to logout. If you press "Cancel" you will return to The Patient Directory, if you press "Yes" you will be taken to the initial login screen.
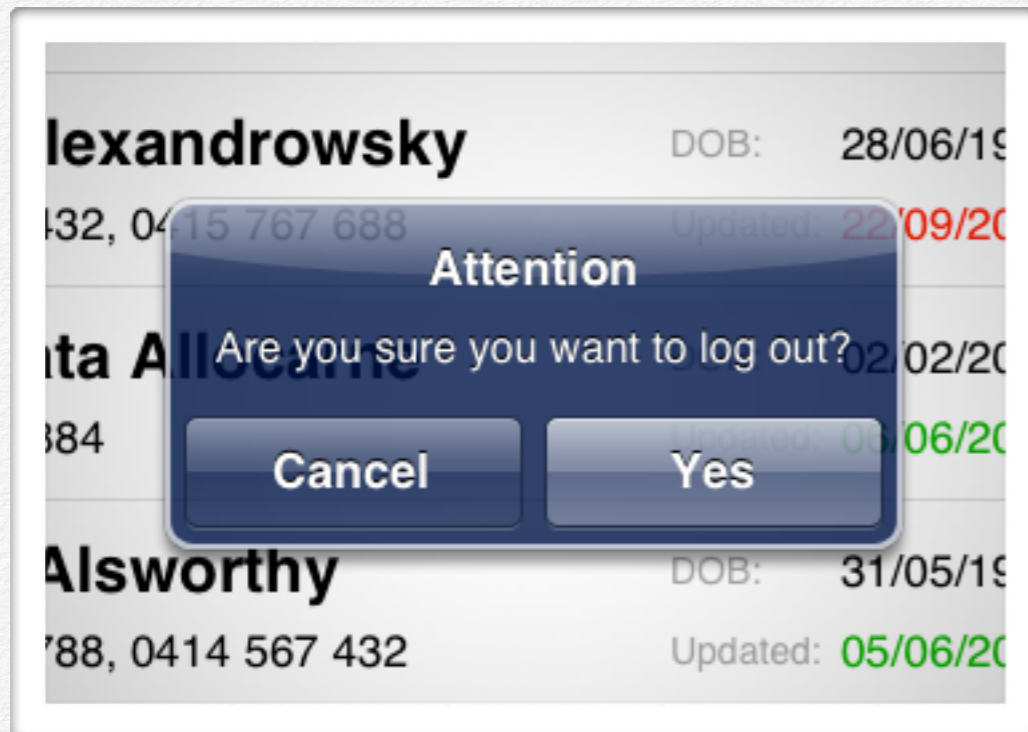
d. **New Patient Button**

You can create a new patient record by taping on the "Create New Patient" button.

Please check for the existing patients before creating a new patient to ensure you are not making duplicate patient records.

The New Patient creation procedures are generally meant for the patients to fill in the required information themselves. This part of the application is separated from the rest for the security reasons. The patients themselves cannot access any other data apart from their own personal and medical record form.

The procedures of creating new patient records is described in Chapter 3 - New Patient Form.

New Patient Form

3

This chapter deals with the creation of a new patient using the Patient Form module

New Patient Form

New Patient Form Summary

1. **Starting a New Patient Form**

2. **Patient Consent Screen**

3. **Filling in the form**

4. **Completing and signing off the form**

1.1. Starting a New Patient Form

To start a new patient form you have to be at the Patient Directory.

Tap the "**CREATE NEW PATIENT**" button at the bottom of the Patient Directory screen.
This is the point when you should pass the iPad to the patient as he/she has to agree to the terms and start filling in the form.

2.2. Patient Consent Screen

The Patient Consent Screen consist of a scrollable Privacy Statement text area and two buttons: "I agree" button to accept the terms and "Cancel" button to reject them.

Pressing the "Cancel" button will invoke the PIN Security Screen which requires a **PIN number** to be entered to unlock the application. **Entering the PIN number should be done by the practice staff only.**

Once the "I agree" button is pressed the electronic form screens are displayed and the patient can start filling in the form.

3. Filling in the Form

The Patient Form module is a set of screens with forms to fill in.

The patients fill in the form themselves by entering the relevant information in the fields and navigating to the next screen.

The relevant information is entered with the help of the Input Manager that appears in a popup at the bottom of the screen once a patient taps on a particular field in the form.
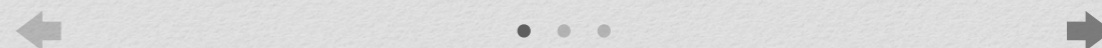
There are several different Input Manager controls for entering different types of information.

a. **Input Manager controls**

GALLERY 3.1 Input Manager Controls

Standard Text Control - Type to enter the information.There may be variations to enter digits or emails (keyboard layout may differ)

The "**Done**" button of the Input Manager control closes the control.

The "**Previous**" and "**Next**" buttons allow to switch to the next or the previous field on the form.

If that field has a different entry type, the Input Manager control will also change to accommodate the current field.

b. **Operations with the alphanumerical fields**

All the text and numerical fields have a utility that can be invoked by double tapping on the text (or the empty field area).
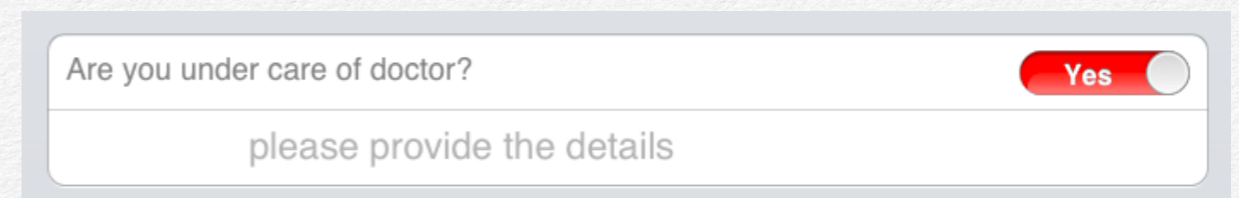

This utility allows the user to select the text. For that specify the range by moving the blue round pointers. Then the user can **cut**, **copy** or **paste** the selected text.

It also has a **Suggestion** option to suggest a correctly spelt word instead of possible typographic error.

c. **On screen field controls**

Some form filed do not require the Input Manager controls and the information can be entered directly in the fields.

- Toggle switch fields where you can change the value of the switch by horizontal swiping over the switch.

Allergies to Dental Materials

Latex	✓
Amalgam	✓
Nickel	
Chromium	

- Check box fields where a "tick" can be added to the field directly by tapping on it.

d. **Taking the picture with the Patient Form**

To take a picture from Praktika Dental app you need an iPad2 or later (the ones equipped with a built-in camera).
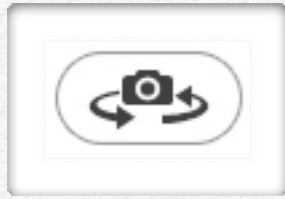
Press the Camera button in the top left corner of the Personal Information section of the form (Section No. 1).
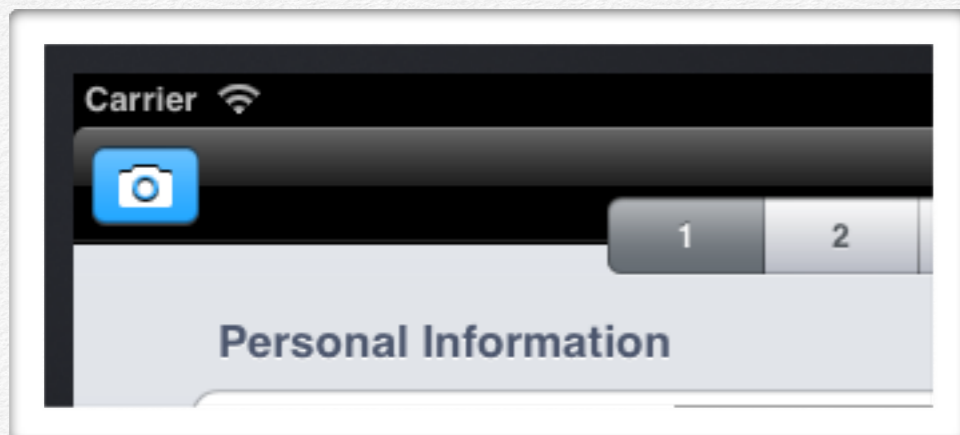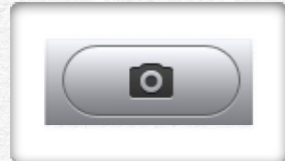

Once you press the button, the standard iPad Image Capture interface appears in a popup.
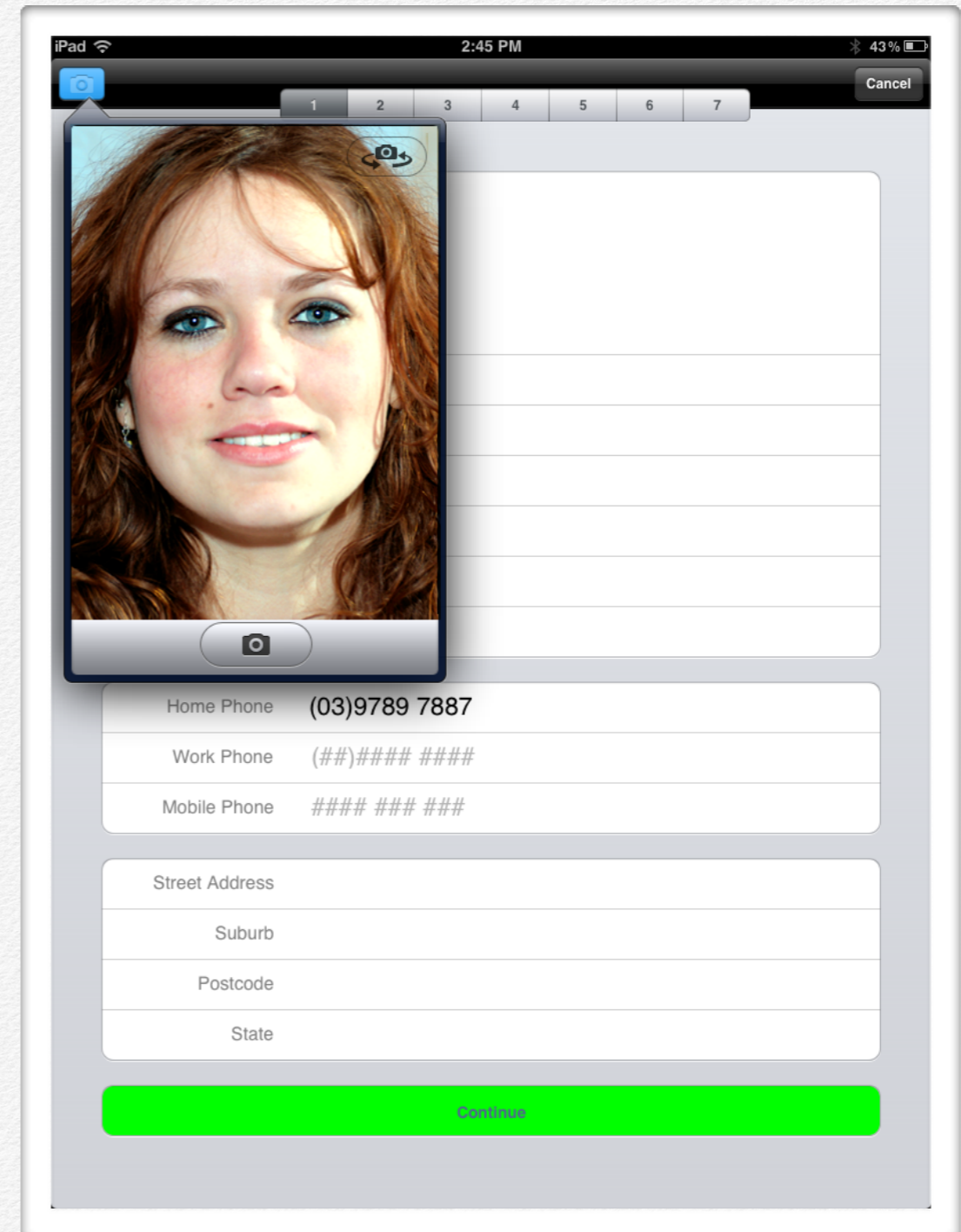
Switch to the front camera with the Toggle Camera button if the back camera starts by default.

Adjust the distance and position of the iPad to take a full face image and press the snapshot button.

Once the image is taken you can still adjust its size and position. Use two finger pinch gesture to zoom in and out and the single finger swipe to move the image within the frame.

The unshaded area between the top and bottom horizontal panels on the image is the area of the image which will be saved.
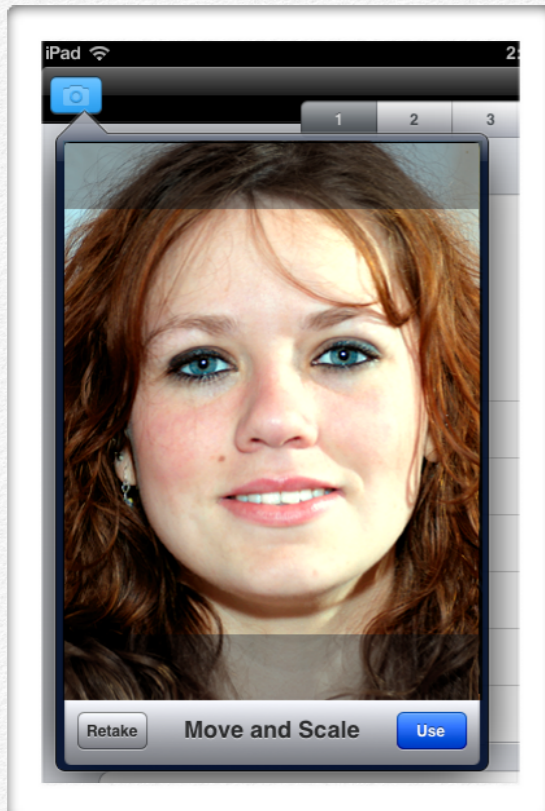
If you are happy with the results - press the blue Use button.

If you are not happy - press Retake button and repeat the procedure of taking the image again.

Upon the save, the image will be placed in the Personal Image field of the form.

When a new image is taken and saved it overrides the existing image.

e. **Progressing to another Another Form screen**

You won't be able to proceed to the second page of the form if the first name and the last name fields are not filled in. Either a home or a mobile telephone number must also be entered.

There are several methods to switch between the pages of the form.

Method 1. Using green "Continue" button at the bottom of each form page to switch to the next page. The last page of the form has a button to sign off and complete the form instead of the "Continue" button.

Continue
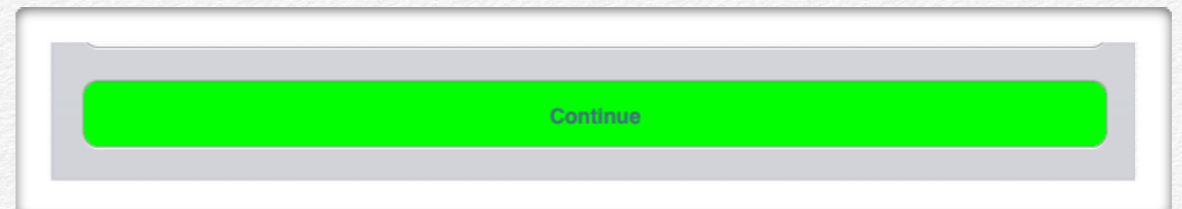
Method 2. Using segmented Page Selector at the top of the form to switch between the pages. You can switch pages in any order and in any sequence by tapping of the segment with a corresponding number.

Method 3. Using one finger swiping motion from left to right or right to left. Swipe left to right to move to the previous page and right to left to move to the next page. You cannot swipe to the left from the first page and to the right from the last page.
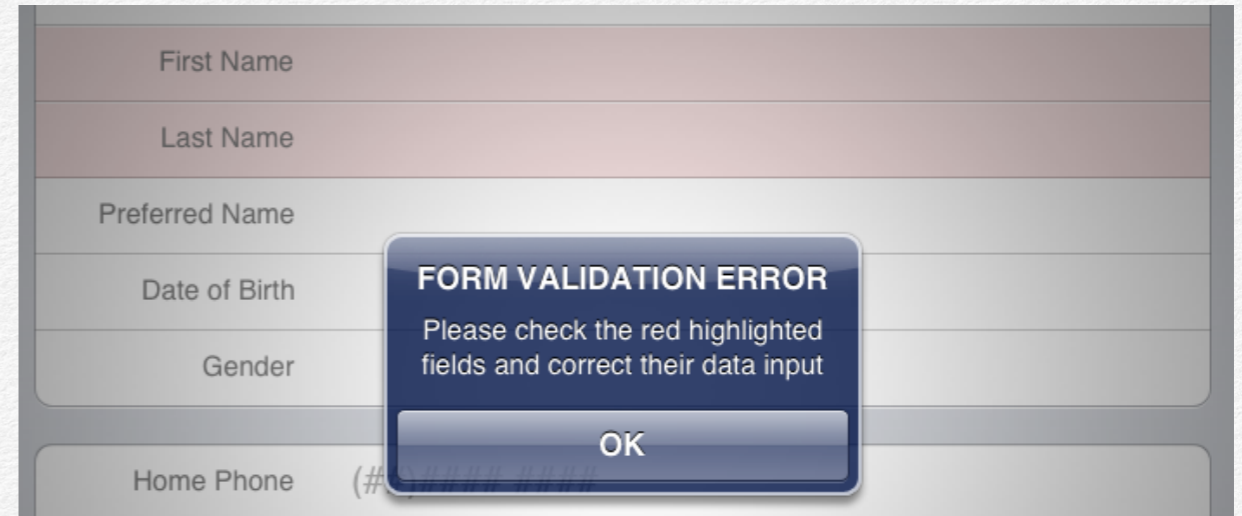
LAST PAGE
You have reached the last page of the form

OK

FIRST PAGE
You have reached the first page of the form

OK

The displayed page change is reflected in the segmented Page Selector.

When swiping keep as much as possible to the horizontal motion.

f. **Form Field constraints and restrictions. Form validation**

Patients first name and last name fields are required. The form will not allow you to proceed to the next page unless those fields are filled in.

The required fields get a light red highlighting and a warning alert comes up.

First Name

Last Name

Preferred Name

Date of Birth

Gender

FORM VALIDATION ERROR
Please check the red highlighted fields and correct their data input

OK

Home Phone

To rectify this issue - enter the first and last names into the form.

Certain form fields require the data to be supplied in a particular format.

Field	Allowed characters	Description	Allowed formats
Home Phone	0123456789 ( ) [space character]	Home Phone field is set to record an Australian landline phone. It is preceded by an area code. If no area code is entered it will be added automatically.	Overall number of characters: 8 or 10 Allowed area codes: 02, 03, 06, 07, 08. Example formats: 0399990000 (03)99990000 03 9999 0000 99990000 *space character can be placed anywhere*

Field	Allowed characters	Description	Allowed formats
Mobile Phone	1234567890 [space character]	Mobile Phone field is set to record an Australian mobile phone. It must start with 04	Overall number of characters: 10 Example formats: 0412567123 0412 567 789 *space character can be placed anywhere*
Work Phone	1234567890 ( ) [space character]	Work Phone field is set to record an Australian landline phone. It is preceded by an area code. If no area code is entered it will be added automatically.	Overall number of characters: 8 or 10 Allowed area codes: 02, 03, 06, 07, 08. Example formats: 0399990000 (03)99990000 03 9999 0000 99990000 *space character can be placed anywhere*
Area Code	123456890	Area Code field is set to record Australian post codes.	Maximum number of characters: 4 Example formats: 3123
Emergency Phone	1234567890 ( ) [space character]	Work Phone field is set to record an Australian formatted phone: either landline or mobile. If 8 numbers are entered an area code will be added automatically.	Overall number of characters: 8 or 10 Allowed area codes: 02, 03, 06, 07, 08. Example formats: 0399990000 (03)99990000 99990000 0412 345 678 04123456776 *space character can be placed anywhere*
Email	any character	Email field is set to record an email address. It must have a "@" symbol inside.	Example formats: abc@gmail.com abc@yahoo.com.au *no space character is allowed inside*
Membership Number	any character	Membership Number is set to record a Health Fund membership number	Maximum number of characters: 20
No. on card	1234567890	No. on card field is set to record the person's number on a Health Fund card	Maximum number of characters: 2

Field	Allowed characters	Description	Allowed formats
Medicare Number	1234567890 [space character]	Medicare Number field is set to record an Australian medicare card number. It follows the pattern: 0000 00000 0	Overall number of characters: 10 Example formats: 1234 78991 2 *space character can be placed anywhere*
Medicare Number on Card	1234567890	Medicare Number on card field is set to record a person's number on the card	Overall number of characters: 1 Example formats: 2
DVA Number	any character	DVA Number field is set to record Australian DVA number. It follows the pattern: AA00000	Maximum number of characters: 7 Example formats: VX12345
Provider Number	any character	Provider Number field is set to record an Australian provider number. It follows the pattern: 0000000Y For older 7 character numbers add 0 in front	Maximum number of characters: 8 Example formats: 1234567A

If you come across a validation error (warning) please refer to the above table to rectify the issue.

4. Completing and signing off the form

Once the form is filled in to the satisfaction and you are on the last page of the form, tap on "Click to sign" button at the end of the form.

> **Form Signing**
>
> **CLICK TO SIGN THE FORM AND SUBMIT**
>
> End of the Form

You will enter the Signing screen (see pic to the right). The screen consists of a white rectangular area where you can use you finger or a special stylus to sign the form and a set of control buttons:

1. Button "Clear Image" - clears the signing area and you can draw with your finger again.

2. Button "Cancel Signature" will cancel the signing process and will take you back to the form. Use this when some changes or corrections must be done to the form prior to signing.

3. Button "Save Signature" - saves the signature and the form data to the server.

    Pressing this button will take you to the confirmation popup screen. The Confirmation popup screen is the last interactive
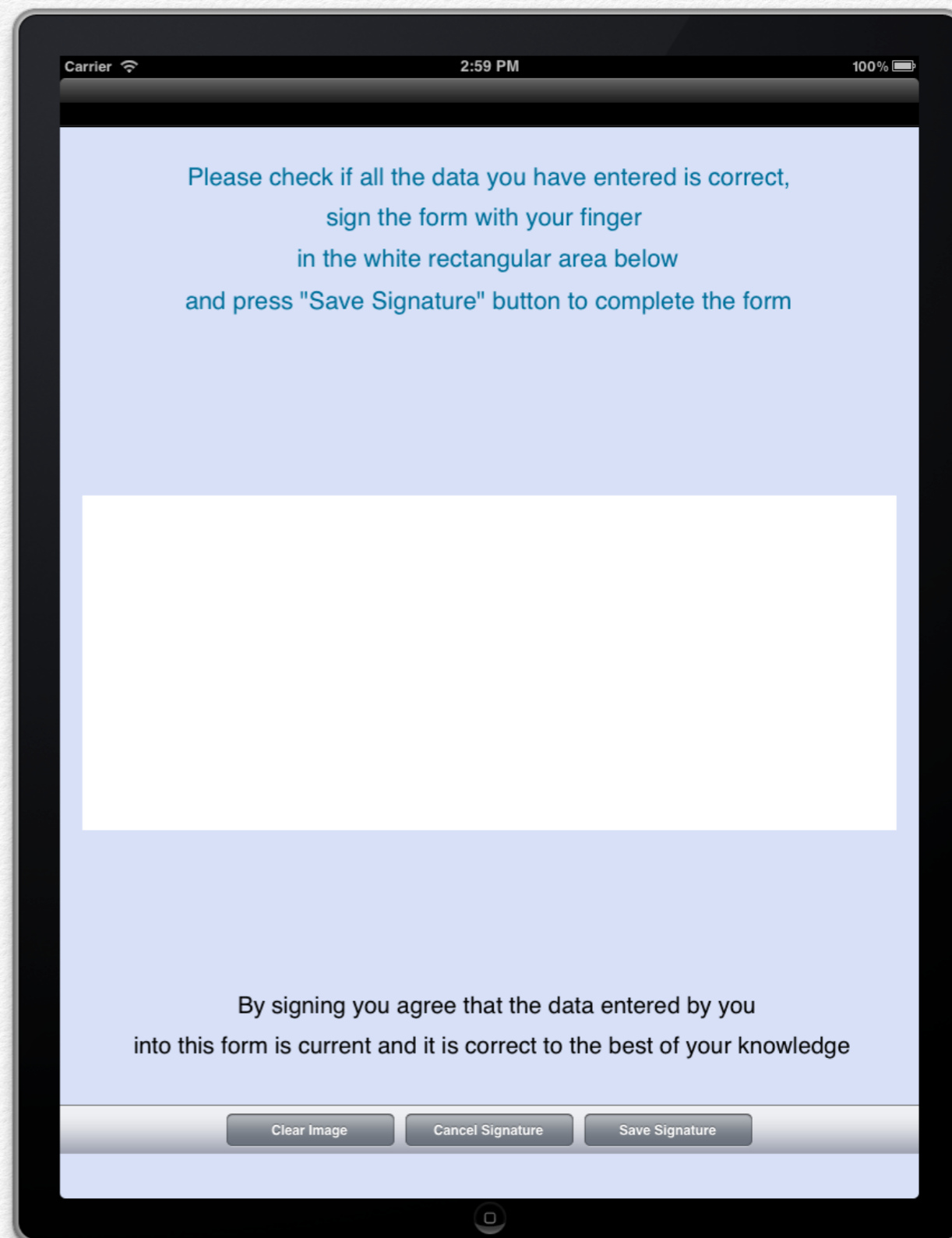
control of the form accessible by the patient. You can go back to the Signing screen by pressing the "Do it Again" button.
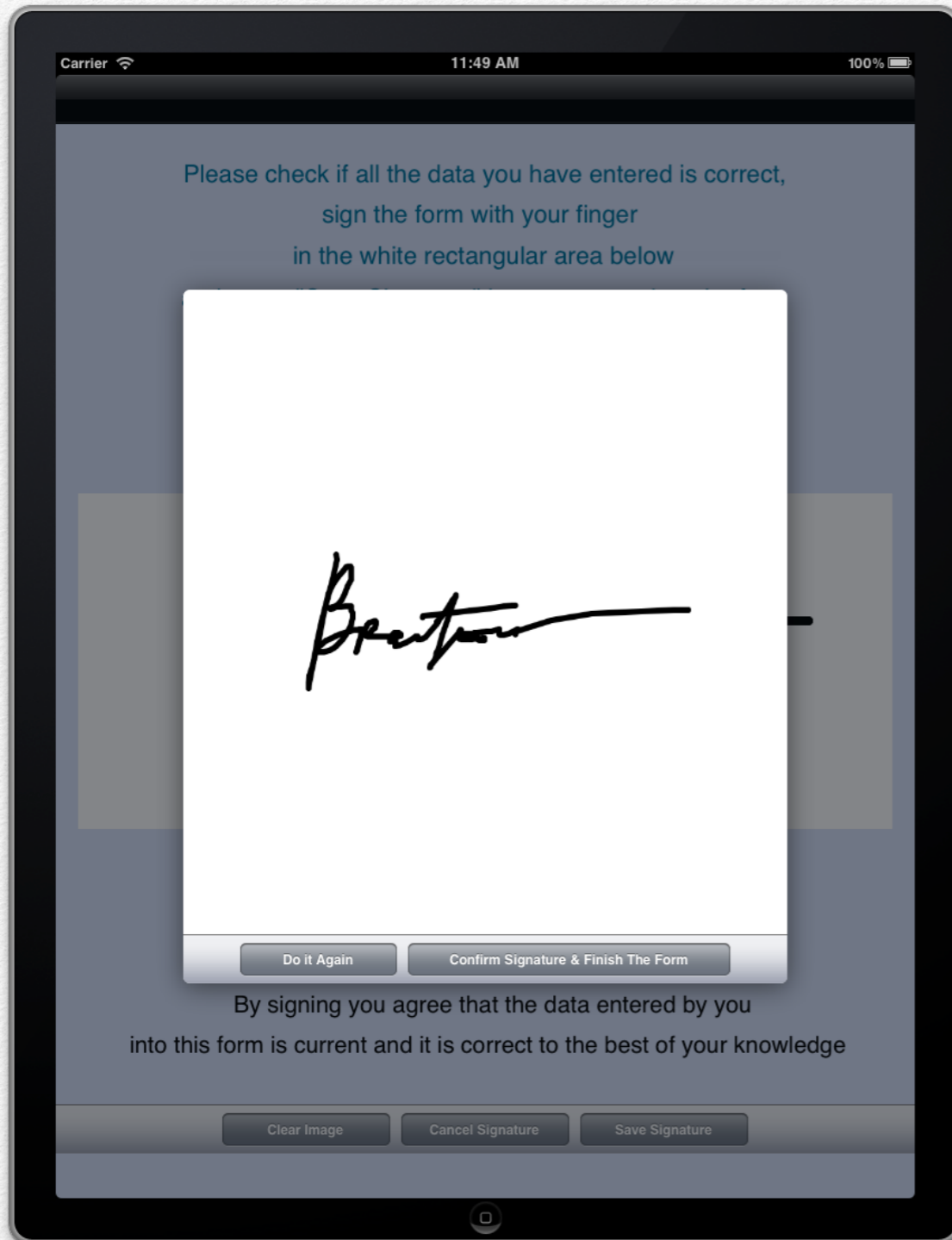
Press "Confirm Signature & Finish the Form" button to complete the form procedure.

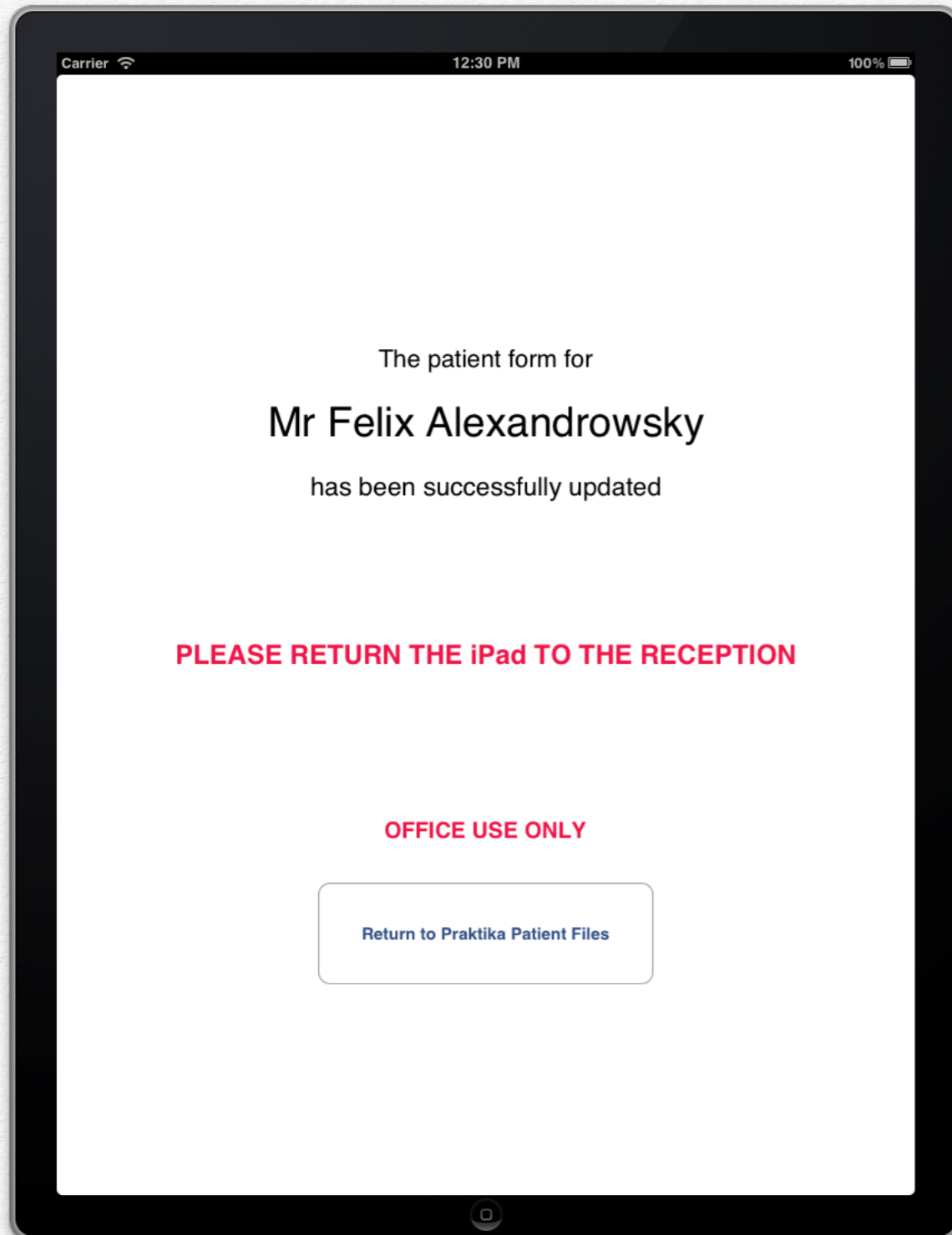The successful data and signature saving is confirmed by the following alert message.

Unsuccessful saving will result in the following alert message.

Once successfully having saved the data and signature the application presents the final form screen.

This screen disallows patient's access to other parts of the Praktika Dental application, especially other patients' records. It prompts the patient to return the iPad to the reception and it is the staff only who can unlock the application.

The button "Return to Praktika Patient Files" is marked OFFICE USE ONLY and it should be pressed by staff only.

The transition to the patients' files is protected by the PIN code. See the PIN code section regarding handling of the PIN code screen.

Patient Records

4

This chapter covers the patient file records.

Patient Records

Patient Record Summary

1. **Patient Summary Screen**

2. **Personal Information Screen**

3. **Medical Information Screen**

4. **Clinical Notes**

1.Patient Summary Screen

INTERACTIVE **4.1** Patient Summary Screen.

Patient Summary Screen elements

Notes: if there is no personal photo, but the gender of the patient was specified, there will be a gender placeholder picture in place of the personal photo.

The alert icons that can be shown:

 - New Patient (patient that has no completed treatment yet).

 - General Alert (either character or account balance alert)

 - Medical Alert (medical condition or warning)
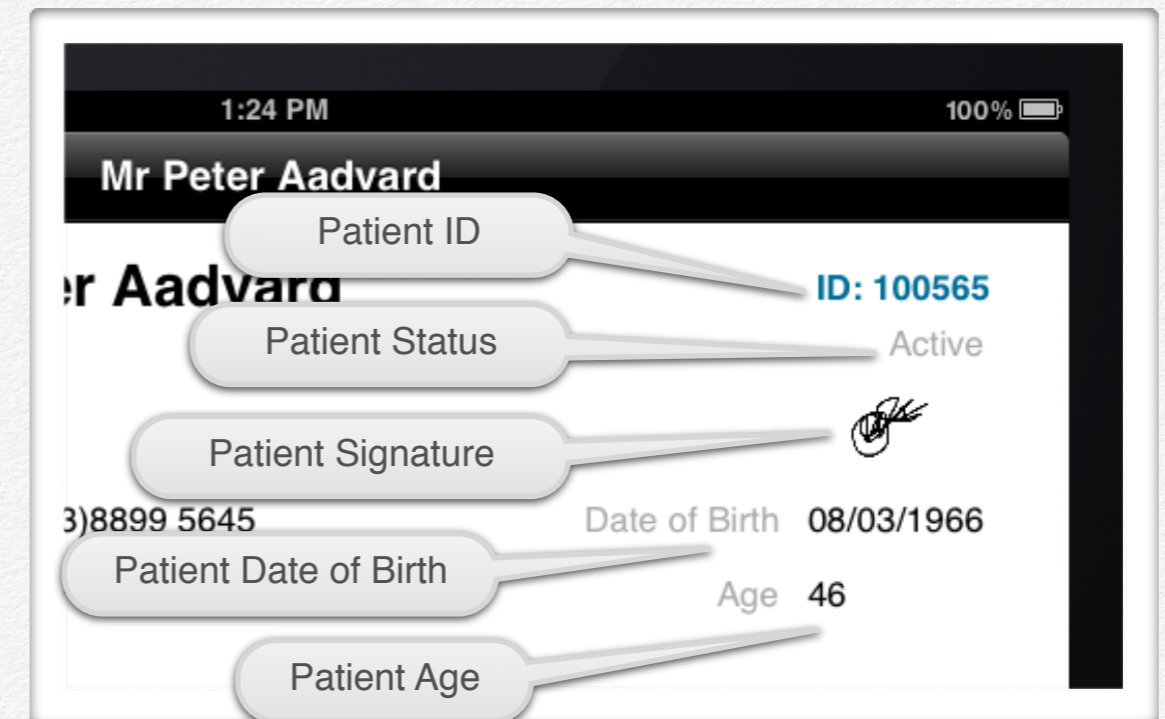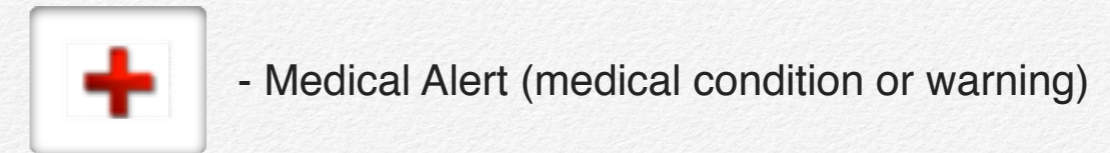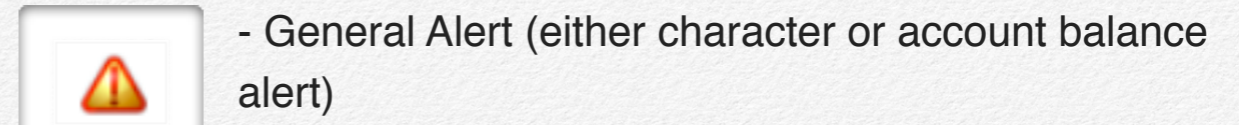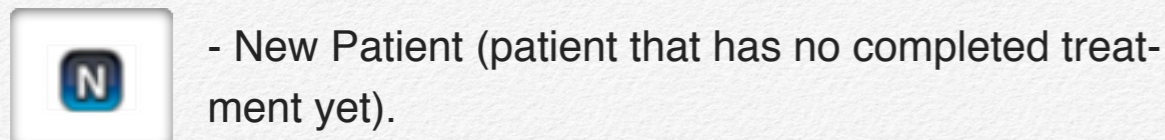
Patient ID is assigned automatically to the Patient when his/her Patient Record is created.

Patient Status can take the following values: active, guarantor only, suspended, deceased, inactive, deleted.

The age is calculated from the date of birth and it show the actual age in year on the date.
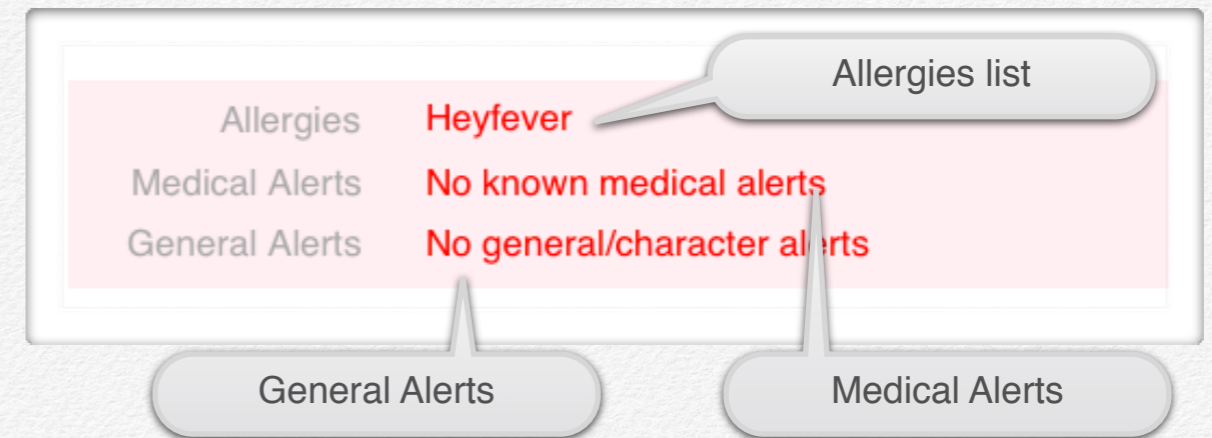
Preferred Provider

Date Joined

Guarantors

Health Fund

Date Form was signed

Address
Preferred Provider   Dr Nick Riviera
Date Joined   07/05/2012   Health Fund
Guarantor   self   Patient HASN'T signed
Allergies   Heyfever
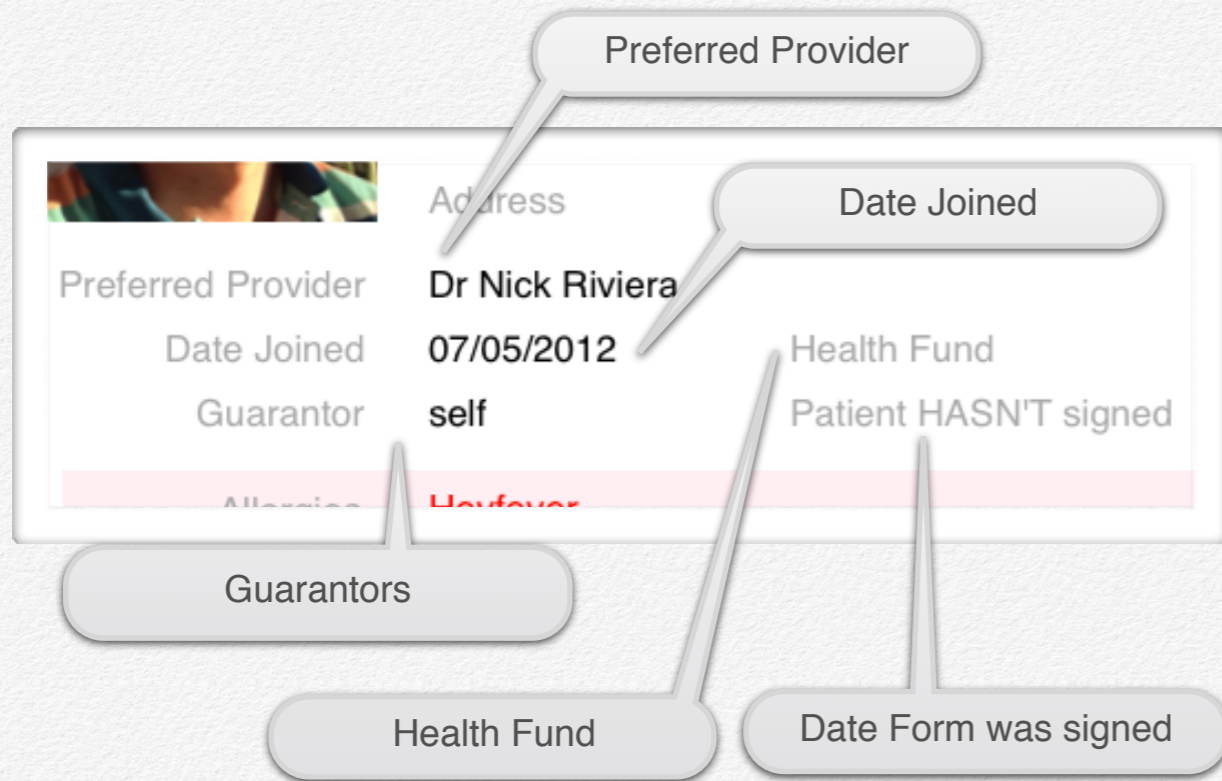
Right Middle Section of the Summary Screen legend:

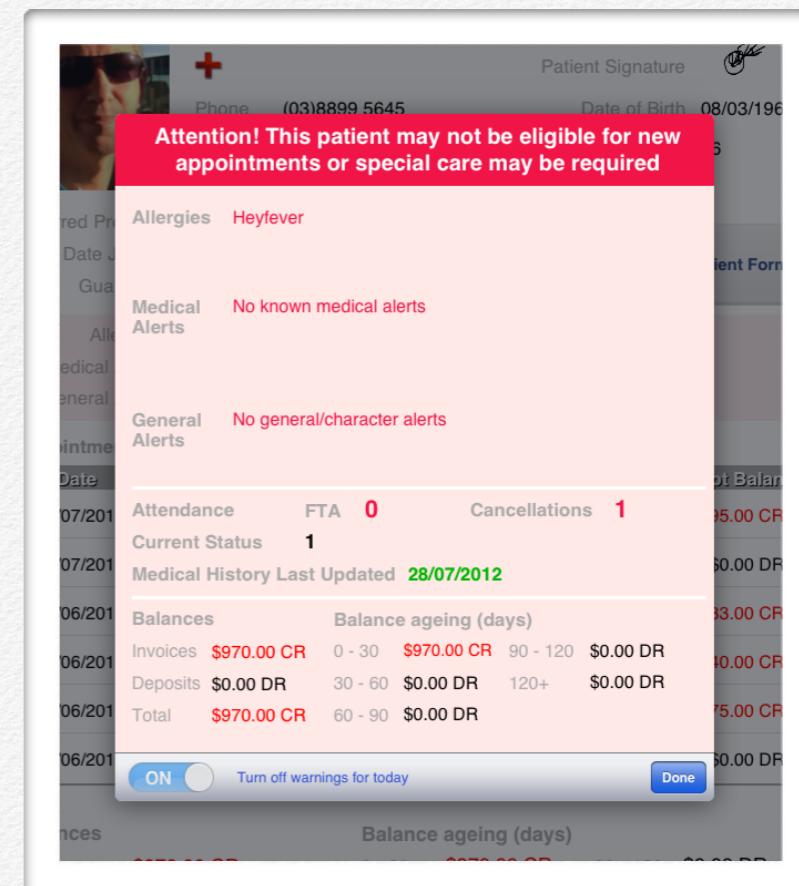Preferred Provider is either assigned or automatically selected by the system.

Date Joined is the date when this Patient Record was created.

If patient has not electronically signed the form, "Patient HASN'T signed" message will appear instead of the signing date.

Allergies list

Allergies   Heyfever
Medical Alerts   No known medical alerts
General Alerts   No general/character alerts

General Alerts

Medical Alerts

Middle Section of the Summary Screen legend:

Double tap on the pink Alerts Panel to bring up a popup screen detailing the alerts. Press "Done" button to close the screen.

Patient Signature
Phone   (03)8899 5645   Date of Birth   08/03/196

Attention! This patient may not be eligible for new appointments or special care may be required

Allergies   Heyfever

Medical Alerts   No known medical alerts

General Alerts   No general/character alerts

Attendance   FTA   0   Cancellations   1
Current Status   1
Medical History Last Updated   28/07/2012

Balances   Balance ageing (days)
Invoices $970.00 CR   0 - 30 $970.00 CR   90 - 120 $0.00 DR
Deposits $0.00 DR   30 - 60 $0.00 DR   120+ $0.00 DR
Total $970.00 CR   60 - 90 $0.00 DR

ON   Turn off warnings for today   Done

Appointments

Date	Time	Provider	Status	Appt Value	Appt Balance
05/07/2012	13:30 - 14:15	NR	✓	$895.00 CR	$895.00 CR
03/07/2012	11:00 - 11:30	JH		$0.00 DR	$0.00 DR
17/06/2012	13:45 - 14:15	NR		$33.00 CR	$33.00 CR
16/06/2012	12:15 - 13:00	NF		$40.00 CR	$40.00 CR
16/06/2012	11:00 - 11:45	NR	✓	$75.00 CR	$75.00 CR
15/06/2012	11:30 - 12:00	NR	✗	$0.00 DR	$0.00 DR

Interactive Appointments section lists all the patient's appointments. If there are more appointments in the list that fit on the screen, you can scroll the list up and down by a vertical swiping gesture.

The list arranges the appointments in ascending order by date (the latest appointment goes to the top of the list).

The list shows the appointment date, the start and finish times (using 24hr military time notation), the initials of the medical provider, the status of the appointment (icons), the summed up value of the appointment procedures and the appointment balance.

If the Appointment has a negative outstanding balance (credit), the account balance will be shown in red. It the balance is positive (debit) or 0, it will be shown in black.

Tap on a particular appointment to go to the detailed Appointment Screen.
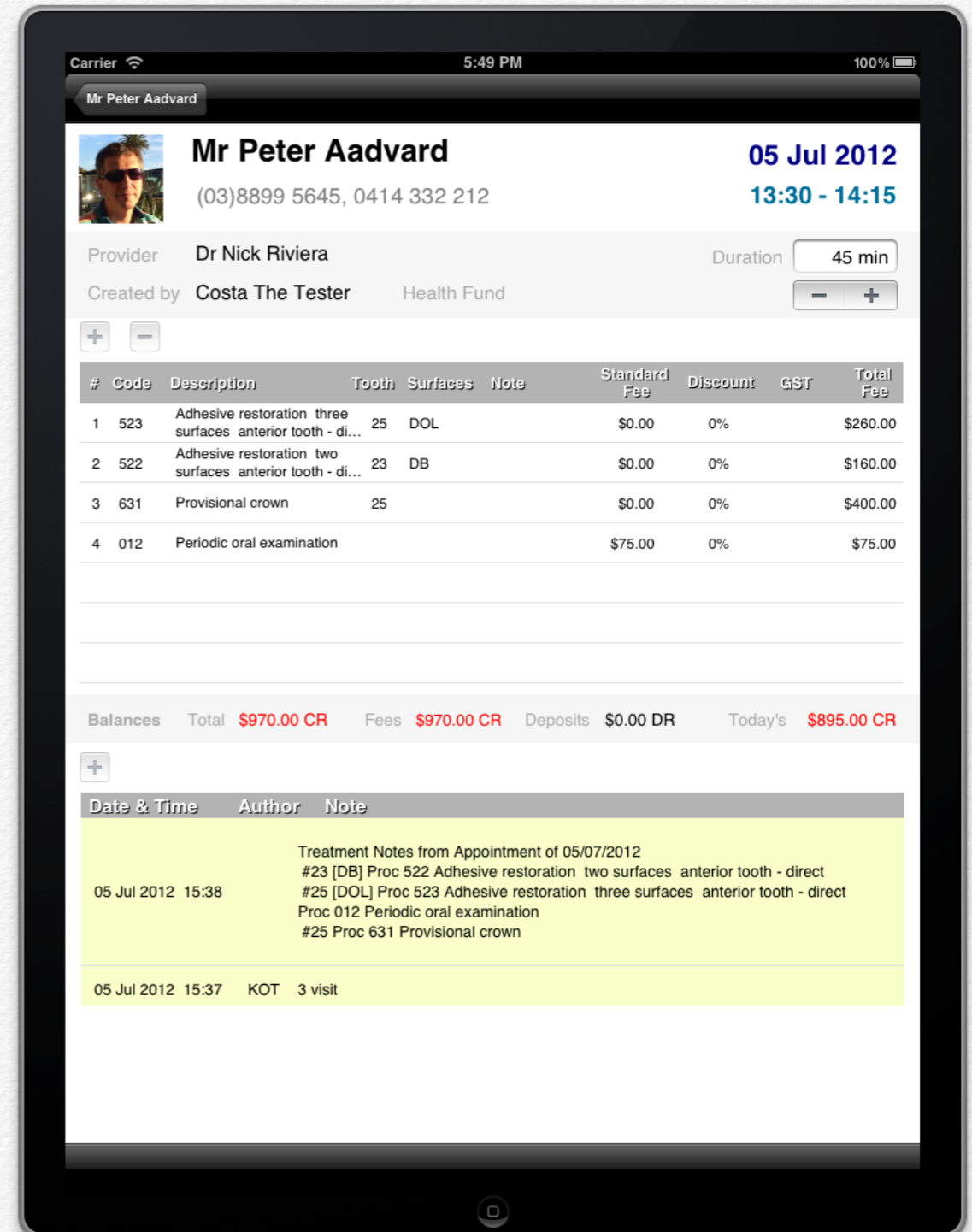
The detailed Appointment Screen displays the actual appointment information: patient's details, data, time and duration of the appointment, creator and the health fund name.

The procedures and their details are listed in the central table followed by the patient's balances information.

The bottom part of the screen lists the appointment notes.

To go back to the Patient Summary screen, tap on the left back button in the black navigation bar.

Balances

Balance Ageing

Balances		Balance ageing (days)			
Invoices	$970.00 CR	0 - 30	$970.00 CR	90 - 120	$0.00 DR
Deposits	$0.00 DR	30 - 60	$0.00 DR	120+	$0.00 DR
Total	$970.00 CR	60 - 90	$0.00 DR		

Button Section of the Summary Screen legend:

It balance is negative (credit) it will be shown in red. It the balance is positive (debit) or 0, it will be shown in black.

You can also come back the Summary Screen by a horizontal swiping gesture.
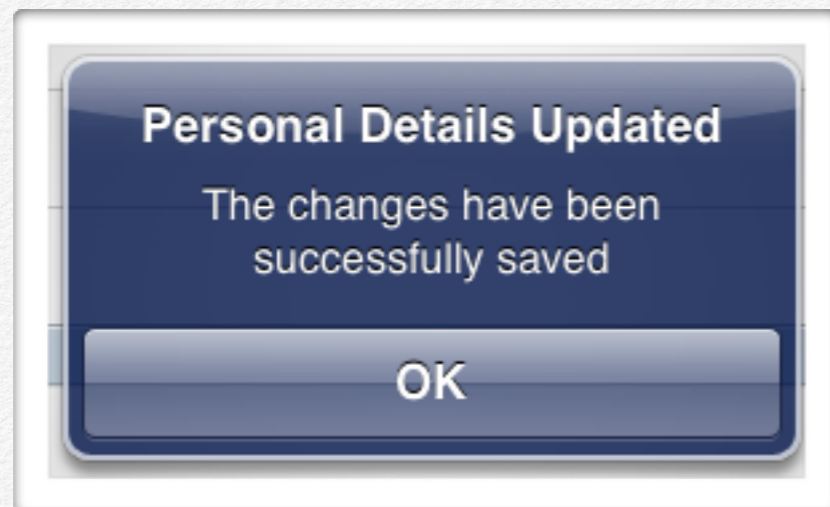
2. Personal Information Screen

Personal Information screen is a scrollable and editable collection of the patient's personal information.

Use vertical swiping gesture to scroll the screen up and down.

The screen is intended for the office use only and should not be given to patients to change or fill in.
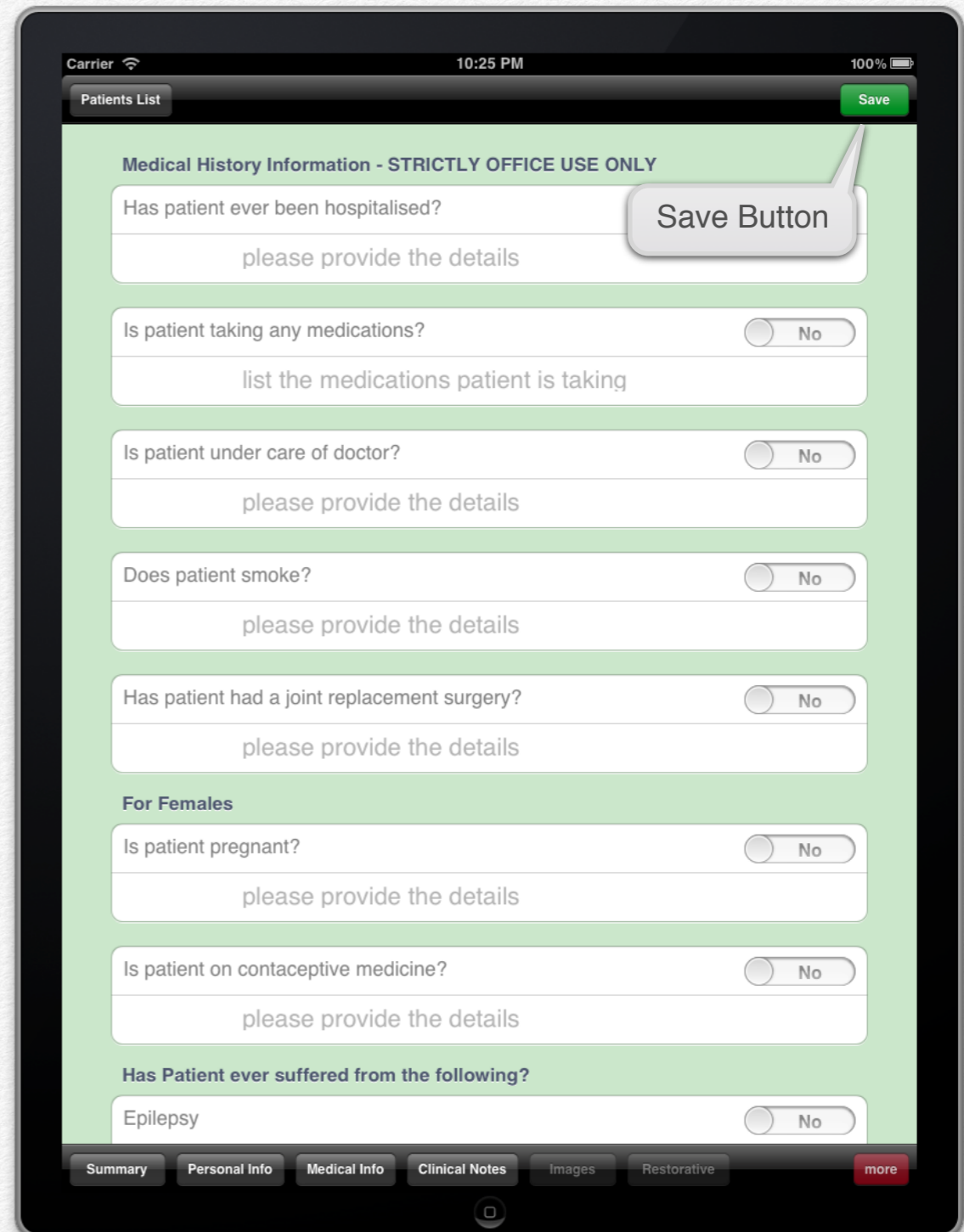
Once the changes are made, press "Save" button to save them.

Upon save you should receive the confirmation.

The fields and the way they are handled are the same as in the Patient Form described earlier in Chapter 3.

# 3.Medical Information Screen

Medical Information screen is a scrollable and editable collection of the patient's medical information.

Use vertical swiping gesture to scroll the screen up and down.

The screen is intended for the office use only and should not be given to patients to change or fill in.

Once the changes are made, press "Save" button to save them.

Upon save you should receive the confirmation.

Medical History updated

The changes have been
successfully saved

OK
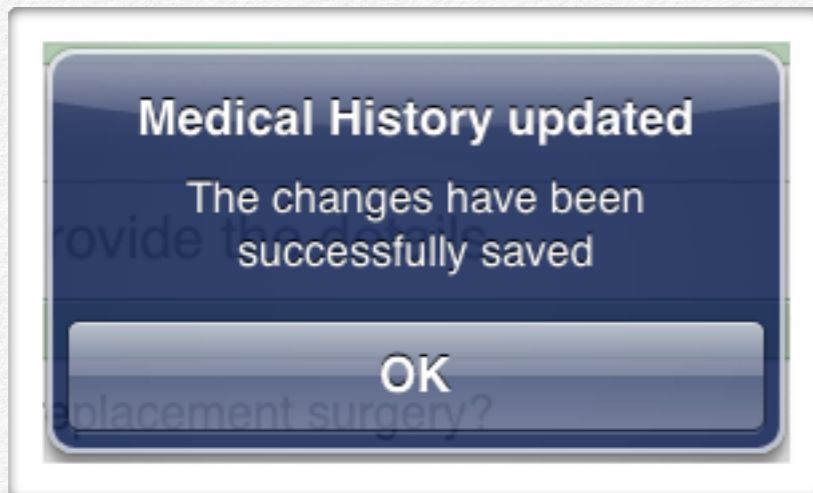
The fields and the way they are handled are the same as in the Patient Form described earlier in Chapter 3.
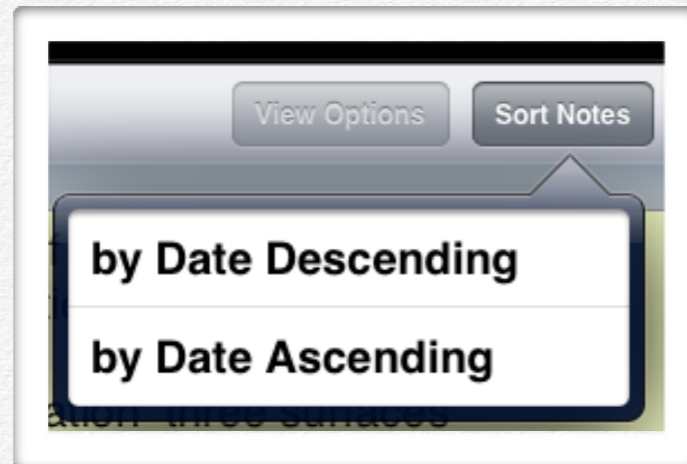
4.Clinical Notes
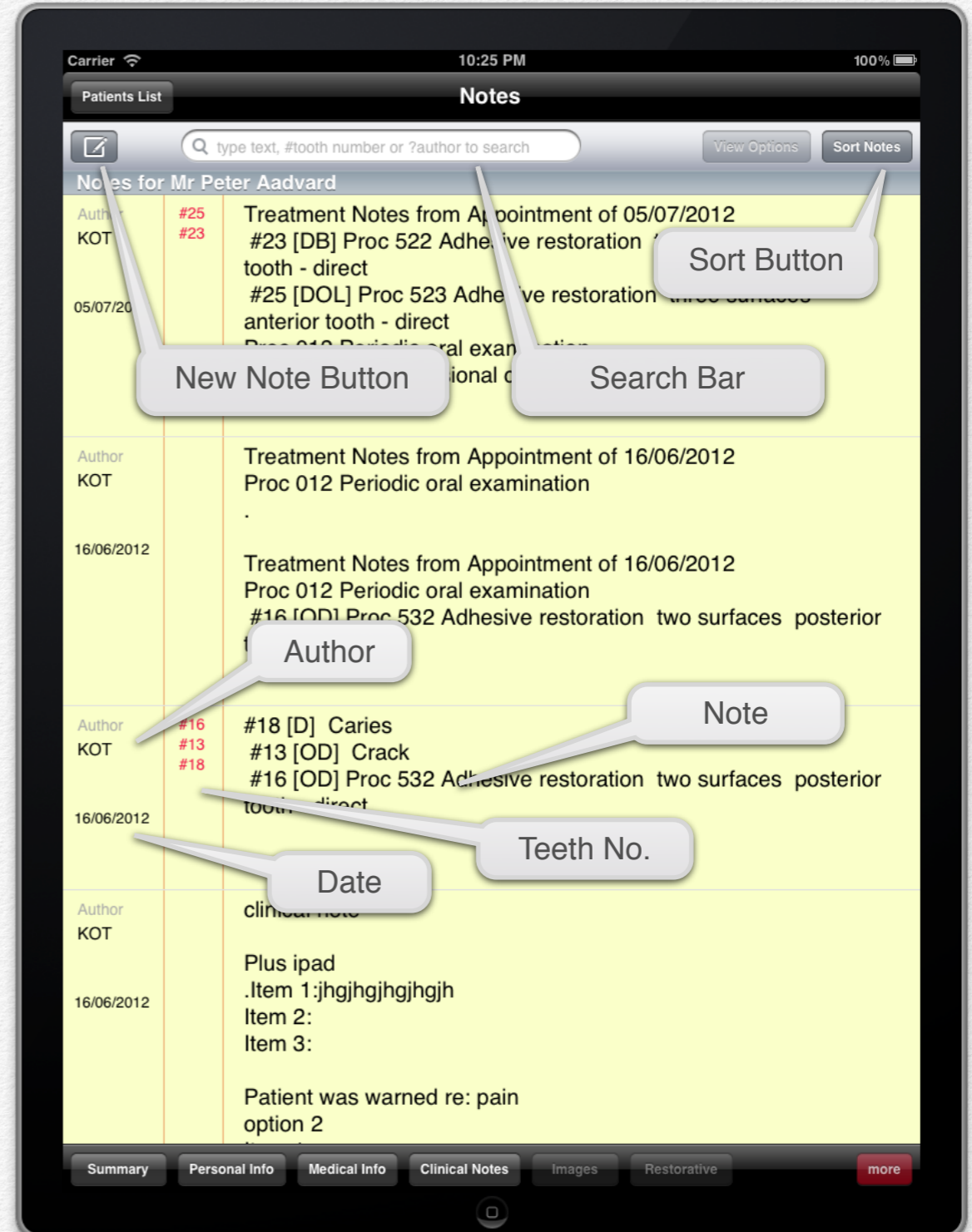
"New Note" button - press to start a new clinical note for the patient. See further for details.

"Search Bar" :

- enter plain text to filter the notes with the entered text, e.g. "pain";

- enter text preceded by # to filter notes by teeth numbers, e.g. "#12";

- enter text preceded by ? to filter notes for a particular author, e.g. "?Hibbert".
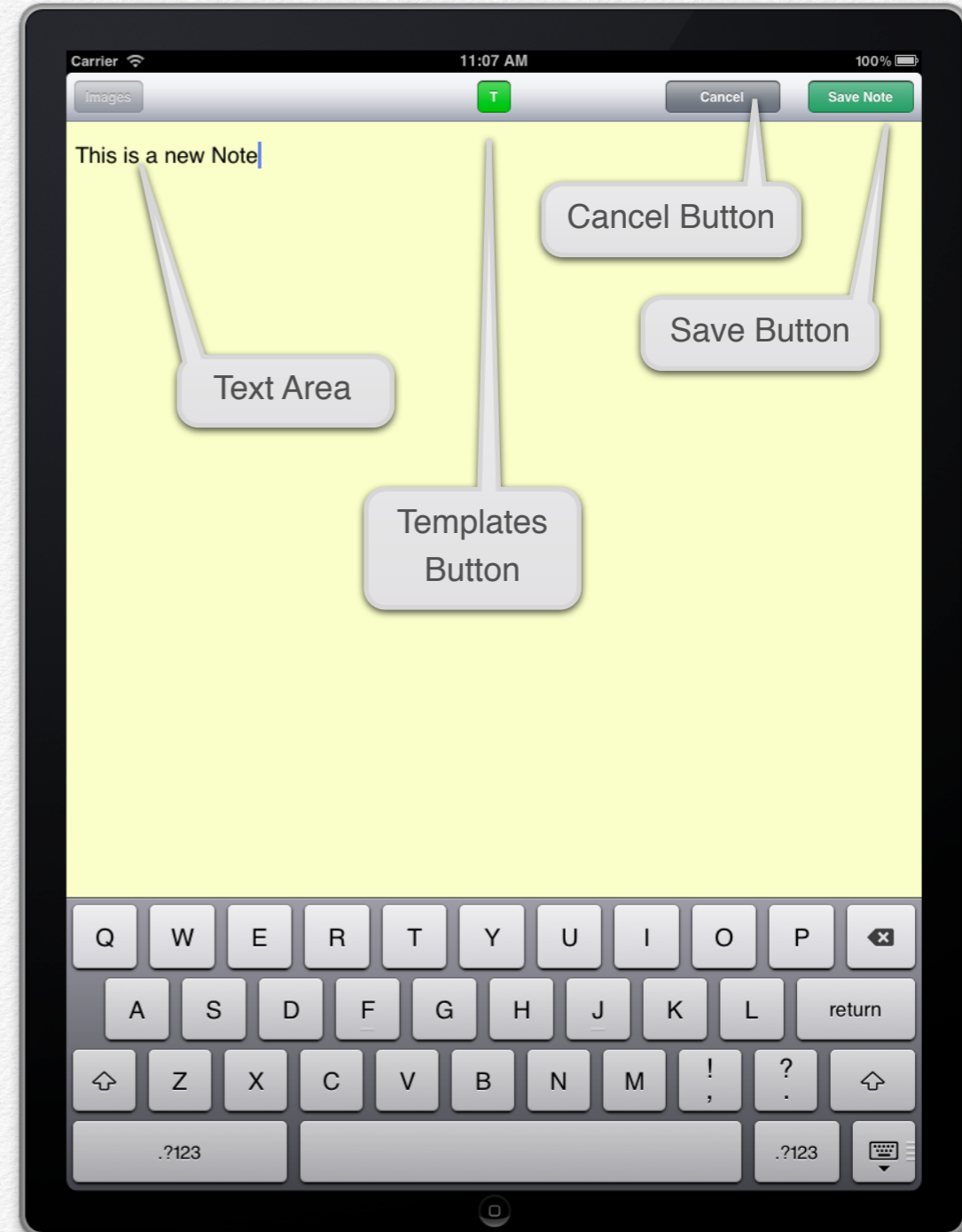
"Sort Notes" button - press to sort the notes by date either in descending or ascending order.

The Clinical Notes are presented in a scrollable table. Use vertical swiping gesture to scroll the table up and down.

a. **Creating a New Note**

Press the "New Note" button.

Type you note in the yellow Text Area. Once the note is complete, press "Save Note" button.

Upon the successful save you will return to the Clinical Notes list.

If you press "Cancel" button instead of "Save Note" button, the note will be discarded and all the entered note text will be lost.

You can zoom the text in and out by two finger pinch gesture.

b. **Editing an Existing Note**

The newly created clinical notes will be available for editing within 24 hours from the time of its creation.

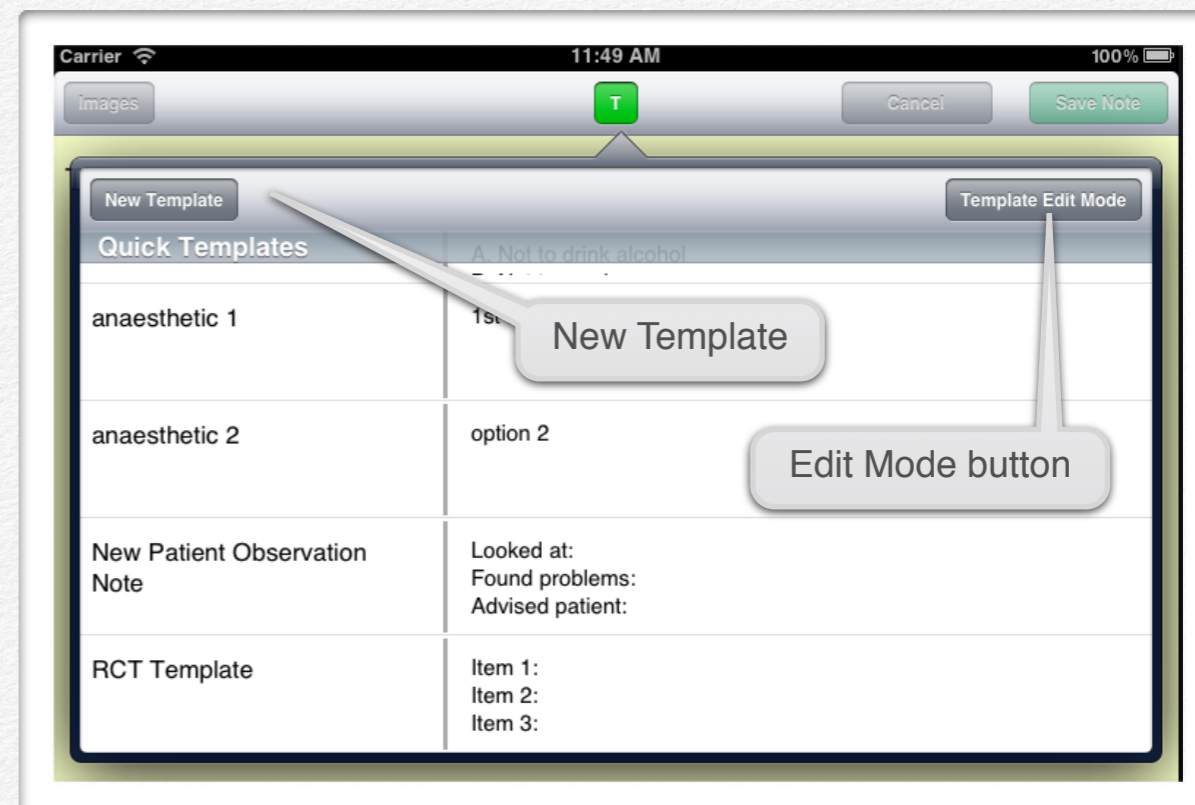To edit the note, press the "Edit" button in the note header.
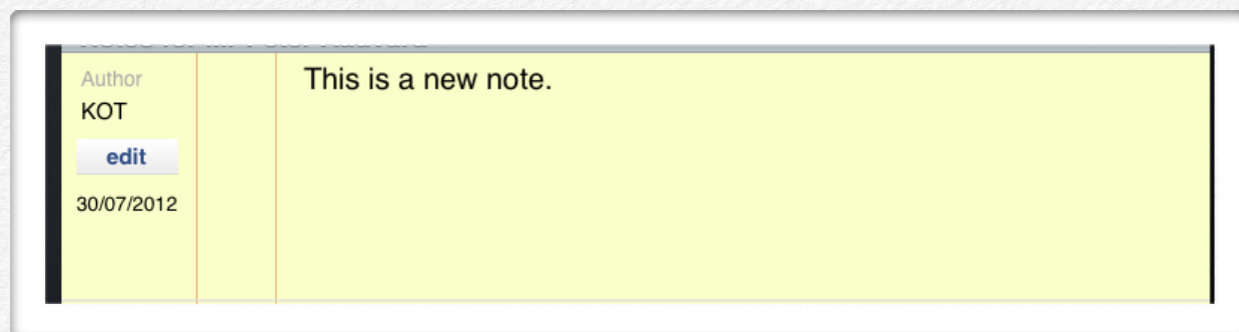
Once 24 hours period expires, the "Edit" button becomes unavailable.

c. **Working with Note Templates**

You can use quick templates to speed up entering of the notes.

To use the templates, press the green "T" (Templates) button in the middle of the navigation bar.

To dismiss the template popover, tap anywhere outside of the popover.

Insertion of templates uses a "one tap" method to make it as efficient as possible. The template list is scrollable by a vertical swiping gesture.
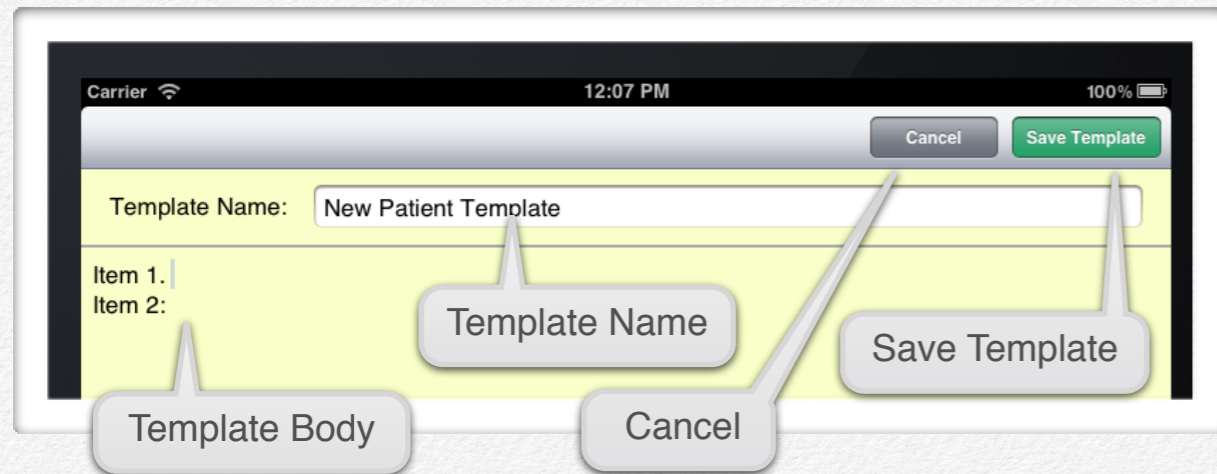
To insert a template's text - single tap a template cell. The template text will be inserted in the note's text area at the point where the cursor was placed.

Managing the templates.

a. **Creating a Template.**

To create a new template press "New Template" button.

Template Name

Save Template

Template Body

Cancel

Enter the template name and the text of the template.

Press "Save Template" to save it or "Cancel" to discard it.

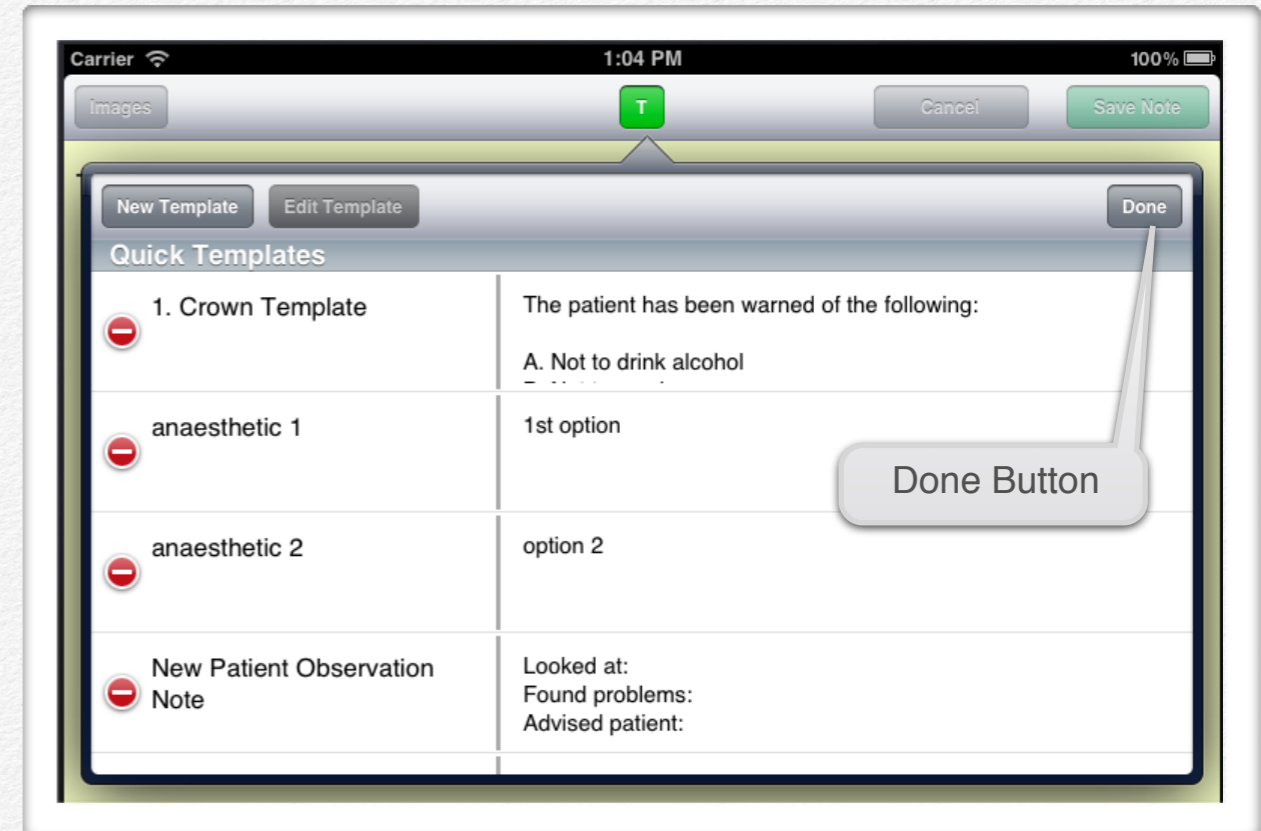Once saved the template is ready to be used.

b. **Edit Templates.**

To enter the template edit mode, press "Template Edit Mode" button.
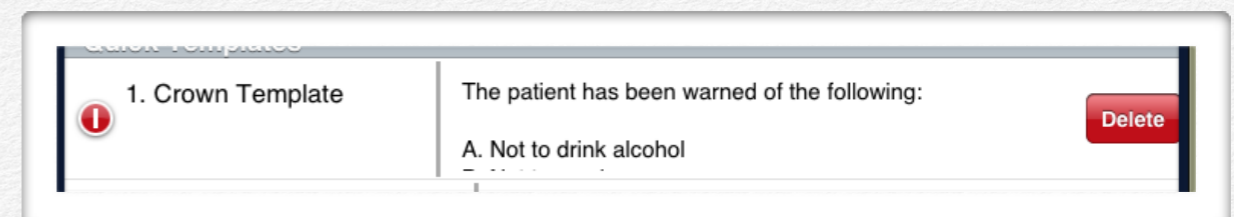
You can delete the existing templates or edit them.

Once the Template popover enters the Edit Mode, you will see

the extra red round buttons on the left buttons to delete the templates from the list.

Done Button

Tap on a red round button corresponding to the template you want to delete.

To confirm the deletion tap on the "Delete" button that appears to the right.

To dismiss deletion, tap anywhere outside of the "Delete" button within the popover.

To edit an existing template in the "Template Edit Mode", first select a template by single tapping on it. Selected template will get a blue background.
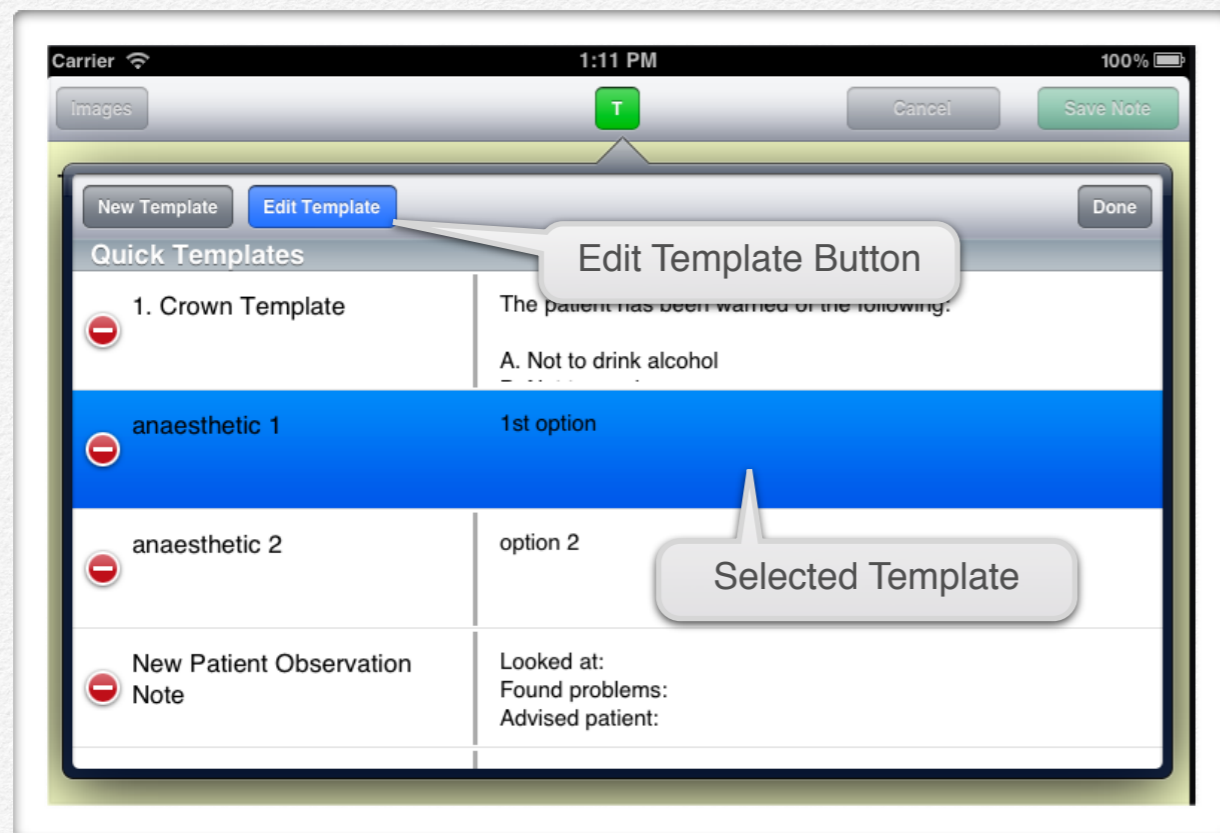
Once the template is selected and the "Edit Template" button becomes active (the button also gets a blue background colour), tap on the "Edit Template" button. The rest of the process is similar to creating a new template.

To exit the "Template Edit Mode" press "Done" button.

Consent Screen

A screen that requires a user to confirm his/her consent to certain outlined conditions.

Related Glossary Terms

Drag related terms here

Index   Find Term

Chapter 3 - New Patient Form

Input Manager

A popover screen at the bottom of the device display area that allows entering plain or pre-formatted text.

Related Glossary Terms

Drag related terms here

Index   Find Term

Patient Form

An electronic form used to collect personal and medical information from patients.

Related Glossary Terms

Drag related terms here

Index   Find Term

Chapter 3 - New Patient Form

PIN number

A four digit number used to gain pass to the application after it has been locked. Used for security purposes.

Related Glossary Terms

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Index   Find Term

Chapter 3 - New Patient Form

Practice Management Software

is a category of software that deals with the day-to-day operations of a medical practice. Such software frequently allows users to capture patient demographics, schedule appointments, maintain lists of insurance payers, perform billing tasks, and generate reports.

Related Glossary Terms

Drag related terms here

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Praktika

Praktika is an Internet based dental practice management software (PMS) package developed by Lizard Software - an Australian owned and run company. It runs through web browsers and is a cross platform application. Praktika follows the Software as a Service (SaaS) model of distribution and operations.

Related Glossary Terms

Drag related terms here

Index   Find Term