

## Past Medical History

1. Click on '**Histories**' from the **Menu** bar along the *left hand side*
2. Click on the '**Past Medical**' tab
3. Click the '**+ Add**' button.

The screenshot shows the 'Past Medical' tab selected in a software interface. The main area contains a table with columns for 'Name of Problem', 'Last Updated By', 'Onset Date', and 'Resolved Date'. Below the table is the '\*Condition' section, which includes fields for 'Responsible Provider', 'Display As', 'At: Age', 'Onset: Date', 'Confirmation' (set to 'Confirmed'), 'Classification' (set to 'Medical'), 'Resolved At: Age', 'Resolved: Date', 'Status' (set to 'Resolved'), and 'Cancel Reason'. A search bar with a binocular icon is visible above the 'Display As' field. At the bottom, a folder navigation pane shows 'Problem/Past Medical History' selected.

4. **To document history:** enter the first 3 letters of the condition and click the '**Binocular**' button
5. Choose the condition from the problem search list and click '**OK**'
- OR
6. Choose from the folders. Click to expand the folders and contents.
7. Double click on the condition and it fills in the **\*Condition** box. Click OK.
8. Fill in other know information relating to the condition
9. Status defaults to **RESOLVED**. If the Past Medical History you are documenting is not 'Resolved', please change the status accordingly.
10. Select 'Active' from the down list

11. Click '**OK**' to save the condition

This screenshot is a close-up of the '\*Condition' section, specifically the 'Status' dropdown menu. The menu is open, showing options: 'Resolved', 'Active', 'Canceled', 'Inactive', and 'Resolved'. The 'Active' option is highlighted with a blue selection bar. The 'Resolved' option is also highlighted with a red box. The rest of the form fields are visible in the background, including 'Responsible Provider', 'Display As', 'At: Age', 'Onset: Date', 'Confirmation', 'Classification', 'Resolved At: Age', 'Resolved: Date', and 'Cancel Reason'.

OR

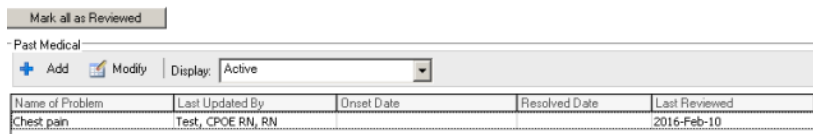
“OK & Add New” to save and continue adding additional conditions.

Conditions can be modified by

1. Right clicking on condition and selecting ‘**Modify Past Medical History**’.
2. You can add or modify information.
3. If information is entered in error and under ‘**Status**’ select canceled and enter a cancel reason. Click OK.

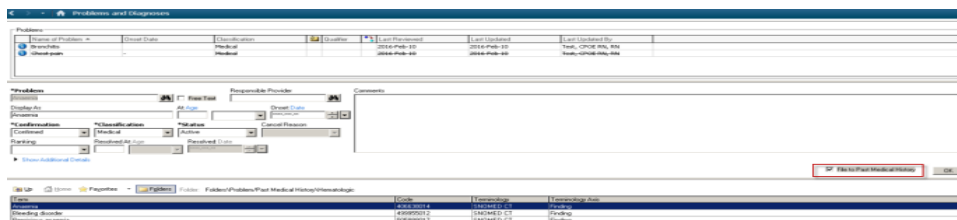
When reviewing problems with the next admission, remember to

‘**Mark all as Reviewed**’.



Information here can also be populated from the Problem tab.

1. To file Problems already entered, highlight the appropriate problem.
2. Right click and choose modify problem.
3. Select the ‘**File to Past Medical History**’ to have the information post there as well. Click OK.



**Reminders:** When adding a problem, you have an option to make it show in the Past Medical History by checking the **file to past medical history box**. When adding a Past Medical History through the Histories section, it will **automatically** show as a Problem. on the Problems tab.