

## 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.

Procedure **Past Medical** Social History Family

Past Medical

Name of Problem	Last Updated By	Onset Date	Resolved Date
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\*Condition

Responsible Provider

Free Text

Display As At: Age Onset: Date

Confirmation Confirmed Classification Medical Resolved At: Age Resolved: Date

Status Resolved Cancel Reason

Up Home Favorites Folders Folder: Folders

Problem/Past Medical History

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

\*Condition

Responsible Provider

Free Text

Display As At: Age Onset: Date

Confirmation Confirmed Classification Medical Resolved At: Age Resolved: Date

Status Resolved Cancel Reason

Resolved  
Active  
Canceled  
Inactive  
Resolved

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Problem/Past Medical History

OR

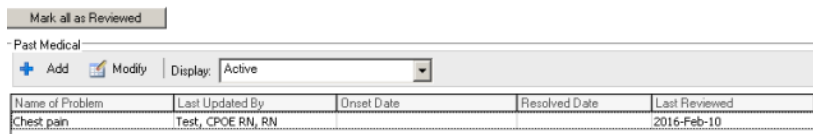
“OK & Add New” to save and continue adding additional conditions.

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.

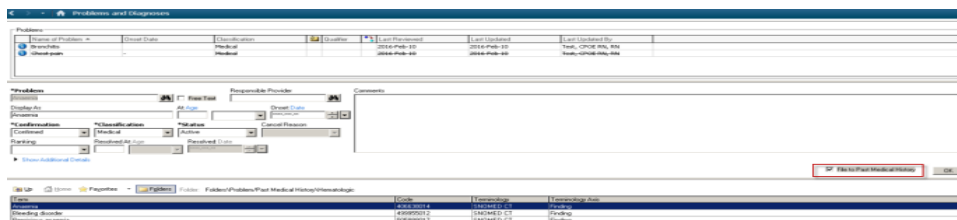
When reviewing problems with the next admission, remember to

‘**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.