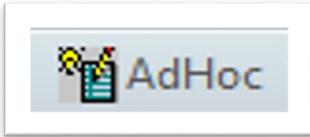


Acuity Forms

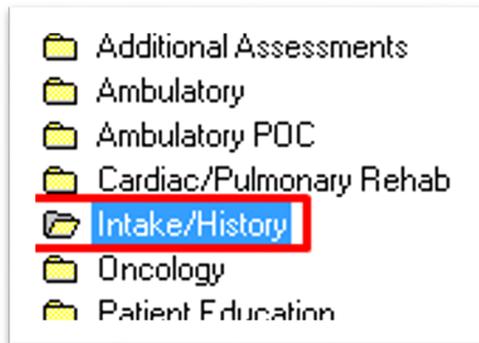
An Acuity Form will need to be documented on every patient for every visit.
Please follow the below steps to complete the Acuity Form.

Finding the form in AdHoc

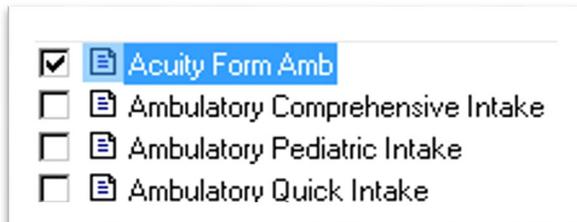
1. Using the AdHoc folder in the Toolbar.



2. Select the Intake/History Folder.



3. Select the Acuity Form Amb.



Documenting the form

1. Once the form is open, the Charge Details window will populate.
2. In the Provider field, remove your name and select the magnifying glass. 
3. Find the provider that the patient is seeing at the clinic that day using the Provider Selection window. Select OK on both the provider window and the Charge Details window.

NOTE: NO OTHER FIELDS WITHIN THE CHARGE DETAILS WINDOW SHOULD BE DOCUMENTED ON.

3. Select any item that was done during the visit and is documented within the chart.
4. View the total with the total field.



5. Select the appropriate corresponding charge with the New Patient and Established Patient fields.

NOTE: If the patient is there for an established patient visit, select the "Patient is Established" within the New Patient field. If the patient is there for a new patient visit, select the "Patient is New" within the Established Patient field.

Acuity Form