Cerner Practice Management (CPM/RevCycle) Preferences

1. The following are the recommended settings for Cerner Practice Management (CPM/RevCycle) Preferences. From the File menu select Preferences.



2. Open the General Preferences menu, then click on the word General. Set the Quick Search Default to Name & enter your clinic name in the Facility field.

Preferences		– 🗆 X
type filter text	General	
 Charge Entry Conversations Demographics General Non-Patient Perspectives Patient Perspectives Printing Kiosk Dashboard Legacy Tasks 	Quick Search Default Name Facility McLaren Flint Family Medicine Silver Parkway Country US V	
Locator > Patient Tracking	Phone Format Example	
Patient View	United States <a> (555)555-5555	
Queues Queues Registration Remittance Posting Scheduling Torubleschooling		
Work Queues		Restore <u>D</u> efaults <u>Apply</u>
		OK Cancel

3. Click on the Non-Patient Perspectives. Set the Default Non-Patient Perspective to Patient Tracking and set the Selected Non-Patient Perspectives to match what is highlighted below.

type filter text Non-Patient Perspective > Charge Entry Conversations Default Non-Patient Perspective > Demographics Patient Tracking ~ > General Available Non-Patient Perspective	
Interference Patient Perspectives Patient Perspectives Patient Perspectives Printing Kiosk Dashboard Legacy Tasks Locator Locator Patient Tracking Patient Tracking Patient Tracking Patient Tracking Patient View Person Locks Queues Registration Remittance Posting Scheduling Troubleshooting Work Queues Vork Queues	ses Selected Non-Patient Perspectives Patient Tracking Resource View Referrals Queues Referrals Cueues Restore Defaults Apply
	OK Cancel



Distribution Audience: MMG Developed By: Revenue Cycle Learning & Development Latest Update: 1/15/2022 4. Click on the Patient Perspectives. Set the Default Patient Perspective to Appointments and set the Selected Patient Perspectives to match what is highlighted below.

👺 Preferences		– D X
type filter text	Patient Perspectives	← ▼ ⇒
 > Charge Entry Conversations > Demographics > General Non-Patient Perspectives Patient Perspectives Printing Kiosk Dashboard Legacy Tasks Locator > Patient Tracking Filters Future Requests Patient View Person Locks > Queues > Registration > Bemittance Pacting 	Default Patient Perspective Appointments	Selected Patient Perspectives Patient Account Appointments Registration Encounters
 Scheduling Troubleshooting Work Queues 		Restore Defaults Apply
		OK Cancel

5. Open the Patient Tracking Preferences menu. Select Filters and enter your Location Group to match your facility/clinic. Click Apply and OK.

Preferences		– D X
type filter text	Patient Tracking Filters	← → ⇒ → →
Charge Entry Conversations Demographics General Kinath Dashbarged	Location Group ET85 FM Silver Resource Location Increase	• •
Legacy Tasks Locator V Patient Tracking Filters	Appointment State Confirmed Checked In Checked Out No Show	
Future Requests Patient View Person Locks > Queues > Registration > Remittance Posting	Patient Status Arrived Ready In Room Finished Seen By Medical Student Seen By Mid Level Seen By Nurse Seen By Resident Seen By Physician Additional Time Frame Default	
 Scheduling Troubleshooting Work Queues 	Select the time frame you would like to have as your default view: Next 2 hours Restore D	vefaults Apply
	OK	Cancel

6. Click Apply and OK to save your Cerner Preferences.





7. Open the Person Search window and select Preferences From the General tab, confirm that Assume Wildcards is checked, and Include Personnel in Search is unchecked.

Person Search Preferences	—		×
 Enable Preferences Filters Search Quality Person Results Limit Person Results Encounter Results Limit Encounter Results Advanced Search General Assume Wildcards Phonetic Search Any Name Search Include Personnel in Search Enable electronic device input 	External M Resto	1PI) re Defau	lts
ОК		Cance	I

