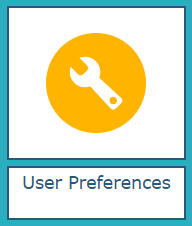
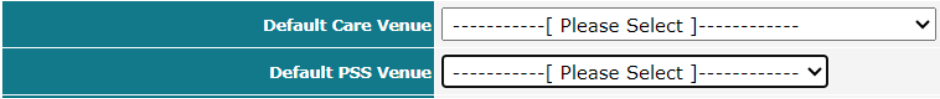


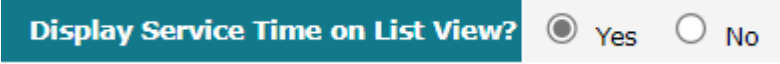



## User Preferences – Provider Office

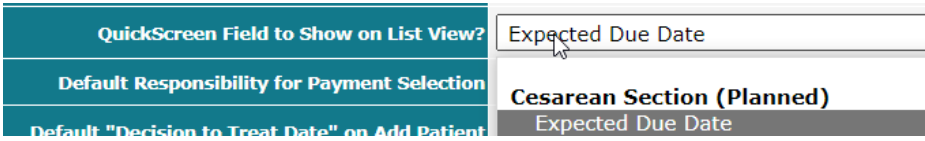


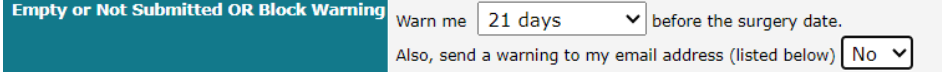
### Quick Reference Guide

Follow these steps to set up your User Preferences in the Provider's Office module.

Update User Preferences	
<p>1. Open User Preferences</p>	<ul style="list-style-type: none"> <li>From the splash screen, open <b>User Preferences</b></li> </ul> 
<p>2. Set default Care Venue &amp; PSS Venue</p>	<ul style="list-style-type: none"> <li>From the drop down, select the Care Venue that you'd like as your default. This will display when you add patient.</li> <li>The PSS venue must also be chosen even though you may not have direct access to this module.</li> </ul> <p><b>Preferences</b></p> 
<p>3. Review PSS Info on Patient Add?</p>	<ul style="list-style-type: none"> <li>Change this option to <b>"No"</b></li> </ul> 
<p>4. Display Notes Column on List View</p>	<ul style="list-style-type: none"> <li>Change this option to <b>"Yes"</b></li> </ul> 
<p>5. Display Service Time on List View</p>	<ul style="list-style-type: none"> <li>Change this option to <b>"Yes"</b></li> </ul> 
<p>6. Quickscreen field to show on list view (two options: Cancer or C-Sections)</p>	<p><b>Option 1</b></p> <ul style="list-style-type: none"> <li>From the drop down, find <b>Surgical Oncology</b> and select <b>Intent of Surgery</b>.</li> </ul> 

## User Preferences – Provider Office

### Quick Reference Guide

Update User Preferences	
	<p><b>Option 2:</b></p> <ul style="list-style-type: none"> <li>From the drop down, find Cesarean Section (Planned) and select Expected Due Date.</li> </ul>  <div style="border: 1px solid green; padding: 5px; margin-top: 10px;">  <p><b>If your surgeon does not perform Oncology Surgery or C-sections do not select option 1 or 2; leave this field blank</b></p> </div>
7. Default Responsibility for Payment Selection	<ul style="list-style-type: none"> <li>From the drop down, select <b>Manitoba Health Coverage</b> (if desired).</li> </ul> 
8. Empty or Not Submitted OR Block Warning	<ul style="list-style-type: none"> <li>From the drop down, select <b>21 days</b>.</li> <li>Change option to send warning to email to <b>“No”</b></li> </ul> 
9. Update	<ul style="list-style-type: none"> <li>When finished, click <b>Update</b> to save changes.</li> </ul> 