
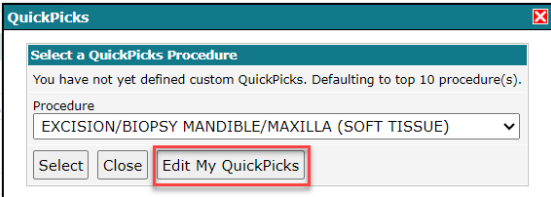

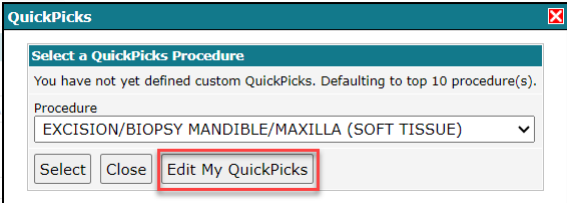
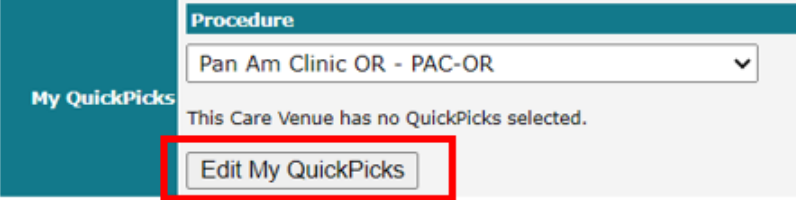


# SWIM – Access to Care

## Working with QuickPicks

### Quick Reference Guide

Use QuickPicks to build a list of frequently used procedures. By default, QuickPicks lists the top ten commonly used procedures for the provider(s) you selected when you opened Provider's Office module.

Access QuickPicks	
<p>From <b>Add Patient</b></p>	<ul style="list-style-type: none"> <li>Navigate to the <b>Procedure</b> section on the <b>Add Patient</b> screen</li> <li>Click <b>QuickPicks</b></li> </ul>  <ul style="list-style-type: none"> <li>Select <b>Edit my QuickPicks</b></li> </ul> 
<p>From <b>View Patient</b></p>	<ul style="list-style-type: none"> <li>With a patient in context (<b>View Patient</b>), navigate to the <b>Procedure</b> section</li> <li>Click <b>Add</b> or <b>Edit</b></li> </ul>  <ul style="list-style-type: none"> <li>In the <b>Edit Procedure</b> window, click <b>QuickPicks</b></li> <li>Select <b>Edit my QuickPicks</b></li> </ul> 
<p>From <b>User Preferences</b></p>	<ul style="list-style-type: none"> <li>Open <b>User Preferences</b></li> <li>In the <b>My Quickpicks</b> setting, select <b>Edit my QuickPicks</b></li> </ul> 

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### Quick Reference Guide

Manage QuickPicks List	
<p><b>1. Add a QuickPick from top 10 procedure list</b></p>	<p>Selecting the <b>Edit My QuickPicks</b> opens the <b>Add a QuickPick Procedure Window</b></p> <ul style="list-style-type: none"> <li>• Select desired procedure from the list of values</li> <li>• Click <b>Add to QuickPicks</b></li> </ul>
<p><b>2. Search and add a procedure</b></p>	<ul style="list-style-type: none"> <li>• If the procedure is not listed in the top 10 list, click <b>Search</b></li> <li>• Select the appropriate <b>Service</b></li> <li>• Enter <b>Keywords</b></li> <li>• Select desired <b>Search by:</b> and <b>Search in:</b> criteria</li> <li>• Click <b>Search</b></li> </ul> <div data-bbox="576 821 1489 861" style="background-color: #00728f; color: white; padding: 2px;">Search Procedures</div> <div data-bbox="695 884 1412 1266" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="background-color: #00728f; color: white; padding: 2px;">Search for a Procedure</div> <p>Service: <input style="width: 100px;" type="text" value="Dentistry"/> <span style="font-size: 0.8em;">▼</span></p> <p>Keywords: <input style="width: 100%; height: 20px;" type="text"/></p> <p>Search by: <input checked="" type="radio"/> Description <input type="radio"/> Code</p> <p>Search in: <input checked="" type="radio"/> Short List <input type="radio"/> Full List</p> <p style="text-align: center;"><b>(Dentistry) (All services)</b></p> <p style="text-align: center;"> <input style="border: 2px solid red; padding: 5px 15px;" type="button" value="Search"/> <input style="padding: 5px 15px;" type="button" value="Cancel"/> <input style="padding: 5px 15px;" type="button" value="Back to QuickPick"/> </p> </div> <ul style="list-style-type: none"> <li>• Select the desired procedure from the search results</li> <li>• Click <b>Select and Close</b></li> <li>• Repeat as necessary to build your list</li> </ul>
<p><b>3. Remove procedure from QuickPicks</b></p>	<ul style="list-style-type: none"> <li>• Select the procedure from the <b>Current QuickPicks</b> list</li> <li>• Click <b>Remove from QuickPicks</b></li> <li>• Procedure is removed from the list</li> <li>• Repeat if desired</li> <li>• Click <b>Close</b></li> </ul>