

# System Admin Workspaces

October 31, 2014

**Solving for today. Preparing you for tomorrow**

Embrace the new world of healthcare



Your phone has been automatically muted.  
Please use the Q&A panel to ask questions during the presentation.

The screenshot shows a Cisco WebEx Event Center window titled "Cisco WebEx Event Center - Dry Run - charge". The main content area displays a presentation slide with the following text:

Embrace the new world of healthcare

**PROFESSIONAL Services**

**Project Assessment**  
Galen can leverage its extensive EHR experience to appraise the condition of your EHR rollout. Drawing on its history of leading successful EHR deployments, Galen will identify areas of weakness to mitigate risk and put the project back on track.

- Evaluate Current State
- Review Organizational Goals
- Create Road Map to Success

**Project Management**  
Galen provides project management solutions to help ensure your EHR rollout success. Galen will provide your organization with the experience necessary to identify, reduce and eliminate project risks.

- Implementation Management
- Resource Management
- Project Plan Design and Execution
- Site Preparation

**Implementation Services**  
Galen's keen understanding of EHR functionality and technical infrastructure uniquely positions it to positively impact every aspect of the EHR implementation process.

- Review and Document Current State Workflows
- Evaluate Design Requirements
- Develop Future State Design

**Connecting Community Healthcare**  
Galen understands the challenges that come with extending your EHR to physicians outside of your organization. Whether you're taking advantage of Stark Relaxation or just trying to provide a way for community physicians to get a complete view of their patients, Galen can help you through the process. Together, we can review your unique situation and help structure an EHR that creates a seamless community connection.

The right-hand side of the interface features a "Participants" panel and a "Q&A" panel. The "Q&A" panel is highlighted with a red border and contains a "Collapse the panel" button. Below the Q&A panel, there is an "Ask:" dropdown menu set to "All Panelists" and a text input field with a "Send" button. A red arrow points from the main content area towards the Q&A panel.

## Presenters

### **Kavon Kaboli**

- ❖ Galen EHR Certified Consultant
- ❖ 5 years healthcare experience

### **Jason King**

- ❖ Galen EHR Certified Consultant
- ❖ 2+ years experience

## Summary

- **This webcast will provide an overview of the Administrative Workplaces in Touchworks EHR.**
- **The Administrative workplaces:**
  - TWAdmin
  - Admin
  - PhysAdmin

# Objectives

- TWAdmin Workspaces**

Sig Capture	Clinical Note Admin	CareGuide Admin	Charge Admin	Chart Admin	Comm Admin
Concept Mapping	Conversion Admin	Dictate Admin	Dictionaries	Document Admin	Group Admin
Note Admin	Org Setup	PHB Comp Admin	PHB Sec Admin	Patient Query	Preferences
Results Admin	Queue Admin	Provider Admin	Pt List Admin	Report Admin	Security Admin
Task Admin	TWUser Admin	Utilities	Work Def Admin	V10 Note Admin	

## Objectives (part 2)

- **Admin**
  - Preferences
  - Workplace (menus)
  
- **PhysAdmin**
  - Favorites
  - Keywords

# TWAdmin

- **What is TWAdmin and what is it used for?**
  - The heart of TouchWorks EHR
  - For creation and editing or adjusting of module-specific (charge, orders, etc.) functionality
  - Manage Enterprise, Organization, and Site setup
  - Dictionary setup and maintenance
  - User build and setup
  - Security setup

Embrace the new world of healthcare



# Touchworks TWAdmin EHR Demo



# Dictionaries

- **There are 3 types of dictionaries:**
  - Simple
    - No associated details
  - Detailed
    - May associate details
  - Complex
    - May associate details
    - Entries can link to other dictionaries
    - Contain “layers” of information
- **Picklists**
- **Enforced Dictionaries**

Embrace the new world of healthcare



# Touchworks TWAdmin EHR Demo

# Preferences (TWAdmin)

- **Preferences modify:**
  - User interface
  - Accessibility options
  - Determine a number of behaviors within TouchWorks HER
- **TWAdmin Preferences are tied to the .NET architecture**
- **Preferences can be set at 3 levels:**
  - Enterprise
  - Organization
  - User

Embrace the new world of healthcare



# Touchworks TWAdmin EHR Demo

# TWUser Admin

- **TWUser Admin is used for (among many other things):**
  - Building accounts
  - Assigning user level security
  - Inputting licensing/credentials
  - Organization access (i.e. Connections) is created
  - Ordering and ownership levels assigned
- **There are 3 user types**
  - User/Provider
  - Provider
  - User
- **11.4.1 Enhancements**
  - Site Assignment
  - Licensing

# One more thing about Users/Providers

- **Users can be Copied, and copying will copy the following settings:**

• User Type	• Ownership Authority	• All Preferences	• Secure Schedule
• Organization	• Password Never Expires	• Ordering Authority	• Don't Generate Send Charge Tasks
• Default Site	• Force PW Change	• Billing Provider	• Show Optional Clinical Messages
• Profession	• Electronic Workflow	• PCP	• All User Security
• Finalization Authority	• All Views	• Schedulable	• All Favorites

## TWAmin > Security (in brief)

- **Security Gates**
- **Security Codes**
- **Security Classifications**
- **Patient Access Security**
  - Employee & Family Patient Access Groups
  - Restricted Patient Access Group
  - VIP Patient Access Group

Embrace the new world of healthcare



# TWAdmin

- **So much to talk about, so little time!**



## Admin (not TWAdmin!)

- **What is Admin used for?**

## Admin > Preferences

- **Create Review Encounter Task (User Level Preference)**
- **Require Billing Location (System Preference)**

# Admin > Menus

- **Menus**
  - The Workplace
  - The Vertical Toolbar (VTB)
  - The Horizontal Toolbar (HTB)
  - Documents
  
- **Best Practice**
  - Role specific
  - Avoid default menus
  - Naming convention

Embrace the new world of healthcare



# Admin > Menus

Nursing Hide VTB

**Chart** Daily Provider Schedules Clinical Desktop Note Task List Worklist Printing Tasks Patient Lists

Chart  
Call Process  
Charges  
User Options

Select Patient▼

**Daily Schedule** [Arrived, Pending and Rescheduled](#)

Provider: Allscripts,Provider All AM: 0 PM: 0 Total: 0

Date: 23 Oct 2014 Calendar Sun Mon Tue

\$	N	CS	A	Pt Loc	Pt Status	Time	Patient
							No Appts

Nursing

WorkPlace (WP)

**Chart**

Chart  
Call Process  
Charges  
User Options

Vertical Toolbar (VTB)

Daily Provider Schedules Clinical Desktop Note Task List Worklist Printing Tasks Patient Lists

Documents

Horizontal Toolbar (HTB)

# Admin > Menus

Building The Pyramid (HTB up to WP)

Nursing

**Chart**

- Chart
- Call Process
- Charges
- User Options

WorkPlace (WP) 3

Vertical Toolbar (VTB) 2

Daily Provider Schedules Clinical Desktop Note Task List Worklist Printing Tasks Patient Lists

Documents

Horizontal Toolbar (HTB) 1

Embrace the new world of healthcare



# Touchworks EHR Demo – Menus Build

# PhysAdmin (PAT)

- **What is PhysAdmin and what is it used for?**
- **Keywords**
- **Flowsheets**
- **Text Templates**
- **Favorites**

## SSMT & CMT (in brief)

# Training Offerings

- **System Admin**
- **End-user (full)**
- **End-user (upgrade)**
- **Advanced Modules**
  - Note
  - Charge
  - Order/Result
- **A la cart training**

# Questions



<http://wiki.galenhealthcare.com/Webcasts>



Embrace the new world of healthcare



Thank you for joining us today.  
For additional assistance contact us through our website at  
[www.galenhealthcare.com](http://www.galenhealthcare.com)

The screenshot shows the GALEN Healthcare Solutions website. The header includes the logo, navigation links (Who We Serve, Products & Services, Knowledge Center, Company), and a search bar. The 'Company' dropdown menu is open, showing 'Executive Team', 'Careers', and 'Contact Us'. The main content area features a 'Contact Us' heading and a form with the following fields: First Name \*, Last Name \*, Company \*, Phone \*, Email \*, City \*, and State/Province \*. Below these is a 'Details' section with a text area. The left sidebar contains a navigation menu with 'Who We Serve', 'Products & Services', 'Knowledge Center', 'Company', 'Executive Team', 'Careers', and 'Contact Us'. It also includes a 'Work for Galen' button and a 'vitalcenter' logo with the tagline 'Your Business Continuity Solution'. At the bottom, there is a 'From Our Blog' section with links to 'Allscripts Strategic Acquisitions' and 'Automatically Contin...