

Logging In, Running Partner Programs



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PRINTING INSTRUCTIONS: To print out copies of this document, browse to *Logging In, Running Partner Programs* (<http://learn.pcc.com/usingpartner.pdf>) to download a PDF formatted version. Then select the "File" menu and choose the "Print" option. If you have trouble opening and printing the PDF, please contact PCC support at <support@pcc.com> or (800) 722-1082.

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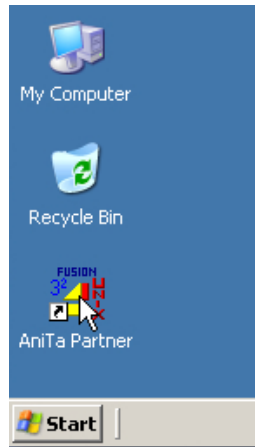
The sections below teach you how to log in to Partner and navigate among Partner programs. It also describes some basic tools and features that apply to all Partner programs.

1. Passwords and Logging In

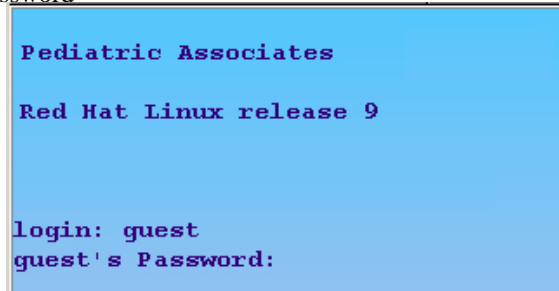
Your Partner Server is both password protected and placed behind an internet firewall to protect your patient data from the outside world. From within your office, you will need a username and a password to log in to Partner.

Follow this procedure to log in:

1. Double-Click on AniTa or Tera-Term



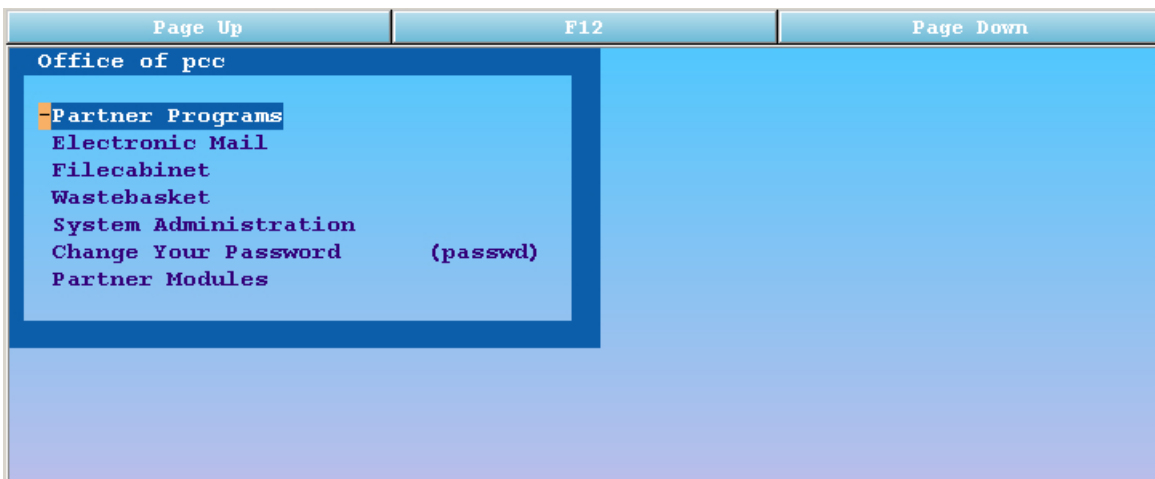
2. Enter Your Username and Password



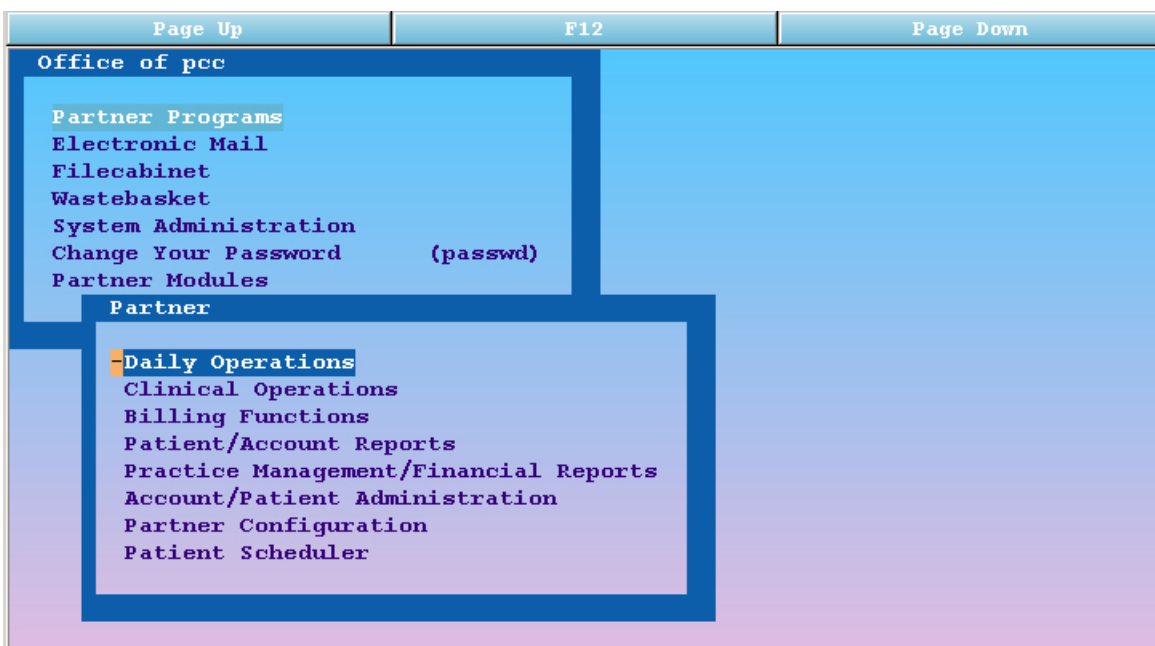
If you type the password incorrectly, you will be given another chance. If you type the username incorrectly, you may have to close the window and try again.

2. Partner Windows

After you have logged in, you will see the Partner Windows. These window menus can be customized for your office and for each user so they show exactly the programs you need most.



To choose an item from the menu, use the up and down arrow keys and press **Enter** to open your selection. If your selection is a program, it will run. If your selection is a category, another window will open:



At any time, you can press **F12** to go back one window. No matter what program you run in Partner, **F12** is always the "Go Back" or "Quit Without Saving" key.

The Command Prompt: The Partner Windows make it easy to find and select programs. If you would rather use a prompt and type in program names, PCC can show you how to use the command prompt instead.

3. Function Keys and Using the Mouse

No matter what program you are running, the eight buttons across the bottom of your Partner window always correspond with **F1** through **F8** on your keyboard. The power of each key changes from program to program, but they are always labeled on your screen to help you understand their purpose.



While using AniTa, you can also use your mouse to click on the keys on the screen or click in most text fields to move to them. Over the long term, Partner users find that keyboards are much faster and more precise than using the mouse, but tastes may differ.

The **F12** key always takes you back one step or quits the program you are running without saving any changes.

4. Multiple Windows

Your Partner window displays one program at a time. It is easy to jump from program to program, but if you want to run a check-in program and a check-out program at the same time, you can open a second window and switch back and forth between them with a single keystroke.

To open a second window, simply double-click on the Partner (or AniTa) icon again and log in as before. If you can't see the Partner icon on your desktop anymore, you may need to minimize the current Partner window first.

On a PC, press **Alt-Tab** to switch between windows. You can also use your mouse.

5. Finding Patients or Accounts

Whether you are editing demographics or posting payments, most programs are run for a patient or an account (a family). When you start running a program, you will be asked to select a patient or family. The **checkin** and **chuck** (check out) programs offer lists of today's patients, but other programs ask for a name. You can also search by chart number, phone number, birthdate, or several other variables, but the name is the easiest.

Here is what finding a patient by name looks like in all Partner programs:

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```
Please enter a patient:
First Name: 
Last Name: Flin
```



```
I could not find anyone named Flin.
I did find some people who had similar names.
```

View: Patient					
First	Last	Born	Age	Last Seen	
1. Dino	Flinstone	06/26/94	F 10 yrs, 4 mos	08/30/00	
2. Susan	Flint	08/24/95	F 9 yrs, 2 mos	05/15/00	
3. Pebbles	Flintstone	01/27/89	F 15 yrs, 9 mos	05/05/03	
4. Wilma	Flintstone	03/07/63	F 41 yrs, 8 mos	06/09/00	

```
Please enter your choice: 1
```

In the example above, the user entered "Flin" as the last name and Partner found members of the Flinstone and Flint families. The user could then press **Enter** to open the first record or enter the number next to the desired patient.

There are lots of tools for finding patients and accounts. For example, you can automatically recall the last patient you worked with or find their siblings. To learn more, read *Tools For Finding Patients and Accounts* (<http://learn.pcc.com/findroutines/>).