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Preface

About This Manual
This manual provides reference information and instructional steps for performing daily tasks in your IDEXX Cornerstone* Practice Management System. This information is intended for use by all staff members who use the Cornerstone software at your practice. This manual provides information on:

- Using basic Cornerstone features
- Scheduling appointments and managing patient visits
- Performing pet health management tasks
- Performing daily inventory tasks
- Using Cornerstone Imaging
- Other tools and tasks

How to Use This Manual
This manual takes advantage of the searching and linking tools available within Adobe® Reader® PDF (Portable Document Format) files. Use the following tools to search and navigate within this manual:

- Bookmarks panel – The Bookmarks panel acts as an always-visible linked Table of Contents, available on the left side of the document window.
- Clickable TOC – This manual’s Contents section provides direct links to each page—just click the page/chapter/section text in the Contents listing to go to that page.
- Find toolbar – Select Edit > Find in Adobe Reader and use the Find toolbar to do a quick search for a word or phrase in the current PDF.
- Search window – Select Edit > Search in Adobe Reader and use the Search window to look for words in the current PDF or in multiple PDFs, or to use advanced search options.
## Additional Resources

The following resources are available for additional help with your Cornerstone software:

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<td>Find reference information and procedural steps for setup and system configuration in Cornerstone</td>
<td>• Icon installed on your desktop&lt;br&gt;• Start &gt; Programs &gt; Cornerstone &gt; Manuals&lt;br&gt;Note: In Windows® 8, you can find the Cornerstone folder on the Apps screen.&lt;br&gt;• idexx.com/cornerstoneresources</td>
</tr>
<tr>
<td>Cornerstone Help System</td>
<td>Find window-specific information and procedural steps for setting up your Cornerstone system and performing daily tasks</td>
<td>• Press F1 on any Cornerstone window or dialog box&lt;br&gt;• On the Cornerstone menu bar, select Help &gt; Contents</td>
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<td>Cornerstone Tutorial Training Files &amp; Print-Based Courses</td>
<td>Work with the Cornerstone Tutorial Training Files data to complete exercises that mimic everyday tasks in your practice without jeopardizing the integrity of your real medical records</td>
<td>• Start &gt; Programs &gt; Cornerstone &gt; Training Files&lt;br&gt;• Start &gt; Programs &gt; Cornerstone &gt; Training Files – Print Based Courses&lt;br&gt;Note: In Windows® 8, you can find the Cornerstone folder on the Apps screen.</td>
</tr>
<tr>
<td>IDEXX Learning Center</td>
<td>Access online courses, webinars, snippets, tutorials and podcasts</td>
<td>• idexxlearningcenter.com</td>
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## Training File Details

In the training files (including the Cornerstone Assistant training files), functionality is limited for some Cornerstone 8.3 features which ordinarily communicate with systems outside of Cornerstone:

- **Pet Health Network® Pro**—You can see and use Pet Health Network Pro features like the share button and the IDEXX Message Center alerts for appointment requests; however, these actions won’t be reflected on pethealthnetworkpro.com or petly.com.

- **Inventory Ordering using IDEXX SmartOrder® with MWI® Veterinary Supply**—Although you can’t use IDEXX SmartOrder, you can view the windows used for working with this feature. Also, Purchase Order 1000 in the training files shows an example of a purchase order created using IDEXX SmartOrder.

- **IDEXX Faxing Service**—Although you can’t send faxes from the training files with the IDEXX Faxing Service, this feature is very close to the new email feature that is usable in the training files. Also, completed faxes are shown on the Communications Log in the training files.

- **Antech Diagnostics® Module**—A training version of this module is not available in the training files. However, training is included when you purchase the Antech module or upgrade from the previous version of the module.
• **Lifelearn® ClientEd™ Online**—You can set up and synchronize Cornerstone with LifeLearn ClientEd Online documents only from your live Cornerstone database.

• **VetConnect® PLUS**—You can view VetConnect PLUS information for the following patients:
  - Zeke—Patient ID 15329 (Feline)
  - Blake—Patient ID 3679K-1 (Canine)
  - Twister—Patient ID 120Q-1 (Canine)

• **Electronic signature capture for the integrated payment solution with XCharge®**—In the training files, you can view XCharge features except the ability to capture electronic signatures.

• **Activation**—You cannot activate or set up any of the above features from the training files; you can do that only from your live Cornerstone database. Also, in the configuration windows for a multi-location single database environment, the training files do not allow you to apply primary settings to a secondary practice.

### Getting Help

If you have a problem or question that you cannot find the answer to in the Cornerstone Help system or documentation, the following support options are available:

- Visit our online support center at [cornerstonehelp.com](http://cornerstonehelp.com).
- Email Cornerstone Support at [cornerstone@idexx.com](mailto:cornerstone@idexx.com).
- Call Cornerstone Support at 1-800-695-2877.
Section 1 – The Basics

Chapter 1: Getting Started with Cornerstone* Software
Chapter 2: Using the Patient Clipboard*
Chapter 3: Entering Client Information
Chapter 4: Entering Patient Information
Chapter 5: Using Reports
Chapter 1: Getting Started with Cornerstone* Software

Introduction
Your decision to use the IDEXX Cornerstone* Practice Management System shows your commitment to total practice information management. Cornerstone software can help you manage all of your practice's needs for business, medical and educational information.

Why Cornerstone?
Cornerstone software offers you:

- **Simplicity** – Cornerstone is easy to learn and easy to use.
- **Functionality** – You can export information to other Windows-based programs.
- **Flexibility** – You can choose to purchase additional Cornerstone modules based on your practice’s needs.
- **Networking capabilities** – You can share the program and information with other users on your network. Additional licenses are required.
- **Multi-tasking** – You can work in more than one software program at the same time.
- **Help** – You can quickly look up information and get answers to questions using the Help system built into Cornerstone.
- **Support** – You have the long-term support and stability of the industry leader.

Starting the Cornerstone Database
The Cornerstone software runs a number of IDEXX services in the background on your computer. Beginning with Cornerstone 8.3.6, you will notice some differences in the way the database and services are handled. For more information about the database and services in previous versions of Cornerstone 8.3, see the latest release notes.

- Cornerstone services are started and stopped in the IDEXX Database and Services window, which allows you to monitor the coordination of these services with each other and with your Cornerstone database. This window runs in the background. If you want to open the window to see which services are running, follow the instructions below.
- The Cornerstone database runs as a service. This means that you no longer have to start the database. It starts automatically when you open Cornerstone.
- You will NOT see a database icon in the system tray as you may have in previous versions of Cornerstone.

**To open the IDEXX Database and Services window:**
1. Double-click the Cornerstone Database Server icon on your desktop. The IDEXX Database and Services window appears.
2. To start or stop all the services, click **Start All** or **Stop All**.
   
   A list of stopping or starting activities will appear in the window. The word Finished appears when the action is complete.
   
   **Note:** You can start and stop individual services. Click **Open Windows Services**, locate the service, and right-click to start or stop the service. We do not recommend that you do this as services are started and stopped automatically in the correct order.
   
3. Close the window.

### Starting Cornerstone

Depending on how you have customized your desktop, you can start Cornerstone in one of several ways.

**Before You Begin**

- Security must be set up for each staff member. See the Cornerstone **Staff Security** instructions you received separately when you purchased your Cornerstone software.
- A Cornerstone Administrator should set up defaults, controls, and lists, and perform all other configuration tasks. For more information, see the **Cornerstone Administrator’s Manual**.

**Tip:** IDEXX recommends setting your monitor display settings to 1024x768 or 1280x800 for optimal viewing of Cornerstone.

**To start Cornerstone:**

1. Do one of the following:
   
   - Double-click the Cornerstone icon on your desktop.
   - Click the **Start** button on the taskbar, and then click **All Programs > Cornerstone > Cornerstone**.
     
   **Note:** In Windows® 8, the Cornerstone folder is on the Apps screen.

   The Cornerstone Log In dialog box appears.
2. In the **User** box, type your staff ID or select your name from the drop-down list.

3. In the **Password** box, type your password. As you type your password, asterisks appear in place of the characters.

4. Click **OK** or press ENTER.

**Note:** You can log into Cornerstone using only your password, if this feature has been enabled. A staff member with Administrator rights can activate this **Password log on** option in **Passwords defaults** (select **Controls > Defaults > Practice and Workstation**, and then select **Passwords** from the menu on the left). For more information, see “Chapter 4: Setting Practice and Workstation Defaults” in the **Cornerstone Administrator’s Manual**.

### Logging Off and Changing Users

You should log off Cornerstone when you are not at the computer. When you log off, this requires the next Cornerstone user to log on with their own password.

**IMPORTANT:** Use care when changing users. When the database saves information, it records which user is logged on.

**To log off:**

- Do one of the following:
  - On the **File** menu, select **Log Off**. A Log Off verification message appears. Click **Yes**.
  - Press CTRL+L to automatically log off Cornerstone. (The Log In dialog box will automatically display for the next user to log in.)

**To change users:**

1. Make sure the previous user is logged off before you log in.

2. Do one of the following:
   - On the **File** menu, select **Password Entry**.
   - Press CTRL+L.
     
     The Cornerstone Log In dialog box appears.

3. Log in to Cornerstone as usual.

### Exiting Cornerstone

Exit Cornerstone (and all Cornerstone modules) using the steps below.

**To exit Cornerstone:**

1. First, log off Cornerstone (**File > Log Off**).

2. To exit Cornerstone, do one of the following:
Chapter 1: Getting Started with Cornerstone® Software

- Click the Exit toolbar button.
- On the File menu, select Exit.
- Click the Close button in the upper-right corner of the Cornerstone application window.

3. When you see the confirmation message, click OK.

Shutting Down the Workstations
Before you shut down your workstations, log off and exit Cornerstone.

Shutting Down the Server

Before You Begin
- Log off and exit Cornerstone.
- Close any other applications that are open.
- Ensure that Cornerstone is closed on all workstations.
- Verify that your daily backup procedures are being followed.

To shut down the computer:
Shut down the computer using the Windows® system. Do not use the power button to shut down.

Note: If this is a Server operating system, you will need to select an option from the Option drop-down list and then click OK. If you select Other (Planned), you will need to type a comment in the Comment area before clicking OK.

The Cornerstone Application Window
The Cornerstone application window has many elements typical in Windows-based programs.

Tip: You can specify that a particular “Login page” (dialog box or window) opens automatically when you start Cornerstone. For more information, see “Default Login Page” on page 20.
Title Bar
The Cornerstone title bar displays the Cornerstone icon and the Cornerstone program name.

Menu Bar
The menu bar across the top of the Cornerstone application window displays menus containing the commands available for use in Cornerstone.

To access the menus using the mouse:
➢ Click the menu name on the menu bar and then click the command you want to use.

To access the menus using the keyboard:
1. Press the ALT key to display the underlined keytip letters in the menu names.
2. Press the letter underlined in the menu you want to use.
3. Continue pressing letters until you press the letter of the command that you want to use.
   For example, to access File menu > Printer Assignment > End of Day, you would press the key sequence ALT, F, A, D.

Note: You can also use the arrow keys to move up or down within the menu and then press ENTER to select the highlighted command.

Toolbar
The Cornerstone toolbar provides shortcut buttons that allow you to quickly access commonly used windows and menu options.

In the initial Cornerstone setup, by default all toolbar buttons are visible on the main Cornerstone toolbar, but you have the option of removing buttons from the display in order to simplify the toolbar for your staff. You can designate which Cornerstone buttons are visible on the main Cornerstone toolbar across the practice (Controls > Defaults > Practice and Workstation, and then select Toolbar from the menu on the left) or for a specific staff member (Controls > Defaults > Staff, and then select the Toolbar tab). Some buttons display only if you have purchased the applicable Cornerstone module.

Tip: In Cornerstone, hover the mouse pointer on a button to display a tooltip description of the button.

| Patient Clipboard | Check-in/Out | Prescription Labels |
| Daily Planner | Vital Signs/Weight | Patient Visit List (PVL) |
| Whiteboard | Physical Exam/Patient Advisor | Invoice |
| Client | Medical Notes | Want List |
| Client Account | Image Explorer | CareCredit |
| Correspondence | Image Requests and Results | Delete |
| Patient | Imaging Dashboard | Help |
| Patient Reminders | Schedule for Today | Support Center |
| Patient File | Lab Requests and Results | IDEXX Message Center |
| Estimate | Reservation List | Exit |
Status Bar

The status bar is located at the bottom of the Cornerstone application window. The left side of the status bar displays prompts (based on the location of the cursor) for the type of information to be entered in a field or text box. The right side of the status bar displays the practice name, practice ID and user name of the currently logged in user. For those practices with the Multi-Location/Single Database option enabled, the practice name and ID are displayed for the practice you are currently logged into.

Multiple Methods for Accessing Cornerstone Activities

For many daily usage activities in Cornerstone, there are multiple methods you can use to access the applicable dialog box or window and perform the needed task. For example, to add a medical note for a patient, you could access the Start New Document window using any of the following methods:

| Method 1 | With the patient’s record open on the Patient Clipboard*, in the Patient list area, right-click the patient’s name and select Medical Note. |
| Method 2 | With the patient’s record open on the Patient Clipboard, right-click anywhere within the Patient History area tabs and select Medical Note. |
| Method 3 | Click the Medical Notes toolbar button. |
| Method 4 | On the Activities menu, select Medical Notes. |

For many activities, the fastest method is to start from the Patient Clipboard (which is why this method is used for most daily usage tasks covered in this manual). With the patient’s record open on the Patient Clipboard, you can right-click the patient’s name in the Patient list area and select from a comprehensive menu of activities. With this method, the client and patient information is entered for you when the desired dialog box or window opens, saving you steps and time.
Default Login Page

The login page is a dialog box or window that displays automatically when a staff member logs into Cornerstone. The default login page is selected in Staff defaults (select Controls > Defaults > Staff, and then select the Miscellaneous tab). See “Chapter 5: Setting Staff Defaults” in the Cornerstone Administrator’s Manual for more information.

Tip: Because the Patient Clipboard gives you easy access to common tasks using right-click menus, while keeping the client and patient general information available, many staff members may choose to set the Patient Clipboard as their default login page. See “Chapter 2: Using the Patient Clipboard” on page 26 for more information on the Patient Clipboard.

Frequently Used Keyboard Shortcuts in Cornerstone

<table>
<thead>
<tr>
<th>To do this</th>
<th>Press</th>
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<tbody>
<tr>
<td>Launch the Cornerstone Help system.</td>
<td>F1</td>
</tr>
<tr>
<td>Use the Find tool to look up and select from a list.</td>
<td>F2</td>
</tr>
<tr>
<td>Display the Census List (patients currently checked into the practice).</td>
<td>F3</td>
</tr>
<tr>
<td>Move back through names on the Client List or Patient List.</td>
<td>F7</td>
</tr>
<tr>
<td>Move forward through names on the Client List or Patient List.</td>
<td>F8</td>
</tr>
<tr>
<td>Create a new item (for example, an estimate or invoice).</td>
<td>CTRL+N</td>
</tr>
<tr>
<td>Delete a highlighted field/line or blank record.</td>
<td>CTRL+D</td>
</tr>
<tr>
<td>Update a highlighted field.</td>
<td>CTRL+U</td>
</tr>
<tr>
<td>Log off Cornerstone.</td>
<td>CTRL+L</td>
</tr>
<tr>
<td>Start a new line when typing in a template data entry field.</td>
<td>CTRL+ENTER</td>
</tr>
<tr>
<td>Move to the next field.</td>
<td>TAB</td>
</tr>
<tr>
<td>Move to the previous field.</td>
<td>SHIFT+TAB</td>
</tr>
</tbody>
</table>

The Find Tool: F2

The Find tool is a Cornerstone feature that is used frequently. Because it would be impossible to memorize IDs, Cornerstone includes this powerful and efficient tool to find:

- Client, patient, staff member and invoice item IDs
- Dates (a pop-up calendar is available from date fields in Cornerstone)
- Departing instruction IDs
- Diagnostic codes
- Documents
- Estimate and invoice numbers
- Invoice item classifications and subclasses
- Prescription instruction IDs
- Revenue centers
- Referral doctors and hospitals
- Species and breeds
To open a search list:
With the cursor in the applicable field, do one of the following:

- Press F2.
- Double-click in the field.

The applicable search list appears.

The Client List is one of several lists found in Cornerstone.

To find an ID:
When you first open the search list, the cursor is either in a name, description or number field, based on the selected Search by or Sort by option. You can change the search method by clicking the appropriate option.

Tips for using the Find tool:

- Begin typing in one of the information/search criteria fields (Name, ID, Phone, Microchip ID, etc.). Note that as you type, Cornerstone automatically scrolls to and highlights the list item that most closely matches the text you typed.
- If you use the Find tool to search for a client or patient, the client or patient that you used most recently appears highlighted. You can simply begin typing a new name, description or number.
- When searching the Invoice Item List by Description, you can select the Search for word check box to narrow the list to any item containing the text typed in the Description field.

In this example, to find all items relating to “shampoo,” select the Search for word check box.
To select an ID:

- Do one of the following:
  - Double-click the ID.
  - Highlight the row using the arrow keys and press ENTER.
  - Highlight the row and click Select.

The original dialog box appears displaying the ID number and all corresponding information.

To use the F2 pop-up calendar:

1. Press F2 in the Date field of any dialog box, and a pop-up calendar appears.

2. Select the desired month and year. Click the right arrow button to advance one month. Click the left arrow button to move back one month.

3. Select the desired date and click OK (or double-click the date) to enter the date in the Date field.

The Recent Clients/Patients Feature: F7 and F8

When you press F2 in a client or patient field, the last client (or patient) you entered in a Cornerstone dialog box appears. To use this client (or patient) again, press ENTER or click OK.

You can also set up Cornerstone to remember the clients and patients you’ve used most recently. The F7 and F8 keys in the Client List and Patient List are programmed to move you backward and forward through the list of recently used clients (or patients). Using these options, you can quickly enter clients and patients in dialog boxes without searching through the complete Client List or Patient List.

This search is specific to the workstation. For example, if you access Jane Smith on Workstation 1, Jane Smith will not be in the list of recent clients on Workstation 2.

Note: To view the complete Client List or Patient List, begin typing the new name or ID in the applicable field. You can also clear the most recently used client (or patient) information by pressing the DELETE or BACKSPACE key, or by clicking the Clear button.

Before You Begin

- In Client defaults, enter the number of Recently accessed clients you want Cornerstone to remember. To access Client defaults, select Controls > Defaults > Practice and Workstation, and then select Client from the menu on the left.

- In Patient defaults, enter the number of Recently accessed patients you want Cornerstone to remember. To access Patient defaults, select Controls > Defaults > Practice and Workstation, and then select Patient from the menu on the left.

Note: Cornerstone can remember up to 99 recently used clients or patients.
To use the Recent Clients/Patients feature:
Although the procedure below assumes you are looking for a client, you can use the same instructions to find a patient.

1. With the cursor in an **ID** or **Client Name** field, press F2 or double-click in the field. The Client List appears. The client you most recently entered in a dialog box is selected (highlighted).

2. Do one of the following:
   - Press F7 to see clients most recently used who appear before the highlighted client in the list.
   - Press F8 to see clients most recently used who appear after the highlighted client in the list.

Assigning Printers in Cornerstone
Within the IDEXX Cornerstone* Practice Management System, you can designate specific types of documents, such as reports or prescription labels, to print on specific printers. Assigning printers prevents you from having to change paper stock or printer settings every time you print.

Documents that have not been assigned to a specific printer will print to the default printer selected in your Windows® operating system.

**Note:** Network users must assign the default printer and specific document printers separately at each workstation.

To select a default printer in Windows:
**Note:** The procedure below may vary slightly depending on your version of Windows operating system.

1. Do one of the following:
   - Click the **Start** button on the taskbar and select **Devices and Printers** or **Printers and Faxes**.
   - Click the **Start** button on the taskbar, select **Control Panel**, and then double-click **Devices and Printers** or **Printers and Faxes**.
   - In the Windows **Search** box, type **Devices and Printers**.
   - In the **Settings** charm, select **Control Panel**, and then select **Devices and Printers**.
   
   The printers listed are the printers available to you through your Windows settings.

2. Right-click the printer to designate as the default printer and select **Set As Default Printer**.

All print jobs that are not assigned to print to a specific printer in Cornerstone will print to this default printer.

To assign a printer to print specific types of documents:
**Note:** For invoices, we recommend that you print to your default printer rather than assigning a specific printer.

1. On the **File** menu, select **Printer Assignment** and then select one of the following categories:
   - **End of Day** contains all of the EOD reports.
   - **End of Month** contains all of the EOM reports.
   - **End of Year** contains all of the EOY reports.
   - **General Reports** contains all other reports (such as Client and Patient reports) plus additional documents, including estimates, invoices, lab requests, Classic medical notes, prescription labels, standard rabies certificates, reminders and more.
• **Correspondence** contains all types of documents created using the Cornerstone Editor (correspondence documents, medical notes, forms, custom certificates, custom labels, PetDetect* collars, etc.)

The Printer Assignment dialog box appears.

2. In the **Printer** drop-down list, select the desired printer. (The current list of items to be printed on that printer is already highlighted/shaded.)

   **Note:** Pay special attention to which printers you assign to print mailing labels, prescription labels and statements. Remember, files created in Microsoft® Word will use the default printer set up in your Windows® operating system.

3. Select or deselect additional documents to be printed to the selected printer.
   - To select more than one nonconsecutive document, hold down the CTRL key while you are selecting documents.
   - To select a consecutive group of documents, click the first document, hold down the SHIFT key, and then click the last document in the group. The first and last documents and all documents between them are selected.
   - To select all documents in a particular category, click the **Select All** button.
   - To deselect all items in a particular category, click the **Deselect All** button.

4. Click **OK** to save your changes.
Changing Print Options

The Cornerstone Print Options dialog box allows you to change print options before printing a report from Cornerstone.

To change print options:

1. In the Copies text box, type the number of copies to print.
2. In the Page range area, specify if you want to print all pages, only the current page, specific pages only and/or a range of pages.
3. Select your Print option: All Pages in the Range, Odd, or Even pages. (To print a report double-sided, print odd pages and then even pages.)
4. Click OK to print.

Note: We recommend that you do not change the default Print to file or Collate copies settings. Use Save As (from the report Filters dialog box) or Save (from the Reports Preview window) to save reports to a text file.
Chapter 2: Using the Patient Clipboard*

Overview
The Cornerstone* Patient Clipboard* provides a central location from which to view or access information. Using the Patient Clipboard gives you easy access to common tasks (using right-click menus), while keeping the client and patient general information available. For this reason, many staff members may choose to set the Patient Clipboard as their default login page that displays automatically when Cornerstone is started (see “Default Login Page” on page 20).

**Note:** If preferred, you can use the toolbar buttons or menu options to perform the same tasks that are available using the Patient Clipboard right-click menus.

To open the Patient Clipboard:

- Click the Patient Clipboard toolbar button (or select Activities > Patient Clipboard).

Areas on the Patient Clipboard
The Patient Clipboard is divided into five areas, as shown below.

![Patient Clipboard diagram](image)

**Note:** The Patient History area can be displayed in normal view (shown above), full size view, and with a preview pane view for previewing medical notes and correspondence documents from the Patient Clipboard. See “Viewing Options for the Patient History Area” on page 34 for more information.
Chapter 2: Using the Patient Clipboard

Tips for using the Patient Clipboard:
- In any of the Patient Clipboard areas, right-click to access a menu of options.
- Multiple instances of Patient Clipboard windows can be used simultaneously.
- To bring a Patient Clipboard window to the front of other Cornerstone windows, click the Window menu to view a list of all currently open windows. Select the one you want to view.

Client/Client Information Areas

With a client selected (using the Client ID field), client information can be viewed or accessed from two areas of the Patient Clipboard:
- Client area
- Client information area

The Client Area

The Client area displays a variety of information related to the client. This area shows the client’s name and ID number, classification, balance due, designated credit code, primary telephone number, and the number of both total and active patients owned by the client.

Tip: When the credit code is red, it means there is an alert associated with the credit code.
Many client-related tasks and windows can be easily accessed using the Client area right-click menu.

To open the Client List from the Patient Clipboard:
- In the Client ID field, press F2 or double-click in the field.
  See “Using the Client List” on page 39 for information on selecting a client using the Client List.

To refresh the Patient Clipboard with the most recent data:
- With a client displayed in the Patient Clipboard, right-click in the Client area and select Refresh.

To clear the Patient Clipboard to help protect privacy:
- With a client displayed in the Patient Clipboard, right-click in the Client area and select Clear.

The Client Information Area
The Client information area lets you view and access different types of client-related information using the Client information tabs.

**Tip:** Tab display and order can be customized per staff member (select Controls > Defaults > Staff, and then select the Patient Clipboard tab).

**Client Information Tabs on the Patient Clipboard**

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Client Information" /></td>
<td>The <strong>Client Information</strong> tab shows the client name and address, client status and classification, email address, and referral information. In addition, if using a Multi-Location/Single Database configuration, the client’s “home practice” is displayed. Right-click in the tab’s work area and select <strong>Update</strong> to change the client information.</td>
</tr>
<tr>
<td><img src="image" alt="Account Information" /></td>
<td>The <strong>Account Information</strong> tab shows the client’s account details, including the credit code, last payment and account balance. Select the <strong>Hide voided items</strong> check box to view only valid transactions. Right-click in the tab’s scrolling area to start an invoice or payment, make an adjustment, add an account comment, transfer a portion of the bill, write off (or reinstate) the account, or add a returned check to the account. To view details of a transaction, right-click on the line and select <strong>View</strong>.</td>
</tr>
<tr>
<td><img src="image" alt="Reminders" /></td>
<td>The <strong>Reminders</strong> tab shows the status of all reminders for the client’s animals. The patient name, description of the reminders’ status (overdue, current or no reminders) and the date the next reminder is due display on this tab. Right-click in the tab’s work area and select <strong>Update</strong> to change the reminder information.</td>
</tr>
<tr>
<td><img src="image" alt="Scheduled Appointments" /></td>
<td>The <strong>Scheduled Appointments</strong> tab shows all appointments for the client, including the date, time, patient and room. Right-click in the tab’s work area and select <strong>New</strong> to add a new appointment or <strong>Update</strong> to update an existing appointment.</td>
</tr>
<tr>
<td><img src="image" alt="Reservations" /></td>
<td>The <strong>Reservations</strong> tab shows all boarding reservations for the client, including the arrival and departure dates, patient name and reservation, and cage types. Right-click in the tab’s work area and select <strong>New</strong> to add a new reservation or <strong>Update</strong> to update an existing reservation.</td>
</tr>
<tr>
<td>Tab</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Estimates</td>
<td>The <strong>Estimates</strong> tab shows all estimates for the client, including the estimate ID, patient, date the estimate was created, date the estimate expires, and the amount. The signature icon displays next to the estimate ID for all estimates that have been electronically signed. Right-click in the tab’s work area and select <strong>New</strong> to create a new estimate or <strong>Update</strong> to update an existing estimate.</td>
</tr>
<tr>
<td>Phones</td>
<td>The <strong>Phones</strong> tab shows the client’s phone information, including the phone numbers and location descriptions. If notes exist for the phone number, the notes icon displays with black text lines on it. When the phone number line is highlighted, the notes display in the Notes area at the bottom of the tab. Right-click in the tab’s work area and select <strong>Update</strong> to add or change phone information.</td>
</tr>
<tr>
<td>Client Alerts</td>
<td>The <strong>Client Alerts</strong> tab shows all alert information for the client, including missing information alerts and any prompts or notes that are set up as alerts. If the alert notifies you of missing information (for example, a patient with no reminders), right-click on the alert and select <strong>Process</strong> to add the missing information to your records. (Note: The Client Alerts tab changes from yellow to red if there are alerts in a client’s record.)</td>
</tr>
<tr>
<td>Prompts and Notes</td>
<td>The <strong>Prompts and Notes</strong> tab shows answers to client prompts and note information for this client. Click the <strong>Prompts</strong> option to see the client prompts and answers. Click the <strong>Notes</strong> option to see any notes about this client. Right-click in the tab’s work area and click <strong>Update</strong> to add or change prompt answers or notes.</td>
</tr>
<tr>
<td>Secondary Names</td>
<td>The <strong>Secondary Names</strong> tab shows additional names on the client’s record. Right-click in the tab’s scrolling area to add or update additional names on this record. Secondary names are useful if the pet belongs to two or more people with different last names, or if the practice wishes to search for the client record under more than one name.</td>
</tr>
</tbody>
</table>
Patient List/Patient Information Areas

Patient information can be viewed or accessed from two areas of the Patient Clipboard:

- Patient list area
- Patient information area

**Tip:** Click the Patient Search button to quickly display the Patient List to perform a patient search at any time.

**The Patient List Area**

The Patient list area displays a list of the patients owned by the client. Patients are listed whether they are active, inactive or deceased (inactive or deceased patients are grayed out). If more than two patients exist, click the green arrow button and hover the cursor over the Patient list area to expand the list and display all patients at a glance.
Many patient-related tasks and windows can be easily accessed using the *Patient list* area right-click menu.

**The Patient Information Area**

The *Patient information* area lets you view and access different types of patient-related information using the *Patient information* tabs.

**Tip:** Tab display and order can be customized per staff member (select **Controls > Defaults > Staff**, and then select the *Patient Clipboard* tab).

**Patient Information Tabs on the Patient Clipboard**

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Recycle Bin" /></td>
<td>The <em>Patient Information</em> tab shows the patient ID, name, status, class, sex, birth date, age, breed, color, weight, body score (if activated), markings, ward and cage. Right-click in the tab’s work area and select <strong>Update</strong> to change the patient information. If the patient has a picture, the picture will also display. Right-click the picture box and select options for adding, updating or deleting the picture. To access weight and vital signs information for the patient, click the <strong>Vital Signs/Weight</strong> button. Note that the button displays in red/yellow as an alert if at least one vital sign (other than weight and body score) has not been entered for the patient within the past 10 days.</td>
</tr>
<tr>
<td><img src="image" alt="Warning" /></td>
<td>The <em>Reminders</em> tab shows the status of all reminders for the selected patient. The item ID, reminder description, reminder type, reminder due date, staff ID and reminder notes display on this tab. Reminders with a future date display in black. Overdue reminders display in red. Reminders that are due within the next 30 days display in yellow. If notes exist for the reminder, the notes icon displays with black text lines on it. Right-click in the tab’s work area and select <strong>Update</strong> to change the reminder information.</td>
</tr>
</tbody>
</table>
Chapter 2: Using the Patient Clipboard*

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tags/Microchip ID</strong></td>
<td>The <strong>Tags/Microchip ID</strong> tab shows the microchip ID and registration information for the selected patient. It also lists rabies/vaccine tags that have been issued, including information on the tag number, date, expiration date, staff, and vaccine invoice item. If an existing tag is entered in the patient’s record, any comments are also displayed. Right-click within the tag listing area to access options for viewing/updating, voiding, reissuing, or adding an existing tag.</td>
</tr>
<tr>
<td><strong>Appointments</strong></td>
<td>The <strong>Appointments</strong> tab shows appointment information for the selected patient, including the date, time, reason for the appointment, and room. The tab also displays an “I” or “O” to the right of the appointment time to indicate that the patient is checked in (I) or checked out (O). Right-click in the tab’s work area and select <strong>New</strong> to add a new appointment or <strong>Update</strong> to update an existing appointment.</td>
</tr>
<tr>
<td><strong>Reservations</strong></td>
<td>The <strong>Reservations</strong> tab shows all boarding reservation information for the selected patient, including the arrival and departure date, reservation type, and cage type. Right-click in the tab’s work area and select <strong>New</strong> to add a new reservation or <strong>Update</strong> to update an existing reservation.</td>
</tr>
<tr>
<td><strong>Check-in</strong></td>
<td>The <strong>Check-in</strong> tab indicates if the patient is currently checked into the hospital. If the patient is checked in, the check-in date and time, staff ID, reason for visit and room display. Any check-in notes and/or alert notes also display. Right-click in the tab’s work area and select <strong>Update</strong> to update the check-in information.</td>
</tr>
<tr>
<td><strong>Patient Visit List</strong></td>
<td>The <strong>Patient Visit List</strong> tab shows the patient’s items from the Patient Visit List, including item ID and description, quantity, amount and staff. A total of the items’ worth also displays. Click the <strong>Include recommended</strong>, <strong>Include accepted</strong> and <strong>Include performed</strong> check boxes to see at a glance the updated value of the items and services in the Patient Visit List. Right-click in the tab’s work area and select <strong>Update</strong> to update the Patient Visit List or select <strong>Print</strong> to display a preview of the Patient Visit List Report for this patient.</td>
</tr>
<tr>
<td><strong>Estimates</strong></td>
<td>The <strong>Estimates</strong> tab shows all estimates for the patient, including the estimate ID, patient, date the estimate was created, date the estimate expires, and the amount. The signature icon displays next to the estimate ID for all estimates that have been electronically signed. Right-click in the tab’s work area and select <strong>New</strong> to create a new estimate, or right-click an existing estimate and select <strong>Update</strong> to view/update the estimate.</td>
</tr>
<tr>
<td><strong>Patient Alerts</strong></td>
<td>The <strong>Patient Alerts</strong> tab shows all alert information for the patient, including missing-information alerts. If the alert notifies you of missing information (for example, a patient with no reminders), right-click on the alert and select <strong>Process</strong> to add the missing information to your records. (Note: The <strong>Patient Alerts</strong> tab changes from yellow to red if there are alerts in a patient’s record.)</td>
</tr>
<tr>
<td><strong>Prompts and Notes</strong></td>
<td>The <strong>Prompts and Notes</strong> tab shows answers to patient prompts and note information for this patient. Click the <strong>Prompts</strong> option to see the patient prompts and answers. Click the <strong>Notes</strong> option to see any notes about this patient. Right-click in the tab’s work area and select <strong>Update</strong> to view/update the estimate.</td>
</tr>
<tr>
<td><strong>Owners</strong></td>
<td>The <strong>Owners</strong> tab shows the owner(s) information, including client ID, client name, and percentage of ownership. Right-click in the tab’s work area and select <strong>Update</strong> to change the owner information.</td>
</tr>
<tr>
<td><strong>RDVMs</strong></td>
<td>The <strong>RDVMs</strong> tab shows the date the patient was referred to your practice, the referring doctor, and the referring hospital. The hospital and doctor phone numbers are also listed in the scroll area at the bottom of the tab. Right-click in the tab’s work area and select the applicable option to update the patient, doctor or hospital referral information.</td>
</tr>
</tbody>
</table>
The Patient History Area

The Patient History area displays the medical history for the patient selected in the Patient list. From this area, you can view information such as a summary of the patient's overall history, medical notes for the patient, a list of prescriptions, problems, laboratory results, diagnoses and vital signs/weight information.

Note: The Patient History area on the Patient Clipboard can be displayed in normal view (as shown above), in full size view, and with an optional Preview pane. See “Viewing Options for the Patient History Area” on page 34 for more information.

Patient History Tabs

- **Summary** – Displays patient history information in summary view.
- **Text** – Displays all lines of text in the patient history.
- **Problems** – Displays medical problems noted in the patient’s history.
- **Dx** – Displays all diagnoses for this patient. You can also add or update diagnoses.
- **Rx** – Displays all prescriptions for this patient. You can also renew, refill, correct and void prescriptions from this tab.
- **Medical Notes** – Displays all medical notes for this patient. You can also update Draft or Tentative medical notes.
- **Lab** – Displays all laboratory work for this patient.
- **Vital Signs** – Displays all of the patient’s vital signs/weight history. View a graph of a vital sign by clicking the Graph button displayed in the column header (available only for Numeric and Numeric List vital signs). You can also view any comments by hovering the cursor over any comment boxes that may display next to a vital sign.
Chapter 2: Using the Patient Clipboard*

Distinguishing Information Types in the Patient History Area
The following Entry Type icons are used in the lines that appear in the Patient History area to help you quickly distinguish the information type at a glance.

- Check in information
- Finalized estimate signed by the client
- Items invoiced
- Accepted item from the Patient Visit List
- Item declined to history
- Recommended item from Patient Visit List
- Performed item from Patient Visit List
- Performed item
- Saved correspondence document
- Title only of a correspondence document
- Medical notes
- Diagnoses
- Problems
- Physical exam/Patient Advisor* exam
- Prescription history
- Laboratory results
- Patient images
- Departing instructions
- Call backs
- Vital signs/weight history information

Viewing Options for the Patient History Area
Do any of the following to customize your view of patient history information on the Patient Clipboard:

- Click the Full Size View/Normal View button to toggle back and forth between a full size view and regular size view of the Patient History area.
- Click the Preview button to change the Patient History area display to a split pane that includes the history tabs on the left and a history Preview pane on the right. The Preview pane provides a fully graphical display of any medical note, correspondence document or IDEXX Lab Report that is selected in the Summary, Text or Medical Notes or Lab tab.
- When using the Preview pane, you can drag the vertical splitter bar to adjust the relative size of the history tabs panel to the size of the Preview pane.
- To hide Whiteboard medical notes on the Summary, Text and Medical Notes tabs, select the Hide Whiteboard Notes check box (located in the bottom right corner of the Patient Clipboard).
- To hide voided items (voided medical notes, voided vital signs sets, etc.), select the Hide voided items check box (located in the bottom right corner of the Patient Clipboard).
Finding Information in the Patient History Area

- To search for a word in one of the tabs, click Find, enter all or part of the word and click Find. Click Find Next to search for other occurrences of the word. (Note: The Find button is not available on the Summary tab or the Vital Signs tab.)

- To view patient history information for a specific date, click Go To Date. The pop-up calendar will display. Select the date and click OK.

- To sort entries in a patient’s history display, click on the Date, Type or Staff column heading. For example, to sort by date, click on the Date heading.

- To refresh a patient’s history with the newest information, in any of the Patient History area tabs, right-click on a column heading (Date, Staff, etc.) and select Refresh. The patient’s history is updated with any new items that may have been entered from other workstations.

- To view a quick tooltip-style text pop-up for a line in patient history, using the mouse, hover the cursor over the history line.

- To specify a start date for displaying information in patient history, in any of the Patient History area tabs, right-click on a column heading (Date, Staff, etc.) and select Set Start Date. The pop-up calendar will display. Select the earliest date of the patient’s history to display.

- To navigate through a patient’s history using the keyboard, use the PAGE UP, PAGE DOWN, HOME, END and arrow keys.

- Use the F7 and F8 keys as shortcuts to move to the next and previous lines of the same type.
**Tip:** To print the Patient History Report, click the **Print History** button located below the **Patient History** area.

**Filtering Information Displayed in the Patient History Area**

Depending on how extensively your practice uses Cornerstone features such as departing instructions and check-in notes, the history for some patients may contain more information than you can easily view or scroll through quickly. If this is the case, you can filter information to display only certain types of history lines in the **Patient History** area tabs.

**To filter the information displayed in the Patient History area:**

1. On the **Patient History** area **Summary** or **Text** tab, right-click on a column heading (Date, Staff, History) and select **Filter**. The Filter dialog box appears.

![Filter dialog box](image)

2. In the Filter box, select the type of information to display. Highlighted information types appear in patient history.

3. Select the **Set as default** check box to save these selections (on this workstation only) for viewing the patient history.

4. Click **OK** to apply your filter selections to the **Patient History** area tabs.
**The Patient File**

The Patient File window provides a cut-down version of the Patient Clipboard *Patient History* area information.

**To open the Patient File:**

1. Do one of the following:
   - Click the **Patient File** toolbar button.
   - On the **Activities** menu, select **Patient File**.
   - On the Patient Information window, click the **Patient File** button.

2. In the **ID** field, enter the patient ID by typing the ID or pressing F2 to search for and select the patient from the Patient List. The patient’s information, picture (if available) and owner information appear. If the patient has more than one owner, the owner with the highest percentage of ownership appears.

   **Note:** If the patient has more than one owner, you can view the A/R information for either client by selecting the owner from the drop-down list.

**Finding and Viewing Information in the Patient File**

- View the entire medical record by clicking **Text View**. To return to the short view, click **Summary**.
- When you are viewing the entire record, you can search the history by clicking **Find**. Click **Find Next** to search for other occurrences of the word.
- To view patient history information for a specific date, click **Go To Date**. The pop-up calendar will display. Select the date and click **OK**.
- To sort entries in a patient’s history display, click on the **Date**, **Type** or **Staff** column heading. For example, to sort by date, click on the Date heading.
• To refresh a patient’s history with the newest information, in any of the Patient History area tabs, right-click on a column heading (Date, Staff, etc.) and select Refresh. The patient’s history is updated with any new items that may have been entered from other workstations.

• To view a quick tooltip-style text pop-up for a line in patient history, using the mouse, hover the cursor over the history line.

• To specify a start date for displaying information in patient history, in any of the Patient History area tabs, right-click on a column heading (Date, Staff, etc.) and select Set Start Date. The pop-up calendar will display. Select the earliest date of the patient’s history to display.

• To hide Whiteboard medical notes, select the Hide Whiteboard Notes check box.

• To hide voided items (voided medical notes, voided vital signs sets, etc.), select the Hide voided items check box.

• To navigate through a patient’s history using the keyboard, use the PAGE UP, PAGE DOWN, HOME, END and arrow keys.

• Use the F7 and F8 keys to move to the next and previous lines of the same type.

• To print the Patient History Report from the Patient File, click the Print History button.
Chapter 3: Entering Client Information

Overview
You can easily add or update a client’s information in the Client Information window. This information includes:

- The client’s contact information (address and phone numbers)
- Answers to client prompts
- Notes about the client
- Financial information
- Referral information

Tip: You can also set up patients from the Client Information window. (Adding a patient from Client Information automatically sets up the client as the patient’s owner.)

Using the Client List
The Client List is used to locate a client in Cornerstone. You can also view, update or delete a client’s information from the Client List.

To open the Client List:

- Click the Client toolbar button (or select Lists > Client).

The Client List window appears.

Tip: You can also display the Client List in many Cornerstone windows by pressing F2 (or double-clicking) in a Client ID field.
Chapter 3: Entering Client Information

**Tips for using the Client List:**

- When you open the Client List, the cursor is in the Name, Client ID, Phone, or Email Address field, based on the selected Sort by option. Change the search method by clicking a different option.
- Begin a search by typing part of the name, ID, phone, or email address. As you type, the list includes only the items that match what you type.
- Use the F7 and F8 keys to move forward or backward through the list of recently used clients.
- Select the Include inactives check box to include inactive clients in your search. Inactive clients’ names will have an “(I)” next to the name. The next time the window is accessed on this workstation, the software will remember whether or not this box was selected.
- Highlight the client’s name and click the Phone button to the right of the phone number to display all of the client’s phone information, including work and cellular phone numbers.
- Click the Clear button to start a new search.
- **Group Manager module only:** Click the search Group Manager client list link to open the Group Manager Client/Patient Search window and search for a client record in another practice.

**To update a client’s information:**

1. On the Client List window, use fields in the Client information area to locate the client to update.
2. Select the client and click Update (or double-click on the client). The Client Information window appears.
3. Change the applicable information on the Information, Prompts/Notes, Referrals or A/R Information tabs.
4. Click OK to save your changes.

**To delete a client:**

**Note:** You cannot delete clients with any account or patient information linked to them or any account activity in their records (unless you use Cornerstone purging).

1. On the Client List window, use fields in the Client information area to locate the client to delete.
2. Select the client and click Delete. A message appears asking you to confirm the decision.
3. Click Yes.

**Adding or Updating Client Information**

In order to invoice a client, you must enter that client, the patient, and the client’s accounts receivable information into Cornerstone.

**Initial Client Setup**

If you do not have enough time to set up all of your clients and patients at once, we recommend that you set up clients and patients in this order:

1. Clients and patients with appointments
2. Clients and patients with reminders due now and in the near future
3. Clients and patients as they come into the practice

If you set up clients and patients in this order, you will be prepared for the clients you are most likely to see first.
**Tip:** To keep accounts as accurate as possible, set up clients with outstanding balances immediately, before using Cornerstone to invoice clients.

**Before You Begin**
- Set up the client classifications your practice uses (Controls > Classifications > Client tab).
- Set up custom information prompts for clients (Controls > User Defined Prompts > Client tab).
- Set Client defaults (Controls > Defaults > Practice and Workstation > select Client from the menu on the left).
- Set Patient defaults if you also plan to set up patients now (Controls > Defaults > Practice and Workstation > select Patient from the menu on the left).

**To access the Client Information window for a new client:**
- Do one of the following:
  - On the Patient Clipboard, right-click in the Client area (top-left area) and select New.
  - Click the Client toolbar button and then click New on the Client List window.
  - On the Lists menu, select Client and then click New on the Client List window.

**To access the Client Information window for an existing client:**
- With the client’s record open on the Patient Clipboard, do one of the following:
  - In the Client area, right-click and select Update.
  - In the Client information area’s Client Information tab, right-click and select Update (or double-click anywhere within the tab).

The Client Information window appears.

**To add or update basic client information:**
1. Open the Client Information window.
Chapter 3: Entering Client Information

2. For a new client, if the Auto assign option is selected in Client defaults, the Client ID is automatically generated by Cornerstone. Press TAB two times to accept the ID and continue to the Status field.
   - If your practice enters new client IDs manually, type an ID in the Client ID field and press TAB two times to continue to the Status field.

3. On the Information tab, in the Status drop-down list, leave the status as Active.
   **Note:** If a client is marked as Inactive, an “(I)” appears next to the client’s name in the Client List. Reminders are not sent to clients marked as Inactive.

4. Select a client Classification. (The classification set up in Client defaults is displayed.)
   **Tip:** You can set up certain classifications as alerts by selecting the Client alert check box when you set up the classification (in Controls > Classifications). Then in Alerts defaults (Controls > Defaults > Practice and Workstation > Alerts), select Classification in the Client alerts list.

5. If the Show trainer and barn option is selected in Patient defaults (Controls > Defaults > Practice and Workstation > Patient), the Type field is displayed. Select a client type from the drop-down list.

6. Enter the client’s name and address information. (The postal code set up in Client defaults (Controls > Defaults > Practice and Workstation > Client) is displayed. Postal codes set up in the default settings automatically populate the city.)
   **Tip:** In Alerts defaults, you can set up alerts to warn you if a client is missing name, address, phone, or email information.

7. If you want to add another name to this client record, click the Secondary Names button and enter the name information. Secondary names are useful if the pet belongs to two or more people with different last names. This allows you to search for the client (and patient) record under more than one name.
   - Select the Print check box next to the secondary name to include the name on invoices and statements.

8. Enter an E-mail address for the client, if applicable. Only one email address may be added per client record. If the Email address box is not completed, it is highlighted yellow. If the client does not want to provide the email address, select the Email declined check box. This turns off the highlight and turns off missing email alerts if you have them set up. The date you enter the declination is recorded.
   - If you want this client to receive reminders via email, select the E-mail reminders check box.

9. In the Phones area, right-click to select from a menu of options for adding, updating or deleting a phone number. See “Setting Up and Updating Client Phone Numbers” in the next section for information on entering client phone information.
   **Tip:** Use the scroll bar on the right side of the Phones area to view additional phone numbers.

10. In the Patients area, right-click to select from a menu of options for adding, updating or deleting a patient for this client. See “Chapter 4: Entering Patient Information” beginning on page 53 for information on entering patient information.

11. Click OK to save your changes, or click another tab to continue entering information for this client.

   The Client reports group includes many reports that allow you to view client information. See “Client Information Reports” on page 48 for information.
Chapter 3: Entering Client Information

Setting Up and Updating Client Phone Numbers
You can include as many phone numbers as needed in a client’s record.

Tip: To access client phone numbers and any associated notes from the Patient Clipboard, click the Phones tab in the Client information area.

To add or update a client phone number:
1. Open the Client Information window and click the Information tab.
2. In the Phones area, right-click and select New (or double-click) to open the Phone Information dialog box. The area code set up in Client defaults is displayed.

![Phone Information dialog box]

3. Type the Phone number and Extension (if applicable).
   
   Note: If the phone number you enter for a new client is a duplicate of an existing phone number on another client’s record, an alert displays. Click Print to print a record of the client with the duplicate phone number or click Close to close the alert. To cancel and close the Phone Information dialog box without saving the phone number, click Cancel and click No when prompted to save changes.

4. In the Location drop-down list, select the location associated with this phone number, such as home, work, cellular, etc. You can view the location from the Client Information window.

5. In the Notes text box, type any notes associated with this phone number, such as times available. If you enter notes for a phone number, the notes icon displays with black text lines on it in the phone number’s row on the Client Information window.

6. If the client has more than one phone number and you want this phone number to be the primary number, select the Primary Phone Number check box. The primary phone number prints on reports and displays in windows that display only one phone number.

7. Click OK to save your changes and return to the Information tab.

8. Click OK to save your changes, or click another tab to continue entering information for this client.

To delete a client phone number:
1. On the Client Information window’s Information tab, in the Phones area, right-click on the phone number and select Delete. A message appears asking you to confirm the decision.

2. Click Yes.
Answering Client Prompts and Adding Notes to Client Information

You can use client prompts to gather the same information consistently from each client. You can also add a note to a client’s information.

When you use prompts and notes, you can:

- Create a prompt to be used as an alert.
- Print several reports with the answers to client prompts listed.

**Tip:** To access client prompt answers and notes from the Patient Clipboard, click the Prompts and Notes tab in the Client information area.

To answer client prompts or add a note to Client Information:

1. Open the Client Information window and click the Prompts/Notes tab.
2. In the Prompts/answers area, the client prompts that were set up in User Defined Prompts (in Controls > User Defined Prompts) are displayed. Type or select the answer to each prompt in the Answer column as applicable.
3. In the Note text box, type any notes about this client.
4. Click OK to save your changes, or click another tab to continue entering information for this client.

For a list of clients and their answers to prompts, print a Client Prompts Report.

Tracking Client Referrals

The Client Information window’s Referrals tab allows you to track who referred the client to the practice and any new customers referred to the practice by the client. Client referrals help you track your business sources.

- You can identify who your best clients are and treat them accordingly.
- You can identify which advertising media creates the most new clients so you get the most from your advertising budget.

To record who referred a client:

1. Open the Client Information window and click the Referrals tab.
Chapter 3: Entering Client Information

2. In the Referred by area’s Client ID field, enter the ID of the client who referred this client by typing the ID or pressing F2 to search for and select the client from the Client List. (The information in the Has referred area is automatically updated as this client refers other clients.)

3. Click OK to save your changes, or click another tab to continue entering information for this client.

**Tip:** Set up advertising media as clients, and then link the media referral source to the client to track the effectiveness of your advertising. For example, set up clients with the last names Newspaper, Street Sign and Yellow Pages and mark those clients inactive so they will not display in the Client List. Now you can set up new clients as referred by one of the media “clients.”

For a list of clients who have referred other clients, the clients referred, and the year-to-date gross sales for each referred client, print a Referral Report.

**Setting Up Client Account Options (A/R Information)**

The Client Information window’s A/R Information tab allows you to specify how clients can settle their accounts and if they qualify for any discounts.

**Before You Begin**

- Set up the discounts you want to use in your practice (Controls > Discounts).
- Set up your practice’s credit codes (Controls > Credit Codes).
- Set up a default credit code in Client defaults (Controls > Defaults > Practice and Workstation > select Client from the menu on the left).

**To set up invoicing and billing options in the client’s A/R Information:**

1. Open the Client Information window and click the A/R Information tab.
2. If this is a tax-exempt client, select the **Tax exempt** check box.

3. Change the **Credit code**, if necessary. (If a default credit code has been set up in Client defaults, the **Credit code** field displays the default credit code that applies to most clients.)

   **Note:** If you designate a client as “Cash Only” and the client attempts to pay with a check, an alert appears at the time of payment (if the Credit Code client alert is selected in Alerts defaults).

4. In the **Monthly charges** area, if monthly charges should be applied (when applicable) for this client, select the **Finance charge** and/or **Billing charge** check boxes.

5. Select any **Discounts** to apply to this client (highlighted/shaded discounts are selected). The discounts will apply to invoice items that are also set up with this discount.

6. **Multi-Location/Single Database configuration only**: In the **Home practice** drop-down list, select the home practice to be associated with this client and to be printed on the client’s monthly statement.

   **Note:** When using a Multi-Location/Single Database configuration, every client must have a home practice assigned. At the time when the Multi-Location/Single Database option is activated, the primary practice is automatically designated as the home practice for all clients. However, the clients can later be assigned to different practices using the **Assign Clients to Practice** tool. See “Chapter 3: Setting Up Lists and Information” in the *Cornerstone Administrator’s Manual* for more information.

7. Click **OK** to save your changes, or click another tab to continue entering information for this client.

   To see how accounts receivable information has been set up for clients, print a **Client A/R Information Report**.

### Merging Clients and Patients

If you have clients with different last names who together are responsible for a patient, you may have set up two different accounts for the clients. If desired, you can merge these records into one record.

**To merge client (or patient) records:**

1. On the **Tools** menu, select **Merge Clients/Patients**.

2. A message appears to remind you that merging should be performed during times of low system use. Click **Yes** to continue.

   The Merge Clients/Patients dialog box appears.
Chapter 3: Entering Client Information

3. Under Merge Type, specify the type of record to merge—Client 🧵 or Patient 🧱 (click the icon to change the record type). The cursor automatically moves to the corresponding From field (Client ID or Patient ID).

4. In the From table’s Client ID (or Patient ID) column, enter the ID of the first client/patient by typing the ID or pressing F2 to search for and select the client/patient from a list. Once the From client/patient is selected, the cursor moves to the To table.

5. In the To table’s Client ID (or Patient ID) column, enter the ID of the second client/patient by typing the ID or pressing F2 to search for and select the client/patient from a list.

6. Repeat steps 3–5 for any additional clients/patients to be merged.

7. Click OK to merge the clients/patients.

8. The status bar in the bottom-left corner of the dialog box shows the number of IDs merged successfully and the number of errors. If there were any errors, click Print to view a description of the error on the Merge Clients/Patients Report.

9. If you want to clear the dialog box, click Reset.

10. When you are finished, click Close.

Setting Up New Client Accounts (for New Cornerstone Practices only)

Use the following set of instructions only if you are setting up a new Cornerstone system and your existing client accounts have not been converted to Cornerstone accounts. In most cases, client account balances are automatically converted as part of the initial conversion process and do not need to be manually entered into Cornerstone.

Before You Begin

➢ Enter an adjustment comment in Account defaults (Controls > Defaults > Practice and Workstation > select Account from the menu on the left). For example, an initial adjustment comment might be “Client set up in system 00/00/00.”
Chapter 3: Entering Client Information

To set up a new client's account:
1. Do one of the following:
   - On the Patient Clipboard, select the client and in the Client information area, click the Account Information tab. Right-click within the transactions table and select Adjustment.
   - Click the Client Account toolbar button, enter the Client ID and press TAB, and then click Adjust.
   - On the Activities menu, select Client Account. Enter the Client ID and press TAB, and then click Adjust.

   The Adjustment dialog box appears.

2. In the Comment box, enter the reason for the adjustment. (The adjustment comment from defaults displays automatically.)

3. Type the amount this client owes in the corresponding boxes in the Adjusted column.

   Note: At the bottom of the Adjusted column:
   - Total due reflects what the client now owes your practice.
   - Adjustment reflects the total amount you are adjusting.

4. Click OK to return to the Client Account window. The Accounts Receivable balances are updated.

   To view a list of new clients, print the New Client Report. You can print this report for any time period processed—End of Day, End of Month or End of Year.

Client Information Reports
Cornerstone includes several reports related to client information.

To access Client reports:
2. In the Reports list, click the plus sign to the left of Client to expand the list of client reports.
Chapter 3: Entering Client Information

Client Reports

Note: You can print or preview information for a range of clients (or other relevant filter). See “Chapter 5: Using Reports” beginning on page 81 for information.

Client A/R Information

Use the Client A/R Information Report to see how accounts receivable information has been set up for clients.

Client Account History Report

Use the Client Account History Report to see all transactions (including payments, adjustments, transfers, comments, returned checks and written off transactions) within a client’s account history, as well as the running balance.

Note: If Multi-Location/Single Database is activated, the practice ID of the practice where the transaction took place appears at the end of each line in account history.

To print the report for one client, when specifying a range on the Client Account History dialog box, enter the client’s ID in both the Starting value and Ending value fields.
To hide voided items, click the **Hide voided items** check box on the Client Account History dialog box. If you include voided items, note that both the original record and the record of the void will display.

**Note:** This report contains all of the financial account data from the selected clients. If you have a large database, this report may take a long time to generate. Enter a range to narrow the report results.

### Client Account History

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Current</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90 Days</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>10056</td>
<td>$100.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Date** | **Transaction Description** | **Debit** | **Credit** | **Balance**
---|-------------------------------|-----------|------------|-----------|
02/10 | Invoice # 100 - Client     | $25.00    | $0.00      | $25.00    |
02/10 | Payment Check, Check # 079000 | $0.00    | $25.00     | $25.00    |
02/10 | Invoice # 115 - Client     | $15.00    | $0.00      | $15.00    |
02/10 | Discount for Invoice # 116 (Refund from client) | $0.00 | $15.00 | $15.00 |
02/10 | Payment Check              | $0.00     | $15.00     | $15.00    |

### Client Discounts

Use the Client Discounts report to check and update your discount strategy.

**Client Discounts**

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>10056</td>
<td>Sanders, Alex and Miranda</td>
<td>1104 Center St.</td>
<td>(715)555-0010</td>
<td>5.03%</td>
</tr>
</tbody>
</table>

**Note:**

Number of Clients with the New Customer Discount: 1

### Client Master Report

Use the Client Master Report to generate a list of your clients, their addresses, email addresses and phone numbers.

**Client Master Report**

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Name</th>
<th>Address/Tel.</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>10056</td>
<td>Sanders, Alex and Miranda</td>
<td>1104 Center St.</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

### Client Prompts Report

Use the Client Prompts Report to see answers to client prompts.

**Client Prompts**

| Prompt Answer |
|---------------|---------------|
| Client ID: 9579 | Client Name: Hansen, Jean & Brian |
| Employer      | Mercury Systems |
| Spouse's Employer | Waukesha, WI 53103 |

**Cornerstone User's Manual**
Chapter 3: Entering Client Information

Client/Patient Master Report

Use the Client/Patient Master Report to generate a list of clients and patients.

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Name / Telephone</th>
<th>Patient ID</th>
<th>Patient Name</th>
<th>Patient Status</th>
<th>Sex / Gender</th>
<th>Race / Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10025</td>
<td>Garden, Alex and Miranda</td>
<td>10025-01</td>
<td>Merrieh</td>
<td>Active</td>
<td>Caucasian</td>
<td>Male</td>
</tr>
<tr>
<td>10025-02</td>
<td>Red Rose</td>
<td>Active</td>
<td>Caucasian</td>
<td>Male</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total No. of Clients = 1  Total No. of Patients = 2

Initial Client Setup Report

Use the Initial Client Setup reports to review your Cornerstone system settings.

<table>
<thead>
<tr>
<th>Description</th>
<th>Reminder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deer</td>
<td>Yes</td>
</tr>
<tr>
<td>Bride</td>
<td>Yes</td>
</tr>
<tr>
<td>Farm</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Mailing Labels

Use the Mailing Labels report to save client name and address information to a file. You can save the file in any of the following file formats: .txt, .xls, .csv, .slk, .wks, .wk1, .dif, .clp, .psr or .dbf.

Note: For mailing labels, you can only choose Save As when saving a file. See “Saving a Report to a File” on page 90 for information.

Merge Clients/Patients Report

This report provides a list of clients who have merged their client records into one record. For example, if two clients marry and each has a record at your practice, they can choose to merge their records into one.

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Patient ID</th>
<th>Patient Name</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1022</td>
<td>Caleb Baker</td>
<td>1909</td>
<td>Vern Baker</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Merged Date: 10/09/14-2:34
Merged Description: Successful client merge
Referral Report

Use the Referral Report to see how much income has been generated from different sources. The report shows you the effectiveness of different advertising media and provides a reference to send letters of appreciation to referring clients and clinics.

<table>
<thead>
<tr>
<th>Client Who Referred</th>
<th>Referral ID</th>
<th>Client Referred</th>
<th>Date Entered</th>
<th>Current Balance</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abby</td>
<td>554</td>
<td>Maggi, Emma</td>
<td>3/16/01</td>
<td>$1,00</td>
<td>$2,00</td>
</tr>
</tbody>
</table>

Total Referred for this Period: 1

Voided Invoices Report

This report provides a list of voided invoices. You can choose to print a list of voids by Client ID, Staff ID or Void date.

<table>
<thead>
<tr>
<th>Void Date</th>
<th>Voided By Staff ID</th>
<th>Original Invoice Number</th>
<th>Void Invoice Number</th>
<th>Invoice Amount</th>
<th>Client ID</th>
<th>Client Name</th>
<th>Patient ID</th>
<th>Patient Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2001</td>
<td>7</td>
<td>148</td>
<td>220</td>
<td>($86.30)</td>
<td>1952</td>
<td>Tiffany Aflili</td>
<td>0</td>
<td>Shiffus</td>
</tr>
<tr>
<td>1/10/00</td>
<td>7</td>
<td>207</td>
<td>210</td>
<td>($195.00)</td>
<td>2315</td>
<td>Ron &amp; Sandra Jones</td>
<td>2315</td>
<td>Baby Head</td>
</tr>
<tr>
<td>6/27/02</td>
<td>7</td>
<td>229</td>
<td>240</td>
<td>($99.75)</td>
<td>11</td>
<td>Ali Wheeler</td>
<td>104</td>
<td>Bella</td>
</tr>
<tr>
<td>6/27/02</td>
<td>7</td>
<td>227</td>
<td>250</td>
<td>($99.75)</td>
<td>11</td>
<td>Ali Wheeler</td>
<td>104</td>
<td>Zulu</td>
</tr>
</tbody>
</table>

Total number of voided invoices: 4
Total amount of voided invoices: ($296.00)
Chapter 4: Entering Patient Information

Overview
You can easily add or update a patient’s information in the Patient Information window. This information includes:

- Name
- Status (active, inactive or deceased)
- Classification
- Sex and birth date
- Species and breed
- Color, markings and registration number
- Weight and body score (if activated)
- Owner information
- Microchip and registration information

From Patient Information, you can also access:

- A patient’s reminders and call backs
- Prompt answers and/or notes about the patient
- Referral information
- Prescriptions
- Diagnoses
- Patient images

Using the Patient List
The Patient List is used to locate a patient in Cornerstone. You can also view, update or delete a patient’s information from the Patient List.

To open the Patient List:

- Click the Patient toolbar button (or select Lists > Patient).

  The Patient List window appears.
Chapter 4: Entering Patient Information

Patient List window

Tip: You can also display the Patient List in many Cornerstone windows by pressing F2 (or double-clicking) in a Patient ID field.

Tips for using the Patient List:

- When you first open the Patient List, the cursor is either in the Name, ID, Vaccine tag or Microchip ID field, based on your selection in the Sort by area. Change the search method by clicking a different option.

- Begin a search by typing part of the Name or ID. As you type, the list includes only the items that match what you type.

- Use the F7 and F8 keys to move forward or backward through the list of recently used patients.

- Click the Include inactives/deceased check box to include inactive patients in your search. Inactive patients’ names will have an "(I)" next to the name. The next time the window is accessed on this workstation, the software will remember whether this box was selected.

- To accommodate herd vaccinations, when searching for a patient using the Vaccine tag field on the Patient List, you can enter any tag number that falls within the range of tags for the herd, and Cornerstone will locate the patient record for the herd.

- Click the Clear button to start a new search.

- Group Manager module only: Click the search Group Manager patient list link to open the Group Manager Client/Patient Search window and search for a patient record in another practice.

- The primary owner of each patient appears in the Patient List. To view the owner’s primary phone number or to see other owners and their information, open the Patient Owner Information box by clicking the Client button in the Patient List. You can then view all of a patient’s owners and owners’ primary phone numbers.
Chapter 4: Entering Patient Information

Patient Owner Information box accessed from the Patient List

**Note:** On the Patient Owner Information pop-up window, you can view the primary phone number for each owner.

**Adding or Updating Patient Information**

You can add or update a patient’s basic information from the Patient Information window’s **Information** tab.

**Before You Begin**

- If the new patient belongs to a new client, set up the client first. See “Adding or Updating Client” on page 40.
- Set Patient defaults (Controls > Defaults > Practice and Workstation > select Patient from the menu on the left).

**To access the Patient Information window for a new patient:**

1. Do one of the following:
   - On the Patient Clipboard, select the client, and then right-click in the **Patient list** area and select **New**.
   - Click the **Patient** toolbar button and then click **New** on the Patient List window.
   - On the **Lists** menu, select **Patient** and then click **New** on the Patient List window.
   - Right-click and select **New** under **Patients** at the bottom of the Client Information window.

**To access the Patient Information window for an existing patient:**

With the patient’s record open on the Patient Clipboard, do one of the following:

- In the **Patient list** area, right-click the patient’s name and select **Update** (or double-click the patient name).
- In the **Patient information** area’s **Patient Information** tab, right-click and select **Update** (or double-click anywhere within the tab).
To add or update basic patient information:

1. Open the Patient Information window.
2. For a new patient, if the Auto assign option is selected in Patient defaults, the patient ID is automatically generated by Cornerstone. Press TAB two times to accept the default ID and continue to the Name field.
   - If your practice enters new patient IDs manually, type a patient ID in the ID field and press TAB two times to continue to the Name field.
3. For a new patient, type the patient’s name in the Name field.
4. In the Status drop-down list, leave the status as Active unless the patient is deceased or you do not want to send reminders about this patient. If the patient is deceased, change the status to Deceased and enter the date the patient died.
5. If necessary, select the patient Class. (The class that has been set up in Patient defaults appears automatically.)
6. Enter the patient’s Sex.
7. Enter the patient’s Birth date by entering either the date (e.g., 12/1/2008) or the age of the animal (e.g., 1Y, 6 M and 4D).
8. Select the Species and Breed from the drop-down lists.
9. Select the patient’s Color from the drop-down list or type it in the box and enter any Markings.
Chapter 4: Entering Patient Information

10. The **Weight / Body Score** area options that display differ depending on whether you are adding a new patient or updating information for an existing patient:
   - **For a new patient** – Enter your Staff ID and the patient’s Weight in the fields provided. Optionally, you can also enter a Body Score if this vital sign has been activated for your practice.
   - **For an existing patient** – Click the **Vital Signs/Weight** button to display the weight entry dialog box for the patient. Here you can enter a current weight and, if desired, click the **add more Vital signs** link to open the full Vital Signs entry and viewing window. See “Chapter 16: Recording Vital Signs/Weight Information” beginning on page 229 for information on entering vital signs.

   **Note:** The button displays in red/yellow as an alert if at least one vital sign (other than weight and body score) has not been entered for the patient within the past 10 days.

11. If the **Show trainer and barn** option has been enabled in Patient defaults, the **Trainer** and **Barn** fields display on the **Information** tab. Press F2 in either field to select a trainer or barn to designate for this patient. If applicable, select a **Send Rmd** check box if you want to send the patient’s reminders to the trainer or barn instead of to the owner.

12. If you opened the Patient Information window from the Client Information window, the client appears in the **Owners** area. To set up the patient’s ownership, see “Setting Up Patient Ownership” in the next section.

13. If applicable, enter the **Microchip ID** and **Registration** information for the patient. (If you have microchip IDs entered in patients’ records, you can search by microchip ID from the Patient List.)

14. For a new patient, the **Add Existing Rabies Tag** button is available. Click this button to enter an existing tag into the system, if the patient was issued a tag elsewhere and you want to document the tag information in its record.

   **Note:** You can also enter an existing tag into the system from the Patient Clipboard—in the **Patient information** area, select the **Tags/Microchip ID** tab, and then right-click in the tab’s tag listing area and select **Add Existing**.

15. Click **OK** to save your changes, or click another tab to continue entering information for this patient.

### Setting Up Patient Ownership

Each patient in Cornerstone must have an owner. Ownership information is kept in the Patient Owner Information window. This information includes:

- The owner’s client ID
- The client’s status (current or past owner)
- The Send Reminders option
- The dates the ownership began and ended
- The percentage of the animal this client owns

**Note:** You can link more than one client to a patient.
Chapter 4: Entering Patient Information

Before You Begin

➢ If the new patient belongs to a new client, set up the client first. See “Adding or Updating Client” on page 40.

To add patient owner information:

1. On the Patient Information window, right-click in the Owners area and select New (or double-click in the Owners area).

The Patient Owner Information dialog box appears.

2. In the Client field, enter the client ID by either typing the ID or pressing F2 to search for and select the client from the Client List.
   ➢ If you opened Patient Information from Client Information, the client information is entered. Press the TAB key to accept the ID.

3. Verify the client’s status is Current. (Past owners do not receive reminders.)

4. If you want this client to receive reminders, select the Send reminders check box. Owners with the Send reminders check box selected are considered Flagged Owners.

5. The Ownership details area settings default to the current date and 100% ownership. Change the ownership details, if necessary.

6. Click OK.

7. If necessary, repeat steps 1–6 to add another owner. The total percentage of all ownership must equal 100%.

   Note: If a patient has more than one owner, select the Send reminders check box for the client(s) responsible for fulfilling reminders.

8. On the Patient Information window, click OK to save your changes, or click another tab to continue entering information for this patient.

   Tip: You can select the Alerts default for Multiple Ownership to notify you when a patient has more than one owner. (On the Controls menu, select Defaults > Practice and Workstation, and then select Alerts in the navigation pane on the left.)

To change ownership for an existing patient or to transfer from one client to another:

1. Before changing ownership, make sure that all of the clients involved are already set up in Cornerstone.
2. From the Patient List, select the patient and click Update.
3. In the Patient Information window’s Owners area, right-click on the owner to modify and select Update. The Patient Owner Information displays.
4. If necessary, change the client’s status.
5. If applicable, type the new Ownership percentage (the percentage of the patient this client now owns). The Date of ownership defaults to the current date. Change the date, if necessary.
6. To delete an owner, press CTRL+D.
7. Click OK.
8. On the Patient Information window, click OK to save your changes, or click another tab to continue entering information for this patient.

Adding Patient Letter Reminders (Postcards, Letters and Emails)
Letter reminders are an important tool in the Cornerstone system. You should add reminders for each patient to prompt them to return for needed services in the future.

You can enter reminders directly in a patient’s record from the Letters tab on the Patient Reminders window’s Letters tab. You can also enter reminders on an invoice.

Before You Begin
- Set up a reminder strategy for your practice. See “Chapter 14: Setting Up a Reminder System” in the Cornerstone Administrator’s Manual for information.

To add patient letter reminders:
1. With the patient’s record open on the Patient Clipboard, in the Patient list area, right-click the patient’s name and select Reminders.
2. Click the Letters tab.

![Patient Reminders window Letters tab](image)
Chapter 4: Entering Patient Information

**Note:** Overdue reminders display in red. Reminders that are due in the next 30 days display in yellow.

3. To add a reminder for an item, in the Item ID column, enter the item by either typing the ID or pressing F2 to search for and select the item from the Invoice Item List. The Invoice Item Description appears.

**Note:** You cannot add a reminder for a group item.

4. Change the Date to the date the reminder is due.

5. In the Staff ID field, enter the staff member who performs the service by either typing the ID or pressing F2 to search for and select the staff from the Staff List. The staff member’s name appears.

6. To delete an existing reminder, click the Item ID of the reminder you want to delete and press CTRL+D.

7. To add a reminder note, click the Note button at the end of the item row. The Note dialog box appears. Reminder notes display on the Reminder Report and on the Daily Planner, but not on the printed reminders.

8. Type the Note and click OK. The note text displays in the Reminder note area at the bottom of the Patient Reminders window. Reminders for which you’ve typed a note will show the Note followed by ellipses (Note…).

9. To print a list of patients with overdue reminders, click Print and then do one of the following:
   - To print reminders for all of the client’s patients, select Client All Patient > Reminder Letter Report.
   - To print reminders for only the selected patient, select Patient only > Reminder Letter Report.

10. To print a health certificate (set in Patient defaults) listing current vaccinations for this patient, click Print and then select Health Certificate. The Start New Document window appears with the certificate template selected. Click OK to open the document in the Cornerstone Editor. Make any necessary changes or additions to the document, and then click Print. Click Close to close the Cornerstone Editor and then click Cancel to close the Start New Document window.

11. On the Patient Reminders window, click OK to save your changes and close the window.

**Changing the Due Dates for Patient Reminders**

You can change the due date of a single reminder by clicking the arrows in the Date box or by using the pop-up calendar. However, to save time when changing the due dates for a block of reminders, use the Change Date feature.

**To change the due date for more than one reminder:**

1. On the Patient Reminders window, select the reminders to change the due date on by clicking the row number to the far left of each reminder. (The selected rows will be highlighted/shaded.)

2. Click Change Date. The Change Date dialog box appears.
3. In the Date change area, specify if you want to enter a new date or simply increase the number of months.
4. If you are changing the date, enter the new Date.
5. If you are increasing the current date by a number of months, type the number of Months.
6. Click OK to save your changes.

Adding Patient Call Back Reminders

Call back reminders provide you with an easy way to keep track of clients who need follow-up phone calls, such as a follow-up call after surgery or a call to report on a hospitalized animal. You can view call backs on the Reminder Recall Report or on the Daily Planner Call Backs tab.

Note: You can change the date for one or more call back reminders. See the previous section for more information.

Before You Begin

- If you plan to work with laboratory call backs on the Daily Planner Diagnostics tab, you must first create a Lab Call Back invoice item (to use for creating or scheduling new call backs) and then specify this item ID in Daily Planner defaults.

To add patient call back reminders:

1. With the patient’s record open on the Patient Clipboard, in the Patient list area, right-click the patient’s name and select Reminders.
2. Click the Call Backs tab.
Chapter 4: Entering Patient Information

Note dialog box

**Note:** Overdue reminders display in red. Reminders that are due in the next 30 days display in yellow.

3. To add a reminder for an item, in the **Item ID** column, enter the item by either typing the ID or pressing F2 to search for and select the item from the Invoice Item List. The Invoice Item Description appears.

   **Note:** You cannot add a reminder for a group item.

4. Change the **Date** to the date the reminder is due.

5. In the **Staff ID** field, enter the staff member who performs the service by either typing the ID or pressing F2 to search for and select the staff from the Staff List. The staff member’s name appears.

6. To delete an existing reminder, click the **Item ID** of the reminder you want to delete and press CTRL+D.

7. To add a reminder note, click the **Open** or **Pending** button at the end of the item row. The Note dialog box appears.

8. In the **Staff ID** field, type your staff ID and press TAB.

9. From the **Status** drop-down list, select the status of the reminder call back (**Open**, **Pending** or **Completed**). Open call backs are deleted if an invoice item set to satisfy the reminder is added to the invoice. If you have added notes to the call back, but it is not complete, select **Pending**.
10. To enter a note, type your note in the text box or click **Select Note** and select a note from a list of commonly used call back notes.

![](Call_Backs.png)

**Call Back Notes dialog box**

11. Click **OK** to close the Note dialog box. The note text displays in the **Reminder note** area at the bottom of the Patient Reminders window. Reminders for which you’ve typed a note will show the note button followed by ellipses (**Pending…**).

12. To print a list of patients who need to be called, click **Print** and then do one of the following:

   • To print call back reminders for all of the client’s patients, select **Client All Patient > Reminder Recall Report**.

   • To print call back reminders for only the selected patient, select **Patient only > Reminder Recall Report**.

13. On the Patient Reminders window, click **OK** to save your changes and close the window.

**To add a note to a call back in invoicing:**

1. When an invoice item with a call back reminder is entered on an invoice, a Call back Note dialog box appears.

   **Note:** If you do not want to enter call back notes during invoicing, you can turn off this option by clearing the **Prompt for call back note** check box in Invoice defaults.

   ![](Enter_Note_Dialog.png)

   **Enter Note dialog box in invoicing**

2. To enter a note, type your note in the text box or click **Select Note** and select a note from a list of commonly used call back notes.

3. Click **OK** to exit the Enter Note dialog box and return to the invoice.
Chapter 4: Entering Patient Information

Viewing Call Backs on the Daily Planner

**To view call backs on the Daily Planner:**

1. On the toolbar, click the **Daily Planner** button or from the **Activities** menu, select **Daily Planner**.
2. On the Daily Planner window, select the staff member for whom you want to view call backs or select the **View for all staff** check box to view call backs for the entire staff.
3. Click the **Call Backs** tab.
4. Select the time period for which to view call backs. A list of clients and patients who need a call back during the selected time period appears.

![Call Backs tab on the Daily Planner](image)

Working with Laboratory Call Backs on the Diagnostics Tab

The Daily Planner **Diagnostics** tab provides a single location for managing many of your laboratory-related tasks in Cornerstone, including lab call backs. The Call Backs columns (**Status**, **Date** and **Staff ID**) allow you to keep track of lab call backs at a glance and access call back options with a single click.

![Diagnostics tab on the Daily Planner](image)
In the Call Backs Status column, the status is indicated on the button. When updating the status, use the following definitions as your guide:

- **(blank)** – A call back has not been performed or scheduled (created) for the laboratory result.
- **Open** – A call back has been performed or scheduled (created), but the client has not yet been contacted.
- **Pending** – A first call back has been initiated (e.g., called and left message) and notes have been added, but this call back has not yet been completed.
- **Completed** – The client has been contacted, notes have been added, and no further call backs are needed.

**To record a first call back immediately for a listed laboratory result:**

1. Click the blank status button associated with the result and select **Call now**. The Call now dialog box appears.

   ![Call now dialog box](image)

   **Tip:** All phone numbers for the client are provided near the top of the Call now dialog box, with the primary number at the top of the list.

2. Enter the staff ID of the staff member who is making the call.
3. Depending on whether the client was contacted, set the call back status to **Open**, **Pending** or **Completed**.
4. To enter a note regarding the call status, type your note in the text box, or click **Select Note** and select a note from a list of commonly used call back notes.
5. If you want to reassign this call back, select the **Reassign this Call Back** check box and enter the desired staff and date to be assigned for processing the call back at a later date.
6. Click **OK**.

**To schedule a first call back for a listed laboratory result:**

1. Click the blank status button associated with the result and select **Schedule a call back**. The Schedule a call back dialog box appears.
Chapter 4: Entering Patient Information

2. Enter the staff ID of the staff member you are scheduling to make the call.
3. Set the date for the scheduled call back.
4. To enter a note for this call back, type your note in the text box, or click Select Note and select a note from a list of commonly used call back notes.
5. Click OK.

**To update an open or pending call back:**

1. Click the Open or Pending status button associated with the result. The Note for [lab call back item] dialog box appears.
2. Enter the staff ID of the staff member who is making the call.
3. Depending on whether the client was contacted, set the call back status to Open, Pending or Completed.
4. To enter a note regarding the call status, type your note in the text box, or click Select Note and select a note from a list of commonly used call back notes.
5. Click OK.
To view notes for a completed laboratory call back:

- Click the **Completed** status button associated with the result. All associated call back notes display in a view-only dialog box. (Call back notes are also available in patient history, if needed for future reference.)

**Answering Patient Prompts and Adding a Patient Note**

Record customized information about a patient in the **Prompts/Notes** tab. The answers to patient and species prompts and patient notes appear on the Check-In Report and are useful when the patient visits. You can also select patient prompts to be used as alerts.

**Tip:** To access patient prompt answers and notes from the Patient Clipboard, click the **Prompts and Notes** tab in the **Patient information** area.

**To answer patient prompts and add a note to Patient Information:**

1. Open the Patient Information window and click the **Prompts/Notes** tab.
2. In the **Prompts/answers** area, the patient prompts that were set up in User Defined Prompts (in **Controls > User Defined Prompts**) are displayed. Type or select the answer to each prompt in the **Answer** column as applicable.
3. In the **Note** text box, type any notes about this patient.
4. Click **OK** to save your changes, or click another tab to continue entering information for this patient.

   For a list of patients and their answers to prompts, print a **Patient Prompts Report**.

**Adding Referral Information for a Patient**

The Patient Information window’s **Referrals** tab allows you to document the referring doctor and hospital when a patient is referred to your practice. You can also view the referral history of the patient. For detailed information about Referral Relationship Management, see "Chapter 29: Using Referral Relationship Management" on page 403.

**Tip:** To access a patient’s referral information from the Patient Clipboard, click the **Referrals** tab in the **Patient information** area.
**Before You Begin**

- Set up referring hospitals, referring doctor classifications and referring doctors. See "Chapter 23: Setting up Referral Relationship Management" in the *Cornerstone Administrator’s Manual* for more information.

**To add referral information for a patient:**

1. When a patient is referred to your practice, add a client record for the patient’s owner, if necessary, and add a new patient record for the referred patient.

2. In the patient’s record, on the Patient Information window, click the **Referrals** tab.

3. In the **Doctor** field, select the referring doctor from the drop-down list.

4. If this referring doctor is the primary referring doctor for this visit, select the **Primary** option.

5. For each doctor (including the primary doctor) that you want to receive communications regarding this visit, select the **This visit** check box.

6. In the **Hospital** field, select the referring hospital from the drop-down list.

   **Note:** If an incorrect referral doctor or referral hospital is accidentally added to a patient’s record, the invalid referral can be deleted by selecting the line and pressing CTRL+D. Once an invoice has been created for the patient after adding referral information, you cannot delete the referral information.

7. Click **OK** to save your changes, or click another tab to continue entering information for this patient.

**Tip:** When you are checking in a referral patient for a recheck, click the **Recheck** check box on the Patient Check-in/out window. This will help you track your referrals appropriately (new or recheck).
Adding a Pet Picture

For each patient added to Cornerstone, you can add a picture to display in the Pet Picture box on many windows throughout Cornerstone.

You can also set up Workstation defaults to print a pet picture on the Boarding Check-in Report, Check-in Report, Estimate, Invoice, Prescription Label, Rabies Certificate and Reminders.

Importing an Existing Picture

You can create a pet picture image in another program and then import the image into the Cornerstone Pet Picture box. You can import image files in many different formats, including common formats such as bitmap, JPEG and TIFF. The image can be imported from a CD/DVD or from other locations on your hard drive or server.

To import a pet picture image:
1. Open the patient’s record in the Patient Clipboard, Patient Information window, Patient Visit List or Patient File.
2. Right-click the Pet Picture box and select Capture > File.
3. Browse to locate and select the file to import, and then click Open. The image appears in the Pet Picture box. (An imported picture replaces any existing image.)

Capturing a New Patient Picture Image

If you have a TWAIN-compliant image source (such as a scanner or a digital camera), you can capture a new image and place it in the Pet Picture box.

Before You Begin
➢ You must use a TWAIN-compliant image source to capture a pet picture image.

To capture a new image with your TWAIN-compliant image source:
1. Open the patient’s record in the Patient Clipboard, Patient Information window, Patient Visit List or Patient File.
2. Right-click the Pet Picture box and select Capture > TWAIN.
3. Choose your device from the Select Source dialog box.
   The software for the image device you use opens.
4. Use the software as usual. Depending on your device software, the image may automatically be placed into Cornerstone, or you may have to manually choose to return to Cornerstone.
   Note: Cornerstone automatically resizes images to fit in the Pet Picture box.
5. When the image appears in the Pet Picture box, click OK to save it.

Editing a Pet’s Picture

If necessary, you can crop, rotate, adjust contrast and brightness, and make other modifications to a pet’s picture.
To edit a pet picture:
1. Open the patient’s record in the Patient Clipboard, Patient Information window, Patient Visit List or Patient File.
2. Right-click the Pet Picture box and select Update. The image appears in the Image Manipulation window.
3. From the Image Toolbox (shown below), select the image tool that you want to use to change the image’s appearance.
4. To use a tool, click its button. When you are done using the tool, click the button again to deselect the tool.
5. When you are finished, click the Close button in the Image Toolbox and then click Yes to save your changes.

Image Toolbox

Note: In the Image Toolbox, those buttons that do not apply to Pet Picture will be disabled.

Zoom Options
Zoom allows you to increase the detail of the image that can be viewed. When Zoom In and Zoom Out are chosen, Cornerstone automatically makes the adjustment. When Zoom Any is chosen, a box will display. Enter the Zoom percentage and click Apply. When Mouse Driven Zoom is selected, you can click on an area of the image, and that area will be enlarged.

Fit to Window/Actual Size
The Fit to Window button places the entire image in your window. The Actual Size button displays the image at 100% (as it will print).

Magnifying Glass
The Magnifying Glass button works like a magnifying glass. When this tool is selected, click on any area of the image to view the area in great detail. When you are finished using the magnifying glass feature, click the button again to turn off the option.

Note: You will not be able to crop an image if you have the magnify tool selected.
Chapter 4: Entering Patient Information

The **Advanced Magnifying Glass Settings** button displays a dialog box that allows you to change the settings of the magnifying glass tool. These settings are saved only until you close Cornerstone.

- The **Height** and **Width** fields set the height and width (in pixels) of the magnifying glass.
- The **Zoom** field determines the magnification of the tool. In the example below, the magnifying glass would magnify the image eight times larger than the original size.

![Magnify Advanced Settings dialog box](image)

**Crop**

The **Crop** button allows you to cut out unnecessary parts of an image. To crop an image, click and drag a square selection box around the part of the image that you want to keep. The image will automatically be cropped.

**Note:** You will not be able to crop an image if you have the magnify tool selected.

**Rotate**

Using the **Rotate** buttons, the image can be turned by 90, 180 or 270 degrees. If you select **Rotate Any**, you can enter the number of degrees you want to turn the image. Click the **Clip** check box if you want to keep the image the original size. (When you clip, you may lose part of the image.) Click **Apply** to apply your changes.

![Rotate Any dialog box](image)

**Flip**

Using the **Flip Horizontal** button or the **Flip Vertical** button, the image can be flipped horizontally or vertically.

**Contrast/Brightness**

To change the contrast and brightness of an image, click the **Contrast and Brightness** button. Position the mouse in the image, click and drag up and down to adjust the brightness. Click and drag left and right to adjust the contrast.

**Sliding Scale for Contrast and Brightness**

To change the contrast and brightness of an image using a movable slider on a scale, click the **Contrast and Brightness Slider** button.

**Invert**

Click the **Invert** button to automatically invert the color in your image.
**Chapter 4: Entering Patient Information**

**Undo All Changes**
The **Undo All Changes** button allows you to undo all changes you have made to the image during this editing session.

**Save As**
1. To save the image to a file, click the **Save As** button.
2. Enter a name for the graphic and choose a file type. Supported formats include bitmap, JPEG, JPEG 2000 and TIFF.
3. Click **Save**.

**Deleting a Pet’s Picture**
If you decide you no longer want to use a pet’s picture, you can delete it from the Pet Picture box.

**To delete a Pet Picture image:**
1. Open the patient’s record in the Patient Clipboard, Patient Information window, Patient Visit List or Patient File.
2. Right-click the Pet Picture box and select **Delete**. A message appears asking you to confirm your decision.
3. Click **Yes**.
Patient Information Reports

Cornerstone includes several reports related to patient information.

To access Patient reports:

2. In the Reports list, click the plus sign to the left of Patient to expand the list of patient reports.

Legend of Patient History Codes

A legend explaining the codes in a patient’s history is on the bottom of patient record reports. These codes include:

- B = Billing charge
- C = Medical note
- CB = Call back
- CK = Check-in
- D = Diagnosis
- DH = Declined to History
- E = Examination
- I = Departing Instruction
- L = Lab result
- M = Image case
- P = Prescription
- PA = PVL Accepted
- PB = Problem
- PR = PVL Recommended
- R = Correspondence
- T = Image
- TC = Tentative Medical note
- W = Weight

Note: You can print or preview information for a range of patients (or other relevant filter). See “Chapter 5: Using Reports” beginning on page 81 for information.
Chapter 4: Entering Patient Information

Animals Without Birthdates Report
Use the Animals Without Birthdates Report to maintain your patient records.

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Telephone</th>
<th>Patient ID</th>
<th>Patient Name</th>
<th>Species</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Rainier, Julie</td>
<td></td>
<td>310</td>
<td>Misty</td>
<td>Feline</td>
</tr>
</tbody>
</table>

Animals Without Weight Report
Use the Animals Without Weight Report to maintain your patient records.

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Telephone</th>
<th>Patient ID</th>
<th>Patient Name</th>
<th>Species</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Rainier, Julie</td>
<td></td>
<td>310</td>
<td>Misty</td>
<td>Feline</td>
</tr>
</tbody>
</table>

Birthday Report
Use the Birthday Report to generate a list of patients and their birthdates. This report also includes clients’ addresses so practices can send “birthday” cards to pets. Choose the type of owner to include and the date range for the birthdates.

Birthday Report Selection dialog box

Patient Birthday Report
Sorted by Client ID

<table>
<thead>
<tr>
<th>Client ID and Name / Email Address</th>
<th>Patient ID and Name</th>
<th>Sex</th>
<th>Species</th>
<th>Age and Birthdate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rainier, Julie</td>
<td>310</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misty</td>
<td>200</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Birthday Report Selection dialog box
Census Report
Use the Census Report to track which patients have been checked into or out of your practice.

<table>
<thead>
<tr>
<th>Census Report Sorted By Client Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client ID</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>Client 0</td>
</tr>
<tr>
<td>Client 0</td>
</tr>
</tbody>
</table>
Chapter 4: Entering Patient Information

**Microchip ID Report**

The Microchip ID Report includes patients’ Microchip IDs and lists their owners, including owners’ addresses and telephone numbers. You can choose to print this report for active or inactive clients and/or patients.

**Patient Microchip ID Report**

<table>
<thead>
<tr>
<th>Client ID and Name</th>
<th>Address</th>
<th>Client Status</th>
<th>Patient ID and Name</th>
<th>Sex/Species</th>
<th>Microchip ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>2309402201</td>
<td>230940220194</td>
<td>Active</td>
<td>230940220194</td>
<td>Male</td>
<td>1234567890</td>
</tr>
<tr>
<td>1234567890</td>
<td>1234567890</td>
<td></td>
<td>1234567890</td>
<td>Male</td>
<td>9876543210</td>
</tr>
</tbody>
</table>

**Patient By Name Report**

Use the Patient by Name Report to generate a list of clients and patients. Unlike the Client/Patient Master Report, you can print a range of patients (using Patient ID).

**Patient By Name Report**

<table>
<thead>
<tr>
<th>Patient ID</th>
<th>Patient Name</th>
<th>Client ID</th>
<th>Client Name</th>
<th>Telephone</th>
<th>Species</th>
<th>Breed</th>
</tr>
</thead>
<tbody>
<tr>
<td>555</td>
<td>Foster</td>
<td>555</td>
<td>Ryan, Jack and Sally</td>
<td>0-155555-0002</td>
<td>Canine</td>
<td>Mixed</td>
</tr>
</tbody>
</table>

**Patient Diagnosis Report**

Use the Patient Diagnosis Report to contact clients whose animals have been diagnosed with a specific assessment to inform them of new medicines or treatments.

**Patient Diagnosis Report**

<table>
<thead>
<tr>
<th>Patient ID</th>
<th>Patient Name</th>
<th>Client ID</th>
<th>Patient ID</th>
<th>Patient Name</th>
<th>Code</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>13991</td>
<td>Earl Miller</td>
<td>13991</td>
<td>13991</td>
<td>Earl Miller</td>
<td>1/17</td>
<td>T</td>
</tr>
</tbody>
</table>
Patient History Report

The Patient History Report is useful when you want to view a patient’s complete history with your practice. On the Patient History Report dialog box, you can choose the types of history to include in the report.

Selecting/filtering information for the Patient History Report:

- In the Range area, to view history for a particular patient, type the patient ID (or press F2 to search for and select the patient from the Patient List) in the Starting value and Ending value fields. To view history for patients within a particular date range, type the applicable dates (or press F2 to search for and select a date using the calendar) in the Starting value and Ending value fields.

  Note: If a range is not specified, Cornerstone will include medical history data for all patients. If you have a large database, this report may take a long time to generate.

- In the History list, select the types of history information to include in the report (highlighted/shaded lines are selected). Click Select All to select all types of history information in the list, or click Deselect All to deselect all types.

- Select the Show prices check box to include prices in the report.

- Select the Hide voided items check box if you do not want to include voided items (e.g., voided medical notes, voided vital signs sets, etc.) in the report.

- Select the Hide Whiteboard items check box if you do not want to include Whiteboard medical notes in the report.

- Select the Print full page images check box if you want to include full page printouts of patient images in the report.
Chapter 4: Entering Patient Information

Patient History Report
Sorted by Patient ID

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Staff</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/2007</td>
<td>B</td>
<td>MY</td>
<td>Dental Pain (CVP) by HMC</td>
</tr>
<tr>
<td>2/13/2007</td>
<td>B</td>
<td>MY</td>
<td>1.00 Baseline Baseline (PA) for $47.92 by HMC</td>
</tr>
<tr>
<td>2/13/2007</td>
<td>B</td>
<td>MY</td>
<td>2.50 C.C. of PROPOFOL (2925) for $23.33 by HMC</td>
</tr>
<tr>
<td>2/13/2007</td>
<td>B</td>
<td>MY</td>
<td>1.00 IV FLURANE ANESTHESIA (4110) for $42.92 by HMC</td>
</tr>
<tr>
<td>2/13/2007</td>
<td>B</td>
<td>MY</td>
<td>1.00 DENTAL PROPHY (ROUTINE FELINE) (9550) for $18.19 by HMC</td>
</tr>
<tr>
<td>2/13/2007</td>
<td>B</td>
<td>MY</td>
<td>1.00 IV CATHETER AND FLUIDS (FELINE) for $41.32 by HMC</td>
</tr>
<tr>
<td>2/13/2007</td>
<td>B</td>
<td>MY</td>
<td>1.00 Fluorescence Treatment (7591) for $49.36 by HMC</td>
</tr>
<tr>
<td>2/13/2007</td>
<td>B</td>
<td>MY</td>
<td>1.00 HOSPITALIZATION (FELINE) (8800) for $36.76 by HMC</td>
</tr>
<tr>
<td>2/13/2007</td>
<td>B</td>
<td>MY</td>
<td>1.00 BOTTLE OF CLEOBAL® Conquista Drops (7921) for $25.58 by HMC</td>
</tr>
<tr>
<td>2/13/2007</td>
<td>B</td>
<td>MY</td>
<td>1.00 PRoPOTY DISCOUNT (PROPOFOL) for $45.45 by HMC</td>
</tr>
<tr>
<td>2/13/2007</td>
<td>B</td>
<td>CA</td>
<td>1.00 Baseline Baseline (PA) for $47.92 by DE</td>
</tr>
<tr>
<td>2/13/2007</td>
<td>B</td>
<td>MY</td>
<td>10.00 Oral Surgery (2881) for $37.62 by HMC</td>
</tr>
<tr>
<td>2/13/2007</td>
<td>B</td>
<td>MY</td>
<td>1.00 Baseline Baseline (PA) for $47.92 by HMC</td>
</tr>
<tr>
<td>2/13/2007</td>
<td>B</td>
<td>MY</td>
<td>1.00 WELLNESS EXAM (2501) for $49.90 by SWA</td>
</tr>
<tr>
<td>2/13/2007</td>
<td>B</td>
<td>MY</td>
<td>1.00 EACH OF FVRCP BOOTER (1038) for $12.52 by SWA</td>
</tr>
<tr>
<td>2/13/2007</td>
<td>B</td>
<td>MY</td>
<td>1.00 (home) OF RABIES 2 YEAR BOOSTER (1100) for $13.16 by SWA</td>
</tr>
<tr>
<td>2/13/2007</td>
<td>B</td>
<td>MY</td>
<td>1.00 CUMSTED COUNTY TAX (1651) for $1.50 by SWA</td>
</tr>
</tbody>
</table>

Patient Prompts Report
The Patient Prompts Report is useful when you want to view answers to a specific prompt.

Patient Prompts
Sorted by Patient ID

<table>
<thead>
<tr>
<th>Prompt</th>
<th>Answer</th>
<th>Client</th>
<th>Jones, Patricia</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000-1</td>
<td>Ruffy</td>
<td>1000</td>
<td>Jones, Patricia</td>
</tr>
</tbody>
</table>

Patient Visit List Report
Use the Patient Visit List Report to print the Patient Visit List for a particular patient or patients.

Patient Visit List Report

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Rev</th>
<th>Item ID</th>
<th>Description</th>
<th>Staff</th>
<th>Disc</th>
<th>Tax</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/25/2009</td>
<td>R</td>
<td>PS</td>
<td>2308</td>
<td>EXAMINATION</td>
<td>MY</td>
<td>N</td>
<td>N</td>
<td>1.00</td>
<td>$43.60</td>
</tr>
<tr>
<td>02/25/2009</td>
<td>R</td>
<td>L</td>
<td>5240</td>
<td>EYE FLUORESCIN</td>
<td>MY</td>
<td>N</td>
<td>N</td>
<td>1.00</td>
<td>$13.95</td>
</tr>
<tr>
<td>02/26/2009</td>
<td>R</td>
<td>L</td>
<td>$115</td>
<td>SCHIRMER TEAR TEST</td>
<td>MY</td>
<td>N</td>
<td>N</td>
<td>1.00</td>
<td>$17.18</td>
</tr>
</tbody>
</table>

Total: $75.61
Discount: $0.00
Tax: $0.00
Total: $75.61
Rabies Tag Report
Use the Rabies Tag Report to print a list of patients who have received rabies vaccinations. This rabies-specific report is useful for those practices that are required to submit rabies tag information to a state agency.

Reminder Letter Report
Use the Reminder Letter Report to print a list of patients with overdue reminders.

Note: Equine practices can use the equine version of this report (in the Equine report group) to print a list of patients with overdue reminders by barn or by trainer. Note that to use the barn or trainer range, you must have the Show trainer and barn check box selected in Patient defaults.

Reminder Recall Report
Use the Reminder Recall Report to print a list of patients who should be called. This report can be sorted by client ID, client last name, invoice item description, invoice item ID, patient ID or reminder date.

Note: Equine practices can use the equine version of this report (in the Equine report group) to print a list of patients, by barn or by trainer, who should be called. Note that to use the barn or trainer range, you must have the Show trainer and barn check box selected in Patient defaults.
**Reminder Report**

Use the Reminder Report to print a list of patients with reminders. Only active animals are included by default. Inactive or deceased animals are included only if selected when the filter is run. This report is sorted by client ID, client last name, invoice item description, invoice item ID, patient ID or reminder date.

**Note:** Equine practices can use the equine version of this report (in the Equine report group) to print a list of patients with reminders, by barn or by trainer. Note that to use the barn or trainer range, you must have the **Show trainer and barn** check box selected in Patient defaults.

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Client Name</th>
<th>Patient ID</th>
<th>Patient Name</th>
<th>Item ID/Description</th>
<th>Tool Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>663</td>
<td>Jason, Adam and Leah</td>
<td>663</td>
<td>663</td>
<td></td>
<td>02/23/2023 Second Vax</td>
</tr>
</tbody>
</table>

**Tentative Medical Note Report**

Use the Tentative Medical Note Report to print a list of patients with templates or comments in their patient record that have been marked as tentative and still need to be finalized.

<table>
<thead>
<tr>
<th>Date</th>
<th>Patient Information</th>
<th>Client ID</th>
<th>Staff ID</th>
<th>Template Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/24/2023</td>
<td>22709.52 9904 AM</td>
<td>22786</td>
<td>M1</td>
<td>Feline Neuter</td>
</tr>
</tbody>
</table>

**Vaccine Tag Report**

Use the Vaccine Tag Report to print a list of all vaccination tags (including rabies) that have been issued by the practice.
Chapter 5: Using Reports

Once you have your IDEXX Cornerstone Practice Management System up and running, you can use Cornerstone data to analyze your practice and help you determine how to increase your profitability. The data you need is easy to collect with Cornerstone reports.

About the Report Search Window

The Report Search window (Reports > Find a Report) allows you to search, browse, view details and create a report—all from a single window. In addition, this window provides one-click access to view samples of each report, which allows you to easily verify the contents and layout of a report before creating it.

Report Search window
Chapter 5: Using Reports

The Reports List Area

The Reports list displays all reports (or the results of a search) in a tree-style list, with all reports displayed according to group. Report groups are shown on the first level of the tree, furthest to the left. Reports (or in some cases, subgroups) are shown in the next expanded level.

When browsing through the Reports list to locate a report, expand (and collapse) report groups as needed:

- Click the plus sign [+] to open a report group and display the reports (or subgroups) within it.
- Click the minus sign [-] to close the report group and hide the reports within it.
- Click expand all or collapse all to quickly expand or collapse all report groups at once.

The Reports list serves as both a search results display and a browse tree. If a search has not been run, all reports display in the Reports list by group, in alphabetical order (Appointment group, Boarding group, Client group, etc.). If you have performed a search, the resultant groups are ordered according to the search results ranking. For example, if the best match for a search on “PVL” is a report under the End of Day group, End of Day displays as the first group, and so on.

Tip: At any time, you can click Reset to clear the search term and return the Reports list group order back to its original alphabetical listing.

The Search Tool

Many staff members may find that using the search tool on the Report Search window is the fastest way to locate a particular report. Simply type a keyword or phrase in the Search text box to filter reports to a subset of matching results. Cornerstone searches for your keyword in the report name, description, filters and fields, and then displays the ranked results in the Reports list.

The search tool uses a standard search syntax, similar to common web-based search engines. It also has thesaurus-like intelligence built in, so common variations or abbreviations in Cornerstone will be included automatically. For example, a search on “dog” will automatically include “canine” in the search, and a search on “PVL” will automatically include “Patient Visit List” in the search.

Search results are first sorted by the report groups that best match the search criteria. Then, each
matching report is listed within its expanded report group and sorted by closest to least-closest match. The 1st, 2nd, 3rd... icons indicate the top five reports that match your search criteria, with the top ranking report automatically selected in the tree.

If your search generates a large number of matching reports (as often happens when searching on a commonly used keyword, such as “services”), Cornerstone lists only the best matches to save you time in locating the desired report. The #/# shown indicator shows the number of best-matching reports displayed, out of the total number of matching reports (e.g., 57/105 shown). If desired, you can click show all matches to display all matching reports. To return to the list of best matches only, click show best matches.

Additional notes for searches:

- If you know the name of a frequently used report, type all or part of the report name in the Search text box to quickly locate the report.
- You can type up to 100 characters in the Search text box.
- At any time, you can click Reset to clear the search term and return the Reports list group order back to its original alphabetical listing.

Advanced search tips:

- Phrase searches – Type words within quotation marks to search for multiple words in exact order. For example, “price change reason” gives different results than price change reason.
- Boolean searches – The operators AND, OR and NOT are supported in uppercase, with grouping supported using parentheses. For example, you might search on (daily OR monthly) AND “sales tax” to find reports that include sales tax information—specifically daily or monthly reports.
- Filtered searches – Place a plus sign (+) in front of an essential word that is required in the search. Place a minus sign (-) in front of a word to prohibit the term from the search and narrow the results. For example, -month +“deposit report” will filter out monthly reports from your search of deposit reports.

Locked Reports

The Cornerstone Security Setup feature allows an administrator to specify report access permissions for each staff member. By default, in the Reports list, locked reports for the logged-in staff member are designated by a small lock icon displaying to the left of the report name. If you click on a locked report, the report’s details and sample display as usual, along with a note indicating that you do not have permission to run this report (the Create report button is disabled for locked reports).

If you select the Hide locked reports check box, reports for which the staff member does not have access permissions (locked reports) are removed from the currently displayed Reports list. When
running a report search, this narrows the search results to display only those reports that are accessible by that staff member.

**Tip:** If the **Hide locked reports** check box is selected, the number of hidden reports, if any, is displayed in parentheses ( )

### The Report Details and Sample Area

When you select a report in the Reports list, the Report Details area in the right pane displays report information and a segment of a report sample. This allows you to quickly verify the report contents and layout before electing to create the report.

**Note:** Report details and a sample are not available for custom reports created by your practice using the Client and Patient Report Builder.

For each report, you can view:
- Report fields
- Report description
- Any calculations used in the report
- Report sample segment
- Full page sample preview (accessible by clicking **+ enlarge sample**)

### Creating a Report

**Note:** The steps below apply when creating a single report. To print multiple selected End of Period reports at once, select **Reports > End of Period**, and then select **End of Day, End of Month** or **End of Year**. See "Section 6 – End of Period Processing" in the **Cornerstone Administrator's Manual** for information.

**To find and create a report:**

1. On the **Reports** menu, select **Find a Report**. The Report Search window appears.
2. Do one of the following to find the desired report:
   - In the Search text box, type a search keyword or phrase and click Search. The top five report matches are displayed in ranked order within their expanded report groups. The top ranking report is automatically selected in the tree. (See “The Search Tool” on page 82 for more information.)
   - In the Reports list, click a plus sign [+] to open a report group and display the reports (or subgroups) within it and browse through the reports. (See “The Reports List Area” on page 82 for more information.)

3. Click on a report in the Reports list to view the report details and a sample in the right-side pane.
4. If desired, click **enlarge sample** (located below the report sample image) to view a full-page preview of the sample report.
5. To create a report, double-click the report name in the Reports list or highlight it and click Create report. (Note: For Inventory reports, click Create report and then click Run.)
6. Depending on the type of report you are creating, different options are available:
   - For standard Cornerstone reports, a Filters dialog box appears. If applicable, set the sort order and specify a range to filter the information that displays on the report. See the “Filtering Information in Reports” section that follows for more information.
   - For Boarding reports, the Boarding Reports dialog box appears. Press F1 on this dialog box for help with setting the Boarding report options.
   - For Client and Patient reports, the Custom Client and Patient Reports dialog box appears. Click Update to change the highlighted report’s selection criteria, or click Run to create and
preview the report. See “Custom Client and Patient Report Builder” on page 91 for more information.

- For **Compliance** reports, the Compliance Assessment Tool wizard appears. See “Chapter 26: Compliance Assessment Tool” in the *Cornerstone Administrator’s Manual* for information on generating Compliance reports.

- For **End of Day, End of Month** and **End of Year** reports, select the period you want the report to reflect. For most reports, you can print information for more than one continuous period. To do this, click the earliest period and then press and hold the SHIFT key while you click the last period. All of the periods in between are highlighted. See “Section 6 – End of Period Processing” in the *Cornerstone Administrator’s Manual* for information on printing End of Period reports.

  **Note:** For End of Period reports, if a Filters dialog box is available for the report, it appears after clicking **Preview**, **Print** or **Save As**.

- For **Inventory** reports, the Inventory Reports window appears. With the desired report highlighted in the list, click Run. If applicable, set the sort order and specify a range to filter the information that displays on the report. See “Inventory Reports” on page 329 for more information on Inventory reports.

- For **Performance Tracker** reports, the Performance Tracker window appears. See “Chapter 27: Cornerstone Performance Tracker” in the *Cornerstone Administrator’s Manual* for information on generating Cornerstone performance tracker reports.

- For **Snapshot** reports, the Snapshot Options dialog box appears. See “Viewing Report Snapshots” on page 95 for information on setting up and printing Cornerstone snapshot graphs.

  7. For standard Cornerstone reports, do one of the following:

  - Click **Preview** to view the report in the Reports Preview window.
  - Click **Print** to set print options and print the report.
  - Click **Save As** to specify a file name and type for saving the data to a file.

**Filtering Information in Reports**

There are several reasons why you may want to print a portion of a report (or filter report information):

- You may not need all of the information contained within the report. (For example, you may want to print a report for invoice items with a specific class.)

- You have a large database and your printer cannot print the entire report at one time. (You can print a portion of the report before printing another portion.)

**What Are Filters?**

Filters control the range of data included in a report. Different reports have different filter options (and some reports do not have filters). The filter options allow you to narrow the focus of a report. Narrowing the focus of a report is especially useful if you have a large database and are printing a report that contains a lot of information (like the Client Account Report, Patient History Report or Sales Information Reports).

If the report you select has filters, the Filters dialog box automatically appears when you click **Create** report.
Here is an example of a Filters dialog box for the Rabies Tag Report:

Using Filters

The Sort order determines the order for displaying information in the report.

The Range allows you to filter the information to narrow the amount of information that appears in the report.

- In the Description box, you will find the filters available for this specific report.
- Once you have selected the filter Description, type (or press F2 to select) the Starting Value and Ending Value. (For example, if you want to print a report listing information for a specific date, type the same date in both fields.) A few reports use filters that require a letter code. The table below shows these letter codes.

<table>
<thead>
<tr>
<th>Filter</th>
<th>Letter Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reminder Type</td>
<td>C = Call</td>
</tr>
<tr>
<td></td>
<td>L = Letter</td>
</tr>
<tr>
<td>Invoice Item Type</td>
<td>S = Service items</td>
</tr>
<tr>
<td></td>
<td>I = Inventory items</td>
</tr>
<tr>
<td></td>
<td>G = Group items</td>
</tr>
<tr>
<td></td>
<td>P = Pick items</td>
</tr>
<tr>
<td></td>
<td>D = Dispensing items</td>
</tr>
</tbody>
</table>

- You can select more than one filter for a report. If you use multiple filters, you must select And or Or at the end of a row before beginning a new row.

Note: If you leave the filters blank, the report prints all of the available information.

Using And/Or Statements

You must use And/Or statements if you want to use multiple filters. And/Or statements tell Cornerstone to find information that meets the selected conditions.

- If you select And, Cornerstone includes information that meets both criteria.
- If you select Or, Cornerstone includes information that meets either of the criteria.

For example, you could set the following filters for the Rabies Tag Report:

<table>
<thead>
<tr>
<th>Description</th>
<th>Starting value</th>
<th>Ending value</th>
<th>And/Or</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Issued</td>
<td>01/01/09</td>
<td>12/31/09</td>
<td>AND</td>
</tr>
<tr>
<td>Tag ID</td>
<td>500</td>
<td>1000</td>
<td>AND</td>
</tr>
</tbody>
</table>

In this scenario, you would generate a report of rabies tag information of only those rabies tags issued on January 1, 2009 through all of December 31, 2009 that have a tag number between 500 and 1000.
If you choose:

<table>
<thead>
<tr>
<th>Description</th>
<th>Starting value</th>
<th>Ending value</th>
<th>And/Or</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Issued</td>
<td>01/01/09</td>
<td>12/31/09</td>
<td>OR</td>
</tr>
<tr>
<td>Tag ID</td>
<td>500</td>
<td>1000</td>
<td></td>
</tr>
</tbody>
</table>

In this scenario, you would generate a report of rabies tag information from all rabies tags issued on January 1, 2009 through all of December 31, 2009, as well as any rabies tags with an ID between 500 and 1000 (issued on any date).

### Controlling How Information Appears in Reports

The previous section discusses how you can narrow what information is included in a report. This section discusses how the information you have selected actually appears.

The sort order determines the order that information appears in the report. If you sort by a name, Cornerstone starts at the beginning of the alphabet. If you sort by a date, the earliest date appears first. If you sort by ID, however, you may see information that does not appear to be sorted “numerically.” This special case is discussed next.

#### How Cornerstone Sorts IDs

If you are sorting by ID or using ID as a filter, the Cornerstone system uses an alphanumeric sorting process (which lets you use alphanumeric IDs if you want). This means, however, that Cornerstone treats numbers like letters when it sorts based on IDs. (This is the same way a dictionary sorts entries.)

When you look at a report, the IDs may not appear to be sorted “numerically.” The ID 10 appears after 1 and before 2. If you want a “numerical” sort, you must set up your IDs starting at a large enough number that digits will not have to be added. For example, setting your client IDs to start at 1000 allows your practice 9999 IDs before another digit is required (10000).

This is an example of the way Cornerstone sorts IDs:

<table>
<thead>
<tr>
<th>In the dictionary:</th>
<th>In Cornerstone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>b</td>
<td>1</td>
</tr>
<tr>
<td>ba</td>
<td>10</td>
</tr>
<tr>
<td>baa</td>
<td>100</td>
</tr>
<tr>
<td>baab</td>
<td>1001</td>
</tr>
<tr>
<td>baac</td>
<td>1002</td>
</tr>
<tr>
<td>c</td>
<td>2</td>
</tr>
</tbody>
</table>

### Previewing Reports

In Cornerstone, the Reports Preview window allows you to:

- Quickly check data before proceeding with another procedure (such as using the Deposit Report to balance your cash drawer during the day).
- View information for one client, invoice item or other **Range** option.
- Check information before printing (to save paper).

**Note:** You can preview only one report at a time.
To preview a report:
1. Create the report.
2. Depending on the type of report, set any applicable filters or select the applicable processing period (for End of Period reports).
3. Click Preview.

The report appears in the Reports Preview window.

Note: Inventory reports are displayed in a different preview window. See “Inventory Reports” on page 329 for more information.

4. To maximize the window to view a larger area of the report, click the Maximize button in the upper right corner of the Reports Preview window. To resize the window to view a larger area of the report, move the cursor to an edge of the window (the cursor changes to an arrow), and then click and drag the edge to resize the window.

5. At this point you can click Print to print the report, click Save to save the report as a file for use with another program, or click Cancel to close the Reports Preview window.

Printing Reports
Often you will want to keep a hard copy of information, such as End of Period reports or a Reminder Recall report.

Before You Begin
➢ Assign the printer to print the report or assign the default printer. See “Assigning Printers in Cornerstone” on page 23.

To print a report:
1. Create the report.
2. Depending on the type of report, set any applicable filters or select the applicable processing period (for End of Period reports).
3. Click Print.

Depending on the report you are printing, the Cornerstone Print Options dialog box may appear (not all reports offer print options).
Chapter 5: Using Reports

Cornerstone Print Options dialog box

**Note:** The report print options for Inventory reports appear in a different dialog box. See "Inventory Reports" on page 329 for more information.

4. If necessary, on the Cornerstone Print Options dialog box, change the number of copies to print, set specific pages to print or select to print odd or even pages only (for double-sided printing).

5. To change the printer selection for a single report, click the **Printer** button, select a printer from the list, and click **OK**.

6. Click **OK** to print the report.

   The report prints on the printer assigned for the report or the default printer if no printer has been assigned.

**Saving a Report to a File**

If you want to be able to import Cornerstone data into another program (such as a spreadsheet or word processing program), you must save the report as a file.

You can save the report in any of the following formats: .txt, .xls, .csv, .slk, .wks, .wk1, .dif, .clp, .psr or .dbf.

**To save a report as a file:**

1. Create the report.

2. Depending on the type of report, set any applicable filters or select the applicable processing period (for End of Period reports).

3. Click **Save**.

   The Save As dialog box appears.
Chapter 5: Using Reports

Save As dialog box

**Note:** The save options for Inventory reports appear in a different dialog box. See “Inventory Reports” on page 329 for more information.

4. Select a location in the **Save in** drop-down list or the browsing area below it.
5. In the **File name** text box, type a name for the file.
6. In the **Save as type** drop-down list, select a format in which to save the file. By default, Cornerstone will save the report as a .txt file.
7. Click **Save**.

**Saving a Report as a PDF File**

Using the Printer Selection dialog box to select the Cornerstone PDF printer, you can save a report in PDF format and use the document with other software or as an email attachment.

**To save a report as a PDF file:**
1. On the Cornerstone Print Options dialog box, click **Printer**.
2. Select **Cornerstone PDF** and click **OK**.
3. Click **OK** in the Cornerstone Print Options dialog box. The Save As dialog box appears.
4. Select a location in the **Save in** text box or the browsing area below it, type a name in the **File name** text box, and click **Save**.

**Custom Client and Patient Report Builder**

You can create your own reports with the Custom Client and Patient Report Builder and narrow the scope of your report based on selected criteria (for example, client sales, postal codes and patients’ species). Name and save your custom report to use in the future. The report can be printed, saved as a file, or used to print mailing labels.

**To create a new report:**
1. On the **Reports** menu, select **Client and Patient Report Builder**.
2. Click **New**. The New/Edit Custom Report window appears.
3. In the **Report name** field, type a name for the report. Required.

4. From the **List results in order of** drop-down list, select the order in which you want to display the results.

5. In the **Range** field, enter a range if needed.

6. To build a client report, click the **Client Information** tab (shown above) or to build a patient report, click the **Patient Information** tab.

7. Enter the selection information you want to use to build your report. For specific report results, enter detailed criteria. See “Custom Report – Client Information Tab” on page 93 and “Custom Report – Patient Information Tab” on page 94.

   For example, to search for clients who spent between $400 and $500 this year, enter the dollar range in the **Sales this year** fields. To narrow the scope of the report, select clients who spent between $400 and $500 and live in a specific postal code area.

8. Click **Save** to save your report criteria or click **Cancel** to exit without saving criteria.

**To print a custom report or print mailing labels based on a report:**

When you preview a custom report, you can print the report, print mailing labels based on the report or save the report as a file.

**Tip:** The mailing label option uses Avery® 5160 labels.

1. On the **Reports** menu, select **Client and Patient Report Builder**. A list of saved custom reports displays.

2. From the list, select report and click **Run**. A preview of the report appears.
3. Choose one of the following options:
   - Click **Print** to print the report and click **OK**.
   - Click **Labels**, select the printer on which you want to print labels and click **Print**.
   - Click **Save** to save to a file. Type a file name, choose a file format (.txt, .csv, etc.) and click **Save**.

**To change report criteria:**
1. On the **Reports** menu, select **Client and Patient Report Builder**.
2. Select the report you want to change and click **Update**.
3. Make changes and click **Save**.

**To copy a report:**
To save time, you can copy an existing report and modify the criteria. Both the original report with the original criteria and copied report with modifications are saved and included in the Custom Reports list.
1. On the **Reports** menu, select **Client and Patient Report Builder**.
2. Select the report you want to modify and click **Copy**.
3. Type a name for the modified report.
4. From the **List results in order of** drop-down list, select the order you want to display the results in.
5. In the **Range** field, enter a range if needed.
6. Change the selection criteria on the existing report as needed.
7. Click **Save** to save the copied report or click **Cancel** to exit without saving the report.

**Custom Report – Client Information Tab**

![Client Information tab of the Client and Patient Report Builder](image)

**Date record created:** Includes client records based on the date the client record was created in the software.
Last invoice date: Includes client records based on the date that the last invoice was generated for a client.

Number of patients: Includes client records based on the number of patients owned (in whole or in part) by a client.

Sales this year: Includes client records based on how much they were charged for products and services year to date.

Sales last year: Includes client records based on how much they were charged for products and services during the previous calendar year.

Credit code: Includes client records based on the credit code on the client record.

Postal code: Includes client records based on the postal code on the client record. One or more postal codes may be selected.

Client balance: Includes client records based on the balance owed in a selected time period. Enter a dollar amount and choose whether you want to include clients with a balance greater than, less than or equal to the amount entered.

Include inactive clients: Click this check box to include inactive client records in the report. If this box is not checked, only active client records will be included in the report.

Client classification: Includes client records based on the client classifications on the client record. One or more classifications may be selected.

**Custom Report – Patient Information Tab**

Date record created: Includes records based on the date the patient’s record was created in the software.

Last visit date: Includes records based on the date patient was last seen.

Birth date range: Includes records based on patient birth dates.
Include inactive patients: Click this check box to include inactive patients in the report. If this box is not checked, only active patients will be included in the report.

Include deceased patients: Click this check box to include deceased patients in the report. If this box is not checked, deceased patients will not be included in the report.

Species: Includes records based on the species on the patient record. One or more species may be selected.

Breed: Includes records based on the breed on the patient record. One or more breeds may be selected.

Sex: Includes records based on the sex on the patient record. One or more sexes may be selected.

Patient classification: Includes records based on the classification on the patient record. One or more classifications may be selected.

Items included in patient history: Includes records based on whether an invoice item is found in the patient’s history. Press F2 to select from a list of items used at your practice. You can also enter a date range for the items. Click the Match all criteria check box if you entered more than one item and want to include only patients that have all of the items in their patient record. If this check box is not selected, patients who have at least one of the items listed, but not necessarily all of them, will be included in the report.

Items not included in patient history: Includes records based on whether an invoice item is not found in the patient’s history. Press F2 to select from a list of items used at your practice. You can also enter a date range for the items. Click the Match all criteria check box if you entered more than one item and want to include only patients that have none of the items in their patient record. If this check box is not selected, any patient who has at least one of the items listed will not be included in the report.

Viewing Report Snapshots

A snapshot is a quick picture of your practice’s activity. To make a snapshot, Cornerstone takes data from End of Month processing periods and graphs the information. You see the results immediately! Using the Cornerstone snapshot feature, you can select the type of data to display and how you want the data displayed.

Tip: You can view samples of snapshot graphs on the Report Search window (select Reports > Find a Report) by clicking on a report in the Snapshot report group. The report details and a sample display in the right-side pane.

Before You Begin

➢ An initial End of Month report must be processed before using Cornerstone’s snapshot feature for the first time.

To view and print a snapshot graph:

2. Cornerstone automatically displays the last graph viewed on this computer. You can change the way the graph appears by selecting a different option from the **Type** drop-down list.

3. To view different data, click **Options**. The Snapshot Options dialog box appears.

4. Select the **Group** from which to gather data: Practice, Species or Staff.
   - If you select Species, you must enter a species ID.
   - If you select Staff, you must enter a staff member’s ID.

5. Select the data to **Graph**. See “Available Snapshot Graphs” on page 97.

6. Select the **Period(s)** from which to gather data. If you want to view data for more than one period, click the first period, press and hold the **SHIFT** key and click the last period. All of the periods in between are highlighted.
   **Note:** If you use multiple periods, they must be contiguous.
   **Note:** The periods and data are taken from EOM closings; select **Current** to see data from the current period.

7. In the **Type** drop-down list, select the display type. See “Snapshot Graph” on page 98.

8. Clear the **Gridlines** check box if you do not want to view gridlines in the graph.
9. Clear the **Print in Color** check box if you have a color printer, but do not want the graph to print in color. (You do not have to clear the **Print in Color** check box if you are using a single-color printer.)

10. When the mouse pointer is over a graphical depiction of data, a floating pop-up box displays the EOM closing date and the actual numerical value represented. Clear the **Display Details** check box if you do not want the pop-up box to appear.

11. Click **OK**. The snapshot appears.

12. Click **Print** to print the graph to the default printer.

13. Click **Close** to close the Snapshot window.

**Available Snapshot Graphs**

**Practice**

**Within the selected period(s):**
- **Active, Inactive Clients for Practice** shows the number of clients in your practice, broken down by active and inactive clients.
- **Average Net Invoice by Practice** shows the average net invoice amount for all invoices (after taxes and discounts).
- **Current, 30 Day, 60 Day, 90 Day Breakdown for Practice** shows all client’s A/R balances, broken down into Current, 30, 60 and 90 day balances.
- **Net Income for Practice** shows the net income for your practice (after taxes and discounts).
- **Net Sales, Payments for Practice** shows all sales and client payments made.
- **Number of Invoices by Practice** shows the number of invoices processed.
- **Number of New Clients for Practice** shows the number of new clients entered into Cornerstone.
- **Service/Inventory/Gross Sales for Practice** shows the dollar amount of your practice’s service, inventory and gross sales.

**Species**

**For the selected species and within the selected period(s):**
- **Active, Inactive, Deceased Patients by Species** shows the number of active, inactive and deceased patients.
- **Average Invoice by Species** shows the average invoice amount.
- **Number of Invoices by Species** shows the number of invoices processed.
- **Service/Inventory/Gross Sales for Species Dollar** shows the amount of service, inventory and gross sales.

**Staff**

**For the selected staff member and within the selected period(s):**
- **Average Invoice by Staff** shows the average invoice amount a specific staff member billed.
- **Number of Invoices by Staff** shows the number of invoices posted.
- **Service/Inventory/Gross Sales by Staff** shows the dollar amount of a staff member’s service, inventory and gross sales.
• **Total Sales for Staff** shows the dollar amount of a specific staff member’s gross sales (before taxes and discounts).

**Snapshot Graph Formats**

You can display a snapshot in any of the graph formats listed below. Regardless of the chosen format, the data will remain the same.

**Note:** You can change the type of graph in the snapshot window by selecting a different type.

There are three basic parts to a graph: the series, the categories and the values.

- The **series** are the set of data points represented by color on the graph. Many graphs have multiple series: red, green and blue. The legend explains which data is represented by each color.
- The **categories** are the divisions of data. Snapshot only uses EOM closing periods and the current period as categories.
- The **values** are the numerical values of the data displayed. This may be an amount (in dollars) or a number (of patients).

**Note:** If you print snapshots to compare different staff member or species data, make sure that the values and categories are equivalent before comparing the printed graphs.

**Bar and Column Graphs**

Bar and column graphs are typically used to display noncontiguous data. The only difference between bar and column graphs is their orientation; in **bar graphs** data values are plotted along the *horizontal* (X) axis and categories are plotted along the *vertical* (Y) axis. **Column graphs** display the data values along the Y axis and categories along the X axis.

**Types of bar graphs:** bar, stacked and 3D stacked. (A 3D bar is also available.)

**Types of column graphs:** column, stacked and 3D stacked. (A 3D column is also available.)

**Line Graphs**

Line graphs are typically used to display continuous data. The values appear on the vertical (Y) axis and the categories (EOM closing periods) appear on the horizontal (X) axis. If a snapshot includes multiple line graphs, a legend that identifies what each line represents appears.

**A line graph shows one set of data with each line.**
Section 2 – Scheduling and Patient Visits

Chapter 6: Using the Appointment Scheduler
Chapter 7: Checking Patients In and Out
Chapter 8: Using the Census List
Chapter 9: Using the Patient Visit List
Chapter 10: Using the Electronic Whiteboard
Chapter 11: Creating Estimates
Chapter 12: Invoicing
Chapter 13: Maintaining Client Accounts and Payments
Chapter 14: Using the Daily Planner
Chapter 6: Using the Appointment Scheduler

Overview

The Appointment Scheduler is used to track patient appointments. Once you have completed the Appointment Scheduler setup tasks covered in the Cornerstone Administrator’s Manual, you can begin to use the Appointment Scheduler for daily scheduling tasks.

This chapter covers the following tasks to help you get started using the Appointment Scheduler:

- Accessing the Schedule for Today window
- Viewing a selected staff member’s schedule
- Scheduling and managing appointments
- Maintaining and using the Tickler file
- Viewing the weekly schedule
- Finding available appointment times
- Locating a patient’s appointment
- Checking in a patient from the Appointment Scheduler
- Blocking unavailable appointment times
- Printing the daily schedule of appointments
- Purging old appointments
- Viewing and printing the various reports available for the Appointment Scheduler

About the Schedule for Today Window

Accessing the Schedule for Today

The Schedule for Today window is the main Appointment Scheduler window used for scheduling and tracking patient appointments.

To open the Schedule for Today window:

- Do one of the following:
• On the Patient Clipboard, in the Client information or Patient information area, click the Scheduled Appointments tab, and then right-click within the tab and select New or Update.

• Click the Schedule for Today toolbar button.

• On the Activities menu, select Appointment Scheduler > Schedule for Today.

• On the Invoice window, click the Make Appt button.

The Schedule for Today window appears.

When you open the Schedule for Today, you see the current schedule for the day. Each box represents one time unit (either 10 or 15 minutes, depending on how you have set up your practice hours). Notice that the rooms run along the top of the schedule and the times along the left side. Times allocated for lunch display in yellow. Other unavailable periods display in gray.

Tip: The Schedule will update each time you double-click on an appointment time slot or click the Schedule button.

Schedule for Today Display Options
You can specify the information to display using the options available across the top and along the bottom of the Schedule for Today window.

• Staff – Select a staff member to view their scheduled appointments for the day, along with the applicable client and patient. (All other appointments will appear without appointment information.) If a staff member’s hours are different from practice hours, the schedule will display their time in the Time column on the far left in black. Times allocated for lunch appear yellow, other unavailable periods appear gray.
Note: Only those staff members who have staff hours set up in the Staff Setup window (select Controls > Appointment Scheduler > Staff Setup) display in the Staff drop-down list.

- **Suite** – Select a suite of rooms to display on the Schedule for Today.
- **Template** – Display the template assigned to the specific day of the week. If necessary, select a different template from the drop-down list.
- **From/To** – Select the timeframe to display on the Schedule for Today.
- **Display staff** – Displays an "X" to the right of an appointment to indicate that one or more staff members is scheduled at that time, for this column. Displays a "\" next to an appointment to indicate that no staff member is assigned to the column in that time slot, based on the staff time check boxes selected on the appointment.
- **Display check-in/check-out** – Displays an "I" or "O" to the right of an appointment to indicate that the patient is checked in (I) or checked out (O). An empty box indicates the appointment has not been checked in or out.
- **Prev Day/Next Day** – Displays the previous/next day’s schedule.
- **Go To** – Displays a calendar that allows you to select a specific day and go to that day’s schedule.
- **Today** – Displays the schedule for the current date.

**Right-Side Buttons**

Use the buttons along the right side and bottom of the schedule as you enter appointments.

<table>
<thead>
<tr>
<th>Use</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule</td>
<td>Schedule an appointment in the selected time slot.</td>
</tr>
<tr>
<td>Update</td>
<td>Update the selected appointment.</td>
</tr>
<tr>
<td>Check In</td>
<td>Check a patient into the hospital.</td>
</tr>
<tr>
<td>Move</td>
<td>Move the selected appointment.</td>
</tr>
<tr>
<td>Block</td>
<td>Block times (so appointments cannot be scheduled).</td>
</tr>
<tr>
<td>Delete</td>
<td>Delete the selected appointment.</td>
</tr>
<tr>
<td>Find</td>
<td>Search for available appointment times.</td>
</tr>
<tr>
<td>Locate</td>
<td>Locate an existing appointment.</td>
</tr>
<tr>
<td>Tickler</td>
<td>Open the Tickler File of deleted appointments.</td>
</tr>
<tr>
<td>Notes</td>
<td>Enter notes about the day’s schedule.</td>
</tr>
<tr>
<td>View</td>
<td>View details about the selected appointment.</td>
</tr>
</tbody>
</table>
Chapter 6: Using the Appointment Scheduler

Right-Click Menus
You can use right-click menus for quick, easy access to many scheduling tools.

- If you right-click in an empty (unscheduled) time block, the following menu displays:

  - Schedule...
  - Block...
  - Go To...
  - Print
  - Schedule for Week...

- If you right-click in a scheduled time block, the following menu displays:

  - Update...
  - Patient Clipboard...
  - Check In...
  - Move
  - Copy
  - Delete...
  - Go To...
  - View...
  - Print
  - Schedule for Week...

Click to select the command to perform, or click outside of the menu to cancel.

(X) Column
The column on the far right of the daily schedule (after all the rooms) indicates several things about the daily schedule:

- An X in the column shows that one or more staff members are scheduled at that time. If the background box is yellow, one or more staff members are double-booked for that time slot. If the background is red, one or more staff members are triple-booked for that time slot.
- A \ indicates that no staff members are assigned to the appointment scheduled in that time slot.

Viewing a Selected Staff Member’s Schedule

To view a staff member’s schedule:

1. Open the Schedule for Today window.
2. At the top left corner of the schedule under the date, click the arrow next to All Staff.
3. From the drop-down list, select the staff member whose schedule you want to display. (Only staff members who have hours set up appear on the list.)

Note: If a staff member’s hours are different from practice hours, the schedule will display their time in the Time column on the far left in black text. Times allocated for lunch appear yellow, other unavailable periods appear gray.
Scheduling and Managing Appointments

When an appointment is added to the schedule, appointment information is displayed in the schedule, as space allows. Longer appointments (using more time units) have room to display more information.

Tip: When new appointments are made, if your practice uses boarding reservations, your IDEXX Cornerstone* Practice Management System can automatically check to see if any boarding reservations exist for the patient in the next 30 days. If reservations exist, an alert appears to notify your staff.

To schedule an appointment:

1. On the Schedule for Today window, if your practice has staff members with different hours, select the schedule for a specific staff member.
2. Double-click in an available time slot in the schedule or select a time slot and click Schedule.

The New Appointment dialog box appears.

3. In the Client ID field, enter the client ID by either typing the ID or pressing F2 to search for and select the client from the Client List. The selected client’s account information displays.
4. In the Patient ID field, enter the patient ID by either typing the ID or pressing F2 to search for and select the patient from the Patient List. The selected patient’s reminders display.
   
   Tip: When you press F2 to select a client or patient, the client or patient used most recently is displayed. Press the DELETE or BACKSPACE key to view the complete Client or Patient List.
5. In the Confirmed on field, enter the date the appointment was confirmed (or click the Confirm button to insert the current system date). If the appointment is confirmed, an asterisk (*) will appear on either side of the client’s name in the schedule.
6. In the Primary drop-down list, select the primary reason for the patient’s visit. (Only reasons for visit set up in Appointment Scheduler appear.) If goals, staff member, time units, etc. are linked to the reason for visit, the applicable fields will be completed automatically, but can be changed for this appointment if necessary.
7. If desired, select a secondary reason from the **Secondary** drop-down list or type a different secondary reason in the field. (Note that a primary reason must first be specified in order to activate the secondary reason field.)

8. In the **Staff** field, enter the staff ID by either typing the ID or pressing F2 to search for and select the staff from the Staff List.

   **Note:** You must enter a Staff ID. Deselect all of the **Staff time** check boxes if you do not actually want time scheduled for a staff member.

9. In the **Time units** field, specify the number of time units needed for this appointment.

10. If the practice overbooks appointments, indicate which time units the staff member must be with the patient for this appointment by checking each applicable time unit in the **Staff time** check boxes. The amount of time that a provider actually sees a patient may be shorter than the entire appointment time.

    If the staff member is scheduled at the same time in a different room, the following message will appear: “This staff member is booked for another appointment during this time. Do you wish to continue?” Click **Yes** to continue scheduling the appointment or **No** to exit.

11. If applicable, enter a two-character **Prefix** to appear next to the client name on the first line of the scheduled appointment. Use a prefix to indicate preparation procedures (for example, T1 for Tray #1), insurance information, or to more specifically define appointment types.

12. If staff goals are set for the selected staff member, the information will display in the **Amount** field. If necessary, adjust the amount or, if using the **Appointment items** list near the bottom of the window, add invoice items associated with the appointment here. The revenue in the **Amount** field will display the **Appointment items** total instead.

   **Note:** Charges will transfer to the Patient Visit List (PVL) when the patient is checked in. Once checked in, the items can only be removed from the PVL, not the appointment.

13. View the patient’s reminder information in the **Reminders** list. You may want to recommend additional products or services to be added to the appointment based on any reminders that are due or overdue.

14. In the **Notes** area, enter any notes specific to this appointment. Notes appear when holding the mouse over the appointment, when using the **View** button, on the Appointment Report and on the Check-in Report.

15. In the **Appointment items** list, add any invoice items to be associated with the appointment:

   a. In the first available row, enter the item ID by either typing the ID and pressing TAB, or by pressing F2 to search for and select the item from the Invoice Item List. The item information displays.

   b. Enter the correct **Quantity**.

   c. To delete an appointment item, select the item and press CTRL+D.

   **Tip:** Use appointment items to indicate services that need to be performed during this appointment or items to invoice. The items listed here will appear on the Patient Visit List.

16. Click the **Transfer invoice items to patient visit list now** check box to send the invoice items directly to the Patient Visit List (PVL) when you save the appointment information.

   **Note:** Use caution with this option—if the client changes his or her mind about an item, it must be deleted from the PVL and not the appointment.
Chapter 6: Using the Appointment Scheduler

17. Click **OK** to place the appointment on the schedule.

**To view appointment details:**
1. Select an appointment in the Schedule for Today window.
2. Click **View**. The Appointment View dialog box displays detailed information about the appointment.

![Appointment View dialog box](image)

3. Click **Close** to return to the schedule.

**To confirm an appointment:**
1. On the Schedule for Today window, locate the appointment you want to confirm.
2. Select the appointment time slot and click **Update** (or double-click the appointment time slot).
3. Click **Confirm**. The current date will appear in the **Confirmed On** field. To change the date, click in the Confirmed On text box, and enter the correct date. When you enter a date in the **Confirmed on** text box, your staff ID is displayed after the date. If you are using Pet Health Network* Pro and a client confirms an appointment on their Petly.com page, “By PHN Pro” is displayed in place of a staff ID.
4. To clear the **Confirmed on** box, click **Unconfirm**.
5. Click **OK**.

If an appointment is confirmed, an asterisk (*) appears on either side of the client’s name in the Schedule for Today.

**To update an appointment:**
1. On the Schedule for Today window, select the applicable appointment and click **Update** (or double-click the appointment). The Edit Appointment dialog box appears.
2. Make any necessary modifications or updates to the appointment information.
3. Click **OK** to save your changes and return to the schedule.

**To move an appointment:**
1. On the Schedule for Today window, select the applicable appointment and click **Move**.
2. Select the new time slot if moving the appointment to a different time on the same day.
3. To move the appointment to a different day, click **Go To**. The Date Selection calendar will open. Select the new date and click **OK**, and then select the new time slot.
4. The following message appears: “Would you like to move the appointment to [Date selected] at [Time selected]?” Click **Yes**.

The appointment will be moved to the selected date and time.
Chapter 6: Using the Appointment Scheduler

Note: A warning message will not display if a moved appointment creates a double-booked appointment time for a staff member. You will need to check the X column for a yellow or red background in the new time slot (indicating multiple appointments scheduled for the same staff member).

To copy and paste an appointment:
1. On the Schedule for Today window, right-click on an existing appointment and select Copy (or press CTRL+C).
2. Right-click in a different day/time slot and select Paste (or press CTRL+V).
The pasted appointment will be identical to the copied appointment, except that the Confirmed on date will be reset to 00/00/00.

Notes:
- If any invoice items were included in the copied appointment, these items will be included in the new (pasted) appointment.
- Copy/paste options are also available for “block” type appointments.

To delete an appointment:
1. On the Schedule for Today window, select the applicable appointment and click Delete. The Delete Appointment dialog box appears.

Note: In order to delete a checked-in appointment, you must first check out the appointment.

![Delete Appointment dialog box](image)

2. Select the applicable option to specify if this appointment should be considered as Failed, Cancelled, or Neither.
- **Failed** – Select if the client did not show up.
- **Cancelled** – Select if the client called with enough advance notice.
- **Neither** – Select if your practice does not want to track the number of deleted appointments or does not want to display this in the client’s alert.

Note: Appointments classified as Failed or Cancelled will cause an alert to appear when the client is accessed in Cornerstone. To suppress these alerts, deselect the **Cancelled Appointment** and **Failed Appointment** client alerts in Alerts defaults (select Controls > Defaults > Practice and Workstation, and then select Alerts from the menu on the left).
3. If applicable, place a check mark in the **Add this appointment to tickler file** check box to store the appointment information in the Tickler File for future reference or to keep track of deleted appointments. See the “Maintaining the Tickler File” section that follows for more information.

4. Click **OK** to save your changes and return to the schedule.

### Maintaining the Tickler File

Clients are not always able to keep their scheduled appointments. It is possible to track these missed opportunities by adding the appointment to the Tickler File. A missed appointment is placed in the Tickler File if the **Add this appointment to tickler file** check box is selected when deleting an appointment.

Use the Tickler File as a reminder to reschedule appointments for clients. If you reschedule an appointment for a client who is in the Tickler File, a prompt will pop up to ask if you want to use the information from the previous appointment.

**Tip:** Assign a staff member to call these clients once a week about the missed appointments to offer to reschedule.

#### To view Tickler File appointments:

1. On the Schedule for Today window, click **Tickler**. The Tickler File dialog box displays a list of deleted appointments.

   ![Tickler File dialog box](image)

   Tickler File dialog box

2. To permanently remove an appointment from the Tickler File, select the appointment and click **Delete**, and then click **Yes** to confirm your decision to delete the entry from the Tickler File.

3. Click **Close** to return to the schedule.

#### To reschedule an appointment listed in the Tickler File:

1. On the Schedule for Today window, select a time slot and click **Schedule**.

2. Search for and select the client the appointment is being scheduled for in the **Client ID** field.

3. Search for and select the patient the appointment is being scheduled for in the **Patient ID** field. The following message will appear: “This patient is currently listed in the Tickler File. Would you like to use this patient’s appointment information?”

4. Click **Yes**. The information from the previous appointment will be inserted in the appropriate fields.

5. Continue to enter information as needed.

6. Click **OK**. The appointment is removed from the Tickler File window.

#### To print the information in the Tickler File:

1. On the **Reports** menu, select **Find a Report**. The Report Search window appears.

2. In the Reports list, click the plus sign to the left of **Appointment**, and then select the **Tickler Report**.

3. Click **Create report**. The Appointment – Tickler File Report dialog box appears.
4. Enter the sort order and range criteria, and then click **Print** or **Preview**.

The Tickler File displays any deleted appointments that were selected to be added to the Tickler File.

**Finding Available Appointment Times**

You can search for available appointment slots based on the criteria entered in the Appointment Search window. Searches can be performed for specific appointment times based on the practice’s schedule templates.

**To find an available appointment time:**

1. On the Schedule for Today window, click **Find**. The Appointment Search dialog box appears.

2. In the **Search criteria** area, specify information in the applicable fields:
   
   - In the **Room** list, deselect any room you do not want to use for this appointment. To select (or deselect) more than one room, press and hold the CTRL key while clicking on each room.
   
   - In the **Reason for visit** drop-down list, select the general reason for seeing the patient. (Note: Only reasons for visit set up with Appointment Scheduler information will appear in the Appointment Search.)
   
   - In the **Staff** field, select the Staff member to schedule. (Note: To view time slots for a selected staff member, the person must be set up with hours and goals.)
   
   - In the **Units** field, specify the number of time increments for which to schedule the appointment (either 10 or 15 minute increments).
3. In the Date/time range area, specify information in the applicable fields:
   - Select the date range to search in the Date from/To fields. Use the single arrow \( \rightarrow \) to move a month at a time and the double-arrow \( \rightarrow \rightarrow \) to move six months at a time. Click Today to search from the current system date to two weeks in the future.
   - Select the times to search from the Preferred time options, which include:
     - AM only – Search from the opening time through the last time increment before 12:00 PM. For example, if the practice is set up with 10-minute increments, the search will list 11:50 AM as the last time slot to search.
     - PM only – Search from 12:00 pm through the practice’s closing time.
     - Specific range – Search based on the times entered in the Time from/To fields.

4. In the Day of week area, select the check box for each day of the week to search.

5. Click Search. The Results for Appointment Search dialog box will display a list of available appointment times based on criteria entered.

**Example:**
A client needs an appointment within the next two weeks on Wednesday or Thursday around noon to have her poodle groomed. The search criteria might look like this:

![Appointment Search example](image)

**Locating a Client’s Appointment**

**To locate a client’s appointment:**


![Locate Appointment dialog box](image)
2. In the **Client ID** field, enter the client ID by either typing the ID or pressing F2 to search for and select the client from the Client List. All appointments scheduled for this client appear.

3. Select an appointment and click **Go To**. The daily schedule for the selected appointment day opens.

4. To view appointments scheduled for another patient, click **Cancel** to clear the information and enter another **Client ID**, or click **Close** to return to the Schedule for Today window.

**Checking in a Patient from the Appointment Scheduler**

When you use the Appointment Scheduler to check a patient into your hospital, the appointment information (including client, patient, reason for visit, staff and room) will display as defaults in the Patient Check-in/out window. If there is an appointment note, it will appear in the **Additional Note** field.

**To check in a patient from the Appointment Scheduler:**

1. On the Schedule for Today window, select the patient’s appointment.

2. Highlight the appointment and click **Check In**. The Patient Check-in/out window will open with the appointment information displayed as defaults.

3. Correct any information and continue to check the patient in as usual.

For more information on checking in patients, see “Checking Patients into Your Practice” on page 120.

**Blocking Unavailable Appointment Times**

You can block time slots to prevent appointments from being scheduled during times when staff members are unavailable.

An appointment time block can also be set up to be a recurring (repeating) time block. This feature saves time by allowing you to make regular adjustments to your schedule at one time. For example, if a provider will be unavailable every Thursday from 3:00 p.m. to 4:00 p.m. for the next eight weeks, you can block off this time on the Schedule for Today and set it up to be a recurring block for eight weeks.

**To block unavailable time slots:**

1. On the Schedule for Today window, select the time slot to block. If you want to block an extended period of time, select the first time slot in the period to block.

2. Click **Block**. The Block Appointment dialog box appears.
3. In the **Time Units** field, enter the number of time units to block. The **From** and **To** fields will adjust accordingly.

4. Select which room the blocked time affects from the **For** drop-down list, if applicable.

5. In the **Notes** field, enter any notes about this blocked time.

6. To set up a recurring block, do the following:
   a. Make sure that an individual room is selected in the **For** drop-down list. Recurring blocks can be set up for an individual room only, not for (All Rooms in Suite).
   b. Select the **Recurring block** check box.
   c. Indicate whether it is a Daily, Weekly or Monthly block by selecting the appropriate option.
      - **Daily** – Indicate how often the block should occur in terms of days by doing one of the following:
        o Choose the **Every __ day(s)** option and enter the days for which staff wants the block to recur. For example, if the block should be scheduled for every other day, type **2** in the field provided.
        o Choose the **Every weekday** option to have the block recur every day for one or more weeks.
      - **Weekly** – Indicate how often the block should occur in terms of weeks by doing the following:
        o In the **Recur every __ week(s) on** field, indicate the recurring block and then select the appropriate check box to specify which day of the week to start the recurrence. For example, to have a block recur once every two weeks on Friday, type **2** in the field and then select the **Friday** check box.
Chapter 6: Using the Appointment Scheduler

- **Monthly** – Indicate how often the block should recur in terms of months by doing the following:
  - Specify settings for the recurring block by selecting the week of the month, the day of the week, and the monthly frequency. For example, to have a reservation recur on Tuesdays during the last week every other month, you would specify: The **last Tuesday** of every **2** month(s).

d. Select one of the following:
  - If there are a certain number of occurrences, select the **End after** option and enter the number of occurrences.
  - If the occurrences should end after a certain date, select the **End by** option and specify the date.

  **Note:** To change recurring block options (time, occurrence, etc.), you must delete the entire block and set up a new recurring block.

7. Click **OK** to save your changes.

**To delete a block:**
1. Right-click on the block that you want to delete and from the pop-up list, select **Delete**.
2. If you are deleting a nonrecurring block, a message appears to confirm the deletion. Click **Yes**.
3. If you are deleting a recurring block, a **Confirm Delete** message appears. Do one of the following:
   - To delete only the selected occurrence, select **Delete this one** and click **OK**.
   - To delete all the occurrences of the block, select **Delete all occurrences** and click **OK**.

**Creating a Note for Staff**

Additional appointment information about the daily schedule can be stored using the Notes feature.

**Note:** Do not confuse these daily schedule notes with notes about specific appointments that are entered in the New Appointment dialog box. See “Scheduling and Managing Appointments” beginning on page 104.

**Tip:** Make a habit of checking the **Notes** button every time you open the schedule. If a note for the date exists, the button text will be bold, followed by ellipses ("..."). Click **Notes** to view the notes. Use the notes on the Schedule for Today window to enter anything that deviates from your normal scheduling procedure to communicate this information throughout your practice. (For example, if a doctor will be on vacation, you can enter a note to change the template to be used for scheduling on that day.)

**To enter a Daily Appointment Note:**
1. On the Schedule for Today, click **Notes**. The Appointment Notes dialog box opens and displays any schedule notes from the current date to the future.
Chapter 6: Using the Appointment Scheduler

Appointment Notes dialog box

2. Click **New**.
3. In the **Date** field, type a new date or press F2 to select a date using the calendar.
4. In the **Note** field, enter the note information.
5. Click **OK**.

**To modify an Appointment Note:**
1. On the Schedule for Today, click **Notes**. The Appointment Notes dialog box opens and displays all schedule notes from the newest date to the oldest.
2. In the Appointment Notes list, select the note to change and click **Update** (or double-click the note).
3. Modify the date or note text.
4. Click **OK**.

**To delete an Appointment Note:**
1. On the Schedule for Today, click **Notes**. The Appointment Notes dialog box opens and displays all schedule notes from the newest date to the oldest.
2. Select the note to delete and click **Delete**. A message will appear asking you to confirm your decision.
3. Click **Yes**.

**Printing the Daily Schedule of Appointments**
Appointment Scheduler lets you print the daily schedule or a detailed report of the appointments for the day. The printed schedule displays the same appointment information as the online schedule, but for **all** rooms.

**To print the Schedule for Today:**
1. Open the Schedule for Today to the date you want to print.
2. Click **Print**. The printer selected in **Printer Setup** (on the **File** menu) prints the schedule.

**Note:** For a detailed report, print the Appointment Report. For more information about this report, see “Appointment Report” on page 117.

**Viewing the Weekly Schedule**
The Schedule for Week window shows a condensed version of your daily schedule. You can schedule new appointments, but you cannot update scheduled appointment information from the Schedule for Week window.
To open the Schedule for Week window:

- Do one of the following:
  - On the Schedule for Today window, click **Weekly**.
  - On the **Activities** menu, select **Appointment Scheduler > Schedule for Week**.

The Schedule for Week window displays the schedule for the current week.

![Schedule for Week window](image)

### Schedule for Week Display Options

You can specify the information to display using the options available across the top of the Schedule for Week window.

- **Week** – To select the week to display, do one of the following:
  - Use the single arrows to move the schedule forward or backward one week.
  - Use the double arrows to move the schedule forward or backward one month.
  - Press F2 to select a week using the calendar.

- **Show** – Select the staff member schedule to display. You can display all staff or one staff member at a time.

- **Suite** – Select the appointment suite to display.

- **Legend** – Click the **Legend** button to display the letter and number code descriptions.

![Schedule for Week Legend](image)

### To schedule a new appointment from the weekly schedule:

- Double-click in an empty time slot (or select a time slot and click **Schedule**).
Chapter 6: Using the Appointment Scheduler

Purging Old Appointments

Obsolete records can be deleted to help maintain adequate disk storage space on your computer. Removing old appointments also makes your searches faster.

IMPORTANT: Before deleting any records, we strongly recommend making a backup of your database.

To delete old appointment records:

Note: Before purging any records, close all open windows must be closed. For network environments, we recommend shutting down Cornerstone and all other program modules on workstations and then performing purge activities from the server.


2. Select the Staff and Room records to search for from the drop-down lists.

3. In the Dates to search area, use the From and To date fields to specify a date range of appointment records to purge. Press F2 in a date field to select a date using the calendar.

4. In the Preferred time area, specify AM only, PM only, or a specific range (enter range in From and To).

5. In the Day of week area, clear the check box for any day that you do not want included in the purge (days with checked boxes will be purged).

6. Click OK. A message appears stating the number of appointments to be deleted. Confirm that you want these records deleted.

7. Click OK to purge these records from the database.

Appointment Scheduler Reports

Use Appointment Scheduler reports to view detailed information for appointments scheduled or added to a Tickler File. Reports can also be used to view information about the setup of the Appointment Scheduler feature.

Tip: If future appointments do not print, verify that the correct number of months is entered in the Invoice print area’s Number of months to print appointments for field in Invoice defaults. To view this field, on the Controls menu, select Defaults > Practice and Workstation, and then select Invoice in the navigation pane on the left.

To access the Appointment Scheduler reports:

2. In the Reports list, click the plus sign to the left of **Appointment** to expand the list of Appointment Scheduler reports.

**Appointment Report**
Print the Appointment Report to see the complete details of your scheduled appointments.

**Appointment Report - Summary**
Print the Appointment Report - Summary to see a summary of the appointments scheduled for a particular day.
Chapter 6: Using the Appointment Scheduler

Practice and Staff Hours Report
Print the Practice and Staff Hours Report to see the practice and staff member(s) schedules.

Scheduled vs. Goal Report
Print the Scheduled vs. Goal Report to see the staff revenue goals and the dollar amount scheduled for each room.
Tickler Report

Print the Tickler Report to view deleted appointments that were added to the Tickler file.

Tickler Report
By Client ID

CANCELLED

<table>
<thead>
<tr>
<th>Client ID</th>
<th>Name</th>
<th>Phone</th>
<th>Work</th>
<th>Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>1003</td>
<td>Alex and Miranda Sanders</td>
<td>(719) 333-1234</td>
<td>(719) 333-1235</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Date: 02/09/2023
Event: 10:00 AM
Reason: Vaccination
Apt. Amount: $25.00

Total Canceled Appointments for Alex and Miranda Sanders: 1
Chapter 7: Patient Check-In and Check-Out

Checking Patients into Your Practice

You can check patients into your practice either as patients arrive (to maintain an accurate picture of your practice’s activity) or at the beginning of the day (to anticipate the day’s events).

When you check a patient into the practice, Cornerstone software:

- Adds the patient to the Census List
- Gathers basic patient and client information, such as client ID, client name, patient name and patient ID
- Gathers information for the Check-In Report (which Cornerstone prompts you to print after checking a patient in)

Before You Begin

- Set up your Check-in defaults (Controls > Defaults > Practice and Workstation > select Check-in from the menu on the left).
- Set up your Check-in Print Options defaults (Controls > Defaults > Practice and Workstation > , select Check-in > Check-in Print Options from the menu on the left).
- Set up the reasons for visit that your practice uses (Controls > Reason for Visit).
- Set up the rooms your practice uses (Lists > Room).
- Set up a record for the patient in Cornerstone (Lists > Patient).

To check a patient into your practice:

1. Do one of the following:
   - On the Census List (F3), select Check-in.
   - On the Patient Clipboard, select the client, and then right-click on the patient’s name in the Patient list and select Check-In.
   - Click the Check-In/Out toolbar button.
   - On the Activities menu, select Check-In/Out.

The Patient Check-in/out window appears.
2. Depending on how you accessed the Patient Check-in/out window, the client and patient information may already be displayed. If not, enter the Client ID and press TAB, and then enter the patient ID and press TAB.

   **Tip:** At any time, you can click the Vital Signs/Weight button to display the weight entry dialog box for the patient. Here you can enter a current weight and, if desired, click the add more Vital signs link to open the full Vital Signs entry and viewing window. Note that the button displays in red/yellow as an alert if at least one vital sign (other than weight and body score) has not been entered for the patient within the past 10 days.

3. Verify that the Staff ID is the staff member who will see this patient. If necessary, type the staff ID or press F2 to search for and select the staff from the Staff List.

4. Under Reason for Visit, select a Primary reason for the patient’s visit. If desired, select a secondary reason from the Secondary drop-down list or type a different secondary reason in the field. (Note that a primary reason must first be specified in order to activate the secondary reason field.)

5. Select the Room where the patient is located or will be assigned.

6. If applicable, select a Ward and enter a Cage name.

7. Select a Status. (The status may be set to <None> until the patient is Ready to go home.)

8. If your practice uses patient referrals and this is a referral recheck visit, select the Referral Recheck check box to keep track of referral sales. (The sales amount from this visit will be included in new referrals’ totals, unless this option is selected.)

9. Specify if this is an Inpatient or Outpatient check-in.

   **Note:** If Inpatient is selected, upon check-in the patient is automatically added to the Whiteboard as a hospitalized patient that is waiting for patient orders to be added.

10. Type any Additional notes you want to print on the Check-In Report.
11. Enter any comments to display as an alert in the Alert notes box. These comments will display when the patient’s record is accessed and are not part of the patient’s permanent history. They will be deleted when the patient is checked out.

12. In the Documents area, specify any documents to print upon check-in (in addition to the Check-In Report). In the Doc ID field, enter the document ID by either typing the ID or pressing F2 to search for and select a document from the Document Template List.

13. In the Weight entry area, do the following:
   a. Verify the Date to associate with this weight entry (defaults to today’s date) and change if necessary.
   b. In the Weight field, enter the patient’s current weight.
   c. Verify the Unit of measure and, if necessary, select a different unit of measure from the drop-down list.
   d. If the Body Score vital sign has been activated in your practice’s Vital Sign List (select Lists > Vital Signs/Weight), the Body score field is available. If the patient’s body score is known at this time, you can select the applicable value/description from the drop-down list.

14. The Check-in Date and Time default to the current date and time. Change the date and time, if necessary.

15. Click Check-in to check the patient into the practice.

16. Depending on your Check-in Print Options default settings, a Check-In Report may print automatically or a message box may display, asking you to print a Check-In Report. Click Yes if you want to print the Check-In Report.

💡 You can reprint a Check-In Report for a patient at any time. This report prints information based on your check-in defaults.

**To print a personalized travel sheet when you check in a patient:**

1. On the Patient Check-in/out window, enter all check-in information as usual, and then click the Travel Sheet button. The Travel Sheet Print dialog box appears.

   **Note:** You can access the Travel Sheet Print dialog box without checking in the patient by selecting Lists > Travel Sheets and clicking Print.
2. From the **Travel Sheet Description** list, select the travel sheet(s) to personalize.

3. If desired, in the **Enter travel sheet heading** field, enter a personalized heading for the travel sheet.

4. In the **Include client/patient heading box** field, select **Yes** to include client and patient information, such as patient’s age, weight, sex, the reason for visit and client address, on the travel sheet. Select **No** if you do not want to include this information.

5. If the client is not selected, in the **Client** field, enter the client ID by either typing the ID or pressing F2 to search for and select the client from the Client List.

6. If the patient is not selected, in the **Patient** field, enter the patient ID by either typing the ID or pressing F2 to select the patient from a list of the client’s pets.

7. In the **Select types of items to print** field, deselect any item type you do not want to include on the travel sheet.

8. In the **Include prices on travel sheet** field, choose whether or not to print prices on the travel sheet.

9. By default, travel sheets include blank lines so that staff can include notes and additional services on the travel sheet. If you do not want to include these lines select **No** in the **Leave additional services and notes** field.

10. Specify the **Number of copies** to print.

11. Click **Preview** if you want to view the travel sheet before printing.

12. Do one of the following:
   - Click **Print** to print the travel sheet to the assigned printer and exit.
   - Click **Close** to exit without printing.
**Chapter 7: Patient Check-In and Check-Out**

*Updating Check-In Information*

After a patient has been checked in, you may want to change the patient’s check-in information or update the room. You can update the check-in information and print an updated Check-In Report.

**To open the Patient Check-In/Out window:**

There are several ways to open the Patient Check-In/Out window:

- From the Census List (F3), select the client/patient and click **Check-In**.
- On the Patient Clipboard, select the client, and then right-click on the patient’s name in the **Patient list** and select **Check-In**.
- Click the **Check-In/Out** toolbar button.
- On the **Activities** menu, select **Check-In/Out**.

**To update a patient’s check-in information:**

1. Open the Patient Check-In/Out window and locate the client and patient.
2. Change the **Reason for Visit**, **Staff ID**, **Room**, **Additional Notes**, **Check In Date/Time** or **Check Out Date/Time**.
3. Click **Update**. A message box appears asking you to print a Check-In Report.
4. Click **Yes** if you want to print the Check-In Report.

You can reprint a **Check-In Report** for a patient at any time. This report prints information based on your check-in defaults.

**Checking Patients Out of Your Practice**

When you check a patient out of your practice, the patient is removed from the Census List. You can automatically check patients out when you post an invoice.

**To check a patient out of your practice:**

- Do one of the following:
  - On the Census List (F3), select the patient and click **Check-out**.
  - When you post an invoice for the patient, in the Post Invoice dialog box, click the **Check-out patients** check box.
  - On the Patient Check-In/Out window, with the checked-in patient’s information displayed, click **Check-out**.

**Next Appointment Reminders**

When you post an invoice, Cornerstone displays the next appointment reminder for each patient who is on the invoice. If there’s more than one reminder for a patient, Cornerstone displays the earliest one. If a reminder is overdue, it will still appear.

For more information about setting up appointment reminders, see the **Appointment Scheduler Defaults** section of “Chapter 4: Setting Practice Workstation and Defaults” in the **Cornerstone Administrator’s Manual**.
These reminders include letter reminders that you can currently view in Cornerstone. If you set up the feature to only display reminders for certain invoice items, Cornerstone will display only those reminders.

If you schedule an appointment using the reminder, that appointment will be printed on the invoice.

**Note:** The Next Appointment Reminder dialog box displays reminders for all of the patients on the invoice, but the automatic scheduling feature takes you to the schedule for only the first patient listed.

**To schedule an appointment using the reminder:**

1. On the Next Appointment Reminder dialog box, select **Yes**. The Appointment Scheduler window appears and displays the schedule for the date the reminder is due. If the reminder is overdue, the schedule displays tomorrow's schedule.

2. Right-click the time you want and select **Schedule** to begin scheduling the appointment. The Schedule Appointment for the Following dialog box appears.

3. Click **Yes**. The New Appointment window opens.

4. Fill in appointment information, and click **OK**.

   **Note:** Be sure to check the **Reminders** list, since the patient may have reminders for several services that are due the same day.

**Check-In Reports**

**Before You Begin**

- Check patients into your practice.
- Select the types of information to print on the Check-In Report by setting your Check-in Print Options defaults (Controls > Defaults > Practice and Workstation > select Check-in > Check-in Print Options from the menu on the left).
Check-In Report

The types of information included on the Check-In Report depend on the Information to print options you have selected for your Check-in Print Options defaults. See “Chapter 4: Setting Practice and Workstation Defaults” in the Cornerstone Administrator’s Manual for information on setting the Check-in Print Options defaults.

Check-in Print Options defaults

To print a Check-In Report at any time, follow the steps to update a patient’s check-in information. If you don’t need to update any of the information, click Update immediately. See “Updating Check-In Information” on page 124 for more information.
Chapter 8: Using the Census List

Overview

The Patient Check-in, Check-out and Census List windows allow you to track the patients currently at your practice or expected to arrive. This helps you prepare and schedule your day.

The Census List details all of the patients currently checked into your practice, as well as the staff member assigned to see them, the room they are located in and the reason for their visit.

To open the Census List:

To open the Census List, press F3 anywhere in Cornerstone (or select Lists > Census).

To track patients checked into (or out of) your practice, print the Census Report and Checked-in Census Report. See “Patient Information Reports” on page 73 for information.

Viewing the Census List

To view all of the patients currently checked into your practice, use the Census List. The Census List displays client and patient names and IDs, check-in dates and times, staff member IDs, where the patients are located (room) and why the patient is in the practice (reason for visit). In addition, the Census List displays how many patients have checked into and out of the practice for the day, how many patients are in the hospital and how many patients are scheduled for the day. An icon displays if the patient has invoice items on the Patient Visit List.

To change the way information appears in the Census List:

You can choose how information displays on the Census List. The Practice, View, Staff, Suite, Rooms and Sort by fields have drop-down lists that provide options for viewing Census information. For example, you can choose whether you want to include information for all staff members or for a single provider.

- The Practice drop-down list is available for those practices with Multi-Location/Single Database enabled. Using the color-coded Practice drop-down list, select a practice to display Census List information only for that practice (an All Practices option is also available). By default, it preselects the currently logged in practice.
• Using the **View** drop-down list, choose **Scheduled Appointments** to view patients with scheduled appointments. You can also choose **Boarding & Grooming** to view patients with boarding and grooming appointments (*Boarding and Grooming module only*) or **Patients in Hospital** to view all patients currently in your practice.

• Using the **Staff** drop-down list, view patients assigned to any staff member (all staff) or to a specific staff member.

• Using the **Suite** drop-down list, view patients in specific suites of your practice. The default suite will display for the logged-in staff member.

• Using the **Rooms** drop-down list, view patients in all of your rooms or in one particular room.

• Using the **Sort By** drop-down list, sort the information by Client Name, Date/Time, Patient Name, Room, Staff or Visit Type.

• Use the scroll bar at the bottom of the dialog box to view additional information.

**Note:** Periodically, click the **Refresh** button to access the most up-to-date Census information.

**To transfer client and patient information from the Census List to an invoice or estimate:**
From the Census List, you can select a client and patient to transfer to an invoice or estimate that requires a patient ID or client ID. Use this feature to quickly start an invoice, estimate, prescription label, Patient Visit List or other item. The instructions below use the invoice as an example.

1. Open a new invoice or estimate and then press F3 to open the Census List.
2. Select the client and patient to use in the invoice (or estimate) and click **Select**. Cornerstone transfers the client and patient information to the invoice.
3. Continue invoicing as usual.
Chapter 9: Using the Patient Visit List

Overview

The Patient Visit List (PVL) serves as a patient’s storage area in the IDEXX Cornerstone* Practice Management System. The Patient Visit List holds invoice items and other information that you may want to transfer later to an invoice or to the patient’s history.

Through the Patient Visit List, you can:

- Indicate items you have recommended to clients
- Indicate accepted items
- Transfer performed items to the invoice
- Indicate recommended items that a client declines
- Transfer declined items to the patient’s medical file
- Add comments to each item
- View items transferred from finalized estimates
- Hold prescription items and transfer client/patient information from the prescription to the invoice

About the Patient Visit List Window
**Patient Information Area**

The *Patient information* area displays the patient’s ID, name, age, weight, and body score (if activated), breed and sex.

To enter a current weight and/or add other vital sign entries as appropriate for the patient, click the Vital Signs/Weight button. See “Chapter 16: Recording Vital Signs/Weight Information” beginning on page 229 for information on entering vital signs.

**Note:** The button displays in red/yellow as an alert if at least one vital sign (other than weight and body score) has not been entered for the patient within the past 10 days.

**Owner Information Area**

The *Owner information* area displays the primary owner along with the associated client balance and account information. If there is more than one owner, you can select a different owner from the Owner drop-down list, if needed. The default taxes and discounts applied to invoice items on the Patient Visit List are based on the selected owner.

**Item Source Column**

For items that Cornerstone transfers to the Patient Visit List from another source, the *Item Source* column displays an icon to indicate the transfer source.

<table>
<thead>
<tr>
<th>This icon:</th>
<th>Indicates the item was transferred from:</th>
</tr>
</thead>
<tbody>
<tr>
<td>📅</td>
<td>Appointment</td>
</tr>
<tr>
<td>🏡</td>
<td>Boarding reservation (<em>Boarding and Grooming module only</em>)</td>
</tr>
<tr>
<td>📦</td>
<td>Correspondence document</td>
</tr>
<tr>
<td>📊</td>
<td>Estimate</td>
</tr>
<tr>
<td>📷</td>
<td>Image request (<em>IDEXX SmartLink Digital Imaging module only</em>)</td>
</tr>
<tr>
<td>🧪</td>
<td>Laboratory request (<em>Laboratory module only</em>)</td>
</tr>
<tr>
<td>🇺🇸</td>
<td>Medical note</td>
</tr>
<tr>
<td>📊</td>
<td>Patient Advisor exam (<em>Patient Advisor module only</em>)</td>
</tr>
<tr>
<td>📆</td>
<td>Prescription</td>
</tr>
<tr>
<td>📚</td>
<td>Whiteboard</td>
</tr>
</tbody>
</table>

**Tip:** You can right-click an icon to display a Calculated Price box to view a breakdown of the item’s pricing.
**Item Status Column**

Using the status buttons located to the immediate left of each item ID, staff members can indicate information they have communicated to the client (and the client’s response).

<table>
<thead>
<tr>
<th>This button:</th>
<th>Indicates this item status:</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Recommended</td>
<td>Default status when an item or service is added to the PVL</td>
</tr>
<tr>
<td></td>
<td>Accepted</td>
<td>Client wants to purchase the item or service</td>
</tr>
<tr>
<td></td>
<td>Performed</td>
<td>Item is dispensed or the service is performed</td>
</tr>
<tr>
<td></td>
<td>Declined</td>
<td>Client does not want to purchase the item or service</td>
</tr>
<tr>
<td></td>
<td>Declined to history</td>
<td>Client does not want to purchase the item or service; information about the declined item is saved to the patient’s history</td>
</tr>
</tbody>
</table>

**Note:** You can also right-click on an item’s status button and then select a new status from the menu.

**Automatic Status Changes**

- **Estimate items** – The Add invoice items to PVL setting in Estimate defaults determines if invoice items from a finalized estimate are transferred to the Patient Visit List (PVL). If the estimate invoice items are transferred to the PVL, their status is automatically changed to Accepted, and the date for the line item on the PVL is updated to the current date.

- **Checked-in appointment items** – Invoice items are transferred from appointments to the PVL only when the patient is checked into the practice. When appointment items are transferred to the PVL, their status is automatically changed to Accepted.

- **Laboratory or boarding items** – When laboratory or boarding invoice items are transferred to the PVL, their status is automatically changed to Performed.

**Line Item Entry Grid**

The Patient Visit List line item entry grid includes the following columns/fields:

<table>
<thead>
<tr>
<th>Column/Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item ID</td>
<td>Enter an invoice item ID by either typing the ID or pressing F2 (or double-clicking) to search for and select the item from the Invoice Item List. To delete an item from the grid, click in the item’s Item ID field and press CTRL+D. If any duplicate items are entered in the grid, these line items display in dark red. In addition, if the Display duplicate items warning check box is selected in Invoice defaults, a “Duplicate items exist” message displays when the patient’s PVL is opened or when the items are transferred to an invoice.</td>
</tr>
<tr>
<td>Description</td>
<td>The invoice item’s Hospital description is displayed. Note: If the item was flagged as a Miscellaneous item on the Invoice Item Information window’s Info tab, you are allowed to make changes to the description when adding the item to the grid.</td>
</tr>
<tr>
<td>Qty (Quantity)</td>
<td>The quantity of the item; default quantity is 1.</td>
</tr>
<tr>
<td>Column/Field</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td>The price of the item, based on the quantity specified. For invoice items transferred from an estimate, the Low price or High price may display, depending on the setting specified in the <em>Transfer to patient visit list when finalized</em> area in Estimate defaults.</td>
</tr>
<tr>
<td><strong>Disc (Discount)</strong></td>
<td>When you previously set up your invoice items, you had the option of linking certain discounts to individual invoice items on the Invoice Item Information window’s <em>Tax/Disc</em> tab. If you invoice a client who is set up to receive the discount associated with the item, Cornerstone automatically applies the discount, and the button in the <em>Discount</em> column displays <em>Yes</em>. To add or remove a discount on an invoice item, click the <em>Yes</em> or <em>No</em> button in its line item row. See “Applying Discounts to Specific Invoice Items” on page 187 for information on invoice item discounts.</td>
</tr>
<tr>
<td><strong>Tax</strong></td>
<td>When you previously set up your invoice items, you had the option of linking certain taxes to individual invoice items on the Invoice Item Information window’s <em>Tax/Disc</em> tab. If you invoice a client for one of these items, Cornerstone automatically applies the tax and the button in the <em>Tax</em> column displays <em>Yes</em> (except when the client has been marked as tax exempt). To add or remove a tax on an invoice item, click the <em>Yes</em> or <em>No</em> button in its line item row. See “Applying Taxes to Specific Invoice Items” on page 188 for information on invoice item taxes.</td>
</tr>
<tr>
<td>**Item notes **</td>
<td>If you are not displaying blue comment lines on the PVL, the Item notes column is displayed. If there is a note for an item and the blue comment lines are hidden, you can click the item’s notes icon to view the note. See “Displaying Blue Comment Lines on the Grid” on page 133 for information on blue comment line notes.</td>
</tr>
<tr>
<td><strong>Prescription button</strong></td>
<td>Displays the Prescription Information dialog box, which allows you to create a prescription for the invoice item. See “Creating a Prescription” on page 294 for information on creating a prescription.</td>
</tr>
<tr>
<td><strong>Departing Instructions button</strong></td>
<td>Displays the Departing Instructions dialog box, which allows you to specify an item’s departing instructions to print on the invoice. See “Adding Departing Instructions” on page 189 for information.</td>
</tr>
<tr>
<td><strong>Staff</strong></td>
<td>The ID of the staff member to associate with this invoice item; defaults to the staff ID specified in Patient defaults or the staff associated with the item’s transfer source (lab request, medical note, etc.). To change the staff, either type the ID or press F2 to search for and select the staff from the Staff List.</td>
</tr>
<tr>
<td><strong>Ctr (Revenue Center)</strong></td>
<td>The ID of the revenue center to associate with this invoice item. If a default revenue center was specified on the Invoice Item Information window’s <em>Info</em> tab, that revenue center ID displays here. To change the revenue center, either type the ID or press F2 to search for and select a revenue center from the Revenue Center List.</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>The date the invoice item is added to the PVL for the patient; defaults to the current date. To change the date, either type a different date or press F2 to select a date using the calendar.</td>
</tr>
</tbody>
</table>
### Chapter 9: Using the Patient Visit List

<table>
<thead>
<tr>
<th>Column/Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Verify Inventory Details | If an inventory item is marked to track quantity on hand, lot numbers, expiration dates, and/or multiple locations, you may be asked to verify inventory details for this invoice item. For these types of inventory items, one of the following icons will appear in the column to indicate whether or not inventory details are missing:  
低端 | Indicates more inventory information is required.  
高端 | Indicates inventory information is complete; no action is required.  
点击 **Verified** 选项并继续输入库存详情并点击证实框验证详情。  
See “Verifying Inventory Details” on page 191 for more information. |

### Displaying Blue Comment Lines on the Grid

You have the option of displaying a blue comment line below each invoice item row on the PVL. The comment line is used to store comments or notes about an item. Comment line notes are not transferred to the invoice or to patient history, with the exception of items that have been declined to history. If an item is declined to history, the declined item information is saved in the patient’s history, along with any associated blue comment line notes for the item.

The default for displaying or hiding the blue comment line when the PVL is opened is based on the Display blue comment line check box in the Patient visit list area in Invoice defaults. You can also change this setting at any time while viewing the PVL by selecting or clearing the Display blue comment line check box on the Patient Visit List, located in the bottom-left corner of the window.

**Tip:** If there is a comment for an item and the comment lines are hidden, you can click the item’s notes icon to view the comment.

### Options for Transferring Patient Visit List Items to the Invoice

Three item transfer check boxes in the bottom-left corner of the Patient Visit List window indicate which types of items to transfer to the invoice:

- If Include recommended is selected, items marked as Recommended will transfer.
- If Include accepted is selected, items marked as Accepted will transfer.
- If Include performed is selected, items marked as Performed will transfer.

**Note:** Defaults for these check boxes can be set in the Patient visit list area in Invoice defaults.

As you select (or clear) an item transfer check box on the PVL, the adjacent total dollar amount changes to reflect the types of items you’ve included. This is the total dollar amount that will transfer to the invoice.

### To open the Patient Visit List from an invoice:

If items exist on the Patient Visit List for a patient, when the patient is invoiced, one of the following will happen:

- If the Display patient visit message option is selected in Invoice defaults, a message displays to ask if you want to select items from the list. Click Yes to open the Patient Visit List.
- If the Display patient visit message option is not selected in Invoice defaults, the Patient Visit List automatically displays.
In addition, if items exist on the Patient Visit List for a patient, during invoicing you can click the **Special** button at any time and process the **Patient Visit** action to open the Patient Visit List for the patient.

**Patient Visit List Task and Action Buttons (Right Side of Window)**

Use the buttons along the right side of the Patient Visit List window to perform additional tasks and actions.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Perform</strong></td>
<td>Change the item status for all Recommended and/or Accepted invoice items on the PVL to Performed, indicating that you are ready to bill for these items.</td>
</tr>
<tr>
<td><strong>Sort by Date</strong></td>
<td>Sort the items on the PVL in ascending date order.</td>
</tr>
<tr>
<td><strong>Departing</strong></td>
<td>Display the Departing Instructions dialog box to view or modify departing instructions linked to invoice items on this PVL. You can also add or update general instructions to associate with this PVL (vs. associating with a particular invoice item).</td>
</tr>
<tr>
<td><strong>Pharmacy</strong></td>
<td>Access the Pharmacy Formulary <em>(Pharmacy Formulary module only)</em>. See “Using the Pharmacy Formulary” on page 197 for information.</td>
</tr>
<tr>
<td><strong>Special</strong></td>
<td>View and/or process any special actions linked to the invoice items on this PVL. See “Processing Special Actions” on page 192 for information.</td>
</tr>
<tr>
<td><strong>Travel Sheet</strong></td>
<td>Select items to transfer from your practice’s travel sheet. See “Transferring Invoice Items from a Travel Sheet” on page 186 for information.</td>
</tr>
<tr>
<td><strong>Print</strong></td>
<td>Display the patient’s Patient Visit List Report in a preview window. From here you can click <strong>Print</strong> to print the report or click <strong>Save</strong> to save the report data to a file.</td>
</tr>
<tr>
<td><strong>Invoice</strong></td>
<td>Display the Client Invoice window for the current client and patient on the PVL. Depending on the item transfer options selected for this PVL, all applicable invoice items will transfer from the PVL to the invoice.</td>
</tr>
</tbody>
</table>

**Adding Recommended Items to the Patient Visit List**

Recommending items to clients is an important way to provide better pet health care and to generate revenue for your practice. By placing recommended items on the Patient Visit List (PVL) and tracking whether clients accept or decline the recommendation, this important information is available to the rest of the staff.

**Before You Begin**

- Set the **Transfer to patient visit list when finalized** options in Estimate defaults *(Controls > Defaults > Practice and Workstation > select **Estimate** from the menu on the left).*
- Set the **When inventory details need to be verified** option for **Performed PVL items and Saved Invoices** in Inventory defaults *(Controls > Defaults > Practice and Workstation > select **Inventory** from the menu on the left).*
- Set the **Display patient visit message** option and **Patient visit list** options in Invoice defaults *(Controls > Defaults > Practice and Workstation > select **Invoice** from the menu on the left).*
To add recommended items to the Patient Visit List:

1. To open the Patient Visit List for a patient, do one of the following:
   - With the patient’s record open on the Patient Clipboard, in the Patient list area, right-click the patient’s name and select Patient Visit List.
   - Click the Patient Visit List toolbar button.

2. Depending on how you accessed the Patient Visit List, the patient may already be selected. If not, in the ID field, enter the patient ID by either typing the ID or pressing F2 to search for and select the patient from the Patient List.

3. If necessary, select a different owner from the Owner drop-down list.

4. In the next available Item ID field, enter an item ID by either typing the ID or pressing F2 to search for and select the item from the Invoice Item List.
   
   **Tip:** You can also click Travel Sheet to select items from a travel sheet. See “Transferring Invoice Items from a Travel Sheet” on page 186 for information.

   With the item ID entered, one or more dialog boxes may display, depending on the type of item entered and its associated special actions, if any.

5. If necessary, change the Qty for the item.

6. The item pricing is calculated automatically, based on the specified quantity, and is displayed in the Amount field. Change the price, if necessary.

   **Note:** You may not be allowed to change the item’s pricing, based on the Allow change setting for this item on the Invoice Item Information window’s Info tab. If changes are allowed, you may be required to select a price change reason.

7. Complete the remaining fields for the line item as needed. See “Line Item Entry Grid” on page 131 for more information.

8. If necessary, change the status of the item to Accepted, Performed, Declined or Declined to history by clicking the status button to the immediate left of the item ID. See “Item Status Column” on page 131 for more information.

   **Tip:** To quickly change the item status for all Recommended and/or Accepted invoice items on the PVL to Performed, click Perform.

9. To change the order that items appear on the PVL, click in the item’s Item ID field and move the item up or down using the arrow buttons in the bottom-right corner of the window. Items will be transferred to the invoice in this order.

   **Tip:** To quickly sort the items in ascending date order, click Sort by Date.

10. To remove an item from the PVL, click in the item’s Item ID field and press CTRL+D. To delete an item that is part of a group, click in the item’s Qty field and press CTRL+D.

11. As needed, perform additional tasks from the PVL using the buttons on the right side of the window. See “Patient Visit List Task and Action Buttons (Right Side of Window)” on page 134 for more information.

12. When you are finished, click OK to save any changes and close the Patient Visit List.

   When the Patient Visit List is closed, any items marked as Declined are deleted, and any items marked as Declined to history are transferred to patient history.
For a list of all items currently on the Patient Visit List for all patients, print the Patient Visit List By Date Report or the Patient Visit By Type Report (both in the End of Day report group).

**Viewing the Patient Visit List on the Daily Planner**

The Daily Planner’s Patient Visit List tab allows you to view invoice items on the Patient Visit List (PVL) associated with a specific staff member or for all staff. You can also organize the displayed PVL information in staff order or by item classification. Viewing the PVL information by item classification allows you to narrow the list of patients to those that have an invoice item associated with a selected classification.

To access the Patient Visit List for a specific patient, right-click a patient in the list and select Update. To display the Patient Visit List Report for a specific patient, right-click a patient in the list and select Print.

Chapter 10: Using the Electronic Whiteboard

Overview

The Electronic Whiteboard encompasses three windows that work in conjunction to provide you with a comprehensive solution for ordering, processing and tracking patient treatments within the hospital.

- **Patient Orders window** – Used to schedule and manage treatment orders for a patient on the Whiteboard.
- **Whiteboard (main grid) window** – Provides a centralized view of patients’ treatment schedules and statuses and acts as a key entry point to ordering and editing treatments.
- **Patient Treatments window** – Allows you to view and complete treatment orders for a patient on the Whiteboard.

This chapter covers the following tasks to help you get started entering treatment orders and performing other Whiteboard daily usage tasks:

- Add a patient to the Whiteboard
- Schedule patient orders
- Delete, discontinue, or reinstate orders
- View the Whiteboard on a second monitor
- Set the sort order for viewing patients on the Whiteboard
- Set filter options for viewing treatments on the Whiteboard
- Change the date for viewing treatments on the Whiteboard
- Working with patient alerts on the Whiteboard
- Complete a treatment or multiple treatments simultaneously
- Reverse a completed treatment
- Remove a patient from the Whiteboard
- Discharge a patient through invoicing
- Work with Whiteboard reports

Adding a Patient to the Whiteboard

A patient must have a status of Inpatient to be added to the Whiteboard. You can update this status using the Patient Check-in/out window, Patient Clipboard, Census List or Whiteboard window.

**From the Patient Check-in/out window:**

1. Check in the patient as usual.
2. Select the Inpatient option to automatically place the patient on the Whiteboard upon check-in.
Chapter 10: Using the Electronic Whiteboard

Note: Once a patient is checked in as an Inpatient, you cannot change this option to Outpatient.

From the Patient Clipboard:
- Select the client, and then right-click on the patient’s name in the Patient list area and select Electronic Whiteboard > Patient Orders. The patient’s information displays in the Patient Orders window with the Inpatient status selected by default.

From the Census List:
1. Select the patient on the Census List and click Update to display the patient’s information in the Patient Check-in/out window.
2. Select the Inpatient option and click the Check-in button, or, if the patient is already checked in, click the Update button.

From the Whiteboard:
1. In the Patients column, right-click and select Orders for New Patient.
2. Within the Patient Orders window, enter the patient’s ID in the ID field by either typing the ID or pressing F2 to search for and select the patient from the Patient List. The Inpatient status is selected by default.

About the Patient Orders Window
The Patient Orders window is used to schedule and manage treatment orders for a specific patient on the Whiteboard.

To access the Patient Orders window, do one of the following:
- From the Whiteboard, right-click a patient in the Patients column and select Patient Orders (or select Orders for New Patient for a patient who is not already on the Whiteboard).
• From the **Patient Clipboard**, in the *Patient list* area, right-click the patient’s name and select **Electronic Whiteboard > Patient Orders**.

• From the **Activities** menu, select **Electronic Whiteboard > Patient Orders**.

### Patient Order Information Area (Top of Window)

<table>
<thead>
<tr>
<th>Column/Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Patient ID</strong></td>
<td>Indicates which patient’s orders are being scheduled. Depending on how you accessed the Patient Orders window, the patient may already be selected. If not, in the Patient ID field, enter the patient ID by either typing the ID or pressing F2 to search for and select the patient from the Patient List. With the patient ID specified, the patient’s name, client name, client ID, age, weight and body score (if activated), species, breed and sex information displays.</td>
</tr>
</tbody>
</table>
| **Vital Signs/Weight button** | Allows you to access the Vital Signs window to update weight and/or other vital signs for the patient.  
*Note:* The button displays in red/yellow as an alert if at least one vital sign (other than weight and body score) has not been entered for the patient within the past 10 days. |
| **Status**         | Indicates the patient’s standing within the hospital. Options include:  
  • **Inpatient** – patient is currently being treated.  
  • **Ready to go home** – patient’s treatments are completed.  
  • **Discharged** – client has been invoiced and the patient has been checked out of the hospital (or was manually removed from the Whiteboard).  
  • **Any custom status** that has been set up for the hospital.  
*Note:* A custom status will be considered equal to the “Ready to go home” status in Cornerstone only if it contains one of the following keywords: Ready, Home, Pick, Release, or Discharge. |
| **Critical**       | Select this check box if you want to flag a patient as critical and display the Critical icon for the patient on all Electronic Whiteboard windows, the Check-in/out window and the Census List window.  
Patients flagged as critical display at the top of the Patients column on the Whiteboard, regardless of the selected sort order (with the exception of the Treatments for Hour sort orders, where critical patients display at the top only if they have treatments for that hour). |
<p>| <strong>Primary Reason for Visit</strong> | The general type of problem or procedure requiring the patient to be hospitalized (e.g., Dental, Emergency, Surgery).  Depending on the color assigned to this reason during setup (in <strong>Controls &gt; Appointment Scheduler &gt; Reason for Visit</strong>), a color-coded circle appears with the patient information on the Whiteboard and Patient Treatments window to indicate the reason for visit. |</p>
<table>
<thead>
<tr>
<th>Column/Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Secondary Reason for Visit**   | The Secondary reason for visit can be used to indicate the specific problem or procedure requiring the patient to be hospitalized (e.g., Extraction, Vomiting, Spay). If a secondary reason for visit is specified, it displays with the patient information on the Whiteboard and Patient Treatments windows.  
**Note:** A Primary reason must first be specified in order to activate the Secondary field. The secondary reason can then be selected from the predefined drop-down list, or staff can manually enter a different secondary reason. |
| **Admit date/time**              | Indicates when the patient is admitted to the hospital.                                          |
| **Discharge date**               | Indicates when the patient is scheduled to leave the hospital. (Cornerstone adds three days to the Admit date and inserts this date by default.) |
| **Supervising Doctor**           | The doctor who admits the patient and is the overriding decision maker for the case.            |
| **Current Care Doctor**          | The doctor who assumes care of the patient if there is a shift change or if the supervising doctor is unavailable. |
| **Cage**                         | Specific location where the patient will be located while hospitalized.                          |
| **Ward**                         | General location where the patient will be staying while hospitalized.                            |

### Item Transfer Buttons (Right Side of Window)

<table>
<thead>
<tr>
<th>Column/Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PVL</strong></td>
<td>Used to access the Whiteboard Patient Visit List and transfer invoice items to the Patient Orders entry grid. See “Transferring Patient Order Items from the Whiteboard Patient Visit List” on page 145 for information.</td>
</tr>
<tr>
<td><strong>Travel Sheet</strong></td>
<td>Used to transfer invoice items from travel sheets to the Patient Orders entry grid. See “Transferring Invoice Items from a Travel Sheet” on page 186 for information.</td>
</tr>
</tbody>
</table>

### Patient Orders Entry Grid

<table>
<thead>
<tr>
<th>Column/Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hide completed and discontinued treatments</strong></td>
<td>Select this check box if you want to display only uncompleted treatments for the patient.</td>
</tr>
</tbody>
</table>
| **Alerts**                            | If Whiteboard alerts exist for the patient, you can view those alerts from the Patient Orders window.  
If there is more than one alert for the patient, a downward-pointing arrow displays to the right of the Alerts field to indicate there are more alerts to view. Rest the mouse pointer on the displayed alert to view the patient’s full alert list in a pop-up window.  
To open the Whiteboard Alerts dialog box to edit or add to the patient’s alert list, click the blue edit link (located to the right of the Alerts field). |
<table>
<thead>
<tr>
<th>Column/Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Left column for numbering patient treatment orders | To specify the order in which treatments should display on the Whiteboard and Patient Treatments windows, renumber them as needed by changing the numbers in the left column. The order of treatments specified on the Patient Orders window is the order that will be used to display the treatment lines within the patient’s treatment block for each hour on the Whiteboard.  

To renumber a treatment order line, change the number in the left column as desired and then press TAB.  

Note: For group items, you cannot change the order of the individual items until after the patient orders have been saved by clicking OK on the Patient Orders window. You can then reopen the window and reorder the individual items as desired. |
| Item ID | Used to specify the treatments to order for this patient. |
| Quantity | The total number of the invoice item to be charged each time the treatment is completed (can be changed later, if necessary). |
| Billing | For this Patient Orders invoice item, indicates what will appear on the invoice and in patient history, and how often it will appear. Billing options include:  

1 line each time – The item appears on the invoice and in patient history each time the treatment is completed.  

1 line each day – Although a treatment is completed several times during the day, at the end of the day, only one line item appears on the invoice and in patient history, showing the total quantity and price.  

1 line each visit – Regardless of how many times a treatment is completed during the course of the hospital stay, only one line for the entire visit appears on the invoice and in patient history, showing the total quantity and price.  

For example, if a treatment is performed on January 22nd and 23rd, the item appears in history as being performed twice on the 23rd.  

No billing or inventory reduction – The treatment item is not placed on the invoice or in patient history, which means the invoice item is not pulled from inventory and the client is not charged. (If, however, the Save to history option is selected when the treatment is processed, a Whiteboard medical note will be added to the patient’s history for the item.)  

If the No billing... option is selected for an item, the No Billing icon displays in the blue line below the line item as a reminder to staff. This icon also appears on the Patient Treatments window for the order item.  

Note: It is possible to choose any of these billing options for a service item. However, for inventory items, only 1 line each time or No billing or inventory reduction can be selected. |
| Category | Used to indicate the type of care that applies to the treatment order item. Examples include Medication, Diagnostics, Daily Care, Treatments, and any custom category that has been set up for the hospital. |
### Column/Field

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>How often the treatment should be performed. Many commonly used frequencies are provided, including:</td>
</tr>
<tr>
<td><strong>Continuous</strong> – Treatment is continued until the end of the specified duration occurs, the treatment is discontinued, or the patient is checked out. Continuous treatment time blocks display with a light blue background on the Whiteboard.</td>
</tr>
<tr>
<td><strong>Until Completed</strong> – Used when a time for completion cannot be assigned based on the type of action or treatment (e.g., staff needs to obtain a urine sample). When selected, Until Completed will display continuously on the Whiteboard until it is processed once. Then the treatment will be marked Completed at the time staff processes the order.</td>
</tr>
<tr>
<td><strong>One time</strong> – Treatment will be added for the start date and time indicated on the order.</td>
</tr>
<tr>
<td><strong>Every X hours</strong> – Treatment will be added for the start date and time listed on the order and for every number of hours indicated until the discharge date.</td>
</tr>
<tr>
<td><strong>Every X days</strong> – Treatment will be added for the start date and time listed on the order and for every number of days indicated until the discharge date.</td>
</tr>
<tr>
<td>Note</td>
</tr>
<tr>
<td>Used to indicate whether a Whiteboard medical note entry is required when the selected treatment is marked as Completed or Did not perform.</td>
</tr>
<tr>
<td>Vital Signs Prompt</td>
</tr>
<tr>
<td>PRN</td>
</tr>
<tr>
<td>Select the PRN (pro re nata) check box to indicate that the treatment or task is to be completed as needed.</td>
</tr>
<tr>
<td>Dose Now</td>
</tr>
<tr>
<td>Indicates if the dose should start now, before the prescheduled time, or for frequencies such as SID, which is once a day, BID, which is twice a day, TID, which is three times a day or QID, which is four times a day.</td>
</tr>
<tr>
<td>Start Date/Time</td>
</tr>
<tr>
<td>When to start the patient treatment.</td>
</tr>
<tr>
<td>Duration Days/Hrs</td>
</tr>
<tr>
<td>The number of days and/or hours to continue the treatment or action. If a number is not entered, the treatment order remains on the Whiteboard until completed.</td>
</tr>
<tr>
<td>Area</td>
</tr>
<tr>
<td>Indicates where the treatment will be performed. This allows staff to narrow the list of treatments that display on the Whiteboard and Patient Treatments windows to a specific area.</td>
</tr>
<tr>
<td>Staff Class</td>
</tr>
<tr>
<td>Used to indicated which type of staff should perform the treatment.</td>
</tr>
<tr>
<td>Blue line</td>
</tr>
<tr>
<td>Use the blue line below each treatment item to enter any special instructions for the item. These instructions appear on the Patient Treatments window and are saved in the Whiteboard medical notes when the treatment is completed.</td>
</tr>
</tbody>
</table>
Chapter 10: Using the Electronic Whiteboard

Scheduling Patient Orders

The Electronic Whiteboard’s Patient Orders window allows you to add treatment orders for a patient.

To schedule orders for a patient:

1. Add the patient to the Whiteboard (see page 137) and access the Patient Orders window for the patient.

2. If necessary, in the ID field, enter the ID for the patient by typing the ID and pressing TAB, or pressing F2 to search for and select the patient from the Patient List.

3. If necessary, click the Vital Signs/Weight button to record vitals for the patient within the Vital Signs window.

4. In the Status field, select Inpatient. This status is used to check in and place the patient on the Whiteboard.

5. If this is a critical care patient, select the Critical check box to flag a patient as critical and display the Critical icon for the patient on all Electronic Whiteboard windows, the Check-in/out window and the Census List window.

6. Under Reason for visit, click the Primary drop-down list and select a reason to indicate the general type of visit (e.g., Dental, Emergency, Surgery). If desired, in the Secondary field, select or type a secondary reason to provide more detail on the specific problem or procedure (e.g., Extraction, Vomiting, Spay).

7. In the Admit date and time fields, specify when the patient will be admitted to the hospital by either typing the information or pressing F2 in the date field to select it from a calendar and then typing the time. (Cornerstone will insert the current system date and time by default.)

8. In the Discharge field, enter the date the patient is scheduled to be discharged from the hospital.

9. Under Doctor, in the Supervising field, enter the staff ID of the doctor who admits and is the overriding decision-maker for the case by either typing the ID or pressing F2 to search for and select the doctor from the Staff List. In the Current Care field, enter the staff ID of the doctor who assumes care of the patient if there is a shift change or because the supervising doctor is unavailable.

   Note: The supervising doctor and current care doctor can be the same.

10. In the Cage field, type the name of the specific cage the patient will be staying in during hospitalization.

11. From the Ward list, select the general area where the patient will be located.

12. To display only uncompleted treatments for the patient on this window, select the Hide completed and discontinued treatments check box. This option is generally selected if the patient has existing orders.
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13. If Whiteboard alerts exist for the patient, you can view and edit those alerts from the Patient Orders window:
   - If there is more than one alert for the patient, a downward-pointing arrow ▼ displays to the right of the Alerts field to indicate there are more alerts to view. Rest the mouse pointer on the displayed alert to view the patient’s full alert list in a pop-up window.
   - To open the Whiteboard Alerts dialog box to edit or add to the patient’s alert list, click the blue edit link (located to the right of the Alerts field).

14. To add the actual treatment orders for the patient, you have several options. You can transfer items from the Whiteboard Patient Visit List (see page 145), transfer items from travel sheets (see page 186), and/or manually add items within the Patient Orders entry grid (see the following step).

15. To manually add an invoice item, group code, or item from a pick list, do the following:
   a. In the Item ID field, type the invoice item ID and press TAB, or press F2 to search for and select the item from the Invoice Item List.
      **Note:** If there are Whiteboard defaults set up for this item on the Invoice Item Information window’s Whiteboard tab, those default values, change rules and editing permissions settings will be applied for this item’s Patient Orders entry grid fields.
   b. In the Quantity field, if known, type the total number of the invoice item to be charged each time the treatment is completed. This number can be changed when completing the treatment if necessary.
   c. In the Billing field, select the appropriate option for what and how many times a treatment item appears on the invoice and in patient history. If this is an inventory item, only **1 line each time** or **No billing or inventory reduction** can be selected. When a patient order item is set to **No billing...**, the invoice item is not pulled from inventory, and the client is not charged.
      **Note:** If **No billing...** is selected, the No Billing icon displays in the blue line below the line item as a reminder to staff. This icon also appears on the Patient Treatments window for the order item.
   d. In the Category field, select the type of care that applies to this invoice item.
   e. In the Frequency field, select how often the treatment should be performed.
   f. In the Note field, you have the option of choosing to require a medical note be entered when the selected treatment is marked as Completed or Did not perform.
   g. Select the Vital Signs Prompt check box if vital signs need to be recorded when the treatment is completed for this item.
   h. Select the PRN (pro re nata) check box for items that are to be completed as needed.
   i. Select the Dose Now check box for items that should be administered starting immediately for frequencies such as SID for once a day, BID for twice a day, TID for three times a day, or QID for four times a day.
   j. In the Start Date and Time fields, modify the date and time to start the treatment, if necessary. You can specify an on-the-hour time (10 AM, 2 PM, etc.) or an incremental on-the-minute time (10:15 AM, 2:30 PM, etc.).
      **Note:** If you want to enter orders for a treatment needing to be completed every X minutes within a single hour—for example, a Glucose Curve test every 10 minutes—you would need to add a separate treatment order line for each occurrence.
k. In the **Duration Days** and **Hrs** fields, type the number of days and/or hours to continue the treatment, if necessary. If no duration is entered, the treatment orders remain on the Whiteboard until completed.

l. In the **Area** field, select where the treatment will be performed.

m. In the **Staff Class** field, select the type of staff member who should perform the treatment.

n. Repeat steps a-m to schedule additional patient treatment orders, if necessary.

16. If needed, type any special instructions for an item on the blue line below the white invoice item line. These instructions will appear within the Patient Treatments window below the item and in the finalized Whiteboard note.

17. When you have finished entering patient orders, if desired you can rearrange the orders as needed by changing the numbers in the left column. To renumber a treatment order line, change the number in the left column as desired and then press TAB. (The order of treatments specified on the Patient Orders window is the order that will be used to display the treatment lines within the patient’s treatment block for each hour on the Whiteboard.)

**Note:** For group items, you cannot change the order of the individual items until after the patient orders have been saved by clicking **OK** on the Patient Orders window. You can then reopen the window and reorder the individual items as desired.

18. When the patient orders are complete, click **OK**.

**Note:** You may return to the Patient Orders window later to add additional orders if needed. To access the patient orders from the Whiteboard, right-click on the patient in the **Patients** column and select **Patient Orders**.

### Transferring Patient Order Items from the Whiteboard Patient Visit List

When you access the Patient Orders window for a patient, there may already be invoice items on the Patient Visit List that were transferred from other areas of Cornerstone. When scheduling patient treatment orders, you can easily transfer these items from the Whiteboard Patient Visit List.

**WARNING:** Failure to transfer Whiteboard Patient Visit List items to patient orders can result in duplicate charges.

**To transfer items from the Whiteboard Patient Visit List:**

1. On the Patient Orders window, with all *Patient order information* area fields completed for the patient, click the **PVL** button. The Whiteboard Patient Visit List displays invoice items transferred from other areas of Cornerstone.
2. Indicate which items to move to the Patient Orders window by either clicking the Ord check box next to each applicable item or clicking the Select all check box to choose all invoice items not marked as performed and any performed lab requests.

   **Note:** Any item marked as performed, with the exception of the performed lab requests, cannot be transferred.

3. As needed, perform other Whiteboard Patient Visit List tasks or actions using the buttons on the right side of the window:
   - **Perform** – Change the item status for all Recommended and/or Accepted invoice items on the Whiteboard PVL to Performed, indicating that you are ready to bill for these items.
   - **Sort by Date** – Sort the items on the PVL in ascending date order.
   - **Departing** – Display the Departing Instructions dialog box to view or modify departing instructions linked to invoice items on this PVL.
   - **Pharmacy** – Access the Pharmacy Formulary (*Pharmacy Formulary module only*).
   - **Special** – View and/or process any special actions linked to the invoice items on this PVL.
   - **Travel Sheet** – Select items to transfer from your practice’s travel sheet.
   - **Arrow buttons** – Use the ▲ or ▼ arrow buttons to reorder the invoice items.

4. Click the Order button to transfer the selected items and return to the Patient Orders window. Items transferred from the PVL to the patient’s orders are removed from the PVL. These items are rewritten to the PVL when they are marked Completed on the Whiteboard.
Deleting, Discontinuing, or Reinstating Treatment Orders

You can delete, discontinue or reinstate orders listed within the Patient Orders window.

**To delete an order that has not been saved:**

Note: Items on the patient's orders that have been saved cannot be deleted.

1. Within the Patient Orders window, click the line item you want to delete.
2. Press CTRL+D.

**To discontinue a treatment once the order has been saved:**

1. Within the Patient Orders window, right-click the line item and select **Discontinue treatment**. The line item is grayed out.
2. Click **OK** to save the change and return to the previous window.

When viewing the Whiteboard or Patient Treatments window, a gray Discontinue block will appear for an order that was discontinued.

**To reinstate a treatment that has been discontinued:**

1. Within the Patient Orders window, right-click the grayed out line item and select **Restart treatment**.
2. A warning message appears to inform you that restarting this line will reinstate the line as if it was never discontinued and asks if you would like to continue restarting this line. Click the **Yes** button to confirm the treatment should be reinstated.
3. Click **OK** to save the changes and return to the previous window.

When viewing the Whiteboard or Patient Treatments window, a Scheduled block will appear for an order that was reinstated.
**About the Whiteboard Window**

The Whiteboard (main grid) window provides a centralized view of patients’ treatment schedules and statuses and acts as a key entry point to ordering and editing treatments.

**To access the Whiteboard, do one of the following:**

- On the Cornerstone toolbar, click the **Whiteboard** button.
- From the Patient Clipboard, in the **Patient list** area, right-click the patient’s name and select **Electronic Whiteboard > Whiteboard**.
- From the **Activities** menu, select **Electronic Whiteboard > Whiteboard**.

**Sort and Showing Areas (Top of Window)**

<table>
<thead>
<tr>
<th>Column/Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sort</td>
<td>Allows you to sort the <strong>Patients</strong> column by Patient Name, Client Name, Reason for Visit, Check in Date/Time, Doctor, Status or Treatments for Hour.</td>
</tr>
<tr>
<td>Date</td>
<td>Allows you to change the date for treatments displaying in the time slot columns. If the date is yellow, it indicates the date displayed is different than the current system date.</td>
</tr>
<tr>
<td>Go to Now button</td>
<td>Resets the grid to the current hour and day. (The current hour column header displays in bold black text on a yellow background with “Now” appearing to the right of the hour.)</td>
</tr>
<tr>
<td>Showing</td>
<td>Displays all currently selected filters for Practice (Multi-Location/Single Database only), Ward/Loc, Area and Doctor.</td>
</tr>
</tbody>
</table>
Chapter 10: Using the Electronic Whiteboard

<table>
<thead>
<tr>
<th>Column/Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit button</td>
<td>Opens the Whiteboard Filter dialog box where you can set filters to narrow the list of patients on the Whiteboard.</td>
</tr>
<tr>
<td>Show All button</td>
<td>Resets the filter criteria to display all patient treatments within the given timeframe.</td>
</tr>
</tbody>
</table>

Patients Column (Left Side of Window)

<table>
<thead>
<tr>
<th>Column/Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient information blocks</td>
<td>The Patients column displays information for patients staff are currently working with, those ready to go home and, depending on the practice default set, those discharged from the hospital. Each patient information block in the Patients column includes three lines of information that provides important at-a-glance information for staff monitoring patients on the Whiteboard.</td>
</tr>
</tbody>
</table>

**First line**

The color-coded patient name helps to identify the status of the patient or the status of the patient’s treatment orders:

- **Yellow** – Indicates the patient does not have any treatment orders assigned OR is on the Whiteboard past the expected discharge date.
- **Red** – Indicates the patient has overdue treatment orders.
- **Black** – Indicates the patient’s treatments are up to date.

The first line of a patient’s block also includes a color-coded dot that indicates the primary reason for visit. The adjacent bold text that provides the secondary reason. If a secondary reason is not assigned, the primary reason text displays.

**Second line**

The second line of the patient block includes:

- Client last name
- Client ID
- Critical icon (if applicable)
- Patient’s status within the hospital

**Third line**

The third line of the patient block includes:

- Species
- Weight
- Current care doctor
<table>
<thead>
<tr>
<th>Column/Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Patient block pop-up window</strong></td>
<td>To view additional patient information in a pop-up window, rest the mouse pointer on a patient block. The pop-up window displays patient order information pertaining to this visit and includes the pet’s picture (if one is included in the patient record).</td>
</tr>
<tr>
<td><strong>Right-click menu</strong></td>
<td>Right-click in a patient block to display a list of menu options:</td>
</tr>
<tr>
<td>Patient Treatments</td>
<td>Allows you to access the Patient Treatment window and complete or mark a treatment as not performed for the selected patient.</td>
</tr>
<tr>
<td>Patient Orders</td>
<td>Allows you to access the Patient Orders window and add or work with existing treatment orders for the patient.</td>
</tr>
<tr>
<td>Patient Clipboard</td>
<td>Allows you to access the Patient Clipboard for the patient.</td>
</tr>
<tr>
<td>Patient Visit List</td>
<td>Allows you to access the Patient Visit List and work with invoice items that will later be transferred to an invoice or the patient’s history.</td>
</tr>
<tr>
<td>Patient Vital Signs</td>
<td>Allows you to access the Vital Signs window and record vitals for the patient.</td>
</tr>
<tr>
<td>Remove from Whiteboard</td>
<td>Allows you to remove the patient from the Whiteboard without creating and posting an invoice.</td>
</tr>
<tr>
<td>Orders for New Patient</td>
<td>Allows you to access the Patient Orders window and add orders for a patient that is not currently on the Whiteboard.</td>
</tr>
<tr>
<td>Hide Discharged Patients</td>
<td>Select this option if you no longer want to view patients on the Whiteboard that have been discharged.</td>
</tr>
<tr>
<td>View/Print Selected Day</td>
<td>Allow you to print a Patient Treatment Report.</td>
</tr>
<tr>
<td>View/Print Prior 24 Hours</td>
<td>Allows you to print a list of patient treatments for a date or selected date range.</td>
</tr>
<tr>
<td>View/Print Prior 24 Hours</td>
<td>Allows you to print a list of patient treatments from the previous day for patients still checked in.</td>
</tr>
<tr>
<td>Refresh button</td>
<td>Used to update the window to reflect the current information.</td>
</tr>
</tbody>
</table>

**Note:** The number shown in parentheses at the top of the **Patients** column indicates the current number of patients on the Whiteboard (note that any currently selected filters may affect the number shown). Depending on the size and orientation of your monitor, there may be more patients on the Whiteboard than can be displayed vertically in this column at one time. This indication of the total number of patients serves as a reminder that you may need to use the right-side scroll bar to view additional patients at the bottom of the list.

**Whiteboard Grid Hour Columns**
Depending on the option set in Whiteboard defaults, the Whiteboard grid’s hour columns may display for the **current day only or for the current day with 3 hours added for the previous and next days.**

If the **current day with 3 hours...** default is selected for the workstation, blue << Previous and Next >> links will display when you scroll horizontally to the outer limits of the 24 one-hour columns.
You can click the appropriate link to move the grid columns to change the date and display the hours for
the previous day or next day.

**Tip:** Click the **Go to Now** button to the right of the date field to quickly reset the grid to the current hour
and day.

**Treatment Blocks (Displayed in Columns by Hour)**

Patient treatment blocks include detailed information on each treatment scheduled for the time block.
The treatment lines listed within a block are ordered according to the numbering of the invoice items in
the left-most column on the Patient Orders window.

Color coding indicates the status of each treatment line:

- **Green** = Completed (a check mark ✓ also displays next to any completed treatment lines)
- **Bright blue** = Scheduled
- **Light blue** = Continuous
- **Red** = Overdue
- **Gray** = Discontinued or Did not perform

If a treatment’s Start Time was set up to use an incremental (on-the-minute) time (10:15 AM, 2:30 PM,
etc.) on the Patient Orders window, the incremental time will display at the beginning of that individual
treatment line within the block. For example, if a Glucose Curve is scheduled to be performed at 8:30
AM, the patient’s treatment block in the **8 am** column will display :30 **Glucose Curve**.

**Note:** If an incremental time is specified, the treatment line turns red to indicate it is overdue on the
Whiteboard when that specific time passes (not at the end of the hour, as with nonincremental treatment
times).

**Alerts Column (Right Side of Window)**

The **Alerts** column on the Whiteboard window allows you to add, edit and view selected types of patient
alerts.

Depending on your setup, the **Alerts** column may display the following types of alerts (which are
automatically added when a patient is initially placed on the Whiteboard):

- Whiteboard Alert List alerts
- Patient Prompt alerts
- Patient Classification alerts
- Alerts manually entered on the Check-in window
• Alerts manually entered on the Whiteboard

**Note:** After a patient is added to the Whiteboard, changes to patient prompt, patient classification, or check-in alert information will not be reflected and will need to be manually updated on the Whiteboard.

If more than three alerts exist for a patient, a downward-pointing arrow ▼ displays in the block to indicate there are more alerts to view. Rest the mouse pointer on the alert block to view the patient’s full alert list in a pop-up window.

You can click anywhere within a patient’s Alerts block to open the Whiteboard Alerts dialog box to edit or add to the patient’s Alerts list.

**Note:** Alert text displays in red unless it is a Patient Prompt Alert that has been assigned a different color in **Controls > User Defined Prompts.**

**Viewing the Whiteboard on a Second Monitor**

You can run the Whiteboard on a standard workstation monitor and also display it simultaneously on a second monitor (connected to the same workstation) without having to dedicate a second computer. Ideally, the second monitor would be a larger flat-screen monitor turned vertically and mounted on a central wall in the practice for all staff to reference at a glance.

**To display the Whiteboard on a second monitor:**

1. On the menu bar, select **Activities > Electronic Whiteboard > Whiteboard (second monitor).** The Whiteboard displays on the main monitor.

2. Drag the Whiteboard so it displays on the second monitor and click its **Maximize** button in the top right corner of the window.

3. To view another Whiteboard on the main monitor for normal Cornerstone use, from the menu bar select **Activities > Electronic Whiteboard > Whiteboard.** The Whiteboard displays on the main monitor.

When staff right-click and select an option on the second monitor’s Whiteboard, that window will open on the main monitor.

**Setting Filter Options for Viewing Treatments on the Whiteboard**

When viewing patients’ treatments on the Whiteboard, you have several options for selecting filters to narrow the list of patients displayed.

**Note:** The **Showing** area at the top of the Whiteboard window displays all currently selected filters.
To set filters to narrow the list of patients displayed on the Whiteboard:

1. Click the **Edit** button (upper-right corner of the Whiteboard window) to access the Whiteboard Filter dialog box and set the following filters as desired:
   - The **Practice** field (*Multi-Location/Single Database configurations only*) is used to narrow the list of patients to those currently checked in under a specific practice or all practices.
   - The **Ward/Location** field is used to narrow the list of patients to those residing in a specific area of the hospital before and after treatments are performed.
   - The **Areas** field is used to narrow the list of patients to the location where inpatient orders are scheduled to be performed.
   - The **Doctor** field is used to narrow the list of patients to the staff selected as the current care doctor within the Patient Orders window.

2. Click **OK**.

   **Note:** To reset the criteria to display ALL patient orders within the given time frame, click the **Show All** button in the upper-right corner of the Whiteboard window (also available on the Whiteboard Filter dialog box).

### Setting the Sort Order for Viewing Patients on the Whiteboard

When viewing patients’ treatments on the Whiteboard, you can sort the **Patients** column on the left side of the window by:

- Patient Name
- Client Name
- Reason for Visit
- Check in Date/Time
- Doctor
- Status
- Treatments for Hour

**To change the Patients column sort order:**

- On the Whiteboard, select the desired sort order from the **Sort** drop-down list.

**Notes:**

- Patients flagged as critical display at the top of the **Patients** column on the Whiteboard regardless of the selected sort order (with the exception of the Treatments for Hour sort orders, where critical patients display at the top only if they have treatments for that hour).
- The sort order defaults to Patient Name unless a different default sort option has been specified for the workstation in Workstation defaults.

**Tip:** You can right-click in the **Patients** column and select **Hide Discharged Patients** if you no longer want to view patients on the Whiteboard that have been discharged.

### Changing the Date for Viewing Treatments on the Whiteboard

The Whiteboard displays the times that patient treatments are due for the selected date.
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The Whiteboard’s date field (to the right of the Sort drop-down list) indicates which day’s treatments display in the time slot columns. The date defaults to the current system date, but you have several options for quickly changing the displayed date.

**Note:** If the date field is yellow, it indicates the date is different than the current system date.

**To change the date for viewing treatments on the Whiteboard, do any of the following:**

- To quickly reset the time slots grid to the current hour and day, click the Go to Now button.
- To change the date using the date field, type a date or press F2 to search for and select a date from a calendar.
- To move the date backward or forward one day at a time, click the previous and next buttons on either side of the date field.
- If the current day with 3 hours for previous and next days default is selected for the workstation in Whiteboard defaults, blue << Previous and Next >> links display when you scroll horizontally to the outer limits of the 24 one-hour columns. Click the appropriate link to move the grid columns to change the date and to display the hours for the previous day or next day.

**Working with Patient Alerts on the Whiteboard**

**Adding and Editing Whiteboard Alerts**

Using the Whiteboard Alerts dialog box, you can manually enter patient alerts to display on the Electronic Whiteboard windows. You can also change the order of the alerts, remove an alert, and edit a manually entered alert.

**To access the Whiteboard Alerts dialog box:**

- On the Whiteboard (main grid) window, click anywhere within a patient’s Alerts block.
- On the Patient Orders window, click the blue edit link (located to the right of the Alerts field).

**To add a Whiteboard alert:**

If needed, you can manually enter patient alerts to display in a patient’s Alerts column on the Whiteboard.

1. On the Whiteboard Alerts dialog box, type the alert in the text box and click Add.
2. Click OK.

**To edit a manually entered Whiteboard alert:**

1. On the Whiteboard Alerts dialog box, select a manually entered alert in the patient’s Whiteboard alerts list and click Edit.
2. Make changes to the text to display for the alert and click OK.
3. Click OK.

**To reorder Whiteboard alerts:**

The Whiteboard has room to display only three alerts in each patient’s Alerts block, and the Patient Orders and Patient Treatments windows are limited to displaying only one alert. For this reason, you may want to change the order so that the most important alerts are at the top of the list and always visible.

1. On the Whiteboard Alerts dialog box, select an alert in the patient’s Whiteboard alerts list and then click the up or down arrow button as needed to move it within the list.
2. Click OK.
To remove a Whiteboard alert:
1. On the Whiteboard Alerts dialog box, select an alert in the patient’s Whiteboard alerts list and then click Remove.
2. Click OK.

About the Patient Treatments Window
The Patient Treatments window displays orders for a specific patient and allows you to mark each scheduled treatment as Completed or Did not perform.

To access the Patient Treatments window, do one of the following:
- From the Whiteboard, right-click a patient in the Patients column and select Patient Treatments (or double-click within the patient’s information block or in one of their treatment blocks).
- From the Patient Clipboard, in the Patient list area, right-click the patient’s name and select Electronic Whiteboard > Patient Treatments.
- From the Activities menu, select Electronic Whiteboard > Patient Treatments.
### Patient and Orders Information Area (Top of Window)

<table>
<thead>
<tr>
<th>Column/Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient information</td>
<td>The area across the top of the Patient Treatments window displays general information about the patient and client, and information entered within the Patient Orders window.</td>
</tr>
<tr>
<td>Vital Signs/Weight button</td>
<td>Allows you to access the Vital Signs window to update weight and/or other vital signs for the patient.</td>
</tr>
<tr>
<td>Reason for Visit (Primary and Secondary)</td>
<td>If applicable, both the primary and secondary reasons for visit are provided. A colored-coded dot indicates the primary reason for visit and the adjacent text provides the secondary reason. If a secondary reason is not assigned, the primary reason for visit text displays.</td>
</tr>
<tr>
<td>Critical ❤ icon</td>
<td>If the patient has been flagged as critical on the Patient Orders window or during check-in, this icon displays to the right of the reason for visit.</td>
</tr>
<tr>
<td>Admit date/time</td>
<td>Indicates when the patient was admitted to the hospital.</td>
</tr>
<tr>
<td>Discharge date</td>
<td>Indicates when the patient is scheduled to leave the hospital.</td>
</tr>
<tr>
<td>Status</td>
<td>Indicates the patient’s standing within the hospital.</td>
</tr>
<tr>
<td>Supervising Dr</td>
<td>The doctor who admitted the patient and is the overriding decision maker for the case.</td>
</tr>
<tr>
<td>Current Care Dr</td>
<td>The doctor who assumes care of the patient if there is a shift change or if the supervising doctor is unavailable.</td>
</tr>
<tr>
<td>Cage</td>
<td>Specific location where the patient is located while hospitalized.</td>
</tr>
<tr>
<td>Ward</td>
<td>General location where the patient is staying while hospitalized.</td>
</tr>
<tr>
<td>Alerts</td>
<td>If Whiteboard alerts exist for the patient, you can view those alerts from the Patient Treatments window (display below the Cage and Ward information).</td>
</tr>
<tr>
<td></td>
<td>If there is more than one alert for the patient, a downward-pointing arrow displays to the right of the Alerts area to indicate there are more alerts to view. Rest the mouse pointer on the displayed alert to view the patient’s full alert list in a pop-up window.</td>
</tr>
</tbody>
</table>

### Treatment Display Filters (Above the Treatments Grid)

<table>
<thead>
<tr>
<th>Column/Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hide discontinued</td>
<td>Removes any patient order marked as Discontinued from the list of treatments.</td>
</tr>
<tr>
<td>Hide completed</td>
<td>Removes a patient order from the list of treatments if all scheduled times for the treatment have been completed.</td>
</tr>
<tr>
<td>Show only treatments for day</td>
<td>Displays only the treatments for the date listed in the date field.</td>
</tr>
<tr>
<td>Date filter</td>
<td>Indicates the date for which treatments are to display. You can change which date to view by either typing the date, pressing F2 to search for and select the date from a calendar, or using the arrow keys to move the date</td>
</tr>
</tbody>
</table>
### Column/Field | Description
--- | ---
backward or forward one day at a time. If this field is yellow, it indicates the date is different than the current system date.  
Areas filter | Used to narrow the list of treatments to those assigned to be performed in a specific location.  
Staff Classifications filter | Limits the treatments displayed to the specific staff classification assigned to a treatment at the time it is ordered.  
Show All button | Resets the area and staff classification fields to display all.  
Show Vital Signs button | Displays the patient’s vitals on the right side of the window. (Use the Hide Vital Signs button to close the vital signs viewing area.)  
• Use the previous and next buttons to scroll horizontally through the patient’s sets of vital signs, with the most current sets at the far right and the oldest to the far left.  
• View any comments by resting the cursor over any comment boxes that display next to a vital sign.  
• Click the Refresh button to manually refresh the data in the vital signs area at any time. This information is also automatically updated based on the refresh rate set in Whiteboard defaults.

### Treatments Grid

| Column/Field | Description |
--- | ---|
Treatments column | Displays a list of treatments for the patient, organized by category. Items listed at the top of the column in the brown Treatments for [current hour] block indicate treatments that are currently due. The items listed within the brown block on the left correlate with the brown color-coded time on the right.  
A green vertical line appearing to the left of a treatment indicates all scheduled treatments for the item have been completed.  
A red vertical line indicates that one or more instances of the treatment are overdue.  
Hour columns | Indicate when patient treatments are due to be completed.  
Click a time (across the top of the Treatments grid) to bring all treatments due at that time to the top of the list.  
No Billing icon | If an order item’s Billing field was set to No billing or inventory reduction on the Patient Orders window, this icon displays as a reminder in the Treatments column.  
Treatments right-click menu | Right-click in the treatments grid to display a list of menu options.  
Patient Orders – Allows you to access the Patient Orders window and add or work with existing treatment orders for the patient.  
Patient Clipboard – Allows you to access the Patient Clipboard for the patient.
<table>
<thead>
<tr>
<th>Column/Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient Visit List</td>
<td>Allows you to access the Patient Visit List and work with invoice items that will later be transferred to an invoice or the patient’s history.</td>
</tr>
<tr>
<td>Patient Vital Signs</td>
<td>Allows you to access the Vital Signs window and record vitals for the patient.</td>
</tr>
<tr>
<td>Process Selected Treatments</td>
<td>This option is available when multiple treatments are selected on the list to display the completion area at the bottom of the window and indicate whether the treatments were Completed or Not Performed.</td>
</tr>
<tr>
<td>View/Print Selected Day or View/Print Prior 24 Hours</td>
<td>Allow you to print a Patient Treatment Report.</td>
</tr>
<tr>
<td>View/Print Selected Day</td>
<td>Allows you to print a list of patient treatments for a date or selected date range.</td>
</tr>
<tr>
<td>View/Print Prior 24 Hours</td>
<td>Allows you to print a list of patient treatments from the previous day for patients still checked in.</td>
</tr>
<tr>
<td>Refresh</td>
<td>Used to update the information on the Patient Treatments window to display the most current information.</td>
</tr>
</tbody>
</table>

### Completing Scheduled Whiteboard Treatments

When a Whiteboard treatment is performed, it should be marked as Completed on the Patient Treatments window.

Completed treatment items are automatically placed on the Patient Visit List to be invoiced and saved in the patient’s history.

**To complete a treatment (or multiple treatments) on the Patient Treatments window:**

1. To select a single treatment to complete, double-click the treatment block.
2. To select multiple treatments to complete at one time for a patient, select the treatments to process by doing one of the following:
   - To select random treatments on the list, press and hold the CTRL key and select each treatment. With the treatments selected, right-click in the patient treatments area and select **Process Selected Treatments**.
   - To choose a group of consecutive treatments on the list, select the first treatment, press and hold the SHIFT key, and select the last treatment. With the treatments selected, right-click in the patient treatments area and select **Process Selected Treatments**.

**Note:** When multiple treatments are processed at one time, they must all be processed under the same staff member.

A completion area displays at the bottom of the window.

3. In the **Staff ID** field, enter the staff member responsible for the treatment by either typing the staff member’s ID and pressing TAB, or pressing F2 to search for and select the staff member from the Staff List. This staff member will be recorded with the treatment within the patient’s history.
4. Select one of the following options:
   - Select **Completed** if the treatment has been provided for the patient. The charge for a completed treatment item is placed on the Patient Visit List and in the patient’s history, unless it is a nonbillable item.
   - Select **Did not perform** if the treatment was not provided. Any treatment marked **Did not perform** that has a comment entered in the Medical note area will be saved to the patient’s history with the description DNP, the item’s description, and the words "Whiteboard Note."

5. Indicate when the treatment was completed by selecting one of the following:
   - Select **Display using scheduled time** if the treatment was provided during the scheduled time.
   - Select **Display using completed time** if the treatment was provided at a time other than the scheduled time and staff would like to record the actual time it was completed. If this option is selected, type the date and time of completion in the fields provided.

6. In the Medical note area, type any specific details regarding the treatment. This information, along with the providing staff member’s name, appears in patient history. If this is a nonbillable item and staff would like to include information about the treatment in medical history, either enter the information in the Medical note area or select the **Save to history** check box on the right if no notes are required.

7. In the Items area, make changes to any listed invoice items as needed. These indicate the charge or charges that will apply to the treatment if completed.

8. When all the information for this treatment order is filled in, click **OK**.

9. If the order has the Vital Signs Prompt option selected, the Vital Signs window appears.
   a. Enter the patient’s vitals and click **OK**. A Staff Selection dialog box appears.
   b. Select the staff member entering the vital signs and click **OK** to save the information and return to the Vital Signs window.
   c. Click in the upper-right corner to exit and return to the Patient Treatments window.

10. If you selected multiple treatments to be completed, the next selected treatment order appears with the staff ID, time and status filled in. Make any necessary changes to the status, time of completion, medical notes and items, and then click **OK**.

    Once all treatment information has been filled in, the completion area closes.

    The treatments are marked as Completed or DNP (Did Not Perform), charges are transferred to the Patient Visit List and medical notes are recorded.

    **Tip:** To view or print a list of patients’ treatments that are scheduled, completed or not performed, generate a Whiteboard Patient Treatment Report

**Reversing a Completed Treatment**

Patient treatments that have been marked Completed or Did not perform can be reversed using the **Undo** feature on the Patient Treatments window.

**To reverse a completed treatment:**

1. On the Patient Treatments window, double-click the time slot for the Completed or Not performed treatment to undo. A completion area displays at the bottom of the window.

2. Click the **Undo** button on the right. The Undo Treatment dialog box appears.
3. Within the Staff ID field, type the staff ID for the person making this entry and press TAB, or press F2 to search for and select the person’s name from the Staff List.

4. Within the History reason area, type the reason for reversing the treatment’s status. This reason will be appended to the original Whiteboard medical note.

5. Click OK to process the change and return to the Patient Treatment window.
   The treatment is returned to its original status.

Removing a Patient from the Whiteboard
It is possible to remove a patient from the Whiteboard without creating and posting an invoice.

Note: If this removal method is used, staff will still need to complete other applicable client/patient processing tasks, such as invoicing and check out.

To manually remove a patient from the Whiteboard:
1. On the Whiteboard (main grid) window, in the Patients column on the left, right-click the patient’s block and select Remove from Whiteboard.

2. Do one of the following:
   • If the patient does not have any orders, proceed to step 3.
   • If the patient has orders, the Patient Orders window displays. Click the Remove from Whiteboard button.

3. On the Remove Patient from Whiteboard dialog box, if applicable, select a hospital status for the patient in the New status drop-down list.

4. Click OK.

5. You are prompted to confirm the removal of the patient from the Whiteboard. Click Yes.
   The patient is marked as Discharged and may continue to be displayed on the Whiteboard, depending on the length of time set in Whiteboard defaults.

6. If desired, right-click on the list of patients and select Hide Discharged Patients to hide these patients on the Whiteboard.

Discharging a Whiteboard Patient Through Invoicing
You can discharge a patient through the invoicing process, which automatically removes the patient from the Whiteboard.

There are two steps to this process. The first is to change an inpatient’s status to Ready to go home.

The second is to check out the patient through the invoicing process, which will change the patient’s status to Discharged.

To discharge a patient through invoicing:
1. Within the Whiteboard (main grid) window's Patients column, right-click in the patient’s block and select Patient Orders. The Patient Orders window displays information for the patient.

2. From the Patient Orders window Status drop-down list, select Ready to go home.

3. Click OK to save the change and return to the Whiteboard.
   The updated status displays in the patient’s block in the Patients column.
Chapter 10: Using the Electronic Whiteboard

Note: You can also update the status starting from the Census List: Highlight the inpatient that is ready to go home, click the Update button to display the Patient Check-in/out window, select Ready to go home from the Status list, and click the Update button.

4. Create and post an invoice for the client.
5. Once processed, verify the Check-out patients option is selected within the Perform these tasks when posting area of the Post Invoice dialog box.

Once the invoice is posted, the patient’s status will change to Discharged.

Whiteboard Reports

You can access information on patient orders and patient treatments using the Whiteboard Patient Orders Report and the Whiteboard Patient Treatment Report.

Whiteboard Patient Orders Report

The Patient Orders Report can be used to reference general information about treatment orders entered for patients that have been admitted as Inpatients within Cornerstone.

Using the range criteria available for the report, you can generate a list of patient orders based on:

- Selected date or date ranges
- Patient ID
- Attending (supervising) doctor ID
- Current doctor ID
- Changed staff ID (if the original orders have been changed, lists the staff who changed the orders)

### Whiteboard Patient Order Report

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Quantity Billing</th>
<th>Category</th>
<th>Frequency</th>
<th>Notes</th>
<th>PRN</th>
<th>Dose New Start Date and Time</th>
<th>Dur. Days Hrs. Area</th>
<th>Staff Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT</td>
<td>Dental - Corinna</td>
<td>1.00</td>
<td>1 each 9 m</td>
<td>Treatments</td>
<td>One time</td>
<td>Not required</td>
<td>10/3/2009 10:00:00</td>
<td>0 0</td>
<td>0</td>
</tr>
<tr>
<td>PSE</td>
<td>Pre-surgical exam/Frc</td>
<td>1.00</td>
<td>1 each 9 m</td>
<td>Treatments</td>
<td>One time</td>
<td>Not required</td>
<td>10/3/2009 10:00:00</td>
<td>0 0</td>
<td>0</td>
</tr>
<tr>
<td>A</td>
<td>Anesthesia first proc</td>
<td>1.00</td>
<td>1 each 9 m</td>
<td>Treatments</td>
<td>One time</td>
<td>Not required</td>
<td>10/3/2009 10:00:00</td>
<td>0 0</td>
<td>0</td>
</tr>
<tr>
<td>DENTX</td>
<td>Dental X-Rays - Full mouth</td>
<td>1.00</td>
<td>1 each 9 m</td>
<td>Treatments</td>
<td>One time</td>
<td>Not required</td>
<td>10/3/2009 10:00:00</td>
<td>0 0</td>
<td>0</td>
</tr>
<tr>
<td>EXTR</td>
<td>Extraction - 1st molar</td>
<td>1.00</td>
<td>1 each 9 m</td>
<td>Treatments</td>
<td>One time</td>
<td>Not required</td>
<td>10/3/2009 10:00:00</td>
<td>0 0</td>
<td>0</td>
</tr>
<tr>
<td>H30</td>
<td>Hospitalization</td>
<td>1.00</td>
<td>1 each 9 m</td>
<td>Treatments</td>
<td>Every 24 hrs</td>
<td>Not required</td>
<td>10/3/2009 10:00:00</td>
<td>0 0</td>
<td>0</td>
</tr>
<tr>
<td>FLUOR</td>
<td>IV Cath/Cath - Surg</td>
<td>1.00</td>
<td>1 each 9 m</td>
<td>Daily Care</td>
<td>Continuous</td>
<td>Not required</td>
<td>10/3/2009 10:00:00</td>
<td>0 0</td>
<td>0</td>
</tr>
<tr>
<td>MORPH</td>
<td>Morphine Injection</td>
<td>1.00</td>
<td>1 each 9 m</td>
<td>Daily Care</td>
<td>One time</td>
<td>Not required</td>
<td>10/3/2009 10:00:00</td>
<td>0 0</td>
<td>0</td>
</tr>
<tr>
<td>RMB</td>
<td>Rimadyl Injection</td>
<td>1.00</td>
<td>1 each 9 m</td>
<td>Daily Care</td>
<td>One time</td>
<td>Not required</td>
<td>10/3/2009 10:00:00</td>
<td>0 0</td>
<td>0</td>
</tr>
<tr>
<td>TBF</td>
<td>Total Body Function</td>
<td>1.00</td>
<td>1 each 9 m</td>
<td>Diagnostics</td>
<td>Until Complete</td>
<td>Not required</td>
<td>10/3/2009 10:00:00</td>
<td>0 0</td>
<td>0</td>
</tr>
</tbody>
</table>

Note: The Patient Orders Report does not include treatment status (Completed, Scheduled, Did Not Perform). To see the treatment status, generate a Patient Treatment Report.

To generate a Patient Orders Report:

2. In the Reports list, click the plus sign to the left of Patient, and then select Whiteboard Patient Orders Report.
3. Click the Create report button. The Whiteboard Patient Orders Report dialog box appears.
In the **Range** area, enter any desired criteria to view select information on the report. If you do not enter criteria, the report will use the default range, which includes all patient orders for the current date.

Do one of the following:
  - Click **Preview** to view the report in the Reports Preview window.
  - Click **Print** to set print options and print the report.
  - Click **Save As** to specify a file name and type for saving the data to a file.

### Whiteboard Patient Treatment Report

The Patient Treatment report lists scheduled and overdue treatments for selected patients. This report includes blank fields for quantity, time, notes and staff initials. These fields can be filled in as staff provides treatments for patients. Later, using these lists as a reference, the treatments can be completed on the Whiteboard.

There are several ways to access the Patient Treatment Report.

**To access the report from the Whiteboard (main grid) window:**

- In the **Patients** column on the left, right-click in a patient’s information block and select either **View/Print Selected Day** or **View/Print Prior 24 Hours**, depending on the time period you want to view.

**To access the report from the Patient Treatments window:**

- Right-click anywhere within the Treatments grid and select either **View/Print Selected Day** or **View/Print Prior 24 Hours**, depending on the time period you want to view.

**To access the report from the Cornerstone menu bar:**

1. On the **Reports** menu, select **Find a Report**. The Report Search window appears.
2. In the Reports list, click the plus sign to the left of **Patient**, and then select **Whiteboard Patient Treatments Report**.
3. Click the **Create report** button.
To generate a Whiteboard Patient Treatment Report:

1. Use one of the methods above to access the Patient Treatments report. The Whiteboard Reports criteria window appears for the appropriate date range and patient, if applicable.

   ![Whiteboard Reports window]

2. In the Sort drop-down list, select a sort order to indicate how to arrange the information on the report.

3. If you are generating the report for more than one patient and you want to print the treatment orders on separate pages for each patient, select the Page break on patient check box.

4. Depending on how you accessed the report, the Begin Patient ID and End Patient ID fields may already contain the ID of your selected patient. If desired, you can use these fields to specify a range of patients (press F2 in these fields to search for and select a patient from the Patient List), or you can leave these fields blank to print the report for all patients on the Whiteboard.

5. If necessary, use the Begin Date and End Date fields to narrow the report to a specific date or date range.

6. If necessary, use the Begin time and End time fields to narrow the report to a specific time frame.

7. Within the following lists, select the desired criteria to narrow the information included in the report (press and hold CTRL to select random options; press and hold SHIFT to select a group of consecutive options):
   - **Treatment Status** – Used to narrow the report to a specific status of patient treatments.
   - **Patient Status** – Used to narrow the report to patients assigned a selected hospital status.
   - **Current Doctor** – Used to narrow the report to a specific doctor listed as the current care doctor within the patient orders.
   - **Ward Location** – Used to narrow the report to a ward or location within the practice where a patient may be assigned.
   - **Area** – Used to narrow the report to a specific area where treatments are processed.
- **Staff Classification** – Used to narrow the report to a specific type of staff.
- **Category** – Used to narrow the report to a specific type of orders.

8. Click **Preview**. The report will display patient treatments based on the criteria entered within the Whiteboard Reports criteria window.

9. Do one of the following:
   - Click the **Print** button to print the report to a selected printer.
   - Click the **Save** button to save the data from the report to a file.
   - Click **Cancel** to exit the report and return to the Whiteboard Reports criteria window.

10. On the Whiteboard Reports criteria window, click **Close** to exit and return to the previous window.
Overview

Often a client (or potential client) contacts your practice for information on the estimated cost of a procedure before bringing a pet in. Using the Cornerstone* Estimate features, you can estimate the cost to the client.

Using the Estimate features in Cornerstone, you can:

- Place any invoice item (service, inventory, miscellaneous or group) on an estimate
- Estimate prices for your current costs (low price) and anticipate cost increases (through the high price)
- Apply transaction taxes and transaction discounts for each item
- Optionally have clients electronically sign the estimate using a signature capture device or tablet PC
- Specify how long Cornerstone stores unsigned estimates
- Transfer invoice items from a finalized estimate to the Patient Visit List (PVL), where the items are held until transferred to an invoice

Note: Because the estimate information is saved in the Patient Visit List (for the specific patient), you cannot create one estimate for multiple patients.

Before You Begin

- Set up Billing Messages (Controls > Billing Messages).
- Set up Estimate Messages (Controls > Estimate Messages).
- Set up Price Change Reasons (Controls > Price Change Reasons) and specify an Allow change setting for each invoice item on the Invoice Item Information window’s Info tab.
- Set Estimate, Estimate Address and Messages defaults in Practice and Workstation Defaults (Controls > Defaults > Practice and Workstation).
- (Optional) Specify if you want pet pictures to print on estimates in Workstation defaults (Controls > Defaults > Practice and Workstation > select Workstation from the menu on the left).
- (Optional) Enter an Estimate markup for invoice items in the Info tab in Invoice Item Information (Lists > Invoice Item).
- (Optional) Assign the printer where you want estimates to print (File > Printer Assignment > General Reports).

Using Marginal Pricing on Estimates

Cornerstone displays a low price and a high price (marginal pricing) for each item on the estimate. Marginal pricing helps you to provide accurate estimates, even if the price of an item increases between the time the estimate is created and the time the patient visits your practice for the service (the item). The use of marginal pricing on estimates is also a good idea when the price of a procedure can vary depending on what is found once the procedure is started.
Marginal pricing is calculated using the **Estimate markup** percentage specified for each invoice item on the Invoice Information window’s **Information** tab. Cornerstone uses this percentage to calculate the high price on the estimate.

**Applying Discounts to Specific Items on Estimates**

Discounts for specific items work the same way in an estimate as they do in an invoice. If a client is set up to receive a discount (and the invoice item is set up with the discount), Cornerstone automatically applies the discount to the item on the estimate.

If Cornerstone is applying a discount to an item on the Estimate dialog box, the button in the **Disc** (Discount) column displays **Yes**. Click the **Yes** button to view the applied discounts.

**Note:** Cornerstone applies transaction discounts (as explained above) only to the items you specify. The discount is not applied to the entire estimate.

**Before You Begin**

1. Set up the discounts you want to use in your practice (**Controls > Discounts**).
2. Link discounts to individual invoice items on the Invoice Item Information window’s **Tax/Disc** tab.
3. Set up clients to be eligible to receive applicable discounts on the Client Information window’s **A/R Information** tab.

**To apply or remove transaction discounts:**

1. While creating an estimate in the Estimate dialog box, enter the applicable Item ID.
2. In the **Disc** column, click the **Yes** or **No** button in that item’s row. The Transaction Discount dialog box appears. The discounts currently being applied are highlighted.

![Transaction Discounts dialog box](image)

3. In the **Discounts to Apply** list, click to select or deselect a discount, highlighting all discounts you want to apply to the item.

   **Note:** If the client is not set up to receive the discount, a message appears to confirm that you want to apply the discount to this client.

4. Click **OK** to save your changes. Cornerstone applies the highlighted discounts.

**Note:** If an asterisk appears next to a discount, that discount has been modified (in the **Controls** menu) since it was used in this estimate. **To use the updated discount:** Click the modified discount (with the asterisk) and then re-click the discount to apply the updated percentage. Click **OK**.

To print a list of the discounts linked to clients, print a **Client A/R Information Report**. (See “Client A/R Information” on page 49.)
Applying Taxes to Specific Items on Estimates

When you previously set up your invoice items, you had the option of linking certain taxes to individual invoice items. When you invoice a client, Cornerstone automatically applies the linked tax, and the button in the Tax column displays Yes. Click the Yes button to view the applied taxes.

Note: Cornerstone applies transaction taxes (as explained above) only to the items you specify. The tax is not applied to the entire estimate.

Before You Begin

1. Set up the taxes you want to use in your practice (Controls > Taxes).
2. Link taxes to invoice items on the Invoice Item Information window’s Tax/Disc tab.
3. For tax exempt clients, select the Tax exempt check box on the Client Information window’s A/R Information tab. (Taxes are not applied if the invoiced client is marked as tax exempt.)

To apply or remove transaction taxes:

1. While creating an estimate in the Estimate dialog box, enter the applicable Item ID.
2. In the Tax column, click the Yes or No button in that item’s row. The Transaction Taxes dialog box appears. The taxes currently being applied are highlighted.

To print a list that shows clients’ tax statuses, print a Client A/R Information Report. (See “Client A/R Information” on page 49.)

Creating an Estimate

To create an estimate:

1. With the patient’s record open on the Patient Clipboard, in the Patient list area, right-click the patient’s name and select Estimate. The Estimate dialog box appears.

   Tip: For a potential client, use the “cash client” and “cash patient” used by your practice.
2. With the cursor in the Estimate # field, press TAB. (For new estimates, the Estimate # is assigned automatically by Cornerstone when the estimate is saved.)
   - If Cornerstone is currently saving an estimate for the client, the saved estimate displays. To create a new estimate, press CTRL+N in the Estimate # field.
   - If you press F2 in the Estimate # field, a list of any existing estimates will display. An "(F)" displays next to finalized estimates. The Signature icon displays next to estimates that have been electronically signed and finalized.

3. In the Description text box, enter the purpose for the estimate, if applicable. (The description displays on the Estimate List.)

4. In the Item ID field, enter the ID of an invoice item by either typing the ID or pressing F2 to search for and select the item from the Invoice Item List.

5. Press TAB. All applicable default information displays for the line item.
   **Note:** To remove an item from the estimate, click within or highlight the item ID and press CTRL+D.

6. The Qty-Low and Qty-High default to 1 (unless the item is part of a group item). Change the low or high quantity, if applicable.

   Based on the specified quantities, the Low Price and High Price are automatically calculated as follows:
   - The Low Price is calculated as if you were entering the item on a current invoice: (Qty-low x current price for that quantity) + the dispensing fee, if applicable. The minimum price also applies.
   - The High Price is calculated based on the following formula: (Qty-high x high price) + dispensing fee. (The high price is the current price for that quantity marked up according to the Estimate markup percentage set on the Invoice Item Information window’s Info tab.)

7. If necessary, change the price for the item.
Note: You may not be allowed to change the item’s pricing, based on the Allow change setting for this item (on the Invoice Item Information window’s Info tab). If changes are allowed, you may be required to select a price change reason.

8. In the Staff field, type the staff ID or press F2 to search for and select the staff from the Staff List.

9. In the Center field, type the revenue center ID or press F2 to search for and select the revenue center from the Revenue Center List.

10. In the Disc (Discounts) field, click the Yes/No button if you want to add or remove transaction discounts for the item. See “Applying Discounts to Specific Items on Estimates” on page 166 for information.

11. In the Tax field, click the Yes/No button if you want to add or remove taxes for the item. See “Applying Taxes to Specific Items on Estimates” on page 167 for information.

12. In the Date field, the current date displays by default. Change the date associated with this invoice item, if necessary.

13. If you want to transfer items to the estimate from a travel sheet, click Travel Sheet and select the desired items to transfer.

14. When all desired items have been added to the estimate, click OK. The Save Estimate dialog box appears.

15. In the Estimate footer area, the default estimate footer appears. If desired, select a different footer from the Message drop-down list. (Messages available in this drop-down list are set up in Controls > Billing Messages.)

16. If you would like to change the estimate message (or messages) to print on this estimate, click the Messages button to open the Estimate Messages dialog box. Do the following:
   a. To remove a message, click in the ID field of the message you want to delete and press CTRL+D.
   b. To add a message, in the ID field, enter the ID of the estimate message by either typing the ID or pressing F2 to search for and select the message from the Estimate Message List.
   c. If needed, click the Note button to open the message text and make changes or add information.
Chapter 11: Creating Estimates

d. Add additional messages as needed.

e. If desired, click the arrow buttons at the bottom of the dialog box to change the order in which the messages will display on the estimate.

f. If you want the messages selected here to print on a separate page and not on the actual estimate page, click the **Print estimate messages on a separate page** check box.

g. Click **OK** to return to the Save Estimate dialog box.

**Note:** For information on setting up messages, see “Chapter 2: Setting Up Cornerstone Controls” in the **Cornerstone Administrator’s Manual**.

17. If you have set high and low price print option defaults and you want to change them for this estimate, click the **Options** button. The Estimate Options dialog box appears.

![Estimate Options dialog box]

18. Change the estimate options as needed, and click **OK** to return to the Save Estimate dialog box.

19. In the **Perform these tasks when saving** area, you have several options for performing additional estimate tasks. Do one of the following:

   - To preview the estimate before performing additional tasks (save, print, etc.), select the **Preview** option and click **OK**. Proceed to the “Previewing an Estimate and Performing Other Tasks from the Print Preview Window” section below for information.

     **Note:** If the **Use authorized signature option** is selected in Estimate defaults, the **Preview/Signature** option displays in place of the standard **Preview** option. To use an electronic signature on the estimate, proceed to the “Using Electronic Signatures on Estimates” section on page 172.

   - To save the estimate and perform other estimate tasks without previewing, select the **Save and continue** option. Proceed to step 20.

20. If you want to print the estimate after saving, select the **Print estimate** check box and specify the number of **Copies** to print. See “Printing an Estimate” on page 175 for more information.

21. If you want to email the estimate after saving, select the **E-Mail** estimate check box. See “Emailing an Estimate” on page 176 for more information.

22. In the **Save estimate for...** fields, specify the number of days to store the unsigned estimate (up to 999 days), or enter an expiration date for the unsigned estimate. Estimates that have not been electronically signed by the client are deleted during End of Day processing after the specified number of days or on the specified date.

   **Note:** When setting the **Save estimate for...** fields, if you enter the number of days, Cornerstone immediately calculates and displays the corresponding expiration date after you press TAB or click outside of the field. If you specify the date, Cornerstone updates the corresponding number of days after you click **OK** (after the dialog box has closed).
23. If the client has accepted the estimate, select the **Finalize estimate** check box.

   **Note:** Depending on how you have set the **Add invoice items to PVL** setting in Estimate defaults, invoice items on the estimate may move to the Patient Visit List automatically upon finalizing the estimate.

24. Click **OK** to save the estimate and perform any of the selected tasks.

**Previewing an Estimate and Performing Other Tasks from the Print Preview Window**

1. Create an estimate following the steps in the previous “Creating an Estimate” section.

2. On the Save Estimate dialog box, ensure the **Preview** option is selected, and click **OK**. The estimate Print Preview window appears.

![Estimate Print Preview window](image)

   **Note:** The tools available on the estimate Print Preview window vary depending on the type of PDF viewer installed on the workstation.

3. In the **Save unsigned estimate for...** fields, specify the number of days to store the unsigned estimate (up to 999 days), or enter an expiration date for the unsigned estimate. Estimates that have not been electronically signed by the client are deleted during End of Day processing after the specified number of days or on the specified date.

   **Note:** When setting the **Save unsigned estimate for...** fields, if you enter the number of days, Cornerstone immediately calculates and displays the corresponding expiration date after you press **TAB** or click outside of the field. If you specify the date, Cornerstone updates the corresponding number of days after you click **OK** (after the window has closed).

4. If the client has accepted the estimate, select the **Finalize estimate** check box.
Note: Depending on how you have set the Add invoice items to PVL setting in Estimate defaults, invoice items on the estimate may move to the Patient Visit List automatically upon finalizing the estimate.

5. If you want to print the estimate at this time, click the Print button (bottom-left corner of the window) and specify the number of Copies to print. See “Printing an Estimate” on page 175 for more information.

6. If you want to email the estimate at this time, click the Email button (bottom-left corner of the window). See “Emailing an Estimate” on page 176 for more information.

7. When you have finished viewing the estimate and performing other tasks from the Print Preview window, click OK to close the window.

Using Electronic Signatures on Estimates

Cornerstone allows clients to view an on-screen estimate and electronically sign the estimate using a supported signature capture device or tablet PC. Signed estimates are automatically finalized and saved to patient history.

Some benefits of electronically signed estimates:

- Your practice can increase efficiency and save paper with the signature on the actual estimate—no need for scanning paper documents or creating additional correspondence documents.
- With approval to perform services right on the estimate where the actual dollar amounts appear, you can better ensure compliance and move the process forward more quickly.
- A signed estimate provides peace of mind to the client, with all services and costs agreed upon by the practice and client upfront.

Tip: On the Patient Clipboard and estimate-related windows throughout Cornerstone, the Signature icon displays next to estimates that have been electronically signed.

Before You Begin

- Ensure that the Use authorized signature option has been selected in Estimate defaults. Optionally, if you plan to use witness signatures on estimates, select the Use witness signature option in Estimate defaults. To access Estimate defaults, select Controls > Defaults > Practice and Workstation, and then select Estimate from the menu on the left.
- Ensure that a supported signature capture device (or tablet PC) is configured with Cornerstone and connected to the workstation. See “Chapter 1: Getting Started with Cornerstone Setup” in the Cornerstone Administrator’s Manual for information on setting up a signature capture device for use with Cornerstone.

To finalize an estimate with an electronic signature:

1. On a workstation with a connected signature capture device (or on a tablet PC), create an estimate following the steps in the previous “Creating an Estimate” section beginning on page 167.

2. On the Save Estimate dialog box, ensure the Preview/Signature option is selected, and click OK. The estimate Print Preview window appears.

3. Review the on-screen estimate with the client and then click Signature.

4. Do one of the following:
   - If you are using a connected signature capture device, a signature box appears. Ask the client to sign on the signature pad, and then click OK to insert the signature in the document.
• If you are using a tablet PC, ask the client to sign directly on the estimate’s Authorized Signature line.

5. If a witness signature is used in your practice (and has been enabled in Estimate defaults), ask the witness to sign on the signature pad or tablet PC.

Once it has been signed, the estimate is automatically finalized and saved to patient history. The estimate displays with the Signature icon and “FINALIZED - Signed” at the top of the Print Preview window.

![Print Preview window for a signed (and finalized) estimate](image)

**Note:** The tools available on this window vary depending on the type of PDF viewer installed on the workstation.

6. To print the estimate, click the **Printer** icon on the Print Preview window’s PDF viewer toolbar.

7. To email the estimate, click the **Email** button located in the top-right corner of the window. See “Emailing an Estimate” on page 176 for more information.

8. When you have finished viewing the estimate and performing other tasks from the Print Preview window, click **OK** to close the window.
Locating an Estimate

You can reopen a saved estimate to add items or change items on the estimate. Estimates can be opened from the Patient Clipboard or from the Estimate dialog box.

**Note:** You can open a finalized estimate for viewing, printing or emailing, but you cannot make changes to a finalized estimate.

**To open an existing estimate from the Patient Clipboard:**

1. Do one of the following:
   - To choose from a list of all estimates for a particular client, with the client’s record open on the Patient Clipboard, click the **Estimates** tab in the **Client information** area.
   - To choose from a list of all estimates for a particular patient, with the patient’s record open on the Patient Clipboard, click the **Estimates** tab in the **Patient information** area.

2. Locate the desired estimate in the list and double-click the estimate line (or right-click the estimate and select **Update**). The Estimate dialog box appears with the selected estimate ID displayed in the **Estimate #** field.

3. Press **TAB** to display the item information associated with this estimate.

**To open an existing estimate from the Estimate dialog box:**

1. Open the Estimate dialog box and provide the client and patient information, if necessary.
2. In the **Estimate #** field, press **F2** to search for an estimate on the Estimate List.
Note: An "(F)" indicates finalized estimates. A Signature icon indicates estimates that have been finalized with an electronic signature.

3. Select the estimate to open. The Estimate dialog box reappears with the selected estimate ID displayed in the Estimate # field.

4. Press TAB to display the item information associated with this estimate.

### Printing an Estimate

You can print (or reprint) a saved or finalized estimate for a client at any time. The estimate printing options available depend on whether you are printing a saved estimate, a finalized estimate or a finalized estimate with an electronic signature.

**Tip:** An estimate can also be printed during the process of creating/saving an estimate by selecting the Print estimate check box on the Save Estimate dialog box and then clicking OK. See “Creating an Estimate” on page 167 for information.

**Note:** Departing instructions do not print on an estimate.

**To print a saved (not finalized) estimate:**

1. With the applicable estimate open in the Estimate dialog box, click the Print button. The Print Message dialog box appears.

   ![Print Message dialog box](image)

   **Print Message dialog box**

2. If necessary, select a different message to print at the bottom of the estimate, or edit the text of the message before printing.

3. On the Print Message dialog box, do one of the following:
   - Click **Preview** to view the estimate in the Print Preview window, and then click the **Print** button (lower-left corner of the Print Preview window).
   - Click **Print**.

   The Cornerstone Print Options dialog box appears.

4. The **Printer** field displays the default printer selected within Printer Assignments for estimates (select **File > Printer Assignment > General Reports > Estimates**). If you would like to print the estimate on a different printer, click the **Printer** button to access the Printer Selection dialog box and select the desired printer.

5. In the **Copies** field, type the number of estimate copies to print.

6. Click **OK** to print the estimate and return to the Estimate dialog box.

7. Click **Cancel** to close the Estimate dialog box.
To print a finalized estimate (no electronic signature):
1. With the applicable estimate open in the Estimate dialog box, click the **Print** button. The Cornerstone Print Options dialog box appears.
2. The **Printer** field displays the default printer selected within Printer Assignments for estimates (select **File > Printer Assignment > General Reports > Estimates**). If you would like to print the estimate on a different printer, click the **Printer** button to access the Printer Selection dialog box and select the desired printer.
3. In the **Copies** field, type the number of estimate copies to print.
4. Click **OK** to print the estimate and return to the Estimate dialog box.
5. Click **Cancel** to close the Estimate dialog box.

To print a finalized estimate with an electronic signature:
1. With the applicable signed estimate open in the Estimate dialog box, click the **Print** button. The estimate displays in the Print Preview window.
2. Click the **Printer** icon on the Print Preview window’s PDF viewer toolbar. The Print dialog box appears.
3. The **Name** field displays the default Windows printer. If you would like to print the estimate on a different printer, select a different printer from the **Name** drop-down list.
4. In the **Copies** field, type the number of estimate copies to print.
5. Click **OK** to print the estimate and return to the Print Preview window.
6. Click **Close** to close the Print Preview window, and then click **Cancel** to close the Estimate dialog box.

**Emailing an Estimate**

You can email a saved or finalized estimate to a client at any time. A PDF file of the estimate will automatically be created and attached to the email.

**Tip:** An estimate can also be emailed to the client during the process of creating/saving an estimate by selecting the **E-Mail estimate** check box on the Save Estimate dialog box and then clicking **OK**. See “Creating an Estimate” on page 167 for information.

**Note:** Emailing estimates requires Internet access, an email account, and properly configured email software (like Microsoft® Outlook® or Outlook® Express).

**To email an estimate:**
1. With the applicable estimate open in the Estimate dialog box, click the **E-Mail** button.

**Note:** For estimates that have not yet been finalized, the Print Message dialog box appears. If necessary, select a different message to print at the bottom of the estimate, or edit the text of the message before emailing. Click **E-Mail**.

The E-mail Information dialog box appears.
2. In the **Subject** field, enter a subject line to be used on the email.

3. If desired, enter information in the **Note** box. The estimate will be sent as an email attachment and any Note text will be included in the body of the email message.

4. Specify who will receive the email by selecting the appropriate option from the drop-down lists attached to the **Client**, **Referral doctor** and/or **Referral hospital** fields:

   **Note:** The **Client** field will be available only if the client to whom you are sending the email has an email address listed in his/her client information. The **Referral doctor** and **Referral hospital** fields will be available only if the referral doctor and hospital are set up with an email address in Cornerstone and the **Send info via** field (in Doctor Information or Hospital Information) is set to **E-mail**. In addition, the referral doctor and hospital must be selected for the applicable patient in the Patient Information window's **Referrals** tab.

   - **Don’t send** – Choose this option if you do not want this person to receive this message.
   - **To:** – Choose this option if you want this message to be addressed directly to this person.
   - **CC:** – (stands for carbon copy) Choose this option if you want this message to be sent to someone else, but you want this person to receive a copy of the message.
   - **BCC:** – (stands for blind carbon copy) Choose this option if you want this message to be sent to someone else, but you want this person to receive a copy of the message confidentially.

5. If you want to send the letter to others not included in the previous fields, enter the address in the **E-Mail Address** field, and from the **Type** list, select the type of message to send (To, CC or BCC).

6. Click **OK** to email the estimate. If the Choose Profile dialog box appears, click **OK** again.

**Finalizing an Estimate**

If an estimate is not finalized at the time it’s created, you can open the saved estimate and finalize it at a later time.

**Note:** Electronically signed estimates are automatically finalized and saved to patient history. See Using Electronic Signatures on Estimates on page 172 for information on finalizing an estimate with an electronic signature.
To finalize a saved estimate:

1. With the patient’s record open on the Patient Clipboard, click the Estimates tab in the Patient information area.
2. Locate the desired estimate in the list and double-click the estimate line (or right-click the estimate and select Update). The Estimate dialog box appears with the selected estimate ID displayed in the Estimate # field.
3. Press TAB to display the item information associated with this estimate.
4. Make any necessary changes to the estimate items, and then click Finalize. The Save Estimate dialog box appears.
5. In the Perform these tasks when saving area, select the Save and continue option and ensure that the Finalize estimate check box is selected.
6. Click OK.
7. Depending on how your Estimate defaults have been set up, a message may ask if you want to transfer the items to the Patient Visit List. Click Yes or No.

Deleting an Estimate

You can manually delete an estimate that no longer applies to a patient.

Note: You cannot delete a finalized estimate that has been electronically signed by the client. The Signature icon displays next to estimates that have been electronically signed and finalized.

To delete an estimate:

1. With the patient’s record open on the Patient Clipboard, in the Patient list area, right-click the patient’s name and select Estimate. The Estimate dialog box appears.
2. With the cursor in the Estimate # field, press F2. The Estimate List displays a record of each estimate created for the patient.
3. Search for and select the estimate to delete, and then click Delete. You are prompted to confirm the deletion. Click Yes.
   The estimate no longer displays in the Estimate List and is removed from the patient’s history.
4. Click Close to exit and return to the Estimate dialog box.
5. Click Cancel to exit and return to the Patient Clipboard.
Overview
When you invoice clients in the IDEXX Cornerstone* Practice Management System, many related activities automatically occur. After an invoice is processed and posted, Cornerstone updates the reminder information and the patient’s medical file, generates any departing instructions or special actions linked to the invoice items, and adds the invoice total to the practice sales totals for End of Day, End of Month and End of Year processing.

Using the Client Invoice window options, you can perform all of the traditional accounting procedures you would expect to perform when invoicing. Cornerstone places financial information into the client’s account and adds references to the invoiced items and departing instructions in the patient’s medical history.

About the Client Invoice Window

Client Area
The Client area displays the client ID, name, credit code information and last payment information.

Invoice Area
The Invoice area displays the invoice status (Open or Closed) and the invoice total. It also includes fields for the invoice number, type and staff member (Receptionist) generating the invoice.
**Accounts Receivable Area**

The Accounts receivable area lists the client’s account balance information and A/R total.

**Patient Area**

The Patient area provides a list of patients owned by this client.

**Note:** If there are more than 20 patients, only those patients who have invoice line items on the invoice (or on a Patient Visit List) will display.

You can place more than one patient on the same owner’s invoice. After invoice items have been entered for the first patient, simply select the second patient in the list and proceed to enter this patient’s items in the line item entry grid (a new grid is displayed for each patient selected). On the printed invoice, a Patient Subtotal amount is listed for each patient.

**Line Item Entry Grid**

The invoice’s line item entry grid includes the following columns/fields:

<table>
<thead>
<tr>
<th>Column/Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item ID</td>
<td>Enter an invoice item ID by either typing the ID or pressing F2 to search for and select the item from the Invoice Item List. To delete an item from the grid, click in the item’s Item ID field and press CTRL+D.</td>
</tr>
<tr>
<td>Item Description</td>
<td>The invoice item’s Hospital description as it was previously defined during item setup on the Invoice Item Information window’s Info tab. <strong>Note:</strong> If a Client description was entered for this invoice item on the Info tab, that Client description will print on the invoice. The exception is if the invoice item was flagged as a Miscellaneous item on the Info tab. In this case, you are allowed to make changes to the description when adding the item on the grid. This description will print on the invoice, regardless of whether a Client description exists.</td>
</tr>
<tr>
<td>Quantity</td>
<td>The quantity of the item; default quantity is 1.</td>
</tr>
<tr>
<td>Amount</td>
<td>The price of the item, based on the quantity specified.</td>
</tr>
<tr>
<td>Staff</td>
<td>The ID of the staff member to associate with this invoice item; defaults to the staff ID specified in Invoice defaults. To change the staff, either type the ID or press F2 to search for and select the staff from the Staff List.</td>
</tr>
<tr>
<td>Center (Revenue Center)</td>
<td>The ID of the revenue center to associate with this invoice item. If a default revenue center was specified on the Invoice Item Information window’s Info tab, that revenue center ID displays here. To change the revenue center, either type the ID or press F2 to search for and select a revenue center from the Revenue Center List.</td>
</tr>
<tr>
<td>Disc (Discount)</td>
<td>When you previously set up your invoice items, you had the option of linking discounts to individual invoice items on the Invoice Item Information window’s Tax/Disc tab. If you invoice a client who is set up to receive the discount associated with an item, Cornerstone automatically applies the discount, and the button in the Discount column displays Yes. To add or remove a discount on an invoice item, click the Yes or No button in its line item row. See “Applying Discounts to Specific Invoice Items” on page 187 for information on invoice item discounts.</td>
</tr>
</tbody>
</table>
### Column/Field

<table>
<thead>
<tr>
<th>Column/Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax</td>
<td>When you previously set up your invoice items, you had the option of linking taxes to individual invoice items on the Invoice Item Information window’s Tax/Disc tab. If you invoice a client for one of these items, Cornerstone automatically applies the tax, and the button in the Tax column displays Yes (except when the client has been marked as tax exempt). To add or remove a tax on an invoice item, click the Yes or No button in its line item row. See “Applying Taxes to Specific Invoice Items” on page 188 for information on invoice item taxes.</td>
</tr>
<tr>
<td>Date</td>
<td>The date to associate with the item or service on the invoice; defaults to the system date. To change the date, either type a different date or press F2 to select a date using the calendar.</td>
</tr>
</tbody>
</table>
| Verify Inventory Details | If an inventory item is marked to track quantity on hand, lot numbers, expiration dates, and/or multiple locations, you may be asked to verify inventory details for this invoice item. For these types of inventory items, one of the following icons will appear in the column to indicate whether or not inventory details are missing:  
- ❓ Indicates more inventory information is required.  
- ✓ Indicates inventory information is complete; no action is required.  
Click the ❓ icon and proceed to enter the inventory details; click the Verified check box to verify the details for each item as required. See “Verifying Inventory Details” on page 191 for more information. |

### Invoice Task Buttons (Bottom of Window)

Use the buttons along the bottom of the Client Invoice window to perform additional tasks.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Lab Work" /></td>
<td>Work with the patient’s laboratory requests and results (Laboratory module only).</td>
</tr>
<tr>
<td><img src="image" alt="Rx Label" /></td>
<td>Display the Prescription Information dialog box, which allows you to create a prescription for a selected item on the invoice. See “Creating a Prescription” on page 294 for information.</td>
</tr>
<tr>
<td><img src="image" alt="Special" /></td>
<td>Display the Special Actions dialog box to view and/or process any special actions linked to the items on this invoice (or to display the Patient Visit List if it contains items for this patient). See “Processing Special Actions” on page 192 for information.</td>
</tr>
<tr>
<td><img src="image" alt="Departing" /></td>
<td>View or modify departing instructions linked to one or more items on this invoice or add an instruction to this invoice. See “Adding Departing Instructions” on page 189 for information.</td>
</tr>
<tr>
<td><img src="image" alt="Pharmacy" /></td>
<td>Access the Pharmacy Formulary (Pharmacy Formulary module only). See “Using the Pharmacy Formulary” on page 197 for information.</td>
</tr>
<tr>
<td><img src="image" alt="Make Appt" /></td>
<td>Display the Schedule for Today window to make an appointment for the patient. See “Scheduling and Managing Appointments” on page 104 for information.</td>
</tr>
</tbody>
</table>
### Chapter 12: Invoicing

**Button** | **Description**
--- | ---
**Travel Sheet** | Select items from your practice’s travel sheets. See “Transferring Invoice Items from a Travel Sheet” on page 186 for information.

**Copy To** | Copy items on an invoice to another patient or patients owned by the same client. See “Copying Invoice Items to Another Patient” on page 198 for information.

### Invoice Action Buttons (Right Side of Window)

Use the buttons along the right side of the Client Invoice window to perform additional actions related to the invoice.

**Button** | **Description**
--- | ---
**Post** | Process the invoice and mark it as Closed.

**Save** | Save all information on the invoice without processing it (so it remains Open).

**Prepay** | Record a payment. You will not be allowed to select a future date. (The Prepay/Payment buttons change, depending on whether you are working with a new or posted invoice.)

**Payment** | Display the Print Invoice dialog box, which allows you to change the message that prints at the bottom of the invoice, preview the invoice, or print the invoice.

**Discount** | Manually enter a discount for the entire invoice.

**Print** | Void the invoice. See “voiding an Invoice” on page 199 for information.

**Cancel** | Clear the Client Invoice window without saving information.

### Creating an Invoice

**Before You Begin**

- Set the Invoice defaults ([Controls > Defaults > Practice and Workstation > select Invoice from the menu on the left). If you want patient reminders to print on invoices, make sure the Print patient reminders check box is selected.
- Set the Invoice Address defaults ([Controls > Defaults > Practice and Workstation > select Invoice > Invoice Address from the menu on the left).
- Set the default invoice message in Messages defaults ([Controls > Defaults > Practice and Workstation > select Messages from the menu on the left).
- (Optional) Assign the printer where you want invoices to print ([File > Printer Assignment > General Reports]).
- (Optional) Indicate the type of printer to use by setting the Invoice Print option in Workstation defaults ([Controls > Defaults > Practice and Workstation > select Workstation from the menu on the left).
To create an invoice:

1. To open the Client Invoice window, do one of the following:
   - On the Patient Clipboard, select the client, and then right-click on the patient’s name in the Patient list and select Invoice.
   - On the Patient Clipboard, select the client, and then right-click in the Client area and select Invoice.
   - Click the Invoice toolbar button.
   - On the Patient Visit List (PVL), with invoice items entered for the patient, click the Invoice button on the right side of the window.

   The Client Invoice window appears.

2. Depending on how you accessed the Client Invoice window, the client may already be selected in the Client area. If not, in the Client ID field, enter the client by either typing the ID and pressing TAB, or by pressing F2 to search for and select the client from the Client List.

   If this client has an open invoice (an invoice that has been saved but was not posted), the client’s oldest open invoice automatically appears.

3. In the Invoice number field, do one of the following:
   - If this is a new invoice, press TAB to continue. Cornerstone will automatically assign the invoice number when you post or save the invoice.
   - If you are updating an open invoice automatically displayed by Cornerstone, press TAB to continue.
   - If you want to update a different open invoice or view a posted invoice for this client, press F2 to search for and select the invoice from the Invoice List.

4. The Invoice type field displays the type selected in Invoice defaults (or the type saved with the open invoice). If necessary, select a different invoice type from the drop-down list.

5. The Receptionist field displays the staff ID of the user currently logged in (or the staff ID that was saved with the open invoice). If necessary, enter a different staff ID by either typing the ID or pressing F2 to search for and select the staff from the Staff List.

6. Depending on how you accessed the Client Invoice window, the patient may already be selected in the Patient area. If not, select the patient in the list (use the scroll bar if the patient is not visible). You can also specify the patient in the Patient ID field by either typing the ID or pressing F2 to search for and select the patient from the Patient List.

   The Client Invoice window is updated to reflect the information for the selected patient.
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7. If items exist on the Patient Visit List for this patient, either the PVL displays automatically or a prompt asks if you want to open the PVL (if the Display patient visit message option is selected in Invoice defaults). On the PVL, indicate the items to include in the transfer to the invoice, and then click Transfer. See “Chapter 9: Using the Patient Visit List” beginning on page 129 for information on the Patient Visit List.

   **Tip:** You can also click Travel Sheet to select items from a travel sheet. See “Transferring Invoice Items from a Travel Sheet” on page 186 for information.

8. To add an invoice item, in the next available row’s **Item ID** field, enter an invoice item by either typing the ID or pressing F2 to search for and select the item from the Invoice Item List.

   With the item ID entered, one or more dialog boxes may display, depending on the type of item entered, if it has any associated special actions or call back reminders, etc.

9. If necessary, change the value in the **Quantity** field.

10. The item pricing is calculated automatically, based on the specified quantity and displayed in the **Amount** field. Change the price, if necessary.

    **Note:** You may not be allowed to change the item’s pricing, based on the Allow change setting for this item on the Invoice Item Information window’s Info tab. If changes are allowed, you may be required to select a price change reason.

11. Complete the remaining fields for the line item as needed. See “Line Item Entry Grid” on page 180 for more information.

12. As needed, perform additional tasks using the buttons on the bottom of the window. See “Invoice Task Buttons (Bottom of Window)” on page 181 for information.

13. If you want to add invoice items for another patient belonging to this client, repeat steps 6–11 as necessary to select the patient and add the invoice items.
14. To change the order that items appear on the invoice, click in the item’s Item ID field and move the item up or down using the arrow buttons in the bottom-left corner of the window. (Group items must be moved as a group.)

15. To remove an item from the invoice, click in the item’s Item ID field and press CTRL+D. To delete an item that is part of a group, click in the item’s Quantity field and press CTRL+D.

16. If applicable, perform additional actions related to the invoice using the buttons on the right side of the window. See “Invoice Action Buttons (Right Side of Window)” on page 182 for information.

17. When you are finished creating the invoice, do one of the following:
   - Click Post to process the invoice and mark the invoice as Closed (no changes or additions can be made to the invoice once it has been posted/closed). See “Posting an Invoice” in the following section for more information.
   - Click Save to save all information without processing the invoice (information can be changed or added later).

**Posting an Invoice**

When an invoice is posted, the following automatically takes place:

- All information for the invoice is saved, and the invoice is marked as Closed (no other changes, additions or transactions are allowed).
- The invoice amount is applied to the client’s account balance.
- Inventory quantity on hand is automatically updated for applicable items on the invoice.

**To post an invoice:**

1. Create an invoice using the steps in the previous “Creating an Invoice” section.
2. After you have entered all invoice items and carried out any invoice-related tasks, click Post. The Post Invoice dialog box appears.

**Note:** If there are any special actions that have not yet been processed for items on the invoice, the Special Action dialog box appears. Click Process to perform the highlighted special action or click Continue to continue posting the invoice.
3. In the **Date** field, verify the posting date for this invoice (defaults to the current system date). To change the date, either type a different date or press F2 to select a date using the calendar.

4. In the *Perform these tasks when posting* area, select from the following tasks to perform upon clicking **OK** on this dialog box:
   - **Apply payments** – Open the Payment dialog box to apply the client’s payment for this invoice immediately.
     
     **Note:** If payment is not applied immediately, it can easily be applied at a later time from the Client Invoice window by pressing F2 in the **Invoice number** field to select and open the posted invoice, and then clicking **Payment** to display the Payment dialog box.

   - **Print invoice** – Print the specified number of copies of the invoice. If the Electronic Signature check box is selected in payment type/setup and an electronic signature capture device or tablet is detected, a drop-down list is available. From the drop-down list, select **Full Invoice** or **Invoice Receipt**. Note that a signature prints only on an invoice receipt.

   - **Check-out patients** – Check out the patient or patients included on the invoice.

   - **Apply payments to invoice for productivity by provider** – Assign the appropriate invoice payment percentages to the applicable provider(s) in your practice. (This option is selected by default if the **Apply payment to specific invoices for A/R by provider** option is selected in Invoice defaults.)

   - **Print special action documents** – This option is available if any items on the invoice are set up to initiate the Print Document special action with the **When to Apply** field set to **Print after invoice posted**. If so, the applicable document or documents are listed in the Special action document list area at the bottom of the dialog box.

5. In the **Invoice message** area, select a message to print at the bottom of the invoice (defaults to the message set in Messages defaults) and make any necessary changes to the message in the text box.

6. Click **OK**. Depending on the tasks selected in the *Perform these tasks when posting* area, the invoice may print and/or additional dialog boxes may display.

**Transferring Invoice Items from a Travel Sheet**

When adding invoice items to an estimate, Patient Visit List, Patient Orders or invoice, you can click the **Travel Sheet** button to select items to transfer from one or more travel sheets.

**To transfer invoice items from a travel sheet:**

1. With an estimate, Patient Visit List, Patient Orders or invoice open, click the **Travel Sheet** button. The Travel Sheet Item Selection dialog box appears.
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Travel Sheet Item Selection dialog box

2. Select the travel sheet you want to use.

3. In the Classification area, narrow the list of invoice items by doing one of the following:
   - To view travel sheet items for all classifications, click <All Classifications>.
   - To view only those items in a specific classification, click the specific classification you want to view.
   - To selectively view items in more than one classification, press and hold the SHIFT key as you click the classifications.

4. Under Travel Sheet, select the travel sheet from which you want to select items.

5. To choose an item, click on it. The quantity will change to 1. Click again to increase the quantity. To reduce the quantity, right-click it. You can also type in the quantity if you have a large quantity or need to enter the quantity using decimals.
   
   **Note:** Positive quantities are indicated with green text. Negative quantities are indicated with red text.

   **Tip:** Items can be selected from multiple travel sheets. Click on another travel sheet to select from it.

6. To view only the items that are selected for a patient, click the <View Selected Items> option, located at the top of the Travel Sheet area scroll list.

7. To transfer selected items to the estimate, Patient Visit List, Patient Orders or invoice, click Transfer. The Enter Staff ID dialog box appears. Enter the staff ID and click OK.

**Applying Discounts to Specific Invoice Items**

When you previously set up your invoice items, you had the option of linking certain discounts to individual invoice items on the Invoice Item Information window’s Tax/Disc tab. If you invoice a client who is set up to receive the specified discount(s), Cornerstone automatically applies the discount, and the button in the Discount column displays Yes. Click the Yes button to view the applied discounts.

**Note:** Cornerstone applies transaction discounts (also called line item discounts) only to the items you specify. The discount is not applied to the entire invoice. To apply a discount to the entire invoice, click the Discount button on the right side of the invoicing window.
Before You Begin

1. Set up the discounts you want to use in your practice (Controls > Discounts).
2. Link discounts to individual invoice items on the Invoice Item Information window’s Tax/Disc tab.
3. Set up clients to be eligible to receive applicable discounts on the Client Information window’s A/R Information tab.

To apply or remove transaction discounts:

1. On an estimate, Patient Visit List, Patient Advisor* exam or invoice, add the applicable invoice item.
2. In the Disc column, click the Yes or No button in that item’s row. (Or you can press TAB until the button is selected and then press the spacebar.) The Transaction Discounts dialog box displays. The discounts currently being applied are highlighted.

3. To add or remove a discount to an invoice item, select the discount under Discounts to Apply. Cornerstone applies the highlighted discounts.

   Note: If the client is not set up to receive the discount, a message appears to confirm that you want to apply the discount for this client.
4. Click OK to save your changes.

   Note: If an asterisk appears next to a discount, that discount has been modified (in the Controls menu) since it was used in this invoice. To use the updated discount: Click the modified discount (with the asterisk) and then re-click the discount to apply the updated percentage. Click OK.

To print a list of the discounts linked to clients, print a Client A/R Information Report. (See “Client Information Reports” on page 48.)

Transaction discounts also print on End of Day reports, such as the Itemized Audit Trail, and summary reports, such as the Daily Summary Report and the Invoice Register Report.

Applying Taxes to Specific Invoice Items

When you previously set up your invoice items, you had the option of linking certain taxes to individual invoice items on the Invoice Item Information window’s Tax/Disc tab. If you invoice a client for one of these items, Cornerstone automatically applies the transaction tax (unless the client is tax exempt) and the button in the Tax column displays Yes. Click the Yes button to view the applied taxes.

Note: Cornerstone only applies transaction taxes (as explained above) only to the items you specify. The tax is not applied to the entire invoice.
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Before You Begin

1. Set up the taxes you want to use in your practice (Controls > Taxes).
2. Link taxes to invoice items on the Invoice Item Information window’s Tax/Disc tab.
3. For tax exempt clients, select the Tax exempt check box on the Client Information window’s A/R Information tab. (Taxes are not applied if the invoiced client is marked as tax exempt.)

To apply or remove transaction taxes:

1. On an estimate, Patient Visit List, Patient Advisor* exam or invoice, add the applicable invoice item.
2. In the Tax column, click the Yes or No button in that item’s row. (Or you can press TAB until the button is selected and then press the spacebar.) The Transaction Taxes dialog box displays. The taxes currently being applied are highlighted.

3. To add or remove a tax on an invoice item, select the tax under Taxes to Apply. Cornerstone applies the highlighted taxes.
4. Click OK to save your changes.

Note: If the client is set up as tax exempt, you cannot apply a tax. (A message appears when you click the Tax button.)

Note: If an asterisk appears next to a tax, that tax has been modified (in the Controls menu) since it was used in this invoice. To use the updated tax: Click the modified tax (with the asterisk) and then click the tax again to apply the updated percentage. Click OK.

To print a list that shows clients’ tax status, print a Client A/R Information Report. (See “Client Information Reports” on page 48.)

Transaction taxes also print on End of Period reports, such as the End of Day Itemized Audit Trail, and summary reports, such as the Daily Summary Report, Daily Summary Tax Report and the Daily Audit Trail. To see a summary of sales tax activity, print the End of Month report Sales Tax Summary Income Reconciliation Report.

Adding Departing Instructions

Use departing instructions to give your clients specific details about the medicine that is being dispensed or special instructions for a procedure that has been performed. If you have linked departing instructions to invoice items, Cornerstone automatically prints the instructions on the invoice and saves them in the patient’s medical history. You can also:

- Add a departing instruction to an invoice item, even if the invoice item has other linked departing instructions.
• Add an existing instruction or create a new instruction.
• Change the text of a departing instruction. (The modified instruction is saved in the patient’s medical file, but the changes do not affect the practice’s Departing Instruction List.)

Tip: You can set up a blank departing instruction and then use this instruction to type additional information or messages to the client.

Before You Begin
1. Set up the departing instructions you want to use in your practice (Lists > Departing Instructions). Print a Departing Instructions Report to see a list of departing instructions at your practice.
2. Link departing instructions to invoice items on the Invoice Item Information window's Instructions tab. Print the Invoice Item Information Report to see which invoice items currently have departing instructions linked.

To add or update departing instructions:
1. With an item or items added to the Patient Visit List, Patient Advisor* exam or invoice, do one of the following:
   • On the PVL, click the Departing Instructions button for the applicable line item. The Departing Instructions dialog box appears.
   • On the Client Invoice window, click Departing. The Invoice Departing Instructions dialog box appears.

   ![Invoice Departing Instructions](image)

   Invoice Departing Instructions

2. In the next available row's ID field, enter the departing instruction ID by either typing the ID or pressing F2 to select the ID from the Departing Instruction List. The text of the selected departing instructions appears in the Instruction lines box.
3. In the Staff ID field, specify the staff member recommending the departing instructions by either typing the staff ID or pressing F2 to select the staff from the Staff List.
4. If needed, click the Note button to open the instruction text and make changes, add information, and/or check the spelling of the instructions. When finished, click OK.
5. To remove departing instructions from the invoice, click in the instruction’s ID field and press CTRL+D. (Deleting a departing instruction on the PVL or invoice does not delete the instruction from the practice’s Departing Instruction List.)

6. Click OK to save your changes.

**Verifying Inventory Details**

If an inventory item is marked to track quantity on hand, lot numbers, expiration dates, and/or multiple locations, you may be asked to verify inventory details for this invoice item if it is added to a Patient Visit List, prescription, lab request, patient document, Patient Advisor* exam or invoice.

For these types of inventory items, one of the following icons will appear in the **Verify Inventory Details** column on the PVL/invoice/document (or next to the Quantity field for prescriptions) to indicate whether or not information is missing:

- Indicates more inventory information is required.
- Indicates inventory information is complete; no action is required.

Depending on the default set in the *When inventory details need to be verified* area in Inventory defaults, this additional information may be required for the invoice item before you are allowed to continue. Options for the default setting include **Not required**, **Warn if not verified**, or **Required**.

**Note:** The icon indicator also appears, if applicable, on the Vaccine Tag window. You can click the icon and verify inventory details from the Vaccine Tag window, if desired. However, you will not be required or warned about verifying the information until the performed item is saved on the PVL or invoice.

**To add required inventory information:**

1. For the applicable line item (on the PVL, prescription, invoice, etc.), click the icon. The Inventory Details dialog box appears.

![Inventory Details dialog box](image)

2. For the inventory line item, type the required information in the provided fields or press F2 with the cursor in the Loc ID field to search for and select the information from the Inventory on Hand List.

3. When all inventory details are complete, select the item’s **Verified** check box.

4. Click OK.

The icon now displays as , indicating that the required information is complete.

**Note:** After the inventory detail information is complete and marked as Verified, quantity on hand is depleted for performed PVL items or items on a saved invoice.
Processing Special Actions

A special action is an action Cornerstone will automatically perform when a specific item is added or posted during invoicing (or on the Patient Visit List). You can set up an invoice item to initiate a special action by selecting the action on the Invoice Item Information window’s Spec. Actions tab. For example, you could set up a vaccination invoice item to initiate the Vaccine Tag special action when the vaccination is invoiced. This special action would display the Vaccine Tag window, which allows you to enter information for the tag and print a rabies certificate.

With the exception of the Vaccine Tag special action, all special actions you can perform during invoicing represent actions that can be performed elsewhere in Cornerstone, prior to invoicing:

- Print special Feeding Guide instructions
- Enter an image request (*IDEXX SmartLink* Digital Imaging module only)
- Enter a laboratory request (Laboratory module only)
- Mark a patient as deceased
- Create a prescription
- Print a document
- Change the sex of a patient
- Enter a microchip ID
- Enter weight/vital signs information

The process of issuing a new rabies/vaccine tag and certificate can be performed only through invoicing using the Vaccine Tag special action. See “Issuing a Rabies/Vaccine Tag and Rabies Certificate” on page 193 for information on this process.

**Note:** The When to apply setting on the item’s Spec. Actions tab determines when the special action is applied during invoicing or on the Patient Visit List. For the Mark as Deceased and Sex Modification special actions, the special action can be processed only on the invoice, not on the Patient Visit List. For more information about setting up special actions, see “Chapter 10: Setting Up Your Invoice Items” in the Cornerstone Administrator’s Manual.

**To process a special action:**

Depending on when the special action is applied and whether or not you choose to process it immediately, the Special button may be available for selection on the Client Invoice window or Patient Visit List. You can click the Special button at any time to display the Special Actions dialog box, which lists any applicable special actions.

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Special Actions dialog box
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Note: The Special Actions dialog box automatically appears when you post an invoice if you haven’t performed all of the special actions that are linked to the items on the invoice.

On the Special Actions dialog box, you can:

- Click **Process** to perform the highlighted special action. When you perform a special action, a green check mark ✔️ appears next to the action.
- Click **Continue** to continue posting or saving the invoice.
- Click **Close** to return to the invoice.

**Issuing a Rabies/Vaccine Tag and Rabies Certificate**

When you process the Vaccine Tag special action, Cornerstone displays the Vaccine Tag window, which allows you to enter information for the tag and print a rabies certificate, if applicable.

Your vaccine/vaccination item setup determines if vaccine information displays by default in the fields on the Vaccine Tag window:

- **INVENTORY-based system** – Items are set up as either vaccination SERVICE items that include a link to a vaccine INVENTORY item, or only an INVENTORY item is used.
- **SERVICE-based system** – Items are set up as vaccination SERVICE items (with no link to an inventory item).

See “Chapter 10: Setting Up Your Invoice Items” in the Cornerstone Administrator’s Manual for more information on setting up vaccine/vaccination invoice items.

Note: You can assign a specific printer for printing your rabies certificates. See “Assigning Printers in Cornerstone” on page 23 for more information.

**Before You Begin:**

- Set Vaccine Tag defaults (Controls > Defaults > Practice and Workstation > select Vaccine Tag from the menu on the left).
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- Set up applicable invoice items to initiate the Vaccine Tag special action (select Lists > Invoice Item, select the applicable invoice item and click Update > click the Spec. Actions tab).

**IMPORTANT:** Vaccination invoice items must be set up to initiate the Vaccine Tag special action, which displays the Vaccine Tag window during invoicing (or on the Patient Visit List). This is the only way to issue a new rabies/vaccine tag and rabies certificate for a patient.

**To issue a rabies/vaccine tag and print a rabies certificate for a patient:**

1. On an invoice or Patient Visit List, add an invoice item that has been set up to initiate the Vaccine Tag special action.
   
   **Note:** Depending on the When to apply option selected for the special action during setup, the special action (and Special button) may be activated immediately after the item is added to the invoice/Patient Visit List, when the invoice is saved or posted, or when you click the Post button on the invoice (before the invoice is actually posted).

2. If necessary, click the Special button located at the bottom of the Client Invoice window, select the Vaccine Tag special action, and click Process.
   
   When the special action is processed, the Vaccine Tag window appears.

3. If you previously specified a Tag number prefix in Vaccine Tag defaults, that default prefix will display in a smaller text box to the left of the Tag number text box. If desired, you can change the prefix (up to five characters).

4. In the Tag number text box, type the tag number or click the Increment Tag button to use the next available tag number. This increments the tag number by one, based on the Last used tag number in Vaccine Tag defaults.

5. Enter the vaccine Producer/Mfr. and Brand information in the text boxes provided.

6. In the Type drop-down list, select the applicable vaccine type (Killed, MLV, etc.).

7. In the Given field, verify the date this vaccine was administered and change the date if necessary.

8. Enter or select the Manner of administration and Number of years information.

9. In the Lot number and Drug expires fields, if applicable, enter or select the lot number and expiration date for the invoice item. (If lot numbers and expiration dates are tracked through Cornerstone Inventory, these settings are controlled by consumption.)

10. In the Qty/Doses field, verify the quantity/number of doses of the vaccine given and change it if necessary.

11. If the invoice item requires inventory details to be verified, click the red question mark icon, enter or select the appropriate inventory details, and click the Verified check box for the item. See Verifying Inventory Details on page 191 for more information.

12. If applicable, you can enter the location of injection (up to 25 characters) in the Location of injection text box. This information will display only when you view the tag information in Cornerstone; it will not print on the certificate.

13. In the Performed by field, type the staff ID or press F2 to use the Staff List to choose a staff member, and then press TAB. The staff member’s license number displays if it has been specified on the Staff Information window’s Information tab.

14. If you are issuing a tag that has been designated as a rabies tag, the Print certificate check box displays in the top-right corner of the window. Select this check box if you want Cornerstone to print.
a rabies certificate when this tag is completed. (Or if your practice prints custom certificates, when this tag is completed, the certificate document opens for printing in the Cornerstone Editor.)

15. Click **OK**.

- If you have an INVENTORY-based system and you used the default vaccine information (or selected existing settings from the drop-down lists), no further options are available. If you selected the option to print a rabies certificate, the certificate prints (or opens for printing in the Cornerstone Editor).

- If you have an INVENTORY-based system and you entered new vaccine information on the Vaccine Tag window, proceed to step 16.

- If you have a SERVICE-based system, no further options are available. If you selected the option to print a rabies certificate, the certificate prints (or opens for printing in the Cornerstone Editor).

16. If you entered a new lot number/expiration date combination, you are asked if you would like to add the combination for this inventory item. Click **Yes** to have Cornerstone add the combination for this item on the Invoice Item Information window’s **Vaccine** tab.

17. If you specified a new Manner of Administration/Years combination, you are asked if you would like to add the combination for this Inventory item.

   a. Select the **Make this the default** check box, if you want to use this combination as the species default for this Inventory item.

   b. Click **Yes** to have Cornerstone add the Manner of Administration/Years combination for this item on the Invoice Item Information window’s **Vaccine** tab.

If you selected the option to print a rabies certificate, the certificate prints (or opens for printing in the Cornerstone Editor).
To update, void, or reissue a vaccine tag, use the right-click options on the Patient Clipboard, in the Patient information area’s Tags/Microchip ID tab.

To enter an existing tag (if the patient was issued a tag elsewhere and you want to document it in the system), use the right-click Add Existing option on the Patient Clipboard, in the Patient information area’s Tags/Microchip ID tab.

For a list of rabies tags that have been issued by the practice, print the Rabies Tag Report.

For a list of all vaccination tags (including rabies) that have been issued by the practice, print the Vaccine Tag Report.

Option to Complete the Tag Number at a Later Time

When issuing a vaccine tag, if necessary you can leave the tag number blank and complete it later, prior to posting the invoice. For example, you might start to issue the tag from the Patient Visit List, and then wait to enter the tag number when the client is being invoiced in reception.

When the client is invoiced, if the tag has not been completed (i.e., no tag number), the Tags to be Completed dialog box displays and lists any incomplete tags that exist in the client record. Select a tag and click Process to complete the tag information and continue with posting the invoice.

Accessing Rabies/Vaccine Tag Options from the Patient Clipboard

In the Patient information area on the Patient Clipboard, the Tags/Microchip ID tab includes tag options available via the right-click menu.

These options include:

- **View/Update** – A tag is updateable until the point when you post the invoice containing the associated invoice item that generated the Vaccine Tag special action. For those tags that are no longer updateable, you can view the tag information, but you cannot make changes.

- **Void** – If necessary, you can void a tag; voided tags are listed in bold red text.
  
  **Tip:** Click the Hide voided tags check box if you do not want voided tags displayed on this tab.

- **Reissue** – If a client loses a tag and needs proof of the vaccination, you can reissue the tag. When you reissue a tag, all information on the tag stays the same, except for the tag number.
• **Add Existing** – You may want to enter an existing tag into the system if the patient was issued a tag elsewhere and you want to document the tag information in their patient record. (You can also add an existing tag when setting up a new patient on the Patient Information window’s **Information** tab.)

**Using the Pharmacy Formulary**

If your practice has purchased the Pharmacy Formulary module and you have linked your invoice items, you can access the Pharmacy Formulary from the Patient Visit List or invoice.

**Before You Begin**

• Verify that your practice has purchased the Pharmacy Formulary module.

• Link your invoice item IDs to drugs in the Pharmacy Formulary (**Activities > Pharmacy Formulary > Pharmacy Invoice Item Link Setup**).

**To use the Pharmacy Formulary on the Patient Visit List or invoice:**

1. On the Patient Visit List or invoice, add a prescription invoice item.

2. With your cursor in the item’s row, click **Pharmacy**. A pop-up menu appears.

3. Do one of the following:
   
   • Select **Drug Interaction Matrix** to check a drug against other drugs (drugs in the patient’s system or being prescribed for the patient) and produce a list of possible interaction results.
   
   • Select **Dosage Calculator** to calculate the dosage to prescribe for a patient based on the weight, species and available forms of the drug.
   
   • Select **Antiparasitic Agent** to use interactive antiparasitc agent charts for cats, cattle, dogs, horses, poultry, sheep, and swine.
   
   • Select **Conversion Charts** to access four conversion charts for your medical reference.

**Applying a Manual Discount to the Entire Invoice**

You can manually apply a discount to the entire invoice before you post the invoice. This discount is a **percentage of the entire invoice**. Do not confuse this **manual discount** with the transaction discount column on the invoice. (The discount column on the invoice allows you to apply discounts to specific invoice items.)

**To apply or remove a manual discount on an invoice:**

1. While creating an invoice in the Client Invoice window, enter all invoice items and carry out any special actions related to this invoice.

2. Click **Discount**. The Manual Discount dialog box displays. The invoice’s total before discount is shown.

3. Do one of the following:
   
   • To calculate the discount based on a percentage, select **Percentage**, type the percentage in the **Discount percentage** field, and then press **TAB**. The discount amount displays.
   
   • To calculate the discount by specifying a dollar amount, select **Amount**, type the discount dollar amount in the **Amount** field, and then press **TAB**. The discount percentage displays.

Cornerstone adjusts the invoice’s total after discount.
4. Type a **Description** of the discount.
5. Click **OK**.

**Copying Invoice Items to Another Patient**

If needed, you can copy items on an invoice to another patient or patients owned by the same client. For example, if a client brings in her two cats, you can enter all of the services for the first cat on an invoice and copy them to the invoice for the second cat, if applicable. This saves you from having to re-enter the services for the second cat. If all of the copied items do not apply to the second cat, you can manually delete them from the invoice.

To **copy invoice items to another patient owned by the same client**:

1. Start an invoice and add items as usual.
2. When finished adding items for the patient, click the **Copy To** button (located at the bottom right of the Client Invoice window). A list of the client’s pets appears.
3. To view the client’s pets of all species, click the **Include all species** check box.
4. To view inactive pets belonging to the client, click the **Include inactive patients** check box.
5. From the list, select the pet(s) to whom you want to copy services.
6. If any group items were used on the first patient, we recommend that you click the **Re-expand smart and nested groups** check box when copying items to other patient(s). When this box is selected, you are prompted to answer any age-dependent or weight-dependent questions when the services are copied.
7. When finished, click **OK**.

**Note:** Only lines on the invoice for the first patient are copied. Lines on the Patient Visit List that have not been transferred or lines added to the invoice after the copy are not copied.
**Voiding an Invoice**

If necessary, a staff member with appropriate security permissions can void an invoice in Cornerstone. When an invoice is voided, the invoice total is automatically credited to the client’s account, and their account balance is updated accordingly.

**To void an invoice:**

1. Open the invoice you wish to void by doing one of the following:
   - With the client selected on the Client Invoice window, press F2 in the Invoice number field to select the applicable closed invoice from the Invoice List.
   - With the client selected on the Patient Clipboard, in the *Client information* area, click the *Account Information* tab, and then double-click the applicable closed invoice in the list of the client’s account transactions.

2. With the applicable invoice displayed on the Client Invoice window, click the *Void* button. The Void Invoice dialog box appears.

3. Select the *Check to confirm the void* check box to confirm that you want to void this invoice.

4. To print the invoice (marked “Voided Invoice”) upon clicking *OK*, select the *Print invoice* check box and specify the number of copies to print.

5. If desired, type the reason for the void and any applicable comments in the *Comments* text box.

6. Click *OK*.

7. If your practice uses cashier IDs, enter your cashier password.

8. If a payment existed on the original invoice, a prompt appears to automatically reverse (void) the payment. Click *Yes* to reverse the payment.

   **Note:** If the payment was a credit/debit card payment, the Payment dialog box opens so you can immediately void the credit card transaction in Cornerstone. See “Voiding a Credit Card Payment Transaction in Cornerstone” on page 205 for information on this process.

The transaction is saved as a line item in the client’s account with its own invoice number. The transaction information includes the date, the voided invoice number, the staff, and any comments. You may need to hover the cursor over the line item to view the comments. The invoice total also displays in the *Credit* column. The original invoice line item is marked as Voided, along with the date of the void.

**Note:** Clear the *Hide voided items* check box to view voided invoices and voided payments in client account history.
Chapter 13: Maintaining Client Accounts and Payments

Overview

The Client Account is a record of all financial transactions between you and your clients. The Client Account shows:

- Invoices (the invoice number and whether the invoice is open or closed)
- Payments (method of payment)
- Adjustments (who entered the adjustment and why)
- Comments (any comment you want to keep in the client’s account history)
- Transfers (amounts transferred to or from another client’s account)
- Written off or reinstated amounts
- Returned checks

At the top of the Client Account, you will find the client’s credit code, last payment date and amount, the total dollar amount of all open invoices and the client’s account receivable balances.

The IDEXX Cornerstone* Practice Management System uses information in the Client Account for several alerts, such as Balance Over 90 Days Old, No Payment in 60 Days and Returned Checks.

Viewing Client Accounts

You can quickly see a client’s account history in the Client Account window.

To view a client’s account information:

- Do one of the following:
  - On the Patient Clipboard, select the client, and then right-click in the Client area and select Client Account.
  - Click the Client Account toolbar button. Enter the Client ID and press TAB.
  - On the Activities menu, select Client Account. Enter the Client ID and press TAB.

The client’s account history displays in the Client Account window. An electronically signed credit card payment displays the signature icon.
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Client Account window

**Note:** If the selected client has any open invoices, an alert box appears to tell you that open invoices exist. Click **OK**.

You can perform a variety of actions using the buttons on the right side of the Client Account window.

**Use:**

**To:**

- **Invoice...**
  - Open an invoice for the selected client.

- **Payment...**
  - Record a client payment.

- **Adjust...**
  - Adjust a client account.

- **Comment...**
  - Record a comment about the account.

- **Transfer...**
  - Transfer a portion of the client’s bill to another client’s account.

- **Write Off...**
  - Write off the client’s account.

- **Rtn Chk...**
  - Record a returned check.

- **View...**
  - View details on an invoice without retrieving the invoice. You can also view adjustments, comments and returned checks.

- **Print**
  - Print the Client Account History Report.
Recording Payments on Accounts

Use the Payment dialog box to record partial or full payments you receive from your clients. You can also record multiple payments (such as half the bill paid by cash, the other half by check). After you record a payment, it is posted to the client’s account, and Cornerstone asks if you’d like to print a receipt.

Note: Payments do not close an invoice.

Before You Begin

➢ Set up your Account defaults (Controls > Defaults > Practice and Workstation > select Account in the navigation pane on the left).

To record a client’s payment (for non-credit/debit card payments):

Note: For information on payments using a credit or debit card, see “Processing Credit/Debit Card Transactions” on page 203.

1. Do one of the following:
   • With the client’s account history displayed in the Client Account window, click Payment.
   • On the Patient Clipboard, select the client and in the Client information area, click the Account Information tab. Right-click within the transactions table and select Payment.

The Payment dialog box appears.

Change given appears based on the Calculate change given setting in Account defaults. The Balance after payments shows the effect of the payment on the client’s account balance.

2. If your practice uses cashier passwords, enter your Cashier password.
3. Type the Amount of the payment. The default Payment Type appears.
4. If the client is paying off the account, right-click in the Amount field and select Client balance. If the client is paying off the balance of the invoice, right-click and select Invoice balance.
5. Select a different Payment type, if applicable. If the client was not set up for this type of payment, a message displays. If you have set up a payment type prompt, the prompt appears next to the payment type.
6. If applicable, type the prompt answer in the Prompt field.
7. The current date appears as the Deposit Date. Change the date, if necessary.
8. Change the amount of Change given.
   - If Calculate change given is selected in Account defaults, the amount of change to return to
     the customer (based on the client’s account balance) displays.
   - If Calculate change given is not selected in Account defaults, .00 appears in the Change
     given field, and the change appears as a credit to the client’s account.
   - If the client’s balance is zero or if the client has a credit on their account, Cornerstone assumes
     the payment is a deposit and the Change given field is not filled in.

9. Click Post to record the client payment and update the client’s account balance.

10. At the “Do you want to print?” prompt, select Yes to print a payment receipt or No to not print a
    receipt.

    To print a list of payments you accepted during a day, print the End of Day report Daily Payment
    Register. (See “Chapter 20: End of Day Processing” in the Cornerstone Administrator’s Manual for
    information.)

**To reprint a Payment on Account receipt:**

You can reprint a payment made on account that does not apply to a specific invoice. (To reprint a
payment for a specific invoice, view the invoice and reprint it.)

1. Do one of the following:
   - On the Patient Clipboard, select the client and in the Client information area, click the Account
     Information tab. Right-click the payment you want to reprint and select View.
   - With the client’s account history displayed in the Client Account window, highlight the payment
     you want to reprint and click View. Click Print.

   A preview of the payment appears.

2. Click Print.

### Processing Credit/Debit Card Transactions

IDEXX Cornerstone software offers a simple and secure solution for integrated credit card processing
initiated from Cornerstone. Cornerstone works with a third-party payment processing provider to process
credit and debit card transactions through an Internet connection.

**XCharge® Card Payment Processing Software**

XCharge® software, developed by Accelerated Payment Technologies™, provides third-party card
payment processing for Cornerstone. XCharge is a secure and simple-to-use solution that processes
both credit and debit card transactions in the United States and Canada.

**Note:** Credit card numbers are not stored within Cornerstone—the XCharge software, which functions
outside of Cornerstone, shields Cornerstone from this information.

**If You Need Help Processing Card Payments with XCharge**

- Once you have installed the XCharge software, you can access the XCharge User Manual by going
to Start > Programs > XCharge > XCharge Help. You can also access the XCharge Help and
  manual from the Help menu within the XCharge software.

  If you cannot find the answer to your question in the Help or manual, you can contact Accelerated
  Payment Technologies Customer Care for technical support toll-free at 1-800-338-6614.
Before You Begin

- Apply for an XCharge merchant account, install and set up the XCharge payment processing software, and set up the Credit Card Payment and Debit Card Payment payment types in Cornerstone (Controls > Payment Types). See “Chapter 2: Setting Up Cornerstone Controls” in the Cornerstone Administrator’s Manual for information on setting up credit and debit payment types.

Initiating a Credit or Debit Card Payment from Cornerstone

To initiate a credit or debit card payment from Cornerstone:

Note: The signature icon ★ is displayed on the Account Information tab on the Patient Clipboard* and on the Client Account window for any credit card payments that were electronically signed.

1. On the Payment dialog box, if your practice is set up to use cashier IDs, enter your cashier password and press TAB.

2. In the Amount field, type the amount or right-click to select Client balance or Invoice balance. Press TAB.

3. In the Payment Type field, select Credit Card Payment or Debit Card Payment, and then press TAB. (Alternatively, you can click the Credit Card or Debit Card button.)

4. Depending on the third-party payment processing provider you have set up, a Payments Login dialog box may appear. Enter your user name and password, and then click Login.

   Note: If you select the Remember me for this login option, the Payment Login dialog box will not display again as long as you are logged in on this workstation. If you log off Cornerstone and then log in again, you will need to provide the Payments Login information again in order to initiate a credit/debit card payment.

   The card payment processing window appears.

5. The amount entered on the Payment dialog box automatically transfers to the Amount field on the payment processing window. If the Amount field is blank, type the amount of the purchase.

6. If processing a debit card payment, enter the value in the Cash Back Amount field, if applicable.

7. Swipe the card or manually enter the credit card number.

   Note: Debit card information must be entered using the card swipe and PIN pad. Manually entered values are not accepted for debit cards.

8. Complete all required fields and process the transaction.

9. If processing a debit card payment, ask the client to enter the PIN number on the PIN pad device when prompted.

OR

If processing a credit card transaction and using an electronic signature capture device, ask the client to sign.

When the transaction has finished processing, the receipt prints. On the Payment dialog box in Cornerstone, the transaction information appears in the Payments area with the Status field indicating if the transaction was approved.
Note: The signature capture box displays differently in Cornerstone depending on whether you are using a signature capture device or a tablet PC. Also, Mobile Computing module users can capture signatures in the field and process a payment.

10. Click Post to complete the transaction, and then click Yes when prompted to print a Cornerstone receipt.

Upon successful completion of the transaction, the payment amount will be posted to the invoice and/or the client account.

For a list of daily credit/debit card transactions (payments, voids and refunds), print the Daily Payment Register – Credit/Debit Payment Transactions Report.

**Voiding a Credit Card Payment Transaction in Cornerstone**

A void transaction is used to reverse a credit card payment transaction. The transaction must be in the currently open batch (if the current day’s batch has already been closed, you will need to do a return), and only the full dollar amount of the original transaction can be voided—you cannot enter a partial void.

Note: Debit card transactions cannot be voided.

**To void a credit card payment transaction in Cornerstone:**

1. With the client information displayed in the Client Account window, click on the payment transaction to be voided and click View.

   Note: If the payment was on an invoice, the invoice must be voided in Cornerstone first before you can void the payment. At the end of the invoice voiding process, a prompt appears to reverse the payment. Click Yes to continue.

2. On the Payment dialog box, if your practice is set up to use cashier IDs, enter your cashier password and press TAB.

3. Click anywhere within the transaction row to be voided, and then click Void (or press CTRL+D). A message appears to confirm the void/delete action.

4. Click OK to close the message and void the selected transaction.

   Note: If the void transaction fails (typically because the transaction’s batch has already been closed), a Return window automatically appears so you can perform a return rather than a void for this transaction. On the Return window, complete all required fields and process the transaction. When the transaction has finished processing, a new negative dollar value line displays on the Payment dialog box, and the Status field shows the Void transaction.

5. Click Post to complete the transaction.

   Upon successful completion of the transaction, the void amount is reflected on the invoice and the client account.

**Processing a Credit or Debit Return**

The process for issuing a credit or debit refund is similar to processing a credit or debit card payment, except to issue a refund you type a negative number in the Amount field on the Payment dialog box.

**To process a credit or debit return:**

1. In the Payment dialog box, if your practice is set up to use cashier IDs, enter your cashier password and press TAB.

2. Type the return amount as a negative number (e.g., -13.50) in the Amount field and press TAB.
3. Select either Credit Card Payment or Debit Card Payment for the payment type, and press TAB. (Alternatively, you can click the Credit Card or Debit Card button.) The Return window appears.

4. Complete all required fields and process the transaction.
   When the transaction has finished processing, a new transaction line is displayed on the Payment dialog box, and the Status field shows the Return transaction.

5. Click Post to complete the transaction.
   Upon successful completion of the transaction, the Return amount will be posted to the invoice and/or the client account.

Reprinting a Receipt for an XCharge Transaction
Using the XCharge Transaction Lookup feature, you can print a copy of a receipt or a transaction detail report for a selected transaction.

Note: Receipts can be printed for approved transactions only.

To reprint an XCharge transaction receipt:
1. In the XCharge software (Start > Programs > XCharge > XCharge), click the Lookup button.
2. Use the available fields to specify a date range or batch number for the desired transaction, and then click the Search button.
3. Select the desired transaction in the list, and then click the Receipt button. The receipt information displays in a receipt preview window.
4. Click the printer icon on the toolbar to print a copy of the receipt.

Closing the Daily Batch of XCharge Transactions
When Cornerstone runs End of Day processing (either manual or unattended), it automatically sends a signal to the XCharge software to close the current day’s batch of credit/debit card transactions. XCharge immediately starts the batch closing (settlement) process and displays a message to inform you when the batch has been closed successfully.

Manually Closing a Batch
If necessary, you can manually close a batch of XCharge transactions at any time from the XCharge software.

To manually close an XCharge batch:
1. In the XCharge software (Start > Programs > XCharge > XCharge), click the Settlement button.
2. Complete all fields on the Credit Card Settlement tab, and then click the Settle button. You are prompted to confirm the batch close action. Click Yes.
   XCharge displays a message to inform you when the batch has been closed successfully.

For more information, see the XCharge User Manual or XCharge Help.

If a Connection to XCharge Cannot Be Established
In the event that a connection to XCharge cannot be established (i.e., if the Internet connection is not working) and you are unable to perform an online, real-time authorization, you will need to call for voice authorization and an approval code. Later, when the connection has been restored, you will need to add the credit card transaction to the batch after-the-fact using a “Force” transaction in the XCharge software.
A Force transaction is generally used to insert previously authorized, but not captured, transactions into a batch. Because the Force transaction type is not recorded automatically by Cornerstone, you will need to set up a special “Force Credit Transaction” payment type that will allow you to later record the transaction in Cornerstone.

**Note:** Force transactions are available only for credit payments (not for debit payments).

**To set up a Force Credit Transaction payment type in Cornerstone (one-time setup):**
1. On the **Controls** menu, select **Payment Types**.
2. Click **New**.
3. In the **Description** field, type **Force Credit Transaction** (or similar identifying name for a Force credit card transaction).
4. In the **Prompt** field, type **Approval Code**. The prompt appears when the payment type is selected on the Payment dialog box.
   **Note:** An Approval Code prompt is not required, but it is a good way of ensuring the transaction’s approval code is recorded in Cornerstone.
5. Click **OK** and then click **Close**.
6. Add the payment type to the applicable credit codes (**Controls > Credit Codes**) you have set up in Cornerstone.

**Step 1 – Call for voice authorization and approval code:**
1. On a credit card manual imprinter (old-style carbon copy device), make an imprint of the credit card and if applicable, record the 3–4 digit security code on the back side of the card.
2. Before you call to obtain voice authorization, ensure you have the following information on hand:
   - Your merchant account number (merchant ID)
   - The credit card number and expiration date
   - The dollar amount
3. Obtain a voice authorization approval code by calling one of the following numbers (depending on which processor you are using):
   - If **Trans First** is your processor, call 1-800-314-6888.
   - If **Global** is your processor, call 1-800-944-1111, option 1.
   **Note:** If you do not know your processor, contact Accelerated Payment Technologies Customer Care toll-free at 1-800-338-6614 for confirmation.
4. Record the authorization approval code on the imprinted carbon copy paper with the card information.
5. Ask the cardholder to sign the carbon copy paper, and provide the cardholder with a copy of the transaction information.

**Step 2 – Perform the transaction using the “Force” option in the XCharge software:**
When your connection has been restored, you will need to add the credit card transaction to the batch after-the-fact using a Force transaction in the XCharge software.
1. Open the XCharge software (**Start > Programs > XCharge > XCharge**).
2. In the list of Credit Card Transactions on the left, click **Force** (or press F6). The Credit Card – Force fields display in the pane on the right.
3. In the Amount field, enter the amount to process.
4. Enter the credit card number and expiration date, or swipe the credit card if it’s available.
   **Note:** If you swipe the credit card, you automatically populate the **Credit Card #** and **Expiration (MMYY)** fields.
5. In the Approval Code field, type the approval code obtained via voice authorization.
6. Click Process (or press F12). When processing has finished, the receipt prints.

**Step 3 – Record the transaction in Cornerstone using the Force payment type:**
1. Return to the Payment dialog box in Cornerstone to enter the payment.
2. In the Amount field, type the amount, or right-click and then select **Client balance** or **Invoice balance**. Press TAB.
   **IMPORTANT:** Make sure the amount entered or selected here matches the amount of the transaction you processed in the XCharge software.
3. In the Payment Type field, select **Force Credit Transaction** (or the name used to create your Force payment type) and then press TAB.
4. If an Approval Code prompt was set up for this payment type, in the Answer field, type the approval code for this transaction obtained via voice authorization.
5. In the Deposit Date check box, verify the date and correct it, if necessary.
6. Click Post to post the payment to the invoice and/or the client account.

**Step 4 – Account for Force transactions in your daily reporting:**
Because the Force transaction processed in XCharge is not initiated from Cornerstone (and therefore not recorded in Cornerstone), you will need to use the Daily Payment Register – By Payment Type report in Cornerstone as your log of transactions recorded under the Force Credit Transaction payment type.
1. On the Reports menu, select **Find a Report**.
2. In the Reports list on the left, click the plus sign [+] to the left of the End of Day report group, and then open the Daily Payment Registers subgroup.
3. Double-click **Sorted by – Payment Type** to create the report.
4. Select the applicable Daily period, and then click **Preview** or **Print**.
5. Use the report preview or printout to look up the subtotal amount of all transactions processed under the Force Credit Transaction payment type.
6. Add this amount to the credit transactions on your Daily Payment Register – Credit/Debit Payment Transactions Report within Cornerstone. Compare that amount to your XCharge daily reports to balance your End of Day.

**XCharge Reports**
The XCharge software provides a variety of reports that include detail and summary level information for all transaction types, as well as credit- and debit-specific detail. The transaction detail reporting allows for sorting by specific field names, and all reports can be displayed and/or printed by a date range.

There are many useful reports available in the XCharge software. Two of the most commonly used reports include:

**Credit Card Totals Report** – Provides the following processing detail by credit card type: transaction type, count, total amount, average amount and group.
Settlement Report – For each transaction within a batch, provides information on: transaction type, credit card number, expiration date, credit card type, approval code, date, settlement date, clerk, settlement clerk, register, settlement register, amount, settlement amount and settlement difference.

To access reports in the XCharge software (basic steps):
➢ In the XCharge software (Start > Programs > XCharge > XCharge), click the Reports button. For more information, see the XCharge User Manual or XCharge Help.

Cornerstone Daily Payment Register – Credit/Debit Payment Transactions Report
This Cornerstone report allows you to review your daily credit/debit card transactions (payments, voids and refunds). The report groups transactions according to payment card type and sorts them in ascending date/time order.

Note: This report lists only those transactions performed using the Credit Card Payment and/or Debit Card Payment payment types, as these are the only payment types that allow card processing initiated from Cornerstone.

To access this report in Cornerstone:
2. In the Reports list on the left, select End of Day > Daily Payment Registers > Sorted by – Credit/Debit Payment Transactions.

Adjusting Client Accounts
Use the Account Adjustments dialog box to adjust a client’s account or to set up a client’s account. Use adjustments sparingly and only to:
• Set up a beginning balance
• Modify a discount
• Adjust a finance or billing charge

Note: Do not use adjustments to correct invoicing or payment errors.

To adjust a client’s account:
1. Do one of the following:
   • On the Patient Clipboard, select the client and in the Client information area, click the Account Information tab. Right-click within the transactions table and select Adjustment.
   • With the client’s account history displayed in the Client Account window, click Adjust.
   The Adjustment dialog box appears.
2. In the Comment text box, type the reason for the adjustment. (The adjustment comment from defaults automatically displays.)

3. Type the amount this client owes in the corresponding Adjusted boxes. (Do not type the amount you are adjusting.)
   - Total due at the bottom of the dialog box reflects what the client now owes your practice.
   - Adjustment reflects the total amount you are adjusting.

4. Click OK. The Accounts Receivable balances are updated.

   Note: If you pay your providers based on collected accounts receivable, you will have to select the staff.

To print a list of adjustments, print the End of Month report Monthly Adjustment Summary by Client ID or Client Last Name.

Adding Comments to Account History
You can record various comments or information about a client’s account. These comments are dated and appear in the Client Account and Client Account History Report.

To view a long comment in the Client Account, double-click the comment or position the mouse over the line.

To add a comment to a client’s account:
1. Do one of the following:
   - On the Patient Clipboard, select the client and in the Client information area, click the Account Information tab. Right-click within the transactions table and select Comment.
   - With the client’s account history displayed in the Client Account window, click Comment. The Comments dialog box appears.
Chapter 13: Maintaining Client Accounts and Payments

**Transferring Portions of Bills**

Sometimes you have to split a bill because the patient has more than one owner. You can transfer an amount of one client’s bill to another client. The transfer appears in both clients’ account histories.

**Note:** If the patient is owned by a partnership, use Split Billing instead.

**To transfer billing between client accounts:**

1. Do one of the following:
   - On the Patient Clipboard, select the client and in the *Client Information* area, click the *Account Information* tab. Right-click within the transactions table and select *Transfer*.
   - With the client’s account history displayed in the Client Account window, click *Transfer*.

   The Transfer Portion of Bill dialog box appears.

2. In the **Transfer To** area, enter the ID of the client to whom you are transferring a portion of the bill.

3. Type the **percentage** or the **total amount** of the bill that is being transferred. Cornerstone calculates the corresponding amount (percent or total).

   **Note:** You cannot transfer a credit.

4. Click **OK** to save your changes.

**Splitting Bills Between Partnerships**

Users of Split Billing will likely be equine or large animal practices. In most cases, all activity for patients at these practices is put on one invoice throughout the month. When the end-of-month process is run,
Chapter 13: Maintaining Client Accounts and Payments

the invoices are marked as closed, and the totals are split between members of partnerships. Members are sent a monthly statement with a list of all services performed in the past month.

**Using the Split Billing Module**

Using the Split Billing module will not change your usual process.

- You can start an invoice and leave the invoice open throughout the month, adding items as usual.
- When your end-of-month is run, Cornerstone automatically closes all applicable invoices. (Make sure to select an Invoice Type that will be closed at the end of the month.)
- After end-of-month is run, the balance that the partnership owes the practice will be zero. The total owed is now divided among each member according to the percentage assigned in the Partnership Information window.
- Statements are generated for clients, including members of partnerships.

**To split a bill immediately:**

Occasionally, you may need to split a partnership bill before your next end-of-month process.

1. Post the partnership invoice.
2. On the Activities menu, select Split Partnership Invoices.
3. Enter a range of partnership IDs or press F2 to select partnerships from the Client List.
4. Highlight the invoice(s) to split and click OK.

**Looking at the Partnership Details**

Before End of Month (EOM) is run, any invoices display on the partnership account. After EOM processing, any invoices are closed, and there is no balance on the partnership account. The total is split and the amounts are divided among the individual member accounts based on the percentage set up in the partnership account.

To see the original invoices under the partnership account, view voided invoices. Because the individual members will pay the balances, buttons related to payments (Payment, Transfer, Write Off and Rtn Chk) are not available from the partnership account. Cornerstone allows adjustments to be made to partnership accounts, but use care when making adjustments.

**Writing Off and Reinstating Accounts**

Writing off a client account marks the client inactive and sets all of the client’s accounts receivable balances to zero. The client alert Client Written Off warns you when you use this client.

If you resume business with the client, reinstating the account is a simple process. The client alert Client Reinstated warns you that the client has been previously written off and then reinstated. The accounts receivable balances are set to the client’s previous balance.

**Before You Begin**

- Make sure that all invoices for that client are closed.
Chapter 13: Maintaining Client Accounts and Payments

To write off an account:
1. Do one of the following:
   - On the Patient Clipboard, select the client, and in the Client information area, click the Account Information tab. Right-click within the transactions table and select Write Off.
   - With the client’s account history displayed in the Client Account window, click Write Off.
   The Write Off Account dialog box appears.

   Write Off Account dialog box

2. In the Comment text box, document why you are writing off the account. The comment and the write off appear in the Transaction Description column in the Client Account.
3. Click Write Off to save your changes.
   Note: Clients with accounts that have been written off will not receive statements. Inactive clients with an account balance will still receive statements.

To reinstate a written off account:
When reinstated, the client’s balance returns to the status it had prior to being written off. (The current balance returns to Current, the 30 day balance returns to 30 day, and so on.) The Reinstate button displays only on a client’s account that has been written off.

1. Do one of the following:
   - On the Patient Clipboard, select the client and in the Client information area, click the Account Information tab. Right-click within the transactions table and select Reinstate.
   - With the client’s account history displayed in the Client Account window, click Reinstate.
   The Reinstate Account dialog box appears.

   Reinstate Account dialog box

2. In the Comment text box, document why you are reinstating the account. The comment appears in the Transaction Description column in the Client Account.
3. Click **Reinstate** to reinstate the client’s account, which adds the amount that was written off back to the account balance.

To print a list of clients whose balances have been written off, print the **Account Write Off Report** by Client ID or Client Last Name. (See “Chapter 22: End of Year Processing” in the *Cornerstone Administrator’s Manual* for information.)

### Recording Returned Checks

You should record all checks that do not clear the bank. In Cornerstone, recording a bad check adds the amount of the check, plus any service charges, to the client’s accounts receivable balance.

#### Before You Begin

- Enter a service charge for returned checks in Account defaults (Controls > Defaults > Practice and Workstation > select Account from the menu on the left).

#### To record a returned check:

1. Do one of the following:
   - On the Patient Clipboard, select the client and in the Client information area, click the **Account Information** tab. Right-click within the transactions table and select **Rtn Chk**.
   - With the client’s account history displayed in the Client Account window, click **Returned Check**.

   The Returned Check dialog box appears.

2. If your practice uses cashier passwords, enter your **cashier password**.
3. If necessary, change the date in the **Date** text box.
4. Type or select a check number in the **Check #** text box. If you select the check number, Cornerstone automatically enters the amount of the check.
5. If the amount is blank or incorrect, type value of the returned check in the **Amount** text box.
6. If the service charge is incorrect, type the correct amount in the **Service Charge** text box.
7. Select the **Valid Returned Check** check box if this returned check should be assigned to the client. This will cause an alert to display on the client’s record. (For example, if the returned check was a result of a bank error, you may not want the alert to display on the client record.)
8. Click **OK** to save your changes.
Note: If you pay your providers based on collected accounts receivable, you will have to select the staff from whose totals the adjustment is made.

To print a list of returned checks, print the End of Month report Returned Check Summary. (See “Chapter 21: End of Month Processing” in the Cornerstone Administrator’s Manual for information.)

Viewing Invoice Detail from Client Accounts

Cornerstone allows you to view the invoice detail from client accounts. This timesaving feature prevents you from having to retrieve the invoice manually. For example, if a client calls about a bill, you can easily view the invoice to answer his or her questions.

To view invoice detail:

1. Do one of the following:
   - On the Patient Clipboard, select the client and in the Client information area, click the Account Information tab. Right-click on an invoice and select View.
   - With the client’s account history displayed in the Client Account window, highlight the invoice line you want to view and click View.

   The invoice displays. Note that electronically signed invoices display the signature icon.

2. Click Cancel to return to the previous window.
Chapter 14: Using the Daily Planner

Overview
The Daily Planner is a one-stop window, designed for busy doctors and technicians who want to view information pertaining to the patients currently being seen at the practice. Only open patient cases display on the Daily Planner.

From the Daily Planner, you can access:
- Scheduled appointments and no-show appointments
- Scheduled call backs
- Open laboratory requests, recently received results and laboratory call backs
- Checked-in patients
- Tentative medical notes
- Tentative correspondence
- The Patient Visit List (PVL)
- Open invoices
- Open physical exams/Patient Advisor* exams

Using the Daily Planner

To use the Daily Planner:
1. Do one of the following:
   - Click the Daily Planner toolbar button.
   - On the Activities menu, select Daily Planner.

The Daily Planner window appears.
2. In the top-left *Staff information* area, the ID of the staff member logged in on this workstation displays. To change the staff member, enter a different staff ID or press F2 to search for and select a staff member from the Staff List. To view information for all practice staff, select the **View for all staff** check box.

3. Choose from the following options:
   - Click the **Appointments** tab to view scheduled appointments and past due appointments for the specified staff member and date range. The appointment date/time, client ID and name, patient ID and name, appointment notes, appointment status, reason for visit, room and staff name display. Right-click on an appointment line to update appointment information, check a patient in, or open the Patient Clipboard for the patient associated with the appointment.
   - Click the **Call Backs** tab to view scheduled reminder call backs for the specified staff member and date range. The client ID and name, patient ID and name, staff name, date, phone, reminder item prompting the call back, and call back status display. Right-click on a reminder call back to update the call back information on the Patient Reminders window, delete a call back, add a note about the call back, change the due date of the call back, or open the Patient Clipboard for the patient associated with the call back. See “Viewing Call Backs on the Daily Planner” on page 64 for information on using the Call Backs tab.
   - Click the **Diagnostics** tab to manage laboratory requests and results for the specified staff member. You can view open laboratory requests and recently received results, post completed results, and resolve any orphan or not-requested results. For completed and posted laboratory results, you can generate a call back immediately or schedule a call back for a specific staff member and date. See “Working with Laboratory Call Backs on the Diagnostics Tab” on page 64 for information on using the Diagnostics tab.
   - Click the **Checked-In** tab to view patients that are currently checked in for the specified staff member. The client ID and name, patient ID and name, check-in date and time, reason for visit, room, and staff name display. Right-click a check-in record to update the check-in information, check out the patient, open the Patient Clipboard for the selected patient, or open the Physical Exam/Patient Advisor* exam window for the patient.
   - Click the **Medical Notes** tab to view non-finalized medical notes associated with the specified staff member. This allows staff to see which medical notes still need to be reviewed and marked as final. Medical notes flagged with an alert display with a bright red background. Right-click on a medical note line to update the medical note, finalize an enhanced medical note marked as Tentative, or open the Patient Clipboard for the patient associated with the medical note.
   - Click the **Correspondence** tab to view non-finalized correspondence documents associated with the specified staff member. This allows staff to see which documents still need to be reviewed and marked as final. The date, patient ID and name, client ID and name, document description, and staff ID and name display. Right-click on a document line to update the document, finalize a document marked as Tentative, or open the Patient Clipboard for the patient associated with the document.
• Click the **Patient Visit List** tab to view invoice items on the Patient Visit List. If a PVL contains an invoice item associated with the specified staff member, the patient and associated PVL information display on the tab. You can organize the PVL information in staff order (**View by staff** option) or you can narrow the list of patients to those that have an invoice item associated with a selected classification on the PVL (**View by item classification** option). You can also select the **Display blue comment line** option to show the blue comment line associated with each invoice item on a PVL.

Right-click on a patient line to access the Patient Visit List and make modifications, open the Patient Clipboard for the patient, or display (and optionally print) the Patient Visit List Report for the patient.

• Click the **Invoices** tab to view a list of open invoices. Invoices that have been saved but not posted display on the tab. The date, client ID and name, invoice ID, amount, invoice type and whether or not to close this invoice at end of month display.

Right-click on an invoice line to update the invoice information on the Client Invoice window or to open the Patient Clipboard for the client associated with the invoice.

• Click the **Exams** tab to view a list of open physical exams/Patient Advisor* exams (**Patient Advisor module only**) associated with the specified staff member. The admitted date, patient ID and name, client ID and name, staff ID, tech ID, and abnormals display. Right-click an exam line to update the exam information or open the Patient Clipboard for the patient associated with the exam.

4. To organize the information that displays in a specific tab, left-click the appropriate column header.

5. To display a list of available menu options for the selected tab, right-click on a line item within the tab.

6. To update the Daily Planner to reflect current information, click the **Refresh** button or right-click within a tab and select **Refresh** from the list of menu options.

7. When finished, click the **Close** button to exit the Daily Planner.
Section 3 – Pet Health Management

Chapter 15: Using Physical Exam and Pet Health Report Card
Chapter 16: Recording Vital Signs/Weight Information
Chapter 17: Using Medical Notes and Correspondence
Chapter 18: Using Classic Medical Notes
Chapter 19: Recording Medical Problems and Diagnoses
Chapter 20: Working with Prescriptions
Chapter 15: Using Physical Exam and Pet Health Report Card


Overview

The Physical Exam feature allows you to:

- Quickly and easily record body system observations and comments while the patient is being examined
- Use one of several standard body system templates to record your observations
- Print a Pet Health Report Card when the exam is complete
- Store a record of the physical exam in the patient’s history

On the Physical Exam window, the Observations tab’s right-click options allow you to easily select a status (Normal, Abnormal or Did Not Examine), add or remove a body system on the exam (Systems option), or add multiple lines of alternative observation text (Update option).

Physical Exam window with right-click options

Note: If you have installed the Patient Advisor* module, “Patient Advisor Exam” will display in place of “Physical Exam” in several areas throughout Cornerstone (Practice and Workstation defaults, right-click menu on the Patient Clipboard*, Activities menu, window title bars, etc.). See the Patient Advisor online Help for more information on setting up and using Patient Advisor.

The Pet Health Report Card provides details of the physical exam and can be set up to print automatically when a physical exam is saved or posted. On the report card, each body system can be
marked as Normal, Abnormal or Not Examined. You can also print abnormal results in red and include a pet picture, if applicable.

Before You Begin

- Set default print options for the Pet Health Report Card (Controls > Defaults > Practice and Workstation > select Physical Exam from the menu on the left).
- If desired, create or update observation text for body systems (Lists > Physical Exam > Physical Exam Setup).
- If desired, add or change the Physical Exam system templates (Lists > Physical Exam > System Templates).

Starting the Exam and Selecting a System Template

To start the exam and select a system template:

1. With the patient’s record open on the Patient Clipboard, in the Patient list area, right-click the patient’s name and select Physical Exam. (Alternatively, you can click the Physical Exam toolbar button and select a patient.)

The Patient Exam List appears.
Chapter 15: Using Physical Exam and Pet Health Report Card

2. Do one of the following:
   - If this is a new exam, click **New**.
   - If this is an open or closed exam for which you want to enter recheck information, click **Recheck**. You may want to perform a recheck if a patient returns to have bandages changed or additional x-rays taken, etc.

   **Note:** The recheck option creates a copy of the original exam record to which you can add your observations. This exam record is labeled as a recheck exam. Both the original and recheck exam are saved in patient history.
   - To modify information on an open exam, on the Patient Exam List, click the open exam that you want to modify and click **Select**.

   The Physical Exam window opens.

3. In the **Admit** field, press TAB to accept the current date or enter a different date.

4. In the remaining text boxes in the Exam information area:
   a. Enter the release date, if known.
   b. Select the staff responsible for the physical exam and the technician, if applicable.
5. If necessary, click the Vital Signs/Weight button in the top-left Patient information area to update the patient’s weight and other vital signs, if applicable. See “Creating a Vital Signs Set for a Patient” on page 233 for information on recording vital signs for a patient.

   **Note:** The button displays in red/yellow as an alert if at least one vital sign (other than weight and body score) has not been entered for the patient within the past 10 days.

6. Select the Observations tab to review the default physical exam System template. If the system template has been linked to a specific species, that template displays. If necessary, select a different system template from the drop-down list.

### Changing the Systems Included in the Physical Exam

During a physical exam, if necessary you can add or remove body systems to be printed on the Pet Health Report Card. This updates the systems for the currently open exam only—the system template will not be changed.

1. With a patient’s exam open in the Physical Exam window, right-click anywhere within the observations text and select Systems. The Exam Wizard - System Templates window appears.

   ![Exam Wizard - System Templates window](image)

   Exam Wizard - System Templates window

2. In the list of systems, those systems with a check mark in the gray box to the left of the system name will print on the Pet Health Report Card. Click the gray boxes as needed to add or remove systems from the selection list.

3. To change the status of a system, select Normal, Abnormal or Did Not Examine from the applicable drop-down list in the right column.

4. To change the order of the systems, click on a system and then click the ▲ or ▼ arrow button to move it within the list.

5. When you are finished, click Finish to save your changes for this physical exam.

### Modifying Observation Text on the Physical Exam

The standard observations display based on the selected system template. During the physical exam, you can change the observation status and text to reflect the results of the exam.
To change the observation status:
- Right-click on the observation and select the applicable status—Normal, Abnormal or Did not Examine. The observation text will change to the default text set up for that status.

To change the observation text:
1. To select a different set of preloaded observation text, highlight the existing text and press DELETE on the keyboard.

2. Click the magnifying glass icon to the right of the text box. The Observation List dialog box displays a list of alternative observation text options.

3. Highlight the observation text to use and click Select. The selected observation text displays in the text box.

4. To edit the observation text, position the cursor where you want to edit text and type or change the text as needed.

To add multiple lines of observation text:
1. With a patient’s exam open in the Physical Exam window, right-click anywhere within the observations text and select Update. The Exam Wizard - System window appears.

2. Select the applicable system and status, and then click Search. The Observations List window appears.
3. In the Observation text area, in the middle box listing the available observation text lines, highlight a text line to use and click Add. The text line displays in the bottom box containing all added lines of observation text.

4. Repeat the previous step until all applicable text lines have been added, and then click OK.

5. Click Finish to return to the Physical Exam window.

**Inserting Vital Signs Information Within an Observation**

If you previously set up certain Physical Exam body systems as “vital sign systems,” a Vital Signs/Weight icon will display next to those systems on the exam Observations tab. You can click the Vital Signs/Weight icon and select vital signs to be included as text lines within the observation text that prints on the Pet Health Report Card.

See “Chapter 15: Setting Up Physical Exam and Pet Health Report Card” in the Cornerstone Administrator’s Manual for information on setting up body systems as vital sign systems.

**To insert vital signs information within an observation:**

**IMPORTANT:** If you need to change the Normal/Abnormal/Did Not Examine status, change the status first, before selecting vital signs information to include in the observation. If you add vital signs information to the observation text and then change the Normal/Abnormal/Did Not Examine status, the observation text and vital signs information will be overwritten with the text for the newly selected status.

1. For any system previously set up as a “vital signs system,” click to place your cursor in the desired position within the system’s observation text (where you want to insert the vital signs information), and then click the Vital Signs/Weight icon located to the right of the observation text.

The Vital Signs selection window appears. (See “About the Vital Signs Selection Window” on page 236 for information.)
2. If desired, add a new vital signs set and/or make changes to an existing set (if still within the allowed timeframe for editing). When finished with any additions or edits, click OK to save your changes and then enter or select the staff ID.

3. In the Vital Signs column (left column), click the check box next to each vital sign to include in the observation text. To quickly select all vital signs for inclusion, click the select all signs check box.

4. In the date/time/staff column headers, select the check box for each vital signs set to include. (Cornerstone automatically selects check boxes for the most recent five sets entered since the time of the patient’s last check in. If you add a new set in this window, it will include the new set in addition to the five most recent sets.)

5. When you have finished selecting the vital signs to include in the observation text, click OK.

   The selected vital signs are added in the location of the cursor within the observation text box, along with the staff and date/time each vital signs set was created.

Adding Exam Notes

Use exam notes to save internal comments about the exam. Notes are saved in patient history with the exam but do not print on the exam.

To add exam notes:
1. With a patient’s exam open in the Physical Exam window, click the Note button.
2. Type the note and click OK.

   The exam note can be modified on an open or new exam and viewed on a closed exam.

Saving or Posting the Exam

You can save or post the exam so it is included in the patient’s history.

- If you Save an exam, you can return to it later to make changes. A saved exam is considered open.
- If you Post an exam, the exam is saved in the patient’s medical history and is considered closed. After an exam is posted, it cannot be modified.

To save or post an exam:
1. With a patient’s exam open in the Physical Exam window, click Save to save the exam or Post to post the exam. The Physical Exam dialog box appears, displaying the Pet health report card – print information options.
Chapter 15: Using Physical Exam and Pet Health Report Card

Physical Exam – Pet Health Report Card print options

2. To print the Pet Health Report Card at this time, select the Print check box and specify the number of copies to print.
3. If necessary, change the footer message to print on the report card.
4. Click Save or Post.

Printing the Pet Health Report Card

1. With a patient’s exam open in the Physical Exam window, click Print. The Physical Exam dialog box appears, displaying the Pet health report card – print information options.
2. Select the Print check box and specify the number of copies to print.
3. If necessary, change the footer message to print on the report card.
4. Do one of the following:
   - To print the report card immediately without viewing it first, click Print.
   - To view the report card before printing, click Preview. From the preview window you can click Print to print the report card or click Save As to save the report card data to a file.

Viewing Physical Exams in History

Physical exams are stored in patient history and can be viewed anywhere you can view patient history, such as the Patient Clipboard. Look for the Physical Exam icon.
Chapter 15: Using Physical Exam and Pet Health Report Card

Physical Exam Reports

To access Physical Exam reports:

2. In the Reports list, click the plus sign to the left of Physical Exam to expand the list of Physical Exam reports.

Note: If you have installed the Patient Advisor* module, the Patient Advisor report group will display in place of the Physical Exam group.

Open Physical Exam Report

The Open Physical Exam Report lists all patients with open exams in admission date order. You can use this report to review the open exams and determine if a recheck exam is necessary or if the exam should be posted.

Reports for Managing Physical Exams

Several additional Physical Exam reports help you manage your observation text and templates.

- Observations Report
- Physical Exam System Setup Report
- System Template Setup Report
Chapter 16: Recording Vital Signs/Weight Information

This chapter covers the daily usage tasks for Vital signs/Weight features in Cornerstone. For information on the steps required to set up the Vital Signs List for your practice, see “Chapter 16: Setting Up Vital Signs/Weight” in the Cornerstone Administrator’s Manual.

Using the Vital Signs/Weight features in the Cornerstone Practice Management System, you can view, add, edit and graph vital signs for a patient. You can also include vital signs information in medical notes and on Pet Health Report Cards created using Physical Exam/Patient Advisor Exam.

Accessing Vital Signs for a Patient

One of the fastest ways to access vital signs for a patient is to click the Vital Signs/Weight button that displays on many windows throughout Cornerstone (Patient Clipboard, Cornerstone Editor, Physical Exam/Patient Advisor Exam, Whiteboard Patient Treatments and Patient Orders windows, Patient Visit List, etc.).

Note: The button displays in red/yellow as an alert if at least one vital sign (other than weight and body score) has not been entered for the patient within the past 10 days.

Other ways to access vital signs for a patient:

- On the Patient Clipboard, click the Vital Signs tab in the Patient History area. You can view vital signs directly on the tab and use the right-click menu to access other options (Add new, Update/View or Void).
- On the Patient Clipboard, in the Patient list area, right-click the patient name and select Vital Signs/Weight.
- Click the Vital Signs/Weight toolbar button.
- On the Activities menu, select Vital Signs/Weight.
- Process an Update Vital Signs special action.

When you access the Vital Signs/Weight feature using any of these methods, the weight entry dialog box appears. The weight entry dialog box allows you to enter the patient weight and, if desired, click the add more Vital signs link to open the full Vital Signs entry and viewing window.

Note: If the Vital Signs/Weight feature is accessed from the Electronic Whiteboard, the Patient Orders window or the Patient Treatments window, Cornerstone displays the full Vital Signs entry and viewing window instead of the weight entry dialog box.
About the Vital Signs Window

The Vital Signs window provides one central location to review historical vital signs for a patient, and allows you to more easily identify changes in a patient’s health through comparative trending and graphing.

The Vital Signs window includes the following fields and options:

<table>
<thead>
<tr>
<th>Field/Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>'Vital Signs' column (static left column)</td>
<td>Displays Weight and all other vital signs activated in Vital Sign Setup.</td>
</tr>
<tr>
<td>'Create new Vital Signs set' column (right column)</td>
<td>Allows you to add a new set of vital signs for a patient. See “The expanded 'Create new Vital Signs set' column” on page 232 for more information.</td>
</tr>
<tr>
<td>Hide voided records</td>
<td>When selected, voided vital signs sets (columns) do not display on the Vital Signs window.</td>
</tr>
<tr>
<td>Graph button</td>
<td>For Numeric and Numeric List vital signs, click this button to view the patient data in a graph and optionally print the graph. See “Graphing Vital Signs for a Patient” on page 235 for more information.</td>
</tr>
<tr>
<td>Inactive (I) vital sign</td>
<td>Inactive vital signs are listed on the Vital Signs window only if that patient has historic values for that vital sign. Inactive vital signs are marked with an &quot;(I)&quot; in the Vital Signs column.</td>
</tr>
<tr>
<td>“?” link</td>
<td>For Alphanumeric List and Numeric List vital signs, click this link to view the list values and their extended descriptions, if any exist.</td>
</tr>
</tbody>
</table>
### Field/Option | Description
---|---
Red abnormal indicator | Abnormal vital sign entries – those marked as High (H), Low (L) or Abnormal (A) – display in bold red text.
Comments icon | Displays when a comment is associated with the entry. Hover the cursor over the icon to view the comment text.
Refresh button | After vital signs have been saved for a patient (at this workstation or elsewhere in the practice), click this button to ensure you are viewing the most recent data for the patient.

When working within the Vital Signs window, note the following:

- **A set of vital signs** for a patient is a group of vital sign entries that belong to the same date/time/staff (provided in the column header).
- **A vital sign entry** is an individual vital sign value—one cell within the vital signs set.

### Notes:

- The Vital Signs window displays only active vital signs as assigned in Vital Sign Setup (select Lists > Vital Signs/Weight). Until you’ve completed the Vital Sign List setup, Weight is the only vital sign that will appear on the Vital Signs window.
- For the Vital Signs display order, Weight is always on top (and if there is an active Body Score vital sign, it appears below Weight). The order of other vital signs can be specified during setup (select Lists > Vital Signs/Weight > click the Set Order button).
- You can resize the Vital Signs window to optimize the display for your workstation, and the defined window size will be remembered on that workstation. (Note: Resizing capability is not available when accessing the window via the Patient Clipboard right-click menu.)
The expanded ‘Create new Vital Signs set’ column

The Vital Signs window **Create new Vital Signs set** column makes it easy to quickly enter a set of vital signs for a patient. The fields available in this column mirror the Vital Sign List settings you configured for the practice during setup.

![Expanded 'Create new Vital Signs set' column on the Vital Signs window](image)

The **Create new Vital Signs set** column includes the following fields and options:

<table>
<thead>
<tr>
<th>Field/Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/Time cell</td>
<td>This cell expands automatically when any other <code>Create new…</code> vital sign entry cell is selected. The <strong>Date</strong> and <strong>Time</strong> fields are required for each set of vital signs and default to the server date and time. Note that you cannot enter a date/time that is in the future or greater than 10 days old.</td>
</tr>
<tr>
<td>Text entry box or drop-down selection list</td>
<td>Depending on the vital sign type (Alphanumeric, Numeric List, etc.), the data entry/selection field may appear as a text box or a drop-down list.</td>
</tr>
<tr>
<td>? link</td>
<td>For Alphanumeric List and Numeric List vital signs, click this link to view the list values and their extended descriptions, if any exist.</td>
</tr>
<tr>
<td>‘Normal’ drop-down list</td>
<td>If the vital sign value is abnormal for this patient, alert staff by selecting High, Low or Abnormal from the drop-down list. A selection other than Normal will cause the value to display in bold red, along with an H, L, or A designation.</td>
</tr>
<tr>
<td>Enter comment</td>
<td>Type vital sign comments in the text box as needed (maximum of 30 characters). The icon displays for an entry if a comment is associated with it.</td>
</tr>
<tr>
<td>None for species</td>
<td>Displays in a cell if the species has not been associated with a list for that vital sign. (To add the species to a list: Select Lists &gt; Vital Signs/Weight, double-click the vital sign, select a list and then select the applicable species to associate with the list.)</td>
</tr>
</tbody>
</table>
Creating a Vital Signs Set for a Patient

IMPORTANT: Make sure your practice’s Vital Sign List has been finalized before you begin entering vital signs for patients. For list-type vital signs, once a vital sign has been entered for a patient, you will no longer be able to make changes to the list values or the species associated with a list (although you can still add species to an existing list). See “Chapter 16: Setting Up Vital Signs/Weight” in the Cornerstone Administrator’s Manual for information on setting up your practice’s Vital Sign List.

To add a set of vital signs for a patient:
1. Open the Vital Signs window for the patient. (See “Accessing Vital Signs for a Patient” on page 229 for information.)
2. Expand the Create new Vital Signs set column (right column) by doing one of the following:
   - Double-click on any vital sign in the Create new… column.
   - Tab into the Create new… column. With the focus on the desired cell, press ENTER or SPACEBAR.
   - Right-click in the Create new… column and select Create a new set.
   Tip: To move through the Create new Vital Signs set column using the mouse, simply click in the desired cell/field. To move through the column using the keyboard, tab into a cell to place focus on it, and then press ENTER or SPACEBAR to expand the cell. Once expanded, press TAB to move from field to field within a cell.
   Note: If you have designated certain list values as defaults, these default values will be selected automatically when you click or tab into their associated fields. For this reason, you should review each field to ensure a default list value is not mistakenly selected for a patient.
3. If necessary, you can change the date/time associated with this vital signs set (the Date and Time fields default to the server date and time):
   - In the Date field, enter a new date by typing the date or clicking the drop-down arrow to select the date from a calendar. Press TAB.
   - In the Time field, type a new time and press TAB.
   Note: The “editable” timeframe for making changes to a vital signs set is based on the server date/time when a vital signs set is created, which is not necessarily the date/time entered by the staff member. See “Vital Sign Editing Rules” on page 234 for more information.
4. In the Create new… column entry cells, record vital signs as applicable for this patient.
   - If needed, click the “?” link to view detailed descriptions of available list values.
   - If this is an abnormal entry, use the Normal drop-down list to mark this vital sign as High, Low or Abnormal.
   - To add a comment about the entry (e.g., Panting, In pain, Scared, etc.), type in the enter comment text box (maximum 30 characters).
   Tip: For Alphanumeric entries (free-form text entry), note that only a small number of characters will display in the column when the vital signs set is viewed later in history, so it is best to type abbreviated text that’s meaningful at a glance.
5. If desired, you can graph a Numeric or Numeric List vital sign by clicking its Graph button. See “Graphing Vital Signs for a Patient” on page 235 for more information.
6. When you are finished, click OK. A Staff Selection dialog box appears.
7. Enter the ID of the staff member entering vital signs for this patient by typing the ID or selecting the staff from the drop-down list. Click OK. The vital signs set is saved for the patient.

8. After vital signs have been saved for a patient (at this workstation or elsewhere in the practice), you can click Refresh as needed to ensure you are viewing the most recent data for the patient.

9. To exit the Vital Signs window, click the Close button in the upper-right corner of the window.

**Vital Sign Editing Rules**

When editing an existing vital signs set, the key timeframes to remember are 24 hours and 10 days:

- If the vital signs set was created within the last 24 hours, you are allowed to add values to blank vital signs and to edit existing entries (occupied cells) within the set.
- If the vital signs set is older than 24 hours but created within the last 10 days, you may only add values to blank vital signs. No editing of existing entries is allowed.
- If the vital signs set was created over 10 days ago, no entries or edits are allowed. (Note: If the vital signs set is invalid, it can be voided. See “Voiding a Vital Signs Set” on page 235 for information.)

**IMPORTANT:** The “editable” timeframe is based on the server date/time when a vital signs set is created, which is not necessarily the date/time entered by the staff member.

<table>
<thead>
<tr>
<th>TASK</th>
<th>Within 24 hours of initial vital signs set creation</th>
<th>More than 24 hours after initial vital signs set creation</th>
<th>Within 10 days of initial vital signs set creation</th>
<th>More than 10 days after initial vital signs set creation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a new vital sign entry (blank cell) within an existing set</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Not allowed</td>
</tr>
<tr>
<td>Edit a vital sign entry (occupied cell) within an existing set</td>
<td>Yes</td>
<td>Not allowed</td>
<td>Not allowed</td>
<td>Not allowed</td>
</tr>
</tbody>
</table>

**Notes:**
- Separate security permissions must be granted for each level of vital signs adding/editing.
- You cannot add or edit entries for a vital sign if it is inactive.
- In the most recent set of vital signs, blank entry cells that are still within the 24-hour adding/editing timeframe appear with a light yellow background.
- If a patient already has a set of vital signs for today and you elect to create another set, Cornerstone verifies that you really want to create another set (versus edit the existing set). This is a common scenario if your practice work flow is to record the weight in reception (requiring you to create a set) and then record other vital signs later in the exam room. Note that after two sets have been added for a patient in one day, the verification message will not continue to appear for that patient.

**To expand an existing vital signs set for editing:**

- Do one of the following:
  - Double-click in the entry cell you want to add a value to or edit.
  - Tab into the entry cell you want to add a value to or edit, and then press ENTER or SPACEBAR.
  - Right-click in the vital signs set (column) and select Update.
Graphing Vital Signs for a Patient
You can graph a patient’s historic and current vital sign data for one vital sign at a time for Numeric and Numeric List vital signs. Graphs can be printed and provided to clients as a helpful visual to show weight trends or other changes in their pet’s health over time.

![Vital signs graph](image)

The graph displays data from up to 10 of the most recent vital signs sets. The Numeric or Numeric List values display on the left axis. If applicable, associated descriptions are provided in a legend across the bottom.

To graph a Numeric or Numeric List vital sign for a patient:
1. Do one of the following:
   - With the patient’s information shown on the Vital Signs window, in the Vital Signs column (left column), click the Graph button for the desired vital sign.
   - With the patient’s information shown on the Patient Clipboard Vital Signs tab, click the Graph button in the desired vital sign’s column header.
2. Click Back/Next to move through the patient’s vital sign history, showing up to 10 sets at a time.
3. If you want to print the currently displayed graph, click Print, select your desired page setup settings, and then click OK.
4. When you are finished, click Close.

Voiding a Vital Signs Set
If necessary, a staff member with appropriate security permissions can void a vital signs set. Voiding may be necessary, for example, if vital signs are accidentally entered for the wrong patient.

Note: When you void a vital signs set, you void the entire set; you cannot void a specific entry or value.
To void a vital signs set:
1. Do one of the following:
   - With the patient’s information shown on the Vital Signs window, right-click within the desired vital signs set and select Void.
   - With the patient’s information shown on the Patient Clipboard, right-click on the desired vital signs line in the Summary, Text or Vital Signs tab and select Void.
2. On the Void Vital Sign Set window, enter the staff ID and reason for the void.
3. Click OK.

About the Vital Signs Selection Window
The Vital Signs selection window allows you to select vital signs information to include in a patient document (medical note or correspondence) or on a Pet Health Report Card created using Physical Exam/Patient Advisor* Exam.

The Vital Signs selection window includes the following fields and options:

<table>
<thead>
<tr>
<th>Field/Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select all signs check box</td>
<td>When selected, all vital signs are selected for inclusion in the patient document or observation text.</td>
</tr>
<tr>
<td>Select individual vital signs check boxes (on left side)</td>
<td>Click the check box next to each vital sign to include in the patient document or observation text.</td>
</tr>
<tr>
<td>Select vital signs sets check boxes (in column headers)</td>
<td>Click the check box associated with each vital signs set to include in the patient document or observation text.</td>
</tr>
</tbody>
</table>

For more information on including vital signs information in a patient document, see “Inserting Vital Signs Information” on page 254.

For more information on including vital signs information on Pet Health Report Cards created using Physical Exam/Patient Advisor* Exam, see “Inserting Vital Signs Information Within an Observation” on page 225.
Chapter 17: Using Medical Notes and Correspondence

Overview
Starting with Cornerstone* version 8.0, both medical notes and correspondence documents are created in the Cornerstone Editor. The Cornerstone Editor is used both at the time of setup (when you create or update a document template) and at the time of use (when you add a medical note or correspondence document to a patient record).

Note: The medical notes functionality available in Cornerstone version 7.6 and below is now referred to in Cornerstone as “Classic medical notes.” See “Chapter 18: Using Classic Medical Notes” beginning on page 282 for information.

IMPORTANT: You must use the Classic medical note template for surgery/anesthesia logs. Enhanced medical notes do not support this feature at this time. See “Using Classic Medical Notes for Surgery/Anesthesia Logs” on page 285 for information on using this template.

Before You Begin
- Set Documents defaults (Controls > Defaults > Practice and Workstation > select Documents from the menu on the left).
- Set up document template categories (Lists > Documents > Template Categories).
- Set up the problem categories and problem list to be used in your practice (Controls > Problems > Categories or Controls > Problems > Problems List).
- Set up the diagnostic codes to be used in your practice (Lists > Diagnostic Codes).
- Set up medical note and correspondence document templates. For information on setting up the document templates, see “Chapter 17: Setting Up Medical Notes and Correspondence” in the Cornerstone Administrator’s Manual.
- (Optional) Set up a signature capture device (Tools > Signature Capture Device).
Chapter 17: Using Medical Notes and Correspondence

The Cornerstone Editor – Medical Note/Correspondence Window

Note: When adding a text-only document (versus an enhanced format document), the menus, toolbar buttons and right-click menus available in the Cornerstone Editor are limited to those options that pertain to text-based data entry. Throughout this section, those features not available in text-only mode will be marked with an "(Enhanced documents only)" designation.

Title Bar

The Title Bar displays an at-a-glance summary of the client, patient and document information in this order:
Client Last Name - Patient Name - (Patient ID) - Document Title - Species - Weight - Sex - Age – Breed

Client Banner

Vicki Humacher - Gressa - 13683
(715) 293-5892 (Home) $0.00

The Client Banner displays client name(s), phone number and account information. Simply double-click within the banner to update the client information.

Patient Banner

Gressa - 13683
65 pounds 3

The Patient Banner provides at-a-glance access to patient information including name, ID, weight, body score (if activated), species, breed, age and sex. A pet picture is also displayed, if available. Simply double-click within the banner to update the patient information.

To display the weight entry dialog box for the patient, click the Vital Signs/Weight button. Here you can enter a current weight and, if desired, click the add more Vital signs link to open the full Vital Signs entry and viewing window.
Update Patient Weight

The **Ask for weight if the last entry is older than ___ days** field in Documents defaults determines whether staff are prompted to enter the patient’s weight upon starting or opening a medical note. Cornerstone will compare this default setting to the date of the most recent weight recorded for the patient in Cornerstone. If the date of the weight is older than the specified number of days, the weight appears in red in the Patient Banner, and the weight entry dialog box appears to allow the staff member to enter a current weight for the patient.

**Note:** You can click the **Vital Signs/Weight** button in the Patient Banner at any time to update the patient’s weight and other vital signs, if applicable. Note that the button displays in red/yellow as an alert if at least one vital sign (other than weight and body score) has not been entered for the patient within the past 10 days.

**Document Banner**

The Document Banner displays the staff ID, staff name, template name, history description, document date, autofinalize option and alert option to highlight this document in history.

**Tip:** Many of the properties that display in the Document Banner can be set as defaults in the Template Properties dialog box when you initially set up the document template. See “Chapter 17: Setting Up Medical Notes and Correspondence” in the *Cornerstone Administrator’s Manual*.

**Editor Menu Bar**

The Editor menu bar includes the File, Edit, View, Insert, Font, Paragraph, Table and Other menus. (The menu bar is located within the Cornerstone Editor window, separate from the main Cornerstone menus.)

**Note:** The Paragraph and Table menus are available only in enhanced templates/documents (not text-only templates/documents).

**Editor Toolbar**

The Editor toolbar buttons provide quick access to commonly used functions within the Cornerstone Editor. (The Editor toolbar is located within the Cornerstone Editor window, separate from the main Cornerstone toolbar.)
Chapter 17: Using Medical Notes and Correspondence

Note: When using the Cornerstone Editor in text-only mode, the toolbar buttons available are limited to those options that pertain to text-based data entry. Text-only mode also offers a Color All Text button that allows you to apply a single color to all text in the template or document.

Toolbars
(Enhanced documents only)

The tool bars include options for frequently used document elements, display settings, style settings and formatting tools. The Tool Bar display can be turned on/off using the View menu > Tool Bars option.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Insert date/time, page number or number of pages, and show/hide nonprinting characters such as returns, tabs and spaces" /></td>
<td>Insert date/time, page number or number of pages, and show/hide nonprinting characters such as returns, tabs and spaces</td>
</tr>
<tr>
<td><img src="image" alt="Specify the magnification level for viewing the current document" /></td>
<td>Specify the magnification level for viewing the current document</td>
</tr>
<tr>
<td><img src="image" alt="Set the paragraph style, font, font size and effect of selected text (bold, italics, underline)" /></td>
<td>Set the paragraph style, font, font size and effect of selected text (bold, italics, underline)</td>
</tr>
<tr>
<td><img src="image" alt="Set the justification of the paragraph (align left, center, align right, justify)" /></td>
<td>Set the justification of the paragraph (align left, center, align right, justify)</td>
</tr>
<tr>
<td><img src="image" alt="Format selected text as a numbered/bulleted list, increase/decrease the indent, and set the text color" /></td>
<td>Format selected text as a numbered/bulleted list, increase/decrease the indent, and set the text color</td>
</tr>
</tbody>
</table>

Status Options

Using the drop-down list in the upper right corner of the Cornerstone Editor, you can set the status of medical notes and correspondence documents to Draft, Tentative or Final.

Note: The status options are not available for Print Only documents or Correspondence – Title Only documents.

- **Draft** – Draft status is intended for saving work in progress when you are interrupted by a phone call or an emergency and your notes are not verified, finished, or perhaps are not even correct at this point. A Draft status document will never autofinalize. Draft status saves any invoice items in their current state without sending anything to the Patient Visit List (PVL). When saving as Draft, the Apply to PVL check box is not selected by default, but can be selected if desired.

Documents with a status of Draft are watermarked with large “DRAFT” text on each page when printed. The watermark does not appear within the Cornerstone Editor while working in the document (it is visible only on the printout).
• **Tentative** – With the Tentative status, the document is basically complete, but is still changeable if something else comes up (similar to tentative medical notes in previous versions). When saving as Tentative, the **Apply to PVL** check box is preselected and cannot be cleared.

• **Final** – When a document is saved as Final, no further edits can be made to the document. If additional information becomes available after a document is finalized, the information must be added in an Addendum. When saving as Final, the **Apply to PVL** check box is preselected and cannot be cleared.

*Note:* If you set a document’s status to Final and then click **Save**, the Cornerstone Editor saves the document and closes it automatically (no further editing is allowed after clicking **Save**).

**Full Size View/Normal View Button**

You can click the **Full Size View** button to increase the size of the Editor pane work area by “hiding” the properties banners (top of the window) and the Invoice Items and Attachments pane (bottom of the window). To bring these window elements back into view, click **Normal View**.

**Editor Pane**

The Editor pane is the document “page” where you fill in the template and add necessary text, pictures and other patient-specific data. You can add elements to the Editor pane area using the menu bar, Editor toolbar or right-click menu.

**Splitter Bar**

You can drag the adjustable Splitter Bar up or down to increase or decrease the visible area of the Editor pane and Invoice Items and Attachments pane. While adding a medical note or correspondence document, in most cases you want the Splitter Bar at a lower position, so that more editing space is available in the Editor pane. If you need to work in the **Invoice Items** tab, simply drag the Splitter Bar upward as needed to increase the working area of the **Invoice Items** tab while you are inserting or editing invoice items.

**Invoice Items and Attachments Pane – Invoice Items Tab**

The Invoice Items and Attachments pane is available at the bottom of the Cornerstone Editor window at the time of use, when adding a medical note or correspondence document. This pane includes an **Invoice Items** tab that works similarly to the Patient Visit List, and includes “invoice item audit” functionality that will search the Patient Visit List, and open invoice and patient orders to allow corrections in those places.

*Note:* The Invoice Items and Attachments pane does not display for Print Only documents.

You can easily add/change/remove invoice items using the **Invoice Items** tab. In the Cornerstone Editor, all invoice items are placed in the **Invoice Items** tab, and they are not included in the body text of the document.

**IMPORTANT:** Invoice items cannot be placed on a document designated as a special action that prints after an invoice is posted.
To add invoice items to a document:

1. To add an invoice item, double-click or press F2 in any blank Item ID row to open the Invoice Item list, allowing you to search for and select the desired item.
   
   A blank “Add Item” row always appears below the added item rows.

2. Set the item status by clicking on the gray box to the left of each item row. Item status options at the time of document use include:
   
   - **Blank** – An item assigned a Blank status can be thought of as “sitting dormant” until you decide to utilize it, which means it will **not** be sent to the Patient Visit List. In some cases, you may want to add items to the template with a Blank status and let the staff member decide at the time of use whether to change the status.
   
   - **Recommended** – This item or service has been recommended for purchase by the client.
   
   - **Accepted** – The client has accepted the item (wants to purchase the service or item).
   
   - **Performed** – The item has been dispensed or the service has been performed.
   
   - **Declined** – The item has been declined by the client.
   
   - **Declined to history** – The item has been declined by the client and you want to add the declined information to medical history.

Notes on adding invoice items to a document:

- Items never leave the document regardless of the status, even after the document is finalized. If you do not want the unused invoice items to remain in the finalized medical note or correspondence document, you must use CTRL+D to delete these invoice item lines before finalizing.

- For Group items and Pick items, if the status is set to Blank in the template, at the time of use (when adding a medical note) these do not expand/ask unless you change the status. If the status is set up as Recommended, Accepted or Performed in the template, the items will expand/ask right when you start the document.

- The Cornerstone Editor’s print options allow you to specify whether or not to print the document’s invoice items, and if so, whether or not to include the Amount and Staff information for each item. In addition, you can specify whether to print declined or unapplied items. See “Printing a Document from the Cornerstone Editor” on page 262 for more information.

Green Shaded Lines Indicate that Items have been Sent to the Patient Visit List

If invoice items in a document are applied to the Patient Visit List, when the document is saved, these invoice item lines are displayed with green shading. This green shading allows you to identify at a glance which items have been sent to the PVL. See “Status Options” on page 240 for information on how items are applied to the PVL when saving a document.
Resolving Changes After Applying to PVL

The Cornerstone Editor features an invoice item auditing capability that does a “sweep” of the PVL, open invoices and patient orders to allow corrections in those places. This invoice item audit is managed using the Changed Line Status column (right-most column) on the Invoice Items tab.

The blank buttons in this column change state only if you make a change to an invoice item that was previously sent to the PVL (indicated by the item lines shaded in green). If a green line is changed in any way (including changing the status to/from Performed), a red button appears in the Changed Line Status column to warn you that the item was changed after it was sent to the PVL. If an item appears in one or more additional places (PVL, invoice and patient orders), the Changed Line Status button for that item will change to warn you of this potential issue.

To resolve the Changed Line Status warning:

If the Changed Line Status for an item shows a red button, click the button. An invoice item audit dialog box appears, and the red button immediately changes to a yellow button to indicate that the changed line status has been recognized (and may or may not be resolved).

Note that if you need to make several changes to different item lines, you can make all the corrections to the PVL, for example, by clicking on one line. However, the other lines will remain with red buttons and you will be warned when you try to exit.

If you do nothing with the Changed Line Status warnings and then later try to save the document, a message appears to remind you again that you have changed items on this document that also appear in other places.

If you click Yes in response to the message, the document is not saved and you are given the opportunity to click on the Changed Line Status buttons and resolve any existing issues before saving. If you click No, the document is saved and the invoice item audit is not performed.

Note: Regardless of whether you resolved item issues or not, when you save a document, the next time it is opened the Change Line Status buttons are cleared and appear blank.
Deleting Items from the Invoice Items tab

To delete an invoice item that has NOT been sent to the PVL:

- Click on the item line and press CTRL+D.

To delete an invoice item that has already been sent to the PVL:

- Click on the item line and press CTRL+D. A message appears to warn you that this item has already been sent to the PVL and if you delete it from the document, you must still manually delete it from other locations.

As an added reminder of the deleted item, the item is not cleared completely from the Invoice Items tab, but is instead displayed with strikethrough formatting applied so you can tell at a glance which items were removed from the items list.

Invoice Items and Attachments Pane – Attachments Tab

The Invoice Items and Attachments pane includes an Attachments tab that allows you to easily attach a file or web page link when adding a medical note or correspondence document in the Cornerstone Editor.

Note: The Invoice Items and Attachments pane does not display for Print Only documents.

Examples of file types that can be attached include Microsoft Word documents (.doc), Microsoft Excel spreadsheet files (.xls), Adobe Reader documents (.pdf), and .wav audio files.

To add an attachment to a document:

1. With the document open in the Cornerstone Editor, click on the Attachments tab near the bottom of the window.
2. To attach a file, right-click and select New File.
3. To attach a web page address, right-click and select New URL. If you select New URL, your default web browser will open. Locate the web page you want to attach and copy the address. Return to Cornerstone and right-click on the Attachments tab again. Select Paste URL.
Tip: Attachments can be viewed in patient history. A paper clip indicates which medical notes or correspondence documents have attachments. (To view the attached files, you must have the software that created the files on your workstation. To view web pages, you must have access to the Internet.)
Document Use Tools

**Lock/Unlock Document**

Add Vital Signs

Add Diagnosis

Check Boxes

**Text Input Fields**

**Add Problem**

**Add Vital Signs**

**Pictures and Graphics**

**Add Diagnosis**

**Check Boxes**

Cornerstone Editor – Document Use Tools

**Note:** When adding a text-only document (versus an enhanced format document), the menus, toolbar buttons and right-click menus available in the Cornerstone Editor are limited to those options that pertain to text-based data entry. Throughout this section, those features not available in text-only mode will be marked with an "(Enhanced documents only)" designation.

**Locking/Unlocking a Document**

The Lock/Unlock document button allows staff to use the document as a simple tab-through form to quickly insert patient data in tab-ordered fields or accept default data with no additional text entry or document editing required.

If you are adding a document based on a template that contains Text Input Fields or check boxes, you can use the document in "Locked mode" to easily tab from field to field to fill in the patient-specific data or accept the default data.
Chapter 17: Using Medical Notes and Correspondence

The template may be preset to Locked mode when it is opened. If not, you can easily switch in and out of Locked mode by clicking the Lock/Unlock document button. You can tell whether or not a document is locked by looking at the state of the button:

- Document is locked
- Document is unlocked

Answering Text Input Field Prompts

If your document contains Text Input Fields (must be added in the template at the time of setup), you can set the document to Locked mode and then simply tab through the fields and “answer” them at the time the medical note or correspondence document is added for a patient.

All Text Input Fields display with a light gray background so they are easily identified at a glance within the document.

Tips for entering data in Text Input Fields:

- The document must be in Locked mode in order to tab from field to field. (See the previous “Locking/Unlocking a Document” section.)
- You must click within the first Text Input Field (distinguishable by its light gray background) before you can start tabbing through the document.
- Note that some fields may be limited in the number of characters allowed (the maximum number of characters to accept in a field is set up in the template).
- If the field already displays the correct answer, you can simply press TAB to accept the default data and move to the next field.
- When tabbing through a locked form, to go back to a previous Text Input Field, press SHIFT+TAB.
- To insert a new line within a Text Input Field, press SHIFT+ENTER.
- If a form field answer is a choice between two or three possible answers, the template may have been set up with all possible answers as the Initial Data. In this case, you can simply leave the chosen answer and delete the unwanted text.

Completing Check Boxes

(Enhanced documents only)

You can easily complete check boxes in a document—click once to place a check mark in the box, click again to clear the check mark. The document must be in Locked mode in order to tab from box to box. (See the “Locking/Unlocking a Document” section on page 246.)
Using Text and Paragraph Formatting Options

(Enhanced documents only)

Many text formatting and alignment options are available in the Cornerstone Editor’s Font and Paragraph menus.

Create your text using standard text style and formatting options including bold, underline and italic. In addition, options are available for superscript, subscript, text background color and underline color.

Adding Pictures and Graphics

(Enhanced documents only)

You can insert images and graphics as needed to add visual detail in a medical note or enhance a correspondence document. Supported image file types include BMP, JPEG, JPEG 2000 and TIFF. In most cases, we recommend using a compressed graphic file type like JPEG (vs. bitmap files which require more file space for saving). In addition, if you are bringing in standard photos from a digital camera, you may want to set your default photo size to a lower resolution (2-3 megapixels).

Note: To include a DICOM® or RAW file, you will need to do this using an Imaging bookmark.

After inserting an image, you can double-click on the image to edit it and make annotations using the Cornerstone Image Viewer tools. (See “The Image Viewer Toolbar” on page 363 for more information.)

Note: You can copy and paste an image into a document using standard copy (CTRL+C) and paste (CTRL+V) commands. However, if you plan to edit the image or make annotations to an image later, you must insert the image using the Insert > Picture method. You will not be able to double-click on an image to open it for editing if the image was pasted into the editor.

In addition to the standard Picture option, a Picture and Description option is also available. The Picture and Description option allows you to insert a predefined two-cell table with a placeholder for the image in the cell on the left and a placeholder for the associated text in the cell on the right. This makes it easy to include description text about an image without having to worry about text wrapping issues or
formatting. This Picture and Description object can be predefined in the document as the template is set up or can be inserted at the time of use.

Note: When working within a Picture and Description table, the right-click options available are specific to table-related tasks. To insert elements or apply formatting within a cell, you must use the menus or toolbar buttons.

**To insert a picture:**
1. Right-click within the editor pane and select **Insert > Picture.** Alternatively, you can click the **Picture** button on the editor toolbar. The Open dialog box appears.
2. Select the desired image file and click **Open.** The image is inserted at the current cursor location.

**To insert a picture and description:**
1. Right-click within the editor pane and select **Insert > Picture and Description.** The Open dialog box appears.
2. Select the desired image file and click **Open.** A two-cell table is inserted at the cursor location with the selected picture in the cell on the left.
3. Select the placeholder text in the cell on the right and replace it with your description text that applies to the picture.

**To resize a picture:**
1. To quickly resize a picture while keeping the aspect ratio of the height and width the same, click on one of the four corner object handles (so the arrow cursor is diagonal).
2. Drag to the desired size.

**To edit a picture or make annotations to a picture (available only at time of use):**

Note: Any edits or annotations you make to a picture within a document are associated only with that document and will not be reflected outside of the document (will not change the original picture saved in the patient record).
1. Double-click on the inserted image (not a pasted image) that you want to edit. The image opens in the Image Viewer.
2. Use the Image Viewer tools to make annotations and edit the image as desired.
3. When finished, click **X**.
4. Click **Yes** to save changes. The Image Viewer closes and the edited image is displayed.
Inserting a Problem Description or Problem Details

Problems can be inserted in two different formats within a document using the Problem description and Problem details options.

- **Problem description** inserts the problem description text into the body of your text or paragraph. If multiple problem descriptions are selected, they display separated by commas (example shown below). In most cases, this is the format you would want to use within a document, inserting the problem text within the text of a predefined paragraph.

  Example:

  
  Abdominal Enlargement, Abdominal Pain

- **Problem details** inserts a “detail block” table that includes all information associated with the problem (Description, Severity, State, Staff, Date, Modified Date). If multiple problem details are selected, they display as separate rows in the detail block (example shown below). This format is typically used for inserting at the end of a medical note, or for a document being sent to a referring doctor.

  Example:

<table>
<thead>
<tr>
<th>Problem Description</th>
<th>Severity</th>
<th>State</th>
<th>Create Staff</th>
<th>Create Date</th>
<th>Modified Date</th>
</tr>
</thead>
</table>

**Note:** Problem description is the only available format when adding a text-only document (versus an enhanced document).

**To insert Problem description text/Problem details text within an enhanced document:**

1. To access the Problems dialog box to specify the patient problems, do one of the following:
   - If the template you are using already includes an Add Problem Description or Add Problem Details link, click the link.
   - If you want to insert a new Problem Description or Problem Details in the document, place your cursor in the desired location, right-click and select Insert Problem Description (or Insert Problem Details).

The Problems dialog box appears. Any problems that have previously been entered for this patient are displayed.
Chapter 17: Using Medical Notes and Correspondence

Problems dialog box

Note: If you cancel out of the Problems dialog box, any previously displayed link will no longer appear. To access the Problems dialog box again without using a link, right-click and select Insert Problem Description or Insert Problem Details.

2. To add a new problem:
   a. Under Problem, type the ID of the problem to add or press F2 to select from your practice’s problem list.
   b. Change the severity and state as needed.
   c. Enter your staff ID under Create Staff.

3. With the Add to Document box selected for each problem you want to add to the document, click OK.
   The problem description/problem details are added to the document. If multiple problem descriptions are added, they display separated by commas. If multiple problem details are added, they display as separate rows in a detail block (similar to a table).

To insert Problem description text within a text-only document:

1. With the text-only document open in the Cornerstone Editor, place your cursor in the desired location, right-click and select Insert Problem Description. Alternatively, on the Insert menu, select Problem Description.
   The Problems dialog box appears. Any problems that have previously been entered for this patient are displayed.

2. To add a new problem:
   a. Under Problem, type the ID of the problem to add or press F2 to select from your practice’s problem list.
   b. Change the severity and state as needed.
   c. Enter your staff ID under Create Staff.

3. With the Add to Document box selected for each problem you want to add to the document, click OK.
   The problem description is added to the document. If multiple problem descriptions are added, they display separated by commas.
Inserting a Diagnosis Description or Diagnosis Details

Diagnoses can be inserted in two different formats within a document using the Diagnosis description and Diagnosis details options.

- **Diagnosis description** inserts the diagnosis description text as it is defined in Cornerstone. If multiple diagnosis descriptions are selected, they display separated by commas (example shown below). In most cases, this is the format you would want to add to a document.

  Example:

  **Gastric Dilatation and Volvulus, Gastritis: Acute**

- **Diagnosis details** inserts a “detail block” table that includes all information associated with the diagnosis (Code, Diagnosis, Date, Status, Staff). If multiple diagnosis details are selected, they display as separate rows in a diagnosis details table (example shown below). This format is typically used for sending documents to a referring doctor.

  Example:

<table>
<thead>
<tr>
<th>Code</th>
<th>Diagnosis</th>
<th>Date</th>
<th>Status</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>12961</td>
<td>Gastric Dilatation</td>
<td>5/13/2009</td>
<td>tentative</td>
<td>Mark Fiala DVM, J</td>
</tr>
<tr>
<td>12969</td>
<td>Gastritis Acute</td>
<td>5/13/2009</td>
<td>Ruled out</td>
<td>Mark Fiala DVM, J</td>
</tr>
</tbody>
</table>

**Note:** Diagnosis description is the only available format when adding a text-only document (versus an enhanced document).

**To insert Diagnosis description text/Diagnosis details within an enhanced document:**

1. To access the Patient Diagnosis dialog box to specify the patient diagnoses, do one of the following:
   - If the template you are using already includes an Add Diagnosis Description or Add Diagnosis Details link, click the link.
   - If you want to insert a new Diagnosis Description or Diagnosis Details entry in the document, place your cursor in the desired location, right-click and select Insert Diagnosis Description (or Insert Diagnosis Details).

The Patient Diagnosis dialog box appears. Any diagnoses that have previously been entered for this patient are displayed.
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Patient Diagnosis dialog box

Note: If you cancel out of the Patient Diagnosis dialog box, any previously displayed link will no longer appear. To access the Patient Diagnosis dialog box again without using a link, right-click and select Insert Diagnosis Description or Insert Diagnosis Details.

2. To add a new diagnosis:
   a. Under Code, type the diagnostic code or press F2 to select from your practice’s diagnostic codes list.
   b. Change the date and status as needed.
   c. Under Staff, type the staff ID of the person making the diagnosis.

3. With the Add to Document box selected for each diagnosis you want to add to the document, click OK.
   The diagnosis description/diagnosis details are added to the document.

To insert Diagnosis description text within a text-only document:

1. With the text-only document open in the Cornerstone Editor, place your cursor in the desired location, right-click and select Insert Diagnosis Description. Alternatively, on the Insert menu, select Diagnosis Description.
   The Patient Diagnosis dialog box appears. Any diagnoses that have previously been entered for this patient are displayed.

2. To add a new diagnosis:
   a. Under Code, type the diagnostic code or press F2 to select from your practice’s diagnostic codes list.
   b. Change the date and status as needed.
   c. Under Staff, type the staff ID of the person making the diagnosis.

3. With the Add to Document box selected for each diagnosis you want to add to the document, click OK.
   The diagnosis description is added to the document. If multiple diagnosis descriptions are added, they display separated by commas.
Inserting Vital Signs Information

(Enhanced documents only)

You can insert a patient’s vital signs information in a simple table format anywhere within a patient document. For example:

<table>
<thead>
<tr>
<th>Vital Sign</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weight</td>
<td>45 pounds</td>
</tr>
<tr>
<td>Body/Skin</td>
<td>3 - Optimal</td>
</tr>
<tr>
<td>Temp</td>
<td>99.2</td>
</tr>
<tr>
<td>Pulse</td>
<td>80</td>
</tr>
<tr>
<td>Resp</td>
<td>48</td>
</tr>
<tr>
<td>Muc Mem</td>
<td>Pink/Healthy</td>
</tr>
<tr>
<td>Cap</td>
<td>62 sec</td>
</tr>
<tr>
<td>Pain Scale</td>
<td>2 - Mid Pain</td>
</tr>
</tbody>
</table>

To insert a table of vital signs information in a document:

1. Do one of the following:
   - If the template you are using already includes an Add vital signs link, click the link.
   - If you want to insert a new table of vital signs in the document, click to place your cursor in the desired location, and then right-click and select Insert Vital Signs.

   The Vital Signs selection window appears. (See “About the Vital Signs Selection Window” on page 236 for information.)

   Vital Signs selection window

2. If desired, add a new vital signs set and/or make changes to an existing set (if still within the allowed timeframe for editing). When finished with any additions or edits, click OK to save your changes and then enter or select the staff ID.

3. In the Vital Signs column (left column), click the check box next to each vital sign to include in the document. To quickly select all vital signs for inclusion, click the select all signs check box.

4. In the date/time/staff column headers, select the check box for each vital signs set to include in the document. (Cornerstone automatically selects check boxes for the most recent five sets entered since the time of the patient’s last check in. If you add a new set in this window, it will include the new set in addition to the five most recent sets.)

5. When you have finished selecting the vital signs to include in the document, click OK.
The selected vital signs are added to the document in a table format, along with the date/time the vital signs set was created. For a standard page size in portrait orientation, five vital signs sets will fit across the page. Rows will be added to the bottom of the table if needed for additional sets.

Inserting the Patient Weight
(Enhanced documents only)
You can easily insert the patient weight into the body of a document.

To insert the patient weight within a document:
1. When adding a medical note or correspondence document for a patient, right-click within the editor pane and select Insert > Patient Weight. Alternatively, on the Insert menu, select Patient Weight.

The Weight entry box appears.

Weight entry box

2. Do one of the following:
   - If the weight shown in the Patient Banner is current, you can click Cancel to insert that weight into the text.
   - If you want to update the weight shown in the Patient Banner, enter the weight in the Weight entry dialog box and click OK.

The weight and date of the weight are inserted at the current cursor location.

Including a Client/Staff Signature
(Enhanced documents only)
In the Cornerstone Editor, using a supported signature capture device or tablet PC, you can include client or staff signatures in your documents using signature bookmarks. For information on bookmarks, see “Chapter 17: Setting Up Medical Notes and Correspondence” in the Cornerstone Administrator’s Manual.

Note: In order to use electronic signatures in documents, you must first ensure that a supported signature capture device (or tablet PC) is configured with Cornerstone and connected to the workstation. See “Chapter 1: Getting Started with Cornerstone Setup” in the Cornerstone Administrator’s Manual for information on setting up a signature capture device for use with Cornerstone.

Client Signatures
If you are using a document that requires a client signature, when you are ready for the client to sign, click the Client signature button or select File > Client Signature in the Cornerstone Editor.

IMPORTANT: Cornerstone will finalize a document automatically if it is saved with a client signature.

Note: As of Cornerstone version 8.0, signatures are not allowed in Print Only (formerly called Standard) documents or Correspondence (formerly called Referral) documents set to save the Title only. This ensures that you have a record of all signed documents for compliance and liability reasons.
**To have a client sign a document using a signature capture device:**

1. With the applicable document open in the Cornerstone Editor, click the **Client signature** button.
   
   **Note:** The **Client signature** button is available on the Cornerstone Editor toolbar only if there is a client signature bookmark in the document.
   
   A "Please sign document" message box appears.

2. Instruct the client to sign on the signature capture device.

3. If necessary, you can click **Clear** to clear the signature from the box and redo the signature.

4. After the client signs, click **OK** to insert the signature in the document.

**Staff Signatures**

For staff signatures, you can set up a Signature or Signature W/Pwd bookmark to prompt for the staff signature only or for the staff signature with a password associated with it. A signature (and signature password) can be predefined in Cornerstone for each staff member in **Lists > Staff > Update > Signature** tab.

**To include a staff member’s electronic signature in a document:**

1. Open the applicable document in the Cornerstone Editor.
   
   If a staff Signature or Signature W/Pwd bookmark is included in the document, the **Staff Signature** dialog box appears.

2. In the **Signature** drop-down list, select the name of the staff member who will sign the document and enter the signature password, if required. The staff member’s signature will appear in the dialog box.

3. If this is the signature you want, click **OK** and the signature will be inserted into the document. If this is not the signature you want, click **Clear** and select a different signature.

**Additional Cornerstone Editor Tools**

Several additional tools are available both at the time of use and at the time of setup:

- Page setup and formatting tools
- Tab stops
- Bookmarks
- Tables

These tools are most often used at the time of setup when creating the document template. For information on these tools, see “Chapter 17: Setting Up Medical Notes and Correspondence” in the **Cornerstone Administrator’s Manual**.
## Keyboard Shortcuts for Use in the Cornerstone Editor

### Perform common tasks within the Cornerstone Editor

<table>
<thead>
<tr>
<th>To do this</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move the focus to each command on the window, forward or backward, respectively.</td>
<td>TAB or SHIFT + TAB</td>
</tr>
<tr>
<td>Launch online Help.</td>
<td>F1</td>
</tr>
<tr>
<td>Run Spell Check.</td>
<td>F7</td>
</tr>
<tr>
<td>Jump to a specified line number.</td>
<td>F10</td>
</tr>
<tr>
<td>Undo the last action.</td>
<td>CTRL+Z</td>
</tr>
<tr>
<td>Redo the last action.</td>
<td>CTRL+Y</td>
</tr>
<tr>
<td>Find text.</td>
<td>CTRL+F</td>
</tr>
<tr>
<td>Replace text.</td>
<td>CTRL + H</td>
</tr>
</tbody>
</table>

### Move around and select contents within the Editor pane

<table>
<thead>
<tr>
<th>To do this</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select all.</td>
<td>CTRL+A</td>
</tr>
<tr>
<td>Select from the insertion point to the beginning of the line.</td>
<td>SHIFT+HOME</td>
</tr>
<tr>
<td>Select from the insertion point to the end of the line.</td>
<td>SHIFT+END</td>
</tr>
<tr>
<td>Select from the insertion point to the beginning of the document.</td>
<td>SHIFT+PAGE UP</td>
</tr>
<tr>
<td>Select from the insertion point to the end of the document.</td>
<td>SHIFT+PAGE DOWN</td>
</tr>
<tr>
<td>Move to the beginning of the line.</td>
<td>HOME</td>
</tr>
<tr>
<td>Move to the end of the line.</td>
<td>END</td>
</tr>
<tr>
<td>Move to the beginning of the document.</td>
<td>CTRL+HOME</td>
</tr>
<tr>
<td>Move to the end of the document.</td>
<td>CTRL+END</td>
</tr>
</tbody>
</table>

### Perform common editing and formatting tasks within the Editor pane

<table>
<thead>
<tr>
<th>To do this</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make letters bold.</td>
<td>CTRL+B</td>
</tr>
<tr>
<td>Make letters italic.</td>
<td>CTRL+I</td>
</tr>
<tr>
<td>Make letters underlined.</td>
<td>CTRL+U</td>
</tr>
<tr>
<td>Copy the selected text or object.</td>
<td>CTRL+C</td>
</tr>
<tr>
<td>Cut the selected text or object.</td>
<td>CTRL+X</td>
</tr>
<tr>
<td>Paste the selected text or object.</td>
<td>CTRL+V</td>
</tr>
<tr>
<td>Insert a line break.</td>
<td>SHIFT+ENTER</td>
</tr>
<tr>
<td>Insert a page break.</td>
<td>CTRL+ENTER</td>
</tr>
</tbody>
</table>

### Perform common tasks within a table

<table>
<thead>
<tr>
<th>To do this</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the next cell’s contents in a table.</td>
<td>TAB</td>
</tr>
<tr>
<td>Select the preceding cell’s content in a table.</td>
<td>SHIFT+TAB</td>
</tr>
<tr>
<td>Insert tab characters within a cell in a table.</td>
<td>CTRL+TAB</td>
</tr>
</tbody>
</table>
The Start New Document Window

The Start New Document window allows you to select a document template and start a new medical note or correspondence document.

The way you access the Start New Document window depends on whether you are adding a medical note or correspondence document.

To open the Start New Document window:

- If you are adding a medical note, do one of the following:
  - On the Patient Clipboard, right-click on a patient name in the Patient list area and select Medical Note or right-click anywhere within the Patient History area tabs and select Medical Note.
  - Click the Medical Notes toolbar button.
  - On the Activities menu, select Medical Notes.

- If you are adding correspondence, do one of the following:
  - On the Patient Clipboard, right-click on a patient name in the Patient list area and select Correspondence or right-click anywhere within the Patient History area tabs and select Correspondence.
  - Click Correspondence toolbar button.
  - On the Activities menu, select Correspondence.

When adding a document for a single client-patient, the New client-patient document area allows you to quickly tab through and accept pre-populated client ID and patient ID fields. You can also double-click or press F2 in each field to select from a list.
• The **Merge from file** field allows you to specify the .csv file to use for merging Cornerstone data with your document. (You can select the **New client-patient document** option OR the **Merge from file** option, not both.)

• The **Find Template** options allow you to quickly locate the desired template to use for adding a medical note or correspondence document. See the “Using the Find Template Options” section that follows for more information.

• The **Template list** displays a table listing the Title, Category, Type and ID of all templates that match the specified search criteria.

• The **Preview pane** displays a preview of the highlighted template. This helps you quickly distinguish one template from another if two templates have similar names.

  **Tip:** You can increase the size of the Preview pane area by dragging the bottom edge of the Start New Document window and increasing the size of the window.

### Using the Find Template Options

The Start New Document window (and the Document Template List window) features a set of **Find Template** options that allow you to quickly locate a template.

- If you know the exact title of the template or if you know the document ID, type it in the **Title or ID** box to display a list of all templates that start with the same title text or that start with a matching document ID.
- If you do not know the exact title but know one or more keywords included in the title, select the **Search for word** check box and type all or part of the word in the **Title or ID** box to locate all templates that include the word in their title.
- Select the **Include inactives** check box to include inactive templates in your search. Inactive templates will be marked with an “(I)”.
- The **Category** drop-down list allows you to narrow your template search by listing only those templates in a selected category. (To keep them separate from enhanced medical notes, all Classic medical note templates are in the *Classic medical note category. This category cannot be changed or deleted.)
- The **Favorites** drop-down list allows you to narrow your template search by selecting one of the following:
  - If you want to display those templates previously designated as favorites, select **My Favorites** or **Practice Favorites**.
  - If you want to display those templates used most often, select **My Most Used** or **Practice Most Used**.
  - If you use LifeLearn® documents, in the LifeLearn area you can search for a LifeLearn document by keyword, species, topic, and/or system.
Note: LifeLearn documents do not display templates because LifeLearn documents are Microsoft® Word documents.

- The check boxes on the right side of the Find Template area allow you to shorten the list of templates to search by listing only those templates that match the selected types (Medical Note, Medical Note text only, Correspondence, Correspondence text only, or Print Only).

Adding a Medical Note or Correspondence Document

To add a medical note or correspondence document to a patient record, you must first select a template to use for the document. The template opens in the Cornerstone Editor, where you can fill in the template fields and/or enter information, invoice items or other elements to complete the document for the patient.

Tip: If you simply need to add a quick text-based note to the patient’s record, you may want to use the Quick Text method for adding a medical note. See “Adding a Quick Text Medical Note” on page 262.

To add a medical note or correspondence document:

1. Do one of the following:
   - For a medical note: On the Patient Clipboard, right-click on a patient name in the Patient list area and select Medical Note.
   - For a correspondence document: On the Patient Clipboard, right-click on a patient name in the Patient list area and select Correspondence.

   Note: See “The Start New Document Window” on page 258 for information on additional ways to access the Start New Document window.

   The Start New Document window appears.

2. Depending on how you access the Start New Document window, the Client ID, Patient ID and Staff ID fields may already be completed for you. Complete these fields as necessary (press F2 or double-click to select an ID from a list), and press TAB to proceed to the next field.

   Note: The Patient List appears automatically if there is more than one patient associated with the selected client. Select the desired patient and click Select.

   Tip: To set the Staff ID to default to the staff member most likely to be entering medical notes and diagnostic codes, specify this Staff ID in the Staff ID for notes/Dx field in Patient defaults.

3. Use the fields in the Find Template area to locate the desired template. See “Using the Find Template Options” on page 259 for information on the Find Template options.

4. Click on a document template in the list to see a preview of the document in the preview area at the bottom of the window.

5. Once you have located the desired template, select it and click OK (or double-click the template) to open it in the Cornerstone Editor.

6. Depending on the setup for the selected template, you may be prompted to complete one or more of the following tasks upon opening:
   - If the patient weight is not considered current (based on the Ask for weight… setting in Documents defaults), the last entered weight appears in red. If you are adding a medical note, a weight entry dialog box appears automatically, allowing you to update the weight for this patient.
   - If there are any Question/Answer bookmarks included in the template, the associated pop-up boxes display.
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- If there are any Pick items included in the template with a status other than Blank, you are prompted to pick the applicable items.
- If there are any Group items included in the template with a status other than Blank, the Group will be applied and any associated pop-up boxes display.

7. Check that the information displayed in the Client Banner and Patient Banner looks correct. If changes are necessary, double-click within the appropriate banner to update the information.

8. In the Hx description field, if desired, modify the description of this document to appear in the patient’s history. (Note that if an Hx description is not entered at the time of use, and then only the template name is shown in history.)

9. If you want this document to stand out in history (line displays in history as white text on a bright red background), select the Alert check box.

10. If you want this document to be automatically finalized, click the Autofinalize in check box and enter the number of days after which this template will be marked as final. (Note: A document saved with Draft status will never autofinalize.)

   Tip: A default Autofinalize setting can be specified in Documents defaults (select Controls > Defaults > Practice and Workstation, and then select Documents from the menu on the left).

11. If you want to increase the size of the editor pane to see more of the current document on screen without scrolling, click the Full Size View button. This will temporarily hide the properties banners (top of the window) and the Invoice Items and Attachments pane (bottom of the window). To bring these window elements back into view, click Normal View.

   Tip: You can also use the Zoom (100%) drop-down list to select or enter a lower magnification level (like 75%) that allows you to increase the amount of the page you can see on screen.

12. Depending on the type of template that this document is based on, there are several different options you may choose to enter information, pictures, invoice items, etc.:
   - If it is a tab-through form document that contains Text Input Fields, make sure the Lock feature is enabled (use the Lock/Unlock document button on the toolbar) so you can tab through the entry fields.
   - Add text, pictures, invoice items and other elements using the desired Cornerstone Editor options. See “The Cornerstone Editor – Medical Note/Correspondence Window” on page 238 and “Document Use Tools” on page 246 for information.

13. When you are finished and ready to save the document, click the drop-down list in the upper-right corner of the window and select a status setting for the document (Draft, Tentative or Final). See “Status Options” on page 240 for more information.

14. Do one of the following:
   - Click OK to save a Draft, Tentative or Final document and close the Cornerstone Editor.
   - Click Save to save the document and continue working on a Draft or Tentative document in the Cornerstone Editor (Final documents will save and close).
   - Click Cancel to cancel document changes and close a Draft, Tentative or Final document.

Note: If the Hx description is blank when the text-only document is saved for the first time, if there is text in the first line of the document, that text will be used as the history description.
Patient documents are included in the Patient History Report as well as the Check-In Report. (See “Patient History Report” on page 77 or “Check-In Report” on page 126.)

Adding a Quick Text Medical Note
The Medical Note Quick Text feature offers a simpler, faster option for adding text-based notes to a patient’s medical record (similar to the “None” Classic medical note template available in Cornerstone 7.6 and earlier versions).

For information on text-only medical note features and how they differ from enhanced medical notes, see “Chapter 17: Setting Up Medical Notes and Correspondence” in the Cornerstone Administrator’s Manual.

Tip: You can get started immediately with no setup required by using the default Medical Note Quick Text template (the “Sample-Quick Text Blank” template). If you don’t want to use the blank default template, you can create your own text-only template (in Lists > Documents > Templates) and then assign your template as the “Medical Note Quick Text document” in Documents defaults.

To add a Quick Text medical note for a patient:
1. With the patient’s record open on the Patient Clipboard, right-click the patient’s name and select Medical Note Quick Text.
2. Enter your staff ID by typing the ID, selecting the staff from drop-down list, or pressing F2 to select from the Staff List.
3. Follow steps 6–14 in the previous section to create the medical note in the Cornerstone Editor (in text-only mode).

Printing a Document from the Cornerstone Editor
The Cornerstone Editor’s Print Options dialog box offers standard options for selecting the printer, print range, number of copies, etc. In addition, you can specify whether or not to print the document’s invoice items, header, document information and footer.

Printing Invoice Items
In the Invoice items area, the Print invoice items options allow you to specify whether or not to print the document’s invoice items. These options can be specified at the time of printing or you can predefine your preferences in the Documents defaults (select Controls > Defaults > Practice and Workstation, and then select Documents from the menu on the left).
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Note: Only those items that have been sent to the Patient Visit List (and have not been subsequently deleted from the document) will print.

- **Print invoice items** – When selected, prints items with a Patient Visit List status of Recommended, Accepted or Performed. Selecting this check box enables the three additional options below it:
  - **Include declined and unapplied items** – Also prints items with a PVL status of Declined, Declined to history, or Blank.
  - **Include invoice item Amount** – Also prints the Amount for each invoice item.
  - **Include invoice item Staff** – Also prints the Staff for each invoice item.

Invoice items are printed in a table at the end of the document in the order in which they appear on the Invoice Items tab in the Cornerstone Editor.

Example:

<table>
<thead>
<tr>
<th>Status</th>
<th>Date</th>
<th>Item (ID)</th>
<th>Qty</th>
<th>Amount</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performed</td>
<td>9/2/2009</td>
<td>EXAMINATION (2360)</td>
<td>1.00</td>
<td>49.00</td>
<td>MW</td>
</tr>
<tr>
<td>Accepted</td>
<td>9/2/2009</td>
<td>EYE FLUORESCIN STAIN (5240)</td>
<td>1.00</td>
<td>13.35</td>
<td>MW</td>
</tr>
<tr>
<td>Recommended</td>
<td>9/2/2009</td>
<td>SCHIRMER TEAR TEST (5415)</td>
<td>1.00</td>
<td>17.16</td>
<td>MW</td>
</tr>
</tbody>
</table>

**Printing a Document’s Header, Document Information and Footer**

Note: When printing a text-only document, the **Print header** and **Print footer** options are not available on the Print Options dialog box.

Special options allow you to customize each print job depending on the type of document and its intended use. For example, if a document includes practice contact information in the header but you want to print a special letter on pre-printed letterhead paper, you can turn off the header for printing by clearing the **Print header** check box.

- **Print header** – When selected, the header prints on each page of the document.
- **Print document info** – When selected, the document information is printed in a table at the end of the document (after the Invoice Items table, if one is printed). The document info includes the template name, history (Hx) description, staff, date last saved, and status.

Example:

<table>
<thead>
<tr>
<th>Document Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye Exam</td>
</tr>
<tr>
<td>Eye Exam w/ a Corneal Ulcer</td>
</tr>
<tr>
<td>Mark J. Flata DVM</td>
</tr>
<tr>
<td>Last Saved: 9/2/2009 02:44 PM</td>
</tr>
<tr>
<td>Final (9/2/2009)</td>
</tr>
</tbody>
</table>

- **Print footer** – When selected, the footer prints on each page of the document.

**To print a document from the Cornerstone Editor:**

1. With the document open in the Cornerstone Editor, click the **Print** button in the toolbar, click **Print** on the right side of the window, or click **File > Print**. The Print Options dialog box appears.
2. In the **Printer** drop-down list, select the printer to use for printing the current document.
3. In the **Print range** area, specify if you want to print the Entire document, Current page, or specific Pages.
4. If there are any invoice items attached to the document (appearing on the Invoice Items tab), the **Invoice items** area options are available. To print invoice items, select the **Print invoice items** check box and then select any additional “Include” options if applicable.
5. In the *Options* area, select the desired print options and specify the number of copies to print.
6. Click *OK* to print the document.

**Automatically Printing a Linked Diagnosis Document from a Medical Note**

When adding a medical note for a patient, if you insert a diagnosis code that has been preconfigured to link to a particular document in Cornerstone (*Lists > Diagnostic Codes > Diagnostic Code Setup*), the Diagnosis Document dialog box appears.

If you click *Yes* to print the linked diagnosis document, the Staff Selection dialog box appears.

After entering the staff, one of the following will happen:

- If the linked diagnosis document is a medical note or correspondence document, the document prints on the default printer.
- If the linked diagnosis document is a LifeLearn® client handout, the document opens in Microsoft® Word. You can then print the document directly from Microsoft Word. See “Chapter 32: Using LifeLearn® ClientEd™ Online” on page 422 for more information.

**Sharing Documents from the Cornerstone Editor**

If your practice has an IDEXX Pet Health Network* Pro subscription, you can send documents to your clients using the *Share* button. For more information, see “Chapter 33: Using IDEXX Pet Health Network* Pro” on page 425.

**Emailing or Faxing Documents from the Cornerstone Editor**

You can send a medical note, correspondence document, or estimate to a client and/or referral veterinarian (RDVM) by email and/or fax directly from the Cornerstone Editor. The Communications window reflects communication preferences for any recipients set up in Cornerstone. When emailing a medical note, correspondence document, or estimate from the Cornerstone Editor, a PDF of the document is automatically created and attached to the email.

**To send a document from the Cornerstone Editor:**

1. With the document open in the Cornerstone Editor, click *Email/Fax* or select *File > Send Document*. The Communications window appears.

   **Note:** Communication preferences set up in Cornerstone for clients and RDVMs are reflected on this window.
2. In the **Staff** field, type the ID, press F2 to select the staff member, or select the staff member from the drop-down list. (The default setting is the last staff member to use the workstation.)

3. If you want to send the document in PDF format by email, select the **Email** check box and do the following in the **Communication Type and Recipients** area:
   a. In the **Subject** text box, use the default subject line that displays or type in the text box to edit the subject line.
   b. If the client associated with this document has an email address set up in the Client Information window, you can quickly add the client to the email **Recipients** list by selecting the **Add client** check box. Cornerstone automatically lists the associated name and email address for the client.
   c. In the email **Recipients** list, double-click in the **Type** field and select one of the following for each recipient:
      - **To**: Select this email type for all primary recipients of the message. At least one recipient must be designated.
      - **CC**: CC is an abbreviation for “carbon copy.” If you select the CC type for a recipient, a copy of the message is sent to that recipient. All other recipients of that message can see that the person you designated as a CC has received a copy of the message.
      - **BCC**: BCC is an abbreviation for “blind carbon copy.” If you select the BCC type for a recipient, a copy of the message is sent to the recipient, but the recipient’s name is not visible to the other recipients of the message (including other BCC recipients).
   d. If you want to email the document to a recipient not currently set up with an email address in Cornerstone, in the next available blank row in the **Recipients** list, complete the **Name** and **Email Address** fields. You can change the email type by selecting **To**, **CC**, or **BCC** from the **Type** drop-down list.
   e. To remove a listed recipient, in the email **Recipients** list, click the **Remove** icon in the applicable row.

4. **IDEXX Faxing Service only**: If you want to send the document by fax, select the **Fax** check box and do the following in the **Communication Type and Recipients** area:
   a. If you want to include a fax cover sheet with the document, select the **Include Cover Sheet** check box. Any text entered in the **Message** text box is included on the cover sheet. **Note**: If you use a logo on your printed invoice, that logo is also applied to your fax cover sheet.
   b. If you want to fax the document to a recipient not currently set up with a fax number in Cornerstone, in the next available blank row in the **Recipients** list, complete the **Name** and **Fax Number** fields.
   c. To remove a listed recipient, in the fax **Recipients** list, click the **Remove** icon in the applicable row.

5. You can enter text in the **Message** box. This text will be included in the body of the email or the fax cover sheet.

6. The **Attachments** list automatically includes the document being sent in this email or fax transmission, as well as any files that are attached to the document. These appear on the **Attachments** tab. Most common file types are supported, including PDF, CSV, GIF, JPG, JPEG, XLS, DOC, TIF, TIFF, etc.
Chapter 17: Using Medical Notes and Correspondence

Note: In the Attachments list, for both a medical note (the document currently open in the Cornerstone Editor) and correspondence documents, the Type is listed as Medical Note Attachment.

To work with attachments, do any of the following:

- To view an attachment in a separate preview window, click the View icon in the applicable row.
- To remove an attachment so it is not included with the email or fax, click the Remove icon in the applicable row.

Note: In the Cornerstone 8.3 software release, you cannot attach additional documents from Cornerstone or your computer to the email or fax from the Communications window.

7. Click Send to send the document and any selected attachments to the specified recipients.

Viewing Communications in the Patient Clipboard

When you send email or fax communications from Cornerstone, a line for each communication type is generated in patient history and is viewable from the Patient Clipboard Summary and Text tabs. Email and fax communications also display on the Summary and Text tabs in the Patient File window.

Note: If you do not want email and fax communication lines to display in patient history or on the Summary or Text tabs, right-click a column heading, select Filter, and deselect the Communications option.

Preview Pane Display

With a communication line selected on the Patient Clipboard Summary tab or Text tab, click Preview to view Recipients, Attachments, Subject, and Message information in the preview pane.

Viewing the Communications Log

All email and fax communications sent from Cornerstone are tracked in a Communications Log, which provides comprehensive details on the date sent, transaction status (sent/failed), recipient, destination (email address or fax number), patient, and so on.

The Communications Log window allows you to:

- View all outbound email and fax communications initiated from Cornerstone during a specified date range.
- View the communication type (email or fax), client/patient, staff associated with the communication, the subject, and the date the email or fax was sent.
- View all recipients of the communication and the status of the email or fax transmission.
- Resend a failed transmission.
- View the file name, type, and a preview for all attachments included in the email or fax.
- Show only communications related to a specific communication by clicking Show Related Rows.
- Mobile Computing module users can view the communication history type (communication) in the Patient Clipboard Summary tab.

You can also:

- Change the way the log is sorted by clicking on a column header; an arrow marks the column and indicates the sort order (ascending or descending).
- Select the Only failed rows not successfully resent check box to display only failed emails and faxes that have not been successfully resent.
• Export the information shown in the log to a CSV file that can be opened in another software program.

**Note:** Laboratory results and client-friendly reports that you share from IDEXX VetConnectPLUS within Cornerstone can be viewed from the VetConnect PLUS communications log but are not viewable elsewhere within Cornerstone.

### Accessing the Communications Log

- To view all practice communications, on the menu bar, select **Activities > Communications Log**.
- To view all communications for a specific patient, click the **view communication log** link in the **Patient Information area** on the Patient Clipboard.
- To view a specific communication and all communications related to it, double-click the communication line in the **Summary** or **Text** tab on the Patient Clipboard or click the **Communication** button.

### Editing a Draft or Tentative Document (Unfinalized)

You can edit a document that was saved as Draft or Tentative by doing one of the following:

- **From the Patient Clipboard** – In the **Patient History** area, double-click on the document row or right-click and select **Update**.
- **From the Daily Planner** – Double-click on the document row or right-click and select **Update**.

See "Status Options" on page 240 for information on the Draft, Tentative and Final status options. See the "Invoice Items and Attachments Pane – Invoice Items Tab" section beginning on page 241 for information on making changes to invoice items that have already been sent to the Patient Visit List.

### Manually Finalizing a Document

You can manually finalize a medical note or correspondence document by doing one of the following:

- **From the Daily Planner** – Right-click on a tentative document and select **Finalize**. (If it is a Draft document, it must be updated and saved as Tentative before it can be finalized using the right-click menu from the Daily Planner.)
- **From the Cornerstone Editor** – When adding or updating a document in the Cornerstone Editor, you can finalize the document by selecting **Final** from the drop-down box in the top-right corner and then saving the document.

**Note:** When adding a document in the Cornerstone Editor, if a client signature is included in the document, the document finalizes automatically when you save the document.

**Tip:** You can copy (CTRL+C) text or notes from a finalized document and paste (CTRL+V) it into another document. Note, however, that images (including signatures) cannot be copied from a finalized document.

### Viewing Documents in Patient History

With the exception of Print Only documents, all patient documents are recorded in medical history either by saving the whole document or the document title only. Each type of document can be distinguished by its icon that appears next to it in history.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Recorded in Medical History</th>
<th>Source Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Only</td>
<td>No</td>
<td>(none)</td>
</tr>
</tbody>
</table>
Additional tips for viewing documents in the Patient Clipboard – Patient History area:

- The Patient History area can be displayed in normal view, full size view, and with a Preview pane view for previewing medical notes and correspondence documents from the Patient Clipboard. See “Viewing Options for the Patient History Area” on page 34 for more information.

- For each document, the history line will show the Template Name, followed by the STATUS, followed by the Hx description (if any). For example, “Eye Exam - TENTATIVE – Eye exam w/corneal ulcer.”

- If a document has been finalized, the status will show as either “FINAL [finalize date]” if manually finalized or “Closed [auto-finalize date]” if auto-finalized.

- If the Alert check box was selected for the document, this line will stand out in history as white text on a bright red background.

- For correspondence documents based on a template that has the Show past and future uses of this template on the Medical Notes tab, Daily Planner, Check-in Report, Patient History Report option selected, these documents appear in history with medical notes on the Medical Notes tab (correspondence documents can be distinguished from medical notes by their Correspondence icon).

Viewing the Full Contents of Text-Only Medical Notes Inline in History

Text-only medical notes allow full inline viewing of text-only document contents on the Patient Clipboard and Patient File windows. This means that you can quickly view any text-only medical note directly on the Text tab or Medical Notes tab without needing to open the document in a separate preview or editor window.
Note: The Patient Clipboard graphic above shows an example of how the Color All Text option can be used to apply a single color to all text in a text-only document in the editor and in patient history.

Text-only medical note viewing options on the Patient Clipboard history tabs include:

- **Text tab** – View the complete contents of the text-only medical note inline in history.
- **Medical Notes tab** – View the complete contents of the text-only medical note inline in history.
- **Summary tab** – View the text-only medical note’s Hx description inline in history or view the complete contents of the note in a pop-up window by resting the mouse cursor over the note’s history line.

Adding an Addendum to a Finalized Document

You can add an addendum to insert additional notes at the bottom of a finalized medical note or correspondence document. This adds an ADDENDUM section to the end of the document that includes the added text, plus the date, time and staff member who added the addendum. In addition, the line in patient history shows the date of the most recent addendum.

Example:

**ADDENDUM on 9/2/2009 at 10:51:11 from Mark J. Fiala DVM**

Animal chewed sutures out and incision had to be re-sutured.

To add an addendum to a finalized document:

1. Do one of the following:
   - On the Patient Clipboard, on the **Summary** tab or **Medical Notes** tab, right-click on the finalized document and select Addendum.
   - With a finalized document open in the Cornerstone Editor, click the Addendum button.

   The Addendum dialog box appears.

2. Type the Staff ID and press TAB.
3. Type the addendum text.
4. If desired, click Spell Check to review the text for spelling errors.
5. Click OK.

   The addendum is added to the document.

   In addition, “***ADDENDUM [addendum date]” is added to the document’s line in patient history.
Voiding a Document

If necessary, a staff member with appropriate security permissions can void a medical note or correspondence document. Voiding may be necessary, for example, if a medical note is accidentally entered for the wrong patient.

**To void a document:**

1. With the patient’s record open on the Patient Clipboard, on the Summary, Text or Medical Notes tab, right-click on the document and select Update (or select View for a finalized document).
2. With the document open in the Cornerstone Editor, click the Void button.
3. A “Your changes will be lost. Do you want to proceed with the Void?” message appears. Click Yes.

   **Note:** Before voiding the document, the Cornerstone Editor does a "sweep" to check if any included invoice items were already sent to the Patient Visit List, open invoices or patient orders. If document items exist in other places, a message appears to verify if you would like to view item details before voiding. If you click Yes, the Void process is cancelled to allow you to resolve any item warnings before proceeding. (Click the item’s red ! button to view details about the warning; you may need to manually edit or delete the items from the PVL, invoice or patient orders.)

   The Void dialog box appears.

4. Type the staff ID and press TAB.
5. In the text box, enter a reason for the void.
6. Click OK.
7. A message appears to verify you want to void the document. Click Yes.

The document is voided and marked with a VOID watermark. The document is also marked as voided in the patient’s history.

**Tip:** If desired, you can hide all voided documents in history on the Patient Clipboard to remove unnecessary clutter and save space. To do so, select the Hide voided items check box located in the bottom right corner of the Patient Clipboard.

To view a list of voided documents (medical notes and/or correspondence), print the Voided Documents report.

Generating a Referral Letter

After providing the needed care to a referral patient, use your practice’s referral letter template to generate a letter to the referring hospital and/or doctor and save the medical record in patient history.

**Note:** The following instructions assume that the referral letter template has been set up as Correspondence – Document (saves the entire document in patient history). If you are using a template that was set up as Correspondence – Title Only (saves only the title in patient history), some of the options covered in this section (setting as Draft or Tentative, saving, etc.) will not be available.

**Before You Begin**

- Set up a document template for your referral letters. See “Chapter 17: Setting Up Medical Notes and Correspondence” in the Cornerstone Administrator’s Manual for information.

  If you plan to send the referral letter via email from the Cornerstone Editor, the referral doctor and hospital must be set up with an E-mail address and the Send info via field set to E-mail. In addition, the referral doctor and hospital must be selected for the applicable patient on the Patient Information window’s Referrals tab using the Primary and/or This visit options. For more
To generate a referral letter:

1. Do one of the following:
   - On the Patient Clipboard, select the client and patient. Right-click on the patient’s name in the Patient list area and select Correspondence.
   - Click Correspondence toolbar button.
   - On the Activities menu, select Correspondence.

   **Note:** Any applicable alerts may appear at this time. Review each alert and click OK to close the alert.

   The Start New Document window appears. Depending on how you access the Start New Document window, the Client ID/Patient ID fields may already be completed for you.

2. Enter the Client ID, Patient ID and Staff ID as needed.

3. Use the fields in the Find Template area to locate your referral letter template.

4. Select the template in the document template list and click OK.

   The template opens in the Cornerstone Editor.

   Depending on the setup for the selected template, the following may appear upon opening:

   - If the patient weight is not considered current (based on the Ask for weight… setting in Documents defaults), the last entered weight appears in red. If you are adding a medical note, a weight entry dialog box appears automatically, allowing you to update the weight for this patient.
   - If there are any Question/Answer bookmarks included in the template, the associated pop-up boxes display.

5. As necessary, provide the required information and close the pop-up boxes. The information will automatically populate the associated fields in the referral letter.

6. In the Hx description field, if desired, modify the description of this document to appear in the patient’s history. (Note that if an Hx description is not entered, and then only the template name is shown to identify this document in history.)

   a. If you want to print the letter, click the Print button on the toolbar, click Print on the right side of the window, or select Print from the Cornerstone Editor File menu.

   b. If you want to email or fax the letter, click Email/Fax or select Send Document from the Cornerstone Editor File menu. The Communications window appears. Note: Communication preferences set up in Cornerstone for clients and RDVMs are reflected on this window. For additional help with this window, press F1 in Cornerstone or see Example: If any RDVMs are associated with this patient in Cornerstone, the RDVM’s communication preferences set up in Cornerstone are reflected on this dialog box. If Dr. Smith is listed as an RDVM for this patient in Patient Information and Dr. Smith’s communication preference of receiving information via email has been set up in Cornerstone, the Email check box is automatically selected and the associated email address displays in the email Recipients list. If an RDVM is marked as the Primary for this patient, the To: email type is selected (unless the This visit check box on the Referrals tab of the Patient Information window is cleared). If another RDVM is marked as This visit for the patient, the CC: email type is
selected. If the RDVM does not have communication preferences set up in Cornerstone, they will not automatically appear in the list even if they are the primary RDVM or if the This visit check box is selected on the Referrals tab of the Patient Information window.

c. Click Send to send the message, and then click OK when prompted to return to the Cornerstone Editor.

7. When you are finished and ready to save the document, click the drop-down list in the upper-right corner of the window and select the appropriate option (Draft, Tentative or Final) for saving the document. (See “Status Options” on page 240 for information on the status options in the Cornerstone Editor.)

8. When you are finished with the letter, do one of the following:
   • If you want to save the document and close the Cornerstone Editor, click OK.
   • If you want to save the document and remain in the Cornerstone Editor so that you can continue working in a Draft or Tentative document, click Save.

The referral letter document is saved to the patient’s history. You can view this document by highlighting the line in history and double-clicking on it.

Tip: You can view all open (non-final) referral letter documents on the system from the Correspondence tab on the Daily Planner. From there you can right-click on a document and select Update to review and make changes to a document or click Finalize to make the document part of the patient history.

Merging Client/Patient Information with a Document (Merge from File)

To personalize correspondence, you can merge Cornerstone client and/or patient information into a document before printing it.

Creating a Data File to Merge with a Document

You can save Cornerstone client or patient report information to a file for use with a Cornerstone correspondence document. When a reminder file of client and patient information is generated, the information is saved in a namelist.txt or namelist.csv file, allowing you to merge the information and print reminders in either Cornerstone (using the namelist.csv file) or Microsoft Word (using the namelist.txt file).

To save client or patient report information to a file:
2. In the Reports list, click the plus sign to the left of the applicable report group, and then select the desired report.
3. Click Create report.
4. If applicable, enter a sort order and the range.
5. Click Preview.
6. When the report preview displays, click Save.
7. Name the file and browse to select the desired location for the file.
8. From the Save as type drop-down list, select Comma Separated (*.csv) if you plan to merge it with a correspondence document in Cornerstone, or select Text Format (*.TXT) if you plan to merge it with a Microsoft Word document.
9. Click Save.
Merging a Data File with a Correspondence Document in Cornerstone

Cornerstone provides the ability to merge a list of clients or patients with a correspondence document directly from Cornerstone.

**Note:** Merge from file functionality is not available on mobile computers.

**Tip:** Use the Mailing Labels report (in the Client report group) to create a client name list and save it in .csv format. Then merge the name list file with the Sample Mailing Labels (Avery 5160) document template in Cornerstone to easily create mailing labels for client promotions and marketing campaigns.

**To merge the file with a correspondence document:**

1. Do one of the following:
   - On the Patient Clipboard, right-click on a patient name in the Patient list area and select Correspondence, or right-click anywhere within the Patient History area tabs and select Correspondence.
   - Click Correspondence toolbar button.
   - On the Activities menu, select Correspondence.

   The Start New Document window appears.

2. Click the Merge from file option, and then click Browse to select the merge list (.csv) file that you created previously. You must select a .csv file (a comma-separated file).

3. Click Open.

4. On the Start New Document window, use the options in the Find Template area to locate the desired document. Select the document and click OK.

5. A window displays, showing the bookmarks that are found in the selected document. Link the data from your file to the appropriate bookmark in the document by selecting the data from the File columns drop-down list. If the file was merged with this document before, Cornerstone will remember which file columns and bookmarks are linked.

6. If your document is a Print Only document, skip to step 7. If the document is a Correspondence document, enter the document description, staff information and patient column information. This is used to store the document in each patient’s history.

7. Click OK when you are ready to print a test page.

8. Click Yes if the test page printed successfully, and you want to send the entire job to the printer, or click No if you want to adjust your printer settings and print another test page.

Merging a Data File with a Microsoft Word Document

You can create a Cornerstone data file of client and patient information and merge it with a document in Microsoft® Word.

**Note:** Depending on the version of Microsoft Word you are using, the Word functions referenced in this section may vary slightly from your version of Word. Refer to the Microsoft Word online Help for instructions specific to your version.

**Before You Begin**

- Use Microsoft Word (not the Cornerstone Editor) to create the document to merge with the Cornerstone data file.
• Insert Word merge fields (not bookmarks) in the document where you want the applicable Cornerstone data to be merged in the document.
• When the Cornerstone data file is created in Cornerstone, save it in a .txt format.

**To merge the file with a Microsoft Word document:**

1. In Microsoft Word, open the document that you want to merge with the data file that was created in Cornerstone.
   
   **Note:** If merge fields have previously been included in the document, Word automatically opens the Data Source to which the previous merge codes apply.

2. Depending on your version of Word, do one of the following:
   
   - *In Word 2002 or 2003* – On the **Tools** menu, select **Letters and Mailings**, and then select **Mail Merge Wizard**. The Mail Merge Wizard appears.
   
   - *In Word 2007* – Click the **Mailings** ribbon and then click **Start Mail Merge > Step by Step Mail Merge Wizard**. The Mail Merge Wizard appears.

3. Follow the Mail Merge Wizard steps to set up your document. When you reach the **Select recipients** step, select **Use an existing list**, and browse to select the Cornerstone .txt data file that you created.

4. Continue to follow the Mail Merge Wizard to merge the data file and print the document.

**Printing Sample Consent Forms**

A set of sample consent forms is included with your software. The consent forms, developed by James F. Wilson, DVM, JD and Charlotte A. Lacroix, DVM, JD, provide ways of formalizing agreements for treatment. Use of these “Wilson Documents” consent forms can minimize the oral confrontations with clients that most practitioners try to avoid.

**About the Forms**

Some of the forms included with your software are provided only as client consent forms. Others are provided to serve both as client consent forms and releases of liability. In many cases, specific, narrow wording has been used. This was done to establish a “client-friendly” approach, rather than a hostile one, to what might be viewed as a heavy-handed position by the practice. Practice owners and managers should be aware that changes in words or omissions of text might affect the enforceability of the consent or release form. This critical fact can be easily overlooked by attending veterinarians or office managers unfamiliar with the law.

Because of these concerns and the fact that statutory and case law precedents vary from one state to another, a draft of any release or consent form should be reviewed by the practice’s legal counsel before it is put into use.

These forms are provided with the understanding that they do not constitute the rendering of legal or other professional advice or services by IDEXX Computer Systems or Drs. Wilson or Lacroix.

**Consent Forms Characteristics**

Your electronic consent forms include the following:

- **Informational notes** (when applicable). A note to inform the veterinarian on the intended use and/or legal implications of the form is included on some forms. The note appears in bold type at the bottom of the form. To alert the staff that a note is included, a special Question bookmark is
included in consent forms with notes. The Question bookmark automatically displays when the consent form is opened in the Cornerstone Editor.

**Tip:** The note and the special Question bookmark should be deleted before the consent form is printed and given to the client.

- **Cornerstone bookmarks.** For your convenience, Cornerstone bookmarks are also included in the consent forms. The bookmarks will automatically place practice, client, and patient information on the forms.

**Before You Begin**

- Before using the forms at your practice, select and print copies of the forms you want to use. Note any additions or changes that need to be made to reflect the fees, deposits, and policies at your practice. See “Chapter 17: Setting Up Medical Notes and Correspondence” in the *Cornerstone Administrator’s Manual* for information on editing document templates in the Cornerstone Editor.

- *(Optional)* Set up a signature capture device (Tools > Signature Capture Device).

- *(Optional)* Set up electronic signatures for staff members (Lists > Staff > Update > Signature tab).

**To use Wilson Document consent forms with Cornerstone software:**

1. Do one of the following:
   - On the Patient Clipboard, right-click on a patient name in the Patient list area and select Correspondence, or right-click anywhere within the Patient History area tabs and select Correspondence.
   - Click the Correspondence toolbar button.
   - On the Activities menu, select Correspondence.

The Start New Document window appears.

![Start New Document window](image)

Wilson Documents available on the Start New Document window

2. Enter the **Staff ID** or press TAB to accept the default ID.
3. In the Category drop-down list, select the applicable “Wilson…” category to display only those document templates in the template list.

4. Select the desired document template and click OK (or double-click on the document template). The document template opens in the Cornerstone Editor.

5. If question bookmarks are embedded in the consent form, you will be prompted to enter information. Your answers will be inserted on the consent form.

6. If applicable, have the client sign the document using a signature capture device.

7. If applicable, have a staff member sign the document using a signature capture device.

8. To print the form, click the Print button or click File > Print.

9. When finished with the form, do one of the following:
   - If you want to save the final form in patient history and close the Cornerstone Editor, select the Final status from the drop-down list in the upper-right corner and click OK.
   - If you printed a hard copy of the blank form without client/patient data and do not want to save it in patient history, click Cancel.

**Consent Forms List**

For your reference, the following is a list of the consent forms included with your software along with the corresponding document template names.

**Note:** All consent form document template names begin with “Wilson” or “Lacroix.” For example, “Wilson Treatment Consent.”

**Tip:** A list of the English documents and the corresponding Spanish document names is available in the Cornerstone online Help—search on the word “Spanish” in the Help’s Index or Search tab to locate the Help topic.

**General Consent Forms**

**Consent Form for Treatment and/or Admission**

File name: Wilson Treatment Consent

Client consents to treatment of pet, understands risks, and assumes financial responsibility, with payment required at time of discharge (used with client registration).

**Consent Form for Treatment and/or Admission (With Checklist)**

File name: Wilson Consent for Treatment/Admission

Expanded version of above client’s consent to treatment, with a listing of elements needed for an informed consent.

**Emergency Service Estimate and Consent Form for Treatment**

File name: Wilson Emergency Service Estimate

Consent form for emergency treatment, with acceptance of fee estimate within a 25% range and requirements to provide a deposit and contact the practice every 24 hours.

**Consent Form for Dental Care**

File name: Wilson Consent for Dental Care

Consent form for and listing of various dental procedures and explanation of risks associated with anesthesia and extractions.
Consent Form for Cardiopulmonary Resuscitation
File name: Wilson Cardiopulmonary Resuscitation
Explanation of CPR with choices for various levels of treatment, including no CPR at all.

Do Not Resuscitate Order
File name: Wilson Do Not Resuscitate
As opposed to providing options for CPR, this consent is a simple one prohibiting it.

Consent Form for Extraordinary Care
File name: Wilson Consent for Extraordinary Care
Explanation of the serious nature of the illness and poor prognosis, combined with authorization of treatment and agreement to fees required for further treatment and CPR.

Authorization for Anesthesia and/or Surgery
File name: Wilson Authorize Anesthesia\Surgery
Owners authorize anesthetic and surgical procedures; form incorporates the seven elements required for an informed consent in the document.

Alternate Authorization for Anesthesia and/or Surgery
File name: Wilson Authorize Anesthesia/Surgery2
Owners authorize anesthetic and surgical procedures, with the seven elements required for an informed consent listed on the back page of the document.

Consent Forms for Ambulatory Practices
File name: Wilson Consents for Ambulatory Practices
This file includes three consent forms for ambulatory practices: Consent Form for Routine Veterinary Care, Consent Form for Emergency Care, and Consent Form for Referral for Specialty Care.

Declination of Preanesthetic Diagnostic Tests
File name: Wilson Declining Preanesthetic Tests
Clients who formally decline recommended preanesthetic blood profiles waive the practice’s liability for not performing such tests.

Medical Power of Attorney
File name: Lacroix Medical Power of Attorney
This document enables owners to authorize someone else to make life or death decisions for their pet(s) if they become mentally incapable of doing so.

Living Will Advance Instruction for Health Care of My Pet
File name: Lacroix Living Will
This consent form allows veterinarians to end life-support care for terminal patients.

Consent Forms for Vaccination
Consent Form for Vaccination Frequency
File name: Wilson Choice/Consent to Vaccinations
Educational materials in this document describe the risks and benefits associated with the changing protocols for the administration of vaccines every three years instead of annually.
Documentation of Rabies Vaccination

File name: Wilson Rabies Vaccine Information Form
Client declines rabies vaccination for the pet and acknowledges the consequences if the "unvaccinated" pet should bite a human or another animal.

Consent Form for Rabies Vaccination of a Wolf-Dog Hybrid

File name: Wilson Rabies Vaccination/Wolf-Hybrids
Client acknowledges that rabies vaccination of a wolf-dog hybrid has no guarantee of efficacy.

Consent Forms for Use of Veterinary Drugs

Consent Form for Use of Drugs With Potential Adverse Effects

File name: Wilson Drug w’ Potential Adverse Effect
Some FDA-approved drugs such as Rimadyl®, phenobarbital, mitotane, and certain antibiotics or antifungal drugs pose infrequent but potentially fatal risks for patients. This consent informs clients of the risks, the need for follow-up evaluations, and their responsibilities in the event of complications.

Consent Form for Cancer Therapy Using Investigational Methods and/or Extra-Label Drugs

File name: Wilson Cancer Therapy/Investigative
This document discusses complications from chemotherapeutic agents and the fact that most of these drugs have not been approved for use in the species to which they are being administered.

Consent Form for Use of Psychotropic Drug(s)

File name: Wilson Consent to Psychotropic Drugs
This document explains the risks and side effects associated with the use of drugs in the treatment of pets with undesirable behaviors.

Consent Form for Use of Pharmaceuticals in Special Species

File name: Wilson Pharmaceuticals/Special Species
This document discusses the fact that most of the drugs used in special species constitute an extra-label use of the drugs being administered, that owners are aware of this, and that they accept it as a prerequisite to the treatment of special species.

Consent Form for Extra-Label Use of Liquid Ivermectin

File name: Wilson Consent of Purchase of Ivermectin
Client acknowledges that use of liquid ivermectin for heartworm prevention is not FDA-approved, but elects to use this form of medication.

Consent Forms for Use in Difficult Situations

Consent Form for Release of Patient Against Doctor’s Recommendation

File name: Wilson Release w/o Dr’s Recommendations
Client requests release of hospitalized pet despite doctor’s recommendations for continued care; client accepts full financial and medical responsibility for such action.
Consent Form for Continuation of Treatment in Cases with Little or No Hope of Successful Treatment

File name: Wilson Consent with Little or No Hope
Owner elects to continue animal’s treatment despite a poor prognosis, but must pay in full for estimated costs of ongoing care.

Proposed Letter of Compromise with Continuation of Services

File name: Wilson Compromise w’ Continuing Service
To be used when clients owe money and there is no evidence of professional negligence; letter submitted to client in an effort to present options to settle the account and continue service to the client.

Proposed Letter of Compromise with Termination of Services

File name: Wilson Compromise w’ Terminating Service
To be used when clients owe money and there is no evidence of professional negligence; letter submitted to client in an effort to settle the account before terminating services.

Termination of the Doctor/Client Relationship

File name: Wilson Terminating Dr/Client Relations
Informs client that the practice is unable to provide further veterinary care due to the client’s unacceptable attitude and/or behavior.

Request for Release of Medical Records

File name: Wilson Release of Medical Records
Client requests medical records to be released to a new practice.

Radiograph Release Form

File name: Wilson Radiograph Release Form
Pet owner takes custody of radiographs and accepts responsibility for returning them to the practice.

Assumption of Risk and Responsibility for Pet Restraint by Owner in a Hospital Setting

File name: Wilson Restraint by Owner
Client releases the practice from liability if client insists on restraining the pet during exams or treatment procedures, against the recommendation of the doctor.

Assumption of Risk and Responsibility for Animal Restraint by Owner in an Ambulatory Setting

File name: Wilson Restraint w/o Ancillary Staff
Client accepts responsibility for restraint of large and small animals when no staff assistance is readily available.

Consent Form for Refill of Heartworm Medication Prescription Without a Blood Test

File name: Wilson Heartworm without Blood Test
If client declines heartworm-screening test with annual refill of heartworm medication, client waives the practice’s liability for adverse affects.

Notice of Animal Cruelty

File name: Wilson Animal Cruelty Form
Warning to owners that any further evidence of animal cruelty will be reported to the local humane society.
Dangerous Animal Warning

File name: Wilson Dangerous Animal Warning
Owner acknowledges he has been informed that pet exhibits behavior that is potentially dangerous to humans or other animals.

Consent Form for Euthanasia

File name: Wilson Consent for Euthanasia
In-depth euthanasia consent addressing the various ways practices must handle pets, depending on whether they may or may not have bitten people or animals.

Agreement to Transfer Pet Ownership

File name: Wilson Pet Transfer of Ownership
Provides necessary information and consent for transfer of pets to the veterinary practice when owners are unable to pay for care and the practice offers to find new homes for such pets.

Client Refusal to Authorize and/or Pay for Recommended Fecal Analyses and/or Parasiticides

File name: Wilson Refusal for Canine/Feline Fecal
Client refuses recommended fecal parasite analysis and/or treatment and releases the practice from liability.

Consent Forms Related to Use of Pet for Educational Purposes

Consent Form for Donation of Pet for Educational Purposes

File name: Wilson Memorial Consent to Donate Pet
Client releases possession and ownership of pet to the practice and allows it to be used for educational purposes.

Consent Form for Donation of Pet Remains

File name: Wilson Consent to Donate Pet Remains
Client releases possession and ownership of pet’s remains and allows pet’s body to be used for educational purposes by the practice.

Release of Information for Media or website Publication

File name: Wilson Release of Information for Media
Client allows information and images from patient to be released for use by the media or on websites.

Other Consent Forms

Consent Form for Participation in Wildlife Rehabilitation Program

File name: Wilson Wildlife Rehabilitation Consent
Explains risks to volunteer participating in raptor and wildlife rehabilitation programs and obtains informed consent to take responsibility for risks.

Employment Testing Consent Form

File name: Wilson Employment Testing Consent
Informs job applicant that he/she is voluntarily testing for employment and not entitled to monetary compensation for time committed to such effort.

Pet Sitting Consent Form

File name: Wilson Pet Sitting Consent
Pet-sitting agreement with preauthorization for essential veterinary care during the client’s absence.
Boarding Agreement for the Year and Pet Admission Agreement

- File name: Wilson Boarding Agreement for Year
- File name: Wilson Pet Admission Agreement

Boarding agreement with statement of kennel policies, vaccination verification, diet preference, medication requirements, and preauthorization for essential veterinary care.

Pet Adoption Agreement

- File name: Wilson Pet Adoption Agreement

New pet owner acknowledges that there is no guarantee or warranty of the health and/or temperament of a pet adopted from this veterinary facility.
Chapter 18: Using Classic Medical Notes

Overview

Classic medical notes are the “old style” of medical notes used in Cornerstone* 7.6 and prior versions. You can continue to use your Classic medical notes, or you can convert them to enhanced medical notes (see “Chapter 17: Setting Up Medical Notes and Correspondence” in the Cornerstone Administrator’s Manual for information).

Classic medical notes are dated and stored in the patient’s medical history. After the information is finalized it cannot be changed, but an addendum can be added to a finalized Classic medical note.

IMPORTANT: You must use Classic medical note templates for surgery/anesthesia logs. Enhanced medical notes do not support this feature at this time. See “Using Classic Medical Notes for Surgery/Anesthesia Logs” on page 285 for information on using these templates.

Adding a Classic Medical Note for a Patient

All Classic medical notes are started from the Start New Document window where you select an existing Classic medical note template to use and then insert the applicable data for the patient.

Before You Begin

- Set up Classic medical note templates for common types of information you enter (such as SOAP).

To add a Classic medical note for a patient:

1. Do one of the following:
   - On the Patient Clipboard, right-click on a patient name in the Patient list area and select Medical Note, or right-click anywhere within the Patient History area tabs and select Medical Note.
   - Click the Medical Notes toolbar button.
   - On the Activities menu, select Medical Notes.

The Start New Document window appears.
2. Depending on how you access the Start New Document window, the Client ID, Patient ID and Staff ID fields may already be completed for you. Complete these fields as necessary (press F2 or double-click to select an ID from a list), and press TAB to proceed to the next field.

   **Note:** The Patient List appears automatically if there is more than one patient associated with the selected client. Select the desired patient and click **Select**.

3. In the **Category** drop-down list, select **Classic medical note**. (To keep them separate from Enhanced medical notes, all Classic medical note templates are in the **Classic medical note** category. This category cannot be changed.)

4. Use additional fields in the Find Template area to locate the desired template. See “Using the Find Template Options” on page 259 for information.

5. Click on a template in the list to see a preview of the Classic medical note in the preview area at the bottom of the window.

6. Once you have located the desired template, select it and click **OK** (or double-click on the template).

   The template opens in the Classic Medical Notes window.
Chapter 18: Using Classic Medical Notes

7. If there are preset data entry fields in the selected template, the Medical Note Information dialog box appears automatically upon opening the template. (To access this dialog box at any time while adding the Classic medical note, click the Data Entry button or press F6.)

8. Complete the medical note information fields as needed.
   - Use the TAB key, arrow keys or the mouse to move from field to field.
   - In Item ID fields, type the item ID. You can also press F2 or double-click in any Item ID field to choose an item from the Invoice Item List.

   **Note:** Invoice items that are added in Classic medical notes will transfer to the Patient Visit List (PVL). Items entered in an Invoice Item data entry field will appear in the note text. If you want to add items to the invoice while in a Classic medical note and you do not want them to appear in the text of the note, set the invoice item as a consult item. Items entered in a Consult Item data entry field will not appear in the text, but will display in the lower left area of the Classic Medical Note window.

9. When finished, click OK to return to the Classic Medical Notes window.
10. If you want to mark the changes as final, choose one of the following options:

- To manually finalize template information now, click the **Final** check box.
- To automatically finalize template information at a later date, click the **Auto finalize after** check box and enter the number of days.

**Note:** Templates with a status of Final cannot be altered.

11. If your Classic medical note has invoice items or consult items on it and you did not finalize your template, you have the option of transferring your items to the Patient Visit List. Click **OK** to transfer items to the PVL, or choose **No** if you do not want to transfer items at this time. An asterisk * appears next to consult items that have already been transferred to the PVL. Changes to these items must be made in the PVL.

12. To attach a file to the Classic medical note, in the **Attachments** box, right-click and select one of the following options:

- Select **New File** to attach a new file to the medical note. Some file types that can be attached are Microsoft® Word documents (.doc), Microsoft® Excel® spreadsheet files (.xls), Adobe® Reader® documents (.pdf), and WAV audio files (.wav).
- Select **New URL** to locate a web page address to attach to the medical note. Your default web browser opens. Locate the web page you want to attach and copy the address. Return to Cornerstone, right-click again in the **Attachments** box, and select **Paste URL**.

**Tip:** Attachments can be viewed in patient history. A paper clip indicates which Classic medical notes have attachments. In the patient’s medical history, select the Classic medical note you want to view. The Classic Medical Notes window appears. In the **Attachments** box, double-click the document or web page you want to see.

**Note:** To view the attached files in Cornerstone, you must have the software that created the files on your workstation. To view web pages, you must have access to the Internet.

13. To review your fields for spelling errors, click **Spell Check**.

14. When finished, click **OK** to close the Classic Medical Notes window.

Classic medical notes appear on the **Patient History Report**, as well as the **Check-In Report**. (See “Patient History Report” on page 77 or “Check-In Report” on page 126.)

### Using Classic Medical Notes for Surgery/Anesthesia Logs

You must use Classic medical note templates for surgery/anesthesia logs. (Enhanced medical notes do not support this feature at this time.)

**Note:** For Cornerstone 8.0 and prior versions, a Classic medical note must also be used to add a radiology (imaging) log for a patient.

**To add a Surgery/Anesthesia medical note for a patient:**

1. Do one of the following:

   - On the Patient Clipboard, right-click on a patient name in the **Patient list** area and select **Medical Note**, or right-click anywhere within the **Patient History** area tabs and select **Medical Note**.

   - Click the **Medical Notes** toolbar button.

   - On the **Activities** menu, select **Medical Notes**.

   The Start New Document window appears.
2. In the **Category** drop-down list, select *Classic medical note*.
3. In the document template list, scroll to locate and then double-click on the **Cornerstone Surgery Template**.
4. On the Medical Note Information dialog box, complete the fields as needed.
5. Click **OK**.
6. If you want to mark the changes as final, choose one of the following options:
   - To manually finalize template information now, click the **Final** check box.
   - To automatically finalize template information at a later date, click the **Auto finalize after** check box and enter the number of days.
7. Click **OK**.
8. Click **Close**.

**To preview or print the Surgery/Anesthesia Log:**
1. On the **Reports** menu, select **Find a Report**. The Report Search window appears.
2. In the Reports list, click the plus sign to the left of **Practice**, and then select the **Surgery/Anesthesia Log**.
3. Click **Create report**.
4. Specify any desired filters for the sort order and range.
5. Click **Preview** to view the log in the Reports Preview window.
6. Click **Print**.

**Adding an Addendum to a Finalized Classic Medical Note**
You can add an addendum to insert additional notes at the bottom of a finalized Classic medical note. This adds an ADDENDUM section to the end of the Classic medical note that includes the added text, plus the date, time and staff member who added the addendum. In addition, the line in patient history shows the date of the most recent addendum.

**To add an addendum to a finalized Classic medical note:**
1. Do one of the following:
   - On the Patient Clipboard, on the **Summary** tab or **Medical Notes** tab, right-click on the finalized note and select **Addendum**.
   - With a finalized Classic medical note open, click the **Addendum** button.

   The Addendum dialog box appears.

   ![Addendum dialog box](image)

2. Type the Staff ID and press TAB.
3. Type the addendum text and click **OK**.
   The addendum is added to the Classic medical note and "***ADDENDUM [addendum date]***" is added to the Classic medical note line in patient history.
Chapter 19: Recording Medical Problems and Diagnoses

Documenting Medical Problems in a Patient’s Record

A list of active, acute, chronic, resolved or verified incorrect problems can be added to the patient’s record. Once a problem is included in the patient’s record, it cannot be deleted, but can be designated as Verified Incorrect.

Before You Begin

- Set up problem categories (Controls > Problems > Problem Categories).
- Set up a problem list (Controls > Problems > Problem List).

To add a problem to a patient’s record:

1. Do one of the following:
   - On the Patient Clipboard, select the client, and then right-click on the patient’s name in the Patient list area and select Problems from the pop-up menu.
   - On the Activities menu, select Problems.

   The Problems dialog box appears.

   2. In the ID field, if the patient ID doesn’t display, type the patient ID or press F2 to use the Patient List to choose a patient.

   3. In the first available row’s Problem column, type the problem ID and press TAB or press F2 to use the Problem List to choose a problem. (To quickly locate the problem you want to add on the Problem List, click the Search for word check box and enter all or part of the problem description.)

   4. In the Severity column, select whether the problem is minor or major.

   5. In the State column, select one of the following options: Active, Acute, Chronic, Resolved, or Verified Incorrect. Problems marked as Active, Acute or Chronic display in red. Problems marked as Resolved or Verified Incorrect display in green.
6. In the Create Staff column, enter the ID of the staff member who is responsible for determining the problem.
7. In the Create Date column, change the date if necessary. 
   **Note:** The date in the Modified Date column cannot be changed.
8. When finished adding problems, click OK.
   **Tip:** Problems can also be added to a patient’s record when adding the problem as part of a medical note or correspondence document. See “Inserting a Problem Description or Problem Details” on page 250 for more information.

### Viewing a Patient’s Problem History
Problems are saved in patients’ permanent medical history and can be viewed at any time from the Patient Clipboard Patient History area Summary, Text or Problems tabs. Look for the Problems icon.

- Problems marked as Active, Acute or Chronic display in red.
- Problems marked as Resolved or Verified Incorrect display in green.

![Problems shown in patient history on the Patient Clipboard](image)

   **Note:** On the Patient History area Problems tab, any medical notes linked to the problem display in the bottom half of the tab. You can double-click on a medical note to view it.

### Adding and Updating Diagnoses
Use diagnostic codes to enter tentative, ruled out and final diagnoses in a patient’s record.

**Before You Begin**
- Set up any additional diagnostic codes (Lists > Diagnostic Codes). Cornerstone contains the standard VPI® (Veterinary Pet Insurance) codes.
To enter a new diagnosis:

1. Do one of the following to access the Patient Diagnosis dialog box:
   - On the Patient Clipboard, select the client, and then right-click on the patient’s name in the Patient list area and select Diagnosis from the pop-up menu.
   - Click the Patient Diagnosis toolbar button.
   - On the Activities menu, select Diagnosis.

The Patient Diagnosis dialog box appears.

2. In the ID field, if the patient ID doesn’t display, type the patient ID or press F2 to use the Patient List to choose a patient.

3. In the first available row, enter the diagnostic Code. Press F2 to select a code from the Diagnostic Codes List. (You can also add a new code or update a diagnostic code from the list.) The diagnosis displays.

4. If you use Patient Advisor* and want to include a reminder for the diagnosis, click the check box under the column with the feather symbol ( ).

5. If necessary, change the Date to an earlier date (defaults to the current date).

6. If necessary, update the Status to a Tentative, Ruled Out or Final diagnosis.

7. Enter the Staff ID of the person making the diagnosis. (You may need to use the horizontal scrollbar at the bottom of the box to see the Staff Name.)

   **IMPORTANT:** Once you click OK, the diagnosis is added to patient’s medical history and cannot be changed or deleted.

8. To update a tentative diagnosis, click the Status column drop-down list for the existing tentative diagnosis and select Final or Ruled Out. A message appears to confirm that you want to update the diagnosis. Click Yes.

9. Click OK to save your changes.

   **Note:** Tentative diagnoses appear green in the Patient Diagnosis dialog box once saved.
Chapter 19: Recording Medical Problems and Diagnoses

Tip: A diagnosis can also be added to a patient's record when adding the diagnosis as part of a medical note or correspondence document. See “Inserting a Diagnosis Description or Diagnosis Details” on page 252 for more information.

To update a diagnosis from the Patient Clipboard – Patient History area Dx tab:
1. With the patient selected on the Patient Clipboard, click the Dx tab in the Patient History area.
2. Right-click the tentative diagnosis and select Update. The Patient Diagnosis dialog box appears.

![Patient Diagnosis](image)

Update Patient Diagnosis

3. Change the Date and Staff ID, if needed.
4. For the Select Diagnosis Status setting, select Final or Ruled Out, and click OK.
5. A message appears to confirm that you want to update the diagnosis. Click Yes.

To view diagnoses for patients, print a Patient Diagnosis Report.

Patient diagnoses also appear on the Patient History Report, as well as the Check-In Report. (See “Patient History Report” on page 77 or “Check-In Report” on page 126.)

Viewing a Patient’s Diagnosis History

Diagnoses are saved in patients’ permanent medical history and can be viewed at any time from the Patient Clipboard Patient History area Summary, Text or Dx tabs. Look for the Diagnosis icon.

![Diagnoses shown in patient history on the Patient Clipboard](image)
Chapter 20: Working with Prescriptions

Overview
Using the prescription options in the Cornerstone* Practice Management System, you can easily create, refill, renew, correct, view and void a prescription. You can also print (or reprint) prescription labels and generate prescription reports.

Before You Begin
- Set Prescriptions defaults (Controls > Defaults > Practice and Workstation > select Prescriptions from the menu on the left).
- Set up the prescription instructions your practice uses (Lists > Prescription Instructions).
- Make sure the printer you use for prescription labels is assigned in Cornerstone.
- (Optional) Specify if you want pet pictures to print on prescription labels in Workstation defaults (Controls > Defaults > Practice and Workstation > select Workstation from the menu on the left).

Note: Pet pictures print very small on labels. The picture may take up space needed for text.

Viewing a Patient’s Prescription History

Viewing Prescription Information on the Patient Clipboard* – Patient History Tabs
Prescriptions are saved in patients’ permanent medical history and can be viewed at any time from the Patient Clipboard Patient History area Summary, Text or Rx tabs.

- Prescription information is immediately placed in the patient’s permanent medical history when you save the prescription. In patient history, the icon indicates a prescription item.
- If you want to verify that the prescription was invoiced, look for the prescription item with the billing code in patient history. In patient history, the icon indicates an item has been billed.
Chapter 20: Working with Prescriptions

Prescription items shown in patient history on the Patient Clipboard

Viewing Prescription Information on the Prescription Labels Dialog Box

The Prescription Labels dialog box can be used in place of the Patient Clipboard to view or enter prescription information. This dialog box shows the patient’s prescription history and allows you to sort the prescription history by Date or by Rx Number.

To open the Prescription Labels dialog box:

- Do one of the following:
  - Click the Prescription Labels toolbar button.
  - On the Activities menu, select Prescription Labels.

The Prescription Labels dialog box appears.
From the Prescription Labels dialog box, you can:

- Click **New** to create a new prescription.
- Click **View** to look at a prescription’s information or print a prescription label.
- Click **Renew** to create a new prescription based on a previous prescription.
- Click **Refill** to refill an existing prescription.
- Click **Void** to void a prescription.
- Click **Correct** to correct a prescription.
- Click **Cancel** to clear this patient’s prescription history from the dialog box and begin a new search.
- Click **Close** (available when the prescription history is empty) to exit the Prescription Labels dialog box.

Creating a Prescription

You can enter prescription information into Cornerstone in one location and then use that information to print a prescription label, place the prescription information into the patient’s permanent medical history and place the prescription on the Patient Visit List (PVL), where it is saved to transfer to the invoice.

*Note:* Prescription numbers are always generated automatically and cannot be changed. Cornerstone applies the prescription number when the prescription is saved.

**To create a new prescription:**

1. With the patient’s record open on the Patient Clipboard, in the Patient list area, right-click the patient’s name and select **Prescribe**.

   The Prescription Information dialog box appears.

   ![Prescription Information dialog box](image)

   **Note:** You can also create a prescription label during invoicing by entering the prescription invoice item ID on an invoice line and clicking the **Rx Label** button.

2. In the **Item ID** field, enter the ID of the invoice item being prescribed by either typing the ID or pressing F2 to search for and select the item from the Invoice Item List.
Note: If you have the Veterinary Pharmacy Reference™ module, an Interaction Warnings window may appear if any known interactions exist for the selected drug.

3. In the **Quantity** field, type the amount being prescribed, based on the item’s selling unit of measure.

4. If the selected invoice item requires inventory details to be verified, a red question mark icon appears. Click the icon, and enter the inventory details and click the **Verified** check box to verify the details for each item.

After entering inventory details and clicking **OK**, the red question mark icon changes to a green check mark icon on the Prescription Information dialog box. You will not be allowed to post an invoice if a location, lot number, and/or expiration date has not been selected. (This applies only to those items you have selected to track quantity on hand, lot numbers, expiration dates, and/or multiple locations.)

5. If applicable, in the **Refills** field, type the number of refills allowed for the prescription. If the prescription does not have a set number of refills and should be refilled only when needed, select **Refill as needed**.

6. If necessary, in the **Date provided** field, type the date the prescription was provided. (Cornerstone displays the current system date by default.)

7. If necessary, in the **Expiration Date** field, type the date the prescription expires.

8. In the **Prescribed by** field, type the ID of the staff member who prescribed the item by either typing the ID or pressing F2 to search for and select the staff member from the Staff List.

9. If the **Filled by** staff is required in your practice (set in Prescriptions defaults), in the **Filled by** field, type the ID of the staff member who filled the prescription by either typing the ID or pressing F2 to search for and select the staff member from the Staff List.

10. In the **Instruction ID** field, if applicable, enter the ID of the prescription instructions to print on the bottom of the prescription label by either typing the ID or pressing F2 to search for and select the instructions from the Prescription Instructions List. The instructions that will print display in the **Instructions** text box.

    **Note:** If instructions are already linked to the invoice item, those instructions appear automatically.

11. If necessary, change the prescription instruction text that will print on the label.

    **Note:** The box size and font size represents the actual size of the text that will print on the prescription label. If the text exceeds the size of the printed area allowed, the text displays in red as a warning that this text will not be included on the label. Adjust accordingly until no red text displays.

    **Tip:** If desired, you can print prescriptions using a smaller font by selecting the **Small fonts** check box in Prescriptions defaults.

12. To review the instruction text for spelling errors, click **Spell Check**.

13. If you do not want this prescription placed on the Patient Visit List (to be applied to an invoice), clear the **Apply to invoice** check box.

    **Tip:** Clear the **Apply to invoice** check box if the item has already been invoiced but the label needs to be printed or reprinted.

14. If the **Apply to invoice** check box is selected, the **Price** field displays the current price of the item based on the quantity listed on the prescription. If necessary, change the price.
15. If using revenue centers, in the **Revenue Center** field, enter the revenue center to which this prescription is assigned by either typing the Revenue ID or pressing F2 to search for and select the revenue center from the Revenue Center List.

16. Click **OK** to save the prescription and place it in the patient’s medical history. If **Apply to Invoice** was selected, Cornerstone also places the prescription on the Patient Visit List.

   **Note:** If the same prescription item already exists on the Patient Visit List, a message appears asking whether to override or add the prescription. Click **Override** to replace the prescription on the Patient Visit List with the current prescription. Click **Add** to include the prescription along with the already existing prescription item.

17. On the Cornerstone Print Options dialog box, click **OK** to print a prescription label or click **Cancel** to exit without printing. (See “Printing Prescription Labels” on page 298 for more information.)

**Refilling a Prescription**

You can easily refill a patient’s prescription if there are refills available.

**Note:** The selected prescription must have refills available in order to refill the prescription.

**To refill a prescription:**

1. With the patient’s record open on the Patient Clipboard, in the **Patient History** area, click the **Summary**, **Text** or **Rx** tab.

2. Highlight the most recent prescription of the item to refill, and then right-click and select **Refill**. The **Prescription Information – Refill** dialog box appears for the selected prescription.

   ![](image)

   **Prescription Information – Refill** dialog box

3. The **Quantity** field displays the original amount prescribed for the patient. If necessary, type a new amount of the item dispensed for this refill of the prescription.

   **Note:** The entered quantity cannot exceed the remaining quantity listed in the **Remaining Qty** field, which displays the remaining quantity available for refilling this prescription out of the total quantity originally prescribed.

4. Depending on how the prescription was originally set up, either the **Refills** field or the **Refill as needed** option will be available. If necessary, adjust the number of refills for this prescription.
5. Complete the remaining prescription information fields as needed. (See “Creating a Prescription” on page 294 for information on prescription information fields.)

6. When finished, click OK to save the prescription and place it in the patient’s medical history. If Apply to invoice was selected, Cornerstone also places the prescription on the Patient Visit List.

7. On the Cornerstone Print Options dialog box, click OK to print a prescription label or click Cancel to exit without printing. (See “Printing Prescription Labels” on page 298 for more information.)

For a list of prescriptions with refills remaining, print a Prescription Refill Log Report.

Renewing a Prescription

You can create a new prescription based on a previous prescription’s information by renewing it.

To renew a prescription:

1. With the patient’s record open on the Patient Clipboard, in the Patient History area, click the Summary, Text or Rx tab.

2. Highlight the most recent prescription of the item to renew, and then right-click and select Renew. The Prescription Information – Renew dialog box appears for the selected prescription.

3. Enter prescription information (quantity, refills, expiration date, etc.). (See “Creating a Prescription” on page 294 for information on prescription information fields.)

4. When finished, click OK to save the prescription and place it in the patient’s medical history. If Apply to invoice was selected, Cornerstone also places the prescription on the Patient Visit List.

5. On the Cornerstone Print Options dialog box, click OK to print a prescription label or click Cancel to exit without printing. (See “Printing Prescription Labels” on page 298 for more information.)

Correcting a Prescription

If wrong information was entered for a prescription, you can easily correct it. The old prescription appears as a voided prescription in the patient’s history.

To correct a prescription:

1. With the patient’s record open on the Patient Clipboard, in the Patient History area, click the Summary, Text or Rx tab.

2. Highlight the prescription to correct, and then right-click and select Correct. The Prescription Information - Renew dialog box appears for the selected prescription.

3. Make any necessary corrections to the prescription information fields. (See “Creating a Prescription” on page 294 for information on prescription information fields.)

4. When finished, click OK to save the prescription and place it in the patient’s medical history. If Apply to invoice was selected, Cornerstone also places the prescription on the Patient Visit List.

5. On the Cornerstone Print Options dialog box, click OK to print a prescription label or click Cancel to exit without printing. (See “Printing Prescription Labels” on page 298 for more information.)

Voiding a Prescription

To cancel a prescription, you can void it. If you then want to refill or renew the prescription, you must use a previous prescription for that item or create a new prescription.

Note: It is only possible to void the most recent action on a prescription. You cannot void a prescription until any refilled prescriptions have been voided.
To void a prescription:
1. With the patient’s record open on the Patient Clipboard, in the Patient History area, click the Summary, Text or Rx tab.
2. Highlight the prescription to void, and then right-click and select Void.
3. A message appears asking if you would like to void the selected prescription. Click Yes to confirm the void.

If the Hide voided items option is selected on the Patient Clipboard, the voided prescription is hidden in the Patient History area.

Printing Prescription Labels
Although Cornerstone automatically prompts you to print a prescription label when you create, refill or renew a prescription, you can print (or reprint) a prescription label at any time.

To print or reprint a prescription label:
1. With the patient’s record open on the Patient Clipboard, in the Patient History area, click the Summary, Text or Rx tab.
2. Highlight the applicable prescription, and then right-click and select View. The Prescription Information - View dialog box appears.
3. Click the Preview button if you would like to preview the prescription label in a Print Preview window before printing the label or saving the data from the label to a file.
4. Click the Print button to print the prescription label directly to a selected printer. The Cornerstone Print Options dialog box appears.
5. The Printer field displays the default printer selected within Printer Assignments for prescription labels (select File > Printer Assignment > General Reports > Prescription Labels). If you would like to print the label on a different printer, click the Printer button to access the Printer Selection dialog box and select the desired printer.
6. In the Copies field, type the number of label copies to print.
7. Click OK to print the label.

Prescription Reports
Cornerstone includes several reports related to prescription labels.

To access Prescription reports:
2. In the Reports list, click the plus sign to the left of Prescription to expand the list of prescription reports.
Prescription reports

Tip: You can also view prescriptions in a patient’s medical history by printing the Patient History Report. When creating the report, under History, make sure Prescriptions is selected. (On the report, history entries of type P are prescriptions.)

Prescription History Report

Use the Prescription History Report to see which items have been prescribed for which patients and by whom. This report can be sorted by client ID or last name, invoice item description or prescription date.

Client Medication and Dietary History

<table>
<thead>
<tr>
<th>ID</th>
<th>Patient Name</th>
<th>RxNbr</th>
<th>Invoice Item</th>
<th>Date</th>
<th>Qty</th>
<th>Refill</th>
<th>Staff Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>005</td>
<td>Smith</td>
<td>58</td>
<td>Atenolol 100 mg</td>
<td>2023-10</td>
<td>10</td>
<td>1</td>
<td>Stanley</td>
</tr>
</tbody>
</table>

Prescription Instructions Report

Use the Prescription Instructions Report to see the instruction IDs currently set up in Cornerstone. This report can be sorted by prescription instruction or prescription ID.

Prescription Instructions

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Prescription Instruction Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administered daily</td>
<td>Give one dose in the morning and one in the evening.</td>
</tr>
<tr>
<td>2</td>
<td>Medication Impotence</td>
<td>NOTE: It's very important that the patient doesn't miss any doses. It's critical to the health of your pet that the medication is administered at the same time each day.</td>
</tr>
</tbody>
</table>
**Prescription Refill Log**

The Prescription Refill Log Report contains the same information as the Prescription History Report, but only for prescriptions with refills remaining. This report can be sorted by client last name or invoice item description.

<table>
<thead>
<tr>
<th>Prescription Refill Log Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sorted By Client Last Name And Patient Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID</th>
<th>Patient Name</th>
<th>Ref</th>
<th>Invoice Item</th>
<th>Date</th>
<th>Qty</th>
<th>Refill</th>
<th>Staff Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>005</td>
<td>Doe, Abby</td>
<td>03</td>
<td>Aspirin 10 mg</td>
<td>03/30/00</td>
<td>10</td>
<td>1</td>
<td>Stanley, Resident</td>
</tr>
</tbody>
</table>

Inclusions: One dose of the prescription is needed.
Section 4 – Using Cornerstone Inventory

Chapter 21: Getting Started Using Cornerstone Inventory
Chapter 22: Using a Single Location Inventory System
Chapter 23: Using a Multiple Location Inventory System
Chapter 24: Other Inventory Tasks
Chapter 25: Electronic Inventory Ordering with IDEXX SmartOrder* Inventory Solution and MWI Veterinary Supply®
Chapter 21: Getting Started Using Cornerstone* Inventory

Overview

One of the main purposes of Cornerstone* Inventory is to help you track your inventory so you can manage your practice’s cash flow more efficiently. In order to track your inventory correctly, you will want to be able to quickly see information about inventory items.

This chapter covers the following tasks to help you get started using Cornerstone Inventory:

- Accessing Cornerstone Inventory
- Determining if you are using a single location or multiple location inventory system (different work flows and associated documentation and training are used with each type of inventory system)
- Working with Cornerstone Inventory windows
- Searching for inventory items
- Accounting for internal stock usage

Before You Begin

- Security access to inventory features should be set up prior to using Cornerstone Inventory. For more information, see the Cornerstone Staff Security instructions you received separately when you purchased the Cornerstone software.
- Before using Cornerstone Inventory, you first need to add your inventory items and set up the inventory system to meet the needs of your practice. See “Chapter 10: Setting Up Your Invoice Items” in the Cornerstone Administrator’s Manual for more information setting up Cornerstone Inventory.
- The inventory windows require that Windows® Internet Explorer® 7 or later be installed on each workstation. It does not have to be used as the default Internet browser.

Accessing Cornerstone Inventory

To access Cornerstone Inventory features:

- Select the Cornerstone Inventory feature from the Inventory menu on the Cornerstone menu bar.

Using Cornerstone Inventory – Single or Multiple Location System

Depending on the needs of your practice, your Cornerstone Inventory system may have initially been set up as a single location (the default) or multiple location (advanced) system.

- With single location inventory, an inventory item is stored in only one location.
- With multiple location inventory, each item can have quantities stored in multiple locations (any item can be used in any location).
Chapter 21: Getting Started Using Cornerstone* Inventory

See “Chapter 7: Getting Started with Cornerstone Inventory Setup” in the Cornerstone Administrator’s Manual for more information on the differences between single and multiple location inventory systems.

How Can I Tell Which Type of Inventory Setup Is in Use Now?

For Cornerstone versions 7.6 and above, you can check to see what type of inventory setup was installed by checking the display of your Purchasing Work List window (Inventory > Purchasing Work List). If you have single location inventory, the Want/Suggested List tab is the only tab available at the top of the window. If you have multiple location inventory, the advanced Locate an Item and Quantity at Location tabs are also available.

Tip: For Cornerstone versions 7.6 and above, single location inventory is the default inventory setup used for all new Cornerstone system installations.

Working within Cornerstone Inventory Windows

Note: There are two styles of windows within Cornerstone Inventory. For windows that have been updated to the grid style, see “Working with Invoice Item Grid Sort and Display Options” below.

Arranging Columns

Within most Cornerstone Inventory windows, columns can be added, removed and rearranged. The arrangement of columns is based on which user is logged into Cornerstone. Once a user sets a column arrangement, it is displayed every time that user logs in.

1. From any of the applicable inventory windows, click a column header.
2. While holding the mouse button, drag the column to a different position on the grid.

To adjust the column width:

1. Move the mouse arrow across the specific column header to adjust until a double arrow appears.
2. Hold down the mouse button and drag the mouse to resize the column.
To add and remove columns:
1. Right-click on a column header.
2. Left-click to place a check mark next to the name of a column to add it to the grid or left-click on an existing check mark to remove the column from the grid.

To sort items by column:
1. Click the title of the column to sort the list of items according to that column’s name.
2. Click the title of the column again to sort the item list in the reverse order.

Viewing On-Screen Help Information
You can view helpful tips and instructions on many of the Cornerstone Inventory windows.

Working with Invoice Item Grid Sort and Display Options
Beginning with Cornerstone 8.3, many Cornerstone Inventory windows have been updated to feature a new invoice item grid that provides enhanced sort and display settings (selected columns, column order, sort order, etc.) that you can change based on your preferences for viewing the information.

To rearrange columns within a table:
- Click and drag a column header (column name) to the left or right to move it to the desired location within all currently displayed columns.

To change the table sort order:
1. If you want to change the order in which information is displayed in a table, click the name of the column by which you would like to sort the table. A small triangle displays to the right of the column name to indicate the column used for the current sort order.
2. Click the same column header again to reverse the sorting order.

Note: You can also right-click a column header and select Sort Ascending or Sort Descending to set the sort order for a table. The Search for Inventory Item dialog box contains a subset of the search options that are listed in the right-click menu.

To change the table display using the right-click menu options:
Right-click a column header and select one of the following menu options:
- Columns (allows you to select/deselect columns to display in the table)
- Group by [column header]
- Freeze/Unfreeze [column header]

Searching for Inventory Items
The Search for Inventory Item window is used within Cornerstone Inventory to search for and select inventory items.

Tip: A Quantity on Hand icon appearing next to the item indicates the inventory item is marked to Maintain Quantity on Hand (QOH) in Cornerstone.

To access the Search for Inventory Item window:
Press F2 or double-click in any searchable item ID field within Cornerstone Inventory to display the window. The window also appears when you click the magnifying glass icon next to an item field.

To perform a search:
1. Use the following search options as needed to narrow your search parameters:
   - From the Vendor drop-down list, select a vendor.
   - From the Classification drop-down list, select an inventory class.
   - In the Description text box, type the beginning letters or full description of the item. This is not case sensitive. Select the Search for a word check box to search by keyword.
     Tip: Use the % character as a wildcard before or after a word to enhance searching.
• In the **Item ID** text box, type the item ID or a portion of the ID. Matches will be suggested as you type; matches include all IDs that contain the typed characters in the order given.

• Select the **Search vendor item IDs (only)** check box

• Select the **Include inactive inventory** items check box.

 Results will display in the list based on the criteria you have entered. Use the navigation arrows at the bottom of the window to move through the pages of results. Use the **Results per page** drop-down list to control the number of results that display on one page.

**Note:** Click **Reset** to clear the search filters and start a new search.

2. When you have found the inventory item, select the item in the list and click **Select**. The Search for Inventory Item window closes and the selection appears in the Item field.

**To add a new inventory item to Cornerstone during a search:**

1. From the Search for Inventory Item window, click **Add an Item** at the bottom of the window to insert a new inventory item into the Cornerstone database.

2. Enter a unique identification code to assign the item in the **Item ID** field, or press TAB in the Item ID field to have Cornerstone automatically assign the next available item ID when adding a new inventory item.

   **Note:** Auto assigned IDs must be enabled by selecting the **Auto assign** check box in Invoice Item defaults (select **Controls > Defaults > Practice and Workstation**, and then select **Invoice Item** from the menu on the left).

3. Select the category the item belongs to from the **Classification** drop-down list.

4. Type a descriptive name for the item in the **Description** field.

5. Select the selling unit of the item from the **Unit of measure** drop-down list.

6. Click **Save**.

   **Note:** You can set up additional information for the inventory item in Invoice Item Information (**Lists > Invoice Item**) when time allows.

**Internal Stock Usage**

Use the Internal Stock Use feature to deplete tracked inventory items used internally by the practice but not invoiced. Through internal usage, you can track the cost of doing business in the different aspects of your practice.

Cost Centers are the areas within the practice where items are used. Some examples of items used internally are suture kits, needles, syringes, and catheters, food used for boarding animals, gloves, and cotton swabs.

Note the following when using the Internal Stock Use feature:

• Only inventory items that have been marked to Maintain Quantity on Hand (QOH) can be used.

• Any items that are accounted for in internal usage are then taken out of the item’s quantity on hand.

• You can add to the Internal Usage list after saving it; however, previously saved items cannot be modified.

• You cannot deduct Group or Service items through internal usage.
Before You Begin

- Set up your practice’s Cost Centers. See “Chapter 7: Getting Started with Cornerstone Inventory Setup” in the Cornerstone Administrator’s Manual for information.

To account for inventory used internally:

1. On the Inventory menu, select Internal Stock Use. The Internal Stock Use window appears.

   ![Internal Stock Use window]

   Internal Stock Use window

2. Search for and select the item used internally by the practice in the Item field. The selling unit of measure automatically displays in the UOM field. This field cannot be modified.
3. Enter the amount to be removed from inventory in the Quantity field. This number should be based on the selling unit of measure displayed in the UOM field.
4. If tracking, type the lot number of the inventory item being depleted in the Lot number field.
5. If applicable, enter the expiration date of the inventory item being depleted in the Expiration field.
6. If applicable, modify the date the item was removed from inventory in the Date used field. The current system date automatically appears in this field.
7. Multiple location inventory only: Select which place is being depleted of this inventory item from the From location drop-down list.
8. Select the area that will be charged for the use of the item from the Charge to cost center drop-down list.
9. If applicable, highlight the tax to apply to this item in the Usage taxes to apply list box. This generally applies when the practice pays tax on the item when it is used in-house but doesn’t pay tax for it when it is received from the vendor.
10. If necessary, modify the vendor’s selling unit cost for this item in the Cost field. The cost field displays the average cost of the item if tracking QOH.
11. Click Print to preview, save and/or print the Inventory – Internal Usage Report.
12. Click Back to return to the Internal Stock Use window.
13. Click Save to process the depletion of the inventory item from Cornerstone.
To view a list of items used internally, print an **Inventory – Internal Usage Report**. (See "Inventory - Internal Usage Report" on page 336.)
Chapter 22: Using a Single Location Inventory System

This chapter covers processes for using a single location inventory system. For information on setting up a single location inventory system, see “Chapter 8: Setting Up a Single Location Inventory System” in the Cornerstone Administrator’s Manual.

This chapter covers the following daily usage tasks for a single location inventory system:

- Adding items to the Want List
- Managing items using the Purchasing Work List
- Viewing item purchase history and item information

Adding Items to the Want List (Single Location Inventory)

Item order requests can be made on the Want List. Practice staff can use the Want List as a shopping list of items—you can add an item that already exists in your system or you can add an item that is not carried in inventory.

- Items placed on the Want List become available to the Purchasing Work List where they can be placed on a purchase order and ordered.
- Items on the Want List can be viewed for a staff member, a status, or a date range.
- After items are placed on a purchase order and/or an order is placed, depending on practice policy, the want item is removed from the Want List or the item’s Status on the Want List is changed from Not Done to Complete.

Tip: To always remove want items from the Want List after they are placed on a purchase order, select the Delete want items on completed check box in Inventory defaults (select Controls > Defaults > Practice and Workstation, and then select Inventory from the menu on the left).

To add items to the Want List:

1. On the Inventory menu, select Want List, or on the toolbar, click the Want List button. The Want List dialog box appears.

2. If the want item is an inventory item, leave the Inventory item check box selected and type the item ID in the Item ID text box or press F2 (or click ] to search for and select the ID from the Search
for Inventory Item dialog box.

OR

If the want item is not an inventory item, select the Not an inventory item check box, type a description, and click OK. The item will appear on the Want List without an item ID.

3. **Inventory Item only**: Type the quantity to order in the **Quantity** text box or in the UOM **Quantity** text box (right box). When you enter the amount in either box, the other box is automatically calculated. If left blank, the quantity must be added when the item is placed on an order.

4. **Inventory Item only**: If necessary, in the **Reason** text box, type a reason for requesting the item. The reason will print on the Inventory – Want List Report.

5. Click **OK** to place the item on the Want List.

**Notes:**

- The item must be set up in Cornerstone before you can order it.
- After an item is added to the Want List, it is no longer editable. To view all items on the Want List, select **Inventory > Purchasing Work List** and click the **Want List** tab. To remove the item, access the Purchasing Work List, select the item and click **Remove from List**.

**Managing Items Using the Purchasing Work List (Single Location Inventory)**

The multi-purpose Purchasing Work List window allows you to do the following:

- View and select items requested by staff (Want List) and items suggested by the system because they are below the reorder point (Suggested List)
- Open the Want List using the **add to Want List link**
- Remove items from the Want List
- Find a specific item at your practice
- View the quantity on hand of items available at a location or for a class
- View stocking levels, reorder points and sales history for an item
- View item purchase history and item information
- Add items to a new or existing purchase order

**To access the Purchasing Work List window:**

- On the **Inventory** menu, select **Purchasing Work List**.
To search for and view items requested by staff and suggested by the system:

1. On the Purchasing Work List window, click the Want/Suggested List tab.

2. Use the following item search criteria as needed to narrow your item search:
   - Select the status of an item requested by staff from the Status drop-down list. This will narrow the list to wanted items based on the status selected including all, not done or complete (placed on an order).
   - Select the Want Item check box to include items requested by staff members on the list.
   - Select the Suggested Item check box to include items at or below the reorder point set by the practice on the list.

3. Click Search to display the list of inventory items based on the specified criteria.
   
   Tip: You can change the display of the items list to make it easier to identify specific types of items. See "Working within Cornerstone Inventory Windows" on page 303 for information.

4. To remove an item requested by staff through the Want List, select the item and click Remove from List to remove it from the list (Want List items are indicated by the Want List icon ). If a confirmation window appears, click Yes.

   Tip: You can assign staff-specific defaults for auto-saving inventory changes and auto-deleting in inventory (delete without confirming). For more information, see “Chapter 5: Setting Staff Defaults” in the Cornerstone Administrator’s Manual.

Note: The total cost of selected items based on last cost of item is displayed below the item list.
Chapter 22: Using a Single Location Inventory System

To view stocking levels, reorder points and sales history for an item:
1. On the Purchasing Work List window, select the item for which you want to view item details.
2. In the Item Details area on the right side of the window, note information for the item, including the location stocking levels and today’s reorder points.
3. Click the Sales History link to view the item’s sales history for the last three years, including year-to-date and month-to-date totals.

To add items to a purchase order:
1. On any of the Purchasing Work List tabs, select the item(s) to be ordered.
   - To select nonconsecutive items, hold down CTRL, and then click each item you want to select.
   - To select a consecutive group of items, click the first item, hold down SHIFT, and then click the last item.
   **Tip:** Click the Vendor column heading to sort items by vendor.
2. In the Add to Order area on the right side of the window, make changes to the order details as needed:
   - Select the vendor the product(s) will be ordered from in the Vendor drop-down list. If a highlighted item(s) is assigned to a primary vendor, that vendor’s name will appear by default in the Vendor field.
   - Enter the amount to order in the Order Quantity text box, based on the buying unit of measure displayed in the Unit of Measure text box. The order quantity is usually entered if there is only one item being added to an order. The unit of measure automatically displays when one item is selected and has a buy unit of measure assigned to the item.
   - Type information pertaining to the product in the Notes field.
3. Click Add to Order to display the Purchase Order View window. This creates a new purchase order for the selected item(s) or includes the selected item(s) on an existing purchase order, if there is a saved order for the selected vendor.
4. If this is a new order with the vendor, press TAB. This will automatically insert the next available order number in the Purchase order number field.
5. Verify the correct vendor is in the Vendor field. If necessary, select the vendor from the drop-down list.
6. If necessary, enter or change purchase order information for the items (Qty, UOM, special price, cost, status).
7. If applicable, click the note icon to type a note. After the note is saved, the icon changes to a notepad , indicating a note exists for the item.
8. If necessary, select an item and click Remove from Order to remove the item from the order.
9. When finished adding items to the purchase order, do one of the following:
   - Click Save to save purchase order information and make modifications at a later time (will be marked as Not Sent). Once you’ve saved the order, you can click Print to print it.
   - Click Place Order to save the purchase order and process the order so it is ready to be received by the vendor (will be marked as Sent).
   - Click Cancel to return to the previous window without saving or placing the order.
Chapter 22: Using a Single Location Inventory System

Viewing Item Purchase History and Item Information

A group of expandable tabs provides information for inventory items marked to Maintain Quantity on Hand (QOH). The tabs are available at the bottom of many of the Cornerstone Inventory windows (Add New and Edit Purchase Order windows, Add New and Edit Receive Order windows, View Quantity on Hand, and Purchasing Work List windows).

- **Item History tab** – Displays purchase history information.

- **Item information tab** – Displays general information for inventory items marked to Maintain QOH.

To view item purchase history and item information:

1. Select an inventory item, if available.
2. Click the More Item Information For or Information bar.
   - **Tip:** If the item is not on an available list, click the magnifying glass icon to search for and select the item.
3. Click the Item History tab or Item Information tab to view information about an item.
4. Select or search for the next item to view.
5. Click the More Item Information For or Information bar when finished.
Chapter 23: Using a Multiple Location Inventory System

This chapter covers processes for using a multiple location inventory system. For information on setting up a multiple location inventory system, see “Chapter 9: Setting Up a Multiple Location Inventory System” in the Cornerstone Administrator’s Manual.

This chapter covers the following daily usage tasks for a multiple location inventory system:

- Adding items to the Want List
- Managing items using the Purchasing Work List
- Viewing item purchase history, item information and stock at all locations

Adding Items to the Want List (Multi-Location Inventory)

Item order requests can be made on the Want List. Practice staff can use the Want List as a shopping list of items—you can add an item that already exists in your system or you can add an item that is not carried in inventory.

- Items placed on the Want List become available to the Purchasing Work List where they can be placed on a purchase order and ordered.
- Items on the Want List can be viewed for a staff member, a status, or a date range.
- After items are placed on a purchase order and/or an order is placed, depending on practice policy, the want item is removed from the Want List or the item’s Status on the Want List is changed from Not Done to Complete.

Tip: To always remove want items from the Want List after they are placed on a purchase order, select the Delete want items on completed check box in Inventory defaults (select Controls > Defaults > Practice and Workstation, and then select Inventory from the menu on the left).

To add items to the Want List:

1. On the Inventory menu, select Want List, or on the toolbar, click the Want List button. The Want List dialog box appears.

2. If the want item is an inventory item, leave the Inventory item check box selected and type the item ID in the Item ID text box or press F2 (or click ) to search for and select the ID from the Search
for Inventory Item dialog box.

OR

If the want item is not an inventory item, select the Not an inventory item check box, type a description, and click OK. The item will appear on the Want List without an item ID.

3. **Inventory Item only**: Type the quantity to order in the Quantity text box or in the UOM Quantity text box (right box). When you enter the amount in either box, the other box is automatically calculated. If left blank, the quantity must be added when the item is placed on an order.

4. **Inventory Item only**: If necessary, in the Reason text box, type a reason for requesting the item. The reason will print on the Inventory – Want List Report.

5. For a multi-location per item inventory setup, if necessary, select a location or group from the appropriate drop-down list.

6. Click OK to place the item on the Want List.

**Notes:**
- The item must be set up in Cornerstone before you can order it.
- After an item is added to the Want List, it is no longer editable. To view all items on the Want List, select Inventory > Purchasing Work List and click the Want List tab. To remove the item, access the Purchasing Work List, select the item and click Remove from List.

**Managing Items Using the Purchasing Work List (Multiple-Location Inventory)**

The multi-purpose Purchasing Work List window allows you to do the following:
- View and select items requested by staff (Want List) and items suggested by the system because they are below the reorder point (Suggested List)
- Open the Want List using the add to Want List link
- Remove items from the Want List
- Find a specific item at your practice
- View the quantity on hand of items available at a location or for a class
- View stocking levels, reorder points and sales history for an item
- View item purchase history and item information
- Add items to a new or existing purchase order

**Note:** You can click Go to Transfer to access the Find and Transfer Items window to move items from one location to another location.

**To access the Purchasing Work List window:**
- On the Inventory menu, select Purchasing Work List.
Chapter 23: Using a Multiple Location Inventory System

Purchasing Work List window for a multiple location inventory system

To search for and view items requested by staff and suggested by the system:

1. On the Purchasing Work List window, click the Want/Suggested List tab.
2. Use the following item search criteria as needed to narrow your item search:
   - Select a location group from the Group drop-down list to narrow the list of items to those requested by staff (Want List items) or on/below the order point set up by the practice (Suggested items) for a specific group of locations.
   - Select the status of an item requested by staff from the Status drop-down list. This will narrow the list to wanted items based on the status selected including all, not done or complete (placed on an order).
   - Select the Want Item check box to include items requested by staff members on the list.
   - Select the Suggested Item check box to include items at or below the reorder point set by the practice on the list.

   Note: If multiple locations are set up, at some locations, items at or below their reorder point may not appear on the Suggested List if they are overstocked in other locations. In this case, you could use the Go to Transfer option to move items from one location to another location.
3. Click Search to display the list of inventory items based on the specified criteria.
   Tip: You can change the display of the items list to make it easier to identify specific types of items. See “Working within Cornerstone Inventory Windows” on page 303 for information.
4. To remove an item requested by staff through the Want List, select the item and click Remove from List to remove it from the list (Want List items are indicated by the Want List icon  ). If a confirmation window appears, click Yes.
   Tip: You can assign staff-specific defaults for auto-saving inventory changes and auto-deleting in inventory (delete without confirming). For more information, see “Chapter 5: Setting Staff Defaults” in the Cornerstone Administrator’s Manual.
   Note: The total cost of selected items based on last cost of item is displayed below the item list.
To view stocking levels, reorder points and sales history for an item:
1. On the Purchasing Work List window, select the item for which you want to view item details.
2. In the Item Details area on the right side of the window, note information for the item, including the location stocking levels and today’s reorder points.
3. Click the Sales History link to view the item’s sales history for the last three years, including year-to-date and month-to-date totals.

To find a specific item at your practice:
1. On the Purchasing Work List window, click the Locate an Item tab.
   Note: If an item is highlighted in another tab of the Purchasing Work List, and the Locate an Item tab is selected, quantity information for the item displays.
2. Use the following item search criteria as needed to narrow your item search:
   • In the Item ID field, search for and select an inventory item to view.
   • Select a group of locations in the Group drop-down list to view the quantity on hand for the item in that group of locations only.
   • Select a location in the Location drop-down list to view the quantity on hand for the inventory item in that location only.

To view the quantity on hand of items available at a location or for a class:
1. On the Purchasing Work List window, click the Quantity at Location tab.
2. To view the quantity on hand of all items at a specific location, select a location in the Location drop-down list.
3. To view the quantity on hand of items assigned to a specific class, select a class in the Classification drop-down list.

To add items to a purchase order:
1. On any of the Purchasing Work List tabs, select the item(s) to be ordered.
   • To select nonconsecutive items, hold down CTRL, and then click each item you want to select.
   • To select a consecutive group of items, click the first item, hold down SHIFT, and then click the last item.
   Tip: Click the Vendor column heading to sort items by vendor.
2. In the Add to Order area on the right side of the window, make changes to the order details as needed:
   • Select the vendor the product(s) will be ordered from in the Vendor drop-down list. If a highlighted item(s) is assigned to a primary vendor, that vendor’s name will appear by default in the Vendor field.
   • Enter the amount to order in the Order Quantity text box, based on the buying unit of measure displayed in the Unit of Measure text box. The order quantity is usually entered if there is only one item being added to an order. The unit of measure automatically displays when one item is selected and has a buy unit of measure assigned to the item.
   • Type information pertaining to the product in the Notes field.
3. Click **Add to Order** to display the Purchase Order View window. This creates a new purchase order for the selected item(s) or includes the selected item(s) on an existing purchase order, if there is a saved order for the selected vendor.

4. If this is a new order with the vendor, press TAB. This will automatically insert the next available order number in the **Purchase order number** field.

5. Verify the correct vendor is in the **Vendor** field. If necessary, select the vendor from the drop-down list.

6. If necessary, enter or change purchase order information for the items (Qty, UOM, special price, cost, status).

7. If applicable, click the note📝 icon to type a note. After the note is saved, the icon changes to a notepadepad, indicating a note exists for the item.

8. If necessary, select an item and click **Remove from Order** to remove the item from the order.

9. When finished adding items to the purchase order, do one of the following:
   - Click **Save** to save purchase order information and make modifications at a later time (will be marked as Not Sent). Once you've saved the order, you can click **Print** to print it.
   - Click **Place Order** to save the purchase order and process the order so it is ready to be received by the vendor (will be marked as Sent).
   - Click **Cancel** to return to the previous window without saving or placing the order.

**Viewing Item Purchase History and Item Information**

A group of expandable tabs provides information for inventory items marked to Maintain Quantity on Hand (QOH). The tabs are available at the bottom of many of the Cornerstone Inventory windows (Add New and Edit Purchase Order windows, Add New and Edit Receive Order windows, View Quantity on Hand, and Purchasing Work List windows).

- **Item History tab** – Displays purchase history information.
**Item information tab** – Displays general information for inventory items marked to Maintain QOH.

To view item purchase history and item information:

1. Select an inventory item, if available.
2. Click the More Item Information For or Information bar.
   
   **Tip:** If the item is not on an available list, click the magnifying glass icon to search for and select the item.
3. Click the Item History tab or Item Information tab to view information about an item.
4. Select or search for the next item to view.
5. Click the More Item Information or Information bar when finished.
This chapter provides information on several additional Cornerstone* Inventory tasks that are common to both Single and Multiple Location Inventory systems. These tasks include:

- Managing orders using the Order List
- Saving and posting a receipt
- Editing backorder information
- Return an item to a vendor
- Generating inventory reports

**Managing Orders Using the Order List**

Purchase orders provide a record of items that are ordered from a vendor. After a purchase order is created and saved and/or an order is placed, the purchase order can be reopened, items can be added and order information can be edited, if necessary.

To track items on order with vendors and orders that have been partially received from vendors within Cornerstone, use the Order List window. The list automatically displays orders managed by staff/management within the past two weeks.

**To view and manage existing purchase orders using the Order List:**

1. On the **Inventory** menu, select **Order List**. The Purchase Order List window appears.
2. To find an order or orders:
   - Select a vendor from the **Vendor** drop-down list to view purchase orders for the specified vendor only.
   - Select a status from the **Status** drop-down list to view purchase orders for the specified status only. Status options include:
     - **Not Sent** – The order has been saved but not placed. This is useful if more items will be added to the order at a later date.
     - **Sent** – The order is ready for the vendor and has been placed in Cornerstone. When working with receipts for the vendor, the item(s) will appear on the list of items ready to be received.
     - **Partial** – The practice has received one or more, not all, items on a placed order from the vendor within the Receipt List.
     - **Closed** – All items on the order were received or the order was manually closed by the practice (orders are typically closed manually only if the order is cancelled).
   - In the **Date Range** boxes, enter the date range to include. The date two weeks prior to the current system date appears by default.

3. If you entered search criteria, click **Search**. Orders that match the criteria entered will appear on the list.

4. To modify an existing purchase order created in Cornerstone, select an order with a status of **Not sent** or **Sent** and click **Edit**.

5. To preview, print or save an Inventory – Purchase Order Report, select a purchase order and click **Print**.

6. To remove an order from Cornerstone, select a purchase order with a status of **Not sent** and click **Remove Order**.

7. To manually cancel the remaining items on order, select a purchase order with a status of **Sent** or **Partial** and click **Close Order**. The status of the purchase order is changed to Closed and any backorders or quantities that have not been received are cancelled.

8. To go directly to the Receive Order window and receive the order, select a purchase order with a status of **Sent** or **Partial** and click **Receive Order**.

**To add a new purchase order using the Order List:**

1. On the **Inventory** menu, select **Order List**. The Order List window appears.

2. Click **Add New Order** to create a new purchase order for a vendor. The Create Purchase Order window appears.

3. In the **PO Number** text box, enter a unique number to track the purchase order within Cornerstone, or press **TAB** to have Cornerstone automatically generate the next available purchase order number.

4. From the **Vendor** drop-down list, select the vendor with whom the order will be placed.

5. If applicable, from the **Group** drop-down list, select the group of locations for which the items are being ordered.

6. Search for and select the item to add to this order in the **ID** field, and press **TAB**. The name of the item to be ordered will display in the **Description** field, and the person currently logged into Cornerstone is listed in the **Ordered by** field.
Note: Text in red may indicate the item is on another purchase order or the item is overstocked at the location.

Tip: The description can be manually changed if the item is marked as a Miscellaneous item on the Invoice Item Information window’s Info tab. However, when printing the purchase order, the original description appears.

7. Enter the total amount of the item to be ordered, based on unit of measure (UOM), in the Qty field.
8. If necessary, select a different unit of measure in the UOM field. The buy unit of measure displays by default.
9. If the buy/sell ratio is set for the item and the unit is changed to the selling unit, the quantity is calculated according to the ratio.
10. If the item will be purchased at a special price, select Yes from the SP drop-down list. The item’s vendor cost will not update when received, which, in turn, will not affect the average cost. Examples of items purchased at special cost include free samples and promotional items.
11. If necessary, adjust the vendor’s cost of the item, based on the unit of measure, in the Cost field. The previous cost for the item displays in the Cost field by default if the item was previously received from the vendor. The Total value field in the lower right area of the window will display the total cost of all items on the purchase order.
12. If necessary, modify the state of the item being ordered by selecting an option from the Status drop-down. Status options include:
   - Ordered – This option indicates the item is ready to be received by the vendor.
   - Backordered – This option indicates the item being ordered from the vendor is not immediately available for delivery but will be available from the vendor at a later date.
13. If necessary, click the note icon to type a note. After the note is saved the icon changes to a notepad , indicating a note exists for the item. This note will be available when receiving the item from the vendor and prints on the purchase order if the Print purchase order notes check box is selected in Inventory defaults.
14. Continue to add items as needed, until all items being ordered from the vendor are added to the purchase order.
15. Click Print to preview, print or save a copy of this purchase order in report form.
16. If necessary, select an item and click Remove from Order to remove it from the purchase order.
17. When finished adding items to the purchase order, do one of the following:
   - Click Save to save purchase order information and make modifications at a later time (will be marked as Not Sent). If saving, the purchase order has not been placed at this point, it will not display in the Receive Order window.
   - Click Place Order to save the purchase order and process the order so it is ready to be received by the vendor (will be marked as Sent). If placing the order, the items from the order appear on the Receive Order window for the vendor.
   - Click Cancel to return to the previous window without saving or placing the order.

Saving and Posting a Receipt
The Receipt List is used to enter inventory received by various vendors into Cornerstone.
**To search for receipts from the Receipt List:**

1. On the **Inventory** menu, select **Receipt List**. The Receipt List window appears.

2. Use the fields in the *Find receipts* area to find a receipt or receipts:
   - Select a vendor from the **Vendor** drop-down list to view receipts for the specified vendor only.
   - Select a status from the **Status** drop-down list to view receipts for the specified status only. Status options include:
     - **All** – includes all receipts regardless of status.
     - **Posted** – Receipts that have been processed. It is not possible to modify receipts once posted.
     - **Not posted** – Receipts that have been saved but not processed. This is useful if more items will be added to the receipt at a later date.
   - Manually type a beginning date in the **From** field or click the drop-down arrow and select a date from the calendar in order to find receipts on or after the selected date. The date two weeks prior to the current system date appears by default.
   - Manually type an ending date in the **To** field or click the drop-down arrow and select a date from the calendar in order to find receipts on or before the selected date. The current system date appears by default in this field.

3. If criteria were entered in the *Find receipts* area of the Receipt List, click **Search**. Receipts that match the criteria entered will appear on the list.

4. To display the Receive Order window and review information for the receipt, select a receipt and click **View**.

5. To preview, print or save an Inventory – Receipt Report, select a receipt and click **Print**.

6. To remove a receipt from Cornerstone, select a receipt with a status of **Not Posted** and click **Delete**.

**To save a new receipt:**

1. On the **Inventory** menu, select **Receipt List**. The Receipt List window appears.

2. Click **Receive an Order**. The Receive Order window appears.

   **Tip:** The Receive Order window can also be accessed from the Order List by selecting a purchase order and pressing the **Receive Order** button.
3. Use the fields in the *Receipt information* area to specify receipt information:
   - Select the vendor from which the items are being received from the *Vendor* drop-down list.
   - Type the invoice or packing slip number provided by the vendor in the *Receipt number* field. Items on a purchase order(s) for the specified vendor will display on the list below. The identification number assigned to the order displays in the *PO number* field for each item.
   - If necessary, adjust the date the shipment was received in the *Date* field. The current system date will automatically display.
4. If necessary, select a specific saved receipt in the *Open receipts for vendor* list. This list displays open, unfinished receipts for the selected vendor. To complete a receipt that has been saved, select the receipt number in the *Open receipts for vendor* list. Items on the receipt display in the list below.
5. If necessary, select the purchase order(s) to view on the list below in the *Purchase order number* drop-down list. This field lists open purchase orders that include the date the order was created. To limit the items to be received to one purchase order, select it from the list or, if not receiving items from any purchase order, select *None*. No items will display on the receipt.
6. To organize the items by the purchase order number in the order of the lines on the original purchase order, select the *Sort in original PO sequence* check box.
7. For the items appearing in the list, change the Receive Order settings for each item as needed:
   - Mark the purchase order items being received from the vendor by doing one of the following:
     - To receive items individually, click in the *Status* field and select *Received* from the drop-down list.
     - To receive all items listed from the purchase order(s), click the *Receive all* button located in the lower portion of the window. The status of all items on the order(s) change to *Received*.
   - If necessary, change the status of applicable inventory items in the *Status* field.
When a line item’s entire order quantity is backordered, change the status to **Backordered**.

When only a portion of an ordered item is received, change the status of the line item to **Received** and type the quantity receiving into inventory. This creates a second line showing the remaining quantity with a status of **Not Received**. If applicable, change the status to **Backordered**.

When an item’s entire order quantity is cancelled, change the status to **Cancelled**.

- Verify that the total number of the item to be received in the **Qty** field is correct (based on the unit of measure in the **UOM** field). If necessary, enter a new quantity being received.
  
  **Note:** If an item received is less than the amount placed on the purchase order, the item will appear on a second line less the amount received.

- If necessary, click the note ** penciled in icon to type a note. After the note is saved, the icon changes to a note pad icon, indicating a note exists for the item.
  
  **Note:** Receipt notes display on reports and on the receipt. If there was a note added when you created the purchase order, the notepad icon will display for this item on the Receive Order window. Click this icon to display information entered during ordering.

- If applicable, select the appropriate unit of measure from the **UOM** drop-down list; verify that the quantity and cost information is accurate based on this UOM.

- Verify that the vendor’s cost for the product in the **Cost** field is correct (based on the unit of measure that displays). If not, enter the correct vendor’s unit cost.

- If the item is purchased at a special price, click on the special price $ icon to change it to a colored $$ icon. As a result, the item’s vendor cost will not update, which, in turn, will not affect the average cost.

- If applicable, verify that the individual tax applied to the item is correct in the **Tax** field.
  
  Alternatively, put the total tax applied to the shipment in the **Total tax** field in the lower portion of the window. If entering tax for the individual items on the receipt, the total for all line items is calculated and displays in the field. This information is not added to the cost of the items in Cornerstone.

8. If you want to manually add items being received that are not listed on a purchase order, click in the next available **ID** field, search for and select the item, and fill in the remaining fields.

9. If necessary, select a manually entered line item and click **Remove item** to delete it from the receipt.

10. For items added through purchase orders, change the status of the item to the applicable option if not receiving at this time.

11. If applicable, click **Receipt item detail** and complete the location, expiration date and lot number information for tracked inventory items appearing in red. If information is not entered the receipt cannot be posted.

   **Tip:** If the item is tracking the expiration date and/or lot number, this will be indicated by a (?) in the applicable field. If necessary, highlight a line item; click **Copy line** to add an additional line for the item to the list. This would occur if there are several expiration dates and/or lot numbers for an item or if it’s being received into multiple locations.

12. To display the View Purchase Order window for the item, select an item and click **View order**.

13. Enter the shipping charges added by the vendor in the **Shipping** field.

14. Click **Save And Print** to preview, print or save the Inventory – Receipt Report.
15. Click **Save** to save the current receipt information and give staff the ability to make modifications at a later time.

**To post a saved receipt:**
1. On the **Inventory** menu, select **Receipt List**. The Receipt List window appears.
2. Click **Receive an Order** to create a new receipt or select a receipt and click **Edit** to modify a receipt that has not been posted.
3. Enter or change necessary information, and verify that the total cost of the items on the receipt matches the cost listed in the **Total** field.
4. Click **Post** to process a completed receipt. The Change prices window displays each item being received.
5. On the Change prices window, make any necessary changes to the pricing information for the items. Note the following guidelines for changing prices:
   - If the auto-calculate and markup information is set for an item, it will appear on the list.
   - The selling price of the item will be updated if the unit cost was updated when the item was received. The price update will not occur if the Special Price flag is selected.
   - The new pricing unit cost equals the cost of the item from the Receive Order window.
   - When receiving an item with more than one unit cost, the highest cost becomes the new unit cost. Staff may enter new markup information for the item in order to calculate a new price for the item or enter a new price to calculate the markup of the product.
6. Click **Post**. The QOH, cost and receipt item details are updated.

**To receive an order from the Purchase Order List:**
1. Select **Inventory > Order List**. The Purchase Order List opens.
2. Select the purchase order and click **Receive Order**.
3. Type the receipt number for your order in the **Receipt Number** box. The item list displays.
4. Review the order for completeness and update the status by either clicking **Receive All** or by selecting Received from the **Status** drop-down list for each item.
5. Missing order information (e.g., lot number) is in red text. You must update this information before you can post the order. Click **Receipt Item Details** to fill in the remaining fields.
6. Click **Post**.
7. In the Change Prices window, make any final adjustments and view the current and new pricing, if applicable.
8. When finished making any changes, click **Post**.

**Managing Backorders**

Backorders appear on the list if an item placed on a purchase order has a status of “Backorder” or if the item is placed on backorder when it’s received through the Receipt List.

**Note:** An item cannot be manually added to the Backorder List.

**To search for backordered items on the Backorder List:**
1. On the **Inventory** menu, select **Backorder List**. The Backorder List window appears.
2. Use the fields in the Find backordered items area to find the applicable items:
   - Select a vendor from the Vendor drop-down list to narrow the list of backorders to those for a specific vendor.
   - Select a category of inventory items from the Classification drop-down list to narrow the list to items from the selected class.
   - If entering search criteria, click Search to narrow the list to the applicable criteria.

3. To preview, print or save the purchase order to which the item is assigned, select a backordered item and click View Purchase Order.

4. To preview, print or save the Inventory – Backorder Report, click Print Backorders.

5. If necessary, select a backorder and click Cancel Backorder if the item is no longer going to be received on an order placed with the vendor. If a confirmation window appears, click Yes to cancel the backorder within Cornerstone.

To modify a backordered item:
1. Select the backordered item to modify on the Backorder List.
2. Click Edit Backorder. The Backorder Detail window appears.
3. Do the following to edit the backordered item as needed:
   - Enter a new quantity on backorder in the Backorder qty field. When modifying the quantity on backorder, it is only possible to enter a quantity less than was originally ordered.
   - Manually type a date or left-click the drop-down arrow to display a calendar and then choose a date the item is expected to be delivered in the Expected delivery drop-down list.
   - Type a note pertaining to the backordered item in the Notes field.
4. Click Save.

Returning Items to a Vendor
Use the Return to Vendor feature to track inventory items returned to the vendor and automatically adjust inventory to account for the returns within Cornerstone. It is only possible to return items marked to Maintain Quantity on Hand (QOH) in Cornerstone.

To return items to a vendor:
1. On the Inventory menu, select Return to Vendor. The Return to Vendor window appears.
2. In the **Vendor** field, select the vendor to return items to.

3. In the **RMA number** field, enter the vendor’s Return Merchandise Authorization number or press TAB if there is no RMA for the return items.

4. In the **Return date** field, type or select the date of the return.

5. Use the fields in the **Find items to return** area to search for inventory items to return:
   - Select a location from which the item will be returned in the **Location** drop-down list to narrow the list of items to those assigned that location.
   - In the **Item** field, double-click or press F2 to search for and select a specific item to return.
   - Select the primary vendor assigned the item from the **Primary vendor** drop-down list to narrow the list of items to those assigned that vendor.

6. Click **Advanced Search** to search using an expanded group of search options:
   a. **Multiple location inventory only**: Select a group of locations in the **Group** drop-down list to narrow the list of items to that group of locations only.
   b. Select a category of locations in the **Classification** drop-down list to narrow the list of items to that class only.
   c. Type a lot number in the **Lot number** field to find items with that lot number.
   d. Type or select a range of dates in the **Expiration date From/To** fields to find items with an expiration date falling within the date range.
   e. When you have finished setting advanced search options, click **Search**. Results will display in the list based on the criteria you have entered.
f. To remove the search criteria to begin a new search, click **Clear**.
g. To hide the advanced search fields, click **Basic search**.

7. In the item list, select the item(s) to be sent back to the vendor.
   - To select nonconsecutive items, hold down the CTRL key, and then click each item you want to select.
   - To select a consecutive group of items, click the first item, hold down the SHIFT key, and then click the last item.

8. Click **Return**.

9. Adjust the return information for the item(s) in the **Return to Vendor** columns. Options include:
   - **ID/Description** – The item ID and name of the product to be returned.
   - **Qty** – The total number of items to be returned based on unit of measure.
   - **UOM** – The selling unit of measure of the item.
   - **Lot no.** – The lot number of the item, if required, to be returned.
   - **Exp. Date** – The expiration date of the item, if required, to be returned.
   - **Cost** – The unit cost of the item.
   - **Tax** – The individual tax of the item, if applicable. Instead of entering a tax amount for each item, you can choose to enter a total tax amount in the **Total Tax** field for all of the items.
   - **Note** – A note to explain why the item is being returned.
   - **Ext. cost** – The total cost of a line item returned. This is the unit cost of the item multiplied by the quantity returned. The **Ext. cost** column is not displayed by default, but can be added by right-clicking in any column header and selecting **Ext. cost**.

10. Select a line item in the list of returns and click **Remove item** to delete it from the list of items to return to the vendor.

11. If applicable, enter charges that the vendor applies for restocking returned item(s) in the **Restock fee** field.

12. If applicable, enter any shipping charges that apply to the return in the **Shipping** field.

13. If applicable, enter the total tax applied by the vendor for the item(s) in the **Total tax** field. If you have entered tax for individual returned items, this total is automatically calculated.

14. Do one of the following:
   - Click **Save** to process the return and update the quantity on hand of the item(s) within Cornerstone.
   - Click **Save & Print** to process the return and preview or print the Inventory – Returns Report.
   - Click **Cancel** to discontinue the return.

**Inventory Reports**

Once you are up and running with using Cornerstone Inventory, you can begin to generate data to analyze your practice, maintain better inventory control, and determine how to increase profitability. The data you need is easy to collect with Cornerstone Inventory reports.

**Note:** Invoice item reports are covered in “Chapter 10: Setting Up Your Invoice Items” in the *Cornerstone Administrator’s Manual*. 

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Chapter 24: Other Inventory Tasks

Note: Inventory reports reflect only those items marked to Maintain Quantity on Hand (QOH).

To generate an inventory report:
2. In the Reports list, click the plus sign [+] to the left of Inventory, and then select the applicable Inventory report.
3. Click Create report, and then click Run. The Inventory Report Criteria Selection window appears.
4. From the **Sort by** drop-down list, select a sort option to arrange the information on the report in a certain order.

5. Use the fields in the **Set report range** area to enter criteria and filter the information that appears on the report:
   a. From the **Description** drop-down list, select a category to use to narrow the report.
   b. In the **Starting value** and **Ending value** fields, enter the beginning criteria and ending criteria that will be used to narrow the report. Depending on the description selected, it may be possible to press F2 in the **Starting value** and **Ending value** fields to search for and select the appropriate item or value from a list.
   c. From the **And/Or** drop-down list, select the appropriate option to include additional search criteria—select **And** to include all of the description ranges entered or select **Or** to include any of the description ranges entered.
   d. To clear a range, highlight the range row and click **Remove Range** (or press CTRL+D).
6. To preview the report before printing, click **Preview**. If there are results that match the criteria, the Inventory Report Preview window displays information based on the specified sort order and range.

7. Change the page that is displayed in the preview window by clicking **First Page**, **Previous Page**, **Next Page**, or **Last Page**.

8. Change how large the page is displayed by clicking:
   - **Actual Size** to show the page in its actual size
   - **Fit Page** to resize so the whole page is visible
   - **Fit Width** to resize so that the page is shown as wide as the window
   - **Zoom In** to display the page larger
   - **Zoom Out** to display the page smaller
   - **Zoom Ratio** to either select a zoom percentage from the drop-down menu or type a percentage and press ENTER to resize to that zoom percentage

9. To print the report from the preview window, click **Print**, or to save the information to a file, click **Save**.

10. Click **Back** to return to the Inventory Report Criteria Selection window.
11. To print the report from the Inventory Report Criteria Selection window, with the desired criteria selected, do one of the following:

- Click **Print Now** to print the report immediately to the default printer.
- Click **Print** to select print options before printing the report.

12. Click **Back** and then click the **Close** button to return to the Report Search window.

**Inventory - Adjustment Report**

Use the Inventory - Adjustment Report to view a list of quantity or price adjustments in inventory.

**Inventory - Adjustment Report**

<table>
<thead>
<tr>
<th>Date</th>
<th>Item ID</th>
<th>Description</th>
<th>Item Code</th>
<th>Adj Cost</th>
<th>New Qty</th>
<th>Adj Qty</th>
<th>Expiration Date</th>
<th>Lot Number</th>
<th>User ID</th>
<th>Adj Reason</th>
<th>Location</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/20/2006</td>
<td>00698</td>
<td>Endoscopy Cart 14-75 cat 3D</td>
<td>960/00</td>
<td>$10.00</td>
<td>25.00</td>
<td>10.00</td>
<td>9/21/2006</td>
<td>07/22/9999</td>
<td>CS</td>
<td>Cyromax</td>
<td>DSTONE</td>
<td>C</td>
</tr>
<tr>
<td>8/31/2006</td>
<td>001931</td>
<td>Stomach Tube 260 g</td>
<td>960/00</td>
<td>$10.00</td>
<td>15.00</td>
<td>15.00</td>
<td>9/5/2006</td>
<td>07/24/9999</td>
<td>CS</td>
<td>Cyromax</td>
<td>DSTONE</td>
<td>C</td>
</tr>
<tr>
<td>9/2/2006</td>
<td>00305</td>
<td>Saniwax 5-315</td>
<td>960/00</td>
<td>$10.00</td>
<td>100.00</td>
<td>100.00</td>
<td>9/36/2006</td>
<td>07/22/9999</td>
<td>CS</td>
<td>Expired</td>
<td>F</td>
<td>U</td>
</tr>
<tr>
<td>9/3/2006</td>
<td>00770</td>
<td>Convolute/Watch Cap 5 ct</td>
<td>960/00</td>
<td>$10.00</td>
<td>0.00</td>
<td>0.00</td>
<td>9/30/2006</td>
<td>07/22/9999</td>
<td>CS</td>
<td>Cost adjustment</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>9/4/2006</td>
<td>001960</td>
<td>Annual Report 35 g</td>
<td>960/00</td>
<td>$10.00</td>
<td>150.00</td>
<td>150.00</td>
<td>9/30/2006</td>
<td>07/22/9999</td>
<td>CS</td>
<td>Cyromax</td>
<td>F</td>
<td>U</td>
</tr>
</tbody>
</table>

**Inventory - Audit Open Details Report**

Use the Inventory - Audit Open Details Report to display an itemized listing of inventory items that have item details completed. This listing includes location, expiration date and lot number for items marked as verified but have not been finalized yet.

**Inventory - Audit Open Details Report**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Transaction ID</th>
<th>Location</th>
<th>Lot Number</th>
<th>Expiration Date</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Description</td>
<td>Type</td>
<td>Location</td>
<td>Lot Number</td>
<td>Expiration Date</td>
</tr>
<tr>
<td>0009</td>
<td>Adhesive Tape Kit</td>
<td>Type</td>
<td>Location</td>
<td>Lot Number</td>
<td>Expiration Date</td>
</tr>
<tr>
<td>0200</td>
<td>Bulk Year Kit</td>
<td>Type</td>
<td>Location</td>
<td>Lot Number</td>
<td>Expiration Date</td>
</tr>
<tr>
<td>0111</td>
<td>Calcium Test Kit</td>
<td>Type</td>
<td>Location</td>
<td>Lot Number</td>
<td>Expiration Date</td>
</tr>
</tbody>
</table>

**Inventory - Audit Report**

Use the Inventory - Audit Report to display an itemized listing of inventory item transactions in Cornerstone. This list can be used as a reference if re-keying data is necessary. When printing this report, enter ranges to filter the report to avoid printing a large report.

**Inventory - Audit Report**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Item Code</th>
<th>Description</th>
<th>Transaction ID</th>
<th>Date</th>
<th>Lot Number</th>
<th>Expiration Date</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0124</td>
<td>Receipt</td>
<td>Vendor B</td>
<td>123</td>
<td>01/01/00</td>
<td>01/01/00</td>
<td>22.00</td>
<td>dose</td>
</tr>
<tr>
<td>0135</td>
<td>Receipt</td>
<td>Vendor B</td>
<td>123</td>
<td>01/01/00</td>
<td>01/01/00</td>
<td>24.00</td>
<td>dose</td>
</tr>
<tr>
<td>0140</td>
<td>Receipt</td>
<td>Vendor B</td>
<td>123</td>
<td>01/01/00</td>
<td>01/01/00</td>
<td>24.00</td>
<td>dose</td>
</tr>
</tbody>
</table>
Inventory - Backorder Report

Use the Inventory - Backorder Report to view all items on back order.

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Order</th>
<th>Reorder</th>
<th>Quantity</th>
<th>Expected</th>
<th>Backordered</th>
<th>Cancelled</th>
<th>Received</th>
<th>Backorder Date</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>01078</td>
<td>Ribeye 3</td>
<td>7</td>
<td>3.00</td>
<td>2.00</td>
<td>2.00</td>
<td>1.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1/9/2008</td>
<td>Vendor A</td>
</tr>
</tbody>
</table>

Inventory - Cost Report

Use the Inventory - Cost Report to display the cost of inventory on hand. This is a good report to print when processing end-of-year. If the practice does not perform an EOY cycle count, print this report to obtain the value of EOY inventory information.

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Base Price</th>
<th>GOW</th>
<th>Average Cost</th>
<th>Total Cost</th>
<th>Item Margins Date</th>
<th>Unit Cost</th>
<th>Primary Vendor</th>
<th>Location</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Adult Curr. 5.5 lb</td>
<td>$1.15</td>
<td>2</td>
<td>$0.00</td>
<td>$0.00</td>
<td>5/27/2008</td>
<td>$0.00</td>
<td>C3000</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>0004</td>
<td>Adult Curr. 5.5 lb</td>
<td>$1.15</td>
<td>2</td>
<td>$0.00</td>
<td>$0.00</td>
<td>5/27/2008</td>
<td>$0.00</td>
<td>FJ</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>0009</td>
<td>Adult Curr. 5.5 lb</td>
<td>$1.15</td>
<td>2</td>
<td>$0.00</td>
<td>$0.00</td>
<td>5/27/2008</td>
<td>$0.00</td>
<td>W</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>0012</td>
<td>Adult Curr. 5.5 lb</td>
<td>$1.15</td>
<td>2</td>
<td>$0.00</td>
<td>$0.00</td>
<td>5/27/2008</td>
<td>$0.00</td>
<td>C3000</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>0015</td>
<td>Adult Curr. 5.5 lb</td>
<td>$1.15</td>
<td>2</td>
<td>$0.00</td>
<td>$0.00</td>
<td>5/27/2008</td>
<td>$0.00</td>
<td>C3000</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>0203</td>
<td>Adult Curr. 5.5 lb</td>
<td>$1.15</td>
<td>2</td>
<td>$0.00</td>
<td>$0.00</td>
<td>5/27/2008</td>
<td>$0.00</td>
<td>C3000</td>
<td>P</td>
<td></td>
</tr>
</tbody>
</table>

Inventory - Cost Totals Report

The Inventory - Cost Totals Report displays the total cost of inventory on hand, summarized by item classification.

<table>
<thead>
<tr>
<th>Class ID</th>
<th>Description</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED</td>
<td>MßC3R ES - LARGE</td>
<td>$0.00</td>
</tr>
<tr>
<td>DEN</td>
<td>DENTAL S - SMALL</td>
<td>$0.00</td>
</tr>
<tr>
<td>HEA</td>
<td>HEARTWORM</td>
<td>$0.00</td>
</tr>
<tr>
<td>MIL</td>
<td>MISCELLANEOUS - LARGE</td>
<td>$0.00</td>
</tr>
<tr>
<td>NTR</td>
<td>NUTRITIONAL</td>
<td>$0.00</td>
</tr>
<tr>
<td>PHA</td>
<td>PHARMACEUTICALS</td>
<td>$2.50</td>
</tr>
<tr>
<td>GNC</td>
<td>SKIN CARE</td>
<td>$0.00</td>
</tr>
<tr>
<td>SUP</td>
<td>SUPPLIES</td>
<td>$0.00</td>
</tr>
<tr>
<td>VAC</td>
<td>VACCINES &amp; BIOLOGICALS</td>
<td>$0.84</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td><strong>$1.50</strong></td>
</tr>
</tbody>
</table>
Chapter 24: Other Inventory Tasks

Inventory - Counts Report
Use the Inventory - Counts Report when performing a cycle count of inventory items marked to Maintain Quantity on Hand (QOH). The report lists the current quantity on hand for each item and provides a space to write the actual number of items physically available for each item.

<table>
<thead>
<tr>
<th>Items</th>
<th>Description</th>
<th>On Hand</th>
<th>Location</th>
<th>Expired</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>20050</td>
<td>Adult Syrian 30.75mg 30's 60%</td>
<td>144.0</td>
<td>Central Storage</td>
<td>090120205</td>
<td>090120205</td>
</tr>
<tr>
<td>20051</td>
<td>Adult Syrian 30.75mg 30's 60%</td>
<td>15.0</td>
<td>Central Storage</td>
<td>02/15/20200</td>
<td>02/15/20200</td>
</tr>
<tr>
<td>22100</td>
<td>Adult Inj 25 mg 50's 60%</td>
<td>180.0</td>
<td>Dr. Jones</td>
<td>09012007</td>
<td>09012007</td>
</tr>
<tr>
<td>22101</td>
<td>Adult Inj 25 mg 50's 60%</td>
<td>108.0</td>
<td>Pharmacy</td>
<td>09012007</td>
<td>09012007</td>
</tr>
<tr>
<td>22102</td>
<td>Adult Inj 25 mg 50's 60%</td>
<td>108.0</td>
<td>Supply</td>
<td>09012007</td>
<td>09012007</td>
</tr>
<tr>
<td>25133</td>
<td>Adult Inj 50mg 50's 60%</td>
<td>75.0</td>
<td>Dr. Jones</td>
<td>09012030</td>
<td>09012030</td>
</tr>
<tr>
<td>25134</td>
<td>Adult Inj 50mg 50's 60%</td>
<td>150.0</td>
<td>Pharmacy</td>
<td>09012030</td>
<td>09012030</td>
</tr>
<tr>
<td>25135</td>
<td>Adult Inj 50mg 50's 60%</td>
<td>400.0</td>
<td>Supply</td>
<td>09012030</td>
<td>09012030</td>
</tr>
</tbody>
</table>

Inventory - Evaluation Report
Use the Inventory - Evaluation Report to view information about each inventory item marked to Maintain Quantity on Hand (QOH).

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Class</th>
<th>PHA</th>
<th>PHARMACEUTICALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000</td>
<td>Adult Syrian 30.75mg 30's 60%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Inventory - Expiration Date Report
Use the Inventory - Expiration Date Report to view a list of inventory items that will expire before a specified date.

<table>
<thead>
<tr>
<th>Items</th>
<th>Description</th>
<th>On Hand</th>
<th>Buy / Sell</th>
<th>Expiry</th>
<th>Unit of Measure</th>
<th>Expiration Date</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>22100</td>
<td>Adult Inj 25 mg 50's 60%</td>
<td>180.0</td>
<td>180.0</td>
<td>6/15/20200</td>
<td>6/15/20200</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>22101</td>
<td>Adult Inj 25 mg 50's 60%</td>
<td>108.0</td>
<td>108.0</td>
<td>3/15/20200</td>
<td>3/15/20200</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>22102</td>
<td>Adult Inj 25 mg 50's 60%</td>
<td>108.0</td>
<td>108.0</td>
<td>3/15/20200</td>
<td>3/15/20200</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>25133</td>
<td>Adult Inj 50mg 50's 60%</td>
<td>75.0</td>
<td>75.0</td>
<td>6/15/2030</td>
<td>6/15/2030</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>25134</td>
<td>Adult Inj 50mg 50's 60%</td>
<td>150.0</td>
<td>150.0</td>
<td>3/15/2030</td>
<td>3/15/2030</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>25135</td>
<td>Adult Inj 50mg 50's 60%</td>
<td>400.0</td>
<td>400.0</td>
<td>3/15/2030</td>
<td>3/15/2030</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

Total Value of Inventory for Central Storage: $7,000

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Chapter 24: Other Inventory Tasks

Inventory - Internal Usage Report
Use the Inventory - Internal Usage Report to view all the items and their associated costs that were used internally by the practice.

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Lot Number</th>
<th>Location</th>
<th>Date Used</th>
<th>Class ID</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>300500</td>
<td>All Care Cart</td>
<td>30000021</td>
<td>Control Storage</td>
<td>11/02/2007</td>
<td>INTN</td>
<td>1.0</td>
<td>$1.10</td>
<td>$1.10</td>
</tr>
</tbody>
</table>

Total Usage: $1.10
Tax: $0.00
Total Cost: $1.10

Inventory - Item Vendor Information Report
Use the Inventory - Item Vendor Information Report to view a list of vendors and associated information assigned to inventory items through the Invoice Item List.

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Vendor</th>
<th>Primary Contact</th>
<th>Vendor ID</th>
<th>Item ID</th>
<th>Date</th>
<th>Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>020230</td>
<td>Analgesic A/Bag</td>
<td>Vendor A</td>
<td>Yes</td>
<td>Put King</td>
<td>71080004</td>
<td>1 days</td>
<td></td>
</tr>
<tr>
<td>020200</td>
<td>Analgesic B/Bag</td>
<td>Vendor A</td>
<td>Yes</td>
<td>Put King</td>
<td>71080004</td>
<td>1 days</td>
<td></td>
</tr>
<tr>
<td>020210</td>
<td>Analgesic C/Bag</td>
<td>Vendor A</td>
<td>Yes</td>
<td>Put King</td>
<td>71080004</td>
<td>1 days</td>
<td></td>
</tr>
<tr>
<td>020240</td>
<td>Analgesic D/Bag</td>
<td>Vendor A</td>
<td>Yes</td>
<td>Put King</td>
<td>71080004</td>
<td>1 days</td>
<td></td>
</tr>
</tbody>
</table>

Inventory - Items Profit Analysis Report
Use the Inventory - Items Profit Analysis Report to determine profitability of inventory items sold.

Note: For data to appear in the appropriate columns, end-of-month must be processed twice and end-of-year once, before data appears for the appropriate columns for this report. The data in this report corresponds to the data in the EOM Inventory Sales Report.

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Class ID</th>
<th>Frequency</th>
<th>Sales Volume</th>
<th>Cost</th>
<th>Profit</th>
<th>Frequency</th>
<th>Sales Volume</th>
<th>Cost</th>
<th>Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>020230</td>
<td>Analgesic A/Bag</td>
<td>ANE</td>
<td>0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>020200</td>
<td>Analgesic B/Bag</td>
<td>ANE</td>
<td>0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>020210</td>
<td>Analgesic C/Bag</td>
<td>ANE</td>
<td>0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>020240</td>
<td>Analgesic D/Bag</td>
<td>ANE</td>
<td>0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Inventory - Linked Items Report
The Inventory - Linked Items Report lists all of the invoice items that have inventory items linked to them.

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Linked Item ID</th>
<th>Linked Item Description</th>
<th>Quantity</th>
<th>UOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1101</td>
<td>BORDETTA LA BOOSTER</td>
<td>010100</td>
<td>Bordefla Vaboros</td>
<td>1.0</td>
<td>dose</td>
</tr>
<tr>
<td>1102</td>
<td>BORDETTA LA FIRST VAC</td>
<td>010200</td>
<td>Bordefla Vaculos</td>
<td>1.0</td>
<td>dose</td>
</tr>
<tr>
<td>1103</td>
<td>BORDETTA LA SECOND VAC</td>
<td>010300</td>
<td>Bordefla Vaculos</td>
<td>1.0</td>
<td>dose</td>
</tr>
<tr>
<td>1104</td>
<td>BORDETTA LA THIRD VAC</td>
<td>010400</td>
<td>Bordefla Vaculos</td>
<td>1.0</td>
<td>dose</td>
</tr>
</tbody>
</table>
Chapter 24: Other Inventory Tasks

Inventory - On Order Report

Use the Inventory - On Order Report to view detailed order information for items currently on order.

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Quantity On Hand</th>
<th>Quantity On Order</th>
<th>Order ID</th>
<th>Order Date</th>
<th>Lead Time</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>01270</td>
<td>tablet</td>
<td>&gt;16.50 dose</td>
<td>3.00 case</td>
<td>7</td>
<td>07/2008</td>
<td>0 days</td>
<td></td>
</tr>
</tbody>
</table>

Inventory - Overstock Report

The Inventory - Overstock Report displays a list of inventory items that are above their overstock point, according to reorder information set up at the practice.

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Gold</th>
<th>Overstock Level</th>
<th>Overstock Cost</th>
<th>Total Cost</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>02180</td>
<td>Amoxicillin 25 mg</td>
<td>1000.00</td>
<td>750.00 cc</td>
<td>$6.00</td>
<td>$0.00</td>
<td>RS</td>
</tr>
<tr>
<td>02181</td>
<td>Amoxicillin 50 mg</td>
<td>1000.00</td>
<td>500.00 cc</td>
<td>$6.00</td>
<td>$0.00</td>
<td>RS</td>
</tr>
<tr>
<td>02182</td>
<td>Amoxicillin 100 mg</td>
<td>1000.00</td>
<td>250.00 cc</td>
<td>$6.00</td>
<td>$0.00</td>
<td>RS</td>
</tr>
<tr>
<td>02183</td>
<td>Amoxicillin 150 mg</td>
<td>1000.00</td>
<td>150.00 cc</td>
<td>$6.00</td>
<td>$0.00</td>
<td>RS</td>
</tr>
<tr>
<td>02184</td>
<td>Amoxicillin 200 mg</td>
<td>1000.00</td>
<td>100.00 cc</td>
<td>$6.00</td>
<td>$0.00</td>
<td>RS</td>
</tr>
</tbody>
</table>

Inventory - Partial Receipts Report

The Inventory - Partial Receipts Report lists orders that have been partially filled but remain open because some items on the order have not been received yet.

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Quantity Ordered</th>
<th>Quantity Received</th>
<th>Receipt Number</th>
<th>Unit</th>
<th>Unit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>02187</td>
<td>Ibuprofen 650 mg</td>
<td>900 bottle</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02188</td>
<td>Ibuprofen 650 mg</td>
<td>100 bottle</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Inventory - Purchase History Report

Use the Inventory - Purchase History Report to view a list of past vendor transactions for the practice, including the receipt and return of inventory items.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Quantity Purchased</th>
<th>Unit</th>
<th>Total Cost</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/06</td>
<td>Receipt</td>
<td>20.00 bag</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Vendor A</td>
</tr>
<tr>
<td>02/06</td>
<td>Return</td>
<td>20.00 bag</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Vendor A</td>
</tr>
</tbody>
</table>

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Chapter 24: Other Inventory Tasks

Inventory - Receipt Report

Use the Inventory - Receipt Report to view detailed information about items the practice has received.

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Order ID</th>
<th>Quantity</th>
<th>Start ID</th>
<th>Cost</th>
<th>Tax</th>
<th>Total Cost</th>
<th>Special</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Inventory - Reorder Report

Use the Inventory - Reorder Report to view a list of inventory items, marked to Maintain Quantity on Hand (QOH) that are at or below their reorder points. This report contains the same information that appears within the Automatic Suggestions tab on the Purchasing Work List.

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Quantity On Hand</th>
<th>Reorder Point</th>
<th>Reorder Quantity</th>
<th>Total Qty On Order</th>
<th>Lead Time</th>
<th>Lead Cost</th>
<th>Vendor</th>
<th>Primary</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0010</td>
<td>Acetaminophen</td>
<td>0.8</td>
<td>2.0 bottle</td>
<td>2.0 bottle</td>
<td>0.0 bottle</td>
<td>1 days</td>
<td>$0.00</td>
<td>Vendor A</td>
<td>RR</td>
<td></td>
</tr>
<tr>
<td>0020</td>
<td>Amoxicillin</td>
<td>0.8</td>
<td>10.0 tablet</td>
<td>2.0 tablet</td>
<td>0.0 bottle</td>
<td>1 days</td>
<td>$0.00</td>
<td>Vendor A</td>
<td>RR</td>
<td></td>
</tr>
<tr>
<td>0030</td>
<td>Amoxicillin</td>
<td>0.8</td>
<td>10.0 tablet</td>
<td>2.0 tablet</td>
<td>0.0 bottle</td>
<td>1 days</td>
<td>$0.00</td>
<td>Vendor A</td>
<td>RR</td>
<td></td>
</tr>
<tr>
<td>0040</td>
<td>Amoxicillin</td>
<td>0.8</td>
<td>10.0 tablet</td>
<td>2.0 tablet</td>
<td>0.0 bottle</td>
<td>1 days</td>
<td>$0.00</td>
<td>Vendor A</td>
<td>RR</td>
<td></td>
</tr>
<tr>
<td>0050</td>
<td>Amoxicillin</td>
<td>0.8</td>
<td>10.0 tablet</td>
<td>2.0 tablet</td>
<td>0.0 bottle</td>
<td>1 days</td>
<td>$0.00</td>
<td>Vendor A</td>
<td>RR</td>
<td></td>
</tr>
<tr>
<td>0060</td>
<td>Amoxicillin</td>
<td>0.8</td>
<td>10.0 tablet</td>
<td>2.0 tablet</td>
<td>0.0 bottle</td>
<td>1 days</td>
<td>$0.00</td>
<td>Vendor A</td>
<td>RR</td>
<td></td>
</tr>
<tr>
<td>0070</td>
<td>Amoxicillin</td>
<td>0.8</td>
<td>10.0 tablet</td>
<td>2.0 tablet</td>
<td>0.0 bottle</td>
<td>1 days</td>
<td>$0.00</td>
<td>Vendor A</td>
<td>RR</td>
<td></td>
</tr>
</tbody>
</table>

Inventory - Returns Report

The Inventory - Returns Report lists all of the items that have been returned to a vendor.

<table>
<thead>
<tr>
<th>Date</th>
<th>Item ID</th>
<th>Description</th>
<th>Quantity</th>
<th>Authorized Receipt By</th>
<th>Vendor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/30/06</td>
<td>0020</td>
<td>Benadryl Drops</td>
<td>2.0</td>
<td>2.0</td>
<td>Vendor B</td>
<td>Supplies Room</td>
</tr>
<tr>
<td>09/30/06</td>
<td>0030</td>
<td>Aspirin 16.75 mg/Buff</td>
<td>10.0</td>
<td>10.0</td>
<td>Vendor A</td>
<td>Central Storage</td>
</tr>
</tbody>
</table>

Inventory - Turnover Report

The Inventory - Turnover Report helps track how many times inventory completes a cycle of being received or sold. Use the ratios to adjust purchase patterns and to help optimize cash flow.

Note: The ratio that appears is the amount of the item depletion, divided by the item’s average quantity on hand (QOH). The validity of the report depends on the accuracy of the QOH. If receipts, returns, and internal usage are not used correctly, the turnover ratio may not be accurate.

On the Inventory - Turnover Report preview window, select the Beginning Period Date Processed and the Ending Period Date Processed to calculate the turnover ratio for the specified month’s date range. Click OK. The Set report range area appears. If applicable, select a range of information and then preview or print the report.

Note: End of Month (EOM) must be processed in order to have date selections available.
Chapter 24: Other Inventory Tasks

Inventory - Usage Tax Report

Some states require practices to pay taxes on items used internally. Use the Inventory - Usage Tax Report to show the cumulative amount of tax owed based on internal use.

<table>
<thead>
<tr>
<th>Item Id</th>
<th>Description</th>
<th>Reg. OH</th>
<th>Received</th>
<th>Adjusted</th>
<th>Return</th>
<th>End OH</th>
<th>Turnover</th>
</tr>
</thead>
<tbody>
<tr>
<td>020970</td>
<td>Adult Contraceptive sage 5.5cc</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>020980</td>
<td>Antihistamin A 10mg T/5</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>020990</td>
<td>Antihistamin A 25mg T/5</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>021000</td>
<td>Antihistamin A 50mg T/5</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>021010</td>
<td>Amtinamide 25 mg</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>021020</td>
<td>Amtinamide 50 mg</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>021030</td>
<td>Amtinamide 100 mg</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>021040</td>
<td>Amtinamide 150 mg</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>021050</td>
<td>Amtinamide 200 mg</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Inventory - Vendor Summary Report

Use the Inventory - Vendor Summary Report to view the detailed information about the vendors that are set up in Cornerstone.

<table>
<thead>
<tr>
<th>Item Id</th>
<th>Description</th>
<th>Reg. OH</th>
<th>Received</th>
<th>Adjusted</th>
<th>Return</th>
<th>End OH</th>
<th>Turnover</th>
</tr>
</thead>
<tbody>
<tr>
<td>020970</td>
<td>Adult Contraceptive sage 5.5cc</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>020980</td>
<td>Antihistamin A 10mg T/5</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>020990</td>
<td>Antihistamin A 25mg T/5</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>021000</td>
<td>Antihistamin A 50mg T/5</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>021010</td>
<td>Amtinamide 25 mg</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>021020</td>
<td>Amtinamide 50 mg</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>021030</td>
<td>Amtinamide 100 mg</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>021040</td>
<td>Amtinamide 150 mg</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>021050</td>
<td>Amtinamide 200 mg</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Inventory - Want List Report

Use the Inventory - Want List Report to view details of items currently on the Want List.

<table>
<thead>
<tr>
<th>Item Id</th>
<th>Description</th>
<th>Group</th>
<th>Location</th>
<th>Reason</th>
<th>Added by</th>
<th>Date</th>
<th>Status</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>020970</td>
<td>Adult Contraceptive sage 5.5cc</td>
<td>1049</td>
<td>insulin</td>
<td>n/a</td>
<td>n/a</td>
<td>8/12/200</td>
<td>In Stock</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Chapter 25: Electronic Inventory Ordering with IDEXX SmartOrder* Inventory Solution and MWI Veterinary Supply®

IDEXX SmartOrder* electronic inventory ordering allows for a more efficient inventory work flow with real-time online inventory ordering through MWI® Veterinary Supply. Using the IDEXX SmartOrder connection, orders placed within the Cornerstone® Practice Management System receive real-time inventory status updates and pricing updates from MWI. Order tracking is provided once MWI has processed an order and as orders are shipped. In addition, Cornerstone automatically recognizes the receipt of the shipment.

**Note:** For information on setting up IDEXX SmartOrder and MWI electronic inventory ordering, see the help for the Practice Information window in Cornerstone.

Benefits of IDEXX SmartOrder include:

- **Ordering from within your practice management system**—The order process is within your workflow so you do not have to switch among multiple systems to place or track an order.
- **Real-time pricing details**—When you place an order, cost for that item is displayed in the purchase order. In addition, when quantity discount opportunities are available, a notification is visible in the SP (Special Pricing) column of the purchase order.
- **Immediate notification of item availability**—You will know right away if items are on back order.
- **Item status updates**—Orders can be tracked from the time they’re placed to the time they arrive at the practice.
- **Automated electronic receipt of items**—As ordered items arrive at the practice, receipts automatically fill with the appropriate information for quick and easy processing.

**Creating an MWI Purchase Order in Cornerstone**

**To create a purchase order for MWI:**

1. Access the Create Purchase Order window from either the Purchase Order List or Purchasing Work List window.
2. On the Create Purchase Order window, select **MWI Veterinary Supply** or your practice-specific associated vendor for MWI as the vendor.

3. In the invoice item grid, in the **ID** field, type the item ID and press TAB, or press F2 to search for and select an item from the Search for Inventory Item dialog box.

   Once an item has been entered in the grid, Cornerstone performs a real-time check to verify the following:
   - Item has a matching MWI vendor item ID
   - Ordered quantity is available
   - Item cost
   - Any available quantity discounts

   **Note:** An invoice item line marked “Back order” displays if the item is on back order with the selected vendor. Contact MWI directly to check on expected date of availability.

4. A link for the MWI fulfillment and support terms of sale is displayed on the right side of the Purchase Order List window. Click the link to review the order. You can also click the link to review MWI’s terms and conditions.
Chapter 25: Electronic Inventory Ordering with IDEXX SmartOrder® Inventory Solution and MWI Veterinary Supply®

5. Select **Place Order**.

**Notes:**
- When you place an order through IDEXX SmartOrder, the order is sent to MWI for fulfillment. MWI is fully responsible for fulfillment of your order, including providing customer support related to your order.
- If you have a credit card on file at MWI and are set up to be billed by credit card, you will be billed when you place the order. You will not be able to pay by credit card when you receive the order.

**Adding Vendor Item IDs for Matching Inventory Items in Cornerstone**

When adding items to a purchase order, if an invoice item is not recognized by MWI or if the invoice item does not have an associated MWI vendor item ID in Cornerstone, the invoice item line will display with a yellow background and an alert message box appears.

At this point, you may either remove the item from the order or double-click the item’s description to open the Suggested Item List dialog box and select a suggested MWI item ID match for the item.

On the Suggested Item List dialog box, Cornerstone automatically populates the **Description** field with the invoice item’s description in Cornerstone. Click **Search** to find any closely matching MWI item descriptions. If you are unable to locate a matching item, you can refine search terms or change the description to one or more words that may be recognizable and click **Search** again. If you select the MWI item as a match, the MWI vendor item ID is automatically applied to the Cornerstone item. This item will now be available for online ordering from Cornerstone in the future.

**Note:** If you make a mistake mapping your item ID to the MWI item ID, you will not be able to assign that MWI vendor item ID. To remove the incorrect mapping, select **Lists > Invoice Item** and search for the item. Click **Update**. On the **Inventory** tab, click **Item Vendor** and delete the vendor item ID on the grid.
Assigning Multiple Vendor Item IDs to a Single Inventory Item ID

You can set up multiple vendor item IDs for a single product as long as you use the same buy/sell ratio for each vendor item ID.

For example, you might have more than one vendor for amoxicillin 50mg capsules. With both vendors, you buy in bottles of 50 capsules but sell individually. In this case, you could set up a vendor item ID for each vendor and link both vendor item IDs to the same inventory item ID.

<table>
<thead>
<tr>
<th></th>
<th>Buy</th>
<th>Sell</th>
<th>Example Inventory Item ID</th>
<th>Example Vendor Item ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor A</td>
<td>Bottle of 50</td>
<td>Single tablet</td>
<td>1001</td>
<td>204</td>
</tr>
<tr>
<td>Vendor B</td>
<td>Bottle of 50</td>
<td>Single tablet</td>
<td>1001</td>
<td>573</td>
</tr>
</tbody>
</table>

Adding a Vendor Item ID While Working with Inventory Orders

As in earlier versions of Cornerstone, you can add a new invoice item when searching for an item on the Search for Inventory Item dialog box. The enhanced Search for Inventory Item dialog box in Cornerstone 8.3 now includes new Vendor and Vendor Item ID fields that provide a quick way to add the primary vendor/vendor item ID information for the item.

Note: The alternative method for adding vendor and vendor item ID information for an item is as follows. Select Lists > Invoice Item, and then click Update. On the Inventory tab, click Item Vendor, and then type the vendor and vendor item ID in the applicable fields in the grid (scroll horizontally to access the Vendor item ID field).
Chapter 25: Electronic Inventory Ordering with IDEXX SmartOrder™ Inventory Solution and MWI Veterinary Supply®

Tracking Order Statuses from Cornerstone

New order tracking features for electronic inventory orders allow you to:

- See when the status of an ordered item changes, indicating if the order was sent, if the vendor received the order successfully, etc.
  - If the order is received successfully by MWI, the status is **Sent – Online**.
  - If the order is not received by MWI, you will see a message asking you to complete the order offline and the status is **Sent**. If this happens, you need to use another method to send the order, such as by fax or calling MWI.

- Track individual invoice items in the order by clicking the **Track** link. This link launches the associated website (USPS, UPS®, or FedEx®) to access tracking details. The link appears on the purchase order once MWI has completed processing and shipped the item.

- After submitting your order, you will receive a confirmation notice informing you that your order has been placed with your practice’s associated vendor for MWI, along with a confirmation number for use in the event you have to contact MWI.
Synchronization of Electronic Inventory Orders with MWI

If you are set up to use IDEXX SmartOrder with MWI online inventory ordering, Cornerstone checks MWI order history to detect unmatched orders.

Unmatched purchase orders are created when you manually create an order—for example, if you place an order online, by phone, or by fax. You can view unmatched purchase orders in the Unmatched Orders area on the right of the Purchase Order List window, and use the following procedure to create matching purchase orders for them. This synchronizes the electronic inventory orders from MWI with Cornerstone and adds them to the Purchase Order List window.

If you start an order in Cornerstone but Cornerstone is not able to connect with MWI, a message appears telling you that you need to complete the order offline. After you place this order (for example, by phone or fax), Cornerstone detects it as an unmatched order. However, because a purchase order was created before the connectivity problem occurred, you need to follow a special procedure to synchronize this kind of unmatched order. Otherwise, an extra duplicate purchase order will remain in Cornerstone. In a duplicate unmatched order situation, synchronize the manually created purchase order, and then use the Delete button to delete the original purchase order created in Cornerstone. (See “To synchronize an order started in Cornerstone but completed offline” below.)

Duplicate unmatched orders are created if you begin an order using IDEXX Smartorder in Cornerstone but need to complete the order manually. (This might happen if Internet connectivity issues prevent you from completing an order through Cornerstone.)

To synchronize electronic inventory orders with MWI:

1. Select the view all link to open the Unmatched Purchase Orders window.
2. Select an order in the top grid to view the invoice items on that order in the bottom grid.
3. For any invoice item that does not have an associated Cornerstone inventory item ID, add the ID in the appropriate box in the Inventory Item column. All invoices must have associated Cornerstone inventory item IDs for the order to be reconciled and created.
   **Note:** See “Adding Vendor Item IDs for Matching Inventory Items in Cornerstone” on page 342.
4. When each line item has been matched to an associated inventory item in Cornerstone, click Save to create the purchase order in Cornerstone. The Unmatched Purchase Orders window closes, and the purchase order appears on the Purchase Order List window.
To synchronize an order started in Cornerstone but completed offline:

1. Select the view all link to open the Unmatched Purchase Orders window.

2. If you know that the order listed is a duplicate, select it and click Delete to use the original purchase order from the Purchase Order List.
   Tip: The original purchase order has a lower purchase order number.
   OR
   If you decide to synchronize the unmatched order, follow the “To synchronize electronic inventory orders with MWI” above.
   Note: You must close the original purchase order in the Purchase Order List after you have synchronized the new unmatched order.

To close an order:

a. On the Purchase Order List, select the purchase order that was originally created for this order.
   b. Click Close Order. The status changes to Closed.
   c. Click Delete. The original purchase order is removed from the Purchase Order List.

Receiving Orders

To receive an order:

1. Select Inventory > Order List. The Purchase Order List opens.
2. Select the purchase order and click Receive Order.
3. Type the receipt number for your order in the Receipt Number box. The item list displays.
4. Review the order for completeness and update the status by either clicking Receive All or by selecting Received from the Status drop-down list for each item.
5. Missing order information (e.g., lot number) is in red text. You must update this information before you can post the order. Click Receipt Item Details to fill in the remaining fields.
6. Click Post.
7. In the Change Prices window, make any final adjustments and view the current and new pricing, if applicable.
8. When finished making any changes, click Post.
Section 5 – Using Cornerstone* Imaging

Chapter 26: Using Cornerstone* Imaging
Chapter 26: Using Cornerstone* Imaging

Overview
Cornerstone* Imaging provides standard imaging functionality and comes standard with the IDEXX Cornerstone* Practice Management System.
Cornerstone Imaging allows users to:
- Download or import images from medical devices, such as scanners, ultrasound equipment, endoscopes and digital cameras
- Save images to patient history for later review
- Provide a customized CD with an image viewer. This allows a practitioner or client to provide patient images to a referring specialist or back to a referring veterinarian in a digital format (DICOM® and jpeg)
Note: Staff members must have appropriate security permissions to access the Cornerstone Imaging features.

Before You Begin
- Install any compatible devices (for example, scanners) and any necessary accompanying TWAIN software.
- Set up your Imaging defaults. See “Chapter 6: Setting Cornerstone Imaging Defaults” in the Cornerstone Administrator’s Manual for information on setting Cornerstone Imaging defaults and system settings.

Common Interactions
The imaging features of the Cornerstone software have been designed so that a number of different windows function in similar ways. Below are some tips to remember when using the software.

To select multiple items:
- If you want to select more than one image thumbnail on the Image Explorer window or the Image Viewer window, hold down the CTRL key while you select the items you want. In the Image Explorer, you can also select a group of images by clicking the first image in the group and then holding down the SHIFT key while you click the last image in the group. The first and last images and all the images between them are selected.

To deselect items:
- If you want to deselect something that you have selected, click again while holding down the CTRL key. The item or thumbnail is no longer selected.

To sort columns:
1. If you want to change the order in which information is displayed in a table, click the name of the column by which you would like to sort the table. An example of such a window is the Select Patient dialog box that is used when reassigning studies.
2. Click the same name again to reverse the sorting order.
To begin image-related actions quickly:
1. For most of the actions which you can begin on the Image Explorer window, such as printing, emailing, or creating a patient CD, if you want to apply the action to a whole study or series, you only need to select one image that belongs to that study or series.
2. Click the appropriate button on the right side of the Image Explorer or right-click and select the action from the menu.
3. In the dialog box that appears, select Study if you want the action to be carried out on the whole study, Series if you want the whole series, or Image if you want only the image.

To begin image-related actions with a right-click:
- In both the Image Explorer and the Image Viewer, if you right-click on an image thumbnail, a menu lists actions that you can perform on the image (or images) that you have selected. Examples of these actions include reviewing, emailing, or printing images from the Image Explorer and cloning or emailing images from the Image Viewer.

Cornerstone Imaging Basics

Accessing Cornerstone Imaging Features

To access the Image Explorer window for a patient:
- With a patient selected on the Patient Clipboard*, in the Patient list area, right-click the patient name and select Image Explorer.

To access the Image Explorer window without selecting a patient:
1. Do one of the following:
   - Click the Image Explorer toolbar button.
   - On the Activities menu, select Imaging > Image Explorer.
2. To find images for a client and/or patient, see “Search Area (Quick Search Tab)” on page 357.

To access the Image Viewer window:
- Do one of the following:
  - From the Patient Clipboard, double-click the image series in the Patient History area Summary tab. The Image Viewer window appears, with one image displayed in the main window and the rest of the image series displayed as thumbnail images in the Thumbnail pane.
  - From the Image Explorer, do one of the following:
    - Double-click the thumbnail for the image.
    - Click the thumbnail for the image, and then click Review.
    - Right-click the thumbnail for the image, and then select Review.

To access the Archive Images window:
- On the Activities menu, select Imaging > Archiving.

Exporting Images
Images can be exported from Cornerstone in different image file formats to be imported into other software programs or to be sent over the Internet. Cornerstone can export images in the following formats: bitmap, JPEG, and TIFF.
To export an image:
1. Using the Image Explorer, right-click the thumbnail for the desired image, and select Save As from the pop-up menu.
2. On the Save As dialog box, enter a name for the image, and select a format and a location for the file.
3. At the bottom of the Save As dialog box, do the following:
   • Select Burn Overlays if you want the images that you email to contain the overlay information displayed in the Image Viewer.
   • Select Burn Annotations if you want the images that you email to contain the annotations created in the Image Viewer.
   Note: See “Applying Annotations and Overlays” on page 372 for information on annotations and overlays.
4. Click Save to complete the process.

Reassigning an Image Study
An image study can be reassigned to a different patient, if necessary.
Note: Image, series, and study are important concepts in Cornerstone Imaging. For more information, see “About Image, Series and Study” on page 361.

To reassign a study:
1. In the Image Explorer, select an image from the study you want to assign to a different patient. Click Reassign on the right, or right-click and select Reassign from the pop-up menu. The Select Patient dialog box appears.
2. To find the patient to whom the study will now be assigned, type information in the text boxes at the top of the Select Patient dialog box, and click Search. The search results appear in the table lower down in the dialog box.
3. In the table, click the patient to whom you want to assign the image record, and then click the red Select Patient button on the far right. The study is moved to the patient you have selected. The Image Explorer now shows the patient with all its studies.

Deleting Studies
Your ability to delete image studies is dependent on your security settings.

To delete a study in the Image Explorer:
1. Click the study in the Results Detail window to select it.
2. Click the Delete button in the column on the right, or right-click and select Delete from the pop-up menu.
3. The Confirm dialog box appears. Click Yes. The study is deleted.

Deleting Images
Your ability to delete individual images is dependent on your security settings.

To delete an image in the Image Explorer:
1. Click the image’s thumbnail to select it.
2. Click the Delete button in the column on the right, or right-click and select Delete from the pop-up menu.
3. The Confirm dialog box appears. Click Yes. The image is deleted.

**Importing and Acquiring Images from Scanners, Ultrasound, Digital Cameras, etc.**

**Scanning Images**

**To scan images:**

1. Do one of the following:

   - With a patient selected on the Patient Clipboard, in the Patient list area, right-click the patient name and select Image Import. The Image Viewer appears.

   - Click the Image Explorer toolbar button. The Image Explorer window appears.

   - On the Activities menu, select Imaging > Image Explorer. The Image Explorer window appears.

2. If you selected client and patient on the Patient Clipboard, go to step 3; otherwise choose one of the following options on the Image Explorer.

   - Click the Quick Search tab to search for client or patient by name or ID and/or date or species. Select search criteria and click Search. Select client and patient and click Import. The Image Viewer appears.

   - Click the Advanced Search tab to search for client and patient by client/patient name or ID, keywords, date range, type of modality (ultrasound, endoscope, etc.) and inactive/deceased patients. Click Search. Select client and patient and click Import. The Image Viewer appears.

3. Click the Open tool and then:

   - To scan images with a scanner that allows you to scan multiple pages at one time, click Multi TWAIN. The images are acquired and displayed.

   - To scan images with a device such as a flatbed scanner, where you have to scan one image at a time, click Single TWAIN. The images are acquired and displayed. Repeat this step for each image you want to import for this patient.

4. Click Edit Image Detail. The Image Details dialog box appears.
a. Type a title for this group of images in the **Series Title** text box.

b. If necessary, change the **Capture Date** for the group of images.

c. Click **OK**. The Image Details dialog box closes.

5. Click **Save** and then select the **Save** option.

6. Click **OK**, and then click the close button (x) in the upper right corner. The Image Viewer window closes.

**Importing (Acquiring) Images Captured by Various Devices**

The following file formats can be imported into the Cornerstone software:

- .bmp—Microsoft® Windows® bitmap
- .jpg or .jp2—Joint Photographic Experts Group (JPEG) file interchange format or JPEG 2000
- .tif—Tagged image file format (TIFF)
- .avi—Audio video interleaved format
- .mpg—Moving Picture Experts Group format

Before importing images, you must have the corresponding client and patient records set up in Cornerstone. See “Adding or Updating Client” on page 40 and “Adding or Updating Patient Information” on page 55 for more information.

**Tip:** The Import option does not apply to digital radiography.
To import images:
1. Do one of the following:
   - On the Patient Clipboard, select the client and patient. Right-click in the Patient History area and select Image Import. The Image Viewer appears.
   - Click the Image Explorer toolbar button. The Image Explorer window appears.
   - On the Activities menu, select Imaging > Image Explorer. The Image Explorer window appears.
2. If you selected client and patient on the Patient Clipboard, go to step 3; otherwise choose one of the following options on the Image Explorer.
   - Click the Quick Search tab to search for client or patient by name or ID and/or date or species. Select search criteria and click Search. Select client and patient and click Import. The Image Viewer appears.
   - Click the Advanced Search tab to search for client and patient by client/patient name or ID, keywords, date range, type of modality (ultrasound, endoscope, etc.) and inactive/deceased patients. Click Search. Select client and patient and click Import. The Image Viewer appears.
3. Click the Open tool, and then:
   a. Click File. The Open dialog box appears.
   b. Use the Look In drop-down menu to locate the disk drive and folder where the image is stored. Most digital cameras appear as disk drives.
   c. Select the image and click Open. The image is imported and displayed.
   d. Repeat steps 3a through 3c for each image you want to import for this patient.
4. Click Edit Image Detail. In the Image Details dialog box:
   a. Type a title for this group of images in the Series Title text box.
   b. If necessary, change the Capture Date for the group of images.
   c. Click OK. The Image Details dialog box closes.
5. Click Save, and then select the Save option.
6. Click OK, and then click the close button (x) in the upper right corner. The Image Viewer window closes.

To add an imported image to a series:
1. Using the Image Explorer, enter the patient name and click Search to find the series. Open the series in the Image Viewer.
2. Click the Open tool, and follow the “To import images” instructions above, starting with step 3. When the image(s) are added, they are added to the series displayed in the Image Viewer.
   Note: When you close the Image Viewer, the new image’s thumbnail may not be displayed immediately in the Image Viewer. Click Clear and search again to find the patient. The thumbnail for the imported image appears.
Viewing and Importing Multimedia Files

The Cornerstone software supports the ability to view multimedia files (e.g., ultrasound images). You can capture, import, and view multimedia files, multi-frame files, AVI (.avi) files, and MPEG (.mpg) files.

To view multimedia (cine) files and capture images:

1. In the Image Explorer window, enter the patient’s name and click Search.
2. Select the patient from the list, and then click Import.
3. Click Open, and then select File. The Select File dialog box appears.
4. Select the multimedia file that you want to view and click OK.

The cine file appears in the Image Viewer window with the Cine toolbar displayed along the bottom of the window.

Use these tools to view the selected cine file:

- Click **Play/Pause** to start, pause, or resume the video.
- This button is only available with the Cornerstone Diagnostic Imaging module.
- Click **Capture** to capture a single frame of the video as a still image. The still images you capture from the video can be enhanced and edited using the editing and annotation tools, and they are saved as part of the same series as the original video.
- **Note:** The Cine toolbar appears only on the original video image.
- Click **Slower** to slow down the video.
- Click **Faster** to speed up the video.
- Click **Stop** to stop the video and return to the beginning.
- Click **Zoom In** to increase the size of the image.
- Click **Zoom Out** to decrease the size of the image.
Using the Image Explorer Window

**Overview**

The Image Explorer window lets you search for clients, patients, and images, and it displays thumbnails of your images, organized by client, patient, date, and series. The window comes in two versions:

- The **Quick Search** tab provides the most commonly used search criteria.
- The **Advanced Search** tab provides a larger range of search criteria.

**Tip:** You can set Advanced Search as your default search option on the Image Explorer. On the Controls menu, select Defaults > Staff, click the Miscellaneous tab and select the Show advanced search on Image Explorer check box.

**About the Image Explorer**

To display the Image Explorer with the client and patient information already displayed, on the Patient Clipboard, select the client and patient, right-click the patient name, and then select Image Explorer. The Image Explorer window appears, and displays thumbnail images for this patient.

To display the Image Explorer without a client and patient displayed, select Activities > Imaging > Image Explorer from the menu at the top of the window or click the Image Explorer toolbar button. In the upper left corner of the window, choose either the Quick Search tab or the Advanced Search tab to display the version of the search area you want.
The parts of the Image Explorer window work together as follows:

- The **Search** area lets you enter search criteria.
- The **Summary List** area lists the clients, patients, and dates that match your search.
- The **Results Detail** area shows image thumbnails for the patient or date that is selected from the Summary List.
- The **Information** area shows basic information about the image, patient, or client selected.
- The buttons on the right launch activities related to the image, patient, or client.
- The **Connections** status bar displays the current status of the connections that are related to imaging.

### Search Area (Quick Search Tab)

**To search for a patient or client by using the Quick Search tab:**

1. Type information in one or more text boxes in the search area:
   - **Client and Patient** – Type client first and last name, patient name, and/or client or patient IDs.
   - **Date** – Select a time period from the drop-down list.
   - **Species** – Select a species from the drop-down list.

2. Click **Search**. Results are displayed in the Summary List area and the Results Detail area.

**Note:** If your search criteria will provide a very large number of results and run a long time, a dialog box warns you and gives you the option to stop the search.
If you want to clear the search text boxes and start over, click **Clear**. This also clears all the results in the Summary List area and the Results Detail area.

**Search Area (Advanced Search Tab)**

**To search for a patient or client by using the Advanced Search tab:**

1. Type information in one or more text boxes in the search area:
   - **Client ID** – Type the ID or press F2 and use the Client List dialog box to choose the client.
   - **Client First Name** and **Client Last Name** – Type the name or press F2 and use the Client List dialog box to choose the client.
   - **Patient ID** – Type the ID or press F2 and use the Patient List dialog box to choose the patient.
   - **Patient Name** – Type the patient name or press F2 and use the Patient List dialog box to choose the patient.
   - **Species** – Select a species from the drop-down list.
   - **Keywords** – Select image keywords and case categories from the list.
   - **Date** – Select a time period.
   - **Start and End** – Type the start and end dates of a time period to search, or select the dates using the drop-down calendars.
   - **Source/Modality** – Select the type of device used to capture the images.
   - **Doctor** – Select the name of the veterinarian for whom the image was taken.
   - **Workstation** – Select the name of the computer used to capture the image.

2. If you want your search results to include patients who are inactive or deceased, check the **Include Inactive/Deceased Patients** check box.

3. Click **Search** to run your search. Results are displayed in the Summary List area and the Results Detail area.

   **Note:** If your search criteria will provide a very large number of results and run a long time, a dialog box warns you and gives you the option to stop the search.

4. If you want to clear the search text boxes and start over, click **Clear**. This also clears all the results in the Summary List area and the Results Detail area.

**Summary List Area**

The Summary List area displays the results of your search in a folder-tree-style list. Clients are shown on the first level of the tree, furthest to the left. Patients are shown in the next level down and dates when images were taken are shown in the next level of the tree. In the last level of the tree, furthest to the right, are tiny thumbnail images representing individual studies and cases.

- Click on any level of the list to select a client, patient, date, or study. The Information area displays corresponding client and patient information. When you select a patient or date, the Results Detail area shows thumbnails of the images for that patient and/or date.
To close and open folders:
- Click the minus sign (-) to close the folder and hide the items within it.
- Click the plus sign (+) to open a folder and display the items within it.

The Summary List area

Results Detail Area
When you select a patient or a date in the Summary List, the Results Detail area displays images for that patient or for that patient on that date. The images are grouped by study and series.

The header line for each study displays the study name, which is the date and time when the images in the study were captured.

The header line for each series shows the date that the images in the series were taken and the name of the series.

To select images:
- Click an image to select it.
- Click the area around the images to select an entire series.
- Click the study header to select the whole study.
- Hold down the CTRL key while clicking to select more than one image, series, or study.
- Hold down the SHIFT key and click two images to select them and everything between them.
- Click Select All to select all of the images that are displayed in the Results Detail area for this patient.

Note: Image, series, and study are important concepts in Cornerstone. The way images are organized is based on the DICOM® (Digital Imaging and Communications in Medicine) information standard for medical imaging. A series holds a group of one or more images, and a study holds one or more series.
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Information Area
When you select a client, patient, date, or study from the Summary List, or when you select an image or series in the Results Detail area, the Information area displays the following details:

- Client Name
- Client ID
- Patient Name
- Patient ID
- Species

If you have selected a client, only the Client Name and Client ID are displayed.

Button Area
Use the following buttons to work with images. Many of the same tasks can be selected by right-clicking a thumbnail image and selecting the task from the pop-up menu.

Note: Most of the buttons are only active when you have one or more images selected. When buttons are not active, they appear in a lighter color.

- **Import** button to use the Image Viewer window to import an image from a file, a scanner, or another device.
- **Review** button to review images, series, or studies.
- **Create Patient CD** button to save images, series, or studies to a CD.
- **Print** button to print an image.
- **E-mail** button to send images, series, or studies via email.
- **Reassign** button to reassign a study to a different patient.
- **Delete** button to delete a study or a case. (If you are designated as the administrator for your Cornerstone software, you can also use this button to delete individual images.)

Connections Status Bar
The Cornerstone software on your computer is connected to other computers inside and outside of your practice. The Connections status bar displays the current state of the connections that are related to imaging.
To view the overall connection status:
The Connections status bar is displayed in the lower left of the Image Explorer window. It is also displayed in the Imaging Dashboard (Diagnostic and Digital Radiography only). The color of the icon indicates the status of all of the imaging connections for the computer.

- **Red**—One or more of the connections that have been set up is not running.
- **Yellow**—One or more of the connections requires attention.
- **Green**—All of the connections that have been set up are running.

To view status for each connection:

- Click **Connections** in the lower left of the Image Explorer window (or Imaging Dashboard, if you have an IDEXX Digital Imaging system). The status bar opens.

Connection status details:
A colored status icon is displayed for each connection:

- **Red**—Not running
- **Yellow**—Requires attention (for example, a yellow status for the DICOM® connection indicates a problem sending or receiving images)
- **Green**—Running
- **Gray**—Not set up on this computer

**Note:** If you move your mouse over an icon, text with status details appears.

The connections are:

- **DICOM**—This icon appears only on the computer that is the server for your Cornerstone network. It shows whether IDEXX DICOM services, which sends and receives DICOM images, is running. It also shows whether any failure has occurred in sending or receiving images. You can use the links next to the icon to start or stop DICOM services or to view the DICOM queue. **Note:** This icon is activated only if you have the Diagnostic Imaging module.
- **Database**—If you have a server/workstation set up, each computer is connected to the database that resides on the server. This icon shows the status of that connection.
- **MWL**—This icon does not display for the current version of Cornerstone.
- **SmartService**—This status icon appears only on the Cornerstone server. It shows the status of your connection to IDEXX SmartService® technology, which allows you to upgrade your software over the Internet.
- **Telemedicine**—If you have set up a connection to one or more telemedicine providers, this icon shows the status of those connections.
- **SmartLink**—If IDEXX SmartLink* technology is set up for your IDEXX Digital Imaging system, this icon shows the status of the connection between the Diagnostic Imaging module and the rest of the Cornerstone software.

About Image, Series and Study
Image, series, and studies are important concepts in Cornerstone. The images that you capture are organized into series and studies. Often, when you use the software to perform some action, such as emailing images, creating a case, or creating a Patient CD, you will be asked whether you want to perform that activity on the image, the series, or the study.
Because the terms “series” and “study” are part of the DICOM standard, you may encounter them when using DICOM-compliant equipment, such as endoscopes or digital radiography equipment.

**Image**
In the Cornerstone software, “image” refers to a single digital image file, which may be a photograph, a scanned document, a movie file, an x-ray or radiograph, or an image from another diagnostic imaging modality, such as CT or ultrasound.

You can see thumbnails of images on the Image Explorer window. You can see the image itself on the Image Viewer window.

**Series**
A series is a group of related images. Often all of the images in a series are of the same body part or are taken within the same anatomical region.

In the Image Explorer, the header line for each series shows the name of the series and turns from gray to red when the entire series is selected.

![Series: Dental Photos](image)

How images are grouped in a series on the Image Explorer

When you open an image in the Image Viewer window, the rest of that image’s series is also loaded in the Image Viewer. If the Thumbnail Pane is open in the Image Viewer, it displays the whole series.

**Study**
A study is a group of image series that were captured at the same time for the same patient.

On the Image Explorer window, the study name is shown above the series that belongs to that study.

The DICOM standard requires series and study information be recorded for every image. If you take only a single image during a capture session, a series and study will still be created, even though that image is the only image in the series and that series is the only one in the study. Also, all of the images within the series that make up a single study must come from the same patient.
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Reviewing Images

The Image Viewer Toolbar

The Image Viewer window provides tools that let you change and enhance your images. These tools are described below.

Some image editing tools, such as the Magnify tool and the Pan tool, remain active until you do one of the following:

- Click the button a second time
- Click another tool button
- Right-click anywhere on the image and select Complete Action from the pop-up menu.

Note: Each image can have only one manipulated version. If you make changes to the manipulated version, Cornerstone will overwrite your previous manipulated image. The original image is never overwritten. You can always return to the version of the image that you saved at the end of the capture process by using the Restore Original tool.

The Open tool allows you to open images from various sources and import them into Cornerstone. Select the Open tool, and then select an image type from the drop-down list. A dialog box appears where you can specify the source and type of file you want to bring into the Cornerstone software.

For more information about using this tool, see “Importing (Acquiring) Images Captured by Various Devices” on page 353.

The Save tool saves the image to a file. When you click the tool, select Save to save the current version of the image within the Cornerstone software.

If you want to save another copy of the image, click Save As. A dialog box appears where you can enter a name for the image and select a format in which to save it. Click Save to complete the process.

The format choices in the dialog box are: bitmap, JPEG, and TIFF.
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The Print tool allows you to print the currently selected image. Click the Print tool to display the Print Preview window. In this window, you can view the pages you are about to print. When you are ready to print, click the Print icon in the upper left corner of the window.

The Edit Image Details tool opens the Image Details dialog box, where you can view and update additional details about the image, including Title, Technique information, and Comments. You can also mark this image as a key image by checking the Key Image text box. See “Editing Image Details” on page 371 for more information.

Rotate and Flip Tools

Click the Rotate and Flip tool to open the Rotate and Flip toolbar. These tools allow you to change the orientation of an image.

Note: If you rotate or flip an image that has annotations on it, the annotations will rotate or flip, as well.

Note: After an image is rotated, a marker appears and shows the number of degrees clockwise the image has been rotated from the orientation in which it was captured. An “X!” marker appears after horizontal flips and a “Y!” after vertical flips. These markers are always displayed with the image in Cornerstone and cannot be hidden.

The Rotate Clockwise tool rotates an image 90 degrees clockwise each time the tool is clicked.

The Rotate Counterclockwise tool rotates an image 90 degrees counterclockwise each time the tool is clicked.

The Flip Horizontal tool flips an image along the Y-axis each time the tool is clicked.

The Flip Vertical tool flips an image along the X-axis each time the tool is clicked.

The Window/Level tool allows you to manipulate the contrast (also called window) and brightness (also called level). Click the Window/Level tool, and then click and drag the cursor:

- To the right to increase the window
- To the left to decrease the window
- Up to decrease the level
- Down to increase the level
Annotation Tools
Click the Annotate tool to open the Annotation toolbar. You can use these tools to draw on an image or to make annotations on an image.

**Pointer**—use this tool to manipulate an annotation that you have already placed:
- To move an annotation, click the Pointer tool, select the annotation, and move it to the new location.
- To delete an annotation, click the Pointer tool, right-click the annotation, and select DELETE.
- To change the font, color, or size of a text annotation, click to select the annotation, and then right-click on the annotation with the Pointer tool. Make the desired changes and click OK.
- To change the units of measurement, line attributes, font, or color, right-click on the annotation with the Pointer tool. Then make the desired changes and click OK.

**Arrow**—Click and drag to draw a straight-lined arrow.

**Calibrate**—Click and drag to draw a line on the image that corresponds to a feature on the image for which you know the actual measurement. The Calibration Settings dialog box appears. Do the following:
1. Click OK in the Message dialog box, and then draw a line on the part of the image for which you know the measurement.
2. The Calibration Settings Annotation dialog box appears. Click the Calibration Settings tab.
3. Select the unit you want to use (such as inches or centimeters) from the list in the Measurement Units area.
4. In the Length text box, type the number of those units (inches, centimeters, etc.) that matches the length of the line on the animal.
5. When you finish entering information, click Save. The dialog box closes and the image is displayed in actual size. The Calibrated overlay for this image reads “Calibrated: true.”

**Note:** This calibration setting remains accurate as long as the distance between the x-ray source the x-ray plate remains the same. If the source-to-plate distance changes, you must recalibrate by repeating steps 1 through 5.

**Ellipse**—Click and drag to draw a circle or oval around part of an image.

**Freehand Line**—Click and drag to draw a freeform line.
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**Protractor**—Click and drag to draw specific angles on the image. Click to place the endpoint of one line, drag a line to the corner of the angle, and release. Then click to place the endpoint of the second line. The angle measurement between the two lines is displayed.

**Rectangle**—Click and drag to draw a box around part of an image.

**Ruler**—Click and drag to draw specific measurements and lines on an image. The units of measure, line attributes, font, and color can be changed with the **Pointer** tool. (See the **Pointer** tool instructions above.)

*WARNING:* The **Ruler** tool is accurate only if the system has been calibrated for this type of image or if this image has been calibrated with the **Calibration** tool. If the system and/or image is not yet calibrated when you click the **Ruler** tool, a dialog box appears in order to begin the calibration process. See the **Calibration** tool instructions for more details.

**Straight Line**—Click and drag to draw straight lines on an image.

**Text**—Click and drag to create a text box on an image, and then type text in the box. The font, color, and size of text can be changed with the **Pointer** tool. (See the **Pointer** tool instructions above.)

The **Zoom** menu allows you to zoom in or out of an image by specifying the zoom percentage.

- Use the drop-down list to select one of the preset zoom levels—25%, 50%, 75%, 100%, or **Fit to Window**. If you select 100%, the image is displayed at the same size as the plate on which the image was captured.
- Type a number and press **ENTER** to zoom to that percentage.
- If you select **Actual Size**, the size of the image on the screen matches the size of the animal that was imaged.

*WARNING:* The **Actual Size** tool is only accurate if this image has been calibrated with the **Calibration** tool.

If the system and/or the image is not yet calibrated when you select **Actual Size**, a dialog box appears so that you can begin the calibration process. See the **Calibration** tool instructions for more details.

**Note:** Due to dots-per-inch issues on some computers, measurements taken while an image is being viewed in actual size may be off by a fraction of a millimeter. When absolute accuracy is required, include a reference object of a known size in your image. Also, the Actual Size feature does not work if you are using your computer with a projector that displays the image at a very large size, e.g., on a wall.
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Magnify Tools
Clicking the **Magnify Toolbar** tool opens up a set of tools that you can use to enlarge a portion of the image.

The **Magnify** tool allows you to see a particular part of an image in greater detail. Click the tool, and then click any area of the image to view that area in greater detail. As you move the tool around the image, you move the area that is magnified. When you stop moving the magnify tool, a scale appears at the bottom of the magnified area. Move the slider on the scale to increase or decrease the amount of magnification from 1x to 10x. You can also change the window and level (contrast and brightness) within the magnified area by selecting the **Lock Window** check box and then clicking and dragging the mouse pointer within the magnified area. When you are done, deselect Lock Window to continue using the Magnify Tool, or click the Magnify button again to deactivate the magnifier.

The **Customize** tool allows you to change the way the Magnify tool works. Click the **Customize** tool to open the Advanced Magnification dialog box. Specify the desired height and width of the **Magnify** tool area (in pixels). In the **Zoom** text box, specify the desired amount of magnification.

The **Zoom** tool allows you to zoom in to or out of an image. Click the **Zoom** tool, and then click and drag the mouse. Move up to zoom out (the image gets smaller) or down to zoom in (the image gets larger).

**Note:** Be sure to release the mouse button completely between zooming in one direction and zooming in the other direction. Also, be sure that the mouse pointer is within the Image Viewer window when you click to begin the zoom action.

The **Pan** tool allows you to click and drag the image to move it within the window.

The **Invert** tool automatically inverts the colors in your image—white becomes black, and black becomes white.

The **Crop** tool allows you to cut out unwanted parts of an image.
To crop an image, select the tool, and then click and drag the crop border so that it contains the part of the image you want to keep.
- To adjust the border, click and drag an edge of the rectangle.
- To rotate the crop area, click and drag one of the corners.
- To move the crop area, click and drag anywhere within the border.
Right-click inside the border, and select **Apply Crop**. The image is cropped to the selected area.
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The **Restore Original** tool allows you to return the image to the way it looked when you clicked **Done Capture** at the end of the image capture process.

**Display Configuration Tools**

Clicking the **Display Configuration Toolbar** tool opens a set of tools that you can use to change how images are displayed in the viewer.

The **Edit Overlays** tool is used to select the information that you would like to display in the image overlays. When you click this tool, a table appears that allows you to specify how each piece of information is displayed in the overlays:

- In the **Display** column, check or uncheck the box to display or hide each piece of information.
- In the **Grouping** column, use the drop-down list to select the area of the window where you want this piece of information to be displayed.
- In the **Order** column, use the drop-down list to specify where this piece of information will appear within a line.
- In the **Line Number** column, type the line number within this grouping where you want to display this piece of information.

The **Configure Toolbar** tool allows you to customize the Image Viewer by selecting the tools you want displayed in the toolbar at the top of the window. Some tools, like the **Print** tool and the **Save** tool, cannot be removed from the toolbar.

To configure the toolbar:

1. Click **Display Configuration**, and select the **Toolbar Configuration** button from the drop-down menu. The Toolbar Configuration dialog box appears, containing a list of the tools that can appear in the toolbar.
2. Select the check boxes next to the names of the tools you want to be displayed. Uncheck the boxes for tools that you want to hide.
3. Click **OK** when you have finished. The toolbar now includes only the tools you have selected.

The **Toggle Annotations** tool allows you to show or hide image annotations.

The **Toggle Overlays** tool allows you to turn the image overlays on and off.

The **Help** tool displays the online Help in a new window.
The Thumbnail Pane

Moving, Resizing, or Hiding the Thumbnail Pane

You can move the Thumbnail pane so that it is displayed either at the bottom of the Image Viewer or along the left or right side of the window. You can also hide the thumbnail pane when you do not need it. Moving or hiding the thumbnail pane allows you to make the best use of the space in the Image Viewer, so that the image in the main window is as large as possible.

You can use the Thumbnail pane to select an image to display in the main window.

To change the image that is displayed in the main window of the Image Viewer:

- Double-click the thumbnail for the image that you want to see displayed in the main window. The thumbnail you have selected is outlined in red, and that image appears in the main Image Viewer window.

Using the Thumbnail Pane to Move Around within an Image

When you have zoomed in so that the image is larger than the main Image Viewer window, you can use the thumbnail to choose which part of the image is displayed.

To use the thumbnail to move within the main image:

- The small blue rectangle within the thumbnail shows the section of the image that is currently shown in the main Image Viewer window. Click inside the rectangle and drag it within the thumbnail. In the main window, the corresponding part of the image is displayed.

To move the Thumbnail pane:

- Click on the bar at the top of the Thumbnail pane and hold down the left mouse button while you drag it to the new position. A dark gray outline shows where the Thumbnail pane will be when you release the mouse button.

  Right-click on the bar at the top of the thumbnail pane and select:

  - **Move left** to move the Thumbnail pane to the left side of the window.
  - **Move right** to move the Thumbnail pane to the right side of the window.
  - **Move down** to move the Thumbnail pane to the bottom of the window.

To hide the Thumbnail pane:

- Click on the line between the Thumbnail pane and the main Image Viewer window so that the pointer becomes a two-sided arrow. Hold down the left mouse button while you drag the line to the outside edge of the window.

  Right-click on the bar at the top of the Thumbnail pane and select **Hide**.

To resize the Thumbnail pane:

- Move the mouse over the thin line between the main window and the Thumbnail pane so that the pointer becomes a two-way arrow. Click and drag to make the pane larger or smaller.

  Right-click on the bar at the top of the Thumbnail pane and select:
• **Hide** to shrink the Thumbnail pane to a thin line on the edge of the Image Viewer.
• **Maximize** to make the Thumbnail pane as large as possible.
• **Restore** to return the Thumbnail pane to the last size that you made it, undoing the most recent size change.

**To resize or hide the Thumbnail pane using the pointer arrows:**
1. Find the pointer arrows:
   - If the Thumbnail pane is on the right or left side of the window, there are two little black triangles on a red background at the top of the pane.
   - If the Thumbnail pane is on the bottom of the window, the little black triangles with the red background are on the left side.
2. Click the arrows to resize the Thumbnail pane:
   - Click the arrow that points toward the main window to make the Thumbnail pane bigger.
   - Click the arrow that points toward the outside of the window to hide the Thumbnail pane.

**Using Full Screen Mode**
When the Image Viewer window is in full screen mode, the toolbar and the Thumbnail pane are hidden so that the image is displayed as large as possible on your screen.

**To turn full screen mode on and off:**
1. Press the F11 key to turn on full screen mode.
2. Press the F11 key or the ESC key to return the Image Viewer window to normal mode, with the toolbar and Thumbnail pane displayed.

**To use the Image Viewer tools in full screen mode:**
1. Press the F10 key to display a menu of Image Viewer tools in the upper right corner of the screen.
2. Select a tool from the menu. The tools work as they do in the Image Viewer window in normal mode.

**Using Imaging Shortcuts**
When viewing images in the Image Viewer, the following keyboard and mouse shortcuts are available.

**Note:** To activate shortcuts, on the Controls menu, select Defaults > Staff. Click the Miscellaneous tab and select the Enable keyboard shortcuts check box.

- To rotate the image 90 degrees counterclockwise, click the A key.
- To rotate the image 90 degrees clockwise, click the S key.
- To move the image around, right-click while holding down the M key and moving the mouse. (This is the same as using the Pan tool.)
- To zoom, hold down the right mouse button and move the mouse.
- To return to original zoom (image fits in window), double-right-click.
- To move a magnified area around the image, hold down the SHIFT key, and click the right mouse button. (This is the same as using the Magnify tool.)
- To change the window (brightness) for the image, hold down the left mouse button, and move the mouse left and right.
• To change the level (contrast) for the image, hold down the left mouse button, and move the mouse up and down.
• To return to original window/level settings, double-left-click.

**Editing Image Details**

The *Edit Image Details* tool opens the Image Details dialog box, where you can view and update additional details about the image.

**Note:** The image details feature should be used only in a manner consistent with local laws governing the maintenance of veterinary records used for diagnostic purposes.

In the top section, you can change the information in the following text boxes:

- **Study** displays the name of the image study to which this image belongs. This name is automatically filled in when you capture an image. If you change it here, it is changed for all images in this study.
- **Title** is the name of this image. When you capture an image, the exam type becomes the title of the image.
- **Series Title** displays the name of the image series to which this image belongs. This name is automatically filled in when you capture an image, based on the exam type group that includes that image.
- The **Key Image** check box lets you mark this as a key image. Key images may be useful if you have Cornerstone Diagnostic Imaging and a DICOM printer.

On the left of the dialog box are a number of informational fields which cannot be altered, as well as three text boxes in which you can change information. These are:

- **Client Name**
- **Patient Name**
- **Capture Date**—the date the image was captured
  - Type a date in the text box or use the drop-down calendar to select the date.
  - **Note:** The ability to change the capture date is provided so that the proper date can be entered for scanned documents.
- **Modified Date**—the date the image was last changed
- **Tech Name**—the name of the person who was logged in to Cornerstone when the image was captured
- **Veterinarian**—the veterinarian for whom the image was captured
  - Select the name of the veterinarian from the drop-down menu.

On the right side of the pop-up is technical information about how the image was captured. You can edit all of these text boxes:

- **Source** and **Modality**—These text boxes refer to the kind of equipment that was used to capture the image. You can search for information in this text box on the **Advanced Search** tab of the Image Explorer.
- **Keywords**—Select keywords for the images in this series. You can search for images with specific keywords from the **Advanced Search** tab of the Image Explorer window.
In the **Series Comments** area, type comments about the image series to which this image belongs. These comments are attached to all of the images in this series.

The following text boxes appear on the **Technique Details** tab. Most of these text boxes are related to the radiology log. For more information, see “Using the Radiology Log” on page 385.

- **Distance**—the distance from the x-ray source to the x-ray plate. In the text box to the right, use the drop-down menu to choose the unit of measure for this distance, such as millimeters or inches.
- **Thickness cm**—the thickness of the body part being imaged, in centimeters.
- **Exposure mAs**—the amount of x-ray exposure used for this image. This is calculated automatically if you enter values in the Exposure mA and Exposure time sec text boxes.
- **Exposure mA**—the amount of current in millamperes (mA).
- **Exposure time sec**—the duration of the exposure in seconds, which can be typed as a decimal value in the text box or selected as a fraction from the drop-down menu.
- **Exposure kVp**—the amount of voltage (peak kilovoltage) used for this image.
- **Level of sedation**—whether the patient was awake, sedated, or anesthetized (select from drop-down menu).
- **Use of grid**—a check box to indicate whether or not a grid was used.

**Note:** The image details feature should be used only in a manner consistent with local laws governing the maintenance of veterinary records used for diagnostic purposes.

**Reverting and Undoing Changes**

Each image can have only one manipulated version. If you make changes to the manipulated version, Cornerstone will overwrite your previous manipulated image. The original image is never overwritten. You can always return to the version of the image that you saved at the end of the import process by using the **Restore Original** tool.

If you want to undo changes made while working in the Image Viewer, simply close the Image Viewer without saving. When you open the image again in the Image Viewer, the image looks the way it did the last time you saved it.

**Emailing Images from the Image Viewer window**

You can email images quickly from the Image Viewer window. See “Emailing Images” on page 377.

**Distributing Images**

**Applying Annotations and Overlays**

Whenever you send an image out of the Cornerstone software, you have the choice of adding two kinds of information:

- Annotations are elements that you add to the image in the Image Viewer, such as arrows, text, and measurements.
- Overlays are information that is stored in the Cornerstone software, such as patient name, patient date of birth, image name, series name, and the date and time that the image was taken.

You have the choice to apply annotations and overlays whenever you:

- create a patient CD
- print an image
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- email one or more images
- save an image with the **Save As** feature

At the start of any of the emailing, printing, and patient CD creation processes, a dialog box appears with check boxes in which you can select to apply annotations and to apply overlays. When you save an image with the Save As feature, the check boxes appear at the bottom of the Save As dialog box. To set up these check boxes so that they are selected by default, see "Chapter 6: Setting Cornerstone Imaging Defaults" in the **Cornerstone Administrator’s Manual**.

**Creating a Patient CD**

You can create a CD or DVD that contains images for a patient. The CD or DVD will contain both JPEG and DICOM versions of the images, as well as patient information and image viewing software. You can create a patient CD from either the Image Explorer window or the Image Viewer window.

**Note:** By default, the DICOM image included on the CD is the original version of the radiograph, as it looked when you imported or received the file. Changes made on the Image Viewer window, such as window/level (brightness/contrast) adjustments, are not part of the DICOM image, although they are part of the JPEG image. If you want to use the current version of the radiograph for the DICOM image, contact IDEXX Customer Support. For service within the United States or Canada, call 1-877-433-9948.

For more information about the process of recording information to a CD, see “About the CD Writing Process” on page 392.

**Note:** The viewing software requires Java™ version 1.5, which is included on the disk.

**To create a Patient CD from the Image Explorer:**

1. On the Image Explorer window, select the series or images you want to copy to a CD.
2. Insert a blank CD.
   **Note:** You can also use a DVD if you have a DVD-burning drive and if the computer used to view the images has a DVD drive.
3. Click **Create Patient CD**. The Select Images dialog box appears.
4. Do the following:
   - Select **Study** to create a Patient CD with the study to which the selected images belong.
   - Select **Series** to create a Patient CD with the series to which the selected images belong.
   - Select **Image** to create a Patient CD with only the images you have selected.
   - Select **Apply Overlays** if you want the images in the case to contain the overlay information displayed in the Image Viewer.
   - Select **Apply Annotations** if you want the images in the case to contain the annotations created in the Image Viewer.

   **Note:** For more information about image, series, and study, see “About Image, Series and Study” on page 361. For more information about applying overlays and annotations, see “Applying Annotations and Overlays” on page 372.

5. Click **Select**. The Select Export Preference dialog box appears.
6. In the **Number of Copies** text box, enter the number of copies of this patient CD you want to make.
7. Make sure the **CD/DVD** option is selected, and then click **OK**. The Patient CD Progress dialog box appears. When the files are ready, the “Patient CD compilation complete” message is displayed.
8. Click OK.

9. When the process is complete, the finished CD is ejected automatically.

   **Note:** Once you create a patient CD, you cannot add or change the information on the CD.

**To save patient CD information to a file location from the Image Explorer:**

Use this process if you want to bypass the Patient CD process. You might do this if you want to put the images in an email or on a USB flash drive, or if you might want to compile the information for Patient CDs throughout the day and then burn the CDs at a later time using the CD burning capabilities in Windows.

1. On the Image Explorer window, select the series or images you want to save to a file location.

2. Click **Create Patient CD**, and select the image level (Study, Series, or Image). The Select Export Preference dialog box appears.

3. Select **File Folder**, and click **Browse** to select the location where you want to save the Patient CD information.

4. Select a location in the **Save In** drop-down list and click **Save**.

5. Click **OK**. The Patient CD Progress dialog box appears. When the files are finished, the “Patient CD complete” message is displayed.

6. Click **OK** to close the Patient CD Progress dialog box.

**Viewing a Patient CD**

**To view a patient CD:**

1. Insert the patient CD into the CD drive. After several seconds, the Patient CD Viewer opens. The viewer displays information about the patient, and the name and address of the practice. Thumbnails of all the images on the CD or DVD are displayed.

   **Note:** The Patient CD and the viewer software included on the CD have been tested on Windows operating systems; however, they may not be compatible with other operating systems, such as the Mac OS X® operating system.
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The initial Patient CD window

2. To view a JPEG of an image, click the image. The image opens in the default Internet browser or JPEG viewing software on your computer.

3. To view images in a streamlined version of the Image Viewer, select the check boxes next to one or more images, and click Open Images.

4. If you want to open all of the images on the CD or DVD, click Select All, and then click Open Images.

The images will appear in the viewer. If you select multiple images, you can move from one image to another by using the Thumbnail pane.

**Note:** Because the viewer is running from the CD or DVD drive, it may take a few moments to open the images.
5. To enhance the image, use the tools at the top of the window. The following tools are available: Rotate Clockwise, Rotate Counterclockwise, Flip Horizontal, Flip Vertical, Window/Level, Zoom, Magnify, Pan, Invert, and Toggle Overlays.

   **Note:** These tools work the same way that they do in the Image Viewer, but you cannot save the changes you make to the images.

6. When finished, click the X in the upper right corner of the window to close the Patient CD viewer, and then remove the CD or DVD from the CD drive.

**Printing Images**
The Cornerstone software offers several printing options for your image files. You can print:

- The image with comments
- The image without comments
- The image only
- A series or study
- Multiple image files for a single patient

**To print an image with comments:**

1. In the Image Explorer, find and select the image or images that you want to print. (For details, see “About the Image Explorer” on page 356.)
2. Click **Print**.
3. In the dialog box:
   - If you want the printed images to contain the overlay information displayed in the Image Viewer, select **Apply Overlays**.
   - If you want the printed images to contain the annotations created in the Image Viewer, select **Apply Annotations**.

4. Click one of these buttons:
   - **Study**, if you want to print the studies to which the selected images belong
   - **Series**, if you want to print the series to which the selected images belong
   - **Image**, if you want to print only the selected image

   **Note:** For more information about image, series and study, see “About Image, Series and Study” on page 361.

   The Print Preview dialog box appears.

5. Click **Page Setup**.

6. Select the appropriate print options, and then click **OK**.

**Emailing Images**

You can email images quickly from either the Image Explorer or the Image Viewer.

You can email an image, series, or study. Also, you can select the format in which the images are sent: JPEG and TIFF formats can be viewed by most Internet browsers and many graphics programs.

**Note:** You need to set up your system’s email defaults before you can email images. See “Chapter 6: Setting Cornerstone Imaging Defaults” in the Cornerstone Administrator’s Manual for information.

**To email images, series, or studies from the Image Explorer window:**

1. In the Image Explorer, click to select the images, series, or studies that you want to send, and then click the **E-mail** button, or right-click one of the selected items and select **E-mail** from the menu.

2. Do the following:
   - Select **Study** to email the study to which the selected images belong.
   - Select **Series** to email the series to which the selected images belong.
   - Select **Image** to email only the images you have selected.
   - Select **Apply Overlays** if you want the images to contain the overlay information displayed in the Image Viewer.
   - Select **Apply Annotations** if you want the images to contain the annotations created in the Image Viewer.

   **Note:** For more information about image, series and study, see “About Image, Series and Study” on page 361. For more information about applying overlays and annotations, see “Applying Annotations and Overlays” on page 372.

3. Click **Select**. The E-mail dialog box appears.

4. In the **To** text box, select or type the email address, or leave the default value.

5. In the **Subject** text box, type the subject of the email or leave the default value (your practice name).

6. To include a message, type it in the **Message** text box.
7. Select the image file format in the Export File Type drop-down list. The text boxes in the lower left corner of the dialog box display the number of images and the estimated total size of the images in megabytes (MB).

8. Click Send to complete the process.

**To email images, series, or studies from the Image Viewer:**

1. To select the image that you want to send, click the image thumbnail in the Thumbnail pane so that red borders are displayed around the thumbnail.

2. Right-click the thumbnail, and select E-mail from the menu.

3. Do the following:
   - Select Study to email the study to which the selected images belong.
   - Select Series to email the series to which the selected images belong.
   - Select Image to email only the images you have selected.
   - Select Apply Overlays if you want the images to contain the overlay information displayed in the Image Viewer.
   - Select Apply Annotations if you want the images to contain the annotations created in the Image Viewer.

4. Click Select. The E-mail dialog box appears.

5. In the To text box, select or type the email address, or leave the default value.

6. In the Subject text box, type the subject of the email or leave the default value (your practice name).

7. To include a message, type it in the Message text box.

8. Select the image file format in the Export File Type drop-down list. The text boxes in the lower left corner of the dialog box display the number of images and the estimated total size of the images in megabytes (MB).

9. Click Send to complete the process.

**Using Case to Send to a Telemedicine Provider or Export Images**

Using IDEXX Integration Technology for Telemedicine, you can use the Case feature to send cases to a telemedicine provider. You can see the status of the submission from the Image Explorer and, when a report comes back from the provider, you are able to open it from the Cornerstone* software.

Using the Case feature, you can also create a case and email that case, export the case to CD/DVD or create a patient CD with the case.

**Note:** Only images that you have available in Cornerstone on the Image Explorer window can be included in case emails, exported cases or case patient CDs. Images and other files that are attached to the case by using the Thumbnails pane on the Case Detail dialog box are not included.

**Note:** The patient CD viewing software requires Java™ version 1.5, which is included on the disk.

**Note:** To email cases, you must have an email system configured on your computer.
Creating a Case and Adding Images

To create a case and add images in Cornerstone Imaging:

Note: Before you create a case in Cornerstone Imaging, you need to copy any images you want to attach to the case to a file location.

1. On the Patient Clipboard, in the Patient History area, right-click and select New Case. The Case Detail dialog box appears.
2. In the Case Title text box, type a name for this case.
3. In the Staff / User drop-down list, select the staff member or Cornerstone software user associated with this case.
4. Expand the Thumbnails pane if it is not already open.

5. If you want to attach images and supporting material, do the following:
   a. Click Attach File. The Open dialog box appears.
   b. Use the dialog box to select the file(s) you want to add and click Open.
   c. Repeat these steps if you want to attach additional files.
6. If you want to remove an attachment or image, select its thumbnail and click Remove.

Submitting a Case to a Telemedicine Provider

To submit a case to a telemedicine provider:

1. On the Case Detail dialog box, expand the Case Actions pane.
2. Select the tab for the telemedicine provider you want to use or, if you have set up more than one telemedicine provider, select the Telemedicine tab and then select the provider you want from the Tele Provider drop-down list.
3. Click Submit Case. A web browser opens and displays the provider’s web site.
4. Complete the information needed to submit the case:
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- Although patient data is automatically filled in, be sure to check that it is accurate.
- Select the service to which you want to submit (such as cardiology or radiology).
- Include relevant history and information about the presenting complaint.

5. When you complete the submission process, close the window for the telemedicine provider’s web site.

Note: On the Case Detail dialog box in Cornerstone, you’ll see that the Submit Case button is now the View Case button. Click this button to open a browser window to see the case on the telemedicine provider’s web site.

Viewing Case Status and Reports

To view the status of a telemedicine submission:

1. On the Patient Clipboard, right-click in the Patient History area and select Image Explorer.
2. Click the Advanced Search tab and make sure that the Cases text box is selected.

In the Results Detail area, a thumbnail is displayed on the left for the Case and thumbnails for each submission to the right. Generally, these thumbnails show a service to which the case has been submitted and the status of the submission for that service. The thumbnails are updated with the latest status every five minutes.
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Following thumbnails display for the case and for each submission.

3. Double-click a submission thumbnail to see general details about the submission on the Case Actions pane of the Case Detail dialog box.

4. To view full details of the case, click View Case. A web browser will open and display the information on the telemedicine provider’s web site.

**Submission statuses:**

- **Started** You have created a case and entered some or all of the information, but you have not yet submitted the case to a telemedicine provider.
  
  To submit the case, expand the Case Actions tab, select the tab for the telemedicine provider you want, and click Submit.

- **Sending** You have submitted the case. Information and image(s) are in the process of being sent.

- **Received** All images and information for the case have been received by the telemedicine provider. The case is ready for a specialist to read it.

- **In Process** A specialist is reading the case.

- **Attention!** A problem has occurred. Click the icon to find information about what has happened and what you should do. Situations in which you might see this thumbnail include:
  Case information was not successfully received.
  Additional information is needed by the specialist.

- **Cancelled** The submission has been cancelled.

- **Completed** The specialist has completed reading the case and sent a report back. Click the icon to read the report. (See the instructions below for further information.)
To view and print a report:
1. Double-click a submission thumbnail with a status of Completed. The report opens in the Adobe Reader software.
2. If you want to print the report, click Print.

Working with Submitted Cases

To add images or other attachments after submitting a case:
After a case has been submitted, you can no longer add images or other material to the case in Cornerstone. You need to use the attachment feature on the telemedicine provider's web site instead.
1. On the Patient Clipboard, right-click in the Patient History area and select Image Explorer.
2. Click the Advanced Search tab and make sure that the Cases text box is selected.
3. Double-click a submission thumbnail. The submission Case window opens, displaying Case Actions pane and the tab for the telemedicine provider.
4. Click View Case. A web browser will open and display the information on the telemedicine provider's web site.
5. Use the attachment feature on the telemedicine provider's web site to attach additional images or supporting material.
6. Close the provider's web site.

To assign a telemedicine submission created outside of Cornerstone:
In most cases, if you submit a case to your telemedicine provider without using Cornerstone, Cornerstone will be able to match the submission status and any resulting reports to the proper patient in Cornerstone. If the status or report does not show up automatically, use the following process to manually match the submission to the patient.
1. On the menu bar, select Activities> Imaging> Telemedicine Queue. The Telemedicine Queue window appears and displays all telemedicine submissions that are not assigned to a patient.
2. To view a submission, select it in the table and click View Case. The Case Detail dialog box opens and displays the submission information.
3. To assign this submission to a patient, click Assign. The Select Client and Patient dialog box appears.
4. Type the patient's name or ID in the text box and click Search.
5. Select the patient in the table and click Select. A case containing this submission is created for this patient. Submission status is displayed on the Image Explorer window and you are able to view information or reports for the case on the Case window.

Creating a Patient CD from a Case
When you create a patient CD from a case, the viewing software on the CD or DVD shows the images that are part of the case. Any text that you've added to the case on the Case Actions tab is recorded as a separate file on the CD or DVD.

To save patient CD information for a case to a file location:
Use this process if you want to bypass the patient CD process. You might do this if you want to put the images in an email or on a USB flash drive, or you might want to compile the information for patient CDs.
throughout the day and then burn the CDs at a later time using the CD burning capabilities in the Microsoft® Windows® operating system.

1. On the Case Detail window, if the Case Actions pane is not open, click Expand>>.
2. Click the Patient CD tab. The patient CD options are displayed.
3. Select File Folder, and type the file folder location in the text box, or click Browse and browse to the folder that you want to use.
4. Do one of the following:
   a. In the Medical Notes/SOAP text box, type any notes that you want saved on the CD. These notes will be saved in a text file labeled with the name of the case.
   b. To add medical notes/SOAP from the patient’s medical history:
      i. Click Medical History.
      ii. Select the medical notes to include by using the Medical Notes/SOAP Selection Screen dialog box.
      iii. Click OK. The medical notes you have chosen are displayed in the Medical Notes/SOAP text box, where you are able to edit them.
5. If you want to add annotations or overlays to the JPEG files that will be included on the CD, click Apply Annotations and/or Apply Overlays.
6. Select a location in the Save In drop-down list and click Save.

Sending Cases via Email

The case feature allows you to email a case, with its images and any text that you have added on the Case Actions tab.

To email a case:

1. On the Case Detail window, if the Case Actions pane is not open, click Expand>>.
2. Click the E-mail tab. The email options are displayed.
3. In the To text box, type the email address for the specialist to whom you are sending the case, or select the address from your address book by doing the following:
   • Click Address Book. The Address Book dialog box appears.
   • Select an address and click OK. The address is displayed in the To text box.
4. Do one of the following:
   a. In the Medical Notes/SOAP text box, type any notes that you in the text file that will accompany the case. These notes will be saved in a text file labeled with the name of the case.
   b. To add medical notes/SOAP from the patient’s medical history:
      i. Click Medical History.
      ii. Select the medical notes to include by using the Medical Notes/SOAP Selection Screen dialog box.
      iii. Click OK. The medical notes you have chosen are displayed in the Medical Notes/SOAP text box, where you are able to edit them.
5. Select the type of file that the Cornerstone software should use to email the images in the E-mail Attachment File Type text box.
6. If you want to add annotations or overlays to the files that will be emailed, click Apply Annotations and/or Apply Overlays.
7. Do one of the following:
   • To email the case, select Send.
   • To save this case to send later, click Save and Exit.
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**Exporting Cases to a CD or DVD**

You can create a CD or DVD containing case images and notes. Unlike the patient CD option, this method does not put a streamlined version of the Cornerstone Image Viewer on the CD or DVD, so the recipient of the disk will need to have software that can display the images.

**To export a case to a CD or DVD:**

1. On the Case Detail window, if the Case Actions pane is not open, click **Expand>>**.
2. Click the **Export** tab. The export options are displayed.
3. Select **CD/DVD** to save the case to a CD or DVD.

   **Note:** If you want to save the case to a file location select **File Folder** and choose a file location. You might do this if you wanted to save the case onto a USB flash drive, or to compile the burn the case onto CD at a later time using the CD burning capabilities in the Windows operating system.

4. Do one of the following:
   a. In the **Medical Notes/SOAP** text box, type any notes that you want included in the text file that will accompany the case. These notes will be saved in a text file labeled with the name of the case.
   b. To add medical notes/SOAP from the patient’s medical history:
      i. Click **Medical History**.
      ii. Select the medical notes to include by using the Medical Notes/SOAP Selection Screen dialog box.
      iii. Click **OK**. The medical notes you have chosen are displayed in the Medical Notes/SOAP text box, where you are able to edit them.

5. Select the type of file that the Cornerstone software should use to export the images in the **Export File Type text** box.

6. If you want to add annotations or overlays to the files that will be exported, click **Apply Annotations** and/or **Apply Overlays**.

7. Click **Export**. The files are copied to the selected disc.

**Image file names and formats:**

Image file names have the following format:

```
PatientName_OwnerLastName_ImageTitle_YYMMDD_PG.xxx
```

where YYMMDD is the date the image was captured, PG is the page number of the image, and .xxx is the type of file.

**Text file names and formats:**

Text file names have the following format:

```
PatientName_OwnerLastName_CaseTitle_YYMMDD.txt
```

The text files are described in the next section, “Text File Contents.”
Text File Contents
A text file is sent with the case whenever you email a case, export a case to a CD/DVD, or create a patient CD with a case. This text file contains:
- Information about the case
- Patient information
- Client information
- Information about the images in the case
- Contact information for your practice

On a patient CD, this text file is included on the CD separately from the patient CD viewer, and can be accessed through the Windows® operating system.

Using the Address Book
The address book gives you quick access to email addresses to which you frequently send images from Cornerstone.

To select an address:
1. Select the row in the table for the email address you want. If you want to select more than one address, hold down CTRL while you click.
2. Click OK. The Address Book dialog box closes and the email address appears in the To text box.

To set up addresses:
1. Click Add E-mail Address. A new row appears in the table.
2. Click the new row.
3. In the Description text box, type a name for this email address.
4. In the Email Address text box, type the address.
5. Click Save.
6. Repeat steps 2-5 for each address you want to enter.
7. When you have finished entering addresses, click Close to close the dialog box.

Using the Radiology Log
The Radiology Log feature in Cornerstone offers several ways to record log entries and add or edit information:
- If your images are stored within Cornerstone, radiology log entries are automatically recorded but you need to record exposure information later. You can do this on either:
  - On the log itself—for a particular patient or for all patients
  - On the Image Detail dialog box—for a particular image, either during the capture process or when reviewing the image
- If you capture and store images outside of Cornerstone, you can manually create a log entry and add radiology log information on the Radiology Log window.

Once a log has been generated, you can view the entire log or a portion of it, and can print it, email it, or export it as a PDF (Portable Document Format) file.

Note: With the addition of the Radiology Log feature in Cornerstone 8.1, you no longer need to use the “Cornerstone Radiology (Imaging) Template” Classic medical note.
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Entering Information for Images Stored Outside of Cornerstone

If you capture images outside of Cornerstone and would like to record radiology details in a patient’s medical record, you can manually enter radiology information in Cornerstone.

To manually enter radiology log information:
1. With the patient’s record open on the Patient Clipboard, in the Patient History area, right-click and select Radiology Log.
2. To add a log entry manually, click Add Entry. A new row is added to the table.
3. In the table, you can add entries or modify any information that wasn’t automatically recorded by Cornerstone:
   • Scroll down to see all the entries, and scroll to the right to see all the information for each image.
   • To add a log entry manually, click Add Entry and enter information in the row that is added to the table.
   • To delete a log entry, highlight the row and click Delete Entry.
     Note: You can only delete entries that you have added manually. Entries created automatically by the Cornerstone software cannot be deleted.
   • To modify information that was not entered automatically by the software, click in the text box and edit the text.
   • Fill in any of the following text boxes for which you want to record information:
     o Thickness—Type the thickness of the body part being imaged.
     o Exposure mAs—Type the amount of x-ray exposure in milliampere-seconds (mAs). This is calculated automatically if you enter values in the Exposure mA and Exposure time sec text boxes.
     o Exposure mA—Type the amount of current in milliamperes (mA).
     o Exposure time sec—Type the duration of the exposure in seconds as a decimal value or use the drop-down menu to select a fraction of a second.
     o Exposure kVp—Type the amount of voltage (peak kilovoltage) used for this image.
     o Level of sedation—Select from the drop-down menu.
     o Use of Grid—Select the check box if a grid was used.
     Note: If you added this entry manually, you may be able to edit additional text boxes. Use the Patient ID and Client ID text boxes if you want to change the patient or client.
4. Use the buttons on the right to print, email, or export the log to a PDF file.
5. Click Close in the upper right corner of the Radiology Log dialog box to close it.

Entering Information for Images Stored Within Cornerstone

A radiology log entry is automatically recorded for each radiograph captured by Cornerstone using an IDEXX Digital Imaging System (and for images you import into Cornerstone). The information in this entry can be modified or added to during the capture process or when you are reviewing the images later.

To record radiology log information for a patient:
1. On the Patient Clipboard, with a patient selected, right-click in the Patient History area and select Radiology Log. The Radiology Log window appears, displaying log entries for this patient.
2. In the table, you can add entries or modify any information that wasn’t automatically recorded by Cornerstone. (See step 3 in the “To manually enter radiology log information” procedure in the preceding section for more details about entering this information.)
3. Click Save.
To record radiology log information for an image:

1. Do one of the following:
   - On the Image Viewer window, click **Edit Image Details**.
   - On the Image Capture window, after you have captured an image and the buttons at the top of the screen have turned red, click **Image Information**.

2. Click the **Technique Details** tab.
3. Fill in any of the following text boxes for which you want to record information.
   - **Thickness**—Type the thickness of the body part being imaged.
   - **Exposure mAs**—Type the amount of x-ray exposure in milliampere-seconds (mAs). This is calculated automatically if you enter values in the **Exposure mA** and **Exposure time sec** text boxes.
   - **Exposure mA**—Type the amount of current in milliamperes (mA).
   - **Exposure time sec**—Type the duration of the exposure in seconds as a decimal value or use the drop-down menu to select a fraction of a second.
   - **Exposure kVp**—Type the amount of voltage (peak kilovoltage) used for this image.
   - **Use of Grid**—Select the check box if a grid was used.
   - **Level of sedation**—Select from the drop-down menu.

4. Click **OK** to save the information and close the dialog box.

5. If you are on the Image Viewer window, save the image before you exit. If you are on the Image Capture window, the image and any changes you’ve made to the radiology log are saved when you click **Done Capture**.

**Viewing, Editing, Printing, Emailing, and Exporting the Radiology Log**

**To view, edit, print, email, and export the radiology log:**

1. Do one of the following:
   - On the **Activities** menu, select **Imaging > Radiology Log**; use the search fields to specify the client, patient, or time period for which you want to view the log; then click **Search**.
Note: If you are on the Image Explorer window and have a patient selected, the radiology log opens with information for that patient displayed. To search for different information, click Clear and use the search fields.

- To view the radiology log for a specific patient, with the patient’s record open on the Patient Clipboard, in the Patient History area, right-click and select Radiology Log.

2. In the table, you can add entries or modify any information that wasn’t automatically recorded by Cornerstone:
   - Scroll down to see all the entries, and scroll to the right to see all the information for each image.
   - To add a log entry manually, click Add Entry and enter information in the row that is added to the table.
   - To delete a log entry, highlight the row and click Delete Entry.
   - To modify information that was not entered by the software automatically, click in the text box, edit the text, and click Save.

3. Use the buttons on the right to print, email, or export the log to a PDF file:
   - To email, click E-mail Log, fill in the text boxes on the E-mail dialog box, and click Send. The log is sent as a PDF file attached to your email.
   - To print, click Print Log. The Print Preview window appears, where you can view the log as it will be printed, and can click Print to print it.
   - To export the log as a PDF file, click Export as PDF. The Save As dialog box appears. Select a location in the Save In text box or the browsing area below it, type a name in the File Name text box, and click Save.
4. Click Close in the upper right corner of the Radiology Log dialog box to close it.

**Archiving Images**

The Cornerstone software lets you archive your images to save space on your computer and to make image management easier. Archiving removes image files from your computer and saves them to a CD or DVD, or to a network location, such as a server. This saves space on your computer and makes image management easier.

For more information about the process of recording information to a CD, see “About the CD Writing Process” on page 392.

**IMPORTANT:** It is important to store archived images in a safe location that is backed up regularly. If archived data is lost or damaged, images cannot be recovered.

**To archive images:**

1. On the **Activities** menu, select Imaging > Archiving to open the Archive Images dialog box.

![Archive Images dialog box](image)
2. Use the text boxes and options in the Search Archive area to specify the images you want to archive:
   - Use the Patient and Client text boxes to search for images of a particular patient or client.
   - To search for images between two dates, type dates in the Start Date and End Date text boxes, or click dates in the drop-down calendars.
   - To search for images of inactive patients, select Include Inactive.
   - To search for images of deceased patients, select Include Deceased.

3. To filter your search results to show only those patients who are inactive or deceased, select the Show only inactive/deceased check box. To search for particular inactive or deceased patients, fill in additional search criteria as needed.

4. Click Search. The results are shown in the table below the Search Archive area. Each row displays the following information for an image study:
   - Name—the patient’s name
   - Patient ID
   - Client—the client’s name
   - # of Images—the number of images in the study
   - Capture date—the date the images in the study were captured
   - Title—the title of the study
   - Study Image—a thumbnail version of the first image in the study

5. By default, all of the studies in the table are selected, but you can change which studies are selected:
   - Hold down the CTRL key and click to deselect or select individual studies.
   - Click Select All to select all the studies in the table.
   - Click Deselect All to deselect all of the studies in the table.

6. In the Archive To area:
   - If you want to archive to a CD or DVD, select CD/DVD. If you want to make multiple copies, type a number in the Number of Copies text box.
   - If you want to archive to a location on your computer (not recommended) or the network, select File Folder, and use the text box and Browse button to specify the location where the archive files should be stored.

   **Note:** IDEXX recommends archiving images to a dedicated storage solution such as an external hard disk. Like any image files, the archived files on this storage device should be backed up periodically.

7. Click Archive to archive the selected image studies to the archive location you have specified.

   **Note:** Archived images are labeled as " Archived" when displayed in the Image Explorer window.

   **Note:** If you are archiving to CD or DVD, be sure to label the disc with the date. IDEXX recommends using the same format as the Cornerstone software, i.e., “Cornerstone Images YYYY-MM-DD (#)” where # is the CD number. This will enable you to select the correct disc if you need to access any archived images in the future.
Viewing Archived Images

When an image is archived, it is removed from the database on the computer and stored in your selected archive location (e.g., archive hard drive, CD, network server, etc.). A thumbnail of the image remains in the patient record as a reference to the image. Archived images are labeled as “Archived.”

An archived image

To view an archived image:

1. Use the Image Explorer to find the archived image. (For more information, see “About the Image Explorer” on page 356.)

2. Double-click the thumbnail of an archived image to open it.
   a. If the image is readily accessible (e.g., on a networked computer or server), it opens in the Image Viewer window.
   b. If the archived image is stored in a remote location (such as a CD), a message box displays the location. Insert the disc or browse to the location on the external hard drive or network, and click OK. The image appears in the Image Viewer window.

3. If you want to make this image an active image again:
   a. Make a change to the image. One easy method is to rotate the image and then rotate the image back to its original position.
   b. Click Save, and select Save from the drop-down menu. You can now use this image like any other image in Cornerstone.

About the CD Writing Process

The creation of CDs (or DVDs) from Cornerstone is handled by the IDEXX Media Write Utility. The utility is used whenever you create a patient CD or archive images to a CD.

Note: The Patient CD and the viewer software included on the CD have been tested on Windows operating systems; however, they may not be compatible with other operating systems, such as the Mac OS® X operating system.

When you begin the CD writing process:

1. If you are given a choice, be sure that the CD/DVD option is selected.
2. If you see a Number of Copies text box, enter the number of copies of this patient CD you want to make.
During the CD writing process:

1. If you want to cancel the CD writing process:
   - The first time you create a patient CD after restarting the Cornerstone software, a balloon appears in the lower left of the computer screen. Click this balloon and select the option to cancel the CD writing process.
   - For every subsequent CD you create, an icon for the IDEXX Media Write Utility appears at the bottom of the screen. Click the icon to open the IDEXX Media Write Utility and select **Cancel Write**.

2. If you want to view the progress of the CD writing process:
   - The first time you create a patient CD after restarting the Cornerstone software, a balloon appears in the lower left corner of the computer screen. Click this balloon and select the option to open the IDEXX Media Write Utility.
   - For every subsequent CD you create, an icon for the IDEXX Media Write Utility appears at the bottom of the screen. Click the icon to open the IDEXX Media Write Utility to view progress.

3. Click **OK** to close the Message dialog box.

4. When the process is complete, the finished CD is ejected automatically.
   - **Note:** Once you create a CD, you cannot add to or change the information on the CD.
Section 6 – Other Tools and Tasks

Chapter 27: Using Hill’s® Feeding Guide Software
Chapter 28: Using the Mobile Computing Module
Chapter 29: Using Referral Relationship Management
Chapter 30: Using VetConnect* PLUS
Chapter 31: Using the Antech Diagnostics® Laboratory Module
Chapter 32: Using LifeLearn® ClientEd™ Online
Chapter 33: Using IDEXX Pet Health Network* Pro
Using Hill’s Feeding Guide Software

Hill’s® Feeding Guide Software (FGS) is included with your IDEXX Cornerstone* Practice Management System. Using FGS, you can print dietary instructions and nutritional information about Hill’s pet food products to help your clients keep their pets healthy.

Feeding Guide Software shows your clients:

- The financial benefit of feeding Hill’s products.
- The proper feeding instructions for a healthier pet.

Before You Begin

- Set up the Feeding Guide Software and link Hill’s pet food invoice items to the Feeding Guide Software special action on the Invoice Item Information window’s Spec. Actions tab.
- Update the patient’s weight.

To use the Hill’s Feeding Guide:

1. Do one of the following to access the Hill’s Feeding Guide dialog box:
   - Create a new invoice and add the Hill’s pet food invoice item or open an existing invoice with the item. Click Special (special actions) and select Feeding Guide Software in the Special Actions dialog box.

The Hill’s Feeding Guide dialog box appears.

![Hill’s Feeding Guide dialog box](image-url)
2. Enter the Client ID and corresponding Patient ID. The patient’s current weight appears by default in the Ideal Weight box. Change the Ideal Weight, if necessary.

3. In the Indication field, select the type of Hill’s diet product to feed the patient. Select the specific Product and Package size.

   **Note:** If a product is selected that could be recommended for more than one dietary purpose, the Purpose box appears before Cornerstone calculates the Feeding Information. Select the reason this product is being recommended and click OK.

   **Tip:** You can click Assist to use the Selection Assistant to determine the product to use for the patient’s condition. See “Using the Feeding Guide Selection Assistant” on page 396.

4. Once you have entered the Dietary Information, the Feeding information is calculated automatically. If necessary, change the Amount to Feed the patient. Amounts appear to the nearest 1/8 cup. (Amounts over 20 pounds increase by 1/4 cup.) The number of days a bag or case (for cans) of the product should last and the cost per day to feed the patient the product correlate to the amount.

5. Click Print to print the feeding instructions. The Print Options dialog box appears with one (1) Feeding Guide Profile selected to print by default.

![Print Options](image)

   **Print Options for Feeding guide profile and Product information**

6. Click Preview to view the Feeding Guide Profile in the Reports Preview window, or click Print to print the profile. (You can change the number of copies to print, if necessary.)

7. If you want to print information about the product, select the Product information check box and click Preview to view the information in the Reports Preview window, or click Print to print the information.

8. Click Close to return to the Hill’s Feeding Guide dialog box.

9. Click Close to exit.

**Using the Feeding Guide Selection Assistant**

The Selection Assistant is a component of the Hill’s Feeding Guide Software designed to help you make pet food recommendations to your clients based on the patient’s current condition.

**To use the Feeding Guide Selection Assistant:**

1. From the Hill’s Feeding Guide dialog box, enter the Client ID, Patient ID and the patient’s Ideal Weight.

2. Click Assist. The Selection Assistant dialog box appears.

![Selection Assistant](image)
3. Select the **Category** of the patient’s dietary concern from the drop-down list. (Categories include: Acute Care/Recovery, Adverse Reaction to Foods, Cancer, Cardiovascular Conditions, Fiber Responsive Diseases, Gastrointestinal Disease, Hepatic Diseases, Obesity, Oral Care, Renal Disease and Urolithiasis.)

4. Select the patient’s specific dietary **Conditions** from the drop-down list. (Conditions are specific to the condition you selected.)

5. Select a **Product** from the suggested items in the drop-down list.

6. Click **Transfer**. The product information appears in the Dietary Information.

7. Select the **Package Size** the client is purchasing. The Feeding Information appears. Continue using the Feeding Guide as usual.
Chapter 28: Using the Mobile Computing Module

This chapter covers daily usage tasks in the Mobile Computing module in Cornerstone. For information on steps required to set up the Mobile Computing module, see “Chapter 31: Setting Up the Mobile Computing Module” in the Cornerstone Administrator’s Manual.

Overview

The Mobile Computing module with mobile computer synchronization provides the ability to use the IDEXX Cornerstone* Practice Management System outside of the practice. A mobile computer could be a laptop or a tablet PC.

After returning to the practice, the data on a mobile computer can be downloaded to the main practice database. The database on the mobile computer is also updated to match the main database.

Information That Can Be Viewed or Changed on a Mobile Computer

Understanding what types of information can be changed on a mobile computer will be easier if you remember that the information on the mobile computer is secondary to the information on the main practice server.

Some features in Cornerstone cannot be accessed from a mobile computer because this would cause the mobile computer database to conflict with your practice database when the synchronization process occurs. Generally, information relating to clients and patients can be created or updated.

Information that can be created or updated

- Client and patient information
- Patient vital signs/weight
- Patient diagnoses
- Patient problems
- Patient medical notes
- Rabies/vaccine tag information
- Reminders
- Correspondence
- Estimates

Information that can be created, but not updated

- Prescriptions
- Lab Requests
- Patient Visit List (PVL)†
- Invoices†
- Images

† Items created on the mobile computer can be updated until the next synchronization process is run.

Information that can be viewed, but not created or updated

All reports in Cornerstone Foundation (with applicable security) except Referral reports
Open invoices that were created on the main system
The Appointment Scheduler Schedule for Today window
Setup information, such as discounts, taxes, classifications, etc.

**Information that cannot be accessed**
- Practice defaults
- Inventory
- Practice Explorer*
- Patient Advisor*
- Time Clock

**How Does the Patient Visit List Work with Mobile Computing?**
If a patient has items on the Patient Visit List on the main system, those items cannot be viewed on the mobile computer. However, items may be added to the Patient Visit List on the mobile computer. When the synchronization process is run, items from the mobile computer’s Patient Visit List will be added to the Patient Visit List on the main system. Use care when adding items to the Patient Visit List so you do not inadvertently create duplicate entries.

**Mobile Computing Menu Options**
The Mobile Computing menu is located on the Tools menu. These tasks on the Mobile Computing menu can only be performed on a mobile computer: Create and Undo Mobile Computer and Synchronize. These menu options may only be selected from the server or a regular workstation: Mobile Computer List and Mobile Computer Checkout Report.

**Note:** The other options on the Tools menu (Merge client/patient, Mass markup, Purge data, etc.) cannot be accessed when a mobile computer is in use. To access other options on the Tools menu, synchronize all mobile computers, and then undo the mobile computers (the mobile computer list must be empty). Perform necessary functions, and then recreate the mobile computers.

Cornerstone provides an easy way to help you remember if you’re working on the mobile computer. The name of the mobile computer displays in the title bar as shown here:

![Cornerstone - Dr. Chris Laptop](Cornerstone User's Manual)

**Checking out Medical Notes and Correspondence**
If a staff member plans to update tentative medical notes and correspondence from the mobile computer, this information must be “checked out” to the mobile computer. The check out process is set up when a mobile computer is created and can be changed when it is synchronized.

Medical notes and correspondence that are checked out to a staff member on a mobile computer cannot be updated on the main system until it is synchronized and the notes and correspondence for that staff member are checked back in.

When a staff member’s tentative medical notes and correspondence are checked out, the staff member may only update the notes and correspondence on the mobile computer. New medical notes and correspondence may be created on either the main system or the mobile computer.

**Example:**
Ann Smith and Mark Jones alternate time spent in the office. The first week, it’s Ann’s turn to be on the road. Ann’s tentative medical notes and correspondence are “checked out” on the laptop. Ann’s tentative medical notes and correspondence may only be updated from the laptop. Neither she nor
anyone else can update her tentative medical notes and correspondence from the main system. The next week, it’s Ann’s turn to be in the office and Mark will be on the road. The laptop must be synchronized and Ann’s tentative medical notes and correspondence must be checked back into the main system. Mark’s tentative medical notes and correspondence must be checked out to the laptop. For more information on checking medical notes and correspondence in or out, see “Synchronizing the Mobile Computer” on page 401.

Using the Mobile Computing Module

Creating a Mobile Computer (Laptop)

To create a mobile computer in Cornerstone:

Note: Perform this task on the mobile computer; you must be connected to the Cornerstone Database Server. Make sure you have enough hard disk space for the database before beginning.

2. Enter the name for your mobile database. This name is used to identify the database in the main practice database. Click Next.
3. If needed, change the default location for the mobile database and shared folders. Click Next.
4. If this machine has previously been used for the Mobile Computing module, a message appears asking if you’re sure you want to overwrite the existing information. Click Yes to continue setup.
5. Select the staff members who will be checking out Tentative or Draft medical notes on this machine. Press CTRL and click to select/deselect staff (highlighted/shaded staff names are selected). Click Next.

Synchronize Databases window

6. Select the staff members who will be checking out Tentative or Draft correspondence on this machine. Press CTRL and click to select (or deselect) staff (highlighted/shaded staff names are selected). Click Next.
7. The database will be created. This process can take several minutes, depending on the size of your database. When the copying process is complete, click Finish.
Once you have the mobile computer set up, you can use the laptop as you normally use Cornerstone. See "Information That Can Be Viewed or Changed on a Mobile Computer" on page 398 for more details about mobile computer use.

Selecting a Printer for the Mobile Computer

To select a printer for the mobile computer:

1. When you log into Cornerstone on the mobile computer, the Mobile Computer Printer Selection box appears. Select the printers you want to use for this session of Cornerstone:
   - Select Clinic printer(s) to use your regular network printers.
   - Select Mobile printer(s) to use a printer directly connected to the mobile computer. These assignments are temporary and will be overwritten the next time synchronization is run.

2. If you are using a mobile computer without a printer attached to it, you can save your documents as PDFs using the Cornerstone PDF printer.

3. Click OK to save your changes.

Synchronizing the Mobile Computer

It’s important to periodically download the data from the mobile computer to the main practice database and to update the mobile computer database from the main practice database. This process is called synchronization.

If your practice has more than one mobile computer, the synchronization process must be run on each laptop. You cannot synchronize more than one mobile computer at a time.

You cannot synchronize the mobile computer if you have open invoices on the laptop.

While the synchronization process is running, you can continue working on the main server. However, you will not be able to post an invoice while the mobile computer data is being copied to the main server.

When the synchronization is run, the estimates, invoices and prescriptions on the mobile computer are copied to the main practice database. You will be able to tell where the estimate/invoice originated based on the ID. Part of the number is the identifying ID of the mobile computer.

To synchronize the mobile computer:

Note: Perform this task on the mobile computer; you must be connected to the Cornerstone Database Server.

1. On the Tools menu, select Mobile Computing > Synchronize
2. Press the CTRL key and click to select (or deselect highlighted) staff to check out tentative medical notes. Click Next.
3. Press CTRL and click to select (or deselect highlighted) staff to check out tentative correspondence. Click **Next**.

4. Your database will be synchronized. Click **Finish**.

**Conflicts and Exceptions**

If there is a **conflict** between the mobile computer database and the main system, you must resolve it before the synchronization can continue. For example, if new client records were entered on the mobile computer and the main system using the same ID, a message will display during synchronization. You will be required to enter a new ID for the client record created from the mobile computer before synchronization can continue.

Occasionally, data from the mobile computer may be overwritten by data from the main system during the synchronization process. For example, if the same client’s address was updated on both the mobile computer and the main system, the address entered from the main system will overwrite the address entered from the mobile computer. This is called an **exception**. If an exception occurs, you can print the Exception Report from the mobile computer during the synchronization process. If needed, you can use this report to update the data on the main system.

Any words that you add to the spell checker dictionary also need to be added on the main system. Each time synchronization is run, the main system’s dictionary overwrites the dictionary on the mobile computer.

**Using the Mobile Computer as a Regular Workstation (to Undo)**

If you are upgrading or changing mobile computers, or if you want to use the mobile computer as a regular Cornerstone workstation, remove the mobile computer from the Mobile Computing List.

**To use the mobile computer as a regular workstation:**

**Note:** Perform this task on the mobile computer; you must be connected to the Cornerstone Database Server.

1. On the **Tools** menu, select **Mobile Computing > Undo Mobile Computer**. The following message displays.

   ![Undo Mobile Computer message](image)

2. Click **Yes** if you are sure you want to remove the mobile computer. The mobile computer will be removed.
Chapter 29: Using Referral Relationship Management

This chapter covers referral relationship management tasks in Cornerstone. For information on steps required to set up Referral Relationship Management, see “Chapter 23: Referral Relationship Management” in the Cornerstone Administrator’s Manual.

Overview

The IDEXX Cornerstone* Practice Management System offers specialists in all disciplines a comprehensive solution for managing relationships with referring veterinarians (RDVMs). With these referral management features, specialists and their staff can easily monitor the pulse of all activity relating to RDVMs and their patients.

Referral management features allow you to:

- Identify patients/clients referred by a particular RDVM
- Identify RDVMs associated with a particular patient
- Identify RDVMs associated with a particular hospital
- Quickly access notes about an RDVM’s education, interests, first referral date, etc.
- Document and view RDVM/hospital communication preferences
- View RDVM and hospital communication preferences from the Patient Clipboard* window
- Search for RDVMs/hospitals using common filters including name, city, phone, or fax number.

Note: For detailed information about setting up and using Referral Relationship Management, see the “Referral Relationship Management” section in the Cornerstone help.

Finding and Viewing Referral Veterinarian Information on the Doctor List

Using the Doctor List window (Lists > Referrals > Doctors), you can quickly find a referral veterinarian (RDVM) using common search filters such as name, doctor ID, phone, or fax number.

You can click the phone icon to access all personal and hospital-affiliated phone and fax numbers for the RDVM within the Doctor List window. The primary contact number is indicated for both personal and hospital numbers.
Adding, Editing, and Viewing Referral Veterinarian Information on the Doctor Information Window

Hospitals Tab

The Doctor Information window’s Hospitals tab allows you to:

- Associate one or more hospitals with the RDVM (an RDVM must be associated with at least one hospital).
- Add or edit the preferred contact phone numbers, email, and fax information for this doctor at a selected hospital.
- Indicate the RDVM’s communication preferences and contact information to use when at a selected hospital.

Note: The Email communication preference will be selected automatically if the hospital’s Send info via field was set to Email prior to installing Cornerstone.

Personal Information Tab

The Doctor Information window’s Personal Information tab allows you to:

- Specify if you want to display the doctor’s contact information on the Patient Clipboard based on Personal preferences (those selected on the Personal Information tab), Hospital related preferences (those selected on the Hospitals tab), or both.
- Add or edit personal contact information for this doctor.
• Indicate the doctor’s personal communication preferences.

Note: The Email communication preference will be selected automatically if the Send info via field was set to Email prior to installing Cornerstone 8.3.

Patients Tab
The Doctor Information window’s Patients tab allows you to:
• View checked in/checked out patients referred by the RDVM.
• Double-click to open the Patient Clipboard for a patient on this tab.
**Sales Tab**
The Doctor Information window's **Sales** tab allows you to:

- View the monthly sales generated based on referrals from this RDVM.
- View number of new patient referrals and recheck referrals for each monthly sales period.

**Notes Tab**
The Doctor Information window's **Notes** tab allows you to:

- Add, edit, or view notes associated with this RDVM.
- See the date of the first referral associated with this RDVM.
Finding and Viewing Referral Hospital Information on the Hospital List

Using the Hospital List window (Lists > Referrals > Hospitals), you can quickly find a referral hospital using common search filters, such as city, phone, or fax number.

When you highlight a hospital on the Hospital List, the hospital’s address, phone, and fax information display at the bottom of the window.

Adding, Editing, and Viewing Referral Hospital Information on the Hospital Information Window

Information Tab

The Hospital Information window’s Information tab allows you to:

- Add or edit contact information for this hospital.
- Indicate the hospital’s communication preferences.

Doctors Tab

The Hospital Information window’s Doctors tab allows you to:

- View referral veterinarians (RDVMs) associated with this hospital.
• Open the Doctor Information window for a doctor by double-clicking a listed RDVM (or by clicking the View details link near the bottom of the window for a selected RDVM).

Patients Tab
The Hospital Information window’s Patients tab allows you to:
• View checked in/checked out patients referred by an RDVM at this hospital.
• Double-click to open the Patient Clipboard for a patient on this tab.

Sales Tab
The Hospital Information window’s Sales tab allows you to:
• View the monthly sales generated based on referrals from this hospital.
• View number of new patient referrals and recheck referrals for each monthly sales period, v.
Chapter 29: Using Referral Relationship Management

Notes Tab
The Hospital Information window's Notes tab allows you to:

- Add, edit, or view notes associated with the referral hospital.
- See the date of the first referral associated with this hospital.

Accessing Referral Information and Referral History in Patient Information
The Patient Information window's Referrals tab serves as a dual-purpose tab, allowing you to view both referral veterinarians (RDVM) and hospitals for this patient and the referral history of the patient.

You should verify the RDVM information for a patient for each visit or case and update it as necessary.
Referrals Tab—Patient RDVMs View

The Referrals tab—Patient RDVMs view allows you to:

- Identify RDVMs associated with this patient for this visit.
- Specify a primary RDVM to be associated with this patient on the Patient Clipboard, in referral history, and on referral revenue reports.
- Specify if an RDVM should be included on communications associated with this visit (using the This visit check box). The This visit check box is automatically selected for the primary RDVM, but you can clear the check box if the client has requested that the primary RDVM not receive communications.
- View communication preferences for a selected RDVM and hospital and associated contact information.
- View the RDVM history for the patient.

Note: When viewing the Referrals tab in Referral History view, click the view RDVMs for this patient link to switch the tab to Patient RDVMs view.

When an RDVM is selected, the associated communication preferences are listed in the box at the bottom of the tab. Use the scrollbar on the right side of the box to scroll through the available communication preferences:

- **Personal**—Displays the RDVM’s personal communication preferences. If you want to view detailed personal contact information for this RDVM, click the view details link on the right to display the information on the Doctor Information window’s Personal Information tab.

- **When at [hospital name]**—Displays the RDVM’s communication preferences when at the hospital selected above. If you want to view detailed hospital contact information for this RDVM, click the view details link on the right to display the information on the Hospitals tab in the Doctor Information window.
• **Hospital: [hospital name]**—Displays the selected hospital’s communication preferences. If you want to view detailed contact information for this hospital, click the view details link on the right to display the information on the **Information** tab in the Hospital Information window.

**Referrals Tab—History View**

The **Referrals** tab—Referral History view allows you to:

- View complete referral history for this patient, including the date when the primary RDVM/hospital was assigned to this patient.

**Note:** When viewing the **Referrals** tab in Patient RDVMs view, click the **view referral history** link to switch the tab to Patient History view.

**Accessing Referral Information on the Patient Clipboard**

**Patient Information**

In addition to an updated layout to accommodate quick “at a glance” scanning, the **Patient information** area now includes information on the patient’s primary referral veterinarian (RDVM), the RDVM primary phone number, and a link to view more RDVMs for this patient (or a link to add an RDVM if one has not been assigned for this patient).
RDVMs Tab (Referrals tab prior to Cornerstone 8.3)

Click the RDVMs button in the Patient Information area to access the tab.

- The RDVMs tab lists the patient’s current RDVMs and their associated hospitals.
- The RDVMs tab right-click menu provides quick access to detailed referral information and contacts for this patient.

When an RDVM is selected on this tab, the associated communication preferences are listed in the box at the bottom of the tab.

- Use the scrollbar on the right side of the box to scroll through the available communication preferences.
- Click the view details link to access detailed contact information.

Note: The communication preferences that display here vary depending on the Patient Clipboard display preferences selected for the RDVM on the Personal Information tab in the Doctor Information window.
Chapter 29: Using Referral Relationship Management

Referral Information on the Patient Check-in/out Window

On the Patient Check-in/out window, if a primary RDVM has been assigned for this patient, the RDVM is listed. In addition, the add/edit RDVMs link opens the Patient Information window’s Referral tab, allowing you to:

- Add a new RDVM for this patient.
- Access information for an existing RDVM.
- Specify a primary RDVM for this visit by selecting the Primary option.
- Specify the RDVMs you want to receive communications associated with this visit by selecting/clearing the This visit check box for each listed RDVM. The RDVM must have communication preferences set up in Cornerstone for the information to automatically appear in the Communications window.

![Patient Check-In/Out Window](image)

Referral Information for Mobile Computing

RDVM information is enabled and viewable via hyperlinks for Mobile Computing module users. Click the links to open a read-only view of the Patient Information > RDVMs tab. There are also two options available when you right-click in the Patient Information > RDVMs tab (View all Patient RDVMs and View Referral History).

Referral Reports

In the Report Search window (Reports > Find a Report), a variety of referral reports are available in the Reports list under the Referral group and under the End of Month > Referral Reports group. Click a report to display its details in the right pane.

Referral Reports:

- Referral Doctor Master Report—Prints a list of all the referral doctors (by Doctor ID) you have set up in Cornerstone.
Chapter 29: Using Referral Relationship Management

- Referral Hospital Master Report — Prints a list of all the referral hospitals (Hospital ID) you have set up.

**End of Month > Referral reports:**
- Referral Reports by Staff—Shows the work done by a staff member of your practice for another hospital.
- Referral Report—Doctor by Hospital
- Referral Report—Hospital by Doctor
- Referral Report—Referral Summary
- Referral Summary—Doctor by Hospital
- Referral Summary—Hospital by Doctor
- Referral Summary by Doctor
- Referral Summary by Hospital
- Referral Revenue Report by Doctor by Revenue Center
- Referral Revenue Report by Hospital by Revenue Center
Chapter 30: Using VetConnect* PLUS

Overview

For Laboratory module users, IDEXX Cornerstone* Practice Management System, excluding the Mobile Computing Module, includes optional access to VetConnect* PLUS, a powerful web-based tool that lets you view and compare IDEXX in-house diagnostics and IDEXX Reference Laboratories data side by side.

VetConnect PLUS works within the standard Cornerstone workflow for viewing results and has an enhanced format for viewing, comparing, and graphing result data. You can also visit vetconnectplus.com to view your results in a browser.

For more information about VetConnect PLUS, contact VetConnect PLUS Client Services at 1-888-433-9987 or visit vetconnect.com.

VetConnect PLUS must be set up in the Practice Information window (select Lists > Practice and then click Update).

Here’s an example of a VetConnect PLUS tab.
Using VetConnect PLUS, you can:

- View the latest IDEXX test results in an enhanced and interactive window as soon as they are sent from the IDEXX Reference Laboratories or from your in-house analyzers.
- See the complete history of a patient’s known IDEXX test results.
- Compare results from IDEXX Reference Laboratories and IDEXX VetLab* Station tests side by side. (To do so, you must activate VetConnect PLUS on IDEXX VetLab Station.)
- Graph and view trends for IDEXX test results with the click of a button.

**Data Storage in VetConnect PLUS**

VetConnect PLUS uses patient and test data stored on secure Vet Connect PLUS servers (that is, in “the cloud”). If you choose to activate VetConnect PLUS, IDEXX will ask permission to upload a copy of historical data from IDEXX Reference Laboratories from your VetConnect account and/or IDEXX VetLab Station. IDEXX will not upload this information without your consent. No information is uploaded from Cornerstone; Cornerstone performance is not affected.

Your data in VetConnect PLUS is secure:

- **Sensitive data is not stored in VetConnect PLUS.** VetConnect PLUS stores and displays only the following:
  - Patient demographics (name, ID, age, sex, species, breed)
  - Client names and IDs
  - Patient test results and the source of the results (IDEXX Reference Laboratories, ProCyte Dx*, Hematology Analyzer, SNAP* tests, etc.)
- VetConnect PLUS does not store or display financial information, phone numbers, addresses, or any personal information from your practice, staff, or clients.

**Setup**

**Prerequisites**

To activate VetConnect PLUS, your practice must have:

- Internet access at the workstation where you want to view VetConnect PLUS.
- Windows® Internet Explorer® 7 or later must be installed on each Cornerstone workstation. It does not have to be the default Internet browser.
- If you want to view in-house results, you must have IDEXX SmartLink* technology to provide bidirectional flow between Cornerstone and your IDEXX VetLab Station. In addition, IDEXX SmartService* Solutions must be set up for the IDEXX VetLab Station. Call your IDEXX Connectivity Consultant at 1-877-256-8457 to order IDEXX SmartLink for your IDEXX VetLab Station if your practice does not already have it.
- If you want to view IDEXX Reference Laboratories results, you must have IDEXX SmartLink* technology to provide bidirectional flow between Cornerstone and the IDEXX Reference Laboratories. Call your IDEXX Connectivity Consultant at 1-877-256-8457 to order IDEXX SmartLink if your practice does not already have it.
- A VetConnect account with administrator user name and password. Call VetConnect PLUS Client Services at 1-888-433-9987 to request an account if your practice does not already have one.
Activating VetConnect PLUS

You can activate VetConnect PLUS immediately following installation of Cornerstone 8.3 software or anytime after that. After you activate VetConnect PLUS from within Cornerstone, activate VetConnect PLUS from your IDEXX VetLab Station (if applicable).

To activate VetConnect PLUS:

1. From the Cornerstone Practice Information window (Lists > Practice), select your practice name, and then click Update. This must be your primary practice if you are a Multi-Location Single Database user.
2. From the Account information for drop-down list, select VetConnect PLUS.
3. If you are a new IDEXX Reference Laboratories user, select the VetConnect option, enter your practice’s VetConnect administrator user name and password, and then click Submit to Activate VetConnect PLUS.
   OR
   If you are an existing IDEXX Reference Laboratories user, the VCAgent option should be selected and your VetConnect user name and password should be completed. Click Submit to Activate VetConnect PLUS.
4. Read the agreement, and then click Accept. A message states that IDEXX Reference Laboratories historical data will be uploaded.
5. Click Next.
6. IDEXX VetLab Station only: A message giving you the option to print instructions on uploading data displays. Click Yes to open the printable message or No to continue.
7. Click Finish.
8. A message states that activation is complete and that data upload will continue. Close the message window.

The upload of IDEXX Reference Laboratories historical data that began during activation will continue, with the most recent results uploaded first. Upload can take up to 24 hours, depending on the number of results being uploaded. You can continue to use Cornerstone software during the upload; Cornerstone performance will not be affected.

To upload data from your IDEXX VetLab Station:

1. On the IDEXX VetLab Station, tap Settings, and then select the VetConnect PLUS tab.
2. Tap Activate VetConnect PLUS.
3. Accept the VetConnect PLUS user agreement.
4. Enter your VetConnect user name and password.
5. Tap Next. A confirmation message is displayed. Close the message.
   Data is uploaded in reverse order, starting with your most recent results. You can continue to use the IDEXX VetLab Station during the upload.

Disabling Access to VetConnect PLUS

If you prefer to use the standard Cornerstone 8.3 workflow for viewing results, you do not need to deactivate VetConnect PLUS. All your test results are always available in standard Cornerstone 8.3 windows. However, if you want to disable access to VetConnect PLUS, you can do so in Cornerstone.
To disable access to VetConnect PLUS:
1. From the Cornerstone Practice Information window (Lists > Practice), select your practice name, and then click Update.
2. From the Account information for drop-down list, select VetConnect PLUS.
3. Select Disable VetConnect PLUS online services, and then click OK.

Use
You can open a patient’s IDEXX Lab Report in Cornerstone and then select the VetConnect PLUS tab in the Detailed Lab Results Set window.

To use VetConnect PLUS from the IDEXX Lab Report:
1. In the Cornerstone software, open the patient record, and then use your preferred method to open an IDEXX Lab Report that contains the test results you want to see (for example, double-click an IDEXX Lab Report on the Summary tab in the Patient Clipboard).
   The Detailed Lab Result Set window opens.
2. Select the VetConnect PLUS tab.
3. When finished, close the results window.

Understanding the VetConnect PLUS Tab
Results in VetConnect PLUS are organized by date
VetConnect PLUS displays the selected result in its main window. All other results in the patient’s history are also available, organized by date. Click a date tab to open the results.

Results for the same analyte are displayed side by side
VetConnect PLUS automatically displays both the selected result and other results for the same analyte that it found in patient history so you can easily compare them.
In the example below, hematocrit results 11/13/11, are currently selected. VetConnect PLUS also found hematocrit results for 5/8/11 and 1/17/11.
Click Trending to graph selected analytes

Select one or more analytes in the left column and then click on the Trending button to display graphs on the right. The gray rectangle behind the graph indicates the reference interval.

Tips:
- You can click Trending before or after you select the analyte names.
- Click to open the trending graph in its own window.

Toolbar buttons

The following buttons are at the top of the VetConnect PLUS tab:

Patient Tools

Displays patient information and indicates the patient’s species, including:

- Feline
- Canine
- Equine
- Exotics and other species

Result Tools

Send the open result by email

Print the open result

Share a result with IDEXX Pet Health Network* Pro

Graph results for selected analytes
Send a client-friendly report for a canine or feline patient. These reports have been designed to communicate information about the patient in a format that clients will find clear and engaging. Available reports include the Preventative Care Summary (feline or canine) and SNAP\textsuperscript{*} 4Dx\textsuperscript{*} Plus Summary (canine only).

View the VetConnect PLUS communications log, which shows details of diagnostic lab results and client-friendly reports that have been emailed, printed out, or shared through Pet Health Network Pro for the patient. The log includes a record of any comments that were sent with results or summaries.

**Note:** The information in the VetConnect PLUS communication log is not viewable elsewhere in Cornerstone. If you want to have a copy of a communication in the Cornerstone patient history, print it as a PDF and attach it to a medical note.

**Most buttons are toggles**

If clicking a button opens a dialog box, window, or menu, click the same button to close it.

**Additional VetConnect PLUS Features**

VetConnect PLUS is updated independently of Cornerstone. From time to time, you may see new features in VetConnect PLUS even though you have not upgraded your Cornerstone software. To learn about the latest VetConnect PLUS enhancements and new features, periodically do the following:

1. Open any lab result on the VetConnect PLUS Lab Results tab of the Detailed Lab Results window.
2. Scroll to the bottom of the results, and click Customer Support.
3. In the Getting Started area, click the tutorials for getting started link.
Chapter 31: Using the Antech Diagnostics® Module

In Cornerstone* Practice Management Software (excluding the Mobile Computing module), the Antech Diagnostics® laboratory module enables online test ordering and automatic result download. The updated module offers the following enhancements:

- The Antech Diagnostics profile list (a list of commonly used Antech order codes) is updated automatically by Antech Diagnostics, as needed. The IDEXX Cornerstone* Practice Management System software alerts you when Antech updates its list prices.

- You can specify an automatic markup percentage for Antech Diagnostic profiles, just as you can for IDEXX profiles.

- When you order an Antech Diagnostics profile, Cornerstone software checks the order for accuracy and then generates a bar-coded Antech Diagnostics order form appropriate for the profile type. Print the form and include it with your specimens.

- When your order is complete, Cornerstone sends the profile request to the laboratory electronically.

- Results are automatically downloaded from the laboratory approximately once per hour.

Contact your IDEXX Cornerstone Sales Representative at 1-800-283-8386 for information about purchasing and activating the Antech Diagnostics laboratory module.
Chapter 32: Using LifeLearn® ClientEd™ Online

With earlier versions of Cornerstone software, LifeLearn® client education handouts could be purchased on CD and integrated with Cornerstone through a one-time document import process. Starting with Cornerstone 8.3, through a subscription to the LifeLearn ClientEd Online web-based portal, Cornerstone users can experience the added flexibility and convenience of having continually updated articles that can be customized and edited as often as you like, with new articles added regularly. For more information about LifeLearn documents on CD, see “Chapter 18: Setting Up Classic Medical Notes; Loading LifeLearn” in the Cornerstone Administrator’s Manual.

LifeLearn ClientEd Online:

- Access an extensive library of over 1,200 fully searchable, illustrated, educational titles that you can email, print, or save.
- Add or replace content within any article with an easy-to-use content management system (CMS).
- Add your own articles to your custom library.
- Personalize articles to your specific patients.
- Reinforce your online presence and turn your website into a knowledge center.
- In Cornerstone, link content directly to diagnostic and treatment codes for automatic printing and storage in your patient’s medical records. For more information, see the Diagnostic Codes section in “Chapter 3: Setting Up Lists and Information” of the Cornerstone Administrator’s Manual or see the Diagnostic Codes help topic in Cornerstone.

After activating the ClientEd Online service through LifeLearn and performing an initial document synchronization, ClientEd Online documents are available for selection within the Cornerstone software.

For more information on LifeLearn ClientEd Online, visit www.lifelearn-cliented.com/about_cliented or contact your IDEXX Cornerstone Sales Representative at 1-800-283-8386.

Note: Using LifeLearn ClientEd Online documents requires Microsoft® Word 2003 or newer.

Getting Started with LifeLearn ClientEd Online

Both new and existing LifeLearn customers must subscribe to the ClientEd Online service. Please contact your IDEXX Cornerstone Sales Representative at 1-800-283-8386 for more information.

Once you have completed the sign-up process and received your LifeLearn username and password, you can then perform the synchronization in Cornerstone to begin printing your ClientEd Online client handout documents.

Notes:

- If you currently use CD-based LifeLearn documents with Cornerstone, existing documents you may have customized or edited will not be overwritten during the sync process in Cornerstone.
  - To avoid duplicate templates in the template list, delete any CD-based LifeLearn documents that you no longer want to use. From the toolbar, select Lists > Documents to review and delete templates before you synchronize.
If you had special actions set up with CD-based LifeLearn documents (for example, to automatically print), change the special actions to link them to the online documents.

- There is a one-time user license fee associated with ClientEd Online, as well as a monthly subscription fee.

**Synchronizing LifeLearn ClientEd Online Documents with Cornerstone**

Upon activation of the ClientEd Online service with LifeLearn, in Cornerstone select **Tools > Synchronize LifeLearn Documents**.

On the LifeLearn ClientEd Sync dialog box’s **Account** tab, enter your LifeLearn account username and password in the fields provided. Leave all other fields at their default settings, and click **Sync Now** to update Cornerstone with the latest documents available. Once the first synchronization is run, you can then return to this dialog box at any time to sync and receive any new documents or edits in your online library.

**Note:** Depending on the speed of your Internet connection and transfer rate, the synchronization process may take a long time the first time you sync all documents with Cornerstone. Consider doing your initial sync during a time that you do not need to use that workstation, as it will be dedicated to the sync process.

**Customizing and Editing Your Library of ClientEd Online Documents**

LifeLearn ClientEd Online provides you with the added flexibility to edit the handouts and to ensure consistency of the handouts across your practice. You can:

- Edit the handouts as often as you like.
- Customize any document to reflect your practice’s philosophy, style, or culture.
- Add your own articles to your library.
- Access a record of the edits made, date of the edit, and who in your practice has made the edits.
Any edits made in your online library will be retained and reflected the next time you sync your LifeLearn ClientEd Online documents in Cornerstone.

**Note:** You will receive detailed instructions on editing and customizing your library of documents when you sign up for the ClientEd Online service with LifeLearn.

### Selecting a LifeLearn Document from the Start New Document Window

Using the Start New Document window, you can search for a LifeLearn document by keyword, species, topic, and/or system.

**Note:** LifeLearn documents do not display in the Preview pane like other document templates because LifeLearn documents are Microsoft® Word documents.

Select the document and click **OK** to open the document in Microsoft Word with predefined practice and patient demographics included in the appropriate fields within the document.

**Note:** Microsoft Word is required to print LifeLearn documents that include your Cornerstone practice information and patient demographics. (Word Viewer can be used, but note that the Cornerstone practice and patient information will not be included in the documents if printing from Word Viewer.)

### Other Ways to Use LifeLearn ClientEd Documents with Cornerstone

In addition to accessing LifeLearn documents on the Start New Document window, these documents can also be linked to certain actions in Cornerstone to streamline your client communications and automatically print client handouts.

In Cornerstone, you can link documents to:

- An invoice item, using the Print Document special action.
- A reason for visit.
- A diagnosis code

**Note:** Mobile Computing module users in the field will not be able to sync LifeLearn documents but will be able to search for them.
Chapter 33: Using IDEXX Pet Health Network* Pro

IDEXX Pet Health Network* Pro lets you manage communication to and from your clients right inside the IDEXX Cornerstone* Practice Management System.

The tools available when you use Pet Health Network Pro with Cornerstone include:

- Sending automatic reminders by mail and/or email.
- Allowing clients to confirm appointments by email or text.
- Receiving requests for appointments and prescriptions from clients via the Petly* website, as well as receiving updated client information.
- Sharing selected documents from the patient record with clients electronically.


Setup

Activate and Set Up Pet Health Network Pro

Before you use the new Pet Health Network Pro features, you need to sign up for the service. Get started by contacting a Pet Health Network Pro communications specialist at 1-855-627-6570 or support@pethealthnetworkpro.com. The specialist will walk you through the set up of Pet Health Network Pro for your practice. The setup steps for some key features are outlined below, and you can find more detailed guidance on each Pet Health Network Pro screen.

**Note:** Pet Health Network Pro is a subscription-based service. There is also a charge for postcard communications. Contact Pet Health Network Pro for subscription information.

Set Up Reminders on Pet Health Network Pro

You can set up email and/or postcard reminders that will be sent automatically to clients a specified number of weeks before a patient is due for an appointment. Email reminders allow clients to confirm the appointment electronically.

**To set up reminders:**

1. Log in to Pet Health Network Pro, and click Communications and Medical Reminders.
2. On the Medical Reminders screen, fill in the information in the Schedule and Options areas.
3. If necessary, click the edit links to edit the design of postcards and email messages.
4. When you have finished setting up reminders, log out of Pet Health Network Pro and close your browser window.

Set Up Appointment Request and Pharmacy Request Options

When you have Pet Health Network Pro, you can give your clients the ability to request appointment times from their account on Petly.com. You can also give them the ability to request prescription refills from Petly.com. Cornerstone displays these requests so that you can schedule the appointment or refill the prescription based on the information the client sends.
To set up appointment request and pharmacy options:
1. Log in to Pet Health Network Pro, and click Petly.
2. Fill in the information in the Appointment Requests and Prescription Requests areas.
3. When you have finished completing the information, log out of Pet Health Network Pro and close your browser window.

Set Up Missing Client Email Alert Options
Pet Health Network Pro uses the client email information stored in Cornerstone to send out reminders, confirmation requests, and invitations for clients to join Petly.com. To ensure that email information is obtained, a missing email alert has been added to Cornerstone. You can configure how this alert is displayed and whether it is displayed at all. The alert is displayed on the Patient Clipboard and in the Client Alert window.

To set up the Missing Client Email Address alert:
1. On the menu bar, select Controls > Defaults > Practice and Workstation, and then select Alerts in the navigation pane.
2. Make sure that Missing Client Email Address is selected.
3. Click Save to save your changes.

Use

View Incoming Client Requests and information via the IDEXX Message Center
If a client uses Pet Health Network Pro to send a request for an appointment or prescription refill or to update client information, you can view that information from the IDEXX Message Center in Cornerstone.

To view and act upon client requests and information:
1. On the Cornerstone toolbar, click the IDEXX Message Center button.
2. Click the Client Messages tab.
3. Click the appropriate subtab:
   - Appointment Requests
   - Prescription Requests
   - Client Updates
   Each tab displays a list of messages. Messages in black are unread. If there is more information than the message center can display at one time, use the arrow buttons at the bottom of the window to move forward and back through the pages. If you want to update the list of messages, click Refresh.
4. To open a message, double-click it.
   OR
   To act on more than one message, hold down the CTRL key and click each message you want, then right-click and select Open.
   A dialog box displays each selected appointment request, prescription request, or client update.
5. If you want to copy text from the message, highlight it and press CTRL+C. To paste this text in a text box elsewhere in Cornerstone, click inside the text box and press CTRL+V.

6. To open the Patient Clipboard so that you can schedule the appointment, enter the prescription refill, or make updates to client information, click the Patient Clipboard link in the lower right of the dialog box.

Additional Message Center Tips

- The IDEXX Message Center lists all recently returned results from IDEXX Reference Laboratories and IDEXX VetLab* Station. Click the IDEXX Message Center button on the toolbar to open the window, and then click the Lab Results tab. The button appears in red and black when there are unread messages.

- The number of messages in each tab and subtab appears in brackets next to the tab or subtab name.

- Client messages are bold black when they are unread, and light gray after you have read them. Tip: If you want to turn a read message back to its unread state, right-click it and select Mark as unread.

- Once a message has been deleted, it is gone from Cornerstone and cannot be retrieved; however, you can keep messages indefinitely if you choose.

Automatic Appointment Confirmations through Pet Health Network Pro

If you set up email reminders in Pet Health Network Pro, the reminder includes a button that the client can use to confirm the appointment. Also, if the client visits Petly.com within a specified number of days before the appointment, a reminder will appear, and this reminder also includes a Confirm Your Appointment button.

When the client confirms the appointment, the confirmation is recorded on the Edit Appointment dialog box for that appointment. Next to the confirmation date, Cornerstone shows that the appointment was confirmed by Pet Health Network Pro (displayed as “PHN Pro”).

Note: If you need to clear the Confirmed on text box, click Unconfirm, just as you would if you entered the confirmation date manually.
Share Documents with Clients

With Pet Health Network Pro, you can share the following documents with clients electronically:

- Medical Notes (enhanced format)
- Medical Notes (text only)
- Correspondence (enhanced format)
- Correspondence (text only)

You have the opportunity to add a personal message that will appear with the document the client’s page at Petly.com. Once a document is shared, you cannot remove it from the client’s page at Petly.com.

**Note:** You can also share laboratory results and client-friendly reports from IDEXX VetConnect* PLUS within Cornerstone.

**To share a document:**

1. In the Cornerstone Editor, while looking at a medical note or correspondence document that is in the Final state, click Share. The PetHealth Network Pro—Sharing dialog box appears.
   
   **Note:** Documents in a state of Tentative cannot be shared.

2. Enter your staff ID and the message that you want to appear with the document.

3. Click OK. The document will appear on the client’s Petly.com page within a few hours.

**Seeing What You’ve Shared**

When you share a document, Cornerstone displays when and by whom a document was shared in the following locations:

- On the Medical Note window, in the Hx Description line
- On the Patient Clipboard*, on the Summary and Medical Note tabs
- On the Check-in Report (either by date or by type), in the history line

**Note:** Laboratory results and client-friendly reports that you share from IDEXX VetConnect* PLUS within Cornerstone can be viewed from the VetConnect PLUS communications log but are not viewable elsewhere within Cornerstone.
Viewing Pet Health Network Pro Activities on Reports

Information about activities related to Pet Health Network Pro is available in the following reports:

- The Patient History Report and the Check-in Report show when a document was shared, and who shared it.

Features to Record Client Email Addresses

IDEXX Pet Health Network Pro uses the client email information stored in Cornerstone to send out reminders, confirmation requests, and invitations for clients to join Petly.com. To help ensure that email information is obtained, the following features are available:

- If the Email address text box is empty, it is highlighted.
- If the client does not want to give his or her email address, select the Email declined check box. This turns off the highlight on the Email address text box and turns off missing email address alerts for this client (if you have set up missing email alerts). Also, Cornerstone displays the date on which the client declined to provide their email address (the date you check the box).

Additional IDEXX Pet Health Network Pro Features

IDEXX Pet Health Network Pro is updated independently of Cornerstone. From time to time, new features may be available in IDEXX Pet Health Network Pro even though you have not upgraded your Cornerstone software. Check pethealthnetworkpro.com periodically to learn about these new features. After you have activated IDEXX Pet Health Network Pro, you can see additional information about new features on your practice’s IDEXX Pet Health Network Pro Home page (go to pethealthnetworkpro.com/login and sign in).