

Chart Buttons

Chart buttons are used to organize the electronic chart. They take the place of tabs or folders in a traditional paper chart and group similar documents together.

For example, a practice can have a chart button called Consults. Under this chart button, documents such as Consult Urology, Consult Cardiology, Consult Orthopedic would be organized together.

A document can also be assigned to multiple chart buttons. For example, Consult Cardiology can be assigned to the Consults button and a Cardiology button.

medent has created four chart buttons—PFSH, Progress Notes, Correspondence, and Patient Education—but allows up to 200 chart buttons. Multi-specialty practices can share chart buttons.

Create Chart Buttons

- Medical Records > Medical Records Setup > Chart Preferences > Document Chart Buttons
- Click **New**.

Chart Button		Inactive <input type="checkbox"/>	View Users with Access	
Name		Abbreviation		
Display Button	<input type="checkbox"/>	Display Thumbnail	<input type="checkbox"/>	
Alt Tooltip		LOINC		
Share with Community Chart	<input type="checkbox"/>	Share Documents Dated After	00/00/00	
Share with Portal (OpenNotes)	<input type="checkbox"/>	Share Documents Dated After	00/00/00	

- **Name:** Enter the button name to display in the chart. (e.g. Consults)
- **Abbreviation:** Enter a 5-character abbreviation. (e.g. CON)
- **Display Button:** Check to display the button on the document summary screen. Note: Only 5 buttons can be displayed.
- **Display Thumbnail:** Check to display thumbnail of the button's image.

Both options follow the same steps:

- Start typing to search for a document or chart button. Locate the one you want to use and click on it.
- Select chart button(s) or document(s) to assign it to.
- Click **OK** to save.

Note: Changes will not go into effect until the user exits medent and starts a new session.

- **Log:** Click to view the log for the setup.
- **Print:** Click to print a list of the assigned chart buttons.
- **Done:** Click to save and return to preferences.
- **Clear:** Click to clear any search parameters.

Security and Chart Buttons

If a user does not have security clearance to a specific chart button, document codes assigned to that chart button cannot be changed.

If a user has access to medent imaging, a document can be assigned to a chart button but the user will be unable to edit or change the routing of the document once it has been created.

If a document was assigned to multiple chart buttons and the user has security clearance to a chart button, the document will be viewable.

Resources

medent manual:

<https://www.medent.com/htmlmanual/html/v237/documentchartbuttonscp.htm>

<https://www.medent.com/htmlmanual/html/v237/assignchartbuttonstodocumentscp.html>