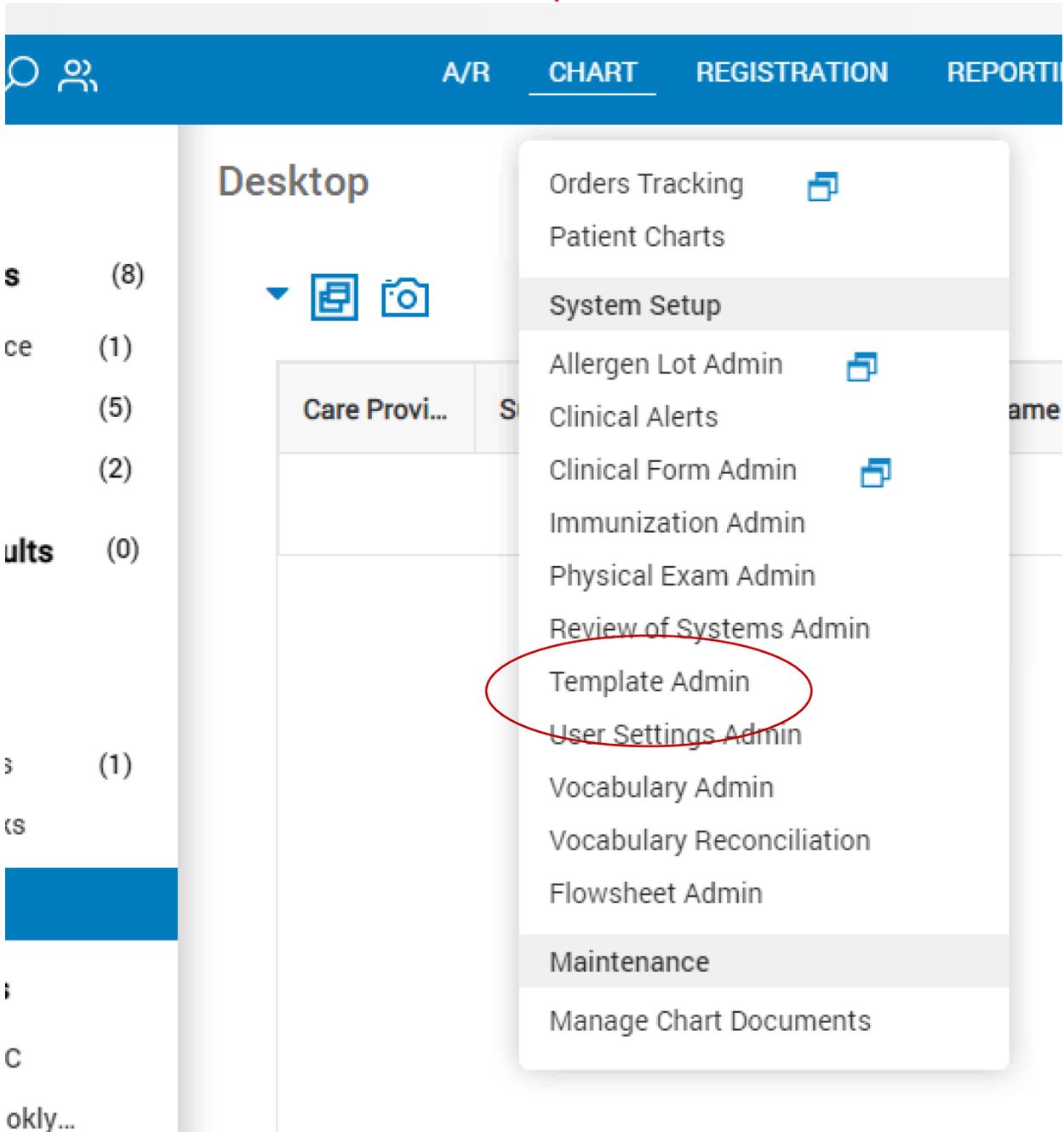


Sharing templates within the Greenway EMR:

You can choose to import a template to “make it your own” or use templates developed by others which does not allow for customization. This guide will walk you through both methods.

To import a template:

1. Hover over the “Chart” tab and select **Template Admin**.



2. Click **Import**.

Greenway Prime Suite

A/R Chart Registration Reporting Schedule System Help

Template Admin

Options:

- Consultation/Correspondence Template
- Order Template
- Procedure Template
- Progress/H&P Template
- Quick Note Template
- Edit Template
- Delete Template
- Delete Folder
- Import**
- Export

Folder: Root		
Name	Description	Type
Add on Abdominal pain initial	Add on Abdominal pain initial	Progress I
Add on ADHD follow-up	Add on ADHD follow-up	Progress I
Add on Anxiety follow-up	Add on Anxiety follow-up	Progress I
Add on Anxiety initial	Add on Anxiety initial	Progress I
Add on Depression follow-up	Add on Depression follow-up	Progress I
Add on Depression initial	Add on Depression initial	Progress I
Add on Diabetes follow-up	Add on Diabetes follow-up	Progress I
Add on Elevated Liver Enzymes follow-up	Add on Elevated Liver Enzymes follow-up	Progress I
Add on Eustachian Tube Dysfunction follow-up	Add on Eustachian Tube Dysfunction follow-up	Progress I
Add on Hyperlipidemia follow-up	Add on Hyperlipidemia follow-up	Progress I
Add on Hypertension follow-up	Add on Hypertension follow-up	Progress I
Add on Hypothyroidism follow-up	Add on Hypothyroidism follow-up	Progress I
Add on Male Hypogonadism follow-up	Add on Male Hypogonadism follow-up	Progress I
Add on Prediabetes follow-up	Add on Prediabetes follow-up	Progress I
Add on Skin biopsy	Add on Skin biopsy	Progress I

3. Click **Browse** next to "File System:".

-- Webpage Dialog

Select Clinical Templates

Greenway Library: **Browse** Search **File System:** **Browse**

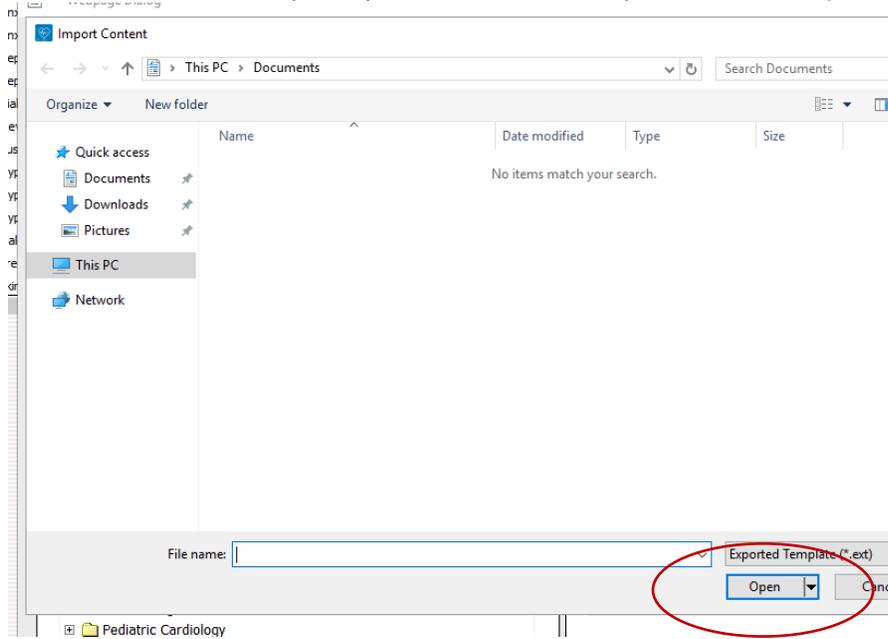
Browse Greenway Library

- All Specialties - Examples
- Allergy & Immunology
- Behavioral Medicine
- Cardiology
- Cardiovascular & Thoracic Surgery
- Dermatology
- Endocrinology
- ENT
- Family Practice
- Gastroenterology
- General Surgery
- Hand Surgery
- Hematology & Oncology
- Internal Medicine
- Nephrology
- Neurology

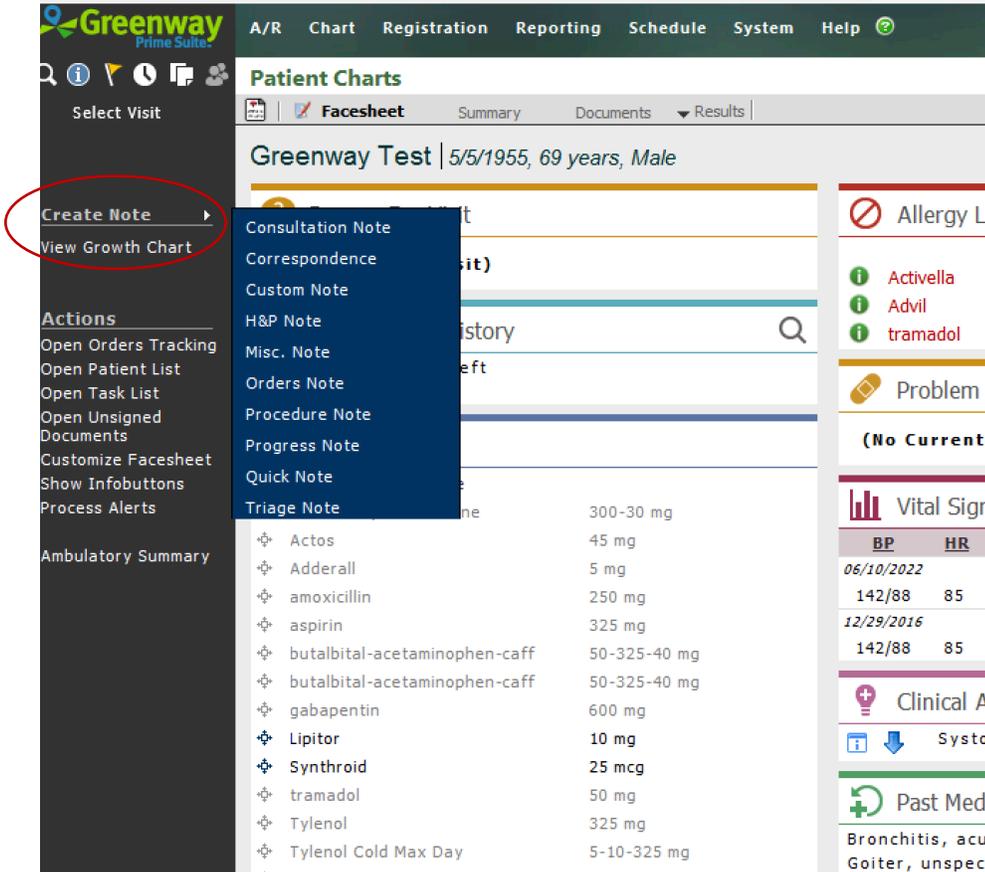
Review and Finalize Import

Current Selections

4. Select the template you would like to import and click **Open**.



5. The template should now be added to your template library. To use, click **Create Note** and select your note type.



6. Click **Select Template** and pick your template to use.

The screenshot shows the 'Patient Charts' interface with a 'Template Library' window open. The left sidebar contains navigation options: 'Select Visit', 'Import Document', 'Select Template' (circled in red), 'Create Note', 'Sections' (with sub-items: CC, HPI, PFSH, ROS, Vitals, PE, Drawings, Results, Assessment, Plan, E&M), and 'Note Options' (with sub-items: Confidentiality Level, Preview, Save (Charges Ready), Save (Hold Charges), Save & Sign, Close Note). The 'Template Library' window has tabs for 'Facesheet', 'Summary', 'Documents', 'Results', and 'Progress Note'. It includes a 'Browse By Category' section, a 'View Alphabetical List' option, and a 'User' dropdown set to 'Patrick Stevens'. The main content area is titled 'Category View' and lists various templates, each with a plus icon and a minus icon:

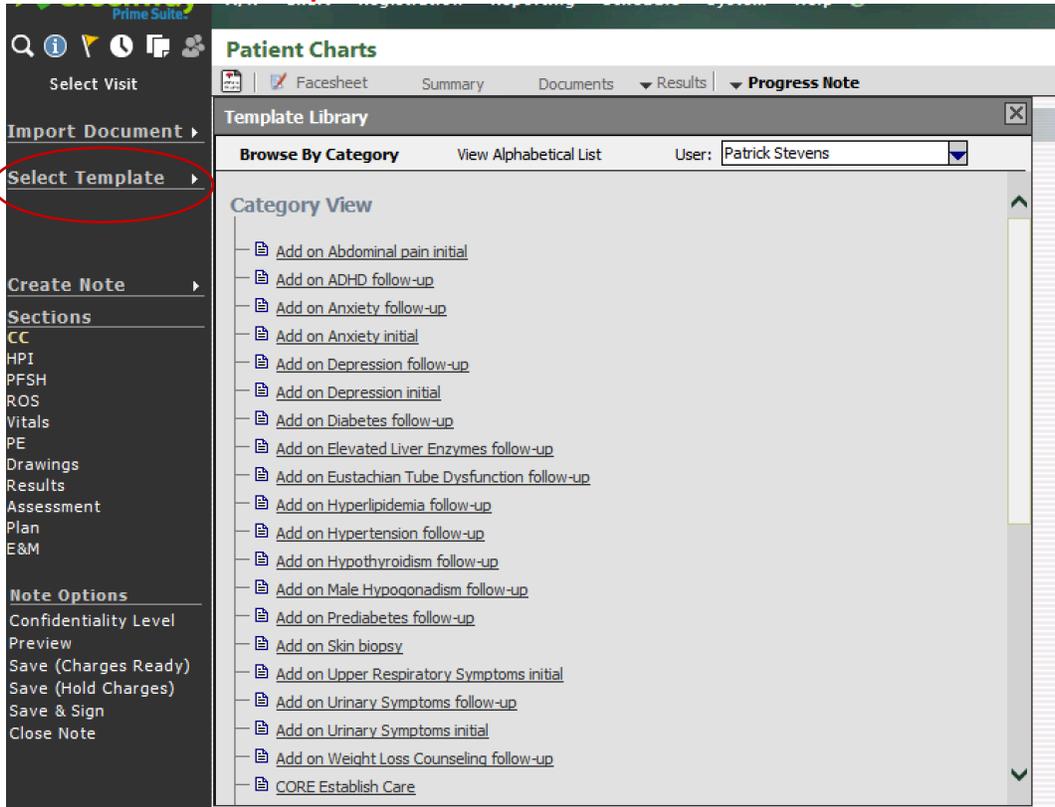
- [Add on Abdominal pain initial](#)
- [Add on ADHD follow-up](#)
- [Add on Anxiety follow-up](#)
- [Add on Anxiety initial](#)
- [Add on Depression follow-up](#)
- [Add on Depression initial](#)
- [Add on Diabetes follow-up](#)
- [Add on Elevated Liver Enzymes follow-up](#)
- [Add on Eustachian Tube Dysfunction follow-up](#)
- [Add on Hyperlipidemia follow-up](#)
- [Add on Hypertension follow-up](#)
- [Add on Hypothyroidism follow-up](#)
- [Add on Male Hypogonadism follow-up](#)
- [Add on Prediabetes follow-up](#)
- [Add on Skin biopsy](#)
- [Add on Upper Respiratory Symptoms initial](#)
- [Add on Urinary Symptoms follow-up](#)
- [Add on Urinary Symptoms initial](#)
- [Add on Weight Loss Counseling follow-up](#)
- [CORE Establish Care](#)

To use another person's template:

1. Click **Create Note** and select your note type.

The screenshot displays the Greenway Prime Suite software interface. The top navigation bar includes 'A/R', 'Chart', 'Registration', 'Reporting', 'Schedule', 'System', and 'Help'. The main header area shows 'Patient Charts' and 'Facesheet' tabs. The patient information section identifies the patient as 'Greenway Test | 5/5/1955, 69 years, Male'. On the left sidebar, the 'Create Note' option is circled in red, and its dropdown menu is open, listing various note types: Consultation Note, Correspondence, Custom Note, H&P Note, Misc. Note, Orders Note, Procedure Note, Progress Note, Quick Note, and Triage Note. Below the menu, a list of medications is visible, including Actos, Adderall, amoxicillin, aspirin, butalbital-acetaminophen-caff, gabapentin, Lipitor, Synthroid, tramadol, Tylenol, and Tylenol Cold Max Day. The right sidebar contains sections for 'Allergy L', 'Activella', 'Advil', 'tramadol', 'Problem', 'Vital Signs' (with BP and HR data for 06/10/2022 and 12/29/2016), 'Clinical A', and 'Past Med' (listing Bronchitis, acu and Goiter, unspec).

2. Click **Select Template**.



3. Click on the **User** who has the template you would like to use and select the template.

