IDEXX **Cornerstone**˚

Practice Management System

The Whiteboard window provides a centralized view of patients' treatment schedules and statuses. It gives at-a-glance access to key patient information, as well as access to more detailed information about scheduled treatments.

Sort order defaults to Patient Name and critical patients with treatments for that hour at top. 💜 marks critical patients.

Color-coding of the patient name helps identify the status of the patient or the status of the patient's treatment orders.

- Yellow 🟨 –Indicates patient does not have any treatment orders assigned OR is past the expected discharge date.
- Red 🟥 –Indicates the patient has overdue treatment orders.
- Black ⬛ –Indicates the patient's treatments are current.

The color-coded dot shows the primary reason for visit. Adjacent bold text shows secondary reason. If no secondary reason is assigned, the text displays the primary reason.

Rest mouse pointer on a patient block to see details.   **Rest mouse pointer on a time block** to see treatment details.

In both the treatment block and the pop-up window, a check mark ✓ displays next to any completed treatments.

Adding patients to the Electronic Whiteboard

To	Do this
Add patient at initial check-in	Complete check-in information on the Patient Check-in/out window. In the **Check-in/out information** area, select **Inpatient**. The patient is added to the Electronic Whiteboard (and awaiting patient orders). Proceed as usual to update/complete the check-in process.
Add patient directly to Electronic Whiteboard	With the client's account displayed on the Patient Clipboard*, right-click the patient's name and select **Electronic Whiteboard > Patient Orders**. If alerts display, address them, then click **OK** to proceed. Enter the header area information, and then enter patient orders and proceed.

Patient Orders actions

To	From the Patient Orders window with the patient information listed, do this
Create a patient order	In the first **Item ID** field, type an ID or press F2 to search for an item. The **Item ID** and the **Item Description** appear. Other order details may be listed if this item has been used previously on a patient order. Edit or complete the details in the **Patient Order** columns for this patient, and then continue to add patient orders as needed. When orders are complete, click **OK**. (After you click **OK**, you can discontinue but not delete a patient order.)
Transfer patient orders from the Whiteboard Patient Visit List (WPVL)	Click the **PVL** button to view items to transfer. Scroll up if necessary to see all the items. Delete duplicate items as appropriate (select item and press Ctrl + D). Change the status of items as needed. Items marked as "performed" (🗓) cannot be transferred from the WPVL to the Patient Orders window. In the **Ord** column, select the check boxes for the items you want to move from the WPVL to the Patient Orders window. Then, click **Order**.

KEYBOARD SHORTCUTS

F1	Display online help for the current window.	**Ctrl + A**	Select all.
F2	Look up values for a list, such as with ID fields.	**Ctrl + C/Ctrl + X**	Copy/cut the selected item.
Tab	Move the cursor to the next field.	**Ctrl + V**	Paste selected item.
Shift + Tab	Move the cursor to the previous field.	**Ctrl + Enter**	Move cursor to the next line in note areas

FOR MORE INFORMATION

For Electronic Whiteboard setup and detailed instructions, see the Electronic Whiteboard section of the Cornerstone* Help.

Go to idexxlearningcenter.com to view snippet videos about the Electronic Whiteboard and other Cornerstone features.