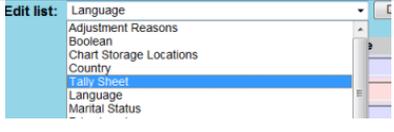
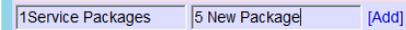
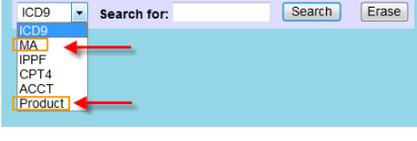
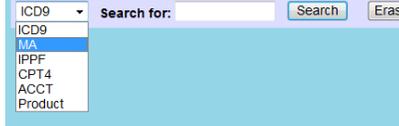
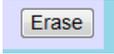


PROCESS DESCRIPTION - VERSION 4.0 (June 2010)

ROLES: SYSTEM ADMINISTRATOR (CENTRAL OFFICE) PROCESS 4.4.1: CREATING A SERVICE PACKAGE

| # | Step  | Observations  | Menu options or screen information  |
|---|---|---|---|
| 0 | <b>Preliminary steps:</b><br>Make sure you have all components (individual services and products) of the service package already defined and entered into OpenEMR   | Please verify whether the prices will be the same as if services or products were sold individually, otherwise you might need to create services or products for "packaging" at discounted prices. Alternatively, you might have a discount policy to be applied at checkout in case of packages. |   |
| 1 | <b>Select Lists Option</b><br><br>Select: <b>Administration &gt; Lists</b>  | Note: Normally, you will need Administrator access rights to use this option. If you do not see the Administration / Lists Option it is possible that your UserID does not have that access level   |    |
| 2 | <b>Select the Tally Sheet List</b><br>In the Edit List page look for the Tally Sheet list in the drop-down menu and select it as shown.<br><br>You will see existing packages   |   |    |
| 3 | <b>Add a Service Package Group</b><br>You may use an existing group or create a new group in the 'Group' column<br><br>Hint: Use a number and a Group Name:<br>Example: 1Service Package  |   |   |
| 4 | <b>Add New Package in Option Column</b><br>In the 'Option' column add the name of the new Package<br><br>Examples: GCAC Package, Special Package, etc.  |   |   |
| 5 | <b>Add package components</b><br>Select the [Add] Link in the 'Generates' column and a Search window will be displayed.<br><br>You will then select either an MA (service) or Product in the drop-down menu   |   |  |
| 6 | <b>Add service to package</b><br>Selecting the MA list, you will be able to find the appropriate SERVICES to be added to package.<br><br>You can use selection criteria in the Search for box to limit the type of services you want to see in the list. If you do not specify a criterion, then you will see the complete service list.<br><br>Note: repeat Steps 5 & 6 to add all services needed |   |  |
| 7 | <b>Add a Product to package</b><br>Selecting the Product list, you will be able to find the appropriate PRODUCTS to be added to package.<br><br>Use search criteria to limit your product list.<br><br>Note: repeat Steps 5 & 7 to add all products needed  |   |  |
| 8 | <b>Deleting a service or product</b><br>Use the Erase button to delete services and products from your package (please note that using the erase button deletes all services and products in the selected package)  | Sample package:<br><br>MA:252004 Pre-abortion counseling<br>MA:252001 Abortion induced mva gcac<br>MA:25227105 Post abortion counselling with fp  |  |