

Doctor cheat sheet

Your day, your notes, your patients.

- 1 Sign in**
You land on Today with only your own patients. Needs attention lists finished visits with no note yet.
- 2 Your day**
Counters show booked, waiting and done. Checked in patients are waiting for you. Reception does the check in.
- 3 Schedule**
Weekly Schedule shows your week. Use the arrows to change week and Print for paper. Appointments shows the same visits as a list.
- 4 Find notes to write**
Treatment Notes lists completed sessions from the last 90 days. Switch on Only sessions with no note yet, then Add Notes.
- 5 Write a note**
Four parts: Subjective, Objective, Assessment, Plan. Dictate buttons are there if you prefer to speak. Set pain 0 to 10 and a suggested next visit. File documents like referrals or scans. Press Save Notes.
- 6 Look up a patient**
Patient Record: search by name, phone or email. See contact details, past visits with notes, documents and balance. Export PDF to print or send.
- 7 Your numbers**
Dashboard shows your patients, appointments and revenue for the period you choose. Earnings shows this month based on your commission rate.
- 8 Other tools**
Reminders (tomorrow's visits), Invoices (your patients), Referring Doctors. Settings and users stay with the admin.

Keep notes up to date and Needs attention stays empty.