



**VIRTUALOFFICEWARE**  
HEALTHCARE SOLUTIONS



# **Visual Form Editor: Course Prerequisites**

## Class Objective

The main objective of the class is to ensure attendees understand basic program functionality. During class item functionality is explained, shown by example and then class attendees are provided time to incorporate the item/functionality into a test form. If all basic functionality items are covered and completely understood, and time permits, attendees may be provided time to work on practice specific forms.

## Class Prerequisites

1. Must have working knowledge of basic EMR functionality including
  - How to perform chart updates
  - Import and export of form components
  - How to pull in an individual form into an update
  - Have an understanding of what observation terms are and how they are utilized within the system
  - Basic understanding of clinical lists, form components, document templates and encounter types
2. Each attendee must bring a laptop or tablet with the Centricity EMR evaluation version installed and Visual Form editor installed.
3. The most recently released observation terms kit from the GE website should be imported into the Centricity EMR evaluation database on your laptop or tablet.

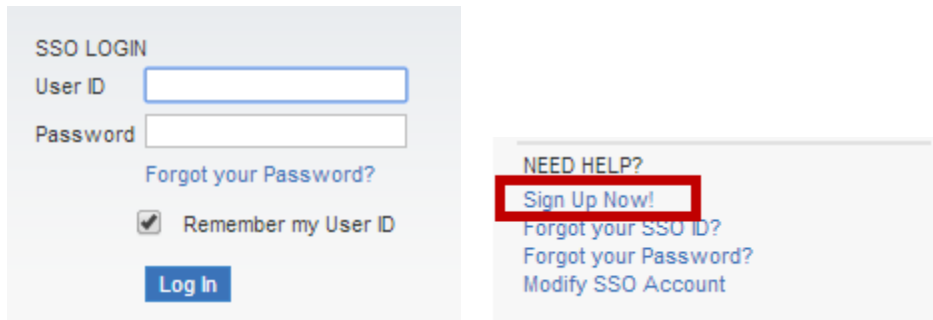
## Laptop/Hardware Prerequisites

1. Supported operating systems include:
  - a. Windows 7 Professional (preferably 64-bit)
  - b. Windows 8 Professional (preferably 64-bit)
2. Unsupported operating systems include:
  - a. Windows XP or earlier, Windows Home, Windows Student, Windows Ultimate
  - b. Non-Windows operating systems (i.e. MAC)
3. An external mouse is required for class as VFE forms creation requires much use of drag/drop technique
4. Register on the Visual Form Editor website (<http://visualformeditor.com>) and bring the Product/Serial ID and/or Product Key received from Logical Innovations after successful registration.

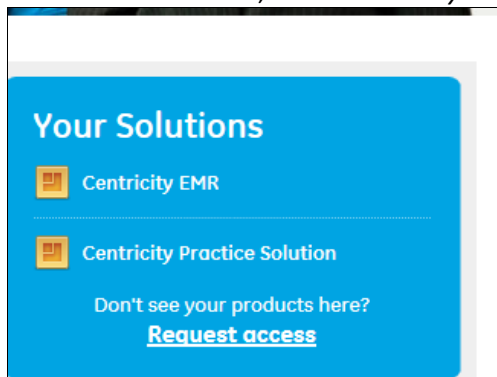
## Installation of EMR Single User Evaluation Version

For training purposes Virtual OfficeWare uses GE's EMR Single User Evaluation Version. The following steps should be followed to complete installation on the laptop to be used for Visual Form Editor training and creation.

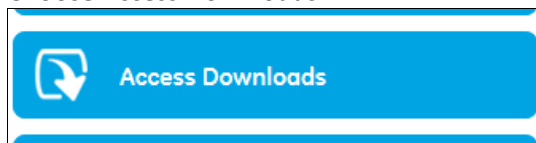
1. Go to <http://www.gehealthcare.com/serviceportal>
2. Enter your SSO user ID and password and click Log In. If you do not yet have one, select *Sign Up Now*.



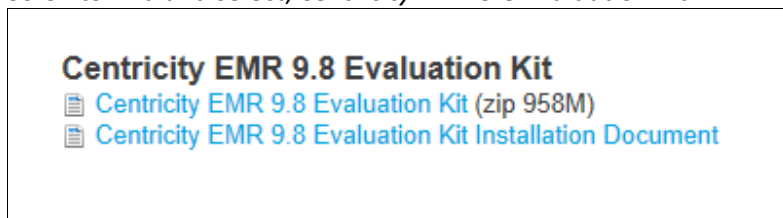
3. Under *Your Solutions*, select *Centricity EMR*



4. Choose *Access Downloads*



5. Scroll to find and select, *Centricity EMR 9.8 Evaluation Kit*

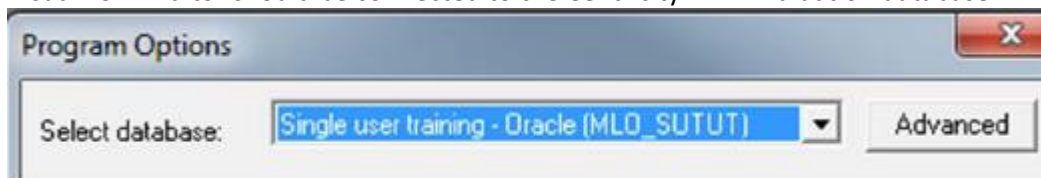


6. Download the zip file to the desktop
7. Unzip and browse to the folder named *EMR20140310-185006\_mu2\_is\_EvalKitRelease\_1401*
8. Double click setup.exe
9. Follow the screens by selecting Next until you reach the Select Features window
10. Select all items but **DO NOT** select LinkLogic
11. Continue through and Finish
12. Centricity EMR Evaluation will be found under Start>Program Files>Centricity EMR 9.8 Evaluation
13. Username will be "hwinston"
14. Password will be "asdf"

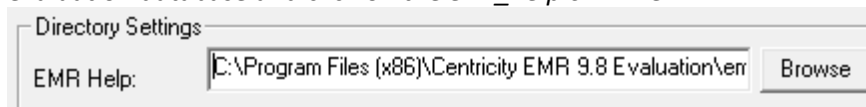
## Installation of Visual Form Editor

1. Go to <http://www.visualformeditor.com>
2. On the left side of the screen click download
3. Click Register
4. Only **one** user is to register
5. Complete questions on the screen and follow steps to complete the registration

6. Once completed with the registration you will receive a temporary license via e-mail
7. Return to the website and click download
8. Click login—enter the login and password
9. Follow the instructions for completion of download
10. NOTE: Prior to installation of the download (clicking on the executable file/.exe file), sign on to the Centricity EMR Evaluation database. Then, double click on the .exe file to install Visual Form Editor.
11. NOTE: You will need the username, product ID/serial # and product key sent to you from Logical Innovations to complete the install.
12. Visual Form Editor should be connected to the Centricity EMR Evaluation database



13. If you are prompted to connect to a help file, browse out to where you've installed your EMR evaluation database and click on the *emr\_help.chm* file



## Class Information

All classes are held at Virtual OfficeWare's Pittsburgh office.

Virtual OfficeWare's Pittsburgh Office  
2000 Cliff Mine Road  
Park West Two, Suite 510  
Pittsburgh, PA 15275

Training sessions begin at 9am EST and typically conclude at 4pm EST. A lunch break is taken as well as short breaks throughout both the morning and afternoon sessions. It is recommended that attendees bring sample paper forms that may be used during class.

VFE class covers all basic functionality needed to create a basic form. Below is a listing of items to be covered during the 2 day class. Note that the items may not be covered in the order listed below.

## Covered Items

- Recommended VFE settings via Options
- Pages (tabs on the form)
- Sections (on the page)
- Visibility regions (and basic MEL programming language to set the regions)
- Headings
- Suppression Blocks
- Use of document variables vs. observation terms in form fields
- Edit fields
- Multiline Edit fields
- Dropdown fields
- Radio dot fields
- List box fields (and making "opposing" list box fields)
- Checkbox fields
- Text
- Data displays
- Buttons – This included understanding of buttons that control other functions
- Flowsheet displays
- Chart Note translation

- Advanced tab on fields: Page Close Handlers; use of numeric validations when using masks (warning vs. force)
- How to convert an item from its present delineation (ex. Heading to text, text to Heading; also how to change a certain type of field to another type of field)
- Reference to data symbols and where in EMR Help to find reference to data symbols
- Importing and testing forms in demo database before importing into LIVE database
- Altering existing GE forms (.fd or .fs file extensions) vs creating new VFE forms (.dlg file extension)
- Appropriate naming/storing/EMR form paths for forms/pages/sections
- Beginning a chart update and bringing in a form component into the active update
- Observation terms/values, flowsheets within EMR
- Importing forms/observation term kits

## Non-Covered Items

- Bitmaps – This is not supported by GE
- MEL programming language

## Hotel Information

**Hyatt Place Pittsburgh Airport – This hotel provides shuttle service to/from airport and to/from Virtual OfficeWare**

**Price Range: \$\$**

6011 Campbell's Run Road

Pittsburgh, PA 15205

Phone: 412-494-0202

Fax: 412-494-0880

[www.hyattplacepittsburghairport.com](http://www.hyattplacepittsburghairport.com)

**Holiday Inn Express Pittsburgh Airport – This hotel provides shuttle service to/from airport but not to/from Virtual OfficeWare**

**Price Range: \$-\$\$**

5311 Campbell's Run Road

Pittsburgh, PA 15205

Phone: 412-788-8400

Fax: 412-788-2577

<http://www.hiexpress.com/hotels/us/en/pittsburgh/pitex/hoteldetail>

The following 2 hotels are directly across the road from Virtual OfficeWare but it should be noted that there is no pedestrian crossing.

**Pittsburgh Airport Marriott – This hotel provides shuttle service to/from airport and may shuttle to/from Virtual OfficeWare**

**Price Range: \$\$**

777 Aten Road

Coraopolis, PA 15108

Phone: 412-788-8800

Fax: 412-788-0743

<http://www.marriott.com/hotels/travel/pitmc-pittsburgh-airport-marriott/>

**Comfort Suites – This hotel has an agreement with the Marriott for shuttle service to/from airport but not to/from Virtual OfficeWare**

**Price Range: \$-\$\$**

750 Aten Road

Coraopolis, PA 15108

Phone: 412-494-5750

Fax: 412-494-5840

<https://www.choicehotels.com/pennsylvania/coraopolis/comfort-suites-hotels/pa327>