

# Atlas Flex Manual

## Installation

Contact Atlas Support for assistance in installing Atlas Flex.

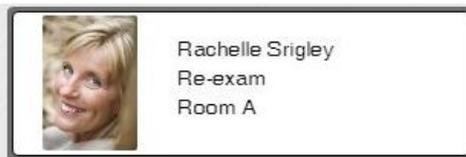
## Using Flex

Patients arrive in the clinic in the same manner as always (sign-in or manual arrival) and can be called to tables either manually or through the calling feature.



The Patient Queue consists of arrived patient cards and a find patient widget. The Queue can be refreshed at any time by clicking refresh from the toolbar. To Find a patient simply start typing in the

find patient widget. Patient find options can be modified by clicking the gear and selecting the patients to include (active, inactive, leads, etc.). Loading patient's in Flex can be done by clicking on the patient card in the Queue.



The Patient card consists of the patient's image, name, the type of appointment the patient has arrived for (or walk-in), and the room the patient is currently assigned to.

**Notes:**  
Jan 1, 2016  
Auto Accident

**Diagnosis:**  
M43.17 - Spondylolisthesis, lumbosacral region  
S13.110 - Subluxation of C0/C1 cervical vertebrae

**Problems:**  
headaches  
low back pain

**SOAP History:**  
Tue Apr 12, 2016 12:03PM - Crystal Bartlett  
Tony Slattery sought treatment today, complaining of constant shooting discomfort in the neck. He rated the intensity of discomfort, using a VAS, as very severe. The discomfort was reported to increase with movement. The discomfort was reported to decrease with rest.  
An objective daily evaluation was performed today to determine Tony's status. Examination revealed that the status of the current condition is changed as follows:  
Today's exam findings report ROM has not improved as compared to the last visit in the following regions:  
Left Cervical  
Thoracic

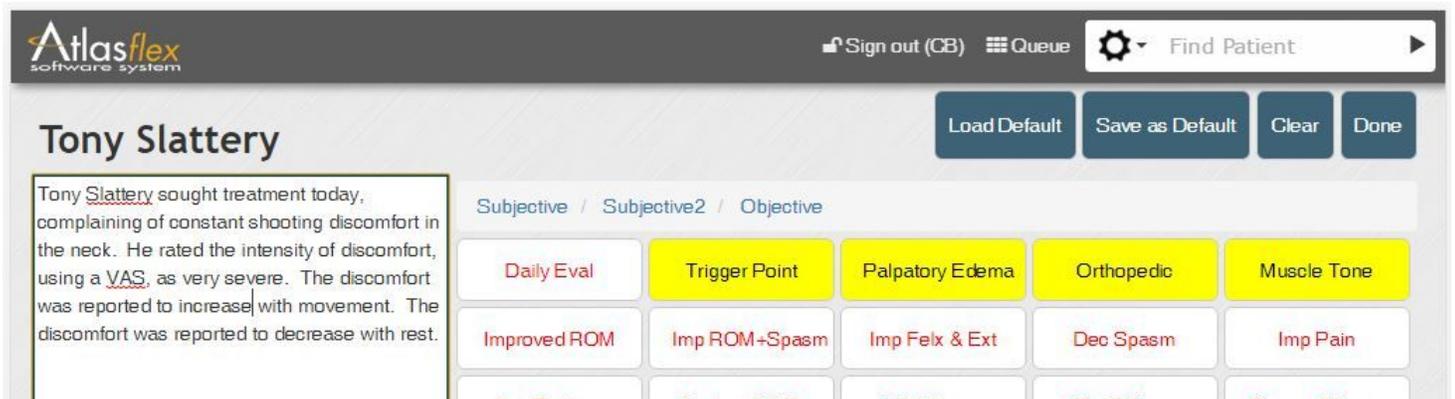
**Care:**  
Start: Jan 1, 2016 End: Dec 31, 2016  
Total: 41 / 75  
CV: 0  
FV: 0  
MV: 0  
Financial:  
PS: Jan 1, 2016  
PE: Jan 1, 2017  
PV: 41 / 100

Week	4X	3X	2X	1X	2W	3W	4W
Jan 1, 2016	4	7	8	12	3	2	2

The patient's VTC in Flex is quite similar to the VTC in Atlas. In the top of the VTC is the patient's information including photo, name, date of birth, and current appointment type. The next appointment date/time and type are also listed for reference when there is a future appointment booked.

Dot Notes, Notes and problems can be directly edited on the VTC. All other areas are read only at this time. To add a SOAP note click the SOAP button to go to the Note Entry screen.

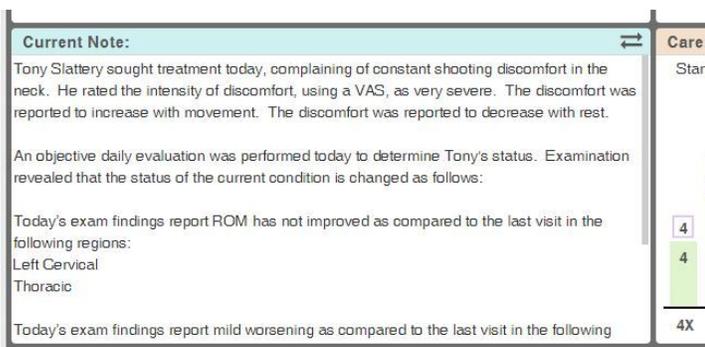
To help users visualize at a glance where patient's are in their care the care plan have been visually represented in a stacked bar graph. Green representing the visits received; purple are visits prescribed. If a patient goes over their prescribed care those amounts are displayed in red.



The note entry screen uses the newly designed Flex Menu to take notes. \*Setup of the Flex Menu is discussed later in the release notes. A default set of narrative buttons is available by request.

Load Default and Save default work as they always have loading the default into the current note or saving the current note to the default note section. 'Clear' will clear the current note and return to the VTC. 'Done' returns to the VTC with the current note.

Above the current set of buttons is the path to the displayed buttons which can be clicked to return to a higher level.



Upon returning to the VTC, the SOAP History area will now display the current note.

Before Posting from the VTC, ensure the correct services will be billed for the patient.

Depending on your current settings the services may be listed alone or with diagnosis (the same as currently appears on the VTC in Atlas).

Clicking Save will save your changes including any newly entered note, while clicking post will save changes in addition to removing the patient from the queue and billing the patient's account for the selected services.

## Setup Flex Buttons

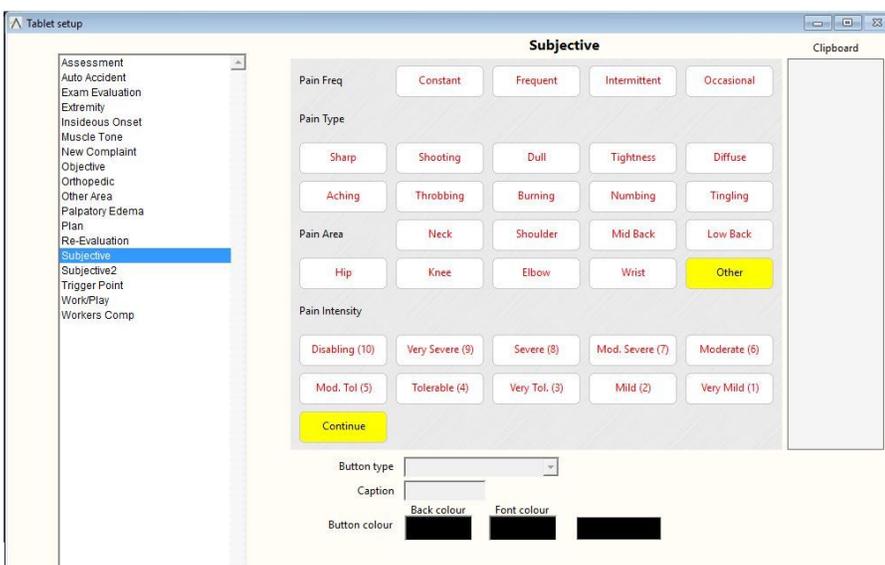


To program the flex menu from the VTC, click Utilities and select Program Flex Buttons

Currently only the SOAP menu is available for editing with future menus available in later releases.

Default colours can be set from the Flex Menu form for menu buttons, note buttons and labels.

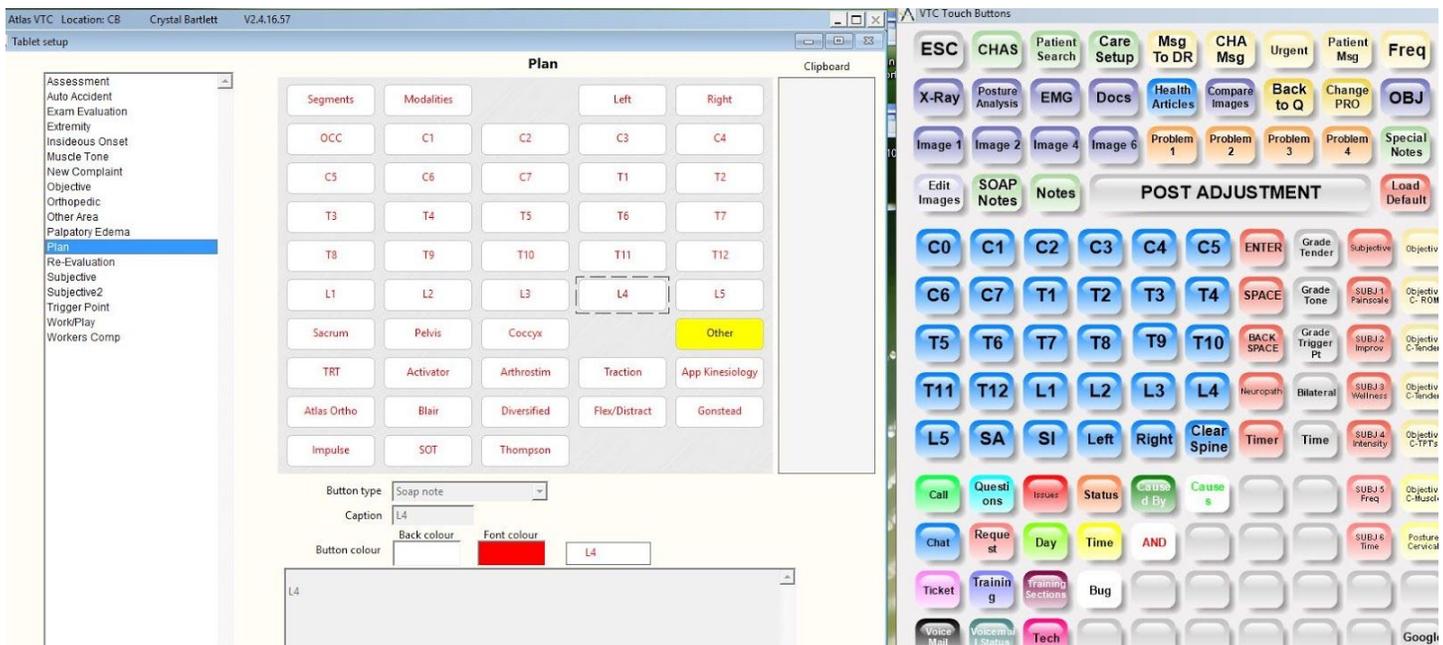
Clicking on the SOAP menu will load the menu for editing. All levels programmed are available in the list and can be displayed in the map view to help visualize the path through the various levels.



When a level is selected the buttons are loaded but are not editable until edit page is clicked. When in edit mode buttons can be created by selecting an empty space and setting the type, caption, etc. for that button. Buttons can be deleted by right clicking on the button and choosing delete. Buttons can be copied by right clicking the button and choosing copy. When copying a button, a copy will appear in the clipboard and will remain there until it is deleted or dragged onto another

level Buttons can be moved within a level by dragging and dropping onto the desired area (this will swap the 2 buttons). A button can also be moved to the clipboard to be later moved to another level.

To reuse the current touchpad programming click the 'show touch buttons' button and select a button as to program (an outline will appear to show it will be programmed). Existing touch buttons can then be converted by clicking on the touch button. Currently only SOAP notes and spine area buttons can be converted (specialty buttons such as CHA Message are not currently available).



### Customer Support:

Atlas Support personnel are trained specifically on the Atlas Chiropractic Software. On occasion, they are able to assist with general computer support (networking, antivirus, and configuration). Atlas recommends that issues outside of the scope of Atlas Support be directed to the appropriate Support professional. A qualified, onsite IT technician can provide you with the most accurate information to resolve your Technical Issues. Atlas Support may be able to assist your technician in resolving issues regarding your Operating System or System Maintenance, to help facilitate the proper function of Atlas.

Support Contact Information:

Mon-Thur: 8am to 7:30pm EST Fri: 8am to 4:30pm EST

Phone: 1-866-76ATLAS (2-8527)

Fax: 1-226-315-1900

Email: [support@atlaschirosys.com](mailto:support@atlaschirosys.com)

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