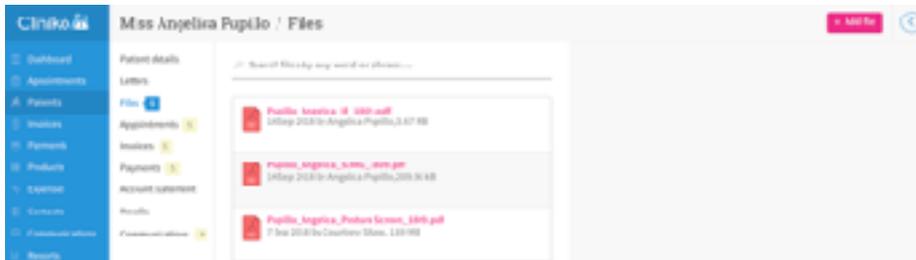


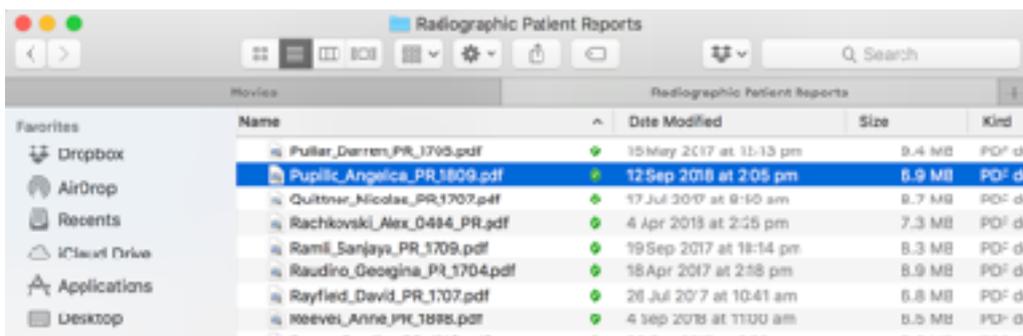
How to put together a patient's 'Report of Findings'

Upon arriving to a Report of Findings appointment, patient's will be given the iPad to have a look through their Report of Findings. Before they can do this we need to put it together for them and save it into the iPad folder. Please follow the following instructions to do this.

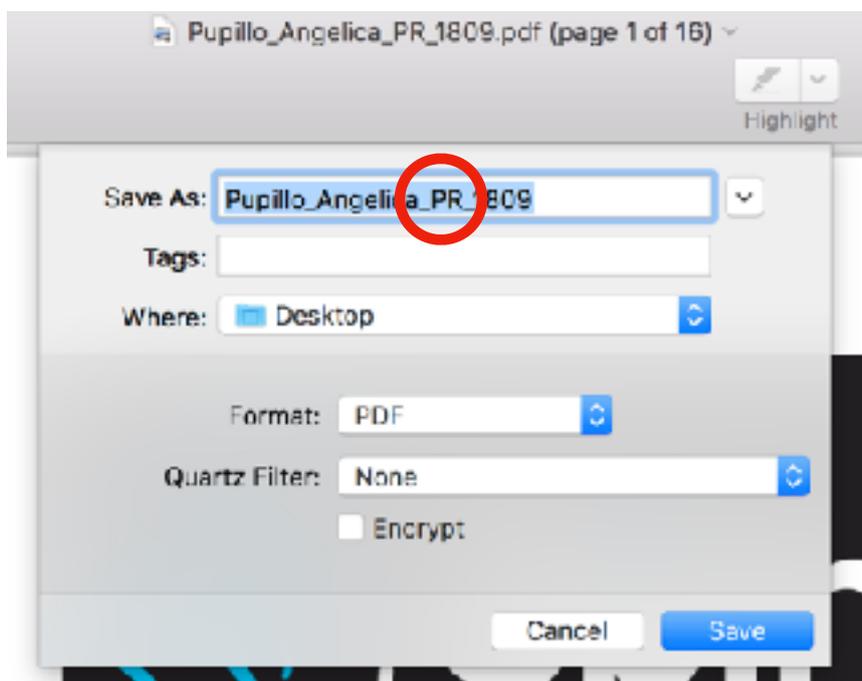
1. Go to the patient's 'Files' on Cliniko and make sure their Posture Screen, SEMG, PR, IR and TS are loaded to file.



2. Go to Dropbox into the file titled 'Radiographic Patient Reports' and open the patient 'Patient's Report'.

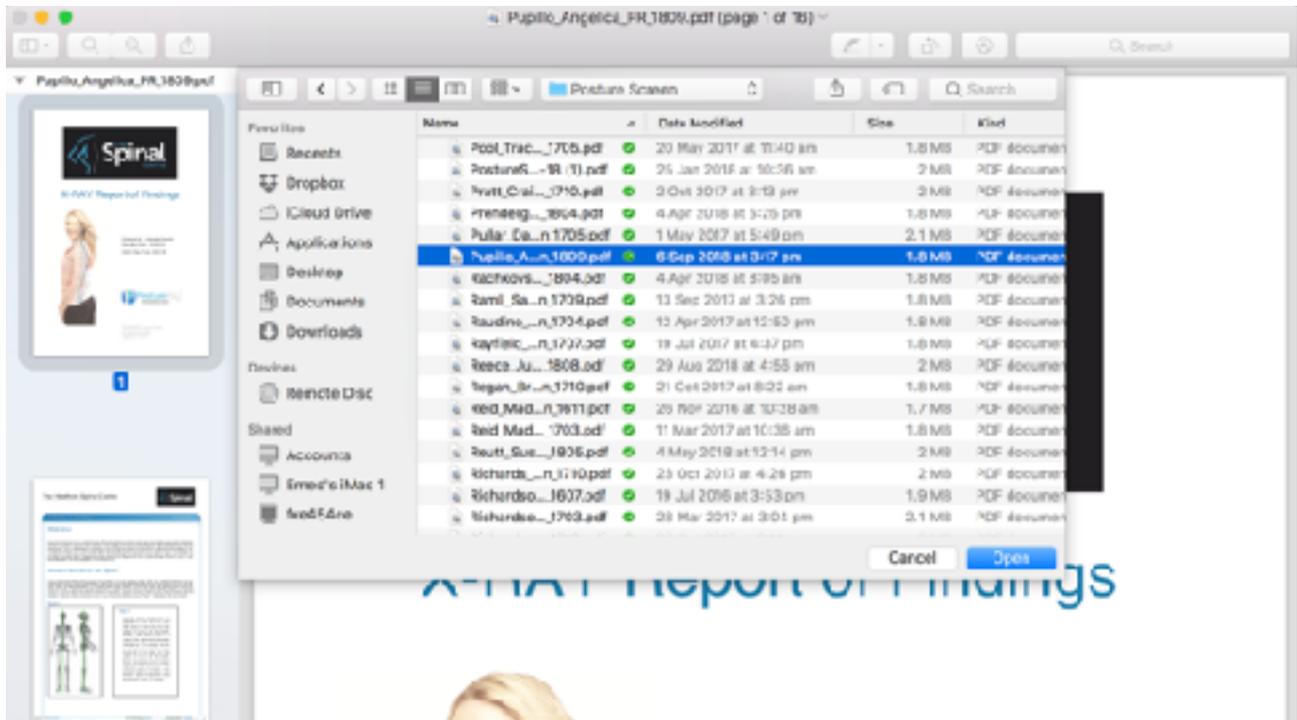


3. Click 'File' then 'Save' and save a copy of the file to your desktop. When saving the file, change the 'PR' to 'RF'. Then close the document.

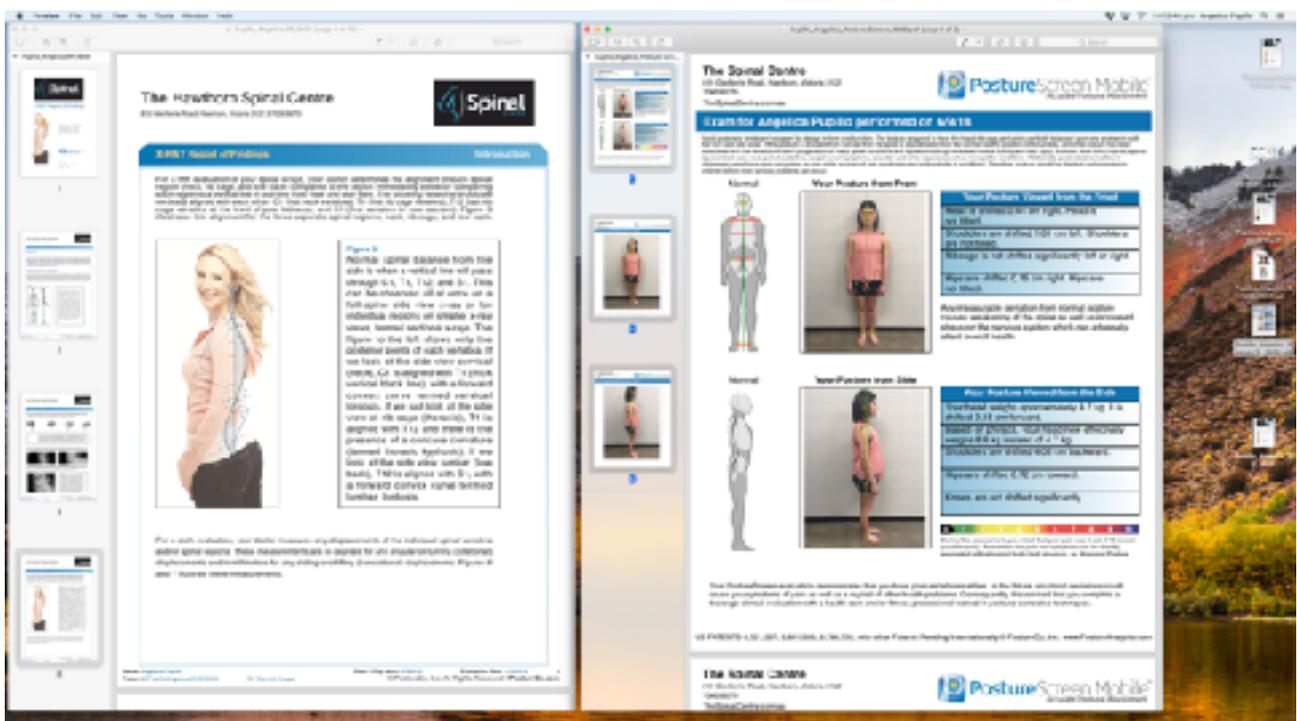


4. Open the newly made Report of Findings, which should have been saved to your desktop. It should appear on the right hand side of your desktop.

5. Go to 'Dropbox' then 'Clinic Reception Dropbox' then 'Posture Screen Testing' then 'Posture Screen' then select the patients Posture Screen. Then click 'Open.'



7. On the same screen open up the Report of Findings and the Posture Screen.



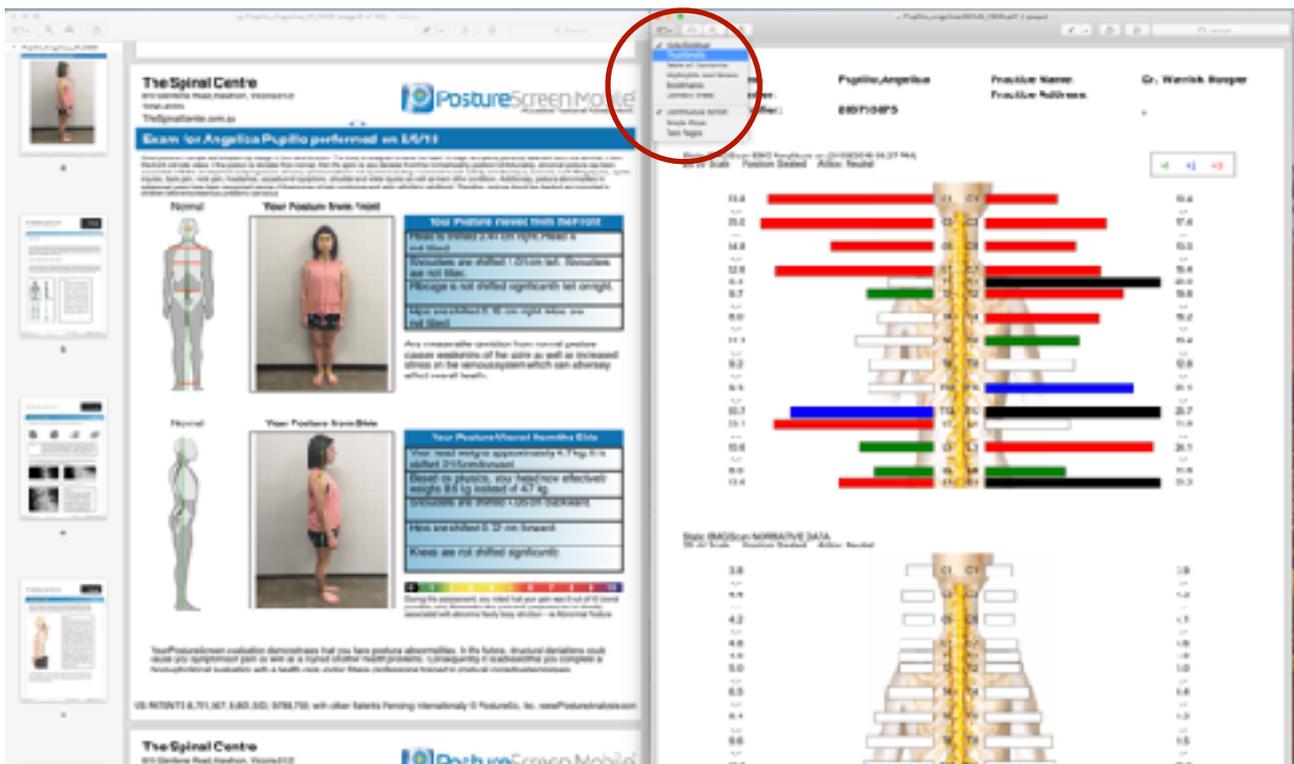
8. Select all the pages of the Posture Screen and drag them over to the Report of Findings directly after the Title Page of the Report of Findings. Then close the Posture Screen.



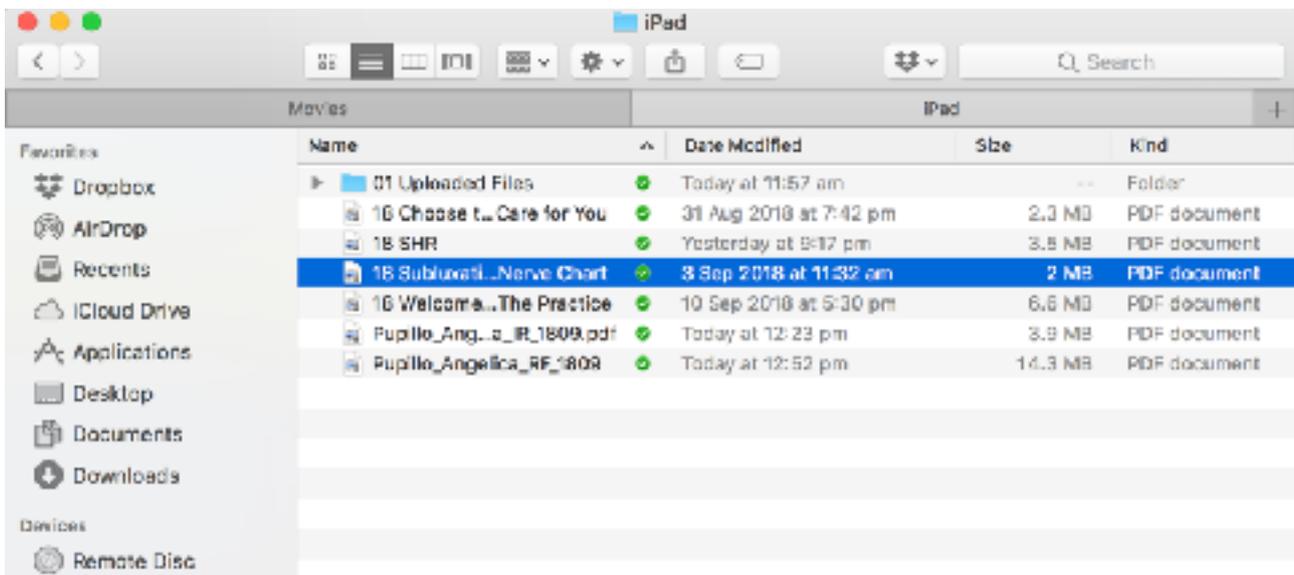
9. Open the patient's SEMG from 'Dropbox' and drag the file directly under the Posture Screen in the Report of Findings. Then close the SEMG.



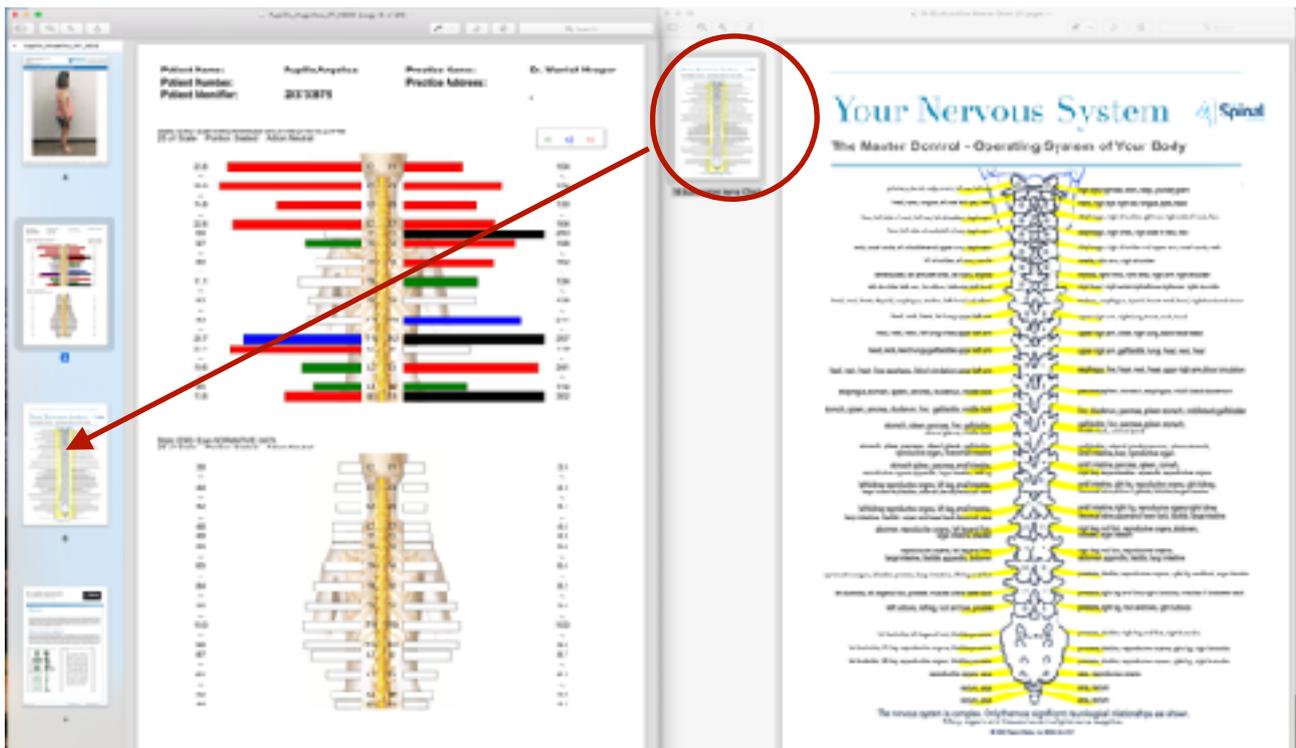
If you are unable to see the Thumbnails of the SEMG just click the menu symbol and select 'Thumbnails.'



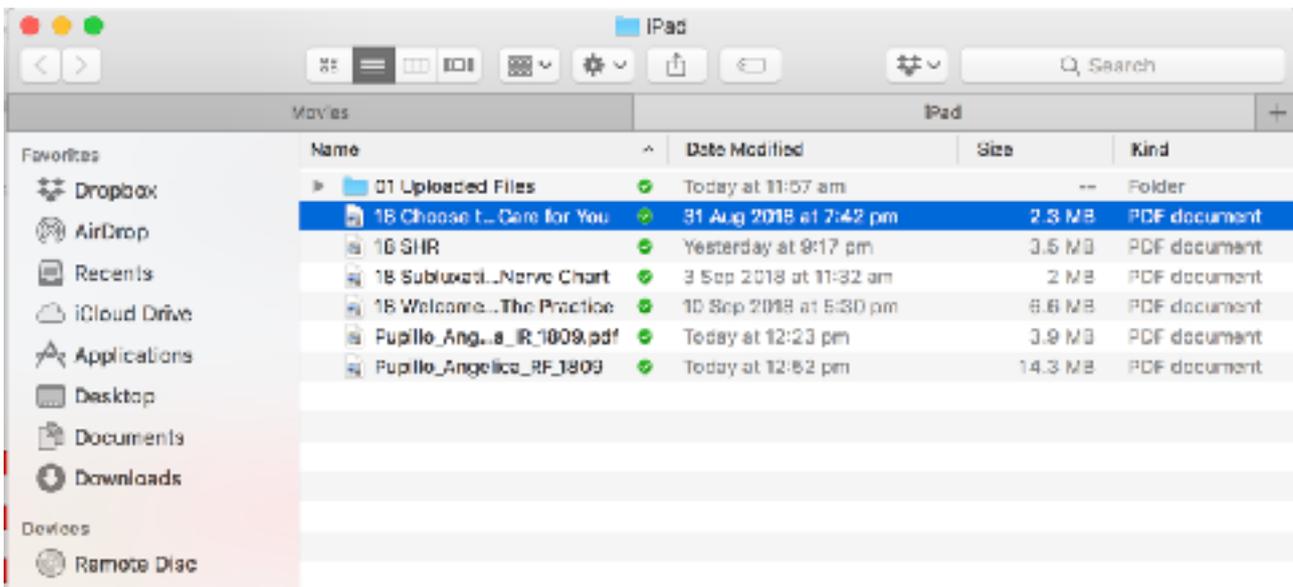
7. Go to the Dropbox and open the 'iPad' folder. Open the document called 'Subluxation Nerve Chart.'



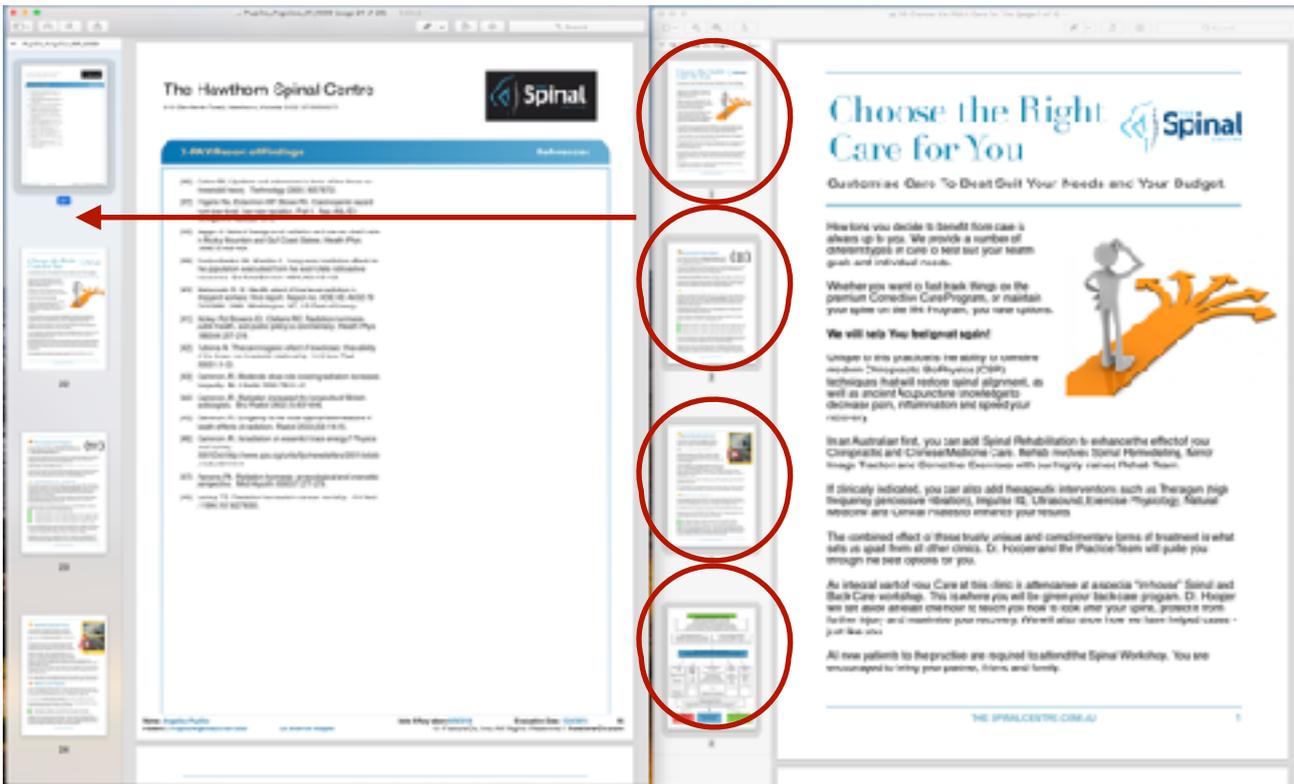
8. Drag the Subluxation Nerve Chart directly underneath the SEMG in the Report of Findings. Close the 'Subluxation Nerve Chart.'



9. Go to the Dropbox and open the 'iPad' folder. Open the document called 'Choose the Right Care for You.'



10. Drag the Choose the Right Care for You document at the very end of the Report of Findings.



11. Save the Report of Findings and close the file.

12. Drag the Report of Findings from the Desktop into the 'iPad' folder in Dropbox where it will be available for the patient to look at on the iPad at the time of their consultation.

13. Delete all the downloaded files off your Desktop so it is organised and you don't get overwhelmed with documents.