

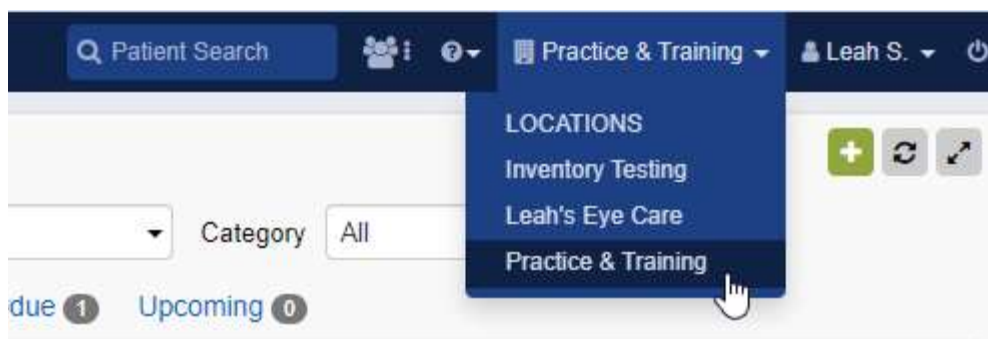
## Best Practices for Training in RevolutionEHR

While you are going through the Google Classroom implementation, it's recommended that you practice along in RevolutionEHR. In RevolutionEHR, you will have access to your practice's Live locations along with a location called Practice & Training. Please use the Practice & Training location throughout the training process to ensure that your Live locations do not contain data that isn't real patient data.

*Use the best practices below to successfully train in the Practice & Training location*

### Make sure your location is set to Practice & Training

On System Navigation Bar, be sure that Practice & Training is selected as your location



### Adding a test patient

Please make sure that when you are adding a new test patient to practice with, that you are adding them to the **Practice & Training** location – you don't want to add them to your Live locations. We recommend that when you create the test patient's first and last name that you make it something obvious that the patient is a test patient – For example (See next page):

First Name: Lotus

Last Name: Flower

Location: **Practice & Training**

Demographics

Personal Details Additional Information Employer / School Referral Information

Basic Information

Provider *	Steenis, Leah	Location *	Practice & Training
Salutation	Select Salutation	Suffix	(eg. Jr, Sr)
First Name *	Lotus	Cred.	(eg. OD, MD)
Last Name *	Flower	Nickname	
Middle Name		Pronunciation	

Adding a test patient cont'd: **\*\*Anything with a red asterisk is a required field that needs to be filled out before you're able to move on**

## Scheduling a test patient

Be sure you're on the Practice & Training schedule (see the first tip in this document). You'll also want to double check that the test patient's location is set to Practice & Training.

New Appointment

Details Recurrence Insurance History Schedule Info

Patient \* Test, Patient\*

Appt Slot Search Slots

Type \* VT Efficiency Exam

Category Select Category

Date \* 12/13/2023

Time \* 9:00 AM 9:30 AM

Location \* Practice & Training

Provider Miller, Brett

Employee

Role

Comments

Create Clear Cancel