Hospital Patient S.O.A.P.

The VET System program has an added feature of creating Patient SOAPs. (Subjective, Objective, Assessment, Plan). This guide will assist you in using the form for each of your Patients as needed.

Trint Preview - SOAP FIRST REPORT						- 0	x
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				5 · · · I · · · <mark>6</mark> · · · I · · ·	7	,	-
SOAP Exam Dat	e: 4/8/2014 5:55 PM	8	FILED	Animal Hospital			
				01 DR. APPTS			
CASH CLIENT DO NOT DEL CLIENT*** FOR CASH C SID #: 33 Client #: 1	ETE CASH LIENT INV.,	Patient Name: Class: Breed: Color: Ref Doctor:	BIRD AV	Patient #: Dob: Age: Sex: Weight: License:	3 0 Yr 0 Month ?		
Phone #: Subjective 3 Okay was drink	ing earlier, but now l'	Ref Clinic: m not.		Microchip:			
- Objective - Temperature Heart Rate Resp.Rate 4 MM			CRT Attitude Body Condition Weight Or Other				
Hydration Cardiovascular Lymphatics Auditory Ocular Nervous System Endocrine Hematologic 8 Respiratory	Normal Normal Normal Normal Normal Normal Normal Normal						Ŧ
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A SOAP report may be generated anytime to document a Patient's issues whether in the clinic for a visit, or consultation on the phone. A SOAP may be started, then HELD if needed, to allow the doctor or attending staff member to conduct other tasks, so that the SOAP may be continued at a later time. Once a SOAP has been FILED, or PRINTED, the particular SOAP becomes a Permanent Record. This record may be viewed, or printed as necessary. If the record was entered in error, there is a provision to MARK the SOAP as deleted. This does not erase or eliminate the record, but it will indicate that the particular SOAP is not valid, but may be consulted for future reference as deemed appropriate.

The following pages will guide you through the process of finding the SOAP and creating the SOAP.

1) From the Client / Patient Screen, select the Client Print Options by clicking the lower right button so named, or Press the Asterisk short cut key on the keyboard.

Client Info	ormati	on								
Name:	CASH	CLIENT					Est: 9/2	28/1995	Client #:	1
Address:	DO N	OT DELETE CA	SH CLIE	NT***		City: FOR CAS	H CLIENT IN	IV. St:	Zip:	
Phone:				Work Phone:		()	Cell F	Phone: -		
Email:					E Remine	d: N E News:	N Disc: 04	% Fee: 1	V Tax Exemp	ot: N
Comments										
comments.										
Balance:	\$0.00	Last Pay	ment: 2	2/21/2011	Last V	/isit: 2/21/2011	Ref:			
Patient In	forma	tion								
Patient In Pat#	forma	tion ient Name	DOB	.,21,2011	Sex	License #	Тад		Class	
Patient In Pat# 3	forma Pat	tion ient Name	DOB		Sex ?	License #	Tag		Class	
Patient In Pat# 3 2	forma Pat BIF CA	tion ient Name RD T	DOB	1	Sex ? ?	License #	Tag		Class AV FE	
Patient In Pat# 3 2 1	forma Pat BIF CA D0	tion ient Name RD T G	DOB		Sex ? ? ?	License #	Tag		Class AV FE CA	
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Patient In Pat# 3 2 1 4 6 97883	forma Pai BIF CA DO EX ME PO	tion D T G OTIC MBER CKET PETS	DOB		Sex ? ? ? F ?	License #	Tag		Class AV FE CA	
Patient In Pat# 3 2 1 4 6 97883 97883	forma Pat BIF CA DO EX ME PO	tion D T G OTIC MBER CKET PETS	DOB	1	Sex ? ? ? F ?	License #	Tag		Class AV FE CA	
Patient In Pat# 3 2 1 4 6 97883 97883	forma Pat BIF CA DO EX ME PO	tion ID T G OTIC MBER CKET PETS	DOB	1	Sex ? ? ? F ?	License #	Tag		Class AV FE CA	
Patient In Pat# 3 2 1 4 6 97883 7 7 6 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	forma Pat BIF CA DO EX ME PO	tion ND T G OTIC MBER CKET PETS	DOB	Add New	Sex ? ? ? F ? ? Patient	License # - 02- 02 Edit Patient	Tag	d Invoices	Class AV FE CA	hortcu
Patient In Pat # 3 2 1 4 6 97883 7 7 8 7 7 8 7 8 7 8 7 8 7 8 8 8 8	forma Pat BIF CA DO EXI ME PO Client	tion RD T G OTIC MBER CKET PETS T Next Client Edit Client	DOB	Add New Delete F	Sex ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ?	License # - 02- CO Edit Patient UnDelete Patie	Tag	1 Invoices	Class AV FE CA) horteu

2) From the Client Print Options form, click on the SOAP form button.

Client Info	ormation	1			
Name:	CASH	CLIENT	Fet- 9/	28/1995 Clie	nt#: 1
Address:	DON	Print Options		St:	Zip:
Phone:				e:	
Email:		Client Tasks	Patient Tasks	Fee: N	Tax Exempt:
Comments:		Client Information Sheet	Patient Information Sheet		
		Client Financial Report	License Sales Report		
Balance:	\$0.00	Include Deleted Invoices	Forms		
Dationt In	forma	Client Billing Letter	Euthanasia Release		
ratient in		Labels	Health Certificate		
Pat#	Pa	Client Address Label	Rabies Certificate		Class
3 2	CA	Client Name Label	Belease Form		FE
1	DC	Free Form w/Patient	BX Prescription Form		CA
4	EX		COADE		
6 97883	PO		SUAP Form		
17000			XHay Release Form		
·					
<< Previous	Client			pices	View Key Shorto
Add New C	lient		<< Back		-
Delete Cli	ent			tes 🕻	< * > Print Option

3) If the Client has more than one patient, you'll be presented with a Patient Select form. If the Client only has one patient, this part is skipped. Simple select a Patient to continue.

😗 Client / Patient	: / Checkout		x
Client Inform	nation		
Name: C Address: D Phone: Email: Comments:	ASH_CLIENT	nt #: Zip: Tax Exempt:	1 N
Balance: \$1 Patient Infor Pat# 3 2 1 4 6 97883 ○ 2000	D. oc In H NAME 3 BIRD 2 CAT 1 DOG 4 EXOTIC 6 MEMBER 97883 POCKET PETS 97882 REPTILE Select Cancel	Class AV FE CA	
<< Previous Clie Add New Clien Delete Client	ntbicestes	View <u>K</u> ey Shorto < * > Print Optic	outs
Search	Last Search Invoice Out Clients Reminders Add Call Back	[ESC] Back	

4) Patient SOAP selection form is displayed. Normally on first use, this form will be blank. To begin a NEW SOAP, select NEW. If there are displayed SOAPs, you may select one for display / printing. Right click an existing SOAP to 'Delete' a SOAP that is deemed inaccurate.

😗 Client / Patie	ent / Checkout					x
Client Info	rmation					
Name: Address:	CASH CLIENT	ions		Fet- 9/28/1995	5 Client #: t: Zip:	1
Phone:	Client Task	s	Patient Tasks	e:		N
Comments:	Climet	Information Choot	Patient Info	westion Chest		
Balance:	SOAPs for: #(3)	BIRD			1	
Patient Int	Date:	S# Patient	Status	View		
Pat#				New	Class	
3 2 1				Close	AV FE CA	=
4 6 97883						
4	Right Click a SOAF	P to DELETE			•	*
<< Previous (Client			Parela Dice	view <u>K</u> ey Short	cuts
Add New Cli Delete Clie	ient			backtes	< * > Print Opti	ons
Search	Last Search	Invoice Out	Clients Reminders A	Add Call Back	[ESC] Back	

5) Clicking New will load the SOAP input form. Pressing the TAB key will move you between the fields to enter information. Pressing the Shift Tab key combination will move you to the previous field from the one you are currently on.

The form is self explanatory and very easy to navigate.

You may HOLD the SOAP in process, should you be required to do something else more urgent. Just click the HOLD button to save the current entries. You can retrieve these when you are ready to proceed.

Once you click, FILE, or PRINT, your SOAP becomes a permanent record. It can not be modified or changed in anyway. You still have the option of marking it deleted, but the record will always exist.

FILE simply does what it says. It files your SOAP document and finalizes it as a vital record.

PRINT will FILE the document and also Print the document out.

Spell Check is also provided, but uses Microsoft Office's Spell Check feature. So Microsoft Office is required for the Spell Check feature to function.

🔄 Soap for I	PName and CName					×
SOAP EXA	M Date: 05/07/2014	11:42:59 am	Exam Doctor:		•	Hold
CASH CLI DO NOT FOR CAS SOAP ID: Client No: Phone No:	ENT DELETE CASH CLIEN H CLIENT INV., NEW 1	Patient Name: B Class: Breed: Color: Ref Doctor: Clinic Name:	IRD	Date of Birth: Age: Sex: Weight: License: Micro Chip:	0 Yr 0 Month Ibs. -	File Print Close
Subjective						
						Spell Chk
Objective	Temperature Heart Rate Resp.Rate MM		CRT Attitude Body Condition Weight Or Other			
Cardiovascula	ar Normal					
Lymphatics	Normal					
Auditory	Normal					
Ocular	Normal					
Nervous Syste	em Normal					
Hematologic	Normal					
Respiratoru	Normal					
Oral/GI Diges	stive Normal					
Musculoskele	etal Normal					
Integumentary	y Normal					

6) In addition to the above buttons, there is also a Settings Button that will let you created Clinic specific Vitals, and Objectives. There is a default set of parameters that will automatically be loaded, and may be changed to meet the Clinics requirements.

C3. Soap for PNar	me and CName			×
Lymphatics	Normai			
Auditory	Normal			Hold
Ocular	Normal			File
Nervous System	Normal			
Endocrine	Normal			
Hematologic	Normal			Print
Respiratory	Edit SOAP Fields			
Oral/GI Digestive Musculoskeletal	Vitals	Objectives	Active Set # 1	Close
Integumentary	txtVitals	txtObjectives		
Urogenital				Spell Chk
Assessment	txtVitals	[txtObjectives		-
	txtVitals	txtObjectives		
	txtVitals	txtObjectives	Select Table Setting	
	txtVitals	txtObjectives		
	txtVitals	txtObjectives		
Plan	txtVitals	txtObjectives		
		txtObjectives		
		[txtObjectives		
		txtObjectives	New Table	
		txtObjectives		
	Hospital Name:	txtObjectives	Save	
Comments	txtHospitalName		Close	
				Fields
				9

This concludes the brief overview of the SOAP functionality. If you ever have any questions regarding this or any other feature or operation of The VET System program, NetCom support is only a phone call or email away.

Regards,

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