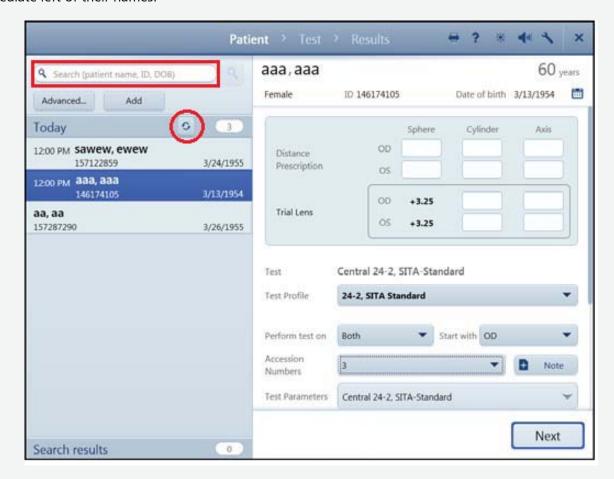# HFA3 to FORUM
Quick Reference Guide

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Important!

First, check in Forum for duplicate entries, merge as needed! Next, if using EMR/EHS orders…ensure order has been created! If using Forum work orders…ensure you have right-clicked on Forum & have created the work order for the Visual Field(s)!

Go to instrument, make sure the "Search Patient name, ID (DOB)" field is blank! Now locate patient name off the **"Today's"** list. This is the worklist! If patient name is not found…click the **"circular dual arrows"** icon to refresh the list. Patients are listed in alphanumeric order. Patients not yet tested will have their appointment / order time to the immediate left of their names!

Select patient name, then select desired test and choose **'Next'**. Proceed with testing as normal.

Once testing is completed….select **'Save and Exit'** button. This will end the session and automatically export test results to Forum!

On the Today's list….the appointment / order time will disappear next to the patient's name. This indicates the test was completed successfully & data transmitted to Forum / PACS system!

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