

OD Professional Computer Basics

Using OD Professional requires you to have knowledge of and understanding of a few basic computer skills.

When you master these skills, you will be able to use OD Professional in an efficient and productive manner. This will result in a smoothly run office, ultimately providing consistent service to all your patients.

Navigating in OD Professional

- Getting ready at the beginning of the day
- Three steps when initially opening OD Professional
 - Patient and Contact Browse
 - Provider schedule
 - ActionManager

Left vs. Right Mouse Buttons

- The difference between the left and right mouse button
 - The left mouse button invokes a command (e.g. opens a file, starts a program, selects a drop down list, etc.)
 - The right mouse button opens a menu giving you additional options
- The functions of a mouse
 - Click: Left and Right
 - Example: Opening schedules, menu items (receive payments, etc.)
 - Double Click
 - Example: Opening patient record
 - Click and Drag
 - Example: Contact lens inventory

The use of the TAB key in OD Professional

- Tabbing between fields
 - Invoicing
 - Highlighting a field and typing
 - Don't click in the fields

Backspace vs. Delete

- The difference; when to use backspace and delete
 - Backspace removes characters to the left of the cursor
 - Delete removes characters to the right of the cursor

Shortcut Keys

- These keyboard short-cuts will save you time
 - ESC: Deletes transaction before saving
 - Delete: Deletes transaction after saving (you must highlight the transaction line(s) first)
 - Tab: moves cursor between fields on transaction line
 - Shift + Tab: moves cursor backwards between fields on the transaction line
 - F3: Opens Patient Claim Information tab
 - F7: Opens New Invoice
 - F8: Adjustment (Credit or Discount)
 - F10: Save Charge (Note: Pressing F10 saves the charge, but also highlights the File menu item)
 - F11: Payment

Folder Hierarchy

- The + and – sign
 - The + sign indicates the presence of subfolders
 - The - sign indicates that all subfolders are expanded
- Opening patient records
- Opening provider schedules

Workspace Tabs

- Keeping the workspace tabs open
 - Closing workspace tabs only requires you to re-open them

Toolbars

- Toolbar button shortcuts
- Refreshing program information

Saving

- Program selectively saves information automatically
 - When to Save and when not to Save.

Reading messages

- Always read program messages.
- ODPro was designed to provide you with vital information when information is missing or entered wrong.
- Examples
 - Most common messages

Closing the Program

- Exiting / Closing OD Professional
 - File; Exit