







## Opening OD Professional™

Opening OD Professional™ at the start of your day is as simple as 1, 2, 3.

1. Click on the EMRlogic OD Professional™ icon (black and white eye) on your desktop.
2. Chose your connection as ODPRO and click OK (remember that the ODPRO connection is your live database and SANDBOX is your practice database)
3. Enter your username and password and click OK. Each username is unique, please see your program administrator for the correct user name and password for the location you are working at.

Once you are logged into OD Professional™, you should do **three** things before your patients call or arrive for their scheduled appointments.

-  1. **Click on Patient and Contact Browse.**  This opens the Patient Address View pane, which allows you to search for patient records when they call or walk in without a scheduled appointment.
-  2. **Display Providers Schedules.**  We recommend that you open the schedule for each provider who works at your assigned location. Opening the providers' schedules allows you to schedule appointments for those patients requesting an appointment.
-  3. **Open the ActionManager.**  The ActionManager displays today's scheduled appointments. Each task (represented by an icon) has been assigned to a procedure, and this helps to maintain and drive consistent service to all patients. Remember to always **GO FORWARD** after completing each task.

You are now ready to provide professional and consistent service to your patients when they call for an appointment or arrive at your practice for their scheduled appointment.

Remember to use the Workspace tabs (located near the bottom of your screen) to move between open windows.

