ROLES: SYSTEM ADMINISTRATOR (CENTRAL OFFICE)

PROCESS 4.4.1: CREATING A SERVICE PACKAGE

#	Step	Observations	Menu options or screen information
0	Preliminary steps: Make sure you have all components (individual services and products) of the service package already defined and entered into OpenEMR	Please verify whether the prices will be the same as if services or products were sold individually, otherwise you might need to create services or products for	Mend options of screen information
	an eady defined and entered into OpenEMR	"packaging" at discounted prices.  Alternatively, you might have a discount policy to be applied at checkout in case of packages.	
1	Select Lists Option Select: Administration > Lists	Note: Normally, you will need Administrator access rights to use this option. If you do not see the Administration / Lists Option it is possible that your UserID does not have that access level	Administration  Facilities  Users  Practice  Services  Layouts  Lists
2	Select the Tally Sheet List In the Edit List page look for the Tally Sheet list in the drop-down menu and select it as shown.  You will see existing packages	Code   Lat   New Lat	Edit list: Language  Adjustment Reasons Boolean Chart Storage Locations Country Tally Sheet Language Marital Status
3	Add a Service Package Group You may use an existing group or create a new group in the 'Group' column	1Service Packages [Add]	
	Hint: Use a number and a Group Name: Example: 1Service Package	[ and a state of the state of t	
4	Add New Package in Option Column In the 'Option' column add the name of the new Package	1Service Packages   5 New Package  [Add]	
	Examples: GCAC Package, Special Package, etc.		
5	Add package components Select the [Add] Link in the 'Generates' column and a Search window will be displayed.	ICD9 Search for: Search Erase ICD9 IMA IPPF CPT4 ACCT	[Add]
	You will then select either an MA (service) or Product in the drop-down menu	[Product]	
6	Add service to package Selecting the MA list, you will be able to find the appropriate SERVICES to be added to package.	MA Search for: abortion Search Erase  Code Description 252001 Abortion induced mva gcac 252002 Abortion induced d&e (gcac)	ICD9 - Search for: Search Erass
	You can use selection criteria in the Search for box to limit the type of services you want to see in the list. If you do not specify a criterion, then you will see the complete service list.	252003 Abortion induced medical goac 252004 Pre-abortion counseling 2522304 Abortion induced other procedures goac 25222501 incomplete abortion - d&e 25222502 incomplete abortion - medical 25222503 incomplete abortion - mwa	ICD9 MA IPPF CPT4 ACCT Product
	Note: repeat Steps 5 & 6 to add all services needed	25222504 Incomplete abortion - other 25227105 Post abortion counselling with fp	
7	Add a Product to package	Product • Search for: Search Erase	
	Selecting the <b>Product</b> list, you will be able to find the appropriate PRODUCTS to be added to package.	Code         Description           19.M - Aspirine         Aspirine           18.M - Baralgin         Baralgin           17.M - Curam         Curam           11.C-1         Depoprovera	ICD9  ICD9  MA IPPF
	Use search criteria to limit your product list.	11:C-2 Depoprovera 4:CN - Diapers Diapers 9:Exluton Exluton	CPT4 ACCT Product
	Note: repeat Steps 5 & 7 to add all products needed	16:C - Female Condoms Female Condoms	
8	Deleting a service or product Use the Erase button to delete services and products from your package (please note that using the erase button deletes all services and products in the selected package)	Sample package: MA:252004 Pre-abortion counseling MA:252001 Abortion induced mva gcac MA:25227105 Post abortion counselling with fp	Erase