SMART FLOW SHEET INTEGRATION

SMART FLOW SHEET

VetlinkPRO supports two way integration with Smart Flow Sheet to manage in-patients.

Patient Record
Patient details will be sent from VetlinkPRO to Smart Flow Sheet either upon **transferring the patient to hospital diary** or **right clicking** on an appointment and selecting **Send to Smart Flow**.

Billed Items
Billed items, along with related images and videos captured in Smart Flow Sheet, will be automatically updated within a couple minutes in the VetlinkPRO billing window in chronological order.

Clinical Notes
SFS generates PDF files for clinical notes, these are imported automatically into VetlinkPRO clinical history once the patient is discharged in SFS. Alternatively, the user can right click on an appointment then choose SFS and import PDF. VetlinkPRO will check SFS every hour for any PDF files that may not have yet been imported.

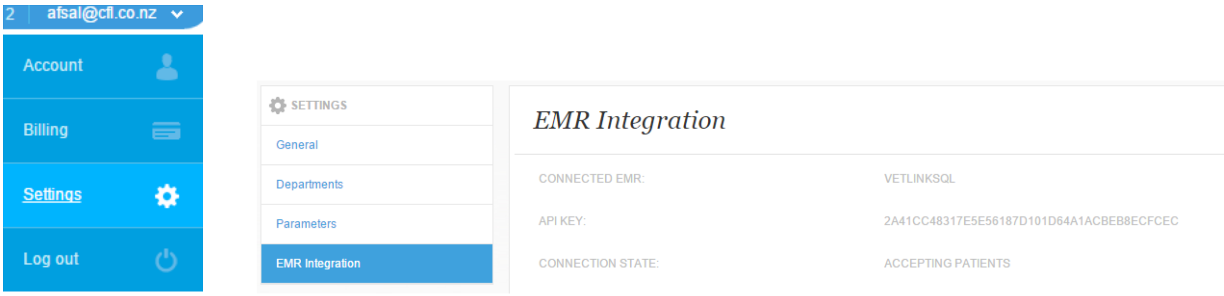
For more information on how Smart Flow Sheet can be used to manage in-patient please visit their website, www.Smart Flowsheet.com.

VetlinkPRO Setup

1. Make sure VETLINKPRO is upgraded to version 4.9 and CFL staff have installed appropriate services.

2. To import bill items and images you must make sure;
   a. You have a static IP address. Contact your ISP to check / setup.
   b. Port 8087 inbound is forwarded to the server in your router and allows connections from the Smart Flow Sheet IP address, 52.63.121.99.
   c. Port 8087 inbound is open in the windows firewall or any other software firewall on the server.
   d. Your hardware technician will need to open these ports. This port may already be open if you are using mobile billing or e-forms.

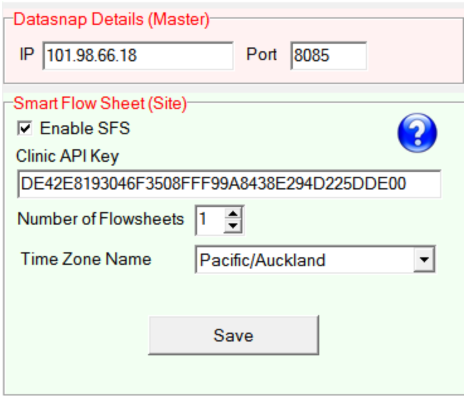
3. Get API Key from Smart Flow Sheet
   a. Click on menu in the top right corner of page
   b. Go to **Settings** and then **EMR Integration**
   c. Your **API KEY** should be displayed here



4. In VETLINKPRO go to **Options | Setup | Misc | Internet Cont.**

5. In **Datasnap Detail** enter the external IP address for the Clinic and the port used for the Datasnap service.
    a. Go to www.whatismyip.com
    b. Your external/public IP address should be prominently displayed on this page.
    c. The port will be 8086 unless changed by your local tech.

6. Tick **Enable SFS** and enter API key.



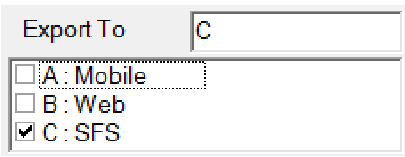
7. Select default number of flowsheets to create when transferring to Smart Flow Sheet.

8. Set your Time Zone so Clinical notes are stamped with the correct time.

9. **Save and Exit** Setup.

10. Go to **Options | Picklist setup | Diary | Diary Profiles |** double click diary you wish to use with Smart Flow **|** set **Send to Smart Flow Sheet** to **Yes**.

11. Select the products which will be uploaded to Smart Flow Sheet.
    a. Open Product Record and go to **More** tab and under **Export To** tick **C: SFS**
    b. To begin with CFL can run a script to update products in bulk based on category. Just contact the helpdesk and advise the categories to update.



IMPORTANT: Any billable items that have already been added in Smart Flow Sheet before the first upload of VetlinkPRO items will be deleted. Subsequent uploads from VetlinkPRO will not delete items. Check out the following article on Smart Flow Sheet before uploading billable items, http://forum.smartflowsheet.com/support/solutions/articles/13000007582.

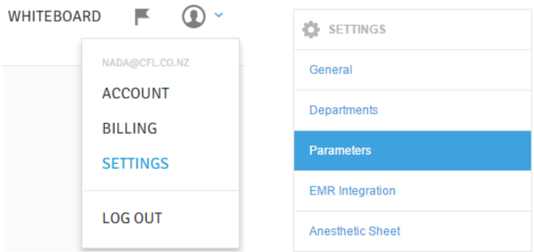
12. By default all clinical history PDF's are imported. E.g. flow sheet report, medical records report, inventory report, tech notes report, anaesthetic chart. Contact CFL to disable PDF types that you do not wish to download.

Smart Flow Sheet Setup

1. Go to Smart Flow webpage and log into your account.

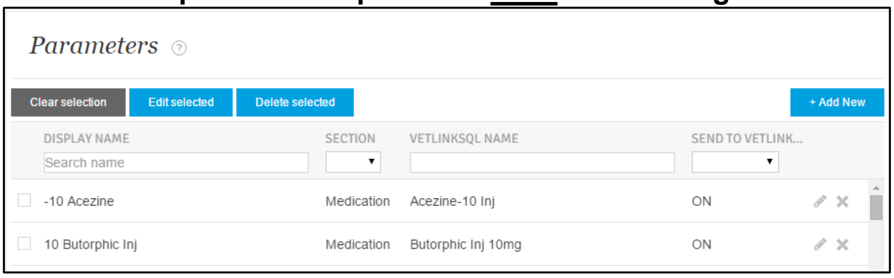
2. For automatic billing to work you will need to configure the VetlinkPRO products in Smart Flow.

3. Go to **Settings** by clicking on the menu button at top right hand corner of SFS webpage, then go to **Parameters**

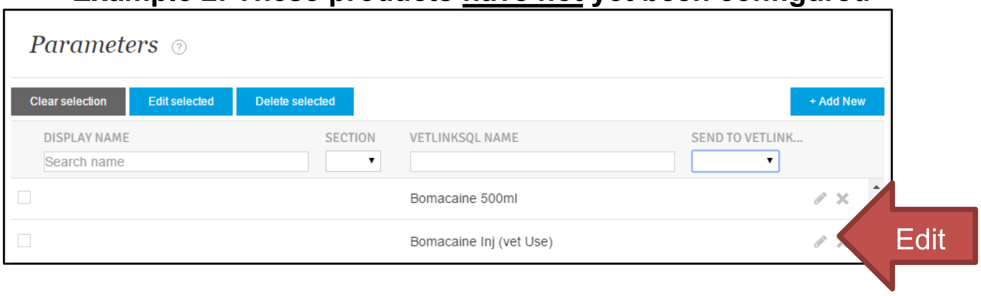


4. The Parameters page will display the list of products sent from VetlinkPRO and will show whether or not they have been configured in SFS, **Send To VETLINK** being set to **ON** indicates the product is configured.

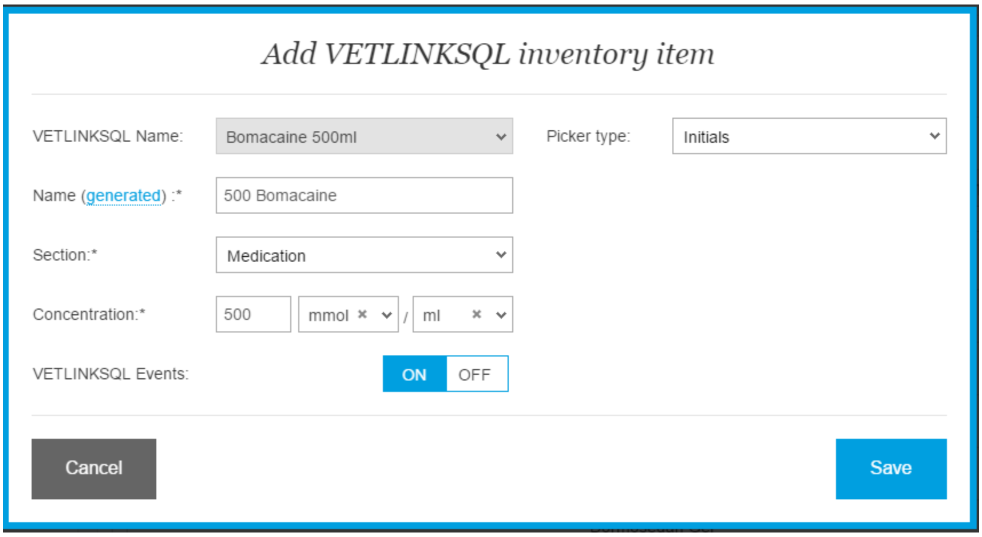
Example 1: These products have been configured



Example 2: These products have not yet been configured



5. To configure a product click on the pen icon beside the product, this will open the Inventory Item details screen

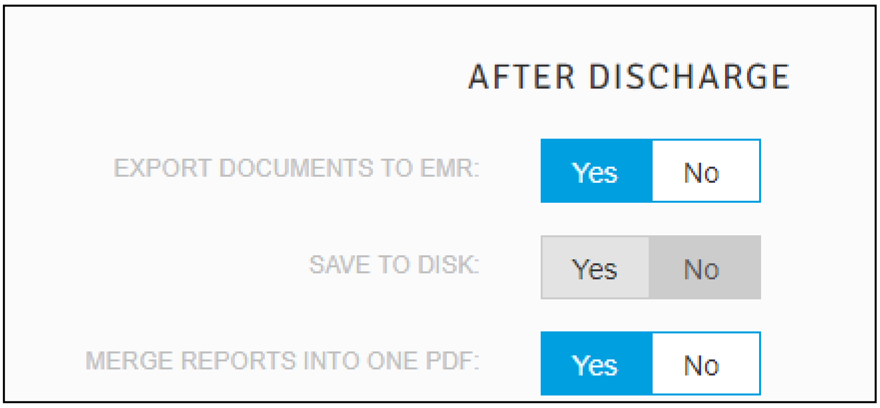


6. You will need to complete all the details in the form, click **Save** to finish.
    a. **Section**, set this to Medication if you would like quantity to be calculated by SFS, all other items have quantity of 1 when added to the bill.
    b. When section is set to Medication you must complete the Concentration details, all 3 fields must be entered.
    c. **VetlinkPRO Events**, this must be set to **ON.**
    d. **Picker type,** select appropriate option from the list provided.

7. Check Send Billing and Medical Records to EMR has been enabled. (Should automatically be enabled after first Inventory item uploaded from VetlinkPRO to Smart Flow Sheet.)
    a. Click on menu in the top right corner of page
    b. Go to **Settings** and then **EMR Integration**
    c. Enable **Send Billing and Medical Records to EMR**.

8. Check export of flowsheets after discharge has been enabled. (This should automatically be enabled after first patient is uploaded from VetlinkPRO to Smart Flow Sheet).
    a. Click on menu in the top right corner of page
    b. Go to **Settings** and then **EMR Integration**
    c. Enable **Export Flowsheet after Discharge** to EMR.

9. If you wish to import custom forms you will need to import all documents as one PDF. One PDF per from is not supported at this stage.
    a. Go to **Settings** and then **Documents Management**
    b. Enable **Export Documents to EMR** and **Merge Documents into one PDF**.



10. Check with VetlinkPRO and Smart Flow Sheet support staff to make sure everything enabled correctly.

How to send Patients to Smart Flow Sheet

1. To send patient to Smart Flow Sheet either;
    a. Transfer patient from main diary to diary (eg, Hospital Diary) that has SFS enabled
    b. Right click on appointment in SFS enabled Diary and Select **Smart Flow Sheet** then **Send**.

2. Select **Department**, **Template** and **Date/Time** to send patient to and click **F12: Send**