![escribeHOST logo]

CONTROLLING PLACES OF SERVICE (LOCATIONS)

A new feature of escribeHOST will be implemented with the 5.17 release available to users on December 13, 2013. Currently, all locations in your account are listed in all Location and Office Location pick lists throughout your account. This new feature allows administrative users to define which locations appear in the various locations fields in escribeHOST. Choices in each list can be defined separately.

LOCATIONS SETTINGS PAGE

Do the following to access the new Locations Settings page:

1. Click Admin on the escribeHOST main menu.

2. Click Locations Settings to open the Locations Settings page.

Column	Description
Locations column	Lists all Locations defined for your account.
Entry form	If checked, the Location is available as an option in the Location field pick list on all entry form.
New Task	If checked, the Location is available as an option in the Location field pick list on the New Task form and the Location filter at the top of the Tasks Inbox.
Task Search	If checked, the Location is available as an option in the Location field pick list on the Tasks Search page. NOTE: This is separate from New Task to allow users to search for an older task by locations that may have been disabled (hidden) since the task was created.
Patient	If checked, the Location is available as an option in the Office Location field on the Demographics page and on the Office Location field on the New Chart form.
Schedule	If checked, the Location is available as an option in the Location filter on the Schedule page and to the Office Location field on the Schedule Appointment form.
Document Indexing	If checked, the Location is available as an option in the Location field on the Batch Indexing form and in the Location field on the Import Document popup.

HOW TO MANAGE LOCATIONS SETTINGS

1. Click to insert a checkmark / remove a checkmark. A checkmark inserts the Location in the designated pick list(s).

2. Log out and log back in to ensure all the new settings were applied.

HELPFUL HINTS

All locations have been selected for all Location fields (all checked) as a starting point default.

If a location is hidden in Entry Form (no checkmark), you will see a blank Location field when you open the entry form for editing. You will be unable to select the hidden Location. If you need to select a hidden location in an Entry Form (typically when editing an older note), you will need to insert a checkmark under Entry Form for that location on the Locations Settings page, log out and log back in, edit the document with the now available location and then reset the location to hidden (remove the checkmark).