


## Administration Menu

### Case Types

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 This is where you add a favourite picture from your old travel card to ChiroWrite.

When you are entering a new case or editing an old one you will be given the opportunity to classify the type of case e.g. lower back. The administration menu allows you to set up your own case types and link them to a picture that presents in the summary screen. Furthermore you can draw on this picture while editing the case summary screen.

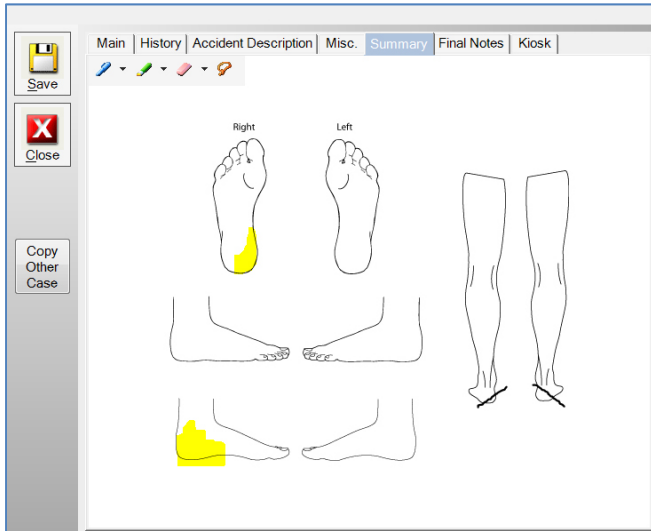
Click the **Administration** menu, **Case Types**.



To add a new case type, enter your description and select a picture from your computer's hard drive.



The picture can be scanned from your old travel card or you can find several websites that offer anatomical drawings for purchase. BMP, JPG, TIF, and GIF are the file formats supported.

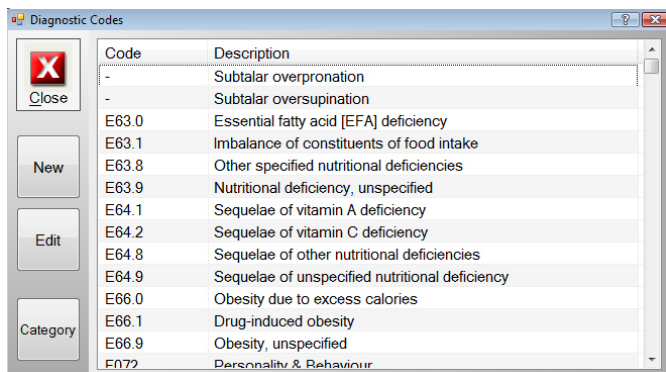


## Diagnostic Codes

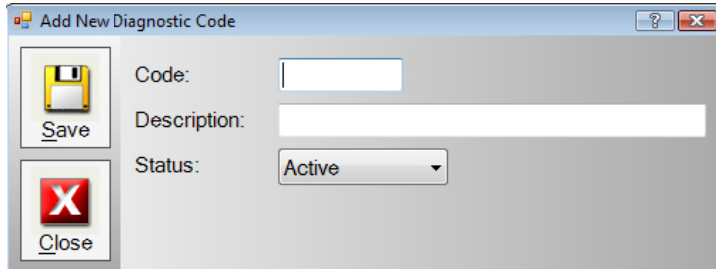
This is where you will store all the diagnoses that you will need to complete your exams and SOAPS. The default diagnostic codes contain ICD (International Classification of Diseases) codes. The ICD-10 system was developed by the World Health Organization (WHO) as a way of standardizing the diagnosis and classification of health problems across the spectrum of health care practitioners. Adding new diagnostic codes is quite simple.


### Adding New Diagnostic Codes

Click the **Administration** menu, **Diagnostic Codes**.



In the *Diagnostic Codes* screen select **New**. The *Add New Diagnostic Code* screen will present you with a field for the code and another for the description. You can add your own diagnosis or use the ICD-10 codes. **Don't forget to save your changes**. If you make a mistake you can go back to the Diagnostic codes screen and select **Edit** to make changes.



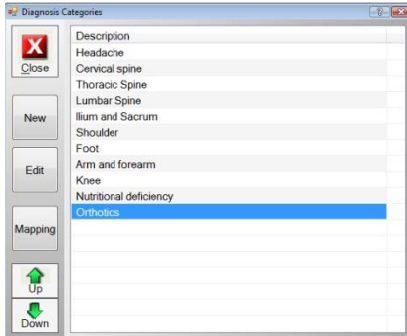
 If you need an ICD-10 code that is not in the default list, you can add your own. Go to the WHO online (copy and paste this address into your web browser) <http://apps.who.int/classifications/icd10/browse/2010/en>. Use the search bar to find the diagnosis.

## Categories

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When in the Diagnosis section during a SOAP or Exam, it is a good idea to categorize your diagnosis by region or system. This can be accomplished by clicking the **Administration** menu, **Diagnostic Codes**, **Category**.

Select **New** to add a new category.

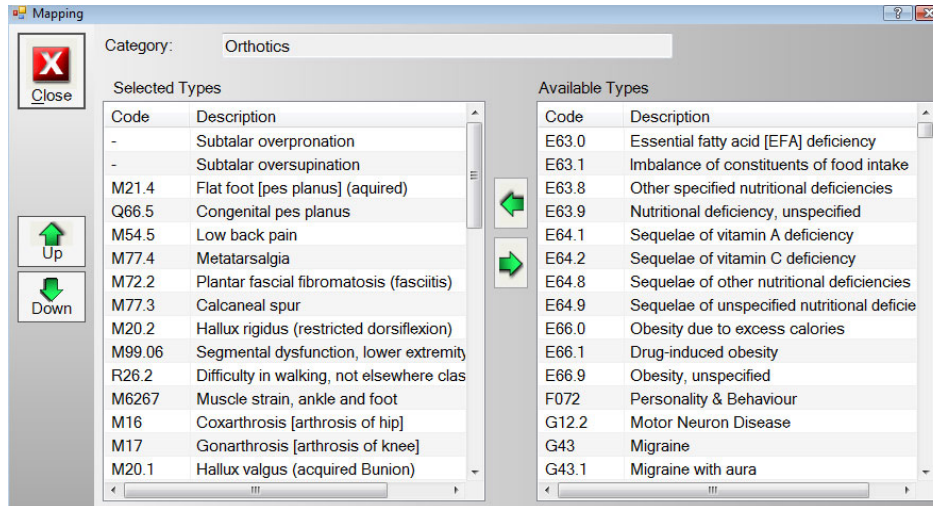


Type the name of your category in the description field and **Save**.



## Add Diagnoses to your new Category

Select **Mapping** from the *Diagnostic Categories* screen. Use the horizontal green arrows to add or subtract a diagnosis from your category. Close the screen when you are finished; saving will occur automatically.

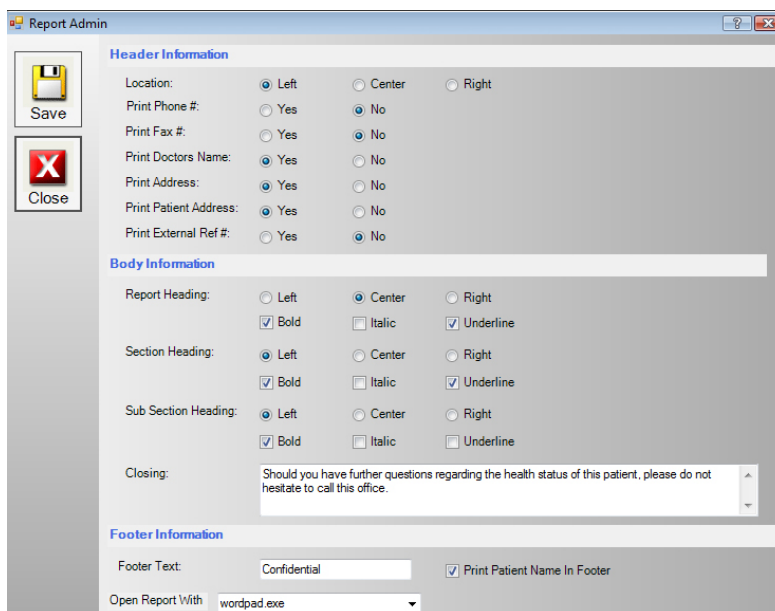


## Letterhead

### Formatting Letterhead

If you would like to change formatting and/or remove information in your reports there are several options available.

Go to the **Administration** menu, **Reports, Reports Admin.**



## Adding a Logo

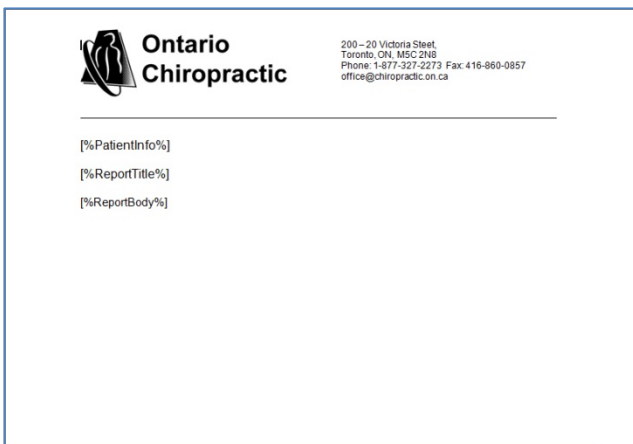
The default letterhead in ChiroWrite includes the chiropractors name and address. This is a nice feature however many of you will want to include your office logo, email address, etc.



First be aware that ChiroWrite uses templates when printing out reports. These templates are located on the hard drive of your computer. Locate the Softworx Solutions folder where ChiroWrite was installed.

Download the letterhead template from the OCA website:  
[www.chiropractic.on.ca/ProductsAndServices/Chirowrite/Resources](http://www.chiropractic.on.ca/ProductsAndServices/Chirowrite/Resources).

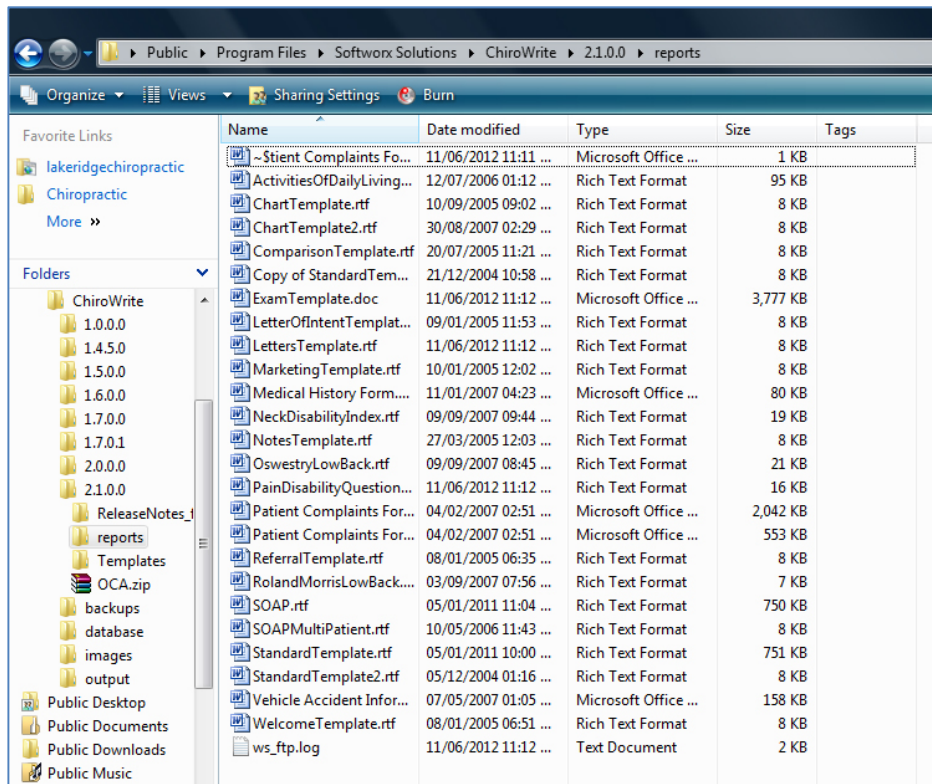
Open the file named "LetterheadTemplate.rtf" in your word processing program (Microsoft Word is good). You should see the template below.



The logo and address are contained in a table. Delete the OCA logo and insert your own image (you can scan this from your business card if you don't have a digital copy). The address is simple text that you can replace with your own clinic. Remember that a simple black and white letterhead will be easiest to read.

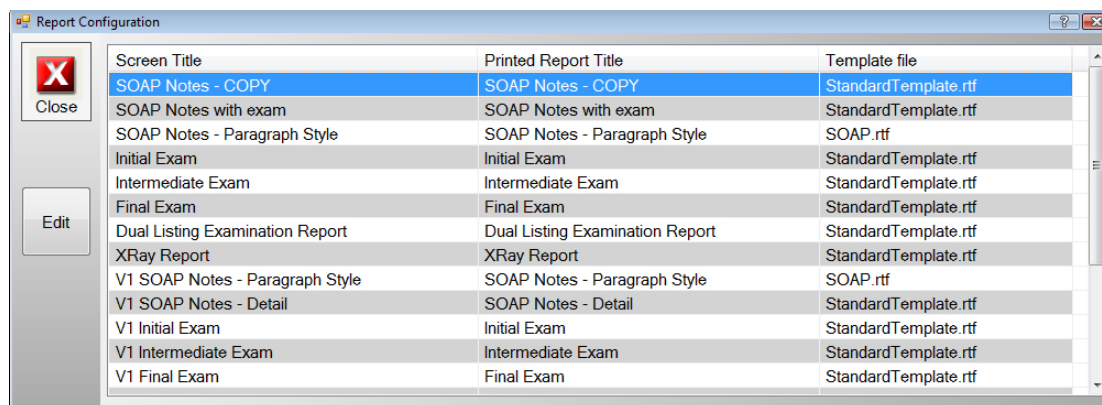
The next step is to place the letterhead file in your ChiroWrite directory. Save the letterhead template in the reports folder - **Softworx Solutions, ChiroWrite, 2.1.0.0** (or the most recent version), **reports**.

**Note:** The extension of the file must be **.rtf**.

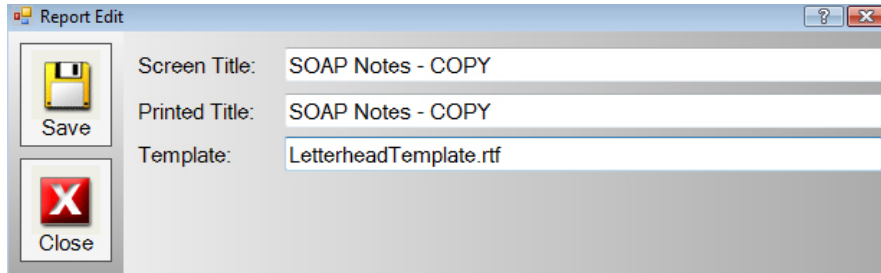


The final step is to identify which reports you want ChiroWrite to use your new letterhead with during printing.

Go to the **Administration** menu, **Reports, Report Configuration**.



Select the **“SOAP Notes – Copy”** report to add your letterhead (blue highlight). Click **Edit**.



In the *Report Edit* screen replace the text in the Template field with “**LetterheadTemplate.rtf**”

Click **Save**. Your new letterhead will now appear on SOAP Notes reports.

Repeat this process for other reports that you want your letterhead to be displayed on.

## Spinal Listings

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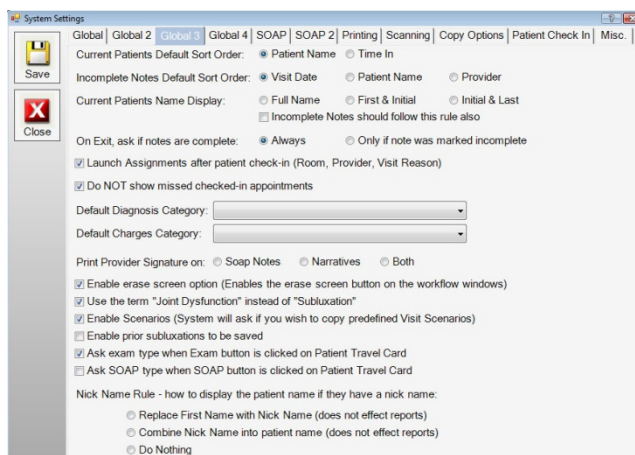
### Initial Setup

ChiroWrite offers a versatile setup for spinal listings. This is probably one of the first areas you will want to customize before using ChiroWrite. Listings are used frequently in the *Subluxation* and *Today's Treatment* screens during exams and SOAPs.

### Subluxation or Joint Dysfunction

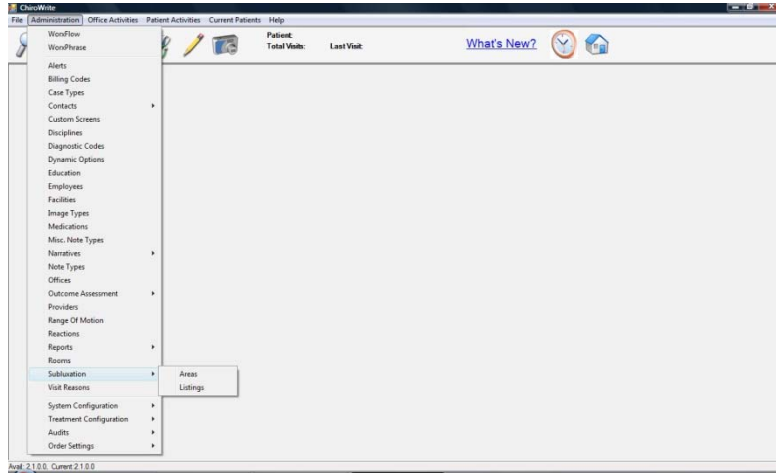
Your reports can display the title “Subluxation” or “Joint Dysfunction” when printing your spinal listings for SOAPs and Exams. Subluxation is the default term. Change this to Joint Dysfunction by selecting the **Administration** menu, **System Configuration, Defaults, Global 3**.

Check the box *Use the term Joint Dysfunction instead of Subluxation* and **Save**.

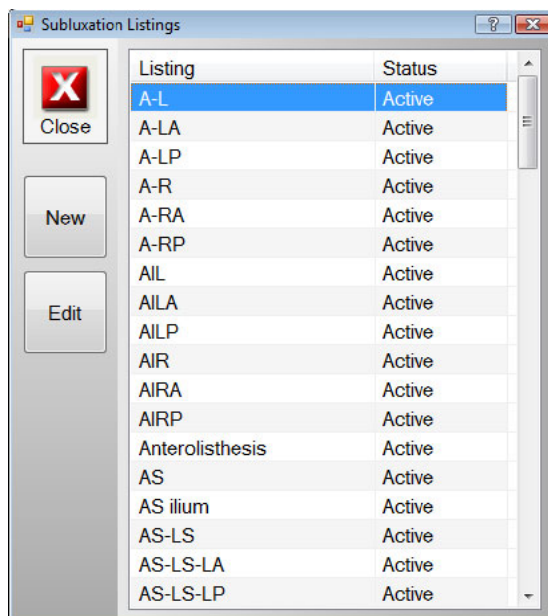


## Creating and Editing Spinal Listings

Click the **Administration** menu, **Subluxation**, **Listings**.

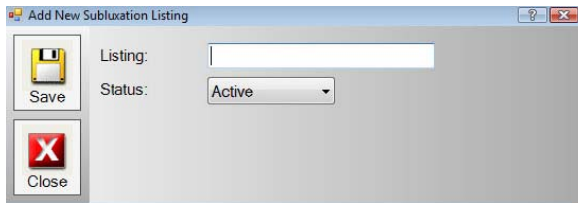


The subluxation Listings screen allows you to customize your listings to suit your practice style. The listing function can also be used to indicate muscles for massage and acupuncture points, etc. Default listings can also be edited.



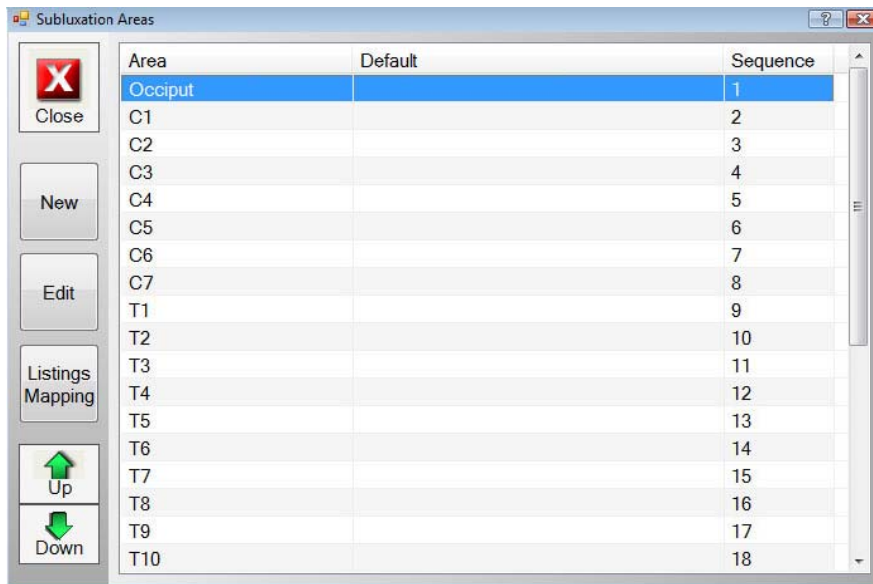
Type the name of your listing into the Listing field and **Save**.






Once you have named all your listings you can group them according to areas. You can be specific (C2) or more general (cervical spine).

Select the **Administration** menu, **Subluxation**, **Areas**.



Add new areas by clicking the **New** button and entering the name of the new area in the *Area* field. Select **Active** in the *Status* field.

 If you have a veterinary practice you can add extra vertebrae for your patients.



### Mapping your Areas

Once you have your areas setup you will need to add listings to them. This makes a drop down list available to you when you are in the exam and SOAP screens.

In the *Subluxation Areas* screen click the **Listings Mapping** button. Add or subtract listings using the green

horizontal arrows. Click **Close** when finished.

