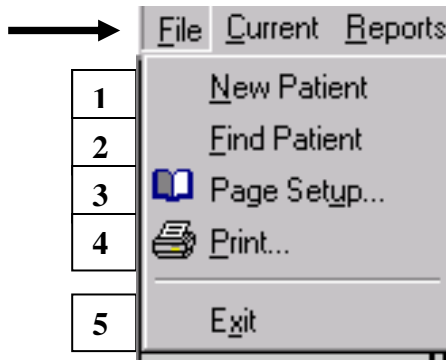


4 MENU BAR OPTIONS

The menu bar is available only from the “Clinical Information” screen. Available menu options are File, Current, Reports, Letters, DSME, Maintenance, Utilities, Window, Help.

- A. File** – The File menu options are available by choosing File from the top left corner of the computer screen.



1. **New Patient** – Select the option to open the “Patient Demographic” screen to enter new patient demographic information.
2. **Find Patient** – Find patient by medical record number or Social Security number.
3. **Page Setup** – Allows changes in margins, page orientation (portrait vs. landscape) and columns.
4. **Print** – Available for reports that are previewable.
5. **Exit** – Select the option to exit the application.