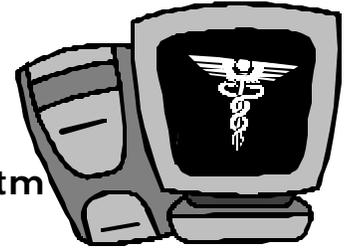


COMPUTER TRAINING

Naval Medical Center San Diego



Located: Bldg 26, Floor 3B

Schedule: <http://nmcsdintranet/training/schedule.htm>

Email: training-sched@nmcsd.med.navy.mil



CHCS



CHCS (Composite Healthcare System) is the health information database used at Naval Medical Center San Diego (NMCS D) and throughout the Military Health System. There are a number of functions this program provides and the different functions are broken into "modules." Many of the CHCS modules are taught to employees of NMCS D by the Computer Training Department.

Depending on your job function, you may need to be educated in how to use this system. Your supervisor will inform you about the classes that you may need to take for your assigned duties. The following list covers SOME of the most frequently used modules in this program. **Please note: some classes require completion of a previous class to attend.**

Class Name	Topics Covered
ORT (CHCS Orientation)	Basic CHCS functions, navigation, and MailMan (sending/receiving email in CHCS.)
PAS1 (Mini-Registration)	Registering new patients and updating demographic info on existing patients. How to check the DEERS system.
PAS2 (Clerk Scheduling)	Booking appointments; consult reviewing and booking; patient cancellations; unscheduled visits; End-of-the Day Processing; Patient Check-in; Clinic Roster.
RCR (Review Clinical Results)	View lab results, radiology reports and medication profiles; reviewing consult results.
ORE-N (Order Entry-Nurse)	Enter lab, radiology, and outpatient prescriptions and consult orders for a provider; create/view telephone consults; document allergies; navigate in Patient Order List.
ORE-P (Order Entry-Physician)	Same as above plus utilizing telephone consults; creating/editing Order Sets; signing orders; documenting patient allergies; utilizing macro's; entering consult results.
INF (Inpatient Nursing Functions)	Looking up LAB/RAD/medication results and instructions, discharging/transferring patients, printing patient instructions, entering dietary orders

To see the schedule, the FULL list of classes and their descriptions, and find times/days available please visit the website listed at the top of this page. To reserve a spot in a class that matches your schedule, email the training coordinator using the email address list above. You can call 532-9473 for any questions not answered in this handout or on the website.

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Microsoft

Microsoft Office programs are the office computer applications that are used at NMCS D. Many of these programs have features that you might not have had experience with that can help you do your job more efficiently and effectively. Taking the opportunity to learn in an organized training environment will give you an idea about the shortcuts that are more than likely not used if you have taught yourself these programs.

If you are just starting to work with computers, it is HIGHLY recommended that you start off with the Windows class. This class will give you the basic tools that are necessary to follow along in the rest of the classes.

Class Name	Topics Covered
Windows	Discuss basic computer functions/terms. Create folders and shortcuts. Common program functions (saving, opening, copying.) Finding files and computers.
Outlook	Learn to create, share, and manage information with Outlook. You will learn e-mail, creating folders, appointments, contacts, and tasks from one central location to help you get organized.
Excel (Beginning, Intermediate and Advanced classes available)	Build spreadsheets from scratch. Generate and format professional looking charts. Use Excel's database features. Learn more complex features in the in advanced class.
Word (Beginning, Intermediate and Advanced classes available)	Get around your word documents easier. Set tabs and headers. Work with tables and columns. Learn how to automate with macros and create drawings for a professional look.
Access (Beginning and Intermediate classes available)	Provides a foundation for creating databases. Input data into tables by generating forms. Manipulate the data through queries. Master getting data in and out of other programs. Learn how to calculate in reports.
PowerPoint (Beginning and Intermediate classes available)	Create an organizational chart and flowchart in PowerPoint. Design custom graphics and manipulate those images to your satisfaction. Set up your overall slide appearance with the slide master. Work with charts in PowerPoint.

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