Front Desk 2018

Practice Management System

Physitrack Integration Guide

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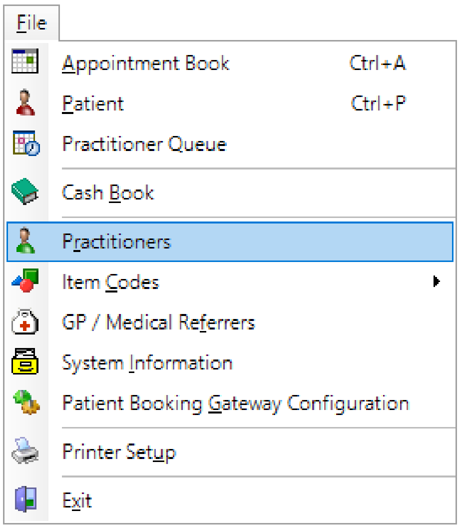
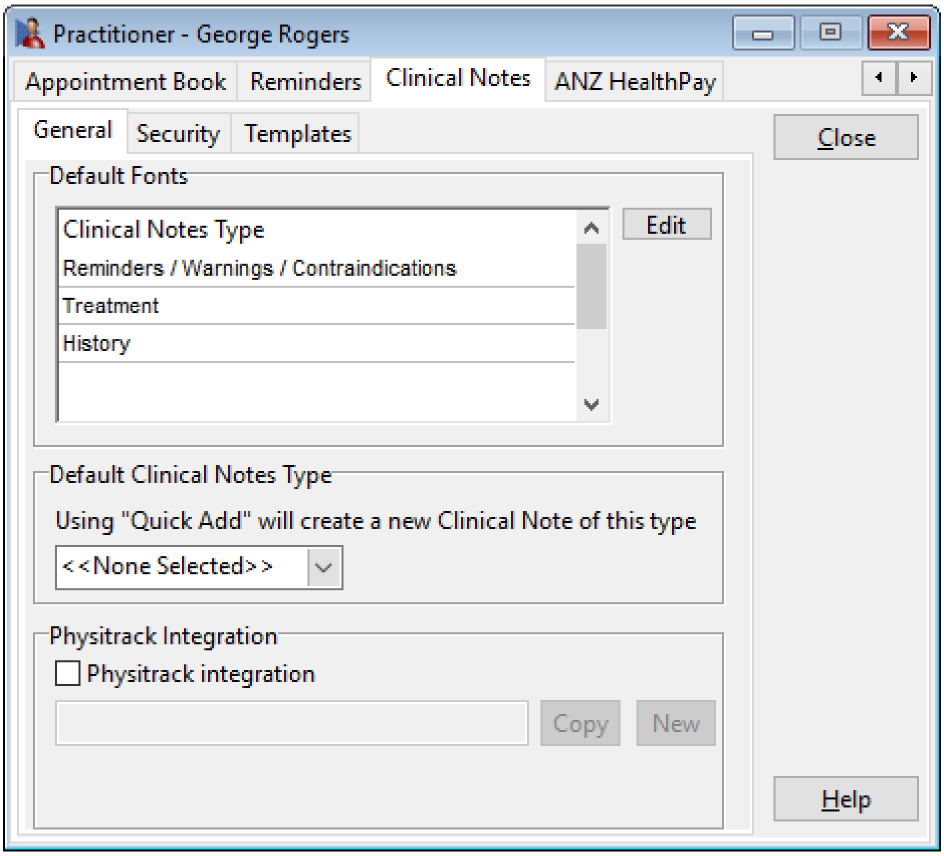
ENABLING PHYSITRACK FOR YOUR PRACTITIONER

Front Desk 2018 allows practitioners to integrate Physitrack exercise programs directly into their Clinical Notes. To use the Physitrack integration, you must create an account at www.physitrack.com. Follow the instructions below to setup the integration in Front Desk.

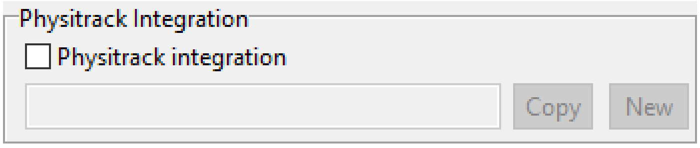
1) Open the **Practitioner** window from **File** > **Practitioners**.



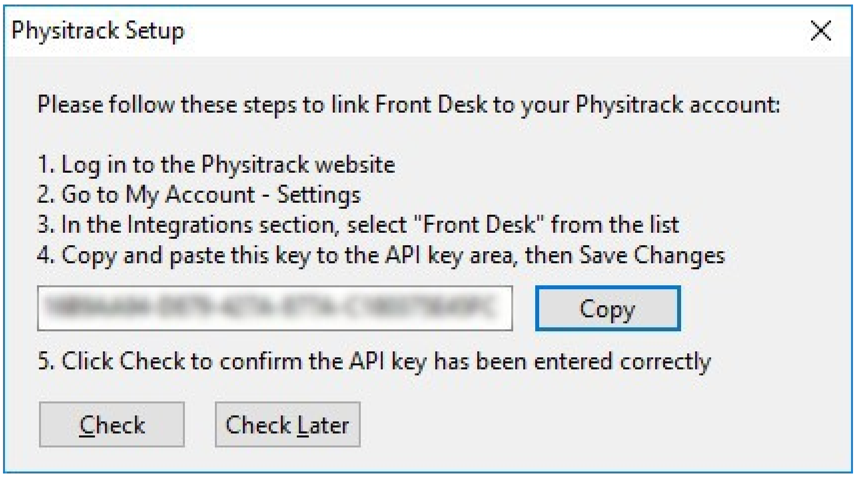
2) Double-click the practitioner you wish to configure for Physitrack, then navigate to the **Clinical Notes** tab.



3) Click the **Physitrack integration** option.



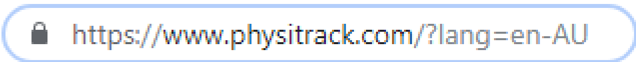
This will prompt further instructions to follow on the Physitrack website.



Please leave this window open until you have completed the steps 4-10 below.

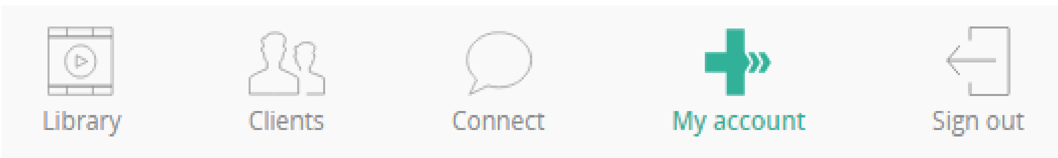
CONFIGURING INTEGRATION ON THE PHYSITRACK WEBSITE

4) Open a web browser and navigate to the Physitrack website.



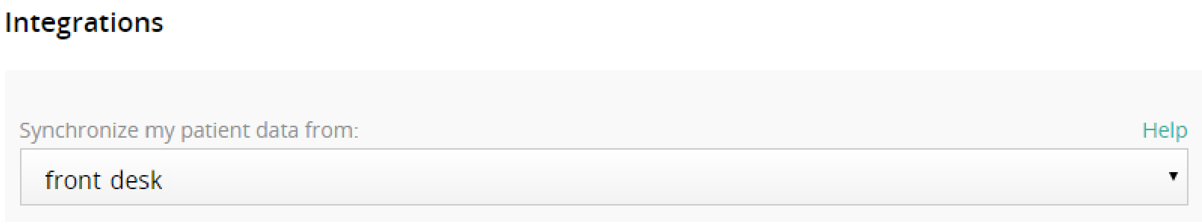
5) **Login** to your account.

6) At the bottom of the screen, click the **My Account** button.

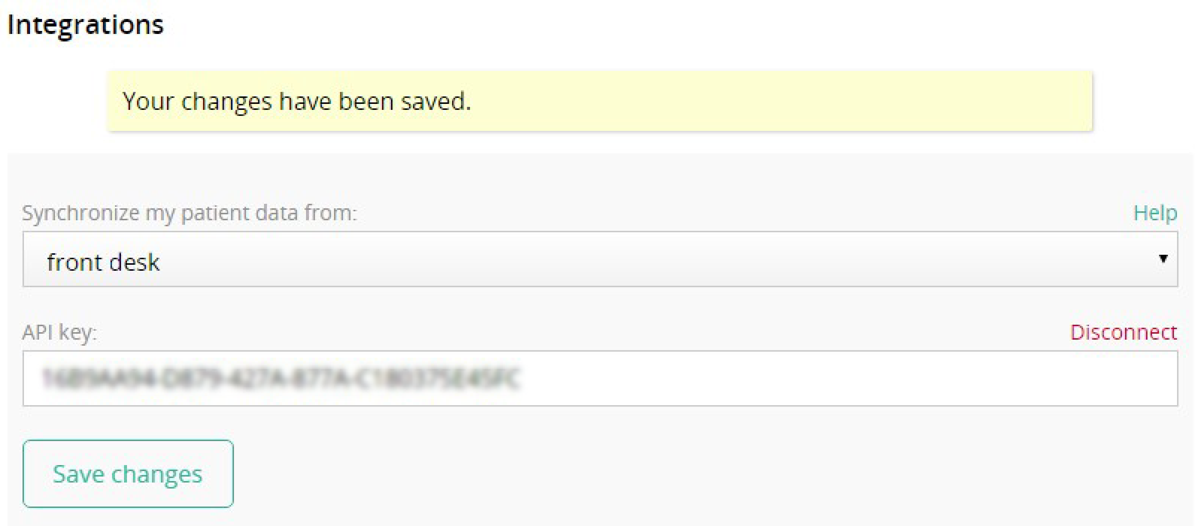


7) At the top of the screen, click the **Settings** tab.

8) In the **Integrations** section select **Front Desk** from the drop-down list.



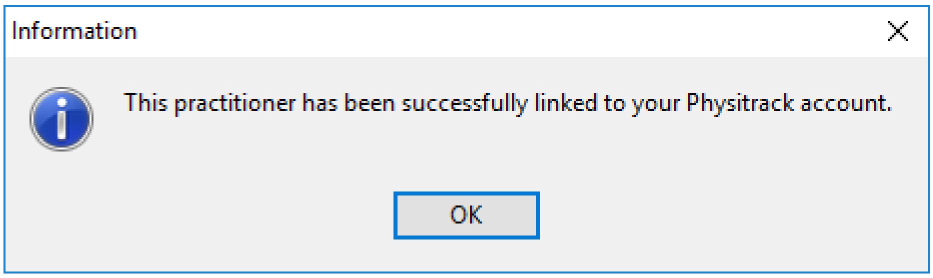
9) Paste the **API Key** generated from the Front Desk **Practitioner File,** then click **Save changes**.



10) Return to Front Desk and the open **Physitrack Setup** window.

Click the **Check** button.

This will verify your successful integration with Physitrack for this practitioner.



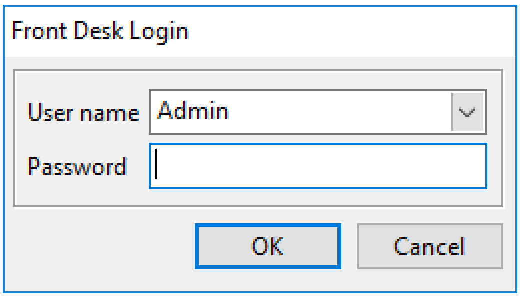
Congratulations, this practitioner is now configured for Physitrack integration.

CREATING USER LOGINS FOR PHYSITRACK INTEGRATION

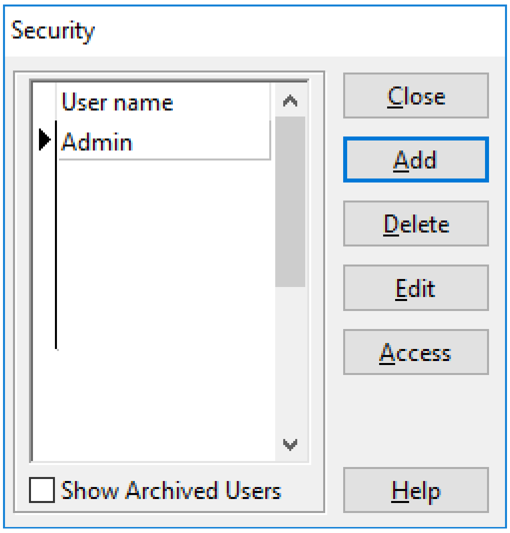
As Physitrack integration is configured and used on a per-practitioner basis, it is important that each practitioner has their own Front Desk **User Login**.

Additional user logins can be created by the 'Admin' user by following the steps below.

1) Login to Front Desk as the **Admin** user.

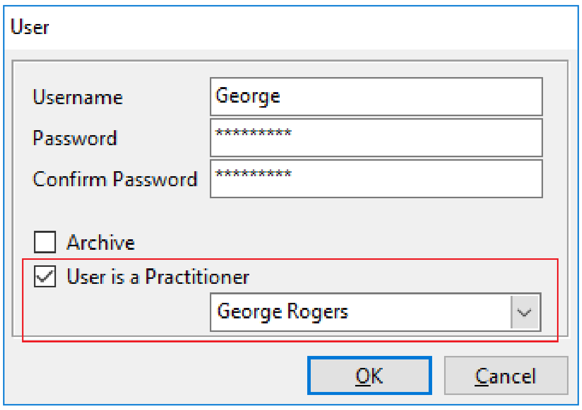


2) Go to the **System** menu and select **Security**.



3) Click **Add** to create a new user, entering an appropriate **Username** and **Password**.

4) For Physitrack integration, please ensure the **User is a Practitioner** option has been enabled and the login linked to the correct practitioner.

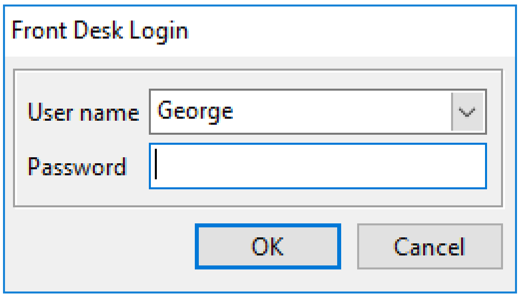


USING PHYSITRACK WITH FRONT DESK

With the user login configured you are now ready to begin using Physitrack integration.

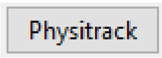
Please note Smartsoft cannot provide specific advice or assistance in the use of the Physitrack website or the creation of exercise programs and templates.

1) Login to Front Desk as the appropriate user.



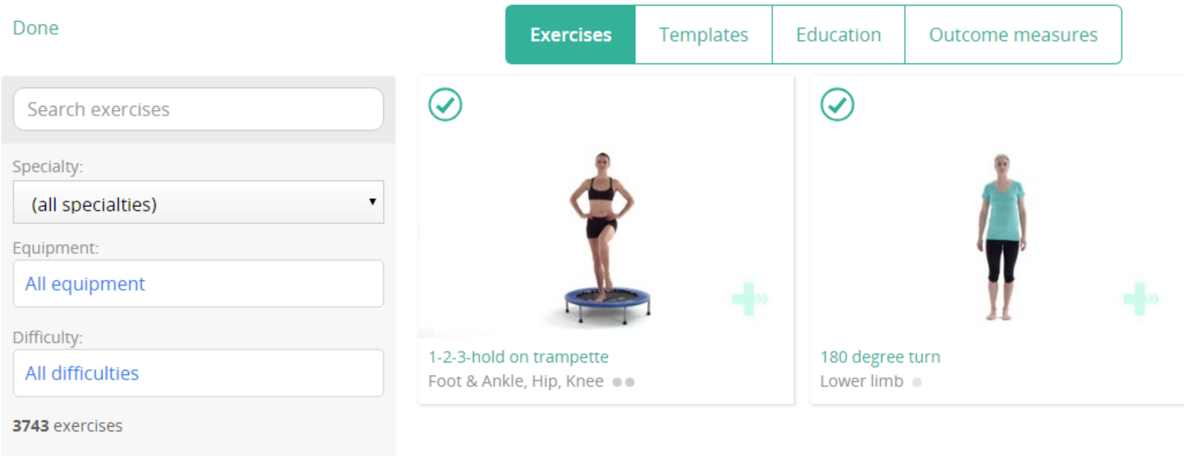
2) Open a **Patient File** and navigate to the **Clinical Notes** tab.

   If the practitioner and user has been configured correctly a **Physitrack** button will be available in the bottom-right of the window.



3) Click the **Physitrack** button, which will immediately open the Physitrack website and this patient's file. If required a new Physitrack file will be created automatically for the patient.

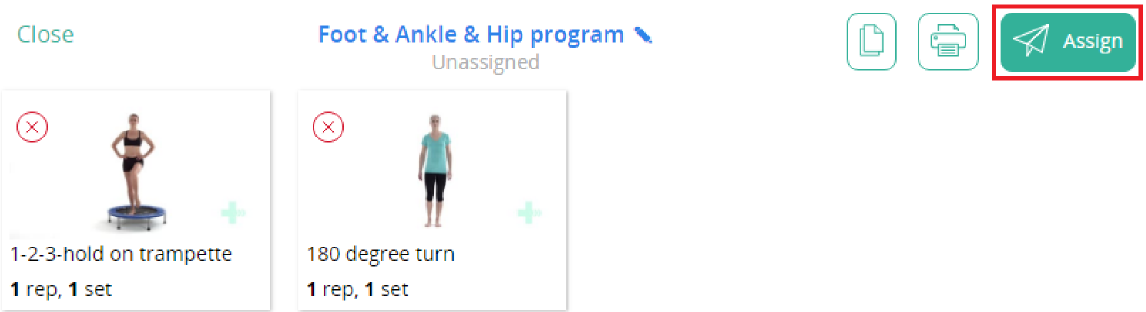
4) Click **Assign new program** to begin adding **Exercises** or **Templates**.



5) With your exercises or templates selected, click the **Edit Program** button in the top right of the screen.

   This will then summarise the exercise program created.

6) Click the **Assign** button to assign this program to the patient.



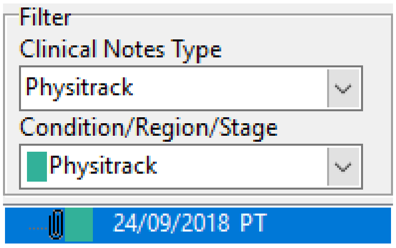
7) The next window allows you to confirm the client details.

Click **Assign program**.

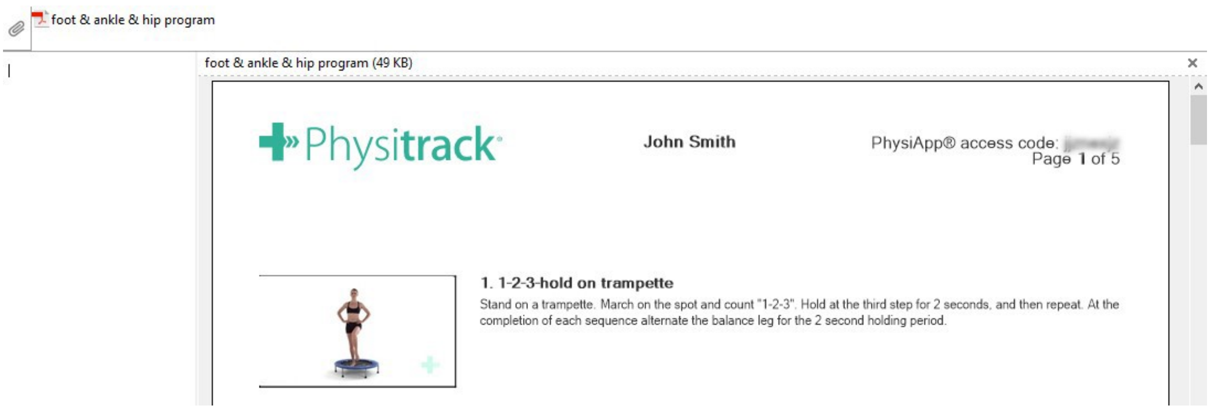
8) On the **Client program settings** window, click **Close** or **Close Client** to finalise the process.

9) The assigned exercise program should then appear as a Clinical Note in the Front Desk patient file. This process may take a few minutes.

For easy filtering these notes are automatically assigned with the **Note Type** and **Condition/Region/Stage** of ‘Physitrack’.



The assigned exercise program is automatically *attached* to this note, which will display automatically on opening.



Congratulations, you have successfully used Physitrack integration with Front Desk.