



First Login and Account Setup

AHLTA-T Clinic

Upon receipt of a new AHLTA-Theater user account, users must log in and perform these initial account set up tasks to maximize efficiency of AHLTA-T utilization.

All user accounts are managed by the local Systems Administrator. To obtain an AHLTA-Theater user account or to report issues with AHLTA-Theater logon or access, contact your local System Administrator.

First Account Login and CAC Association

1. Double click the AHLTA-Theater desktop icon to launch application.
2. Review the AHLTA-T Security Policy and the AHLTA-T Privacy Policy.
3. Click **Acknowledge**.
4. At the **PIN** prompt for **CAC Login**, enter the PIN associated with the CAC.
5. Click **Ok**.
6. AHLTA-T will display the message, “Your CAC has not yet been registered. Please enter your user id and password to login and register you CAC.”
7. Enter the assigned username into the **User ID field**. (Not Case Sensitive)
8. Enter the assigned “default” or temporary password into the Password field. (Case Sensitive)
9. Click **Ok**.
10. The Password Change dialog box displays.
11. Enter the “default” or temporary password in the **Enter Old Password** field.
12. Enter a new a password in the **Enter New Password** field.
13. Enter the new password again in the **Re-Enter Password** field.
14. Click **Ok**.

The “default” or temporary password assigned to each user for initial logon must be changed and the user must create their own unique password. The new password criteria is as follows:
Be at least 4 character different than previous password
Cannot be one of the last 10 previously used passwords
Must be 15 – 26 Characters
Must contain at least 2 numbers, both upper and lowercase alpha characters, at least 2 special characters
MUST NOT contain the @, %, or ‘

15. At the prompt C2T_Security prompt, click **Ok**.

The application needs to be restarted in order to complete your CAC registration. When you log back in, you will be prompted to enter your PIN.

16. Launch the AHLTA-T application.
17. At the **PIN** prompt for **CAC Login**, enter the PIN associated with the CAC.
18. Click **Ok**.
19. The CAC credentials are now associated with the user account and CAC login can now be utilized.

Set Outpatient Tracking View

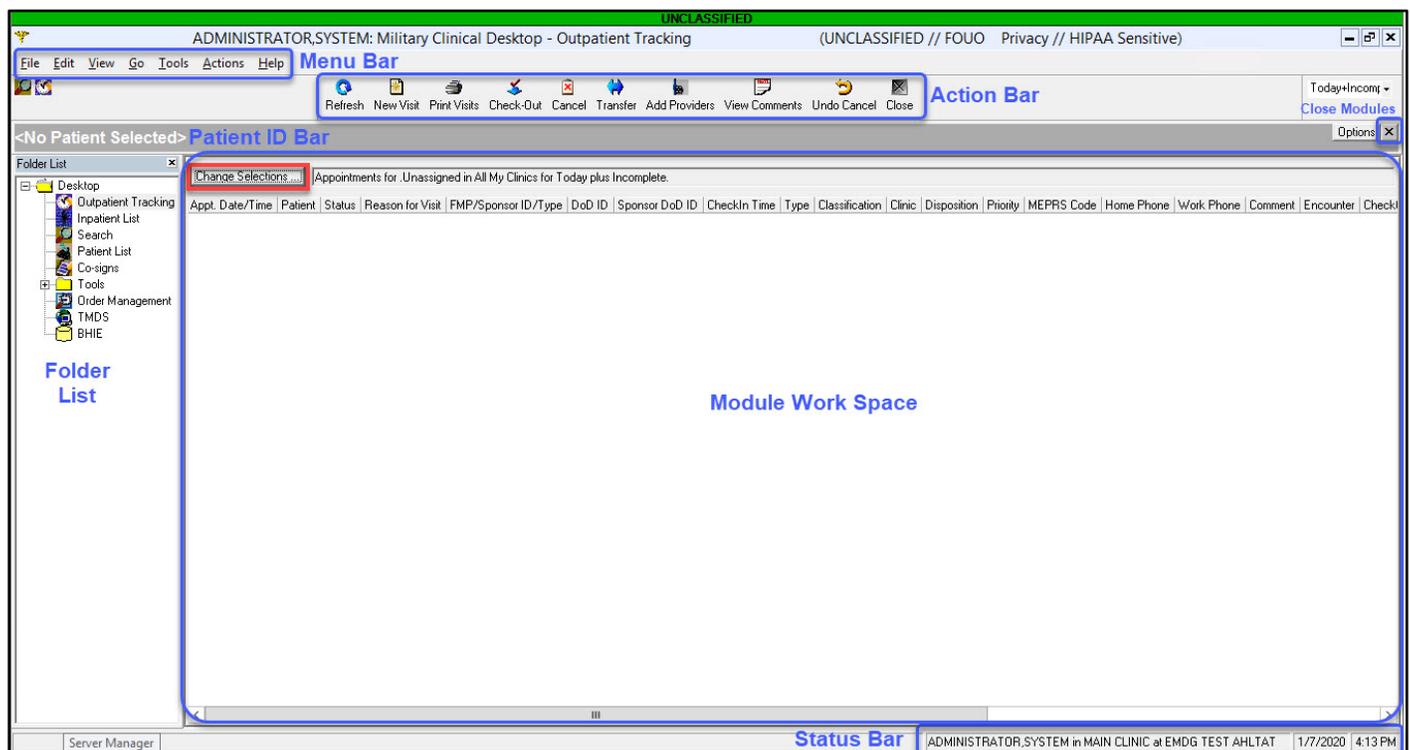
The default startup module in AHLTA-Theater is the Outpatient Tracking Module. This module displays patient encounters that have been created in AHLTA-T by clinics, providers, dates and statuses. The view of the outpatient tracking module is set based upon user access and how the module view is filtered. Upon first login, filter and set the Outpatient Tracking Module.

1. Log into AHLTA-T.
2. On the **Action Bar**, drag the vertical line to the left of the “Refresh” button and drop it beneath the “Actions” menu. This will ensure all of the buttons on the Action bar will display on each module. The cursor should look like this:



Left click and drag

3. In the upper left of the workspace, click **Change Selections...** button.
4. In the Patient Tracking Search Selections window, select the necessary criteria.
 - a. **Clinics:** Select **All My Clinics** or **Selected Clinics** and select clinics individually
 - b. **Providers:** Select **Me, All for this Clinic(s)** or **Selected Providers** to select the providers desired in the default view
 - c. **Dates:** Click **Today Plus Incomplete**
5. Click **Set Selections as Default**.



Create Signature Block and Set Encounter Summary Properties

Users must enter a signature block for their AHLTA-Theater user account as well as configure settings for the Encounter Summary module. The properties must be set from within an open patient encounter. Once the properties are set, the settings will apply to all of the user's patient encounters in all clinics.

A patient encounter can be created for a "test" patient for the purpose of setting the encounter summary properties.

1. Double click a patient encounter from the Outpatient Tracking screen.
2. The selected patient's Current Encounter Screen will display.
3. In the Upper Right of the workspace, click **Options**.
4. The Encounter Summary Properties window will open.
5. In **Line 2**: enter the users **Rank, USAF/Service, Position**.
 - a. Example: Capt, USAF, Flight Nurse
6. *Optional*: If a Co-Signer is required for the user and the provider for cosigning is known, users can set the Co-Signer field to a default provider. At the **Co-Signer**: field click **Search** and select the provider required as co-signer for the user's patient encounters. This field can be changed prior to signing the encounter in the Sign Encounter window if necessary.
7. **AutoCite preferences**: check all checkboxes.
8. Check the **Auto-save S/O every** check box and enter the desired minutes in the field.
9. Click **OK**.

If a test patient was utilized to set up the Encounter Summary Properties, the test encounter should be cancelled from the Outpatient Tracking Screen with the status of **Facility Cancelled**.

Encounter Summary Properties

Signature Block:

Line 1: **ADMINISTRATOR.SYSTEM**

Line 2: SSGT, Medical Technician, AF

Line 3: 1984th EMDG

Co-Signer: (Not Yet Selected) Search Clear

AutoCite preferences: (Template Specific)

Active Problems

Allergies

Active Medications

Vitals Last: 1 Hours Days Months Years

Labs Last: 1 Hours Days Months Years

Rads Last: 1 Hours Days Months Years

A/P Active Order Default: (Provider Specific)

Show Active Medication Orders Window when Opening Order Tabs

Show Active Laboratory Orders Window when Opening Order Tabs

Show Active Radiology Orders Window when Opening Order Tabs

Disposition Follow Up Discussed with Default: Patient

Auto-Print

Auto-save S/O every 3 Min.

Search and Add Templates as Favorites in S/O Module

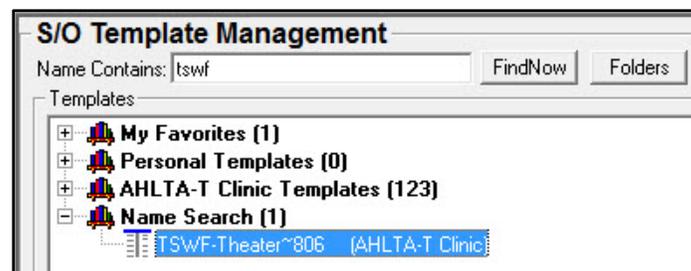
Many commonly used templates and AIM forms have been preloaded into the AHLTA-Theater system. Users can search and add templates to their Favorites list for ease of access and to streamline use. The use of templates and AIM forms where possible is highly recommended. For questions about AHLTA-Theater templates contact your local System Administrator or AFCENT Medical Operations Support Team support@medxs.af.mil

1. Log into AHLTA-T.
2. Select patient from Outpatient Tracking Screen or start a new encounter for a test patient.
3. Double click patient to display the Current Encounter Screen for the selected patient.
4. Click **S/O**.
5. Click **Template Mgt** on the Action bar.
6. In the **Name Contains** field, enter search criteria.
 - a. Example: Type **TSWF** or **Core** to view all available templates with that name or partial name
7. Click **Find Now**
8. In the “Templates” pane, the search results will display.
9. **Right Click** on the desired template or AIM form.
10. Click **Add to Favorites**.
11. Complete these steps for each desired template or AIM form.

*If unsure of the title or spelling or to view a list of all templates and AIM forms available, click the + to expand next to each bolded clinic name in the templates list and scroll through the available options or alternatively, leave the **Name Contains** field **blank** and click **Find Now** to display all the available templates.*

12. Click **Close**.
13. Click the **<No Template Selected>** drop down menu. All templates and AIM forms added to Favorites will be available in the drop down menu list.

If a test patient was utilized to set up the S/O module templates favorites list, the test encounter should be cancelled from the Outpatient Tracking Screen with the status of **Facility Cancelled**.



Set Default Encounter Template for S/O Module

Users have the option to set a default encounter template for their patient encounters in AHLTA-Theater. Setting a default encounter template will automatically launch a predefined AIM form or template, diagnosis, procedure or order when that module for a patient encounter is selected. The template must first be created then saved as a personal template before the template can be set as the default encounter template. Common default encounter templates are AE and ERPSS AIM forms and TSWF Core templates for the S/O module.

1. Log into AHLTA-T.
2. Select patient from Outpatient Tracking Screen or start a new encounter for a test patient.
3. Double click patient to display the Current Encounter Screen for the selected patient.
4. Click **Templates** from the Action bar.
5. In the template module, click **Template Details**.
6. In the **Notes Templates** field click **Add**.
7. In the “Notes Template Lookup” box, click **Search**.
8. In the “Medcin Template Search” box, type the **S/O template or AIM form name** to set as the default template for the encounter.
 - a. Example: type **AE** or type **TSWF**

If the template has not been previously imported into the AHLTA-Theater database, the template will not be found. Verify the template is available in the S/O module.

9. Click **Search**.
10. Click the search result to highlight.
11. Click **Add Items**.
12. Click **Done**.
13. In the “Notes Templates” box, ensure the template is listed.
14. Click **Save As**.
15. In the “Save Encounter Template” box, ensure “Save in” is set to “Personal”.
16. Enter a Template Name.
17. Ensure **Add to Favorites** is check.
18. Click **Save**.
19. Click the **Templates Selection** tab.
20. Expand **My Favorites** folder.
21. **Right Click** on the desired template to set as default.
22. Click **Default Encounter Template**.

The selected template or AIM form in the Default Encounter template will automatically load in the S/O module for each patient. Additional templates can be selected for a patient when necessary.

If a test patient was utilized to set up the Default Encounter template, the test encounter should be cancelled from the Outpatient Tracking Screen with the status of **Facility Cancelled**.