

## Login

- Double click on the VHI logo on your desktop. Please be aware that the first few times you log on it will take several minutes for the software to initialize.
- Click the arrow in the **Therapist** box to display the drop-down menu.
- Select **Marianjoy** from the drop-down menu.
- Click the **Sign In** button.
- **DO NOT CLICK THE Create BUTTON.**

## Logout

- Click the **Sign Out** button on the toolbar.
- The **Therapist Sign In** dialog box displays and another therapist can login

## Select a Kit from the Main Menu

- Click on **Kits** from the main menu bar. A drop-down menu displays.
- Move the mouse over the name of the kit you want to use.
- Another menu displays the available languages.
- Click on the desired language.

## Change the Layout

- At the bottom of the Kit & Routine Window is a toolbar for changing the layout for how you are viewing the exercises.



- Click the icon representing the layout you want to view.

## Select Gender (optional)

- Click the gender button at the bottom of the Kit & Routine window OR, once an exercise is selected, click on the gender button in the

lower right hand corner of the **Edit Exercise** dialog box.

- Note: changing the gender of the person in the exercise photo is not available in all kits. If the gender button is unavailable, the current kit does not include male and female images.

## Select an Exercise Section and Category

- Once you have selected a kit, the tabs in the Kit Browser show the sections the kit is divided into.
- To choose the section you want to use, click on the desired tab. The title of the selected tab is highlighted.
- If the exercises in the selected section are further divided into categories, then the **Exercise Category** box will appear below the tabs. Click on the drop-down list to display the available categories within that section OR select **All**. Use the blue arrows at the bottom of the Kit Browser window to browse exercises.



- **Note:** Not all sections are divided into categories.

## Selecting, Placing and Editing an Exercise

- Place your mouse pointer over the desired exercise (image or title) in the Kit Browser.
- Double click on an exercise that you want to include in the patient's routine
- The **Edit Exercise** dialog box displays. Edit the card by using the menu across the top of the card. You can also edit by clicking directly on the card to make changes. Here are some tips:
  - ❖ Many exercises have blanks that can be filled in – simply click on the blank. These blanks usually represent a number of sets, repetitions, amount of weight, etc...
  - ❖ Some exercises contain drop-down lists within the card of choices from which you

can choose. These choices usually allow you to choose left or right, etc...

- ❖ You can edit or remove any of the text on an exercise by double clicking on the text.
- ❖ You can remove the title or all of the text on the exercises.
- ❖ In most kits, you can change the language or gender of the card.

## Saving a Routine for a Specific Patient

- Once you have created an exercise routine for a particular patient, you can save it by going to **File** and selecting **Save As**.
- The Save Routine dialog displays. Select **Save in a New Patient's History** and click **OK**.
- The **Patient Properties** dialog displays.
- **TO SAVE A ROUTINE FOR A PATIENT:**
  - First name** = patient initials (ex. "CR")
  - Last Name** = your network user name (ie RECC1)Click **OK**.
- The **Patient History** dialog displays. You can give this routine a title and description if you like, but it is not required. When you're done, click **OK**. The title and comments become part of the routine history but are not printed on routines you give to the patient.
- Using the example illustrated above, the final name appears as **recc1CR**. **It is important that all routines are saved consistently in this manner to facilitate searching for exercise programs and to allow for periodic sorting and deleting of old routines.**

## Searching for a Saved Patient Routine

- Select **Patients** from the main menu.
- Select **Browse Patient Histories**. The **Patient Histories** dialog displays.

- Click the **Show All Your Patients** box located midway down on the left. The full list of your saved patient histories displays.

Show all your Patients

- Search the list by your network user name and the patient's initials.
- Highlight the desired routine. The selected routine is displayed on the right side of the window.
- From here, you can reuse or modify the exercise program by using the tab "reuse routine"

## Saving a Commonly Used Routine That You Developed

- Once you have created an exercise routine that you might want to commonly access for patients of a similar diagnosis, you can save it by going to **File** and selecting **Save As**.
- The Save Routine dialog displays. Select **Save As A New Saved Routine** and click **OK**.
- A box will be displayed labeled: In the space below, supply the name for this saved routine".
- Enter your **network ID (ex. Recc1)** followed by **the name you are giving the routine (ex. Post surgical lumbar fusion exercises)**
- Using the example illustrated above, the final name appears **recc1 post surgical lumbar fusion exercises**. **It is important that all routines are saved consistently in this manner to facilitate searching for exercise programs and to allow for periodic sorting and deleting of old routines!**
- Additional comments are optional

## Searching for a Saved Commonly Used Routine

- Select **Routines** from the main menu.
- Select **Browse Saved Routines**. The **Saved Routines** dialog displays.

- Click the **Show only your saved routines** box located midway down on the left. The full list of your saved routines displays.
- Search the list by your network ID and the title you gave to your routine.

## Preview a Routine (Patient Routine or Commonly Used Routine)

- Select **File** and then **Print Preview** from the menu.
- Choose any printing options you would like.
- Click **OK** after selecting your options.
- The routine will be displayed as it will be printed.

## Printing a Routine (Patient or Commonly Used)

- Select **Print** from the **File** menu. You can also click the print button on the toolbar or right-click a routine and select **Print**.  
**Routine For** - Enter Patient Name (will print on the exercise handout only)  
**Created By** - Enter Therapist Name (will print on the exercise handout only)  
**Routine Title** - Optional, but required when saving routines for common use.
- Select the type of printout you want, as well as any options.  
**Exercise Routine** – A printout of the routine as you created it.  
**Chart Copy** – A condensed version of the printout that is more suitable for storage in a patient's chart.  
**Tracking Grid** – A printout for the patient to record the details about their exercise sessions for tracking and record keeping purposes.
- Click **OK** to print the routine.

## Visual Health Information PC Kits



Marianjoy

Wheaton Franciscan Healthcare