

[1] INITIAL SET UP REQUIRED:

SIMULTANEOUSLY DEPRESS THE ctrl, alt, shift and number 2 keys.
YOU WILL SEE A POPUP STATING "RUNNING SCRIPT"

AFTER A BRIEF TIME, YOU WILL SEE A NEW POPUP STATING "AUTHORIZATION REQUIRED"

CLICK "OK"

ANOTHER POPUP WILL APPEAR ASKING YOU TO SELECT AN ACCOUNT.
CLICK ON YOUR WORK EMAIL ACCOUNT.

ANOTHER POPUP WILL APPEAR STATING THAT GOOGLE HAS NOT VERIFIED THIS APP
SELECT THE LINK AT THE BOTTOM LEFT "Advanced"
IF YOU SELECT "GO BACK TO SAFETY" YOU WILL NOT PROCEED AND WILL NOT BE ABLE TO USE
THE RECORDED MACROS.

THE POPUP WILL EXTEND, SCROLL DOWN AND CLICK THE LINK " Go to Recorded Macros (Digital
Logsheet) (unsafe)"

ANOTHER POPUP WILL APPEAR STATING "Recorded Macros (Digital Logsheet) wants to access your
Google Account"
AT THE BOTTOM, CLICK "Allow"

YOU HAVE NOW CONNECTED THE RECORDED MACORS TO YOUR LOGSHEET AND WILL HAVE
FULL FUNCTIONALITY OF THE FEATURES WHEN CONNECTED TO THE INTERNET VIA WIFI OR
HOTSPOT.

[2] ENTER SCAN DATE NUMERICAL MONTH/NUMERICAL DAY

[3] ADD OFFICES BY CLICKING THE PENCIL ICON AND ADDING TO THE LIST.
OFFICES SAVED IN THE LIST WILL REMAIN FOR FUTURE SELECTIONS
JUST DOUBLE CLICK YOUR SELECTION

[4] TO ADJUST TIME ZONE:

CLICK THE FILE BUTTON FOUND AT THE UPPER LEFT CORNER NEAR THE GREEN GOOGLE
SHEETS ICON.

SCROLL DOWN TO AND CLICK "SETTINGS"

IN THE POPUP WINDOW, ADJUST THE TIME ZONE FROM THE LIST AND CLICK APPLY

[5] ENTER YOUR FIRST AND LAST NAME, YOUR CREDENTIALS

DO NOT USE ALL CAPS OR ALL LOWERCASE.
ENTER AS YOU WOULD SIGN YOUR NAME

[6] TO ADJUST THE APPOINTMENT SLOTS (10, 15, 20 60 MIN SLOTS)

ENTER THE DESIRED DURATION OF EACH SLOT USING THE HOUR:MIN FORMAT.

EXAMPLES:

10 MIN SLOTS "00:10"

15 MIN SLOTS "00:15"

20 MIN SLOTS "00:20:"

60 MIN SLOTS "1:00"

[7] ENTER THE TIME OF THE FIRST PATIENT HERE USING MILITARY TIME.

EXAMPLES:

8AM = 8:00

8:30AM = 8:30

1PM = 13:00

1:15PM =13:15

[8] NAME OF THE OFFICE REPRESENTATIVE WILL BE TYPED HERE

[9] DOUBLE CLICK THE BLUE RECTANGLE TO OPEN "INSERT"
SELECT THE DROPDOWN ARROW TO THE RIGHT OF THE DIAGONAL LINE AND CLICK ON
"SCRIBBLE"

INITIALS SHOULD IDEALY FIT INSIDE OF THE BLUE BOX.

THIS STEP IS TRICKY TO MASTER. USING THE LEFT BUTTON ON THE TOUCH PAD WHILE
WRITING INITIALS ON THE TOUCH PAD. LIFT THE WRITING FINGER BEFORE RELEASING THE
LEFT BUTTON.

[10] THIS CALCULATION INDICATES THE TOTAL NUMBER OF EXAMS PERFORMED (OF ALL TYPES)

[11] # OF PATIENTS CALCULATES THE NUMBER OF UNIQUE PATIENT NAMES ENTERED UNDER
PATIENT ID.

IF A PATIENT HAS SEVERAL EXAMS ORDERED AND THEIR NAME APPEARS MORE THAN ONCE,
THEY ARE ONLY COUNTED ONE TIME HERE.

[12] THIS IS THE NUMBER OF PATIENTS THAT INDICATED THEY HAVE HAD A PRIOR CIMT EXAM,
OR BELIEVE THEY MAY HAVE HAD WITH CARDIORISK

[13] THIS CALCULATES THE TOTAL NUMBER OF CIMT EXAMS PERFORMED

[14] THIS CALCULATES THE TOTAL NUMBER OF CAROTID DOPPLER EXAMS PERFORMED

[15] THIS CALCULATES THE TOTAL NUMBER OF AAA EXAMS PERFORMED

[16] THIS CALCULATES THE TOTAL NUMBER OF AAA EXAMS PERFORMED

[17] THIS CALCULATES THE TOTAL NUMBER OF FIMT EXAMS PERFORMED

[18] THIS CALCULATES THE TOTAL NUMBER OF ABI EXAMS PERFORMED

[19] THIS CALCULATES THE NUMBER OF PATIENTS THAT WERE SCHEDULED BUT WERE NOT
SCANNED DUE TO CANCELED OR NO SHOW AS INDICATED BY PLACING AN "X" AT THE END OF
THEIR PATIENT ID

[20] THIS CALCULATES THE NUMBER OF COMPLEMENTARY EXAMS REPRESENTED ON THE LOG
SHEET.

COMP EXAMS ARE ALWAYS AVAILABLE TO THE PHYSICIANS.

STAFF WITH DIRECT PATIENT CARE ARE ALSO ELIGABLE (1 COMP EMPLOYEE SCAN FOR EVERY
15 PAID SCANS)

[21] VERIFY WITH THE PATIENT, THE SPELLING OF THE PATIENTS LAST NAME AND GIVEN FIRST

NAME. DO NOT USE SHORTENED NAMES OR NICK NAMES.
VERIFY THE DATE OF BIRTH WITH THE PATIENT

[22] SELECT ORDERED EXAMS FROM DROPDOWN MENU.
SELECTED EXAMS CHECK BOXES WILL BE HIGHLIGHTED.
CLICK THE CHECK BOXES WHEN EXAMS ARE PERFORMED.
NOTE THAT WHEN AAA EXAMS ARE SELECTED, YOU SHOULD INDICATE IF THE PATIENT IS NPO
USING THE DROPDOWN FROM THE "?NPO" COLUMN.

[23] ENTER PROVIDERS FULL NAME AND CREDENTIALS.
TO ADD PROVIDERS TO DROPDOWN MENU, DOUBLE CLICK IN THE CELL AND CLICK THE PENCIL
TO ADD ANOTHER PROVIDER.
YOU WILL BE ASKED IF YOU WANT TO APPLY TO ALL, CLICK APPLY TO ALL SO THE OPTION WILL
BE AVAILABLE FOR ALL ROWS.

[24] CLICK THIS BOX IF THE PATIENT HAS HAD OR YOU SUSPECT THEY HAVE HAD A PRIOR CIMT
EXAM WITH CARDIORISK

[25] CLICK THIS BOX WHEN YOU PERFORM A CIMT

[26] CLICK THIS BOX WHEN YOU PERFORM A CAROTID DOPPLER SCREENING

[27] CLICK THIS BOX WHEN YOU PERFORM AN AAA SCAN.
YOU WILL ALSO INDICATE THE NPO STATUS IN THE COLUMN TO THE RIGHT.

[28] SELECT FROM THE DROPDOWN MENU TO INDICATE THE PATIENTS NPO STATUS IF A AAA
SCAN IS PERFORMED.

[29] CLICK THIS BOX WHEN YOU PERFORM AN FIMT,.

NOTE THAT FIMT SHOULD BE PERFORMED WITHIN 2 MONTHS OF THE PATIENT HAVING HAD A
CIMT

[30] CLICK THIS BOX WHEN YOU PERFORM AN ABI

[31] CONDITIONAL FORMATTING:
EXPEDITE + Expedited Read
DIF = Difficult Exam
SEATED = Seated Exam
COMP = Comp Exam
CX = Canceled Appointment
NO SHOW = No Show Patient