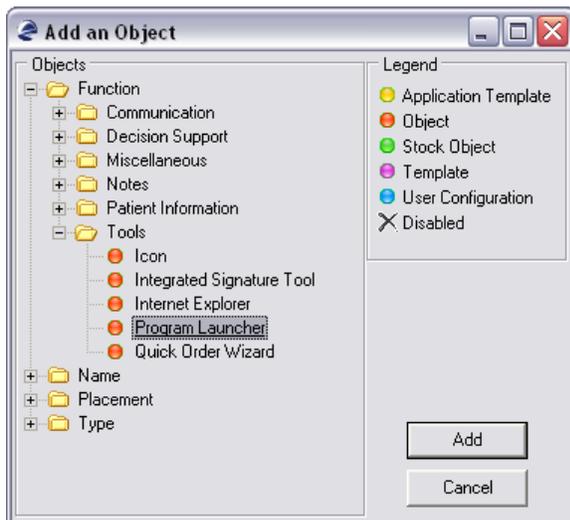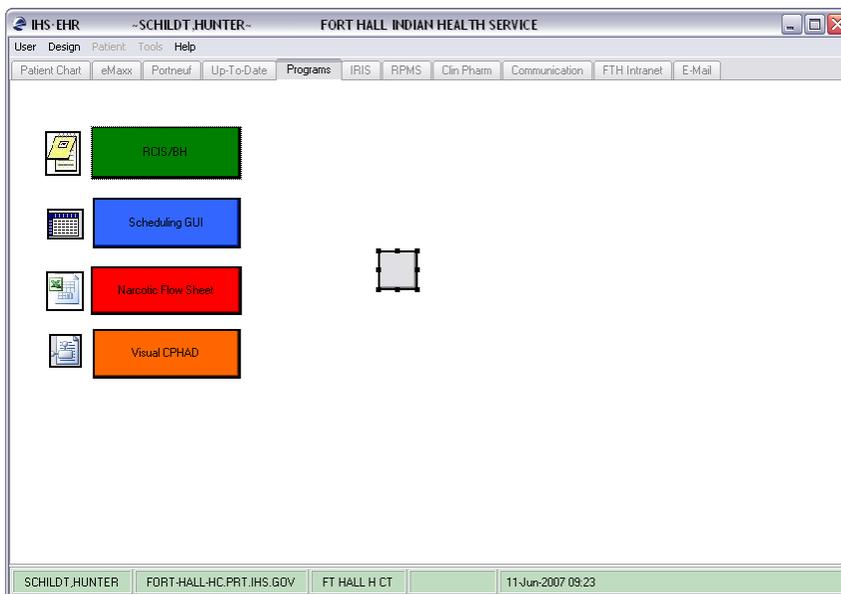## iCare Tab in Electronic Health Record

In the Electronic Health Record (EHR), the Clinical Application Coordinators (CAC) are able to customize their view by adding a tab that will take them to a program outside the EHR. This function can be utilized to add a link to the iCare application. These instructions are intended for the CACs. If you'd like to see this tab in the EHR, please see your CAC.

Instructions:

1. Go to the *Design Mode* by right clicking in the blue tool bar at the top of the screen
2. Right click to the right of the tabs along the top and click on **Add Object.** Expand the options under Function, expand the options under **Tools** and go to **Program Launcher.**
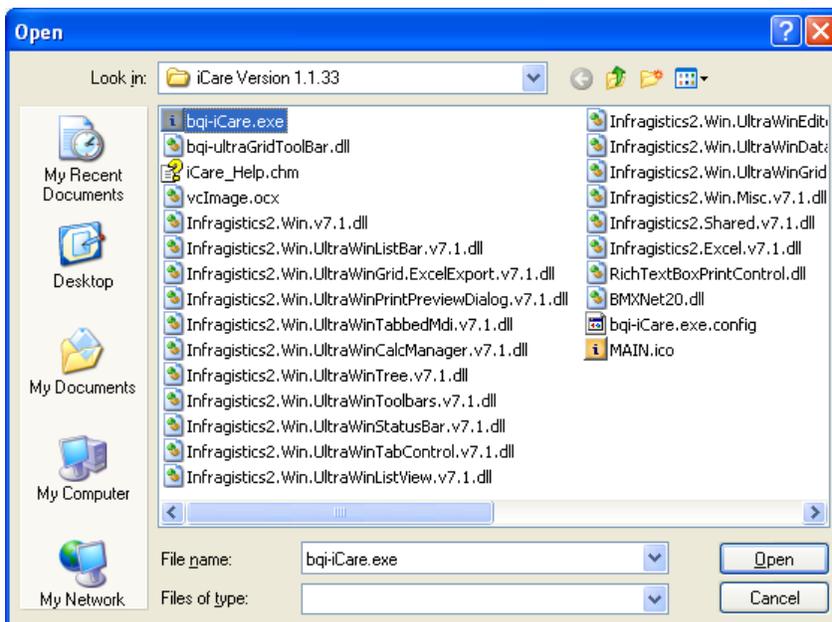3. Click the <Add> button

4. A plain blank square will appear on your screen, right click on it and go to **Properties**.
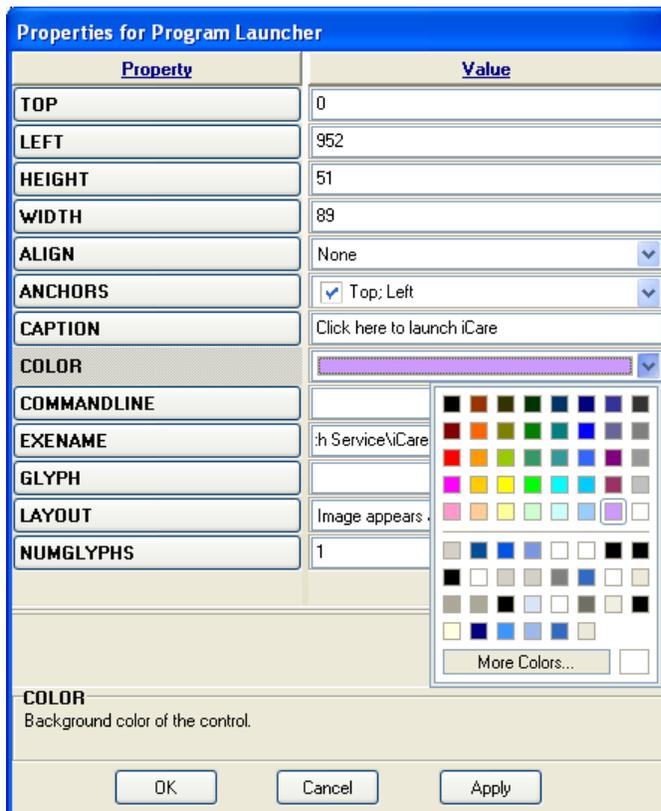
5. Select the link that will launch you to the current version iCare by clicking on the 3 dotted lines (**…**) behind the EXENAME line
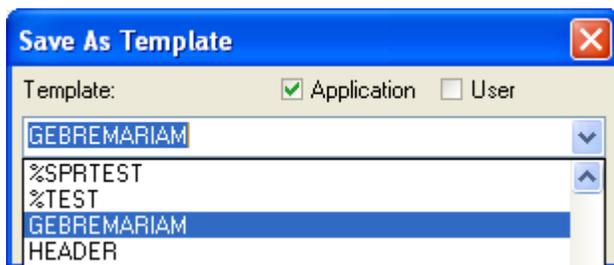

NOTE: These programs are normally located on your local PC. The exact path must be the same for every user. Like in the example the only users that will be able to use this shortcut are the ones with Microsoft Office 2003 installed since the path to the file is different from other versions. In such a case you may make another shortcut to get around that problem.

6. Enter the color and the caption (e.g. Click here to launch iCare) of your tab in the respective rows

7. Click on the <Apply> button
8. Click on the <OK> button
9. Drag your tab to the desired location on your HER

10. Save your template by clicking on the **Design/Save as Template** menu option in the upper left corner of the screen.

11. Exit *Design Mode*