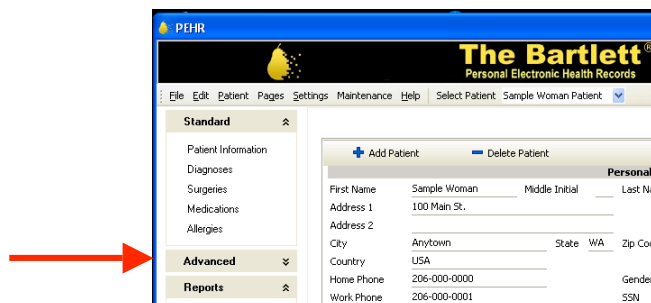


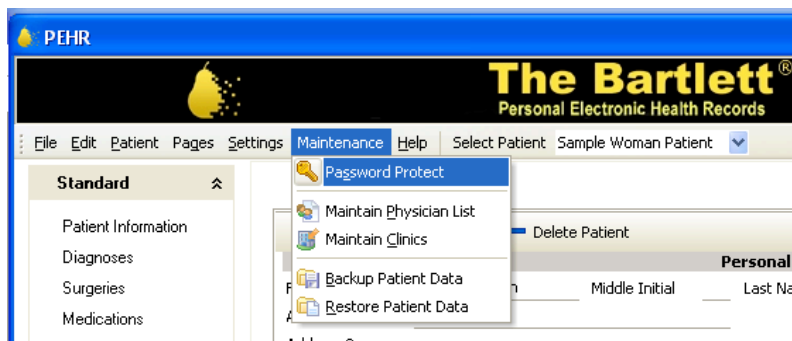
## Tips on Using The Bartlett® PEHR® Technologies, LLC

**Congratulations on your new Bartlett purchase. Below are some tips to help you get started and fully utilize The Bartlett.**

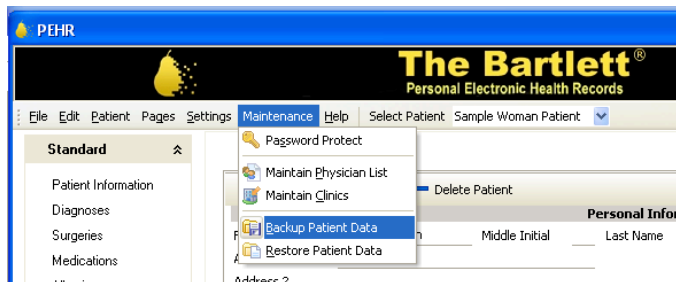
1. Explore the “**Sample Patient**” on the flash drive before starting to enter in your own information. You can delete this “Patient” (on the Patient Info page) at any time, but it is handy when you show your Bartlett to other people so they won’t see you own personal health information.
2. Click on “Advanced” to open the menu for more features, such as Family History, Health Maintenance, and more:



3. The program doesn’t come with a **password** set. So just click on the “Continue” button to enter the program. You have the option to add a password. This is changed on the Maintenance tab at the top of the program screen (see below). Some people want a password for security. No software security is perfect and hackers can break into even high security programs. Some people don’t want a password on their program. This allows easy access by family and paramedics in the event of an emergency. The choice is yours.



4. After you enter in your personal medical data, make a **backup copy** on your home computer. Then if you lose or damage your Bartlett, you can use your back-up file to restore the data to a new Bartlett. The back-up file function is also on the Maintenance tab.



5. If you need **HELP** using the program, try these steps, in this order:
  - A. On each page in the program there is Help – just push the F1 key on your keyboard.
  - B. Go to the PEHR website at <http://pehrtech.com/faqs.html>
  - C. If these options don't answer your question, then email PEHR Support at [support@pehrtech.com](mailto:support@pehrtech.com) Phone support is not available.
6. Reminder – The PEHR software is **copyrighted**. It is illegal to copy it. If you want additional Bartletts or want to upgrade to a USB drive with more memory, they are for sale at the PEHR Store ([www.pehrstore.com](http://www.pehrstore.com) ).
7. Only put the information in the program that you want. For example if you don't want to enter your Social Security Number, then don't. It's your program. Be truthful about your medical history, but it's ultimately your decision on what items to list.
8. After you load an image in the program, like a scanned test result, click on the image and use the wheel on your mouse to change the size of the image.
9. If you start to enter in some data in a pop-up window, e.g. a Surgery, and then you change your mind and don't want to enter any data, finish the data entry by clicking on each line and filling out every line, click on the "Finish" button and then click on the "**Delete Surgery**" button.
10. If the program doesn't seem to be working properly, just exit out of the program (click on the **red X** in the upper right corner), and restart the program. This is similar to rebooting your computer.



11. If you go see your doctor, we recommend taking 2 **printed copies** of your Bartlett to share with your doctor. Not all doctor's offices are set up to plug in USB flash drives. Ask your doctor to review your information on the printed copy for accuracy. Leave one for your doctor and then when you go home you can update your Bartlett with your doctor's suggestions. If your doctor is cooperative, then maybe you can get photocopies of key documents (e.g. EKG or test reports) that you can take home, scan, and load into your Bartlett.

**ENJOY!**