

Introduction

This quick reference guide helps you to perform one or more related tasks.

For more information, go to NextGen Healthcare Success Community (<https://www.community.nextgen.com/>) and download the latest user guide for your specialty.

Ngkbm Manage Custom Links

The Ngkbm Manage Custom Links practice template helps in the linking or re-mapping chief complaint/reason for visit to an HPI template and the physical exam items to a physical exam template.

Note: When you add or edit the links, the spelling, case and punctuation must be identical to the link that is added to the **Reason for Visit** and **Physical Exam** sections.

Specialties

The **Ngkbm Manage Custom Links** template is used in **all** specialties.

Access Ngkbm Custom Links

1. Access NextGen® Ambulatory EHR.
2. From the **File** menu, select **System\Practice Templates**.
3. Click the **Practice** tab to display a list of practice templates.
4. In the **Show** section, select **All**.

5. Scroll down to highlight **ngkbm custom links** and then click **OK**.

Note: You can double-click **ngkbm custom links** option to access the **ngkbm custom links** template.

Add the Reason for Visit and Physical Custom Links

1. Click the **Link to** field and select an item from the **Ngkbm Get Dbpicklist Items** picklist.
The number in the **Rows** field indicates the values available in the list.
2. Click the **Specialty** field and select an option from the **Ngkbm Get Dbpicklist Items** picklist.
3. Click **Refresh**.
4. Click the **All specialties** option.
5. Click **Refresh Data**.
6. In the **Chief complaint** field, enter a chief complaint to add the value to the list.
7. Click the **Popup to** field and select the pop-up template to be launched.
8. Click the **Gender** field and select a gender to which the custom link is applicable.
9. Click the **Age** field and select **all**, **adult**, or **peds** to which the custom link is applicable.
10. Click the **Specialty** field to launch the picklist.
11. Select the applicable specialty and click **OK**.
Note: You can also select "**All**" **only**, **Current**, or **All specialties** option, if the custom link is applicable to all specialties or current specialty.
12. Click **Add**.

Display of the Custom Links in Ngkbm Framework Content

1. From the left navigation bar, select the **Framework Content**.
2. From **Specialty**, select a specialty.
3. From the **Reason for Visit** panel, click **all**.
4. Click the blank field above the **Reason for Visit** grid.
The added values appear in list.
Similarly, check the values entered for the **Physical Exam** section.

Add the Procedure Codes Custom Links

1. From the left navigation bar, select **Manage Template Links**.
2. Click **Link to**, and then select **Procedure code to detail pop up to launch** option.
The number in the **Rows** field indicates the values available in the list.
3. To enter a valid procedure code, click **Procedure code**.
4. To select the pop-up template to be launched, click **Popup to**.
5. To select a gender, click **Gender**.
6. Click the **Age** field and select from the **all**, **adult**, or **peds** to which the custom link is applicable.
7. Click the **Specialty** field to launch the picklist.
8. Select the applicable specialty and click **OK**.
9. Click **Add**.

Update the Custom Links

1. Click the **Link to manage** field and select the set of links from the picklist.
2. Select a row in the grid and make your changes.
3. Click **Update**.

Delete the Custom Links

1. Click the **Link to manage** field and select an item from the picklist.
The existing custom links associated with the selected item display in the grid.
2. Select a custom link.
3. Click **Delete**.

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