New Room Setup

1. Set default browser to Google Chrome
   1. Go to control panel 🡪 Internet options 🡪 Default Settings 🡪 Web browser
2. Move your H Drive to the Desktop for ease of access
3. Install Outlook
   1. Once Outlook is loaded on the new computer (just follow prompts and use military email where needed, then:
      1. Go to File 🡪 Account Settings 🡪 Data File 🡪 Add 🡪 Go to H Drive (or wherever you stored you PSD file with old outlook messages and click to add).
4. Add Asutype (can load from Software App in computer without any approval or IT support)
5. Add Dragon Speak (can load from Software App in computer without any approval or IT support)
6. Map to your closest 2 printers
7. Add Bookmarks from H Drive folder to Google Chrome.
8. Get a Headset for your phone if available.
9. Before Every Clinic Session
   1. Review/Prepare your charts the night before if possible
   2. Get to the clinic and your office early.
      1. Check your room and let your nurse know if you need any supplies
      2. Log in to AHLTA
      3. Log in to UptoDate (and any other sites you may use frequently such as TOL, Liverpool Covid, etc.)