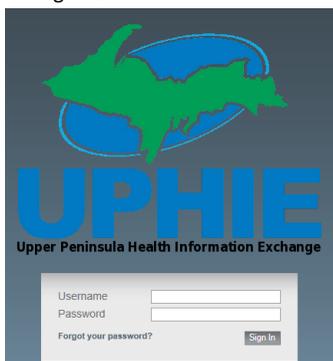


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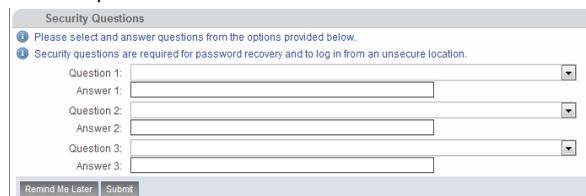
## Quick Reference Guide

### Login

Users will be provided a username and default password when they first sign-in.

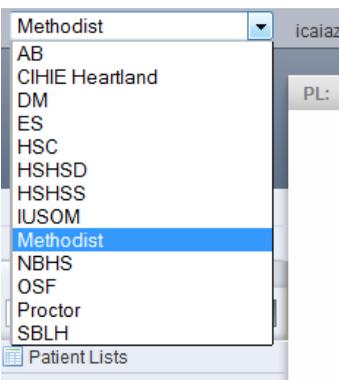


The first time a user logs into the system they will be prompted with the ability to set their security questions to allow for password reset.



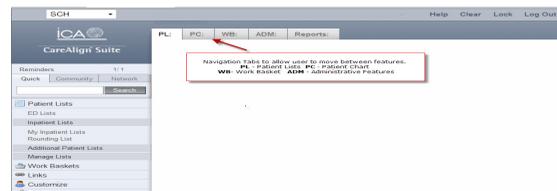
### Vault Selection

Users upon login will default to their primary vault. To select a different vault, use the selection drop down to select the new vault.



### Screen Layout

Users are able to navigate quickly to features by either selecting the tabs or menu items on the left navigation panel.

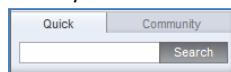


### Patient Search

There are two methods for searching for patients: Quick and Community. Select the appropriate tab, enter the criteria and click the Search button.

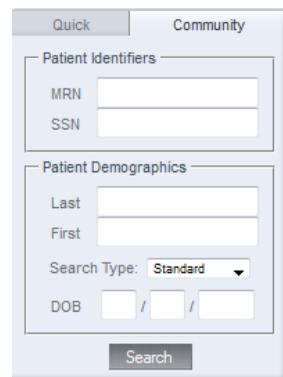
### Quick Search

Quick search allows users to search by MRN, First and Last Name or Last Name, First Name for patients within the vault the user is currently in.



### Community Search

Community search allows users to search across all vaults when only limited search criteria are known.



Results will appear on the PL tab for the user. Select the MRN to open the patient chart in the PL tab.

### General Information

Selecting Maximize for the header you are in will expand that screen within the display window this allows the user to quickly switch between the display list and the report/results that they are viewing.

### Patient Chart

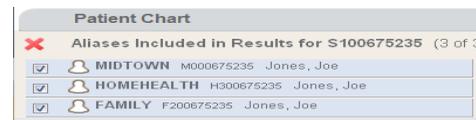
Within the PC tab, the patient chart selected will appear. The patient name will appear in the PC tab. Within the patient chart, users can default their preferred view to be the Clinical Results or the Visit History.

### Patient Demographics/Aliases

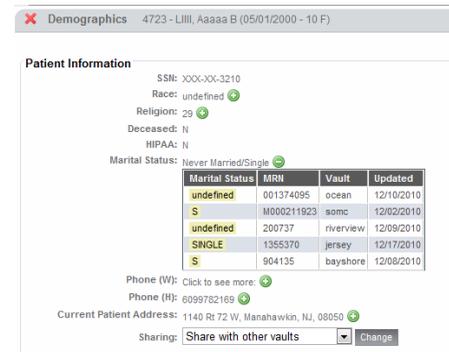
Within the patient banner, users are able to see the patient aliases and demographic information.



Selecting Aliases will show the Name and Medical Record Number for the other sites that the patient has records at that vault.



The demographic information can be accessed by selecting the profile icon before the name. When selected from the banner, this information will display for the patient and show additional information from other sites.



### Visits

The Visit History will allow users to see previous and current visits across all vaults. Select History tab to select Visit History.

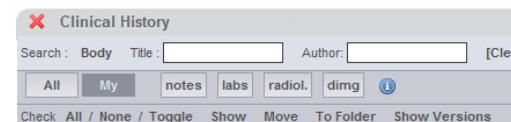


The patient history will appear. Select the demographic icon before the Account Number to see the patient demographics for that encounter. Select the Account Number to see documents related to that encounter.

Date	Document	Provider
01/11/2011 11:05	Lab - CREATINE KINASE	Emergency room,
01/11/2011 11:05	Lab - CKMB	Emergency room,
08/10/1216 11:48	Nurse's Notes	
08/10/1216 11:48	Physician Documentation	

### Clinical Results

The patient clinical documentation will display in reverse chronological order for the patient. The system will display the date of the document, the document name, the MRN and vault the record came from and if available the ordering provider. Select the document name to review the document. Items that may have versions submitted, the user should check the box before the document name and select Show Versions. The document will appear at the bottom of the screen. The user may need to select Maximize to see more of the document. To go back to the Clinical Results, select Maximize on that header bar.



### Search & Filters

Users are able to filter and search for specific information with the Clinical Results. Filters will only appear for those items that are within the patient's clinical results. Select the filter to see all the items that match that filter. Body will allow users to search by a key word in the documents. Title and Author will filter items to match the criteria entered.

### Inpatient Lists

Users can create their own inpatient lists for a hospital/vault census, service, location or room/bed. Select the type of list to build, enter a name and enter the specific information for the look-up. Inpatient Lists are managed through Inpatient Lists > My Inpatient Lists where the user can grant access to the lists to other users or delete/rename the list.

### Additional Lists

Under Additional Lists users are able to review Recent Lookups within the system or their own created lists. My Additional Lists are user created lists that can be shared with other users within the system. The number of patients on the list appears in brackets behind the list name.

### Manage Lists

Users are able to create new inpatient lists from the Manage Lists and also maintain their own rounding lists. If a physician was providing coverage for another physician's patients through the Manage Rounding List the covering provider can add the other physician's name to their list.

### Granting Access to Other Users

Select **More Actions** for the list that access needs to be given to. Select **Grant**. Enter the user's name and select **Grant**. The user will have access to the list under their My Additional Lists.



### Labs/Fast Labs

Labs will display the results by category for the user. Fast Labs will display all lab results in reverse chronological order. Results appearing in red are out of range and items appearing in blue indicate a comment from the lab system. When selecting the comment, it will appear at the bottom of the screen. Reviewing a result within Fast Labs or on the Clinical Results page, hovering over the lab name will display the information about the result. Hovering over the result will allow the user to trend data. Selecting to trend will further allow the user to graph the results.

### Patient Lists

Within the system there are a variety of lists that users can utilize to make their workflow within the system easier. Lists can also be set to default for the user when the user logs in. Users can add patients to their own custom lists.

### ED List

The ED List will display patients that are in the vault's Emergency Department. Select Outpatient Lists and ED Lists to see the list. Users can also enter a different date and select Set Date to see patients that were in the ED on that date.

### Rounding List

The Rounding List allows providers to see the patients they have for the vault the user is in. The rounding list will show the patients where the provider is the Attending or Consulting provider. This can be filtered if the user opts, as the default view is to show all patients for the provider. The rounding list is maintained through Manage Lists. The Rounding List provides the user with the location of their patients within the facility. The Rounding List is limited to the vault the user is currently within and does not combine patients across vaults.

### Work Baskets

#### Inbox

Users are able to check messages that have been sent to their work basket. Users can have access to multiple baskets and can view multiple baskets at once

#### New Message

Users are able to create new messages to send to other baskets within the community.

#### Reminders

Within the system users can create reminders for themselves for follow-up items for a specific patient. This can be done from Fast Labs by selecting the date and time for the result or selecting the Actions tab and selecting Add New Reminder.

### Reminder Notifications

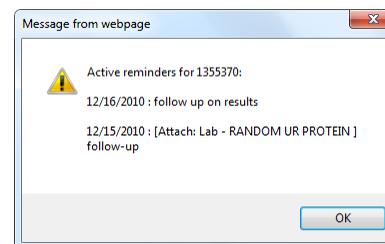
#### Notification Center

Notifications for a patient will appear in the alert section above the search fields. The system will display Reminders #/#. The first number indicates the number of reminders the user has for the current vault, the second indicates the number they have with all vaults and any urgent reminders will appear in red.



### Patient Chart

When a patient chart is opened and there is a reminder on file, the system will display the reminder in a pop-up window.

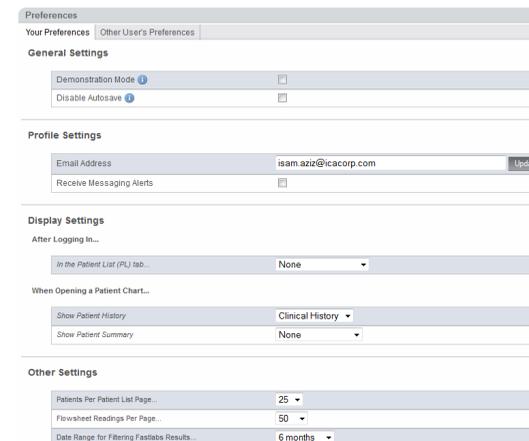


### Links

Users are able to add their own internet links for commonly used websites. Select Links > My Links > Manage Links. Enter the Link name, the web address and select **Add** to add the link to the My Links. Users can then edit and delete their links from here.

### Customize

Users can customize their default displays and lists. Settings will automatically save when selected. Under Display Settings, users can select their preferred patient list (ED List, Rounding List, My Inpatient Lists, etc.) and Work Basket preference (Folders or Reminders). Under opening a Patient Chart if the user prefers to see the previous visits, select for Patient History the option of Visit History; if the user prefers to see the documentation, select Clinical Results.



### Tools

Under Tools a user can reset their password. User will enter their current password and the new password. If there is not a green check mark for the new password and the reenter new password fields the new password does not meet the password criteria or match.