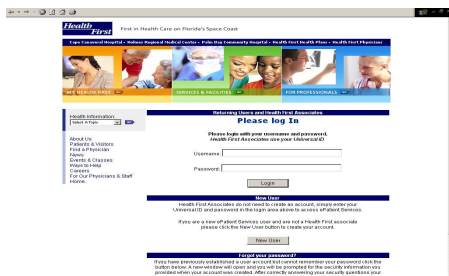


1. Getting there

Click the **FIRST Access** Link on the internet: http://www.health-first.org/internal_access/ or from the Health First intranet, you'll find First Access under "Applications".

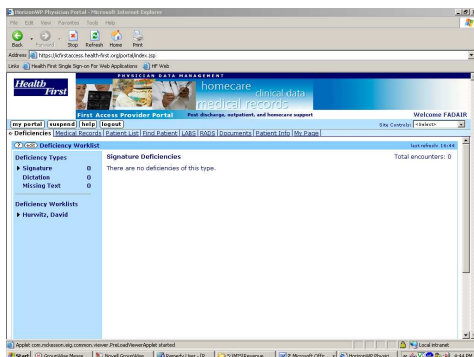
2. Login

Type in your user ID and password:
Tip: Use the Tab key to move between fields.



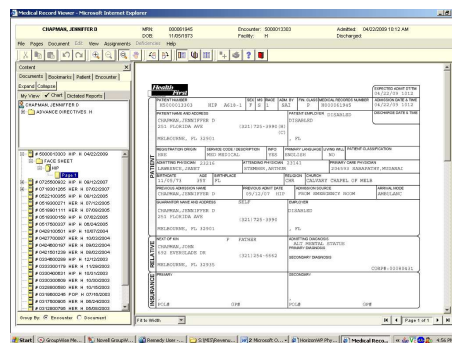
3. Deficiencies Tab

FIRST Access will default to your chart **Deficiencies**. There are three types: Signature, Dictation and Missing Text. Select **Process All**, then enter your PIN, and the Deficiency Viewer will load the next one automatically after you sign.



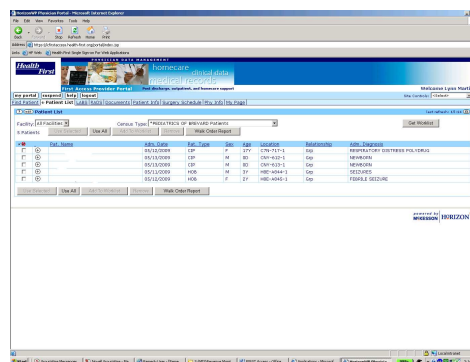
4. Medical Records Tab

After selecting a patient from your **Patient List, Find Patient or Station Census**, select the **Medical Records tab** to load the entire patient chart, post-discharge. It can be sorted by document or encounter.



5. Patient List Tab

FIRST Access will default to your **Patient List** or Census. Personal, supporting or group lists are available. Under Notifications, Physician announcements will be posted monthly.



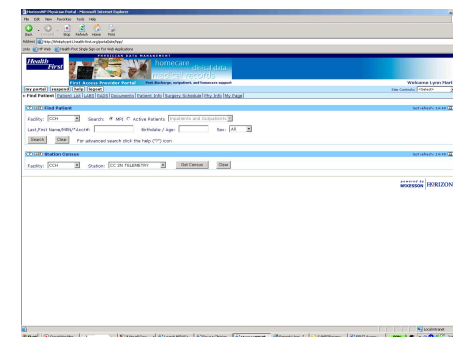
6. To change your Patient List view, click on the **Census type** down arrow to select your personal, supporting (covering), or group census. Tip: Click the edit button to edit your default census view.

7. Walk Order Report (Physician Census)

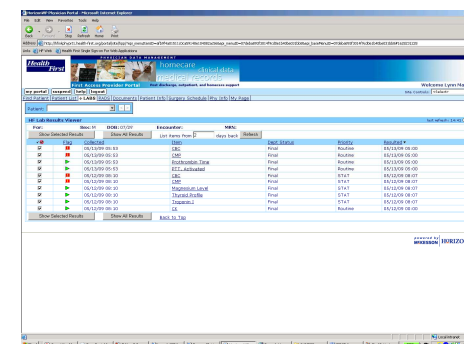
From the Patient List page click the Walk Order Report button. Your Patient List report displays. Click the printer icon in the browser tool bar to print the report.
Tip: Click the edit button to modify your report view – Standard, Medical Record, or Detailed view.

8. Find Patient Tab

Provides the ability to search for patients not on your census, by active or discharged encounters. You can also search by **Station Census** which sorts inpatients by facility and Nursing Unit.



9. **LABS Tab** allows you access to patient **Lab** results from the most recent patient encounter. Older results can be obtained by increasing the number in "List items from ## days back, and then clicking "Refresh".





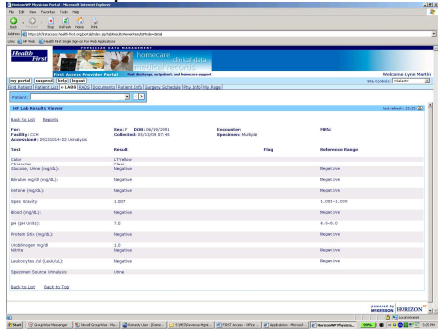
FIRST Access Provider Portal Physician Quick Reference



FOR HOSPITAL MEDICAL RECORDS, DEFICIENCY SIGNATURE, PATIENT LIST, LABS, RADIOLOGY REPORTS AND IMAGES, TRANSCRIBED DOCUMENTS, SURGERY SCHEDULE, FACESHEETS AND PERFORMANCE PROFILE

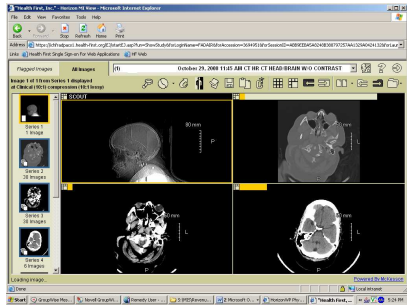
Last Updated: May 2009

10. To view the **LAB details**, click on the name of the test to display. Once displayed, click on the printer icon to the far right side of the HF Lab Results Viewer to print the lab.

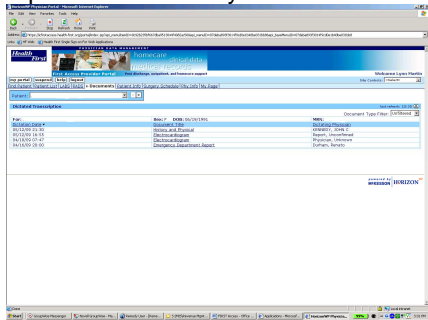


Tip: Certain **LAB** results may include a report. If this is the case, the **“Reports”** button will appear at the top left of the Lab Details page.

11. **RADS Tab** provides access Radiology reports and Radiology PACS images. To launch the image, select the report and then click on the **Check-In Number**. The viewer will load displaying the image.



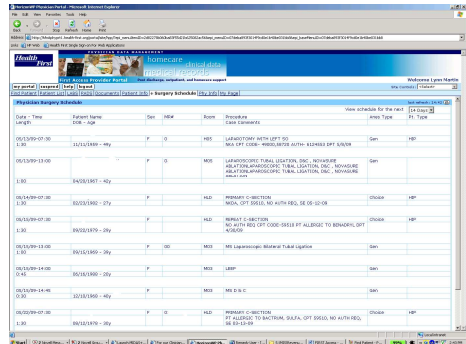
12. **Documents Tab** displays dictated reports transcribed by HIM.



13. **Patient Info Tab** Displays the physician relationships, patient contacts, demographics, and insurance information per encounter.



14. **Surgery Schedule Tab** Displays an individual physician schedules for the next 14 days.



FOR MORE INFORMATION FIRST Access Support Information

Get more detailed documentation online at http://www.health-first.org/internal_access

Or

Contact the Health First Information Technology Support Center 434-5000