



Cape Canaveral Hospital



Holmes Regional Medical Center



Palm Bay Community Hospital



# FIRST ACCESS Provider Portal User Guide

*Updated: 08/2006*

## Table of Contents

System Requirements.....	3
JAVA applet download .....	4
Access and Log in to First Access provider portal.....	5
Patient List – STAR /HBOC Physician Census List.....	7
Walk Order Report.....	8
Find Patient – Patient Search.....	9
Add / Remove Patient from Worklist.....	10
Find Patient – Station Census.....	11
Results – Laboratory, Pathology, Radiology.....	12
Rad PACS – Viewing reports.....	13
Rad PACS – Images via Web MI.....	14
Documents – View transcribed documents.....	15
Patient Info – Facesheet and Medical Records Coding.....	16
Physician Info – Physician directory.....	17
Medical Records – Online Chart access .....	18
Chart Deficiencies – Electronic Signature .....	21
HomeCare - On line chart access & Electronic Signature for Homecare & Hospice.....	26
My Page – Personal settings- internet links – enhancement summary.....	27
Tips for Success.....	28

## FIRST Access Provider Portal System Requirements

Before attempting to access the Portal, please check if your computer settings match our recommended Minimum System Requirements for using the Portal.

### Connectivity

#### Connections

Dial-Up is not supported

**DSL & Cable Only. No Dial Up**  
(128k - 2Mbps)

### Browser Settings

#### Web Browser Requirements:

Physician Portal is designed to work best on the following browser:

- Microsoft Internet Explorer 5.5 or higher  
w/ 128-bit Encryption

### Software Requirements

#### Software Requirements:

Some features and articles on this site may require downloading and installing the following free software/Plug-in:

- Adobe Acrobat Reader 5.0
- Java TM 2 Platform Standard Edition v 1.4.2 JRE(only)  
Do not download any newer/older version

### Hardware / Operating System Requirements

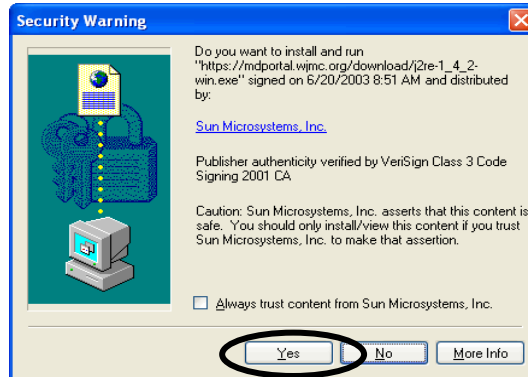
Physician Portal is designed to run on Windows XP/NT/2000 or higher. We recommend that you review the information below for comparison if your current system encounters performance difficulties when using the Physician Portal.

Systems	Minimum Recommended Configuration
Operating System	Windows XP/2000/NT
Processor	700 MHz
Memory	128 MB RAM
Modem	Cable Modem or DSL with Firewall
Monitor	1024 X 768 Resolution

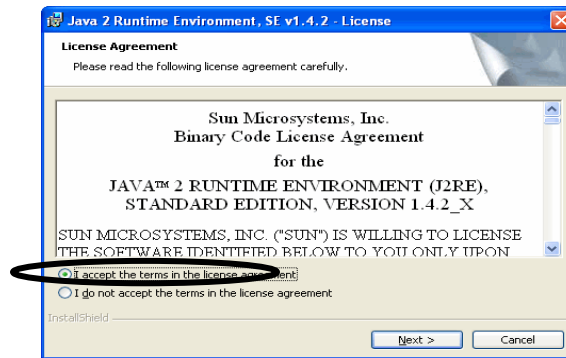
## JAVA Applet

This applet must be loaded on any PC that you wish to view Medical Record images from. When trying to access images you will need to install the following software. **(This is a one-time installation per computer).**

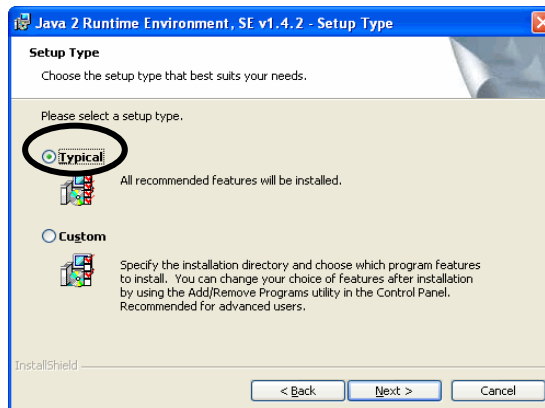
1. You will be prompted to download the Java 2 Runtime Environment and you must click **Yes**.



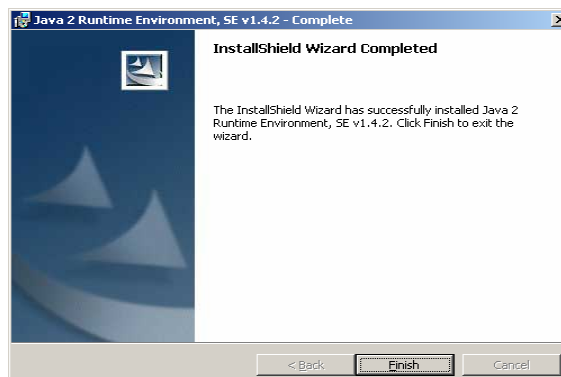
2. Select **I accept the terms in the license agreement**. Then click **Next**.



3. Make sure **Typical** is selected. Then click **Next**.



4. The wizard will download a number of files and this will take several seconds. Let the entire script run. After the script has completed you will be prompted the Wizard has completed. **Click Finished.**



**The script is complete and will not have to be run again on the PC.**

## Access and login to the First Access Provider Portal

1. To access the First Access Provider Portal you must use your Health First Universal Login and Password. Universal logins and passwords are automatically issued to all Health First associates upon employment and Credentialed Physicians and Care Providers once the credentialing process is completed. Physician Office Staff associates may also be issued a Health First Universal login if approved by their physician. If you do not know or do not have a Health First Universal Login, contact the Health First IT Support Center @ 434-5000.
2. To login into the First Access Provider Portal from within the Health First campus, launch the Health First Intranet (Inside Health First) <http://intranet.health-first.org>. Click **Physician Toolbox**, then the **First Access** link. You will also find **First Access** under the Applications tab located on the home page of the Health First Intranet.
3. To login to the First Access Provider Portal from outside of the Health First campus, launch the Internet and navigate to the Health First Home Page, [www.health-first.org](http://www.health-first.org). Click **For our Physician and Staff**, then the **First Access** link.
4. Type your Username and Password from the login page. (Username is the same as your Health First Universal login; this login is the one used to log into Radiology PACS, CareAccess, or the Novell network). If you are unsure of what your universal login or password is please contact the Health First Support Center @ 434-5000.
5. Universal password self resets can be done from this page. Click on the Password Self Service button and follow the directions. You may also create or update your password challenge questions. If assistance is needed, please contact the Health First Support Center @ 434-5000.

Health First Single Sign-on For Web Applications - Microsoft Internet Explorer

Address: <https://ichfmkphyprt.health-first.org/ICSLogin/?https://ichfmkphyprt.health-first.org/portal/index.jsp>

Links: [HorizonWP Physician Portal Test](#) [MyAirMail Account](#)

MY HEALTH FIRST | SERVICES & FACILITIES | FOR PROFESSIONALS

Health Information:  
Select A Topic

Returning Users and Health First Associates  
**Please log In**

Please login with your username and password.  
Health First Associates use your Universal ID

Username:

Password:

Login

Password Self Service

If you are a Health First Associate or Affiliate, you can click the button below for password self-service. The Password Self-Service pages enable you to change your password, answer your challenge/response questions and set up your password hint.

Password Self-Service

If you still have trouble logging in or accessing the site you requested, please contact the Health Information Technology Support Center at 434-5000

© 2006 Health First | 6450 US Highway 1, Rockledge, FL 32955 | (321) 434-4300 | [Contact Us](#) | [Privacy/Other Policies](#)

## Patient List

1. The First Access Provider Portal defaults to the **Patient List** Page. Patient's you are linked to in STAR/HBOC as the Attending or Consulting Physician will appear on your personal Census Worklist. In addition, you can select your Supporting/Covering, Group or Census Worklist of an individual Physician with in your Group. You may also add or remove patients from your personal Census Worklist.
2. The Announcement Module will be a means of relaying educational updates on national quality and patient safety practices, JCAHO/ACHA standards, programs and new statutes associated with P4P, etc, as well as new policies, processes and practices that are developed at our hospitals to address them.

PHYSICIAN DATA MANAGEMENT

Health First Clinical Data Financials Medical Records

FIRST Access Provider Portal Hospital • Outpatient • Hospice • Home Care Welcome Frank August 27, 2006 - 8:22 pm

Frank Adair :: August 27, 2006 [my portal](#) [suspend](#) [help](#) [logout](#)

**Patient List** [Find Patient](#) [Results](#) [Rad PACS](#) [Documents](#) [Patient Info](#) [Deficiencies](#) [Medical Records](#) [Phy Info](#) [Homecare](#) [My Page](#)

**Announcements - Welcome to the FIRST Access Provider Portal** last refresh: 20:22  
[Physician e-Xcellence \(current issue\)](#) - Featuring information on quality initiatives at Health First, this newsletter is for physicians on the medical staffs at CCH, HRMC, and PBCH. [Archives](#)

**edit Patient List** last refresh: 20:22

Facility: All Facilities Census Type: LAIRD,TIMOTHY MD [Get Worklist](#)

4 Patients [Use Selected](#) [Use All](#) [Add To Worklist](#) [Remove](#) [Walk Order Report](#)

<input type="checkbox"/>	<input type="checkbox"/>	Ext. Enc. ID	Pat. Name	Age	Sex	Location	Adm. Date	Pat. Type	Adm. Diagnosis	Attending
<input type="checkbox"/>	<input checked="" type="checkbox"/>	C0621600001	Testupgrade, Twelve	20Y	F	C2N-214-1	08/07/2006	COB	BACK PAIN	LAIRD,TIMOTHY
<input type="checkbox"/>	<input checked="" type="checkbox"/>	C0623300001	Testball, One	28Y	M	C7N-701-1	08/21/2006	CIP	TESTING	LAIRD,TIMOTHY
<input type="checkbox"/>	<input checked="" type="checkbox"/>	C0621900001	Pscribe, Testfour	40Y	F	C2N-201-1	08/07/2006	CIP	INTF TEST	RIGDON,RANDALL B
<input type="checkbox"/>	<input checked="" type="checkbox"/>	C0622200002	Test, Impac T.	28Y	M	C4E-403-1	08/10/2006	CIP	800.00-CLOSED SKULL VAULT FX	GREENSPOON,JEFFREY

[Use Selected](#) [Use All](#) [Add To Worklist](#) [Remove](#) [Walk Order Report](#)

powered by **MCKESSON** | **HORIZON** WP



Tip: To refresh your census list click the **Get Worklist** button



Tip: To view and print your census list Click the **Walk Order Report** button



Tip: To **add** or **remove** patients from your personal census Worklist see Adding or Removing a Patient from Worklist



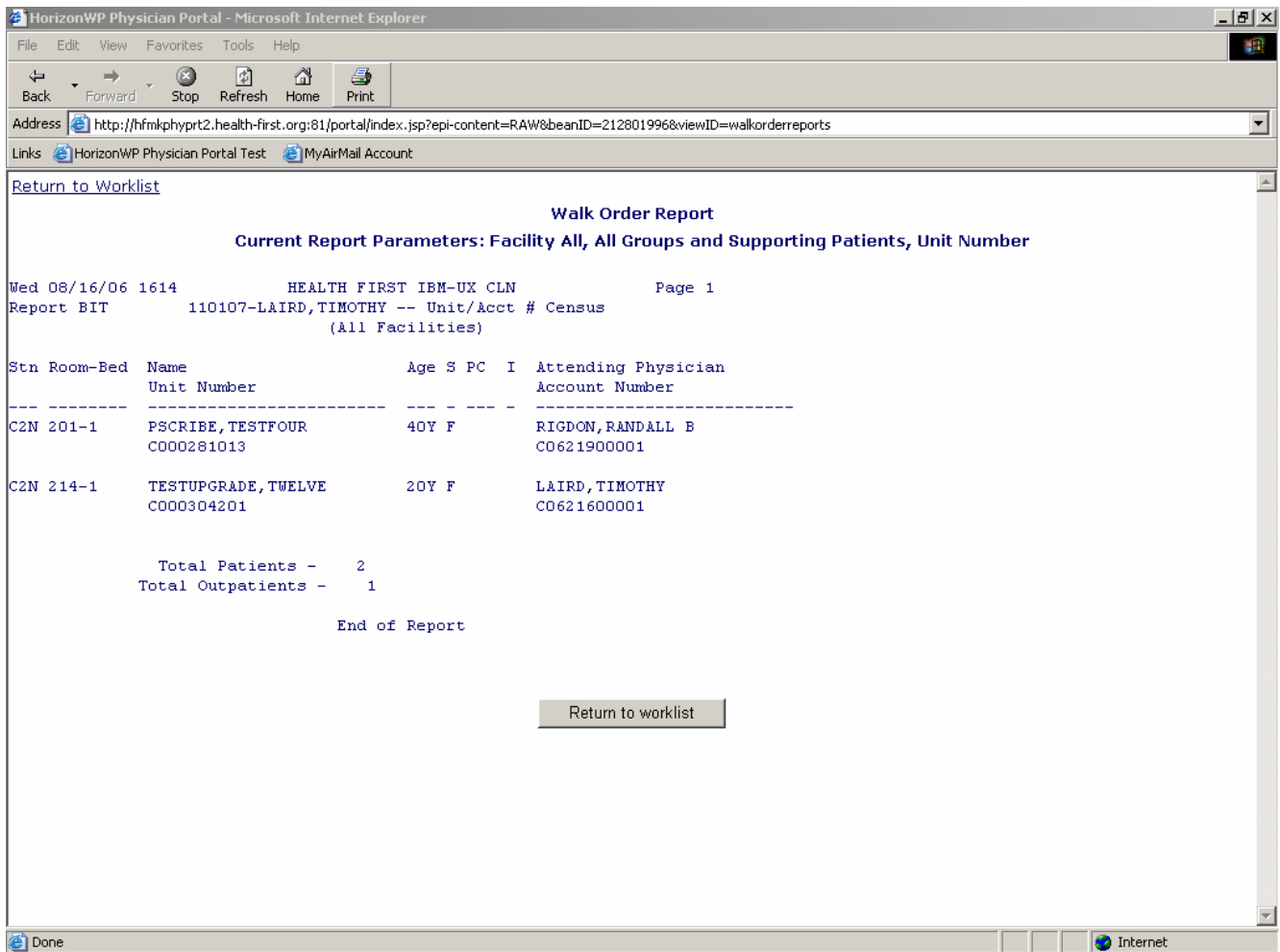
Tip: To change the default Facility or Census Worklist settings, click the **Edit** Button & make changes from the drop down menus



Tip: To review online **Help** for this page click the **?** Button

## Walk Order Report

1. The **Walk Order Report** shows admission information about patients from your selected Census Worklist. When producing the report, you can define parameters that determine which patients will be included and whether a standard, detailed, or unit number Census Worklist is produced.
2. To print your Census Worklist, select the **Walk Order Report** button from the Patient List page to view report.
3. Click the printer icon in the browser tool bar.
4. To return to the Census Worklist click on the Return to Worklist link or button.



HorizonWP Physician Portal - Microsoft Internet Explorer

Address: <http://hfmkphyprt2.health-first.org:81/portal/index.jsp?epi-content=RAW&beanID=212801996&viewID=walkorderreports>

Links: [HorizonWP Physician Portal Test](#) [MyAirMail Account](#)

[Return to Worklist](#)

### Walk Order Report

**Current Report Parameters: Facility All, All Groups and Supporting Patients, Unit Number**

Wed 08/16/06 1614 HEALTH FIRST IBM-UX CLN Page 1  
 Report BIT 110107-LAIRD,TIMOTHY -- Unit/Acct # Census  
 (All Facilities)

Stn Room-Bed	Name Unit Number	Age S PC I	Attending Physician Account Number
C2N 201-1	PSCRIBE, TESTFOUR C000281013	40Y F	RIGDON, RANDALL B C0621900001
C2N 214-1	TESTUPGRADE, TWELVE C000304201	20Y F	LAIRD, TIMOTHY C0621600001

Total Patients - 2  
 Total Outpatients - 1

End of Report

Done Internet

## Find Patient

Find Patient provides the ability to search for patients not on your Census Worklist by using the **Find Patient** or **Station Census** modules.



### Find Patient

Select either the MPI or Active Patient radio button:

- **MPI:** searches the entire Health First MPI of all active and inactive visits. This is the application default.
- **Active Patients:** searches only currently active patients. This option applies only when searching by name or account number.
- **Last, First Name/MedRec#/\*Acct#** - the format of the entry in this box determines the type of criteria used by the application.

Search criteria	Entry formats	Examples
Name	One or more characters of the patient's name in Last, First Middle format. The search is not case sensitive.	d doe doe.john
Medical record number	The number without the facility character.	000003297
Account number	An asterisk followed by the number without the facility character.	*0203200002

1. Select a patient visit by clicking the **Visits** icon next to the patient's name. The module is updated to display a list of encounters for the patient. Click the Ext. Enc. ID and the selected encounter becomes the current encounter in the portal. In addition, the patient becomes the current patient in the portal.

## Find Patient

**Station Census** - Search for active inpatients or 23 hour observation patients currently in a Nursing Station.

1. Select desired Facility and Station.
2. Click on Get Census button.
3. Click on data link to advance to the Results, Medical Records, or Documents tab. Click on the **Add** column to add the patient to your Census Worklist.

The screenshot displays the 'FIRST Access Provider Portal' interface. At the top, there is a navigation bar with 'Clinical Data', 'Financials', and 'Medical Records' links. Below this is a 'Find Patient' section with search criteria for Facility (CCH), Search type (MPI), and Patient type (Inpatients and Outpatients). Below that is a 'Station Census' section with Facility (CCH) and Station (CC 2N TELEMETRY) selected, and a 'Get Census' button. A table of patient encounters is shown below the census section.

Add	Ext. Enc. ID	Pat. Name	Age	Sex	Location	Adm. Date	Adm. Diagnosis	Attending
<input type="checkbox"/>	<a href="#">+</a> C0622200001	<a href="#">Test_Impac_O.</a>	39Y	F	C2N-200-1	<a href="#">08/10/2006</a>	126.1-NECATOR AMERICANUS	GREENSPOON,JEFFREY
<input type="checkbox"/>	<a href="#">+</a> C0621900001	<a href="#">Pscribe_Testfour</a>	40Y	F	C2N-201-1	<a href="#">08/07/2006</a>	INTF TEST	RIGDON,RANDALL B
<input type="checkbox"/>	<a href="#">+</a> C0622200005	<a href="#">Testdictate_One</a>	51Y	F	C2N-202-2	<a href="#">08/10/2006</a>	DICTATION TEST	GREENSPOON,JEFFREY
<input type="checkbox"/>	<a href="#">+</a> C0621600001	<a href="#">Testupgrade_Twelve</a>	20Y	F	C2N-214-1	<a href="#">08/07/2006</a>	BACK PAIN	LAIRD,TIMOTHY



Tip: To add a patient to your list, click on the **Add** column next to the encounter you'd like to add.



Tip: Click on the ? to obtain detail instructions on using these modules.



Tip: Click on the **Edit** button to be able to change your display defaults.

### Adding a Patient to the Census Worklist

1. To add a patient to your Census Worklist select the **Find Patient** tab.
2. Select **Find Patient** or **Station Census**.
3. After navigating to the desired patient visit, check the box in the **Add** column for the encounter you want to add to the Worklist. Check boxes are displayed only for active encounters. Otherwise, blank spaces are displayed.
4. The selected patient is added to your Census Worklist and becomes the current patient in the portal. In addition, if you defined a link for the Add column, the module automatically jumps to the specified module on the specified tabbed page. ( Default link is Results)

### Removing a Patient from the Census Worklist

1. To remove a patient from your Census Worklist, click the box next to the patient you would like to remove.
2. Click the grey Remove button.
3. This will remove the patient from your list.



Tip: Only active visits can be linked to your census Worklist.



Tip: The defined link for the Add column is the Result Tab.



Tip: You may re-add a patient to your Worklist by following the Adding a patient to your Worklist steps.



Tip: Once the patient is discharged it will automatically be removed from your Census Worklist.



Tip: To edit the Patient add link, from the Find Patient or Station Census title bar, click on the **Edit** button and following the drop down menu.



Tip: If you experience any difficulties when adding patients to your Worklist, contact the Health First IT support center @ 434-5000.

## Results

The Results Viewer module provides the ability to view Laboratory, Pathology and Radiology results for the selected patient. When searching for results you can select the specific department as well as the date range (specified as the number of days back from the current day). You can also select to display only new results by checking the Display only new results check box. Click on the Item link to view result.

The screenshot shows the STAR Results Viewer interface. At the top, there are navigation tabs: Patient List, Find Patient, Results (selected), Rad PACS, Documents, Patient Info, Deficiencies, Medical Records, Phy Info, Homecare, My Page. The patient name is Testupgrade, Twelve; C000304201. Below this is the Patient Demographics section with fields for Ext. Enc. ID (C0621600001), Adm. Date (08/07/2006), Disc. Date, Pat. Type (COB), Med. Service (OPO), Adm. Diagnosis (BACK PAIN), and Attending (LAIRD, TIMOTHY). The STAR Results Viewer section has filters for 'All' (selected), 'Show Selected Results', 'Show All Results', and a checkbox for 'Display only new results'. It also shows 'Orders from 14 days back' and a 'Procedure Description Search' field. The main table lists results with columns for RstLvl, Collected, Ordered, Item (Order Number), Dept Status, Priority, and Requested. The table contains several rows, including 'ELECTROLYTES (4)', 'COMPLETE BLOOD COUNT (4)', 'PROTHROMBIN TIME (4)', 'PTT, ACTIVATED (4)', '-CS-6-0063 SURG Surgical Procedure (Pathology)', 'PTT, ACTIVATED (1)', and 'PROTHROMBIN TIME (1)'. At the bottom, there are buttons for 'Show Selected Results', 'Show All Results', and 'Back to Top'. The interface is powered by McKesson Horizon WPP.

## Trending and Graphing Results

In addition to viewing results, you can also trend and graph the last 5 or 10 results by using the Check Five Results. After viewing Check Five Lab Results click the Back to List link to return to a list of all results.

The screenshot shows the STAR Results Viewer interface with a graph for APTT (sec). The graph is titled 'APTT(sec) Check5 Graph' and shows 'Component Value' on the y-axis (ranging from -1.00 to 34.00) and 'Date of Result' on the x-axis (ranging from 6:00 AM to 12:00 PM). The graph displays three data series: APTT(sec) (blue line with dots), High (33.0) (red line with dots), and Low (23.0) (green line with dots). The APTT value is shown as 23.4 for the collection date 08/04/2006 08:13:00 and 26.9 for 08/03/2006 11:45:00. The interface includes 'Back to List' and 'Back to Result' links. The interface is powered by McKesson Horizon WPP.



Tip: Click on the ? to obtain detail instructions on using these modules.



Tip: Click on the **Edit** button to be able to change your display defaults.

## Rad PACS - Viewing Radiology Reports and Images

Radiology Reports and images are available specific to encounter under the Rad PACS tab. Please note: the reports and images are retrieved from the Radiology PACS Web MI application. Prior to viewing images, you must have an active Radiology PACS login and the image viewer downloaded on your PC. If you do not have an active Radiology PACS login or need assistance with downloading the PACS viewer, please contact 434-PAXS.

1. To access the Radiology reports and images, click the Rad PACS Tab. This will signal Web MI to forward all reports linked to the selected encounter number.
2. Retrieved reports will display the Date, Test, Status, and Ordering Physician. To view a report, click on the Test name link.

To select reports from a prior encounter, click on the + sign under the Patient Demographic section to list additional patient encounters. Select the encounter and click on the **Patient Type** link which will take you to the list of Tests for that encounter.

The screenshot displays the 'FIRST Access Provider Portal' interface. At the top, there are navigation tabs for 'Clinical Data', 'Financials', and 'Medical Records'. Below this is a header for 'PHYSICIAN DATA MANAGEMENT' and a welcome message for 'Frank Adair' dated August 17, 2006. A navigation bar includes links for 'Patient List', 'Find Patient', 'Results', 'Rad PACS', 'Documents', 'Patient Info', 'Deficiencies', 'Medical Records', 'Phy Info', 'Homecare', and 'My Page'. A patient selection dropdown shows 'Pscribe, Testfour; C000281013'. Below this is a 'Patient Demographics' table with columns for Ext. Enc. ID, Adm. Date, Disc. Date, Pat. Type, Med. Service, Adm. Diagnosis, and Attending. A '+' icon is visible next to the first row. Below the demographics is a 'Radiology PACS' table with columns for Date, Test, Status, and Ordering Physician. The table lists four entries for myocardial perfusion and chest X-ray tests.

Ext. Enc. ID	Adm. Date	Disc. Date	Pat. Type	Med. Service	Adm. Diagnosis	Attending
+ C0621900001	08/07/2006		CIP	CAR	INTF TEST	RIGDON,RANDALL B

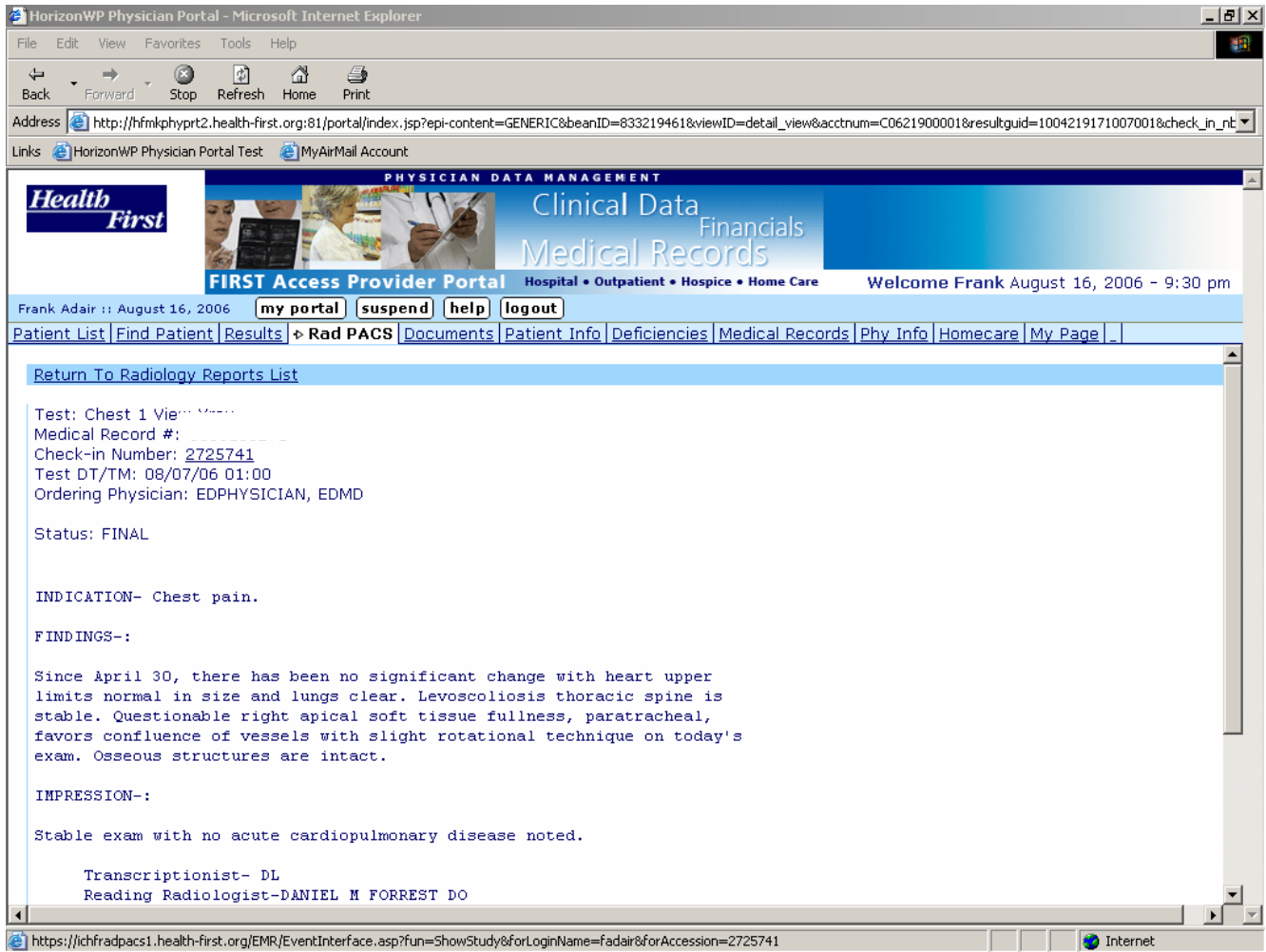
  

Date	Test	Status	Ordering Physician
08/08/06 07:24	<a href="#">Myocardial Perf w Eject Fraction-NM</a>	FINAL	KYLE, JULIAN
08/08/06 07:24	<a href="#">Myocardial Perfusion Spect-Multiple-NM</a>	FINAL	KYLE, JULIAN
08/08/06 07:24	<a href="#">Myocardial Perf w Wall Motion-NM</a>	FINAL	KYLE, JULIAN
08/07/06 01:00	<a href="#">Chest 1 View Xray</a>	FINAL	EDPHYSICIAN, EDMD

## Rad PACS - Viewing Radiology Images

After viewing the Radiology Report, images are available by clicking the **Check-in number** link. Once the link is clicked, you will be taken into the Health First Radiology Web MI application. A new Window will launch and the image linked to the textual report will be viewable. If you choose not to view the image, click the Return to Radiology Reports List link to select additional reports to display.

Note: Due to patient context matching and image retrieval, testing reveals a possible 20 second delay when retrieving images.

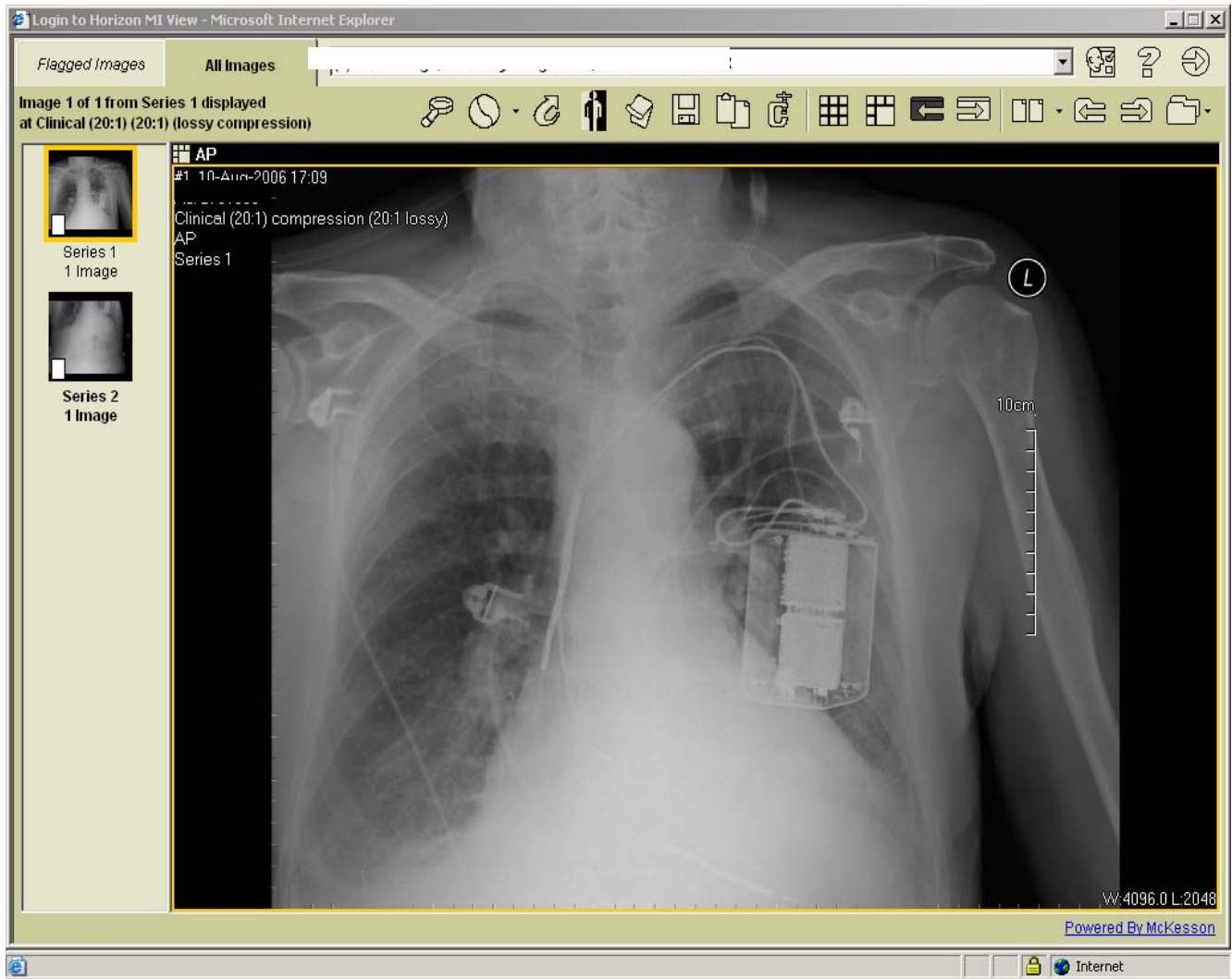


## Rad PACS - Viewing Radiology Images

1. Functionality available in Web MI is also available in this view. To select another image on the same patient, you may select the right and left arrows or folder on the right lower tool bar. To obtain the dictated report for the viewed images, you must return to the First Access Portal and select the appropriate test name or search under the Results Tab.

For specific Web MI application functionality questions, contact the Radiology PACS hotline at 434-4PAXS.

2. To return to the First Access provider portal, click the right arrow on the top tool bar exiting out of the Radiology Web MI application. This will automatically return you to the Radiology Reports Page in First Access.



## Documents

The Documents tab lists all dictation transcribed by the HIM department and Pathology related reports specific to encounter number. Please note: the documents are retrieved from the SCM application. Testing reveals a possible 6 – 10 second delay when retrieving documents.

1. Click the Document Tab, this will signal SCM to forward all documents linked to the encounter.
2. Retrieved documents will display the Dictation Date, Document Title, and Dictating Physician. To view a document, click on the Document Title. All documents viewed under this section are in a Preliminary Status. A message will display at the top of the report stating:

```
***** PRELIMINARY REPORT *****
***** See Patient Chart for Final Signed Report *****
*****
```

3. After reviewing the documents, click the Return to Dictation Reports link to select additional documents to display.
4. To select documents from a prior encounter, click on the + sign under the Patient Demographic section to list additional patient encounters.
5. Select the encounter and click on the **Adm. Date** link which will take you to the list of Documents for that encounter.

The screenshot shows the 'FIRST Access Provider Portal' interface. The 'Documents' tab is active. The patient is identified as 'Pscribe, Testfour; C000281013'. Below the patient information, there are two tables:

Patient Demographics							
Ext. Enc. ID	Adm. Date	Disc. Date	Pat. Type	Med. Service	Adm. Diagnosis	Attending	
+ C0621900001	08/07/2006		CIP	CAR	INTF TEST	RIGDON,RANDALL B	

Dictated Transcription		
Dictation Date	Document Title	Dictating Physician
08/07/06 11:12	Consultation	KYLE, JULIAN
08/07/06 06:14	History and Physical	SCHNEIDER, SUSAN
08/07/06 00:00	Cardiac Ultrasound Imaging	KYLE, JULIAN

## Patient Info

The Patient Info tab provides primary information necessary for the Physician Billing Staff. Information available is as follows:

1. **Facesheet** – lists patient demographics, contact numbers and insurance provider information.
2. **Visit History** – tracks the patient’s movement during the active visit. Tracks patient type and location information.
3. **Insurance Notes** – list’s account notes entered by the Patient Registration and Patient Business Office.
4. **Dx/Proc Codes** – Once abstracted by the Health First HIM coder, all diagnosis and procedure codes will list.
5. **Coding Summary** – printable format summarizing patient demographics and assigned diagnosis and procedure codes.

The screenshot displays the 'FIRST ACCESS Provider Portal' interface. At the top, there are navigation tabs for 'Clinical Data', 'Financials', and 'Medical Records'. Below this is a header for 'FIRST Access Provider Portal' with a welcome message for 'Frank Adair' on August 17, 2006. A menu bar includes options like 'my portal', 'suspend', 'help', and 'logout'. The main content area shows the 'Patient Info' tab selected, displaying a dropdown menu for the patient 'Pscribe, Testfour; C000281013'. Below this, there are two sections: 'Patient Demographics' and 'Facesheet'. The 'Patient Demographics' section contains a table with columns for Ext. Enc. ID, Adm. Date, Disc. Date, Pat. Type, Med. Service, Adm. Diagnosis, and Attending. The 'Facesheet' section displays a detailed text-based summary of patient information, including name, address, birthdate, sex, and medical history.

Ext. Enc. ID	Adm. Date	Disc. Date	Pat. Type	Med. Service	Adm. Diagnosis	Attending
C0621900001	08/07/2006		CIP	CAR	INTF TEST	RIGDON,RANDALL B

```

PHYSICIAN FACESHEET - PATIENT DEMOGRAPHICS - CCH
NAME : PScribe, TESTFOUR ADM DATE/TIME: 08/07/06 1005
ADDRESS #1 : 22 TWAIN UNIT # : 000281013
ADDRESS #2 : ACCOUNT # : 0621900001
CITY : COCOA BEACH PHONE (H) :
CO/ST/ZIP : BREVARD FL 32932 PHONE (W) :
FIN CLASS : P SELF PAY RACE : 1 CAUCASIAN
. TYPE : CIP
BIRTHDATE : 06/06/66 40Y SEX : F FEMALE
SS # : 394-99-4568 MARITAL STAT : S SINGLE
. ACCIDENT :
ADMIT DX : INTF TEST PRI CARE MD :
WORKING DX : INTF TEST CONSULT MD #1: LAIRD, TIMOTHY
ADMIT MD : RIGDON,RANDALL B CONSULT MD #2:
ATTEND MD : RIGDON,RANDALL B CONSULT MD #3:
REFER MD : SHARED MD :
ER MD : RELATIVE : A, A
GUARANTOR : PScribe, TESTFOUR REL ADDRESS 1:
ADDRESS #1 : 22 TWAIN REL ADDRESS 2:
ADDRESS #2 : REL CITY :
CITY : COCOA BEACH REL CO/ST/ZIP:
CO/ST/ZIP : BREVARD FL 32932 REL PHONE (H):
PHONE (W) : REL PHONE (W):
REL TO PT : SELF REL TO PT : AUNT
SS # : 394-99-4568
EMPLOYER :
    
```



Tip: To print the information from this module click on the printer icon on the right side of the module bar.



Tip: Click on the ? to obtain detail instructions on using these modules.



Tip: Click on the **Edit** button to be able to change your display defaults.

## Physician Info

1. The **Physician Info** tab provides an online Physician Directory. Select by Specialty, Committee or name. Enter Last name, First name format and click search. All Physicians, Credentialed and non credentialed, built in STAR/HBOC are available for viewing. Initial information listed is specific to Primary office information.

PHYSICIAN DATA MANAGEMENT

Health First Clinical Data Financials Medical Records

Welcome Frank August 17, 2006 - 11:15 pm

Frank Adair :: August 17, 2006 [my portal](#) [suspend](#) [help](#) [logout](#)

[Patient List](#) | [Find Patient](#) | [Results](#) | [Rad PACS](#) | [Documents](#) | [Patient Info](#) | [Deficiencies](#) | [Medical Records](#) | **Phy Info** | [Homecare](#) | [My Page](#)

**Physician Information** last refresh: 23:15

Includes All Facilities Specialty:  Committee:

Include Physicians that are:  Staff  Non Staff  Both

Name/Number:

Support	Name	Office Phone	Pager	Code	Title	Specialty	Primary Office
<input type="checkbox"/>	LAIRD, ROSEMARY	Primary: (321)868-7641;		110109	MD	INT	701 W. COCOA BEACH CSWY COCOA BEACH FL 32931
<input checked="" type="checkbox"/>	LAIRD, TIMOTHY	Primary: (321)637-7061;		110107	MD	FAM	6725 HIGHWAY US 1 PORT ST. JOHN FL 32927

\* indicates physician is already being supported by another physician

powered by **McKESSON** | **HORIZON** WP

2. To view detailed information, click the Physician name link. General Information including Physician UPIN and Supporting Physician's is displayed as well as the Primary office demographics.
3. Click the clear button to clear current physician information from the search.

PHYSICIAN DATA MANAGEMENT

Health First Clinical Data Financials Medical Records

Welcome Vinay August 17, 2006 - 11:13 pm

Vinay Mehindru :: August 17, 2006 [my portal](#) [suspend](#) [help](#) [logout](#)

[Patient List](#) | [Find Patient](#) | [Results](#) | [Rad PACS](#) | [Documents](#) | [Patient Info](#) | [Deficiencies](#) | [Medical Records](#) | **Phy Info** | [Homecare](#) | [My Page](#)

**Physician Information** last refresh: 23:13

Includes All Facilities Specialty:  Committee:

Include Physicians that are:  Staff  Non Staff  Both

Name/Number:

[Back To Search Results](#)

**110107 - LAIRD, TIMOTHY MD**

**General Information:**

UPIN:	UB92:
Email# 1:	Email# 2:
Specialties: FAM-FAMILY PRACTICE	
Groups: HEALTH FIRST PHYS INC	
Supported by: EARLE, HARRY A - FAIR, SUSAN C	
Supporting for: FAIR, SUSAN C - EARLE, HARRY A	

**PRI - Health First Physicians Information:**

Contact Person:		
Address: 6725 HIGHWAY US 1 14 PORT ST. JOHN FL 32927		
Phone: (321)637-7061;	Fax: (321)637-7095	Cell: (321)698-4180
Ans Service:	Hospital:	
Email: Timothy.Laird@health-first.org		Edit Date/By: 08/06/06 9:45

powered by **McKESSON** | **HORIZON** WP



Tip: If your Supporting Group information needs editing, contact the Medical Staff office at your assigned facility or the IT Support Center at 434-5000.

## Medical Records / Online Chart

1. To view on line Medical Records on a patient, select the **Medical Records tab**. You will be able to view patients from your census by selecting from the drop down selection box.
2. If you need to select a patient not on your census you will need to select the patient from the **Find Patient** tab. After clicking on the patient's name link you will be directed to the **Medical Records** tab to view the documents.
3. To access documents you can sort by Document or Account. The default is Account. You may also select different record views; Chart, Dictated Reports, or Physician. Default is Physician
4. Click on the Account or Document link to launch the viewer. Note: When launching the document viewer for the first time, Java will need to be downloaded. Follow the steps as instructed by the Java Wizard. For assistance contact 434-4HIM or the Health First IT support Center @ 434-5000.

The screenshot displays the 'Medical Records' interface for patient Vinay Mehindru. At the top, there is a navigation bar with tabs for 'homecare', 'clinical data', and 'medical records'. Below this is a patient search box and a table of patient demographics. The 'Medical Record View' section shows a list of documents, including a photo ID and admission records.

Ext. Enc. ID	Adm. Date	Pat. Type	Disc. Date	Med. Service	Adm. Diagnosis	Attending
C0623300293	08/21/2006	CIP		OPO	ANEMIA / SECONDARY GI BLOOD LOSS	EARLE, HARRY A

Documents	
<input type="checkbox"/>	+ PHOTO ID - Aug 09 2006 13:49:44:953 GMT
<input type="checkbox"/>	+ Admitted 08/21/06 (CIP)
<input type="checkbox"/>	+ Admitted 08/11/06 - 08/13/06 (CIP)
<input type="checkbox"/>	+ Admitted 08/09/06 - 08/09/06 (COP)




Tip: Once the Java applet is downloaded you will not need to do this again, per PC. You will notice a small delay though the first time the applet is launched per session.

## Online Chart navigation

Once the Java viewer has opened the selected document will be display. To navigate follow the below tips:

To change pages while in the Medical Record view you may use one of the following:

1. Click on the arrow keys to advance to next page, advance to the last page of a multi-page document, go back to the previous page or go to the first page of a multi-page document.
2. You may also click in the documents title section selecting the desired paged from the drop down box.
3. If you have a scroll on your mouse, you may use the scroll to advance the pages.
4. To return to the portal click the **Return to Portal** 

The screenshot shows a Java viewer window with a menu bar (File, View, Edit, Enhance, Navigate, Bookmark, Bookview, Help) and a toolbar. The document title is "ED DICTATED REPORT | 100519 Nelson Page 1". Below the title is a table of contents with 8 entries:

Doc ID	Title	Author	Page
1.	DISCHARGE SUMMARY	100501 Rigdon	Page 1
2.	DISCHARGE SUMMARY	100501 Rigdon	Page 2
3.	ED DICTATED REPORT	100519 Nelson	Page 1
4.	HISTORY AND PHYSICAL	100825 Guagenti	Page 1
5.	HISTORY AND PHYSICAL	102124 Rigdon	Page 1
6.	HISTORY AND PHYSICAL	102124 Rigdon	Page 2
7.	HISTORY AND PHYSICAL	102124 Rigdon	Page 3
8.	HISTORY AND PHYSICAL	102130 Greenspoon	Page 1

The main content area displays the text of the selected document (Entry 3):

CONSTITUTIONAL: The patient denies fever, weight loss, fatigue, weakness, and change in appetite, chills or sweats.  
 EYES: No visual changes, redness, pain, photophobia, or blurring; no discharge.  
 EARS: No hearing changes, tinnitus, pain, discharge or vertigo.  
 NOSE: No sinus problems, nose bleeds, obstruction or polyps.  
 THROAT: Teeth, tongue, gums are all normal. No hoarseness or sore throat.  
 RESPIRATORY: Denies dyspnea, cough, hemoptysis or other breathing troubles.  
 CARDIOVASCULAR: No chest pain, orthopnea, dyspnea on exertion, claudication or peripheral edema.  
 GASTROINTESTINAL: Denies dysphagia, heartburn, nausea, vomiting, hematemesis, hematochezia, melena, diarrhea, constipation or change in stool shape or color.  
 GENITOURINARY: Denies urinary frequency, urgency, dysuria, hematuria, or incontinence.  
 ENDOCRINE: Denies polyuria, polydipsia or changes in hair or skin.  
 MUSCULOSKELETAL: Denies changes in joints, joint swelling or trauma.  
 HEMATOLOGIC: Denies anemia, bleeding tendency, easy bruising or lymphadenopathy.  
 NEUROLOGIC AND PSYCHIATRIC: Denies syncope, seizures, weakness, changes in coordination, memory, mood, sleep or emotional changes.  
 INTEGUMENTARY: Denies rashes, pruritus, lesions or bruising.

Henry N Nelson, MD



Tip: To maximize the screen when in the Java viewer, click on View from the browser tool bar, then Full screen. You may also enter the F11 key after clicking in the browser header to maximize the screen. You must click in the browser header prior to the F11 key engaging the Full View functionality. Enter the F11 key again to return to normal browser view.



Tip: For COLD documents displayed as text: To read the text more easily, you can change the font face and font size by using the Font Selection and Font Size buttons. Changes to either of these settings apply to the entire document but are not permanent. See COLD Documents (next page) to determine which documents are considered COLD text.

## Online Medical Record /Chart Viewing

Documents available under the Medical Records tab are electronically fed by a cold feed interface, scanned during the Registration process, or scanned after discharge by the HIM Department. Turnaround time for scanned documents is 24 hours after the paper chart is received in the HIM Department.

Cold Fed documents are:

### **STAR – displayed as text**

Laboratory Discharge Cumulative - Upon discharge at 12MN

Laboratory Outpatient Summary – Upon discharge at 12MN

Radiology – Real-time

### **FORMFAST**

Facesheet – Real-time

### **POWERPATH – displayed as text**

Pathology - Real-time

### **eSCRIPTION – displayed as text**

All HIM transcribed dictation - Real-time

### **EmSTAT**

ED Visit Report – Upon discharge from the Emergency Department

Note: Physician T-sheets will be scanned by the HIM department post discharge

### **SIS – Surgical Information Systems**

Pre Op, Intra Op, and Post Op Reports – Real-time

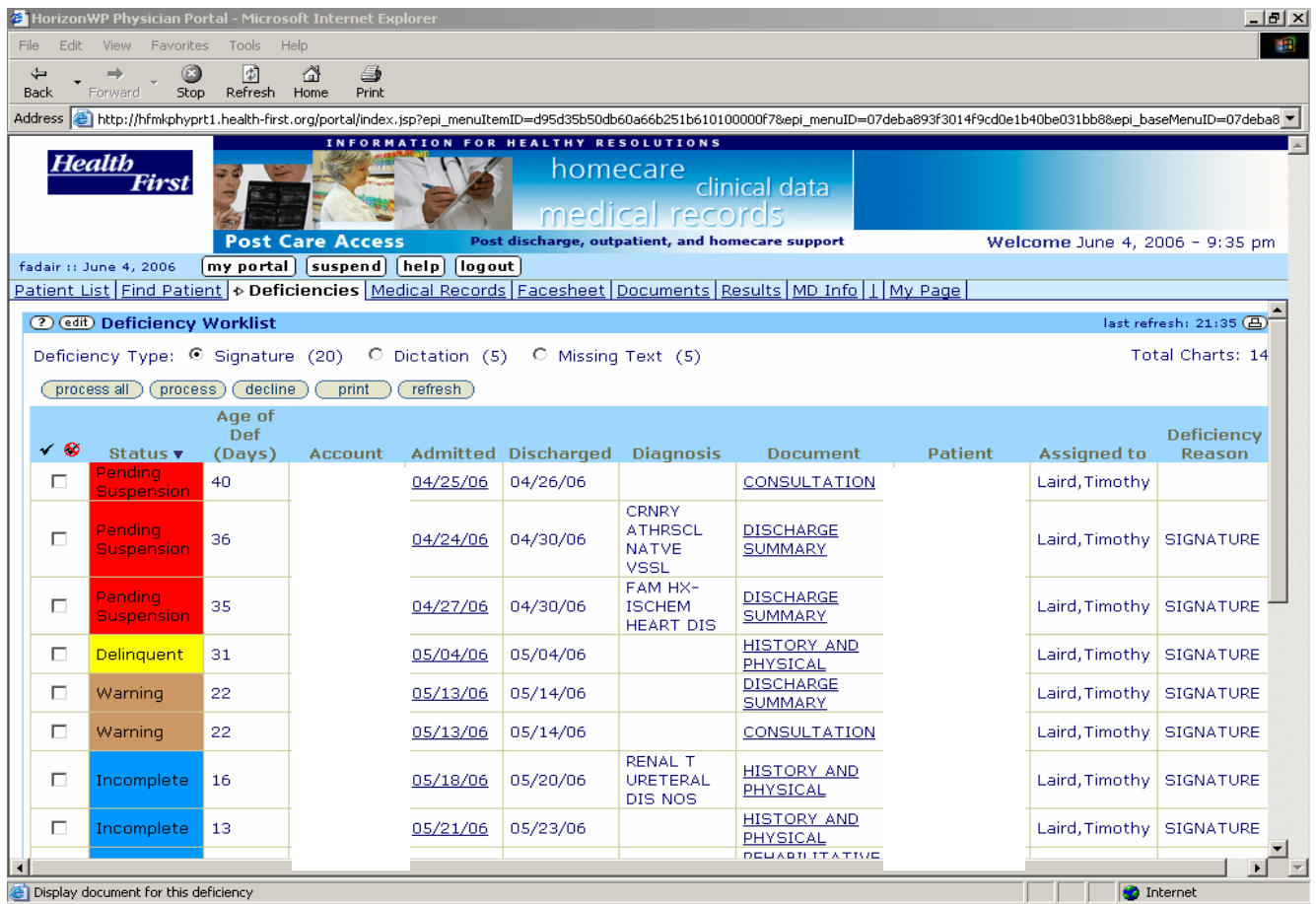
### **SCM**

Vitals, I&O, flow sheets, clinical notes – 3 days post discharge

## Chart Deficiencies

Education for completion of on line Chart Deficiencies is conducted by the Health First HIM staff. To arrange for you training session or if you questions related to deficiencies, contact the HIM hotline at 434-4HIM.

- To complete Chart Deficiencies, click on the **Deficiencies** tab. Use the radio buttons to select the type of deficiencies you want to complete. ( Signature, Dictation, Missing Text )
- You can view all deficiencies or select individual deficiencies to complete.  
**Process:** The viewer displays the document image for the first selected deficiency.  
**Process All:** The viewer displays the document image for the first deficiency in the list.



- Status Definitions: (Color coded by deficiency)

Status	Age of Deficiency
Incomplete	0-19
Warning	20-29
Delinquent	30
Pending Suspension	>30

## Chart Deficiencies – Electronic PIN

Once you select a deficiency you will be prompted to enter your **PIN** number. This PIN serves as your electronic signature and should be protected as such. Your PIN must be between 4-6 characters (numeric only)  
 Note: This is not equivalent to your application password. This code generates your **Electronic Signature**.

You can change your PIN by clicking the **Edit** button on the Deficiency List. You must know your old PIN in order to change it. If you forget your PIN, you must call the HIM hotline, 434-4HIM to have it reset.

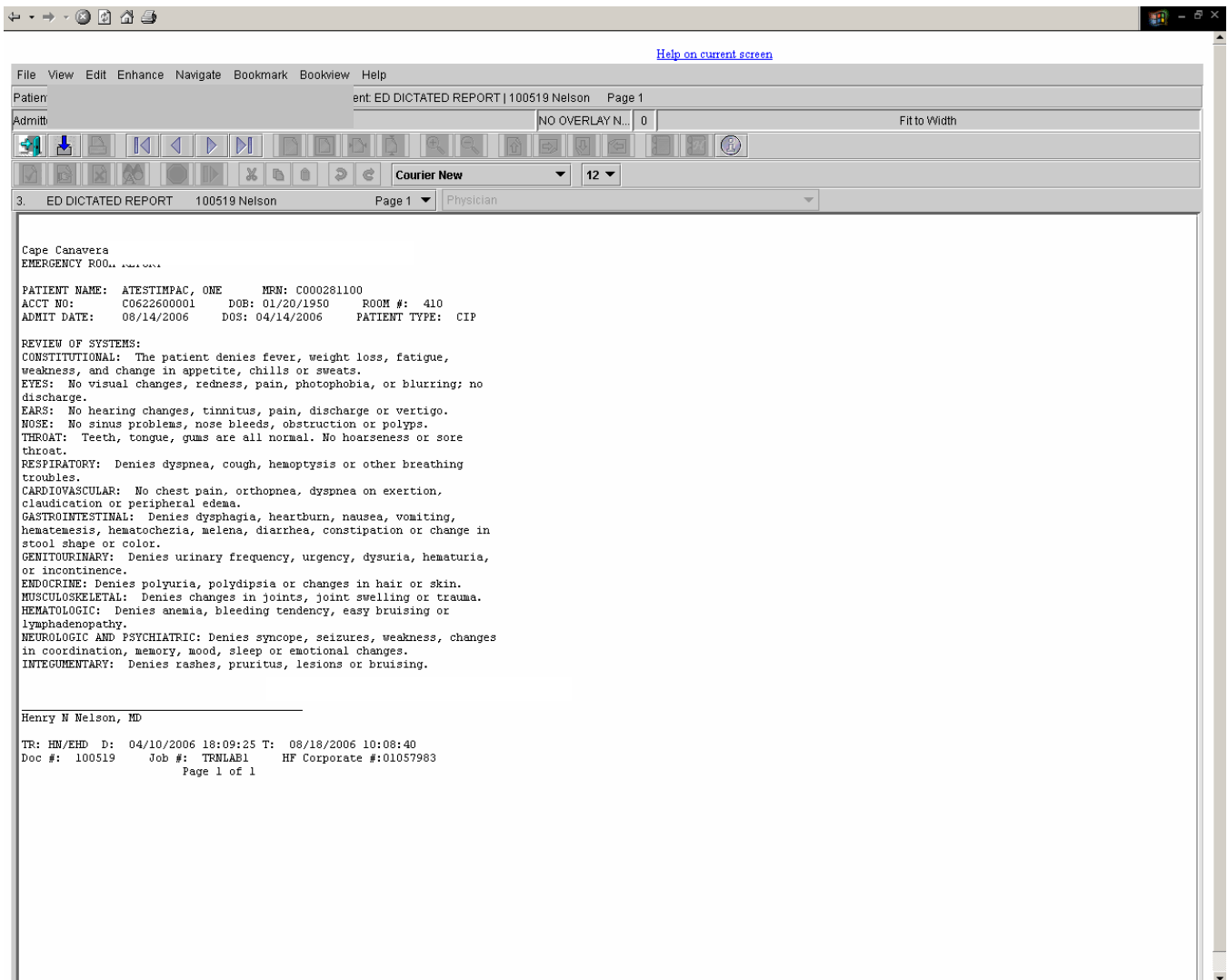
The screenshot shows the Health First Physician Portal interface. The main window displays a 'Deficiency Worklist' with the following data:

✓	Status	Age of Def (Days)	Encounter	Admitted	Discharged		
<input type="checkbox"/>	Pending Suspension	38		<a href="#">17/14/06</a>	07/14/06		
<input type="checkbox"/>	Incomplete	19		<a href="#">17/31/06</a>	08/03/06		
<input type="checkbox"/>	Incomplete	19		<a href="#">17/27/06</a>	08/03/06		
<input checked="" type="checkbox"/>	Incomplete	19		<a href="#">18/01/06</a>	08/03/06	DVRTCLI COLON W/O HMRHG	<a href="#">DISCHARGE SUMMARY</a>
<input type="checkbox"/>	Incomplete	18		<a href="#">18/03/06</a>	08/03/06	RENAL FAILURE NOS	<a href="#">PHYSICIAN ORDERS</a>
<input type="checkbox"/>	Incomplete	17		<a href="#">18/04/06</a>	08/05/06		<a href="#">PHYSICIAN ORDERS</a>
<input type="checkbox"/>	Incomplete	16		<a href="#">18/05/06</a>	08/06/06	DEHYDRATION	<a href="#">PHYSICIAN ORDERS</a>
<input type="checkbox"/>	Incomplete	16		<a href="#">18/05/06</a>	08/06/06	DEHYDRATION	<a href="#">PHYSICIAN ORDERS</a>

An 'edit' dialog box titled 'PIN Entry' is overlaid on the screen, containing a numeric keypad with buttons for digits 1-9 and 0, and 'OK' and 'Cancel' buttons.

## Chart Deficiencies (continued)

1. To navigate through the pages of the document use the Arrow buttons.
2. To **Complete** the chart you must be on the last page of the document.
3. After reviewing the documents click on the Complete Icon . Some of the other buttons include Skip , Decline , View Chart .



When you have completed your deficiencies click on the **Return to Portal** button.

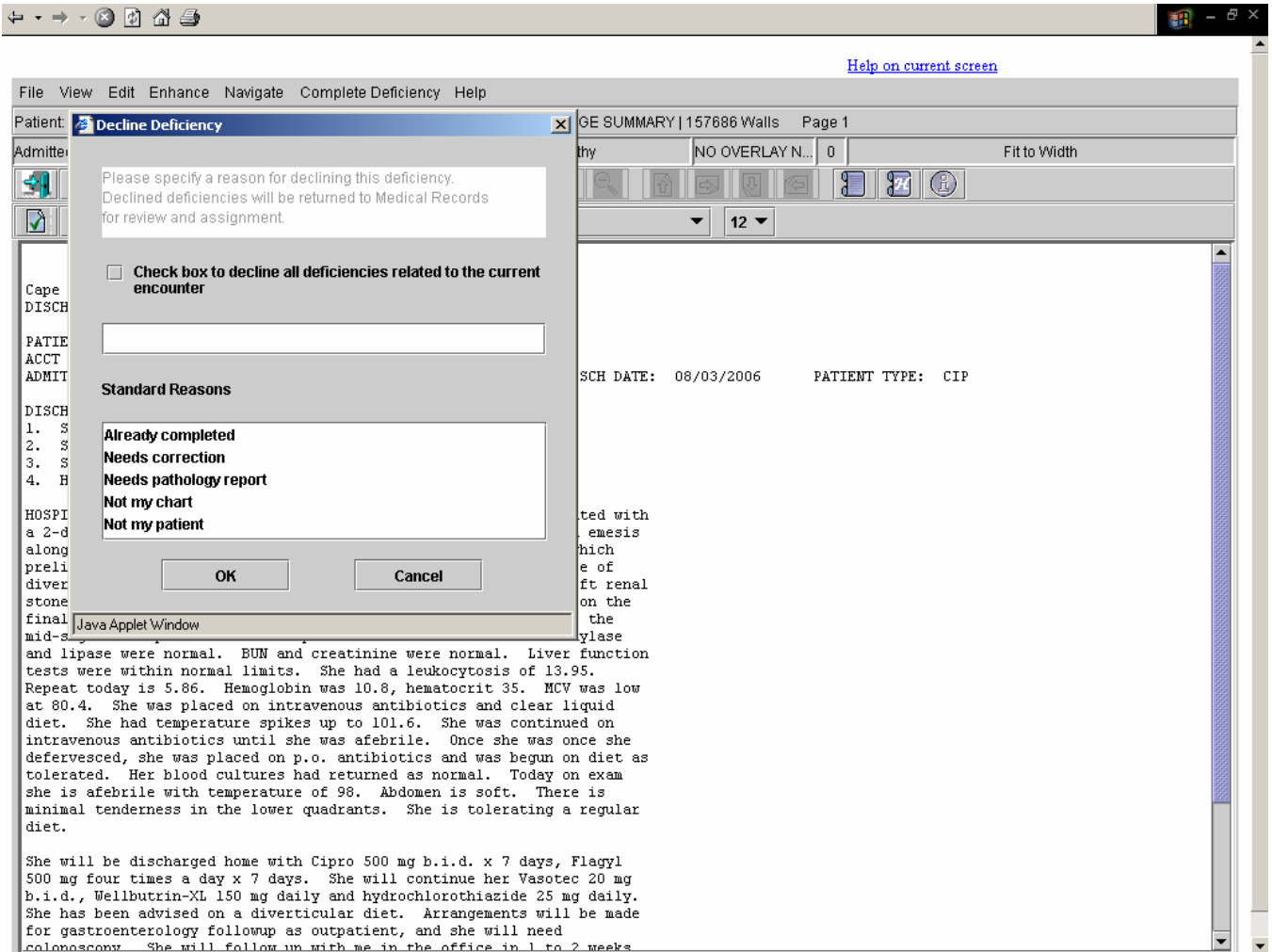


Tip: When signing off charts, make sure you exit from the Portal application correctly. If you are in the middle of processing deficiencies and need to exit the Portal, stop processing the deficiency by clicking on the blue down arrow. This will return you to the Portal. To exit First Access, always click on the white **'Sign Out'** button.

**Do not** click on the **X** for Internet Explorer to close the application. This corrupts the file which will need to be resent as a deficiency for you to complete again.

## Chart Deficiencies – Decline






If you select **Decline** deficiency, the following page appears. You will be required to enter the reason for declining the deficiency and **click Ok**. Decline reason may be selected from the drop down list or free formed up to 260 characters. The deficiency will drop off of your completion list.



**Tip:** Extensive transcription edits must be dictated again via the Health First eScripton Dictation system. The HIM transcriptionist will re-transcribe your corrections. Once transcribed, the document will again appear in your Signature Deficiency list for signature.

## Chart Deficiency Icons

The following list describes the menu and toolbar items during the Java Viewer session.


<b>Complete</b>
Completes the active deficiency. For signature deficiencies, this is enabled only when the page with the signature deficiency is displayed in the viewer. If the deficiency has multiple pages to view, this button is replaced with a Next Page button, facilitating navigation. (You can also use Next Page from the Navigate menu/toolbar.)

<b>Skip</b>
Skips the active deficiency, which remains in the physician's queue.

<b>Decline</b>
Displays the Decline Deficiency window that allows you to enter the reason you are declining the deficiency. If you click OK , the module processes the deficiency and returns you to the deficiency list. If you click Cancel, the module returns you to the same, unprocessed deficiency.

<b>View Chart</b>
Allows you to access all documents for this encounter allowed for your record view. Displays the first page of the first document in an additional viewer.

<b>Historical View</b>
Allows you to access all documents for this patient in a composite record view. Displays a list of encounters for the patient, allowing you to select the encounter and then the document images. The images are displayed in an additional viewer.



## HomeCare

The **Homecare Module** is currently under construction. Initial availability is scheduled for 4<sup>th</sup> quarter 2006 – 1<sup>st</sup> quarter 2007. Online Chart access for all Health First Homecare and Hospice patient encounters will be available. In addition to on line chart review, Electronic signature for Orders, Hospice certifications, and 485's will also be available.

The screenshot shows a web browser window displaying the 'FIRST Access Provider Portal'. The page header includes the Health First logo, a navigation menu with 'Clinical Data', 'Financials', and 'Medical Records', and a welcome message for 'Frank Adair' dated August 17, 2006. Below the header is a secondary navigation bar with links for 'my portal', 'suspend', 'help', and 'logout'. A main navigation bar contains links for 'Patient List', 'Find Patient', 'Results', 'Rad PACS', 'Documents', 'Patient Info', 'Deficiencies', 'Medical Records', 'Phy Info', 'Homecare', and 'My Page'. The 'Homecare' section is active, showing three summary boxes: 'Homecare Patient Census Summary' (1 active home care patients, 1 active hospice patients, 0 unsigned documents), 'Homecare Orders Worklist' (No unsigned documents found), and 'Homecare Items for Follow Up' (0 items for follow up). A table header for follow-up items is visible but empty. The footer of the page includes the text 'powered by MCKESSON HORIZON WP'.

## My Page

My Page provides a platform for the following abilities:

**General Information** – The FIRST Access User Agreement for Office Staff and FIRST Access User Guide is available here for viewing or printing. In addition, any FIRST Access source system's scheduled maintenance notifications will be listed here. Source systems feeding FIRST Access are as follows:

**STAR/HBOC** – Patient Lists, Find Patient, Station Census, Lab / Rad Results, Patient Info, Physician Info

**Horizon Medical Imaging** – Rad PACS results and images

**SCM** – Documents

**Horizon Patient Folder** – Medical Records / Deficiencies

**Horizon Home Care** – Home Care and Hospice information

**Coming Soon** – Future enhancement notifications and projected timelines will be listed here.

**Links** – provides the ability to list physician approved standard links and gives the ability to add custom links as desired by the physician.

**Suggestion Box** – Your input is important. Please submit any suggestion for enhancements or modifications to the First Access Provider Portal design team. An Information Technology analyst will review and respond to your suggestions.

Note: any technical issues experienced while navigating through the First Access provider portal should be directed to the Health First Support Center at 434-5000.

## Tips for the Successful First Access User

**Data links** – any data element that is underlined is considered a data link. For your convenience, default values have been provided to assist you with navigating from tab to tab. You may customize your data links on any page by clicking the edit button and follow the online drop down boxes. Refer to the Online documentation for more detailed instructions by clicking the ? button.

Suggested Default Data Links are as follows:

**Patient Encounter/Account number** – forwards to the Results Tab

**Patient Name** – forwards the Physician to the Medical Record Tab and the Office Staff to the Patient Info Tab

**Admit Date** – forwards all users to the Document Tab

**Patient Type** – will forward the user to the Rad PACS Tab

**Listing multiple patient encounters** - Whenever a different patient encounter / visit is needed, click on the + sign listed next to the patient's name under the Patient List module, Patient Demographics, Find Patient, Station Census.

**Training** – Several options are available to the First Access Provider Portal user.

1. Generalize training - can be arrange with the Health First Center for Learning @ 434-8953
2. Chart deficiencies – this education is provided by the Health First HIM Department. Contact 434-4HIM to set up your deficiency training.
3. Rad PACS – detailed training of this module if provided by the Health First Radiology PACS Administrators. Contact 434-PAXS for additional information.
4. Self Learning – First Access User Guide and other helpful information is available on the Health First Web Site [http://www.health-first.org/internal\\_access](http://www.health-first.org/internal_access)