Resident Reference Guide for Allscripts TouchWorks

ALLSCRIPTS TOUCHWORKS

What is Allscripts TouchWorks? Allscripts TouchWorks software is a modular electronic medical record that is used to automate the most common physician activities including prescribing, dictating, capturing charges, ordering labs and viewing results, providing patient education, and documenting clinical encounters. The TouchWorks modules currently being used at this organization are Document, Rx+, Tasking, Note and Scan.

The Health Information Management Department uses Allscripts TouchWorks and HPF (Horizon Patient Folder) to review, edit and sign off on specific dictated reports. Any questions regarding these functions should be directed to the HIM transcription coordinator at ext. 4-5227.

Residents will use primarily the ‘Document’ module that will allow you to review, edit and sign off on notes and documents that you have dictated. You will NOT have final sign authority. It will also allow you to view notes and documents from other providers as well as Snapshot views of clinical information including prescriptions entered by other providers. All users will also have access to the Tasking feature. If you will be working in the outpatient setting where additional functionality has been implemented, additional security and training will be coordinated by the Department.

Allscripts Access may be obtained by contacting Allscripts Support at 244-9300. Allscripts can be accessed via the internet by a network connection, Web portal or a VPN obtained by Shands ITS. Once a unique login ID is issued, users must create their own passwords. Passwords must be a minimum of 6 characters and contain at least one number.

Logging in to Allscripts URL: http://asweb.ufp.ufl.edu/AHSWeb/

1. Log on to TouchWorks using your Username and Password.

2. Select NEW SESSION to log in.
Upon logging into the system for the first time, all users will be required to complete the Allscripts User Registration page.

Complete the following information from the drop down options:

- **Primary Practice Site** (If your site is not listed, please choose University Florida Physicians or Shands.)
- **Profession**
- **Email Address**
- **Primary Specialty** (for providers only) - If your specialty is not shown; please choose "Other".
  **Secondary Specialty** (for providers only, if applicable) - If not shown; please choose "Other".

**Display and Settings**

Allscripts pages are broken down into several sections.
Viewing and Signing of Dictated Reports

3. Reports to be reviewed and signed by you are listed by name. As you sign them, they will be removed from your list, and the next report will automatically be presented.

4. Click EDIT to review and edit the text if necessary.

5. When text is correct, choose SIGN.

6. You will be prompted to enter your Allscripts PASSWORD when signing your first report in this session. If you exit this session, you will be prompted to enter your password again when you return.
Viewing Reports for Specific Patient

1. Log on to TouchWorks using your **Username and Password** and select **New Session** (see previous illustration).

2. Pick **CHART** from the vertical tool bar and **CHARTVIEWER** from the horizontal tool bar.

7. A task box will appear and you will be prompted to create a task to forward the report to an **ATTENDING** for their co-signature of your notes. Use the drop-down arrow or click on the **ALL** button, type in the last name of the **ATTENDING** you want to send this to, highlight and click **OK**.

**REMEMBER YOU MUST FORWARD TO AN ATTENDING FOR FINAL SIGNATURE.**

8. Once you send the task to the Attending provider for e-signature, the note will automatically be removed from your task list.

9. If you try to sign a note after the Attending has already signed off on it, you must **AMEND** the note to include your signature. If you do not **AMEND** the note and add your signature, the report will not be removed from your task list and will continue to be reported to Medical Reports as delinquent.

10. When finished signing reports, choose **LOGOFF** to log out of Allscripts.
3. Click on SELECT PATIENT, then search for patient using one of the following – Name, MRN (IDX number), SSN, DOB, Other (Hospital MRN), Phone number. **EXAMPLE:** Using NAME, type in the name: Dummy, Crash

4. Click on SEARCH.

5. Highlight the appropriate name and click OK.

6. At the VIEW prompt select one of the available sub-sections.

7. If you select ALL you will get all reports attached to this patient in the order of newest to oldest. The Item will indicate the type of document.
9. When finished viewing reports, choose **LOGOFF** to log out of Allscripts.

8. Select the document you want to read by highlighting it.

**Request Corrections**

Should a document need corrections to “header” information, such as patient, owner, etc. after being FINAL signed:
1. After selecting the document to correct, select the **Req Corr** button.

2. In the pop up box, select request priority, Medical Records Team to receive the request, action needed, and additional comments. Click OK to send request.