Viewing Reports for Specific Patients

1. Log on to Allscripts using your Username and Password

   Select New Session (see previous illustration).

2. Click on CHART from the Vertical Tool Bar and CLINICAL DESKTOP from the Horizontal Tool Bar.

3. Click on SELECT PATIENT, then type in a search criteria using one of the following - Name, MRN (IDX #), SSN, DOB, Other (HBO #), or Phone #.

4. Click SEARCH.

5. Highlight the correct name and click OK.

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.

7. If you do not have finalization authority, a task box will appear prompting you to forward the report to an ATTENDING for their co-signature. Identify the Attending by use of the drop-down arrow or the ALL button (type in the last name of the Attending, highlight their name and click OK.)

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

9. When finished viewing reports, choose LOGOFF to exit Allscripts.

Viewing and Signing of Dictated Documents

1. Log on to Allscripts Support 244-9300

   HIM Medical Records 244-5227

   UFJI Help Desk 244-3672

   Shands Help Desk 244-7828

   Email questions to: allscripts@jax.ufl.edu

2. Select NEW SESSION to log in.

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.

7. If you do not have finalization authority, a task box will appear prompting you to forward the report to an ATTENDING for their co-signature. Identify the Attending by use of the drop-down arrow or the ALL button (type in the last name of the Attending, highlight their name and click OK.)

8. When finished signing reports, Click LOGOFF.

9. Remember you must forward to an Attending for final signature.

HELP NUMBERS

ALLSCRIPTS DOCUMENT SIGNING GUIDE