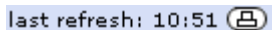


## 4 – Printing Face Sheets

1. After selecting your patient, click on the **Facesheet** tab.



2. Click the little printer icon in the blue bar at the top of the report. In the new window that appears, click on the **Print button**.



3. Close the report window.

## 5- Reviewing Medication Profile

1. After selecting your patient, click the **Meds** tab. Sub-tabs for **Home Meds** and **RX** are also displayed.

2. The patient's medication profile will display. The profile contains a list of all medication: Active, Pending and Discontinued.



Patient: Test, Labrad ;SCU-511-00

Patient Demographics						
Pat. Name	Adm. Date	Sex	Age	Location	Allergies	
Test, Labrad	05/06/2008	M	81Y	SCU-511-00	ACETAMINOP/DEM	

CM Medication			
Drug	Order Dose	Status	Route
ALPROSTADIL	400 MCG=50.8 ML SOLN	Cancelled	IV
ALPROSTADIL	400 MCG=50.8 ML SOLN	Discontinued	IV
ALPROSTADIL	400 MCG=50.8 ML SOLN	Active	IV

3. Allergy information is viewable in the Patient Demographics section.

Patient Demographics						
Pat. Name	Adm. Date	Sex	Age	Location	Allergies	
Test, Labrad	05/06/2008	M	81Y	SCU-511-00	ACETAMINOP/DEMEROL/Amoxicilli/Podob*	

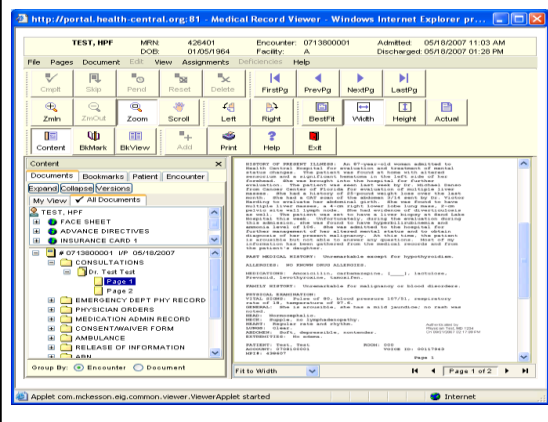
## 6 – Viewing Medical Records

1. After selecting your patient, click on the **Medical Records** tab. If the viewer does not launch, click on **View Documents**.


To view documents for the current patient, click the View Documents button.

View Documents


2. If you are not a physician of record you will need to provide a reason for viewing the chart. After **selecting a reason, click OK** and the chart will launch.



## 7- Viewing Radiology Images

1. After selecting your patient, click the **Results** tab then click on the icon  under Patient Demographics to display PACS studies.

edit Patient Demographics

Click icon  to view images for patient.

2. Click the study you want to view to launch the PACS application. The image viewer will open to the study.

4. To exit the PACS viewer, simply click on the 'X' button in the upper right hand corner.

# Physician Portal Basics Quick Reference Guide



This Reference Guide has been prepared to help you navigate the basic functions of Health Central Physician Portal. This guide is an introduction to Physician Portal.

TOPIC	SECTION
Patient List/Census	1
Lab/Rad Results	2
Add/Remove Patients to your List	3
Printing Face Sheets	4
Reviewing Rx Profile	5
Viewing Medical Records	6
Viewing Radiology images	7

**To launch Physician Portal** from designated Health Central computers, double click the icon labeled **Physician Portal**.

**Access Portal from your home or office**  
Open Internet Explorer type in the URL  
<https://cag.health-central.org>

Download the Citrix Client if needed. Log into Citrix. Click on the Physician Portal icon then input your Portal username and password.

**Contact the IT Help Desk  
407-296-1050 for assistance.**

## 1 – Using the Patient List

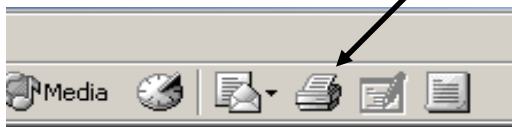
1. Your first screen is your **Census** or patient list. By using the dropdown selection, you can view your personal list, your combined group list, or the combined list of patients you are covering. If you select a different list, click the **Refresh** button.

Census Type:	KATZ,PAUL MD		
Add To Worklist	KATZ,PAUL MD		
	Supporting Patients		
	Patients		
	All Groups and Supporting Patients		
Adm. Date	Age	MRN	Physician
02/25/2005	35Y	B3-B385-02	PhyAc
02/16/2005	M 48Y	B8-B879-01	PhyAc

2. To print the list as it appears on the screen, click the little **printer icon** in the blue bar at the top right of the report.



In the new window that appears, click on the **Print button**.



3. To print the walking report, click the **Walk Order Report** button. Click on the print button in the toolbar. After printing click **Return to Worklist**.

Erich Glasbrenner :: April 13, 2005 [my portal](#) [suspend](#) [help](#) [logout](#) Site Controls

[Return to Worklist](#)

Walk Order Report

Current Report Parameters: Facility A, KATZ,PAUL MD, Unit Number

Wed 04/13/05 11:17am : MEDICAL CENTER Page 1  
Report BIT 6022-KATZ,PAUL -- Unit/Acct # Census

Stn	Room-Bed	Name	Age	S	PC	I	Attending Physician
			Unit Number				Account Number
B3	B385-02	TESTHM, BTHREEMOTHERA	35Y	F			GROSSMAN, MARTIN B
			A115-26-30				A05056-00001

## 2 – Viewing Lab/Rad Results

1. After selecting your patient, your result list will appear. You can easily navigate between patients using the **Patient Navigation** dropdown that appears at the top of the page

Census | Find Patient | **Results** | ED Report | Meds | Revi

Patient: Test, Labrad ;SCU-511-00

**edit Patient Demographics**

Pat. Name	Adm. Date	Sex	Age	Location	Alle
Test, Labrad	05/06/2008	M	81Y	SCU-511-00	ACE

**edit Results Viewer for Labs/Rads**

2. To view multiple results:

- Place a check in the box next to each result you want to view. Click the **Show Selected Results** button or click on **Show All Results**.

**edit Results Viewer for Labs/Rads**

All Show Selected Results

Orders from 500 days back. Procedure

RsultLvl	Resulted	Collected
<input type="checkbox"/> B7A	11/25/08 08:27	11/25/08 08:15
<input checked="" type="checkbox"/> New	11/10/08 15:50	11/10/08 15:50
<input checked="" type="checkbox"/> B7A	11/10/08 15:55	11/10/08 15:45
<input type="checkbox"/> New	11/10/08 15:53	11/10/08 15:45
<input type="checkbox"/> New	11/10/08 15:53	11/10/08 15:45
<input type="checkbox"/> New	11/10/08 15:53	11/10/08 15:45

3. To view a single result:

- Click the name of the test/result you want to see.

4. To view trended results, click on the name of the test/result you want to see then click the **Check 5** link. Up to 5 results at a time will appear, with each component graphed.

**edit Results Viewer for Labs/Rads**

[Back to List](#) [Check 5 Across Tests](#) [All Components](#)

5. To return to the result list, click the **Back to List** link. To return to the individual result, click the **Back to Result** link. **DO NOT USE THE BACK BUTTON!**

## 3 – Adding/Removing a Patient from Your List/Census

1. Find the active patient you wish to add to your list. You can do this by searching by the Patient's Name, MR Number or Account Number:

Census | Find Patient | Results | ED Report | Meds | Review | Orders | ED Or

**edit MPI/Active Search** last refresh: 10

Facility: HEALTH CENTRAL Search:  MPI  Active Patients

Inpatients and Outpatients

Last,First Name/MRN/\*Acct#: Birthdate / Age:

Sex: All

For advanced search click the help ("??") icon

2. If you know the patient's location, select the appropriate facility/nursing station and click the **Get Census** button.

Census | Find Patient | Results | ED Report | Meds | Review | Orders | ED Or

**edit Station Census** last refresh: 10:22

Facility: HEALTH CENTRAL Station: MEDICAL UNIT

3. Check the box next to the patient's name in the **ADD** column. The patient is automatically added to your list, and you will be redirected to their results page.

**edit Station Census**

Facility: HEALTH CENTRAL Station: INTERMEDIATE CARE U

Add	Pat Name	Adm. Date	Sex	Age	Location	MRN	Rela
<input checked="" type="checkbox"/> +	Test, Icu 4	11/18/2008	F	93Y	ICU-206-00	A460408	Grp

4. To remove a patient, check the box next to the patient's name on your Patient List. Click the **Remove** button. The patient has now been removed from your list.

Census | Find Patient | Results | ED Report | Meds | Review | Orders | ED Orders | Medic

**edit Working Patient List**

Facility: HEALTH CENTRAL Census Type: CAPPLEMAN,JOHN M MD

70 Patients

Pat Name	Adm Date	Account Number	MRN	Sex	Age	Location
<input checked="" type="checkbox"/> + Test, Das 2	11/10/2008	A0831500001	A460382	M	54Y	ICU-561-00