My Patients – Working Patient List

The Working Patient List module allows you to maintain a work list of patients and to select the patients for whom you want to view clinical data in portal.

A work list is based on facility and census type. You can select from one of the following and then click Get Worklist:
- My Patients
- My Patients Plus Discharged with new Results
- My Discharged Patients with new Results
- My Group’s Patients

To select patients from a work list:
1. To select one or more patients from the worklist, click the check box next to each patient you want to select.
2. Click the Use Selected button.
   Result: The first (or only) patient that you checked becomes the current patient in the portal. In addition, the module automatically jumps to the Results Viewer module to display information for the current patient.

To select all the patients:
1. To select all the patients do one of the following:
   - Click the Use All button. The button automatically selects all the patients.
   - Click the icon at the top of the column to select all the check boxes and then click the Use Selected button.

Result: The first patient in the list (in alphabetical order) becomes the current patient in the portal. In addition, the module automatically jumps to the Results Viewer module to display information for the current patient.

Search

To search for a PATIENT using the Search tab:
1. Click the Patient Search module.
2. Select either MPI or Active as the type of search.
   - MPI search will retrieve all patients on file.
   - Active search will retrieve patients currently in the hospital.
3. Click on “Help?” to see all the search criteria available. Note: You may search on last name, MRN, etc. but you need to use the formats suggested in the help area.

To search for a PHYSICIAN using the Search tab:
1. Click the Physician Directory module.
2. Type in the last name of the physician you are searching for and a list of physicians with that last name will appear.
3. Select the physician and see detailed contact information for that physician.

Results Viewer

To review results on a patient:
The Results viewer module allows you to select one or more results on a selected patient and review result details.

To select all the results, click the icon at the top of the column to select all the check boxes, then click the Use Selected button.
OR
Click on the specific result and the hyperlink will link you to the details for the selected item.

There are numerous ways to search for results by using the drop down selection boxes on the result summary list screen. These selections provide filters to allow for quick and easy searching.

You may also click on the edit button on the result page and select defaults that will allow you to set your preferences for some of the fields such as “days back”.

Facesheet

The Facesheet displays the patient demographics information in detail:
Click the Facesheet tab to view patient demographics, insurance information and physician relationship details such as attending, consulting, etc.

Medical Record View

To view the medical record for a patient:
1. Click the My Patients tab.
2. Select a patient from the Working Patient List or Personal Work List.
3. Click the Medical Records tab.
   Result: One of the following will result.

<table>
<thead>
<tr>
<th>If the patient has…</th>
<th>Then the screen displays…</th>
</tr>
</thead>
<tbody>
<tr>
<td>documents</td>
<td>The requested medical record in the Medical Record form.</td>
</tr>
<tr>
<td>no documents associated with the medical record</td>
<td>Message “None found for criteria entered.”</td>
</tr>
</tbody>
</table>

Processing Missing Text Deficiencies

To process a missing text deficiency:
1. Click the Deficiencies tab.
   Result: The Deficiency Worklist is displayed.
2. Click the Missing Text option button.
3. To process a single deficiency, click the Document link within the deficiency.
   OR
To view and process only selected deficiencies, click the check box of the desired deficiency, then click Process.
   OR
To process all deficiencies, click Process All.
4. On the PIN Entry form, enter your PIN code.
5. Click OK.
   Result: The module verifies your PIN and launches the module to display information for the current patient.

Click the Complete button.

Result: The module automatically jumps to the Results Viewer to display information for the current patient.

To select all the patients do one of the following:
- Use All button. The button automatically selects all the patients.
- Click the icon at the top of the column to select all the check boxes and then click the Use Selected button.

Result: The first patient in the list (in alphabetical order) becomes the current patient in the portal. In addition, the module automatically jumps to the Results Viewer module to display information for the current patient.

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To search for a PHYSICIAN using the Search tab:
1. Click the Physician Directory module.
2. Type in the last name of the physician you are searching for and a list of physicians with that last name will appear.
3. Select the physician and see detailed contact information for that physician.
Processing Dictation Deficiencies

To process a dictation deficiency:
1. Click the Deficiencies tab.  
   Result: The Deficiency Worklist is displayed.
2. Click the Dictation option button. If the list of deficiencies is
   longer than the display page, use the scroll bar to move
   up and down the list to view all available deficiencies.
   • Click the Patient Name link to view the
     Medical Record View module.
   • Click the View Chart icon on the viewer
     to view images for all documents
     associated with the encounter.
3. Click the Complete check box next to each deficiency that
   you want to complete.
   Result: The system updates the status for each completed
   deficiency and removes completed deficiencies from the
   worklist.

Processing Signature Deficiencies

To process a signature deficiency:
1. Click the Deficiencies tab.  
   Result: The Deficiency Worklist is displayed.
2. To process a single deficiency, click the Document link
   within the deficiency.
   OR
   To process only selected deficiencies, click the check box in front of the deficiency you want, and then click
   Process.
   OR
   To process all deficiencies, click Process All.
3. On the PIN Entry form, enter your PIN code.
4. Click OK. Result: The module verifies your PIN and
   launches the viewer as follows:
   • Process: the page with the deficiency or the first
     page associated with the deficiency that should be
     reviewed is displayed in the viewer.
   • Process All: the document image for the first
     deficiency in the list is displayed in the viewer.
5. With the document in the viewer, review the text.
6. Identify the portion of the document that you want to
   update, and do one of the following:
   • To add text – Put the cursor in the place where
     you want to insert text and type the text you want
     to add.
   • To delete text – Highlight the text, and click the
     Delete button on the keyboard or click the Cut
     button on the toolbar.
   • To copy text – Highlight the text, and click the
     Copy button.
   • To paste text – Put the cursor in the place where
     you want to insert the text, and click the Paste
     button.

When you finish editing, click the Complete button to sign the deficiency.
Result: The system processes the deficiency.

Quick Reference Guide to Abrazo Physician Portal

Quick Reference Guide Topics:
- Who to Call for Help
- Logging In and Logging Out
- My Patients – Working Patient List
- Search
- Results Viewer
- Facesheet
- Medical Record View
- Processing Missing Text Deficiencies
- Processing Dictation Deficiencies
- Processing Signature Deficiencies
- Text Editing

Who to Call For Help:

Physician Support Line
602-674-6966

Logging In and Logging Out

To log into the system:
1. Open your Internet browser.
2. Enter the Physician Portal URL or click on the Abrazo
   Physician Portal desktop icon. The URL is
3. Result: The Log In window displays.
4. Enter your Username and press Tab.
5. Enter your Password.
6. Do one of the following:
   • Press Enter
   • Click Log In.
   Result: Your personalized view of the portal opens.

To log out of the system:
1. Click the Log out button on the Chrome bar.
   Result: This ends your session.