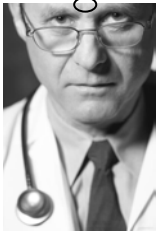


## Everything Gets Done Every Day!

Our philosophy in Health Information Management is 'Everything gets done every day!' This provides our care givers with immediate on line access to any patient chart within 24 hours of discharge. We also have procedures to accommodate STAT requests for charts for patients that have been discharged less than 24 hours. Patient care support and appropriate access to data are our primary concerns!

Now where do I call for help?  
Yes, I remember  
**'44HIM'**



**Health First**  
Health Information Management  
Tanya Kuehnast, Director

Help Line: (321)434-4446  
44446  
44HIM



## Electronic Signature & On-Line Chart Access



Access your charts and deficiencies anytime, anywhere!

Health First  
Health Information Management  
Tanya Kuehnast, Director  
Help Line: (321)434-4446  
44HIM





## Using First Access Provider Portal to Access Historical Charts and Complete Deficiencies

### LOGGING IN:

- Double click on the First Access menu
- Enter your user ID and press the Tab key
- Enter your password
- Click the log in button or press Enter on the keyboard.

### PROCESS SIGNATURE

#### DEFICIENCIES:

- Click the Deficiencies tab
- From your Deficiency worklist, click Process All or select one or more deficiencies and click Process.
- Enter your PIN and press OK (this activates your electronic signature)
- Click one of the following icons:
  - Complete 
  - Skip 
  - Decline 
  - Exit 
- Once the Sign icon is selected, the deficiency is authenticated and removed from the deficiency list.

## PROCESS DICTATION

### DEFICIENCIES:

- Click the Deficiencies tab
- Click the Dictation radio button to display your dictation deficiency list
- Dictation (1)
- A worklist will be displayed that shows the documents that need to be dictated for each patient.
- From your Deficiency worklist, click Process All or select one or more deficiencies and click Process.
- For each dictation deficiency selected in the step above, the patient chart will be displayed for your review. Use the forward and backward arrowheads to move through the chart.



- Click one of the following icons:
  - Complete
  - Skip
  - Decline
  - Exit
- Once the Dictation has been completed, the Complete icon is selected, and the deficiency is removed from the list.

## PROCESS MISSING TEXT

### DEFICIENCIES:

- Click the Deficiencies tab
- Click the Missing Text radio button to display your missing text deficiency list
- Missing Text (1)
- From your worklist, click Process All or select one or more deficiencies and click Process.
- Enter your PIN and press OK (this activates your electronic signature)
- The document containing the deficiency will be displayed with a yellow text entry box for the text you need to add. You must be on this page to complete the deficiency. Enter up to 240 characters. The system will alert you when you have reached the limit.
- Click one of the following icons:
  - Complete
  - Skip
  - Decline
  - Exit
- Once the deficiency has been completed, the Complete icon is selected, the text is permanently added to the document, it is authenticated and the deficiency is removed from the list.

\*NOTE: All missing text boxes on a page must be addressed before you can access the Complete icon.

## VIEW MEDICAL RECORD

### WHILE WORKING A DEFICIENCY:

- Click the View Medical Record icon
- To navigate pages sequentially, use the directional arrows
- To select a specific document, click on the down arrow located on the bottom tool bar.

### TIPS:

- The first time viewing a document click VIEW from the browser menu and select full screen.
- Do not use the back button.

### LOGGING OFF:

- If in the Viewer, press the Exit icon
- On the main page press the logout button to exit the First Access Provider Portal.

**logout**

|  |  |
|--|--|
|  | <b>Health First</b><br>Health Information Management<br>Tanya Kuehnast, Director |
| Help Line: (321)434-4446<br>44446<br>44HIM |  |