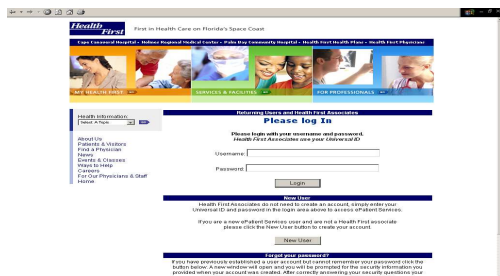


## 1. Getting there

Click the **FIRST Access** Link on the internet: [http://www.health-first.org/internal\\_access/](http://www.health-first.org/internal_access/) or from the Health First intranet, you'll find First Access under "Applications".

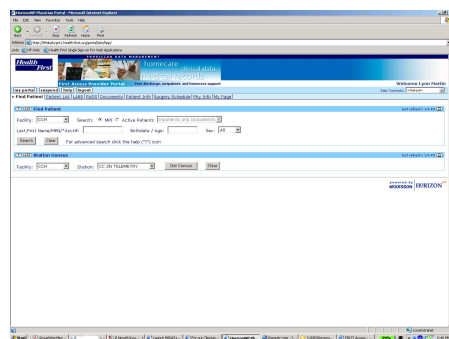
## 2. Login

Type in your user ID and password:  
Tip: Use the Tab key to move between fields.



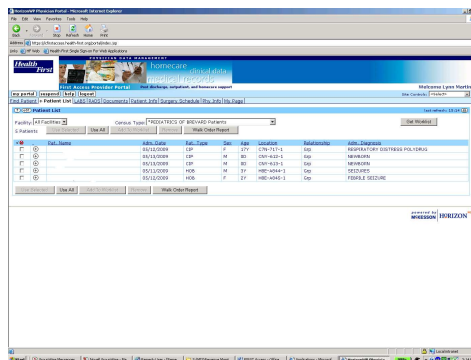
## 3. Find Patient Tab

FIRST Access defaults to the **Find Patient** tab which provides ability to search the MPI for active or discharged encounters using the **Find Patient** module. **Station Census** allows you to search for inpatients by *facility* and *nursing unit*. Select the appropriate facility, station, and click search.



## 4. Patient List Tab

Lists all active patients in a bed for physician or groups you are linked to. Physician relationship with a patient must be attending, consulting, or supporting. Tip: Click the Edit button to modify the Demographic information displayed.



5. To change Patient List view, click on the **Census type** down arrow to select individual physician, supporting (covering), or group census. Tip: Click the edit button to edit your default census view.

6. **Walk Order Report** (Physician Census) From the Patient List page click the Walk Order Report button. Your Patient List report displays. Click the printer icon in the browser tool bar to print the report. Tip: Click the edit button to modify your report view – Standard, Medical Record, or Detailed view.

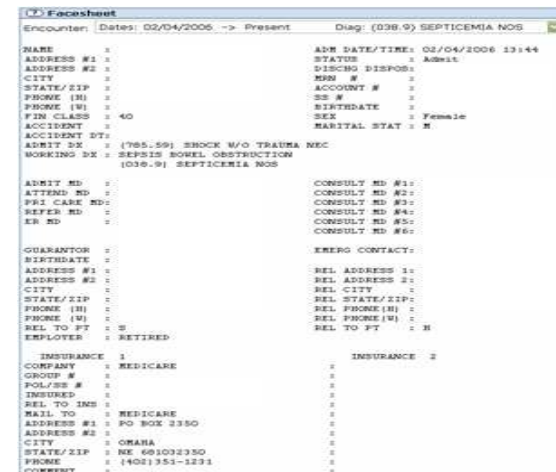
## 7. Page Links

Each underlined component links to another tab when selected. For example, by going into the "Edit" function you can make **Encounter #** link to **LABS**, **Name** link to **Patient Info**, **Admit Date** to **Documents**, etc.

8. To **Change patient encounter** click on the (+) sign to list all patient encounters. The (+) sign is located next to patient information listed on all census lists

## 9. Patient Info Tab

Displays a submenu with multiple functionality. **Facesheet** displays the physician relationships, patient contacts, demographics, and insurance information per encounter.



## 10. View Visit History

Shows the registration transaction date and times during the different stages of selected encounter

## 11. Insurance Notes

Account note information from the Hospital billing staff

## 12. Dx / Proc Codes

Diagnosis and procedure codes per encounter assigned by hospital coders during the abstracting process

## 13. Coding Summary

Summary page listing dx / procedure codes along with patient demographic and physician relationships per encounter



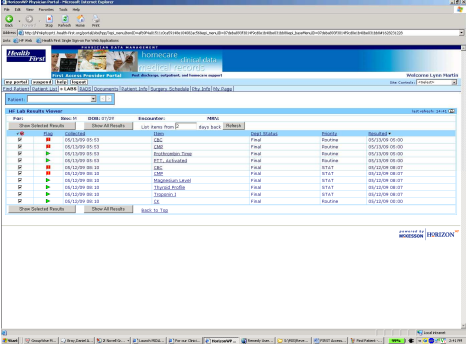
## FIRST Access Provider Portal Quick Reference Guide for the Physician Office Staff

Includes patient information such as the Documents, LABS, RADS, Facesheets, Visit Notes, Dx/Proc Codes, and Physician Information such as Office Address, Phone Number, Group/Covering relationships and the Physician Surgery Schedule

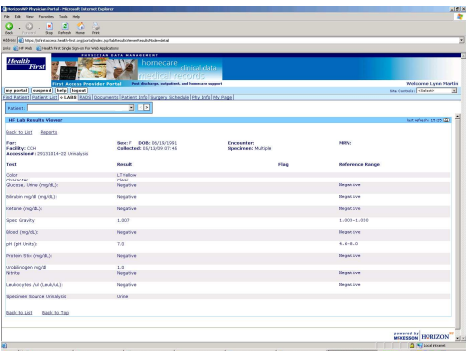
Last Updated: February 2009

### 14. LABS Tab

This allows you access to patient Lab results from the most recent patient encounter. Older results can be obtained by increasing the number in "List items from ## days back, and then hitting "Refresh".



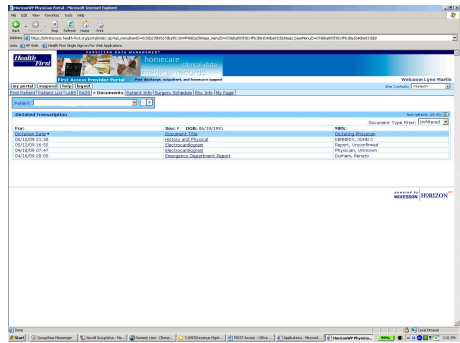
15. To view the LAB details, click on the name of the test to display. Once displayed, click on the printer icon to the right side of the HF Lab Results Viewer to print.



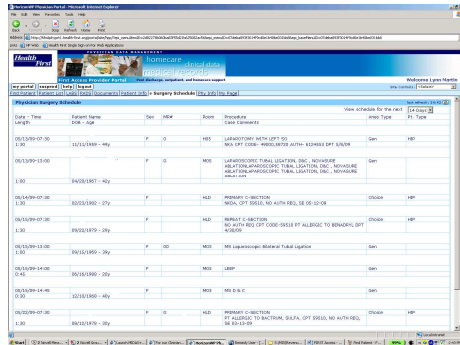
### 16. RADS Tab

Radiology reports display in order from oldest to newest. All available reports are listed for that patient.

17. Documents Tab displays dictated reports transcribed by HIM. Note: these are considered unsigned documents on encounters from 2003.



18. Surgery Schedule displays an individual physician schedules for the next 14 days.



19. Phy Info Tab Provides physician and office info.

20. My Page Provides access to hospital bylaws, education and other important links.

## FOR MORE INFORMATION FIRST Access Support Information

Get more detailed documentation online at [http://www.health-first.org/internal\\_access](http://www.health-first.org/internal_access)

Or contact the Health First  
Information Technology Support Center  
434-5000