Allscript – View Only

You have been given view rights to Allscripts Ambulatory EMR. To access, click the icon on your desktop, **Allscripts**
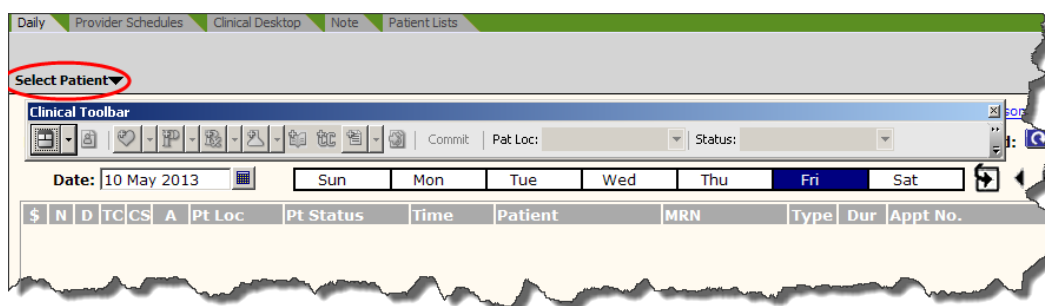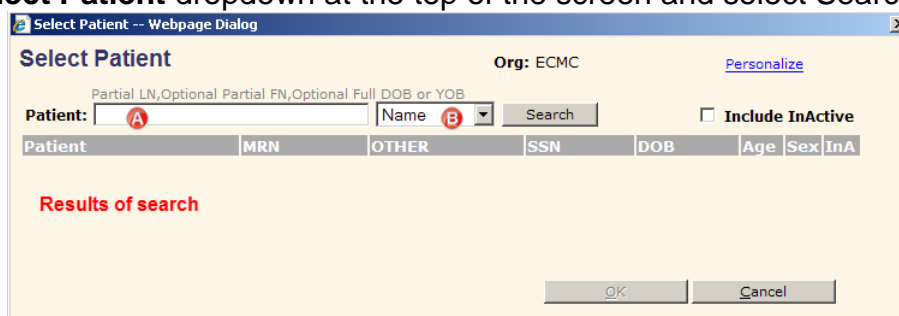

Allscripts Enterprise EHR™

- You will be prompted to change your password upon your first logon. The new password needs to be at least 8 characters, including two numbers.
- Allscripts is in the Single Sign-on profile.

Search for a patient:

1. Click on the **Select Patient** dropdown at the top of the screen and select Search

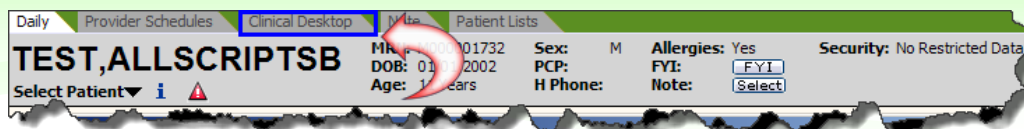A. Search for patient by full or partial last name, first name OR Medical Record Number

   Note: S*eparate fields by comma (ex: Smi,Fi)*

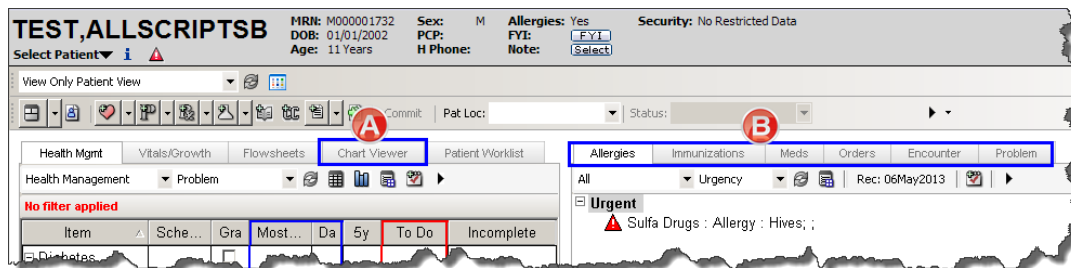B. Search field: defaults to name, select MRN to search by Medical Record Number

   Note: *MRN must be complete (including leading zeros)*

2. Select the appropriate patient in the results list and click on **OK**

3. The patient record will open. The patient banner at the top of the screen will display patient information

Last update by Dawn Rizzo, HIS Dept. June 25, 2013
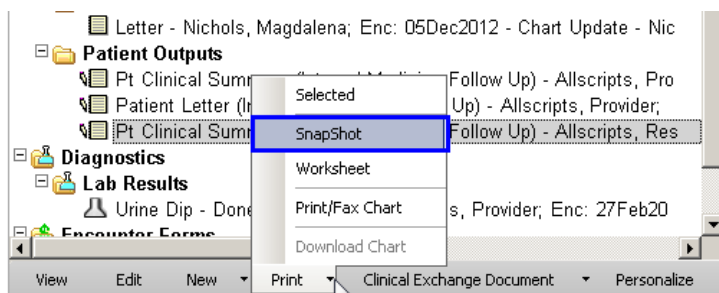
1 of 2

4. Click on the **Clinical Desktop** tab to review the chart

A. Left of the screen has a tab for **Chart Viewer**. This is where you will see all scanned documents and ambulatory notes.

B. Right of the screen has tabs for **Allergies**, **Immunizations**, **Medication List**, and **Problem List**
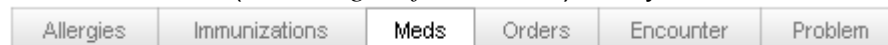
Printing

1. Select patient, click on **Clinical Desktop** tab
2. Open the **Chart Viewer**

3. Click on **Print** at the bottom of the window and select **SnapShot**
4. Click on OK
5. You will print out a report that includes: Active Problems, Medications, Allergies, Encounters (*ambulatory visits*) and Immunization History

Print individual lists

1. Find patient, click on **Clinical Desktop** tab
2. Click on the tab (*on the right of the screen*) that you would like to print

3. To print the following lists:

Tab	Right click and select
	If necessary, click on the arrow ▾ *at the bottom of the quick menu to scroll down*
Allergies	Print Allergy List
Immunizations	Print View
Meds	Print Medication List
Problem	Print Problem List