Allscripts – View Only

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

- 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: Separate 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
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:

<table>
<thead>
<tr>
<th>Tab</th>
<th>Right click and select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergies</td>
<td>Print Allergy List</td>
</tr>
<tr>
<td>Immunizations</td>
<td>Print View</td>
</tr>
<tr>
<td>Meds</td>
<td>Print Medication List</td>
</tr>
<tr>
<td>Problem</td>
<td>Print Problem List</td>
</tr>
</tbody>
</table>