

Accessing Allscripts from Workspace

Allscripts Sunrise Clinical Manager (SCM) is the electronic medical record for the DeKalb operating unit (DOU) and is available from within Emory Workspace.

- 1. Add the Allscripts Remote OFFSITE icon to your Favorites in Workspace.
- 2. When you log into Workspace, click on Apps



4. Click the star next to the **Allscripts Remote – Use OFFSITE Only** icon and then click on Add to Favorites



5. Open the AllScripts icon – this will open another window. Log into Allscripts by clicking on the PRD184 – ANON icon and using the supplied credentials.



NOTE: When you log into Allscripts, if you get an error message that your workstation isn't in the database, then you chose the incorrect Allscripts icon.



Viewing Orders, Results, and Documents



Workforce members, employees, trainees, staff, providers, and physicians should only access PHI in order to perform their job duties; the type and amount of PHI that they access should be limited to that which is necessary to perform the job duty at hand. Access to and use of PHI and determination of minimum necessary requirements is based on the specific role of the individual.

If this is the first time you have logged into SCM, you will initially see a blank gray box like below. Click on the arrow at the bottom to expand the sidebar and click on Acute Care to launch the application. You can close the sidebar when done.



Searching for a Patient

1. To search for a patient, click on the "find visit" icon.

Previous Next Refrest Patient Patient Screer No patient visit selected.	Outpatient r Medication Revi Patient Your Rev Name Gven: ③ ID	Print Signa ev Reports Man	sture ager	ing last names				Search (New Search)
window opens, you can search based on the patients name, mrn, or visit id.	Patient ID: Visit ID Type: Visit ID:	Account						
Note: the Visit ID (account								
number) is the most accurate	Visits Matching Search	Criteria Bath Dal	e Location	Viol Status	Admit Date	Type / Care Level	Patient ID	Visit ID
way to search.								1



Selecting a Patient

1. Select a patient from the patient list and click on the desired tab (orders, results, or documents).

	Is Pregna	nt: No H	as an activ	e Patient Po	ortal Account							
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Viewing Orders

1. After clicking on the orders tab, you can view the order summary. To view order details, right click on the desired order and select view.

* Notes he suggeste sheet the order filters and a

	Note: be sure	to check the ord	der niters paner			
Patient List Orders Results Patient I	nfo Documents Flowsheets Clinical Summary Clinical Data	Viewer				
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Display Format	- Critical Care Initial Orders					0/19
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Filters	Level of Care: INTENSIVE CARE. Service: Critical Care, Adult	Sign				
Status/Priority: Active/Ordered	Code Status - Full Code	View	Alerts	2-	Active	Sep-22- 2019 16:35
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EMORY HEALTHCARE

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View Only Access

Viewing Results

1. After clicking on the results tab, you can view the results report by double clicking on the flags within the grid. Radiology results display yellow flags and lab results display red/green flags.

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Patient List Orders Results	Patient Info Documents	Flowsheets Clinical Summary	Clinical DataViewer		
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immary eport by Order	Reference Pathology				
Trend	Respiratory Care				



Viewing Documents

1. After clicking on the documents tab, you can view the document details by double clicking on the document name.

 ** Note: you can change the document selection type from the option panel **

cbooks Refer Image: Space 2019 Image:	Patient List Orders Res	ults Pa	tient Info	Documents Flo	wsheets	Clinical Sur	nmary Clinical DataViewer									
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The document status is also displayed on this tab.

Viewing the Patient's Visit History

- Highlight the patient on the Patient List, and click on the Patient Info tab 1. Patient List Orders Results Patient Info Documents Clinical Summary Flowsheets Clinical PTS Board Delete New Visit Modify Delete Flag Flag Select Save Selected Remove Selected Select Vi Visit List Current List Visit List New On New Off All Visits List Visits Visits List Colui Current List: DMC ED Select All Patients 68 Flag Assigned Privacy Patient Name Provider Visit Reason Location Status New xxTest, Femal T Chou, Jeremy VAGINAL & ABD PAI... ER-Triage
- 2. The visit history is listed. If you need to open the record from a specific visit, highlight the visit you want to view and click on "Open Visit(s)" at the bottom right of the screen

Patient List Orders Resu	ults	Patient Info	Docume	nts Flowsheets	Clinical Summary	Clinical DataViewer	Visit Record Review	v Inbox C-C	*
Summary Views		Visit History	y: Include C	ommunity Records				8 visit(s) s	hown
Alerts		Admit/Reg.	Date	Discharge Date	Type/Ca	re Level	Facility	Location	
Allergies/Intolerances		Aug-25-2016	12:44 Au	g-25-2016 15:53	Emergency/Emergency		DeKalb Medical	FR-Triage	CF
Comments		Aug 25 2016	10.42	9 25 2010 15:55	Emergency/Emergency		DeKalls Medical	ER Triage	Ch.
Care Providers		Aug-23-2010	10:42		emergency/emergency		Denaid Medical	EK-Inage	Cr
Pt. Problems		Jun-19-2016 1	1:49 Ju	n-19-2016 16:24	Emergency/Emergency		Hillandale	H1ED-Triage	Al
Significant Events		Jun-12-2016 1	9:50 Ju	n-13-2016 02:06	Emergency/Emergency		Hillandale	H1ED-Triage	Be
Addresses/Phones/Contacts		Jun-11-2016 1	0:30 Ju	n-11-2016 23:59	Outpatient/Outpatient		Hillandale	Hill Radiology -	Al
Demographics/Visit Data		May-12-2016	00:11 Ma	ay-12-2016 04:14	Emergency/Emergency		Hillandale	H1ED-Triage	Fis
Financial/Employer		May-11-2016	18:47 Ma	ay-11-2016 20:04	Emergency/Emergency		Hillandale	H1ED-Triage	Fra
Visit History		Mar-01-2013	10:18 Ma	ar-01-2013 23:59	Outpatient/Outpatient		DeKalb Medical	Diagnostic Imaging	
Data Entry Address Alias Allergy/Intolerance		Ē							
Comment									
Patient Demographics									
Discharge Employer		٩							
Patient Problem									
Height/Weight	-						Open Visit(s) F	ilter <u>Clear Filter</u> De	tails

3. The patient's chart you are wanting to view will be on your Temporary List and you can view information as described previously.

Patient List C	Orders	Results	Patient	Info	Docun	nents	Flowsheets	C
PTS Board	10	4		P	Po	R		
New Visit	Modify	Delete	Delete	Flag	Flag	Select	Save Select	ad R
List \	Visit List	Current List	Visit List	New Or	n New O	ff All Visit	s Visits	
Current List: Tempo	orary List						✓ Sel	ect /
Patient Name		Patie ID / Visit I	nt Number	Bir	thdate		Current Location	
xxTest, Femal T	300	057941/22	3327491	22-	Oct	H1ED-Tr	iage	



Viewing the Authorization Number in Allscripts

 While logged into Allscripts SCM, highlight the patient's name that you need to obtain the authorization number. Click on the file menu items as shown below(Registration → Tab Sequence → Visit Sequence).



2. A new window will open. Click on the "9-Authorization" tab.

Source Print Had and Source Pr		23
<u>1</u> - Patient Demographics		
<u>2</u> - Guarantor	Admit Date: Mar-29-2021 🖌 Admit Time: 16:17	
<u>3</u> - Employer	Triage Date: Triage Time: Scanned Images (0)	
<u>4</u> - Insurance	Care Level: Private Image: History Admit Type: Routine Image: Routine Admit Source: Routine Admission (Unsch/Wait) Image: Service: DMC Medical 4400/4500 Image: History)
5 - Visit Demographics		
<u>6</u> - Contacts/Directive	Visit Privacy Status:	\leq
<u>7</u> - PCP	Complaint: Testing patient for Dawn Health Issues.	
<u>8</u> - Location	Accident Related Accident Details Onset/III Date: Mar-29-2021 Onset/III Time: 09-00	
9 - Authorization	Onset/III Treat Date:	
<u>1</u> 0 - Patient-Supplemental	LMP:	
<u>1</u> 1 - Visit-Supplemental		รี
<u>1</u> 2 - ID Generation	Attending Provider: Pollock, John William Admitting Provider: Hogan, Matthew	
	Referring Provider: Grossman, Ilene	
	Referred From:	
	Mode of Arrival: Ambulance	
	Help OK Cance	el



3. In the Authorization Summary, you can hover over the Auth # field to see the full number



4. Or you can double click the row to open the Edit Authorization window. The full authorization number and status will be at the bottom. Click Cancel to close the window.

Edit Authorization					
Contact Information					Internal ID: 033500
Carrier/Plan/Ins.Perso	n: Cigna/Cigna CH FD PPO/		-Authorization In	itiation	Internal ID: 922509
Agency:			Date/Time:	Mar_29_2021	16:21
Contact:			bate/fille.		
Email:			Initiated By:	Kessler, Lynn	
Phone:		Ext:	Fax:		
Authorization Details					
Authorization Type:	Admission Review	<u></u>	Request T	ype: Initial	Ş
Requester: C P	erson C Non-person		-	ID:	
Servicing: C P	erson 🔿 Non-person		-	ID:	
Referring: C P	erson C Non-person			ID:	
Approver:	Service:		Ça Ca	re Level:	Ê
Service Type:			₽		
Requested Start:	-	Duration:	End:	•	
# of Svcs/Units:	By:			<u>ل</u> ں	sed:
Other Clinical In	formation Details.				
Notes:					A
					~
	·				
Approval					
Authorization #:	23425345		PRO Auth #:	L	
Previous Auth #:			Tracking ID:		
Auth Status:	Complete	Effectiv	e Date:	▼ To:	
	Respo	nse(s) Sub	mit to Payer	Print)	OK Cancel

5. When finished, click Cancel to close the Visit Sequence window.

<u>1</u> - Patient Demographics								Scanned Images	<u>s (0)</u>					
	View:	All Auth	orizations	connected to	the Visit in Cor	ntext 🔻 🛛	r/Plan/Ins.Pe	rson: <all a<="" th=""><th>Active Car</th><th>iers></th><th></th><th></th><th></th><th>-</th></all>	Active Car	iers>				-
2 - Guarantor	Int	Crea E	ff Ex	Carrier/Plan/	I Service	Care Lev	rel Status	Auth #	PRO	Rem	Auth T N	Referring	Referrin	Service
<u>3</u> - Employer	92	Mar		Cigna/Cigna	с		Co	23425345		0	Admiss			
<u>4</u> - Insurance														
5 - Visit Demographics 🗸														
<u>6</u> - Contacts/Directive														
Z- PCP														
							Ass	ociated Visits						
8 - Location		Visit #	Visi	t Dt/Tm	Attendin	g		Service		Care L	evel	Visit Status	i Discha	rge Dt/Tm
9 - Authorization	7310	01150	29-Ma	-2021 04	Pollock, John Wi	illiam	DMC Medi	al 4400/4500	Private			ADM		
<u>1</u> 0 - Patient-Supplemental <u>1</u> 1 - Visit-Supplemental														
10 ID C	· II													
12 - ID Generation			Cr	eate Auth	Edit 4	Auth		w Auth	Conn	ect Visit	Disco	onnect Visit	View Pa	yer Resp
12 - ID Generation			Cr	eate Auth	Edit A	Auth		w Auth	Conn	ect Visit	Disco	onnect Visit	View Pa	yer Resp