

one**Chart**

Using the H&P/Consult Upload

Why an Upload Option for H&P and Consults

1. Physicians requested that their office staff be able to copy documentation for the Physician Office electronic medical record and place in the hospital's electronic medical record.
2. Physician Office medical assistants, transcriptionists, and office nurses who have Methodist computer system access can copy and upload a document the physician has prepared. The document can be one that was produced outside the oneChart (Cerner) system.
3. We provided this upload for people who had dictation systems or had staff managing files who really couldn't directly enter patient information into a patient's chart. For them, already having a data file, it is a good solution.
4. The main thing we are trying to do is provide 3 or 4 different ways so we can support a variety of different offices systems. Hopefully each will find one that works well for them and it will be a nice, reliable process.

NOTE:

- Be sure to place a patient identifier **in the document** you are sending: Patient Name or FIN #. FIN number would be preferable.
- Be certain to convert your document and save it in one of the acceptable formats before browsing and uploading.

Copying a Record to Upload

In some applications, when copying from another file you can:

1. Click at the beginning of the content you wish to copy, hold down the **Shift** key and move the cursor to the end of the copy to highlight the portion for transfer to another record.
2. Right click on the highlighted portion to open the menu and click **Copy**.
3. Click in an open Word document, right click to open the menu and click **Paste**.
4. In the Word document click **File** menu, click **Save As...**
5. Select Save in (location where you want to save the file)
6. Enter the **File name** and click **Save as type** arrow and select the acceptable format
7. Click **Save**.

NOTE:

PDF files are not supported because you cannot cut and paste from PDF. Word documents aren't supported because they can contain macro viruses. The accepted formats of **TXT**, **RTF**, **HTM** or **HTML** are universal in nature and don't present security risks.

Steps for Uploading H&P and Consults

Step 1:

Save the document you wish to upload as

TXT, RTF, HTM or HTML

Step 2:

On the Internet, go to **www.methodistmd.org**

*Click on **To My Apps***

iChain Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Address <https://www.mollimd.org/ICSLogin/?https://www.mollimd.org/> Go Links

Novell iChain™ Proxy Services Novell.



Please log In

Enter your UserName and password

UserName:

Password:

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CONFIDENTIALITY / HIPAA PRIVACY STATEMENT

Methodist Healthcare, in keeping with the philosophy exemplified in 'The Methodist Way,' supports Health Insurance Portability and Accountability Act (HIPAA) Privacy Standards and Regulations, the right of all patients to have their Protected Health Information (PHI e.g. medical, financial, personal and other information, records, data, etc.) secure from

Step 3: Login to mollimd with your log on.

Done Trusted sites

start Novell... Novell... Microso... iChain L... 4:42 PM

MOLLI Methodist/Le Bonheur Online Link to Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.mollimd.org/default_mdssso.asp

Molli MD

go to MethodistMD >>

ABOUT MOLLIMD RESOURCES DOWNTIME ALERTS OB LINK/PACS MOLLI LOGOUT

Blood Supply 2 Days

POWERCHART ACCESS

Access PowerChart using the Citrix Nfuse Login Screen to the right. For problems logging in, call Physicians' Help Desk at (901) 516-0000 option #2.

QUICK REFERENCE

- Trouble Logging In
- Questions about remote access?

Call 516-0000, option #2

Related Links:

www.lebonheur.org

www.methodisthealth.org

Applications

Top Up

- B005
- C005
- M005
- R005
- S005
- Support Folders
- T005
- Transcription
- Apobar HD P005
- H_TN
- Net HD
- MTH_TN

Password Management (single sign on users ONLY)

- 1st Time Single Sign On Users
* [Need Help](#)
- [Enroll/Update Profile](#)
* [Need Help](#)
- [Reset Password](#)
* [Need Help](#)

Clinical Applications

- [Consult/H&P](#)
- [OB Link](#)
- [Radiology PACS](#)

Step 4. Click the Consult/H&P link in the right column under Clinical Applications.

- Search
- go
- Do not use search to find clinical policies. Please click here.
- Associate
- Recruitment
- Forms
- Drug Information
- Payor Info
- Departments
- Education
- Nursing

H&P/Consult Upload

Please complete the form below. Browse to select the file containing the document.
Be sure the patient and physician are identified in the document.
For issues related to this page, please contact the Help Desk.

Patient Name:

Last, First

Complete one of the following three patient identifiers:

Methodist FIN:

8 Digit Financial Identification Number

or

Methodist MRN:

8 Digit Medical Records Number

or

Patient DOB:

MM/DD/YYYY

H&P

Consult

File: Browse...

Valid File Types: TXT, RTF, HTM, HTML

Upload

Step 5: Enter the Patient Name

Step 6: Enter one of the three other patient identifiers:

Methodist FIN #, or

Methodist MRN # or

Patient Date of Birth.

Step 7: Click either H&P or Consult

Step 8: Using Browse, locate the file you wish to upload.

Step 9: Click Upload.

Remember the system can only accept a file already saved as **TXT, RTF, HTM or HTML**

Step 10: Receive Confirmation.

You may click **Upload another file** but remember the system can **only** accept a file already saved as **TXT, RTF, HTM or HTML**