Physicians Billing Service Information Systems

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## Table of Contents

- Logging in and out of Allscripts TouchWorks EHR 3
- Navigating Allscripts 5
- The Clinical Toolbar 5
- View Patient Profile 5
- View Patient Appointments 5
- The Clinical Desktop – Viewing and Managing the Chart 6
- Print or Fax a Document 6
- Problem Component 6
- Allergies Component 6
- Meds Component 6
- Vitals & Immunizations Component 6
- Accessing the Schedule 7
- Tasking 7
- Using Text Templates 7
- Admin 7
- Icon Dictionary 7
- Macros 7
Logging in and out of Allscripts

Allscripts is a web-based application. To access Allscripts:

- **If you are in the WUCON network**, launch Internet Explorer (Application is not compatible with Chrome). You may also have a shortcut on the desktop or in your favorites. The address is http://twweb.wucon.wustl.edu/ahsweb.
- **If you are not in the WUCON network**, launch a VPN session or Citrix session using the appropriate password. (This login ID and password might not be the same as your Allscripts login ID and password.) Once connected, access a web browser, shortcut, or favorite to the Allscripts login screen.

To log in to Allscripts EHR (Allscripts):

1. Enter your case-sensitive Login ID and Password.
2. Click New Session or press Enter.

**NOTE:** Click Last Session to resume the session of the previous user (pending security access).

3. Prior to allowing access, Allscripts v15.1.0 will confirm an updated set of web controls.

Changing your Password:

1. Click Tools
2. Settings
3. Change Password Vertical Toolbar
   a. Current Password
   b. New Password: Minimum of 8 characters, with one capital and one number (no special characters, @, !, & etc).
To log out of Allscripts:

1. Click **Logoff**
2. Click **OK** to end your session.

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**Sentillion Clinical Context Manager (CCOW)**

The Allscripts system has an interface to Clinical Desktop. The interface – referred to as Sentillion or CCOW – includes the sharing of user credentials and patient context.

If you are logged into one system, you can launch the other system without having to log in again. Additionally, if you have a patient in context in one system, launching the other application will automatically bring the same patient into context.

The interface is evident in several places:

- System tray (lower right-hand corner, next to the clock)
- Allscripts Patient Search

**NOTE:** If you see Join instead of Break (Link) in any of these locations, your interface is most likely disabled. Breaking the link is the only way to run two separate instances of Allscripts.

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To launch ClinDesk:

1. Press the ClinDesk icon from the quick launch bar, which is just to the right of the button.
Additional notes:

- To switch between applications, press **Alt + Tab**. With **Alt** depressed, continue to press **Tab** until the desired application is highlighted. (The “switch” will include every application that is open.)

- When logging out of Allscripts, ClinDesk is also closed automatically. When logging out of ClinDesk, a prompt offers the option of also closing Allscripts.

Navigating Allscripts

The Allscripts framework is integrated with GE, Washington University’s Practice Management System. One login allows access to both GE and Allscripts.

For more information [Click Here](#)

The Clinical Toolbar

The Clinical Toolbar can be floating (as a separate window) or docked (as part of the browser window).

For more information [Click Here](#)

Selecting a Patient

Many areas of Allscripts, like the Chart, require a patient to be selected. When accessing those areas of Allscripts without a patient in context, the system will prompt to search for a patient. Once a patient is brought into context by searching for them or selecting from a patient list (including the schedule and task lists) they become the active patient and their information displays in the Patient Banner.

For More information [Click Here](#)

View Patient Profile

Patient demographic information, found in the Patient Profile, is interfaced into Allscripts from GE. All of this data is read-only in Allscripts. Other information included in the Patient Profile that can be managed in Allscripts is Pharmacy/Rx Benefit information, Patient Care Team, as well as an uploaded digital photo of the patient.

For more information [Click Here](#)

View Patient Appointments

Patient appointment information is interfaced in Allscripts from GE. Appointment information cannot be edited in Allscripts.

For more information [Click Here](#)
The Clinical Desktop – Viewing and Managing the Chart

The Chart VTB and HTB represent the primary clinical repository for an Allscripts patient. Most "charting" will be done from this area of Allscripts, including adding history, viewing clinical documentation, and writing prescriptions.

The Workspace Definition (otherwise known as the Clinical Desktop View), defines how components are displayed and in what arrangement.

For more information Click Here

Print or Fax a Document

Documents and results can be printed and faxed directly from Allscripts. When documents are printed or faxed, a print template controls the output with custom-made headers and footers that contain information about the document, patient, your site, or a variety of other information.

For more information Click Here

Problem Component

The Problem Component is used to view and manage all problems for a patient including Active, Past Medical History, Past Surgical History, Family History, and Social History.

For more information Click Here

Allergies Component

The Allergies component is used to view and manage all allergies for a patient, including reactions to medications and other non-medication allergen. Double-clicking the name of the Allergy will open up the details window.

For more information Click Here

Meds Component

The Medication Component contains information about all medications.

For more information Click Here

Vitals & Immunizations Component

The Vitals and Immunizations component is used to view all vitals and/or immunizations for a patient. They are shown in reverse chronological order based on the collected date.

For more information Click Here
Accessing the Schedule

Provider schedules can be viewed by clicking the Schedule VTB. Scheduling information is interfaced into Allscripts from GE.
For more information Click Here

Tasking

Tasks are requests for action, generated by the system or by other users. Tasks are grouped together into Task Views, based on the properties of each task.
For more information Click Here

Using Text Templates

In several areas of Allscripts, information can be entered with the help of text templates.
These areas include:

- Tasks (Comments)
- Documents
- Note sections

For more information Click Here

Admin

The Admin on the VTB allows users to change site location, manage your favorites, and monitor the print queue.
For more information Click Here

Icon Dictionary

For a description of icons found in Allscripts Click Here

Macros

Macros are single words or phrases that expands automatically into a set of instructions to perform or explain particular information.
For more information Click Here