accessANYware[SM]/completionANYware[SM]
Quick Reference Card for Clinicians

1. Login to accessANYware. Pie chart will display showing you have incomplete charts. Click yes to complete. (Follow steps A-G, if applicable)Click no to search for a patient.

A. Sign a Document

Click **Complete**. Enter completion password. The system places a check mark next to the deficiency in your Inbox and goes to the next deficiency for you to complete.

NOTE: You will only need to submit your completion password once for each log in session.

B. Make a Dictation "Complete"

1. Follow normal dictation procedures.
2. Click **Complete**. Enter completion password The system places a check mark next to the deficiency in your Inbox and goes to the next deficiency for you to complete.

C. Complete Annotation Deficiency

1. Click **Complete**. Enter completion password
2. Enter your text and click **Complete** when you are finished entering your text.

D. Add an Addendum

1. Click **Add Addendum** Enter completion password.
2. Click **Save** to save addendum.
3. Click **Save and Sign** to save and sign addendum.
4. To stop adding the addendum, click **Cancel**.

E. Edit Text in a Document

1. Click **Edit Text enter completion password** and type your changes to the document.
2. Click **Save** to save the changes to the document to come back later and make further changes.
3. Click **Save and Sign** to save and sign the edited document.
4. To stop editing, click **Cancel**.

NOTE: If you have not already been assigned a completion password the system will prompt you to do so. Your completion password and login password cannot be the same. and type your addendum within viewer window only.

F. Return Deficiency to Analyst

1. Click **Return Deficiency**.
2. Enter a comment explaining why you are returning the case or deficiency, either by selecting a typed comment (and selecting insert) OR entering a comment of your own.
3. Click **Return Deficiency**.
   The system places a check mark next to the deficiency in your Inbox and goes to the next deficiency for you to complete.

G. To Skip a Deficiency

1. In the clinician work area click skip.
2. The system skips this deficiency and automatically goes to the next patient.

For Completion Anywhere assistance, please call 2-3137 or pager ID # 12597.

Search for Patients by MRN or Account Number

1. Log In accessANYware. (**Search Criteria** window automatically displays upon log in.)
2. To display the **Search Criteria** window: on theTool Bar left-click on **File**, then **Search**.
3. To search by Medical Record Number select **Patients** from the **Search For** field in the **Basic Search** section. Enter the Medical Record Number in **the Medical Record Number** field.
4. Click **Search**. The system adds the patient's records to the Work List (left-side pane).
5. To search by Account Number select **Visits** from the **Search For** field in the **Basic Search** section. Enter the Account Number in the **Visit Number** field.
6. Click **Search**. The system adds the patient's records to your work list (left-side pane).

Note: For an advanced patient search enter additional search criteria. (Refer to On Line Help on the Tool Bar.)

Viewing Documents

Once you have selected the patient records, the Patient Name will appear in the Work List (left-side pane). By dragging your mouse slowly over the Patient Name and Document Types you can view additional information about the patient and documents.

To view a document:

1. To determine the contents of a patient's record double left-click on the **Patient Name**.
2. Single left-click on the **Document** you wish to view. The image of the document displays in the Data Viewer (right-side pane).
3. If the document contains multiple pages the page number of the page currently being viewed is displayed on the Data Viewer Tool Bar. You can advance to the next page with a single left-click on the **Forward Arrow** located to the right of the page number.
4. To view another document from the Work List repeat Step 2.
5. To clear Work List left-click on **File**, then **Clear Work List**.

Note: The Work List can be organized by Document Categories (**Category View**), or Visit Date (**Visit View**). Select the desired View by clicking on the appropriate View Tab.

Enhancing the Image:
You can use any of the following features from the Tool Bar for optimal viewing (also see On Line Help):

1. Magnifying Documents - click second time to remove
2. Rotating Documents
3. Zooming Documents
4. Inverting Images