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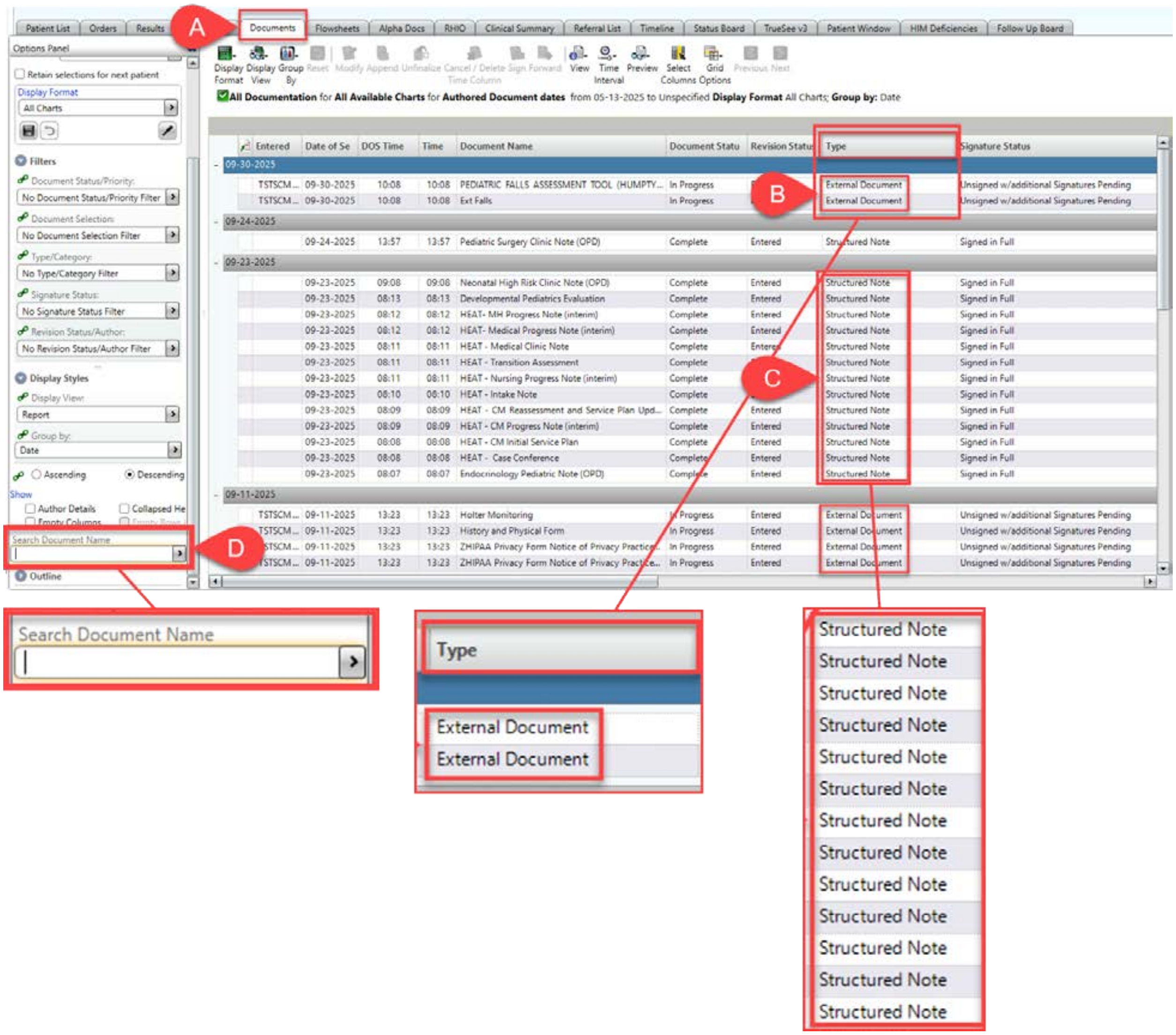
OnBase Scanned Document viewer in Healthbridge

OnBase replaces the Alpha Doc Tab within Healthbridge. OnBase will display both scanned documents and HealthBridge clinical documents.

Accessing OnBase scanned Documents in the Documents tab



Label	Description
A	**Documents tab** The Documents tab allows users to view scanned documents from OnBase alongside the EMRs clinical documents
B	**OnBase Documents** OnBase scanned documents are labeled as External Document in the Type column
C	**EMR Documents** The EMR clinical documents are labeled as Structural Notes in the Type column
D	**Search** Allows users to search for both EMR and OnBase documents

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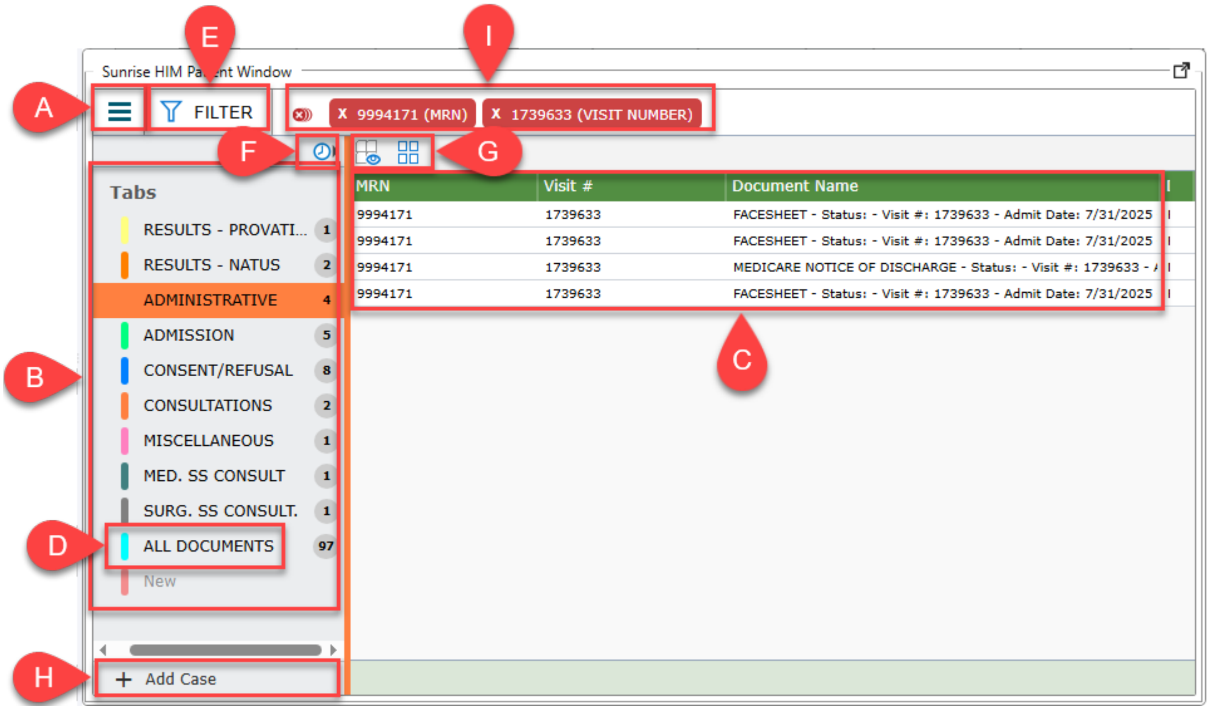
OnBase Overview

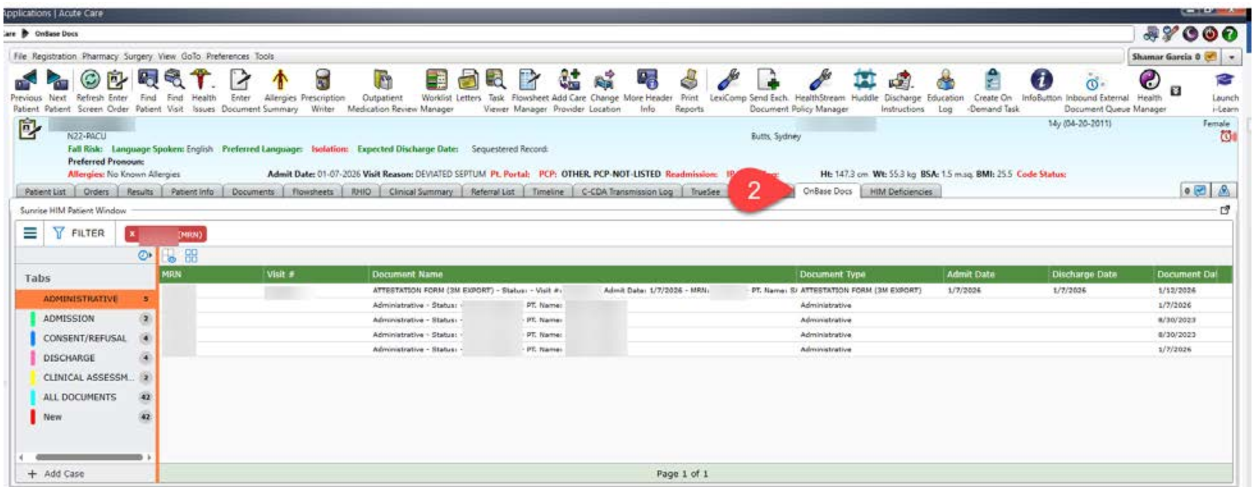


Label	Description
A	**Main Menu** The main menu allows access to user options and the help guide. The user options include Personal Tab configuration, Filter configuration, Case administration, Default Document View mode. The help guide contains information on how to use the OnBase Docs Tab
B	**Tabs Pane** Tabs help organize documents into different categories, similar to tabs on a physical chart. Click a tab to view its contents in the document list. The tabs pane is collapsed when a document is open. The tabs pane is expanded again when the document is closed. To view the tabs pane while a document is open, rest your pointer over the collapsed pane.
C	**Document List** The document list shows documents assigned to the currently selected tab, excluding any documents that have been filtered out. The document list may display documents as a multi-column list or as thumbnails. To open a document, double-click it from the document list. The document is displayed in the document viewer, and the documents list moves to the left side of the window.
D	**All Documents Category** Allows users to view HealthBridge generated clinical documents
E	**Filter Button** The Filter button allows you to filter the current record to display a subset of documents. Filters in effect are displayed to the right of the Filter button.
F	**Show Timeline Mode Button** The Show Timeline Mode button opens the timeline view, which allows you to browse the patient's record using a timeline.

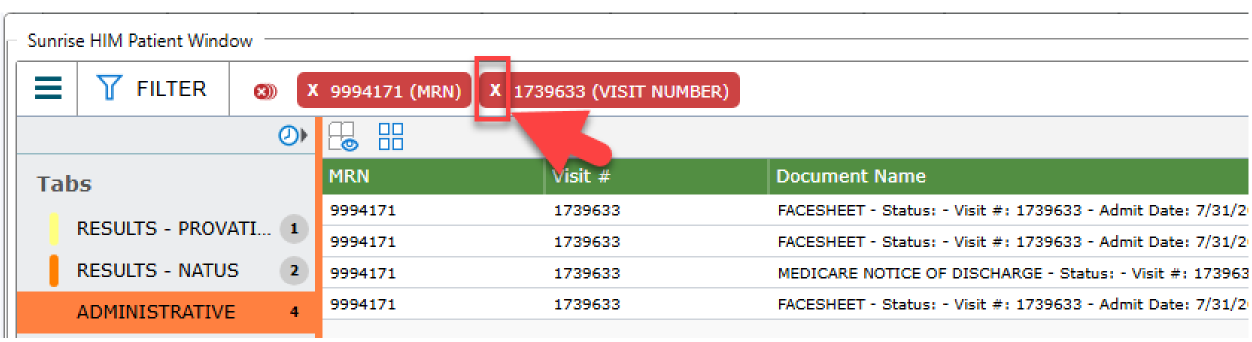
G	**Document List Toolbar** The document list toolbar includes tools to help you manage and browse documents in the document list.
H	**Add Case Button** The Add Case button allows you to add a case tab to the current patient's record. A case tab can act as a point of reference for documents concerning a specific issue. Once you have created a case tab, you can choose documents for the tab to display.
I	**Active Filters** Filters allow you to work with a limited subset of documents that satisfy specific criteria. Currently applied filters are displayed next to the Filter button in the main toolbar.

Accessing OnBase Docs Tab

1. Find your patient
2. Click the **OnBase Docs** tab

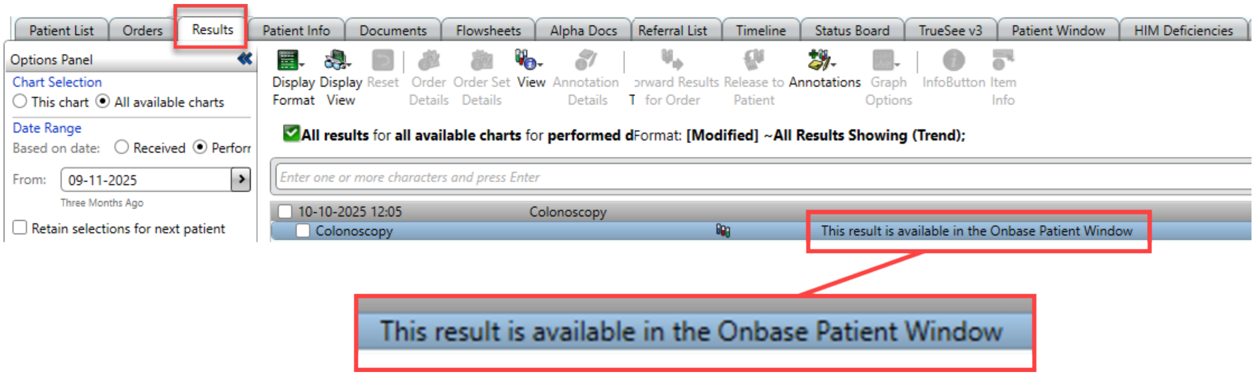


- By default, OnBase will display documents from the current visit. To view all documents from all visits, remove the **Visit Number** filter by clicking the **X** in the filter section

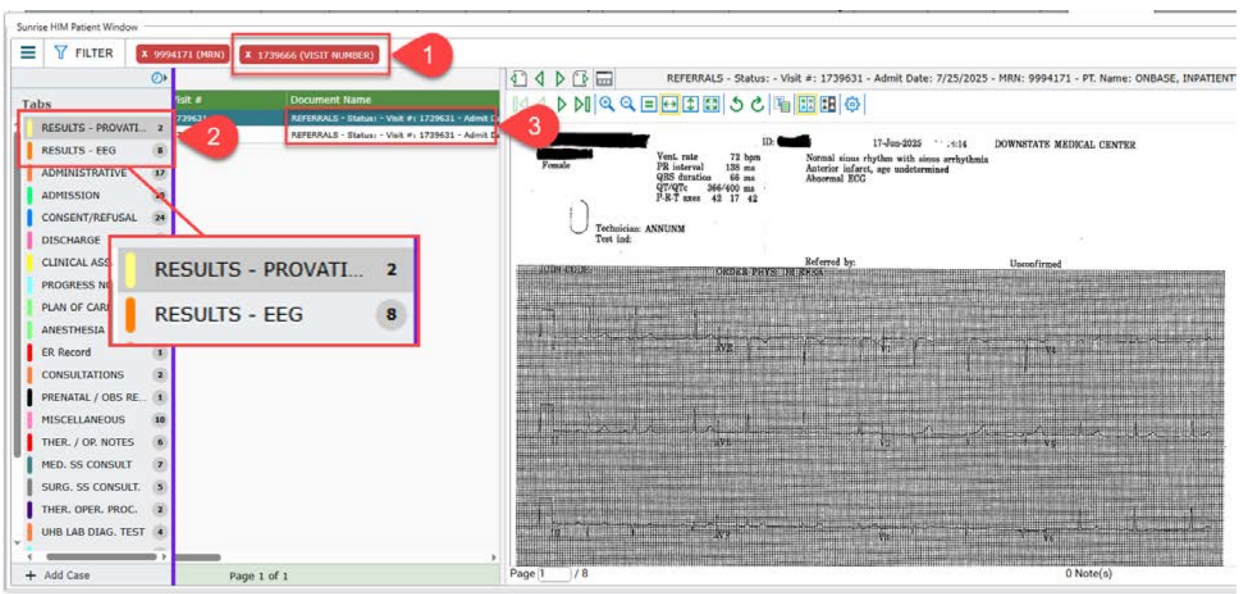


EEG and Provation Result

Results from Natus (EEG) and Provation will inform you of the results in the **Results** tab, but will direct you to view those results in the OnBase Docs tab.

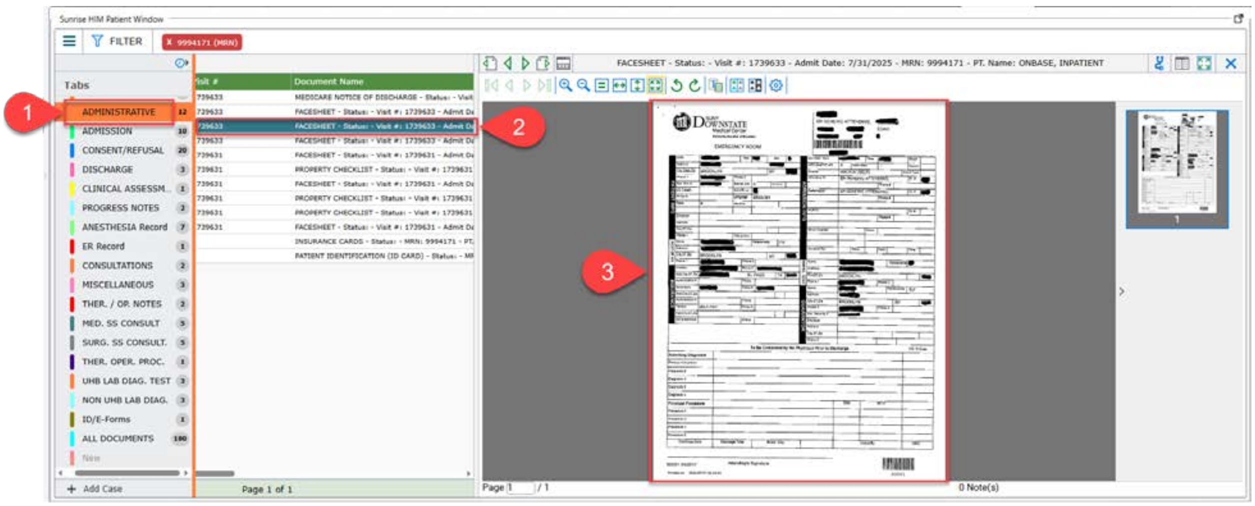


1. Once in the **OnBase Docs** tab, remove the **Visit Number** filter
2. At the very top of the **Tabs** list, click the **Results -Provation** or **EEG** category
3. Double click a document to view the results



Open a document

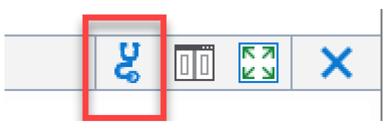
1. Select a category from the Tabs section
2. Double click a document from the document list section
3. The document is displayed in the viewer



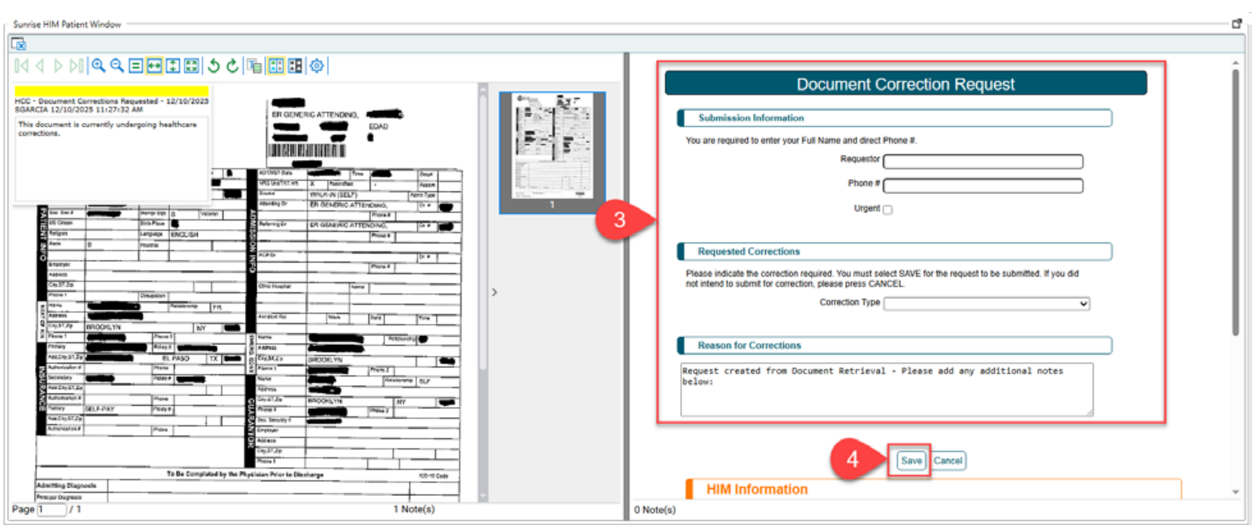
Submitting a Document for Correction

If the clinical user finds a mistake with a document in the chart, they can send the document to the Document Corrections process. Submitted documents are sent to OnBase Workflow, where they can be reviewed and routed for corrective action.

1. Open the document you want to send for correction
2. Click the Add correction button above the document viewer



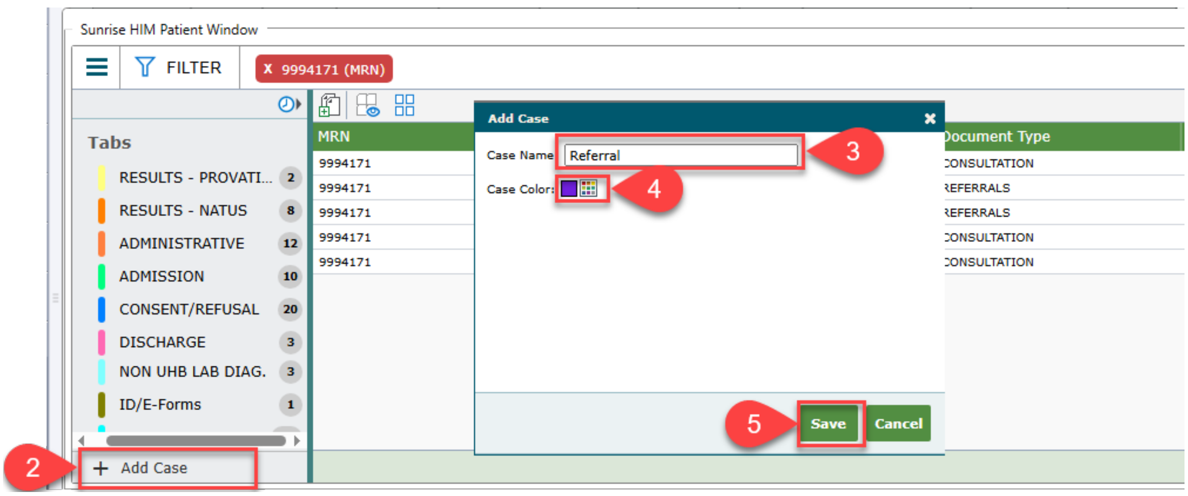
3. Fill out the form in the viewer right pane
4. Click the **Save** button to complete the form



Patient Cases

Cases are tabs you can create to organize documents related to a specific case or condition. For example, if a patient has a history of arrhythmia, you could create an Arrhythmia tab to contain any documentation related to that condition. Each case shows up only in the record it was created in.

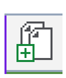
1. Select your patient
2. Click the Add Case button at the bottom of the Tabs section
3. Enter a name for the case in the Case Name field. This name will be the label on the tab
4. Select a color for this tab
5. Then click Save



Adding Documents to Patient Cases

After creating a case, you can add documents to it. When you add documents to a case, the documents are available in both the case tab and their original tabs.

1. From the document list, select the documents you want to add to the case
2. Click the Add Selected Documents to Case button



3. Select the case you want to add documents to from the Select a Case dialog box
4. Click Save and then OK