## **Docview 2.0 User Guide**

Step 1: Hospital user logs in with a unique ID and password. A local administrator controls IDs and passwords for their hospital.



Unauthorized use is prohibited. Use of this private computer system is your consent to be monitored and recorded. We reserve the rights to seek all remedies for unauthorized use. Evidence of suspected illegal use may be given to law enforcement.

Step 2: Hospital users pick from a list of physicians that deliver at that hospital.



The user selects the practice by picking the patient's doctor by name. There is no need to know the practice name. Only providers for practices that have been **authorized to be accessed from this hospital are displayed**. Selecting a provider provides access to ALL patients within that provider's practice.

Step 3: Hospital user enters some/all of patient's last name plus first name and/or date of birth. A list of matching patients is displayed.



**Step 4:** Hospital user clicks the selected patient and the chart document that the practice has chosen to be available are displayed. User selects the desired documents and clicks "Retrieve Docs".

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Step 5: Hospital user sees the chart documents they've selected

Docview **creates a PDF on the fly** with ALL the documents selected above to browse online or print as a package. Practice name, today's date, "page X of Y" printed on all pages.

The PDF contains a cover page including a **table of contents.** The **Prenatal Flowsheet** is always printed first.

The PDF can be viewed, printed or even saved by hospital staff and imported into hospital EMR (if they wish to).

A full audit trail of patient searches and documents retrieved is kept by docview. Optional tracking information can be uploaded to the practice PrimeSUITE system.

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