

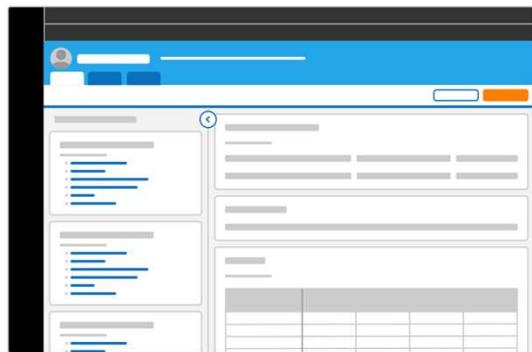
# Washington Park Clinic: Practice Fusion Tutorial

UPDATED: 02-22-2023

Please feel free to contact Katie Madden ([kamadden@uchicagomedicine.org](mailto:kamadden@uchicagomedicine.org))  
with any questions or concerns about this tutorial.

# Part 1: Log in to WPC Attending Account

Log in at <https://www.practicefusion.com/>



## Experience the new patient encounter

Get acquainted with the new layout and feature improvements

- Improved organization to better align with patient visit workflows
- Side-by-side view of the patient Summary inside the encounter
- Easier access to charting actions with fewer clicks

## Log in to your EHR

Email

[Forgot your Login email?](#)

Password

[Reset password](#)

[Need help logging in?](#)

[Log in](#)

Email: [TheWashingtonParkClinic@gmail.com](mailto:TheWashingtonParkClinic@gmail.com)  
Password: WPCAttending!

IMPORTANT: if you are asked to do 2-step verification in order to log into the account, please send the code to the (415) number linked to the account. Then text Katie Madden, our EHR Lead, directly for the code:  
(415) 686-4627

# Part 2: Signing a Patient Chart



Help

WPC Attending Account | Washington Park

Settings

Log out

Lock

Dashboard Documents Directory

## Practice dashboard

PRACTICE SETUP

40%

### Telehealth

Register with Updox for an integrated Telehealth solution.



### AccelRx

Connect to an enrollment, prior authorization, patient consent, and status management platform for specialty medications



### Labs

Send orders and receive results in your EHR  
[Video tutorial](#)

(1) Click "Tasks"

Add your labs

### Imaging centers

Images and reports viewed in your EHR  
[Video tutorial](#)



Connect imaging centers

### e-Prescribing

Send prescriptions directly to a patient's preferred pharmacy  
[Video tutorial](#)



Set up e-Prescribing

### PMP/PDMP Integration

Connect to your state's Prescription Drug Monitoring Program  
[Learn More](#)



Register now

### Online profile

Set up your online profile and booking page on Patient Fusion



### CPT codes license access

Get access to CPT code sets by purchasing a license from Optum360, an AMA authorized distributor



### Billing

Create and send superbills from your EHR  
[Video tutorial](#)

(2) Click the "My tasks" tab

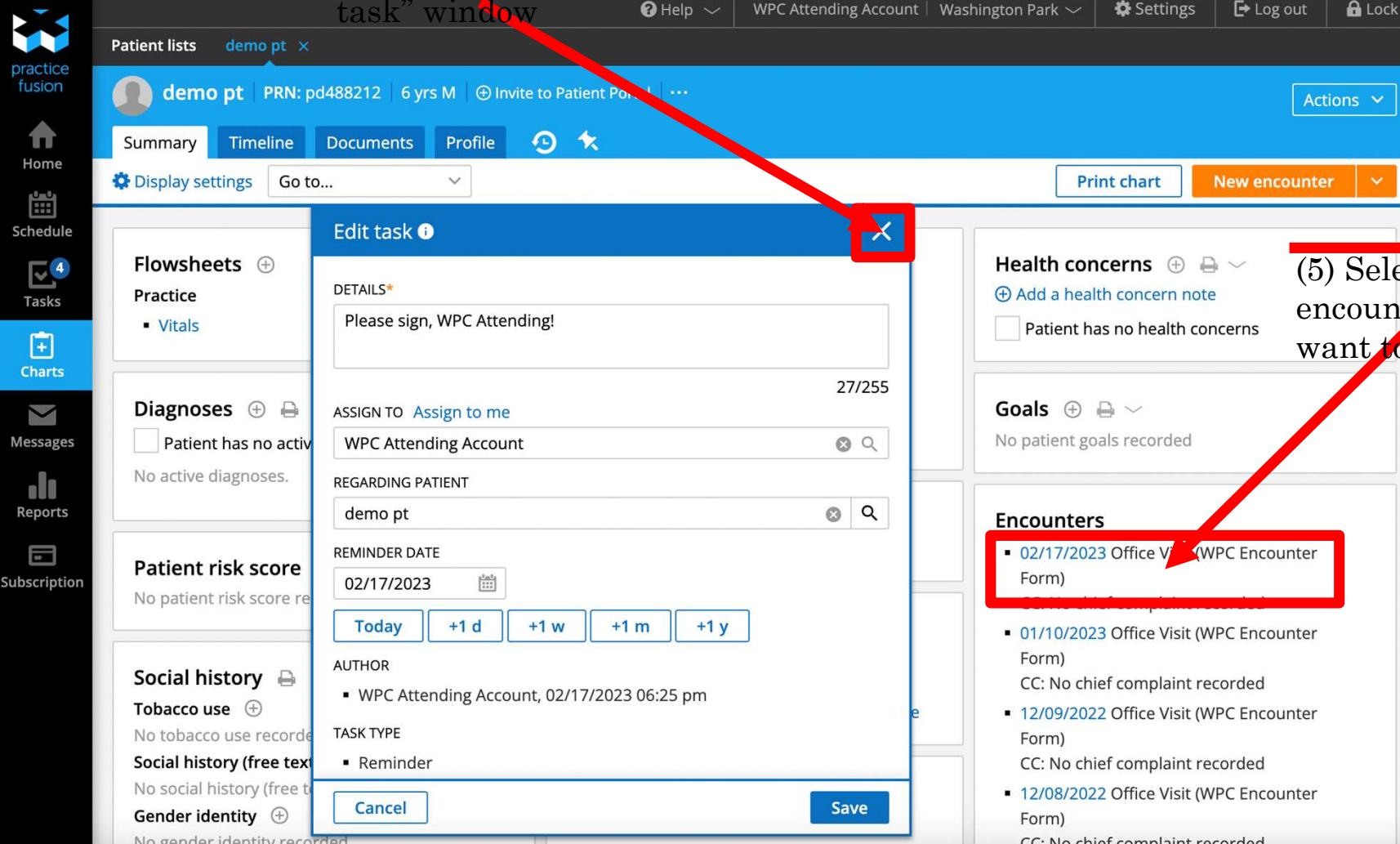
DATE 4 TASKS PATIENT DETAILS ACTIONS

Today 02/17/23 Reminder demo pt WPC Attending Account Please sign, WPC Attending! Review

Older

(3) Select the patient chart you want to review & sign

## (4) Close “Edit task” window



**(5) Select the encounter you want to review**



Patient lists demo pt x

demo pt | PRN: pd488212 | 6 yrs M | + Invite to Patient Portal | ...

Actions

Summary Timeline Documents Profile 02/17/2023 x

Display settings LAST REFRESHED 06:36 PM Go to... Search Minimize all Print Save Sign

Refresh to update clinical decision support (CDS) notifications below. Minimize notifications

Summary Templates Past encounters ...

Flowsheets +

Practice Vitals

(6) Scroll to review note, and encourage medical students to make changes as appropriate.

Diagnoses Patient No active

Medications + Add

WAS MEDICATION RECONCILIATION COMPLETED?

Select... Patient has no active medications

Note Import past encounter

Patient risk score +

No patient risk score recorded

Social history

Tobacco use +

No tobacco use recorded

WPC Encounter Form

WPC Encounter Form View templates Import past encounter View diagnosis View medications View S/I/As

P B I A A Add patient info Go to

History of Present Illness (HPI)

A red box highlights the 'Sign' button in the top right corner. A red arrow points from the text '(6)' to the 'Flowsheets' section. Another red arrow points from the text '(7)' to the 'Sign' button.



Tasks Documents

## Tasks

All tasks (1047) My tasks (4) Unassigned tasks (10) Rx change/cancel Lab results Refill requests Imaging results ... Actions

All types Search patient name, re... Incomplete Current WPC Attending Account New task

DATE	4 TASKS	PATIENT	DETAILS	ACTIONS
02/17/23	Reminder	demo pt WPC Attending Accour	6 yrs M, DOB 12/08/2016 Please sign, WPC Attending!	<span>Review</span> Review Mark as complete Edit Reassign... <span>Review</span> <span>Review</span>

**(8) Return to “My tasks” tab in “Tasks” Section**

**(9) Select “Mark as complete” from Review drop-down menu to mark your chart as complete**

Done! You have successfully signed your patient's chart.

# Final Words

- All doctors volunteering at WPC share use of the WPC Attending account. Only sign your patients' charts.
- If you run into any issues at any time, please contact the WPC EHR Lead, Katie Madden ([kamadden@uchicagomedicine.org](mailto:kamadden@uchicagomedicine.org))
- Thank you for volunteering your time!