

Washington Park Clinic: Practice Fusion Tutorial

UPDATED: 02-22-2023

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

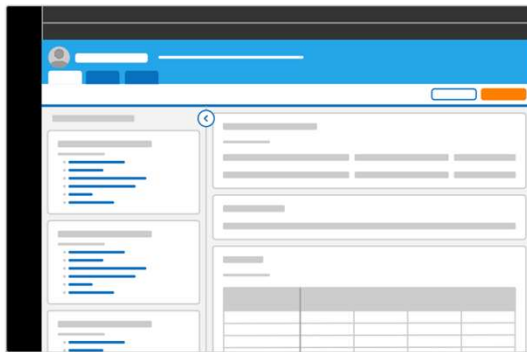
Part 1:

Log in to WPC Attending
Account

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



Create your EHR account



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?](#)

thewashingtonparkclinic@gmail.com

Password

[Reset password](#)

.....

[Need help logging in?](#)


Log in

Email: 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



practice fusion

Help WPC Attending Account Washington Park Settings Log out Lock

Dashboard Documents Directory

Practice dashboard

PRACTICE SETUP 40%

Home

Schedule

Tasks

Charts


Messages

Reports

Subscription


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](#)

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](#)

(1) Click "Tasks"

practice fusion

Home

Schedule

Tasks 4

Charts

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Help WPC Attending Account Washington Park Settings Log out Lock

Tasks Documents

(2) Click the "My tasks" tab

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

All tasks (1047) All types Search patient name, re... Incomplete Current WPC Attending Account New task

DATE	4 TASKS	PATIENT	DETAILS	ACTIONS
Today				
02/17/23	Reminder WPC Attending Account	demo pt 6 yrs M, DOB 08/2016	Please sign, WPC Attending!	Review
Older				
				Review
				Review
				Review

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

(4) Close "Edit task" window

The screenshot displays the Practice Fusion patient portal interface. At the top, a navigation bar includes links for Patient lists, demo pt, Help, WPC Attending Account, Washington Park, Settings, Log out, and Lock. Below this, a patient header for 'demo pt' (PRN: pd488212, 6 yrs M) is shown with tabs for Summary, Timeline, Documents, and Profile. A 'Go to...' dropdown and 'Print chart' button are also present. The main content area is divided into several sections: Flowsheets (Practice, Vitals), Diagnoses (Patient has no active diagnoses), Patient risk score (No patient risk score recorded), Social history (Tobacco use, Social history (free text), Gender identity), Health concerns (Add a health concern note, Patient has no health concerns), Goals (No patient goals recorded), and Encounters. The 'Edit task' window is open, showing details for a task assigned to 'WPC Attending Account' regarding patient 'demo pt'. The task type is 'Reminder' and the reminder date is '02/17/2023'. The window has a close button (X) in the top right corner. A red arrow points from the text '(4) Close "Edit task" window' to this close button. Another red arrow points from the text '(5) Select the encounter you want to review' to the first encounter in the 'Encounters' list, which is '02/17/2023 Office Visit (WPC Encounter Form)'. This encounter is highlighted with a red box.

practice fusion

Patient lists demo pt x

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

Summary Timeline Documents Profile

Display settings Go to...

Print chart New encounter

Edit task

DETAILS*

Please sign, WPC Attending!

27/255

ASSIGN TO Assign to me

WPC Attending Account

REGARDING PATIENT

demo pt

REMINDER DATE

02/17/2023

Today +1 d +1 w +1 m +1 y

AUTHOR

WPC Attending Account, 02/17/2023 06:25 pm

TASK TYPE

Reminder

Cancel Save

Health concerns

Add a health concern note

Patient has no health concerns

Goals

No patient goals recorded

Encounters

- 02/17/2023 Office Visit (WPC Encounter Form)
- 01/10/2023 Office Visit (WPC Encounter Form)
CC: No chief complaint recorded
- 12/09/2022 Office Visit (WPC Encounter Form)
CC: No chief complaint recorded
- 12/08/2022 Office Visit (WPC Encounter Form)
CC: No chief complaint recorded

(5) Select the encounter you want to review

practice fusion

WPC Attending Account | Washington Park | Settings | Log out | Lock

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

Diagnosis

☐ Patient

No active

Patient risk score +

No patient risk score recorded

Social history

Tobacco use +

No tobacco use recorded

Respiratory rate

BP

Temperature

Medications + Add

WAS MEDICATION RECONCILIATION COMPLETED?

Select...

☐ Patient has no active medications

Note Import past encounter

WPC Encounter Form

WPC Encounter Form View templates Import past encounter View diagnosis View medications

View S/I/As

P B I A A+ [Icons] Add patient info Go to

History of Present Illness (HPI)

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

(7) Select "Sign" to sign the chart

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Help WPC Attending Account Washington Park Settings Log out Lock

Tasks Documents

Tasks

Actions

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

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

DATE	4 TASKS	PATIENT	DETAILS	ACTIONS
Today				
02/17/23	Reminder	demo pt	Please sign, WPC Attending!	<div>Review Review Mark as complete Edit Reassign... Review Review Review</div>
Older				

(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)
- Thank you for volunteering your time!