

Unit 9 Assignment: GETTING STARTED WITH PRACTICE FUSION (Student Setup Instructions)

1. Go to the following website: <http://www.practicefusion.com/>
2. Click **SIGN UP** in the upper right corner of the window.
3. The next window will look like the screenshot below. Complete all the fields with your information. Be sure that you use an e-mail address that you have access to. Be sure to choose the option "I am a teacher or student" in the last field.

the nation's
EHR
attached.

First name *

Last name *

Your email address *

Preferred contact phone number *

Do you work in a medical practice? *

I am a teacher or student

* Required

Sign up for free

Need help? Call us: (800) 551-3080

4. After you've completed the required fields and clicked the Sign up for free button, the next window will instruct you to check the email address you provided for a verification email.
5. In the verification e-mail, there will be a link to click to verify your account. Click the verify account link in the e-mail. You will then be asked to provide a password for your new Practice Fusion account.
6. When you are finished creating your password, you are now ready to configure your EHR. Complete the fields in the screenshot below. Be sure to choose **Office staff** and **26-40**. You do **not have to provide a referral code**. You can leave the last field blank.

Password created.
Please configure your EHR.

Identify your practice role

Office staff

How many total MDs, DOs, PAs and NPs are in your practice?

26-40

Were you referred by a colleague or organization?
Enter your referral code below

Get started

7. Click the **Get Started** button.
8. As the EHR is configuring, you will be asked to agree to all terms of the user agreement. **Click I agree to all terms to proceed.**

Healthcare Provider User Agreement

This Healthcare Provider User Agreement only applies to users of Practice Fusion's Electronic Health Record.

THIS IS A LEGALLY BINDING AGREEMENT between Practice Fusion, Inc., a Delaware corporation (together with its subsidiaries, "Practice Fusion," "we" or "us"), and you. BY CLICKING "I AGREE," OR BY OTHERWISE SIGNING UP OR FOR AN ACCOUNT, OR BY ACCESSING OR USING THE SERVICES (DEFINED BELOW), YOU ARE ENTERING INTO THIS HEALTHCARE PROVIDER USER AGREEMENT (THIS "AGREEMENT") AND YOU AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. Please read this Agreement carefully, and do not sign up for an account or use the Services if you are unwilling or unable to be bound by this Agreement. You and we are collectively referred to as the "Parties."

1. Definitions

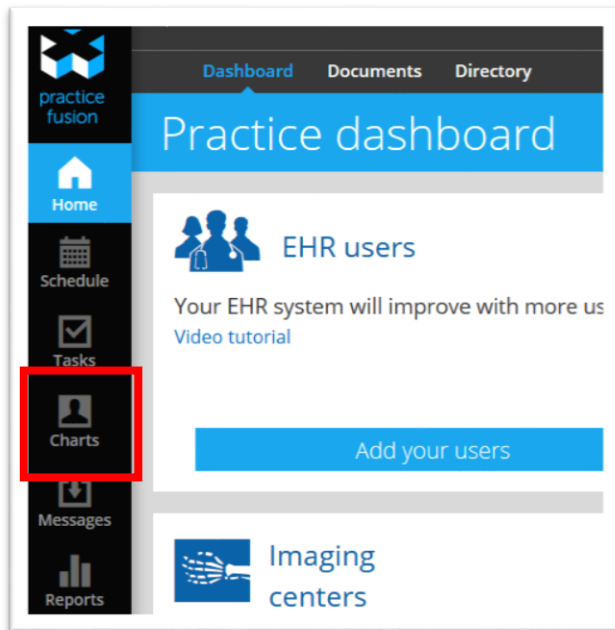
For the purposes of this Agreement, the terms set forth in this Section 1 have the meanings assigned to them below. Terms not defined below or in the body of this Agreement (whether or not capitalized) have the definitions given to them in HIPAA.

"Administrative Rights" means the rights to administer and direct the use of a Provider's account, including the authority to provide, request, issue, administer and limit the access rights to other User accounts issued to such Provider's Authorized Workforce, as well as the rights to integrate, connect, or otherwise share Your information with, or receive Protected Health Information from, third parties through the Services.

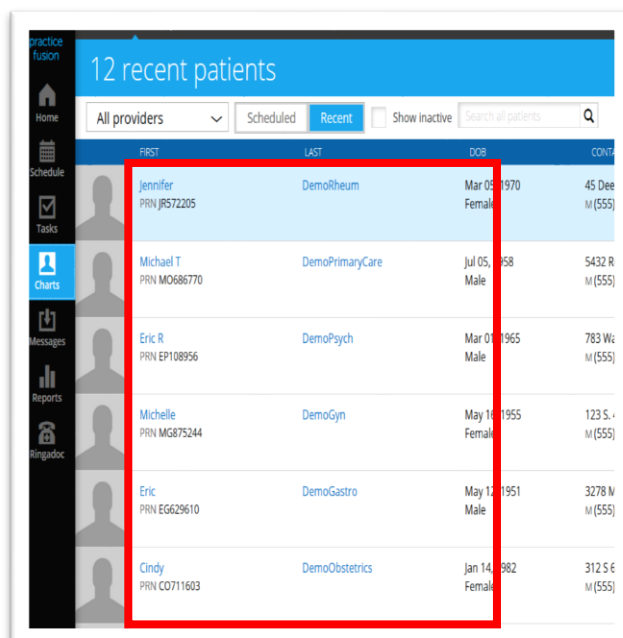
Print

I disagree I agree to all terms

9. Your log in ID will be the email address you used to set up your account. You will use the same password you created also. This login information will be used each time you login to Practice Fusion.
10. Once you have logged on, **click the Charts button** on the left side of **the Practice Dashboard**. There should be charts that already exist in the EHR.



11. Select one of the existing patient charts and explore the screen looking at each note to understand what is in this record.



12. The screenshot below is a view of a patient record. To close this chart, click the close button (x) next to the patients name at the top of the window.

The screenshot shows a patient record for Jennifer DemoRheum. At the top, the patient's name is displayed with a red box around the close button (x). Below the name are tabs for Summary, Timeline, and Profile. The main area is divided into several sections: Flowsheets, Diagnoses (Leukopenia, Anemia, Rheumatoid arthritis, Joint pain), Allergies (Drug, Food, Environmental), Medications, Encounters (Patient Phone Message, SOAP Note, Test results, Clinical support, SOAP Note), and Messages.

13. You will add a patient with a first name created by you and your last name. You will create all other personal information about your patient. This will allow you the experience of adding a patient to an electronic health record. You will include your patient's name and chart number in your paper.

The screenshot shows a list of 12 recent patients. The 'Add patient' button is highlighted with a red box. The list contains the following data:

FIRST	LAST	DOB	CONTACT INFO	
Jennifer PRN JR572205	DemoRheum	Mar 05, 1970 Female	45 Deer Run Road, Livingston, NJ 07039 M (555) 555-5555 H (555) 555-5555	10:39 PM 11/04/15
Michael T PRN MO686770	DemoPrimaryCare	Jul 05, 1958 Male	5432 Rebow St, Lakeside, NY 27511 M (555) 555-5555 H (555) 555-5555	10:39 PM 11/04/15
Eric R PRN EP108956	DemoPsych	Mar 01, 1965 Male	783 Washington Ave, Hollytown, NH 33220 M (555) 555-5555 H (555) 555-5555	10:39 PM 11/04/15
Michelle PRN MG875244	DemoGyn	May 16, 1955 Female	123 S. 45th St., Anytown, NY 12345 M (555) 555-5555 H (555) 555-5555	10:39 PM 11/04/15
Eric PRN EG629610	DemoGastro	May 12, 1951 Male	3278 Maple St., San Antonio, TX 78023 M (555) 555-5555 H (555) 555-5555	10:39 PM 11/04/15
Cindy PRN CO711603	DemoObstetrics	Jan 14, 1982 Female	312 S 67th St., Schenectady, NY 12345 M (555) 555-5555 H (555) 555-5555	10:39 PM 11/04/15
Brenda	DemoOncology	Jul 15, 1951	4700 Millwood Drive, Stony Brook, NY 11790	10:39 PM

Happy Exploring!