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1. Retrieving Your Password

In order to retrieve your EMR Portal password, you will have to navigate yourself to our main webpage https://emr.vohrawoundteam.com and in the top right corner of this page you will locate the "Forgot Password?" link.

Once you click on this link you will be taken to the next page:

Simply type in your email address and click "Send Instructions".
If your email address is already in our system, you will get the next message:

In case that your email address is not associated with portal account, you will get next message:

Forgot your Password?
To reset your password, enter the email address associated with your account. Click **Send Instructions** when you're done.

Email Address: [   ]

Send Instructions   Close

• This email is not associated with a valid account, please call Support (305) 614-3344

In this case, the best option would be sending an email to Support with your first and last name, and your facility name. Our email address for this purpose is:
helpdesk@vohraphysicians.com
You can always call us for assistance at 305-614-3344.

2. Viewing and Printing Wound Care Notes

Once you login, you will be taken to the Dashboard:

In order to print out your notes, you will have to select them first. You may do so by checking the box as showed in the next picture:

This will select all of the current notes. You can print your notes by clicking onto the "Print" button located underneath the list of your residents:

Dashboard of ███████████████████████████████████

3 Visits/Notes at 9/8/2010

☑	Type	Name	Age	Chief Complaint
☑	Visit	████████████	76	Wound Related
☑	Visit	████████████	84	Wound Related
☑	Visit	████████████	75	Wound Related

Print

3. **Searching for a Patient**

If you need to search for a patient, you can do so by following next few steps:

At the top of your main Dashboard page notice the "Patient" option all the way to the right. Clicking on it will take you to the next page:

At the top of this page notice the "Search" field. Here you can search for a patient you are looking for.

4. Searching Visits With Various Dates of Services

In order to view and print visits other than ones from the current week, you will have to go to the "Visits' section located at the top of your Dashboard page. Once you click onto the "Visits" link, you will be taken to the next page:
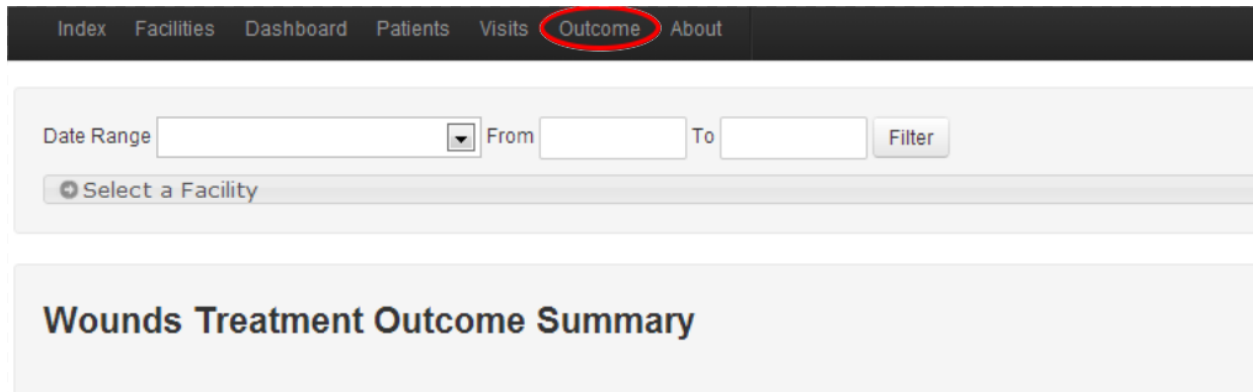

Here you can choose the Date Range you desire. You may also manually choose the dates of service you are interested in.
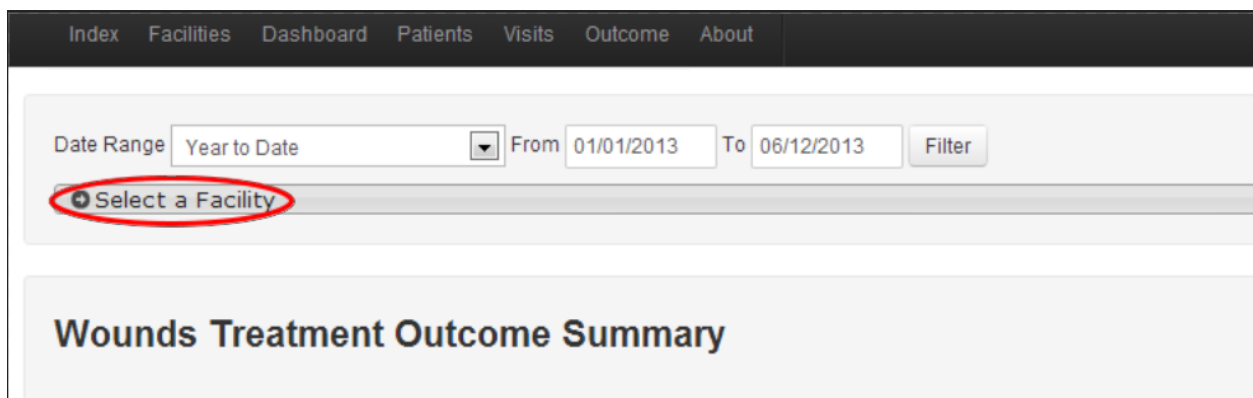
5. Outcome Reports

To view the outcome reports for a certain date range, all you have to do is click onto the "Outcome" option located at the top of the page. You will be taken to the next page:
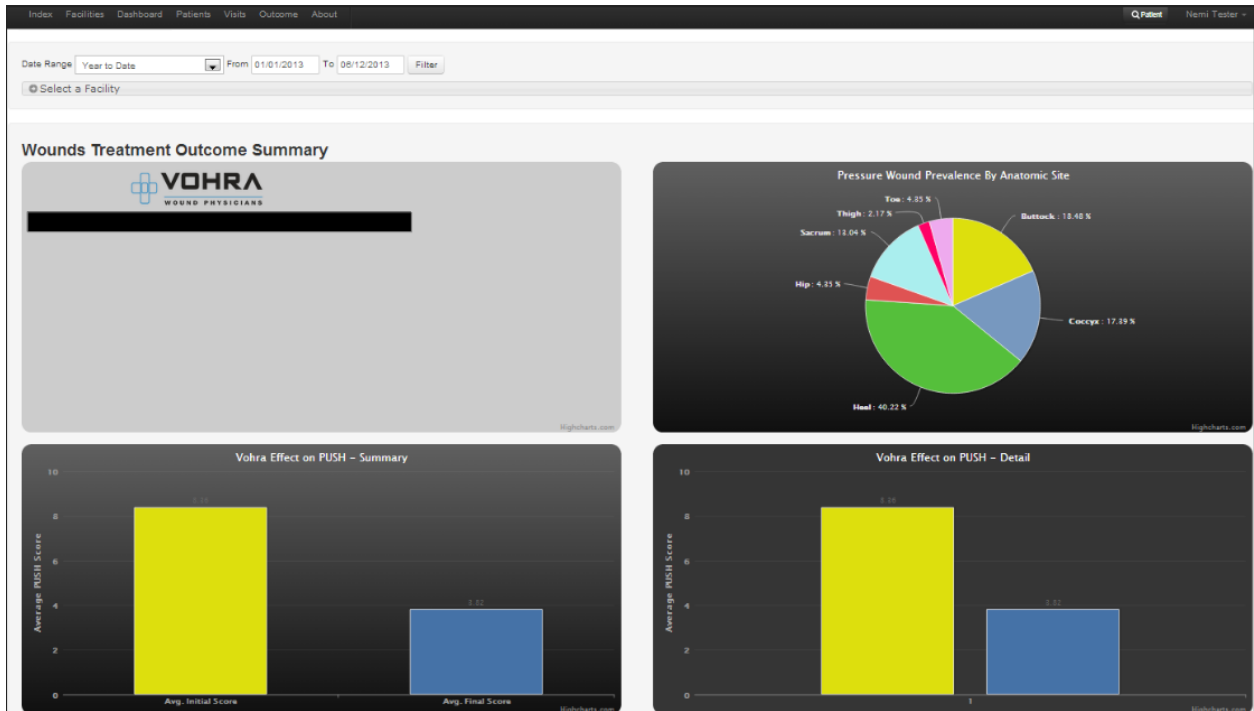

Once there, you may choose the desired date range or enter the dates manually. Make sure you click onto the "Select a Facility" button so you can choose your facility. Without this step the Outcome Reports would not get generated.

Reports will only get generated for pressure wounds and only for patients that have at least four visits regarding the same pressure wound within the requested time frame. Outcome Reports graph page will look like this:

At this moment we do not have a print option in place on our web portal. Viewing these reports would be the only option available for the time being.

6. <u>Creating Portal Accounts (for Administrator Accounts Only)</u>

If you are having administrator account, you are able to create, modify, and deactivate users. You can do so by simply clicking onto your name, in the top-right corner of your Dashboard page, and choose the "Manage Users" option from a dropdown menu.

Once you click onto the Manage Users you will be taken to the page that would list all of the users assigned to the facilities you oversee. You may either modify users' information, such are email address, name, facility assigned, and activation status. You can do this by clicking on user's name.

If you want to create a new account, all you have to do is click onto the "New User" button. Once you do this, the new account form would open up. Fill out ONLY the Name and Email fields, check the correct box in the Roles section (Administrator is a user that also can create, modify, and deactivate accounts), and check the box next to the facility that you want assigned to this user. Make sure you check the box next to "Active" once done and "Save & Send Instructions" which will send email to the user with login instructions.

Edit User

Name

Username

Email address

Roles

☐ Facility Administrator

☐ Facility Member

Phone

☐ Change Password

Security Question

Security Answer

Facilities

☐ ██████████████████████████

☐ ██████████████████████████

☐ ██████████████████████████

☐ Active

Created

6/12/2013 11:18:33 AM

Save & Send Instructions　**Save**　Back to List

7. <u>Generating QA Wound Status Report</u>

If you are interested to see the QA wound status report, you may do so (1.) by clicking onto the "Visits" link on the top of your page. This will take you to the following page.

At the bottom of the page, click onto "QA Wound Status Report". This will take you to the page where you can...