

# Table of Contents

1. **Retrieving Your Password**
2. **Viewing and Printing Wound Care Notes**
3. **Searching for a Patient**
4. **Searching Visits With Various Dates of Services**
5. **Outcome Reports**
6. **Creating Portal Accounts (for Administrator Accounts Only)**
7. **Generating QA Wound Status Report**

# 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.

The screenshot shows the Vohra Wound Physicians EMR Portal. At the top left is an 'Index' link and at the top right is a 'Log On' link. The main content area has a header with 'VWP ~ EMR by VWP' and the 'VOHRA WOUND PHYSICIANS' logo. Below the header is a welcome message: 'Welcome to the new and improved Vohra Wound Physicians Portal for your clinician's documentation.' This is followed by 'QUICK STEPS' with three numbered instructions for logging in. Below that are 'VOHRA WOUND CARE EDUCATIONAL RESOURCES' with a 'View' button. At the bottom of the main content area is the text 'For Assistance Please Call Technical Support: (305) 614-3344.' On the right side, there is a 'Log In To VHS MDC' form with fields for 'UserName/Email address' and 'Password', a 'Remember me on this computer' checkbox, a 'Forgot Password?' link (circled in red), and a 'Log On' button.

© Vohra Wound Physicians 2013

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

The screenshot shows a 'Forgot your Password?' form. It has a heading 'Forgot your Password?' and a sub-heading 'To reset your password, enter the email address associated with your account. Click Send Instructions when you're done.' Below this is an 'Email Address:' label followed by a text input field. At the bottom of the form are two buttons: 'Send Instructions' and 'Close'.

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:

The screenshot shows a confirmation message for the password reset process. It has a heading 'Forgot your Password?' and a sub-heading 'The email has been sent. Please check your Inbox/Junk folders and follow the instructions in the email. Remember that the Username is your full email address.' Below this is a 'Close' button.

**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](mailto: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:

The dashboard includes a navigation bar with links: Index, Facilities, Dashboard, Patients, Visits, Outcome, About. A search bar contains 'Patient' and a user name 'Nemi Tester'. On the left, there is a 'Summary Information' section with links for 'visit(s) Latest', 'Today', 'Yesterday', 'This Week', 'This Month', and 'patient(s)'. Below it is a 'Common Tasks' section with 'View patient list' and 'View recent visits'. A logo for 'VOHRA WOUND PHYSICIANS' is also present, along with contact information: 'Vohra Wound Physicians, 3601 SW 160th Avenue, Suite 250, Miramar, FL 33027, Support, Phone: (305) 614-3344, Email: support@woundphysicians.com'. The main content area is titled 'Dashboard of [redacted]' and features a table '3 Visits/Notes at 9/8/2010'. The table has columns for 'Type', 'Name', 'Age', and 'Chief Complaint'. All three rows are marked as 'Visit' and 'Wound Related'. A 'Print' button is located below the table. To the right, there are sections for 'Last six week summary' and 'Last six month summary', each with a corresponding chart area.

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 is a close-up of the table from the dashboard. The title is '3 Visits/Notes at 9/8/2010'. The table has four columns: 'Type', 'Name', 'Age', and 'Chief Complaint'. The first row has a checked checkbox in the 'Type' column, a 'Visit' button, a redacted name, the age '76', and 'Wound Related'. The second row has an unchecked checkbox, a 'Visit' button, a redacted name, the age '84', and 'Wound Related'. The third row has an unchecked checkbox, a 'Visit' button, a redacted name, the age '75', and 'Wound Related'. A 'Print' button is located below the table.

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 [REDACTED]

## 3 Visits/Notes at 9/8/2010

<input checked="" type="checkbox"/>	Type	Name	Age	Chief Complaint
<input checked="" type="checkbox"/>	Visit	[REDACTED]	76	Wound Related
<input checked="" type="checkbox"/>	Visit	[REDACTED]	84	Wound Related
<input checked="" type="checkbox"/>	Visit	[REDACTED]	75	Wound Related

### 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:

Search Patient:

#### Patients List

Name	DOB	Gender	Facesheet	Chart No.	Insurance Type	Stage	Facility
	11/14/1944	Male			Medicare	Inactive	
	11/28/1943	Male	<a href="#">Facesheet</a>		Medicare	Inactive	
	9/18/1926	Female	<a href="#">Facesheet</a>		Medicare	Active	
	9/7/1909	Female	<a href="#">Facesheet</a>		Medicare	Inactive	
	7/13/1918	Female			Medicare	Sign Off With Visit	
	12/23/1917	Male	<a href="#">Facesheet</a>		Medicare	Sign Off With Visit	
	11/8/1938	Male	<a href="#">Facesheet</a>		Medicare	Inactive	
	8/26/1924	Male	<a href="#">Facesheet</a>		Medicare	Sign Off With Visit	
	3/13/1967	Male	<a href="#">Facesheet</a>		Medicaid	Sign Off With Visit	
	8/11/1924	Male			Non Reimbursable	Inactive	
	2/27/1922	Female			Non Reimbursable	Inactive	
	8/5/1918	Female	<a href="#">Facesheet</a>		Medicare	Inactive	
	2/8/1929	Male	<a href="#">Facesheet</a>		Medicaid	Active	
	6/13/1936	Male	<a href="#">Facesheet</a>		Medicaid	Active	
	8/11/1941	Male	<a href="#">Facesheet</a>		Non Reimbursable	Active	
	12/8/1937	Male	<a href="#">Facesheet</a>		Medicare	Sign Off With Visit	
	7/29/1948	Female	<a href="#">Facesheet</a>		Medicare	Active	
	2/7/1916	Female			Non Reimbursable	Inactive	

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:

Index Facilities Dashboard Patients **Visits** Outcome About

**Summary Information**  
8 visit(s) Latest  
0 visit(s) Today  
0 visit(s) Yesterday  
0 visit(s) This Week  
8 visit(s) This Month  
130 patient(s)

**Common Tasks**  
[View patient list](#)  
[View recent visits](#)

**VOHRA**  
WOUND PHYSICIANS

Vohra Wound Physicians  
3601 SW 160th Avenue, Suite 250  
Miramar, FL 33027

**Support**  
Phone: (305) 614-3344  
Email: [support@woundphysicians.com](mailto:support@woundphysicians.com)

Date Range: [ ] From 6/5/2013 To 6/6/2013 [ Select ]

Visits for [REDACTED]

<input type="checkbox"/>	Name	DOS	Type	Chief Complaint	Chart No.
<input type="checkbox"/>	[REDACTED]	6/5/2013	Visit	Wound Related	[REDACTED]
<input type="checkbox"/>	[REDACTED]	6/5/2013	Visit	Wound Related	[REDACTED]
<input type="checkbox"/>	[REDACTED]	6/5/2013	Visit	Wound Related	[REDACTED]
<input type="checkbox"/>	[REDACTED]	6/5/2013	Visit	Wound Related	[REDACTED]
<input type="checkbox"/>	[REDACTED]	6/5/2013	Visit	Wound Related	[REDACTED]
<input type="checkbox"/>	[REDACTED]	6/5/2013	Visit	Wound Related	[REDACTED]
<input type="checkbox"/>	[REDACTED]	6/5/2013	Visit	Wound Related	[REDACTED]
<input type="checkbox"/>	[REDACTED]	6/5/2013	Visit	Wound Related	[REDACTED]

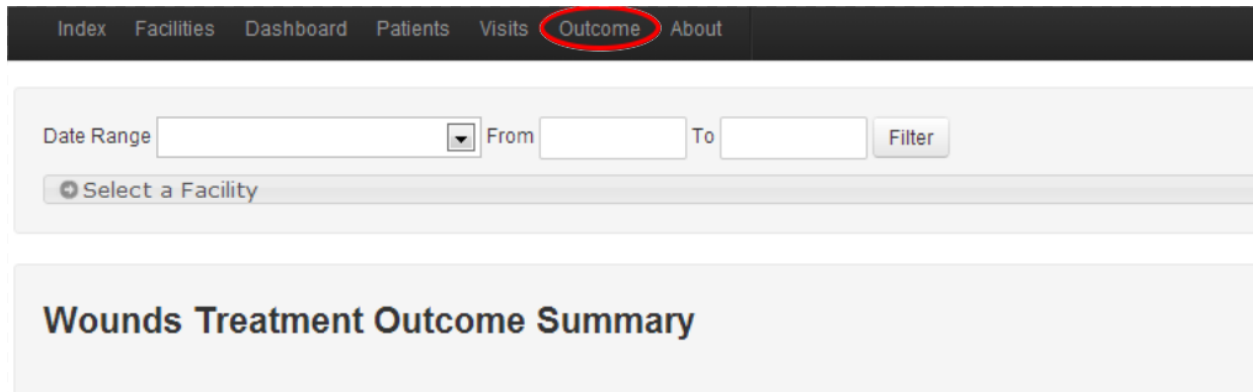
<< < Prev Page 1 of 1 Next > >>

Print QA Wound Status Report

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

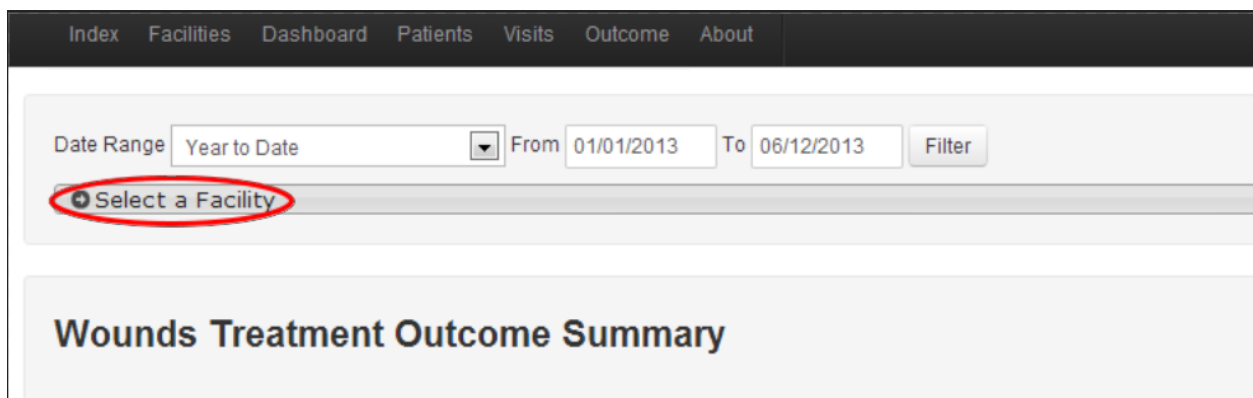
## 5. Outcome Reports

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:



The screenshot shows a navigation menu at the top with the following items: Index, Facilities, Dashboard, Patients, Visits, Outcome, and About. The 'Outcome' item is circled in red. Below the menu is a form with a 'Date Range' dropdown menu, 'From' and 'To' date input fields, and a 'Filter' button. Below the form is a button labeled 'Select a Facility'.

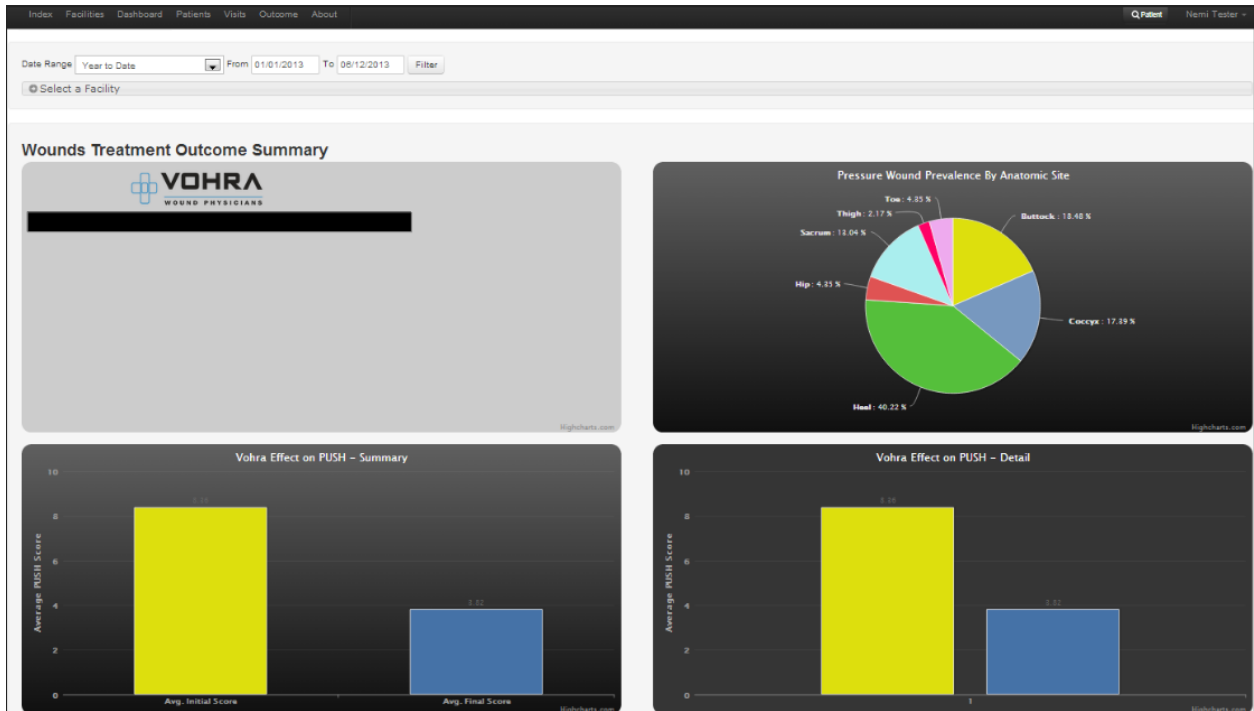
Once there, you may choose the desired date range or enter the dates manually. Make sure you click onto the “Select a Facility” button so you can choose your facility. Without this step the Outcome Reports would not get generated.



The screenshot shows the same navigation menu as the previous image, but now 'Outcome' is selected. The 'Date Range' dropdown menu is set to 'Year to Date'. The 'From' date is '01/01/2013' and the 'To' date is '06/12/2013'. The 'Filter' button is visible. The 'Select a Facility' button is circled in red.

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. Creating Portal Accounts (for Administrator Accounts Only)

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.

The screenshot shows the dashboard for 'The Oxford, Haverhill, MA'. In the top right corner, the user's name 'Nemi Tester' is circled in red. A dropdown menu is open, showing options: 'Log Off', 'Change Password', and 'Manage Users'. The 'Manage Users' option is highlighted. The dashboard also displays a table of 4 visits/notes for 8/17/2010 and a chart for the last six weeks.

Type	Name	Age	Chief Complaint
Visit	[Redacted]	81	Wound Related
Visit	[Redacted]	50	Wound Related
Visit	[Redacted]	68	Wound Related
Visit	[Redacted]	81	Wound Related

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 as email address, name, facility assigned, and activation status. You can do this by clicking on user’s name.

The screenshot shows the 'Users' management page. At the top, there is a search bar with the text 'Search User: (at least 3 characters)' and buttons for 'Search', 'Clear', and 'New User' (circled in red). Below the search bar is a table listing users with columns for Name, Email, Phone, Roles, Created, and Status. The Name and Email columns are redacted with black boxes.

Name	Email	Phone	Roles	Created	Status
[Redacted]	[Redacted]		Facility Member	7/3/2012 3:48:00 PM	Active
[Redacted]	[Redacted]		Facility Administrator	7/3/2012 3:48:00 PM	Active
[Redacted]	[Redacted]		Facility Member	7/3/2012 3:48:00 PM	Active
[Redacted]	[Redacted]		Facility Member	7/3/2012 3:48:00 PM	Active
[Redacted]	[Redacted]		Facility Member	7/3/2012 3:48:00 PM	Active
[Redacted]	[Redacted]		Facility Member	7/3/2012 3:48:00 PM	Active
[Redacted]	[Redacted]		Facility Member	7/3/2012 3:48:00 PM	Active
[Redacted]	[Redacted]		Facility Member	7/3/2012 3:48:00 PM	Active
[Redacted]	[Redacted]		Facility Member	7/3/2012 3:48:00 PM	Active
[Redacted]	[Redacted]		Facility Member	7/3/2012 3:48:00 PM	Active
[Redacted]	[Redacted]		Facility Member	12/28/2012 2:23:33 PM	Active
[Redacted]	[Redacted]		Facility Member	7/3/2012 3:48:00 PM	Active
[Redacted]	[Redacted]		Facility Member	7/3/2012 3:48:00 PM	Active
[Redacted]	[Redacted]		Facility Member	7/3/2012 3:48:00 PM	Active
[Redacted]	[Redacted]		Facility Member	7/3/2012 3:48:00 PM	Active

**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.**



## 7. Generating QA Wound Status Report

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.

The screenshot shows a web application interface for a patient's visits. The navigation menu at the top includes 'Index', 'Facilities', 'Dashboard', 'Patients', 'Visits', 'Outcome', and 'About'. The 'Visits' link is circled in red. The page title is 'Visits for [Redacted]'. The date range is set to 'From 6/12/2013 To 6/13/2013'. The table below shows a list of visits with columns for Name, DOS, Type, Chief Complaint, Chart No., Insurance, and Clinician. The 'Print QA Wound Status Report' button is circled in red at the bottom of the page.

1.

Name	DOS	Type	Chief Complaint	Chart No.	Insurance	Clinician
[Redacted]	6/12/2013	Visit	Wound Related	[Redacted]	Medicare	[Redacted]
[Redacted]	6/12/2013	Visit	Wound Related	[Redacted]	Medicare	[Redacted]
[Redacted]	6/12/2013	Visit	Wound Related	[Redacted]	Medicare	[Redacted]
[Redacted]	6/12/2013	Note	Patient disch...	[Redacted]	Commercial	[Redacted]
[Redacted]	6/12/2013	Visit	Wound Related	[Redacted]	Medicare	[Redacted]
[Redacted]	6/12/2013	Note	Patient not s...	[Redacted]	Commercial	[Redacted]
[Redacted]	6/12/2013	Visit	Wound Related	[Redacted]	Medicare	[Redacted]
[Redacted]	6/12/2013	Visit	Wound Related	[Redacted]	Medicare	[Redacted]
[Redacted]	6/12/2013	Note	Patient disch...	[Redacted]	Medicare	[Redacted]
[Redacted]	6/12/2013	Note	Patient has e...	[Redacted]	Medicare	[Redacted]
[Redacted]	6/12/2013	Note	Patient has e...	[Redacted]	Medicare	[Redacted]
[Redacted]	6/12/2013	Visit	Wound Related	[Redacted]	Medicare	[Redacted]
[Redacted]	6/12/2013	Visit	Wound Related	[Redacted]	Medicare	[Redacted]
[Redacted]	6/12/2013	Visit	Wound Related	[Redacted]	Medicare	[Redacted]
[Redacted]	6/12/2013	Note	Patient disch...	[Redacted]	Medicare	[Redacted]

2.

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