

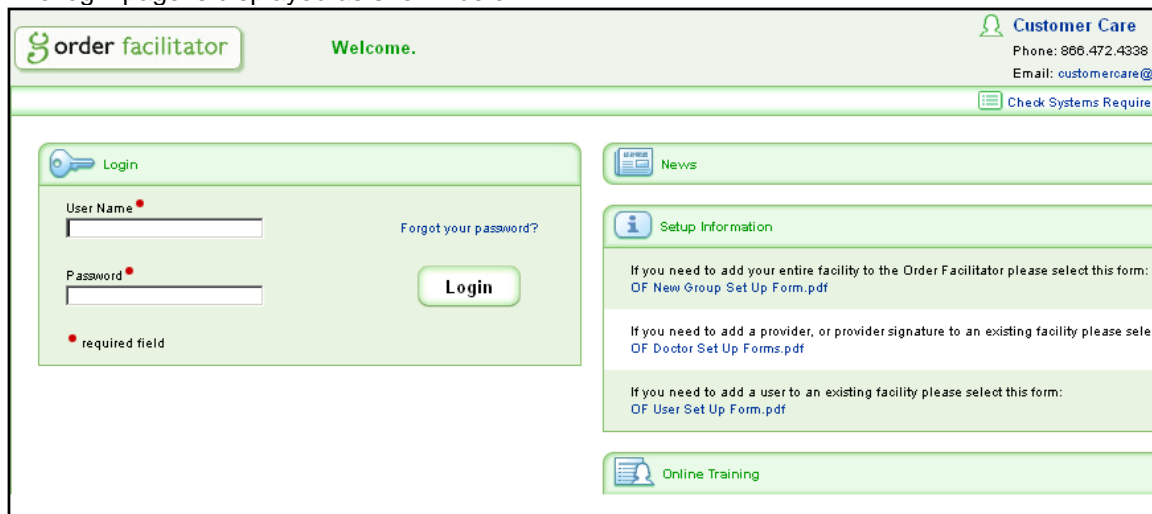
Using the Dashboard to View Order Status

Franciscan ORDERNOW can be accessed from any computer with a high-speed Internet connection. Review the System Requirements. These requirements are the only applications that are supported by the host system. Open a browser and type in the web address: From the webpage, select the Franciscan Order Now logo and you will be directed to the login screen.

<https://www.fhshealth.org/physicians/default.asp>

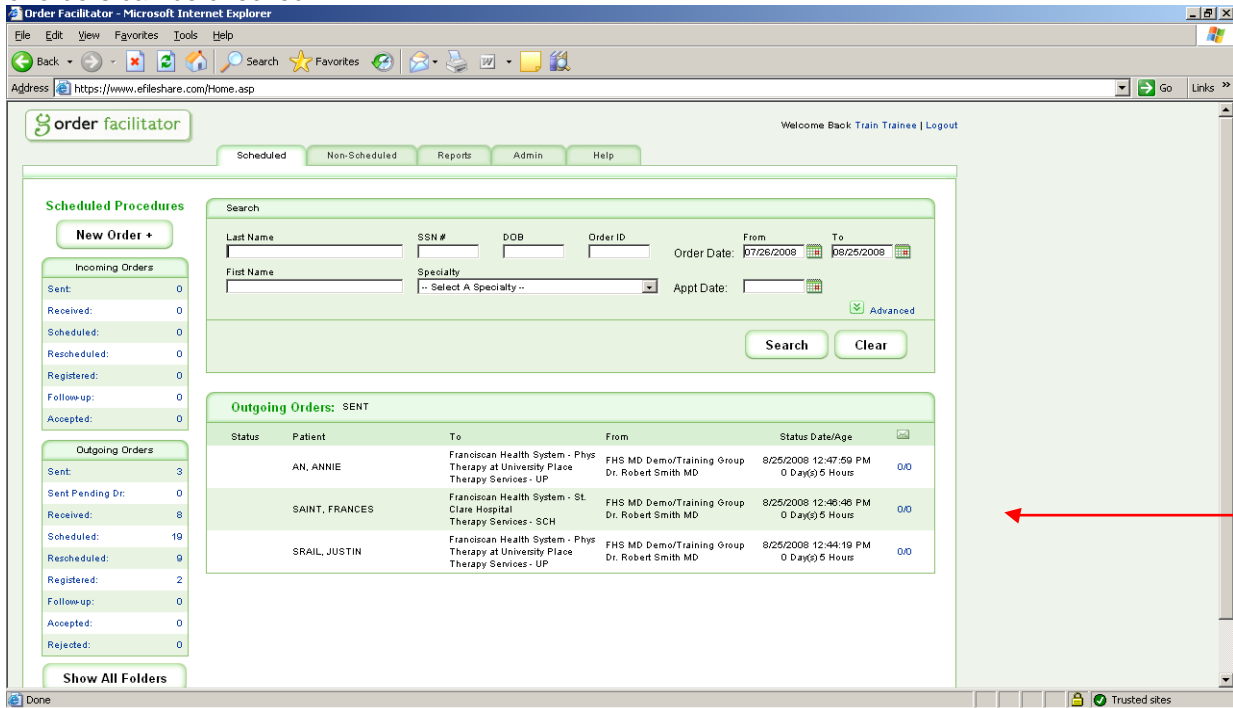


The login page is displayed as shown below:



Note: a red dot (•) indicates a required field.

The login page is displayed as shown below: The Dashboard is an initial viewing screen where the status of orders can be checked.



The screenshot shows the 'Order Facilitator' web application. The main content area is titled 'SCHEDULED PROCEDURES' and includes a search form with fields for Last Name, SSN#, DOB, Order ID, Order Date (From/To), First Name, and Specialty. Below the search form is a table of 'Outgoing Orders: SENT' with columns for Status, Patient, To, From, and Status Date/Age. The table contains three rows of data. A red arrow points to the 'SENT' status in the first row.

Status	Patient	To	From	Status Date/Age	
SENT	AN, ANNIE	Francoiscan Health System - Phys Therapy at University Place Therapy Services - UP	FHS MD Demo/Training Group Dr. Robert Smith MD	8/25/2008 12:47:59 PM 0 Day(s) 0 Hours	0/0
SENT	SAINT, FRANCES	Francoiscan Health System - St. Clare Hospital Therapy Services - SCH	FHS MD Demo/Training Group Dr. Robert Smith MD	8/25/2008 12:46:46 PM 0 Day(s) 0 Hours	0/0
SENT	SRAIL, JUSTIN	Francoiscan Health System - Phys Therapy at University Place Therapy Services - UP	FHS MD Demo/Training Group Dr. Robert Smith MD	8/25/2008 12:44:19 PM 0 Day(s) 0 Hours	0/0

Your order history will populate in the Outgoing Orders panel. Incoming Orders will all be zeros, because this is the portion of the system used by FHS. However, once you select an order to view, you will be able to see a complete audit trail of all the activity on that particular order, which should greatly reduce or your need to call the facility to check on delivery of the order, and whether or not the patient presented for the procedure. You will still also receive the No Show/Cancellation fax from the diagnostic department.

The statuses used at FHS will indicate the following:

- Sent – these are orders you have completed and sent to an FHS diagnostic facility.
- Received – receipt is confirmed at FHS, but the patient has not been scheduled for their procedure.
- Scheduled – the procedure has been scheduled for the patient.
- Rescheduled – there was a change to the initially scheduled appointment, and the patient is still awaiting their procedure.
- Registered – this means that the patient presented for their procedure. This field will not be populated until the day following the procedure.
- Follow Up, Accepted and Rejected fields will not be used by FHS.

Correspondence flags are messages sent between the diagnostic department and your office. You will be flagged if there is a new incoming communication with a numerator in the Correspondence column. The denominator indicates the total number of notes for this order. Urgent Correspondence will also have an exclamation point icon in the Status column.

The Franciscan Order Now Help Line is 253.426.4139.