

PARAGON WEBSTATION FOR PHYSICIANS (WSP)

Providers

Log on to Paragon WSP



Desk Top:

Intranet – Links : [WebStation](#)

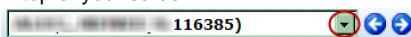
(From a remote site – follow instructions provided by IS dept)

Enter your personal User Name & Password

Maintaining your “Worklist”

The Worklist is the list of patient’s whose medical record you are wanting to / or potentially wanting to view.

Depending on your default display – you may have a worklist already built when you log on. This will be displayed at the top of your screen:



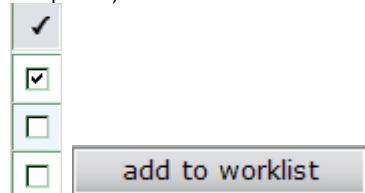
Clicking on the drop down box will display the entire list. Change the selected patient by clicking on the left and right arrows or a specific patient from the list.

If the pt is not already in your worklist – review the default parameters, make the necessary changes then click on search. See below on adding to your worklist

To add to your worklist:

Once the worklist has been build, to add additional names (i.e. your default is to display current Inpatients & Observation patients – you may do need to look at an ED patient’s records, click on

and ensure the Bed Filter says All; enter the patient’s name – click on ; check the box in the left column of the correct patient (does not need to be visit specific) Click on add to worklist



or for additional information or further explanation

For additional assistance with the Electronic Medical Record please contact:

During normal business hours:
Scott Harner- (254) 680-6394

After normal business hours:
IS helpdesk – (254) 680-6375

To view documentation / results:

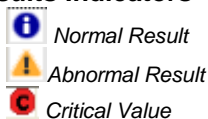
Patient Banner: worklist, plus the first row of data for the displayed patient.



With the patient name displaying in the worklist (top of screen), choose the tab you wish to view:

- **Census** (Patient Search – create worklist)
- **Demographic** (Patient Profile data – includes allergies, Home Meds, Med/Surg/Immun Hx)
- **Visit** (data typically found on facesheet)
- **Orders** (orders placed in Order Mgmt)
- **Results** (lab / radiology reports)
 - * **Trending** an entire panel(s): select test(s) click on Trend
 - * **Trending** components within a panel: with test open, select desired component(s), click on Trend
 - * **Graphing** also available
- **Med Rec View** (complete Medical Record – including scanned documents)
 - * Select approp documents tab i.e. Clinical, Nursing, Dictated Reports (note: “My View” is NOT a valid selection)
 - * Lower left – you may Group By: Document or Encounter
- **Vitals** (VS / Measurements (including FSBS) / I/O’s entered in Clinical CareStation)
 - * **Graphing** VS available
- **Clinical Assess** (Nursing/Ancillary documentation)
- **Alerts**

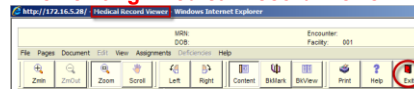
Lab Results Indicators



Patient Type Key

- 1 – Inpatient
- 2 – Observation
- 4 – Outpatient
- 5 – Emergency Services
- 6 – Surgical Out-Patient

When exiting “Medical Record Viewer”



Use the Exit button – do not close by clicking on the X in the top right hand corner of the screen!!

To Complete Deficiencies:

1. Choose Deficiency Worklist on PWS home screen.
2. In Deficiency Worklist, click one of the following: Signature, Dictation or Missing Text

To Process Signature Deficiencies:

1. In Deficiency Types, click **Signature** (or Group).
2. Click **Process All** or checkmark a deficiency and click **Process**.
3. On the PIN Entry screen, key your 4-digit PIN code. Click **OK**.
4. Review document with the **red S**, **edit text** on document as needed.
5. Click the **Sign** button, upper left, after all pages have been viewed/checked.
6. Continue through the documents using **Sign, Skip, Decline** or **Exit** as needed.

To Process Missing Text Deficiencies:

1. In Deficiency Types, click **Missing Text** (or Group).
2. Click **Process All** or checkmark a deficiency and click **Process**.
3. On the PIN Entry screen, key your 4-digit PIN code. Click **OK**.
4. Review document with the **red T**.
5. Curser will blink in the **yellow text box**.
6. Key the missing text per request reason, lower left screen.
7. Click the **Cmplt** button, upper left.
8. Continue through documents or **Skip, Decline, Exit** as needed.

To Decline Deficiencies:

1. Click on Decline button if the document assigned is incorrect. (upper menu bar).
2. Select a reason or enter free text.

Setting up your default display or changing your Search criteria:

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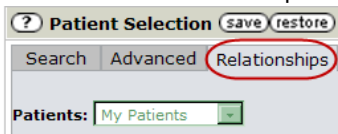
Desk Top:

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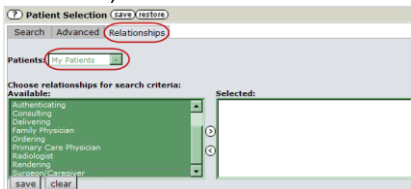
(From a remote site – follow instructions provided by IS dept)

Enter your personal User Name & Password

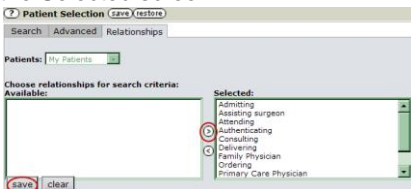
1. Click on the “Relationships” tab



2. On My Patient - Highlight all of the desired relationships (click on the top option, hold the Shift key down and click on the bottom option to highlight all of them)



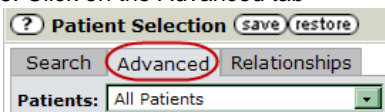
3. Click on the arrow to move them to the Selected screen



4. Save

5. Repeat for Group Patients when applicable and Save

6. Click on the Advanced tab



This is where you will set up your view preference when you log on

7. Complete the following fields to set up your default view:

Patients:

My patients: Your own pts (pts w/whom you are associated)

Group patients: pts in your physician group (pt w/whom any practitioner in the group is assoc with)

All patients: to access any pt (may need to fill in additional search criteria)

Recommended option:

All patients

Type:

Current: pts who are not discharged or who were discharged today

Admit or Discharge: visits admitted/discharged during the date range you specify

Dates Ignored: all visits regardless of admit/discharge dates

Recommended options:

Primary use of WebStation is to view patient data of **someone currently in the hospital: Current**

Primary use of WebStation is to view patient data of **someone who is NOT currently in the hospital: Date Ignored**

Pt. Type: Click in the Multiselect box and highlight the patient type(s) you primarily work with from the drop down menu (to select multiple Pt. Types, hold the Ctrl key down)

EMERGENCY SERVICES - 5
INPATIENT - 1
MEDICARE PART A NURSING HOME - 7
NON PATIENT - 9
OBSERVATION - 2
OUTPATIENT - 4

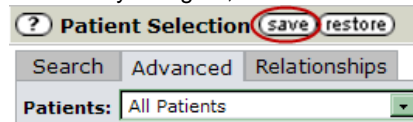
Bed Filter:

General practitioners / ED docs: All
Hospitalists: In Bed

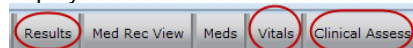


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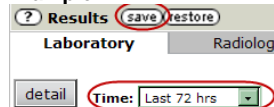
8. Click on Search – if this is the view you would like to have automatically each time you log on, click on Save



9. On the Results, Vitals, and Clinical Assess tabs select the default time frame you would like the system to display data and click on Save



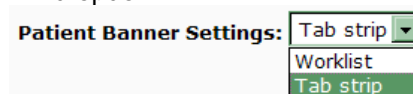
Example:



Additional Customized View Options:

Patient Banner – Worklist:

- Click on the Display Settings Icon (top right corner of screen)
- Click on the **+** to the left of the items you want to have displayed on the Worklist Banner
- A **×** will appear indicating these are the items chosen to display on your Worklist Banner
- Arrow up and down to display in the order you wish to have item displayed
- Click **Save**
- Select Tab Strip from the Patient Banner Settings dropdown



- Repeat steps 3-5 for the Tab strip banner