

Documents regarding the patient, such as admission consents and wound care photos, are available for uploading using the OnBase app on the tablet.

OnBase App – Online Mode

➤ Searching Documents

STEP 1: Tap the **OnBase** App on the tablet home screen.

STEP 2: Enter **network sign on** and the **temporary password** provided, then tap **Login**.

STEP 3: Once logged in, tap **Mobile** which is located on the left side under **Document Search**.

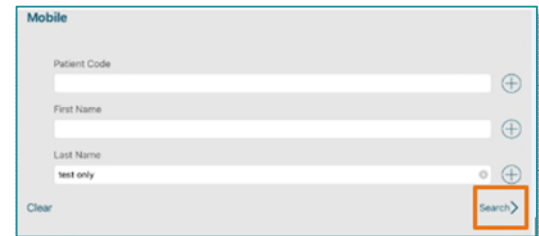
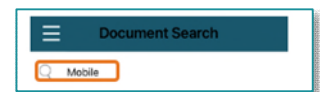
STEP 4: Enter the **full Patient Code** (ex: SP500) or patient's **entire last name** and tap **Search**.

- If it is a common last name, enter the entire first name.

STEP 5: Tap a document from the list to view.

- When finished with the document, tap **Done**.

STEP 6: Tap **Back** to search for another patent.



Done

➤ Uploading a document or photo

Each document type needs to be uploaded individually, the most common documents are located at the top and indicated with an asterisk at the beginning of the document.

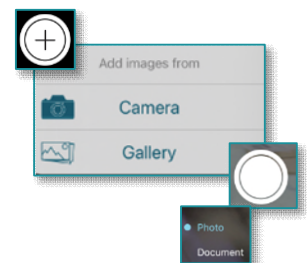
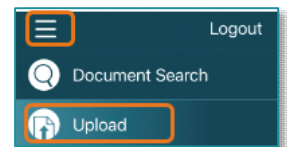
STEP 1: Tap the **Menu icon** in the top left and tap **Upload**.

STEP 2: Select the type of document that is being uploaded.

- Use the **HH** and **HO** indicators on the documents to select the correct document for the specific Buisness Unit.
 - Type **HO** to navigate to the Hospice Documents more efficiently.

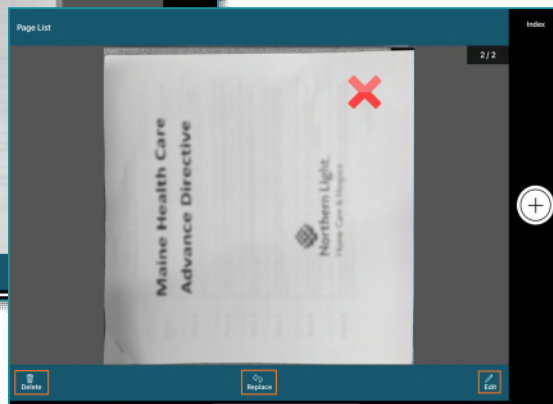
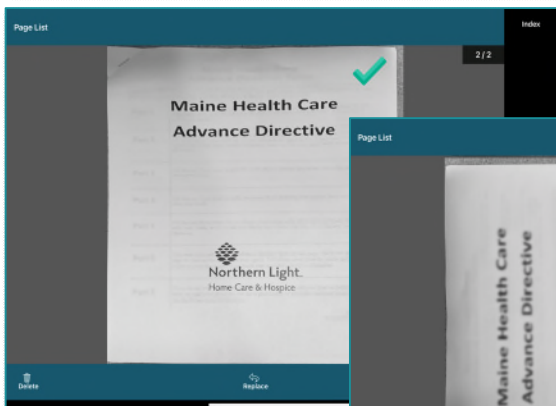
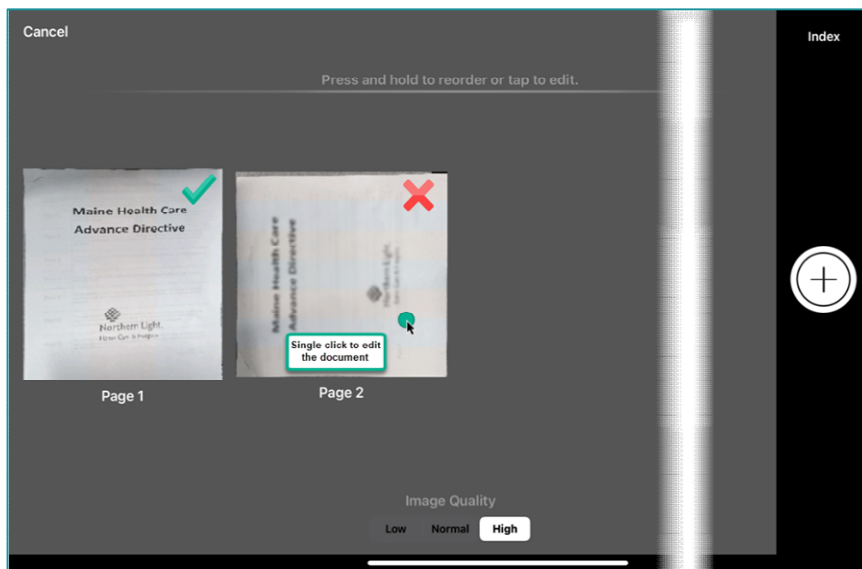
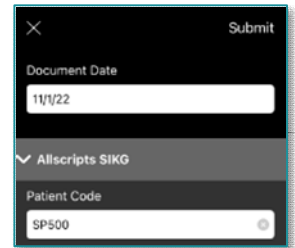
STEP 3: Tap the **+** icon on the right and tap **Camera**.

STEP 4: Choose **Document** or **Photo** and position the camera over the desired area of document and tap the **white circle** to take the picture.



STEP 5: Tap Done

- Review the documents to ensure the picture is of the correct rotation and is not blurry.
- Tap the applicable page to edit the document.
- Editing the document allows for changing the rotation of the document and any cropping necessary.
- **Edit:** Crop, rotate, and adjust the color.
 - Crop allows to focus in on a document and ensures that you have captured the whole image.
- **Replace:** Allows you to retake the picture.
- **Delete:** Removes the image.



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Alldocs – OnBase

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Page 3 of 3

STEP 6: Tap **Index** in the top right and enter the full **Patient Code** and then tap **Enter** on the keyboard.

STEP 7: Review the patient information that populates for accuracy.

IMPORTANT: Reviewing the patient information that populates is necessary to ensure that the document is being uploaded in to the correct patient's chart. If a document is accidentally uploaded without the full Patient ID (including the leading letters), there is a risk that it will not go to the correct patient's chart. **DO NOT MANUALLY ENTER PATIENT INFORMATION IF IT DOES NOT POPULATE, re-check the patient code.**

STEP 7: Tap **Submit**.

Outlook – No connectivity/offline mode

➤ Emailing within Outlook

STEP 1: Open **Outlook** on the mobile device.

STEP 2: Tap **Add**  to add a new email.

STEP 3: At the bottom of the email, tap the **camera** icon.

STEP 4: Tap which type, **Document** or **Photo**, then tap the white solid circle.

STEP 5: Review the image and tap **Done** or **Confirm**.

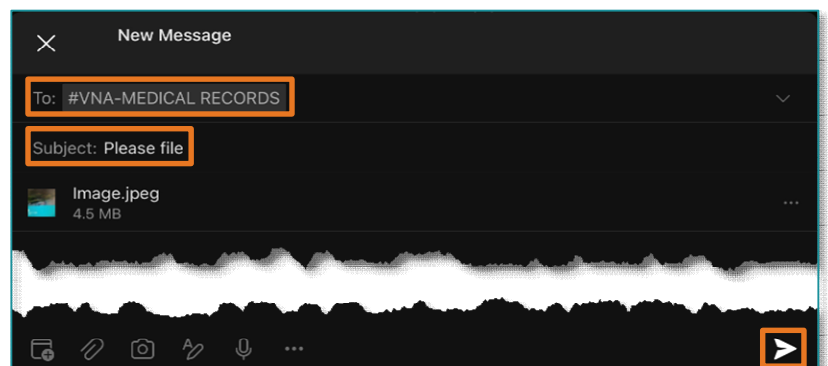
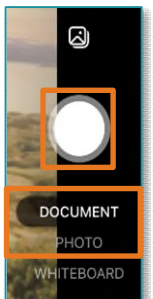
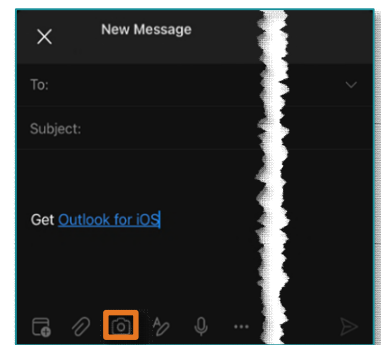
- What displays will differ on the document type chosen in step 4.

STEP 6: Indicate if you would like to resize the image or keep the actual size.

STEP 7: Add **#VNA-MEDICAL RECORDS** in the To: field, please file in subject and indicate any specific messaging in the body of the email.

- As a reminder, entering **NLHSECURE** any place in the email secures the email being sent with patient data.

STEP 8: Tap the **Arrow** to send.



For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.
