

Accessing historical PT notes

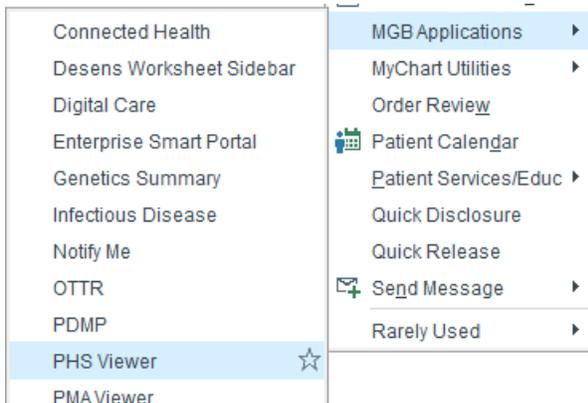
Accessing the PHS Viewer

PHS Viewer is available in Epic for all users with access to the Chart Review activity. To open the viewer:

1. Click the drop-down arrow in the upper right



2. Hold the mouse pointer over the MGB Applications menu item, and then click the PHS Viewer option:



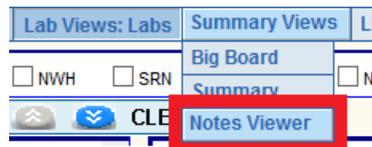
 As with all activities, PHS Viewer can be added to your Storyboard tabs for quick access.

PHS Viewer option in the MGB Applications menu in Epic

Finding historical PT documents

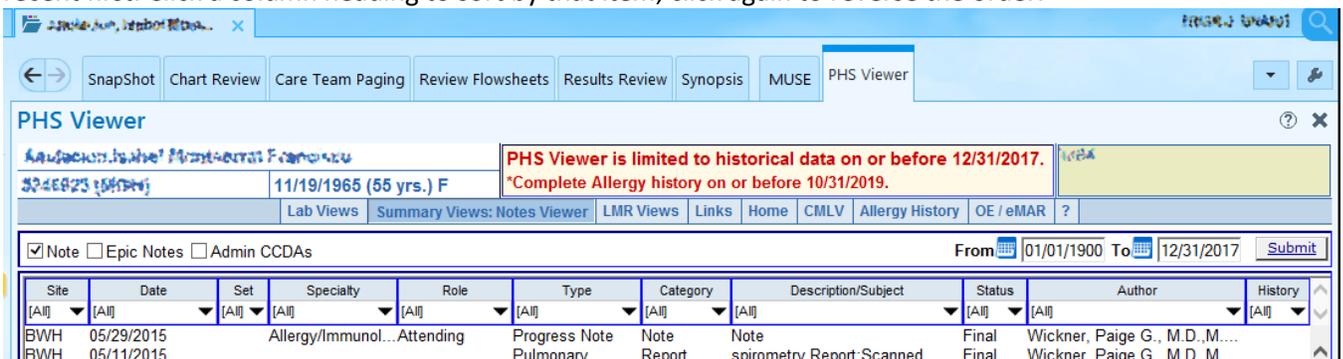
Physical Therapy documents from Cedaron Connect are easily accessible from the Notes Viewer.

1. To display the Notes Viewer, hold the mouse pointer over the Summary Views menu, and then click the option for Notes Viewer.



Notes Viewer option on the Summary Views menu

All of the notes and reports for the selected patient and date range are listed in a table, sorted by date, most recent first. Click a column heading to sort by that item; click again to reverse the order.



PHS Viewer is limited to historical data on or before 12/31/2017.
*Complete Allergy history on or before 10/31/2019.

Site	Date	Set	Specialty	Role	Type	Category	Description/Subject	Status	Author	History
BWH	05/29/2015		Allergy/Immunol...	Attending	Progress Note	Note	Note	Final	Wickner, Paige G., M.D., M...	
BWH	05/11/2015				Pulmonary	Report	spirometry Report:Scanned	Final	Wickner, Paige G., M.D., M...	

PHS Viewer - Notes Viewer

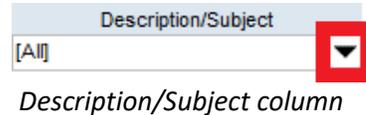
2. The default time frame is 01/01/1900 through 12/31/2017. To change this, type dates in the From and To fields, and then click the Submit button.



Date range controls

Accessing historical PT notes

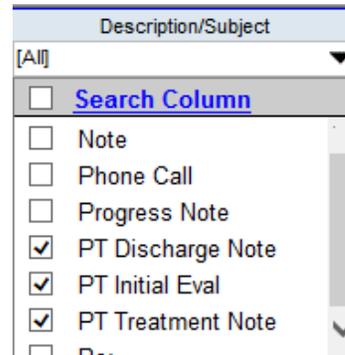
3. To limit the data to physical therapy documents:
 - a. Click ▼ under the Description/Subject column heading to open its drop-down list.



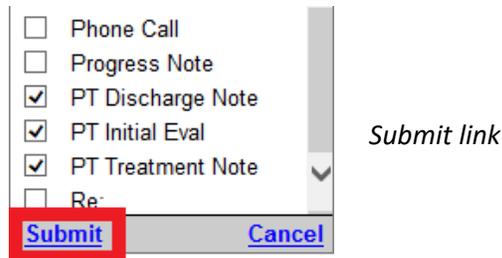
- b. Click to uncheck the box to the left of Search Column, which clears all of the checkboxes beneath.



- c. Scroll down to descriptions starting with 'PT,' and then click to check all relevant boxes.



- d. Click the Submit link at the bottom of the drop-down list



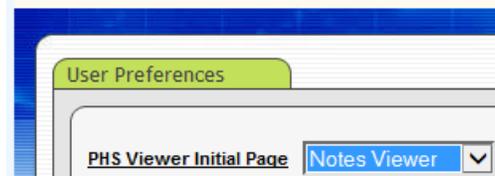
4. To view details of a note (text, scanned, or PDF document):
 - To display the note in the detail pane below the table, scroll to the item, and then click it.
 - To review notes in order, click an item in the table, and then press the up/down arrow keys to display the detail for each item.
 - To view a note in full screen mode, right-click the item in the table. To close the viewer, click ✕ in the upper right of the PHS Viewer Popup.



Setting the Notes viewer as your startup view

To have the PHS Viewer open to the Notes Viewer by default:

1. Click the Home menu item to open User Preferences.
2. Click to select the Notes Viewer option from the PHS Viewer Initial Page drop-down list.
3. Click .



Additional information and online help

For detailed information on the PHS Viewer data and displays, and instructions on accessing the historical patient information you need, click  in the menu to launch the online help. Help for the PHS Viewer includes contents to browse, an alphabetical index, and a search function to make it easy to get what you're looking for.

Help button in the menu: 

