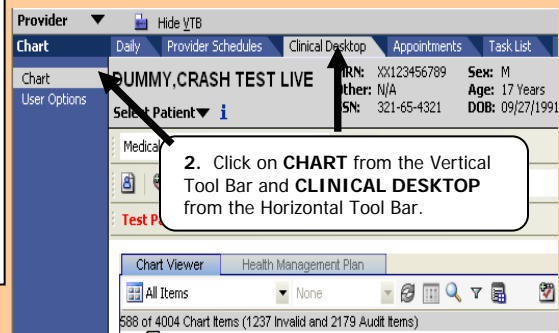


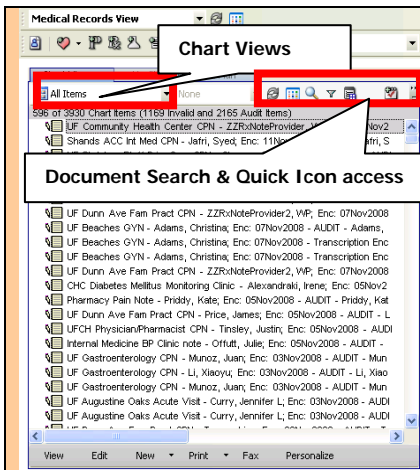
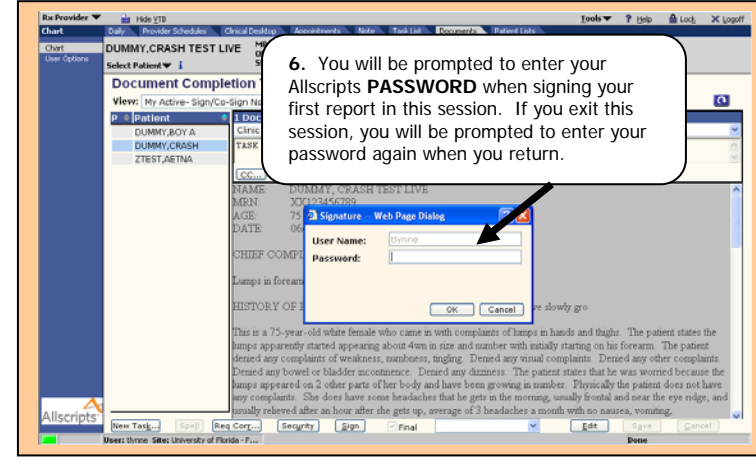
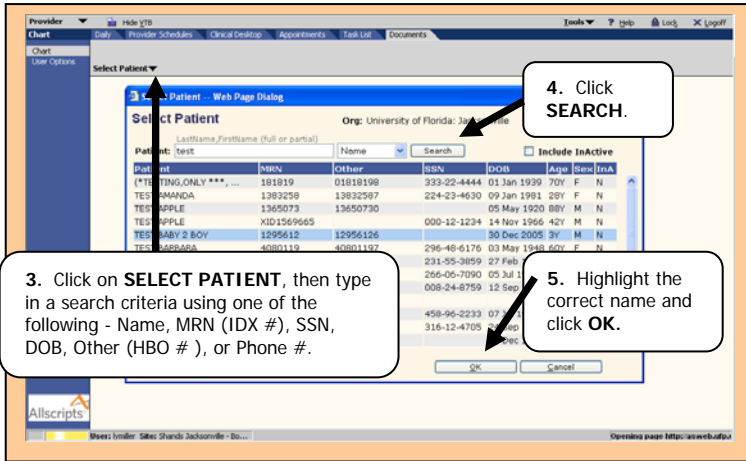
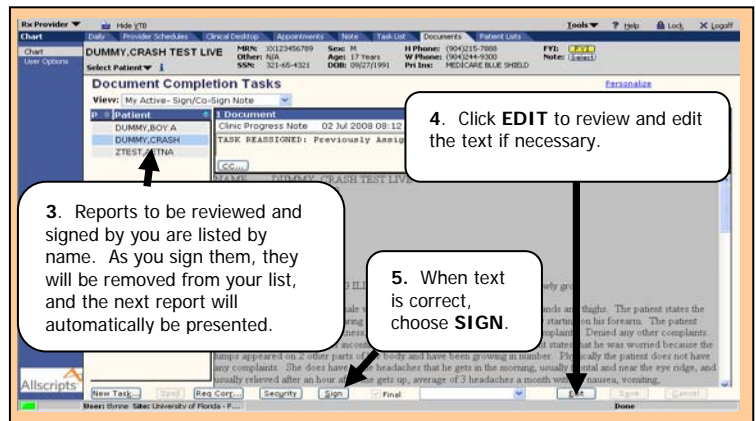
Viewing Reports for Specific Patients

1. Log on to Allscripts using your **Username and Password**

Select **New Session** (see previous illustration).

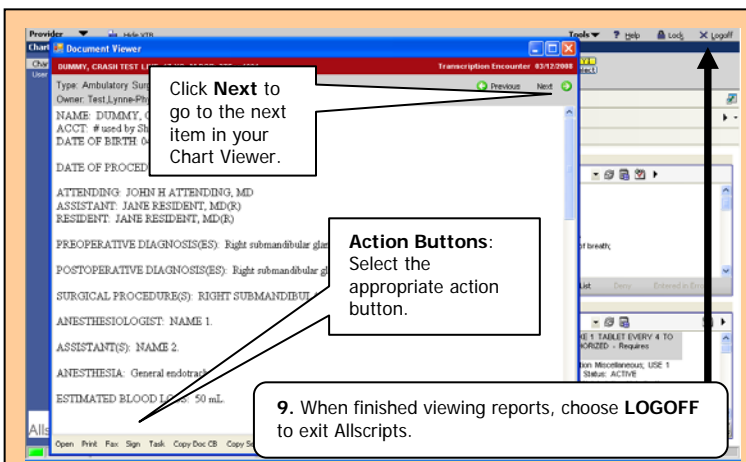
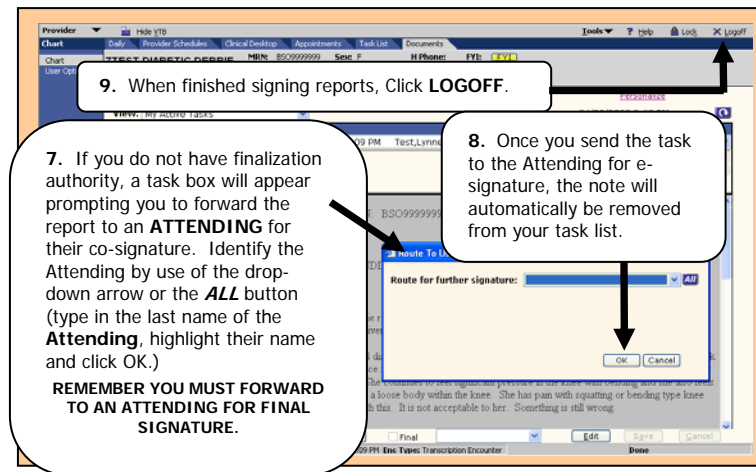


Viewing and Signing of Dictated Documents



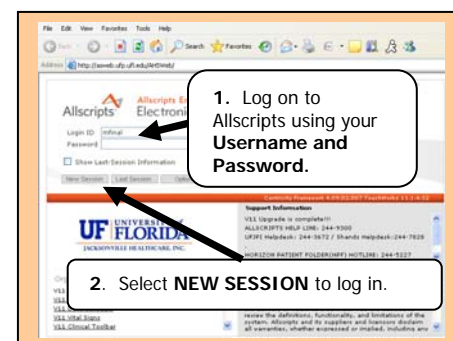
Single-click to select the item
 Double-click to view the item
 Right-click to perform an action on the item.

- Refresh icon** - Refreshes the view so you can see changes as you make them
- Task icon** - Allows you to send a new task. Each pane contains one
- Expand All icon** - Expands all items in the pane at once
- Document Search** - Allows you to perform a document name search
- Quick Filter** - Allows you to filter the documents by type



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ALLSCRIPTS DOCUMENT SIGNING GUIDE



HELP NUMBERS

Allscripts Support
 244-9300
 HIM Medical Records
 244-5227
 UFJPI Help Desk
 244-3672
 Shands Help Desk
 244-7828
 Email questions to:
allscripts@jax.ufl.edu

