

directly and securely.





HELP DESK

(415) 514-8790, option 1 www.ucsfhealth.org/mdlink

Accessing your patient's chart

There are two ways to access a patient's chart: by selecting the patient from a list of your current patients or by searching for your patient using a name, date of birth or other criteria. If a patient is not on your list or practice group list, use the **Search All Patients** function or send an **In Basket** patient linkage request that a patient be added to your list.



Monitoring your patients

Event Monitor allows you to monitor events that occur in your patient's care, including inpatient admissions and discharges, completion of outpatient visits, or new lab results. You can view these events on the welcome page in the **Events** dashboard in your **In Basket**.

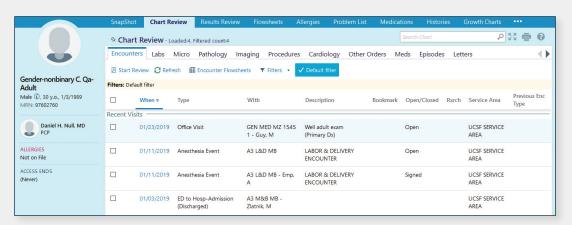


Reviewing your patient's chart

To review a patient's chart after a visit with a UCSF physician, view the **Chart Review** screen. Here, you can select the tab that contains the information you wish to see. For example, for information about the patient's visit, select the **Encounters** tab.

For patients with large charts, lists of visits, labs, medications or other information can be narrowed down and filtered. For example, on the **Encounters** tab, lists can be filtered to see only visits associated with certain providers.

Other data that can be viewed in **Chart Review** include allergies, current medications, current medical conditions, the patient's history, demographics and billing information.



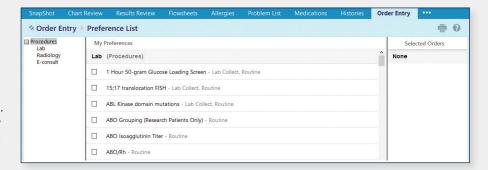
Making a referral or reviewing existing referrals

The Referrals/Claims feature allows you to request new referrals or view existing referrals. To create a new referral, open the patient's chart, click the Referrals/Claims tab, and open the New Referral tab. To review referrals that have already been made, use the Referral by Provider and Referral by Member functions to find the information you seek.



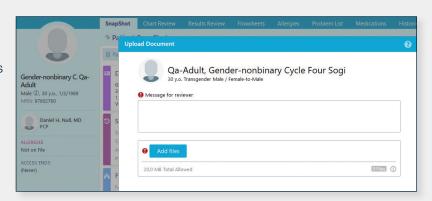
Placing orders

You can use MD Link to place or cancel orders for your patients, including lab and radiology procedures as well as post-procedure e-consults to take place at UCSF, using the **Order Entry** activity tab. Orders placed in MD Link will automatically be transmitted to UCSF's ancillary systems for processing.



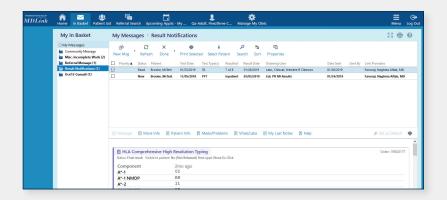
Uploading patient documents

The **Upload Document** activity allows users to send files containing patient information to a records administrator for review. For example, if you are a referring provider who has ordered a consultation from a UCSF specialist, you can send documents regarding your patient to UCSF in advance. To upload a document, open the patient's chart and select the **Upload Document** activity; when the **Upload Document** activity opens, complete all the required fields.



In Basket: viewing and sending messages

In Basket offers a quick and easy way to communicate with UCSF physicians. With this feature, you can view and sort messages, search for messages based on a number of criteria, and reply to your messages.





Physician Liaison Service UCSF Box 0940 505 Parnassus Avenue San Francisco, CA 94143