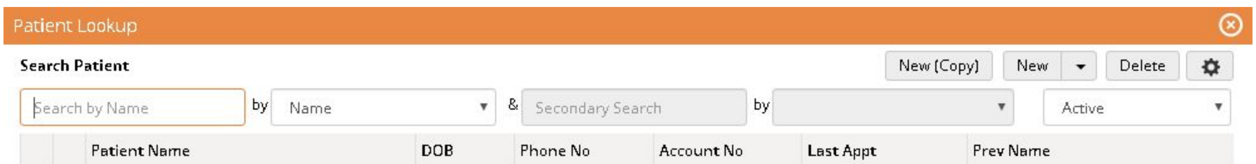
To Access ECW:

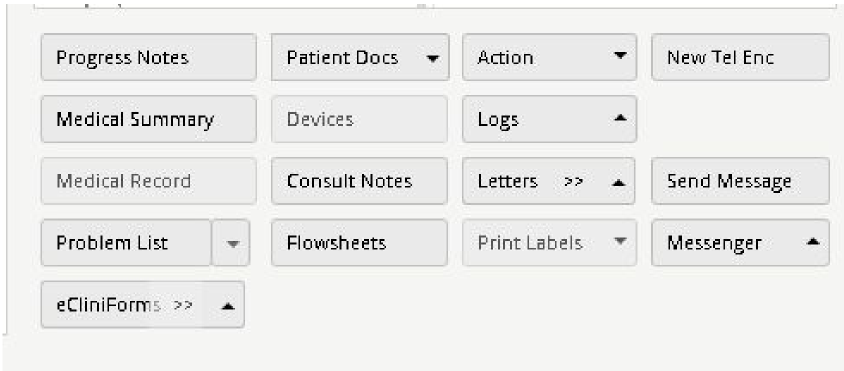
1. Save this link to access ECW: https://fltelc4uuo0znc175vapp.ecwcloud.com/mobiledoc/jsp/webemr/login/newLogin.jsp
2. Log in with username and password provided - ALL keystrokes, and edits are logged by user, and saved (should a staff member from your law firm be terminated then please request a new password)
3. Click on “**patient lookup**” on the top bar (there is a shadow of a human and a magnifier glass in gray at the top of the page)
4. Under **“search patients**” make sure that your law firm is selected under the drop down menu. (Second box to the left after the word “by’’)



5. In the first box make sure you enter your law firm name (ie: Smith Law)
6. Select the patient you would like to view and click “ok”- or double click on the patient name. A window will pop up with the patients “hub”

To Access Patient File to View Documents:

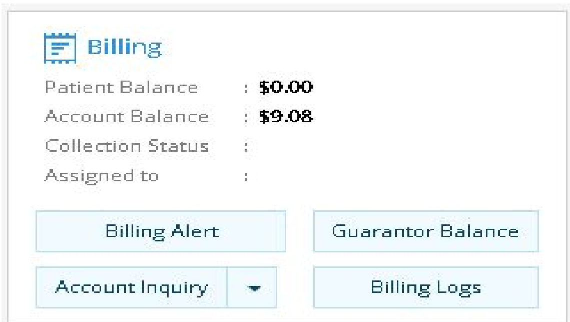
1. From the patient hub, Click on “**patient docs**” in the box to the lower right



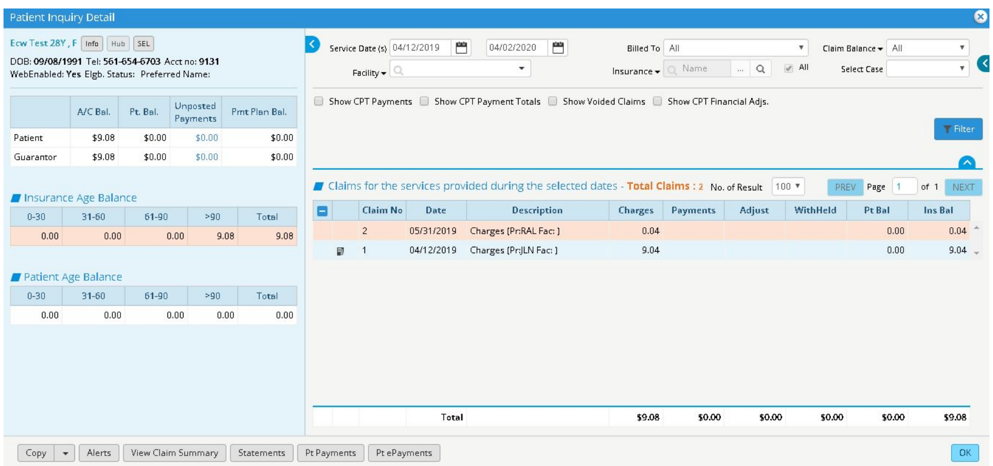
2. Once selected it will bring you to the patient documents that you may view and print as needed. To the left the documents will be saved. (ie: Patient paperwork, records release LOP, consent, POM’s, IOT’s and more). **Please insure the FLOIR document and EMC notifications you have selected are countersigned by the provider.**

[To Access Patient Ledger:]

1. Select desired patient under “**patient lookup**” (follow steps 1-6 as stated above)
2. Under “**Billing**” select “**Account Inquiry**”



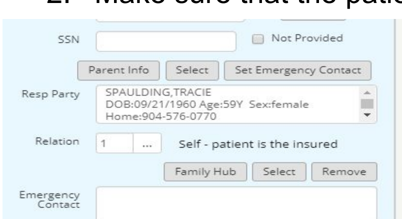
3. Patient inquiry Details will pop up. Select the **claim** (line will turn **peach color**)



4. Select “**View Claim Summary**” on the bottom left
5. Claim Summary will appear. Click “**print**”. You may also click “**print**” and under the printer selection you can “**save as PDF**”

***If ledger does not appear with patient information:(?? Null,Null,Null)

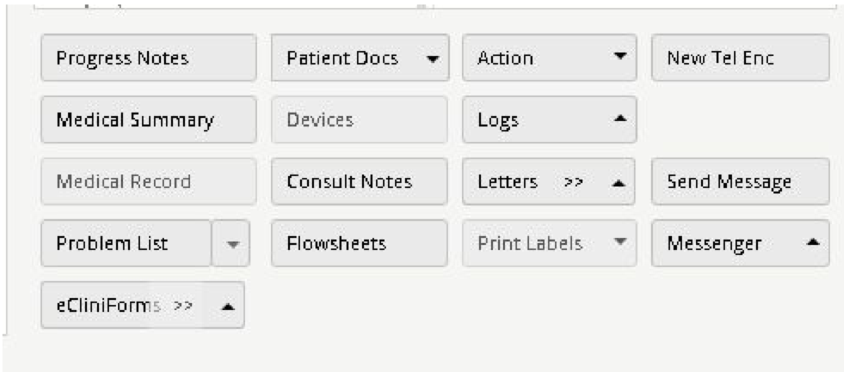
1. On the screen after you click “**view Claim summary**”, click “**info**”
2. Make sure that the patient info is selected



3. Then click “**ok**” and “**view claim summary**”

To Access Patient Medical Records:

1. Follow steps 1-6 as stated above
2. Click **"Progress Notes**" in the box to the lower right



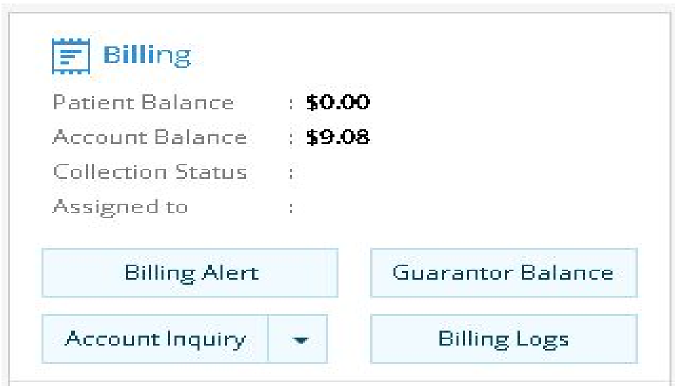
3. Progress Note will appear on the screen
4. Click on "**print**" on the bottom left. You may also click "**print**" and under the printer selection you can "**save as PDF**"

**If Progress Note does not appear:

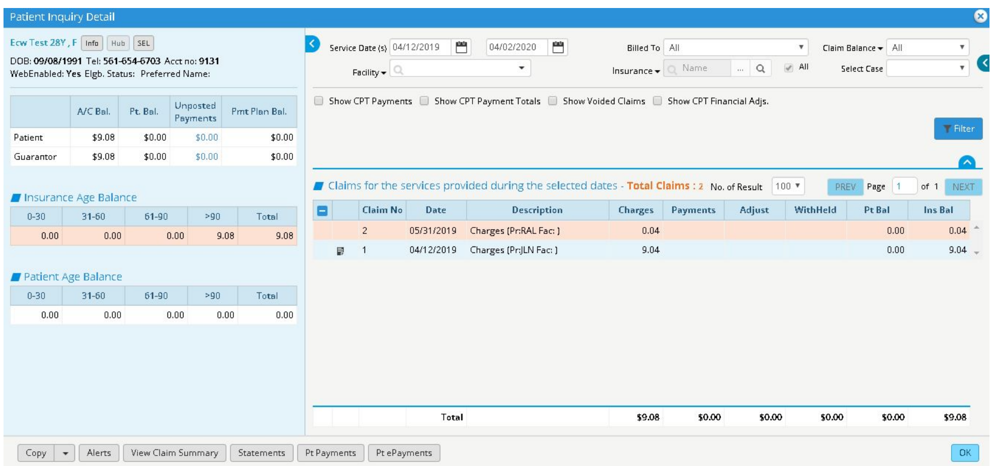
- click the backwards arrow. This will bring you to the progress note.
- or you can click the drop down arrow and select the dated progress note

To Access HCFA form 1500

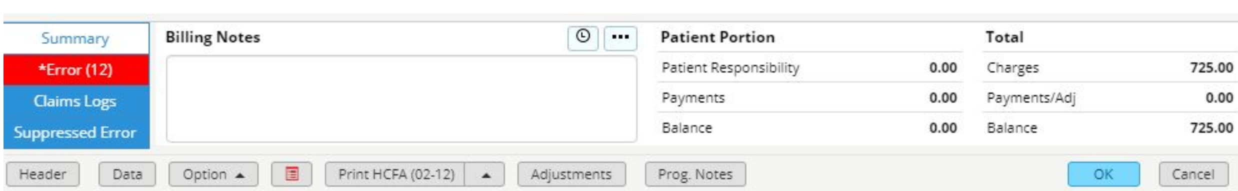
1. Select desired patient under “**patient lookup**” (follow steps 1-6 as stated above)
2. Under “**Billing**” select “**Account Inquiry**”



3. Patient inquiry Details will pop up. Select the **claim** (line will turn peach color)



4. In the pop up claim window click the “**print HCFA (021-12**)” button located on the bottom of the pop up claim window (in the middle)



If you have any questions please call 561-757-5650 or email us at admin@teleemc.com