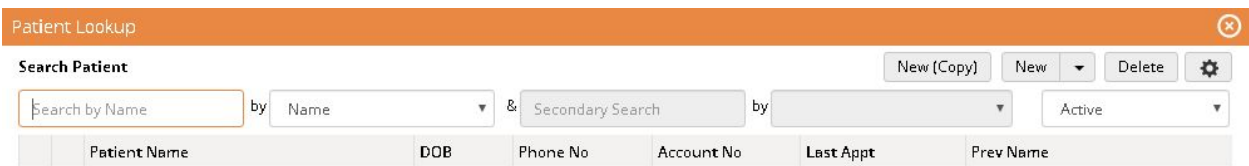


To Access ECW:

1. Save this link to access ECW:
<https://fitec4uu0znc175vapp.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”)

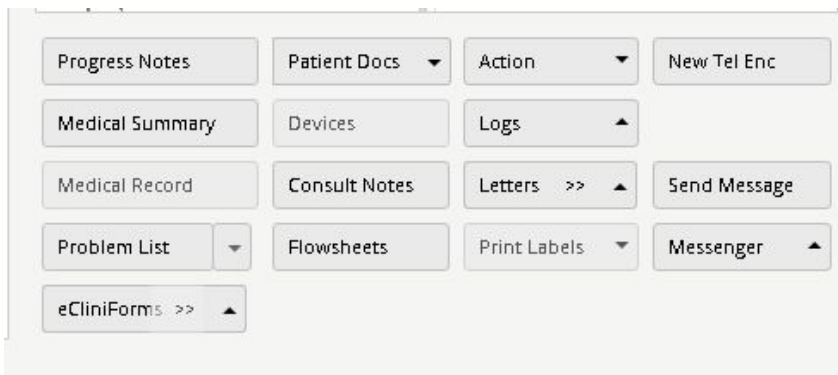


The screenshot shows the 'Patient Lookup' interface. At the top, there is an orange header bar with the text 'Patient Lookup' and a close button. Below the header, the 'Search Patient' section contains several search filters: a text input field labeled 'Search by Name', a dropdown menu labeled 'by Name', an ampersand '&', a text input field labeled 'Secondary Search', another dropdown menu labeled 'by', and a dropdown menu labeled 'Active'. To the right of these filters are buttons for 'New (Copy)', 'New' (with a dropdown arrow), 'Delete', and a settings gear icon. Below the search filters is a table with the following headers: 'Patient Name', 'DOB', 'Phone No', 'Account No', 'Last Appt', and 'Prev Name'.

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:

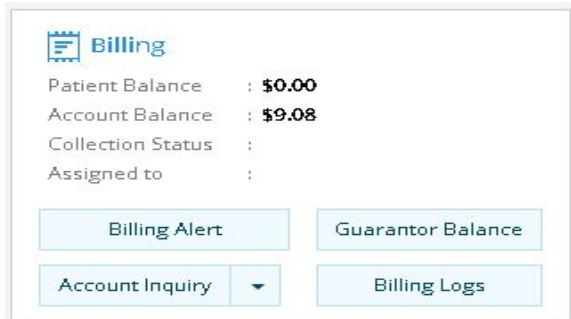
1. From the patient hub, Click on “**patient docs**” in the box to the lower right



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**”

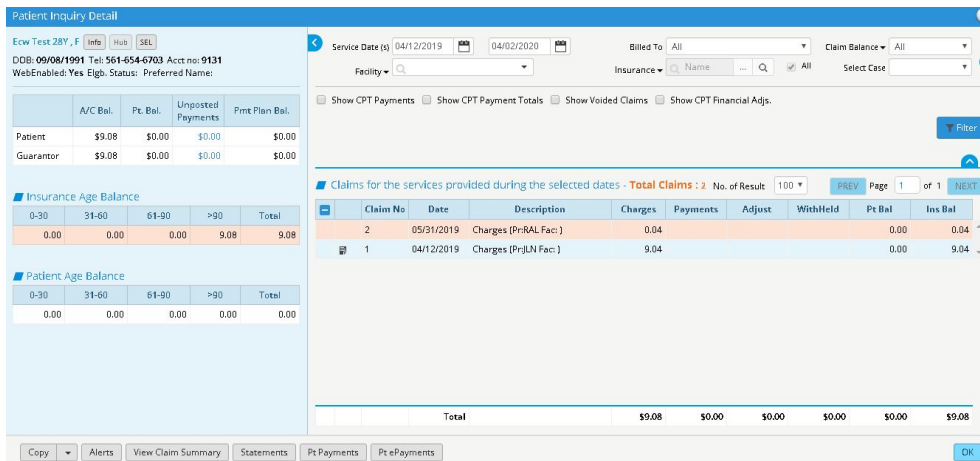


The screenshot shows a 'Billing' window with the following information:

- Patient Balance : **\$0.00**
- Account Balance : **\$9.08**
- Collection Status :
- Assigned to :

Buttons include: Billing Alert, Guarantor Balance, Account Inquiry (with a dropdown arrow), and Billing Logs.

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



The screenshot shows the 'Patient Inquiry Detail' window for patient 'Ew Test 287, F'. It displays a summary table and a detailed claims table.

	A/C Bal.	Pt. Bal.	Unposted Payments	Print Plan Bal.
Patient	\$9.08	\$0.00	\$0.00	\$0.00
Guarantor	\$9.08	\$0.00	\$0.00	\$0.00

Insurance Age Balance	0-30	31-60	61-90	>90	Total
0.00	0.00	0.00	0.00	9.08	9.08

Patient Age Balance	0-30	31-60	61-90	>90	Total
0.00	0.00	0.00	0.00	0.00	0.00

Claim No	Date	Description	Charges	Payments	Adjust	Withheld	Pt Bal	Ins Bal
2	05/31/2019	Charges (Pr-RAL Fac.)	0.04				0.00	0.04
1	04/12/2019	Charges (Pr-JUN Fac.)	9.04				0.00	9.04
Total			\$9.08	\$0.00	\$0.00	\$0.00	\$0.00	\$9.08

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



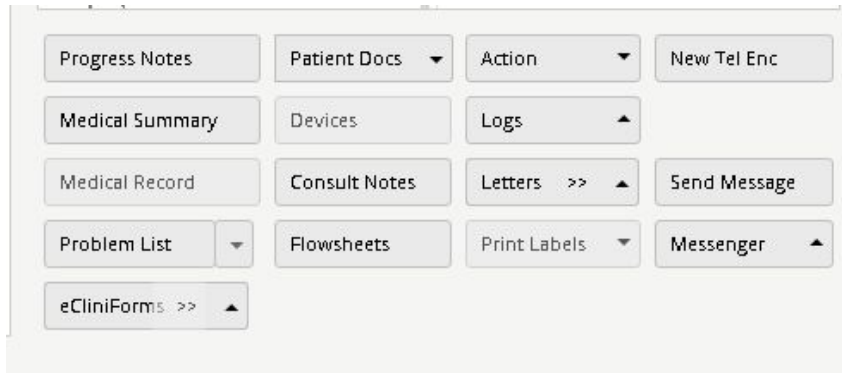
The screenshot shows a patient information form with the following details:

- SSN: [Redacted] (Not Provided)
- Parent Info: [Redacted] (Select)
- Set Emergency Contact: [Redacted]
- Resp Party: SPAULDING, TRACIE (DOB: 09/21/1960 Age: 59Y Sex: female Home: 304-576-0770)
- Relation: 1 (Self - patient is the Insured)
- Emergency Contact: [Redacted]

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



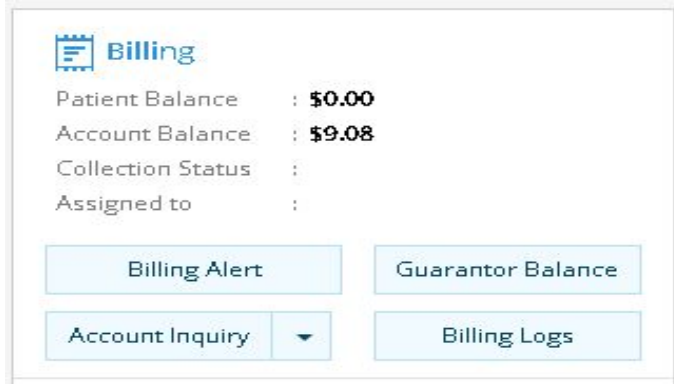
3. Progress Note will appear on the screen
4. Click on “**print**” on the bottom left. You may also click “**print**” and under the printer selection you can “**save as PDF**”

**If Progress Note does not appear:

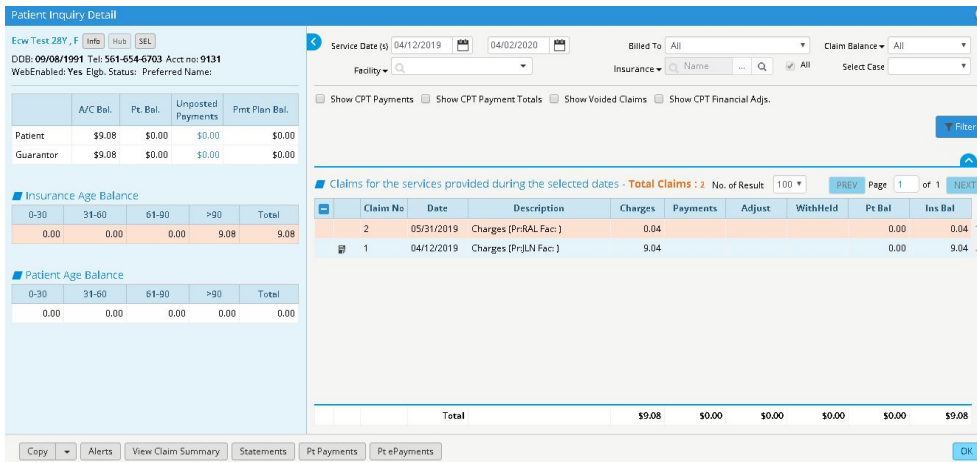
- click the backwards arrow. This will bring you to the progress note.
- or you can click the drop down arrow and select the dated progress note

To Access HCFA form 1500

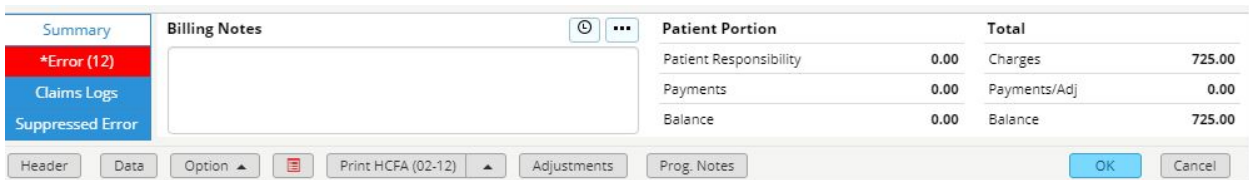
1. Select desired patient under “**patient lookup**” (follow steps 1-6 as stated above)
2. Under “**Billing**” select “**Account Inquiry**”



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