Shared Physician Office Master Patient Index Capability

Physician offices can now setup users to share multiple Master Patient Index when creating a new physician office. The new physician office creation will provide the option to allow or not to allow office staff common access amongst these multiple physician offices. Shared office users will require a common physician between offices while assigning the office user from one office to another. Additionally, separate MPI's can be chosen but still allowing office staff to have access to the multiple offices as long as there is a common shared physician.

Selecting an MPI

- The selection of the MPI can be picked from the MPI dropdown selection.
- Offices sharing the same MPI should also share the same insurance master.

Default Orders View : ○ Workqueue View ● Orders View

MPI :

| Create New MPI |
| St Hope Health System MPI |
| General Orthopeadic Group (St Hope Health System MPI) |
| New Doctor Group (New Doctor Group's MPI) |
| Office A (Office A's MPI) |
| Office B (Office B's MPI) |
| Office C (Office C's MPI) |
| Office D (Office C's MPI) |
| PremierDoNotPrecertPhysicians (PremierDoNotPrecertPhysicians's MPI) |
| St Hope Lab Clinic (St Hope Health System MPI) |
| Test Physician Office (Cogdell-Clinic-1's MPI) |

Restrict patient search to office patients :
Insurance Master :
Receive fax daily summary report :
Primary Insurance Required :
Secondary Insurance Required :

Submit

Adding office staff

- After an office user has been initially associated to an office they can be added to additional offices by clicking on the add user to office icon.
- These users will have single access not requiring separate logins and passwords. Please note physician office user roles will be the same for all offices that the user belongs to.
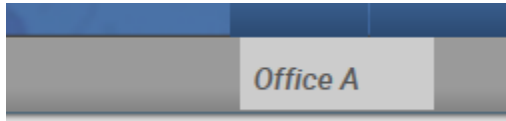
Staff					
Name	Address	Phone	User Role	Login Name
Admin, Office ABC	,		PhysicianOfficeAdmin	oadmin

- All physician offices who share at least one common physician will display and can be selected. Once selected click on the add button.
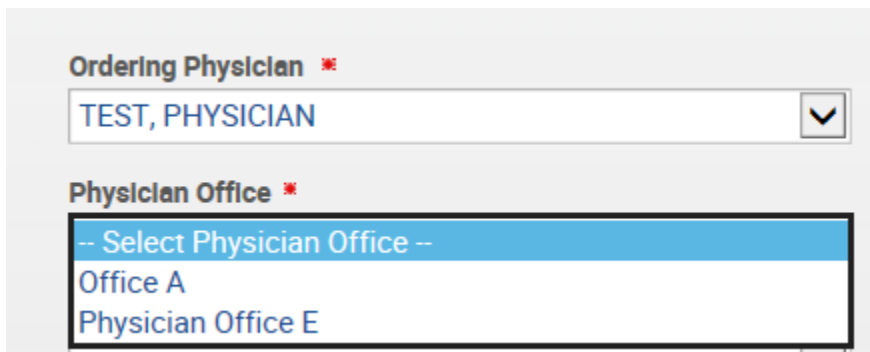
Physician Offices

| Physician Office E |
| St Hope Lab Clinic |

Add   Cancel

- When office staff, who are assigned to multiple offices, sign in to Order Manager their office default will display as the original office they were set up for. However, they will be able to search for patients, add patients and see existing patient orders for offices sharing the same MPI.
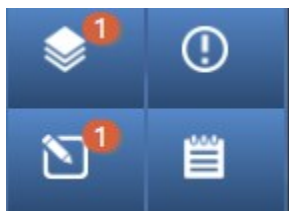

Placing an order and alerts

- When placing an order for a physician associated to multiple offices, staff with multiple office access will be able to select the applicable office from the drop down.

- Documents pending, order alerts, signature pending and draft orders will also be viewable amongst the shared offices.

Offices with separate MPI's

- Offices with shared physicians, shared staff but having separate MPI's can search for patient's by selecting a specific office or select the all option. Patients can also be added to the applicable MPI by selecting the appropriate office. Existing patient search returns will display the patient with the MPI they belong to.

- Physician Office Work Queues can be configured according to a specific office by selecting the specific office from the dropdown or by selecting all.