

Invision Competency

Purpose: To provide information regarding sign on and sign off process and resetting or changing your password.

Sign On

1. Enter user id in signon field
2. Enter confidential password in password field
3. Press enter

Sign Off

1. Select F11 sign off from appropriate screen
2. Sign off warning screen
3. Press enter
4. Log off screen displays the message HAVE A NICE DAY XXXXX

Resetting expired password

1. Enter user id
2. Tab to password
3. Enter old password
4. Tab to new password
5. Enter new password
6. Tab to verify new password
7. Re-enter new password
8. Press enter

Patient Inquiry

Purpose: To locate and identify a specific patient.

Patient Inquiry Option

1. Select option from master menu
2. Enter appropriate inquiry information
 - i. Medical record number
 - ii. Name
3. Press enter
4. Patient verification screen
5. Select correct patient
6. Press enter

Phonetic Inquiry Option (use only if you do not have mr#, or exact name)

1. Select option from master menu
2. Enter "spelling" of last name
3. Enter sex
4. Process search

Purpose: To provide an overview of the function that allows you to order specific services for an identified patient.

Menu Option

Order processing

Two different paths allow access

1. List selection (select department, sub department, and item from top 24 services)
2. Code entry (select department, sub department, and then code entry, use with item numbers)
 - a. Ex. XRY2017
 - b. First three letters for department
 - c. Last four numbers are for item number

Information you must provide while ordering:

1. Attending dr. number (shift F12)
2. Transport method
3. Left/right indicator
4. Portable
5. Pregnancy
6. LMP
7. Pertinent history
8. Date and time