



## Mountainside Hospital Clinical View Guide For Office Staff

### Log onto Clinical view website

- <https://cv.mountainsidehosp.com>
- Enter user name and password
- Click on "Clinical View" on next page

### Search for a patient

- If not on your list- search by name
- Check box for inpatient/outpatient
- Check box for "all patient override"

- **Print a Face Sheet**
- Select patient from list
- Click on Report icon
- Select "Print a Face sheet"

### Print Lab Results

- Click on Report icon
  - Select "Print Cumulative Report"
- Click on correct encounter and then "Accept"

### View previous encounters

Select patient from list  
Click on "Rolodex" icon to view/select previous inpatient/outpatient admissions

Patient Number	Patient Type	Admit Date	DC Date	Admitting Issue	Location	Combined...
1111112	Industrial	11/05/2008 ...				
1111112	Industrial	11/05/2008 ...				
1880663	Outpatient	11/04/2008 ...			5381/AUD	
1111112	Industrial	11/04/2008 ...				
1860885	Inpatient	11/02/2008 ...			4997/MED	

### Return to Patient List

Click on "Patient" icon to return to list



### View Patient Demographics

Click on "Demographics" icon to view patient demographics

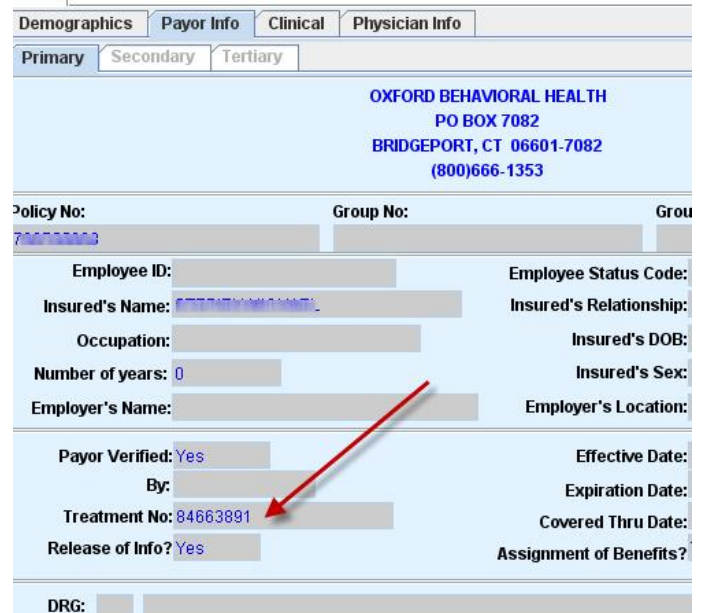


Click on Demographics tab to get patients name, address, DOB

Click on Payor Info tab to get address of insurance company



Also under to Payor tab is the referral number that the hospital has obtained. See the "treatment number" box



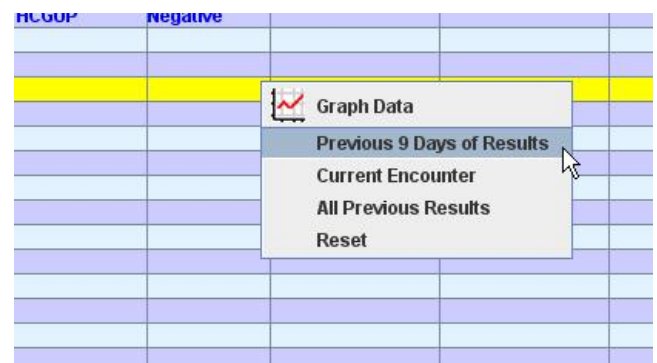
### View Clinical Data

- Select patient from list
- Screen defaults to 4 panes
- Click on blue "View" button to change data in panes

View MICRO

Order No.	Procedure	Order Date/Tin
1100	CTHR	10/28/2008 13:10
1000	CTHR	10/28/2008 13:10
900	CTHR	10/28/2008 13:10
300	CSPUT	10/22/2008 10:35

If you data you are looking for is more than 9 days old, right click in the field. Select "Previous 9 days of results". This will bring up the older data.



### Important note:

If you have any pop up blockers installed on your computer, it may prevent you from viewing some information in HMS Clinical View. If a window tries, and then fails, to open, this may be the problem. Click on the line again, while holding down the CTRL key on your keyboard. This should bypass the pop up blocker. You will have to do this EVERY TIME.