Application:
MPage Reach will take the place of Powerchart Outreach to allow users to access Elkhart General Hospital and/or Memorial Hospital patient information from within their outpatient clinics. This guide highlights basic maneuverability within the application. Please be aware that MPage Reach performs best on computers that utilize Internet Explorer 8 (with Compatibility View turned on) or higher. If you need assistance please contact the Helpdesk at (574) 647-7254.

MPage Reach includes the following sections of a Patients chart:

- Patient Information
- Allergies
- Vital Signs
- Diagnoses
- Problems
- Outstanding Orders
- Medications
- Home Medications
- Documents
- Radiology
- Labs
- Microbiology
- Pathology

Browser Support: IE 8.0, Firefox 3.5, or Safari 5.0 (minimum versions)

MPage Reach works on Internet Explorer 8.0 or higher. To check what version you have, open Internet Explorer and click on the question mark icon from the toolbar. Next, click on About Internet Explorer and this will display what version is on your computer. Note: MPage Reach is not compatible with Google Chrome.
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MPage Reach Link:
• To access MPage Reach – open mpagereach.beaconhealthsystem.org website. You can copy this link into your browser address bar or hold down your Ctrl button while clicking on the link above to navigate to the site from this document.

Create MPage Reach Shortcut:
• To create an MPage Reach Shortcut on your desktop, right click in a blank area of your desktop. Choose New, Shortcut

• Copy this MPage Reach link - https://mpagereach.beaconhealthsystem.org/mp_mobile_prod/login.jsp?dest=/reports/mp_mobile_redirect?parameters=%5EMINE%5E%2C%5E%2Fmp_mobile_prod%2F%5E&domain=PROD&login=FORM&reason=Authentication+Missing
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• Paste the copied link into the Create Shortcut screen. Then click Next.

![Create Shortcut](image1.jpg)

You will then be prompted to name the shortcut. Enter MPage Reach and click Finish.

![Create Shortcut](image2.jpg)
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- An MPage Reach icon will then appear on your desktop with your other icons.

**Logging into MPage Reach:**

- From the MPage log in screen enter your unique username and password.

![Login Screen]

**NOTE: PASSWORDS EXPIRE EVERY 90 DAYS!**
Users must contact the help desk to have Passwords reset.

**Patient Search:**

- Once logged into MPage Reach, you will see the below screen. Click on the MPages Reach bar. Physician Handoff is future functionality and has no use at this time.

![Patient Search Screen]

- This will bring you to another screen where you can either pick your patient from a populated list or search them individually by name or MRN. To choose from a list, use the Show: dropdown menu. Choose your facility, then the provider, then click view. Once you locate your patient, double click on the name to launch into the chart.
• It is also possible to print this list of patients as well. Once the patients are displayed on your screen, right click and choose print preview. This will display the patients in alphabetical order by last name and allow you to print all the pages. Once you make any necessary adjustments in print preview, simply click the printer icon in the upper left hand corner to print all the pages to your default printer.

• To search for a patient by name, click on the Search (next to List) and enter the patient by last name, first name and then enter. If you only have the last name then just enter that and you will get all patients with the same last name. Locate the correct patient, click on the name to launch into the chart.

• By MRN in the search tab
Navigation:

- Once the patient chart is opened, you will see a patient banner at the top of the screen. The patient name, MRN and the location is listed on the left. On the right are the patient’s gender and date of birth. The sections below the patient information will break the chart down further.

- Use the Arrows at the end of each bar to expand or collapse the information in that section. Below is a screenshot of the allergy section expanded. When hovering the mouse over the Dog allergy, a box appears with further detail. All sections work in this manner.
Each section of the chart will pull up data based on the default settings. For example, the Allergies section is for All Visits (which you can see listed right above the word Dogs in the screenshot), whereas the default setting for the Documents section is all documents from the last 48 hours. To change how much data is pulled forward, use the drop down arrow and choose from the list available in each section.

- The Documents section will contain all scanned, transcribed, and cerner created (ex: progress notes) documents in the patient’s chart. Click on the document to open and view it. It will open to a full page. To navigate back to the summary page, click on the blue “summary” arrow at the top left corner.

- When opening a scanned document from the Documents section for the first time in the patient’s chart, you will receive a security pop-up message shown below if you are using IE 8.0.
You must click No to the security question and then your scanned document will open in another window.

IE 11 works differently when opening a scanned document. When you click on the scanned document icon for the first time, IE will display a secure content question at the bottom of the page.

You must click on “Show all content”. IE 11 will close the window and take you back to the documents section. You will have to re-choose your criteria again and then click to open the scanned document a 2nd time. Your scanned document will then open up. You will only have to do this once in each patients chart.
• The Radiology section works very similar to the documents section. Choose the date range, and the documents will show in the window. Click on the document to open the report and view it. If the document has an “in progress” status, it will not be viewable until it finalized.

• The Labs section opens in a “flowsheet” type display. To see more data on each component, click on the specific result such as BUN and it will pop up a screen with additional data such as reference ranges or comments. You can also use the arrow buttons to the right to view more results on that specific component.
Chart Printing:

- Printing in MPage Reach should be done through the “Create Report” option shown below. This option is in the upper right hand corner of the MPage screen right under the Logout button. Choose Create Report.

- Complete the Create Report box with the reason for printing, appropriate template, and what needs to be included in the printing of the chart. ***You must pick the proper template based on the hospital the encounter occurred. MHSB will only pull data from Memorial Hospital while the EGH template will only pull data from Elkhart General.*** A date range can be entered or the entire record can be printed. You can also expand Include all sections and choose only certain sections to print. Uncheck the box and a dropdown will appear that gives you the ability to pick and choose what to print. Ex: If you select the DOC-HISTORY & PHYSICAL section only to print, but choose all encounters you will receive all the History and Physical documents in the chart across all encounters. However, if you choose the same section and choose only the selected encounter, you will receive only the History and Physical on the one encounter. Once all criteria is chosen, click the Create Report button at the bottom left.
The report will appear on your screen. You can then click the print button. **It is important to note that when printing multiple sections the records will not have a page break between reports.**
There is no page break between reports.

Print Templates – Section Quick Reference Guide

MHSB PERTS with Labs Report Template:

- DOC - FACESHEET
- DOC - DISCHARGE SUMMARY
- DOC - HISTORY & PHYSICAL
- DOC - CONSULTATION
- DOC - OPERATIVE REPORT
- DOC - ER PHYSICIAN REPORT
- DOC - DR. FINAL PROGRESS NOTE
- EKG
- DOC - OTHER TRANSCRIBED REPORTS
- RAD - COMPUTERIZED TOMOGRAPHY
- RAD - DIAGNOSTIC
- RAD - INTERVENTIONAL
- RAD - MAMMOGRAPHY
- RAD - NUCLEAR MEDICINE
- RAD - ULTRASOUND
- RAD - VASCULAR
- RAD - BONE DENSITOMETRY
- RAD - MAGNETIC RESONANCE IMAGING
- RAD - MRI
- RAD - MVII Radology Report
- RAD - RADIOLOGY RPT (SCANNED)
- DOC - CARDIOLOGY
- DOC - CARDIAC CATHETERIZATION
- DOC - SLEEP LAB STUDY
- DOC - PULMONARY FUNCTION TEST
- RES - RESPIRATORY
- DOC - REHABILITATION
- CLIN - WOUND CARE
- DOC - OTHER DIAGNOSTIC PROCEDURES
- LAB - HEMATOLOGY
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- LAB - CHEMISTRY
- LAB - BLOOD GASES
- LAB - URINE - BODY FLUIDS
- LAB - FECES
- LAB - TOXICOLOGY
- LAB - IMMUNOLOGY
- LAB - COAGULATION
- LAB - CARDIAC
- LAB - BLOOD BANK
- LAB - ENDOCRINOLOGY
- LAB - MATERNAL - FETAL
- LAB - MISC
- LAB - CLINICAL DATA
- LAB - REFERENCE LAB
- LAB - REF LAB

EGH Transfer Template:

- DOC - FACESHEET
- DOC - DISCHARGE SUMMARY
- DOC EGH - PSY DISCHARGE SUMMARY
- DOC - HISTORY & PHYSICAL
- DOC - INTERIM HOSPITALIST NOTE
- DOC - CONSULTATION
- DOC - OPERATIVE REPORT
- DOC - CARDIAC CATHETERIZATION
- DOC EGH - CARDIOVERSION
- DOC - CARDIOLOGY
- DOC - CARDIOLOGY SPECIALS
- DOC - ER PHYSICIAN REPORT
- DOC - PULMONARY FUNCTION TEST
- DOC EGH - METABOLIC STRESS TEST
- DOC EGH - NEUROLOGY

- DOC EGH - NEURO-REHABILITATION
- DOC EGH - SURVIVORSHIP
- DOC EGH - NEW DIRECTION
- DOC EGH - BONE DENSITY
- DOC - NEWBORN HEARING SCREENING
- EKG
- LAB - HEMATOLOGY
- LAB - CHEMISTRY
- LAB - BLOOD GASES
- LAB - URINE - BODY FLUIDS
- LAB - FECES
- LAB - TOXICOLOGY
- LAB - IMMUNOLOGY
- LAB - COAGULATION
- LAB - CARDIAC

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