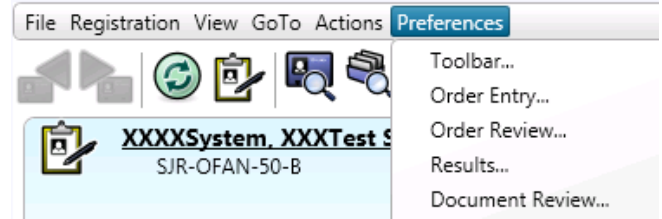


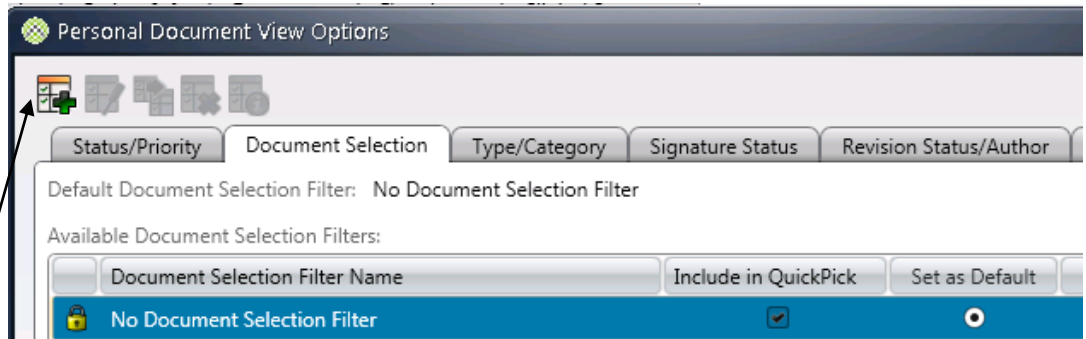
New Documents Filter for New Physicians All new physicians getting access to Allscripts will have a new filter available to them by default on their documents tab that pulls in just physician documents to make it easier to find those key documents (such as Operative Records, Discharge Summaries, etc).

For existing physicians, here is how to create a filter to help you to find Physician documents:

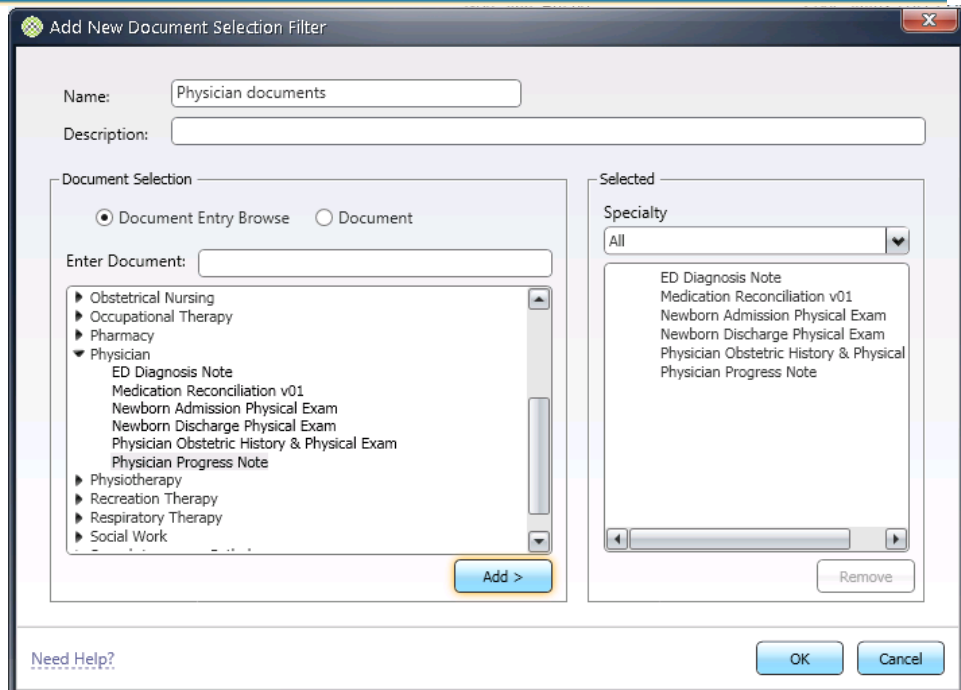
1. Select Preferences on the menu bar
2. Select Document Review



3. Select the Document Selection tab on the Personal Document View Options window
4. Select the "add new document selection filter"



5. Name your filter "physician documents"
6. On the left, click the arrow in front of the "physician" group of documents (it will then display the documents that are enterable online)
7. Highlight the physician documents one at a time and select "add" which moves it to the right side
8. You also NEED to include the physician dictated documents. In the Enter Document field, type "physician" which will then display all documents that start with the word physician



9. Highlight each of these physician documents one at a time and select "add" which moves it to the right side
10. Select OK at the bottom
11. Select the radio button to set this new filter as your default
12. Close the Personal Document View Options window. Your new filter is there immediately to select and will appear as the default the next time you log into Allscripts.

