### How to Access and Review Patient Information in Physician Connect

#### Step 1
- Open your internet browser (I.E. or Firefox) and go to [www.sjo.physconnect.org](http://www.sjo.physconnect.org)
- Enter your user name and password

#### Step 2
Click "Patient Data" from menu on the left of the screen

#### Step 3
Enter patient’s last name, first name & click “Search”

#### Step 4
- Click on appropriate patient – identify by name and birth date; If you hover over the MM# you will see the MM#
- Select a reason why you are viewing the patient information.
  - Clinicians: Click on "Authorized clinician performing other job duties" & click "OK" (This step is done because you are not the physician of record)
  - Non-Clinicians: Click "Authorized non-clinician performing other job duties"

#### Step 5
- The screen will display a spreadsheet with dates and results. If it doesn't, click on “Results Viewer” on the left hand side of the screen.
- Scroll up and down to find information. Bolded headers are displayed for types of information (i.e. Radiology, CBC, Ultrasound)
- Click on the result and the additional information will display in another window

#### Step 6
Logging Off
- Find scroll bar on left side of screen, scroll down & click "Logoff"

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