

Quick Reference Guide

Login

- **pws.mhc.net**
- Enter **User Name** and **Password**
- Click **Login**

Schedule Appointment

- Click **Schedule** under **Frequent Tasks** on the **Welcome** page.
 - **Select Primary Physician** from drop-down list. (Click off field before scrolling with mouse.)
 - **Select Patient** by clicking **Search**. Type in **criteria** and click **Search**. **Click the patient's last name**. Verify correct patient. Click **Done**.
 - **Patient Type: PRT.**
 - **Select Procedure.** To view available procedures, scroll down or begin typing the procedure name in the Procedures window. **Double click or press Enter** while procedure name is highlighted. If the wrong procedure is selected, double click to remove.
 - **Modifier**
 - **PWS**
 - Additional **notes or special instructions** regarding the procedure.
 - **Updated Patient Demographic information.**
 - **Line 1 (Diagnoses):** Enter **Diagnoses** as narrative text (not code).
 - **Line 2 (CC):** Enter any physician who should also receive a copy of the patient's test results.
 - **Choose Scan Date.** PWS defaults to two days from today, but you can select a date further out by using calendar button. To schedule same day/next day...select a date further out and then call to request the test be moved to a same day/next day slot.
 - Click **Schedule**.
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- Complete **Questionnaire**. Yes: Y, No: N, U: Unknown. **If don't know answer...enter U**. Yes/No questions and dates are required fields. Must complete all required fields.
 - If a patient has had the test before, the questionnaire may be pre-populated. If this occurs, update all questions.
 - Click **OK**.
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- **Select Facility.** Only facilities that offered desired procedure will be listed.
 - Click **Continue**.
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- **Appointment Selection**
 - Information for the first available appointment time(s) for each procedure selected will be displayed in the **Scanner** page.
 - To change procedure, click **Schedule Start**.
 - **Future appointments** will display in red for coordination, if applicable.
 - Review **Notes** and **Preps**.
 - Click **Scan Next** to find the next available time.
 - Click **Add** to select the day/time indicated.
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- **Appointment Confirmation**
 - **Create Order is required.**
 - **Print Itinerary** to provide to the patient or for physician office chart.
 - **Home** to return to the PWS home page.