

Physician Office Employee Guide to Using MPF One Content (Patient Medical Records)

HPF (the program used to access medical records) will be going away on March 15th and will be replaced with MPF One Content.

Prior to using One Content, go to www.jackson.org and choose JH Employees and Physicians from the e-Health Resources menu. Click the One Content Set-up Instructions for Physician Office Staff link and follow the installation instructions.

1. Access One Content by going to <http://mpfweb/mpf> and enter the same Jackson Hospital user name and password as you used to log into the Cisco VPN client.
2. To perform patient searches select **Patients** on the menu bar. Click the **Find a Patient** drop-down list and select a search type.

The screenshot shows the top navigation bar with 'Task List', 'Patients', and 'Census' tabs. Below the navigation bar is a search area with a 'Find a Patient' dropdown menu, input fields for 'Name', 'Last name or Last name, FI', and 'Facility', and a 'Search' button. Below the search area is a 'Patient Search Result' header and a table with columns: Patient, DOB, Current Age, Sex, and GPI.

3. Enter the text to search for, and then click **Search**. Search results appear in the lower pane of the window.
4. To view a specific encounter for a patient, click the (+) sign. The system displays the encounters for that patient.
5. Find the encounter you want to view, and click the **checkbox** to the left of the encounter.
6. Click the **open folder** icon to see the encounters you want to review. **NOTE:** Double clicking anywhere on the encounter's row opens the encounter

The screenshot shows the search results for a patient named 'MPFTEST, FIVE JAMES'. The patient's details are displayed in a table with columns: Patient, DOB, Current Age, Sex, GPI, and Facility. Below the patient details is a table of encounters with columns: MRN, Facility, Encounter, Admit Date, Discharge Date, PTType, Service, Disposition, and Age at Encounter.

Patient	DOB	Current Age	Sex	GPI	Facility
MPFTEST, FIVE JAMES	07/01/1972	42 Years	M		J

MRN	Facility	Encounter	Admit Date	Discharge Date	PTType	Service	Disposition	Age at Encounter
689132	J	3000000010	02/18/2015	02/18/2015	ISU	MED	01	42 Years
689132	J	2010148119	01/06/2015	01/06/2015	OP	OPD	01	42 Years
689132	J	2010147452	07/01/2014	02/18/2015	IP	MED	01	41 Years
689132	J	2010147473	06/30/2014	06/30/2014	OP	SLP	01	41 Years

7. Use the list of documents on the left side of the screen to display the patient's medical records.