How to Find and Print/ Download Patient Facesheets

This document will review how to find a patient facesheet and toggle between expanded and condensed version to print or download.

- **Condensed Printed Version:** This facesheet was designed to be a one-page high-level overview to be printed or reviewed at every visit, every time. It includes top five outstanding chronic HCCs based on weight, health maintenance, quality opportunities, and patient utilization details.
- **Expanded Printed Version:** This facesheet was designed with more detail to be reviewed during the annual wellness visit by the care team. The expanded version includes all outstanding chronic and acute HCCs sorted by weight, health maintenance, and quality opportunities, including the ICD/HCPCs code and description that closed the gap patient utilization details.

Facesheet Parameters

Workflow

**STEP 1:** Navigate and click on the **search icon** in top right corner of the screen.

STEP 2: Search for patient.

- To search, enter Name (last, first) or DOB (mm/dd/yyyy), or MBI (xxxx-xxx-xxxx)
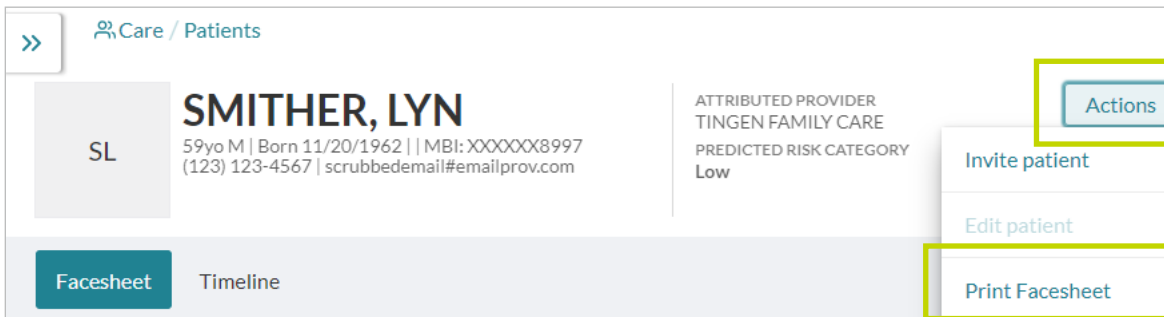- To search by multiple fields, turn on the advanced filter by sliding the **Advanced** toggle to the right

Patient Search

STEP 3: Select Patients from search results.

Patients   Files   Advanced ⬭

Smither, Lyn   🔍

Search by Name (last, first) or by DOB (mm/dd/yyyy) or by MBI (xxxx-xxx-xxxx) and then press <Enter> to search
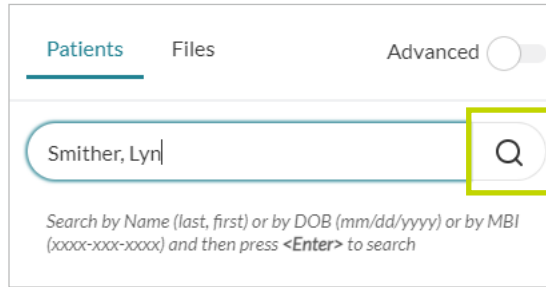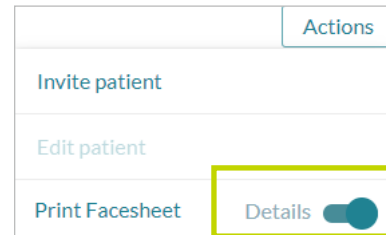
STEP 4a: Navigate and click on Actions, from the dropdown menu select Print Facesheet; the default version is the condensed facesheet.

»   👥 Care / Patients

SMITHER, LYN
SL
59yo M | Born 11/20/1962 | | MBI: XXXXXX8997
(123) 123-4567 | scrubbedemail#emailprov.com

ATTRIBUTED PROVIDER
TINGEN FAMILY CARE
PREDICTED RISK CATEGORY
Low

Actions
Invite patient
Edit patient
Print Facesheet

Facesheet   Timeline

STEP 4b: To toggle to the expanded version, select Details, then print.

Actions
Invite patient
Edit patient
Print Facesheet   Details ⬤

STEP 5: Once the facesheet pops up, navigate to top right and select the arrow to download or the printer icon to print to a local printer.

⬇ 🖨 ⋮

STEP 6: To find another patient facesheet, go back to the top right corner and use the **Search** feature again (see step 1).