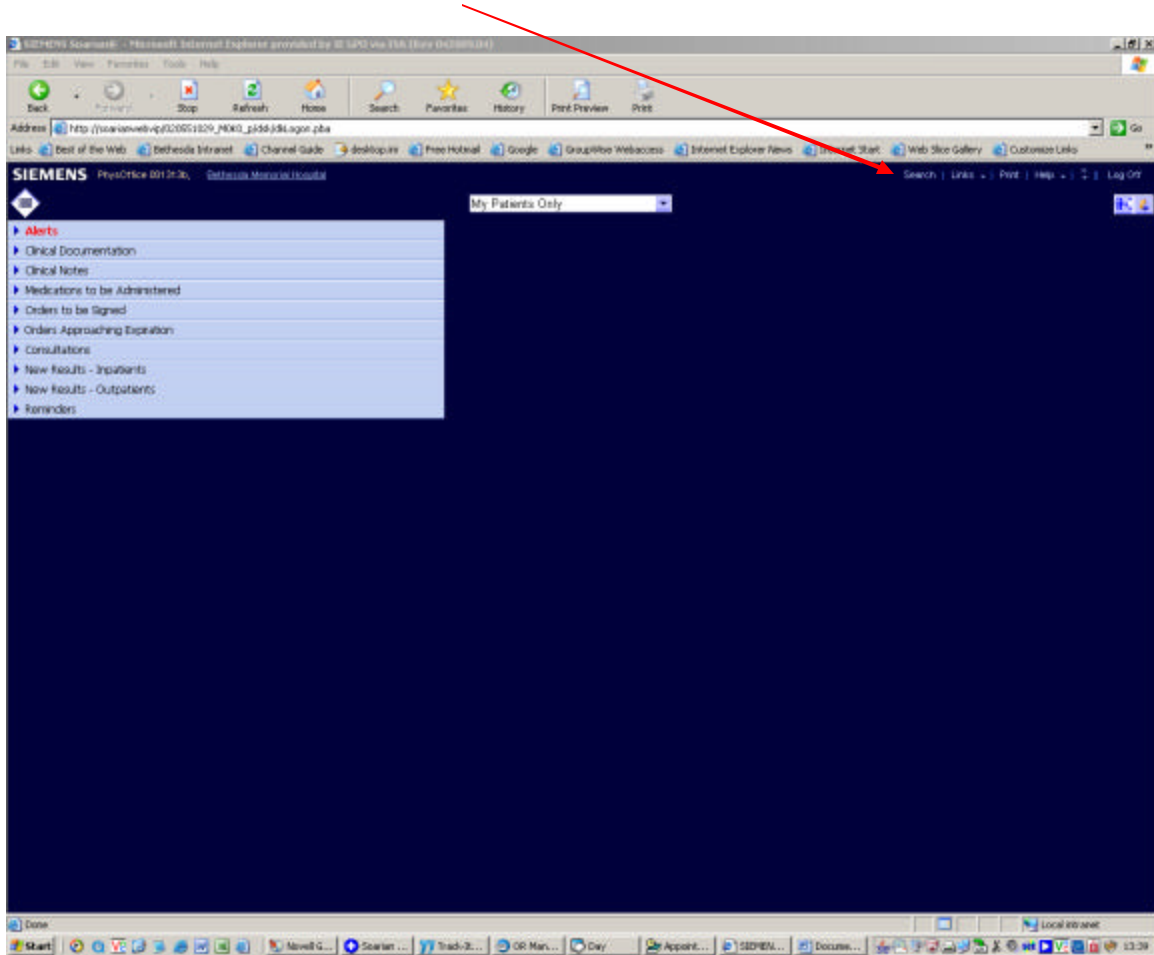


Adding a Doctor to your Coverage Census

Log into eCOS.

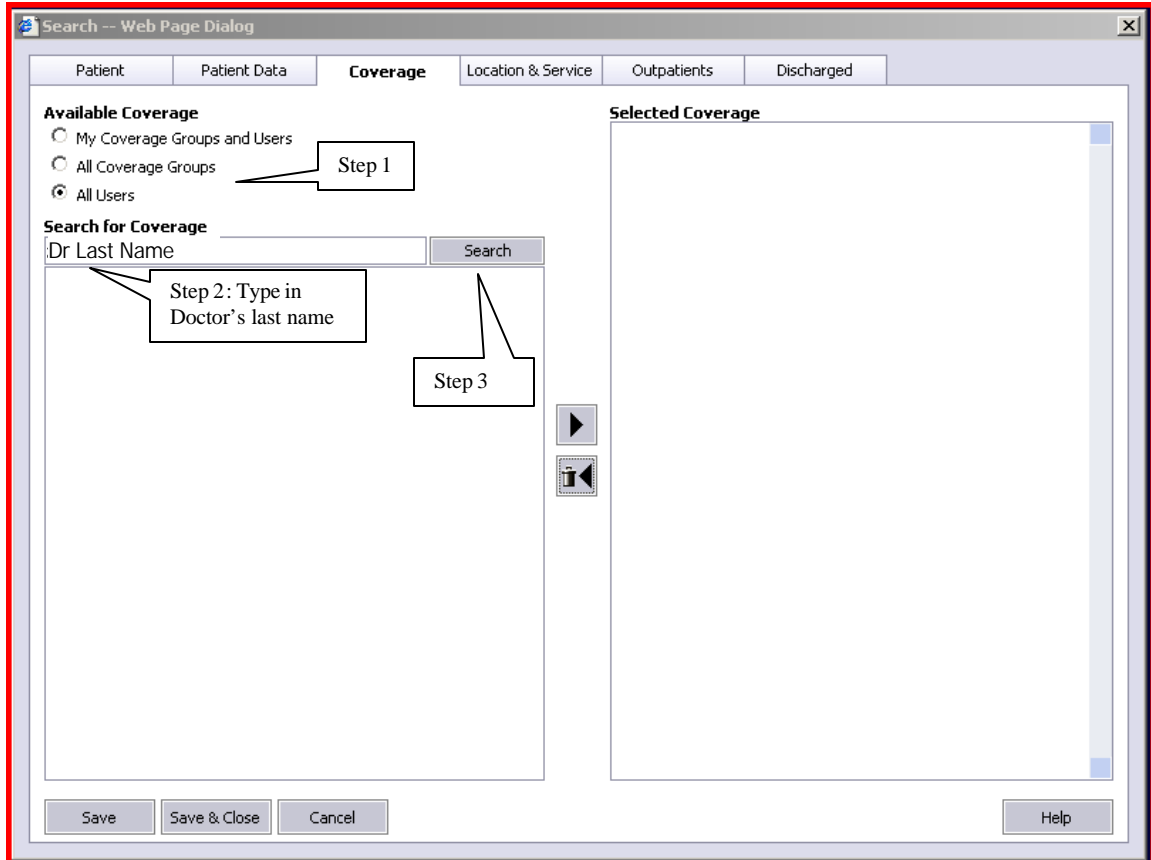
On the Main Screen click SEARCH



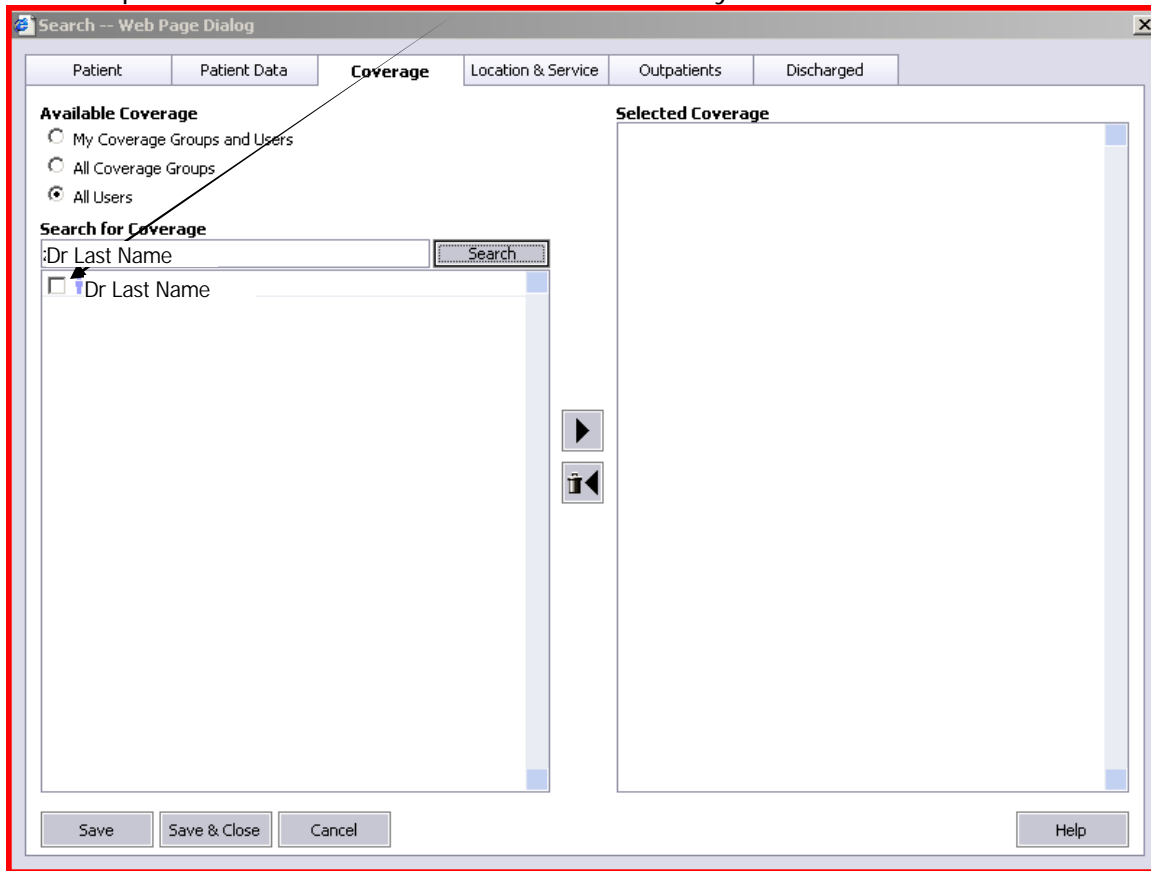
On the Search Screen click on Coverage tab

The screenshot shows a web application window titled "Search -- Web Page Dialog". At the top, there are several tabs: "Patient", "Patient Data", "Coverage", "Location & Service", "Outpatients", and "Discharged". A red arrow points to the "Coverage" tab. Below the tabs, there are three sub-tabs: "By Name", "By ID", and "By Unit". The "By Name" sub-tab is active and contains several input fields: "Last Name", "First Name", and "Middle Name". To the right of these fields are radio buttons for "Gender" (All, Male, Female, UnKnown) and checkboxes for "Visit Type" (Inpatient, Outpatient, Emergency, Future, Bedded). There is also a checkbox for "Active Visit Only". Below the input fields are four buttons: "Search", "Last Search", "Make Default", and "Clear". Below these buttons is a table with the following columns: "Name", "MR.# / Entity", "M/F", "Age", "Date of Birth", "Primary Physician", "Last Visit", and "Last Unit Contacted". The table is currently empty. At the bottom of the window, there are two text input fields labeled "Comment" and "Password". Below these fields are several buttons: "Add to Census", "Admit", "Cancel", "Patient Record" (with a dropdown arrow), and "Help".


If you want a single doctor click on **All Users**, if you have a group click on **All Coverage Groups**. In the search type in the doctors last name or the coverage group name. Finally click on search and you will see the results below.

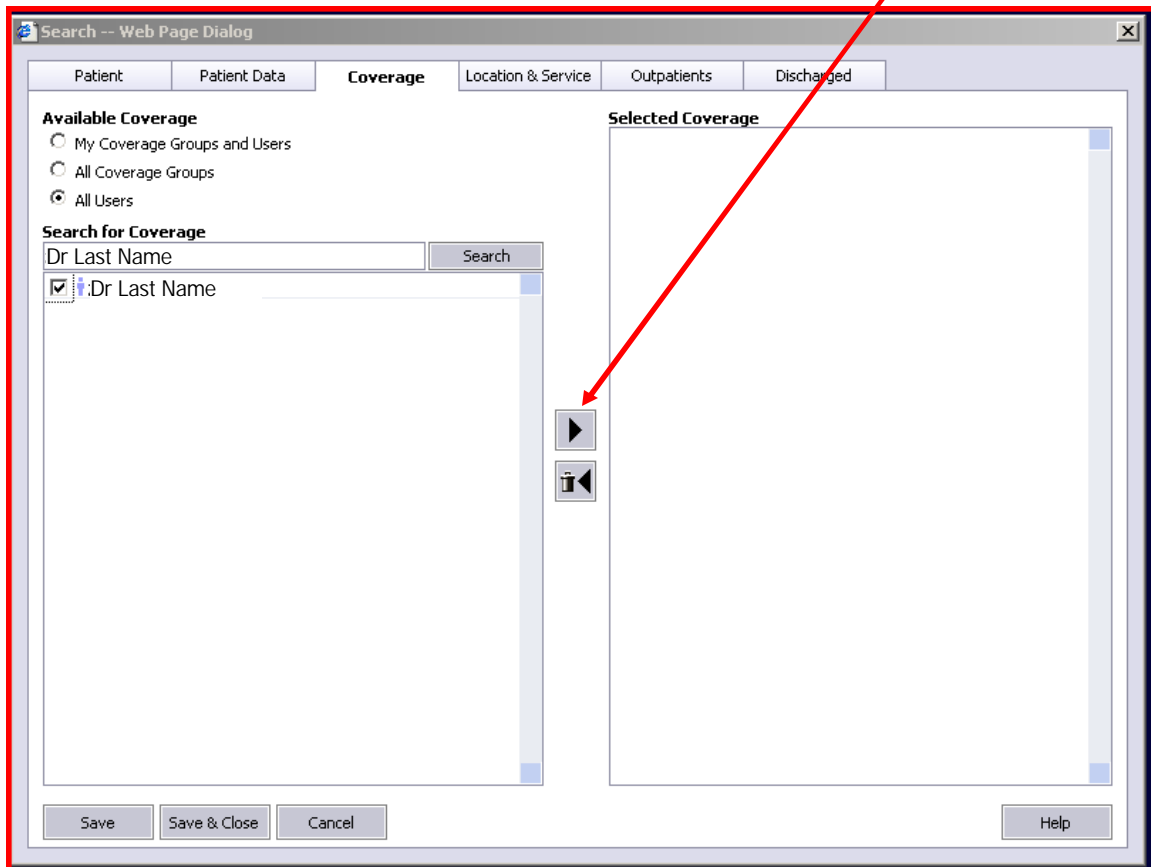


Next step is to click on the box next to the doctor you want.

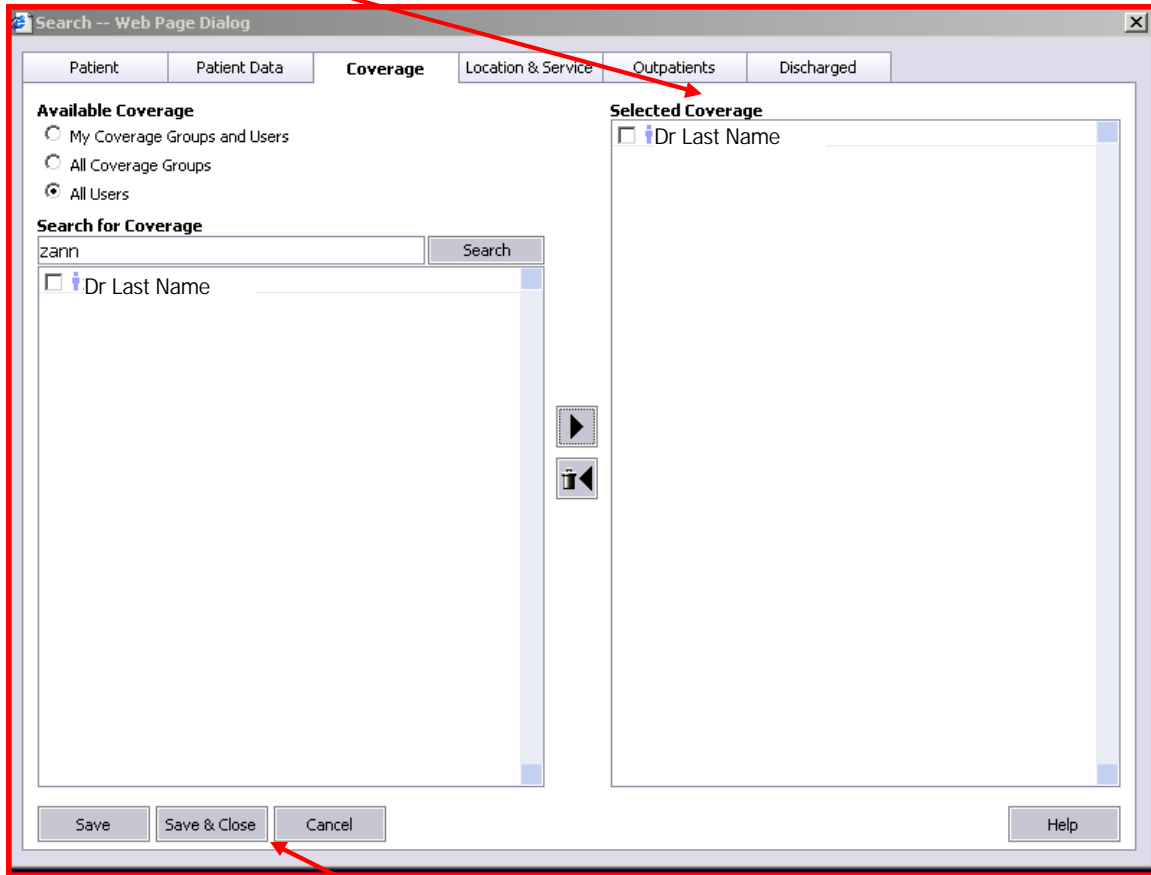




Click on the  to tell the system that this is the physician you need the census for.

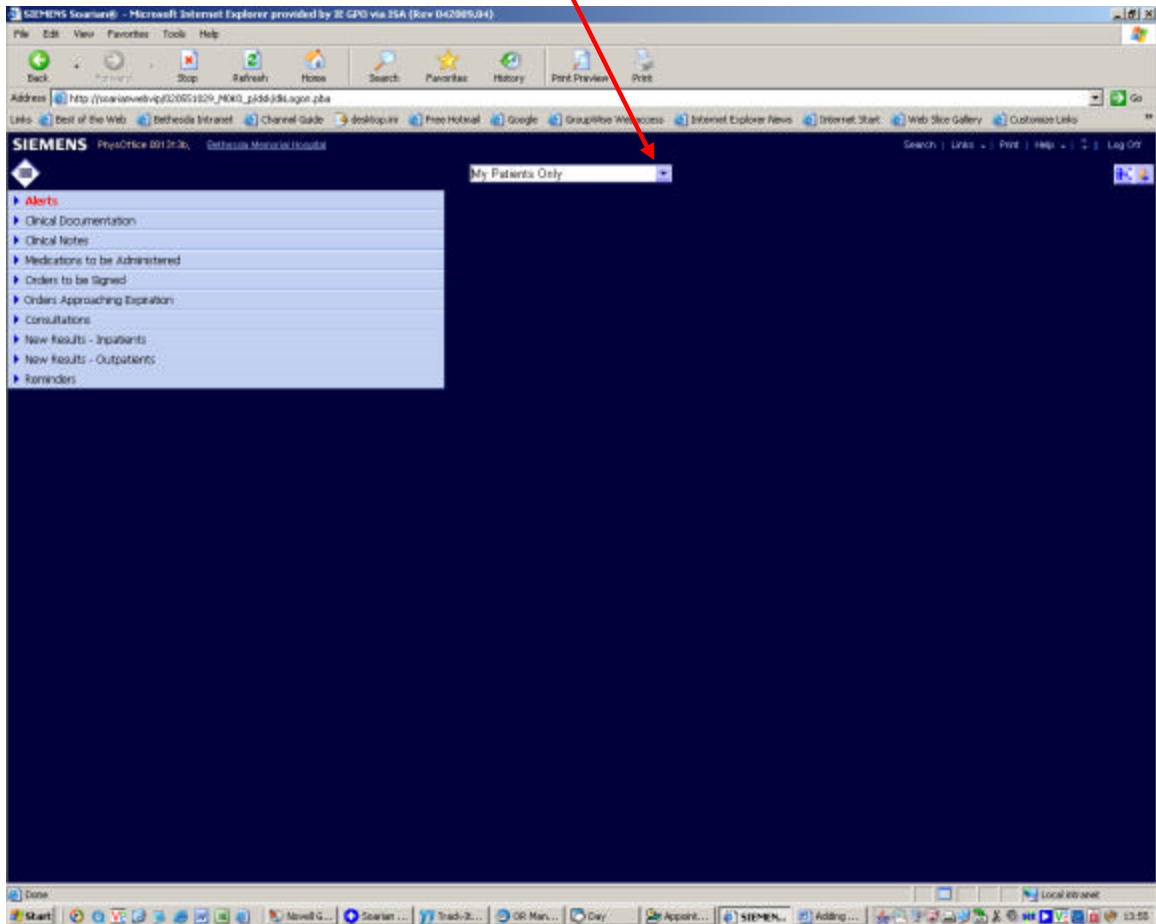


Result:

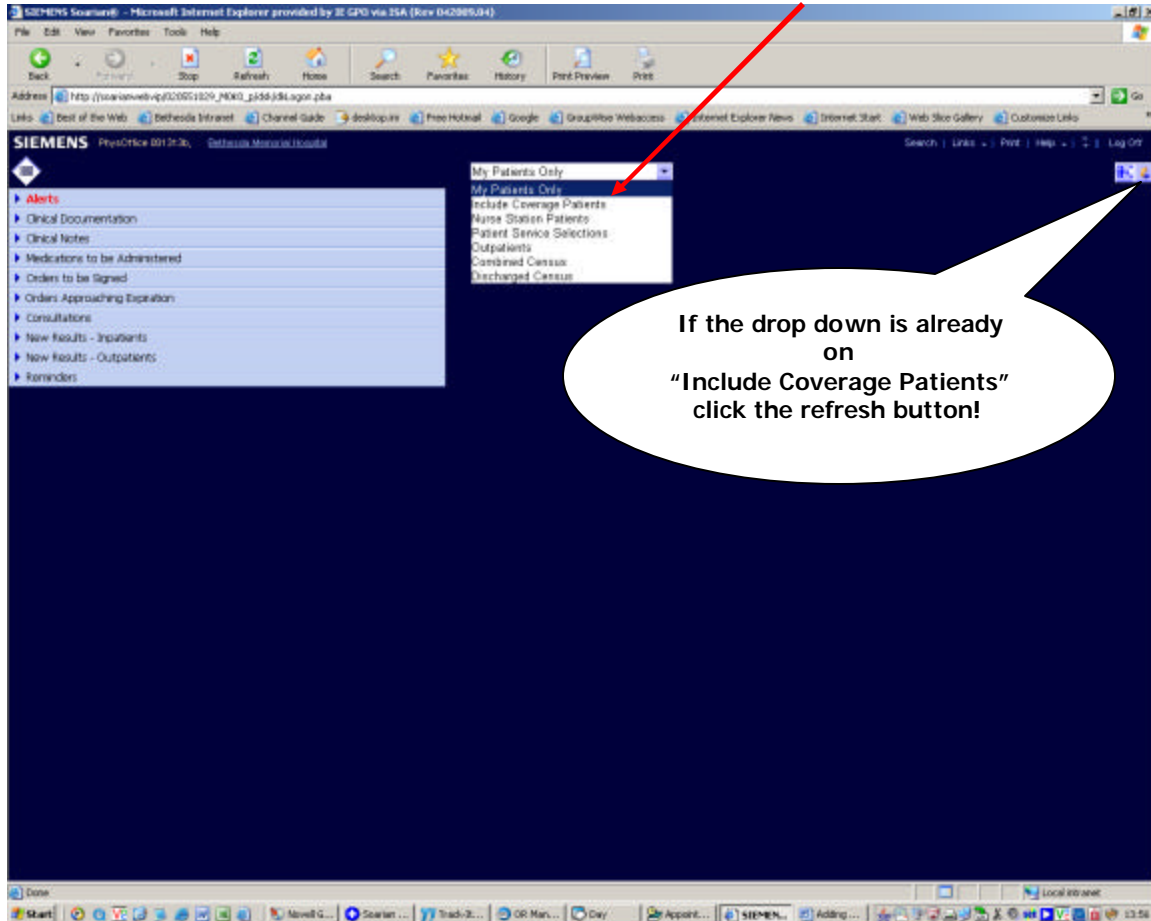


Next, Click on **Save & Close**. This will take you back to the Census Screen. See next page.

On the Census Screen, Click on the  icon next to the "My Patients Only." This will pull a drop down box.



Select the entry, "Include Coverage Patients"



If the physician has any patients, then it should appear on the Census menu.

